



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

MCO 7220.52G
DC I (IID/IIIS)
10 Jan 2025

MARINE CORPS ORDER 7220.52G

From: Commandant of the Marine Corps
To: Distribution List

Subj: FOREIGN LANGUAGE PROFICIENCY BONUS PROGRAM (FLPB)

Ref: (a) 37 U.S.C. §353
(b) DoD Instruction 1340.27 of 17 August 2022
(c) MCO 1550.25A
(d) DoD Directive 5160.41E of 25 August 2020
(e) MCO 1520.11F
(f) MCO 1230.5C
(g) DoD Instruction 5160.71 of 30 June 2022
(h) SECNAV M-5210.1
(i) SECNAVINST 5211.5F
(j) MCO 5210.11F
(k) 5 U.S.C. §552a
(l) MCO 5215.1K w/ CH 1

Encl: (1) In-Service Waiver Request for Retest of Defense Language Proficiency Test (DLPT) (Example)
(2) Defense Language Proficiency Test /Oral Proficiency Interview (DLPT/OPI) Score Extension Waiver Request (Example)
(3) Foreign Language Proficiency Bonus (FLPB) Written Agreement (Example)

1. Situation. To provide policy, guidance, and updates to criteria for determining eligibility for the Foreign Language Proficiency Bonus (FLPB) and instructions for FLPB administration in accordance with the references. Fiscal requirements compel the Marine Corps to establish a more flexible incentive payment scheme that recognizes the value of vital foreign language capabilities and total force language skills while allowing for adjustments as the FLPB budget fluctuates. This Order is in accordance with references (a) through (l).

2. Cancellation. MCO 7220.52F.

3. Mission. To recruit, retain, develop and enhance foreign language capabilities by providing incentive bonuses to Marines with demonstrated foreign language skills.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The FLPB is intended to provide bonuses to Marines with demonstrated foreign language skills who meet criteria

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established by this Order. Assignments involving foreign language translation and interpretation duties require extraordinary effort to learn, sustain, and improve foreign language skills, which are highly perishable by nature. FLPB is a monetary incentive program designed to reward and retain a cadre of highly qualified personnel motivated to maintain and improve their proficiency in designated foreign languages. As such, FLPB provides an incentive to maintain or increase proficiency in languages of critical importance.

(2) Concept of Operations

(a) Eligibility. In accordance with references (a) and (b), FLPB intends to provide incentive bonuses for Marines who have a validated foreign language capability. Validation is gained via official Department of Defense (DoD) testing mechanisms: Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI). FLPB is an annual bonus paid in 12 monthly installments, or by lump sum as required. The Secretary of the Navy (SECNAV) delegated authority to the Commandant of the Marine Corps (CMC) to develop policy and procedures for administering the FLPB program and establish/modify FLPB rates within the Marine Corps. Per reference (c), the Senior Language Authority (SLA) under the appointment and executive oversight of the Deputy Commandant for Information (DC I) and in coordination with the Deputy Commandant for Plans, Policies, and Operations (DC PP&O); the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA); and the Commanding General of Training and Education Command (CG TECOM), determines, based on mission analysis, which Military Occupational Specialties (MOSs) and billets require language training and to what level of proficiency. The SLA, DC PP&O and DC M&RA then determine which Marines with the specified MOSs and in particular billets are eligible for FLPB.

1. Military Occupational Specialties (MOS) Language Requirements. Marines with a Primary Military Occupational Specialty (PMOS) in MOS OCC Fields 02XX (Intelligence), 26XX (Signals Intelligence/Ground Electronic Warfare), or 17XX (Information Maneuver) must also possess the 27XX Exception Military Occupational Specialty (EMOS) associated with the language, e.g., 2791 for Russian. Requirements for receipt of a 27XX EMOS can be found in the MOS Manual. Foreign Area Officers (FAO) (MOS 824X), Foreign Area Staff (FAS) Non-Commissioned Officers (MOS 823X), MARSOC Critical Skills Operators (MOS 0372), and Special Operations Officers (MOS 0370) are eligible for FLPB in languages specified in reference (e) or as listed in the annual FLPB MARADMIN.

