



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

1 April 2020
(Updated 1 May 2020)

MEMORANDUM FOR AIR FORCE ALL

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

SUBJECT: FY20 Language Enabled Airman Program (LEAP) Application Notification

1. The purpose of this message is to inform commanders, supervisors, and potential applicants of the FY20 Regular Active Duty LEAP Board. LEAP is an AFCLC-managed, volunteer program open to Active Duty officer and enlisted Airmen in most Air Force Specialty Codes. LEAP deliberately develops language enabled, cross-cultural Airmen across the General Purpose Force (GPF) with working level foreign language proficiency. With these skills, Airmen can better support the application of airpower through strengthening partnerships and interoperability.
2. 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
Enlisted	1 May - 15 Jul 20	18 Aug 20
Officer	1 May - 15 Jul 20	19 Aug 20

4. For more information about LEAP, please visit <https://www.airuniversity.af.edu/AFCLC> or email us at AFCLC.Language@us.af.mil.

JORGE H. AVILA, Lt Col, USAF
Chief, Language Division

- 2 Attachments:
1. Eligibility Criteria and Application Instructions
 2. Frequently Asked Questions (FAQs)

Attachment 1
Eligibility Criteria and Application Instructions

Who may apply:

- A. Regular Air Force Active Duty (RegAF AD) Commissioned Officers (excluding 16F - Foreign Area Officers).
- B. RegAF AD Enlisted Airmen (excluding IN3, IA8XI career fields) with at least 48 months of time in service as of **18 August 2020**, rank of SrA through SMSgt, completion of all 5-Skill Level and Career Field and Education Training Plan (CFETP) requirements.

Eligibility requirements:

- A. Applicants must possess Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) scores in at least two modalities. If Listening and Reading tests are available for a given language, Airmen must provide scores for both. If Listening and/or Reading tests are not available for a given language, Airmen must provide OPI scores. Submission of OPI scores is highly encouraged for all languages. Due to the temporary closure of testing facilities during the COVID-19 outbreak, Airmen may submit scores that have passed their currency. **For purposes of the FY20 LEAP Board, scores of 3/3 or higher must have been certified on or after 1 March 2017. For scores of 2+/2+ or lower, they must have been certified on or after 1 March 2018. Applicants must have no less than a 0+ to apply.** See AFI 36-4005, *Total Force Language, Regional Expertise, and Culture Program*, for additional information regarding DLPT and OPI currency requirements.
- B. Applicants' records must reflect superior performance with no referral reports, Unfavorable Information Files (UIF), control rosters, or other derogatory information.
- C. Applicants that are commissioned officers are required to submit all collegiate academic transcripts and should demonstrate scholastic achievement. Enlisted applicants are encouraged to submit collegiate transcripts, but not required.
- D. Applicants must attest in their application to having a minimum of two years of retainability (remaining service) in the Air Force.
- E. Applicants who have reached 16 years' total active federal military service will be reviewed on a case-by-case basis.

Applications:

Applicants must submit applications through the LEAP site, Language Enabled Airman Development Resource (LEADeR), at <https://leader.sso.cce.af.mil/Leap>. **The completeness of the package is part of the evaluation. All forms should be portable document format (PDF), legible and correctly displayed. It is the applicant's responsibility to ensure their forms are complete and correctly aligned. All forms submitted that are illegible or not correctly aligned will not be submitted to the Selection Board and the applicant will be considered "ineligible" for consideration.**

The following documents are needed for a complete application package:

- A. Application form.
- B. Single Unit Retrieval Format (SURF).
- C. Three most recent, signed/finalized Performance Reports (OPR/EPR), Training Reports, or combination.
- D. All college transcripts (unofficial post-secondary copies are acceptable) (optional for enlisted).
- E. DLPT or OPI score report. Applicants must ensure scores are in Military Personnel Data System (MilPDS) official records, or must upload their score report (see Eligibility Requirements above).
- F. Certificates from foreign language schools are optional.
- G. An endorsement from applicant's Commander/Director is **mandatory** and should be submitted directly through the online application site, prior to the closing of the application window.

