



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 1550.25A  
IOP  
6 Mar 2012

MARINE CORPS ORDER 1550.25A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS FOREIGN LANGUAGE PROGRAM

Ref: (a) DOD Directive 5160.41E, "Defense Language Program (DLP)," October 21, 2005  
(b) CJCSI 3126.01, "Language and Regional Expertise Planning," January 23, 2006  
(c) DOD Directive 3000.07, "Irregular Warfare (IW)," December 1, 2008  
(d) MCO 7220.52E  
(e) MCO 1200.17C  
(f) MCO 1230.5B  
(g) NAVMC 3500.65  
(h) SECNAV M-5210.1  
(i) SECNAV M-5214.1

Report Required: Quarterly Language Report (Report Control Symbol EXEMPT) par. 4a(2)(f)3

Encl: (1) MCFLP Organization Chart  
(2) Sample Quarterly Message to HQMC  
(3) Sample Immersion Language Training Request  
(4) Sample Command Language Program Manager Appointment Letter

1. Situation. This Order promulgates policy, procedures, and guidance for the operation and management of the Marine Corps Foreign Language Program (MCFLP) per references (a) through (i). The Director of Intelligence (DIRINT), Headquarters, U.S. Marine Corps (HQMC), is the Senior Language Authority (SLA) for the Marine Corps and charged to adopt a broad perspective on Marine Corps language policies beyond intelligence-related language issues. The SLA is responsible for organizing, training and equipping language professionals and personnel with regional expertise to meet requirements. Consequently, this Order addresses Marine Corps language, regional expertise and culture. Current language definitions and terminology are contained in references (a) and (b). The Marine Corps Foreign Language Program structure is outlined in enclosure (1).

2. Cancellation. MCO 1550.25.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

### 3. Mission

a. The Department of Defense (DoD) has determined that foreign language and regional expertise, as defined by reference (a), are critical enablers to the DoD mission. Traditionally, the majority of foreign language-coded billets have been in the intelligence and cryptologic fields and require a professional level of proficiency. Other foreign language-coded billets include Foreign Area Officers (FAOs), Joint and security cooperation billets, and billets in the Foreign Personnel Exchange Program. Per references (b) and (c), Marine Corps foreign language capability must expand outside of the traditional realm. Regional expertise and language capability are two foundations of the future Marine Corps operational employment concept. Cultural awareness and language capability will become critical enablers for mission accomplishment as Marine Corps units align to global regions.

b. The MCFLP objectives are two-fold: first, to increase availability of competent professional linguists to meet Marine Corps requirements; and second, to prepare every Marine, regardless of military occupational specialty (MOS), with the key enablers of regional expertise and language capability to meet the requirements of the Marine Corps' expeditionary operations.

### 4. Execution

#### a. Commander's Intent and Concept of Operations

##### (1) Commander's Intent

(a) Purpose. Provide commanders with a language capability that supports mission accomplishment.

(b) Method. Over the course of a Marine's career, provide all levels of language learning opportunities.

(c) End State. A Marine Corps manned with a mixture of language-capable and language professional Marines ready to support any Marine Air Ground Task Force (MAGTF) mission.

##### (2) Concept of Operations

(a) The Head, Intelligence Manpower and Training Branch (IOP), Intelligence Department, HQMC, executes the DIRINT's SLA responsibilities and coordinates the language training of the Marine Corps professional linguist population, including all Marines who require foreign language proficiency to fulfill their mission. Examples are cryptologic linguists, intelligence specialists, counterintelligence/human intelligence specialists, FAOs, Personnel Exchange Program personnel, foreign professional military education students, and Olmsted Scholars.

6 Mar 2012

1. Initial language training is provided by the Defense Language Institute - Foreign Language Center (DLI-FLC).

2. Sustainment, refresher, and enhancement language training are provided under the Marine Corps Intelligence Foreign Language Program (MCIFLP). MCIFLP provides funding to intelligence units for resident and immersion training, temporary additional duty (TAD) costs, facilities, and lexical aids. The program is centrally managed by HQMC (IOP) and executed at the battalion level by the Command Language Program Manager (CLPM).

(b) The Center for Advanced Operational Culture Learning (CAOCL) was established in 2005 in response to a need for central coordination of operationally relevant regional, culture and language familiarization training and education for all Marines. CAOCL coordinates formal instruction across the training and education continuum designed to enhance functional language and communication skills in the General Purpose Force.

