

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

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PERSONNEL

**TOTAL FORCE LANGUAGE,
REGIONAL EXPERTISE, AND
CULTURE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-40, *Air Force Language, Regional Expertise, and Culture Program*. It establishes procedures and defines the roles and responsibilities for the Air Force Language, Regional Expertise, and Culture Program, which includes the Foreign Language Proficiency Bonus (FLPB) program and the Foreign Language Proficiency Pay (FLPP) program. This instruction applies to all Regular Air Force, Air Force Reserve (AFR), and Air National Guard (ANG) members and Department of the Air Force Appropriated Fund civilian employees. In collaboration with the Chief of Air Force Reserve and the Director of the Air National Guard, the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for the Total Force Language, Regional Expertise, and Culture Program. This publication may be supplemented at any level, but supplements and implementing publications must be routed through the Director of Force Development, Headquarters Air Force (AF/A1D) for coordination and approval prior to publishing. MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval.

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Significant changes include the consolidation of AFI 36-4001 and AFI 36-4002, the addition of policy language on FLPP for the Air Force's appropriated funds civilian workforce. Additions include tier waiver authorities for wing level requirements, the reorganization of the instruction into chapters to delineate roles, responsibilities and guidance for implementing the Air Force Language, Regional Expertise, and Culture Program, FLPB Program and the FLPP Program for civilian personnel. This instruction also updates organizations and office symbols, roles and responsibilities, and reflects the most recent DoD language, regional expertise, and culture policies as referenced in AFPD 36-40. Updates also include removal of duplicate policy language already issued in the standalone, inter-service AFI 36-4003, *Managing the Defense English Language Program*.

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Chapter 1

AF LANGUAGE, REGIONAL EXPERTISE, AND CULTURE (LREC) OVERVIEW

1.1. Overview. LREC capabilities are critical for ensuring global operational readiness. These capabilities posture the Air Force to successfully execute warfighting missions, security cooperation engagements, peacetime operations, and to build partnerships and alliances. To ensure the Air Force is prepared to face these challenges, the AF LREC Office manages LREC programs designed to increase the accession, development, sustainment, and utilization of both uniformed and civilian personnel with LREC skills. This includes training, tracking, and utilizing LREC-capable personnel throughout the Total Force and incentivizing the sustainment of skills through the FLPB Program and the FLPP Program. The FLPB and FLPP programs are capabilities-based, monetary incentives available to managers to help recruit and sustain a workforce with foreign language proficiency in areas of strategic interest. These programs also incentivize military personnel and civilian employees to maintain and enhance their language proficiencies. References to FLPP include both Department of the Air Force civilians and Defense Civilian Intelligence Personnel System employees. This AFI also guides the implementation of the *Air Force Language, Regional Expertise, and Culture Flight Plan*, January 2017.

1.2. Authority.

1.2.1. FLPB is authorized under Title 37, United States Code, Section 353, and is administered according to DoD Instruction 1340.27, *Military Foreign Language Skill Proficiency Bonuses* and DoD Financial Management Regulation 7000.14-R, Volume 7A, Chapter 19.

1.2.2. FLPP is authorized under Title 10 United States Code Section 1596 *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests* and Title 10 United States Code Section 1596a *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*.

1.2.2.1. Non-Appropriated Fund Air Force civilian employees, contractors, and foreign national indirect hires are not eligible to receive FLPP.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Secretary of the Air Force (SecAF): The SecAF retains ultimate responsibility for all policy and guidance related to AF LREC programs and the Defense English Language Program (DELP). These responsibilities are carried out through the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) and the Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1) as directed and delegated respectively in Headquarters Air Force Mission Directive (HAFMD) 1-24, *Assistant Secretary of the Air Force, Manpower and Reserve Affairs* and HAFMD 1-32 *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Service*. This responsibility includes determining which foreign languages, specialties, and duties qualify under the Air Force FLPB and FLPP programs. The Secretary may initiate, terminate, increase, or decrease FLPB and FLPP amounts as necessary.

2.2. The Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR):

2.2.1. Serves as an agent of the SecAF and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing Air Force civilian employee benefits and entitlements.

2.2.2. Oversees civilian personnel policy related to FLPP in collaboration with AF/A1.

2.2.3. Reviews and coordinates FLPP policy and reporting requirements.

2.2.4. Identifies an LREC Point of Contact (POC) to champion all LREC initiatives through the Air Force Language, Regional Expertise, and Culture Action Panel (AFLRCAP) and the LREC Executive Steering Committee (ESC). Notifies the AF LREC Office of the appointment and changes within five duty days.

2.3. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1):

2.3.1. Designates one general officer or Senior Executive Service member as the Air Force Senior Language Authority (AF SLA). (T-0)

2.3.2. Ensures the AF SLA has direct access to senior leadership.

2.3.3. Maintains the capability to track the skills, training, education, experience and utilization of Air Force military and civilian personnel with LREC skills.

2.3.4. Executes FLPP policy and develops, coordinates, and approves procedural guidance for civilian personnel compensation in collaboration with SAF/MR.

2.4. Director of Force Development, Headquarters Air Force (AF/A1D):

2.4.1. Executes the roles and responsibilities of the AF SLA and the Executive Agent for the Defense Language Institute English Language Center (DLIELC) in accordance with AFPD 36-40. (T-1)

2.4.2. Provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing Air Force non-intelligence civilian foreign language plans and programs in coordination with the Director of Civilian Force Management (AF/A1C).

- 2.4.3. Coordinates FLPP policy and changes with SAF/MR, AF/A1C, AF/A2/6F, AFPC, and SAF/FM for Air Force civilian employees requiring proficiency in foreign languages.
- 2.4.4. Serves as the service program manager for the FLPB program implemented through the AF LREC Office.
- 2.4.5. Serves as the concurring authority for T-1 waivers of this publication.
- 2.4.6. Implements DoD requirements and establishes USAF requirements and procedures for reporting payments in accordance with DoD and HAF policy.
- 2.4.7. Establishes and represents the official AF LREC position internally to the Air Force and externally across the DoD and to other government and commercial agencies.
- 2.4.8. Establishes and manages the AF LREC governance structure as needed to monitor the effectiveness and efficiency of AF LREC programs. The governance structure will provide forums for the force development, force management, and financial management communities to share resources, information and best practices.
- 2.4.9. Represents the Air Force as a member of the Defense Language Steering Committee as required in DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program. (T-0)*
- 2.4.10. Serves as the Chair of the AF LREC Executive Steering Committee (ESC).
- 2.4.11. Charters and conducts working groups and advisory panels to resolve or elevate issues to the ESC.
- 2.4.12. Ensures the synchronization of LREC programs with DoD programs, policy, and planning guidance, DoD and AF strategy, and AF Doctrine.
- 2.4.13. Ensures the Air and Space Expeditionary Force tasking structure is optimized to identify and deploy LREC-enabled Airmen and civilians.
- 2.4.14. Oversees the development, sustainment and execution of AF LREC plans, including strategy, communications, implementation, and assessment, monitoring, and evaluation.
- 2.4.15. Oversees the integration of LREC proficiency requirements and utilization metrics into appropriate Combatant Command and coalition operational, contingency and stabilization plans and programs, requests for forces, and lessons learned.
- 2.4.16. Serves as the focal point for DoD and USAF LREC data calls and reporting requirements.
- 2.4.16.1. Reports LREC skills and utilization gaps to the SecAF, Chief of Staff of the Air Force, the Office of the Under Secretary of Defense for Personnel and Readiness, and to the Congress as required.
- 2.4.17. Supports the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) mission of building international partnerships by carrying out AF/A1 responsibilities in accordance with AFPD 16-1, *Security Cooperation* and AFI 16-109, *International Affairs Specialist (IAS) Program*.
- 2.4.18. Forwards all foreign language waiver requests to the AF LREC Office for recommendations prior to adjudication.

2.4.19. Ensures compliance with directives for cross-functional authority responsibilities and attends Development Team meetings to coordinate Airmen development across the functional communities.

2.4.20. Represents the Air Force, in coordination with AETC, AF/A2/6, and other LREC stakeholders as needed, on all foreign language training, education, and sustainment issues with Defense Language Institute Foreign Language Center (DLIFLC) in accordance with DoD Instruction 5160.70, *Management of DoD Language and Regional Proficiency Capabilities*.
(T-0)

2.4.21. Provides oversight of the Training Requirements Arbitration Panel and Structured Manning Decision Review panel and coordinates with AETC, AF/A2/6, and other stakeholders as needed to resolve issues.

2.4.22. Assists with the development of and approves LREC training and education plans.

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

2.4.24. Monitors DoD, AF, and interagency research and development activities related to LREC-related technology development, acquisition, and capabilities deployment.

2.4.25. Maintains a direct link between the DLIFLC and the DLIELC in matters pertaining to teaching methodologies, performance standards for language training equipment and media, tests and evaluation systems, nonresident language programs and research and development; ensures no duplication of efforts and full cooperation and coordination on the information, concepts and techniques relevant to both programs in accordance with AFI 36-4004, *Management of Defense Foreign Language Training*.

2.5. The Air Force Language, Regional Expertise, and Culture Office (the AF LREC Office):

2.5.1. Serves as the office of primary responsibility (OPR) for the development, coordination, and implementation of AF LREC programs and policy.

2.5.1.1. Implements policy and provides guidance for the execution of FLPP for Air Force civilian personnel.

2.5.1.2. Implements policy and provides guidance on the execution of FLPB for officer and enlisted Airmen.

2.5.2. Supports the AF SLA by synchronizing AF LREC policy, training, tracking and utilization across the Total Force.

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

2.5.4. Hosts the AFLRCAP as determined by the charter or as required by significant events.

2.5.5. Coordinates and consolidates input on the AF Strategic Language List (SLL).

2.5.6. Coordinates with AF/A1C and AFPC to develop procedural guidance on FLPP policy implementation. Provides recommendations to AF/A1D on the adjudication of requests for policy exceptions.

2.5.7. Advocates for language requirements in existing, new or potential Language Designated Positions (LDP).

2.5.8. Collaborates with Air Force stakeholders on doctrine, tactics, techniques, and procedures to define and incorporate requirements for LREC capabilities into strategic planning policy development, strategic communications plan development, strategic plan development, and doctrine development.

2.5.9. Advises the AF SLA on LREC training and mission requirements.

2.5.10. Establishes and represents the official Air Force position on LREC programs and policies to DoD, AF, and other government and commercial agencies on behalf of the AF SLA.

2.5.11. Establishes procedures for Airmen to provide a Foreign Language Self-Assessment that documents the capability in the Military Personnel Data System (MilPDS) upon accession in accordance with DoDD 5160.41E and DoDI 5160.71, *DoD Language Testing Program*, 26 Jan 2009. **(T-0)**

2.5.12. Coordinates with AF/A2/6 on LREC force development, education and training issues to include representation of Intelligence, Surveillance, and Reconnaissance (ISR) equities in LREC programs to DoD, AF and Other Governmental Agencies and commercial entities on behalf of the AF SLA.

2.5.13. Coordinates with AF/A3 on LREC force development, education and training issues related to Combat Aviation Advisor and Air Advisor training.

2.5.14. Coordinates with AETC to ensure LREC programs have sufficient resources through the Air Force Corporate Structure and Program Objective Memorandum (POM).

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

2.5.16. Coordinates with MAJCOMs, Numbered Air Forces, ANG, Air Force Reserves, and other agencies as appropriate, to synchronize steady state LREC General Purpose Forces (GPF) foreign language proficiency requirements for force planning and inclusion in unit manning documents.

