

CFC Memo 1-6
연합사 각서 1-6

HEADQUARTERS
ROK/US COMBINED FORCES COMMAND
한 미 연합군사령부 본부
UNIT #15255
부대 번호 15255
APO AP 96205-0028
군우 96205-0028

CFC MEMORANDUM
March 1999
연합사 각서
No. 1-6
번호 1-6

1999 년 3 월 1 일

Administration
행정
TRANSLATION SERVICE
번역 지원 업무

**HEADQUARTERS
ROK-US COMBINED FORCES COMMAND
UNIT #15255
APO AP 96205-0028**

**CFC Memorandum
No. 1-6**

1 March 1999

**Administration
TRANSLATION SERVICE**

1. PURPOSE. This memorandum provides procedures and instructions for translation service provided by the Translation Branch, Office of the Adjutant General (AG), HQ ROK-US Combined Forces Command (CFC).

2. SCOPE. This memorandum is applicable to all CFC staff elements.

3. RESPONSIBILITIES.

a. Translation Branch, Office of the AG, CFC (CFCA-AG-T)—

(1) Provides limited translation service (English to Korean, Korean to English) that is beyond a CFC staff element's translating capabilities. (The Translation Branch does not provide translation of TOP SECRET materials.) The Translation Branch also provides translation service at the primary and alternate command posts during exercise or contingency operations.

(2) Requests for translation will be submitted to ACoS, C1, ATTN: CFCA-AG-T, APO AP 96205-0028.

(3) Priorities will be established.

(4) Projected completion date will be provided to the customer.

(5) The Translation Branch does not have the personnel assets to provide interpreter/briefing support.

b. CFC Staff Element will—

(1) Translate documents within their own capability.

(2) Appoint a POC and include the individual's rank, name, title, and duty phone number, in writing, to the ACoS, C1, ATTN: CFCA-AG-T, APO AP 96205-0028, located in building 2372, Yongsan Main Post, at the time of the translation request.

(3) Pickup completed documents within 5 working days after telephonic notification of translation completion.

c. POC will—

(1) Ensure that staff action officers provide the final review and editing of the document prior to submitting it for translation.

(2) Ensure that a written justification for translation, signed by the POC, accompanies the translation request.

(3) Be responsible for the coordination between their office and the Translation Branch if conflicts arise in fulfilling a short suspense date.

(4) Ensure all classified documents other than Top Secret are properly controlled and handled in strict accordance with UNC/CFC Regulation 380-1. (ROK document translation requests must be accompanied by the results of the C2 Security Classification IAW UNC/CFC Security Supplement (ROK), 1995.12.07, Article 43, Section 9.)

4. TRANSLATION REQUEST PROCEDURES.

a. To expedite translation service and to ensure an accurate translation, follow the guidelines in Appendix A.

- b. Documents requiring translation (both classified and unclassified) will—
 - (1) Be delivered in person to the Translation Branch, Bldg. 2372, Yongsan Main Post, for review with a Request for Translation Service memorandum (Appendix B) endorsed by the Division and/or Branch Chief (O-6 and above).
 - (2) Include a written justification for translation signed by the POC.
 - (a) Why the document must be bilingual.
 - (b) Statement regarding the translation capabilities of the requesting agency.
- c. Classified documents containing critical information/operations must be signed by the Chief (Assistant Chief, HQ Commandant) of originating staff element prior to submission.

* Examples:

- Integrating Assessment of Human Intelligence Collection (C-2, S)
- ROK Vulnerability Assessment (C-3, S)
- US Naval Operation Plan (C-5, S)
- Analysis of Obstacle Strength Against Enemy's Attack Route (Engr., C).

- d. If requesting translation of manuals or other documents with thirty pages or more, they must be included in the concerned CFC staff element's mission plan. Manuals and other documents not included in the plan must be submitted to the Translation Branch with the CofS or DCofS endorsement.
- e. Telephonic and/or verbal requests will not be accepted.
- f. Upon completion of translation, the POC is required to sign the Translation Branch Document Log and pick up the material in person. Classified documents must be picked up immediately upon notification. All other documents should be picked up within five working days (or will be placed in the distribution system).
- g. All documents completed by the Translation Branch are final products. Further editing or changes after the document has been picked up by the POC require resubmission.

5. TRANSLATION PRIORITY CATEGORIES (Urgent, Routine, Deferred, Other, Not Acceptable).

- a. Urgent: Operations plans, exercise and/or related documents. General officer correspondence having urgent or short suspense requirements. Memorandums of Understanding/Memorandums of Agreement.
- b. Routine: Official correspondence and documents of a routine nature will be translated in the order in which they were received.
- c. Deferred: All other documents accepted for translation will be translated as time permits.
- d. Other: All official command publications (manuals, regulations, pamphlets, etc.)
 - (1) Must be approved by the Chief of Staff, C1, CFC.
 - (2) Must be a final document.
 - (3) Translated as time permits.
- e. Not Acceptable: Translation of Top Secret and personal documents and/or study-related materials is prohibited.

6. TRANSLATION TIME REQUIREMENTS.


- a. The staff element requesting translation should be aware of the following guidelines when requesting completion dates. Consideration must be given to the total process a document proceeds through (Appendix C) for translation and the degree of technical difficulty.
- b. Translators (including enlisted) daily completion rate (50 lines per page):

- (1) Professional translator: high-degree of difficulty (A4, 2 pages), low-degree of difficulty (A4, 4 pages).
- (2) Translation Branch enlisted personnel: high-degree of difficulty (A4, 1-2 pages), low-degree of difficulty (A4, 3-4 pages).

