

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

UT-300TH (15-1A)

6 March 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Command Language Program Council Minutes, March 2001

1. Members of the Brigade Command Language Program (CLP) Council met on Thursday, 1 March 2001 in Draper at 1800 hours. Attendees included MAJ Steve Stevens, SFC Todd Glover, CPT Mark Hult, CPT Paul Rice, 2LT Kevan Larsen, SPC Brent Mietzner, and MAJ Derek Tolman.

2. Topics discussed from the agenda included:

a. February Minutes. We followed up on the "to do" items and pertinent issues from the minutes of the February council meeting.

(1) Newsletter. Submissions for the next issue of the Linguist Review, the brigade's linguist newsletter were due at the meeting. MAJ Stevens provided a draft of his article. CPT Hult and CPT Rice committed to provide input during the week after the meeting. Articles from other individuals are still encouraged and welcome. This issue will be completed in time to be distributed directly to company commanders at the April USR meeting.

(2) DLI Language Olympics. MAJ Stevens reviewed the dates of and languages able to participate in the Worldwide Language Olympics. He wrote an article in the Brigade Newsletter to publicize the Olympics; however, he expressed concern over limited distribution of that newsletter. He will follow up with the Brigade AO on that distribution and will present a formal brigade message, which will include how many people brigade has budgeted for attending the competition, by next meeting. The council discussed criteria for determining participants.

(3) Language Resource Disk. The battalions decided to buy blank CDs for making additional copies of this training tool. SFC Glover will ensure the copies are made and returned to the battalions.

(4) Language Incentives. We followed up on the following unfinished business in regard to language incentives:

(a) Awards. MAJ Stevens reported that COL Snowball liked the ideas presented in the draft memorandum addressed to company commanders encouraging them to recognize their soldiers for

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accomplishments related to language. COL Snowball is having the memorandum reviewed and “tweaked” before he signs and disseminates it.

(b) Honor Roll. SFC Glover reminded the council of the 1 April suspense for the DLPT Honor Roll incentive program. Battalions need to submit a list of their current 3/3 linguists to include name, rank, unit (company and battalion), language, and date of the most recent DLPT. Out-of-state battalions are encouraged to participate.

(c) Linguist of the Year. MAJ Stevens gave an update on the modified proposal for the brigade’s Linguist of the Year program. He is still trying to find out the possibility of having the Brigade Commander provide coins and AAFES provide gift certificates or coupons to increase the incentive. He needs to find out how and when the essay topics are determined each year. He hopes to finalize and publish the memorandum for this incentive program by the next council meeting.

(d) Linguist Certification. SFC Glover reported that DLI will not extend its linguist certification program to award its credentials to other than DLI graduates. If we want to have some type of credentialing process in the brigade, we will have to create or adapt one ourselves.

(e) Linguist Badge. Neither MAJ Stevens nor SFC Glover were able to find any additional historical information on previous linguist badge proposals. MAJ Stevens will pursue this over the next 6 months and report any progress.

(6) TALP. MAJ Stevens did provide the additional information he received from MAJ Abram to the battalion language officers via E-mail prior to the council meeting. The council would like to see language officers, both battalion and brigade, more involved in the TALP process. MAJ Stevens proposed making a monthly TALP update a regular part of the council agenda. Battalion Language Officers should be prepared to report the status of their TALP budget and expenditures each month.

(7) Accountability. The council meeting was the deadline for providing the results of unit inventories of language materials. SFC Glover reported that he had completed the inventory of the Language Resource Center. He will prepare an electronic copy for MAJ Stevens to add to the Brigade Language Web Site by the next council meeting. CPT Hult and CPT Rice reported that the companies had made good progress toward completing the inventories, but most of it was in hard copy. Battalions were directed to continue the inventory effort and to convert the hard copy into an electronic format so it can be posted on the Web for soldiers to access. Concerns were expressed over documenting materials that only have a foreign-language title. Units will translate them and explore also providing the foreign-language title. Ideally, these materials should be marked or bar coded to allow for easier identification. Concerns were also expressed over materials wearing out and needing to be replaced. MAJ Stevens will draft a policy letter to cover these issues by the next council meeting. Finally, everyone was reminded that items of \$25 or more purchased with TALP money must be kept on a separate hand receipt.

