

CFC Memo 1-4
연합사 각서 1-4

**HEADQUARTERS
ROK-US COMBINED FORCES COMMAND**

한미 연합군 사령부
UNIT #15255

부대 #15255
APO AP 96205-0028
군우 96205-0028

MEMORANDUM

15 October 1994

각서
No. 1-4
번호 1-4

Administration

행정

CFC HEADQUARTERS POLICY ON LANGUAGE USAGE

언어 용법에 관한 한미 연합군 사령부 정책 요강

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SUPPLEMENTATION. Issue of further supplements to this memorandum by subordinate commands is prohibited unless prior approval is obtained from the Commander in Chief, UNC/CFC, ATTN: CFCA-PO-B, Unit #15255, APO AP 96205-0028.

1. PURPOSE. This memorandum states the policy and assigns responsibilities governing use of Korean and English languages to conduct official Republic of Korea - United States (ROK-U.S.) Combined Forces Command (CFC) business. It also lists the manpower requirement planning factors and the personnel qualification standards necessary to support that policy.

2. SCOPE. This memorandum applies to all personnel assigned to CFC Headquarters (HQ) staff.

3. BACKGROUND.

a. The CFC HQ is manned by an international military staff organized to serve one Commander who has a single mission assigned by the ROK and U.S. governments through the ROK/U.S. Military Committee. Korean and English are the languages of the respective countries, and the official languages of this command.

b. Manpower requirements and personnel qualifications in a foreign language (i.e., non-native tongue) are addressable in four functional skill areas, six proficiency levels, and corresponding performance standard descriptions. The functional skills are: R--Reading Comprehension; L--Listening Comprehension; S--Speaking; and W--Writing. The performance standard descriptions correlated by proficiency level and functional skill are listed at appendix A.

c. Planning, programming, and budgeting for foreign language training of military and civilian personnel assigned to CFC HQ Staff for duty is a national responsibility.

4. POLICY. This policy defines when and how oral and written Korean and English languages will be used in records, meetings, and communications, and specifies what language skill levels are expected of personnel assigned to the Commander's HQ Staff. The objective of the policy is to ensure clear, accurate, and comprehensive understanding of critical military issues to be decided by those in authority through proper language usage.

*This memorandum supersedes CFC Memo 1-4, 18 April 1979.

a. All permanent command record documents, policy directives, military regulations, operation plans and orders, crisis action instructions, and duty officer decision rules, shall be prepared in both languages.

b. Official CFC written communications to national military authorities (higher, parallel, subordinate, or supporting) normally shall be staffed for approval in both Korean and English, even though only one language version is to be dispatched. Letter and message communications with CFC Component Commanders shall be dual language. Incoming written communications concerning official CFC matters normally shall be translated by the staff action section for information of the Command Group and other cognizant staff elements, when appropriate.

c. Internal staff working sessions, action officer coordination meetings, and staff briefings shall be governed by the following guidelines:

(1) Distribute single sheet, bilingual agenda-topic outline 24 hours in advance.

(2) Briefing and supporting discussions will be dual language if necessary to ensure communication as the decision-maker's level or subject matter importance dictates.

(3) Prepare and distribute permanent record memorandum of oral discussions, directions, and resulting decisions within 2 working days in both languages when the decision-maker's level or subject matter importance dictates.

(4) Corrections to the record memorandum must be identified to the originator in writing within 4 working days after the event.

(5) Supporting visual aids, graphics, and the briefing outline are dual language whenever it is appropriate to enhance communications.

d. Routine internal staff business conducted by means of Memorandums, Summary Sheets, and formal "Memorandum For" need only be prepared in the target language, Korean or English as appropriate, although supplementary Korean or English versions or abstracts shall be used when appropriate to ensure clarity on particularly important or sensitive matters. Documents attached to or included with the memorandum or summary sheet in the process of being staffed shall be dual language only if the base document is dual language.

e. Staff use of Korean and English language through informal communications by handwritten memo, telephone call, or face-to-face discussion, shall be guided by the need for personal convenience, courtesy, clarity, and timeliness.

f. Format for dual language materials is governed primarily by the need for high readability, and economy in production and/or transmission. Prepare all permanent command bilingual documents, publications, plans, and orders as a single document in the page-by-page format, Hangul version on a page facing its English translation. Single sheet documents may be printed back-to-back. Separate Korean and English language documents are not normally published.

c. The Secretary, Combined Joint Staff, is responsible for specifying language interpreter/translator manpower requirements to support the Command Group, including simultaneous translation capability for command level conferences and briefings, and identify these requirements in the CFC Manpower Plan.

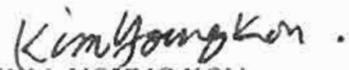
d. Each officer, noncommissioned officer, and civilian professional and technical person is responsible for applying the CFC language usage policy in carrying out his/her staff duties.

