



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

OPNAVINST 5200.37
N13F
30 Aug 2010

OPNAV INSTRUCTION 5200.37

From: Chief of Naval Operations

Subj: NAVY FOREIGN LANGUAGE TESTING PROGRAM

Ref: (a) DoD Instruction 5160.71 of 26 Jan 2009
(b) OPNAVINST 7220.7F

Encl: (1) Student Status Waiver Template
(2) Inability to Test Waiver Template
(3) DLAB/DLPT Early Retest Waiver Template

1. Purpose. Implement policies and assign responsibilities for the Navy Foreign Language Testing Program pursuant to reference (a).

2. Scope. This instruction applies to all active duty Navy, Navy Reserve, and Department of the Navy civilian personnel.

3. Background and Intent

a. The Navy Foreign Language Testing Program is an essential component of the Navy Language, Regional Expertise, and Culture (LREC) Program. Oversight and security of the Navy Foreign Language Testing Program is critical to Navy's ability to measure and capture the language capabilities of Navy components and determine unit readiness.

b. Except as otherwise stipulated in this instruction or as authorized by public law, the Defense Language Proficiency Testing (DLPT) system is the only test battery authorized for assessing an individual's proficiency in a foreign language and for determining qualification for receiving a Foreign Language Proficiency Bonus (FLPB). The DLPT system includes tests in listening, reading, and speaking to include the Oral Proficiency Interview (OPI).

c. All enlisted personnel entering the Navy shall be screened for language aptitude, either by taking the Defense

Language Aptitude Battery (DLAB), or by means of a Department of Defense (DoD)-approved assessment tool, e.g., the Armed Services Vocational Aptitude Battery (ASVAB) or Armed Forces Qualification Test (AFQT). The DLAB also may be administered to officers and civilian personnel as required.

d. Any use of the DLAB or DLPT in non-DoD agencies, except the Coast Guard, or the use of any method of delivering the computer-based or Web-delivered Defense Language Testing Program tests outside the Defense Manpower Data Center (DMDC) channels of delivery requires the express written approval of the Deputy Under Secretary of Defense for Plans (DUSD (Plans)) and shall be requested via the Navy LREC Office (OPNAV (N13F)).

e. The OPI-English (OPI-E), the English Comprehension Level, and the English Language Proficiency Test are the preferred tests authorized by the Department of the Navy to assess a non-native English speaker's proficiency in the English language. Any inquiries regarding these tests shall be forwarded to OPNAV (N13F).

4. Policy

a. Language Proficiency Certification for Cryptologic Technician Interpretive (CTI), Foreign Area Officers (FAO), Civilian Linguists, and Non-Career Linguists

(1) All career linguists are required to certify their language proficiency by testing annually. A career linguist is defined as a Sailor serving in a rating or designator for which a language is required, such as CTI and FAO, or a civilian whose position description requires the use of a foreign language. Additionally, annual recertification is required for all non-career linguists, who desire to maintain eligibility for FLPB as outlined in reference (b). Provided at least 180 days have passed since his or her most recent certification, a member is eligible to retest at any time.

(2) DLPT reading and listening portions for each language must be completed within 30 calendar days of each other to be valid for certification purposes. For example, if a member takes the listening portion of the DLPT for a language on 1 June, the reading portion of the DLPT for the specified language, if available, must be completed prior to 1 July. When

tests are administered over multiple days, the certification date will be the date the last portion of the test was taken.

(3) Upper Range (UR) tests may be used for certification above Interagency Language Roundtable (ILR) level 3. Personnel may take the UR test if they achieve ILR level 3 in both listening and reading (if available) on the Lower Range (LR) tests for the specified language. 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 completed within 90 days of the date of the LR test to be valid for certification purposes. Once the initial portion of the UR test has been taken, all portions must be completed within 30 calendar days to be valid for certification. If a member achieves a score above ILR level 3 on the UR test, the certification date will become the date the UR test was completed. If the member only scores a level 3 in listening and reading on the UR test, the date of certification will remain the date the LR test was completed.

(4) OPIs, if available, may be requested by eligible candidates. OPI requests shall be forwarded to the Navy Foreign Language Testing Office within 30 days of associated DLPT completion. OPIs only shall be offered to members who meet one of the following eligibility criteria:

(a) Personnel who achieve a minimum ILR skill level of 3 in both listening and reading (if available) on a DLPT; or

(b) FAOs who achieve a minimum ILR skill level of 2 in both listening and reading (if available) on a DLPT; or

(c) Personnel assigned to expeditionary, special warfare, or special assignments (e.g., Afghanistan-Pakistan Hands), who achieve a minimum ILR skill level of 1 in both listening and reading (if available) on a DLPT; or

(d) Personnel deployed to an area where there is no reasonable access to a testing facility. Reasonable access is defined as having a testing facility within 50 miles of current duty assignment.

