



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

OPNAVINST 1650.31
N13F
18 Jan 2011

OPNAV INSTRUCTION 1650.31

From: Chief of Naval Operations

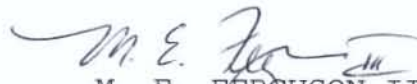
Subj: COMMAND LANGUAGE PROGRAM OF THE YEAR

Ref: (a) OPNAVINST 5400.46

1. Purpose. To provide guidelines and procedures for Navy's Command Language Program of the Year (CLPOY).
2. Background. The Chief of Naval Operations (CNO) established the CLPOY program as an annual recognition of the top command language programs (CLP) in the Navy.
3. Eligibility. Any command with a CLP established by command instruction under reference (a).
4. Nomination Procedures. The competition period is 1 October to 30 September for the preceding fiscal year. Commands will submit packages to the Navy Foreign Language Office (OPNAV (N13F)) via their type commanders (TYCOM) or equivalent superior commands. Nomination packages must reach OPNAV (N13F) by 1 December to be considered. Upon selection, a Navy administrative message (NAVADMIN) will be released announcing the winner. Packages are to be no longer than 12 pages and must address the command's efforts in the following areas:
 - a. Commander's description of the CLP.
 - b. Command language council activities.
 - c. Defense Language Proficiency Test (DLPT) compliance and statistics.
 - d. Language training and testing records keeping.
 - e. Development and use of training resources.
 - f. Instructional methodology and DLPT results.
 - g. Training opportunities and DLPT results.

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- h. Program evaluations.
 - i. Linguist retention and command incentives.
 - j. Marketing the CLP.
 - k. The CLP manager (billet description and accomplishments).
5. Recognition. The winner will be announced via NAVADMIN, and the winning package will be forwarded to the Defense Language Institute Foreign Language Center for Department of Defense level competition.
6. Coordination. CNO coordinator for the CLPOY program is:
- Navy Foreign Language Office
OPNAV N13F
2 Navy Annex (Room 1536)
Washington DC 20370-5000
7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



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