

Headquarters
United States Army Europe
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Army in Europe
Regulation 25-38*

Headquarters
United States Army Installation Management Command
Directorate-Europe
Sembach, Germany

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Information Management: Publishing and Printing

Translations

***This regulation supersedes AE Regulation 25-38, 1 April 2014.**

For the Commander:

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Document Management

Summary. This regulation prescribes how to request translations of official material from and into English, French, and German.

Summary of Change. This regulation has been revised to incorporate administrative changes based on the transfer of the Document Management Branch (DMB), Garrison Support Element, United States Army Installation Management Command Directorate-Europe (ID-E), to the Office of Knowledge Management, Office of the Chief of Staff, HQ USAREUR.

Applicability. This regulation applies to staff offices of HQ USAREUR and ID-E.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without DMB approval.

Suggested Improvements. The proponent of this regulation is the DMB (mil 544-1465). Users may suggest improvements to this regulation by sending an e-mail message to usarmy.sembach.usareur.mbx.pubsmail@mail.mil.

Distribution. This publication is available only electronically and is posted in the Army in Europe Library & Publishing System at <http://www.eur.army.mil/aepubs/>.

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1. PURPOSE

This regulation prescribes the policy and procedures for requesting—

- a. Translations of official, unclassified material from and into English and German.
- b. Interpreting support for English and German.

2. EXPLANATION OF ABBREVIATIONS

AE	Army in Europe
AR	Army regulation
DMB	Document Management Branch, Office of Knowledge Management, Office of the Chief of Staff, Headquarters, United States Army Europe
HQ USAREUR	Headquarters, United States Army Europe
ID-E	United States Army Installation Management Command Directorate-Europe
mil	military
USAREUR	United States Army Europe

3. RESPONSIBILITIES

a. DMB Translator. The translator assigned to the Document Management Branch (DMB), Office of Knowledge Management, Office of the Chief of Staff, HQ USAREUR will—

(1) Translate official, unclassified material from and into English, French, and German for HQ USAREUR and ID-E.

(2) Provide limited interpreting support in English and German.

b. Requesters. Requesters of translation service will follow the procedures in [paragraph 4](#).

4. PROCEDURES

a. Requesters. Requesters of translations will do the following:

(1) Send the request by e-mail to *usarmy.sembach.usareur.mbx.pubsmail@mail.mil* and enter *Request for Translation* in the subject line of the message.

(2) Specify the priority of the translation ([para 5](#)) and the date and time (if applicable) that the translation is needed.

(3) Contact the DMB Translator by telephone ([para 5c](#)) to request highest priority if the requirement for translation is time-sensitive.

b. Translator. The DMB Translator will—

(1) Review the request for completeness and ensure the priority is stated ([para 5a](#)). For large-volume translations that cannot be completed by the time required, the DMB Translator will suggest alternative sources for getting the document translated.

(2) Translate the material from or into the language required and send the translation to the requester.

NOTE: Requesters who require translations of material intended for presentation in any medium other than routine correspondence (for example, slideshow, magazine article) are responsible for preparing final formats of documents. The DMB Translator does not provide copy-preparation assistance.

5. TRANSLATION PRIORITIES

When preparing a request for translation, requesters will do the following:

a. State the category of the requirement according to the following:

(1) **Category I (Immediate):** Information concerning operational readiness, safety, host-nation issues affecting Army in Europe operations, information relating to general officers (or civilian equivalents), and all requests for translations for the USAREUR or ID-E command group.

(2) **Category II (High):** Information relating to national or international affairs.

(3) **Category III (Medium):** Material needed for upcoming briefings on matters other than those that meet the criteria of categories I or II.

(4) **Category IV (Routine):** Material that does not meet the criteria of categories I, II, and III.

b. Plan accordingly by requesting the translation as soon as the requirement is known.

c. Call the DMB Translator to discuss time-sensitive requirements, if applicable (mil 544-1465).

6. WRITING OR RESPONDING TO FOREIGN CORRESPONDENTS

The protocol for U.S. Government officials to correspond with foreign dignitaries is to write in English, even if responding to correspondence that was written in a foreign language. Translating correspondence is the responsibility of the recipient, not the sender.

7. INTERPRETING SUPPORT

a. The DMB Translator provides limited interpreting support for meetings in which English, French, or German must be interpreted. Like requests for translations, requests for interpreting support must be sent to the DMB Translator by e-mail ([para 4a\(1\)](#)) and specify—

- (1) When and where the interpreting support will be needed (date, time, and location).
- (2) The subject of the conference or meeting.
- (3) The language needed (for example, English to German, German to English, or both).

b. If the conference or meeting will be used to discuss technical information (that is, information that requires specialized terms and abbreviations), the requester must send the interpreter any information available that explains the material to be discussed. This information may include copies of briefing slides, information papers, e-mail messages, or any other material that would help the interpreter prepare for the event by becoming familiar with the subject matter and its vocabulary. If the interpreter does not receive this information or does not receive it in time (normally 5 workdays before the event), the interpreter may not be able to provide the requested service.