

FY19

**English Language Training Support for
Security Cooperation Organization
Handbook, Courses and Catalog**

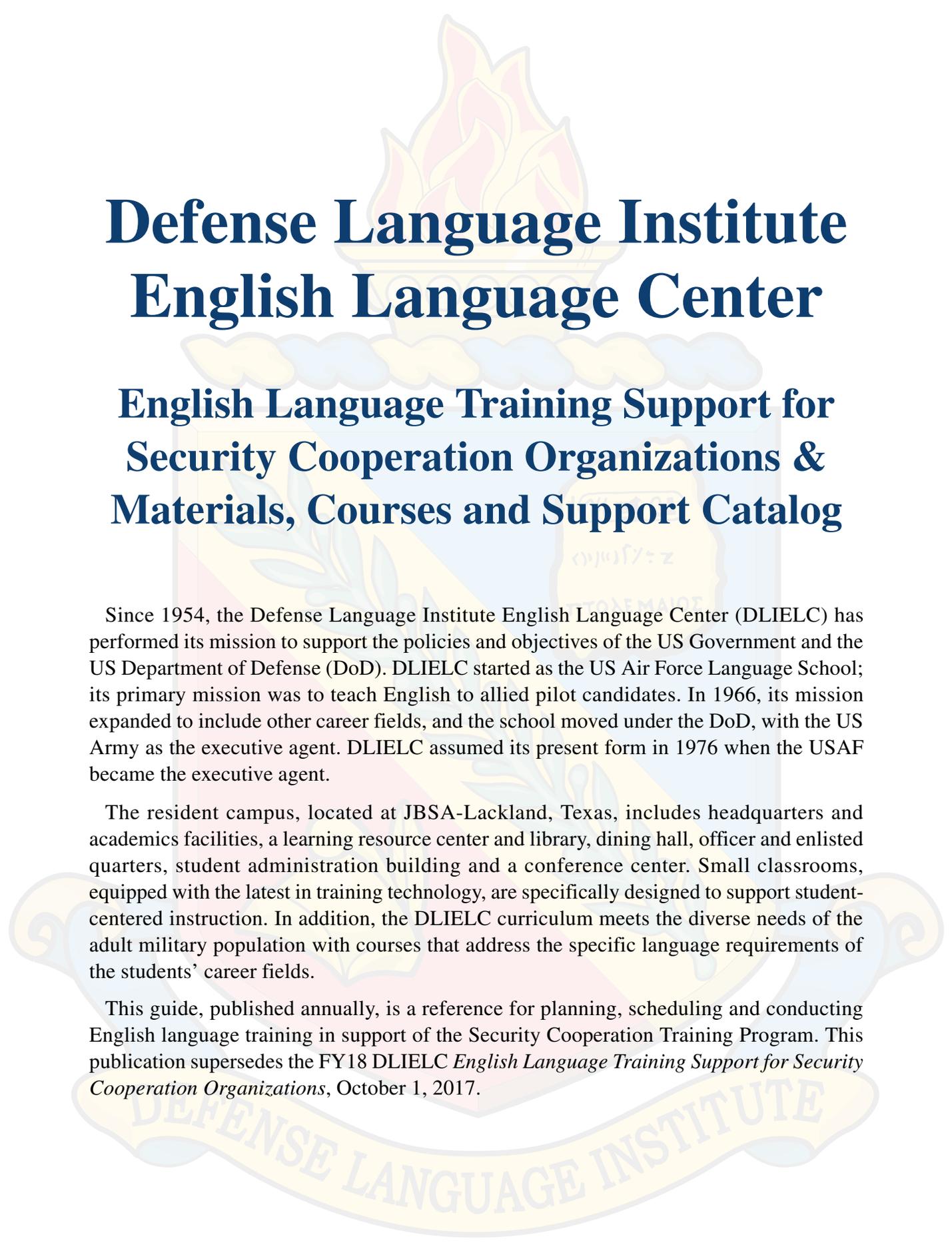


Defense Language Institute
English Language Center

DLIELC Directory

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DLIELC web page:
www.dlielc.edu



Defense Language Institute English Language Center

English Language Training Support for Security Cooperation Organizations & Materials, Courses and Support Catalog

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; its primary mission was to teach English to allied pilot candidates. In 1966, its mission expanded to include other career fields, and the 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 FY18 DLIELC *English Language Training Support for Security Cooperation Organizations*, October 1, 2017.

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Part I—Policy Overview



637th Training Group

MISSION

Provide effective English language training and maximize resources to enable US and International students to communicate proficiently in support of Department of Defense Security Cooperation goals.

VISION

An innovative, world class military organization providing superior English language training around the globe.

ACCREDITATION

The Defense Language Institute English Language Center (DLIELC) is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the US 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.



DoD Policy on Security Cooperation-Sponsored English Language Training (ELT)

1. DLIELC has responsibility for and exercises operational and technical control over the Defense English Language Program (DELP) that encompasses all DoD English Language Programs including courses conducted for US personnel and international students under the International Military Education and Training (IMET) Program and Foreign Military Sales (FMS) in CONUS and OCONUS.
2. As a matter of policy, all Security Cooperation-sponsored CONUS ELT is conducted by DLIELC unless unusual or extraordinary conditions exist that would warrant exceptional ELT arrangements under FMS funding. No exceptions are permitted for IMET-funded ELT. To request an exception to FMS-funded ELT, a written justification for an exception to this policy must be submitted by the military departments (MILDEPs) to Defense Security Cooperation Agency Strategy Directorate/ Training Division (DSCA STR/TNG) prior to submission of Letters of Offer and Acceptance (LOAs) or LOA amendments to DSCA for countersignature. Waivers must be approved by DSCA.
3. If a DSCA waiver is granted, the waiver applies strictly to the scope of the proposed ELT program justified in the exception request. No change to the LOAs will be made to increase the student load or extend the duration of the ELT program without submitting a revised request to DSCA STR/TNG as indicated below.

Information Required for a Decision to Conduct ELT by Other Than DLIELC

1. Explanation of the unusual or extraordinary conditions which would warrant training outside of DLIELC.
2. Complete information on the ELT to be conducted to include location, description of training facilities, number of students, training objectives, duration of the overall ELT program, and estimated cost.
3. Written statement that DLIELC will monitor the ELT to ensure that DLIELC technical standards in instruction, testing, and curriculum are being met and will perform a quality assessment once a year.
4. Written statement that funding is available for DLIELC to monitor and provide quality control of the proposed ELT, for FMS through the cases with an appropriate line item, or for other SC programs with a budgeted program line.
5. Written DLIELC review and recommendations on the proposed ELT exception.
6. Written IA and AF/A1D position on the proposed ELT exception.

References

DoD Directive 5160.41E, Defense Language, Regional Expertise, and Culture (LREC) Program, 21 Aug 15, change 1, 9 Feb 16

Air Force Joint Instruction 36-4003, Managing the Defense English Language Program, 14 Jan 15

Air Force Instruction 16-105, Joint Security Cooperation Education and Training (JSCET), 3 Jan 11

DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10, 6 Jun 12.

Part II—English Language Testing

English Comprehension Level (ECL) Test

About the ECL

The ECL is the primary Department of Defense (DoD) measurement tool for assessing the general English language proficiency of non-native speakers of English scheduled for Security Cooperation-sponsored training, military accession programs, or participation in US-sponsored flying exercises.

Developed by the Defense Language Institute English Language Center (DLIELC) Test & Measurement Branch (EEF), the ECL is a controlled, four-option, multiple-choice test of listening and reading items; speaking and writing skills are not tested. With an emphasis on general English (not academic or technical), there are two ECL test formats: a paper-and-pencil, fixed-length test and an online, variable-length, computer adaptive test (*see Table 1, The ECL Test, below*). **An ECL score is valid for 105 days.** (Note: OCONUS candidates **must wait 30 days to retest** and cannot take more than **3 in-country ECL tests in a fiscal year.**)

Governing Regulations

Policy and procedures regarding the ECL are governed by **DLIELC Instruction 1025.15** (*ECL Test Guidelines*) through the authority of **DoD Instruction 5160.71**.

The *Joint Security Cooperation Education and Training (JSCET)* prescribes policies and procedures for all Security Cooperation-sponsored education and training of military students (cf. **AFI 16-105, 3-Jan-11**).

Table 1. The ECL Test

Paper & Pencil Test	Computer Adaptive Test
100 items: <ul style="list-style-type: none"> • 66 listening (on audio CD) • 34 reading 	Average of 38 items: <ul style="list-style-type: none"> • ±19 listening • ±19 reading
15 fixed-length forms (versions) available	Unique variable-length form based on individual ability level
Test administration approximately 75 minutes: <ul style="list-style-type: none"> • about 60 mins. for the test • about 15 mins. for administrative procedures <i>Does not include time for scoring tests</i>	Test administration approximately 45 minutes: <ul style="list-style-type: none"> • an average of 27-30 mins. for the test • about 15 mins. for administrative procedures <i>Test times out automatically after 45 minutes</i>
Manual scoring	Automated scoring and immediate access to scores
Mandatory monthly mailing of answer sheets to DLIELC/EEF	No monthly mailing of answer sheets
Score equals number of correct answers	Score determined by algorithm of computer adaptive test
Delivered by means of test booklets mailed from DLIELC	Delivered through Defense Manpower Data Center's (DMDC) Defense Language Proficiency Test (DLPT) system ¹
New materials requested annually; tests expire at end of fiscal year	Registration required through DMDC; tests electronically updated
Required hardware: <ul style="list-style-type: none"> • a CD player - OR - • a computer with high-fidelity speakers 	Required hardware <i>per candidate</i> : <ul style="list-style-type: none"> • a computer, and • a set of headphones

¹ Defense Manpower Data Center's *Web-Based Defense Language Testing ECL User's Guide* provides technical assistance, including hardware and software specifications. (February 27, 2015)

The ECL and Candidate Selection

A student’s background knowledge, experience, and aptitude in a specialty field are **not** tested on the ECL. However, the overall language competence a student demonstrates when completing specific tasks in a CONUS training setting is tested on the ECL. When considering candidates for CONUS training, it has been observed that:

1. a student’s language ability may be stronger/weaker in some skills (reading, writing, speaking, listening) than in others;
2. students who have attended DLIELC *General English Training* and/or *Specialized English Training* typically demonstrate greater abilities at CONUS training than direct entry students because DLIELC graduates have experienced several weeks of acclimation and exposure to authentic language use while also taking classes in an intensive English language program;
3. students who have military specialty content knowledge and/or experience in their native language tend to have better success with both DLIELC *Specialized English Training* and CONUS training courses.

Required ECL Testing

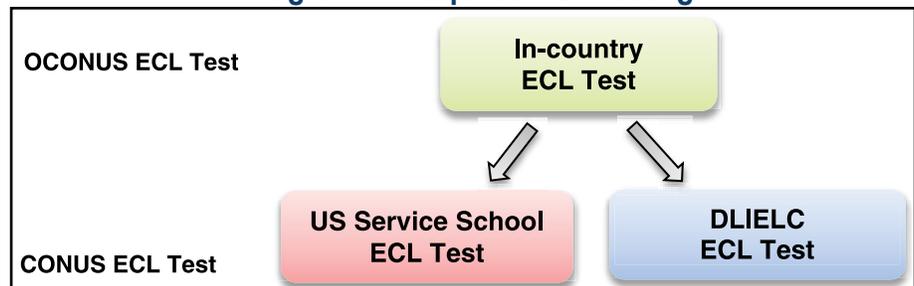
All English language testing requirements for Security Cooperation-sponsored training and DLIELC training are available on the Military Articles and Services Listing (MASL), published to the Security Assistance Network (SAN) Web. ECL MASL requirements for courses are established by the US sponsor service/schoolhouse. The US sponsor service/schoolhouse and/or Defense Security Cooperation Agency (DSCA) have the authority to waive an ECL requirement.

Diagram 1 offers an overview of where ECL testing is required.

Unless the International Military Student’s (IMS) country is on the DSCA *Country Exemption Lists* (see page 20), IMSs are tested in country, and then again upon arrival at the first CONUS training site. Only recent

