



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

NETCINST 5200.5A
N5
6 Mar 2025

NETC INSTRUCTION 5200.5A

From: Commander, Naval Education and Training Command

Subj: NAVY LANGUAGE TESTING PROGRAM

Ref: (a) OPNAVINST 5200.37A

Encl: (1) Tiered Construct for Navy Language Testing Sites

1. Purpose. To promulgate policies, delegate authorities, and assign responsibilities for management and execution of the Defense Language Testing Program (DLTP) within the Navy per reference (a).

2. Cancellation. NETCINST 5200.5

3. Applicability. This instruction applies to all Navy commands and joint commands where the senior officer is Navy, and responsible for technical and administrative functions of the DLTP, and for executing testing as a tier I, II, or III testing site. Refer to enclosure (1) for information on tier I, II, and III testing sites.

4. Background

a. Language skills, regional expertise, and cultural knowledge (LREC) are enduring warfighting competencies, critical to mission readiness in today's dynamic, global environment. Foreign language testing is a fundamental component of the Navy's LREC program. An effective language testing program is essential to the Navy's ability to identify and document language skills across the Navy total force, to measure and track readiness for language missions necessary to support the warfighter, and to surge capacity for emergent missions.

b. Reference (a) assigns Naval Education and Training Command (NETC) the responsibility to plan, program, resource,

and budget for implementation of an effective DLTP within the Navy and delegates NETC authority to manage administrative and technical aspects of the program for the Navy.

5. Responsibilities. NETC will implement an effective and efficient DLTP within the Navy by assigning responsibilities and delegating authorities, as follows:

a. NETC N5 will provide oversight for DLTP, ensuring the Navy fulfills the requirements of reference (a) and delegate to Center for Information Warfare Training (CIWT) the authority to manage day-to-day execution of the program.

b. NETC N6 will:

(1) Ensure DLTP software applications, developed and fielded by the Defense Manpower Data Center (DMDC), are registered appropriately in the Department of the Navy (DON) Application and Database Management System and have authority to operate on Navy networks.

(2) Establish and maintain internet-based applications to accept and validate Navy DLTP test results received from DMDC, Military Enlisted Processing Command, Defense Language Institute Foreign Language Center, and Defense Language Institute English Language Center, as required.

(3) Assist in establishing and maintaining channels and mechanisms necessary to report Navy DLTP test results to Navy personnel and other databases.

c. CIWT will:

(1) Oversee execution of the DLTP within the Navy, ensuring all Navy testing sites adhere to governing directives, instructions, policy guidance, and standard operating procedures (SOP).

(2) Use planning, programming, budgeting, and execution (PPBE) processes to provide for:

(a) All resources necessary to effectively oversee the DLTP within the Navy (e.g., expenses associated with manpower, supplies, and travel funding).

(b) All resources necessary to administer tests of the DLTP at tier I testing sites (e.g., manpower costs associated with test control officer (TCO) and test administrator (TA) positions; furnishings and equipment, including, but not limited to, testing stations, computers, headsets, and life-cycle replacement costs; internet connectivity; supplies; and costs of travel associated with administration of language testing).

(3) Appoint and designate in writing a language testing project officer to execute the duties specified in reference (a) and to author and maintain and to communicate SOPs to all Navy testing sites.

(4) Keep NETC N5 and the Chief of Naval Operations Language and Culture Program Office and Navy Senior Language Authority OPNAV N13F apprised of issues affecting or having the potential to affect execution of the DLTP within the Navy.

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

d. Naval Service Training Command will:

(a) Survey midshipmen assigned to Navy Reserve Officer Training Command (NROTC) units for foreign language capability and enter findings in personnel records. Commands may administer a defense language proficiency test, an oral proficiency interview, or both to midshipmen professing capability in a foreign language, upon completion of their junior year, if not earlier.

(b) Use PPBE processes to provide the resources (e.g., manpower costs (such as pay and benefits associated with TCO and TA billets), furnishings, internet connectivity, supplies, and TCO and TA travel associated with administration of language testing) to participating NROTC units.

6 Mar 2025

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

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 soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of ¹⁵May 12, 2016.



J. J. SZEREWKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

TIERED CONSTRUCT FOR NAVY LANGUAGE TESTING SITES

1. Navy's administration of the DLTP is accomplished through Navy testing sites in one of three categories or tiers. These tiers delineate who is responsible for resourcing the testing site.

a. CIWT, via NETC, will coordinate with OPNAV N13F to establish and disestablish testing sites.

b. NETC will establish and maintain tier I and tier II sites.

c. Any Navy command or joint command, where the senior officer is Navy, may establish a tier III site.

2. Tier I sites are hosted and managed by NETC domain commands, where language testing is mandated per reference (a). The host command is responsible for all resources necessary to operate the site (e.g., responsible for staffing, furnishing, equipping, resourcing connectivity and administrative costs (e.g., travel costs, office supplies)).

3. Tier II sites are hosted and managed by NETC domain commands authorized to perform language testing per reference (a). The host command is responsible for staffing, furnishing, and supplying the site with equipment (e.g., computers and headsets).

4. Tier III sites are hosted and managed by a command electing to perform language testing. The host command is responsible for staffing, furnishing, equipping, and supplying the testing site. Authority to operate a tier III site is predicated on site compliance with all technical and administrative requirements of the Navy DLTP (e.g., suitable space, requisite connectivity, required software, fully qualified TCOs and TAs, and adherence to authorized testing protocols).