



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
8490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO
NETPDTCINST 1550.9
N322

SEP 12 2005

NETPDTC INSTRUCTION 1550.9

Subj: **MANAGEMENT OF THE DEFENSE LANGUAGE TESTING PROGRAM**

Ref: (a) OPNAVINST 1550.7B
(b) OPNAVINST 1550.10
(c) OPNAVINST 1000.16J
(d) MILPERSMAN 1236-030
(e) BUPERSINST 1070.27A
(f) OPNAVINST 7220.7E

Encl: (1) Language Identification Codes
(2) Defense Language Relational Matrix

1. **Purpose.** To publish information concerning the Defense Language Program.
2. **Cancellation.** CNETINST 1550.9D.
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Information.** The Secretary of the Army is Executive Agent for the Defense Foreign Language Program under public law and Department of Defense (DoD) directives. The Secretary of the Air Force is Executive Agent for the Defense English Language Program under public law and DoD directives. The Navy Foreign Language Program Manager, Chief of Naval Operations (CNO) (N13F) validates requirements. Naval Education and Training Professional Development and Technology Center (NETPDTC) (N322), Pensacola, FL manages and administers the Navy Language testing program and is responsible for execution of the program following references (a) through (e). This program consists of the Defense Language Aptitude Battery (DLAB), the Defense Language Proficiency Test (DLPT), and the Defense Language Reading Proficiency Test (DLRPT).
5. **Action.** All language training under the program shall be conducted per references (a) through (e) and this instruction. The Navy's language program shall be managed as follows:
 - a. **Resident Foreign Language Training.** Resident foreign language training is conducted by the Defense Language Institute, Foreign Language Center (DLIFLC), Monterey, CA. It is provided

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for active duty U.S. Navy personnel in preparation for validated and coded billets, which, per reference (c), require a working or professional proficiency in a foreign language. Persons who are selected for duty in such billets will be ordered to any necessary language instruction first. The Navy's Foreign Language Program Manager inputs schedules and quotas into Navy Integrated Training Resources and Administrative System (NITRAS) based on requirements per reference (a). The Navy's Foreign Language Program Manager has the following mailing/PLAD address:

CHIEF OF NAVAL OPERATIONS
ATTN FOREIGN LANGUAGE PROGRAM MANAGER
N13F
2 NAVY ANNEX
WASHINGTON DC 20370-5221

CNO WASHINGTON DC//N13F//

b. **Resident English Language Training (ELT).** CNO (N13F) coordinates with the Defense Language Institute, English Language Center (DLIELC), Lackland Air Force Base, Texas 78236-5259 for ELT for foreign personnel per reference (b) and directives on foreign military training.

c. **Nonresident Language Training**

(1) Nonresident Foreign Language Programs. Nonresident Foreign Language Programs are conducted to satisfy mission and/or job-related requirements. They are conducted normally for achievement of elementary proficiency or maintenance/enhancement of linguist proficiency. Courses may be full or part time, on or off duty, group or self study, mandatory or voluntary, and in house or contracted. Additional program information and procedures for requesting required foreign language training programs are contained in references (a) and (b).

(2) Nonresident English Language Programs. Nonresident programs in English as a second language for U.S. military personnel are conducted to facilitate further military training and professional development. Proficiency objectives of nonresident English language programs will be based on the special requirements of the sponsoring command and subject to the time and resources available. Courses may be full or part time, on or off duty, group or self study, mandatory or voluntary, and in house or contracted. American Language Course material is available from DLIELC.

(3) Self-Paced and Self-Instructional Learning. Printed materials (workbooks and audio cassette tapes called Head Start courses) are available from CNO (N13F) to deploying afloat commands, and to certain personnel en route to an overseas command where the job necessitates an elementary knowledge of a foreign language. Video tapes are also available in certain languages for use on closed.

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circuit video and video broadcasting.

(a) Requests for unclassified materials from deploying commands or individuals can be made by letter, message, FAX, E-Mail, or other media. Requests for classified materials should be on command letterhead only.

