

**BY ORDER OF THE COMMANDER  
480TH INTELLIGENCE SURVEILLANCE  
AND RECONNAISSANCE WING  
(AFISRA)**

**480 INTELLIGENCE SURVEILLANCE  
RECONNAISSANCE WITH INSTRUCTION  
14-107**

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**Intelligence**

**COMMAND LANGUAGE PROGRAM**



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This 480th Intelligence, Surveillance and Reconnaissance Wing (480 ISR WG) Instruction implements Armed Forces Joint Instruction 14-107, *Management of the Defense Foreign Language Program*. This instruction applies to 480 ISR WG staff Cryptologic Language Analysts (CLAs) and all Wing-subordinate units with CLAs assigned in grades E-8 and below. It establishes responsibilities and procedures for implementation of foreign language training to ensure all 480 ISR WG CLAs maintain or enhance their language proficiency. It does not apply to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate chain of command. Unless otherwise specified in this instruction, 480 ISR WG/CC is the waiver authority for this instruction. Request waivers through the appropriate chain of command to 480 ISR WG/CC, 34 Elm Street. Ensure that all records created as a result of processes prescribed in this document are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

<b>Chapter 1—PURPOSE</b>	<b>3</b>
1.1. General. ....	3
<b>Chapter 2—RESPONSIBILITIES</b>	<b>4</b>

2.1. Responsibilities. ....	4
2.2. Language Training Program Procedures. ....	13
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>14</b>
<b>Attachment 2—MONTHLY LANGUAGE MAINTENANCE SCHEDULE</b>	<b>16</b>
<b>Attachment 3—ENTRY INTO 1N3X1 RLTP MEMO EXAMPLE</b>	<b>17</b>
<b>Attachment 4—ENTRY INTO 1A8X1 STAGE I RLTP MEMO EXAMPLE</b>	<b>19</b>
<b>Attachment 5—ENTRY INTO 1A8X1 STAGE II RLTP MEMO EXAMPLE</b>	<b>21</b>
<b>Attachment 6—RLTP REMOVAL MEMO EXAMPLE</b>	<b>22</b>

## Chapter 1

### PURPOSE

#### 1.1. General.

1.1.1. The 480 ISR WG Command Language Program (CLP). The CLP is designed to increase the proficiency of Air Force Cryptologic Language Analysts (CLA) and to reduce the harmful effects of diminishing language skills while CLAs perform various language or non-language specific duties. The CLP will assist CLAs in maintaining highly perishable language skills.

1.1.2. The CLP consists of both global and cryptologic language skill training. CLAs must meet performance levels established by the Career Field Education and Training Plan (CFETP) in order to upgrade and maintain skill levels. The Air Force's minimum standard is for all CLAs to achieve Listening/2 and Reading/2 (L2/R2) levels as measured by the Defense Language Proficiency Test (DLPT) while working toward the professional standard of L3/R3. Global skills include such areas as reading, listening comprehension, translation, transcription, grammar, vocabulary, and speaking. Cryptologic skills training is mission-specific training that provides CLAs with technical knowledge about the language and/or activities associated with a particular mission. Cryptologic language training can include such things as certification training, transcription, National Cryptologic School (NCS) courses (adjunct faculty taught, in-residence or self-paced) or other technical training.

1.1.3. All documentation pertaining to this instruction will be sent to the 480 ISR WG Command Language Program Manager (CLPM) organizational inbox at [480IsrwgCLP2@langley.af.mil](mailto:480IsrwgCLP2@langley.af.mil).

1.1.4. The 480 ISR WG/CC may waive any portion of this instruction in writing. Units must submit waivers to any portion of this instruction in writing to the 480 ISR WG/DO through applicable channels.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. Responsibilities.

2.1.1. The 480 ISR WG/CC will:

2.1.1.1. Ensure compliance with this instruction.

2.1.1.2. Appoint, in writing, a Primary and Alternate Command Language Program Manager (CLPM) responsible for facilitating the Wing's Command Language Program.

2.1.1.2.1. If military, ensure Primary and Alternate CLPMs are 1N3X1/1A8X1 with a minimum grade of E-6 (Primary) and E-5 (Alternate) and hold a minimum score of L2/R2 on the DLPT or Oral Proficiency Interview (OPI). Should the Wing Staff have fewer than six authorized CLAs, the CLPM may incorporate Wing Staff CLA management with another unit's program or request coverage by the Group or Unit CLP.

2.1.1.3. Ensure facilities, materials, and resources are available to run an effective CLP according to established higher headquarters guidance.

2.1.1.4. Authorize up to 12 hours of duty time per month for language maintenance training for all CLAs as mission permits.

2.1.1.5. Promote the Wing's CLP. Ensure CLAs are afforded the opportunities to sustain and enhance their language skills.