2. Pay by Monitored Command Code (MCC). Marines stationed overseas or assigned to special programs who demonstrate minimum proficiency of Interagency Language Roundtable (ILR) Level 2 in any modality (Reading, Listening, Speaking) are eligible to receive FLPB via MCC for specific, corresponding languages. The list of approved MCCs and languages eligible for pay under this category can be found in the annual FLPB MARADMIN or the FLP SharePoint at <https://go.intelink.gov/FLP>

3. Payment by Exception. Marines who do not meet MOS or situational eligibility requirements, but are temporarily assigned to duties which actively utilize foreign language capabilities, may submit Exception to Policy (ETP) requests to the FLPB Program Manager for adjudication. Approved requests will be paid retroactively and only for the duration of the assignment. Instructions for submitting an ETP can be found in paragraph 5.g.

4. Lump-Sum Bonus to Formally Certify Self-Assessed Proficiency. In accordance with reference (b), Marines who do not otherwise qualify to receive monthly FLPB may be eligible for an annual lump-sum bonus to formally certify self-professed proficiency. Current guidance and eligibility requirements for payment under this program can be found in the annual FLPB MARADMIN. The Marine Corps reserves the right to cease lump-sum bonuses via MARADMIN amendment or add/remove languages from eligibility contingent on budgetary availability.

5. This Order does not address foreign language pay for civilians. Additional information on civilian foreign language pay may be found in local command orders or in DoD Instruction 1400.25.

b. Coordinating Instructions

(1) Testing. In accordance with reference (b), FLPB certification requires qualified Marines to test within the last 12 months and prove their proficiency in a designated foreign language. To meet eligibility requirements for continuous FLPB, qualified Marines shall recertify annually. An exception to the annual recertification requirement is granted to Marines who achieve an ILR level 3 in any modality (Listening, Reading, Speaking); these Marines are authorized to recertify in that modality every two years. Marines shall test using the current version of the DLPT, OPI, or another test designated by the Commandant of the Defense Language Institute-Foreign Language Center (DLIFLC).

(a) The DLPT tests proficiency in the listening and reading modalities. Per reference (f), only the lower range, upper range, and all range DLPTs qualify Marines for FLPB; very low range DLPT scores do not. During the in-service retest of the language, Marines will be administered the Listening and Reading subtests in the most current version of the DLPT.

(b) The OPI measures speaking proficiency according to ILR-level descriptions. The speaking proficiency test consists of consists of a 30- to 45-minute dialogue, either in person or over the telephone, between certified instructor(s) and the Marine being tested. DLIFLC reports a speaking score for the OPI. For Marines assigned to United States Special Operations Command and MARSOC, DLIFLC reports a speaking score and a participatory listening score for the OPI.

(c) If no DLPT exists for a language or dialect, Marines must take the OPI to receive FLPB. In these instances, the score on the OPI will be recorded as both the listening and speaking score and paid accordingly.

(2) Award Levels

(a) FLPB will be awarded based on current DLPT and OPI proficiency levels, by modality, in accordance with the FLPB MARADMIN that corresponds with the fiscal year that the test was taken.

(b) The minimum qualifying FLPB proficiency level on all DLPT/OPI subtests (L/R/S) is ILR level 2, except in the cases of specific MOS requirements, as stated in the FLPB MARADMIN. As an exception, FLPB at ILR level 1 and 1+ may be authorized for Marines in units, individual billets, or special missions requiring that skill level. These circumstances will be

published annually or as needed via separate correspondence by HQMC DC I IID in coordination with DC M&RA, DC PP&O, and CG TECOM.

(c) Monthly FLPB shall not exceed the limits outlined in ref (a), "Skill incentive pay or proficiency bonus."

(d) Reference (b) establishes DoD directed FLPB Monthly Payment Calculated by Critical Skill Modality Proficiency. The reference does not allow the Marine Corps to modify payment amounts for ILR levels 2+ and above, however it does allow the Marine Corps to modify payment amounts for ILR level 2 and below, to include no payment. Unless otherwise stated in the corresponding fiscal year FLPB MARADMIN, the FLPB rates are as follows:

Foreign Language Proficiency Bonus (FLPB) Monthly Payment Table

ILR Skill-Level	Monthly Payment
1	\$50.00
1+	\$80.00
2	\$100.00
2+	\$200.00
3	\$300.00
3+	\$350.00
4	\$400.00

(3) Foreign Language Proficiency Bonus (FLPB) Start/Restart Dates. FLPB starts or continues automatically on the DLPT certification date for active duty and reserve Marines who meet eligibility criteria listed in paragraphs 4.a.(2)(a) and whose DLPT remains current by annual recertification in accordance with this Order's provisions.

