



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5200.5
N5

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NETC INSTRUCTION 5200.5

From: Commander, Naval Education and Training Command

Subj: NAVY LANGUAGE SCREENING AND TESTING PROGRAM

Ref: (a) DoD Instruction 5160.71 of 26 January 2009
(b) OPNAVINST 5200.37

Encl: (1) Tier I, II, and III Navy Testing Sites
(2) Foreign Language and Regional Expertise Screening Survey

1. Purpose. To establish policies, delegate authorities, and assign responsibilities for management and execution of the Defense Foreign Language Testing Program (DFLTP) within the Navy.

2. Scope. This instruction applies to all commands, units, and organizations within the Naval Education and Training Command (NETC) domain responsible for language test administration, technical management, and screening (refer to enclosure (1)) to include:

a. Naval Service Training Command (NSTC) including Officer Training Command (OTC), Naval Reserve Officers' Training Corps (NROTC) Units, and Recruit Training Command.

b. Center for Information Warfare Training (CIWT) at designated sites within the continental United States (CONUS).

c. Naval Education and Training Professional Development Center (NETPDC) at designated Navy College Offices (NCO) outside CONUS (OCONUS).

3. Background. Screening and testing are essential components of the Navy Language, Regional Expertise, and Culture program. Reference (a) establishes the requirement for military departments to screen and track personnel entering the military

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service for foreign language proficiency and aptitude, directs secretaries of the military departments to ensure infrastructure and facilities are available to support screening and test administration for in-Service defense language testing activities, and establishes policies for administration of language testing. Reference (b) assigns NETC responsibility to plan, program, resource, and budget for the DFLTP Navy-wide and delegates NETC authority to manage administrative and technical aspects of the program for the Navy.

4. Discussion

a. The Defense Language Proficiency testing system includes several versions of the Defense Language Proficiency Test (DLPT), the Oral Proficiency Interview (OPI), and the Defense Language Aptitude Battery (DLAB).

(1) The DLPT measures foreign language proficiency in listening and/or reading comprehension.

(2) The OPI measures fluency in speaking a foreign language.

(3) The DLAB measures an individual's aptitude for learning foreign languages.

b. The DLPT and OPI are the only tests authorized by the Department of Defense (DoD) to officially assess an individual's proficiency in a foreign language. The DLAB is the only test authorized by DoD to assess an individual's aptitude for learning foreign languages.

c. Qualifying DLAB scores are required to attend formal foreign language acquisition instruction at the Defense Language Institute Foreign Language Center (DLIFLC).

d. The requirement, specified in reference (a), to screen officer and enlisted personnel entering the Navy for foreign language capability may be accomplished by administering a DLPT or by completing the foreign language and regional expertise screening survey, enclosure (2).

e. The requirement, specified in reference (a), to screen enlisted personnel entering the Navy for foreign language

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learning aptitude may be accomplished by administering the DLAB or by reviewing the Armed Forces Qualification Test (AFQT) score, which is computed using the standard scores from four sub-tests of the Armed Service Vocational Aptitude Battery.

5. Responsibilities

a. NETC will:

(1) Plan and budget for an effective DFLTP within the Navy, implementing a tiered testing construct as described in enclosure (1).

(2) Ensure the DFLTP software developed and fielded by the Defense Manpower Data Center (DMDC) is appropriately registered in the Department of the Navy Application and Database Management System and approved for use on Navy networks.

(3) Establish and maintain internet-based application(s) to accept and validate Navy DFLTP test results received from DMDC, Military Enlisted Processing Command, and the DLIFLC.

b. CIWT will:

(1) Oversee the Navy-wide DFLTP to ensure all Navy testing sites adhere to governing directives, instructions, policy guidance, and standard operating procedures (SOP) to include invalidating all tests improperly performed and suspending authority to test for non-compliant sites.

(2) Use Planning, Programming, Budgeting, and Execution (PPBE) processes and submissions necessary to establish and maintain:

(a) DFLTP test administration capability at CIWT-managed Tier I testing sites including manpower and personnel costs for Test Control Officers (TCOs) and Test Administrators (TAs) (billets, pay, and benefits), furnishings and equipment (e.g., testing stations, computers, and headsets, including life-cycle replacement), internet connectivity, supplies, and TCO and TA travel associated with administration of language testing.

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(b) Capacity to oversee and manage testing activities Navy-wide including manpower and personnel costs (billets, pay, and benefits) and operating expenses (e.g., office supplies, printing, and travel) associated with testing management and oversight.

(3) Inform NETC (N5) and the Office of the Chief of Naval Operations (OPNAV N13F) of all significant testing issues affecting, or having the potential to affect, execution of the DFLTP within the Navy.

(4) Generate reports to authorized recipients of Navy DFLTP test results (e.g., Bureau of Naval Personnel, OPNAV (N13F), Joint Service Transcript Office, Commander Navy Reserve Forces Command, TCOs, and Command Language Program Managers).

