

MCIA PM  
MCIA HC  
24 May 12

**ADMINISTRATION/POLICY MEMORANDUM X-XX**

From: Commanding Officer, Marine Corps Intelligence Activity  
To: Distribution

Subj: FOREIGN LANGUAGE PROFICIENCY PAY FOR MCIA CIVILIAN  
EMPLOYEES

Ref: (a) 10 U.S.C. 1596  
(b) USD (P&R) memo of 26 Jul 2005; Subj: Revision of  
Foreign Language Proficiency Pay for Department of  
Defense (DoD) Civilian Employees Performing  
Intelligence Duties

Encl: (1) NAV INTEL HRO INST 12550.2 dtd 09 Mar 07  
(2) MCIA FOREIGN LANGUAGE PROFICIENCY PAY PARTICIPATION  
(3) MCIA REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY  
(FLIPP) TESTING

1. Purpose. To revise implementing guidance, procedures, and payment for Foreign Language Proficiency Pay (FLPP) as authorized by references (a) and (b).

2. General.

a. The Marine Corps Intelligence Activity (MCIA) will follow the implementing guidance and procedures outlined in enclosure (1). All MCIA billets fall under the category "subject to assignment."

b. The command does not at any time incur responsibility to provide foreign language training. Nor should there be any expectation that command travel or training funds will be expended for the purpose of learning or maintaining a foreign language.

3. Procedures. The following actions must be taken to initiate FLPP testing.

a. The civilian employee submits:

(1) MCIA FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) PARTICIPATION (ENCL 2).

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(2) MCIA REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY  
(FLPP) TESTING (ENCL 3).

b. The supervisor forwards the request to Human Capital  
(HC). All requests will be considered on a case-by-case basis.

c. If approved, Human Capital will create an addendum to  
the billet/job description that indicates the requirement for  
the foreign language proficiency.

d. Once FLPP is approved, the civilian employee will be  
provided guidance for scheduling the approved language test.  
Test results will be returned to HC for validation that the  
employee has met appropriate requirements in at least two skills  
(listening, reading, writing or speaking, as required) and the  
proficiency level required.

e. Once the civilian employee receives all required  
certifications, HC will initiate the documents required to start  
FLIPP payments.

f. The civilian employee will maintain the currency and  
validity of their language certification. Failure to do so will  
result in termination of FLPP.

g. The civilian employee is required to retest yearly  
to continue payment for their foreign language.

4. EFFECTIVE DATE AND IMPLEMENTATION. These procedures are  
effective immediately and will remain in effect until cancelled  
in writing.

5. CANCELLATION. MCIA Policy Memorandum 12/MCIA FOREIGN  
LANGUAGE PAY POLICIES AND GUIDELINES dated 16 September 07.

D. HENRY

Distribution:  
MCIA Intranet



**DEPARTMENT OF THE NAVY**  
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NAVINTEL HRO INST 12550.2  
ODT-31  
09 Mar 07

NAVINTEL HRO INSTRUCTION 12550.2

Subj: FOREIGN LANGUAGE PROFICIENCY PAY FOR NAVAL  
INTELLIGENCE CIVILIAN EMPLOYEES

Ref: (a) 10 U.S.C. 1596  
(b) USD(P&R) memo of 26 Jul 2005; Subj: Revision of  
Foreign Language Proficiency Pay for Department  
of Defense (DoD) Civilian Employees Performing  
Intelligence Duties  
(c) DODD 1400.35 of Mar 02

Encl: (1) Naval Intelligence Critical Languages for  
Civilians  
(2) Foreign Language Proficiency Pay Rates for Naval  
Intelligence Critical Languages  
(3) Sample Request for FLPP Testing

1. Purpose. To revise implementing guidance, procedures, and  
payment for Foreign Language Proficiency Pay (FLPP) as  
authorized by references (a) and (b).

