



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

OPNAVINST 7220.7G
N13F
13 MAY 2011

OPNAV INSTRUCTION 7220.7G

From: Chief of Naval Operations

Subj: FOREIGN LANGUAGE PROFICIENCY BONUS PROGRAM

Ref: (a) 37 U.S.C. §316
(b) DoD Instruction 7280.03 of 20 Aug 2007
(c) DoD Directive 5160.41E of 21 Oct 2005
(d) OPNAVINST 5200.37

Encl: (1) Award Levels
(2) Definitions
(3) Scenarios
(4) Request for FLPB Due to Expeditionary Operations
(5) Request for FLPB Due to Contingency Operations

1. Purpose. To provide policy guidance and establish procedures for administering the U.S. Navy's Foreign Language Proficiency Bonus (FLPB) Program. This instruction serves as the primary information source for Navy and Navy Reserve personnel regarding FLPB, and prescribes individual and command responsibilities relative to the program. It has been revised substantially and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 7220.7F.

3. Scope. This instruction applies to all active duty and reserve personnel. Civilian FLPB procedures pursuant to Assistant Secretary of the Navy, Manpower and Reserve Affairs Memorandum "Foreign Language Proficiency Pay for Department of the Navy Civilian Employees Performing Non-Intelligence Duties" dated 25 April 2008, are not addressed in this instruction.

4. Policy. References (a) and (b) and this instruction authorize the disbursement of FLPB and establish policy and procedures for program administration. As Navy's senior language authority (SLA), Chief of Naval Operations (CNO) Director, Military Personnel Plans and Policy Division (OPNAV (N13)) is responsible for Navy FLPB policy and advises the CNO

on this program. FLPB is authorized for eligible active duty Navy and Navy Reserve personnel who possess proficiency in foreign languages needed for Navy's missions. The objective of FLPB is to incentivize the acquisition, maintenance, and enhancement of foreign language proficiency at or above levels required for occupational and functional performance. Acceptance of FLPB constitutes acknowledgement of the recipient's eligibility for deployment or reassignment in language-related duties if or as required.

5. Award Levels. Subject to the cap imposed by reference (b), FLPB disbursement is authorized as follows:

a. Not to exceed \$12,000 in a single year of certification as prescribed in this chapter.

b. For more than one language, provided the total payment does not exceed \$500 per month for a single language, or \$1,000 per month for any combination of languages.

c. In monthly installments for both the active and reserve components (RC).

6. Award Level Computation. Per references (a) and (b), FLPB award levels, as shown in enclosure (1), are determined by three factors: level of proficiency; specific language or languages in which proficiency is achieved; and existence of the capability within the force.

a. Proficiency Levels. Proficiency and modality combinations are based on established Interagency Language Roundtable (ILR) standards as stipulated in reference (b) and contained in enclosure (1). For the purpose of this instruction, proficiency in language modalities (i.e., listening, reading, and speaking) is measured through the Defense Language Proficiency Testing (DLPT) system. The DLPT system consists of multiple choice tests, constructed response tests, guided proficiency tests, Oral Proficiency Interviews (OPI), and other Defense Language Institute Foreign Language Center (DLIFLC) approved standardized foreign language tests that measure proficiency. The DLPT measures listening (L) and reading (R), while the OPI measures speaking (S).

(1) FLPB is authorized for 1 year from the date of a qualifying test.

(2) In order to qualify for FLPB, Navy personnel must certify annually in each language for which they receive FLPB.

(3) The minimum qualifying score for FLPB is L2/R2 on a DLPT or S2 on an OPI when no DLPT exists unless otherwise specified in this instruction.

b. Specified languages. Per reference (c), specific languages for which FLPB may be authorized are determined by the Defense Language Steering Committee (DLSC) and published annually by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). Per reference (b), CNO may supplement this list as described in paragraph 6b(2) below.

(1) Language lists, prioritization, and FLPB rates. Based on national security and defense strategies, as well as the needs of the combatant commands, combat support agencies, and Military Departments, USD(P&R)'s published strategic language list (SLL), where language requirements are categorized into "Immediate," "Emerging," and "Enduring." FLPB rates are graduated accordingly, with languages on the immediate list (FLPB A) authorized at the highest amounts, followed by emerging and enduring (FLPB B). The entire list is reviewed annually to ensure its priorities reflect the long-term strategic objectives and mission focus of the Department of Defense (DoD).