2.5.17. Coordinates with Air Force Special Operations Command (AFSOC) and AETC to ensure that LREC programs deliberately develop Airmen with the correct skills and proficiencies required to support Special Operations Forces (SOF) requirements in accordance with DoDI 3305.06, *Special Operations Forces (SOF) Foreign Language Policy*. **(T-0)**

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

2.5.19. Develops and provides guidance on LREC policy that will enhance and sustain LREC capabilities throughout the Total Force.

2.5.20. Coordinates with AETC and DLIFLC to ensure, to the greatest extent practicable, all Air Force units deploying to foreign territories have an appropriate capability to communicate in the languages of the territories of deployment.

- 2.5.21. Coordinates with AETC and DLIFLC to ensure Airmen are provided the region-appropriate cultural training, basic foreign language familiarization and language aids in accordance with DoDD 5160.41E and AFD 36-40. **(T-0)**
- 2.5.22. Provides an annual program review to the AF SLA that includes expeditionary pre-deployment training, assessment, and utilization metrics; training and education plans; force development initiatives and enhancements, sustainment, enhancement, management, utilization status; and challenges and recommended solutions for meeting mission requirements.
- 2.5.23. Collaborates with key stakeholders to establish readiness standards for LREC capabilities to meet pre-deployment requirements for Airmen deploying to foreign territories.
- 2.5.24. Determines and implements a method to track regional and culture education and experience levels as defined in DoDI 5160.70. **(T-0)**
- 2.5.25. Establishes and charts records review and screening boards to evaluate regional and cultural competencies and skill levels using criteria in the Air Force Officer Classification Directory (AFOCD) and Air Force Enlisted Classification Directory (AFECD).
- 2.5.26. Collaborates with Air Force Career Field Managers (AFCFM) and LREC program managers to optimize LREC program effectiveness and skills utilization.
- 2.5.27. Supports the AF LREC cross-functional authority, Development Teams, CFMs and AFPC Assignment Teams with utilization of LREC skills in accordance with AFI 36-2640, *Executing Total Force Development*.
- 2.5.28. Distributes a list of officer and enlisted Airmen with documented foreign language proficiency to HAF Functional Managers, AFCFMs, and AFPC Assignment Teams prior to each assignment cycle.
- 2.5.29. Assists AETC in developing LREC training and education plans that meet or exceed the goals and guidance of the DoD Language Program.
- 2.5.30. Ensures the availability of sustainment and enhancement programs for Airmen with foreign language skills to meet force structure inventory requirements.
- 2.5.31. Consider and emphasize LREC capabilities for military and civilian personnel force development.
- 2.5.32. Provides oversight of the Language Enabled Airman Program in coordination with AETC to ensure the training program is utilized to the maximum extent possible.
- 2.5.33. Coordinates and collaborates with AF/A2/6 on recruitment, force development, sustainment and force management of language-inherent Air Force Specialty Codes (AFSC).
- 2.5.34. Collaborates with Air Force Recruiting Service (AFRS) and AETC to develop recruiting guidance and incentives that identify, attract, develop, and sustain personnel with LREC capabilities.
- 2.5.35. Produces annual officer and enlisted language classification and accession targets and cadet language programs targets using AF Technical Training Program Guidance Letters (TTPGL) and Program Requirements Documents (PRD) in accordance with DoDI 1215.08,

Senior Reserve Officers' Training Corps (ROTC) Programs, AFI 36-2011, Air Force Reserve Officer Training Corps (AFROTC) Program, the AFOCD and AFECD.

2.5.36. Coordinates with AETC and AFCLC to identify requirements for and produce the annual PGL for the Language Enabled Airman Program.

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

2.5.38. Incentivizes foreign language skills consistent with DoD policy and AF requirements through guidance and procedures to build, support, and sustain a cadre of language professionals with a goal of possessing Interagency Language Roundtable proficiency level 3/3/3.

2.5.39. Compiles the annual AF SLL with foreign languages in which the AF has enduring (sustainment languages) or projected (enhancement languages) requirements. Provides a copy to the DoD SLA in accordance with Chairman of the Joint Chiefs of Staff (CJCS) procedures.

2.5.40. Implements and guides the execution of the FLPB Program for military personnel and the FLPP Program for eligible civilian personnel.

2.5.41. Verifies FLPB and FLPP eligibility for service members and civilians employees when they qualify through testing and certification.

2.5.42. Adjudicates requests for exceptions to FLPB and FLPP policy.

2.5.43. Coordinates with AF/A1C on establishing and distributing guidance for AF Civilian FLPP as provided in 10 USC §§ 1596, 1596a, and DoDI 1400.25, *DoD Civilian Personnel Management System*. (T-0)

2.5.44. Oversees the award of the Regional Special Experience Identifier. Collects established regional proficiency metrics for use as tasked to evaluate capability investments and ensure compliance with established goals.

2.5.45. Manages the annual Language Professional and Command Language Program of the Year Awards.

2.5.46. Provides annual estimates to DLIFLC on the number of Defense Language Proficiency Tests (DLPT) required by the AF in the next FY.

2.5.47. Executes day-to-day responsibilities for the DoD Executive Agent for DLIELC on behalf of AF/A1D in accordance with DoDD 5160.41E and AFI 36-4003. (T-0)

2.5.48. Advocates for Joint and DoD interests relating to DLIELC and DLIFLC in collaboration with AETC and AF LREC stakeholders.

2.6. Director of Civilian Force Management, Headquarters Air Force (AF/A1C):

2.6.1. Oversees implementation and sustainment of civilian personnel policies for all AF Title 5 and Title 10 civilian personnel systems and programs funded by appropriations.

2.6.2. Oversees and coordinates policies for USAF civilian FLPP setting with AFPC/DP3FM, AF SLA, and the AF LREC Office.

2.6.3. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.7. Director of Manpower, Headquarters Air Force (AF/A1M):

- 2.7.1. Provides guidance, assistance, and direction to units for coding manpower billets for LREC strategic and operational requirements.
- 2.7.2. Collaborates with the AF LREC Office on LREC Corporate Funding and President's Budget process issues.
- 2.7.3. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.8. Director of Force Management Policy, Headquarters Air Force (AF/A1P):

- 2.8.1. Collaborates with the AF LREC Office to develop guidance for eligible civilian personnel who support LREC force structure requirements in accordance with 10 USC (for Civilian Employees), § 1596 and §1596a, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*; DoDD 1400.25, *DoD Civilian Personnel Management System*. (T-0)
- 2.8.2. Compiles accession, sustainment, and retention data of language professionals (language inherent AFSCs 1A8X1, (Airborne Cryptologic Language Analyst (CLA)), 1N3X1 (CLA), and 16F (FAO), and reports the results annually to the AF LREC Office for submission to the Office of the Under Secretary of Defense for Personnel and Readiness in accordance with DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness*. (T-0)
- 2.8.3. Develops policy to access, classify, and provide initial skills training to language professionals in language inherent AFSCs identified in the AFECD.
- 2.8.4. Collaborates with the AF LREC Office to establish targets and provide incentives, as necessary, to recruit civilians with LREC capabilities to meet mission requirements.
- 2.8.5. Collaborates with the AF LREC Office to develop and implement assignment and promotion guidance, as well as guidance to ensure LREC capabilities are utilized and rewarded to meet mission requirements.
- 2.8.6. Coordinates on all guidance and program changes impacting the AF LREC programs to include force development, sustainment, and utilization.
- 2.8.7. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.9. The Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance, and Cyber Effects Operations (AF/A2/6):

- 2.9.1. Nominates a general officer or civilian equivalent to serve as the Deputy AF SLA. The Deputy AF SLA will also serve as the Senior Technical Advisor for AF Intelligence, Surveillance and Reconnaissance (ISR) Language, Regional Expertise, and Culture activities.
- 2.9.2. Advises the AF SLA on any Intelligence, Surveillance and Reconnaissance FLPB and FLPP requirements and programmatic issues.
- 2.9.3. Submits AF/A2/6 foreign language priorities to the AF LREC Office to coordinate with the AF SLA for inclusion in the AF SLL.

2.9.3.1. Reports military and civilian intelligence foreign language and regional expertise requirements and proficiency levels to OUSD (I) and other government agencies as appropriate in coordination with the Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance, and Cyber Effects Operations (AF/A2/6).

2.9.4. Serves as the AF focal point for the end-to-end functional management of all AF ISR LREC capabilities and reports on ISR foreign language force readiness.

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

2.9.6. Provides ISR LREC planning, programming, budgeting and execution oversight.

2.9.7. Coordinates with MAJCOMs and the Service Cryptologic Component (SCC) on the functional management of ISR foreign language resources

2.9.8. Coordinates and incorporates SCC inputs for training and development oversight of administratively and operationally assigned language professionals.

2.9.9. Coordinates and collaborates with AF/A1D on recruitment, force development, sustainment and force management of language-inherent AFSCs.

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

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

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

2.9.13. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.10. The Deputy Chief of Staff, Operations (AF/A3):

2.10.1. Facilitates the integration of AF LREC requirements into existing operational plans.

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

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

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

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

2.10.6. Develops and implements Air Advisor LREC competency level requirements and requisite education and training plans to develop Total Force Airmen to meet Air Advisor LREC mission requirements.

2.10.7. Identify and code Air Advisor LREC requirements on Unit Manning Documents (UMD) and in reporting instructions.

2.10.8. Presents an Air Advisor LREC force development review to the AF LREC ESC. This report should be presented annually and include requirements, education and training plans status and issues, LREC force development synchronization and other issues impacting the AF LREC Program.

2.10.9. Ensures aircrews have appropriate LREC training and/or skills to support rated staff and Combatant Command requirements.

2.10.10. Ensures operational guidance and planning guidance reflect LREC requirements for operational, contingency, and stabilization planning.

2.10.11. Collaborates with the AF LREC Office, AFSOC, and AETC to identify LREC operational and training requirements and ensure that training programs meet mission requirements.

2.10.12. Advocates for validated operational requirements in the AF Corporate Structure.

2.10.13. Collaborates with the AF LREC Office to solve identified AF LREC issues that affect AF operations.

2.10.14. Ensures an Air Advisor subject matter expert participates in the AF LREC Action Panel and ESC.

2.10.15. Establishes pre-deployment readiness standards for LREC capabilities within the Defense Readiness Reporting System.

2.10.16. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.11. The Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4): identifies requirements and opportunities to provide pre-deployment language, regional expertise, and culture training, education, and experiences to Total Force Civil Engineer and Security Forces personnel in support of theater campaign plans.

2.12. The Director, Public Affairs, Office of the Secretary of the Air Force (SAF/PA): communicates to the Air Force and to the public the Air Force's language, regional expertise, and culture capabilities, requirements, opportunities, and benefits.

2.13. The Deputy Under Secretary of the Air Force for International Affairs (SAF/IA):

2.13.1. Oversees force development and sustainment requirements for LREC professionals in the International Affairs Specialist (IAS), Foreign Area Officer (FAO), Political-Military Affairs Strategist career field, in coordination with the AF LREC Office, the Air Force Personnel Center (AFPC), and Air Education and Training Command (AETC).

2.13.2. Advises the AF SLA on FLPB issues related to International Affairs (IA) activities.

2.13.3. Appoints a representative to the AF LREC ESC as the International Affairs champion to provide an annual program review on force development, force management, sustainment, and utilization.

2.13.4. Compiles and tracks promotion data for previous fiscal years (FY) for the 16FX and 16PX AFSCs and reports the results annually to the AF LREC Office for forwarding to OUSD (P&R) in accordance with Department of Defense (DoD) Directive 5124.02. **(T-0)**

2.13.5. Defines LREC requirements within SAF/IA programs and ensures manpower position owners properly document requirements on UMDs.

