

4.2. PROCEDURES.

a. The DIRNSA/CHCSS:

(1) As the functional manager for SIGINT, develops policy and provides procedures for the DoD Components and other entities conducting SIGINT under Secretary of Defense authority, in accordance with DoDI O-3115.07.

(2) Establishes foreign language and regional and culture knowledge and skills standards to address requirements in all cryptologic areas in which CLAs are employed, including information assurance and cyber missions.

(3) Provides learning objectives for foreign language training for cryptologic personnel, in accordance with DoDI 3305.09.

(4) Evaluates annually the technical adequacy of foreign language and regional and culture curricula for training cryptologic personnel.

(5) Plans and programs for, in coordination with the USD(I&S) and, for military personnel, with the Service Intelligence Components, foreign language and regional and culture training necessary to enable CLAs to develop knowledge, skills, and abilities in response to mission requirements.

(6) Establishes CLA foreign language proficiency level qualifications, in coordination with the USD(I&S) and, for military personnel, with the Service Intelligence Components, and aligns qualifications with ODNI standards for occupational work levels.

(7) Establishes foreign language and regional and culture developmental roadmaps for both military personnel and DCIPS civilian personnel and coordinates with the USD(I&S) and the Service Intelligence Components to align the roadmaps to CLA level qualifications, and provides appropriate staffing to manage programs to enable CLAs to progress through the levels.

(8) Is the responsible training authority for intermediate and advanced cryptologic foreign language training.

(9) Maintains a direct technical link with the DLIFLC to coordinate issues of common concern with faculty, staff, and the Military Service cadre on cryptologic-related global language learning objectives.

(10) Provides, in partnership with DLIFLC and the Military Services, language programs for CLAs to achieve and maintain ILR Skill Level 3 in both listening and reading modalities.

(11) In coordination with the Service Intelligence Components, conducts periodic reviews to determine, adjust where necessary, and document CLA staffing requirements.

(12) In coordination with the Service Intelligence Components, provides access and develops procedures for units with CLAs assigned to update the NSA/CSS web-based language readiness and capabilities database, in accordance with Paragraph 4.1.f.

b. The Service Intelligence Components coordinate with the DIRNSA/CHCSS to:

(1) Establish, resource, implement, and assess CLA workforce management programs to meet the demands of Defense Intelligence foreign language missions, in accordance with this issuance.

(2) Institute a formal CLA career developmental plan keyed to CLA level qualifications established in accordance with Paragraph 4.2.a.(7).

(3) Develop a command language program (CLP), supported by CLP managers (CLPMs) and, if possible, a civilian foreign language specialist to support commanders responsible for global foreign language training of CLAs.

(4) Establish foreign language proficiency as a criterion for language mission assignments.

(5) Identify, in coordination with the DNI, USD(I&S), USD(P&R), and the CJCS, total manpower required to perform CLA foreign language missions and ensure results are reflected appropriately in Service manpower databases in accordance with DoDD 1100.4 and Service-specific policies.

(6) Integrate, in coordination with the CJCS, CLA foreign language requirements identification in the GFM process, in accordance with Paragraph 2.3.d.

(7) Identify CLA positions requiring foreign language skills, in accordance with DoD, Joint, and Service policies and procedures, to adequately size the workforce and resource the acquisition, development, and sustainment of such capabilities to meet foreign language mission requirements.

(8) Establish procedures for units with CLAs assigned to update the NSA/CSS web-based database, in accordance with Paragraph 4.1.f.

SECTION 5: CLP

5.1. GENERAL INFORMATION. This section applies to Defense Intelligence Components required to establish a CLP for commands (or units) and designate a CLPM. The CLPM at commands with CLAs assigned, sometimes designated Cryptologic Language Training Managers, will have additional duties as specified in this section.

a. Maintenance and enhancement of foreign language proficiency is necessary for Defense Intelligence personnel who are assigned to units with foreign language requirements.

b. Defense Intelligence Components whose missions depend on assigned personnel sustaining their foreign language skills will establish a CLP and designate, in writing, a CLPM who administers all aspects of the development, implementation, and management of the CLP, in accordance with current Service policies.

c. Designated CLPMs will be current with information disseminated at the DLIFLC CLPM course and the National Cryptologic School-sponsored Cryptologic Language Training Managers workshop. Designated CLPMs can search the DLIFLC and National Cryptologic School websites to obtain information and to sign up for the courses and workshops.

