

October 1, 2017

# FY18 Catalog

## Materials, Courses and Support



Defense Language Institute  
English Language Center

## DLIELC Directory

If You Have Questions About:	Contact:	Phone / FAX / E-mail
<ul style="list-style-type: none"> <li>• Programming Students</li> <li>• Course Description and Availability</li> <li>• Student Academic Progress</li> <li>• Student Disciplinary Status</li> </ul>	<ul style="list-style-type: none"> <li>• International Resident Flight (DLIELC/IRF)</li> </ul>	POCs on SAN Web_Training_Country Program Manager_DLIELC: Resident DSN FAX: (312) 473-4268 COMM FAX: (210) 671-4268 E-mail: <a href="mailto:DLIELC.RSF-CPM@us.af.mil">DLIELC.RSF-CPM@us.af.mil</a>
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DLIELC web page:  
[www.dlielc.edu](http://www.dlielc.edu)

# Defense Language Institute English Language Center

Since 1954, the Defense Language Institute English Language Center (DLIELC) has performed its mission to support the policies and objectives of the US Government and the US Department of Defense (DoD). DLIELC started as the US Air Force Language School; our primary mission was to teach English to allied pilot candidates. In 1966, our mission expanded to include other career fields, and our school moved under the DoD, with the US Army as the executive agent. DLIELC assumed its present form in 1976 when the USAF became the executive agent.

The resident campus, located at JBSA-Lackland, Texas, includes headquarters and academics facilities, a learning resource center and library, dining hall, officer and enlisted quarters, student administration building and a conference center. Small classrooms, equipped with the latest in training technology, are specifically designed to support student-centered instruction. In addition, the DLIELC curriculum meets the diverse needs of the adult military population with courses that address the specific language requirements of the students' career fields.

This guide, published annually, is a reference for planning, scheduling and conducting English language training in support of the Security Cooperation Training Program. This publication supersedes the FY16 DLIELC *Catalog of American Language Course Materials, Courses and Support*, October 1, 2015.

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## **DLIELC VISION**

A world-class English language institute, building bridges through communication and peace through understanding.

## **DLIELC MISSION**

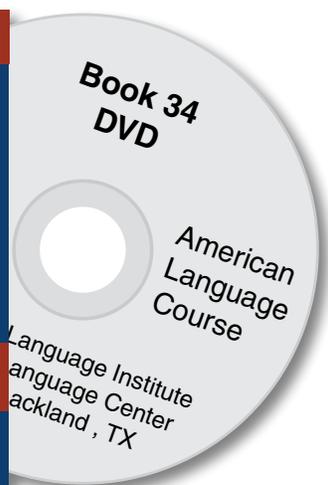
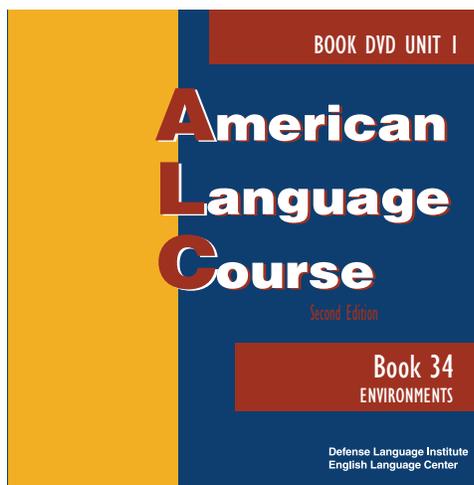
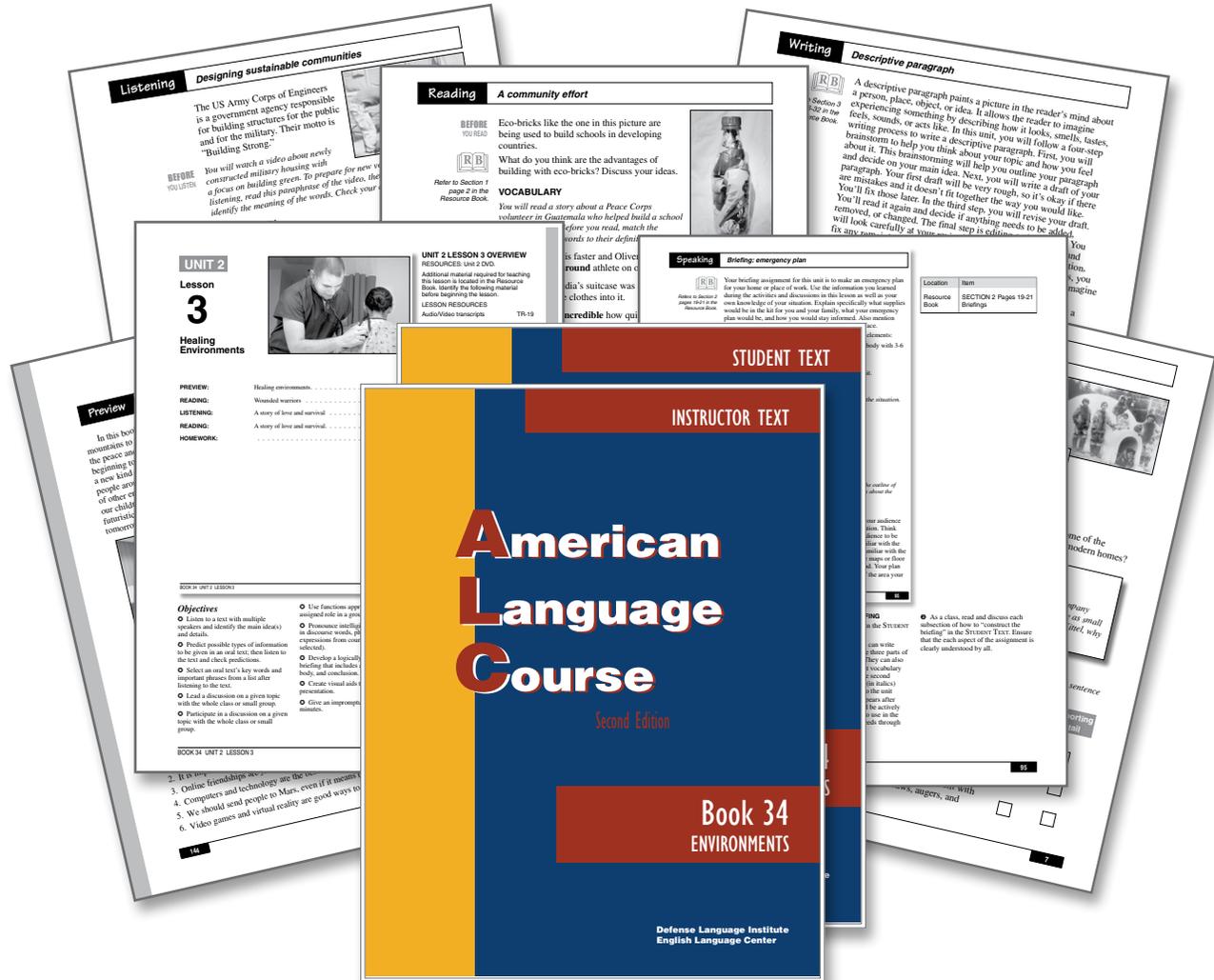
DLIELC prepares US and international military and civilian personnel to communicate in English and provides English language training and services to programs around the world in support of Security Cooperation objectives.

## **DLIELC ACCREDITATION**

The Defense Language Institute English Language Center (DLIELC) is accredited by the Commission on English Language Program Accreditation (CEA) for the period 2015-2025 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency.

For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 801 N. Fairfax St., Suite 402A, Alexandria, VA 22314, (703) 519-2070, [www.cea-accredit.org](http://www.cea-accredit.org).





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# American Language Course

## DESCRIPTION

The American Language Course (ALC) is a comprehensive set of materials produced by the Defense Language Institute English Language Center (DLIELC), JBSA-Lackland.

The course consists of

- General English Intensive and Nonintensive Materials
- English for Specific Purposes (ESP) Materials
- Computer Based Training (CBT)
- Instructional Support Materials
- Achievement, Proficiency/Placement Tests, and Skills Assessment Kits

## General English Intensive ALC Materials

The General English materials of the American Language Course (ALC) consist of extensively researched and carefully controlled presentations of English as a Foreign Language.

## SPECIAL FEATURES

The General English materials of the ALC

- present a comprehensive curriculum that includes presentations in the areas of language functions, vocabulary, grammar, and the four language skills (listening, speaking, reading, writing)
- use contemporary communicative approaches as well as traditional methods of language teaching
- include extensive instructional guidance to help the non-native instructor
- contain answers to classroom, homework, and evaluation exercises
- are based on clearly stated objectives that are reinforced and recycled throughout the course
- consist of 34 comprehensive instructional packages providing all the materials necessary to present the course objectives, i.e., audio recordings with language laboratory exercises, computer based training, flash cards, videos, quizzes, and performance assessment tools.

## ALC Book Levels and Student Placement Chart

The course consists of Books 1-34 divided into six levels. To decide what materials are appropriate, the proficiency level of the students should be determined. The American Language Course Placement Test (ALCPT) can be used to do this.

Books	Levels		ALCPT Scores
Books 1-6	Level I	Elementary	0-25
Books 7-12	Level II	High Elementary	25-50
Books 13-18	Level III	Intermediate	50-60
Books 19-24	Level IV	High Intermediate	60-70
Books 25-30	Level V	Advanced	70-80
Books 31-34	Level VI	Advanced Professional	80-85

## Components of the American Language Course

### ALC Classroom Textbooks, Books 1-30, Levels I-V

- » A comprehensive, carefully sequenced presentation of general and military English
  - › Each **Student Text (ST)** provides
    - Four lessons of new material
    - One review lesson
    - Homework assignments for each lesson
    - Evaluation exercises assessing student learning
    - Appendices: glossaries, grammatical charts, military ranks, activity masters
  - › Each **Instructor Text (IT)** provides
    - Introduction to the level
    - Overview of the ALC program and books
    - Classroom management guidance
    - Recommended classroom practices
    - Teaching techniques, strategies, and procedures

### Language Laboratory Activities

- » Language Laboratory Activities with audio recordings that support objectives introduced in the classroom texts
  - › The **Language Laboratory Activities Text (LLAT)** provides:
    - Activities and exercises to reinforce lesson objectives
    - Answers to exercises
    - Scripts for all activities
  - › Audio recordings provide
    - More than five hours listening practice per book
    - Practice with authentic dialogs in Levels IV and V, including listening under challenging conditions with ambient noise
    - Precise tracking for easy access to specific exercises

**Book Quiz Kit:**  
Student booklets  
Answer sheets  
Audio recording  
Answer keys

### Book Quiz

- » Achievement test given after each book
- » Fifty multiple-choice items administered in 45-minutes
- » Easy to administer and convert results to percentage-based score

### Flash Cards

- » Illustrate concrete vocabulary and situations from the lessons
- » Available for Books 1-12 (Levels I-II)



**Skills Assessment Kit:**  
Instructor booklet  
Student answer booklets  
Diagnostic assessment forms  
Audio recording

### Skills Assessment Kit (SAK)

- » Administered after the final book of the level
- » Available for Levels II, III, and IV
- » Focus on effective language production and performance
- » Measure mastery of skills (listening, speaking, reading, writing)

## Components of the American Language Course

### ALC Classroom Textbooks, Books 31-34, Level VI

» Thematic lessons contain authentic reading and listening materials that allow students to practice the four language skills

› Each **Student Text (ST)** provides

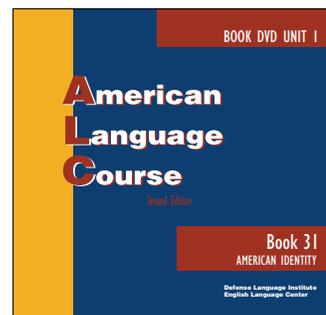
- Eight lessons of new material
- Two review lesson
- Homework assignments for each lesson
- Lesson Resources
- Performance Evaluation scoring rubrics

› **Each Instructor Text (IT)** provides

- Introduction to the level
- Assessment procedures
- Book DVD transcripts
- Lesson Resources
- Instructor only appendices
- Classroom management guidance
- Recommended classroom practices
- Teaching techniques, strategies, and procedures

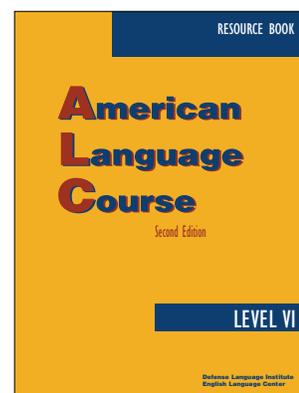
### Level VI Book DVDs

» Each Level VI book comes packaged with two DVDs, one per unit. These DVDs contain the authentic audio/video recordings used in each lesson.



### Level VI Resource Book

- » Required component
- » Reference book for entire level
- » Contains explanations, strategies, procedures, and guidance for activities in the ST



### Assessments

- » Each Unit has a Performance Evaluation made up of several components:
  - › Performance Evaluations – scoring pages located at the back of each ST
    - Group Discussion rubric
    - Briefing or Paragraph
  - › Listening and Reading Quiz
    - Given at the end of each unit
    - Assesses skills of identifying main idea and details
    - Contains 26 multiple choice items
    - Administered in a one-hour pre-programmed DVD

## Computer Based Training (CBT)

The CBT reinforces lesson learning objectives and provides additional practice of language skills through graphics, audio, video, text, and animation. It is an integral part of the ALC and helps promote independent, self-paced learning.

CBT offers standardized navigation with a uniform Graphical User Interface (GUI). All CBT courseware levels are available as 6 individual CDs (1 for each book in a level) which can be loaded on an unlimited number of computers or a LAN-based server.

**CBT for Level I** – Books 1-6 consist of interactive activities that cover fundamentals such as the alphabet and survival language to engage the beginning student. Instructions are both oral and written.

**CBT for Level II** – Books 7-12 consist of interactive activities along with videos that illustrate language functions. All objective vocabulary is pronounced and practiced in context.

**CBT for Level III** – Books 13-18 consist of activities including videos and audios that incorporate vocabulary, grammar, and language functions. In addition, explanations precede grammar activities, and a glossary provides definitions.

**CBT for Level IV** – Books 19-24 consist of interactive activities that reinforce language objectives. Videos integrate the vocabulary, grammar and language functions. Authentic audios and videos are introduced, and a glossary provides definitions.

**CBT for Level V** – Books 25-30 consist of theme-based lessons using authentic materials to challenge advanced students. A Grammar Coach and an extensive glossary with examples of collocations assist students through the integrated lessons.

**CBT for Level VI** – Books 31-34 continue the use of theme-based lessons focusing on authentic materials. The CBT is carefully aligned with the text materials so students have opportunities to further practice the objectives presented in Level VI.

