E-Mail ALSPO C/08

Subj: FOREIGN LANGUAGE PROFICIENCY PAY

Ref: (a) COMDT COGARD WASHINGTON DC 281720Z NOV 05/ALCOAST 585, CG-1, COMDTNOTE 1500
      (b) COMDT COGARD WASHINGTON DC 111301Z MAY 06 /ALCOAST 275, CG-13, COMDTNOTE 1500
      (c) COMDT COGARD WASHINGTON DC 191933Z MAR 07 /ALCOAST 136, CG-13/CG-63, COMDTNOTE 1500
      (d) COMDT COGARD WASHINGTON DC 131531Z DEC 07 /ALCOAST 563, CG-1, COMDTNOTE 1500
      (e) COMDT COGARD WASHINGTON DC 241934Z APR 08 /ALCOAST 195, CG-1, COMDTNOTE 1500
      (f) Direct Access Online Manual (http://www.uscg.mil/hq/psc/ps/)
      (g) E-Mail ALSPO R/05, Foreign Language Proficiency Pay

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Purpose   This E-Mail ALSPO transmits revised procedures for entering entitlement to Foreign Language Proficiency Pay (FLPP).

Policy guidance recap   The following ALCOASTs provide guidance for the Coast Guard's Foreign Language program:

- Reference (a) authorized payment of FLPP, effective 1 January 2006 for members meeting the eligibility criteria.

- Reference (b) listed units and positions where Foreign Language Proficiency Pay (FLPP) at the **<u>Linguist</u>** level was authorized.

- Reference (c) announced new testing procedures and **authorized a six month extension of FLPP certification for members who were receiving FLPP and whose certification would have expired on or before September 30, 2007**.

- Reference (d) updated interpreter allocations and linguist designations and announced the removal of the restriction on drawing Special Duty Assignment Pay concurrently with FLPP.

- Reference (e) **extended the FLPP certification to 1 September 2008 for those members who were serving either as a unit interpreter or in a linguist billet and receiving FLPP** (or would be receiving FLPP but for expiration of certification). The extension also applies to members who were serving as an interpreter or linguist at their previous duty station until PCS.

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Extension of certification lapse dates requires payroll transactions to continue FLPP

Extensions of certification lapse dates, as authorized in references (c) and (e), do not automatically result in extension of the member's pay entitlement in JUMPS.

A new start-FLPP transaction must be input in Direct Access to restart FLPP after the member's test result lapse date is updated.

SPO Procedure for restarting FLPP for members granted extensions

Certification lapse dates for members granted extensions in references (c) and/or (e) have been updated in Direct Access. SPOs may enter transactions to restart or continue FLPP upon certification from the member's command that the member remains eligible.

Follow the procedure in enclosure (1), section (C), for entering a new FLPP entitlement row in Direct Access. **Insert a new row**. Do not attempt to change the stop date on a previously entered transaction. The new row will create a new P607 transaction (see "JUMPS Effect in enclosure (1), section (D)) with the new certification lapse date.

Gaps

Because the waiver in reference (e) is retroactive to 1 October 2007, members who have recertified following the auto-stop of an FLPP entitlement may have a gap in their entitlement.

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Gaps (cont'd)   This is an example of a member's FLPP Employee Entitlement detail where member recertified and FLPP was restarted before the waiver to 1 September 2008 was entered. Follow these steps to enter a transaction for the waiver certification period.

1. Click the insert row button in row #2

This will insert the new row in the correct location (row #2).

2. Change the **Start Date** in row #2 to the day after the **Stop Dat**e of row #3

3. The **Stop Date** of row #2 must be the day before the **Start Date** of row #1.

4. Enter the **Earnings Type Description** and **Detail** per normal FLPP start procedures (enclosure (1)) and save.

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Directives affected   Reference (g) is cancelled.

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

☎   (866) 772-8724/(785) 339-2200

🖱   http://www.uscg.mil/hq/psc/ccb/ or by e-mail
     to PSC-CustomerCare@ uscg.mil

Questions regarding FLPP eligibility, certification and waivers may be addressed to COMDT (CG-1322), LCDR M. Bouziane (202) 475-5486.

Released by   Internet release authorized.

/s/
V. M. WEBER

Encl: (1) Foreign Language Proficiency Pay, Direct Access Entitlement Guide

Foreign Language Proficiency Pay
Direct Access Entitlement Guide

In this guide

Encl (1)

Overview

FLPP Process   This is the process (absent any waiver authority) for authorizing Active Duty and Reserve Component members' entitlement to FLPP or Foreign Language Proficiency Bonus (FLPB), for Reservists on IDT.

