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SECRETARY OF THE AIR FORCE**

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Personnel

**AIR FORCE FOREIGN LANGUAGE
PROFICIENCY BONUS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense Instruction (DoDI) 1340.27, *Military Foreign Language Skill Proficiency Bonus* and AFI36-40, *Air Force Language, Region and Culture Program*. It establishes policies and procedures for the Air Force (AF) Foreign Language Proficiency Bonus (FLPB) Program. It delineates responsibilities for FLPB certification, eligibility, and payment for Regular Air Force and Air Reserve Component (ARC). In collaboration with the Chief of the Air Force Reserve, (AF/RE), and the Director of the Air National Guard, (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for the Air Force Foreign Language Proficiency Bonus Program. This publication may not be supplemented. Compliance with this publication is mandatory. Exceptions to Policy (ETP) may be submitted in accordance with Chapter 5 of this publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

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Chapter 1

FLPB OVERVIEW

1.1. FLPB. FLPB is a monetary incentive paid to eligible and qualified personnel possessing foreign language proficiency. The objective of FLPB is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the Air Force to interact in the international arena and respond effectively to any global contingency mandates the need for language-qualified personnel to communicate with our allies and the local populations as well as with our adversaries and to mitigate threats from our adversaries.

1.1.1. Individual participation is voluntary. An airman's application, qualification, and receipt of FLPB constitute acknowledgment that he or she may be called upon to respond to global contingency requirements.

1.2. FLPB Authorization. FLPB is authorized under Title 37, USC, Section 353, and is administered according to DoDI 1340.27 and DoD 7000.14-R, Volume 7A, Chapter 19, *Military Foreign Language Skill Proficiency Bonuses*.

1.2.1. The Secretary of the Air Force (SAF) determines which foreign languages, specialties, and duties qualify under the Air Force FLPB program. SAF may initiate, terminate, increase, or decrease FLPB.

1.2.2. HQ USAF/A1D Force Development is the Service Program Manager (SPM) and AF Senior Language Authority (SLA) for the Air Force Language, Regional Expertise and Culture (LREC) Program and FLPB. HQ USAF/A1D represents the Air Force in the Defense Foreign Language Program. The SPM provides management policy for the development, coordination, and conduct of the FLPB Program as well as for the LREC program. At the direction of HQ USAF/A1D, this AFI assigns responsibilities required to administer FLPB under uniform policy within existing directives. HQ USAF/A1D determines which languages are authorized FLPB within the Air Force

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Director, Air Force Language, Region and Culture (LREC) Office (AF/A1D-LREC)

- 2.1.1. Implement and guide execution of the FLPB Program for military personnel.
- 2.1.2. Ensure FLPB payment for eligible service members when they qualify by completing annual certification. Publish and clarify FLPB guidance. Adjudicate requests for Exception to Policy (ETP).
- 2.1.3. Collaborate, when appropriate, with Career Field Managers (CFMs) in order to validate Language Designated Positions.

2.2. Deputy AF Senior Language Authority

- 2.2.1. Deputy AF SLA, who also serves as the Senior Technical Advisor for Air Force Intelligence, Surveillance and Reconnaissance (ISR) Language, Regional Expertise, and Culture activities, advises the AF SLA on ISR FLPB issues and ISR-related Exception to Policy issues, as necessary.
- 2.2.2. Submits A2 foreign language priorities to the AF SLA for inclusion in the AF Strategic Language List (AF SLL)

2.3. SAF/IA

- 2.3.1. Advises the AF SLA on FLPB and Exception to Policy issues related to International Affairs Language, Regional Expertise, and Culture activities, as necessary.
- 2.3.2. Administers the International Affairs, Regional Affairs Strategist Program.
- 2.3.3. Oversees the Security Cooperation Program.
- 2.3.4. Submits foreign language priorities to the AF SLA for inclusion in the AF SLL.

2.4. AF/SG

- 2.4.1. Advises the AF SLA on FLPB and Exception to Policy issues related to the International Health Specialist program, as necessary.
- 2.4.2. Submit foreign language priorities to the AF SLA for inclusion in the AF SLL.

2.5. ARPC/ Total Force Service Center – Denver

- 2.5.1. The ARPC/ Total Force Service Center – Denver monitors all Reserve personnel eligible for FLPB and ensures that Reserve Component units closely coordinate language skill proficiency test scheduling with the appropriate Military Testing Facilities.
- 2.5.2. Ensure all Reserve personnel are tested at their assigned or attached Military Testing Facilities, whichever is most convenient for the Airman and least costly to the Air Force.

2.6. Air Force Personnel Center (AFPC)

- 2.6.1. Provide oversight and guidance on execution of the Defense Language Proficiency Test (DLPT), Oral Proficiency Interview (OPI), and Defense Language Aptitude Battery (DLAB).

2.6.2. Ensure installation Test Control Officers (TCO) and/or their appointed representatives are properly trained to conduct DLPT testing in accordance with AFI 36-2605, *AF Military Personnel Testing System* and DoDI 5160.71, *DoD Language Testing Program*. Provide education and guidance to TCOs and/or their appointed representatives.

2.6.3. Elevate all significant language testing issues, such as excessive testing outages or insufficient testing facilities, to the AF LREC Office.

2.6.4. Serve as a clearinghouse for test-delivery matters with Defense Manpower Data Center (DMDC).

2.6.5. Assist unit commanders by publicizing program requirements and identifying personnel requiring testing.

2.6.6. Review and process Case Management System (CMS) cases that are submitted by base-level TCO/MPS that are required to be processed by DFAS.

2.6.7. Administer procedural guidance and validate qualification of personnel for FLPB in accordance with prescribed policy.

2.6.8. Provide guidance to TCO and/or their appointed representatives and MPS on policy changes.

2.6.9. Initiate system change requests to personnel data systems.

2.6.10. Review CMS cases for policy clarification.

2.6.11. Act as liaison for exceptions-to policy (ETP) requests.

2.7. Language Community Program Managers

2.7.1. Ensure that actions are taken to provide all required information for Airmen in their language community as outlined in Chapter 4.

