



Department of Defense **INSTRUCTION**

NUMBER 5160.70

June 12, 2007

USD(P&R)

SUBJECT: Management of DoD Language and Regional Proficiency Capabilities

- References:**
- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
 - (b) DoD Directive 5160.41E, "Defense Language Program (DLP)," October 21, 2005
 - (c) Deputy Secretary of Defense Roadmap, "Defense Language Transformation Roadmap," February 14, 2005
 - (d) DoD Directive 4630.5, "Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," May 5, 2004
 - (e) DoD Directive 3000.05, "Military Support for Stability, Security, Transition, and Reconstruction (SSTR) Operations," November 28, 2005
 - (f) through (r), see Enclosure 1

1. PURPOSE

This Instruction:

- 1.1. Establishes policies and assigns responsibilities in accordance with References (a), (b), and (c) for the management of DoD foreign language and regional proficiency capabilities.
- 1.2. Establishes the DoD language proficiency goal for language professionals.
- 1.3. Identifies foreign language and regional proficiency as a mission critical skill.
- 1.4. Publishes regional proficiency skill level guidelines (Enclosure 3).

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of 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 in the Department of Defense (hereafter collectively referred to as the “DoD Components”).

2.2. Encompasses all foreign language and regional proficiency capabilities of all DoD personnel.

3. DEFINITIONS

Terms used in the Instruction are defined in Enclosure 2.

4. POLICY

It is DoD policy that:

4.1. Foreign language and regional proficiency (Enclosure 3) shall be considered critical to the continuum of professional military education and training. All language and regional proficiency education, training, and experience of personnel will be tracked and documented in Service personnel and training systems, and this information will be used to assist in force management processes (DoD Directive 4630.5 (Reference (d))).

4.2. The Department shall develop personnel with foreign language and regional proficiency to support the DoD global mission by providing training, education, and experience to selected personnel throughout their civilian and/or military careers (Reference (b) and DoD Directive 3000.05 (Reference (e))).

4.3. The DoD-wide proficiency goal for language professionals shall be the Interagency Language Roundtable (ILR) level 3 in listening, reading, and speaking (hereafter referred to as the “ILR proficiency level 3/3/3”) as defined in References (b) and (c).

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Conduct an annual review of DoD Component policies, plans, and programs to ensure foreign language and regional proficiency needs are adequately addressed.

5.1.2. Develop measures of effectiveness to evaluate progress in achieving the goal of increased language and regional proficiency capabilities throughout the Department using the regional proficiency skill level guidelines (Enclosure 3).

5.1.3. Provide overall policy guidance for the administration and payment of incentive compensation for military personnel with foreign language capabilities (DoD Instruction 7280.3 (Reference (f))).

5.1.4. Ensure language and regional proficiency are synchronized with Training Transformation T2 and individual education and training requirements as outlined in DoD Directive 1322.18 (Reference (g)).

5.2. The Deputy Under Secretary of Defense for Readiness (DUSD(R)), under the USD(P&R), shall:

5.2.1. Provide technical proficiency to the DoD Components in reviewing and maintaining Department of Defense Readiness Reporting System (DRRS) capability (DoD Directive 7730.65 (Reference (h))) to support language and regional proficiency readiness (Reference (c)).

5.2.2. Provide technical and programmatic guidance to the DoD Components in establishing and maintaining effective virtual training and education environments for continuing language and regional education purposes.

5.2.3. In coordination with the DoD Components, ensure regional proficiency and foreign language requirements are integrated with training (Reference (g)).

5.3. The Deputy Under Secretary of Defense for Military Personnel Policy, under the USD(P&R), shall provide oversight and guidance to the Military Departments in implementing the responsibilities of this Instruction for military personnel to include:

5.3.1. Develop and recommend policy that provides guidance on the emphasis of language skills and cultural awareness for promotion of senior enlisted and officer grades, to include the general officer and flag grades.

5.3.2. Develop and recommend policy that requires the Military Departments to identify, and record during separation outprocessing, Service members with language skills who may be contacted for voluntary service after completion of their mandatory service obligation or immediately upon retirement.

5.3.3. Assist the Military Departments in developing recruitment policies designed to identify, attract, develop, enhance, and sustain military personnel with language capabilities and regional proficiency.

