

Administrative Change to AFSCC14-402, *Command Language Program*

OPR: AFCO/CKP

References throughout to “Table 3.1.” are hereby changed to “Table 1.”

References throughout to “Table 3.2.” are hereby changed to “Table 2.”

References throughout to “Table 3.3.” are hereby changed to “Table 3.”

02 September 2025.

**BY ORDER OF THE COMMANDER
AIR FORCE SERVICE CRYPTOLOGIC
COMPONENT (ACC)**

**AIR FORCE SERVICE CRYPTOLOGIC
COMPONENT MANUAL 14-402**

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Intelligence

COMMAND LANGUAGE PROGRAM



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This document implements Air Force Policy Directive (AFPD) 14-4, *Management of the Air Force Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations Enterprise*, Department of Defense (DoD) Directive 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, DoD Instruction 3305.09, *DoD Cryptologic Training*, DoD Instruction 3300.07, *Defense Intelligence Foreign Language and Regional and Culture Capabilities*, DoD Instruction 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*, DoD Instruction 5160.71, *DoD Language Testing Program*, National Security Agency/Central Security Service (NSA/CSS) Policy 2-13, United States Signals Intelligence Directive (USSID) 324, *Cryptologic Language Performance Standards*, Air Force Manual (AFMAN) 14-405, *Multiple Source, Discipline and Domain Intelligence, Surveillance, and Reconnaissance (ISR)*, and DAFI 36-4005 *Total Force Language, Regional Expertise & Culture Program*, which prescribe policy, procedures, responsibilities, and guidance to DoD components for the management and operation of the Defense Language Program (DLP).

This document applies to the Sixteenth Air Force (16 AF) as a subset of the DLP. This publication applies to the Total Force (RegAF, AF Reserve, or Air National Guard) organization with Cryptologic Language Analyst (CLA) personnel assigned. This document describes Air Force Service Cryptologic Component (AFSCC) Command Language Program (CLP) management for all CLAs. It establishes policies and procedures for the development and management of CLPs. For the purposes of this document, the term CLA refers to all military CLA personnel (i.e., AFSCs 1N3X1X and 1A8X1X). This publication can be supplemented at any level. Coordinate

supplements with the Office of Primary Responsibility (OPR) for review prior to certification and approval, and forward one copy to Air Force Cryptologic Office (AFCO) upon publication.

Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional manager's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (e.g., T-0, T-3) number following the compliance statement. Requests for waivers must be submitted through chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) AFMAN 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact your supporting Records Manager as required. This publication does not generate information collection and reports as outlined in AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

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1. General.

1.1. General description. The AFSCC CLP develops mission-capable CLAs to perform mission-essential tasks critical to the successful accomplishment of AF and National cryptologic missions. CLPs are mandatory for organizations with 10 or more assigned CLAs and should be separate and distinct from existing command training programs. Organizations with 50 or more assigned CLAs will require an assigned full-time CLPM. For organizations with fewer than 50 CLAs, see **Section 3.1.7** and **Table 3.1**. This document:

1.1.1. Describes and directs AFSCC CLP management to include subordinate program responsibilities, planning, and reporting requirements.

1.1.2. Identifies language-training standards and establishes associated language diagnostic and testing requirements.

2. Authority. The 16 AF/CC, acting in their capacity as the AFSCC Commander, possesses AFSCC authority IAW AFMAN 14-405. The AFSCC is the principal advisor to AF/A26 staff for all programming, budgeting, training, personnel, policy, doctrine, governance, and foreign relationships for USAF cryptologic activities. The Air Force Cryptologic Office (AFCO) serves as the Air Force Service Cryptologic Component's (AFSCC) primary staff; the AFCO Cryptologic Functional Management and Training Division (CF) is the office of primary responsibility for development, management and oversight of CLP IAW DoDI 3300.07, *Defense Intelligence Foreign Language and Regional and Culture Capabilities* and is the responsible authority for AF enterprise CLA force development, language management, language training and oversight of subordinate CLPs.

3. Responsibilities.

3.1. AFCO-CF will:

3.1.1. Provide management and oversight to subordinate CLPs and extend collaborative support and assistance to CLPs and/or CLAs across the AF enterprise.

3.1.2. Liaise with Headquarters US Air Force (HAF), AF Major Commands (MAJCOMs), and applicable government and military agencies to identify and resolve systemic AF Cryptologic language training, testing, and readiness issues.

3.1.3. Gather and validate all CLA language training requirements and forward to appropriate offices and agencies.

3.1.4. Execute all allocated language training funds, programmed AF funds, and Cryptologic Linguist Program funds.

3.1.5. As DAF LREC stakeholders, guide Air Force Language, Regional Expertise and Culture Program (AF/A1DG-LREC) CLP policy.

3.1.6. Program for and assign staff to the SCC Language Program Manager and SCC Resource Manager positions.

3.1.7. Provide CLP support via a staff CLPM to units with fewer than 10 CLAs assigned unless CLP support is provided by a co-located/regional CLP or higher organizational echelon CLP.