NOTE: The certification date will remain the date of the qualifying DLPT except in cases where no DLPT is available.

b. Recertification Waivers. If it has been more than 180 days since a member's most recent certification, the member must recertify prior to any event (e.g., deployment, significant education and training event), which would preclude timely annual recertification. Otherwise, language proficiency recertification may be delayed under the following circumstances:

(1) Student Status. When certification in a foreign language will expire while attending a significant language education or training event in the specified language, the member may request a "Student Status" waiver. In order to qualify for a "Student Status" waiver, the member must be enrolled in a foreign language education or training course, which requires a DLPT upon course completion and is in the same language as the expiring certification. Personnel attending education or training courses for languages other than the one expiring or attending courses not requiring a DLPT upon course completion are not eligible for a student status waiver.

(a) Requests for "Student Status" waivers must be forwarded by the member's commanding officer (CO) or officer in charge (OIC) using enclosure (1) and received by Navy LREC Office, Policy, Strategy, and Requirements Section (OPNAV (N13F1)) no later than 30 days prior to commencement of training. After-the-fact or late waiver requests are highly discouraged but will be considered on a case-by-case basis.

(b) If it has been more than 180 days since the member's most recent certification and the certification will expire while enrolled in the course of instruction, the member must recertify prior to commencement of the course of instruction.

(2) Inability to Test. Personnel unable to recertify their language proficiency due to an inability to access a testing facility or to take an OPI may request an "Inability to Test" waiver.

(a) "Inability to Test" waiver requests must be forwarded by the member's CO or OIC using enclosure (2). Waivers must be received by OPNAV (N13F1) no later than 30 days prior to the member's required recertification date. After-the-fact or late waiver requests are highly discouraged but will be considered on a case-by-case basis.

(b) With the exception of CTIs, all personnel who do not have access to a testing facility must take the OPI, provided an OPI is available for the language to be tested and a test control officer (TCO) can be identified. A member is considered to have access to a testing facility when a testing facility is located within 50 miles of current duty station. CTIs are not required to take an OPI in lieu of DLPT for recertification purposes as described in this paragraph.

(c) If a member is deploying overseas or will be underway, and it has been more than 180 days since the member's most recent certification and the most recent certification is anticipated to expire during the deployment, the member must recertify prior to deployment.

(d) Members granted an "Inability to Test" waiver will be required to recertify in their language within 60 days upon return from deployment, return to their parent command, or return to an area where testing facilities are available. Failure to recertify within 60 days of return will invalidate the "Inability to Test" waiver, and the member's last certification date will remain the certification date of record for purposes of qualification and pay. Invalidation of a waiver may have a significant impact on FLPB eligibility and may result in initiation of recoupment procedures per reference (b).

(3) Early Retests. Members may not retake the DLAB or DLPT earlier than 180 calendar days from the last administration of the test without prior approval by OPNAV (N13F1).

(a) DLAB tests will not routinely be administered to an individual earlier than 180 calendar days from the last administration of the test without OPNAV (N13F1) approval. DLAB tests will not be administered earlier than 90 calendar days from the last administration of the test to an individual. Requests for an "Early Retest" waiver must be forwarded by the member's CO or OIC in using enclosure (3), and received by OPNAV

(N13F1) no later than 30 days prior to the member's desired test date. Late waiver requests will be approved on a case-by-case basis and will only be considered in situations beyond the member's normal control. Members may not take a DLAB more than twice in a 12-month period.

(b) DLPTs will not routinely be administered to an individual earlier than 180 calendar days from the last test without OPNAV (N13F1) approval. A member who has attended a significant language education or training event of at least 160 hours may be eligible for an "Early Retest" waiver. Requests for an "Early Retest" waiver must be forwarded by the member's CO or OIC using enclosure (3), and received by OPNAV (N13F1) no later than 30 days prior to the member's test date. Late waiver requests will be approved on a case-by-case basis and will only be considered in situations beyond the member's normal control. Requests to retake the DLPT earlier than 90 calendar days from the last test will not normally be approved. Members may not take a DLPT in the same language more than twice in a 12-month period.

c. Test Control Officers and Proctors. Personnel may not serve as TCOs or proctors of DLPT system tests for any language in which they test for certification or pay purposes without prior approval from OPNAV (N13F1).