5.4. The Deputy Under Secretary of Defense for Civilian Personnel Policy (DUSD(CPP)), under the USD(P&R), shall provide oversight and guidance to the Military Departments in performing the responsibilities of this Instruction in regard to civilian personnel:

5.4.1. Ensure the Department continues to provide current and new civilian hires the opportunity to identify language skills and regional proficiency. Ensure language and regional proficiency capabilities are documented in the Defense Civilian Personnel Data System (DCPDS) using DoD standardized data elements (DoD Directive 1444.2 (Reference (i))).

5.4.2. In coordination with the DoD Senior Language Authority (SLA), develop policy and procedures for administering foreign language proficiency pay to DoD civilian personnel in non-intelligence career fields and duty positions, in accordance with section 1596a title 10 United States Code (Reference (j)) and DoD Directive 1400.25 (Reference (k)). This policy should be complementary to that applicable to military personnel.

5.4.3. In coordination with the Under Secretary of Defense for Intelligence (USD(I)) and the DoD SLA, develop policy and procedures for administering foreign language incentive compensation to DoD civilian personnel in intelligence career fields and duty positions, in accordance with section 1596 of Reference (i) and DoD 1400.34-M (Reference (l)). This policy should be complementary to that applicable to military personnel.

5.4.4. Recommend policy that requires the DoD Components to identify and record during outprocessing opportunities for civilians to identify language skills so that they may be contacted upon retirement for voluntary service.

5.4.5. Maintain information in DCPDS that identifies non-intelligence civilian positions that require foreign language or regional proficiency. This information should include, at a minimum, the specific language and/or region, the required proficiency level, and the required security clearance.

5.4.6. In coordination with the Secretaries of the Military Departments, recommend recruitment policies designed to identify, attract, develop, enhance, and sustain civilian personnel with language capabilities and regional proficiency, as appropriate.

5.4.7. Maintain a secure personnel database on the language proficiency and regional proficiency of non-intelligence civilian personnel for the Department of Defense. Personnel profiles should include the source of the language proficiency, significant continuing education, or training in the language, current proficiency test results, assignment history, and any related professional skills.

5.5. The Deputy Under Secretary of Defense for Plans (DUSD(Plans), under the USD(P&R), shall:

5.5.1. Serve as the DoD SLA and Chair the Defense Language Steering Committee (DLSC) in accordance with Reference (b); serve as the DoD sponsor for language and regional proficiency in the Department; oversee, direct, and program for the activities of the Defense Language Office.

5.5.2. Establish a Defense Language Action Panel (DLAP) to support the activities, functions, and responsibilities of the DLSC as outlined in References (b) and (c). DLAP membership shall mirror and support the roles and functions of the DLSC.

5.5.3. In coordination with the USD(I), the Under Secretary of Defense for Policy (USD(P)), the Chairman of the Joint Chiefs of Staff and the Secretaries of the Military Departments, oversee efforts to ensure the strategic relevance of DoD language and regional proficiency capabilities through the alignment of doctrine, policies, and planning guidance.

5.5.4. Advise the USD(P&R) and oversee implementation of DoD policy regarding the development, maintenance, and utilization of language and regional proficiency capabilities; monitor trends in the recruitment, accession, hiring, promotion, pay, training, and retention of individuals with these critical skills; explore and develop innovative concepts to expand and track capabilities. Evaluate DoD progress in achieving Defense Language Program (DLP) goals in Reference (c).

5.5.5. Review Defense Language Institute Foreign Language Center (DLIFLC), Defense Language Institute English Language Center (DLIELC), and DoD Component language and regional proficiency training programs and evaluate their contributions to achieving DoD language and regional proficiency goals. Special language courses developed and maintained for Defense intelligence components shall not be included.

5.5.6. Review the DLP established in Reference (b) to identify, analyze, assess, and evaluate language and regional proficiency capabilities, trends, methods, and program execution. To facilitate this review, develop and promulgate processes and procedures that will standardize DoD Component reporting of capabilities, plans, programs, and resources.

5.5.7. Maintain overall responsibility for and oversight of the Defense Language Testing System.

5.5.8. Ensure that foreign language and regional proficiency capabilities are integrated into joint and combined stability operations training and exercise policy (Reference (d)) to include identifying measures of effectiveness to evaluate progress in achieving goals.

5.5.9. In coordination with the DUSD(R), develop language and regional proficiency readiness indices and ensure integration into DRRS (Reference (h)).

5.5.10. Coordinate with the DUSD(CPP) on the development of policy and procedures for administering foreign language proficiency pay to DoD civilian personnel in non-intelligence career fields and duty positions.

