



DoD INSTRUCTION 5160.71

DoD LANGUAGE TESTING PROGRAM

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Approved by:	Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02, this issuance:

- Establishes policies, assigns responsibilities, and provides procedures for developing and administering the Defense Language Aptitude Battery (DLAB); the Defense Language Proficiency Test (DLPT) system tests in reading, listening, and speaking; and other DoD-approved assessment tools.
- Implements policies and assigns responsibilities for DoD language testing programs pursuant to DoDD 5160.41E and in accordance with DoDD 5124.02.
- Defines responsibilities for the Secretary of the Army, as the DoD Executive Agent for the Defense Language Institute Foreign Language Center (DLIFLC), for developing DoD-wide foreign language testing pursuant to DoDD 5160.41E.
- Defines responsibilities for the Secretary of the Air Force, as the DoD Executive Agent for the Defense Language Institute English Language Center (DLIELC), for developing DoD-wide English language testing pursuant to DoDD 5160.41E.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

It is DoD policy that:

a. The DLPT system, which consists of DoD foreign and English language testing, is essential to the DoD Language, Regional Expertise, and Culture Program. The DLPT system oversight and security is critical due to the role the system plays in the DoD’s ability to determine readiness by measuring and validating the DoD Components’ language capabilities. The DLPT system also promotes developing language proficiency that supports the DoD Building Partnership Capacity Program.

b. The DLAB is the preferred test battery authorized for assessing DoD personnel’s aptitude for learning a foreign language.

c. Except as authorized by public law or in accordance with Paragraph 3.3. of this issuance, the DLPT system tests are the only test battery authorized for:

(1) Assessing DoD personnel’s foreign language proficiency and determining qualifications for receiving a foreign language proficiency bonus (FLPB) for military personnel pursuant to DoD Instruction (DoDI) 1340.27 or foreign language proficiency pay (FLPP) for civilian personnel in the DoD pursuant to DoDI 1400.25.

(2) Administering foreign language pay for defense civilian intelligence personnel system employees pursuant to Volume 2016 of DoDI 1400.25. (See Paragraph 2.6.i.(2)(b) for an Interagency Language Roundtable (ILR) skill level 3 recertification exception.)

d. All enlisted personnel entering military service who attend language training at the DLIFLC will be screened for language aptitude. Screening involves either administering the DLAB or using a DoD-approved assessment tool (e.g., the Armed Services Vocational Aptitude Battery or the Armed Forces Qualification Test (AFQT)) based on math and verbal elements of the Armed Services Vocational Aptitude Battery. Officer and civilian personnel will be administered the DLAB at the discretion of the Secretaries of the Military Departments and the directors of the Defense Agencies and DoD Field Activities.

e. Using the DLAB or DLPT in non-DoD agencies, except the Coast Guard, or delivering the computer-based or web-delivered Defense Language Testing Program system tests outside the Office of People Analytics (OPA) delivery channels, will require the express written approval of the DoD Senior Language Authority (SLA).

f. The Oral Proficiency Interview-English (OPI-E), the English Comprehension Level (ECL) test, and the English Language Proficiency Test (ELPT) are the preferred tests the DoD authorizes to assess a non-native English speaker's English language proficiency.

g. Using the OPI-E, ECL, computer-adaptive (CA) ECL, or ELPT in non-DoD agencies, except the Coast Guard, or delivering the computer-based or web-delivered English language tests outside the OPA delivery channels, will require the express written approval of the DoD SLA.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS.

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the Assistant Secretary of Defense for Readiness develops and oversees policy guidance for the Defense Language Testing Program.

2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY.

