



Department of Defense INSTRUCTION

NUMBER 5160.71

January 26, 2009

Incorporating Change 1, Effective March 26, 2014

USD(P&R)

SUBJECT: DoD Language Testing Program

- References:
- (a) DoD Directive 5160.41E, "Defense Language Program (DLP)," October 21, 2005, *as amended*
 - (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
 - (c) ~~DoD Instruction 7280.03, "Foreign Language Proficiency Bonus (FLPB)," August 20, 2007~~ DoD Instruction 1340.27, "Military Foreign Language Skill Proficiency Bonuses," May 21, 2013
 - (d) ~~DoD 1400.25-M, "Civilian Personnel Manual (CPM)," December 1996~~ DoD Instruction 1400.25, "DoD Civilian Personnel Management System," date varies by volume
 - (e) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, *as amended*
 - (f) DoD Instruction 5160.70, "Management of DoD Language and Regional Proficiency Capabilities," June 12, 2007
 - (eg) Federal Government Interagency Language Roundtable (ILR) Web Site, "Language Skill Level Descriptions"¹

1. PURPOSE. This Instruction:

a. Implements policies and assigns responsibilities for DoD language testing programs pursuant to Reference (a) and in accordance with the authority in DoD Directive 5124.02 (Reference (b)).

b. Establishes policies and responsibilities for developing and administering the Defense Language Aptitude Battery (DLAB); the Defense Language Proficiency Testing (DLPT) System in reading, listening, and speaking, to include the foreign language Oral Proficiency Interview (OPI); the Oral Proficiency Interview (English) (OPI-E), the DoD English Language Proficiency Test (ELPT), and the English Comprehension Level (ECL) test; and other tests proposed for future development and promulgation.

¹ ~~http://www.govtilr.org/ILRscale_hist.htm~~ <http://www.govtilr.org/skills/ILRscale1.htm>

c. Defines responsibilities for the Secretary of the Army, as *DoD* Executive Agent for the Defense Language Institute Foreign Language Center (DLIFLC), for the development of Defense-wide foreign language testing pursuant to Reference (a).

d. Defines responsibilities for the Secretary of the Air Force, as *DoD* Executive Agent for the Defense Language Institute English Language Center (DLIELC), for the development of Defense-wide English language testing pursuant to Reference (a).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), 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 in the Department of Defense (hereafter collectively referred to as the “DoD Components”).

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. The Defense Language Testing Program is an essential component of the Defense Language Program. Oversight and security of the Defense Language Testing Program is critical to the Department’s ability to measure and capture the language capabilities of the DoD Components and determine readiness.

b. The DLAB is the preferred test battery authorized for assessing an individual’s aptitude for acquiring a foreign language.

c. Except as otherwise provided in this Instruction or as authorized by public law, the DLPT System is the only test battery authorized for assessing an individual’s proficiency in a foreign language and for determining qualification for receiving a Foreign Language Proficiency Bonus (FLPB) for military personnel pursuant to DoD Instruction ~~7280.03-1340.27~~ (Reference (c)) or Foreign Language Proficiency Pay (FLPP) for civilian personnel pursuant to DoD 1400.25-M (Reference (d)) in the Department of Defense.

d. All enlisted personnel entering military service shall be screened for language aptitude, either by taking the DLAB or by means of a DoD-approved assessment tool, e.g., the Armed Forces Qualification Test (AFQT). The DLAB may also be administered to officer and civilian personnel at the discretion of the Secretaries of the Military Departments and the Heads of Defense Agencies and DoD Field Activities.

e. Any use of the DLAB or DLPT in non-DoD agencies, except the Coast Guard, or the use of any method of delivering the computer-based and/or Web-delivered Defense Language Testing Program tests outside the Defense Manpower Data Center (DMDC) channels of delivery

shall require the express written approval of the ~~Deputy Under Secretary of Defense for Plans (DUSD(Plans))~~ *Deputy Assistant Secretary of Defense for Readiness (DASD(R))*.

f. The OPI-E, the ECL, and the ELPT are the preferred tests authorized by the Department to assess a non-native English speaker's proficiency in the English language.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. INFORMATION REQUIREMENTS. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) may establish information reporting requirements in accordance with Reference (a) to assist in the management of Defense Language Program activities. When possible, existing information systems shall be used or modified rather than creating new systems.

