

Starting Foreign Language Proficiency Pay

Introduction This guide provides the procedures for a SPO to start Foreign Language Proficiency Pay (FLPP) for a member in Direct Access (DA).

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [Performance, Training, and Education Manual, COMDTINST M1500.10 \(series\)](#)

Before You Begin Prior to starting FLPP, the member must have the Language Skill Qualification listed in [Person Profiles](#).

Important Information FLPP is a payable entitlement that requires **annual recertification** and a new entitlement row started each year.

A list of the authorized unit allocations for interpreters and linguists is available on the [CGPortal](#). If the allocation list is unavailable or the unit allocation isn't listed, contact the FLP Program Manager's Office via email at HQS-SMB-FLP@uscg.mil.


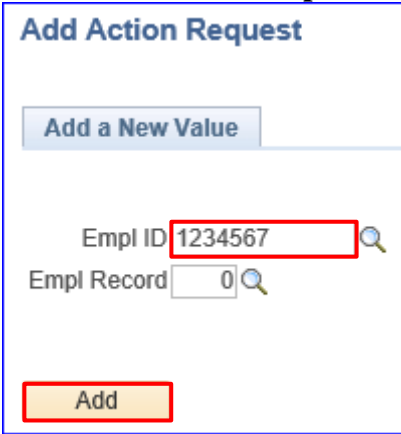
Auditing Requirements [Email ALSPO message B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [Element Assignment by Payee \(EABP\)](#)
 - [One Time Positive Input \(OTPI\)](#)
-

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures See below.

Step	Action
1	<p>Select Foreign Language Pay from the Payroll Requests pagelet located in the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a 'Self Service Requests' section with a refresh and settings icon. It contains a grid of request types: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. Below this is a 'Payroll Requests' section, also with a refresh and settings icon. It contains a grid of payroll request types: 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay' (highlighted with a red box), 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time', 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', and 'Career Sea Time Override'.</p>
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. At the top is a button 'Add a New Value'. Below it are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom is a button 'Add' highlighted with a red box.</p>

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
3	<p>The Foreign Language Pay action request will be displayed. Review the instructions provided at the top of the page.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Action Request</p> <p>Submit Foreign Language Pay</p> <p><u>Maurice Moss</u></p> <p>Requesting Foreign Language Pay</p> <ol style="list-style-type: none"> 1. Choose a Language. 2. Choose a Proficiency Level. 3. Enter the Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 4. Press the Get Details button to validate the member is assigned the Language Skill in Person Profiles. Details for the Language Skill will be displayed in the Request Information block. 5. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Language: <input type="text" value=""/> </p> <p>Proficiency: <input type="text" value=""/> </p> <p>Begin Date: <input type="text" value=""/> </p> <p style="text-align: center; margin-top: 5px;">Get Details</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Language:</p> <p>Effective Date:</p> <p>Status:</p> <p>Proficiency:</p> <p>End Date:</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 5px;"> Submit Resubmit Withdraw </p> </div>

