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*Army Regulation 11–6

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Army Programs

Army Foreign Language Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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

Authorities. This regulation implements in part 37 USC 353, DoDD 5160.41E, DoDI 1340.27, DoDI 1315.20, and DoDI 5160.70.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. It also applies to Department of the Army Civilians.

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 requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (appendix F).

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–OIO) via email at usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil.

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

*This regulation supersedes AR 11–6, dated 25 February 2022 and DA Pam 11–8, dated 28 February 2022.

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UNCLASSIFIED

SUMMARY of CHANGE

AR 11–6
Army Foreign Language Program

This major revision, dated 9 May 2024—

- Delays assignment of 35P Defense Language Institute graduates until advanced individual training to enable the identification and assignment of the higher proficiency linguists to critical intelligence missions at the National Security Agency (para 1–11*h*(20)).

- Adds requirement for the Deputy Chief of Staff, G–3/5/7 to assess and report the foreign language capability readiness for Army units in the Defense Readiness Reporting System (para 1–13*l*).

- Adds requirement for units to inspect subordinate unit's command language program every 2 years (paras 1–14*k*, 1–15*i*, 1–17*m*, 1–18*e*, 1–19*j*, and 1–23*i*).

- Requires commanders to comply with Public Law 116–92 and AR 220–1 to annotate foreign language fit, fill, and proficiency as part of regular unit status reporting (paras 1–14*n*, 1–15*k*, 1–17*o*, and 1–23*v*).

- Requires the Commanding General, U.S. Army Recruiting Command to inform all Soldiers who score a 129 or higher on the skilled technical portion of the Armed Services Vocational Aptitude Battery of specific military occupational skills that guarantee language training (para 1–18*b*(2)).

- Adds the requirement for commanders to designate and maintain a permanent space on their installation in which assigned language-capable and language-dependent Soldiers may conduct self-study and receive contract instruction to maintain and improve their language capabilities (para 1–23*h*).

- Requires commanders to provide language-dependent and language-capable Soldiers with the requisite hours of language training each month during the duty day (paras 1–23*k* and 3–1*b*(3)).

- Requires commanders to provide language-dependent and language-capable Soldiers with a 160 consecutive hour significant language training event annually (paras 1–23*m* and 3–1*b*(4)).

- Authorizes use of the two-score oral proficiency interview for Army special operations forces Soldiers only. Eliminates 35M Soldiers and foreign area officer's eligibility to take the two-score oral proficiency interview unless these Soldiers are assigned to locations where no testing facilities are available or for languages that do not have a Defense Language Proficiency Test (para 2–5*d*(1)).

- Changes the initial Defense Language Proficiency Test recertification timeline for initial entry and reclassified 35M and 35P Soldiers (para 2–5*f*(4)).

- Allows grandfathered 35M Soldiers to attend the Defense Language Institute Foreign Language Center for initial language acquisition without being reclassified to another military occupational skill if they fail to graduate (para 2–8*k*).

- Exempts L3/R3 proficiency linguists from monthly language training if they are confident they can maintain their language proficiency. Requires 12 hours of language training monthly if they are not confident they can maintain their 3/3 language proficiency (para 3–1*b*(3)).

- Adds requirement for unit command language program managers to maintain the Army Command Language Program Manager's Database (para 3–18).

- Adds criteria for when officers, warrant officers, and enlisted Soldiers are eligible draw a foreign language proficiency bonus (para 4–2*a*).

- Implements the new Department of Defense foreign language proficiency bonus pay by modality system prescribed in DoDI 1340.27 (para 4–3).

- Adds requirement for Soldiers to complete all recertification testing prior to the expiration date listed on the written agreement (paras 4–3*c* and 5–13*e*).

- Allows Soldiers drawing a foreign language proficiency bonus for an additional dialect to receive additional pay for the listening modality only (para 4–3*e*).

- Adds requirement for The Army Language Program Manager to conduct quarterly foreign language proficiency bonus reviews to ensure Soldiers are authorized to receive the bonus (para 4–10).

- Adds requirements for non-language-dependent Soldiers supporting contingency operations to qualify for foreign language proficiency bonus pay (para 4–11).

- Provides guidance on initiating and processing an administrative personnel action request written agreement through the Integrated Personnel and Pay System–Army (paras 4–13 through 4–19).

- Provides updated verbiage to use in the written agreements (paras 4–14 through 4–17).

- Implements the new Department of Defense foreign language proficiency bonus pay by modality system for Army special operations forces in accordance with DoDI 1340.27. Authorizes the Army special operations forces military occupational specialties to receive pay for all three modalities once they achieve an L2/R2/S2 proficiency (para 5–15*c*(3)(*a*)).

- Adds a contract linguist waiver memorandum sample format (fig 8–2).

- Adds a contract linguist revalidation memorandum sample format (fig 8–3).

- Adds a contract linguist validation technical exhibit sample format (fig 8–4).

- Updates the Command Language Program inspection checklist (app B).

- Eliminates the Army Language and Cultural Enterprise meeting (throughout).

- Reduces the annual language training requirement for foreign area officers and Army Special Operations Soldiers to 80 consecutive hours annually (throughout).

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Chapter 1
Introduction

Section I

General

1–1. Purpose
This regulation prescribes policies, assigns responsibilities, and delegates authorities for the Army Foreign Language Program to include the use of Soldiers, Department of the Army (DA) Civilians, and contract linguists to provide linguistic support to Army missions. It prescribes policies for managing Army language-dependent and language-capable military occupational specialty (MOS) Soldiers, DA Civilians; the management and acquisition of contract linguists; command language programs (CLPs); provision of foreign language proficiency bonus (FLPB) pay to Soldiers and DA Civilians; management of Army special operations forces (ARSOF) language-capable Soldiers; and policy for the use of The Army Language Program (TALP) funds. Additionally, this regulation prescribes minimum language training and language proficiency standards and establishes associated language testing requirements.

1–2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at https://armypubs.army.mil/.

1–3. Associated publications
This section contains no entries.

1–4. Responsibilities
See chapter 2.

1–5. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Scope
a. The Army must recruit, train, 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 in languages for which Defense Language Proficiency Tests (DLPTs) are available. If DLPTs are not available, administer an oral proficiency interview (OPI) or other DoD-approved proficiency test according to paragraph 2–5*c* of this regulation. Vendors certify contract linguists to the proficiency levels designated in the terms and conditions of the applicable contract or agreement.

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 Chief of the Deputy Chief of Staff (DCS), G–2's Foreign Language Team (DAMI–OIO) or the DoD Contract Linguist Program Manager (DAMI–OIO).

Section II

Responsibilities

1–7. Assistant Secretary of the Army (Acquisition, Logistics and Technology)
The ASA (ALT) will ensure that human language technology (HLT) tools, if required, will have an approved and validated requirement to develop, test, evaluate, acquire, and integrate this capability as prescribed by DoD policy and this regulation (see DoDD 5160.41E).

1–8. 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. Ensure that the statutory authority for paying FLPB has been extended each year (see 37 USC 353).
   c. Provide monthly accounting of disbursements by category (officer, warrant officer, enlisted Soldier, and DA Civilian), FLPB level, language identification code (LIC), MOS, and total amount paid.

1–9. Assistant Secretary of the Army (Manpower and Reserve Affairs)
The ASA (M&RA) will—
   a. Oversee execution of the FLPB Program by the DCS, G–1; DCS, G–2; DCS, G–3/5/7; Chief of Army Reserve (CAR); and Commanding General (CG), U.S. Army Human Resources Command (USAHRC).
   b. Coordinate with the Director, Defense Finance and Accounting System (DFAS) and the Chief, National Guard Bureau (CNGB) to ensure FLPB Program requirements are met.
   c. Recommend FLPB Program policy changes to the DCS, G–2.
   d. Carry out additional responsibilities identified in paragraph 4–1*d*.

1–10. General Counsel
The GC, in coordination with The Judge Advocate General (TJAG) and the DCS, G–2, will determine requirements for HLT tools that support multi-discipline collection, analysis, and intelligence production (see DoDD 5160.41E).

1–11. Deputy Chief of Staff, G–1
The DCS, G–1 will—
   a. Plan and manage the execution of the FLPB Program in coordination with DCS, G–2; DCS, G–3/5/7; CG, USAHRC; and CAR.
   b. Submit linguist status reports upon request from the DCS, G–2.
   c. Provide guidance concerning the FLPB Program report preparation to the Army National Guard (ARNG), U.S. Army Reserve (USAR), U.S. Army Training and Doctrine Command (TRADOC), USAHRC, and DFAS.
   d. Manage the FLPB management decision evaluation package (MDEP) and program objective memorandum (POM) for the required annual funding to sustain the program.
   e. Advise and assist the ASA (M&RA) in the development of policies that ensure the Army Continuing Education System (ACES) and the Army learning centers support foreign language proficiency testing.
   f. Monitor and recommend for approval to the DCS, G–2 any changes to the language coded billets on the U.S. Army Recruiting Command (USAREC)'s tables of distribution and allowances (TDAs) and tables of organization and equipment (TOEs).
   g. Participate in the review of linguist procedures, policies, and requirements.
   h. Through the CG, USAHRC—
   (1) Have overall staff supervisory authority for the acquisition, assignment, utilization, and retention of Army linguists.
   (2) Assist in developing personnel management systems and procedures for the operation of the Army Foreign Language Program.
   (3) Ensure testing policies, facilities, and equipment support DLPT testing.

(4) Coordinate with the DCS, G–1 and users to manage career programs based on Armywide requirements for officer, warrant officer, and enlisted linguists.

(5) Conduct language inventory analysis and provide requirements to develop Regular Army (RA) language training requirements. Develop language training requirements to maintain language inventory and readiness for presentation at the Structure and Manning Decision Review (SMDR) and the Training Resources Arbitration Panels (TRAPs). Manage the training cycle for all language requirements at the Defense Language Institute Foreign Language Center (DLIFLC) and for advanced individual training (AIT) training seats for RA MOSs 35M, 35P, and foreign area officers (FAOs).

(6) Provide annual, quarterly, and monthly language reports and ensure that linguist data is current and accessible to the Headquarters, Department of the Army (HQDA) staff, Army command (ACOM), Army service component command (ASCC), and direct reporting unit (DRU) language personnel managers.

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

(8) Monitor RA and USAR FLPB recipients by position, language, pay rate, MOS, or area of concentration (AOC), unit of assignment, and category (officer, warrant officer, enlisted, and DA Civilian), and report this information quarterly to the DCS, G–1 and DCS, G–2.

(9) Assist the DCS, G–1; Chief, Foreign Language Team, Operations Division; DCS, G–2; CAR; and CNGB in implementing provisions of chapter 4 of this regulation.

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

(11) In coordination with the CAR, ensure adequate resources are available to support foreign language training for USAR individual mobilization augmentees (IMAs).

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

(13) Review and make final disposition on requests to change the control language (CLANG) for RA language-dependent and language-capable MOSs (not including ARSOF career management fields (CMFs) 18, 37, 38R, 38W, 38Z, and AOC 38S) and functional area (FA) 48 (FAOs) in accordance with Army readiness requirements, policy, and professional development requirements.

(14) Conduct analysis and make recommendations to the DCS, G–1 on the Army Civilian Acquired Skills Program (ACASP) annual mission letter.

(15) Determine MOS 35P (skill level 2 and 3 only) promotions monthly by language and complete the promotion allocation report.

(16) Distribute all initial entry training assignments for MOS 35M and 35P Soldiers.

(17) As the executing agent for the DCS, G–1, manage the acquisition, assignment, utilization, and retention of Soldiers in language-dependent MOSs.

(18) Provide a senior level representative to the Defense Language Steering Committee (DLSC), Defense Language Action Panel (DLAP), SMDR, and TRAP meetings.

(19) Screen language-dependent MOSs inventory monthly to ensure Soldiers meet language proficiency requirements. Code any Soldier not in compliance with language proficiency requirements with an immediate reenlistment prohibition (IMREPR) code 9P indicating non-MOS qualified. Remove the IMREPR code 9P from a Soldier's record after he or she achieves language proficiency requirements.

(20) Delay assignment of 35P DLIFLC students until after graduation. Once assigned to AIT, screen DLIFLC 35P graduates to identify and assign the higher proficiency linguists (L2+/R2+ or higher) to critical intelligence missions (National Security Agency (NSA)).

(21) Ensure compliance with Defense Language Aptitude Battery (DLAB) entry requirements.

(22) Upon request, provide lists of non- language-capable/language-dependent Soldiers proficient in a language(s) supporting a contingency operation to the requesting organization.

1–12. Deputy Chief of Staff, G–2
The DCS, G–2 will—
  a. Serve as the Army's Deputy Senior Language Authority (SLA). In the absence of the Army SLA, advise senior leadership on doctrine, policies, planning guidance, and resources for language (foreign and English), regional expertise, and cultural capability requirements.
  b. Serve as the Army's foreign language proponent.
  c. In coordination with the GC and TJAG, determine requirements for HLT that support multi-discipline collection, analysis, and intelligence production (see DoDD 5160.41E).

d. Provide expertise to support the development, testing, evaluation, acquisition, and integration of HLT tools that support multi-discipline collection, analysis, and intelligence production (see DoDD 5160.41E).

e. Represent the Army at the following meetings: Foreign Language Executive Committee, the Technology Working Group, the Education and Instructional Technology Working Group, Testing Assessment Working Group, the Defense Language Testing Working Group, SMDR, TRAP, the DLSC (as an alternate if the DCS, G–3/5/7 is not available), the DLAP, the Defense Intelligence Foreign Language and Area Advisory Group, the Cryptologic Language Advisory Committee, the Cryptologic Training Advisory Committee, the Defense Language Curriculum Working Group, and the Advanced Command Language Program Manager (CLPM) Working Group.

f. Serve as the Army foreign language Service Program Manager (SPM) with overall staff responsibility to develop, coordinate, and execute the Army Foreign Language Program.

g. The SPM is the sole approval authority for all DLAB waivers.

h. Serve as the responsible official (RO) for the DoD Contract Linguist Program. Execute responsibilities in accordance with paragraphs 8–3*a* and 8–3*b*.

i. Coordinate with representatives of the Secretary of the Navy, Secretary of the Air Force, and heads of Defense Agencies to identify validated requirements and resources needed to execute contract linguist support (see DoDI 5160.70).

j. Identify critical languages to meet Army requirements and document in the Army Strategic Language List (ASLL) for both the General Purpose Forces (GPFs) and the ARSOF.

k. Publish the annual ASLL, the ARSOF ASLL, and the Prevalent in the Force language list.

l. Announce changes to the DA Civilian Foreign Language Proficiency Pay (FLPP) policy for DA Civilians performing intelligence duties to include proficiency requirements, pay rates, and procedures.

m. Review and validate foreign language proficiency requirements for modified table of organization and equipment (MTOE) and TDA language positions annually.

n. In conjunction with the DCS, G–3/5/7, recommend the Army's foreign language proficiency standard for all language-dependent and language-capable MOSs.

o. Conduct an annual review of MTOE and TDA authorization documents for units with language coded positions. Approve/disapprove unit submissions and coordinate with the appropriate HQDA staff elements for changes to these language coded positions.

p. Appoint a TALP manager and manage the TALP budget.

q. Assist the Chief, Institutional Training Division, DCS, G–3/5/7 with the management and requirements build process of the TALP MDEP throughout the annual programming and budget cycles.

r. Implement policies, objectives, and guidelines designed to achieve, maintain, and improve Army linguists' language proficiency.

s. Plan and manage the execution of the CLP policy.

t. Determine the overall Army language requirements based on the National Defense Strategy and provide guidance to ACOMs, ASCCs, and DRUs based on their areas of responsibility (AORs), estimated future contingencies, and foreign policy needs. Disseminate guidance annually in the Army Command Plan guidance.

u. Stabilize language requirements by monitoring and limiting changes to overall unit MTOE/TDA language requirements to ensure that units do not increase their MTOE/TDA language requirements by more than 10 percent annually nor decrease by more than 20 percent.

v. Coordinate changes in language requirements with CG, USAHRC to allow sufficient lead time to identify, recruit, and train Soldiers prior to linguist requirements affecting the manning of the force.

w. Monitor and recommend for approval to the DCS, G–3/5/7 any changes to linguist TDA and TOE authorizations for intelligence CMF 35.

x. Participate in all reviews of linguist policies, procedures, and requirements.

y. Inspect U.S. Army Forces Command (FORSCOM), U.S. Army Special Operations Command (USASOC), the U.S. Army Intelligence and Security Command (INSCOM), USAR, and ARNG CLPs biennially. Ensure subordinate commands inspect their CLPs every 2 years in accordance with this regulation and AR 11–2.

z. Consolidate input from the ARNG, USAR, and the RA to provide an annual informal estimate of the OPIs by language and number of tests for the upcoming fiscal year (FY) to the DLIFLC not later than 1 June.

aa. Manage the DLIFLC SMDR submission process for all language-dependent and language coded MOSs. Review and approve SMDR requirements from the CG, USAHRC, CG, INSCOM, CG, FORSCOM, CG, USASOC, FAO proponent, CNGB, and the CAR. Assist units with SMDR input into the Army Training Requirements and Resources System (ATRRS) if necessary.

bb. Identify to the Commander, U.S. Special Operations Command all ARSOF-only FLPB costs that exceed the Army FLPB policy (see DoDI 1340.27).

cc. Through the CG, INSCOM—

(1) Administer the Contract Linguist Program in accordance with paragraph 8–3*c.*

(2) Maintain the Army Command Language Program Manager's Database (ACD) and provide training upon request.

(3) Maintain the NSA/Central Security Service (CSS) CHANDELIER linguist database for all Army MOS 35P Soldiers.

(4) Coordinate with National Cryptologic University (NCU) personnel to coordinate training seats for all NCU language training detachment (LTD) intermediate and advanced language training courses.

1–13. Deputy Chief of Staff, G–3/5/7
The DCS, G–3/5/7 will—

a. Serve as the SLA for the Army. As the Army SLA, advise senior leadership on doctrine, policies, planning guidance, and resources for language (foreign and English), regional expertise, and cultural capability requirements.

b. Oversee The Defense Language Program (TDLP) MDEP. Formulate, present, and defend foreign language training resource requirements to the program evaluation group for the TDLP MDEP.

c. Serve as the RO for the DLIFLC.

d. Represent the Army at the DLAP and the DLSC.

e. Coordinate with representatives of the Secretary of the Navy, Secretary of the Air Force, and heads of Defense Agencies:

(1) To identify validated requirements and resources needed to execute foreign language proficiency training and test development and maintenance (see DoDI 5160.70).

(2) On the establishment of language training facilities (such as location, purpose, resourcing) (see DoDI 5160.70).

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 language coded MTOE and TDA authorizations for military assistance advisory groups; electronic warfare units; security force assistance brigades (SFABs); FAOs; TOE and TDA positions unless otherwise designated herein, where operational requirements override Officer Personnel Management System (OPMS) or Enlisted Personnel Management System considerations; and law enforcement.

j. Participate in the review of linguist policies, procedures, and requirements.

k. In coordination with DCS, G–2, recommend the Army's foreign language proficiency standard.

l. Assess and report the foreign language capability readiness for Army units in the Defense Readiness Reporting System (DRRS) using Universal Joint Task List TA 7.4.3.4.

m. Carry out additional responsibilities identified in paragraphs 1–9*a*, and 1–11*a*.

1–14. Chief, National Guard Bureau
The CNGB will—

a. Ensure that state adjutants general comply with the requirements of this regulation.

b. Develop requirements for the annual DLIFLC SMDR and submit them to the Chief, Foreign Language Team for review and approval not later than 1 June. Once validated, the CNGB will submit requirements into the ATRRS system in accordance with the schedule developed by the DCS, G–3/5/7.

c. Provide policy and procedural guidance on the Army Foreign Language Program's implementation and Army linguist management to the states and territories adjutants general.

d. Ensure the FLPB Program is executed within the Army National Guard of the United States in accordance with DoDI 1340.27 and this regulation.

e. Maintain an inventory of authorized language positions within the ARNG.

f. Submit linguist status reports to the DCS, G–2 upon request.

g. Designate an office to manage/monitor TALP activities and subordinate CLPs within the ARNG.

h. Ensure that adequate resources and facilities are available to support foreign language training for ARNG Soldiers.

i. Report TALP requirements and expenditures for the ARNG as required by chapter 7 of this regulation to the TALP Manager, Operations Division, DCS, G–2.

j. Document the ARNG language force structure in coordination with the DCS, G–2 to ensure that inventory and training is accurate (for example, "35M10 QB" should read "35M1LQB").

k. Inspect subordinate unit language programs every 2 years to ensure compliance with this regulation and AR 11–2.

l. Monitor FLPB recipients by position, language, pay rate, and category (officer, warrant officer, enlisted) to ensure personnel are entitled to receive FLPB and that they are receiving the amount of FLPB they are entitled to.

m. Provide an annual informal estimate of the OPIs by language and number of tests to the Chief, Foreign Language Team not later than 1 June. For example, the ARNG would provide the estimated number of OPIs for FY 25 on 1 June 2024.

n. Ensure subordinate units are annotating foreign language fit, fill, and proficiency as part of regular unit status reporting (see Public Law 116–92 and AR 220–1).

o. Carry out additional responsibilities identified in paragraphs 5–6*e* and 5–7*b*.

p. Ensure compliance with DLAB entry requirements.

q. Submit FLPB policy/process changes through the state adjutants general. CNGB will review and coordinate changes with the Chief of the Army Foreign Language Team.

r. Ensure that ARNG commanders provide language training during their monthly battle assemblies and during their annual training (AT) as time permits.

s. Ensure subordinate unit language programs utilize the ACD as the linguist management program of record in accordance with paragraph 3–18.

t. Define specific language proficiency training goals and objectives to meet mission requirements for authorized linguists and disseminate in the commander's AT guidance.

u. Adjudicate FLPB eligibility, award, or termination issues.

1–15. Chief of Army Reserve

The CAR will—

a. Develop the USAR initial entry and prior service language requirements for the DLIFLC SMDR and submit the SMDR requirements to the DCS, G–2 for review and approval not later than 1 June. Once the DCS, G–2 validates the USAR's SMDR requirements, input SMDR requirements into ATRRS in accordance with the Institutional Training Division SMDR schedule.

b. Exercise staff supervision and management of the USAR FLPB Program.

c. Maintain an inventory of authorized USAR language positions.

d. Submit linguist status reports to the DCS, G–2 upon request.

e. Designate an office to manage and monitor TALP resources and provide oversight of subordinate CLPs.

f. Ensure adequate resources and facilities are available to support foreign language training for USAR linguists.

g. Report TALP requirements and expenditures for the USAR, as required in chapter 7 of this regulation, to the Army TALP Manager.

h. Properly document and code the USAR language force structure in coordination with the DCS, G–2's guidance to ensure inventory and training requirements are accurate (for example, "35M10 QB" should read "35M1LQB").

i. Inspect subordinate unit language programs every 2 years to ensure compliance with this regulation and AR 11–2.

j. Provide an annual estimate of the OPIs by language and number of tests to the Chief, Foreign Language Team not later than 1 June. For example, the U.S. Army Reserve Command (USARC) would provide the estimated number of OPIs for FY 25 on 1 June 2024.

k. Ensure subordinate units are annotating foreign language fit, fill, and proficiency, as part of regular unit status reporting (see Public Law 116–92 and AR 220–1).

l. Ensure compliance with DLAB entry requirements.

m. Ensure that USAR commanders will provide language training during their monthly battle assemblies and during their AT as time permits.

n. Ensure subordinate unit language programs utilize the ACD as the linguist management program of record in accordance with paragraph 3–18.

o. Define specific language proficiency training goals and objectives to meet mission requirements for authorized linguists and disseminate in the commander's AT guidance.

1–16. The Judge Advocate General
TJAG, in coordination with the GC and the DCS, G–2, will determine requirements for HLT tools that support multi-discipline collection, analysis, and intelligence production (see DoDD 5160.41E).

1–17. Commanders of Army commands, Army service component commands, and direct reporting units
Commanders of ACOMs, ASCCs, and DRUs will—

a. Direct subordinate commands to manage nonresident foreign language remedial, refresher, sustainment, and enhancement training to ensure they achieve readiness objectives. Assign language training with the same priority given to physical fitness, common Soldier skill training, weapons qualification training, and MOS training.

b. Develop personnel systems and procedures to ensure the assignment of linguists to authorized positions that require foreign language capability.

c. Designate officials to approve positions and duties that meet the requirements for FLPB.

d. Consolidate subordinate unit language code changes annually and submit to the Chief, Foreign Language Team for review and approval prior to submitting through Force Management channels. Ensure subordinate units do not increase their MTOE/TDA language requirements by more than 10 percent annually nor decrease by more than 20 percent.

e. Coordinate with the CG, U.S. Army Materiel Command for the facilities to support the effective training of assigned linguists.

f. Document the command's TALP requirements and the method used to determine them and submit to the TALP manager no later than 1 August. Support the TALP manager as required by chapter 7 of this regulation.

g. Use TALP funds for the language training of assigned military linguists (such as for travel, per diem, meals and incidental expenses, and contract instruction) and CLPMs. This includes the use of TALP funds to hire contract CLPMs (units with 70 or more assigned linguists only). See paragraph 7–5*a* for exceptions to this policy.

h. Maintain a CLP and designate a CLPM responsible for all aspects of the development, implementation, and management of the CLP. RA commanders of units with 70 or more linguists assigned will use a full-time CLPM with a specified job description to manage their CLP. Units with fewer than 70 authorized linguists will identify a CLPM as an additional duty to manage their CLP.

i. Use ATRRS to schedule CLPMs for attendance at the DLIFLC resident or nonresident CLPM course within 6 months of hiring or assuming the position.

j. Execute contract linguists' responsibilities in accordance with paragraph 8–3*d*.

k. Establish a unit policy for the payment of DA Civilian FLPP and review this policy annually to determine if it is still applicable.

l. Provide an annual informal estimate of the OPIs by language and number of tests to the Chief, Foreign Language Team not later than 1 June. For example, FORSCOM would provide the estimated number of OPIs for FY 25 on 1 June 2024.

m. Inspect subordinate unit language programs every 2 years to ensure compliance with this regulation and AR 11–2.

n. Ensure subordinate unit language programs utilize the ACD as the linguist management program of record in accordance with paragraph 3–18.

o. Ensure subordinate units are annotating foreign language fit, fill, and proficiency as part of regular unit status reporting (see Public Law 116–92 and AR 220–1).

p. Consolidate DLIFLC training seat requirements and send via email to the Chief, Foreign Language Team not later than 1 June for the annual SMDR requirements call. The Chief, Foreign Language Team will review and approve all SMDR training requests.

q. Establish an ASCC theater linguist office (TLO). Designate a theater linguist manager (TLM) within the TLO that works directly for the supported theater commander responsible for the staffing, accountability, and validation of contract linguist requirements in the theater of operations. Theaters that maintain over 500 contract linguist requirements will designate a full-time TLM position. The TLM will—

(1) Consolidate, prioritize, and process linguist support requests for the theater.

(2) Manage the language requirements to meet the mission; submit theater contract linguist requirements to the Chief, Army Foreign Language Team for validation and resourcing. Requirements are submitted to Chief, Army Foreign Language Team up to three times per year (March, July, and November) as dictated by operational requirements.

(3) Maintain theater-wide accountability of linguist requirements and fill rates.

r. Define specific language proficiency training goals and objectives to meet mission requirements for authorized linguists and disseminate in the commander's AT guidance.

s. Establish a program to screen locally hired category (CAT) I linguists.

1–18. Commanding General, U.S. Army Training and Doctrine Command
The CG, TRADOC has overall responsibility for the recruiting and training of Army linguists. CG, TRADOC will delegate to the CG, USAREC, the following responsibilities:

a. Interview every applicant to determine his or her proficiency in a foreign language, if any.

b. Inform applicants of the following:

(1) The ACASP for those who claim foreign language proficiency.

(2) Specific MOS options that guarantee language training for those who qualify. This includes all Soldiers who score 129 or higher on the skilled technical (ST) portion of the Armed Services Vocational Aptitude Battery (ASVAB).

c. Record foreign language capability on the DD Form 1966 (Record of Military Processing–Armed Forces of the United States) in block 13 and indicate in the remarks section for all recruits enlisting as part of the ACASP program.

d. Include completed DA Form 330 (Language Proficiency Questionnaire) as part of the enlistment packet.

e. Inspect subordinate unit language programs every 2 years to ensure compliance with this regulation and AR 11–2.

1–19. Commanding General, U.S. Army Special Operations Command
The CG, USASOC will—

a. Ensure that the CG, U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS) serves as the proponent for AOCs and CMFs 18, 37, and 38.

b. Establish the qualifying DLAB scores for ARSOF Soldiers selected for nonresident DLIFLC basic language courses.

c. Determine the minimum language proficiency standard for ARSOF personnel.

d. Request TALP funding for CMF 35 linguists only.

e. Coordinate with U.S. Special Operations Command for CLP funding to provide language training to ARSOF MOS Soldiers.

f. Coordinate with U.S. Special Operations Command to determine the preferred proficiency test for ARSOF linguists.

g. Report to the DCS, G–2 all ARSOF-only FLPB costs that exceed the Army FLPB policy (see DoDI 1340.27).

h. Carry out additional responsibilities identified in paragraphs 2–6*f* and 5–4*d*(4).

i. Define specific language proficiency training goals and objectives to meet mission requirements for authorized linguists and disseminate in the commander's AT guidance or USASOC 350–1.

j. Inspect subordinate unit language programs every 2 years to ensure compliance with this regulation and AR 11–2.

1–20. Commanders of U.S. Army Reception Battalions
Commanders of U.S. Army Reception Battalions will—

a. Screen every applicant's record and record foreign language capabilities in the Integrated Personnel and Pay System–Army (IPPS–A).

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 Form 330s to include those received from the military entrance processing stations (MEPS) to the integrated Personnel Electronic Records Management System (iPERMS).

1–21. Chief, Army Continuing Education System

The Chief, ACES will—

a. Assist in providing non-mission language education such as Headstart and off-duty college courses.

b. Provide DLAB, DLPT, and OPI testing capability. Proctor the administration of these tests.

1–22. Commanders of military personnel divisions/human resource offices, Regular Army military personnel divisions, and U.S. Army Reserve units responsible for the custody of military records

The commanders of MPDs/HROs, RA MPDs, and USAR units responsible for the custody of military records will—

a. Upload DA Form 330 to iPERMS.

b. Publish orders according to AR 600–8–105 to record the award or withdrawal of skill qualification identifier (SQI) L to or from—

(1) The specialty code for commissioned officers according to DA Pam 611–21.

(2) The MOS for warrant officers and Soldiers 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 CG, USAHRC.

e. Advise and assist unit commanders in administering the FLPB Program.

f. Ensure that Soldiers and DA Civilians receiving FLPB meet all the eligibility requirements specified in chapters 4, 5, and 6 of this regulation.