Cancellation. CIPOINST 12550.1

3. Scope and Applicability. This instruction applies to  
civilian employees in the Department of Navy (DON) appointed  
under the Defense Civilian Intelligence Personnel System (DCIPS)  
reference (c).

4. Background. FLPP is a discretionary special pay for  
civilian employees who are:

a. certified as being proficient in a foreign language  
identified by the Secretary of Defense, enclosure (1), as a  
language in which proficiency by civilian personnel is important  
for the effective collection, production, or dissemination of  
foreign intelligence information; and

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b. serving in a position, or is subject to assignment to a position, as determined by management, in which proficiency in that language facilitates performance of officially assigned intelligence or intelligence-related duties.

Ability Requirements The employee

be a DON empl. covered by

b. must occupy a position, or be subject to assignment to a position, as determined by the command/activity head, in which proficiency in a language is required or facilitates performance of officially assigned intelligence-related duties, to include support of arms control treaties or special operations-related duties;

c. must have scored at the minimum qualifying level of no less than Level 2 proficiency (as determined by established Interagency Language Roundtable (ILR) criteria described in paragraph 6 b.), in at least two skills (listening, reading, speaking, or writing, as required); and

d. must have been certified within the past 12 months for proficiency in a foreign language as determined by a Defense Language Proficiency Test (DLPT) and/or the Oral Proficiency Interview (standardized tests designed to measure an individual's ability to comprehend the spoken and written foreign language, and to speak and write the language when required), or other standard proficiency measurements designated by the Commandant of Defense Language Institute Foreign Language Center (DLIFLC).

Guidance

a. As determined by the supervisor and approved by the command/activity head, when proficiency in a foreign language is required in a position or when the employee is subject to assignment to a position in which foreign language proficiency is needed, the official position description (PD) is documented as follows:

(1) When language is **required** in the position, foreign language proficiency is a minimum qualification requirement (i.e., an applicant for the position must have foreign language proficiency to minimally qualify for the position). Block 6 of

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the DCIPS PD coversheet must reflect the language(s) required, at least two skills (listening, reading, speaking or writing, as required) and the proficiency level required.

(2) When an employee is **subject to assignment** to a position in which proficiency in a foreign language is needed, (i.e., an employee may be called upon at any time to provide foreign language support in the performance of officially assigned intelligence or intelligence-related duties), an addendum is attached to the employee's PD that specifies the language(s) needed, at least two skills (listening, reading, speaking or writing, as required) and the proficiency level required.

b. The proficiency level definitions follow ILR criteria: 0 is No Proficiency, 0+ is Memorized Proficiency, 1 is Elementary Proficiency, 1+ is Elementary Proficiency (Plus), 2 is Limited Working Proficiency, 2+ is Limited Working Proficiency (Plus), 3 is General Professional Proficiency, 3+ is General Professional Proficiency (Plus), 4 is Advanced Professional Proficiency, 4+ is Advanced Professional Proficiency (Plus), and 5 is Functionally Native Proficiency. More specific skill level definitions can be found at <http://www.govtilr.org/ILRscale1.htm>.

c. Command/activity heads shall consider the establishment of, changes to, or cancellation of FLPP when reviewing the organization's mission, functions, and strategic plan. Positions and employees approved for language proficiency should be coded as such on the organization's manning document.

Payment.

a. Supervisors may determine and command/activity heads will approve FLPP. FLPP must be paid at the rates contained in enclosure (2). FLPP may be awarded for multiple languages not to exceed \$500 per pay period.

b. Payment is made in conjunction with established pay periods.

c. Annual testing and re-certification are required. FLPP will be terminated for any employee who has not been re-tested and re-certified for language proficiency within the preceding 12 months. FLPP is terminated when an employee fails

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to test at the required proficiency level. Retesting is allowed after six months at the discretion of the command/activity head.

d. It is the employee's responsibility to ensure that testing is scheduled and completed.