<b>CBT Systems Requirements Minimum Operating System and Software Requirements</b>	
CBT courseware is compatible with the following Microsoft Windows operating systems:	
MS Windows 10 MS Windows 8.1 MS Windows 8	MS Windows 7 MS Windows Vista MS Windows XP Service Pack 3 (minimum requirement)
NOTE: CBT is NOT compatible with Windows 8 RT, the mobile OS from Microsoft.	
1.5 Ghz processor or faster processor (2 Ghz recommended)	
4 GB RAM	
500 GB ATA 7200 RPM hard drive (1 TB recommended)	
Graphics card supporting DirectX 9 with 256 MB of RAM (DirectX 10 with 1 GB of RAM recommended)	
CD-ROM/DVD-ROM drive – for installation only	
Audio input/output	
Headphones or speakers; microphones	
Keyboard and mouse	
15-inch or larger monitor with resolution capability of 1024 x 768 (17-inch monitor recommended)	

Summary of Intensive ALC Materials

		Instructor Text	Book DVDs	Student Text	Resource Book	Language Laboratory Activities Text	Computer Based Training	Book Quizzes	Assessment Kit	Flash Cards	Skills Assessment Kit
<b>Level I</b>											
	Book 1	✓		✓		✓	✓	✓		✓	
	Book 2	✓		✓		✓	✓	✓		✓	
	Book 3	✓		✓		✓	✓	✓		✓	
	Book 4	✓		✓		✓	✓	✓		✓	
	Book 5	✓		✓		✓	✓	✓		✓	
	Book 6	✓		✓		✓	✓	✓		✓	
<b>Level II</b>											✓
	Book 7	✓		✓		✓	✓	✓		✓	
	Book 8	✓		✓		✓	✓	✓		✓	
	Book 9	✓		✓		✓	✓	✓		✓	
	Book 10	✓		✓		✓	✓	✓		✓	
	Book 11	✓		✓		✓	✓	✓		✓	
	Book 12	✓		✓		✓	✓	✓		✓	
<b>Level III</b>											✓
	Book 13	✓		✓		✓	✓	✓			
	Book 14	✓		✓		✓	✓	✓			
	Book 15	✓		✓		✓	✓	✓			
	Book 16	✓		✓		✓	✓	✓			
	Book 17	✓		✓		✓	✓	✓			
	Book 18	✓		✓		✓	✓	✓			
<b>Level IV</b>											✓
	Book 19	✓		✓		✓	✓	✓			
	Book 20	✓		✓		✓	✓	✓			
	Book 21	✓		✓		✓	✓	✓			
	Book 22	✓		✓		✓	✓	✓			
	Book 23	✓		✓		✓	✓	✓			
	Book 24	✓		✓		✓	✓	✓			
<b>Level V</b>											
	Book 25	✓		✓		✓	✓	✓			
	Book 26	✓		✓		✓	✓	✓			
	Book 27	✓		✓		✓	✓	✓			
	Book 28	✓		✓		✓	✓	✓			
	Book 29	✓		✓		✓	✓	✓			
	Book 30	✓		✓		✓	✓	✓			
<b>Level VI</b>											
	Book 31	✓	✓	✓	✓		✓		✓		
	Book 32	✓	✓	✓	✓		✓		✓		
	Book 33	✓	✓	✓	✓		✓		✓		
	Book 34	✓	✓	✓	✓		✓		✓		

## ALC Instructor Resources

**Overview of the American Language Course: A Reference to Levels I-VI for Instructors (780):** designed to acquaint ESL/EFL instructors and program managers with the organization, content, and components of general English materials. The material is packaged on 1 CD.

**Grammar for the American Language Course (782):** provides references to the grammar objectives presented in the ALC materials and is a resource for ESL/EFL instructors using the ALC and the Nonintensive ALC (NALC) materials. The material is packaged on 1 CD.

**Indexes to ALC Levels I-VI (789):** designed to assist ESL/EFL professionals in locating ALC language learning objectives, indexed by sequence and type (vocabulary, grammar, language functions, and skills). Included are scope and sequence charts, descriptions of Levels I-VI, a glossary of ALC terminology, and an index of military/civilian themes. The material is packaged as searchable pdfs on 1 CD.

**ALC Skills Assessment Kit (SAK):** designed to be used at the end of an ALC level—the SAK elicits student performance on skills introduced in the six previous books. The SAKs provide integrated skills activities which assess mastery of production-based tasks not testable in multiple-choice format (e.g., following a route on a map, completing a flow chart, participating in a group discussion). A SAK kit consists of four items: an instructor booklet with test administration guidance, student booklets, diagnostic assessment forms, and an audio CD. Skills Assessment Kits include enough copies of the materials for 2 instructors and 50 students.

**Developmental Reading Skills Course (779):** designed to provide learners with the phonetic foundation to decode and read basic words. Instruction is based on interactive, student-centered activities that allow learners to apply phonetic rules in reading, spelling, and pronunciation. It guides poor readers in applying this knowledge to decode increasingly complex words as they progress through the ALC. The materials are packaged on 2 CDs; one provides the instructor text and the other provides student handouts. Users can print materials as needed for their classes.

## Starter Packages

The ALC materials can be purchased in Starter Packages. Each starter package includes material for an ALC level comprised of six books and includes enough copies of the materials for a class of ten students and one instructor. **A minimum initial order for any ALC book is 10 student texts and one instructor text.** Additional copies of materials can be purchased when a Starter Package is purchased. Specify the number of copies needed based on factors such as class size, instructor/student ratio, and training needs.

### Starter Packages for Levels I-V (Books 1-30) include:

- 10 copies of each of the six Student Texts (STs)
- 1 copy of each of the six Instructor Texts (ITs)
- 11 copies of each of the six Language Laboratory Activities Texts (LLATs), including 1 set of audio CDs for each of the six LLATs
- 3 Quiz Kits, Forms A, B, and C for each of the six texts – each kit includes 25 student booklets, 1 audio CD, 1 quiz scoring key, and 1 subtest key
- 500 Answer Sheets
- 1 set of flash cards for each of the six texts in Levels I and II

### Starter Packages for Level VI (Books 31-34) include:

- 10 copies of each of the four Student Texts (STs)
- 1 copy of each of the four Instructor Texts (ITs) with 2 accompanying audio/video DVDs
- 11 copies of the Resource Book (RB)
- 2 Assessment Kits: Unit 1; Forms A and B, Unit 2; Forms D and E for each Level VI book – each kit includes 25 student booklets, 1 assessment DVD per form, 1 quiz scoring key per form, and instructions for administration
- 500 Answer Sheets

**NOTE:** DLIELC advises administering the American Language Course Placement Test (ALCPT) to determine initial placement of students entering an English Language Training Program. Refer to page 23 for ALCPT information.

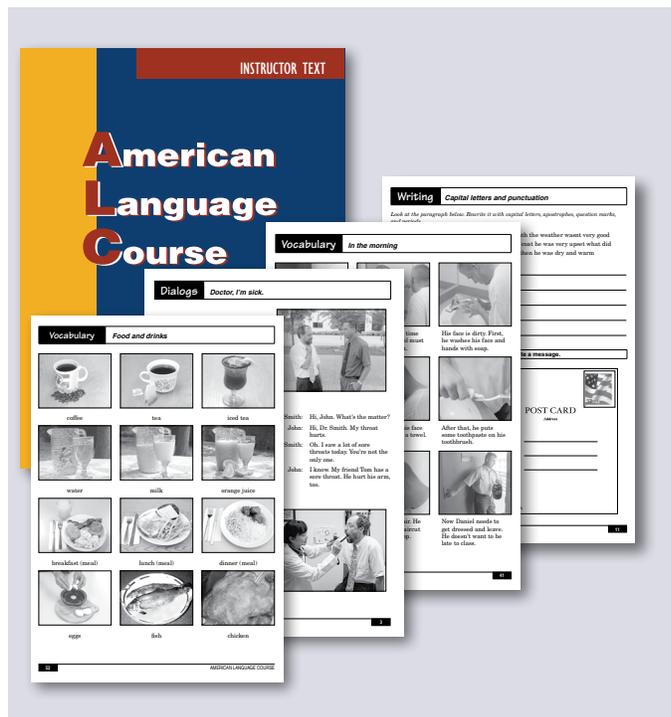
# Level I (Books 1-6)

Elementary

ALCPT Range 0-25

Level I presents basic skills development. Level I includes approximately 900 words including general military vocabulary and conversational expressions. Each book in Level I has a flash card package with approximately 80 flash cards.

Essential grammar structures are introduced contextually in dialogs and readings, and drills and exercises provide extended practice. Photos and graphics illustrate teaching points. Numerous conversational strategies and social situations are incorporated into the materials, offering enhanced speaking and listening opportunities, with an emphasis on pair and small group work. Reading strategies are introduced using charts, graphs, grid coordinates, and various graphic organizers, as well as simple texts demonstrating authentic language use.



## Level I Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Flash Card sets	\$25.00	6	\$150.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level I Starter Package</b>			<b>\$1,875.00</b>

## Computer Based Training for Level I

The Level I CBT supports and reinforces the ALC objectives presented in Books 1-6 and consists of creative language activities that will help the beginning language student.

LEVEL I CBT PACKAGE (6 CDs)	\$3,000.00
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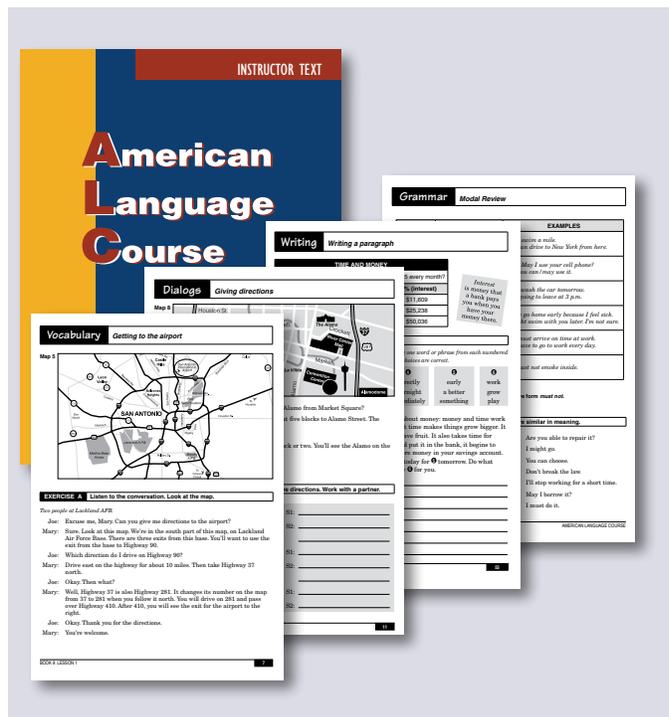
# Level II (Books 7-12)

High Elementary

ALCPT Range 25-50

Level II is a continuation of basic skills development in the areas of listening, speaking, reading, and writing. Level II contains numerous visuals facilitating instruction of about 900 new words. Each book is supplemented with a package of approximately 40 flash cards.

The function activities are based on social and business interactions such as expressing opinions, requesting and giving instructions, asking for and giving locations and directions, and seeking information. Beginning reading skills taught in Level I are continued and reinforced throughout Level II.



## Level II Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Flash Card sets	\$25.00	6	\$150.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level II Starter Package</b>			<b>\$1,875.00</b>

## Computer Based Training for Level II

The Level II CBT consists of full-motion video that was specifically designed to present language functions along with graphics, text, and audio that directly supports and reinforces the ALC objectives presented in Books 7-12.

LEVEL II CBT PACKAGE (6 CDs)

\$3,000.00

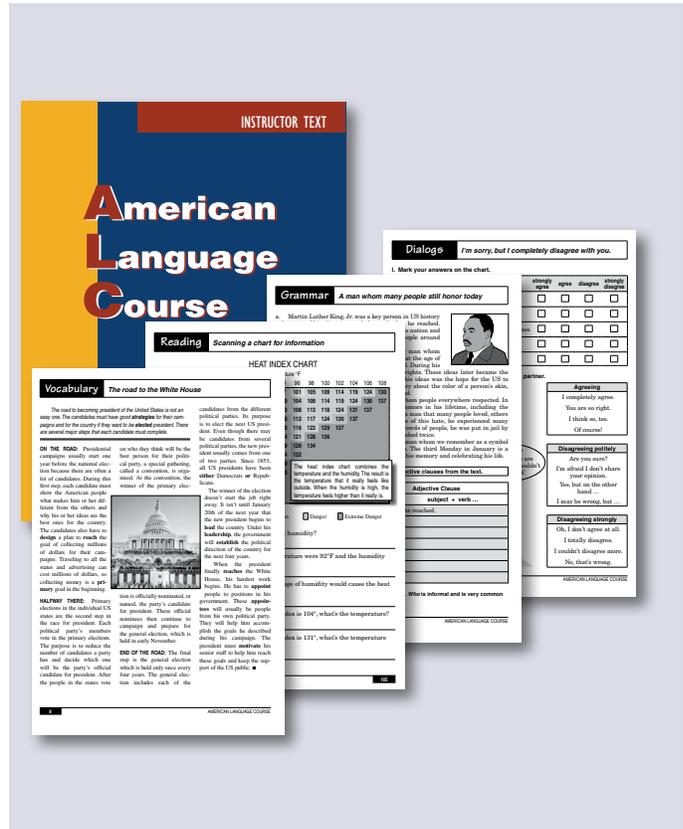
# Level III (Books 13-18)

Intermediate

ALCPT Range 50-60

Level III presents higher level skills development in the areas of listening comprehension, speaking, reading, and writing. Level III includes approximately 950 new words, including vocabulary which deals with semi-technical subjects and military themes. New structures are introduced contextually in real-life situations. Level III presents and practices the objective structures through readings, dialogs, interactive paradigms, and examples, as well as transformation drills, pedagogically sequenced written exercises, and fluency practice activities.

Some of the topics which give contextual meaning to this level are based on military themes and social and business interactions, such as seeking and giving information, requesting and granting permission, expressing preferences, providing descriptions, and making deductions. Reading skills in Level III reinforce, expand, and extend skills taught in Level II.



## Level III Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level III Starter Package</b>			<b>\$1,725.00</b>

## Computer Based Training for Level III

The Level III CBT consists of creative language activities that integrate graphics, text, video, and audio to present language in realistic settings that directly supports and reinforces the ALC objectives presented in Books 13-18. The CBT for Level III also contains a glossary.

LEVEL III CBT PACKAGE (6 CDs)

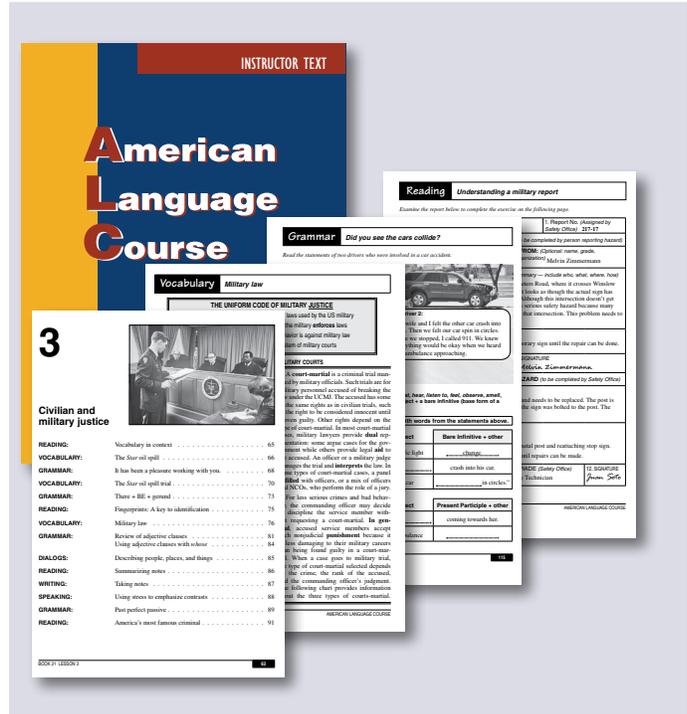
\$3,000.00

# Level IV (Books 19-24)

High Intermediate

ALCPT Range 60-70

Level IV introduces a variety of semi-technical terms among more than 850 new words. Vocabulary themes include military, government, social, and business scenarios and interactions. New grammar structures are contextualized with reference to corpora-based research. Functional language practice in specific areas, such as comparing, evaluating, recommending, expressing ownership and relationship, tie in directly to vocabulary themes and grammar structures. Students are guided to apply strategies to writing as well as reading skills. Level IV includes the additional feature of a glossary of new vocabulary.



## Level IV Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level IV Starter Package</b>			<b>\$1,725.00</b>

## Computer Based Training for Level IV

The Level IV CBT consists of language activities with new graphics, text, and audio that directly supports and reinforces the ALC objectives presented in Books 19-24. In addition, videos explaining grammar items are included.

