

## **13 FAM 240 LANGUAGE TESTING**

*(CT:TPD-001; 05-20-2004)  
(Office of Origin: FSI)*

### **13 FAM 241 UPDATING TEST SCORES**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID)  
(Applies to Foreign Service Employees Only)*

- a. The Language Skills Inventory, which is a list of M/FSI test scores, is the sole source of language information used in making assignments to designated positions. Only scores less than five years old will be considered valid if below S-4/R-4 (see 13 FAM 232 paragraph c). The Language Skills Inventory lists each employee's highest score as well as his or her most recent score. Recent scores, even if they are lower, are valuable in determining how much refresher training might be necessary to bring the officer up to the required level. Therefore, it is to the advantage of officers to present themselves from time to time for retesting in all languages in which they have some proficiency. This will provide the Department and USAID with the timely language skill information they need in making foreign assignments and to keep the officers competitive for language-designated positions.
- b. Retesting is not required in a language in which an employee has previously achieved a M/FSI-tested proficiency of S-4/R-4 or better.
- c. Normally, tests will be given after six months or 100 hours of instruction.

### **13 FAM 242 M/FSI TESTS IN THE FIELD**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID)  
(Applies to Foreign Service Employees Only)*

- a. Official M/FSI language proficiency tests in the field are authorized by M/FSI/Washington or by one of its field representatives, in consultation with appropriate authorities at post, when one of the following criteria is met:

- (1) A test in the field is demonstrably beneficial to the U.S. Government. For example, when the Department or USAID requires current information for a decision on direct transfer of the candidate to a position in which the language is needed and when information is needed on the current proficiency of an occupant, or a potential occupant, of a language-designated position; or
  - (2) Postponement of a language test until the employee's next consultation in Washington would result in personal hardship. For example, when removal of language limitation for promotion of a junior officer or lateral entrant or the award of an incentive salary increase is at stake and when an officer is transferred directly out of the language area and wishes to record a possible maximum proficiency.
- b. Normally, such tests will not be given less than six months after any previous M/FSI test in the same language nor within six months of anticipated home leave, except when an incentive salary increase (see 13 FAM 240 Exhibit 242) or removal of language limitation for promotion is at stake.
- c. M/FSI tests may be given abroad; in other cases, only upon specific authorization by M/FSI/Washington and USAID.

## **13 FAM 243 THROUGH 249 UNASSIGNED**

## **13 FAM EXHIBIT 242 INCENTIVE LANGUAGES**

*(CT:TPD-001; 05-20-2004)*

Incentive languages are offered at M/FSI each year as a function of anticipated vacancies.

For USAID, primary and primary-alternate languages of the country of assignment (excluding Spanish, French, Portuguese, and Italian), the designated incentive languages are listed under the mandatory Reference of ADS Chapter.

### **Incentive Languages**

Albanian	Amharic
Arabic	Armenian
Azerbaijani	Bengali
Bosnian	Bulgarian
Burmese	Chinese (Cantonese)
Chinese (Mandarin)	Croatian
Czech	Dari
Estonian	Farsi
Georgian	Greek
Hebrew	Hindi
Hungarian	Japanese
Kazakh	Khmer
Korean	Kyrgyz
Lao	Latvian
Lithuanian	Mongolian
Macedonian	Nepali
Pashto	Polish
Russian	Serbian
Sinhala	Slovak
Slovenian	Tagalog
Tajik	Tamil
Thai	Turkish
Turkmen	Ukrainian
Urdu	Uzbek
Vietnamese	Visayan

This data is current as of May 1999; the incentive language list is subject to change. Updates may be issued via a Department notice or other distribution prior to publication in the 13 FAM.