DoD Instruction 5160.70

Management of the Defense Language, Regional Expertise, and Culture (LREC) Program

Originating Component:	Office of the Under Secretary of Defense for Personnel and Readiness
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Approved by:	Peter Levine, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directives (DoDD) 5142.02 and 5160.41E, this issuance:

- Establishes policies, assigns responsibilities, and provides procedures for managing the Defense LREC Program.

- Adds regional expertise and culture as mission critical competencies of the Defense LREC Program.

- Establishes initial culture learning guidelines.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the "DoD Components").

1.2. POLICY. It is DoD policy that:

a. Language (both foreign and English), regional expertise, and culture are critical competencies for ensuring global operational readiness. Sufficient LREC Program resources should be provided by Secretaries of the Military Departments and heads of the Defense Agencies to meet validated and prioritized LREC mission requirements.

b. There is an innate overlap among the competencies of language, regional expertise, and culture. Efforts should be made to integrate two or all of these training competencies as appropriate to reduce duplicative training capacities and realize the synergy made possible by integrating language, regional expertise and culture training.

c. Per Executive Order 12333, and in accordance with the April 3, 2002 Director, National Security Agency/Chief, Central Security Service (DIRNSA/CHCSS) Information Memorandum, the foreign language modalities and proficiency standards for fully qualified, professional-level cryptologic language analysts (CLAs) assigned to perform signals intelligence (SIGINT) operational language analysis are the Federal Government Interagency Language Roundtable (ILR), skill level 3 (Professional Competence) in listening and reading (referred to in this issuance as the listening and reading modalities at ILR 3 proficiency (L3/R3)).

d. Secretaries of the Military Departments retain the discretion to recruit, train, utilize, and retain CLAs below this L3/R3 standard to meet validated Service (Tactical) SIGINT billet requirements. The L3/R3 CLA standard is established to build a sufficient military and civilian CLA cadre to meet the predominance of validated L3/R3 SIGINT billet requirements at the national mission level.

1.3. INFORMATION COLLECTIONS. The Management of Defense LREC Program Report, referred to in Paragraphs 2.1.g., 2.8.k., 2.9.b.(11), 2.12.p., 3.1.b.(2), and Sections 6 and 9 of this issuance, has been assigned report control symbol (RCS) DD-P&R(A,Q) 2272 in accordance with the procedures in Volume 1 of DoD Manual (DoDM) 8910.01.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

a. Establishes policies, plans and programs regarding recruitment, education, training, and compensation for all military and civilian personnel. In accordance with Volume 2001 of DoD Instruction (DoDI) 1400.25, works in coordination with the Under Secretary of Defense for Intelligence (USD(I)) to develop and maintain Defense Civilian Intelligence Personnel System (DCIPS) policies for the DCIPS workforce.

b. Develops measures of effectiveness to evaluate progress in acquiring new skills, sustaining existing skills and enhancing skills to develop higher levels of language and regional proficiency across the Total Force.

c. Provides overall guidance for the administration and payment of foreign language skill proficiency bonuses for military personnel who have certified foreign language proficiency (FLP) in one or more foreign languages or dialects in accordance with DoDI 1340.27.

d. Reviews language (foreign and English) skills, regional expertise, and culture education and training to minimize duplication of effort and to maximize use of Defense LREC Program fiscal resources.

e. Publishes the DoD Strategic Language List (SLL) in accordance with DoDD 5160.41E.

f. Appoints in writing the DoD Senior Language Authority (SLA), who must be a general or flag officer (GO/FO), or Senior Executive Service (SES) level, in accordance with DoDD 5160.41E and oversees the DoD SLA's implementation of the procedures in Sections 3-11 of this issuance.

g. Conducts an annual review of the DoD Components' policies, plans, and programs to ensure foreign language, regional proficiency and culture needs are adequately addressed. The annual submission of the Defense LREC Report is critical to this review.

h. Approves the assignment of the Commandants of the Defense Language Institute Foreign Language Center (DLIFLC) and Defense Language Institute English Language Center (DLIELC) as submitted by the DoD Executive Agents (EA) for DLIFLC and DLIELC.

2.2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA) directs the administration and payment of FLP pay for civilian personnel in non-intelligence positions with certified FLP in one or more languages as outlined in Paragraph 030507 of Volume 8 of DoD 7000.14-R.

2.3. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD(R)). Under the authority, direction, and control of the USD(P&R), the ASD(R):

a. Provides policy guidance to the DoD Components for establishing and maintaining effective language proficiency (foreign and English), regional expertise, and cultural capabilities for DoD personnel.

b. Provides guidance to the DoD Components for making data available to support language and regional proficiency readiness and risk assessment in the Defense Readiness Reporting System (DRRS) database in accordance with DoDD 7730.65. Maintains the DRRS Language Readiness Index (LRI).

c. Provides policy direction and oversight for the functions of the Defense Language and National Security Education Office (DLNSEO), which is under the authority, direction, and control of the Director, Department of Defense Human Resources Activity (DoDHRA), that contribute to the Defense LREC readiness of the Total Force.

2.4. DIRECTOR, DoDHRA. Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA:

a. Provides the DoD Components with procedures for reporting Defense LREC Program data for DoD personnel, including retired military and separated military personnel with remaining Service obligations.

b. In coordination with the ASD(R), the Secretaries of the Military Departments, and the Defense Agency directors, establishes standards and procedures for delivery of the system of approved tests of the Defense Language Testing Program (DLTP) through the Defense Manpower Data Center (DMDC) in accordance with DoDI 5160.71.

c. Provides support to the ASD(R), as appropriate, in the execution of the ASD(R) duties and responsibilities in this issuance.

d. In accordance with DoDD 5100.87, organizes, directs, and manages the DLNSEO and all assigned resources.

2.5. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P):

a. Designates in writing (see example in Figure 1) a GO/FO or SES level representative in accordance with DoDD 5160.41E. The representative:

(1) Executes the roles and responsibilities of a representative member of the Defense Language Steering Committee (DLSC).

(2) Advises senior leadership of the Office of the USD(P) (OUSD(P)) on doctrine, policies, planning guidance, and resources for language skills, regional expertise, and cultural capability requirements.

b. Develops policies, in coordination with the USD(P&R), the USD(I), the Chairman of the Joint Chiefs of Staff (CJCS), and the Secretaries of the Military Departments, that incorporate DoD language skills, regional expertise, and cultural capabilities into strategic guidance, where applicable.

c. Develops policy, in coordination with the CJCS and the Combatant Commanders (CCDRs), to use DoD Centers for Regional Security Studies in accordance with DoDD 5200.41E to enhance regional expertise and cultural education and training programs.

d. Oversees the addressing of language (foreign and English), regional expertise, and cultural capabilities and its associated planning, resourcing, and execution within OUSD(P).

2.6. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L):

a. Designates in writing (see example in Figure 1) a GO/FO or SES level representative in accordance with DoDI 5160.41E. The representative:

(1) Executes the roles and responsibilities of a representative member of the DLSC.

(2) Advises senior leadership of the Office of the USD(AT&L) (OUSD(AT&L)) on doctrine, policies, planning guidance, and resources for language skills, regional expertise, and cultural capability requirements.

b. Establishes procedures for the coherent, prioritized, and coordinated oversight of DoD efforts to research, develop, and acquire human language technology (HLT) and training tools. The DoD efforts are coordinated with the USD(P&R), USD(I), Secretaries of the Military Departments, and Defense Agency directors.

c. Validates the effectiveness of HLT tools to be used in language education, during the development phase of any research, development, or acquisition, in coordination with the USD(P&R), the USD(I), and through the DoD EAs for DLIFLC and DLIELC.

d. Oversees the addressing of language (foreign and English), regional expertise, and cultural capabilities and its associated planning, resourcing, and execution.

2.7. USD(I). The USD(I):

a. Designates in writing (see example in Figure 1) a GO/FO, Defense Intelligence Senior Executive Service (DISES), or Defense Senior Intelligence Leader (DISL) level representative in accordance with DoD Directive 5160.41E. The representative:

(1) Executes the roles and responsibilities of a representative member of the DLSC.

