

**HELLENIC ARMY GENERAL STAFF  
CENTRAL REGISTRY\*  
3<sup>RD</sup> OFFICE (LINGUISTIC SERVICE)**



**STANDING ORDER 0 – 35**

**ORGANISATION AND OPERATION  
OF LINGUISTIC SERVICES WITHIN THE HELLENIC ARMY**

ΑΘΗΝΑ ΣΕΠΤΕΜΒΡΙΟΣ 2007  
ΤΟ ΓΡΑΦΕΙΟ ΤΩΝ ΜΕΤΑΦΡΑΣΤΙΚΩΝ ΓΡΑΦΕΙΩΝ ΣΤΡΑΤΟΥ ΉΡΑΣ

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\* Now, Registry and Linguistics Directorate

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CENTRAL REGISTRY  
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d. Law 2913 / 2001 «Procedure for Staffing the General Specialty of Hellenic Army Interpreters»  
e. Presidential Decree 50 / 2001 «Qualifications of Permanent Civil Servants of the Hellenic State»  
f. Presidential Decree 300 / 2002 «Commission of Career Officers of the General Specialty of Interpreters of the Hellenic Army Registrars Corps»  
g. Allied Command Europe Directive 35-3 «Linguistic Services»  
h. International Standardisation Organisation (ISO) 2603 and 4043 on Interpretation Systems

### **STANDING ORDER 0 – 35 / 2007**

#### **ORGANISATION AND OPERATION OF LINGUISTIC SERVICES WITHIN THE HELLENIC ARMY**

##### **1. SCOPE**

The scope of this publication is to codify the regulations, governing the mission and working methods, related to the General Specialty of Interpreters of the Registrars Corps and the operation of the Linguistic Services within the Hellenic Army, manned by career Interpreter Officers, according to the referenced applicable legislation.

##### **2. GENERAL SPECIALTY OF INTERPRETERS**

###### **a. Background**

(1) The General Specialty of Interpreters of the Hellenic Army Registrars Corps was established in 1954 and has been staffing since 1956 posts in the linguistic services of the Hellenic Army, the Hellenic National Defence General Staff (HNDGS), as well as in Military Training Schools.

(2) ... they are governed by Law 2913 / 2001, article 9 § 2.

###### **b. Commission**

Interpreter Officers have been commissioned, following successful examinations that:

(1) In the past were organised, according to the Royal Decree dated 14 May 1955, providing for the commission of secondary education graduates, with an «optimum» knowledge of the English language and a «fair» knowledge of some other language.

(2) By virtue of Presidential Decree 300 / 2002, are now conducted in accordance with procedures similar to those of military academic institutes for the selection among candidates, holders of a university degree in the desired language in the fields of either translation or interpretation, or foreign language and literature, or of literary studies abroad. Knowledge of a second language is desirable.

c. Mission

The mission of the General Specialty of Interpreters is to prepare written translations from / to foreign languages, to serve as interpreters between Hellenic and foreign military, to select and educate interpreters, and organise and operate the Linguistic Services of the Hellenic Army (Article 2, § 1f, g, h of Law 2937 / 1954).

d. Career Prospects

Interpreter Officers are assigned to posts, consistent with the main language of their commission or the language, in which they were educated or taught with Hellenic Army support or have learned during their tour of duty.

3. **TERMS AND DEFINITIONS**

a. Translation Office (Linguistic Service)

(1) It is a staff cell of the Hellenic Army General Staff (HAGS) or of some other General Staff, or of the Staff of a Major Formation or of a Military Academic Institute.

(2) Linguistic Services are manned by Interpreter Officers, Civil Servant Translators – Interpreters and Soldier Interpreters.

(3) The command structure of any linguistic service is defined in the regulation for the organisation of the respective military agency. In order to avoid scattering of the Hellenic Army interpreter resources, plans for centralised linguistic services that will cover certain geographical sectors are advised, not necessarily linked to the mission of the military authority, to which they are attached.

(4) Operational procedures and working methods are described in Annex «A» hereto.

(5) The tasks of the Director of the Linguistic Service in HAGS are listed in Annex «B» hereto.

b. Interpreter Officer

A career Officer of the General Specialty of Interpreters of the Hellenic Army Registrars Corps.

c. Civil Servant Translator – Interpreter

A career Civil Servant of the Ministry of National Defence of Greece / HAGS, holder of a university or secondary education degree in Translation – Interpretation.

d. Soldier Interpreter

Personnel enlisted for compulsory military service in the Hellenic Army, tasked with auxiliary duties; Soldiers Interpreters attend a brief orientation course in translation, after the end of their basic training, in accordance with the General Training Directives of HAGS. They are assigned to field units and transferred to posts of their specialty after the end of their service there for a determined period of time.

e. Hellenic Army Interpreters

The foregoing three categories of personnel are to be in summon referred to as «Army Interpreters».

f. Languages of Translation – Interpretation

Further to the official language of the country (Greek), linguistic services are provided in languages determined for the official correspondence of HAGS and described in the respective organisational and operational regulations of other General Staffs, Major Formations or Formations.

g. Translation

Written rendering of the sense of a respective text in a language different than the original one, applying high quality standards

h. Interpretation

(1) Verbal expression of the speech of a person or the content of a text, as accurately as possible, in a language other than the speaker's or the original text's.