5.5.11. Coordinate with the OUSD(I) and the DUSD(CPP) on the development of policy and procedures for administering foreign language incentive compensation to DoD civilian personnel in intelligence career fields and duty positions (Reference (l)).

5.5.12. In coordination with the Deputy Under Secretary of Defense for Program Integration (DUSD(PI)) and the Military Departments establish standards and procedures for delivery of the computer based/web-delivered Defense Language Proficiency Test (DLPT) through the Defense Manpower Data Center (DMDC) and for delivery by other means when and where appropriate.

5.6. The DUSD(PI), under the USD(P&R), shall:

5.6.1. Pursuant to Reference (i), DoD Instruction 1336.5 (Reference (n)), and DoD Instruction 7730.54 (Reference (o)), provide the DoD Components with procedures for reporting language and regional proficiency capability for DoD personnel, including retired military and civilian personnel and separated military personnel with remaining Service obligations.

5.6.2. In coordination with the DUSD(Plans) and the Military Departments establish standards and procedures for delivery of the computer based/web-delivered Defense Language Proficiency Test (DLPT) through the DMDC and for delivery by other means when and where appropriate.

5.6.3. Establish a process or methodology to track personnel to support the requirements in this Instruction and in References (d), (i), (n) and (o).

5.7. The USD(P) shall:

5.7.1. In coordination with the USD(P&R), the USD(I), the Chairman of the Joint Chiefs of Staff, and the Secretaries of the Military Departments, develop policies, which maintain strategic relevance of DoD language and regional proficiency capabilities.

5.7.2. Include language and regional proficiency needs statements in annual reviews of policy and strategy related to capabilities-based planning and execution. Provide the results of the reviews, with recommendations, through the DoD SLA to the USD(P&R) and the Heads of the DoD Components.

5.7.3. In coordination with the USD(I), USD(P&R), the Chairman of the Joint Chiefs of Staff, and the Secretaries of the Military Departments, and using the results of the annual policy and strategy review cited in paragraph 5.7.1, develop the SLL (Reference (b)) using geographic areas and countries of specific near- and far-term interest to U.S. national security priorities.

5.7.4. Through the Chairman of the Joint Chiefs of Staff, ensure that U.S. Special Operations Command language and regional proficiency policies and procedures are in compliance with the guidance contained in Reference (b), DoD Directive 3305.6 (Reference (p)), and this Instruction.

5.7.5. In coordination with the Chairman of the Joint Chiefs of Staff and the Combatant Commands, formulate policy to utilize DoD Centers for Regional Security Studies (DoDD 5200.41 (Reference (q))) to enhance regional proficiency education and training programs.

5.8. The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) shall:

5.8.1. Establish and publish procedures for the oversight of DoD efforts to research, develop, and acquire multi-language technology tools. The procedures shall ensure coherent, prioritized, and coordinated multi-language technology research, development, and acquisition, except those technologies within the DoD Intelligence Components (Reference (b)).

5.8.2. In coordination with the USD(P&R) and the Executive Agents for DLIFLC and DLIELC, ensure that language content validation in support of research, development, and acquisition of multi-language and educational technology tools to be used in language education occurs during the development phase of the tools.

5.9. The USD(I) shall:

5.9.1. In coordination with USD(P&R), act as the focal point for all DoD intelligence-specific, to include coordination of all DoD intelligence-related, language and regional proficiency issues.

5.9.2. Conduct annual reviews of DoD intelligence policies, plans, and programs to ensure foreign language and regional proficiency capability needs are adequately addressed; advise the USD(P&R) of shortfalls that require intervention.

5.9.3. Ensure that foreign language, regional proficiency, and cultural awareness are considered in intelligence campaign planning and in the development and evaluation of intelligence, counterintelligence, information operations, and security programs. Measure and evaluate the effectiveness and readiness of language capabilities in support of programs under USD(I) oversight.

5.9.4. In coordination with the USD(P), USD(P&R), the Chairman of the Joint Chiefs of Staff, and the Secretaries of the Military Departments, develop policies, which maintain the strategic relevance of DoD language and regional proficiency capabilities.

5.9.5. In coordination with the USD(AT&L), establish and publish procedures for the oversight of DoD efforts to research, develop, and acquire multi-language technology tools to be employed by the Defense Intelligence Components.