(2) Navy Additions. Reference (c) recognizes that DoD's language lists may not include all languages for which the services require a capability. It therefore authorizes the services to pay for languages not prioritized as immediate, emerging, or enduring by USD(P&R) or raise the priority of a language, provided they otherwise have been approved by DoD for FLPB disbursement. In addition, DoD components may limit the payment of FLPB for languages on the enduring list to those individuals whose duties require language proficiency. Accordingly, OPNAV (N13) annually develops and publishes a Navy SLL that complements the USD(P&R) list, and identifies additional languages considered immediate, emerging, and enduring by the Navy. Languages added to the SLL by the Navy will be authorized FLPB A or B as prescribed in the published list.

c. "Prevalent in the Force" (PIF) Languages. Where sufficient strategic capacity exists in specified foreign languages, that is, when the language is PIF, reference (b) authorizes the Services to limit payment of FLPB to career linguists (as defined in enclosure (2)), Sailors assigned to a billet coded for that language, or Sailors eligible under paragraph 7b(6) of this instruction.

d. Languages not on the SLL. For languages not on the SLL, Navy will pay FLPB for contingency operations (as outlined in paragraph 7b(6) of this instruction), at FLPB B rates, if eligibility requirements are met. Sailors in billets coded for languages not on the SLL may receive FLPB B, if eligibility requirements are met. Requests for contingency FLPB for languages not listed on the SLL will be considered on a case by case basis.

7. Eligibility and Payment

a. The basic eligibility criterion for all FLPB recipients is demonstrated language ability via the DLPT system of tests in an approved language. Demonstrated language ability is characterized as the achievement of a score of L2/R2 or better on the DLPT, an overall score of 2 on an OPI, or as otherwise stated in this instruction. Specific policies that address testing can be found in reference (d). Scenarios of instances FLPB are provided for further explanation in enclosure (3).

b. The following additional eligibility requirements apply:

(1) FLPB A. Paid to any Sailor with a qualifying DLPT or OPI score in any language listed on the DoD or Navy immediate requirements list, except those identified as PIF. Navy may authorize FLPB A payment for language skill level 1 or higher as defined in this instruction. Career linguists must achieve a 2/2 qualifying score for pay. In cases where an immediate language is declared PIF, Sailors may draw FLPB provided they are assigned to, and meet the specified ILR level requirements of, a billet coded for the immediate language.

(2) FLPB B. Paid to any Sailor with a qualifying DLPT or OPI score in any language listed on the DoD or Navy emerging or enduring lists, except those identified as PIF. In cases where an emerging or enduring language is declared PIF, Sailors

may draw FLPB provided they are assigned to, and meet the specified ILR level requirements of, a billet coded for the language.

(3) U.S. Naval Academy Midshipmen. FLPB payment is not authorized for Naval Academy midshipmen.

(4) Career Linguist. FLPB shall be paid to Sailors defined as career linguists with a qualifying DLPT or OPI score in any language listed on the DoD or Navy SLL, regardless of billet or PIF designation. Career linguists shall be paid at graduated FLPB levels (A or B) depending on language category. Career linguists must achieve a minimum qualifying score of 2/2 to be eligible for pay.

(5) Initial Acquisition Graduates. Sailors who graduate from DLIFLC or other DoD-approved acquisition course of comparable length and content to a DLIFLC initial acquisition course shall receive FLPB for that language, regardless of billet or PIF designation, as long as all other eligibility requirements are met. Issues on course eligibility shall be decided by Navy Language, Regional Expertise, Culture and N1 Irregular Challenges Office (OPNAV (N13F)).

(6) Expeditionary FLPB. FLPB payment to Sailors assigned to Navy special operations and expeditionary forces is authorized for language skill level 1 or higher as defined in this instruction. Award levels are shown in enclosure (1). PIF languages are not eligible under this paragraph unless the Sailor is assigned to, and meets the specified ILR level requirements of, a billet coded for the PIF language. Career linguists are not eligible under this paragraph and must achieve a 2/2 qualifying score for pay. Sailors eligible for expeditionary FLPB include:

(a) All designators and ratings assigned to the Naval Special Warfare Command (NAVSPECWARCOM).

(b) Sailors assigned to the Naval Expeditionary Combat Command (NECC), regardless of designator or rating. This includes individual augmentees (IA) under the administrative oversight of the Expeditionary Combat Readiness Center, for the duration of their IA assignment.