(2) Advises the DoD Intelligence Enterprise senior leadership on doctrine, policies, planning guidance, and resources for foreign language skills, regional expertise, and cultural capability requirements.

(3) Oversees DoD intelligence policies directed to build, maintain, and employ foreign language and foreign area expertise, and addresses LREC issues within the Defense Intelligence Enterprise in accordance with DoDD 5143.01.

b. In accordance with DoDD 5124.02, exercises overall supervision and policy oversight within the Defense Intelligence and Security Components human capital and develops policies associated with the DCIPS workforce in coordination with the USD(P&R).

c. Oversees the addressing of language (foreign and English), regional expertise, and cultural capabilities and its associated planning, resourcing, and execution within the Defense Intelligence Enterprise. Nothing in this issuance prohibits the USD(I) from publishing separate Defense Intelligence Enterprise LREC Program guidance.

d. Ensures the Defense Intelligence Components have well established processes for identifying, prioritizing, and executing LREC requirements in support of current and projected Intelligence missions.

e. Conducts annual reviews of the Defense Intelligence Component policies, plans, and programs to evaluate LREC capabilities and readiness and makes recommendations regarding future decisions and investments in coordination with the Secretaries of the Military Departments and the heads of the Defense Intelligence Components. Advises the USD(P&R) on resource and manpower issues.

f. Serves as the Program Executive for the Military Intelligence Program in accordance with DoDD 5205.12. Communicates directly with the Commandant, DLIFLC; DLIFLC EA; and the Services' Intelligence Components, in collaboration with the USD(P&R), to ensure DoD intelligence-specific foreign language issues are addressed and adjudicated.

g. In coordination with National Security Agency/Central Security Service (NSA/CSS), Office of the USD(P&R) (OUSD(P&R)), and the Services' Intelligence Components, ensures the DoD foreign language training program supports intelligence career path development to attain fully-qualified, professional-level, L3/R3 proficiency to meet CLA mission requirements.

h. Ensures foreign language performance categories align with Office of the Director of National Intelligence standards for the Intelligence Community occupational work levels.

i. Ensures that military and civilians (assigned to intelligence positions) with foreign LREC skills are considered in intelligence campaign planning and in the development and evaluation of intelligence, counterintelligence, information operations, and security programs. Measures and evaluates the effectiveness and readiness of foreign language and regional proficiency capabilities in support of intelligence missions.

j. Establishes policies, in consultation with the Service Chiefs, DIRNSA/CHCSS, and heads of the Defense Intelligence Components, to identify, attract, train, sustain, and enhance abilities

of military and civilian personnel (assigned to intelligence positions) with the appropriate or required levels of FLP, regional expertise, and culture capabilities.

k. Establishes policies in coordination with the USD(P&R) regarding foreign language pay for DCIPS civilians in intelligence positions in accordance with Volume 2016 of DoDI 1400.25. Additionally, monitors the effectiveness of incentives on the readiness of civilian personnel in intelligence positions to perform tasks that require FLP.

l. Develops specific DCIPS-related guidance for collecting foreign language, regional expertise, and cultural capabilities data for civilian personnel in intelligence positions.

m. Oversees efforts to research, develop, validate, and acquire HLT tools to be employed by the Defense Intelligence Components, in coordination and consultation with the USD(AT&L), USD(P&R), and the Defense Intelligence Component heads.

2.8. DIRNSA/CHCSS. Under the authority, direction, and control of the USD(I), the DIRNSA/CHCSS:

a. Designates in writing (see example in Figure 1) a GO/FO, SES, or DISES level NSA/CSS SLA in accordance with DoDD 5160.41E. The NSA/CSS SLA:

(1) Executes the roles and responsibilities of an SLA member of the DLSC.

(2) Advises NSA/CSS senior leadership on doctrine, policies, planning guidance, and resources within the cryptologic enterprise for foreign language, regional expertise, and cultural capability requirements.

b. Oversees the addressing of foreign language, regional expertise, and cultural capabilities and its associated planning, resourcing, and execution within NSA/CSS.

c. Establishes policies, plans, and programs consistent with DoDD 5160.41E and pursuant to Section 3608 of Title 50, United States Code.

(1) In accordance with Executive Order 12333, is designated by the Director of National Intelligence as the Functional Manager for SIGINT and in that role sets military and civilian CLA training and tradecraft standards for SIGINT language analysis work.

(2) Establishes the minimum foreign language modalities and proficiency standards as L3/R3 for fully qualified, professional-level, CLAs performing cryptologic SIGINT analysis work.

(3) Ensures career paths, personnel utilization, training, and education plans support the development, sustainment and enhancement of the DoD requirement of ILR proficiency level L3/R3 for fully qualified, professional-level CLAs performing cryptologic SIGINT analysis work.

d. Develops post-hiring initial, sustainment and enhancement of FLP, regional expertise, and cultural capabilities for training, education, and professional development (TE&PD) plans for all NSA/CSS personnel throughout their careers.

e. Ensures that NSA/CSS civilian personnel in intelligence and non-intelligence positions who interface with foreign personnel and other select civilians as part of their official duties:

(1) Have the initial culture learning guidelines (see Section 8) included in training and education plans.

(2) Have access to sustainment and enhancement of culture TE&PD throughout their careers.

f. Documents foreign language and regional expertise in agency's civilian personnel data system using DoD standardized data elements in accordance with Volume 4 of DoDI 1444.02.

g. Develops agency mission-essential task lists (AMETLs) in support of their responsibilities to the Combatant Commands (CCMDs) and LREC tasks described in the Universal Joint Task List (UJTL). These AMETLs depend on tasks derived from the UJTL, available at http://www.dtic.mil.doctrine/training/ujtl_tasks.htm (see Paragraph 2.15.c.).

h. Establishes procedures, in coordination with the ASD(R) and DMDC, for delivery of the DLTP system of language tests in accordance with DoDI 5160.71. Develops and administers NSA/CSS listening and reading FLP tests as needed and makes these tests available for DoD use in accordance with DoDI 5160.71.

i. In support of the USD(P&R) as the responsible OSD Principal Staff Assistant (PSA), and in accordance with DoDD 5101.1, assesses, as required, DoD EA support for DLIFLC and Contract Linguist Support (CLS) effectiveness and efficiency in meeting requirements and makes appropriate recommendations for improvement.

j. Provides semi-annual Select & Native Programming (SNaP) Defense LREC Program input to the Director, Cost Assessment and Program Evaluation (DCAPE). Includes a narrative document that provides explanation of program data and changes to programs.

k. Provides data to OUSD(P&R), through the Director, DLNSEO for the Defense LREC Program Report by January 31 for the preceding fiscal year, consistent with Section 6. Director, DLNSEO will provide a copy of the completed report to the USD(I).

l. Maintains a direct technical link with DLIFLC and provides learning objectives for language training programs for cryptologic personnel.

2.9. DIRECTORS OF THE DEFENSE INTELLIGENCE AGENCY (DIA), NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA), DEFENSE THREAT REDUCTION AGENCY (DTRA), AND DEFENSE SECURITY COOPERATION AGENCY (DSCA).

a. The Defense Agency directors in this section are under the authority, direction, and control of the following OSD Component heads:

(1) USD(I). The Directors of DIA and NGA.

(2) USD(AT&L). Director, DTRA.

(3) USD(P). Director, DSCA.

b. The Directors of DIA, NGA, DTRA, and DSCA:

(1) Designate in writing (See example in Figure 1) a GO/FO, SES or DISES level SLA in accordance with DoDD 5160.41E. The Agency SLAs:

(a) Execute the roles and responsibilities of an SLA member of the DLSC.

(b) Advise senior leadership on doctrine, policies, planning guidance, and resources for language (foreign and English, as applicable), regional expertise, and cultural capability requirements within their Agency.

(2) Oversee the addressing of language (foreign and English, if applicable), regional expertise, and cultural capabilities and its associated planning, resourcing, and execution within their Agency.

(3) Implement recruitment policies, personnel management policies, and incentives that identify, attract, develop, sustain, enhance and retain personnel with the appropriate/required levels of FLP, regional expertise, and cultural capabilities.