5.9.6. In coordination with the USD(P&R) and the USD(AT&L), ensure the validation of the language content used by multi-language technology tools to be employed by the Defense Intelligence Components.

5.9.7. Ensure that language and regional proficiency execution of the Military Intelligence Program and the defense portions of the National Intelligence Program (Reference (m)) are in alignment with DLP goals and objectives.

5.9.8. In coordination with the DUSD(CPP), maintain secure personnel databases on the language proficiency and regional proficiency of personnel in the Defense Intelligence Components. Personnel profiles should include: the source of the language proficiency; significant continuing education, or training in the language; current proficiency and performance test results; assignment history; and related professional skills.

5.9.9. Where security concerns necessitate special policies and procedures, ensure that the Defense Intelligence Components take steps equivalent to those of other DoD components in all aspects of language management.

5.9.10. In coordination with the USD(P), the Chairman of the Joint Chiefs of Staff, and the Secretaries of the Military Departments, identify geographic areas and countries of specific near- and far-term interest to U.S. national security to provide the basis for developing the SLL.

5.9.11. Ensure Defense intelligence components generate military intelligence foreign language (Reference (b)) and regional proficiency requirements (Enclosure 3) in accordance with procedures established by the Chairman of the Joint Chiefs of Staff.

5.9.12. Ensure consolidated Defense intelligence requirements for civilian and military foreign language and regional proficiency are included in DRRS and provided to the DoD SLA.

5.9.13. In coordination with the DUSD(CPP) and the DoD SLA, develop policy and procedures for administering foreign language proficiency pay to DoD civilian personnel in intelligence career fields and duty positions, in accordance with section 1596 of Reference (j) and Reference (l). This policy should be complementary to that applicable to military personnel.

5.9.14. Consolidate Defense Intelligence Component recommendations for changes to intelligence-related foreign language learning objectives and coordinate the development of new objectives with the Services and the Commandant of DLIFLC.

5.10. The USD(Comptroller), shall:

5.10.1. Ensure the Planning, Programming, Budgeting, and Execution process (DoD Instruction 7045.7 (Reference (r))) addresses resource requirements for language and regional proficiency.

5.10.2. Assist the USD(P&R) in the review of DoD Component language and regional proficiency plans, programs, and resources.

5.11. The DoD Component SLAs, as identified in Reference (b), shall:

5.11.1. Execute the roles and responsibilities of SLAs as members of the DLSC as outlined in Reference (b). Oversee the execution of language and regional proficiency planning, resourcing, and implementation within their component.

5.11.2. Serve as advisors, to their senior leadership, on doctrine, policies, planning guidance, and resources within the SLA's Component for language and regional proficiency requirements in operational, contingency, and stabilization planning.

5.12. The Secretaries of the Military Departments shall:

5.12.1. Develop, resource, and implement policies, plans, and programs to implement this Instruction consistent with Reference (b) in order to enhance DoD foreign language and regional proficiency capabilities.

5.12.2. Designate a point of contact to develop, coordinate, conduct, and provide overall supervision for their foreign language program. This designated point of contact shall:

5.12.2.1. Serve as the liaison between their Department and the Executive Agent for DLIFLC, and DLIELC.

5.12.2.2. Monitor the quality and effectiveness of their foreign language programs and assist the Commandant of DLIFLC in the technical control of such programs, as requested. The program manager will promote development and conduct of proficiency maintenance programs.

5.12.2.3. Coordinate in the development of foreign language learning objectives by user commands/agencies and DLIFLC.

5.12.2.4. Formulate and prioritize training development requirements for their Department and submit approved requirements in accordance with procedures established by the Executive Agent for DLIFLC.

5.12.2.5. Submit foreign language training requirements in accordance with procedures established by the Executive Agent DLIFLC as outlined in subparagraph 5.13.2.

5.12.3. Implement recruitment policies and incentives that identify, attract, develop, enhance, and sustain personnel with language capabilities.

5.12.4. Establish policies and procedures to build a cadre of language professionals with a goal of possessing ILR proficiency level 3/3/3.

5.12.5. Develop, where applicable, officer pre-accession language and regional proficiency training and education plans that contribute to the goals and policies of Reference (b) and this Instruction.

5.12.6. Develop post-accession initial and sustainment language and regional proficiency training and education plans for language professionals and language skilled personnel that contribute to the goals and policies of Reference (b) and this Instruction.

5.12.7. Ensure career patterns, training, and education plans support and sustain the DoD goal of ILR proficiency level 3/3/3 for language professionals.

