



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

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MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: SAF/MR  
1040 Air Force Pentagon  
Washington, DC 20330-1040

SUBJECT: Department of the Air Force Guidance Memorandum (DAFGM) to DAFI 36-4005, *Total Force Language, Regional Expertise, and Culture*

By order of the Secretary of the Air Force, this DAFGM immediately changes DAFI 36-4005, *Total Force Language, Regional Expertise, and Culture*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with DAFI 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. This applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the United States Space Force (USSF), the Air Force Reserve (AFR), and the Air National Guard (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

This DAFGM provides guidance on payment for multiple modalities (listening, reading, speaking) of the same language or dialect.

The point of contact for this guidance memorandum is the AF Language, Regional Expertise, and Culture Division at [AF.A1DG.workflow@us.af.mil](mailto:AF.A1DG.workflow@us.af.mil)

This memorandum becomes void after one year has elapsed from the date of this memorandum and may be extended as required.

ALEX WAGNER  
Assistant Secretary of the Air Force  
Manpower and Reserve Affairs

Attachment:

1. Delay Implementation of Multiple Modalities Pay as Independent Certifications

**Attachment**  
**Delay Implementation of Multiple Modalities Pay as Independent Certifications**

REPLACE 3.2.7. Timeline for Test Pairing. To certify for FLPB, a member must meet the minimum language proficiency requirements, as depicted in **paragraph 3.4** through **paragraph 3.19**. Listening and reading DLPTs must be taken within 30 calendar days of each other (**T-0**). For members who are eligible for FLPB for the speaking modality, the OPI score can be paired with either the listening and/or reading DLPT score for FLPB certification. The OPI must be taken within a 60-day calendar period of the related DLPT date (**T-1**). For example, if a member takes the listening DLPT on 1 Jun 2022, the speaking OPI must be taken on/before 1 Aug 2022 for FLPB eligibility.

REPLACE 3.2.8.1.1.1. To be eligible for pay for Arabic dialects, a member may test in either the dialect listening and/or the dialect speaking. If the member earns a qualifying score in both the listening and speaking dialects, the member may still be paid for both of those modalities if test pairing timelines are met (See **paragraph 3.2.7**). To be eligible for pay for Arabic dialects, a member must meet all eligibility criteria IAW **paragraph 3.4** through **paragraph 3.19**.

REPLACE 3.2.8.1.1.2. To be eligible for pay for Chinese-Cantonese, a member may test in the dialect listening and/or the dialect speaking. If the member earns a qualifying score in both the listening and speaking dialects, the member may still be paid for both of those modalities if test pairing timelines are met (See **paragraph 3.2.7**). To be eligible for pay for MSA (AD) and Chinese-Mandarin (CM), a member must meet all eligibility criteria IAW **paragraph 3.4** through **paragraph 3.19**.

REPLACE 3.2.8.1.2. Example: Member is a Central Command (CENTCOM) FAO (16FXF/16ZXF) with target language AD and has already earned scores of 2/2 or higher in the target language prior to taking the following dialect tests:

5 Dec 2022: Arabic-Levantine (AP) L3; pay is authorized for AP because member already certified at 2/2 or higher in the target language prior to taking the AP listening comprehension (LC) test and because AP may be paid (without pairing) by single modality. FAO may receive pay for AP according to **Table 3.1** for the listening modality rate, score of 3. The effective dates of pay for AP are 5 Dec 2022 through 31 Dec 2024. Member must recertify by 1 Jan 2025. (**T-1**)

1 May 2023: AP S2+; pay is not authorized for AP S2+ because test pairing timelines were not met (See **paragraph 3.2.7**). (**T-1**)

REPLACE 3.5.2.1.1. CLAs who are serving in a position coded for speaking (e.g., Defense Threat Reduction Agency (DTRA) linguist, language instructor) are also authorized FLPB for S2 and higher if the 60-day test pairing rule is met (See **paragraph 3.2.7**).

REPLACE 3.5.2.1.2. CLAs with a current score of L3/R3 or higher in their CLANG are authorized FLPB for S2 and higher if the 60-day test pairing rule is met (See **paragraph 3.2.7**).

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 36-4005**



**27 JULY 2023**

**Personnel**

**TOTAL FORCE LANGUAGE,  
REGIONAL EXPERTISE, AND  
CULTURE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-40, *Language, Regional Expertise, and Culture Program*. It establishes procedures and defines the roles and responsibilities for the Department of the Air Force (DAF) Language, Regional Expertise, and Culture (LREC) program, which includes the Foreign Language Proficiency Bonus (FLPB) program and the Foreign Language Proficiency Pay (FLPP) program. This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the United States Space Force (USSF), the Air Force Reserve (AFR), and the Air National Guard (ANG). In collaboration with the Deputy Chief of Space Operations for Human Capital (SF/S1), Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Total Force LREC program. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *Department of Defense Privacy and Civil Liberties Programs*. The applicable System of Records Notice (SORN) F036 AF PC C, *Military Personnel Records System*, and F036 AF PC Q, *Personnel Data System* are available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but supplements and implementing publications must be routed through the Director of Force Development, Headquarters Air Force (AF/A1D) for coordination and approval prior to publishing **(T-1)**. MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval **(T-1)**. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, and T-3) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waiver through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

### **SUMMARY OF CHANGES**

This document has been substantially revised and requires review in its entirety. Major changes include redesignation of Air Force Instruction (AFI) 36-4005 to a Department of the Air Force Instruction (DAFI) to incorporate the USSF equities. Additionally, this revision reflects changes in FLPB and FLPP rates and criteria for eligibility; change to recertification timelines; and potential eligibility for a lump-sum bonus to formally certify self-assessed foreign language proficiency. **Note:** FLPB is no longer tied to the DAF Strategic Language List (SLL). Members receiving FLPB at issuance of this instruction who would not otherwise be eligible for FLPB based on the new rules in this publication, may retain eligibility through 31 July 2024, as long as the member's certification remains current.

This instruction also updates organizations and office symbols, roles, and responsibilities, and reflects the most recent Department of Defense (DoD) language, regional expertise, and culture policies as referenced in DAFPD 36-40.

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## Chapter 1

### TOTAL FORCE LANGUAGE, REGIONAL EXPERTISE, AND CULTURE OVERVIEW

**1.1. Overview.** Language, regional expertise, and culture (LREC) capabilities are critical for ensuring global operational readiness. These capabilities posture the DAF to successfully execute warfighting missions, security cooperation engagements, peacetime operations, and to build partnerships and alliances. To ensure the DAF is prepared for strategic competition, the Air Force Language, Regional Expertise, and Culture Division (AF/A1DG) provides oversight and guidance to LREC programs designed to increase the accession, development, sustainment, and utilization of both uniformed and civilian personnel with LREC skills. The FLPB and FLPP programs are capabilities-based, monetary incentives that incentivize uniformed personnel and civilian employees to gain, sustain, and increase foreign language and dialect proficiency in areas of strategic interest. References to FLPP include both DAF General Schedule (GS) and equivalent positions, as well as Defense Civilian Intelligence Personnel System (DCIPS) civilians.

#### **1.2. Authority.**

1.2.1. FLPB is authorized under Title 37 United States Code (USC), Section § 353, and is administered according to DoDI 1340.27, *Military Foreign Language Skill Proficiency Bonuses*, and DoD Financial Management Regulation (FMR) 7000.14-R, Vol 7a, Chapter 19: *Foreign Language Proficiency Bonus*. FLPB is a discretionary incentive, not an entitlement. FLPB is subject to change or discontinuation; therefore, recipients should not consider FLPB when planning critical finances or as income.

1.2.2. FLPP is authorized under Title 10 United States Code § 1596, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests*, and Title 10 United States Code § 1596a, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*. Non-Appropriated Fund Air Force civilian employees, contractors, and foreign national indirect hires are not eligible to receive FLPP.

1.2.2.1. **Note:** Eligibility for FLPB and FLPP are separate authorities that are paid from two different pay systems. Should a member serve concurrently in any DoD civilian position and military Reserve or National Guard position that requires the same language for each position, the member is entitled to receive FLPP for the civilian position and FLPB for the same language for the Reserve or National Guard position IAW the corresponding service-specific civilian and military policy. There is no violation of the dual compensation principle.



## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. The Secretary of the Air Force (SecAF):** The SecAF retains ultimate responsibility for all policy and guidance related to DAF LREC programs to include the Defense English Language Program (DELP). DELP policy is governed by DAFI 36-4003, *Managing the Defense English Language Program*. These responsibilities are carried out through the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) and AF/A1 as directed and delegated respectively in Headquarters Air Force Mission Directive (HAFMD) 1-24, *Assistant Secretary of the Air Force, Manpower and Reserve Affairs*, and HAFMD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services*. This responsibility includes determining which foreign languages, specialties, and duties qualify under the DAF FLPB and FLPP programs. The Secretary may initiate, terminate, increase, or decrease FLPB and FLPP amounts, as necessary.

**2.2. The Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR):**

2.2.1. Serves as an agent of the SecAF and provides guidance, direction, and oversight for both the DAF LREC and DELP. Conducts these activities for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets, to include DAF civilian employee benefits and entitlements.

2.2.2. Designates, in writing, a general officer or civilian equivalent to serve as the Department of the Air Force Senior Language Authority (DAF SLA) and to execute, on behalf of SecAF, the DoD Executive Agent responsibilities and authorities for the Defense Language Institute English Language Center (DLIELC).

2.2.3. Reports the status of LREC programs to the Office of the Secretary of Defense, as required.

2.2.4. Oversees and coordinates military personnel policy related to FLPB and civilian personnel policy related to FLPP, to include reporting requirements, in collaboration with AF/A1.

2.2.5. Identifies an LREC point of contact (POC) to champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.3. The Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services (AF/A1):**

2.3.1. Oversees the execution of the responsibilities of the SecAF as the DAF SLA.

2.3.2. Ensures the DAF SLA has direct access to AF/A1 senior leadership.

2.3.3. Maintains the capability to track the skills, training, education, experience, and utilization of DAF military and civilian personnel with LREC skills.

2.3.4. Executes FLPB and FLPP policy and develops, coordinates, and approves procedural guidance for uniformed and civilian personnel compensation in collaboration with SAF/MR.

**2.4. Director of Force Development, Headquarters Air Force (AF/A1D):**

2.4.1. Executes the roles and responsibilities of the DAF SLA and, on behalf of the SecAF, the DoD Executive Agent responsibilities for DLIELC IAW DAFPD 36-40.

- 2.4.2. Provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets, to include addressing DAF non-intelligence civilian foreign language plans and programs in coordination with the Director of Civilian Force Management (AF/A1C).
- 2.4.3. Ensures the synchronization of LREC programs with DAF and DoD programs, policy, planning guidance, strategy, and doctrine.
- 2.4.4. Serves as the concurring authority for T-1 waivers of this publication.
- 2.4.5. Establishes and represents the official DAF LREC position both internally across the DAF and externally across the DoD and to other government and commercial agencies.
- 2.4.6. Serves as the service program manager for the FLPB program, which is managed by AF/A1DG.
- 2.4.7. Implements DoD requirements and establishes DAF requirements and procedures for reporting FLPB payments IAW DoD and DAF policy.
- 2.4.8. To stay relevant in strategic competition, and IAW the National Defense Strategy and DAF strategy, the DAF SLA may authorize FLPB or a lump-sum certification incentive at any time for any language.
- 2.4.9. Coordinates FLPP policy and changes with SAF/MR, the Assistant Secretary of the Air Force (Financial Management and Comptroller) (SAF/FM), AF/A1C, the Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations (AF/A2/6), and Air Force Personnel Center (AFPC) for DAF civilian employees requiring proficiency in foreign languages.
- 2.4.10. Establishes and manages the DAF LREC governance structure, as needed, to monitor the effectiveness and efficiency of DAF LREC programs. The governance structure will provide forums for the force development, force management, and financial management communities to share resources, information, and best practices.
- 2.4.11. Provides formal guidance through the Air Force Culture and Language Center (AFCLC) charter, Language Enabled Airman Program (LEAP) Program Guidance Letter (PGL)/Program Requirements Document (PRD), and approves LEAP selectees via the boards process.
- 2.4.12. Represents the DAF as a member of the Defense Language Steering Committee (DLSC), as required by Department of Defense Directive (DoDD) 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*.
- 2.4.13. Advocates for the Air and Space Expeditionary Force tasking structure to be optimized to efficiently identify and deploy LREC-enabled Airmen and Guardians.
- 2.4.14. Oversees the development, sustainment, and execution of DAF LREC plans, including strategy, communications, implementation, assessment, monitoring, and evaluation.
- 2.4.15. Oversees the integration of LREC proficiency requirements and utilization metrics into appropriate combatant command (CCMD) and coalition operational, contingency, and stabilization plans and programs as well as requests for forces and lessons learned.

2.4.16. Serves as the focal point for DoD and DAF LREC data calls and reporting requirements.

2.4.16.1. Reports LREC skills and utilization gaps to the SecAF, Chief of Staff of the Air Force, Chief of Space Operations, the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)), and to Congress, as required.

2.4.17. Supports the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) mission of building international partnerships by carrying out AF/A1 responsibilities IAW DAFPD 16-1, *Security Cooperation*, and AFI 16-109, *International Affairs Specialist (IAS) Program*.

2.4.18. Oversees the adjudication of all foreign language exception to policy (ETP) requests through AF/A1DG and the Air Force Business Process Owner (BPO), Military Special Pays and Entitlements (AFPC/DP3SA).

2.4.19. Oversees the adjudication of all Defense Language Aptitude Battery (DLAB) waivers through AF/A1DG in coordination with the Air Force BPO, Air Force Operational Testing (AFPC/DP3DA).

2.4.20. Ensures compliance with directives for cross-functional authority responsibilities and attends development team meetings to coordinate Airmen development across the functional communities.

2.4.21. Represents the DAF in coordination with Air Education and Training Command (AETC), Director, Force Development, Headquarters Space Force (SF/S1D), AF/A2/6, and other LREC stakeholders, on all foreign language training, education, and sustainment issues with the Defense Language Institute Foreign Language Center (DLIFLC) IAW DoDI 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*.

2.4.22. Provides oversight of the Training Requirements Arbitration Panel (TRAP) and Structured Manning Decision Review Panel (SMDR) and coordinates with AETC, AF/A2/6, SF/S1D, and other stakeholders, as needed, to resolve issues.

2.4.23. Provides oversight for research and development activities performed by or for the DoD in support of foreign and English language training requirements.

2.4.24. Monitors DoD, DAF, and interagency research and development activities related to LREC-related technology development, acquisition, and capabilities deployment.

2.4.25. Maintains a direct link between DLIFLC and DLIELC in matters pertaining to teaching methodologies, performance standards for language training equipment and media, tests and evaluation systems, non-resident language programs, and research and development; ensures no duplication of efforts and full cooperation and coordination on the information, concepts, and techniques relevant to both programs IAW AFI 36-4004, *Management of Defense Foreign Language Training*, and DAFI 36-4003.

## **2.5. The Air Force Language, Regional Expertise, and Culture (AF LREC) Division (AF/A1DG):**

2.5.1. Serves as OPR for the development, coordination, and implementation of DAF LREC programs and policy.

- 2.5.2. Provides oversight for DLIELC on behalf of AF/A1D IAW DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, and DAFI 36-4003.
- 2.5.3. Develops and provides guidance on LREC policy that will enhance and sustain LREC capabilities throughout the Total Force.
- 2.5.4. Establishes and represents the official DAF position on LREC programs and policies to DoD, DAF, and other government and commercial agencies on behalf of the DAF SLA.
- 2.5.5. Advocates for joint and DoD interests relating to DLIELC and DLIFLC, in collaboration with AETC and DAF LREC stakeholders.
- 2.5.6. Supports the DAF SLA by synchronizing DAF LREC policy, training, tracking, and utilization across the Total Force.
- 2.5.7. Advises the DAF SLA on LREC training and mission requirements.
- 2.5.8. Requests data from Human Resources Data Analytics and Decision Support Division (AF/A1XD), and the Military Force Management Policy Directorate (AF/A1P) to monitor trends in the promotion, accession, and retention of individuals with critical LREC skills.
- 2.5.9. Incentivizes foreign language skills consistent with DoD policy and DAF requirements through guidance and procedures to build, support, and sustain a cadre of language professionals with a goal of possessing Interagency Language Roundtable (ILR) proficiency level 3/3/3.
- 2.5.10. Implements and guides the execution of the FLPB program for military personnel and the FLPP program for eligible civilian personnel.
- 2.5.11. Determines FLPB and FLPP eligibility criteria for service members and civilian employees when members qualify through testing and certification.
- 2.5.12. Coordinates with AF/A1C on establishing and distributing guidance for DAF Civilian FLPP IAW 10 USC § 1596, § 1596a, and DoDI 1400.25, Volume 2016, *Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees*.
- 2.5.13. Adjudicates ETP requests for FLPB and FLPP policy in coordination with AFPC/DP3SA.
- 2.5.14. Adjudicates DLAB waivers in coordination with AFPC/DP3DA.
- 2.5.15. Coordinates with AF/A1C and AFPC to develop procedural guidance on FLPP policy implementation.
- 2.5.16. Develops the DAF Strategic Language List (SLL) to inform the DoD SLL, with foreign languages in which the DAF has a strategic interest. Provides a copy to the DoD SLA IAW Chairman of the Joint Chiefs of Staff (CJCS) procedures.
- 2.5.17. Performs outreach to advise Airmen and Guardians, upon accession, to complete the Foreign Language Self-Assessment (FLSA) in Virtual Military Personnel Flight (vMPF), which documents the member's self-professed capability in the Military Personnel Data System (MilPDS) IAW DoDD 5160.41E and DoDI 5160.71, *DoD Language Testing Program*.

- 2.5.18. Collaborates with DAF stakeholders to articulate and incorporate requirements for LREC capabilities into strategic planning policy development and strategic communications plan development.
- 2.5.19. Ensures the availability of sustainment and enhancement programs for Airmen and Guardians with foreign language skills to meet force structure inventory requirements.
- 2.5.20. Collaborates with DAF career field managers (CFM) and LREC program managers for existing or potential language designated positions (LDP) to optimize LREC program effectiveness and skills utilization.
- 2.5.21. Coordinates with AF/A2/6 on LREC force development, education, and training issues to represent intelligence, surveillance, and reconnaissance (ISR) equities in LREC programs to DoD, DAF, and other governmental agencies and commercial entities on behalf of the DAF SLA.
- 2.5.22. Coordinates and collaborates with AF/A2/6 on recruitment, force development, sustainment, and force management of ISR language-inherent Air Force Specialty Codes (AFSC).
- 2.5.23. Coordinates with the Deputy Chief of Staff of the Air Force, Operations (AF/A3) on LREC force development, education, and training issues related to Combat Aviation Advisor and Air Advisor training.
- 2.5.24. Ensures AETC executes LREC resources obtained through the DAF corporate structure and Program Objective Memorandum (POM) IAW Headquarters Air Force (HAF) programming guidance.
- 2.5.25. Coordinates with AETC to leverage AFCLC and DLIFLC to ensure, to the greatest extent practical, all DAF units deploying to foreign territories have an appropriate capability to communicate in the languages of the territories of deployment.
- 2.5.26. Coordinates with AETC to utilize AFCLC and DLIFLC to ensure Airmen and Guardians are provided the region-appropriate cultural training, basic foreign language familiarization, and language aids IAW DoDD 5160.41E and DAFPD 36-40.
- 2.5.27. Advises DAF LREC stakeholders on the development of LREC training and education plans that meet or exceed the goals and guidance of the DoD language program.
- 2.5.28. Coordinates with AFCLC to identify general purpose force (GPF) language training requirements and produces the annual PGL/PRD for LEAP.
- 2.5.29. Provides guidance for LEAP, in coordination with AFCLC, to ensure the training program is utilized to the maximum extent possible.
- 2.5.30. Maintains the charter for AFCLC with its mission, tasks, and major organizational parameters; ensures that AFCLC has sufficient financial and manpower resources through existing DAF corporate programming and budgeting processes to effectively execute its missions.
- 2.5.31. Coordinates with Air Force Special Operations Command (AFSOC) and AETC to ensure that LREC programs deliberately develop Airmen with the correct skills and proficiencies required to support special operations forces (SOF) requirements IAW DoDI 3305.06, *Special Operations Forces (SOF) Foreign Language Policy*.