3.1.8. Advertise CLA language training opportunities.

3.1.9. Validate, select, and fund CLA language training nominees and/or applicants.

3.2. Wings/Centers will:

3.2.1. Establish a CLP IAW **Table 3.1**.

3.2.2. Appoint CLPMs in writing IAW **Table 3.2** and **Table 3.3**.

3.2.3. Gather, validate, consolidate, and submit the following information from all subordinate units and forward to AFSCO-CF as directed:

3.2.3.1. Language training requirements, spend plans and reports via the Joint CLPM Database (JCD) and Language Training Tool.

3.2.3.2. CLA proficiency data, remediation status and Air Force Specialty Code (AFSC) disqualification/waiver data.

3.2.4. Ensure assigned CLA data is current in the JCD, the NSA/CSS-directed database (CHANDELIER) and other databases as directed.

3.2.5. Advocate Deliberate Language Capability Development IAW **Section 4**.

3.2.6. Ensure all assigned CLAs planning foreign country immersion language training receive approval from their special security manager and complete all requisite, pre-travel coordination IAW the DoD Electronic Foreign Clearance Guide (FCG) (<https://www.fcg.pentagon.mil>), to include country clearance actions, medical preparations, and other items specified by the applicable country FCG (**T-0**) no later than 30 days prior to scheduled departure for training regardless of the organization providing funding for the training.

3.2.6.1. Obtain approval through NSA Unofficial Foreign Travel when assigned to applicable work centers.

3.2.7. Perform all functions listed under **Section 3.4** as a unit-level CLP if the Wing has CLAs assigned. If there are fewer than 50 CLAs, then see **Section 3.1.7** and **Table 3.1**. If wing/center CLP responsibilities are delegated to the group, the delegation will be formally documented in an official memorandum, with clearly delineated responsibilities for each party. The wing/center will coordinate this action with AFSCO-CF for deconfliction and route it through their chain of command to AFSCO-CF for approval.

3.2.8. Ensure subordinate commanders develop and manage a CLP IAW this document.

3.2.9. Establish a Command Language Program Council (CLPC). (**T-3**) At a minimum, the CLPC will include the commander, CLPM, and subject matter experts (SMEs). At the commander's discretion, other CLP stakeholders (e.g., unit training managers, operations, etc.) may also be included. The CLPC shall meet at least quarterly. CLPCs will publish meeting minutes IAW AFH 33-337 *The Tongue and Quill*, within 5 duty days of each CLPC meeting and ensure distribution to all assigned CLAs and other CLA stakeholders. The CLPC will:

3.2.9.1. Serve as an advisory board to the commander.

3.2.9.2. Identify language readiness, training, personnel, financial requirements, and Foreign Language Proficiency Bonus (FLPB) issues, as they apply to the health of the CLP.

3.2.9.3. Recommend and coordinate unit language policy.

3.3. Groups. When directed by higher headquarters, a group may assume some wing/center responsibilities. A group may also assume the responsibilities of a subordinate unit. The group will formally document the CLP relationship in an official memorandum, with clearly delineated responsibilities for each party. The group will sign the memorandum and route it through their chain of command to AFCO-CF for coordination and deconfliction. Groups will:

3.3.1. Establish a CLP IAW [Table 3.1](#).

3.3.2. Appoint CLPMs in writing IAW [Table 3.2](#) and [Table 3.3](#).

3.3.3. Perform all functions listed under [Section 3.4](#) as a unit-level CLP if the Group has CLAs assigned. If there are fewer than 50 CLAs, then see [Section 3.1.7](#) and [Table 3.1](#).

3.3.4. Ensure commanders develop and manage a CLP IAW this document.

3.3.5. Establish a Command Language Program Council (CLPC). **(T-3)** At a minimum, the CLPC will include the commander, CLPM, and operational SMEs. At the commander's discretion, other CLP stakeholders (e.g., unit training managers, operations, etc.) may also be included. The CLPC shall meet at least quarterly. CLPCs will publish meeting minutes IAW AFH 33-337 *The Tongue and Quill*, within 5 duty days of each CLPC meeting and ensure distribution to all assigned CLAs and other CLA stakeholders. The CLPC will:

3.3.5.1. Serve as an advisory board to the commander.

3.3.5.2. Identify language readiness, training, personnel, financial requirements, and FLPB issues, as they apply to the health of the CLP.

3.3.5.3. Recommend and coordinate unit language policy.

3.4. Squadrons/Units. When directed by higher headquarters, a squadron may assume some group responsibilities. All such actions should be coordinated with AFCO-CF to ensure deconfliction. Squadrons/Units will:

3.4.1. Establish a CLP IAW [Table 3.1](#).

3.4.2. Appoint CLPMs in writing IAW [Table 3.2](#) and [Table 3.3](#).

3.4.3. Establish a Command Language Program Council (CLPC). **(T-3)** At a minimum, the CLPC will include the commander, CLPM, and SMEs. At the commander's discretion, other CLP stakeholders (e.g., unit training managers, operations, etc.) may also be included. The CLPC shall meet at least quarterly. CLPCs will publish meeting minutes IAW AFH 33-337, *The Tongue and Quill*, within 5 duty days of each CLPC meeting and ensure distribution to all assigned CLAs and other CLA stakeholders. The CLPC will:

3.4.3.1. Serve as an advisory board to the commander.

3.4.3.2. Identify language readiness, training, personnel, financial requirements, and FLPB issues as they apply to the health of the CLP.