The proponent agency of this memorandum is the ACofS, CI. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or ROKA Form 1-6-2 (Disposition Form) to HQ ROK-U.S., CFC, ATTN: CFCA-PO-B, Unit #15255, APO AP 96205-0028.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

WILLIAM W. CROUCH
Lieutenant General, USA
Chief of Staff


KIM, YOUNG KON
LTC, ROKA
Adjutant General, ROK-US CFC

2 Appendixes

- A. Standard for Korean and English
Language Functional Skills and
Proficiency Levels for Personnel
assigned to CFC HQ Staff
- B. Manpower Language Skill Requirement
Planning Factors for Personnel
Assigned to CFC HQ Staff

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APPENDIX A

**STANDARD FOR KOREAN AND ENGLISH LANGUAGE
FUNCTIONAL SKILLS AND PROFICIENCY LEVELS FOR
PERSONNEL ASSIGNED TO CFC HQ STAFF**

A-1. PROFICIENCY LEVEL 0, NO SKILL.

R--Reading Comprehension; No practical reading proficiency.

L--Listening Comprehension; No practical understanding of the spoken language.

S--Speaking; No practical speaking proficiency.

W--Writing; No practical writing proficiency.

A-2. PROFICIENCY LEVEL 1, ELEMENTARY

R--Able to read some personal and place names, numbers, some phrases in staff instructions, terminology used in directives for planning and control of military operations, and other isolated words and phrases. Can recognize all the letters in the printed version of the alphabetic system, and some high frequency characters.

L--Sufficient comprehension to meet needs of staff work environment, associate military commands and directives, and social situations. Able to understand the essentials of face-to-face speech in standard dialect, often delivered at a rate slower than normal, with frequent repetitions about job related needs; staff work, time, simple directions from supervisor, and military courtesy.

S--Able to satisfy routine staff work needs and minimum courtesy requirements. Can ask and answer questions on topics very familiar to him; within the scope of his very limited language experience, can understand simple questions and statements, allowing for slowed speech, repetition, or paraphrases; speaking vocabulary inadequate to express anything but the most elementary needs; errors in pronunciation and grammar are frequent, but can be understood by a native speaker used to dealing with foreigners attempting to speak his language; while topics which are very familiar and elementary needs vary considerably from individual to individual. Any person at this level should be able to give simple instructions to his personnel, a clerk or typist; ask about command and control, and communication relationships and procedures; tell time; exchange simple social courtesies.

W--Has sufficient control of the writing system to meet limited practical needs. Can produce all symbols in an alphabetic or syllabic writing system. Can write numbers and dates, his own name and nationality, addresses. Otherwise, ability to write is limited to simple lists of common items or a few short sentences. Spelling may be erratic.

A-3. PROFICIENCY LEVEL 2, LIMITED WORKING.

R--Able to read simple job-oriented prose, in a form equivalent to typescript or printing, on subjects within a context of familiar terms. With extensive use of a dictionary, can get the general sense of routine military plans and communications, international news items, or articles in technical fields within his competence.

L--Sufficient comprehension to meet routine social demands and limited job requirements. Able to understand face-to-face speech in a standard dialect, delivered at a normal rate with some repetition and rewording, about everyday topics; common personal and family news, well-known current events, and routine office matters; can follow the essentials of discussion or speech at an elementary level on topics in a special professional field.

S--Able to satisfy routine social demands and limited work requirements. Can handle with confidence, but not with facility, most social situations, including introductions and casual conversations about current events, as well as work, family, and autobiographical information; can handle limited work requirements, needing help in handling any complications or difficulties; can get the gist of most conversations on non technical subjects (i.e., topics which require no specialized knowledge and has a speaking vocabulary sufficient to express himself simply with some circumlocutions, accent, though often quite faulty, is intelligible; can usually handle elementary constructions quite accurately but does not have thorough or confident control of the grammar.

W--Can draft routine military communications and meet limited professional needs. Is familiar with the mechanics of the writing system, except in character systems where ability is limited to a small stock of high-frequency items. Makes frequent errors in spelling, style, and writing conventions. Able to write simple notes and draft routine social and limited office messages. Material normally requires editing by a more proficient writer.

A-4. PROFICIENCY LEVEL 3, MINIMUM PROFESSIONAL.

R--Able to read standard newspaper items addressed to the general reader, routine correspondence, reports and technical material in his/her special field. Can grasp the essentials of articles of the above styles without using a dictionary for accurate understanding, moderately frequent use of a dictionary is required. Has occasional difficulty with unusually complex structures and low frequency ideas.

L--Able to understand the essentials of all speech in a standard dialect, including technical discussions within a special field. Has effective understanding of face-to-face speech, delivered with normal clarity and speed in a standard dialect, on general topics and areas of special interest; has broad enough vocabulary that he rarely has to ask for paraphrasing or explanation; can follow accurately the essential of conversations between educated native speakers, reasonably clear telephone calls, radio broadcasts, and public addresses on non technical subjects; can understand without difficulty all forms of standard speech concerning a special professional field.

S--Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics. Can discuss particular interests and special fields of competence with reasonable ease; comprehension is quite complete for a normal rate of speech; vocabulary is broad enough that he rarely disturbs the native speaker.