(c) Sailors assigned to the Fleet Marine Force (FMF), and Health Services Augmentation Program, officer or enlisted, regardless of designator or rating.

(d) Sailors assigned to the Afghanistan-Pakistan Hands Program, regardless of designator or rating, for the duration of the assignment.

(e) To be eligible for expeditionary FLPB, Sailors must be assigned to a NAVSPECWARCOM, NECC, or FMF unit identification code (UIC), and achieve a minimum of 1/1 on the DLPT or OPI, if no DLPT is available. Upon receipt of scores, the Sailor's commanding officer shall forward a request to OPNAV (N13F)'s Policy, Strategy, Requirements, and Technology Section (OPNAV (N13F1)) requesting approval for FLPB payment. All requests shall be on command letterhead, signed by the commanding officer, or designated representative "By direction," and serialized. Refer to enclosure (4) for an example of an expeditionary FLPB request. Upon receipt of the approval, OPNAV (N13F) Programs and Budget Section (OPNAV (N13F2)), will verify scores and UIC, and authorize FLPB payment. FLPB eligibility is retained for the duration of a Sailor's assignment provided annual recertification is accomplished and eligibility requirements are met. PIF languages are not eligible under this paragraph.

(7) Contingency FLPB

(a) Contingency situations include emergency, unplanned, or ad hoc operations wherein the Sailor's foreign language skill is required to support the command's mission. Rotational or regularly planned deployments do not constitute a contingency situation. Use of language skill, including PIF languages, during execution of regularly assigned duties does not constitute a contingency use of language skills and billets should be coded to include required language skills. Sailors called upon to use their foreign language skills in contingency situations as defined above are eligible for FLPB under certain conditions.

1. To be eligible, Sailors must achieve a minimum qualifying score of 1/1 on the DLPT or OPI, if no DLPT

is available in the language(s) used for the contingency. Career linguists are not eligible under this paragraph and must achieve a 2/2 qualifying score for pay.

2. Sailors without a current test in the language(s) used must be tested via the DLPT system within 90 days of the end of the operational deployment in which their language skill was required.

(b) Contingency FLPB is not intended to replace the need to properly designate billets that have language requirements. As such, contingency FLPB normally will be approved for an initial 180-day period to provide sufficient time for submission of billet change requests.

(c) For contingency requests, FLPB will be paid in a lump sum, upon completion of the contingency based on the length of time the language was used. Following completion of the contingency and receipt of scores, the Sailor's commanding officer shall forward a request to OPNAV (N13F1) requesting approval for FLPB payment. All requests shall be on command letterhead, signed by the commanding officer or designated representative "By direction," and serialized. Refer to enclosure (5) for an example of a contingency FLPB request.

(8) RC Eligibility Requirements. Members of the Selected Reserve, in addition to meeting the eligibility requirements set forth above, must maintain satisfactory participation.

8. Start and Stop of FLPB. FLPB starts on the date of qualifying certification. FLPB normally is authorized for up to 12 months. Recertification earlier than the anniversary date will affect the eligibility period and rate based on the new certification. Where entitlement is based upon a Sailor's assignment to a language-coded billet, FLPB will be stopped when the billet is vacated. It is incumbent upon the Sailor to notify OPNAV (N13F) upon detachment from the billet. Sailors receiving FLPB for PIF languages based on assignment to a billet for that language are responsible for contacting OPNAV (N13F2) to stop their FLPB payment upon transfer from the authorized billet. Failure to do so may result in overpayment, which must be recouped.

9. Erroneous Payment of FLPB. If FLPB is awarded erroneously, OPNAV (N13F) (for the active component (AC)) or Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (for the RC) will initiate recoupment procedures.

10. Responsibilities

a. Navy SLA/OPNAV (N13) executes overall management of the FLPB Program and designates OPNAV (N13F) as the action office to execute the program. In that role, OPNAV (N13F) shall provide policy guidance and oversight for the program.

(1) OPNAV (N13F1) shall:

(a) Publish updates to authorized language lists and provide policy guidance as required.

(b) Serve as adjudication and waiver authority for exceptions to policy requests for FLPB.

(c) Adjudicate FLPB entitlement disputes and serve as the subject matter expert for FLPB policy.

(2) OPNAV (N13F2) shall:

(a) Program and budget for the program.

(b) Determine pay entitlement.

(c) Start, stop, or change pay entitlements as necessary for Sailors eligible for FLPB per this instruction.