5.2. PROCEDURES.

a. The CLP:

(1) Supports the maintenance and enhancement of foreign language proficiency.

(2) Facilitates foreign language training and testing.

(3) Fosters commander involvement for training and proficiency maintenance and enhancement of foreign language capabilities.

b. The CLPM:

(1) Serves as the commander's principal advisor and focal point for foreign language issues.

(2) Develops and executes unit language training plans in support of operational objectives and contingency plans, and develops and maintains individual training plans for assigned Defense Intelligence foreign language personnel.

(3) Identifies Defense Intelligence foreign language classroom requirements and submits funding requests through their chain of command based on foreign language training priorities.

(4) Maintains foreign language databases, including individual language training plans and individual development plans, training accomplishments, foreign language test scores, and other pertinent foreign language information.

(5) Evaluates the effectiveness of foreign language instruction and the overarching training program.

(6) Monitors progress and assists assigned CLAs in advancing in the Military Cryptologic Continuing Education Program – Language Analysis.

SECTION 6: HUMINT

6.1. GENERAL INFORMATION.

a. Cultural intelligence represents a HUMINT core competency necessary for comprehensive intelligence gathering in the human domain, especially when the DoD operates in a foreign environment or interacts with people who do not share the collector's language or culture.

b. Foreign language proficiency in all language modalities (listening, reading, speaking, and writing) enhances HUMINT capability when coupled with a systematic approach to interpret socio-cultural nuances influencing areas of operation.

6.2. PROCEDURES. As directed by the Secretaries of the Military Departments and the Director, DIA, in accordance with DoDD S-5200.37, the Service and DIA Defense HUMINT Executors will:

a. Define, develop, and annually document foreign language requirements to meet projected HUMINT needs for mission demands. Use this analysis to adequately size the workforce, and to resource the acquisition, development, and sustainment of such capabilities.

b. Establish internal guidelines to acquire HUMINT personnel with required foreign language proficiency (e.g., focusing recruitment efforts on personnel with language capabilities).

c. Integrate identifying HUMINT foreign language requirements into the GFM process, in coordination with the CJCS, and in accordance with Paragraph 2.4.d.

d. Establish internal guidelines that address foreign language, regional, and culture training requirements that support cultural intelligence to enhance the capabilities of HUMINT personnel.

e. Establish HUMINT foreign language qualification levels with associated regional and culture proficiency standards in coordination with the USD(I&S).

f. Establish organization-specific foreign language, regional, and culture developmental roadmaps so HUMINT personnel have opportunities to use their foreign language and regional and culture knowledge toward achieving cultural intelligence.

g. Represent their individual Defense HUMINT Executor foreign language interests at DoD, Defense Intelligence, and IC foreign language forums.

GLOSSARY

G.1. ACRONYMS.

CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CLA	cryptologic language analyst
CLP	command language program
CLPM	command language program manager
CSA	combat support agency
DCIPS	Defense Civilian Intelligence Personnel System
DIA	Defense Intelligence Agency
DIFLAAG	Defense Intelligence Foreign Language and Area Advisory Group
DIRNSA/CHCSS	Director, National Security Agency/Chief, Central Security Service
DLIFLC	Defense Language Institute Foreign Language Center
DLSC	Defense Language Steering Committee
DNI	Director of National Intelligence
DoDD	DoD directive
DoDI	DoD instruction
ESG	Executive Steering Group
GFM	global force management
HUMINT	human intelligence
IC	Intelligence Community
ICD	Intelligence Community Directive
ILR	Interagency Language Roundtable
ISR	intelligence, surveillance, and reconnaissance
MMR	Mission Manpower Review
NGA	National Geospatial-Intelligence Agency
NSA/CSS	National Security Agency/Central Security Service
ODNI	Office of the Director of National Intelligence
SIGINT	signals intelligence
URL	uniform resource locator
USD(I&S)	Under Secretary of Defense for Intelligence and Security
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

cryptologic. Defined in DoDI 3305.09.

