

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

UT-300TH

30 September 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Command Language Program Council Minutes, September 2001

1. The Brigade Command Language Council met at 1800 hours on 20 September 2001 Draper, Utah. Attendees included MAJ Steve Stevens (300th), SFC Todd Glover (300th), MAJ Derek Tolman (142nd), CPT Paul Rice (142nd), 1LT Stewart Peay (C/141), CW2 Neil Buckley (D/142), SFC Dean Sessions (D/142), and CPT Keith Overton (260th via conference call).

2. Topics discussed from the agenda included:

a. Hot or Suspense Items.

(1) Newsletter/Honor Roll. SFC Glover reminded the council that the next issue of the brigade's linguist newsletter and 3/3 DLPT Honor Roll will be published at the October USR. The deadline for submissions is 1 October. We expect to see at least one article per battalion, to include the non-Utah units.

(2) FY02 MTT Forecast. We entertained any additional requests for the brigade to sponsor MTTs from DLI to teach in FY02 other than the languages discussed last month (Russian, Korean, Japanese, Spanish, Chinese-Mandarin, Arabic, and German) but settled on them. These MTTs are to be conducted in June. However, due to the high OPTEMPO in our units some concern was expressed about being able to fill them. Battalions are to begin advertising for them now and compiling lists of soldiers who commit to attend. The minimum number of students needed to conduct a course is six. The drop-dead date for determining whether the courses will be conducted or cancelled will be 31 March 2002. Additionally, we will request an MTT to come to teach the Instructor Certification Course during the first 2 weeks of August.

(3) CLP of the Year. MAJ Stevens corrected the suspense for the annual CLP of the Year competition, which was announced last month as 30 September. The actual final suspense date for all submissions is 15 November to HQDA.

b. Regular Review Items.

(1) TALP. The council briefly discussed the expenditure of TALP funds during FY01. MAJ Stevens reminded the battalions that they should begin preparing their end-of-year TALP

UT-300TH

30 September 2001

SUBJECT: Brigade Command Language Program Council Minutes, September 2001

expenditure reports per regulation and ensure that they have hand receipts for all items over \$100. We also discussed the TALP request that was submitted for FY02. MAJ Stevens encouraged battalions to prioritize their language training needs and requests. Again, battalions were reminded that the OPTEMPO this year may impact how much soldiers can participate in language training, so CLPMs/Language Officers need actively manage or track TALP monies.

(2) Technology. MAJ Stevens gave updates on the CLP site, the language server, and linguist database.

(a) Web Site. The CLP Web site continues to grow almost weekly. We are adding an area to provide information and share resources for our contract language instructors. However, we are still looking for more input. To be most beneficial for soldiers, we need input from soldiers. We need the linguists to let us know the best Web and local resources. To improve the CLPs in each unit and to prevent duplication of effort, we need sharing from all CLPMs and Language Officers.

(b) Language Server. No additional progress has been made with loading software onto the brigade's language server, as we are still at the mercy of IT personnel. At this point, all we have on there is copies of the Rosetta Stone in nine languages. We have many other items waiting to be loaded. SFC Glover and MAJ Stevens will resume pressure to have this completed.

(c) Database. In terms of the database, CW2 David Miles has been brought on orders to completely redo the brigade's linguist database. MAJ Stevens will meet with him weekly to get status reports.

(3) Inventories. We are still looking for the battalions to provide inventories of their language materials in an electronic format so they can be added to the CLP Web site as brigade has done with the Language Resource Center inventory.

c. Other Review Items from Past Meetings.

(1) CLPM Suspense Dates. We determined the dates of the brigade's CLPC meetings for FY02. Battalion Language Officers have not yet provided the dates for their battalion language council meetings for FY02. These are now 2 months late. Brigade needs these in order to provide the updated list of all CLPM-related suspense dates for the year.

(2) Contract Language Program Overhaul. We reviewed the discussion of six major issues regarding the improvement of the contract language program covered last month (see the minutes from August 2001 for a detailed discussion of these issues) and made some specific assignments on five of them. These should be completed by our October CLPC meeting..

UT-300TH

30 September 2001

SUBJECT: Brigade Command Language Program Council Minutes, September 2001

(a) Attendance. MAJ Tolman will design a tool for tracking individual soldier class attendance and an SOP to accompany it. It should allow for maintaining a record of the number of hours soldiers attend and for indicating the level of their participation in class. Instructors will be required to maintain the original and to submit copies with their invoices in order to receive payment. Companies will be required to total the number of hours at the end of the contract and input the information into the soldier's Individual Linguist Records (ILRs) and the brigade's linguist database.

(b) Instructor Evaluation. MAJ Stevens will prepare a draft tool for evaluating our language instructors and an associate SOP. This should consider contract compliance, teaching proficiency, and effectiveness. It will mandate that instructors receive concrete feedback on their performance. It should allow for maintaining records and collecting lesson plans and materials developed as part of government contracts.

(c) Student Evaluation. CPT Rice will work on a mechanism for measuring the effectiveness of our contract language instruction. This may involve a grading system for teachers to use with students. For students it should be an added incentive for attending, participating in, and learning from class. For teachers it might give them some needed leverage in maintaining student interest and discipline in the classroom and in getting students to complete homework assignments.

(d) Class Leaders. SFC Glover will develop guidelines and training for Class Leaders. They need to be trained prior to the beginning of the contract language instruction. They need to know their role, be given the tools to perform the job, and understand how to evaluate instructor performance and maintain class discipline.

(e) Instructor Training. MAJ Stevens proposed that we run a 4-hour pre-service orientation for instructors in early December prior to the beginning of any contract language instruction in the new FY. MAJ Stevens will prepare a specific recommended date and agenda for our next meeting.

UT-300TH

30 September 2001

SUBJECT: Brigade Command Language Program Council Minutes, September 2001

(2) Linguist Ribbon. MAJ Stevens briefly revisited last month's discussion of a proposal to establish a National Guard Linguist Ribbon. He will prepare a written draft proposal for discussion with the Brigade Commander and the October CLPC meeting.

d. New Items. None.

3. Next Meeting. The next Brigade Command Language Council meeting is scheduled for Thursday, 18 October 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.

STEVE G STEVENS
MAJ, MI, UTARNG
Language Support Officer

DISTRIBUTION

Commander, 300th MI Bde
Commander, 141st MI Bn
Commander, 142nd MI Bn
Commander, 223rd MI Bn
Commander, 260th MI Bn
Commander, 341st MI Bn
Commander, 415th MI Bn