



**DEPARTMENT OF THE AIR FORCE
AIR FORCE CULTURE & LANGUAGE CENTER
MAXWELL AIR FORCE BASE**

18 October 2024

MEMORANDUM FOR AIR NATIONAL GUARD AIRMEN IN SELECT INTELLIGENCE FIELDS

FROM: Air Force Culture and Language Center (AFCLC)
551 East Maxwell Blvd, Building 500
Maxwell AFB, AL 36112

SUBJECT: FY25 Language Enabled Airman Program (LEAP) Officer and Enlisted Selection Process for
Select Air National Guard Intelligence Fields

1. Effective 30 September 2024, the Department of the Air Force (DAF) Senior Language Authority (SLA) in partnership with the Commander Air National Guard Readiness Center has authorized Air National Guard members in specific intelligence career fields to apply directly to LEAP. Highly motivated and capable 14N officers and 1A8X2/1NX enlisted members (excluding 1N3) are encouraged to apply. Eligible candidates may submit packages during the period of 11 November 2024 thru 13 Jan 2025. This includes submission of scores from a Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI), which requires scheduling at a Department of Defense testing facility. The FY25 ANG officer and enlisted selection boards are scheduled for 11-12 February 2025. Candidates and their commanders will be notified of the results approximately 60 days after the boards conclude.
2. LEAP is designed to deliberately develop language-enabled, cross-culturally competent service members across General Purpose Force specialties to enhance the application of air and space power through strengthened partnerships, interoperability, and adversary understanding. The AFCLC selects Airmen and Guardians who exhibit demonstrated language ability and commitment, develops and sustains their Language Regional Expertise and Culture (LREC) skills throughout a career and postures them for utilization in assignments, professional military education and deployments. LEAP provides Airmen and Guardians with the education and training required to reach desired proficiency levels and utilize their skills with little time away from their units and positions.
3. To become a LEAP scholar under this process, applicants must meet specific requirements identified in the Eligibility Criteria and Application Instructions (Attachment 1) and compete via a board. Selection to LEAP is based on an applicant's job performance, academic history, existing language proficiency, intercultural knowledge and cross-cultural experience, the potential to achieve higher levels of language proficiency, and Department of Defense language requirements.
4. For more information about LEAP, please refer to our Frequently Asked Questions (Attachment 2), visit <https://airuniversity.af.edu/afclc> or email us at afclc.leap.selection@us.af.mil.

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Chief, Language Division

2 Attachments

1. Eligibility Criteria and Application Instructions
2. Frequently Asked Questions

Attachment 1

Eligibility Criteria and Application Instructions

Eligibility Factors	Enlisted	Officers
ANG Career Fields	1A8X2 and 1NX (exception, 1N3 not eligible)	14N
Ranks	SrA thru CMSgt	All Ranks
Minimum Time in Service (TIS)	4 years as of 11 February 2025	N/A
Maximum TIS or Commissioned Service	Applicants who have more than 16 years of Satisfactory Service as of 11 February 2025 will be considered on a case-by-case basis	
Remaining TIS	Applicants must not have a pending separation or retirement and have at least 3 years retainability by 11 February 2025	
Technical Training	Completion of 5-Skill Level and Career Field Education and training Plan (CFETP) requirements	N/A
AFSC Exclusions	1N3 and 1A8X1 and all career fields outside of intelligence AFSCs	All career fields outside of intelligence AFSCs
LEAP Affiliation	Airmen previously selected to LEAP who transitioned to the ANG and meet eligibility criteria need not apply	

Application Site:

Applying through the Language Enabled Development Resource (LEaDeR) will require the use of a Common Access Card (CAC) and Air Force (AF) Portal account. Applicants who need to create or update their AF Portal account will be redirected to the AF Portal upon initial access attempt. An application submitted via LEaDeR at <https://leader.cce.af.mil> with the following is required:

- a. Responses to four areas (200 words maximum per area including spaces) that address one's LREC skill development and their plan for further development and utilization of those skills in support of Air and/or Space Force missions.
- b. vMPF RIP. This can be retrieved by accessing AFPCSecure via the AF Portal. Additionally, the vMPF RIP must be displayed in its entirety.
- c. DLPT and/or OPI score report from the applicant's installation's testing center. The Defense Language Proficiency Test (DLPT) is the benchmark for measuring language proficiency and can be taken at a nearby Military Entrance Processing Station (MEPS) or nearest military installation testing center. The SURF and computer based OPIc will not be accepted as replacements for the DLPT and OPI scorecards respectively. The following are the guidelines for scores:
 1. If listening and/or reading tests are available for a given language, applicants must provide scores for both. If listening and/or reading tests are not available for a given language, applicants must provide OPI scores. Submission of OPI scores is highly encouraged for all languages.
 2. All Arabic language applicants must provide test scores for Modern Standard Arabic (MSA). Applicants are also highly encouraged to provide test scores in an Arabic dialect.

3. For purposes of the FY25 ANG boards, the latest DLPT/OPI scores submitted must have been certified on or after 11 February 2023.
4. DLPT/OPI scores of 1 or higher in two modalities are required. Exceptions: Scores of 1+ or higher in two modalities are required for the following languages only:

Afrikaans	Haitian Creole	Portuguese Brazilian/European
Danish	Indonesian	Romanian
Dutch	Italian	Spanish
French	Malay	Swahili
German	Norwegian	Swedish

d. Three most recent, signed Performance Reports/Briefs, Training Reports, or combination of. If Airmen have a minimum of 4 years TIS but do not meet the minimum performance report requirements, the applicant may still submit as long as the member provides the performance reports on file as reflected in the vMPF RIP.

e. College transcripts listing all courses taken and the associated grade for each course (unofficial postsecondary copies are acceptable). If an officer or enlisted member has degrees listed on their vMPF RIP, they must provide the transcripts for those degrees. Certificates from foreign language schools are optional.

f. Commander endorsement. The unit commander, director, or civilian equivalent for each applicant must complete an endorsement form which assesses the applicant's professional qualities, standing among peers, academic record, leadership qualities and potential for future growth and development through LEAP. The narrative block is limited to 500 characters to include spaces.

g. Supervisor endorsement. The immediate supervisor (if different from the commander) of each applicant must complete an endorsement form which assesses the applicant's professional qualities, standing among peers, academic record, leadership qualities and potential for future growth and development through LEAP. The narrative block is limited to 500 characters to include spaces.

* When applying, you will be required to provide your commander and supervisor contact information into the on-line application form. If a state transfer or Permanent Change of Station (PCS) assignment is expected for either applicant or commander/supervisor and the applicant has already submitted the application, the member must contact the AFCLC Selection Manager at afclc.leap.selection@us.af.mil with the gaining commander/supervisor contact info. Once provided, the Selection Manager will update the new contact information for future selection/non-selection notifications.

Failure to perform these steps will result in the application being marked ineligible. Applications that contain unreadable or incorrectly aligned (sideways or upside down) documents will be marked "ineligible" for board consideration.

Attachment 2

Frequently Asked Questions (FAQ)

SECTION I – Program Overview

Q: What is the purpose of LEAP?

A: The purpose of LEAP is to deliberately develop language-enabled, cross-culturally competent Airmen and Guardians across Air and Space Force specialties to enhance the application of air and space power to fill global mission requirements. LEAP provides Airmen and Guardians with the education and training required to reach desired proficiency levels with as little time away from their units and positions at a lower cost over an acceptable time period. LEAP selects willing and able Airmen and Guardians, develops and sustains Language Regional Expertise and Culture (LREC) skills throughout a career, and postures them for utilization in assignments, contingencies, and deployments.

Q: Who manages LEAP?

A: The AFCLC manages LEAP for the United States Air and Space Force, to include tracking administrative records, executing training, and performing other related tasks. The AFCLC is organized under Air University and Air War College, located at Maxwell AFB, Alabama.