2.1.1.6. Implement a CLA Recognition Program for Wing Staff/27 IS CLAs.

2.1.1.7. Approve and disapprove immersion training requests for all Wing staff CLAs.

2.1.1.8. Ensure Wing staff CLAs who do not meet CFETP standards of L2/R2 proficiency level are enrolled in the Remedial Language Training Program (RLTP).

2.1.1.9. Approve and disapprove unit requests for waivers pertaining to this instruction.

2.1.1.9.1. Ensure Unit Training Monitor (UTM) implements process for Air Force Specialty Code (AFSC) waiver requests in accordance with 1N3X1 CLA CFETP Para 6.1.4.2.

2.1.2. Wing CLPM will:

2.1.2.1. Serve as focal point for all language training issues.

2.1.2.2. Attend the CLPM Course offered by the Defense Language Institute/Foreign Language Center (DLIFLC) and the Command Language Training Manager (CLTM) LIMA1700 Course as soon as possible after assuming duties.

2.1.2.3. Develop and maintain a CLP continuity book.

2.1.2.4. Host an annual Wing CLPM Conference or VTC, based of fiscal constraints.

2.1.2.5. Monitor and ensure Wing staff and 27 IS CLAs meet CFETP standards or are taking corrective actions in accordance with the CFETP. If there are fewer than six

CLAs at the wing level, CLPM may incorporate their CLP with another unit's program or request coverage by the Group or unit CLP.

2.1.2.6. Develop procedures to coordinate and schedule annual DLPT for all Wing staff and 27 IS CLAs (E-8 and below) and other personnel with language testing needs assigned to Wing staff.

2.1.2.7. Collect personal individual data on newly in-processed individuals for input into appropriate CLP databases. Database will include: rank, name, Resource Language Allocation (RLA), DLPT scores/dates, monthly language training documentation, Significant Language Training Event (SLTE) history, Defense Language Aptitude Battery (DLAB) score/date, and a copy of the Individual Language Training Plan (ILTP) (A template for the ILTP may be accessed on the 480 ISR WG / CLP online Community of Practice). Also include Foreign Language Proficiency Bonus (FLPB) status and any discrepancies, RLTP date, (if applicable), and appropriate comments (retiring, separation date, deployed, etc.). All information will be updated and maintained in the designated Air Force Language Portal, Chandelier, and any other applicable databases.

2.1.2.8. Monitor CLA completion of monthly language maintenance (See Attachment 2, *Monthly Language Schedule*). At a minimum, CLPMs will ensure CLAs document and supervisors acknowledge monthly language training on AF Information Management Tool (IMT) 623A, *On-The-Job Training Record Continuation Sheet* in the trainee's AF Form 623, *Individual Training Record Folder*. Documentation will include date, time and type of training. Report cases of non-compliance to supervisors and unit leadership.

2.1.2.9. Develop procedures for all subordinate units to ensure all CLAs assigned to the unit (E-7 and below) not meeting the AF L2/R2 standard are enrolled in RLTP immediately upon receipt of DLPT scores, or assignment to the unit.

2.1.2.9.1. Ensure CLAs failing to meet the L2/R2 standard complete a diagnostic language assessment within two weeks of date they became sub-proficient. Assist supervisors in the development and implementation of ILTPs for CLAs not meeting CFETP requirements upon entry into RLTP, and place a copy of the ILTP in the CLAs' AF Form 623.

2.1.2.10. Coordinate subordinate unit waiver requests through 480 ISR WG/DO to 480 ISR WG/CC.

2.1.2.11. Ensure subordinate units develop and implement a supplemental instruction that addresses CFETP and mission language requirements/responsibilities. Review subordinate unit directives for compliance with Air Force, Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA), and 480 ISR WG policies and procedures. Provide feedback to subordinate units as required.

2.1.2.12. Provide the 480 ISR WG/CC quarterly and annual feedback on the health of the CLAs and language training program (including Wing staff and subordinate units). Annual feedback will consist primarily of the unit's Command Language Program of the Year (CLPoY) and Language Professional of the Year (LPoY) report along with Wing CLPM comments.

2.1.2.13. Conduct staff assistance visits (SAVs) to subordinate units in accordance with 480ISRWGM90-02, *Inspector General Activities*. Review units' language training programs to ensure compliance with directives. Identify trends, shortfalls and potential problem areas. Prepare and publish a report identifying areas needing improvement. Follow up on actions taken in response to identified program shortfalls until resolved. Cross feed "best practices" and "commendable" field memos with other units.

2.1.2.14. Assist subordinate units in acquiring required language training equipment and materials.

2.1.2.15. Submit CLP reports to higher headquarters as required. Collect, review and compile prioritized unit language training requirements and submit to AFISRA as required. Ensure CLAs requiring language training, as defined by the 1N3X1/1A8X1 CFETP, are submitted.

