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Welcome to RPAT

The RPAT website will allow you to provide responses to 30 questions which will determine a proficiency within a geographic region and allow the Department of Defense (DoD) to rate, track and manage the regional proficiency of its active duty and reserve military personnel.

Overview

The RPAT Website is implemented and hosted by the Defense Manpower Data Center (DMDC) on behalf of the Defense Language and National Security Education Office (DLNSEO). The RPAT was initially developed by the Center for Advanced Study of Language (CASL) on behalf of the DLNSEO to enhance the ability of the U.S. Department of Defense (DoD) to rate, track, and manage the Regional Proficiency (RP) of its personnel in an effort to better meet operational and surge requirements. In more general terms, the RPAT will enable the DoD to achieve a number of strategic and operational objectives related to the management of its foreign language and RP capabilities as outlined in DoD Instruction (DoDI) 5160.70, Management of DoD Language and Regional Proficiency Capabilities.

The accuracy and maintenance of your responses are critical to the calculated results of your RP. In addition, RPAT will be undergoing calibration, testing and validation which will lead to analysis and optimizations to questions and the accuracy of results as they pertain to geographic regions.

This document is intended to be used with the DMDC RPAT website.

The website will enable you to input background information, experience abroad, formal education, professional military education and training, self-directed learning, exposure to languages and domestic communities language proficiency and additional professional region-focused experience. You may update and get rating responses as often as you deem relevant to maintain current and accurate data:

What You Will Learn

In this guide, you will learn how to:

- Navigate through 8 pages of questions to enter responses.
- Perform the New, Update, Edit operations for a questionnaire.
Perform the Save and Get Rating operations.
Review results.
Maintain responses to ensure accuracy in results.
Troubleshoot errors received while navigating through the site.

DoD Support
The DoD will use the RPAT data to achieve a number of strategies and operational objectives related to the management of foreign language and regional proficiency capabilities as outlined in DoD Instructions (DoDI) 5160.70, Management of DoD Language and Regional Proficiency Capabilities.

Useful Terminology
Below are some brief definitions of terms you will see as you navigate through the RPAT website:

- **Analytic and Critical Thinking Skills**: The set of skills that facilitate an individual's ability to hypothesize principles from individual points of information, and enable the construction of conceptual scaffolding for making sense of information, and is one of the five cluster scores.

- **Nonspecific Experiential Knowledge**: The set of knowledge that facilitates an individual's effective navigation through a range of environments that varies in familiarity information, and is one of the five cluster scores.

- **Region-Specific Experiential Knowledge**: The collection of knowledge (both factual and procedural) associated with a designated region that is acquired through an individual's experience in entities (such as countries and territories) within the region, or professional activities having that region or part of the region as a focus, and is one of the five cluster scores.

- **Region-Specific Systematic Knowledge**: The collection of knowledge (both factual and procedural) that is associated with one of the designated regions or with a geopolitical or cultural entity in that region, acquired through institutional or formal mean, and is one of the five cluster scores.

- **Utility of Language Skills**: An expression of an individual's skills in languages relevant to a region and the utility of those languages to the region, and is one of the five cluster scores.

- **Regional Proficiency (RP) rating**: A regional proficiency (RP) rating is a numerical value (0-5) that is considered a skill level calculated for 15 global regions, five cluster score ratings, cluster combination score and overall RP rating based on your responses to the questions in the questionnaire.
- **RP skill level ratings**

  An individual can receive one of six PR skill level ratings – 0+ (pre-novice); 1 (Learner), 2 (Intermediate), 3 (Professional), 4 (Expert), 5 (Advanced Expert).

Look for this icon throughout the Guide for more useful tips and/or suggestions

**IMPORTANT!** – Please log in and read updates to the “News” portion of the Home Page for the latest information on known website issues as well as information on future and current releases!
Access Requirements and Methods

Active Duty, Reserve, Guard, Cadet/Midshipmen, and DoD Civilians are authorized to access this website. Access is permitted by using a member’s Common Access Card (CAC) or a DS Logon username/password. Authentication and authorization is based on data in DMDC’s Authenticated Data Repository (ADR) and Application Security Infrastructure System (ASIS).