(c) Command Language Programs

1. Commands whose mission depends on assigned personnel sustaining their language skills (e.g., Radio Battalions, Intelligence Battalions, and Marine Forces Special Operations Command) shall establish a vigorous Command Language Program (CLP). Commanders will appoint, in writing, a full-time CLPM to administer a detailed foreign language proficiency sustainment program and maximize opportunity during duty hours for foreign language proficiency sustainment training.

2. The CLPM will coordinate and supervise a foreign language proficiency training and sustainment program to support their Marines with heritage foreign language proficiency or proficiency acquired through personal and professional military education.

(d) Management

1. Foreign language capabilities significantly enhance a Marine's career potential. Assignments involving foreign language translation and interpretation duties involve extraordinary efforts to learn, sustain, and improve foreign language skills which, by nature, are highly perishable. Accordingly, the individual efforts of Marines to maintain proficiency in their language(s) should be accurately reflected in proficiency and conduct marks or fitness reports. Language proficiency level must be noted within the proficiency and conduct marks or fitness reports of those Marines who require language proficiency due to their Primary (PMOS) or to execute the duties of their assigned billet.

2. The Interagency Language Roundtable skill level 2/2/1+ (listening/reading/speaking) in a target language, as it

relates to a specific MOS and as determined by the Defense Language Proficiency Test (DLPT) and Oral Proficiency Interview (OPI), is the standard for all Marine professional linguists to achieve and maintain. Marine professional linguists must retake the DLPT annually to certify their language proficiency.

3. Per reference (d), all Marines are encouraged to retake the DLPT annually to maintain eligibility for Foreign Language Proficiency Pay (FLPP) and enable leadership to have visibility of language capability across the operating force.

(e) Training

1. Through DLI-FLC and other centers for higher learning, IOP coordinates formal courses in basic, intermediate, advanced, and sustainment training for Marine Corps professional linguists. Training includes all programs, resident and nonresident, mission-required and mission-related, which provide for accession, sustainment, and enhancement of language skills.

2. CAOCL coordinates language familiarization training of officer and enlisted Marines throughout their careers. This training will be conducted in a variety of methods including classroom instruction and on-line/web-based instruction through a portal accessible to all Marines and distance learning.

(f) Requirements and Inventory

1. Defense Language Aptitude Battery (DLAB)

a. The DLAB is used to assess a person's potential to learn a foreign language. A minimum score of 95 is required to attend resident language training.

b. Per reference (e), Marines with PMOS 26XX and 02XX are required to have a DLAB score recorded in the Marine Corps Total Force System (MCTFS). Marine Corps Recruiting Command (MCRC) and Training and Education Command (TECOM) facilitates testing of as many Marines as possible during accession testing and initial training. Those not tested during entry-level training will do so at the Base Education Center upon arrival at their first duty station. Recording DLAB scores facilitates identifying Marines for language training throughout their career.

c. All Marines will take the DLAB during their first tour of duty.

2. Requirements

a. Accurate and timely identification of language requirements which satisfy operational and contingency needs is

paramount to the success of the MCFLP.

b. Standing language requirements are identified on unit tables of organization (T/O). Periodic review and update to unit T/Os is essential to facilitate mission accomplishment. This reporting is exempt from reports control per reference (i), part IV, paragraph 7j.

### 3. Inventory and Reports

a. Per reference (a) and (d), HQMC (IOP) tracks language qualified Marines by specific language(s), current proficiency, and unit assignment and location.

b. Per reference (a), all Marine Corps units will provide HQMC (IOP) via their chain of command quarterly reports on language training events and the number of personnel trained for integration into annual tracking reports. MARFORs will consolidate and submit quarterly reports via naval message to Plain Language Address: CMC WASHINGTON DC/I/IOP//. Enclosure (2) is an example of the report.

(g) Technology. The SLA/MCFLP Manager/CAOCL, in conjunction with Defense Language Institute (DLI) Directorate of Continuing Education, Marine Corps Combat Development Command (MCCDC) and Marine Corps Systems Command (MCSC), must identify advanced technology that will assist in satisfying the growing requirement for sustainment and enhancement language skills training and propose which technology should be acquired. Examples of such technology include computer-assisted instruction, computer-assisted translation, interactive video instruction, and satellite language learning initiatives.

#### (h) Incentives

1. Foreign Language Proficiency Pay (FLPP). The Marine Corps FLPP program outlined in reference (d) provides a monthly pay incentive designed to assemble and retain a cadre of highly qualified personnel proficient in one or more foreign languages.

