

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-4001
2 SEPTEMBER 2014**



Personnel

**AIR FORCE LANGUAGE, REGIONAL
EXPERTISE & CULTURE PROGRAM**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1DV-LREC

Certified by: AF/A1 (Mr. Robert E. Corsi)

Pages: 34

This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 36-40, *Air Force Language, Regional Expertise, and Culture Program*, and provides guidance for administering the Air Force Language, Regional Expertise, and Culture (LREC) Program. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for Air Force Language, Regional Expertise and Culture Program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This AFI, therefore, applies to the Total Force and establishes the roles and responsibilities for overseeing Air Force LREC programs. Requests for waivers must be submitted to the Air Force Deputy Chief of Staff, Manpower, Personnel and Services, Directorate of Force Development (AF/A1D) for consideration and approval. (see paragraphs 2.4.3.13. and 2.4.4.7.)

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usaf.pentagon.af-a1.mbx.af-a1dv-lrc-workflow@mail.mil 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. This publication requires field activities to issue implementing instructions; all field supplements or instructions that implement this instruction must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval.

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Chapter 1

LANGUAGE, REGIONAL EXPERTISE AND CULTURE (LREC) PROGRAM

1.1. Purpose. This AFI details the roles and responsibilities of the Air Force LREC Program established by AFPD 36-40. AFPD 36-40 establishes roles and responsibilities for AF/A1D as the Secretary of the Air Force's designated Senior Language Authority (SLA) and as the LREC Cross Functional Authority (CFA). In AFPD 36-40, the Secretary of the Air Force delegated Executive Agent (EA) responsibilities for the Defense Language Institute English Language Center (DLIELC), which implements the Defense English Language Program (DELP) to AF/A1D. In AFPD 36-40 the Secretary of the Air Force also designates Air Education and Training Command (AETC) as the Lead Command (LC) for the execution of the DELP and Air Force LREC Training Programs. This instruction details the roles and responsibilities of A1D in both of these roles and the roles of the Air Force LREC program office. This AFI details the roles of the major stakeholder organizations and guides the Air Force implementation of the Chief of Staff, United States Air Force (CSAF) *Culture, Region, and Language Flight Plan*, dated May 2009. (T-0)

1.2. Overview. The mission of the Air Force LREC program is to deliberately develop, sustain and utilize Airmen and US and international military partners with critical LREC skills and competencies to meet the operational and Building Partnership needs of the Total Force and joint community in today's dynamic, global environment. The program ensures Airmen are able to understand and interact with potential allies, partners, neutrals and adversaries. These skills of understanding and expertise provide the best military advice to commanders at all levels. This includes maximizing the synergies possible with coalition partners across the full spectrum of military operations from peacetime shaping of the operational environment to Humanitarian Assistance/Disaster Response operations and coalition warfare operations. These are characterized by building partnerships and partner capacities via Security Force Assistance, Security Cooperation, Security Assistance, Internal Defense and Development/Security Sector Assistance and "by-with-and-through" Irregular Warfare Requirements Foreign Internal Defense, Unconventional Warfare, Stability Operations, Counter-Insurgency, and Counter Terror, to combined exercises and planning events. In all activities where Airmen-to-airmen relationships are the key to enhancing USAF global vigilance, global reach, and global power, it is recognized that Airmen are the fundamental "weapons system", and that the Air Force's greatest strength is its Total Force. The Air Force LREC Program is creating language, regional expertise and cultural competence to enable relationships which will allow the USAF to prevail in its mission of prompt and sustained offensive and defensive air operations.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Secretary of the Air Force (SECAF) Retains ultimate responsibility for all guidance related to the Department of the Air Force. The SECAF provides oversight for the DELP and the Foreign Language LREC programs through AF/A1 in accordance with (IAW) AFPD 36-40. EA for DLIELC and AF Senior Language Authority for the Language, Regional Expertise and Culture Program have been delegated to AF/A1D, in accordance with Headquarters Air Force (HAF) Missions Directive (MD) 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services* and AFI 16-105, *Joint Security Cooperation Education and Training*. As the Air Force SLA, AF/A1D represents Air Force foreign language in AF, DoD and other government venues. AF/A1DV-LREC functions as the LREC Program Office for the Air Force. (T-0)

2.2. Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) (T-0)

2.2.1. Serves as the agent of the SECAF, providing guidance for all matters pertaining to the formulation, review, and execution of plans, guidance, programs, and budgets addressing Air Force LREC program.

2.2.2. Provides accurate Air Force LREC program reports to the Office of the Secretary of Defense (OSD) IAW HAF MD 1-24, *Assistant Secretary of the Air Force, Manpower, and Reserve Affairs*.

2.2.3. Ensures proper management and resourcing of the DELP to meet security cooperation English Language Training (ELT) resident and non-resident requirements and the Air Force LREC Program to meet steady-state mission requirements.

2.2.4. Nominates candidates, in coordination with the DLIELC EA, to the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD (P&R)) (normally holding the rank of colonel, pay grade 0-6) to serve as the Commandant of DLIELC. The commandant of DLIELC will be a member of the US Air Force and tour of duty will normally be a minimum of three years. The commandant will report through command lines to the EA. Leadership and resource management ability are primary considerations IAW AFJI 14-107, *Management of the Defense Foreign Language Program*. These traits are more valuable than experience in language training and education or experience as Attaché or member of a security assistance group.

2.3. Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) (T-0)

2.3.1. Oversees force development and sustainment requirements for LREC professionals in the International Affairs Specialist, Regional Affairs Strategist (RAS)/Political-Military Affairs Strategist career field, in coordination with AF/A1DV-LREC, Air Force Personnel Center (AFPC), and the LC.

2.3.2. Provides Air Force Service Program Manager support to the DELP and security cooperation guidance to AF/A1DV-LREC, AETC/IA, and other Air Force LREC stakeholders on the DELP, DLIELC, and all international affairs issues.

2.3.3. Appoints a representative to attend the Air Force LREC Governance Panel and serve as a member of the Air Force LREC Executive Steering Committee (ESC) as the SAF/IA champion.

2.3.4. Provides LREC program review to the ESC annually. The program review should include, but is not limited to, force development and management, sustainment, and utilization.

2.3.5. Compiles promotion data for the previous Fiscal Years (FY) for 16FX/16PX secondary Air Force Specialty Codes (AFSC) and reports the results annually to AF/A1DV-LREC for forwarding to OUSD(P&R) IAW Department of Defense (DoD) Directive 5124.02, *Under Secretary of Defense for Personnel and Readiness*.

2.3.6. Defines LREC requirements within SAF/IA programs and ensures owning organizations properly document requirements on the Unit Manning Document (UMD).

2.3.7. Establishes guidance and procedures to build security cooperation LREC professionals based on requirements. The goal is to possess an Interagency Language Roundtable (ILR) proficiency level 3/3/3 in language and level 4 (Advanced Professional Competence) in Intercultural Communication, as well as a DoD Regional Proficiency skill level of Level 3: Professional IAW CJCSI 3210.06, for officers in the 16FX/16PX secondary AFSCs.

2.3.7.1. Identifies/selects a SAF/IA LREC Program Manager (PM) in writing to AF/A1DV-LREC and notifies AF/A1DV-LREC of changes to the position within five working days. The PM will ensure career patterns as well as training and education plans support and sustain the DoD ILR language proficiency goals.

2.3.7.2. Coordinates with LC on professional-level development and sustainment of security cooperation for LREC-enabled Airmen.

2.3.7.3. Ensures SAF/IA force development, sustainment, and utilization programs for security cooperation professionals are synchronized with the Air Force General Purpose Force (GPF) LREC Program to enable maximum efficiency in force development and utilization of LREC Total Force Airmen and resources.

2.3.7.4. Coordinates with AF/A1DV-LREC and the LC on development of LREC education, training, experience, and sustainment programs.

2.3.7.5. Implements LREC performance metrics to measure and continuously improve Air Force assignment fill rates to fulfill RAS, Security Cooperation Officers (SCO), Military Personnel Exchange Program, Attaché, and other Foreign Personnel Exchange Program positions.