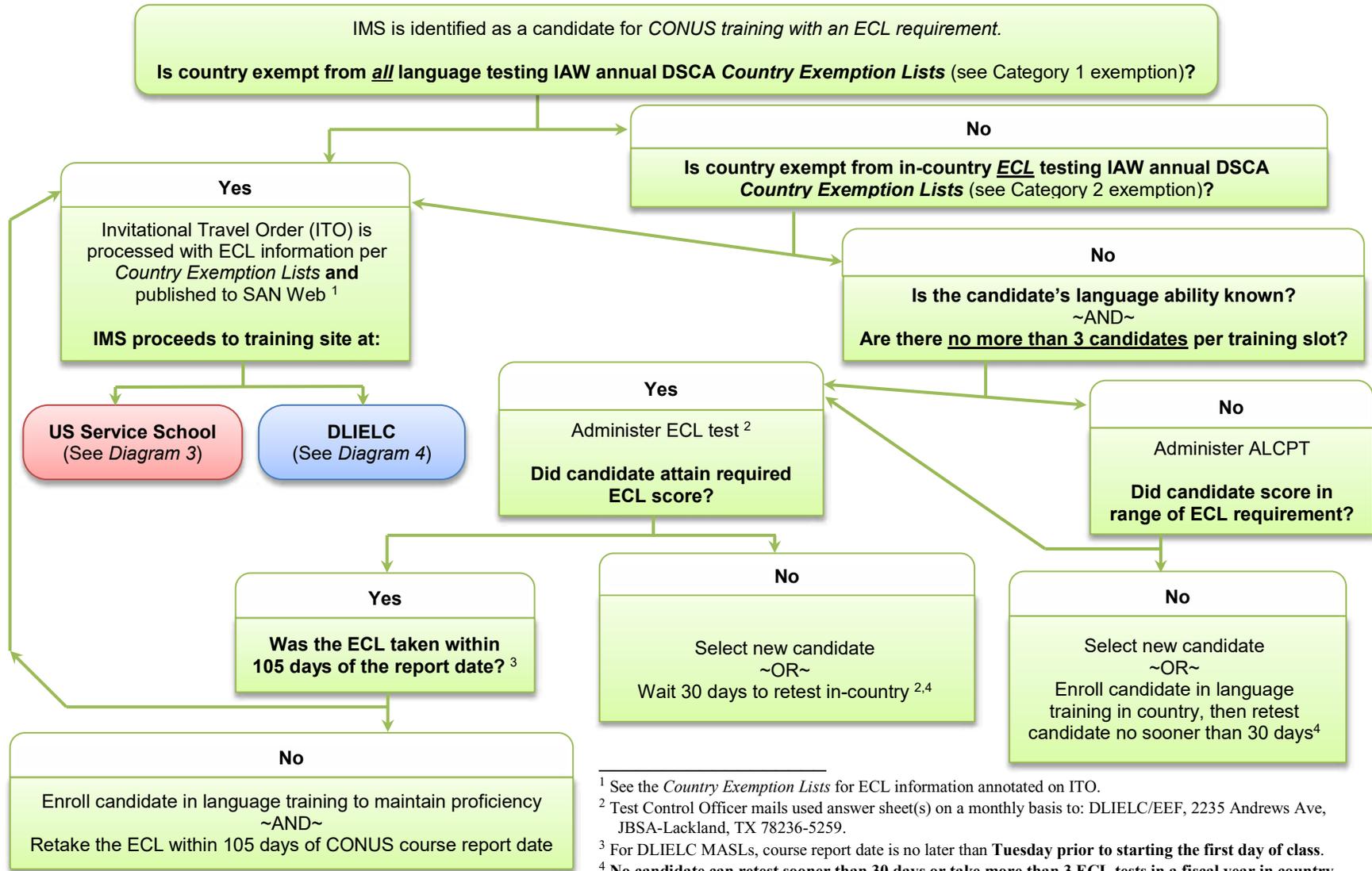
DLIELC graduates (with an ECL score less than 105 days old) and students from countries listed as “countries exempt from *all* in-country and US testing” on the *Country Exemption Lists* will not be tested upon arrival at the first CONUS training site.

Diagram 1. Required ECL Testing



The following diagrams provide an overview of the processes of ECL testing in country (Diagram 2), at US service schools (Diagram 3), and at DLIELC (Diagram 4). For official guidance, consult the latest version of DoD Instruction 5160.71, JSCET regulations, DLIELC Instruction 1025.15, or contact DLIELC/EEF (210-671-4889 / DSN 312-473-4889 or DLI.Testing@us.af.mil).

Diagram 2. In-Country ECL Testing
For Entry to DLIELC Resident Training Only



¹ See the *Country Exemption Lists* for ECL information annotated on ITO.

² Test Control Officer mails used answer sheet(s) on a monthly basis to: DLIELC/EEF, 2235 Andrews Ave, JBSA-Lackland, TX 78236-5259.

³ For DLIELC MASLs, course report date is no later than **Tuesday prior to starting the first day of class.**

⁴ **No candidate can retest sooner than 30 days or take more than 3 ECL tests in a fiscal year in country.**

Diagram 3. US Service School ECL Testing

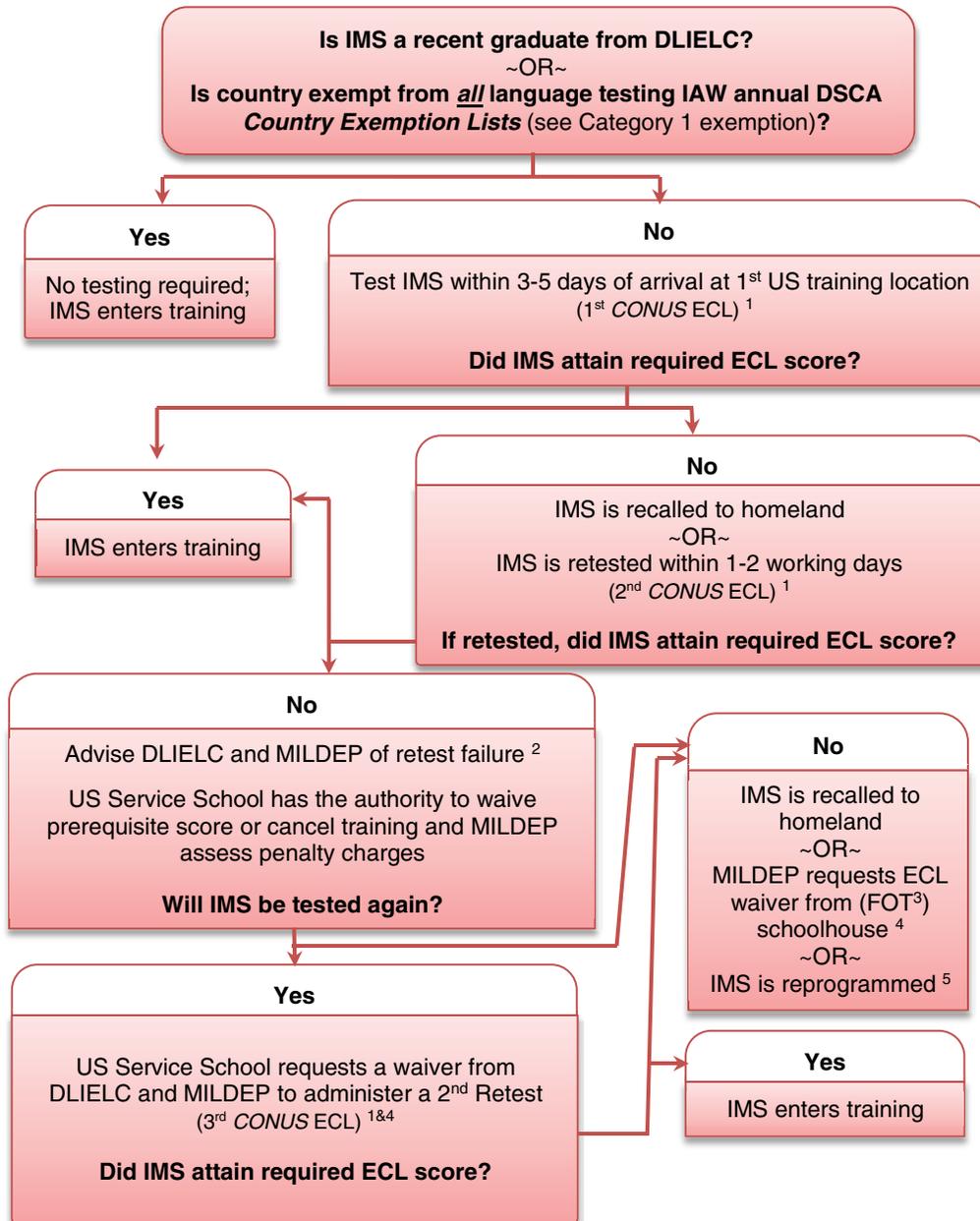
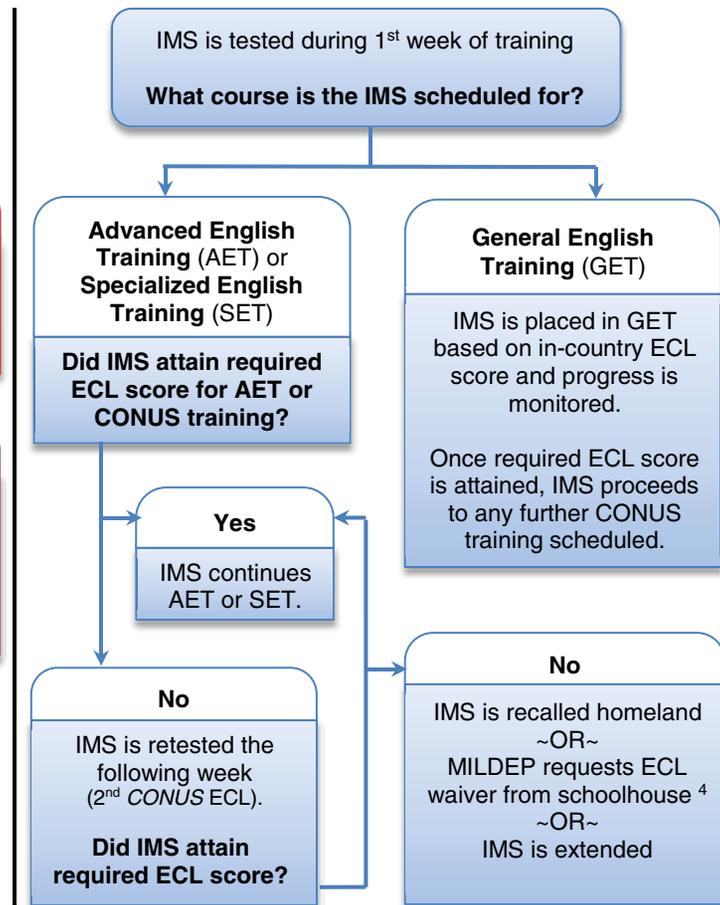


Diagram 4. Resident DLIELC ECL Testing



¹ Test Control Officer mails used answer sheet(s) on a monthly basis to: DLIELC/EEF, 2235 Andrews Ave, JBSA-Lackland, TX 78236-5259.

² MILDEP = Military Department

³ FOT = Follow on Training

⁴ If waiver request is denied, IMS returns to homeland, is reprogrammed per next footnote (5), or is extended.

⁵ IMS is programmed to a later FOT start date and sent to DLIELC until required score is achieved.

Requesting ECL Testing

Only approved ECL sites with properly appointed Test Control Officers (TCOs) or Alternate TCOs (ATCOs) can obtain ECL materials. TCOs and ATCOs are:

1. appointed by the installation commander or SCO through a *Memorandum for Record* of TCO Appointment (see page 12), which is sent to DLIELC/EEF,
2. US citizens working directly for the US government,
3. in the grade of E-5 or above, GS-05 or above (or equivalent),
4. required to follow all test protocol detailed in DLIELC Instruction 1025.15.

Once approved, sites are encouraged to test online; however, if that is not feasible, with paper-and-pencil materials. To test online, sites must meet the hardware and software requirements established by DMDC and published in the *Web-Based Defense Language Testing ECL User's Guide*. Sites should contact the designated ECL Test Site Monitor at DLIELC/EEF for guidance.

To test with paper-and-pencil materials, TCOs or ATCOs **must request new materials for the fiscal year**. To request new test materials:

1. Sites must be in compliance with DLIELC Instruction 1025.15 **before** new materials are released.
2. TCO/ATCO submits the annual *ECL Request Form* (see page 13) to the designated ECL Test Site Monitor.
3. DLIELC mails new ECL test materials to TCO via certified mail.
4. TCO/ATCO inventories the materials upon receipt and sends a signed copy of the packing list to the designated ECL Test Site Monitor as confirmation.
5. TCO forwards all used answer sheets **on a monthly basis** to:
DLIELC/EEF
2235 ANDREWS AVE
JBSA-LACKLAND, TX 78236-5259

- NOTE:**
- 1) ECL materials are destroyed by TCOs/ATCOs at the end of each fiscal year, but not before the new fiscal year's materials have arrived.
 - 2) See DLIELC Instruction 1025.15 for the regulations governing this process.
 - 3) All forms needed are available online at www.dlielc.edu/testing/ecl_test.php.

Expired ECL tests (i.e., from a previous fiscal year) and scores (i.e., 105 days or older) are not valid for IMSs attending DLIELC. Failure to use valid ECL tests and scores on the ITOs may result in the IMS being:

- 1. recalled homeland, or**
- 2. delayed in training.**

For more information visit the ECL website (www.dlielc.edu/testing/ecl_test.php) or contact DLIELC/EEF (see inside front cover for contact information).

Memorandum for Record

SUBJECT: Appointment of English Comprehension Level (ECL) Test Control Officer (TCO) and Alternate Test Control Officer (ATCO)

REF: DLIELC Instruction 1025.15 (latest version)

1. The following personnel are appointed subject duties for Site # _____, IAW reference, effective _____ or until officially relieved or released from appointment. Signatures below signify that the appointee has read and understood DLIELC Instruction 1025.15 and agrees to follow its provisions.

TCO (print or type name)	RANK	SERVICE
--------------------------	------	---------

EMAIL ADDRESS	SIGNATURE
---------------	-----------

ATCO (print or type name)	RANK	SERVICE
---------------------------	------	---------

EMAIL ADDRESS	SIGNATURE
---------------	-----------

ATCO (print or type name)	RANK	SERVICE
---------------------------	------	---------

EMAIL ADDRESS	SIGNATURE
---------------	-----------

ATCO (print or type name)	RANK	SERVICE
---------------------------	------	---------

EMAIL ADDRESS	SIGNATURE
---------------	-----------

2. Appointments above supersede those of the previous TCO/ATCOs (provide names):

- | | | |
|--|--|---|
| 3. Mail to: DLIELC/EEF
2235 ANDREWS AVE
JBSA-LACKLAND, TX 78236-5259 | OR FAX to:
DSN (312) 473-0211
COMM (210) 671-0211 | OR Email to:
DLI.Testing@us.af.mil |
|--|--|---|

Signature of Appointing Official (Installation Commander or SCO)	Date
--	------

Name/Rank/Title of Appointing Official (typed or printed)	Date
---	------

FY__ Series ECL Request Form

Please use the *Memorandum for Record* to indicate any TCO or ATCO additions/changes and **inform DLIELC/EEF if TCO is scheduled to rotate/PCS**. If ECL materials are not required, annotate below and return this form with a *Certificate of Destruction* (1025.15(A)) for all ECL materials.