LEVEL IV CBT PACKAGE (6 CDs)

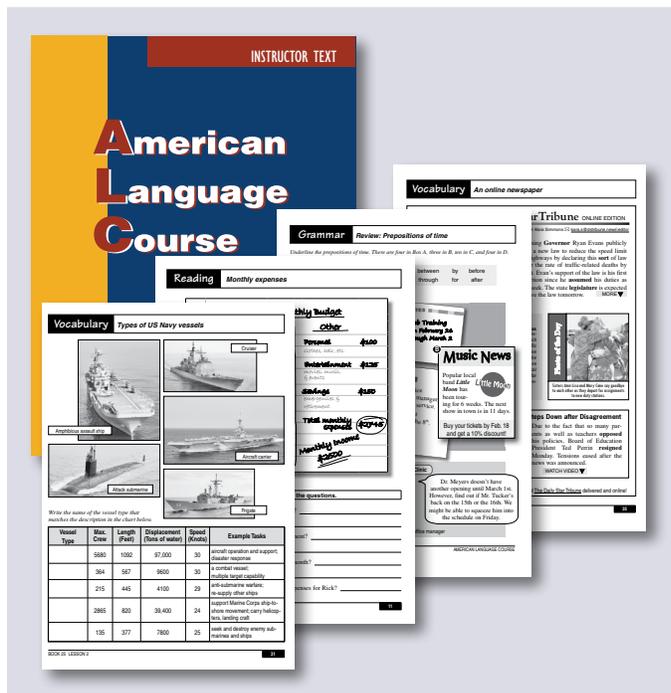
\$3,000.00

# Level V (Books 25-30)

Advanced

ALCPT Range 70-80

Level V introduces approximately 780 new words, including academic and semi-technical terms. Vocabulary presentations employ scenarios in military, government, social, business, and technological settings. Lower frequency and more complex grammar structures, informed by corpora-based research, are introduced and practiced in context. Functional language elements and strategies are coordinated with vocabulary and grammar to facilitate transfer from classroom learning to real-life application; examples include group problem-solving and consensus-building activities. Highly-focused exercises guide students to sharpen their reading comprehension as well as their writing skills. Level V includes the additional feature of a glossary of new vocabulary.



## Level V Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level V Starter Package</b>			<b>\$1,725.00</b>

## Computer Based Training for Level V

The Level V CBT consists of theme-based and authentic materials to support ALC language training objectives presented in Books 25-30. Video, audio, text, and graphics have been integrated into the materials to challenge the advanced student. The CBT for Level V also contains a glossary and Grammar Coach to help the student through the lessons.

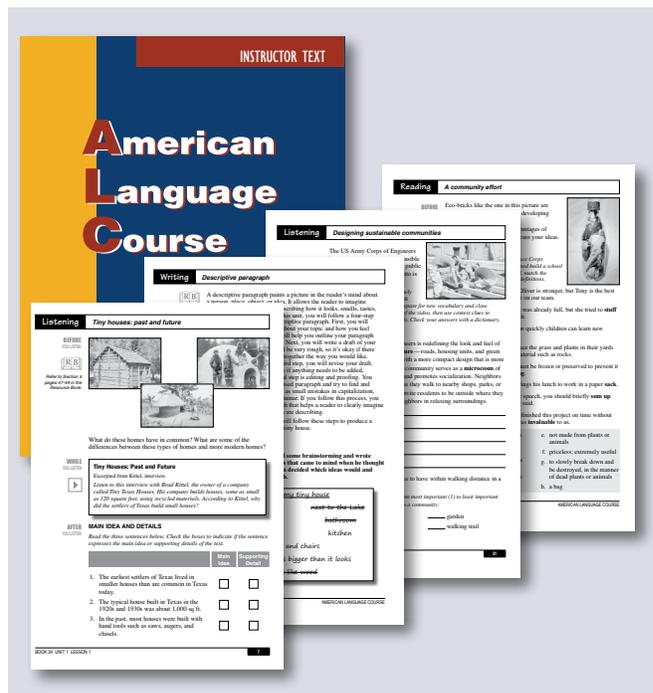
<b>LEVEL V CBT PACKAGE (6 CDs)</b>	<b>\$3,000.00</b>
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# Level VI (Books 31-34)

Advanced Professional

ALCPT Range 80-85

Level VI focuses on advanced skills. Four theme-based books provide integrated practice in reading, writing, listening, and speaking. Authentic readings and audio/video recordings on cultural and military topics form the basis of comprehension and skill-based activities. Corpora-researched target vocabulary is presented and practiced within the context of the authentic texts. Real-world speaking tasks of briefings and group discussion build fluency and confidence. The process approach guides students to write well-developed paragraphs of different types. Skill level and objectives are the same across all Level VI books, enabling repeated skill practice in order to increase overall language proficiency. Level VI includes performance-based assessments of each skill. The Resource Book contains reference materials that support the objectives of each book and the level.



## Level VI Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts with accompanying DVDs	\$35.00	4	\$140.00
Student Texts	\$10.00	40	\$400.00
Resource Books	\$10.00	44	\$440.00
Assessment Kits, Kit 1 and Kit 2	\$70.00	4 of each	\$280.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level VI Starter Package</b>			<b>\$1,275.00</b>

Level VI Book DVD System Requirements	
Minimum Operating System and Software Requirements	
PC Computer with 20 in. or larger monitor (Resolution 1280 x 800 min. & can be used with projector)	
Microsoft Windows 10 operating system	MP3 compatible audio player software
DVD-ROM drive for playing DVD	MP4 compatible audio player software
Keyboard, Mouse, & Speakers	Adobe Acrobat Reader version X or higher

## Computer Based Training for Level VI

The Level VI CBT continues the use of theme-based lessons focusing on authentic materials. The CBT is carefully aligned with the text materials so students have opportunities to further practice the objectives presented in Level VI.

LEVEL VI CBT PACKAGE (4 CDs)	\$2,000.00
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## General English Nonintensive ALC Materials

The Nonintensive American Language Course (NALC) materials were developed for adult international military students in nonintensive English language programs. The materials include the most essential objectives from the intensive American Language Course. General, technical and military vocabulary, language functions, and grammar are covered. Each volume contains 30-32 lessons (approximately 4 hours of classroom instruction per lesson) and is supplemented by 30 audio recordings, one per lesson (each approximately 30 minutes in length).

The course consists of four volumes suitable for many four-year military academies and staff colleges. Like the intensive course, the NALC presents material in context.

Two quizzes (one mid and one final) and two forms of each quiz are available for each volume. The quizzes are sold in kits only. Each kit includes the following:

- 25 student booklets
- 1 audio CD
- 1 quiz scoring key

## Volume Levels and Student Placement Chart

Volumes	Levels	ALCPT Scores
Volume 1 (ALC Books 1-4)	Low Elementary	0-25
Volume 2 (ALC Books 5-8)	Elementary	25-35
Volume 3 (ALC Books 9-12)	High Elementary	35-50
Volume 4 (ALC Books 13-16)	Low Intermediate	50-60



# Nonintensive American Language Course Materials

## Starter Packages

The NALC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased.

**NOTE:** *There is a minimum order of 10 Student Texts and one Instructor Text for all Nonintensive American Language Course materials.*

### Volume 1 and Volume 2 Starter Packages

Item	Price	Quantity	Subtotal
Instructor Text (w/audio CD)	\$40.00	1	\$40.00
Student Text	\$20.00	10	\$200.00
Listening Skills Text (w/scripts)	\$20.00	11	\$220.00
Homework Text	\$10.00	11	\$110.00
Audio CD set	\$75.00	1	\$75.00
Flash Card set	\$25.00	1	\$25.00
Lessons 1-15, Quiz A	\$25.00	1	\$25.00
Lessons 16-30, Quiz A	\$25.00	1	\$25.00
Lessons 1-15, Quiz B	\$25.00	1	\$25.00
Lessons 16-30, Quiz B	\$25.00	1	\$25.00
Package of 500 Answer sheets	\$15.00	1	\$15.00
<b>TOTAL for either package</b>			<b>\$775.00</b>



## Volume 3 and Volume 4 Starter Packages

Item	Price	Quantity	Subtotal
Instructor Text (w/audio CD)	\$40.00	1	\$40.00
Student Text	\$20.00	10	\$200.00
Listening Skills Text (w/scripts)	\$20.00	11	\$220.00
Homework Text	\$10.00	11	\$110.00
Audio CD set	\$80.00	1	\$80.00
Lessons 1-16, Quiz A	\$25.00	1	\$25.00
Lessons 1-16, Quiz B	\$25.00	1	\$25.00
Lessons 17-31, Quiz C	\$25.00	1	\$25.00
Lessons 17-31, Quiz D	\$25.00	1	\$25.00
Package of 500 Answer sheets	\$15.00	1	\$15.00
<b>TOTAL for either package</b>			<b>\$765.00</b>

## Computer Based Training (CBT) for the Nonintensive ALC

The CBT reinforces lesson learning objectives and provides additional practice of language skills through graphics, audio, video, text, and animation. It is an effective means to enhance English language training. Although no specific CBT was designed for the NALC, the objectives are the same as the intensive ALC. Therefore, the appropriate CBT from the ALC has been packaged for each volume of the NALC. CBT courseware for the individual NALC Volumes are available as four individual CDs (one CD for each book in a volume) which can be loaded on an unlimited number of computers or a LAN-based server.

Volume 1 – ALC Books 1-4

Volume 2 – ALC Books 5-8

Volume 3 – ALC Books 9-12

Volume 4 – ALC Books 13-16

<b>NALC VOLUME CBT CD PACKAGE (4 CDs)</b>	<b>\$2,000.00 each</b>
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Refer to page 4 for further information about the ALC CBT courseware.

## English Skills for Staff Officers in Multinational Operations (ESSO)

**ALCPT Range 80+**

The English Skills for Staff Officers in Multinational Operations (ESSO) course is designed to enhance overall English language proficiency with a focus on oral and written communication skills needed for interaction in multinational settings.

Language activities are planned around content relevant to today's military leaders. Topics include: Globalization and Military Partnerships in the 21st Century; Intercultural Factors in Multinational Operations; Command Structure and Leadership in Multinational Environments; NATO and Other Regional Alliances; Counterinsurgency; the United Nations, Peacekeeping and Peacebuilding; and Multinational Humanitarian Missions.

Each unit emphasizes the development of language skills through the integration of listening, speaking, reading, and writing. Specific attention is given to group discussion skills, briefings, speeches, and professional forms of writing. Advanced vocabulary development, along with strategies for learning new words, is also included.

**NOTE:** *There is a minimum order of 11 Student Texts, one Instructor Text, and one DVD for ESSO course materials.*

### ESSO Starter Package

Item	Price	Quantity	Subtotal
ESSO Instructor Text	\$15.00	1	\$15.00
ESSO Student Text	\$30.00	11	\$330.00
DVD: "Topics in Multinational Operations"	\$500.00	1	\$500.00
<b>TOTAL</b>			<b>\$845.00</b>

# English for Specific Purposes Materials

## American Military English Course

**ALCPT Range 70-80**

The American Military English Course (AMEC) consists of language lessons based on General Military, Army, Air Force, and Navy topics, and Topics in Counterinsurgency.

Each text consists of five units, including one review unit, evaluation exercises, and homework activities. The materials focus on the four language skills (listening, speaking, reading, and writing) as well as vocabulary, military expressions, military acronyms, functions, and grammar. Learning strategies and classroom guidance are also included.

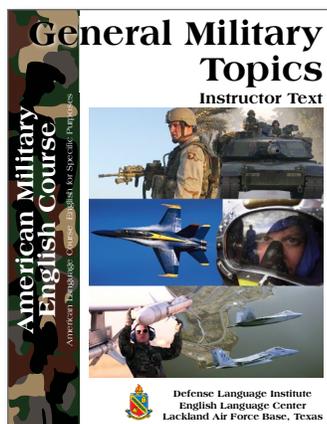
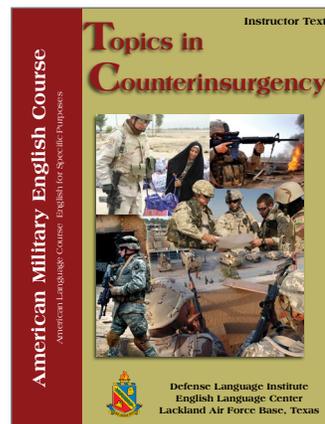
Two sets of audio recordings are included. The listening skills recordings provide the students practice in topics related to the lesson. The unit recordings are an oral version of the readings and some of the explanations contained in each lesson.

The AMEC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased.

**NOTE:** *There is a minimum order of 10 Student Texts and one Instructor Text for all AMEC materials.*

### Topics in Counterinsurgency Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Glossary	\$10.00	11	\$110.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	\$10.00	1	\$10.00
<b>TOTAL</b>			<b>\$400.00</b>



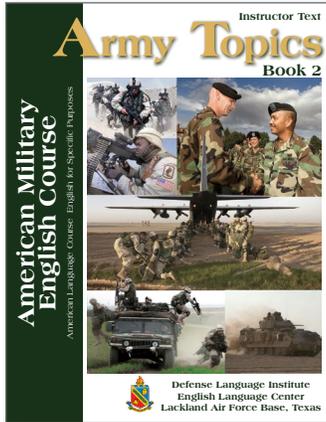
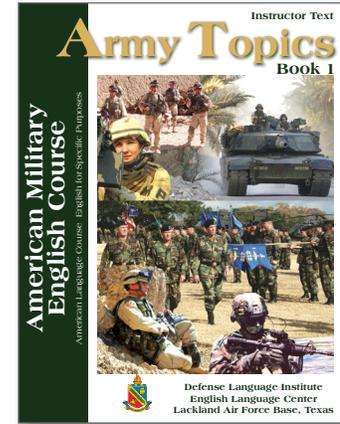
### General Military Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	\$10.00	1	\$10.00
<b>TOTAL</b>			<b>\$290.00</b>

# English for Specific Purposes Materials

## Army Topics, Book 1, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Day in the Life of a Soldier"	\$10.00	1	\$10.00
		<b>TOTAL</b>	<b>\$290.00</b>

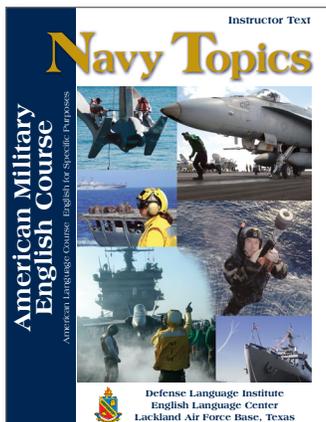
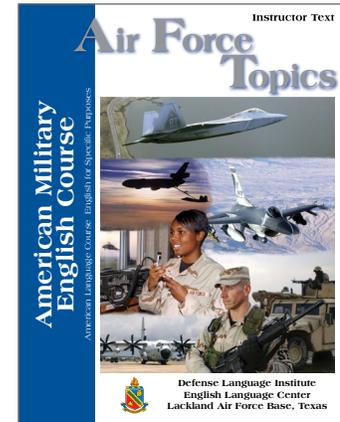


## Army Topics, Book 2, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
		<b>TOTAL</b>	<b>\$280.00</b>

## Air Force Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Day in the Life of an Airman"	\$10.00	1	\$10.00
		<b>TOTAL</b>	<b>\$290.00</b>



## Navy Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Journey Begins"	\$10.00	1	\$10.00
		<b>TOTAL</b>	<b>\$290.00</b>

## Aviation Topics and Activities

Each CD contains 10 aviation-related readings with accompanying classroom activities designed to give students practice using FAA terminology and discussing concepts related to aviation. The readings (dealing with helicopters, flight safety, fighter aircraft, etc.) are independent of each other and are geared towards individuals with a minimum ECL/ALCPT score of 75. Each reading, along with the suggested activities, requires approximately two hours of class time. Guidance is provided for instructors to assist them in making lessons more communicative and student-centered. A glossary of aviation terms is also included on each CD. Users can print materials as needed for their classes.