(4) Individual Eligibility Termination. Continued entitlement to FLPB is contingent upon the Marine maintaining qualifications and eligibility. FLPB will automatically terminate if any of the conditions listed below occur:

(a) Failure to meet annual recertification requirements per this Order. In accordance with references (a) and (b), certification of a Marine's foreign language proficiency will expire one or two years from the first day of the first month after the certification date unless recertified. (For example, if a Marine tests below level 3 proficiency on a modality, on 02 January 2023, their certification for that individual modality will expire 01 February 2024. If that Marine scores a 3, or above, on a modality, the certification will expire 01 February 2025.)

(b) Failure to achieve or maintain the minimum level of proficiency required by reference (b) and this Order.

(c) Loss of eligibility due to loss of a qualifying MOS, Permanent Change of Station, or other occasion as required by paragraphs 4.a.(2)(a)1-3 of this Order.

5. Administration and Logistics

a. Installation Personnel Administration Centers (IPAC) and unit S-1 offices cannot report the "start" and "stop" of FLPB on the unit diary; only

HQMC DC M&RA, Manpower Studies and Analysis Branch, is authorized to perform this function. FLPB "start" and "stop" occurs automatically within the Marine Corps Total Force System (MCTFS) for Marines authorized FLPB under paragraphs 4.a.(2)(a)1-3, based upon reporting of a qualifying DLPT/OPI score by HQMC DC M&RA (MPA).

b. The DLPT or OPI will be administered at approved Marine Corps testing facilities using current testing procedures.

c. Marines who test at Joint Language Centers must ensure that testing administrators in these facilities register them as Marines in the Defense Language Authorization Reporting System and the Oral Proficiency Authorization and Reporting System. Marines experiencing issues with reporting DLPT/OPI scores should first contact the local testing center that facilitated the test. If issues persist, the Marine should contact their Command Language Program Manager (CLPM) for assistance. In the case of Marines assigned to units that do not have a CLPM, the Marine should contact the Marine Corps Foreign Language Program directly at ForeignLanguageProgram@usmc.mil.

d. Defense Language Proficiency Test (DLPT) Retesting

(1) To ensure test integrity and minimize test exposure, a minimum of 270 days must pass before a retest is authorized, unless approved for a waiver under the provisions listed in paragraph 4.d.(2)(c) of this Order. Regardless of waiver status, a Marine may not take more than two iterations of the same test in a 12-month period.

(2) Marines who achieve level 3+ or higher on the upper range (UR) DLPT within the last 24 months may recertify with a subsequent UR test.

e. Waivers. HQMC DC I IID is authorized to waive provisions of this Order within the limitations of references (a), (b), and (d). HQMC DC M&RA, Manpower Studies and Analysis, is granted authority to waive retesting provisions of this Order within limitations of references (f) and (g).

(1) Early Retest Waivers. HQMC DC I IID may waive the minimum time requirement of 270 days between iterations of a DLPT/OPI. Once a waiver is granted, the retesting date becomes the new date for annual recertification purposes and consecutive requests for exception will not be considered. An early retest waiver may be approved for for the following occasions:

(a) Upon completion of a Significant Language Training Event (SLTE) in that language or dialect. A SLTE consists of a minimum of 150 hours of continuous training or separate training events over time that equal 150 hours.

(b) Pending deployment.

(c) When entering a service-sponsored school.

(2) Defense Language Proficiency Test/Oral Proficiency Interview (DLPT/OPI) Score Extension Waivers. HQMC DC I IID may waive DLPT/OPI recertification requirements for FLPB eligibility and extend the retest deadline to 90 days after the Marine's return to home station:

(a) When temporarily assigned to a location with no DLPT testing site within 50 miles of their location.

(b) When deployed in support of operations.

(c) When enrolled in a Service-sponsored school.