2.3.7.6. Defines LREC force development and sustainment requirements for RAS officers and ensures these requirements are articulated to AF/A1DV-LREC, LC, development teams and career field managers to facilitate deliberate and integrated force development processes.

2.4. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) (T-0)

2.4.1. Designates the EA for DLIELC and the DELP.

2.4.2. Designates one general officer or SES civilian as the Air Force SLA.

2.4.2.1. Ensures that the Air Force SLA has direct access to senior leadership and understands the totality of Air Force LREC program.

2.4.2.2. Maintains capability to track LREC skills, education and experience of Air Force military and civilian personnel to facilitate functional and operational force management.

2.4.3. Air Force Senior Language Authority (Deputy Chief of Staff, Manpower, Personnel and Services, Directorate of Force Development (AF/A1D)) (T-0)

2.4.3.1. The Air Force SLA serves as the Air Force representative on the Defense Language Steering Committee (DLSC) IAW DoDD 5160.41E, *Defense Language Program*.

2.4.3.2. Serves as the Chair of the Air Force LREC ESC

2.4.3.3. Establishes and represents the official Air Force LREC position both internally to the Air Force and externally across the DoD and to other government and commercial agencies.

2.4.3.4. Appoints a deputy SLA to attend or chair meetings in the absence of the AF SLA.

2.4.3.5. Establishes Air Force LREC governance panel as the primary policy advisory group to the Air Force SLA and ESC in developing, executing and assessing AF LREC policies and programs to meet operational requirements. The panel focuses on synergy, effectiveness and efficiencies of the LREC programs and provides a forum for training providers to share resources, information and best practices.

2.4.3.6. Establishes Air Force LREC governance panel leads as appropriate for panel meetings.

2.4.3.6.1. Conducts periodic panel meetings to resolve or up-channel LREC issues to the ESC.

2.4.3.6.2. Partners with the LC and key stakeholders to synchronize Total Force LREC guidance and programs with DoD initiatives and directives, Air Force doctrine, strategy, guidance, and planning guidance.

2.4.3.7. Ensures the Air Force Expeditionary Force (AEF) tasking structure is optimized to highlight and deploy LREC-enabled and professional, Total Force, Airmen and civilians.

2.4.3.8. Informs appropriate stakeholders of pertinent Air Force LREC issues as necessary to support steady-state mission requirements. Coordinates with the LC and appropriate HAF and Major Command (MAJCOM) staff to inform or address.

2.4.3.9. Oversees the development, sustainment and execution of the LREC Strategic Communication Plan in collaboration with the LC and key stakeholders which includes, but is not limited to, Total Force education and training opportunities.

2.4.3.10. Provides oversight to ensure integration of LREC proficiency requirements into appropriate existing Combatant Command and Coalition operational, contingency and stabilization plans and programs, requests for forces, and lessons learned.

2.4.3.10.1. Serves as focal point for DoD and Air Force Data Calls, providing analysis of foreign language metrics (e.g. number of language-proficient Airmen, number of foreign language requirements, proficient fill, and utilization rates for Airmen and foreign language requirements) annually and as tasked to evaluate capability investments to ensure compliance with established goals.

2.4.3.10.2. Provides Air Force specific military and civilian intelligence foreign language and regional expertise requirements by proficiency levels to the Office of the Under Secretary of Defense Intelligence (OUSDI) for consolidation and other appropriate authorities upon request in coordination with the Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance (AF/A2).

2.4.3.11. Reports to SECAF or CSAF on the gaps in LREC capabilities as outlined in the Global Cultural, Regional and Linguistic Competency Framework.

2.4.3.12. Supports the SAF/IA mission of building international partnerships by carrying out AF/A1 responsibilities IAW AFPD 16-1, *International Affairs* and AFI 16-109, *International Affairs Specialist (IAS) Program*.

2.4.3.13. Forwards all foreign language waiver requests to AF/A1DV-LREC Office for recommendations prior to adjudication (see AFI 36-4002, *Air Force Foreign Language Proficiency Bonus Program*).

2.4.3.14. Ensures compliance with directives for CFA responsibilities and attends Developmental Teams (DTs) meetings to coordinate Airmen development across the functional communities.

2.4.3.15. Represents the Air Force on all foreign language training, education, and sustainment guidance issues with Defense Language Institute Foreign Language Center (DLIFLC) and carries out responsibilities IAW DoD Instruction 5160.70, *Management of DOD Language and Regional Proficiency Capabilities*.

2.4.3.16. Provides oversight and assistance, as required, for LC participation in the Training Resource Arbitration Panel (TRAP) and Structure Manning Decision Review (SMDR), and coordinating issues with LC, AF/A2, and other stakeholders, as required.

2.4.3.17. Assists LC in developing and approves LREC training and education plans for language professionals and GPF Airmen.

2.4.4. Air Force Executive Agent for DLIELC (Deputy Chief of Staff, Manpower, Personnel and Services, Directorate of Force Development (AF/A1D)) (T-0)

2.4.4.1. Serves as the EA for DLIELC, which implements the DELP.

2.4.4.2. Serves as the AF EA representative on the DLSC.

2.4.4.3. Plans, programs, resources, and budgets for DLIELC activities related to test development, research and development, calibration, quality control, and scoring of the English Comprehension Level (ECL), Oral Proficiency Interview- English (OPI-E), English Language Proficiency Test (ELPT), and other future DoD-approved tests.

2.4.4.4. Provides oversight for research and development activities performed by or for the DoD in support of foreign and English language training requirements.

2.4.4.5. Monitors related research and development activities, and establishes and maintains coordination channels with other Federal Agencies regarding research and development activities.

2.4.4.6. Maintains a direct technical link between the DLIFLC and the DLIELC in matters pertaining to teaching methodology, performance standards for language training equipment and media, tests and evaluation systems, nonresident language programs and research and development to preclude duplication of efforts and assure full cooperation and coordination on information, concepts and techniques relevant to both programs IAW AFJI 14-107, *Management of the Defense Foreign Language Program*.

2.4.4.7. Serves as the waiver authority for this document.

2.4.4.7.1. Screens ELT waiver requests and forwards Air Force requests to SAF/IA for coordination.

2.4.4.7.2. Forwards approved DELP English Language Training waiver requests to the appropriate military service representative.

2.4.5. Air Force LREC Office (AF/A1DV-LREC) (T-0) for the Air Force SLA and Air Force EA. Collaborates with Air Force stakeholders on doctrine, and tactics, techniques, and procedures to define and incorporate LREC into strategic planning policy development, strategic communications plan development, strategic plan development, and doctrine development.

2.4.5.1. Serves as Point of Contact (POC) to develop, coordinate, and provide overall guidance and oversight for the Air Force LREC Program.

2.4.5.2. Partners with LC and key stakeholders to synchronize Total Force LREC related guidance and programs with DoD initiatives and directives, Air Force doctrine, strategy, guidance, and planning guidance, as required by the Air Force SLA.

2.4.5.3. Advises Air Force SLA on LREC training mission focus areas and program development to properly shape the knowledge and skills of Total Force Airmen to meet strategic steady-state operational requirements.

2.4.5.4. Establishes and represents, as directed by the AF SLA, the official Air Force LREC position both internally to the Air Force and externally across the DoD and to other government and commercial agencies.

2.4.5.5. Establishes procedures to conduct a Foreign Language Self-Assessment (FLSA) and document capability in the Military Personnel Data System (MilPDS) upon accession IAW DoDI 5160.71, para 9.f. and DoDD 5160.41E, para 5.10.3.

2.4.5.6. Ensure coordination is conducted with AF/ A3O-Q, as the HAF advocate, for all LREC issues related to the AAA

2.4.5.7. Coordinates with the LC to effectively execute its objectives by ensuring LREC programs have sufficient resources through the Air Force Corporate Structure and POM.

2.4.5.8. Provides visibility to the Combatant Commands on foreign language GPF steady state requirements met through awarded contracts in accordance with Federal Acquisition Regulation (FAR) 42.2.

2.4.5.9. Coordinates with MAJCOMs, Numbered Air Forces, ANG, AFR, and other agencies, as appropriate, to synchronize steady state LREC GPF foreign language proficiency requirements for force planning and manning documents.

