



19 Feb 2013

MEMORANDUM FOR ALL ENLISTED AIRMEN

FROM: Director/Air Force Culture and Language Center
130 W. Maxwell Blvd, Bldg 836
Maxwell AFB, AL 36112

SUBJECT: Spring 2013 LEAP Selection Board Announcement Message

1. The purpose of this message is to solicit applications for the upcoming Spring 2013 Language Enabled Airman Program (LEAP) Selection Board. Established in 2009, LEAP is an Air Force-wide initiative to grow the bench of foreign language capable Airmen in order to meet current and future Air Force foreign language requirements. LEAP is a career-long program designed for foreign language capable Airmen to sustain and enhance their language skills, with the end goal of producing language speakers who can perform their core AFSC duties in their respective foreign language. These goals are accomplished through weekly online foreign language instruction with a professional language instructor and through four to six week Language Intensive Training Events (LITEs) every three to four years.

2. The LEAP application window is open 19 February through 15 April 2013. Deadline to submit application packets to the Air Force Culture and Language Center (AFCLC) is midnight CST 15 April 2013. The LEAP Selection Board is scheduled to convene at the AFCLC on Maxwell AFB, AL in mid-May. Selected candidates and their commanders / supervisors will be notified individually approximately 30 days after conclusion of the LEAP Selection Board.

3. Timeline:

Application Phase

- 19 Feb – 15 Apr: Candidates submit application
- 15 Apr: NLT date for application submission

Pre-Board Phase

- 18 Apr – 20 Apr: AFCLC shortlists candidates for Selection Board review
- 21 Apr: Commanders/supervisors of shortlisted candidates advised to submit endorsement
- 22 Apr – 10 May: Commanders/supervisors submit endorsement
- 10 May: NLT date for commanders/supervisors to submit endorsement

Selection Board Phase

- 16 May – 17 May: Selection Board members review eligible applicant records
- 30 Jun: Applicants notified of Selection Board results

4. Who can apply:

A. Unrestricted, General Purpose Force (GPF) Active Duty Enlisted Airmen, excluding 1N3 and 1A8 career fields. Airmen must have at least 48 months Time in Service (TIS), rank of Senior Airman (SrA) or higher, completion of all 5-Skill Level and Career Field and Education Training Plan (CFETP) requirements, and not within two years of High Year Tenure (HYT).

B. Applicants must possess foreign language skill as demonstrated by a Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) score. DLPT or OPI score must have been taken in May 2012 or after to be eligible for board consideration. The desired proficiency for enlisted applicants is at least a score of 1+ in at least two modalities (listening comprehension, reading, or speaking).

C. Must have a superior performance record (no derogatory information such as referral performance reports, UIF, control rosters, etc).

- D. Applicant must notify his or her commander or supervisor of intent to apply for LEAP prior to submitting an application. Commanders or supervisors will be required to complete an endorsement form if the applicant continues to the Selection Board phase.
- E. Airmen currently pursuing an academic program are required to submit academic transcripts and should demonstrate scholastic achievement. The AFCLC recommends an undergraduate grade point average (GPA) of 3.0 or better.
- F. A Defense Language Aptitude Battery (DLAB) score is optional, but may be considered during the LEAP Selection process. The DLAB score is an indicator of an aptitude to learn additional languages in cases where retraining is necessary and possible.

5. Application Documents: Airmen who meet all of the above eligibility requirements and would like to apply to become a LEAP participant will need to provide the following documents in PDF format. Please ensure your documents are readable. Documents electronically converted to a PDF format (e.g., Word file saved as a PDF) are preferred over a scanned PDF. All required documents must be submitted NLT midnight CST 15 April 2013. Any applications received after that date will not be eligible for the Spring 2013 LEAP Selection Board.

- A. Online Application
 - B. Defense Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) Score Report [PDF format]
 - C. Single Unit Retrieval Format (SURF) [PDF format]
 - D. Enlisted Performance Reports (EPR) (three most recent) [PDF format]
 - E. University Transcripts (required if you have attended any college-level education, student copies are acceptable) [PDF format]
 - F. Certificates from accredited foreign language schools (optional) [PDF format]
 - G. Endorsement Form [PDF format] (for shortlisted candidates only by 10 May 2013)
- Please note: The commander or supervisor identified on the application will be notified only if candidate continues to the Selection Board phase. Commanders or supervisors will have three weeks from 22 April to 10 May 2013 to submit endorsement comments to finalize the application package in preparation for selection board review.*

6. How to apply: You must have a computer with a CAC-reader and an Air University (AU) Portal account to begin your LEAP application. Applicants that need to create or update their AU Portal account will be redirected to the AU Portal before going to the application site.

Click the button below to begin your LEAP application.



7. Additional information about LEAP can be obtained from the AFCLC LEAP website at <http://www.culture.af.mil/leap> or by contacting AFCLC.Language@us.af.mil.

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Director, AFCLC