Stage	Description
1	The Foreign Language Program Manger (CG-1322) designates authorized Linguist positions (billets) and Unit Collateral Duty Interpreter (UCDI) Allocations. • The most recent UCDI Allocations and Linguist positions are listed in reference (d)
2	Member completes and obtains qualifying scores on the Defense Language Proficiency Test (DLPT) for an eligible language skill.
3	Unit Educational Services Officer (ESO) enters DLPT results in Direct Access. Note: In cases where the member is authorized an extension, per reference (c) and/or (e), the existing test expiration date has been extended by PSC/CG-1322. ESOs only need to enter new test results, not extensions. SPOs will enter transactions to start FLPP (See stage 5). • The menu item is Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**. It is only accessible to users with the ESO (CGFTESO) user role. Unit ESOs may request the role by completing a Direct Access User Authorization Form (CG-PSC-7421/2) and forwarding it to PSC Customer Care for account update. ESO Procedures are included in enclosure (1) to this E-Mail ALSPO message.

Continued on next page

Overview, Continued

FLPP Process **(continued)**

Stage	Description
4	**For FLPP-Linguist:** • Qualified member is assigned to a position designated by CG-1322 as requiring linguist skills (the most recent positions are listed in reference (d)). **For FLPP/FLPB-Interpreter:** • Unit Commanding Officer designates qualified member to occupy a command interpreter allocation (per reference (d)) and forwards a copy of the designation to the SPO in accordance with reference (e). Note: For Reservists on Active Duty for less than 140 days (ADT)/181 days (ADOT), orders must specifically authorize FLPP.
5	For Active Duty members and Reservists on Active Duty, the SPO enters the start FLPP transaction using the Employee Entitlements Component in Direct Access. • SPO Procedures are available in reference (f) and are included as enclosure (1) to this E-Mail ALSPO message. For Reservists on IDT or RMP, the Unit "Reserve IDT" or "Command User" (user roles in Direct Access) records FLPB entitlement using the Schedule Drills (*Individual*) Component in Direct Access. • IDT/RMP drill pay procedures are available in reference (f) and in enclosure (1) to this message.

Overview, Continued

Terminating FLPP

FLPP will automatically stop when the:

- Member is separated from active duty.
- Member departs on PCS orders.
- Member's certification lapses (shown as the Expiration date in the member's Licenses & Certifications in Direct Access for the language skill). Members must retest annually to maintain their eligibility for FLPP. **If a member's FLPP is automatically stopped (due to certification lapse date), a new transaction must be input in Direct Access to restart it after the member's test scores are entered**.
- Extensions to certification lapse dates do not automatically result in extension of the member's pay entitlement in JUMPS. **A new start-FLPP transaction must be input in Direct Access to restart FLPP after the member's test result lapse date is updated**.
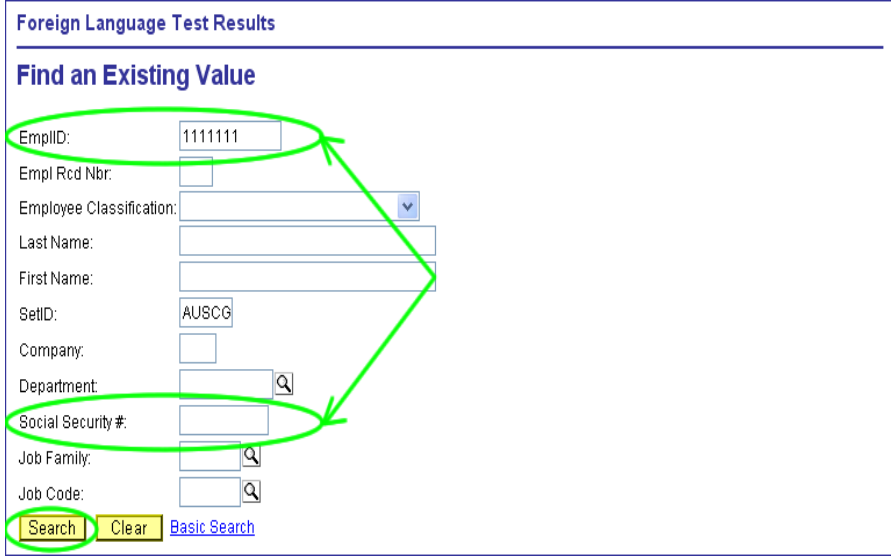
FLPP must be manually stopped when the member is no longer performing interpreter/linguist duties or when the command wishes to designate other qualified members to fill unit allocations.

Foreign Language Test Results (ESO Procedure)

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.

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: Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**
2	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. Foreign Language Test Results **Find an Existing Value** EmplID: 1111111 Empl Rcd Nbr: Employee Classification: Last Name: First Name: SetID: AUSCG Company: Department: Social Security #: Job Family: Job Code: Search Clear Basic Search 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.