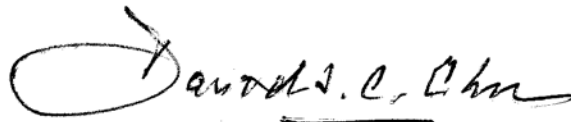
8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE. This Instruction: ~~is effective immediately.~~

a. Is effective January 26, 2009.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction 5025.01 (Reference (e)).

c. Will expire effective January 26, 2019 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (e).



David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. Responsibilities
2. Procedures

Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. USD(P&R). The USD(P&R) shall provide overall policy guidance for the Defense Language Testing Program.

2. ~~DUSD(PLANS)~~ DASD(R). The ~~DUSD(Plans)~~ DASD(R), under the authority, direction, and control of the ~~USD(P&R)~~ Assistant Secretary of Defense for Readiness and Force Management (ASD(R&FM)), shall:
 - a. Exercise overall responsibility for the Defense Language Testing Program.
 - b. Provide policy and direction for the Defense Language Testing Program.
 - c. Coordinate DoD language testing policy with the Military Departments and the Defense Agencies, as appropriate.
 - d. Establish and oversee a centrally managed program to screen and test military accessions to identify those with a high aptitude for learning a foreign language.
 - e. Establish and coordinate procedures to provide testing advice and guidance that ensures the Defense Language Testing Program's adherence to the highest national testing principles and standards.
 - f. Review and approve or disapprove non-DLPT System tests, *except for National Security Agency/Central Security Service (NSA/CSS) Reading and Listening Tests*, that have been certified by the Commandant, DLIFLC, as suitable for proficiency testing for FLPP/FLPB purposes in languages for which there is no DLPT System test.
 - g. Review and approve or disapprove requests to use Defense language tests for organizations outside the Department of Defense, to include requests by foreign governments, or requests to use any method of delivering the computer-based or Web-delivered language tests outside the routine DMDC channels of delivery.
 - h. Oversee and evaluate the development of other tools that can be used to assess language proficiency and aptitude to learn a foreign language.
 - i. Provide guidance for continuing or suspending testing due to an extended outage of the Internet as a means for Web-delivery of tests, if required.

3. ~~DEPUTY UNDER SECRETARY OF DEFENSE FOR PROGRAM INTEGRATION (DUSD(PI))~~ DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY

(DoDHRA). The ~~DUSD(P)~~ Director, DoDHRA, under the authority, direction, and control of the USD(P&R), through the DMDC, shall:

- a. Provide oversight for DLAB and DLPT System activities related to computer-based and/or Web-delivered test administration and delivery, research and development, and quality control, to ensure all are consistent with general policies established by the USD(P&R).
- b. Implement quality assurance procedures to ensure the accuracy and security of computer-based and/or Web-delivered Defense foreign language test administration and delivery.
- c. Provide quarterly tracking reports to the ~~DUSD(Plans)~~ DASD(R) on the computer-based and/or Web-delivered Defense foreign language tests showing test implementation schedules and costs, research and development initiatives, and test administration and/or delivery irregularities, as appropriate.
- d. Establish Defense foreign language testing policies and procedures related to DMDC testing activities (e.g., nomination process, authentication, scoring, score reporting) for Military Departments and other DoD Components.
- e. Serve as the responsible authority for all Web-delivered test environments, including the granting of permission for test delivery and for establishing and enforcing policies and procedures that ensure system test security.
- f. Provide technical assistance to all testing locations that conduct DoD Web-delivered Defense foreign language testing.
- g. Provide all test results to DLIFLC, or the appropriate organization, to facilitate item analysis and evaluation of test performance.
- h. Collaborate with DLIFLC, or the appropriate organization, to ensure the psychometric integrity of tests is established and maintained.
- i. Develop a plan to continue test delivery in the event of an extended outage of the Internet.
 - (1) Coordinate this plan with the DoD Components and submit it to the ~~DUSD(Plans)~~ DASD(R) for approval.
 - (2) Review and update this plan on an annual basis and submit any recommendations for changes to the ~~DUSD(Plans)~~ DASD(R).

