

UTAH ARMY NATIONAL GUARD
Headquarters, 300th Military Intelligence Brigade (Linguist)
P.O. Box 1776
Draper, UT 84020-1776

UT-300TH (15-1A)

13 October 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Agenda for Brigade Command Language Council, October 2001

1. The Brigade Command Language Council will convene at 1800 hours on Thursday, 18 October 2001, in Draper. Battalions should be represented by their Language Officer and a full-time AGR staff member, preferably the person most responsible for language and budget issues.

2. Agenda items to be discussed include:

a. Hot or Suspense Items.

(1) Linguist Newsletter. SFC Glover will follow up on distribution of the linguist newsletter published last week and encourage battalions to begin work on the submissions for the January edition before the holiday season crunch hits.

(2) CLP of the Year. SFC Glover will remind battalions of the suspense for submissions to the annual CLP of the Year competition. He will also report that COL Ainscough has signed an endorsement for brigade's submission, which has already been forwarded.

(3) Annual TALP Report. SFC Glover will also remind battalions that according to AR 350-16 (Total Army Language Program) the annual TALP report on the execution of language dollars are due to the DA TALP Programs Manager by 15 November.

b. Regular Review Items.

(1) TALP. We will discuss TALP planning for the new FY.

(2) Technology. SFC Glover will provide updates on the CLP site, the language server, and linguist database.

(3) Inventories. Battalions should report the status of their inventories of language materials.

c. Other Review Items from Past Meetings.

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(1) Contract Language Program Overhaul. Council members must come to the meeting prepared to discuss how to improve our contract language program. Discussion will focus on at least the following five areas, each of which has been assigned a lead advocate and indicated:

(a) Attendance. MAJ Tolman will present a tool for tracking individual soldier class attendance and an SOP to accompany it.

(b) Instructor Evaluation. MAJ Stevens has prepared information regarding the evaluation of our language instructors and an associated SOP for discussion, which will be led by SFC Glover.

(c) Student Evaluation. CPT Rice will present ideas on a mechanism for measuring the effectiveness of our contract language instruction. This may involve a grading system for teachers to use with students.

(d) Class Leaders. SFC Glover will present draft guidelines and training for Class Leaders to be conducted before the beginning of the contract language instruction.

(e) Instructor Training. MAJ Stevens has prepared a specific recommended date and agenda for a 4-hour instructor pre-service orientation, which will be presented by SFC Glover.

(2) Linguist Ribbon. SFC Glover will present the draft proposal for a National Guard Linguist Achievement Ribbon for final discussion before it will be presented to the Brigade Commander for his concurrence and signature.

d. New Items.

3. Council members who are unable to attend should make prior preparation for a conference call or other arrangements with me to discuss input before and results after the scheduled meeting.

4. Any questions may be directed to the Brigade Language Support Officer at (801) 620-1907 (DSN 766-3907) or Brigade Command Language Program Manager at (801) 523-4258.

STEVE G STEVENS
MAJ, MI, UTARNG
Language Support Officer

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