

E-Mail ALSPO F/11

Subj: EXPANSION AND INCREASE OF FOREIGN LANGUAGE PROFICIENCY PAY RATES

- Ref: (a) [COMDT COGARD WASHINGTON DC 3017564Z SEP 11/ALCOAST 456, FORCECOM FC00, COMDTNOTE 7220](#)
(b) [Servicing Personnel Office Manual, PPCINST M5231.3](#), Part 2, Pay Entitlements, Chapter 11, Special & Incentive Pays, Section H, Foreign Language Proficiency Pay
-

Purpose This E-Mail ALSPO message announces the implementation of revised Foreign Language Proficiency Pay (FLPP) rates in Direct Access and JUMPS and transmits new procedures for entering FLPP entitlements.

Discussion Reference (a) announced the expansion and increase of FLPP rates. Effective 1 October 2011:

- FLPP for interpreters will expand from a single monthly rate (\$100) to four rates (\$100, \$125, \$150 or \$200).
- FLPP for linguists will expand from a single monthly rate (\$150) to two rates (\$250 or \$300).

The FLPP rate is based on:

- Member's Defense Language Proficiency Test (DLPT) scores.
- Type of allocation (Interpreter or Linguist) the member is filling.

See reference (a), paragraphs 3, 4 and 5, for DLPT score requirements, limit on FLPP level for linguists filling interpreter allocations and FLPP level for interpreters filling linguist allocations.

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**Direct Access
and JUMPS
Implementation**

PPC ran a series of programs in Direct Access and JUMPS during the September 2011 end-month compute/data resynchronization cycle to:

- Assign new FLPP rate proficiency levels (Interpreter 1 through 4 and Linguist 1 or 2) to each member with DLPT results entered in DA.
- Convert the FLPP rate structure and proficiency levels for members currently receiving FLPP (including Reservists on IDT).

No SPO action is required to implement the new rates for members receiving FLPP on 1 October 2011. The automated process will result in FLPP entitlement entries in DA Employee Entitlements stopping, effective 30 September 2011, and restarting, effective 1 October 2011, with the FLPP rate proficiency level appropriate for the members' DLPT results reflected in the entitlement detail area.

**Retroactive
processing**

The automated process applies to entitlement entries entered in DA by the payroll processing cutoff date of 20 September 2011 for the September end-month compute cycle.

If a SPO needs to enter an FLPP start, with an effective date prior to 1 October 2011, they shall:

1. Enter the FLPP start at the FY 2011 and earlier Interpreter or Linguist level (as appropriate for the member's DLPT score qualification and unit allocation).
 2. Enter a Stop of the FLPP effective 30 September 2011.
 3. Enter a new FLPP start at the FY 2012 Interpreter 1 through 4 proficiency level or Linguist 1 or 2 proficiency level (as appropriate for the member's DLPT score and unit allocation) effective 1 October 2011.
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Entering DLPT Results DLPT results must be present in the system in order to start an FLPP entitlement. DLPT results are entered by the member's assigned Educational Service Officer (ESO) using the Direct Access Content Menu > Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**. Entering foreign language skills or test scores in any other area of the system will not result in the member being qualified to receive FLPP.

DLPT Retests Commands must notify their SPO when members retake the DLPT and receive scores that qualify them for FLPP at an increased proficiency level (e. g. On or after 1 October 2011, a member is receiving Interpreter proficiency level 1 FLPP based on a score of 1+/1+, retakes test and receives a score of 2/2. This member is now eligible for interpreter proficiency level 3 FLPP).

SPOs must stop the current FLPP entitlement and enter a start at the new proficiency level for members who retake the DLPT and qualify for a higher pay level.

Procedures Enclosure (1) provides the procedures for entering DLPT results and FLPP pay entitlements.

Directives affected The contents of this E-Mail ALSPO message will be incorporated into reference (b). This E-Mail ALSPO message provides interim guidance which shall expire on 30 September 2012 unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

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Questions Questions regarding the content of this E-Mail ALSPO message may be directed to PPC Customer Care at:

 (866) 772-8724/(785) 339-2200
 <http://www.uscg.mil/ppc/ccb/> (Online Trouble Ticket/Inquiry Form)
 PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by Internet release authorized.