Under the authority, direction, and control of the Assistant Secretary of Defense for Manpower and Reserve Affairs, the Deputy Assistant Secretary of Defense for Military Personnel Policy:

- a. Develops procedures for the U.S. Military Entrance Processing Command, through Accession Policy, to administer the DLPT system tests, DLAB, and ELPTs.
- b. Provides oversight, through Accession Policy, for the U.S. Military Entrance Processing Command to administer these DoD language tests in accordance with Military Department and OPA system requirements:
 - (1) The DLPT system, to test applicants who have a self-professed knowledge of a foreign language and require the validation of this knowledge for job classification.
 - (2) The DLAB, to assess applicants' aptitude for learning languages.
 - (3) The ELPTs, to assess English language proficiency for non-native English-speaking applicants.

2.3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY.

Under the authority, direction, and control of the Assistant Secretary of Defense for Manpower and Reserve Affairs, the Deputy Assistant Secretary of Defense for Civilian Personnel Policy tracks civilian language capabilities and coordinates on language requirements against language inventory to assess gaps.

2.4. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.

Under the authority, direction, and control of the USD(P&R), the Director, Department of Defense Human Resources Activity:

- a. Oversees DLAB and DLPT system activities related to computer-based or web-delivered test administration and delivery, research and development, and quality control to ensure that all are consistent with DoD SLA general policies.
- b. Implements quality assurance procedures to ensure the accuracy and security of computer-based or web-delivered DoD foreign language and English language test administration and delivery.
- c. Provides quarterly tracking reports to the DoD SLA on the computer-based or web-delivered DoD language tests showing test implementation schedules and costs, research and development initiatives, and test administration or delivery irregularities.
- d. Establishes DoD language testing policies and procedures related to OPA testing activities (e.g., nomination process, authentication, scoring, score reporting) for DoD Components.
- e. In coordination with the DoD SLA, is the responsible authority for all web-delivered language test environments, including granting permission for test delivery and establishing and enforcing policies and procedures that ensure system test security.
- f. Provides technical assistance to all testing locations that conduct DoD web-delivered DoD language testing.
- g. Provides test results to DLIELC and DLIFLC to enable item analysis and test performance evaluation.
- h. Collaborates with DLIELC and DLIFLC to establish and maintain the tests' psychometric integrity.
- i. Plans for continuing test delivery during an extended Internet outage.

2.5. DOD SLA.

Under the authority, direction, and control of the USD(P&R), through the Assistant Secretary of Defense for Readiness, the DoD SLA:

- a. Exercises overall responsibility for the Defense Language Testing Program.
- b. Provides policy direction for the Defense Language Testing Program.
- c. Coordinates DoD language testing policy with the Military Departments and the Defense Agencies, as appropriate.
- d. Establishes and coordinates procedures to provide testing advice and guidance that ensure that the Defense Language Testing Program follows the highest national testing principles and standards.
- e. Approves or rejects non-DLPT system tests, except National Security Agency/Central Security Service (NSA/CSS) reading and listening tests that the Commandant, DLIFLC has

certified suitable for proficiency testing and paying FLPP or FLPB for languages with no DLPT system test.

f. Approves or rejects requests to use DoD language tests for external organizations, including foreign government requests or requests to deliver the computer-based or web-delivered language tests outside the routine OPA delivery channels.

g. Approves developing other tools to assess language proficiency and aptitude to learn a foreign language.

h. Provides guidance for continuing or suspending testing due to an extended Internet outage, if required.

i. Tracks DoD language capabilities and coordinates on language requirements against language inventory to assess gaps.

2.6. DIRECTORS OF THE NSA/CSS, DEFENSE INTELLIGENCE AGENCY, DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY, DEFENSE THREAT REDUCTION AGENCY, AND DEFENSE SECURITY COOPERATION AGENCY.

Under the authority, direction, and control of the Under Secretary of Defense for Intelligence and Security, the Directors of the NSA/CSS, Defense Counterintelligence and Security Agency, Defense Intelligence Agency, and National Geospatial-Intelligence Agency:

Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, the Director, Defense Threat Reduction Agency:

Under the authority, direction, and control of the Under Secretary of Defense for Policy, the Director, Defense Security Cooperation Agency:

a. Plan, program, resource, and budget for DoD language testing activities related to test administration.