2.1.2.16. Collect, review and coordinate with higher headquarters to resolve unit FLPB discrepancies as necessary.

2.1.2.17. Assist subordinate groups/units with creation of orders and voucher submission through the Defense Travel System (DTS).

2.1.2.18. Notify subordinate groups and units of SLTE opportunities.

2.1.2.19. Ensure CLAs attending a SLTE provide written feedback on the quality of training, travel and billeting issues, pre- and post-SLTE DLPT scores and total hours of training. The trip report found in AFH 33-337, *Tongue and Quill*, is the standardized format. Submit to Wing CLPM within 5 duty days of return date.

2.1.2.20. Conduct an annual self-assessment of the CLP. Retain copy of the most recent assessment (and follow-up documentation) in the CLP continuity book.

2.1.2.21. Ensure units coordinate requirements for immersion training through their leadership and Wing CLPM to assure security, safety and quality of training for the trainees. All proposed immersion locations must be approved through unit leadership and the Wing CLPM.

2.1.2.22. Upon notification of CLAs out-processing the 480 ISR WG or 27 IS, remove the CLA from all appropriate databases and ensure gaining unit is provided the following information: current DLPT scores and test date for all languages they hold; RLTP entry date and a copy of memo formally entering them into the RLTP program, if applicable; last SLTE and date as well as FLPB and Military Cryptologic Continuing Education Program (MCCEP) status.

2.1.3. The Group Commanders will:

2.1.3.1. Ensure compliance with this instruction.

2.1.3.2. Appoint, in writing, a primary and alternate CLPM, responsible for facilitating the Group's Command Language Program. Forward a copy of the appointment letter to 480 ISR WG CLPM.

2.1.3.2.1. If military, ensure the CLPM is a 1N3X1/1A8X1 with a minimum grade of E-5 and hold a minimum score of L2/R2 on the DLPT or OPI. If there are fewer than

- six authorized CLAs at the Group level, the Group CLPM may incorporate their CLP with another unit's program or request coverage by the unit CLP.
- 2.1.3.2.2. Ensure CLPM will be the individual's primary duty.
  - 2.1.3.3. Maintain oversight of subordinate units' CLPs.
  - 2.1.3.4. Coordinate on group language training issues and requirements.
  - 2.1.3.5. Publish and implement an instruction that addresses CFETP and mission language requirements/responsibilities. Review subordinate units' instructions for compliance with Air Force, AFISRA, and 480 ISR WG policies and procedures. Provide feedback to subordinate units as required.
  - 2.1.3.6. Establish a CLA Recognition Program.
  - 2.1.3.7. Recommend approval/disapproval of AFSC waivers, reclassification, or separation of CLAs unable to reach the L2/R2 in accordance with the 1N3X1/1A8X1 CFETP.
- 2.1.4. Group CLPMs will:
- 2.1.4.1. Attend the CLPM Course offered by the Defense Language Institute/Foreign Language Center (DLIFLC) and CLTM LIMA1700 Course as soon as possible after assuming duties.
  - 2.1.4.2. Develop and maintain a CLP continuity book.
  - 2.1.4.3. Establish and maintain supplemental instruction detailing responsibilities and procedures for subordinate units, coordinating with 480 ISR WG CLPM to ensure compliance with higher headquarters instructions. Upon publication, forward a copy of all language training related instructions and subsequent changes to 480 ISR WG CLPM.
  - 2.1.4.4. Ensure group staff CLAs and subordinate units follow the policy and guidance of the group CLP instruction.
  - 2.1.4.5. Notify Wing CLPM of any issues requiring higher headquarters attention.
  - 2.1.4.6. Collect personal individual data on newly in-processed individuals for input into appropriate CLP databases at the Group level. Database will include: rank, name, RLA, DLPT scores/dates, monthly language training documentation, SLTE history, DLAB score/date, and a copy of the ILTP (A template for the ILTP may be accessed on the 480 ISR WG/CLP online Community of Practice). Also include status and any discrepancies, RLTP date, (if applicable), and appropriate comments (retiring, separation date, deployed, etc.). All information will be updated and maintained in the designated Air Force Language Portal, Chandelier, and any other applicable databases.
  - 2.1.4.7. Monitor CLA completion of monthly language maintenance requirements (See Attachment 2, *Monthly Language Maintenance Schedule*). At a minimum, CLPMs will ensure CLAs document and supervisors acknowledge monthly language training on AF IMT 623A, *On-The-Job Training Record Continuation Sheet* in the trainee's AF Form 623, *Individual Training Record Folder*. Documentation will include date, time and type of training. Report cases of non-compliance to supervisors and unit leadership.

2.1.4.8. Develop procedures for all subordinate units to ensure all CLAs assigned to the unit (E-7 and below) not meeting the AF L2/R2 standard are enrolled in RLTP immediately upon receipt of DLPT scores, or assignment to the unit.

