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United States Coast Guard

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Subj: COAST GUARD INTELLIGENCE FOREIGN LANGUAGE PROGRAM

- Ref: (a) Intelligence Community Foreign Language Capability, Intelligence Community Directive (ICD) 630
- (b) U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series)
- (c) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (d) Performance, Training, and Education Manual, COMDTINST M1500.10 (series)
- (e) Coast Guard Intelligence Manual (CGIM), COMDTINST M3800.6 (series)
- (f) 2018 Coast Guard Mission Needs Statement (MNS)

1. PURPOSE. This Manual establishes policy, assigns responsibilities and provides procedures, standards, and requirements for the administration of the Coast Guard Intelligence Foreign Language Program (CGIFLP).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.

DISTRIBUTION – SDL No. 170

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4. DISCUSSION.

- a. The 2018 Coast Guard Mission Needs Statements (MNS) codified the Coast Guard requirement for foreign language skills to communicate with foreign language speakers during operations.
- b. Reference (a) directs Intelligence Community (IC) Elements to manage their foreign language resources consistent with their respective missions, as well as designate a Senior Language Authority (SLA) to oversee their respective IC element's foreign language capabilities and matters, and serve on the IC Foreign Language Executive Committee (FLEXCOM).
- c. The CGIFLP deliberately develops, sustains, and utilizes CGI personnel with critical foreign language skills and competencies to meet CG intelligence requirements. CGI is divided into two elements, the Law Enforcement Intelligence Element (LEIE) and the National Intelligence Element (NIE). IAW Reference (e), this Manual provides guidance that applies to both, LEIE and NIE personnel assigned to operations requiring the use of foreign language capabilities. And includes policy for all parts of CGI, including services, commands, staffs, units, and independently stationed personnel. All users of this Manual are encouraged to provide feedback to help improve and more clearly define policy, doctrine, and procedures for the next revision.
- d. Foreign language capabilities are essential to the performance of CG intelligence missions and operations. Foreign language capabilities include a broad range of language proficiency skills and other abilities, such as cultural awareness and understanding, regional expertise, skill in translation and interpretation, and knowledge of special vocabularies of critical foreign languages.
- e. An integrated approach involving education, training, talent management, and the utilization of human language technologies is necessary to ensure the continuous availability of foreign language capabilities in support of CGI mission objectives. In collaboration with FORCECOM and similar Intelligence Community stakeholders.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
- b. This Manual will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Manual must be individually evaluated for compliance with the National Environmental Policy Act

(NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

7. **DISTRIBUTION.** No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx> and the Internet: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/>.
8. **RECORDS MANAGEMENT CONSIDERATIONS.** Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site: <https://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx>.
9. **AUTHORITIES.** This Manual is intended to improve the internal management of the Coast Guard and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, by a party against the United States, its departments, agencies or entities, its officers, employees, or agents, or any other person. In cases of apparent conflict between this Manual and provisions of statutes, executive orders, or regulations, the statutes, regulations, or executive orders must be applied, and the Assistant Commandant for Intelligence (CG-2) must be advised of the apparent conflict at the earliest opportunity. Nothing in this Manual must interfere with the authority and function of the Inspector General with respect to investigations and audits of Coast Guard activities, criminal investigations of civilian personnel, or intelligence oversight by the Judge Advocate General. The Inspector General must have access to any information necessary to perform duties assigned by law or related to this Manual, subject to law and policy governing the protection of intelligence sources and methods.
10. **FORMS/REPORTS.** None.
11. **REQUEST FOR CHANGES.** Change recommendations should be routed via memo through the chain of command to the Office of Intelligence Workforce Management (CG-21).

/A. M. SUGIMOTO/

Rear Admiral, U.S. Coast Guard

Assistant Commandant for Intelligence

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CHAPTER 1. INTELLIGENCE FOREIGN LANGUAGE PROGRAM POLICY

A. Coast Guard Policy:

1. Foreign language skills, regional expertise, and cultural capabilities are enduring critical competencies essential to the CGI mission. CGI seeks to improve and increase these critical skills within the CGI enterprise workforce to meet analytic, collection and technical mission requirements.
 - a. All CGI personnel assigned to National Intelligence Element (NIE) or Law Enforcement Intelligence Element (LEIE) may screen for foreign language aptitude and proficiency.
 - b. Personnel who have not taken the Defense Language Aptitude Battery (DLAB), may take the test to document their aptitude to learn a foreign language. The score will be annotated in Direct Access (DA).
 - c. Personnel proficient in a foreign language are encouraged to take the Defense Language Proficiency Test (DLPT) annually. The scores will be entered into DA, and if qualified, the member will be awarded the applicable foreign language competency.
 - d. CG personnel applying to Intelligence Specialist (IS) A School will be screened for foreign language aptitude and proficiency.
2. The DLAB will be administered by an Education Services Officer (ESO) authorized to administer the test to determine aptitude for learning a foreign language. The scores will be entered into DA and submitted with the member's A School application. If circumstances do not permit administration of the DLAB before reporting to A School, the test will be administered at A School.
 - a. If proficient in a foreign language, prospective IS's will be administered the DLPT. The scores will be entered into DA, and if qualified, the member will be awarded the applicable foreign language competency.
 - b. Coast Guard Intelligence Language Professionals (CGILP) assigned to linguist billets, will regularly receive enhancement language training in order to achieve the minimum proficiency of L2/R2 and qualify for the foreign language competency and Foreign Language Proficiency Pay (FLPP). The goal is for improvement and achievement of L3/R3 or higher language proficiency.
 - c. Language training is a continuous and on-going requirement to enhance mission capability and should focus on proficiency improvement and not just training to pass the DLPT. The best preparation for the DLPT is the acquisition of a solid base of general proficiency in the target language through formal training, language exposure, and use in a variety of real-life language scenarios.
 - d. Command and leader emphasis at every level is the key to success in improving CGI overall language capability. Commanders/Commanding Officers/Directors and their Command Language Program Managers (CLPM) will use all available resources to assist CGILPs

increase their proficiency. The goal is for all CGILPs to achieve a L3/R3 or higher proficiency level.

- e. CGI personnel deploying to foreign areas should be able to communicate (organically or through available resources) in the native language of said area, have a rudimentary understanding of the region, and have a baseline knowledge of the regional culture.
3. Foreign Language Proficiency Pay (FLPP): The Mission Support Training Branch of FORCECOM Training Division (FC-TMS) manages and provides overall guidance for the administration and payment of foreign language incentive pay for military personnel who have certified foreign language proficiency in one or more foreign languages or dialects in accordance with References (c) and (d).
 - a. Assignments involving foreign language translation and interpretation duties require extraordinary effort to learn, sustain, and improve foreign language skills, which are by nature very perishable.
 - b. FLPP is an incentive designed to reward and retain a cadre of highly qualified personnel who are motivated to maintain and improve proficiency in designated foreign languages. As such, FLPP provides an incentive to become proficient, or to increase proficiency, in languages of importance to the CG.

B. CGI Linguist Eligibility for FLPP Payments:

1. In accordance with this Manual and References (c) and (d), FLPP is authorized for CGI linguists who:
 - a. Have certified within the past 12 months, through a qualifying score on the DLPT, as proficient in a foreign language identified on the Coast Guard Intelligence Mission Essential Language List (CGI MELL).
 - b. Are assigned to a Language Designated Position (LDP), a language coded billet that has an approved FLPP allocation.
2. FLPP is authorized as indicated by the language competency assigned to the LDP. Although a CGILP may have demonstrated proficiency in more than one language and have been awarded more than one foreign language competency, they will only receive FLPP for the language assigned to the billet.
 - a. FLPP certifications expire after one year, on the last day of month in which the test was taken.
 - b. Requests for recertification waivers will be forwarded through CGI FLPM to Mission Support Training Branch of FORCECOM Training Division (FC-TMS).
3. CLPMs will submit a request for waiver if FLPP expires while a CGLIP is attending a significant language training event. The member will remain eligible for FLPP. They must recertify no later than 30 days after completion of the training event in order to remain eligible for FLPP.
 - a. The amount of FLPP received depends on the qualifying DLPT scores.