1–23. Commanders at brigade, group, and battalion level

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

a. Establish, document, and maintain a CLP. See appendices D and E for guidance on establishing a successful CLP.

b. Direct subordinate commands to manage nonresident foreign language remedial, refresher, sustainment, and enhancement training to ensure they achieve readiness objectives. Treat language training with the same priority given to physical fitness training, Soldier common skill training, weapons qualification training, and MOS training.

c. Define specific language proficiency training goals and objectives to meet mission requirements for authorized linguists and disseminate in the commander's AT guidance.

d. Arrange through proper channels for the administration of DLPTs and/or OPIs 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 commander in overseeing the unit's CLP. Commanders with 70 or more linguists assigned will appoint a full-time CLPM with a specified job description to manage their CLP. Schedule CLPMs for training in accordance with paragraph 3–11*f*(2) of this regulation. The CLPM will remain in their position for at least 12 months to provide continuity to the CLP.

f. Ensure that raters address language proficiency requirements for language-dependent and language-capable MOSs and for any officer, warrant officer, Soldier, or DA Civilian serving in a language coded position.

g. Identify and submit annual TALP funding requirements through the appropriate chain of command in accordance with paragraph 7–6.

h. Designate, maintain, and equip a permanent space (for example, language training facility (LTF)/language laboratory) on or close to their headquarters in which assigned language-dependent and language-capable Soldiers may conduct self-study and instructor-led language training to sustain and improve their language capabilities. This LTF/language laboratory must be sufficiently equipped to support mobile training team (MTT)'s language courses, as well as remedial, refresher, sustainment, and enhancement language courses in accordance with individual linguist and unit language training requirements.

i. Inspect subordinate unit language programs every 2 years to ensure compliance with this regulation and AR 11–2.

j. Ensure all linguists in a language-dependent and language-capable MOS who received language training at government expense or were recruited for their language capability (not to include Headstart, Gateway, or other familiarization courses) complete training (see para 1–23*m*) and annual testing requirements for their CLANG. Commanders with language-capable Soldiers who fail to maintain their proficiency will initiate processing in accordance with paragraph 2–6*c* to remove the SQI L.

k. Ensure all RA language-dependent and language-capable Soldiers and Soldiers serving in language coded positions receive 8 to 16 hours of language training each month in their CLANG. USAR and ARNG unit commanders will provide language training during their monthly battle assemblies and during their AT event as time permits.

l. Commanders may allow Soldiers who are proficient in multiple languages to receive training for those languages if time and funding are available and the Soldier has already received AT for their CLANG and they are proficient in their CLANG.

m. In addition to the monthly language training, provide all language-dependent and language-capable Soldiers (except for Reserve Component (RC) Soldiers, FAOs, and ARSOF) with an annual significant language training event (SLTE) consisting of 160 consecutive hours of language training or equivalent. Ideally, this SLTE should occur prior to the linguist's annual DLPT. RC Soldiers, FAOs, and ARSOF Soldiers require an 80 consecutive hours SLTE annually.

n. Schedule remedial, refresher, sustainment, and enhancement training on the unit's training schedule.

o. Ensure the CLPM maintains an individual language training plan (ILTP) for each linguist in the Soldier's ACD folder. The ILTP should contain assignments, training, proficiency requirements, and test results.

p. Ensure all sub L3/R3 language-dependent and language-capable Soldiers validate their language proficiency by taking an annual DLPT and/or OPI. This does not apply to Soldiers who reclassified from a language-dependent or language-capable MOS into an MOS that does not require a language. L3/R3 language-dependent and language-capable Soldiers revalidate their language proficiency every 2 years.

q. Review MTOE and TDA language coded billets annually in accordance with Army Command Plan guidance and submit changes to the higher headquarters.

r. Maintain the FLPB Program in accordance with chapters 4, 5, and 6 of this regulation as appropriate.

(1) Coordinate with the installation level finance office to determine Soldier eligibility for FLPB and issue orders if eligible.

(2) Establish internal controls to verify FLPB for accuracy and for audit purposes in accordance with AR 11–2.

(3) Ensure all Soldiers complete and submits their FLPB written agreements in IPPS–A for processing. Approve the administrative personnel action request (PAR) (hereafter referred to as the written agreement) in IPPS–A to authorize a Soldier to receive FLPB. Ensure linguists receiving FLPB meet the eligibility requirements in paragraphs 4–2 and 4–3, 5–2, and 6–3 as applicable. Ensure the CLPM uploads copies of the written agreement to the Soldiers ACD file.

(4) Process FLPB written agreements for all linguists prior to the expiration of the Soldier's current written agreement. Coordinate with the installation finance office to develop a timely and accountable process to track FLPB start and stop orders. Resolve all pay issues within 90 calendar days.

(5) Rescind Soldiers' written agreements when their FLPB eligibility terminates and initiate a new written agreement if the Soldier remains eligible to receive FLPB. Ensure linguists take the DLPT test prior to the expiration of their written agreement or their FLPB will stop.

(6) Report linguist readiness status by fit, fill, and proficiency in the personnel section of the net-centric unit status report in accordance with paragraph 3–19.

s. Execute the following to ensure eligible DA Civilians receive FLPP:

(1) Document required foreign language skills and proficiency requirement in the DA Civilian's duty position description (PD).

(2) Annually certify the foreign language requirement for each DA Civilian's PD to ensure continued eligibility for FLPP in accordance with paragraph 6–3 (does not apply to Military Intelligence Civilian Excepted Career Program (MICECP) employees).

(3) Ensure standard form (SF) 52 (Request for Personnel Action) is processed and FLPP payments executed.

(4) Reflect and comment on the DA Civilian's capability to maintain/use their foreign language proficiency in the employee's Defense Civilian Intelligence Personnel System (DCIPS) objectives.

(5) Ensure the DA Civilian reviews and acknowledges the ACOM, ASCC, and DRU commander's policy authorizing FLPP.

(6) Encourage agency-sponsored and self-development efforts to obtain, maintain, and enhance proficiencies in languages deemed critical by the Army.

t. Coordinate with the SPM to code the unit's language billets with a 4+1 language that supports the National Defense Strategy and the Army Command Plan guidance. Refer to the annual Army Command Plan for updates on language coding billets. The Army Command Plan is released during the 3rd quarter.

u. Commanders will refer to paragraphs 2–9 and 2–10 to determine proficiency requirements and establish, modify, and requisition linguists.

v. Ensure subordinate units are annotating foreign language fit, fill, and proficiency as part of regular unit status reporting (see Public Law 116–92 and AR 220–1).

1–24. Unit level command language program managers
Unit level CLPMs will—

a. Serve as the commander's primary advisor on all foreign language training, readiness, and administrative issues. Assist the commander with developing language training and proficiency guidance for publication in his or her AT guidance. A CLPM will serve for at least 12 months to provide continuity/effective management to the CLP.

b. Develop and execute command/unit language training plans in support of operational objectives and contingency plans.

c. Coordinate language proficiency testing in accordance with AR 611–5 and chapter 2 of this regulation.

d. Coordinate with ACOM, DRU, or the Army Foreign Language team to obtain language training funding and training material, as required.

e. Develop language lab requirements and language equipment life cycle funding requests.

f. Maintain a record of language training events and participation. Ensure training certificates are added to the Soldiers ILTP in the ACD.

g. Periodically evaluate the effectiveness of foreign language instruction. Provide feedback to the higher headquarters contract manager.

h. Schedule and chair Command Language Council (CLC) meetings for units with 70 or more language coded positions.

i. Advise their commander on linguist retention issues and incentives.

j. Remain current on foreign language issues through continued contact with the appropriate CLPM community and periodic refresher training at the DLIFLC sponsored CLPM Workshop or Advanced Competencies Course for ARSOF language program managers, as appropriate.

k. Provide regular reports on language readiness to the command or unit leadership. At a minimum, these reports will include languages and language proficiency levels, currency on language tests, and language training conducted to improve language readiness, as applicable.

l. Oversee the FLPB and DA Civilian FLPP Programs. Coordinate with the servicing personnel office to ensure that qualified personnel receive the appropriate FLPB/FLPP amount. Terminate FLPB/FLPP when a Soldier or DA Civilian ceases to be qualified.

m. Ensure all Soldiers eligible to receive FLPB complete a written agreement.

n. Develop and maintain an ILTP for each linguist that includes all current records of the command's linguist qualification status within the ACD.

o. Prepare and submit TALP reports as required by paragraph 7–6 of this regulation.

p. Maintain a separate CLP hand receipt for all property purchased with TALP funds in excess of $250 in accordance with Army regulations.

q. Attend a DLIFLC CLPM course in residence or via MTT within 6 months of appointment. Schedule attendance at a DLIFLC CLPM course through ATRRS.

r. Provide an annual estimate of the OPIs for the next FY by language and number of tests to the higher headquarters CLPM not later than 15 May.

s. Manage and maintain the ACD for the unit. Ensure all assigned linguist records are updated and inserted into the ACD in accordance with paragraph 3–18.

Chapter 2
Linguist Recruiting, Language Testing, Control Language, and Establishing Linguist Requirements

Section I

Linguist Recruiting Programs

2–1. Introduction
The Army must recruit, train, and retain qualified linguists to satisfy Army requirements. Units must make every effort to retain as many linguists as possible since it is significantly less expensive to retain a government-trained linguist than to recruit and train a new one. The following paragraphs describe how the Army recruits linguists and describes the testing procedures used to identify personnel for language training.

2–2. Recruiting programs
a. The Army recruits Soldiers with various language and cultural skills through accessions, in-service recruiting, and reclassification programs. The Army continually reviews its language inventory and sustains that capability using various incentive programs such as enlistment and retention bonuses (see AR 612–201 for information on initial entry bonuses). There are three ways a recruit or Soldier can qualify for language training:

(1) Pass the DLAB test with a minimum score of 95.

(2) Score a 129 or higher on the ST portion of the ASVAB test. Recruits or Soldiers with ASVAB ST scores of 129 or higher automatically qualify for language training and do not have to take the DLAB test.

(3) Qualify for the ACASP program. ACASP recruits bypass language training at DLIFLC.

b. Recruiters and career counselors will use the ACASP as much as possible to recruit personnel with foreign language and cultural skills consistent with current and future readiness requirements. The DCS, G–1 disseminates the annual ACASP requirements by a mission letter detailing specific recruiting targets by language to the CG, USAREC. The ACASP saves the Army training time and money and enhances Army readiness.

c. Recruiters and career counselors will screen recruits and Soldiers interested in a language-dependent MOS by reviewing the ASVAB score to see if they scored 129 or higher on the ST portion of the test or by administering the DLAB.

(1) Recruits or Soldiers who score 129 or higher on the ST portion of the ASVAB tests are eligible to enlist for/reclassify into a language-dependent MOS without taking a DLAB test.

(2) All other recruits or Soldiers must take and pass a DLAB test to qualify for enlistment/reclassification into a language-dependent MOS. The minimum score required to pass the DLAB is a 95, although most the Army's language requirements require a DLAB score of 105 or higher. Soldiers who do not meet the minimum DLAB requirement for a language may request a waiver from the SPM per paragraph 1–13*e.*

2–3. Additional requirements for recruiting programs
a. Recruits wanting to enlist in MOSs 35M or 35P must meet the MOS qualification requirements specified in the enlisted MOS specifications chapter of DA Pam 611–21 (see paragraphs specific to 35M and 35P).

b. 35M and 35P Soldiers must be United States (U.S.) citizens.

c. Soldiers accessed as 35Ms or 35Ps must demonstrate clear enunciation and comprehension of the English language and good grammar skills. Applicants who are not native-born citizens or who have not attended U.S. schools since the age of 6 must obtain a minimum score of 80 in reading and listening on the English Comprehensive Level Test (ECLT) to enlist or reclassify into the 35M and 35P MOSs.

d. Recruits who enlist outside the United States (does not include native-born U.S. citizens (excluding Puerto Rico)) are required to take the ECLT at the MEPS. Schedule recruits with ECLT scores in the range of 40–74 to attend the Defense Language Institute English Language Center (DLIELC). These recruits will first ship to Fort Sill, Oklahoma for in-processing into the Army. Test all recruits with an ECLT score in the range 65–74 again once they arrive at the Fort Sill Reception Battalion. Trainees scoring 75 or higher proceed to basic combat training (BCT). Send recruits who score 74 and below on their ECLT to

the DLIELC at Lackland Air Force Base, TX to improve their English language proficiency prior to attending BCT.

Section II

Language Proficiency Tests

2–4. Introduction
As an initial evaluation, potential recruits for CMF 18, 35M, 35P, 37F, 38R, and 38W must take the DLAB during accessions to determine if they have the aptitude to learn a foreign language. Recruits who claim a preexisting proficiency in a foreign language must take a DLPT and/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) or recruited at government expense (excluding Gateway and Headstart courses or similar "survival level" courses and college foreign language courses) for a language in which proficiency is validated. For languages in which there is no DLPT or other DoD-approved proficiency test, recruits and reclassifying Soldiers will take an OPI provided certified testers are available.

2–5. Language proficiency tests
  a. The Defense Language Aptitude Battery.
  (1) The DLAB provides a quantifiable indicator of the aptitude of a person to learn a foreign language in a formal training program. Determine the minimum qualifying DLAB score using the language difficulty category (LDC) to determine the languages for which a recruit or Soldier qualifies. Qualifying DLAB scores by LDC are:
  (a) CAT I language: 95 or higher.
  (b) CAT II language: 100 or higher.
  (c) CAT III language: 105 or higher.
  (d) CAT IV language: 110 or higher.
  (2) The minimum Army qualifying DLAB score for recruiting purposes is 95. Recruits and reclassifying Soldiers who do not achieve the minimum passing DLAB score for the language they would like to study can request a waiver from the Army Foreign Language Program SPM.
  (3) Submit requests for DLAB waivers using a memorandum for record (MFR) format through email from the recruiter, unit career counselor or commander to the Foreign Language Team (DAMI−OIO) at usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil. Requests should include mitigating factors such as evidence of prior foreign language training or experience, education level, ASVAB ST scores, and so forth.
  (4) For officers and warrant officers the DLAB test is given to:
  (a) All officers and warrant officers first entering active service at basic branch courses or at their first duty station when not attending a basic branch course.
  (b) All officers and warrant officers applying for language training if they have not previously tested.
  (c) All officers and warrant officers requesting testing if they have not previously tested or if they meet the re-evaluation criteria.
  (d) All officers and warrant officers who successfully complete ARSOF (branches 18, 37, and 38) assessment and selection training and whose personnel records do not reflect a DLAB score.
  (e) Cadets at the U.S. Military Academy (USMA) and contracted cadets in the Reserve Officers' Training Corps (ROTC) upon completion of their junior year.
  (5) Give the test to enlisted Soldiers who achieve ASVAB scores qualifying them for the 35M, 35P, 37F, 38B, 38R, and 38W military occupational specialties (MOSs).
  (6) For DA DCIPS Civilians, the test may be given to:
  (a) Candidates for DCIPS positions that require foreign language proficiency.
  (b) Personnel selected by their command or organization to attend foreign language training.
  (7) DLAB scores are recorded and reported as follows:
  (a) The Defense Manpower Data Center (DMDC) records and updates RA DLAB scores.
  (b) For the ARNG, DMDC records the DLAB score alongside DLPT scores in a Soldier's record. The readiness noncommissioned officer records the scores in iPERMS and on the Soldier's enlisted record brief/officer record brief.

(c) For the USAR individual Readiness Division (RD) and IMA Soldiers, the test control officer (TCO) provides DLAB test results to the Commander, U.S. Army Human Resources Command (AHRC–PLM–I), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5680 for inclusion in personnel files. For troop program unit (TPU) Soldiers, the TCO forwards test results through the individual's RD. The RD ensures the submission of the Soldier's test results into iPERMS and forwards a copy to the unit for inclusion in the unit's ACD personnel files. The unit also updates entries in the Regional Level Application Software.

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

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

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

b. Defense Language Proficiency Test.

(1) Both the listening and reading DLPT must be taken within 30 days of each other to count as a valid test. These include the DLPT versions I, II, III, IV, 5, and the computer adaptive tests.

(2) Administer and score each DLPT according to the administration and scoring manual appropriate for that test. The DLPT5 is scored automatically for multiple choice tests or by DLIFLC for constructed response tests. Both military and civilian linguists must certify annually or biennially using the lower range or all range Defense Language Proficiency Test 5–Computer Adaptive (DLPT5–CA) tests to sustain proficiency and to qualify for FLPB. The upper range DLPT may only be taken within 60 days of scoring a 3 on the lower range DLPT to show increased proficiency only in the modality for which the 3 was achieved on the lower range DLPT. Soldiers and civilians who score an L3/R3 on their DLPT are exempt from the annual testing requirement and are only required to test every 24 months. This 24-month testing requirement for Soldiers and civilians who score an L3/R3 or higher on their DLPT applies to both the lower range and the upper range tests. Soldiers and civilians taking a DLPT5–CA test do not have to take the upper range DLPT since the DLPT5–CA can determine proficiency levels from 0+ to 4. A DLPT5–CA makes an upper range test obsolete.

(3) Linguists, language instructors, and any Soldier or civilian who takes the DLPT are not authorized to hold any testing positions, to include TCO, assistant TCO, or test examiner. These personnel involved in the testing process are not eligible to take a DLPT for a period of 180 days after leaving a testing position. Contract linguists and basic skills instructors and applicants for these positions are not authorized to take any Army language proficiency test. Military language instructors (MLIs) who do not have access to DLPTs are required to take the DLPT annually (biennially if they score L3/R3 on their 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 DLPT5 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 conducting analyses of the performance of the tests. Direct all other requests to the Chief, Army Foreign Language Team.

(6) Soldiers and DA Civilians with an Arabic dialect designated as their CLANG must take the Arabic-Modern Standard (AD) reading test and the listening test for their respective dialect(s). Both the listening and reading tests must be completed within 30 days of each other to count as a valid test. Army will only pay FLPB for one reading test.

(7) Soldiers with a valid and current DLPT in a previous version who are taking the DLPT5 or DLPT5–CA for the first time and score lower on the DLPT5 or DLPT5–CA 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) Provide the DLPT to the following personnel:

(a) All contracted USMA and ROTC cadets and all USMA and ROTC cadets who are attending a semester abroad program. Cadets may take the DLPT before or after their trip abroad.

(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 to verify their language capability.

(d) Soldiers graduating from the DLIFLC or contract foreign language training programs paid for with Army funds and DA Civilian whose PD indicates a requirement for a foreign language.

(e) Soldiers or DA Civilians requesting an initial evaluation upon completion of a self-study course (for example, night school, college, or home study).

(f) 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.

(g) Soldiers who claim knowledge of a foreign language(s).

(h) DA Civilians as a condition of employment.

c. Oral proficiency interviews.

(1) Only request an OPI for MOSs and FAs which have a speaking requirement (35Ms, FAOs, CMFs 18, 37, and 38 Soldiers), languages for which no DLPT exists, or to enable a linguist (MOS immaterial) who achieved proficiency levels of L3/R3 to demonstrate a higher proficiency.

(2) The OPI interviewers can assign a speaking proficiency level of 0 through 5. 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 ASLL for which no DLPT is available. (Contact the program manager, ArmyU, Army Credentialing Continuing Education Services for Soldiers (ACCESS) for a list of available tests.)

(b) When a Soldier or DA Civilian (does not apply to 35M and ARSOF Soldiers) who scores proficiency levels of L3/R3 on their DLPT requests an OPI to demonstrate increased proficiency/ increase the amount of FLPB they are entitled to. These individuals will not have their FLPB reduced or lose MOS qualification if they fail the OPI.

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

(d) To determine RA reenlistment bonus levels and FLPB eligibility for CMF 18, 37, and 38 Soldiers.

(3) Request OPIs for languages on the ASLL or other mission-required languages if no DLPT exists.

(4) Effective 1 October 2023, administer an OPI to all language qualified MOS 35M Soldiers as part of the annual certification to assess speaking proficiency and to maintain MOS qualification. Soldiers must score a minimum of S1+ on their OPI to maintain MOS qualification. Soldiers should schedule the OPI prior to taking the DLPT to ensure they can complete all required testing (for all three modalities) within 60 days.

(5) Only the TCO can coordinate for OPI testing. The TCO should contact DLIFLC (ATFL–ESM) to schedule an OPI.

(6) The DLIFLC (ATFL–ESM) reports the results of an OPI to the requesting TCO who completes and submits DA Form 330.

(7) When a DLIFLC approved OPI 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. Do not use self-appraisals to qualify for FLPB and do not report self-appraisal scores to USAHRC. 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 for which no DLPT exists.

(8) Administer an OPI to FAOs every 2 years in accordance with DoDI 1315.20 (Management of DoD FAO programs). FAOs only qualify for additional FLPB when they score L3/R3 on their DLPT and an S2 or higher on their OPI in accordance with paragraph 4–3*a*(1) this regulation.

d. Two-score oral proficiency interview.

(1) Only ARSOF Soldiers (CMFs and AOCs 18, 37, 38R, 38S, 38W, 38Z, and 180A warrant officers) are eligible to take a two-score oral proficiency interview (TSOPI). FAOs and 35M Soldiers are no longer authorized to take a TSOPI. A TSOPI can assign proficiency levels in participatory listening (PL) in addition to speaking of 0 through 4. The PL score is equal to the speaking score. For example, an ARSOF Soldier who scores an S3 on the speaking portion of the OPI would also receive an L3 in PL.

(2) See paragraph 4–3*b* for guidance on drawing FLPB when testing using the TSOPI.

(3) The DLIFLC (ATFL–ESM) reports the results of a TSOPI to the requesting TCO who completes and submits the DA Form 330 (see paras 4–23 and 4–24 for preparing and submitting DA Form 330). The TCO annotates the DA Form 330 for a speaking and a listening score. For example, a Soldier scoring an S2+ on a TSOPI would have S2+ annotated for speaking and L2+ annotated for listening on the DA Form 330.

e. Testing.

(1) The Soldier, officer, warrant officer, or DA Civilian schedules their DLPT/OPI in a timely manner prior to the expiration of their current written agreement to ensure continued, uninterrupted eligibility for FLPB.

(2) Soldiers, officers, warrant officers, and DA Civilians testing on an Army installation will request a DLPT/OPI in accordance with the Army Personnel Testing TCO Handbook located on the ACCESS website (https://armyuniversity.edu/access/assets/13654.pdf).

(3) Soldiers, officers, warrant officers, and DA Civilians testing at a different service installation will contact the education center directly to request the requirements to schedule a DLPT/OPI.

(4) Soldiers, officers, warrant officers, and DA Civilians testing at a different service installation will normally receive a memorandum showing the scores achieved.

(5) See paragraphs 4–23 and 4–24 for use of the DA Form 330.

f. Re-evaluation.

(1) The Army's minimum linguist proficiency level is L2/R2 in their CLANG for all linguists except for 35M Soldiers, ARSOF, and SFAB Soldiers. Language qualified MOS 35M Soldiers must score a minimum of L2/R2/S1+ in their CLANG to maintain MOS qualification. ARSOF and SFAB minimum language proficiency is L1+/R1+ or S1+ (see chap 5 for ARSOF-specific language proficiency requirements).

(2) 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 or language-capable MOS career field as defined in paragraph 4–6, or are assigned to a language coded position.

(3) All linguists must retest annually (see para 4–3*a*) to remain eligible to receive FLPB except for those personnel who score L3/R3 on their DLPT, OPI, or equivalent test. Servicemembers and DA Civilians who score L3/R3 or better on their DLPT and/or OPI are required to test every 2 years. 35M, ARSOF, U.S. Army Civil Affairs and Psychological Operations Command (USACAPOC), and SFAB Soldiers must score a 3 in any two modalities to qualify for biennial testing. For example, a 35M who scored L2/R3/S3 is not required to retest for 24 months.

(4) Due to the length of the 35M and 35P AIT courses and insufficient language training integrated in the AIT programs of instruction, the first DLPT 12-month recertification period for these Soldiers begins on the date the Soldier reports to their first duty station. For example, a 35M completes the Defense Language Institute (DLI) with a DLPT date of 5 January 2024. He or she completes the 19-week 35M course and checks in to their first duty station on 15 August 2024. The new written agreement start date is 15 August 2024. Based on the arrival date, the new DLPT recertification date would be 31 August 2025. 35Ms and 35Ps attaining L3/R3 upon graduation from DLI must also retest 12 months after signing into their first operational unit.

(a) 35M and 35P Soldiers (includes Soldiers who reclassified into these MOSs) reporting to their first operational duty assignment are required to complete a written agreement as soon as possible to document the start of their initial 12-month FLPB recertification period. The start date is the day the Soldier reported to their first operational unit after completion of AIT. The written agreement must include the following annotation: "Pursuant to AR 11–6, the recipient will have 12 months from [date] to retest on the DLPT. During this waiver period, the 35M and 35P Soldier must attend an SLTE consisting of a minimum of 160 hours of consecutive language training." For example, a 35M completes DLI with a DLPT date of 5 January 2024. He or she completes the 19-week 35M course and checks in to the first duty station on 15 August 2024. Based on arrival date, the new DLPT recertification date would be 31 August 2025. 35Ms and 35Ps attaining L3/R3 upon graduation from DLI must also retest 12 months after signing into their first operational unit. This includes Soldiers who reclassify into the 35M and 35P MOSs.

(b) Once approved, the written agreement becomes the source document for the new personnel action.

(c) Units must immediately stop FLPB for any 35M or 35P Soldier who fails to graduate from AIT and is reclassified or pending separation.

(5) Linguists who no longer serve in a language-dependent or language-capable MOS are encouraged but not required to retest annually.

(6) Contract linguist vendors validate a contract linguist's proficiency using vendor administered tests in accordance with the standards established in the terms and conditions of the applicable contract or agreement. Do not use government administered DLPTs and OPIs to determine or validate a contract linguist's language proficiency.

(7) All linguists who are sub-proficient in their CLANG have 180 days (12 months for the RC) to complete an SLTE consisting of a minimum of 160 consecutive hours of language training. During the SLTE, the Soldier/DA Civilian and the chain of command will apply the maximum level of training resources, time, and focus to improve the linguist's language proficiency. The commanders, in consultation with their CLPM, will counsel and clearly articulate the remediation training plan to sub-proficient linguists to include stopping their FLPB immediately once they fail their DLPT or OPI. The Chief of USAHRC's Enlisted Language Branch will place an IMREPR code 9P (not MOS qualified) on all Soldiers serving in a language-dependent MOS who fails to maintain language proficiency standards. Commanders must comply with paragraph 6–3*f* of this regulation to terminate a DA Civilian's FLPP.

(8) If a language-dependent Soldier fails to achieve a passing score on his or her DLPT or OPI after completion of the remediation period, commanders will initiate the administrative process to remove the linguist's SQI L and initiate processing for separation or MOS reclassification within 12 months of the initial DLPT failure.

(9) If a language-capable Soldier fails to achieve a passing score on his or her DLPT after completion of the remediation period, commanders must initiate action to withdraw the SQI L not later than 12 months from the date of the initial DLPT failure.

(10) FAOs who fail to maintain their language qualification will not be eligible to fill certain FAO positions, particularly those in overseas locations.

(11) Commanders and supervisors must follow paragraph 2–6*c* for Soldiers who fail to meet proficiency requirements.

(12) Approval for DLPT and DLAB re-evaluation is as follows:

(a) Administer no more than two iterations of the same DLPT to the same person in a 12-month period. Individuals who have completed an SLTE (minimum of 160 consecutive hours of training or equivalent for the RA, 80 consecutive hours for the RC, ARSOF, and FAOs) may request a retest in less than 6 months from the last test date as an ETP. Submit ETPs for DLPT and OPI retesting to the program manager, ArmyU, ACCESS (AHRC–PDE) for approval. If the ETP for retesting is approved, at least 6 calendar months must elapse before any subsequent test. Only one ETP 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 2024 and fails, takes a 160 consecutive hour SLTE from 1 through 30 April, receives an ETP to retest within 6 months, and retakes their DLPT on 5 May, then they would not be able to take another DLPT until 8 January 2025.

(b) Requests for this ETP will document the SLTE, to include a copy of the Soldier or DA Civilian's certificate of graduation or completion of the language training event. The program manager, ArmyU, ACCESS (AHRC–PDE) will accept a memorandum from the instructor, CLPM, or course administrator stating the Soldier or DA Civilian has completed the training event in lieu of a graduation or completion certificate. The memorandum must include the title of the specific course completed and the completion date. This SLTE must consist of a minimum of 160 consecutive hours (80 consecutive hours RC, ARSOF, or FAOs) of immersion training or classroom instruction (160 hours of classroom instruction over 5 consecutive weeks). RC ETP requests are handled on a case-by-case basis by the program manager, ACCESS and must include an endorsed statement from the individual's commander (O–5 or above) explaining the type of training, purpose, or accomplishment that warrants retesting consideration.

(c) The retesting date then becomes the date required for annual re-evaluation according to paragraph 4–3*a*.

(d) Soldiers scheduled to attend training courses that are 180 days in length or greater should make every effort to test prior to attending the course. If the Soldier cannot test prior to attending the course, he or she is authorized a waiver of recertification (in all languages they receive FLPB for) for 180 days after course graduation. This is to ensure Soldiers are not distracted during the training course by having to take a DLPT(s). IMREPR code 9P will not be placed on individual personnel records and FLPB will continue to be paid while they are attending the course. If a recertified DLPT(s) for students attending either a CAT III or CAT IV language course will expire prior to the end of the training, request a waiver from the SPM to extend FLPB payments. Soldiers who fail to graduate from the course should have their waiver amended to reflect 180 days from the date they were released from training.

(e) Re-evaluate personnel on the DLAB if they have not received the minimum qualifying score on the initial test. Personnel may retest after a 6-month waiting period between each test.

(f) Send requests for exceptions to the waiting period and requests to retest after attaining the minimum score or higher to the SPM.

2–6. Proficiency standards

a. The goal for all linguists is level 3 in listening, reading, and speaking.

b. The Army's minimum linguist proficiency standard is level 2 (limited working proficiency) for all initial entry (apprentice level) Soldiers in the listening and reading modalities delineated by the Interagency Language Roundtable (ILR) for all linguists except USACAPOC, SFAB, and ARSOF Soldiers (minimum linguist proficiency of level L1+/R1+ or S1+). Language qualified MOS 35M Soldiers are required to score a minimum of L2/R2/S1+ on their DLPT and OPI to maintain MOS qualification.

c. RA Soldiers in language-dependent MOSs who fail their DLPT or fail to retest before their current test expires will have their FLPB stopped immediately and receive a USAHRC emplaced IMREPR code of 9P. RA Soldiers will then have 180 days (12 months for the RC) to receive remedial training and recertify. If an RA language-dependent Soldiers fails to achieve the minimum proficiency level after the 180-day remediation period (12-month remediation period for the RC), commanders will initiate the process to remove the linguist's SQI L and to separate or reclassify the language-dependent Soldiers within 12 months of the initial DLPT failure.

d. Language-capable Soldiers who fail their DLPT or fail to retest before their current test expires, will have their FLPB stopped. RA language-capable Soldiers will then have 180 days (12 months for the RC) to receive remedial training and retest. If RA language-capable Soldiers fail to achieve the minimum proficiency level after the 180-day remediation period (12-month remediation period for the RC), commanders will initiate the process to remove the language-capable Soldier's SQI L within 12 months of the initial DLPT failure. Commanders will submit a PAR to withdraw SQI L for Soldiers who fail to achieve a passing score following the remediation period.

e. 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 the minimum proficiency on their annual or biennial DLPT and/or OPI test. Commanders will wait until the linguist has completed remediation training 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.

f. The CG, USASOC determines the minimum proficiency standard for ARSOF. The minimum proficiency is S1+ on their TSOPI or L1+/R1+ on their DLPT.

Section III

Control Language

2–7. Description

The CLANG identifies the Soldier's primary foreign language for management and strength accountability purposes. The eighth and ninth characters of the enlisted Soldiers' and warrant officers' MOS and the eighth and ninth characters of the officers' specialty code identify their CLANG. Officers and warrant officers have a LIC that serves as a CLANG. Paragraph 2–8 defines how a linguist's CLANG is determined and how a linguist can change his or her CLANG.

2–8. Control language determination

The overriding factor in determining a Soldier or civilian's CLANG is the needs of the Army. Additional considerations include a Soldier's language proficiency and the desires of the individual.

a. RA Soldiers with skills in only one foreign language have that language designated as their CLANG.

b. For RA Soldiers with skills in more than one foreign language, the CLANG is the language for which the Soldier was recruited or most recently attended a basic language acquisition course. 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 the Chief of USAHRC's Enlisted Language Branch.

c. The Chief of USAHRC's Enlisted Language Branch will review CLANG changes based on requirements and proficiency level. The first O–6 in the Soldier's chain of command may request a CLANG

change by submitting a PAR request for a CLANG change and a DA Form 330 demonstrating the required proficiency in the requested language. For RA enlisted Soldiers, commanders will send the PAR to the Chief of USAHRC's Enlisted Language Branch, Force Shaping Directorate, Inventory Management Branch (EPF–F–LANG), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400 for consideration. Officers and warrant officers will submit their CLANG change requests to their branch manager. The Chief of USAHRC's Enlisted Language Branch is the approval authority for all CLANG changes. The Chief of USAHRC's Enlisted Language Branch will consider Army readiness, bonus entitlements and requirements before approving a CLANG change. The Chief of USAHRC's Enlisted Language Branch will respond with a memorandum approving or disapproving CLANG change requests.

d. For DLIFLC graduates assigned the wrong CLANG, the Chief of USAHRC's Enlisted Language Branch will correct and change the CLANG during record reviews. Additionally, there are times when the Chief of USAHRC's Enlisted Language Branch will involuntarily change a Soldier's CLANG based on changes to language authorizations and the Soldier's language proficiency in other required foreign languages.

e. RA officers and warrant officers must contact their branch manager for determination of their CLANG.

f. For RC 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 the following:

(1) For ARNG Soldiers, CNGB.