cryptologic-related. Defined in DoDI 3305.09.

cultural intelligence. A set of knowledge, skills, and abilities that enable HUMINT personnel to understand the environment, interpret unfamiliar situations, appropriately interact and successfully communicate with people, and adapt effectively in cross-cultural environments to successfully accomplish mission objectives.

culture. The creation, maintenance, and transformation across generations of semi-shared patterns of meaning, sense-making, affiliation, action, and organization by groups.

culture capabilities. Defined in DoDD 5160.41E.

Defense intelligence. Defined in DoDD 5143.01.

Defense Intelligence Components. Defined in DoDD 5143.01.

foreign language. Any language used in a country other than one's own.

foreign language readiness. Encompasses the ability of personnel and Service units to successfully execute the assigned intelligence language mission and those actions taken to improve foreign language proficiency, in both the requisite foreign language and language modalities.

functional manager. The designated DoD advisor for an area defined as an enterprise-wide intelligence and security activity or set of intelligence and security activities. These activities are characterized by specific skill sets, data sources, tasking, collection, processing, exploitation, analysis, and dissemination processes requiring specialized training, equipment, or unique applications of training or skills.

ILR. Defined in DoDI 5160.70.

language proficiency. Defined in DoDD 5160.41E.

regional expertise. Defined in DoDD 5160.41E.

requirement. A need developed to support the mission.

Service Intelligence Components. Intelligence element headquarters of the Military Departments, including the United States Coast Guard when operating as a Service in the Department of the Navy.

Strategic Language List. Defined in DoDD 5160.41E.

REFERENCES

- Chairman of the Joint Chiefs of Staff Instruction 1001.01B, “Joint Manpower and Personnel Program,” October 7, 2014
- Chairman of the Joint Chiefs of Staff Instruction 3126.01B, “Language, Regional Expertise, and Culture (LREC) Capability Identification, Planning, and Sourcing,” November 18, 2020
- Chairman of the Joint Chiefs of Staff Manual 3130.03A, “Planning Formats and Guidance,” February 4, 2019, as amended¹
- DoD Directive 1100.4, “Guidance for Manpower Management,” February 12, 2005
- DoD Directive 5143.01, “Under Secretary of Defense for Intelligence and Security (USD(I&S)),” October 24, 2014, as amended
- DoD Directive 5160.41E, “Defense Language, Regional Expertise, and Culture (LREC) Program,” August 21, 2015, as amended
- DoD Directive S-5200.37, “(U) Management and Execution of Defense Human Intelligence (HUMINT),” February 9, 2009, as amended
- DoD Directive 5205.12, “Military Intelligence Program (MIP),” November 14, 2008, as amended
- DoD Instruction 1340.27, “Military Foreign Language Skill Proficiency Bonuses,” May 21, 2013, as amended
- DoD Instruction 1400.25, Volume 2016, “DoD Civilian Personnel Management System: Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees,” April 28, 2015
- DoD Instruction 3305.09, “DoD Cryptologic Training,” June 13, 2013, as amended
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- DoD Instruction O-3115.07, “Signals Intelligence (SIGINT),” September 15, 2008, as amended
- DoD Manual 3115.11, “DoD Intelligence and Security Training Standards,” March 24, 2015, as amended
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- Intelligence Community Directive 610, “Competency Library for the Intelligence Community Workforce,” April 17, 2017
- Intelligence Community Directive 630, “Intelligence Community Foreign Language Capability,” May 14, 2012
- Office of the Director of National Intelligence Instruction 20.03, “Tasking of Intelligence Community Organizations,” March 2, 2011

¹ Available at <https://jsportal.sp.pentagon.mil/sites/Matrix/DEL/CJCSJS Directives Limited/CJCSM 3130.03A.pdf>. Access is limited to .mil and .gov accounts.