COMMAND LANGUAGE PROGRAM
Systemic Inspection Checklist

1. Command Language Program (CLP).
   a. Does the battalion ensure that units have established a Command Language Program (CLP)?
   b. Does the battalion have a copy of unit Command Language Program Managers (CLPM) orders?
   c. Does the battalion verify that units have appropriate regulations and information pamphlets readily available?
   d. Does the battalion check that unit CLPMs have a specific orientation program for a CLPM successor to ensure continuity?

2. Command Language Program Council.
   a. Does the battalion ensure that unit CLP councils meet at least quarterly, follow an agenda, and distribute minutes?
   b. Does the battalion have additional duty orders on file for all unit language council members?

3. Standing Operating Procedures (SOP). Does the battalion ensure that units establish and update a SOP for its CLP?

4. Linguist Database and Record Keeping.
   a. Does the battalion verify that units have established and that they maintain an historical database which includes all the mandatory fields to track individual language performance?
   b. Does the battalion check to see that units have a current DA Form 330 for each linguist?

5. Test Control.
   a. Does the battalion ensure that units have Alternate Test Control Officers designated by orders?
   b. Are battalion inspections of unit compliance with test control procedures documented?

   a. Does the battalion ensure that units are in compliance with
regard to having instructional course objectives and achievement-
testing instruments for the CLP?

b. Does the battalion ensure that units routinely use
achievement tests to provide feedback to all pertinent parties
and to improve language training?


a. Does the battalion verify that units have established an
Individual Language Training Program in which all linguists
participate and a Remedial Language Training Program in which
all sub-2/2 linguists participate?

b. Does the battalion check to see that unit CLPMs maintain
an Individual Linguist Record (ILR) on each linguist?

8. Language Instructors

a. Does the battalion review unit documentation of instructor
job descriptions, instructor qualifications, and instructor contract
compliance?

b. Does the battalion verify that instructors and work together
as required in order to have an effective CLP?

9. Command Emphasis. Does the battalion ensure that unit
Commanders provide command emphasis on the CLP?

10. Accountability.

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

b. Does the battalion inspect unit inventories of items
purchased with TALP funds?