

COMMAND LANGUAGE PROGRAM

Systemic Inspection Checklist

	GO	NO GO	N/A
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?	_____	_____	_____
6. Instructional Objectives, Curriculum, and Testing.			
a. Does the battalion ensure that units are in compliance with	_____	_____	_____

GO NO GO N/A

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?

7. Individual Linguist 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?
