Starting Foreign Language Proficiency Pay

Introduction	This guide provides the procedures for a starting 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 Foreign Language Program SharePoint. 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)

Starting Foreign Language Proficiency Pay, Continued
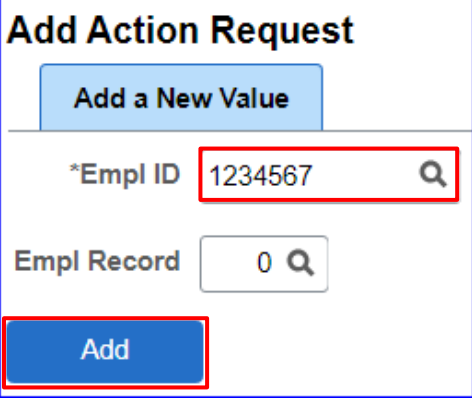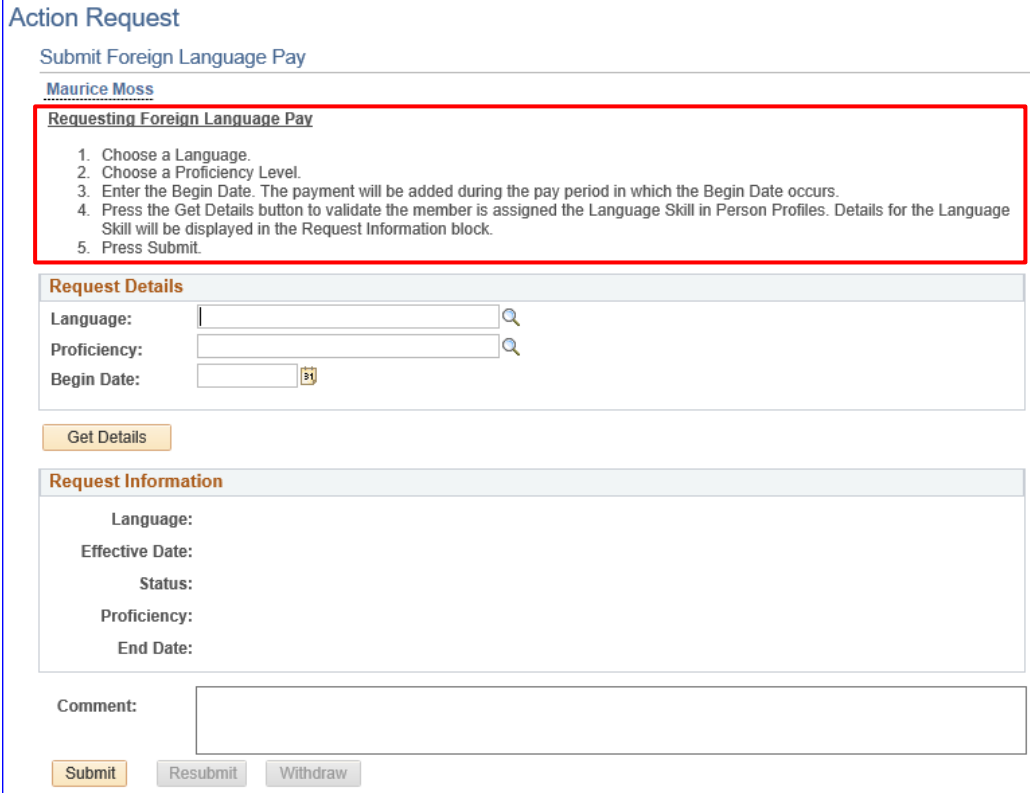
Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. **AD/RSV Payroll Workcenter**
2	Select the **Foreign Language Pay** option. Family Separation Allowance Foreign Language Pay Hardship Duty Pay Hazardous Duty Pay Hostile Fire Pay Meal Rate Officer Uniform Allowance Pay Corrections PHS Installment Pays PHS Monthly Pays Proxy - Submit Absence Request Proxy - Submit Non-Charge Abs Proxy - Remove EBDL Completion Proxy - Responsibility Pay Proxy - Promote One Member Special Duty Pay Request Suppl Clothing Allowance View My Requests (All Types)