(2) Within the scope of this order, interpretation is also the transcription of a speech out of a magnetic or electronic sound or vision recording media (tape, cassette, DVD, CD, etc).

i. Revision – Proofreading

(1) Revision is the scrutinising and modification of the translation of a text by an experienced translator, in order to more accurately render its content and be more consistent to the authorised terminology.

(2) Proofreading is a procedure, advisable for the reasons mentioned before, in order to formalise an unofficial translation.

j. Text

Written text, such as document, letter, memorandum, directive, note, minutes, report, budgeting, operational order – plan, message, mail, etc



k. Official Translation / Interpretation

Work performed at the responsibility of Linguistic Service staff or of some other authorised organisation of the Hellenic Republic or foreign countries

l. Unofficial Translation / Interpretation

Work performed by personnel of a military or state authority, other than the one mentioned in the previous sub-paragraph

4. **TRAINING OF INTERPRETER OFFICERS**

Interpreter Officers undergo military training, necessary for their curriculum as career Officers; details as per Annex «C».

5. **FINAL PROVISION**

This order supersedes any other order, related to this subject activity.



**ANNEXES**

- «A» Operational Procedures and Working Methods of the Linguistic Service
- «B» Job Description of the Director of the Linguistic Service in HAGS
- «C» Training of Interpreter Officers

**DISTRIBUTION LIST**

ΠΑΓΙΑ ΔΙΑΤΑΓΗ 0 – 35

**Action Addressees**

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ΟΡΓΑΝΩΣΗ ΚΑΙ ΛΕΙΤΟΥΡΓΙΑ  
ΜΕΤΑΦΡΑΣΤΙΚΩΝ ΓΡΑΦΕΙΩΝ ΣΤΡΑΤΟΥ ΕΗΡΑΣ

**Info Addressees**

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Ministry of Foreign Affairs / Translation Service

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ΑΘΗΝΑ, ΣΕΠΤΕΜΒΡΙΟΣ 2007  
ΤΥΠΟΓΡ. ΕΛΛΗΝ. ΣΤΡΑΤΟΥ

ANNEX «A» TO  
SO 0 – 35 / 2007

**OPERATIONAL PROCEDURES AND WORKING METHODS**  
**OF THE LINGUISTIC SERVICE**

1. **SCOPE**

a. Operational procedures and working methods of linguistic services are governed by the respective tables of organisation, and organisational and working directives, and complementarily by this Standing Order.

b. The Linguistic Service within the Hellenic Army General Staff acts as the general coordinator for translation – interpretation services as well as for the standardisation of terminology.

c. Interpreter Officers assigned to the Hellenic National Defence General Staff and / or other joint posts perform tasks relevant to the task organisation and operation of the respective staff.

d. Commanders of Major Formations, Schools and / or other HAGS agencies, where operation of a linguistic service is provided for, apply this Standing Order to the necessary extent.

e. If interpretation – translation needs cannot be covered locally, assistance could be requested from superior echelons. In this case, personnel could be made available from geographically adjacent translation agencies.

f. Temporary needs of the Hellenic Army in translation / interpretation staff that become regular and continuous should lead to the establishment of a permanent linguistic service, in accordance with the existing procedures.

g. Staff Divisions, Major Formations, Formations or Units are authorised to engage available competent personnel for unofficial translation / interpretation, to cover specialised needs in languages:

(1) Not supported by existing linguistic services of the Hellenic Army (e.g.: languages of neighbouring countries, Russian, etc).

(2) Provided for in international or bilateral commitments of the Hellenic Army (e.g.: CFE, Confidence and Security Building Measures treaties).

(3) Dictated by operational needs of the Hellenic Army (e.g.: electronic warfare).

(4) Concerning local issues (e.g.: trans-border negotiations, national contingent in headquarters abroad, peace-keeping mission, etc).

h. The aforementioned should be reflected in the respective organisation and operation regulation and the relevant staff job descriptions.

i. Such unofficial translation / interpretation mission could be assigned to foreign language-speaking [mainly junior] personnel of all Arms and Corps, possibly after receiving training in the Hellenic Army Foreign Languages School.

## 2. TRANSLATION

### a. Translation Process

(1) Texts – documents to be translated will be transmitted in photocopies (not originals) accompanied by a note by the HAGS agency requesting the translation.

(2) To enhance standardisation and consistence, the requester of the translation should attach all available relevant references (titles, definitions, technical terminology, etc).

(3) The desired deadline should be indicated and justified, in particular in case of priority.

(4) The requester should inform about the document status (whether it is in draft form, approved, countersigned, etc); thus if translation of the finalised document is requested later on, there could be less work than an entirely new translation, or even a cost-effective simple revision – proofreading of the previous translation.

(5) The head of the linguistic service:

(a) After examination of the content of the text, determines the translation work needed and the priority to be designated, as per Appendix “1”.

(b) Assigns the work to a particular Army translator, also defining the methodology and the schedule of the translation work.

(6) Depending on the qualification of the first translator, revision / adaptation of the translation could be effected by experienced senior staff. In headquarters which do not employ revisers, translators should cross-check each other's work. If no reviser / speaker of the said language is available, only the correctness of the translation should be checked. The extent of the revision is decided upon by the head of the linguistic service.

(7) The aforementioned provisions of § 2 (a) 6 on the revision of the translation, are implemented in full, in case:

(a) The first translator is a Soldier.