### Aviation Topics and Activities CDs

Item	Quantity	Price
CD1 (Apr 08)	1	\$500.00
CD2 (Mar 10)	1	\$500.00



## Instructor Resources

### 780, Overview of the American Language Course: A Reference Guide to Levels I-VI for Instructors

This publication is designed to acquaint ESL/EFL instructors and program managers with the organization, content, and components of DLIELC's intensive general English materials. (CD)

### 782, Grammar for the American Language Course

This publication provides references to the grammar objectives presented in the ALC materials and is a resource for ESL/EFL instructors using the ALC and the Nonintensive ALC (NALC) materials. (CD)

### 789, Indexes to American Language Course Levels I-VI

Designed as a resource for ESL/EFL program managers and instructors, the *789 Indexes*, in the form of searchable pdfs, provides the means to identify and locate ALC language learning objectives, including vocabulary. The objectives are indexed by their sequence in ALC books and by their type, e.g., vocabulary, grammar, language functions, and skills (reading, speaking, listening, and writing). Included in the *Indexes* are scope and sequence charts for Books 1-34, descriptions of Levels I-VI, an index of military and civilian themes, and a glossary of ALC objectives terminology. (CD)

### 779, Developmental Reading Skills

The *Developmental Reading Skills* (DRS) course is designed to provide learners with the phonetic foundation to decode and read basic words. Instruction is based on student-centered activities that allow learners to apply phonetic rules in reading, spelling, and pronunciation. It aims to guide poor readers in applying this knowledge to decode increasingly more complex words as they progress through the American Language Course in preparation for subsequent training. DRS materials consist of a package of two CDs; one with the instructor text and one with student handouts. Users can print materials as needed for their classes.

## Instructor Resources

Item	Quantity	Price
780, Overview of the ALC	1 CD	\$10.00
782, Grammar for the ALC	1 CD	\$10.00
789, Indexes to ALC Levels I-VI	1 CD	\$10.00
779, Developmental Reading Skills	2 CDs	\$200.00

## Instructor Resources

### Skills Assessment Kits

An *ALC Skills Assessment Kit* (SAK) is available at the end of some ALC levels and elicits student performance on skills introduced in the previous books of that level. SAK II assesses skills introduced in Books 7-12, SAK III those in Books 13-18, and SAK IV those in Books 19-24. The SAKs provide integrated skills activities which assess mastery of production-based tasks not testable in multiple-choice format (e.g., following a route on a map, completing a flow chart, participating in a group discussion, etc.). A SAK kit consists of four items: an instructor booklet with test administration guidance, student booklets, diagnostic assessment forms, and an audio CD. Two SAK forms are available for each ALC level. Skills Assessment Kits include enough copies of the materials for 2 instructors and 50 students.

#### Skills Assessment Kits

Item	Quantity	Price
<b>Level II Skills Assessment Kit Form K</b> (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
<b>Level II Skills Assessment Kit Form L</b> (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
<b>Level III Skills Assessment Kit Form K</b> (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
<b>Level III Skills Assessment Kit Form L</b> (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
<b>Level IV Skills Assessment Kit Form K</b> (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
<b>Level IV Skills Assessment Kit Form L</b> (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00

## Classroom Resources

### Dictionaries

Dictionaries are sold in packages of 10.

### Book of Idioms (BOI)

Idioms bring color to language, but they can be a problem for non-native speakers. The BOI is a handy reference with useful idioms, slang, and special expressions. Each entry has an example sentence along with the definition. The BOI is a helpful supplement for intermediate and advanced students. BOIs are sold in packages of 10.

#### Classroom Resources

Item	Price
Package of 10 Dictionaries	\$50.00
Package of 10 BOIs	\$50.00

## Replacement Items

### Homework and Evaluation Exercises, ALC Books 1-30 (CDs)

These booklets have been designed for nonresident use at locations where Student Texts are reused. The Homework and Evaluation Exercises are provided as PDF files. Users may print quantities as needed.

### Package of Test Answer Sheets

Each package contains 500 answer sheets.

#### Replacement Items

Item	Price
Homework and Evaluation Exercises (CDs) (1 CD for <i>each</i> book, Books 1 - 30)	\$25.00
Package of 500 Test Answer Sheets	\$15.00

# American Language Course Placement Test Materials

The American Language Course Placement Test (ALCPT) is developed by the English Evaluation Flight (EEF) of DLIELC. It is a standardized, multiple-choice test designed to measure English ability.

*Purchase of the ALCPT requires approval from EEF. See inside front cover for contact information and page 63 for the required ALCPT Approval Request form.*

## Features

- » 25 different versions available (ALCPT Forms 99, 100, 102-104, and 106-125)
- » Student scores correspond to English Comprehension Level (ECL) test scores
- » Administration time is approximately 75 minutes (including time for reading the directions and distributing and collecting test materials)
- » Listening and reading components (laboratory or CD player required)
- » Answer keys provided for hand scoring student answer sheets
- » Forms included to help track administrations

## Uses

- » Placement in ALC program
- » Evaluation of student progress at the end of an ALC level
- » Screening for readiness to take the ECL by SCO only
- » Evaluation of English language abilities of local personnel working for, or being considered for positions on overseas US military installations as required by US military service regulations.

## Components of ALCPT Kits

- » 25 Test Booklets
- » 1 Audio Recording (CD)
- » 2 Scoring Keys
- » 1 ALCPT Handbook, including the following forms:
  - › Chart with ALC Placement Guidelines
  - › Sample Test Control Officer Memorandum for Record
  - › ALCPT Inventory Record
  - › ALCPT Test Administration Security Log
  - › ALCPT Test-Taker Roster

**NOTE: Student answer sheets are not included with ALCPT Kits and must be ordered separately.**

## American Language Course Placement Test Materials

Item	Quantity	Price
ALCPT Kit	1	\$100.00
Package of 500 Answer Sheets	1	\$15.00

# English Language Training Resident Courses

DLIELC offers a variety of English language courses for beginner, intermediate and advanced learners of English as a Second or Foreign language at JBSA-Lackland. In-house developed materials and some commercial texts are used for these courses.

## Courses in General and Specialized English

### American Language Courses (ALC)

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#### **ALC GET *only*** **MASL D177027**

**Course Length:** Variable; can be scheduled to start any week of the year.

**Entry Requirements:** 55 ECL

**Diploma Requirements:** Minimum 10 weeks, ECL qualified and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 32 of the SCO Handbook at [www.dlielc.edu](http://www.dlielc.edu)).

#### **ALC SET *only*** **MASL D177008**

**Course Length:** NINE (9) weeks total; can be scheduled to start any week of the year.

**Entry Requirements:** 1) Highest required FOT ECL  
2) if applicable, OPI requirement(s)

**Diploma Requirements:** Minimum of SEVEN (7) of the NINE (9) weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 32 of the SCO Handbook at [www.dlielc.edu](http://www.dlielc.edu)).

This course focuses on functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills.

**Note:** If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MilDep must submit a separate waiver request (Form AETC-6, 20100614 also known as IMT-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.

# Resident Courses

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## General English Training (GET) and Specialized English Training (SET) MASL D177009

**Course Length:** Minimum 10 weeks; can be scheduled to start any week of the year.

**Entry Requirements:** 1) 55 ECL minimum for entry into GET  
2) highest required FOT ECL and, if applicable,  
OPI requirement(s) before entry into SET.

**Diploma Requirements:** Minimum of SEVEN (7) of the TEN (10) weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 32 of the SCO Handbook at [www.dlielc.edu](http://www.dlielc.edu)).

Notes: 1) If more than one FOT is scheduled, the student must meet the highest ECL required. This also applies in specific cases where the ECL and/or OPI requirement(s) have been waived by FOT.  
2) If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MilDep must submit a separate waiver request (Form AETC-6, 20100614 also known as IMT-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.

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## ALC for Aviation Leadership Program (ALP) Scholarship MASL D177024

**Course Length:** Variable or NINE (9) weeks of AVIATION SET if IMS is both ECL and OPI qualified; can be scheduled to start any week of the year.

**Entry Requirements:** 1) 55 ECL and/or highest required FOT ECL  
2) OPI requirement, if applicable.

**Diploma Requirements:** Variable course length, ECL and OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 32 of the SCO Handbook at [www.dlielc.edu](http://www.dlielc.edu)).

Notes: 1) This MASL is established for AF ALP Scholarship IMSs and is used for funding purposes only.  
2) Training is basically the same as MASL D177008 or D177009 or D177027.  
3) IMSs who do not have their required ECL must attend GET.  
4) IMSs who do not make their required OPI must attend the OPSAV course (MASL D177028). See next page.

### Oral Proficiency Skills for Aviation (OPSAV) Course

**MASL D177026**

**(MASL D177028 for ALP Scholarship candidates)**

**Course Length:** 25 weeks; this includes 16 weeks of OPSAV and NINE (9) weeks of AVIATION SET; can be scheduled to start any week of the year.

**Entry Requirements:** Highest required FOT ECL

**Diploma Requirements:** Minimum of 10 weeks TOTAL and a minimum of SEVEN (7) of the 10 weeks must be completed in SET, ECL and OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 32 of the SCO Handbook at [www.dlielc.edu](http://www.dlielc.edu)).

This course is designed to help students achieve the necessary oral proficiency level for success in both their SET and FOT. The course offers extensive practice in pronunciation, global speaking proficiency, and listening comprehension within a variety of contexts and a wide range of formats in order to achieve a 2/2 OPI requirement.

- Notes:
- 1) If candidates ECL qualify in country, it is strongly recommended that they be administered a telephonic OPI in their homeland prior to scheduling them for this course. If they achieve the required OPI score for their FOT, they don't need to be programmed for the OPSAV course. They should ONLY be programmed for a maximum of ten weeks in MASL D177024.
  - 2) This course is a MINIMUM of 10 weeks in length. However, it is variable because students can be moved out of OPSAV and into SET as soon as they achieve their required OPI ratings.
  - 3) Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course and they must meet the OPI requirement before they are moved into SET—even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.
  - 4) If FOT waives one or both requirements, MilDep must submit a separate waiver request (AETC-6 form, formerly known as IMT-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will not receive a diploma.

# Advanced English Training

The Advanced English Training mission is twofold: 1) improve the language proficiency skills of international military and civilian personnel through courses for advanced language development, and 2) develop English language specialists to work in their countries' English language training programs as instructors, managers, and curriculum/test developers.

## Courses for Advanced Language Development

### Professional Military Education Preparation (PME Prep)

MASL D177014

**Course Length:** 9 weeks

**Entry Requirements:** 80 ECL

PME Prep aims to develop the upper-level academic and language skills needed for International Military Students to succeed in PME courses. Students practice all four language skills (listening, speaking, reading, and writing) and learn to deal linguistically with challenging military topics through formal and informal discussions, presentations and military-style briefings. Each student will assume the role of group discussion leader, learning how to plan, lead, monitor, and mediate wide-ranging discussions. In addition, each participant will acquire a firm foundation in all aspects of PME research-paper writing, including the drafting process, referencing, organization, and mechanics. To help trainees cope with the demands of writing at FOT, practice writing an essay-length assignment will be followed by a more extensive formal research paper.

Note: 1) Iterations of the PME Prep course can be added to the schedule on the condition that a minimum of four students can be programmed.

2) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## PME Prep

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
6 NOV 17	5 JAN 18	5 NOV 18	4 JAN 19
5 FEB 18	6 APR 18	11 FEB 19	12 APR 19
12 MAR 18	11 MAY 18	11 MAR 19	10 MAY 19
26 MAR 18	25 MAY 18	25 MAR 19	24 MAY 19
9 APR 18	8 JUN 18	8 APR 19	7 JUN 19
16 APR 18	15 JUN 18	15 APR 19	14 JUN 19
30 APR 18	29 JUN 18	29 APR 19	28 JUN 19
14 MAY 18	13 JUL 18	13 MAY 19	12 JUL 19
21 MAY 18	20 JUL 18	20 MAY 19	19 JUL 19

## Resident Courses

### Advanced Language Proficiency Skills (ALPS)

The following Advanced Language Proficiency Skills courses are intended for English language instructors, NATO candidates, translators, interpreters, candidates for professional military post-graduate studies, as well as other military members and civilian personnel. These courses are designed using an integrated curriculum to increase communicative competence in all four language skills (listening, speaking, reading, and writing), as well as increase familiarity with US culture.

#### ALPS I

##### MASL D177018

**Course Length:** 12 weeks

**Entry Requirements:** 1) 80 ECL  
2) OPI rating of 2/1+

ALPS I emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS II, the material is geared toward those students who exhibit intermediate-level (not advanced-level) English language proficiency skills in reading, writing, speaking, and listening. Through theme-based readings, audio/video materials, classroom discussions, and writing assignments, students have many opportunities to practice and improve all four language skills.

- Notes:
- 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.
  - 2) Students entering the course with a 2/1+ OPI will be administered a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.
  - 3) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
  - 4) Consider scheduling students for ALPS I followed by ALPS II or MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 5) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

### ALPS I

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
2 OCT 17	22 DEC 17	1 OCT 18	21 DEC 18
25 DEC 17	16 MAR 18	24 DEC 18	15 MAR 19
26 MAR 18	15 JUN 18	25 MAR 19	14 JUN 19
18 Jun 18	7 SEP 18	17 JUN 19	6 SEP 19

## ALPS II

### MASL D177031

**Course Length:** 12 weeks

**Entry Requirements:** 1) 85 ECL  
2) OPI rating of 2/2

ALPS II emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS I, the material is geared toward those students who exhibit higher-level English language proficiency skills in reading, writing, speaking, and listening. By participating in group discussions, giving oral presentations, reading and writing essays, and viewing videos related to relevant topics, students can improve all four language skills and can learn to deal linguistically with challenging, unfamiliar topics. Each student will assume the role of discussion facilitator and learn how to plan, lead, monitor, and mediate wide-ranging discussions among classmates from different countries and cultures.

- Notes:
- 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.
  - 2) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
  - 3) Consider scheduling students for ALPS II followed by AELIC, MELT, or MDS. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 4) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## ALPS II

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
2 OCT 17	22 DEC 17	1 OCT 18	21 DEC 18
25 DEC 17	16 MAR 18	24 DEC 18	15 MAR 19
26 MAR 18	15 JUN 18	25 MAR 19	14 JUN 19
18 JUN 18	7 SEP 18	17 JUN 19	6 SEP 19

## ALPS III MASL D177022

**Course Length:** 16 weeks

Entry Requirements:   1) 85 ECL  
                                  2) OPI rating of 2/2

ALPS III emphasizes development of critical thinking skills and techniques for improving linguistic competence. It is an ideal course for military and civilian professionals who will pursue post-graduate degrees at Department of Defense schools and colleges and for EFL instructors who will teach a Test of English as a Foreign Language (TOEFL) familiarization course in their countries. General test-taking strategies and those specifically needed for the TOEFL Internet-based Test (TOEFL iBT) are the focus of the first four weeks. During the subsequent twelve weeks, participants will hone their academic language skills by analyzing and critiquing materials from various sources and by completing several writing assignments leading up to the completion of a university-style research paper.

- Notes:
- 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
  - 2) Only students scheduled for follow-on training (FOT) that requires a TOEFL score will take the TOEFL iBT.
  - 3) For students with an FOT TOEFL requirement of 83, an in-country TOEFL iBT score of 70 or higher is strongly recommended. For students with an FOT TOEFL requirement of 90, an in-country TOEFL iBT score of 82 or higher is strongly recommended.
  - 4) Consider scheduling students for the ALPS III TOEFL course followed by MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 5) Iterations of the ALPS III TOEFL course can be added to the schedule on the condition that a minimum of 6 students can be programmed.
  - 6) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## ALPS III

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
27 NOV 17	16 MAR 18	26 NOV 18	15 MAR 19
26 FEB 18	15 JUN 18	25 FEB 19	14 JUN 19
21 MAY 18	7 SEP 18	20 MAY 19	6 SEP 19
3 SEP 18	21 DEC 18	2 SEP 19	20 DEC 19

### Courses for English Language Specialists

DLIELC offers a variety of courses designed to enhance the skills of international English language specialists—personnel dedicated to English language teaching, program management, and course/test development. In addition to the courses described below, it is highly recommended that English language specialists continue to work on their English language proficiency by enrolling, every two or three years, in an ALPS course appropriate for their proficiency level. Language maintenance and enhancement are essential for all English language specialists and the programs they serve.

