



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

MCO 7220.52F
I/IOE
27 SEP 2016

MARINE CORPS ORDER 7220.52F

From: Commandant of the Marine Corps
To: Distribution List

Subj: FOREIGN LANGUAGE PROFICIENCY BONUS PROGRAM

Ref: (a) 37 USC 353
(b) DoD Instruction 1340.27, "Military Foreign Language Skill Proficiency Bonuses," May 21, 2013
(c) Assistant Secretary of the Navy for Manpower and Reserve Affairs memo of 4 Apr 06
(d) MCO 1550.25A
(e) DoD Directive 5160.41E, "Defense Language Program (DLP)," October 21, 2005
(f) MCO 1230.5C
(g) DoD Instruction 5160.71, "DoD Language Testing Program," January 26, 2009
(h) SECNAV M-5210.1
(i) SECNAVINST 5211.5E

Encl: (1) Request for Foreign Language Proficiency Bonus (Sample)
(2) Instructions for Scheduling an Oral Proficiency Interview (OPI)
(3) In-Service Waiver Request for a Retest of Defense Language Proficiency Test (DLPT) (Sample)
(4) Outside Continental United States (OCONUS) DLPT Extension Request (Sample)
(5) Foreign Language Proficiency Bonus Written Agreement (Sample)

1. Situation. To provide policy, guidance, and updates to criteria for determining eligibility for the FLPB and instructions for administration of FLPB in accordance with references (a) and (b). The Secretary of the Navy has delegated authority to the Commandant of the Marine Corps to develop policy and procedures for administering the FLPB Program and to establish and modify FLPB rates within the Marine Corps per reference (c). Fiscal requirements compel the Marine Corps to establish a more flexible payment scheme that recognizes the value of foreign language capabilities while allowing for adjustments as the FLPB budget fluctuates.

2. Cancellation. MCO 7220.52E.

3. Mission. To identify, maintain, and enhance foreign language capabilities by providing bonuses to Marines with demonstrated foreign language skills.

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

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 that meet criteria 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 by nature very perishable. FLPB is a bonus designed to reward and retain a cadre of highly-qualified personnel who are motivated to maintain and improve proficiency in designated foreign languages. As such, FLPB provides incentive to become proficient, or to increase proficiency, in languages of importance to the Marine Corps.

(2) Concept of Operations

(a) Eligibility. In accordance with references (a) and (b), FLPB is intended for those officers and enlisted personnel who have demonstrated a capability in a validated foreign language. FLPB is an annual bonus paid in 12 monthly installments to Marines who maintain foreign language proficiency needed to accomplish Marine Corps missions. The Secretary of the Navy has delegated authority to the Commandant of the Marine Corps to develop policy and procedures for administering the FLPB Program and to establish and modify FLPB rates within the Marine Corps per reference (c). Per reference (d), the Director of Intelligence (DIRINT), 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, Training and Education Command (CG TECOM), determines which foreign languages, occupational specialties, billets, and missions are eligible under this program. Qualified Marines must demonstrate proficiency via formal testing in one or more qualifying languages listed in the Marine Corps FLPB eligible language list.

(b) Specified Languages. In accordance with reference (e), specific languages for which FLPB may be required are determined by the Defense Language Steering Committee (DLSC) and published annually by the Under Secretary of Defense for Personnel and Readiness (USD (P&R)).

1. Lists and Prioritization. Based on National Security and Defense Strategies and needs of the Combatant Commands, Combat Support Agencies, and Military Departments, USD (P&R)'s published Strategic Language List (SLL) is prioritized into Immediate, Emerging, and Enduring categories. FLPB rates are graduated accordingly, with Immediate and Emerging languages authorized the highest amounts (FLPB Pay Schedule 1 as appears in Table 1), followed by Enduring and other USMC approved languages not specifically listed on the SLL (FLPB Pay Schedule 2 as appears in Table 2). The DLSC reviews the entire list annually to ensure the SLL reflects long-term strategic objectives and mission focus of the DoD.