(4) Ensure that their respective civilian personnel and other select civilians who, at the discretion of the Defense Agency directors, interface with foreign personnel as part of their official duties:

(a) Have the initial culture learning guidelines (see Section 8) included in training and education plans.

(b) Have access to sustainment and enhancement of culture TE&PD throughout their careers.

(5) Document foreign language and regional expertise in each agency's civilian personnel data system using DoD standardized data elements in accordance with Volume 4 of DoDI 1444.02.

(6) Ensure career paths and TE&PD plans support and sustain the required DoD ILR proficiency level for their civilians.

(7) Establish procedures for delivery of approved tests of the DLTP in accordance with DoDI 5160.71.

(8) In support of the USD(P&R) as the responsible OSD PSA, and in accordance with DoDD 5101.1, assess, as required, DoD EA support for DLIFLC and CLS effectiveness and efficiency in meeting requirements and make appropriate recommendations for improvement. The Director, DSCA, would additionally assess these same support responsibilities as the primary functional sponsor for DLIELC in prioritizing the international military students who attend DLIELC.

(9) Develop respective AMETLs in support of their responsibilities to the CCMDs and LREC tasks described in the UJTL (see Paragraph 2.15.c.).

(10) Provide semi-annual SNaP Defense LREC Program input to DCAPE. Include narrative document that provides explanation of program data and changes to programs.

(11) Provide to OUSD(P&R), through the Director, DLNSEO, data for the Defense LREC Program Report by January 31 for the preceding fiscal year, consistent with Section 6. Director, DLNSEO will provide a copy of the completed Report to Directors, DIA, NGA, DTRA and DSCA.

2.10. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The USD(C)/CFO:

a. Designates in writing (see example in Figure 1) a GO/FO or SES level representative in accordance with DoDD 5160.41E. The representative:

(1) Executes the roles and responsibilities as a representative member of the DLSC.

(2) Advises senior leadership of the Office of the USD(C)/CFO on doctrine, policies, planning guidance, and resources for language, regional expertise, and cultural capability requirements.

b. Helps the USD(P&R) and the USD(I) review the plans and resources of the Defense LREC Program.

2.11. DCAPE. The DCAPE:

a. Designates in writing (see example in Figure 1) a GO/FO or SES level representative in accordance with DoDD 5160.41E. The representative:

(1) Executes the roles and responsibilities of a representative member of the DLSC.

(2) Advises the senior leadership of the Office of the DCAPE on doctrine, policies, planning guidance, and resources for language (foreign and English), regional expertise, and cultural capability requirements within the Office of the DCAPE.

   b. Maintains and oversees the Defense LREC Program database within the SNaP data input system on the OSD, CAPE Website, "SNaP", https://snap.cape.osd.mil/Home.aspx.

   c. Provides cost assessment and evaluation of the Defense LREC Program to the Secretary of Defense.

2.12. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

   a. Designate in writing (see example in Figure 1) a GO/FO, SES, DISES, or DISL level Service SLA in accordance with DoDD 5160.41E. The Secretary of the Navy will appoint two SLAs to represent the Navy and Marine Corps, respectively. The SLAs:

      (1) Execute the roles and responsibilities as Service SLA members of the DLSC.

      (2) Advise their respective Service senior leadership on doctrine, policies, planning guidance, and resources for language (foreign and English), regional expertise, and cultural capability requirements.

   b. Develop, resource, and establish policies, plans, and programs within their respective Military Departments to implement this issuance consistent with DoDD 5160.41E, to enhance DoD language (foreign and English) proficiency, regional expertise, and cultural capabilities across the Total Force.

   c. Implement recruitment policies, personnel management policies, and incentives that identify, attract, train, sustain, enhance, and retain personnel with LREC capabilities of strategic interest to the DoD and their respective Military Service.

   d. Develop, where applicable, cadet, midshipmen, enlisted, and officer pre-accession foreign language, regional expertise, and culture training and education plans that contribute to the goals of policies, plans, and programs within their respective Military Departments to implement this issuance consistent with DoDD 5160.41E.

   e. Ensure that culture competencies and associated initial guidelines (see Section 8) are integrated into education and training plans and that assigned military personnel receive initial culture training. Ensure that sustainment and enhancement culture training is available throughout the education and training life cycle and the Service member's career.

   f. For civilian personnel who interface with foreign personnel and other civilians at the discretion of the Secretaries of the Military Departments:

      (1) Ensure initial culture learning guidelines are implemented into their education and training and that sustainment and enhancement culture–related TE&PD is available throughout their career management.

      (2) Document all culture education and training associated with pre-deployment and regional alignment training programs.

g. Ensure CLA career paths, relevant training and education plans, foreign language sustainment and enhancement training, and CLA utilization support are integrated to develop fully qualified, professional-level CLAs from the language acquisition standard to support the L3/R3 NSA/CSS cryptologic FLP work requirement. The proficiency requirements for other language professional communities may be established by applicable DoD issuances to support documented language-coded billet or validated proficiency/modality requirements.

h. In accordance with DoDD 7730.65, develop Service-specific mission-essential task lists within DRRS that support LREC tasks within the UJTL (see Paragraph 2.15.c.), to ensure a common language and association between CCDR joint mission-essential task lists (JMETLs).

i. In support of the USD(P&R) as the responsible OSD PSA, and in accordance with DoDD 5101.1, assess as required, DoD EA support for DLIFLC, DLIELC, and CLS effectiveness and efficiency in meeting requirements and make appropriate recommendations for improvement.

j. When contemplating the development of new LREC training or testing materials:

(1) Consult first with the Defense Language Action Panel (DLAP), to leverage best practices and to ensure efforts do not duplicate existing or easily modified LREC training or testing materials.

(2) Route efforts that require Commandant, DLIFLC or DLIELC coordination, through the appropriate DLIFLC or DLIELC EA. The Secretaries of the Military Departments retain the authority to develop alternative Service-specific LREC training materials to meet validated mission requirements.

k. In accordance with procedures established by the DLIFLC EA, annually provide an estimate of each Military Service's validated and prioritized LREC requirements to the DLIFLC EA, so that the DLIFLC EA can make appropriate resourcing decisions. Provide updates as required to facilitate resourcing decisions throughout the DLIFLC budget year of execution and projected out years.

l. Establish standards and procedures for delivery of approved tests of the DLTP through the DMDC in accordance with DoDI 5160.71. To the greatest extent possible, ensure Service members can get access to tests of the DLTP.

m. Establish foreign language accession screening procedures to screen all recruits for language aptitude or capability with the Armed Forces Qualification Test (AFQT) or other DoD-approved language screening tool. Inform personnel who score above 85 on the AFQT that their performance reflects a potential aptitude to learn a foreign language.

n. Document foreign language and regional expertise in Defense Civilian Personnel Data System for civilians in non-intelligence positions using DoD standardized data elements in accordance with Volume 4 of DoDI 1444.02.

o. Provide semi-annual SNaP Defense LREC Program input to DCAPE. Include a narrative document that explains program data and changes to programs.

p. Provide data to OUSD(P&R), through the Director, DLNSEO, for the Defense LREC Program Report by January 31 for the preceding fiscal year, consistent with Section 6. Director, DLNSEO will provide a copy of the completed report to the Secretaries of the Military Departments who supply input.

2.13. SECRETARY OF THE ARMY. In addition to the responsibilities in Paragraph 2.12., and in his or her capacity as the DoD EA for DLIFLC and CLS, in accordance with DoDDs 5101.1 and 5160.41E, the Secretary of the Army:

a. Supervises, executes technical control over, manages, and administers the FLP training conducted by DLIFLC and for CLS, conducted by the U.S. Army Intelligence and Security Command (INSCOM).

   (1) Defense Intelligence Components may retain technical control for their specialized FLP programs conducted by DLIFLC.

   (2) The CLS EA responsibility does not include contracts for the Combat Support Agencies (CSAs) and the Commander, United States Special Operations Command (CDRUSSOCOM).

b. Provides and maintains facilities and base support functions for DLIFLC and INSCOM operation.

c. Coordinates with the other Secretaries of the Military Departments and heads of Defense Agencies:

   (1) To identify validated requirements and resources needed to execute FLP training and test development and maintenance and CLS.