- 2.5.32. Coordinates with USSF, MAJCOMs, Numbered Air Forces, ANG, AFR, and other agencies as appropriate, to synchronize steady state LREC GPF foreign language proficiency requirements for force planning and inclusion in Unit Manpower Documents (UMD).
- 2.5.33. Collaborates with key stakeholders to establish readiness standards for LREC capabilities to meet pre-deployment requirements for Airmen/Guardians deploying to foreign territories.
- 2.5.34. Collaborates with Director, Studies & Analyses, Assessments and Lessons Learned (AF/A9), and LREC stakeholders to develop and sustain a lessons-learned program for consolidating and validating lessons into LREC improvements.
- 2.5.35. Determines and implements a method to track regional and culture education and experience levels as defined in DoDI 5160.70.
- 2.5.36. Works with the AFR and ANG to ensure similar tracking is accomplished throughout the Total Force.
- 2.5.37. Provides annual estimates to DLIFLC on the number of Defense Language Proficiency Tests (DLPT) required by the DAF in the next fiscal year (FY).
- 2.5.38. Provides an annual program review to the DAF SLA that includes expeditionary pre-deployment training, assessment, and utilization metrics; training and education plans; force development initiatives and enhancements; sustainment, enhancement, management, and utilization status; as well as challenges and recommended solutions for meeting mission requirements.
- 2.5.39. Establishes and charts records review and screening boards to evaluate regional and cultural competencies and skill levels using criteria in the Air Force Officer Classification Directory (AFOCD) and Air Force Enlisted Classification Directory (AFECD).
- 2.5.40. Supports the DAF LREC cross-functional authority, development teams, CFMs and AFPC assignment teams with utilization of LREC skills IAW DAFI 36-2670, *Total Force Development*.
- 2.5.41. Distributes a list of officer and enlisted Airmen/Guardians with documented foreign language proficiency to HAF and USSF Headquarters Functional Managers, CFMs, and AFPC assignment teams prior to each assignment cycle.
- 2.5.42. Hosts the Air Force Language, Regional Expertise, and Culture Action Panel (AFLRCAP) as determined by the charter or as required by significant events.
- 2.5.43. Oversees the award of the Regional Expertise Special Experience Identifier (SEI). Collects established regional proficiency metrics, as tasked, to evaluate capability investments and ensure compliance with established goals.
- 2.5.44. Oversees the DAF participation in the annual Language Professional and Command Language Program of the Year Awards.
- 2.5.45. Executes the annual DAF Language Capable Officer and Enlisted Airman/Guardian of the Year Awards.

**2.6. Director of Civilian Force Management, Headquarters Air Force (AF/A1C):**

2.6.1. Oversees implementation and sustainment of civilian personnel policies for all DAF Title 5 and Title 10 civilian personnel systems and programs funded by appropriations.

2.6.2. Collaborates with AF/A1DG to develop guidance for eligible civilian personnel who support LREC force structure requirements IAW 10 USC (for civilian employees), § 1596 and § 1596a, and DoDD 1400.25, *DoD Civilian Personnel Management System*.

2.6.3. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.7. Director of Manpower, Headquarters Air Force (AF/A1M):**

2.7.1. Provides guidance, assistance, and direction to units for coding manpower billets for LREC strategic and operational requirements.

2.7.2. Collaborates with AF/A1DG on LREC corporate funding and President's Budget (PB) process issues.

2.7.3. Identifies an LREC POC to champion all LREC initiatives and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.8. Director of Military Force Management Policy Directorate, Headquarters Air Force (AF/A1P):**

2.8.1. Develops policy to assess, classify, and provide initial skills training to language professionals in language-inherent AFSCs identified in the AFECD.

2.8.2. Collaborates with AF/A1DG to establish targets and provide incentives, as necessary, to recruit and retain members with LREC capabilities to meet mission requirements.

2.8.3. Collaborates with AF/A1DG to develop and implement assignment and promotion guidance, as well as guidance to ensure LREC capabilities are utilized and incentivized to meet mission requirements.

2.8.4. Identifies an LREC POC to champion all LREC initiatives and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.9. Human Resources Data Analytics and Decision Support Division (AF/A1XD).** Compiles accession, promotion, retention, and sustainment data on language professionals (language-inherent AFSCs 1A8X1, (Airborne Cryptologic Language Analyst (ACLA)), 1N3X1 (Cryptologic Language Analyst (CLA)), 16FX/16ZX (Foreign Area Officer (FAO)), and 9L000 (Interpreter/Translator), and reports the data annually to AF/A1DG for submission to the OUSD(P&R) IAW DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness*.

**2.10. The Deputy Chief of Space Operations for Human Capital (SF/S1):**

2.10.1. Collaborates with the Deputy Chief of Space Operations for Strategy, Plans, Programs, Requirements, and Analysis (SF/S5/8); informally referred to as the Chief Strategy and Resourcing Officer, (SF/CSRO) and AF/A1 to implement policy for Space Force LREC programs.

2.10.2. Serves as the focal point for implementation of policies, plans, programs, and guidance for Space Force LREC force development initiatives, skills tracking, and utilization.

2.10.3. Provides training resources for LREC programs based on valid and prioritized Space Force requirements, to include programming for AFCLC LEAP participation and training for Guardians.

2.10.4. Designs processes to support utilization of language-capable Guardians.

2.10.5. Coordinates and executes FLPB and FLPP policy for military and civilian Guardians.

2.10.6. Identifies an SF/S1 LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.11. The Deputy Chief of Space Operations for Strategy, Plans, Programs, Requirements, and Analysis (SF/S5/8):** informally referred to as the Chief Strategy and Resourcing Officer, (SF/CSRO).

2.11.1. Collaborates with SF/S1 for articulation of Space Force LREC requirements to include languages, ILR proficiency levels, and modalities.

2.11.2. Defines LREC requirements within USSF programs and ensures manpower position owners properly document requirements on UMDs.

2.11.3. Identifies an SF/CSRO LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all Space Force LREC initiatives. Notifies SF/S1 and AF/A1DG of the appointment and changes within five duty days.

**2.12. The Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations (AF/A2/6):**

2.12.1. Nominates a general officer or civilian equivalent to serve as the Deputy DAF SLA. The Deputy DAF SLA will also serve as the Senior Technical Advisor for AF Intelligence, Surveillance, and Reconnaissance (ISR) LREC activities.

2.12.2. Advises the DAF SLA on any ISR FLPB and FLPP requirements and programmatic issues.

2.12.3. Submits AF/A2/6 foreign language priorities to the AF/A1DG to coordinate with the DAF SLA for inclusion in the DAF SLL.

2.12.4. In collaboration with AF/A1DG, reports military and civilian intelligence LREC requirements and proficiency levels to the Office of the Under Secretary of Defense for Intelligence and Security (OUSD(I&S)) and other government agencies, as appropriate.

2.12.5. Serves as the AF focal point for the end-to-end functional management of all AF ISR LREC capabilities and reports on ISR foreign language force readiness.

2.12.6. Oversees professional development, training, education, readiness, utilization, and deployment of ISR LREC resources to ensure appropriate alignment with DoD, Intelligence Community (IC), and DAF policies, priorities, and programs.

2.12.7. Provides ISR LREC planning, programming, budgeting, and execution (PPBE) oversight.



- 2.12.8. Coordinates with MAJCOMs and the Service Cryptologic Component (SCC) on the functional management of ISR foreign language resources.
- 2.12.9. Coordinates and incorporates SCC inputs for training and development oversight of administratively and operationally assigned language professionals.
- 2.12.10. Coordinates and collaborates with AF/A1D on recruitment, force development, sustainment, and force management of language-inherent AFSCs.
- 2.12.11. Coordinates, as necessary, with external offices regarding ISR LREC force management and development activities, initiatives, operational requirements, and personnel actions.
- 2.12.12. Partners with MAJCOMs and key stakeholders to synchronize Total Force ISR-related LREC guidance and programs with DoD initiatives and directives, DAF doctrine, strategy, guidance, and planning guidance, as required by the DAF SLA.
- 2.12.13. Advises the DAF SLA on ISR-related LREC training mission focus areas and program development to properly shape the knowledge and skills of the Total Force ISR LREC portfolio to meet strategic ISR steady-state operational requirements.
- 2.12.14. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

### **2.13. The Deputy Chief of Staff of the Air Force, Operations (AF/A3):**

- 2.13.1. Facilitates the integration of AF LREC requirements into existing operational plans.
- 2.13.2. Coordinates with MAJCOMs to include LREC in strategic planning to enable projection of future requirements for LREC-enabled positions.
- 2.13.3. Coordinates inclusion of LREC requirements in CCMD and MAJCOM operational and contingency plans, security cooperation plans, and goals.
- 2.13.4. Assists CCMDs and MAJCOMs in identifying LREC contingency requirements for Air Operations Centers (AOC) and AF Forces across the functional areas and mission sets.
- 2.13.5. Identifies disconnects between LREC requirements and operational development of airborne personnel.
- 2.13.6. Develops and implements Air Advisor LREC competency level requirements and requisite education and training plans to develop Total Force Airmen to meet Air Advisor LREC mission requirements.
- 2.13.7. Collaborates with MAJCOMs to capture and code Air Advisor LREC requirements on UMDs and in reporting instructions.
- 2.13.8. Presents an Air Advisor LREC force development review to AF/A1DG. This report should be presented annually and should include requirements, education and training plans, status, LREC force development synchronization, and other issues impacting the DAF LREC program.
- 2.13.9. Ensures aircrews have appropriate LREC training and/or skills to support rated staff and CCMD requirements.

2.13.10. Ensures operational guidance and planning guidance reflect LREC requirements for operational, contingency, and stabilization planning.

2.13.11. Collaborates with AF/A1DG, AFSOC, and AETC to identify LREC operational and training requirements and ensure that training programs meet mission requirements.

2.13.12. Advocates for validated operational requirements in the DAF corporate structure.

2.13.13. Collaborates with AF/A1DG to solve identified DAF LREC issues that affect Air Force operations.

2.13.14. Establishes pre-deployment readiness standards for LREC capabilities within the Defense Readiness Reporting System (DRRS).

2.13.15. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide Air Advisor subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.14. The Deputy Chief of Staff of the Air Force, Logistics, Engineering, and Force Protection (AF/A4):**

2.14.1. Identifies requirements and opportunities to provide pre-deployment LREC training to Total Force Civil Engineer and Security Forces personnel, in support of theater campaign plans.

2.14.2. Identifies an LREC POC to champion all LREC initiatives related to pre-deployment LREC training to Total Force Civil Engineer and Security Forces personnel and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.15. The Deputy Chief of Staff, Air Force Futures (AF/A5/7):**

2.15.1. Responsible for matters pertaining to the development and documentation of LREC operational capability requirements.

2.15.2. Provides advocacy for LREC operational capability requirements to ensure timely delivery of capability needed by the warfighter.

2.15.3. Collaborates with AF/A1DG as the focal point for articulation of LREC requirements, to include languages, ILR proficiency levels, and modalities.

2.15.4. Serves as the Air Force central POC for the Joint Capabilities Integration and Development System (JCIDS) to which all CCMD and service LREC requirements are submitted to the JCIDS LREC domain.

2.15.5. Provides a global picture for LREC requirements across the Air Force to meet warfighter demands within the JCIDS process.

2.15.6. Identifies an LREC POC to champion all LREC initiatives related to LREC operational capability requirements and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.16. The Director, Public Affairs, Office of the Secretary of the Air Force (SAF/PA):**

2.16.1. Communicates the DAF's LREC capabilities, requirements, opportunities, and benefits across the DAF and to the public.

2.16.2. Identifies an LREC POC to champion all LREC initiatives through strategic communications expertise and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

## **2.17. The Deputy Under Secretary of the Air Force for International Affairs (SAF/IA):**

2.17.1. Oversees force development and sustainment requirements for LREC professionals in the Total Force International Affairs Specialist (IAS) career fields, consisting of the Foreign Area Officer (FAO) and Political-Military Affairs Strategist (PAS) career fields, in coordination with AF/A1DG, the Air Force Personnel Center (AFPC), and AETC. The SAF/IA IAS Reserve Program Manager (SAF/IA AFR IAS) and ANG Readiness Center International Affairs (ANGRC IA) Program Manager oversee the Air Force Reserve and ANG IAS programs in collaboration with the International Airmen Division (SAF/IAPA).

2.17.2. Advises the DAF SLA on FLPB issues related to International Affairs (IA) activities.

2.17.3. Provides an annual program review on force development, force management, sustainment, and utilization to AF/A1D.

2.17.4. Defines LREC requirements within SAF/IA programs and ensures manpower position owners properly document requirements on UMDs.

2.17.5. Establishes guidance and procedures to develop security cooperation professionals with LREC expertise IAW Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3126.01C, *Language, Regional Expertise, and Culture Capability Identification, Planning, and Sourcing*.

2.17.6. Coordinates with AETC on development and sustainment of security cooperation competencies for LREC-enabled Airmen and Guardians.

2.17.7. Coordinates with AF/A1DG and AETC on development of LREC education, training, experience, and sustainment programs.

2.17.8. Coordinates with AF/A1DG to develop a tracking method for billet fill rates for FAOs, Security Cooperation Officers (SCO), Military Personnel Exchange Program (MPEP) positions, Attachés, and other Personnel Exchange Program positions with LREC requirements.

2.17.9. Defines LREC force development and sustainment requirements for FAOs and ensures those requirements are articulated to AF/A1DG and AETC to facilitate deliberate and integrated force development processes.

2.17.10. SAF/IAPA will provide quarterly data on RegAF FAOs and members assigned to Overseas Developmental Education (ODE) eligible for FLPB to AFPC/DP3SA. SAF/IA AFR IAS will provide quarterly data on AFR FAOs eligible for FLPB to AFPC/DP3SA and ARPC/DPAT. ANGRC IA will maintain a list of certified ANG FAOs eligible for FLPB and post a current list quarterly for State reference on the SharePoint site.

2.17.11. SAF/IAPA will provide a quarterly roster of eligible participating MPEP members and their control language (CLANG) to AFPC/DP3SA and AF/A1DG.

2.17.12. SAF/IAPC (International Armaments-Cooperation Division) will provide a quarterly roster of eligible participating Engineer and Scientist Exchange Program (ESEP) members and their CLANG(s) to AFPC/DP3SA and AF/A1DG.

2.17.13. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.18. The Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM):**

2.18.1. Directs the accounting, reporting, and payment of FLPP disbursements to DAF civilian personnel that contains the DAF civilian employee's tested foreign language, the levels of proficiency in the language(s) by modality (**Attachment 2**), and the amount of proficiency pay.

2.18.2. Coordinates with the AF/A1 and SF/S1 to submit the FLPB budget estimates for Military Personnel (MILPERS) POM build.

2.18.3. Incorporates FLPP budget estimates into greater overall civilian personnel POM.

2.18.4. Identifies an LREC POC to champion all LREC initiatives related to FLPB/FLPP and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.19. The Air Force Surgeon General (AF/SG):**

2.19.1. Recruits and trains personnel for the International Health Specialist (IHS) program IAW AFI 44-162, *International Health Specialist (IHS) Program and Global Health Engagement (GHE)*.

2.19.2. Identifies requirements for initial and sustainment LREC education and training in conjunction with AETC for enlisted and officer personnel seeking the appropriate IHS SEI; ensures that language-enabled personnel contribute to the goals and guidance outlined in DoDD 5160.41E and this DAFI.

2.19.3. In collaboration with AETC, supports the development and implementation of education and training for Air Force Medical Service (AFMS) personnel selected to perform duties that require LREC, both within the IHS program and the AFMS at-large.

2.19.4. Coordinates with AF/A1DG and AETC on development of LREC education, training, and sustainment programs.

2.19.5. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.20. Major Commands (MAJCOM), Field Commands (FLDCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU) (Except AFSOC, AFRC, and AFPC), and Service Cryptologic Component (SCC):**

2.20.1. Integrates LREC capabilities in appropriate plans, programs, and resources.

2.20.2. Identifies an LREC OPR in writing to AF/A1DG and notifies AF/A1DG of changes to the position within five duty days. The LREC OPR:

2.20.2.1. Executes programs IAW DAFI 36-4005.

2.20.2.2. Ensures LREC programs, planning, and force development opportunities align with CCMD and/or DAF objectives.

2.20.2.3. Represents staff and subordinate units on all LREC matters.

2.20.2.4. Provides foreign language program support to GPF units IAW AFI 36-4004.

2.20.2.5. Oversees and provides technical support to MAJCOM/FLDCOM LREC programs.

2.20.2.6. Ensures LREC requirement identification processes are included in all strategic planning processes.

2.20.2.7. Ensures requirements are properly identified and documented on UMDs, to include the required language or languages, and the minimum proficiency requirements for each modality.

2.20.2.8. Manages and provides oversight of all subordinate Command Language Programs (CLP). Monitors quality and effectiveness of subordinate programs.

2.20.2.9. Serves as liaison between all LREC training organizations.

2.20.2.10. Coordinates with AETC, AF/A1DG, and other LREC stakeholders to identify and resolve systemic LREC training problems and identify solutions and best practices.

2.20.2.11. Collects and validates LREC training requirements and forwards to AF/A1DG.

2.20.2.12. Identifies and communicates LREC training opportunities.

2.20.2.13. Collaborates with commanders to identify and select personnel for follow-on and supplemental LREC training.

2.20.2.14. Gathers subordinate unit inputs on LREC program needs and issues; submits quarterly reports to AETC.

2.20.2.15. Develops and publishes strategic communications to staff agencies and subordinate units to ensure Total Force awareness of LREC requirements and force development opportunities.

2.20.3. Identifies, documents on UMDs, and forwards LREC requirements and skills necessary to support operational needs to the MAJCOM/FLDCOM, FOA, DRU, SCC commander or civilian leader IAW DoDI 5160.70, and CJCSI 3126.01C, *Language, Regional Expertise, and Culture Capability Identification, Planning, and Sourcing*.

## **2.21. Air Education and Training Command (AETC):**

2.21.1. Educates, trains, and equips Total Force Airmen and Guardians with LREC capabilities to meet current operational and strategic requirements.

2.21.2. Develops LREC-related recruitment, accession, education, training, and sustainment programs in coordination with AF/A1DG, MAJCOMs, AFCLC, and CFMs.

2.21.3. Collaborates with AF/A1DG on policy to ensure all Airmen and Guardians receive foundational education and training in regions and cultures.

2.21.4. Collaborates with DAF LREC stakeholders in defining and implementing LREC training and education strategic planning.

- 2.21.5. Per HAF programming guidance, resources AFCLC to meet the LREC education and training needs of GPF Airmen, as defined by the DAF SLA.
- 2.21.6. Ensures AFCLC aligns LREC instruction to meet operational and institutional requirements.
- 2.21.7. Leverages the education and training enterprise to produce and develop GPF Air Advisors with critical LREC skills to successfully engage with partner nations in support of national security objectives.
- 2.21.8. Ensures Air Advisor training is properly resourced and staffed for LREC. Provides LREC policy, oversight, guidance, resourcing assistance, and direction to the Air Advisor organizations.
- 2.21.9. Resources the 637<sup>th</sup> Training Group to meet the English language training requirements of the DoD, the military departments, and security cooperation partners.
- 2.21.10. Coordinates with AF/A1DG and AF/A2/6 to consolidate and submit the language training requirements for DLIFLC and DLIELC via respective data calls; prioritizes resources and schedules to meet mission requirements and ensure comprehensive funding prioritization.
- 2.21.11. Participates in the DLIFLC-hosted TRAP and SMDR meetings with AF/A1DG and language-inherent CFMs to advocate for DAF language training requirements at DLIFLC.
- 2.21.12. Ensures management practices minimize DLIFLC training seat losses and reports missed training seats to AF/A1DG, as required.
- 2.21.13. Ensures study abroad and immersion opportunities are designed to increase LREC education and training consistent with operational requirements.
- 2.21.14. Identifies and resolves systemic GPF LREC training execution issues across the DAF, in coordination with Air and Space Staff functional authorities and functional managers, LREC stakeholders, CCMDs, and MAJCOMs/FLDCOMs.
- 2.21.15. Ensures Air University (AU) integrates AF LREC requirements across the entire continuum of DAF officer and enlisted education, to include pre-commissioning, Professional Military Education (PME), and Professional Continuing Education (PCE).
- 2.21.16. Coordinates with AFSOC to build and maintain LREC training programs to support SOF Total Force Airmen with LREC education and training IAW DoDI 3305.06.
- 2.21.17. Develops LREC guidance and programs for Reserve Officers' Training Corps (ROTC) cadets. Ensures ROTC programs include, at a minimum, scholarships, study abroad, and foreign immersion programs. These programs will be synchronized with DAF LREC force requirements.
- 2.21.18. Identifies, facilitates, and assists all training organizations in developing curriculum and materials for LREC educational programs. Ensures LREC learning venues are integrated and categorized by LREC competency level and included in LREC learning plans.
- 2.21.19. Develops LREC learning plans and incorporates best practices into LREC learning programs.
- 2.21.20. Conducts biannual reviews of LREC pre-deployment training to ensure adequacy and provide AF/A1DG with an annual report of the LREC pre-deployment training assessment.