Foreign Language Test Results (ESO Procedure), Continued

Procedure **(continued)**

Step	Action
3	The **FLP Test Results** page will display. a) All the fields will be blank if the member does not have any Foreign Language skills present in the system (example shown below) Home > Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results** FLP Test Resuts **EmplID:** 2222222 Smith, James A **Current Languages** View All First ◄ 1 of 1 ► Last Language Interpreter Linguist Evaluation Date Expiration Date ☐ ☐ Language: [ ] 🔍 **DLPT Score Map** First ◄ 1-11 of 11 ► Last | 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 | **Test Results** View All First ◄ 1 of 1 ► Last Test: Date: [ ] 📅 Score: [ ] [Save Foreign Language Info]

Continued on next page

Foreign Language Test Results (ESO Procedure),
Continued

Procedure (continued)

Step	Action
3	b) 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. FLP Test Resuts **EmplID:** 1111111 Doe, John A **Current Languages** View All First ◀ 1 of 1 ▶ Last **Language** **Interpreter** **Linguist** **Evaluation Date** **Expiration Date** Spanish ☑ ☐ 05/31/2006 05/31/2007 c) Click the lookup icon in the **Language** field to search for and select a language skill code. Language: [ ] 🔍
4	The **Lookup Language** page will display. From the **Search Results**, click the **Accomplishment** code for the test you are recording **Lookup Language** Accomplishment: [ ] [Lookup] [Clear] [Cancel] Basic Lookup **Search Results** View All First ◀ 1-13 of 13 ▶ Last **Accomplishment** AR BH CM FLPSWED FR HC JA KO PO RU SP TA VI

Foreign Language Test Results (ESO Procedure),
Continued

Procedure **(continued)**

Step	Action
4	The table below shows the meaning of each Accomplishment abbreviation.

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

Step	Action
5	The **FLP Test Results** page will display again.

a) The **Language** field will be filled in with the **Accomplishment** code selected.

Language: SP

b) The **Test Results** section will display the test number and description based on the **Accomplishment** code selected.

Test Results — View All   First ◀ 1-2 of 2 ▶ Last

Test: SPL0001   Spanish Listening Comprehension   Date: [ ] Score: [ ]
Test: SPR0001   Spanish Reading Comprehension   Date: [ ] Score: [ ]

Note: Not all languages will have a reading comprehension data entry line. Haitian Creole only requires a single score entry.

Foreign Language Test Results (ESO Procedure),
Continued

Procedure **(continued)**

Step	Action
6	Enter the test **Date** and test **Score** into the **Test Results** section. a) For **DLPT-4** tests, ignore the Converted Score and use the **Level** score as shown below. ``` LISTENING READING RATE, NAME DATE COMPREHENSION COMPREHENSION SSN AND TEST CONVERTED CONVERTED LANGUAGE TAKEN SCORE LEVEL SCORE LEVEL BM1 M. HADDOCK 000-00-0000 SPANISH 12/29/05 49 LC-2+ 53 RC-3 ``` b) For **DLPT-5** tests, use the **Test Score** as shown below. | 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		| c) Utilize the **DLTP Score Map** to convert the **Level** score (DLPT-4) or the **Test Score** (DLPT-5) into the **Direct Access Test Score**. | DLPT Score Map	First ◀ 1-11 of 11 ▶ Last
---	---
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 | Note: Not all languages will have a Reading Comprehension data entry line. Haitian Creole only requires a single score entry.

Foreign Language Test Results (ESO Procedure),
Continued

Procedure **(continued)**

Step	Action
6	d) Enter the test **Date** and **Direct Access Test Score** into the **Test Results** section. **Test Results** — View All — First ◀ 1-2 of 2 ▶ Last **Test:** SPL0001 Spanish Listening Comprehensio — Date: 12/01/2007 Score: 15 **Test:** SPR0001 Spanish Reading Comprehension — Date: 12/01/2007 Score: 10 Note: Not all languages will have a reading comprehension data entry line. Haitian Creole only requires a single score entry.
7	Click the Save Foreign Language Info 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 and the member is at an authorized unit/position. **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 *Open a New Window* link and path to Home > 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.

Foreign Language Proficiency Pay (SPO Procedure)

Introduction   This section provides the procedures for administering a member's entitlement to Foreign Language Proficiency Pay (FLPP).

Before You Begin   Ensure the following prerequisites are met before attempting to start FLPP:

1. Member is serving at an eligible unit (for Interpreters) or assigned (PCS) to a designated Linguist position.
2. Unit has not exceeded the maximum number of Interpreters authorized.
   Note: See COMDT COGARD WASHINGTON DC 131531Z DEC 07 /ALCOAST 563, CG-1, COMDTNOTE 1500 for a listing of authorized interpreter allocations and linguist designations.
3. Member's most recent Defense Language Proficiency Test (DLPT) results are present in the system (Entered by the unit ESO upon receipt of DLPT test results) or, if member's certification has lapsed (more than one year since last successful test and a waiver policy is in effect), the lapse date has been extended by appropriate authority.