4. ~~DEPUTY UNDER SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DUASD(MPP)) DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DASD(MPP))~~. The ~~DUSD for Military Personnel Policy DASD(MPP)~~, under the authority, direction, and control of the ~~USD(P&R) ASD(R&FM)~~, shall:

- a. Establish procedures for the U.S. Military Entrance Processing Command (USMEPCOM) to administer the DLPT System of tests to applicants who have a self-professed knowledge of a foreign language and require the validation of this knowledge for job classification.
- b. Administer the DLPT System of tests, through USMEPCOM according to the requirements developed by the Military Departments, to applicants who have a self-professed knowledge of a foreign language and require the validation of this knowledge for job classification.
- c. Provide quarterly reports, through DMDC, to the USD(P&R) on the number of new accessions who score above 75 on the AFQT.
- d. Administer the DLAB, through USMEPCOM according to requirements developed by the Military Departments, to applicants.
- e. Administer the English language proficiency tests, through USMEPCOM according to requirements developed by the Military Departments, to applicants.

5. ~~DEPUTY UNDER SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DUASD(CPP))~~ DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). The ~~DUSD(CPP)~~ DASD(CPP), under the authority, direction, and control of the ~~USD(P&R) ASD(R&FM)~~, shall track civilian language capabilities and coordinate on language requirements against inventory to assess gaps.

6. DIRECTORS of the ~~NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE (NSA/CSS)~~, the DEFENSE INTELLIGENCE AGENCY (DIA), the NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA), the DEFENSE THREAT REDUCTION AGENCY (DTRA), and the DEFENSE SECURITY COOPERATION AGENCY (DSCA). The Directors of the NSA/CSS, DIA, and NGA, under the authority, direction, and control of the Under Secretary of Defense for Intelligence (USD(I)); the Director, DTRA, under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics; and the Director, (DSCA), under the authority, direction, and control of the Under Secretary of Defense for Policy, shall:

- a. Plan, program, resource, and budget for Defense language testing activities related to test administration.
- b. Establish policies and procedures to ensure infrastructure and facilities are available to support test administration.
- c. Establish policies and procedures to ensure that the Senior Language Authorities (SLAs) (as defined in Reference (a)) are kept informed of all significant testing issues that affect the Department and that should be raised at meetings of the Defense Language Steering Committee (DLSC).

d. Issue and implement policies and procedures governing the administration of the Defense language tests in accordance with the policies contained in this Instruction, including, but not limited to:

- (1) Ensuring the security of test materials.
- (2) Ensuring the proper destruction and transfer of test materials.
- (3) Reporting loss, compromise, or possible compromise of test materials to DLIFLC or DLIELC, as appropriate, at the time the incident occurs and report the results of all investigations upon their completion.
- (4) Maintaining records of testing, test scoring, and test reporting.

e. Ensure the Defense language tests are administered in a controlled test environment by a Test Administrator who is trained and certified according to standards and policies established by the director concerned. The DLPT5 and other computer-based and/or Web-delivered foreign language tests require an additional test administrator certification as established by DMDC.

f. Administer the DLAB no earlier than 180 calendar days from the last administration of the test to an individual, unless the agency grants an exception to policy for a specific individual to retest within 180 calendar days. Establish policies for all subsequent retesting on the DLAB.

g. Administer the DLPT System of tests no earlier than 180 calendar days from the last administration of a test in that modality and language or dialect for a given individual or upon completion of a significant language training event in that language or dialect. No more than two iterations of the same test will be administered to the same person in a 12-month period.

h. Administer the Upper-Range (UR) DLPT5 tests only to personnel who have achieved a Federal Government Interagency Language Roundtable (ILR) level of 3 for the relevant modality on the Lower Range (LR) DLPT5 in that language, when a LR DLPT5 exists in the language.