2.21.21. Assists and provides AF/A1DG with data to satisfy LREC reporting requirements.

2.21.22. Identifies LREC POC(s) to champion all LREC initiatives and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

## **2.22. Air Force Special Operations Command (AFSOC):**

2.22.1. Identifies, documents on UMDs, and forwards SOF, non-ISR LREC requirements and skills necessary to support operational needs to the Commander of United States Special Operations Command (USSOCOM) IAW DoDI 5160.70, DoDI 3305.06, and CJCSI 3126.01C.

2.22.2. Establishes and maintains personnel programs and guidance supporting the language training of SOF personnel.

2.22.3. Presents an annual AFSOC LREC program review to AF/A1D. Program review should include, but not be limited to, LREC force development, sustainment, management, and utilization.

2.22.4. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

## **2.23. Air Force Reserve (AF/RE) and Air Force Reserve Command (AFRC):**

2.23.1. Collaborates with AF/A1DG and develops guidance, plans, and guidelines for AFR participation in the DAF LREC program.

2.23.2. Develops guidance, plans, programs, guidelines, and requirements for LREC capabilities required by AFR forces.

2.23.3. Identifies, documents on UMDs, and forwards LREC requirements and skills necessary to support operational needs to the Chief, Air Force Reserve IAW DoDI 5160.70, and CJCSI 3126.01C.

2.23.4. Coordinates with AETC and AF/A1DG on LREC force development, sustainment, and utilization to ensure synchronization of effort.

2.23.5. Coordinates AFR LREC guidance and programming actions with senior level stakeholders to include, Joint Staff, HAF/Headquarters Space Force (HQSF) organizations, Secretary of Defense staff offices, the National Security Agency (NSA), the National Guard Bureau (NGB), SOF, the Intelligence Community (IC), AFRC Headquarters, MAJCOMs, and others, as required.

2.23.6. Provides analysis of long-term LREC costs and prepares documents in preparation for the PPBE system.

2.23.7. Participates in the AFLRCAP, as well as other events at the Air and Space Staff or higher levels, representing the LREC program.

2.23.8. Presents an annual AFR LREC program review to AF/A1D. Program review should include, but not be limited to, LREC force development, sustainment, management, and utilization.

2.23.9. Provides AFR LREC data to AF/A1DG to support reporting requirements.

2.23.10. Identifies LREC POC(s) to champion all LREC initiatives and participate in the AFLRCAP, as needed. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.24. Director, Air National Guard (NGB/CF):**

2.24.1. Collaborates with AF/A1DG and develops guidance, plans, and guidelines for ANG participation in the DAF LREC program.

2.24.2. Develops guidance, plans, programs, guidelines, and requirements for LREC capabilities needed by ANG forces for participation in security cooperation (e.g., State Partnership Program) and Security Force Assistance (SFA).

2.24.3. Identifies, documents on UMDs, and forwards LREC requirements and skills necessary to support operational needs to the Chief, National Guard Bureau IAW DoDI 5160.70 and CJCSI 3126.01C.

2.24.4. Coordinates on ANG LREC guidance and programming actions with senior level stakeholders across the Office of the Secretary of Defense, the Joint Staff, Air and Space Staff, and DAF Secretariat.

2.24.5. Works directly with the Intelligence, Special Operations, Air Advisor, and Air Mobility communities and each Combatant Commander's staff on ANG LREC matters.

2.24.6. Provides ANG LREC data to AF/A1DG to support reporting requirements.

2.24.7. Coordinates with the Director of Strategic Plans and Policy for National Guard Bureau (NGB J5) on matters pertaining to the State Partnership Program (SPP) Bilateral Affairs Officer (BAO) program and BAO FLPB eligibility.

2.24.8. Identifies LREC POC(s) to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.25. Air Force Personnel Center (AFPC):**

2.25.1. Oversees and initiates personnel data system change requests to ensure proper coding of LREC skills/certifications.

2.25.2. Serves as a clearinghouse for test-delivery matters with Defense Personnel Assessment Center.

2.25.3. Provides oversight and guidance to ensure the proper execution of language testing (e.g., DLPT, Oral Proficiency Interview (OPI), and Defense Language Aptitude Battery (DLAB)) and FLPB/FLPP Programs.

2.25.4. Establishes standards and procedures for delivery of the computer-based/web-delivered DLPT.

2.25.5. Provides guidance to Test Control Officers (TCO) and/or appointed representatives and civilian personnel section on policy changes.

2.25.6. Ensures installation TCOs and/or appointed representatives are properly trained to conduct DLPT testing IAW DoDI 5160.71.



2.25.7. Elevates all language-testing issues, such as excessive testing outages or insufficient testing facilities, to AF/A1DG by emailing [AF.A1DG.Workflow@us.af.mil](mailto:AF.A1DG.Workflow@us.af.mil).

2.25.8. Provides oversight and guidance of FLPB program execution IAW DoDI 1340.27.

2.25.9. Administers procedural guidance and validates qualification of personnel for FLPB and FLPP IAW prescribed policy.

2.25.10. Processes Standard Form (SF)-50, *Notification of Personnel Action*, and/or, SF-52, *Request for Personnel Action*, with required Manpower Programming and Execution System (MPES) and Civilian Human Resources Data Standards codes to generate pay action to the Defense Finance and Accounting Service (DFAS) for FLPP.

2.25.11. Classifies member's existing foreign language capabilities into AF specialties with LREC requirements, according to the AFOCD and the AFECD.

2.25.12. Functions as a multi-business process owner (BPO) and cross-tier team to champion LREC initiatives versus a single POC. Responsibilities are shared between AFPC/DP3SA, AFPC/DP3DA, Classifications BPO (AFPC/DP3D), and the Civilian Staffing, Recruiting and Force Management Division (AFPC/DP3C).

2.25.13. Processes assignment, deployment, and significant language training event (SLTE) waivers. Submits ETP waivers to AF/A1DG for approval unless approval authority is delegated.

2.25.14. To maintain accurate FLPB accountability, the AFPC Officer Developmental Education Office will provide an annual roster of Olmsted Scholars and their CLANG to AFPC/DP3SA and AF/A1DG.

## **2.26. The Dean of the Faculty, United States Air Force Academy (USAFA):**

2.26.1. Coordinates with AETC and DAF SLA to develop and deliver LREC foundational education for USAFA cadets IAW national accreditation standards.

2.26.2. Provides all qualified cadets the opportunity to take the DLPT and/or OPI when they complete their junior year.

2.26.3. Advises cadets to complete the FLSA in vMPF upon commission and ensure that any DLPT/OPI scores are entered into the cadets' personnel files and transferred to their active or reserve component personnel files (i.e., MilPDS) upon accession/commission IAW DoDD 5160.41E and DoDI 5160.71.

2.26.4. Develops and delivers LREC foundational education requirements for USAFA cadets and ensures they are coordinated with AETC, AFCLC, and the DAF SLA.

2.26.5. Assists and provides the DAF SLA with data to satisfy reporting requirements.

2.26.6. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

## **2.27. The Commander, Air Force Reserve Officers' Training Corps (AF ROTC):**

2.27.1. Develops and implements scholarship programs to increase enrollment in regional studies and language training for regions of strategic importance to the DoD.

2.27.2. Ensures programs are in place to track ROTC cadet participation in DAF and DoD sponsored language programs (e.g., LEAP, Project Global Officer, Language Flagship programs).

2.27.3. Provides all qualified cadets the opportunity to take the DLPT and/or OPI when they complete their junior year.

2.27.4. Advises cadets to complete the FLSA in vMPF upon commission and ensure that any DLPT/OPI scores are entered into the cadets' personnel files and transferred to their active or reserve component personnel files (i.e., MilPDS) upon accession/commission IAW DoDD 5160.41E and DoDI 5160.71.

2.27.5. Assists and provides the DAF SLA with data to satisfy reporting requirements.

2.27.6. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

## **2.28. Air Force Office of Special Investigations (AFOSI):**

2.28.1. Identifies LREC requirements needed to support criminal investigations, counterintelligence operations, and force protection efforts within AFOSI IAW Air Force Mission Directive (AFMD) 39, *Air Force Office of Special Investigations*, and ensures proper documentation of requirements on the UMD.

2.28.2. Establishes and maintains personnel procedures and guidance supporting LREC programs for AFOSI field units. Ensures language training is coordinated with AETC.

2.28.3. Ensures the AFOSI program is synchronized with AF/A1DG for the GPF to ensure optimized force development, management, and utilization of LREC Total Force Airmen.

2.28.4. Presents an AFOSI LREC program review to AF/A1D annually.

2.28.5. Advocates for AF LREC requirements in the POM.

2.28.6. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

## **2.29. The Air University (AU):**

2.29.1. Ensures that DAF LREC institutional competencies and requirements are integrated across the entire continuum of DAF officer and enlisted education, including pre-commissioning, PME, PCE, and other Air University venues.

2.29.2. Conducts, and commissions through AFCLC, LREC-related research to define, develop, and inform DAF LREC programs, guidance, and requirements.

2.29.3. Provides subject matter expertise in support of DAF LREC programs and guidance through AFCLC; executes language sustainment and enhancement training, as assigned and resourced.

**2.30. Air Force Culture and Language Center (AFCLC):**

2.30.1. AFCLC is a program of record that executes comprehensive DAF LREC required training and development, to include the Language Enabled Airman Program (LEAP), also a program of record. AFCLC identifies, recruits, and recommends Airmen and Guardians for LEAP selection based on DAF requirements and provides careerlong development and sustainment of LREC skills for LEAP Scholars.

2.30.2. Serves as the lead for designing, developing, and delivering customizable and responsive LREC training and education via accessible and relevant platforms across the DAF.

2.30.3. Provides regional and cultural support to LREC-enabled programs, as required (e.g., Air Advisor Academy, IHS, IAS, and AFOSI).

2.30.4. Supports SAF/IA to develop and sustain LREC skills for International Affairs Airmen.

2.30.5. Develops and maintains an interactive platform to manage and customize LEAP training.

2.30.6. Presents an AFCLC program review annually to the DAF SLA (AF/A1D).

2.30.7. Submits LEAP selectees to the DAF SLA (AF/A1D) for approval.

2.30.8. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.31. USAF Special Operations School (USAFSOS):**

2.31.1. Provides courses focused on four areas: asymmetric warfare education, regional and cultural awareness, SOF professional development, and joint operations.

2.31.2. Provides regional and cultural awareness courses geared to SOF areas of responsibility to orient Airmen to regional, cultural, historical, political, economic, and security issues.

2.31.3. Collaborates with AETC and other DAF LREC stakeholders to ensure SOF LREC force development programs are synchronized across the Total Force.

2.31.4. Ensures the design, development, and delivery of LREC educational programs for SOF personnel are consistent with other DAF efforts and respond to AFSOC's specific requirements. Collaborates with AETC on all LREC curriculum development.

2.31.5. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

**2.32. USAF Expeditionary Center (USAF EC):**

2.32.1. Builds upon the foundational expeditionary training provided by AETC, including LREC skills, to ensure deploying Airmen are prepared for the entire range of military operations. Serves as the center for the education and operational training of Air Advisors.

2.32.2. Prepares Airmen with the LREC skills to build partnerships and partner capacities to strengthen defense relationships with partner nations.

2.32.3. Meets SFA LREC education and operational training requirements as approved by HAF.

2.32.4. Identifies an LREC POC to participate as an AFLRCAP advisory member to provide subject matter expertise and champion all LREC initiatives. Notifies AF/A1DG of the appointment and changes within five duty days.

### **2.33. Commanders, Directors, and Supervisors:**

2.33.1. Codifies language requirements for military and civilian positions by updating the UMD (**Attachment 3**). Reviews and validates language requirements annually.

2.33.2. Ensures appropriate and effective use of this authority to support mission LREC requirements.

2.33.3. Ensures that all uniformed personnel can take the DLPT and/or OPI to establish and maintain certification and eligibility for the FLPB.

2.33.4. Will not deny payment of FLPB for eligible uniformed personnel.

2.33.5. Commander certifies FLPB pay for uniformed personnel by signing DAF Form 2096, *Classification/On-The-Job Training Action*. This authority may be delegated in writing.

2.33.6. Executes civilian resource management, position management and classification, civilian employment management, and financial management related to LREC requirements.

2.33.7. Ensures foreign language requirements, including proficiency, are appropriately documented in the civilian employee's position description (PD).

2.33.8. Ensures DAF civilian employees submit their certified DLPT/OPI scores and FLPP entitlement requests to the civilian personnel section for processing and reflection in Defense Civilian Personnel Data System (DCPDS).

2.33.9. Annually reviews DLPT/OPI scores to ensure DAF civilian employee language proficiency skills are current and meet required standards IAW the PD.

2.33.10. Reduces or terminates FLPP at any time when determined that the need for the employee's proficiency skills is reduced or eliminated, or assigned duties no longer require the skills for which the employee is receiving FLPP; or the employee no longer meets the certification requirements.

2.33.11. Keeps accurate records of FLPP recipients and their eligibility determinations.

2.33.12. Conforms to merit principles in all decisions and actions concerning FLPP.

### **2.34. Commander's Support Staff:**

2.34.1. Assists Airmen and Guardians in completing DAF Form 2096 to process FLPB pay.

2.34.2. Assists Airmen and Guardians in obtaining supporting documentation needed for TCO to perform FLPB pay eligibility assessment (e.g., orders, training documentation, UMD, Unit Personnel Management Roster).

2.34.3. Assists Airmen and Guardians in initiating a FLPB exception to policy (ETP) memo, as applicable.

**2.35. Force Support Squadron Commander:**

2.35.1. Appoints a Test Control Officer (TCO) and an alternate to manage the FLPB program. Notifies AFPC of the appointments and of changes within five duty days by sending the appointment letter via email to AFPC Special Pays and Entitlements (AFPC/DP3SA).

2.35.2. Ensures the TCO and the alternate are trained on the FLPB Personnel Service Delivery Guide (PSDG) on the My Force Support Squadron (myFSS) FLPB splash page and are trained to execute accurate and timely pay for Airmen and Guardians.

2.35.3. Publicizes program requirements to commanders.

**2.36. Test Control Officers (TCO) and/or Appointed Representatives.**

2.36.1. Serves as the base point of contact for answering questions regarding DLPT/OPI testing and FLPB.

2.36.2. Schedules and administers DLPT/OPI no earlier than 270 calendar days from the member's last certification for the same DLPT test range (or OPI) and language. Testing waivers to test earlier than 270 calendar days may be requested through AFPC/DP3DA. SLTE waivers may be requested through AFPC/DP3SA.

2.36.3. Members may not take more than two iterations of the same DLPT test range (e.g., lower range (LR), upper range (UR)) or OPI for the same language in a 12-month period.

2.36.4. When a DLPT has only one modality, the TCO informs the member whether an OPI is available and schedules the test at the member's request. For cases in which there is no DLPT for the language, the OPI score may also be recorded as the listening score to meet a two-modality requirement. See AFSOC section for exception.

2.36.5. Validates all qualifying scores and determines a member's FLPB eligibility.

2.36.6. Notifies unit commanders and Airmen and Guardians of test results, and of eligibility for FLPB pay.

2.36.7. Updates personnel system with *all language test scores, regardless of FLPB eligibility*, for DAF active and reserve component members; processes updates and actions for ANG members.

2.36.8. If Airmen and Guardians meet eligibility requirements for FLPB pay, assists members, as needed, in preparing appropriate source documents and updates personnel system to start, change, or stop FLPB pay.

2.36.9. Mails DAF Form 2096 to the Automated Records Management System (ARMS) office at AFPC (RegAF) and assists ARC members with DAF Form 2096 processing through assigned Force Support Squadron (FSS) or Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) detachment.

2.36.10. Assists Airmen and Guardians in resolving local pay discrepancies/issues.

2.36.11. Opens a Case Management System (CMS) incident when pay cannot be updated at base level.

2.36.12. Compiles and submits ETPs via CMS to request DAF SLA authorization for FLPB for members unable to test IAW **Chapter 3** of this instruction.

## Chapter 3

### FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB) FOR UNIFORMED PERSONNEL

#### 3.1. FLPB.

3.1.1. FLPB is a monetary incentive paid with funds allocated by the DoD. The objective of the FLPB program is to increase strategic and operational foreign language and dialect readiness throughout the DoD and DAF and to increase the number of language professionals operating at ILR proficiency levels 2+ and higher. FLPB is a monetary incentive to motivate service members to gain, sustain, and increase foreign language and dialect proficiency throughout their careers. The ability of the DAF to interact in the international arena and respond effectively to any global contingency mandates the need for language-qualified personnel to understand adversary capabilities and intentions; identify critical threat indicators; and work more cooperatively with our partners and allies.

3.1.2. FLPB is a discretionary incentive, not an entitlement. FLPB is subject to change or discontinuation; therefore, recipients should not consider FLPB when planning critical finances or as income.

3.1.3. To be considered proficient for the purposes of FLPB, uniformed personnel must certify appropriate ILR proficiency ([Attachment 2](#)) in the requisite modalities as specified for the LREC communities outlined in [paragraph 3.4](#) through [paragraph 3.19](#) of this instruction on the DLPT/OPI, or other DoD-approved test in a foreign language or dialect (**T-0**). The DLPT/OPI can be scheduled through a TCO.

3.1.4. Unless a member is in an approved program IAW [paragraph 3.4](#) through [paragraph 3.19](#), no exceptions to policy for FLPB are authorized without DAF SLA approval. **Note:** FLPB is no longer tied to the DAF Strategic Language List (SLL). Members receiving FLPB at issuance of this instruction who would not otherwise be eligible for FLPB based on the new rules in this publication, may retain eligibility until 31 July 2024, as long as the member's certification remains current.

3.1.5. Individual participation in the FLPB program is voluntary; however, all Airmen and Guardians are encouraged to certify any language skill level by taking the DLPT and/or OPI. A member's application, qualification, and receipt of FLPB constitutes acknowledgment that they can be tasked to respond to global operational requirements. Certification in a foreign language may be used as the basis for career, education, and training benefits.

3.1.6. The source documentation required by AFPC and ARPC to initiate, recertify, or terminate FLPB payments is DAF Form 2096.

3.1.7. Failure to satisfy and maintain FLPB eligibility and recertification requirements, as specified in this instruction, will result in FLPB termination and repayment of any unearned bonus amount. (**T-0**)

**Table 3.1. DAF FLPB Table.**

ILR Skill-Level Proficiency	Listening (L) \$/month <sup>2</sup>	Reading (R) \$/month	Speaking (S) \$/month
1 <sup>3</sup>	\$0	\$0	\$50
1+ <sup>3</sup>	\$50	\$50	\$75
2	\$50	\$50	\$100
2+	\$200	\$200	\$200
3	\$300	\$300	\$300
3+	\$350	\$350	\$350
4 or higher	\$400	\$400	\$400

<sup>1</sup> FLPB payment for multiple foreign languages or dialects and ILR skill levels at the rates depicted in the table may not exceed \$12,000 per individual during or for a 12-month period.

<sup>2</sup> Includes participatory listening proficiency measured by the Two-Skill OPI (TSOPI), passive listening proficiency measured by a standard DLPT, or an inferred listening proficiency awarded from a Two-Score OPI (2SOPI) up to and including ILR L2.

<sup>3</sup> Reference specific modalities/ILR levels required for FLPB payment by specific career field, program participation, or assignment, as depicted in paragraph 3.4. through paragraph 3.19.