3.4.3.3. Recommend and coordinate unit language policy.

- 3.4.3.4. Monitor progress of assigned CLAs with Unit Training Manager toward skill/career progression goals in the Career Field Education and Training Plan (CFETP), *Air Force Enlisted Classification Directory* (AFECD), and other applicable guidance and policy.
- 3.4.4. Ensure all assigned military CLAs meet testing and training requirements and pursue skill/career progression goals for their CAFSC shred language IAW applicable HAF policy and guidance, AFECD, and CFETP currency requirements.
- 3.4.4.1. Ensure all military CLAs who fail to meet AFSC proficiency requirements be placed in the Remedial Language Training Program (RLTP) and/or Skill Level Development Program (SLDP), as applicable, until proficiency requirements are met or until they are disqualified and submitted for reclassification or separation, IAW the applicable CFETP, AFECD, and AFMAN 36-2100, *Military Utilization and Classification*.
- 3.4.4.1.1. Ensure the RLTP and/or SLDP is accomplished IAW the applicable CFETP for military CLAs with proficiency less than the CLA AFSC required proficiency level as measured by the Defense Language Proficiency Test (DLPT) or for military CLAs who fail to test within the required timeframe in their CAFSC shred language. For the purposes of RLTP and/or SLDP, the CAFSC shred language for 1N3/1A8 F-shred CLAs is Modern Standard Arabic (MSA).
- 3.4.4.1.1.1. The RLTP and SLDP does not apply to secondary paired languages.
- 3.4.4.1.1.2. For CLAs who do not meet minimum language proficiency standards for their CAFSC shred language after completing RLTP, the Commander must consider reclassification, administrative separation, or an exception to policy within 30 days IAW AFMAN 36-2100, *Military Utilizations and Classification*, the applicable CFETP, and the AFECD.
- 3.4.4.1.2. CLAs who are unable to meet testing and/or training requirements within prescribed timelines may be eligible for a DLPT, FLPB, and/or Training Delay Waiver (TDW) depending on their individual situation IAW DAFI 36-4005 and the applicable CFETP.
- 3.4.5. Advocate Deliberate Language Capability Development IAW **Section 4**.
- 3.4.6. Ensure each military CLA has a current Individual Language Training Plan (ILTP). The ILTP will outline specific, measurable, and verifiable training requirements uniquely structured and tailored to the individual. The ILTPs will be uploaded into the JCD.
- 3.4.6.1. Unless specified otherwise in the applicable CFETP, an ILTP should be updated, at minimum, within 30 days of DLPT completion in member's CAFSC shred language. Members and CLPMs should be mindful that the ILTP may be an annual requirement even if the DLPT is not (reference the applicable CFETP).
- 3.4.7. Ensure all MSgt and below CLAs attend SLTEs IAW the applicable CFETP.

- 3.4.7.1. CLAs unable to attend their SLTE in accordance with the applicable CFETP must submit a TDW via their assigned CLPM to AFCO-CF no later than two weeks prior to their SLTE due date. Approval authority is the SCC Language Program Manager.
- 3.4.8. Ensure CLAs are enrolled in AFCO-CF funded/endorsed Language Continuation Training (LCT) programs (e.g., JLU, CL-150, TUTOR) as needed in support of the CLA's ILTP.
- 3.4.9. Encourage commanders to establish incentive programs that promote foreign language proficiency improvement and support the retention of CLAs.
- 3.4.10. Gather, validate and submit all language training/spend plan requirements through the JCD for approval by AFCO-CF and the National Cryptologic University (NCU).
- 3.4.11. IAW DoDI 3300.07, *Defense Intelligence Foreign Language and Regional and Culture Capabilities*, ensure CLAs are provided time during normal duty hours to perform LCT. **(T-0)** Commanders should coordinate with the chain of command to resolve issues that hinder and/or prevent compliance with this directive.
- 3.4.12. Gather and validate all military CLA proficiency data, remediation status, utilization, AFSC disqualification/waiver data, and career field/skill level (AF Form 2096, *Classification/On-The-Job Training Action*) information and forward as directed.
- 3.4.13. Ensure foreign country immersion language training events meet the following guidelines:
- 3.4.13.1. Do not include "homestay" scenarios (the practice of lodging Airmen with a host family) as these are expressly forbidden outside of AFCO-approved programs (e.g. DLIFLC Foreign Immersion Programs). **(T-0)**.
 - 3.4.13.2. Include at least two military or DoD civilian participants (may be from different organizations). Exceptions may be granted by AFCO-CF on a case-by-case basis.
 - 3.4.13.3. All participants complete/schedule immersion language training actions no later than 30 days prior to scheduled departure for training.
 - 3.4.13.4. Participants should complete a post-immersion after-action report within 30 days of completion.
- 3.4.14. Submit any/all requests for language training and/or utilization in a language other than a CLA's CAFSC shred language to AFCO-CF for review and final approval.
- 3.4.15. Submit nomination packages as directed for annual awards packages, to include Command Language Program of the Year, Language Professional of the Year, Language Capable Airman of the Year, and the Intelligence Community Foreign Language Professional Awards.
- 3.5. CLPMs will:
- 3.5.1. Serve as the commander's principal advisor and focal point for all foreign language issues.

