



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

18 Aug 09

MEMORANDUM FOR ALL AFROTC REGION AND DETACHMENT COMMANDERS

FROM: HQ AFROTC/CC
551 East Maxwell Blvd
Maxwell AFB AL 36112-5917

SUBJECT: ARMS-AFROTC-09-122– Foreign Language Skill Proficiency Bonus (FL SPB)

1. **BACKGROUND:** In an effort to secure future proficiency in foreign languages of strategic interest to the DoD, Section 619 of the fiscal year 2009 National Defense Authorization Act (NDAA) authorized the Department of Defense (DoD) to pay a foreign language Skill Proficiency Bonus (SPB) to senior Reserve Officer Training Corps (ROTC) cadets. The program will be effective for classes beginning Fall 2009.

2. **ELIGIBILITY:** The SPB is authorized for contracted (to include AS700/800 cadets) cadets in good standing in the program. Cadets in special student status and non-contract cadets are not authorized to receive the SPB. The bonus will be IN ADDITION to AFROTC stipend. Cadets are entitled to the bonus under two circumstances:

a. When they successfully complete full-time, college-level, in-residence foreign language, labs, and cultural studies courses: Students who major in a foreign language are authorized to receive the SPB. The SPB will not be paid to cadets who take College Level Examination Program (CLEP), Distance Learning or on-line classes to receive college credit for language classes. The bonus will be authorized only for languages that appear in Attachment 1, 2009 Critical and Dominant Foreign Languages SPB List. Attachment 1 is the FL SPB Critical and Dominant Foreign Language lists provided by Air Staff. HQ AFROTC/RR has been given final approval authority for determining which programs qualify for SPB payment. If there is a question on the foreign language course a cadet wishes to take, please contact AFROTC/RRU.

b. When they successfully complete an approved study abroad or language/cultural immersion program in a language, or country that speaks a language that appears in Attachment 1: Examples of such programs include university-sponsored programs that award academic credit to the cadet upon completion and AFROTC-sponsored Professional Development Training (PDT) immersion programs, such as the Cadet Language Immersion Program (CLIP) and the Cadet Cultural Immersion Program (CCIP).

3. **SPB FOR FOREIGN LANGUAGE COURSES:**

a. **AMOUNT:** The bonus will be based on language, course level and credit hours earned in accordance with Attachment 2, Tables 1A and 1B. **MAXIMUM PAYMENT:** The maximum amount of SPB any cadet can receive in an academic year is \$3,000. The bonus is considered paid in the academic year it is earned, even if the money is transferred the following academic year. The academic year for accounting purposes for FL SBP will be based on the academic year starting 1 Aug to 31 Jul.

b. **PAYMENT SCHEDULE:** The SPB will be paid to the cadet retroactively, after detachment personnel confirm successful course completion, as reflected on a university transcript. Successful completion is defined as achieving a grade of "C" (2.0) or better in the course. The cadet will not receive pay if they withdraw from the class. If the cadet receives an "I" (Incomplete) for the class and the grade is not resolved by the end of the next academic term or the cadet receives a failing grade, the cadet will not receive the bonus. Monitor the "I" until there is resolution and a final grade has been awarded or until

the end of the following term. A grade of “I” will NOT receive additional bonus for time spent completing work to remediate the incomplete grade. If a language laboratory is required with a language course, the same grade standards will apply. If a course is graded “Pass/Fail,” the cadet must receive a “Pass.” Attached the signed letter of counsel (attachment 3 below) to an AFROTC Form 16 to document the counseling on these payment issues.

4. SPB FOR “STUDY ABROAD” OR LANGUAGE/CULTURAL IMMERSION PROGRAMS:

a. AMOUNT: Cadets will be paid \$1,000 per month for a HQ AFROTC-certified language/cultural immersion program. Pay will be based on the number of days of participation in the program at a rate of \$33.33 per day. Cadets can be paid \$3,000 per study abroad program during the normal academic year and \$2,000 for summer study abroad programs. Keep in mind the maximum amount a cadet can receive through the FL SPB program is \$3,000. Therefore, if a cadet uses all of their \$3,000 for study abroad, there will be no pay for classes taken. A study abroad program is defined as participation, as a full-time student, in a full semester or quarter academic program overseas that earns the cadet academic credit.

b. PAYMENT SCHEDULE: The pay will be retroactive, after detachment personnel confirm the cadet successfully completed the study abroad or language/cultural immersion program.