(b) No translation is required, but rather a revision of a draft or an unofficial translation, already done.

(8) In accordance with international practice, each translator is expected to produce 4-7 translated pages of text (each page is calculated at approximately 325 words) per working day. This schedule could be prolonged, depending on the qualifications of the first translator, the degree of difficulty due to specific terminology and the needs for revision / correction.

(9) Accordingly, output of the reviser / proofreader might respectively be 12-16 pages of a simple text per working day.



(10) Scheduled translation and revision / proofreading times should also provide for typing, if required.

(11) Subject to staff requirements, Army translators and revisers should be allowed to use those working methods which they deem most suitable, e.g.: dictation, word processing, etc. Army translators could ask for clerical support by personnel of the Hellenic Army agency, requesting the translation, who will also be responsible for the final proof – copies of the work.

(12) Official translations (or proofread translations) are those signed as “proof-read” by Interpreter Officers and Civil Servant Translators – Interpreters as defined herein, applying the format of Appendix “1” to this Annex.

(13) Raw / computed translation electronically processed IS NOT an official document, if not revised and proof-read by the aforementioned personnel.

(14) In case Greek staff officers draft official documents directly in a foreign language, it is advisable to request editorial assistance by the Army linguistic services. In this case, editorial assistance is limited to the style and presentation, and not to the content, which entirely remains a responsibility of the author.

(15) In case that the Law or relevant orders (e.g.: call for expressions of interest, invitation to tender, etc) provide for the submission of documentation by private firms or foreign services to HAGS or any other Army agency in Greek, this will be done at the responsibility of the submitting party. In any other case, the responsibility rests with the Hellenic Army agency that has accepted those original documents in a language other than Greek.

b. Current Correspondence

(1) Army linguistic services only translate current correspondence (e.g.: exchange of letters, briefings, presentations, personal file documents, operations, defence planning, minutes, agreements, contracts, standardisation (STANAGs), etc).

(2) They are also tasked with the translation of digitally processed texts, uploaded on the HAGS Internet web page, under the responsibility of the respective agencies.

(3) Competent HAGS agencies should make a selection, based on the real needs for official translations for the Hellenic Army, of the texts in languages other than Greek that will be forwarded for translation.

c. Voluminous Documents

(1) Translations of studies, reports, and related voluminous documents should be done by the Hellenic Army staff agencies, employing their organic foreign-language speaking personnel.

(2) The translations provided for in the previous paragraph may be forwarded to an Army linguistic service for revision – proofreading.



(3) To facilitate any action officer, the head of the Army linguistic service could be asked to delegate an Interpreter that will brief him on the meaning of any relevant voluminous document in a foreign language, and suggest further actions or help him select parts most suitable for translation.

d. Sourcing of Translation Work

(1) Outsourcing

(a) In case no Army interpreter of the particular language is employed, and if the official (or unofficial) translation is absolutely necessary for staffing, the Army agency involved could request the translation from (and pay the relevant fee to) the Translation Service of the Ministry of Foreign Affairs that is the official public agency for authorised translations of public and private documents or other texts.

(b) Translation is available indicatively from / to the following languages:

English	Italian	Ukrainian	Swedish
Albanian	Spanish	Polish	Turkish
Arabic	Croatian	Portuguese	Czech
Bulgarian	Moldavian / Romanian	Russian	Finnish
French	Dutch / Flemish	Serbian	
German	Hungarian	Slovak	

(2) In-sourcing

(a) Career Army Interpreters may be tasked, by order of HAGS, with the translation or revision / proofreading of any translation work, independent of their mission and outside working hours, in accordance with the terms for the Provision of Services to the Public Sector (e.g.: historical archives, published editions, etc).

(b) Individual tasking and scheduling of such projects are specified by written order, countersigned by the head of the HAGS Linguistic Service, in order to better programme the allocation of personnel and allow smooth operation of the Office itself.

3. INTERPRETATION

a. Interpretation is assigned to Army Interpreters:

(1) During contacts between Hellenic military authorities with foreign visitors, foreign military authorities with Hellenic authorities (both civilian and military), etc.

(2) During cooperation meetings with foreigners (material procurement, etc).

(3) During meetings of international military organisations, where HAGS participates (e.g.: Army Interpreter Officer as Secretary of an International Working Group) as translators – interpreters, or minute-keepers in a foreign language.

(4) For escorting foreign dignitaries and missions.

- (5) During sessions or acts of Hellenic military justice officials.
- (6) For administration during conferences with foreign participation.
- (7) To prepare and potentially present briefings in languages other than Greek, during:
- (a) Visits of foreign dignitaries - delegations
- (b) Exercises, both multinational and national with foreign participants / observers

b. Types of Interpretation

(1) Simultaneous or Conference

Simultaneous expression of the sense of the speech of a person using a microphone in an open space by one or more Army interpreters, located in sound-proof fixed or mobile booths, receiving the voice of the speaker through headphones, and relaying to the headsets of their audience.

(2) Relay

Simultaneous expression of the sense of the speech of a person using a microphone in an open space, by one or more Army interpreters located in sound-proof fixed or mobile booths, receiving voice in a relay language of the EU (normally English, French or Spanish), as follows:

(a) The interpreters do not receive the voice of the speaker through their headsets, but instead the one of a relay interpreter, and relay themselves to the headsets of their audience

(b) In most cases, Army interpreters, even if they do speak the language of the speaker, opt for the interpretation in another language for reasons of correct wording and coherence to standardised terminology. A time delay may therefore occur.