Contents   The following subjects are covered in this section.

Continued on next page
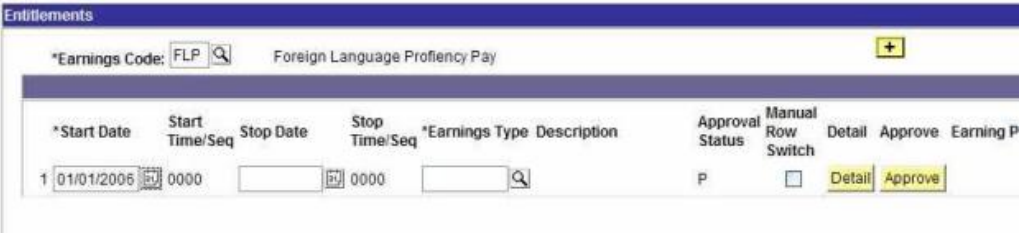
Foreign Language Proficiency Pay (SPO Procedure),
Continued

Starting FLPP   Follow the steps in the Employee Entitlements basic navigation topic of the DA Online Manual to access the member's **Employee Entitlement Detail** page. Then, follow these steps to enter a new FLPP entitlement.

Step	Action
1	Navigate to the member's Employee Entitlement Detail row for the FLP entitlement, if the member previously had an FLP entitlement, click the ![+] button next to the Employee Entitlement Detail row to begin a new transaction (any previous FLP entitlement must have a stop date entered before starting a new transaction). If starting FLP for the first time new row will already be present for you to work in. The Start date will be pre-filled with the current date. Be sure to enter the actual start date as described in step 2 below.

Foreign Language Proficiency Pay (SPO Procedure),
Continued

Starting FLPP   (continued)

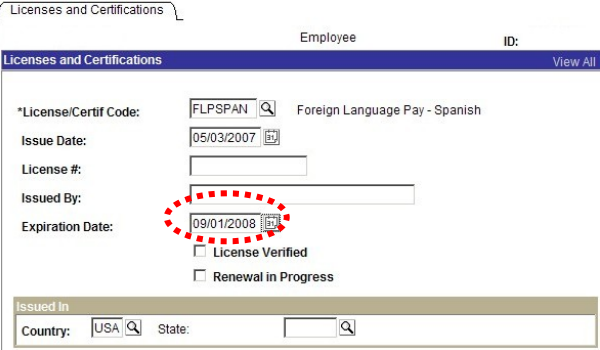| Step	Action
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button ⬚ to select the desired date. You can also Click & Drag over the date field to select the date then type the start date in MMDDYYYY format. Start date cannot be earlier than: 1. 01/01/2006 (date FLPP, Phase I authorized) or, 2. date DLPT was administered (shown as the **Issue date** in the member's [Licenses & Certifications](#) for the language skill) or, Home > Develop Workforce > Manage Competencies (GBL) > Use > **Licenses and Certificates** ┌ Licenses and Certifications ┐ Employee ID: **Licenses and Certifications** View All *License/Certif Code: FLPSPAN Q Foreign Language Pay - Spanish Issue Date: 05/03/2007 ⬚ License #: [ ] Issued By: [ ] Expiration Date: 09/01/2008 ⬚ ☐ License Verified ☐ Renewal in Progress **Issued In** Country: USA Q State: [ ] Q 3. date unit Commanding Officer designated member to occupy a command **interpreter** allocation (if starting FLPP-Interpreter) or date member assigned to a **linguist** billet (if starting FLPP-Linguist), whichever is later.

Foreign Language Proficiency Pay (SPO Procedure),
Continued

Starting FLPP **(continued)**

Step	Action
3	If entering this entitlement for a temporary assignment (TDY) or for a Reservist on active duty for less than 140 days (ADT) or 181 days (ADOT), enter the **Stop Date**. Use the date the assignment or active duty period ends. FLPP will **automatically** stop when the: • Member is separated from active duty. • Member departs on PCS orders. • Member's certification lapses (shown as the **Expiration date** in the member's Licenses & Certifications for the language skill). FLPP must be manually stopped when the member is no longer performing interpreter duties or when the command wishes to designated other qualified members to fill unit allocations.
4	Enter the **Earnings Type** Description code "FLP" or use the 🔍 to search and select from a listing of available earning types. Select the code from the list and return to the entitlement row.