### Instructor Development Courses

#### **Basic American Language Instructor Course (BALIC)** **MASL D177007**

**Course Length:** 27 weeks

**Entry Requirements:** 80 ECL

BALIC is designed to provide military and civilian personnel, who are non-native speakers of English, with a strong foundation in the field of English Language teaching in order that they may teach English in their countries. The course is divided into three 9-week blocks consisting of two 3-hour units of instruction each day. Each block provides many opportunities for participants to improve their English proficiency in each of the four skills (listening, speaking, reading, and writing), as well as increase their knowledge of grammar, vocabulary, teaching fundamentals, linguistic functions, American culture, and the American Language Course (ALC) materials. In addition to observing ESL instructors teaching classes in the General English Section, trainees are afforded numerous practice-teaching opportunities using the ALC materials.

- Notes:
- 1) Students will be administered a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.
  - 2) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

### BALIC

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
30 OCT 17	4 MAY 18	29 OCT 18	3 MAY 19
1 JAN 18	6 JUL 18	31 DEC 18	5 JUL 19
5 MAR 18	7 SEP 18	4 MAR 19	6 SEP 19
7 MAY 18	9 NOV 18	6 MAY 19	8 NOV 19
9 JUL 18	11 JAN 19	8 JUL 19	10 JAN 20
10 SEP 18	15 MAR 19	9 SEP 19	13 MAR 20

# Resident Courses

## Advanced English Language Instructor Course (AELIC) MASL D177006

**Course Length:** 16 weeks

Entry Requirements:   1) 85 ECL  
                              2) OPI rating of 2/2

AELIC is designed for BALIC graduates or those with a teaching degree (or its equivalent) and at least two years' experience teaching English as a Foreign or Second Language in their countries. The purpose of the course is threefold: 1) to acquaint students with current language teaching theory and methodology for classroom applications, 2) to provide opportunities for students to discuss and demonstrate best classroom instructional practices, and 3) to develop proficiency in all four language skills. Objectives include learning to deliver student-centered and communicative lessons through classroom observations of experienced ESL instructors, identifying and adapting one's instruction to diverse learning and teaching factors, and understanding the historical methods and approaches of ESL instruction and assessment.

- Notes:
- 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
  - 2) Students must have completed BALIC or have a teaching degree (or its equivalent).
  - 3) Students must be ESL/EFL instructors with a minimum of two years' experience.
  - 4) Consider scheduling students for AELIC followed by MACS or MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 5) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## AELIC

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
1 JAN 18	20 APR 18	31 DEC 18	19 APR 19
7 MAY 18	24 AUG 18	6 MAY 19	23 AUG 19
10 SEP 17	28 DEC 18	9 SEP 19	27 DEC 19

## Methodology and Culture Seminar (MACS) MASL D177019

**Course Length:** 9 weeks

**Entry Requirements:** 1) 80 ECL  
2) OPI rating of 2/2

MACS is designed for experienced ESL/EFL instructors and focuses on expanding participants' knowledge of culture in general and US culture in particular so that when they return to their countries to teach English, they can do so with greater cultural awareness and confidence. Activities on a range of topics such as family life, education, government, and the military present US customs and values within a framework that allows participants to compare and contrast US culture with their own. In addition, participants explore ways to handle the cultural aspects of language acquisition and better prepare their students for training opportunities in the US and/or interactions with American military and civilian personnel stationed abroad. Teaching strategies for incorporating aspects of US culture into the American Language Course lessons will be examined and practiced through peer-teaching opportunities. Regularly scheduled tours and classroom observations of ESL instructors in the General English Section will supplement and further solidify information covered during the seminar.

- Notes:
- 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
  - 2) Students must be ESL/EFL instructors with a minimum of two years' experience.
  - 3) Consider scheduling students for MACS followed by ALPS I or ALPS II. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 4) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## MACS

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
22 JAN 18	23 MAR 18	21 JAN 19	22 MAR 19
23 APR 18	22 JUN 18	22 APR 19	21 JUN 19
27 AUG 18	26 OCT 18	26 AUG 19	25 OCT 19

## Professional Development Courses

### Managing English Language Training (MELT) MASL D177013

**Course Length:** 9 weeks

**Entry Requirements:** 80 ECL

MELT is designed for international personnel who are or will be in English Language Training Program (ELTP) managerial positions in their countries. Participants are provided with the practical knowledge needed for administering, managing, and supervising an ELTP. Participants also become more familiar with concrete aspects of ELTP management as they focus on DLIELC's organizational planning, structure and goals, practical day-to-day operations, and implementation of the American Language Course materials. Participants will encounter and explore real-world aspects of ELTP management and apply theories to understand the workings of educational environments. Group and individual projects allow participants to examine particular facets of management for their specific programs or areas of interest.

- Note:
- 1) Consider scheduling students for an ALPS course followed by MELT or for MELT followed by an ALPS course. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 2) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## MELT

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
23 OCT 17	22 DEC 17	22 OCT 18	21 DEC 18
19 MAR 18	18 MAY 18	18 MAR 19	17 MAY 19
27 AUG 18	26 OCT 18	26 AUG 19	25 OCT 19

## Materials Development Seminar (MDS)

MASL D177030

**Course Length:** 8 weeks

**Entry Requirements:** 85 ECL

MDS is designed for international English language specialists who are or will be creating instructional materials for English language training. MDS is conducted as a seminar in which participants discuss and become familiar with different phases of the curriculum development process used at DLIELC. To that end, particular emphasis is placed on course design, the writing of language objectives, and the development of targeted activities for the language classroom. An online Learning Management System will be used throughout the seminar. Participants must have basic computer skills since they will develop their instructional materials electronically. Each participant is expected to arrive with a previously defined curriculum project that can be developed by the end of the 8-week seminar.

Time constraints rule out the possibility of developing assessments during MDS; however, participants may choose to create practice materials to assist preparing their students for assessments such as TOEFL or STANAG tests. A participant interested in developing online materials may also receive guidance from DLIELC personnel; it should be noted that technological limitations preclude the implementation of participant-developed online materials during MDS.

- Notes:
- 1) Participants must have completed BALIC or AELIC or have a teaching degree (or its equivalent).
  - 2) Participants must be ESL/EFL instructors with a minimum of two years' experience.
  - 3) **IMPORTANT REGISTRATION REQUIREMENT:** Each participant must define a project by completing a Needs Analysis Worksheet prior to arrival. Upon enrolling a participant in MDS, deliver the Needs Analysis Worksheet and explanatory materials directly to the participant. The completed Needs Analysis Worksheet is to be submitted to DLIELC **within three weeks from the date of enrollment in MDS.**
- Click [HERE](#) to access the three documents that make up the Needs Analysis.
- 4) Consider scheduling students for ALPS II followed by MDS. Check the course dates and bar graphs in this catalog for possible sequential progression.
  - 5) There are no waivers to course entry requirements.

*This course requires a minimum class size of six students, and a maximum of 10.*

## MDS

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
18 JUN 18	10 AUG 18	17 JUN 19	9 AUG 19

## Observer Professional Training – Familiarization with DLIELC MASL D177002

**Course Length:** 1 week

**Entry Requirements:** N/A (80 ECL or higher is strongly recommended)

This training is designed to provide orientation in the development, coordination, and management of English language training for international English Language Training Program (ELTP) managers, supervisors, and key language training staff. The training is a combination of briefings, seminars, and observations that address various aspects of management, administration, and academics. The training is tailored to the needs of the participants by targeting specific areas of ELTP operations (i.e., testing, curriculum development, classroom instruction, multimedia instruction, ESL/EFL teaching techniques, overseas and country program management, and warehouse operations).

- Notes:
- 1) The ECL entry requirement above is more of a strong recommendation than a strict requirement. However, due to the topics covered throughout the training, participants need to be able to operate with a high degree of English language proficiency.
  - 2) Students who have attended or will attend MELT (MASL D177013) should not be programmed for this training because much of the material presented in MELT is also presented in the Observer Professional Training.
  - 3) The length of this training is normally one week; however, it can be scheduled for two weeks to meet the needs of the participant(s).
  - 4) There are no waivers to course entry requirements.

### Observer Professional Training

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
As requested		As requested	

# Resident Courses

## Observer Professional Training – English Language Proficiency Testing MASL D177003

**Course Length:** 2 weeks

**Entry Requirements:** 1) 85 ECL  
2) OPI rating of 2+/2+

This training is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering, and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) levels (closely correlated with North Atlantic Treaty Organization Standardization Agreement [STANAG 6001] Language Proficiency Levels). The testing of any or all language skills—listening, speaking, reading, and writing—may be included in the objectives depending on the specific requirements of those attending. An exploration of one of DLIELC’s primary testing instruments—the Oral Proficiency Interview or the English Comprehension Level test—is available as an objective if requested before the participants arrive. This training will be conducted by experienced personnel assigned to the Testing Branch.

- Notes:
- 1) Schedule a telephonic OPI with DLIELC well in advance of the training dates. OPI scores are valid for six months.
  - 2) Consider scheduling students for this training in conjunction with one of DLIELC’s higher-level courses such as ALPS II or AELIC, if desired.
  - 3) There are no waivers to course entry requirements.

*This course requires a minimum class size of four students, and a maximum of six.*

## Observer Professional Training – ELPT

FY18 Class Schedule		FY19 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
As requested		As requested	

**For information on availability of resident courses, contact:  
International Resident Flight (IRF)**

**E-mail:** [DLIELC.RSF-CPM@us.af.mil](mailto:DLIELC.RSF-CPM@us.af.mil)

# English Language Training Nonresident Courses

## In-Country Workshop: Familiarization with American Language Course MASL D307011

**Course Length:** 2 weeks

**Entry Requirements:** 80 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize participants with the ALC and provide them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

*This course requires a minimum class size of six students, and a maximum of 10.*

### ALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
Familiarization with the ALC (workshop booklet)	\$15.00	11	\$165.00
780, Overview of the ALC (book)	\$10.00	11	\$110.00
Books 9, 19, 25 Instructor Texts	\$45.00	11 of <i>each</i> text	\$495.00
Books 9, 19, 25 Student Texts	\$30.00	11 of <i>each</i> text	\$330.00
Book 9 CBT CD Book Package	\$500.00	1	\$500.00
Book 19 Language Laboratory Activities	\$5.00	11	\$55.00
Book 19 Audio CD set	\$40.00	1	\$40.00
<b>Total for 10 participants + one instructor</b>			<b>\$1,695.00</b>

# Nonresident Courses

## In-Country Workshop: Familiarization with Nonintensive American Language Course MASL D307011

**Course Length:** 2 weeks

**Entry Requirements:** 80 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to give participants a thorough review of the components of the NALC and provides them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

*This course requires a minimum class size of six students, and a maximum of 10.*

### NALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
Familiarization with the NALC (workshop booklet)	\$15.00	11	\$165.00
NALC Volume 3 – Instructor Text, Student Text, Listening Skills Text, Homework Text	\$90.00	11 of each text	\$990.00
NALC Volume 3 Audio CD set	\$80.00	1	\$80.00
NALC Volume 4 – Instructor Text, Student Text, Listening Skills Text, Homework Text	\$90.00	11 of each text	\$990.00
NALC Volume 4 Audio CD set	\$80.00	1	\$80.00
<b>Total for 10 participants + one instructor</b>			<b>\$2,305.00</b>
<b>Note: NALC Volumes 1 or 2 may be substituted for Volumes 3 and 4 in the Starter Package.</b>			



## Nonresident Courses

### In-Country Seminar: English Skills for Staff Officers in Multinational Operations (ESSO) MASL D307011

**Course Length:** 4 weeks

**Entry Requirements:** 85 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this seminar for staff officers. The course is designed to enhance overall English language proficiency with a focus on oral and written communication skills needed for interaction in multinational settings. Language activities are planned around updated content relevant to today's military leaders. Topics include: Globalization and Military Partnerships in the 21st Century; Intercultural Factors in Multinational Operations; Command Structure and Leadership in Multinational Environments; NATO and Other Regional Alliances; Counterinsurgency; the United Nations, Peacekeeping and Peacebuilding; and Multinational Humanitarian Missions.

Equipment necessary to implement the course: (1) DVD player or computer with DVD drive and appropriate screen, (2) classroom computer and projector for presenting PowerPoint, and (3) after-class Internet access for student research assignments. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

#### ESSO Seminar Starter Package

Item	Price	Quantity	Subtotal
ESSO Instructor Text	\$15.00	1	\$15.00
ESSO Student Text	\$30.00	11	\$330.00
DVD: "Topics in Multinational Operations"	\$500.00	1	\$500.00
<b>TOTAL for 10 participants + one instructor</b>			<b>\$845.00</b>

#### ESSO Interactive PDF Edition

The ESSO course is also available in an electronic interactive portable document format (PDF) version which would be used in a paperless classroom. A single DVD-R contains the instructor text, student text and all associated media files. The instructor version should be displayed on an interactive whiteboard while students access their materials on individual laptops. No materials need to be purchased. The DLIELC MTT will carry/keep the DVD-R.

#### System Requirements

Capability	Instructor Version	Student Version
Adobe Acrobat Reader version X or higher	✓	✓
Computer with DVD drive; connected to projector	✓	
Interactive whiteboard (recommended)	✓	
Internet access	✓	✓
Laptop computer with DVD drive		✓
Microsoft Office or equivalent	✓	✓
MP3-capable audio player software	✓	✓
MP4-capable video player software	✓	✓
Speakers	✓	
Speakers or headphones		✓
Web browser	✓	✓

*This course requires a minimum class size of six students, and a maximum of 10.*

## Nonresident Courses

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### **In-Country Workshop: Teaching English for Specific Purposes (ESP) – Using the AMEC MASL D307011**

**Course Length:** 2 weeks

**Entry Requirements:** 85 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize the participants with the issues that instructors face when teaching military language. The American Military English Course (AMEC) materials are used during the course to introduce participants to relevant teaching techniques, give them practice in presenting ESP materials, and acquaint them with basic military terminology. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

*This course requires a minimum class size of six students, and a maximum of 10.*

#### **Teaching ESP Workshop Starter Package**

<b>Item</b>	<b>Price</b>	<b>Quantity</b>	<b>Subtotal</b>
Teaching ESP – Using the AMEC (workshop booklet)	\$15.00	11	\$165.00
General Military Topics – Instructor Text, Student Text	\$50.00	11 of <i>each</i> text	\$550.00
General Military Topics – Audio CD set, DVD	\$60.00	1	\$60.00
Topics in Counterinsurgency – Instructor Text, Student Text, Glossary	\$60.00	11 of <i>each</i> text	\$660.00
Topics in Counterinsurgency – Audio CD set, DVD	\$60.00	1	\$60.00
<b>Total for 10 participants + one instructor</b>			<b>\$1,495.00</b>
<b>Note:</b> AMEC Army Topics Book 1 or Book 2, Air Force Topics, or Navy Topics may be substituted for Topics in Counterinsurgency depending on the needs of the country.			

# Nonresident Courses

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## **In-Country Workshop: English Language Achievement Testing MASL D307011**

**Course Length:** 2 weeks

**Entry Requirements:** 1) 85 ECL recommended  
2) OPI rating of 2+/2+

A DLIELC Mobile Training Team (MTT) conducts this two-week workshop for English language instructors or testing specialists. The course is designed to familiarize participants with different types of language assessments, the stages of test development, and how to create test specifications appropriate for achievement testing purposes. Participants will be given opportunities to practice writing effective test items and to conduct basic statistical analyses of items and describing test results. Additionally, information about various computerized test delivery system options will be presented and discussed. The instructor will provide the materials for the course.

*This course requires a minimum class size of six students, and a maximum of 10.*

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## **In-Country Workshop: English Language Proficiency Testing MASL D307011**

**Course Length:** 2 weeks

**Entry Requirements:** 1) 85 ECL recommended  
2) OPI rating of 2+/2+

A DLIELC Mobile Training Team (MTT) conducts this workshop for English language testing specialists. The course is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) and/or North Atlantic Treaty Organization (NATO) Standardization Agreement (STANAG) 6001 Language Proficiency Levels. The testing of any, or all, of the four language skills—listening, speaking, reading and writing—may be included in the course objectives, depending upon the specific requirements. The instructor will provide materials for the course.