<sup>4</sup> If three modalities are attained, or a member certifies in multiple languages, the aggregate FLPB installment payable for a month cannot exceed \$1,000.

### 3.2. Certification.

3.2.1. The certification date for FLPB is the date of the most recently tested qualifying modality. A commander cannot deny an Airman or Guardian the opportunity to take a DLPT system test (i.e., DLPT/OPI) to certify language proficiency, regardless of the individual's eligibility for FLPB. **(T-0)**

3.2.2. Scheduling Testing. Individuals are solely responsible for contacting the TCO or their Command Language Program Manager (CLPM) to schedule initial and subsequent certification testing, understanding that failure to certify on time will result in loss of FLPB **(T-0)**. Members should schedule their DLPT 60 days (and OPI 90 days) prior to recertification to allow TCOs time to process and schedule their requests.

3.2.3. Written Agreement Required. Per DoDI 1340.27, the SecAF and service member will enter into a written agreement regarding FLPB **(T-0)**. The DAF Form 2096 will serve as the documentation of this agreement and must:

3.2.3.1. Specify the amount of FLPB awarded, the period for which the FLPB must be paid, and the certification or recertification necessary for FLPB payment. **(T-0)**

3.2.3.2. Include a provision discussing repayment of unearned FLPB if the service member does not satisfy the eligibility and certification requirements for the length of the written agreement. **(T-0)**

3.2.4. Duration of Certification. Certification of proficiency for FLPB lasts for one year. Specifically, certification of language proficiency will continue through the last day of the certification month, unless the member recertifies earlier than the recertification date. **(T-1)**  
**Exception:** Certification of proficiency for FLPB eligibility for Airmen or Guardians who score 3/3 or higher using any combination of the tested modalities depending on requirements

for the member's FLPB eligibility category, or ILR 3 for single modality pay where authorized, will continue for two years through the last day of the certification month or until the Airman/Guardian recertifies, whichever date comes first **(T-1)**. Pay rate changes for Airmen and Guardians recertifying are effective on the date of the recertification **(T-0)**. For example, if an Airman/Guardian certifies on 15 Mar 2023, then FLPB pay should start effective 15 Mar 2023 and continue through 31 Mar 2024 (31 Mar 2025 for 3/3 or higher, or ILR 3 for single modality pay where authorized). Service members receiving FLPB will retest within 12 months (no later than 24 months for 3/3 or higher, or ILR 3 for single modality pay where authorized), but not sooner than 270 days from their previous certification date **(T-1)**. The first month of eligibility may be a prorated payment.

3.2.4.1. Requests for waivers to test earlier than 270 calendar days must be submitted to the AFPC/DP3DA by the TCO or the CLPM. **(T-1)**

3.2.4.2. Members may not take more than two iterations of the same DLPT test range (e.g., lower range (LR), upper range (UR)) or OPI for the same language in a 12-month period. **(T-0)**

3.2.5. Waivers for Service Members Unable to Recertify within Prescribed Timelines.

3.2.5.1. Deployment Waiver. Service members may apply for a deployment waiver when the member's scores are due to expire during deployment. To apply, provide the TCO with a current DAF Form 2096 reflecting the certification(s), an assignment waiver request memo signed by the member's commander stating that testing facilities are unavailable or inaccessible within a 50-mile radius of the deployed location, a copy of the DLPT/OPI test certification scores, and a copy of the deployment orders **(T-1)**. Deployment waiver requests will be submitted to AFPC TFSC FLPB Tier 1 AFPC Special Pays CMS case box by the TCO on the member's behalf **(T-1)**. If a deployment waiver is approved, pay will be extended to 180 days beyond the projected end date of deployment.

3.2.5.2. Assignment Waiver. This waiver is for service members with assignment orders to a location where testing facilities are unavailable or inaccessible within a 50-mile radius and who have at least one test certification due to expire 91 or more days after the new assignment is scheduled to begin. **Note:** Members with test certifications due to expire within 90 days after the new assignment is scheduled to begin must retest prior to departure **(T-1)**. Members who meet the criteria for this waiver will retain their previous qualifying scores and certification for all languages for the duration of the assignment plus up to 60 days after the assignment order is projected to end **(T-1)**. To apply, provide the TCO with a DAF Form 2096 for the current certification(s), an assignment waiver request memo signed by the member's commander stating testing facilities are unavailable or inaccessible within a 50-mile radius of the assigned location, a copy of the DLPT/OPI test certification scores; and a copy of the assignment orders **(T-1)**. The TCO will initiate a CMS case and attach all of the above documents; then submit the request to the AFPC TFSC FLPB Tier 1 CMS case box on the member's behalf. **(T-1)**

3.2.5.3. Significant Language Training Event (SLTE) Waiver. A SLTE is an intensive language training event, as defined by the Career Field Education and Training Plan (CFETP) or LREC community language training requirements.



3.2.5.3.1. Members attending a significant language training event (SLTE) or official training course (e.g., language acquisition course, DAF technical training course) whose DLPT/OPI test certifications will expire while in training have two options: 1) The member may maintain their FLPB certification(s) for up to 45 calendar days after completion of the SLTE or official training course and 90 calendar days for a course that required a Permanent Change of Station (PCS). 2) The member may recertify up to 90 days before the start of the training course to have a current certification for the duration of the training. For testing waivers to test earlier than 270 calendar days or to extend pay upon completion of a SLTE or other official training event, work with the TCO and/or Command Language Program Manager (CLPM). SLTE waiver requests will be submitted to AFPC TFSC FLPB Tier 1 CMS case box by the TCO. **(T-1)**

3.2.5.3.2. To the maximum extent possible, the SLTE or official training event should be uninterrupted to give the member the greatest opportunity for training success. At least 30 calendar days prior to the member's annual recertification date, units will request a SLTE waiver, by ensuring proper coordination of a testing waiver memorandum signed by the unit commander or designated representative and routed through their installation TCO **(T-1)**. TCOs will provide valid documentation to AFPC TFSC FLPB Tier 1 CMS case box for approval. **(T-1)**

3.2.6. The Upper Range (UR) DLPT. The UR DLPT may be used for certification above ILR proficiency level 3 (i.e., 3+ and 4) and may be administered to personnel who achieve an ILR level of 3 for the relevant modality on the LR DLPT in that language. The initial UR test may be taken immediately after the score for the lower range (LR) test has posted to the DLPT Authorization and Reporting system but must be completed within 90 calendar days of the LR test to be valid for certification purposes. **(T-1)**

3.2.6.1. Should a member be eligible for the UR DLPT in both modalities, the UR tests must be completed within 30 calendar days of each other to be valid for certification **(T-0)**. If a member achieves an ILR score of 3+ or higher in both modalities of the UR test, the certification date will become the date the UR tests were completed **(T-1)**. If the member does not achieve a 3+ or higher on the UR test for either modality, the date of certification will remain the date the LR test was completed, and the member must take the LR DLPT in both modalities for their next certification. **(T-1)**

3.2.6.2. Members whose most recent DLPT for the specified language was the UR DLPT and who scored 3+ or higher in both modalities may either take the UR or LR DLPT when they are due to recertify. Should the member fail to achieve 3+ or higher in any modality, the member will have to take the lower range DLPT for that modality within 30 days of the UR for test certification and FLPB purposes. **(T-1)** Due to testing timeline restrictions, members may opt to take the LR DLPT first to ensure they achieve ILR 3 for recertification before requesting the UR DLPT.

3.2.6.3. Test modalities from two different DLPT ranges (i.e., very low range (VLR), LR, UR, or all ranges (AR) computer adaptive test (CAT)) may be paired for FLPB. The new effective date for pay is the most recent modality tested and the eligibility period is based on the lower of the two scores. Example: Member takes the LR test and certifies L3 on 10 Mar 2022 and R3 on 11 Mar 2022. This certification period will be 11 Mar 2022 – 31 Mar 2024. The member then takes the UR test for that language in both modalities on 10 Jun

2022, achieving 3+ in reading, but not in listening. The member may pair their UR ILR 3+ reading certification with their LR ILR 3 listening certification. The new certification period will be 10 Jun 2022 – 31 Mar 2024.

3.2.7. Timeline for Test Pairing. To certify for FLPB, a member must meet the minimum language proficiency requirements, as depicted in [paragraph 3.4](#) through [paragraph 3.19](#). Listening and reading DLPTs must be taken within 30 calendar days of each other (**T-0**). For members who are eligible for FLPB for the speaking modality, the OPI score can be paired with either the listening and/or reading DLPT score for FLPB certification. The OPI must be taken within a 60-day calendar period of the related DLPT date (**T-1**). For example, if a member takes the listening DLPT on 1 Jun 2022, the speaking OPI must be taken on/before 1 Aug 2022 for FLPB eligibility.

3.2.8. For FLPB eligibility, a member must first earn qualifying scores in at least one, two, or three modalities, depending on the requirements for the member's FLPB eligibility category, as listed in [paragraph 3.4](#) through [paragraph 3.19](#). Once FLPB eligibility category requirements have been met, the following *exception* applies for dialect languages where only one DLPT modality is available: to receive FLPB for a dialect, members must earn a qualifying score in at least one modality; there is no pairing requirement for dialects (**T-1**). It is important to note that a member may only be paid for a speaking test if the member's FLPB category permits pay for speaking (e.g., a Foreign Area Officer (FAO) may be paid for reading, listening, and/or speaking modalities, but a Cryptologic Language Analyst (CLA) may only be paid for the speaking modality under certain conditions). **Note:** Dialect languages with only one available DLPT modality include: 1) Arabic dialects: Egyptian (AE), Saudi (Peninsula) (AN), Levantine (AP), Yemeni (AU), Sudanese (AV), Iraqi (DG), Algerian (DH); 2) Chinese Dialect: Chinese-Cantonese (CC), and; 3) Portuguese dialects: European (PT), Brazilian (PQ).

3.2.8.1. Dual-Modality Exception for Arabic Dialects and Chinese Dialect. **Note:** See [paragraph 3.2.8.2](#) for dual-modality exception for Portuguese.

3.2.8.1.1. The dual-modality exception authorizes a member FLPB for testing in a single modality for Arabic dialects (does not include Modern Standard Arabic (MSA)) and the Chinese-Cantonese (CC) dialect.

3.2.8.1.1.1. To be eligible for pay for Arabic dialects, a member may test in either the dialect listening and/or the dialect speaking. If the member earns a qualifying score in both the listening and speaking dialects, the member may still be paid for both of those modalities as independent certifications; two-modality pairing for each dialect is not required for FLPB eligibility. To be eligible for pay for Arabic dialects, a member must meet all eligibility criteria IAW [paragraph 3.4](#) through [paragraph 3.19](#).

3.2.8.1.1.2. To be eligible for pay for Chinese-Cantonese, a member may test in the dialect listening and/or the dialect speaking. If the member earns a qualifying score in both the listening and speaking dialects, the member may still be paid for both of those modalities as independent certifications; two-modality pairing is not required for this dialect for FLPB eligibility. To be eligible for pay for MSA (AD) and Chinese-Mandarin (CM), a member must meet all eligibility criteria IAW [paragraph 3.4](#) through [paragraph 3.19](#).

## 3.2.8.1.2. Example:

Member is a Central Command (CENTCOM) FAO (16FXF/16ZXF) with target language AD and has already earned scores of 2/2 or higher in the target language prior to taking the following dialect tests:

5 Dec 2022: Arabic-Levantine (AP) L3; pay is authorized for AP because member already certified at 2/2 or higher in the target language prior to taking the AP listening comprehension (LC) test and because AP may be paid (without pairing) by single modality. FAO may receive pay for AP according to [Table 3.1](#). for the listening modality rate, score of 3. The effective dates of pay for AP are 5 Dec 2022 through 31 Dec 2024. Member must recertify by 1 Jan 2025. **(T-1)**

1 May 2023: AP S2+; pay is authorized for AP S2+. Pay according to [Table 3.1](#). for the speaking modality rate, score of 2+, 1 May 2023 through 31 May 2024. Member must recertify AP speaking by 1 Jun 2024. **(T-1)**

## 3.2.8.2. Dual-Modality Exception for Portuguese.

3.2.8.2.1. Portuguese language (PY) only has a reading DLPT; it does not have a DLPT listening test. To be eligible for FLPB in PY, the PY reading score may be paid as a single modality or may be combined with either the PQ DLPT and/or the PQ OPI. Alternatively, the PY DLPT may be combined with the PT DLPT and/or the PT OPI. The PY score may only be paired once for FLPB purposes, meaning a member cannot concurrently receive FLPB more than once for the same language test score.

Example: Maj Fields, an Africa Command (AFRICOM) FAO (16FXG/16ZXG) with target language PQ achieves the following test results:

PY R2+ on 6 Feb 2023; PQ L2+ on 8 Feb 2023; PQ S2 on 10 Feb 2023; PT L2 on 13 Feb 2023; PT S2 on 17 Feb 2023. The FAO is authorized monthly FLPB as of 8 Feb 2023, when she earned qualifying scores for her target language, PQ, in at least two modalities. This means that she is eligible for pay for PY R2+ plus pay for PQ L2+ starting 8 Feb 2023. Following her PQ S2 score on 10 Feb 2023, she is also eligible for pay for PQ S2. And following her PT L2 score on 13 Feb 2023, she is also eligible for pay for PT L2 (**Note:** The pay associated with the PY R2+ score is not included here because she has already been paid for PY R2+). And following the PT S2 score on 17 Feb 2023, she should be paid for PT S2. In summary, the FAO is paid for the base language once and for each dialect modality once.

3.2.8.2.2. Portuguese Brazilian (PQ) and Portuguese European (PT) both have an LC DLPT and an OPI but not a matching digraph (i.e., PQ or PT) reading comprehension (RC) DLPT test. PQ LC and PT LC may be paid as single modalities or paired with their corresponding digraph OPI and/or the PY reading DLPT. **Note:** PY reading may only be concurrently paired once (e.g., if PY is paired with PQ, then PT may not also be paired with PY for the purposes of FLPB. PT may either be paid as a single modality or paired with the PT OPI).

3.2.8.2.3. Members whose eligibility for PY, PQ, or PT is being assessed based on assignment to a language designated position (LDP) are eligible for FLPB, based upon the language coded for that position IAW [paragraph 3.7](#).

3.2.8.2.3.1. If billet is coded for PY, then the member must pair PY reading with either PQ listening and/or PQ speaking OR pair PY reading with PT listening and/or PT speaking for FLPB eligibility. **(T-1)**

3.2.8.2.3.2. If billet is coded for PQ, then the member's FLPB eligibility will require requisite proficiency in two or three of the following modalities: PQ listening, PQ speaking, or PY reading **(T-1)**. Member is not eligible for FLPB in PT, unless the billet is also coded for PT, in which case the member would be eligible to receive FLPB at the single modality rate or may pair PT listening with PT speaking. **(T-1)**

3.2.8.2.3.3. If billet is coded for PT, then the member's FLPB eligibility will require proficiency in two or three of the following modalities: PT listening, PT speaking, or PY reading **(T-1)**. Member is not eligible for FLPB in PQ, unless the billet is also coded for PQ, in which case the member would be eligible to receive FLPB at the single modality rate or may pair PQ listening with PQ speaking. **(T-1)**

3.2.9. For those languages that have neither an LC DLPT nor an RC DLPT, the member may take the OPI and the TCO may record that speaking score as both listening and speaking to enable FLPB eligibility when two modalities are required. **(T-1)**

3.2.10. DLPT/OPI scores are valid from any DoD testing location after entry to the DAF, to include Basic Military Training, technical training schools, and regular duty assignments. DLPT/OPI scores for officer candidates at USAFA, ROTC, and Officer Training School, as well as those administered during the enlisted recruitment process, are not valid for FLPB purposes. All Airmen and Guardians will need to take a DLPT/OPI upon entry into the active component or as applicable for the Air Reserve Components (ARC), to determine FLPB eligibility and initiate pay **(T-1)**. Furthermore, a CLA who certifies on the DLPT at a Military Entrance Processing Station (MEPS) and bypasses DLIFLC will not have a DLPT certification on file in MilPDS once they enter onto active duty. For this reason, they must recertify within 90 days of reporting to their first duty station after completion of technical training **(T-1)**. These members should work with their TCO to submit a CMS case once they have certified proficiency, since they are retroactively eligible for FLPB, effective their report date to Goodfellow AFB for cryptologic training. **(T-1)**

### **3.3. FLPB Eligibility.**

3.3.1. To be eligible for FLPB, members must:

3.3.1.1. Be entitled to basic pay under Title 37 United States Code § 204 or Title 37 United States Code § 206 or is enrolled in an officer training program.

3.3.1.2. The total of FLPB paid to a reserve component member who fulfills the minimum annual service requirements for retirement eligibility, is in good standing, and has not been adjudicated as an unsatisfactory performer in the previous 12 months, must equal the annual FLPB paid to an active component member with the same certified language proficiency IAW DoD FMR 7000.14-R, Vol 7a, Chapter 19.

3.3.1.3. Meet all the eligibility criteria for at least one of the FLPB categories listed in [paragraph 3.4](#) through [paragraph 3.19](#).

3.3.1.4. Certify as proficient in one or more languages using DLPT and/or OPI testing.

3.3.1.5. Meet all other eligibility criteria outlined in this chapter. **(T-1)**

3.3.2. To be eligible for FLPB, a service member must meet the minimum proficiency standards established by the career field managers for language-inherent AFSCs (e.g., 1A8X1/1N3X1 for CLAs and 16FX/16ZX for FAOs), the mission owners for LDPs, or the program managers for LREC special programs (e.g., LEAP, exchange programs) **(T-1)**. (**Note:** Each LREC community, outlined in [paragraph 3.4](#) through [paragraph 3.19](#) has its own set of proficiency standards.)

3.3.3. Members training into a different AFSC that does not require language proficiency will only maintain FLPB entitlement for eligible languages through the graduation date of the AFSC-awarding course **(T-1)**. Reference [paragraph 3.4](#) through [paragraph 3.19](#) for FLPB eligibility by community.

3.3.4. Members concurrently eligible for FLPB under multiple categories may receive FLPB based on the eligibility requirements for each program, but not for the same language and modalities **(T-1)**. Example: If a member is in LEAP with a control language (CLANG) of Russian and is selected for the FAO program with a regional language of Korean, that member is entitled to receive FLPB for Russian (reference [paragraph 3.8](#)) and FLPB for Korean (reference [paragraph 3.4](#)); however, if a member is in both LEAP and the FAO program for Korean, they will only qualify for FLPB through one program and may not be paid more than once for the same language and modalities.

#### **3.4. Foreign Area Officers (FAO).**

3.4.1. The Joint FAO program is a DoD-mandated requirement. DAF officers designated for FAO development complete foreign language training, in-region training (IRT), and earn a regionally-focused advanced academic degree (AAD). Typically, FAOs serve overseas in language-coded billets, bringing international affairs skills to bear in high-visibility, high-impact positions on service, joint, interagency, and intergovernmental staffs. The RegAF and ARC FAO programs differ slightly and are outlined in AFI 16-109.

3.4.2. Officers awarded AFSC 16FX/16ZX are authorized FLPB at ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for all approved languages in their assigned region, as defined in AFI 16-109.

3.4.3. To qualify for FLPB, a FAO must be certified per the 16FX/16ZX CFETP and possess a SAF/IA FAO certification letter dated 1 Jan 2007 or later **(T-1)**. The member must also maintain proficiency of 2 or higher in at least two modalities of the target language (assigned language for certification) before qualifying for FLPB for additional languages in the assigned region **(T-1)**. ARC FAOs must submit their FAO certification letter for FLPB processing, per guidance provided in [paragraph 3.20](#) and [paragraph 3.21](#) **(T-1)**. Arabic dialects are authorized FLPB as a single modality pay (reference [paragraph 3.2.8.1](#)).

