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(Rev. 05-01-2008)

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HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

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FEDERAL BUREAU OF INVESTIGATION

DATE: 03-13-2012
CLASSIFIED BY 65179/DMH/CMW
REASON: 1.4 (C,D)
DECLASSIFY ON: 03-13-2037

Precedence: DEADLINE 01/15/2010

Date: 11/30/2009

To: All Divisions

Attn: Assistant Directors
Assistant Directors in Charge
Deputy Assistant Directors
SACs
ASACs
Section Chiefs
Supervisory Special Agents
Special Agents
Foreign Language Coordinators
Attn: Legats
Special Agents

All Legats

From: Intelligence Directorate

[REDACTED] FBIHQ Rm. WB-602

Contact: [REDACTED]

Approved By: [REDACTED]

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Drafted By: [REDACTED]

Case ID #: [REDACTED]

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Title: [REDACTED] INTENSIVE ARABIC
LANGUAGE TRAINING FOR SPECIAL AGENTS

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(S)

Synopsis: [REDACTED]

(S) provides information on a one-year program [REDACTED] to train
FBI Special Agents (SAs) in Arabic [REDACTED] also
outlines application procedures and selection criteria for admission to the program. **The FBI's**
(S) **association with [REDACTED] is Sensitive but Unclassified and For Official Use Only.**

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Enclosure(s): The following are enclosed for SAs wishing to apply to the Arabic training
program [REDACTED]

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1. Intensive Arabic Language Training Program Application
2. On-Board Employees Testing Request Form.

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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(S)

Details: [REDACTED] will hold a [REDACTED] intensive Arabic language training program for a group of [REDACTED] SAs from [REDACTED]. The program is for SAs with no knowledge of Arabic, or who have had a small amount of elementary training, such as the survival course offered by [REDACTED]. Training will last for a period of [REDACTED] so that students can reach a [REDACTED]

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(S)

[REDACTED] and will include [REDACTED]. Students will study as [REDACTED]. Tuition and travel expenses will be paid by FBIHQ.

Students will reside [REDACTED] the school. They will attend class between [REDACTED]. They will return home for [REDACTED]. For security purposes, [REDACTED]

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The Arabic Language Training Program

(S)

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[REDACTED] is responsible for providing the training in Arabic language and culture that [REDACTED] guarantees that its students achieve a high level of skill in Arabic in a very short period of time by creating an environment that is totally focused on learning. Training is held in a [REDACTED]. Optimal learning is further ensured by the school's [REDACTED]. [REDACTED] in a supportive environment that encourages mutual assistance and cooperation. [REDACTED]

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The program's pedagogy is based on [REDACTED]

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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[REDACTED]

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FBI Participation in the Program

(S) [REDACTED] (S) [REDACTED] has invited the FBI to send a group of [REDACTED] Special Agents (SAs) to participate in a [REDACTED] Arabic language training program to be offered through the [REDACTED] (S) [REDACTED] This will be the [REDACTED] group of SAs to (S) attend the [REDACTED] program. [REDACTED] as (S) described above, and will include [REDACTED] [REDACTED] Training will last for a period of [REDACTED] so that students can reach a [REDACTED]

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Bureau Qualifications

This program is for SAs at the [REDACTED] It is for applicants who have no previous experience learning Arabic, or who have had a small amount of elementary training, such as the survival course offered by [REDACTED]

Applicants must have had at least [REDACTED] of experience as SAs by 04/01/2010.

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Applicants must have a [REDACTED]

All applicants must have a Defense Language Aptitude Battery (DLAB) score on record. Applicants who have never taken a DLAB should submit the Testing Request Form attached to the application immediately, as applicants without this score cannot be considered. Directions for submission are contained on the form. Although [REDACTED]

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Applicants are asked to verify the qualifications above on the application form.

Administrative Requirements for Successful Applicants

SAs selected for the program will be required to sign a [REDACTED]

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Students will be detailed to a special detail cost code for the duration of their training, and will maintain their locality pay. Time and attendance records will be kept [REDACTED] [REDACTED] No administrative or annual leave will be permitted while students

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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are in training.

During the training period, students will be required to submit to [REDACTED] report outlining their activities and their language learning progress. [REDACTED] will require [REDACTED] reports on student progress from the teaching staff.

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After training is completed, students will be required to take a **post-training Speaking Proficiency Test** within [REDACTED] after the end of the program. Additional testing may be required later. [REDACTED] will also ask students to complete a post-training questionnaire to provide information on their language training experience.

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Tuition and travel expenses for this program will be paid by FBIHQ. [REDACTED]
[REDACTED]
[REDACTED] Since students will be provided with [REDACTED]
[REDACTED] per diem will be paid [REDACTED]
Students will submit monthly vouchers to [REDACTED] for normally reimbursed incidental expenses.

