

**UTAH ARMY NATIONAL GUARD
300TH MILITARY INTELLIGENCE BRIGADE (LINGUIST)
P.O. BOX 1776
DRAPER, UTAH 84020-1776**

UT-300MI-S3 (350)

4 April 2001

MEMORANDUM SEE DISTRIBUTION

SUBJECT: Language Material Check Out Policy

1. Purpose. Units in the 300th Military Intelligence Brigade (Linguist) will facilitate the use of and the accountability for existing and future language materials by soldiers by adhering to this policy letter.

2. Background. The Brigade and its subordinate units have purchased thousands of dollars of language materials over the years. These materials include dictionaries, textbooks, tapes, CD-ROMs, fonts, software, and language courses. They are located in the brigade Learning Resource Center at Draper and on shelves, in containers, inside lockers, and other places at each of unit locations. In some instances, soldiers do not know what language resources are available to them, do not have access to the resources, or are not allowed to take the materials out of the armory. In other instances, materials are too readily available for use without proper accountability.

3. Implementation. The following measures are designed to help maintain accountability for language materials to ensure that they are available for use by our soldiers:

a. Inventory. Command Language Program Managers (CLPM) and/or Language Officers will conduct or ensure that an annual inventory of language materials in their unit is conducted. Unit CLPMs will maintain a copy of their annual language inventory and forward a copy through the chain of command to the Brigade CLMP. Likewise, the Brigade CLPM will conduct an annual inventory of materials in the Language Resource Center. This should be a natural part of annual inspection cycles required to update other hand receipts. The Brigade CLPM will ensure that the inventory is updated and made available to all soldiers in the brigade. This inventory will be maintained on the brigade's Web site via the "Language Resource Center" and "Unit Resources" links, which can be accessed on the following Web page: <http://www.ut.ngb.army.mil/CLP/linguists/linguists.htm>.

b. Checkout. Units bought these materials to be used by soldiers. Allow soldiers to check out language materials and take them home for personal study. Check out materials to soldiers using a standard hand receipt, DA Form 2063. Unit CLPMs should maintain language-related hand receipts.

c. Responsibility. Soldiers are responsible for materials which they check out on hand receipt. They are expected, at the unit commander's discretion, to pay for items that are lost, stolen, or damaged by negligence. Items damaged by normal wear and tear may be replaced by the unit at no expense to the soldier, as funds become available. Soldiers are responsible

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to bring in the materials for inspection and hand receipt update as required by the unit.

d. Precedence. If particular materials are needed for collective training, contract language instruction, contributory support, missions, deployment, or other unit function, soldiers will return the materials immediately for the duration of the need. Soldiers may then check out the materials again by hand receipt.

4. POC for this message is the Brigade Command Language Program Manager at (801) 523-4258.

FOR THE COMMANDER:

//signed//

DEE J. SNOWBALL
COL, MI, UTARNG
Commanding

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Commander, HHC 300th MI Bde (Ling)
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