Training

Management of Defense Foreign Language Training

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SUMMARY of CHANGE

AR 350–20/OPNAVINST 1550.13/AFI 35–4004/MCO 1550.4E
Management of Defense Foreign Language Training

This major revision, dated 12 March 2018—

o   Renames the regulation to reflect the scope more accurately and de-conflict with the Service's foreign language program regulations and policies (para 1–5).

o   Deletes sections related to the Defense Foreign Language Program General Officer Steering Committee and replaces them with the Defense Language Steering Committee (para 2–1).

o   Provides a comprehensive set of procedures for requesting a Defense Language Institute Foreign Language Center Mobile Training Team or Language Training Detachment (chap 4).

o   Adds specificity to Defense Language Institute Foreign Language Center nonresident training programs (chap 4).

o   Updates testing requirements in accordance with Department of Defense Instruction 5160.71 (chap 5).

o   Adds an internal control evaluation (app B).

o   Updates names for organizations, functional relationships, and common terms associated with Foreign Language Training (throughout).
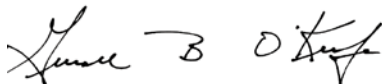
Training

Management of Defense Foreign Language Training

By Order of the Secretaries of the Army, Navy, and Air Force, and the Commandant of the Marine Corps:

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History. This publication is a major revision.

Summary. This regulation consolidates policy and guidance for foreign language training at the Defense Language Institute Foreign Language Center and supports a Total Force enabled with culturally-based foreign language proficiency.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Office of the Secretary of Defense, the military departments, the Office of the Chairman of the Joint Chiefs of Staff, and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DOD Field Activities, and all other organizational entities within the DOD (referred to collectively in this directive as the "DOD components").

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The

proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–3/5/7 (DAMO–TR), 400 Army Pentagon, Washington, DC 20310–0400.

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank

Forms) directly to the Office of the Deputy Chief of Staff, G–3/5/7 (DAMO–TR), 400 Army Pentagon, Washington, DC 20310–0400.

Committee continuance approval. AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–39, then the proponent will follow all AR 15–39 requirements for establishing and continuing the group as a committee.

Distribution. This regulation is available in electronic media only and is intended for command levels for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It is also intended for the Military Services, the National Security Agency/Central Security Service, the De-

*This publication supersedes AR 350-20, dated 15 March 1987.

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fense Intelligence Agency, the National Geospatial-Intelligence Agency, the Defense Threat Reduction Agency, and the Defense Security Cooperation Agency.

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Chapter 1
Introduction

Section I

Overview

1–1. Purpose
The purpose of this regulation is to establish policy, procedures, and responsibilities for managing foreign language training conducted at or by the Defense Language Institute Foreign Language Center (DLIFLC). This regulation provides an overview of DLIFLC resident training and nonresident training conducted on behalf of the Services and Department of the Defense (DOD) components. It prescribes the requirements for the submission of requests for DLIFLC resident and nonresident foreign language training and related training support.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See glossary.

1–4. Responsibilities
Responsibilities are listed in section II of chapter 1.

1–5. Scope
This regulation pertains to foreign language training conducted by DLIFLC. The Secretary of the Army (SECARMY) is the designated DOD Executive Agent (EA) for DLIFLC in accordance with DODD 5101.1. Where EA appears in this regulation it refers to the SECARMY function as the DOD EA.

1–6. Functional relationships
a. The Deputy Under Secretary of Defense (DUSD) for Military Personnel Policy, under the Under Secretary of Defense (Personnel & Readiness) (USD (P&R)), provides overall policy guidance for the defense language, regional expertise, and culture program; and appoints the DOD Senior Language Authority (SLA). The Defense Language National Security Education Office (DLNSEO) functions as the staff action office for the DOD SLA.

b. The Defense Language Steering Committee (DLSC) is an advisory board to USD (P&R) and is chaired by the DOD SLA. DLSC membership and responsibilities are outlined in DODD 5160.41E and DODI 5160.70. The Defense Language Action Panel (DLAP) serves as the staff action group supporting the DLSC.

c. The Under Secretary of Defense for Intelligence (USD (I)) acts as the focal point for all language and culture matters concerning elements of the Defense Intelligence Enterprise. The USD (I) exercises strategic oversight of the intelligence related portions of the defense foreign language, regional expertise, and culture program in accordance with DODD 5143.01, DODD 5160.41E, and DODI 5160.70.

d. The National Security Agency (NSA)/Central Security Service (CSS) establishes cryptologic operational and training standards in accordance with DODD 5100.20 and under the guidance of the USD(I).

e. The DOD component SLAs establish and oversee Service, agency, and/or component level language programs by establishing policy and strategy to effectively organize, train, equip, and present forces in accordance with Title 10 (10 USC) authorities. The DOD Component SLAs are members of the DLSC.

f. The SECARMY provides oversight through the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)). The SECARMY has delegated management responsibility for DLIFLC to the Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7). DCS, G–3/5/7 (DAMO–TR) serves as the staff action office. The DCS, G–3/5/7 is the SLA for the Army and the EA for DLIFLC.

g. Commander, U.S. Army Training and Doctrine Command (TRADOC) under the oversight of the EA, is assigned administrative responsibility to manage, operate, fund, and provide personnel resource support to DLIFLC.

Section II

Responsibilities

1–7. Assistant Secretary of the Army (Manpower and Reserve Affairs)
The SECARMY provides oversight through the ASA (M&RA). The ASA (M&RA) will---
  a. Provide oversight of DLIFLC to ensure training requirements are satisfied.
  b. Provide a co-chair to the Training Program Executive Group (PEG) to vet and validate DLIFLC resource requirements as appropriate in the program objective memorandum (POM) cycle.

1–8. Deputy Chief of Staff, G–1
The DCS, G–1 will---
  a. Provide a co-chair for the Structure Manning Decision Review (SMDR).
  b. Adjust training requirements in coordination with the DCS, G–3/5/7 (DAMO–TR) and the TRADOC Training Operation Management Activity (TOMA) for the DLIFLC in the Training Resources Arbitration Panel (TRAP), as required.

1–9. Deputy Chief of Staff, G–2
The DCS, G–2 is appointed by the SECARMY to execute the duties and responsibilities as the EA for all contract foreign language support to DOD components in accordance with DODD 5160.41E and AR 11–6.

