DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 7220.7F
N13
21 Feb 06

OPNAV INSTRUCTION 7220.7F

From: Chief of Naval Operations

Subj: FOREIGN LANGUAGE PROFICIENCY BONUS PROGRAM

Ref: (a) 37 U.S.C. 316, Chapter 5
(b) DOD Instruction 7280.3 of 23 Feb 00
(c) DOD Directive 5160.41E of 21 Oct 05
(d) NETPDTCINST 1550.9

Encl: (1) Foreign Language Proficiency Bonus Award Levels
(2) Definitions

1. Purpose. To provide policy guidance and establish procedures for administering the U.S. Navy's Foreign Language Proficiency Bonus (FLPB) Program. This instruction serves as the primary information source for Navy and Navy Reserve personnel regarding FLPB, and prescribes individual and command responsibilities relative to the program. It has been revised substantially and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 7220.7E.

3. Scope. This instruction applies to all active duty and reserve personnel.

4. Policy. References (a) and (b) and this instruction authorize the disbursement of FLPB and establish policy and procedures for program administration. As Navy's Senior Language Authority (SLA), Chief of Naval Operations (CNO) (N13) is responsible for Navy FLPB policy and advises the CNO on this program. FLPB is authorized for eligible active duty Navy and Navy Reserve personnel, who possess proficiency in foreign languages needed for the Navy mission. The objective of FLPB is to incentivize and reward the acquisition, maintenance and enhancement of foreign language skills at or above proficiency levels required for occupational and functional performance.

5. Award Levels. Subject to the cap imposed by reference (b), FLPB disbursement is authorized as follows:

a. Not to exceed $12,000 in a single year of certification as prescribed in paragraph 8.

b. For more than one language provided the total payment does not exceed $500 per month for a single language, or $1,000 per month for any combination of more than one language.

c. In monthly installments for both the active and reserve components.

6. Award Level Computation. Per references (a) and (b), FLPB award levels are determined by three factors - (a) the level of proficiency, (b) the specific language or languages in which proficiency is achieved, and (c) the existence of the capability within the force.

a. Proficiency levels. Proficiency and modality combinations are based on established Interagency Language Roundtable (ILR) standards as stipulated in reference (b) and contained in enclosure (1). For the purpose of this instruction, proficiency in language modalities (i.e., listening, reading, speaking, and writing) is measured through the Defense Language Proficiency Testing (DLPT) System. The DLPT system consists of multiple choice tests, constructed response tests, guided proficiency tests, Oral Proficiency Interviews (OPI) and other standardized foreign language tests that measure proficiency.

b. Specified languages. Per reference (c), specific languages for which FLPB may be authorized are determined by the Defense Language Steering Committee (DLSC) and published annually by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). Per reference (b), CNO may supplement this list as described in paragraph 6b(2) below.

(1) Language lists and prioritization. Based on National Security and Defense Strategies and the needs of the Combatant Commands, Combat Support Agencies and Military Departments, USD(P&R)'s published list is prioritized into "Strategic" (further categorized into "Immediate Investment" and "Stronghold") and "Other DOD-approved" languages. FLPB rates are graduated accordingly, with Immediate Investment (FLPB A) authorized the highest amounts, followed by Stronghold (FLPB B), and "Other DOD-approved" languages not on the strategic list

(FLPB C). The entire list is reviewed annually to ensure its priorities reflect the long-term strategic objectives and mission focus of DOD.

(2) Navy Additions. Reference (c) recognizes that DOD's Immediate Investment and Stronghold language lists may not include all languages for which the Services require a capability. It therefore permits the Services to pay higher rates for languages not prioritized as Immediate Investment or Stronghold by USD(P&R), provided they have been otherwise approved by DOD for FLPB disbursement. Accordingly, CNO (N13) annually develops and publishes a Navy Strategic Language List that complements the USD(P&R) list, and identifies additional languages considered Immediate Investment and Stronghold by the Navy. Languages added by Navy will be authorized for FLPB A or B as prescribed in the published list. Languages considered necessary to the Navy mission but not prioritized at the Immediate Investment or Stronghold level will be authorized for FLPB C payment under the conditions outlined in paragraph 7b(4).

c. "Dominant in the Force" Languages. Where sufficient strategic capability exists in specified foreign languages, that is, when the language is "dominant in the force," reference (b) authorizes the Services to limit payment of FLPB to career linguists as defined in enclosure (2), and members assigned duties requiring proficiency in that language. Authority to declare languages "dominant in the force" rests solely with USD(P&R), who will assess DOD-wide foreign language capacity annually and publish a corresponding list.