5. Responsibilities

a. Director, Military Personnel, Plans, and Policies (OPNAV (N13))/Navy Senior Language Authority (SLA). OPNAV (N13), as the Navy SLA, executes overall responsibility for the Navy Foreign Language Testing Program.

b. Director, Navy Foreign Language, Regional Expertise, and Culture Office (OPNAV (N13F))/Navy Deputy Senior Language Authority (DSLAs). OPNAV (N13F), as the Navy DSLA, shall:

(1) Provide policy guidance and oversight for the Foreign Language Testing Program.

(2) Advise OPNAV (N13) on all significant testing issues affecting Navy.

c. Strategy, Policy, Requirements, and Technology Section Head (OPNAV (N13F1)). OPNAV (N13F1) shall:

(1) Be responsible for policy and direction for the Navy Foreign Language Testing Program.

(2) Establish policies and procedures to ensure OPNAV (N13F) is informed of all significant testing issues affecting the Navy. Inform and advise OPNAV (N13) and OPNAV (N13F) on all significant testing issues potentially affecting the program.

(3) Establish policies and procedures for granting "Student Status," "Inability to Test," and "Early Retest" waivers and review and adjudicate all waiver requests per reference (a) and the policies and procedures as set forth in this instruction.

(4) Issue policies and procedures governing the administration of tests per the policies contained in this instruction, including, but not limited to:

(a) Ensuring the security of the test materials.

(b) Reporting loss, compromise, or possible compromise of test materials to the Defense Language Institute, Foreign Language Center (DLIFLC) or the Defense Language Institute English Language Center, as appropriate, at the time the incident occurs, and reporting the results of all investigations upon completion.

(5) Establish policies to screen and track all newly commissioned officer personnel for language aptitude or capability.

(6) Establish foreign language accession screening policies to screen all recruits for language aptitude with the ASVAB, DLAB, or other DoD-approved screening tool. Establish policies to inform personnel who score above 85 on the AFQT that their performance reflects a potential aptitude to learn a foreign language.

(7) Develop policies to administer proficiency tests of the DLPT system to Navy recruits or enlisted personnel who have a self-professed knowledge of a foreign language during their first term of enlistment or period of service.

(8) Review and approve requests for release of examinee test scores, except for test score data routinely provided to examinees, DMDC, and the DoD components.

(9) In the absence of a DLPT system test to certify proficiency for a DoD approved foreign language, initiate a request for certification of a non-DLPT system test to the Commandant, DLIFLC, with a copy to the Deputy Undersecretary of Defense for Plans.

d. Naval Education and Training Command (NETC). NETC shall:

(1) Plan, program, resource, and budget for Navy Language Testing Program activities related to test administration and delivery.

(2) Establish policies and procedures to ensure infrastructure, facilities, and personnel are available to support test administration.

(3) Promulgate guidelines for the implementation of policies contained in this instruction and ensure OPNAV (N13F1) is kept informed of all significant testing issues affecting the Navy.

(4) Provide execution oversight of the Navy Foreign Language Testing Program components, including measures of performance, strategies for the distribution of resources, and the reporting of program metrics to OPNAV (N13F) as requested.

e. Navy Foreign Language Testing Office (NFLTO). The NFLTO manages the administration of foreign language testing under the Navy Foreign Language Testing Program and is responsible for execution of the testing program under the administrative control of NETC. The NFLTO shall:

(1) Implement procedures governing the administration of tests per the policies contained in this instruction, including, but not limited to:

(a) Ensuring the security of test materials.

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

(c) Reporting loss, compromise, or possible compromise of test materials to OPNAV (N13F1) within 24 hours of discovery.

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

(2) Ensure DLAB and DLPT system tests are administered in a controlled test environment by a test administrator who is trained and certified according to standards and policies per reference (a). The DLPT5 and other DLPT system computer-based or Web-delivered foreign language tests require an additional test administrator certification as established by DMDC.

(3) Administer the DLAB no earlier than 180 calendar days from the last administration of the DLAB to an individual, unless the individual has an "Early Retest" waiver approved by OPNAV (N13F1). No more than 2 iterations of the DLAB will be administered to the same person in a 12-month period.

(4) Administer tests of the DLPT system no earlier than 180 calendar days from the last administration of a test in the specified language or dialect for a member unless the member has an "Early Retest" waiver approved by OPNAV (N13F1). No more than 2 iterations of the same test will be administered to the same person in a 12-month period.

(5) Administer UR tests only to personnel who have achieved an ILR level 3 in both listening and reading on the LR test in the specified language.

(6) Coordinate and schedule OPIs with DLIFLC.

(a) Establish policies and procedures for requesting and scheduling OPIs.

