



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5400.46
N13F
18 Jan 2011

OPNAV INSTRUCTION 5400.46

From: Chief of Naval Operations

Subj: COMMAND LANGUAGE PROGRAM

Ref: (a) DLIFLC Pam 350-9 (NOTAL)

1. Purpose. To establish guidelines, policies, and procedures for establishing and operating the Navy command language programs (CLP).
2. Scope. This instruction applies to all active-duty, reserve, and civilian Navy personnel.
3. Discussion. Maintenance and enhancement of linguistic proficiency is an operational necessity for all Sailors who possess foreign language proficiency, especially while assigned to commands with foreign language requirements. Standardization of Navy CLPs is vital to meeting language regional expertise and culture (LREC) mission requirements. All commands with language-coded billets or with foreign language proficient Sailors must establish a CLP. Reference (a) provides guidelines, policies, and procedures for Department of Defense CLPs, and should be used in concert with this instruction for the development and implementation of CLPs.
4. Objective. To establish a standardized Navy CLP which:
 - a. Delineates responsibility and provides support for the maintenance and enhancement of linguistic proficiency of assigned Sailors;
 - b. Documents overall unit and individual language training and testing for accurate and timely language readiness assessments;

c. Fosters an environment of teamwork for language training and language proficiency maintenance with aggressive command involvement, and instills a personal sense of responsibility for linguistic readiness;

d. Is sufficiently staffed by qualified personnel dedicated to supporting Navy language initiatives and directives and command members with foreign language proficiency;

e. Facilitates foreign language readiness testing; and

f. Recognizes command and individual language achievements.

5. Applicability

a. All commands with billets coded for language must establish a CLP separate and distinct from existing command training programs.

b. Commands without language-coded billets that have Sailors certified in a language who may be receiving the Foreign Language Proficiency Bonus (FLPB) also must establish a CLP, but may combine CLP program with already established command training programs.

6. Responsibilities

a. Director, Navy LREC Office (OPNAV N13F) shall provide overall guidance on the CLP for the Navy.

b. Director, Policy, Strategy, Requirements and Technology Section, Navy LREC Office (OPNAV N13F1) shall define program policy, reporting requirements, and overall program direction.

c. Navy CLP Advisor, Navy LREC Office (OPNAV N13F12) shall:

(1) Provide oversight and guidance for command programs per Navy policy.

(2) Act as the Navy point of contact for this program and provide assistance as requested by commands while developing and executing their CLP.

(3) Consolidate and forward the annual CLP report to OPNAV N13F1 based upon command inputs and make recommendations as appropriate.

d. Commanding officers (COs) and officers in charge (OICs) shall:

(1) Institute an aggressive, effective language-training program to enhance the command's ability to meet language mission requirements. This program will include weekly language maintenance training for all members filling language required billets no less than 2 hours per week, and significant language training events of at least 120 hours bi-annually.

(2) Establish a CLP manager (CLPM) and designate, in writing, a qualified linguist with proven leadership and training skills as the CLPM. This position may be a collateral duty, but should be a permanent full-time position in commands with more than 100 language coded billets.

(3) If the linguist population warrants, designate departmental CLPM assistants (DLPM). DLPMs will assist the CLPM in reconciling training and deployment schedules for linguists assigned to their departments and provide monthly input to the CLPM detailing training or other significant issues related to language training and maintenance.

(4) For commands with language-coded billets, establish a command language council that meets regularly to address language issues such as training, readiness, Defense Language Proficiency Test (DLPT) testing status, FLPB issues, and any other issues relevant to the CLP. Membership should include the CO, executive officer, command master chief, command training officer, and CLPM.

(5) Reward language related achievement through individual and group recognition.

(6) Where appropriate, document language readiness and accomplishments in fitness reports and evaluations.

(7) Report annually and no later than 31 October, via the appropriate chain of command to OPNAV N13F12 the overall accomplishments of the CLP to include number of linguists by

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language, number of training events undertaken by linguists and the duration of these events, significant contributions made by linguists in the command in support of mission requirements, overall narrative assessment of their CLP, and any issues or challenges encountered in the execution of this program

e. CLPMs shall:

(1) Manage programmatic aspects of the CLP to include foreign language training and DLPT testing, and carry out language training and readiness functions as designated by the CO or OIC. Execute an aggressive and effective language-training program to enhance the command's ability to meet its language mission requirements. This program will include weekly language maintenance training for all linguists filling billets requiring language of no less than 2 hours per week, and significant language training events of at least 120 hours bi-annually.

(2) Develop and maintain individual language training plans for every assigned linguist.

(3) Maintain command language database to include training accomplishments, DLPT scores, and pertinent linguist information.

(4) Coordinate annual language proficiency testing for all command Sailors proficient in a foreign language.

(5) Provide to the CO or OIC input for the command's annual CLP report, documenting the overall accomplishments of the CLP to include number of linguists by languages, number of training events undertaken by linguists and the duration of these events, significant contributions made by linguists in the command in support of mission requirements, overall narrative assessment of the CLP, any issues or challenges encountered in the execution of this program.

f. DLPMs. When assigned, DLPMs shall assist the CLPM as follows:

(1) Coordinate DLPT testing with the CLPM to ensure testing is scheduled and completed.

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(2) Maintain departmental language records.

(3) Provide DLPT scores to department chains of command for inclusion in mid-term counseling and evaluations as appropriate.

(4) Assist department Sailors with language training and testing requirements.

(5) Provide monthly input to the CLPM for any issues involving language training or other issues that require the attention of the command language council.

(6) Assist the CLPM with development of input for the command's annual CLP report, documenting the overall accomplishments of their department to include: number of linguists by languages, number of training events undertaken by linguists and the duration of these events, significant contributions made by linguists in the command in support of mission requirements, overall narrative assessment of the CLP, and any issues or challenges encountered in the execution of this program.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of November 2007.

8. Reports Control. Reports contained within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005.



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