ECL SITE NUMBER: _____

TEST CONTROL OFFICER: _____

ALTERNATE TEST CONTROL OFFICER(S): _____

Activity: _____

Street: _____

City/State/Zip: _____

PHYSICAL ADDRESS (if different from mailing address):

Activity: _____

Street: _____

City/State/Zip: _____

Comm Phone: _____

DSN Phone: _____

Comm FAX: _____

DSN FAX: _____

E-mail: _____

Message Address: _____

FY__ Series Test Materials Request

Number of ECL forms required: _____,

Number of test booklets per form: _____,

Copy of *DLIELC INSTRUCTION 1025.15*: YES ___ NO ___

1 CD WILL BE SENT PER FORM.

Number of ECL answer sheets (FORM 6748a) required for FY__ : _____.

Is the ECL administered in a language lab? YES ___ NO ___

If so, how many positions are in the lab? _____

Remarks: _____

Person completing this form: _____

Date: _____

Submit this form to your ECL Test Site Monitor or to DLI.Testing@us.af.mil.

All ECL forms and *DLIELC Instruction 1025.15* are available at www.dlielc.edu/testing/testing.php.

American Language Course Placement Test (ALCPT)

About the ALCPT

The ALCPT is developed by DLIELC/EEF for military and government English Language Training Programs (ELTPs) around the world. It is designed to measure English language ability levels through listening and reading items. The ALCPT is equivalent to the paper-and-pencil ECL in content and format (see also Table 2, *ECL* vs. *ALCPT*).

Table 2. ECL vs. ALCPT

ECL	ALCPT
<ul style="list-style-type: none"> English language proficiency exam 	
<ul style="list-style-type: none"> TCO controlled for test security 	
<ul style="list-style-type: none"> 100 items: 66 listening, 34 reading (approx. 1 hour) 	
<ul style="list-style-type: none"> Scores correlate 	
<ul style="list-style-type: none"> No cost to approved sites 	<ul style="list-style-type: none"> Purchased by approved sites
<ul style="list-style-type: none"> TCO/ATCO must be US citizen working for US Government 	<ul style="list-style-type: none"> TCO/ATCO is locally appointed by ELTP
<ul style="list-style-type: none"> Directly monitored by DLIELC/EEF 	<ul style="list-style-type: none"> Not directly monitored by DLIELC/EEF
<ul style="list-style-type: none"> Forms expire annually; 15 new forms created annually 	<ul style="list-style-type: none"> Forms don't expire; 25 forms currently available (see <i>FY19 Catalog Materials, Courses, and Support</i>)
<ul style="list-style-type: none"> Valid for MASL & OPI requirements 	<ul style="list-style-type: none"> Valid for OPI requirement of ECL-exempt countries only
	<ul style="list-style-type: none"> Used in ELTPs (placement & exit/grad.)
	<ul style="list-style-type: none"> Used to screen for ECL readiness

The ALCPT and Candidate Selection

The ECL and the ALCPT are statistically equivalent (with a correlation of .95 or higher). When administered under secure, controlled conditions, the tests yield comparable scores. The ALCPT is used:

- to screen candidates for readiness to take the ECL test, and
- as an alternative to the ECL requirement for *ECL-exempt countries needing an OPI test*.

The ALCPT is NOT used for ECL practice or training, promotion or bonus systems, etc. Sales of the ALCPT are considered site-specific. ALCPT tests CANNOT be used at, transferred to, or moved to another location.

Requesting the ALCPT

Because the ALCPT is a US government language test, its sale must be approved by DLIELC/EEF (the sole source for procurement of all ALCPT materials). ALCPT requests require:

1. DLIELC/EEF Approval – Complete the *ALCPT Approval Request* form (on page 16) or online at www.dlielc.edu/testing/ALCPT_Approval_Request_form.pdf and email it to DLIELC/EEF.
2. DLIELC/INF Purchase Assistance – Contact DLIELC Nonresident Programs Division (I) for consultation on purchase orders (see contact on inside front cover of this handbook).

For more information visit our website (www.dlielc.edu/testing/alcpt_test.php) or contact DLIELC/EEF (see inside front cover for contact information).

ALCPT Handbook

www.dlielc.edu/testing/ALCPT_Handbook.pdf

ALCPT Approval Request

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

www.dielc.edu/testing/ALCPT_Approval_Request_form.pdf

User Agreement

User agrees to:

- ④ 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.
- ④ 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.

- ④ Prevent duplication (paper, electronic or other) of ALCPT materials.
- ④ 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:

- ④ 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.
- ④ 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

Oral Proficiency Interview (OPI)

About the OPI

The OPI is the DoD measurement tool for assessing the interactive, speaking/listening English language proficiency of non-native speakers of English scheduled for Security Cooperation-sponsored training, as well as for selecting, placing or reclassifying US military personnel, or for determining their English language competency for certain courses or jobs. Additionally, the test can be used to determine the eligibility of international participants in military flying exercises and accession programs.

Governing Regulations

Policy and procedures regarding the OPI are governed by **DLIELC Instruction 1025.9 (OPI Program Guidelines)** through the authority of **DoD Instruction 5160.71**.

The English language OPI is a conversation-like test of listening/speaking skills conducted by two certified raters either by telephone or face-to-face. The OPI assesses language ability in accordance with the Interagency Language Roundtable (ILR) skill level descriptions, which characterize spoken language use and comprehension. (For more information about the ILR descriptions, please see www.govtilr.org/index.htm).

During the interview, candidates are asked to discuss a variety of topics, ask and answer questions, verbally handle situations, etc. **OPIs are not tailored to technical or other specific skill sets.** OPI ratings range from 0-5 (0+, 1+, 2+, etc.) and are reported as a two-digit score (e.g., 2+/2) where the first digit is the listening score and the second digit is the speaking score. (see *Table 3. The OPI Test*, below). An **OPI score is valid for 180 days**. OCONUS candidates **must wait 90 days to retest**.

Table 3. The OPI

Test	Test Description
Administration	By telephone, or face-to-face
Assessment	Primary considerations: <ul style="list-style-type: none"> tasks accomplished degree of grammatical and lexical accuracy topics and situations length and types of texts produced and understood
Rating Descriptions	Candidates rated based on ILR skill level descriptions, ranging from 0 to 5 (0, 0+, 1, 1+, etc.), with 0 indicating no functional proficiency and 5 the proficiency of a well-educated, native speaker.
Rating Format	Ratings presented as two-digit score (e.g., 2+/2) where: <ul style="list-style-type: none"> the first digit is the listening comprehension score the second digit is the speaking score
Required facilities / equipment	Private, quiet room with: <ul style="list-style-type: none"> a chair, a table/desk a telephone (<i>must be a land-line</i>; no cell phones, magic jacks/IPAD, or telephones via internet or computer) paper and pencil (for use during one portion of the interview only)

Scheduling an OPI

A qualifying **ECL score is required to schedule an OPI**. OPI and corresponding ECL requirements are established by the US sponsor service/schoolhouse, which then has the authority to waive an OPI requirement.¹

Candidates with an OPI prerequisite **must be tested in country** or receive a waiver from DSCA and/or the US sponsor service/schoolhouse **prior** to their arrival at DLIELC or their first CONUS training site. See Diagram 5, *OPI Testing* on the next page, which displays an overview of the process. For official guidance, consult DLIELC Instruction 1025.9 or contact the OPI Coordinator at DLIELC/EEF (210-671-5428 / DSN 312-473-5428 or OPI@us.af.mil).

At least one week in advance, the SCO completes the *OPI Request Form* and submits it to OPI@us.af.mil. The *OPI Request Form* is available online at www.dlielc.edu/testing/OPI_Request_Form.pdf.

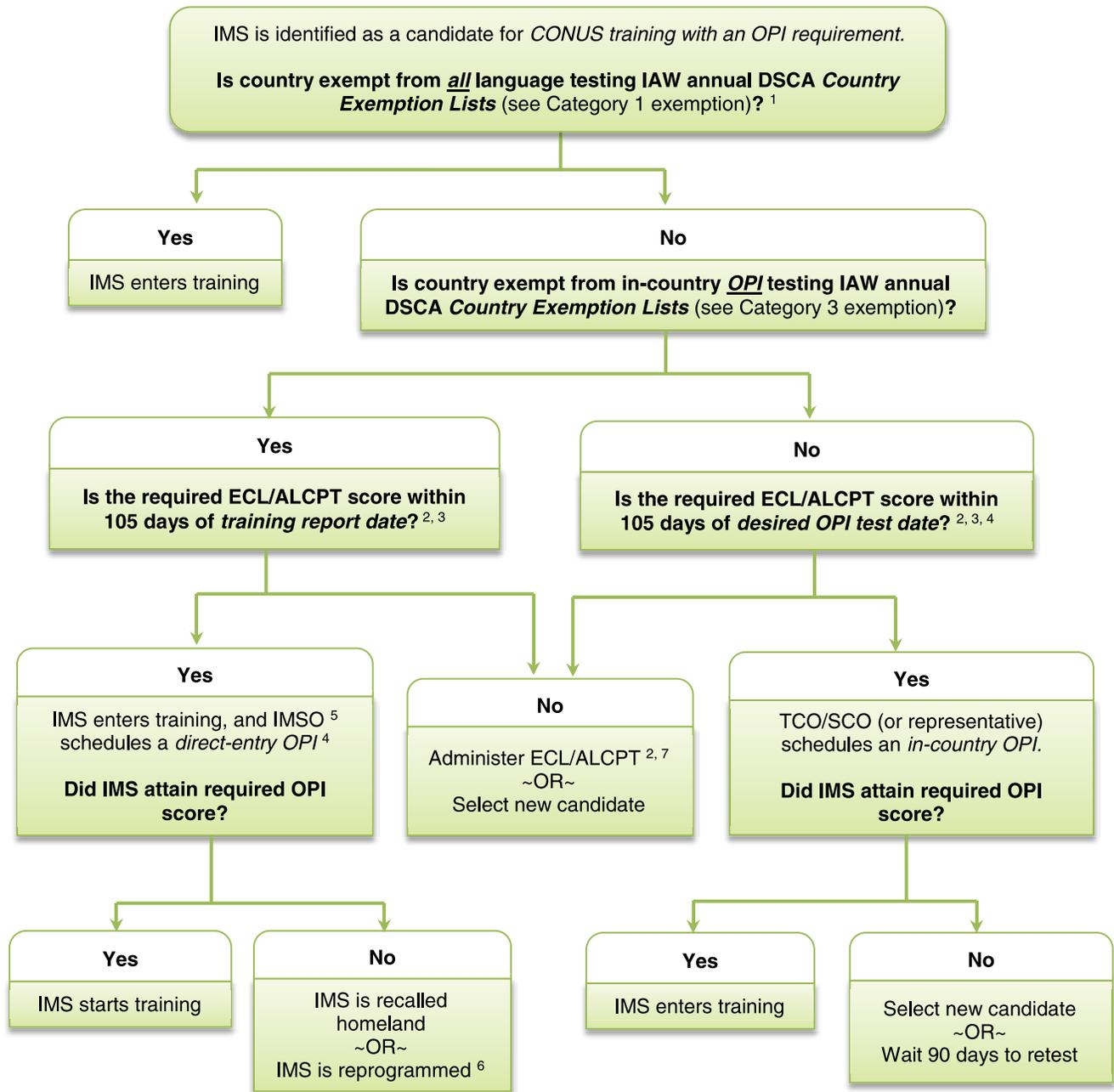
- NOTE:**
- 1) A scheduled OPI will be cancelled if the call to DLIELC is more than 20 minutes after the scheduled interview time.
 - 2) Scores are released to SCOs/TCOs by email usually within 2 working days.
 - 3) OPI testing is limited to two tests per site, per day.
 - 4) SCOs agree to follow all test protocol detailed in DLIELC Instruction 1025.9 and in the appointment confirmation email sent by the OPI Coordinator. If protocol is not followed, an OPI may be terminated and declared to be invalid.

If a high volume of OPIs is needed, a TDY can be requested from the Chief of DLIELC/EEF (210-671-4889 / DSN 312-473-4889 or DLI.Testing@us.af.mil).

For more information visit the OPI website (www.dlielc.edu/testing/opi_test.php) or contact the OPI Coordinator (210-671-5428 / DSN 312-473-5428 or OPI@us.af.mil).

¹ The Chief of DLIELC/EEF has the authority to waive the 90-day wait period before retesting; however, if granted, the waiver usually entails at least a 30-day wait period before retesting.

Diagram 5. OPI TESTING



¹ IAW = In accordance with

² Countries with an ECL exemption may administer an ALCPT in lieu of an ECL for a qualifying ECL score (see Category 2 exemption of the *Country Exemption Lists*).

³ ECL Test Control Officer mails used ECL answer sheet(s) on a monthly basis to: DLIELC/EEF, 2235 Andrews Ave, JBSA-Lackland, TX 78236-5259.

⁴ Ensure that ECL score is also within 105 days from training report date. Otherwise, IMS must retake ECL before entering training.

⁵ IMSO = International Military Student Officer

⁶ IMS is programmed to a later Follow-on Training (FOT) start date and sent to DLIELC until required score is achieved.

⁷ See Diagram 2 for ECL testing procedures.

English Language Testing Exemptions

Country Exemption Lists

The FY18 Country Exemption Lists for English Comprehension Level (ECL), Test of English as a Foreign Language (TOEFL), and Oral Proficiency Interview (OPI) (or Country Exemption Lists, for short) will remain in effect until further notice. When the new Country Exemption Lists message is available, DSCA sends notification to DLIELC, Combatant Commands (COCOMs), and the MILDEPs. The current Country Exemption Lists memo is available on the SAN Web home page and at www.dlielc.edu/testing/dsca.pdf.

Requesting a Country Exemption

To request an exemption from the *Country Exemption Lists* policy memorandum, see the procedures included in the memorandum itself.

Part III—Resident English Language Training Program

This section provides information on DLIELC’s resident ELT program. Specifically, this part covers the American Language Course (ALC), Advanced English Training (including Instructor Development courses), and FY18 and FY19 ELT course programming information.

American Language Course

The ALC, published by DLIELC, is designed to teach English as a foreign language (EFL). The objective of the course is to provide students with a sufficient level of fluency and communicative proficiency in English to enable them to successfully pursue technical or professional training in schools conducted by the DoD. The ALC materials are geared for students from a wide variety of linguistic and cultural backgrounds. The materials are available for nonresident purchase and are currently used in more than 70 countries worldwide. Information on how to obtain the materials can be found in the DLIELC *Catalog of Materials, Courses, and Support*, or on DLIELC’s web site, www.dlielc.edu.