Notes: This workshop may also be conducted on the DLIELC resident campus, using MASL D177003. To arrange for the resident workshop contact the International Resident Flight at [DLIELC.RSF-CPM@us.af.mil](mailto:DLIELC.RSF-CPM@us.af.mil).

*This course requires a minimum class size of six students, and a maximum of 10.*

**For information on availability of nonresident courses  
and to arrange for an MTT, contact:  
International Nonresident Flight (INF)**

**COMM: (210) 671-3783      COMM FAX: (210) 671-5362**

**DSN: (312) 473-3783      DSN FAX: (312) 473-5362**

**E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)**

# Support for In-Country English Language Training Programs (ELTPs)

DLIELC provides support services to partnership nations through US Embassies, Combatant Commands, Security Cooperation Offices and Defense Attaché Offices. These services include:

➤ **English Language Surveys — MASL D307009**

A DLIELC specialist can visit your country to review ELT objectives and assist in developing a management plan to establish a new program or adapt an existing one to meet emerging challenges.

➤ **Mobile Training Teams (MTTs) — MASL D307011**

DLIELC can deploy consultative and/or instructional teams on a temporary basis, up to 179 days, to conduct English language training in country. These teams can also provide special training. (See pages 38-42 for examples.)

➤ **Language Training Detachments (LTDs)**

DLIELC can establish detachments of instructors and managers to remain in country for one or more years.

➤ **Program Management Assistance**

DLIELC can help the Security Cooperation training manager and in-country English language trainer with advice and ideas on curriculum purchase decisions, faculty and management training, suitable language training, and computer based training equipment.

**For information and assistance, contact:  
International Nonresident Flight (INF)**

**COMM: (210) 671-3783**

**COMM FAX: (210) 671-5362**

**DSN: (312) 473-3783**

**DSN FAX: (312) 473-5362**

**E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)**

## Ordering Information

### Private Sector and US Federal Government Agencies

(not using FMS or IMET funds)

#### General Information

DLIELC is the sole source for all American Language Course (ALC) materials.

- › Tests and quizzes can be sold only to institutions, not individuals.
- › All customers may download the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). US Federal Government agencies may also download the required DD Form 1149.
- › **All orders generated as of 1 October 2017 must be submitted on the FY18 order form. Orders on outdated forms will be returned for reprocessing.**
- › **Submit fully funded book orders to DLIELC by 1 June. Book orders submitted after 1 June require coordination with DLIELC/TLF as to whether or not the order can be filled before the end of the fiscal year.**
- › **Allow two to four months for processing and shipping.**

#### Private Sector

##### Payment Methods

- › VISA or Master Card (with name on card and expiration date); include 3-digit code from the back of card.
- › Money orders in US currency.
- › Company-certified check made payable to:  
Defense Language Institute  
English Language Center
- › **NOTE: Wire transfers cannot be accepted.**

##### Shipping Costs and Procedures

- › Add 4% fee based on cost of materials for packing, crating and handling.
- › Payment for materials is required before shipment can be processed and prepared for pickup.
- › Upon notification from the Training Logistics Flight (TLF) that the shipment is ready, private sector customers must provide arrangements for pick up from the DLIELC warehouse (Bldg 7535).

#### US Federal Government Agencies

(not using FMS or IMET funds)

##### Payment Methods

- › Government IMPAC Visa Card.
- › Authorized accounting fund cite code.
- › DD Form 448, [Military Interdepartmental Purchase Request (MIPR)].
- › DD Form 1155 [Order for Supplies or Services].

##### Shipping Costs and Procedures

- › Add 4% fee based on cost of materials for packing, crating and handling.
- › For ground shipment within CONUS, include 10% of the cost of the materials. For OCONUS shipment to APO, DPO or FPO, include 10% of the cost of the materials. For OCONUS air shipment, include 50% of the cost of materials.

## Contact

Forward order requests and any questions concerning the ordering and shipping process to:

**DLIELC/TLF**  
2235 Andrews Ave.  
JBSA-Lackland, TX  
78236-5259

COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
DSN: (312) 473-4711  
DSN FAX: (312) 473-3063  
E-mail: [dlielc.leslwork@us.af.mil](mailto:dlielc.leslwork@us.af.mil)

## Foreign Military Sales (FMS)

### Procedures

- DLIELC is the sole source for all ALC materials.
- › FMS-funded purchases of ALC materials may be obtained by developing a Letter of Offer and Acceptance (LOA) to establish a new FMS case for the purchase of ALC materials. We recommend setting up a blanket order case since it does not require a detailed order of materials to set it up; instead, a case value (total dollar amount) can be requested for ALC materials.
  - › Or, purchases may also be funded from a suitable existing FMS case. Please refer to DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter Seven: “Preparation and Processing of FMS Cases” for instructions.
  - › Once the FMS case is set up, download DD Form 1149 and the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). After completing the requisition, forward to the appropriate MILDEP International Logistics Center (see addresses below).
  - › **Submit fully funded book orders to DLIELC by 1 June. Book orders submitted after 1 June require coordination with DLIELC/TLF as to whether or not the order can be filled before the end of the fiscal year.**

### MILDEP International Logistics Centers

#### ARMY

Commander  
 US Army Security Assistance Center  
 ATTN: AMSAC  
 3rd St. & M Avenue  
 New Cumberland PA 17070-5096  
**Message Address:**  
 CDR USASAC NEW CUMB PA//DRSAC-OP/S//

#### NAVY

Commander  
 US Navy International Logistics Control  
 Office (NAVILCO)  
 700 Robbins Ave.  
 Philadelphia PA 19111-5095  
**Message Address:** NAVILCO PHILADELPHIA PA

#### AIR FORCE

Air Force Security Assistance Center/ CMAO  
 1822 Van Patton Dr.  
 Wright-Patterson AFB OH 45333-5337  
**Message Address:** AFLC ILC WPAFB OH//CMAO//

### Shipping Costs and Procedures

- › Include a freight forwarder address with POC including phone number and email address.
- › Add 4% fee based on cost of materials for packing, crating and handling.
- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.

#### Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
Total shipping cost would be	<b>\$15,000</b>

**Important Note:** DLIELC cannot take action on a DD Form 1149 requisition until the US MILDEP International Logistics Center or Security Assistance Center has approved the requisition with an authorized accounting fund cite code and FMS Case. The requisition, including shipping and POC information, is then forwarded to DLIELC/TLF for processing.

If you have questions about what materials, contact the International Nonresident Flight:

DLIELC/INF  
 2235 Andrews Ave.  
 JBSA-Lackland, TX 78236-5259  
 E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

COMM: (210) 671-3783  
 COMM FAX: (210) 671-5362  
 DSN: (312) 473-3783  
 DSN FAX: (312) 473-5362

If you have questions about shipping, or your received order, contact the Training Logistics Flight:

DLIELC/TLF  
 E-mail: [dlielc.leslwork@us.af.mil](mailto:dlielc.leslwork@us.af.mil)

COMM: (210) 671-4711  
 COMM FAX: (210) 671-3063  
 DSN: (312) 473-4711  
 DSN FAX: (312) 473-0633

## Ordering Information

# Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 50-51) for FMS Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** Freight forwarder\* address to include POC name, telephone number and email address.
  3. **Ship to: mark for:** Special in-country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
  4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). Order Form replaces 4a-i on the DD Form 1149.
  5. **Requisition date:** Current date
  6. **Requisition number:** See below for instructions.
  7. **Date material required:** Indicate date materials are needed in country.
  8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder only).
  9. **Authority or purpose:** Shipping of training materials purchased for use by (country name).
  10. **Signature:** Signature of authorized representative
  - 11 through 18: Leave blank
  19. **Sheet total:** *Total of each page of DD 1149*  
**Grand total:** *Total of all pages of DD 1149*
  20. **Receiver's voucher number:** Leave blank.

### Instructions to complete *Block 6*, DD Form 1149

Block 6. Requisition number: This is a **14-digit MILSTRIP** requisition number (*AFM 67-1, Volume 9, Chapter 6*). The following table provides an explanation of the number identification.

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepared on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	P	I	T	0	-	-	6	0	0	1	0	0	0	1

**NOTE:** DD Form 1149 and Order Form are available at [www.DLIELC.edu](http://www.DLIELC.edu).

\* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

## International Military Education and Training (IMET)

### Programming

- › DLIELC curriculum materials are programmed on the USAF Standardized Training List (STL) under Worksheet Control Number (WCN) 0003/DBKPUBO for materials and WCN 0004/DOOPCHT for packing and shipping.
- › Air Force Security Assistance Training (AFSAT) will provide funding authorization.
- › **In order to ensure IMET orders can be processed by DLIELC/TLF before the end-of-fiscal-year, forward orders to AFSAT by 1 May.**

### Requisitions

Download DD Form 1149 and Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). After completing the requisition, forward to:

AFSAT/TOC  
315 J St West  
JBSA-Randolph TX 78150-4354

E-mail: [AFSAT\\_Country\\_Manager@us.af.mil](mailto:AFSAT_Country_Manager@us.af.mil)

Info copy to: DLIELC/INF

E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

### Important Recommendations

- › Work closely with your AFSAT IMET country manager to ensure that your USAF STL is properly programmed and funding is authorized.
- › **Plan on a minimum of six months lead-time when you submit your requisition.** While DLIELC normally packs and ships within 90 days of receipt of requisition from AFSAT, there are many contributors to delays in the shipping process, including customs clearance in country. Be sure you consign the IMET shipment to the US Embassy or Military Mission to assist customs clearance.
- › Whenever possible, request air shipment to avoid a long delay.

### Shipping Costs and Procedures

- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.

#### Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
<b>Total shipping cost would be</b>	<b>\$15,000</b>

### Questions

If you have questions about what materials, contact the International Nonresident Flight:

DLIELC/INF  
2235 Andrews Ave.  
JBSA-Lackland, TX 78236-5259

E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

COMM: (210) 671-3783  
COMM FAX: (210) 671-5362

DSN: (312) 473-3783  
DSN FAX: (312) 473-5362

If you have questions about shipping, or your received order, contact the Training Logistics Flight:

DLIELC/TLF  
E-mail: [dlielc.leslwork@us.af.mil](mailto:dlielc.leslwork@us.af.mil)

COMM: (210) 671-4711  
COMM FAX: (210) 671-3063

DSN: (312) 473-4711  
DSN FAX: (312) 473-3063

# Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 50-51) for IMET Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** For air shipments, the physical address in country (office/suite number, building number, street, city and country). For surface shipments, freight forwarder\* address to include POC name, telephone number and email address.
  3. **Ship to: mark for:** Special in country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
  4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). Order Form replaces 4a-i on the DD Form 1149.
  5. **Requisition date:** Current date
  6. **Requisition number:** See below for instructions.
  7. **Date material required:** Indicate date materials are needed in country.
  8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder). All air shipments that exceed 50% and all AMC shipments require a DSCA waiver. Coordinate waivers with the AFSAT country manager prior to submission of the order. DLIELC will hold the shipment until the waiver is received.
  9. **Authority or purpose:** Shipping of training materials purchased for use by (country name).
  10. **Signature:** Signature of SCO or Authorized Representative
  - 11 through 18: Leave blank
  19. **Sheet total:** *Total of each page of DD 1149*  
**Grand total:** *Total of all pages of DD 1149*
  20. **Receiver's voucher number:** Leave blank

### Instructions to complete *Block 6*, DD Form 1149

Block 6. Requisition number: This is a **14-digit MILSTRIP** requisition number (*AFM 67-1, Volume 9, Chapter 6*). The following table provides an explanation of the number identification.

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepared on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>EXAMPLE</b>	D	I	T	0	-	-	6	0	0	1	0	0	0	1

**NOTE:** DD Form 1149 and Order Form are available at [www.DLIELC.edu](http://www.DLIELC.edu).

\* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

## Notes

**REQUISITION AND INVOICE/SHIPPING DOCUMENT**

OMB No. 0704-0246  
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.**

1. FROM: (Include ZIP Code)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY
2. TO: (Include ZIP Code)	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)
3. SHIP TO - MARK FOR	12. DATE SHIPPED (YYYYMMDD)			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS DATA	AMOUNT
------------------------	--------

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO      17. SPECIAL HANDLING

18. RECEIPT ATTENTION	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
	← TOTAL →										

← TOTAL →

**REQUISITION AND INVOICE/SHIPPING DOCUMENT** (Continuation Sheet)

OMB No. 0704-0246  
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.**

SHEET NO.		NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE					b. VOUCHER NUMBER AND DATE	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)			UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
<b>SHEET TOTAL</b>										

## FY18 Order Form

AMERICAN LANGUAGE COURSE INTENSIVE MATERIALS (ALC) (p. 6)				
Item Number	ALC Starter Packages	Price	Quantity	Total Price
LVL1STPCD	Level I Starter Package, Books 1-6 (p. 7)	\$1,875.00		
LVL2STPCD	Level II Starter Package, Books 7-12 (p. 8)	\$1,875.00		
LVL3STPCD	Level III Starter Package, Books 13-18 (p. 9)	\$1,725.00		
LVL4STPCD	Level IV Starter Package, Books 19-24 (p. 10)	\$1,725.00		
LVL5STPCD	Level V Starter Package, Books 25-30 (p. 11)	\$1,725.00		
LVL6STPCD	Level VI Starter Package, Books 31-34 (p. 12)	\$1,275.00		
<b>If you are purchasing individual books, the minimum order is 10 student texts and one instructor text.                      If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).</b>				
ALC Individual Materials				
Item Number	Book 1	Price	Quantity	Total Price
BK01IT	Instructor Text (Jan 03)	\$15.00		
BK01ST	Student Text (Jan 03)	\$10.00		
BK01LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK01CD	Audio CDs (8)	\$40.00		
BK01QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK01QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK01QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK01FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 2	Price	Quantity	Total Price
BK02IT	Instructor Text (Jan 03)	\$15.00		
BK02ST	Student Text (Jan 03)	\$10.00		
BK02LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK02CD	Audio CDs (8)	\$40.00		
BK02QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK02QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK02QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK02FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 3	Price	Quantity	Total Price
BK03IT	Instructor Text (Jan 03)	\$15.00		
BK03ST	Student Text (Jan 03)	\$10.00		
BK03LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK03CD	Audio CDs (8)	\$40.00		
BK03QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK03QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK03QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK03FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 4	Price	Quantity	Total Price
BK04IT	Instructor Text (Jan 03)	\$15.00		
BK04ST	Student Text (Jan 03)	\$10.00		
BK04LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK04CD	Audio CDs (8)	\$40.00		
BK04QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK04QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK04QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK04FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 5	Price	Quantity	Total Price
BK05IT	Instructor Text (Jan 03)	\$15.00		
BK05ST	Student Text (Jan 03)	\$10.00		
BK05LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK05CD	Audio CDs (8)	\$40.00		
BK05QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK05QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		

**If you are purchasing individual books, the minimum order is 10 student texts and one instructor text.  
 If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).**