1–10. Deputy Chief of Staff, G–3/5/7
The SECARMY has delegated the authority to act on his behalf for all DOD EA responsibilities, functions, and authorities assigned in DODD 5101.1 for DLIFLC to the DCS, G–3/5/7, and further to DCS, G–3/5/7 (DAMO–TR). The DCS, G–3/5/7 will---
  a. Execute the duties and responsibilities as the SLA for the Army and EA for DLIFLC, as delegated by the SECARMY.
  b. Supervise the conduct of DLIFLC to ensure that DOD foreign language requirements are satisfied.
  c. Establish procedures to provide timely administrative and resource support to the DLIFLC.
  d. In coordination with the Office of the Chief of Staff of the Army Senior Leader Development (OCSA–SLD), Colonels Management Office, submit the SECARMY's nominee for the Commandant, DLIFLC to the USD (P&R) through the DOD SLA in accordance with DODD 5160.41E for final approval in advance of assignment.
  e. Confer with and assist academic accreditation agencies in the determination of credit for DOD approved courses when requested by the Commandant, DLIFLC.
  f. In coordination with the DLSC, authorize the establishment, direct major revision, or disestablishment of foreign language training programs provided by DLIFLC.
  g. Coordinate with the Commandant, DLIFLC on the procurement, development, and standardization of foreign language training programs to reduce duplication and meet the language learning and training needs of different operational communities.
  h. Accomplish the objectives of the foreign language testing program in accordance with DODI 5160.71.
  i. In conjunction with the DLSC and the Commandant, DLIFLC, maintain awareness of all DOD research activities that support foreign language training requirements. In addition, as the EA of DLIFLC, establish and maintain coordination channels with other government and civilian agencies regarding language research and development activities.
  j. Provide for the annual budget and manpower resources for DLIFLC. Program the Defense Language Program (TDLP) Management Decision Package (MDEP) to meet the foreign language education and training requirements of the DOD Components in accordance with procedures in chapter 3, AR 1–1, and DODI 5160.70.
  k. Assemble and maintain a current record of all training requirements submitted by the components for training requirements levied on DLIFLC.
  l. Provide a co-chair in the SMDR to address Service-specific foreign language training requirements. The SMDR process identifies, adjudicates, and prioritizes DOD components' DLIFLC foreign language training requirements. SMDR membership includes DOD component representatives as part of the action officer meetings and council of colonels.
  m. Coordinate with the DOD CPMs (components), DCS, G–1, and TRADOC TOMA to adjust training requirements for DLIFLC in the TRAP, as required.
  n. Provide a co-chair to the Training Program Executive Group (PEG) to vet and validate DLIFLC resource requirements, as appropriate, in the POM cycle.
  o. Report TDLP funding status quarterly to DLNSEO through the Deputy Chief of Staff, G–2 (DCS, G–2) via the Select and Native Programming (Snap) Exhibit.
  p. Coordinate with the DCS, G–2 on Military Intelligence Program funding for TDLP.

q. Assist the Commandant, DLIFLC in entering into any arrangements with private institutions, individuals, and other Government agencies, as appropriate.

r. As required, assist the Commander, U.S. Army Installation Management Command (IMCOM) in providing and maintaining DLIFLC facilities and base support functions.

s. Annually produce a program memo detailing established structure quota management rules for the DLIFLC Language Training requirements.

1–11. Deputy Chief of Staff, G–8
The DCS, G–8 will--

a. Analyze TDLP requirements and resource those requirements based on DOD mission priorities, defense strategy, and plans.

b. Program to approved funding levels and maintain funding visibility throughout the Future Years Defense Program.

1–12. Assistant Chief of Staff for Installation Management
The ACSIM through the Commander, IMCOM in coordination with the EA, will provide and maintain facilities and base support functions for DLIFLC operation.

1–13. Commander, U.S. Army Training and Doctrine Command
The Commander, TRADOC under the oversight of the EA is assigned administrative responsibility to manage, operate, fund, and provide personnel resource support to the Commandant, DLIFLC. The Commander, TRADOC will identify, coordinate, and forecast requirements and resources, including force structure requirements and resources, needed to execute foreign language training at DLIFLC.

1–14. Commandant, Defense Language Institute and Foreign Language Center
The Commandant, DLIFLC will serve as the operating agent under the authority, direction, and control of the EA through TRADOC and will---

a. Provide foreign language training for personnel to meet the validated mission requirements of the Military Services and establish and enforce course prerequisite standards.

b. Execute technical control and oversight over the conduct of DLIFLC resident and non-resident foreign language training programs to satisfy all validated DOD requirements.

c. Develop, research, evaluate, implement, and provide foreign language testing, training, and education programs that contribute to the goals and policies of DODD 5160.41E, DODI 5160.70; and the mission requirements of the Military Services and other DOD Components.

d. Provide foreign language training for adult dependents of members of the Armed Forces on a space available basis in anticipation of the members' assignment to permanent duty outside the United States in accordance with 10 USC 2002.

e. Monitor the management of DLIFLC sponsored nonresident foreign language programs.

f. Establish and publish standards and criteria for nonresident foreign language training programs to ensure quality training.

g. Provide formal training for command language program managers (CLPMs).

h. Subject to the approval of the component SLA, the EA, and TRADOC, provide nonresident training using established facilities including equipment, personnel spaces, and civilian personnel assigned to DOD Components when feasible.

i. Provide materials or assist in identifying suitable non-Government materials for nonresident training programs.

j. Provide activities and/or commanders with technical review and advice in preparation for requests to establish a DLIFLC sponsored nonresident foreign language program. Ensure that formal requests are submitted through the Component SLA.

k. Administer the Defense Language Testing Program (DLTP) system of tests, as required, to DLIFLC students upon completion of their training.

l. Develop and review all aspects of the DLTP in coordination with the DOD SLA and the DUSD (PI).

m. Establish and chair the Defense Language Testing Working Group (DLTWG) consisting of component action officers, DLIFLC personnel, and others as required to provide a forum to discuss testing issues of concern (see para 5–3). The DLTWG will serve as an advisory body to assist with the following:

(1) Conduct DLTP research and development, calibration, and quality control that is consistent with general policies established by USD (P&R).

(2) Develop a comprehensive security plan that includes all aspects of test development and design and test administration within DLIFLC.

(3) Provide quarterly tracking reports to the EA and OUSD (P&R) showing test development production and implementation schedules and costs, research and development initiatives, and test development irregularities, as appropriate.

(4) Report all compromises or possible compromises of test materials to the EA and TRADOC. The EA will notify DLNSEO as soon as possible after notification.

