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DEPARTMENTS OF THE ARMY,
THE NAVY AND THE AIR FORCE
WASHINGTON, DC, 30 May 1974

TRAINING
MANAGEMENT OF THE DEFENSE LANGUAGE PROGRAM

This change adds paragraph 1-5b, (2) which was omitted from the 17 January 1974 revision of the regulation.

AR 350-20/OPNAVINST 1550.7/AFR 50-40/MCO 1550.4B, 17 January 1974, is changed as follows:

1. Make the following pen-and-ink change: so much of the supersession note on page i of basic publication as reads "BUPERSINST 1550.41" is changed to read "CNETINST 1550.2."
2. New or revised material is indicated by a star.
3. Remove old pages and insert revised pages as indicated below.

<i>Remove pages</i>	<i>Insert pages</i>
1-1 through 1-3 -----	1-1 through 1-3
2-3 -----	2-3

4. File this change sheet in front of the publication for reference purposes.

30 May 1974

The Army office of primary interest in this joint publication is the Office of the Deputy Chief of Staff for Personnel. Army users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPE-MPT) Washington, DC 20310.

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ARMY REGULATION
No. 350-20
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MARINE CORPS ORDER
MCO 1550.4B

DEPARTMENTS OF THE ARMY,
THE NAVY AND THE AIR FORCE

WASHINGTON, DC, 17 January 1974

TRAINING

MANAGEMENT OF THE DEFENSE LANGUAGE PROGRAM

This is a complete revision of AR 350-20. For Army users, local supplementation of this regulation is prohibited, except upon approval of the Deputy Chief of Staff for Personnel.

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*This regulation supersedes AR 350-20/BUPERSINST 1550.41/AFR 50-40/MCO 1550.4, 11 June 1969, including all changes; and rescinds DA Form 3487-R, DA Form 3488-R, and DA Form 3489-R, 1 Apr 69, and Reports Control Symbols DLI-18, DLI-19, and DLI-20.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation—

- a. Implements DOD Directive 5160.41 (app.).
- b. Establishes the procedures and responsibilities for accomplishing the DOD language training requirements effectively and economically.
- c. Prescribes responsibilities for operation of the Defense Language Program (DLP).
- d. Describes DLP foreign and English language training.
- e. Prescribes DLP reporting requirements.
- f. Provides guidance to DOD elements for development of operating instructions concerning language training requirements, programs, and objectives; funding procedures for operating language training programs; and procurement of language training materials.

1-2. Scope. The DLP consists of all foreign and English language training programs conducted by or under contract to DOD departments or agencies, except language training provided cadets and midshipmen at Service academies, dependents in the DOD oversea schools, and academic career development training, as in the case of individuals pursuing secondary school or language courses for educational purposes.

Note. Academic career development language training is not conducted by any DOD elements; however, in some degree-completion programs, DOD may bear a portion of the cost of such training. The interest of DOD in this kind of training is limited to arranging for acceptance of certain DLP courses for scholastic credit.

1-3. Objective. The objective of the DLP is to manage, conduct, supervise, administer, and control language training to satisfy total DOD language requirements.

1-4. Explanation of terms. *a. Foreign language training.* Training in a foreign language is dictated by a DOD mission. Foreign language training may be—

- (1) Full-time intensive training, during which time the trainee performs no duties other than learning the language;
- (2) Collateral training, during which time the trainee performs other duties—usually training in a military occupational specialty in which he will use the foreign language; or
- (3) Nonintensive, part-time, mission-related, group study language training, which may or may not be mandatory.

b. English language training. Training which is sponsored by a DOD component for foreign military personnel, non-English-speaking US military personnel, or indigenous civilian personnel employed by DOD. These programs are supported by—

- (1) Security Assistance Program for the training of foreign military personnel in CONUS and abroad.

- (2) Local commands for training of non-English-speaking personnel and indigenous DOD employees.

c. Technical control.

- (1) Technical control is defined as the authority to establish, develop, approve, and administer language training standards for the DLP. These standards are applicable to—

- (a) Language training methodologies.
- (b) Course content and objectives.
- (c) Tests and measurements of language aptitudes and proficiency skill levels.
- (d) Instructor qualifications.
- (e) Texts, tapes, training aids, language laboratory systems, and language tape recorders.
- (f) Recommendations for academic credit.

- (2) Technical control enables the Director, DLI to exercise quality management of the DLP.

d. Proficiency level. Proficiency levels define the qualitative mastery of language skills. Successful completion of a prescribed course allows the DLI graduate to attain DOD language training standards described in chapter 5. English comprehension levels are used to define proficiency levels for English language courses and are also provided in chapter 5.

e. Narrative course objectives. Narrative course objectives for foreign language training courses prescribe the quantitative content of specific language courses. English language course objectives are prescribed in DLI Pamphlet 350-3. (Copies of DLI Pam are available on request from Director, DLI, Washington Navy Yard (Anacostia Annex), Washington, DC 20374.) Course objectives will differ with each training requirement and language course (Short, Basic, Extended, Intermediate, Advanced, Special, Maintenance or Refresher).

f. Language training requirement. A statement provided by a DOD component which identifies

the number of personnel to be trained in a foreign language or in English, and the level of proficiency required for each specific language.

g. Language training materials and equipment. For the purpose of this regulation, language training materials and equipment include texts, tapes, aptitude and proficiency tests, instructor manuals, training aids, language laboratory systems, and language tape recorders for use in the DLP.

1-5. DLP organization and responsibilities.

a. Organization.

(1) Under policy guidance of the Assistant Secretary of Defense (Manpower and Reserve Affairs) (OASD(M&R)), the Secretary of the Army is the Executive Agent for the Defense Language Program.

(2) Under the overall management, supervision, administration, and control of the Secretary of the Army, DLI manages and directs those language training programs conducted on a DOD-wide basis and exercises supervision and technical control over all other elements of the DLP (para 1-6).

★(3) The Office of the Deputy Chief of Staff for personnel (ODCSPER) HQDA functions as the general staff coordinating office for the dissemination of doctrine, policy, and guidance promulgated by OASD (M&R) on all matters related to the DLP and to the DLI.

(4) Commanding General, US Army Training and Doctrine Command (TRADOC) is assigned the administrative responsibilities for the supervision, management, operation, control, and funding of DLI. DLI is a field activity under Commanding General, TRADOC with no further delegation of authority.

★*b. Responsibilities.* The Service Secretaries and the directors of DOD agencies or their designees will—

(1) Provide the Director, DLI annually with a one-fiscal-year projection of DLI training requirements for personnel from their respective elements.

(2) Provide any DLI training activity assigned to one of their installations as tenants the same operation, maintenance, and other common support of facilities which they normally would provide for their own activities on a non-reimbursable basis, excluding those items that are issued or sold from Stock Fund outlets.

(3) Provide information on all Command Language Programs (CLP), including projected new programs, to Director, DLI, through the

Service Program Manager (SPM) in accordance with the provisions of chapter 4. This will provide required data to DLI to assist in the exercise of supervision and technical control of Command Language Program.

(4) Prescribe basic criteria and establish procedures for selection of individuals to attend DLI full-time language training courses.

(5) Limit the use of language training materials and equipment to that developed or approved by DLI and reimburse DLI for the costs of those furnished.

(6) Validate Service foreign and English language requirements as outlined in chapters 2 and 3.