2.4.5.10. Coordinates with Air Force Special Operations Command (AFSOC) and LC to ensure the Air Force LREC Program deliberately develops the right skills and proficiencies required to support Special Operations Forces (SOF) requirements IAW DoDI 3305.06, *Special Operations Forces (SOF) Foreign Language Policy*.

2.4.5.11. Collaborates with Director, Studies & Analyses, Assessments and Lessons Learned (AF/A9) and LREC stakeholders to develop and sustain a Lessons Learned (L2) program consolidating and validating lessons into LREC improvements.

2.4.5.12. Prioritizes LREC training mission focus areas in collaboration with AF LREC stakeholders and coordinates with LC in developing the program to properly shape the knowledge and skills of Total Force Airmen to meet strategic and operational requirements.

2.4.5.13. Develops and implements guidance that enhances and sustains Air Force LREC program capabilities across the Total Force to include LREC education and training.

2.4.5.14. Coordinates with the LC and DLIFLC to ensure, to the greatest extent practicable, all military units deploying to foreign territories have an appropriate capability to communicate in the languages of the territories of deployment. Provide appropriate cultural awareness training (or at least a rudimentary understanding IAW DoDD 5160.41E), basic language familiarization and language aid, in coordination with DLIFLC, except in cases of emergency, IAW AFPD 36-40.

2.4.5.15. Presents an annual Air Force GPF LREC program review to the Air Force LREC SLA that includes, but is not limited to, expeditionary pre-deployment LREC training and performance metrics; LREC training plans; force development, sustainment, enhancement, management, utilization status; and challenges in meeting mission requirements.

2.4.5.16. Collaborates with key stakeholders to establish readiness standards for LREC capabilities to meet pre-deployment requirements for Airmen deploying to foreign territories.

2.4.5.17. Establishes policy and provides directives for GPF Air Advisor LREC education and training.

2.4.5.18. Determines a method to code competency levels as Familiarized, Enabled and Professional for Regional and Cultural (RC) capabilities as defined in DoDI 5160.70, Enclosure 2. Develops LREC force education, training, sustainment, and management guidelines with objectives and measurable outcomes to develop sufficient 3C Airmen in each tier (familiarized, enabled and professional).

2.4.5.19. Collaborates with CFMs and LREC program managers, (e.g. Personnel Exchange, International Health Specialist, Air Advisor) to optimize efficiencies and best practices.

2.4.5.20. Supports the AF LREC CFA, providing guidance and advising Developmental Teams (DTs), Career Field Managers (CFMs) and Assignment Teams IAW AFI 36-2640, *Executing Total Force Development*.

2.4.5.21. Assists LC in developing LREC training and education plans that meet or exceed the goals and guidance of the Defense Language Program.

2.4.5.22. Ensures Total Force GPF Airmen with validated foreign language skills, who also meet LREC force structure inventory requirements, are placed within sustainment and enhancement programs.

2.4.5.23. Ensures proficiency in LREC capabilities is among the factors considered and/or emphasized for military and civilian personnel force development, as appropriate.

2.4.5.24. Provides oversight to the Language Enabled Airman Program (LEAP) in coordination with LC.

2.4.5.25. Coordinates and collaborates with AF/A2 on recruitment, force development, sustainment and management to meet DoD Intelligence Community (IC) and Air Force requirements for language-inherent AFSCs 1A8X1 and 1N3X1.

2.4.5.26. Collaborates with the LC to assist in developing recruiting guidance and incentives that identify, attract, develop, and sustain personnel with LREC capabilities.

2.4.5.27. Produces annual officer and enlisted language classification targets and cadet language programs targets for inclusion in the annual Air Force Technical Training Program Guidance Letters/Program Requirements Documents (PGL/PRD) IAW *Air Force Officer and Enlisted Classification Directories*, Sec 1-A, DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, and AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*.

2.4.5.27.1. Works with the Air Force Reserve Command (AFRC) and National Guard Bureau (NGB) to ensure similar tracking is accomplished throughout the Total Force.

2.4.5.27.2. Screens and documents Total Force LREC expertise upon accession and periodically thereafter.

2.4.5.28. Incentivizes foreign language skills consistent with DoD guidance and Air Force requirements through guidance and procedures to build, support, and sustain a cadre of language professionals with a goal of possessing ILR proficiency level 3/3/3.

2.4.5.29. Compiles the annual Air Force Strategic Language List (SLL) with foreign languages in which the Air Force has current or projected requirements. Provides a copy to the DoD SLA in accordance with Chairman of the Joint Chiefs of Staff (CJCS) procedures.

2.4.5.30. Implements and guides the execution of the Foreign Language Proficiency Bonus (FLPB) Program for military personnel.

2.4.5.30.1. Ensures FLPB payment for eligible service members when they qualify by completing annual certification.

2.4.5.30.2. Publishes and clarifies FLPB guidance.

2.4.5.30.3. Adjudicates requests for Exceptions to Policy (ETP) to FLPB guidance.

2.4.5.31. Collaborates with AF/A1PC to develop guidance which will be governed and implemented by AF/A1DV-LREC for Air Force Foreign Language Proficiency Pay (FLPP). This pay is for eligible civilian personnel who support LREC force structure requirements IAW Title 10, United States Code (for Civilian Employees), Section 1596, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests*, and Section 1596a, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*; DoDD 1400.25, *DoD Civilian Personnel Management System*.

2.4.5.32. Supervises development of regional proficiency metrics. Collects established regional proficiency metrics for use as tasked to evaluate capability investments and ensure compliance with established goals.

2.4.5.33. Manages annual Language Professional and Command Language Program of the Year awards program.

2.4.5.34. Provides annual, informal estimates of the number of Defense Language Proficiency Test (DLPT) System Tests which will be required by the Air Force in the next FY. Provides this information before the end of the current FY. These estimates will be forwarded to DLIFLC for their test administration planning efforts (scheduling testers and scorers for the next FY).

2.4.5.35. Executes day-to-day EA responsibilities for DLIELC, ensuring the success of the programs in meeting National Defense and Air Force building. partnership capacity goals and carrying out functions IAW DoDD 5160.41E and AFJI 16-103.

2.4.5.35.1. Supports the DLIELC EA in reporting DELP funding status, as directed by the Chair of the DLSC 2.4.5.1.

2.4.5.35.2. Advocates for Joint Service interests relating to DLIELC in support of the EA, in collaboration with LC and Air Force LREC stakeholders.

2.4.5.35.3. Programs in coordination with LC, to meet DLIELC needs of DoD components and advocates annual budget and full range of staff resources in the Air Force Corporate Structure and OSD Program Objective Memorandum (POM).

2.4.5.35.4. Develops, maintains, and reports DLIELC data when required by law, OSD, or Congressional requirements.

2.4.5.35.5. Provides oversight, in coordination with the LC, for DLIELC execution and program guidance, including the resolution of ELT issues.

2.4.6. Deputy Chief of Staff, Manpower, Personnel and Services, Directorate of Manpower (AF/A1M) (T-0)

2.4.6.1. Provides guidance, assistance, and direction to units for coding manpower billets for LREC strategic and operational requirements.

2.4.6.2. Assists and provides AF/A1DV-LREC and Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance, Directorate of ISR Strategy, Integration and Doctrine (AF/A2D) data to satisfy reporting requirements.

2.4.6.3. Collaborates with AF/A1DV-LREC on LREC Air Force Corporate Funding and Presidential Budget process issues.

2.4.7. Air Force Deputy Chief of Staff, Manpower Personnel, and Services, Directorate of Force Development, Learning Division (AF/A1DL) (T-0)

2.4.7.1. Synchronizes LREC-related Developmental Education (DE) opportunities/guidance with AF/A1DV-LREC and LC.

2.4.7.2. Collaborates and coordinates voluntary LREC-related educational guidance changes with AF/A1DV-LREC and LC.

2.4.7.3. Includes AF/A1DV-LREC and LC on the Air Force Learning Committee (AFLC).

2.4.8. Deputy Chief of Staff, Manpower, Personnel and Services, Directorate of Force Management (AF/A1P) (T-0)

2.4.8.1. Collaborates with AF/A1DV-LREC to develop guidance which will be governed and implemented by AF/A1DV-LREC for Air Force Foreign Language Proficiency Pay (FLPP). This pay is for eligible civilian personnel who support LREC force structure requirements IAW Title 10, United States Code (for Civilian Employees), Section 1596, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests*, and Section 1596a, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*; DoDD 1400.25, *DoD Civilian Personnel Management System*.