   (2) On the establishment of language training facilities (e.g., location, purpose, resourcing).

d. Advises the DoD SLA, the USD(I), and DoD Component heads of the most cost effective and efficient training vehicle (e.g., Language Training Detachments, Mobile Training Teams, DoD Language Training Centers) to deliver language instruction solutions.

e. Establishes procedures for the DoD Components (less CSA and CDRUSSOCOM) to submit requests for CLS. Oversees all contracts established for CLS provided to the DoD Components (less CSA and CDRUSSOCOM).

   (1) Executes policy and procedures and validates Contract Linguist Foreign Language Support requirements, including the resourcing of such requirements and oversight of program and funding execution.

   (2) May grant exceptions for direct contracting of language services under memorandums of agreement consistent with law and DoD regulations.

f. Programs and executes resources to support foreign language education and training requirements for DLIFLC and CLS.

(1) Coordinates with the DoD SLA, the USD(C)/CFO, the USD(I), and the DCAPE throughout the Planning, Programming, Budgeting, and Execution cycle, at least quarterly, on shortfalls, surpluses or other adjustments to DLIFLC and CLS resources.

(2) Presents budget year execution data for DLIFLC quarterly to the DLAP. Presents the previous DLIFLC budget year's executed plan and the DLIFLC out year's budget plan to the DLAP within the first quarter of the new fiscal year. This DLIFLC budget data will subsequently be presented as a DLSC topic.

(3) Requests for new foreign language training or DLTP requirements from the Secretaries of the Military Departments and the heads of the Defense Agencies must be presented within the DLIFLC budget year of execution and out years to evaluate whether they can be resourced.

g. Develops administrative and financial arrangements with DoD Components and other non-DoD agencies for FLP training on a space available, reciprocal, or reimbursable basis in consonance with applicable DoD and EA policies.

h. Staffs any formal tasking to the Commandant, DLIFLC. All tasks must be coordinated first through the DLIFLC EA (G-3/5/7).

i. Through the Director, DLNSEO, and the DoD SLA, nominates an individual to serve as the Commandant, DLIFLC, for USD(P&R) approval before assignment.

2.14. SECRETARY OF THE AIR FORCE. In addition to the responsibilities in Paragraph 2.12., and in his or her capacity as the DoD EA for DLIELC in accordance with DoDDs 5101.1 and 5160.41E, the Secretary of the Air Force:

a. Executes technical control over and monitors the conduct of resident and non-resident English language training conducted by DLIELC. Supports and sustains DLIELC in the accomplishment of its English language training (ELT), education, testing, and curriculum development, and ELT technology development in support of DoD security cooperation and security assistance.

b. Identifies, advocates, and executes DLIELC organizational requirements and resources, special requirements, and for structure and manning to ensure DLIELC is fully capable of executing the Joint Security Cooperation English Language Education and Training programs.

c. Provides and maintains facilities and base support functions for DLIELC operation.

d. Coordinates with the other DoD Component heads to identify requirements and resources needed to execute English language proficiency training and test development and maintenance. Advises the DoD SLA, the USD(P), and requesting DoD Component heads of the most cost

effective and efficient training vehicle (e.g., Language Training Detachments, Mobile Training Teams, DoD Language Training Centers) to deliver language instruction solutions.

e. Programs and executes resources to support English language education and training requirements for DLIELC. Coordinates with the DoD SLA, the USD(C)/CFO, the USD(P), and the DCAPE throughout the Planning, Programming, Budgeting, and Execution cycle, at least quarterly, on shortfalls, surpluses, or other adjustments to DLIELC resources.

f. Develops administrative and financial arrangements with other non-DoD agencies for English language proficiency training on a space available, reciprocal, or reimbursable basis in consonance with applicable DoD policies.

g. Establishes DoD English language proficiency training detachments, when required and in coordination with the Director, DSCA, and the DoD Component head concerned. Uses established facilities, including equipment, personnel spaces, and civilian personnel assigned to the DoD Components, when feasible.

h. Through the Director, DLNSEO, and the DoD SLA, nominates an individual to serve as the Commandant, DLIELC, for USD(P&R) approval before assignment.

2.15. CJCS. The CJCS:

a. Designates in writing (See example in Figure 1) a GO/FO, SES, DISES, or DISL level SLA in accordance with DoDD 5160.41E. The CJCS DLSC SLA:

(1) Executes the roles and responsibilities as an SLA member of the DLSC.

(2) Advises the Joint Staff senior leadership on doctrine, policies, planning guidance, and resources for language, regional expertise, and cultural capability requirements within the Joint Staff.

b. Provides guidance for the administration of the Defense LREC Program, and its associated planning, resourcing, and execution within the Joint Staff.

c. Ensures joint doctrine, policies, and planning guidance require articulation of LREC capabilities and requirements. Maintains the following LREC-related tasks within the UJTL:

(1) Tactical (TA) Level TA 7.4.3.4. Develop Language Proficiency.

(2) Strategic National (SN) Level SN 7.4.5.2. Manage Regional Expertise Capabilities.

(3) TA 7.4.3.5. Develop Cultural Proficiency.

d. Ensures that initial culture training and associated guidelines (see Section 8) are integrated into curriculum training supporting joint force development.

e. Provides semi-annual SNaP Defense LREC Program input to DCAPE. Includes a narrative document that explains program data and changes to programs.

2.16. CCDRs. Through the CJCS, the CCDRs:

a. Designate in writing (See example in Figure 1) a GO/FO, SES, DISES, or DISL level SLA in accordance with DoDD 5160.41E. The CCMD DLSC SLAs:

(1) Execute the roles and responsibilities as an SLA member of the DLSC.

(2) Advise senior CCMD leadership on doctrine, policies, planning guidance, and resources for language, regional expertise, and cultural capability requirements applicable to that specific CCMD.

b. Use procedures compatible with those established by CJCS Instruction (CJCSI) 3126.01A to report capability-based requirements in DRRS LRI for CCMD-specific foreign LREC capability requirements. These should include military, civilian, and contract requirements within the CCMDs.

c. In accordance with DoDD 5160.41E and CJCSI 3126.01A, identify, prioritize, and submit requirements for resourcing language proficiency (foreign and English), regional expertise, and cultural capabilities.

d. Develop JMETLs in support of missions assigned by the Secretary of Defense. The JMETLs are based on tasks derived from mission analysis and selected from the UJTL.

2.17. CDRUSSOCOM. In addition to the responsibilities in Paragraph 2.16., the CDRUSSOCOM:

a. Advises the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict on doctrine, policies, planning guidance, and resources within the United States Special Operations Command for language, regional expertise, and cultural capability requirements, in accordance with DoDI 3305.06.

b. In coordination with the CJCS and the USD(P), develops FLP, regional expertise, and cultural capabilities policies that comply with the guidance contained in DoDD 5160.41E, CJCSI 3126.01A, and DoDI 3305.06.

c. Develops, resources, and establishes policies, plans, and programs to implement to produce special operations (SO)-peculiar LREC capabilities and coordinate with the Secretaries of the Military Departments to assign or attach Service common LREC capabilities in order to meet validated Theater Special Operations Command requirements.

d. Coordinates with the Secretaries of the Military Departments to optimize SO LREC capabilities through recruitment policies, personnel management policies, and SO area life cycle management.

e. Ensures that SO-peculiar LREC education and training guidelines and associated initial objectives are integrated into education and training plans. Ensures that sustainment and

enhancement LREC training is available throughout the education and training SO life cycle and the SO member's career.

    f. Provides semi-annual SNaP Defense LREC Program input to DCAPE. Includes a narrative document that explains program data and changes to programs.

SECTION 3: ROLE OF THE DoD SLA

Under the authority, direction, and control of the USD(P&R), the DoD SLA:

a. Is designated in writing by the USD(P&R), and must be a GO/FO or member of the SES, DISES, or DISL.

b. Chairs the DLSC and advises the USD(P&R) in accordance with DoDD 5160.41E. The DoD SLA:

(1) Coordinates with the DoD Components to ensure that doctrine, policies and planning guidance incorporate the development, maintenance, utilization and resourcing of DoD language skills*,* regional expertise and cultural capabilities.