(5) Research and develop tests that appropriately measure the proficiency of native and heritage speakers testing in a native and heritage language.

(6) Develop in-course tests and assessments in lieu of the Defense Language Proficiency Test (DLPT) to evaluate student progress in mastering all learning objectives.

n. Establish and chair the Defense Language Curriculum Working Group (DLCWG) to provide a forum to discuss curricular issues of concern. The DLCWG will consist of component action officers and DLIFLC personnel, and will be utilized to prepare issues for higher level consideration, when needed.

o. Coordinate with the USD (I) and the Secretaries of the Military Departments during the development of their foreign language learning objectives.

p. Provide annual budget, staff resource requirements, and financial plans for the full range of DLIFLC needs under direction from the TRADOC commander and the EA.

q. Report through TRADOC any unprogrammed training requirements to the EA for approval.

r. Provide technical assistance (through the EA and TRADOC) to contracting authorities for contracts or other arrangements with departments and government/non-government agencies in support of foreign language training.

s. Involve TRADOC and the EA in all Planning, Programming, Budgeting, and Execution System (PPBES) related coordination. This includes, but is not limited to, resource requirements and issues, funding for special programs directly from the OSD or Congress, or any changes to DLIFLC that will affect funding for DLIFLC in future years.

t. Provide performance requirements for information technology, equipment, and other related material unavailable for procurement at DLIFLC to the U.S. Army Contracting Command. Requirements include but are not limited to foreign language laboratory systems, portable training media for language use, and other language learning equipment.

u. Advise how Defense Foreign Language Testing (DFLT) requirements can be satisfied most effectively and economically (for example, course content, length, and training site), according to the management processes and provide recommendations to the EA for presentation to the DLSC (see chap 2).

v. Coordinate the development of learning objectives (when requested) with the functional manager whose responsibility it is to develop them.

w. Executes standardization, testing, research and development, and evaluation of foreign language training, education, and related Services within DOD.

x. Review foreign language training by the Military Departments to ensure quality training and reduce duplication of effort. Provide quarterly summary of training to the EA.

y. Present an annual performance review of DLIFLC's programs to the EA and TRADOC prior to presenting an annual performance review to the DOD SLA.

z. Ensure that the EA is included in or advised of all direct communication with the DOD SLA.

aa. In coordination with the EA, serves as technical advisor to the DLSC.

ab. Maintain a direct technical link with the Defense Language Institute English Language Center in matters pertaining to teaching methodology, performance standards for foreign language training equipment and media, tests, and evaluation systems, nonresident programs; and research and development to preclude duplication of effort and to ensure maximum cooperation and coordination regarding information, concepts, and techniques relevant to DFLT.

ac. Establish and maintain a direct technical link with the National Cryptologic School.

ad. Publish catalogs of foreign language courses and instructional materials that are available at DLIFLC at http://www.dliflc.edu.

ae. In coordination with the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD (AT&L)) and OUSD (I), validate language content in support of research, development, and acquisition of multi-language technology tools during development of the tools.

af. Provide responses to requests submitted to the EA, and assistance to the component SLAs and commanders in determining and validating their personnel language training requirements.

ag. Assemble and maintain a current record of DLIFLC foreign language training requirements using the Army Training Requirements and Resources System (ATRRS). This record will be available for use by the Office of the Secretary of Defense (OSD) and DOD Components through requests submitted to the EA.

ah. Participate in the pre-SMDR, SMDR, and TRAP of DLIFLC provided foreign language training requirements.

ai. Provide a monthly report to the EA (through TRADOC), detailing Service member and/or agency employee end-of-course performance for all resident DLIFLC courses. Upon request, provide the reports to the component SLAs.

1–15. Department of Defense Component Senior Language Authority

In accordance with DODD 5160.41E and DODI 5160.70, components will maintain foreign language training programs, recognizing that maintaining language proficiency is both a unit and individual responsibility. The DOD component SLAs will---

a. Execute the roles and responsibilities of SLAs as members of the DLSC.

b. Oversee the execution of language and regional proficiency planning, resourcing, and implementation within their component.

c. Serve as advisors to their senior leadership, on doctrine, policies, planning guidance; and resources within the SLA's component for language and regional proficiency requirements in operational, contingency, and stabilization planning.

1–16. Defense Language Steering Committee

In relation to DLIFLC, the DLSC will---

a. Advise and recommend to the USD (P&R) policy and initiatives to improve the full spectrum of foreign language proficiency development across the DOD.

b. Meet quarterly or when directed by the DOD SLA. Set a formal agenda that coordinates recommended changes and updates to policies affecting DOD foreign language capabilities.

c. Review and provide recommendations on present and emerging foreign language needs for DOD personnel.

d. Review and provide recommendations to USD (P&R) on foreign language training, education, personnel, and financial requirements.

e. Serve as an advisory board to the USD (P&R) for the DLIFLC.

f. Coordinate with the EA and the Commandant, DLIFLC on the procurement, development, and standardization of foreign language training programs to reduce duplication and meet the language learning and training needs of different operational communities.

g. Formulate and prioritize resident and nonresident training requests and submit approved requirements in accordance with procedures established in chapters 3 and 4, respectively.

h. Conduct reviews of DLIFLC predeployment training for foreign language and culture to ensure adequacy.

i. Ensure DLIFLC training and education plans support and sustain the components' language proficiency requirements.

j. In coordination with the Commandant, DLIFLC facilitate the development and use of foreign language materials for and by DLIFLC from sources outside DOD only when DLIFLC approved materials are not available or do not satisfy training requirements.

k. Develop procedures to administer the DLTP system of tests as directed in DODI 5160.71.

l. Ensure participation in the SMDR process at the senior action officer level (see para 3–2 for description of SMDR process).

m. In regard to nonresident training programs, SLAs will---

(1) Develop a cadre of trained CLPMs to assist commanders in administering unit command language programs (CLPs).

(2) Conduct periodic onsite evaluations of DLIFLC sponsored non-resident training programs and provide feedback to the Commandant, DLIFLC. Forward requests for technical assistance for evaluations through the EA and TRADOC to DLIFLC.