e. Payment becomes effective on the pay period after all documentation and approvals have been received by the servicing Human Resources Service Center. Retroactive payment of FLPP is not approved.

f. Command/activity heads may begin or terminate FLPP at any time based on organizational mission and fiscal considerations.

g. FLPP is not considered an employee's rate of basic pay for any purpose and is not counted towards retirement, insurance, or other benefits related to basic pay. FLPP is not pay for purposes of a lump-sum payment for leave under 5 U.S.C. 5551 or 5552.

h. FLPP is considered a discretionary payment for purposes of calculating the aggregate limitation on pay under 5 U.S.C. 5307 and in 5 CFR 530.203.

i. The erroneous payment/overpayment of FLPP is considered a debt owed to the Government and is repayable or may be excused by any means provided by statute.

j. FLPP is terminated on the pay period following the one in which the language that supports FLPP is removed from enclosure (1) or terminated by the command/activity head.

8. FLPP Certification and Re-certification.

a. Initial certifications and re-certifications will be forwarded to the Naval Intelligence Human Resources Office (NAVINTEL HRO) for processing. Certification/re-certification documentation will include a Request for Personnel Action (RPA), either a new PD coversheet (if language is required in position) or an addendum to the PD (if an employee is subject to assignment to a position) documented as described in paragraph 6.a., and a copy of the certification of language proficiency (within the past 12 months).

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b. Retesting and test results are required within 12 months of the previous test in order to continue receiving FLPP. Test re-certification results must be received in the NAVINTEL HRO three weeks prior to the anniversary date.

c. FLPP recipients who fail to meet the annual re-certification requirement may not receive retroactive FLPP upon subsequent re-certification.

9. Re-certification Waivers. Recertification may be waived for individuals deployed in support of a contingency operation. Contingency operations are defined as unscheduled, short-notice operations. Upon completion of deployment, the individual must retest within 90 calendar days. FLPP will continue at previously approved levels during the waiver period.

10. Responsibilities.

a. The Director of Naval Intelligence or designee will

(1) Provide oversight of the DON DCIPS FLPP Program.

(2) Annually review enclosure (1) to ensure that Naval Intelligence current and future foreign language requirements are reflected.

(3) Review annual reports on the DON DCIPS FLPP Program.

b. Command/activity heads will:

(1) Approve FLPP.

(2) Authorize FLPP at the pay rates contained in enclosure (2).

(3) Provide funding for payment of FLPP.

(4) Determine the languages from enclosure (1) that are needed by the organization. At least two required skills must be designated (listening, reading, speaking and/or writing) and the required proficiency levels must be determined.

(5) Identify positions and personnel that meet FLPP criteria as identified in paragraph 5.

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(6) Forward FLPP approved employee requests to the testing facility for DLPT and/or oral proficiency interview or other tests to determine employee language proficiency.

(7) Forward FLPP certification or re-certification requests to NAVINTEL HRO for processing.

c. NAVINTEL HRO will:

(1) Authorize RPAs for FLPP.

(2) Use the Defense Civilian Personnel Data System to document foreign language proficiency payments.

(3) Maintain records of employee eligibility determinations as described in paragraph 5.

(4) Notify each employee 90 days prior to the annual re-certification requirement with a copy to the command/activity head.

Employees will

(1) Request FLPP testing and timely retesting via their supervisor, see enclosure (3).

(2) Take the DLPT or other appropriate proficiency tests when scheduled.

(3) Re-certify language proficiency annually.

(4) Review leave and earning statements and report discrepancies to the NAVINTELL HRO.

(5) Travel in performance of FLPP duties as required.

11. Technical Advice and Assistance. The NAVINTELL HRO will provide technical advice and assistance on FLPP documentation and processing.