2.1.4.9. Ensure CLAs failing to meet the L2/R2 standard complete a diagnostic language assessment within two weeks of date they became sub-proficient. Assist supervisors in the development and implementation of the ILTP for CLAs not meeting CFETP requirements upon entry into RLTP, and place a copy of the ILTP in the CLAs' AF Form 623, *Individual Training Record Folder* at a minimum.

2.1.4.10. Upon notification of CLAs out-processing the group, remove the CLA from all appropriate databases and ensure gaining unit is provided the following information: current DLPT scores and test date for all languages they hold; RLTP entry date and a copy of memo formally entering them into the RLTP program, if applicable; last SLTE and date as well as FLPB and MCCEP status.

2.1.4.11. Submit prioritized language training requirements, expenditures, and information on personnel attending SLTEs and miscellaneous information as appropriate to the 480 ISR WG CLPM as required.

2.1.4.11.1. Forward cancellation requests for approved and funded external training events to 480 ISR WG CLPM for coordination immediately upon recognition that CLA will not be able to attend. Provide justification for removal with a letter signed by the unit commander and when possible, submit an alternate individual to attend the training.

2.1.4.12. Submit FLPB status report to 480 ISR WG CLPM as required.

2.1.4.13. Provide the Group Commander with a CLP status report quarterly at a minimum and facilitate quarterly Command Language Council meeting.

2.1.4.14. Submit a copy of subordinate units annual CLPoY and any LPoY applications to the 480 ISR WG CLPM.

2.1.4.15. Submit all CLA trip reports to the 480 ISR WG CLPM as required.

2.1.4.16. Implement the CLA recognition program established by the Commander.

2.1.5. The Unit Commander will:

2.1.5.1. Ensure compliance with this instruction.

2.1.5.2. Appoint, in writing, a primary and alternate CLPM, responsible for facilitating the Unit's Command Language Program. Forward a copy of the appointment letter to appropriate Group CLPM.

2.1.5.2.1. If military, ensure Primary and Alternate CLPMs are 1N3X1/1A8X1 and hold a minimum score of L2/R2 on the DLPT or OPI. Units having fewer than six authorized CLAs may incorporate their CLP with another unit's program or request coverage by the Group CLP.

2.1.5.3. Ensure facilities, materials and resources are available to run an effective CLP according to established guidance.

2.1.5.4. Promote the unit's CLP. Ensure CLAs are afforded the opportunities to sustain and enhance their global and cryptologic language skills.

2.1.5.5. Establish a CLA Recognition Program.

2.1.5.6. Ensure compliance of language maintenance training for all assigned CLAs, E-7 and below.

2.1.5.7. Recommend approval/disapproval of all requests for in-country immersion training and TDY-length DLI training for unit CLAs.

2.1.5.8. Ensure CLAs who score below standards (L2/R2) on their DLPT are enrolled in RLTP in accordance with this instruction and 1N3X1/1A8X1 CFETP.

2.1.5.8.1. Recommend approval/disapproval of AFSC waivers, reclassification, or separation of CLAs unable to reach the L2/R2 in accordance with the 1N3X1/1A8X1 CFETP.

2.1.6. Unit CLPM will:

2.1.6.1. Attend the DLIFLC CLPM Course and NCS CLTM LIMA1700 course as soon as possible after assuming duties.

2.1.6.2. Establish a supplemental instruction as required detailing responsibilities and procedures of the unit's CLP, coordinating with the appropriate Group CLPM to ensure compliance with higher headquarters instructions. Upon publication, forward a copy of all language training related instructions and subsequent changes to the appropriate group CLPM.

2.1.6.3. Establish and maintain a CLP as required by higher headquarters guidance and this instruction.

2.1.6.4. Develop and maintain a CLP continuity book.

2.1.6.5. Develop procedures to ensure all CLAs and supervisors are briefed on and understand CLAs' responsibilities as outlined in the CFETP, local CLP and related instructions.

2.1.6.6. Collect personal individual data on newly in-processed individuals for input into appropriate CLP databases at the unit level. Database will include: rank, name, RLA, DLPT scores/dates, monthly language training documentation, SLTE history, DLAB score/date, and a copy of the ILTP (A template for the ILTP may be accessed on the 480 ISR WG / CLP online Community of Practice). Also include FLPB status and any discrepancies, RLTP date, (if applicable), and appropriate comments (retiring, separation date, deployed, etc.). All information will be updated and maintained in the designated Air Force Language Portal, Chandelier, and any other applicable databases.

2.1.6.6.1. Forward information contained in this database along with any other language training issues to the appropriate group CLPM when requested.