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

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

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

(1) Ensuring the security of test materials.

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

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

(4) Ensuring that personnel who are found by proper authorities to have compromised or participated in the compromise of test materials cannot take future DoD language tests.

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

e. Ensure that a test administrator who is trained and certified in accordance with standards and policies established by the director concerned administers the DoD language tests in a government-controlled test environment on government-owned information technology equipment. Ensure that test equipment is set up in accordance with system specifications and OPA requirements. Internet access for the test environment may be obtained through a government-controlled network or by a commercial Internet service provider.

f. Ensure that test sites appoint test control officers in the minimum military grade of E-6 or civilian grade of GS-7. The DLPT5 and other computer-based or web-delivered foreign and English language tests require an additional test administrator certification as established by OPA.

g. Administer the DLAB no earlier than 180 calendar days from the last test administration to an individual, unless the agency grants an exception to policy for a specific individual to retest within 180 calendar days. When an agency grants an exception to policy, there is no restriction on how soon the individual can retest; however, individuals can take the DLAB only twice in a 12-month period.

h. Administer the DLPT system foreign language tests no earlier than 270 calendar days from the last test administration in that modality and language or dialect for a given individual unless approved for waiver to retest early based on completion of a significant language training event in that language or dialect, pending deployment, entering a Service-sponsored school, or meeting a requirement for advancement eligibility. The same person may not take more than two iterations of the same test in a 12-month period.

i. Administer the upper-range (UR) DLPT5 tests only to personnel who have achieved a Federal Government ILR level of 3 for the relevant modality on the lower-range (LR) DLPT5 in that language.

(1) An individual may take the initial UR test immediately after the score for the LR test has been posted to the DLPT Authorization and Reporting System, but they must take it within 90 calendar days from the LR test date. Only a score of 3+ or 4 is recorded for the UR test.

(2) The administration of subsequent UR tests requires one of two qualifications:

(a) An ILR skill level score of 3 on the LR test taken within the last 90 calendar days; or

(b) An ILR skill level score of at least 3+ on the previous UR test taken within the last 12 months or, in the case of a DoD Component that permits testing every 2 or 3 years for personnel who score above ILR skill level 3 on a test, within the last 24 months or 36 months.

j. Administer the very low-range DLPT5 tests to personnel when greater fidelity is required at the 0+ to 1+ skill levels.

k. Administer the CA tests to all personnel who previously tested on the DLPT in that language.

l. Administer the oral proficiency interview (OPI) to any requesting personnel, especially those whose primary duties include using the speaking modality.

m. Administer the DLPT system tests to DoD contractor personnel when the directors of the Defense Agencies and DoD Field Activities deem it appropriate and necessary.

n. Establish policies for granting mission-related waivers for required language recertification with the DLPT system tests.

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

p. When there is no DLPT system test to certify proficiency for a DoD-approved foreign language, except for NSA/CSS reading and listening tests, request certification of a non-DLPT system test from the Commandant, DLIFLC. The directors also send a copy to the DoD SLA and, for intelligence agencies, send a copy to the Human Capital Management Office in the Office of the Under Secretary of Defense for Intelligence and Security, unless existing legislation for a specific agency allows otherwise.

q. Designate a point of contact to serve as a clearinghouse for test-development matters with DLIFLC. The point of contact:

(1) Participates in Defense Language Testing Working Group (DLTWG) meetings.

(2) Coordinates with DLIFLC on DLPT system foreign language test-development issues.

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

r. Designate a point of contact to serve as a clearinghouse for test-delivery matters. The point of contact:

(1) Participates in DLPT Coordination Team meetings.

(2) Coordinates all technical test-delivery issues with OPA directly, at DLPT meetings, or with Defense Language and National Security Education Office (DLNSEO).