/s/
J. D. PHILLIPS, CAPT, USCG
Commanding Officer

Encl: (1) FY 2012 Revision to Servicing Personnel Office Manual, PPCINST M5231.3, Part 2, Pay Entitlements, Chapter 11, Special & Incentive Pays, Section H, Foreign Language Proficiency Pay

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section H, Foreign Language Proficiency Pay

Overview

Introduction This section provides the *procedures* for **Foreign Language Proficiency Pay (FLPP)**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Topics The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-H-3
Entering Foreign Language Test Results	II-11-H-5
Starting FLPP	II-11-H-11
Stopping FLPP	II-11-H-17
Correcting FLPP	II-11-H-19
Deleting FLPP	II-11-H-21
JUMPS Effect	II-11-H-23
Foreign Language Current Members Query	II-11-H-25
Foreign Language Proficiency Pay Query (Obsolete 9/30/11)	II-11-H-27

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Guiding Principles

Introduction	This section provides the <i>guiding principles</i> for Foreign Language Proficiency Pay (FLPP) .
References	<p>The following references provide additional information about FLPP.</p> <ul style="list-style-type: none"> (a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 4-K (b) Performance Education and Training Manual, COMDTINST 1500.10(series), Section 9-B.
Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).
Auto-stop upon PCS departure	FLPP stops automatically on <i>the day prior</i> to PCS departure. Do not enter a Stop FLPP transaction when a member departs PCS. The system will not reflect the FLPP stop until the departing endorsement on orders transaction is approved and saved.
Auto-stop on lapse date	FLPP stops automatically on the date the member’s language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page. The stop date will not be reflected on the member’s Employee Entitlements page until the compute cycle for the pay period in which the FLPP is stopped and the JUMPS/DA resynch process is completed.
Internal controls	FLPP start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
Supporting documentation	Per section Figure 4-8 of reference (a), the Commanding Officer of the unit shall designate members for Interpreter or Linguist positions in writing. A copy of the designation is supporting documentation for this transaction.

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Guiding Principles, Continued

Unit Interpreter and Linguist allocations

FLPP for Foreign Language Speakers (FLS) is limited by the type/number of allocations assigned to a unit. Unit Interpreter and Linguist allocations are listed in the Coast Guard Portal (Home » Training & Education » Education » Foreign Language) on the *Interpreter and Linguist Allocations* spreadsheet.

<https://cgportal.uscg.mil/delivery/Satellite/TRAINED/FOREIGNLANGUAGE>

FY 2011 FLPP Rates

Effective 1 October 2011, the monthly rates for FLPP increase and the Defense Language Proficiency Test (DLPT) score levels for which FLPP is paid will expand.

Members currently receiving FLPP will see the increase reflected in their October mid-month pay. No action by the member will be required to receive the new pay rates.

The new rates and FLPP levels are as follows:

Interpreter Level	DLPT Score	FLPP Monthly Rate
Interpreter 1	1 +/1 +	\$100
Interpreter 2	1 +/2 or 2/1 +	\$125
Interpreter 3	2/2 or 2 +/2 or 2/2 +	\$150
Interpreter 4	3/2 or 2/3 or 2 +/2 +	\$200

Linguist Level	DLPT Score	FLPP Monthly Rate
Linguist 1	3/2 + or 2 +/3	\$250
Linguist 2	3/3 or higher	\$300

FLPP for Linguists filling Interpreter allocations

FLPP for Foreign Language Speakers (FLS) is limited by the type/number of allocations assigned to a unit. A member in an Interpreter Allocation is limited to the highest authorized level for an Interpreter with the maximum monthly rate of \$200, **even if their DLPT score is higher.**

FLPP for Interpreters filling Linguist allocations

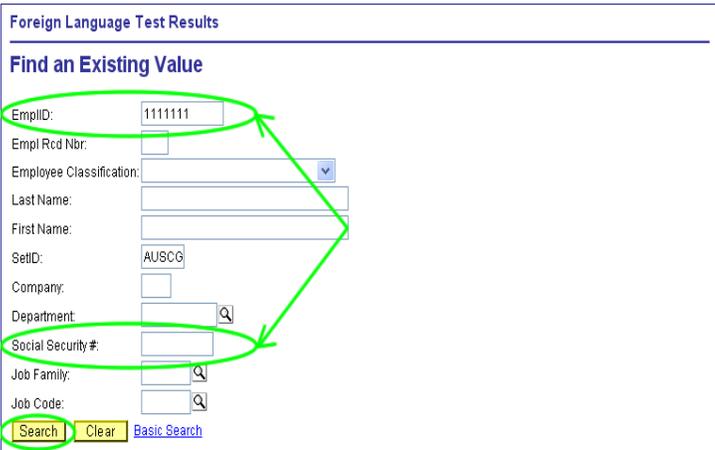
A member in a Linguist Allocation draws FLPP based on their DLPT score and is authorized to collect FLPP at the lower interpreter rates. For example, if a member is filling a Linguist Allocation with a 2 +/2 + DLPT score, the member be is paid \$200 a month at the Interpreter 4 level.