2.1.6.7. Monitor CLA completion of monthly language maintenance requirements on AF IMT 623A, *On-The-Job Training Record Continuation Sheet* in the trainee's AF Form 623, *Individual Training Record Folder*. (See Attachment 2, *Monthly Language*

*Maintenance Schedule*). Documentation will include date, time and type of training. Report cases of non-compliance to supervisors and unit leadership.

2.1.6.8. Notify unit commanders of all CLAs requiring entrance into RLTP. Develop procedures to ensure CLAs and their supervisors are officially notified of remedial requirements (See Attachment 3, *Entry into 1N3 RLTP Memo Example*, Attachment 4, *Entry into 1A8X1 Stage I RLTP Memo Example*, or Attachment 5, *Entry into 1A8X1 Stage II RLTP Memo Example*, as appropriate). If a CLA becomes proficient, remove the CLAs from RLTP (See Attachment 6, *RLTP Removal Memo-Example*).

2.1.6.8.1. Ensure all CLAs failing to meet the L2/R2 standard complete a diagnostic language assessment within two weeks of becoming sub-proficient. Assist supervisors in the development and implementation of ILTPs for CLAs not meeting CFETP requirements upon entry into RLTP, and place a copy of the ILTP in the CLAs' AF Form 623, *Individual Training Record Folder*, and language training folder.

2.1.6.9. Notify chain of command and UTM of all CLAs that fail to meet the L2/R2 standard after completing RLTP; these CLAs must be processed for either a waiver of mandatory AFSC requirement, reclassification, or separation in accordance with the 1N3X1/1A8X1 CFETP.

2.1.6.10. Ensure all 1N3X1 CLAs (MSgt and below) attend a SLTE within one year after achieving their apprentice (3) skill level and at least every 18 months thereafter. CLAs with scores of 3/3 or better in a language will attend a SLTE for that language every two years vice 18 months. All 1A831/51/71 (optional for 1A890/1A800) personnel will attend a SLTE within three years after award of their apprentice (3) skill level and at least once every two years thereafter. All SLTEs should be conducted in accordance with the 1N3X1 CFETP Para 6.1.2 and 1A8X1 CFETP Para 6.3.3.

2.1.6.10.1. Any unit or location that cannot meet the 18 month schedule for SLTEs will submit a request for a training delay to AFISRA/A3T via the 480 ISR WG CLPM.

2.1.6.11. Develop procedures to ensure that CLAs are adequately briefed on requirements and expectations prior to attending any external language training to include, at a minimum: order completion through DTS, government travel card (GTC) usage, travel, location, start and end dates, billeting and non-availability statements, scheduling travel arrangements, filing of travel vouchers and completion of trip reports.

2.1.6.12. Develop procedures to coordinate and schedule annual DLPTs for all CLAs (E-8 and below) and other personnel with language testing needs assigned to the unit. Record DLPT test results in appropriate CLA database.

2.1.6.13. Submit prioritized language training requirements and expenditures, information on personnel attending SLTEs and miscellaneous information to the appropriate group as required.

2.1.6.13.1. Forward cancellation requests for approved and funded external training events to 480 ISR WG CLPM for coordination immediately upon recognition that

- CLA will not be able to attend. Provide justification for removal letter signed by the unit CC and, when possible, submit an alternate individual to attend the training.
- 2.1.6.14. Submit FLPB status report to appropriate group CLPM as required.
- 2.1.6.15. Ensure a viable language training program is established for personnel in each assigned language. The program should include training for both global and cryptologic language skills.
- 2.1.6.16. Manage the language laboratory by recommending, obtaining and maintaining up-to-date language materials through coordination with outside agencies.
- 2.1.6.17. Develop procedures to inventory and document all language training equipment and materials. Inventory should be conducted annually at a minimum.
- 2.1.6.17.1. Maintain signed hand receipts (and policy letters, if applicable) for each portable media device assigned to individual CLAs.
- 2.1.6.17.2. Retain accountability, signed hand receipts, and signed policy letters of each portable media device assigned to the unit.
- 2.1.6.18. Provide the unit commander with a CLP status report at least quarterly and facilitate quarterly Command Language Council meeting in conjunction with the group CLPM when possible.
- 2.1.6.19. Submit a copy of unit's annual CLPoY Report and LPoY applications to appropriate group CLPM.
- 2.1.6.20. Conduct an annual self-assessment of the CLP using the Wing, Group, and unit CLP instruction as a baseline. Retain a copy of the assessment (and follow-up documentation) in the CLP continuity book.
- 2.1.6.21. Coordinate immersion training plans through the unit commander and appropriate group CLPM to assure safety, security and quality of training for the trainee.
- 2.1.6.22. Develop procedures to ensure all CLAs who attend a SLTE provide written feedback on the quality of the training as well as issues involving travel and billeting. Part of the feedback will include pre- and post-SLTE DLPT scores and total number of hours, if available. The trip report found in AFH 33-337, *Tongue and Quill*, is the standardized format. Submit to appropriate group CLPM within 5 duty days of return date.
- 2.1.6.22.1. Develop procedures to coordinate and ensure CLAs are administered a DLPT in conjunction with attendance at a SLTE or within one week of return from training when advisable.
- 2.1.6.23. Develop procedures to ensure all CLAs who attend an external SLTE file travel vouchers through DTS within five duty days of return.
- 2.1.6.24. Upon notification of CLAs out-processing the 480 ISR WG or 27 IS, remove the CLA from all appropriate databases and ensure gaining unit is provided the following information: current DLPT scores and test date for all languages they hold; RLTP entry date and a copy of memo formally entering them into the RLTP program, if applicable; last SLTE and date as well as FLPB and MCCEP status.