5.12.8. Ensure foreign language and regional proficiency are among the factors considered for military and civilian personnel advancement and assignment, as appropriate.

5.12.9. Report annually, by November 30, to the USD(P&R), through the DoD SLA, on:

5.12.9.1. The accession, promotion, retention, and attrition of personnel with language skills of strategic interest to the Department.

5.12.9.2. The outcome of Military Department efforts to:

5.12.9.2.1. Recruit personnel with language capabilities.

5.12.9.2.2. Recruit university students with language capabilities to military service.

5.12.9.2.3. Increase the number of Service Academy and Reserve Officer Training Corps cadets and midshipmen who enroll and complete two semesters of foreign language coursework prior to commissioning.

5.12.9.2.4. Integrate language and regional proficiency capabilities in appropriate plans, programs, and resources.

5.12.9.2.5. Retain personnel with language capabilities.

5.12.10. Ensure doctrine, policies, and planning guidance reflect language and regional proficiency requirements for operational, contingency, and stabilization planning.

5.12.11. In accordance with procedures established by the Chairman of the Joint Chiefs of Staff, provide to the DoD SLA Service-specific foreign language and regional proficiency requirements. These should include military and civilian requirements within their Departments (except requirements in support of the Combatant Commands which are identified by the appropriate Combatant Commander) and, in coordination with the Defense Agencies, Service military personnel requirements in support of those Agencies.

5.12.12. In accordance with procedures established by the Chairman of the Joint Chiefs of Staff, provide Service-specific military and civilian intelligence foreign language and regional proficiency requirements to the USD(I) for consolidation.

5.12.13. Establish pre-deployment readiness standards for language proficiency and regional proficiency within DRRS (Reference (h)). Conduct biennial reviews of predeployment training for foreign language and culture to ensure adequacy.

5.12.14. Ensure language training is standardized and coordinated with the Secretary of the Army, as the Executive Agent for DLIFLC, and made available to Service personnel, and Service contract personnel when appropriate.

5.12.15. Coordinate with the Secretary of the Army, as the Executive Agent for DLIFLC, and with the Commandant of DLIFLC on:

5.12.15.1. The procurement, development, and standardization of foreign language training programs to reduce duplication while ensuring the language learning and training needs of different operational communities are met.

5.12.15.2. The formulation and prioritization of training development requirements. Service language POCs will submit requirements to the Commandant of DLIFLC through the procedures published by the Executive Agent.

5.12.16. In coordination with the DUSD(Plans) and the DUSD(PI), establish standards and procedures for delivery of the computer-based/web-delivered Defense Language Proficiency Test (DLPT) through the Defense Manpower Data Center.

5.13. The Secretary of the Army, as the Executive Agent for DLIFLC (Reference (b)), shall:

5.13.1. Supervise, execute technical control over, and manage the conduct of all foreign language training conducted by DoD excluding specialized language programs of the Defense intelligence components.

5.13.2. Coordinate with the Secretaries of the Military Departments to address Service-specific foreign language training requirements.

5.13.3. Identify, coordinate, and forecast requirements and resources, including force structure requirements and resources, needed to execute foreign language training.

5.13.4. Provide annual budget and staff resource requirements for DLIFLC operation. Formulate a program to meet the foreign language education and training requirements for the Department.

5.13.5. Provide and maintain facilities and base support functions for DLIFLC operation.

5.14. The Commandant of DLIFLC, under the authority, direction, and control of the Secretary of the Army (Reference (b)), shall provide foreign language training for personnel to meet the mission requirements of the Military Departments and shall:

5.14.1. Develop, research, evaluate, resource, implement, and provide foreign language testing, training, and education programs that contribute to the goals and policies of References (b) and (c), this Instruction, and the mission requirements of the Military Departments.

5.14.2. Exercise technical control and oversight over DoD resident and non-resident foreign language training programs, excluding specialized language programs of Defense intelligence components.

5.14.3. Establish and publish standards and criteria for non-resident foreign language training programs to ensure quality training.

5.14.4. Coordinate with the USD(I) and the Secretaries of the Military Departments during development of their foreign language learning objectives.

5.14.5. Review foreign language training by the Military Departments to ensure quality training and reduce duplication of effort.

5.14.6. Develop and review all aspects of the DLTP in coordination with the DoD SLA and the DUSD(PI).

5.14.7. In coordination with the USD(AT&L) and the USD(I), validate language content in support of research, development, and acquisition of multi-language technology tools during development of the tools.