Chapter 2
Management Processes

2–1. Forums

Several forums exist to report and assess the progress and status of DLIFLC sponsored foreign language training.

a. The Commandant, DLIFLC chairs working groups and forums to address stakeholder equities. These include but are not limited to, the DLTWG, DLCWG, and component training events.

b. The Commandant, DLIFLC participates in other stakeholder forums such as the Cryptologic Language Advisory Council.

c. On an annual basis, the EA reports the outcome of Army efforts to integrate language capabilities in appropriate plans, programs, and policies.

d. The DLAP supports the activities, functions, and responsibilities of the DLSC, as outlined in DODI 5160.70. DLAP membership will mirror and support the roles and functions of the DLSC. DCS, G–3/5/7 (the DLIFLC EA) represents DLIFLC equities to the DLAP. The Commandant, DLIFLC advises the DLAP as requested.

e. The DLSC meets in accordance with DODD 5160.41E to review DLIFLC training and other language programs. DCS, G–3/5/7 (the DLIFLC EA) represents DLIFLC equities to the DLSC. The Commandant, DLIFLC advises the DLSC, as requested. See DODD 5160.41E, Enclosure 3 for a detailed description of the DLSC.

f. The DLIFLC Commandant will provide an annual program review (APR) to TRADOC and the EA. This APR will be presented to the DOD SLA at the DLSC.

2–2. Command Language Program

Units and/or agencies with language-coded billets are required to establish a CLP and designate a CLPM. CLPMs serve as the commanders' and/or directors' principal advisors for foreign language issues. CLPMs work with the command and/or agency to develop and execute unit language training plans in support of operational objectives and contingency plans and with linguists to devise individual linguist training plans. CLPM duties may include the following:

a. Support pre-deployment training requirements by coordinating with their components and DLIFLC to obtain instructor support and training material.

b. Develop classroom requirements and funding requests based on training priorities.

c. Maintain a language training database.

d. Evaluate the effectiveness of language instruction and the overarching training program.

e. Advise the commander on linguist retention and incentives and facilitate accurate foreign language proficiency bonus payments to qualified linguists.

f. Maintain current knowledge and visibility on DOD and Service, agency, and/or component specific language issues through continued contact with the CLPM community and periodic refresher training at the CLP Manager Workshop.

Chapter 3
Resident Training

3–1. General
Resident training may consist of training accomplished at DLIFLC or at a location designated by DLIFLC.

3–2. Submission of training requirements

a. DOD components will submit training requirements via the SMDR process. The EA, in conjunction with TRADOC, will host a pre-SMDR and will be facilitated by the DLIFLC Commandant. DOD components will identify language training requirements for input into ATRRS three fiscal years (FYs) in advance. The DLIFLC will use the requirements submitted during the pre-SMDR to generate the base-line requirements for the annual SMDR co-chaired by DCS, G–1 and the DCS, G–3/5/7 (DAMO–TR).

b. The DLIFLC will review training seats quarterly. Upon completion, the formal TRAP results will be submitted to TRADOC to address any un-programmed changes during execution and budget years. The training seat review will include DOD components, who will make suggested adjustments to language training seats. Changes can be made within existing programmed resources by exchanging seats among components and/or quota sources. If requested training seats exceed already resourced programmed levels, they must be resourced by the DOD components and/or quota sources on a reimbursable basis.

c. DOD components are responsible for managing the use of their training seat allocations. After the initial review of the master schedule, all requests for rescheduling of allocated training seats will be submitted in writing through Scheduling Division, DLIFLC Deputy Chief of Staff Operations, and forwarded to TRADOC for approval. As necessary, the DLAP and/or DLSC may be used to address any disagreements between the EA and components.

d. The DLIFLC will collate and analyze the training seat requirements, compile master lists for each year's projections and prepare a schedule of classes to meet the budget year requirements of participating DOD components.

e. Courses with intermittent throughput such as certain mobile training teams (MTTs) and certain courses at language training detachments (LTDs) are managed outside of the SMDR process.

f. For further description of the SMDR process and ATRRS see AR 350–10.

3–3. Submission of training development requirements

a. DOD components will submit training requirements to Scheduling Division, Deputy Chief of Staff Operations, DLIFLC for review and provide informational copies of their requirements submission to other components.

b. The DLIFLC will prepare and submit training development requirements by FY through TRADOC to the EA no later than 1 August annually.

c. The EA will review all recommendations submitted by TRADOC and develop an approved prioritized list which will be submitted to the Training PEG for consideration and submission to the DLSC for appropriate action.

3–4. Submission of changes to existing courses
Any proposed changes to DLIFLC programs (for example, course length, language category, and graduation standards) must be vetted through the DLSC and approved by the DOD SLA. The DLCWG will be the venue for initial community discussion of the issue and its formulation for presentation to higher forums. Components, DLIFLC, TRADOC, EA, DLAP, and DLSC will review proposals before they are submitted to the DOD SLA. Only upon DOD SLA proposal approval can DLIFLC change the program in question. The DOD SLA may delegate approval authority for proposed program changes to lower levels.

3–5. Evaluation of resident training
a. Resident training evaluation is a continuous process.

b. Internal evaluation examines the quality of training provided in terms of student achievement of specified training objectives. Analysis is based on data derived from tests, questionnaires, studies, and audits.

c. DLIFLC will participate in the TRADOC Quality Assurance (QA) Program and is inspected every three years to ensure QA compliance.

Chapter 4
Nonresident Training

4–1. General
Nonresident training consists of classroom training or distributed learning and associated material provided by DLIFLC or non-DLIFLC instructors at a location not designated for resident training.

a. DLIFLC nonresident training is conducted via Language Training Detachments (LTDs), MTTs, distributed learning, or contracted instruction.

b. Commanders of units with language training requirements, via their component, may request on-site training support from DLIFLC. The Commandant, DLIFLC will determine the best means to meet a unit's training requirements.

c. Approved nonresident training will be reviewed by the component, TRADOC, and DLIFLC yearly at a minimum or as required to determine continued need and effectiveness. An information copy of the review will be provided to the DLSC through the EA.

d. Request for changes to approved, DLIFLC-provided nonresident foreign language training must be submitted through the Component to DLIFLC. The DLIFLC will submit any requested changes along with its recommendations to TRADOC for approval and/or disapproval.

e. TRADOC will advise DLIFLC of recommendations for approval and forward to the EA.

f. TRADOC will forward any recommendations for disapproval to the EA for final decision. The EA will discuss any recommendations for disapproval with the components, and as necessary, the DLSC for adjudication and final decision.

g. DLIFLC will advise the components when changes are approved or disapproved so that the components can adjust future training or consult the DLSC, as necessary.

h. The EA will advise the DLSC when there are systemic changes to this process or the overall nonresident training program.