- b. In accordance with Reference (c), CG civilian employees are not eligible to receive FLPP.
- c. This section only outlines FLPP eligibility requirements for CGI Linguists and does not apply to other positions eligible for FLPP.

C. CGI Foreign Language Capability Requirements:

1. Accurate and timely identification of language requirements which satisfy operational and contingency needs is paramount to the success of the CGI FLP.
2. Standing language requirements are identified by coding billets with the applicable foreign language competency. CGI elements must review foreign language billet requirements annually and may code or recode positions as a result of subsequent analysis.
3. When identifying positions, Commanders/Commanding Officers/Directors will:
 - a. Identify positions in which a foreign language capability in one of the languages on the MELL would be beneficial to mission success.
 - b. Submit Request to Assign Competencies, Education, or Officer Specialty to a Position, Form CG-5311 in accordance with Reference (b).
 - c. Consider both the tasks that need to be completed in the foreign language and the position's grade level when determining the level of proficiency needed.
 - d. For score/task correlations, see Enclosure Three: Description of Language Skill Levels.
 - e. Basic language courses are designed to train to level L2/R2/S1+ proficiency (limited working proficiency), intermediate language courses to level L2+/R2+/S2 proficiency (limited working proficiency, plus), and advanced language courses to level L3/R3/S2+ proficiency (general professional proficiency).

D. CGI Foreign Language Program Reports:

1. Foreign language skills are enduring critical competencies essential to the CGI mission and must be managed to maximize the accession, development, sustainment, enhancement, and employment of those skills critical to the CGI mission. Accurate information on the accession, assignment, training and proper utilization of CGI personnel with foreign language proficiencies in mission essential languages is vital to efficient workforce talent management and CG mission success.
2. CGI FLP Office will provide guidance to the Associate Language Authority (ALA) and CLPMs on specific data collection and report preparation requirements, to include standardized templates to facilitate the collection and transmission of required CGI FLP data.
3. Effective with the publication of this Manual, CGI enlisted personnel who graduate from the Defense Language Institute Foreign Language Center (DLIFLC) will be considered CGILP as long as they maintain the IS rating and are in active status in the Service. Even if they are assigned to positions that do not require the use of their foreign language, do not recertify their

DLPT and/or stop receiving FLPP, the CLPM or ALA for their assigned unit or the FLP Office will include them on all reporting.

4. ALAs and CLPMs will submit the monthly Foreign Language Program Report (FLPR) spreadsheet to CGI FLPM NLT the 5th working day of each month with data effective the last day of the previous month.
 - a. Spreadsheet formats are located on the CGI FLPM Portal Page.
 - b. CGI Foreign Language Program Manager will consolidate the FLPR data and provide to CGI SLA on a quarterly basis.
5. Annually, data will be provided to ODNI, Foreign Language Program Office and will consist of both human capital and human language technology resource data.

E. New Intelligence Specialists:

1. IS A School Applicants:
 - a. Will take the DLAB and submit scores as part of their A School application.
 - b. Who are proficient in a foreign language and do not have current DLPT scores, will take the DLPT and submit scores with their A School application.
 - c. For whom circumstances did not permit administration of the DLAB and/or DLPT before reporting to IS A-School, the test(s) will be administered within the first two weeks of A School.
2. Intelligence Training Branch, Training Center Yorktown will forward a list of registered students and their DLAB and DLPT scores to the CGI DFLPM NLT three weeks prior to the course start date.

CHAPTER 2. ROLES AND RESPONSIBILITIES – SENIOR LEVEL**A. The Assistant Commandant for Intelligence (CG-2):**

1. Work to promote a Service-wide program advancing human language technology (HLT) and other automated language translation tools, system research, development, and acquisition that will advance cross language communication.
2. Provide general oversight of the CGI Foreign Language Program (FLP).
3. In accordance with Reference (a) appoint the Deputy Assistant Commandant for Intelligence (CG-2d) as the CGI Senior Language Authority (SLA) and the Chief, Office of Intelligence Workforce Management (CG-21) as the CGI Deputy Senior Language Authority (DSLAs).
4. Ensure the CGI SLA has sufficient staff to support the FLP in accordance with Reference (a).
5. Continue to advocate for the Coast Guard Intelligence Foreign Language Program

B. The Deputy Assistant Commandant for Intelligence (CG-2d):

1. Serve as the CGI SLA.
2. As the CGI SLA, be the advocate for the CGI FLP and oversee the implementation of the policy and doctrine established in this Manual.
3. Establish policies, plans, and programs regarding recruitment, education and training for intelligence personnel with foreign language skills, ensuring CGI possesses enough foreign language capable personnel to support CG intelligence and other missions.
4. Establish and serve as the Chair of the CGI Foreign Language Program Senior Guidance Team (FLPSGT), the advisory council to Commandant (CG-2), established to manage, identify and coordinate CGI foreign language related activities.
5. Establish a CGI Foreign Language Program Action Panel (FLPAP), chaired by the CGI Deputy Senior Language Authority, or his or her designee, to support the functions and responsibilities of the CGI FLPSGT. The CGI FLPAP will address and recommend CGI solutions to requirements, capabilities, language shortfalls, standards, evaluations, testing, skill development, as well as tools and technologies.
6. Develop, approve and publish a CGI Mission Essential Language List (MELL) and update it as required.
7. Represent CGI at the Office of the Director of National Intelligence (ODNI) Foreign Language Executive Committee (FLEXCOM), the Defense Language Steering Committee (DLSC) and other appropriate venues, conferences, and committees.

8. Ensure CGI representation at the Defense Intelligence Foreign Language and Area Advisory Group (DIFLAAG), the Defense Language Action Panel (DLAP), and other appropriate venues, conferences and committees.

C. Chief, Office of Intelligence Workforce Management (CG-21):

1. Serve as the CGI DSLA.
2. In the absence of the CGI SLA, represent CGI at ODNI FLEXCOM, the DLSC and other appropriate venues, conferences, and committees.
3. Serve as a member of the CGI FLPSGT.
4. Serve as, or designate in writing, the Chair of the CGI FLPAP.
5. Serve as approving authority for any requests to deviate from CGI FLP policy.
6. Exercise overall policy oversight within CGI human capital and develop policies to identify, attract, train, sustain, and enhance the abilities of CGI military and civilian personnel with the appropriate or required levels of foreign language, regional expertise and culture capabilities.
7. Organize, train, and equip CGI personnel to meet operational requirements for language proficiency, regional expertise, and culture capabilities by:
 - a. Ensuring career paths, personnel utilization, training, and education plans support the development, sustainment and enhancement of the CGI requirement of ILR proficiency L3/R3 for fully qualified, professional-level (CGILP).
 - b. Building relevant career models for officer and enlisted personnel that lead to maximum utilization of language skilled personnel in LDP and greater retention of CGI personnel with critical foreign language skills.

D. CGI Foreign Language Program Manager (FLPM):

1. Serve as the CGI program manager with overall staff responsibilities for the development, coordination, and conduct of the CGI FLP. Advise CGI senior leadership on doctrine, policies, planning guidance and resources for CGI foreign language skills, regional expertise, and culture capability requirements.
2. Manage, develop, and oversee the execution of CG policy and procedures to recruit, develop, maintain, and utilize CGI's foreign language and foreign area expertise, and address foreign language program issues within the CGI enterprise.
3. Coordinate with CGI enterprise to ensure CG doctrine, policies, planning guidance and procedures incorporate the development, maintenance, utilization and resourcing of CGI foreign language capabilities.