7. Eligibility.

a. The basic eligibility criterion for all FLPB recipients is demonstrated language ability via the DLPT or OPI in an approved language. Demonstrated language ability is characterized as the achievement of a score of Listening 2/Reading 2 or better on the DLPT or an overall score of 2 on an OPI. If a DLPT has only one modality for a particular language (i.e., listening only), that modality score will be used to determine FLPB entitlement.

b. The following additional eligibility requirements apply:

(1) FLPB A is paid to all career linguists, as defined in enclosure (2), regardless of language(s).

(2) In addition to career linguists, FLPB A is paid to any Sailor (officer, enlisted or midshipman) regardless of rank, rate, or billet, with a qualifying DLPT or OPI score in any language listed on the DOD or Navy Immediate Investment lists, except those identified as "dominant in the force." In cases where an Immediate Investment language is declared "dominant in the force," Sailors can draw FLPB provided they are assigned to a billet coded for the Immediate Investment language.

(3) FLPB B is paid to any Sailor (officer, enlisted or midshipman) regardless of rank, rate, or billet, with a qualifying DLPT or OPI score in any language listed on the DOD or Navy Stronghold lists, except those identified as "dominant in the force." In cases where a Stronghold language is declared "dominant in the force," Sailors can draw FLPB provided they are assigned to a billet coded for the Stronghold language.

(4) FLPB C is paid to any Sailor (officer, enlisted or midshipman) regardless of rank, rate, or billet, with a qualifying DLPT or OPI score in any language contained in the Navy's "Other" language list, except those identified as "dominant in the force." Sailors can draw FLPB provided they are assigned to a billet coded for the "other" language.

(5) Regardless of rank, rate or billet, Sailors who received language training at the Defense Language Institute (DLI) or other DOD-approved institution are entitled to receive continuous FLPB provided they meet the proficiency provisions of paragraph 7a in the language for which they received DLI training.

c. Reserve Component (RC) eligibility requirements:

(1) Members of the Selected Reserve, in addition to meeting the eligibility requirements set forth above, must maintain satisfactory participation.

(2) Members of the Individual Ready Reserve (IRR), in addition to meeting the eligibility requirements set forth above, must maintain mobilization readiness and complete annual IRR musters as directed.

8. Certification of Language Proficiency. The DLPT or OPI will be used to determine language proficiency, with the DLPT being the preferred measurement. In cases where no DLPT exists for the demonstrated language, an OPI will be requested via the Navy Foreign Language Office (CNO (N13F)). FLPB is authorized for one year from the date of a qualifying DLPT/OPI. Individuals must qualify annually in each language for which they are receiving FLPB with a score of at least 2/2 on a DLPT or 2 on an OPI to ensure continued receipt of FLPB. Individuals may not retest in the same language or similar dialect within a period of six months without a waiver from CNO (N13F) (e.g., an individual who tests in Modern Standard Arabic may not re-test in Arabic (Iraqi) without an approved waiver).

9. Recertification Waivers. Recertification may be waived in the following instances:

a. Individuals deployed (including RC members deployed on active duty orders) in support of a contingency operation, provided the individual is not delinquent upon deployment. Contingency operations are defined as unscheduled, short-notice operations and do not include normal rotational deployments and workup periods. Upon completion of deployment, the individual must retest within 90 calendar days. FLPB will continue at previously approved levels during the waiver period.

b. Individuals in a student status are waived during the course of instruction, provided the individual is not delinquent upon enrollment. For courses greater than six weeks in length the individual must retest within 60 calendar days of completion of the course of instruction. For courses less than six weeks in length the individual must retest within 30 calendar days of completion of the course of instruction. FLPB will continue at previously approved levels during the waiver period.

c. In the event of a DLPT compromise, FLPB will continue at the last level for which the individual qualified prior to the

compromise provided the individual was not delinquent at the time of the compromise. Individuals must recertify within 60 calendar days of the date the new DLPT is implemented.

