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FEDERAL BUREAU OF INVESTIGATION

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DATE 05-24-2011 BY 65179 DMH/MJS

Date: 11/01/2006

Precedence: ROUTINE

To: San Francisco

Attn: ASAC [REDACTED]

From: San Francisco

Foreign Language Program

Contact: [REDACTED]

Approved By: [REDACTED]

ESB

Drafted By: [REDACTED]

JMM

Case ID #: 800A-SF-136738-SAR-24

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

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

Details: San Francisco's Foreign Language Program (FLP) is an independent entity within the [REDACTED] of the San Francisco Division. The program is tied into the national FLP, Language Services Section (LSS) at FBIHQ, for workflow and operational requirements that support national priorities set by the Director and the operational divisions at headquarters. As a result, the mission of the San Francisco FLP mirrors the goals and objectives of the national program and [REDACTED]

[REDACTED] of the San Francisco Division and the FBI in accordance with those priorities.

The following goals and objectives tie the San Francisco FLP's goals and objectives to those of the LSS at FBIHQ.

In the area of Accountability for Organizational Results

Goal 1: Provide [REDACTED]

[REDACTED] of the FBI.

Objective 1:

Implement a rotational TDY system to ensure that all linguists participate in TDY opportunities in a fair and equitable distribution.

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Objective 2: Ensure that [redacted]
[redacted] established by FBIHQ.

b7E

Objective 3: Submit the monthly [redacted]
[redacted] in a
timely, complete, and accurate manner.

Objective 4: Comply with all aspects of the Quality
Control Program by conducting timely
Quality Control Reviews for all categories
linguists work in and by submitting the
quarterly Quality Control report in a
timely, complete, and accurate manner.

Objective 5: Ensure sufficient coverage of all [redacted]
[redacted]

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Goal 2: Bring to the program awareness of the [redacted]
[redacted] more focused.

Objective 1: Conduct regular briefings on the latest
developments in the [redacted]

Objective 2: Keep linguists abreast of current
developments in the intelligence community

Objective 3: Emphasize importance of the [redacted]
[redacted]
Foreign Language Program's [redacted]
[redacted]

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Objective 4: Ensure linguists are regularly informed
about latest changes in [redacted]
[redacted] for cases they work on

In the area of Accountability for Workforce

Goal 3: Promote diversity and maintain a fair and open
working environment within the Foreign Language
Program

Objective 1: Ensure a challenging and professional
career and workplace environment for the
San Francisco linguist workforce

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- Objective 2: Recognize and reward excellent performance and foster high morale
- Objective 3: Ensure linguists are recommended for available language, culture and job-related training to support the FBI mission

In the area of Accountability for Taxpayer Value

Goal 4: Manage Foreign Language Program resources to ensure timely and reliable foreign language support to the FBI Mission

- Objective 1: Ensure compliance with FBI and LSS policies and procedures
- Objective 2: Ensure accurate contract linguist invoicing to prevent voucher fraud
- Objective 3: Ensure that personnel have the space, equipment, supplies, and foreign language resources needed to do the job

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