4–2. Defense Language Institute Foreign Language Center Language Training Detachments
LTDs function as an extension of DLIFLC that aids in fulfilling the commandant's responsibility to assist DOD components meet their foreign language training requirements. An LTD consists of one or more language education specialists from DLIFLC who advise and support the Component in all matters relating to the conduct of nonresident language programs. Instruction may include language acquisition for Special Operation Forces and refresher, maintenance (sustainment), enhancement (including intermediate or advanced courses), and familiarization training. LTDs can be funded using TDLP funds, special programmatic adds (such as a Congressional mark or Resource Management Decision), or on a reimbursable basis by the Component.

a. LTD requests. Before the DLIFLC commandant recommends approval of an LTD request to TRADOC and the EA, the requesting activity must demonstrate an established need and sufficient workload to justify the requirement. A sufficient workload is defined as a minimum of 800 platform hours per teacher per year.

b. At a minimum, the requesting activity will address the following issues in the request:

(1) Language(s) required.

(2) Number of students taught annually per language.

(3) Student training availability (for example, 4 weeks per year and 1 day per week).

(4) Type(s) of course(s) required (acquisition, refresher, sustainment, intermediate, or advanced) with stated course proficiency objectives.

(5) Student entry profiles, to include current language proficiency.

(6) Facilities available for students and teachers (size and location).

(7) Classroom, office, and support available (computers, smart boards, supplies, phones, fax, and broadband (high-speed) network connectivity).

(8) Reproduction facility availability to access, download, reproduce, and disseminate DLIFLC instructional material in the required format (hardcopy and CD–ROM).

(9) Component's recommendation.

(10) Phased implementation plan with dates and/or years required.

c. The LTD process is as follows:

(1) Based on the information provided, DLIFLC will determine the requirements for teachers, classrooms, and education specialists to meet the request.

(2) Service units requesting LTD support will submit requests through their components who will recommend approval/disapproval and forward them to DLIFLC. Requests will then be forwarded from DLIFLC through TRADOC to the EA for approval/disapproval.

(3) The EA will approve (including a funding determination) or disapprove the LTD request. The EA will notify TRADOC and DLIFLC of the disposition of all LTD requests. The EA will also notify the requesting component of LTD approval or disapproval.

(4) If cost reimbursement is appropriate, DLIFLC through TRADOC will provide the EA a cost estimate to support the LTD. Approved LTD requests will be included in the TDLP MDEP for programming. The requesting activity will be responsible for the operation of the LTD on a reimbursable basis until resourced through the TDLP MDEP.

(5) Appropriate documentation (for example, a memorandum of agreement) between DLIFLC and the requesting organization is required for all LTDs.

(6) All course offerings and individual student enrollments are tracked in ATRRS, regardless of Service, organization, or affiliation. Statistical data based upon language, programmed student fill, actual student fill, and academic performance is used to evaluate the viability and sustainability of the LTD Program.

(7) The Commandant, DLIFLC in coordination with TRADOC and the EA, will direct staff assistance visits or inspections of all LTD facilities.

4–3. Mobile training teams

The DLIFLC may support units' foreign language training requirements with MTTs for up to 179 days. Components request all MTTs through the DLIFLC Scheduling Division. The DLIFLC provides three types of MTTs:

a. Language Mobile Training Team. MTTs in support of units' CLPs are designed to support the remedial, sustainment, and enhancement training needs of language professionals. The DLIFLC will provide CLP MTTs either funded by TDLP funds or on a reimbursable basis by the Component. Upon receipt of a CLP MTT request, the DLIFLC Nonresident Training Division will provide the requesting unit with a statement of cost. The DLIFLC Resource Management Office must receive a Military Interdepartmental Purchase Request or a reimbursable fund-cite for the full cost of the MTT at least 2 weeks prior to the planned departure of DLIFLC instructors.

b. Familiarization Mobile Training Team. These teams are designed to support unit deployments and other missions requiring language familiarization. Familiarization MTTs are not intended to produce an Interagency Language Roundtable (ILR) level of language proficiency (as measured by the DLPT), and they can be customized to support units' training requirements.

c. Command Language Program Mobile Training Team. Provided adequate number of students are available, units may request a CLPM training course to certify unit CLPMs.

d. Mobile Training Team request. Any MTT request that cannot be categorized in paragraph 4–2*a* through 4–2*c* should be forwarded through command channels to the Component's SLA for clarification and communication of needs with the Commandant, DLIFLC.

4–4. Distributed learning

DLIFLC provides various types of distributed learning opportunities. Service units requesting distributed learning will submit requests through their components who will validate the requests and forward them to DLIFLC.

4–5. Other services and support

DLIFLC will---

a. Provide pertinent information on DLIFLC resident courses to assist educational institutions with decisionmaking regarding the granting of academic credit.

b. Upon request by the Director, Defense Security Cooperation Agency, provide foreign governments with foreign language instruction, materials, and advisory assistance on a reimbursable basis in accordance with the security assistance procedures in DODD 5105.65.

4–6. Nonresident training evaluation

a. Components are required to conduct periodic evaluations of ongoing nonresident foreign language programs to ensure quality control. The major elements of such evaluations include but are not limited to the following:

(1) Achievement of course objectives.

(2) Availability of appropriate and/or adequate course materials.

(3) Use of qualified instructors.

(4) Use of appropriate test, measurement, and scoring devices.

(5) Maintenance of training records (to include DLPT scores and dates).

b. Reports by the Components on nonresident foreign language program evaluations must be submitted directly to DLIFLC for review and for recommendations to correct deficiencies. DLIFLC will provide corrective recommendations within 30 days of receipt of such evaluations.

c. Should the complexity, size, or criticality of a particular nonresident foreign language program indicate a need for a Joint evaluation of the program by the components and DLIFLC education specialists, components should request support directly from DLIFLC. The request should include the following:

(1) Name and location of nonresident training program.

(2) Proposed dates of evaluation.

(3) Suspected problems areas, if any.

(4) Specific areas of interest (to ensure the DLIFLC specialist(s) accompanying the components have the proper expertise in that area.)

(5) Languages being taught in the nonresident foreign language program.

(6) Fund cite data (if an MTT has not been projected for this purpose).

d. Nonresident training evaluation should also incorporate student-provided teacher and program evaluations to improve instructional programs.