5.14.8. Provide an annual performance review to the DoD SLA.

5.14.9. Provide foreign language training for dependents of members of the Armed Forces on a space available basis in accordance with section 202 of Reference (j).

5.15. The Commandant of DLIELC, under the authority, direction, and control of the Secretary of the Air Force (Reference (b)), shall provide English language training for personnel to meet the mission requirements of the Military Departments and shall:

5.15.1. Develop, research, evaluate, resource, implement, and provide English language training and education programs that contribute to the goals and policies of References (b) and (c), this Instruction, and the U.S. Security Assistance Program (DoD 5105.38-M, Reference (s)).

5.15.2. In coordination with the USD (P&R), USD(AT&L), and the USD(I), validate language content in support of research, development, and acquisition of multi-language technology tools during development of the tools.

5.15.3. Exercise technical control and oversight over DoD resident and non-resident English language training programs.

5.15.4. Exercise technical control and oversight over the English Comprehension Level (ECL) testing program.

5.15.5. Provide an annual performance review to the DoD SLA.

5.16. The Chairman of the Joint Chiefs of Staff shall provide oversight and guidance to the Joint Staff, Services, combatant commands, Defense agencies, and joint and combined activities in implementing the responsibilities of this section. This shall include:

5.16.1. Publishing guidance, in coordination with USD(P&R), on regional proficiency education and language training for members of the Armed Forces, including:

5.16.1.1. In coordination with the USD(P) and the Combatant Commands, utilization of DoD Centers for Regional Security Studies to enhance regional proficiency education and training programs.

5.16.1.2. Inclusion of foreign language and regional proficiency in the curricula of individual training venues and personal development opportunities (Reference (d)).

5.16.1.3. Expansion of regional proficiency concepts and topics within the curricula of joint professional military education (JPME).

5.16.1.4. Inclusion of foreign language maintenance and awareness opportunities as an adjunct to the curricula of professional military education venues (Reference (d)).

5.16.2. Publishing procedures for language and regional proficiency planning and annually review, assess, and update the DLSC on the planning process.

5.16.3. Ensuring joint doctrine, policies, and planning guidance require articulation of capabilities needs for operational, contingency, and stabilization planning.

5.16.4. In coordination with the DoD Components, brief the DLSC on the status and best practices of the Components' education and training programs that may have application across the Department of Defense.

5.16.5. Formulate annual foreign language and regional proficiency training guidance and analyze the results.

5.16.6. In coordination with the Secretaries of the Military Departments, the Combatant Commands, and the Defense Agencies, identify and provide foreign language and regional proficiency requirements to the DoD SLA.

5.16.7. In coordination with the USD(P) ensure that U.S. Special Operations Command language and regional proficiency policies and procedures are in compliance with the guidance contained in References (b), (p), and this Instruction.

5.17. The Commanders of the Combatant Commands, through the Chairman of the Joint Chiefs of Staff, shall:

5.17.1. On a quarterly basis, and in accordance with procedures established by the Chairman of the Joint Chiefs of Staff, identify and report foreign language and regional proficiency requirements.

5.17.2. In coordination with the USD(P), utilize DoD Centers for Regional Security Studies to enhance regional proficiency education and training programs.

6. INFORMATION REQUIREMENTS

6.1. Report Control. The reporting requirements in this Instruction have been assigned Report Control Symbol DD-P&R(A&Q)2272 in accordance with DoD 8910.1-M (Reference (t)).

6.2. Reporting Requirements. The DoD Components shall complete reports to assist in the management of DLP activities as prescribed below.

6.2.1. Report annually, by November 30, to the USD(P&R), through the DoD SLA, on:

6.2.1.1. The accession, promotion, retention, and attrition of personnel with language skills of strategic interest to the Department.

6.2.1.2. The outcome of Military Department efforts to:

6.2.1.2.1. Recruit personnel with language capabilities.

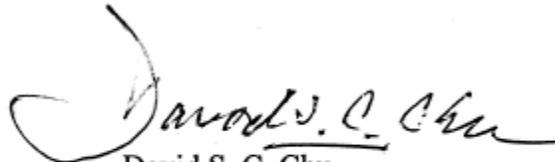
6.2.1.2.2. Recruit university students with language skills to military service.

