

**BY ORDER OF THE COMMANDER
70TH INTELLIGENCE SURVEILLANCE
AND RECONNAISSANCE WING**

**70TH INTELLIGENCE SURVEILLANCE
AND RECONNAISSANCE WING
INSTRUCTION 14-106**



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Intelligence

COMMAND LANGUAGE PROGRAM

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This instruction implements 70th Intelligence Surveillance and Reconnaissance Wing Policy for the Command Language Program (CLP). It establishes policies and procedures for the management of unit CLPs conducted to accomplish foreign language refresher, remediation, sustainment and enhancement. This instruction applies to all units with designated foreign language authorizations (1N3X1 or 1A8XXX) subordinate to the 70th ISRW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Additionally, if your publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, And Interagency Air Force Information Collections*.

1. Introduction. The CLP is a total Cryptologic Language Analyst (CLA) management program that includes identification and accountability of CLA assets and language training management of CLAs. A CLP is designed to increase the proficiencies of CLAs performing duties for the Air Force. Air Force personnel with linguistic skills, who are expected to speak, comprehend, read or write in a foreign language must be able to function independently,

competently and professionally. CLPs must provide a full range of training opportunities ranging from remedial to advanced levels to include both global and cryptologic training.

2. Purpose.

- 2.1. Provide guidance and oversight to the CLP.
- 2.2. Ensure all personnel subject to this instruction adhere to applicable guidance and maintain proficiency according to established standards.

3. Duties and Responsibilities:

3.1. Wing Command Language Program Manager(s) (CLPM) will:

- 3.1.1. Be appointed, in writing, by the Wing Commander or Vice Commander
- 3.1.2. Serve as the 70 ISRW CLP authority for language training and testing issues. Serve as focal point between Air Force Intelligence, Surveillance and Reconnaissance Agency/A3TT Office of Force Development and Training (AF ISR Agency/A3TT) and subordinate groups/squadrons concerning CLA training and proficiency testing.
- 3.1.3. Provide oversight to subordinate units to ensure compliance with all CLA training and testing requirements IAW regulations, guidance and most current CLP checklist.
- 3.1.4. Conduct staff assistance visits (SAVs) on subordinate units' CLP as required; provide feedback (SAV reports) to units. Serve as approval authority for CLP Action Plan Updates (APU) submitted by subordinate units. Provide assistance to unit CLPMs as required.
- 3.1.5. Gather, validate, consolidate and prioritize annual and ad-hoc funding requirements from subordinate unit CLPMs for language training as directed by AF ISR Agency/A3TT. Forward data to AF ISR Agency/A3TT.
- 3.1.6. Disseminate/collect taskers set forth by AF ISR Agency/A3TT and 70 ISRW/CC to subordinate unit CLPMs as required.
- 3.1.7. Gather, validate, and consolidate all monthly, quarterly and annual reports from subordinate unit CLPMs. Forward data to AF ISR Agency/A3TT as directed.
- 3.1.8. Maintain wing CLP continuity book IAW current 70 ISRW Continuity Book Minimum Requirements Checklist.

3.2. Unit Commanders will:

- 3.2.1. Ensure compliance with this instruction.
- 3.2.2. In units with six or more linguists, create and assume overall accountability for unit CLP.
- 3.2.3. Appoint, in writing, primary and alternate CLP Managers (CLPMs).
- 3.2.4. Ensure CLPM(s) have the necessary resources to successfully accomplish mission.
- 3.2.5. Establish a Unit Language Council to monitor the health and address issues/needs of all unit CLAs IAW DLIFLC Pam 350-9, *Guidelines, Policies and Procedures for DoD Command Language Programs*. At a minimum, members of the council include the commander, director of operations, training officer(s) and unit CLPM.

3.2.6. Ensure CLA assets are utilized in accordance with regulations and utilization policy memorandums, and/or ensure appropriate waiver requests are submitted for those CLAs working outside their AFSC IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

3.2.7. Balance mission and manning to ensure CLAs are afforded opportunities for language training.

3.2.8. Review annual language-training funding requests before CLPM submission to higher headquarters (HHQ).

3.2.9. Make recommendations on CLAs nominated for follow-on or additional language training.

3.2.10. Publish unit operating instructions (OI) and/or policy for any unit-specific CLP procedures and policies.

3.2.11. With assistance from unit CLPM, interview members who do not meet minimum language proficiency standards (L2/R2) and who have been entered into Stage I/II remedial training to determine reason for failure to meet standards. If member is still sub-proficient after completion of Stage II remedial, conduct a secondary interview to determine appropriate action (remedial waiver or process for cross-training/separation).

3.3. Unit CLPMs will:

3.3.1. Comply with this instruction.

3.3.2. Be appointed, in writing, by the unit commander or deputy.

3.3.3. Be a linguist in the grade of E-5 (select) or above.

3.3.4. Attend formal CLPM training course and any available Air Force-specific CLPM training courses/seminars as approved by unit commander.

3.3.5. Serve as resident authority on CLA utilization, training, testing and proficiency issues. Provide expertise to unit leadership, when required. Communicate guidance, regulations and policies to assigned CLAs to ensure understanding and compliance.