1-6. DLI responsibilities: Director, DLI will—

a. Determine how DOD language training requirements can be satisfied effectively and economically by DOD resources.

b. Establish training facilities and manage, direct, program, budget for those elements of the DLP which are to be conducted on a DOD-wide basis.

c. Recommended means for meeting unprogrammed language requirements.

d. Exercise supervision and technical control of Command Language Programs through the Service Program Manager. Authorize the establishment and direct the major revision or disestablishment of Command Language Programs in coordination with the Service concerned.

e. Assemble and maintain a current record of all DOD language training requirements and specific language training programs which constitute the DLP. This record will be available for use by all DOD components.

f. Coordinate actions and maintain appropriate liaison on DLP matters with DOD departments and agencies, other Government agencies and departments, and private institutions. Direct communication is authorized.

g. Enter into contracts or other arrangements with departments and agencies in support of the DLP training effort.

h. Establish DOD language training standards.

i. Prescribe teaching methodology; instructor qualifications; and establish standards for testing, scoring, and recording of language proficiency in the DLP.

j. Establish, manage, and conduct research and development activities to support the DLP.

k. Establish standards for language training equipment and materials to be used by all DOD

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components. Provide to the General Services Administration (GSA) specifications for language laboratory systems and portable tape recorders.

7. Provide for the foreign language training of adult dependents of DOD personnel to the extent permitted by law or on a space-available basis (10 U.S.C. 2002).

CHAPTER 2

DOD FOREIGN LANGUAGE TRAINING

2-1. General. *a.* DLI is responsible for the conduct, supervision, and technical control of foreign language training in the DLP. Full-time, intensive foreign language training (levels 2 and 3) is conducted at DLI. Normally elementary language training (level 1) and maintenance language training are conducted in Command Language Programs (chap. 4).

b. DOD training standards for foreign language instruction are prescribed in chapter 5.

2-2. Foreign language courses. DLP foreign language courses are described as follows:

a. The Short Course is of minimal duration and is designed to enable the trainee to attain an elementary proficiency (level 1) or limited proficiency (level 2) in a foreign language.

b. The Basic Course is designed to enable personnel to reach the objective of minimum professional proficiency (level 3) in the comprehension, speaking, reading, and writing skills of a foreign language. Course lengths vary depending upon the difficulty of the language. In languages having complex writing systems, only a limited working proficiency (level 2) in reading and writing is achieved.

c. The Aural Comprehension Course (ACC) is designed to meet specific needs of the security services, to include maximizing listening comprehension based on general and specialized vocabularies.

d. Intermediate/Extended Courses: The objectives of each of these continuation courses varies considerably with each language. Generally, the intermediate course is designed for graduates of basic courses who have served in the field, while the extended course is designed for selected recent graduates of basic courses prior to their serving in the field. The objectives of both the Intermediate and Extended courses are the same, and are intended to reinforce all skills and increase proficiency levels beyond the basic course.

e. The Advanced Course is designed for students who have completed the Basic and Intermediate/Extended Courses and have served in

the field. The objectives are intended to take the student beyond the Intermediate/Extended level.

f. The Refresher Course is designed to re-activate or improve an individual's proficiency that has deteriorated through lack of use. The course may be of basic, intermediate/extended, or advanced level, depending on the student's demonstrated proficiency at the beginning of the training.

g. Maintenance language training is designed to enable an individual to maintain a current proficiency level in a given language. This type of training is normally given in a Command Language Program (chap. 4).

2-3. Foreign language training requirements. The development of requirements for individual language training is a function of each of the Services and DOD agencies. During the second quarter of each fiscal year, the Services and DOD agencies submit their qualitative requirements (desired level of proficiency in the four language skills (comprehension, speaking, reading, and writing) in accordance with paragraph 2-4 to Director, DLI, Washington Navy Yard (Anacostia Annex), Washington, DC 20374, detailing by language the number of officer, enlisted, and civilian personnel to be trained in each quarter of the following fiscal year. This information provides data for planning, budgeting, and scheduling of full-time foreign language training requirements conducted by DLI.

2-4. Submission of requirements. The Service Secretaries and appropriate elements of DOD will submit the report, *Foreign Language Training Requirements* (DA Form 3485-R), RCS DLI-16 (fig. 2-1) as indicated below:

a. 1 June. Submit foreign language training requirements for fiscal year commencing 1 July two years hence (e.g., on 1 June 74, Services will submit requirements for FY 76). This submission is for DLI planning and budgeting purposes.

b. 1 November. This submission is for scheduling purposes and will consist of refined language training requirements for the next fiscal year. The annual DLI training schedule will be published not later than 31 January each year.

c. DA Form 3485-R will be reproduced locally on 8" x 10½" paper.

d. Instructions for preparation of DA Form 3485-R follow:

(1) Languages are listed alphabetically in column a. DOD language codes, listed in DOD Manual 5000.12m dated 1 March 1970, may be used.

(2) Training requirements are listed numerically for each line item in column b. The following numerical code will be used:

<i>Training requirement</i>	<i>Code</i>
Attaché	1
Mission/MAAG	2
Security Services	3
Intelligence	4
Other	5

(3) Course types and/or designators are listed in column c. The following course code applies:

<i>Course type</i>	<i>Designator code</i>
Basic Course (Level 3)	01
Aural Comprehension Course (Security Service Personnel)	02
Short Course (less than Level 3)	04
Extended Course	10
Intermediate Course	20
Advanced Course	30
Refresher Course	40

(4) Desired proficiency objectives are listed in column d for each course type. For example: C3/S2/R2/W2. Chapter 5 describes proficiency objectives for each of the four language skills.

(5) Desired dates of input are listed by month in column e. Separate line entries are made for each input month.

(6) The number of persons to be trained are shown in column f; officers, enlisted personnel, and others are listed separately.

(7) The total number of persons to be trained are shown in column g. Separate line entries are made for each input month.

(8) Pertinent remarks are indicated in "Remarks" column.

2-5. DLI Quota Confirmation (DA Form 3486-R), RCS DLI-17. a. Not later than the

25th day of each month, the Service Secretaries or their designees will submit DA Form 3486-R, confirming or cancelling each space allocated for foreign language classes scheduled to begin during the second month following the report (e.g., the 25 July report will pertain to classes beginning in September). DA Form 3486-R (fig. 2-2) will be reproduced locally on 8 by 10½-inch paper.

b. All requests for additional quotas, including requests for refresher training, should be submitted in writing at least 60 calendar days in advance of the class starting date.

2-6. Validation of DLI foreign language requirements. The Service Secretaries and directors of DOD agencies will validate all foreign language requirements for their respective Services and agencies by application of the following procedures.

a. Identify the total number of language-required positions specifically listed in current manning authorization documents.

b. Identify the total number of active duty personnel qualified and available for assignment to the language-required positions.

c. Determine the total number of language-required position vacancies and the availability of professionally qualified personnel to undertake scheduled language training to fill these vacancies.

d. Determine in a timely manner and on a continuous basis language-required position vacancies. Assign personnel to fill these positions with sufficient time to attend language training.

e. Verify the assignment of personnel after the completion of language training.