Continued on next page

Foreign Language Proficiency Pay (SPO Procedure),
Continued

Starting FLPP   (continued)

Step	Action
	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving. Routing and approval of this transaction is not required.
	Manual Row Switch. (CGHRSUP Role Users only) Select this field <u>only when necessary</u> to override pay edits (as in the case of a member assigned TDY to unit where FLPP is authorized). **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Click the **Detail** button to access the Supporting Data input page. 1. Click the Lookup Icon next to the Accomplishment field and 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. 2. Click the drop-down menu next to the FLP Proficiency Code field and select the pay level. **Supporting Data** FLP 01/02/2006 FLPP Accomplishment: SP 🔍 Spanish FLP Proficiency Code: Interpret ▼ [OK] [Cancel] **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 Paragraph 3 of ALCOAST 563/07. Do not select the Linguist FLP Proficiency Code option if the member is not assigned to a position listed in Paragraph 3 of ALCOAST 563/07.
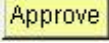
Foreign Language Proficiency Pay (SPO Procedure),
Continued

Starting FLPP **(continued)**

Step	Action
NOTE	The **Approve** button is not used. Payment of FLPP does not require audit and approval.
6	Click the **Save** button (located at the bottom left of the screen) to transmit the entry.

Foreign Language Proficiency Pay (SPO Procedure),
Continued

FLPP Auto-Stops

FLPP will automatically stop when the:

Member is separated from active duty.
Member departs on PCS orders.
Member's certification lapses (shown as the Expiration date in the member's Licenses & Certifications for the language skill).

Note: If the certification lapse date (shown as the Expiration date in the member's Licenses & Certifications for the language skill) **is changed after** the start FLPP transaction is entered, which is often the case when a member is granted a waiver of the annual testing requirements by COMDT (CG-1322), a new start FLPP transaction must be entered to continue FLPP. Changing the certification lapse date does not update JUMPS. The pay segment (Seg. 14) will auto-stop based on original certification lapse date.

Foreign Language Proficiency Pay (SPO Procedure),
Continued

FLPP Manual Stop

FLPP must be manually stopped when the member is no longer performing interpreter/linguist duties or when the command wishes to designate other qualified members to fill unit allocations.

To manually stop FLPP:
1. Navigate to the FLPP entitlement row member's Employee Entitlement Detail row for the FLP entitlement.
2. Enter the date to stop FLPP in the Stop Date field.
3. Click the [Save] button.

Correcting/ Deleting FLPP

If the FLPP start date is incorrect, you must delete the transaction.

Click the delete row button [–] for the row you wish to delete. Other fields may be corrected by changing the value and saving.