2.1.6.25. Implement the CLA recognition program established by the Commander.

2.1.7. All supervisors of CLAs will:

2.1.7.1. Afford CLAs opportunities to sustain and improve their language skills and proficiency in accordance with this instruction.

2.1.7.2. Confirm personnel below CFETP standards perform required remedial training. Ensure CLA remedial training is documented in accordance with unit directives. Report discrepancies to unit leadership in cases of non-compliance.

2.1.7.3. Assist the unit CLPM in developing and implementing the ILTP (A template for the ILTP may be accessed on the 480 ISR WG / CLP online Community of Practice) and/or RLTP. CLPM should develop the plan in conjunction with the member for those subordinates below CFETP standard upon enrollment into RLTP. The plan will be placed into the individual's AF Form 623, *Individual Training Record Folder*.

2.1.7.3.1. Ensure sub-proficient CLAs complete a diagnostic language assessment within two weeks of date they became sub-proficient. Using these diagnostic results, supervisor, in coordination with CLA, Subject Matter Experts, and CLPMs will revise the ILTP to maintain or improve language skills prior to testing. Ideally, these events should be discussed during Performance Feedback sessions.

2.1.7.4. Ensure CLAs document language maintenance (See Attachment 2, *Monthly Language Maintenance Schedule*). At a minimum, supervisors will acknowledge monthly language training on AF IMT 623A, *On-The-Job Training Record Continuation Sheet*, in the trainee's AF Form 623, *Individual Training Record Folder*. Documentation will include date, time and type of training.

2.1.7.5. Ensure subordinate CLAs provide trip reports and travel vouchers for external SLTEs in accordance with Wing and unit instructions.

2.1.7.6. Take corrective actions against subordinate CLAs who are in non-compliance with AF, Wing, Group, and unit language related guidance.

2.1.8. Individual CLAs will:

2.1.8.1. Complete 12 hours of language hours per month, if proficient. If enrolled in RLTP, CLAs will complete 12 hours per month of directed, supervised, and tailored language training per month at a minimum. (See Attachment 2, *Monthly Language Maintenance Schedule*).

2.1.8.2. Coordinate with the unit CLPM to complete the DLPT annually within the anniversary month, or upon completion of a SLTE.

2.1.8.3. Complete a SLTE in accordance with 1N3X1/1A8X1 CFETP requirements. Coordinate training requirements with the unit CLPM.

2.1.8.4. Keep supervisors and CLPM informed of personal language training needs to include formal training requests, any additional assistance required, variance needed in time required for program participation and any problems with meeting assignment requirements.

2.1.8.5. Provide a trip report for all external SLTEs. Trip reports should include: quality of SLTE, any travel/billeting issues, pre- and post-SLTE DLPT scores and total number of hours. Trip reports should be submitted to the unit CLPM within five duty days of return date. Only one trip report is necessary for multiple CLAs attending the same course. The trip report format contained in AFH 33-337, *Tongue and Quill*, is the standardized format for trip reports.

2.1.8.5.1. Provide feedback to CLPM for locally conducted training. Feedback should include quality of training and any issues impacting training.

2.1.8.6. File travel voucher within five duty days upon return from any external language training event and provide any other requested documentation to CLPM immediately upon receipt.

## **2.2. Language Training Program Procedures.**

2.2.1. Language training program design. Language training program design should be based on Instructional System Development (ISD) principles as outlined in AFH 36-2235, Volumes 1 through 11, and related publications (AFMAN 36-2234 and AFH 36-2236).