10. DLPT Administration Procedures. Reference (d) provides procedures related to the administration of DLPT.

11. Start/Stop of FLPB. FLPB will start on the date qualifying scores are achieved via the DLPT or OPI. FLPB will stop 12 months from that date unless the individual recertifies or is granted a waiver by CNO (N13F). Where entitlement is contingent upon an individual's occupation of a language-coded billet, FLPB will be stopped when the billet is vacated.

12. Erroneous Payment of FLPB. If FLPB is awarded erroneously, the appropriate Commander, Naval Installations Appointed Activity (CNI-AA) or Commander, Navy Reserve Forces Command (CNRFC) will initiate recoupment procedures. CNI-AA and/or CNRFC will prorate recoupment of FLPB from members who received a bonus, based upon the amount of time served prior to the change in eligibility. For remission/cancellation of indebtedness in sufficient time to allow a determination prior to an individual's discharge, submit a completed DD form 2789, Waiver/Remission of Indebtedness Application. The application must include a complete explanation of the debt and how it occurred as well as all documentation associated with the debt. The application shall be submitted through the individual's Commanding Officer and Disbursing Officer. Disbursing Officers will complete Section II of the form to include an itemized debt computation showing, by entitlement, what amounts were paid and what amounts should have been paid. The application form can be found at http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm or http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage2342.html.

13. Responsibilities.

a. Navy Senior Language Authority/Director, Military Personnel Plans and Policies CNO (N13) executes overall management of the FLPB Program. In that role, CNO (N13F) shall:

(1) Provide policy guidance and oversight for the program.

(2) Assist Budget Submitting Offices in identifying and establishing language-coded billets.

(3) Serve as adjudication and waiver authority for exceptions to policy requests for FLPB or DLPT certification/re-certification.

(4) Plan, forecast, program and budget for the program.

(5) Publish updates to authorized language lists and pay levels annually.

(6) Adjudicate FLPB entitlement disputes and serve as the Subject Matter Expert for FLPB.

b. Naval Education and Training Professional Development and Technology Center (NETPDTC/N322) is responsible for administering the Navy Foreign Language testing program per reference (d). In that role, NETPDTC shall:

(1) Score DLPTs and forward the associated database monthly to the CNI-AA, CNRFC and CNO (N13F).

(2) Inform appropriate Navy Educational Services Officers (ESO)/Testing Centers of results.

(3) Maintain adequate stock of foreign language testing materials.

(4) Provide foreign language testing materials to ESOs upon request and establish control procedures to ensure test integrity.

(5) Report lost or compromised materials to CNO (N13F). Provide Navy-wide notification of DLPT compromises.

(6) Forward queries/requests for development of additional testing materials or requests for OPIs to CNO (N13F).

(7) Maintain archive and database for foreign language proficiency testing.

(8) Conduct analyses as directed by CNO (N13F).

c. ESO/Test Control Officers/Testing Centers shall:

(1) Administer the DLPT and OPI in accordance with reference (d) and this instruction.

(2) Forward tests to NETPDTC or appropriate DOD site for grading. FLPB will only be paid for scores in the NETPDTC database.

(3) Facilitate OPIs as required and forward results to NETPDTC within five days of test completion.

(4) Notify Commanding Officers/Command Language Program Managers of test results.

d. CNI-AA (for the active component) and CNRFC (for the reserve component) shall:

(1) Determine pay entitlement upon receipt of test scores from NETPDTC.

(2) Start, stop or change pay entitlements as necessary for Sailors eligible for FLPB in accordance with this instruction.

(3) Ensure FLPB is paid for only one year unless the member retests prior to the expiration date of his/her current score, or receives a waiver from CNO (N13F).

(4) Ensure test scores are reflected in Navy Standard Integrated Personnel System (NSIPS) before pay action is started.

(5) Coordinate with CNO (N13F) to adjudicate FLPB disputes.

(6) Initiate recoupment actions as necessary.

e. Commanding Officers and CNRFC shall:

(1) Submit quarterly listings of non-career linguist personnel assigned to language-coded billets to CNO (N13F).

(2) Verify validity of AC and RC language-coded billets contained in Authorized Manning Documents.

(3) Inform CNO (N13F) of a member's security clearance suspension or revocation, or denial of access. FLPB will be adjusted appropriately.

