

3 FAH-2 H-400

APPENDIX C LANGUAGE

QUALIFICATION REQUIREMENTS

(TL:FSNH-4; 8-3-93)

LEVEL 1 RUDIMENTARY KNOWLEDGE

At this level an employee is, at most, required to have a rudimentary verbal understanding of a very limited English vocabulary, such as might be required in understanding and following instructions of the type that might be given to a motorpool chauffeur. This level of understanding is typically not required for positions such as laborer and trades occupations where contacts are primarily with other local employees.

LEVEL 2 LIMITED KNOWLEDGE

At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. An employee at this level would be expected to understand and carry out verbal instructions of a repetitive character, and to be able to prepare simple reports of the type that might be expected of a motor pool dispatcher.

LEVEL 3 GOOD WORKING KNOWLEDGE

At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English speaking and non-English speaking persons.

LEVEL 4 FLUENT

At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable

importance attaches to proper word meaning.

LEVEL 5 PROFESSIONAL TRANSLATOR/INTERPRETER OR EQUIVALENT

This level is essentially limited to professional translators and interpreters whose proficiency in written and spoken English truly matches that of a well educated native speaker. This includes the ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance in negotiations. At this level an employee should be capable of simultaneous translation, as in the case of conference reporting. An equivalent level of difficulty and responsibility relates to those employees who are required to be fluent in two or more foreign languages, or two or more distinctly different and complex native dialects.