Entering Foreign Language Test Results

Introduction This section provides the procedure for the unit **Educational Services Officer (ESO)** to enter a member's Defense Language Proficiency Test (DLPT) results in the system. Entering DLPT test results will automatically add/update the member's language skills and certifications in the system.

Note: In order for the member to be eligible for FLPP, Foreign Language/DLPT Test results must be entered following this procedure. Attempting to enter Foreign Language/DLPT Test results in the Test Results or Licenses and Certifications menus will not update the appropriate areas of the system.

Procedure Sign into Direct Access and follow these steps to enter a member's DLPT results.

Step	Action
1	Select menu items in the following order: Enterprise Menu or Direct Access Content Menu > Develop Workforce > Manage Competencies (GBL) > Use > Foreign Language Test Results
2	<p>The Foreign Language Test Results screen will display. Enter the member's Employee ID Number in the EmplID field or the SSN in the Social Security # field and click the Search button.</p>  <p>Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

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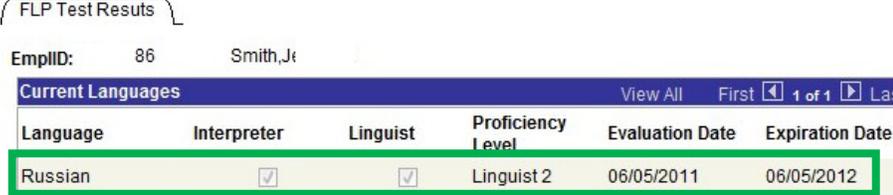
Entering Foreign Language Test Results, Continued

Step	Action																																				
<p>3</p>	<p>The FLP Test Results page will display.</p> <p>All the fields will be blank if the member does not have any Foreign Language skills present in the system (example shown below)</p> <p>Home > Develop Workforce > Manage Competencies (GBL) > Use > Foreign Language Test Results</p> <p>FLP Test Results</p> <p>EmpID: 101 Kell</p> <p>Current Languages View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Language</th> <th>Interpreter</th> <th>Linguist</th> <th>Proficiency Level</th> <th>Evaluation Date</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Language: <input type="text"/> <input type="button" value="Q"/></p> <p>DLPT Score Map First 1-11 of 11 Last</p> <table border="1"> <thead> <tr> <th>DLPT Score</th> <th>Direct Access Test Score</th> </tr> </thead> <tbody> <tr><td>0</td><td>1</td></tr> <tr><td>0+</td><td>5</td></tr> <tr><td>1</td><td>10</td></tr> <tr><td>1+</td><td>15</td></tr> <tr><td>2</td><td>20</td></tr> <tr><td>2+</td><td>25</td></tr> <tr><td>3</td><td>30</td></tr> <tr><td>3+</td><td>35</td></tr> <tr><td>4</td><td>40</td></tr> <tr><td>4+</td><td>45</td></tr> <tr><td>5</td><td>50</td></tr> </tbody> </table> <p>Test Results View All First 1 of 1 Last</p> <p>Test: <input type="text"/> Date: <input type="text"/> <input type="button" value="Q"/> Score: <input type="text"/></p> <p><input type="button" value="Save Foreign Language Info"/></p> <p><input type="button" value="Return to Search"/></p>	Language	Interpreter	Linguist	Proficiency Level	Evaluation Date	Expiration Date		<input type="checkbox"/>	<input type="checkbox"/>				DLPT Score	Direct Access Test Score	0	1	0+	5	1	10	1+	15	2	20	2+	25	3	30	3+	35	4	40	4+	45	5	50
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Entering Foreign Language Test Results, Continued

Procedure (continued)

Step	Action
<p>3</p>	<p>The Current Languages section will display any language data for a member who has previous test results entered (example shown below). These fields are READ ONLY. The Interpreter and Linguist qualification check-boxes will be marked by the system, based on the test scores entered. The Language and Test Results will not be displayed. Historical test data is not displayed on this page. Go to Test Results to view a member's previous test scores.</p>  <p>If the member has been tested in more than one language you can use the View All or arrow links to view the other results</p> 
<p>4</p>	<p>Click the lookup icon in the Language field to search for and select a language skill code.</p> 

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Entering Foreign Language Test Results, Continued

Procedure (continued)