(1) The initial UR test may be taken immediately after the score for the LR test has been posted to the DLPT Authorization and Reporting System, but must be taken within one calendar year of the date of the LR test.

(2) The administration of subsequent UR tests requires one of two qualifications: An ILR skill level score of 3+ on the previous UR test or an ILR skill level score of 3 on the LR test, both taken within the last calendar year.

i. Administer the DLPT System of tests to DoD contractor personnel when deemed appropriate and necessary by the Heads of Defense Agencies and DoD Field Activities.

j. Establish policies for granting mission-related waivers for required language recertification with the DLPT System of tests.

k. Review and approve requests for release of examinee test scores, except for test score data routinely provided to examinees, the DMDC, and DoD Components.

l. In the absence of a DLPT System test to certify proficiency for a DoD-approved foreign language, except for *NSA/CSS Reading and Listening Tests*, initiate a request for certification of a non-DLPT System test to the Commandant, DLIFLC, with a copy to the ~~DUSD(Plans)~~ *DASD(R)* and, for intelligence agencies, with a copy to the Human Capital Management Office, Office of the USD(I), unless existing legislation for a specific agency provides otherwise.

m. Designate a point of contact to serve as a clearinghouse for testing matters with DLIFLC. This designated point of contact shall:

(1) Coordinate OPI and other test issues with DLIFLC.

(2) Establish procedures for administering tests.

(3) Provide annual, informal estimates, by language and number of tests, for the OPI, and any other tests for which DLIFLC must provide or schedule testers or scorers, by the end of the fiscal year for the coming fiscal year.

n. Designate a point of contact to serve as a clearinghouse for test-delivery matters with DMDC. This designated point of contact shall:

(1) Coordinate all technical test-delivery issues with DMDC.

(2) Monitor the performance of test-delivery sites.

(3) Disseminate information from DMDC to test-delivery sites.

o. Administer the ECL and the ELPT, as necessary, to personnel according to procedures established by DLIELC.

7. SECRETARY OF THE ARMY. The Secretary of the Army, as *DoD* Executive Agent for DLIFLC *as designated in Reference (a) and in addition to the responsibilities in section 9 of this enclosure*, shall:

a. Be responsible for Defense foreign language test development, research and development, calibration, and quality control, consistent with general policies established by the USD(P&R).

b. Plan, program, resource, and budget for DLIFLC activities related to test development, research and development, calibration, quality control, and scoring of tests.

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

d. Establish, through DLIFLC, recommended minimum DLAB aptitude scores for entry into DLIFLC training for various languages based on categories of difficulty.

e. Implement quality assurance procedures to ensure the accuracy and security of the test development and paper-and-pencil test distribution process for Defense foreign language testing.

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

g. Administer the DLPT System of tests, as required, to DLIFLC students upon completion of their training.

h. Establish procedures for, and provide oversight of, the printing and distribution of foreign language aptitude and proficiency paper-and-pencil test materials to all DoD test control centers, until such time as all such tests are available for Web delivery.

i. Report all compromises or possible compromises of test materials to the Defense Language *and National Security Education* Office (~~DLO~~-DLNSEO) as soon as possible after notification by DoD Components.