2-7. DLI aptitude and proficiency tests. a. The Defense Language Aptitude Test (DLAT) has been developed to predict the success of student performance in language training and is used by DOD in selection of personnel to attend DLI. The DLAT is available in Service publication channels and is administered at the local command level. Instructions on the administration of the DLAT are contained in AR 611-6, OPNAVINST 1520.17A, AFM 35-8, MCO P1000.6.

b. The Defense Language Proficiency Test (DLPT) measures the general ability of a stu-

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dent to use a language, regardless of the source of that ability. The DLPT is available in Service publication channels and may be administered at the local command level. Instruction on the administration of the DLPT is contained in AR 611-6, OPNAVINST 1520.17A, AFM 35-8, MCO P1000.6 or DLI Pamphlet 611-1. (DLI Pam 611-1 is available on request from US Army AG Publications Center, 2800 Eastern Boulevard, Baltimore, Md. 21220.)

2-8. DLI graduate foreign language evaluation. *a. Purpose.* The DLI graduate foreign language evaluation provides the Defense Language Institute (DLI) with a means to assess the quality of its training with respect to field performance requirements. This information is used to—

- (1) Identify strengths and weaknesses in foreign language training.
- (2) Determine if course objectives accurately reflect field requirements.
- (3) Ascertain whether or not course objectives are being met.
- (4) Determine whether or not follow-on training is required.
- (5) Recommend changes based on analysis of feedback, which will improve the efficiency and effectiveness of foreign language training.

b. Scope. DLI foreign language evaluation consists of the following:

- (1) The DLI Graduate Field Survey (RCS: DD(AR) 1242) developed by DLI is sent directly to graduates in field assignments. The survey is designed to provide DLI meaningful

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feedback information on DLI course materials, instructional methodologies, and duty performance related to language training. Services will provide DLI current unit assignments of DLI graduates when the survey is conducted.

(2) The DLI Graduate Performance Report (RCS: DLI-22) is submitted on DLI graduates in the Security Services by the USAF School of Applied Cryptologic Sciences (USAFSACS) through channels to DLI each quarter. The report specifies the degree to which DLI graduates satisfy the prerequisite foreign language skills required for the operational training conducted by USAFSACS.

(3) User agencies will notify Headquarters, DLI by letter (HQ DLI/OP-EV), Washington Navy Yard (AA), Washington, DC 20374 whenever the performance of DLI graduates indicate DLI language training is substandard or unsatisfactory. The letter should describe the nature of the deficiencies in sufficient detail to allow DLI to take corrective action.

(4) Director, DLI, will contact user agencies directly to obtain information regarding qualitative training requirements, research and development projects, and user agency needs related to course objectives and course contents.

2-9. Foreign language training information. All inquiries concerning foreign language training or procurement of foreign language materials should be made to Director, Defense Language Institute, Washington Navy Yard (Anacostia Annex) Washington, DC 20374.

FOREIGN LANGUAGE TRAINING REQUIREMENTS FY _____						REPORTS CONTROL SYMBOL DLI-16		
TO: Director, Defense Language Institute Washington Navy Yard (Anacostia Annex) Washington, DC 20374					FROM:			
in accordance with Chapter 2 AR 350-20: OPNAVINST 1550.7/AFR 50-40/MCO 1550.4B, the following information concerning language training requirements and objectives for training to be conducted in Fiscal Year 19____ is submitted.								
LANGUAGE * OR LANGUAGE CODE ** a	TRAINING REQUIRE- MENT CODE b	COURSE TYPE OR DESIGNATOR CODE* c	PROFICIENCY OBJECTIVES (in all four skills) d	INPUT DATE (Month) e	NUMBER TO BE TRAINED * f			TOTAL g
					OFFICER	ENLISTED	OTHER	
TOTAL ALL LANGUAGES								
REMARKS								
*Complete column ONLY for June submission. **DOD Manual 5000.12m, 1 Mar 70, Manual for Standard Data Elements.								
TYPED DATE	NAME, GRADE, AND TITLE OF REPORTING OFFICIAL				SIGNATURE			

Figure 2-1

CHAPTER 3

DOD ENGLISH LANGUAGE TRAINING

3-1. General. *a.* DLI is responsible for the conduct, supervision, and technical control of DOD English language training programs. DLI conducts a full-time intensive English language training program for selected foreign officer and enlisted personnel. The program is supported by the Security Assistance Program of the Defense Security Assistance Agency (DSAA). DLI exercises technical control over host country English language programs, supported by the Security Assistance Program. Local English Command Language Programs for non-English-speaking DOD personnel are under the technical supervision and control of DLI.

b. DOD English language training standards are prescribed in chapter 5, and are applicable to both non-English-speaking US personnel and foreign personnel.

3-2. Security assistance English language training. *a.* Service agencies responsible for implementation of security assistance training programs in English language will submit English language requirements to HQ, DLI. Requirements will be submitted upon completion of the Annual Unified Commands Fiscal Year Security Assistance Training Workshop. In no case will these submissions be accomplished later than 15 May preceding the beginning of the fiscal year in which the training is to be provided. Requests for changes, additions, deletions, and rescheduling action will be submitted as soon as known to Director, Defense Language Institute, Washington Navy Yard (Anacostia Annex), Washington, DC 20374.

b. Requests for English language training quotas for Foreign Military Sales (FMS) requirements and requirements funded from sources other than those specified in *a* above will be submitted to HQ, DLI as soon as known. This training will be conducted within DLI capability on a tuition reimbursable basis.

c. Selection of foreign military personnel for training at DLI will be accomplished as out-

lined in Part II, DSA 5105.38-M (Military Assistance and Sales Manual), and DLI Pamphlet 350-3.

3-3. Host country English language training. *a.* The host country English Language Training Program, supported by the Security Assistance Program, provides foreign military personnel with in-country instruction, required to achieve levels of English language proficiency necessary for entry into technical and professional training in CONUS. Specific instructions concerning the establishment of an in-country English Language Training Program (ELTP) are contained in DLI Pamphlet 350-1 (available on request from DLI).

b. DLI will provide technical assistance through the DLI Language Training Detachments (LTD) for the in-country ELTP. The LTD's are attached to the MAAG/Mission/Defense Attaché offices in the host country. Information concerning the LTD's and in-country ELTP are contained in DLI Pamphlet 350-1.

3-4. English Command Language Program. Commanders having a need or requirement for English language training for non-English-speaking military personnel, dependent foreign nationals, or indigenous civilian personnel employed by DOD, will contact Director, DLI on the establishment of an English Command Language Program. Normally, these programs are conducted through local Service education facilities (see chap. 4).

3-5. DLI American Language Course (ALC). The ALC is the DOD approved English language course of instruction prescribed for use in the DLP. The ALC developed by DLI is a combination of classroom learning and individual language laboratory instruction, employing the audio-lingual methodology. The ALC has been structured to meet requirements dictated by specific training objectives. The length of training depends upon the proficiency

level desired. The ALC is divided into three phases:

a. Elementary. This phase of training is designed for students with little or no knowledge of English (ECL score range 0-40). Emphasis is placed on developing the basic structural patterns of English with limited vocabulary.

b. Intermediate. This phase of training is designed for students who have completed the Elementary phase or who already have a background in basic English (ECL score range 40-70). Intermediate phase materials reinforce knowledge of basic English structural patterns and provide a greatly expanded vocabulary.

c. Specialized English. This phase introduces students to technical English terminology that will prepare them for entry into CONUS technical training programs. Students must have successfully completed the intermediate phase prior to entering the Specialized English phase, when required by follow-on training requirements.