(2) Identifies, analyzes, and evaluates trends, via the annual submission of the Defense LREC Program Report, in the accession, promotion, retention*,* and attrition of personnel with these critical skills. Additionally, explores and develops innovative concepts and procedures to standardize DoD Component reporting and expand Defense LREC Program capabilities, plans, and resources.

(3) Considers requests submitted by the Secretary of a Military Department or a Defense Agency director for exceptions to Defense LREC Program policy, forwards the exception to the USD(P&R) for approval or disapproval, and advises the USD(P&R) on issues concerning Defense Intelligence Enterprise LREC policies.

c. Establishes a DLAP, chaired by the Director, DLNSEO or his or her designee, to support the functions and responsibilities of the DLSC, in accordance with DoDD 5160.41E. The DLAP will collaborate on Defense LREC Program efforts and initiatives to minimize redundancies, prevent inefficient practices, and provide visibility and cooperation between programs. DLAP membership (action officer level) will mirror and support the roles, functions, and members of the DLSC. The DLAP may establish standing action officer level sub panels, councils or committees to address emerging Defense LREC issues on an as needed basis.

d. Reviews DLIFLC, DLIELC, the Military Services' and the Defense Agencies' language training programs, and evaluates their contributions to achieving DoD foreign and English language skills proficiency goals and partnership building efforts. This review may include a validation and prioritization of language training requirements and policies for inclusion in the Defense LREC Program.

e. In support of the USD(P&R) as the responsible OSD PSA and in accordance with DoDD 5101.1, performs the DoD oversight of the Defense LREC Program EA activities assigned to the Secretaries of the Army and Air Force in their operation of DLIFLC and DLIELC, respectively, and:

(1) Assesses at every DLIFLC and DLIELC Annual Program Review (APR), the existing DoD EA assignment and arrangement for continued need, currency, and effectiveness and efficiency in satisfying end user requirements.

    (2) At every third (in accordance with DoDD 5101.1) DLIFLC and DLIELC APR, recommends continuation, modification, or cancellation of the existing DoD EA assignment and arrangement.

    f. May communicate directly with the Commandants of DLIFLC and DLIELC.

    g. Oversees the system of approved tests of the DLTP in accordance with DoDI 5160.71.

    h. Develops, maintains, and updates an official list of language trigraph codes used to identify the language capabilities and requirements of the Total Force.

    i. Identifies geographic areas and countries of specific near- and far-term interest to U.S. national security, in coordination with the USD(P), the USD(I), the CJCS, the Secretaries of the Military Departments, and the other DoD Component heads to develop the DoD SLL.

    j. Reviews the nomination packages of the prospective Commandant, DLIELC, and prospective Commandant, DLIFLC, and forwards his or her recommendation for USD(P&R) approval before assignment.

SECTION 4: ROLE OF THE COMMANDANT, DLIFLC

Under the authority, direction, and control of the DoD EA for DLIFLC, the Commandant, DLIFLC:

a. Develops, researches, manages resources, provides, and evaluates FLP testing, training, and education programs that contribute to the goals of DoDD 5160.41E, this issuance, and the mission requirements of the DoD in accordance with DoDI 5160.71.

b. Advises DoD Component heads on cost efficient and effective foreign language instruction delivery methods and provides instructors, technical expertise, and learning materials to the Partner Language Training Center, Europe, Language Training Detachments, Mobile Training Teams, and other non-resident methods, as required and available to support DoD mission and proficiency requirements.

c. Develops the DLTP system of tests in accordance with DoDI 5160.71.

d. Chairs the Defense Language Curriculum Working Group and Defense Language Testing Working Group. Works in coordination with DLNSEO on curriculum and testing issues.

e. Maintains a direct technical link with the Commandant, DLIELC, and the NSA/CSS National Cryptologic School.

f. Validates language content, in coordination with the USD(AT&L) and the USD(I), in support of research, development, and acquisition of HLT tools and training tools during tool development.

g. Briefs the DoD EA for DLIFLC and the DoD SLA, at least quarterly, on the current status of the program and conducts an APR with the DoD SLA and DLSC.

h. Offers Command Language Program Manager (CLPM) courses throughout the year in accordance with Section 11.

SECTION 5: ROLE OF THE COMMANDANT, DLIELC

Under the authority, direction, and control of the DoD EA for DLIELC, the Commandant, DLIELC:

   a. Develops, researches, evaluates, resources, implements, and provides English language proficiency testing, training, and education programs that contribute to the goals of DoDD 5160.41E, this issuance, and to meet DoD requirements in accordance with DoDI 5160.71.

   b. Provides operational ELT services and management oversight of international resident, non-resident, and contracted ELT programs conducted under security assistance and security cooperation.

   c. Evaluates, approves and maintains technical oversight of contracted ELT programs requested by DoD components in support of security assistance and security cooperation efforts.

   d. Advises the DoD Component heads on cost efficient and effective English language proficiency training methods and provides English language instructor, technical expertise, and learning materials to the Partner Language Training Center, Europe and mobile training teams, and other non-resident methods, as required to support DoD mission and proficiency requirements.

   e. Develops the English Comprehension Language (ECL) testing program in accordance with DoDI 5160.71 and implements resident and non-resident computer adaptive testing ECL procedures.

   f. Maintains a direct technical link with the Commandant, DLIFLC.

   g. Validates English language content, in coordination with the USD(P&R) and the USD(AT&L) in support of research, development, and acquisition of English language technology and training tools.

   h. Briefs the DoD EA for DLIELC and the DoD SLA at least quarterly on the current status of the program and conducts an APR with the DoD SLA and the DLSC.

SECTION 6: DEFENSE LREC PROGRAM REPORT

6.1. BACKGROUND.

a. This information collection requirement of the Military Services and the Defense Agencies is authorized by RCS DD-P&R(A,Q)2272.

b. Director, DLNSEO, will provide guidance to the Military Services and Defense Agencies representatives on specific data collection and report preparation requirements related to Defense LREC Program, to include standardized templates to facilitate the collection and transmission of Report data.

c. No personally identifiable information is requested, transmitted, published, or stored for RCS DD-P&R(A,Q)2272.

d. Data will be provided to the OUSD(P&R) through the Director, DLNSEO, by January 31 for the preceding fiscal year. Director, DLNSEO will provide a copy of the completed report to all Military Services or Defense Agencies who contributed input.

6.2. REPORT GUIDANCE FOR THE SECRETARIES OF THE MILITARY DEPARTMENTS. The Military Department input will address:

a. The accession, promotion, retention, and attrition of military and DoD civilian personnel (in intelligence and non-intelligence positions) with foreign language proficiencies in languages of strategic interest (on DoD and Service SLLs) to the DoD and the Military Services.

b. The outcome of efforts to:

(1) Recruit personnel who have foreign language capabilities into the Military Services.

(2) Integrate language skills, regional expertise, and cultural capabilities in appropriate plans, programs, and resources that contribute to the goals of DoDD 5160.41E and this issuance.

(3) Recruit university students with foreign language capabilities into the Military Services.

(4) Report the number of Service Academy and Reserve Officer Training Corps cadets and midshipmen who enroll and complete one or more semesters of foreign language coursework before commissioning.

c. The promotion of military personnel with foreign language skills of strategic interest (on DoD and Service SLLs) to the DoD and the Military Services.

6.3. REPORT GUIDANCE FOR THE HEADS OF THE DEFENSE AGENCIES. The Defense Agency input to the Defense LREC Report will address:

a. The accession, promotion, retention, and attrition of civilian personnel (in intelligence and non-intelligence positions) with foreign language proficiencies in languages of strategic interest to the Defense Agencies and the DoD.

b. The outcome of efforts to:

(1) Recruit civilian personnel (to intelligence and non-intelligence positions) who have foreign language capabilities into their Defense Agency.