3.4.4. Members serving in a 16FX billet who do not possess the 16FX/16ZX AFSC will be authorized FLPB for the languages that fall under the region coded by their billet at proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking). In the case that the member is not a certified FAO, they will still be eligible for FLPB while assigned to the 16FX billet, after which FLPB eligibility will cease, unless they qualify under another category **(T-1)**. Only certified FAOs will be tracked by SAF/IA for FLPB eligibility. **(T-1)**

3.4.5. Officers selected for FAO deliberate development, who have achieved language proficiency L2/R2/S2 and higher in any combination of two or more modalities, are authorized FLPB for languages coded to their assigned region, effective the date the member is awarded the 92F0 duty AFSC (FAO Trainee), which designates the member for FAO pipeline training. **(T-1)**

3.4.6. To maintain accurate FLPB accountability, SAF/IA will provide a quarterly listing of Total Force FAOs to AFPC/DP3SA and to AF/A1DG **(T-1)**. This list will include certified FAOs and FAOs in training (members awarded the 92F0 duty AFSC and who have begun FAO pipeline training) **(T-1)**. The quarterly listing must provide all necessary information to provide FLPB accurately and appropriately to FAOs and FAOs-in-training (see [paragraph 3.4.3](#) and [paragraph 3.4.5](#)). There is no need to provide an annual Personnel Service Delivery Memorandum (PSDM). A list of AFR FAOs is also submitted quarterly to ARPC/DPAT. **(T-1)**

3.4.7. Any FAO who transfers over to the USSF after the effective date of this policy is no longer eligible for FLPB as a FAO, even if they retain the 16FX/16ZX AFSC on their records **(T-1)**. All Guardians, who were former certified FAOs, and transferred from the USAF to the USSF prior to the date of this publication will be grandfathered/permitted to follow the DAF SLA policy memo, dated 10 May 2021, which authorized FLPB for one full certification period after the transfer date to the USSF. **(T-1)**

### **3.5. Cryptologic Language Analysts (CLA).**

3.5.1. CLAs employ foreign language skills to collect, transcribe, translate, analyze, and report intelligence information. There are two enlisted AFSCs associated with this career field: 1N3X1X (CLA) and 1A8X1X (ACLA). CLA development typically begins within the first year of enlisted service, immediately following completion of basic training. Members in CLA AFSCs complete rigorous language training, technical school, and other specialized training as required by the AFSC. Upon completion of training, CLAs are assigned worldwide to language-coded billets supporting both national and tactical level intelligence missions. CLAs are required to maintain/improve proficiency in their foreign language throughout their career. CLAs are required to maintain the appropriate level of security clearance as required by their mission area.

3.5.2. A CLA is defined as any enlisted Airman who has been awarded and maintains AFSC 1N3X1X or 1A8X1X. CLAs are authorized FLPB at proficiency L2/R2 and higher for their CLANG. CLAs may not pair the speaking modality with listening or reading for FLPB except as outlined in [paragraph 3.5.2.1](#) below. For the purpose of FLPB, a CLANG is defined as any language acquired through graduation from the DLIFLC or other DoD-funded language acquisition course with a graduation or course completion minimum requirement of 2/2/1+, or a language for which an Airman has been awarded AFSC 1A8X1X or 1N3X1X by the appropriate CFM.

#### **3.5.2.1. Exceptions:**

3.5.2.1.1. CLAs who are serving in a position coded for speaking (e.g., Defense Threat Reduction Agency (DTRA) linguist, language instructor) are also authorized FLPB for S2 and higher. FLPB for speaking will be paid as a single modality and recertification will be based on the single modality alone **(T-1)**. The 60-day rule in [paragraph 3.2.7](#) does not apply.



- 3.5.2.1.2. CLAs with a current score of L3/R3 or higher in their CLANG are authorized FLPB for S2 and higher. FLPB for speaking will be paid as a single modality and recertification will be based on the single modality alone **(T-1)**. The 60-day rule in [paragraph 3.2.7](#) does not apply.
- 3.5.2.1.3. CLAs are not eligible for FLPB for divested languages that no longer appear for their specific AFSC (1A8X1 or 1N3X1) in the most current AFECD, unless they have yet to train into another language **(T-1)**. CLAs who successfully retrain into another language will retain their FLPB eligibility for divested languages through the end of the certification period after the member is awarded the new language shred. **(T-1)**
- 3.5.2.1.4. For 1A8X1F and 1N3X1F CLAs, Modern Standard Arabic (MSA) (AD) is considered the member's primary CLANG. Additionally, the Iraqi (DG) and Levantine (AP) dialects will also be considered their CLANG for the purpose of FLPB **(T-1)**. To be eligible for FLPB for a dialect other than DG or AP, CLAs must occupy a position coded for that dialect on the UMD and take the LC DLPT for the required dialect(s) **(T-1)**. Arabic dialects are authorized FLPB as single modality pay (reference [paragraph 3.2.8.1](#)). Once the CLA vacates the position coded for that dialect, FLPB must be stopped immediately IAW the LDP rules (see [paragraph 3.7.3](#) regarding the process to stop FLPB). Any unauthorized payment of FLPB may result in recoupment actions.
- 3.5.2.1.5. For 1A8X1K and 1N3X1K CLAs, the AFECD simply lists "Persian" as the K shred for both AFSCs and does not distinguish between Persian-Farsi (PF) and Persian-Dari (PG); therefore, both PF and PG will also be considered the member's CLANG for the purpose of FLPB. **(T-1)**
- 3.5.3. CLAs serving in a special duty with a Special Duty Identifier (SDI) or Reporting Identifier (RI) differing from their AFSC are authorized FLPB for proficiency L2/R2 and higher for their CLANG. For example: An Airman whose AFSC is 1N3X1X and whose CLANG is Spanish but is serving as an 8P000 in a position that does not have a language assigned to it, will still be eligible to receive FLPB for Spanish at proficiency L2/R2 or higher.
- 3.5.4. CLAs assigned to the 363 ISRW in Air Combat Command (ACC) who are supporting AFSOC, USSOCOM, or Joint Special Operations Command (JSOC) are not eligible to receive FLPB for any scores below L2/R2 in their CLA CLANG or shred language; however, they are eligible for FLPB for other AFSOC-required languages IAW [paragraph 3.9.3](#) and [paragraph 3.9.4](#).
- 3.5.5. To ensure accurate FLPB payment for CLAs who test in multiple languages, CLPMs and/or TCOs are required to submit either a verification of training memorandum or the Verification of Military Experience and Training (vMET) transcript from milConnect to AFPC **(T-1)**. This memo, in addition to DAF Form 2096, serves as required documentation for AFPC to facilitate the payment of FLPB.
- 3.5.6. Airmen who have been promoted into a 1A800, 1A890, 1N000, or 1N292 AFSC and were previously awarded a 1A8X1X or 1N3X1X as their primary AFSC are authorized FLPB for proficiency L2/R2 and higher for their CLANG.

3.5.7. The following Airmen are no longer eligible for FLPB as a CLA, even if they retain the 1A8X1 or 1N3X1 AFSC on their records as their primary, secondary, or tertiary AFSC:

3.5.7.1. Airmen who retrain outside the CLA AFSCs will no longer be eligible for FLPB as of the date they graduate from training and are awarded a new CAFSC in the new career field **(T-1)**. **Note:** Airmen still in training remain eligible for FLPB until the completion date of training.

3.5.7.2. Airmen who commission will no longer be eligible for FLPB as a CLA effective the date of commissioning. **(T-1)**

3.5.7.3. Airmen who transfer to the USSF. **(T-1)**

### **3.6. Defense Threat Reduction Agency (DTRA) Interpreters.**

3.6.1. The Defense Threat Reduction Agency recruits, trains and equips enlisted interpreters who enable the DoD, U.S. Government, and international partners to counter and deter weapons of mass destruction and emerging threats. DTRA interpreter development typically begins at the four-to-seven-year point of enlisted service. Airmen selected to be DTRA interpreters complete an advanced 47-week interpreter course at DLIFLC and earn a Bachelor of Arts in Russian with a minor in Translation and Interpretation. Upon completion of training and certification as a DTRA interpreter, Airmen carry out bilateral and multinational treaty and agreement missions worldwide. DTRA interpreters serve throughout the world in high-visibility language designated positions, to include several embassy locations. DTRA interpreters are charged to synchronize culture, customs, and linguistics in support of U.S. National Defense Strategy policy and objectives.

3.6.2. Airmen will receive the 9L000 RI upon departure from their last duty station for DLIFLC and are authorized FLPB for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) in Russian, effective the start date of their course. **(T-1)**

3.6.3. Upon successful completion of the interpreter course, Airmen will be assigned to LDPs at DTRA duty stations and will continue to be authorized FLPB for Russian. **(T-1)**

3.6.4. To maintain accurate FLPB accountability, DTRA will provide a quarterly roster of Airmen selected for training as interpreters with the DTRA course start date to AFPC/DP3SA and AF/A1DG. **(T-1)**

### **3.7. Language Designated Positions (LDP).**

3.7.1. Duty positions requiring foreign language proficiency are coded as LDPs for a specific language. **(Note:** A billet may be coded for up to three languages and filled by a member with any one of those languages.) This coding ensures requirements are identified to provide fully qualified, language-proficient Airmen and Guardians. LDPs are identified on UMDs by an AFSC/Space Force Career Field and a digraph for the language(s) (e.g., QB is the digraph for Spanish), proficiency levels, and modalities required for the position.

3.7.2. Unit commanders, billet managers, or their designee will coordinate with their personnel manpower office on all LDPs in their UMD to process changes in the Manpower Programming and Execution System (MPES). **(T-1)**



3.7.3. Airmen and Guardians assigned to an LDP are authorized FLPB for the duration of the assignment to the position for ILR proficiency level 2 and higher in any combination of two or more modalities for the language(s) and modalities (listening, reading, speaking) based on the language required for their billet, regardless of the modality or proficiency level coded to the position. Once the member vacates the LDP, they must notify their TCO to terminate payment of FLPB by submitting a STOP FLPB DAF Form 2096 to AFPC for processing (T-1). Any unauthorized payment of FLPB may result in recoupment actions.

3.7.4. The use of generic language coding (i.e., HZ – generic language) on the UMD is invalid and a member assigned to an LDP not coded for a specific language/dialect is not authorized FLPB. (T-1)

3.7.5. ARC members serving in temporary full-time positions (Title 10 or Title 32) with DoD or affiliated agencies that require language skills are authorized FLPB in the languages associated with their positions. This provision recognizes that there may not be formal UMD positions to code as LDPs, yet the requirement for language is enduring and is beyond the intent of the Ad-hoc requirements stipulated in [paragraph 3.18](#). Commanders must indicate in the member's orders the language, modalities, and skill levels required for the position (T-1). A memorandum for record (MFR) signed by the supported commander which includes the required language information may be substituted. Mission languages are not required to correspond to the member's AFSC, but the preponderance of the member's duties must be for the required language(s) to justify payment of FLPB as outlined in [paragraph 3.7.3](#).

### **3.8. Language Enabled Airman Program (LEAP) Personnel.**

3.8.1. LEAP is an AFCLC-managed, volunteer program that is open to service members in most career fields. LEAP deliberately develops language enabled, cross-culturally competent service members across the GPF with working-level foreign language proficiency to meet global requirements. AFCLC develops LEAP scholars through tailored, structured eMentor online synchronous language courses and Language Intensive Training Events (LITE). AFCLC also connects service members to DoD and governmental requirements via Training Partnerships Requests (TPR) which connect LEAP scholars to exercises, mobile training team events, conferences, virtual events, and document translation projects.

3.8.2. To become a LEAP scholar, a service member must demonstrate the required proficiency in a foreign language, receive endorsement from their unit commander, and compete via a board process (T-1). Selection to LEAP is based on applicants' academic history and job performance; existing language proficiency; leadership and language development potential; and Air and Space Force language requirements.

3.8.3. For LEAP Scholars, the CLANG is the language for which the Airman or Guardian was selected for participation in LEAP (T-1). If a member is selected by LEAP managers to train in a second language, based on Air Force or Space Force requirements, the additional language will also be considered the member's CLANG. (T-1)

3.8.4. AFCLC awards the LEAP SEI (YHQ for officers and 106 for enlisted members) to LEAP scholars who meet language proficiency and experience requirements prescribed by the program. Airmen and Guardians who maintain the LEAP SEI are authorized FLPB for ILR proficiency level 2 and higher in any combination of two or more modalities (listening,

reading, speaking) for their LEAP CLANG. LEAP scholars must continue to meet program requirements to maintain the SEI and to be eligible for FLPB. **(T-1)**

3.8.5. To maintain accurate FLPB accountability, the LEAP manager will provide a monthly roster of Airmen and Guardians who have been awarded SEI YHQ or 106, with the member's CLANG(s) and award date(s) to AFPC/DP3SA and AF/A1DG. **(T-1)**

### **3.9. Air Force Special Operations Forces and Mobility Support and Tactical Advisory Squadron Personnel.**

3.9.1. Air Force Special Operations Forces (AFSOF) deliver special operations combat power for worldwide deployment and assignment to regional unified commands, conducting the full spectrum of Special Operations principal missions and collateral activities.

3.9.2. Mobility Support Advisory Squadrons (MSAS) provide advisory and training assistance in support of the DAF goals of building partner capacity. Each MSAS unit focuses on the mutual exchange of air mobility concepts and procedures with partner nations in the development of their air mobility systems—the 818<sup>th</sup> MSAS is currently primarily focused on operations in Africa, while the 571<sup>st</sup> MSAS is trained to operate primarily in Central and South America. The 156<sup>th</sup> Tactical Advisory Squadron (TAS) supports partner nations in developing their aviation systems with airpower concepts and procedures that include, but are not exclusive to, air mobility. The 156<sup>th</sup> TAS is currently prepared to operate primarily in Central and South America but is available to operate globally.

3.9.3. Airmen assigned to AFSOF, MSAS, or TAS who are occupying an LDP are authorized FLPB for ILR proficiency level 1+ and higher in listening and/or reading and ILR level 1 and higher for speaking in any combination of two or more modalities for the language(s) and modalities designated by their assigned position.

3.9.4. Two-Score Oral Proficiency Interview (2SOPI) for AFSOF Personnel.

3.9.4.1. The Two-Score OPI (2SOPI) awards a speaking proficiency score and an equal inferred listening proficiency score.

3.9.4.2. To demonstrate proficiency at ILR proficiency level 2 and below, AFSOF personnel have the option of taking either the DLPT (VLR, LR, or AR) or the 2SOPI.

3.9.4.3. AFSOF personnel who choose to only take the 2SOPI for FLPB certification may pair the inferred listening score with the awarded speaking score up to and including ILR level 2.

3.9.4.4. For 2SOPI results above ILR level 2, the inferred listening score awarded on the 2SOPI may not be used for FLPB. If a member scores above ILR 2 on the 2SOPI, the member may elect to take the listening and/or reading DLPT for that language to qualify for FLPB. Example 1: TSgt Gomez is assigned to AFSOF, takes the 2SOPI for QB and scores a 2; 2 can be entered for the speaking score and 2 can be entered for the listening score. Example 2: MSgt Jones is assigned to AFSOF, takes 2SOPI for QB and scores 2+: 2+ can only be entered for the speaking score but not for the listening score. The member must certify on the listening and/or reading DLPT for the score(s) to be paired with the speaking score for FLPB. **(T-1)**

3.9.5. CLAs Supporting AFSOF. To be eligible for FLPB, CLAs assigned to AFSOF must certify proficiency at L2/R2 or higher in their CLANG (Reference **paragraph 3.5** and sub-

paragraphs); however, for any non-CLANG language(s) required for AFSOC missions, SOF FLPB eligibility rules apply (reference [paragraph 3.9.3](#) and [paragraph 3.9.4](#)).

### **3.10. Olmsted Scholars.**

3.10.1. The Olmsted Scholar Program, named after George H. Olmsted, is a competitive leadership development program that awards scholarships to highly qualified, active-duty junior officers in the United States military to pursue language studies and overseas graduate-level education. Created in concert with the DoD, the scholar program provides one year of foreign language training followed by two years of study at a foreign graduate school.

3.10.2. Airmen and Guardians identified as Olmsted Scholars in their current duty title are authorized FLPB for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for their CLANG while they are assigned to the program.

3.10.3. To maintain accurate FLPB accountability, the AFPC Officer Developmental Education Office will provide an annual roster of Olmsted Scholars and their CLANG to AFPC/DP3SA and AF/A1DG. **(T-1)**

### **3.11. Overseas Developmental Education (ODE) Students.**

3.11.1. The ODE program is an invaluable program that enhances the professional development of DAF Airmen and Guardians and is a foundation of international partnerships. This key program builds, sustains, and expands international relationships with our foreign partners becoming a key enabler during coalition operations.

3.11.2. Members enrolled in an ODE program with a foreign language requirement who do not already fall under the FAO criteria outlined in [paragraph 3.4](#) are authorized FLPB for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for their CLANG while they are assigned to the program. **(T-1)**

3.11.3. For an ODE student, a CLANG is the foreign language associated with the member's respective program.

3.11.4. Qualifying ODE students, who are not eligible for FLPB as a FAO, are authorized FLPB effective the start date of their tour.

3.11.5. To maintain accurate FLPB accountability, SAF/IA will provide a quarterly roster of eligible ODE members to AFPC/DP3SA and AF/A1DG. **(T-1)**

### **3.12. International Health Specialists (IHS).**

3.12.1. The IHS Program develops Total Force Airmen ready to support DoD priorities through global health engagement (GHE) with partner nations. IHS personnel apply regional expertise, cross-cultural competency, and foreign language skills to support operations, activities, and investments (OAI) aligned with CCMD campaign plans. These OAIs may be aimed at strengthening relationships, expanding access, building capabilities, and increasing capacity and/or increasing interoperability.

3.12.2. While assigned to an LDP, IHS Airmen are authorized FLPB for the language(s) and modalities designated by their position for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking).

### **3.13. Adjunct Foreign Language Faculty at United States Air Force Academy (USAFA).**

3.13.1. Members certified as adjunct foreign language professors in LDPs managed by the USAFA Dean of Faculty, Foreign Languages (USAFA/DFFL) are authorized FLPB for the language(s) and modalities designated by their position for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking).

3.13.2. USAFA foreign language professors will remain eligible for FLPB during their period of assignment to the LDP. **(T-1)**

### **3.14. Air Force Office of Special Investigations (AFOSI) Personnel.**

3.14.1. Language-enabled personnel assigned to AFOSI support criminal investigations, counterintelligence operations, and force protection efforts IAW AFMD 39, *Air Force Office of Special Investigations*. These members are critical in developing and sustaining strategic partnerships with international law enforcement and security services, which in turn contribute to the force protection posture of U.S. personnel worldwide, and support AFOSI's key role in Agile Combat Employment (ACE). AFOSI's language capable personnel represent a strategic resource not only for AFOSI, but for the entire DoD and Intelligence Community (IC).

3.14.2. While assigned to an LDP, AFOSI Airmen are authorized FLPB for the language(s) and modalities designated by their position for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking). These Airmen also remain eligible for FLPB in any additional AFOSI strategic/critical language(s) listed in [paragraph 3.14.3](#) for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking).

3.14.3. Airmen assigned to WG07XXXX Personnel Accounting Symbol (PAS) Codes, who are not assigned to an AFOSI LDP, are only authorized FLPB at ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for the following AFOSI strategic/critical languages: Arabic (Algerian (DH), Egyptian (AE), Iraqi (DG), Jordanian (AK), Lebanese (AQ), Levantine (AP), Maghrebi (AM), Modern Standard (AD), Moroccan (BS), Peninsula (AN), Sudanese (AV), Tunisian (BW), and Yemeni (AU)), Chinese-Mandarin (CM), French (FR), German (GM), Italian (JT), Japanese (JA), Korean (KP), Persian (Farsi (PF)), Polish (PL), Portuguese (Brazilian (PQ) and European (PT)), Romanian (RQ), Russian (RU), Spanish (QB), Thai (TH), Turkish (TU), and Vietnamese (Central (VC), Hanoi (VN), and Saigon (VS)).

### **3.15. Exchange Program Participants.**

3.15.1. Members assigned to an exchange program, including, but not limited to: MPEP and Engineer and Scientist Exchange Program (ESEP), are authorized FLPB at ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for their CLANG during the period of assignment to their exchange program. **(T-1)**

3.15.2. To maintain accurate FLPB accountability, SAF/IA will provide a quarterly roster of eligible participating MPEP members and their CLANG to AFPC/DP3SA and AF/A1DG. **(T-1)**

3.15.3. To maintain accurate FLPB accountability, SAF/IAPC will provide a quarterly roster of eligible participating ESEP members and their CLANG(s) to AFPC/DP3SA and AF/A1DG. **(T-1)**

### 3.16. Air Traffic Controllers (1C1).

3.16.1. Airmen with a 1C1X1 (Air Traffic Control) DAFSC who hold the SEI 055 are authorized FLPB for French and Spanish at ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking).