2. Marine Corps Additions. Reference (b) recognizes that the DoD's SLL may not include all languages for which the Services require capability. Therefore, the Services are permitted to pay higher rates for languages not prioritized as Immediate or Emerging by USD (P&R), provided they have been otherwise approved by the DoD for FLPB disbursement. Accordingly, the DIRINT as the Marine Corps Senior Language Authority, in coordination with DC PP&O, DC M&RA and CG TECOM, develops and publishes

a list of languages eligible for FLPB to complement the SLL. Languages added will be authorized for FLPB 1 or FLPB 2 as prescribed in the published list via MARADMIN.

b. Prevalent in the Force Languages. Specific "prevalent in the force" languages are those for which sufficient strategic capability exists in the force. Authority to declare languages "prevalent in the force" rests with the DIRINT, who will assess Marine Corps-wide foreign language capacity annually and publish a corresponding list. Reference (b) authorizes the Services to limit payment of FLPB in "prevalent in the force" languages to career linguists as defined in paragraphs 4b(1 through 6) below and to members assigned duties requiring proficiency in that language. Marines must satisfy at least one of the following requirements to be eligible:

(1) Possess a Primary Military Occupational Specialty (PMOS) in Occupational Fields (OccFld) 26xx or 02xx.

(2) Maintain an Additional Military Occupational Specialty (AMOS) in OccFld 26xx or 02xx.

(3) Maintain AMOS 8240-8249 (Foreign Area Officer), 8230-8239 (Foreign Area Staff Non-Commissioned Officer), or 2799 (Military Interpreter/Translator).

(4) Possess PMOS 0372 (Critical Skills Operators) or MOS 0370 (Special Operations Officer) and be currently assigned to Marine Corps Forces Special Operations Command (MARSOC).

(5) Serve in Billet Military Occupational Specialty 8411 (Recruiter), or 8156 (Marine Security Guard) and currently assigned as a Recruiter or Marine Security Guard in a billet that requires the use of the Prevalent in the Force languages in the performance of their duties. Payment is not automatic and a Marine must submit a request for FLPB, using enclosure (1), to the DIRINT for adjudication.

Note: Marines temporarily designated as MOS 0200, 0201, or 2600 during initial entry-Military Occupational Specialty training are ineligible to receive FLPB for prevalent in force languages until completion of 02xx/26xx MOS-producing school and assignment of a PMOS. Marines who previously possessed AMOS 2799 prior to lateral move into 02xx/26xx OccFlds for training continue to rate FLPB based on AMOS 2799 until awarded a PMOS in 02xx/26xx OccFld.

(6) Marines who do not meet MOS eligibility requirements listed in paragraph 4b(1 through 6) above, but who are temporarily assigned to duties as interpreters/translators due to a demonstrated proficiency in a foreign language, are also eligible for FLPB. To qualify, Marines must be assigned, either permanently or temporarily, to duty assignments designated by the Commanding Officer/Officer In Charge of the unit as requiring foreign language proficiency on a regular and necessary basis. In these cases, FLPB will be paid for the duration of the assignment only. DIRINT will adjudicate requests for FLPB in these cases. If the Commanding Officer/Officer in Charge is not at least an O-5, then the first O-5 in the chain of command must endorse the request. Enclosure (1) contains a sample format for FLPB requests. Forward all requests through the normal chain of command via standard naval correspondence to Intelligence Manpower and Training Branch at the following address:

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

Or via email with PDF attachment to the following address:

HQMC_ForeignLanguageProgram_OPI@usmc.mil

c. Coordinating Instructions

(1) Testing. In accordance with reference (b), FLPB certification requires that all qualified Marines must have tested within the last 12 months as proficient in a foreign language. To meet eligibility requirements for continuous FLPB, qualified Marines must re-certify annually. An exception to the annual recertification requirement is granted to Marines who achieve an Interagency Language Roundtable (ILR) level 3 in any two of three modalities of listening, reading, and speaking; these Marines are authorized to re-certify every two years. Marines must test using the current version of the DLPT, the OPI, or other test designated by the Commandant of the Defense Language Institute (DLI). In accordance with reference (b), FLPB is awarded based on a minimum qualifying proficiency in any two of three modalities (Listening (L), Reading (R), Speaking (S)). Reference (f) contains Marine Corps policies for classification tests, to include the DLPT and OPI.

(a) The DLPT tests proficiency in two modalities: listening and reading. Per reference (f), only the lower range and upper range DLPTs qualify Marines for receipt of FLPB; the very low range DLPT does not. During the annual in-service retest of the language, Marines will be administered the reading and listening subtests in the most current version of the DLPT. In the event a DLPT does not exist for a language, an OPI will be administered.

(b) The OPI measures speaking proficiency according to ILR level descriptions. An OPI consists of a 30-45 minute phone dialogue between a certified instructor and the Marine being tested. DLI reports an S score for the OPI. For Marines assigned to the Afghanistan - Pakistan Hands Program, United States Special Operations Command, and Marine Corps Forces Special Operations Command, DLI reports an S score and a participatory L score for the OPI. Requests for OPIs will be coordinated utilizing the OPI Authorization and Reporting System. Enclosure (2) contains specific instructions for arranging an OPI.