8. SECRETARY OF THE AIR FORCE. The Secretary of the Air Force, as *DoD* Executive Agent for DLIELC *as designated in Reference (a) and in addition to the responsibilities in section 9 of this enclosure*, shall:

a. Be responsible for Defense English language test development, research and development, calibration, and quality control.

b. Plan, program, resource, and budget for DLIELC activities related to test development, research and development, calibration, quality control, and scoring of the ECL, OPI-E, ELPT, and other future DoD-approved tests.

c. Develop a comprehensive security plan that includes all aspects of test development and design and test administration within DLIELC.

d. Assist DoD Components, through DLIELC, to determine recommended ECL proficiency scores for entry into military occupational training or education.

e. Implement quality assurance procedures to ensure the accuracy and security of the test development and test distribution process for Defense English language testing.

f. Administer the OPI-E as required by the Heads of DoD Components.

g. Be responsible for printing, distributing, and providing English language proficiency paper-and-pencil test materials to all DoD test control centers, as required.

h. Report all compromises or possible compromises of test materials to the ~~DLO~~-DLNSEO as soon as possible after notification by DoD Components.

9. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

a. Establish policies and procedures to ensure infrastructure and facilities are available to support test administration.

b. Plan, program, resource, and budget for Defense language testing activities to support test administration.

c. Establish policies and procedures to ensure that the SLAs are kept informed of all significant testing issues that affect the Department and that should be raised at meetings of the DLSC.

d. Issue policies and procedures governing the administration of the Defense language tests in accordance with the policies contained in this Instruction, including, but not limited to:

(1) Ensuring the security of the test materials.

(2) Ensuring the proper destruction and transfer of test materials.

(3) Reporting loss, compromise, or possible compromise of test materials to DLIFLC or DLIELC, as appropriate, at the time the incident occurs and report the results of all investigations upon their completion.

(4) Maintaining records of testing, test scoring, and test reporting.

e. Ensure the Defense language tests are administered in a controlled test environment by a test administrator who is trained and certified according to standards and policies established by the Secretary concerned. The DLPT5 and other DLPT System computer-based and/or Web-delivered tests require an additional Test Administrator certification as established by DMDC.

f. Establish procedures to screen and track all newly commissioned officer personnel for language aptitude or capability.

g. Establish foreign language accession screening procedures to screen all recruits for language aptitude with the AFQT or other DoD-approved screening tool. Inform personnel who score above 85 on the AFQT that their performance reflects a potential aptitude to learn a foreign language.

h. Administer the DLAB no earlier than 180 calendar days from the last administration of the DLAB to an individual, unless the Military Department grants an exception to policy to the individual to retest within 180 calendar days. Establish policies for all subsequent retesting on the DLAB.

i. Administer the DLPT System of tests no earlier than 180 calendar days from the last administration of a test in that skill modality and language or dialect for a given individual or upon completion of a significant language training event in that language or dialect. No more than two iterations of the same test will be administered to the same person in a 12-month period.

j. Administer the UR DLPT5 tests only to personnel who have achieved an ILR level of 3 for the relevant modality on the LR DLPT5 in that language, when a LR DLPT5 exists in a language.

(1) The initial UR test may be taken immediately after the score for the LR test has been posted to the DLPT Authorization and Reporting System, but must be taken within one calendar year of the date of the LR test.

(2) The administration of subsequent UR tests requires one of two qualifications: An ILR skill level score of 3+ on the previous current UR test or an ILR skill level score of 3 on the LR test taken within the last calendar year.

k. Administer the DLPT System of tests to DoD contractor personnel when deemed appropriate and necessary by the Secretary concerned.

l. Establish policies for granting mission-related waivers for required language recertification with the DLPT System of tests.

m. Develop procedures to administer the DLPT System of tests to military recruits or enlisted personnel who have a self-professed knowledge of a foreign language during their first term of enlistment. These procedures must consider the fact that the written DLPTs were developed to test the foreign language proficiency of native or near-native speakers of English, and that OPIs may be the best way to test non-native speakers of English.

n. Review and approve requests for release of examinee test scores, except for test score data routinely provided to examinees, DMDC, and the DoD Components.

o. In the absence of a DLPT System test to certify proficiency for a DoD-approved foreign language, initiate a request for certification of a non-DLPT System test, except for *NSA/CSS Reading and Listening Tests*, to the Commandant, DLIFLC, with a copy to the *DUSD for Plans DASD(R)*.

p. Designate a point of contact to serve as a clearinghouse for testing matters with DLIFLC. This designated point of contact shall:

(1) Coordinate OPI and other test issues with DLIFLC.