(2) For USAR Soldiers, USARC DCS, G–1.

g. A DA Civilian's CLANG is determined by the most recent language he or she received training for at government expense or the language the DA Civilian was recruited for. Commanders or supervisors must identify the CLANG in the DA Civilian's PD (all DA Civilians except MICECP, see chap 6). Commanders or supervisors may change or eliminate a DA Civilian's CLANG at any time by changing the PD.

h. MICECP employees may hold more than one CLANG. The MICECP program manager is the approval authority for multiple CLANGs for MICECP employees.

i. FA 48 officers may hold more than one CLANG. Base FA 48 personnel CLANG decisions on billet and training requirements and AR 5–22. Chief, FAO proponent approves FA 48 personnel CLANGs or changes to CLANGs based on amended requirements for FA 48 personnel.

j. Operational GREAT SKILL personnel (MOS immaterial) may hold more than one CLANG. Base GREAT SKILL personnel's CLANGs on billet, operational requirements, training requirements, and AR 5–22 tasks. The GREAT SKILL program commander is the approval authority for multiple CLANGs for GREAT SKILL personnel. Additionally, the GREAT SKILL program commander approves CLANG changes based on amended requirements for GREAT SKILL program members.

k. Grandfathered 35M Soldiers (YY and ZK LIC coded) who never received language training at government expense or who were not recruited for their language capability may request the Chief, Enlisted assign a CLANG for a language for which they demonstrate proficiency. There is not a requirement for a grandfathered 35M Soldier to obtain a language. Grandfathered 35M Soldiers who desire to learn a language must request approval from Chief of USAHRC's Enlisted Language Branch. Grandfathered 35M language choices are limited to languages the Army has a requirement for (that is, the 4+1 languages). Grandfathered 35M Soldiers will not request a Prevalent in the Force language for their CLANG since sufficient capability in these languages already exists within the Army.

l. Grandfathered (YY and ZK LIC coded Soldiers) 35Ms may request to attend DLIFLC to acquire a language. Grandfathered 35M Soldiers who volunteer to attend DLIFLC for language acquisition will not be reclassified if they fail to graduate. These Soldiers will be allowed to return to the force and continue to serve as a grandfathered 35M Soldier. Refer to chapter 3, section II for DLIFLC attendance requirements.

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

Section IV

Establishing Linguist Requirements

2–9. Establishing linguist requirements
  a. When identifying linguist requirements, commanders will—

(1) Only identify positions for which the Army has validated foreign language requirements. These requirements include essential operational, liaison, planning, coordination, and advisory functions. Foreign language requirements are validated through the capabilities based requirements identification process via validated and approved unit mission essential task lists and joint mission essential task lists.

(2) Recommend through their command and the Foreign Language Team (DAMI−OIO) the required language and proficiency using the appropriate LIC and language proficiency indicator (LPIND), respectively. Submit LIC and LPIND changes to the DCS, G−2 on DA Form 2028 (Recommended Changes to Publications and Blank Forms).

(3) Propose proficiency requirements (LPIND) updates to the DCS, G−2 through the Foreign Language Team (DAMI−OIO). Proficiency requirements are based on the duties of the specific TOE/TDA billet that meet or exceed the Army's GPF or ARSOF established minimum proficiency ILR standard.

(a) Commanders will code all positions to reflect the apprentice, journeyman, master ILR requirements as defined by the Army SPM.

(b) Minimum LPIND codes for the apprentice, journeyman, and master ratings follow:

1. Apprentice: Code Skill level 10 35P Soldiers as L2/R2 (LPIND = 2000).
2. Journeyman: Code Skill Level 20 and Skill Level 3 35P Soldiers as L2+/R2+ (LPIND = 2500).
3. Master: Code Skill Level 40 35P Soldiers as L3/R3 (LPIND = 3000).
4. 35M Soldiers: Code all 35M Soldiers as L2/R2/S1+ (LPIND = 2015).
5. Code all ARSOF Soldiers with a minimum a 1+/1+ (LPIND = 1500).

(c) Commanders with assigned 35M and ARSOF Soldiers may increase the LPINDs based on mission analysis. 35P LPINDs were implemented by the SPM in coordination with the DCS, G−3/5/7 to satisfy requirements in the DoD Language Roadmap. These 35P LPIND proficiency ratings are effective 1 October 2024.

b. New language requirements or changes to existing authorizations are typically announced annually during the Army Command Plan guidance review that occurs during the second quarter of each FY. Commanders of ACOMs, ASCCs, and DRUs with assigned linguists who would like to make modifications to existing authorizations must submit LIC and LPIND changes for review and validation to the DCS, G−2 through the Foreign Language Team (DAMI−OIO) by email (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil).

2–10. Determining proficiency requirements

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

(1) The foreign language duties the incumbent will perform.
(2) The location of the position in question.
(3) The percentage of duty/mission time the incumbent will use the foreign language.
(4) The quantity of co-located similarly coded linguists.
(5) If current operational requirements justify increased proficiency, submit requests for changes to the LPIND of a position through command channels by email to the Chief, Foreign Language Team (DAMI−OIO). All requests will include an unit commander (O−6 or above) endorsed MFR with supporting justification for the increase in LPIND outlined in the body of the MFR.

b. The LPIND is a four-digit code. The first two digits identify the listening and reading proficiency level and the last two digits identify the speaking proficiency level. For both the first two digits and the last two digits, the first number identifies the whole proficiency level, and the second number identifies the plus level (expressed as either 0 or 5) (see table 2−1).

Table 2–1
Language proficiency indicator

L/R	S	LPIND
0	0	0000
0+	0+	0505
1	1	1010
1+	1+	1515
2	2	2020

Table 2–1
Language proficiency indicator—Continued

L/R	S	LPIND
2+	2+	2525
3	3	3030
3+	3+	3535
4	4	4040
4+	4+	4545
5	5	5050

Legend:
L = Listening
R = Reading
S = Speaking

2–11. Modifying linguist requirements

a. The DCS, G–2 reviews and approves all modifications to linguist personnel requirements (language and proficiency changes) before documentation in TDA and TOE documents. Unit commanders requesting changes/updates to the LIC or LPIND on a unit TOE or TDA will submit a DA Form 2028 by email to the DCS, G–2 through the Foreign Language Team (DAMI–OIO) documenting proposed changes following the release of Army Command Plan guidance (annually in March or April).

b. Do not change more than 10 percent of the language coded billets annually. The local higher headquarters will submit these language coded changes to the DCS, G–2 for approval prior to submitting through Force Management channels. Forecasting requirements to the DCS, G–2 will improve the Army's ability to synchronize training requirements with changes to unit authorization documents. Language training program requirements are determined by the SMDR process and restricted by rules that prohibit major changes to the training load during years of execution, which means the Army cannot TRAP to adjust training during the execution year. In addition, during the annual SMDR, the Army can only increase training load by 10 percent and decrease by 20 percent.

c. The first O–6 in the unit's chain of command must approve requested changes. Once reviewed and validated by the DCS, G–2, the DCS, G–2 forwards the requests to the U.S. Army Force Management Support Agency (USAFMSA) for action. Unit commanders may request critical updates throughout the year via DA Form 2028 and an out-of-cycle update with USAFMSA. Unit commanders requesting an out-of-cycle update to their TDA/TOE must also provide a memorandum signed by an O–6 or above stating why the out-of-cycle update is required.

2–12. Requisitioning linguists

Request linguists using standard requisition procedures as described in AR 614–200. Unit commanders must request officers with linguist skills under approved OPMS processes and procedures for the RA, USAR, and Active Guard Reserve (AGR). Unit commanders must ensure LICs exist on TOEs/TDAs (see paras 2–7 and 2–10). SQIs must be included in the remarks for CMF 35 and 48. Request contract linguists in accordance with procedures found in chapter 8 of this regulation.

Chapter 3
Linguist Training, Management, and Utilization

Section I

General Language Training Information

3–1. Scope

Foreign language proficiency is a highly perishable skill and requires constant training to ensure Soldiers increase their language proficiency throughout their career. The goal is for all Soldiers to achieve a L3/R3 by the time they are promoted to Sergeant First Class, if not sooner. Commanders, supervisors, CLPMs, and members of the chain of command will develop a broad spectrum of training resources to tailor training programs. The three components of language training are institutional language training, unit

language training, and self-study. Commanders should use the three components of language training to tailor unit and individual training programs to meet both mission and individual requirements.

a. Institutional training. DLIFLC conducts institutional language training 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 chapter 3, section II for the DLIFLC qualification standards, procedures to send a Soldier to DLIFLC, and a list of individuals ineligible to attend DLIFLC. Selection for DLIFLC training is as follows:

(1) *General.* The selection of RA personnel for language training is determined by current and projected requirements by MOS and Branch, grade, and language. DLIFLC training requirements are filled, as much as possible, with volunteers. When volunteers are not available, the CG, USAHRC, may involuntarily reclassify Soldiers from an over strength MOS to an understrength language-dependent MOS. RA Soldiers who do not meet the DLIFLC qualification standards may request a waiver from the Chief of USAHRC's Enlisted Language Branch (AHRC−FSC−I). The Army SPM may provide a DLAB waiver, if necessary, to meet Army readiness requirements.

(2) *Service obligation.* Volunteers approved for language training at government expense will incur a service obligation computed as follows.

(a) Officers and warrant officers. Officers and warrant officers incur consecutive ADSOs computed in accordance with AR 350−100. The ADSO for language training does not apply to officers and warrant officers involuntarily ordered to language training.

(b) Enlisted Soldiers. Enlisted Soldiers incur service remaining requirements computed from the date the course ends, in accordance with AR 614−200. Personnel selected for language training for a special program must meet the programs ADSO.

1. Applicants who are qualified for language training but who do not have enough time remaining in the service to complete language training must extend or re-enlist (see AR 601−280) prior to departing their current duty station or the Soldier's DLIFLC assignment will be deleted. This includes Soldiers attending intermediate and advanced language training courses.

2. RC Soldiers Selection to attend DLIFLC is limited to training Soldiers to fill specific positions with language requirements.

3. Other educational institutions and commercial contractors. Use non-DoD educational institutions and contractors for acquisition language training for FAOs when DoD assets are unavailable and when these alternatives best meet the overall needs of the Army. For identified FAOs, the Chief, Strategic Leadership Division, DCS, G−3/5/7, and Chief, FAO Branch, USAHRC, will seek the endorsement of the Chief, Leadership Development Division, USAHRC prior to sending to DLIFLC for final approval. All other officers, warrant officers, and enlisted Soldiers must attend a DLIFLC language acquisition course.

b. Unit language training.

(1) Commanders with assigned linguists will establish a CLP in accordance with the policy articulated in paragraphs 1−23*a* and paragraphs 3−9 through 3−12 of this regulation. Commanders should also develop and execute remedial, refresher, sustainment, and enhancement language training programs designed to ensure all assigned linguists meet the minimum language proficiency standard and can increase their language proficiency. Commanders will assign language training with the same priority given to physical fitness, common Soldier skill training, weapons qualification training, and MOS training.

(2) Units with assigned cryptologic linguists supporting the NSA/CSS will develop and implement language programs designed to develop L3/R3 linguists to meet NSA/CSS proficiency standards. Commanders of units supporting NSA missions will maximize the use of NCU LTDs for enhancement training and to increase Soldiers' proficiency by sending all eligible sub 2+/2+ Soldiers to intermediate language training and all eligible sub 3/3 Soldiers to the advanced language training courses offered at the NSA LTDs. Units with assigned 35Ms must develop and implement language training programs designed to develop and enhance the speaking modality in conjunction with the listening and reading modalities.

(3) Commanders will provide opportunities for Soldiers to attend language training monthly. The number of language training hours allotted to Soldiers will vary with their proficiency. For example, sub-proficient Soldiers and Soldiers scoring less than L2+/R2+ on their DLPT will receive 16 hours of language training monthly. Soldiers scoring L2+/R2+ will receive 12 hours of language training monthly. Soldiers scoring L3/R3 or higher may choose to be exempt from monthly language training if they are confident they can sustain their L3/R3 proficiency. If the L3/R3 linguist chooses to participate in monthly language training, they will receive 8 hours of language training. L3/R3 linguists who choose not to participate in monthly language training will serve as language mentors for Soldiers with lower proficiency levels or

assist the language instructor with training. These language training hours will be conducted during the duty day and make maximum use of the installation LTF. Language training hours is expressed in monthly hours to provide commanders and CLPMs with the greatest flexibility when scheduling language training for their language-capable/language-dependent Soldiers. For example, if a unit deploys to the field for one week, the commander has the flexibility to schedule the 8 to 16 hours of language training for assigned linguists in the remaining three weeks of the month.

(4) In addition to the 8 to 16 hours of monthly language training, Commanders will provide assigned language-capable/language-dependent Soldiers with an annual 160 consecutive hour SLTE (80 hours for ARSOF, FAOs, and the RC) prior to recertifying their DLPT proficiency.

c. Self-study. Commanders should ensure that sufficient study time and foreign language materials are available to individual Soldiers for self-study. Self-study language training consists of supervised or self-paced language training accomplished by the individual Soldier during the duty day and on their own time. The objectives should include general language proficiency and improved mission performance. For maximum effect, the training supervisor, mentor, or CLPM should prepare an ILTP listing individual training objectives, tasks, performance standards, milestones, and a program schedule for each Soldier. A copy of the ILTP must be maintained in the Soldier's ACD folder. Units may use TALP funds to purchase software/equipment/software applications to support self-study programs. See para 7–5*j* for additional information on the use of TALP for equipment purchases.

3–2. Requesting language training
USAHRC, USAR, and the FAO proponent quota source (QS) managers must coordinate with the Chief of the Foreign Language Team to plan and request language training seats at DLIFLC and DLI−W annually prior to the SMDR. ARNG QS managers see paragraph 1–14*b*. ASCC and ACOM CLPMs must also plan and request future external language training for their units. There are a significant number of external language training opportunities available to help CLPMs enhance the proficiency of their assigned linguists. This training includes DLI language training and CLPM MTTs, courses offered at DLI LTDs, NCU language training opportunities, and other external training opportunities (for example, Concordia, Partner Language Training Center−Europe (PLTCE)). Many of these language training opportunities are offered at no or low cost to the unit. The procedures for requesting these language training opportunities follow:

a. Structure and Manning Decision Review.

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

(2) The SMDR covers a period of 3 FYs and determines how many DLIFLC training seats and MTTs the Army can program. For example, the FY25 SMDR will review FY 28 through FY 30 language training requirements. Participants will review FY 28 language training requirements, validate FY29 requirements, and establish FY 30 training requirements.

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

(4) The SMDR begins in January when the DCS, G−3/5/7 releases the annual SMDR announcement. The Army SPM notifies the USAHRC, USAR, and FAO QS managers and the ACOM and ASCC CLPMs to develop their future language training requirements and submit them to the Army SPM by email for validation. Once the Army SPM validates the language training requirements, the USAHRC, USAR, and FAO QS managers and ACOM/ASCC CLPMs input approved requirements to the column update (CU) screens in ATRRS by using the update SMDR CU function in the ATRRS.

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

(6) USAHRC, FAO, and USAR QS managers determine their DLIFLC and DLI−W basic language training seat requirements. DLIFLC language training seat requests should align with the National Defense Strategy and component fill requirements.

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

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

(9) In August of each year, after the CU screens have closed, the Army SPM will participate in the annual DCS, G–3/5/7's SMDR meeting to negotiate the Army's DLIFLC training seat and MTT requirements. SMDR meeting attendees include the Army SPM, the USAHRC QS manager, component QS managers, and the FAO QS manager only. DCS, G–3/5/7 publishes the SMDR results within 180 days after the meeting.

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

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

b. National Cryptologic University requirements call.

(1) NCU conducts an annual requirements call during the third quarter of each FY for the following FY.

(2) Submit all NCU training requirements using ACD's Language Training Tool (LTT). The NCU team notifies CLPMs of the specific due date for the requirements call. CLPMs are strongly encouraged to submit for every possible training scenario to ensure their requirements are considered. Once all language training requirements are received, NCU produces the language training schedule for the next FY according to service language training requests.

(3) Soldiers wanting to attend NCU language training must meet the language proficiency requirements of the language course requested.

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

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

c. Vendor requirements call. Consider executing training requirements that cannot be fulfilled by existing contract instruction, DLIFLC MTTs, DLIFLC LTDs, Defense Language and National Security Education Office subsidized training opportunities (Concordia and so forth), or NCU training using external language training vendors. CLPMs submit external vendor training requirements to their higher headquarters, which maintains the organization's TALP budget, for funding consideration.

Section II

Resident Language Training

3–3. Resident foreign language training
The DLIFLC provides full-time basic language acquisition training for the DoD. DLIFLC conducts most resident basic course instruction at the Presidio of Monterey, California, however members of the Defense Attaché Service, Soldiers (second term and above), FAOs, and DA Civilians studying less commonly taught languages (LCTLs) are trained in other government or commercial facilities under the auspices of DLIFLC's Washington, DC office. DLIFLC designs basic language acquisition courses to train to ILR L2/R2/S1+ proficiency. Intermediate and advanced language courses are designed to train to ILR L2+/R2+/S2 and ILR L3/R3/S2+ respectively. ARSOF Soldiers (CMF and areas of concentration (AOCs) 18, 37, 38) are trained to ILR L1+/R1+ or S1+ at USAJFKSWCS.

3–4. Qualifications for Defense Language Institute Foreign Language Center training
a. All military applicants must have successfully completed high school or have a General Education Development (GED) equivalent.

b. All military applicants must possess a qualifying DLAB score or equivalent for the language in which training is sought as defined in paragraph 2–5.

c. If applying for intermediate or advanced language training, all military applicants must submit a DA Form 330 (Language Proficiency Questionnaire) dated within the last 12 months, reflecting the following proficiency scores in the language for which training is requested:

(1) For intermediate language training, L2/R2.

(2) For advanced language training, L2+/R2+.

d. Soldiers desiring to attend another basic language acquisition course must have graduated from a DLIFLC basic language acquisition course or were recruited for their language (ACASP) and have a current proficiency score of L2/R2 (or S2 on the OPI if no written DLPT is available) or higher.

e. All military applicants must possess a physical profile series of 1 in the speaking factor and the minimum hearing acuity of 2 in each ear in the hearing factor.

f. All military applicants must meet the height and weight standards in AR 600–9 or AR 40–501.

g. Officers and warrant officers must—

(1) Be selected by their Branch, except those assigned to ARSOF (civil affairs (CA), psychological operations (PSYOPS), and Special Forces Branches). All ARSOF officers are language-capable and required to attend language training.

(2) Have enough time-in-service remaining after language training to complete their service obligation as outlined in AR 350–100.

h. Enlisted Soldiers must—

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

(2) Waive enlistment or re-enlistment commitments according to AR 601–280.

i. DA DCIPS Civilians must—

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

(2) Have the requirement for a foreign language documented in their PD (except for MICECP civilians).

(3) Possess a qualifying DLAB score or other qualifying test score as defined in paragraph 2–5, or an approved DLAB waiver.

(4) Submit DA Form 330 dated within the last 12 months reflecting the following proficiency scores in the language for which intermediate and advanced language training is requested:

(a) For intermediate, L2/R2.

(b) For advanced, L2+/R2+.

3–5. Preparation and submission of Defense Language Institute Foreign Language Center training applications

a. Regular Army officers and warrant officers. Officers and warrant officers may submit a PAR requesting language training to the Commander, U.S. Army Human Resources Command (EPF–F–LANG), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5680, except as indicated in paragraphs 3–6*h* and 3–6*i*.

b. All Regular Army enlisted Soldiers. Applications for DLIFLC training (must include DLAB scores or equivalent) are prepared on a PAR and processed according to DA Pam 600–8. Send the PAR to the Commander, U.S. Army Human Resources Command (EPF–F–LANG), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5680.

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

d. Nineteen-week intermediate and advanced courses at National Cryptologic University language centers. Servicemembers should work with their CLPMs to submit a training requirement through the ACD's LTT. Once the NCU approves the requirement, CLPMs submit completed, signed ATRRS enrollment forms to the appropriate schoolhouse point of contact. To increase fill rates in these courses, units may work with their unit career counselor and Chief of the Enlisted Language Branch at USAHRC to process a 12-month tour stabilization, extend, or re-enlist to meet the ADSO. Intent is for Servicemembers to attend these courses locally to avoid temporary duty (TDY) costs and limit time apart from their family.

e. Nineteen-week intermediate and advanced courses at Defense Language Institute Foreign Language Center.

(1) Unit commanders may also send Soldiers to DLIFLC to attend intermediate or advanced language training and use TALP funds to pay for the training. The DCS, G–2 funds a limited number of Soldiers to attend the DLIFLC intermediate and advanced courses on a first come, first served basis. The unit commander should coordinate with the Chief of the Army Foreign Language Team for funding. The Chief of the Army Foreign Language Team will fund the TDY costs. RC units must pay all pay and allowances.

(2) Drill sergeants and MLIs assigned to DLIFLC should attend either intermediate or advanced language training prior to permanent change of station (PCS). MLIs should attend intermediate/advanced language training prior to assuming platform instruction duties and drill sergeants should attend either

intermediate or advanced language training prior to departure from DLIFLC. USAHRC will extend the MLIs and drill sergeants to ensure they can attend these courses.

3–6. Individuals ineligible for resident language training
The following categories of personnel may not apply for resident language training:

a. Soldiers who fail to meet time-in-service remaining requirements (see AR 614–200 and AR 601–280).

b. Transient personnel and patients.

c. Individuals under court-martial charge.

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

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

f. Personnel in overseas commands (unless the course is scheduled to begin after the overseas service tour is completed). This does not apply to the intermediate and advanced language courses taught at DLIFLC since they are TDY and return courses.

g. Individuals processing for discharge.

h. Personnel flagged for any reason.

i. Previous graduates of a DLIFLC basic language acquisition course who have a current proficiency score below L2/R2 cannot attend an additional a foreign language basic acquisition course.

j. RA officers, warrant officers, and enlisted Soldiers who did not complete a DLIFLC basic language acquisition course because they failed to achieve the DLIFLC graduation standard of a 2.0 grade point average (GPA) and a minimum L2/R2/S1+ proficiency score. RA personnel who failed the DLIFLC basic language acquisition course may request a waiver from the CG, USAHRC (EPF–F–LANG).

k. USAR officers, warrant officers, and enlisted Soldiers who did not complete a DLIFLC basic language acquisition course because they failed to achieve the minimum DLIFLC graduation standard of a 2.0 GPA and a minimum L2/R2/S1+ proficiency score. USAR personnel who failed the DLIFLC basic language acquisition course may request a waiver from the first general officer in their chain of command.

l. ARNG officers, warrant officers, and enlisted Soldiers who do not complete a DLIFLC basic language acquisition course because they failed to achieve the minimum DLIFLC graduation standard of a 2.0 GPA and a minimum L2/R2/S1+ proficiency score.

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

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

3–7. Failure to meet minimum proficiency levels at Defense Language Institute Foreign Language Center sponsored language acquisition courses

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

(1) *Regular Army.* The Chief of Military Intelligence (MI) is the MOS proponent and has the authority, in coordination with the Commander, 229th MI Battalion and Director, USAHRC Enlisted Language Branch (EPF–F–LANG), to determine the disposition of Soldiers who do not meet DLIFLC graduation standards. Soldiers who do not achieve DLIFLC graduation standards may receive a prerequisite waiver for foreign language proficiency to attend a language-dependent AIT MOS school. If the decision is made to reclassify the Soldier, the 229th MI Battalion coordinates with the Chief of the Enlisted Language Branch (EPF–F–LANG) to approve all reclassification actions for RA Soldiers.

(2) *U.S. Army Reserve.* For USAR non-initial entry training Soldiers, the DLIFLC USAR liaison officer will communicate the failure and DLIFLC recommendation to the CLPM of the Soldier's unit. The unit's CLPM coordinates with the commander to determine the final disposition of the Soldier. For initial entry training Soldiers, the DLIFLC USAR liaison officer communicates with the Chief, USAR, G–1 Accessions and Training Branch to determine the final disposition of the Soldier.

(3) *Department of the Army Civilians.* DA Civilians' supervisors will consult with their servicing Civilian Personnel Advisory Center (CPAC) office regarding DA Civilians who fail to meet required proficiency standards.

b. The Commander, 229th MI Battalion will coordinate with the following organizations before moving a Soldier to a different language training course:

(1) *Regular Army.* Chief of the Enlisted Language Branch (EPF–F–LANG).

(2) *Army National Guard.* The CNGB.

(3) *U.S. Army Reserve.* Military Intelligence Readiness Command for MI MOSs and USACAPOC for AOC 37A, MOS 37F, AOCs 38A and 38G, and MOS 38B.

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

3–8. Duty status while attending Defense Language Institute Foreign Language Center training

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

(1) Assign Soldiers attending courses at the Presidio of Monterey to the 229th MI Battalion, DLIFLC, Presidio of Monterey, California, 93944–5006. Soldiers must report for enrollment during normal duty hours on or before the report date specified on their orders.

(2) Assign students attending DLI–Washington who are not attaché trainees to the Headquarters Company, U.S. Army Garrison, Fort Myer, VA 22211–5009. They must report for enrollment to the DLI–Washington Office, Zachary Taylor Building, 2530 Crystal Drive, Suite 1600, Arlington, VA 22202.

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

b. Assign Soldiers selected for language training of less than 20 weeks as TDY enroute to a new assignment or TDY and return to their unit.

Section III

Command Language Program Policy

3–9. Nonresident foreign language training

In accordance with DoDD 5160.41E and DoDI 5160.70, the administration of nonresident foreign language programs is the responsibility of unit commanders. The Commandant, DLIFLC exercises technical control of nonresident foreign language training and provides materials for nonresident training. Units may also use other training materials or systems approved by DLIFLC, ACOM, ASCC, or DRU CLPMs. Submit all requests to establish new contract language training programs for approval through email to the SPM (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil).

3–10. Unit training: command language programs

a. Commanders with Soldiers in language-dependent and language-capable MOSs will establish a CLP that provides foreign language remedial, refresher, sustainment, and enhancement training programs designed to increase foreign language proficiency. See appendixes C and D for useful information on establishing and managing a CLP. Submit requests to establish new contract language training programs through the TALP Program Manager to the DCS, G–2 for approval. Failure to gain DCS, G–2 approval before establishing a contract language training program may result in the loss of TALP funding for the command.

(1) For the RA, training in their CLANG is the priority for all language-dependent and language-capable Soldiers with SQI L. Do not train additional languages until the Soldier completes a 160 consecutive hours SLTE and successfully passes their DLPT/OPI (for his or her CLANG). Native/heritage speakers recruited for their language capability who are serving in a language-dependent or language-capable MOS may substitute English language training for target language training.

(2) For the RC, all language-dependent and language-capable officers, warrant officers, and enlisted Soldiers are required to complete an 80 consecutive hours SLTE annually in their CLANG. Training in the CLANG is the priority for all language-dependent and language-capable Soldiers with SQI L. Do not train Soldiers in an additional language until they complete their 80 consecutive hours SLTE in their CLANG and pass their DLPT/OPI.

(3) Officers, warrant officers, and enlisted Soldiers 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 160 consecutive hours (80 consecutive hours for RC) annual language training requirement.

(4) FAO and ARSOF linguists must complete an 80 consecutive hours SLTE in their CLANG annually.

b. Commanders will not expend TALP funding or other designated language training funds on Soldiers who are within 180 days of separation from the Army unless they are enlisting in the ARNG or the USAR in a language-dependent or language-capable MOS. Commanders must also ensure that Soldiers meet service remaining requirements timelines in accordance with AR 614–200.

c. DA Civilians in language coded positions can use the online resources defined in appendix E of this pamphlet for language sustainment training. Process requests for resident language instruction through DA Civilian personnel training channels. CLPMs cannot use TALP to fund DA Civilian language acquisition or sustainment training.

3–11. 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 commander's program and should show evidence of command emphasis, support, and involvement.

b. Objectives. The CLPs must have clearly stated quantifiable objectives. A CLP's objectives should address both global and technical language skills. Express these objectives as mission essential or critical tasks.

c. Command language program manager. The ACOM, ASCC, DRU, and units with language-dependent and language-capable MOSs or language coded positions must have a designated CLPM. Ideally, the CLPM is one of the unit's senior linguists who is a staff sergeant or above 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 serve as a CLPM. However, Army policies and responsibilities prescribed in this regulation do not apply to contractor CLPMs unless the applicable contract or agreement explicitly incorporates the provisions of this regulation. Units may use TALP to hire contractors to fill CLPM positions for units with 70 or more linguists authorized.

d. Commander's command language program responsibilities. Commanders of units with 70 or more linguists authorized will establish a full-time CLPM position with a specified job description to manage their language training program.

e. Command Language Council. The CLC is an optional meeting however, high performing CLPs routinely convene a CLC to effectively manage language training. The purpose of the CLC is to promote linguistic excellence through the sharing of ideas and information and to prioritize training. Units with 70 or more authorized language coded positions should establish a CLC to manage their CLP. The CLC should include Soldiers from each of a unit's languages and MOSs and representatives from all sub-units with linguists. The make-up of the CLC is up to the commander however, the commander, command sergeant major (CSM), S – 1, S – 2, S – 3, S – 4, and the resource manager should attend if their schedule permits. The CLC should meet quarterly and be chaired by a Soldier or DA Civilian CLPM. A contract CLPM cannot chair a CLC.

f. Command language program documentation. The CLPM is responsible for maintaining required CLP documentation (see app A), the ACD, the CLP standard operating procedures (SOPs), and the CLP files. AR See 25–400–2 for records retention information.

(1) At a minimum, CLPs must have on hand their CLP command guidance and electronic access to all publications listed in appendix A. Units may access the publications on the Army Publishing Directorate website at https://armypubs.army.mil/.

(2) Each unit with assigned/authorized language-dependent or language-capable MOS Soldiers, DA Civilians with language recorded in their PD, or Soldiers who received language training at government expense will have an identified and filled CLPM position. 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 screen all incoming personnel for language skills. The CLPM will attend the DLIFLC resident or nonresident CLPM course or equivalent course (USASOC or NSA CLPM course) within 6 months of appointment. Those CLPMs who manage Consolidated Cryptologic Program funded linguists will also attend the Cryptologic Language Training Manager (CLTM)–7100 course. Soldiers will not use TALP funds to attend the CLTM–7100 or the USASOC CLPM course. Units will request CLPM course attendance through ATRRS. Units may use TALP funds to pay for DLIFLC CLPM training.

(3) The Chief of INSCOM's Language Training Division is responsible for maintaining the ACD and the NSA/CSS CHANDELIER linguist database for all Army MOS 35P Soldiers. ACOM/ASCC/DRU level

CLPMs will coordinate directly with the Chief of INSCOM G–3's Language Training Division (IOAP–TRL) to facilitate CHANDELIER updates or ACD training/help desk support.

(4) The INSCOM CLPM will also coordinate with the NCU personnel to coordinate training seats for all NCU LTD intermediate and advanced language training courses. Units supporting an NSA mission should submit their intermediate and advanced language training requirements to the INSCOM G3/7 not later than 15 May each year.

(5) All CLPMs will develop and publish a SOP covering all aspects of the unit CLP. Base the CLP SOP upon higher headquarters' CLP SOP, commander's guidance, and Army policy. The SOP includes information on language training requirements and procedures and all other information necessary for program continuity. The CLP SOP will be part of the overall unit SOP. CLPMs maintain a separate point of contact roster within the SOP to identify local and higher headquarter CLPMs. CLPMs review the CLP SOP at least every 2 years and publish changes based upon higher-level guidance to ensure the unit SOP reflects the most current information.