3.5.2. Be appointed in writing by the commander. See **Table 3.3** for CLPM requirements. CLPMs are responsible for all aspects of development, implementation, and management of the CLP.

3.5.2.1. Upon appointment as a CLPM, enroll in and successfully complete the DoD CLPM Course at the DLIFLC (00ZZ), the Cryptologic Language Training Manager Course (CLTM-7100), and the AF CLPM Training course within 12 months. **(T-3)** Instructions for enrolling in these courses can be found on the JCD (<https://jcd.sso.cce.af.mil>). After each course is completed, upload the training certificate to the JCD. CLPMs should attend applicable seminars, conferences and other training as able for further professional development.

3.5.3. Ensure assigned CLA information listed in CHANDELIER, JCD, and other databases as directed is reviewed and updated at least monthly.

3.5.4. Chair the CLPC to provide recommendations regarding maintenance and improvement of foreign language proficiency and ensure meeting minutes are recorded and disseminated.

3.5.4.1. Provide CLP updates to the commander at their discretion. However, CLP updates should be provided no less than once per quarter via the CLPC.

3.5.4.2. For units with combined CLPs due to small CLA populations, the CLPM will ensure that CLP updates are provided to each units' commander. This may be accomplished through individual unit or combined CLPCs.

3.5.5. Establish and manage a language mentorship program. **(T-3)** At a minimum, the program should identify top SMEs for each language represented in the unit and detail responsibilities of language mentors and their assigned mentees.

3.5.6. In coordination with supervisors and language mentors ensure the creation, use, and maintenance of an ILTP for each military CLA assigned IAW the applicable CFETP and unit guidance. The ILTP will identify the individual's specific weaknesses, strengths, and define appropriate language training needs to increase foreign language proficiency in their CAFSC.

3.5.7. Coordinate with the supervisor, language mentor, and military CLA to arrange a diagnostic assessment and/or a structured language placement test in the CAFSC shred language and/or dialect language (if applicable/available) for the following CLAs within 60 days of arrival on station to determine individual language training requirements and development of their ILTP:

3.5.7.1. All CLAs who are currently enrolled in RLTP.

3.5.7.2. All CLAs who have been enrolled in a RLTP within the previous 24 months.

3.5.8. Manage the unit's RLTP and/or SLDP IAW the applicable CFETP.

3.5.9. Ensure military CLAs who do not meet minimum language requirements as defined by the AFECD and/or applicable CFETP are immediately entered into the RLTP and/or SLDP, as applicable. CLPMs will also ensure the CLA's RLTP and/or SLDP status is correctly reflected in the JCD and/or the CLA's training record.

3.5.10. Collect, review, and submit validated language training requirements and funding requests for language training through respective Wing CLPMs to the SCC Resource Manager and/or the SCC Language Program Manager as applicable/required.

3.5.11. Coordinate SLTE withdrawal and/or substitution of members in AFCO funded/coordinated training with the SCC Resource Manager and/or the SCC Language Program Manager at least 30 days prior to member's SLTE training start date.

3.5.12. Maintain a CLP Continuity Book. The continuity book may be stored electronically and will, at a minimum, include the current CLPM appointment letter; associated CLPM training certificates, local OI(s), official memoranda delineating CLP agreements; information on the local language procedures, to include DLPT processes, FLPB (military), FLPP (civilian), language training resources, other language enhancement opportunities, and current and future FY CLA training requirements; and CLPC meeting minutes for the appropriate timeframe as identified in AFI 33-322, *Records Management and Information Governance Program*. The CLP must maintain electronic access to all publications listed as follows: DoD Directive 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, DoD Instruction 3300.07, *Defense Intelligence Foreign Language and Regional and Culture Capabilities*, DoD Instruction 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*, DAFI 36-2670, *Total Force Development*, DAFI 36-4005, *Total Force Language, Regional Expertise & Culture Program*, a current copy of this document, and applicable CFETPs.

3.5.13. Report compliance with self-assessment checklists (SAC) through the Management Internal Control Toolset (MICT) IAW DAFI 90-302, *The Inspection System Of The Department Of The Air Force*.

3.5.14. Coordinate and schedule DLPTs and SLTEs to maintain training and language proficiency currency for CLAs IAW with applicable CFETPs.

3.5.15. Coordinate and ensure FLPB certification with TCOs upon completion of DLPTs IAW DAFI 36-4005.

3.5.16. Track and ensure completion of CLA weekly/monthly language enhancement hours IAW applicable CFETPs.

3.5.17. Coordinate with Unit Training Managers when CLAs are entered into SLDP and manage that process IAW the applicable CFETP.

3.6. Supervisors of CLAs will:

3.6.1. Ensure all assigned CLAs meet testing and training requirements and pursue skill/career progression goals for their CAFSC shared language.