## FY18 Order Form

BK05QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK05FC	Flash Cards (Jan 03)	\$25.00		
<b>Item Number</b>	<b>Book 6</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK06IT	Instructor Text (Jan 03)	\$15.00		
BK06ST	Student Text (Jan 03)	\$10.00		
BK06LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK06CD	Audio CDs (8)	\$40.00		
BK06QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK06QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK06QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK06FC	Flash Cards (Jan 03)	\$25.00		
<b>Item Number</b>	<b>Book 7</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK07IT	Instructor Text (Jan 04)	\$15.00		
BK07ST	Student Text (Jan 04)	\$10.00		
BK07LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK07CD	Audio CDs (8)	\$40.00		
BK07QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK07QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK07QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK07FC	Flash Cards (Jan 04)	\$25.00		
<b>Item Number</b>	<b>Book 8</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK08IT	Instructor Text (Jan 04)	\$15.00		
BK08ST	Student Text (Jan 04)	\$10.00		
BK08LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK08CD	Audio CDs (8)	\$40.00		
BK08QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK08QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK08QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK08FC	Flash Cards (Jan 04)	\$25.00		
<b>Item Number</b>	<b>Book 9</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK09IT	Instructor Text (Jan 04)	\$15.00		
BK09ST	Student Text (Jan 04)	\$10.00		
BK09LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK09CD	Audio CDs (8)	\$40.00		
BK09QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK09QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK09QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK09FC	Flash Cards (Jan 04)	\$25.00		
<b>Item Number</b>	<b>Book 10</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK10IT	Instructor Text (Jan 05)	\$15.00		
BK10ST	Student Text (Jan 05)	\$10.00		
BK10LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK10CD	Audio CDs (8)	\$40.00		
BK10QKACD	Quiz Kit, Form A (Jan 05)	\$25.00		
BK10QKBCD	Quiz Kit, Form B (Jan 05)	\$25.00		
BK10QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK10FC	Flash Cards (Jan 05)	\$25.00		
<b>Item Number</b>	<b>Book 11</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK11IT	Instructor Text (Jan 05)	\$15.00		
BK11ST	Student Text (Jan 05)	\$10.00		
BK11LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK11CD	Audio CDs (8)	\$40.00		
BK11QKACD	Quiz Kit, Form A (Jan 05)	\$25.00		
BK11QKBCD	Quiz Kit, Form B (Jan 05)	\$25.00		

## FY18 Order Form

BK11QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK11FC	Flash Cards (Jan 05)	\$25.00		
<b>Item Number</b>	<b>Book 12</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK12IT	Instructor Text (Jan 05)	\$15.00		
BK12ST	Student Text (Jan 05)	\$10.00		
BK12LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK12CD	Audio CDs (8)	\$40.00		
BK12QKACD	Quiz Kit, Form A (Jan 05)	\$25.00		
BK12QKBCD	Quiz Kit, Form B (Jan 05)	\$25.00		
BK12QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK12FC	Flash Cards (Jan 05)	\$25.00		
<b>Item Number</b>	<b>Book 13</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK13IT	Instructor Text (Jan 06)	\$15.00		
BK13ST	Student Text (Jan 06)	\$10.00		
BK13LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK13CD	Audio CDs (8)	\$40.00		
BK13QKACD	Quiz Kit, Form A (Jan 06)	\$25.00		
BK13QKBCD	Quiz Kit, Form B (Jan 06)	\$25.00		
BK13QKCCD	Quiz Kit, Form C (Jan 06)	\$25.00		
<b>Item Number</b>	<b>Book 14</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK14IT	Instructor Text (Jun 06)	\$15.00		
BK14ST	Student Text (Jun 06)	\$10.00		
BK14LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK14CD	Audio CDs (8)	\$40.00		
BK14QKACD	Quiz Kit, Form A (Jun 06)	\$25.00		
BK14QKBCD	Quiz Kit, Form B (Jun 06)	\$25.00		
BK14QKCCD	Quiz Kit, Form C (Jun 06)	\$25.00		
<b>Item Number</b>	<b>Book 15</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK15IT	Instructor Text (Jun 06)	\$15.00		
BK15ST	Student Text (Jun 06)	\$10.00		
BK15LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK15CD	Audio CDs (8)	\$40.00		
BK15QKACD	Quiz Kit, Form A (Jun 06)	\$25.00		
BK15QKBCD	Quiz Kit, Form B (Jun 06)	\$25.00		
BK15QKCCD	Quiz Kit, Form C (Jun 06)	\$25.00		
<b>Item Number</b>	<b>Book 16</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK16IT	Instructor Text (Apr 07)	\$15.00		
BK16ST	Student Text (Apr 07)	\$10.00		
BK16LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK16CD	Audio CDs (8)	\$40.00		
BK16QKACD	Quiz Kit, Form A (Apr 07)	\$25.00		
BK16QKBCD	Quiz Kit, Form B (Apr 07)	\$25.00		
BK16QKCCD	Quiz Kit, Form C (Apr 07)	\$25.00		
<b>Item Number</b>	<b>Book 17</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK17IT	Instructor Text (Oct 07)	\$15.00		
BK17ST	Student Text (Oct 07)	\$10.00		
BK17LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK17CD	Audio CDs (8)	\$40.00		
BK17QKACD	Quiz Kit, Form A (Oct 07)	\$25.00		
BK17QKBCD	Quiz Kit, Form B (Oct 07)	\$25.00		
BK17QKCCD	Quiz Kit, Form C (Oct 07)	\$25.00		
<b>Item Number</b>	<b>Book 18</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK18IT	Instructor Text (Jan 08)	\$15.00		
BK18ST	Student Text (Jan 08)	\$10.00		

**If you are purchasing individual books, the minimum order is 10 student texts and one instructor text.  
If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).**

## FY18 Order Form

BK18LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK18CD	Audio CDs (8)	\$40.00		
BK18QKACD	Quiz Kit, Form A (Jan 08)	\$25.00		
BK18QKBCD	Quiz Kit, Form B (Jan 08)	\$25.00		
BK18QKCCD	Quiz Kit, Form C (Jan 08)	\$25.00		
<b>Item Number</b>	<b>Book 19</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK19IT	Instructor Text (Oct 08)	\$15.00		
BK19ST	Student Text (Oct 08)	\$10.00		
BK19LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK19CD	Audio CDs (8)	\$40.00		
BK19QKACD	Quiz Kit, Form A (Oct 08)	\$25.00		
BK19QKBCD	Quiz Kit, Form B (Oct 08)	\$25.00		
BK19QKCCD	Quiz Kit, Form C (Oct 08)	\$25.00		
<b>Item Number</b>	<b>Book 20</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK20IT	Instructor Text (Jan 09)	\$15.00		
BK20ST	Student Text (Jan 09)	\$10.00		
BK20LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK20CD	Audio CDs (8)	\$40.00		
BK20QKACD	Quiz Kit, Form A (Jan 09)	\$25.00		
BK20QKBCD	Quiz Kit, Form B (Jan 09)	\$25.00		
BK20QKCCD	Quiz Kit, Form C (Jan 09)	\$25.00		
<b>Item Number</b>	<b>Book 21</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK21IT	Instructor Text (Aug 09)	\$15.00		
BK21ST	Student Text (Aug 09)	\$10.00		
BK21LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK21CD	Audio CDs (8)	\$40.00		
BK21QKACD	Quiz Kit, Form A (Aug 09)	\$25.00		
BK21QKBCD	Quiz Kit, Form B (Aug 09)	\$25.00		
BK21QKCCD	Quiz Kit, Form C (Aug 09)	\$25.00		
<b>Item Number</b>	<b>Book 22</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK22IT	Instructor Text (Jan 10)	\$15.00		
BK22ST	Student Text (Jan 10)	\$10.00		
BK22LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK22CD	Audio CDs (8)	\$40.00		
BK22QKACD	Quiz Kit, Form A (Jan 10)	\$25.00		
BK22QKBCD	Quiz Kit, Form B (Jan 10)	\$25.00		
BK22QKCCD	Quiz Kit, Form C (Jan 10)	\$25.00		
<b>Item Number</b>	<b>Book 23</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK23IT	Instructor Text (Aug 10)	\$15.00		
BK23ST	Student Text (Aug 10)	\$10.00		
BK23LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK23CD	Audio CDs (8)	\$40.00		
BK23QKACD	Quiz Kit, Form A (Aug 10)	\$25.00		
BK23QKBCD	Quiz Kit, Form B (Aug 10)	\$25.00		
BK23QKCCD	Quiz Kit, Form C (Aug 10)	\$25.00		
<b>Item Number</b>	<b>Book 24</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK24IT	Instructor Text (Nov 10)	\$15.00		
BK24ST	Student Text (Nov 10)	\$10.00		
BK24LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK24CD	Audio CDs (8)	\$40.00		
BK24QKACD	Quiz Kit, Form A (Nov 10)	\$25.00		
BK24QKBCD	Quiz Kit, Form B (Nov 10)	\$25.00		
BK24QKCCD	Quiz Kit, Form C (Nov 10)	\$25.00		

## FY18 Order Form

Item Number	Book 25	Price	Quantity	Total Price
BK25IT	Instructor Text (Aug 11)	\$15.00		
BK25ST	Student Text (Aug 11)	\$10.00		
BK25LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK25CD	Audio CDs (8)	\$40.00		
BK25QKACD	Quiz Kit, Form A (Aug 11)	\$25.00		
BK25QKBCD	Quiz Kit, Form B (Aug 11)	\$25.00		
BK25QKCCD	Quiz Kit, Form C (Aug 11)	\$25.00		
Item Number	Book 26	Price	Quantity	Total Price
BK26IT	Instructor Text (Apr 12)	\$15.00		
BK26ST	Student Text (Apr 12)	\$10.00		
BK26LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK26CD	Audio CDs (8)	\$40.00		
BK26QKACD	Quiz Kit, Form A (Apr 12)	\$25.00		
BK26QKBCD	Quiz Kit, Form B (Apr 12)	\$25.00		
BK26QKCCD	Quiz Kit, Form C (Apr 12)	\$25.00		
Item Number	Book 27	Price	Quantity	Total Price
BK27IT	Instructor Text (Oct 12)	\$15.00		
BK27ST	Student Text (Oct 12)	\$10.00		
BK27LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK27CD	Audio CDs (8)	\$40.00		
BK27QKACD	Quiz Kit, Form A (Oct 12)	\$25.00		
BK27QKBCD	Quiz Kit, Form B (Oct 12)	\$25.00		
BK27QKCCD	Quiz Kit, Form C (Oct 12)	\$25.00		
Item Number	Book 28	Price	Quantity	Total Price
BK28IT	Instructor Text (May 13)	\$15.00		
BK28ST	Student Text (May 13)	\$10.00		
BK28LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK28CD	Audio CDs (8)	\$40.00		
BK28QKACD	Quiz Kit, Form A (May 13)	\$25.00		
BK28QKBCD	Quiz Kit, Form B (May 13)	\$25.00		
BK28QKCCD	Quiz Kit, Form C (May 13)	\$25.00		
Item Number	Book 29	Price	Quantity	Total Price
BK29IT	Instructor Text (Oct 13)	\$15.00		
BK29ST	Student Text (Oct 13)	\$10.00		
BK29LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK29CD	Audio CDs (8)	\$40.00		
BK29QKACD	Quiz Kit, Form A (Oct 13)	\$25.00		
BK29QKBCD	Quiz Kit, Form B (Oct 13)	\$25.00		
BK29QKCCD	Quiz Kit, Form C (Oct 13)	\$25.00		
Item Number	Book 30	Price	Quantity	Total Price
BK30IT	Instructor Text (Dec 13)	\$15.00		
BK30ST	Student Text (Dec 13)	\$10.00		
BK30LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK30CD	Audio CDs (8)	\$40.00		
BK30QKACD	Quiz Kit, Form A (Dec 13)	\$25.00		
BK30QKBCD	Quiz Kit, Form B (Dec 13)	\$25.00		
BK30QKCCD	Quiz Kit, Form C (Dec 13)	\$25.00		
Item Number	Book 31	Price	Quantity	Total Price
BK31IT	Instructor Text plus 2 DVDs (Oct 15)	\$35.00		
BK31ST	Student Text (Oct 15)	\$10.00		
LV6RES	Level VI Resource Book (Oct 15)	\$10.00		
BK31AK1	Assessment Kit 1, Forms A, B (Oct 16)	\$35.00		
BK31AK2	Assessment Kit 2, Forms D, E (Oct 16)	\$35.00		

If you are purchasing individual books, the minimum order is 10 student texts and one instructor text.  
 If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).

## FY18 Order Form

Item Number	Book 32	Price	Quantity	Total Price
BK32IT	Instructor Text plus 2 DVDs (Oct 15)	\$35.00		
BK32ST	Student Text (Oct 15)	\$10.00		
LV6RES	Level VI Resource Book (Oct 15)	\$10.00		
BK32AK1	Assessment Kit 1, Forms A, B (Oct 16)	\$35.00		
BK32AK2	Assessment Kit 2, Forms D, E (Oct 16)	\$35.00		
Item Number	Book 33	Price	Quantity	Total Price
BK33IT	Instructor Text plus 2 DVDs (Oct 15)	\$35.00		
BK33ST	Student Text (Oct 15)	\$10.00		
LV6RES	Level VI Resource Book (Oct 15)	\$10.00		
BK33AK1	Assessment Kit 1, Forms A, B (Oct 16)	\$35.00		
BK33AK2	Assessment Kit 2, Forms D, E (Oct 16)	\$35.00		
Item Number	Book 34	Price	Quantity	Total Price
BK34IT	Instructor Text plus 2 DVDs (Oct 15)	\$35.00		
BK34ST	Student Text (Oct 15)	\$10.00		
LV6RES	Level VI Resource Book (Oct 15)	\$10.00		
BK34AK1	Assessment Kit 1, Forms A, B (Oct 16)	\$35.00		
BK34AK2	Assessment Kit 2, Forms D, E (Oct 16)	\$35.00		
<b>American Language Course (ALC) Intensive Materials: TOTAL</b>				

AMERICAN LANGUAGE COURSE COMPUTER BASED TRAINING (CBT) (p. 4)				
Item Number	CBT Packages	Price	Quantity	Total Price
CBTLV1PK	Level I - CBT CD Package (Books 1-6) (6-CDs)	\$3,000.00		
CBTLV2PK	Level II - CBT CD Package (Books 7-12) (6-CDs)	\$3,000.00		
CBTLV3PK	Level III - CBT CD Package (Books 13-18) (6-CDs)	\$3,000.00		
CBTLV4PK	Level IV - CBT CD Package (Books 19-24) (6-CDs)	\$3,000.00		
CBTLV5PK	Level V - CBT CD Package (Books 25-30) (6-CDs)	\$3,000.00		
CBTLV6PK	Level VI - CBT CD Package (Books 31-34) (4-CDs)	\$2,000.00		
<b>Computer Based Training (CBT) Materials: TOTAL</b>				

AMERICAN LANGUAGE COURSE NONINTENSIVE MATERIALS (NALC) (p.14)				
Item Number	NALC Starter Packages	Price	Quantity	Total Price
NALCV1STPCD	NALC Volume 1 Starter Package	\$775.00		
NALCV2STPCD	NALC Volume 2 Starter Package	\$775.00		
NALCV3STPCD	NALC Volume 3 Starter Package	\$765.00		
NALCV4STPCD	NALC Volume 4 Starter Package	\$765.00		

**If you are purchasing individual books, the minimum order is 10 student texts and one instructor text.**

NALC Individual Materials				
Item Number	NALC Volume 1	Price	Quantity	Total Price
NALCV1ITKCD	Instructor Text plus Audio CD (Jan 06)	\$40.00		
NALCV1ST	Student Text (Jan 06)	\$20.00		
NALCV1LSKT	Listening Skills Text (Jan 06)	\$20.00		
NALCV1HW	Homework Text (Jan 06)	\$10.00		
NALCV1CD	Audio CDs (15)	\$75.00		
NALCV1FC	Flash Cards	\$25.00		
NALCV1QK1-15ACD	Lessons 1-15, Quiz A	\$25.00		
NALCV1QK16-30ACD	Lessons 16-30, Quiz A	\$25.00		
NALCV1QK1-15BCD	Lessons 1-15, Quiz B	\$25.00		
NALCV1QK16-30BCD	Lessons 16-30, Quiz B	\$25.00		
NALCV1CBTCD	<b>Volume 1 CBT CD Package (4-CDs)</b>	\$2,000.00		
NALC Volume 2				
NALCV2ITKCD	Instructor Text plus Audio CD (Jan 05)	\$40.00		