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	FLP JUMPS Code (the code used to look up the amount in the pay table)
72	8 Alpha Characters	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
```

Continued on next page

JUMPS Effect, Continued

Segment 06 data fields

This table describes fields unique to Segment 14. Please see JUMPS Analysis Manual, page 5-8 for descriptions of fields common to all segments.

Field	Description
OBJECT	Object Code: The only object codes in use right now are 11900,11950,11901,11951,11902 and 11952. The other object codes may be used at a later date

Officer	Enlisted	Proficiency	Category	Code
11950	11900	Interpreter		1F
11951	11901	Linguist		2F
11952	11902	Interim		3F
11953	11903			4F
11954	11904			5F
11955	11905		1	6F
11956	11906		2	7F
11957	11907		3	8F
11958	11908		4	9F

Field	Description
AMOUNT	Monthly rate from pay tables.
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.

Accomplishment	Meaning
AR	Arabic
BH	Bahasa (Indonesian)
CM	Mandarin_Chinese
FR	French
HC	Haitian-Creole
JA	Japanese
KO	Korean
PO	Portuguese
RU	Russian
SP	Spanish
TA	Tagalog (Philippines)
VI	Vietnamese

Field	Description
FLP RATE	Alpha-numeric code describing the FLP pay proficiency level: Interpreter – 1F, Linguist – 2F and Interim – 3F

Foreign Language Proficiency Pay Query

Introduction   This section provides the procedure for running the FLPP query in DA.

Query data fields   The FLPP query returns a listing of all personnel on active duty (including reservists on long-term AD orders) receiving FLPP. It does not include reservists on short-term AD orders or on IDT drills.

It includes the following data fields:

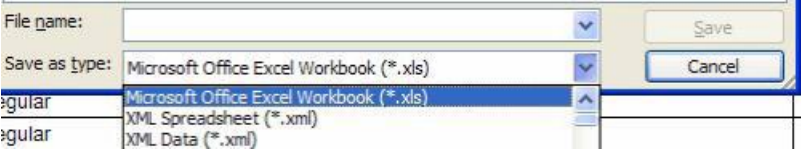| Field	Description
Emplid	Employee identification number
Name	Last Name, First Name, Middle Initial.
Rate	Rank/Rate (YN2, PERS2, LCDR, etc.
Paygrade	Member's Paygrade (E5, W2, O4, etc.)
Empl Class	Member classification (Regular, SELRES, etc.)
DEPTID	Department identification number
DEPT ATU	District/Area Code
DEPT OPFAC	Unit OPFAC Number
DEPT NAME	Unit Name
Evaluation Date	Date of the member's DLPT
License Expiration Date	Usually 1-year after the evaluation date, unless a manual extension has been entered by PSC/CG-1322
Stop Date	Blank unless a transaction has been entered to stop the entitlement prior to the License Expiration Date
FLP Prof Code	FLP Proficiency Level (Linguist, Interim or Interpreter)
FLP Code	Alpha-numeric code describing the FLP pay proficiency level: Interpreter – 1F, Linguist – 2F and Interim – 3F
Monthly Amount	Amount from pay tables
Language	Language (from member's DLPT results)

Continued on next page

Foreign Language Proficiency Pay Query, Continued

Procedure Follow these steps to run the FLPP query:

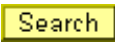| Step	Action
1	Select menu items in the following order: Home > PeopleTools > Query Manager > Use > **Query Manager**
2	Enter "CG_FLP_PAY_DATA" in the Query name field and click the Search button. Home > PeopleTools > Query Manager > Use > Query Manager **Query Manager** **Find an Existing Query** Search by: Name	begins with	CG_FLP_PAY_DATA Search
3	The Query results will display in a new window. Use the "*Download results in : Excel97 SpreadSheet CSV Text File (100 kb) Excel2K SpreadSheet*" to save a copy of the results to your system. 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. File name: [ ] Save Save as type: Microsoft Office Excel Workbook (*.xls)	Cancel Microsoft Office Excel Workbook (*.xls) XML Spreadsheet (*.xml) XML Data (*.xml)

Example FLP Pay Data Query Results:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1									FLP Pay Data							
2																
3	EMPLID	NAME	RATE	PAY GRADE	EMPL CLASS	DEPTID	DEPT ATU	DEPT OPFAC	DEPT NAME	EVALUATION DATE	LICENSE EXPIRATION DATE	STOP DATE	FLP PROF CODE	FLP CD	MONTHLY AMOUNT	LANGUA
4	1234567	LAST,FIRST M	SK2	E5	Regular	000012	07	20235	CG AIRSTA BORINQUEN	8/15/2007	8/15/2008		Interpreter	2F	100	Spanish
5	1234567	LAST,FIRST M	YN2	E5	Regular	000627	20	34303	CG TACLET SOUTH	8/20/2007	8/17/2008		Interpreter	2F	100	Spanish
6	1234567	LAST,FIRST M	EM2	E5	Regular	000760	07	13414	CGC SAPELO	5/10/2007	5/10/2008		Interpreter	2F	100	Spanish

Schedule Drills (Individual)

Introduction   This section provides the procedure for scheduling and approving IDT drills. Commands (members with the IDT or Command User role) use this process to approve drill requests submitted by assigned reserve members. Commands can also use this process to schedule drills for reservists who do not have access to Direct Access self-service. SPOs can use this process to enter and approve drills for commands that cannot access Direct Access.

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

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Command Users/Reserve IDT Role Users: • Home > Self Service > Manager > Tasks >**Schedule Drills** CGHRS/SPO Users: • Home > Develop Workforce > Administer Training (GBL) > Use > **Schedule Drills**
2	Enter the member's employee ID and click the [Search] button. **Note**: See *Employee ID Search Tips* for more information on using the other fields on the Employee ID lookup page if you do not know the employee ID. 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 SSN 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, be sure you are selecting the correct Employee Classification.