Step	Action																												
5	<p>The Lookup Language page will display. From the Search Results, click the Accomplishment code for the test you are recording</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="310 499 719 1104" style="border: 1px solid black; padding: 5px;"> <p>Lookup Language</p> <p>Accomplishment: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First 1-13 of 13 Last</p> <p>Accomplishment</p> <ul style="list-style-type: none"> AR BH CM FLPSWED FR HC JA KO PO RU SP TA VI </div> <div data-bbox="777 512 1349 1089"> <table border="1"> <thead> <tr> <th>Accomplishment</th> <th>Meaning</th> </tr> </thead> <tbody> <tr><td>AR</td><td>Arabic</td></tr> <tr><td>BH</td><td>Bahasa (Indonesian)</td></tr> <tr><td>CM</td><td>Mandarin Chinese</td></tr> <tr><td>FLPSWED</td><td>Swedish</td></tr> <tr><td>FR</td><td>French</td></tr> <tr><td>HC</td><td>Haitian-Creole</td></tr> <tr><td>JA</td><td>Japanese</td></tr> <tr><td>KO</td><td>Korean</td></tr> <tr><td>PO</td><td>Portuguese</td></tr> <tr><td>RU</td><td>Russian</td></tr> <tr><td>SP</td><td>Spanish</td></tr> <tr><td>TA</td><td>Tagalog (Philippines)</td></tr> <tr><td>VI</td><td>Vietnamese</td></tr> </tbody> </table> </div> </div>	Accomplishment	Meaning	AR	Arabic	BH	Bahasa (Indonesian)	CM	Mandarin Chinese	FLPSWED	Swedish	FR	French	HC	Haitian-Creole	JA	Japanese	KO	Korean	PO	Portuguese	RU	Russian	SP	Spanish	TA	Tagalog (Philippines)	VI	Vietnamese
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6	<p>The FLP Test Results page will display again.</p> <p>The Language field will be filled in with the Accomplishment code selected.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Language: SP <input type="button" value="Q"/></p> </div> <p>The Test Results section will display the test number and description based on the Accomplishment code selected.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Test Results View All First 1-2 of 2 Last</p> <table border="1"> <tbody> <tr> <td>Test: 123456</td> <td>DLPT - Spanish Read</td> <td>Date: <input type="text"/></td> <td>Score: <input type="text"/></td> </tr> <tr> <td>Test: 123457</td> <td>DLPT - Spanish Write</td> <td>Date: <input type="text"/></td> <td>Score: <input type="text"/></td> </tr> </tbody> </table> </div>	Test: 123456	DLPT - Spanish Read	Date: <input type="text"/>	Score: <input type="text"/>	Test: 123457	DLPT - Spanish Write	Date: <input type="text"/>	Score: <input type="text"/>																				
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Entering Foreign Language Test Results, Continued

Procedure (continued)

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7	<p>Enter the test Date and test Score into the Test Results section.</p> <p>For DLPT-4 tests, ignore the Converted Score and use the Level score as shown:</p> <table border="1" data-bbox="302 541 1344 793"> <thead> <tr> <th>RATE, NAME SSN AND LANGUAGE</th> <th>DATE TEST TAKEN</th> <th>LISTENING COMPREHENSION CONVERTED SCORE</th> <th>LEVEL</th> <th>READING COMPREHENSION CONVERTED SCORE</th> <th>LEVEL</th> </tr> </thead> <tbody> <tr> <td>BM1 M. HADDOCK 000-00-0000 SPANISH</td> <td>12/29/05</td> <td>49</td> <td>LC-2+</td> <td>53</td> <td>RC-3</td> </tr> </tbody> </table> <p>For DLPT-5 tests, use the Test Score as shown below.</p> <table border="1" data-bbox="302 835 1252 1129"> <thead> <tr> <th>Language</th> <th>Test Type</th> <th>Range</th> <th>Status</th> <th>Date Taken</th> <th>Test Score</th> <th>Retest Waiver</th> <th>Upper Range</th> </tr> </thead> <tbody> <tr> <td>Spanish</td> <td>Listening Multiple Choice</td> <td>Lower</td> <td>Completed</td> <td>2006/08/28</td> <td>1+</td> <td></td> <td></td> </tr> <tr> <td>Spanish</td> <td>Reading Multiple Choice</td> <td>Lower</td> <td>Completed</td> <td>2006/08/28</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Utilize the DLTP Score Map to convert the Level score (DLPT-4) or the Test Score (DLPT-5) into the Direct Access Test Score.</p> <table border="1" data-bbox="302 1203 594 1472"> <thead> <tr> <th>DLPT Score</th> <th>Direct Access Test Score</th> </tr> </thead> <tbody> <tr><td>0</td><td>0</td></tr> <tr><td>0+</td><td>5</td></tr> <tr><td>1</td><td>10</td></tr> <tr><td>1+</td><td>15</td></tr> <tr><td>2</td><td>20</td></tr> <tr><td>2+</td><td>25</td></tr> <tr><td>3</td><td>30</td></tr> <tr><td>3+</td><td>35</td></tr> <tr><td>4</td><td>40</td></tr> <tr><td>4+</td><td>45</td></tr> <tr><td>5</td><td>50</td></tr> </tbody> </table>	RATE, NAME SSN AND LANGUAGE	DATE TEST TAKEN	LISTENING COMPREHENSION CONVERTED SCORE	LEVEL	READING COMPREHENSION CONVERTED SCORE	LEVEL	BM1 M. HADDOCK 000-00-0000 SPANISH	12/29/05	49	LC-2+	53	RC-3	Language	Test Type	Range	Status	Date Taken	Test Score	Retest Waiver	Upper Range	Spanish	Listening Multiple Choice	Lower	Completed	2006/08/28	1+			Spanish	Reading Multiple Choice	Lower	Completed	2006/08/28	1			DLPT Score	Direct Access Test Score	0	0	0+	5	1	10	1+	15	2	20	2+	25	3	30	3+	35	4	40	4+	45	5	50
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8	<p>Enter the test Date and Direct Access Test Score into the Test Results section. Note: You cannot enter a "0". Leaving the score as blank results in writing a "0" to the database.</p> <table border="1" data-bbox="302 1598 1328 1745"> <thead> <tr> <th colspan="2">Test Results</th> <th>View All</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>Test: 123456</td> <td>DLPT - Spanish Read</td> <td>Date: 08/10/2011</td> <td>Score: 15</td> <td></td> <td></td> </tr> <tr> <td>Test: 123457</td> <td>DLPT - Spanish Write</td> <td>Date: 08/10/2011</td> <td>Score: 10</td> <td></td> <td></td> </tr> </tbody> </table>	Test Results		View All	First	1-2 of 2	Last	Test: 123456	DLPT - Spanish Read	Date: 08/10/2011	Score: 15			Test: 123457	DLPT - Spanish Write	Date: 08/10/2011	Score: 10																																												
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Entering Foreign Language Test Results, Continued