(c) In the case of languages or dialects for which only a single modality DLI-approved test (L or R score) exists, Marines must also take an OPI to obtain a second modality (e.g., R and S or L and S) to qualify for FLPB.

(d) Because of the cost of the OPI to the DoD, the OPI will generally be authorized only for Marines with either a demonstrated ability in the language, as part of MOS qualification, or for Marines who cannot take a DLPT. In instances where a Marine is administered a one modality DLPT, the Marine must take the OPI to achieve a second modality score to qualify for FLPB. Per reference (f), the OPI shall only be approved for Marines who meet at least one of the following criteria:

1. Achieve a minimum ILR skill level of 2 in both listening and reading on that language's DLPT.
2. Are students in a language course assigned to MARSOC.
3. Are deployed to or stationed in an area where there is no access to a testing facility to administer a DLPT.
4. Are unable to take a DLPT because no DLPT exists for that language.
5. Possess MOS 8240-8249 (Foreign Area Officer) or 8230-8239 (Foreign Area Specialist).

(2) Award Levels

(a) FLPB will be awarded based on current DLPT proficiency levels in accordance with the two payment schedule levels below. Utilizing the applicable FLPB Schedule award level matrix, monthly pay amounts are computed by correlating combined DLPT proficiency scores for the highest two DLPT or OPI subtests taken in the language (L/R/S) with the appropriate monthly pay category rate (e.g., 3/2/1+ would be paid at the 3/2 rate). In cases of CMC (IOP) coordinated OPIs, CMC (IOP) will coordinate test results with local commands, Director, Manpower Studies and Analysis Branch (MSAB), and the Marine Corps Pay Requirements Directorate to determine pay category rate.

(b) The minimum qualifying proficiency level for FLPB on all DLPT subtests (L/R/S) is ILR level 2. As an exception, FLPB at ILR level 1 and 1+ may be authorized for Marines in units, individual billets, or special missions requiring that level of language skill. These circumstances will be published annually or as needed via separate correspondence by CMC (I) in coordination with DC M&RA, DC PP&O, and CG TECOM.

(c) The monthly FLPB for one foreign language shall not exceed \$500.00 per Marine for one language or \$1,000.00 per Marine for multiple languages.

(d) The annual FLPB shall not exceed \$12,000.00 per Marine for each 12-month period of certification. FLPB will be paid on a monthly basis and are in addition to any other pay or allowances.

(3) Enclosure 3 of reference (b) establishes the DoD Bonus Rates for Foreign Language or Dialect Proficiency. Reference (b) states that the immediate and emerging language categories of the SLL will be paid at DoD Payment Category A, and the Enduring language category of the SLL will be paid at DoD Payment Category B. Reference (b) does not allow the Marine Corps to modify FLPB rates for DoD Payment Category A, but it does allow the Marine Corps to set FLPB rates for DoD Payment Category B. FLPB Payment Schedule 1 below correlates to DoD Payment Category A and FLPB Payment Schedule 2 below sets the payment rates for DoD Payment Category B within the Marine Corps.

(4) The following specific eligibility requirements apply:

(a) FLPB Payment Schedule 1. This payment schedule reflects proficiency in any language listed on the DoD SLL in the Immediate or Emerging categories and/or Marine Corps language list in Category A as defined by annual correspondence. FLPB Payment Schedule 1 (FLPB 1) is authorized for Marines regardless of rank, MOS, or billet with a current DLPT score of 2/2 or higher in any language listed on the DoD SLL in the Immediate or Emerging categories and/or Marine Corps language list in Category A with the exception of languages identified as being "prevalent in the force." Personnel eligible to receive FLPB 1 for proficiency in "prevalent in the force" languages must meet criteria established in paragraph 4b(1)-(6). Under special circumstances and on a case by case basis, FLPB 1 at ILR level 1 and 1+ may be authorized for Marines in units, individual billets, or special missions where that level of language skill is required. Units will request FLPB authorization at ILR level 1 and 1+ from CMC (IOP) per the method described in paragraph 4b(6).