3-6. Procurement of English language training materials and equipment. *a. Training materials.* The American Language Course texts and tapes may be obtained by writing to Director, DLI, Washington Navy Yard (Anacostia Annex), Washington, DC 20374.

b. Language laboratory and portable tape recorders equipment. The US Army Materiel Command (AMC) is the DOD agency designated to procure, ship, and install language laboratory systems and portable tape recorders in support of the Military Assistance Service Funded (MASF) Program and the Security Assistance Program (includes Military Assistant Program (MAP), and Foreign Military Sales (FMS)). Inquiries concerning procurement, installation and maintenance of the equipment for MAP and MASF should be forwarded to Chief, Television Audio Support Agency (TASA), Sacramento Army Depot, Sacramento, CA 95813. Host country inquiries concerning FMS procurement, installation, and maintenance of the above equipment should be forwarded through the MAAG, Military Mission, Milgroup, or Defense Attaché offices to the appropriate DOD element concerned. DLI Pamphlet 350-1 contains additional information concerning the use of hardware in language

training programs. Procurement of language training equipment for English Command Language Programs is the responsibility of the local commander. The equipment is listed on the GSA Federal Supply Schedule (FCS Group 58).

3-7. English Language Instructor Course. This course is taught at DLI and includes a familiarization phase of the American Language Course and a phase of comprehensive study of American English structure, phonology, and teaching methodology. Quotas for training in the English Language Instructor Course can be obtained by contacting Director, DLI.

3-8. DLI English language tests. *a. English Comprehensive Level (ECL) Test.* ECL tests measure listening and reading comprehension skills and are used to determine whether a student meets the language requirements for entry into DLI English language training or direct entry into Service follow-on training.

b. American Language Placement Test (ALCPT). ALCPT is used for placement of students in the appropriate text book of the American Language Course (ALC).

c. English Language Aptitude Test (ELAT). ELAT measures the capability of an individual to acquire English language comprehension skills. ELAT also provides the length of time required for an individual to acquire English language skills.

3-9. Reporting requirements. *a. Command Language Program Training Report, RCS DLI-14.* The Command Language Program Training Report covering English Command Language Programs will be submitted in accordance with paragraph 4-5.

b. English Language Training Program, RCS DLI-15. The English Language Training Program report, covering security assistance and host country English language training programs, will be submitted by the command or MAAG/Mission/Defense Attaché office having a DLI Language Training Detachment. This quarterly letter report will be submitted through the reporting office's unified command to Director, DLI, Washington Navy Yard (Anacostia Annex), Washington, DC 20374,

not later than the 20th calendar day of the month following the end of each quarter. The report will include as a minimum, but not be limited to, the following:

- (1) Scope of the ELTP.
- (2) Total number of students in training.
- (3) Total number administered English Comprehension Level Test.
- (4) Number of students tested who obtained required cut-off score for direct entry into CONUS technical training.
- (5) Number of students tested who obtained required cut-off score for entry into DLI.
- (6) Capability of ELTP to meet annual increased cut off scores as outlined in paragraph 2c(4), chapter 5, Part II, DSA 5105.30-M (Military Assistance and Sales Manual).

3-10. Validation of English language training requirements. The Service Secretaries and directors of DOD agencies will validate all English language training requirements for their respective Services and agencies by application of the following procedures:

a. Determine whether security assistance programs have requirements for—

- (1) Course materials.
- (2) Tests.
- (3) Language laboratories.
- (4) Mobile training teams.
- (5) Field training services personnel.
- (6) Instructor training.
- (7) English language training.
- (8) Language laboratory maintenance on

the job training in the US.

b. Approve the request of a foreign government for any of the services listed in *a* above.

c. Determine whether foreign military personnel in the United States for technical or professional training require additional English language training.

3-11. English language training information.

All inquiries concerning English language training or the procurement of English language training materials should be submitted to Director, Defense Language Institute, Washington Navy Yard (Anacostia Annex), Washington, DC 20374.

CHAPTER 4

COMMAND LANGUAGE PROGRAMS (CLP)

4-1. General. *a.* A Command Language Program (CLP) is any language training program or course of instruction operated by an active duty or Reserve component, exclusive of DLI Training Branches; the US Military, Naval, and Air Force Academies; DOD oversea dependents schools; Security Assistance English Language Programs; and those programs conducted strictly for the purpose of attaining academic credit.

b. The establishment of Command Language Programs requires the approval of Director, DLI (para 4-3).

c. Except for maintenance or refresher language training, Command Language Programs will not be programed to provide language training above the elementary proficiency level unless approval is obtained from the Director, DLI.

4-2. Functions and responsibilities. *a.* Director, DLI—

(1) Serves as the operating agent for the Secretary of the Army. In this capacity, he is responsible for—

(*a*) Monitoring the management of CLP to insure the efficient use of available resources.

(*b*) Exercising technical control over CLP, as explained in paragraph 1-4c.

(2) Discharges his responsibilities for CLP through direct coordination with the Service Program Manager (SPM). All contacts between CLP and DLI are through the Service Program Manager. The only exception to this will be when DLI and the SPM agree that direct liaison is required. Direct communication between the SPM and DLI is authorized. The SPM is appointed by the Services, at department level. The designations of the SPM are shown below:

(*a*) Army — HDQA (DAPE-MPT), Washington, DC 20310

(*b*) Navy—Navy Department, Chief of Naval Operations (OP 991E), Washington, DC 20350

(*c*) Air Force — HQUSAF/DPPTB, Washington, DC 20330

(*d*) Marine Corps—Commandant, Marine Corps, Code A03C, Washington, DC 20350

b. The Service Program Manager will—

(1) Maintain records of Command Language Programs, to include the following information:

(*a*) Program location.

(*b*) Sponsoring command.

(*c*) Languages and type courses taught.

(*d*) Enrollments and completions by language.

(*e*) Number and types of tests administered.

(*f*) Direct operating costs.

(2) Constantly review the status of all CLP within his Service to preclude duplication of effort and to check any unnecessary proliferation of language programs. When possible, materials approved for existing courses will be used for newly established courses with similar objectives. If course materials are not available within the Service, the SPM will seek assistance from DLI. DLI will locate satisfactory materials and provide the SPM with information necessary to acquire them.

(3) Forward to Director, DLI requests from commanders to establish CLP.

(4) Periodically inspect Service CLP to insure that individual programs are being conducted efficiently. A copy of the SPM inspection report will be furnished to Director, DLI. DLI, upon request, will provide technical assistance to the SPM for these inspections.

4-3.—Establishing a command language program. *a.* The commander having a requirement for a language training program will forward, through the SPM to the Director, DLI, a request for CLP approval. The request will contain the following information:

(1) The language program mission and language course objectives, including proficiency level desired.

(2) The number of students to be trained

annually, by language.

(3) The availability of training facilities, including language laboratory systems and portable language tape recorders.

(4) A bibliographical listing of available instructional materials.

(5) Instructor(s) qualifications.

(6) Total length of course in hours and weeks.

(7) Instructional hours per day, per week.

(8) Estimated direct operating costs.

b. The Director, DLI will review the technical aspects of the proposed CLP and will approve and/or make appropriate technical recommendations to the local commander. DLI will provide technical assistance as required.