Chapter 5
Defense Foreign Language Testing

5–1. Objectives

DODI 5160.71 provides overall policy guidance for foreign language proficiency and aptitude testing. The objectives of the program are to establish quality control standards and criteria for the following:

a. Screening foreign language training applicants and potential applicants for language aptitude.

b. Identifying the foreign language training start-point for those students with prior foreign language knowledge.

c. Determining a student's foreign language proficiency by skill level in listening, speaking, and reading.

d. Verifying foreign language qualification of DOD personnel.

e. Use in research and development supporting the Defense Foreign Language Program (DFLP).

f. Evaluating the effectiveness of training programs and provision of information necessary for policy or managerial decisions relating to the DFLP.

5–2. Standards

a. Screening. In accordance with DODI 5160.71, the Defense Language Aptitude Battery (DLAB) is the preferred test battery authorized for assessing a Service member's aptitude for acquiring a foreign language. The DLIFLC recommends minimum aptitude scores for entry into training through the EA to the components. DA Pam 11–8, OPNAVINST 5200.37, Air Force Instruction (AFI) 36–2605, and Marine Corps Order (MCO) 1200.17 contain information on administering the DLAB, scoring it, and on established entry level standards.

b. Verification of proficiency. The DLPT and Oral Proficiency Interview are standardized, objective tests designed to measure an individual's general ability to comprehend a spoken and written foreign language, and to speak the language regardless of the source of that ability. The DLPT series of tests are available through the Defense Manpower Data Center

(DMDC) Web DLPT System. DA Pam 11–8, OPNAVINST 5200.37, AFI36–2605, MCO 1230.5, and the DLPT Administration Manuals contain information on the administration and scoring of DLPTs and on language training standards.

5–3. Defense Language Testing Working Group
The DLTWG will be the venue for initial community discussion of issues and for recommendations to higher forums (see para 2–1). Technical issues or development matters related to foreign language testing (for example, prioritization for development, delivery issues) are introduced via the DLTWG. Policy recommendations must be referred to the DLAP for disposition.

Appendix A

References

Section I

Required Publications

Army publications are available at the APD website (http://armypubs.army.mil.). DOD publications are available at http://www.esd.whs.mil/dd/.

AFI 36–2605
Air Force Military Personnel Testing System (Cited in para 5–2*a*.)

AR 1–1
Planning, Programming, Budgeting, and Execution System (Cited in para 1–10*j*).

AR 350–10
Management of Army Individual Training Requirements and Resources (Cited in para 3–2*f*.)

DA Pam 11–8
Army Foreign Language Program Handbook (Cited in para 5–2*a*.)

DODD 5101.1
Executive Agent (Cited in para 1–5.)

DODD 5105.65
Defense Security Cooperation Agency (Cited in para 4–5*b*.)

DODD 5160.41E
Defense Language Program (Cited in para 1–6*b*.)

DODI 5160.70
Management of DOD Language and Regional Proficiency Capabilities (Cited in para 1–6*b*.)

DODI 5160.71
DOD Language Testing Program (Cited in para 1–10*h*.)

MCO 1200.17
Military Occupational Specialties Manual (Cited in para 5–2*a*.)

MCO 1230.5
Classification Testing (Cited in para 5–2*b*.)

OPNAVINST 5200.37
Navy Foreign Language Testing Program (Cited in para 5–2*a*.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand the publication. DOD publications are available at http://www.esd.whs.mil/dd/.

AR 11–2
Managers' Internal Control Program

AR 11–6
Army Foreign Language Program

AR 15–39
Department of the Army Intergovernmental and Intragovernmental Committee Management Program

AR 25–30
The Army Publishing Program

AR 351–9/OPNAVINST 1500.27G/AFI 36–2230(1))/MCO 1580.7E/COMDTINST 1580.1
Schools Interservice Training

AR 621–1
Training of Military Personnel at Civilian Institutions

DOD 5105–38–M
Security Assistance Management Manual (SAMM)

DODI 1340.27
Military Foreign Language Skill Proficiency Bonuses

DODI 3305.02
DOD General Intelligence Training and Certification

DODI 3305.09
DOD Cryptologic Training

10 USC
Armed Forces

10 USC 2002
Dependents of members of armed forces: language training

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Except where otherwise indicated below, the following DA Forms are available on the APD website http://armypubs.army.mil.

DA Form 11–2
Internal Control Evaluation Certification

DA Form 2028
Recommended Changes to the Publications and Blank Forms

Appendix B

Internal Control Evaluation

B–1. Function
The function covered by this evaluation is foreign language training and testing.

B–2. Purpose
The purpose of this evaluation is to assist the DCS, G–3/5/7 (DAMO–TR) in evaluating the key internal controls listed. It is not intended to cover all controls.

B–3. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, reports, and other means to directly assess Foreign Language Training and Testing). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation was conducted is accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions
a. Are the Defense Language Steering Committee and Defense Language Action Panel each meeting four times a year, or when necessary, to review, focus, and improve the DFLP?
b. Are DFLP goals reviewed and updated annually?
c. Is the DLIFLC providing an annual review of its programs and resources?
d. Is DLIFLC being provided annual guidance on prioritization of mission within allocated resources?
e. Is this regulation reviewed at least once every 3 years and updated, as necessary?

B–5. Supersession
Not applicable.

B–6. Comments
Help this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–3/5/7 (DAMO–TR), 400 Army Pentagon, Washington, DC 20310–0400.

Glossary

Section I

Abbreviations

ACSIM
Assistant Chief of Staff for Installation Management

AFI
Air Force Instruction

APR
Annual Program Review

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ATRRS
Army Training Requirements and Resources System

CLP
Command Language Program

CLPM
Command Language Program Manager

DCS, G–1
Deputy Chief of Staff, G–1

DCS, G–2
Deputy Chief of Staff, G–2

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DFLP
Defense Foreign Language Program

DFLT
Defense Foreign Language Training

DLAB
Defense Language Aptitude Battery

DLAP
Defense Language Action Panel

DLCWG
Defense Language Curriculum Working Group

DLIELC
Defense Language Institute English Language Center

DLIFLC
Defense Language Institute Foreign Language Center

DLNSEO
Defense Language and National Security Education Office

DLPT
Defense Language Proficiency Test

DLSC
Defense Language Steering Committee

DLTP
Defense Language Testing Program

DLTWG
Defense Language Testing Working Group

DMDC
Defense Manpower Data Center

DOD
Department of Defense

DODD
Department of Defense Directive

DODI
Department of Defense Instruction

DUSD (Plans)
Deputy Under Secretary of Defense (Plans)