### 3.17. Bilateral Affairs Officer (BAO).

3.17.1. The NGB BAO program operates in direct support of the State Partnership Program (SPP). For each partnership, one National Guard member is assigned to serve as a liaison to their designated SPP partner country. BAOs are selected by their state Adjutant General to operate out of U.S. embassies. Language-proficient BAOs vastly increase partnership effectiveness. The SPP is authorized per Title 10 United States Code § 341, *Department of Defense State Partnership Program*, and the SPP and the BAO roles are regulated by DoDI 5111.20, *State Partnership Program (SPP)*.

3.17.2. ANG BAO FLPB Eligibility. BAOs are authorized FLPB at ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for all approved languages in their assigned country.

3.17.2.1. BAOs on a Statutory Tour. For BAOs on a statutory tour to be eligible for FLPB, their position must be coded as a FLPB-eligible on the Geographic Combatant Command (GCC) Joint Table of Distribution (JTD) **(T-1)**. NGB J53 is the OPR for any questions regarding JTD coding.

3.17.2.2. BAOs on Active Duty for Operational Support (ADOS) Orders. NGB J5 will provide language-enabled BAOs with a memo stating the languages for which they are eligible for FLPB based on the country of assignment **(T-1)**. The member will provide this NGB J5 memo; ADOS orders assigning them to their country; and DLPT and/or OPI scores as the required source documentation for FLPB **(T-1)**. (**Note:** ADOS orders are not required to state a foreign language requirement or reference FLPB eligibility for the member to be eligible.)

3.17.3. BAOs are only eligible for FLPB for the duration of their BAO assignment **(T-1)**. Members wishing to maintain FLPB eligibility after completing a BAO assignment should consider applying to the ANG FAO program (reference AFI 16-109). Once a member has completed a BAO assignment, they must request that the TCO terminate payment of FLPB by submitting a STOP FLPB DAF Form 2096 to AFPC for processing **(T-1)**. Any unauthorized payment of FLPB may result in recoupment actions.

### 3.18. Ad-hoc FLPB.

3.18.1. Airmen and Guardians called upon to use their foreign language skills in ad-hoc situations are eligible for FLPB under certain conditions. **(T-1)**

3.18.2. Ad-hoc situations include emergency, unplanned, contingency operations, or exercises where a service member's foreign language skill is required to support the mission. Rotational or regularly planned deployments may constitute an ad-hoc situation if the language requirement is documented on the order. A memorandum for record (MFR) signed by the supported commander which includes the required language information may be substituted. Use of language skill during execution of regularly assigned duties does not constitute an ad-hoc use of language skills and billets should be coded to include required language skills. **(T-1)**

3.18.3. For a member to qualify for FLPB during a temporary duty/deployment, they should certify foreign language proficiency beforehand. Members without a current DLPT/OPI certification in the language(s) used must complete testing within 90 days of the end of the temporary duty/operational deployment in which their language skill was required. (T-1)

3.18.4. The specific language support requirements (inclusive dates, language, proficiency level, modality/modalities) must be identified, in writing ([Attachment 4](#)), for a member to be eligible for FLPB based on ad-hoc use of language skills. (T-1)

3.18.5. To be eligible, Airmen and Guardians must achieve a minimum qualifying proficiency score of ILR 2 or higher on the DLPT/OPI (listening, reading, speaking) in the modality/modalities required for the ad-hoc situation (T-1). Example: Mission X requires MSgt Coe to read documents and analyze them in Spanish. The ad-hoc memo signed by the commander states that mission requirements were for reading only. MSgt Coe returns from the ad-hoc situation and scores ILR 3 in reading. She is eligible for pay at the R3 rate in [Table 3.1](#). If she were to test in listening and/or speaking, she would not be eligible for pay for these modalities. If no DLPT is available in the language(s) used for the ad-hoc situation, the OPI score may also be recorded as the listening score to certify for pay (reference [paragraph 3.2.9](#)). Example: Mission Y requires TSgt Jones to use listening and speaking skills in Baluchi but there is no DLPT to measure LC for Baluchi. TSgt Jones takes the OPI for Baluchi and scores S3. The S3 can be used to pay member for S3 plus L3 IAW [Table 3.1](#).

3.18.6. For ad-hoc requests, FLPB will be paid in a lump sum upon completion of the ad-hoc situation, based on the inclusive dates the language was used and the skill(s) required by modality and minimum proficiency level (T-1). Following completion of the ad-hoc situation and receipt of scores, the member's commanding officer will forward an ad-hoc FLPB request in the form of an ETP. (See procedures outlined in [Chapter 4](#)) **Note:** A separate memorandum is required for each member. (T-1)

**3.19. All Others.** To stay relevant in strategic competition, and IAW the National Defense Strategy and DAF strategy, the DAF SLA may authorize FLPB or a lump-sum certification incentive at any time for any language. If implemented, eligibility requirements will be posted to the myFSS "Foreign Language Proficiency Bonus" page. (T-1)

**3.20. Traditional Reserve (TR), Air Reserve Technicians (ART), Active Guard and Reserve (AGR), and Air National Guard (ANG) Airmen must:**

3.20.1. Take the DLPT or OPI as required (IAW [paragraph 3.4](#) through [paragraph 3.19](#)) to qualify for receipt of FLPB. (T-0)

3.20.2. Notify their personnel representatives upon detachment from a billet if FLPB is contingent upon assignment. (T-1)

3.20.3. Contact their TCO and/or their appointed representatives promptly to process pay, update scores and FLPB information, or resolve any payment problems or discrepancies. (T-1)

3.20.4. Work with TCOs to create a Case Management System (CMS) case and assign to Air Reserve Personnel Center, Classification and Training (ARPC/DPAT) for validation of FAO status for AFR members who are not serving in a 16FX billet. (T-1)

**3.21. Individual Mobilization Augmentee (IMA) Reserve Airmen must:**

3.21.1. Provide test scores to ARPC, Benefits and Entitlements, via myFSS, to update scores and FLPB information in MilPDS. **(T-1)**

3.21.2. Notify ARPC/DPAT, through myFSS, upon detachment from billet when FLPB is contingent upon assignment. **(T-1)**

3.21.3. Notify ARPC/DPAT, through myFSS, to process any pay discrepancies as soon as discrepancies are identified. **(T-1)**

## Chapter 4

### EXCEPTIONS TO FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB) POLICY FOR UNIFORMED PERSONNEL

#### 4.1. Exceptions to Policy (ETP).

4.1.1. For RegAF, unit commanders or civilian equivalents submit exceptions to FLPB policy to the AFPC TFSC FLPB Tier 1 CMS case box, through their installation TCOs and/or their appointed representatives **(T-1)**. As needed, AF/A1DG will coordinate with HAF Functional Authorities, MAJCOM Functional Managers, and CFMs for ETP recommendations prior to final DAF SLA approval. The DAF SLA (or designated representative) serves as the final approval authority for all FLPB ETP requests **(T-1)**.

4.1.2. For AFR and ANG, unit commanders will submit FLPB ETP requests to the Director of Personnel, Office of Air Force Reserve (AF/REP) and the Director of Manpower, Personnel, Recruiting, and Services, National Guard Bureau (NGB/A1), respectively, before submission to AF/A1DG for approval by the DAF SLA (or designated representative) **(T-1)**. The DAF SLA (or designated representative) serves as the final approval authority for all FLPB ETP requests. **(T-1)**

4.1.3. If member has a significant medical emergency within 30 calendar days of the test expiration date that prevents the member from testing, the unit commander must verify the emergency and provide the TCO a memorandum requesting an extension of the member's FLPB certification for up to 60 days from the test expiration date, or longer if medically necessary. **(T-1)**

4.1.4. Requests for ETPs must include the following information/documents:

4.1.4.1. Official memorandum signed by the unit commander, civilian leader, or designated representative that includes a paragraph addressing justification for why the member was unable to test and any relevant supporting documentation. **(T-1)**

4.1.4.2. DAF Form 2096, signed by unit commander or designated representative. **(T-1)**

4.1.4.3. Copy of the member's DLPT/OPI scores. **(T-1)**

4.1.4.4. Copy of temporary duty/contingency, exercise, and deployment orders, if required. **(T-1)**

4.1.4.5. Paid travel voucher related to temporary duty/contingency, exercise, and deployment request, if required. **(T-1)**

4.1.4.6. Copy of member's vMET, if required (for CLAs who test in multiple languages). **(T-1)**



## Chapter 5

### FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) FOR CIVILIAN PERSONNEL

#### 5.1. FLPP.

5.1.1. This chapter applies to DAF General Schedule (GS) and equivalent positions and Defense Civilian Intelligence Personnel System (DCIPS) civilian employees, in the event those positions have a language proficiency requirement as a condition of employment.

5.1.2. FLPP is a capabilities-based, monetary incentive available to managers of DAF civilian personnel to help recruit and sustain a civilian workforce with foreign language proficiency in areas of strategic interest. The program incentivizes civilian employees to develop their language proficiency to the Interagency Language Roundtable (ILR) Proficiency level 3/3.

5.1.3. Information on the specific pay aspects of civilian FLPP can be found in AFI 36-128, *Pay Setting and Allowances*, and in DoDI 1400.25, Volume 2016, *Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees*. Questions on pay issues may be addressed to AFPC/DP3CM.

#### 5.2. Proficiency.

5.2.1. To be considered proficient for the purposes of FLPP, a DAF civilian must demonstrate appropriate ILR proficiency (**Attachment 2**) in the requisite language(s) modalities as specified on the LDP and on the civilian employee's position description (PD) (**T-1**). The Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) can be scheduled through a Testing Control Officer (TCO).

5.2.2. Failure to satisfy and maintain FLPP eligibility and recertification requirements, as specified in this instruction, will result in FLPP termination and repayment of any unearned bonus amount. (**T-1**)

5.2.3. DCIPS personnel are subject to the proficiency criteria identified in **paragraph 5.2** and **paragraph 5.3.4**.

#### 5.3. Certification.

5.3.1. The DLPT system will be used to assess foreign language proficiency for civilian personnel. (**T-0**)

5.3.2. The certification date for FLPP for DAF civilian employees is the date of the most recently tested qualifying modality. Commanders and/or directors cannot deny a DAF civilian employee the opportunity to take a DLPT or OPI to formally document foreign language skills in the system of record and/or to qualify for FLPP; however, to receive FLPP, eligibility requirements still apply. (**T-1**)

5.3.3. DAF civilian employees are solely responsible for contacting the TCO to schedule initial and subsequent certification testing, understanding that failure to certify on time will result in loss of FLPP (**T-1**). The civilian's request for initial testing must include acknowledgement that once qualified for FLPP, failure to retest prior to certification expiration will result in a loss of FLPP (**T-1**). Individuals should allow TCOs at least 90 days to process and schedule OPI requests and 60 days to process and schedule DLPT requests.

5.3.4. DAF civilian employees are authorized FLPP for ILR proficiency level 2 and higher in any combination of two or more modalities (listening, reading, speaking) for the language(s)/dialects required for their position, regardless of the modality or proficiency level coded to the position. Listening and reading DLPTs must be taken within 30 calendar days of each other **(T-1)**. **(Exception:** OPIs must be completed within 60 calendar days of the related language DLPT date **(T-1)**. For those languages which only have a single-modality OPI, the OPI test score may be recorded as both listening and speaking to meet a two-modality requirement for FLPP for civilian employees. **(T-1)**

5.3.5. If a civilian employee is entitled to FLPP for a language with dialects (Arabic, Chinese, or Portuguese), the dialects will be paid as a single modality. No pairing is required for dialect FLPP certification. **(T-1)**

5.3.6. The Upper Range (UR) DLPT. The UR DLPT may be used for certification above ILR proficiency level 3 (i.e., 3+ and 4) and may be administered to personnel who achieve an ILR level of 3 for the relevant modality on the LR DLPT in that language. The initial UR test may be taken immediately after the score for the lower range (LR) test has posted to the DLPT Authorization and Reporting system but must be completed within 90 calendar days of the LR test to be valid for certification purposes. **(T-1)**

5.3.6.1. Should a civilian be eligible for the UR in both modalities, the UR tests must be completed within 30 calendar days of each other to be valid for certification **(T-0)**. If a civilian achieves an ILR score of 3+ or higher in both modalities on the UR test, the certification date will become the date the UR tests were completed **(T-1)**. If the civilian does not achieve a 3+ or higher on the UR test for either modality, the date of certification will remain the date the LR test was completed, and the civilian must take the LR DLPT in both modalities for the next certification. **(T-1)**

5.3.6.2. Test modalities from two different ranges (i.e., LR and UR) may be paired for FLPP. The new effective date for pay is the most recent modality tested and the eligibility period is based on the lower of the two scores. Example: Civilian takes the LR test and certifies L3 on 10 Mar 2022 and R3 on 11 Mar 2022. This certification period will be 11 Mar 2022 – 31 Mar 2024. The civilian then takes the UR test for that language in both modalities on 10 Jun 2022, achieving 3+ in reading, but not in listening. The civilian may pair their UR ILR 3+ reading certification with their LR ILR 3 listening certification. The new certification period will be 10 Jun 2022 – 31 Mar 2024.

5.3.7. Civilian employees receiving FLPP will test within 12 months (24 months for 3/3 or higher, or ILR 3 for single modality pay where authorized) but no sooner than 270 days from their previous test date. **(T-1)**

5.3.8. Civilian employees may not take more than two iterations of the same DLPT language and test range (e.g., LR, UR) or OPI in a 12-month period. **(T-0)**

5.3.9. Certification of proficiency for FLPP eligibility lasts for one year. Specifically, certification of language proficiency will continue through the last day of the certification month, unless a civilian employee recertifies earlier than the recertification date **(T-1)**. **Exception:** Certification of proficiency for FLPP eligibility for a civilian employee who scores 3/3 or higher using any combination of the scores (or ILR 3 for single modality pay where authorized) will continue for two years through the last day of the certification month unless

they recertify earlier than required **(T-1)**. Pay rate changes for recertifying civilian employees are effective on the date of the recertification **(T-1)**. For example, if a civilian certifies on 15 Mar 2023, then FLPP certification will start effective 15 Mar 2023 and continue through 31 Mar 2024 (31 Mar 2025 for 3/3 or higher, or ILR 3 for single modality pay where authorized). Civilians receiving FLPP will retest within 12 months (no later than 24 months for 3/3 or higher, or ILR 3 for single modality pay where authorized), but not sooner than 270 days from their previous certification **(T-1)**. The first month of eligibility may be a prorated payment.

5.3.10. Civilian employees who are unable to re-certify due to deployment, ad-hoc operations, or duty assignment where DLPT/OPI testing facilities are not available or accessible within a 50-mile radius will maintain their previous qualifying scores and certification for the duration of the deployment/assignment up to 180 days after completion **(T-1)**. Qualifying documentation includes a copy of orders and an ETP memorandum (**Chapter 6**) with sufficient justification that testing facilities were unavailable. Civilian employees whose certification will expire within 90 days of arrival at a location where facilities are not available or accessible must retest prior to departure. **(T-1)**

5.3.11. Civilian employees attending a significant language training event (SLTE) or official training course whose DLPT/OPI test certifications will expire while in training have two options: 1) The member may maintain their FLPP certification(s) for up to 45 calendar days after completion of the SLTE or official training course and 90 calendar days for a course that required a Permanent Change of Station (PCS). 2) The member may recertify up to 90 days before the start of the training course to have a current certification for the duration of the training. For testing waivers to test earlier than 270 calendar days or to extend pay upon completion of a SLTE or other official training event, work with the TCO and/or Command Language Program Manager (CLPM). **(T-1)**

5.3.12. In accordance with DoDI 5160.71, a SLTE is defined by the occupational series language training requirement.

5.3.13. To be eligible for a waiver, personnel must notify their local TCO prior to attending the SLTE or official training event. **(T-1)**

#### **5.4. Eligibility.**

5.4.1. Eligibility requirements for FLPP for all DAF civilians include:

5.4.1.1. A PD affirming the employee is assigned duties requiring proficiency in a foreign language(s); and:

5.4.1.2. Certification as determined by the DLPT/OPI within the last 12 months (24 months for 3/3 and above, or ILR 3 for single modality pay where authorized); and

5.4.1.3. Certification at the ILR (Attachment 2) level 2 proficiency or higher in at least two of three modalities (or ILR 3 for single modality pay where authorized) when serving in a position with assigned intelligence-related duties; and

5.4.1.4. Affirmation that the employee does not currently receive comparable pay under 10 USC § 1596, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests*. **(T-0)**

5.4.2. Employees on external rotational assignments (e.g., joint duty assignments, including those that are reimbursable) are authorized foreign language pay IAW this chapter and at the discretion of the employing DoD Component or commander.

5.4.3. Standard Form (SF)-50, *Notification of Personnel Action*, and/or, SF-52, *Request for Personnel Action* authorizing FLPP are effective for no longer than 12 months from the initial certification or recertification date; therefore, the civilian must work with their civilian personnel section to update these forms on an annual basis to ensure FLPP continuity. **(T-1)**

## 5.5. Payment.

5.5.1. FLPP amounts for GS civilian and equivalent employees for one or more foreign languages/dialects will be calculated at the rates depicted in the **Table 5.1** and may not exceed 5% of base pay for a 12-month period **(T-1)**. The 5% limit does not apply to DCIPS employees or to employees assigned intelligence or intelligence-related duties.

5.5.2. FLPP for GS or equivalent civilian employees is considered a discretionary continuing payment for purposes of calculating the aggregate limitation on pay under Title 5 United States Code § 5307 and in Title 5 Code of Federal Regulation (CFR) 530.203, *Administration of aggregate limitation on pay*, current edition.

**Table 5.1. DAF FLPP Table.**

ILR Skill-Level Proficiency	Listening (L) Bi-Weekly Payout	Reading (R) Bi-Weekly Payout	Speaking (S) Bi-Weekly Payout
2	\$25	\$25	\$50
2+	\$100	\$100	\$100
3	\$150	\$150	\$150
3+	\$175	\$175	\$175
4 or higher	\$200	\$200	\$200

Notes:

1. For non-DCIPS civilians, total FLPP for one or more foreign languages/dialects at the rates depicted in the table may not exceed 5% of base pay for a 12-month period.
2. A civilian employee's FLPP entitlement may include any combination of two or more modalities (listening, reading, speaking) for the language specified on the civilian employee's PD, regardless of the modality or proficiency level coded to the position.
3. Pay for multiple languages/dialects is only authorized if a requirement for multiple languages/dialects is documented on the civilian employee's PD.

## 5.6. Civilian Personnel Sections will:

5.6.1. Assist unit commanders by publicizing program requirements and identifying personnel requiring testing. **(T-1)**

5.6.2. Receive from the installation TCO a language testing package consisting of the employee's DLPT scores, OPI score, if applicable, and the PD identifying the language requirement. **(T-1)**

5.6.3. Submit an SF-50 and/or SF-52 for FLPP to the Air Force Personnel Center (AFPC) to create, change, or terminate FLPP; the employee's level of proficiency in that language; and the amount of FLPP in the Defense Civilian Personnel Data System (DCPDS). **(T-1)**

5.6.4. Coordinate exception to policy (ETP) requests with AFPC. **(T-1)** (See procedures outlined in **Chapter 6**.)

5.6.5. Affirm that a DAF civilian employee does not currently receive comparable pay under 10 USC § 1596. **(T-0)**

### **5.7. Ad-hoc Civilian FLPP.**

5.7.1. DAF civilians called upon to use their foreign language skills in ad-hoc situations are eligible for FLPP; GS or equivalent employees cannot receive additional ad-hoc pay exceeding the 5% current adjusted rate of basic pay salary cap.

5.7.2. Ad-hoc situations include emergency, unplanned, contingency operations, or exercises where a DAF civilian's foreign language skill is required to support the mission. Rotational or regularly planned deployments may constitute an ad-hoc situation if the language requirement is documented on the order. A memorandum for record (MFR) signed by the supported commander which includes the required language information may be substituted. Use of language skill during execution of regularly assigned duties does not constitute an ad-hoc use of language skills and billets should be coded to include required language skills. **(T-1)**

5.7.3. To be eligible, DAF civilian employees must achieve a minimum qualifying score on the DLPT or OPI that meets the ad-hoc requirement **(T-1)**. If no DLPT is available in the language used for the ad-hoc situation, the OPI score may be entered in the listening component to meet a two-modality requirement.

