

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

UT-300TH

13 October 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contract Language Instructor and Class Leader Pre-Service Training

1. A pre-service training session will be conducted from 0800 to 1200 hours on Saturday, 2 December 2001, in the UTNG Headquarters Building for all contract language instructors who provide language training to soldiers in the 300th M.I. Bde (Ling). All CLPMs and Class Leaders should also attend.

2. The tentative agenda is:

<u>Time</u>	<u>Activity</u>	<u>POC</u>
0800 to 0810	Welcome	SFC Todd Glover
0810 to 0900	Contract Requirements/Teacher Evaluation	CPT Mark Hult
0910 to 1000	Teacher vs. Class Leader Responsibilities	CPT Paul Rice
1010 to 1100	DLPT Orientation/Teaching for Proficiency	SFC Todd Glover
1110 to 1200	Unit-Provided Instructor Resources	MAJ Steve Stevens

3. 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, 141st MI Bn
Commander, 142nd MI Bn