(b) Requestors should indicate language desired, loan dates, Unit Identification Code (UIC), command mailing address, point of contact, and phone number (DSN or commercial).

(4) Navy Knowledge On-Line (NKO). Select language proficiency enhancement training is available on the NKO website at <https://www.nko.navy.mil>. Click on "launch e-learning", and then click "browse categories", then "Foreign Language & Culture".

6. Defense Language Aptitude Battery (DLAB)

a. **Purpose.** The DLAB measures the aptitude for foreign language learning by the typical native English speaker. The DLAB may be administered to personnel who are:

(1) In the process of applying for foreign language training under the provisions of this instruction.

(2) Being screened for assignment to foreign language training.

(3) Applying for conversion to Cryptologic Technician Interpretive (CTI).

(4) Applying for the Olmsted Scholarship Foundation Program.

(5) Applying for the Personal Exchange Program (PEP).

(6) Applying for Foreign Area Officer.

b. **DLAB Retain on Board (ROB) Sites.** ROB sites hold test material. For new recruits, the Military Entrance Processing Stations' Enlisted Classification Units have a Test Control Officer who retains and administers the DLAB tests. If a copy of the DLAB is required and not available locally, commands should contact NETPDTC (N322) for assistance.

c. **Ordering.** The requesting command Educational Services Officer (ESO) or Test Control Officer (TCO) can register as command ESO and/or TCO at the NETPDTC website <https://neamos.cnet.navy.mil/cgi-bin/loginwban.cfm>. Once the ESO/TCO is registered and validated they can return to above mentioned website and order testing material on-line.

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d. **Testing**

(1) Handling. Test materials will be handled per reference (d). Testing will be monitored by qualified personnel following or under the instructions contained in the DLAB Administration Manual.

(2) Listening Requirements. A standard cassette tape recorder is required for administration of the DLAB. Future means of audio delivery will require compact disc (CD) player or computer.

(3) Return. For all Non-ROB sites, all NETPDTC test materials and answer sheets must be properly returned to NETPDTC (N322) within 60 days. For all ROB sites, completed answer sheets will be forwarded to NETPDTC for grading immediately after administration. The package to NETPDTC will be double wrapped and mailed by traceable mail. The inner packing material should be stamped with the following notation:

For Official Use Only
Test Material To Be Opened By Test
Control Officer Only

If the test materials are lost or compromised, a report must be submitted to CNO (N13F) following the procedure in reference (d). A copy of the report should also be sent to NETPDTC (N322) at:

COMMANDING OFFICER
NETPDTC N322
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5126

e. **Scoring.** NETPDTC will score all DLAB test(s) and forward test results, per reference (e), to the originator of the request with a copy to:

NAVY PERSONNEL COMMAND
NPC 312C
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3120

f. **Record Keeping.** Upon receipt of DLAB result letter, commands will submit appropriate event/transaction. Local commands will file a copy of DLAB test results in the Officer Service Record (NAVPERS 1070/66), or in the case of enlisted personnel make a Page 4 and a Page 13 entry in the service record indicating scores achieved on the test.

g. **Dissemination of Answer Sheets.** NETPDTC will double wrap and mail all scored answer sheets by traceable mail per reference (d) to:

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COMMANDANT
ATTN ATFL-ESM
DLI-FLC
660 RIFLE RANGE RD STE 13
PRESIDIO OF MONTEREY CA 93944-5006

The inner packing material should be stamped with the following notation:

For Official Use Only
Test Material To Be Opened By Test
Control Officer Only

h. **Subsequent Testing.** Personnel desiring to retake a test must either wait 6 months or obtain a waiver from CNO (N13F). Commanding officers of prospective examinees must ensure that the requirement to wait 6 months is satisfied by screening entries in the Officer Service Record or in the case of enlisted personnel, by screening Page 4 and Page 13 entries in the service record. A Test Administration Statement should be signed by each examinee stating that he/she has not taken a DLAB test within the past 6 months. This statement should be retained for 1 year in the examinee's service record.