2.13.6. Establishes guidance and procedures to develop security cooperation professionals with language proficiency and regional and culture expertise in accordance with Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3126.01A, *Language, Regional Expertise and Culture (LREC) Capability Identification, Planning and Sourcing*. **(T-0)**

2.13.7. Coordinates with AETC on development and sustainment of security cooperation competencies for LREC-enabled Airmen.

2.13.8. Coordinates with the AF LREC Office and AETC on development of LREC education, training, experience, and sustainment programs.

2.13.9. Coordinates with the AF LREC Office to develop a tracking method for assignment fill rates for FAOs, Security Cooperation Officers (SCO), Military Personnel Exchange Program positions, Attachés and other Personnel Exchange Program positions with language and regional skills requirements.

2.13.10. Defines LREC force development and sustainment requirements for FAOs and ensures these requirements are articulated to the AF LREC Office, AETC, Development Teams, AFCFM and HAF and Major Command (MAJCOM) Functional Managers to facilitate deliberate and integrated force development processes.

2.13.11. Provides a quarterly roster of eligible overseas developmental education Airmen and their control language to AFPC and the AF LREC Office.

2.13.12. SAF/IAPA will provide quarterly data on FAOs eligible for FLPP to AFPC and the AF LREC Office.

2.13.13. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.14. The Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM):

2.14.1. Directs the accounting, reporting and payment of FLPP disbursements to AF Civilian Personnel and provides a quarterly report to Air Force Personnel Center and the AF LREC Office that contains the AF civilian employee's tested foreign language, the levels of proficiency in the language(s) (**Attachment 3**), and the amount of proficiency pay.

2.14.2. Submits data calls to MAJCOMs to develop FLPP POM and Presidential Budget Review estimates. FLPP estimates for AF civilians will be incorporated into the POM for the civilian pay budget managed by SAF/FM analysts.

2.14.3. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.15. The Air Force Surgeon General (AF/SG):

2.15.1. Recruits and trains personnel for the International Health Specialist (IHS) program in accordance with AFI 44-162, *International Health Specialist (IHS) Program and Global Health Engagement (GHE)*, 28 Mar 2019.

2.15.2. Identifies requirements for initial and sustainment LREC education and training in conjunction with AETC for enlisted and officer personnel seeking the appropriate IHS SEI and ensures that language-enabled personnel contribute to the goals and guidance outlined in DoDD 5160.41E and this AFI. **(T-0)**

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

2.15.4. Coordinates with the AF LREC Office and AETC on development of LREC education training and sustainment programs.

2.15.5. Participates in the AF LREC Action Panel and as an advisory member to the AF LREC ESC.

2.15.6. Provides a quarterly roster of any newly awarded IHS Special Experience Identifiers (SEI) to AFPC and the AF LREC Office for accurate FLPP and FLPB accountability.

2.15.7. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.16. Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU) (Except AFSOC, AFRC, and AFPC), and SCC:

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

2.16.2. Identifies an LREC OPR in writing to the AF LREC Office and notifies the AF LREC Office of changes to the position within five working days. The LREC OPR:

2.16.2.1. Executes Programs in accordance with AFI 36-4004.

2.16.2.2. Ensures LREC programs, planning, and force development opportunities align with Combatant Command and/or AF objectives.

2.16.2.3. Represents staff and subordinate units on all LREC matters.

2.16.2.4. Manages and provides oversight of all subordinate Command Language Programs. Monitors quality and effectiveness of subordinate programs.

2.16.2.5. Serves as liaison between all LREC training organizations.

2.16.2.6. Coordinates with AETC and the AF LREC Office and other LREC stakeholders to identify and resolve systemic LREC training problems and identify solutions and best practices.

2.16.2.7. Collects and validates LREC training requirements and forwards to the AF LREC Office.

2.16.2.8. Gathers subordinate unit inputs on LREC program needs and issues and submits quarterly reports to AETC.

2.16.2.9. Oversees and provides technical support to MAJCOM LREC programs.

2.16.2.10. Reviews and recommends Command Language Program guidance to AETC and the AF LREC Office.

2.16.2.11. Identifies and communicates LREC training opportunities.

2.16.2.12. Collaborates with commanders to identify and select personnel for follow-on and supplemental LREC training.

2.16.2.13. Provides foreign language program support to GPF units in accordance with AFI 36-4004.

2.16.2.14. Monitors and conducts staff assistance visits for subordinate units, as requested.

2.16.2.15. Ensures LREC requirement identification processes are included in all strategic planning processes.

2.16.2.16. Ensures LREC requirements are properly identified and documented on UMDs.

2.16.2.17. Develops and publishes strategic communications to staff agencies and subordinate units to ensure Total Force awareness of LREC requirements and force development opportunities.

2.16.3. Identifies, documents on UMDs, and forwards LREC requirements and skills necessary to support operational needs to the MAJCOM, FOA, DRU, or SCC commander or civilian leader in accordance with DoDI 5160.70, and CJCSI 3126.01A. **(T-0)**

2.16.4. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.17. Air Education and Training Command (AETC):

2.17.1. Resources the AF Culture and Language Center to meet the language, regional expertise, and culture education and training needs of the GPF.

2.17.2. Coordinates with the AF LREC Office and AF/A2/6 to consolidate and submit the language training requirements for the DLIFLC and the DLIELC, prioritizes resources, and schedules to meet mission requirements and ensure comprehensive funding prioritization.

2.17.3. Reports all compromises or possible compromises of DLPT test materials to the AF LREC Office as soon as possible after notification by AF components and reports the results of all investigations upon completion.

2.17.4. Educates, trains, and equips Total Force Airmen with LREC capabilities to meet current operational and strategic requirements.

2.17.5. Consolidates and submits the AF foreign language training requirements to the AF LREC Office for DLIFLC, prioritizing resources and schedules to meet mission requirements.

2.17.6. Coordinates execution year AF foreign language training/education requirements with the AF LREC Office for DLIFLC.

- 2.17.7. Develops out-year AF foreign language training/education requirements each FY in response to the AF LREC Office data call.
- 2.17.8. Participates in the training requirements arbitration panel and structure manning decision review meetings with the AF LREC Office and DLIFLC.
- 2.17.9. Ensures management practices minimize DLIFLC training seat losses and reports missed training seats to the AF LREC Office, as required.
- 2.17.10. Collaborates with AF LREC stakeholders in defining and implementing LREC training and education strategic planning.
- 2.17.11. Identifies and resolves systemic AF GPF LREC training execution issues in coordination with Air Staff functional authorities and functional managers, offices, stakeholders, Combatant Commands, and MAJCOMs.
- 2.17.12. Ensures study abroad and immersion opportunities to increase LREC education and training consistent operational requirements.
- 2.17.13. Assists and provides the AF LREC Office with data to satisfy LREC reporting requirements.
- 2.17.14. Coordinates with the AF LREC Office to validate enlisted and officer classification language targets and cadet language program accessions targets for inclusion in the annual AF TTPGL/PRD.
- 2.17.15. Coordinates with AFSOC to build and maintain LREC training programs to support SOF Total Force Airmen and civilians and LREC education and training in accordance with DoDI 3305.06.
- 2.17.16. Develops LREC guidance and programs for Reserve Officer Training Corps (ROTC) cadets. Ensures ROTC programs include, at a minimum, scholarships, study abroad, and foreign immersion programs. These programs will be synchronized with AF LREC force requirements.
- 2.17.17. Identifies, facilitates, and assists all training organizations in developing curriculum and materials for LREC capability learning. Ensures LREC learning venues are integrated and categorized by LREC competency level and included in LREC learning plans.
- 2.17.18. Works with the AF LREC Office to ensure all Airmen receive foundational education and training in regions and cultures.
- 2.17.19. Develops LREC learning plans and incorporates best practices into LREC learning programs.
- 2.17.20. Develops recruitment, accession, education, training and sustainment programs in coordination with the AF LREC Office, MAJCOMs, the AFCLC, and AFCFMs.
- 2.17.21. Conducts biannual reviews of LREC pre-deployment training to ensure adequacy and provide AF LREC ESC with an annual report of the LREC pre-deployment training assessment.
- 2.17.22. Ensures Air University (AU) integrates AF LREC requirements across the entire continuum of AF officer and enlisted education, to include pre-commissioning, Professional Military Education (PME) and Professional Continuing Education (PCE).

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

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

2.17.25. Ensures Air Advisor training is properly resourced and staffed for LREC. Provides LREC policy, oversight, guidance, resourcing assistance, and direction to the Air Advisor organizations.

2.17.26. Leverages the education and training enterprise to produce and develop GPF air advisors with critical LREC skills to successfully engage with Partner Nations in support of national security objectives.

2.17.27. Maintains accurate FLPB accountability; provides a monthly roster of Airmen who have been awarded SEI YHQ or 106 along with their control language(s) to AFPC and the AF LREC Office.

2.17.28. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.18. Air Force Special Operations Command (AFSOC):

2.18.1. Identifies, documents on UMDs, and forwards SOF, non-ISR LREC requirements and skills necessary to support operational needs to the Commander of U.S. Special Operations Command in accordance with DoDI 5160.70, DoDI 3305.06, and CJCSI 3126.01A. (T-0)

2.18.2. Establishes and maintains personnel programs and guidance supporting the language training of SOF personnel.

2.18.3. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.19. Air Force Reserve Command (AFRC):

2.19.1. Collaborates with the AF LREC Office and develops guidance, plans, and guidelines for AFR participation in the AF LREC program.

2.19.2. Develops guidance, plans, programs, guidelines, and requirements for LREC capabilities required by AFR forces.

2.19.3. Identifies, documents on UMDs, and forwards LREC requirements and skills necessary to support operational needs to the Chief, Air Force Reserves in accordance with DoDI 5160.70, and CJCSI 3126.01A.

2.19.4. Coordinates with AETC and the AF LREC Office on LREC force development, sustainment and utilization to ensure synchronization of effort.

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

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

2.19.7. Participates in the AF LREC Action Panel and the AF LREC ESC, as well as other events at the Air Staff or higher levels, representing the AFR LREC program.

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

2.19.9. Provides AFR LREC data to the AF LREC Office to support reporting requirements.

2.19.10. Identifies an LREC OPR in writing to the AF LREC Office and notifies the AF LREC Office of changes to the position within five working days.

2.20. The Chief, National Guard Bureau (NGB):

2.20.1. Collaborates with the AF LREC Office and develops guidance, plans, and guidelines for ANG participation in the AF LREC program.

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

2.20.3. Identifies, documents on UMDs, and forwards LREC requirements and skills necessary to support operational needs to the Chief, National Guard Bureau in accordance with DoDI 5160.70, and CJCSI 3126.01A. **(T-0)**

2.20.4. Coordinates on ANG LREC guidance and programming actions with senior level stakeholders across the Office of the Secretary of Defense, the Joint Staff, Air Staff, and AF Secretariat.

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

2.20.6. Provides ANG LREC data to the AF LREC Office to support reporting requirements.

2.20.7. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.21. Air Force Personnel Center (AFPC) and Air Force Reserve Command (AFRC):

2.21.1. Updates and maintains Total Force personnel record systems with language, regional expertise, and culture skills codes.

2.21.1.1. LREC skills coding should reflect language-designated positions and language-coded positions, positions occupied, education, capabilities, testing and certification, including test and expiration dates, eligibility for benefits and entitlements, controls to reduce erroneous coding or payment, and relevant agreements.