2.4.8.2. Compiles previous FY retention and accession data of language professionals (language inherent AFSCs, specifically for AFSCs 1A8X1, (Airborne Cryptologic Language Analyst (CLA)), 1N3X1 (Ground CLA), and 16F (RAS)), and reports the results annually to AF/A1DV-LREC for forwarding to OUSD(P&R) IAW DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness*.

2.4.8.3. Develops policy to access, classify, and provide initial skills training to language professionals (language inherent AFSCs), specifically for 1A8X1 and 1N3X1 who have language training requirements IAW Air Force Enlisted Classification Directory.

2.4.8.4. Collaborates with AF/A1DV-LREC to establish targets and provide incentives, as necessary, to recruit civilians with LREC capabilities to meet mission requirements.

2.4.8.5. Collaborates with AF/A1DV-LREC to develop and implement assignment and promotion guidance, as well as guidance to ensure LREC capabilities are utilized and rewarded to meet mission requirements.

2.4.8.6. Coordinates on all guidance and program changes impacting the Air Force LREC Program to include force development, sustainment, and utilization.

2.5. Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (ISR) (AF/A2) (T-0)

2.5.1. Serves as the Air Force focal point for the end-to-end functional management of all Air Force ISR LREC capabilities.

2.5.2. Develops and implements Air Force LREC policies and guidance in support of Air Force ISR activities, including plans to build, support, and sustain a cadre of ISR foreign language professionals and language-enabled personnel who meet or exceed DoD IC, and Air Force standards.

2.5.3. Oversees professional development, training, education, readiness, utilization, and deployment of ISR LREC resources to ensure appropriate alignment with DoD, IC, and Air Force policies, priorities, and programs.

2.5.4. Provides ISR LREC planning, programming, and budgeting oversight.

2.5.5. Directs MAJCOMs and Field Operating Agencies (FOAs) in the functional management of ISR foreign language resources. Air Force ISR Agency (AFISRA) is designated as the Service Cryptologic Component and oversees the training and development of administratively and operationally assigned language professionals.

2.5.6. Coordinates, as necessary, with external offices regarding ISR LREC force management/ development activities, initiatives, operational requirements, and personnel actions.

2.5.7. Nominates a general officer or equivalent to serve as Deputy AF SLA. Incumbent also serves as the Senior Technical Advisor for Air Force ISR LREC activities.

2.5.7.1. Establishes and represents, as directed by the AF SLA, the official Air Force LREC position both internally to the Air Force and externally across the DoD and to other government and commercial agencies.

2.5.7.2. Partners with LC and key stakeholders to synchronize Total Force ISR-related LREC guidance and programs with DoD initiatives and directives, Air Force doctrine, strategy, guidance, and planning guidance, as required by the Air Force SLA.

2.5.7.3. Advises Air Force SLA on ISR-related LREC training mission focus areas and program development to properly shape the knowledge and skills of Total Force Airmen to meet strategic steady-state operational requirements.

2.6. Deputy Chief of Staff for Operations, Plans and Requirements (AF/A3/5) (T-0)

2.6.1. Facilitates the integration of Air Force LREC requirements into existing operational plans.

2.6.1.1. Coordinates with MAJCOMs to include LREC in strategic planning to enable projection of future requirements for LREC-enabled positions.

2.6.1.1.1. Coordinates inclusion of LREC in Combatant Command and MAJCOM Operational and Contingency Plans, Security Cooperation Plans and goals.

2.6.1.1.2. Assists Combatant Commands and MAJCOMs to identify LREC contingency requirements for Air and Space Operations Centers (AOC) and Air Force Forces (AFFOR) across the functional areas and mission sets.

2.6.1.1.3. Identifies disconnects between LREC requirements and operational development of Aircrew Force.

- 2.6.1.1.4. Develops and implements Air Advisor LREC competency level requirements and requisite education and training plans to develop Total Force Airmen to meet Air Advisor LREC mission requirements.
- 2.6.1.1.5. Ensures Air Advisor LREC requirements are identified and coded on owning UMDs and in reporting instructions.
- 2.6.1.1.6. Presents an Air Advisor LREC force development review to the Air Force LREC ESC. This report should be presented annually and include requirements, education and training plans status and issues, LREC force development synchronization and other issues impacting the Air Force LREC Program.
- 2.6.1.2. Ensures aircrews have appropriate LREC training and/or skills to support rated staff and Combatant Command requirements.
- 2.6.2. Ensures operational guidance and planning guidance reflect LREC requirements for operational, contingency ,and stabilization planning.
- 2.6.3. Collaborates with AF/A1DV-LREC, AFSOC, and LC to identify LREC operational and training requirements and ensure that training programs meet mission requirements.
- 2.6.4. Advocates for Air Force LREC validated operational requirements in the Air Force Corporate Structure.
- 2.6.5. Collaborates with AF/A1DV-LREC to solve identified Air Force LREC issues that affect Air Force operations (e.g. capability gaps, student no-show, etc.).
- 2.6.6. Ensures an Air Advisor SME participates in the Air Force LREC Action Panel and ESC.

2.7. Air Force Deputy Chief of Staff, Logistics, Installations, and Mission Support, Office of The Civil Engineer, Installation Management and Operations Branch Asset Management Division (AF/A7CAI) (T-0): Establishes guidance and procedures to ensure infrastructure and facilities are available to support test administration IAW DoDI 5160.71, *DoD Language Testing Program*, paragraph 9.a.

2.8. The Director of Studies & Analyses, Assessments and Lessons Learned (L2) (AF/A9) (T-0)

- 2.8.1. Assists AF/A1DV-LREC and LC in development and sustainment of an L2 program, which includes a bi-annual report requirement. The report will be coordinated with Air Force LREC stakeholders and will consolidate validated lessons identified in force capabilities.
- 2.8.2. The Lessons Learned Program (AF/A9L) portfolio manager will coordinate on/review the summary briefing for the Air Force LREC ESC on their bi-annual L2 Reports.
- 2.8.3. AF/A9 portfolio managers provide assistance/training to AF/A1DV-LREC, to enable development of the LREC L2 Program, satisfy L2 reporting requirements, and conduct the L2 resolution process.

2.9. Air Education and Training Command (AETC) (T-0)

2.9.1. Serves as the LC IAW AFPD 36-40 for the DELP and Air Force GPF LREC training programs. Retains responsibility for the integrated execution of these training programs to meet requirements. AETC may sub-designate tasks.

2.9.2. Nominates AETC OPRs for LREC responsibilities in the GPF and the DELP, in writing, to AF/A1DV-LREC and notifies AF/A1DV-LREC of any changes within five working days.

2.9.3. Coordinates with AF/A1DV-LREC to ensure valid ELT requirements are published in the Air Force ELT Requirements PGL

2.9.4. Works with Defense Security Cooperation Agency (DSCA) and AF/A1DV-LREC to coordinate all ELT waivers.

2.9.5. Builds partner capacities and strengthens defense relationships by managing, executing, and improving the DELP.

2.9.6. Ensures DLIELC is properly resourced and staffed and that facilities are sufficient to meet the English language education and training needs of the DoD Components.

2.9.7. Provides DLIELC annual budget and staff resource requirements and English Language Training PGL to AF/A1DV-LREC for EA review and presentation at the DLSC, as applicable.

2.9.8. Participates in and champions DLIELC issues as a member of the ELPWG.

2.9.9. Nominates the Commandant of DLIELC to AF/A1DV-LREC for staffing approval.

2.9.10. Assists DoD Components, through DLIELC, to determine recommended English Comprehension Level (ECL) proficiency scores for entry into military occupational training.

2.9.11. Maintains responsibility for ELT development, research and development calibration, and quality control through DLIELC and coordinated with AF/A1DV-LREC.