5.7.4. DAF civilian employees without a current test in the language(s) used must be tested via the DLPT or OPI within 90 days of the end of the operational deployment or temporary duty in which their language skill was required. **(T-1)**

5.7.5. Ad-hoc FLPP is not intended to replace the need to properly code billets that have language requirements. Duty positions requiring foreign language proficiency should depict the language requirement on the PD. This coding ensures requirements are identified to provide fully qualified language-proficient personnel.

5.7.6. For ad-hoc requests, FLPP will be paid in a lump sum upon completion of the ad-hoc situation, based on the inclusive dates the language was used and the skill(s) required by modality and minimum proficiency level **(T-1)**. Following completion of the ad-hoc situation and receipt of scores, the member's commanding officer will forward an ad-hoc FLPP request in the form of an ETP, which specifically states the language(s) and modality/modalities required (see procedures outlined in **Chapter 6**) **(T-1)**. **Note:** Any lump-sum payments to compensate for unused leave will not include FLPP.

## Chapter 6

### EXCEPTIONS TO FLPP POLICY FOR CIVILIAN PERSONNEL

#### 6.1. Exceptions to Policy (ETP).

6.1.1. Civilian employees will submit ETP requests in writing to their installation TCO and/or appointed representative (T-1). A separate memorandum (**Attachment 4**) is required for each DAF civilian employee (T-1). The TCO and/or appointed representative will send the ETP request to the installation civilian personnel section to submit the request to AFPC. (T-1)

6.1.2. The DAF Senior Language Authority (SLA) serves as the final approval authority for exceptions to this policy. AF/A1DG will coordinate with AFPC to provide recommendations for adjudicating ETP requests prior to DAF SLA approval (T-1). The Deputy DAF SLA will adjudicate ETP requests for DCIPS employees IAW DAFI 36-1101, *Defense Civilian Intelligence Personnel System (DCIPS)*.

6.1.3. ETP requests must include the following information/documents:

6.1.3.1. Official memorandum (**Attachment 4**) signed by unit commander or civilian equivalent explaining why the employee was unable to test; and: (T-1)

6.1.3.2. Copy of temporary duty/contingency, exercise, or deployment orders, if required. (T-1)

6.1.3.3. Paid travel voucher related to temporary duty/contingency, exercise, or deployment request, if required. (T-1)

6.1.3.4. Copy of the employee's most recent DLPT/OPI scores. (T-1)

**6.2. Repayment.** Civilian employees who receive FLPP but do not satisfy the eligibility and certification requirements specified in this instruction must repay any unearned amount of FLPP IAW DoD FMR 7000-14R, *Financial Management Regulation*, Volume 8, *Civilian Pay Policy*. (T-1)

ALEX WAGNER  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)
- 5 USC § 5307, *Limitation on Certain Payments*
- 10 USC § 341, *Department of Defense State Partnership Program*
- 10 USC § 1596, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Intelligence Interests*
- 10 USC § 1596a, *Foreign Language Proficiency: Special Pay for Proficiency Beneficial for Other National Security Interests*
- 37 USC § 353, *Pay and Allowances of the Uniformed Services: Skill Incentive Pay or Proficiency Bonus*
- 5 CFR 530.203, *Administration of Aggregate Limitation on Pay*
- DoDD 1400.25, *DoD Civilian Personnel Management System*, 25 November 1996
- DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness (USD (P&R))*, 23 June 2008
- DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, 21 August 2015
- DoD FMR 7000.14-R, Vol 7a, Chapter 19: *Foreign Language Proficiency Bonus*, April 2021
- DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, 19 January 2017
- DoDI 1340.27, *Military Foreign Language Skill Proficiency Bonuses*, 17 August 2022
- DoDI 1400.25, Volume 2016, *Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees*, 28 April 2015
- DoDI 3305.06, *Special Operations Forces (SOF) Foreign Language Policy*, 19 November 2008
- DoDI 5111.20, *State Partnership Program (SPP)*, 12 October 2016
- DoDI 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*, 30 December 2016
- DoDI 5160.71, *DoD Language Testing Program*, 30 June 2022
- DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019
- CJCSI 3126.01C, *Language, Regional Expertise, and Culture Capability Identification, Planning, and Sourcing*, 8 March 2023
- DAFPD 16-1, *Security Cooperation*, 5 February 2021
- DAFPD 36-40, *Language, Regional Expertise and Culture Program*, 3 November 2022
- HAFMD 1-24, *Assistant Secretary of the Air Force, Manpower and Reserve Affairs*, 28 January 2019

HAFMD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services*, 13 September 2019

AFMD 39, *Air Force Office of Special Investigations*, 14 April 2020

AFI 16-109, *International Affairs Specialist (IAS) Program*, 6 May 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-128, *Pay Setting and Allowances*, 17 May 2019

DAFI 36-1101, *Defense Civilian Intelligence Personnel System (DCIPS)*, 30 Sep 2022

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-4003, *Managing the Defense English Language Program*, 6 December 2020

AFI 36-4004, *Management of Defense Foreign Language Training*, 28 November 2016

AFI 44-162, *International Health Specialist (IHS) Program and Global Health Engagement (GHE)*, 28 March 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

### ***Prescribed Forms***

None

### ***Adopted Forms***

SF-50, *Notification of Personnel Action*

SF-52, *Request for Personnel Action*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 2096, *Classification/On-the-Job Training Action*

### ***Abbreviations and Acronyms***

**2SOPI**—Two-Score Oral Proficiency Interview

**AAD**—Advanced Academic Degree

**ACC**—Air Combat Command

**ACE**—Agile Combat Employment

**ACLA**—Airborne Cryptologic Language Analyst

**AD**—Modern Standard Arabic

**ADOS**—Active Duty Operational Support

**AE**—Arabic-Egyptian

**AETC**—Air Education and Training Command

**AF**—Air Force

**AF LREC**—Air Force Language, Regional Expertise, and Culture



**AFCLC**—Air Force Culture and Language Center  
**AFECD**—Air Force Enlisted Classification Directory  
**AFI**—Air Force Instruction  
**AFIPPS**—Air Force Integrated Personnel and Pay System  
**AFLRCAP**—Air Force Language, Regional Expertise, and Culture Action Panel  
**AFMD**—Air Force Mission Directive  
**AFOCD**—Air Force Officer Classification Directory  
**AFOSI**—Air Force Office of Special Investigations  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFRICOM**—Africa Command  
**AFROTC**—Air Force Reserve Officers’ Training Corps  
**AFRS**—Air Force Recruiting Service  
**AFSC**—Air Force Specialty Code  
**AFSOC**—Air Force Special Operations Command  
**AFSOF**—Air Force Special Operations Forces  
**AD**—Modern Standard Arabic  
**AK**—Arabic-Jordanian  
**AN**—Arabic-Saudi (Peninsula)  
**ANG**—Air National Guard  
**ANGRC IA**—Air National Guard Readiness Center International Affairs  
**AOC**—Air and Space Operations Center  
**AP**—Arabic-Levantine (Syrian)  
**AR**—All ranges  
**ARC**—Air Reserve Components  
**ARMS**—Automated Records Management System  
**ARPC**—Air Reserve Personnel Center  
**AU**—Air University  
**AU**—Arabic-Yemeni  
**AV**—Arabic-Sudanese

**BAO**—Bilateral Affairs Officer  
**BW**—Arabic-Tunisian  
**CAT**—Computer adaptive test  
**CC**—Chinese-Cantonese  
**CCMD**—Combatant command  
**CENTCOM**—Central Command  
**CFETP**—Career Field Education and Training Plan  
**CFM**—Career Field Manager  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CLA**—Cryptologic Language Analyst  
**CLANG**—Control Language  
**CLP**—Command Language Program  
**CLPM**—Command Language Program Manager  
**CMS**—Case Management System  
**DAF**—Department of the Air Force  
**DAF SLA**—Department of the Air Force Senior Language Authority  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DAFPD**—Department of the Air Force Policy Directive  
**DCIPS**—Defense Civilian Intelligence Personnel System  
**DCPDS**—Defense Civilian Personnel Data System  
**DELP**—Defense English Language Program  
**DFAS**—Defense Finance and Accounting Service  
**DG**—Arabic-Iraqi (Gulf)  
**DH**—Arabic-Algerian  
**DJMS**—Defense Joint Military Pay System  
**DJMS-AC**—Defense Joint Military Pay System – Active Component  
**DJMS-RC**—Defense Joint Military Pay System – Reserve Component  
**DLIELC**—Defense Language Institute English Language Center  
**DLIFLC**—Defense Language Institute Foreign Language Center  
**DLSC**—Defense Language Steering Committee

**DLPT**—Defense Language Proficiency Test  
**DMDC**—Defense Manpower Data Center  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**DRRS**—Defense Readiness Reporting System  
**DRU**—Direct Reporting Unit  
**DTRA**—Defense Threat Reduction Agency  
**ESEP**—Engineer and Scientist Exchange Program  
**ETP**—Exception to policy (e.g., deployment, assignment, SLTE, 30-day testing waivers; ad-hoc)  
**FAO**—Foreign Area Officer  
**FLDCOM**—Field Command  
**FLPB**—Foreign Language Proficiency Bonus  
**FLPP**—Foreign Language Proficiency Pay  
**FLSA**—Foreign Language Self-Assessment  
**FOA**—Forward Operating Agency  
**FR**—French  
**FSS**—Force Support Squadron  
**FY**—Fiscal year  
**GCC**—Geographic Combatant Command  
**GHE**—Global Health Engagement  
**GM**—German  
**GPF**—General Purpose Force  
**GS**—General Schedule  
**HAF**—Headquarters Air Force  
**HAFMD**—Headquarters Air Force Mission Directive  
**HQSF**—Headquarters Space Force  
**HSB**—Human Resource Management Strategic Board  
**HZ**—Generic language  
**IA**—International Affairs  
**IAS**—International Affairs Specialist  
**IAW**—In accordance with

**IC**—Intelligence Community  
**IHS**—International Health Specialist  
**ILR**—Interagency Language Roundtable  
**IMA**—Individual Mobilization Augmentee  
**IRT**—In-region training  
**ISR**—Intelligence, Surveillance, and Reconnaissance  
**JA**—Japanese  
**JCIDS**—Joint Capabilities Integration and Development System  
**JT**—Italian  
**JTD**—Joint Table of Distribution  
**JSOC**—Joint Special Operations Command  
**KP**—Korean  
**LC**—Listening comprehension  
**LDP**—Language designated position  
**LEAP**—Language Enabled Airman Program  
**LITE**—Language Intensive Training Event  
**LR**—Lower range  
**LREC**—Language, regional expertise, and culture  
**MAJCOM**—Major Command  
**MEPS**—Military Entrance Processing Station  
**MFR**—Memorandum for Record  
**MilPDS**—Military Personnel Data System  
**MILPERS**—Military personnel  
**myFSS**—My Force Support Squadron  
**MPES**—Manpower Programming and Execution System  
**MPEP**—Military Personnel Exchange Program  
**MSA**—Modern Standard Arabic  
**MSAS**—Mobility Support Advisory Squadron  
**NGB**—National Guard Bureau  
**NSA**—National Security Agency  
**OAI**—Operations, Activities, and Investments  
**ODE**—Overseas Developmental Education

**OPI**—Oral Proficiency Interview  
**OPR**—Office of Primary Responsibility  
**PAS**—Political-Military Affairs Strategist  
**PAS**—Personnel Accounting Symbol  
**PCE**—Professional Continuing Education  
**PCS**—Permanent Change of Station  
**PD**—Position Description  
**PF**—Persian-Farsi  
**PG**—Persian-Dari  
**PGL**—Program Guidance Letter  
**PL**—Polish  
**PME**—Professional Military Education  
**POC**—Point of contact  
**POM**—Program Objective Memorandum  
**PPBE**—Planning, Programming, Budgeting, and Execution  
**PQ**—Portuguese-Brazilian  
**PRD**—Program Requirements Document  
**PSDG**—Personnel Service Delivery Guide  
**PSDM**—Personnel Service Delivery Memorandum  
**PT**—Portuguese-European  
**PY**—Portuguese language  
**RC**—Reading comprehension  
**RegAF**—Regular Air Force  
**RI**—Reporting Identifier  
**ROTC**—Reserve Officer Training Corps  
**RQ**—Romanian  
**RU**—Russian  
**SCC**—Service Cryptologic Component  
**SCO**—Security Cooperation Officer  
**SDI**—Special Duty Identifier  
**SecAF**—Secretary of the Air Force  
**SEI**—Special Experience Identifier

**SF**—Standard Form  
**SFA**—Security Force Assistance  
**SLA**—Senior Language Authority  
**SLL**—Strategic Language List  
**SLTE**—Significant Language Training Event  
**SMDR**—Structured Manning Decision Review  
**SOF**—Special Operations Forces  
**SORN**—System of Records Notice  
**SPP**—State Partnership Program  
**TAS**—Tactical Advisory Squadron  
**TCO**—Test Control Officer  
**TF**—Total Force  
**TH**—Thai  
**TPR**—Training Partner Request  
**TRAP**—Training Requirements Arbitration Panel  
**TSOPI**—Two-Skill Oral Proficiency Interview  
**TU**—Turkish  
**UMD**—Unit Manpower Document  
**UR**—Upper range  
**USAF**—United States Air Force  
**USAFA**—United States Air Force Academy  
**USAF EC**—USAF Expeditionary Center  
**USAFSOS**—United States Air Force Special Operations School  
**USC**—United States Code  
**USSF**—United States Space Force  
**USSOCOM**—United States Special Operations Command  
**VC**—Vietnamese-Central  
**VLR**—Very low range  
**VMET**—Verification of Military Experience and Training  
**vMPF**—Virtual Military Personnel Flight  
**VN**—Vietnamese-Hanoi  
**VS**—Vietnamese-Saigon

*Office Symbols*

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel, and Services

**AF/A1C**—Director of Civilian Force Management, Headquarters Air Force

**AF/A1D**—Director of Force Development, Headquarters Air Force

**AF/A1DG**—Air Force Language, Regional Expertise, and Culture Division

**AF/A1M**—Director of Manpower, Headquarters Air Force

**AF/A1P**—Director of Military Force Management Policy Directorate, Headquarters Air Force

**AF/A1XD**—Human Resources Data Analytics and Decision Support Division

**AF/A2/6**—Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations

**AF/A3**—Deputy Chief of Staff for Operations

**AF/A4**—Air Force Deputy Chief of Staff, Logistics, Engineering, and Force Protection

**AF/A5/7**—Deputy Chief of Staff, Air Force Futures

**AF/A9**—Director, Studies & Analyses, Assessments, and Lessons Learned

**AF/RE**—Chief, Air Force Reserve

**AF/REP**—Director of Personnel, Office of Air Force Reserve

**AF/SG**—Air Force Surgeon General

**AFPC/DP3C**—Civilian Staffing, Recruiting and Force Management Division

**AFPC/DP3DA**—Air Force Business Process Owner, Air Force Operational Testing

**AFPC/DP3SA**—Air Force Business Process Owner, Military Special Pays and Entitlements

**ARPC/DPAT**—Air Reserve Personnel Center, Classification and Training

**HQ RIO**—Headquarters Individual Reservist Readiness Integration Organization

**NGB/A1**—Director of Manpower, Personnel, Recruiting, and Services, National Guard Bureau

**NGB/CF**—Director, Air National Guard

**NGB J5**—Director of Strategic Plans and Policy for National Guard Bureau

**OUSD(I&S)**—Office of the Under Secretary of Defense (Intelligence and Security)

**OUSD(P&R)**—Office of the Under Secretary of Defense (Personnel and Readiness)

**SAF/FM**—Assistant Secretary of the Air Force (Financial Management and Comptroller)

**SAF/IA**—Deputy Under Secretary of the Air Force, International Affairs

**SAF/IAPA**—International Airmen Division

**SAF/IAPC**—International Armaments Cooperation Division

**SAF/MR**—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

**SAF/PA**—Director, Public Affairs, Office of the Secretary of the Air Force

**SF/CSRO**—Chief Strategy and Resourcing Officer

**SF/S1**—Deputy Chief of Space Operations for Human Capital

**SF/S1D**—Director, Force Development, Headquarters Space Force

**SF/S5/8**—Deputy Chief of Space Operations for Strategy, Plans, Programs, Requirements, and Analysis

**USAFA/DFFL**—Dean of Faculty, Foreign Languages, United States Air Force Academy



## Attachment 2

## MANPOWER PROGRAMMING AND EXECUTION SYSTEM (MPES) CODES

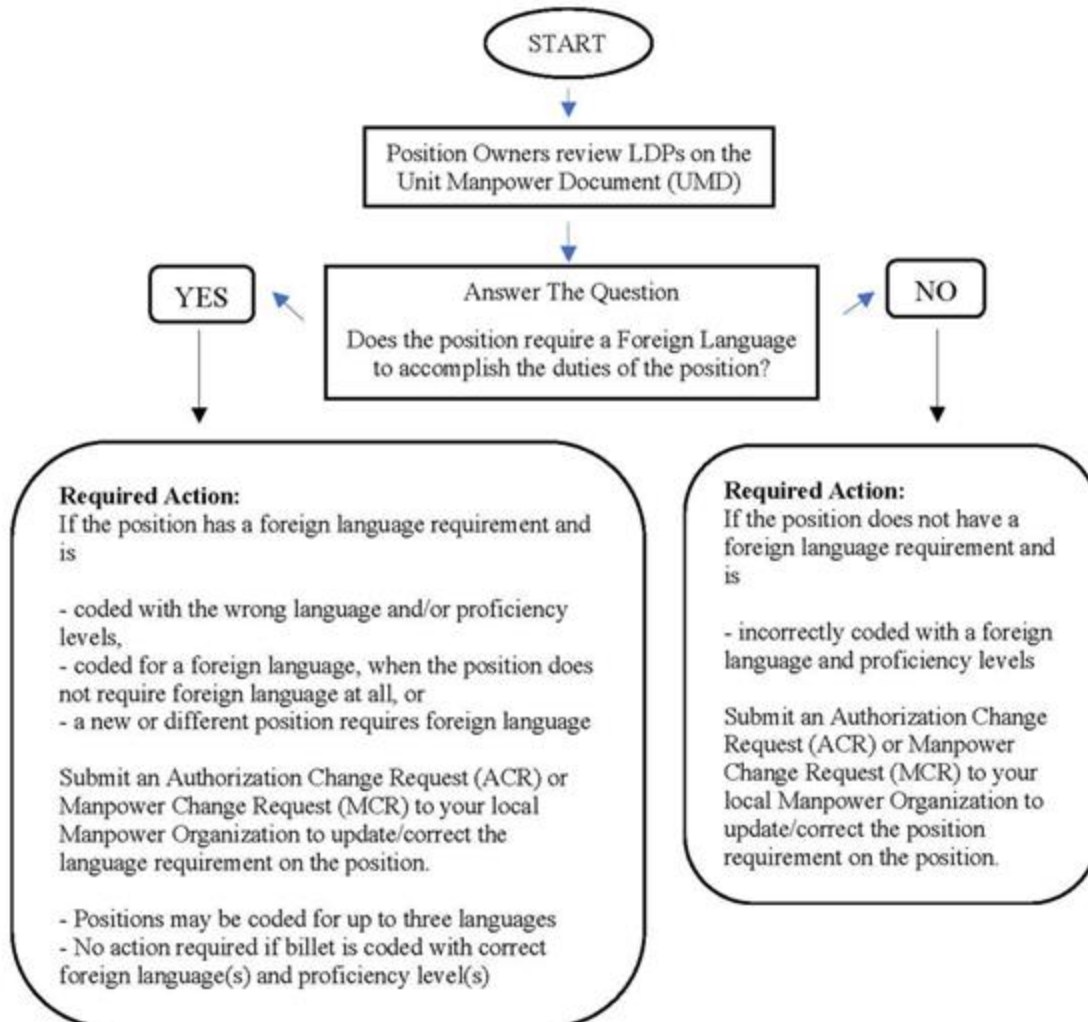
Table A2.1. MPES Codes.