EA
Executive Agent

FLPB
Foreign Language Proficiency Bonus

FO
flag officer

FY
fiscal year

ILR
Interagency Language Roundtable

IMCOM
U.S. Army Installation Management Command

LTD
Language Training Detachment

MCO
Marine Corps Order

MDEP
Management Decision Package

MTT
Mobile Training Team

NSA/CSS
National Security Agency/Central Security Service

OCONUS
Outside of Continental United States

OPNAVINST
Office of the Chief of Naval Operations Instruction

OSD
Office of the Secretary of Defense

OUSD (I)
Office of the Under Secretary of Defense for Intelligence

OUSD (P&R)
Office of the Under Secretary of Defense for Personnel and Readiness

PEG
Program Executive Group

POM
program objective memorandum

PPBES
Planning Programming, Budgeting, and Execution System

QA
quality assurance

SECARMY
Secretary of the Army

SES
Senior Executive Service

SLA
Senior Language Authority

SMDR
Structure Manning Decision Review

SNaP
Select and Native Program

TDLP
The Defense Language Program

TOMA
Training Operation Management Activity

TRADOC
U.S. Army Training and Doctrine Command

TRAP
Training Resources Arbitration Panel

USC
United States Code

USD
Under Secretary of Defense

USD (I)
Under Secretary of Defense for Intelligence

USD (P&R)
Under Secretary of Defense for Personnel and Readiness

Section II

Terms

Annual Program Review
A working-level conference hosted by DLIFLC for the EA, components, and other DLAP members and user commands, as appropriate. The purpose is to review the accomplishments of the last completed FY, provide status of ongoing activities and/or projects, and discuss recent and/or future developments in foreign language training.

Army Program Element
The Army Program Element provides the common Department of the Army structure for programming and budgeting resources to individual or logical groups or organizational entities, major combat forces, or support programs. Army program elements are designed and quantified in such a way as to be both comprehensive and mutually exclusive, and are continually scrutinized to maintain proper visibility of Army programs. For most appropriations and manpower' the Army program element code consists of six numeric or alphanumeric characters, which relate to the Army Management Structure Code and, to a lesser extent, the OSD Program Element.

Army Training Requirements and Resources System
The official online Department of the Army Management Information System used for support of institutional training missions during peacetime or partial or full mobilization, consisting of a centralized training management database with real-time update capability and Web-enabled access to support Headquarters, Department of the Army, Human Resources Command and Reserve Components counterparts' Army school systems, Army schools and training centers and other Service or Government Agency schools and training centers.

Command Language Program
Language training programs directed, managed, funded, and controlled by an Army command, Army service component command, direct reporting unit, or unit level chain-of command. A CLP is designed to satisfy individual linguist proficiency requirements, should reflect command emphasis, and address both global and technical language skills.

Command language program manager
Serves as the command's and/or unit's principal assistant for foreign language proficiency training for assigned language professionals and language skilled individuals, to include managing non-resident foreign language training, and sustainment/enhancement proficiency programs.

Defense Language Action Panel
The DLAP meets regularly (quarterly at a minimum) to review DFLT, DLIFLC's program, and other items of interest. It is chaired by DLNSEO and consists of representatives of the Services, Components, and other DOD agencies with a vested interest in foreign language training. The DLAP supports the activities, functions, and responsibilities of the DLSC as outlined in DODD 5160.41E. DLAP membership will mirror and support the roles and functions of the DLSC.

Defense Language Aptitude Battery
The preferred DOD standardized test for determining the aptitude of native or near-native English speakers to learn a foreign language. The purpose of the DLAB is to aid in predicting the likely degree of success an individual will have in learning a foreign language.

Defense Language Curriculum Working Group
Forum convened and chaired by the Commandant, DLIFLC or designee, for stakeholders to: (1) articulate their curriculum requirements, interests, and equities, (2) to assist DLIFLC in executing its responsibilities for curriculum development, and (3) to identify policy issues for higher-level attention.

Defense Language Institute Foreign Language Center Resident Training
See "Resident Training."

Defense Language Proficiency Test
The DOD standardized testing system for measuring an individual's proficiency in a foreign language. It consists of a battery of tests that measures the general ability of a native or near-native speaker of English to comprehend a spoken and written foreign language and to speak the language.

Defense Language Steering Committee
A GO, flag officer (FO), and/or senior executive service (SES) level forum consisting of the DOD SLAs and representatives of OSD organizations with a vested interest in the Defense Language Program. The senior level advisory panel to the DOD SLA. See DODD 5160.41E for details.

Defense Language Testing Working Group
Forum convened and chaired by the Commandant, DLIFLC or designee, for stakeholders to: (1) articulate their testing interests and equities, (2) to assist DLIFLC in executing its responsibilities for Defense Foreign Language Testing, and (3) to identify testing policy issues for higher-level attention.

Distributed Learning
The Army Distributed Learning System acquires, deploys, and maintains a worldwide learning infrastructure that innovatively combines hardware, software, and telecommunications resources with training facilities and course content to deliver a cohesive, Web-based solution to learning and education requirements.

Executive Agent
In accordance with DODD 5101.1, the head of a DOD component to whom the Secretary of Defense or the Deputy Secretary of Defense has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities that involve two or more of the DOD components. The nature and scope of the DOD lead agents responsibilities, functions, and authorities will be prescribed at the time of assignment and remain in effect until the Secretary of Defense or the Deputy Secretary of Defense revokes or supersedes

them. As the DOD EA, the SECARMY is responsible for maintaining a separate program element (s) for DLIFLC; reporting funding status quarterly to the DLSC or more frequently as requested by the DLSC Chair; providing annual budget and staff resource requirements for the full range of DLIFLC needs to the OSD in the overall budget and financial plans; programming to meet the foreign language education and training needs of the DOD components; nominating the Commandant, DLIFLC to the USD(P&R) for approval before assignment; providing all contracts specifically for foreign language support provided to the DOD components; establishing the policy and procedures for the DOD components to submit their requirements for contract language support; and ensuring applicable DOD policies for counterintelligence and security screening be followed for all language Services contracted.

Foreign language training
This training comprises all culturally-based foreign language training programs for all military Services and other DOD components, and for training conducted for foreign military personnel under the Foreign Military Sales Program (see DOD 5105–38–M).

Functional manager
The individual delegated by appropriate authority to set training and tradecraft standards for a given function, and ensure coordination across organizations and activities that affect the function.