(3) Monitors the performance of test-delivery sites.

(4) Circulates information from DLPT Coordination Team meetings, OPA, and DLNSEO to test-delivery sites.

s. Administer the ECL test and the ELPT, as necessary, to personnel in accordance with DLIELC procedures.

t. Agencies that do not administer tests are exempt from the provisions of the test administration in Paragraphs 2.6.d., e., g.-k., m., and r.

2.7. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT, UNITED STATES COAST GUARD.

The Secretaries of the Military Departments and the Commandant, United States Coast Guard:

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

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

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

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

(1) Ensuring the security of test materials.

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

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

(4) Ensuring that personnel who are found by proper authorities to have compromised or participated in the compromise of test materials cannot take future DoD language tests.

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

e. Ensure that a test administrator who is trained and certified in accordance with standards and policies established by the director concerned administers the DoD language tests in a government-controlled test environment on government-owned equipment. Ensure that test equipment is set up in accordance with system specifications and OPA requirements. Internet

access for the test environment may be provided by a government-controlled network or by a commercial Internet service provider.

f. Ensure that test sites appoint test control officers in the minimum military grade of E-6 or civilian grade of GS-7, or non-appropriated fund employee equivalent. The DLPT5 and other computer-based or web-delivered foreign and English language tests require an additional test administrator certification as established by OPA.

g. Develop procedures to administer the DLPT system tests to military accessions personnel or enlisted personnel who have a self-professed knowledge of a foreign language within their first enlistment term.

h. Establish procedures to screen and track all newly commissioned officers for language aptitude or capability. Report results to DLNSEO.

i. Develop procedures to administer the DLPT system tests to commissioned officers who declare a prior knowledge of a foreign language during accessions training or before reaching the O-3 grade.

j. Establish foreign language accession screening procedures to screen all recruits for language aptitude with the AFQT or another DoD-approved screening tool. Ensure that recruiters and classifiers recognize the relationship between high AFQT scores (more than 84) and potential aptitude to learn a foreign language.

k. Administer the DLAB no earlier than 180 calendar days from the last test administration to an individual, unless the agency grants an exception to policy for a specific individual to retest within 180 calendar days. When an agency grants an exception to policy, there is no restriction on how soon the individual can retest; however, individuals can take the DLAB only twice in a 12-month period.

l. Administer the DLPT system foreign language tests no earlier than 270 calendar days from the last test administration in that modality and language or dialect for a given individual unless approved for waiver to retest early based on completion of a significant language training event in that language or dialect, pending deployment, entering a Service-sponsored school, or meeting a requirement for advancement eligibility. The same person may not take more than two iterations of the same test in a 12-month period.

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

(1) The initial UR test may be taken immediately after the score for the LR test has been posted to the DLPT Authorization and Reporting System but must be taken within 90 calendar days from the date of the LR test. Only a score of 3+ or 4 is recorded for the UR test.

(2) The administration of subsequent UR tests requires one of two qualifications:

(a) An ILR skill level score of 3 on the LR test, taken within the last 90 calendar days; or

(b) An ILR skill level score of at least 3+ on the previous UR test taken within the last 12 months or, in the case of a DoD Component that permits testing every 2 years for personnel who score above ILR skill level 3 on a test, within the last 24 months.

n. Administer the very low-range DLPT5 tests to any requesting personnel, particularly in those specialties whose primary duties include using the speaking modality (e.g., United States Special Operations Command, foreign area officers, special agents).

o. Administer the CA tests to all personnel who previously tested on the DLPT in that language.

p. Administer the DLPT system foreign language tests to Military Academy and Reserve Officer Training Corps cadets when they complete their junior year and ensure that their scores are entered into their cadet personnel files and transferred to their active or reserve duty personnel files.

q. Administer the OPI to personnel whose primary duties include using the speaking modality (e.g., United States Special Operations Command, foreign area officers, special agents).

r. Administer the DLPT system tests to DoD contractor personnel when the Secretary concerned deems it appropriate and necessary.

s. Establish policies for granting mission-related waivers for required language recertification with the DLPT system.

