

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.

Each FLPP test result will need its own EABP Instance via payroll action request. **DO NOT** correct the End Date on the existing test score.


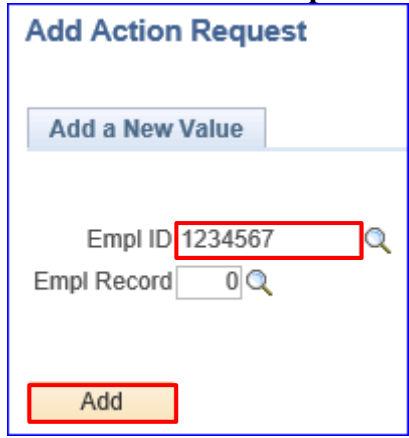
Auditing Requirements [Email ALSPO message B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [Element Assignment by Payee \(EABP\)](#)
 - [One Time Positive Input \(OTPI\)](#)
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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. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a list of options including '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', and 'Career Sea Time'. The 'Foreign Language Pay' option is selected.</p>
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has 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, there is a button labeled 'Add' which is highlighted with a red box.</p>

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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> <hr/> <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;">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;"> Submit Resubmit Withdraw </p>

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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="352 667 1380 907" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Language: <input style="border: 2px solid red;" 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="352 1077 935 1989" 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"/> <input type="button" value="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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: left;">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>Portuguese</td><td>URP</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	Portuguese	URP
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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 1050 1279"> <p>Look Up Proficiency x</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
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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>														

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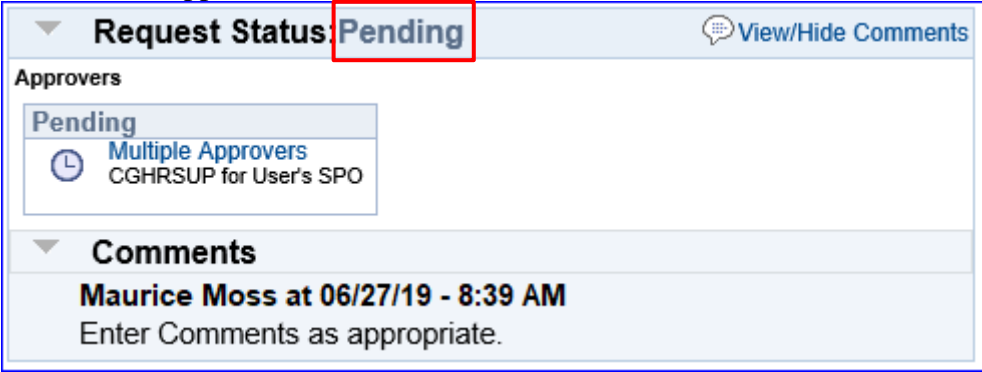
Procedures,
continued

Step	Action
7	<p>The Request Information section will populate with the member’s qualification information retrieved from Person Profiles.</p> <div style="border: 1px solid #ccc; 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 style="border: 1px solid #ccc; padding: 5px;"> <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"> Choose a Language. Choose a Proficiency Level. Enter the Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 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. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 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="B"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 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 style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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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> 