2.9.12. Plans, programs, resources, and budgets for DLIELC activities related to test development research and development, calibrations, quality control, and scoring of the ECL, Oral Proficiency Interview-English (OPI-E), English Language Proficiency Test (ELPT) and other DoD-approved tests.

2.9.12.1. Administers the OPI-E as required by DoD Components.

2.9.12.2. Prints, distributes, and provides English Language Proficiency (ELP) paper-and-pencil test materials to all DoD test control centers, as required.

2.9.12.3. Develops a comprehensive security plan to include all aspects of test development, design, and administration within the DLIELC.

2.9.12.4. Implements quality assurance procedures to ensure the accuracy and security of the test development and distribution process for Defense English language testing.

2.9.12.5. Reports all compromises or possible compromises of test materials to the Defense Language and National Security Education Office (DLNSEO) as soon as possible after notification by DoD components and reports of the results of all investigations upon completion.

- 2.9.13. Coordinates with SAF/IA, AF/A1DV-LREC and AF/A3O-Q on DELP security cooperation issues and initiatives.
- 2.9.14. Serves as the Subject Matter Expert (SME) for all education, training, learning, and execution aspects of the DELP and Air Force GPF LREC Program.
- 2.9.15. Educates, trains, and equips a cadre of Total Force Airmen with LREC capabilities to meet current operational and strategic requirements.
- 2.9.16. Leverages LREC partner relationships to gather requirements, create flexibility for increased capacity, increase value in cultural immersion, and contribute to the Total Force.
- 2.9.17. Provides any budget and staff resource requirements for the full range of DLIFLC needs to AF/A1DV-LREC for submission to OSD in the overall budget and financial plans.
- 2.10.19. Programs to meet the foreign language education and training needs of the DoD Components and partners.
- 2.9.18. Enhances Total Force capability by contributing LREC expertise to develop curriculum, to increase information exchange with partners, and contribute to operational requirements.
- 2.9.18.1. Consolidates and submits the Air Force foreign language training requirements to AF/A1DV-LREC for DLIFLC, prioritizing resources and schedules to meet mission requirements.
 - 2.9.18.2. Interfaces with and submits out-year Air Force foreign language training/education requirements each FY in response to the AF/A1DV-LREC data call.
 - 2.9.18.3. Participates in TRAP/SMDR meetings with AF/A1DV-LREC and DLIFLC.
 - 2.9.18.4. Coordinates execution year Air Force foreign language training/education requirements with AF/A1DV-LREC for DLIFLC.
 - 2.9.18.5. Ensures management practices minimize DLIFLC training seat losses and reports missed training seats to AF/A1DV-LREC, as required.
- 2.9.19. Collaborates with Air Force LREC stakeholders and AFPC on effective GPF LREC force utilization to meet mission requirements.
- 2.9.20. Collaborates with Air Force LREC stakeholders in defining and implementing LREC training and education strategic planning..
- 2.9.21. Ensures advocacy for LREC POM prioritization among all stakeholders.
- 2.9.22. Implements performance metrics to expand the Air Force GPF LREC force inventory to meet assignment and utilization needs. Presents these metrics annually to the Air Force LREC ESC.
- 2.9.23. Identifies and resolves systemic Air Force GPF LREC training execution issues in coordination with Air Staff functionals/offices, stakeholders, Combatant Commands, and MAJCOMs as appropriate.
- 2.9.24. Ensures Total Force GPF Airmen with validated foreign language skills, who also meet LREC force structure inventory requirements, are placed within sustainment and enhancement programs.

- 2.9.25. Exploits study abroad and immersion opportunities, in a fiscally-responsible manner, to increase LREC education and training consistent with Air Force Security Assistance Strategy.
- 2.9.26. Assists and provides AF/A1DV-LREC data to satisfy LREC reporting requirements.
- 2.9.27. Coordinates with AF/A1DV-LREC to validate enlisted and officer classification language targets and cadet language programs targets for inclusion in the annual Air Force Technical Training PGL/PRD.
- 2.9.28. Coordinates with AFSOC to build and maintain LREC training programs to support SOF Total Force Airmen and civilians and LREC education and training IAW DoDI 3305.06.
- 2.9.29. Develops LREC guidance and programs for Reserve Officer Training Corps (ROTC) cadets. Ensures ROTC programs include, at a minimum, scholarships, study abroad and foreign immersion programs. These programs will be synchronized with Air Force LREC force requirements.
- 2.9.30. Administers the Foreign Language Skills Proficiency Bonus (FL SPB) for ROTC cadets. Provides FL SPB guidance and guidance input to AF/A1DV-LREC to ensure program targets the right foreign language skills to effectively and efficiently meet Air Force LREC force structure and development requirements.
- 2.9.31. Identifies, facilitates, and assists all training organizations in developing curriculum and materials for LREC capability learning. Ensures LREC learning venues are integrated and categorized by LREC competency level and included in LREC learning plans.
- 2.9.31.1. Works with AF/A1DV-LREC to ensure all Airmen become RC familiarized through foundational education and training in culture.
 - 2.9.31.2. Implements LREC learning plans and incorporates best practices into LREC learning programs.
 - 2.9.31.3. Synchronizes 3C education and training plans and aligns competency development capabilities with current and future requirements.
- 2.9.32. Develops LREC recruitment, accession, education, training and sustainment programs in coordination with the AF/A1DV-LREC Program Office. Coordinates programs with LREC stakeholders, MAJCOMs and Air Force Culture and Language Center (AFCLC).
- 2.9.33. Establishes pre-deployment readiness standards for LREC capabilities within the Defense Readiness Reporting System.
- 2.9.34. Conducts biannual reviews of LREC pre-deployment training to ensure adequacy and provides Air Force LREC ESC with an annual report of the LREC pre-deployment training assessment.
- 2.9.35. Ensures Air University (AU), via AFCLC, integrates Air Force LREC requirements across the entire continuum of Air Force officer and enlisted education, to include pre-commissioning, Professional Military Education (PME) and Professional Continuing Education (PCE).

2.9.35.1. Ensures AFCLC is properly resourced and staffed, and facilities are sufficient to meet the LREC education and training needs of the GPF.

2.9.35.2. Ensures AFCLC aligns culture and region instruction to meet operational and institutional requirements.

2.9.35.3. Ensures Air Advisor Academy (AAA) is properly resourced and staffed for LREC. Provides policy, oversight, guidance, resourcing assistance, and direction to the AAA for LREC. AETC/CC serves as the Core Function Lead Integrator (CFLI) for both the Building Partnerships (BP) and the Education and Training (E&T) Service Core Functions.

2.9.35.3.1. Leverages its education and training enterprise to produce qualified GPF air advisors with critical LREC skills, to successfully engage with Partner Nations, in support of national security objectives.

2.9.35.3.2. Advocates for resources supporting AAA execution and LREC education and training, as directed by HQ USAF.

2.9.35.3.3. Oversees the development of course syllabi supporting LREC GPF air advising education and training programs. This responsibility includes the use of standardized AETC education and training products, such as the oversight of plans of instruction (POIs).

2.9.36. Air University (T-0)

2.9.36.1. Ensures that Air Force LREC institutional competencies and requirements are integrated across the entire continuum of Air Force officer and enlisted education, including pre-commissioning, Professional Military Education (PME), Professional Continuing Education (PCE) and other Air University venues.

2.9.36.2. Charters the Air Force Culture and Language Center (AFCLC) with its mission, tasks and major organizational parameters; ensures that AFCLC has sufficient financial and manpower resources through existing Air Force corporate programming and budgeting processes to effectively execute its missions.

2.9.36.3. Conducts and commissions research, via the AFCLC, to define/develop competencies and assemble the most relevant information to inform Air Force LREC programs, guidance and requirements.

2.9.36.4. Provides subject matter expertise in support of Air Force LREC programs and guidance and via the AFCLC, executes enabled-level learning and familiarized-level training as assigned and resourced.