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(8) Web Site. Battalions need to continue to advertise the Brigade Command Language Program Web Site (<http://www.ut.ngb.army.mil/300mi/CLP/clp.htm>), so all linguists are familiar with this ever growing training tool. Soldiers should be encouraged to help develop and improve it.

(9) Sub-2/2 Linguists. MAJ Stevens encouraged the battalions to prioritize their list of language training plans for their sub-2/2 linguists and to begin to execute those plans using TALP and other funding.

(10) High School Language Olympics. MAJ Stevens provided an update on the status of the plan to conduct the first annual Utah High School Language Olympics on 20 April. He requested battalion assistance in identifying one additional Spanish and one additional French linguist qualified and willing to be a judge on that day. MAJ Stevens will provide a copy of the one-page concept paper along with these minutes and will provide an update next council meeting.

(11) Korean DLPT Validation. We reviewed the requirement to assist DLI in validating the new Korean DLPT currently in development. As all the participants in this process, save one, come from the 141st, they should take the lead on this event; however, SFC Glover is willing to assist.

(12) Russian Correspondence. MAJ Stevens followed up on the distribution of information regarding the Army's Russian correspondence course. A memorandum was attached to the minutes from last meeting, but some had not seen it yet. MAJ Stevens will send another copy with these minutes.

(12) Annual Language Report. MAJ Stevens briefly reviewed the regulatory requirement to submit an annual report to DLI. AR 350-20 (Management of the Defense Foreign Language Program) requires that units with documented CLP programs annually submit a DD Form 2156 (also called a DLI Form 17-R (Command Language Program Training Report) by AR 350-16) by 1 March. He reminded the council that this requirement should not have been a surprise to anyone as it was published on the CLP yearly training calendar distributed last fall. He provided a hard copy to council participants and will attach it to these minutes. He will also add it to the CLP Web site.

(13) 2003 MTOE. Time did not permit discussion of proposed changes in language coding for the 2003 MTOE.

(14) Language Evaluation. Prior to the meeting MAJ Stevens provided to the battalion language officers an advance copy of the operations order prepared by MAJ Glad for the language evaluation to be conducted during the June FTX. Copies should have also gone out through distribution from the Brigade AO. Time did not permit discussion of this item.

b. New Items. The council also addressed the following topics:

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(1) Russian Language Mentor. SFC Glover distributed copies of this training resource designed for advanced Russian linguists to all six battalions. This is for official use only. Units may make copies, but they should be distributed to and used only by soldiers. Soldiers may also participate in this program via the secure Net in the SCIF. Contacts MAJ Stevens for details.

(2) Brigade Language Olympics. SFC Glover will present a draft survey designed to ascertain interest in holding a Brigade Language Olympics in FY02. The council will discuss and finalize the survey.

(3) Brigade Language Conference. MAJ Stevens provided an overview of the agenda and breakout sessions for the Brigade Language Conference to be held 16 to 18 March. He will need assistance taking notes in the breakout sessions.

(4) DLI Teacher Course. MAJ Stevens led a discussion regarding having an MTT from DLI in August to teach-the-teacher course. He noted that this item was used to justify \$10,000 of our TALP funds and that it is a regulatory requirement for awarding teaching contracts. The council agreed to not force strict adherence to the regulation at this point, because the 80-hour courses which teachers cannot be paid to attend is twice the length of some of the language contracts they have been awarded. However, if the course is conducted, they will all be strongly encouraged to participate and informed that the requirement will probably be enforced in the future. Battalions were given 1 week to contact their contract language instructors to ascertain interest in this course. MAJ Stevens noted that truly professional instructors would probably be interested in adding a DoD certificate to their credentials and that less-experienced instructors might be interested in helping establish their credentials. SFC Glover will seek additional information on the course (topics covered, syllabus, etc.) to help build teacher interest. Adjunct Faculty qualified to teach language courses from the National Cryptologic School and other soldiers who have an interest in teaching foreign language classes should be invited to participate if the MTT is approved.

(5) CLPM Handbook. SFC Glover distributed copies of the CLPM Handbook to the battalions. He made enough copies for each company language manager to get one. Out-of-state battalions are encouraged to download this resource from LingNet if they don't already have a copy of it.

3. Next Meeting. The next Brigade Command Language Council meeting is scheduled for Thursday, 5 April 2001 at 1800 hours in Draper.

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.

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