Continued on next page

Schedule Drills (Individual), Continued

Procedure (continued)

Step	Action
3	The Schedule Drills page will display. This page shows the member's drill activity for the current fiscal year.
4	Click the **Add/Schedule New Drill** button to schedule a drill or click the **Edit** button to view information on a previously scheduled drill.
5	Complete or update the **Schedule Drills Detail** page to schedule/edit a drill.

Continued on next page

Schedule Drills (Individual), Continued

Procedure   (continued) Complete the fields as described in this table:

Field	Description/Entry
Begin Date/Time	To change the date, click in the field and make the change. Enter the time using either military (0800) or civilian format (8:00AM) (Note: Time is for display purposes only.)
End Date/Time	The end date will default to the same date as the begin date. Enter the time using either military (1600) or civilian format (4:00PM). • Single IDT -- 4 or more hours • Multiple IDT -- 8 or more hours • Readiness Management Period -- 3 -- 24 hours • Funeral Honor Guard Duty -- 2 or more hours.
Duty Type	Click the ▾ and select the duty type from the list. <table><tr><th>Code</th><th>Purpose</th></tr><tr><td>Approp/RMP</td><td>Appropriate Duty/Reserve Management Period. Note: When selecting this duty type you will receive a *warning* message, informing you of the requirements and limitations for appropriate duty/RMP drills. Click *"OK"* to dismiss the message after you have read it.</td></tr><tr><td>Funeral Dt.</td><td>Funeral Honors Duty</td></tr><tr><td>IDT</td><td>Inactive Duty for Training</td></tr></table>
Drill Type	Click the ▾ and select the drill type from the list. Note: Only selectable when the Duty Type (above) is set to IDT all other types are set to Single Drill type. <table><tr><th>Code</th><th>Purpose</th></tr><tr><td>+Funeral</td><td>Represents the combination of an IDT Single Drill and a Funeral Honors Duty Drill performed on the same day.</td></tr><tr><td>Single</td><td>A single drill</td></tr><tr><td>Multiple</td><td>Two single drills performed on the same day.</td></tr></table>

Schedule Drills (Individual), Continued

Procedure (continued)

Field	Description/Entry
Drills Status	Click the ▼ and select the drill status from the list.
	Status / **Use When** table below:
Pay Code	Click the ▼ and select the pay code from the list.
	Code / **Purpose** table below:
Meal Elig	Click the ▼ and select the meal eligibility type from the list (only selectable when the Drill Type is Multiple). Single IDT -- 4 or more hours; Multiple IDT -- 8 or more hours; Readiness Management Period -- 3 -- 24 hours; Funeral Honor Guard Duty -- 20 or more hours. Note: ALCOAST 337/03 provides policy regarding payment of Commuted Rations to members on IDT.

Drills Status table:

Status	Use When
Cancelled	The scheduled drill is cancelled.(Note: Changing the status from Completed to Cancelled will DELETE the pay/points transaction from JUMPS).
Completed	The drill has been completed and is approved for payment (if applicable) and points.
Mbr Rqst	The drill date and time were schedule by the member using self-service.
Pending	Drill has not been completed yet. Indicates a drill has been scheduled and the supervisor has authorized the drill.
Unexcused	Member does not report for a scheduled drill.

Pay Code table:

Code	Purpose
Full	Pay is authorized for both periods of a multiple drill.
Half	Pay is authorized for a single drill or, when the Drill Type is Multiple, pay is authorized for only one period (e.g. A non-pay and paid drill performed on the same day).
None	A single or multiple drill is performed for points only

Schedule Drills (Individual), Continued

Procedure   (continued)

Field	Description/Entry
Meal Elig	<table><tr><td>**Code**</td><td>**Purpose**</td></tr><tr><td>*All Meals</td><td>Authorized payment for all three meals</td></tr><tr><td>*Breakfast</td><td>Authorized payment for breakfast only</td></tr><tr><td>*Brk & Lnch</td><td>Authorized payment for breakfast and lunch only</td></tr><tr><td>*Lnch & Sup</td><td>Authorized payment for lunch and supper only</td></tr><tr><td>*Lunch</td><td>Authorized payment for lunch only</td></tr><tr><td>*Mess Avail</td><td>Government messing/subsistence-in-kind is available for authorized meals during this drill period. **Note**: (1) Do not use if members are required to pay for their meals at the dining facility. This code is only used when the meals are provided at no charge (e. g. On a vessel or other essential messing unit.). **(2) ENLISTED RESERVISTS PERFORMING IDT WITH PAY ON A CAREER SEA PAY-ELIGIBLE VESSEL WITH AN APPROPRIATED FUND (APF) DINING FACILITY ABOARD SHALL RECEIVE SUBSISTENCE-IN-KIND (SIK).**</td></tr><tr><td>None</td><td>Not authorized payment for meals</td></tr><tr><td>*Supper</td><td>Authorized payment for supper only</td></tr></table> (*) Enlisted personnel only.
Department	Enter the department ID of the unit where the drill will be performed. Defaults to the member's currently assigned department. Use the 🔍 button to look up other department IDs. Note: Do not choose DeptID = 002037 (Unknown Unit).
Duty Purpose 1	Click the ▾ and select the duty purpose code from the list.