5. USING THE PAY SCHEDULE AT ATTACHMENT 2. Below are some examples of pay:

a. Fall Semester Cadet Smith takes Arabic 101 (Critical Language), which is a 3-hour class. Provided he passes with a “C” or better, he would receive \$450 for the class. Spring semester, he takes Arabic 201 (a 3-hour class). Again, provided he passes the class with a “C” or better, he would receive \$750. Cadet Smith has used \$1,200 of his allotted \$3,000 for the year. Cadet Smith completes a summer term abroad (1 Jun- 31 Jul) 61 days at \$33.33 per day. While he could have been eligible for up to \$2,033.13 for the term abroad, he can only receive \$1,800 for the summer term aboard, thereby, receiving the full \$3,000 allotment for the year.

b. The 1st Quarter, Cadet Jones takes German 101 (Dominant Language), which is a 5- hour class. Provided he passes with a “C” or better, he would receive \$175 for the class. The 2nd Quarter, Cadet Jones takes German 102 (Dominant Language); also a 5-hour class. Provided he passes with a “C” or better he would receive \$175 for that class. Cadet Jones has used \$350 of his allotted \$3,000 for the year. Cadet Jones completes a summer term aboard (1 Jun - 31 Jul). Under the rules of paragraph 4a above and because he has used only \$350 for 2 quarters of foreign language classes, he is eligible for up to \$2,650 for the summer term aboard.

6. Cadets can only receive the SPB for one course or program at a time. For example, if a cadet takes two qualifying foreign language courses during the same semester, he/she will only be paid for one course; the language offering the higher bonus value.

7. Cadets who receive the SPB are required to sign a written agreement, Attachment 3, which outlines the terms under which the SPB will be administered no later than 10 days after the course start date. If participating in a study abroad or language/cultural immersion program, the written agreement must be signed prior to starting the abroad program. Cadets under the legal age of consent must have the written agreement signed by their legal guardian. If the form is not signed in the presence of detachment personnel, it must be notarized.

8. Cadets are required to list the foreign language courses they plan to take on their AFROTC Form 48, *Planned Academic Program*. Cadets who plan to participate in a study abroad or non-AFROTC PDT language/cultural immersion program must receive prior approval from their Detachment Commander IAWAFROTCI 36-2019, paragraphs 4.13 - 4.13.10. (Some cadets may require HQ AFROTC approval

via an AFROTC Form 22, Cadet Personnel Action Request, package). Required AFROTC summer programs such as Field Training take precedence over immersion programs. Cadets participating in the FL SPB will not be allowed to change their DOC/DOG to another FY due to taking these courses.

9. Holm Center/SDCM will place a user's guide in WINGS for detachment personnel to complete required data for the FL SPB program. It is very important to follow the guidelines provided when processing a cadet for payment under this program. Holm Center/SDF and AFROTC will be required to track cadets enrolled in this program for an annual report submitted to Air Staff.

10. Questions about the FL SPB program should be directed to Major Scott Gilson, HQ AFROTC/RRU, at scott.gilson@maxwell.af.mil or 334-953-3408 or Mr. Jack Sanders at jack.sanders@maxwell.af.mil or (334) 953-2654.

//signed/jmm/18 Aug 09//
JOHN M. McCAIN, Colonel, USAF
Commander, Air Force ROTC

Attachments:

1. 2009 Critical and Dominant FL SPB List
2. Tables 1A, 1B and 2
3. Letter of Understanding

Attachment 1
2009 FL SPB Critical Language List

Afrikaans	Greek	Macedonian	Tadjik (Tajik)
Albanian	Gujarati	Mandingo-Bambara	Tamil
Amharic	Haitian-Creole	Marathi	Tausug (Moro)
Arabic (1)	Hausa	Malayalam	Telegu
Armenian	Hebrew	Malay	Thai
Assyrian	Hiligaynon	Mongolian	Tigrinya
Azerbaijani (Azeri)	Hindi	Nepalese	Turkish
Baluchi	Hungarian	Norwegian	Turkmen
Belorussian	Icelandic	Pashto(Pushtu) (Afghan)	Uighur
Bengali	Igbo	Persian (Afghan) - Dari	Ukrainian
Berber	Ilocano	Persian (Iranian) - Farsi	Urdu
Bulgarian	Indonesian	Polish	Uzbek
Burmese	Japanese	Punjabi	Vietnamese
Cambodian	Javanese	Quechua	Wolof
Cebuano	Kanarese	Romanian	Yoruba
Chavacano	Kashmiri	Serbo-Croatian	Zulu
Chechen	Kazakh	Sindhi	
Chinese (2)	Kikongo	Singhalese	
Czech	Kirghiz (Kyrgyz)	Slovak	
Danish	Kurdish (Kurdi)	Slovenian	
Dutch	Kurdish (Kurmanje)	Somali	
Estonian	Lao	Swahili	
Finnish	Latvian	Swedish	
Flemish	Lithuanian		
Georgian	Luganda		