<b>Language Proficiency Code</b>	<b>Language Proficiency Title</b>	<b>Interagency Language Roundtable Proficiency</b>	<b>Human Resources Data Standards</b>
A	No Proficiency	0	00
B	Memorized Proficiency	0+	06
C	Elementary Proficiency	1	10
D	Elementary Proficiency, Plus	1+	16
E	Limited Working Proficiency	2	20
F	Limited Working Proficiency, Plus	2+	26
G	General Professional Proficiency	3	30
H	General Professional Proficiency, Plus	3+	36
I	Advanced Professional Proficiency	4	40
J	Advanced Professional Proficiency, Plus	4+	46
K	Functionally Native Proficiency	5	50

## Attachment 3

## LANGUAGE DESIGNATED POSITIONS (LDP) REVIEW

Figure A3.1. LDP Flowchart.



- To determine Foreign Language Requirements, consider the following question.
  - Describe the component of the mission task(s) that requires foreign language skills. How will the language capability be used to accomplish the task(s)?
 

*Example: 31P4, Major (O-4) will communicate in Russian and coordinate with Foreign Security Forces and local populace to build relationships in support of the humanitarian and integrated defense plans.*
- To apply the Interagency Language Roundtable (ILR) proficiency scale to the foreign language requirements, consider the following question.

- What foreign language, modality, and proficiency level is needed to perform the task(s) and activity(ies)?

*Language: Russian*

*Modality: Listening (L), Reading (R), and/or Speaking (S)*

*ILR Proficiency Level: L2+, R2+, S2*

**Table A3.1. ILR Proficiency Levels by Modality.**

ILR Proficiency Levels - Apply the ILR proficiency scale for Listening (L), Reading (R), Speaking (S) modalities					
Listening (L)		Reading (R)		Speaking (S)	
<b>1</b>	<i>(For AFSOC/MSAS Units)</i> Able to understand simple spoken language dealing with basic information, often with great difficulty and in limited contexts.	<b>1</b>	<i>(For AFSOC/MSAS Units)</i> Able to understand simple written language dealing with basic information, often with great difficulty and in limited contexts.	<b>1</b>	<i>(For AFSOC/MSAS Units)</i> Able to maintain simple exchange on topics related to self, despite pervasive errors and limited contextual appropriateness.
<b>1+</b>	<i>(For AFSOC/MSAS Units)</i> Able to understand simple speech in areas beyond most basic needs, though inaccurately and not always appropriately.	<b>1+</b>	<i>(For AFSOC/MSAS Units)</i> Able to understand simple written material beyond most basic needs, though inaccurately and not always appropriately.	<b>1+</b>	<i>(For AFSOC/MSAS Units)</i> Able to initiate and maintain simple conversations in areas beyond most basic needs, though inaccurately and not always appropriately.
<b>2</b>	Able to adequately understand straightforward spoken language on everyday topics, including routine work-related matters.	<b>2</b>	Able to adequately understand straightforward written material on everyday topics, including routine work-related matters.	<b>2</b>	Able to communicate intended meaning in straightforward, everyday conversations and routine, work-related interaction.
<b>2+</b>	Able to understand spoken language in many informal and everyday contexts; however, understanding is not always complete in some formal and professional contexts.	<b>2+</b>	Able to understand written language in many informal and everyday contexts; however, understanding is not always complete in some formal and professional contexts.	<b>2+</b>	Able to communicate fully in many informal and everyday contexts; in some formal and professional contexts, speaks with language that is often, but not always, acceptable and effective.

<b>3</b>	Able to understand formal and informal spoken language with accuracy on general social and professional topics and tasks.	<b>3</b>	Able to understand formal and informal written language with accuracy on general social and professional topics and tasks.	<b>3</b>	Able to speak with sufficient accuracy to participate effectively in formal and informal contexts on general social and professional topics and tasks.
<b>3+</b>	Able to understand with accuracy some culturally appropriate speech tailored to some audiences on a range of topics.	<b>3+</b>	Able to understand a number of prose styles with accuracy, including some culturally appropriate writing tailored to some audiences on a range of topics.	<b>3+</b>	Able to speak with accuracy using some culturally appropriate language tailored to some audiences on a range of topics.

Attachment 4

SAMPLE EXCEPTION TO POLICY (ETP) MEMORANDUM

Figure A4.1. Example ETP Memo.

(USE APPROPRIATE LETTERHEAD)

Date

MEMORANDUM FOR

FROM:

SUBJECT: Exception to Policy (ETP) for FLPB/FLPP

- 1. In accordance with DAFI 36-4005, *Total Force Language, Regional Expertise, and Culture Program*, request an ETP be granted to

\_\_\_\_\_ / \_\_\_\_\_  
 (individual rank/first name/last name, SSN) (reason for request)

Include the policy reference(s) that qualifies the member for FLPB/FLPP.

- a. Name/Rank:
  - b. LDP/SEI/AFSC/Space Force Career Field/Language on civilian position description:
  - c. Language:
  - d. Scores and Dates (DLPT/OPI):
  - e. If LDP, dates assigned:
  - f. If ad-hoc, date range/modalities:
  - g. Special Program: AFSOF, MPEP, MSAS, ODE, etc.
  - h. Class dates (if applicable):
  - i. If basis for FLPB justification, proof of DAF training for the language (VMET, DLI Certificate, other):
- 2. Justification. Provide the steps the member took to resolve this issue.
  - 3. For questions, please contact (POC information).

Commander's Signature Block

# RAMSTEIN AB FLPB PAY APPLICATION INSTRUCTIONS

## How to Submit FLPB Pay Action Request

1. Please include ALL required documents in one email with the files clearly labeled to identify what they are and include your name. Email documents to your unit CSS and request they open a new FLPB pay case.

2. USE THE REQUIRED 2096 TEMPLATE ON THE SHAREPOINT SITE! (Directions for filling out 2096 are at link above) If you don't use this template, AFPC will reject the pay action

Create a separate 2096 for each language.

3. In the body of your email to TCO include the following with appropriate information

Action (i.e. Start/Stop):

Program (i.e. CLA/LEAP/FAO):

Language ID (mandatory field):

Exam Date (mandatory field, date of last test):

Reading Score (mandatory field):

Listening Score (mandatory field):

Speaking Score (mandatory field, if applicable):

FLPP Pay Code (mandatory field, located on 2096):

Justification (mandatory field):

4. 2096 Must be signed by unit CC or have a delegation memo or G-Series orders.

The following languages; 'KP', 'TA', 'FR', 'GM', 'JT', 'PQ', 'PT', 'RU' will require a CMS case for scores less than 3/3

'QB' will require a CMS case for scores lower than 4/4

All pay actions over \$500/month will require a CMS case

## FLPB Cheat Sheet

### **Cryptologic Language Analysts (CLA) – Pg 36, para 3.5**

CLA is defined as any enlisted Airmen who maintains AFSC 1A8X1X or 1N3X1X.

For 1A8X1F Shred and 1N3X1F Shred, Modern Standard Arabic (MSA) (AD) is considered the member's primary CLANG\*. Additionally, the Iraqi (DG) and Levantine (AP) dialects will also be considered their CLANG for the purpose of FLPB.

For 1A8X1K Shred and 1N3X1K Shred, Persian-Farsi (PF) and Persian-Dari (PG) are considered the member's primary CLANG; therefore, both PF and PG will be considered the member's CLANG for the purpose of FLPB. May receive FLPB for OPI with DLPT Score of 3/3.

Authorized pay at 2/2 and higher for their Control Language (CLANG)

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. VMET
4. CLPM memo including all languages requiring update
5. DLPT/OPI score report

### **Language Enabled Airman Program (LEAP)\* - Pg 39, para 3.8**

Authorized pay at 2/2 and higher for their Control Language for which the airman was selected for participation in LEAP. LEAP participants must be on the LEAP Roster

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. DLPT/OPI score report

### **Foreign Area Officers (FAO) – Pg 35, para 3.4**

Certified FAOs must be serving in a 16FX/16ZX billet and possess a SAF/IAPA certification letter dated 1 Jan 2007 or later. Members must be listed on the FAO roster. Members serving in a 16FX/16ZX bill without the 16 AFSC will receive FLPB for language that falls under the region coded by their billet. These members will not be listed on the roster but must submit documentation showing the billet.

FAOs receive FLPB for their target language. Once member has qualified for their target language, member may receive FLPB for approved languages in their assigned region. (AFI 16-109)

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. DLPT/OPI score report
4. (Only for members filling 16FX/16ZX billet w/o the 16 AFSC) Provide documentation showing member is filling a 16FX/16ZX billet such as a SURF and UMD.

### **Exchange Program (MPEP) and Engineer and Scientist Program Participants – Pg 42, para 3.15**

Members assigned to an exchange program are authorized FLPB for their CLANG.

Authorized at 2/2 and higher and ONLY authorized during their exchange program period of assignment.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing assignment in exchange program with assignment dates and CLANG.
4. DLPT/OPI score report

\*CLANG is defined as language acquired through graduation from the Defense Language Institute Foreign Language Center (DLI) or other DOD funded training course\*

## FLPB Cheat Sheet

### **Language Designated Positions (LDP) – Pg 38, para 3.7**

LDPs are identified on manpower unit manning documents (UMD) by an AFSC and a 2-digit alpha code for the language required. A member assigned to an LDP not coded for a specific language/dialect is not authorized FLPB. Authorized at 2/2 and higher for the language required billet for the duration of the assignment.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing billet number and date of assignment
4. UMD
5. DLPT/OPI score report

### **Olmsted Scholars – Pg 41, para 3.10**

Airmen and Guardians identified as Olmsted Scholars in their current duty title are authorized FLPB at 2/2 or higher. Olmstead Scholar is in current duty title. Must be on annual Olmstead roster.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing CLANG\*
4. Documentation showing duty title
5. DLPT/OPI score report

### **AF Special Ops Forces and Mobility Support and Tactical Advisory Squadron Personnel**

– Pg 40, para 3.9

An LDP assigned to AF Special Ops or Mobility Support or Tactical Advisory Squadron Authorized at 1+/1+ and higher for Listening/Reading & 1 for Speaking for the language designated by their position. If completed an Air Advisor assignment and have SEI: 164, 166, 330, YBB, YBD are authorized at 2/2 and higher for their assigned control language.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing assignment and billet number
4. DLPT/OPI score report

### **International Health Specialist (IHS)\* - Pg 41, para 3.12**

Airmen assigned to IHS LDP are authorized FLPB for the language(s) and modalities designated by their position at 2/2. Effective date is date member was assigned to IHS LDP until they are reassigned to non-IHS position. A member assigned to an IHS LDP not coded for a specific language/dialect is not authorized FLPB.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing assignment to IHS LDP
4. DLPT/OPI score report

### **Defense Threat Reduction Agency (DTRA) Interpreters – Pg 38, para 3.6**

Airmen will receive the 9L000 RI upon departure from their last duty station for DLIFLC and are authorized FLPB for ILR proficiency level 2 and higher in Russian, effective the start date of their course.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing billet number and date of assignment
4. UMD
5. DLPT/OPI score report

\*CLANG is defined as language acquired through graduation from the Defense Language Institute Foreign Language Center (DLI) or other DOD funded training course\*



## FLPB Cheat Sheet

### **Air Traffic Controllers (1C1 AFSC) with SEI 055 – Pg. 43, para 3.16**

Airmen with a 1C1X1 (Air Traffic Control) DAFSC who hold the SEI 055 are authorized FLBP for Spanish and French at level 2/2 and higher.

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing SEI 055
4. DLPT/OPI score report

### **AFOSI - Pg 42, para 3.14**

Assigned to WG07XXXX – Authorized at 2/2 and higher for following AFOSI strategic/critical languages: Arabic (Algerian (DH), Egyptian (AE), Iraqi (DG), Jordanian (AK), Lebanese (AQ), Levantine (AP), Maghrebi (AM), Modern Standard (AD), Moroccan (BS), Peninsula (AN), Sudanese (AV), Tunisian (BW), and Yemeni (AU)), Chinese-Mandarin (CM), French (FR), German (GM), Italian (JT), Japanese (JA), Korean (KP), Persian (Farsi (PF)), Polish (PL), Portuguese (Brazilian (PQ) and European (PT)), Romanian (RQ), Russian (RU), Spanish (QB), Thai (TH), Turkish (TU), and Vietnamese (Central (VC), Hanoi (VN), and Saigon (VS))

1. AF 2096
2. Delegation of authority memo or G-Series orders (if 2096 is signed by someone other than unit CC)
3. Documentation showing assignment and billet number
4. DLPT/OPI score report

### **All Others – Pg 44, para 3.19**

To stay relevant in strategic competition, and IAW the National Defense Strategy and DAF strategy, the Department of Airforce strategic language list may authorize FLPB or a lump-sum certification incentive at any time for any language. If implemented, eligibility requirements will be posted to the myFSS “Foreign Language Proficiency Bonus” page.

\*\*If your program is not listed, either review the DAFI 36-4005, Pg 34, para 3.3 FLPB Eligibility and review the programs or contact the Ramstein Testing Office at [86fss.ramstein@us.af.mil](mailto:86fss.ramstein@us.af.mil)\*\*

## Completing a 2096 for FLPB

To complete a 2096 please follow the below instructions.

1. Fill out the Individual Identification Block with member's Name, Grade, SSN, & Unit.

I. INDIVIDUAL IDENTIFICATION			
NAME (Last, First, MI)	GRADE	SSN	UNIT
	Select Grade		

2. Complete the Concurrence of member with the date, the Do concur box checked, and signature block.

III. CONCURRENCE OF MEMBER	
DATE	SIGNATURE OF MEMBER
DATE <input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	MEMEBER SIGNATURE HERE

3. Complete the Remarks block as follows.

V. REMARKS	
Action: Start/Change	Rule: [ ] Lang Code: Select Language
Effective Dt: [ ] SEI Awd Dt: [ ] Pos #: [ ]	CLANG: [ ] L/R/S Scores: L: N/A R: N/A S: N/A
Justification: [ ]	FLPB Code/Amount: [ ] AFSC: [ ]
FLPB pay will stop, unless I am eligible and I recertify prior to (1st of month following score expiration): [ ]	

- a. Complete the Action block by either choosing the start or change option.

Action:	[ ]
Effectv	Start/Change
SEI Av	Stop

- b. Complete the Rule Box. Select the drop-down box to choose the best option. The rule will be different depending on if the language is eligible or not under the new pay table.

For example, a CLA claiming FLPB for their CLANG will fall under rule #2 for CLA. A member enrolled in the LEAP program would fall under rule #5 for LEAP.

Rule:	[ ]
Pos	R1: FAO
nless	R2: CLA
PPRO	R3: DTRA
PED NA	R4: LDP
IN M. S	R5: LEAP
mande	R6: AFSOC/MSA/TAS
	R7: Olmsted
	R8: ODE
	R9: IHS

All languages that were eligible under the old AFI that are no longer eligible in the new AFI that are grandfathered in will use the Rule #14 for Transition Period. \*Contact the Ramstein Testing office for further clarification if needed at 86fss.ramstein@us.af.mil

Rule: |

R8: ODE  
 R9: IHS  
 R10: USAFA Faculty  
 R11: AFOSI  
 R12: Exchange Pgrm  
 R13: ATC  
 R14: Transition Period  
 R50: Dplymnt Waiver  
 R51: Assgmnt Waiver  
 R52: SLTE Waiver

c. Use the dropdown box to select the correct Language.

Lang Code :

d. Complete the CLANG block if applicable with the 2 character code shown in the Lang Code block.

CLANG:

e. Complete the Language Scores using the dropdown box options.

L/R/S Scores: L:  R:  S:

f. Fill in the Effective date. FLPB is effective on the date the last test was taken for the language (to include OPI if taken).

Effective Dt:

g. Complete the FLPB Code/Amount. Review the pay table to determine the amount owed. Pay is calculated by score, per modality.

FLPB Code/Amount: |

h following score expi	11 / \$25
	12 / \$50
<b>ACTIVE</b>	50 / \$75
	13 / \$100
SIGNATURE	14 / \$125
	21 / \$150
	22 / \$175
	23 / \$200
HEADQUART	51 / \$225

h. Complete the AFSC block.

AFSC:

i. Complete the SEI Awarded block if applicable.

SEI Awd Dt:

- j. Complete the Position Number block if applicable. You can find this information on your SURF/Career Date Brief, or your CSS can provide this.

Pos #:

- k. Fill in the Justification block with program that allows FLPB pay.

Justification:

- l. Fill in the FLPB stop date. Pay is effective for 1 year from the test date for scores BELOW 3/3. Pay is effective for 2 years from the test date for scores 3/3 or ABOVE.

FLPB pay will stop, unless I am eligible and I recertify prior to (1st of month following score expiration):

- 4. Complete the Approval by Commander block. This block MUST be signed by the Unit Commander, a member on G-Series orders, or have a delegation memo.

VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE		DATE
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE JOHN M. SNUFFY, Lt Col, USAF Commander	SIGNATURE <input type="text"/>

Commander or be on  
G-Series orders/Designation  
Memo

### Table 3.1. DAF FLPB Table.

ILR Skill-Level Proficiency	PDS Code	Listening (L) \$/month <sup>2</sup>	Reading (R) \$/month	Speaking (S) \$/month
1*	C	0	0	50
1+*	C	50	50	75
2	E	50	50	100
2+	F	200	200	200
3	G	300	300	300
3+	H	350	350	350
4 or higher	I/J/K	400	400	400

1. FLPB payment for multiple foreign languages or dialects and ILR skill levels at the rates depicted in the table may not exceed \$12,000 per individual during or for a 12-month period.

2. Includes participatory listening proficiency measured by the Two-Skill OPI (TSOPI), passive listening proficiency measured by a standard DLPT, or an inferred listening proficiency awarded from a Two-Score OPI (2SOPI) up to and including ILR L2.

3\*. Reference specific modalities/ILR levels required for FLPB payment by specific career field, program participation, or assignment, as depicted in paragraph 3.4. through paragraph 3.19.

4. If three modalities are attained, or a member certifies in multiple languages, the aggregate FLPB installment payable for a month cannot exceed \$1,000

#### Certification

The certification date for FLPB is the date of the most recently tested qualifying modality. A commander cannot deny an Airman or Guardian the opportunity to take a DLPT system test (i.e., DLPT/OPI) to certify language proficiency, regardless of the individual's eligibility for FLPB. Test yearly unless the score is 3/3 or higher, then test at 2 years.

#### FLPB Eligibility Programs

Foreign Area Officers (FAO)	Air Traffic Controllers (1C1)
Language Designated Positions (LDP)	Cryptologic Language Analysts (CLA)
Language Enabled Airman Program (LEAP) Personnel	Olmsted Scholars
Individual Mobilization Augmentee (IMA)	Ad-hoc FLPB
Overseas Developmental Education (ODE) Students	International Health Specialists (IHS)
Air Force Office of Special Investigations (AFOSI) Personnel	Exchange Program Participants
Defense Threat Reduction Agency (DTRA) Interpreters	Bilateral Affairs Officer (BAO)
Special Ops/Mobility Support Advisory/Tactical Advisory (AFSOF)(MSAS)(TAS)	
Adjunct Foreign Language Faculty at United States Air Force Academy (USAFA)	
Traditional Reserve (TR), Air Reserve Technicians (ART), Active Guard and Reserve (AGR), and Air National Guard (ANG)	
All Others* - See AFI - the DAF SLA may authorize FLPB or a lump-sum certification incentive at any time for any language.	

## **How to Determine Effective Date For Pay Action on AF 2096**

FLPB is effective on the date the last test was taken for the language (to include OPI if taken).

For members in special programs the above is true unless:

1. The SEI was initially awarded **AFTER** the language test date. Then the effective date is the date the SEI was awarded.
2. Member entered into the billet for which they are being paid **AFTER** the language test was taken. Then the effective date is the first duty day in that billet.
3. Member is requesting a testing waiver for not having access to a testing facility. Then the effective date is the day after pay stopped. (This requires a CMS case)

## **How to Determine End Date For Pay Action on AF 2096**

1. Pay is effective for 1 year from the test date for scores **BELOW** 3/3
2. Pay is effective for 2 years from the test date for scores 3/3 or **ABOVE**