



Defense Threat Reduction Agency

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OS SOP 07-01

OS STANDARD OPERATING PROCEDURE 07-01

SUBJECT: On-Site Inspection Directorate (OS) Language Training

1. PURPOSE

This SOP outlines the policies and procedures for language training within the OS Directorate. The goal of this program is to ensure OS Language Professionals meet the language proficiency requirements defined by the Director, On-Site Inspection, or his designated representatives, to successfully accomplish the mission of this Directorate and the Defense Threat Reduction Agency.

For the purposes of this SOP, an OS Language Professional is a Foreign Area Officer (FAO) or enlisted military linguist who possesses a Russian language capability.

2. RESPONSIBILITY

2.1. Office of Primary Responsibility: OSP

2.2. Recognizing that the ability of assigned OS Language Professionals to perform their duties is critical to the successful accomplishment of the OS mission, it is essential that the OS Directorate Language Training Program affords these individuals periodic and sustained training opportunities to maintain and improve these highly perishable skills. This program is a critical element of mission success and will receive maximum support from all levels of the chain of command. The OS Directorate recognizes its responsibility to provide these training opportunities and is committed to doing so. In turn, each OS Language Professional must recognize his/her responsibility to assume an active role and participate fully in the opportunities provided.

3. PROCEDURES

3.1. Individual Language Training Plan (ILTP)

Within one month of arrival for duty in the On-Site Inspection Directorate, OS Language Professionals will undergo a language assessment conducted by the Directorate Language Training Specialist assigned to his/her Division/Branch and the Division/Branch Senior Linguist or designated representative to assess his/her linguistic strengths and weaknesses. This assessment will be used to tailor the Language

Professional's training activities. These ILTPs will be reviewed and updated on an annual basis by the appropriate Directorate Language Training Specialist in coordination with the Division/Branch Senior Linguist or designated representative.

3.2. Foreign Area Officer Language Training

3.2.1. The mission responsibilities and duties performed by OS Russian speaking FAOs vary greatly from one OS Division to another. However, the language skills possessed by OS FAOs are unique and considered a critical competency essential to the mission of the Department of Defense, DTRA and OS.

3.2.2. The OS minimum language proficiency standard for FAOs is a score of 2/2 in Reading and Listening Comprehension as measured by the Defense Language Proficiency Test (DLPT). This level of proficiency must be maintained throughout an assignment to OS and validated annually.

3.2.3. The OS language proficiency goal for all FAOs is to achieve and maintain a 3/3 in Reading and Listening Comprehension and a 3 in Speaking during their tour.

3.2.4. To meet these standards, FAOs will attend at least **one** In-House training event per week. OS Division Chiefs will establish additional language training and language proficiency requirements for assigned FAOs in accordance with mission duties and responsibilities.

3.2.5. FAOs are not required to make-up language training hours missed due to deployment or leave.

3.3. Enlisted Military Linguist Language Training

3.3.1. The language skills possessed by OS enlisted military linguists are critical to the successful accomplishment of our mission, highly perishable, and costly to maintain and enhance. Therefore, when not deployed, on leave, or engaged in other language or non-language related training opportunities, enlisted military linguists will make every effort to improve their language proficiency and interpreting skills.

3.3.2. The OS minimum language proficiency standard for enlisted military linguists is a score of 3/3 in Reading and Listening Comprehension as measured by the DLPT and a 2+ in Speaking as measured by an Oral Proficiency Interview (OPI). This level of proficiency must be maintained throughout an assignment to OS and validated annually.

3.3.3. Although scores of 3/3/2+ represent the minimum OS language proficiency standard, greater proficiency may be required to satisfy mission requirements. Therefore, the OS language proficiency goal for all enlisted military linguists is to achieve and maintain a 3/3/3 or higher during their tour.

3.3.4. Within 6 months of arrival for duty in OS, all enlisted military linguists are required to attend the following training:

3.3.4.1. Consecutive Interpreting Techniques Course

3.3.4.1.1. CONUS-based enlisted military linguists will attend the two-week course conducted by the OSP language training staff at Ft. Belvoir.

3.3.4.1.2. OSE enlisted military linguists will attend the three-week course conducted at the George C. Marshall Center, Garmisch, Germany.

