

OFFICE OF

DIRECTIVE

U.S. Agency for International Development

NUMBER: 1003
DATE: 8/15/2003
Supersedes Directive
2003
Dated 11/27/2000

Language Proficiency Policy

1. PURPOSE

This Directive supersedes Directive number 1003 dated 11/27/2000. This revised Directive establishes the Office of Inspector General's policy and procedures for language proficiency. This directive is being revised to ensure policy effectiveness by modifying the business process to better align duties and responsibilities.

2. GENERAL

The Office of Inspector General maintains a cadre of Foreign Service auditors and investigators to serve at the Regional Inspector General offices (RIGs) the OIG operates worldwide.

The Department of State's National Foreign Affairs Training Center (NFATC) provides language training for OIG's Foreign Service officers. Under normal circumstances, a student taking Spanish will attend NFATC for 20 weeks to achieve a proficiency of S-3/R-3 from S-1/R-1, and for 24 weeks to achieve a proficiency of S-3/R-3 from S-0/R-0. A student taking French will attend NFATC for 24 weeks to achieve a proficiency of S-3/R-3 from S-1/R-1, and for 30 weeks to achieve a proficiency of S-3/R-3 from S-0/R-0. 36 weeks is the maximum amount of time a student can spend at NFATC.

Employees assigned to language designated posts can request language training for their spouses. The training request for the spouse can be for the self-study program

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(audiotapes and textbooks) or an abbreviated program at the NFATC. The request must be in writing through the AIG/A or AIG/I to the AIG/M for approval with the concurrence of the DIG. The request should include a justification for why the spouse needs the language skills.

3. POLICY

The OIG requires employee language proficiency of S-3/R-3 for assignment to a language-designated post. The OIG no longer requires language proficiency for tenure. The reason for this change is because OIG only has two language-designated posts, which currently are approved for a total of 23 U.S. Direct Hire (USDH) employees. This number totals less than 30 percent of all the positions available for Foreign Service rotation to overseas assignments and therefore makes it difficult to provide all new Foreign Service Employees with language training and an appropriate and timely assignment to use the language during the period available to be tenured. However, it is still desired and crucial for all Foreign Service Employees to be proficient in a second language. In fact, all Foreign Service Employees are expected to bid on, receive language training and be assigned to a language-designated post during one of their first three overseas tours.

4. PROCEDURES

a. Requests for language training should be directed to the AIG/M through the employee's immediate supervisor.

b. When an employee is enrolled by IG/M in language training, the employee will be transferred in the OIG personnel system from their previous division to the appropriate Deputy AIG for purposes of supervision and time and attendance. Students will communicate with the Deputy AIGs on matters related to time and attendance and keep them informed of progress or any difficulties.

It is the responsibility of the Deputy AIG to monitor the progress of the student while in training through direct contact with the employee and through progress reports provided by FSI.

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c. The AIG/M Office shall:

- (1) Manage the OIG language training program.
- (2) Serve as primary point of contact with FSI regarding students performance.
- (3) Arrange Modern Language Aptitude Testing (MLATs)
- (4) Arrange new entry proficiency exams.
- (5) Arrange for student's placement in the NFATC program.
- (6) Provide Deputy AIGs with FSI progress reports. (7) Approve request with concurrence of DIG for spousal language training.

d. NFATC provides the OIG with progress reports after 6 and 12 weeks of training. The report describes the student's proficiency and the probability of reaching the desired level. The rating levels are as follows:

- (1) The student should attain the training objective(A).
- (2) Good progress, but not yet certain(B).
- (3) Good progress but will fall short and will require X number of weeks of additional training at NFATC(C).
- (4) The student will fall short and it is unlikely that additional training at NFATC (36 weeks max) will be successful (D).
- (5) The student has already achieved the required proficiency (E).

e. After 18 weeks the OIG language students will receive an interim test. Based on the results of the test and feedback from the NFATC staff, a plan will be developed to support the student if it looks like the student will not reach the required proficiency. This support could be additional training at NFATC or supplemental one-on-one training with a commercial vendor.

f. If a student receives an interim rating of C or D after 12 weeks or is in one level below the required proficiency after the interim test, the AIG/M will work closely with the Deputy AIGs to develop remedial action plans to be presented to the NFATC. AIG/M will work with NFATC and the Deputy AIGs to decide on how best to support the student in achieving the required proficiency. The Deputy AIGs will be responsible for working with the students and assisting them in any

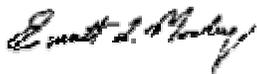
way possible if they are having difficulty. The maximum amount of time an OIG language student will be allowed to achieve the required proficiency is 36 weeks.

g. If the OIG language student has not achieved the required proficiency at the end of the training, they can request a waiver for assignment. The waiver should be addressed to the appropriate AIG for consideration and a determination and recommendation to the DIG on an appropriate course of action.

5. EFFECTIVE

This Directive is effective immediately and shall remain in effect until rescinded or superseded by the Inspector General.

Everett L. Mosley
Inspector General

A handwritten signature in black ink, appearing to read "Everett L. Mosley". The signature is written in a cursive style with a prominent initial "E".

Distribution: (3)