(3) Consecutive or Discussion

Interpreting of the speech of a person situated in either open or restricted space, by an Army interpreter positioned between or near the said person and his audience, employing shorthand techniques. Given that such interpretation is common during staff talks, shorthand technique is an essential qualification for Army interpreters.

(4) Low-Voiced or Occasional

(a) Simultaneous expression of the sense of the speech of a person speaking in an open space, by an Army interpreter positioned near the audience or between the said person and his audience, employing or not sound amplifiers (microphone / headsets). This is a rather difficult type of interpretation, due to the heavy ambient noise.

(b) Normally, the Army interpreter briefly reproduces the content of the speech at a rather low voice not to add up to the ambient noise. Accuracy of low-voiced interpretation could be degraded if no sound amplifier is available to the interpreter.

(c) Low-voiced interpretation also includes guided visits and / or tours.

c. Interpretation Facilities and Infrastructure

(1) Conference rooms and booths must be designed and operate in such a way as to permit Army interpreters to simultaneously interpret the speech of the speaker correctly. As a minimum prerequisite, there should be fixed or mobile booths equipped with sound amplifiers, with the following characteristics:

(a) Sufficient outside and inside dimensions to serve the Army interpreters.

(b) Adequate ventilation / air conditioning and physical / sound insulation.

(c) Provision of sufficient / discreet lighting and of a support table for the interpreter to place his / her personal material.

(d) Free access space on their rear side.

(2) Booths should be oriented in such a way as to provide the Army interpreters with direct, unimpeded visual contact with the speaker and the slide projection wall. Where such visual contact is not feasible, Army interpreters should have visual contact with at least the chairperson, the podium, the slide projection wall and the Hellenic delegation.

(3) Persons, moving within the conference room, should not be permitted to move in front of the Army interpreters.

(4) Sound amplifiers should be reliable, user-friendly, lightweight, compact and comfortable.

(5) Organisers of military activities in Greece should, for reasons of conformity, consult the military translation office or any senior Interpreter Officer, with regard to the preparation of the interpretation aids to be installed in conference rooms.

d. Preparation and Conduct of Negotiations / Conferences

(1) In general, the concept of interpretation during negotiations / conferences is related to other similar activities (staff, committee and group meetings, seminars, briefings, speeches, etc) as per paragraph 3a of this Annex.

(2) Army interpreters should be given as much advance notice as possible to allow them prepare their assignments (subject, place, time, participants, possible transfers, uniform-dress code, etc).

(3) The organisers should provide the Army interpreters with all documents pertaining to the negotiations / meeting, including the texts (script) of briefings, at least one week in advance, particularly in case of highly technical or classified discussions.



(4) In case of assignment of the Army interpreter with the capacity of member of the Hellenic delegation, he / she should be given the complete texts of all documents related to this subject before and during the meeting.

(5) Where a film or video recording with a sound-track in the foreign language is to be shown, organisers should consult the Army interpreters in advance to jointly determine the feasibility of simultaneous interpretation or the summary rendering of the content in regular intervals.

(6) Army interpreters must be notified of the potential recording of the proceedings in the language of the floor and the translations thereof in electronic files and demand their immediate destruction in case of eventual violation of classified information.

(7) No-one other than the sound technicians should be allowed in the Army interpreters' working area. The senior Interpreter Officer present, is the only responsible to determine the right course of action.

e. Performance of Interpretation Duties

(1) Working periods of all types of interpretation by Army interpreters are calculated in "sittings". A sitting should last for a maximum of 3 to 3 ½ hours, including breaks, starting from the time scheduled for the beginning of the activity. There should be a minimum 1 ½ hour's break between successive sittings.

(2) Army interpreters should not work exclusively on interpretation for more than two sittings per day and seven sittings per week.

(3) The duration of an interpretation sitting should be proportionally reduced, if the Army interpreter assumes translating or revising / proofreading of texts related to the main activity, or administrative or escort officer duties.

(4) If due to service commitments, an interpreter is to work alone, he / she should be privileged with extra breaks.

f. Formation of Interpreter Teams

(1) Interpretation during negotiations / conferences is provided by two interpreters for each and every sitting (reinforced from other sources), and by a third one in case of prolongation of the works.

(2) Wherever the duration of the activity is scheduled or expected to exceed the aforementioned times, the interpretation team should be reinforced or interpreters should be given longer rest periods.

(3) In case of cooperation with freelance interpreters, the head of the Army linguistic service should provide guidance on all cooperation, employment, international specifications, as well as on security-related matters.

g. On the days of employment on interpretation, Army interpreters are relieved of any other duty.



#### 4. **INTERPRETATION / TRANSLATION ADMINISTRATION**

##### a. Working Language (s)

(1) The official working language of the Hellenic Armed Forces linguistic services is Greek. Official documents, forwarded to or received by HAGS, or discussions between Hellenic military authorities and foreign dignitaries will be conducted from / to Greek only.

(2) Official languages of NATO correspondence are English, official language of the United Kingdom (English UK), and French, official language of the French Republic (Français France), as recognised by the EU.