The proponent of this memorandum is the ACofS, C1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), or ROKA Form 1-6-2 (Disposition Form) to HQ ROK-US, CFC, ATTN: CFCA-AG-T, APO AP 96205-0028.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:



DANIEL J. PETROSKY
Lientenant General, USA
Chief of Staff



Hwang, IL Myun
COL, ROKA
Adjutant General, ROK-US CFC

4 Appendixes

- A. Translation Service Guidelines
- B. Translation Request Memorandum (SAMPLE)
- C. Translation Service Flowchart
- D. Translation Results Report

DISTRIBUTION:

CFCA - 5	CFCE - 15	CFJA - 2	CFEN - 5	CFCA-AG - 5
CFCB - 11	CFCF - 11	CFPA - 2	CFHC - 2	FKJ6-R-PM-3
CFCD - 15	CFCH - 8	CFOA - 5	CFCJ - 6	ACC/PJ - 2

APPENDIX A

TRANSLATION SERVICE GUIDELINES

1. BASIC RULES

- a. Use short simple sentences-
 - (1) To enable a more accurate translation.
 - (2) To speed the translation process.
- b. Abbreviations, acronyms organizations/titles:
 - (1) Must be spelled out completely the first time used within the text. Abbreviations, acronyms, etc., will follow in parentheses.
 - (2) Attach a separate list of all abbreviations, acronyms, etc., and their meanings.
 - (3) Hangul documents will be coordinated through ROK counterparts for compliance with the above.
- c. If possible, provide a copy of the document on disk in addition to hard-copy.

2. PHRASING AND LANGUAGE USAGE

- a. Use same phraseology style throughout document.
 - (1) Different phraseology may or may not be translated with the same meaning.
 - (2) Repetition allows a faster and more accurate translation.
- b. Do not use abstract ideas.
 - (1) Translation may not be consistent with original intent.
 - (2) Requires that both parties have an understanding of these ideas/be of the same background.
- c. Do not use slang.
- d. Do not use technical language that only a subject matter expert would understand.

3. CONSIDERATIONS

- a. Completion date.
 - (1) Request completion date IAW Paragraph 6. Translation Time Requirements
 - (2) Length of document
 - (3) Technical language.
 - (4) Current Translation Branch mission load.
- b. Format.
 - (1) One inch left/right margin and top/bottom margin.
 - (2) Ten or 12 characters per inch.
 - (3) Single or double line spacing.
 - (4) Single, no more than 50 lines per page.
 - (5) Double, no more than 25 lines per page.
 - (6) No between the line typing of translation except for graphs, line and block charts, other charts, slides, or general officer correspondence (Not to exceed two pages.)
- c. All documents **except as stated above** will be translated and formatted on a **page-by-page** basis (for example, one page of Hangul for one page of English and vice versa).

FROM
발 신: _____

DATE
일 자: _____

MEMORANDUM FOR CFCA-AG, Translation Branch
수 신: 인사참모부 부관처 번역과장

SUBJECT: Request for Translation Service
제 목: 번역 지원 요청

1. Provide the following information for translation service request:
아래와 같이 번역지원을 요청함:

Title of document: _____ Number of pages
제 목: _____ 페이지 수: _____

Purpose of document
용도 (사용목적): _____

Requested completion date: _____ Special requirement: (English-Hangul (영-한)/Hangul-English (한-영))
완료 요망일: _____ 요청부서요구사항: _____

2. Rank, name and telephone number of requester
신청인 계급, 성명 및 전화번호 _____

3. If required, the government to government release authority is enclosed.
필요 시 정부 대 정부의 번역인가 증명서 첨부.

4. Comply with following for classified document translation request
비밀문서 번역 요청시 아래사항 준수:
- a. A cover sheet must be attached (ROK document must have the results of the C-2 Security Classification
비밀등급 표시 부착 (한측 문서는 정참 부 보안성 검토결과 서를 첨부해야 함.)
results attached)
 - b. Each paragraph and subparagraph must be marked with the appropriate classification.
각 항 및 세부항 해당 비밀등급 표시.
 - c. Classification authority and declassification instructions must be included.
비밀등급 분류부서(담당자) 및 평문화 지시 명시.

5. Purpose of request
신청 사유
- a. Reason for translation:
필요 사유
 - b. In hours translation capability:
자체 번역 능력

Printed name and signature of Division Chief (Col & above)
요청부서 처장/대령급 과장의 성명 및 서명

TRANSLATION SERVICE FLOWCHART

1. Receive initial request

2. Determine capability and availability

3. Approval authority

* Official Request Document * Request Memo	▶	* OIC, Translation Branch * NCOIC	▶	* Chief, AG * ACofS, C-1
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4. Work distribution

5. Translation

6. Editing and discussion

* One project per translator	▶	* Translator including ROK enlisted	▶	* Appoint editor and/or reviewer
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7. Final review

8. Translation results discussion

9. Notification and/or distribution

* OIC, Translation Branch * NCOIC	▶	* All translators, OIC of Translation and Chief, AG	▶	* Telephonic notification / pick-up in person
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번역결과 보고서

1. 제목:

2. 비밀구분:

3. 요청부서:

4. 요청부서 요구사항: (영 - 한/ 한-영)

5. 번역 기간:

6. 난이도 (상,중,하):

7. 특이사항 (번역전 사전 준비사항, 특수용어/문장, 애로사항):

8. 담당 번역관 (병):

*감수자:
