

**FULL-TIME NATIONAL GUARD DUTY OPERATIONAL  
SUPPORT VACANCY ANNOUNCEMENT  
DRAPER, UTAH 84020**

<b>POSITION TITLE:</b>	<b>LOCATION:</b>	<b>CLOSING DATE:</b>
Military Language Instructor	Excellence in Language	Open until filled
Required MOS: 35 Series	Training Center	
Min. GRADE: E4/SPC	Draper, UT 84020	
Max. GRADE: E6/SSG		

**SALARY:** FULL MILITARY PAY AND ALLOWANCES OF THE MILITARY GRADE OF SELECTEE.

**TOUR OF DUTY:** Immediately - 30 September 2022. Potential to Renewed in FY23.

**DESCRIPTION OF DUTIES:**

1. Aid the state language training center to improve overall language proficiency with an emphasis on functional language skills.
2. Develop self-study plans using provided language technology platforms
3. Support language training instructors by facilitating classroom instruction and study groups.
4. Develop assessment tools, including language competitions.
5. Attend Language specific Training Events (ODTs, LETs, etc.) and develop study materials to support future missions.
6. Support translation/interpretation requirements.
7. Attend instructor development workshops.
8. Monitor overall training effectiveness and language proficiency trends across the state.
9. Other duties as assigned.

**SUPERVISORY CONTROLS:**

Works under the day-to-day direct supervision of the Director of the Excellence in Language Training Center. Duty location is the UTNG Headquarters in Draper, Utah. Performance is evaluated based on accomplishment of established objectives. A letter of input will be provided to the Soldier's owning unit.

**Qualifications and Requirements:**

- SM must be a member of the Utah Army National Guard.
- Minimum 2+/2+ on Spanish DLPT, kept current (preference to 3/3 or better).
- Able to pass OPI with minimum ILR Score of 2 within three months.
- Requires 25% travel.
- Must have a passion and aptitude for training.
- Personnel must be eligible for FTNGD-OS IAW ARNG requirements.
- Must meet physical fitness standards in IAW AR 600-9.
- Personnel must meet medical retention standards as set forth in AR 40-501 Chapters 3 and 10.
- SM must consent to release from FTNGDOS at the conclusion of duty unless sooner relieved, by signing block 24 of DA Form 1058-R.
- Must be able to speak and write clearly.
- Demonstrate the ability to be a self-starter, display initiative and seek responsibility.
- Must be able to work and produce without extensive supervision.

### **Preferred Skills:**

- Experience in Instructional Design and Teaching.
- Working knowledge of Microsoft Office and Adobe Acrobat.
- Familiar with Information Systems, including web design and graphic design.
- A working knowledge of the Command Language Program requirements including related Army Regulations and Policies.
- Completion of the CLPM Basic Course or able to complete the course within six months of appointment.

### **APPLICATION PACKET CONTENTS:**

1. Copy of this Announcement.
2. ARNG Form 1058-R (2 pages) \*must fill out both pages and have all required signatures. Use current version dated Sep 2017.
3. Civilian resume.
4. HRO ADOS Checklist (paragraphs need to be initialed with all three signatures at the bottom).
5. Copy of current MEDPROS IMR Record reflecting the following:
  - a. PHA completed within 12 months of start date (Please Schedule this with MED COM by appointment only).
  - b. Negative pregnancy test (within 15 days of ADOS start date).
  - c. HIV 'green' in MODS (within 2 years of ADOS start date).
6. RPAM Statement.
7. DA Form 705 (within 6 months of ADOS start date).
  - a. DA Form 5500/5501 (if applicable).
8. Include a current DA photo.
9. Copies of Last 3 NCOERs if available. (DA1059s are acceptable substitutes).
10. Copy of a current validated SRB.
11. Personnel must be in good standing with their assigned unit and receive a written recommendation from their unit commander.

### **Incomplete application packets will be returned to the Soldier without action:**

Application packets must arrive at:

Excellence in Language Training Center

Attention: Language Program Administrator

12953 Minuteman Dr., Draper, Utah 84020-4999

Packets must be received on or before the closing date. Mailing of application packets using Military postage is prohibited. Complete applications may also be emailed to [ng.ut.utarng.mbx.300mi-utah-clp@mail.mil](mailto:ng.ut.utarng.mbx.300mi-utah-clp@mail.mil) emailed applications must be sent as a single PDF file.

ALL APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT REGARD FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE OR GENDER.