(d) Ensure FLPB is paid for only 1 year unless the Sailor retests prior to the expiration date of his or her current score or receives a waiver from OPNAV (N13F1).

(e) Forward waiver requests involving exceptions to policy to OPNAV (N13F1) for adjudication.

(f) Initiate recoupment actions as necessary.

b. Commanding officers and naval reserve force commands with billets coded for language shall:

(1) Submit quarterly listings of non-career linguist personnel assigned to language-coded billets to OPNAV (N13F1). Reports will be made no later than the end of the second week of each quarter and should include name, last four digits of Sailors' social security number (SSN), language, and billet assigned.

(2) Verify quarterly validity of AC and RC language-coded billets contained in authorized manning documents and include results in report required by paragraph 10b(1) of this instruction.

(3) Inform OPNAV (N13F1) and COMNAVRESFORCOM, if applicable, at least 4 weeks in advance if a Sailor's eligibility (based on a qualifying test score) will expire during an underway period or enrollment in a course of instruction measured by a DLPT. All requests shall be on command letterhead, signed by the commanding officer or designated representative "By direction" and serialized per reference (d).

(4) Inform OPNAV (N13F2) of an RC member's recall to active duty to facilitate reconciliation of monthly FLPB installments with any prior RC bonus payments.

c. Ships' administration officers, personnel support activities and detachments, and reserve readiness commands and operational support centers shall forward FLPB action requests to OPNAV (N13F2). Only OPNAV (N13F), in coordination with COMNAVRESFORCOM for RC members, has authority to effect pay changes.

d. Sailors shall:

(1) Make known their professed language abilities and take the DLPT to measure their proficiency.

(2) Take the DLPT and or OPI annually to qualify for continued receipt of FLPB.

(3) If FLPB is contingent upon assignment, notify OPNAV (N13F) upon detachment from their billets.

11. Records Management. Records created by 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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AWARD LEVELS

FLPB RATES FOR LANGUAGE PROFICIENCY (DLPT)

This schedule is based on listening and reading levels, except in the case of 3/3/3, where speaking is included.	<u>FLPB A</u> For languages on the Strategic Language List - Immediate	<u>FLPB B</u> For languages on the Strategic Language List - Emerging, Enduring
	MONTHLY	MONTHLY
LEVELS		
Expeditionary	\$100.00	\$50.00
2/2	\$200.00	\$150.00
2/2+ or 2+/2	\$250.00	\$175.00
2/3 or 3/2 or 2+/2+	\$300.00	\$200.00
3/2+ or 2+/3	\$350.00	\$250.00
3/3	\$400.00	\$300.00
3/3/3 or 4/4	\$500.00	\$400.00

FLPB RATES FOR SPEAKING PROFICIENCY (OPI)

This schedule is based on OPI speaking levels and applies only when no DLPT is available, and will not be paid in addition to previous schedule.	<u>FLPB A</u> For languages on the Strategic Language List - Immediate	<u>FLPB B</u> For languages on the Strategic Language List - Emerging, Enduring
	MONTHLY	MONTHLY
LEVELS		
1	\$100.00	\$50.00
2	\$200.00	\$150.00
2+	\$300.00	\$200.00
3	\$400.00	\$300.00
4	\$500.00	\$400.00

DEFINITIONS

1. Terms Defined. The following terms and their definitions, listed in alphabetical order, will aid in interpreting this instruction, and in the continued administration of the Navy's FLPB Program.

a. Career Linguist. Career linguists are FAOs and members of the CTI rating. FAOs must carry the 17xx designation.

b. Commander, Naval Installations Command - Appointed Activity. The office designated by Commander, Naval Installations Command as being responsible for payment of FLPB for the Navy. Only OPNAV (N13F) is authorized to process FLPB transactions.

c. Defense Language Proficiency Test (DLPT). The DLPT is designed to assess the general language proficiency in reading and listening of native English speakers who have learned a foreign language. The test is meant to measure how well a person can function in real-life situations in a foreign language according to well-defined linguistic tasks and assessment criteria. For some languages, only one testing modality exists.

d. Defense Language Steering Committee (DLSC). Comprised of all DoD SLAs, it was created by Deputy, Secretary of Defense to provide senior level guidance in the language transformation effort and future development of the DoD language capabilities.

e. Emerging Language List. Languages for which DoD anticipates an expanding requirement.

f. Enduring Language List. Languages for which DoD has forecasted strategic needs for the next 10 to 15 years.