2. Immersion Training. Immersion training in the target language of interest is authorized on a case-by-case basis and is dependent upon additional funding sources. Submit requests for immersion training funding to HQMC (IOP) and include an outline of the training plan and estimated tuition/TAD costs. The training plan must include curriculum details. Enclosure (3) is an example immersion training request.

(i) Evaluation. Personnel must take the DLPT or the Oral Proficiency Interview (OPI) annually to support the MOS qualification testing requirement, justify FLPP, satisfy entrance requirement for

intermediate language classes at DLI, and encourage general proficiency sustainment and enhancement. Per reference (f), local education offices can assist in administration of proficiency tests.

b. Subordinate Element Missions

(1) Senior Language Authority

(a) Represent the Marine Corps at the Defense Language Steering Committee (DLSC).

(b) Convene and chair Marine Corps Foreign Language Committee (MCFLC) meetings as necessary.

(c) Coordinate with U.S. Marine Force (MARFOR) commands and Commanding General (CG), Marine Corps Combat Development Command (MCCDC) (Requirements and Total Force Structure Divisions) to identify target language requirements.

(d) Coordinate with CG, TECOM on establishment of basic and sustainment language courses to meet specific requirements.

(e) Administer the FLPP, per references (a) and (d).

(f) Organize, train, and equip a level of language professionals and personnel within the Marine Corps to meet operational requirements.

(g) Sponsor the Marine Corps' military interpreter/translator Free MOS 2799.

(h) In coordination with MARFOR commanders, conduct periodic reviews of MCFLP execution.

(2) Deputy Senior Language Authority. The Director, Strategy and Plans Division (PL), Plans, Policy and Operations Department (PP&O), HQMC, is designated the Deputy Senior Language Authority (DSLAA) for the Marine Corps. The DSLAA will represent the Marine Corps on language issues in the absence of the SLA.

(3) Service Program Manager. The Head, IOP, as the Service Program Manager (SPM) within HQMC, is the Marine Corps point of contact with internal and external units and Joint commands and agencies for matters involving foreign language. This includes providing representation to Service, Joint, DoD and other standing or ad hoc language forums. Additionally, the SPM will:

(a) Serve as the Marine Corps point of contact on all matters involving foreign language requirements and training for Marines.

(b) Ensure commands, staff agencies, and billet sponsors identify positions/billets that require foreign language skills and provide an annual update of all T/O billets (by billet identification code (BIC) and proficiency level) requiring language skills. This process is done via the Total Force Structure Management System.

(c) Ensure commands with established CLPs submit required reports.

(d) Maintain an accurate database of foreign language capability requirements that include Monitored Command Code (MCC), T/Os, BICs, billet descriptions, specific language(s), and proficiency levels required.

(e) Host an annual CLPM conference to facilitate networking, training opportunities, and sharing of best practices among the language programs.

(4) 267X Occupation Field Specialist

(a) Serve as the DIRINT's subject matter expert for cryptologic language issues.

(b) Represent the Marine Corps on the Cryptologic Language Advisory Council and Cryptologic Training Advisory Group.

(c) Consolidate all formal language training requirements.

(d) Coordinate with TECOM for accession, intermediate, and advanced language training.

(5) Foreign Language Policy Specialist

(a) Serve as the DIRINT's subject matter expert for foreign language policy issues.

(b) Coordinate contracted translation and interpretation support.

(c) Coordinate with TECOM for general purpose force language training.

(6) Unit Command Language Program Manager

(a) Serve as the commanding officer's subject matter expert for language training and resources, and advise the commanding officer on all matters involving maintenance of organic language capability.

(b) Provide Head IOP a copy billet appointment letter from the commanding officer. A sample letter is in (enclosure (4)).

(c) Attend appropriate CLPM training within 6 months of appointment. Appropriate training includes the 00ZZ course at DLI, Cryptologic Language Program Manager's course or similar training approved by the SLA or SPM. This training provides valuable resources for CLPMs to coordinate language training for their units.

(d) Maintain an accurate account of language capability within the unit, facilitate timely recertification of language proficiency via the appropriate DoD recognized testing vehicle, and develop and track maintenance/sustainment/development language training plans for the unit's language capable workforce.

(e) Develop and submit budget spending plans and expenditure reports to account for MCIFLP funding required and used by the unit.

(f) Attend the annual CLPM conference hosted by Head IOP. Attendance at the DoD CLPM conference is optional.

(g) Develop and maintain standard operating procedures which, at minimum, include the following: related Marine Corps Orders, related unit orders, training plans, and the unit's overall language proficiency metrics.