4-4. DLI technical assistance. *a.* DLI will furnish technical assistance to commanders establishing language training programs or to ongoing language training programs. A commander may request this assistance by writing to the Director, Defense Language Institute, Washington Navy Yard (Anacostia Annex), Washington, DC 20374, through the SPM. Assistance will be in the form of written guidance and/or on-site evaluation and will include information on teaching methodologies, programs of instruction, course materials, instructor qualifications, and instructor training.

b. DLI will provide, on a reimbursable basis, suitable level 1 and/or maintenance/refresher materials. If materials are not available in the DLI inventory, DLI will recommend suitable materials or sources for such materials. In certain cases, DLI, upon request, will initiate the development of course materials for any program in which there is a continuing requirement for such materials.

4-5. Command Language Program Training Report (DA Form 4154-R), RCS DLI-14. *a.* Semiannually, commanders will submit DA Form 4154-R (fig 4-1) through channels, to the SPM. Reports will be prepared at the end of the second and fourth quarters of each fiscal year and forwarded to arrive not later than 1 February and 1 August of the fiscal year. The SPM will forward a copy of each report to DLI not later than 15 February and 15 August each year.

b. DA Form 4154-R will be reproduced locally on 8 x 10¹/₂-inch paper.

c. If Command Language Programs are discontinued by any Service, that Service is no longer required to submit a Command Language Program Training Report. It is the responsibility of the individual Service to notify DLI of any change in the status of CLP.

COMMAND LANGUAGE PROGRAM TRAINING REPORT			PERIOD ENDING 19 ____		REPORTS CONTROL SYMBOL DLI-14	
For use of this form, see AR350-20: the proponent agency is DCSPER.						
TO:			FROM:			
1. MISSION/OBJECTIVE(S)						
2. TRAINING						
LANGUAGE <small>a</small>	LENGTH (Hours) <small>b</small>	PERSONNEL TRAINED <small>c</small>	LANGUAGE <small>a</small>	LENGTH (Hours) <small>b</small>	PERSONNEL TRAINED <small>c</small>	
1.			8.			
2.			9.			
3.			10.			
4.			11.			
5.			12.			
6.			13.			
7.			14.			
3. TESTING			NO. ADMINISTERED			
a. Defense Language Aptitude Test (DLAT)			_____			
b. English Language Aptitude Test (ELAT)			_____			
c. Defense Language Proficiency Test (DLPT)			_____			
d. English Language Comprehension Test (ECL)			_____			
4. COSTS						
ANNUAL DIRECT OPERATION COSTS (Instructor Salaries, Materials) \$ _____						
5. REMARKS/PROBLEM AREAS						
6. DATE		7. NAME			8. GRADE	
9. TITLE OF REPORTING OFFICIAL:				10. SIGNATURE		

DA FORM 4154-R, 1 Sep 73

(Paper size 8 x 10½"; image size 6½ x 8½ inches)

Figure 4-1

CHAPTER 5

DOD LANGUAGE TRAINING STANDARDS

5-1. DOD foreign language training standards. A DOD foreign language training standard is defined as the degree of skill acquired by an individual in a language other than English. These standards are described by proficiency levels. To achieve a certain proficiency level, a student must meet the requirements for that skill. Proficiency levels range from 0 through 5 in each of the following functional skills: Reading Comprehension (R); Listening Comprehension (C); Speaking (S); and Writing (W). Tables 5-1 and 5-2 provide the standard proficiency levels, functional skills, and descriptions of proficiency levels. The standards are general in nature and are not intended to be absolute. DOD components with specialized requirements will necessarily have to refine these standards in establishing their language training requirements.

5-2. Proficiency level measurement. The Defense Language Proficiency Test (DLPT) is used to measure the student's attained level of proficiency in listening and reading comprehension. Speaking and writing skill levels are not measured by the DLPT but by oral interview and classroom tests approved by DLI. These are not standardized and are contingent upon compliance with the definitions contained in table 5-2.

5-3. Level 4 and level 5 proficiency levels. Award of "Full Professional" (level 4) is not

dependent on DLPT results, but is awarded only by DLI approved special oral interviews. Native/bilingual (level 5) proficiency is not achieved through training, but is normally achieved by persons who have been educated in secondary schools where the target language is the medium of instruction.

5-4. DOD English language training standards. A DOD English language training standard is defined as the degree of skill acquired by an individual in the use of the English language. An English language standard is described by English comprehension levels. To achieve a certain English comprehension level, a student must meet the requirements for that skill. Comprehension levels range from 0 through 5 in each of the following functional skills: Reading Comprehension (R); Listening Comprehension (C); Speaking (S); Writing (W). Tables 5-3 and 5-4 provide the standard comprehension levels, functional skills, and descriptions of comprehension levels.

5-5. Comprehension level measurement. The DLI English Comprehension Level (ECL) test is used to determine the student's attained level of comprehension in listening and reading. Speaking and writing skills are not measured by the ECL but by oral interviews and classroom tests approved by DLI. These are not standardized and are contingent upon compliance with the definitions contained in table 5-4.

Table 5-1. DOD Foreign Language Training Standards—Reading and Listening Comprehension

<i>Proficiency Level</i>	<i>Skill</i>	<i>DLPT Score</i>	<i>Reading Comprehension (R)</i>	<i>Listening Comprehension (C)</i>
0	None	1-15	No practical reading proficiency.	No practical understanding of the spoken language.
1	Elementary	15-25	Able to read some personal and place names, street signs, office and shop designations, numbers, and isolated words and phrases. Can recognize all the letters in the printed version of an alphabetic system and high-frequency elements of a syllabary or a character system.	Sufficient comprehension to meet survival needs and travel requirements. Able to understand the essentials of face-to-face speech in a standard dialect, often delivered at a rate slower than normal, with frequent repetitions, about basic needs: meals and lodging, transportation, time, and simple directions (including both route instructions and orders from customs officials, policemen, etc.).
2	Limited Working	26-39	Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context. With extensive use of a dictionary can get the general sense of routine business letters, international news items, or articles in technical fields within his competence.	Sufficient comprehension to meet routine social demands and limited job requirements. Able to understand face-to-face speech in a standard dialect, delivered at a normal rate with some repetition and rewording, about everyday topics; common personal and family news, well-known current events, and routine office matters; can follow the essentials of discussion or speech at an elementary level on topics in a special professional field.
3	Minimum Professional	40-60	Able to read standard newspaper items addressed to the general reader, routine correspondence, reports and technical material in his special field. Can grasp the essentials of articles of the above types without using a dictionary; for accurate understanding, moderately frequent use of a dictionary is required. Has occasional difficulty with unusually complex structures and low-frequency ideas.	Able to understand the essentials of all speech in a standard dialect, including technical discussions within a special field. Has effective understanding of face-to-face speech, delivered with normal clarity and speed in a standard dialect, on general topics and areas of special interest; has broad enough vocabulary that he rarely has to ask for paraphrasing or explanation; can follow accurately the essentials of conversations between educated native speakers, reasonably clear telephone calls, radio broadcasts, and public addresses on nontechnical subjects; can understand without difficulty all forms of standard speech concerning a special professional field.