(2) Integrate language, regional expertise, and cultural capabilities in appropriate plans, programs, and resources that contribute to the goals of DoDD 5160.41E and this issuance.

(3) Recruit university students with foreign language capabilities into their Defense Agency.

SECTION 7: REGIONAL PROFICIENCY (RP) SKILL LEVEL GUIDELINES

7.1. INTRODUCTION AND OVERVIEW.

a. The USD(P&R) has developed six RP level guidelines that describe the general characteristics and skill sets that one might expect in DoD personnel rated at that particular RP level. These descriptions allow for rapid identification of personnel with experience and background in a desired region. The attributes are not absolute; rather, the guidelines allow for the possibility that personnel with varied backgrounds can be in the same RP category. These experience guidelines are intended to assist Service and Defense Agency personnel to identify their members who possess RP expertise. CCDRs articulate their regional expertise personnel requirements using the Capabilities-Based Requirements Identification Process discussed in the CJCSI 3126.01A. All ILR FLP skill levels cited in Paragraphs 7.2.h., 7.3.h., 7.4.h., and 7.5.f., reference the combination of any two modalities (listening, reading, or speaking) at the Secretaries of the Military Departments' determination (Paragraphs 7.6.e. and 7.7.e. only address the ILR speaking proficiency). See Table 2 (in Section 9) for the applicable DMDC references needed to report foreign language and regional proficiencies in the prescribed format. The guidelines allow DoD to identify personnel that might fit these regional needs and assist in:

(1) Describing military and civilian RP capabilities in the DoD inventory at the individual level.

(2) Developing initial RP curricula at Service and Joint Professional Military Education schools and informing RP training requirements throughout the DoD Components.

(3) Assessing DoD-wide RP capabilities.

b. The six RP skill levels represent an individual's awareness and understanding of the historical, political, cultural, sociological, economic, and geographic factors of a foreign country or specific global region.

c. RP Levels 3 through 5 include:

(1) Knowledge of U.S. strategic and operational objectives in the country or region.

(2) The ability to conduct critical analysis in applying all aspects of national power across the full range of military operations to achieve desired outcomes in the country or region.

7.2. RP LEVEL 5 (EXPERT). An individual at RP Level 5:

a. Will typically have a minimum of 7 years of experience living or working in an area of specialization or focused on a country or region at least 85 percent of that time.

b. Demonstrates a complete understanding of issues and trends particular to an area of specialization. Anticipates problems or issues and develops solutions.

c. Operates or has the regional knowledge that is functionally equivalent to a college-educated native person from the same region. Can discuss the political structure, history, economics, and religion of the country in the context of abstract theories, and can apply these theories to explain or assess behavior.

d. Has extensive experience with meetings, briefings, or negotiations involving senior host nation officials. Experiences may also include security cooperation activities with host nation forces.

e. May have completed an assignment as a team leader or major contributor to a national intelligence estimate or a theater campaign plan related to a region or country.

f. In lieu of extensive operational experience from in-country assignments, has significant knowledge based on a combination of advanced post-graduate education, advanced research, teaching, publishing, seminars, travel, and specialized professional experience.

g. Has the cultural knowledge of someone who is treated like a native by natives of the country and is considered very close to being their equal. Only a few, obscure, infrequent, or out-of-the way practices would be unknown.

h. Almost always has ILR level 3+ or higher proficiency in at least one of the languages spoken in the country or region.

7.3. RP LEVEL 4 (SENIOR PROFESSIONAL). An individual at RP Level 4:

a. Will typically have 4 to 7 years of experience working in an area of specialization or focused on a country or region at least 75 percent of that time.

b. Has a deeper knowledge and understanding of most of the components of a region or country than many or even most natives of the country. Can create and defend novel viewpoints regarding the subject matter; knows the pros and cons of these viewpoints. Consistently identifies deficiencies that affect knowledge of the subject area. Designs, advises, or implements appropriate solutions.

c. Has significant experience with meetings, briefings or negotiations involving senior host nation officials. Experiences may also include security cooperation activities with host nation officials.

d. Has significant experience developing or drafting policy-related documents or providing major input to such documents.

e. Has significant experience working directly with senior U.S. military officers or directly with senior U.S. country or regional policy officers on programs that significantly affect U.S. policy in a country or region.

f. Routinely writes and delivers substantive briefings on aspects of the region or country. Knowledge comes from a combination of advanced graduate education, seminars, research,

teaching, publishing, area studies courses, in-country assignments, travel, mentoring, specialized professional experience or significant personal interactions after the age of majority.

g. Has cultural knowledge and experience that allows the individual to blend in easily in the culture.

h. Almost always has ILR level 2+ or higher proficiency in one of the languages spoken in the country or region or ILR level 2 proficiency in a second regional language.

7.4. RP LEVEL 3 (PROFESSIONAL). An individual at RP Level 3:

a. Will typically have 2 to 4 years of experience working in an area of specialization or focused on a country or region at least 75 percent of that time.

b. Is viewed as a knowledgeable resource for issues and trends particular to a region or area of specialization. Will have knowledge from a combination of education, military experience, area studies courses, in-country assignments, travel, mentoring, and specialized professional experience.

c. Has experience initiating the development or drafting of region related requirements-documents and takes the lead in responding to regional requirements made by others.

d. Writes and presents overviews or focused briefings based on a region or area of specialization.

e. Has experience working directly with senior U.S. military officers or directly with senior U.S. country or regional policy officers on programs that significantly affect U.S. policy in a country or region.

f. Has cultural experience that reflects the knowledge of someone who has lived in a region or country for one year or more; has been immersed in the culture.

g. Has an ILR level 2, 2+ to ILR level 3 proficiency in at least one language spoken in the country or region (if there is one) or ILR level 1+ proficiency in a second regional language.

7.5. RP LEVEL 2 (ASSOCIATE). An individual at RP Level 2:

a. Will typically have 2 to 4 years of experience working in an area of specialization or focused on a country or region at least 75 percent of the time.

b. Is viewed as a knowledgeable and valuable resource for issues and trends particular to a region or area of specialization. Will have knowledge from a combination of education, military experience, area studies courses, in-country assignments, travel, mentoring, and specialized professional experience.

c. Demonstrates in-depth understanding of a specific subject area and directly related factors that affect or influence that area. Has enough knowledge of the region to make judgments about it and back them up with arguments.

d. Writes and presents overviews or focused briefings based on area of specialization.

e. Has the cultural experience that reflects the knowledge of someone who has lived in a region or country for one year or more and has been immersed in the culture.

f. Is likely to have ILR level 1+ to ILR level 2 proficiency in at least one language spoken in the country or region.

7.6. RP LEVEL 1 (NOVICE). An individual at RP Level 1:

a. Will have limited exposure to the country, region, or area of specialization and less than one year of experience.

b. Will have knowledge from a combination of education and military experience, area studies, in-country assignments, travel, and specialized professional experience.

c. Demonstrates beginning ability to research and write summaries of events, but has limited ability to explain why the events are significant.

d. Has some level of proficiency related to a job that has relevance to a country, region, or issue, but has very limited knowledge about the country, region, or issues.

e. Has a basic survival-level understanding of the culture(s) and may have equally basic oral communication skills in the official language(s) (ILR 1 (elementary proficiency) in speaking).

7.7. RP LEVEL 0+ (PRE-NOVICE). An individual at RP Level 0+:

a. Is aware of basic facts about the country, region, or culture: location, size, neighboring countries, primary language, and some facts about the government, major personalities, religion and some recent history.

b. Knows some facts about the relationship between the region and the United States and is familiar with major social norms (e.g., "do's and don'ts").

c. May have received familiarization training about the region or country. Total exposure to learning about the country, region, or culture is likely to have been brief, possibly immediately prior to assignment or arrival in the region. May have briefly visited the country or region or have known someone from the culture.

d. Needs assistance in understanding or dealing with nearly every situation involving the country or culture.

e. May have basic communication skills such as a few common greetings in the official language of the region and some other words or phrases (e.g., "how much?" or "where is?") (i.e., ILR 0+ (memorized proficiency) in speaking).

f. Will have difficulty understanding responses in the language if not accompanied by gestures and drawings.

