

Training
III CORPS COMMAND LANGUAGE PROGRAM (CLP)

SUPPLEMENTATION. *Supplementation of this regulation is prohibited, except upon approval of AFZF-GS.*

SUGGESTED IMPROVEMENTS. *The proponent of this regulation is the Assistant Chief of Staff (ACofS), G2. Suggested improvements and comments should be addressed to Commander, Headquarters III Corps and Fort Hood, ATTN: AFZF-GS, Fort Hood, Texas 76544-5056.*

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OVERVIEW

Purpose	<p>This regulation</p> <ul style="list-style-type: none"> ● establishes a program of mission-required, nonresident foreign language training per FORSCOM Regulation 350-22 (FORSCOM Command Language Program). ● describes the III Corps CLP. ● provides guidance to subordinate commanders for conducting language training. ● applies to all III Corps and corps training program (CORTRAIN) units. 	1a
References	<p>Required references and related references are listed in appendix A.</p>	1b
Glossary	<p>The glossary lists acronyms, abbreviations, and terms used in this regulation.</p>	1c
Scope	<p>The CLP</p> <ul style="list-style-type: none"> ● includes all foreign language training <ul style="list-style-type: none"> ● conducted by, or ● under contract to <ul style="list-style-type: none"> ● III Corps and CORTRAIN units and installations to <ul style="list-style-type: none"> ● refresh ● maintain, or ● improve mission-required language skills and tasks. ● includes, but is not limited to <ul style="list-style-type: none"> ● in-unit training programs ● semiannual total language immersion course ● annual attendance at the Forces Command (FORSCOM) refresher course ● Trojan, and ● sergeants' time language drills. ● ensures that soldiers can perform foreign language tasks at wartime mission standards. ● improves individual proficiency and unit readiness. <ul style="list-style-type: none"> ● FORSCOM Regulation 350-22, paragraph 2-4, gives specific language proficiency standards. 	1d

RESPONSIBILITIES

2

CLP Manager,
ACofS, G2

The CLP manager

- is the III Corps staff proponent for the foreign language training program.
- coordinates directly with the FORSCOM program manager, J2 Language Training Office, regarding language training and technical oversight questions.

2a

Chief, Training
Division,
ACofS, G2

The chief is designated as the responsible officer for

- executing provisions of FORSCOM Regulation 350-22 and this regulation.
- coordination of all support
 - at the corps level
 - necessary to accomplish the training required.

2b

Major
Subordinate
Command
(MSC)
Commanders

MSC commanders will

- designate an officer (in writing) as MSC program manager to
 - be responsible for executing provisions of this regulation and
 - coordinate all support necessary to accomplish the training required.
- ensure the testing of all soldiers in
 - language-requiring military occupational specialty (MOS) or
 - modification table of organization and equipment (MTOE) positions per
 - AR 611-6, paragraph 3-11a
 - FORSCOM Regulation 350-22, chapter 2, and
 - this regulation.
- manage all other linguists in the MSC
 - including tracking language qualification of all non-military intelligence linguists that may be eligible for foreign language proficiency pay (FLPP).
- inspect and evaluate the language training program of subordinate units to ensure compliance with
 - FORSCOM Regulation 350-22 and
 - this regulation.
- identify resource requirements to achieve language training and readiness objectives in command operating budget submissions.

2c

**Commanders,
III Corps and
CORTRAIN
Units**

Commanders with soldiers assigned in language-requiring specialty code (SC)/MOS or MTOE positions will

- comply with the provisions of FORSCOM Regulation 350-22, paragraph 1-7d(1-5), with special emphasis on providing prime training time for language training programs.
- comply with the provisions of block 3, this regulation.
- prepare a *standing operating procedure (SOP)* for the unit language program.

2d

**Unit
Language
Program
Manager**

The unit language program manager will

- be designated in writing.
- have the primary duty to conduct the unit CLP.
- function as the test control officer for the control and administration of the functional competency test (FCT).
- administer the FCT to newly arrived soldiers for placement in the
 - arrival training program (ATP) or
 - unit training program (UTP)
 - as a post test for soldiers completing the FORSCOM refresher program (FRP).
- schedule linguists for the annual (or semiannual) Defense Language Proficiency Test (DLPT), in the appropriate version.
- manage the unit ATP and UTP.
- manage unit participation in the FRP.
- maintain training outlines and lesson plans for all language classes.
- ensure military and civilian language instructors prepare and update lesson plans and outlines, as appropriate.
- maintain the unit linguist database and prepare and forward reports as required by FORSCOM Regulation 350-22 and this regulation.
- prepare and submit requests for language training materials to the unit operations officer or commander.

(continued on next page)

**Unit
Language
Program
Manager
(Continued)**

- prepare and submit requests
 - for readiness training (REDTRAIN) and other monies in support of the unit language training program
 - to the unit operations officer or commander.
- prepare and forward the monthly language proficiency statistics
 - for the unit status report
 - to the unit operations officer/commander.
- provide input and technical guidance for monthly FLPP status report to
 - unit personnel officer for submission
 - MSC personnel managers.
- prepare and submit a monthly record of attendance
 - for the ATP and UTP
 - using FORSCOM Form 1019-R (FORSCOM Command Language Program Performance and Attendance Report).