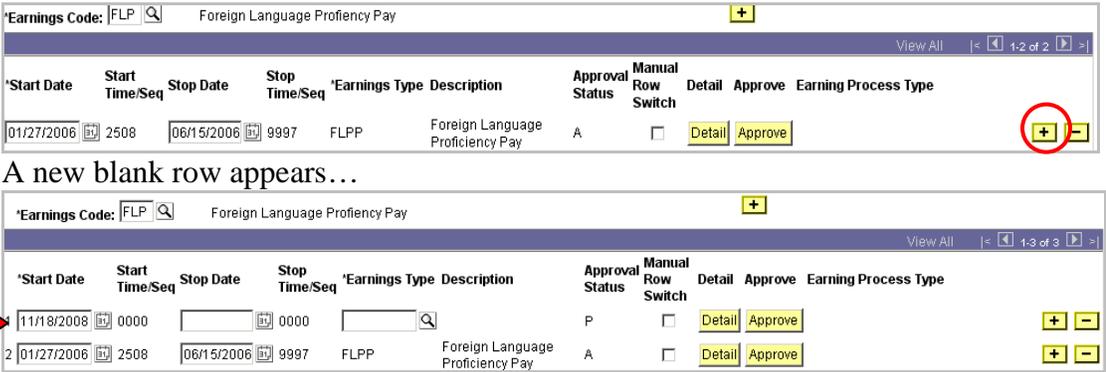
Procedure (continued)

Step	Action
9	<p>Click the  button to save the test scores. This will update the member's Test Results, Languages, and Licenses & Certifications and permit the SPO to start Foreign Language Proficiency Pay if the member's Commanding Officer authorizes it.</p> <p>Note: If you receive an error when attempting to save, it may be due to a missing test date on the member's Test Results page. Click the <i>Open a New Window</i> link and path to Enterprise Menu > Develop Workforce > Manage Competencies (GBL) > Use > Test Results. Review the existing test results entries and ensure each entry has a date. If a date is missing, enter the test completion date if known. If you do not know the test completion date use 01/01/1951, this is the default entry when an actual date is not available. Save any changes to the Test Results page, close the new window and return to the Foreign Language Test Results page and attempt to save again.</p>

Starting FLPP

Introduction This section provides the procedure for *starting Foreign Language Proficiency Pay*.

Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to enter a new FLPP entitlement.

