



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

15 November 2018

MEMORANDUM FOR AIR FORCE ALL

FROM: Air Force Culture and Language Center
551 East Maxwell Blvd, Building 500
Maxwell AFB, AL 36112

SUBJECT: LD 19-02 FY 2019 LEAP Application and Solicitation

1. The purpose of this message is to solicit for the FY 2019 Language Enabled Airman Program (LEAP) application and selection cycle. Per AFI 36-4001, *Air Force Language, Regional Expertise & Culture Program*, LEAP is a career-spanning program that deliberately develops language enabled, cross-culturally competent Airmen by providing language and immersion training opportunities for the General Purpose Force (GPF) USAF Airmen. With these skills, Airmen can better support the application of airpower through strengthening partnerships and interoperability.
2. Participation in LEAP is voluntary and available for Active Duty officer and enlisted Airmen in most Air Force Specialty Codes. To become a LEAP scholar, Airmen must demonstrate some level of proficiency in a foreign language specified on the Air Force Strategic Language List, receive endorsement from their unit commander, and compete via a board process. Selection to LEAP is based on applicants' academic history and job performance, existing language proficiency, potential to achieve higher levels of language proficiency, and Air Force language requirements.
3. Eligible candidates may submit applications to the AFCLC within the timelines listed below and in accordance with application instructions. Applications submitted outside the established windows will not be considered. Candidates and their commanders will be notified of the results approximately 60 days after the selection board convenes.

Candidate Type	Application Window	Selection Board
Cadet	1 Jan - 15 Mar 2019	17 - 18 April 2019
Enlisted	1 May - 15 July 2019	28 Aug 2019
Officer	1 May - 15 July 2019	29 Aug 2019

4. For more information about LEAP, please visit the AFCLC website at <http://culture.af.mil/> or email us at AFCLC.Language@us.af.mil.

DOUGLAS C. WERNER, Lt Col, USAF
Chief, Language Division

Attachments:

1. Eligibility Criteria and Application Instructions
2. FAQs

Attachment 1

Eligibility Criteria and Application Instructions

Who may apply:

- A. USAF officer candidate seniors commissioning in the current academic year (AFROTC/USAFA).
- B. RegAF Active Duty (AD) Commissioned Officers (excluding 16F - Foreign Area Officers).
- C. RegAF AD Enlisted Airmen (excluding 1N3, 1A8X1 career fields) with at least 48 months of time in service (TIS) as of **28 August 2019**, rank of SrA through SMSgt, completion of all 5-Skill Level and Career Field and Education Training Plan (CFETP) requirements.
- D. All applicants must not plan to separate within two years. Applicants with over 16 years total active federal military service will be reviewed on a case by case basis.

Eligibility requirements:

- A. Applicants must possess a current Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) score as of board. Scores of 3/3 or higher are valid for two years and 2+/2+ or lower are valid for one year from certification date. There are no minimum scores required to apply. See AFI 36-4002, *Air Force Foreign Language Proficiency Bonus*, for additional information regarding DLPT and OPI currency requirements.
- B. Applicants must have a superior performance record. (No derogatory information, referral performance reports, UIF, control rosters, etc.)
- C. Applicants that are officer candidates or commissioned officers are required to submit all collegiate academic transcripts and should demonstrate scholastic achievement. Enlisted applicants are encouraged to submit transcripts but not required.

How to apply:

- A. RegAF Active Duty and USAFA applicants must submit applications through the LEAP site, LEADeR, at <https://cmsweb.maxwell.af.mil/Leap>. You must be on an AF computer and have an Air University (AU) Portal account to begin your LEAP application. Applicants that need to create or update their AU Portal account will be redirected to the AU Portal upon initial attempt to access the site.
- B. AFROTC applicants should contact their Detachment Commander for an application and to request an endorsement. AFROTC applicants must send completed application packages in readable PDF format through an encrypted email via their Detachment Commanders to AFCLC.Language@us.af.mil.

Application:

- A. Applicants who meet all of the above eligibility requirements may submit an application to the AFCLC. **The completeness of application package is part of the evaluation. All application forms should be portable document format (PDF), legible and correctly aligned.**

Application Documents:

- i. Single Unit Retrieval Format (SURF) (*RegAF AD only*)
- ii. Three most recent, finalized Performance Reports (OPR/EPR), Training Reports, or combination (*RegAF AD only*)
- iii. All College Transcripts-Unofficial post-secondary copies are acceptable (*optional for enlisted*)
- iv. DLPT or OPI score report-AD applicants must ensure scores are in MilPDS official records or must upload a copy of their score report. Cadets must include current scores. (*all applicants*)
- v. Certificates from foreign language schools are optional
- B. Endorsement from applicant's Commander/Director is **mandatory** and should be submitted directly through the online application site. AFROTC Detachment Commanders without access to LEADeR should contact the AFCLC for alternate means of submitting the endorsement at AFCLC.Language@us.af.mil.

