

## 6 FAM 1520 OBTAINING LANGUAGE SERVICES

*(CT:GS-165; 06-23-2011)*  
*(Office of Origin: A/OPR/LS)*

## 6 FAM 1521 OBTAINING INTERPRETING SERVICES

*(CT:GS-165; 06-23-2011)*  
*(State Only)*

Requests for interpreting services are submitted to the Interpreting Division of the Office of Language Services (A/OPR/LS/I). It is important to make requests, to include all pertinent details, as soon as possible prior to expected delivery date. For larger meetings or conferences, a lead time of **1** month or more may be necessary to obtain quality service. *Submit* requests to the Interpreting Division in writing or by telephone.

## 6 FAM 1522 OBTAINING WRITTEN TRANSLATIONS

*(CT:GS-165; 06-23-2011)*  
*(State Only)*

- a. *Submit* requests for translating services to the Translating Division of the Office of Language Services (A/OPR/LS/T). Form DS-4088, Request for Translation *Service* (see 6 FAM Exhibit 1522), signed by the authorizing officer, must accompany the documents to be translated or compared. Agreements under negotiation, urgent diplomatic notes, and similar documents are normally accorded priority by the Chief of the Translating Division.
- b. Due to limited personnel resources and because translation is a very time-consuming activity, bureaus should submit translating requests **promptly and with sufficient lead times** to enable A/OPR/LS to complete the work on schedule.

## **6 FAM 1523 REIMBURSEMENT FOR THE USE OF PRIVATE CONTRACTORS**

### **6 FAM 1523.1 FOR INTERPRETING SERVICES**

*(CT:GS-165; 06-23-2011)*  
*(State Only)*

- a. Only a small percentage of requests for interpreting support can be handled by staff interpreters. For most requests, private contractors from the Office of Language Services (A/OPR/LS) roster of approximately 2,000 freelance interpreters will be assigned.
- b. Each bureau is held to estimate its need for language support as part of its financial planning for each fiscal year. Funds should be obligated in a requisition (RQ) document to assure reimbursement to the Office of Language Services. The procedure for this obligation is explained in 6 FAM Exhibit 1523.1.
- c. Bureaus that are first-time users of language support from A/OPR/LS and that have not yet established an RQ, should obtain a cost estimate from the Interpreting Division (A/OPR/LS/I) and submit a written request, accompanied by a Form DS-2092, Requisition for Equipment, Supplies, Furniture, Etc. (*formerly Form* OF-263, Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), to A/OPR/LS/I, SA-1, 14th Floor, Room H1400.

### **6 FAM 1523.2 For Written Translations**

*(CT:GS-136; 08-13-2004)*  
*(State Only)*

Translations into languages for which no staff translators are available to meet the request deadline will be contracted out to qualified translators by the Office of Language Services (A/OPR/LS). Bureaus can obtain estimates of the cost involved from the Translating Division (A/OPR/LS/T). The procedures explained in 6 FAM 1523.1 and in 6 FAM Exhibit 1523.1 also apply to reimbursements for written translations. Only A/OPR/LS has delegated authority to contract for interpreters and translators domestically. All requests should be forwarded to A/OPR/LS in accordance with [6 FAM 1500](#).

## **6 FAM 1524 THROUGH 1529 UNASSIGNED**

# 6 FAM EXHIBIT 1522 *FORM DS-4088* REQUEST FOR DOCUMENT TRANSLATION

*(CT:GS-165; 06-23-2011)*  
*(State Only)*

 U.S. Department of State <b>REQUEST FOR TRANSLATION SERVICE</b> Office of Language Services Translating Division Telephone (202) 261-8777 - Fax (202) 261-8787 E-Mail translation@state.gov		Job Number <i>(For Language Services use only)</i>				
<b>TO BE FILLED OUT BY REQUESTER</b>						
Date of Request <i>(mm-dd-yyyy)</i>		Needed by <i>(an Actual Date is Required) (mm-dd-yyyy)</i>				
Requesting Agency and Mailing Address <i>(if other than U. S. Department of State)</i>		Billing Address <i>(if other than U. S. Department of State)</i>				
Office Symbol	Agency Locator Code <i>(if other than DOS)</i>	Fiscal Information <i>(if Applicable)</i>				
Signature of Authorizing Official		Print Name				
Point of Contact		Telephone				
Subject Matter Expert		Telephone				
Title or Description of Material to be Translated						
From <i>(Source Language)</i>	Into <i>(Target Language)</i>	<input type="checkbox"/> No Rush <input type="checkbox"/> Rush <i>(a 15% surcharge will apply for extremely short deadlines)</i>				
Level of Difficulty <i>(May be adjusted at discretion of Language Services.)</i>						
<input type="checkbox"/> General <input type="checkbox"/> Semi-Technical <input type="checkbox"/> Technical						
Level of Security Classification, if Any	Reference Material Included?	Related Material Previously Translated? LS No. If known				
Type of Service Requested:						
<input type="checkbox"/> Formal Translation <i>(A polished, carefully researched and reviewed translation intended for official and/or wide distribution.)</i> <input type="checkbox"/> Unreviewed Translation <i>(A full translation, unreviewed, recommended when needed for information only.)</i> <input type="checkbox"/> Comparison <i>(Certification of treaty or international agreement.)</i> Address comparison memo to _____ <input type="checkbox"/> Summary _____ <input type="checkbox"/> Other _____						
Special Formatting or Software						
Other Special Instructions						
Translations will be Returned to the E-Mail Address Below Unless Otherwise Specified						
E-Mail Address _____		Fax Number _____				
Other _____						
Cancellation Policy: Language Services will begin work on this request as soon as possible. If you decide to cancel or change your request, you will be responsible for any expenses incurred until you inform us in writing (e-mail or fax) of your decision. Notification by telephone should be confirmed in writing.						
<b>FOR LANGUAGE SERVICES USE ONLY</b>						
	Translator(s)	Reviewer(s)	Typist	Proof	E-Mailed on/by	
Name						
Date Completed <i>(mm-dd-yyyy)</i>					English	Level of
Time Required						

DS-4088  
11-2005

## **6 FAM EXHIBIT 1523.1 EXCERPT FROM DOMESTIC FINANCIAL OPERATING INSTRUCTIONS**

*(CT:GS-136; 08-13-2004)*

**(Excepted, in part, from the FY 92 document, page 37)**

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### **Section 8**

## Procedures for Language Services Obligations

- Bureaus will establish a requisition (RQ) document for the amount of the estimated services for the entire year. The FY XX RQ document number will be your four-digit allotment number suffixed by 288351 (e.g., RQ 1085288351)
- When bureaus need language services, they will submit a cover memo with a copy of the RQ attached. This documentation must be submitted to A/OPR/LS, Administrative Officer, SA-1, 14th Floor, Room H1400.
- A/OPR/LS will create the language obligation (LO) document and reference the bureau's RQ (partial only) each time a request for language services is made.
- When the bureau determines that it no longer needs language services during the fiscal year, it should coordinate with A/ OPR/LS before closing out the requisition.