7. Defense Language Proficiency Test (DLPT) and Defense Language Reading Proficiency Test (DLRPT)

a. **Purpose.** The purpose of the DLPT and DLRPT is to determine proficiency in a foreign language. Enclosure (1) contains languages available at NETPDTC.

b. **DLPT Retain on Board (ROB) Sites.** Any Naval Information Operations Command, formally known as Naval Security Group Activity, or any Seal Team with a requirement to administer DLPTs may designate in writing to CNO (N13F) a Test Control Officer. ROB sites will hold DLPT and/or DLRPT material for languages as determined by the site's commanding officer. TCOs will adhere to requirements stated in reference (d). As the DLPT 5 generation of foreign language tests is implemented via web delivery, paper / pencil versions of the tests being replaced by DLPT 5 will be rendered invalid. To accommodate DLPT 5 delivery and administration, NETPDTC is establishing testing centers world-wide. ROB site authorizations will be limited to those sites processing paper / pencil tests. Additional information on DLPT 5 is available at <https://www.advancement.cnet.navy.mil>.

c. **Ordering.** The requesting command Educational Services Officer (ESO) or Test Control Officer (TCO) can register as command ESO and/or TCO at the NETPDTC website <https://neasos.cnet.navy.mil/cgi-bin/loginwban.cfm>. Once the ESO/TCO is registered and validated they can return to above mentioned website and order testing material on-line.

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d. Testing

(1) Navy linguists are authorized to use any DLPT testing facility. If testing at other service sites, commanding officers must verify in writing to the testing facility that the member is eligible to take the test. If no testing facility is available, commands should contact NETPDTC (N322) for assistance.

(2) Handling. Test materials will be handled per reference (d). Testing will be monitored by qualified personnel following or under the instructions contained in the DLPT/DLRPT Administration Manuals.

(3) Listening Requirements. There is a Listening Portion to each DLPT. A standard cassette tape recorder is required for administration. Future means of audio delivery will require compact disc (CD) player or computer.

(4) Return. For all Non-ROB sites, all NETPDTC test materials and answer sheets must be properly returned to NETPDTC (N322) within 60 days. For all ROB sites, completed answer sheets will be forwarded to NETPDTC for grading immediately after administration. The package to NETPDTC will be double wrapped and mailed by traceable mail. The inner packing material should be stamped with the following notation:

For Official Use Only
Test Material To Be Opened By Test
Control Officer Only

If the test materials are lost or compromised, a report must be submitted to CNO (N13F) following the procedure in reference (d). A copy of the report should also be sent to NETPDTC (N322).

e. Scoring. Enclosure (2) shows the relationship between DLPT/DLRPT scores and skill levels/proficiency definitions. NETPDTC will score all DLPT/DLRPT test(s) and forward test results, per reference (e), to the originator of the request with a copy to:

NAVY PERSONNEL COMMAND
NPC 312C
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3120

f. Record Keeping. Upon receipt of DLPT or DLRPT result letter, commands will submit appropriate event/transaction. Local commands will file a copy of DLPT and/or DLRPT test results in the Officer Service Record (NAVPERS 1070/66) or, in the case of enlisted personnel, make a Page 4 and a Page 13 entry in the service record indicating scores achieved on the test.

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g. **Dissemination of Answer Sheets.** NETPDTC will double wrap and mail all scored answer sheets by traceable mail according to paragraph 6g.

h. **Subsequent Testing.** Personnel desiring to retest in the same language must either wait 6 months or obtain a waiver from CNO (N13F). Commanding officers of prospective examinees must ensure that the requirement to wait 6 months is satisfied by screening entries in the Officer Service Record or, in the case of enlisted personnel, by screening Page 4 and Page 13 entries in the service record. A Test Administration Statement should be signed by each examinee stating that he/she has not taken a test for a particular language within the past 6 months. This statement should be retained for 1 year in the examinee's service record.

i. **Foreign Language Proficiency Pay (FLPP).** The FLPP program is explained in reference (f).