*Katherine M. Miller*  
KATHERINE M. MILLER  
Director

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NAVAL INTELLIGENCE CRITICAL LANGUAGES FOR CIVILIANS

Afrikaans	Haitian Creole	Punjabi
Albanian	Hausa (4)	Quechua
Amharic	Hebrew	Romanian
Arabic (1)	Hindi (5)	Russian
Armenian	Ilocano	Serbo-Croatian
Azerbaijani	Indonesian (6)	Slovak
Baluchi	Italian	Slovenia
Belorussian	Japanese	Somali
Bengali	Kazakh	Spanish
Bikol	Korean	Swahili
Bulgarian	Kurdish	Swedish
Burmese	Lao	Tadjik
Cambodian	Latvian	Tagalog
Cebuano (2)	Limale	Tausug/Moro
Chavacano	Lithuanian	Thai
Chechen	Macedonian	Tigrinya
Chinese (3)	Malay	Turkish (9)
Czech	Nepalese	Uighur
Danish	Norwegian	Ukrainian
Dutch	Pashto (7)	Urdu
Estonian	Papiamentu	Uzbek
French	Persian-Iranian	Vietnamese
Georgian	Persian-Afghan	
German	Polish	
Greek	Portuguese (8)	

Notes:

- (1) Includes modern standard Arabic, Algerian, Egyptian, Gulf, Iraqi, Levantine, Moroccan, and Syrian.
- (2) Includes Visayan and Hiligaynon
- (3) Includes Mandarin, Gan, Cantonese and Wu
- (4) Includes Yoruba and Igbo
- (5) Includes Gujarati, Kannada, Kanarese, Malayalam, Marathi, Sindhi, Singhalese, Tamil, and Telegu
- (6) Includes Bahasa, Javanese and Madurese
- (7) Includes Pashto-Afghan and Pashto-Peshawari
- (8) Both European and Brazilian
- (9) Includes Turkoman

Enclosure

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FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) RATES FOR NAVAL  
INTELLIGENCE CRITICAL LANGUAGES

Proficiency Level (1)	Required in Position (2)	Subject to Assignment (3)
	Per Pay Period	Per Pay Period
2	\$200	\$100
2+	250	125
3	300	175
3+	350	200
4	400	250
4+	450	275
5	500	300

Notes:

- (1) Proficiency must be in at least two of the following skills: listening, reading, speaking and writing, as required. If an employee scores higher in one skill than the other, FLPP is paid against the lowest score. FLPP may be paid for more than one language, but may not exceed \$500 per pay period.
- (2) Required in Position means that the language is a requirement in the official position description. Block 6 of the DCIPS PD Coversheet should reflect the language(s) required, at least two required skills and the proficiency level required.
- (3) Subject to Assignment means that the employee may be called upon at any time to provide foreign language support in the performance of officially assigned intelligence or intelligence-related duties. An addendum is attached to the employee's PD that specifies the language(s), at least two skills and proficiency level.

Enclosure (2)

SAMPLE

REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) TESTING

Memorandum for (Employee's Supervisor) (date)

From: (Employee's Name, Office Code)

Subj: Request for Foreign Language Proficiency Pay (FLPP) Testing

I am requesting approval to take the (enter language(s)) foreign language test(s) (one or more of the qualifying languages identified by the Command/Activity Head for FLPP). I understand that if I achieve qualifying scores on the test and meet all other qualifying criteria I will be entitled to receive FLPP. I also understand that failure to retest annually (with minimum required scores) will result in a loss of FLPP.

\_\_\_\_\_  
(Employee's Signature)

1<sup>st</sup> Endorser, Supervisor

To: (Command/Activity Head)

\_\_\_\_\_  
Recommend Approval. Please schedule (employee's name), (social security number), for the appropriate tests based on the following justification:

Disapproved for the following reasons

\_\_\_\_\_  
(Supervisor's Name, Title, Signature and Date)

\_\_\_\_\_  
Approved. Employee is authorized to request appropriate language proficiency testing in accordance with OPNAVINST 12550.1.

Disapproved

\_\_\_\_\_  
(Command/Activity Head's Name, Title, Signature and Date)

Enclosure (3)