Q: How and why did LEAP originate?

A: In 2005, the Office of the Secretary of Defense released the Defense Language Transformation Roadmap, which charged the services to create a bench of language-capable Airmen within the Air Force. In 2009, the Air Force Senior Language Authority (SLA) directed AFCLC to initiate LEAP, a career spanning program to develop a cadre of Airmen across all specialties with working-level foreign language proficiency and cross-cultural competency. In FY13, LEAP was designated a Program of Record.

SECTION II – Application

Q: What questions are asked in the LEAP application?

A: Applicants are required to address the following:

- Describe activities or initiatives you participate in to maintain or increase your foreign language skills.
- Provide example(s) and key lessons learned from your experience and/or personal life that demonstrates your cross-cultural competency.
- Describe how your LREC experiences have contributed or could contribute to the effective execution of air or space power.
- List any experience you have using your foreign language in locations outside the U.S., ideally an experience involving the language/culture in which you are applying to LEAP.

Q: What should I address in my application comments?

A: When writing your narrative, address how you have developed your LREC skills and how you intend to further develop and utilize those skills in the future in support of air or space missions. Give examples that demonstrate your use of language and cultural knowledge on an ongoing basis. Explain your motivation for enhancing your language skills, intercultural knowledge, and cross-cultural

competency. Give examples of how you think understanding other nations' languages and cultures might contribute to mission success. Finally, communicate how you see your language(s) and cultural knowledge being a value-added resource to the Air or Space Force.

Q: How important are the application documents?

A: Very important. The application package is the basis on which the board will determine an individual's candidacy. Consequently, attention to detail and compliance with directions are critically important. Both qualities reflect the kind of applicant who will excel in LEAP. Board members have limited time to evaluate a candidate; errors will lead to ineligibility or lower scores.

Q: What should my leadership consider when writing my endorsement?

A: A quality endorsement (push note) highlights the applicant's professional qualities, standing among peers, academic record, leadership qualities, and potential for future growth and development through LEAP. The endorsement (narrative block) is limited to 500 characters (including spaces). Applicants are encouraged to discuss their reasons for wanting to participate in LEAP with their commander and supervisor. Some commanders and supervisors may not be fully aware how LEAP can further careers and supports air and space missions. They also may not be fully aware of the importance of their endorsement in determining the applicant's board score.

Q: Do I have to take the DLPT/OPI to apply to the program?

A: Yes. Applicants must possess Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) scores that address at least two modalities (listening, reading, and or speaking). For purposes of the FY25 ANG boards, the latest DLPT/OPI scores submitted must have been certified on or after 11 February 2023. If Listening and Reading tests are available for a given language, applicants must provide scores for both. If Listening and/or Reading tests are unavailable for a given language under the DLPT, applicants must provide an additional OPI score to fulfill the 2 of 3 modality requirement.

Q: Why are minimum DLPT/OPI scores established?

A: Data has shown that Airmen or Guardians who enter LEAP with a DLPT/OPI at the 1 level or higher have a greater chance of success in reaching a 2 or higher proficiency level in accordance with Air and Space Force requirements. Therefore, a score of 1 or higher in two modalities is required for most languages, and a 1+ or higher in two modalities is required for Afrikaans, Danish, Dutch, French, German, Haitian Creole, Indonesian, Italian, Malay, Norwegian, Portuguese, Romanian, Spanish, Swahili, and Swedish.

Q: How many times may I apply for LEAP?

A: Qualified individuals may apply as often as necessary, providing they meet the program requirements.

Q: Should I submit scores in multiple languages?

A: Applicants are encouraged to take the DLPT/OPI and submit scores in multiple languages, which may help the AFCLC align their language abilities with more than one requirement.

Q: Will the AFCLC consider any of the following:

- Waiver of eligibility requirements
- Extensions or submission of application documents after the deadline
- Change of endorsements after the deadline
- Post-deadline edits of one's application
- Appeals to the board's decision

A: No. The AFCLC will not consider any requests.