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

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

v. Absent a DLPT system test to certify proficiency for a DoD-approved foreign language, initiate a request for certification of a non-DLPT system test, except for NSA/CSS reading and listening tests, to the Commandant, DLIFLC, sending a copy to the DoD SLA.

w. Designate a point of contact to serve as a clearinghouse for test-development matters with DLIFLC. The point of contact:

(1) Participates in DLTWG meetings.

(2) Coordinates with DLIFLC on DLPT system foreign language test issues.

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

x. Designate a point of contact to serve as a clearinghouse for test-delivery matters. The point of contact:

(1) Participates in DLPT Coordination Team meetings.

(2) Coordinates all technical test-delivery issues with OPA directly, at DLPT meetings, or with DLNSEO.

(3) Monitors the performance of test-delivery sites.

(4) Circulates information from DLPT Coordination Team meetings, OPA, and DLNSEO to test-delivery sites.

y. Administer the ECL test and the ELPT, as necessary, to personnel in accordance with DLIELC procedures.

2.8. SECRETARY OF THE ARMY.

In addition to the responsibilities in Paragraph 2.7., the Secretary of the Army, as the DoD Executive Agent for DLIFLC as designated in DoDD 5160.41E:

a. Is responsible for DoD foreign language test development, research and development, calibration, and quality control in accordance with general policies that the USD(P&R) established.

b. Plans, programs, resources, and budgets for DLIFLC activities related to test development, research and development, calibration, quality control, and scoring.

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

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

e. Implements quality assurance procedures to ensure the accuracy and security of the test-development process for DoD foreign language testing.

f. Provides quarterly tracking reports to the DoD SLA showing test-development production and implementation schedules and costs, research and development initiatives, and test-development irregularities, as appropriate.

g. Administers the DLPT system tests, as required, when DLIFLC students complete their training on equipment set up in accordance with OPA system requirements.

h. Provides to the DoD SLA, through DLIFLC, an annual test-development plan that sets priorities for new test development and languages for new tests.

i. Reports all compromises or possible compromises of test materials to the DLNSEO as soon as possible after notification by DoD Components and reports the results of investigations of compromises or possible compromises to DLNSEO.

j. Establishes procedures for selecting new languages for the development of DLPT system foreign language tests. These procedures include considering the strategic need and cost effectiveness of the tests to be developed. The procedures are submitted to and approved by the DoD SLA. A priority list of tests to be developed using these procedures is submitted to the DoD SLA for approval on an annual basis.

k. Establishes the DLTWG to coordinate and discuss technical testing matters and recommendations for test-development priorities.

(1) The working group comprises members appointed by the Military Departments and DoD Components that use the DLPT, OPI, or DLAB tests.

(2) The chair of the working group refers policy issues and recommendations for test-development priorities and test cut scores to the Defense Language Action Panel for disposition and subsequent action.

2.9. SECRETARY OF THE AIR FORCE. In addition to the responsibilities in Paragraph 2.7., the Secretary of the Air Force, as the DoD Executive Agent for DLIELC as designated in DoDD 5160.41E:

a. Is responsible for DoD English language test development, research and development, calibration, and quality control.

b. Plans, programs, resources, and budgets for DLIELC activities related to test development; research; calibration; quality control; and scoring of the ECL, OPI-E, ELPT, and future DoD-approved tests.

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

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

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

f. Administers the OPI-E as the DoD Component heads require.

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

h. Reports all compromises or possible compromises of test materials to the DLNSEO as soon as possible after notification by DoD Components and reports the investigation results of compromises or possible compromises to DLNSEO.