g. Immediate Language List. Languages for which DoD requires increased near-term capacity.

h. Oral Proficiency Interview (OPI). A standardized testing method for the global assessment of functional speaking ability, which measures how well a person speaks a language by comparing performance with previously determined criteria. The OPI can be conducted in person or telephonically. If a DLPT

does not exist for a particular language, the OPI is used to determine proficiency. Priority for OPI testing will be given to Sailors in a billet requiring speaking ability, Sailors who speak an immediate or enduring and or emerging language, and Sailors with a score of 3/3 on a DLPT.

i. Prevalent in the Force (PIF). Languages for which sufficient capability exists in the force.

j. Sailor. The term "Sailor" refers to any officer or enlisted member, regardless of rank, rate, or billet.

k. Senior Language Authority (SLA). The SLA is responsible for assessing the Navy's language needs, tracking language assets assigned to the Navy and identifying emerging policy requirements.

SCENARIOS

1. Scenarios. The following scenarios are provided to assist the Sailor's understanding of this instruction.

a. Sailor W scores a 3/3 on his or her language XX DLPT. Since language XX is a category "B" language, he or she normally would be entitled to \$300 per month beginning on the date the test was completed.

b. Sailor X tests in a category "B" language that is PIF and achieves a score of 1+/2. If Sailor X were a CTI or FAO, he or she would not receive pay since career linguists are required to achieve 2/2 for pay. Since the language is PIF, he or she would not be eligible for pay under the expeditionary FLPB clause. However, the Sailor used his or her language in support of humanitarian operations in country "ABC." His or her command may submit a request for contingency pay for the period the language was used. He or she will receive pay at the 1/1 level since he or she did not score a 2/2 on the exam.

c. Lieutenant commander (LCDR) Y, an FAO, tests in a category "B" language that is PIF and receives a 2/2. The LCDR is eligible to take an OPI based on his or her FAO status. He or she takes the OPI and scores a 2+. As an FAO, he or she will be paid FLPB based on the highest 2 of the 3 modalities, in this case 2/2+, and receives \$175 per month for FLPB.

d. Sailor Z decides to test in two relatively uncommon languages for which no Web-based DLPT tests are available. The first language is not on the SLL (OPNAVNOTE 5300), so he or she would not receive pay for it. The second language is a category "B" language that is not PIF. He or she does well on the OPI and scores a 2+. Because it is a category "B" language, he or she will be paid \$200 per month.

REQUEST FOR FLPB DUE TO EXPEDITIONARY OPERATIONS

[COMMAND LETTERHEAD]

7220
Ser N00/xxx
DD Mmm YY

From: Commanding Officer, [Unit]
To: Navy Foreign Language Office (OPNAV N13F1)
Subj: EXPEDITIONARY FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB)
REQUEST
Ref: (a) OPNAVINST 7220.7G
Encl: (1) DLPT Test Results Dated XX XXX XXXX

1. Per reference (a) and enclosure (1), the following is submitted for expeditionary FLPB payment (if being used for a group of individuals, provide as an enclosure a list that has the data delineated below for each member of the group):

- a. Name:
 - b. Paygrade:
 - c. Last four of SSN:
 - d. Expeditionary UIC assigned:
 - e. Date assigned UIC:
 - f. PRD:
 - g. EAOS:
2. My point of contact for this matter is [Name, phone, email].

CO SIGNATURE

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civil and criminal penalties.

Enclosure (4)

REQUEST FOR FLPB DUE TO CONTINGENCY OPERATIONS

[COMMAND LETTERHEAD]

7220
Ser N00/xxx
DD Mmm YY

From: Commanding Officer, [Unit]
To: Navy Foreign Language Office (OPNAV N13F1)
Subj: CONTINGENCY FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB)
REQUEST
Ref: (a) OPNAVINST 7220.7G
Encl: (1) DLPT Test Results dated XX XXX XXXX
(2) Group Entitlement List [only if more than one
individual is being submitted
via request]

1. Per reference (a), request FLPB payment due to contingency operations. The following information is provided [for each member the FLPB is being requested for]:

- a. Name:
 - b. Paygrade:
 - c. Last four of SSN:
 - d. Language(s) used:
 - e. Start date: DD Mmm YY
 - f. Stop date: DD Mmm YY
 - g. Situation and impact of Sailors' linguistic skill on the mission: [describe use]
2. My point of contact for this matter is [Name, phone, email].

CO SIGNATURE

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Enclosure (5)