3.6.1.1. Assist with mitigating schedules to allow CLAs to take SLTEs, and coordinate with their chain of command for any issues IAW applicable AFECD, CFETP, and this document for all assigned CLAs.

3.6.1.2. Ensure assigned CLAs develop, maintain and adhere to their ILTP and RLTP, if applicable.

3.6.2. Ensure assigned CLAs complete weekly/monthly language enhancement training and are afforded appropriate time and opportunity during their normal duty hours for language enhancement training IAW DoDI 3300.07 and unit guidance. Language enhancement should be based on and support the requirements, goals, and expectations outlined in the CLA's ILTP and applicable CFETP.

3.7. CLAs will:

3.7.1. Meet all training and testing requirements and pursue skill/career progression goals IAW applicable AFECD, CFETP and associated directives.

3.7.2. Coordinate with their supervisor, language mentor, and CLPM to develop and follow an ILTP (military) and when applicable, an RLTP and/or SLDP IAW the applicable CFETP.

3.7.3. Pursue and allocate time for LCT IAW DoDI 3300.07, unit guidance, and this document.

3.7.4. Request enrollment in AFSCO-CF funded/endorsed LCT programs (e.g., JLU, CL-150, TUTOR) via their assigned CLPM as needed in support of their language enhancement goals as outlined in their ILTP.

3.7.5. Complete the DLPT for their CAFSC shred language and dialect (e.g., Iraqi, Levantine, etc.), if applicable, IAW applicable HAF policy and guidance, AFECD, and CFETP currency requirements. Although not required, CLAs are highly encouraged to test in any other language for which they possess a capability.

3.7.6. Complete weekly/monthly language enhancement hours IAW the applicable CFETP.

3.7.7. Work with assigned CLPM to schedule required DLPTs and SLTEs within the directed timelines outlined in applicable CFETPs and ensure information in CHANDELIER, the JCD, and other applicable databases is always current.

3.7.8. Ensure official travel is authorized before proceeding on any AFSCO-CF funded TDY (e.g., language training). CLAs traveling without authorization may not be reimbursed for some/all travel related costs.

Table 1. Requirements for establishing a CLP.

If the organization is	then establish a CLP when
Wing/Center	a subordinate unit has a CLP.
Group	a subordinate unit has a CLP.
Squadron/Unit	at least 10 CLAs are assigned (see notes).
<p>Note 1: Small, co-located units will establish a consolidated CLP to make the best use of available resources. A CLPM located within their geographical region and within their organizational structure (Group/Wing) or the SCC CLPM will support units with fewer than 10 CLAs. Agreements to consolidate CLP responsibilities must be documented by an official memorandum. All participating organizations must sign the document and an MOU through their chain of command to provide to the SCC CLPM. Any requests for exceptions to this policy will be routed through AFCO-CF for approval.</p>	
<p>Note 2: The Air Force Reserve Command Wing/Group/Squadron Commanders will establish CLPs and provide one POC to AFCO-CF for all CLP functions.</p>	

Table 2. Requirements for primary and alternate CLPMs.

If the organization has assigned at least (see note 1)	then appoint at a minimum (see note 2)
<50 CLAs	1 primary (part-time), 1 alternate (part-time)
50 CLAs	1 primary (full-time), 1 alternate (part-time)
150 CLAs	1 primary (full-time), 1 alternate (full-time)
300 CLAs	1 primary (full-time), 2 alternate (full-time) (see note 3)
<p>Note 1: Does not include subordinate unit(s) CLAs, unless by agreement for consolidated CLPs.</p>	
<p>Note 2: Appoint additional part-time CLPMs to augment full-time CLPM(s) as necessary.</p>	
<p>Note 3: Appoint at least one additional full-time CLPM for every 150 CLAs above 300.</p>	

Table 3. CLPM Selection Qualifications.

If the CLPM is	Then
Military (see note 1)	Wing/Center: Primary CLPM shall be a SNCO, possess a CLA CAFSC (1A8X1X or 1N3X1X), and meet minimum AFSC language proficiency requirements. (T-2) Below Wing/Center: Primary CLPM shall be at minimum an NCO, possess a CLA CAFSC (1A8X1X or 1N3X1X), and meet minimum AFSC language proficiency requirements. (T-2)
Civilian	CLPM shall be in a grade commensurate with the level of responsibility. Prior experience as a CLPM and/or CLA is highly desired.
Contractor	Experience as a CLPM and/or CLA is highly desired.
Note 1: Alternate military CLPMs at all levels shall be at least an NCO (or Staff Sergeant select), possess a CLA CAFSC (1A8X1X or 1N3X1X), and meet AFSC language proficiency requirements. (T-2)	

4. Deliberate Language Capability Development.

4.1. Background. This document, together with the 1N3X1X and 1A8X1X CFETP requirements, is intended to ensure deliberate language capability development of the CLA force, over each Airman's career, so that all CLAs meet or exceed increasing language proficiency levels before second term and career re-enlistments.