3.3.6. Maintain CLP continuity book IAW current 70 ISRW Continuity Book Minimum Requirements Checklist.

3.3.7. Gather, validate, consolidate and prioritize annual, quarterly and ad-hoc language-training requirements for unit. Obtain unit coordination before submitting to HHQ.

3.3.8. Gather, validate and consolidate quarterly and annual reports of training accomplished and expenditures. Forward reports to wing CLPM.

3.3.9. Work to organize, implement and optimize language-training opportunities and materials (if needed) for unit personnel IAW guidance. Ensure each assigned CLA, including those awaiting clearances, receives Significant Language Training Events (SLTEs) IAW guidance in current 1N3X1 or 1A8XXX Career Field Education and Training Plan (CFETP) (as applicable).

3.3.10. Input, edit and maintain accurate CLA data in AF ISR Agency/A3TT Language and Culture Learning Center Database. Update DLPT information, personal information

and MCCEP enrollment in the CHANDELIER (NSA) database. Upon CLA departure, ensure CLA training and proficiency historical data is forwarded to gaining unit (if applicable).

3.3.11. Ensure all assigned CLAs are enrolled in the Military Cryptologic Continuing Education Program (MCCEP). MCCEP provides additional training opportunities and guidance to CLAs throughout their career.

3.3.12. Report trends, statistics and other linguist information to unit leadership, as required. Regularly schedule and chair Unit Language Council Meetings to discuss CLA issues.

3.3.13. Ensure CLAs (1N3X1, 1A8XXX), to include those awaiting clearances, take the Defense Language Proficiency Test (DLPT) (or equivalent, if DLPT unavailable) annually for all languages for which they hold the AFSC and for all languages for which the DoD has paid for initial language acquisition IAW AFI 36-2605, *Air Force Military Personnel Testing System*, Attachment 10 and 1N3X1 or 1A8XXX CFETP.

3.3.14. Submit DLPT waivers, as necessary, for CLAs who attend a SLTE and plan to test within 6 months of previous DLPT.

3.3.15. Field and forward all Foreign Language Proficiency Bonus (FLPB) issues to appropriate OPR.

3.3.16. Meet all weekly, monthly, quarterly, annual and ad-hoc CLP suspenses to unit/group/wing and/or AF ISR AGENCY/A3TT.

3.3.17. Manage Stage I and Stage II remedial program IAW guidance in most current 1N3X1, 1A8XXX CFETP (as applicable), and/or policy memos. Ensure all sub-proficient CLAs DLPT bi-annually. Work with leadership to ensure remedial waivers are submitted, as necessary.

3.3.18. Track CLA utilization in unit. Work with unit leadership to ensure utilization waivers are submitted as necessary.

3.3.19. Conduct annual self-inspections using most recent AF ISR Agency Inspection Checklist 90-CLA. Document findings and completed actions in continuity book. Provide APUs to inspecting authority for all SAV findings.

3.4. Individual Cryptologic Language Analysts will:

3.4.1. Comply with this instruction.

3.4.2. Take personal responsibility for his/her own language career and language proficiency. This includes (but is not limited to):

3.4.2.1. Requesting/taking annual proficiency tests IAW regulations.

3.4.2.2. Requesting/attending regular formal refresher, maintenance and/or enhancement language training IAW regulations.

3.4.2.3. Conducting/documenting regular self-study to maintain and/or improve language proficiency.

3.4.2.4. Providing feedback to the unit CLPM and/or the unit commander on problems inhibiting individual's linguistic excellence.

JOHN D. BANSEMER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DLIFLC Pam 351-1, *Evaluation Guidelines for DoD Command Language Programs*
 AFJI 14-107, *Management of the Defense Foreign Language Program*
 AFI 36-2101, *Classifying Military Personnel*
 AFI 36-2201, *Developing, Managing, and Conducting Training*
 AFI 36-2605, *Air Force Personnel Testing System*
 AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, And Interagency Air Force Information Collections*
 AFMAN 33-363, *Management of Records*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFSC—Air Force Specialty Code
AF ISR AGENCY/A3TI—Air Force Intelligence, Surveillance, and Reconnaissance Agency/A3TI
CFETP—Career Field Education and Training Plan
CLA—Cryptologic Language Analyst
CLP—Command Language Program
CLPM—Command Language Program Manager
DLPT—Defense Language Proficiency Test
FLPB—Foreign Language Proficiency Bonus
HHQ—Higher Headquarters
IAW—In Accordance With
ILTP—Individual Language Training Plan
MCCEP—Military Cryptologic Continuing Education Program
OI—Operating Instruction
OPR—Office of Primary Responsibility
POC—Point of Contact
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit

SLTE—Significant Language Training Event

Terms

Command Language Program (CLP)—Each unit with six or more 1N3XXX and/or 1A8XXX personnel assigned will establish a CLP. Units with fewer than six 1N3XXX and/or 1A8XXX personnel need not establish a formal CLP but still must comply with requirements outlined in the 1N3/1A8 Career Field Education and Training Plan (CFETP). All references to language proficiency and testing imply Defense Language Proficiency Test (DLPT).