2.21.2. In coordination with AETC, provides oversight and guidance on execution of the DLPT, Oral Proficiency Interview (OPI), and Defense Language Aptitude Battery.

2.21.3. Ensures installation Test Control Officers and/or their appointed representatives are properly trained to conduct DLPT Testing in accordance with DoDI 5160.71. Provides education and guidance to Test Control Officers and/or their appointed representatives. **(T-0)**

2.21.4. Elevates all language-testing issues, such as excessive testing outages, or insufficient testing facilities, to the AF LREC Office by emailing usaf.pentagon.af-a1.mbx.af-a1dg-workflow@mail.mil

2.21.5. Serves as a clearinghouse for test-delivery matters with Defense Personnel Assessment Center.

2.21.6. Assists unit commanders by publicizing program requirements and identifying personnel requiring testing.

2.21.7. Administers procedural guidance and validates qualification of personnel for FLPP in accordance with prescribed policy.

2.21.8. Provides guidance to the Test Control Officer and/or their appointed representatives and Civilian Personnel Section on policy changes.

2.21.9. Initiates system change requests to personnel data systems.

2.21.10. Processes Standard Form (SF)-52, *Request for Personnel Action* and/or SF-50, *Notification of Personnel Action* with required Manpower Programming and Execution System and Civilian Human Resources Data Standards codes to generate pay action to the Defense Finance and Accounting Services (DFAS) for FLPP.

2.21.11. Provides oversight and guidance of FLPB program execution in accordance with DoDI 1340.27.

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

2.21.13. Classifies Airmen with existing foreign language capabilities into AF specialties with LREC requirements according to the AFOCD and the AFECD.

2.21.14. Provides oversight and guidance of FLPB program execution in accordance with DoDI 1340.27. (T-0)

2.21.15. Maintains and provides an annual roster of Olmsted Scholars and their control languages to the AF LREC Office.

2.21.15.1. Airmen identified as Olmsted Scholars in their current duty title are authorized FLPB at the Enhancement Rate (see [Table 3.1](#)) at proficiency 2/2 and higher for their control language.

2.21.15.2. Qualifying Olmsted Scholars will certify DLPT with a Test Control Officer in their control language. Olmsted Scholars are only authorized FLPB payment during the period of assignment to the Olmsted Scholar duty title.

2.21.16. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.22. The Commandant, United States Air Force Academy (USAFA):

2.22.1. Coordinates with AETC and AF SLA to develop and deliver LREC foundational education for USAFA cadets IAW national accreditation standards.

2.22.2. Ensures cadets conduct a Foreign Language Self-Assessment and documents capabilities in MilPDS upon accession in accordance with DoDD 5160.41E and DoDI 5160.71. (T-0)

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

2.22.4. Develops and delivers LREC foundational education requirements for USAFA cadets and ensures they are coordinated with AETC, AFCLC, and AF SLA.

2.22.5. Assists and provides AF SLA with data to satisfy reporting requirements.

2.22.6. Provides a quarterly roster of FLPB eligible adjunct professors, the language(s) they teach, and the effective date of their service as a foreign language professor to AFPC and the AF LREC Office.

2.22.7. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.23. The Commander, Air Force Reserve Officer Training Corps: develops and implements scholarship programs to increase enrollment in regional studies and language training in regions of strategic importance to the Department of Defense and coordinates with the Air Force Language, Regional Expertise, and Culture Office to track accessions of Reserve Officer Training Corps language scholarship recipients.

2.24. Air Force Office of Special Investigations (AFOSI).

2.24.1. Identifies LREC requirements needed to support criminal, fraud, counterintelligence, and counter threat operations in accordance with AFMD 39, *Air Force Office of Special Investigations*, within AFOSI and ensure proper documentation of requirements on the UMD.

2.24.2. Establishes and maintains personnel programs and guidance supporting LREC programs for AFOSI field units. Ensures programs are coordinated with AETC.

2.24.3. Ensures the AFOSI program is synchronized with the AF LREC Office for general purpose forces to ensure force development, management and utilization of LREC Total Force Airmen is achieved.

2.24.4. Nominates and LREC OPR in writing and notifies the AF LREC Office of changes to the position within five working days.

2.24.5. Participates in the AF LREC Action Panel and as an advisory member to the AF LREC ESC.

2.24.6. Presents an AFOSI LREC program review to the AF LREC ESC annually.

2.24.7. Advocates for AF LREC requirements in the POM.

2.24.8. Approves the FLPB Enhancement Rate for Regular AF personnel assigned to WG07XXXX (Personnel Accounting Symbol Codes) with proficiency of 2/2 or higher for AF Office of Special Investigations Strategic Languages.

2.24.9. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.25. The Air University.

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

2.25.2. Conducts and commissions LREC-related research to define, develop, and inform AF LREC programs, guidance and requirements.

2.25.3. Provides subject matter expertise in support of AF LREC programs and guidance, and executes language sustainment and enhancement training as assigned and resourced.

2.25.4. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.26. Air Force Culture and Language Center (AFCLC).

2.26.1. Develops, delivers and supports LREC training and education across the Continuum of Learning.

2.26.2. Provides regional and cultural support to the Air Advisor Academy, IHS, International Affairs Specialists, AFOSI personnel, and other LREC-enabled programs as required.

2.26.3. Participates in the AFLRCAP, the AF LREC ESC and presents a program review annually to the AF LREC ESC.

2.26.4. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.27. USAF Special Operations School.

2.27.1. Provides courses focused on four areas: asymmetric warfare education, regional and cultural awareness, Special Operations Forces (SOF) professional development and joint operations.

2.27.2. Provides regional and cultural awareness courses geared to SOF areas of responsibility to orient Airmen to regional cultural, historical, political, economic and security issues.

2.27.3. Collaborates with AETC and other AF LREC stakeholders to ensure SOF LREC force development programs are synchronized across the Total Force.

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

2.27.5. Participates in the AFLRCAP and the AF LREC ESC.

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

2.27.6. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.28. USAF Expeditionary Center (USAF EC)

- 2.28.1. Builds upon the foundational expeditionary training provided by AETC, including LREC skills, to ensure deploying Airmen are prepared for the entire range of military operation. Rapidly develops courses to meet critical/emerging needs such as, but not limited to, humanitarian relief, irregular warfare, major theater contingencies and catastrophic attack on the United States Homeland.
- 2.28.2. Serves as the center for the education and operational training of Air Advisors.
- 2.28.3. Prepares Airmen with the LREC skills to build partnerships / partner capacities and strengthen defense relationships with Partner Nations.
- 2.28.4. Meets Security Force Assistance LREC education and operational training requirements as approved by the HAF.
- 2.28.5. Rapidly applies ground combat lessons learned in partnership with AF/A9 to advance doctrine, develop timely tactics, techniques and procedures, and provide well-educated, trained, and equipped expeditionary Airmen to Combatant Commanders.
- 2.28.6. Provides venues for directed, joint, integrated exercises and Agile Combat Support-focused composite training (such as open-the-airbase and Joint Task Force-Port Opening) for operational and tactical units from the USAF, sister services and coalition partners.
- 2.28.7. Identifies an LREC POC to champion all LREC initiatives through the AFLRCAP and ESC. Notifies the AF LREC Office of the appointment and changes within five duty days.

2.29. Commanders, Directors, and Supervisors:

- 2.29.1. Execute civilian resource management, position management and classification, civilian employment management, and financial management. **(T-1)**
- 2.29.2. Ensure appropriate and effective use of this authority to support mission requirements. **(T-1)**
- 2.29.3. Ensure foreign language requirements, including proficiency, are appropriately documented in the Air Force civilian employee's position description. **(T-1)**
- 2.29.4. Annually review and document the DLPT scores, to include applicable OPI scores, to ensure Air Force civilian employee language proficiency meets required standard in accordance with the position description. **(T-1)**
- 2.29.5. Keep accurate records of FLPP recipients and their eligibility determinations. **(T-1)**
- 2.29.6. Conform to merit principles in all decisions/actions concerning FLPP. **(T-1)**
- 2.29.7. Use the Defense Civilian Personnel Data System (DCPDS) to document foreign language proficiency levels required for positions, pay amounts, and languages in which employees are proficient. **(T-1)**
- 2.29.8. May reduce or terminate FLPP at any time when determined that the need for the employee's proficiencies levels are reduced or eliminated; assigned duties no longer require the skills for which the employee is receiving FLPP; or the employee no longer meets the certification requirements. **(T-1)**

2.29.9. Will ensure that all uniformed personnel are able to test to establish and maintain certification and eligibility for the FLPB. (T-1)

2.29.10. Will not deny payment of FLPB for eligible uniformed personnel. (T-1)

2.30. All personnel will protect Privacy Act (PA) information and personally identifiable information when transferring documents for review, whether by postal methods, faxing or through government internet systems (T-0). As a minimum when transmitting information required under this instruction, review the following references that contain sensitive or For Official Use Only (FOUO) information: AFI 33-332, *Air Force Privacy and Civil Liberties Program*; DoDD.11, *DoD Privacy Program*; AFGM2018-17-02, *Air Force Guidance Memorandum Establishing Enterprise Information Technology Management*, 31 May 2018. (T-2)

Chapter 3

FLPB FOR UNIFORMED PERSONNEL

3.1. Foreign Language Proficiency Bonus.

3.1.1. FLPB is a monetary incentive paid with funds allocated by the DoD.

3.1.2. To be considered proficient for the purposes of FLPB, uniformed personnel must demonstrate appropriate Interagency Language Roundtable proficiency (see [Attachment 3](#)) in any two of the three modalities of listening, reading, or speaking on any range (e.g., Very Low Range, Lower Range, Upper Range, Computer-Adaptive) of the DLPT, the OPI, or other Defense Language Institute Foreign Language Center certified and DoD approved tests in a foreign language or dialect. **(T-0)**. The DLPT can be scheduled through the local or servicing education center.

3.1.3. FLPB is not unit or component based: it is paid to all eligible and qualified Total Force uniformed personnel certifying foreign language proficiency.

3.1.4. The objective of the FLPB program is to encourage the testing certification, 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 language-qualified personnel to communicate with our allies and the local populations as well as with our adversaries and to mitigate threats from our adversaries.

3.1.5. Individual participation is voluntary; however, all Airmen are encouraged to certify any language skill level. An Airman's application, qualification, and receipt of FLPB constitute acknowledgment that he or she can be tasked to respond to global operational requirements. FLPB may be used as the basis for career, education and training benefits.

Table 3.1. AF FLPB Payment Rates.