(7) Marine Corps Foreign Language Committee

(a) The MCFLC provides a forum to discuss and resolve potential problems, validate requirements, obtain factual inputs, compile information, explore new technology, address foreign language matters raised as agenda items by committee members, and formulate Marine Corps positions on issues concerning the Defense Foreign Language Program.

(b) MCFLC membership consists of representatives from the following HQMC Departments and Marine Corps commands.

DIRINT/SLA (Chairman)  
Deputy Commandant (DC) for Manpower and Reserve Affairs (M&RA)  
DC PP&O/DSLA  
CG, MCCDC  
Capabilities Development Directorate (CDD)  
Director, CAOCL  
Marine Corps Warfighting Laboratory (MCWL)  
CG, TECOM (Ground Training Branch)  
Commander, MARFORCOM/MARFOREUR  
Commander, MARFORPAC  
Commander, MARFORAF  
Commander, MARFORRES/MARFORNORTH  
Commander, MARFORCENT  
Commander, MARFORSOC  
Commander, MARFORSOUTH



Commander, MARFORSTRAT  
Commander, MARFORCYBER

(c) The MCFLC shall convene upon the request of a member.

(8) DC M&RA

(a) In coordination with the SLA and CG MCCDC, manage student selection and class assignment for formal school training.

(b) Ensure DLAB and DLPT scores and appropriate Service school codes for foreign language training are accurately entered into MCTFS.

(c) Ensure personnel assignments for linguists are made with a view toward deriving maximum benefit from the linguists' foreign language skills and area/regional expertise.

(d) In coordination with the SLA, ensure Marines selected for foreign language training meet the prerequisites established for formal training in the particular target language.

(e) In coordination with the SLA, maintain an accurate inventory database of foreign language qualified personnel, both active duty and reserve.

(f) Provide the SLA quarterly a list of Marines receiving FLPP. The list will include the Marine's name, grade, language, proficiency level, and unit location.

(g) Coordinate with the SLA and CG MCCDC in the planning, programming, and budgeting for sustainment and skill progression foreign language training requirements for the Marine Corps Reserve.

(h) Provide a member to the MCFLC.

(9) DC PP&O

(a) In coordination with SLA, CG MCCDC, and MARFOR commanders, assist in identifying Marine Corps target language requirements and ensure appropriate documents, Operations Plans, country studies, and contingency plans reflect those requirements.

(b) Provide a member to the MCFLC.

(10) CG MCCDC

(a) Through CG TECOM and in coordination with the SLA and DC M&RA, plan, program, budget, and allocate school seat quotas for formal school training for active duty and reserve personnel.

(b) In coordination with MCFLC, validate operating forces target language requirements.

(c) In coordination with the SLA, establish and/or secure basic language and sustainment courses to meet specific requirements.

(d) In coordination with the SLA, explore new and/or advanced language training technologies.

(e) Identify security cooperation positions, situations, and billets that require foreign language skills.

(f) Provide four members to the MCFLC (one each from CDD, MCWL, CAOCL, and Ground Training Branch).

(g) In accordance with reference (g) and in coordination with the SLA, develop, manage, and maintain a language familiarization program for the General Purpose Force that enhances functional language communication skills.

(11) DC P&R. Provide a member to the MCFLC, when necessary.

(12) MARFOR Commanders

(a) Appoint CLPMs to support foreign language sustainment and enhancement training.

(b) Designate a CLPM as the unit point-of-contact on all matters involving foreign language requirements and programs within the respective commands.

(c) Identify operational and contingency target language requirements to the SLA.

(d) Provide a member to the MCFLC, as required.