2.9.37. Air Force Culture and Language Center (AFCLC) (T-0)

2.9.37.1. Serves as lead for designing Regional Expertise and Culture GPF training and education.

2.9.37.2. Develops, delivers and supports LRC GPF training and education across the Continuum of Learning.

2.9.37.3. Develops and executes career-long sustainment and enhancement training and education plans as part of LEAP in accordance with the Air Force Building Partnership Core Function Master Plan, force structure requirements and LREC Master Plan.

2.9.37.4. Provides regional and cultural support to the Air Advisor Academy, International Health Specialists (IHS) and other LREC-enabled programs as required.

2.9.37.5. Develops and maintains the AFCLC website.

2.9.37.6. Participates in the Air Force LREC Action Panel, the Air Force LREC ESC and presents a program review annually to the Air Force LREC ESC.

2.9.38. Air Force Recruiting Service (AFRS) (T-0)

2.9.38.1. Establishes screening procedures to screen potential foreign language recruits for language aptitude with the Armed Services Vocational Aptitude Battery (ASVAB), Defense Language Aptitude Battery (DLAB), Air Force Qualification Test (AFOQT), or other DoD-approved screening tools.

2.9.38.2. Informs recruits who score above 72 on the Armed Forces Qualification Test (AFQT) that their performance reflects a potential aptitude to learn a foreign language.

2.9.38.3. Coordinates and collaborates with LC, Accessions and Training Division (AF/A1PT), and AF/A1DV-LREC to establish recruiting programs designed to qualify sufficient numbers of recruits to meet career field needs IAW Air Force Officer and Enlisted Classification Directories.

2.9.39. Defense Language Institute English Language Center (DLIELC) (T-0)

2.9.39.1. Serves as the DoD center for English language education and operational training needs, in support of the National Security Strategy through the Defense Security Exchange Program.

2.9.39.2. Builds partner capacities and strengthens defense relationships by managing, executing, and improving the DELP.

2.9.39.3. Teaches foreign and U.S. military and civilian personnel to speak English; provide cultural immersion; train foreign military and civilian personnel to teach English in their host country; teach English as a second language for the US military; and manage the deployment of non-resident English training programs to partner states and host nations.

2.9.39.4. Meets English language education and operational training needs IAW DoDD 5160.41E under the guidance of LC.

2.9.40. Air Advisor Academy (AAA) (T-0)

2.9.40.1. Serves as the DoD center for education and operational training of GPF Air Advisor.

2.9.40.2. Prepares GPF Airmen with the LREC skills to build partnerships / build partner capacities and strengthen defense relationships with Partner Nations.

2.9.40.3. Teaches foreign language skills to GPF Airmen and civilian personnel.

2.9.40.4. Instructs GPF Airmen on the Political, Military, Economic, Social, Infrastructure, and Information- Physical Environment, Time (PMESII-PT) model with respect to assigned region and / or country in preparation for deployment.

2.9.40.5. Prepares Airmen for cross-cultural engagements.

2.9.40.6. Meets Security Force Assistance LREC education and operational training requirements as approved by the HAF.

2.10. Air Force Personnel Center (AFPC)

2.10.1. AFPC/Director of Personnel Assignments (DPA) (T-0)

2.10.1.1. Collaborates with AF/A1DV-LREC and DTs to execute officer and enlisted assignments to meet LREC requisition requirements.

2.10.1.2. Participates in LREC force development and utilization working groups and provides assignment process input to improve assignment actions in support of LREC mission requirements.

2.10.1.3. Ensures LREC assignment requirements are vetted by DTs and ensures they are informed of positions with LREC requirements that go unfilled.

2.10.2. AFPC/Civilian Personnel Program Support Division (DPIE) (T-0)

2.10.2.1. Provides oversight and guidance on execution of FLPP for civilians.

2.10.2.2. Maintains foreign language proficiency data in personnel records.

2.10.2.3. Ensures positions requiring foreign language proficiency are properly coded in Defense Civilian Personnel Data System (DCPDS) and that position descriptions reflect requirement for foreign language proficiency.

2.10.3. AFPC/Test Management Office (DPSOE) (T-0)

2.10.3.1. Provides oversight and guidance on execution of the DLPT, Oral Proficiency Interview (OPI), DLAB, and DLAB Screening Tool.

2.10.3.2. Administers foreign language capability assessment upon demand (DLPT, ASVAB/AFQT, or DLAB), gathers information on all accessed Total Force Airmen with language capabilities, and ensures data is entered into the Air Force personnel system.

2.10.3.3. Ensure Test Control Officers (TCO) are properly trained to administer the DLPT in accordance with AFI 36-2605, *AF Military Personnel Testing System* and DoDI 5160.71.

2.10.3.4. Provides education and guidance to TCOs and field entities on language testing.

2.10.3.5. Elevates all significant language testing issues to the Air Force SLA.

2.10.3.6. Serves as a clearinghouse for test-delivery matters with Defense Manpower Data Center (DMDC).

2.10.4. AFPC/ Special Programs (T-0)

2.10.4.1. Ensures personnel records maintain language proficiency data and DLAB scores.

2.10.4.2. Provides oversight and guidance of FLPB program execution IAW DoDI 7280.03, *Foreign Language Proficiency Bonus*.

2.10.4.3. Provides oversight and implementation guidance of FLPB.

2.10.5. AFPC/Research and Assessment (DSYX) (T-0)

2.10.5.1. Establishes standards and procedures for delivery of the computer-based/web-delivered DLPT.

2.10.5.2. Coordinates with DMDC.

2.10.6. AFPC/Line Accessions (DPSIP) (T-0)

2.10.6.1. Collaborates with LC and AF/A1DV-LREC on officer accessions.

2.10.6.2. When no other classification need exists and when skills in language other than English may be desired, classifies Airmen with existing foreign language capabilities into AF specialties with LREC requirements IAW AF Officer Classification Directory and the AF Enlisted Classification Directory.

2.11. The Air Force (Surgeon General) (AF/SG) (T-0)

2.11.1. Nominates an LREC OPR in writing to AF/A1DV-LREC and notifies AF/A1DV-LREC of changes to the position within five working days.

2.11.2. Recruits and trains personnel for the IHS program in accordance with AFI 44-162, *Air Force International Health Specialist Program*.

2.11.3. Identifies requirements for initial and sustainment LREC education and training in conjunction with the LC for enlisted and officer personnel seeking the appropriate IHS SEI, and ensures that language-enabled personnel contribute to the goals and guidance outlined in DoDD 5160.41E and this AFI.

2.11.4. Establishes requirements for the regional IHS SEI within the AF/SG Community in conjunction with LC.

2.11.5. Supports the development and implementation of education and training for Air Force Medical Service (AFMS) personnel selected to perform duties that require LREC both within the IHS program and the AFMS at-large in conjunction with the LC.

2.11.6. Coordinates with AF/A1DV-LREC and the LC on development of LREC education training and sustainment programs.

2.11.7. Advocates for Air Force LREC requirements in the POM.

2.11.8. Participates in the Air Force LREC Action Panel and as an advisory member to the Air Force LREC ESC. Presents an IHS LREC program review to the Air Force LREC ESC annually.

2.12. Air Force Office of Special Investigation (AFOSI) (T-0)

2.12.1. Identifies LREC requirements needed to support AFOSI's criminal, fraud, counterintelligence, and counter threat operations IAW AF-MD 39, *Air Force Office of Special Investigations*, within AFOSI and ensure proper documentation of requirements on the UMD.

2.12.2. Establishes and maintains personnel programs and guidance supporting LREC programs for AFOSI field units. Ensures programs are coordinated with the LC.

2.12.3. Ensures the AFOSI program is synchronized with the Air Force GPF LREC program to ensure force development, management and utilization of LREC Total Force Airmen is achieved.

2.12.4. Nominates an LREC OPR in writing to AF/A1DV-LREC and notifies AF/A1DV-LREC of changes to the position within five working days.

2.12.5. Participates in the Air Force LREC Action Panel and as an advisory member to the AF LREC ESC.

2.12.6. Presents an AFOSI LREC program review to the Air Force LREC ESC annually.

2.12.7. Advocates for Air Force LREC requirements in the POM.

2.13. United States Air Force Academy (USAFA) (T-0)

2.13.1. Coordinates with the LC and Air Force SLA to develop and deliver LREC foundational education for USAFA cadets IAW national accreditation standards.

