

6 FAM 1520 OBTAINING LANGUAGE SERVICES

(CT:GS-136; 08-13-2004)
(Office of Origin: A/OPR/LS)

6 FAM 1521 OBTAINING INTERPRETING SERVICES

(CT:GS-136; 08-13-2004)
(State Only)

Requests for interpreting services are submitted to the Interpreting Division of the Office of Language Services (A/OPR/LS/I). It is important to make requests, *to include* all pertinent details, as soon as possible *prior to expected delivery date*. For larger meetings or conferences, a lead time of one month or more may be necessary to obtain *quality* service. Requests to the Interpreting Division may be submitted in writing or by telephone.

6 FAM 1522 OBTAINING WRITTEN TRANSLATIONS

(CT:GS-136; 08-13-2004)
(State Only)

a. Requests for translating services are submitted to the Translating Division of the Office of Language Services (A/OPR/LS/T). Form DS-434, Request for *Document* Translation (see 6 FAM 1522 Exhibit 1522), signed by the authorizing officer, must accompany the documents to be translated or compared. Agreements under negotiation, urgent diplomatic notes, and similar documents are normally accorded priority by the Chief of the Translating Division.

b. Due to limited personnel resources and because translation is a very time-consuming activity, bureaus *should* submit translating requests **promptly and with sufficient lead times** to enable A/OPR/LS to complete the work on schedule.

6 FAM 1523 REIMBURSEMENT FOR THE USE OF PRIVATE CONTRACTORS

6 FAM 1523.1 FOR INTERPRETING SERVICES

(CT:GS-136; 08-13-2004)
(State Only)

a. Only a small percentage of requests for interpreting support can be handled by staff interpreters. For most requests, private contractors from the *Office of Language Services (A/OPR/LS)* roster of *approximately 2,000* freelance interpreters will be assigned.

b. Each bureau is held to estimate its need for language support as part of *its* financial planning for each fiscal year. *Funds should be obligated* in a *requisition (RQ)* document to assure reimbursement to the Office of Language Services. The procedure for this obligation is explained in 6 FAM 1520 Exhibit 1523.1.

c. Bureaus that are first-time users of language support from A/OPR/LS and *that* have not yet established an RQ, *should* obtain a cost estimate from the Interpreting Division (*A/OPR/LS/I*) and submit a written request, accompanied by a Form OF-263, Requisition for Equipment, Supplies, Furniture, Furnishings, or Services, to A/OPR/LS/I, SA-1, 14th Floor, Room H1400.

6 FAM 1523.2 For Written Translations

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(State Only)

Translations into languages for which no staff translators are available to meet the *request* deadline will be contracted out to qualified translators by the Office of Language Services (*A/OPR/LS*). Bureaus can obtain estimates of the cost involved from the Translating Division (*A/OPR/LS/T*). The procedures explained in 6 FAM 1523.1 and in 6 FAM 1523 Exhibit 1523.1 also apply to reimbursements for written translations. *Only A/OPR/LS has delegated authority to contract for interpreters and translators domestically. All requests should be forwarded to A/OPR/LS in accordance with 6 FAM 1500.*

6 FAM 1524 THROUGH 1529 UNASSIGNED

6 FAM 1522 Exhibit 1522 FORM DS-434 REQUEST FOR DOCUMENT TRANSLATION

(CT:GS-136; 08-13-2004)
(State Only)

U.S. Department of State REQUEST FOR DOCUMENT TRANSLATION <i>(Submit in DUPLICATE to Translating Division - A/OPR/LS, Room 2204, Main State)</i>		CLASSIFICATION OR ADMINISTRATIVE CONTROL DESIGNATION		LANGUAGE OF ORIGINAL DOCUMENT <hr/> TO BE TRANSLATED INTO		LS Number(s)	
PRIORITY <input checked="" type="checkbox"/> ROUTINE <input checked="" type="checkbox"/> URGENT		BY (Date or Hour)		TYPE OF TRANSLATION DESIRED <input checked="" type="checkbox"/> BRIEF SUMMARY <input checked="" type="checkbox"/> FULL SUMMARY <input checked="" type="checkbox"/> TRANSLATION (INFORMATION ONLY) <input checked="" type="checkbox"/> FULL OFFICIAL TRANSLATION <input checked="" type="checkbox"/> OTHER _____			
NAME OF PERSON FAMILIAR WITH JOB		OFFICE SYMBOL	TEL. EXT.	ROOM NO.	BUILDING		
SIGNATURE OF AUTHORIZING OFFICER			DATE	<input checked="" type="checkbox"/> CALL WHEN READY <input checked="" type="checkbox"/> RETURN BY REGULAR MESSENGER OR MAIL		<input checked="" type="checkbox"/> FULL OFFICIAL TRANSLATION <input checked="" type="checkbox"/> OTHER _____	
DESCRIPTION OR TITLE OF MATERIAL			COPIES DESIRED <input checked="" type="checkbox"/> WHITE BOND <input checked="" type="checkbox"/> ROUGH DRAFT (SINGLE COPY) <input checked="" type="checkbox"/> OTHER _____		SPECIAL INSTRUCTIONS		
FOR USE OF LS ONLY							
	TRANSLATOR	REVIEWER	TYPIST	PROOFREADERS	PAGES	TOTAL HOURS	
INITIALS							
DATE COMPLETED					WORDS	COST	
TIME REQUIRED							
RECEIVED BY LS (Date/Time)		CONTRACT COST			RETURNED TO SOURCE		
		TOTAL COST					

FORM 4-93 DS-434

6 FAM 1523 Exhibit 1523.1 EXCERPT FROM DOMESTIC FINANCIAL OPERATING INSTRUCTIONS

(Excepted, *in part*, from the FY 92 document, page 37)

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Section 8

Procedures for Language Services Obligations

- Bureaus will establish a *requisition* (RQ) document for the amount of the estimated services for the entire year. The FY XX RQ document number will be your four-digit allotment number suffixed by 288351 (e.g., RQ 1085288351)
- When bureaus need language services, they will submit a cover memo with a copy of the RQ attached. This documentation must be submitted to A/OPR/LS, *Administrative Officer, SA-1, 14th Floor, Room H1400*.
- A/OPR/LS will create the *language obligation* (LO) document and reference the bureau's RQ (partial only) each time a request for language services is made.
- When the bureau determines that it no longer needs language services during the fiscal year, it should coordinate with A/OPR/LS before closing out the requisition.