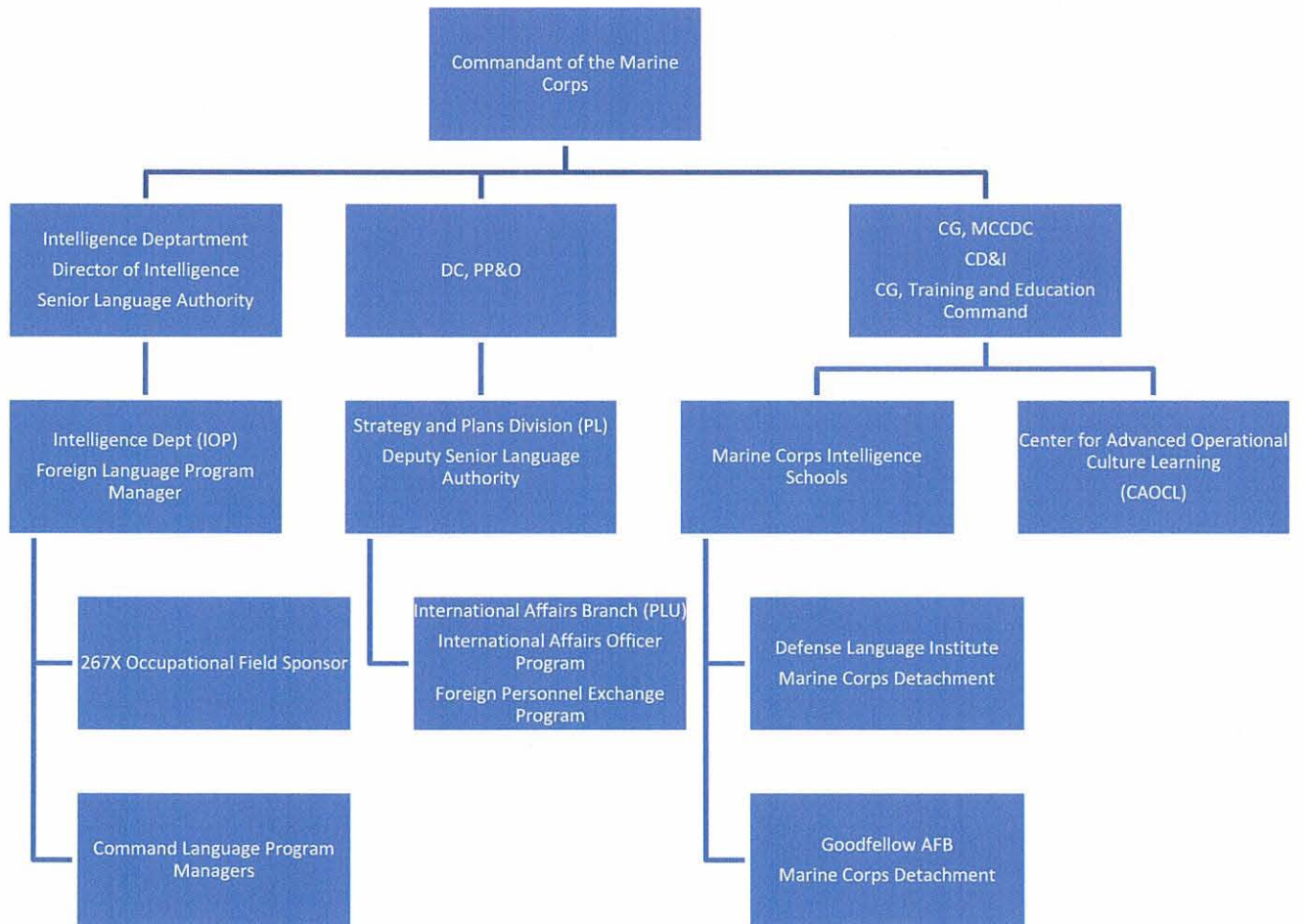
(e) In coordination with DIRINT/SLA, conduct periodic reviews of the MCFLP within your respective command.

(f) Oversee, monitor, and review execution of the MCFLP within your command and ensure a review of your program is provided to the MCFLC.

(13) CG MARFORRES. Coordinate with CG MCCDC and DC M&RA to ensure Reserve units that require linguistic capabilities have adequate resources and facilities to support foreign language training of Selected Marine Corps Reserve linguists.

5. Administration and Logistics. Records created as a result of this Order shall include records management requirements to ensure the

# MCFLP Organization Chart



**Sample Quarterly Message to HQMC**

UNCLAS #####Z MON YY COMMARCOM G#

TO CMC WASHINGTON DC/I/IOP//  
MSGID/GENADMIN/UNIT IDENTIFICATION//  
SUBJ/COMMAND QUARTERLY LANGUAGE REPORT//  
REF/A/CMC WASHINGTON DC IOP/DDMMYYYY//  
NARR/(U) REF A IS MCO 1550.25A, MARINE CORPS FOREIGN LANGUAGE  
PROGRAM.//  
GENTEXT/REMARKS/1. PER THE REFERENCE, THE FOLLOWING REPORT IS  
SUBMITTED FOR THE XX QUARTER, FISCAL YEAR YYYY.