4. Oversee CGI processes for identifying, prioritizing, and fulfilling foreign language requirements in support of current, projected, and contingency missions.
5. In coordination with Commandant (CG-771), conduct triennial capability-based review of CGI foreign language policies, plans and programs:
 - a. Identify and validate CGI foreign language capabilities and readiness.
 - b. Make recommendations to CGI FLPAP, CGI FLPSGT and SLA/DLSA to inform any necessary changes to CGI MELL, policies, procedures and CGI workforce management.
6. In coordination with Commandant (FC-Tms), using data from capability analysis and in coordination with CGI enterprise, determine foreign language proficiency requirements for CGI billets and determination of (LDP):
 - a. Exercise Commandant (CG-2) approval authority for coding of intelligence billets with the applicable foreign language competency.
 - b. Exercise Commandant (CG-2) approval authority for CGI FLPP billet allocation.
 - c. Provide an annual update of all LDPs to CGI SLA.
7. Annually review the foreign language competencies and create new foreign language competencies to reflect any changes made to the MELL.
8. Address and provide solutions for issues concerning the assignment, use and development of CGILPs throughout CGI.
9. Manage the CGI FLP budget.
10. Identify, analyze, and evaluate trends, via the monthly Foreign Language Program Report (FLPR), to include:
 - a. The accession, retention and attrition of intelligence personnel with critical foreign language skills and in the rate of fill of LDPs.
 - b. The training of CGILPs and their level of proficiency.
11. Manage, develop, and oversee the execution of CGI education as resources allow. Sustain training programs to build, train, and maintain an appropriate level of foreign language qualified intelligence personnel capable of fulfilling the validated CGI foreign language capability requirements in support of CG mission execution. In coordination with Service's FLP, manage and implement adjustments in the budget and execution. This includes:
 - a. Ensuring CGI personnel are screened for foreign language proficiency and data is populated in DA.
 - b. Conducting language capability inventory analysis and projecting requirements to develop CGI language training requirements for all foreign language training venues.

- c. Establishing the qualifying criteria for CGI personnel selected for resident and nonresident foreign language training.
 - d. Developing measures of effectiveness to evaluate progress in acquiring new foreign language skills, sustaining existing skills and enhancing skills to develop higher levels of language proficiency across the CGI enterprise.
 - e. Ensuring CGI foreign language training program supports intelligence career path development to attain fully qualified foreign language skilled intelligence personnel.
 - f. Managing CGI attendance at the Defense Language Institute Foreign Language Center (DLIFLC) by identifying, prioritizing, and submitting training requirements on an annual basis to FORCECOM for submission to the DoD Structure and Manning Decision Review (SMDR) and Training Resources Arbitration Panel (TRAP).
12. Coordinate with Intelligence Commands, Office of Research, Development, Test and Evaluation (CG-926) and the CG Research & Development Center to identify HLT requirements for the development of automated language translation tools to support multi-discipline collection, analysis, and production. Provide CGI HLT usage and development to oversight organizations as appropriate.
13. Represent or ensure CGI representation at the DIFLAAG; and Defense Language Action Panel (DLAP) and other appropriate venues, conferences, and committees.
14. In coordination with Commandant (CG-1) and other CG elements, develop personnel management systems and procedures which ensure data availability in CGBI to support language proficiency readiness and risk assessment.
- a. Screen and track all CGI personnel for language aptitude and/or capability.
 - b. On a monthly basis, monitor the Coast Guard Business Intelligence (CGBI) Competency Cube and Foreign Language Skills Cube to:
 - c. Identify CGI personnel who have demonstrated competency in a foreign language.
 - d. Identify CG military personnel with foreign language capability who might be candidates to be CG ISSs and/or Intelligence Officers.
15. Develop formats for, and collect and review monthly language reports to identify and program foreign language capability gaps. Track and report workforce foreign language capabilities for CGI to ODNI and other authorities as directed.
16. Develop and execute a CGI foreign language recognition program.
- E. CGI Deputy Foreign Language Program Manager (DFLPM):
- 1. Serve as the CGI foreign language course manager for DoD foreign language training courses.

2. Serve as the point of contact for all matters pertaining to foreign language training for CGI personnel, which includes but is not limited to:
 - a. Ensuring all foreign language education and training of CGI personnel is tracked and documented in personnel and training systems and reported in monthly and annual reports.
 - b. Submitting requirements for requisite training to FC-T.
 - c. Coordinating with FORCECOM Training Division (FC-T) and CGI Liaison Officer (LNO) to DLIFLC for accession, intermediate and advanced language training.
 - d. In coordination with FLPM, applicable Associate Language Authority (ALA)/Command Language Program Manager (CLPM), IS A School, and CG elements, managing CGI personnel selection and class assignment for all formal school training, whether classroom or online.
 - e. Assess language readiness training solutions.
 3. Serve as the CGI Command Language Program (CLP) Advisor and will:
 - a. Provide oversight, guidance and establish procedures for CGI CLPs.
 - b. Act as the CGI point of contact for CLPs and provide assistance as requested by commands in the development and execution of their CLPs.
 4. Consolidate and forward the monthly CLP reports and submit to the CGI FLPM.
 - a. Maintain an accurate database of foreign language capability requirements and capabilities.
 - b. Based on command inputs, make recommendations for changes in policy, procedures and training as appropriate.
 - c. Host an annual CLPM conference to facilitate networking, training opportunities, and sharing of best practices among language programs.
 - d. Conduct biennial inspections of CLPs to ensure compliance with this and all applicable instructions.
 - e. Serve as the Commandant (CG-2) subject matter expert for cryptologic language issues.
 - (1) Represent the CGI on the Cryptologic Language Advisory Council.
 - (2) Represent the CGI on the Cryptologic Training Advisory Group.
 - f. In the absence of the CGI FLPM, execute CGI FLP.
- F. In regards to IS A-School. The DFLPM: Visit with each class and encourage those with a qualifying DLAB score to request assignment to a LDP at a CGCG unit.

1. Coordinate with Intelligence Training Branch staff; CGI LNO to DLIFLC; and Coast Guard Personnel Service Center (PSC) Enlisted Personnel Management Assignments Branch (EPM-2) personnel to assign selected personnel to DLIFLC for language training prior to assignment to a CGCG unit.
2. Students who qualify for a foreign language competency will be awarded the competency and encouraged to apply for LDPs requiring that language.
3. Officers should be screened for foreign language aptitude and proficiency upon receipt of the Intelligence OSC.
 - a. If they have no record of a DLAB in DA, The DLAB will be administered by an ESO authorized to administer the test to determine aptitude and proficiency.
 - b. If they are proficient in a foreign language and do not have DLPT scores recorded in DA, they should be administered the DLPT at their next duty assignment. The scores will be entered into DA and, if qualified, they will be awarded the foreign language competency.
 - c. CGI Civilians employees may be screened for foreign language aptitude and proficiency.
 - d. If they have no record of a DLAB in their official personnel folder, they may be administered the test by their full-time ESO.
 - e. If they have proficiency in a foreign language and do not have DLPT scores recorded in their record, they may be administered the DLPT and the scores will be entered into their official personnel folder. If qualified, they will be awarded the foreign language competency.

G. Coast Guard Intelligence Liaison Officer to the Defense Language Institute Foreign Language Center (DLIFLC):

1. Be primary CGI POC for all actions related to CGI personnel attendance at/visit to the DLIFLC.
2. Coordinate all CGI visits to the DLIFLC.
3. Maintain active communication channels with all applicable CG elements, to include, but not limited to, Office of Intelligence Workforce Management (CG-21), Coast Guard Cryptologic Group (CGCG)/Coast Guard Cryptologic Unit- Texas (CGCU-T), FORCECOM Training Division, and the Intelligence Training Branch at Training Center Yorktown.
4. Provide Weekly Activities Report to CGI FLPM every Friday that summarizes key actions/issues.
5. Provide administrative support, counseling and mentoring of CG personnel attending foreign language courses at the DLIFLC.
6. Coordinate quotas for seats in foreign language courses at the DLIFLC with FC-T Interagency Training Liaison.
7. Promote language learning of CGI personnel attending DLIFLC language training, to include but not limited to:
 - a. Conducting a quarterly review of language course syllabi.