NOTE: Submit this report to the unit operations officer or commander and forward to higher headquarters language program managers as required or requested.

This report is in addition to the report identified in FORSCOM Regulation 350-22, paragraph 2-8d.

2e

TRAINING

3

General

The CLP will consist of the following programs.

- The requirements of FORSCOM Regulation 350-22, paragraph 3-3, will serve as a base for these programs.

Units will ensure that soldier linguists are given every opportunity to participate

- in these programs
- during prime training time, and
- in any other programs developed by the unit and supportive of these base programs.

3a

**In-Unit
Training**

The in-unit training program will consist of

- an ATP
 - should include a minimum of 90 days training for newly arrived linguists who fail to meet FORSCOM standards, per FORSCOM Regulation 350-22, paragraph 3-3.
 - with units focusing on training to proficiency standard rather than a specified time period.
- an UTP
 - should include a minimum of 10 hours per week of prime time language training meant to
 - sustain previously acquired linguist skills and
 - maintain the FORSCOM standard.
 - with units focusing on training to proficiency standard rather than a specified time period.
 - should be task oriented and include
 - self-paced learning
 - technical training
 - language lab training
 - FORSCOM refresher course
 - interface with Trojan, and
 - language olympics.

All activities should be MOS specific for career management field (CMF) 97 and CMF 98 soldiers.

Use the

- ATP to bring the soldier quickly up to standard and
- UTP to sustain the standard.

NOTE: These programs shall be conducted to train to the proficiency standard (listen 2.0, read 2.0 (2/2)).

3b

**Enhancement
Training**

Enhancement training includes, but is not limited to, the

- semiannual total language immersion course
- annual attendance at the FORSCOM refresher course, and
- participation in REDTRAIN live-environment training opportunities.

Each linguist must attend one of the immersion courses and/or Brigham Young University annually, within the constraints mentioned below.

3c

**Total
Language
Immersion
Course**

A semiannual total language immersion course will be conducted at

- Fort Hood or
- CORTRAIN installations.

3d

**FORSCOM
Refresher
Course**

Each military intelligence soldier linguist will participate annually in the FORSCOM refresher course

- conducted at Brigham Young University
- with determination on attendance as described below
 - beneficial to the soldier
 - the soldier meets the prerequisites for attendance, as prescribed by FORSCOM message
 - P2 funds are available, and
 - operational requirements permit attendance.

Participation in each of these activities should be based on ability groupings

- basic (0/0 +)
- intermediate (1/1 +), and
- advanced (2 and above).

3e

Trojan

The Trojan system

- is primarily an operational system developed to enhance the technical skills of CMF 98 soldiers.
- is an outstanding language training tool for soldiers.
- must be integrated with all language training for CMF 98 soldiers and maximized for its linguistic and technical training benefits.

NOTE: Unit lesson plans/outlines must include Trojan integration into language training.

3f

**REDTRAIN
Live-
Environment
Training**

REDTRAIN live-environment training

- is "hands on" training and
- helps achieve, sustain, and improve technical and foreign language skills.

3g

Sergeants' Time	Sergeants' time is conducted every Thursday morning for individual MOS training. This training time can be enhanced by conducting language drills.	3h
Unit Training Requirements	<p>Each unit with soldier linguists will</p> <ul style="list-style-type: none"> ● comply with the provisions of FORSCOM Regulation 350-22, paragraphs 3-5 and 3-6. ● appoint a unit language program manager. ● ensure that all language training is supported by lesson plans/outlines for all classes taught; whether by military or civilian instructor. ● comply with reporting requirements identified in blocks 3j and 3l of this regulation. 	3i
Language Statistics Report	<p>Submit the language statistics report</p> <ul style="list-style-type: none"> ● monthly ● in memorandum format (figure 1) ● through the unit commander and MSC ● to corps G2, Training Division. <p>Statistics will be derived from monthly unit status report completed by each unit indicating linguists' status.</p> <p>Reports are due not later than the 25th of each month.</p>	3i
Funding	<p>Per the FORSCOM REDTRAIN Handbook, develop funding requirements based on</p> <ul style="list-style-type: none"> ● unit training plans ● unit command operating budget submissions, and ● annual REDTRAIN plan input <ul style="list-style-type: none"> ● to G2, Training Division. <p>Mission-required language refresher training will be funded from unit training resources, including REDTRAIN funds.</p> <p>The G2, Training Division provides technical oversight for REDTRAIN funds, which are home station training P2 mission funds, under the overall program management of G3.</p> <p>Forward all requests for these funds including unfinanced requirements to the program manager.</p>	

(continued on page 9)

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MEMORANDUM FOR G2, Training Division

SUBJECT: Language Statistics Report

1. The following statistics are submitted per FH Regulation 350-23, block 3j.

MOS	LIC	#AUTH	#ASGN	#TEST	%TEST	#QUAL	%QUAL
CMF 98 or 97 and WO	(By Lang)	(By MTOE)	(Actual)	(Total)	(Total)	2/2 or above	2/2 or above
EXAMPLE							
98Z	RU	2	2	2	100	1	50
98G	PL	22	12	12	100	8	67
98G	GM	4	2	2	100	2	100
97B	GM	4	3	3	100	1	33
97E	RU	6	6	6	100	5	83
351E	RU	1	1	1	100	1	100
TOTAL		39	26	26	100	18	69

NOTE: #QUAL and %QUAL are based on number assigned, not number authorized.