The ALC is divided into two phases: General English Training (GET), Specialized English Training (SET). Students may enter GET only, SET only, or a combination of GET and SET. PME Prep courses are offered in Advanced English Training (AET) and have specific start and end dates. Those who enter SET or AET must first meet all language proficiency requirements, including required ECL score and OPI ratings, either in their countries before coming to DLIELC or through their GET courses. Following graduation, students proceed to their FOT.

General English Training (GET)

The purpose of GET is to raise a student's English language proficiency to the level required to enter SET, or FOT programs, such as DLIELC courses offered in Advanced English Training for instructors and other language specialists. Students can also be programmed for GET in advance of attending AET PME Prep courses that have strict entry requirements due to the challenging nature of CONUS Senior PME Courses.

The GET of the ALC consists of materials designed to conform to classroom group learning and individualized computer based training. Small classes at DLIELC ensure that students have ample opportunity to participate in classroom activities. Upon entry, students are grouped homogeneously according to their ECL scores. Achievement tests (book quizzes and performance evaluations) and the ECL are administered on a regular basis to evaluate the students’ mastery of the objectives and their progress in the language. Students are expected to demonstrate progress at a rate determined by their required ECL scores and the time allotted to their training. They are also expected to complete all classroom assignments and two or more hours of homework each evening. Students experiencing academic problems are provided counseling and supplementary language training as warranted. When students do not meet their ECL requirements, DLIELC recommends to the sponsoring service that their training time be extended or that the students be returned to their countries.

The General English materials consist of 34 books divided into 6 levels. Levels I through V consist of six books each; Level VI has four books. The Placement Guidelines Chart below contains average ALCPT/ ECL scores for each book.

ALC Placement Guidelines

Book	ALCPT Score	Book	ALCPT Score	Book	ALCPT Score
Level I	1	0*	Level III	13	49 - 53
	2	0*		14	51 - 55
	3	0*		15	53 - 57
	4	0* - 29		16	55 - 59
	5	0* - 29		17	57 - 61
	6	0* - 29		18	59 - 63
Level II	7	25 - 33	Level IV	19	61 - 65
	8	29 - 37		20	63 - 67
	9	33 - 41		21	65 - 69
	10	37 - 45		22	67 - 71
	11	41 - 49		23	69 - 73
	12	45 - 51		24	71 - 74
Level V	25	73 - 75	Level VI	31	80 - 85
	26	74 - 76		32	80 - 85
	27	75 - 77		33	80 - 85
	28	76 - 78		34	80 - 85
	29	77 - 79			
	30	78 - 81			

* ALCPT scores of 29 or below cannot be considered valid indicators of a test-taker’s ability. The ECL and the ALCPT are statistically equivalent, with a correlation of .95 or higher.

Books 1-30 focus on four areas: functions, grammar, skills, and vocabulary. Functions are the ways we use a language to communicate. There are exercises in the lessons that show the student how and when to use certain words, phrases, and sentences in particular situations. The grammar structures presented in the lesson are the forms the student needs in order to communicate correctly. Skills exercises are designed to improve the student’s listening, speaking, reading, and writing skills. Finally, the vocabulary section provides the words and expressions the student will need to accomplish the functions and the grammar exercises. Each instructional package for Books 1-30 consists of the following materials:

- | | |
|-------------------------------------|---------------------|
| Student Text | Audio CDs / DVD kit |
| Instructor Text | Book quizzes |
| Language Laboratory Activities Text | |

ALC Level VI (Books 31-34) is designed to develop students’ skills in the areas of listening, speaking, reading, and writing. Level VI employs student-centered activities through the use of authentic readings, authentic audio and video recordings, a Resource Book, and computer based training (CBT). Each book has performance evaluations made up of several components: (a) group discussion, (b) briefing and/or paragraph writing, and (c) a multiple-choice listening and reading quiz. Books 31-34 may be taught in any sequence; each book is written at the same skill level but varies in regard to theme. Each instructional package for Books 31-34 is composed of the following materials:

- | | |
|-----------------|----------------|
| Student Text | DVD |
| Instructor Text | Assessment Kit |
| Resource Book | |

DLIELC Student Profile Charts

DLIELC Training Level & Limitations	FOT* Examples per ECL Requirement, OPI, and Other Possible Prerequisites
<p>The DLIELC-trained language learner in this range should be able to:</p> <ul style="list-style-type: none"> • Communicate at a basic level sufficient for performing non-skilled tasks. • Read and understand simple instructions and elementary military texts with basic military themes (ranks, branches, common military courtesies). • Handle basic social interactions such as seeking and giving information, requesting and granting permission, and expressing preferences, all at a very basic level without elaboration. • Provide simple descriptions of concrete procedures using minimally connected sentences. • Understand the main idea of oral announcements up to 45 seconds in length or approximately 150 words in length. • Listen to a short message (in a face-to-face interaction or on the phone), take simple notes, and relay the message to a third person. • Listen to a text and complete a simplified outline, graphic organizer, or flow chart. • Write simple as well as compound sentences and combine two simple sentences to create a complex sentence, but frequent errors in basic structure occur. 	<p>60-65 ECL score requirement. Less than 1% of FOT courses select this level of proficiency.</p> <p>For example:</p> <ul style="list-style-type: none"> • Target level for “hands on” type jobs • Cargo Specialist (60) • Self-Propelled Artillery Systems Maintainer (60) • Tracked Vehicle Mechanic (60) • Fire Control Repairer (65) • ATC Equipment Repairer (65) • Horizontal Construction Engineer (65) • Cable Systems Installer – Maintainer (65)
<p>The DLIELC-trained language learner in this range should be able to:</p> <ul style="list-style-type: none"> • Understand and use materials required for most technical vocations (technical orders, simple manuals) and other material based on general military themes. • Conduct routine social and business interactions, such as giving recommendations and suggestions, requesting and offering assistance, asking for and making comparisons, expressing cause and effect, inquiring about and responding to reasons and purposes, and giving sequenced instructions. • Communicate face-to-face or via telephone/radio to perform official duties. • Read a text up to 300 words in length; identify the main idea and supporting details, and supply notes in an outline or graphic organizer. • Write a summary of an oral text 1-3 minutes in length; errors in sentence structure occur. • Participate in a discussion on a familiar topic. 	<p>70-75 ECL score requirement. Target level for technical jobs.</p> <p>For example:</p> <ul style="list-style-type: none"> • IT Fundamentals Maintenance (70) • Diesel Engine Maintenance (70) • Aircraft Structural Repairer (70) • Radar Repairer (70) • Basic Electronics (70) • Basic Officer Leadership (75) • Military Police Captain’s Career (75) • Military Police Basic Officer Leadership (75) • Army Maintenance Management (75)

* FOT = Follow-on-training

DLIELC Student Profile Charts (continued)

DLIELC Training Level & Limitations	FOT* Examples per ECL Requirement, OPI, and Other Possible Prerequisites
<p>The DLIELC-trained language learner in this range should be able to:</p> <ul style="list-style-type: none"> • Function in an English-only academic or highly technical environment. • Exhibit listening comprehension and greater facility with speech as demonstrated in situational dialogs, various types of oral texts, and role-playing activities. • Write a summary of an oral paragraph up to 3 minutes in length and accurately write a paraphrase of an oral paragraph 1 minute in length. • Read authentic military and semi-technical texts 350 words in length in a variety of formats, such as essays, reports, and briefings. • Accurately transcribe from dictation. • Write an original cohesive paragraph up to 150 words in length in military format as well as in the following styles: descriptive, narrative, and expository. More controlled use of the language, but errors are still common. 	<p>80 ECL score requirement. Appropriate level for higher level Professional Military Education (PME) or hazardous courses. For example:</p> <ul style="list-style-type: none"> • Management courses • Some undergraduate pilot training (UPT) • EOD • Diving courses • Basic Underwater Demolition • Some initial pilot training <p>An Oral Proficiency Interview (OPI) is a prerequisite for aviation courses, where listening comprehension and speaking and pronunciation skills are critical for success.</p> <p>For students attending PME courses, a DLIELC PME Prep course, offered in Advanced English Training, is highly recommended.</p> <p>FOT courses with a highly technical or professional component should consider previous experience in the content or technical area as a prerequisite.</p> <p>Some FOT sites use the Nelson-Denny reading test for additional assessment of reading ability.</p>
<p>The DLIELC-trained language learner in this range should be able to:</p> <ul style="list-style-type: none"> • Handle oral presentations, lectures, class debates, military briefings and impromptu speeches; when giving presentations, student can adhere to an assigned time limit. • Speak extensively about work and professional experience. • Conduct library research and produce an essay of 450-500 words consisting of a minimum of five logically connected, cohesive paragraphs each 90-150 words in length; the essay has a recognizable introduction, development, and conclusion. • Incorporate abstract concepts into writing and speaking • Successfully interact with native speakers not used to dealing with non-native speakers of English. 	<p>85 ECL score requirement. For example:</p> <ul style="list-style-type: none"> • Advanced Flying courses and some UPT • Safety Engineer courses • Intelligence Officer course • Public Affairs Qualification course (PAQC) <p>An Oral Proficiency Interview (OPI) test is also a prerequisite for exchange officer programs, advanced and/or instructor aviation courses, and public affairs courses.</p> <p>The Test of English as a Foreign Language (TOEFL) is required for some post-graduate courses. DLIELC offers an ALPS III TOEFL course to help prepare students for these courses.</p>
<ul style="list-style-type: none"> • Students with an ECL requirement of 90 should be scheduled for The Advanced Language Proficiency Skills courses, taught in Advanced English Training at DLIELC, before proceeding to FOT. The DLIELC-trained language learner in these courses has the ability to interpret, analyze, and critique academic materials from various sources. 	<p>90 ECL score requirement. This advanced professional level of proficiency is rarely selected for FOT courses. Less than 0.5% of courses require this level of proficiency. For example:</p> <ul style="list-style-type: none"> • Judge Advocate Officer graduate program • International Counterterrorism Fellows program <p>The Test of English as a Foreign Language (TOEFL) is required for some post-graduate courses. DLIELC offers an ALPS III TOEFL course to help prepare students for these courses.</p>

* FOT = Follow-on-training

The DLIELC e-WHEEL Programming Guidance

The DLIELC e-Wheel is an internet-based electronic programming guidance designed to provide Military Departments (MILDEPs) and Security Cooperation Officers (SCOs) with greater accuracy in programming English language training. The e-Wheel calculates estimated time in training at DLIELC to achieve ECL scores and complete courses based on historical data from 1997 to 2013 and linguistic distance between English and the student's native language. SCOs and MILDEPs are highly encouraged to use the e-Wheel to determine estimated time in training for International Military Students (IMSS) attending DLIELC.

How to Use the e-Wheel in 3 Easy Steps

STEP 1: To access the DLIELC e-Wheel, go to:

www.dlielc.edu/olc/DLICourseEstimator

You can also access the link on the DLIELC website at www.dlielc.edu.

For optimal capability, we *highly recommend* downloading the most current browser version on your computer or Smartphone.

STEP 2: To show the estimated number of weeks for a student **to achieve the required English Comprehension Level Score (ECL)**, select the country of the student, the in-country ECL score range, and the required ECL score from the drop-down menu. Click on *Calculate*.

(See image A on the next page.)

If the student needs to attend *Specialized English Training (SET)* and/or **Oral Proficiency Skills for Aviation (OPSAV) courses**, select the *Yes* button for one or both courses. Then, click on *Calculate* and the e-Wheel will compute the estimated number of weeks in training to achieve the required ECL score and complete the Specialized English language training and/or OPSAV course.

(See image B on the next page.)

Image A

Estimated Weeks to Achieve the ECL

STUDENT'S HOME COUNTRY: ESTONIA

IN COUNTRY ECL SCORE: 41.40

REQUIRED ECL SCORE: 80

OPSAV REQUIRED?: Yes

SET REQUIRED?: Yes

DESIRED GRAD DATE: [Blank]

ESTIMATED NUMBER OF WEEKS TO ECL QUALIFY: 8

Image B

*Estimated Weeks to Achieve the ECL
Attend OPSAV (16 weeks) and SET (9 weeks)*

STUDENT'S HOME COUNTRY: ESTONIA

IN COUNTRY ECL SCORE: 41.40

REQUIRED ECL SCORE: 80

OPSAV REQUIRED?: Yes

SET REQUIRED?: Yes

DESIRED GRAD DATE: [Blank]

ESTIMATED NUMBER OF WEEKS TO ECL QUALIFY AND ATTEND OPSAV AND SET COURSES: 33

ESTIMATED START DATE: [Blank]

STEP 3: Once the number of training weeks is calculated, the desired graduation date and calendar prompt will appear. Based on the start date of the student’s Follow-On Training (FOT), you can enter the desired DLIELC graduation date on the calendar prompt and the **estimated DLIELC start date** will appear. (See *image C below*.)

Image C

*Estimated Start Date to Achieve the ECL
Attend SET, and Graduate from DLIELC*

STUDENT'S HOME COUNTRY: SLOVAKIA

IN COUNTRY ECL SCORE: 55.50

REQUIRED ECL SCORE: 80

OPSAV REQUIRED?: No

SET REQUIRED?: Yes

DESIRED GRAD DATE: 12/1/2017

ESTIMATED NUMBER OF WEEKS TO ECL QUALIFY AND ATTEND SET COURSES: 24

ESTIMATED START DATE: 7/3/2017
TO GRADUATE BY DESIRED GRAD DATE

Specialized English Training (SET)

SET is a nine-week program designed for students who already have a strong proficiency in general English. The SET materials emphasize the language skills necessary for, and the technical terminology of, a particular military occupational specialty such as flying, ordnance, or electronics.

