



PRETRIAL SERVICES AGENCY FOR THE DISTRICT OF COLUMBIA
OFFICE OF THE DIRECTOR

Susan W. Shaffer, Director
Effective Date: April 9, 2012

**POLICY
STATEMENT**

4140

AWARD FOR FOREIGN LANGUAGE CAPABILITIES

Purpose	This policy statement establishes the procedures of the Pretrial Services Agency for the District of Columbia (PSA or Agency) for granting awards to law enforcement officers (LEO) who demonstrate substantial use of one or more foreign languages in the performance of official duties.
Authority	Title 5 of the U.S. Code §4521-4523 and Title 5 Part 451 of the Code of Federal Regulations grants federal agencies the authority to pay a cash award up to 5% of basic pay to any LEO who possesses foreign language expertise and makes substantial use of it in performing official duties.
Supercedure	This policy statement supersedes that portion of Policy Statement 451.2(A) <i>Award for Foreign Language Capabilities</i> (a joint policy with the Court Services and Offender Supervision Agency) pertaining to PSA.
Eligibility and Nomination Criteria	<p>Employees that have designated law enforcement status pursuant to 5 U.S.C. §4521 who have a performance rating of "Commendable" or higher are eligible to receive a foreign language award.</p> <p>Factors to be addressed in nominating an employee for a foreign language award are:</p> <ul style="list-style-type: none">• How often foreign language skills are used on a regular and recurring basis in the performance of the employees assigned duties;• The value of the particular language in contributing to the Agency's achievement of mission objectives; and• The degree of language proficiency in reading, writing, and speaking a foreign language.

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Funding of Cash Awards

Cash awards are dependent on the overall budget of the Agency. Each year, the Office of Financial Management (OFM) in coordination with the Office of Human Capital Management (OHCM), will recommend to the Agency Director the amount needed to fund anticipated foreign language awards. Although 5 U.S.C. §4521 establishes a maximum amount that may be awarded, each agency determines the specific cash amount commensurate with budgetary guidelines.

Procedures

Once a year the eligible employee's supervisor submits a memorandum of nomination with supporting documentation for each eligible employee to the appropriate Program Director.

The Program Director reviews each nomination and forwards to OHCM indicating their concurrence or non-concurrence with the nomination.

OHCM provides advice and/or guidance to Program Directors as necessary regarding the nominations. OHCM processes the approved personnel action once finalized by the Director and OFM.

The PSA Director along with OFM establishes the specific cash amount for each award.