SECTION 3: PROCEDURES

3.1. REQUESTS TO USE DOD LANGUAGE TESTS OUTSIDE THE DOD.

a. Requests to use DoD language tests to test personnel in agencies outside the DoD, except the Coast Guard, or to use any method of delivering the computer-based or web-delivered language tests outside the routine OPA delivery channels will be submitted to the DoD SLA at least 120 calendar days before any such anticipated use.

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

c. After coordinating with OPA and DLIFLC or DLIELC, as appropriate, the DoD SLA will decide on a course of action.

3.2. INTRODUCING NEW WEB-DELIVERED TESTS.

a. Thirty calendar days before a new DLPT5 test or other web-delivered version of a proficiency test is released for DoD Components to use, the Commandant, DLIFLC will submit all appropriate test data and material to OPA for installation on the web server. At the same time, the Commandant will submit a memorandum to the DoD SLA, sending a copy to the other SLAs, announcing the release and release date. The SLAs will ensure the widest possible distribution of the release information within their components.

b. OPA will install the new test on the web server within 30 calendar days from the delivery date of all DLIFLC data and materials.

c. During this 30-day period, DoD Components will ensure that all preparations for the new test transition are made.

d. For a 1-year transition period after the introduction of a new DLPT5 or DLPT5-CA, the DoD Component heads may authorize their personnel to use their last recorded DLPT scores for FLPP/FLPB certification and other official uses. At the end of the transition period, the individual's annual certification for proficiency and FLPP/FLPB will be based on the current DLPT5 or DLPT5-CA scores.

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

a. Any DoD Component that desires a foreign language proficiency test in a DoD-approved language for which there is no DLPT system test may submit a request to the Commandant, DLIFLC, sending a copy to the DoD SLA, for a non-DLPT system test to be certified for

proficiency testing in that language and for paying FLPP/FLPB. The request should also include the estimated number of test takers and the annual number of tests to be administered. NSA/CSS tests are an exception, as stated in Paragraph 3.3.e.

b. Within 60 calendar days of the test receipt, the Commandant, DLIFLC will respond to the requestor and the DoD SLA on whether the test will be certified to test proficiency in that language. If the non-DLPT system test is not certified for that language, the Commandant, DLIFLC will recommend other options for meeting the requirement.

c. If the non-DLPT system test is certified for that language, the Commandant, DLIFLC will provide the certification to the DoD SLA along with any certification restrictions.

d. If the DoD SLA agrees with the certification and restrictions, they will approve the non-DLPT system test for testing proficiency in that language and for paying FLPP/FLPB, foreign language incentive pay, and foreign language pay for defense civilian intelligence personnel system employees.

e. The NSA/CSS reading and listening tests do not require the review described in Paragraphs 3.3.a. through 3.3.d. However, they must be developed in strict compliance with the procedures outlined in the NSA/CSS Unified Foreign Language Testing System guidelines. The NSA/CSS SLA or their designee must approve them as tests of record.

(1) DLNSEO, in coordination with NSA/CSS, will maintain administration procedures for DoD Components using the NSA/CSS tests.

(2) Use of these tests by non-NSA DoD Components will be on a space-available basis. The cryptologic community will receive testing priority.

(3) If all other payment criteria are met, payment of the FLPB, foreign language incentive pay, and foreign language pay for defense civilian intelligence personnel system employees is authorized for these tests.

3.4. REQUESTING CA TEST ECL (CATECL) DELIVERY ON NON-U.S. GOVERNMENT-OWNED EQUIPMENT.

a. To extend the scope of testing in partner nations, the Commandant, DLIELC may implement CATECL administration outside the OPA communication channels on certain non-U.S. Government-owned networks and equipment if it is pursuant to the provisions in Paragraphs 3.4.b. and 3.4.c.

b. U.S. Government employees only must conduct CATECL delivery on non-U.S. Government-owned networks and equipment. These employees will personally conduct all test examination sessions and adhere to all DLIELC testing regulations and procedures. They will meet all OPA hardware and software requirements on the web-based DLPT authorization and reporting website and will test only with the OPA Windows Private Desktop software.