Foreign Language Proficiency Pay (FLPB) Schedule 1

1/1	\$100.00
1+/1+	\$150.00
2/2	\$200.00
2/2+	\$250.00
2+/2+ or 2/3	\$300.00
2+/3	\$350.00
3/3	\$400.00
3/3/3 or 4/4	\$500.00

Table 1.--(monthly rates)

(b) FLPB Payment Schedule 2. This category reflects proficiency in any language listed on the DoD SLL in the Enduring category and/or Marine Corps language list in Category B. FLPB Payment Schedule 2 (FLPB 2) is authorized for Marines regardless of rank, MOS, or billet with a current DLPT score of 2/2 or higher in any language listed on the DoD SLL in the Enduring category and/or Marine Corps language list in Category B with the exception of languages identified as being "prevalent in the force." Personnel eligible to receive FLPB 2 for proficiency in "prevalent in the force" languages must meet the criteria established in paragraph 4b. Under special circumstances and on a case-by-case basis, FLPB 2 at ILR level 1 and 1+ may be authorized for Marines in units, individual billets, or special missions where that level of language skill is required. Units will request FLPB authorization at ILR level 1 and 1+ from CMC (IOP) per the method described in paragraph 4b(6).

Foreign Language Proficiency Pay (FLPB) Schedule 2

1/1	\$25.00
1+/1+	\$50.00
2/2	\$100.00
2/2+	\$125.00
2+/2+ or 2/3	\$150.00
2+/3	\$200.00
3/3	\$400.00
3/3/3 or 4/4	\$500.00

Table 2.--(monthly rates)

(5) FLPB Start/Restart Dates. FLPB starts or continues automatically on the DLPT certification date for those active duty and reserve Marines who meet eligibility criteria listed in paragraphs 4a(2)(a) and 4b(1 through 6) and whose DLPT remains current by annual recertification in accordance with the provisions of this Order. Those Marines entitled to receive FLPB under the provisions of paragraph 4b(6) must submit requests for additional or continued FLPB as required upon completion of annual recertification. Requests should be forwarded to CMC (IOP) in accordance with paragraph 4b(6).

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

(a) Failure to meet annual recertification requirements of this Order. In accordance with references (a) and (b), certification of a Marine's foreign language or dialect proficiency will expire 1 or 2 years from the first day of the first month on or after the certification date, unless recertified. For example, if a Marine tests below 3/3 proficiency on a DLPT on 2 January 2014, then his or her certification will expire 1 February 2015. If that Marine scored a 3/3 on the DLPT, the certification will expire 1 February 2016.

(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 as required by paragraph 4b.

(d) For Marines eligible under paragraph 4b only, loss of eligibility through Permanent Change of Station, Permanent Change of Assignment, or billet reassignment. FLPB continues through date of detachment from qualifying assignment.

5. Administration and Logistics

a. Unit commanders cannot report "start" and "stop" of FLPB on the unit diary. Only CMC (MSAB) and the Marine Corps Pay Requirements Directorate are authorized to perform this function. "Start" and "stop" of FLPB occurs automatically within Marine Corps Total Force System (MCTFS) for those Marines authorized FLPB under paragraphs 4a(2)(a) and 4b, based upon reporting of a qualifying DLPT or OPI score by CMC (MSAB).

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

c. Those Marines who test at Joint Language Centers must ensure that Test Administrators at these testing 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 and OPI scores will contact CMC (MSAB).

d. DLPT Retesting

(1) Annual recertification is a minimum requirement unless 3/3 is achieved, in which case recertification is every two years. The recertification period of every two years for an ILR score of 3/3 is effective as of 1 October 2013.

(2) Marines cannot retest within a 6-month period from the original test date. A minimum of 6 months and 1 day must pass before a retest. To ensure test integrity and minimize test exposure, a Marine may take a DLPT only twice in a 12 month period.

(3) In accordance with references (b) and (f), Marines who have completed a significant language training event may be retested in less than 6 months as an exception to policy. A significant language training event consists of at least 150 hours of immersion training or 6 consecutive weeks of 5-hour-a-day classroom training. Requests for exception must be submitted for approval to CMC (IOP) and must document the significant language training event that occurred. A statement from the Marine's Commanding Officer/Officer In Charge documenting the type, purpose, and accomplishment that warrant retesting consideration must be included in the request. Once a waiver is granted, the retesting date becomes the new date for annual recertification. Consecutive requests for exception will not be considered. Enclosure (3) contains a sample format for an In-Service Waiver Request for a re-test of DLPT within a 6-month period.

e. Waivers. CMC (IOP) is authorized to waive provisions of this Order within the limitations of references (a), (b), and (e). CMC (MSAB) is granted authority to waive retesting provisions of this Order within limitations of references (e), (f), and (g). Enclosure (4) contains a sample format for an OCONUS Waiver Request to extend a Marine's DLPT scores.

