

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

UT-300MI-S3 (350)

15 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Linguist of the Year Program

1. This memorandum revises and expands the Linguist of the Year program of the 300th Military Intelligence Brigade (Linguist), as established in April 1997. This program incorporates aspects of the Department of the Army and INSCOM Linguist of the Year programs; however, it provides the opportunity to reward the achievements and contributions of more linguists.

2. The brigade will recognize individuals in three categories: Junior Enlisted, Senior Enlisted/Warrant/Officer, and Most Improved.

a. Junior Enlisted. This award will recognize a soldier in the rank of E-6 or below. The soldier selected as the Junior Enlisted Linguist of the Year will be the brigade's nominee to compete in the INSCOM Linguist of the Year competition.

b. Senior Enlisted/Warrant/Officer. The Department of the Army's Linguist of the Year award is limited to soldiers E-6 and below. We recognize that many senior enlisted soldiers (E7 and above), warrant officers, and officers deserve recognition for maintaining excellent language skills and contributing to the brigade mission. For this reason the brigade will also acknowledge a soldier in this category.

c. Most Improved. Many soldiers are working hard to significantly improve their language skills but because they may not score as high on the DLPT as others, they aren't recognized for their accomplishments. This award will highlight the soldier who has made the greatest improvement in language scores, regardless of rank or language. Selection will be based primarily on the greatest increase in DLPT raw scores for reading and listening in MTOE language, over a 1-year period. To be eligible the individual must have at least two recorded tests, the more recent of which must be current. The second test must not have been taken more than 14 months prior to the current test. (This allows a 2-month window in case the soldier was not able to take the DLPT exactly 1 year apart.) For sub-2/2 linguists, who are required to test every 6 months, three tests may be used to document improvement, provided that they fall into the 14-month window. Individuals involved in or just completing initial acquisition training (DLI, etc.) in a language are not eligible.

3. The Brigade Command Language Program Council (CLPC) will prepare order of merit lists to rank the candidates for Linguist of the Year in each of these categories using the enclosed checklist. The Brigade Commander will then select the winners.

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4. The CLPC will use the following general time line:

a. 1 May. Brigade sends out annual call for nominations. This formal memorandum will include the specific essay topic and the suspense dates for that year.

b. 15 May. Suspense for nominations from the companies to battalions.

c. 1 June. Suspense for nominations from the battalions to brigade.

d. 15 June. Brigade announces winners and forwards nominee for INSCOM Linguist of the Year.

5. Enclosure 1 outlines procedures to follow when developing the nomination. Preparation of the commander's nomination is described in Enclosure 2. Enclosure 3 provides a form for submission of linguist data. The requirement for the nominee to write a narrative is at enclosure 4. Enclosure 5 is a points worksheet. The nominating commander will complete and include with the nomination packet together with supporting documentation.

6. Winners will be announced by formal message, and the Brigade Language Section will prepare a plaque for the winners. This award will be presented by the Brigade Commander when possible in the most appropriate forum, i.e., Governor's Day, Brigade Commander's Call, Brigade Language Conference, etc.

7. POC for the Linguist of the Year program is the Brigade Command Language Program Manager at (801) 523-4258.

5 Encls

MARK O. AINSCOUGH
COL, MI, UTARNG
Commanding

Distribution:

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

BRIGADE LINGUIST OF THE YEAR NOMINATION PACKET

1. Battalion Commanders may nominate one member of their command for selection as the Brigade Linguist of the Year in each category. The suspense for nominations to arrive at this headquarters is established in the annual memorandum announcing the Brigade Linguist of the Year competition. Following their review and grading of all nominations, the Brigade Command Language Program Council will prepare an Order of Merit List for the Brigade Commander to use in selecting the Brigade Linguist of the Year in each category. If possible, the award will be presented to the soldier by the Brigade Commander at Governor's Day, Brigade Commander's call, or visit to the unit. Nomination packets will be forwarded to:

Commander, 300th MI BDE (Linguist)
P.O. Box 1776,
Draper, Utah 84020,
Attention: CLPM

2. Plain manila folders will be used to package all nominations. Packets will be constructed as follows:

a. On the right side of the folder, and beginning with the bottom most document, attach the following:

- (1) Supporting documentation (DA Form 330, diplomas, certificates, APFT).
- (2) Points worksheet.
- (3) Nominee narrative.
- (4) Language Data.
- (5) Commander's nomination.

b. In addition to the common criteria, nominees for the Linguist of the Year award in the junior enlisted category must be prepared to submit a 5x7 head and shoulder class "A" photo, should they be selected to represent the brigade in the INSCOM Linguist of the Year competition.