(2) Establish procedures for administering tests.

(3) Provide annual, informal estimates to DLIFLC, by language and number of tests, for the OPI, and any other tests for which DLIFLC must provide or schedule testers or scorers, by the end of the fiscal year for the coming fiscal year.

q. Designate a point of contact to serve as a clearinghouse for test delivery matters with DMDC. This designated point of contact shall:

(1) Coordinate all technical test-delivery issues with DMDC.

(2) Monitor the performance of test-delivery sites.

(3) Disseminate information from DMDC to test-delivery sites.

r. Administer the ECL and the ELPT, as necessary, to personnel according to procedures established by DLIELC.

ENCLOSURE 2

PROCEDURES

1. REQUESTS TO USE DEFENSE LANGUAGE TESTS OUTSIDE THE DEPARTMENT OF DEFENSE

a. Requests to use Defense language tests to test personnel in agencies outside the Department of Defense, except the Coast Guard, or to use any method of delivering the computer-based or Web-delivered language tests outside the routine DMDC channels of delivery shall be submitted to the ~~DUSD(Plans)~~ *DASD(R)* at least 90 calendar days in advance of any such anticipated use.

b. Requests for such exceptions to testing procedures shall contain, at a minimum, the purpose for which the test will be used, the audience to be tested, the annual number of tests to be administered, the marginal cost incurred to administer the tests, the location of sites at which the tests will be administered, the procedures to be used to ensure test security, and provisions for the recovery of damages in the event the test is compromised while under the control of the user.

c. After coordination with DLIFLC and DMDC, the ~~DUSD(Plans)~~ *DASD(R)* shall make *an* appropriate ~~recommendations~~ *decision* on a course of action ~~to the USD(P&R)~~.

d. Any existing agreements covering the uses described above shall be renewed every 5 years and submitted to the ~~USD(P&R)~~ *DASD(R)* for approval before renewal.

2. INTRODUCING NEW WEB-DELIVERED TESTS

a. Forty-five calendar days before a new DLPT5 test or other Web-delivered version of a proficiency test is released for use by DoD Components, the Commandant, DLIFLC, shall submit all appropriate data and material for the test to DMDC for installation on the Web server. At the same time, the Commandant shall submit a memorandum to the ~~DUSD(Plans)~~ *DASD(R)*, with a copy to the SLAs, announcing such release and the release date. The SLAs will ensure the widest possible dissemination of the release information within their components.

b. DMDC will install the new test on the Web server within 1 month from the date of delivery of all data and materials from DLIFLC. DMDC shall provide weekly updates on the status of its progress.

c. Upon completion of the installation by DMDC, DLIFLC shall forward materials in the appropriate format to the NSA/CSS for use within the DoD intelligence community.

d. During this 45-day period, DoD Components will ensure that all preparations for the transition to the new test have been made.

e. All DoD Components will stop administering the paper-and-pencil tests by 2400 hours Universal Time on the day prior to the day the new test is available for Web delivery, except that the DoD Intelligence Agencies may delay implementation on the lab-based delivery system if problems are encountered installing the CDs provided by DLIFLC. In that event, implementation shall take place as soon as the problems are resolved.

f. For a 1-year transition period after the introduction of a new DLPT5, the Heads of the DoD Components may authorize their personnel the option to use the scores from their last recorded DLPT for purposes of FLPP/FLPB certification and other official uses. At the end of the 1-year transition period, the individual's annual certification for FLPP/FLPB and other official uses shall be based on the current DLPT5 scores.