Duty Purpose 2	Click the ▾ and select the duty purpose code from the list Note: This field only needs to be completed if the drill type is Multiple
Reserve Special Pay	A check mark will appear in this field if the member is assigned to a unit that has been designated by COMDT (CG-1) as eligible for Reserve Special Pay.
SDAP	**Special Duty Assignment Pay**. Effective 1 October 2003 SDAP may be paid to qualified reservists for IDT/RMP drills. Enter the SDAP Earnings Type Code in the SDAP field to authorize payment. Click the 🔍 to locate valid codes.

Schedule Drills (Individual), Continued

Procedure   (continued)

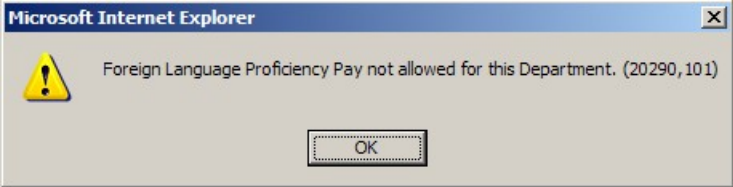| Field	Description/Entry
<mark>Foreign Language Proficiency Pay</mark>	**Per ALCOAST 585/05**, a Reserve component member, **drilling at an eligible FLP unit**, who meets the FLP criteria and is designated as an interpreter by his or her command, is eligible for an FLP bonus (FLPB). The bonus will be equal to 1/30th of the active component FLPP monthly amount at the proficiency level of the language for which approved, multiplied by the number of regular inactive duty training (IDT) periods with pay for the SELRES member.

FLPB will be paid in equal installments for each authorized paid IDT period performed, not to exceed the number of authorized paid periods per fiscal year. **Funeral Honors Duty periods are not eligible** for FLPB payments. **Non-pay duty of any kind is not eligible for FLPB payments**.

To authorized FLPB:
1. Enter the qualifying language code in the Language field. Click the 🔍 to locate valid codes. If no matching values are found, the member does not have an approved/eligible Language Skill entry. The member must obtain a passing score on a Defense Language Proficiency Test (DLPT) and the unit ESO must update the member's Foreign Language Test Results for the member to be eligible for FLPB.
2. Click the drop-down menu next to the Proficiency field and select **Interpret** (for *Interpreter*). **Linguist** may be used if the member is assigned to an eligible position (billet).

Foreign Language Proficiency

Language: SP 🔍   Proficiency: Interpret ▼ |

Continued on next page

Schedule Drills (Individual), Continued

Procedure   (continued)

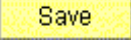| Field	Description/Entry
<mark>Foreign Language Proficiency Pay</mark> (cont'd)	If you receive this error: **Microsoft Internet Explorer** ⚠ Foreign Language Proficiency Pay not allowed for this Department. (20290,101) [OK] You will need to change the Department ID number to unit where FLPP is authorized (Per ALCOAST 563/07). Only the primary department IDs are on the list of authorized FLPP departments. If a member is assigned to a sub-department of an authorized unit, change the department ID for this drill to the unit's primary department ID. **Example**: If a member is assigned to Department ID 002483, D7 COMMAND CADRE (D), which is a sub-department of 000264, CGD SEVEN, you will need to change the Department ID for this drill to 000264 to process the drill. You can determine a unit's primary Department ID by performing the lookup using the unit's OPFAC (*Operational Facility Code* field) number. This will return a list of sub-departments within the unit. The first entry on the list is the unit's primary department ID. **Lookup Department** SetID: AUSCG Department: [ ] Description: [ ] Company: [ ]🔍 Location SetID: [ ]🔍 Location Code: [ ]🔍 Budget with Department: [ ] Administrative Target Unit: [ ] Operational Facility Code: [71107] Department Type Code: [ ]🔍 [Lookup] [Clear] [Cancel] Basic Lookup **Search Results** View All <table><tr><th>Department</th><th>Description</th><th>Company</th><th>Location SetID</th><th>Location Code</th><th>Administrative Target Unit</th><th>Operational Code</th></tr><tr><td>000264</td><td>CGD SEVEN</td><td>CGA</td><td>POSTL</td><td>FL0018</td><td>07</td><td>71107</td></tr><tr><td>002483</td><td>D7 COMMAND CADRE (D)</td><td>CGA</td><td>POSTL</td><td>FL0018</td><td>07</td><td>71107</td></tr><tr><td>002484</td><td>D7 LEGAL STAFF (DL)</td><td>CGA</td><td>POSTL</td><td>FL0018</td><td>07</td><td>71107</td></tr><tr><td>002485</td><td>D7 OPERATIONS DIV (O)</td><td>CGA</td><td>POSTL</td><td>FL0018</td><td>07</td><td>71107</td></tr></table>

Schedule Drills (Individual), Continued

Procedure   (continued)

Field	Description/Entry
Send to Emplid (optional)	The reservist's employee ID is displayed.
Email Address (optional)	If the reservist has an email address entered in PeopleSoft, the email address should automatically display. If no email address is displayed, enter the member's email address. You can also override the address displayed by typing another one in its place or add an additional address by separating the entries with semicolons. Example: "reservist@home.com**;**reservist@cgunit.uscg.mil"
Comments (optional)	You may enter comments in this section if desired.

Step	Action
6	Click the [Save] button to save your work. If any error messages display, make the required corrections and click the save button again.

Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help. |
| 7 | You will receive the following confirmation message if no errors were found.

Schedule Drills
Save Confirmation

✔ The Save was successful.

[OK]

Click *OK* to continue. |