3–12. Command language program required reporting
There are two categories of required reporting for all CLPs:

a. The TALP reports required by the 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/OPNAVINST 1550.13/AFI 35–4004/MCO 1550.4E.

Section IV

Managing Linguists

3–13. Managing enlisted linguists
The Army manages linguists based on 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 MOSs are 35P (Signals Intelligence Voice Interceptor) and 35M (Human Intelligence Collector).

(1) Not all 35M Soldiers are language-dependent. RA and ARNG 35M Soldiers that the Army did not enlist under the ACASP or did not have language specified in enlistment or reenlistment contracts are grandfathered. Grandfathered 35M Soldiers have LIC codes of either YY or ZK. Grandfathered 35Ms are not required to attend annual sustainment language training or maintain language proficiency to remain MOS qualified. RA and ARNG 35M Soldiers who graduated from DLIFLC or were recruited for their language are considered language-dependent Soldiers and are subject to the provisions of this regulation. USAR 35M Soldiers who signed a contract prior to 30 September 2022 are grandfathered (unless language was included in their enlistment contract). Grandfathered USAR 35M Soldiers are language-capable for the duration of their career. USAR 35M Soldiers who enter service after 1 October 2022 are language-dependent and are subject to the provisions of this regulation.

(2) Career branch managers and unit commanders must closely monitor the training, assignment, and utilization of language-dependent MOS Soldiers to ensure their career development stresses the progressive acquisition and use of higher-level language skills. Incorporate intermediate and advanced language courses into their career progression at every opportunity. All language-dependent Soldiers should attend intermediate or advanced language training as soon as possible after their first enlistment.

b. Language-capable MOSs are:

(1) 00Z (limited to those with an 18, 37, and 38 CMF background or feeder MOS of 35P or 35M).

(2) 35Z (if the feeder MOS was 35P or 35M).

(3) CMFs 18, 37, and 38 series Soldiers.

c. Identify personnel trained in a foreign language in preparation for a specific assignment as a linguist after their initial use and 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.

d. Utilization of personnel found by voluntary testing and self-identification to meet routine or contingency language requirements will depend on the overall needs of the Army and the individual's language

proficiency and availability. The primary reason for identifying such individuals is for potential use in national emergencies or mobilization. These personnel may be eligible for reclassification into a language-dependent or language-capable MOS; however, their language capability normally does not influence career development within their PMOS or CMF.

3–14. Application for linguist assignments (enlisted linguists)
a. Regular Army. USAHRC Enlisted Language Branch manages assignments for language-dependent MOSs 35M and 35P through the Assignment Satisfaction Key–Enlisted Module (ASK–EM) process based on year, month, and availability date. Non-language-dependent Soldiers who desire an assignment to a language coded position must contact their Enlisted Management Branch upon notification that they will be placed into the enlisted market as part of the enlisted manning cycle.

b. U.S. Army Reserve. USAR Soldiers who are duty MOS qualified and have a qualifying DLAB score may apply for a linguist assignment/language training by submitting a request through command channels to the Commander, Military Intelligence Readiness Command (AFRC–MIR–OPTL), 8831 John J. Kingman Drive, Fort Belvoir, VA 22060. CA and PSYOPS Soldiers should submit their requests through command channels to Commander, U.S. Army Civil Affairs and Psychological Operations Command (AFRC–CPC), 4037 Pratt Street, Building A 5585, Fort Liberty, NC 28310.

3–15. Training in additional languages
The minimum proficiency prerequisite to cross-train in an additional language is a current DLPT proficiency rating of L2/R2 in the Soldier's currently assigned CLANG (L2/R2/S1+ for 35M Soldiers). These cross-training prerequisites do not apply to GREAT SKILL personnel, ARSOF personnel, or to FA 48 officers.

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

b. Change CLANGs in accordance with paragraph 2–8*c*.

c. Cross-training is not the same as language acquisition training. Soldiers must demonstrate pre-existing proficiency in the language they are requesting cross-training in.

d. The DCS, G–2 is the approval authority for all requests to use TALP to fund cross-training involving acquisition of a second language.

3–16. Managing officer and warrant officer linguists
a. Base officer and warrant officer linguist career development on confirmed requirements. Administer under the OPMS specialties or warrant officer MOS.

b. Designated warrant officer MOSs and officer AOCs with language requirements are:

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

(2) Language-capable. 351M, 351Y, 351Z, 352N (limited to those 352Ns who previously served in a language-dependent MOS), 180A warrant officers, and AOCs 18, 37, and 38 series officers.

3–17. Officer, warrant officer, and enlisted linguist utilization
a. Upon completion of language training, assign individuals against the linguist authorizations for which they were trained.

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

c. Assign enlistment bonus and selective reenlistment bonus recipients against the MOS and language requirements for which they received the bonus.

d. This utilization policy will not serve as a basis for preventing enlisted Soldiers from applying for ROTC, Officer Candidate School, a direct commission, or warrant officer.

e. Utilization of enlisted Soldiers 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.

Section V

Linguist Readiness Reporting

3–18. The Army Command Language Program Manager's Database
a. Entries to the Army Command Language Program Manager's Database. The ACD is the Army linguist database of record. The INSCOM G–3 maintains the ACD for the Army. The unit CLPM is responsible for maintenance of the ACD at the unit level. Maintain the ACD for 100 percent of assigned language-capable Soldiers, language-dependent Soldiers, and DA DCIPS civilian linguists. At the time of appointment, CLPMs will request an Air Force Portal account to gain access to the Joint CLPM Database and obtain ACD administrative permissions. CLPMs attend training, as needed, to ensure compliance with database maintenance requirements. Contact the Chief of INSCOM's Language Training Branch to coordinate for ACD training. The ACD will contain the following entries for each assigned linguist:
(1) Basic demographic data, including duty assignment, PMOS, and job title.
(2) Additional language training completed following DLIFLC graduation.
(3) Ongoing language training.
(4) Expiration term of service (ETS) and PCS dates.
(5) All future language training requirements (through LTT).
(6) FLPB written agreements.
(7) DA Form 330 for all DLPTs taken.
(8) Required DLPT retesting dates to prevent expiration of written agreement/FLPB.
(9) ILTPs including language maintenance and improvement objectives driven by the requirements of the Soldier, manning tables, or authorizations.
b. Unit command language program database. The ACD database should match the individual linguist's personnel records on file at the servicing military personnel office or servicing civilian personnel office. CLPMs will establish procedures and formats in the unit CLP SOP to ensure that the data remains current and accurate. CLPMs maintain historical data in the ACD as a point of reference for measuring changes in overall linguist proficiency from year to year and for assessing the effectiveness of the CLP. The CLPM will maintain records of any ETPs/waivers granted. The ACD will also reflect all waivers and deployments.
c. Command language program files. The CLP files will contain information reflecting DLPT testing, training resource lists, the CLP SOP, TALP funding and budget information, ILTP arrival interview records, maintenance, and remediation training, and SLTE training records.
d. Command language program training records. Units initiate an ACD training record containing the items listed in paragraph 3–18*a* for each Soldier possessing a language capability they identify during in-processing, regardless of MOS, duty assignment, or how acquired. Commands maintain the training record at the lowest possible supervisory level (company or battalion CLPM).
e. Individual language training plans. Commanders will ensure that every linguist has an ILTP. CLPMs in conjunction with the linguist's direct supervisor and a language mentor should develop the ILTP for each linguist that is tailored to meet the needs of the individual linguist. The ILTP assesses language proficiency and determines training needs, establishes training goals, develops short- and long-range training plans, and includes quarterly counseling statements. CLPMs and language mentors should closely monitor the ILTP to assess language proficiency progress and recommend adjustments to training. Mentors and supervisors review ILTPs with their linguists at least quarterly. Language group leaders and unit language instructors also validate and review the ILTP quarterly to ensure effectiveness and improvement. ILTPs will reflect progress in all additional training performed. ILTP's are subject to inspection under the Organizational Inspection Program.

3–19. Unit status report
a. Commanders, who are authorized linguists, are required to report their linguist readiness status by fit, fill, and proficiency (see Public Law 116–92 and AR 220–1). Report linguist readiness status by the fit, fill, and proficiency criteria in the personnel section of the net-centric unit status report. Fit means the correct language. Fill is defined as the correct MOS and grade. For example, if a 35P Soldier who speaks Arabic is assigned to a Korean MTOE or TDA billet, they would not be counted as a filled language coded billet because the Soldier is filling a billet that is not coded for Arabic. Proficiency is defined as the correct aptitude as defined by the LPIND field on the unit's MTOE or TDA.

b. Report linguist readiness status by the fit, fill, and proficiency criteria in the personnel section of the net-centric unit status report. In the status report window under the personnel tab, locate the LIC qualification box by selecting the military strength dropdown and open the line on the MTOE or TDA (using the (+) sign) for each language coded billet. For each Soldier, if fit, fill, and proficiency are met, check the box for LIC Qualification located on the far right. If fit, fill, and proficiency are not all met, the LIC Qualification block will remain unchecked.

3–20. Language-dependent military occupational specialty readiness reporting
Soldiers in a language-dependent MOS are only considered military occupational specialty qualified (MOSQ) when they have completed the AIT for their MOS and have a current DLPT (within 12 months) with a score meeting the Army's minimum proficiency standards as outlined in paragraph 4–3. Language-dependent Soldiers with sub-proficient DLPT scores are considered non-MOSQ if they have completed remedial training, retaken the DLPT, and failed to achieve the minimum proficiency or have refused to attend language remediation training in accordance with paragraph 2–5*e*. The provisions of this paragraph do not apply to language-capable MOS Soldiers, as they do not have to maintain language proficiency to remain MOSQ.

3–21. Contracting for language instruction
(1) This paragraph provides guidance to unit Commanders wo are considering contracting locally for mission-required language training. Do not attempt to contract for non-mission or individual Soldier education purposes.
(2) The following personnel may authorize a CLP instruction contract:
(a) ACOM, DRU, corps, and division senior commanders may authorize contract foreign language instruction.
(b) Only installation contracting officers (KOs) may negotiate with civilian contractors. This does not apply to USASOC and Intelligence Community non-TALP funded contracts.
(3) The following rules apply to contracting:
(a) Contract for foreign language instruction for the language(s) matching the unit's MTOE/TDA language requirements. The purpose of this training is to provide remedial, refresher, sustainment, and enhancement training to Soldiers with previously acquired foreign language skills.
(b) The Dean of the DLIFLC School for Continuing Education (ATFL−SCE−FS) should, when possible, authorize new contracts and the subsequent production of foreign language instructional materials.
(c) Inform the SPM prior to establishing a new contract. This is to ensure standardization and conformity to existing Army regulations and policies.
(d) Commander should follow all applicable Federal Acquisition Regulations when contracting for foreign language training.
(e) Commanders must prepare a statement of work (SOW) and quality assurance surveillance plan in accordance with local contracting policy.
(f) The completed SOW should be attached to DA Form 3953 (Purchase Request and Commitment) and forwarded through command channels to the servicing procurement office or contracting agency.
(g) The contract and operation costs, including equipment requirements, maintenance, printing, and reproduction, and duplication of audio or video tapes or other material is the unit Commanders responsibility.
(h) KOs will ensure that contracts require vendors to certify in writing their employees language proficiency. Contract instructors hired to provide foreign language instruction must have a foreign language proficiency level of at least L3/R3.
(i) KOs will ensure that contracts require vendors to certify in writing their employees English language proficiency. Contract foreign language instructors must have a 2+ or higher English fluency level (speaking, listening, and reading).
(j) Instructors must have one or more years of prior experience teaching a foreign language to adult English-speaking students, unless waived by terms of the contract.
(k) If the contractor intends to use original (not approved) foreign language materials for which there may be a copyright question, obtain prior approval of these materials from your ACOM, ASCC, DRU CLPM, or the SPM.

(l) Appoint a contracting officer's representative (COR). The COR is the person who developed the contract SOW, prepares monthly progress reports, and gives briefings to the commander and staff, as required.

(m) Units can identify local streamlined acquisition contract vehicles using the General Services Administration language service schedule at https://www.gsa.gov.

(n) Units may use university programs that are available to the public without a contract. Use SF 182 (Authorization, Agreement, and Certification of Training) to pay for tuition costs.

Chapter 4
Foreign Language Proficiency Bonus

Section I

Foreign Language Proficiency Bonus

4–1. Foreign language proficiency bonus overview

a. This chapter prescribes policy for the administration of the FLPB Program for qualified RA, USAR, and ARNG Soldiers.

b. The FLPB is a monthly monetary bonus paid to RA, ARNG, and USAR 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. ASA (M&RA) and Chief, Compensation/Entitlements Division approve all pay, military compensation, and entitlements. DCS, G–1 maintains the FLPB MDEP and POMs for FLPB funding.

e. Soldiers receive FLPB in addition to any other pay or allowances to which they are entitled.

f. Officers, warrant officers, and enlisted Soldiers authorized FLPB by MOS/Branch are eligible for FLPB regardless of assignment.

g. The DCS, G–2 is the proponent for administrative and policy changes to the FLPB Program.

(1) *Regular Army.* Commanders of ACOMs may forward suggested FLPB policy/process changes to the Deputy Chief of Staff, G–2 (DAMI–OIO), 1000 Army Pentagon, 2D382, Washington DC 20310–1000 for consideration, with a copy furnished to ASA (M&RA) and DCS, G–1 (DAPE–PRC).

(2) *National Guard Bureau.* See paragraph 1–14*q.*

(3) *U.S. Army Reserve.* USAR commanders will forward requests through USARC G–1 (AFRC–PR), and a copy to U.S. Army Reserve Command G–2 (AFRC–IN), Marshall Hall, 4710 Knox Street (Building 8–1808), Fort Liberty, NC 28310–3231.

h. The FLPB Program is authorized under the provisions of Section 353(b), Title 37, United States Code (37 USC 353(b)). It is administered according to DoDI 1340.27 and DoD 7000.14–R, Volume 7a.

i. A Soldier's language proficiency is determined by the level of proficiency they possess in a foreign language skill as certified by an approved ILR compliant testing method.

4–2. Criteria for individual Soldier eligibility for the foreign language proficiency bonus

a. Officers, warrant officers, and enlisted Soldiers of all components eligibility to receive FLPB begins the date they successfully pass the DLPT at DLIFLC or an equivalent language school.

(1) A DLIFLC graduate's FLPB eligibility is based on the MOS they are assigned. For example, a Soldier assigned as a 35M who scores L2/R2/S2 on their final DLPT is eligible to draw $300 per month FLPB in accordance with paragraph 4–3*a* and table 4–1.

(2) DLIFLC graduates assigned the 35P MOS will adhere to the guidance found in paragraph 4–3*a* and table 4–1.

(3) 35M and 35P Soldiers (includes initial entry Soldiers and Soldiers who reclassify into these MOSs) who complete AIT will complete a new 12-month written agreement in accordance with paragraph 2–5*b*(4) when they report to their first operational unit.

(4) 35M and 35P Soldiers who fail to graduate from AIT and are reclassified or separated will have their FLPB terminated immediately.

b. Warrant Officer Basic Course (WOBC) students whose feeder MOS was a language-dependent or language-capable MOS who are designated for a language-dependent or language-capable warrant

officer specialty may continue to receive FLPB while attending the WOBC and are exempt from the requirements to complete WOBC to be eligible for FLPB pay.

c. In addition to paragraphs 4–2*a* and 4–2*b,* RA Soldiers must—

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

(2) Be certified proficient within the past 12 months (24 months if the linguist scores L3/R3 or higher on their DLPT/OPI) in their CLANG to be eligible for FLPB. Language-dependent and language-capable Soldiers may draw additional FLPB for demonstrated proficiency in a language listed on the ASLL the DCS, G–2 publishes annually.

d. RC Soldiers must—

(1) Be assigned to a drilling TPU or IMA paid status, AGR, or on active duty operational support (ADOS) orders.

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

(b) For FLPB purposes, the language specified in the ADOS orders will take priority over the CLANG and the home station 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 French, they will be paid FLPB for both French and their CLANG.

(c) Not be adjudicated as an unsatisfactory participant in the previous 12 months as defined in 10 USC 10147 and AR 135–91.

(2) Meet minimum annual service requirements for retirement eligibility pursuant to 10 USC 12732 during the 12-month certification period for which FLPB was paid.

(a) For the ARNG, FLPB is prorated at the 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 FLPB payment table. For example, an ARNG member who scores an L2/R2 for his or her authorized language would receive an annual FLPB amount of $2,400 ($200 monthly) for earning 50 retirement points in an anniversary year. However, if the ARNG member only amasses 25 points in his or her anniversary year, the member would only qualify to receive $1,200 ($100 monthly) for the same period.

(b) For the USAR, Soldiers designated as unsatisfactory participants (as defined by AR 135–91) while receiving FLPB will have their FLPB terminated and the entire amount recouped for the entire period documented on the written agreement.

(3) 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.

(4) Be certified proficient within the past 12 months (24 months if the linguist scores 3/3 or higher on the DLPT/OPI) in their CLANG. Language-capable/language-dependent Soldiers may draw additional FLPB for demonstrated proficiency in a foreign language listed on the DCS, G–2 ASLL. When eligibility, award, or termination of FLPB cannot be determined, forward the case with recommendations through command channels to:

(a) For RA Soldiers, submit through Commander, U.S. Army Human Resources Command (AHRC–PDP–I), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408 or via email to usarmy.knox.hrc.mbx.tagd-flpb@army.mil.

(b) For USAR Soldiers, submit through Commander, U.S. Army Reserve Command G–1 (AFRC–PR), Marshall Hall, 4710 Knox St. (Building 8–1808), Fort Liberty, NC 28310–3231.

(c) For ARNG, see paragraph 1–14*u.*

4–3. Foreign language proficiency bonus proficiency requirements

All Soldiers must adhere to the requirements of this paragraph to draw FLPB by modality.

a. Soldiers who qualify for FLPB will draw pay by modality and use table 4–1 and the following guidance to compute the amount of FLPB they are eligible to receive:

(1) Officers, warrant officers, and enlisted Soldiers who serve in a language-dependent/language-capable MOS (other than 35M, ARSOF CMFs and AOCs 18, 37, 38, USACAPOC CMFs and AOCs 37 and 38, and Soldiers assigned to an SFAB), occupy a language coded billet, or qualify for FLPB based on their proficiency in a language on the ASLL must first score a minimum of 2 in the listening and reading modality on the lower range DLPT to qualify for FLPB. To receive FLPB for all three modalities, these officers, warrant officers, and enlisted Soldiers must score L3/R3 on the lower range DLPT to be eligible to test in the speaking modality. Once the Soldier scores L3/R3 on the lower range DLPT, he or she is

eligible to take an OPI to show higher proficiency and to determine eligibility to draw FLPB for speaking. The Soldier must score at least S2 on the OPI to qualify for additional FLPB. FAOs are required by DoDI 1315.20 to take an OPI every 2 years however, they only qualify for additional FLPB for Speaking if they score L3/R3 on their DLPT.

(a) For example, a 35P scores L3/R2+ on his or her lower range DLPT. This Soldier is eligible to draw FLPB at level 3 for listening and level 2+ for reading ($500 per month). The Soldier is not eligible to test for additional FLPB for Speaking because they did not score L3/R3 on their DLPT.

(b) For example, a 35P Soldier scores L3/R3 on his or her lower range DLPT. This Soldier is eligible to draw FLPB at level 3 for listening and level 3 for reading ($600 per month) and is eligible to test for speaking. The Soldier takes the OPI and scores S2. This 35P Soldier is eligible to draw FLPB for all three modalities ($700).

(2) 35M Soldiers must score a minimum of L2/R2/S1+ in all three modalities to maintain MOS qualification and be eligible to draw FLPB. 35M Soldiers who score 2 or higher in all three modalities (L2/R2/S2) are eligible to draw FLPB for all three modalities because MOS 35M is the only Army MOS that requires a Soldier to maintain a speaking proficiency to maintain MOS qualification. 35M Soldiers may take the DLPT and OPI tests in any sequence; however, Soldiers are strongly encouraged to coordinate with their CLPM to take the OPI first due to the length of time it takes to schedule this test. 35M Soldiers must complete both their DLPT (listening and reading modalities) within 30 days for these scores to count as a valid test. 35M Soldiers have an additional 30 days to complete their OPI. The date for FLPB purposes is the date the 35M Soldier completes their third modality. All three modalities must be completed prior to the expiration of the written agreement.

(a) For example, a 35M Soldier scores L2/R2/S2 on the lower range DLPT and OPI. This Soldier is eligible to draw FLPB for level 2 for listening, 2 for reading, and 2 for speaking ($300 per month).

(b) For example, a 35M Soldier scores L3/R3/S1+ on the lower range DLPT and OPI. The Soldier is eligible to draw FLPB for level 3 for listening and level 3 for reading only ($600 per month). While this 35M is MOS qualified, the Soldier is not eligible to draw FLPB for the speaking modality because they did not score a level 2 or higher in speaking on their OPI.

(3) ARSOF, USACAPOC, and SFAB Soldiers must obtain a minimum score of 1+/1+ to qualify for FLPB. To receive FLPB for all three modalities, ARSOF (AOCs and CMFs 18, 37, and 38S, 38R, 38W, 38Z, and 180A warrant officers), USACAPOC (AOCs 37A, 38A, and 38G and CMFs 37F and 38B), and SFAB officers, warrant officers, and enlisted Soldiers, must score L2/R2 or higher on the lower range DLPT and S2 on the OPI to qualify for FLPB for all three modalities. ARSOF Soldiers testing in all three modalities must complete both their DLPT (listening and reading modalities) within 30 days for these scores to count as a valid test. ARSOF Soldiers then have an additional 30 days to complete their OPI. The date for FLPB purposes is the date they complete their third modality test. All three modalities must be completed prior to the expiration of the written agreement.

(a) For example, an ARSOF Soldier scores L2/R2 on his or her lower range DLPT. This Soldier is eligible to draw FLPB at level 2 for listening and level 2 for reading ($200 per month). If the Soldier scores an S2 on the OPI, then he or she would be eligible for a total payment of $300 per month. ARSOF, USACAPOC, and SFAB Soldiers may take the DLPT and OPI tests in any sequence. See paragraph 4–3*b* for guidance on FLPB eligibility for ARSOF Soldiers who take the TSOPI.

(b) All other language-dependent or language-capable officers, warrant officers, and enlisted Soldiers assigned to ARSOF must comply with paragraphs 4–3*a*(1) and 4–3*a*(2) to determine the amount of FLPB they are eligible to receive.

b. Only ARSOF personnel (AOCs and CMFs 18, 37, and 38S, 38R, 38W, 38Z, and 180A warrant officers) are authorized to take a TSOPI to qualify for FLPB. ARSOF Soldiers taking a TSOPI will draw FLPB for proficiency in the listening and speaking modalities only. They would not be able to receive FLPB for all three modalities unless they take both the listening and reading portions of the lower range DLPT and an OPI. For example, an ARSOF Soldier who scores S2 on a TSOPI is authorized FLPB at the L2/S2 rate. If the Soldier who takes a TSOPI wants to draw FLPB for all three modalities, he or she must take both the listening and reading portions of the lower range DLPT and an OPI and must score at least a minimum of L2/R2/S2 to draw FLPB for all three modalities.

c. Proficiency expires on the last day of the month in which the DLPT was taken 1 year later. For example, a DLPT taken on 5 January 2024 would expire on 31 January 2025. For those scoring 3/3 or higher on their DLPT and/or OPI, their proficiency would expire on the last day of the month in which the DLPT/OPI is taken 2 years later. For example, a DLPT/OPI taken by a Soldier scoring 3/3 on 25 March

2024 would expire on 31 March 2026. The 31 March 2026 date should be recorded on the Soldiers written agreement. Soldiers must complete all testing prior to the expiration of their written agreement to continue to receive uninterrupted FLPB.

d. Soldiers must test annually (24 months if they score 3/3 or higher on their DLPT/OPI) using the lower range DLPT, the DLPT5–CA, and/or the OPI to be considered proficient for FLPB purposes.

e. Use of a corresponding modality from a different dialect of the same language may be required. Currently all Arabic languages/dialects require the AD reading modality in addition to the listening modality (in dialect). Portuguese-Brazilian (PQ) and Portuguese-European (PT) have a common Portuguese (PY) reading modality. Soldiers taking the Chinese-Cantonese (CC) listening DLPT are required to take the Chinese-Mandarin reading DLPT. Both the listening and reading tests must be taken within 30 days to be considered a valid test. Qualified Soldiers testing in additional languages/dialects where a common reading DLPT is required (for example, AD reading and Levantine listening; Chinese-Mandarin reading and Chinese-Cantonese listening) are only authorized FLPB for the common reading modality one time. For example, a 35P Soldier with AD as their CLANG tests on the AD DLPT and achieves scores of L3/R3. This same 35P Soldier tests on both the Yemeni and Levantine listening DLPTs and achieves scores of L2 (Yemeni) and L2+ (Levantine). This 35P Soldier is authorized FLPB at the following rates: AD $600 ($300 for each 3 achieved), Yemeni $100 (L2), and Levantine $200 (L2+). This 35P Soldier will receive FLPB in the amount of $900 monthly.

f. Base the effective date and termination of the FLPB payments on the date in which the second (or third) modality is tested and requirements in paragraph 4–2 are met. FLPB certification will expire 1 year from the last day of the month after testing (2 years if the Soldier scores a 3/3). Take the two modalities within 30 days of each other for the test to be valid. For example, if a 35P Soldier tests in listening on 2 January 2024 and tests on reading on 5 January 2024, then the certification will expire on 31 January 2025 (L3/R3 linguists test every 24 months so their certification would expire on 31 January 2026).

g. Soldiers eligible to take the upper range DLPT or a third modality must complete the upper range or third modality within 30 days of completing the lower range DLPT. Soldiers scoring above an L3/R3 on the upper range or an S3 on the third modality will have their FLPB effective date equal the date of qualifying for the higher rate of FLPB and will terminate on the last day of the month 2 years from when they achieved the higher proficiency.

h. FLPB payment for multiple foreign languages or dialects and ILR skill levels may not exceed the annual legal limit of $12,000 per individual for a 12-month period in accordance with 37 USC 353. Soldiers may receive an FLPB up to $1,000 per month for multiple languages (see DoDI 1340.27).

i. PMOS/Branch 37 Soldiers assigned to the USAR and USAR AOC 38A and MOS 38B Soldiers assigned to GPF (non-ARSOF) units are eligible to receive FLPB at the 1+/1+ rate. While assigned to a GPF unit, USAR AOC/CMF 37, AOC 38A, and MOS 38B Soldiers must use the GPF ASLL to determine eligibility for additional FLPB.

j. Non-ARSOF Soldiers assigned to an ARSOF unit must use the GPF ASLL to determine eligibility for additional FLPB.

Table 4–1
Foreign language proficiency bonus monthly payments by modality

ILR Skill–Level Proficiency	L $/month	R $/month	S $/month
1+[1]	80	80	80
2	100	100	100
2+	200	200	200
3	300	300	300
3+	350	350	350
4 or higher	400	400	400

Legend:
L = Listening
R = Reading
S = Speaking

Notes:

[1] Qualified Soldiers only. See chapter 5 to determine if you qualify for sub-2/2 proficiency FLPB. Payments for multiple languages cannot exceed $1,000 per month total/$12,000 for a 12-month period.

4–4. Eligibility for foreign language proficiency bonus payments
Soldiers must meet one of the following criteria to qualify for FLPB:

a. Be any PMOS or Branch designated as language-dependent or language-capable in accordance with paragraph 4–6.

b. Be assigned to a language coded billet on the unit's MTOE/TDA as verified through FMSWeb, attending or providing instruction in a professional military education (PME) course requiring foreign language proficiency, or participating in the Military Personnel Exchange Program (MPEP).

c. Be certified proficient for one or more of the languages on the current ASLL classified as immediate investment, emerging, or enduring.

d. Be supporting a contingency operation or rotation of forces in accordance with paragraph 4–11 of this regulation.

e. Be assigned to an SFAB.

4–5. Prevalent in the Force languages
a. Prevalent in the Force languages are not a training priority for the Army since the Army has sufficient language capability resident in the force. Refer to the ASLL for a list of Prevalent in the Force languages.

b. Pay FLPB to Soldiers who demonstrate proficiency in a Prevalent in the Force language if one of the following applies:

(1) Assigned to a language coded billet.

(2) Attending PME (where the Prevalent in the Force language is spoken).

(3) Providing instruction in a PME course.

(4) Participating in the MPEP as outlined in paragraph 4–7.

(5) Language-dependent or language-capable MOS/Branches identified in paragraph 4–6 with a Prevalent in the Force language as a CLANG.

4–6. Language-dependent and language-capable military occupational specialties and branches for foreign language proficiency bonus purposes
The following MOSs, CMFs, and Branches (of all components) are language-dependent or language-capable for FLPB purposes:

a. Enlisted: PMOS 18, 35M, 35P, 35Z (who were previously a 35M or 35P), 37, and 38. CSMs designated as PMOS 00Z with a 35M, 35P, 18, 37, or 38 CMF background.

b. Warrant officer: MOS 180A, 351M, 351Y, 351Z, and 352N (limited to 352Ns who previously served in a language-dependent MOS).

c. Officer: FA 47A, 47G, FA 48. AOCs 18, 37, and 38.

d. Only award CLANGs to PMOSs/Branches/AOCs identified in paragraphs 4–6*a* through 4–6*c*. Language-dependent and language-capable PMOSs will receive FLPB for their CLANG as outlined in paragraphs 2–8, and 4–3. Pay additional FLPB for languages on the ASLL provided minimum proficiency is met in accordance with paragraph 4–3.

e. FA 48 officers are authorized to maintain multiple CLANGs as approved by the FAO proponent.

f. Military personnel (MOS immaterial) assigned to the GREAT SKILL Program are authorized to receive FLPB and maintain multiple CLANGs as approved by the GREAT SKILL Program commander.

g. Language-dependent PMOS and Branches must first be proficient in their CLANG to be eligible to receive FLPB for other languages. Pay additional FLPB for languages on the ASLL provided minimum proficiency is met in accordance with paragraph 4–3.

h. Language-dependent or language-capable MOS warrant officers and Soldiers who were DA selected for observer controller assignments within First Army or at the Combat Training Centers are authorized a 36-month waiver from retesting while serving in these positions. These warrant officers and Soldiers must retest not later than 90 days before reporting for observer controller duty. The Chief, Foreign Language Team will consider individual waivers on a case-by-case basis. Warrant officers and Soldiers may elect to take the DLPT while serving in these assignments. If taken, this DLPT becomes the test of record until their next recertification.

i. Soldiers with a language-dependent or language-capable MOS who have been DA selected for drill sergeant duty or recruiting duty are authorized a 36-month waiver from retesting while serving in those positions. Soldiers must retest not later than 90 days before reporting for drill sergeant or recruiting duty. The Chief, Foreign Language Team will consider individual waivers on a case-by-case basis. Soldiers may elect to take the DLPT while serving in these assignments. If taken, this DLPT becomes the test of record until their next recertification.

j. Soldiers assigned as authorized Defense Threat Reduction Agency interpreters are authorized FLPB for the language for which they are assigned to on the organization's manning document.

k. All Soldiers eligible for FLPB in accordance with this paragraph must complete a written agreement(s) (see paras 4–12 through 4–20).