Step	Action
1	<p>If necessary, insert a new blank row to work in: In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p>
2	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.</p>
3	<p>Stop Date. If this is a temporary entitlement (TDY or short-term AD), you may enter the stop date, otherwise leave the stop date blank. FLPP will stop on the date the member’s language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page.</p>
4	<p>Enter the Earnings Type Description code “FLP” or use the  to search and select from a listing of available earning types.</p>
5	<p>Description is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p>

Continued on next page

Starting FLPP, Continued

Procedure (continued)

Step	Action
6	<p>Approval Status is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>
7	<p>Manual Row Switch (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution: Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
8	<p>Click the Detail button to access the Supporting Data input page.</p> <p>Click the Lookup Icon  next to the Accomplishment field.</p> <p>The Lookup Accomplishment page will open. Click the Lookup button to search for the member’s language skill(s).</p> <p>Lookup Accomplishment</p> <p>EmpID: 104 Accomplishment: <input type="text"/></p> <p>Lookup Clear Cancel Basic Lookup</p> <p>Search Results View All First 1 of 1 Last</p> <p>Accomplishment RU</p> <p>Select the language skill from the available list of accomplishments. If no matching values are found, the member does not have an approved/eligible Test Results for FLP (See Entering Foreign Language Test Results beginning on page II-11-H-5.)</p>

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Starting FLPP, Continued

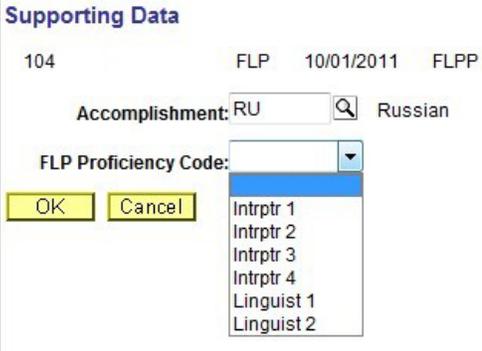
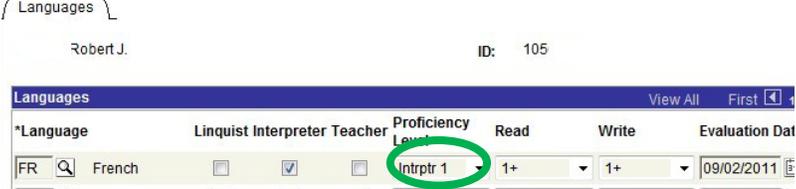
Procedure (continued)

Step	Action
<p>9</p>	<p>Click the drop-down menu next to the FLP Proficiency Code field.</p> <p>FLP Proficiency Code: <input type="text" value=""/></p> <p>Select the FLP pay level from the list. The list of FLP pay levels will differ depending on the effective date of the transaction.</p> <div data-bbox="318 642 1398 968" style="border: 1px solid black; padding: 5px;"> <p>For transactions with an effective start date of 30 September 2010 or earlier:</p> <p>There are two FLP pay levels:</p> <p>Supporting Data</p> <p>109 FLP 09/08/2011 FLPP</p> <p>Accomplishment: <input type="text" value="SP"/> <input type="button" value="Q"/> Spanish</p> <p>FLP Proficiency Code: <input type="text" value=""/> <input type="button" value="v"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="text" value="Interpret Linguist"/></p> </div> <p>Warning: Selecting the wrong FLP Proficiency Code will result in incorrect payment to the member. If a member is qualified as a Linguist, they are also qualified as an Interpreter. <u>However, if the member is not assigned to a Linguist position (billet) they cannot be paid the higher FLPP rate for a Linguist qualification.</u> The Interpreter FLP proficiency code must be selected when the member is eligible for FLPP for assignment as a unit collateral duty interpreter, even if the member is a qualified Linguist. Linguist designations are listed in the Coast Guard Portal (Home » Training & Education » Education » Foreign Language). Do not select the Linguist FLP Proficiency Code option if the member is not assigned to a Linguist position listed in the Interpreter and Linguist Allocations spreadsheet available at https://cgportal.uscg.mil/delivery/Satellite/TRAINED/FOREIGNLANGUAGE</p>

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Starting FLPP, Continued

Procedure (continued)

Step	Action
<p>9</p>	<p>For transactions with an effective start date of 1 October 2011 or later: There are six FLP pay levels:</p> <p>Supporting Data</p>  <p>Select the FLP Proficiency Code that matches the member's Proficiency Level (Except in the case of a member with a Linguist 1 or Linguist 2 proficiency level who filling a unit Interpreter allocation, select "Intrptr4" for these members). The member's proficiency level is viewable on the Languages page:</p> <p>Home > Develop Workforce > Manage Competencies (GBL) > Use > Languages</p>  <p>Note: Making changes on the Languages page will not qualify the member for FLPP. The Foreign Language Test Results page must be used to record DLPT results. See Entering Foreign Language Test Results beginning on page II-11-H-5.</p> <p>The system will not allow you to save the transaction if the FLP Proficiency Code you selected is for a pay level that exceeds the member's Foreign Language Test Results Proficiency Level. However, the system <u>will not prevent you from erroneously authorizing Linguist pay</u> when the member is only filling an interpreter allocation. See the warning on the following page.</p>