2.8. Unit Commanders (T-1)

2.8.1. Unit commanders will validate and identify, on manpower documents, positions with language proficiency requirements or positions for which language proficiency will enhance the effectiveness of the mission.

2.8.2. Unit Commanders or their designated representative will submit AF IMT 2096, Classification/On-the-Job Training Action, for actions affecting an Airman's FLPB entitlement.

2.9. Test Control Officers

2.9.1. TCOs and/or their appointed representatives will schedule and conduct annual DLPT System Tests no earlier than 180 calendar days from the last administration of a test in that modality, range and language for a given individual or upon completion of a significant language training event (as defined in paragraph 3.2.4.1) and proper coordination of a testing waiver, without prior approval from AFPC. HQ AFPC Test Management Office in coordination with HQ USAF/A1D will determine if training meets this criterion. (T-0)

2.9.2. TCOs and/or their appointed representatives will validate all qualifying scores. **(T-1)**

2.9.3. TCOs and/or their appointed representatives must perform quarterly reconciliations between pay data in Defense Joint Military Pay System and personnel data in the personnel

data system. The quarterly data reconciliations are sent to each TCO and/or their appointed representatives from HQ AFPC and a suspense date set for completion. **(T-1)**

2.9.4. When a DLPT has only one modality the TCO and/or their appointed representatives will determine whether an OPI is available and inform the member testing in order for the member to meet the two-modality requirement. The AF LREC Office recommends that the OPI be taken prior to the DLPT as OPIs usually take longer to schedule. **(T-1)**

2.9.5. TCOs and/or their appointed representatives will prepare appropriate source documents to update records, reports, and the personnel data system to start, change, or stop FLPB. **(T-1)**

2.10. Regular Air Force (RegAF) and ARC Airmen

2.10.1. Take the DLPT and/or OPI annually to qualify for continued receipt of FLPB IAW this publication.

2.10.2. Notify installation TCO and/or their appointed representatives upon detachment from billet, if FLPB is contingent upon assignment.

2.10.3. Contact their TCO and/or their appointed representatives promptly to resolve any payment problems or discrepancies.

Chapter 3

FLPB CERTIFICATION AND PAYMENT

3.1. Proficiency. To be considered proficient for the purposes of FLPB, an Airman must demonstrate appropriate Interagency Language Roundtable (ILR) proficiency in any two of the three modalities of listening, reading, or speaking on any range, Very Low Range (VLR), Lower Range (LR), Upper Range (UR) (as stated in 3.4.2 below, for UR), of the DLPT, OPI or other Defense Language Institute Foreign Language Center (DLIFLC)-certified and DoD approved test in a foreign language or dialect (subsequently referred to as language) listed on the current AF Strategic Language List (SLL).

3.2. Certification Period. The certification date for FLPB is the date of the most recently tested qualifying modality. A commander cannot deny an Airman the opportunity to take a DLPT System test in order to qualify for FLPB.

3.2.1. Individuals are solely responsible for contacting the installation testing office to arrange for initial and annual testing, understanding that failure to test as scheduled may result in loss of FLPB. The individual's request for initial testing must include acknowledgement that once qualified for FLPB, failure to retest annually will result in a loss of FLPB.

3.2.2. FLPB certifications expire one year from the first day of the first month after the final certification month. **Exception:** Certification for Airmen who score 3/3 or higher will be waived to two years from the first day of the first month after the final certification month. **Example:** If an Airman certifies on 15 August 2012, the certification will expire on 1 September 2013 (2014 for 3/3 or higher). Airmen receiving FLPB will test within 12 months but not sooner than 180 days from their previous administration. Pay rate changes for Airmen recertifying are effective on the date of the re-certification test. The first month of eligibility will be a prorated payment. Eligibility will continue until end of the 12th month.

3.2.3. Airmen who are unable to re-certify within 270 days of certification (15 months for ILR 3/3 or higher) due to deployment, ad-hoc operations or duty assignment where DLPT/OPI testing facilities are not available or accessible will maintain their previous qualifying scores and certification for the duration of the deployment and up to 180 days after returning from deployment with an AFPC approved Testing Waiver Due to Deployment Letter. Prior to approving a DLPT waiver AFPC, in conjunction with the AF LREC Office will consider whether a member's DLPT was at least 180 days old prior to his or her deployment; if it is determined that the member's DLPT is more than 180 days old the member likely would have had the opportunity to test prior to his or her deployment and may not receive a waiver. Every situation is considered based upon a specific member's situation. Airmen must recertify before follow-on deployments.

3.2.4. Members whose FLPB certification expires while attending a significant language education or training event will maintain their previous DLPT/OPI scores and certification during the duration of the significant language training event for up to 180 days after completion of the event and remain eligible for FLPB during that time with an AFPC approved Testing Waiver Due to Significant Language Training Event Letter.

3.2.4. 1. IAW DoDI 5160.71, a significant language education or training event is defined as at least 150 hours of language immersion training or six consecutive weeks of five-hour-a-day language classroom training, or other significant event as defined by the Secretary of the Air Force.

3.2.4.2. Extension of FLPB eligibility during other types of significant education or training events will be considered on an ad-hoc basis by submitting an ETP IAW Chapter 5, *Exceptions to Policy*.

3.3. FLPB Certification. Qualifying scores are the two highest valid scores in any combination of two of the three modalities (i.e., listening/reading/speaking) on any range of DLPT (i.e., VLR, LR, UR), and/or OPI tests taken within a 30-calendar-day period from the date of the last test taken. For example, if a member takes the reading/listening DLPT on 1 Jun then their OPI test for speaking must be taken on/before 1 Jul. The OPI can be matched with any DLPT modality for FLPB certification. OPI tests could take three to six months to schedule and complete; therefore, the AF LREC Office suggests that members schedule and take the OPI before taking the DLPT. NOTE: See paragraph 3.4.2. for specific guidelines on UR certification. For those languages which only have a single-modality OPI, that OPI score may be recorded as both listening and speaking to meet the two modality requirement for FLPB. DLPT scores from DLIFLC as well as those obtained during BMT are valid for FLPB.