(1) CMC (IOP) may waive DLPT/OPI recertification requirements for FLPB eligibility and extend the retest deadline to 90 days after returning to home station for Marines:

(a) Stationed in the Continental United States (CONUS) or OCONUS with no DLPT testing site within 50 miles of their location.

(b) Deployed in support of operations.

(2) To be eligible for a waiver Marines must have FLPB eligible test scores on record and be in receipt of FLPB at the time of the request. Waivers that are submitted after the end of deployments will not be considered.

(3) The Federal-Tax-Withholding-604-remark in MCTFS qualifies Marines for automatic extension of FLPB. HQMC (I/IOP) 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 the individual Marines or Units beyond ensuring Combat Tax Exclusion Codes are properly entered into MCTFS.

(4) Not all deployed Marines rate Federal-Tax-Withholding-604-Remarks in MCTFS. Deployed Marines falling into this category should provide

documentation of the deployment location, dates, and operation via their Commanding Officer utilizing the Waiver Request in enclosure (4).

(5) All Marines preparing for deployment who are eligible to retest, per 5d(2), should make every effort to retest prior to deployment. Commands should consider language retesting in pre-deployment training plans.

f. 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. This written agreement will be recorded as a Page 11 entry in the Marine's Service Record Book or Officer Qualification Record using the format in enclosure (5).

g. Approval. Reviewed and approved 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).

h. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (h) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

i. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The 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 will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (i)) and implemented per reference (j).

6. Command and Signal

a. Command. This Order is applicable 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 not exceed \$12,000.00 per year, payable in 12 monthly installments, during the certification period. Rates for specific proficiency levels are contained in tables 1 and 2 of this Order.

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



J. B. LASTER
Director, Marine Corps Staff

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MCO 7220.52F
27 SEP 2016

Request for Foreign Language Proficiency Bonus
(Sample)

7220
Office Code
Date

From: Commanding Officer/Officer In Charge
To: Commandant of the Marine Corps (IOP), Headquarters,
U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington DC 20350-
3000

Subj: REQUEST FOR FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB)

Ref: (a) MCO 7220.52F

1. In accordance with the reference, request that Sgt I. M. Motivated (EDIPI)/ MOS be authorized to receive FLPB for duties involving the regular and necessary use of the (language) language in the performance of his/her duties during the period YYMMDD-YYMMDD.

2. (Billet/Duty assignment description). During the period YYMMDD to YYMMDD, Sgt I. M. Motivated was assigned as the (billet), Any Marine Unit, Location. The nature of this assignment required the regular and necessary use of (language) language skills as a liaison between foreign nationals and the Marine unit overseas and to effect logistical coordination within the host nation.

3. Sgt I. M. Motivated scored a 3 listening (proficiency level) and 3 reading (proficiency level) on the Defense Language Proficiency Test dated YYMMDD.

4. Sgt Motivated is an/on (**active duty/Selected Marine Corps Reserve /Individual Mobilization Augmentee, Active Duty for Operational Support, Annual Training orders, Regularly Scheduled Drill, Additional Training Period, Readiness Management Period, Additional Flying Training Period, Standby Reserve-Active Status List, Standby Reserve-Inactive Status List, Fleet Marine Corps Reserve, Active Reservist, and Annual Drill for the period indicated above**). <<<REFERENCE: MCO 1001R.1K, MCO 1001.62A, Marine Corps Total Force System Personnel Reporting Instructions User Manual (MCTFSPRIUM), and MARADMIN 596/07 for reserve status information>>>

5. Point of Contact for this request is Major I. M. InCharge, Commanding Officer, Marine Unit, Location at (123) 456-7890, DSN 456-7890, email.

I. M. INCHARGE

Instructions for Scheduling an Oral Proficiency Interview (OPI)

1. An OPI consists of a 30 to 45 minute phone dialogue between a certified instructor and the Marine being tested. Per MCO 7220.52F, Marines who desire to take the OPI must meet at least one of the minimum qualifying conditions listed below:

a. Achieve a minimum Interagency Language Roundtable skill level of 2 in both listening and reading modalities on a DLPT.

b. Are unable to take a DLPT because no DLPT exists for that language.

c. Are deployed to or stationed in an area where there is no access to a testing facility to administer a DLPT.

d. Are Foreign Area Officers/Specialists (FAO/FAS).

e. Are students in a foreign language class assigned to Marine Corps Forces Special Operations Command.