JEFFREY A. KRUSE, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFJI 14-107, *Management of the Defense Foreign Language Program*, 15 March 1987

AFH 33-337, *Tongue and Quill*, 1 August 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 36-2234, *Instructional System Development*, 1 November 1993

AFH 36-2235, *Information for Designers of Instructional Systems*, Volume 1 (2 September 2002), Volume 2 (2 September 2002), Volume 3 (1 November 2002), Volume 4 (1 November 2002), Volume 5 (1 November 2002), Volume 6 (1 November 2002), Volume 7 (1 November 2002), Volume 8 (1 November 2002), Volume 9 (1 November 2002), Volume 10 (1 November 2002), Volume 11 (1 November 2002), and related publications

AFH 36-2236, *Guidebook for Air Force Instructors*, 12 November 2003

#### *Adopted Forms*

AF Form 623, *Individual Training Record Folder*

AF IMT 623A, *On-The-Job Training Record Continuation Sheet*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AFISRA**—Air Force Intelligence, Surveillance and Reconnaissance Agency

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**CC**—Commander

**CFETP**—Career Field Education and Training Program

**CLA**—Cryptologic Language Analyst

**CLP**—Command Language Program

**CLPM**—Command Language Program Manager

**CLTM**—Command Language Training Manager

**CLPoY**—Command Language Program of the Year

**DLAB**—Defense Language Aptitude Battery

**DLIFLC**—Defense Language Institute/Foreign Language Center

**DLPT**—Defense Language Proficiency Test

**DO**—Director of Operations

**DOO**—Current Operations

**DTS**—Defense Travel System

**FLPB**—Foreign Language Proficiency Bonus

**GTC**—Government Travel Card

**ILTP**—Individual Language Training Plan

**IMT**—Information Management Tool

**ISD**—Instructional System Development

**ISR**—Intelligence, Surveillance and Reconnaissance

**L#/R#**—Listening #/Reading #

**LPoY**—Language Professional of the Year

**MCCEP**—Military Cryptologic Continuing Education Program

**NCS**—National Cryptologic School

**OPI**—Oral Proficiency Interview

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**RLA**—Resource Language Allocation

**RLTP**—Remedial Language Training Program

**SAV**—Staff Assistance Visit

**SLTE**—Significant Language Training Event

**TDY**—Temporary Duty

**UTM**—Unit Training Manager

**Attachment 2****MONTHLY LANGUAGE MAINTENANCE SCHEDULE**

**A2.1.** Language maintenance is required for all CLAs (E-7 and below) who have not reached the L3/R3 professional standard. CLAs who meet or exceed the Interagency Language Roundtable standard of L2/R2, but have not achieved a L3/R3 score, are required to perform a minimum of 12 hours of language maintenance per month. CLAs enrolled in the RLTP are required to perform a minimum of 12 hours of directed, supervised, and tailored language training per month, at a minimum. Individual units may implement more stringent requirements, with Wing approval.

**A2.2.** Language training hours for individuals who meet or exceed the L2/R2 standard may be prorated due to member's absence for leave, TDY or extended illness of 7 days or more based on the following schedule:

7-12 days of absence in one month must complete 9 hours for the month.

13-19 days of absence in one month must complete 6 hours for the month.

20-26 days of absence in one month must complete 3 hours for the month.

27+ days of absence in one month is excused from training for the month.

**A2.3.** Language training hours for individuals enrolled in the RLTP should not be prorated and individuals must follow guidance found in the 1N3X1/1A8X1 CFETP. Extenuating circumstances negatively affecting RLTP progress must be annotated in waiver request documentation.

**Attachment 3****ENTRY INTO 1N3X1 RLTP MEMO EXAMPLE****Figure A3.1. Entry into 1N3X1 RLTP Memo Example.**

[Date]

MEMORANDUM FOR [RANK & NAME]

FROM: [UNIT]/CLPM

SUBJECT: Entry into 1N3X1 Remedial Language Training Program

1. In accordance with the 1N3X1 CFETP, Cryptologic Language Analysts failing to meet the minimum requirement of L2/R2 on the Defense Language Proficiency Test (DLPT) will be enrolled in the Remedial Language Training Program (RLTP). Your DLPT score from [date] was [score], fails to meet this standard.
2. Per 480 ISR WG Instruction 14-107, RLTP requires you to complete, at a minimum, 12 hours directed, supervised, and tailored language training per month. Para 6.1.4.1 of CFETP states that you must complete a diagnostic language assessment within two weeks of your sub-proficient date. Using the results, a specific language-training plan that addresses your individual training needs will be designed and documented with the help of your supervisor. All remedial training must be documented in your AF Form 623. The CLPM will review the documentation regularly to ensure the required language training is taking place. Failure to complete the required training hours will result in administrative action.
3. While on RLTP, you are required to be scheduled for a Significant Language Training Event (SLTE) within 60 days of the diagnostic assessment. The SLTE must be completed during the one-year RLTP. You will be eligible to take another DLPT on [date-6 months after above date] or upon completion of this SLTE. You are tentatively scheduled for the [course title] in [location] from [date range].
4. If you do not meet the L2/R2 standard within one year of the date of this memorandum, you will be processed for a waiver of mandatory AFSC requirement, reclassified, or separated.
5. You are responsible to sign and return this memo within six days to indicate that you have read and understand your responsibilities. Any questions or concerns can be addressed to the CLPM.
6. POC for this action is [CLPM name], [unit], [phone].