(3) Official language of FINABEL Coordination Committee, in which the Chief HAGS participates, is French (Chiefs of Staffs and Principal Military Experts Committees). Language of the Working Groups of this Committee is English. Responsibility for translations of documents and studies from / to these two languages lies with the Permanent Secretariat of FINABEL Coordination Committee.

(4) During the works of specialised organisations (for example conferences, LEO Club, etc), it is possible that only one foreign language be used, as determined by the organisers.

(5) In case of crisis or war and in accordance with applicable directives, messages / mails / documents and other verbal communication between domestic and foreign authorities will be conducted in English or any other foreign language if possible, with the reservation of translation of the texts / transcript of discussions at a later opportunity for historical purposes.

##### b. Quality Standards

(1) Interpretation / translation services should be organised to meet the highest quality standards possible in the most cost-effective way. In this context, the term "quality" refers to the following specifications:

- (a) Accuracy of rendering
- (b) Clarity of speech
- (c) Comprehensiveness of expression

(2) In order to successfully render the terms, it is imperative to effortlessly conduct training and profit from the experience of expert personnel, alongside with the use of suitable general and special dictionaries and other reference material (regulations, directives, magazines, etc).

(3) Translation and interpretation should not in any way alter, complement or embellish the original written or oral expression. They should not cause misunderstandings about its true meaning and, therefore, deprive the end user of translation / audience of interpretation of the opportunity to realise that, what was in writing or verbally addressed to them is, in essence, incomprehensible, incoherent, incomplete or faulty.

c. Standardisation of Terminology

(1) When translating / interpreting terms regarding their administration, organisation and operations, the Hellenic Army and the Hellenic Armed Forces in general implement national and international regulations of exclusive specialised terms (standardisation).

(2) Translation of such terms is included in series of valid documents approved by the Hellenic national authorities.

(3) Therefore, when translating texts, linguistic services should make use of the following types of terminology:

- (a) Standardised military (national, NATO, EU, FINABEL, etc)
- (b) From official national glossaries
- (c) Approved by the aforementioned or other international organisations (for example ISO, IEC, ICAO, etc)
- (d) From suitable publications, related to acronyms and abbreviations, standardised symbols, etc

(4) In case of lack of official terminology, terms from texts to be translated should originate from relevant dictionaries of the private sector

(5) The Linguistic Service in HAGS is authorised to list and publish electronic national military terminology, acronyms and abbreviations lists.

(6) Army interpreters should be the primary actors on behalf of HAGS in the standardisation procedures, in cooperation with the responsible staff agencies of HAGS and HNDGS, for:

- (a) Terminology, Allied – European Documentation and preparation of lists of international agreements [NATO standardisation process (STANAGs, EU Studies, Finabel, etc].
- (b) Definition of language profession and knowledge [for example Common European Frame (CFE), NATO STANAG 6001, language profession levels].

d. Information Security

(1) Army Interpreters are responsible for applying the following professional rules:

- (a) Interpreters / Translators code of ethics
- (b) Security of communicated information
- (c) Confidentiality

(d) Protection of personal data

(e) Non-disclosure of relevant data not even to persons potentially granted with a respective security clearance, but without access privileges.

(2) The aforementioned provision also applies to other military and civilian personnel providing unofficial translation – interpretation services.

ΕΛΛΗΝΙΚΟΣ ΣΤΡΑΤΟΣ  
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ  
3<sup>ο</sup> ΓΡΑΦΕΙΟ (ΜΕΤΑΦΡΑΣΤΙΚΟ)

APPENDICES

“1” Official Procedures and Priorities Set for the Translation of Documents



ΠΑΓΙΑ ΔΙΑΤΑΓΗ 0 – 35

ΟΡΓΑΝΩΣΗ ΚΑΙ ΛΕΙΤΟΥΡΓΙΑ  
ΜΕΤΑΦΡΑΣΤΙΚΩΝ ΓΡΑΦΕΙΩΝ ΣΤΡΑΤΟΥ ΞΗΡΑΣ

ΑΘΗΝΑ, ΣΕΠΤΕΜΒΡΙΟΣ 2007  
ΤΥΠΟΓΡ. ΕΛΛΗΝ. ΣΤΡΑΤΟΥ

ΓΕΝΙΚΟ ΕΠΙΤΕΛΕΙΟ ΣΤΡΑΤΟΥ  
ΕΚΕΤΕ  
**OFFICIAL PROCEDURES AND PRIORITIES**  
**SET FOR TRANSLATIONS OF DOCUMENTS**

1. All incoming documents to be translated are brought to the attention of the Director, who signs them; then they are recorded and assigned for action.

2. The Registry of the Linguistic Service records incoming mail in a special register for translations, issues an “Action Sheet” as per the attached format, and submits these to the Chief of the Linguistic Service.

2. The Chief of the Linguistic Service sets the priorities and assigns the work to the personnel of the service, also taking into consideration the needs for revision of translation texts.

