USCG AUXILIARY INTERPRETER PROGRAM GUIDELINES

1. Introduction

The U.S. Coast Guard Auxiliary interpreter corps program is a component of the Auxiliary's International Affairs and Interpreter Support Directorate. The Auxiliary Interpreter Corps was established in 1997 to provide interpreter support to Coast Guard operational, administrative and public affairs missions. Members of the Coast Guard Auxiliary, whether or not they are also Coast Guard active duty, reserve, or civilian employees, may join the Auxiliary interpreter corps based on their linguistic skills.

2. Interpreter Competency Levels

  a. Level "A" is applied to a person who fluently reads, writes, speaks and understands a foreign language in addition to English.

  b. Level "B" is applied to a person who speaks and understands a foreign language in addition to English, but does not necessarily read or write fluently in any language.

3. Application

Members may submit an Interpreter Application Form (available on the Auxiliary interpreter corps web site, see section 7) directly on line or via regular mail service to the Auxiliary Division Chief for Interpreter Qualifications (N-II-I). Applications will be reviewed for completeness; linguistic competency level(s); verification of EMPLID number; verification of PSI completion (Operational Support, OS, or Direct Operational, DO, level); verification of security clearance; applicable ICS course completion requirements, and other useful qualifications. Auxiliary interpreters are required to have a Favorable OS PSI on file. They are not required to have a Favorable DO level PSI nor a security clearance in order to be accepted into the program. However, having such may be advantageous depending upon the nature of a request for interpreter service by a Coast Guard order issuing authority. As with Auxiliary support to many other programs, the responsibility for processing an Auxiliary interpreter for a DO PSI and/or a security clearance rests with the order issuing authority that desires the support.

Only Applications with Level "A" competency will be accepted.

Applications with Level "B" will not be accepted, unless there is a Level "A" as primary competency.

4. Assessment

Only Level "A" applicants are subject to extensive verbal and written linguistic assessment requirements. Applicants' contact information will be sent by N-II-I to one or more designated Language Qualification Examiners (LQE) for assessment of each Level "A" language stated in the application form. Considering the potential deployment capabilities, it might be necessary to assign two or more LQE's to assess each Level "A" language stated in the application form. In the event that one LQE determines Level "A" and the other LQE determines Level "B", a third

LQE shall be engaged to assist in making a majority determination. Any and all linguistic professional credentials, including academic proficiency tests or proficiency tests from the DOD Foreign Language Institute will be considered. The LQE(s) and N-II-I shall discuss and make the final determination on an applicant's linguistic competency. The following factors shall be considered in making such determination:

a. Native speakers with knowledge of their country's culture and traditions may have a favorable consideration, provided that their English competency level meets assessment requirements.
b. Knowledge of Coast Guard operations procedures and practices.
c. Knowledge of Coast Guard radio communication skills and/or Coast Guard communications watchstander qualification.
d. Knowledge of nautical terms in English and foreign language.

If a Level "A" applicant is determined to be Level "B", then the applicant shall be given an opportunity to improve and be re-assessed by an LQE after a six month waiting period. Interpreter assessment records shall be maintained by N-II-I.

5. AUXDATA Entry

After successful completion of LQE assessment, N-II-I shall notify CG-54211 (AUXDATA Executive Assistant) to make appropriate AUXDATA entries for the Auxiliary interpreter, including entry of the "INT" designation.

6. Auxiliary Interpreter Corps Database

The Auxiliary interpreter corps database shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate. N-II-I shall enter pertinent profile information for Auxiliary interpreters into the Auxiliary interpreter corps database, and shall make appropriate updates when necessary. Only the Deputy Director of the Auxiliary International Affairs and Interpreter Support Directorate (N-II) and N-II-I shall be authorized to make such entries in the database.

a. Coast Guard units may directly access and search this database any time from a Coast Guard Standard Work Station (SWS) without the need of a password. However, access from any other computer (e.g. – home computer) shall require issuance of a user name and password to get in. Requests for such may be submitted online at the Auxiliary interpreter corps website (see section 7). Requests shall be subject to screening by N-II and/or N-II-I.
b. Members of the Auxiliary interpreter corps may request a password to access the database to review their own profile as well as the profiles of fellow interpreters along with contact information for the purpose of exchanging experience, knowledge, and expertise. Such interaction also furthers linguistic skills.
c. Members of the Auxiliary National Executive Committee (NEXCOM) may request a password to access the database for any reason.

d. Federal and State government agencies may request and be issued a username and password in order to access the Auxiliary interpreter corps database. Username and password issuance shall be coordinated by N-II. Federal and State government agency requests for Auxiliary interpreter support shall be processed like any other requests for Coast Guard assistance by other agencies.