The RPAT Splash https://pki.dmdc.osd.mil/rpat/ (see Figure 1) will be presented and you should select “Login” and then select “OK” on the Self-Service Consent to Monitor Page (see Figure 2).

Figure 1. RPAT Splash Page
The RPAT Logon Page is then presented and you may choose to use your CAC or DS Logon username/password (see Figure 3)

- **The login to RPAT is protected by Secure Socket Layer (SSL) technology, and requires an Internet browser that supports JavaScript, such as Microsoft Internet Explorer (version 6.0 or higher, 8.0 or higher recommended).**
- **We recommend temporarily disabling your interface ‘pop-up blocker’ while using RPAT, so as to allow all pop-up windows the opportunity to properly launch.**
- **For CAC login authentication, a CAC reader and associated software is required.**
Home Tab

The Home Tab is the default landing page when you login to the application. There are six tabs across the top of the page; “Home”, “Questionnaire”, “Results”, “User’s Guide”, “FAQs” and “News”. Below the six tabs is the “News and Alerts” section which is updated with important and relevant information and may include scheduled upgrades, new releases or updates to the website. Underneath this paragraph is the introductory paragraph labelled as “Introduction to the RPAT”.

A “See all news” link is provided within the News and Alerts section and upon selection navigates to the New tab.

A “Resources” section in the middle right portion of the page provides is a link to this User Guide and a Regional Map.

In the upper right hand corner there are two links above the DMDC circular logo – a “Contact Us” link for the Helpdesk and a “Logout” link to exit the application.

Figure 4. RPAT Home Page
Questionnaire Tab

Upon selecting the Questionnaire page, the Questionnaire Home Page is displayed with a description of the options to create a new set of questionnaire responses, edit an existing questionnaire responses or update the last entered questionnaire responses into a new questionnaire to update. A total of 30 questions are presented and responses may be saved at any time. Upon full completion of the questionnaire, you may then get rating and a Regional Proficiency (RP) result will be rendered. It is important to do periodic Saves to ensure your data is being saved. If you discover an issue toggle back to the “Home” tab and then back to Edit. If you are directed outside of the app with an error, try using the back arrow in your browser. If you need help please contact dodhra.dodc-md.dmdc.mbx.rpat-helpdesk@mail.mil.

To complete a Questionnaire:

1. Choose Questionnaire from the navigation bar on the RPAT Home Page (see Figure 5).

![Figure 5. Questionnaire Home Page (New and Update)]
2. Click Questionnaire tab.

3. Once the Questionnaire Home Page appears and it is your first time entering the questionnaire, select the “New” button. If you have previously saved a questionnaire then select the “Edit” button. If you have previously rated a questionnaire and it has been over the thirty days, then you may select either the “New” or “Update” buttons. Figure 5 is an example of “New” or “Update” enabled. As you navigate through your questionnaire, you will have the option to select “Back” and “Next” page through the 9 pages of the questionnaire.

**Section 1 – Introductory Information**

![Regional Proficiency Analysis Questionnaire](image)

*Figure 6. Questionnaire Home Page (Edit)*

4. Figure 6 is an example of “Edit” enabled for you to select.

5. Select the “Edit” button to bring up the questionnaire. “New” or “Update” will also you to begin providing questionnaire responses.

**Section 2 – Background Questions**
6. You may now begin to fill in responses for Section 2 (see Figure 7). If you have selected “New”, the following fields will be prepopulated from a DMDC database if the data is present: 1. DoD Identification Number (read only field); 1a. Official Email (mandatory field), 2. Current military status (mandatory field, Active Duty Service member selection will enable 2a. Service and 2b. Component; National Guard/Reserve component member enables only 2b Component), 3. Grade (mandatory field), 4. Years of military service completed (mandatory field, not prepopulated), 5. Date of Birth (mandatory field). Upon completion of these 5 fields you may select “Next”.

7. Section 2 is referred to as identifying fields and is the only page where all questions must be fully answered before you can “Save” or navigate to the next page.

8. If you have not provided an entry for any of these fields, you will receive an error message, a red box will be displayed around the fields requiring entry and red indicator will be shown on Section 2 box at the top of the page. Fill in the field correctly and proceed to the next section. You may also select “Save” to exit the questionnaire and complete it at another time, as it is now in the “Edit” state.