4. The following criteria regarding the end user of the translation and the deadlines requested by the action officer determine the priorities:

a. End User of the Translation

Top priority applies to documents brought to the immediate attention of:

(1) HAGS Command Group

(2) The Hellenic Defence political and military leadership (upon authorisation by the Executive Office of the Chief HAGS that determines relevant priorities)

(3) Operational Commands

b. Request of the Action Officer

If necessary, the action officer should notify the deadline, by which the translation of the text has to be concluded, thus allowing the Chief of the Linguistic Service to schedule the work of his / her staff.

c. Content of the Text to Be Translated

Other documents – texts to be translated are prioritised in the following descending order:

(1) Operations – Correspondence – Briefings – Presentations

(2) Personal documents of Officers – NCOs – Civil Servants

(3) Defence Planning – Conference Meetings of Hellenic and Foreign Delegations – Agreements (MOU, etc)



(4) Contracts – Standardisation Agreements & Directives - Financial Supporting Documents

(5) Other Documents

d. Size of the Text

The Chief of the Linguistic Service may promote the translation of a shorter text over another of the same priority, in order to expedite procedures.

e. Translator Skills

The Chief of the Linguistic Service may decide that a text of specialised terminology will not be translated by the first available translator, but by someone else more familiar with the terminology used or having translated similar texts, or a previous version of the same text in the past, etc.

5. Upon completion and revision of the translation, the text signed by the Interpreter Officer or Civil Servant Translator – Interpreter, as determined in this standing order, is sealed with the official stamp and forwarded to the originator by the competent Registry. The stamp in English or French could be affixed to translations in the respective languages. Each page of particular legal documents (for example court documents) may be sealed and signed individually.

6. The Registry of a Linguistic Service keeps records of promulgation notes, together with the translation request, the Action Paper of the Service and any other administrative document related to the said translation for 2 years. A copy of the translation in electronic format is saved in a protected directory for 5 years.

ΠΑΡΙΑ ΔΙΑΤΑΞΗ 0 - 35

ΟΡΓΑΝΩΣΗ ΚΑΙ ΛΕΙΤΟΥΡΓΙΑ  
ΜΕΤΑΦΡΑΣΤΙΚΩΝ ΓΡΑΦΕΙΩΝ ΣΤΡΑΤΟΥ ΞΗΡΑΣ

ΑΘΗΝΑ, ΣΕΠΤΕΜΒΡΙΟΣ 2007  
ΤΥΠΟΓΡ. ΕΛΛΗΝ. ΣΤΡΑΤΟΥ

**TRANSLATION ACTION SHEET FORMAT**

SECURITY CLEARANCE: (Command / Staff)

.....  
LINGUISTIC SERVICE  
PRIORITY: TRANSLATION NUMBER:

**TRANSLATION ACTION SHEET**

**ORIGINAL DOCUMENT**

ORIGINATOR:

DATE OF RECEIPT:

ORIGINAL TEXT LANGUAGE:

ENCLOSURES:

PAGES TO BE TRANSLATED:

SUMMARY OF THE TEXT: ΠΑΓΙΑ ΔΙΑΤΑΓΗ 0 – 35

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TRANSLATOR:

ASSIGNED ON (DATE):

REMARKS:

**INDICATIVE PRIORITY LIST  
OF HAGS LINGUISTIC SERVICE**

PRIORITY	CONTENT
A1	HAGS Command Group (Chief HAGS, Army Inspector General, A' – B' Deputy Chiefs, Staff Directors)
A2	All other political and military leadership (Minister, Deputy Ministers of National Defence, MOD Staff, HNDGS) upon XO HAGS orders)
A3	Operational Commands
B1	Priority requested by other action officers
B2	Operations – Correspondence – Briefings – Presentations
B3	Personal documents of Officers – NCOs – Civil Servants
B4	Defence Planning – Conference Meetings of Hellenic and Foreign Delegations – Agreements (MOU, etc)
C	Contracts – Standardisation Agreements & Directives - Financial Supporting Documents
D	Other Documents

**TRANSLATION / REVISION AUTHORISATION FORMAT**

GREEK

ENGLISH

<p>ΓΕΣ / ΔΓΜΥ / 3 (Μεταφραστικό) Αρ. Πρωτ. .... / (ημερομηνία) Για την ακρίβεια / τον έλεγχο της μετάφρασης</p> <p align="center">Όνοματεπώνυμο / Βαθμός Μεταφραστή / Ελεγκτή</p>	<p align="center">ΠΑΓΙΑ ΔΙΑΤΑΓΗ 0 – 35</p> <p>Hellenic Army General Staff Reg &amp; Ling Dte / Linguistic Service Translation Nr ..... / (date)</p> <p align="center">Name / Rank Translator / Reviewer</p>
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**JOB DESCRIPTION OF THE DIRECTOR**  
**OF THE LINGUISTIC SERVICE IN HAGS**

**TASKS**

1. The Director of the Linguistic Service in HAGS directs the work of the Service in accordance with the HAGS Table of Organisation, and the HAGS Organisational and Operational Directive, any other relevant order and the provisions of this document.

**RESPONSIBILITIES**

2. The Director of the Linguistic Service is:

a. The principal Advisor of the Directive of the HAGS Registry and Linguistics Directorate for issues related to the General Specialty of Interpreters, regarding:

(1) The selection, enlistment, training and prospects of the career Officers of the General Specialty of Interpreters of the Military Registrars Corps.

(2) The drafting and modification of both peace and wartime Tables of Organisation, regarding the Interpreters.

(3) The organisation and operation of Linguistic Services for the Hellenic Army.

(4) The issuing of directives for the Linguistic Services of the Hellenic Army, within the framework of the general guidance of HAGS.

(5) The technical support of Linguistic Services.