2.13.2. Conducts FLSA and document capability in MilPDS upon accession IAW DoDI 5160.71, para 9.f.; and DoDD 5160.41E, para 5.10.3.

2.13.3. Provides all qualified cadets the opportunity to take the DLPT or OPI.

2.13.4. Participates in the Air Force LREC Action Panel and the Air Force LREC ESC and presents a USAFA LREC program review annually to the Air Force LREC ESC.

2.13.5. Develops and delivers LREC foundational education requirements for USAFA cadets and ensures they are coordinated with the LC, AFCLC, and Air Force SLA.

2.13.6. Assists and provides Air Force SLA data to satisfy reporting requirements.

2.13.7. Advocates for Air Force LREC requirements in the POM.

2.14. MAJCOM/FOA/Direct Reporting Unit (DRU) (except AFSOC and AFRC) (T-0)

2.14.1. Integrates LREC capabilities in appropriate plans, programs, and resources.

2.14.2. Nominates an LREC OPR in writing to AF/A1DV-LREC and notifies AF/A1DV-LREC of changes to the position within five working days. The LREC OPR will have the roles and responsibilities below:

2.14.2.1. Ensures MAJCOM/FOA/DRU LREC programs, planning, and force development opportunities align with Combatant Command and/or Air Force objectives.

2.14.2.2. Represents MAJCOM/FOA/DRU staff and subordinate units on all LREC matters.

2.14.2.3. Manages and provides oversight of all subordinate Command Language Programs (CLP). Monitors quality and effectiveness of subordinate programs.

2.14.2.4. Serves as liaison between the LC and AF/A1DV-LREC on all LREC training issues.

- 2.14.2.5. Coordinates with the LC and AF/A1DV-LREC and other Air Force LREC stakeholders to identify and resolve systemic LREC training problems, and identify solutions and best practices.
- 2.14.2.6. Collects and validates LREC training requirements and forwards to the LC.
- 2.14.2.7. Gathers subordinate unit inputs on LREC program needs and issues, and submits quarterly reports to the LC.
- 2.14.2.8. Assists in the supervision of LREC programs and provides technical support, as requested.
- 2.14.2.9. Reviews and forwards recommendations on CLP guidance to the LC and AF/A1DV-LREC.
- 2.14.2.10. Manages the CLP for staff and other units, as required.
- 2.14.2.11. Identifies and communicates LREC training opportunities.
- 2.14.2.12. Collaborates with commanders to identify and select personnel for follow-on and supplemental LREC training.
- 2.14.2.13. Provides CLP support to GPF units with fewer than six LREC Professionals/Enabled-personnel assigned.
- 2.14.2.14. Monitors/conducts staff assistance visits for subordinate units, as requested.
- 2.14.2.15. Ensures LREC requirement identification processes are included in all strategic planning processes.
- 2.14.2.16. Ensures LREC requirements are properly identified and documented on UMDs.
- 2.14.2.17. Develops and publishes strategic communications to staff agencies and subordinate units to ensure Total Force awareness of LREC requirements and force development opportunities.
- 2.14.2.18. Advocates for Air Force LREC requirements in the POM.

2.15. Air Force Special Operations Command (AFSOC) (T-0)

- 2.15.1. Identifies, documents on UMDs, and forwards SOF LREC requirements and skills necessary to support operational needs to the Commander of U.S. Special Operations Command IAW DoDI 5160.70, Chairman Joint Chiefs of Staff Instruction (CJCSI), 3126.01A, *Language and Regional Expertise Planning*, and DoDI 3305.06.
- 2.15.2. Establishes and maintains personnel programs and guidance supporting the language training of SOF personnel.
 - 2.15.2.1. **USAF Special Operations School (T-0)**
 - 2.15.2.1.1. Provide courses focused on four areas: asymmetric warfare education, regional and cultural awareness, Special Operations Forces (SOF) professional development and joint operations

2.15.2.1.2. Provide regional and Cultural awareness courses geared to SOF areas of responsibility in order to orient Airmen to the cultural, historical, political, economic and security issues of a particular region.

2.15.2.1.3. Collaborates with the LC and other Air Force LREC stakeholders to ensure SOF LREC force development programs are synchronized across the Total Force.

2.15.2.1.4. Ensures the design, development, and delivery of LREC educational programs for SOF personnel that are consistent with other Air Force efforts and respond to AFSOC's specific requirements. Collaborates with the LC on all LREC curriculum development.

2.15.2.1.5. Participates in the Air Force LREC Action Panel and the Air Force LREC ESC.

2.15.2.1.6. Presents an annual SOF LREC program review to the Air Force LREC ESC. Program review should include, but not be limited to, LREC force development, sustainment, management and utilization.

2.15.2.1.7. Advocates for Air Force LREC requirements in the POM.

2.16. USAF Expeditionary Center (USAF EC) (T-0)

2.16.1. Builds upon the foundational expeditionary training provided by AETC, including LREC skills, to ensure deploying Airmen are prepared for the entire range of military operation. Rapidly develops courses to meet critical/emerging needs such as, but not limited to, humanitarian relief, irregular warfare, major theater contingencies and catastrophic attack on the United States Homeland.

2.16.2. Rapidly applies ground combat lessons learned in partnership with AF/A9 to advance doctrine, develop timely tactics, techniques and procedures, and provide well-educated, trained and equipped expeditionary Airmen to Combatant Commanders.

2.16.3. Provides venues for directed, joint, integrated exercises and Agile Combat Support-focused composite training (such as open-the-airbase and Joint Task Force-Port Opening) for operational and tactical units from the USAF, sister services and coalition partners.

2.17. Air Force Reserve Command (AFRC) (T-0)

2.17.1. Identifies an AFRC LREC POC (O-6 or civilian equivalent) to champion all AFR LREC initiatives. Notifies Air Force SLA of the appointment and changes within five days.

2.17.2. Collaborates with AF/A1DV-LREC and develops guidance, plans, and guidelines for AFR participation in the Air Force LREC program.

2.17.3. Develops guidance, plans, programs, guidelines, and requirements for LREC capabilities needed by AFR forces for participation in Irregular Warfare (IW), security cooperation, and Security Force Assistance (SFA).

2.17.4. Coordinates with the LC and AF/A1DV-LREC on LREC force development, sustainment and utilization to ensure synchronization of effort.

2.17.5. Coordinates with the LC and AF/A1DV-LREC on the development of new LREC guidance and programs.

2.17.6. Coordinates with AF/A1DV-LREC on LREC POM submissions and funding shortfalls.

2.17.7. Coordinates AFR LREC guidance and programming actions with senior level stakeholders to include: Joint Staff, HAF, SECAF staff offices, Secretary of Defense (SECDEF) staff offices, National Security Agency (NSA), National Guard Bureau (NGB), SOF, Intelligence Community (IC), AFRC Headquarters, MAJCOMs and others, as required.

2.17.8. Works directly with the Intelligence, Special Operations, Air Advisor, and Air Mobility communities and each Combatant Command staff on AF Reserve LREC matters as mission dictates or as required.

2.17.9. Provides analysis of long-term LREC costs and prepare documents in preparation for the Planning, Programming, and Budget Execution (PPBE) system.

2.17.10. Participates in the Air Force LREC Action Panel and the Air Force LREC ESC, as well as other events at the Air Staff or higher levels, representing the Air Force Reserve (AFR) LREC program.

2.17.11. Presents an annual AFR LREC program review to the Air Force LREC ESC. Program review should include, but not be limited to, LREC force development, sustainment, management and utilization.

2.17.12. Provides AFR LREC data to AF/A1DV-LREC to support reporting requirements.

2.18. National Guard Bureau (NGB) (T-0)

2.18.1. Identifies an LREC POC for NGB as personnel are appointed to position (military or civilian equivalent) to champion all ANG LREC initiatives. Notifies AF/A1DV-LREC of the appointment and changes within five days.

2.18.2. Collaborates with AF/A1DV-LREC and develops guidance, plans, and guidelines for ANG participation in the Air Force LREC program.