(d) When scores for any language or dialect expire during a SLTE, regardless of which language the SLTE is for.

(3) Enclosures (1) and (2) contain sample formats for early retest and DLPT/OPI score extension waivers. Additional examples can be found on the Foreign Language Program SharePoint.

(4) To be eligible for any waiver, Marines must have FLPB-eligible test scores on record and receive FLPB at the time of such request. Waivers will not be considered if submitted after proficiency expiration has expired.

(5) The Federal-Tax-Withholding-604-Remark in MCTFS qualifies Marines for FLPB automatic extension. HQMC DC I IID coordinates with Defense Finance Accounting Service (DFAS) to ensure proper identification of all deployed Marines who qualify for the automatic waiver. No action is required on the part of individual Marines or units beyond ensuring Combat Tax Exclusion Codes are properly entered into MCTFS.

(6) Not all deployed Marines rate Federal-Tax-Withholding-604-Remarks in MCTFS. Deployed Marines falling into this category should provide documentation of deployment location, dates, and operation via their Commanding Officer/Officer In Charge using the waiver request provided in enclosure (2).

(7) All Marines preparing for deployment who are eligible to retest should make every effort to retest before deployment. Commands should consider language retesting in their pre-deployment training plans.

f. Forward all requests for information or payment through the normal chain of command via standard Naval correspondence via email with PDF attachment to ForeignLanguageProgram@usmc.mil or the following address:

Commandant of the Marine Corps (IID)
Headquarters U.S. Marine Corps
3000 Marine Corps Pentagon
Washington DC 20350-3000

g. Exceptions to Policy (ETP). To initiate a request to receive FLPB by exception, Marines should provide signed correspondence in accordance with the template found at: <https://go.intelink.gov/FLP>. Approval authority for requests is the first O-5 in the Marine's chain of command or, in the alternative, any personnel with By Direction signature authority.

h. Written Agreement. In accordance with reference (b), a Marine must enter into a written agreement with the Marine Corps in order to qualify for payment of a proficiency bonus. The written agreement shall specify the amount of the proficiency bonus, the period for which the bonus will be paid, and the initial certification or recertification necessary for payment of the proficiency bonus. Individual commands are responsible for facilitating the written agreement and ensuring it is recorded as a Page 11 entry in the

Marine's Service Record Book or Officer Qualification Record using the format in enclosure (3).

i. Approval. Reviewed and approved per the date of signature. The entitlement provisions of this Order were approved by the Department of Defense Military Pay and Allowance Committee under procedures prescribed by the Secretary of Defense, pursuant to section 1001 of Title 37, U.S.C. and are in accordance with guidelines contained in references (a) and (b).

j. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (h), SECNAV M-5210.1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (j), MCO 5210.11F, for Marine Corps records management policy and procedures.

k. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (k)] and implemented per reference (i).

6. Command and Signal

a. Command. This Order applies to the Marine Corps Total Force.

(1) For purposes of the Reserve Component (RC), the acronym "FLPB" refers synonymously to pay and/or bonuses.

(2) RC members who satisfy eligibility requirements under reference (a) and (b) shall be paid FLPB. The maximum amount of a foreign language proficiency bonus shall be found in reference (a), Skill Incentive Pay or Proficiency Bonus.

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


M. G. CARTER
Deputy Commandant for Information

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**In-Service Waiver Request for Early Retest of
Defense Language Proficiency Test (DLPT)**

7220
Office Code
DD MM YYYY

From: Command Language Program Manager or Education Facility, Unit
To: Commandant of the Marine Corps (MSAB)
Via: Commandant of the Marine Corps (I/IID)

Subj: IN-SERVICE WAIVER REQUEST FOR EARLY RETEST OF DEFENSE LANGUAGE
PROFICIENCY TEST (DLPT) ICO RANK FNAME MI LNAME EDIPI/PMOS

Ref: (a) MCO 7220.52G
(b) MCO 1230.5C

1. In accordance with the references, (Rank, LName) requests an in-service waiver to retest the Defense Language Proficiency Test (DLPT) less than 270 days from the previous test date due to (a significant language training event, pending deployment, entering service-sponsored school). (Rank, LName) tested in the XXXX language DLPT on YYYYMMDD. (Additional information supporting request. Example: (Rank, LName) has completed the (training) at (location) from YYYYMMDD to YYYYMMDD totaling (###) hours.)