- b. Conversing with students, in the target language when possible.
- c. Meeting with DLIFLC Schoolhouse staff and Military Language Instructors (MLI) biweekly to gain knowledge on potential/current student issues as well as significant course milestones.
- d. Conducting biweekly meetings with CGI students to gain student perspective on language proficiency progress.

H. Chief, Office of Intelligence Plans and Policy (CG-25):

- 1. Serve as a member of the CGI FLPSGT.

I. Director, Coast Guard Counterintelligence Service (CGCIS):

- 1. Serve as a member of the CGI FLPSGT.
 - a. Designate, in writing, an individual to serve as the Associate Language Authority (ALA). This may be a collateral duty.
 - b. Identify CGCIS foreign language requirements.

J. Commanding Officer, Intelligence Coordination Center (ICC):

- 1. Serve as a member of the CGI FLPSGT.
 - a. Designate, in writing, an individual to serve as the Associate Language Authority (ALA). This may be a collateral duty.
 - b. Identify ICC foreign language requirements.

K. Commander, Coast Guard Cryptologic Group (CGCG):

- 1. Serve as a member of the CGI FLPSGT.
 - a. Designate, in writing, an individual to serve as the Associate Language Authority (ALA). This may be a collateral duty.
 - b. Identify CGCG foreign language requirements.

L. Commanding Officers, Coast Guard Cryptologic Units with language designated positions (LDP):

1. Maintain a Command Language Program (CLP) and designate, in writing, individuals to serve as the CLPM and Assistant Command Language Program Manager (ACLPM). Emphasis will be placed on identifying personnel with cryptologic language analyst (CLA) experience to fulfill CLPM duties.
2. If the unit has 50 or more LDPs, the CLPM will be a full-time responsibility, otherwise this may be a collateral duty, providing the ability to administer a detailed foreign language proficiency sustainment program and maximize opportunities during duty hours for foreign language proficiency sustainment training. The ACLPM may be a collateral duty.

M. Chief, Area Intelligence Division (Area-2):

1. Serve as a member of the CGI FLPSGT. Area-2 may delegate this responsibility to Commanding Officer, MIFC LANT/MIFC PAC.
2. Designate, in writing, an individual to serve as the Associate Language Authority (ALA). This may be a collateral duty.
3. Identify Intelligence billet foreign language requirements across the relevant area.

N. Commanding Officer, Maritime Intelligence Fusion Center (MIFC LANT/MIFC PAC):

1. Serve as a member of the CGI FLPSGT.
2. Designate, in writing, an individual to serve as the Associate Language Authority (ALA). This may be a collateral duty.

O. Chief, Intelligence Department, Coast Guard Cyber Command (CGCC-2):

1. Designate, in writing, an individual to serve as the Associate Language Authority (ALA). This may be a collateral duty.
2. Identify CGCC Intelligence billet foreign language requirements.

P. District Intelligence Officers (di/dri):

1. If the District has LDPs, designate an individual to serve as the Associated Language Authority. This may be collateral duties.
2. Identify their District and Sector Intelligence billet foreign language requirements.

Q. Associate Language Authority (ALA):

1. Be designated in writing and be the point of contact for all foreign language program matters
2. Identify and validate all LDP:
 - a. In accordance with Reference (b), forward completed Request to Assign Competencies, Education, or Officer Specialty to a Position, Form CG-5311 via the chain of command for processing and approval.
 - b. In accordance with References (c), (d), and this Manual, submit requests for FLPP allocations for positions which require language proficiency requirements to execute assigned duties. Forward FLPP Allocation Memo via chain of command to CGI FLPM for processing and approval.

- c. If personnel are deployed or assigned to a specific operation because of their language skills, as demonstrated by a minimum L2/R2 score on a current DLPT, submit a memo requesting FLPP for the duration of the deployment/operation through FLPM to the Mission Support Training Branch of FORCECOM Training Division (FC-TMS).
- d. Assist subordinate commands in managing their foreign language refresher, maintenance, remedial, and enhancement training to ensure they achieve readiness objectives. (NIE PERSONNEL ONLY)
- e. Consolidate and submit foreign language program reports as directed.

CHAPTER 3. ROLES AND RESPONSIBILITIES – CLPM

A. Command Language Program Manager (CLPM):

1. Will, IAW this Manual, serve as the command's primary advisor on all Intelligence foreign language training, readiness and administrative issues and be responsible for all aspects of the development, implementation, and management of the CLP. They will serve as the focal point for CGI foreign language issues within the command, to include foreign language training and testing, unit foreign language readiness, and administrative issues.
2. Will attend the DLIFLC CLPM Course, either in resident or by a mobile training team within the first 6 months of appointment. The DLIFLC CLPM course provided and funded by NSA for primary CLPMs. CLPM should contact CGCG course manager for enrollment in course.
3. Will ensure that Direct Access is updated to include CGILP assignments, training and test results.
4. Will monitor the status of CGILP proficiency within their Unit, periodically evaluating the effectiveness of the command language program.
5. Will communicate foreign language related issues/questions to their command leadership, the ALA, or CGI DFLPM as appropriate.

B. Training:

1. Will coordinate and supervise a foreign language proficiency training and sustainment program to support their CGILPs.
2. Will maintain a record of language training events and participation.
3. Will identify and submit annual program and funding requirements through the appropriate chain of command.
4. Will develop, implement and update an Individual Language Training Plan for each CGILP, tailored to the individual's needs and outlining goals and objectives.
5. Will ensure all assigned CGILPs are familiar with available training resources, providing access to remedial, refresher, maintenance, and enhancement training for all CGILPs.
6. If Cryptologic Language Analysts are assigned to the unit, CLPMs:
 - a. Will oversee their enrollment in the Military Cryptologic Continuing Education Program for Language Analysis (MCCEP-LA), as well as progress towards completion.
 - b. Will maintain up-to-date records in CHANDELIER.

C. Testing:

1. Will ensure all assigned CGILPs regularly test in accordance with CG testing policies, ensuring results are populated in DA.
2. Will ensure the member is awarded the applicable foreign language competency.
 - a. Will maintain records of past and current DLPT scores for each CGILP to track language proficiency improvement.
3. Will provide monthly report, via the chain of command, to Commandant (CG-21) FLP Office on language readiness. At a minimum, these reports will include languages and language proficiency levels, currency on language tests, and language training conducted for improvements to language readiness, as applicable. Format can be found on CGI Foreign Language Program Portal Page:

[Foreign Language Report Form](#)

D. The CLPM/ACLPM:

1. Will monitor ALCOASTs for changes to the FLPP program.
2. Will oversee the FLPP program within their unit, coordinating with the SPO to ensure that qualified personnel are awarded the appropriate FLPP amount and ensure that FLPP is terminated when a member ceases to qualify.

E. CGILP are employees who have certified proficiency in a Mission Essential Language and been awarded the applicable foreign language competency. They will:

1. Maintain minimum performance and proficiency standards, to include ensuring that they recertify their proficiency annually by scheduling and taking the DLPT. Failure to do so may result in loss of FLPP and the foreign language competency.
2. Attend language, culture, and mission-related training as required.
3. Communicate foreign language-related issues/questions to his or her CLPM and/or ALA and/or leadership as applicable.
4. Complete CGI Foreign Language Training Survey and submit within 5 working days of completion of any instructor-based language training of 60 or more hours. Survey can be located under additional resources on the CGI Foreign Language Portal Page:

<https://cg.portal.uscg.mil/units/cg2/21/cg-211/cg2flp/SitePages/Home.aspx>

CHAPTER 4. MISSION AND OBJECTIVES

A. Coast Guard Intelligence Foreign Language Program Goal:

1. The goal of the FLP is to ensure CGI has sufficient language-skilled personnel to support CG National Intelligence Element and Law Enforcement Intelligence Element to perform the activities of the Intelligence cycle. . This chapter outlines the procedures for CGI to achieve the FLP Goal through:
 - a. Recruitment of personnel into the Intelligence program, who have an aptitude for or proficiency in a mission essential foreign language.
 - b. Training personnel to a minimum level L2/R2 ILR proficiency. L2/R2 ILR proficiency is the minimum requirement for foreign language competency eligibility. When possible, foreign language training is intended to be a full-time, uninterrupted event.
 - c. Incentivizing CGI personnel to document and improve their foreign language proficiency. The goal for CGILPs is ILR proficiency 3 in listening and reading.
 - d. Effective talent management of the language-skilled workforce.