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action																																																						
4	<p>Using the look-up, select the appropriate Language (be sure to select the 3 character language code).</p> <p>IMPORTANT: When starting FLP, be sure to select the 3 character language code. The 2 character language codes are not valid after 03/31/2019. The 2 character language codes are currently shown in the list for historical purposes only.</p> <div data-bbox="355 674 1382 913" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Language: <input type="text" value="SPA"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p> <p>Proficiency: <input type="text"/> <input type="button" value="🔍"/></p> <p>Begin Date: <input type="text"/> <input type="button" value="📅"/></p> <p><input type="button" value="Get Details"/></p> </div> <p>Note: The list is in alphabetical order by language code, not by the description. Scroll through the list to locate the 3 character code vice the 2 character code as they are not always located next to each other (i.e. see German).</p> <div data-bbox="355 1048 938 1957" style="border: 1px solid blue; padding: 5px;"> <p>Look Up Language <input type="button" value="x"/></p> <p>Search by: <input type="text" value="Description"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <p>View 100 First <input type="button" value="⏪"/> 1-88 of 88 <input type="button" value="⏩"/> Last</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Content Item ID</th> </tr> </thead> <tbody> <tr><td>Arabic Levantine</td><td>AL</td></tr> <tr><td>Amharic</td><td>AMH</td></tr> <tr><td>Arabic-Sudanese</td><td>APD</td></tr> <tr><td>Arabic</td><td>AR</td></tr> <tr><td>Arabic Modern Standard</td><td>ARB</td></tr> <tr><td>Arabic-Algerian</td><td>ARQ</td></tr> <tr><td>Arabic-Egyptian</td><td>ARZ</td></tr> <tr><td>Azerbaijani</td><td>AZE</td></tr> <tr><td>Bahasa (Indonesian)</td><td>BH</td></tr> <tr><td>Bulgarian</td><td>BUL</td></tr> <tr><td>Chavacano</td><td>CBK</td></tr> <tr><td>Chinese (Cantonese)</td><td>CC</td></tr> <tr><td>Cebuano</td><td>CEB</td></tr> <tr><td>Czech</td><td>CES</td></tr> <tr><td>Chinese (Mandarin)</td><td>CM</td></tr> <tr><td>Chinese (Mandarin)</td><td>CMN</td></tr> <tr><td>Danish</td><td>DAN</td></tr> <tr><td>German</td><td>DEU</td></tr> <tr><td>Greek</td><td>ELL</td></tr> <tr><td>Farsi (Persian)</td><td>FA</td></tr> <tr><td>French</td><td>FR</td></tr> <tr><td>French</td><td>FRA</td></tr> <tr><td>German</td><td>GE</td></tr> <tr><td>Haitian Creole</td><td>HAT</td></tr> <tr><td>Hausa</td><td>HAU</td></tr> <tr><td>Hebrew</td><td>HEB</td></tr> </tbody> </table> </div>	Description	Content Item ID	Arabic Levantine	AL	Amharic	AMH	Arabic-Sudanese	APD	Arabic	AR	Arabic Modern Standard	ARB	Arabic-Algerian	ARQ	Arabic-Egyptian	ARZ	Azerbaijani	AZE	Bahasa (Indonesian)	BH	Bulgarian	BUL	Chavacano	CBK	Chinese (Cantonese)	CC	Cebuano	CEB	Czech	CES	Chinese (Mandarin)	CM	Chinese (Mandarin)	CMN	Danish	DAN	German	DEU	Greek	ELL	Farsi (Persian)	FA	French	FR	French	FRA	German	GE	Haitian Creole	HAT	Hausa	HAU	Hebrew	HEB
Description	Content Item ID																																																						
Arabic Levantine	AL																																																						
Amharic	AMH																																																						
Arabic-Sudanese	APD																																																						
Arabic	AR																																																						
Arabic Modern Standard	ARB																																																						
Arabic-Algerian	ARQ																																																						
Arabic-Egyptian	ARZ																																																						
Azerbaijani	AZE																																																						
Bahasa (Indonesian)	BH																																																						
Bulgarian	BUL																																																						
Chavacano	CBK																																																						
Chinese (Cantonese)	CC																																																						
Cebuano	CEB																																																						
Czech	CES																																																						
Chinese (Mandarin)	CM																																																						
Chinese (Mandarin)	CMN																																																						
Danish	DAN																																																						
German	DEU																																																						
Greek	ELL																																																						
Farsi (Persian)	FA																																																						
French	FR																																																						
French	FRA																																																						
German	GE																																																						
Haitian Creole	HAT																																																						
Hausa	HAU																																																						
Hebrew	HEB																																																						

