

COMMAND LANGUAGE PROGRAM

Compliance Inspection Checklist

	GO	NO GO	N/A
1. Command Language Program (CLP).			
a. Has the unit established a Command Language Program (CLP) (DLIFLC Pam 350-9)?	_____	_____	_____
b. Does the unit have an identified and filled Command Language Program Manager position?	_____	_____	_____
c. Are pertinent regulations and information pamphlets readily available?			
(1) AR 611-6 Army Language Management	_____	_____	_____
(2) AR 350-16 Linguist Readiness Management and Training.	_____	_____	_____
(3) AR 350-20 Management of Defense Foreign Language Programs	_____	_____	_____
(4) AR 611-5 Army Personnel Selection and Classification	_____	_____	_____
(5) AR 220-1 Unit Status Reporting	_____	_____	_____
(6) DA Pam 611-16 Handbook of Army Personnel Test	_____	_____	_____
(7) DLIFLC Pam 350-9 Guidelines, Policies and Procedures for DOD Command Language Programs	_____	_____	_____
(8) DLIFLC Pam 351-1 Evaluation Guidelines for DOD Command Language Programs	_____	_____	_____
d. Does the CLPM have a specific orientation program for a CLPM successor to ensure continuity?	_____	_____	_____
2. Command Language Program Council.			
a. Does the unit have a standing CLP council?	_____	_____	_____
b. Is council membership recognized and documented as an official duty for all members?	_____	_____	_____
c. Does the council meet at least quarterly?	_____	_____	_____
d. Does the council prepare and follow an agenda?	_____	_____	_____

	GO	NO GO	N/A
e. Does the council prepare and distribute meeting minutes?	_____	_____	_____
3. Standing Operating Procedures (SOP).			
a. Has the unit established a SOP covering all aspects and standards for the CLP?	_____	_____	_____
b. Does the SOP meet the following criteria?			
(1) Is it specific in task assignments?	_____	_____	_____
(2) Does it explain the rationale for the program, as well as outline procedures?	_____	_____	_____
(3) Does it specify points-of-contact for issues not specifically addressed?	_____	_____	_____
(4) Is it updated on a regular basis to reflect changes in mission ₃ personnel, procedures, etc.?	_____	_____	_____
(5) Is it an integral component of the command SOP?	_____	_____	_____
4. Linguist Database and Record Keeping.			
a. Has the unit established a database to track individual language performance?	_____	_____	_____
b. Does the database track raw DLPT scores?	_____	_____	_____
c. Does the database track at least 3 years of DLPT scores (AR 611-5)?	_____	_____	_____
d. Does the database track primary occupational specialty/job title?	_____	_____	_____
e. Does the database track Foreign Language Proficiency Pay (FLPP) status?	_____	_____	_____
f. Does the database track administration dates and results of all DLPTs taken?	_____	_____	_____
g. Is a historical database maintained as a point of reference for measuring changes in overall linguist proficiency from year to year and for assessing the effectiveness of the CLP?	_____	_____	_____
h. Does the unit have a current DA Form 330 for each linguist (within 6 months of sub-2/2 linguists and within 12 months for 2/2 and above)?	_____	_____	_____

	GO	NO GO	N/A
5. Test Control.			
a. Are the unit Alternate Test Control Officers designated by orders?	_____	_____	_____
b. Are quarterly inventories of all language testing materials taking place and being documented using DA Form 5159?	_____	_____	_____
c. Are language testing materials kept in a locked container inside a locked room?	_____	_____	_____
6. Instructional Objectives, Curriculum, and Testing.			
a. Has the unit developed and promulgated a detailed set of instructional course objectives for the CLP in which the intended linguistic performance outcomes are clearly and operationally defined?	_____	_____	_____
b. Have achievement- testing instruments, directly based on and embodying the instructional objectives, been developed, either locally or through an outside contractor?	_____	_____	_____
c. Are these achievement tests routinely administered on completion of the instructional courses?	_____	_____	_____
d. Do students, instructors, and others involved in the language course receive feedback obtained from the achievement tests?	_____	_____	_____
e. Does the CLPM regularly use the results of the end-of-training testing to track and document deficiencies or improvements in the training over time?	_____	_____	_____
f. Is the curriculum regularly revised to incorporate "lessons learned" from previous iterations of the instruction?	_____	_____	_____
7. Individual Linguist Training.			
a. Has the unit established an Individual Language Training Program and a Remedial Language Training Program?	_____	_____	_____
b. Does the commander require all linguists to participate in the Individual Language Training Program?	_____	_____	_____
c. Are all sub-2/2 linguists actively participating in the remedial program and being counseled monthly?	_____	_____	_____
d. Are diagnostic and remedial procedures established to assist individual students with their particular learning problems?	_____	_____	_____

	GO	NO GO	N/A
e. Does the CLPM have a current DA Form 7383-R (Individual Linguist Record (ILR)) for each soldier?	_____	_____	_____
8. Language Instructors.			
a. Does the CLP have a detailed instructor job description, including performance standards?	_____	_____	_____
b. Do program instructors have the following qualifications:			
(1) At least ILR level 3 proficiency in the target language?	_____	_____	_____
(2) Direct and detailed knowledge of the operational language—use requirements at issue in the linguists' field assignments?	_____	_____	_____
(3) A sufficient level of English to communicate adequately with English-speaking students?	_____	_____	_____
(4) Demonstrated successful foreign language teaching experience and/or formal education in foreign language teaching?	_____	_____	_____
c. Does the CLP provide pre- and in-service training for the instructors?	_____	_____	_____
d. Do instructors work with the CLPM in planning the curriculum, sequence and scheduling of instruction, and developing of individual training plans?	_____	_____	_____
e. Are lesson plans routinely prepared, and are they operating documents?	_____	_____	_____
f. Are contract instructors monitored for contract compliance?	_____	_____	_____
g. Do instructors receive periodic performance review or contract compliance feedback?	_____	_____	_____
9. Command Emphasis.			
a. Do unit training schedules reflect at least 96 hours of language training per year?	_____	_____	_____
b. Is a mechanism in place to effectively protect language training time from interference?	_____	_____	_____
c. Does the commander receive regularly scheduled briefings and other reports on the CLP?	_____	_____	_____

GO NO GO N/A

d. Is a linguist incentives program that carries tangible benefits in place and being used? _____

e. Does the commander ensure that language proficiency is addressed on Non-Commissioned Officer Evaluation Reports (NCOERs) and Officer Evaluation Reports (OERs) for language-dependent MOSs and language-required positions? _____

10. Accountability.

a. Does the battalion ensure that units submit required annual CLP reports? _____

b. Does the battalion ensure that units maintain a separate hand receipt of items purchased with TALP funds? _____