3.3.1. Dialect listening tests that pair with a base language reading test in order to meet the two modality requirement for FLPB are not required to be taken within 30 calendar days of the reading modality. Airmen should contact their TCO and/or their appointed representatives with questions about which dialect listening tests pair with a base language reading test. **Example:** An Airman takes the Listening and Reading modalities of the Modern Standard Arabic (MSA) DLPT on 2 January 2012 and achieves a 3/3, qualifying the Airman to receive FLPB for MSA. The Airman subsequently takes the Listening modality of the Arabic-Levantine DLPT on 15 June 2012 and achieves a 2+. The Airman is able to pair his Arabic-Levantine listening modality with the MSA Reading modality to receive FLPB for Arabic-Levantine at 2+/3, beginning on 15 June 2012. The Airman's certification date for MSA expires 1 Feb 2013, but the member will remain eligible for Arabic-Levantine until 1 July 2013. For members who take the reading portion of the MSA DLPT but not the listening, the reading DLPT for MSA will still be valid for use with other Arabic dialect tests.

3.3.1.1. The one-year certification period for the dialect will begin on the date of the dialect listening test and will not change until the member next takes the dialect listening test or until the certification expires, regardless of any change in the base language reading score. The member must already have a current MSA reading DLPT with which to pair a dialect listening DLPT.

3.3.1.2. An OPI score may be substituted for the dialect listening or base language reading score to meet the two-modality requirement for FLPB.

3.3.2. For those who have received dialect training at the DLIFLC for which any modality of the base language was also taught, the base language will also be considered to have been taught. Example: A member attends DLIFLC for Arabic-Levantine. Because Modern Standard Arabic Reading is also taught in conjunction, for FLPB purposes Modern Standard Arabic will also be considered as having been taught at DoD expense, and will be eligible for FLPB at the Enhancement rate.

3.3.3. The UR DLPT may be used for certification above ILR level 3 (i.e., 3+ and 4). Airmen may take the UR test in any modality on which they scored a 3 on the LR DLPT or 3+ or higher on the UR DLPT 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 scores a level 3 in listening or reading on the UR test, the date of certification will remain the date the LR test was completed and the member must take the LR DLPT for their next certification.

3.3.4. Airmen may not test more than twice on the same range of DLPT, in the same language, in a one year period. This is a mandatory DoD requirement and cannot be waived at the AF level.

3.4. Payment. Listening, Reading, and Speaking proficiency levels will be used to determine the amount of pay. A minimum proficiency of 2/2 is required in at least two of the three modalities (listening/reading/speaking) in order to determine the amount of proficiency bonus a member is eligible to receive. Exceptions to this policy will be determined by the AF SLA based on contingency deployment position requirements and specific special operations position requirements. See paragraphs 4.4.2 and 4.8, respectively.

3.4.1. In accordance with DoDI 1340.27, FLPB payments are authorized as follows:

3.4.1.1. Payments will be made in monthly installments.

3.4.1.2. Payments will not exceed \$12,000 over a single year of certification.

3.4.2. The Secretary of the Air Force and Service member will make a written agreement (template provided in appendix 4) regarding FLPB. The agreement:

3.4.2.1. Must specify the amount of the FLPB awarded, the period for which the FLPB will be paid, and the initial certification or recertification necessary for FLPB payment.

3.4.2.2. Must include a provision discussing repayment of the unearned portion of any remaining FLPB if the Service member does not satisfy the eligibility and certification requirements for the length of the written agreement or separates from service before expiration of the FLPB certification period.

3.4.3. Total payments shall not exceed \$500 per month for any single language, or \$1,000 per month for any combination of languages.

3.4.4. Languages designated Prevalent in the Force (PIF) on the current AF SLL are not authorized for FLPB except as outlined below in Chapter 4, *FLPB Eligibility*. PIF languages are those identified on the AF SLL as having sufficient capacity within the AF.

3.4.5. Airmen proficient in language(s) outside of what is required in their current billets and/or their Control Language(s) (CLANG(s)) may receive FLPB for those additional language(s) IAW paragraph 4.15, *All Others*, or IAW other paragraphs that may apply. CLANG is defined in Chapter 4 below, for each language community.

3.4.6. Payments are authorized according to the rules outlined in Table 1: AF FLPB Payment Rate Categories, below.

Table 3.1. AF FLPB Payment Rate Categories

Proficiency in any combination of the reading, listening, and speaking modalities	Enhancement Rate (Includes Immediate Investment and Emerging Languages)	Sustainment Rate (Includes Enduring and All Other Languages)
SKILL LEVELS	MONTHLY BONUS	MONTHLY BONUS
1/1*	\$100.00	N/A
1+/1+*	\$150.00	N/A
2/2	\$200.00	\$125.00
2/2+	\$250.00	\$150.00
2+/2+ OR 2/3	\$300.00	\$175.00
2+/3	\$350.00	\$200.00
3/3	\$400.00	\$275.00
3/3/3 or 4/4	\$500.00	\$300.00

3.4.7. FLPB is effective the date of testing. Pay rate changes are also effective the date of the test.

3.5. De-authorization of FLPB

3.5.1. 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. FLPB may be stopped for a variety of reasons. These reasons include, but are not limited to, change in qualification, changes in policy, departure from duties requiring language proficiency, and failure to test in a timely manner. Where FLPB is based upon an Airman's assignment to a language-coded billet, FLPB will be stopped when the billet is vacated.

3.5.2. Responsibility to Stop FLPB. It is incumbent upon the Airman to notify their servicing installation TCO and/or their appointed representatives upon detachment from a billet requiring language. Airmen receiving FLPB for PIF languages based on assignment to a billet coded for that language are responsible for contacting their installation TCO and/or their appointed representatives to stop their FLPB payment upon transfer from the authorized billet. Failure to do so may result in overpayment, which will be recouped.