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action														
5	<p>Using the lookup, select the appropriate Proficiency.</p> <div data-bbox="352 479 1385 719"> <p>Request Details</p> <p>Language: <input type="text" value="SPA"/> </p> <p>Proficiency: <input type="text" value="2"/> </p> <p>Begin Date: <input type="text"/> </p> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="352 757 1051 1279"> <p>Look Up Proficiency </p> <p>Search by: <input type="text" value="Review Rating"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup Help</p> <p>Search Results</p> <p>View 100 First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Review Rating</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>Interpreter 1</td></tr> <tr><td>2</td><td>Interpreter 2</td></tr> <tr><td>3</td><td>Interpreter 3</td></tr> <tr><td>4</td><td>Interpreter 4</td></tr> <tr><td>5</td><td>Linguist 1</td></tr> <tr><td>6</td><td>Linguist 2</td></tr> </tbody> </table> </div>	Review Rating	Description	1	Interpreter 1	2	Interpreter 2	3	Interpreter 3	4	Interpreter 4	5	Linguist 1	6	Linguist 2
Review Rating	Description														
1	Interpreter 1														
2	Interpreter 2														
3	Interpreter 3														
4	Interpreter 4														
5	Linguist 1														
6	Linguist 2														
6	<p>Enter the Begin Date the Foreign Language Proficiency Pay is to start. Click Get Details.</p> <div data-bbox="352 1391 1385 1630"> <p>Request Details</p> <p>Language: <input type="text" value="SPA"/> </p> <p>Proficiency: <input type="text" value="2"/> </p> <p>Begin Date: <input type="text" value="07/01/2019"/> </p> <p><input type="button" value="Get Details"/></p> </div>														

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

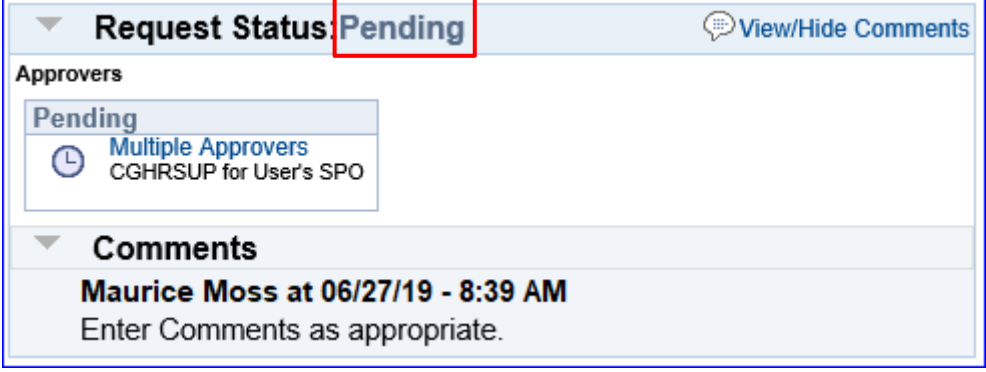
Procedures,
continued

Step	Action
7	<p>The Request Information section will populate with the member's qualification information retrieved from Person Profiles.</p> <div data-bbox="352 517 1390 801" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Language: SPA</p> <p>Effective Date: 2019-06-27</p> <p>Status: A</p> <p>Proficiency: 2</p> <p>End Date: 2020-06-20</p> </div>
8	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="352 875 1390 1675" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Foreign Language Pay</p> <p><u>Maurice Moss</u></p> <p><u>Requesting Foreign Language Pay</u></p> <ol style="list-style-type: none"> 1. Choose a Language. 2. Choose a Proficiency Level. 3. Enter the Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 4. Press the Get Details button to validate the member is assigned the Language Skill in Person Profiles. Details for the Language Skill will be displayed in the Request Information block. 5. Press Submit. <div data-bbox="389 1151 1382 1285" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Language: <input type="text" value="SPA"/> <input type="button" value="Q"/></p> <p>Proficiency: <input type="text" value="2"/> <input type="button" value="Q"/></p> <p>Begin Date: <input type="text" value="07/01/2019"/> <input type="button" value="B1"/></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="389 1346 1382 1547" style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>Language: SPA</p> <p>Effective Date: 2019-06-27</p> <p>Status: A</p> <p>Proficiency: 2</p> <p>End Date: 2021-06-20</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter Comments as appropriate."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>The action request will update to a Pending status and will be routed to the SPO tree for approval.</p> 
<p>10</p>	<p>Once the FLP action request has been approved, go to the member's Element Assignment By Payee (EABP) and Pay Calculation Results to ensure FLP processed correctly.</p> 