(6) The Interpreter Soldiers on duty in the HAGS Operations Centre.

b. Responsible for the operation of the Linguistic Service and:

(1) Supervises and controls the personnel.

(2) Monitors issues related to the staffing of the Service, in accordance with the Officers – Civil Servants – Soldiers establishment.

(3) Adheres to and implements HAGS orders, to the extent these apply to the Service.

(4) Recommends the personnel to attend specific training.

(5) Assigns, controls and supervises the implementation of translation tasks in the working languages up to Top Secret (Special Handling) classification.



(6) Coordinates the contribution of other HAGS agencies, responsible for the translation of regulations and other studies, books, etc.

(7) Organises and directs the assignment of personnel for: interpretation in foreign cooperation commissions (for defence acquisitions, etc); foreign language secretariat services for international military organisations, in which HAGS is a member; escorting foreign dignitaries and delegations; briefings during visits of foreign dignitaries – delegations; multinational and / or national exercises with foreign observers.

(8) Recommends the assignment of specialised military and civilian personnel for the board of selection of Soldiers for posts abroad, in accordance with relevant orders of the HAGS Career Military Personnel Division.

(9) In cooperation with the responsible HAGS agencies, provides for the selection – training and assignment of conscript linguists, trained or recognised as “Army Interpreters”.

(10) Determines and supervises the on-the-job training (practice) of selected Interpreter Soldiers, as set out in the HAGS General Training Directives, in view of conferring them the respective Specialty.

(11) Monitors the provision of the required secretarial support and the registration of translated documents, the acquisition of the necessary furniture, equipment, aids, materials, electric and electronic appliances, etc.

(12) Recommends suitable personnel for other duties not provided for in this order and decided upon by the HAGS Command Group (inspections, acquisitions, military judicial acts, etc).

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**TRAINING OF INTERPRETER OFFICERS**

1. **Basic Training**
  - a. If a candidate, having successfully passed the relevant examinations, has not received Officer training in the past shall undergo as “Candidate Lieutenant Interpreter”:
    - (1) Basic training in a Newly-Recruited Training Centre.
    - (2) Reserve Officer training in the Infantry Reserve Officers School or continue training in the Reserve Officers School of attendance.
  - b. The final career list for those having successfully passed the relevant examinations is governed by the provisions of the articles of Laws ... (on the statute of Officers) ... and ... (on the average grade obtained at the examinations and the final results of the Reserve Officers School).
  - c. During training in a centre or attendance in a school, Candidate Lieutenant Interpreters follow the normal working and training programme, as set forth in the relevant orders, focused on military education, in view of his / her future assignment.
  - d. The training centre and / or the school have to assign him / her in the respective (men – women) quarters.
  - e. Whoever does not complete this training, by virtue of Law ..., and has no other obligations as a conscript, is promoted to the prescribed rank, the respective note is registered in his / her service documents as active or reserve duty, and he / she is provided with a relevant certificate.
  - f. At the end of each of the training cycle (basic – Reserve Officer’s), Candidate Lieutenant Interpreters attend the same ceremonies provided for conscripts / Reserve Officers (oath-taking, graduation). After graduation from the Reserve Officers School, Candidate Lieutenant Interpreters do not wear Reserve Officers insignia.
  - g. The Reserve Officers School issues a separate record of successful attendance for their Candidate Lieutenant Interpreter students, based on which the competent HAGS Directorate issues a document of graduation.
  - h. One amongst the Interpreter Officers serving in HAGS is tasked with monitoring this training and is authorised to observe training activities and attend end of training ceremonies (oath-taking, graduation).

## 2. Interpreter Officers Specialty Training

a. The HAGS Linguistic Service organises: the ceremony for the commission of the new Interpreter Officers; on-the-job training in the form of a course in topics related to translation – interpretation, staff procedures, defence official correspondence, and general military education.

b. Trainers are appointed by the HAGS Training Division and may be selected from the Army Registrars Course or any other HAGS course in the broader Region of Attica. Movements of trainees could be organised by the Linguistic Service.

c. Course subjects are as follows:

### (1) Translation

(a) Translation of texts from / to a foreign language, under the supervision of a senior Officer of the Linguistic Service, focusing on the familiarisation with the specialised field and on the procedures and / or the priorities.

(b) Military terminology with the use of relevant aids.

(c) Quality assurance (accuracy, clear speech, comprehensive expression).

(d) Standardisation with the use of regulations and publications (national, NATO, EU) on acronyms and abbreviations (standard symbols – allied publications, international treaties, standardisation agreements, Finabel studies, etc) and terminology of international institutions (for example ISO, IEC, ICAO, etc), as well as those on language proficiency (for example CEF, NATO STANAG 6001, etc).

### (2) Interpretation

(a) Interpretation from / to the foreign language, under the supervision of a senior Officer of the Linguistic Service, focusing on the familiarisation with the specialised field and the achievement of a high level of quality and accuracy in cases where new Interpreters may be assigned.

(b) Participation under the supervision of a senior Officer of the Linguistic Service, in the organisation of military conferences in Greece and other similar activities (discussions, meetings of committees and groups, seminars, briefings, speeches, guided / organised tours).

(c) Preparation of briefing scripts, and film or video projections, in the original language without subtitles.

(d) In any case, the Director of the Linguistic Service is responsible to determine if the personnel undergoing training is suitable to assume interpretation duties at high levels of the Defence Leadership.