Chapter 4

FLPB ELIGIBILITY

4.1. Requirements for FLPB Eligibility.

4.1.1. RegAF Airmen and Air Reserve Component (ARC) Airmen entitled to basic pay under Title 37, USC, Section 204 must:

4.1.1.1. Be entitled to basic pay under Title 37, USC, Section 204.

4.1.1.2. Be certified as proficient as outlined in Chapter 3 using the DLPT System of tests and eligibility requirements outlined in this Chapter.

4.1.2. Air Reserve Component (includes Air Force Reserves and Air National Guard) Members may be paid in advance for duty to be performed (ie UTA), but will be recouped for unsatisfactory performance. In order to receive FLPB in a similar fashion to their RegAF counterparts if not entitled to basic pay under Title 32 USC Section 204, (ARC) members must:

4.1.2.1. Meet the certification requirements outlined in Chapter 3 and eligibility requirements outlined in this Chapter.

4.1.2.2. ARC members must be entitled to compensation under Title 37 USC Section 206.

4.1.2.3. Fulfill minimum annual service requirements for retirement eligibility pursuant to section 12732 of Title 10, USC (Reference (j)), unless waived by the Secretary of the Air Force. ARC members must earn a minimum of 50 retirement points, regardless of ARC source, in each full anniversary year to have that year creditable towards verification of the total years of qualifying service for non-regular retired pay and the payment of FLPB.

4.1.2.3.1. A partial qualifying year is any period of less than 12 full months during which the ARC member earns a pro-rated share of 50 retirement points and an identical pro-rated share (or smaller percentage of full FLPB annual payment) of FLPB.

4.1.2.3.2. ARC members who perform a partial qualifying year of less than 12 full months and earn less than 50 retirement points in a year will have their FLPB pro-rated at a value of 2 percent for each retirement point less than 50 points. Members may be paid in advance for duty to be performed (i.e. UTA), but will be recouped for unsatisfactory performance.

4.1.2.3.3. For example: an ARC member who is certified 2/2 proficient in an Enhancement Rate language would receive annual FLPB of \$2,400 for earning 50 retirement points in an anniversary year – the same as the RegAf member who was certified proficient for a full year. If another ARC member with identical foreign language qualifications as the ARC member above only amassed 25 points in their anniversary year, that member would receive: 25 points / 50 points or 1/2 the annual FLPB of \$2,400 = \$1,200 FLPB.

4.1.2.3.4. In accordance with chapters 57 and 58, paragraphs 570306 and 580302, respectively of Volume 7A of DoD Financial Management Regulations, DoD 7000.14-R, the sum total of FLPB paid to RC members who are in good standing and who have not been adjudicated as unsatisfactory performers in the previous 12 months must equal the annual FLPB paid to an AC member with the same certified language proficiency.

4.1.2.3.5. For ARC members, the requirement to attain 50 points during a separation year is waived for an ARC FLPB calculation if the member separates before 12 months in the anniversary year. In such a case, the ARC member will be paid the standard FLPB monthly allotment for months in good standing, with the final month pro-rated if separation occurs before the last day of the month. ARC members in a separation year who fall from a good standing status will have their FLPB terminated in the month in which they fall from that status. The exception to the 50 point standard in a separation year is an ARC member who serves the entire anniversary year; in such a case the individual must earn 50 points to collect the final month of FLPB prior to separation.

4.2. FLPB Eligibility. FLPB eligibility is based upon awarded AFSC, current duty assignment, participation in specific programs (e.g., Language Enabled Airman Program, Overseas Development Education, Olmsted Scholar, etc.) and/or the designation of the language on the AF SLL. The following paragraphs provide specific information for individual eligibility and administrative procedures to qualify for and receive FLPB. Airmen are instructed to find the category below that applies to their current duty assignments to determine FLPB eligibility and payment.

4.3. Cryptologic Language Analysts (CLAs). CLAs are authorized FLPB at the Enhancement Rate with proficiency 2/2 and higher for their CLANG(s). For the purposes of FLPB, CLA is defined as any Enlisted Airman who has been awarded and maintains the AFSCs 1N3X1X or 1A8X1X.

4.3.1. For CLAs, a CLANG is defined for purposes of FLPB as:

4.3.1.1. Any language acquired through graduation from the Defense Language Institute Foreign Language Center (DLIFLC) or other DoD-funded training course of comparable length and content to a DLIFLC initial acquisition course with a graduation or course completion minimum requirement of 2/2/1+, or DoD-funded language enhancement training designed to increase DLPT scores by a half level (from 2 to 2+ or from 2+ to 3);
or

4.3.1.2. A language for which an Airman has been awarded a 1A8X1X or 1N3X1X AFSC by the appropriate CFM.

4.3.2. CLAs serving in a special duty with a Special Duty Identifier or Reporting Identifier differing from their AFSC are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their CLA CLANG. Example: An Airman whose AFSC is 1N3X1X and whose CLANG is Spanish, but is serving as an 8P000 in a position that does not have a language assigned to it will still be eligible to receive FLPB at the Enhancement Rate for Spanish at 2/2 or higher, even though Spanish is a PIF language. This will remain in effect for as long as all other eligibility and certification requirements are met.

4.3.3. CLAs assigned to Air Force Special Operations Command (AFSOC), United States Special Operations Command (USSOCOM), Joint Special Operations Command (JSOC), or Afghanistan-Pakistan Hands (AFPAK Hands) are not eligible to receive sub-2/2 FLPB for their CLANG(s) and must achieve a minimum of 2/2 qualifying score for FLPB.

4.3.4. CLAs who test in multiple languages must provide documentation verifying official training, (examples include, but are not limited to: a DLIFLC training certificate, Verification of Military Experience and Training (VMET) printout, or other proof of training for each language as verified by Member's Command Language Program Manager).

4.3.5. CLAs who test in only one language and who meet the eligibility requirements outlined in section 4.3, *Cryptologic Language Analysts* will continue to receive FLPB at the Enhancement Rate with no additional proof of training.

