

## Cultural and Language Incentive Program – Bonus (CLIP-B) Program Information and Instructions

1. **Purpose.** The purpose of the Culture and Language Incentive Program – Bonus (CLIP-B) program is to promote the study of languages and cultural studies that are of importance to the Army.

2. **Cadet Eligibility.** Only contracted Cadets in good standing may request CLIP-B payment. Any classes taken prior to contracting are not eligible for payment. Classes taken during the same term the Cadet contracted are eligible.

3. **Eligible Languages.** Languages identified in the Department of Defense Strategic Language List and the U.S. Army ALARACT 236/2013 provide the foundation of what languages will be authorized for CLIP-B payment. Commonly taught and known languages such as Spanish, German, and French are dominant in the force and will not earn any CLIP-B payment. CLIP-B authorized languages are broken down into four levels to define payment values.

a. Level-I.

(1) Languages. Portuguese (Brazilian and European)

(2) CLIP-B payment value. \$100 per semester credit hour or \$67 per quarter hour.

b. Level-II.

(1) Languages. Indonesian; Javanese; Malay (Malaysian); Swahil

(2) CLIP-B payment value. \$150 per semester credit hour or \$100 per quarter hour.

c. Level-III.

(1) Languages. Amharic; Azerbaijani; Baluchi; Bengali; Burmese; Cebuano; Georgian; Hausa; Hebrew (Modern only); Hindi; Igbo; Kurdish; Kurmanji; Maguindinao; Maranao; Pashto or Pashtun; Pashto-Afghan; Pashto-Peshwari; Persian-Dari; Persian-Farsi; Punjabi; Russian; Serbo-Croatian; Somali; Sorani; Tagalog; Tajik; Tausug; Thai; Turkish; Turkmen; Ukrainian; Urdu; Uzbek; Vietnamese; Yakan; Yoruba

(2) CLIP-B payment value. \$200 per semester credit hour or \$134 per quarter hour.

d. Level-IV.

(1) Languages. Arabic; Chinese-Mandarin; Japanese; Korean

(2) CLIP-B payment value. \$250 per semester credit hour or \$167 per quarter hour.

e. A Cadet may earn CLIP-B payments in an amount totaling **no more than \$3,000 for a single academic year** (defined DOD and US Army as starting at the beginning of the Fall academic session and ending on the last day prior to the start of the next Fall academic session).

#### 4. **Course types.**

a. **Language Courses.** Courses designed to teach the student how to speak, read, write, or interpret that foreign language. Successful completion of the course to be eligible for CLIP-B payment requires the student to achieve at least a B or better.

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b. Culture Courses. Some culture courses, which are offered as part of the language course requirements for Minor or Major language programs, may be eligible whenever the foreign language itself has been approved for CLIP-B. Each culture course requested must:

- (1) Successfully complete the course and earn at least a B or better;
- (2) Be taken in conjunction with or subsequent to an associated CLIP-B eligible language course;
- (3) Relate to a country or region of the world where the associated CLIP-B eligible language is dominant;
- (4) Include learning of “distinctive features of a society or group, including values, beliefs, and norms, that ties together members of that society or group and that drives action and behavior.”
- (5) Involve learning of the modern day culture in the associated country or region.
- (6) Not be narrowly focused on any one aspect of a culture, e.g., Hindu Art, Russian Dance, etc.

c. Language Testing. Only Defense Language Proficiency Test (DLPT) and Oral Proficiency Interview (OPI) assessments approved by USACC RMID qualify for the CLIP-B program. Annual CLIP-B payment of any approved DLPT/OPI will be based upon the assessed difficulty of the language and the level of proficiency verified by the test.

- (1) Only one approved proficiency test per language during any one CLIP-B academic year may be approved for CLIP-B payment during that academic year. However, Cadets may test in multiple languages. Note that even if multiple languages are tested, the total amount available is still subject to the \$3,000.00 (before taxes, etc.) annual limit on CLIP-B payments.
- (2) Only Cadets who have finished their MSL III year may be tested and therefore be eligible for CLIP-B payment for language testing.
- (3) This table provides the pre-tax payment amount for language testing:

Proficiency	Level I	Level II	Level III	Level IV
1+	\$600	\$900	\$1,200	\$1,500
2	\$800	\$1,200	\$1,600	\$2,000
2+	\$1,000	\$1,500	\$2,000	\$2,500
≥3	\$1,200	\$1,800	\$2,400	\$3,000

(4) Proficiency levels below 1+ are not eligible for CLIP-B payment. Ex: rating of 3/3/1 would not be paid. A rating of 3/3/1+ would be paid at the 1+ proficiency; for Arabic that would equate to a \$1,500 pre-tax payment.

d. Grades of “B-“ or below or any “Pass” or “Cred” grades do not meet the minimum grade level required for CLIP-B payment. Transcripts that reflect “Incomplete”, “Fail”, “No Cred”, “WP”, “WF”, audit, or no academic credit awarded are not eligible for CLIP-B payment. If courses are offered as “Pass-Fail” or “Cred/No Cred” as the only grading option, the course is not eligible for

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CLIP-B payment. The only exception is when the course is a language laboratory course (listed in the catalog as a required adjunct to a regular course).

e. Commercially available courses (self-contained or distance learning) are not payable for CLIP-B. However, language capabilities and fluency gained from completing such courses is testable through approved CLIP-B eligible language proficiency tests (DLPT/OPI).

f. CULP Cadet Overseas Training Missions. These courses are no longer eligible for CLIP-B payment. Any courses taken when COTMs were eligible and not paid are also not eligible.