The SET phase of the ALC consists of modular materials designed to meet the English language skill needs of students scheduled to attend training in a variety of specialty fields. These specialty fields are identified by SET codes. All students begin the nine weeks of training with Module 101, Orientation to Specialized English. SET continues with code-specific training for the scheduled FOT. Various combinations of the SET materials are used to prepare students for a wide variety of FOT environments. In each specialty, there are one to seven specific modules addressing reading comprehension, specific speaking formats, and formal writing skills for those scheduled for mid- and senior management training. Students conclude SET with Module 109, Transition to Follow-On-Training.

SET PROGRAM

<p>WEEKS 1–9 (Ref: Summary of DLIELC General and Specialized English MASLs for Diploma Requirements, pages 31-32)</p>		
<p>Students begin with Module 101</p> <p>Orientation to Specialized English</p>	<p>LANGUAGE SKILLS DEVELOPMENT CONTINUES THROUGH THE USE OF CODE-SPECIFIC MODULES</p>	<p>Students end with Module 109</p> <p>Transition to Follow- On Training</p>

NOTE: the code-specific modules depend on the scheduled FOT, as specified in ITO.

Scheduling decisions depend upon such factors as experience, military service, FOT site, and educational background. SET materials—designed for use in an intensive language training program—are typically taught in classes of six to eight students.

Students in flight-related or language-critical training (e.g., undergraduate pilot, advanced flying, instructor pilot, experimental test pilot, public affairs officer, etc.) have oral proficiency requirements (determined by the FOT) ranging from 2/2 to 2+/2+. These students are given an OPI before entering SET. The purpose of this assessment is to rate the students' overall listening comprehension and speaking proficiencies and ensure students are able to satisfy rigorous FOT requirements. **The OPI requirements must be met before entering SET.**

Courses in General and Specialized English Training

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

American Language Courses (ALC)

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).

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).

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

Note: 1) IMS MUST be scheduled for 9 complete weeks in SET.
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.

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).

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.

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) and OPI requirement, if applicable.

Diploma Requirements: Variable course length, ECL and OPI qualified, and 70 Book Quiz average with a passing score for each module (see “DLIELC Graduation Requirements” Table on page 32).

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 with a passing score for each module (see “DLIELC Graduation Requirements” Table on page 32).

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.

SUMMARY OF DLIELC General and Specialized English MASLs

MASL #	COURSE(S)	MIN # of WKS for DIPLOMA	DESCRIPTION
D177027	General English Only (GET)	10 Wks	The purpose of GET is to raise IMS's English language proficiency to the level required. Students must meet the FOT ECL requirement to transfer into SET or PME Prep (some FOTs require PME Prep) or to go to an FOT that does not require SET. Students can be programmed for GET in advance of attending DLIELC Advanced English Training for instructors and other language specialists if they are not ECL/OPI qualified in country.
D177008	Specialized English Only (SET)	9 Wks total w/min of 7 of 9 Wks in SET	The purpose of SET is to increase an IMS's functional understanding of language, learning strategies, and terminology associated with technical training and professional military education skills. Students must meet the ECL required by FOT and, if applicable, the OPI requirement(s) in order to enter SET. If more than one FOT is scheduled, the student must meet the highest ECL required. If FOT decides in specific cases to waive the IMS ECL and/or OPI requirement(s), MilDep must submit a separate waiver request to DLIELC for approval to allow the IMS to enter SET, with the understanding that the student will not receive a diploma.
D177009	General & Specialized English (GET/SET)	10 Wks total w/min of 7 of 10 Wks in SET	Students must meet the required ECL specified by FOT and, if applicable, the OPI requirement(s) before they are moved into the SET portion of this course. If more than one FOT is scheduled, the student must meet the highest ECL required. If FOT decides in specific cases to waive the IMS ECL and/or OPI requirement(s), MilDep must submit a separate waiver request to DLIELC for approval to allow student to enter SET, with the understanding that the student will not receive a diploma.
D177024	ALC for Aviation Leadership Program (ALP) Scholarship	Min 9 Wks if ECL/OPI qualified for SET	This MASL is established for USAF ALP Scholarship students and is used for funding purposes only. Training is the same as MASL D177027, D177008, or D177009. All students will complete aviation SET. Students who do not have their required ECL must attend GET using this MASL. Students who do not have their required OPI must attend the OPSAV course, MASL D177028.
D177026 or D177028 (ALP)	Oral Proficiency Skills for Aviation (OPSAV) Course	16 Wks of OPSAV & 9 Wks of SET for a max of 25 Wks	<p>These MASLs offer extensive practice in pronunciation, global speaking proficiency, and listening comprehension within a variety of contexts and a wide range of formats. While the course focuses primarily on routine, day-to-day proficiency needs, some aviation-related themes are woven into the course. The IMS can be programmed for four to 16 weeks since the OPI can only be administered at 30-day intervals.</p> <p>If candidates ECL qualify in country, it is strongly recommended that they take a telephonic OPI in their homeland prior to scheduling them for this course. If the IMS achieves the OPI rating required by their FOT, they should be programmed directly into MASL D177008/D177024 since they do not need to be programmed for the OPSAV course.</p> <p>MASL D177028 is established for USAF ALP Scholarship students and is used for funding purposes only. Training is the same as MASL D177026.</p>

DLIELC Graduation Requirements

COURSE NAME	MASL	GRADUATION REQUIREMENTS					GRADUATION DOCUMENTS	
		LENGTH (wks)	ECL	OPI	BQ	OTHER ¹	REQTS MET	REQTS NOT MET
American Language Course (ALC), GET/SET	D177009	10 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC (SET only)	D177008	9 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC (GET only)	D177027	10 (min)	*	*	70	NA	Dip	CT/CA
Oral Proficiency Skills for Aviation Course (OPSAV)	D177026	25 (var, 10 min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177024 same as D177009 or D177008 or D177027	9 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177028 same as D177026	25 (var, 10 min)	*	*	70	Min 7 wks in SET	Dip	CT/CA

Abbreviations/Symbols Used:

* – Score required by Follow-on Training
 BQ – Book quiz average for course (includes ad hoc quizzes and performance evaluations/tests). BQ averages for students in MASLs D177009, D177026 and D177027 are based only on the last nine weeks of training. Students in aviation codes must achieve a score of 70 or ratings of Go or Go with Reservation for non-pilots on each BQ/PE.
 CA – Certificate of attendance
 CT – Certificate of training

DIP – Diploma
 ECL – English Comprehension Level score
 GET – General English Training
 MASL – Military Articles and Services List
 MIN – Minimum
 OPI – Oral Proficiency Interview ratings
 REQTS – Requirements
 SET – Specialized English Training
 VAR – Variable

¹All courses require that the IMS be present 80% of the time in the final week.

Advanced English Training (AET) Including Instructor Development

In addition to General English and Specialized English training, DLIELC offers Advanced English Training (AET). AET is made up of a number of courses that target Advanced Language Development, Instructor Development, and Professional Development.

Advanced Language Development courses (PME Prep, ALPS I, II, and III) employ an integrated curriculum that increases students' language proficiency in listening comprehension, speaking, reading, and writing. Additionally, students develop their critical thinking skills and increase their knowledge of American culture. Advanced Language Development courses are ideal for instructors, NATO and international posting candidates, translators, interpreters, and candidates for professional military post-graduate studies.

Instructor Development courses like the Basic American Language Instructor Course (BALIC), the Advanced English Language Instructor Course (AELIC), and the Methodology and Culture Seminar (MACS) are designed to provide training and practice in English as a Foreign or Second Language (EFL/ESL) methodology for novice as well as experienced instructors. These courses provide advanced instruction in grammar and phonology and are designed to improve an individual's proficiency in listening comprehension, speaking, reading, and writing. Familiarization with American culture, along with learning how to incorporate cultural knowledge into the teaching process, is also emphasized.

Professional Development courses such as the Materials Development Seminar (MDS) allow English language specialists to become familiar with different phases of the curriculum development process used at DLIELC. The principles and practices involved in establishing and managing language training programs are covered in the Managing English Language Training (MELT) course.

The two charts on the following pages contain the entry and graduation requirements for all the AET courses. Detailed descriptions of each of the AET courses, with the ECL and/or OPI requirements and the scheduled start and end dates, appear after the charts.

The FY19 and FY20 bar graphs at the end of Part III illustrate how the different Advanced Language Proficiency Skills courses and Courses for English Language Specialists can be programmed consecutively. For example, an IMS can be programmed to attend the AELIC course that starts on 30 December 2019, followed by the MACS course, which starts immediately after the end of the AELIC course on 20 April 2020, as long as the student meets the requirements for both courses.

Candidates programmed for direct entry to more than one AET course must achieve in country the highest required ECL score and/or OPI rating of those courses.

NOTE: Students who do not meet the highest requirements will be placed in GET.

Advanced English Training Courses and Entry/Graduation Requirements

Course (MASL)	Length weeks	ECL course entry	OPI required and scheduling	Prerequisites and Requirements	Average classroom assessments	Attendance	Graduation Document all course requirements met
Language Development Courses							
PME Prep (D177014)	9	80	N/A	Four (4) students minimum and maximum 10	80	Present 80% in final week	Diploma
ALPS I (D177018)	12	80	2/1+ OPI must be conducted prior to arrival/course entry	Students entering with an OPI score of 2/1+ will have a maximum of two OPIs during the course in order to make 2/2 and be eligible for a Diploma. Recent graduates of FOT, AELIC, MDS, or MELT may NOT be scheduled for ALPS I. Students who have completed GE/SE training and NOT achieved a required 2/2 OPI score can be scheduled for ALPS I. Six (6) students minimum and maximum 10	80	Present 80% in final week	Diploma
ALPS II (D177031)	12	85	2/2 OPI must be conducted prior to arrival/course entry	Students who have completed GE / SE training and not achieved a required 2+/2+ OPI score can be scheduled for ALPS II. Six (6) students minimum and maximum 10	80	Present 80% in final week	Diploma
ALPS III/ TOEFL (D177022)	16	85	2/2 OPI must be conducted prior to arrival/course entry	In-country TOEFL iBT score of 70 strongly recommended for students with an FOT TOEFL requirement of 83; during course, students must score at least 78 on TOEFL iBT (minimum 16 in each skill) for FOT at Navel Postgraduate School. In-country TOEFL iBT score of 82 strongly recommended for students with an FOT TOEFL requirement of 90. Six (6) students minimum and maximum 10	80	Present 80% in final week	Diploma
Instructor Development Courses							
BALIC (D177007)	27	80	2/2 OPI is conducted during the course	OPI will be conducted by week 18 so that the student can make 2/2 and be eligible for a Diploma . Six (6) students minimum and maximum 10	80	Present 80% in final week	Diploma
AELIC (D177066)	16	85	2/2 OPI must be conducted prior to arrival/course entry	Must be a BALIC graduate OR provide proof of recent teaching degree (or equivalent). Two years recent EFL teaching experience required. Six (6) students minimum and maximum 10	80	Present 80% in final week	Diploma
MACS (D177019)	9	80	2/2 OPI must be conducted prior to arrival/course entry	Minimum 2 years' ESL/EFL teaching experience. Six (6) students minimum and maximum 10	80	Present 80% in final week	Diploma

Advanced English Training Courses and Entry/Graduation Requirements (continued)

Course (MASL)	Length weeks	ECL course entry	OPI required and scheduling	Prerequisites, Requirements and Recommendations	Average classroom assessments	Attendance	Graduation Document all course requirements met
Professional Development Courses							
MELT (D177013)	9	80	N/A	Six (6) students minimum and maximum 10	Pass	Present 80% in final week	Diploma
MDS (D177030)	8	80	N/A	Minimum 2 years' ESL/EFL teaching experience. Must be a BALIC/AELIC graduate or have a teaching degree or equivalent. Must have writing, word processing, and basic computer skills. Six (6) students minimum and maximum 10	Pass	Present 80% in final week	Certificate of Training
Observer Professional—General Course (D177002)	1-2 variable	85	N/A	80 or higher ECL score is strongly recommended due to the topics covered throughout the training. Students should not be scheduled for this training if they have attended or will attend MELT.	N/A	Present 80% in final week	Certificate of Attendance
Observer Professional—ELPT (D177003)	2	85	2+/2+ OPI must be conducted prior to arrival/course entry	Four (4) students minimum and maximum six	N/A	Present 80% in final week	Certificate of Attendance

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.

- Notes: 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 four students, and a maximum of 10.

PME Prep

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
5 NOV 18	4 JAN 19	4 NOV 19	3 JAN 20
11 FEB 19	12 APR 19	10 FEB 20	10 APR 20
11 MAR 19	10 MAY 19	9 MAR 20	8 MAY 20
25 MAR 19	24 MAY 19	23 MAR 20	22 MAY 20
8 APR 19	7 JUN 19	6 APR 20	5 JUN 20
15 APR 19	14 JUN 19	13 APR 20	12 JUN 20
29 APR 19	28 JUN 19	27 APR 20	26 JUN 20
13 MAY 19	12 JUL 19	11 MAY 20	10 JUL 20
20 MAY 19	19 JUL 19	18 MAY 20	17 JUL 20

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. This course is the first in a series of three English language proficiency classes. The course material **builds foundational academic language skills** and is geared towards **intermediate students** who need to increase their accuracy, high frequency vocabulary, and basic grammar structures. Theme-based content and projects are based on every-day topics and current events. Students have daily opportunities to practice and improve all four language skills through readings, authentic listening, paragraph writing, classroom discussions, and presentations.

- Notes:
- 1) Recent graduates of FOT, AELIC, MDS, or MELT may NOT be scheduled for ALPS I.
 - 2) Students who have completed GE/SE training and NOT achieved a **required 2/2** can be scheduled for ALPS I.
 - 3) 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.
 - 4) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
 - 5) Consider scheduling students for ALPS I followed by ALPS II or MELT. Check the course dates and bar graphs in this handbook for possible sequential progression.
 - 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 I

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
1 OCT 18	21 DEC 18	30 SEP 19	20 DEC 19
24 DEC 18	15 MAR 19	23 DEC 19	13 MAR 20
25 MAR 19	14 JUN 19	23 MAR 20	12 JUN 20
17 Jun 19	6 SEP 19	15 JUN 20	4 SEP 20

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. This course is the second in a series of three English language proficiency classes. Although this course is structurally similar to ALPS I, it is designed for **high-intermediate students** who need to **build linguistic accuracy and complexity in their academic skills**. Integrated language skill tasks are derived from academic tasks required at Professional Military Education sites. Theme-based content and projects move from concrete to abstract topics as the course progresses. Students will facilitate and participate in group discussions, give presentations, read and listen intensively and extensively, take notes, and write essay length material using common academic rhetorical patterns.

- Notes:
- 1) Graduates of AELIC, MDS, and MELT can be scheduled for ALPS II, NOT ALPS I.
 - 2) Students who have completed GE / SE training and NOT achieved a **required 2+/2+** can be scheduled for ALPS II.
 - 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 II followed by AELIC, MELT, or MDS. Check the course dates and bar graphs in this handbook 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 II

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
1 OCT 18	21 DEC 18	30 SEP 19	20 DEC 19
24 DEC 18	15 MAR 19	23 DEC 19	13 MAR 20
25 MAR 19	14 JUN 19	23 MAR 20	12 JUN 20
17 JUN 19	6 SEP 19	15 JUN 20	4 SEP 20

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 handbook 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) Those who have completed FOT may NOT be scheduled for ALPS III.
 - 7) 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

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
26 NOV 18	15 MAR 19	25 NOV 19	13 MAR 20
25 FEB 19	14 JUN 19	24 FEB 20	12 JUN 20
20 MAY 19	6 SEP 19	18 MAY 20	4 SEP 20
2 SEP 19	20 DEC 19	31 AUG 20	18 DEC 20

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

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
29 OCT 18	3 MAY 19	28 OCT 19	1 MAY 20
31 DEC 18	5 JUL 19	30 DEC 19	3 JUL 20
4 MAR 19	6 SEP 19	2 MAR 20	4 SEP 20
6 MAY 19	8 NOV 19	4 MAY 20	6 NOV 20
8 JUL 19	10 JAN 20	6 JUL 20	8 JAN 21
9 SEP 19	13 MAR 20	7 SEP 20	12 MAR 21

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 PROOF of a recent teaching degree (or equivalent) AND two years recent experience teaching English as a Foreign or Second Language in their countries. The course is divided into two 8-week blocks; a skills block and a methodology block. 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 handbook 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

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
31 DEC 18	19 APR 19	30 DEC 19	17 APR 20
6 MAY 19	23 AUG 19	4 MAY 20	21 AUG 20
9 SEP 19	27 DEC 19	7 SEP 20	25 DEC 20

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 handbook 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

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
21 JAN 19	22 MAR 19	20 JAN 20	20 MAR 20
22 APR 19	21 JUN 19	20 APR 20	19 JUN 20
26 AUG 19	25 OCT 19	24 AUG 20	23 OCT 20

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.

- Notes:
- 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 handbook 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

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
22 OCT 18	21 DEC 18	21 OCT 19	20 DEC 19
18 MAR 19	17 MAY 19	16 MAR 20	15 MAY 20
26 AUG 19	25 OCT 19	24 AUG 20	23 OCT 20

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 handbook for possible sequential progression.
- 5) There are no waivers to course entry requirements.

This course requires a minimum enrollment of six participants and a maximum of 10.

MDS

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
17 JUN 19	9 AUG 19	15 JUN 20	7 AUG 20

**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

FY19 Class Schedule		FY20 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
As requested		As requested	

**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.

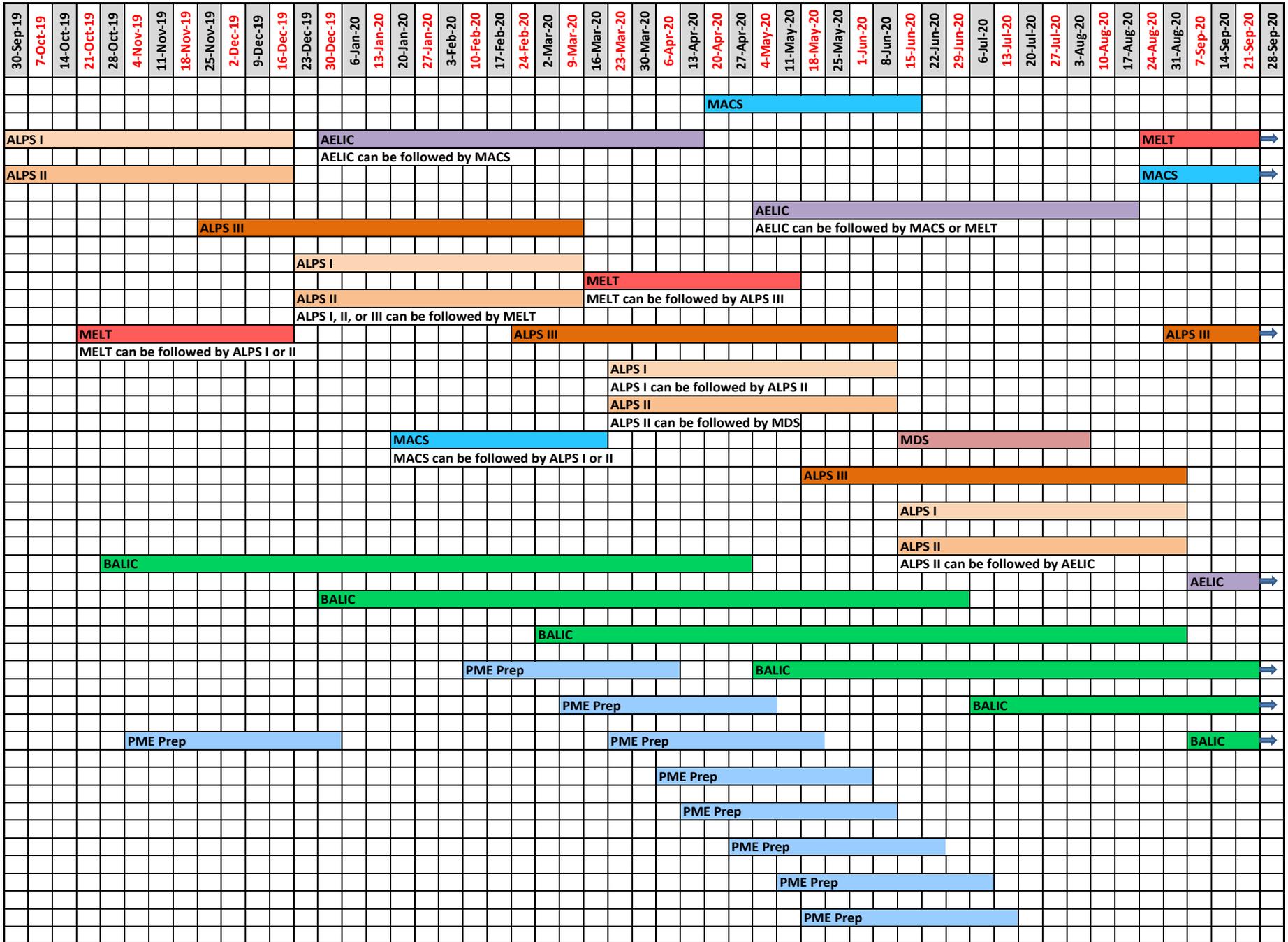
Observer Professional Training – ELPT

FY19 Class Schedule		FY20 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

Advanced English Training FY20 Course Schedule



SCO In-Country Student Pre-Departure Checklist

ITEMS/ISSUES	SPONSORS		
	AIR FORCE	ARMY	NAVY/MARINES/COAST GAURD
Schedule IMSs travel	IMSs must report to the DLIELC Information Reception Desk (IRD) NO LATER THAN 1200 Tuesday whether he/she will be living on/off Base.		
Items IMSs must hand-carry	Passport with appropriate Visa (A-2 or NATO-2); Copies of ITOs; Original Medical DD Forms 2807-1 and 2808, completed, translated and signed; cash and/or credit/debit cards; one uniform in the event of delayed/lost baggage.		
Traveling enroute to San Antonio	If IMSs encounters delays due to weather or flight reschedule, contact DLIELC IRD at (210) 671-2929 and provide updated arrival information.		
Upon arrival at San Antonio Airport (SAT)	Report to USO in Terminal B Baggage Claim and staff will direct IMSs to Lackland Shuttle Bus after calling DLI IRD; or IMSs can contact DLIELC IRD directly @ 671-2929.		
Upon arrival at JBSA-Lackland	Transportation from airport will drop IMSs off with their luggage at the Visitors Center to get a pass. IMSs need to have in hand passports and copies of ITOs. Airmen at Center will call DLIELC IRD for pick up.		
Upon arrival at DLIELC	Report to the DLIELC IRD to have ITO stamped with student control number (SCN), receive lodging letter with confirmation number, and in-processing instructions.		
IMSs living on base	After checking in at DLIELC IRD, IMSs will go to lodging office with the lodging letter provided at the service desk to get room assignment. If no rooms are available on campus, IRD personnel will take the IMSs to one of the overflow locations at either Kelly AFB, Randolph AFB, or a local hotel.		
IMSs living off base	Report to DLIELC IRD to have ITOs stamped and receive in-processing instructions NO LATER THAN Tuesday noon. DO NOT wait until Thursday morning if report day on ITO is Tuesday or the IMSs will not appear on the in-processing roster and will be delayed in-processing a week.		
	D-Sponsored IMSs	B-Sponsored IMSs	P-Sponsored IMSs
Funded by US Government or pay is processed by US Government:	IMSs receive funds on Debit Card from MetaBank	IMSs opens bank account at Bank of America or Air Force Credit Union (available on Base)	IMSs opens bank account at Bank of America, Air Force Credit Union or Navy Federal Credit Union (off Base)
Lodging	IMSs pays w/Debit Card	Direct billed to Fund Cite	
ME&I	IMSs need to withdraw funds from debit card to eat in Amigo Inn	Deposited in IMSs bank account	

Additional information for SCO

1. If SCO is not purchasing IMSs flight ticket, the IMSs or country representative must provide flight itineraries to the American Embassy for posting onto the SAN Web. Both tickets purchased by the SCO and the country **must be posted no later than 15 days before the report date**. If arrival information is not on SAN Web on time:
 - a. Base access will be denied when the IMSs arrive and class start date may be at risk. **Travel itineraries should be scheduled with at least two hours of connection time between flights at customs checkpoints to allow extra time for any unforeseen flight delays.**
 - b. DLI Service Desk will not be able to procure advance reservation confirmation for lodging on base.
2. IMSs must report to the DLIELC Information Reception Desk (IRD) NO LATER THAN 1200 Tuesday whether he/she will be living on/off Base. For information on required arrival times reference the FY18/19 Alternate Arrival Calendars.
3. IMSs delayed arrivals will be dealt with on a case-by-case basis. IMSs that miss flights due to negligence on their part will not be shown special treatment by DLIELC.
4. Mandatory in-processing briefings begin promptly at 0745 on the Thursday prior to the start of class. Failure to arrive on time may cause the IMSs to be delayed class entry a week. Military personnel must report to the in-processing briefings in uniform.
5. When the IMSs arrive more than two (2) weeks before or two (2) weeks after the report date listed on the ITO, they will need an ITO amendment to change the report date posted on the SAN Web. Otherwise JBSA Lackland Security Forces will not allow the IMSs base access; **NO EXCEPTIONS** to this policy will be made, regardless of rank or stature in home country.
6. IMET living allowances must be supplemented by country. **In addition, while at DLIELC, all IMSs whose pay is processed through the Defense Finance Accounting System (DFAS), and regardless of funding source, will not be paid in advance (no advance pay; pay must be earned). They will be paid every thirty days.**
7. **If IMSs are advanced a sum of money to cover their FOT expenses, the exact amount that will be used for lodging and/or TLA as well as the FOT location must be stated in Item 15 of their ITO.** If there is no statement in Item 15, Air Force Security Assistance Training/Finance Management (AFSAT/FM) will subtract the amount of the advance from what the IMSs are due in living allowances while at DLIELC.
8. All IMSs, regardless of country, rank or funding status must have sufficient funds for transportation from SAT to JBSA-Lackland in the event they miss the Lackland shuttle bus. DLI will provide transportation for military rank of O-7 and above (and civilian equivalent).
9. **Per DSCA Policy 10-46, SAMM E Chap 10.12.2, dependents are highly discouraged at DLIELC.**
10. Inbound IMSs must carry at least four (4) copies of their ITOs. IMSs are also encouraged to place one copy of their ITO in each piece of luggage. JBSA-Lackland Security Forces will deny base access to IMSs who do not have valid ITOs on the SAN Web. **IMSs possessing ITOs showing training at DLIELC as pending, planning, or in manual format will be denied base access.**

11. Students will obtain and read the DLIELC Student Handbook upon arrival and will be responsible for adherence to the DLIELC policies and procedures contained therein.
12. The International Resident Support Flight (IRF) coordinates travel arrangements with the JBSA-Randolph CTO for IMSs whose travel is financed by the US government as authorized by the ITO.
13. **SCOs are responsible for calculating the dollar amount of baggage allowance for those IMSs whose countries pay travel, but for whom the US Government pays baggage.** This amount must be stated in item 15 of the ITO in total dollar amount for the number of bags authorized.
14. Once JBSA-Randolph CTO makes the travel arrangements, IMSs are not permitted to change the flight schedules.
15. IMSs must retain all copies of travel receipts in order to process transportation claims with AFSAT/FMF, FOT IMSO, and/or the SCO.
16. For accountability purposes, IMSs who wish to travel outside the San Antonio area must complete an Out-of-Area Travel form for the 637th International Support Squadron (ISS) Commander.