2. Unit point of contact and telephone number.

Name
Rank, Branch
Unit Program Manager

Figure 1-1. Language Statistics Report

-
- Funding**
(Continued)
- Units will submit a report of REDTRAIN fund requirements and their detailed plans for how these funds will be spent
 - to G2, Training Division
 - using the same suspense set for the overall command operating budget submission to the unit's installation budget office.

3k

Oversight and Reports The G2, Training Division exercises oversight of all mission-required, non-resident language training within III Corps and the CORTRAIN.

MSC and unit commanders will evaluate their language programs for training productivity and cost-effectiveness per this regulation and FORSCOM Regulation 350-22, paragraphs 2-8 and 4-9.

Submit reports as indicated in

- FORSCOM Regulation 350-22, paragraph 2-8, and
- this regulation
 - unless rescinded and/or modified by the FORSCOM program manager and/or III Corps program manager.

Submit the monthly FORSCOM linguist database report

- on floppy diskette
- to FORSCOM.

NOTE: Provide a paper copy to III Corps G2, Training Division.

3l

TESTING AND EVALUATION

4

Test Requirements All testing (including types of tests, scoring, and dissemination) will be per FORSCOM Regulation 350-22, paragraphs 2-6 and 2-7.

4a

Tests and Test Procedures Any added tests and/or procedures developed at the unit level will be

- documented in the unit language program *SOP*
- forwarded through channels
- to G2, Training Division.

4b

EVALUATION

5

**Evaluation of
Unit Language
Training
Program**

This evaluation will

- be conducted by the
 - unit commander
 - MSC language program manager
 - III Corps language program manager, and/or
 - FORSCOM language program manager.
- be in the form of review of reports
 - statistical data and
 - personal observation.
- specifically include the contract civilian language instructor performance per
 - contract specifications
 - FORSCOM Regulation 350-22
 - this regulation, and
 - unit ATP and UTP programs.

5a

CONTRACTING FOR LANGUAGE INSTRUCTION

6

**Civilian
Instructors**

All aspects of contracting for civilian language instructors will be per FORSCOM Regulation 350-22, chapter 4.

Evaluation of civilian contractor performance will be per

- block 5a, this regulation and
- FORSCOM Regulation 350-22, paragraph 4-9b.

Other specific guidelines and responsibilities for unit review and oversight of contract language instructors is contained in each installation's contract and can be renegotiated upon renewal of the contract.

It is the unit language program manager's responsibility to ensure contract instructor compliance with contract specifications.

Failure of contract instructors to comply with any portion of the contract will be immediately brought to the attention of the contracting officer's representative (COR) for corrective action.

- Should corrective action not occur
 - prepare a report and
 - forward through command channels
 - to the III Corps language program manager.

NOTE: The COR will provide a copy of the contract to every unit language training program manager, upon request.

6a

FOR THE COMMANDER:



PAUL T. WEYRAUCH
Brigadier General, GS
Chief of Staff

OSCAR N. WHITE, JR.
LTC, SC
DOIM

Appendix A. References

Glossary

DISTRIBUTION:

IAW FH Form 1853, 5 copies unless otherwise indicated
20, 20a, 20c (2), 25a (2), 36 (10), 37, 40 (2), 59 (1), 60 (1), 62 (1), 68, 68a, 68b, 68c

Plus: AFVA-GB
AFVA-312
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Cdr, 3d Armored Cavalry Regiment, ATTN: AFVF-B, Fort Bliss, TX 79916-6700
Cdr, 101st MI Bn, 1st Infantry Division, Fort Riley, KS 66442-5000
Cdr, 104th MI Bn, 4th Infantry Division, Fort Carson, CO 80913-5000
Cdr, 105th MI Bn, 5th Infantry Division, Fort Polk, LA 71459-5000
Cdr, 66th MI Company, 3d Armored Cavalry Regiment, Fort Bliss, TX 79916-6700

GLOSSARY

ACofS	Assistant Chief of Staff
ATP	arrival training program
CLP	command language program
CMF	career management field
COR	contracting officer's representative
CORTRAIN	corps training program
DLPT	Defense Language Proficiency Test
FCT	functional competency test
FLPP	foreign language proficiency pay
FORSCOM	Forces Command
FRP	FORSCOM refresher program
MOS	military occupational specialty
MSC	major subordinate command
MTOE	modification table of organization and equipment
REDTRAIN	readiness training
SC	specialty code
SOP	<i>standing operating procedure</i>
UTP	unit training program