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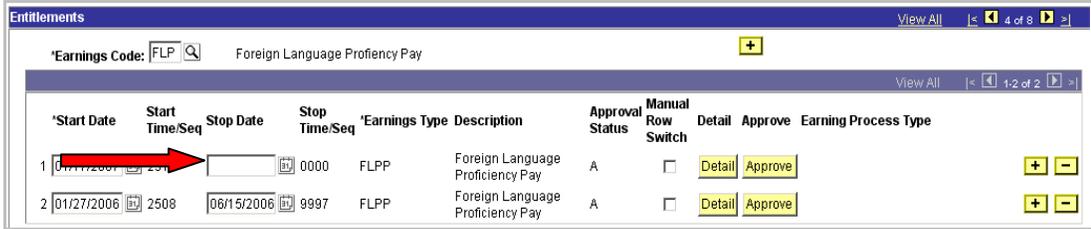
Stopping FLPP

Introduction This section provides the procedure for *stopping Foreign Language Proficiency Pay*.

Reminder -- auto-stops FLPP stops automatically on the day prior to PCS departure. Do not enter a Direct Access Stop FLPP transaction when a member departs PCS. The system will not reflect the FLPP stop until the departing endorsement on PCS orders transaction is approved and saved.

FLPP stops automatically on the date the member’s language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page. The stop date will not be reflected on the member’s Employee Entitlements page until the compute cycle for the pay period in which the FLPP is stopped and the JUMPS/DA resynch process is completed.

Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to stop a FLPP transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the Stop Date for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.</p>
3	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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Correcting FLPP

Introduction This section provides the procedure for *correcting Foreign Language Proficiency Pay*.

Discussion Only the FLP Proficiency Code (FLP pay level) and stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row and then start a new FLPP entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Foreign Language Proficiency Pay row to correct. To correct the FLP Proficiency Code: <ul style="list-style-type: none"> • Refer to the data entry instructions in the Starting FLPP section. To correct the Stop Date: <ul style="list-style-type: none"> • Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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Deleting FLPP

Introduction This section provides the procedure for *deleting Foreign Language Proficiency Pay*.

Discussion The total Foreign Language Proficiency Pay entitlement will be recouped when using this feature.

Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to delete a FLPP transaction.

Step	Action
1	In the  mode, find the Foreign Language Proficiency Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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JUMPS Effect

Introduction This section describes the transactions created and segments modified in JUMPS when a Start or Stop FLPP entitlement row is saved in Direct Access.

Start FLPP Creating and saving a new FLPP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	Description
71	2 Character Alpha-Numeric Code (1F, 2F, 3F, etc.)	FLP JUMPS Code (the code used to look up the amount in the pay table. See "Object Code" on the following page for a complete list.)
72	Up to 8 Alpha Characters (Two characters in use at this time)	FLP Language Indicator
73	YYYYMMDD	FLP Lapse Date (the expiration of the member's certification)

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

Stop FLPP Completing the Stop Date field of an FLPP entitlement row in Direct Access will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	Description
71		Foreign Language Proficiency Pay

The transaction effective date/time is derived from the Direct Access Stop Date/Time fields.

Pay segment Segment 14 is updated by the FLPP transaction. The segment contains information on a member's entitlement to Foreign Language Proficiency Pay.
Example:

```

SEG      HIST      COMPUTE      OBJECT      AMOUNT
 14      200705      4            11902      $150.00
      EFFDTE  TIME  DTPROC  SLC  PAT  DTPREP  DIST  RU  FORM  ENT  ACTION
START 20060518 9999 20060707 0  PPS 20060629 08 00 67      P607
STOP  20070518 9999 20070420 0  AUP 20070420      X
                                     LAPSE DT  LANGUAGE  FLP-RATE
                                     20070518  SP           3F
    
```

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JUMPS Effect, Continued

**Segment 14
data fields**

This table describes fields unique to Segment 14. Please see Part IX, JUMPS, for descriptions of fields common to all segments.

Field	Description					
OBJECT	Object Code:					
	Officer	Enlisted	Category	Amt	Description	JUMPS Code
	11900	11950	Level 1 Interpreter	\$100	Int 1 FLPP	1F
	11901	11951	Level 2 Interpreter	\$125	Int 2 FLPP	2F
	11902	11952	Level 3 Interpreter	\$150	Int 3 FLPP	3F
	11903	11953	Level 4 Interpreter	\$200	Int 4 FLPP	4F
	11904	11954	Level 1 Linguist	\$250	Ling 1 FLPP	5F
	11905	11955	Level 2 Linguist	\$300	Ling 2 FLPP	6F
	11906	11956	Not Used			7F
	11907	11957				8F
11908	11958	9F				
AMOUNT	Monthly rate from pay tables. Corresponds to the Object Code and JUMPS Code shown above.					
LAPSE DT	Date member's language proficiency exam certification expires. Normally 1-year after the date the exam was administered.					
LANGUAGE	Two letter abbreviation describing the foreign language the member is certified in. Examples (not all inclusive): SP – Spanish RU – Russian					
FLP RATE	Alpha-numeric code describing the FLP pay proficiency level (JUMPS Code as shown in the Object Code table above)					

Foreign Language Current Members

Introduction This section provides the procedure for running the Foreign Language Current Members query.