B. Mission Essential Language List (MELL): MELL is a grouping of languages as determined by the CGI FLPSGT and approved by the CGI SLA for the purpose of identifying those languages essential to support the CG mission and intelligence operational tasks. The CGI FLPSGT reviews and updates the MELL annually. A copy of the current MELL is located on the Commandant (CG-21) FLP Portal Page. MELL Language Categorizations are:

1. Immediate: Languages critically needed to meet long-term and persistent mission success. Steady state demand and requirements exist but capability may be low.
2. Enduring: Languages needed to meet less critical demand and requirements. Requirements fluctuate; capability may be low. Enduring languages are not a training priority for CGI.

C. Units may consult with the CGI FLPM for advice on required proficiency for particular positions or duties.

1. Identify the competency required (XXX = language trigraph)
 - a. L2/R2 - LANGXXX1 (Apprentice)
 - b. L2+/R2+ - LANGXXX2 (Journeyman)
 - c. L3/R3 - LANGXXX3 (Master)
2. Assign the competency's importance level using the following criteria:
 - a. Level 3 – Average: Competency is position important: performance in the position would likely be degraded without the competency.

- b. Level 4 – Above Average: Competency is position essential: cannot sustain operations as necessary for normal workload. Includes critical collateral duty responsibilities.
 - c. Level 5 – High: Competency is position critical. An individual's or Unit's primary duties cannot be accomplished without the person in this position possessing this competency.
 - d. Submit completed Request to Assign Competencies, Education, or Officer Specialty to a Position, Form CG-5311 through chain and the designated ALA, to CGI FLPM for coordination and approval.
- D. Upon approval of Request to Assign Competencies, Education, or Officer Specialty to a Position, Form CG-5311, for those positions where the incumbent must use the foreign language in the conduct of their duties, submit a FLPP Allocation Request Memo through chain and the designated ALA, to FLPP Administrator for coordination and approval. Enclosure 4-1 is a sample memo.
- E. Upon approval of FLPP allocation, the billet will be considered a language designated position (LDP). Approved memos and a list of LDPs can be found on the CGI FLP Portal Page.
- F. Commanders/Commanding Officers/Directors/, who are not authorized CGILPs but with regular/periodic/contingency/surge mission requirements, will identify those requirements through command channels to CGI FLPM.
- G. Talent Management of CGILP:
- 1. Foreign language capabilities may enhance a CGI member's career potential. Assignments involving foreign language translation and interpretation duties involve extraordinary efforts to learn, sustain, and improve foreign language skills, which by nature, are highly perishable. Accordingly, the individual efforts of CGI personnel to maintain proficiency in their language(s) should be accurately reflected in evaluation reports. Language proficiency level should be noted on evaluation reports of those CGI personnel who require a language proficiency to execute the duties of their assigned billet. Commandant (CG-21) will work with EPM and OPM to influence assignments of CGILPs to LDPs.
 - a. Qualifications: The professional qualification level for foreign language proficiency necessary to perform the work of each LDP is identified by the foreign language competency assigned to the billet. The DLPT is the test of record for award of the foreign language competency and qualification as a CGILP.
 - b. Apprentice level LDPs will be tagged with the Level 1 Foreign Language Competency and require a minimum foreign language proficiency of L2/R2 as measured by the DLPT.
 - c. Journeyman level LDPs will be tagged with the Level 2 Foreign Language Competency and require a minimum foreign language proficiency of L2+/R2+ as measured by the DLPT.
 - d. Master level LDPs will be tagged with the Level 3 Foreign Language Competency and require a minimum foreign language proficiency of L3/R3 as measured by the DLPT.
- H. The Defense Language Aptitude Battery (DLAB) provides a quantitative estimate of the aptitude of a person to learn a foreign language in a formal training program and the minimum qualifying DLAB scores are determined by language difficulty category (LDC).

1. CG full-time ESOs administer the DLAB to CG personnel and enter the score into DA.
2. CGI personnel may not retake the DLAB earlier than 180 calendar days from the last administration of the test.
3. CGI minimum qualifying DLAB scores by LDC are: Category (CAT) I (e.g. French and Spanish): 105 or higher; CAT II (e.g. Indonesian): 110 or higher; CAT III (e.g. Russian, Farsi and Tagalog): 115 or higher; and CAT IV (e.g. Arabic, Japanese, Korean and Chinese Mandarin): 120 or higher. Each CGI member slated to attend DLIFLC language training must have a DLAB score that meets or exceeds the CGI minimum for the language.
4. The CGI FLPM is the sole approval authority for DLAB waivers. Requests for waiver will include mitigating factors such as evidence of prior foreign language training or experience, especially in the language to be trained.

I. Language Proficiency Certification

1. The Defense Language Proficiency Test (DLPT) is the test of record for certification of foreign language proficiency in the CG. CG full-time ESOs can administer DLPT as well as DLAB to CG personnel and enter score in DA. L2/R2 ILR proficiency is the minimum level to be awarded a foreign language competency. The goal is for all foreign language skilled personnel to achieve a L3/R3 or higher proficiency level. Upon completion of testing certification and receipt of all test scores, those test results become the test of record for qualification for FLPP and for award of the foreign language competency.
2. All CGI personnel proficient in a foreign language on the MELL are encouraged to certify their language proficiency by taking the DLPT and to recertify annually to maintain eligibility for the foreign language competency and enable leadership to have visibility of language capability across the CGI workforce. Failure to recertify their language will result in loss of the foreign language competency.
3. All CGILPs who are in a LDP and/or receive FLPP are required to recertify their language proficiency by testing annually. Failure to recertify their language will result, at a minimum, in loss of the foreign language competency and forfeiture of FLPP.

J. Taking the DLPT:

1. Provided at least 180 days have passed since the most recent certification, personnel may 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.
3. If there is an upper range test, CGILPs who take the DLPT and score a 3 in both listening and reading modalities on the lower range test, will schedule to take the UR DLPT. The UR DLPT must be taken no later than 90 days after the administration of the LR DLPT for the score 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 the member achieves a score above ILR proficiency 3 on the Upper Range test, the certification date will become the date the UR test was completed. If the member only scores a level 3 in both modalities, of the UR test, the date of certification will remain the date the LR test was completed.
4. The Oral Proficiency Interview may be requested and administered to CGI personnel who have a speaking requirement for that foreign language in the conduct of their assigned duties.
5. CG personnel who graduate from DLIFLC will be administered the applicable DLPT and OPI and must achieve a score of L2/R2/S1+ in order to graduate.
6. CGI personnel who attend a significant training event (150 or more hours of classroom instruction) will be administered the applicable DLPT within 60 days of training completion. If the member plans to attend another significant training event starting within less than three months of course completion, approval for administration of the DLPT to be postponed until further training is completed may be granted by the CGI FLPM.