3. REQUESTING CERTIFICATION AND APPROVAL OF NON-DLPT SYSTEM TESTS

a. *With the exception as stated in paragraph 3e, ~~Any-any~~ DoD Component that desires a foreign language proficiency test in a DoD-approved language for which there is no DLPT System test may submit a request to the Commandant, DLIFLC, with a copy to the ~~DUSD(Plans)~~ *DASD(R)*, for a non-DLPT System test to be certified for proficiency testing in that language and for payment of FLPP/FLPB. The request should also include the estimated number of test takers and the annual number of tests to be administered.*

b. Within 30-60 calendar days of the receipt of the test, the Commandant, DLIFLC, will provide a response to the requestor and the ~~DUSD(Plans)~~ *DASD(R)* on whether the test will be certified to test proficiency in that language. If the non-DLPT System test is not certified for that language, the Commandant, DLIFLC, will recommend other options for meeting the requirement.

c. If the non-DLPT System test is certified for that language, the Commandant, DLIFLC, will provide the certification to the ~~DUSD(Plans)~~ *DASD(R)* along with any restrictions that apply to the certification.

d. If the ~~DUSD(Plans)~~ *DASD(R)* concurs with the certification and restrictions, he or she will ~~forward a recommendation to the USD(P&R) to~~ approve the non-DLPT System test for testing proficiency in that language and for payment of FLPP/FLPB, *Foreign Language Incentive Pay, and Foreign Language Pay for Defense Civilian Intelligence Personnel System employees.*

e. The NSA/CSS Reading and Listening Tests do not require the review described in paragraphs 3a through 3d of this enclosure, provided they are developed in strict compliance with the procedures outlined in the NSA/CSS Unified Foreign Language Testing System Sections IV and V and Appendixes A1 and A2 and are approved as Tests of Record by the NSA/CSS Standing Committee on Language Testing.

(1) The DLNSEO, in conjunction with NSA/CSS, and in coordination with members of the Defense Language Action Panel (DLAP) as defined in DoDI 5160.70 (Reference (f)), will develop management and administration procedures for the use of the NSA/CSS tests by non-NSA/CSS DoD Components. After adjudication, DLNSEO will disseminate these procedures to all DLAP members for use by DoD Component personnel.

(2) Use of these tests by DoD Components will be on a space available basis. Priority in testing will be given to the cryptologic community.

(3) Provided that all other payment criteria have been met, payment of the Foreign Language Proficiency Bonus, Foreign Language Incentive Pay, and Foreign Language Pay for Defense Civilian Intelligence Personnel System employees is authorized for these tests.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AFQT	Armed Forces Qualification Test
CPM	Civilian Personnel Manual
<i>DASD(R)</i>	<i>Deputy Assistant Secretary of Defense for Readiness</i>
DIA	Defense Intelligence Agency
DLAB	Defense Language Aptitude Battery
<i>DLAP</i>	<i>Defense Language Action Panel</i>
DLIELC	Defense Language Institute English Language Center
DLIFLC	Defense Language Institute Foreign Language Center
<i>DLNSEO</i>	<i>Defense Language and National Security Education Office</i>
DLO	Defense Language Office
DLP	Defense Language Program
DLPT	Defense Language Proficiency Test
DLSC	Defense Language Steering Committee
DMDC	Defense Manpower Data Center
DoDD	Department of Defense Directive
<i>DoDHRA</i>	<i>Department of Defense Human Resources Activity</i>
DoDI	Department of Defense Instruction
DSCA	Defense Security Cooperation Agency
DTRA	Defense Threat Reduction Agency
DUSD(CPP)	Deputy Under Secretary of Defense for Military Personnel Policy
DUSD(MPP)	Deputy Under Secretary of Defense for Military Personnel Policy
DUSD(PI)	Deputy Under Secretary of Defense for Program Integration
DUSD(Plans)	Deputy Under Secretary of Defense for Plans
ECL	English Comprehension Level Test
ELPT	English Language Proficiency Test
FLPB	Foreign Language Proficiency Bonus
FLPP	Foreign Language Proficiency Pay
ILR	Interagency Language Roundtable
LR	lower range
NGA	National Geospatial Agency
NSA/CSS	National Security Agency/Central Security Service
OPI	Oral Proficiency Interview
OPI-E	Oral Proficiency Interview (English)