8. **Defense Language Proficiency Test (DLPT) 5.** The DLPT 5 is a web delivered test that is currently being developed. The DLPT 5 is scheduled for implementation Oct 2005 with limited languages available. New languages will be added as they are developed. Enclosure (1) lists the proposed DLPT 5 languages.

9. **Additional Information.** Email sfly_defense_languag@navy.mil for additional information or logon to <https://www.advancement.cnet.navy.mil>.



R.B. MORANVILLE

By direction

Distribution: (NETPDTCINST 5216.1I)
Lists I and II

Web Access: MAIN INDEX
<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>

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LANGUAGE IDENTIFICATION CODES**DEFENSE LANGUAGE PROFICIENCY TESTS (DLPT)**

<u>LANGUAGE</u>	<u>CODES</u>
***ALBANIAN	AB
***ARABIC	AD
BURMESE	BY
BULGARIAN	BU
CAMBODIAN	CA
CHINESE AMOY	YD
CHINESE CANTONESE	CC
*CHINESE MANDARIN	CM
**CHINESE MANDARIN	CM
CZECH	CX
DANISH	DA
***DARI	
DUTCH/FLEMISH	DU/FL
***EGYPTIAN	
***FRENCH	FR
GERMAN	GM
***GREEK	GR
***HEBREW	HE
HUNGARIAN	HU
ICELANDIC	JC
INDONESIAN	JN
ITALIAN	JT
***IRAQI	
***JAPANESE	JA
***KOREAN	KP
***KURDISH-SORANI	KU
LAO	LC
***LEVANTINE	
LITHUANIAN	LT
***NORWEGIAN	NR
***PASHTU	
***PERSIAN-AFGHAN	PG
***PERSIAN	PF
POLISH	PL
PORTUGUESE-BRAZILIAN	PQ
PORTUGUESE-EUROPEAN	PT
ROMANIAN	RQ
***RUSSIAN	RU
***SERBO-CROATIAN	SC
SLOVENIAN	SL
***SPANISH	QB
SWAHILI	SW
SWEDISH	SY
TAGALOG	TA
THAI	TH
***TURKISH	TU
UKRAINIAN	UK
***URDU	UR
VIETNAMESE	VN
YIDDISH	YJ

DEFENSE LANGUAGE READING PROFICIENCY TESTS (DLRPT)

<u>LANGUAGE</u>	<u>CODES</u>
AMHARIC	AC
HAUSA	HS
***HINDI	HJ

* ADMINISTERED TO CHINESE AMERICANS FROM TAIWAN OR THOSE WHO ATTENDED PRIVATE CHINESE SCHOOLS IN AMERICA

** ADMINISTERED TO PERSONNEL TRAINED IN FULL OR CLASSICAL CHARACTERS, RATHER THAN SIMPLIFIED CHARACTER

*** INDICATES FUTURE DLPT 5 WEB BASED TESTS.

Enclosure (1)

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DEFENSE LANGUAGE RELATIONAL MATRIX

<u>Data Code</u>	<u>Skill Level</u>	<u>Proficiency Definition</u>	<u>Converted Score (DLPT and DLRPT)</u>	<u>Raw Score (DLPTI)</u>
00	0	No proficiency	0-24	0-20
06	0+	Memorized proficiency	25-29	21-23
10	1	Elementary proficiency	30-35	24-29
16	1+	Elementary proficiency, plus	36-39	30-35
20	2	Limited working proficiency	40-45	36-42
26	2+	Limited working proficiency, plus	46-49	43-48
30	3	General professional proficiency	50+	49-60

36	3+	General professional proficiency, plus	Advanced Proficiency
40	4	Advanced professional proficiency	"
46	4+	Advanced professional proficiency, plus	"
50	5	Functionally native proficiency	"