K. Human Language Technology (HLT):

1. Language Training Tools: The CGI SLA, DSLA, and FLPM, in conjunction with Defense Language Institute Directorate of Continuing Education, Commandant (CG-9), Commandant (CG-7), FORCECOM FLP administrator and Commandant (CG-6), will identify advanced technology that will assist in satisfying the growing requirement for sustainment and enhancement language skills training and propose which technology should be utilized and / or acquired. Examples of such technology include computer-assisted instruction, computer-assisted translation, interactive video instruction and other language learning initiatives.
2. Language Translation Devices: The CGI SLA, DSLA and FLPM, in conjunction with Commandant (CG-9), Commandant (CG-7), Commandant (CG-6), Commandant (CG-5R), FORCECOM FLP administrator and other CG elements, will identify foreign language requirements for HLT devices.

CHAPTER 5. FOREIGN LANGUAGE TRAINING

- A. Purpose: To establish guidelines and procedures for language training as it pertains to newly recruited personnel and enduring legacy CGILP. This chapter will delineate the process to acquire, maintain and enhance linguistic proficiency in an operational environment for personnel who possess a foreign language proficiency.
- B. Command Language Programs (CLP): Maintenance and enhancement of linguistic proficiency is an operational necessity for all CGI personnel who possess foreign language proficiency, especially while assigned to a LDP in a unit with validated foreign language requirements. Standardization of CGI CLPs is vital to meeting language, regional expertise and culture mission requirements. All units with NEI LDPs must establish a CLP IAW this Manual and any published Standard Operating Procedures (SOP). This Manual provides guidelines, policies, and procedures for CGI CLPs and will be used for the development and implementation of CLPs. Any questions will be directed to the CGI DFLPM. (NIE PERSONNEL ONLY)
1. A CLP is the Command's foreign language training management program. The CLP provides direct access and management for CGILPs, DLPT scores, FLPP status, and language training. Units with NEI LDPs are directed to establish a CLP to support the language maintenance training of CGILP. This training may include remedial, refresher, maintenance, and enhancement training. Courses may be full- or part-time, on- or off-duty, group- or self-study, mandatory or voluntary, and in-house or contracted. (NIE PERSONNEL ONLY)
 2. At a minimum CLPs must satisfy the following criteria:
 - a. Command driven. The CLP is a commander's program and will show evidence of command emphasis, command support, and commander cognizance and involvement.
 - b. Objectives. The CLPs must have clearly stated quantifiable objectives. A CLP's objectives will address both global and technical language skills. Ideally, these objectives should be expressed as mission essential or critical tasks.
 - c. Command Language Program Manager (CLPM). Units with NEI LDPs must have a designated CLPM. Ideally, the CLPM is one of the unit's senior CGILPs, who can also serve as a linguist mentor and advisor. The CLPM may also be a CGI civilian, who is knowledgeable of the CLP.
 - d. CLP documentation. The CLPM is responsible for maintaining required CLP documentation, the CLP linguist database, and the CLP files.
 - e. Reference publications. At a minimum, CLPs must have on hand their CLP Command Guidance and electronic access to all applicable publications.
- C. Training Opportunities:

1. Foreign language proficiency is a highly perishable skill and requires constant training to ensure CGILP's maintain proficiency. Commanders, supervisors, CLPMs and personnel in the chain of command will develop a broad spectrum of training resources to effectively tailor training programs. Individual training programs will be tailored to meet both mission and individual requirements. The three components of language training are: institutional language training, unit language training, and self-study
 - a. Institutional language training is primarily conducted at the DLIFLC main campus in Monterey, California, at one of their satellite campuses and at other centers for higher learning. CGI DFLPM coordinates formal courses for basic, intermediate, advanced, and sustainment training for CGIFLPs. Training includes all programs, resident and nonresident, mission-required and mission-related, which provide for accession, sustainment, and enhancement of language skills. Institutional training remains the primary acquisition method for non-native CGILPs. (NIE PERSONNEL ONLY)
 - b. Unit training. Units with NEI LDPs will establish a CLP in accordance with the policy articulated in this Manual. CLPMs will develop and execute remedial, sustainment, and enhancement language training programs designed to ensure all assigned CGILPs work to meet the CGI language proficiency goal of L3/R3. (NIE PERSONNEL ONLY)
 - c. Self-study. Commands should encourage all CGILPs to use self-study materials during both duty and off-duty hours. Self-study language training consists of supervised or self-paced language training accomplished by the individual CGILP. The objectives will include general language proficiency and assurance of mission performance. For maximum effect, the CLPM and/or Training Officer will prepare an Individual Language Training Plan, listing individual training objectives, tasks, performance standards, milestones, and a program schedule. For those CGILPs in LDPs, a training plan is mandatory.
 2. Defense Language Institute Foreign Language Center (DLIFLC) and DLI Washington are the primary sources of acquisition training for CGILPs. Acquisition language training is any formal language training program that provides basic language instruction designed for personnel who have no measurable proficiency in the target language. The goal of acquisition language training is to train personnel to a minimum ILR proficiency L2/R2/S1+.
 - a. CGI DFLPM, CGCG and subordinate units will leverage NSA/CSS programs available through the NCS coordinated training events whenever possible for CGI Cryptologic Language Analysts. (NIE PERSONNEL ONLY)
 - b. CGI DFLPM will leverage DoD and IC training opportunities whenever possible for CGILPs. CGI DFLPM will maintain information concerning foreign language training opportunities on the CGI FLP Portal Page. (NIE PERSONNEL ONLY)
- D. CGILPs will be given the necessary and appropriate opportunities to develop, maintain and/or improve their foreign language proficiency, performance, and associated analytical skills and knowledge to ensure they meet professional language and mission readiness requirements to perform language mission tasks. (NIE PERSONNEL ONLY)

1. Regardless of their language proficiency level, CGILP are candidates for language and job-related, proficiency-enhancement training.
 2. Personnel identified and scheduled for training will be required to participate and will be released from duty in a timely manner to meet training schedules. Exceptions will be made only in extraordinary circumstances, where the CGILP's absence would have a significant, negative impact on the mission as determined by the unit commander in coordination with the appropriate ALA. Language training will not be preempted for non-language related duties. (NIE PERSONNEL ONLY)
 3. Training requirements will be determined and prioritized by CGI DFLPM in coordination with the designated ALA and CLPM, based on mission needs and the language proficiency levels of the CGILP. Language and area studies training requirements for cryptologic language analysts using NCS courses will be submitted to NCS by the unit CLPM, with a copy furnished to the CGI DFLPM. (NIE PERSONNEL ONLY)
 4. When CGILPs, who occupy LDPs, fail to meet minimum foreign language competency standards, the CLPM will ensure that they are:
- E. Assigned and complete remedial language training, as directed in an Individual Language Training Plan. Remedial training will consist of a minimum of 5 hours of language study/week and include a minimum of 130 hours (6 months). (NIE PERSONNEL ONLY)
- F. Scheduled to take a DLPT within 10 working days of completing remedial language training.
- G. Language Fitness Program: The goal for each CGILP is L3/R3.
1. NIE Personnel in a LDP and receiving FLPP will conduct self-directed language sustainment training, following a weekly training schedule, determined by their level of foreign language competency.
 2. Training will comply with the following schedule:
 - a. Sub-proficient (less than L2/R2) – 5 hours/week
 - b. Competency Level 1 – 3 hours/week
 - c. Competency Level 2 – 2 hours/week but may do up to 3 hours/week
 - d. Competency Level 3 – no requirement but may do up to 3 hours/week
- H. Training will:

COMDTINST M3876.1

1. Concentrate on individual proficiency weaknesses as determined by the DLPT and/or DLIFLC Online Diagnostic Assessment (ODA).
2. Be documented by the individual and submitted to the CLPM on a weekly basis. (NIE PERSONNEL ONLY)
3. Be conducted during duty hours (unless mission requirements or operations tempo do not permit).
4. CGI personnel assigned to a LDP are authorized, with supervisor approval, to conduct up to 3 hours/week of on-duty time in self-directed sustainment language training, and to participate in language dialogue groups, consistent with mission requirements and operations tempo.