(4) Inform CNI-AA and/or CNRFC at least two weeks in advance if a member's eligibility (based on a qualifying test score) will expire during a deployment or course enrollment.

(5) Inform CNI-AA and CNO (N13F) of an RC member's recall to active duty to facilitate reconciliation of monthly FLPB installments with any prior RC bonus payments.

f. Ships' Administration Officers, Personnel Support Activities/Detachments, and Reserve Readiness Commands/ Operational Support Centers shall:

(1) Update field service record page 4 (NAVPERS 1070/604) with the following data under "Special Test Scores" in Block 2:

(a) NAME. Enter correct foreign language code followed by either DLPT for listening/reading or OPI for speaking. Examples: RU DLPT or AD OPI.

(b) FORM. If form of test is listed on DA Form 330 or page 13, enter in this block. Example: Form D.

(c) DATE. Date test was taken.

(d) SCORE. Scores may have three components: listening, reading, and speaking. Scores usually range from 0 to 3. Annotate scores as in the following example: L/2 R/2+ S/1+."

(2) Forward FLPB action requests to CNI-AA. Only CNI-AA, in coordination with CNRFC for RC members, has authority to effect pay changes.

g. Service members and midshipmen shall:

(1) Make known their professed language abilities and take the DLPT to measure proficiency.

(2) Take the DLPT and/or OPI annually to qualify for continued receipt of FLPB.

J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

Distribution:
Electronic only via Navy Directives Web site
http://neds.daps.dla.mil

FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB) AWARD LEVELS

	FLPB A For languages on the Strategic Languages List Immediate Investment	FLPB B For languages on the Strategic Languages List Strategic Stronghold	FLPB C For other DoD-approved languages not on the Strategic Languages List
	Monthly Installment	Monthly Installment	Monthly Installment
2/2	$ 200.00	$ 150.00	$ 125.00
2+/2 or 2/2+	$ 250.00	$ 175.00	$ 150.00
2/3 or 3/2 or 2+/2+	$ 300.00	$ 200.00	$ 175.00
3/2+ or 2+/3	$ 350.00	$ 250.00	$ 200.00
3/3	$ 400.00	$ 300.00	$ 275.00
3/3/3 or 4/4	$ 500.00	$ 400.00	$ 300.00

FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB) RELATED DEFINITIONS

Career Linguist	- Career linguists are members of the Cryptologic Technician (Interpretive) (CTI) rating and Foreign Area Officers (FAO). FAOs must carry the 17xx designation and/or have one of the following Additional Qualification Designators (AQD): FA1, FA2, FA3, FA4, FT1, FT2, FT3 or FT4.
CNIAA	- Commander Naval Installations-Appointed Activity. The office designated by Commander Naval Installations (CNI) as being responsible for payment of FLPB for the Navy. Only CNIAA is authorized to process FLPB transactions.
DLPT	- Defense Language Proficiency Test. The DLPT is designed to assess the general language proficiency in reading and listening of native English speakers who have learned a foreign language. The test is meant to measure how well a person can function in real-life situations in a foreign language according to well-defined linguistic tasks and assessment criteria. For some languages, only one testing modality exists.
DLSC	- Defense Language Steering Committee. Comprised of all the Senior Language Authorities, it was created by Deputy, Secretary of Defense to provide senior level guidance in the language transformation effort and future development of the DoD language capabilities.
Dominant in the force	- Languages for which the Office of the Secretary of Defense (OSD) determines sufficient capability exists in the force.

Immediate Investment	- Languages for which DoD requires a substantial capability on hand for day-to-day operations and planning.
OPI	- Oral Proficiency Interview. The OPI is a standardized testing method for the global assessment of functional speaking ability which measures how well a person speaks a language by comparing their performance with previously determined criteria. The OPI can be conducted in person or telephonically. If a DLPT does not exist for a particular language, the OPI is used to determine proficiency. Priority for OPI testing will be given to individuals in a billet requiring speaking ability, individuals who speak an Immediate Investment or Strategic Stronghold language, and individuals with a score of 3/3 on a DLPT.
SLA	- Senior Language Authority. The SLA is responsible for assessing the Navy's language needs, tracking language assets assigned to the Navy and identifying emerging policy requirements.
Strategic Stronghold	- Languages for which DoD requires an on-call capability for surge in response to crisis or contingency needs.