## FY18 Order Form

NALCV2ST	Student Text (Jan 05)	\$20.00		
NALCV2LSKT	Listening Skills Text (Jan 05)	\$20.00		
NALCV2HW	Homework Text (Jan 05)	\$10.00		
NALCV2CD	Audio CDs (15)	\$75.00		
NALCV2FC	Flash Cards	\$25.00		
NALCV2QK1-15ACD	Lessons 1-15, Quiz A	\$25.00		
NALCV2QK16-30ACD	Lessons 16-30, Quiz A	\$25.00		
NALCV2QK1-15BCD	Lessons 1-15, Quiz B	\$25.00		
NALCV2QK16-30BCD	Lessons 16-30, Quiz B	\$25.00		
NALCV2CBTCD	<b>Volume 2 CBT CD Package (4-CDs)</b>	\$2,000.00		
	<b>NALC Volume 3</b>			
NALCV3ITKCD	Instructor Text plus Audio CD (Jan 08)	\$40.00		
NALCV3ST	Student Text (Jan 08)	\$20.00		
NALCV3LSKT	Listening Skills Text (Jan 08)	\$20.00		
NALCV3HW	Homework Text (Jan 08)	\$10.00		
NALCV3CD	Audio CDs (16)	\$80.00		
NALCV3QK1-16ACD	Lessons 1-16, Quiz A,	\$25.00		
NALCV3QK1-16BCD	Lessons 1-16, Quiz B	\$25.00		
NALCV3QK17-31CCD	Lessons 17-31, Quiz C	\$25.00		
NALCV3QK17-31DCD	Lessons 17-31, Quiz D	\$25.00		
NALCV3CBTCD	<b>Volume 3 CBT CD Package (4-CDs)</b>	\$2,000.00		
	<b>NALC Volume 4</b>			
NALCV4ITKCD	Instructor Text plus Audio CD (Jun 10)	\$40.00		
NALCV4ST	Student Text (Jun 10)	\$20.00		
NALCV4LSKT	Listening Skills Text (Jun 10)	\$20.00		
NALCV4HW	Homework Text (Jun 10)	\$10.00		
NALCV4CD	Audio CDs (16)	\$80.00		
NALCV4QK1-16ACD	Lessons 1-16, Quiz A	\$25.00		
NALCV4QK1-16BCD	Lessons 1-16, Quiz B	\$25.00		
NALCV4QK17-32CCD	Lessons 17-32, Quiz C	\$25.00		
NALCV4QK17-32DCD	Lessons 17-32, Quiz D	\$25.00		
NALCV4CBTCD	<b>Volume 4 CBT CD Package (4-CDs)</b>	\$2,000.00		
<b>Nonintensive ALC (NALC) Materials: TOTAL</b>				

ENGLISH SKILLS FOR STAFF OFFICERS IN MULTINATIONAL OPERATIONS (ESSO) (p. 16)				
Item Number	ESSO Starter Package	Price	Quantity	Total Price
ESSOSTPDVD	ESSO Starter Package	\$845.00		
<b>If you are purchasing individual ESSO books, the minimum order is 11 student texts, one instructor text, and one DVD .</b>				
Item Number	ESSO Individual Materials	Price	Quantity	Total Price
ESSOIT	Instructor Text (Nov 13)	\$15.00		
ESSOST	Student Text (Nov 13)	\$30.00		
ESSODVD	DVD: "Topics in Multinational Operations" (Nov 13)	\$500.00		
<b>ESSO Materials: TOTAL</b>				

ENGLISH FOR SPECIFIC PURPOSES MATERIALS (p. 17)				
Item Number	American Military English Course (AMEC) Starter Packages	Price	Quantity	Total Price
TICSTPCDDVD	Topics in Counterinsurgency, Starter Package	\$400.00		
GMTSPCDDVD	General Military Topics, Starter Package	\$290.00		
ATBK1SPCDDVD	Army Topics, Book 1, Starter Package	\$290.00		
ATBK2SPCD	Army Topics, Book 2, Starter Package	\$280.00		

## FY18 Order Form

AFTSPCDDVD	Air Force Topics, Starter Package	\$290.00		
NTSPCDDVD	Navy Topics, Starter Package	\$290.00		
<b>If you are purchasing individual books the minimum order is 10 student texts and one instructor text.</b>				
<b>AMEC Individual Materials</b>				
<b>Item Number</b>	<b>Topics in Counterinsurgency (p. 17)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
TICIT	Instructor Text (Aug 08)	\$30.00		
TICST	Student Text (Aug 08)	\$20.00		
TICGL	Glossary (Aug 08)	\$10.00		
TICCD	Audio CDs (10)	\$50.00		
TICDVD	DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	\$10.00		
<b>Item Number</b>	<b>General Military Topics (p. 17)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
GMTIT	Instructor Text (Nov 04)	\$30.00		
GMTST	Student Text (Nov 04)	\$20.00		
GMTCD	Audio CDs (10)	\$50.00		
GMTDVD	DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	\$10.00		
<b>Item Number</b>	<b>Army Topics, Book 1 (p. 18)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
ATBK1IT	Instructor Text (Nov 04)	\$30.00		
ATBK1ST	Student Text (Nov 04)	\$20.00		
ATBK1CD	Audio CDs (10)	\$50.00		
ATBK1DVD	DVD: "A Day in the Life of a Soldier"	\$10.00		
<b>Item Number</b>	<b>Army Topics, Book 2 (p. 18)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
ATBK2IT	Instructor Text (Jul 04)	\$30.00		
ATBK2ST	Student Text (Jul 04)	\$20.00		
ATBK2CD	Audio CDs (10)	\$50.00		
<b>Item Number</b>	<b>Air Force Topics (p. 18)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
AFTIT	Instructor Text (Oct 07)	\$30.00		
AFTST	Student Text (Oct 07)	\$20.00		
AFTCD	Audio CDs (10)	\$50.00		
AFTDVD	DVD: "A Day in the Life of an Airman"	\$10.00		
<b>Item Number</b>	<b>Navy Topics (p. 18)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
NTIT	Instructor Text (Oct 06)	\$30.00		
NTST	Student Text (Oct 06)	\$20.00		
NTCD	Audio CDs (10)	\$50.00		
NTDVD	DVD: "A Journey Begins"	\$10.00		
<b>Item Number</b>	<b>Aviation Topics and Activities CDs(p. 19)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
AVTOPICS1/CD	Aviation Topics and Activities CD1 (Apr 08)	\$500.00		
AVTOPICS2/CD	Aviation Topics and Activities CD2 (Mar 10)	\$500.00		
<b>English for Specific Purposes Materials: TOTAL</b>				

INSTRUCTIONAL SUPPORT MATERIALS (p. 20-22)				
Item Number	Instructor Resources (p. 20)	Price	Quantity	Total Price
780CD	780, Overview of the ALC (Mar 17) (1 CD)	\$10.00		
782CD	782, Grammar for the ALC (Jun 04) (1 CD)	\$10.00		
789CD	789, Indexes to the ALC Levels I-VI (Oct 16) (1 CD)	\$10.00		
779CD	779, Developmental Reading Skills (Aug 11) (2 CDs)	\$200.00		
Item Number	Instructor Resources (p. 21)	Price	Quantity	Total Price
SKLVL2K	Level II - Skills Assessment Kit - Form K	\$150.00		
SKLVL2L	Level II - Skills Assessment Kit - Form L	\$150.00		
SKLVL3K	Level III - Skills Assessment Kit - Form K	\$150.00		
SKLVL3L	Level III - Skills Assessment Kit - Form L	\$150.00		
SKLVL4K	Level IV - Skills Assessment Kit - Form K	\$150.00		
SKLVL4L	Level IV - Skills Assessment Kit - Form L	\$150.00		

## FY18 Order Form

Item Number	Classroom Resources (p. 22)	Price	Quantity	Total Price
COMM35PK	Package of 10 Dictionaries	\$50.00		
IDIOMSPK	Package of 10 Books of Idioms (BOI)	\$50.00		
Item Number	Replacement Items (p. 22)	Price	Quantity	Total Price
BK01HWEECD	Book 1 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK02HWEECD	Book 2 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK03HWEECD	Book 3 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK04HWEECD	Book 4 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK05HWEECD	Book 5 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK06HWEECD	Book 6 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK07HWEECD	Book 7 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK08HWEECD	Book 8 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK09HWEECD	Book 9 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK10HWEECD	Book 10 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK11HWEECD	Book 11 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK12HWEECD	Book 12 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK13HWEECD	Book 13 Homework & Evaluation Exercises, CD (Jan 06)	\$25.00		
BK14HWEECD	Book 14 Homework & Evaluation Exercises, CD (Jan 06)	\$25.00		
BK15HWEECD	Book 15 Homework & Evaluation Exercises, CD (Jun 06)	\$25.00		
BK16HWEECD	Book 16 Homework & Evaluation Exercises, CD (Apr 07)	\$25.00		
BK17HWEECD	Book 17 Homework & Evaluation Exercises, CD (Oct 07)	\$25.00		
BK18HWEECD	Book 18 Homework & Evaluation Exercises, CD (Jan 08)	\$25.00		
BK19HWEECD	Book 19 Homework & Evaluation Exercises, CD (Oct 08)	\$25.00		
BK20HWEECD	Book 20 Homework & Evaluation Exercises, CD (Jan 09)	\$25.00		
BK21HWEECD	Book 21 Homework & Evaluation Exercises, CD (Aug 09)	\$25.00		
BK22HWEECD	Book 22 Homework & Evaluation Exercises, CD (Jan 10)	\$25.00		
BK23HWEECD	Book 23 Homework & Evaluation Exercises, CD (Aug 10)	\$25.00		
BK24HWEECD	Book 24 Homework & Evaluation Exercises, CD (Nov 10)	\$25.00		
BK25HWEECD	Book 25 Homework & Evaluation Exercises, CD (Aug 11)	\$25.00		
BK26HWEECD	Book 26 Homework & Evaluation Exercises, CD (Apr 12)	\$25.00		
BK27HWEECD	Book 27 Homework & Evaluation Exercises, CD (Oct 12)	\$25.00		
BK28HWEECD	Book 28 Homework & Evaluation Exercises, CD (May 13)	\$25.00		
BK29HWEECD	Book 29 Homework & Evaluation Exercises, CD (Jul 13)	\$25.00		
BK30HWEECD	Book 30 Homework & Evaluation Exercises, CD (Dec 13)	\$25.00		
<b>Instructional Support Materials: TOTAL</b>				

<b>AMERICAN LANGUAGE COURSE PLACEMENT TEST (ALCPT) MATERIALS (p. 23)</b>				
Purchase of the ALCPT requires prior approval from EEF. (ALCPT approval form on p. 63)				
Item Number	ALCPT Kits	Price	Quantity	Total Price
DLI6748	Package of 500 Answer Sheets	\$15.00		
ALCPT99KCD	Form 99	\$100.00		
ALCPT100KCD	Form 100	\$100.00		
ALCPT102KCD	Form 102	\$100.00		
ALCPT103KCD	Form 103	\$100.00		
ALCPT104KCD	Form 104	\$100.00		
ALCPT106KCD	Form 106	\$100.00		
ALCPT107KCD	Form 107	\$100.00		
ALCPT108KCD	Form 108	\$100.00		
ALCPT109KCD	Form 109	\$100.00		
ALCPT110KCD	Form 110	\$100.00		
ALCPT111KCD	Form 111	\$100.00		
ALCPT112KCD	Form 112	\$100.00		
ALCPT113KCD	Form 113	\$100.00		
ALCPT114KCD	Form 114	\$100.00		

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ALCPT115KCD	Form 115	\$100.00		
ALCPT116KCD	Form 116	\$100.00		
ALCPT117KCD	Form 117	\$100.00		
ALCPT118KCD	Form 118	\$100.00		
ALCPT119KCD	Form 119	\$100.00		
ALCPT120KCD	Form 120	\$100.00		
ALCPT121KCD	Form 121	\$100.00		
ALCPT122KCD	Form 122	\$100.00		
ALCPT123KCD	Form 123	\$100.00		
ALCPT124KCD	Form 124	\$100.00		
ALCPT125KCD	Form 125	\$100.00		
<b>ALCPT Materials: TOTAL</b>				

			TOTALS
	<b>Intensive ALC Materials: TOTAL</b>		
	<b>Computer Based Training (CBT) Materials: TOTAL</b>		
	<b>Nonintensive ALC (NALC) Materials: TOTAL</b>		
	<b>ESSO Materials: TOTAL</b>		
	<b>English for Specific Purposes Materials: TOTAL</b>		
	<b>Instructional Support Materials: TOTAL</b>		
	<b>ALCPT Materials: TOTAL</b>		
	<b>Total Cost of Materials</b>		

**All requests for ALCPT purchase must be PREAPPROVED by the DLIELC English Evaluation Flight (EEF). An ALCPT request that has not been preapproved will DELAY the process of your book order.**

To purchase ALCPTs, complete the “ALCPT Approval Request” form found on page 63 and available online at [www.dlielc.edu/Testing/ALCPT\\_test.html](http://www.dlielc.edu/Testing/ALCPT_test.html). Submit the completed “ALCPT Approval Request” form to DLIELC/EEF by email to [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil) or by fax to (210) 671-0211 (DSN: 312-473-0211). Once approved by DLIELC/EEF, the International Nonresident Flight (INF) proceeds with the purchase order.

Direct any questions regarding the ALCPT to:

[DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)

COMM: (210) 671-4889

COMM Fax: (210) 671-0211

DSN: (312) 473-4889

DSN Fax: (312) 473-0211

**Purchase of the ALCPT requires PREAPPROVAL from EEF.**

**All ALCPT Kits come with an audio CD.**

# ALCPT Approval Request

Approval by DLIELC/EEF (DLI Testing) is required **BEFORE** placing a purchase order.

## User Agreement

User agrees to:

- ❖ Keep all ALCPT materials secured at all times:
  - ✓ Stored in a locked cabinet;
  - ✓ Accounted for by serial number and inventoried annually;
  - ✓ Logged after each use & the log retained for a year;
  - ✓ Handled, transported & administered **ONLY** by authorized personnel at the location to which it was sold.
- ❖ Use the test for the following purposes **ONLY**:
  - ✓ Place students in an ALC language program;
  - ✓ Evaluate student progress *at the end* of the program;
  - ✓ Screen candidates for readiness to take the ECL;
  - ✓ Evaluate the English language abilities of local personnel working for, or being considered for positions on overseas US military installations as required by US military service regulations.

- ❖ Prevent duplication (paper, electronic or other) of ALCPT materials.
- ❖ Abide by all provisions of the ALCPT Handbook, including limits on test frequency, proper test rotation, and tracking candidates who are tested.

User understands that:

- ❖ If a contractor loses the original contract for which DLIELC/EEF approved ALCPT use, the contractor is obliged to destroy all forms of the ALCPT.
- ❖ If ALCPTs have been compromised, DLIELC retains the right to refuse sales of new ALCPT forms for a period of up to 3 years.

**Failure to abide by these guidelines may result in denial of future ALCPT purchases.**

### Contact Information

Date: \_\_\_\_\_

Purchasing organization: \_\_\_\_\_

Country: \_\_\_\_\_

Point of contact: \_\_\_\_\_

Email/phone/(DSN if applicable): \_\_\_\_\_

### Test Program Information

Organization/schoolhouse administering & storing the tests:  
*(if different from purchaser)* \_\_\_\_\_

State/Region: \_\_\_\_\_

City: \_\_\_\_\_

ALCPT test control officer (TCO): \_\_\_\_\_

Email/phone/(DSN if applicable): \_\_\_\_\_

Test security measures in place: \_\_\_\_\_

Number of sessions per year: \_\_\_\_\_

Max. number tested per session: \_\_\_\_\_

Number of test rooms: \_\_\_\_\_

Seating capacity per room: \_\_\_\_\_

### Request Information

Purpose for ALCPT testing: \_\_\_\_\_

ALCPT Forms (versions) **owned**: \_\_\_\_\_

Country: \_\_\_\_\_

Quantity of Forms **requested** (max. 10): \_\_\_\_\_

Quantity of kits per form **requested**: \_\_\_\_\_

Approved By: \_\_\_\_\_

Forms Approved: \_\_\_\_\_

Submit to [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)

## Notes