CHAPTER 6. POLICY CHANGES AND REVIEW

- A. Purpose: The CGI Foreign Language Program Action Panel (CGI FLPAP) will recommend initiatives to improve language proficiency, regional expertise, and cultural capability development across CGI to the CGI Foreign Language Program Senior Guidance Team (FLPSGT) for approval.
1. Coast Guard Intelligence Foreign Language Program Senior Guidance Team (CGI FLPSGT):
 - a. CGI FLPSGT is chaired by the CGI SLA.
 - b. CGI GLPSGT membership consists of:
 - c. Chief, Office of Intelligence Workforce Management (CG-21) and CGI Deputy SLA
 - d. Chief, Office of Intelligence Plans and Policy (CG-25)
 - e. FORCECOM, FLP Administrator
 - f. Director, CGCIS
 - g. Commanding Officer, ICC
 - h. Commander, CGCG
 - i. Intelligence Rating Force Master Chief
 - j. Chief, Intelligence Division, Atlantic Area (LANT-2)
 - k. Commanding Officer, MIFC PAC
 - l. CGI FLPM as Recording Secretary
 2. Direction and Control. The CGI FLPSGT will:
 - a. Advise and recommend to Commandant (CG-2) policy and initiatives to improve the full spectrum of foreign language proficiency, regional expertise, and cultural capability development across the CGI enterprise.
 - b. Meet semi-annually or when directed by the CGI SLA.
 - c. Set a formal agenda that coordinates recommended changes and updates to policies affecting CGI foreign language, regional expertise, and cultural capabilities.
 - d. Focus CGI efforts in the various areas related to language issues and policy.
 - e. Identify existing and emerging requirements for foreign language proficiency, human language technology, regional expertise, and cross-cultural competency.
 - f. Review and provide recommendations on present and emerging foreign language, regional expertise, and cultural capability needs for CGI personnel.

- g. Review and provide recommendations to Commandant (CG-2) on foreign language, regional expertise, and cultural capability training, education, personnel, and financial requirements.
- h. Review and provide recommendation on changes/approval of CGI MELL.

B. Coast Guard Intelligence (CGI) Foreign Language Program (FLP) Action Panel (CGI FLPAP):

1. The CGI FLPAP is chaired by the CGI DSLA or their designee.
2. CGI FLPAP membership consists of personnel familiar with the foreign language requirements and capabilities of the CGI enterprise:
 - a. Deputy SLA/Designee
 - b. CGI FLPM
 - c. CGI DFLPM (Recording Secretary)
 - d. CGI LNO to DLIFLC
 - e. Office of Intelligence Plans and Policy SIGINT Program Representative
 - f. Intelligence Branch, Training Center Yorktown Representative
 - g. Intelligence Rating Force Master Chief
 - h. Each unit with an ALA and/or CLPM will appoint one to be the representative.
3. Direction and Control. The CGI FLPAP will:
 - a. Support the functions and responsibilities of the FLPSGT.
 - b. Advise and recommend to CGI FLPSGT policies and initiatives to improve the full spectrum of foreign language proficiency, regional expertise, and cultural capability development across the CGI enterprise.
 - c. Address and recommend CGI solutions to requirements, capabilities, language shortfalls, standards, evaluations, testing, skill development, as well as tools and technologies.
 - d. Meet quarterly or when directed by the CGI Deputy SLA or FLPAP Chair.
 - e. Set a formal agenda and coordinate recommended changes and updates to policies affecting CGI foreign language, regional expertise, and cultural capabilities.
 - f. Review and provide recommendations on present and emerging foreign language, regional expertise, and cultural capability needs for CGI personnel.
 - g. Review and provide recommendations to Commandant (CG-2) on foreign language, regional expertise, and cultural capability training, education, personnel, and financial requirements.
 - h. Review and provide recommendation on changes of CGI MELL

ACRONYMS

1. ALA	Associate Language Authority
2. CGI	Coast Guard Intelligence
3. CGILP	Coast Guard Intelligence Language Professional
4. CLA	Cryptologic Language Analyst
5. CLPM	Command Language Program Manager
6. DA	Direct Access
7. DIA	Defense Intelligence Agency
8. DIFLAAG	Defense Intelligence Foreign Language and Area Advisory Group
9. DLAB	Defense Language Aptitude Battery
10. DLAP	Defense Language Action Panel
11. DLIFLC	Defense Language Institute Foreign Language Center
12. DLNSEO	Defense Language and National Security Education Center
13. DLPT	Defense Language Proficiency Test
14. DLSC	Defense Language Steering Committee
15. DMDC	Defense Manpower Data Center
16. DRRS	Defense Readiness Reporting System
17. ECL	English Comprehension Level
18. ELT	English Language Training
19. ETQC	Education and Training Quota Management Command
20. FLEXCOM	Foreign Language Executive Committee
21. FLP	Foreign Language Program
22. FLPP	Foreign Language Proficiency Pay
23. FORCECOM	Forces Command
24. HLT	Human Language Technology
25. HUMINT	Human Intelligence
26. IC	Intelligence Community
27. ILR	Interagency Language Roundtable
28. LCI	Language Capability Index
29. LR	Lower Range
30. LREC	Language, Regional Expertise, and Culture
31. MELL	Mission Essential Language List
32. NGA	National Geospatial-Intelligence Agency
33. NSA/CSS	National Security Agency/Central Security Service
34. ODNI	Office of the Director of National Intelligence
35. OPI	Oral Proficiency Interview
36. OUSD(I&S)	Office of the Under Secretary of Defense for Intelligence and Security
37. SES	Senior Executive Service
38. SGT	Senior Guidance Team
39. SIGINT	Signals Intelligence
40. SLA	Senior Language Authority
41. UR	Upper Range

GLOSSARY

Unless otherwise stated, these terms and their definitions are for the purpose of this issuance.

Associate Language Authority. Organize, train and equip a level of language professionals to meet USCG operational requirements. ALA will represent unit in language issues to the Command. ALA's will coordinate with FLPO, and be designated by local Command. This may be collateral duty.

Acquisition Language Training. Initial language training conducted at an accredited institution of higher learning (DLIFLC or college) with the express purpose of learning a foreign language. Designed to train up to a proficiency level of L2/R2/S1+

Chandelier. A web-based database system enabling a comprehensive, real-time, and historical analysis of NSA/CSS language and intelligence analysis capabilities and readiness.

Coast Guard Intelligence Element. The Coast Guard Intelligence offices, commands, and unit that comprise the CGI enterprise.

Coast Guard Intelligence Language Professional (CGILP). A CGI employee who is certified proficient in a CGI Mission Essential Language at skill level 2 or higher in listening and reading and has been awarded the applicable foreign language competency.

Command Language Program Manager (CLPM). CGI Training Managers responsible for assisting CGILP with maintaining their language skills and for advising leadership on the status (i.e., proficiency, training) of the CGILPs in their unit.

Competency. An observable, measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully.

Cultural Awareness. A knowledge of the integrated patterns of human behavior, which includes the distinctive spiritual, intellectual, and emotional thoughts; communications; actions; customs; beliefs; and values of social groups and how they motivate a person or persons' conduct.

Cross-Cultural Competence. Studies or practical experience to develop the ability to navigate in complex cross-cultural interpersonal situations, express, or interpret ideas and concepts across cultures, and make sense of foreign social and cultural behavior. The skills and knowledge that enable personnel to adapt and function effectively in any culture to achieve mission success.

Cryptologic Language Analyst (CLA). CGILP serving in a language analyst work role, including those on assignment away from language analyst work role, such as language instructor assigned to a Cryptologic Unit.

Defense Language Aptitude Battery (DLAB). The preferred DoD standardized test for determining the aptitude of native or near-native English speakers to learn a foreign language. The

purpose of the DLAB is to aid in predicting the likely degree of success an individual will have in learning a foreign language. CG full-time ESOs may administer the DLAB.

Defense Language Institute Foreign language Center (DLIFLC). With locations in Monterey, California, and Washington, D.C., DLIFLC is the Department of Defense school that provides resident foreign language acquisition, intermediate and advanced training to CGI personnel.