6.2.1.2.3. Increase the number of Service Academy and Reserve Officer Training Corps cadets and midshipmen who enroll and complete two semesters of foreign language coursework prior to being commissioned.

6.2.1.2.4. Integrate language and regional proficiency capabilities in appropriate plans, programs, and resources.

7. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness

Enclosures – 3

- E1. References, continued
- E2. Definitions
- E3. Regional Proficiency Skill Level Guidelines

E1. ENCLOSURE 1

REFERENCES, continued

- (f) DoD Instruction 7280.3, "Special Pay for Foreign Language Proficiency," February 23, 2000
- (g) DoD Directive 1322.18, "Military Training," September 3, 2004
- (h) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," June 3, 2002
- (i) DoD Instruction 1444.2, "Consolidation of Automated Civilian Personnel Records," September 16, 1987
- (j) Sections 202, 1596, and 1596(a) of title 10, United States Code
- (k) DoDD 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (l) DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS)," September 24, 1993
- (m) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),", November 23, 2005
- (n) DoD Instruction 1336.5, "Automated Extracts of Active Duty Military Personnel Records," May 2, 2001
- (o) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," August 6, 2004
- (p) DoD Directive 3305.6, "Special Operations Forces (SOF) Foreign Language Policy," January 4, 1993
- (q) DoD Directive 5200.41, "DoD Centers for Regional Security Studies," July 30, 2004
- (r) DoD Instruction 7045.7, "Implementation of the Planning, Programming, and Budgeting System (PPBS)," April 9, 1987
- (s) DoD 5105.38-M, "Security Assistance Management Manual (SAMM)," October 3, 2003
- (t) DoD 8910.1-M, "DoD Procedures for Management and Control of Information Requirements," June 30, 1998

E2. ENCLOSURE 2

DEFINITIONS

E2.1. The following terms used in this Instruction are defined in Reference (b):

E2.1.1. Language Professional.

E2.1.2. Language Skilled.

E2.1.3. SLL.

E2.2. The following terms are unique to this Instruction:

E2.2.1. Cultural Awareness. A knowledge of the integrated patterns of human behavior that include the distinctive spiritual, intellectual, and emotional thoughts; communications; actions; customs; beliefs; and values of social groups and how they motivate a person or persons' conduct.

E2.2.3. DLTP. The DoD standardized testing system that consists of:

E2.2.3.1. DLPT I through IV, pencil and paper tests.

E2.2.3.2. DLPT 5, computer-based/web-delivered test.

E2.2.3.3. Oral Proficiency Interview.

E2.2.3.4. Defense Language Reading Proficiency Test.

E2.2.3.5. Defense Language Proficiency 2-Modality and 3-Modality tests.

E2.2.3.6. Any other language test certified by the Commandant of DLIFLC and approved by the USD(P&R) for foreign language proficiency pay certification.

E2.2.4. 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 language proficiency.

E2.2.5. SLAs. The general/flag officers or Senior Executive Service (or equivalent) members appointed by the USD(P&R) for the Department of Defense, and by the Head of the DoD Component for each of the DoD Components identified in Reference (b), to address DoD foreign language and regional proficiency capabilities and to serve as members of the DLSC according to Reference (b).

E3. ENCLOSURE 3

REGIONAL PROFICIENCY SKILL LEVEL GUIDELINES

E3.1. INTRODUCTION AND OVERVIEW

The USD(P&R) has developed six regional proficiency skill level guidelines. The skill levels represent an individual's awareness and understanding of the historical, political, cultural (including linguistic and religious), sociological (including demographic), economic, and geographic factors of a foreign country or specific global region. Included in the higher skill levels is a knowledge of U.S. strategic and operational objectives in the country or region, and the ability to conduct critical analysis in applying all aspects of national power across the full range of military operations to most effectively achieve desired outcomes in the country or region. These guidelines are intended to provide the DoD Components with benchmarks for assessing regional proficiency needs, for developing initial and sustainment regional proficiency curricula at Service and JPME schools, and for assessing DoD-wide regional proficiency capabilities.

E3.2. REGIONAL PROFICIENCY SKILL LEVEL 0+ (PRE-NOVICE)

Aware of very basic facts about the country, region, or culture: location, size, neighboring countries, what language is primary, some facts about the government, major personalities, religion(s), some recent history. Knows some facts about the relationship between the region and the United States. Knows major social norms (e.g., "do's and don'ts"). May have received familiarization training about the area. Total exposure to learning about the country, region, or culture is likely to have been brief, possibly immediately prior to assignment or arrival to the region. May have briefly visited the country or region, or have known someone from the culture. Needs assistance in understanding or dealing with nearly every situation involving the country or culture. May have basic communication skills such as a few common greetings in the primary language of the region and some other words or phrases such as: "How much?" or "Where is?" Will have difficulty understanding responses in the language if not accompanied by gestures and drawings.