A. MARFORCOM HAS CONDUCTED THE FOLLOWING TRAINING THIS QUARTER:

2/2 MAR - 45 MARINES, SURVIVAL LEVEL AFGHAN COURSE  
2D RADIO BN - 10 MARINES, ARABIC REFRESHER TRAINING  
2D INTEL BN - 5 MARINES, ARABIC TRANSLATION AND INTERPRETATION  
TRAINING

B. REMARKS/NOTHING FURTHER TO REPORT.

2. QUESTIONS SHOULD BE DIRECTED TO MAJ. I. M. MOTIVATED AT (123) 456-  
7890//

Sample Immersion Language Training Request

1550  
Office Code  
DDMMYYYY

From: Commander  
To: Head, Intelligence Manpower and Training Branch, Intelligence  
Department, Headquarters, U.S. Marine Corps, 3000 Marine Corps  
Pentagon, Washington, DC 20350-3000

Subj: REQUEST FOR IMMERSION LANGUAGE TRAINING

Ref: (a) MCO 1550.25A

1. Per the reference, 3d Marine Division requests \$10,000 to fund immersion language training for Captain Motivator and Sergeant Marine.
2. Capt Motivator and Sgt Marine fill billets which require Chinese language proficiency. Capt Motivator's current Defense Language Proficiency Test (DLPT) scores are 2/2; Sgt Marine's DLPT scores are 2/2.
3. This funding provides two-weeks of language training in Inner Mongolia Province, China. The Marines will attend an intensive language course at the Mongolia Province Language School; curriculum includes developing speaking, listening, reading, and writing skills. Emphasis is put on development of learning strategies and oral communicative skills through real-life situations, using a variety of materials including authentic texts, dialogues, interviews, radio and TV programs and short presentations.

Main Goals:

- To express opinions and debate topics in communicative situations
- To work with a variety of Chinese sources including newspapers, TV and radio programs
- To listen to and understand native speakers of Chinese at different speed, with different accents, on selected topics (from different media)

Estimated costs include:

International and China domestic air travel	- \$3000
Total per diem and other travel	- \$4500
Total tuition	- \$2500
Total Cost	- \$10000

4. Point of contact in this matter is 3d Marine Division's Command Language Program Manger at 123-456-7890.

I. M. INCHARGE

MCO 1550.25A  
6 Mar 2012

Sample Command Language Program Manager Appointment Letter

1550  
Office Code  
DDMMYYYY

From: Battalion Commander  
To: Gunnery Sergeant First M. Lastname 1234/PMOS USMC  
Subj: APPOINTMENT AS BATTALION COMMAND LANGUAGE PROGRAM MANAGER  
Ref: (a) MCO 1550.25A

1. Per the reference, you are assigned all duties as the Battalion Command Language Program Manager (CLPM) effective immediately.

2. As the Battalion CLPM, you must:

a. Attend appropriate CLPM training (00ZZ course at DLI, Cryptologic Language Program Manager's course or similar training approved by the SLA or SPM) within 6 months of this appointment.

b. Maintain an accurate account of language capability within the Battalion.

c. Ensure timely recertification of language proficiency using the appropriate DoD recognized testing vehicle, and develop and track maintenance/sustainment/development language training plans for the Battalion's language capable workforce.

d. Develop and submit budget spending plans and expenditure reports to account for language training funding required and used by the unit.

e. Attend the annual CLPM conference hosted by the Head, Intelligence Manpower and Training Branch (IOP), Intelligence Department, Headquarters, U.S. Marine Corps.

3. By receiving endorsement, you will indicate that you have assumed the duties as the CLPM.

I. M. INCHARGE

Copy to:  
Head IOP

MCO 1550.25A  
6 Mar 2012

Subj: APPOINTMENT AS BATTALION COMMAND LANGUAGE PROGRAM MANAGER

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RECEIVING ENDORSEMENT

From: Gunnery Sergeant First M. Lastname 1234/PMOS USMC  
To: Battalion Commander

1. I have assumed the duties as the Battalion CLPM.
2. My current office phone number is commercial (123) 456-7890 and email address is i.m.motivated@usmc.mil

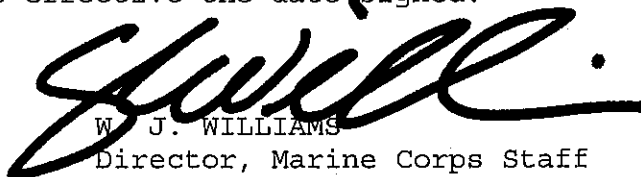
I. M. MOTIVATED

proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (h).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



W. J. WILLIAMS  
Director, Marine Corps Staff

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