Proficiency in any combination of the reading, listening, and speaking modalities	Enhancement Rate (Includes Immediate Investment and Emerging Languages)	Sustainment Rate (Includes Enduring and All Other Languages)
SKILL LEVELS	MONTHLY BONUS	MONTHLY BONUS
1/1*	\$100.00	N/A
1+/1+*	\$150.00	N/A
2/2	\$200.00	\$125.00
2/2+	\$250.00	\$150.00
2+/2+ OR 2/3	\$300.00	\$175.00
2+/3	\$350.00	\$200.00
3/3	\$400.00	\$275.00
3/3/3 or 4/4	\$500.00	\$300.00

3.2. Proficiency.

3.2.1. To be considered proficient for the purposes of FLPB, an Airman must demonstrate appropriate Interagency Language Roundtable proficiency in any two of the three modalities (or as defined by the AFSC) of listening, reading, or speaking on any range, Very Low Range, Lower Range, Upper Range, Computer-Adaptive, of the DLPT, OPI, or other Defense Language Institute Foreign Language Center-certified and DoD-approved test in a foreign language or dialect listed on the current AF SLL (test scores cannot be combined between different test ranges). **(T-0)**

3.2.2. Airmen proficient in languages listed as Immediate, Emerging or Enduring on the current AF SLL are authorized payment of FLPB without the need for additional documentation from Commanders. This only applies to languages that are not classified as Prevalent in the Force. **Note:** Prevalent in the Force languages are those languages identified on the Air Force Strategic Language List as having sufficiency capacity within the Air Force. **(T-0)**

3.3. Certification.

3.3.1. The certification date for FLPB is the date of the most recently tested qualifying modality. A commander cannot deny an Airman the opportunity to take a DLPT system test to qualify for FLPB. **(T-0)**

3.3.2. Individuals are solely responsible for contacting the installation testing office to arrange for initial and annual testing, understanding that failure to test as scheduled may result in loss of FLPB. The individual's request for initial testing must include acknowledgement that once qualified for FLPB, failure to retest annually, bi-annually for 3/3, will result in a loss of FLPB. **(T-0)**

3.3.3. FLPB certifications expire one year from the first day of the first month after the final certification month. **Exception:** Certification for Airmen who score 3/3 or higher will expire two years from the first day of the first month after the final certification month. **(T-0)** For example: If an Airman certifies on 15 July 2018, the certification will expire on 1 August 2019 (2020 for 3/3 or higher). Airmen receiving FLPB will test within 12 months (or 24 months for 3/3 or higher) but not sooner than 180 days from their previous administration. Pay rate changes for Airmen recertifying are effective on the date of the re-certification test. The first month of eligibility will be a prorated payment. Eligibility will continue for one year until the end of the original month of certification. Airborne CLAs and Ground CLAs attending a qualifying language training event, with a duration longer than 180 days, may be eligible to retain FLPB based upon most recent DLPT certification.

3.3.4. Airmen who are unable to re-certify due to deployment, ad-hoc operations or duty assignments where DLPT facilities are not available or accessible within a 50-mile radius will maintain their previous qualifying scores and certification for the duration of the deployment/assignment up to 180 days after completion. **(Note:** The duty assignment limitation referenced above does not apply to CLAs, who can be sent TDY by 25AF to the nearest available testing facility). Qualifying documentation includes a copy of the order and an official memorandum from the commander that states testing facilities are unavailable. **(T-2)** Airmen whose certification will expire within 120 days of arrival at a location where

facilities are unavailable or inaccessible must retest prior to departure. Airmen must recertify before follow-on deployments.

3.3.5. Members attending a qualifying significant language training (education) event are eligible to recertify tests earlier than 180 calendar days from the last test administration, or members may be eligible to maintain their previous DLPT/ OPI scores and certification during the duration of the significant language training event for up to 90 calendar days after completion of the event and remain eligible for FLPB during that time. At least 30 days prior to the member's annual recertification date, units will ensure proper coordination of a Testing Waiver Due to Significant Language Training Event Memorandum to their installation Test Control Officer. **(T-2)** Test Control Officers will provide valid documentation to AFPC, who will coordinate with AF LREC Office to obtain approval/disapproval based on the training criteria.

3.3.6. Airmen whose most recent DLPT for the specified language was the Upper Range DLPT and who scored at 3+/3+ or better may continue to take the Upper Range DLPT when next due to recertify. The initial Upper Range test may be taken immediately after the score for the Lower Range test has been posted to the DLPT Authorization and Reporting system but must be completed within 60 days of the date of the Lower Range test to be valid for certification purposes. **(T-2) Note:** Once the initial portion of the Upper Range test has been taken, all portions must be completed within 30 calendar days of each other to be valid for certification. If a member achieves a score above Interagency Language Roundtable level 3 on the Upper Range test, the certification date will become the date the Upper Range test was completed. If the member scores a level 3 in listening or reading on the Upper Range test, the date of certification will remain the date the Lower Range test was completed, and the member must take the Lower Range DLPT for their next certification. **(T-2)**

3.3.7. Qualifying scores are the two highest valid scores in any combination of two of the three modalities (i.e., listening/reading/speaking) on any range of the DLPT (i.e., Very Low Range, Lower Range, Upper Range), and/or OPI. Listening and reading DLPTs must be taken within a 30-calendar-day period of each other **(T-0)**. **Exception:** OPI tests must be taken within a 60-calendar-day period of the related language DLPT date **(T-0)**. For example, if a member takes the reading/listening DLPT on 1 June, then their OPI test for speaking must be taken on/before 1 August. The OPI can be matched with any DLPT modality for FLPB certification. As OPI tests can take several months to schedule and complete; members are encouraged to schedule and take them before taking the DLPT.

3.3.8. Dialect listening tests that pair with a base language reading test in order to meet the two modality requirement for FLPB are not required to be taken within 30 calendar days of the reading modality. Airmen should contact their TCO and/or their appointed representatives with questions about which dialect listening tests pair with a base language reading test. For Example: An Airman takes the Listening and Reading modalities of the Modern Standard Arabic (MSA) DLPT on 2 January 2012 and achieves a 3/3, qualifying the Airman to receive FLPB for MSA. The Airman subsequently takes the Listening modality of the Arabic-Levantine DLPT on 15 June 2012 and achieves a 2+. The Airman is able to pair his Arabic-Levantine listening modality with the MSA Reading modality to receive FLPB for Arabic-Levantine at 2+/3, beginning on 15 June 2012. The Airman's certification date for MSA expires 1 Feb 2013, but the member will remain eligible for Arabic-Levantine until 1 July

2013. For members who take the reading portion of the MSA DLPT but not the listening, the reading DLPT for MSA will still be valid for use with other Arabic dialect tests.

3.3.8.1. The one-year certification period for the dialect will begin on the date of the dialect listening test and will not change until the member next takes the dialect listening test or until the certification expires, regardless of any change in the base language reading score. **(T-0)** The member must already have a current MSA reading DLPT with which to pair a dialect listening DLPT. **(T-0)**

3.3.8.2. An OPI score may be substituted for the dialect listening or base language reading score to meet the two-modality requirement for FLPB.

3.3.9. For those who have received dialect training at the DLIFLC for which any modality of the base language was also taught, the base language will also be considered to have been taught. For example: A member attends DLIFLC for Arabic-Levantine. Because Modern Standard Arabic Reading is also taught in conjunction, for FLPB purposes Modern Standard Arabic will also be considered as having been taught at DoD expense, and will be eligible for FLPB at the Enhancement rate.

3.3.10. Languages with multiple dialect tests offer civilian employees the opportunity to pair a base reading modality test score with a related dialect listening modality test score to meet requirements for a separate language test if a reading test is unavailable for a specific dialect. For pairing to apply for purposes of FLPP, all tests must comply with the time constraints outlined in [paragraph 5.3.3](#). **(T-2)**

3.3.11. For those languages which only have a single-modality OPI, that score may be recorded as both listening and speaking to meet the two-modality requirement for FLPB. DLPT scores are valid from any DoD testing location after entry to the AF, to include Basic Military Training, technical training schools and regular duty assignments. As DLPT scores for officer candidates at USAFA, Reserve Officer Training Corps, and Officer Training School are not valid for FLPB purposes, newly commissioned officers will need to take a DLPT upon entry to active duty. **(T-0)**

3.4. Eligibility.

3.4.1. Initial eligibility is based on proficiency in a language identified on the AF SLL. Airmen who are proficient in a language identified as an Enhancement or Sustainment language on the current AF SLL are authorized payment of FLPB without the need for additional documentation. This only applies to languages that are not classified as Prevalent in the Force.

3.4.2. To prove eligibility, Airmen entitled to basic pay under 37 USC §204 must be certified as proficient in a language identified on the AF SLL using the DLPT System of tests and eligibility requirements outlined in this Chapter. **(T-1)**

3.4.2.1. Airmen who possess a language Air Force Specialty Code (AFSC) (i.e. 16FXX, 1A8X1X, 1N3X1X) or Special Experience Identifier (SEI), based on current duty assignment or participation in specific language programs (e.g., Language Enabled Airman Program, Overseas Development Education, Olmsted Scholar, etc.). **(T-0)**

3.5. Test Control Officers and/or Appointed Representatives.

3.5.1. Test Control Officers and/or their appointed representatives will schedule and conduct annual DLPTs no earlier than 180 calendar days from the last administration of a test in that

modality, range and language for a given individual. **(T-0)** For testing waivers related to significant language training events to test earlier than 180 calendar days or to extend pay, refer to [paragraph 3.3.5](#).

3.5.2. Test Control Officers and/or their appointed representatives will validate all qualifying scores. **(T-1)**

3.5.3. Test Control Officers and/or their appointed representatives must perform quarterly reconciliations between pay data in Defense Joint Military Pay System and personnel data in the Military Personnel Data system. **(T-0)** The quarterly data reconciliations are sent to each Test Control Officer and/or their appointed representatives from AFPC with a suspense date set for completion.

3.5.4. When a DLPT has only one modality the Test Control Officer and/or their appointed representatives will determine whether an OPI is available and inform the individual testing to assist personnel with meeting the two-modality requirement for payment of FLPB. **(T-1)**

3.6. Foreign Area Officers (FAO).

3.6.1. Officers awarded AFSC 16FXX are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for all approved languages (including Prevalent in the Force languages) in their assigned region as defined in Air Force Instruction 16-109. FAOs proficient in language(s) outside their assigned region may receive FLPB for those additional languages in accordance with DoDI 1340.27. **(T-1)**

3.6.2. To qualify for FLPB FAOs must be serving in a 16FX billet or possess a SAF/IAPA certification letter (dated 1 Jan 2006 or after) and must provide a copy to the installation Test Control Officer and/or their appointed representative. **(T-1)**. Letters dated prior to 1 Jan 2006 are not valid.

3.6.3. Members serving in a 16FXX billet will be authorized FLPB at the Enhancement Rate for the language coded to their billet at proficiency 2/2 and higher, regardless of whether the member is certified as a FAO. **(T-1)**

3.6.4. Officers selected for FAO deliberate development who have achieved language proficiency of 2/2 or higher, but have not yet completed FAO training, are authorized FLPB at the Enhancement Rate for languages coded to their assigned region. SAF/IAPA shall provide the annual Personnel Services Delivery Memorandum listing FAO trainees and their assigned regions to AFPC and the Air Force Language, Regional Expertise, and Culture Office. **(T-1)**

3.6.5. To maintain accurate FLPB accountability for FAOs, SAF/IAPA shall provide quarterly information regarding FAO across the Total Force who qualify for FLPB to AFPC and the AF LREC Office. **(T-1)**

3.7. Cryptologic Language Analysts.

3.7.1. Cryptologic Language Analysts are authorized FLPB at the Enhancement Rate with proficiency 2/2 and higher for their Control Language (CLANG). For the purposes of FLPB, a Cryptologic Language Analyst is defined as any Enlisted Airman who has been awarded and maintains AFSC 1N3X1X or 1A8X1X.

3.7.1.1. For the purpose of FLPB, a control language is defined as any language acquired through graduation from the Defense Language Institute Foreign Language Center or other

DoD-funded training course of comparable length and content to a Defense Language Institute Foreign Language Center initial acquisition course with a graduation or course completion minimum requirement of 2/2/1+, or; a language for which an Airman has been awarded AFSC 1A8X1X or 1N3X1X by the appropriate CFMs.

3.7.2. Cryptologic Language Analysts serving in a special duty with a Special Duty Identifier or Reporting Identifier differing from their AFSC are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their Cryptologic Language Analyst control language. For example: An Airman whose AFSC is 1N3X1X and whose control language is Spanish, but is serving as an 8P000 in a position that does not have a language assigned to it will still be eligible to receive FLPB at the Enhancement Rate for Spanish at 2/2 or higher, even though Spanish is a Prevalent in the Force language. This will remain in effect for as long as all other eligibility and certification requirements are met.