E3.3. REGIONAL PROFICIENCY SKILL LEVEL 1 (NOVICE)

Limited exposure to the country, region, or area of specialization. Less than 1 year of experience. Knowledge comes from a combination of education/military experience, area studies, in-country assignments, travel, and specialized professional experience. Shows beginning ability to research and write summaries of events but has limited ability to explain why the events are significant. 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 issue (e.g., an F-16 mechanic who goes to Norway to work with Norwegian F-16 mechanics but knows very little about Norway). Has a basic survival-level understanding of the culture(s) and may have equally basic communication skills in the predominant language(s).

E3.4. REGIONAL PROFICIENCY SKILL LEVEL 2 (ASSOCIATE)

Has 1 to 2 years of experience working in an area of specialization or focused on a country or region at least 50 percent of the time. Has a basic understanding of the region or country. May possess in-depth knowledge that is narrowly defined within a region. Unlikely to understand how specialized knowledge fits with larger regional issues (i.e., knows military threat, but does not understand economic and political infrastructure and implications). Can identify important events, but cannot explain why the event occurred or what might happen because of the event. Writes summaries and may present focused briefings on a narrow area of specialization. Knowledge comes from a combination of education, military experience, area studies courses, in-country assignments, travel, and other educational or professional experience. Has a limited understanding of culture(s). May have elementary communication skills including basic conversation ability in a language spoken in the country or region.

E3.5. REGIONAL PROFICIENCY SKILL LEVEL 3 (PROFESSIONAL)

Typically, 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. Viewed as a knowledgeable and valuable resource for issues and trends particular to a region or area of specialization. Demonstrates in-depth understanding of a specific subject area and directly related factors that affect or influence that area. Has enough knowledge of the area to make judgments about it and back them up with arguments. Writes and presents overviews or focused briefings based on area of specialization. Knowledge comes from a combination of education, military experience, area studies courses, in-country assignments, travel, mentoring, and specialized professional experience. Cultural experience reflects the knowledge of someone who has lived in a region or country for 1 year or more; has been immersed in the culture. Likely to have ILR level 2+ to level 3 proficiency in at least one language spoken in the country or region.

E3.6. REGIONAL PROFICIENCY SKILL LEVEL 4 (SENIOR PROFESSIONAL)

Typically, 4 to 7 years in a specialized area, in addition to general experience in a broader subject area. 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. Has experience initiating the development or drafting of requirements-related documents and takes the lead in responding to requirements levied by others. Has experience developing or drafting policy-related documents or providing major input to such documents. 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. 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, and specialized professional experience. Cultural knowledge and experience allows the individual to blend easily in the culture. Almost always has ILR level 3 or higher proficiency in at least one of the languages spoken in the country or region.

E3.7. REGIONAL PROFICIENCY SKILL LEVEL 5 (EXPERT)

Has an in-depth, broad understanding of all aspects of the subject area with typically more than 7 years of specialized experience. Demonstrates deep understanding of issues and trends particular to an area of specialization. Anticipates problems or issues and develops solutions. Knows more than most educated people about the country or region and has a specialized knowledge of regional or country topics. Can discuss the political structure of the country in the context of abstract political theories, and can apply these theories to explain or assess behavior, or knows things about the structure most educated natives of the country would not know. Routinely writes and delivers authoritative papers and briefings to high-level officials on substantive and detailed subject areas. May have experience as a team leader or major contributor to a National Intelligence Estimate or a Theater Security Cooperation Plan related to a region or country. May have experience leading a national-level country team or serving as the DoD senior member of a national-level country team developing policy related to a country or region. Knowledge comes from a combination of advanced post-graduate education, advanced research, teaching, publishing, seminars, in-country assignments, travel, and specialized professional experience. Has the cultural knowledge of someone who is treated like a native by natives of the country; is considered very close to being their equal. Only a few, obscure, infrequent, or out-of-the way practices would be unknown. Would probably function as a member of the educated elite of that country or region. Almost always has ILR level 4 or higher proficiency in at least one of the languages spoken in the country or region.