Q: Can I apply to the program if I haven't received a performance report?

A: Yes. Applicants are required to submit the most recent three performance reports in their records. It is understood that some applicants may not have received performance reports due to their limited TIS. For these specific instances, applicants are encouraged to provide what they can. If applicants have Training Reports or prior service performance reports to validate and support their job or academic performance, they should provide them with the application.

SECTION III - Selection

Q: Are ANG members from any field eligible to apply directly to LEAP?

A: No. For FY25, selections will be limited to Airmen from intelligence fields. Expansion of LEAP eligibility to additional fields in the Air Reserve Component is to be determined for future years.

Q: Who reviews LEAP applications?

A: AFCLC staff members review applications to determine compliance with program guidance. AFCLC will select an ANG panel consisting of career field managers and functional representatives from NGB A2/6, Intelligence and Cyber Effects Operations Directorate. Board members review applicant packages and assign a score based on their assessment of the applicant's attitude, aptitude, and performance record.

Q: How are applicants selected for LEAP?

A: The AFCLC develops an order of merit list based on each individual's board scores and potential to fill future language requirements, including languages on the Air Force Strategic Language List (SLL). The AFCLC assigns each LEAP scholar a "Selected" or Control Language (CLANG) based on the individual's documented proficiencies and service needs. The USAF SLA is the approval authority for selection board results.

Q: What ANG priorities will this initiative support?

A: This initiative will build capability across both high-demand and low-density languages for members to directly apply their language and cultural expertise to federally aligned intelligence missions. In addition, the initiative may enhance the State Partnership Program, whereby members may leverage their language and cultural expertise to advance their NGB assigned state partner.

Q: What languages does the Department of the Air Force (DAF) consider for the program?

A: The DAF will consider all languages for Airman and Guardian development, prioritizing them based on service-specific requirements. ANG language prioritization is based on mission utilization, State Partnership Program utilization and high-demand languages.

Q: If I am accepted to LEAP for one of my languages, may I train later in another language?

A: The AFCLC will consider cross-training LEAP scholars in any language listed on the Air Force SLL by meeting either of two conditions: a) the cross-training language is a low-density language, or b) the cross-training language is prevalent in the force, and the member's current or projected assignment requires the requested cross-training language.

SECTION IV – LEAP Commitment

Q: Are Air Force Reserve Command (AFRC) and Air National Guard (ANG) members eligible to participate in LEAP?

A: ANG members who are in the intelligence career fields (1NX, 1A8X2 and 14N, excluding 1N3 career fields) are eligible based on ISR funding provided by NGB A2/6. Apart from Airmen in ANG intelligence fields, only Regular Air Force (RegAF) and Space Force members are allowed to apply. However, Regular Air Force LEAP scholars who later transition to the AFRC or ANG may participate in LEAP (eMentor courses space available) and AFRC Foreign Area Officers may participate in eMentor courses.

Q: If selected, will the applicant be reassigned or deployed?

A: The AFCLC does not determine or have any involvement in selecting members for assignments or deployments. However, LEAP scholars may be identified by force managers based on the award of the LEAP Special Experience Identifier (SEI). The LEAP SEI identifies Airmen and Guardians in the Air Force personnel system for filling language-designated positions via assignments, deployments and TDYs.

Q: What time commitment is expected of a LEAP scholar?

A: LEAP is a volunteer program that occurs outside of normal duty requirements. Airmen and Guardians are expected to complete online eMentor courses a minimum of every 2-4 years, depending on their proficiency level. Courses are delivered in 40-hour and 12-hour modules, with four hours of class every week. In addition, the AFCLC offers Language Intensive Training Events (LITEs), averaging 30 days, to Airmen and Guardians who qualify. To participate in a LITE, a LEAP scholar must first obtain their commander's approval.

Q: Are TDY orders and travel funding provided to ANG members?

A: All travel costs and orders are unit funded. Commanders may request additional Annual Training, Full-Time National Guard Duty (FTNG), or travel funding through their respective wings and/or Functional Area Managers.