



POLICY STATEMENT

Policy Statement 451.2 (A)

Policy Area: Human Resources

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AWARD FOR FOREIGN LANGUAGE CAPABILITIES

I. COVERAGE

This Policy Statement applies and provides guidance to the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency (PSA), referred to collectively as the "Agency." Specifically, this policy covers Agency employees categorized by federal standards as a law enforcement officer (LEO) who demonstrate proficiency in reading, writing and speaking a foreign language.

II. BACKGROUND

Due to the growing diversity of the defendant and offender population, the Agency intends to recognize LEOs who are foreign language proficient, and make substantial use of their foreign language skills to meet Agency goals and objectives. Section 4523 of Subchapter III, Title 5 of the U. S. Code allows agencies to pay a cash award, up to five percent (5%) of basic pay, to any LEO employed in or under such Agency who possesses and makes substantial use of one or more foreign languages in the performance of his or her official duties. It further provides that awards under this section are to be paid under regulations prescribed by the head of the Agency involved (or designee) under the subsection, which shall include:

- procedures under which foreign language proficiency shall be determined;
- criteria for the selection of individuals for recognition under this section; and
- any other provisions which may be necessary to carry out the purpose of the statute.

III. POLICY

This establishes the Agency's policy on paying foreign language awards to LEOs covered by 5 U.S.C. §§ 4521-4523. The cash award may be up to 5% of basic pay to any LEO who possesses and makes substantial use of one or more foreign languages in the performance of official duties.

IV. AUTHORITIES, SUPERSEDESURES, REFERENCES, AND ATTACHMENTS

A. Authorities.

5 U.S.C. §§ 4521-4523
5 C.F.R. Part 451

B. Supersedures.

None

C. Procedural References.

None

D. Attachments.

Appendix A. Responsibilities

Appendix B. Definitions

Appendix C. General Procedures

**APPENDIX A
RESPONSIBILITIES**

- A. The CSOSA Director and PSA Director are responsible for setting general policies governing foreign language awards and for providing adequate funding for awards within projected budget allocations.
- B. The CSOSA Associate Director, Community Supervision Services (CSS), CSOSA Associate Director, Community Justice Programs (CJP), and PSA Operations Director are responsible for the initial review and approval of all foreign language awards. The CSOSA Director, CSOSA Deputy Director, PSA Director, and PSA Deputy Director are responsible for final approval. This authority may be delegated, as appropriate, by these management officials.
- C. The CSOSA Associate Director, Office of Human Resources (OHR) and the PSA Director, Human Resources, Strategic Planning, Analysis and Evaluation (HRSPAЕ) are responsible for overall implementation of this program. These responsibilities include developing and maintaining necessary procedures for the administration of the policy, providing advice and guidance to managers who wish to nominate an employee for a foreign language award, monitoring and guiding employee recognition efforts, and processing personnel actions approved pursuant to this Policy Statement.
- D. The CSOSA Associate Director, CSS, CSOSA Associate Director, CJP, and the PSA Operations Director are responsible for providing recommendations to the CSOSA Director and PSA Director, respectively, for the annual funding available for foreign language awards.
- E. The CSOSA Office of Financial Management (OFM) and the PSA Office of Finance and Administration (OFA) will provide overall oversight for the awards budget, but the CSOSA CSS and CJP Associate Directors, and the PSA Operations Director, respectively, are responsible for managing their awards within allocated budgets.
- F. The CSOSA OHR and the PSA HRSPAЕ will process the Foreign Language Award upon the appropriate approval.

APPENDIX B
DEFINITIONS

- A. Award – An action taken to recognize and reward an individual employee or team achievement that contributes to meeting organizational and Agency goals or improving the efficiency, effectiveness, and economy of the Agency.
- B. Law Enforcement Officer – An employee for whom the Agency has designated Law Enforcement status pursuant to 5 U.S.C. § 4521.

**APPENDIX C
GENERAL PROCEDURES**

A. FOREIGN LANGUAGE AWARD ELIGIBILITY:

1. Employees may not receive more than one foreign language award within a twelve-month period. To request a Foreign Language Award, the supervisor shall submit a memorandum, which includes written documentation supporting each request; and the recommended amount of the award, which is not to exceed 5% of the employee's salary. The documentation will include sufficient information to support and justify an employee's eligibility for payment of a foreign language award. Factors to be addressed in nominating an employee for this award are:
 - the degree of language proficiency in reading, writing and speaking a foreign language;
 - how and to what degree proficiency in the particular language has contributed to the Agency and/or organizational mission, goals, and objectives; and
 - the level of foreign language skills used on a regular and recurring basis in the performance of the employee's assigned duties.
 - Employee attains a performance rating of "Fully Met Expectations" or higher.
2. The request will be forwarded to the appropriate next level of management for concurrence, and to the CSOSA Associate Director, CSS, CSOSA Associate Director, CJP, or the PSA Operations Director for approval and forwarding to the CSOSA or PSA Director/Deputy Director for final approval.
3. The approved foreign language award will be forwarded to the Office of Human Resources (CSOSA) or HRSPA (PSA) for processing.

B. FOREIGN LANGUAGE AWARD FUNDING:

The Foreign Language Award budget will depend on the overall agency budget. Each year, the CSOSA Office of Management and Administration, in coordination with OHR and Community Supervision Services will recommend to the CSOSA Director the amount needed to fund anticipated foreign language awards. Additionally, each year, the PSA Office of Finance and Administration, in coordination with HRSPA will recommend to the PSA Director the amount needed to fund anticipated foreign language awards.