9. You may now navigate to Section 3 to enter Experience Abroad questions.

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Figure 7. Questionnaire Section 2 – Background
Section 3 – Experience Abroad Questions

10. You may now enter responses for Section 3 (see Figure 8).

11. If you select “Y” to Q6, it will enable the display of Q7 (selecting “N” disables the display of this question). Also, if you select “Y” to Q7a and Q7b, it will enable the display of Q8, Q9, and Q10 (selecting “N” disables the display of these questions).

12. Throughout the questionnaire you may choose to “Add”, “Reset” and select the trash can icon symbol. Also, you may select the “Hide/Show Instruction” to retrieve additional information on the question you are responding to.

13. You may now navigate to Section 4 to enter Formal Education questions.
Section 4 – Formal Education Questions

14. You may now enter responses for Section 4 (see Figure 9).

15. If you have a Bachelor’s degree or higher and select the corresponding selection for one of those items, Q13 and Q14 will be enabled otherwise, they are disabled. If you select “Y” for Q14, Q15 will be enabled.

16. You may enter your desired responses for Section 4 and then navigate to Section 5 via the “Next” button or by selecting the blue box on the top with “5” in it.
Section 5 – Professional Military Education & Training Questions

17. You may now enter responses for Section 5 (see Figure 10).

18. You should select all professional military education and training that you have had and include the year you believe you completed the course/training.

19. You may enter your desired responses for Section 5 and then navigate to Section 6.

Figure 10. Questionnaire Section 5 – Professional Military Education & Training

- Army, Enlisted/Warrant Officer
- Advanced Leader Course (ALC, previously BMOC)
- Army, Noncommissioned Officer Academy (NCOA)
- First Sergeant Course (FSC)
- Senior Leader Course (SLC, previously ARDOC)
- Sergeant Major Course (SMC)
- Warrant Officer Advanced Course (WOAC)
- Warrant Officer Basic Course (WOBC)
- Warrant Officer Senior Staff Course (WOSSC)
- Warrant Officer Staff Course (WOSC)
Section 6 – Additional Professional Region-Focused Experience Questions

20. You may now enter responses for Section 6 (see Figure 11).

21. You should enter all relevant Professional Region-Focused activity.

22. You may enter your desired responses for Section 6 and then navigate to Section 7.
Section 7 – Self-Directed Learning Activity (SDLA) Questions

23. You may now enter responses for Section 7 (see Figure 12).

24. You should enter all exposure to self-directed learning activity questions.

25. You may enter your desired responses for Section 7 and then navigate to Section 8.
Section 8 – Exposure to Languages & Domestic Communities Questions

Figure 13. Questionnaire Section 8 – Language Proficiency

26. You may now enter responses for Section 8 (see Figure 13).

27. You should enter all relevant information.

28. You may enter your desired responses for Section 8 and then navigate to Section 9.
Section 9 – Language Proficiency Questions

Figure 14. Questionnaire Section 9 – Additional Professional Region-Focused Experience

29. You may now enter responses for Section 9 (see Figure 14).

30. Once you have entered Q30, you may review your response and if you are satisfied with your entries you may select “Get Rating”.

31. Upon selecting “Get Rating”, the system will perform all validity checks to ensure you have completed all questions.
Get Rating Questionnaire and Assessment Results

![Get Rating Popup](image)

**Figure 15. Get Rating Popup**

32. You may now enter a “Yes” or “No” response to Get Rating your questionnaire (see Figure 15).

33. As stated in the popup, upon selecting “Yes” your questionnaire will be officially rated and you will have 30 days to make any corrections or updates. It is important that each time you make an update that you perform a get rating. Upon each get rating, the 30 day clock is initiated. Upon the initial release of RPAT, your results shall be calculated and retained in the database and not displayed at this time. RPAT is undergoing calibration and testing to optimize results.
Results

View Results

Upon “Get Rating” the Regional Proficiency Results page (see Figure 16) is displayed.

![Assessment Results Page](image)

**Figure 16. Assessment Results Page**
Frequently Asked Questions
(FAQs)

You may retrieve more information about RPAT by viewing the FAQs tab (see Figure 17).