7.8. DoDI 5160.70 AND CJCSI 3126.01A RP SKILL LEVEL CROSSWALK. CJCSI 3126.01A is a similar Joint Staff LREC document that has RP Skill Levels and terminology different than those in this instruction. Table 1 is a crosswalk between the two publications that allows the Military Services and Defense Agencies to view the comparison of those associated RP skill levels. Consult the CJCSI 3126.01A for definitions of the RP skill levels of Basic, Fully Proficient, and Master.

Table 1. DoDI 5160.70 and CJCSI 3126.01A RP Skill Level Crosswalk

DoDI 5160.70 RP Skill Levels	CJCSI 3126.01A RP Skills Levels
0+ (Pre-Novice)	Basic
1 (Novice)	Basic and Fully Proficient
2 (Associate)	Basic and Fully Proficient
3 (Professional)	Fully Proficient and Master
4 (Senior Professional)	Fully Proficient and Master
5 (Master)	Master

SECTION 8: CULTURE COMPETENCIES AND ASSOCIATED LEARNING GUIDELINES

8.1. INTRODUCTION. The USD(P&R) has developed a framework of initial culture-general competencies to provide a training guideline for integrating culture into education and training curricula of the DoD Components. This competency-based framework can provide a baseline to inform career-long cultural sustainment and enhancement education and training programs across the DoD. This career-based cultural education and training continuum will provide the DoD with the requisite cultural knowledge, skills and abilities to deploy, adapt, interact and succeed in a multitude of worldwide missions, regions, and cultures.

8.2. INITIAL CULTURE LEARNING GUIDELINES.

    a. Diplomatic Mindset. The individual has to:

        (1) Be aware of his or her world perspective and mission relevance in a cultural context.

        (2) Recognize that the purpose of building intercultural relationships is to achieve mission objectives.

        (3) Manage one's own attitudes towards the culture to accomplish mission-relevant tasks.

        (4) Understand how he or she is viewed by members of other cultures.

    b. Cultural Learning. The individual has to:

        (1) Learn cultural concepts and knowledge to prepare for cultural interactions.

        (2) Learn and update one's knowledge from ongoing experiences.

        (3) Develop reliable sources of cultural information.

        (4) Seek out experiences and relationships to advance the understanding of other cultures.

    c. Cultural Reasoning. The individual has to:

        (1) Possess the ability to make sense of situations or environments and manage unexpected cultural behavior.

        (2) Use existing knowledge to develop nuanced explanations of events.

        (3) Consider the point-of-view of people who are raised in a different culture when attempting to communicate.

(4) Demonstrate an understanding of others' needs and expectations.

d. Intercultural Interaction. The individual has to:

(1) Engage with others even when the cultural interaction and experience is rudimentary and culturally appropriate actions, interactions, and outcomes are uncertain or unknown.

(2) Consider the desired effects to achieve with communication skills only in advance.

(3) Develop and use alternative strategies for achieving communication objectives.

(4) Present him or herself in a way to achieve the intended effects and outcomes.

(5) Anticipate how others of another culture will interpret and react to his or her actions, mannerisms, and attempts to communicate.

8.3. INITIAL CULTURE TRAINING GUIDELINES.

a. Initial culture training is required for:

(1) All newly accessed Active duty personnel and Reserve Component personnel. These personnel should receive initial culture training before the completion of their first year of Active duty or Reserve Component affiliation.

(2) All newly accessed DoD civilian personnel and especially those who, regardless of length of federal service, interface with foreign personnel as part of their duties or functional area skill requirements. These personnel should receive initial culture instruction at the discretion of the Military Services or Defense Agencies to which they are assigned, but should complete the training no later than the completion of the first year of federal service.

b. Culture education sustainment and enhancement (to include Professional Military Education and civilian TE&PD)) and training opportunities should be made available throughout the Service member's and DoD civilian's career life cycle.

c. All culture training successfully completed by Active and Reserve Component personnel and DoD civilians will be captured in the appropriate training databases and maintained so as to be readily searched for and retrieved using data querying processes.

SECTION 9: DEFENSE LREC PROGRAM DATA SUBMISSION REFERENCE AID

Table 2 highlights the FLP and RP data required for submission to DMDC or DLNSEO listed by category of Active Duty, Reserve Component, and DoD civilian personnel and its governing reference.

Table 2. Reportable Defense LREC Program Data (Resources and Fields of Interest)

Reference	Active Duty	Reserve Component	DoD Civilian (in non-intelligence positions)	DoD Civilian (in intelligence positions)
DoDI 1304.02	Section I (Block 13) of DD Form 1966/3, "Record of Military Processing" (Accession) FLP			Submitted by Services and Defense Agencies to Office of the Director of National Intelligence via annual Intelligence Authorization Act Data Call
DoDM 1336.05	Enclosure 2 Country Codes Enclosure 4 Education Discipline Codes Enclosure 6 Language Trigraphs (Note 1)			
DoDI 1336.05	Enclosure 4, Table, Fields 7 & 9, Positions 071-130 (FLP), Enclosure 4 Fields 7 & 10 Positions 071-073 (Defense Language Aptitude Battery Score)			
Volume 4 of DoDI 1444.02			Appendix 1 to Enclosure 2 (Table 1, Section 1) Data Fields 11a-h (FLP) and (Table 1, Section 3) 13a-d (RP)	
DoDI 5160.70	See Section 6 (Defense LREC Report) of this issuance			
Volume 1 of DoDM 7730.54		Appendix to Enclosure 10, Table 11, Data Fields 9a-f (FLP); 10 (Defense Language Aptitude Battery); 12a-b (RP)		Submitted by Services and Defense Agencies to Office of the Director of National Intelligence via annual Intelligence Authorization Act Data Call
Volume 2 of DoDM 7730.54		Enclosure 19, Table 21, Language Trigraphs (Note 1)		
Note 1: The most current foreign language digraph and trigraph codes are available at website: http://www.prim.osd.mil/Documents/DoD-Langauge-Code-List-Nov-2014.pdf				

SECTION 10: DLSC SLA OR DLSC REPRESENTATIVE DESIGNATION LETTER FORMAT

Figure 1. DLSC SLA or DLSC Representative Designation Letter Format

OFFICIAL LETTERHEAD

[Date]

MEMORANDUM FOR DEPARTMENT OF DEFENSE SENIOR LANGUAGE AUTHORITY

Subject: Designation of DLSC [designee's organization's name] Senior Language Authority [or Representative]

1. In accordance with DoD Directive 5160.41E, I designate [designee's rank, full name, Service, if applicable], [organization billet title of designee], as the [organization name] Senior Language Authority [or Representative]. He/she will represent the [organization name] on the DLSC.

2. [Designee's grade and last name] contact information is as follows:

    a. Title: [designee's organization billet title]

    b. Address: [organization's mailing address]

    c. Telephone Number: [(XXX) XXX-XXXX]

    d. E-Mail Address: [designee's e-mail address]

3. Please direct all SLA/Representative-level correspondence to [rank, organization's new SLA or Representative's last name] with a courtesy copy to [designee's first and last name and organization's billet title of the designee's assistant]. Insert the assistant's e-mail address.

4. The [organization's name] Defense Language Action Panel (DLAP) representative is [DLAP representative's first and last name, organization billet title, e-mail address and telephone number].

                              A. B. LREC
                              Vice Admiral, USN
                              Organization Title

SECTION 11: ROLE OF THE CLPM

GENERAL CLPM DUTIES. The Military Service Chiefs, under the authority, direction, and control of the Secretaries of the Military Departments, will ensure commands or units with foreign language coded billets establish a command language program and designate a CLPM. CLPMs:

a. Serve as the command's/unit's principal assistant for FLP training for assigned language professionals and language skilled individuals (hereafter collectively referred to as linguists), to include managing non-resident foreign language refreshers, and sustainment/enhancement proficiency programs.