4–7. Language coded billets, attendance at professional military education, assigned to Military Personnel Exchange Program or assigned to a security force assistance brigade
a. Officers, warrant officers, and enlisted Soldiers who do not hold a language-dependent or language-capable MOS, CMF, AOC, or FA may receive FLPB if they are assigned to an authorized language coded billet on the unit's MTOE/TDA (verified using FMSWeb) and are duty MOS qualified. The paragraph and line number must have a LIC showing the language and a LPIND showing the required language proficiency to qualify for FLPB.

b. Officers, warrant officers, Soldiers, and DA Civilians attending/instructing at a PME course conducted in a foreign language are authorized FLPB. Examples of courses include, but are not limited to a foreign military school, Western Hemisphere Institute for Security Cooperation, or the Olmsted Scholar Program.

c. Officers, warrant officers, and enlisted Soldiers that are participating in MPEP are authorized FLPB.

d. Terminate FLPB eligibility for language coded billets, attendance at PME, assignment as MPEP, or assignment to an SFAB once the officer, warrant officer, or enlisted Soldier no longer occupies the billet.

e. It is the Soldier's responsibility to stop FLPB once he or she no longer occupies a language coded billet/assignment.

f. Soldiers assigned to an SFAB are eligible to receive FLPB at the L1+/R1+ proficiency level. An SFAB Soldier must have a tested language score in a language associated with outside the continental United States (OCONUS) mission his or her unit is supporting to be eligible to receive FLPB. SFAB Soldiers may draw FLPB for the duration of their assignment to the SFAB if they continue to demonstrate proficiency in a language organic to the AOR their SFAB supports. Once a Soldier is no longer assigned to the SFAB, it is his or her responsibility to terminate FLPB.

g. All Soldiers eligible for FLPB in accordance with this paragraph will complete a written agreement.

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

4–8. Languages designated as immediate investment, emerging, and enduring on the Army Strategic Language List
a. Soldiers, regardless of MOS/Branch or duty position, are authorized to receive FLPB for languages designated by the DCS, G–2 on the ASLL as immediate investment, emerging, and enduring languages provided they meet the requirements established by the DCS, G–2.

b. When the DCS, G–2 adds a language to the ASLL, FLPB eligibility begins the date of the list if a Soldier already has a valid proficiency score or the date the Soldier obtains proficiency.

c. When a language is removed from the ASLL by the DCS, G–2, Soldiers will be authorized FLPB for the removed language until their written agreement expires. For example, a Soldier passed their DLPT on 5 January 2024. The language he or she demonstrated proficiency in is removed from the ASLL on 1 March 2024. The Soldier can continue to draw FLPB until 31 January 2025 (when the current DLPT expires). Linguists with an L3/R3 proficiency in the dropped language will continue to receive FLPB until their current 24-month certification expires.

d. USAR assigned CMF 37, AOC 38A and 38G officers, and MOS 38B Soldiers assigned to GPF units will use the GPF ASLL to determine eligibility for additional FLPB. RA and ARNG CMF/AOC 37, and 38R, 38W, 38Z Soldiers and AOC 38S officers will use the ARSOF ASLL to determine their eligibility for FLPB regardless of assignment.

e. Soldiers eligible for FLPB in accordance with this paragraph will complete a written agreement (see para 4–15). This includes Soldiers eligible in accordance with paragraph 4–6 of this regulation for languages in addition to their CLANG.

4–9. Waiver of annual testing requirement

a. In situations where no testing facility is available, Soldiers stationed OCONUS, deployed for greater than 180 days, or in a temporary change of station (TCS) status of greater than 180 days are authorized to receive a retest waiver from their commander (O–6 or above). Extensions are not authorized beyond 36 months of the date of the original certification without approval from the SPM and are intended for the minimum amount of time required to allow the Soldier to retest.

b. Commander's (O–6 or above) retest waiver is authorized for up to 180 days for RA and 360 days for ARNG/USAR from the expected date of redeployment.

c. The officer, warrant officer, or enlisted Soldier works with his or her unit CLPM to complete the written agreement. The first O–5 Commander in the chain of command must approve the written agreement. Once approved, the written agreement then becomes the source document for the new personnel action in place of the DA Form 330. The approved waiver of the annual retesting written agreement along with the current written agreement being extended and DA Form 330 are submitted to the servicing finance office to allow for continued FLPB payments, uploaded to iPERMS as a language proficiency pay agreement (LPPA), and added to the Soldiers ACD file.

d. FAOs stationed OCONUS, deployed for greater than 180 days, or in a TCS status of greater than 180 days are authorized to receive a DLPT waiver approved by their respective security cooperation officer, senior Defense official, or Defense attaché. The FAO must provide a copy of this waiver to the FAO branch manager. DLPT recertification waivers for FAOs will not exceed 36 months.

e. Officers, warrant officers, and enlisted Soldiers receiving an annual retest waiver for their CLANG are also entitled to receive a waiver for all languages for which they are receiving FLPB if they demonstrate minimum proficiency.

f. Commanders (O–6 or above) may authorize a waiver for language-capable and language-dependent MOS/Branch officers, warrant officers, and enlisted Soldiers whose proficiency expires within 180 days of returning from a deployment of greater than 180 days. This allows the officer, warrant officer, and enlisted Soldier to receive the 160 consecutive hours SLTE (80 consecutive hours SLTE for FAOs, ARSOF, USAR, and ARNG) prior to taking their DLPT. This commander's waiver is only valid for 180 days for the RA and 360 days for the USAR and the ARNG.

g. Commanders (O–6 or above) will grant a language retest waiver for language-dependent or language-capable MOS/Branch Soldiers who will attend an MOS producing course or language course that is 180 days or longer if their language proficiency expires within 180 days prior to their course report date. Soldiers should strive to test prior to the departure for the course. DCS, G–2 is the approval authority for all Soldiers who request to take a DLPT early. While attending the course, language-dependent/language-capable Soldiers may receive multiple commander recertification waivers not to exceed 24 months. Once the course ends, commanders must ensure that RA Soldiers receive a 160 consecutive hour SLTE (FAOs, ARSOF, and RC Soldiers receive an 80 consecutive hour SLTE) before taking their language proficiency test. The purpose of this policy is to eliminate training distractions that will impede the Soldier's ability to focus on training and passing a course. For example, the recertification waiver would apply to a Soldier in a language-dependent or language-capable MOS/Branch who is attending DLI to learn a new language, attending intermediate or advanced language training courses, or a Soldier attending a Special Forces qualification course. This recertification waiver applies to all languages for which the officer, warrant officer, or enlisted Soldier receives FLPB.

h. Commanders (O–6 or above) may request a waiver for Soldiers in a language-dependent or language-capable MOS/Branch if they have a medical condition that prevents the completion of SLTE or testing. This includes Soldiers who are on convalescent leave following childbirth. The request must specify that the Soldier was unable to complete an SLTE and/or testing with supporting documentation from a physician (profile). The Chief of USAHRC's Enlisted Language Branch will review the request and adjudicate. The purpose of this policy is to ensure that Soldiers receive an SLTE prior to taking their language proficiency test and continue to receive FLPB if a medical condition prohibits language training and testing.

i. GPF language-dependent and language-capable MOS Soldiers promoted to E–8 (master sergeant) and higher are no longer required to maintain language proficiency. The Soldier should notify the Chief of

USAHRC's Enlisted Language Branch if he or she no longer wishes to test annually so USAHRC can stop FLPB once the Soldier's current proficiency expires. However, if the Soldier wants to continue to draw FLPB, he or she must continue to maintain language proficiency and test annually.

j. Commanders O–6 and above will issue a memorandum of record (MFR) certifying that the provisions of paragraph 4–9 apply. The MFR may include one or more Soldiers if applicable and will contain the following statements:

(1) "I certify that the below Soldier(s) can perform their linguistic duties in a satisfactory manner and is/are proficient at a level consistent with the FLPB rate for their previous qualifying DLPT."

(2) "This waiver confirms the requirements of AR 11–6, paragraph 4–9, have been met and the Soldier(s) is/are unable to recertify the before the current DLPT expires."

(3) "Soldier(s) is/are expected to redeploy/gain medical clearance/course completion on [date]."

(4) Soldier(s) information:

(a) Name.

(b) Previous DLPT date.

(c) Language(s).

(d) Date FLPB authorized through.

(5) "This waiver does not exceed 36 months from the date of the original DLPT date."

(6) "Soldier is directed to complete a new FLPB written agreement through IPPS–A for the period authorized by this waiver. A copy of this approved commander's waiver of recertification will be included as an attachment for the new FLPB written agreement request."

(7) "The approved FLPB written agreement, original DA Form 330, and this approved waiver of recertification will be submitted to the servicing finance authority for processing."

(8) "Point of contact is [battalion CLPM]."

k. The MFR will include the dates of the Soldier's previously qualifying DLPT(s)/OPI(s), language(s) being extended, expected redeployment date, course completion or medical or parental leave clearance date, and period of authorized extension. An extension may not exceed 36 months from the date of the original DLPT.

l. The MFR becomes the key supporting document in place of a new DA Form 330 for the Soldier(s) to enter a new FLPB written agreement for the period authorized by the MFR. Send both the MFR and the original DA Form 330 along with the written agreement to the servicing finance office.

4–10. Foreign language proficiency bonus reviews

The TALP manager conducts quarterly internal reviews of all Soldiers drawing FLPB to ensure they are entitled to receive these payments and reports results to the SPM. The SPM will provide names of Soldiers that appear to be drawing FLPB erroneously to the Chief, Incentives and Compensation Branch (ICB), USAHRC for review. The Chief, ICB will validate eligibility and take necessary actions to terminate FLPB erroneously awarded and direct recoupment actions to DFAS for any overpayments. Soldiers may request remission or cancellation of the debt in accordance with AR 600–4.

4–11. Foreign language proficiency bonus pay in support of contingency operations

Soldiers who are tasked to provide language support during contingency operations or during a rotation of forces to either Europe or Korea may receive FLPB if they are on official orders as a linguist or occupy a language coded TDA/Joint duty assignment position. Soldiers officially tasked to perform duties as a linguist must have a current DLPT score in the required language and must have a proficiency score of L2+/R2+ or higher to receive FLPB. Soldiers may receive FLPB for the duration of the deployment only. FLPB eligibility begins the first day the Soldier arrives in theater and ends when the day the Soldier redeploys. Soldiers must also enter into a written agreement (see para 4–16). If the Soldier is not current when they arrive in theater and subsequently test, the date they passed their DLPT is the date they are eligible to draw FLPB. Send requests for an ETP to the Chief, Army Foreign Language Team (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil) who will provide an ETP authorizing the Soldier to receive FLPB. Along with the ETP, Soldiers must include the following:

(1) Copy of the orders deploying the Soldier as a linguist.

(2) DA Form 330.

(3) Signed written agreement.

Section II

Written Agreements

4–12. Written agreement for foreign language proficiency bonus
37 USC 353 requires an officer, warrant officer, or enlisted Soldier to enter into a written agreement that specifies the amount of the proficiency bonus, the period for which the bonus will be paid, and the initial testing or retesting necessary for the payment of the proficiency bonus. The administrative PAR serves as the written agreement and serves as an authorized pay document. See paragraphs 4–14 through 4–17 for the verbiage that must be included on written agreements.

4–13. Processing the administrative personnel action request written agreement for all components
  a. The officer, warrant officer, or enlisted Soldier initiates the administrative written agreement in IPPS–A using the following process if eligible for FLPB:
  (1) Applicability. OFF, WO, ENL.
  (2) Subcategories. Member.
  (3) Navigation. Self Service > My Personnel Action requests.
  (4) Action Required.
  (a) Select Create Personnel Action button.
  (b) Enter Effective Date as the date in which the last DLPT/OPI was taken (see paras 4–3(f) and 4–3(g)) and select Admin Records Corrections from Action dropdown menu.
  (c) Select Other from the Reason dropdown menu then select Continue button.
  (d) Enter one of the following in the Other Type field: FLPB–CLANG, FLPB–Position, FLPB–ASLL, or FLPB–Terminate.
  (e) Enter the appropriate text for the Other Type request from the information below in the More Information field.
  (f) Select the Save button then select the Next button.
  (g) Select the Add Attachment button to add DA Form 330 and CLANG memo, if required. Select the Save button then select the Next button.
  (h) Select the Validate button then select the Next button. (Validation does not equal eligibility; IPPS–A is only validating that all required fields are completed.)
  (i) Select the Submit button.
  (5) Additional Information. The written agreement is a non-transactional PAR. Upon approval by the first commander in the chain of command, the approved hard copy and DA Form 330 must be submitted to the servicing finance office for payment and uploaded to iPERMS as an LPPA. The PAR and the DA Form 330 will also be added to the Soldiers ACD file.
  (6) Record Update. None.
  (7) IPPS–A Order Generated. No.
  (8) Interface. None.
  (9) TIN/FID. None My Personnel Action Requests.
  b. The officer, warrant officer, or enlisted Soldier completes the written agreement using the process in paragraph 4–13*a* and submits the written agreement through IPPS–A along with the DA Form 330 to the unit S1.
  c. The unit S1 will coordinate with the unit CLPM to ensure the following information is correct:
  (1) Ensure the Other Type is correct.
  (2) Ensure the requested dollar amount is correct.
  (3) Ensure the effective date and through date is correct.
  (4) Ensure the language and the language code are entered in paragraph 1.
  (5) Ensure the DLPT/OPI dates are correct.
  d. The unit S1 can make any necessary corrections required to the written agreement directly in the More Information field. Adding comments does not correct the written agreement and all corrections should be made in the More Information field before submitting to the higher level. The unit S1 will add the company commander as the intermediate approver and the upper echelon approver.

e. The first commander in the officer's, warrant officer's or enlisted Soldier's chain of command will consult with the CLPM to validate or verify the information listed in the written agreement is in accordance with this regulation and/or the ASLL prior to recommending approval of the written agreement.

f. Upon approval by the upper echelon, submit the approved FLPB written agreement PAR and the DA Form 330 to the servicing finance authority in accordance with unit SOPs.

g. The validation and approval authority uploads a copy of the written agreement to iPERMS as an LPPA.

h. CLPMs will enter a copy of the written agreement into the Soldier's ACD file.

i. Officers, warrant officers, and enlisted Soldiers who have a flagging action in accordance with AR 600–8–2 may continue to receive FLPB provided they have a valid DLPT/OPI and meet eligibility criteria.

4–14. Administrative personnel action request written agreement for type FLPB–CLANG

a. Officers, warrant officers, and enlisted Soldiers with a language-capable/language-dependent MOS or Branch listed in paragraph 4–6 will request FLPB using the Other Type written agreement for their CLANG.

b. The following comments must be entered into the More Information field. Enter all required information:

(1) "I understand that I am authorized monthly foreign language proficiency bonus (FLPB) pay in accordance with the AR 11–6, table 4–1, rate of $[amount], effective [date] through [date] for the language of [language and language code] based on my Defense Language Proficiency Test results of [score] listening score, [score] reading score, and/or [score] speaking score taken on [date] and meeting the eligibility requirements in AR 11–6, paragraph 4–2 or paragraph 5–12."

(2) "The language of [language and language code] is my control language for my language-capable/language-dependent MOS/Branch of [MOS/Branch] in accordance with AR 11–6, paragraph 2–8, 4–6, or 5–6."

(3) "I agree that if an Army audit determines that any representation or statement I have made in this agreement is inaccurate, I am responsible for repaying any unauthorized amount received. I understand that I am authorized no more than $1,000 monthly for one or more languages. I understand that I must recertify prior to the expiration date of this agreement and meet all eligibility requirements and enter into a new written agreement to continue to receive FLPB. I understand that if I change components during this agreed upon service, a new written agreement will be required. I understand that I am obligated by law to repay any unearned portion of the FLPB and that I am not entitled to receive any unpaid amounts of the FLPB if I do meet the eligibility requirements in AR 11–6, paragraph 4–2 and paragraph 5–12 for the length of the agreement. I understand that any previous FLPB written agreement for the language of [language and language code] prior to the effective date of this agreement is no longer valid as of the effective date of this agreement."

c. Include enclosures: DA Form 330 or commander's waiver of recertification if requesting extension, and CLANG memo if required (USAR and FAOs only).

d. Any missing or incomplete information may be corrected by the unit S1 or returned by the S1 to the officer, warrant officer, or enlisted Soldier for corrections in the More Information field.

4–15. Administrative personnel action request written agreement for type FLPB–ASLL

a. Officers, warrant officers, and enlisted Soldiers will request FLPB using Other Type FLPB–ASLL written agreement when one of the following conditions is met:

(1) Proficiency in one or more of the languages on the current GPF or ARSOF ASLL is designated as Immediate Investment or Emerging for any Service, regardless of MOS/Branch or duty position in accordance with paragraph 4–8.

(2) Officer, warrant officers, and enlisted Soldiers with a language-capable/language-dependent MOS/Branch are requesting FLPB for an Immediate Investment, Emerging, or Enduring language in addition to their CLANG in accordance with paragraph 4–8.

b. The following comments must be entered into the More Information field on the administrative PAR. Soldier must enter all required information:

(1) "I understand that I am authorized monthly foreign language proficiency bonus (FLPB) pay in accordance with the AR 11–6, table 4–1, rate of $[amount], effective [date] through [date] for the language of [language and language code] based on my Defense Language Proficiency Test results of [score]

listening score, [score] reading score, and/or [score] speaking score taken on [date] and meeting the eligibility requirements in AR 11–6, paragraph 4–2 or 5–12."

(2) "Language has been designated as critical on the current GPF/Army Special Operation Forces (remove list not being referred) Army Strategic Language List dated [date] as Immediate Investment, Emerging, or Enduring (remove the two that don't apply) in paragraph 4–8."

(3) "I am proficient in my CLANG of [language and language code] as of [date]." (Remove this statement if the officer, warrant officer, or enlisted Soldier does not hold a language-capable/language-dependent MOS or Branch listed in paragraph 4–6.)

(4) "I agree that if an Army audit determines that any representation or statement I have made in this agreement is inaccurate, I am responsible for repaying any unauthorized amount received. I understand that I am authorized no more than $1,000 monthly for one or more languages. I understand that I must recertify prior to the expiration date of this agreement and meet all the eligibility requirements and enter into a new written agreement in order to continue to receive FLPB. I understand that I am obligated by law to repay any unearned portion of the FLPB and that I am not entitled to receive any unpaid amounts of the FLPB if I do meet the eligibility requirements in AR 11–6, paragraph 4–2 and paragraph 5–12 for the length of the agreement. I understand that any previous FLPB written agreement for the language of [language and language code] prior to the effective date of this agreement is no longer valid as of the effective date of this agreement."

c. Include enclosures: DA Form 330.

d. Any missing or incomplete information may be corrected by the unit S1 or returned by the S1 to the officer, warrant officer, or enlisted Soldier for corrections in the More Information field.

4–16. Administrative personnel action request written agreement for type FLPB–Position

a. Officers, warrant officers, and enlisted Soldiers will request FLPB using the Other Type FLPB–Position written agreement when one of the following conditions is met:

(1) Non-language-capable/language-dependent MOS or Branch serving in a position on the unit's MTOE/TDA in accordance with paragraph 4–7.

(2) Participating in the MPEP in accordance with paragraph 4–7.

(3) Attending/instructing at PME conducted in a foreign language in accordance with paragraph 4–7.

(4) Assigned to an SFAB in accordance with paragraph 4–7.

(5) Tasked to provide language support during a named contingency operation in accordance with paragraph 4–11.

b. The following comments must be entered into the More Information field and enter all required information:

(1) "I understand that I am authorized monthly foreign language proficiency bonus pay in accordance with the AR 11–6, table 4–1, rate of $[amount], effective [date] through [date] for the language of [language and language code] based on my Defense Language Proficiency Test results of [score] listening score, [score] reading score, and/or [score] speaking score taken on [date] and meeting the eligibility requirements in AR 11–6, paragraph 4–2."

(2) "I am currently assigned to a language coded billet, attending a professional military education assignment, participating in the MPEP, assigned to an SFAB in accordance with AR 11–6, paragraph 4–7, or tasked to provide language support during a named contingency operation in accordance with AR 11–6, paragraph 4–11." (Remove all but the reason for FLPB.) Add unit identification code and paragraph/line number of MTOE/TDA or the assignment information from request for orders or special instructions.

(3) "I agree that if an Army audit determines that any representation or statement I have made in this agreement is inaccurate, I am responsible for repaying any unauthorized amount received. I understand that I am authorized no more than $1,000 monthly for one or more languages. I understand that I must recertify prior to the expiration date of this agreement and meet all the eligibility requirements and enter into a new written agreement in order to continue to receive FLPB. I understand that I am obligated by law to repay any unearned portion of the FLPB and that I am not entitled to receive any unpaid amounts of the FLPB if I do meet the eligibility requirements in AR 11–6, paragraph 4–2 and paragraph 5–12 for the length of the agreement. I understand that if I am removed from this assignment prior to [through ending date], I must request termination in accordance with AR 11–6, paragraph 4–20, or be subject to recoupment of any unearned FLPB. I understand that any previous FLPB written agreement for the

language of [language and language code] prior to the effective date of this agreement is no longer valid as of the effective date of this agreement."

c. Include enclosures: DA Form 330 and a copy of the unit manning report showing position requirements.

d. Any missing or incomplete information may be corrected by the unit S1 or returned by the unit S1 to the officer, warrant officer, or enlisted Soldier for corrections in the More Information field.

4–17. Administrative records correction personnel action request for type FLPB–Terminate

a. Other Type FLPB–Terminate applies to all Soldiers required to terminate their FLPB pay for one of the reasons listed in paragraph 4–20*a*.

b. The following comments must be entered into the administrative PAR More Information field. Enter all required information:

(1) "[Soldier's name] foreign language proficiency bonus (FLPB) for the language [language and language digraph], effective from [date] through [date], is terminated effective [date no longer eligible to receive FLPB]."

(2) "Reason for termination of FLPB is [reason] in accordance with paragraph 4–20*a*."

(3) "Recoupment of any unearned FLPB received after the termination date is required."

c. Any missing or incomplete information may be corrected by the unit S1 or returned by the S1 to the officer, warrant officer, enlisted Soldier for corrections in the More Information field.

4–18. Processing the written agreement for the U.S. Army Reserve

a. The officer, warrant officer, and enlisted Soldier initiates the administrative PAR written agreement in IPPS–A using the process in paragraph 4–13.

b. USAR members in a TPU status (to include those in a mobilized status) submit the written agreement to the major subordinate command (MSC) for validation and approval. The MSC commander may delegate a authority in accordance with AR 25–50 no lower than the brigade level for packet approval before forwarding to the servicing finance office. No further delegation is authorized.

c. Continue to process FLPB actions in the electronic Personnel Actions Tracking System (ePAT) until further IPPS–A guidance is issued.

d. The MSC commander validates and approves the written agreement and returns it to the unit. The unit commander submits the written agreement to the servicing finance officer for upload into iPERMS.

e. USAR members in an AGR, Individual Ready Reserve (IRR), and IMA status submit the written agreement to business unit ARRCA, workflow template ID 000000000052148 for approval after the company commander recommends approval.

f. The Chief, ICB submits the approved written agreement to the G–8 Reserve Pay team for members in an IRR or IMA status.

g. The Chief, ICB returns the approved written agreement to the unit for members in an AGR status. The unit commander submits the written agreement to the servicing finance officer for payment.

h. USAR FAOs currently serving in authorized FA 48 positions, even those in a TPU status, submit a written agreement to business ARRCA, workflow template ID 000000000052148 for approval after their company commander recommends approval.

i. The written agreement remains valid for the specified period for officers, warrant officers, and enlisted Soldiers who transfer between different USAR statuses.

j. The written agreement for Soldiers, officers, or warrant officers who transfer to the ARNG or RA will be terminated upon transfer. They must enter into a new written agreement with their new component.

k. The officer, warrant officer, or enlisted Soldier must be a satisfactory participant throughout the period of the written agreement in accordance with AR 135–91.

l. Report Soldiers, officers, or warrant officers who fail to meet the requirements in AR 135–91 to the servicing finance authority to have their FLPB terminated in accordance with paragraph 4–20 and the unearned portion of their FLPB recouped.

4–19. Processing a written agreement for the Regular Army

a. The officer, warrant officer, or enlisted Soldier initiates the administrative FLPB written agreement using the process in paragraph 4–13.

b. The battalion S1 will review and recommend approval, add the company commander as an intermediate approver, and either the battalion commander/S1 or installation MPD as the approver in accordance with unit/installation SOPs.

c. Workflow should follow as: Soldier initiated > battalion S1 pool recommends approval > company commander recommends approval > approved at battalion or higher in accordance with unit/installation SOP.

d. Battalion S1 will submit approved FLPB written agreement PAR and DA Form 330 to the Chief of the servicing finance officer for payment and upload a copy to iPERMS as an LPPA.

4–20. Terminating or reinstating a foreign language proficiency bonus

a. Terminate FLPB immediately for any of the following reasons:

(1) Loss of MOS or AOC qualification.

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

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

(4) Failure to retest annually prior to expiration of current DLPT (biennially if a 3/3 linguist).

(5) Removal from a language coded billet for officers, warrant officers, and enlisted Soldiers not in a language-dependent/capable MOS.

b. Do not terminate FLPB when an officer, warrant officer, or enlisted Soldier is flagged for actions that do not lead to loss of MOS or AOC qualification.

c. The warrant officer or enlisted Soldier will submit a written request to terminate FLPB stating the effective date of termination along with the reason for the loss of eligibility and submit the form to the validation authority for approval. Once approved by the validation authority, the warrant officer or enlisted Soldier will submit the written termination to the servicing finance officer for action.

d. FLPB continues uninterrupted when the officer, warrant officer, or enlisted Soldier who is assigned to a language coded position, but is not in a language-dependent or language-capable MOS or AOC, is:

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

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

(3) In an inpatient status.

(4) On authorized leave.

(5) Attending training courses that are 180 days in length of longer.

e. Do not terminate FLPB for language-dependent/capable officers, warrant officers, and enlisted Soldiers solely based on a PCS move.

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

g. Officers, warrant officers, and enlisted Soldiers who had FLPB terminated for failing to meet the annual retesting requirement will have FLPB reinstated effective the date the officer, warrant officer, or enlisted Soldier achieved the minimum proficiency requirements.

h. Officers, Warrant officers, and enlisted Soldiers will terminate their FLPB agreement in writing using the verbiage in paragraph 4–17.

4–21. Payment and non-repayment of bonuses

The provisions of DoDI 1332.18 and DoD 7000.14–R, Volume 7a apply to the repayment and non-repayment conditions when a Soldier entitled to a bonus for language proficiency is found unfit by the Disability Evaluation System.

Section III

Reporting Language Proficiency

4–22. DA Form 330 use

Use DA Form 330 to:

a. Report foreign language proficiency.

b. Report a Soldier's FLPB eligibility.

4–23. DA Form 330 preparation
   a. Prepare a DA Form 330 for all Soldiers and DA Civilians every time they take a foreign language proficiency test.
   b. Soldiers and DA Civilians who take a DLPT, OPI, or other DLIFLC approved proficiency exam at a test location that does not issue a DA Form 330 (for example, at a U.S. Air Force test facility) will take the test results issued by the test facility to the organization responsible for issuing orders. The organization prepares a DA Form 330, attaches the test results issued by the test facility, and then follows the procedures listed in paragraph 4–24.

4–24. DA Form 330 disposition
   a. For iPERMS, provide copy 2 to the Soldier and maintain copy 3 in the Soldier's ACD file. CLPMs scan and upload a copy into the Soldier's ACD file.
   b. Servicing TCOs maintain a record of test results according to AR 611–5 for everyone tested.

4–25. Personnel database updates
USAHRC utilizes an automated process to update IPPS–A for RA, USAR, and ARNG personnel. This automated process uploads listening and reading scores for Soldiers who took a DLPT and the speaking score for Soldiers who took an OPI. USAHRC uploads DLPT scores to the database within 72 hours. USAHRC uploads OPI scores monthly due to the complexity of the OPI reporting process. OPI PL scores are not reported since DLI does not report the data to the DMDC.
   a. Test centers and USAHRC are not responsible for language data updates.
   b. Submission of an IPPS–A customer relationship management (CRM) case is the appropriate process for data resolution.
   c. Soldiers should allow time for DMDC's automated process to work. DLPT scores usually show up in as little as 24 hours. If DLPT scores are visible in the DMDC site and do not appear on the Soldier Talent Profile (STP) within 5 working days, Soldier should submit a CRM case along with a screen shot of the DMDC site reflecting the DLPT score or a copy of the DA Form 330 to have the data corrected on the STP. OPIs take up to 30 days before they appear on the STP because of the manual input process used by DLIFLC. If the Soldier's OPI does not appear on the STP within 30 days, then the Soldier can submit a CRM case.
   d. To create a CRM case, go to the website https://hr.ippsa.army.mil/ and select the IPPS–A Help Center tile. Next click the Create Case tile to create and submit the case. Be sure to attach the required source document (DMDC DLPT database screenshot, OPI Authorization and Reporting System database screenshot, or DA Form 330) before submitting the case for resolution.

Chapter 5
Army Special Operations Forces Foreign Language Program

Section I

Information

5–1. Overview
This chapter prescribes policy for the administration of the ARSOF foreign language program and the administering of FLPB payments for ARSOF Soldiers in the RA, USAR, and ARNG.
   a. The FLPB is a monthly monetary bonus paid to officers, warrant officers, and enlisted Soldiers who maintain the required proficiency in designated languages.
   b. This chapter contains ARSOF-specific policy. In all instances, the policy set forth in this chapter will take precedence over policy in other chapters within this regulation.

5–2. Soldiers subject to the provisions of Army special operations forces foreign language program criteria
   a. A Soldier is subject to the provisions of this chapter if he or she meets the criteria by serving in at least one of the following CMFs or organizations:
      (1) CMF: 18 (PMOS), 180A, and officer Branch 18.
      (2) CMF: RA 37 (PMOS) and officer Branch 37.

(3) CMF: RA 38R, 38W, 38Z (PMOS), and officer Branch 38S.

(4) ARNG CMF 37 and 38 and officer Branches 37 and 38 assigned to 19th and 20th Special Forces Group.

(5) Assigned to the 75th Ranger Regiment or the 160th Special Operations Aviation Regiment (SOAR); 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 language acquisition training courses taught at DLIFLC or a DLIFLC satellite campus). CMF 35 Soldiers, and warrant officer MOSs 351 and 352 are not eligible under this chapter.

(6) Assigned for duty (not attached) to a special mission unit (SMU) (MOS immaterial).

(7) General officers and nominative position sergeants major assigned to ARSOF.

b. Direct all ARSOF FLPB eligibility questions to Headquarters, 1st Special Forces Command (Airborne) G–3 Language Training Office, Building H–2313, Psyop Lane, Fort Liberty, NC 28310. This applies to all ARSOF Soldiers to include 75th Ranger Regiment, 160th SOAR, and SMUs.

c. Soldiers eligible under this chapter must score a minimum proficiency as determined in paragraph 5–4 in their CLANG to be eligible for FLPB payments. These payments include payments where the Soldier meets the minimum proficiency and other requirements set forth for in the current ARSOF ASLL published annually by the DCS, G–2.

d. Soldiers who have completed a foreign language basic acquisition course (graduation standard of L2/R2/S1+) are not eligible for FLPB below L2/R2 proficiency for that language.

e. Soldiers are not eligible to receive FLPB at multiple levels for the same language.

Section II

Testing and Control Language Determination

5–3. Proficiency testing and control language determination
Soldiers subject to this chapter must maintain the minimum proficiency level and adhere to the testing procedures set forth within this chapter. This chapter also regulates policy when determining a Soldier's CLANG and the procedure used to voluntarily or involuntarily change his or her CLANG.

5–4. Army special operations forces language proficiency testing
a. Initial evaluation. See paragraph 2–5*a* of this regulation for initial evaluation requirements prior to accession into a designated ARSOF MOS/AOC.

b. Re-evaluation.

(1) The minimum proficiency level is S1+ TSOPI or L1+/R1+ DLPT in their CLANG for Soldiers subject to this chapter. Annual language proficiency recertification is mandatory for all ARSOF MOS/AOC Soldiers scoring under the L3/R3 DLPT level or S3 TSOPI level. Those who score L3/R3 on the DLPT or S3 on the TSOPI have a biennial mandatory recertification requirement. Commanders must adhere to the policies specified in this chapter to re-evaluate their assigned ARSOF Soldiers' proficiency.

(2) ARSOF Soldiers who, upon re-evaluation, do not meet the minimum proficiency standard must 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. Commanders, in consultation with their CLPM, must follow the counseling policy prescribed in paragraph 2–5*f* to articulate the remediation training plan to sub-proficient Soldiers.

c. Defense Language Proficiency Test. Various evaluation techniques and instruments measure language skills in listening, reading, and speaking. Take the listening and reading tests within 30 days of each other for the test to count as a valid test.

