



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

13 November 2017

MEMORANDUM FOR AIR FORCE ALL

FROM: Air Force Culture and Language Center (AFCLC)
551 East Maxwell Blvd, Building 500
Maxwell AFB, AL 36112

SUBJECT: FY 2018 LEAP Application and Selection Board Announcement

1. The purpose of this message is to solicit applications for the Fiscal Year (FY) 2018 Language Enabled Airman Program (LEAP) application and selection cycle. Per AFI 36-4001, *Air Force Language, Regional Expertise & Culture Program*, LEAP is a career-spanning program that deliberately develops language enabled, cross-culturally competent Airmen by providing language and immersion training opportunities for the General Purpose Force (GPF) USAF Airmen.

2. Eligible candidates may submit applications to LEAP within the respective timelines. Applications submitted after the established deadlines will not be considered. Selected and non-selected candidates and their commanders will be notified of the results via email approximately 60 days after the selection board convenes.

3. Timeline:

- **Cadet Board**
 - 1 January 2018 - 16 March 2018: Submission window opens/closes
 - 18-19 April 2018: Selection board convenes
- **Active Duty Enlisted Board**
 - 20 March 2018 – 16 June 2018: Submission window opens/closes
 - 26 July 2018: Selection board convenes
- **Active Duty Officer Board**
 - 20 March 2018 – 16 June 2018: Submission window opens/closes
 - 27 July 2018: Selection board convenes

4. **Who may apply:**

- A. USAF officer candidates (senior college students).
- B. USAF Active Duty (AD) Commissioned Officers (excluding 16F career field) not within two years of separation or retirement.
- C. USAF AD enlisted Airmen (excluding 1N3, 1A8 career fields) with at least 48 months of time in service (TIS) as of 26 July 2018, rank of Senior Airman (SrA) through Senior Master Sergeant (SMSgt), completion of all 5-Skill Level and Career Field and Education Training Plan (CFETP) requirements, and not planning to separate or retire within the next year.

5. **Eligibility requirements:**

- A. Applicants must possess a current Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) score. See AFI 36-4002, *Air Force Foreign Language Proficiency Bonus*, for information regarding DLPT and OPI currency requirements.
- B. Applicants must have a superior performance record. (No derogatory information, referral performance reports, UIF, control rosters, etc.)

C. Cadet applicants are required to submit all collegiate academic transcripts and should demonstrate scholastic achievement.

D. Notify his or her immediate supervisor and commander of intent to apply for LEAP prior to submitting an application. An endorsement from the member's commander is required. Supervisor endorsements are optional.

6. How to apply:

- A. Active Duty and USAFA applicants must submit applications through the LEAP site, LEADeR, at <https://cmsweb.maxwell.af.mil/Leap>. You must be on an AF computer and have an Air University (AU) Portal account to begin your online LEAP application. Applicants that need to create or update their AU Portal account will be redirected to the AU Portal before going to the application site.
- B. AFROTC applicants should contact their Detachment Commander for application and endorsement forms. AFROTC applicants must send completed application packages in readable PDF format via encrypted emails through their Detachment Commanders to AFCLC.Language@us.af.mil.

7. Applicants who meet all of the above eligibility requirements may submit an application to LEAP according to the following checklist.

A. Application documents must be provided in PDF format. Please ensure your documents are oriented correctly and legible. **Applications with documents that are illegible or not correctly aligned will not be considered.**

- i. Single Unit Retrieval Format (SURF) or Data Verification Brief (DVB) from vMPF (*AD only*)
- ii. Three most recent, finalized Performance Reports (OPR/EPR), Training Reports, or combination (*AD only*)
- iii. All College Transcripts. Unofficial post-secondary education copies are acceptable (*Cadet only*)
- iv. DLPT or OPI score report - AD applicants must ensure scores are in MilPDS official records or must upload a copy of the score report. Cadets must include current scores. (*all applicants*)
- v. Certificates from foreign language schools are optional. (*all applicants*)

B. Endorsement from applicant's Commander/Director is **mandatory** and should be submitted directly through the online application site. AFROTC Detachment Commanders without access to LEADeR should contact the LEAP office for alternate means of submitting the endorsement.

8. For more information about LEAP, please visit the AFCLC LEAP website at <http://culture.af.mil/leap> or email us at AFCLC.Language@us.af.mil or watch our promotional video at [LEAP promo](#)

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ERIC E. GRAHAM, Lt Col, USAF
Chief, Language Division