2. Request that appropriate action be taken to test (Rank, LName) in the XXXX language.

3. Point of Contact for this request is Major X. X. XXXX, Commanding Officer, Marine Unit, Location at (123) 456-7890, DSN 456-7890, email XXXX@usmc.mil

X. X. XXXX

Defense Language Proficiency Test /Oral Proficiency Interview (DLPT/OPI)
Score Extension Waiver Request
(Example)

7220
Office Code
DD MM YYYY

From: Commanding Officer/Officer In Charge
To: Commandant of the Marine Corps (MPA)
Via: Commandant of the Marine Corps (I/IID)

Subj: REQUEST FOR DEFENSE LANGUAGE PROFICIENCY TEST (DLPT) SCORE EXTENSION
WAIVER ICO RANK FNAME MI LNAME EDIPI/PMOS USMC

Ref: (a) MCO 7220.52G
(b) MCO 1230.5C

1. In accordance with the references, (Rank, LName) meets the requirements for an extension. It is requested that they be granted an DLPT/OPI score extension waiver for (state language(s) to be waived) due to (state the reason, e.g., (Rank, LName) is stationed at OCONUS location and no DLPT facility exists within 50 miles of duty station). (Rank, LName) is required to retest within 90 days of (return to CONUS, completion of training course, etc). Failure to do so will result in the termination of their Foreign Language Proficiency Bonus per reference (a).

2. Request that appropriate action be taken to test (Rank, LName) in the XXXX language.

3. Point of Contact for this request is Major X. X. XXXX, Commanding Officer, Marine Unit, Location at (123) 456-7890, DSN 456-7890, email XXXX@usmc.mil

X. X. XXXX

Foreign Language Proficiency Bonus (FLPB) Written Agreement
(Example)

_____. Said Named Marine (SNM) scored a _/_ on the Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) on YYYYMMDD, and is entitled to a monthly FLPB of \$_____ from YYYYMMDD to YYYYMMDD. SNM understands that if he/she is separated from the Marine Corps before the aforementioned time period is complete, he/she will be required to reimburse the United States Government on a pro rata basis for the unserved portion of the active service requirement. SNM further understands that this monthly FLPB will expire upon YYYYMMDD unless recertification is completed before then. SNM understands that if this pay rate is based upon a combination of DLPT and OPI scores which did not occur within the same month, that this pay rate will cease based upon the oldest test expiration date. Each installment payment shall be charged to appropriations that are available for obligation at the time such payment is payable, contingent upon the availability of appropriated funds from which payment for purposes of this agreement can be made.

Signature of Marine

Signature of Commanding Officer

APPENDIX A

Glossary of Acronyms and Abbreviations

CG TECOM	Commanding General of Training and Education Command
CLPM	Command Language Program Manager
CMC	Commandant of the Marine Corps
CONUS	Continental United States
DC I	Deputy Commandant for Information
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DC PP&O	Deputy Commandant for Plans, Policies, and Operations
DFAS	Defense Finance Accounting Service
DLIFLC	Defense Language Institute-Foreign Language Center
DLPT	Defense Language Proficiency Test
DoD	Department of Defense
DON/AA	Department of the Navy/Assistant for Administration
DON	Department of the Navy
DRMD	Directives and Records Management Division
EMOS	Exception Military Occupational Specialty
ETP	Exception to Policy
FAO	Foreign Area Officers
FAS	Foreign Area Staff
FLPB	Foreign Language Proficiency Bonus
HQMC	Headquarters Marine Corps
ILR	Interagency Language Roundtable
IPAC	Installation Personnel Administration Centers
MCC	Monitored Command Code
MCTFS	Marine Corps Total Force System
MOS	Military Occupational Specialty
NARA	National Archives and Records Administration
OCONUS	Outside the Continental United States
OPI	Oral Proficiency Interview
PII	Personally Identifiable Information
PMOS	Primary Military Occupational Specialty
RC	Reserve Component
SECNAV	Secretary of the Navy
SLA	Senior Language Authority
SLTE	Significant Language Training Event
SNM	Said Named Marine
UR	Upper Range