7. Auxiliary Interpreter Corps Website

The main purpose of the Auxiliary interpreter corps website is to keep members of the Coast Guard informed about interpreter availabilities, capabilities, and services. This information and marketing tool shall be maintained by a highly competent Auxiliary webmaster. The website is http://cgwebs.net/interpreter/

8. Auxiliary Interpreter Usage

Auxiliary interpreters are most commonly used to support Coast Guard operations. The missions vary from translations of simple documents to comprehensive guidelines to long shipboard deployments.

a. Interpreter activities include:

- U.S. Coast Guard cutter deployments.
- U.S. Navy ship deployments.
- Foreign visitor escort specialist program.
- Foreign VIP tours.
- Foreign SAR Subject Matter Expert Exchange (SMEE) events.
- Foreign border guard events.
- Foreign conferences.
- Foreign marine safety and prevention training events.
- Foreign language teaching at Coast Guard training centers.
- Communications watchstanding.
- Translations of incident investigating documents.
- Translations of marine safety and prevention guidelines.
- Other missions, as authorized by the Commandant of the Coast Guard.

b. Only Level "A" rated interpreters may be nominated/selected for shipboard deployments, provided that they meet the following criteria.

(1) Fit for Afloat Duty

- Good health.
- No major medical condition.
- Physically fit
- Mentally fit.

(2) Typical Deployment Durations

- 05 – 15 days.
- 15 – 30 days.
- 30 – 45 days.
- 45 – 60 days.
- 60 – 90 days.
- 90 – 120 days maximum.

(3) Willingness and Preparedness

- To volunteer for the planned duration of deployment or assignment, understanding that there may be unplanned extensions.
- To take paid or unpaid vacation time from regular employment, as may be required.
- To procure required uniforms (two sets of Tropical Blue with appropriate name tag; two sets of ODUs; and other mission related items).
- To take additional courses, as may be required.
- To adapt to new challenges.

(4) Review and Assignment

- N-II-I shall nominate Auxiliary interpreters to meet mission requests, provide background, and answer questions.
- DIRAUX must be informed and approve of the interpreter as part of this process.
- The requesting Coast Guard unit shall determine acceptability.
- LANTAREA and PACAREA External/International Affairs offices shall serve as the review and final approval authority for cutter and overseas interpreter deployments in their respective areas of responsibility.

(5) Qualification Requirements

- Successfully complete Anti-Terrorism (AT) Level 1 and Survival, Evasion, Resistance, Escape (SERE) 100 courses.
- Successfully complete all ICS courses, as required for operational missions.
- Hold valid U.S. official or tourist passport.
- Complete all vaccinations and immunizations as required by the requesting unit.
- Complete pre-deployment checklist.
- Read and understand the Auxiliary Interpreter Corps Shipboard Deployment Guidelines.
- Hold required visas for countries, as listed on orders.
- Hold NATO orders or other country clearance, as applicable.

9. Regional Interpreter Coordinator

The District Commodore (DCO) may appoint an Interpreter Coordinator as an Assistant District Staff Officer under the operations program (ADSO-OP-I) to effectively promote awareness of the interpreter program, its resources, and recruitment of Auxiliary interpreters in the region.

10. Auxiliary Operations Ribbon

Recognizing that most Auxiliary interpreter missions support Coast Guard operations, Auxiliary interpreters designated "INT" shall be authorized to wear the Auxiliary Operations Ribbon.

11. Name Tag

Auxiliary Interpreters may wear a pin-on Auxiliary interpreter name tag with the Service Dress Blue and Tropical Blue uniforms during authorized interpreter missions. It shall display the full first and last name in the first row and the word "**INTERPRETER**" in the second row in place of the traditional words "U.S. COAST GUARD AUXILIARY."

12. Requests for Interpreters

Coast Guard units may search the Auxiliary interpreter corps database (http://cgwebs.net/interpreter/) at any time. Based on their search results, they may interview one or more Auxiliary interpreters for suitability in meeting mission requirements and work directly with the Auxiliary interpreter(s) to arrange such support. For Coast Guard cutter deployments and high-profile missions, the requesting unit shall first consult with the appropriate Area External/International Affairs office and N-II, as necessary, before working directly with the Auxiliary interpreter(s) to arrange such support.

All Auxiliary interpreter travel requires issuance of Coast Guard orders by the requesting Coast Guard unit. This includes Auxiliary interpreter deployments in support of other federal or State government agencies.

13. After-Action Reports

   a. All units that use Auxiliary interpreters shall submit to N-II a brief evaluation of the interpreter(s) within two weeks of mission completion.

   b. Auxiliary interpreters shall submit to N-II an after action report within two weeks of mission completion.

14. Auxiliary Mission Activity Reporting

Auxiliary interpreter mission hours shall be promptly reported as follows:

   a. Interpreter Assistance (Form 7030, Category 60A)

   - Claim 24/7 hours for duration of shipboard deployments (i.e. – the time from initially reporting aboard for interpreter duty until final departure from the unit).

- Actual hours for all other interpreter or translation assistance, not to exceed 18 hours per day to take into consideration a minimum of six hours for sleep/rest. This includes translations of presentation materials used for deployment.
- Actual LQE preparation and assessment hours.

b. Other Activities (Form 7029)

- Travel time to and from deployment.
- Travel time to and from interpreter assistance missions.
- Travel time for medical check-up, vaccinations, and immunizations.
- Preparation time for interpreter assistance missions.