3.7.3. Cryptologic Language Analysts assigned to Air Force Special Operations Command (AFSOC), United States Special Operations Command, Joint Special Operations Command, or Afghanistan-Pakistan Hands (AFPAK Hands) are not eligible to receive sub-2/2 FLPB for their control language(s) and must achieve a minimum of 2/2 qualifying score for FLPB.

3.7.4. CLPMs are required to sign and submit to AFPC a verification of training memorandum to ensure appropriate FLPB payment to CLAs who test in multiple languages, including PIF languages. **(T-1)**. This memo will serve as documentation to support the payment of FLPB at the enhancement rate for PIF languages which have been designated as an individual's control language.

3.7.5. Airmen who have been awarded a 1A800, 1A890, 1N000, or 1N391 AFSC and were previously awarded a 1A8X1X or 1N3X1X as their primary AFSC, are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their Control Language(s).

3.8. Language-Designated Positions.

3.8.1. Airmen assigned to LDP are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for the language(s) required for their billet. Prevalent in the Force rules do not apply to this category.

3.8.2. Duty positions requiring foreign language proficiency are coded as LDPs. This coding ensures requirements are identified to provide fully qualified language-proficient Airmen. LDPs are identified manpower unit manning documents by an AFSC and a 2-digit alpha code for the language(s) required.

3.8.3. Unit Commanders, billet managers or their designee will coordinate with their personnel manpower office on all language-designated positions in their unit manning document to process changes in the Manpower Programming and Execution System. **(T-1)**

3.8.4. Airmen deployed to ad-hoc, contingencies or temporary duty are eligible for FLPB as if in a LDP with supported commander's certification. Ad-Hoc language requirements must be temporary. **(T-1)** Recurring language requirements should be identified by coding the billet as an LDP.

3.9. Language Enabled Airman Program Personnel.

3.9.1. Airmen awarded the Language Enabled Airman Program Special Experience Identifier, YHQ for officers and 106 for enlisted members, are authorized FLPB for proficiency 2/2 and

higher for their Language Enabled Airman Program control language at the Enhancement Rate unless the language falls under the Sustainment Rate language category in the Air Force SLL.

3.9.2. For Language Enabled Airman Program Airmen, a control language is the language for which the Airman was selected for participation in Language Enabled Airman Program.

3.9.3. If a member is selected by Language Enabled Airman Program managers to train in a second language, chosen based on Air Force requirements, the language in which the member is training will be considered the member's control language.

3.9.4. To maintain accurate FLPB accountability, the Language Enabled Airman Program manager shall provide a monthly roster of Airmen who have been awarded Special Experience Identifiers YHQ or 106 and their control language(s) to Air Force Personnel Center, and Air Force Language, Regional Expertise, and Culture Office. **(T-1)**

3.10. Afghanistan-Pakistan Hands Personnel.

3.10.1. Airmen awarded Special Experience Identifier 734 or YQ0 or duty title identifying them as an Afghanistan-Pakistan Hand are authorized FLPB at the Enhancement Rate at proficiency 1/1 and higher for languages in the Afghanistan-Pakistan Hands Program: UR (Urdu), PV (Pashtu, Pashtu or Pashto), and PG (Dari or Persian-Afghan).

3.10.2. Airmen who complete an assignment in the Afghanistan-Pakistan Hands program are authorized FLPB for languages in the Afghanistan-Pakistan Hands Program at proficiency 1/1 and higher.

3.11. Air Force Special Operations and Mobility Support Advisory Personnel.

3.11.1. Airmen assigned to Air Force Special Operations Forces or as Mobility Support Advisory Squadron personnel and in a language designed position are authorized FLPB at the Enhancement Rate at proficiency 1/1 and higher for the language(s) designated by their assigned position.

3.11.2. Airmen who complete an Air Advisor assignment with Air Force Special Operations Command or a Mobility Support Advisory Squadron and have been awarded any of the following Special Experience Identifiers (164, 166, 330, YBB, YBD) are authorized FLPB at proficiency 2/2 and higher for their assigned control language. Prevalent in the Force rules do not apply.

3.12. Olmsted Scholars.

3.12.1. Airmen identified as Olmsted Scholars in their current duty title are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their control language.

3.12.2. Qualifying Olmsted Scholars will complete a Defense Language Proficiency Test in their control language. **(T-1)**

3.12.3. To maintain accurate FLPB accountability, the Air Force Personnel Center Officer Developmental Education Office shall provide an annual roster of Olmsted Scholars and their control language to Air Force Personnel Center and the Air Force Language, Regional Expertise, and Culture Office. **(T-1)**

3.13. Overseas Developmental Education and Inter-American Air Forces Academy Students.

3.13.1. Airmen enrolled in an overseas developmental education program with a foreign language requirement or who are attending the Inter-American Air Forces Academy, both of which are alternative Professional Military Education opportunities for Airmen, are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their control language.

3.13.2. For an overseas developmental education or Inter-American Air Forces Academy student, a control language is the foreign language associated with the Airman's respective program.

3.13.3. Qualifying overseas developmental education or Inter-American Air Forces Academy students are authorized FLPB effective the start date of their tour.

3.13.4. To maintain accurate FLPB accountability, SAF/IARA (Air Force Element Americas/Africa) shall provide a quarterly roster of eligible overseas developmental education Airmen and their control language to Air Force Personnel Center and the Air Force Language, Regional Expertise, and Culture Office. (T-1)

3.14. International Health Specialists (IHS).

3.14.1. Airmen assigned to an IHS LDP are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for the language(s) designated by their assigned position.

3.14.2. Qualifying IHS Airmen are authorized FLPB payment effective the date they were assigned to an IHS full-time LDP until they are reassigned to a non-IHS full-time position. FLPB rules for LDPs apply.

3.14.3. Airmen awarded the IHS Special Experience Identifiers H8A, H8B or H8C for officers or 451, 452 or 457 for enlisted members who are not assigned to an IHS LDP are authorized FLPB at proficiency 2/2 and higher for their foreign language at the Enhancement Rate unless the language falls under the Sustainment Rate language category in the Air Force SLL. Prevalent in the Force rules do not apply.

3.15. Adjunct Foreign Language Faculty at USAFA.

3.15.1. Airmen certified as adjunct foreign language professors in LDPs managed by the USAFA Dean of Faculty, Foreign Languages (USAFA/DFFL) are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for the language(s) they teach.

3.15.2. USAFA foreign language professors will remain eligible for FLPB at the Enhancement Rate during their period of assignment to the LDP. Prevalent in the Force rules do not apply. (T-1)

3.15.3. To maintain accurate FLPB accountability, United States Air Force Academy Dean of Faculty, Foreign Languages shall provide a quarterly roster of eligible adjunct professors, the language(s) they teach, and the date their service as an adjunct foreign language professor became effective, to AFPC and the AF LREC Office. (T-1)

3.16. AFOSI Personnel.

3.16.1. Regular Air Force personnel assigned to WG07XXXX (Personnel Accounting Symbol Codes) are authorized FLPB at the Enhancement Rate at minimum proficiency 2/2 and higher

for Air Force Office of Special Investigations Strategic Languages, as outlined in the Air Force SLL.

3.17. Exchange Program Participants.

3.17.1. Airmen assigned to an exchange program, including, but not limited to: Military Personnel Exchange Program and Engineer and Scientist Exchange Program Airmen, are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their control language.

3.17.2. Qualifying Exchange Program participants will certify Defense Language Proficiency Test with a Test Control Officer in their control language. **(T-1)** Exchange program participants are only authorized FLPB payment during the period of assignment to their exchange program.

3.17.3. To maintain accurate FLPB accountability, SAF/IAPC (Space, Cyber and Armaments-Cooperation Division) shall provide a quarterly roster of eligible participating Engineer and Scientist Exchange Program Airmen and their control language to Air Force Personnel Center and the Air Force Language, Regional Expertise, and Culture Office. **(T-1)** SAF/IAPA (International Airmen Division) shall provide a quarterly roster of eligible participating Military Personnel Exchange Program Airmen and their control language to AFPC and the AF LREC Office.

3.18. Traditional Reserve and Air National Guard Airmen must:

3.18.1. Notify their personnel representatives upon detachment from a billet if FLPB is contingent upon assignment. **(T-1)**

3.18.2. Contact their Test Control Officer (TCO) and/or their appointed representatives promptly to process pay or resolve any payment problems or discrepancies. **(T-1)**

3.19. Individual Mobilization Augmentee Reserve Airmen must:

3.19.1. Take the DLPT or OPI as required to qualify for receipt of FLPB. **(T-0)**

3.19.2. Provide test scores to Air Reserve Personnel Center (ARPC) via MyPERS to update scores and FLPB information in Military Personnel Data System. **(T-1)**

3.19.3. Notify ARPC/DPTTB upon detachment from billet when FLPB is contingent upon assignment. **(T-1)**

3.19.4. Notify ARPC/DPTTB to process any pay discrepancies as soon as discrepancies are identified. **(T-1)**

3.20. All Others.

3.20.1. All other FLPB eligibilities not authorized under any of the previous categories are authorized FLPB for proficiency levels 2/2 and higher for all non-Prevalent in the Force languages in accordance with where the language appears on the Air Force SLL.

3.20.2. FLPB is not authorized for Prevalent in the Force languages, unless covered by any of the previous categories or [paragraph 3.21](#).

3.20.3. Airmen with a 1C1 AFSC with the Special Experience Identifier 055 are authorized FLPB for Spanish at the Enhancement Rate at proficiency level 2/2 and higher.

3.21. Ad-hoc Foreign Language Proficiency Bonus.

3.21.1. Airmen called upon to use their foreign language skills in ad-hoc situations are eligible for FLPB at the Enhancement Rate under certain conditions. Prevalent in the Force rules do not apply. **(T-1)**

3.21.2. Ad-hoc situations include emergency, unplanned, or contingency operations where an Airman's foreign language skill is required to support the mission. Line item remarks on contingency, exercise, and deployment or Temporary Duty orders qualify as commander's certification. For an Airman to qualify for FLPB during a temporary duty/deployment, a valid Defense Language Proficiency Test system score is required prior to temporary duty/deployment. Rotational or regularly planned deployments do not constitute an ad-hoc situation. Use of language skill, including Prevalent in the Force languages, during execution of regularly assigned duties does not constitute an ad-hoc use of language skills and billets should be coded to include required language skills. Deployment orders annotating a language requirement do not constitute ad-hoc use of language skills. **(T-1)**

3.21.3. To be eligible, Airmen must achieve a minimum qualifying score of 2/2 on the Defense Language Proficiency Test or Oral Proficiency Interview. **(T-1)** If no Defense Language Proficiency Test is available in the language(s) used for the ad-hoc situation the Oral Proficiency Interview may be entered into the listening in order to meet the two-modality requirement.

3.21.4. Airmen without a current test in the language(s) used must be tested via the Defense Language Proficiency Test or Oral Proficiency Interview within 90 days of the end of the operational deployment in which their language skill was required. **(T-1)** Ad-hoc FLPB is not intended to replace the need to properly designate billets that have language requirements.

3.21.5. For ad-hoc requests, FLPB will be paid in a lump sum, upon completion of the ad-hoc situation, based on the length of time the language was used. **(T-1)** Following completion of the ad-hoc situation and receipt of scores, the Airman's commanding officer shall forward an ad-hoc FLPB Request in the form of an exception to policy. **(T-1)** (See procedures outlined in [Chapter 4](#)). **Note:** A separate memorandum is required for each member.

