

3 FAH-1 H-3900 INCENTIVE PAY

3 FAH-1 H-3910 LANGUAGE INCENTIVE PAY

(CT:POH-129; 05-23-2007)
(Office of Origin: HR/CDA)

3 FAH-1 H-3911 LIST OF INCENTIVE LANGUAGES

(CT:POH-129; 05-23-2007)
(State Only)
(Applies to Foreign Service)

This is the list of incentive languages:

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

3 FAH-1 H-3912 LANGUAGE GROUPINGS

(CT:POH-129; 05-23-2007)

(State Only)

(Applies to Foreign Service)

The following languages shall be grouped together and treated as a single language for the purpose of establishing eligibility for language incentive pay under 3 FAM 3910:

- Czech and Slovak
- Bosnian, Croatian, Serbo-Croatian, and Serbian

3 FAH-1 H-3913 POSTS AT WHICH MORE THAN ONE INCENTIVE LANGUAGE MAY BE USED TO QUALIFY FOR LANGUAGE INCENTIVE PAY

(CT:POH-129; 05-23-2007)

(State Only)

(Applies to Foreign Service)

At some posts, two or more primary or alternate languages are used frequently by a wide range of mission personnel in carrying out their functions. At these posts, eligible employees with the required proficiency in any of these languages may qualify for language incentive pay. (An employee proficient in more than one language may qualify for language incentive pay in only one language during each assignment.) The posts at which more than one language may be used to qualify for language incentive pay are:

Almaty	Kazakh and Russian
Ashgabat	Turkmen and Russian
Baku	Azeri and Russian
Banja Luka	Bosnian, Croatian, and Serbian
Bishkek	Kyrgyz and Russian

Dubai	Arabic and Farsi
Dushanbe	Tajik and Russian
Hong Kong	Chinese (Standard) and Chinese (Cantonese)
Jerusalem	Arabic and Hebrew
Kiev	Ukrainian and Russian
Mostar	Bosnian, Croatian, and Serbian
Nicosia	Greek and Turkish
Riga	Latvian and Russian
Sarajevo	Bosnian, Croatian, and Serbian
Tallin	Estonian and Russian
Taskhent	Uzbek and Russian
Tbilisi	Georgian and Russian
Tel Aviv	Hebrew and Arabic
Ulaanbataar	Mongolian and Russian
Vilnius	Lithuanian and Russian
Yerevan	Armenian and Russian

NOTE: Consistent with the provisions of 3 FAM 3913.1, Arabic may be used to qualify for language incentive pay at the following posts where French and Arabic are spoken: Algiers, Beirut, Casablanca, Rabat, and Tunis. Additionally, Russian may be used to qualify for language incentive pay in Chisinau.

3 FAH-1 H-3914 INITIAL IMPLEMENTATION OF 3 FAM 3910

3 FAH-1 H-3914.1 Introduction and General Provisions

(CT:POH-129; 05-23-2007)

(State Only)

(Applies to Foreign Service)

The regulations under 3 FAM 3910, Language Incentive Pay, shall become effective on the first day of the first pay period following October 1, 1999:

- (1) Increased benefits for extensions of tours covered under 3 FAM 3914.2, subparagraph a(2), shall be effective for extensions commencing after October 1, 1999;
- (2) Increased benefits for repeat tours covered under 3 FAM 3914.2, subparagraph a(3), shall be effective for repeat tours officially panelled after October 1, 1999;
- (3) The following provisions shall apply only to those members (or employees awaiting a limited noncareer appointment in the Foreign Service) who, on October 1, 1999, are encumbering, or have been formally assigned to, any position (either language-designated or nonlanguage-designated) at a post abroad where a language currently on the list of incentive languages is a primary or alternate language, or in any language designated position requiring an incentive language, and who are otherwise eligible for language incentive pay under 3 FAM 3913.1.

3 FAH-1 H-3914.2 Within-Grade Salary Increases for Members of the Service Enrolled in Full-Time Training

(CT:POH-129; 05-23-2007)

(State Only)

(Applies to Foreign Service)

For members (or employees awaiting a limited noncareer appointment in the Foreign Service) who are employees of the Department of State on September 25, 1999 and who are, or will be, enrolled in full-time language

training on October 1, 1999, the following provisions shall apply:

- (1) A member shall receive one within-grade salary increase effective the beginning of the first pay period following completion of 16 continuous weeks of full-time training upon certification by M/FSI; and
- (2) A member who receives an M/FSI-certified test score of S-3/R-3 or S-3/R-N in the incentive language of the post or position of assignment at the conclusion of training or within six months of assuming his or her post or position shall receive three within-grade step increases unless the member received a step increase under 3 FAH-1 H-3914.2, paragraph a, in which case the member shall receive two such increases. The member shall be eligible for these step increases only if the member has not previously received step increases for proficiency in the same language. The step increases shall be effective the first pay period following successful testing, as certified by M/FSI, at the required level.

3 FAH-1 H-3914.3 Within-Grade Increases for Members at Post

(CT:POH-129; 05-23-2007)

(State Only)

(Applies to Foreign Service)

A member who is an employee of the Department of State on September 25, 1999, and who receives an M/FSI-certified test score of S-3/R-3 or S-3/R-N within six months of October 1, 1999 in the incentive language of the post or position of assignment shall receive three within-grade step increases, unless the member received a step increase under 3 FAH-1 H-3914.2, paragraph a. In that case, the member shall receive two such increases. The member shall be eligible for these step increases only if the member has not previously received step increases for competence in the same language. The step increases shall be effective the first pay period following successful testing, as certified by M/FSI, at the required level.

3 FAH-1 H-3914.4 Monetary Payments

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(State Only)

(Applies to Foreign Service)

a. A member whose salary, based on his or her personal grade/rank and

step, is less than the salary of an FS-01/Step 1 member, shall receive monetary benefits in accordance with 3 FAM 3914.2, subparagraph a(1), beginning with the first pay period following October 1, 1999.

- b. A member whose salary, based on his or her personal grade/rank and step, is equal to or higher than the salary of an FS-01/step 1 member, shall receive language incentive pay according to the following schedule for the remainder of the member's tour of duty (TOD) as of October 1, 1999:
 - (1) A member who has a qualifying rating at the S-3/R-3 level shall receive 10 percent of base salary;
 - (2) A member who has a qualifying rating at the S-4/R-4 level or better shall receive 15 percent of base salary;
 - (3) A member who has a qualifying rating at the S-4/R-4 level or better which was more than five years old upon arrival at post shall receive 10 percent of base salary. A member who has received two test scores of S-4/R-4 at least two years apart or one test score of S-5/R-5 shall receive 15 percent of base salary;
 - (4) If the member subsequently is formally paneled into an extension of nine or more months beyond the existing TOD, the provisions of 3 FAM 3914.2, subparagraph a(2), shall govern monetary benefits for the period of that extension.
- c. Any member who believes he or she has been disadvantaged by the application of paragraph a, of this section, may, within six months of the date of October 1, 1999, elect to receive monetary payments in accordance with paragraph b, of this section.
- d. Any member who believes he or she has been disadvantaged by the application of paragraph b, of this section, may, within six months of the date of October 1, 1999, elect to receive monetary payments in accordance with paragraph a, of this section, for the remainder of the member's tour of duty as of October 1, 1999.
- e. Any request for change in monetary payments under this provision shall follow the procedures prescribed in paragraphs (a) and (b) of 3 FAM 3918 and shall become effective on the first day of the first pay period following the member's notification to the post's management officer of his or her election.

**3 FAH-1 H-3915 THROUGH H-3919
UNASSIGNED**