

HQMC, International Affairs Program (PLU-8)  
Language Sustainment Program (LSP)  
Application Procedures and Requirements

1. Purpose. To provide application procedures and guidance for HQMC PLU-8 LSP.
2. Guidance. The intent of this program is to assist Foreign Area Officers (FAO), Regional Affairs Officers (RAO) and Foreign Area SNCOs (FAS) in attaining and sustaining 3/3/3 Defense Language Proficiency Test (DLPT) and Oral Proficiency Interview (OPI) results in their designated language.
  - The Marine is responsible for developing a personal program of instruction (POI) to meet their specific language requirements.
  - POIs must be command endorsed and submitted to PLU-8. Branch Head, PLU is the final approving official for LSP funding.
3. LSP POI Requirements. The following must be included in the LSP POI:
  - a) Marine's background / Intent / Rationale of LSP desired
  - b) Instruction Provider / Name / Type
  - c) Location of instruction
  - d) Training (DLPT) Objective / current DLPT score and date of test
  - e) Cost of Tuition and Resources
  - f) Special Circumstances
  - g) Command Endorsement

If TAD is required, the following additional information must be included:

- a) Justification for TAD requirement
  - b) Itemized total cost of TAD (i.e., travel, lodging, per diem)
  - c) Special travel coordination requirements
  - d) Command Endorsement
4. POI Approval. Priority will be given to POIs that emphasize:
    - CONUS or local programs that seek to minimize, or do not require, TAD expenditures. OCONUS opportunities may be considered for special language requirements or unique regional circumstances. If approved, the Marine will be responsible for creating TAD orders via DTS.
    - Instruction from accredited learning institutions or established and validated commercial language instruction services. Independent private tutors that cannot be validated will not be considered.
    - Minimized impact on the performance of regular duties and provide the Marine with reoccurring instruction over several months.
    - A total cost less than \$5K, and a single up-front payment in-full. Note: Marines may contract services beyond the FY (30 Sept) provided all costs are paid in-full in FY14.

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5. Coordinating Instructions:

Submit LSP POI via e-mail to:

LtCol Alexandra Nielsen  
Program Manager  
International Affairs Program  
HQMC, PP&O, International Affairs Branch  
Pentagon (Rm 4B337)  
Office: (703) 692-4365  
NIPR: [alexandra.nielsen1@usmc.mil](mailto:alexandra.nielsen1@usmc.mil)

Mr. Clayton Fisher  
Deputy Program Manager  
International Affairs Program  
HQMC, PP&O, International Affairs Branch  
Pentagon (Rm 4B337)  
Office: (703) 614-0322  
NIPR: [clayton.fisher@usmc.mil](mailto:clayton.fisher@usmc.mil)

Further instructions on POI execution and reconciliation will be provided by PLU-8 upon POI approval.

Additional resources and sample LSP POIs are available on the IAP website:

[https://hqmc.usmc.afpims.mil/ppo/Units/StrategyandPlansDivision\(PL\)/InternationalAffairsBranch\(PLU\)/InternationalAffairsPrograms/IAPResources.aspx](https://hqmc.usmc.afpims.mil/ppo/Units/StrategyandPlansDivision(PL)/InternationalAffairsBranch(PLU)/InternationalAffairsPrograms/IAPResources.aspx)