4.3.6. Airmen who have been awarded a 1A800 or 1N000 AFSC and were previously awarded a 1A8X1X or 1N3X1X as their primary AFSC, are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their CLANG(s) as outlined in 4.3. and its sub-paragraphs.

4.3.7. The following examples may be used in Block V of IMT 2096, Remarks:

4.3.7.1. AF IMT 2096 – CLA example: Member's AFSC is _____. (*Tested language*) is/is not member's CLANG. If (*tested language*) is NOT member's CLANG, member is/is not using (*tested language*) operationally. If use is operational, dates of operational use of language are from _____ to _____.

4.3.7.2. AF IMT 2096 for 1N0s – Former 1N3X1X example: Member is CMSgt with AFSC of 1N000. Member's prior AFSC is/is not 1N3X1X. (*Tested language*) is/is not member's CLANG. If (*tested language*) is NOT member's CLANG, member is/is not using (*tested language*) operationally.

4.3.7.3. AF IMT 2096 for 1A800 – Former 1A8X1X example: Member is SMSgt or CMSgt with AFSC of 1A800. Member's original AFSC is 1A8X1X. (*Tested language*) is/is not member's CLANG. If (*tested language*) is NOT member's CLANG, member is/is not using (*tested language*) operationally.

4.4. Language-Designated Position Personnel. Airmen assigned to LDPs are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for the language(s) required for their billet.

4.4.1. Unit commanders must take action to code all duty positions requiring language proficiency to perform the mission or for which language proficiency will greatly enhance mission accomplishment. These coded positions ensure requirements are identified to provide fully qualified language-proficient Airmen.

4.4.1.1. The SPM or designee approves all LDPs as a final step in the manpower approval process utilizing the Manpower Programming and Execution System.

4.4.1.2. LDPs are identified on the manpower files by an AFSC and a 2-digit alpha code for the language required.

4.4.2. The following example may be used in Block V of IMT 2096, Remarks:

4.4.2.1. IMT 2096 - LDP example: Member requests DLPT/OPI in (language). Member is in an LDP. The position number for the member's billet is _____. The language coded to this position is (language). Member was assigned to this billet on (date).

4.4.2.1.1. Airmen deployed to contingencies or Temporary Duty (TDY) are eligible for FLPB as if in an LDP with supported commander's certification. Line item remarks on contingency, exercise, and deployment (CED) or TDY orders qualify as commander's certification. Valid DLPT System score is required prior to TDY/deployment in order for an Airman to qualify for FLPB during TDY/deployment. Exceptions to this paragraph are dependent on HQ USAF/A1D (AF SLA) determination.

4.4.3. The following example may be used in Block V of IMT 2096, Remarks:

4.4.3.1. IMT 2096 - LDP example: Member is in an LDP. The position number for the member's billet is _____. The language coded to this billet is (language). Member was assigned to this billet on (date).

4.5. Regional Affairs Strategist (RAS). Officers awarded AFSC 16FXX are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for all approved languages in their assigned region as defined in AFI 16-109, International Affairs Specialist (IAS) Program." PIF designation does not apply to languages in the assigned region of a certified RAS officer. RAS officers proficient in language(s) outside their assigned region may receive FLPB for those additional languages IAW paragraph 4.15, *All Others*, or IAW other paragraphs that may apply.

4.5.1. To qualify for FLPB under para 4.5., RAS officers must possess a SAF/IAPA certification letter dated 1 Jan 2006 or after, and provide a copy to their installation TCO and/or their appointed representatives. Letters effective prior to 1 Jan 2006 are not valid.

4.5.2. Members serving in a 16FXX billet will be authorized FLPB for the language coded to their billet at proficiency 2/2 and higher, regardless of whether the member is certified as a RAS IAW paragraphs 4.5 and 4.5.1. FLPB eligibility for the language associated with that billet expires when the non-certified officer vacates the billet.

4.5.3. Members serving in a 16FXA, Attaché or 16FXL, Generalist, billet, will be authorized FLPB for the language coded to their billet. If they hold another RAS Regional Shredout (16FXB-16FXK or as outlined in AFI16-109) they will also be eligible to receive FLPB IAW paragraph 4.5. and 4.5.1.

4.5.4. Officers selected for RAS deliberate development who have achieved language proficiency of 2/2 or higher, but have not yet completed RAS training, are authorized FLPB at the Enhancement Rate for languages coded to their assigned region. SAF/IAPA shall provide the annual PDSM listing RAS trainees and their assigned regions to AFPC, and AF LREC Office.

4.5.5. To maintain accurate FLPB accountability for RAS officers, SAF/IAPA shall provide information regarding RAS officers across the Total Force who qualify for FLPB under paragraph 4.5 to AFPC, and the AF LREC Office.

4.5.6. The following example may be used in Block V of IMT 2096, Remarks:

4.5.6.1. IMT 2096 - RAS Officer example: Member holds AFSC 16F___ and certification letter dated after 1 Jan 2006. (*Tested language*) is/is not within the region

assigned to AFSC 16F____. (*Tested language*) is/is not within the region assigned to AFSC 16FX____. Member was assigned to 16F4X billet on (*date*).

4.6. Language Enabled Airman Program (LEAP) Personnel. Airmen awarded the LEAP Special Experience Identifiers (SEI), YHQ for officers and 106 for enlisted members, are authorized FLPB at proficiency 2/2 and higher for their LEAP CLANG IAW where the language appears on the AF SLL.

4.6.1. For LEAP Airmen, a CLANG is the language for which the Airman was selected for participation in LEAP.

4.6.2. If a member is selected by LEAP program managers to train in a second language, chosen based on Air Force requirements, the language in which the LEAP participant is training will be considered the member's second CLANG.

4.6.2.1. To maintain accurate FLPB accountability, the LEAP program manager shall provide a quarterly roster of Airmen who have been awarded the YHQ or 106 SEIs and their CLANG(s) to AFPC, and AF LREC Office.