SLA	Senior Language Authority
USD(I)	Under Secretary of Defense for Intelligence
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
UR	upper range
USMEPCOM	US Military Entrance Processing Command

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

AFQT. The score derived from an individual's performance on just the verbal and mathematics subtests of the ASVAB, specifically: word knowledge, paragraph comprehension, arithmetic reasoning, and mathematics knowledge.

American Language Course Placement Test. An assessment of English language skills used by USMEPCOM in addition to the ECL.

DLAB. 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.

DLPT System. 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. The OPI is suitable for testing both native and non-native speakers of English. DLPT and OPI scores are reported as ILR skill levels according to Reference (a) and the ILR Site ~~((e))~~ (*Reference (g)*). The system consists of:

DLPTs I through IV. Computer-based and/or Web-delivered tests that measure an individual's foreign language proficiency in the ILR skill level 0-3 range in the listening and reading modalities. These tests are in the process of being converted to web-delivered versions of the test.

DLPT5. A computer-based and/or Web-delivered test that measures an individual's foreign language proficiency in the listening and/or reading modalities. For a specific language, the test may consist of a LR test and/or an UR test. The LR test typically measures ILR skill levels from 0 to 3, while the UR test measures ILR skill levels from 3 to 4. The tests are administered in a multiple choice format for languages with large numbers of personnel with some proficiency in the target language and in a constructed response format for languages with smaller numbers of personnel with some proficiency in the target language. In the multiple choice format, the examinee reads or listens to a foreign language passage and then selects the best answer from a set of four possible answers to a question in English. Questions and answer choices for multiple

choice tests are in English. In the constructed response format, the examinee reads or listens to a foreign language passage and then composes answers to questions in English.

OPI. A test administered in person, by telephone, or other approved means to measure an individual's foreign language proficiency in the speaking modality across the entire ILR scale.

Defense Language Proficiency Two-Skill Interview. A test administered in person, by telephone, or other means to test listening and speaking, speaking and reading, or listening and reading across the entire ILR scale.

Defense Language Proficiency Three-Skill Interview. A face-to-face test, developed and administered on a case-by-case basis, to test listening, speaking, and reading across the entire ILR scale.

Defense Language Reading Proficiency Test. A computer-based and/or Web-delivered test that measures an individual's foreign-language proficiency only in the reading modality in the LR of the ILR scale in Amharic and Hausa.

Other foreign language tests. In the absence of a DLPT System test for a DoD-approved language, a non-DLPT System test may be used to assess foreign language proficiency and to certify eligibility for FLPP/FLPB when the test has been certified for that purpose by the Commandant, DLIFLC, and approved by the USD(P&R).

ECL Test. A paper-and-pencil or computer adaptive test used to assess the English language proficiency, in listening and reading, of international military students being considered for assignment or training in the United States. The ECL is also used for US military personnel who are non-native speakers of English as a prerequisite qualification for entry into the military services.

ELPT. A paper-and-pencil or computer-assisted test to assess English language skills in listening, reading, and writing against the ILR scale. International personnel who work with or may be assigned to NATO/Partnership for Peace/Mediterranean Dialog countries and international coalitions are the audience for this test.

OPI-E. A test administered in person, by telephone, or other approved means to measure an individual's English language proficiency in the speaking and listening modalities across the entire ILR scale.

significant language training event. At least 150 hours of immersion training or 6 consecutive weeks of 5-hour-a-day classroom training, or other significant event as defined by the Secretaries of the Military Departments and the Heads of Defense Agencies and DoD Field Activities.