3.21.6. Airmen who receive a FLPB but fail to satisfy and maintain the eligibility and recertification requirements specified in this instruction shall repay any unearned amount.

Chapter 4

EXCEPTIONS TO FLPB POLICY

4.1. Exceptions to Policy.

4.1.1. Unit commanders submit exceptions to FLPB policy via the Case Management System to Air Force Personnel Center, through their installation Test Control Officers and/or their appointed representatives. The AF SLA serves as the final approval authority for all Regular Air Force FLPB exception to policy requests. As needed, the AF LREC Office will coordinate with MAJCOM Functional Authorities and CFMs for exception to policy recommendations prior to final AF SLA approval.

4.1.2. Unit commanders of Air Force Reserve and Air National Guard Airmen submit FLPB exception to policy requests to AF/REP and NGB/A1 respectively, before submission to the AF LREC Office for recommendation to the AF SLA for adjudication. (T-2) If there is a significant medical emergency events within 30 days of the test expiration date that prevents testing, the unit commander must verify the emergency and provide the TCO a memorandum requesting an extension. (T-2) If approved, this authorizes an extension of 60 days.

4.1.3. Requests for exceptions to policy must include the following information/documents:

4.1.3.1. Official memorandum signed by the unit commander, civilian leader or designated representative. (T-2)

4.1.3.2. Copy of Temporary Duty/Contingency, Exercise, and Deployment orders if required. (T-2)

4.1.3.3. Paid Travel voucher related to Temporary Duty/Contingency, Exercise, and Deployment request. (T-2)

4.1.3.4. Copy of the member's DLPT or OPI scores. (T-2)

4.1.3.5. Justification memorandum signed by the First Sergeant or Commander that includes a paragraph addressing justification for why the member was unable to test and provide any supporting documentation. (T-3)

Chapter 5

FOREIGN LANGUAGE PROFICIENCY PAY FOR CIVILIAN PERSONNEL

5.1. FLPP

5.1.1. FLPP is a capabilities-based, monetary incentive available to managers of Air Force civilian personnel to help recruit and sustain a civilian workforce with foreign language proficiency in areas of strategic interest. The program incentivizes civilian employees to develop their language proficiency to the Interagency Language Roundtable Proficiency level 3/3.

5.1.2. Information on the specific pay aspects of Civilian FLPP can be found in AFI 36-802, *Pay Setting* and DoDI 1400.25, Volume 2016 'DoD Civilian Personnel Management System: *Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees*. If there is a conflict between any guidance, AFI 36-802 or DoDI 1400.25 supersedes conflicting pay portions of this AFI. Questions on pay issues may be addressed to AFPC/DP3FM.

5.2. Proficiency.

5.2.1. To be considered proficient for the purposes of FLPP, an Air Force civilian must demonstrate appropriate Interagency Language Roundtable proficiency (**Attachment 3**) with the minimum required score of the assigned LDP. **(T-1)** Interagency Language Roundtable proficiency is demonstrated in any two of the three modalities of listening, reading, or speaking on any range (e.g., Very Low Range, Lower Range, Upper Range, Computer-Adaptive) of the DLPT, the OPI, or other Defense Language Institute Foreign Language Center certified and DoD approved tests in a foreign language or dialect listed on the civilian employees position description.

5.2.2. Defense Civilian Intelligence Personnel System personnel are subject to the proficiency criteria identified in 5.2 and 5.4.1.

5.3. Certification.

5.3.1. The Defense Language Proficiency Test System shall be used to assess foreign language proficiency for civilian personnel. **(T-2)**

5.3.2. The certification date for FLPP for Air Force civilian employees is the date of the most recently tested qualifying modality. Commanders and/or Directors cannot deny an Air Force civilian employee the opportunity to take a DLPT or OPI to qualify for FLPP; however, eligibility requirements still apply for FLPP. **(T-2)**

5.3.3. Qualifying scores are the two highest valid scores with a minimum score of two in any combination of two of the three modalities (listening/reading/speaking) on any range of the DLPT (i.e., Very Low Range, Lower Range, Upper Range), and/or OPI. Listening and reading DLPTs must be taken within a 30-calendar-day period of each other. **(Exception:** OPIs must be completed within a 60-calendar-day period of the related language DLPT date. For those languages which only have a single-modality OPI, the OPI test score may be recorded as both listening and speaking to meet the two-modality requirement for FLPP for civilian employees. **(T-2)** See **paragraph 3.3.7** for an example).

5.3.4. Languages with multiple dialect tests offer civilian employees the opportunity to pair a base reading modality test score with a related dialect listening modality test score to meet requirements for a separate language test if a reading test is unavailable for a specific dialect. For pairing to apply for purposes of FLPP, all tests must comply with the time constraints outlined in [paragraph 5.3.3](#). **(T-2)**

5.3.5. The Upper Range DLPT may be used for certification above Interagency Language Roundtable level 3 (i.e., 3+ and 4). Air Force civilian employees who score at 3/3 on the Lower Range DLPT may take the Upper Range test for the specified language. **(T-2)**

5.3.6. Civilian employees whose most recent DLPT for the specified language was the Upper Range DLPT and who scored at 3+/3+ or better may continue to take the Upper Range DLPT when next due to recertify. The initial Upper Range test may be taken immediately after the score for the Lower Range test has been posted to the DLPT Authorization and Reporting system but must be completed within 60 days of the date of the Lower Range test to be valid for certification purposes. **(T-2)** Once the initial portion of the Upper Range test has been taken, all portions must be completed within 30 calendar days of each other to be valid for certification. **(T-2)** If a member achieves a score above Interagency Language Roundtable level 3 on the Upper Range test, the certification date will become the date the Upper Range test was completed. If the member scores a level 3 in listening or reading on the Upper Range test, the date of certification will remain the date the Lower Range test was completed, and the member must take the Lower Range DLPT for their next certification. **(T-2)**

5.3.7. Air Force civilian employees may not test more than twice on the same range of DLPT, in the same language, in a one-year period. **(T-0)**

5.3.8. Individual employees are solely responsible for contacting the installation testing office to arrange for initial and annual testing, understanding that failure to test as scheduled may result in loss of FLPP. The individual's request for initial testing must include acknowledgement that once qualified for FLPP, failure to retest annually will result in a loss of FLPP. **(T-2)**

5.3.9. FLPP certifications are valid for one year. The expiration date is the first day of the first month after the final certification month. Certifications for civilian employees who score 3/3 or higher are valid for two years from the first day of the first month after the final certification month.

5.3.10. If a civilian employee certifies on 15 July 2018, the certification will expire on 1 August 2019 (2020 for 3/3 or higher). **(T-2)**

5.3.11. Civilian employees receiving FLPP will test within 12 months (or 24 months for 3/3 or higher) but not sooner than 180 days from their previous administration. **(T-2)**

5.3.12. Civilian employees who are unable to re-certify due to deployment, ad-hoc operations or duty assignment where DLPT/ OPI testing facilities are not available or accessible within a 50-mile radius will maintain their previous qualifying scores and certification for the duration of the deployment/assignment up to 180 days after completion. **(T-2)**. Qualifying documentation includes a copy of orders and an Exception to Policy memorandum (see [Chapter 4](#)) with sufficient justification that testing facilities are unavailable. Civilian employees whose certification will expire within 120 days of arrival at a location where

facilities are not available or accessible must retest prior to departure. **(T-2)** Employees must recertify before follow-on deployments or Temporary Duty. **(T-2)**

5.3.13. Civilian employees whose certification expires while attending a significant language education or training event lasting longer than 180 calendar days may be eligible to retain FLPP for the duration of the significant language training event for up to 90 days after completion of the event based on their most recent DLPT/OPT scores. **(T-2)**

5.3.14. Personnel must notify their local Test Control Officer prior to attending the significant language education or training event. **(T-2)**

5.3.15. In accordance with DoDI 5160.71, a significant language training (education) event is defined as at least 150 hours of language immersion training or six consecutive weeks of five-hour-a-day language classroom training, or other significant event as defined by the Secretary of the Air Force. **(T-1)**

5.4. Eligibility.

5.4.1. Eligibility requirements for FLPP for Air Force civilians and Defense Civilian Intelligence Personnel Systems employees include:

5.4.1.1. A Position Description affirming the employee is assigned duties requiring proficiency in a foreign language; and

5.4.1.2. Certification as determined by the DLPT within the last 12 months; and

5.4.1.3. Certification at the Inter-agency Language Roundtable (**Attachment 3**) level 2 proficiency or higher when serving in a position with assigned intelligence-related duties; and

5.4.1.4. Affirmation that the employee does not currently receive comparable pay under 10 USC §1596 or Subchapter 1930 or DoD 1400.25. **(T-0)**

5.4.2. Employees on external rotational assignments (e.g., joint duty assignments, including those that are reimbursable) are authorized foreign language pay in accordance with this chapter and at the discretion of the employing DoD Component or commander.

5.4.3. Standard Forms (SF) 50 and/or SF52 authorizing FLPP are effective for no longer than 12 months from the initial certification or recertification date.

5.5. Payment.

5.5.1. FLPP for civilian employees shall be calculated as a percentage of the Air Force civilian employee's adjusted rate of basic pay not to exceed five percent and are paid in the same manner and at the same time as basic pay (i.e., the allowance shall be paid at an hourly rate for each hour during which the Air Force civilian employee receives basic pay). **(T-1)**. See **Table 5.1** for the FLPP amounts calculated as a total per month.

5.5.1.1. The five percent limit does not apply to Defense Civilian Intelligence Personnel System employees or to employees assigned intelligence or intelligence-related duties.

5.5.2. FLPP for civilian employees is considered a discretionary continuing payment for purposes of calculating the aggregate limitation on pay under 5 USC §5307 and in Title 5 Code of Federal Regulation 530.203. **(T-0)**

5.5.3. For Defense Civilian Intelligence Personnel Systems employees, exceptions to this policy will be addressed by the Deputy AF SLA based on commander input and specific special operations position requirements. **(T-2)**

Table 5.1. AF FLPP Monthly Table.

Proficiency in any combination of the reading, listening, and speaking modalities	Enhancement Rate (Includes Immediate Investment and Emerging Languages)	Sustainment Rate (Includes Enduring and All Other Languages)
SKILL LEVELS	MONTHLY MAX	MONTHLY MAX
1/1*	\$100.00	N/A
1+/1+*	\$150.00	N/A
2/2	\$200.00	\$125.00
2/2+	\$250.00	\$150.00
2+/2+ OR 2/3	\$300.00	\$175.00
2+/3	\$350.00	\$200.00
3/3	\$400.00	\$275.00
3/3/3 or 4/4	\$500.00	\$300.00

5.6. Civilian Personnel Sections will:

5.6.1. Assist unit commanders by publicizing program requirements and identifying personnel requiring testing. **(T-2)**

5.6.2. Receive from installation Test Control Officer a language testing package consisting of the employees DLPT scores, OPI score, if applicable, and the position description identifying the language requirement. **(T-1)**

5.6.3. Submit a SF-52, and/or SF-50 for FLPP to AFPC to create, change, or terminate FLPP; the employee's level of proficiency in that language; and the amount of proficiency pay in the Defense Civilian Personnel Data System (DCPDS). **(T-1)**

5.6.4. Coordinate exceptions to policy requests with AFPC. **(T-1)**

5.6.5. Affirm that an Air Force civilian employee does not currently receive comparable pay under Subchapter 1930 of DoDI 1400.25. **(T-0)**

Chapter 6

AD-HOC SITUATIONS AND EXCEPTIONS

6.1. Ad-hoc Civilian Foreign Language Proficiency Pay.

6.1.1. Air Force civilians and Defense Civilian Intelligence Personnel Systems employees called upon to use their foreign language skills in ad-hoc situations are eligible for FLPP. Employees cannot receive additional ad-hoc pay exceeding the five percent current salary cap.