4.6.3. The following example may be used in Block V of IMT 2096, Remarks:

4.6.3.1. IMT 2096 – LEAP Participants example: Member is a participant in the Language Enabled Airman Program (LEAP). Member's CLANG(s) *is (are) (language(s))*.

4.7. Afghanistan/Pakistan(AFPAK) Hands Personnel. Airmen whose duty title identifies them as AFPAK Hand are authorized FLPB at the Enhancement Rate at proficiency 1/1 and higher for languages in the AFPAK Hands Program: UR (Urdu), PV (Pushtu, Pashtu or Pashto), PG (Dari or Persian-Afghan).

4.7.1. To receive sub-2/2 FLPB, Airmen must demonstrate annual improvement from one test to the next in any modality. **Example:** If an Airman is receiving FLPB at 1/1, the next year the Airman will be expected to achieve at least a 1+/1 or 1/1+ to maintain FLPB. The following year, the same Airman will need to achieve at least a 1+/1+ to continue to receive FLPB. If an Airman goes up in one score but goes down in the other, this is considered making no progress.

4.7.2. When a member achieves a 2/2 the member then falls under paragraph 4.4. Language-Designated Position Personnel.

4.7.3. The following example may be used in Block V of IMT 2096, Remarks:

4.7.3.1. IMT 2096 – AFPAK Hands example: Member is a participant in the AFPAK Hands Program.

4.8. Air Force Special Operations and Mobility Support Advisory Personnel. Airmen assigned to Air Force Special Operations Forces or as Mobility Support Advisory Personnel *and* in an LDP are authorized FLPB at the Enhancement Rate at proficiency 1/1 and higher for the language(s) designated by their assigned position.

4.8.1. To receive sub-2/2 FLPB, Airmen must demonstrate annual improvement from one test to the next in any modality. **Example:** If an Airman is receiving FLPB at 1/1, the next year the Airman will be expected to achieve at least a 1+/1 or 1/1+ to maintain FLPB. The following year, the same Airman will need to achieve at least a 1+/1+ to continue to receive

FLPB. If an Airman goes up in one score but goes down in the other, this is considered making no progress.

4.8.2. When a member achieves a 2/2 the member then falls under paragraph 4.4. Language-Designated Position Personnel.

4.8.2.1. Any Career Field Authority, in coordination with the AF SLA, may identify other language-coded billets eligible for FLPB at the 1/1 level or higher.

4.8.3. The following example may be used in Block V of IMT 2096, Remarks:

4.8.3.1. IMT 2096 – AFSOC, SOCOM or MSAS Personnel example: Member is assigned to (*AFSOC/USSOCOM/XXX MSAS*) and is in an LDP. The position number for the member's billet is _____. The language(s) coded to this position is (*are*) (*language*). Member was assigned to this billet on (*date*).

4.9. Olmsted Scholars. Airmen identified as Olmsted Scholars by the annual AFPC Olmsted Scholars Release Message and Personnel Services Delivery Memorandum are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their CLANG.

4.9.1. For Olmsted Scholars, a CLANG is the language for which the Airman was selected for participation in the Olmsted Scholar program.

4.9.2. Qualifying Olmsted Scholars are authorized FLPB payment effective the date they were assigned to the Olmsted duty title until the member is reassigned outside the Olmsted Scholar duty title.

4.9.3. Language proficiency testing must be completed prior to arrival at the Olmsted scholarship training location.

4.9.4. To maintain accurate FLPB accountability, AFPC/DPAPFE shall provide an annual roster of Olmsted Scholars and their CLANG to AFPC, and AF LREC Office.

4.9.5. The following example may be used in Block V of IMT 2096, Remarks:

4.9.5.1. IMT 2096 - Olmstead Scholar example: Member is an Olmsted Scholar in (*program name*) Program. The language required for which the member was accepted as an Olmstead Scholar participant is (*language*).

4.10. Overseas Developmental Education (ODE) and Inter-American Air Forces Academy (IAAFA) Students. Airmen enrolled in an ODE (formerly International Professional Military Education) program with a foreign language requirement or who are attending IAAFA, both of which are alternative Professional Military Education opportunities for Airmen, are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their CLANG.

4.10.1. For an ODE or IAAFA student, a CLANG is the foreign language associated with the Airman's respective program.

4.10.2. Qualifying ODE or IAAFA students are authorized FLPB effective the start date of the ODE tour through completion of the program.

4.10.3. Language proficiency testing must be completed prior to arrival at the training location.

4.10.4. To maintain accurate FLPB accountability, Air Force Element Americas, Asia-Pacific, and Europe shall provide a quarterly roster of eligible ODE Airmen and their CLANG to AFPC and AF LREC Office.

4.10.5. The following examples may be used in Block V of IMT 2096, Remarks:

4.10.5.1. IMT 2096 – ODE Student example: Member is in ODE Program (*program name*). The language required for which the member was accepted as an ODE participant is (*language*).

4.10.5.2. IMT 2096 - IAAFA Student example: Member is attending the Inter-American Air Forces Academy. The language required for the program is Spanish.

4.11. International Health Specialist (IHS). Airmen assigned to an IHS LDP position are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for the language(s) designated by their assigned position.

4.11.1. Qualifying IHS Airmen are authorized FLPB payment effective the date they were assigned to an IHS full-time LDP until they are reassigned to a non-IHS full-time position. FLPB rules for LDPs apply.

4.11.2. Airmen awarded the IHS Special Experience Identifiers (SEI) H8A, H8B or H8C for officers or 451, 452 or 457 for enlisted members who are not assigned to an IHS LDP are authorized FLPB at proficiency 2/2 and higher for their foreign language IAW where the language appears on the AF SLL. PIF rules do not apply.

4.11.3. To maintain accurate FLPB accountability, the IHS program manager shall provide a quarterly roster of foreign-language capable Airmen who have been awarded an appropriate IHS SEI, to include a list of members whose IHS position is LDP coded to AFPC and AF LREC Office.