### **5. Documentation Requirements.**

a. DA Form 2142. (See attachment 1 for completed example)

(1) Cadet Pay Inquiries can be completed using the CCIMM system generated Pay Inquiry found at the "Pay Inquiry" tab under "Student/Cadet Information" from the "Main" menu. The inquiry will prefill with all administrative information once the Cadet ID is populated and can be Saved/Printed. The printed inquiry will look like a DA-2142, ready for the PMS's signature. This form uses the Cadet ID instead of the social security number.

(2) The DA Form 2142 must be signed by the PMS. This form acts as the authorization document to substantiate the payment. All CLIP-B requests with unsigned DA Form 2142 will be returned without action.

b. CC Form 597-7 (See attachment 2 for completed example and attachment 3 for blank example)

c. Transcript or Testing Result. Ensure the Cadet's name is on the transcript.

d. Cadet Statement of Understanding (See attachment 4 for blank example). This file is not required for payment; retain at host level.

**6. Roles and Responsibilities.** Beginning 01 October 2014, USACC RMID will serve as the staff proponent for the CLIP-B program throughout FY15 and beyond.

a. RMID. Responsible for implementing, monitoring, and screening courses and activities for CLIP-B eligibility, and collecting the data for required reports, and for other CLIP-B data requests from echelons above.

b. PMS

(1) The PMS is responsible for implementing and monitoring the CLIP-B program within their program, including non-host schools.

(2) PMS will ensure Cadets meet eligibility requirements for CLIP-B, and are contracted under an SROTC contract prior to submission for any CLIP-B payment.

(3) PMS will certify and approve payment only for Cadets who have successfully completed approved CLIP-B courses or DLPT/OPI activities.

c. G8. Cadet Pay Division will remain the sole authority for payment of USACC RMID approved courses and foreign language proficiency tests.

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**7. CLIP-B Course Payment Process.** CLIP-B Course Payment Procedure. The CLIP-B course payment procedure will remain primarily a USACC G8 Cadet Pay function. Current payment procedure remains via emailed requests. Only one payment request (either a single course or a single proficiency test) can be included in any one email.

a. Cadets must request payment for completed CLIP-B courses through their host program, and the PMS must approve that payment using a DA Form 2142 (Pay Inquiry).

b. HRA's shall prepare a copy of the CC Form 597-7, a copy of the grade report with the course being requested circled or marked, and a copy of the DA Form 2142 with that same course, Cadet, term, school, credit hours, and amount to be paid indicated.

c. The HRA or PMS will then place copies of the three documents into a single enclosure and send via email to the USACC RMID Incentives Division Cadet Actions email address.

d. Do not send copies or courtesy copy the G8 with any CLIP-B documents. RMID is responsible for providing a copy to G8.

e. The Cadet Portal will no longer be used for CLIP-B processes.

**8. Exceptions.**

a. Some SMP Cadets, who are required to complete Spanish language courses as part of their college program required by the National Guard, will be eligible to receive CLIP-B payments for successful completion of those Spanish courses. Not all SMP Cadets will qualify for this exception, since the exception is state dependent.

b. Only those SMP Cadets who are also members of the National Guard in the following states may participate in this exception to the CLIP-B program: Arkansas, Connecticut, Florida, Kentucky, Louisiana, Massachusetts, Mississippi, Missouri, New Hampshire, New Mexico, Texas, West Virginia, Wisconsin, and the Commonwealth of Puerto Rico are eligible.

c. In such cases the SMP Cadet must provide documentation that the Spanish courses are requirements of the National Guard program in which the Cadet is also participating. Specific documentation may vary, dependent upon the state involved.

(1) Documentation that the Cadet is required to take the Spanish course must be included.

(2) Documentation that the Cadet is an SMP Cadet of the National Guard must be included.

**9. Points of Contact and Distribution Addresses.**

a. Distribution Address

(1) RMID Cadet Actions [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil)

b. Points of Contact

(1) USACC RMID CLIP-B point of contact: Timothy Borgerding, (502) 624-2309, [timothy.b.borgerding.civ@mail.mil](mailto:timothy.b.borgerding.civ@mail.mil).

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(2) USACC RMID CLIP-B Ms. Theo Myers (502) 624-7464,  
[theodora.m.myers.civ@mail.mil](mailto:theodora.m.myers.civ@mail.mil).

(3) USACC G8 CLIP-B Payments, Mr. Kevin Brennan, Senior Financial Systems Analyst-  
(502) 624-5694, [kevin.p.brennan.civ@mail.mil](mailto:kevin.p.brennan.civ@mail.mil).

(4) Chief Cadet Pay Operations, Mr. Mike Tinker, (502) 624-61291,  
[michael.a.tinker2.civ@mail.mil](mailto:michael.a.tinker2.civ@mail.mil).