Table 5-1. DOD Foreign Language Training Standards—Reading and Listening Comprehension—Continued

<i>Proficiency Level</i>	<i>Skill</i>	<i>DLPT Score</i>	<i>Reading Comprehension (R)</i>	<i>Listening Comprehension (C)</i>
4	Full Professional	*	Able to read all styles and forms of the language pertinent to professional needs. With occasional use of a dictionary can read moderately difficult prose readily in any area directed to the general reader, and all material in his special field, including official and professional documents and correspondence; can read reasonably legible handwriting without difficulty.	Able to understand all forms and styles of speech pertinent to professional needs. Able to understand fully all speech in all standard dialects on any subject relevant to professional needs within the range of his experience, including social conversations; all intelligible broadcasts and telephone calls; and all kinds of technical discussions and discourse. Able to understand the essentials of speech in some nonstandard dialects.
5	Native/Bilingual	*	Reading proficiency equivalent to that of an educated native. Can read extremely difficult and abstract prose, as well as highly colloquial writings and the classic literary forms of the language. With varying degrees of difficulty, can read all kinds of handwritten documents.	Comprehension equivalent to that of the educated native speaker. Able to understand fully all forms and styles of speech intelligible to the educated native speaker, including a number of regional and illiterate dialects, highly colloquial speech, and conversations and discourse distorted by marked interference from other noise.

* See paragraph 5-3.

Table 5-2. DOD Foreign Language Training Standards—Speaking and Writing*

<i>Proficiency Level</i>	<i>Skill</i>	<i>Speaking (S)</i>	<i>Writing (W)</i>
0	None	No practical speaking proficiency.	No practical writing proficiency.
1	Elementary	Able to satisfy routine travel needs and minimum courtesy requirements. Can ask and answer questions on topics very familiar to him; within the scope of his very limited language experience can understand simple questions and statements, allowing for slowed speech, repetition, or paraphrase; speaking vocabulary inadequate to express anything but the most elementary needs; errors in pronunciation and grammar are frequent, but can be understood by a native speaker used to dealing with foreigners attempting to speak his language; while topics which are "very familiar" and elementary needs vary considerably from individual to individual, any person at this level should be able to order a simple meal, ask for shelter or lodging, ask and give simple directions, make purchases, and tell time.	Has sufficient control of the writing system to meet limited practical needs. Can produce all symbols in an alphabetic or syllabic writing system. Can write numbers and dates, his own name and nationality, addresses, etc. Otherwise ability to write is limited to simple lists of common items or a few short sentences. Spelling may be erratic.
2	Limited Working	Able to satisfy routine social demands and limited work requirements. Can handle with confidence, but not with facility, most social situations, including introductions and casual conversations about current events, as well as work, family, and autobiographical information; can handle limited work requirements, needing help in handling any complications or difficulties; can get the gist of most conversations on nontechnical subjects (i.e., topics which require no specialized knowledge) and has a speaking vocabulary sufficient to express himself simply with some circumlocutions; accent, though often quite faulty, is intelligible; can usually handle elementary constructions quite accurately but does not have thorough or confident control of the grammar.	Can draft routine social correspondence and meet limited professional needs. Is familiar with the mechanics of the writing system, except in character systems where ability is limited to a small stock of high-frequency items. Makes frequent errors in spelling, style, and writing conventions. Able to write simple notes and draft routine social and limited office messages. Material normally requires editing by a more proficient writer.
3	Minimum Professional	Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics. Can discuss particular interests and special fields of competence with reasonable ease; comprehension is quite complete for a normal rate of speech; vocabulary is broad enough that he rarely has to grope for a word; accent may be obviously foreign; control of grammar good; errors never interfere with understanding and rarely disturb the native speaker.	Can draft official correspondence and reports in a special field. Control of structure, spelling, and vocabulary is adequate to convey his message accurately, but style may be quite foreign. All formal writing needs to be edited by an educated native.

Table 5-2. DOD Foreign Language Training Standards—Speaking and Writing*—Continued

<i>Proficiency Level</i>	<i>Skill</i>	<i>Speaking (S)</i>	<i>Writing (W)</i>
4	Full Professional	Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Can understand and participate in any conversation within the range of his experience with a high degree of fluency and precision of vocabulary; would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; errors of pronunciation and grammar quite rare; can handle informal interpreting from and into the language.	Can draft all levels of prose pertinent to professional needs. Control of structure, vocabulary, and spelling is broad and precise; sense of style is nearly native. Errors are rare and do not interfere with understanding. Nevertheless, drafts of official correspondence and documents need to be edited by an educated native.
5	Native/Bilingual	Speaking proficiency equivalent to that of an educated native speaker. Has complete fluency in the language such that his speech on all levels is fully accepted by educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references.	Has writing proficiency equal to that of an educated native. Can draft and edit both formal and informal correspondence, official reports and documents, and professional articles without non-native errors of structure, spelling, style, or vocabulary. Achievement of this rating normally requires both secondary and higher education in institutions where the language is the primary one used for instruction.

*Speaking and writing proficiencies are measured by classroom test.

Table 5-3. DOD English Language Training Standards.

<i>Comprehension Level</i>	<i>Skill</i>	<i>ECL</i>	<i>Reading Comprehension</i>	<i>Listening Comprehension</i>
0	None	0-39	No practical proficiency.	No practical proficiency.
1	Elementary	40-54	Reads and understands elementary lesson material and common public signs.	Understands most simple questions and statements on familiar topics when spoken to very slowly and distinctly. These often have to be restated in different terms before he understands.
2	Limited Working	55-69	Reads and understands intermediate lesson material or simple colloquial texts.	Understands most conversation when spoken distinctly and at a slower than normal rate. Points have to be restated occasionally.
3	Minimum Technical	70-79	Reads and understands material on military and international subjects within his field. Reads and understands technical text material at junior high school level.	Understands general conversation or discusses within his special field, when the rate of speech is near normal.
4	Full Technical	80-89	Reads high school level prose and material in his special field including official and military documents and correspondence.	Understands any conversation within the range of his experience, when at normal conversation speed.
5	Native/Bilingual	90-100	Reads at a level of proficiency equivalent to that of an educated native.	Comprehension proficiency equivalent to that of an educated native speaker.

Table 5-4.—English Language Training Standards

<i>Comprehension Level</i>	<i>Skill</i>	<i>Speaking</i>	<i>Writing</i>
0	None	No practical proficiency.	No practical proficiency.
1	Elementary	Asks and answers questions on daily personal needs, within a limited vocabulary and with frequent errors in pronunciation and grammar.	Writes simple statements and questions using a very limited vocabulary with frequent errors in spelling and structure that frequently obscure meaning.
2	Limited Working	Converses intelligibly but without thorough control of pronunciation and grammar within most social situations, about current events, his work, family, autobiographical information, and nontechnical subjects.	Writes sentences on familiar topics using nontechnical vocabulary and basic structural patterns. Errors in spelling and structure occasionally obscure meaning.
3	Minimum Technical	Participates effectively in all general conversation, discusses particular interests, and his special field, without making errors that obscure meaning.	Writes paragraphs on familiar topics using nontechnical vocabulary and basic structural patterns. Errors seldom obscure meaning.
4	Full technical	Speaks the language fluently and accurately on all levels pertinent to military service needs, without errors of pronunciation or grammar that interfere with ease of understanding.	Writes prose with sufficient structural accuracy and vocabulary to satisfy pertinent service requirements.
5	Native/Bilingual	Speaks with a proficiency equivalent to that of an educated native speaker.	Writes with a proficiency equivalent to that of an educated native speaker.