### (3) Hellenic Army Functions

(a) General information on the functions, indicatively described in the following list, by specialised HAGS Staff Officers and other personnel, in the form of briefings, in order to familiarise with the full spectrum of the working location and the workload:



Nr	SUBJECT	HAGS COMPETENT AGENCY
(a)	(b)	(c)
1.	Organisation of the Ministry of National Defence (MOD), the General Staffs of the Hellenic National Defence (HNDGS) and the Hellenic Army (HAGS), the Major Formations (break-down and responsibilities of the Arms and Corps and the Staff Agencies)	HAGS / Reg and Ling Dte (Army Registrars Course)
2.	Mission of the Army Registrars and Interpreters Corps – Task Organisation of Registries and Linguistic Services	HAGS / Reg and Ling Dte (Army Registrars Course) & HAGS / Reg and Ling Dte / Linguistic Service
3.	Table of Organisation Organisation and Operation Regulation	HAGS Organisation Division
4.	Defence Correspondence	HAGS / Reg and Ling Dte (Army Registrars Course)
5.	Hellenic Army Filing System	HAGS / Reg and Ling Dte (Army Registrars Course)
6.	Use of Computer and Internet Terminals	HAGS / Reg and Ling Dte (Army Registrars Course) and Hellenic Army Computer Support Centre
7.	Physical, Material and Information Security	HAGS / Reg and Ling Dte (Army Registrars Course) and HAGS / Intel – Sec Div
8.	International Combat Intelligence Working Group	Secretary of Finabel Lima WG
9.	NATO – EU – Peace Support Missions – Humanitarian Operations and HAGS Participation	HAGS Plans – Exercises Div
10.	Defence Planning – Command and Force Structures – Bilateral Military Cooperation – Finabel	HAGS DPPD
11.	Military Personnel Records	HAGS / Reg and Ling Dte / 1st Section
12.	Duty Responsibilities (Camp Guard)	HAGS HQ BN
13.	Organisation of Military Justice and Administrative Judicial Procedures	HAGS / Reg and Ling Dte (Army Registrars Course)
14.	Acquisition of Materials	HAGS Svc Spt Div or Higher Military Command of Army Support / Procurement Dte
15.	Logistic Support and Movements – Transportation	HAGS Svc Spt Div
16.	Medical Care – Annual Medical Test (Check-Up)	HAGS HQ BN Infirmary
17.	Salary	HAGS BUDFIN
18.	Summer Resorts and Vacation Exchanges	Public Information and Relations Div
19.	Army Post Services	HAGS / Reg and Ling Dte (Army Registrars Course)

(b) HAGS competent agencies should provide the trainees with unclassified information leaflets or make reference to relevant military documents.



### 3. **Post-Graduate and Senior Military Education**

a. Interpreter Officers are entitled by Law ... to attend post-graduate specialisation education and by Law ... to attend translation-interpretation courses, if they were not trained in either discipline. Such courses could be organised in cooperation with respective university faculties.

b. To enhance Hellenic Army capabilities, Interpreter Officers are eligible for preferential attendance of courses in languages of neighbouring countries in the Hellenic Military Languages School or to be financed for obtaining a proficiency certificate from official schools and / or institutes. The need for such languages is determined in coordination with the responsible HAGS agencies.

c. Interpreter Officers could be financed to attend shorthand courses, in order to cover relevant consecutive interpretation needs.

d. As regards their military education, Interpreter Officers could be selected, upon recommendation of their Directorate, to attend respective military training courses (Captains of other Arms-Corps, Command and Staff College, etc).

### 4. **Administrative Provisions of Basic Training**

a. Each Candidate Lieutenant Interpreter is issued a temporary military identification card and all the relevant support documents, as is the case for soldiers selected for commission as candidate reserve Officers and candidate reserve Officers, always carrying the mention of "Candidate Lieutenant Interpreter".

b. Issuing of an official military identification card and all personal documents of the Officer is carried out after promulgation of the Presidential Decree on the commission as Second Lieutenant and the oath-taking ceremony, by the competent HAGS agencies and the Offices of the HAGS Headquarters Battalion (HQ BN).

c. All movements of Candidate Lieutenant Interpreters for training purposes as stipulated in Law ... are done by service means or at the expense of the service (embarkation note), as is the case for soldiers selected for commission as candidate reserve Officers and candidate reserve Officers (...)

d. Candidate Lieutenant Interpreters are issued full gear for training and duties from the Newly Recruited Training Centre or the Reserve Officers School, as is the case. ...

e. He / She is also entitled to full medical care, provided to conscript soldiers and candidate reserve Officers.

f. Candidate Lieutenant Interpreters are entitled to full salary of Second Lieutenant, according to the Laws ... on payment of wages.

g. Until promulgation of the Presidential Decree on the commission to career Officers and their oath-taking, Candidate Lieutenant Interpreters simply wear the insignia of the General Specialty of Interpreters and follow on-the-job training in the Linguistic Service of HAGS, without any other service commitments.

h. Following promulgation of the Presidential Decree on their commission, the HAGS Registry and Linguistics Directorate:

- (1) Organises the Oath-Taking Ceremony and the presentation of the Officer's Sword.
- (2) Assigns them to the Linguistic Service for specialisation training.



ΠΑΓΙΑ ΔΙΑΤΑΓΗ 0 – 35

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