IMSs Pre-Departure Checklist

All the following items must be accomplished prior to IMSs departing country:

	IMSs has taken in-country ECL/OPI and meets entry requirements
	If ECL entry requirement has not been met, waiver request has been approved by DSCA.
	If OPI entry requirement has not been met, approved FOT waiver has been coordinated with MilDep
	DLIELC English language training is “approved” on ITO
	IMS reports to SCO for pre-departure briefing:
	DD 2807-1/2808 completed; IMS hand carries originals in sealed packet to IMSO
	Appropriate health insurance policy for dependents
	Approved A-2 or NATO-2 Visa as appropriate
	Four (4) copies of ITO
	Sufficient funds for travel to DLIELC (\$250.00 for NCO and \$500.00 for Officer)
	International Driving Permit in English
	Country Driver’s License Translation Letter (if applicable)
	(3-4) sets of uniforms at min, (1) formal (dress) for graduation and FOT equipment as req
	DLIELC Non-Dependent Support Policy
	Medical responsibilities/support needed for themselves and authorized dependents
	Limited Base dental support; requires MilDep authorization for emergency procedures at off-base dental clinics
	Arrival transportation support from San Antonio Int’l Airport to JBSA-Lackland
	DLIELC in-processing procedures

IMSS Reporting and In-Processing Procedures

DLIELC Alternative Arrival Calendar FY19/FY20

For IMS arriving at DLIELC during the holiday weeks, tickets need to be purchased so the students will check into DLIELC no later than the new Monday report date indicated on the chart on page two of this memorandum. These report date changes will also be posted to the dlielc.edu website.

REPORT WEEK	NEW REPORT DATE	JUSTIFICATION
31 Dec 2018 - 4 Jan 2019	31 Dec 2018	1 Jan 2019, Federal Holiday
20-24 May 2019	20 May 2019	24 May 2019: AETC Family Leave
1-5 July 2019	1 Jul 2019	4-5 Jul 2019: Federal Holiday/AETC Family
26-30 Aug 2019	26 Aug 19	30 Aug 2019: AETC Family
25-29 Nov 2019	25 Nov 19	28-29 Nov 2019: Federal Holiday/AETC Family Leave
23-27 Dec 2019	23 Dec 2019	25-26 Dec 2019: Federal Holiday/AETC Family Leave
30 Dec 2019-3 Jan 2020	30 Dec 2019	1-2 Jan 2020: Federal Holiday/AETC Family Leave
18-22 May 2020	18 May 2020	22 May 2020: AETC Family Leave
29 Jun-3 Jul 2020	29 Jun 2020	3 Jul 2020: Federal Holiday
31 Aug 2020-4 Sep 2020	31 Aug 2020	4 Sep 2020: AETC Family Leave
9-13 Nov 2020	9 Nov 2020	11 Nov 2020: Federal Holiday
23-27 Nov 2020	23 Nov 2020	26-27 Nov 2020: Federal Holiday/AETC Family Leave
21-25 Dec 2020	21 Dec 2020	25 Dec 2020: Federal Holiday

Contact DLIELC

IMSS can:

1. Use a San Antonio International Airport (SAT) courtesy phone located in terminal B to call DLIELC free of charge at 210-671-2929.
2. Report to the USO in Terminal B Baggage Claim and staff will direct IMS to Lackland Shuttle Bus after calling DLI International Reception Desk (IRD).
3. IMSS using a pay-phone will be required to pay the call charge.

Transportation to DLIELC

1. JBSA-Lackland Shuttle Bus: Prior to 2000 Monday – Friday and prior to 1800 on Saturday and Sunday, all IMSS O-6 and below (including civilian equivalents), will utilize the JBSA-Lackland Shuttle bus from SAT to the Luke East Visitor’s Center JBSA-Lackland on Military Hwy. The schedule is available at the USO desk in SAT, Terminal B Baggage Claim.

2. O-7s and above and civilian equivalents will be met by DLIELC military personnel and offered transportation to JBSA-Lackland. If IMSs decline or are accompanied by dependents, they will be responsible for their transportation to DLIELC for in-processing.
3. IMSs' dependents will **NOT BE PERMITTED** to be transported in a government vehicle at any time during the IMSs' matriculation at DLIELC. IMSs who choose to bring dependents, authorized or unauthorized, will be responsible for their own transportation to DLIELC.

Initial Report to DLIELC IRD

1. IMSs must report to IRD directly upon arrival at JBSA-Lackland. If after 0000, IMSs will report the next duty day morning **NO LATER THAN 0730** for in-processing.
2. All DLIELC in-processing activities are mandatory.
3. Failure to attend any part of the mandatory in-processing briefings will delay scheduled class entry a week.
4. In the event of legitimate travel delays, IRF Chief must clear IMSs for later in-processing entry.

Defense Biometric Identification System (DBIDS)

All IMSs must register their ID Cards in DBIDS in order to ensure access onto JBSA-Lackland when IDs are scanned by Base Security Forces. IMSs will be granted access only to military installations authorized on their ITOs.

Lodging

1. IMSs may choose to lodge at the JBSA Lackland-Gateway Inns and Suites, located adjacent to DLIELC.
 - a. Gateway Inns and Suites houses IMSs, United States (US) Military and civilians. Rooms are available on a first come, first serve basis or space available basis with no regard to rank.
 - b. In the event there are no vacancies at the Gateway Inns and Suites, every attempt will be made to temporarily house IMSs at another JBSA-Lackland Gateway Inns and Suites or to a local hotel until lodging becomes available on JBSA-Lackland.
 - c. Gateway Inns and Suites **do not offer VIP accommodations**. Officers O-6 and above are to be advised that specific room types and sizes are not guaranteed.
 - d. Lodging provides microwaves and refrigerators. **The use of hot plates, frying pans, woks, or small ovens, is completely prohibited.** IMSs caught with such items will be fined and subject to eviction from Gateway Inns and Suites.
 - e. The Amigo Inn Dining Facilities (DFAC) is also available for IMSs meals.
 - f. Smoking and storage of smoking devices is prohibited in Gateway Inns and Suites rooms. **IMSs will be heavily fined for smoking in quarters/unauthorized smoking areas and subject to disciplinary action and/or eviction.**
 - g. Authorized dependents **are not** permitted to reside on JBSA-Lackland.

2. Gateway Inns and Suites rates may change from fiscal year to fiscal year. Adjustments to IMS's ITO will be made in the event of a rate change.
3. The SCO will brief all IMSs who elect to live off-base on the following restrictions:
 - a. IMSs are **NOT** eligible for the Service Member Relief Act.
 - b. IMSs with authorized dependents on the ITO will be responsible for establishing their own lodging and transportation.
 - c. IMSs will not be released/exempt from mandatory in-processing to attend to dependent support such as enrollment of children in school, housing, medical, etc.
 - d. DLIELC will not endorse or provide assistance on off-base housing to IMS and/or dependents.
 - e. Off-base housing is limited and expensive. Short-term lease apartments are limited and cost more than a 12-month lease. Military clauses do not apply to IMS.

Firearms / Weapons

IMSs are **not authorized** to carry weapons, firearms or knives over three inches long while at DLIELC.

IMSs Driving Privileges

All IMSs, regardless of rank, are solely responsible for their actions while driving an automobile. It is the sole responsibility of the IMSs to verify that they are authorized to drive, possess a valid license that is recognized by the State of Texas, possess required driving insurance, and familiarize themselves with Texas driving laws. Failure to adhere to JBSA-Lackland driving regulations and Texas State law will result in disciplinary and legal action.

1. Driving at JBSA-Lackland, in the State of Texas, or in the US, is a privilege, not a right.
2. IMSs are required to have a Texas State driver's license or international driving permit to legally drive.
 - a. IMSs who fail to obtain an authorized driver's license or international driving permit and who are caught driving will be subject to disciplinary and legal actions, including arrest.
 - b. DLIELC strongly recommends all IMSs arrive with an international driving permit.
 - c. Not all IMSs will be eligible to earn a Texas State driver's license. A driver's license is issued by the State of Texas and denial may be for any number of reasons. Any denial by the State of Texas cannot be challenged.
 - d. DLIELC will not sponsor any IMSs for a Texas driver's license.
 - e. DLIELC will not procure a Texas driver's license or international driving permit for any IMSs.
3. DLIELC has restricted parking areas on campus for faculty and staff only. Limited IMSs parking is available.
4. IMSs shall review Texas State Administrative Code for International Reciprocity in Driver Licensing to determine if an international driving permit is required. IMSs may begin the process of obtaining a Texas driver's license if the following conditions are met:

- a. ITOs must indicate that the IMSs are in training in the US for a total of 12 months or more.
 - b. ITOs must indicate that the IMSs are in training at DLIELC, JBSA-Lackland, for six months or more.
5. IMSs from NATO countries, 1943 Inter-American Convention countries, 1949 World Convention countries, 1968 Convention on Road Traffic countries, have an agreement with the State of Texas and may be permitted to drive in the State of Texas with a translation letter.
 - a. IMSs must have a driver’s license in their home country to qualify for a translation letter.
 - b. IMSs that do not possess a home country driver’s license will follow the same procedures that apply to all other IMSs to obtain a State of Texas driver’s license.
 6. IMSs planning to travel to FOT by Privately Owned Vehicle (POV) must have it noted on their ITO and must notify the CPM 30 days in advance.
 7. IMSs that are authorized to drive must purchase Texas auto liability insurance at their own expense.
 8. IMSs who buy a car while at DLIELC are required to register the vehicle in the State of Texas.
 9. IMSs are required to present their driver’s license numbers to the MTM for base accountability. IMSs who fail to report their driver’s license numbers will be subject to disciplinary action.

IMS from the countries listed below ARE NOT AUTHORIZED TO DRIVE WITH THEIR HOME COUNTRY DRIVER’S LICENSE. They must acquire an international driving permit or a Texas driver’s license prior to driving a vehicle:

AFGHANISTAN	ANGOLA	BOSNIA HERZEGOVINA
BOTSWANA	BURKINA FASO	BURNDI
CAMEROON	CAPE VERDE	CHAD
COMOROS ISLANDS	DJIBOUTI	EAST TIMOR
ETHIOPIA	GABON	GUINEA
INDONESIA	IRAQ	KIRIBATI
KOSOVO	LIBERIA	LIBYA
MALDIVE ISLAND	MAURITANIA	MONTENEGRO
MOZAMBIQUE	NAURU	NEPAL
OMAN	SAO TOME & PRINCIPE	SAUDI ARABIA
SOLOMON ISLANDS	SOUTH SUDAN	SURINAME
TAIWAN	TONGA	TUVALU
VANUATU	WESTERN SOMOA	YEME
ZAMBIA		

Medical

1. IMSs must bring completed signed and stamped medical DD forms 2807-1 and 2808 in English for themselves and accompanying or joining dependents. DSCA authorizes an exception to policy for “fast track” countries.
2. If the ITO does not provide medical coverage for dependents, the IMSs must provide medical insurance which is valid in the US for the dependents. It must include pregnancy insurance for female dependents.
3. **DLIELC staff will not provide assistance to IMSs on selecting insurance companies from which they must obtain medical insurance and/or pregnancy insurance for dependents.**
4. There is limited urgent medical care at JBSA-Lackland. Medical emergencies are handled only at San Antonio Military Medical Center (SAMMC) at JBSA-Fort Sam Houston or at local civilian hospitals. DLIELC staff and the JBSA-Lackland Urgent Care staff at Wilford Hall Urgent Care Clinic do not offer off-base medical referrals.
5. For medical emergencies, IMSs are required to call 911 from any telephone for immediate medical assistance.
6. SCOs must fully brief IMSs and ensure IMSs fully understand their medical payment responsibilities for themselves and their authorized dependents prior to departure from country. DLIELC does **NOT** provide any assistance in interpreting medical agreements.
7. IMSs with authorized dependents need to make appointments for their dependents after class hours. IMSs will accrue an unauthorized absence for each missed class due to dependent appointments.
8. IMSs requiring flying or specialty Class 1, 2, or 3 medical examinations/physicals must have them completed in country before arriving at training in the US. The medical documents must be translated into English prior to arriving at DLIELC.
9. The Dental Clinic at JBSA-Lackland does not offer dental treatment for IMSs. All IMSs dental treatment is conducted off-base. IMSs are responsible for all dental appointments including cleanings.
10. IMSs with routine medical issues or ailments will take the shuttle bus to JBSA-Fort Sam Houston SAMMC.
11. IMSs with routine medical issues or ailments that require “sick call” visits will be responsible for making their way to Reid Clinic, JBSA-Lackland.
12. An ambulance will be called for any and all medical emergencies or non-routine medical issues.

IMSs Class Attendance

1. IMSs class attendance is mandatory.
2. Classes missed due to dependent support issues will **NOT** be excused.
3. Failure to attend classes, scheduled appointments, and mandatory meetings will result in disciplinary action.

4. IMSs should check regularly with the MTMs for any disciplinary and attendance point totals.
 - a. IMSs will be presented with disciplinary or attendance point letters when they have accrued fifteen (15) points. All letters will be filed in the IMSs record.
 - b. A Special Inquiry of Attendance (SI-A) will be conducted. Consult DLIELC Inst. 1325.1 for further details. A Disciplinary Evaluation Board (DEB) will be convened. Consult DLIELC Inst. 1325.1 for further details.
 - c. IMSs who refuse to acknowledge disciplinary or attendance point letters by signature will be noted as “refused to sign”.
5. IMSs will not be required to attend classes on specified home country holidays or US recognized holidays. IMSs will see their Country Program Manager (CPM) upon arrival for information on authorized holidays. DLIELC is **NOT** authorized to change home country authorized holiday(s).
6. IMSs are not authorized employment while attending DLIELC.

Uniforms and Saluting

1. IMSs must have an adequate number of uniforms. DLIELC recommends three (3) – four (4) sets at a minimum and one (1) formal (dress) for graduation.
2. Authorized shoes must be included with uniform.
3. Cold weather gear (warm coat) should be included for the months of November through March. Weather in San Antonio ranges from extremes of 15°F (-10°C) to 110°F (44°C).
4. IMSs shall conform to US military standards including:
 - a. Proper wearing and displaying of US equivalent rank, DLIELC insignia, and name tag.
 - b. Maintaining clean uniforms and personal hygiene.
 - c. Wearing covers (hats) at all times outside of buildings, including under enclosures.
 - IMSs who do not have covers as part of their military uniform will be excused from this policy.
5. IMSs will render military honors by saluting superior officers and returning the salute of subordinates.