APPENDIX

October 5, 1968
NUMBER 5160.41

ASD(M&RA)

Department of Defense Directive

SUBJECT Defense Language Program

- Refs.: (a) DoD Directive 5160.41, subject as above, October 19, 1962 (hereby cancelled)
- (b) Section 2002, Title 10, United States Code (to provide language training to dependents in anticipation of the members' assignment to permanent duty outside the United States)

I. PURPOSE AND OBJECTIVES

This Directive establishes an executive agency responsible for overall management and operation of all Department of Defense language training, including:

- A. Validation, collation and review of requirements;
- B. Determination of the most effective and economical means of fulfilling DoD language training requirements; and
- C. Technical supervision and control of the Defense Language Program (DLP).

II. CANCELLATION

Reference (a) is hereby superseded and cancelled.

III. SCOPE AND APPLICABILITY

Except for the language instruction of cadets and midshipmen at the U.S. Military, Naval, and Air Force academies and dependents in the DoD Overseas Dependents Schools, the provisions of this Directive apply to the language instruction in all DoD components.

IV. DEFINITIONS

For purposes of this Directive, the following definitions apply:

- A. Defense Language Program (DLP) consists of all foreign and English language training programs or courses conducted directly by, or under contract for, DoD components. It includes language training programs supported by the Military Assistance Program.

- B. Technical Control is authority to approve language training methodologies, instructor qualifications, texts, materials, course content, and course objectives. It includes the authority to develop and administer language training standards for:
 - 1. language aptitude;
 - 2. testing, scoring, and proficiency;
 - 3. textual materials and training aids; and
 - 4. scholastic credit.

V. FUNCTIONS AND RESPONSIBILITIES

- A. Under the policy guidance of the Assistant Secretary of Defense (Manpower and Reserve Affairs), the Secretary of the Army is designated as Executive Agent for the Defense Language Program and will:
 - 1. Manage, conduct, supervise, administer, and control the Defense Language Program that will satisfy total DoD requirements, and establish a Defense Language Institute (DLI) which will accomplish those functions of the DLP as directed by the Secretary of the Army.
 - 2. Program, budget, and fund for those elements of the DLP which the Department of the Army is responsible for conducting on a DoD-wide basis.

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3. Establish those procedures necessary to collate, review and manage the total DoD language training requirements; continually review the DLP to determine recommended program changes for submission to the Secretary of Defense, including specific language training programs and courses which will most economically and effectively accomplish DoD requirements; assemble and maintain, for use of all DoD components, a current record of all such requirements; provide language training for dependents of DoD personnel as appropriate in accordance with reference (b) above; develop administrative and financial arrangements with other departments and agencies of the Federal Government for reciprocal foreign and English language training to be provided on a space-available basis; and establish DoD standards for language training equipment.
 4. Act as the principal adviser to the Secretary of Defense on, and establish, manage and conduct, in coordination with the Director of Defense Research and Engineering, all research and development activities performed by, or for, the DoD in support of language training requirements. Monitor related research and development activities.
 5. Authorize the establishment and direct the major revision or disestablishment of command language programs in coordination with the Secretary of the Department concerned.
- B. The Director of Defense Research and Engineering shall provide the Secretary of the Army with policy guidance pertaining to Department of Defense research and development support of the Defense Language Program.
- C. The Secretaries of the Army, Navy and Air Force and Directors of Defense agencies will establish internal DoD language training collation, validation and review procedures covering their total language training requirements.

VI. ADMINISTRATION

- A. The DLI and field language training facilities will be staffed by officer and enlisted personnel of all military services. Staffing of military positions will be prorated among the services, using participation in terms of student load by service as the basis for computation. *
- B. Pay, allowances, and permanent change of station travel costs of military personnel assigned to the staff or faculty of DLI and other language training facilities will be borne by their respective military department. Pay, allowances, and travel costs of personnel enrolled in language training courses will be borne by their sponsoring DoD component. *

VII. AUTHORITY

To discharge the functions and responsibilities prescribed in V.A. above, the Secretary of the Army is authorized to:

- A. Establish DoD field language training facilities, taking over or using established facilities, including equipment, personnel spaces, and civilian personnel assigned to other DoD components where feasible.
- B. Enter into contracts or other arrangements, with private institutions, individuals, and other Federal Government departments and agencies; and assume responsibility for existing contracts where feasible.
- C. Establish such administrative and managerial procedures as are necessary to achieve technical and supervisory control over the DLP.
- D. Communicate directly with all elements of the DoD and other Federal Government departments and agencies and private institutions and associations.
- E. Provide language training, when appropriate, to dependents of DoD personnel in accordance with the provisions of Section 2002, Title 10, United States Code.

VIII. EFFECTIVE DATE AND IMPLEMENTATION

- A. This Directive is effective immediately. Two (2) copies of each implementing document will be forwarded to the

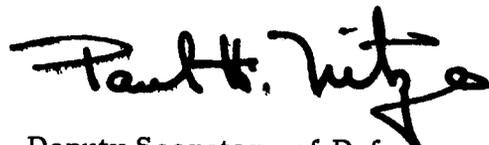
#First amendment (Ch 1, 12/5/69)

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Assistant Secretary of Defense (Manpower and Reserve Affairs) within 120 days.

- B. When required, the transfer of language training funds, facilities, equipment, personnel spaces, and civilian personnel to the Department of the Army from other DoD components will be accomplished under established DoD procedures.



Deputy Secretary of Defense

The Army office of primary interest in this joint publication is the Office of the Deputy Chief of Staff for Personnel. Army users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPE-MPT) WASH DC 20310.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation—

- a. Implements DOD Directive 5160.41 (app).
- b. Establishes the procedures and responsibilities for accomplishing the DOD language training requirements effectively and economically.
- c. Prescribes responsibilities for operation of the Defense Language Program (DLP).
- d. Describes DLP foreign and English language training.
- e. Prescribes DLP reporting requirements.
- f. Provides guidance to DOD elements for development of operating instructions concerning language training requirements, programs, and objectives; funding procedures for operating language training programs; and procurement of language training materials.

1-2. Scope. The DLP consists of all foreign and English language training programs conducted by or under contract to DOD departments or agencies, except language training provided cadets and midshipmen at Service academies, dependents in the DOD overseas schools, and academic career development training, as in the case of individuals pursuing secondary school or language courses for educational purposes.

Note. Academic career development language training is not conducted by any DOD element; however, in some degree-completion programs, DOD may bear a portion of the cost of such training. The interest of DOD in this kind of training is limited to arranging for acceptance of certain DLP courses for scholastic credit.

1-3. Objective. The objective of the DLP is to manage, conduct, supervise, administer, and control language training to satisfy total DOD language requirements.

1-4. Explanation of terms. a. *Foreign language training.* Training in a foreign language is dictated by a DOD mission. Foreign language training may be—

- (1) Full-time intensive training, during which time the trainee performs no duties other

than learning the language;

- (2) Collateral training, during which time the trainee performs other duties—usually training in a military occupational specialty in which he will use the foreign language; or

- (3) Nonintensive, part-time, mission-related, group study language training, which may or may not be mandatory.

b. *English language training.* Training which is sponsored by a DOD component for foreign military personnel, non-English-speaking US military personnel, or indigenous civilian personnel employed by DOD. These programs are supported by—

- (1) Security Assistance Program for the training of foreign military personnel in CONUS and abroad.