Defense Language Proficiency Test (DLPT). The DoD standardized testing system for measuring an individual's proficiency in a foreign language. It includes those DoD approved tests used to measure language proficiency (e.g., versions of the Defense Language Proficiency Test, the Oral Proficiency Interview, the Defense Language Reading Proficiency Test, the Very Low Range Defense Language Proficiency Test to measure foreign language proficiency, the computer adaptive test ECL and paper ECL tests to measure English language proficiency. DLPT and OPI scores are reported as ILR proficiency according to DoD Directive 5160.41E The Defense Language Program and the Federal Government Interagency Language Roundtable (ILR) Web Site, "Language Skill Level Descriptions".

Defense Language Steering Committee (DLSC). Consists of DoD Component Senior Language Authority's (SLA) which recommends and coordinates language policy; identifies present and emerging foreign language, regional and cultural expertise needs; identifies language training, education, employees and resource requirements; and serves as an advisory board to the Under Secretary of Defense for Personnel and Readiness. The CGI SLA is a guest member.

Enduring Language. Any foreign language on the MELL designated by the CGI SLA as being in need for successful achievement of CGI mission and projected to be of strategic need for the next 10 to 15 years. However, current need is not considered to be at a critical level. It informs the CGI's foreign language planning and helps direct resources for training, testing, incentivizing, recruiting, and manning.

Enhancement Language Training. Training which improves the general language skills and proficiency of already qualified language skilled personnel.

Foreign Language Executive Committee (FLEXCOM). A committee consisting of the SLAs and Senior Language Officers of all IC components, which recommends and coordinates language policy; identifies existing and emerging foreign language, regional and cultural expertise needs; identifies appropriate training, education, and resource requirements; HLT development and implementation, and serves as a foreign language advisory board to the Director of National Intelligence.

Human Language Technology (HLT). Automated tools used to support collection, analysis and counterintelligence missions, and tasks, and improve foreign language learning. Provide the capability to identify, consolidate, filter and disseminate information rapidly. These language exploitation technologies include but are not limited to: speech to speech; speech to text; audio transcription; text to text; cross-lingual or data management retrieval; optical character recognition; translation memory; foreign language name normalization; in-language named entity extraction; as

well as language training tools to further enable the current workforce learning dynamics, tasks, and missions.

Immediate Language. Any foreign language on the MELL designated by the CGI SLA as being in critical need for successful achievement of CGI mission and requires an increase near-term capability. It informs the CGI's foreign language planning and helps direct resources for training, testing, incentivizing, recruiting, and manning.

Interagency Language Roundtable (ILR). A federal interagency organization established to coordinate and share information about language-related activities at the federal level. It serves to keep abreast of the progress, techniques and industry best practices related to language learning, language use, language testing and related issues to support the USG mission. The ILR language skill level descriptions are used by U.S. Government agencies to measure foreign language proficiency on a scale of 0, 0+, 1, 1+, 2, 2+, 3, 3+, 4, 4+, and 5 in the modalities of listening, reading, speaking and writing.

Language. When used in the Language Regional Expertise and Culture context, language includes both foreign language and English language skills training for CGI personnel.

Language Designated Position (LDP). CGI positions which have been validated as requiring someone with a foreign language capability in one of the CGI Mission Essential Languages and authorized to receive Foreign Language Proficiency Pay.

Language Proficiency. The continuum – from memorized proficiency to functionally native proficiency – that describes the ability of an individual to function in the reading, listening, and speaking modalities of a foreign language as assessed by the U.S. Government Interagency Language Roundtable (ILR) proficiency rating scale.

Language Trigraph Codes. A standardized DoD nomenclature where each foreign language of interest to the Department is assigned a unique three letter abbreviation combination denoting the formal name of the foreign language. For example, French is denoted by an FRA trigraph.

Mission Essential Language List (MELL). The list of languages that present the greatest utility toward achieving CGI mission, near and far term. It informs the CGI's foreign language planning and helps direct resources for training, testing, incentivizing, recruiting, and manning.

Modalities. The three language-related certifiable proficiencies of concern to the CG language program are the modalities of listening, reading, and speaking.

Oral Proficiency Interview (OPI). The Oral Proficiency Interview is a test administered in person, by telephone, or other approved means to measure an individual's foreign language proficiency in the speaking modality across the entire ILR scale.

Regional Expertise. Knowledge about a specific region of the world that focuses on but is not limited to the political, historical, cultural, sociological, economic, and geographic factors of that region.

Regional Proficiency. The continuum – from pre-novice to expert – of knowledge and application thereof with regard to a defined region of the world, including but not limited to the political, historical, cultural, sociological, economic, and geographic factors.

Senior Language Authority (SLA). An individual at the GO/FO, SES, or equivalent level designated in writing by the Commandant (CG-2), who has direct access to senior leadership, understands the totality of the CGI's language needs, and serves as a member of the ODNI Foreign Language Executive Committee and represent CGI at the interagency Defense Language Steering Committee. The SLA serves as an advisor to senior leadership on doctrine, policies, planning guidance, and resources, and oversees the execution of language and regional proficiency planning, resourcing, and implementation.

Significant Language Training Event (SLTE). At least 150 hours of immersion training or 6 consecutive weeks of 5 hour-a-day classroom training, or other significant event as defined by the CGI SLA. For non-native English speakers, English as a Second Language Courses may be approved as the SLTE.

Sustainment Language Training. Minimal hours of training which prevents skill deterioration through periodic general language review and frequent practice, but does not necessarily improve skills.

Upper Range Defense Language Proficiency Test (UR DLPT). A DLPT that measure ILR levels 3+ to 4 and only exists for certain DLPT languages. The Computer Adaptive Tests (CAT) (e.g. Spanish DLPT5 CAT) are a test that combines both lower and upper ranges and therefore provides a test score from 0 to 4.

DESCRIPTION OF LANGUAGE SKILL LEVELS

1. Language proficiency is the ability to understand and operate in a language other than English. The Interagency Language Roundtable (ILR) standardizes how language proficiency is measure. Language skill sets include speaking, listening, reading, and writing.
2. Language acquisition is geometric in nature, meaning that an individual does not just add some vocabulary words to move up the proficiency scale, but increases breadth and depth of language ability. The designation of 0+, 1+, 2+ etc., should be assigned when proficiency needs exceed the lower level, but do not meet the standard for the next level.
3. When identifying capability requirements, planners should list the minimum level of language proficiency needed.

Level	Function/Tasks	Context/topics	Accuracy
5	All expected of an educated Native Speaker	All subjects	Accepted as an educated Native Speaker (NS)
4	Tailor language, counsel, motivate, persuade, negotiate	Wide range of professional needs	Extensive, precise, and appropriate
3	Support opinions, hypothesize, explain, unfamiliar topics	Practical, abstract, special interests	Errors never interfere with communication
2	Narrate, describe, give directions	Concrete, real-world, factual	Intelligible even if not used to dealing with non NS
1	Simple question and answer	Everyday survival	Intelligible with effort or practice
0+	Memorized	Very limited	Difficult to understand
0	None		

TEMPLATE FOR LINGUIST POSITION DESIGNATION MEMO

To: [FC-TMS]

Subj: REQUEST THE FOLLOWING POSITIONS BE DESIGNATED AS A LINGUIST POSITION

Ref: (a) [Optional Reference]

1. *unit name (DEPT number)* is requesting the following position numbers be designated as a linguist position(s).

Position number	Primary duty	Language	unit ID

2. Personnel in this position numbers will... explain their primary duty, consequences if they do not have a linguist skill (i.e. will be moved to another primary job consisting of until qualified or until a qualified member fills the role).

3. How was the position created (Semi-Annual Reprogramming Review, Resource Proposal, etc.)

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Enclosure: (1) [Supporting documentation. May include SARR Package or RP cover sheet.