(1) Administer and score each DLPT according to the Administration and Scoring Manual appropriate for that test. The DLPT5 is scored automatically for multiple choice tests or by DLIFLC for constructed response tests.

(a) Only administer an upper range DLPT5, if available, when a linguist scores L3/R3 on the lower range DLPT5. Only the modalities tested using the lower range test are authorized for testing at the upper range. Take the upper range DLPT within 60 days of the lower range DLPT. The upper range DLPTs are only used to test the capability to listen and read at a higher level and to qualify for higher FLPB payment rates.

(b) ARSOF Soldiers must retest annually using the lower range DLPT, DLPT5–CA, or OPI to continue to qualify for FLPB and to demonstrate their language proficiency (except for 3/3 linguists who must certify every 2 years). The upper range test, without a valid lower range DLPT, does not extend the time a Soldier is eligible for FLPB provided by the lower range DLPT. An upper range DLPT does not substitute/qualify for the annual recertification requirement.

(2) Soldiers with an Arabic language (non-AD) or who use Brazilian as their CLANG, secondary language capability, or are assigned to a billet requiring those languages must take specific DLPT reading or listening tests to be eligible for FLPB or take the appropriate OPI. For Soldiers with an Arabic language (non-AD) as their CLANG, the Arabic (AD) DLPT reading test must be taken in conjunction with one or more of the DLPT listening language tests available for the Arabic dialects. For Soldiers with a CLANG of Portuguese-Brazilian or Portuguese-European, pair a Portuguese reading test with a listening DLPT in Portuguese-Brazilian or Portuguese-European.

(3) Soldiers who have a valid and current proficiency in a previous version of the DLPT and are taking the DLPT5 or DLPT5–CA for the first time and score lower are authorized a one-time ETP to substitute the previous year's score. The effective date of the previous year's scores is the date the Soldier took the DLPT5 or DLPT5–CA. This one-time ETP is only authorized for a 12-month period regardless of the previous score. The previous test score will be the test of record with an effective date of the new submission.

(4) Approval for a DLPT retest is as follows:

(a) Administer no more than two iterations of the same DLPT to the same person in a 12-month period. Individuals who have completed SLTEs (minimum of 80 consecutive hours of training) may retest in less than 6 months from the last test date as an ETP. Submit ETPs for DLPT or OPI retesting to the program manager, ArmyU, ACCESS (AHRC–PDE), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408 for approval. If approved, 6 calendar months must elapse before any subsequent test. Only one ETP 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.

(b) Send requests for exceptions to the waiting period, and requests to retest after attaining the minimum score or higher to the program manager, ArmyU, ACCESS (AHRC–PDE), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408.

(c) Soldiers scheduled to attend training courses where the course will end after the Soldier's current FLPB certification period will expire may recertify their FLPB certification as an ETP. This ETP is automatically granted. The testing facility may require official notification of the training course to verify eligibility for the automatic exception.

d. Oral proficiency interviews.

(1) All ARSOF Soldiers may request an OPI.

(2) The OPI interviewers can assign a speaking proficiency level of 0 through 5. A TSOPI can assign proficiency levels in listening and speaking in the 0–4 range. Coordinate in advance with DLIFLC (ATFL–ESM) for a personal interview or telephone OPI. An OPI is conducted with DLIFLC approved and certified testers. When a Soldier has a current and valid DLPT score and achieves a lower OPI score than that DLPT, their DLPT score will not be lowered; the resulting OPI score will be treated as a separate score.

(3) Only appointed testing officials can schedule OPIs. For specific scheduling concerns, the testing official should contact the Director, Language Proficiency Assessment Directorate at DLIFLC (ATFL–ESM).

(4) CG, USASOC determines the preferred proficiency test and OPI requirements for all ARSOF Soldiers. The OPI is the preferred testing method for all ARSOF Soldiers.

(5) The DLIFLC (ATFL–ESM) reports the results of a TSOPI to the requesting TCO who completes and submits DA Form 330. Annotate the DA Form 330 for a speaking and a listening score. For example, a Soldier scoring an S2+ on a TSOPI would have S2+ annotated for speaking and an L2+ annotated for listening on their DA Form 330. In the remarks section of the DA Form 330, the administering TCO must note that the test administered was the TSOPI and that the listening score is a PL score.

(6) ARSOF Soldiers taking the TSOPI must comply with paragraph 4–3*b* this regulation.

5–5. Army special operations forces control language
The CLANG identifies the Soldier's primary foreign language for management and strength accountability purposes. The eighth and ninth characters of the enlisted Soldiers' and warrant officers MOS and the

eighth and ninth characters of the officers' specialty code identify their language qualifications. Officers and warrant officers have a LIC that serves as a CLANG.

5–6. Army special operations forces 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 providing it meets the minimum ARSOF standard.
   (2) Strength of desired language within the Soldier's assigned or projected unit.
   (3) Theater special operations command (TSOC) language requirements.
   (4) The desires of the individual.
b. RA ARSOF Soldiers with skills in only one foreign language have that language designated as their CLANG.
c. For RA ARSOF 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. 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 ADSO for the language or as determined by the Soldier's USAHRC 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 initiate a request to change a Soldier's CLANG (command directed) by submitting a PAR (request for CLANG change) and a DA Form 330 (dated within the last 12 months) that demonstrates the required proficiency in the requested language.
   (1) For RA enlisted Soldiers, commanders will send the PAR through Headquarters, 1st Special Forces Command (Airborne) G–3 Language Training Office, Building H–2313, Psyop Lane, Fort Liberty, NC 28310 to their USAHRC branch manager.
   (2) Officers and warrant officers will submit requests through Headquarters, 1st Special Forces Command (Airborne) G–3 Language Training Office, Building H–2313, Psyop Lane, Fort Liberty, NC 28310 to their branch manager.
d. RA ARSOF officers, warrant officers and enlisted Soldiers must contact their branch manager for determination of their CLANG or to change their CLANG.
e. ARNG ARSOF Soldiers' CLANG is determined by the most recent language the Soldier was recruited, trained in, by the language coded position to which the Soldier is assigned, or as determined by CNGB.

5–7. Voluntary control language changes initiated by Soldier
a. Upon completion of their language training ADSO and scoring L1+/R1+ on their DLPT or an S1+ on their TSOPI, Soldiers may initiate a CLANG change request on a PAR through the first O–5 in the Soldier's chain of command. Submit the PAR through Headquarters, 1st Special Forces Command (Airborne) G–3 Language Training Office, Building H–2313, Psyop Lane, Fort Liberty, NC 28310 to the appropriate USAHRC branch manager. The following ADSO requirements must be met prior to submission:
   (1) USAJFKSWCS language course 2-year ADSO begins on the date the Soldier arrives at their assigned ARSOF unit.
   (2) DLIFLC language course 3-year ADSO begins on the date the Soldier arrives at his or her assigned ARSOF unit.
   (3) There is no additional ADSO for language training in support of units undergoing AOR realignment.
   (4) CLANG changes within the same unit to a different TSOC validated language, and not part of an AOR realignment, incur a 2-year ADSO.
b. ARNG ARSOF Soldiers' CLANGs are determined by the most recent language the Soldier was recruited for, trained in, by the language coded position to which the Soldier is assigned, or as determined by CNGB.

5–8. Army special operations forces and Prevalent in the Force languages
ARSOF Soldiers are exempt from the provisions of paragraph 4–5 of this regulation.

Section III

Training and Utilization

5–9. Language training, management, and utilization
The components of foreign language training are the same as those in paragraph 3–1 and apply to ARSOF Soldiers as follows:

a. Institutional language training. Primary institutional language training is conducted at USAJFKSWCS and unit LTFs.

b. Unit language training. Commanders will establish a CLP in accordance with the policy articulated in paragraph 1–23*a* and chapter 5 of this regulation. Commanders should also refer to the requirements found in paragraphs 1–23*k* and 3–1*b*(3) to develop and execute monthly remedial, refresher, sustainment, and enhancement language training designed to ensure all assigned ARSOF Soldiers meet the minimum language proficiency standard.

c. Self-study. Commanders should encourage the use of self-study materials during off-duty hours. Self-study language training consists of supervised or self-paced language training accomplished by the individual Soldier on his or her own time and during unit training hours. The objectives should include general language proficiency and assurance of mission performance. For maximum effect, the training supervisor should prepare an ILTP listing individual training objectives, tasks, performance standards, milestones, and a program schedule.

5–10. Army special operations forces unit training: command language programs
Commanders at all levels will, as part of the CLP, establish foreign language remedial, refresher, sustainment, and enhancement training programs to ensure that foreign language proficiency is sustained/increased. RA and ARNG ARSOF Soldiers are required to complete an SLTE consisting of a minimum of 80 consecutive hours annually in their CLANG.

Section IV

Foreign Language Proficiency Bonus Eligibility and Payment Criteria

5–11. Foreign language proficiency bonus overview for Army special operations forces

a. This paragraph prescribes policy for the administration of all ARSOF FLPB payments for qualified RA and ARNG ARSOF 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. For the purposes of this chapter, a Soldier's language proficiency is determined by the level of proficiency he or she possess in a foreign language skill as certified by an approved ILR compliant testing method.

5–12. Criteria for individual Army special operations forces Soldier eligibility for the foreign language proficiency bonus
A Soldier is eligible to receive FLPB if they meet all the following conditions:

a. RA Soldiers must—

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

(2) AOC and CMF 18, 37, AOC 38S officers and MOS 38R, 38W, and 38Z Soldiers must complete Special Operations Language Training and successfully pass the DLPT or OPI with minimum scores of L1+/R1+ or S1+ at USAJFKSWCS or associated school. FLPB eligibility begins upon completion of this criteria.

(3) Be certified proficient within the past 12 months (24 months if the linguist scores 3/3 or higher on their DLPT/OPI) in a foreign language listed on the ARSOF ASLL the DCS, G–2 publishes annually. All Soldiers trained at government expense must be proficient in their CLANG before they are eligible for additional FLPB. Soldiers assigned to an SMU are exempt from this rule.

b. ARNG Soldiers must—

(1) Be assigned to a drilling TPU (mobilization day status) or IMA paid status, AGR, or on ADOS.

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

(b) For FLPB purposes, the language specified in the ADOS orders will take priority over the CLANG and the home station 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 French, they will be paid FLPB for French and their CLANG.

(2) Not be adjudicated as an unsatisfactory participant in the previous 12 months as defined in 10 USC 10147 and AR 135–91.

(a) Meet minimum annual service requirements for retirement eligibility pursuant to 10 USC 12732 during the 12-month certification period for FLPB. For ARNG Soldiers, FLPB is only prorated (at a value of 2 percent for each retirement point less than 50 points) if the Soldier will earn less than 50 points in a retirement year. A Soldier who earns 25 retirement points during the 12-month certification period is entitled to 50 percent of the amount listed in the FLPB pay table. For example, an RC Soldier who scores L2/R2 would receive annual FLPB of $2,400 for earning 50 retirement points in an anniversary year, the same as the RA member who was certified proficient for a full year.

(b) However, if another RC Soldier with identical foreign language qualifications as the RC Soldier in paragraph 5–12*b*(2)(*a*) only amassed 25 points in his or her anniversary year, that member would receive: 25 points/50 points or 1/2 the annual FLPB of $2,400 ($1,200 FLPB).

(3) For enlisted Soldiers, hold an MOS to be eligible.

(4) 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.

(5) 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.

(6) Be certified proficient within the past 12 months (24 months if the linguist scores 3/3 or higher on their DLPT/OPI) 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 RA Soldiers, submit to Commander, 1st Special Forces Command (Airborne) G–3 Language Training Office, Building H–2313, Psyop Lane, Fort Liberty, NC 28310. This includes all ARSOF Soldiers including, but not limited to, those assigned to the 75th Ranger Regiment, 160th SOAR, USACAPOC units, and SMUs.

(2) For ARNG ARSOF Soldiers, submit through the Chief, National Guard Bureau, 111 S. George Mason Drive, Arlington, VA 22204.

5–13. Foreign language proficiency bonus payment criteria
a. Pay FLPB in addition to any other pay or allowance to which the Soldier is entitled.

b. The FLPB payment amount is determined by the Soldier's CLANG and languages on the annual ARSOF ASLL that the Soldier demonstrates proficiency in.

c. The maximum monthly FLPB rate will not exceed $1,000 for a single or multiple languages regardless of proficiency levels achieved. Soldiers may receive more than $500 for any one language but will not exceed $1,000 per month for multiple languages (see DoDI 1340.27).

d. The effective date of FLPB payments is the date of the DLPT, OPI, or the date eligibility begins (see para 5–12 for information on ARSOF FLPB criteria), whichever of the two dates is later. If the DLPT is administered on two separate days, the effective date of the FLPB will begin on the later of the two dates; however, Soldiers must complete testing within 30 days for the test to be valid unless they are testing in three modalities. If an OPI is taken in addition to a DLPT, it must be completed not later than 60 days from the test date of the first modality tested. 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. Soldiers must complete testing in all three modalities prior to the expiration of the written agreement.

e. For DLPT scores under L3/R3 or TSOPI under S3, FLPB entitlement ends on the last day of the month the DLPT/TSOPI was taken 1 year (12 months) later. Soldiers must retest before the expiration of their written agreement (1-year anniversary of their DLPT or TSOPI) to remain eligible to receive FLPB. For example, a Soldier takes a TSOPI on 21 October 2024, so the Soldier must test not later than 31 October 2025 to remain eligible to receive FLPB.

f. For DLPT scores of L3/R3 or higher or TSOPI scores of S3 or higher, FLPB entitlement ends on the last day of the month the DLPT or TSOPI was taken 2 years (24 months) later. Soldiers must retest

before their DLPT or TSOPI written agreement expires (2-year anniversary) to remain eligible to receive FLPB. For example, a Soldier takes an TSOPI on 25 March 2024, so the Soldier must test on 31 March 2026 or before to remain eligible to receive FLPB.

g. Dialect FLPB criteria is as follows:

(1) Soldiers are only paid for the reading modality once, regardless of how many dialects they test in. Soldiers must take the AD reading test (DLPT5) and the listening test (DLPT5) for one of the Arabic languages to qualify for FLPB for any (non-AD) Arabic language which has a listening DLPT. The same applies for Chinese-Cantonese and Portuguese-Brazilian and European. Soldiers must take the Chinese-Mandarin reading DLPT and the Chinese-Cantonese listening DLPT within 30 days of each other in order to have a valid test and be eligible for FLPB. Additionally, Soldiers must test in Portuguese reading and Portuguese-Brazilian and/or Portuguese-European listening to constitute a valid test and qualify for additional FLPB.

(2) Soldiers must complete the listening and reading modalities within 30 days to qualify for FLPB. If a Soldier is taking the OPI it must be completed not later than 60 days from the test date of the first modality tested. Retesting in all three modalities must be completed prior to the expiration of the written agreement.

h. Soldiers are paid depending on the ARSOF ASLL languages. Exceptions follow:

(1) Always pay Soldiers for their CLANG. Soldiers must be proficient in their CLANG first to be eligible for FLPB in any additional languages (Soldiers assigned to an SMU are exempt from this rule). A Soldier is assigned only one CLANG in accordance with paragraphs 5–6 and 5–7 of this regulation. The single CLANG determination does not apply to special operations liaison officer (SOLO) and special operations forces liaison element (SOFLE). The CG, USASOC will make SOLO and SOFLE CLANG determinations. Upon termination of assignment as a SOLO or SOFLE, remove any additional CLANGs assigned.

(2) SOLO or SOFLE are authorized FLPB for any language in which they are qualified at the 2/2 level or higher.

(3) In accordance with paragraph 5–8, ARSOF Soldiers are exempt from the restrictions pertaining to Prevalent in the Force languages in reference to FLPB eligibility and payment criteria.

5–14. Army special operations forces language capability
For this regulation, all ARSOF Soldiers are considered language-capable Soldiers.

5–15. 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 1+/1+ and/or OPI score of S1+ (see table 4–1).

b. Soldiers must take both the listening and reading test of the same level DLPT (very low range, lower range, upper range, or computer adaptive) or OPI within 30 days to have a valid test and be eligible for FLPB. However, 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 up to 30 days after the effective date of the lower range DLPT. If a Soldier taking the upper range DLPT improves the 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 but does not change the termination of eligibility for FLPB, which is determined by the date of the lower range DLPT. ARSOF Soldiers may take the DLPT and OPI tests in any sequence.

c. Use the proficiency rating received in listening or reading modality to determine the FLPB payment level when FLPB eligibility is determined by the DLPT. Use the speaking modality (OPI), if taken, for FLPB determination when a DLPT score (if taken) would result in a lower payment eligibility to the Soldier. If a DLPT and OPI are taken within 60 days of each other the Soldier is entitled to FLPB based on the highest two modalities (does not apply to proficiency rating).

(1) For Soldiers with a valid DLPT score only, base FLPB on the DLPT. Always use the most recent effective date as the DLPT date.

(2) For Soldiers with a valid OPI score only, base FLPB on the OPI. Always use the most recent effective date as the OPI date.

(3) For Soldiers with both a valid OPI and DLPT score, base FLPB on the following criteria:

(a) AOC/CMF 18, 37, 38, or 180A Soldiers must score L2/R2/S2 to qualify for FLPB in all three modalities. For example, a Soldier scores L2/R2 on the DLPT. This Soldier is eligible to draw FLPB at level 2 for listening and level 2 for reading ($200 per month). If the Soldier scores an S2 on the OPI, then he or she

would be eligible for a total payment of $300 per month. ARSOF Soldiers may take the OPI and DLPT in any sequence.

(b) Base FLPB on the test that authorizes the highest FLPB amount (when drawing for two modalities only).

(c) Upon expiration of each test used for FLPB payments or when a new valid DLPT or OPI is taken, re-evaluate FLPB eligibility based on paragraph 5–15*c*(1), 5–15*c*(2), 5–15*c*(3)(*a*), and 5–15*c*(3)(*b*).

(d) For Soldiers with both a valid DLPT score of L3/R3 or higher and OPI 3 or higher, base FLPB on both the DLPT and the OPI (that is, L3/R3/S3).

(e) For ARSOF Soldiers, emphasis should be on Soldiers testing using the OPI versus the DLPT given the unique ARSOF mission environment.

(f) A DLPT under the L3/R3 level or OPI under the S3 level remains valid for payment of FLPB for 12 months. A DLPT of L3/R3 and higher or an OPI of S3 or higher is valid for payment of FLPB for 24 months.

(g) For languages in which only one modality is available, the rate of FLPB will be determined as follows: a score of 2 will equal a 2/2 FLPB rate, 2+ will equal 2+/2+, and a 3 or higher will equal a 3/3 rate.

5–16. Annual or biennial certification

a. Soldiers assigned to an SMU who meet the certification criteria (see paras 5–16*a*(1) and 5–16*a*(2)) in a non-CLANG are eligible for FLPB regardless of their qualification status in their CLANG.

(1) Annual certification. Soldiers who score under an L3/R3 on the DLPT or under S3 on the OPI must retest prior to last day of the month in which they took their DLPT/OPI 12 months later to maintain eligibility to receive FLPB.

(2) Biennial certification. Soldiers who score an L3/R3 or higher on the DLPT or S3 or higher on the OPI must retest prior to the last day of their month they took their DLPT/OPI 24 months later to maintain eligibility to receive FLPB.

b. In situations where no testing facilities are available, commanders (O–5 and above) may use their discretion to waive the annual recertification requirement for Soldiers who are deployed (for 25 days or longer and current certification expires during the deployment) or assigned OCONUS. For 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 no limit to the number of waivers that can be granted, however, the total number of months waived will not exceed 36 consecutive months from the effective date of the original qualifying test. After 36 months from the original qualifying test effective date, no further waiver is authorized, and the Soldier must obtain a new qualifying test score to retain their FLPB entitlement.

(1) The commander documents the recertification on an administrative PAR with the following annotation: "The commander certifies that the recipient can perform (his/her) linguistic duties in a satisfactory manner and remains proficient at a level consistent with the FLPB rate received for the previous qualifying test."

(2) If the recertification is for a deployment (for 25 days or longer), the commander will include the anticipated redeployment date on the administrative PAR. The recertification period cannot exceed 180 days post-redeployment (as calculated in paragraph 5–16*b*(3)). In the event the Soldier returns before the anticipated redeployment date annotated on the administrative PAR, it is the Soldier's responsibility to notify the commander for recalculation of a recertified waiver period. Adjust the date of the exemption to reflect the actual redeployment date. The initial calculated waived period and verbiage notifying the Soldier of their responsibility to report any changes to their deployment start and end dates will be entered on the written agreement.

(3) For the waived recertification period, calculate at 2 times the number of days deployed (to include travel time). The minimum waived certification period is 90 days and the maximum is 180 days. Add the waived recertification period to the Soldier's redeployment date (or expected redeployment date) and adjusted post-redeployment when necessary.

(4) Enter into a new written agreement for the approved extended period using the PAR approving the extension as the key supporting document. Forward the new written agreement to the local finance office for issuance of orders to authorize FLPB.

(5) Waivers granted under this paragraph cover the Soldier's CLANG and any other non-CLANGs for which he or she is otherwise entitled to receive FLPB.

(6) Commanders may request a medical waiver to annual recertification for Soldiers if they have a medical condition that prevents the completion of annual recertification testing. The request must specify that the Soldier was unable to complete annual recertification testing with supporting documentation from a physician or profile. The branch manager will review the request and adjudicate. The purpose of this policy is to ensure that Soldiers unable to retest annually due to a medical prohibition continue to receive FLPB.

c. Soldiers must retest on 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 Chief, Army Foreign Language Team for an ETP so their FLPB does not stop.

d. 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 retest for the languages for which they receive FLPB prior to the start of the course. Soldiers who require a waiver to take the DLPT or OPI earlier than 180 days from their most recent DLPT or OPI must request waiver from the program manager, ArmyU, ACCESS (AHRC–PDE) prior to reporting to the course.

Chapter 6
Department of the Army Civilian Foreign Language Proficiency Pay

Section I

Information

6–1. Overview
a. This chapter prescribes policy for the DA Civilian FLPP Program. Nonappropriated fund employees and contractors are not eligible to receive FLPP.

b. The DA Civilian FLPP is a command driven program based on mission requirements and available funding. Commanders and heads of activities will determine if their DA Civilian employees receive FLPP. For a DA Civilian employee to receive FLPP, the commander or head of activities must document the language requirement in the DA Civilian's PD in accordance with the ACOM, ASCC, or DRU commanders, heads of HQDA activities, and United States Property and Fiscal Officers policy for the payment of FLPP to DA Civilian employees.

c. The FLPP is a bi-weekly monetary bonus paid to DA Civilians who maintain the required proficiency in designated foreign languages in accordance with the Army's needs (see table 6–1).

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.
(3) DoDI 5160.70.

6–2. Department of the Army Civilian foreign language proficiency pay
a. 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 Chief of the Army Foreign Language Team and the Director of the Civilian Personnel in the DCS, G–2 (DAMI–MS).

c. DA Civilians are responsible for scheduling their own foreign language proficiency tests for annual recertification except as provided for in paragraph 2–5*e*(3) of this regulation for civilian linguists who score 3/3 or higher on their proficiency test. 3/3 civilian linguists are required to retest biennially.

Section II

Policy

6–3. Criteria for individual Department of the Army Civilian eligibility
a. A DA Civilian is eligible to receive FLPP if all the following conditions are met:
(1) The commander and/or head of activity decides that a DA Civilian is eligible to receive FLPP. This determination must be provided in writing to the DA Civilian, signed by the DA Civilian, annotated in the PD, and be in compliance with the ACOM, ASCC, and DRU commander's policy.

(2) The employee is certified proficient within the last 12 months (24 months if the linguist scores 3/3 or higher on their DLPT/OPI) in a foreign language. Determine proficiency by the DLPT, OPI, or other DoD-approved proficiency test.

(3) The requirement for foreign language proficiency must be noted in the DA Civilian's PD.

b. The effective date of FLPP eligibility is determined in accordance with paragraph 4–3*f.*

c. DA Civilians remain eligible for FLPP while attending non-language training courses of 119 days or less.

d. DA Civilians whose PD does not specify a language requirement are not eligible for FLPP based solely on their proficiency in a language listed on the ASLL.

e. Do not pay FLPP if the employee is in a leave without pay or other unpaid status of more than 10 consecutive workdays, or in an extended paid absence in excess of 30 consecutive workdays.

f. Terminate an employee's FLPP when the—

(1) Commander or head of activity determines the need for the language in which the employee has skills is no longer required.

(2) Employee no longer meets the certification requirements.

(3) Employee's most recent performance evaluation (for example, close out or early annual) was less than successful.

(4) Commander or head of activity uses their discretion to terminate the employees FLPP.

g. Consider DA Civilians who are part of the MICECP language-dependent and, as such, are eligible for FLPP based on their CLANG or any other language authorized in writing by the Commander, U.S. Army Field Support Center (USAFSC) or Director, MICECP. MICECP employees will have their language requirements documented in their personnel folders maintained by the USAFSC Human Resources (HR) section.

6–4. Amount of foreign language proficiency pay payment

a. FLPP is available to all DA Civilian grade and pay bands.

b. Pay FLPP in addition to any other pay or allowance to which the DA Civilian is entitled.

c. FLPP is taxable and such taxes are withheld on a pay period basis.

d. FLPP is included in determining maximum pay subject to the pay cap.

e. Do not consider FLPP as an employee's rate of basic pay for any purpose (for example, retirement or insurance).

f. Consider the overpayment or unauthorized payment of FLPP a debt owed to the Government that the civilian employee must repay.

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 (see table 6–1). Total FLPP payments cannot exceed $12,000 for any 12-month period. FLPP payment requires the following:

(1) Document a language requirement in the DA Civilian's PD; the only exception to this requirement is MICECP employees. MICECP employees will have their language capability documented in their person-nel files maintained by the USAFSC HR section. Multiple languages may be authorized for pay. MICECP employees are authorized to hold multiple CLANGs.

(2) Do not pay FLPP if there is no DLIFLC certified testing method for a language.

(3) DA Civilians who are attending or instructing PME or equivalent courses must comply with chapter 4 of this regulation for payment of FLPP.

(4) FLPP entitlement becomes effective on the pay period after the appropriate DA Civilian pay system has received all documentation and approvals.

6–5. Annual recertification

a. Annual recertification is a requirement for FLPP.

(1) If no DLPT exists for the language, use an OPI or another DLIFLC approved test to determine FLPP eligibility based on speaking proficiency only.

(2) DA Civilians who are due recertification but are deployed or assigned outside of the United States where testing facilities are not available can have their commander 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 (his/her) lin-guistic duties in a satisfactory manner and is proficient at a level consistent with the FLPP rate for the pre-vious year." There is a 2-year consecutive limit on this exemption not directly tied to contingency

operations. DA Civilians must retest on 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 redeploys. If a DA Civilian cannot schedule a DLPT or OPI 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 ETP.

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

(b) Supervisors may require DA Civilians to retest within 6 months of their test 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 test date except as provided for in paragraph 2–5*b* of this regulation.

b. DA Civilians who are proficient in a language for which they are receiving FLPP and are in a training program for that same language are exempt from the retesting requirement while they are attending the course. The DA Civilian's supervisor is responsible for generating a memorandum (using the subject "Request for Exemption") and must ensure that the SF 52 authorizes the extension of FLPP to the end of the course. This exemption applies to all languages for which the civilian is receiving FLPP.

c. DA Civilians will follow the provisions for testing in accordance with paragraph 2–5 of this regulation.

d. Proficiency expires on the last day of the month in which the DLPT is taken 1 year later. For example, A DLPT taken on 5 January 2024 would expire on 31 January 2025. For linguists scoring L3/R3 or higher on their DLPT, their proficiency would expire on the last day of the month in which the DLPT is taken 2 years later. For example, a DLPT taken on 5 January 2024 would expire on 31 January 2026.

6–6. Certification funding
a. ACES conducts foreign language testing with visibility operating readiness (VOPR) funding. The CG, U.S. Army Installation Management Command 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.

6–7. Processing foreign language proficiency pay for Department of the Army Civilians
DA Civilian FLPP payments are made at the commander's or staff principal's discretion. Pay FLPP out of the unit's civilian pay budget. See table 6–1 for DA Civilian FLPP pay rates.

a. The DA Form 330 is the only acceptable document to report results for language proficiency tests.

b. DA Civilians must provide the DA Form 330 to their immediate supervisor.

c. DA Civilians are not required to complete a written agreement. DA Civilian's supervisors must initiate an SF 52, with the following documents through their commanders or head of activity who will route these documents to their servicing CPAC:

(1) DA Form 330.

(2) A PD showing foreign language proficiency is required for the DA Civilian to receive FLPP. MICECP personnel are exempt from this requirement. Treat MICECP personnel the same as a language-dependent Soldier and as such they are eligible for FLPP based on their CLANG or any other language authorized in writing by the USAFSC Commander or MICECP Director. MICECP employees will have their language requirements documented in their personnel folders maintained by the USAFSC HR section.

(3) A copy of the agreement showing the DA Civilian is subject to assignment to a position requiring foreign language proficiency.

d. The Civilian Personnel Records Center and/or CPAC will use the following for FLPP:

(1) To initiate FLPP: Nature of Action 926–Foreign Language Proficiency Pay.

(2) To change FLPP: Nature of Action 927–Change in Foreign Language Proficiency Pay.

(3) To terminate FLPP: Nature of Action 928–Termination of Foreign Language Proficiency Pay.

Table 6–1
Department of the Army Civilian foreign language proficiency pay table

Payment per Bi-Weekly Pay Period

DLPT Score	Payment
2/2	$92.31

Table 6–1
Department of the Army Civilian foreign language proficiency pay table—Continued

Payment per Bi-Weekly Pay Period

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

Chapter 7
Language Programming and Budgeting

7–1. Definition and purpose of The Army Language Program
TALP is the Army's mechanism to provide commanders and linguists with sufficient resources to sustain and enhance post-DLIFLC 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, 38R, 38W, 38Z Soldiers and 38A officers since USASOC resources all ARSOF CLPs. Only the CMF 35 linguists assigned to USASOC may use TALP funding. Units may, however, use TALP for CMFs 18, 37, and 38 Soldiers if they are assigned to the GPF.

7–2. The Defense Language Program management decision package
For resource planning, programming, and budgeting, TALP is managed as a component of the TDLP MDEP. The TDLP MDEP is managed by the TDLP MDEP Manager, Institutional Training Division, DCS, G–3/5/7. The TDLP MDEP has two parts: the DLIFLC budget and TALP. The DCS, G–3/5/7 TDLP MDEP manager is responsible for the DLIFLC portion of the TDLP MDEP and the SPM manages TALP.

7–3. The Army Language Program requirements in the program objective memorandum process
The preparation of the TALP budget begins with the DA POM process at HQDA. The SPM 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 FY and concludes during the third quarter.

a. The TALP manager provides TALP requirements data, justifications, and recommendations to the TDLP MDEP Manager to the DCS, G–3/5/7's led Training Program Evaluation Group.

b. The 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, and USAR). The DCS, G–2 reviews the TALP requirements model annually with the participating commands (usually through email) and updates as necessary.

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

(1) Determine linguist population to train in all components (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.

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

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

d. The 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', DRUs', and components TALP historical 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, historical execution rate, and changing force structure.

(6) Verify TALP total, validated, and critical funding requirements.

(7) Coordinate the TALP POM requirements with the participating component and commands TALP managers in accordance with paragraph 1–23*g* prior to submission to the TDLP MDEP Manager.

7–4. Other guidance for The Army Language Program

a. HQDA principal officials, 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 TALP planning, programming, and budgeting guidance. Use the proper channels (according to AR 1–1) to make POM submissions. Always provide an information copy of the POM submission to the TALP manager.