Frequently Asked Questions (FAQs) Details

- **Q1: How does RPAT work?**
  - Through a sophisticated algorithm, the RPAT uses the biographical data from your RPAT Questionnaire responses to calculate your RP rating in each of the 15 global regions. The RPAT Algorithm consists of five primary components, each a cluster of information containing aspects of regional proficiency. Each cluster represents an RP knowledge or skill domain, and the five clusters combined make up regional proficiency.

- **Q2: How often should I update RPAT?**
Your RPAT results are a snapshot of your current regional proficiency. As time goes on and you use the RPAT interface to record your additional experiences, languages, and knowledge, your RP ratings should rise. Similarly, if you do not maintain your regional proficiency, your relevant ratings may drop due to your knowledge becoming out-of-date. Therefore, it is important that you log in and update your responses every year or after a significant event (e.g., the end of a deployment, receiving a new language test score, or earning a degree).

- **Q3: How is the RPAT Questionnaire organized?**
  - There are eight sections are part of the RPAT Questionnaire. Each of the eight sections contain questions pertaining to a different data collection category.

  1. Background questions *(Note: Race, ethnicity, and gender are collected for DoD purposes and do not factor into your RP results;)*
  2. Experience Abroad questions;
  3. Formal Education questions;
  4. Professional Military Education & Training questions;
  5. Self-Directed Learning questions;
  6. Exposure to Languages & Domestic Communities questions;
  7. Language Proficiency questions;
  8. Additional Professional Region-Focused Experience questions.

  In total, there are 30 primary questions, and depending upon the breadth of your experiences related to regional proficiency (RP), the RPAT Questionnaire could take anywhere from 20 minutes to an hour to complete. It is important to fully complete the Questionnaire; RP assessment results will not be calculated unless the entire Questionnaire responses are provided.

- **Q4: What do I do if I do not see the name of a language?**
  - Go to http://www.ethnologue.com/ and enter the language name you are looking for into the search field in the right corner. Ethnologue will display the ISO standard name, which is what you will find in the pulldown list.

- **Q5: What is Ethnologue?**
  - Ethnologue is an online resource with a search feature that enables you to enter a language name you know (e.g., "Cantonese") and generates the standard ISO language name.

- **Q6: Do Gender, Race and Ethnicity factor into my score?**
  - Race, ethnicity, and gender are collected for DoD purposes and do not factor into your RP results.

- **Q7: What is the distinction between professional and personal trips with respect to experience abroad?**
  - Individuals can live and work abroad for a multitude of reasons. In the RPAT, working and living abroad for professional reasons includes doing one or more of the following: working for the U.S. military or government, a private or public company, or a not-for-profit or non-governmental organization; engaging in academic or missionary activities; or participating in some other professional activity on a trip abroad. Solely personal trips abroad include vacations, school-sponsored trips, taking up residence as a dependent, and so on.

- **Q8: Why are my results not being displayed?**
  - This release of the RPAT v1.x is undergoing calibration, testing, and validation. **Your responses are extremely important to this effort.** However, it means that you will receive your RPAT ratings at a later date, after this analysis has been completed. **This supplemental questionnaire will provide**
critical additional information that may later be captured by the RPAT questionnaire, and it will allow you to provide feedback about the current questionnaire.

- **Q9: What does "Region-Specific Experiential Knowledge" mean?**
  - Region-Specific Experiential Knowledge is the collection of knowledge (both factual and procedural) associated with a designated region that is acquired through an individual's experience in entities within the region, or professional activities having that region or part of the region as a focus.

- **Q10: What does "Region-Specific Systematic Knowledge" mean?**
  - Region-Specific Systematic Knowledge is the collection of knowledge (both factual and procedural) that is associated with one of the designated regions or with a geographical or cultural/geopolitical entity in that region, acquired through institutional or formal means.

- **Q11: What is Utility of Language Skills?**
  - Utility of Language Skills is an expression of an individual's skills in languages relevant to a region and the utility of those languages to the region. Each region is associated with multiple languages (7 to 291) which range from being widely used to little known. Thus, as with the other clusters, RPAT ratings value a mix of breadth and depth.