[FIRST MI LAST, Rank, USAF]  
Command Language Program Manager

1st Ind, [Rank & Name]

MEMORANDUM FOR [UNIT]/CLPM

I acknowledge my requirements as a Cryptologic Language Analyst as stated in this Memorandum.

[FIRST MI LAST, Rank, USAF]

## Attachment 4

## ENTRY INTO 1A8X1 STAGE I RLTP MEMO EXAMPLE

## Figure A4.1. Entry into 1A8X1 Stage I RLTP Memo Example.

[Date]

MEMORANDUM FOR [RANK & NAME]

FROM: [UNIT]/CLPM

SUBJECT: Entry into 1A8X1 Stage I Remedial Language Training Program

1. Your DLPT score from [date] was [DLPT Score]. The Air Force standard is L2/R2. In accordance with the 1A8X1 CFETP paragraph 6.3.6.6., you are required to perform a minimum of 12 monthly language requirements and successfully complete at least one significant language training event. Every attempt will be made to ensure you are provided an opportunity to attend a training event prior to your DLPT anniversary date.

2. Your supervisor is required to develop an Individual Language Training Plan (ILTP) with you upon entry into Stage I RLTP. This training plan will be placed in your *Six-Part Folder* and will include the following comments: type of training, duration, missed training time due to duty or other commitments, problem areas, and plans of action to improve weaknesses. You and your supervisor are required to document and track your training and take any corrective actions necessary to ensure you meet the requirements.

3. You are required to retest on DLPT and/or OPI of record every six months, as a minimum, while in Stage I.

4. Documentation of the mandatory language hours will be verified by the CLPM and reported to the commander monthly.

5. You are responsible to sign and return this memo within six days to indicate that you have read and understand your responsibilities. Any questions or concerns can be addressed to the CLPM.

6. POC for this action is [CLPM name], [unit], [phone].

[FIRST MI LAST, Rank, USAF]  
Command Language Program Manager

1st Ind, [Rank & Name]

MEMORANDUM FOR [UNIT]/CLPM

I acknowledge my requirements as an Airborne Cryptologic Language Analyst as stated in this Memorandum.

[FIRST MI LAST, Rank, USAF]

## Attachment 5

## ENTRY INTO 1A8X1 STAGE II RLTP MEMO EXAMPLE

## Figure A5.1. Entry into 1A8X1 Stage II RLTP Memo Example.

[Date]

MEMORANDUM FOR [RANK & NAME],

FROM: [UNIT]/CLPM

SUBJECT: Entry into 1A8X1 Stage II Remedial Language Training Program

1. Your DLPT score from [date] was [DLPT Score]. This is the second consecutive year you have failed to achieve the Air Force minimum standard of L2/R2. In accordance with the 1A8X1 CFETP paragraph 6.3.6.6., you are now required to perform a minimum of 20 structured events per month and successfully complete at least one Significant Language Training Event (SLTE).
2. You and your supervisor are required to review your previously established Individual Language Training Plan (ILTP) and make adjustments to assist you in achieving the goal of L2/R2. You are also required to conduct a minimum of [# hours] of your mandatory language training on duty under the supervision of the [CLPM or an approved language mentor].
3. The CLPM will work closely with you and your supervisor to ensure you are provided an opportunity to attend a prior to your DLPT anniversary date.
4. It is vital that both you and your supervisor understand what is expected of you and the seriousness of failure to achieve the L2/R2 standard. Appropriate administrative action will occur should you fail to comply with established requirements.
5. Should you require any language training assistance you are encouraged to contact the CLPM.

[Commander Signature Block]

1st Ind, [Rank & Name]

MEMORANDUM FOR [UNIT]/CLPM

I acknowledge my requirements as an Airborne Cryptologic Language Analyst as stated in this Memorandum.

[FIRST MI LAST, RANK, USAF]

**Attachment 6****RLTP REMOVAL MEMO EXAMPLE****Figure A6.1. RLTP Removal Memo Example.**

[Date]

MEMORANDUM FOR [RANK & NAME]

FROM: [UNIT]/CLPM

SUBJECT: Removal from Remedial Language Training Program

1. Your Defense Language Proficiency Test (DLPT) scores from [Date] were [score]. You now [meet/exceed] the Air Force minimum standard of L2/R2. Your name and scores will be forwarded to the Commander as [meeting/exceeding] standards and you are now removed from the Remedial Language Training Program.
2. You are required to continue performing and documenting a minimum of 12 hours of language training monthly, and are encouraged to develop a program that will assist you in achieving level L3/R3 and beyond. You will be reevaluated again no later than [DLPT date + 1 year].
3. Any questions related to your language training needs can be addressed to [CLPM name], [unit], [phone].

[FIRST MI LAST, Rank, USAF]  
Command Language Program Manager