2. If a Marine meets the eligibility criteria for an OPI, the Marine may contact the appropriate base Language Testing Center or Education Center and request the Testing Control Officer (TCO), his/her Associate, or Language Testing Coordinator submit an OPI request in the OPI Authorization and Reporting System (OARS). The TCO, his/her Associate, or Language Testing Coordinator is the same person that conducts and proctors the DLPT testing and the OPI. In the event that neither a Language Testing Center nor Education Center is on the Marine's base or within 50 miles of his/her location, contact Headquarters Marine Corps (I/IOP) using information provided in paragraph 5 of this enclosure.

3. The TCO or his/her Associate will submit the request for an OPI (based on availability dates provided by the Marine) to HQMC (I/IOP) through OARS. Once HQMC (I/IOP) approves the request, it is sent to the scheduling department at the DLI. DLI then contacts the certified instructor and coordinates a date and time from the date range provided on the OPI request. The coordination process takes a minimum of 5-10 working days.

4. Once DLI schedules the OPI, it notifies the TCO/Associate who will provide the Marine with the test date and time. Once the Marine takes the test, the score will be reported via OARS to the TCO/Associate and will automatically be entered into Unit Diary. Score entry into the Marine Corps Total Force System can take 30-45 days as the OPI undergoes a quality control check to ensure scoring accuracy.

5. For any other questions pertaining to OPIs, contact HQMC (I/IOP):

Phone: (703) 614-1161, DSN (312) 224-1161

Email: HQMC_ForeignLanguageProgram_OPI@usmc.mil



MCO 7220.52F
27 SEP 2016

In-Service Waiver Request for a Retest of
Defense Language Proficiency Test (DLPT)
(Sample)

COMMAND LETTERHEAD

7220
Office Code
Date

From: Command Language Program Manager or Education Facility,
Location or Unit
To: Commandant of the Marine Corps (MSAB),
Headquarters, U.S. Marine Corps,
3280 Russell Road, Quantico, VA, 22134-5103
Via: Commandant of the Marine Corps (IOP), Headquarters,
U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington DC 20350-
3000
Subj: IN-SERVICE WAIVER REQUEST FOR A RETEST OF DEFENSE LANGUAGE
PROFICIENCY TEST (DLPT) ICO RANK FNAME MI. LNAME EDIPI/PMOS
Ref: (a) MCO 7220.52F
(b) MCO 1230.5C

1. In accordance with the references, SNM requests an in-service waiver to retest the DLPT less than 6 months from previous test date due to a significant language training event. SNM tested in the (state the language) DLPT on YYYYDD. SNM has completed the (state the training) at (location) from YYYYDD to YYYYDD totaling (###) hours.

2. Although the above SNM is not allowed to test prior to 6 months from his/her previous test date, Marines are permitted to retest following a significant language training event of 150 hours or more. SNM has recently successfully completed (###) hours of (language) training and the command needs to determine the effectiveness of the training event.

3. Request that appropriate action be taken to test the above Marine in (language).

4. Point of contact for this request is Major I. M. Incharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456-7890, email.

I.M. INCHARGE



Outside Continental United States (OCONUS) DLPT Extension Request
(Sample)

COMMAND LETTERHEAD

7220
Office Code
Date

From: Commanding Officer/Officer In Charge
To: Commandant of the Marine Corps (MSAB),
Headquarters, U.S. Marine Corps,
3280 Russell Road, Quantico, VA, 22134-5103
Via: Commandant of the Marine Corps (IOP), Headquarters
U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington DC 20350-
3000
Subj: REQUEST AN OCONUS EXTENSION OF DEFENSE LANGUAGE PROFICIENCY
TEST SCORES ICO SERGEANT JOHN M. SMITH (EDIPI)/MOS USMC
Ref: (a) MCO 7220.52F
(b) MCO 1230.5C

1. In accordance with the references, Sergeant Smith meets the requirements for an extension and it is requested that he/she be granted an OCONUS extension waiver for (state language(s) to be waived) due to (state the reason: SNM is stationed (OCONUS location) and there is not a DLPT facility within 50 miles of duty station). SNM is required to retest within 90 days of returning to CONUS. Failure to do so will result in the termination of his/her Foreign Language Proficiency Bonus as per reference (a).

2. Point of contact for this request is Major I. M. InCharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456-7890, email.

I.M. INCHARGE

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

_____. 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 U.S. 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