4.2. Leaders at all levels are expected to support deliberate Language Capability Development for CLAs to reach and exceed L3/R3 in their CAFSC as a core cryptologic competency. Organizational leadership and CLPMs, in coordination with CLA supervisors and language mentors, must develop language training schedules to project and deliver language training to all CLAs as defined in the CLA CFETPs. Training to reach L3/R3 should be deliberate, effective, and goal oriented.

THOMAS K. HENSLEY,
Lt General, USAF
Commander

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

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DoDI 3300.07, *Defense Intelligence Foreign Language and Regional and Culture Capabilities*, 14 Feb 2017, Change 3, 18 May 2022

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Adopted Forms

AETC Form 125, *Record of Faculty Board Action*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2096, *Classification/On-The-Job-Training Action*

Abbreviations and Acronyms

16 AF—Sixteenth Air Force

AFSCC—Air Force Service Cryptologic Component

AF/A1DG-LREC—Air Force Language, Regional Expertise and Culture Program

AF/A2/6—Director of Intelligence, Surveillance, and Reconnaissance Strategy, Plans, Policy, and Force Development

AFCO—Air Force Cryptologic Office

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

CAFSC—Control Air Force Specialty Code

CF—Cryptologic Forces

CFETP—Career Field Education and Training Plan

CLA—Cryptologic Language Analyst

CLP—Command Language Program
CLPC—Command Language Program Council
CLPM—Command Language Program Manager
CLPoY—Command Language Program of the Year
DIRNSA/CHCSS—Director, National Security Agency/Chief, Central Security Service
DLIFLC—Defense Language Institute Foreign Language Center
DLP—Defense Language Program
DLPT—Defense Language Proficiency Test
DLPT5—Defense Language Proficiency Test 5
DoD—Department of Defense
FCG—Foreign Clearance Guide
FLPB—Foreign Language Proficiency Bonus
FLPP—Foreign Language Proficiency Pay
HAF—Headquarters U.S Air Force
IA—Information Assurance
IAW—In Accordance With
ICFL—Intelligence Community Foreign Language
ILR—Interagency Language Roundtable
ILTP—Individual Language Training Plan
ISR—Intelligence Surveillance and Reconnaissance
L2/R2—Listening Level 2 and Reading Level 2
L3/R3—Listening Level 3 and Reading Level 3
LCAoY—Language Capable Airman of the Year
LCT—Language Continuation Training
LLC—Language Learning Centers
LPoY—Language Professional of the Year
LTD—Language Training Detachment
MAJCOM—Major Command
MICT—Management Internal Control Toolset
MTT—Mobile Training Team
NAF—Numbered Air Force
NCO—Non-Commissioned Officer

NCU—National Cryptologic University

NSA/CSS—National Security Agency/Central Security Service

OPI—Oral Proficiency Interview

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RLTP—Remedial Language Training Program

SAC—Self-Assessment Checklist

SIGINT—Signals Intelligence

SLTE—Significant Language Training Event

SNCO—Senior Non-Commissioned Officer

TDY—Temporary duty

USSID—United States Signals Intelligence Directive

Terms

Advanced Language Training—Training which provides additional skills and knowledge to increase language expertise. Advanced generally refers to training at the 2+ to 3 level and above. (See ILR Scale)

Air Force Service Cryptologic Component (AFSCC)—The AFSCC is the Air Force component to NSA/CSS. The 16 AF/CC is designated as the AFSCC/CC. The AFSCC is the service lead for all USAF cryptologic activities and has management oversight of those elements of the USAF performing cryptologic functions. This applies to the cryptologic staff of the AFSCC, its subordinate elements, and cryptologic elements assigned to other AF organizations. The AFSCC Commander is subordinate to the Chief, Central Security Service (CSS) for all cryptology matters and is otherwise subordinate within the Department of the Air Force. The AFSCC maintains an appropriate staff to organize, train, and equip all cryptologic resources and activities in the USAF. This staff also provides the management oversight for all USAF cryptologic activities regardless of organization (e.g., MAJCOM, ANG, AFRC, etc.) and program to ensure these activities are compliant with national and departmental guidelines, including SIGINT security, training, authorities, accountability of resources, and oversight. Ref: AFMAN 14-405.

Air Force Cryptologic Office (AFCO). This office is located within Headquarters, NSA/CSS, Fort George G. Meade, MD, is designated as the AFSCC's principal representative to NSA/CSS, and functions as adjunct cryptologic staff to AF/A2. AFCO develops, leverages, and integrates USAF cryptologic capabilities and resources (national and tactical) to satisfy Joint, Total Force, and combatant commander requirements. Ref: AFMAN 14-405.

Central Security Service (CSS)—The CSS was established by presidential directive in 1972 to promote full partnership between the National Security Agency and the Service Cryptologic Components of the US Armed Forces. This created a unified cryptologic effort by combining NSA and CSS. The Director of NSA is dual hatted as the Chief of CSS. The CSS is comprised of the five SCCs: the Sixteenth Air Force, the Army Intelligence and Security Command, the Navy US Fleet Cyber Command/US Tenth Fleet, the Marine Corps Cryptologic Support Battalion, and the Coast Guard Cryptologic Group.