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	The Foreign Language Pay action request will be displayed. Review the **instructions** provided at the top of the page. **Action Request** Submit Foreign Language Pay **Maurice Moss** **Requesting Foreign Language Pay** 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. **Request Details** Language: Proficiency: Begin Date: Get Details **Request Information** Language: Effective Date: Status: Proficiency: End Date: Comment: Submit Resubmit Withdraw

Starting Foreign Language Proficiency Pay, Continued

Procedures, continued

Step	Action
5	Using the look-up, select the appropriate **Language** (be sure to select the 3 character language code).
	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.
	Request Details Language: SPA Proficiency: Begin Date: Get Details
	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).
	Look Up Language Search by: Description begins with Look Up Cancel Advanced Lookup Search Results View 100 First 1-88 of 88 Last | 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	

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
6	Using the lookup, select the appropriate **Proficiency**. **Request Details** Language: SPA Proficiency: 2 Begin Date: Get Details **Look Up Proficiency** Help Search by: Review Rating ∨ begins with Look Up Cancel Advanced Lookup **Search Results** View 100 First 1-6 of 6 Last Review Rating — Description 1 — Interpreter 1 2 — Interpreter 2 3 — Interpreter 3 4 — Interpreter 4 5 — Linguist 1 6 — Linguist 2
7	Enter the **Begin Date** the Foreign Language Proficiency Pay is to start. Click **Get Details**. **Request Details** Language: SPA Proficiency: 2 Begin Date: 07/01/2019 Get Details

Starting Foreign Language Proficiency Pay, Continued
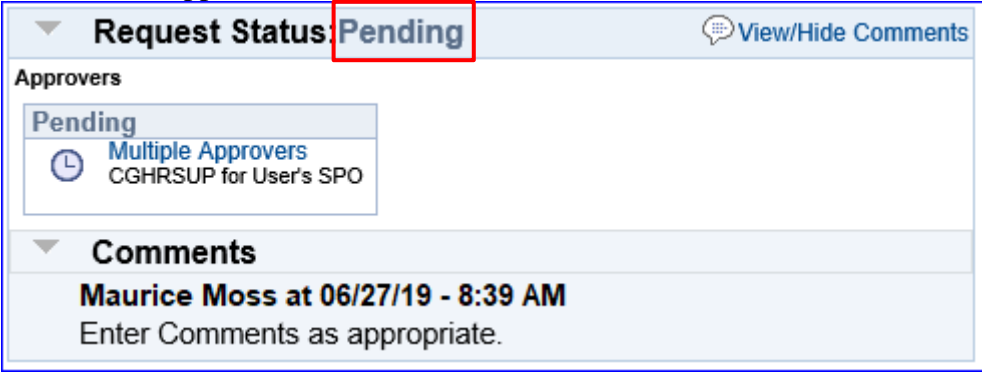
Procedures,
continued

Step	Action
8	The Request Information section will populate with the member's qualification information retrieved from Person Profiles. **Request Information** Language: SPA Effective Date: 2019-06-27 Status: A Proficiency: 2 End Date: 2020-06-20
9	Enter **comments** as appropriate and click **Submit**. **Action Request** Submit Foreign Language Pay **Maurice Moss** **Requesting Foreign Language Pay** 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. **Request Details** Language: SPA Proficiency: 2 Begin Date: 07/01/2019 Get Details **Request Information** Language: SPA Effective Date: 2019-06-27 Status: A Proficiency: 2 End Date: 2021-06-20 Comment: Enter Comments as appropriate. Submit Resubmit Withdraw

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
10	The action request will update to a **Pending** status and will be routed to the SPO tree for approval. Request Status: Pending — View/Hide Comments Approvers Pending Multiple Approvers CGHRSUP for User's SPO Comments Maurice Moss at 06/27/19 - 8:39 AM Enter Comments as appropriate.
11	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. Request Status: Approved — View/Hide Comments Approvers Approved Jen Barber CGHRSUP for User's SPO 06/27/19 - 8:43 AM Comments Maurice Moss at 06/27/19 - 8:39 AM Enter Comments as appropriate. Element Assignment By Payee One Time (Positive Input) Pay Calculation Results