4.11.4. The following example may be used in Block V, of IMT 2096, Remarks:

4.11.5. IMT 2096 – International Health Specialist example: Member (*is/is not assigned*) to a LDP in the International Health Specialist program. The position number for the member's billet is (*position number*). (*Tested language*) *is/is not* required for member's billet. Member has the IHS SEI (*SEI*).

4.12. United States Air Force Academy (USAFA) Adjunct Foreign Language Professors. Airmen certified as adjunct foreign language professors by the USAFA Foreign Languages Department Head (USAFA/DFFL) are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for the language(s) they teach.

4.12.1. Qualifying USAFA adjunct foreign language professors will be eligible to receive FLPB payment effective the date they begin service as an adjunct foreign language professor (date must be indicated on the USAFA/DFFL memo) and will lose eligibility when no longer serving as an adjunct professor.

4.12.2. To maintain accurate FLPB accountability, USAFA/DFFL shall provide AFPC and AF LREC Office a quarterly roster of eligible adjunct USAFA/DFFL professors, the language(s) they teach, and the date their service as an adjunct foreign language professor became effective.

4.12.3. The following examples may be used in Block V of IMT 2096, Remarks:

4.12.3.1. IMT 2096 – USAFA Professor example: Member *is/is not* Adjunct Foreign Language Faculty at USAFA. The language(s) which the professor instructs *is (are) (Language(s))*.

4.13. Air Force Office of Special Investigations (AFOSI). RegAF personnel assigned to WG07XXXX PASCODES are authorized FLPB at the Enhancement Rate at proficiency 3/3 and higher for AFOSI's strategic languages as outlined in the AF SLL.

4.13.1. IMT 2096 – AFOSI example: Member is assigned to AFOSI (WG07XXXX) effective (*date*).

4.14. Exchange Program Participants. Airmen assigned to an exchange program, including, but not limited to: Military Personnel Exchange Program (MPEP) and Engineer and Scientist Exchange Program (ESEP) Airmen, are authorized FLPB at the Enhancement Rate at proficiency 2/2 and higher for their CLANG.

4.14.1. For Exchange Program participants, a CLANG is the language for which the Airman was selected for participation.

4.14.2. Language proficiency testing must be current upon departure for the exchange program's foreign location.

4.14.3. Qualifying Airmen are authorized FLPB payment effective the start date of their exchange program participation through the completion date.

4.14.4. To maintain accurate FLPB accountability, Regional Air Force Elements (AFELM) shall provide a quarterly roster of eligible participating Airmen and their CLANG to AFPC and AF LREC Office.

4.14.5. The following example may be used in Block V of IMT 2096, Remarks:

4.14.5.1. IMT 2096 – Exchange Program Participants example: Member is an Exchange Program Participant in (*program name*). The language required for which the member was accepted as an Exchange Program Participant is (*language*).

4.15. All Others. All other FLPB eligibilities not authorized under any of the *previous categories* are authorized FLPB for proficiency levels 2/2 and higher for all non-PIF languages in accordance with where the language appears on the AF SLL.

4.15.1. FLPB is not authorized for PIF-designated languages, unless covered by any of the previous categories or paragraph 4.16, *Ad-Hoc FLPB*.

4.15.2. Airmen with a 1C1 AFSC with the SEI 055 are authorized FLPB for Spanish at the Enhancement Rate at proficiency level 2/2 and higher.

4.16. Ad-Hoc FLPB. Airmen called upon to use their foreign language skills in ad-hoc situations are eligible for FLPB at the Enhancement Rate under certain conditions.

4.16.1. Ad-hoc situations include emergency, unplanned, or contingency operations where an Airman's foreign language skill is required to support the mission. Rotational or regularly planned deployments do not constitute an ad-hoc situation. Use of language skill, including PIF languages, during execution of regularly assigned duties does not constitute an ad-hoc use of language skills and billets should be coded to include required language skills.

4.16.2. To be eligible, Airmen 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 ad-hoc situation the OPI may be entered into the listening in order to meet the two-modality requirement.

4.16.3. Airmen without a current test in the language(s) used must be tested via the DLPT or OPI system within 90 days of the end of the operational deployment in which their language skill was required. Ad-hoc FLPB is not intended to replace the need to properly designate billets that have language requirements.

4.16.4. For ad-hoc requests, FLPB will be paid in a lump sum, upon completion of the ad-hoc situation, based on the length of time the language was used. Following completion of the ad-hoc situation and receipt of scores, the Airmen's commanding officer shall forward an Ad-Hoc FLPB Request in the form of an ETP (See procedures outlined in Chapter 5). **NOTE:** A separate memorandum is required for each member.

Chapter 5

EXCEPTIONS TO POLICY

5.1. Exceptions to Policy. Submit all ETP requests to FLPB policy as follows:

5.1.1. For RegAF Airmen, unit commanders' FLPB ETP process is to submit in writing via the Case Management System to AFPC, through their installation TCO and/or their appointed representatives. The AF SLA serves as the final approval authority for all RegAF FLPB ETP requests. As needed, the AF LREC Program office will coordinate with Functional Authorities and Managers for ETP recommendations prior to final SLA approval.

5.1.2. For AF Reserve and Air National Guard Airmen, unit commanders' FLPB ETP process is to submit FLPB ETP requests to ARPC/A1K and NGB/A1D respectively, before submission to AF SLA for final approval.

5.1.3. ETP packages must include the following information/documents:

5.1.3.1. Official memorandum (see attachment 2) signed by unit commander or designated representative.

5.1.3.2. Copy of TDY/CED orders if required.

5.1.3.3. Paid Travel voucher related to TDY/CED request.

5.1.3.4. Copy of the member's DLPT scores.

5.1.3.5. Justification memorandum, signed by the member, explaining why he/she was unable to test in a timely manner.

Chapter 6

REPAYMENT OF FLPB

6.1. Repayment of FLPB. An Airman who receives FLPB, but does not satisfy the eligibility and certification requirements specified in this AFI, shall repay any unearned amount of the FLPB IAW AFMAN 65-116, Volume 1, Chapter 73, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*.