Command Language Program (CLP)—A comprehensive, commander driven, CLA management program that includes identification and accountability of language analyst assets, language training management, and when possible, identification of future CLA training requirements. A CLP is designed to increase both CLA proficiency and capability.

Command Language Program Manager (CLPM)—CLPMs are responsible for all aspects of development, implementation, and management of the CLP. The CLPM is directly accountable to the commander for program performance and function.

Command Language Program of the Year (CLPoY)—An annual competition that recognizes the Air Force unit with the best CLP. The DLIFLC provides instructions for CLPoY package format. Nominations are normally solicited in the first quarter of the following fiscal year (i.e., 2025 packages will be solicited for during the first quarter FY26). AF-level winning packages will be forwarded on to the DoD-level competition.

Cryptologic—Related to Signals Intelligence (SIGINT) and Information Assurance (IA). SIGINT is the collection and/or exploitation of foreign communications and non-communications emitters. IA is the solutions, products, and services to ensure the availability, integrity, authentication, confidentiality, and non-repudiation of national security telecommunications and information systems.

Cryptologic Language Analyst (CLA)—A term describing Airmen in AFSCs 1A8X1X and 1N3X1X.

Defense Language Institute Foreign Language Center (DLIFLC)—Managed by the Secretary of the Army as executive agent for foreign language training within the DoD, the DLIFLC is the primary source for all initial acquisition foreign language training. The DLIFLC is located at the Presidio of Monterey, California and has Language Training Detachments (LTD) at various locations around the world. The DLIFLC also provides intermediate, advanced, and refresher courses conducted through the Continuing Education Directorate, located near the Presidio at Ord Military Community in Seaside, CA. The DLIFLC office in Washington D.C. (DLI-Washington) represents the Commandant, DLIFLC in the National Capital Region, acting as the liaison to the DoD and other government agencies. DLI-Washington administers the Contract Foreign Language Training Program (CFLTP), providing full-time resident instruction for military CLAs.

Defense Language Proficiency Test (DLPT)—DoD standardized testing system for measuring an individual's proficiency in a foreign language. It consists of a battery of tests that measures the general ability of a native or near-native speaker of English in listening, reading, and speaking a foreign language.

Diagnostic Language Assessment/Diagnostic Assessment—Academic tool designed to identify a CLA’s strengths and needs in a foreign language and provides individualized, relevant feedback. This feedback is based on a sampling of the CLA’s abilities across a variety of levels, topics, tasks, and specific linguistic features. When possible, existing formal diagnostic language assessment tools, such as those available through the DLIFLC (e.g., Online Diagnostic Assessment-ODA) should be used (Ref: <https://www.dliflc.edu/>).

Director, National Security Agency/Chief, Central Security Service (DIRNSA/CHCSS)—The DIRNSA/CHCSS is the Federal SIGINT Functional Manager as established by Presidential Executive Order 13470 and has the authority to set training and tradecraft standards.

Divested Languages—These are languages which at one time were approved as primary or secondary CLA languages but have been removed from the AF ISR CLA inventory based on the inability to sustain AFSC strength, training, and/or lack of documented mission requirements.

Enduring Languages—These are languages that support documented and projected long-term, steady state AF ISR strategic, tactical, and war/contingency requirements.

Enhancement Training—A generic term for training that increases foreign language and cultural skills.

Formally Trained Language—See Initial-acquisition language training.

Foreign Language Proficiency Bonus (FLPB)/Foreign Language Proficiency Pay (FLPP)—DoD financial incentive paid to eligible and qualified military (FLPB) and civilian personnel (FLPP) possessing foreign language proficiency. Neither FLPB nor FLPP are entitlements designed for military or civilian CLAs. The objective of these bonuses is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the AF to interact in the international arena and respond effectively to any global contingency mandates the need for qualified personnel to communicate with our allies and the local populations as well as with our adversaries. Individual participation is voluntary. An Airman's application, qualification for, and receipt of FLPB/FLPP constitutes acknowledgment that he or she may be called upon to respond to global contingency requirements (ref DAFI 36-4005).

Intelligence Community Foreign Language (ICFL) Professional Awards—Under the auspices of the Office of the Director of National Intelligence’s National Intelligence Program Awards (NIPA), these annual awards recognize (calendar year) accomplishments within 16 foreign language award categories. The callout for nominations typically occurs in the month of January with a deadline around mid-March.

Immersion Language Training—Foreign language training which uses the target language as the means of instruction. An immersion educational environment includes, but is not limited to, an environment where an Airman resides in a foreign country for language and culture training where internal and external classroom activities are conducted in the target language. Operational duties or missions do not qualify as immersion events.

Individual Language Training Plan (ILTP)—Personalized training plan tailored to the individual needs of a military CLA designed to develop and increase the CLA’s language capability. The CLA, supervisor, CLPM and language mentor, IAW the applicable CFETP and unit guidance, co-develop the ILTP using previous experience, DLPT scores, personal interview, and diagnostic assessments as applicable.

Initial-Acquisition Language Training—DoD-funded basic language instruction program designed for personnel who have no measurable proficiency in the target language. Initial-acquisition language training is designed to achieve an ILR skill level of L2/R2/S1+ upon completion.