3.3.4.2. Mission-specific Russian language Treaty training events required by OS Divisions/Branches to meet mission qualification and certification standards.

3.3.5. To maintain the highest language proficiency levels possible, all non-deployed enlisted military linguists will meet the following minimum weekly language training requirements:

3.3.5.1. Attend a minimum of **three hours** per week of Instructor-led In-House Language Training. The three OS geographical locations (Ft. Belvoir, OSE, and OSSF) have established In-House Language Training programs that focus on maintaining global language skills, Russian grammar control, expanding general and political-military vocabulary, enhancing consecutive interpreting and conversation skills, improving listening and reading comprehension, and knowledge of current events. These training opportunities will be conducted at the 3 level and higher to enable enlisted military linguists to enhance their individual language capabilities and to expand their comfort zone.

3.3.5.2. Attend a minimum of **two hours** per week of Division/Mission-specific language training. This training will focus on those linguistic challenges encountered by OS enlisted military linguists during the performance of their duties. As a general rule, the Division/Branch Senior Linguist or designated representative, working with the appropriate Directorate Language Training Specialist, will identify and develop the materials for each weekly training session.

3.3.5.3. Enlisted military linguists are not required to make-up language training hours missed due to deployment or leave.

3.4. DLPT and OPI Testing

3.4.1. The OS minimum language proficiency standard for FAOs is a score of 2/2 in Reading and Listening Comprehension as measured by the DLPT. This level of proficiency will be validated annually. A FAO who fails to achieve the OS standard, or the standard established by his/her Division Chief, will be assigned to remedial language training conducted by the appropriate Directorate Language Training Specialist.

3.4.2. The OS minimum language proficiency standard for enlisted military linguists is a score of 3/3 in Reading and Listening Comprehension as measured by the DLPT and a 2+ in Speaking as measured by an OPI. This level of proficiency will be validated annually. A linguist who fails to achieve the OS standard of 3/3/2+ will do the following:

3.4.2.1. Meet with the appropriate Division/Branch and Directorate language training personnel to assess the linguist's ability to perform his/her duties as a military interpreter. Based on this assessment and DLPT/OPI results, a language training plan aimed at addressing identified weaknesses will be developed. Enlisted military linguists can expect that this training plan will require additional time in formal language training.

3.4.2.2. Attend a minimum of **two hours** per week (in addition to the **three hours** identified for all enlisted military linguists) of Instructor-led In-House language training. This training should consist of a grammar review and one-on-one training tailored to the needs of the individual.

3.5. External Language Training

3.5.1. OS Language Professionals are strongly encouraged to pursue individual language training opportunities and to actively participate in OS-sponsored external language training events such as immersion programs, Andrei Sakharov Summer Seminar, specialized grammar courses, and global language programs. These external training opportunities will be tailored to meet the needs/requirements of the individual.

3.5.1.1. Enlisted military linguists at or above the OS standard of 3/3/2+ are eligible to attend In-Country (Russia) and local (Inlingua) language immersion training.

3.5.1.2. Enlisted military linguists below the 3/3/2+ proficiency level are only eligible to attend the local (Inlingua) language immersion training.

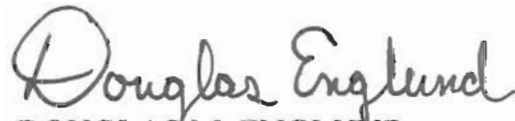
3.5.2. FAOs will be considered for all external language training events, to include immersion training, in accordance with their ILTP and their demonstrated language abilities.

3.6. Reporting

3.6.1. Each remote OS language training location (OSE and OSSF) will compile a list of attendees for each language training event conducted in-house each week. This list will be provided to OSPL not later than the first business day of the following week. It will include participants' names, instructors' name(s), hours and subjects taught.

3.6.2. OSPL will produce and disseminate a consolidated weekly language training report for all OS locations. Each division chain of command will use this report to monitor language training participation of their assigned Language Professionals.

3.6.3. OSPL will produce and disseminate a monthly report, which will include data on both in-house and external language training events. OS leadership will use this report to monitor Division-level participation in language training programs.

A handwritten signature in black ink that reads "Douglas Englund". The signature is written in a cursive, flowing style.

DOUGLAS M. ENGLUND

Director

On-Site Inspection