DANIEL R. SITTERLY, SES, SAF/MR
Principal Deputy Assistant Secretary (Manpower
and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 7000.14-R, Volume 7A, Chapter 19, *Foreign Language Proficiency Bonus*

DoDI 1340.27, *Military Foreign Language Skills Proficiency Bonus*

Air Force Strategic Language List (SLL), current edition

Title 37, United States Code, Section 353, *Skill Incentive Pay or Proficiency Bonus*

DoDD 5160.41E, *Defense Language Program*, 21 October 2005

DoDI 5160.70, *Management of DOD Language and Regional Proficiency Capabilities*, 12 June 2007

DoDI 5160.71, *DoD Language Testing Program*

AFI 36-2605, Air Force Military Personnel Testing System, 24 Sept 2008

AFMAN 33-361, *Publishing Processes and Procedures*, 21 Mar 2014

Title 10, United States Code, Section 12732

AFI33-360, *Publications and Forms Management*, 25 Sept 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Prescribed Forms

AF Form 847 Recommendation for Change of Publication

AF Form 1780 Request to Establish/change Foreign Language Designated Position (LDP) or Language Capability Position

AF Form 2096 Classification/on-the-Job Training Action

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFPAK Hand—Afghanistan-Pakistan Hands

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

ANG—Air National Guard

ARC—Air Reserve Component (AF Reserves and ANG)

CLA—Cryptologic Language Analyst

CLANG—Control Language

DLAB—Defense Language Aptitude Battery
DLI—Defense Language Institute
DLIFLC—Defense Language Institute Foreign Language Center
DLPT—Defense Language Proficiency Test
DMDC—Defense Manpower Data Center
DoD—Department of Defense
DoDI—Department of Defense Instruction
ETP—Exception to Policy
FLPB—Foreign Language Proficiency Bonus
GPF—General Purpose Force
IAW—In accordance with
IHS—International Health Specialist
ILR—Interagency Language Roundtable
IPME— International Professional Military Education
LDP—Language-Designated Position
LEAP—Language Enabled Airman Program
LR—Lower Range
LREC—Language, Regional Expertise and Culture
MSA—Modern Standard Arabic
ODE—Overseas Developmental Education
OPI—Oral Proficiency Interview
OPR—Office of Primary Responsibility
PIF—Prevalent in the Force
RAS—Regional Affairs Strategist
RI—Reporting Identifier
SDI—Special Duty Identifier
SECAF—Secretary of the Air Force
SEI—Special Experience Identifier
SLA—Senior Language Authority
SLL—Strategic Language List
TCO—Test Control Officer
TDY—Temporary Duty

UR—Upper Range

USAFA—United States Air Force Academy

USSOCOM—United States Special Operations Command

VLR—Very Low Range

Attachment 2

SAMPLE LETTERS AND FORMS

Figure A2.1. Request for FLPB Due to Ad-Hoc Operations

[COMMAND LETTERHEAD]

DATE

MEMORANDUM FOR HQ USAF/A1D-LREC

FROM: UNIT/CC

SUBJECT: Ad-hoc Foreign Language Proficiency Bonus (FLPB) Request

1. IAW AFI 36-4002, Paragraph 4.16.4., request FLPB payment due to ad-hoc operations for the following individual:

- a. Name:
- b. Last four of SSN:
- c. Language(s) used during ad-hoc operation:
- d Start Date:
- e. Stop Date:
- f. Situation and impact of Airman's linguistic skill on the mission: (*describe how the language(s) was/were used*)
- g. Test Scores and date of test(s):

2. The point of contact for this request is (*name, phone, email*).

COMMANDER'S SIGNATURE BLOCK

Attachment(s):
Supporting Documentation

Figure A2.2. FLPB Memo for ETPs

[COMMAND LETTERHEAD]

DATE

MEMORANDUM FOR AFPC/DPSIM

FROM: UNIT/CC

SUBJECT: Exception to Policy (ETP) for Foreign Language Proficiency Bonus (FLPB)

1. IAW AFI 36.4002, Paragraph 5.1.3., request an exception to policy be granted to the following individual:
 - a. Name/Rank:
 - b. AFSC/LDP/SEI:
 - c. Language(s):
 - d. Scores and Dates (DLPT/OPI):
 - e. If LDP, dates assigned:
 - f. Language Community (e.g., SOF, AFPAK Hands, RAS, etc.):
2. (Justification) What happened? What steps did member take to resolve this issue?
3. The point of contact for this request is (*name, phone, email*).

COMMANDER'S SIGNATURE BLOCK

Attachment(s): Attach proof of official training for the language (e.g., VMET, DLIFLC Certificate, ADSC, other supporting documentation, as appropriate).

Figure A2.3. Example Written Agreement between the Secretary of the Air Force and Service Member

<p>Agreement between the Secretary of the Air Force and _____(member)_____.</p> <p>I, __ (Member) __ , understand that I will receive \$ _____ beginning on __ (date) __ and ending on __ (date) __ based on a Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) score of __ (Score) __ and a monthly rate of \$ _____. I further understand that to continue receiving FLPB I must retest within one year unless my score is 3/3 or higher, in which case I will have to retest within two years.</p> <p>I also understand that should I receive more than I am supposed to receive, or if I receive FLPB for which I am not entitled, that amount will be recouped. Further, I understand that if my eligibility for FLPB changes due to PCS, change in test scores, or any other reason, the amount of my FLPB will alter accordingly. If I separate, my FLPB will end. If I have received advanced FLPB, and I separate, or if I am in the Air Force Reserves or the Air National Guard and do not fulfill my annual requirements, I understand that the amount of FLPB for which I am no longer eligible will be recouped.</p> <p>Further, I understand that should I accept FLPB and not fulfill obligations to use my language skills when called upon, I will no longer be eligible for FLPB and may be required to pay back to the government FLPB already received.</p> <p>_____</p> <p>Member's signature</p>