(1) Only: Modern Standard Arabic (MSA), Algerian, Egyptian, Gulf, Iraqi, and Levantine Dialects

(2) Only: Mandarin, Cantonese, Gan, and Wu

Attachment 1 (Continued)
2009 FL SPB Dominant Language List

French	German	Italian	Korean
Portuguese (Cont)	Portuguese (Braz)	Russian	Spanish
Tagalog			

Attachment 2

Table 1A: Semester Credit Hour Pay Table

	100 Level Course or Equivalent	200 Level Course or Equivalent	300 Level Course or Equivalent	400 Level Course or Equivalent
Critical Language	\$150	\$250	\$400	\$500
Dominant Language	\$50	\$100	\$200	\$300

Table 1B: Quarter Credit Hour Pay Table

	100 Level Course or Equivalent	200 Level Course or Equivalent	300 Level Course or Equivalent	400 Level Course or Equivalent
Critical Language	\$100	\$170	\$270	\$335
Dominant Language	\$35	\$65	\$135	\$200

Table 2: Languages Authorized a SPB

Critical Language	See Attachment 1
Dominant Language	See Attachment 1

Attachment 3

LETTER OF UNDERSTANDING FOR FOREIGN LANGUAGE SKILL PROFICIENCY BONUS (FL SPB) FOR SENIOR RESERVE OFFICER TRAINING CORPS (SROTC)

By direction of the Secretary of the Air Force, I understand I must remain an enrolled student while participating in an SROTC SPB critical skill course of study listed in the Critical or Dominant Foreign Language category attached. I understand I am also required to participate in AS Classes and LLAB. I understand I will receive compensation for taking the SROTC SPB at the semester or quarter hour rate as listed in the attached. **I understand I must achieve a C (2.0) or higher in the class to receive the compensation and IF a laboratory is required receive the same grade standards or if a “pass/fail” grade is awarded receive a “pass”. If I do not achieve a 2.0 or higher or “pass” grade, I understand I will not receive compensation for the class.** I understand that if I receive an "I" for the class and the grade is not resolved by the end of the next academic term or I receive a failing grade I will not receive the bonus. I understand I will be paid retroactively, after detachment personnel confirm successful course completion as reflected on an official university transcript. I understand the maximum amount of compensation I will receive for courses taken and passed and if applicable study abroad, or language/cultural immersion is \$3,000.00 a year. I understand I will be subject to repayment provisions of Section 373 of Title 37, United States Code, Repayment of Unearned Portions of Bonuses, Special Pay and Educational Benefits or Stipends.

Table 1A: Semester Credit Hour Pay Table

	100 Level Course or Equivalent	200 Level Course or Equivalent	300 Level Course or Equivalent	400 Level Course or Equivalent
Critical Language	\$150	\$250	\$400	\$500
Dominant Language	\$50	\$100	\$200	\$300

Table 1B: Quarter Credit Hour Pay Table

	100 Level Course or Equivalent	200 Level Course or Equivalent	300 Level Course or Equivalent	400 Level Course or Equivalent
Critical Language	\$100	\$170	\$270	\$335
Dominant Language	\$35	\$65	\$135	\$200

Table 2: Languages Authorized a SPB

Critical Language	Languages list on AF Foreign Language Critical List
Dominant Language	French, German, Italian, Korean, Portuguese (Continental and Brazilian, Russian, Spanish, Tagalog)

This statement of understanding covers the academic year _____ and a new statement of understanding will be completed prior to the start of any future academic years, for which I plan to apply for SPB. I plan to take the following foreign language:_____.

Cadet Signature and Date

Parent/Guardian Signature and Date

(Only for applicants under legal age of consent. Must be notarized if not signed in presence of det personnel)

Printed Name and Signature Witness (or Notary) and Date