BRIGADE LINGUIST OF THE YEAR COMMANDER'S NOMINATION

1. Battalion Commanders may nominate one member of their command for selection as the Brigade Linguist of the Year. Nominees may be enlisted, officer, or civilian employees. Nominees must meet the following criteria:

a. Be a member of the 300th MI Brigade (one nominee per battalion and one for HHC, 300th MI Bde).

b. Meet the grade requirement applicable to the award for which nominated (if any).

c. Meet the Army language proficiency standard of 2/2 as evidenced by a current DA Form 330. This criteria does not apply for the Most Improved category.

d. Meet Army height and weight standards IAW AR 600—9 and physical fitness requirements IAW AR 350-15 as evidenced by a current APFT and physical examination.

2. The nomination will be in memorandum format, not to exceed one page, which focuses on the extraordinary achievements of the nominee during the current fiscal year. This memorandum will be graded by the Command Language Program Council, the points from which will be added to those earned on the points worksheet at Enclosure 5 (max 15 pts). Extraordinary achievements could include:

a. Developing language training materials/programs.

b. Serving as an instructor.

c. Performing language-related community service.

d. Significant accomplishments on the job.

e. Supporting special linguist requirements.

f. Participating in language-related missions (ODT, TTAD, etc.).

**BRIGADE LINGUIST OF THE YEAR
LANGUAGE DATA**

1. Nominee Information:

NAME _____ RANK/GRADE _____
MOS _____ BASD _____
CONTROL LANG _____ LANG 2 _____ LANG 3 _____

2. Current Language Scores:

CLANG _____ DLPT _____ Eval Date _____ FLPP Level _____
LANG 2 _____ DLPT _____ Eval Date _____ FLPP Level _____
LANG 3 _____ DLPT _____ Eval Date _____ FLPP Level _____

3. Past 2 Years Language Scores:

CLANG _____ DLPT _____ Eval Date _____ FLPP Level _____
LANG 2 _____ DLPT _____ Eval Date _____ FLPP Level _____
LANG 3 _____ DLPT _____ Eval Date _____ FLPP Level _____

CLANG _____ DLPT _____ Eval Date _____ FLPP Level _____
LANG 2 _____ DLPT _____ Eval Date _____ FLPP Level _____
LANG 3 _____ DLPT _____ Eval Date _____ FLPP Level _____

**BRIGADE LINGUIST OF THE YEAR
NOMINEE NARRATIVE**

1. The annual announcement of the Brigade Linguist of the Year competition will include a requirement for the nominee to submit a two-page, typed, double-spaced narrative addressing the current topic for the INSCOM Linguist of the Year award or other appropriate topic selected and announced by the Brigade Language Council. This will typically involve one of several broad topics relating to language training, linguist management, or linguist utilization, such as computer-assisted language training, linguist life cycle, linguist data basing, effective use of mentors in language training, training in low-density languages, cross-training linguists, language conversion training, linguist support to the warfighter, or linguist evaluation tools.

2. The Command Language Program Council will grade the nominee's narrative, adding these points to those earned on the points worksheet at Enclosure 5. (max 15 pts)

_____ pts

**BRIGADE LINGUIST OF THE YEAR
POINTS WORKSHEET**

1. Basic Language Skills. Commanders will award points as indicated below. Commanders will include copies of all documents used to award points as part of the nomination packet (e.g. previous and current DA Form 330, diplomas, certificate, etc.)

a. Control Language Improvement: During the current fiscal year, did the linguist:

Achieve 2/2 for first time? (5 pts) _____pts

Achieve 2+/2+ for first time? (7 pts) _____pts

Achieve 3/3 for the first time? (10 pts) _____pts

Subtotal 1a _____pts

b. Control Language Sustainment:

For every year the linguist maintained 2/2 award 5 points (max 15 pts) _____pts

For every year the linguist maintained 2+/2+, award 7 points (max 21 pts) _____pts

For every year the linguist maintained 3/3, award 10 points (max 30 pts) _____pts

Subtotal 1b _____pts

c. Professional Improvement:

Degree completion: During the current fiscal year did the linguist complete

Associates Degree? (5 pts) _____pts

Bachelor's Degree? (7 pts) _____pts

Advanced Degree? (10 pts) _____pts

If the linguist has completed DLI's Instructor Certification Course, is certified as NSA Adjunct Faculty, or has other recognized language teaching credentials, award 10 points. (provide documentation) _____pts

If the linguist has professionalized with the NSA as a linguist, passed the American Translators Association exam, or has achieved other similar credentialing, award 10 points. (provide documentation) _____pts

Subtotal 1c _____pts

2. Additional Language Skill: For each language other than Control Language the linguist maintained level 2/2 or higher, award 5 points (max 10 pts).

Subtotal 2 _____pts

3. Commander's nomination, awarded by Command Language Program Council (max 15 pts).

Subtotal 3 _____pts

4. Nominee's narrative, awarded by Command Language Program Council (max 15 pts).

Subtotal 4 _____pts

5. Totals:

1a _____pts

1b _____pts

1c _____pts

2 _____pts

3 _____pts

4 _____pts

TOTAL _____pts