Security Requirements for Successful Applicants

[REDACTED]

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[REDACTED] students will travel to Washington, D.C. for [REDACTED]
[REDACTED] at FBIHQ and possibly at other government agencies. Training will include
briefings on [REDACTED]
[REDACTED] Students will be required to attend [REDACTED]
[REDACTED]
Students may also attend briefings focused on regional issues. While [REDACTED] students will
attend regular and frequent [REDACTED]
premises.

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On returning from training, the Security Officer at the SA's office of assignment
will debrief the student and forward the written results to the [REDACTED]
[REDACTED] may also be required upon return from
training.

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[REDACTED]

[REDACTED]
[REDACTED]

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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[REDACTED]

[REDACTED]

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Transfer / Field Office Backfill Matters

[REDACTED]

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Applicants assigned to the First Office Agent Rotational Transfer Policy (FOARTP) will be rotated to a Top 17 Field Office that needs agents proficient in Arabic immediately upon graduating. The FOARTP will be followed regardless of the language need in the office where the candidate is currently assigned.

Applicants currently assigned to a Top 17 Field Office who wish to return to that office after the language training may do so, provided the office has a need for Arabic. Applicants currently assigned to a small- to medium-sized office and are not subject to the FOARTP may return to that office, provided the office has a need for Arabic-speaking SAs.

Applicants currently assigned to one of the 14 field offices identified above will return to their current office of assignment.

Applicants not currently assigned to one of the 14 field offices above must transfer as a condition of this training. Those applicants who wish to know their office of assignment prior to leaving for the training may choose from the following offices [REDACTED]. This is dependent on where the applicant is currently assigned and in consultation with the [REDACTED].

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Applicants not currently assigned to one of the 14 field offices above and who do not select [REDACTED] will be provided a list of offices that have a need for Arabic-speaking SAs [REDACTED] days prior to graduation. The list provided will be a collaborative effort between the [REDACTED]. The candidate will rank those offices accordingly.

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Per ADD Murphy, Field Offices will receive agents to backfill vacancies created by this long-term temporary assignment. Questions regarding backfill matters should be directed to the Resource Planning Office.

Application Procedures

SAs interested applying to this program should read this entire document carefully, and:

1. Complete the application form. This form verifies that the applicant meets the Bureau

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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qualifications and will fulfill program requirements for the training, and asks for information about the candidate's education, experience with foreign languages and cultures, and relevant Bureau experience. Written statements on motivation and qualifications are also required.

2. Submit a DLAB score with the application.

3. Obtain the signatures required on the Approvals page. The signature of the SAC indicates that he or she agrees that the SA, if selected, will be released from his or her duties for [REDACTED] in order to participate in this program.

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All applications are to be returned to [REDACTED] at FBIHQ/WB-602 by 01/15/2010.

Selection Criteria

[REDACTED] will coordinate with [REDACTED] to select [REDACTED] and up to [REDACTED] alternates, for this program. The selection process will be competitive. Some of the qualifications that will be considered are: aptitude for language learning as measured by the DLAB; past academic performance; foreign language learning experience and achievement; exposure to foreign cultures; relevant Bureau experience; and motivation. All complete application packages received by the deadline from all applicants meeting Bureau qualifications and agreeing to fulfill program requirements will be evaluated. The most highly ranked candidates may be interviewed before final selections are made. Candidates selected to participate will be notified by [REDACTED] and will receive a detailed communication with more information about making preparations to attend the program.

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Application / Selection Timeline



Applications due
Phase 1 Selections: Preliminary Candidates announced
Mandatory Briefings/Interviews at FBIHQ for all Phase 1

Candidates



Phase 2 Selections: Final Candidates announced

[REDACTED] Briefings

Transport to Arabic School

Official Opening of [REDACTED] Arabic Class

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LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

Assistant Directors or SACs and Foreign Language Coordinators are requested to disseminate this communication to all SAs in their offices.

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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Interested and qualified SAs are to complete the enclosed application and return it
to [REDACTED] at FBIHQ/WB-602 by COB [REDACTED]

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CC:

1 - [REDACTED] Rm 4204

[REDACTED]
1 - [REDACTED] Rm 4445
1 - [REDACTED] Rm 4445
1 - [REDACTED] Rm 4445

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[REDACTED]
1 - [REDACTED] Rm 11120

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To: All Divisions From: Intelligence Directorate
Re: [REDACTED] 11/30/2009

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1 - [REDACTED] Rm 11800

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[REDACTED]
1 - [REDACTED] Rm WB-600
1 - [REDACTED] Rm WB-600
1 - [REDACTED] Rm WB-602
1 - [REDACTED] Rm WB-602
1 - [REDACTED] Rm WB-602
1 - [REDACTED] Rm WB-602

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[REDACTED]
1 - [REDACTED] Rm 7142

[REDACTED]
1 - [REDACTED] Rm 10929
1 - [REDACTED] Rm 10929

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[REDACTED]
1 - [REDACTED] Rm 7373
1 - [REDACTED] Rm 7373
1 - [REDACTED] Rm 7373

[REDACTED]
1 - [REDACTED] WB400

[REDACTED]
1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]

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