2.18.3. Develops guidance, plans, programs, guidelines, and requirements for LREC capabilities needed by ANG forces for participation in security cooperation (State Partnership Programs), IW, and SFA.

2.18.4. Coordinates on ANG LREC guidance and programming actions with senior level stakeholders to include: Joint Staff, HAF, SECAF staff offices, SECDEF staff offices, NSA, SOF, IC, AFRC Headquarters and others, as required.

2.18.5. Coordinates with the LC and AF/A1DV-LREC on LREC force development, sustainment, and utilization to ensure synchronization of effort.

2.18.6. Coordinates with AF/A1DV-LREC on LREC POM submittals and funding shortfalls.

2.18.7. Works directly with the Intelligence, Special Operations, Air Advisor and Air Mobility communities and each Combatant Commander's staff on ANG LREC matters.

2.18.8. Provides analysis of LREC long-term costs and prepare documents in preparation for the DoD PPBE system.

2.18.9. Participates in the Air Force LREC Action Panel and the Air Force LREC ESC, as well as other events at the Air Staff or higher levels, representing the ANG LREC program.

2.18.10. Participates in and present an annual ANG LREC program review to the Air Force LREC ESC. Program review should include, but not be limited to, force development, sustainment, management, and utilization.

2.18.11. Provides ANG LREC data to AF/A1DV-LREC to support reporting requirements.

DANIEL R. SITTERLY
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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Abbreviations and Acronyms

- 3C**—Cross-Cultural Competence
- AAA**—Air Advisor Academy
- AEF**—Air Force Expeditionary Force
- AETC**—Air Education and Training Command
- AF**—Air Force
- AFCLC**—Air Force Culture and Language Center
- AFFOR**—Air Force Forces
- AFI**—Air Force Instruction
- AFISRA**—Air Force Intelligence, Surveillance and Reconnaissance Agency
- AFJI**—Air Force Joint Instruction
- AFMAN**—Air Force Manual
- AFMD**—Air Force Mission Directive
- AFMS**—Air Force Medical Service
- AFPC**—Air Force Personnel Center
- AFPD**—Air Force Policy Directive
- AFLC**—Air Force Learning Committee
- AFOSI**—Air Force Office of Special Investigations
- AFOQT**—Air Force Officer Qualification Test
- AFQT**—Armed Forces Qualification Test
- AFR**—Air Force Reserve
- AFRC**—Air Force Reserve Command
- AFRIMS**—Air Force Records Information Management System
- AFRS**—Air Force Recruiting Service
- AFSC**—Air Force Specialty Code
- AFSOC**—Air Force Special Operations Command
- AOC**—Air and Space Operations Center

ASVAB—Armed Services Vocational Aptitude Battery
AU—Air University
BP—Building Partnerships
CCMD— Combatant Command
CFA—Cross -Functional Authority
CFLI—Core Function Lead Integrator
CFM—Career Field Manager
CJCS—Chairman of the Joint Chiefs of Staff
CLA—Cryptologic Language Analyst
CLP—Command Language Program
CSAF—Chief of Staff, United States Air Force
DCPDS—Defense Civilian Personnel Data System
DE—Developmental Education
DELP—Defense English Language Program
DFLP—Defense Foreign Language Program
DJMS—Defense Joint Military Pay System
DLAB—Defense Language Aptitude Battery
DLNSEO—Defense Language and National Security Education Office
DLIELC—Defense Language Institute English Language Center
DLIFLC—Defense Language Institute Foreign Language Center
DLP—Defense Language Program
DLPT—Defense Language Proficiency Test
DLSC—Defense Language Steering Committee
DMDC—Defense Manpower Data Center
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DRU—Direct Reporting Unit
DSCA—Defense Security Cooperation Agency
DT—Developmental Team
E&T—Education and Training
EA—Executive Agent

ECL—English Comprehension Level
ELP—English Language Program
ELPWG—English Language Program Working Group
ELP—Exception to Policy
ELPT—English Language Proficiency Test
ELT—English Language Training
ESC—Executive Steering Committee
FAR—Federal Acquisition Regulation
FLPB—Foreign Language Proficiency Bonus
FLPP—Foreign Language Proficiency Pay
FLSA—Foreign Language Self-Assessment
FL SPB—Foreign Language Skills Proficiency Bonus
FOA—Field Operating Agency
FY—Fiscal Year
GPF—General Purpose Force
HAF—Headquarters, United States Air Force
IA—International Affairs
IAS—International Affairs Specialist
IAW—In accordance with
IC—Intelligence Community
IHS—International Health Specialist
ILR—Interagency Language Roundtable
ISR—Intelligence, Surveillance, Reconnaissance
IW—Irregular Warfare
L2—Lessons Learned
LC—Lead Command
LEAP—Language Enabled Airman Program
LREC—Language, Regional Expertise and Culture
MAJCOM—Major Command
OPI—Oral Proficiency Interview
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense

OUSD(I)—Office of the Under Secretary of Defense (Intelligence)

OUSD(P&R)—Office of the Under Secretary of Defense for Personnel and Readiness

PCE—Professional Continuing Education

PCS—Permanent Change of Station

PGL/PRD—Program Guidance Letter/Program Requirements Documents

PM—Program Manager

PME—Professional Military Education

POC—Point of Contact

POM—Program Objective Memorandum

RAS—Regional Affairs Strategist

RDS—Records Disposition Schedule

ROTC— Reserve Officer Training Corps

SAF—Secretary of the Air Force Staff

SAF/IAX—SAF International Affairs, AF Service Program Manager for the DELP

SCO—Security Cooperation Officer

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SEI—Special Experience Identifier

SLA—Senior Language Authority

SLL—Strategic Language List

SMDR—Structured Manning Decision Review

SME—Subject Matter Expert

SOF—Special Operations Forces

SPM—Service Program Manager

TCO—Test Control Officer

TRAP—Training Resource Arbitration Panel

UMD—Unit Manning Document

USAFA—United States Air Force Academy

Term

Airman:—Per Air Force Doctrine, any US Air Force member (officer or enlisted, active, reserve, or guard, along with Department of the Air Force civilians) who supports and defends the US Constitution and serves our country. Air Force Airmen are those people who formally belong to the US Air Force and employ or support some aspect of the US Air Force's air and

space power capabilities. The term Airman is often used in a very narrow sense to mean pilot. An Airman is any person who understands and appreciates the full range of air and space power capabilities and can employ or support some aspect of air and space power capabilities.

Classification Directories: Officer and Enlisted Classification Directories established the occupation structure of the Air Force officer and enlisted forces and implement Air Force Policy Directive (AFPD) 36—21, *Utilization and Classification of Air Force Military Personnel*. Refer to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, for military classification tenets and base level procedures. Specialty descriptions and other identifiers outline essential Air Force managerial, technical, and professional duties.

Cross—Cultural Competence (3C): The ability to quickly and accurately comprehend, then appropriately and effectively act, in a culturally complex environment to achieve the desired effect (*Culture, Region and Language Flight Plan*).

Education: The process of imparting general bodies of knowledge and habits of mind applicable to a broad spectrum of endeavors to intellectually prepare Total Force Airmen to deal with dynamic environments and solve ill—defined problems by using critical thought and reasoned judgment. Education programs prepare Total Force Airmen to successfully anticipate and meet challenges across the range of military operations (CJCSI 1800.01D, *Officer Professional Military Education Guidance*).

Language Enabled: A sub—set of Total Force Airmen from the General Purpose Force who receive additional LREC force development based on operational or institutional requirements.

Language Enabled Airman Program (LEAP): LEAP is a career—spanning program to select, develop and increase foreign language capability among GPF Airmen. The objective of LEAP is to develop cross-culturally competent Airmen across all Air Force specialties who possess a working level of foreign language proficiency to meet Air Force global mission requirements.

Region:—A geographic area defined by institutions, relations between people or interactions between groups and their environments.

Training: A set of events or activities presented in a structured or planned manner through one or more media for the attainment and retention of skills, knowledge and attitudes required to meet job requirements. This involves the coaching and mentoring of Airmen, resulting in proficiency development (AFPD 36—26, *Total Force Development*).