Attachment 2
Frequently Asked Questions (FAQs)

SECTION I – LEAP Background

1. Q: What is the purpose of LEAP?

A: The purpose of LEAP is to deliberately develop language enabled cross-cultural Airmen across General Purpose Force (GPF) Air Force specialties to enhance the application of airpower and fill Air Force global mission requirements. LEAP provides Airmen with the education and training required to reach and sustain desired proficiency levels with very little time away from their units at a lower cost over an acceptable time period. LEAP selects willing and able Airmen, develops and sustains Language Regional Expertise and Culture (LREC) skills over the course of a career and postures them for utilization in assignments, contingencies and deployments.

2. Q: Who manages LEAP?

A: The Air Force Culture and Language Center (AFCLC) manages LEAP for the Air Force, to include tracking administrative records, executing training, and other related tasks. While multiple offices within the AFCLC provide support for LEAP, the program is primarily managed by a small staff within the Language Division. The AFCLC is under Air University, located at Maxwell AFB, Alabama.

3. Q: How and why did LEAP originate?

A: In 2005, the Office of the Secretary of Defense (OSD) released the Defense Language Transformation Roadmap which charged the services to create a bench of language capable personnel within the GPF. The Secretary of the Air Force then emphasized the need to increase the language inventory from within the force. In 2009, the LEAP concept was approved and a pilot program was initiated. In 2010 the U.S. House Armed Services Committee lauded LEAP as the model program for the services and one of the CORONA conference Top Taskers that summer was to institutionalize the program. In the Fall of 2010 LEAP sustainment and enhancement training began through eMentor distance learning. Finally, in the Fall of 2011 LEAP was accepted as a Program of Record in the FY13-17 POM. FY13 was the first year the program was funded to support Language Intensive Training Event (LITE) immersion training in addition to a continued eMentor program. The program is still only available for active duty Airmen but is expected to extend to the Total Force over time.

SECTION II – LEAP Application & Selection

4. Q: Why can't I access LEADeR to submit an application?

A: At the present time LEADeR can only be accessed from a CAC-enabled computer on an Air Force domain by users with an Air University (AU) Portal account. To obtain an AU Portal account:

1. Login to the Air Force Portal
2. Search for the Air University Portal and select AU Link
3. Login to the Air University Portal (you will have to create an account if you do not have one)
4. On the left hand side of the page hover over Distance Learning and then Cultural and Language Center and then select LEAP.

If you continue to have issues with your AU Portal account, follow up with AU Education Services:

Toll-free number at: 1-800-262-9140

E-mail: AU Education Services (au.ecampussupport@us.af.mil)

5. Q: Are Air National Guard or Air Force Reserve members eligible for LEAP?

A: No. Currently only RegAF Active Duty Airmen or Air Force Officer Candidates may apply.

6. Q: Are any of the eligibility requirements waiverable (Enlisted TIS, Grade, AFSC, etc)?

A: No, currently there is not a waiver for any eligibility requirements.

7. Q: Can I apply to the LEAP if I haven't received a performance report?

A: Yes. Applicants are required to submit any performance reports in their records. It is understood that some newly commissioned applicants or those in Initial Skills Training may not have performance reports. If applicants have Training Reports or prior service performance reports to validate and support their job or academic performance they should provide them with the application.

8. Q: What languages are required for the program?

A: The AFCLC trains Airmen in languages listed on the AF Force Strategic Language List (SLL). The AF SLL dated 1 July 2015 describes languages in which the Air Force has requirements authorized in out-years as well as strategic languages of interest. The AF SLL is based on the DoD SLL and is expanded to align with validated AF requirements. The AF SLL is For Official Use Only and may be obtained from one's Test Control Officer (TCO) at each installation education office.

9. Q: Do I have to take the DLPT to apply to the program?

A: Yes, a current DLPT or OPI score (for languages where a DLPT is not available) is required to apply. Failure to provide language proficiency score reports will result in the rejection of your application. Defense Language Aptitude Battery (DLAB) scores are not required to apply to the program.

10. Q: Does acceptance into LEAP require me to incur an Active Duty Service Commitment (ADSC)

A: No. Participation in LEAP does not incur an ADSC.

11. Q: How many times may I apply for LEAP?

A: Members may apply as often as necessary given they meet the program requirements.

12. Q: If selected, will the Airman be reassigned?

A: Selection to LEAP does not generate PCS or reassignment. Award of the LEAP Special Experience Identifier (SEI) will identify Airmen in the Air Force personnel system for future assignments, deployments, and TDYs. However, the AFCLC does not determine or have any involvement in selecting members for assignments or deployments.

13. Q: What time commitment is expected of a LEAP scholar?

A: LEAP is a volunteer program that occurs outside of normal duty requirements. Airmen are expected to complete online eMentor courses every 2-4 years, depending on their proficiency level. Courses are delivered in 48-hour and 16-hour modules, with four hours of class every week. The AFCLC offers Language Intensive Training Events (LITEs), averaging 30 days, to Airmen who qualify. In order to participate in a LITE a LEAP participant must first obtain their commander's approval.

SECTION III – Foreign Language Bonus Proficiency (FLPB) Pay

14. Q: If accepted into LEAP will I be authorized to receive FLPB Pay?

A: Upon reaching specific LEAP training and DLPT requirements, LEAP participants may qualify for the LEAP SEI which authorizes one to receive FLPB.

For additional program information, visit the AFCLC website at www.culture.af.mil/LEAP. Or, requests for information can be sent directly to the LEAP Staff at: afclc.langauge@us.af.mil