Interagency Language Roundtable
A Federal interagency organization established for the coordination and sharing of information about language-related activities at the Federal level. It serves as a forum for departments and agencies of the Federal government to keep abreast of the progress and implementation of techniques and technology for language learning, language use, language testing, and other language-related activities. ILR proficiency levels are available at http://www.govtilr.org/.

Intermittent throughput
Courses or training that are not routinely conducted and do not require programming in the SMDR process.

Language professional
A person who is certified in a foreign language proficiency of at least skill level 2 (as identified in the Federal Government ILR Skill Level Descriptions (Reference (kl)) in two of the three modalities (listening, reading, and speaking) in one or more foreign languages, and who requires that foreign language to perform his or her primary function.

Language training detachment
An organizational activity of DLIFLC consisting of one or more language training specialists dispatched to an OCONUS or continental United States location on permanent change of station (without permanent change of assignment orders) to provide foreign language training Services.

Management Decision Package
Early in the PPBES process, the resource management architecture distributes program and budget resources to MDEPs by appropriation and program element. MDEPs serve as a resource management tool used internally by the Army. Taken collectively, MDEPs account for all Army resources. They describe the capability of the Total Army—Active, Guard, and Reserve. Individually, an MDEP describes a particular organization, program, or function. It also records the resources associated with the intended output.

Mobile Training Team
One or more language training specialists (temporary duty) who provide onsite language training support Services to include instructor training, program planning, implementation, and assessment.

Nonresident Language Program
Foreign language training program conducted by Service commands or installations to satisfy specified mission-related or job-related requirements. Includes training requested from and approved by the DLIFLC (ATFL–OPP) to satisfy specified mission-related or job-related requirements for language skills.

Planning, Programming, Budgeting, and Execution System
The PPBES is the Army's primary resource management system. A major decision-making process, the PPBES interfaces with the OSD and joint planning and links directly to OSD programming and budgeting. It develops and maintains the Army portion of the defense program and budget. It supports Army planning, and it supports program development and budget preparation at all levels of command. It supports execution of the approved program and budget by both headquarters and field organizations. During execution, it provides feedback to the planning, programming, and budgeting processes.

Program Executive Group
PEGs address functional requirements to sustain the force and to maintain readiness and the support base.

Program memorandum
This memorandum establishes structure quota management rules for determining the DLIFLC Annual Language Training Program. Structure load levels are set for each Service based on historical load data (last three years of execution); optimal, language-specific instructor-student ratios; and current expressed Service requirements.

Program objective memorandum
The POM presents the Army's proposal for a balanced allocation of its resources within specified constraints. OSD reviews the POM and issues a program decision memorandum to reflect Secretary of Defense Program decisions.

Resident training
Also "DLIFLC Resident training." Full-time, intensive training conducted by the DLIFLC at any of their facilities in which the student's primary responsibility is to learn a language. Also may include training conducted under contract to the DLIFLC.

Select and Native Program Exhibit
SNaP is a mature, Web-based application used to collect nonstandard program and budget data requirements. It is managed by the OSD, Cost Assessment and Program Evaluation. There are parallel website on the secure internet protocol router network and non-secure internet protocol router network.

Senior language authority
An individual at the GO/FO, SES, or equivalent level designated in writing by the head of the Military Departments, Office of the Joint Chiefs of Staff, combatant commands, and defense agencies to represent their organization's foreign language equities and serve as a member of the DLSC. The SLA must have direct access to their component's senior leadership and understand the joint capabilities in foreign language, regional, and culture capability needs of his or her component. SLAs are responsible for drafting, coordinating, and executing their organizations' language, regional expertise, and culture capability strategic plans and for overseeing capability allocation and utilization policies within their component. In addition, there is a DOD SLA in the Office of the Undersecretary of Defense for Personnel and Readiness, who has similar insight into the total language needs of the Department. An SLA assesses the entity's language needs, tracks language assets assigned, and identifies emerging policy requirements. As a member of the DLSC, the SLA recommends and coordinates DOD language policies, identifies present and emerging DOD foreign language needs, identifies DOD training and financial requirements, and serves as an advisor to USD (P&R).

Service, agency, and/or component program manager
Program managers represent their military department, agency, or DOD component for the Defense Foreign Language Program. Program managers serve as focal points for all foreign-language related matters. Program managers possesses overall staff responsibilities for the development, coordination, and conduct of the Service and/or Agency's foreign language program.

Structure Manning Decision Review
The SMDR is a meeting designed to validate Army training requirements and subsequently reconcile those requirements to an affordable, acceptable, and executable training program. Annually, the SMDR is conducted during September and/or October. Training requirements will be initially established for the third POM year, validated for the second POM year (the primary focus of the SMDR), and fine-tuned for the first POM year. The goal of fine-tuning is accomplished within the funded capabilities of the training activities where possible.

Technical control
The authority to approve foreign language training methodologies, instructor qualifications, texts, materials, and media, course content based on approved objectives, tests, and test procedures for resident, nonresident, and contracted foreign language training. The purpose of this authority is to establish and maintain quality control of the program and includes the authority to establish standards or criteria for:
a. Screening applicants for foreign language training, including aptitude, educational requirements, and start points for those students with prior language knowledge.
b. Tests, measurement, and evaluation devices, scoring, and interpretations of scores, including their validations.
c. Instructional material and training aids.
d. Determining attainment of required proficiency and/or competencies.
e. Enhancement of foreign language skills.
f. Determining changes in course objectives in coordination with the primary functional sponsor.

The Defense Language Program

All DOD Foreign language programs or courses, (to include training development, training support, and testing) conducted directly by, or under contract for, the DOD Components for the training of DOD or DOD-sponsored personnel, their dependents, and for training conducted for foreign military personnel under the Foreign Military Sales program.

The Defense Language Program Management Decision Package

DCS, G–3/5/7's resource management tool for DLIFLC, the Army Language Program, and commercial-off-the-shelf foreign language training software.

TRADOC Operation Manning Activity

The TOMA plans, coordinates, and manages documenting, programming, scheduling, logistic management, and training management operations for Army courses, including most resident and LTD courses conducted by DLIFLC.

Training Resources Arbitration Panel

The Headquarters, Department of the Army action group chaired by an appointee from the DCS, G–1 to manage the Army's execution year individual training program.

Training Seat

A training seat is an individual training quota allocation for a training course at a school in the institutional training base.

Section III

Special Abbreviations and Terms

This section contains no entries.