Attachment 2
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 the General Purpose Force (GPF) Air Force specialties to enhance the application of airpower and posture Airmen to 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. 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 AFCLC manages LEAP for the Air Force, to include tracking administrative records, executing training, and other related tasks. The AFCLC is organized under Air University and Air War College, 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. In 2009, the Air Force Senior Language Authority (SLA) directed AFCLC to initiate LEAP, a career-spanning program to develop a cadre of Airmen across all specialties with working level foreign language proficiency. In FY13, LEAP was designated a Program of Record.

SECTION II - LEAP Eligibility and Application

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

A: No. The AFCLC is funded for development of RegAF Airmen. Only RegAF Active Duty Airmen or Air Force Officer Candidates may apply.

5. Q: Can I apply to the LEAP if I have not 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.

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

A: Yes. Applicants must possess Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) scores in at least two modalities. If Listening and Reading tests are available for a given language, Airmen must provide scores for both. If Listening and/or Reading tests are not available for a given language, Airmen must provide OPI scores. Submission of OPI scores is highly encouraged for all languages. Due to the temporary closure of testing facilities during the COVID-19 outbreak, Airmen may submit scores that have passed their currency. For purposes of the FY20 LEAP Board, scores of 3/3 or higher must have been certified on or after 1 March 2017. For scores of 2+/2+ or lower, they must have been certified on or after 1 March 2018.

7. Q: Will the AFCLC consider any of the following:

1. Waiver of eligibility requirements
2. Extensions or submission of application documents after deadline
3. Change of supervisor and/or commander's endorsement after deadline
4. Special consideration for deployed members, e.g. application extension
5. Post-deadline edit of one's application
6. Appeals to the board's decision

A: No. The AFCLC will not consider requests listed above.

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

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

SECTION III - Selection

9. Q: How many LEAP scholars are selected per year?

A: The AFCLC recruits, selects, and on-boards scholars with the objective of building and sustaining an inventory that exceeds one percent of the Active Duty force. The annual selection target is 400 LEAP scholars per year based on Air Force SLA guidance.

10. Q: Who reviews LEAP applications?

A: AFCLC staff members review applications to determine compliance with program guidance. The LEAP Selection Board consists of senior leaders who represent a cross-section of LREC specialist, policy, and force management communities. Board members review applicant packages and assign a score based on their assessment of the Airman's attitude, aptitude, and record of performance.

11. Q: What languages does the board consider for the program?

A: The AFCLC considers Airmen in languages listed on the Air Force Strategic Language List (SLL). The Air Force 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 Air Force SLL is based on the Department of Defense SLL and is expanded to align with validated Air Force requirements. The Air Force SLL is For Official Use Only and may be obtained from one's Test Control Officer at each installation education office.

12. Q: How are Airmen selected for LEAP?

A: The AFCLC develops an order of merit list based on each Airmen's board score and potential to fill future language requirements, including Language-Designated Positions and low density languages on the Air Force SLL. The AFCLC assigns each LEAP scholar a "Selected" or Control Language (CLANG) based on the Airman's documented proficiencies and Air Force needs. The SLA is the approval authority for LEAP Selection Board results.

SECTION IV - LEAP Commitment

13. 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.

14. Q: If selected, will the Airman be reassigned or deployed?

A: The AFCLC does not determine or have any involvement in selecting members for assignments or

deployments. However, LEAP scholars may be identified by force managers based on award of the LEAP Special Experience Identifier (SEI). The LEAP SEI identifies Airmen in the Air Force personnel system for filling language-designated positions via assignments, deployments, and TDYs.

15. 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 scholar must first obtain their commander's approval.

SECTION V - Foreign Language Proficiency Bonus (FLPB)

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

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 <https://www.airuniversity.af.edu/AFCLC/Language-studies/> or, request information can be sent directly to the AFCLC Staff at: afclc.language@us.af.mil