W--Can draft official correspondence and reports in a special field. Control of structure, spelling, and vocabulary is adequate to convey his/her message accurately but style may be quite foreign. All formal writing needs to be edited by an educated native.

g. Single page dual language sheets may be prepared in line-by-line/paragraph format, Korean version on the line below the English version. The line-by-line format may be used for longer information sheets if effective for language training or ease of comprehension.

h. Record communications that are intended to be electrically transmitted are prepared for staffing in message format in separate Korean and English versions, identical in purpose and content. Even though only one language version of a message may be transmitted, the originator will file both versions together after the message is released.

i. In the interest of economy, standard printed forms approved for use in the HQ normally will be in the English Language only, except where complicated or detailed instructions demand bilingual format.

5. RESPONSIBILITIES. Judicious application of the language policy to CFC was readiness planning, and battle decision-making is mandatory if a mission-effective combat capability is to be achieved. Those responsible for carrying out the policy will ensure a careful balance between language skill levels necessary to perform essential military tasks and the cost of providing the trained personnel to meet the manpower requirements.

a. Each Assistant Chief of Staff (ACofS) and Head of a Special Staff Section is responsible for--

(1) Specifying the necessary language interpreter and translator skills in that organization.

(2) Identifying staff element's manpower language skill requirements in the CFC Manpower Plan, using the planning factors in appendix B.

(3) Ensuring the clarity and accuracy of the language and its intended meaning in both the Korean and English versions of each written and oral communication that the staff element originates.

b. ACofS, C1 is responsible for --

(1) Coordinating with respective national service HQ and local supporting elements to ensure timely and adequate language skill training is available to personnel assigned to the CFC HQ Staff.

(2) Monitoring the demonstrated language proficiency of personnel assigned to the CFC HQ Staff to ensure adequate language skill levels are being achieved by respective national service training programs.

(3) Specifying the language skill manpower requirements adequate for performing the command translation service and publications edit functions, and identify these requirements in the CFC Manpower Plan.

(4) Monitoring command communications, publications, and forms to ensure compliance with this policy memorandum regarding use of Korean and English languages.

5. PROFICIENCY LEVEL 4, FULL PROFESSIONAL.

R--Able to read all styles and forms of the language pertinent to professional needs. With occasional use of a dictionary, can read moderately difficult prose readily in any area directed to the general reader, and all material in his special field, including official and professional documents and correspondence; can read reasonably legible handwriting without difficulty.

L--Able to understand all forms and styles of speech pertinent to professional needs. Able to understand fully all speech in all standard dialects on any subject relevant to professional needs within the range of his/her experience, including social conversations; all intelligible broadcasts and telephone calls; and all kinds of technical discussions and discourse. Able to understand the essentials of speech in some nonstandard dialects.

S--Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Can understand and participate in any conversation within the range of his/her experience with a high degree of fluency and precision of vocabulary; would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; errors of pronunciation and grammar quite rare; can handle informal interpreting from and into the language.

W--Can draft all levels of prose pertinent to professional needs. Control of structure, vocabulary, and spelling is broad and precise; sense of style is nearly native. Errors are rare and do not interfere with understanding. Nevertheless, drafts of official correspondence and documents need to be edited by an educated native.

A-6. PROFICIENCY LEVEL 5, NATIVE BILINGUAL.

R--Reading proficiency equivalent to that of an educated native. Can read extremely difficult and abstract prose, as well as highly colloquial writings and the classic literary forms of the language. With varying degrees of difficulty, can read all kinds of handwritten documents.

L--Comprehension equivalent to that of the educated native speaker. Able to understand fully all forms and styles of speech intelligible to the educated native speaker, including a number of regional and illiterate dialects, highly colloquial speech, and conversations and discourse distorted by marked interference from other noise.

S--Speaking proficiency equivalent to that of an educated native speaker. Has complete fluency in the language such that his/her speech on all levels is fully accepted by educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references..

W--Has writing proficiency equal to that of an educated native. Can draft and edit both formal and informal correspondence, official reports and documents, and professional articles without nonnative errors of structure, spelling, style, or vocabulary. Achievement of this rating normally requires both secondary and higher education in institutions where the language is the primary one used for instruction.

APPENDIX B

**MANPOWER LANGUAGE SKILL REQUIREMENT PLANNING
FACTORS FOR PERSONNEL ASSIGNED TO CFC HQ STAFF**

Specification of foreign language skill requirements for manpower positions in the CFC Manpower Plan shall be guided by the following minimum criteria:

- a. All ROK military and civilian professional and technical manpower positions are identified as requiring at least 1 L--Listening Comprehension and S--Speaking, with level 1 R--Reading Comprehension, and W--Writing, as desirable, unless higher levels are deemed necessary. Identify these higher level skills requirements using the criteria below.
- b. Positions in which job tasks include frequent interface with military or civilian persons of the other nation's government agencies outside of CFC HQ to implement assigned staff section functions are identified as requiring at least level 3 L and S, with level 2 R and W as desirable.
- c. Positions in which job tasks include document translation and/or almost immediate interpretation skills to implement assigned staff section functions are identified as requiring at least level 3 L, S, R, and W.
- d. Positions in which job tasks include simultaneous translation and interpretation skills to implement assigned staff section functions are identified as requiring at least level 4 L, S, R, and W.