(5) Serve as administrative and technical point of contact to:

(a) Represent Department of the Navy interests and equities to joint DoD and inter-agency bodies meeting to discuss technical or policy issues or changes to the DFLTP.

(b) Provide periodic reports and respond to data calls and requests for information on testing data and trends (e.g., number of tests by site, category, language, and modality) originating from higher authorities.

(c) Address policy, administrative, and technical testing issues with leaders, partners, and stakeholders within the DFLTP.

(d) Certify Navy testing sites, ensuring TCOs and TAs have completed requisite training and have necessary accounts, site equipment meets technical standards, and site is in receipt of testing guides, desk references, and SOPs.

(e) Develop, consolidate, and promulgate to all Navy testing sites publications pertaining to test administration (e.g., directives, instructions, testing guides, desk references, and SOPs), ensuring sites are apprised in a timely manner of changes to policies and procedures.

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(f) Conduct periodic virtual or on-site audits and assist visits to validate that Navy testing sites are administering DFLTP testing per established policies and procedures.

(g) Establish and maintain a "Help Desk" to answer technical, policy, and administrative questions from Navy testing sites and examinees.

(h) Oversee automated or technology-assisted scheduling of tests administered at CIWT-managed testing sites and assist other Navy testing sites participating in automated or technology-assisted test scheduling, as required.

(i) Coordinate scheduling of OPIs with DLIFLC.

(j) Assist in the establishment of Tier III sites, as required.

c. NSTC will:

(1) Screen NROTC and OTC officer accessions for foreign language proficiency and enter results into the appropriate personnel database. Maritime academies will submit Strategic Sealift Midshipmen Program foreign language screening via spreadsheet.

(2) Afford foreign language proficiency pay eligible candidates the opportunity to take the DLPT or OPI whenever possible.

(3) Screen all enlisted recruits for foreign language proficiency and language learning aptitude, ensuring results are entered into the appropriate personnel database. When applicable, inform Recruits scoring 85 or higher on the AFQT that their performance indicates a potential aptitude to learn a foreign language.

d. NETPDC will:

(1) Use PPBE processes and submissions necessary to establish and maintain test administration capability at OCONUS NCOs including manpower and personnel costs for TCOs and TAs (billets, pay, and benefits), furnishings and equipment (e.g.,

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testing stations, computers, and headsets, including life-cycle replacement), internet connectivity, supplies, and TCO and TA travel associated with administration of language testing.

(2) Administer DFLTP system tests at Tier II sites to all eligible Sailors.

(3) Coordinate with CIWT to address any general or site-specific administrative, policy, or technical questions and all concerns, issues, or recommendations associated with the DFLTP.

6. Records Management

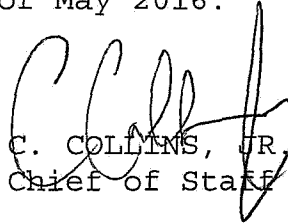
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as

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soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.public.navy.mil/netc/directives.htm>, or via HP Records Manager (HPRM).

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Tier I, II, and III Navy Testing Sites

1. Navy's administration of the Defense Foreign Language Testing Program (DFLTP) is accomplished through Navy testing sites in one of three categories or tiers.

a. Naval Education and Training Command (NETC) and its subordinate commands will establish and maintain Tier I and Tier II sites at the locations specified in this enclosure.

b. Per reference (b), established Tier I and Tier II sites may be disestablished only with Navy Senior Language Authority/Navy Language, Regional Expertise, and Culture Office's (OPNAV N13F) written concurrence.

c. Non-NETC Tier III sites can be established at any location with the assistance of Center for Information Warfare Training (CIWT), as required.

d. CIWT is responsible for ensuring all Navy testing sites adhere to governing directives, instructions, policy guidance, and standard operating procedures to include invalidating all tests improperly performed and suspending authority to test for non-compliant sites.

2. Tier I Site

a. Defined as a Navy testing site hosted and managed by a command within the NETC domain where performing language testing is mandated as its primary mission.

b. The site is manned by dedicated billeted or contracted personnel whose primary duty is to execute language testing and who are assigned to the NETC command hosting or managing the site.

c. NETC coordinates for testing facilities with Commander, Naval Installations Command (CNIC) including infrastructure space and required connectivity (e.g., Non-classified Internet Protocol Router Network (NIPRNET), OCONUS Navy Enterprise Network (ONENET), Navy Training Network (TRANET), and commercial Internet Service Provider (ISP)).