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

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

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

e. Submit all unfunded requirements for end-of-year funding through the ACOM, ASCC, DRU, or component to the TALP manager by 1 April.

f. Commands receiving TALP will notify the TALP manager of any unobligated TALP funding not later than 15 April. Units with unobligated TALP remaining as of 15 April will provide the DCS, G–2 with a detailed spend plan for their remaining funds. If the commander determines they cannot obligate their remaining TALP, they should return this funding to the TALP manager to redistribute to other commands. This enables the TALP manager to redistribute TALP funding to ensure obligation rates remain high.

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 and contractor CLPM training.

(2) DA Civilian and contractor CLPM attendance at CLPM workshops and conferences.

(3) DA Civilian and contractor CLPM travel costs associated with subordinate CLP inspections.

b. Use TALP funds to resource unit CLPs, except for USASOC CLPs, in which only language training for CMF 35 Soldiers and their prorated share of CLP overhead costs is TALP funded. 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 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 sub-accounts.

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. Do not use TALP to fund foreign language training for DA Civilians or contractors. Units may use TALP for DA Civilian and contractor CLPM training, conference attendance, and inspections required by this regulation as this enables language training for Soldiers. Units may also use TALP to fund contract language instructors and contract CLPM travel when appropriately allocated to a new or existing contract. Language-enabled DA Civilians may 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 and foreign language sustainment training to heritage speaking language-dependent or language-capable MOS/AOC/FA Soldiers. Units may not request additional TALP funding to support this English language training.

h. Units may use no more than 5 percent of their allocated TALP funding to support the administrative overhead required for language conferences or workshops approved in accordance with current HQDA policy and in accordance with AR 1–50.

i. Commanders will not expend TALP funding or other designated language training funds on Soldiers who are within 180 days of separation/retirement from the Army. This does not apply to Soldiers who are enlisting in an ARNG or a USAR unit in a language-capable or language-dependent MOS from the RA.

j. TALP funds are authorized for the purchase of equipment, materials, and services directly related to the enhancement and sustainment of language skills. Funds may be used for, but are not limited to, the purchase of televisions, DVD players, personal media devices, computers (desktops and laptops), commercial internet, contract instructors, contract CLPMs for units with 70 or more authorized linguists, dictionaries, periodicals, subscriptions to target language publications and media, and applications to support distance language training. CLPMs may purchase other equipment for their language lab (such as furniture) if it is used to enhance language training and is not available through the installation. All equipment purchased must be accounted for and maintained on an Army hand receipt and should be properly accounted for and inventoried as part of the unit's Command Supply Discipline Program. CLPMs should use the policies prescribed in AR 25–1 to purchase and manage information technology, including commercial internet.

k. Units must schedule all DLIFLC MTTs through the SMDR process. Units requesting DLIFLC MTTs without using the SMDR process must request an ETP from the Chief, Foreign Language Team.

7–6. The Army Language Program mandatory reporting
Commanders of ACOMs, ASCCs, DRUs; the CNGB; and the CAR are required to submit three annual TALP reports to the TALP manager. Submit the TALP plan (annual funding request) by 1 August. Unit commanders will submit a 6-month TALP report not later than 15 April detailing how much of their TALP budget they have obligated as of 1 June and either a spend plan for the remaining funds or a date they will return TALP they are unable to obligate to the TALP manager. Submit the end of FY TALP report (language funding status report) by 1 December. The detailed TALP report explains how the unit spent their TALP budget for the FY that just ended. Subordinate unit commanders with CLPs will provide supporting data to their MSC's TALP manager upon request. The ACOM, ASCC, DRU, and USAR TALP managers, and the CNGB will consolidate input from their subordinate units and provide a report to the Army Foreign Language Team's TALP Manager.

Chapter 8
Contract Linguist Support

8–1. General
The Army has relied on the use of contract linguists since the early 1990s to provide heritage speaking linguists to support contingency operations in Somalia, Bosnia, Kosovo, Iraq, the Horn of Africa, Afghanistan, and during the Ukraine crisis. Future conflicts may also require the use of contract linguists depending on the size of the U.S. force committed, the number of military linguists available to support military operations, the language(s) required, the language proficiency required, and the length of the conflict. Commanders and planners are required to use the procedures contained in this chapter to plan for and requisition contract linguists. This chapter also delineates the procedures for providing contract linguist support to DoD components.

8–2. Department of Defense contract linguist authorities and oversight
a. The Secretary of Defense (SECDEF) designated the Secretary of the Army (SECARMY) as the DoD executive agent for the DoD Contract Linguist Program (see DoDD 5160.41E). In accordance with AR 10–90, the SECARMY-delegated RO for the DoD Contract Linguist Program is the DCS, G–2. The Chief of the DCS, G–2's Foreign Language Team executes the RO responsibilities for the Contract Linguist Program for the DCS, G–2.

b. The Contract Linguist Program does not apply to contracts whose purpose is primarily foreign language instruction.

c. The Contract Linguist Program is limited to interpretation and translation services. Do not use linguists hired under these policies as cultural advisor or analysts.

d. Exceptions to the required use of the DoD Contract Linguist Program are the combat support agencies (such as NSA, Defense Intelligence Agency) and United States Special Operations Command (USSOCOM). The combat support agencies and USSOCOM are authorized to establish their own linguist

contracts and do not require DCS, G–2 approval, however they may use the DoD Contract Linguist Program to support their requirements. All other DoD components are prohibited from executing their own contracts for contract linguist support without a written waiver from the DCS, G–2. Send waiver requests by email to the DCS, G–2 (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil). The DCS, G–2 will review the requests for a waiver on a case-by-case basis and provide notification to the requestor concerning the status of their waiver request (see sample waiver format at figure 8–2). As a minimum, waiver requests should include:

(1) Scope of the requirement to include mission, number of required linguists, location where required, duration of the event, language requirements, and security clearance requirements.

(2) A justification statement explaining why a waiver is required.

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

(4) The DoD component point of contact information.

8–3. Contract Linguist Program responsibilities

a. The DCS, G–2 will—

(1) Execute policy for the employment and the screening and vetting of continental United States (CONUS) hired contract linguists. DCS, G–2 is not responsible for the screening and vetting of CAT I (no clearance) local national linguists (LNLs). Screening and vetting CAT I LNLs is a theater responsibility.

(2) Coordinate with the Army Budget Office (ABO) annually to secure funding for the execution of linguist contracts and execute RO responsibilities.

b. The Chief, Army Foreign Language Team will—

(1) Manage the Contract Linguist Program on behalf of the RO.

(2) Coordinate with the requiring commands' linguist managers and the Contract Linguist and Intelligence Program Support Office (CLIPSO) Director to provide enough linguists to support military operations.

(3) Provide overall guidance and oversight for contract linguist support.

(4) Coordinate with DoD components for the responsibilities and support 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) Execute RO responsibilities to include the development of an annual budget and coordinate with ABO to submit the annual budget request for the Contract Linguist Program.

(6) Maintain oversight of linguist contracts and the use of contract linguist resources and related expenditures.

(7) Grant waivers for commands to establish their own linguist contracts if the CLIPSO Director is unable to support their linguist requirements.

(8) Respond to congressional inquiries on the funding required to sustain contract linguist operations and respond to all Army and DoD audits and DoD Inspector General assistance visits.

(9) Delegate the responsibility of administering and managing the day-to-day operation of the linguist contracts to the CG, INSCOM. The INSCOM G–3's CLIPSO manages the contracts that provide linguists to support military operations.

c. The CG, INSCOM will—

(1) Establish the CLIPSO to administer the DoD linguist contracts providing worldwide contract linguist support to DoD components.

(2) Coordinate and perform actions as necessary to ensure DoD has a contract vehicle(s) available to procure linguist support services.

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

(4) Serve as the requiring activity for Contract Linguist Program management and provide the COR for appointment by the KO. The COR serves as the primary interface between the Government and the vendor's program management personnel.

(5) Report projected funding shortfalls to the RO.

(6) Monitor contract linguist support and conduct quality assurance assessments of vendor services.

(7) Consult with the supporting legal advisor regarding legal issues related to the execution of the program and worldwide DoD program requirements.

(8) Provide Soldiers on a continuing basis to function as alternate contracting officer's representatives (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 serve 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 performance work statement. This includes assisting military units with obtaining contract linguist support to include coordinating for life support, equipment, transportation, and facilities to support contract linguists and vendor management.

(c) ACORs seek resolution of contract related issues between supported units and the vendor. They also develop and submit performance evaluation reports on vendor execution of contractual requirements to the COR.

(9) Submits weekly status reports to the Operations Division, DCS, G–2 (DAMI–OIO). These reports include information on linguist fill rate (percentage of fill against requirements).

(10) Coordinates with the Army Contracting Command KO to manage the linguist contracts.

d. Commanders of requiring commands will—

(1) For contract linguist support provided through supplemental contingency funds, submit AOR validated contract linguist requirements by email through command channels to the RO (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil). Requests must include the number of linguists required, language(s) required, security clearance level(s), requisite language proficiency skills (reading, writing, or speaking), and any specific requirements (such as physical fitness level, simultaneous translation capability, dual language) and the named operation the linguists are supporting.

(2) For non-OCO contract linguist support provided by the DoD linguist contract but reimbursed by the requestor, submit agency validated requests for contract linguist support to the Director, CLIPSO with a copy furnished to the RO. Additionally, the requester must—

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

(b) In conjunction with local commanders, ensure contract linguists hired in theater undergo a security screening. Local commanders may tailor the screening to meet the force protection posture within the theater. At a minimum, this screening will include a local police check. For theaters where the force protection posture is high or in combat zones, this screening will include an interview, biometrics checks, and a check against existing counterterrorism databases.

(3) Appoint a TLM to manage all contract linguist operations with the AOR. TLMs will—

(a) Consolidate, prioritize, and process contract linguist requests for the theater.

(b) Manage language mix to meet mission requirements.

(c) Provide contract linguist requirements validation to the RO in accordance with paragraph 8–5*b*(4).

(d) Authorize and assign linguists to units in conjunction with the ACOR.

(e) Maintain theater-wide linguist accountability.

(f) Coordinate with the J/G–2X to screen LNLs.

8–4. Contract linguist capabilities

a. Contract linguists are hired for their ability to listen, read, speak, and write proficiently in a foreign language when organic capabilities are insufficient to meet operational requirements. Contract linguists are categorized by their level of security clearance. Contract linguists may or may not have a security clearance. The contract linguist categories are:

(1) CAT I. No security clearance. CAT I linguists can be local national (LN) hires or U.S. or Five Eyes (FVEY) nation hires. For U.S. or FVEY CAT I hires, a national security determination does not result in a security clearance.

(2) CAT II. Secret security clearance eligibility. A CAT II linguist often takes 4 to 6 months to complete the Secret security clearance process.

(3) CAT III. Top Secret (TS) or TS/Sensitive Compartmented Information (SCI) eligibility. A CAT III linguist often takes 9 to 12 months to complete the TS/SCI and CI polygraph process. Signals intelligence (SIGINT) or cyber mission support also requires a favorable screening by the NSA's A525 Directorate. The NSA security screening process often takes 12 additional months or longer to complete after the contract linguist has received a fully adjudicated TS/SCI security clearance and a favorable CI polygraph. The cost for CAT III linguists is substantially higher than for the other categories; therefore, approving officials should balance the need for a CAT III contract linguist against the resources necessary to secure their services.

b. KOs and commanders of requiring commands will ensure that contracts for foreign-cleared FVEY CAT II and CAT III linguists require the linguists to hold the appropriate security clearance issued by a FVEY country with which the U.S. has a reciprocal security agreement. KOs and commanders of requesting commands will ensure that contracts require all non-U.S. persons hired as contract linguists to be subject to contract linguist screening procedures.

c. Foreign language services can be contracted to support DoD missions, operations, and activities, including:

(1) CAT I (LN and U.S.):

(a) Support to tactical operations and patrols.

(b) Convoy operations.

(c) Training missions.

(d) Medical operations.

(e) Open-source intelligence cells.

(f) Translation cells.

(g) CA missions.

(h) Detention operations.

(i) Logistics and procurement activities support.

(j) Military information support operations.

(k) Liaison.

(l) Document and media exploitation (DOMEX).

(2) CAT II:

(a) SIGINT collection (mission-specific).

(b) Human intelligence (HUMINT) collection.

(c) Interrogation support.

(d) PSYOPS (echelon-specific).

(e) Detainee analysis.

(f) Explosive ordnance disposal forensics.

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

(h) DOMEX.

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

(j) Detention operations.

(3) CAT III:

(a) SIGINT/cyber collection and/or analysis.

(b) HUMINT collection and/or analysis.

(c) Strategic debriefing.

(4) To facilitate linguist training and unit familiarization, the RO permits the pre-deployment positioning of a limited number of CAT II contract linguists with commanders of deploying Army Corps, divisions, and brigade combat teams; special forces groups; SFABs; and the commanders of U.S. Marine Corps equivalent units. KOs and commanders of requesting commands will ensure that contracts require these CAT II linguists to report to the specified units 90 days prior to deployment, or as otherwise specified.

(5) Each brigade combat team (or U.S. Marine Corps equivalent), special forces group, or SFAB may receive one CAT II linguist (usually reserved for the commander), and each division and corps may receive up to three CAT II linguists (one for each general officer).

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

8–5. Requesting contract linguist support

a. Contract linguist support. CLIPSO serves as the single point of entry for all contract linguist requirements validated and resourced under the Army's RO authorities.

b. Requirements, identification, validation, and timelines.

(1) Commanders of requiring commands identify operational contract linguist requirements that can be RO funded or customer funded, such as by the unit commander.

(2) If the operational contract linguist requirements are related to an approved named contingency operation, the commander of the requiring command coordinates with the RO for possible funding. See figure 8–1 for an acquisition flowchart.

(3) Historical information provides useful guidelines when determining linguist requirements. For example, Troops-to-contract linguist ratios historically run approximately 10 to 1 for counterinsurgency

operations. The contract linguist population supporting counterinsurgency operations is historically broken down using the following percentages:

(a) CAT I (LN), 67 percent.

(b) CAT I (U.S.), 10 percent.

(c) CAT II, 20 percent.

(d) CAT III, 3 percent.

(e) Large-scale combat operations percentage fills are significantly lower.

(f) Humanitarian operations (like the Afghanistan evacuation) require 1 linguist for every 40 refugees.

(4) Once the commander of a requesting unit has validated these requirements, the TLM sends a validation request (see fig 8–3) signed by an O–6 or above through email to the RO (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil) who forwards the requirements to the combatant commander for validation. Unit commanders must attach a spreadsheet that provides detail on the requested linguist support (see fig 8–4). Unit commanders are required to send revalidation requests annually but are authorized to send revalidation requests up to three times a year depending on operational requirements (15 March, 15 July, and 15 November). Once the combatant commander and the RO validate the requirements, the DCS, G–2 will instruct INSCOM's CLIPSO to place the requirements on contract. Failure to obtain validation by the combatant commander and the RO will delay funding and possibly require customer funding to satisfy requirements. Eligible units supporting approved named operations receive their validated linguist requirements with no associated labor costs. Unit commanders are required to provide all life support requirements per the terms of the contract. If the unit commander requires the linguist to travel in a TDY status, the unit commander is responsible for life support and must provide funding to reimburse travel expenses prior to travel. The unit commanders must provide the funding before the RO and/or CLIPSO will authorize the linguists to travel.

(5) If the operational contract linguist requirements are not supporting an approved named operation, the customer is responsible for funding the linguist support. The commander of the requiring command coordinates directly with the CLIPSO COR for the cost estimate and execution of these requirements with a copy furnished to the RO. The customer sends funds to the CLIPSO COR using DD Form 448 (Military Interdepartmental Purchase Request). Once the CLIPSO COR receives the DD Form 448, the KO adds the requirement to the contract through a contract modification. Contract modifications may take up to 90 days although the KO can verbally authorize the requesting organization to proceed sooner.

(6) Once the linguist requirements are on contract, the CG, INSCOM initiates the security screening and clearance of the vendor-provided linguist candidates. When linguists arrive in theater, the TLM provides unit assignments. Contract linguists are delivered to the units or to the major transportation hub and are managed in theater pursuant to the terms and conditions of the applicable contract.

(7) Linguist distribution and priority of unit fill is at the discretion of the theater commander through the combatant command, ASCC, or combined Joint task force TLM.

8–6. Funding contract linguist support and requesting contract linguist waivers

Funding for contract linguist support is provided by contingency, supplemental, or customer reimbursement funds. Organizations requiring contract linguist support for contingency operations request funding through the RO using the process outlined in figure 8–1. Organizations planning to fund contract linguist support using organizational funds must coordinate with the CLIPSO COR with a copy of the requirement furnished to the RO and endorsed at the O–6 level.

a. Annual funding. The RO prepares the annual contingency funding request based on requirements from the commanders of requiring commands and provides it to the ABO. ABO includes the requirement in the overall Army supplemental request if the linguist requirements are related to direct war costs or are supporting a supplemental funded operation (like the Ukraine Crisis). If the contract linguist requirements are enduring (for example, Operation Spartan Shield, CJTF–HOA, Guantanamo), then the RO must POM for these requirements. Once appropriated, the ABO directly releases the funding to the INSCOM G–8 for contract execution.

b. Reimbursable funding.

(1) If a linguist request does not qualify for contingency operations funding, the commander of the requiring command provides cost reimbursement to satisfy the contract linguist requirement. The commander of the requiring command forwards requirements to the CLIPSO COR with a copy furnished to RO. The request for support includes the identification of a funding source. Commanders of the requiring commands send a DD Form 448 with a copy furnished to the CLIPSO COR to Commander, U.S. Army

Intelligence and Security Command (IARM–PB–HQ), 8825 Beulah Street, Fort Belvoir, VA 22060–5246. Once the CLIPSO COR receives the DD Form 448, the KO adds the requirement to the contract through a contract modification. Contract modifications may take up to 90 days although the KO can verbally authorize the requesting organization to proceed sooner.

(2) The head of an organization requiring linguist support may also request a waiver from the use of the Department of Defense Language Interpretation and Translation Enterprise (DLITE) contract if a business case can be made that the organization's contract is cheaper or there is insufficient time available for DLITE to provide the linguist support. Heads of organizations requesting a waiver should email a waiver request memorandum to the RO at usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil. The memorandum should state the rationale for requesting a waiver and acknowledge that the head of the requesting organization is responsible for conducting the CI screening required by DoDD 5160.41E. See figure 8–2 for an example of a contract linguist waiver request.

8–7. Contract linguist recruiting, processing, screening, and management
  a. Linguist recruiting, processing, and screening.
  (1) KOs will include the following linguist recruiting requirements as a part of contract negotiations with vendors:
  (a) Write and speak with clear and concise grammar and pronunciation of the specified contract required language at the proficiency level described in the contract performance work statement.
  (b) Provide idiomatic translations of nontechnical material using correct syntax and expression from English to the specified contract required language or vice versa.
  (c) Conduct consecutive, accurate translations of ongoing conversations and activities. Linguists are subject to periodic random reviews of their translation skills to ensure they comply with contractual standards. Linguists must conduct themselves in accordance with the local culture and customs.
  (d) Deal unobtrusively with the local populace.
  (e) Adhere to the standards of conduct as prescribed by Army instructions, the contract, and the host nation laws.
  (2) KOs will include the following language skill requirements in individual contract delivery order requirements:
  (a) Consecutive interpretation into and from English and from English into the required foreign language.
  (b) Interpreting aptitude and maintenance of integrity and meaning of material.
  (c) Transcription of aural target language material into written form.
  (d) Other technical skills, such as word processing used in conjunction with written translation, are preferred, but they can be part of on-the-job training and are not prerequisites for linguist hiring.
  (3) KOs will include in vendor contracts a requirement for vendors to conduct an initial security screening of all linguist candidates. KOs will include the following security screening elements in contract negotiations with vendors:
  (a) Pending criminal or civil charges (including divorce and child custody proceedings).
  (b) Felony arrest record.
  (c) Alcohol related arrest within the last 5 years.
  (d) Any involvement in hate crimes.
  (e) Involvement in any group or organization that espouses illegal violence as a legitimate means to achieve an end.
  (f) Dual or multiple citizenships.
  (g) Illegal use, possession, or distribution of narcotics or other controlled substances.
  (h) Financial issues to include delinquent debt and bankruptcy including documentation of satisfaction or resolution of the same.
  (4) KOs will ensure that vendor contracts require each CONUS hired prospective linguist candidate to undergo a personnel security background investigation conducted by the Defense Counterintelligence and Security Agency (DCSA) and adjudicated by the DCSA Adjudications Facility for interim and final security clearance eligibility. KOs will ensure that vendor contracts require CAT III linguists to complete a favorable CI polygraph exam and pass the NSA security screening process conducted by the A525 Directorate (Military External Affairs Division) if specified or requested by the requiring activity.
  (5) KOs will ensure that vendor contracts require each CAT I LN linguist to undergo a CI screening prior to hire to determine eligibility. LN linguist CI screening is a theater responsibility.

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

(7) KOs will ensure that vendor contracts include the mandatory drug-free workplace clause (DFARS 252.223–7004), as prescribed in DFARS 223.570–2. KOs will consult with the supporting legal advisor to determine if the applicable intergovernmental agreement permits drug testing of contract linguists who are foreign nationals (see DoDI 1010.16). Customers will contact their supporting CI office to request poly-graph examinations (see DoDI 5210.91).

b. Linguist management.

(1) Supported unit commanders will provide the vendor and the ACOR with a schedule of required lin-guist services. If a linguist is not required for the scheduled amount of time, the unit commander will con-tact the ACOR and the vendor's supervisory personnel to notify them that the linguist is released from the unit for the day. Unit commanders cannot give contract linguists unscheduled time off.

(2) The CLIPSO COR or the ACOR will coordinate work locations of onsite managers with the vendor to ensure access to any resources the government is contractually obligated to furnish and to facilitate coordination with government representatives.

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

c. Questions. Direct all questions and comments by email to the RO at usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil.
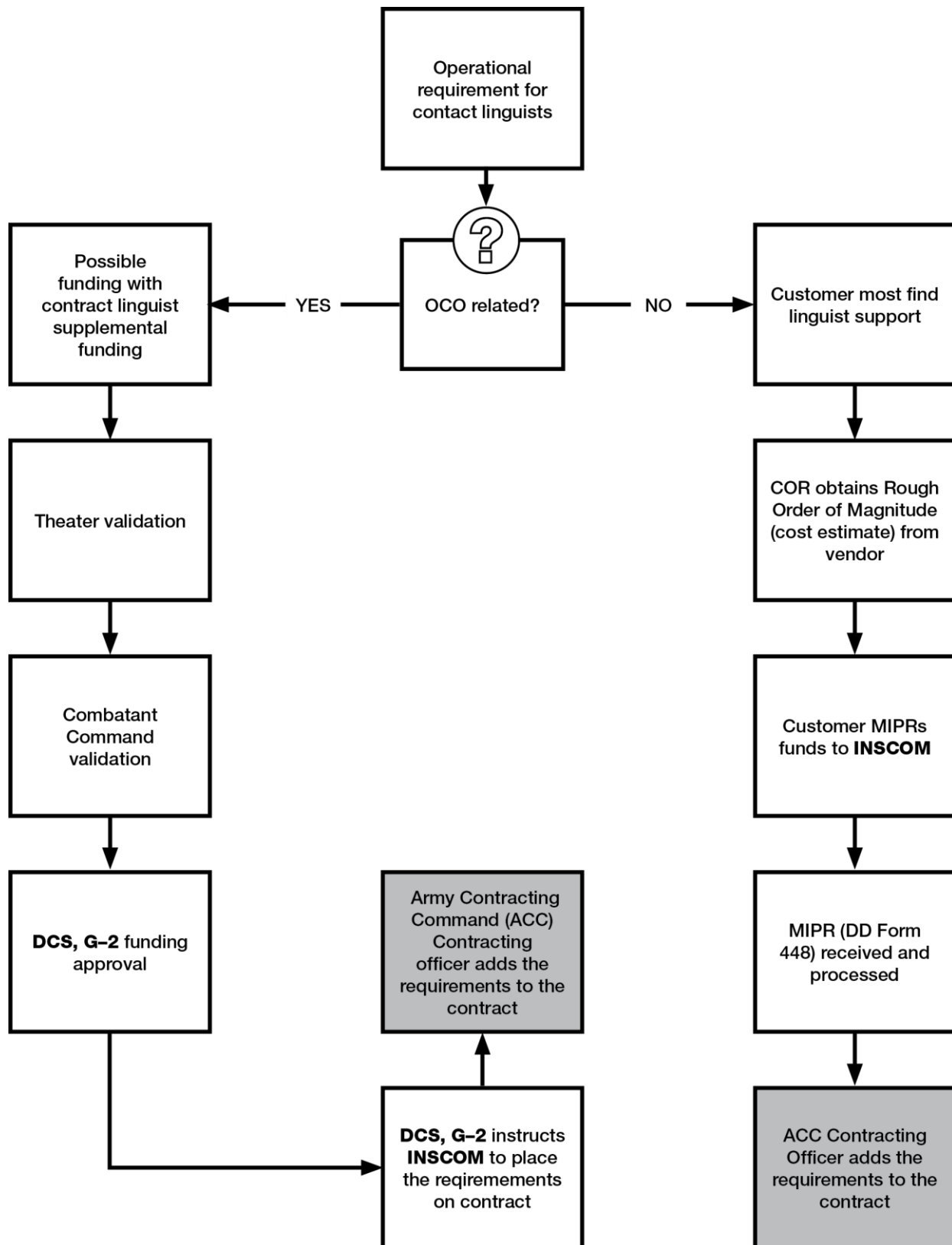
Figure 8–1. Contract linguist acquisition flowchart

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

Office Symbol

MEMORANDUM FOR: Office of the Deputy Chief of Staff, G-2, DAMI-OIO, 1000 Army, Pentagon, Washington DC 20310

From: Commander of organization submitting request

Subj: Waiver Request for Contract Linguist Support for (Event Name)

Ref: Department of Defense Directive 5160.41E (Defense Language, Regional
            Expertise, and Culture (LREC)) Program, 25 Aug 2020

1. Request a waiver for the use of the U.S. Army's Intelligence and Security Command's (INSCOM) IDIQ linguist contract translators to support (OPERATION, CONFERENCE, or EXERCISE Name) at (location) from (beginning to end date).

2. This waiver is for the support of yy (state number) Category (I, II, or III) language (i.e. French) linguists and yy language (i.e. Spanish) linguists with an understanding of (Example: medical, engineering, and disaster relief terminology).

3. A Counter Intelligence Screening of all contract linguists will be conducted in accordance with the above reference.

 4. My point of contact for this request is POC name, phone number and email address.

Signature
block O5
Commander
or Civilian
Equivalent

Figure 8–2. Sample memorandum for contract linguist waiver request

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

Office symbol

MEMORANDUM THRU Army Service Component Command or Combatant Command

FOR Department of the Army, G2, Deputy Chief of Staff, 1000 Army Pentagon. Washington, DC 20310-1000

SUBJECT: Request Revalidation of Contract Linguist Requirements ISO Named Operation (i.e. Operation Spartan Shield, CJTF-HOA etc.)

1. PURPOSE: The (organization requesting revalidation) Theater Linguist Manager (TLM) requests revalidation of linguist requirements for (Named Operation) in order to meet current operational needs.

2. BACKGROUND: This request is a revalidation of the current requirement for linguist support. Given the increase in operations, advise and assist missions, and Building Partner Capacity training operations, (the organization requesting revalidation) TLM requests revalidation for contract linguist requirements, in support of operations in the named operation AO.

   a. This revalidation request will increase (organizations name) authorization for support from 261 linguists to 271 linguists (30 x Category I Local Nationals (LN), 7 x Category I US, 182 x Category II, and 52 x Category III linguists. This is a total increase of 10 linguists (see attached technical exhibit spreadsheet).

   b. If linguists who speak several of the required languages are hired, then the overall linguist requirement may decrease based on the number of multi-lingual translators.

   c. These linguists support NAMED OPERATION.

3. Point of contact for this memorandum is TLMs name, Theater Linguist Manager at DSN xxx-xxx-xxxx; NIPR email address

                                        Signature
                                        block O6
                                        or Civilian
                                        Equivalent

Figure 8–3. Sample memorandum for contract linguist request/revalidation

Language	Unit	POC	Footnotes	Linguist Category				Total	NOTES
				I L N	I U S	II	III		
LOCATION OF LINGUISTS (I.E. KUWAIT, GERMANY ETC.)									
Persian Farsi (PF)	HHC, DEPLOYED MI BN	FIRST, LAST NAME					2	2	add 1 CAT III Farsi
Arabic (AD)	TF 382	FIRST, LAST NAME					4	4	reduce 1 CAT III Arabic
COUNTRY Totals				0	0	0	6	6	Total: no change

Figure 8–4. Sample format for contract linguist validation technical exhibit spreadsheet

Chapter 9
Command Language Program Inspection Program

9–1. Information
Inspections are a required best practice 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 and corrected. 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 Army's foreign language programs policies and standards ensure a properly functioning CLP.

9–2. Command language program inspection requirements
a. Incorporate the CLP inspection into each unit's organizational inspection program in accordance with AR 1–201. Unit commanders will inspect all subordinate CLPs at least biennially to monitor compliance with this regulation, all applicable higher headquarters guidance, and unit policies and SOPs. If a CLP does not meet the standard of 80 percent or more of the line items in table B–1, the program will be subject to reinspection 12 months after the initial inspection.

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

c. All unit commanders who receive language-related inspections or official visits from agencies outside of the DA will forward a copy of the inspection or visit report to the Army SPM within 30 days of receipt of the report.

d. The Army SPM conducts inspections of participating commands (ACOM, ASCC, and DRU) every 2 years and provides at least 30 days' notice of the upcoming inspection.

9–3. Inspection checklist
DCS, G–2's inspection checklist (see app B) is the basis for all CLP inspections within the Army. This guide is reviewed and updated annually. Prior to inspections, inspectors provide a copy of the checklist and the plan of action and milestones format to the CLPM. The inspection checklist is written for a unit level (battalion and brigade) CLP. Larger CLPs will use the same checklist however, their roles are primarily oversight for some of the activities (such as execution of weekly language training, inspection of subordinate units, and do on).

9–4. Command language program inspection penalties
a. The SPM may impose penalties on participating commands or subordinate commands for noncompliance with this regulation. The DCS, G–2 may restrict the use of TALP funds (see para 7–5). Language management personnel at all levels of the command are obligated to report potential program abuses

through their chain of command. ACOM, ASCC, DRU, RC commanders, and subordinate commanders will use the DA Inspection Checklist for Participating CLPs located at appendix B and prescribed in AR 11–2 to guide their inspection programs as appropriate.

b. Penalties may include:

(1) Withholding or reallocation of TALP funds.

(2) Withdrawal of ETP authority.

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

9–5. Service Program Manager audit of the Foreign Language Proficiency Bonus Program

a. The SPM conducts internal review of the FLPB Program on a quarterly basis to ensure all personnel who are receiving FLPB are entitled to it.

b. Once the quarterly review is complete, the SPM emails a spreadsheet containing the names of all Soldiers drawing FLPB for which they are not entitled to the Chief of the USAHRC ICB for validation and possible recoupment of overpayment.

Appendix A

References

Section I

Required Publications

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at https://armypubs.army.mil/. DoD issuances are available on the Executive Services Directorate website at https://www.esd.whs.mil/dd/. The USC is available at https://uscode.house.gov/.

AR 1–1
Planning, Programming, Budgeting, and Execution (Cited in para 7–4*a*.)

AR 1–50
Army Conference Policy (cited in para 7–5*h*.)

AR 1–201
Army Inspection Policy (Cited in para 9–2*a*.)

AR 5–22
The Army Force Modernization Proponent System (Cited in para 2–8*i*.)

AR 10–90
Department of Defense Executive Agent Responsibilities of the Secretary of the Army (Cited in para 8–2*a*.)

AR 11–2
Managers' Internal Control Program (Cited on title page.)

AR 25–1
Army Information Technology (Cited in para 7–5*j*.)

AR 25–30
Army Publishing Program (Cited in title page.)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions (Cited in para 4–2*d*(1)(*c*).)

AR 350–20/OPNAVINST 1550.13/AFI 35–4004/MCO 1550.4E
Management of Defense Foreign Language Training (Cited in para 3–12*b*.)