Interagency Language Roundtable (ILR)—An unfunded Federal interagency organization established for the coordination and sharing of information about language-related activities at the Federal level. It serves as the premier way for departments and agencies of the Federal Government to keep abreast of the progress and implementation of techniques and technology for language learning, language use, language testing, and other language-related activities.

ILR Scale—Set of skill-specific descriptions of eleven proficiency levels: 0 through 5 which characterize abilities to communicate in a language. It was originally developed by the Foreign Service Institute, U. S. State Department. The plus levels are assigned when proficiency substantially exceeds one skill level but does not fully meet the criteria for the next level. (Ref: <http://www.govtilr.org>)

Intermediate Language Training—Training which provides additional skills and knowledge to increase language expertise. Intermediate generally refers to training at the 2 to 2+ level (See ILR Scale).

Isolated Immersion (Iso-Immersion) Training—Isolated immersion language training (for this purpose) is foreign language training conducted in isolation from the English language. CLAs are taught language and culture exclusively in the target language via traditional classroom instruction and progressive educational methods. Many iso-immersions are two to three weeks in length; therefore, not all iso-immersions meet SLTE requirements. Additional language training may be conducted in conjunction with an iso-immersion to meet SLTE requirements.

Language Continuation Training (LCT)—LCT is intended to maintain and increase proficiency. CLAs are required to meet regular, recurring language training requirements IAW applicable CFETPs (military) or professional development plan (civilian). Training activities may not qualify as a SLTE due to specific guidance in DoDIs and CFETPs regarding frequency and duration. Not all training activities (e.g., monthly continuation training) must meet SLTE requirements, but all should be targeted at the goal of increasing or maintaining proficiency. Suggested training activities include but are not limited to DLIFLC resident and non-resident courses, NCU courses, college courses, internet sources, commercial language training, and language learning center materials.

Language Learning Centers (LLC)—A dedicated language training center that provides foreign language and cultural training. LLCs can host Mobile Training Teams (MTT).

Language Capable Airman of the Year (LCAoY)—Designed to identify and recognize the critical role that military language capable airmen play in supporting the warfighter and DoD mission. Senior air staff members will select and announce results. Members eligible to compete for the Language Professional of the Year award are not eligible to compete for this award.

Language Mentor— Personnel assigned to guide the development of CLAs to include creating and progressing Airmen through ILTPs/RLTPs. Language Mentors should meet minimum AFSC proficiency levels and be at or above the ILR and/or mission skill level as the mentee.

Language Professional of the Year (LPoY)—Designed to identify and recognize outstanding accomplishments of military language professionals in the CLA and/or language required AFSCs and acknowledge the critical role they play in supporting the warfighter missions. The DLIFLC provides instructions for LPoY package format. Nominations are normally solicited in the first quarter of the following fiscal year (i.e., 2023 packages will be solicited for during the first quarter FY24). AF-level winning packages will be forwarded on to the DoD-level competition.

Language Readiness—Language Readiness is the measure of how well an Airman is ready to perform any given mission. It is comprised of (1) mission language requirements and (2) the Airman’s CAFSC language requirements.

Language Readiness Index (LRI)—This index measures language capabilities within component missions and roles. It compares the language proficiency level required by the mission to the language capability of the individuals assigned to that mission. Its purpose is to identify gaps in language readiness resource needs. Ref: USSID 324.

Language Suffixes, “Shreds,” or “Shred outs.” —Suffix for the 1A8X1X and 1N3X1X career fields which denotes the CLA’s control/primary language (language shreds can be found in the most current AFECD found on MyFSS). A CLA’s “shred” is used to determine currency and training requirements along with general force management actions (e.g., assignments).

Language Training Detachment (LTD)—LTDs provide foreign language training and cultural awareness training. LTDs have a permanent presence at select military installations with subject matter experts from the faculty and staff of the DLIFLC.

Mobile Training Team (MTT)—. MTTs are instructors that travel to locations as needed to provide additional foreign language instruction.

National Cryptologic University (NCU)—The NCU provides the NSA workforce and its Intelligence Community and Department of Defense partners highly specialized cryptologic training, as well as courses in leadership, professional development, and over 40 foreign languages.

Oral Proficiency Interview (OPI)—A standardized assessment of functional speaking ability. Taking the form of a conversation between the tester and test-taker, the test measures how well a person speaks a language by assessing their performance of a range of language tasks against specified criteria.

Refresher Training—General term for language training designated to enhance proficiency in a foreign language.

Remedial Language Training—Training designed for military CLAs who are below minimum language proficiency standards according to the AFECD and applicable CFETP. The objective of the training is to return the CLA’s proficiency to at least the minimum AFSC standard.

Secondary Paired Language—Languages deemed to have significant Air Force operational or SCC requirements to merit consideration of pairing with a designated Enduring Language.

Significant Language Training Event (SLTE)—At least 150 hours of immersion language training or 6 weeks of 5-hour-a-day classroom training, or other significant event as defined by the Secretaries of the Military Departments and the Heads of Defense Agencies and DoD Field Activities. (DoDI 5160.71, *DoD Language Testing Program*).