c. The Commandant, DLIELC will provide 60 calendar days' notice to the Director, DLNSEO of the intent to extend testing under these provisions. The Director, DLNSEO will coordinate with the Director, OPA to ensure these provisions' continued practicality.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
AFQT	Armed Forces Qualification Test
CA	computer-adaptive
CATECL	computer-adaptive test English comprehension level
DLAB	Defense Language Aptitude Battery
DLIELC	Defense Language Institute English Language Center
DLIFLC	Defense Language Institute Foreign Language Center
DLNSEO	Defense Language and National Security Education Office
DLPT	Defense Language Proficiency Test
DLTWG	Defense Language Testing Working Group
DoDD	DoD directive
DoDI	DoD instruction
ECL	English comprehension level
ELPT	English language proficiency test
FLPB	foreign language proficiency bonus
FLPP	foreign language proficiency pay
ILR	Interagency Language Roundtable
LR	lower-range
NSA/CSS	National Security Agency/Central Security Service
OPA	Office of People Analytics
OPI	oral proficiency interview
OPI-E	oral proficiency interview-English
SLA	senior language authority
UR	upper-range
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
AFQT	The score from an individual's performance on the verbal and mathematics subtests of the Armed Services Vocational Aptitude Battery, specifically word knowledge, paragraph comprehension, arithmetic reasoning, and mathematics knowledge.
Defense Language Steering Committee	An intra-agency advisory committee described in DoDD 5160.41E.
DLAB	The preferred DoD standardized test for determining the aptitude of native or near-native speakers of English for learning a foreign language. The DLAB aims to help predict the likely degree of success an individual will have in learning a foreign language.
DLPT system	The DoD standardized testing system for measuring an individual's proficiency in a language. It consists of a battery of tests that measures the general ability of a native or near-native speaker to comprehend a spoken and written language and to speak the language. The OPI can test both native and non-native language speakers. DLPT and OPI scores are reported as ILR skill levels in accordance with DoDD 5160.41E and the Federal Government ILR Website.
DoD SLA	An individual at the general officer/flag officer, senior executive service, or equivalent level designated in writing by the USD(P&R) pursuant to DoDD 5160.41E.
ECL test	A paper-and-pencil or web-delivered test that assesses the English language listening and reading proficiency of international military students being considered for assignment or training in the United States. U.S. military personnel who are non-native speakers of English will also use the test as a prerequisite qualification for Military Service entry.
ELPT	A paper-and-pencil or computer-assisted test that assesses English language skills in listening, reading, and writing against the ILR scale. International personnel who work with or may be assigned to the North Atlantic Treaty Organization, Partnership for Peace, or Mediterranean Dialogue countries and international coalitions are the test audience.

TERM	DEFINITION
OPI-E	A test administered in person, by telephone, or by other approved means to measure an individual's English language proficiency in the speaking and listening modalities across the entire ILR scale.
SLA	An individual at the general officer/flag officer, senior executive service, or equivalent level designated in writing by the head of the appropriate DoD Component pursuant to DoDD 5160.41E.
significant language training event	At least 150 hours of immersion training, 6 weeks of 5-hour-a-day classroom training, or another significant event defined by the Secretaries of the Military Departments and the directors of the Defense Agencies and DoD Field Activities.

REFERENCES

- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5160.41E, “Defense Language, Regional Expertise, and Culture (LREC) Program,” August 21, 2015, as amended
- DoD Instruction 1340.27, “Military Foreign Language Skill Proficiency Bonuses,” May 21, 2013, as amended
- DoD Instruction 1400.25, “DoD Civilian Personnel Management System,” date varies by volume
- Federal Government Interagency Language Roundtable Website, “Language Skill Level Descriptions,” <https://www.govtilr.org/Skills/ILRscale1.htm>