6.1.2. Ad-hoc situations include emergency, unplanned, or contingency operations where an Air Force civilian employee's foreign language skill is required to support the mission. Rotational or regularly planned deployments do not constitute an ad-hoc situation. Use of language skill, including Prevalent in Force languages, during execution of regularly assigned duties does not constitute an ad-hoc use of language skills and billets should be coded to include required language skills. Deployment or temporary duty orders annotating a language requirement does not constitute ad-hoc use of language skills.

6.1.3. To be eligible, Air Force civilian employees must achieve a minimum qualifying score on the DLPT or OPI that meets the ad-hoc requirement. **(T-2)** If no DLPT is available in the language used for the ad-hoc situation, the OPI may be entered in the listening component to meet the two-modality requirement.

6.1.4. Air Force civilian employees without a current test in the language(s) used must be tested via the DLPT or OPI system within 90 days of the end of the operational deployment or temporary duty in which their language skill was required. **(T-2)**

6.1.5. Ad-hoc FLPP is not intended to replace the need to properly designate billets that have language requirements. Duty positions requiring foreign language proficiency are coded as LDP. This coding ensures requirements are identified to provide fully qualified language-proficient personnel as outlined in [paragraphs 3.8.2](#) and [3.8.3](#).

6.1.6. FLPP may be paid in a lump sum for ad-hoc request upon completion of the ad-hoc situation, based on the length of time the language was used. Following completion of the ad-hoc situation, the commanding officer shall forward an Ad-hoc FLPP Request in the form of an Exception to Policy. **(T-2)**

6.2. Exceptions to Policy.

6.2.1. Civilian employees will submit exception to policy requests in writing to their installation Test Control Officers and/or appointed representative. **(T-2)** A separate memorandum ([Attachment 2](#)) is required for each Air Force civilian employee. The Test Control Officers and/or their appointment representative will send the Exception to Policy request to the installation Civilian Personnel Sections. **(T-2)** The Civilian Personnel Sections will submit the request to AFPC. **(T-2)**

6.2.2. The AF SLA serves as the final approval authority for exceptions to this policy. The AF LREC Office will coordinate with AFPC to provide recommendations for adjudicating requests for exceptions to policy prior to AF SLA approval.

6.2.2.1. The Deputy AF SLA will adjudicate requests for exceptions to policy for Defense Civilian Intelligence Personnel System employees.

6.2.3. Exception to Policy request packages must include the following information/documents: **(T-2)**

6.2.3.1. Official memorandum (**Attachment 2**) signed by unit commander or organization 3-Letter/Director; and:

6.2.3.2. Copy of Temporary Duty/Contingency, Exercise, and Deployment orders if required.

6.2.3.3. Paid Travel voucher related to Temporary Duty/Contingency, Exercise, and Deployment request.

6.2.3.4. Copy of the Air Force civilian employee's DLPT or OPI scores.

6.2.3.5. Justification memorandum signed by the employee, explaining why he or she was unable to test in a timely manner, if applicable.

6.3. Repayment. Civilian employees who receive FLPP but do not satisfy the eligibility and certification requirements specified in this Instruction shall repay any unearned amount of the FLPP in accordance with DoD FMR 7000-14R, *Financial Management Regulation*, Volume 8, *Civilian Pay Policy*. **(T-2)**

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

AFPD 36-40, *Air Force Language, Regional Expertise and Culture Program*, 7 August 2018

10 USC §8013, *Secretary of the Air Force*

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

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 36-4003, *Managing the Defense English Language Program*, 14 January 2015

Air Force Language, Regional Expertise, and Culture Flight Plan, January 2017

DoDI 1340.27, *Military Foreign Language Skill Proficiency Bonuses*, 21 May 2013

DoD FMR 7000.14-R, *Financial Management Regulation, Vol 8: Civilian Pay Policy*, Jun 2015

10 USC § 1596, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests*

10 USC § 1596a *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*

HAFMD 1-24, *Assistant Secretary of the Air Force, Manpower and Reserve Affairs*, 28 January 2019

HAFMD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services*, 1 July 2009

DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, 21 August 2015

AFPD 16-1, *Security Cooperation*, 12 November 2015

AFI 16-109, *International Affairs Specialist (IAS) Program*, 11 July 2017

DoDI 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*, 30 December 2016

AFI 36-4004, *Management of Defense Foreign Language Training*, 28 November 2016

DoDI 5160.71, *DoD Language Testing Program*, 26 January 2009

DoDI 3305.06, *Special Operations Forces (SOF) Foreign Language Policy*, 19 November 2008

AFI 36-2640, *Executing Total Force Development*, 30 August 2018

DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, 19 January 2017

AFI 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, 24 April 2018

DoDI 1400.25, *Department of Defense Civilian Personnel Management System*, 12 December 2017

5 USC §5307, *Limitation on Certain Payments*

AFI 44-162, *International Health Specialist (IHS) Program and Global Health Engagement (GHE)*, 28 March 2019

DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness (USD (P&R))*, 23 June 2008

CJCSI 3126.01A, *Language, Regional Expertise and Culture (LREC) Capability Identification, Planning and Sourcing*, 31 January 2013

AFMD 39, *Air Force Office of Special Investigations*, 7 May 2015

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFGM2018-17-02, *Air Force Guidance Memorandum Establishing Enterprise Information Technology Management*, 31 May 2018

AFI 36-802, *Pay Setting*, 1 September 1998

5 CFR 530.203, *Administration of Aggregate Limitation on Pay*

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

SF-50, *Notification of Personnel Action*

SF-52, *Request for Personnel Action*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services

AF/A2/6—Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance, and Cyber Effects Operations

AF/A3—Deputy Chief of Staff for Operations

AF/A9—Director, Studies & Analyses, Assessments and Lessons Learned

AF/SG—Air Force Surgeon General

AFCFM—Air Force Career Field Manager

AFCLC—Air Force Culture And Language Center

AFECD—Air Force Enlisted Classification Directory

AFOCD—Air Force Officer Classification Directory

AFI—Air Force Instruction

AFLRCAP—Air Force Language, Region, and Culture Action Panel

AFMAN—Air Force Manual

AFMS—Air Force Medical Service

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFROTC—Air Force Reserve Officer Training Corps
AFRS—Air Force Recruiting Service
AFSOC—Air Force Special Operations Command
AOC—Air and Space Operations Centers
ARPC—Air Reserve Personnel Center
AU—Air University
CJCS—Chairman of the Joint Chiefs of Staff
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
CLA—Cryptologic Language Analyst
CLANG—Control Language
CTFP—Combating Terrorism Fellowship Program
DCIPS—Defense Civilian Intelligence Personnel System
DCPDS—Defense Civilian Personnel Data System
DFAS—Defense Finance And Accounting Services
DJMS-AC—Defense Joint Military Pay System - Active Component
DLIELC—Defense Language Institute English Language Center
DLIFLC—Defense Language Institute Foreign Language Center
DLPT—Defense Language Proficiency Test
DRU—Direct Reporting Units
ESC—Executive Steering Committee
FAO—Foreign Area Officer
FLPB—Foreign Language Proficiency Bonus
FLPP—Foreign Language Proficiency Pay
FOA—Forward Operating Agencies
FOUO—For Official Use Only
FSP—Field Studies Program
FY—Fiscal Year
GPF—General Purpose Force

HAFMD—Headquarters Air Force Mission Directive
HRM—Human Resource Management
IAS—International Affairs Specialist
IC—Intelligence Community
IHS—International Health Specialist
IT—Information Technology
LDP—Language Designated Position
LREC—Language, Regional Expertise, and Culture
MAJCOM—Major Command
NGB—National Guard Bureau
OPMEP—Officer Professional Military Education Program
OPI—Oral Proficiency Interview
OPR—Office of Primary Responsibility
OUSD (P&R)—Office of the Under Secretary of Defense (Personnel and Readiness)
PA—Privacy Act
PCE—Professional Continuing Education
PGL—Program Guidance Letter
PME—Professional Military Education
POM—Program Objective Memorandum
PPBE—Planning, Programming, Budgeting and Execution
PRD—Program Requirements Document
SAF/FM—Secretary of the Air Force For Financial Management (Comptroller)
SAF/IA—Secretary of the Air Force For International Affairs
SAF/MR—Secretary of the Air Force, Manpower And Reserve Affairs
SAMM—Security Assistance Management Manual
SCO—Security Cooperation Officers
SECDEF—Secretary of Defense
SEI—Special Experience Identifier
SF—Standard Form
SFA—Security Force Assistance
SLA—Senior Language Authority
SLL—Strategic Language List

SOF—Special Operations Forces

TCO—Test Control Officer

TF—Total Force

UMD—Unit Manning Document

USAFA—United States Air Force Academy

USAFA/DFFL—Dean of Faculty, Foreign Languages, United States Air Force Academy

USAFSOS—United States Air Force Special Operations School

Attachment 2

MEMORANDUM FOR [BASE] CIVILIAN PERSONNEL SECTION

Figure A2.1. Memorandum for [Base] Civilian Personnel Section.

[COMMAND LETTERHEAD]

DATE

MEMORANDUM FOR [BASE] CIVILIAN PERSONNEL SECTION

FROM: UNIT/CC

SUBJECT: Exception to Policy for Civilian Foreign Language Proficiency Pay (FLPP)

1. In accordance with AFI 36-400X, *Foreign Language Proficiency Pay* paragraph 6.1.6, request granting an exception to policy be granted to the following individual:

- a. Name:
- b. PP/Series/Grade/LDP/Special Experience Identifier:
- c. Language(s):
- d. Scores and Dates (Defense Language Proficiency Test/OPI):
- e. Is Language listed on the employees Position Description?
- f. If in an LDP, dates assigned:
- g. Language Community (e.g., Afghanistan/Pakistan Hands (AFPAK), Air Advisor (AA), Bilateral Affairs Officer (BAO), Combat Aviation Advisor (CAA), International Affairs (IA), International Health Specialist (IHS), Planners, Security Cooperation Officers (SCO), Special Operations Forces, etc.)

2. Justification. (What happened? What steps did Air Force civilian employee take to resolve this issue?) [Attach supporting documentation]

3. The point of contact for this request is (*name, phone, and email*).

 COMMANDER'S SIGNATURE BLOCK

Attachment 3

**MANPOWER PROGRAMMING AND EXECUTION SYSTEM AND CIVILIAN
HUMAN RESOURCES DATA STANDARDS CODES**

Table A3.1. Manpower Programming and Execution System and Civilian Human Resources Data Standards Codes.

Language Proficiency Code	Language Proficiency Title	Interagency Language Roundtable Proficiency	Human Resources Data Standards
A	No Proficiency	0	00
B	Memorized Proficiency	0+	06
C	Elementary Proficiency	1	10
D	Elementary Proficiency, Plus	1+	16
E	Limited Working Proficiency	2	20
F	Limited Working Proficiency, Plus	2+	26
G	General Professional Proficiency	3	30
H	General Professional Proficiency, Plus	3+	36
I	Advanced Professional Proficiency	4	40
J	Advanced Professional Proficiency, Plus	4+	46
K	Functionally Native Proficiency	5	50