- **Q12: What does "Analytic and Critical Thinking Skills" mean?**
  - Analytic and Critical Thinking Skills: the set of skills that facilitate an individual's ability to hypothesize principles from individual points of information, and enable the construction of conceptual scaffolding for making sense of information.

- **Q13: What does "Nonspecific Experiential Knowledge" mean?**
  - Nonspecific Experiential Knowledge is the set of knowledge that facilitates an individual's effective navigation through a range of environments that vary in familiarity.

- **Q14: How was the RPAT developed?**
  - On behalf of the Defense Language and National Security Education Office (DLNSEO), the University of Maryland Center for Advanced Study of Language (CASL) developed the RPAT to enhance the ability of the U.S. Department of Defense (DoD) to rate, track, and manage the regional proficiency of its personnel. The RPAT uses a complex formula to add and weight experiences, knowledge, and language proficiency into a rating for each of 15 world regions. The formula was developed using policy documentation, interviews with DoD subject matter experts across the armed services, and research on the components and levels of regional proficiency. The 15 world regions used in the RPAT came out of a joint effort between the Defense Language Office, National Geospatial Agency, and Defense Language Action Panel, and they were approved by the Defense Language Steering Committee in late 2006. The RPAT Website is hosted by the Defense Manpower Data Center (DMDC) on behalf of the DLNSEO.

- **Q15: What do I do if I have rated questionnaire and it has been over 30 days and my questionnaire is locked?**
  - After a questionnaire has been "rated" and it has been 30 days your questionnaire becomes locked. You will then have the ability to select the "Update" option to retrieve and prepopulate questionnaire responses with your most recently rated and locked questionnaire. Or you may select "New" to enter your responses regardless of your previous responses. Please keep your responses current based on your education, regional and personal experiences.
Q16: Should I use my personal or official email address?
- Always provide your official email address.

Q17: Do my IE settings matter?
- Yes, when using the RPAT, ensure that you are set to Compatibility Mode.
- Any users accessing the RPAT website with Internet Explorer (IE) browser version 10 in NON-compatibility mode (the default IE10 behavior is usually this) may have issues using the website. Earlier versions of IE (9, 8, 7 etc.) are fine to our knowledge.

Users with IE10 can either manually set the RPAT website in compatibility mode every time they visit it (by clicking the ripped piece of paper near the URL in the browser), or they can permanently do the following steps to fix it too:

1) With Internet Explorer 10 browser open, click Tools > Compatibility View Settings (if Tools is not showing, then clicking the ALT key should show it temporarily).
2) In the Compatibility View Settings window in the "Add this website:" field put the text "osd.mil" (without the quotes) and then click the Add button.
3) Close the Compatibility View Settings window.
4) Close the browser.
5) Open a new browser window.
6) Try an and access the RPAT website.

Q18: How often should I "Save" my questionnaire as I am entering responses?
- It is recommended that you perform a periodic "Save" as you are completing the questionnaire to avoid any unnecessary loss of data.

Q19: Why am I receiving "Form has errors" when I select "Save"?
- Full field validation will occur when you select "Get Rating" but a partial error check is performed upon "Save". Incomplete table entries are problematic and will trigger the "Form has errors" popup. You may simply complete the table entry or select the trash can icon to remove the incomplete entry. This applies to the following Questions: 12, 14, 17, 23, 25, 29, 30 and 32.

Q20: I am confused and having issues I cannot resolve, what should I do?
- Please select the "Contact Us" at the top of the RPAT Page and you will be directed to the RPAT Helpdesk email address. Provide a description of the problem or question. You may also send us a screenshot of your page so that we can provide a detailed response. To do this, select the "Print Screen" button on your keyboard and paste the contents into a MS Word document, or equivalent, and attach to your email to the RPAT Helpdesk.
News Page

Look to this “News” tab to get the latest updates on RPAT (see Figure 18).
Contact Us and Logout

Select Contact Us and Logout

- Select “Contact Us” from any page (see Figure 19). The RPAT Helpdesk contact information will be provided dodhra.dodc-dmdc.mbx.rpat-helpdesk@mail.mil
- Select Logout from any page (see Figure 19) and you will be logged out of RPAT.

Figure 19. Any RPAT Page