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d. The NETC-subordinate command serving as site host or manager will staff and equip civil service and contractor personnel including providing furnishings, computers, headsets, and supplies.

e. Tier I testing sites will be established and maintained at the following locations:

- (1) San Diego, California
- (2) Jacksonville, Florida
- (3) Pensacola, Florida
- (4) Norfolk, Virginia
- (5) Everett, Washington

3. Tier II Site

a. Defined as a Navy testing site hosted and managed by a command within the NETC domain mandated to perform language testing as a secondary mission.

b. The site is manned by personnel assigned to the NETC command hosting or managing the site to perform language testing as a collateral or secondary duty.

c. NETC coordinates site facilities with CNIC including infrastructure space and required connectivity (e.g., NIPRNET, ONENET, TRANET, and commercial ISP).

d. The NETC-subordinate command serving as site host or manager will staff and equip civil service and contractor personnel including providing furnishings, computers, headsets, and supplies.

e. Tier II testing sites will be established and maintained at the following locations:

- (1) Navy College Offices in:
 - (a) Naval Base Guam (in Apra Harbor), Guam

Enclosure (1)

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(b) Pearl Harbor, Hawaii

(c) Naples, Italy

(d) Atsugi, Japan

(e) Misawa, Japan

(f) Sasebo, Japan

(g) Yokosuka, Japan

(h) Rota, Spain

(2) Recruit Training Command

4. Tier III Site

a. Defined as a Navy site hosted and managed by a command electing to perform language testing. For example, a Tier III site is one where a command or unit voluntarily establishes the site, assigns personnel as a collateral or secondary duty to execute testing, and assumes full responsibility for resourcing all testing facilities, infrastructure, furnishings, equipment, and supplies.

b. The authority to operate a Tier III site is predicated on site compliance with all technical and administrative requirements (e.g., suitable space, requisite connectivity and software, and fully qualified Test Control Officers and Test Administrators).

c. Any command or unit meeting all technical and administrative requirements to test may establish a Tier III testing site.

Enclosure (1)

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Foreign Language and Regional Expertise Screening Survey

Date _____ Phone Number _____

Last Name _____ First Name _____

This survey data will be inputted into the Officer Program Management Information System and Navy Standard Integrated Personnel System.

Instructions

- If you do not know a foreign language or do not possess regional expertise, you must place an "X" in the box "No Self-Assessed Foreign Language Proficiency" and/or "No Self-Assessed Regional Expertise" (as applicable) and sign and date the form.
- Students will list the FOREIGN languages they know in the "Foreign Language" column.
- If you know more than four languages, use additional survey pages to add those languages.
- If you speak a particular dialect of a language, identify the dialect and list each dialect as an individual language (e.g., Arabic-Egyptian, Arabic-Saudi, Chinese-Mandarin, Chinese-Cantonese, Portuguese-Brazilian, Portuguese-European).
- Many Tagalog speakers also know other regional Philippine dialects. If you speak Tagalog, list those dialects as separate languages. Some of the more common examples include Cebuano, Ilocano, Hiligaynon (Ilonggo), Kapampangan and Visayan (Bisayan).
- When filling out the various "Skill" and "How Proficiency Obtained" columns, refer to the scales in the survey.
- Ensure you sign and date the survey.

Foreign Language Proficiency
 No Self-Assessed Foreign Language Proficiency

<i>Foreign Language</i>	<i>Listening Skill</i>	<i>Speaking Skill</i>	<i>Reading Skill</i>	<i>Writing Skill</i>	<i>How Proficiency Obtained</i>

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Skill Level Evaluation

0 - **No proficiency/Memorized proficiency.** Understands and speaks a small number of memorized statements or can read numbers, isolated words, place names and/or street signs.

1 - **Elementary proficiency.** Basic traveling vocabulary. Understands and can utter very basic survival needs and few courtesy statements. Reads simple written material to include public announcements or simple newspaper headlines.

2 - **Limited working proficiency.** Can understand and respond to most social demands and conversations on work requirements. Can read most factual material. Usually more proficient with familiar topics.

3 - **General professional proficiency.** Understands most forms and styles of speech relating to professional needs and general topics of social conversation. Able to read at normal speed and with almost complete understanding of text. Understands most slang.

4 - **Advanced professional proficiency.** Understands extremely difficult forms of speech pertaining to professional needs and social conversations. Nearly native ability to read and understand extremely difficult or abstract prose.

5 - **Functionally native proficiency.** Functions at the level of a very well educated native (for example, a doctor or lawyer). Fully understands all forms of verbal and written speech.

How Proficiency Obtained

- A - Civilian school
- B - Defense Language Institute (DLI)
- C - Foreign residence
- D - Home environment
- E - Military school other than DLI
- F - Self-study

Enclosure (2)

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Regional Expertise No Self-Assessed Regional Expertise

<i>Region</i>	<i>Regional Skill Level</i>	<i>How Proficiency Obtained</i>

Regional Skill Level Evaluation

0 - Minimal knowledge. Minimally understands a region based on one or two academic courses.

1 - Elementary knowledge. Understands a region by completing greater than two academic courses, traveling abroad for a month, or limited exposure in home environment.

2 - Working knowledge. Understands a region through a combination of completing greater than four academic courses, traveling abroad for a month, or significant exposure in home environment.

3 - Expert knowledge. Understands a region through education and has lived in the area for greater than five years.

How Proficiency Obtained

A - Academic course

B - Travel abroad

C - Home environment

D - Combination of academic courses, travel abroad, and home environment

Student Signature _____ Date _____

Enclosure (2)