- (2) Local commands for training of non-English-speaking personnel and indigenous DOD employees.

c. *Technical control.*

(1) Technical control is defined as the authority to establish, develop, approve, and administer language training standards for the DLP. These standards are applicable to—

- (a) Language training methodologies.
- (b) Course content and objectives.
- (c) Tests and measurements of language aptitudes and proficiency skill levels.
- (d) Instructor qualifications.
- (e) Texts, tapes, training aids, language laboratory systems, and language tape recorders.
- (f) Recommendations for academic credit.

(2) Technical control enables the Director, DLI to exercise quality management of the DLP.

d. *Proficiency level.* Proficiency levels define the qualitative mastery of language skills. Successful completion of a prescribed course allows the DLI graduate to attain DOD language training standards described in chapter 5. English comprehension levels are used to define

proficiency levels for English language courses and are also provided in chapter 5.

e. Narrative course objectives. Narrative course objectives for foreign language training courses prescribe the quantitative content of specific language courses. English language course objectives are prescribed in DLI Pamphlet 350-3. (Copies of DLI Pam are available on request from Director, DLI, Washington Navy Yard (Anacostia Annex), Washington, DC 20374.) Course objectives will differ with each training requirement and language course (Short, Basic, Extended, Intermediate, Advanced, Special, Maintenance or Refresher).

f. Language training requirement. A statement provided by a DOD component which identifies the number of personnel to be trained in a foreign language or in English, and the level of proficiency required for each specific language.

g. Language training materials and equipment. For the purpose of this regulation, language training materials and equipment include texts, tapes, aptitude and proficiency tests, instructor manuals, training aids, language laboratory systems, and language tape recorders for use in the DLP.

1-5. DLP organization and responsibilities.

a. Organization.

(1) Under policy guidance of the Assistant Secretary of Defense (Manpower and Reserve Affairs) (OASD(M&RA)), the Secretary of the Army is the Executive Agent for the Defense Language Program.

(2) Under the overall management, supervision, administration, and control of the Secretary of the Army, DLI manages and directs those language training programs conducted on a DOD-wide basis and exercises supervision and technical control over all other elements of the DLP (para 1-6).

(3) The Office of the Deputy Chief of Staff for Personnel (ODCSPER) HQDA functions as the general staff coordinating office for the dissemination of doctrine, policy, and guidance promulgated by OASD(M&R) on all matters related to the DLP and to the DLI.

(4) Commanding General, US Army Training and Doctrine Command (TRADOC) is assigned the administrative responsibilities

for the supervision, management, operation, control, and funding of DLI. DLI is a field activity under Commanding General, TRADOC with no further delegation of authority.

b. Responsibilities. The Service Secretaries and the directors of DOD agencies or their designees will—

(1) Provide the Director, DLI annually with a one-fiscal-year projection of DLI training requirements for personnel from their respective elements.

(2) Provide information on all Command Language Programs (CLP), including projected new programs, to Director, DLI, through the Service Program Manager (SPM) in accordance with the provisions of chapter 4. This will provide required data to DLI to assist in the exercise of supervision and technical control of Command Language Programs.

(3) Prescribe basic criteria and establish procedures for selection of individuals to attend DLI full-time language training courses.

(4) Limit the use of language training materials and equipment to that developed or approved by DLI and reimburse DLI for the costs of those furnished.

(5) Validate Service foreign and English language requirements as outlined in chapters 2 and 3.

1-6. DLI responsibilities: Director, DLI will—

a. Determine how DOD language training requirements can be satisfied effectively and economically by DOD resources.

b. Establish training facilities and manage, direct, program, budget for those elements of the DLP which are to be conducted on a DOD-wide basis.

c. Recommended means for meeting unprogrammed language requirements.

d. Exercise supervision and technical control of Command Language Programs through the Service Program Manager. Authorize the establishment and direct the major revision or disestablishment of Command Language Programs in coordination with the Service concerned.

e. Assemble and maintain a current record of all DOD language training requirements and specific language training programs which

constitute the DLP. This record will be available for use by all DOD components.

f. Coordinate actions and maintain appropriate liaison on DLP matters with DOD departments and agencies, other Government agencies and departments, and private institutions. Direct communication is authorized.

g. Enter into contracts or other arrangements with departments and agencies in support of the DLP training effort.

h. Establish DOD language training standards.

i. Prescribe teaching methodology; instructor qualifications; and establish standards for

testing, scoring, and recording of language proficiency in the DLP.

j. Establish, manage, and conduct research and development activities to support the DLP.

k. Establish standards for language training equipment and materials to be used by all DOD components. Provide to the General Services Administration (GSA) specifications for language laboratory systems and portable tape recorders.

l. Provide for the foreign language training of adult dependents of DOD personnel to the extent permitted by law or on a space-available basis (10 U.S.C. 2002).



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dent to use a language, regardless of the source of that ability. The DLPT is available in Service publication channels and may be administered at the local command level. Instruction on the administration of the DLPT is contained in AR 611-6, OPNAVINST 1520.17A, AFM 35-8, MCO P1000.6 or DLI Pamphlet 611-1. (DLI Pam 611-1 is available on request from DLI.)

2-8. DLI graduate foreign language evaluation. *a. Purpose.* The DLI graduate foreign language evaluation provides the Defense Language Institute (DLI) with a means to assess the quality of its training with respect to field performance requirements. This information is used to—

(1) Identify strengths and weaknesses in foreign language training.

(2) Determine if course objectives accurately reflect field requirements.

(3) Ascertain whether or not course objectives are being met.

(4) Determine whether or not follow-on training is required.

(5) Recommend changes based on analysis of feedback, which will improve the efficiency and effectiveness of foreign language training.

b. Scope. DLI foreign language evaluation consists of the following:

(1) The DLI Graduate Field Survey (RCS: DD(AR) 1242) developed by DLI is sent directly to graduates in field assignments. The survey is designed to provide DLI mean-

ingful feedback information on DLI course materials, instructional methodologies, and duty performance related to language training. Services will provide DLI current unit assignments of DLI graduates when the survey is conducted.

(2) The DLI Graduate Performance Report (RCS:DLI-22) is submitted on DLI graduates in the Security Services by the USAF School of Applied Cryptologic Sciences (USAFSACS) through channels to DLI each quarter. The report specifies the degree to which DLI graduates satisfy the prerequisite foreign language skills required for the operational training conducted by USAFSACS.

(3) User agencies will notify Headquarters, DLI by letter (HQ DLI/OP-EV), Washington Navy Yard (AA), Washington, DC 20374 whenever the performance of DLI graduates indicate DLI language training is substandard or unsatisfactory. The letter should describe the nature of the deficiencies in sufficient detail to allow DLI to take corrective action.

(4) Director, DLI, will contact user agencies directly to obtain information regarding qualitative training requirements, research and development projects, and user agency needs related to course objectives and course contents.

2-9. Foreign language training information. All inquiries concerning foreign language training or procurement of foreign language materials should be made to Director, Defense Language Institute, Washington Navy Yard (Anacostia Annex) Washington, DC 20374.

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