AR 350–100
Officer Active Duty Service Obligations (Cited in para 3–1*a*(2)(*a*).)

AR 600–4
Remission or Cancellation of Indebtedness (Cited in para 4–10.)

AR 600–8–104
Army Military Human Resource Records Management (Cited in para 1–22*c*.)

AR 600–8–105
Military Orders (Cited in para 1–22*b*.)

AR 601–280
Army Retention Program (Cited in para 3–1*a*(2)(*b*)1.)

AR 611–5
Personnel and Classification Testing (Cited in para 1–23*d*.)

AR 612–201
Initial Entry/Prior Service Trainee Support (Cited in para 1–20*c*.)

AR 614–200
Enlisted Assignments and Utilization Management (Cited in para 2–12.)

DA Pam 25–403
Army Guide to Recordkeeping (Cited in para 1–5.)

DA Pam 611–21
Military Occupational Classification and Structure (Cited in para 1–22*b*(1).)

DoD 7000.14–R, Volume 7a
Department of Defense Financial Management Regulation: Military Pay Policy–Active Duty and Reserve Pay (Cited in para 4–1*h*.) (Available at https://comptroller.defense.gov/.)

DoDD 5160.41E
Defense Language, Regional Expertise, and Culture (LREC) Program (Cited in title page.)

DoDI 1315.20
Management of the DoD Foreign Area Office Program (Cited in title page.)

DoDI 1332.18
Disability Evaluation System (Cited in para 4–21.)

DoDI 1340.27
Military Foreign Language Skill Proficiency Bonuses (Cited in title page.)

DoDI 1400.25, Volume 2016
Civilian Personnel Management: Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees (Cited in para 6–1*d*(2).)

DoDI 5160.70
Management of the Defense Language, Regional Expertise, and Culture (LREC) Program (Cited in title page.)

Public Law 116–92
National Defense Authorization Act for Fiscal Year 2020 (Cited in para 1–14*n*.) (Available at https://www.congress.gov/public-laws/.)

Universal Joint Task List TA 7.4.3.4
Provide Language Capabilities (Available at https://www.jcs.mil/doctrine/joint-training/ujtl/.) (Cited in para 1–13*l*.)

10 USC 1596
Foreign language proficiency: special pay for proficiency beneficial for intelligence interests (Cited in para 6–1*d*(1).)

10 USC 1596a
Foreign language proficiency: special pay for proficiency beneficial for other national security interests (Cited in para 6–1*d*(1).)

10 USC 10147
Ready Reserve: training requirements (Cited in para 4–2*d*(1)(*c*).)

10 USC 12732
Entitlement to retired pay: computation of years of service (Cited in para 4–2*d*(2).)

37 USC 353
Skill incentive pay or proficiency bonus (Cited in title page.)

Section II

Prescribed Forms
Unless otherwise stated, DA Forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/).

DA Form 330
Language Proficiency Questionnaire (Prescribed in para 1–18*d*.)

Appendix B

Department of the Army Inspection Checklist for Participating Command Language Programs

B–1. Use of the checklist
Total available points are reflected after each line item in table B–1. Some line items are weighted more heavily than others. Inspectors annotate a score for each line item and note the total for each of the following sections:

a. Command-level consideration (total available points = 25).
b. CLPM (total available points = 16).
c. SOPs (total available points = 10).
d. Linguist utilization (total available points = 9).
e. Linguist recordkeeping and tracking (total available points = 20).
f. Dedicated space and other training program resources (total available points = 15).
g. Linguist retention and incentives (total available points = 10).
h. Budget execution (total available points = 17).
i. Training, testing, and access (total available points = 30).
j. FLPB (total available points = 15).
k. Use of DLIFLC services (total available points = 10).

B–2. Scoring
See paragraphs 9–2 and 9–4 for inspection requirements.

Table B–1
Inspection items

	Review questions	Reference	Points
Command-level consideration			
1	Has the ACOM, ASCC, or DRU conducted a biennial inspection of subordinate units' CLPs? Provide copies of the inspections and plans of action and milestones of subordinate units (for example, Corps for FORSCOM).	para 1 –23*i*	10
2	Do subordinate units inspect their subordinate's CLPs (for example, Corps CLPMs inspect division CLPs, division CLPs inspect BCT CLPs)? Provide documentation of subordinate unit inspections, to include checklists and plans of action and milestones.	para 9–2*a*	10
3	Does the commander's training guidance at each level (ACOM/Corps/division/brigade) address language training?	para 1–23*c*	5
4	Does the ACOM, ASCC, or DRU have a standing CLC? Do subordinate units have a CLC/participate in the DRU/ACOM CLC? How often does the CLC meet? This is a bonus question and will not count against the unit.	para 3–11*e*	5
	Total:		/ 25
Command language program manager			
5	Does the unit have a primary and alternate CLPM appointed in writing (provide copies of the appointment orders for the ACOM/DRU/subordinate unit CLPMs)?	paras 1–23*e*, 3–11*c*	5
6	Has the CLPM attended the DLIFLC resident or nonresident CLPM course?	para 3–11*f*(2)	5
7	Are CLPM functions documented through job descriptions?	para 3–11*f*(2)	2
8	Is the CLPM's tenure assured for at least a year?	para 1–23*e*	2
9	Do all CLPMs have a current copy of AR 11 – 6 (and other language policies)?	para 3–11*f*(1)	2
	Total:		/ 16
Standard operating procedures			

Table B–1
Inspection items—Continued

10	Has the CLPM established and implemented an SOP covering all aspects of the unit CLP?	para 3–11*f*(5)	10
	Total:		/ 10

Linguist utilization

11	Are authorized language coded positions updated in accordance with DCS, G–2 guidance? What is your percentage fills for the 4+1 languages? Are you compliant with the most recent Army Command Plan guidance on language coding?	para 1–23*t*, 2–5*f*(7), 2–6*c*	3
12	Are linguist fit, fill, and proficiency recorded in the units' net unit status reporting?	para 1–23*v*, 3–19	3
13	Have 100% of sub-proficient linguists received IMREPR codes of 9P in accordance with AR 11–6?	paras 1–23*j*, 2–6*b*(4)	3
	Total:		/ 9

Linguist recordkeeping and tracking

14	Does the CLPM maintain or provide oversight of the organizations use of the ACD ensuring the following elements are input for each linguist (ACOM, ASCC, DRU would spot check subordinate units): *a.* Basic demographic data, including duty assignment and primary occupational specialty and/or job title. *b.* Additional language training completed following DLIFLC graduation. *c.* ETS and PCS dates. *d.* Administration dates and results of all DLPTs and OPIs taken. *e.* ILTPs including language maintenance and improvement objectives driven by the requirements of the mission, personnel manning tables, and authorizations. *f.* Are all DLPTs/OPIs (DA330s) uploaded to the ACD? *g.* Are all FLPB agreements uploaded to the ACD?	para 1–24*s*, 3–4*f*(2)	20
	Total:		/ 20

Dedicated space and other training program resources

15	Does the ACOM, ASCC, or DRU have a lifecycle replacement plan for unit language lab equipment (minimum of 20% replaced annually)? Has the unit budgeted for it? (Oversight responsibility for ACOM, ASCC, DRU, or RC)?	paras 1–24*e*, 7–5*j*	5
16	Do subordinate unis have Language Analyst Resource Center (LARC) accounts to order training materials for their language labs?	paras 1–23*h*, 1–24*d*, E–9	5
17	Has the unit budgeted for the replacement of language lab furniture (ACOM, ASCC, DRU, RC oversight/budget responsibility)?	paras 1–23*h*, 7–5*j*	5
	Total:		/ 15

Linguist retention and incentives

18	Is a linguist incentives and awards programs in place that carries tangible benefits, for example, Linguist of the Year/Quarter or recognition when a linguist achieves a 3/3 score on his or her DLPT?	para 1–24*i*	5
19	Does the ACOM/DRU/component provide submissions for the annual DLI Language Professional of the Year/CLP of the Year awards?	para 1–24*i*	5
	Total:		/ 10

Budget execution

20	Has the ACOM, ASCC, DRU, or component CLPM submitted an annual language budget report on the execution of TALP and National Intelligence Program (funding) dollars for the upcoming FY to the DCS, G–2 no later than 1 September?	paras 1–24*o*, 7 – 6	3

Table B–1
Inspection items—Continued

21	Has the ACOM, ASCC, or DRU CLPM established internal fiscal control policies (annual plans, periodic reports, and subordinate command TALP inspections) and documented these requirements in their unit SOP?	paras 1–24*o*, 3–11*f*(5). 7–6	3
22	Did the unit expend TALP funds to satisfy requirements identified in the annual plan? Is the unit executing 95 to 100% of its TALP funding? If not, what does the unit do with excess TALP funding?	para 7–4	5
23	Are CLP funding requirements maintained separately from other training budgets?	para 7–4	3
24	Does the unit training spend plan ensure all linguists will receive an SLTE?	paras 1–23*m*, 3–1*b*(4), 3–10*a*	3
	Total:		/ 17

Training, testing, and access

25	Do 100% of all linguists receive a 160-hour SLTE annually?	para 1–23*m*, 3–1*b*(4), 3–10*a*	5
26	How many linguists in this command are sub-proficient? Do sub-proficient linguists receive a minimum remedial training of 160 consecutive hours language training and retest within 6 months of their DLPT failure? Have any received 9P IMREPR codes this year and either reclassified or involuntarily separated? How is this tracked at the headquarters level (both number of sub-proficient linguists and actions taken to retrain/reclassify or separate them)?	para 2–5*f*	5
27	Has every linguist been tested for proficiency every 12 months (below L3/R3) or 24 months (L3/R3 or higher)?	paras 1–23*j*, 2–5*b*	5
28	Is the unit tracking 35P Soldiers who are unable to access NSA systems or facilities?		5
29	How many linguists denied access by the NSA's Military Affairs Division (A525) or Virtual Access Request System (VARS) process were reclassified or separated in the last 24 months?	para1–24*r*	5
30	Does the CLPM report the annual requirement for OPIs to their higher headquarters no later than 1 June annually?	para1–24*r*	5
	Total:		/ 30

Foreign language proficiency bonus oversight

31	Has the unit established internal controls to verify Soldiers FLPB for accuracy?	para 1–23*r*(2)	5
32	Does the ACOM/DRU/Corps/division/brigade spot check subordinate units to ensure 100% of Soldiers submit a written agreement?	para 1–23*r*(3)	5
33	Is the unit monitoring FLPB pay issues and resolving these issues within 90 days? (ACOM/DRU/ASCC/component spot check)	para 1–23*r*(4)	5
	Total:		/ 15

Use of the Defense Language Institute Foreign Language Center services

34	Has the CLPM identified which of the unit's training requirements could be met by DLIFLC assistance with the following: *a.* DLIFLC instructional materials? *b.* CLPM course? *c.* On-site language training MTTs? *d.* Telephonic OPIs? *e.* MTTs (language training)	para 3–2*a*	5
35	Has the CLPM requested DLI MTTs using the SMDR process?	paras 3–2*a*, 7–5*k*	5
	Total:		/ 10

Appendix C

Command Language Program Development

C–1. Introduction

a. The four necessary ingredients for a successful CLP are as follows:

(1) Command involvement, emphasis, and advocacy of the program.

(2) A sound program with detailed objectives and appropriate resources.

(3) A program that is in direct compliance with regulations.

(4) Periodic evaluations to determine progress toward these objectives.

b. The key to success is the commander. The commander must recognize that language is as important to the unit's success as weapons qualifications, physical training, vehicle maintenance, or any other Soldier qualification or training requirement. The CLP should be an integral part of the unit training schedule.

c. There is no book solution. Creative thought and innovative methods bring the best results.

C–2. Developing a command language program

a. Step 1. Before starting, ask the following questions:

(1) What are the specific language requirements?

(2) What are the language training program's objectives?

(3) How many linguists require training annually and in what languages?

(4) Are training facilities and equipment (classrooms, language laboratories, and electronic devices (for example, iPads and computers)) available and properly accounted for?

(5) What specific language training resources are available? What language training materials are on hand? Are the language training materials easily accessible?

(6) Do instructors conduct the language training? If so, what are their qualifications?

(7) What is the projected length of the training course in hours and weeks? How many instructional hours per day and per week are scheduled? What are the start and end dates?

(8) What are the costs of instructor salaries, instructional equipment, and materials (dictionaries, internet, textbooks, audio-visual aids, and computer equipment)?

b. Step 2. In-unit programs.

(1) When developing a CLP, consider and choose programs that are flexible for the unit and the linguists assigned to the unit. Generally, two levels of language training will fit most cases; one for linguists who are at L2/R2 or above foreign language proficiency levels and the other for linguists who fall below the L2/R2 foreign language proficiency standard as measured by the DLPT.

(2) Interview newly assigned linguists and check their records to ascertain their current foreign language proficiency level. Review each linguist's DA Form 330 to determine his or her language proficiency. The test results should not be older than 12 months. If the results are older than 12 months, refer to paragraph 5–4 for actions the commander must take.

(3) SLTEs should be at least 160 consecutive hours in a classroom or virtual environment.

(4) Look around the area of operations for opportunities for language enhancement programs. In Europe, the PLTCE provides excellent language training in European languages. In Korea, Yonsei University provides Korean language instruction under the National Security Affairs sponsorship.

(5) Self-study language training consists of supervised or self-paced language training and study accomplished by Soldiers on their own time or during duty hours. For maximum effect, the training supervisor, with feedback from the language mentor, and CLPM, prepares an ILTP listing individual training objectives, tasks, performance standards, milestones, and a program schedule for each linguist designed to enhance the individual's language proficiency.

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

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

(8) Units can identify local streamlined acquisition contract vehicles using the General Services Administration language service schedule at https://www.gsa.gov.

c. Step 3. Contracting for language instruction. See paragraph 3–21.

Appendix D

Guidelines for a Successful Command Language Program

D–1. Command support
The single most significant characteristic of a highly successful CLP is the degree of support provided to the program by the commander and, by example, the rest of the chain of command. The following questions address both command level issues and the day-to-day aspects of operational support of an effective CLP.

D–2. Command level considerations
a. Does the commander monitor linguists' language proficiency scores?
b. Does the commander receive regularly scheduled briefings and other reports on the CLP?
c. When problems arise in the CLP, is the commander receptive to the issues and willing to provide needed support?

D–3. Command Language Council (optional)
a. Does the CLC consist of all unit members who have an interest in the CLP?
b. Is the CLC membership recognized and documented as an official duty for all members?
c. Has the CLC been formally established through a unit charter or SOP?
d. Is the CLC chairperson selected based on his or her Defense Foreign Language Program knowledge and experience? Does the council meet regularly (quarterly or more often)? Does the council follow bylaws or other procedural guidelines?
e. Does the council prepare and follow an agenda? Does the council prepare and distribute meeting minutes?
f. Do council recommendations become policy (following command endorsement)?
g. Does the rationale and the SOP for the council provide for and promote both command level and chain of command involvement in CLP planning and operation?

D–4. Command language program manager
a. Will the commander consider employing a full-time civilian CLPM with a specified job description?
b. Does the CLPM have some academic background or experience in foreign language education or related areas?
c. Has the CLPM attended DLIFLC's CLPM course and annual seminar within 6 months of appointment?
d. Does the CLPM participate in the command's quarterly or semi-annual training briefs?
e. Is the CLPM the chairperson of the CLC?
f. Is the CLPM's tenure assured for at least 1 year?
g. Are all substantive CLPM functions documented through job descriptions, SOPs, or other means?

D–5. Linguist recordkeeping and tracking
a. Does the CLPM maintain the ACD with the following elements for each linguist in the unit?
(1) Basic demographic data, including duty assignment, PMOS, and job title.
(2) Original DA Form 330 and certificate of completion/graduation (with grades) from DLIFLC.
(3) Additional language training completed following DLIFLC graduation.
(4) Ongoing language training.
(5) ETS and PCS dates.
(6) FLPB status, including orders to award, terminate, change, or reinstate FLPB.
(7) Administration dates and results of all DLPTs and OPIs taken.
(8) Required testing dates to prevent expiration of FLPB.
(9) ILTPs including language maintenance and improvement objectives driven by the mission requirements.
b. The CLPM should maintain copies of any ETPs/waivers. Do entries in the database match the individual linguist's personnel records on file at the servicing MPD and/or HR Office?
c. Are procedures in place to ensure that the data remains current and accurate?

d. Is a historical database maintained as a point of reference for measuring changes in overall linguist proficiency from year to year and for assessing the effectiveness of the CLP?

D–6. Linguist retention and incentives
a. What percentage of the unit's linguists are eligible for FLPB?
b. Are subordinate unit linguists notified of training opportunities such as the MLI program; Middle enlisted cryptologic career advancement program; Military Language Analyst Program (MLAP) for SIGINT Soldiers; and intermediate and advanced language training courses at the DLIFLC and the NCU?
c. Is a linguist incentives and awards program in place that carries tangible benefits. For example, linguist of the quarter/year, 4-day pass for achieving L3/R3 for the first time, and so on?

D–7. Command language program standard operating procedures
a. Is the CLP SOP—
(1) Self-explanatory?
(2) Specific in task assignments?
(3) Updated on a regular basis to reflect changes in mission, commanders, personnel, procedures?
(4) An integral component of the unit command SOP?
b. Does the CLP SOP—
(1) Explain the rationale for the CLP, as well as outline procedures for specific requirements such as ACD use, inspections, ILTP, mentorship programs, award/reward programs, CLP of the Year and Language Professional of the Year, and so forth?
(2) Specify points of contact?

D–8. Adequate funding
a. Are CLP budget requirements identified and documented on a routine basis?
b. Are CLP funding requirements explicitly addressed in the annual unit budget planning?
c. Are the commander, CLPM, or other CLC members knowledgeable about procedures to obtain CLP funding through TALP, the Consolidated Cryptologic Program, and/or the Office of the Director of National Intelligence Foreign Language Funds?
d. Is the CLP represented in long-range budget planning?
e. Are CLP funding requirements separate from other training budgets?

D–9. Access to current regulations
a. Are the required regulations and pamphlets readily available (digitally and/or hard copy)?
b. Does the CLPM understand where he or she can obtain new/updated regulations?

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

D–11. Dedicated instructional time
a. Is language training designated regularly on the unit training schedule? If not, why?
b. Does the CLPM actively participate in training schedule preparation? If not, why?
c. Is the amount of dedicated time on task sufficient for measurable language proficiency improvement?

D–12. Dedicated space and other training program resources
a. Does the unit have adequate, dedicated space for language training activities?
b. If the current LTF is not adequate, are there specific plans to upgrade it?
c. Is the training facility conducive to learning (quiet, well lit, comfortable, and open to linguists beyond regular training or duty hours (cypher locked/padlocked facility that can be utilized like a coffee shop))?
d. Are current, appropriate foreign language texts, supplementary materials, newspapers, magazines, movies, podcasts, and other resources available in the LTF?
e. Is it clear as to where training materials can be obtained?
f. Is the furniture and equipment adequate for classroom instruction and self-study?

g. Does the LTF have space and equipment for individual listening and studying?

D–13. Use of training options
a. Is the use of self-study materials encouraged?
b. Can linguists check out self-study materials and devices to use during off-duty hours? If adult education courses in the target language are available in the local area, does the CLPM receive or subscribe to the course bulletins?
c. Does the CLPM enroll the linguists in appropriate courses during the duty day and encourage off-duty enrollment?
d. Does the CLPM regularly afford linguists opportunities for operational readiness training (for example, live environment training)?
e. Does the CLPM receive training bulletins or journals listing other CONUS or outside CONUS language instruction opportunities such as college or university, commercial programs, PLTCE, Yonsei University, and immersions?
f. Do the linguists make use of these training opportunities?
g. Are unit linguists enrolled in regional resident military training programs such as the PLTCE?

D–14. Use of the Defense Language Institute Foreign Language Center services
Has the CLPM identified and/or requested DLIFLC assistance through the CLP Office (available at email clp.support@dliflc.edu) with the following?
a. Advice and/or guidance on establishing and maintaining a language program.
b. Curriculum selection or development.
c. Availability of DLIFLC instructional materials.
d. Teacher training workshops.
e. "Train the trainer" workshops for CLPMs and platform instructors.
f. CLPM course.
g. Onsite language training through MTTs.
h. Clarification on DLAB, DLPT administration, and/or interpretation issues.
i. Telephonic or face-to-face OPIs.
j. Online diagnostic assessment.
k. Distance learning language training (Broadband Language Training System).

Appendix E

Training Resources

E–1. Defense Language Institute Foreign Language Center resources
a. DLIFLC provides a comprehensive collection of language learning tools focused on improving individual language proficiency. The DLIFLC website (https://www.dliflc.edu) should be the primary CLP online resource. This site not only includes important information on DLIFLC, but also provides key language support links including eLearning products and access to resources such as the Aiso Library general catalog, DLPT familiarization guides, and DLIFLC publications. The Academics menu features links to information on DLIFLC degree programs, transcripts and records, continuing education, and the CLP Office.
b. DLIFLC offers language MTTs for language sustainment and enhancement training courses. CLPMs identify and report recurring DLIFLC MTT requirements during annual requirements data calls for inclusion into the annual DLIFLC SMDR conducted by the DCS, G–3/5/7 (usually in August of each year). The e-learning link provides pre-deployment language tools and other downloads. The Global Language Online Support System (GLOSS) provides learning and teaching tools for improving foreign language skills in 16 languages. The Language Materials Distribution System link provides hundreds of language survival kits and other materials free of charge to deploying Servicemembers. Units can also view, download, and order language materials under the products tab (under E-Learning). The site also provides an online diagnostic assessment.

E–2. Other language resources
Other resource sites are available as follows:
a. Army Open Source Portal (https://daiis.mi.army.mil/iis/hermes/siteassets/aosphome.aspx). Common access card (CAC) required.
b. Hermes (https://daiis.mi.army.mil/iis/hermes/pages/default.aspx). CAC required.

E–3. Webliography
The webliography of LCTL represents a comprehensive compendium of online internet materials. Depending on the language, available resources can include socio-historic language sketches, introductions to writing systems and phonologies, beginning and intermediate online tutorials and exercises, online dictionaries, media sites, and cultural and target country materials. Links to webliographies for Slavic, East European, and Eurasian languages are available with permission of the Slavic and East European Language Resource Center at Duke University. The ILR website also gives clear proficiency level descriptions. The webliography is on the ILR website at https://govtilr.org.

E–4. Defense Language Institute English Language Center
The DLIELC is the DoD Center of Excellence for English language training. It offers a wide variety of resident and nonresident English training packages tailored to a linguist's specific needs, whether it is English grammar, reading, writing, speaking, listening, or comprehension skills. DLIELC conducts resident programs at the DLIELC Lackland Air Force Base, TX campus. Instruction is provided in small groups, using modern language teaching technologies. Nonresident instruction consists of correspondence courses or MTTs. The DLIELC also helps units establish a local LTD to serve a unit's specific needs. The student handbook link is at https://www.dlielc.edu.

E–5. Joint Language University
The Joint Language University (JLU) (https://jlu.mygovlearn.com) is a free resource that offers thousands of hours of training and familiarization in both language and culture for over 50 languages and regions. NSA offers this resource free for anyone using a valid.mil or.gov email address. Many of the materials are focused on LCTLs and provide maintenance and sustainment exercises in the ILR 2+ to 3+ ranges. JLU is a great place to find language materials and resources for maintenance and enhancement of reading and listening skills and DLPT practice objects.

E–6. Contract language instructors
Commanders are encouraged to incorporate contract language instructors into their CLPs. Use these instructors to decrease the impact of operational tempo by providing more flexible one-on-one and small group language enhancement to supplement self-study plans.

E–7. Personal electronic devices
The https://www.dliflc.edu website has numerous downloads for handheld devices which allow Soldiers to learn on-the-go and while deployed.

E–8. English language enhancement
The NCU offers English (course designator ENGL) as a second language course as well as English grammar and writing courses for native speakers. CLPMs should search school code 820 for classes in the ATRRS catalog at https://www.atrrs.army.mil. Units can also forecast English enhancement MTTs during the annual SMDR process.

E–9. Language Analysis Resource Center
Language-specific working aids and dictionaries are available through LARC (formerly known as SCHOOLBAG working aids). These resources include newspaper reader workbooks, dictionaries, and glossaries tailored to specific vocabulary sets. LARC information, catalogs, and request spreadsheets are in the ACD in the Resource Center's Language Resource folder. CLPMs submit requests for LARC materials to usarmy.belvoir.inscom.mbx.g37-trex-language-training@army.mil.

E–10. Middle Enlisted Cryptologic Career Advancement Program
Middle Enlisted Cryptologic Career Advancement Program is a 3-year work-study program designed to develop the technical and managerial skills of selected military career senior enlisted Soldiers through advanced formal training and individually planned operational assignments at NSA. Participation in the Middle Enlisted Cryptologic Career Advancement Program incurs an ADSO (see AR 614–200).

E–11. Military Cryptologic Continuing Education Program
NSA established the Military Cryptologic Continuing Education Program (MCCEP) to provide a structure for the professional development of military cryptologic language analysts. MCCEP provides career guidance to assist cryptologic language analysts in broadening and deepening their target knowledge and job abilities. The program is divided into phases, which lay out a roadmap for professional development from novice through master cryptologic linguists. MCCEP monitors and facilitates professional and language training needs by working with the NCU and private vendors to provide training in language and job performance skills. Enroll in MCCEP by typing "go MCCEP" in the uniform resource locator window on NSAnet.

E–12. National Language Service Corps
The National Language Service Corps (NLSC) identifies and recruits on-call, volunteer civilian language specialists. The NLSC has expanded its capabilities to support over 414 languages and dialects. To meet the increasing need for professionals with language skills, in 2018 the NLSC extended its support beyond DoD organizations to all Federal Government agencies. Administered by the Defense Language and National Security Education Office within the Office of the SECDEF for Personnel and Readiness, the NLSC enables Federal agencies to leverage a full range of language capabilities, including interpretation, translation, instruction, and cultural support. For more information, visit the program website at https://www.nlscorps.org/.

E–13. CultureReady
CultureReady (https://cultureready.org) is a website for discovering all the resources, programs, and initiatives to nurture culture and language learning. CultureReady provides the necessary culture and language resources to prepare personnel to build bridges and to interact with other people, no matter where you are in the world.

E–14. Military Language Analyst Program
NSA's MLAP is a 3-year internship program that prepares qualified Army cryptologic linguists for advanced positions in cryptologic language missions. The internship consists of advanced formal language training and a series of individually tailored operational assignments. Upon graduation from MLAP, the Army places the Soldier on a 3-year worldwide assignment as an expert cryptologic linguist and subject matter expert in the focus language. Participation in the program incurs an ADSO (see AR 350–100 and AR 614–200). Languages included are Arabic, Chinese, Korean, Persian-Farsi, Russian, and Spanish. Interested Soldiers can find additional application requirements in the MLAP message on the USAHRC MI Branch homepage.

E–15. Defense Language Institute Foreign Language Center field support resources
  a. Country and language familiarization tools are available online through the https://www.dliflc.edu. Language familiarization resources are available for over 35 countries. They include basic language familiarization and area studies and many even provide aircrew, CA, command and control, cordon and search, and force protection modules. Field support module downloads also include countries in perspective, pronunciation guides, cultural orientation, Headstart, Headstart II, and Rapport downloads.
  b. Audio, printable material, and personal media device downloads are available and easily accessible.
  c. The site also includes a DLI cultural awareness assessment that is a practical tool used to gauge familiarity with specific cultures. Developed using DoD regional and cultural expertise guidelines, these easy-to-use online tests measure knowledge in topics such as geography, religion, traditions, history, and security. Language survival kits for many languages are also available on short notice through the Ordering toolbar on the site. These survival kits contain a compact disc, language card, and survival language booklet.

E–16. Internet resources
The following Internet sites provide training material or information. This list is not exhaustive but serves as a starting point for units and linguists to obtain language training material. A reference to commercially available language courses in this regulation does not constitute an endorsement on the part of the Army of those language courses. Visit the following websites for more information:
  a. Online newspaper directory for the world (https://www.onlinenewspapers.com/).
  b. Voice of America news (https://www.voanews.com/).
  c. Duolingo (https://www.duolingo.com/).
  d. Concordia language villages (https://www.concordialanguagevillages.org/).

Appendix F

Internal Control Evaluation

F–1. Function
The function covered by this evaluation is the Army Foreign Language Program (unit training, readiness, utilization, TALP, and FLPB).

F–2. Purpose
The purpose of this evaluation is to assist CLPMs and their counterparts at FORSCOM, USASOC, INSCOM, ARNG, and the USAR in evaluating and inspecting key internal controls.

F–3. Instructions
Base responses on the actual testing of key internal controls such as document analysis, direct observation, interviewing, sampling, and simulation. Explain responses that indicate deficiencies and take corrective action as indicated in supporting documentation. Evaluate these internal controls every 2 years. Document the accomplishment of this inspection on DA Form 11–2 (Internal Control Evaluation Certification).

F–4. Test questions
Refer to the DA Inspection Checklist for Participating CLPs located appendix B in lieu of test questions.

F–5. Supersession
This evaluation replaces the evaluation previously published in AR 11–6, dated 25 February 2022.

F–6. Comments
Help make this a better tool for evaluation internal controls. Submit comments to the DCS, G–2 via email at usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil.

Glossary of 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 Command Language Program Manager's Database
See paragraph 3–18.

Army Strategic Language List
See paragraph 4–8.

Conversion
Training an Army linguist in an additional foreign language designed to meet the Army's proficiency standard, for example, DLIFLC basic course. Conversion courses are for similar languages (for example, Russian conversion course to Serbian-Croatian or Persian-Farsi to Dari conversion course); not the same as a cross-training course.

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
The primary DoD school for providing resident foreign language acquisition training. DLIFLC also offers intermediate/advanced language courses, nonresident language training programs (for example, MTTs), and CLPM certification and refresher courses.

Defense Language Proficiency Test 5–Computer Adaptive
A DLPT designed to evaluate global proficiency from ILR 0+ to 4.

Defense Language Proficiency Test System
The DoD standardized testing system for measuring an individual's proficiency in a language. It consists of a battery of tests that measures the general ability of a native or near-native speaker to comprehend a spoken and written language and to speak the language. The OPI can test both native and non-native language speakers. DLPT and OPI scores are reported as ILR skill levels in accordance with DoDD 5160.41E and the Federal Government ILR website (see DoDI 5160.71).

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

Executive agent
The DoD component head, or official required in statute, to whom the SECDEF or Deputy SECDEF has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities, that involve two or more DoD components (see DoDD 5101.01).

Interpretation
Spoken rendering of a conversation from one language into another. For example, a Soldier interpreting (speaking) a conversation between a Russian speaker and an English speaker and providing either simultaneous or consecutive feedback in either language.

Language identification code
The two-digit alpha code used to designate a particular language as prescribed in this regulation.

Language proficiency
The continuum—from memorized proficiency to functionally native proficiency—that describes the ability of an individual to function in the reading, listening, and speaking modalities of a foreign language as assessed by the U.S. Government ILR proficiency rating scale (see DoDD 5160.41E).

Linguist
Language professionals and language skilled individuals (see DoDI 5160.70).

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

Senior Language Authority
An individual at the general officer/flag officer, senior executive service, or equivalent level designated in writing by the head of the military departments, Office of the Joint Chiefs of Staff, combatant commands, and Defense Agencies to represent their organization's foreign language equities in the Defense Language, Regional Expertise, and Culture Program and participate in the DLSC. The SLA must have direct access to their component's senior leadership and understand the joint capabilities in foreign language, regional, and culture capability needs of his or her component. SLAs are responsible for drafting, coordinating, and executing their organizations' language, regional expertise, and culture capability strategic plans and for overseeing capability allocation and utilization policies within their component (see DoDD 5160.41E).

Sustainment language training
Training that prevents skill deterioration through periodic general language review and frequent practice, but not specifically designed to improve proficiency.

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

Translation
Written rendering of text from one language into another. For example, a Soldier translating from a foreign language into English will produce a written version of the foreign language into clear, concise, idiomatic English while conveying the meaning of the original text to the English language reader.

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