(b) Serve as the designated point of contact for test-delivery matters with DMDC and:

1. Coordinate all technical test-delivery issues with DMDC.
2. Monitor the performance of test-delivery sites.
3. Disseminate information from DMDC to test-delivery sites.

(c) Schedule OPIs as soon as practicable for eligible members who meet one of the following criteria (and within 30 days of qualifying DLPT):

1. Members who achieve a minimum ILR skill level of 3 in both listening and reading (if available) on a DLPT in the requested language; or
2. FAOs who achieve a minimum ILR skill level of 2 in both listening and reading on a DLPT in the requested language; or
3. Members assigned to expeditionary unit identification codes (UICs), who achieve a minimum ILR skill level of 1 in both listening and reading a DLPT in the requested language; or
4. Members deployed to an area where there is no reasonable access to a testing facility. Reasonable access is defined as having a testing facility within 50 miles of current duty assignment; or
5. As directed by OPNAV (N13F1).

(7) Forward all requests for OPIs that cannot be granted by current policy to OPNAV (N13F1) for review and adjudication.

(8) Receive scores for electronic DLPTs or score paper tests as appropriate. Ensure scores are entered into appropriate Navy databases.

30 Aug 2010

(9) Provide to OPNAV (N13F) weekly reports on all testing results pertaining to Navy personnel. Report formats shall be as directed by OPNAV (N13F) and shall include all available information generated by associated DoD systems.

(10) Provide language-related reports as requested by OPNAV (N13F), including, but not limited to: testing trends, quarterly averages, accession point testing results, etc.

6. Records Management. Records created by this instruction, regardless of media and format, shall be managed per Secretary of Navy Manual 5210.1 of November 2007.



M. E. FERGUSON III
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education) (N1)

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.daps.dla.mil/>

STUDENT STATUS WAIVER TEMPLATE

[COMMAND LETTERHEAD]

5200
Ser N00/xxx
DD Mmm YY

From: Commanding Officer, [Unit]
To: Navy Foreign Language Office (OPNAV N13F1)

Subj: WAIVER REQUEST TO EXTEND DLPT
RECERTIFICATION DATE DUE TO STUDENT
STATUS ICO [NAME, RANK, USN, LAST 4 OF
SSN]

Ref: (a) OPNAVINST 7220.7F

1. Per reference (a), request a waiver to extend subject named member's annual DLPT recertification test date. Member is in a student status and was not delinquent when the course started.

Beginning date of instruction: DD Mmm YY
Ending date of instruction: DD Mmm YY
Course title:
Course length: [number of weeks]
Date of last certification test: DD Mmm YY

2. My point of contact for this matter is [Name, phone, email].

SIGNATURE BLOCK

INABILITY TO TEST WAIVER TEMPLATE

[COMMAND LETTERHEAD]

5200
Ser N00/xxx
DD Mmm YY

From: Commanding Officer, [Unit]
To: Navy Foreign Language Office (OPNAV N13F1)

Subj: WAIVER REQUEST TO EXTEND DLPT
RECERTIFICATION DATE DUE TO INABILITY TO
TEST ICO [NAME, RANK, USN, LAST 4 OF
SSN]

Ref: (a) OPNAVINST 7220.7F

1. Per reference (a), request a waiver to extend subject named member's annual DLPT recertification test date.
2. Member will be assigned to a location where testing is not available and/or accessible.

Beginning date of assignment: DD Mmm YY
Ending date of assignment: DD Mmm YY
Date of last certification test: DD Mmm YY
Area of assignment: [Location and nature of
assignment]

3. My point of contact for this matter is [Name, phone, email].

SIGNATURE BLOCK

DLAB/DLPT EARLY RETEST WAIVER TEMPLATE

[COMMAND LETTERHEAD]

5200
Ser N00/xxx
DD Mmm YY

From: Commanding Officer, [Unit]
To: Navy Foreign Language Office (OPNAV N13F1)
Subj: WAIVER REQUEST FOR EARLY RETEST OF THE
DLPT ICO [NAME, RANK, USN, LAST 4 OF SSN]
Ref: (a) OPNAVINST 7220.7F

1. Per reference (a), request a waiver for an early DLPT retest. Subject named member's last test was more than 90 but less than 180 days ago.
2. Member has attended a significant language training event.

Current DLPT score:

Beginning date of instruction: DD Mmm YY

Ending date of instruction: DD Mmm YY

Course title:

Course length: [number of weeks]

Date of last two certification tests: DD Mmm YY
DD Mmm YY

3. My point of contact for this matter is [Name, phone, email].

SIGNATURE BLOCK