

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/12/2006

To: San Francisco

Attn: ASAC ☐

From: San Francisco

Foreign Language Program

Contact: ☐

Approved By: ☐ ESIS

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Case ID #: 800A-SF-136738-SAR-10

Title: GOALS AND OBJECTIVES;
SAN FRANCISCO DIVISION;
FOREIGN LANGUAGE PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 05-23-2011 BY 65179 DMH/EJS

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Synopsis: To establish goals and objectives for the San Francisco Foreign Language Program.

Details: Foreign Language Program is an independent entity within the ☐ of the San Francisco Division. The overall mission of the program is to provide a wide range of ☐

☐ of the San Francisco Division and the FBI in accordance with established national priorities set by the Director.

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The Foreign Language Program will strive toward achieving the following:

Goal #1: Bring to the program awareness of the current ☐

Objective #1: Invite the ☐ ASAC to regularly brief personnel on the ☐

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Objective #2: Ensure linguists are kept abreast of current developments in the ☐

Objective #3: Provide linguists with ☐

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Explain and monitor their use.

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Objective #4: Set up face to face meetings with the case agents for all major cases linguists work on to ensure linguists are regularly informed about latest changes in intelligence requirements for a given case.

Goal #2: Ensure linguists are offered training to further their professional development.

Objective #1: Conduct needs analysis for linguist training and assess the type of training needed to address the findings.

Objective #2: Identify training resources necessary to address the need.

Objective #3: Provide instruction in the use of [redacted] to the linguists, to insure optimum performance.

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Objective #4: Promote awareness among linguists of the critical importance of our language services and the need to master computer applications to support FBI programs.

Goal #3: Provide linguists with an equal opportunity to accept a variety of assignments.

Objective #1: Distribute various types of assignments equally among linguists.

Objective #2: Make sure every linguist gets an opportunity to conduct at least one TDY assignment a year if such is requested in a given language group.

Goal #4: Address the ongoing foreign language training needs of Special Agents in the San Francisco Division.

Objective #1: During the annual Open Season for Foreign Language Training for Special Agents reach out and educate the agent population as to the availability of training and learning opportunities in foreign languages.

Goal #5: According to procedures and guidelines established by the Language Services Section maintain an adequate Quality Control Program for linguists in the San Francisco Division.

Objective #1: Routinely review the work of each and every linguist to ensure that the translation products and services provided meet the highest standards in the industry.

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Objective #2: Submit results of quality control process to HQ in an accurate and timely manner.

Goal #6: Secure sufficient resources within the Foreign Language Program.

Objective #1: Coordinate acquisition of [redacted] Supervisory Foreign Language Program Coordinators.

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Objective #2: Divide linguist responsibilities among Supervisory Foreign Language Program Coordinators.

Objective #3: Coordinate the acquisition of a Foreign Language Program Manager - Supervisory Language Specialist.

Objective #4: Fill [redacted] linguist positions.

Goal #7: Secure proper operation of the [redacted] Center.

Objective #1: Coordinate a [redacted]

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Objective #2: Coordinate efforts [redacted] system at the [redacted]

Goal #8: Implement and maintain a detailed translating database in order to accurately track work flow, productivity and work assignments.

Objective #1: Utilize a Microsoft Access Database devised by Language Services Section to record detailed data for each linguist.

Objective #2: Ensure each linguist provides necessary data to be inputted into the database.

Goal #9: Promote awareness of latest developments in language technologies and resources.

Objective #1: Assess the equipment and instruction to use such equipment required by the linguists, based on the needs of the Bureau, particularly in light of the expansion of the Foreign Language Program through the [redacted]

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Objective #2: Coordinate efforts to acquire and promote mastery among linguists of a wide range of technologies, including digitized reference materials and analytical tools to serve the audio and text processing requirements of the Bureau.

Goal #10: Promote acquisition of needed foreign language resources (recruitment) based on national priorities through the Contract Linguist Program.

Objective #1: Cooperate with the Divisional recruiters in their efforts to target foreign language departments at colleges and universities and national language and academic organizations and conferences.

Objective #2: Support Divisional efforts to strengthen existing ties and build new relationships with the local emigre communities to recruit qualified Contract Linguist candidates.

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