IN REPLY REFER TO

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23 Oct 17

From: Major XXX, 1234567890/0180/8242 USMC

To: Branch Head, International Affairs Branch (PLU)

Subj: LANGUAGE SUSTAINMENT PROGRAM OF INSTRUCTION FOR MAJOR XXX

Encl: (1) Language Training Quote dtd xx Jan 2017

1. Purpose. To propose Russian language training through Berlitz Language School in Washington, D.C.

2. Objective. The primary objective of this training is to refresh and improve my Russian language proficiency through face-to-face tutoring sessions.

3. Training concept. I will conduct between one and two, two-hour sessions per week in the evenings. The number of sessions will vary depending on my schedule.

4. Funding. The tuition for these sessions will be paid using funds obtained from the International Affairs Branch for FAO/RAO AMOS skills sustainment.

Type Expense Estimate

150 Hours Private Instruction $6,801.00

Materials $ 300.00

Total $7,101.00

5. Reconciliation and Assessment. I will take the Defense Language Proficiency Test (DLPT) within 60 days of completion to measure the effectiveness of the training.

6. Background. My current DLPT score for Russian is 2+/2+. I am currently completing a FAO utilization tour (“pay-back”) as the

Europe & Eurasia Desk Officer at the International Affairs Branch of Headquarters Marine Corps.

7. Point of contact. I can be contacted by phone or e-mail at (xxx) xxx-xxxx or xxxxx @usmc.mil.

X. X. MARINE