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

c. Support pre-deployment training requirements by coordinating with DLIFLC or the respective Service language office to obtain foreign language instructor support and training material, as required.

d. Develop classroom requirements and funding requests based on LREC training priorities.

e. Maintain a record of language training events and participation.

f. Periodically evaluate the effectiveness of foreign language instruction and the overarching training program.

g. Advise the command or unit leader on linguist retention issues and incentives, and facilitate accurate FLP Bonus payments to qualified linguists.

h. Chair the commander's or unit's Language Council to provide recommendations regarding the maintenance and the improvement of FLP within the command or unit.

i. Attend one of the CLPM courses offered throughout the year by the Commandant, DLIFLC, Service designated CLPM course, or CDRUSSOCOM course, as appropriate.

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 SO Forces Language Program Managers, as appropriate.

k. Ensure all language capable Service members at the command or unit regularly test in accordance with Service testing policies.

1. 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 for improvements to language readiness, as applicable.

GLOSSARY

G.1. ACRONYMS.

AFQT	Armed Forces Qualification Test
AMETL	Agency Mission-essential Task List
APR	Annual Program Review
ASD(R)	Assistant Secretary of Defense for Readiness
CCDR	Combatant Commander
CCMD	Combatant Command
CDRUSSOCOM	Commander, United States Special Operations Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CLA	cryptologic language analyst
CLPM	command language program manager
CLS	Contract Linguist Support
CSA	Combat Support Agencies
DCAPE	Director, Cost Assessment and Program Evaluation
DCIPS	Defense Civilian Intelligence Personnel System
DIA	Defense Intelligence Agency
DIRNSA/CHCSS	Director, National Security Agency/Chief, Central Security Service
DISES	Defense Intelligence Senior Executive Service
DISL	Defense Intelligence Senior Leader
DLAP	Defense Language Action Panel
DLIELC	Defense Language Institute English Language Center
DLIFLC	Defense Language Institute Foreign Language Center
DLNSEO	Defense Language and National Security Education Office
DLSC	Defense Language Steering Committee
DLTP	Defense Language Testing Program
DMDC	Defense Manpower Data Center
DoDD	DoD directive
DoDHRA	Department of Defense Human Resources Activity
DoDI	DoD instruction
DoDM	DoD manual

DRRS	Defense Readiness Reporting System
DSCA	Defense Security Cooperation Agency
DTRA	Defense Threat Reduction Agency
EA	Executive Agent
ECL	English Comprehension Level
ELT	English language training
FLP	foreign language proficiency
GO/FO	general or flag officer
HLT	human language technology
ILR	Interagency Language Roundtable
JMETL	Joint Mission-essential Task List
L3/R3	listening and reading modalities at interagency language roundtable 3 proficiency
LREC	language, regional expertise, and culture
LRI	Language Readiness Index
NGA	National Geospatial-Intelligence Agency
NSA/CSS	National Security Agency/Central Security Service
OUSD(AT&L)	Office of the Under Secretary of Defense for Acquisition, Technology and Logistics
OUSD(P)	Office of the Under Secretary of Defense for Policy
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
PSA	Principal Staff Assistant
RCS	report control symbol
RP	regional proficiency

SES	Senior Executive Service
SIGINT	signals intelligence
SLA	senior language authority
SLL	Strategic Language List
SNaP	Select & Native Programming
SN	strategic national level
SO	special operations
TA	tactical level
TE&PD	training, education, and professional development
UJTL	Universal Joint Task List
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(I)	Under Secretary of Defense for Intelligence
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS. Unless otherwise stated, these terms and their definitions are for the purpose of this issuance.

Combat Support Agencies. Defined in DoDD 3000.06.

competency. An observable, measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully.

contract linguist. Defined in DoDD 5160.41E.

cultural capabilities. Defined in DoDD 5160.41E.

DCIPS. Defined in Volume 2001 of DoDI 1400.25.

Defense Intelligence Components. Defined in DoDD 5143.01.

Defense Intelligence Enterprise. Defined in DoDD 5143.01.

Defense LREC Program. The DoD Components, manpower, and projects that comprise the LREC Program are listed at Director, CAPE SNaP Data Input System Website.

diplomatic. Regarding initial cultural learning guidelines, means employing tact and conciliation especially in situations of stress.

DLSC representative. Defined in DoDD 5160.41E.

DLSC SLA. Defined in DoDD 5160.41E.

DLTP. Includes those DoD approved tests used to measure language proficiency (e.g., versions of the Defense Language Proficiency Test, the Oral Proficiency Interview, the Defense Language Reading Proficiency Test, the Very Low Range Defense Language Proficiency Test to measure FLP, the computer adaptive test ECL and paper and pencil ECL tests to measure English language proficiency.

DoD civilian personnel. Includes all DoD employees assigned to intelligence and non-intelligence positions and covered under the guidance of DoDI 1400.25 100 series and DoDI 1400.25 2000 series.

DoD Components with DCIPS positions. Defined in Volume 2001, DoDI 1400.25.

DoD Components with non-DCIPS positions. A DoD civilian employee covered under the guidance and policies of Volumes 100-1999 of DoDI 1400.25.

DoD personnel. Defined in DoDD 5160.41E.

DoD SLL. Defined in DoDD 5160.41E.

functional manager. Designated by the Director, National Intelligence, to carry out a number of responsibilities specified in Executive Order 12333, Section 1.3.(b)(12(A)), to include setting training and tradecraft standards for specific intelligence functional areas. The Director, National Security Agency, is the designated Functional Manager for SIGINT and as such, sets training and tradecraft standards for the military and civilian CLA community.

HLT. Defined in DoDD 5160.41E.

ILR. A federal interagency organization established for the coordination and sharing of information about language-related activities at the federal level. The ILR language skill level descriptions are used by U.S. Government agencies to measure FLP on a scale of 0, 0+,1, 1+, 2, 2+, 3, 3+, 4, 4+, and 5 in the modalities of listening, reading, speaking and writing.

language. When used in the LREC context, language includes both foreign language skills training for Total Force personnel and English language skills training for Total Force personnel, allies (foreign military personnel learning English) and strategic partnership participants.

language professional. Defined in DoDD 5160.41E.

language proficiency. Defined in DoDD 5160.41E.

language trigraph codes. A standardized DoD nomenclature where each foreign language of interest to the Department is assigned a unique three letter (A-Z) abbreviation combination denoting the formal name of the foreign language. For example, French is denoted by an FRA trigraph.

LRI. Defined in DoDD 5160.41E. Not to be confused with a similar, but separate LRI database maintained by NSA/CSS.

modalities. The three language-related certifiable proficiencies of concern to the Defense LREC program are the modalities of listening, reading, and speaking.

regional expertise. Defined in DoDD 5160.41E.

regional proficiency. Defined in DoDD 5160.41E.

Reserve Components. Refers collectively to the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve, when the Coast Guard is operating as a Service of the Department of the Navy.

Security Components. The National Reconnaissance Office and the Defense Security Service.

SNaP. SNaP is a mature, web-based application used to collect non-standard program and budget data requirements. It is managed by the Office of the Secretary of Defense, Cost Assessment and Program Evaluation (OSD CAPE). There are parallel web sites on the SIPRNet and NIPRNet.

technical control. Refers to the collaborative relationship between the Defense Intelligence Components, the EA, and the Commandant, DLIFLC to deliver desired Defense Intelligence Components course content and to meet DLIFLC curriculum objectives. Exercise of professional guidance or direction to facilitate the performance of specified functions that may require special expertise. Limited to guidance or direction, but not tasks, functions, responsibilities, or decisions involving resources. It does not include authority to order or direct matters normally considered part of command.

Total Force. All Active and Reserve military, civilians, and contractors of the DoD.

UJTL. Is a library of tasks which serves as a foundation for capabilities-based planning across the range of military operations. The UJTL supports the DoD in joint capabilities-based planning, joint force development, readiness reporting, experimentation, joint training and education, and lessons learned. The UJTL database is used for developing JMETL or AMETL.

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[1] This reference can be found at http://comptroller.defense.gov.FMR.aspx

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[2] Available on the Internet at: http://www.archives.gov/federal-register/codification/executive-order/12333.html
[3] Available on the Internet at: http://www.govtilr.org
[4] Available on the Internet at: http://www.dtic.mil/doctrine/training/ujtl_tasks.htm