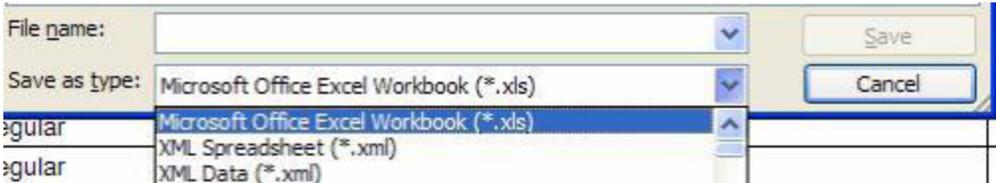
Description This query provides a list of all members receiving FLPP (effective 01 October 2011 or later). It includes the following data fields:

Field	Description
DeptID	Member's assigned department ID
Desc	Unit name
ID	Member's employee ID
Job Title	Member's rate/rank
Name	Member's name (Last, First MI.)
Empl Class	Member's employee classification
Language	Member's foreign language skill (Note: If the member is proficient in more than one foreign language an individual row will be present for each language)
Interpreter	Y = Yes, member is qualified at the Interpreter level. N = No, member is not qualified at the Interpreter level
Linguist	Y = Yes, qualified at the Linguist level N = No, not qualified at the Linguist level
Proficiency Level	Member's highest level of proficiency.
Evaluation Date	Date of DLPT test
License Expiration Dt	Date the DLPT test results are no longer valid.

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Foreign Language Current Members, Continued

Procedure Follow these steps to run the Foreign Language Current Members query.

Step	Action
1	Select menu items in the following order: Main Menu > Direct Access PeopleTools > Query Manager > Use > Query Manager
2	Enter "CG_FLP_CUR_MBR" in the Query name field and click the Search button.
3	Execute the query by clicking on the Run link in the search results.
4	<p>The query results will open in a new window. Use the "<i>Download results in : Excel97 SpreadSheet CSV Text File (100 kb) Excel2K SpreadSheet</i>" to save a copy of the results to your system.</p> <p>Note: The Spreadsheet links (XLS file format) often open in a web browser window. To save the file in the correct format, select File > Save As.. from the Internet Explorer menu. Then, enter a file name, select a location to save the file to and change the file-type extension to .XLS as show below. You can then open the file in MS Excel.</p> 

Foreign Language Proficiency Pay Query (Obsolete 9/30/11)

Introduction This section provides the procedure for running the FLPP query. This query was discontinued on 30 September 2011. Use the Foreign Language Current Members query for a report on members receiving FLPP on or after 1 October 2011 (see page II-11-H-25).

Description The FLPP query returns a listing of all personnel receiving FLPP as of 30 September 2011. It includes the following data fields:

Emplid
Name
Job Title (Rank/Rate)
Grade
Empl Class
DeptID
ATU
OPFAC
Dept Name
Evaluation Date
License Expiration Date
FLP Prof Code
FLP CD Monthly Amount
Language

Procedure Start Internet Explorer, sign into MyPortalDirect and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Main Menu > Direct Access PeopleTools > Query Manager > Use > Query Manager

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Foreign Language Proficiency Pay Query (Obsolete 9/30/11), Continued

Procedure (continued)

Step	Action
2	<p>Enter "CG_FLP_PAY_DATA" in the Query name field and click the Search button.</p> <p>Home > PeopleTools > Query Manager > Use > Query Manager</p> <p>Query Manager</p> <p>Find an Existing Query</p> <p>Search by: <input type="text" value="Name"/> <input type="text" value="begins with"/> <input type="text" value="CG_FLP_PAY_DATA"/></p> <p><input type="button" value="Search"/></p>
3	<p>The Query results will display in a new window. Use the "<i>Download results in : Excel97 Spreadsheet CSV Text File (100 kb) Excel2K Spreadsheet</i>" to save a copy of the results to your system.</p> <p>Note: The Spreadsheet links (XLS file format) often open in a web browser window. To save the file in the correct format, select File > Save As.. from the Internet Explorer menu. Then, enter a file name, select a location to save the file to and change the file-type extension to .XLS as show below. You can then open the file in MS Excel.</p> 