Physical Training (PT)

1. DLIELC does not provide assistance to or oversight for IMSs’ PT training. All PT is the responsibility of the IMSs.
2. PT standards are required for IMSs reporting to certain FOT assignments, as indicated in block 12.d. of the ITO.
3. IMSs are highly encouraged to utilize JBSA-Lackland on-base gym, track and swimming facilities and engage in their own self-monitored PT.

Out-Processing and Graduation

1. All graduating IMSs must attend scheduled mandatory out-processing briefing and bring their medical forms (DD Forms 2807-1 and 2808).
2. All graduating IMSs who receive funds from the US Government (living allowance and/or flight tickets, and funds to pay for baggage) must attend scheduled mandatory out-processing finance briefing and bring a copy of their ITOs and flight itinerary.
3. All IMSs must submit the out-processing checklist and transportation questionnaire to the IRF training technicians by Monday of their graduation week or the IMSs will not receive their graduation documents.
4. IMSs attending contractor FOT or returning homeland will be required to surrender their Common Access Card (CAC) before graduation. Failure to do so will result in the withholding of graduation documentation until CAC card is surrendered.
5. Attendance at the DLIELC graduation ceremony is mandatory.
 - a. IMSs who report late for the ceremony roll call will not be allowed to attend and will be required to attend a formal counseling with IRF Chief to receive their graduation documents.
 - b. IMSs who are late or do not otherwise attend the graduation ceremony will not receive their graduation documents.
 - c. 637 ISS Commander has the sole authority, based on a review of mitigating circumstances, to excuse IMSs from attending the graduation ceremony.

Nonresident Training Programs

Materials, Courses and Support Catalog

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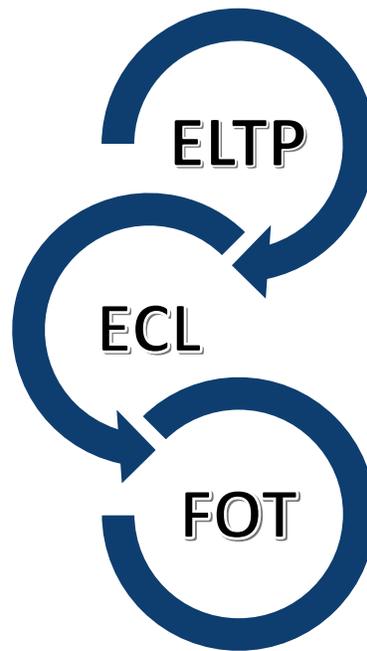
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Part V — Nonresident Training Programs (ELTPs)

ELTP Mission

Effective in-country ELTPs are the critical first link in the Security Cooperation chain. They provide vital English language training for OCONUS military personnel who must achieve English language proficiency requirements before they can begin follow-on training (FOT) on the maintenance and operation of weapon systems acquired from the US. English language proficiency requirements are set by individual CONUS schoolhouses and measured by the English Comprehension Level (ECL) test.

In-country ELTPs also serve as pipelines for students transitioning to US military technical schools or to Professional Military Education (PME) and who must be ECL-qualified prior to beginning training.



ELTP Support from DLIELC

The success of any ELTP depends upon the expertise of its supervisors and instructors and the quality of its curriculum. DLIELC offers continuing professional development opportunities for ELTP staff members in-country (see “Instructional MTT” in the chart below) as well as on the resident DLIELC campus (see Part III, Resident English Language Training Program in this handbook). DLIELC recommends using the American Language Course (ALC) curriculum for English language training of military personnel and Ministry of Defense civilians because it combines communicative and traditional instructional approaches. The DLIELC curriculum department has developed the comprehensive ALC and its supplemental audio and interactive materials. For more information about these materials, please see the DLIELC FY19 Catalog, <http://www.dielc.edu/prod/Catalog.pdf>.

In order to help set ELTPs up for success, DLIELC offers a variety of other support options:

- English language training site surveys and pre-deployment site surveys
- Operational Mobile Training Teams (MTTs) for instruction, advisement, or management
- Language Training Detachments (LTDs) to assist in the operation or establishment of an ELTP
- Instructor development and test development workshops (in-country or on resident DLIELC campus)

Please see the chart below for more information about available MTTs, LTDs, and workshops.

Surveys

Type of Support	MASL	Purpose	Composition	Duration	Controls over work
English Language Survey MTT *recommended at least once every 5 years.	D307009	To evaluate in-country ELTP(s) and make recommendations for it's (their) improvement or expansion	1-2 GS-12 DLIELC Overseas Program Managers (OPMs) from the International Nonresident Flight (INF)	Generally from 3-5 days, depending on the scope of the ELTP	The DLIELC Commandant, through INF, maintains professional and operational control over the MTT's work
Pre-deployment Site survey MTT	D307009	To ensure the deployment of Deployment of DLIELC personnel to an overseas location is accomplished with maximum efficiency. The survey ensures that: Mission is clearly defined Resources are available Lodging transportation, office and classroom facilities, administrative support, communicatins support, medical care, postal privileges, etc. are available	1-2 GS-12 DLIELC OPMs from INF	Generally from 3-5 days, depending on the scope of the ELTP	The DLIELC Commandant through INF, maintains professional and operational control over the MTT's work

Operational MTTs

Type of Support	MASL	Purpose	Composition	Duration	Controls over work
Instructional MTT	D307011	To provide instructors for in-country ELTPs that do not have enough qualified English language instructors, and to provide training to in-country ELTP staff on instruction and test development ¹	1+ DLIELC English as a Foreign Language (EFL) specialists, GS-11, 12, or 13, depending on the scope and complexity of the ELTP	Variable, but not to exceed 179 days	A SCO official has operational and administrative supervision of the MTT. The DLIELC Commandant, through INF, has professional and technical control over the MTT's work
Advisory MTT	D307011	To provide advice to in-country ELTP managers on administration, management, curriculum, test development, or instruction	1+ DLIELC English as a Foreign Language (EFL) specialists, GS-11, 12, or 13, depending on the scope and complexity of the ELTP	Variable, but not to exceed 179 days	A SCO official has operational and administrative supervision of the MTT. The DLIELC Commandant, through INF, has professional and technical control over the MTT's work
Managerial MTT	D307011	To assist in the management of an in-country ELTP until local managers can be trained to assume ELTP management responsibilities	1+ DLIELC EFL specialists, GS-12 or 13, depending on the ELTP's scope, significance to US interests, and complexity of managerial services required	Variable, but not to exceed 179 days	A SCO official has operational and administrative supervision of the MTT. The DLIELC Commandant, through INF, has professional and technical control over the MTT's work

¹ Five workshops for instructional and test development purposes are described in the DLIELC FY19 Catalog: <http://www.dlielc.edu/prod/Catalog.pdf>. They can be conducted either in-country or on the DLIELC resident campus:

- Familiarization with the American Language Course
- Familiarization with the Non-intensive American Language Course
- Teaching English for Specific Purposes
- English Language Proficiency Testing
- English Language Achievement Testing

Language Training Detachment

Type of Support	MASL	Purpose	Composition	Duration	Conrols over work
Language Training Detachment	D307011	To assist in the operation or establishment of an in-country ELTP. LTDs are categorized into three types: instructional, advisory, and managerial	1+ DLIELC EFL specialists, GS-11, 12, or 13, depending on the scope and complexity of the ELTP and the level of the personnel supervised	Generally for 1-3 years, depending on mission requirements and length-of-tour standards for a given country	A designated SCO official exercises operational and administrative supervision over the LTD chief. The LTD chief exercises operational and administrative control over the other LTD members. The DLIELC Commandant, through INF, maintains professional and technical control over the work of the LTD members

Requesting DLIELC Services

1. **Lead Time:** DLIELC requires 120 days to deploy an MTT and up to nine months to deploy an LTD.
2. **DLIELC MTTs and LTDs funded under IMET:** Anticipated MTTs or LTDs should be programmed into the Air Force IMET Standardized Training List (STL). Data sheets should be submitted to AFSAT, with information copies to DLIELC/INF, in accordance with the JSCET. AFSAT prepares cost data for the deployment of MTTs and LTDs. Before DLIELC can deploy an LTD or MTT, the requester must obtain the approval of the Combatant Command, DSCA, and AFSAT.
3. **DLIELC MTTs and LTDs Funded under FMS**
 - a. **New FMS Case:** In order to establish an FMS case for the deployment of a DLIELC MTT or LTD, the requestor must follow the procedures for accomplishing a Letter of Request (LOR). These procedures are detailed in DoD 5108.8, the Security Assistance Management Manual (SAMM).
 - b. **Existing FMS Case:** With host-country approval, the USG FMS case manager can fund DLIELC MTTs or LTDs from existing cases. The SCO or case manager should request price and availability estimates from the MILDEP providing the funding. The most convenient financial instrument to fund the LTD or MTT is a DD448, Military Interdepartmental Purchase Request (MIPR).
4. **MTT Requests:** A validated and approved request for an MTT must be submitted on DD Form 2964, Security Cooperation Education and Training (SCET) Team Request. The data provided should be complete and detailed so that DLIELC can select and prepare the team properly for the mission. Short lead-times for MTT requests should be avoided. An example of a SCET request for an instructional MTT follows. It shows the minimal level of detail needed. This is just an example, so it is important that each request be tailored for the specific type of MTT and its requirements.

For more information about MTTs and to arrange for one, 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

Part V – Nonresident Training Programs

SECURITY COOPERATION EDUCATION AND TRAINING (SCET) TEAM REQUEST		
<i>(For use of this form, see AR 12-7 and AR 12-15/SECNAVINST 4950.4B/AFI 16-105. See page 4 for instructions.)</i>		
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUATION <input type="checkbox"/> MODIFICATION <input checked="" type="checkbox"/> SOLE SOURCE <input type="checkbox"/> SPECIAL OPS <input type="checkbox"/> OTHER:		
PART I – MISSION OVERVIEW		
1. SCET NAME: 6-month Defense Language Institute Mobile Training Team		
2. SUPPORTING SERVICE: <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> OTHER:		
3. COUNTRY: Banderia		4. CASE/LOA: fill in case
5. <input type="checkbox"/> RST <input checked="" type="checkbox"/> MTT <input type="checkbox"/> MET <input type="checkbox"/> TAT <input type="checkbox"/> ETSS <input type="checkbox"/> TAFT <input type="checkbox"/> OTHER:		
6. DESIRED START DATE: 03/26/2019		7. DESIRED END DATE: 09/18/2019
8. DESIRED DURATION: 179 days with travel		
PART II – STAFFING AND APPROVAL ACTIONS		
1. Security Cooperation Office (SCO). The SCO Representative fills out this form, signs, and forwards the request to the appropriate combatant command (CCMD). Courtesy copies are sent to the service component command (SCC), appropriate service secretary's agent, service executing agency, and service security assistance training organization (see instructions). By submitting this request I verify that the SCET mission supports objectives of the Combined Education and Training Plan (CETPP) for the host nation.		
a. Name and Rank: fill in		b. Title/Position: fill in
c. Signature:		d. Date: fill in
2. Theater Special Operations Command (TSOC) (if applicable). If the SCET mission may require SOF personnel, the TSOC Representative receives this form from the CCMD and determines the validity of the mission and if the mission can be supported by SOF personnel. Valid TDY SOF requests are forwarded to USSOCOM for approval and sourcing. Courtesy copies are sent to the SCO, CCMD, appropriate service secretary's agent, service executing agency, and service security assistance training organization.		
a. The SCET mission request for SOF personnel is:		<input type="checkbox"/> VALIDATED <input type="checkbox"/> NOT VALIDATED <input type="checkbox"/> SEE COMMENT
b. SOF personnel for this mission are:		<input type="checkbox"/> AVAILABLE <input type="checkbox"/> NOT AVAILABLE <input type="checkbox"/> SEE COMMENT
c. Name and Rank:		d. Title/Position:
e. Signature:		f. Date:
3. Combatant Command (CCMD). All SCET missions require CCMD validation. The CCMD Authority determines the validity of the SCET mission and if Service Component Command (SCC) forces can accomplish the mission. If SCC forces can support the mission, the SCET request process ends with CCMD validation and the CCMD executes the mission. If SCC forces cannot support the mission, the CCMD forwards valid non-SOF requests to the appropriate service secretary's agent. Courtesy copies are sent to the SCO, service executing agency, and service security assistance training organization.		
<input type="checkbox"/> a. This mission supports the Combatant Commander's Theater Security Cooperation Plan (TSCP). <input type="checkbox"/> b. This mission cannot be conducted using CCMD assigned SCC forces. <input type="checkbox"/> c. This mission is not a sole source contracting request.		
d. The SCET mission request is:		<input type="checkbox"/> VALIDATED <input type="checkbox"/> NOT VALIDATED <input type="checkbox"/> SEE COMMENT
e. Name and Rank:		f. Title/Position:
g. Signature:		h. Date:
4. Service Secretary's Agent for Security Cooperation and Education Team Approval (Army - Deputy Assistant Secretary of the Army for Defense Exports and Cooperation (DASA DE&C)) (Navy/Marine Corps/Coast Guard – Deputy Assistant Secretary of the Navy (International Programs) & Director, Navy International International Programs Office (Navy IPO)) (Air Force - Deputy Under Secretary of the Air Force (International Affairs)(SAF/IA)) Approved SCET requests are forwarded to the appropriate personnel tasking authority and service executing agency for action. Disapproved requests are returned to the CCMD and SCO. Courtesy copies of all requests are sent to all parties.		
a. The SCET mission request is:		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> SEE COMMENT
b. Name and Rank:		c. Title/Position:
d. Signature:		e. Date:
f. SCET Approval Authorities Comments:		

Part V – Nonresident Training Programs

SCET NAME: 6-month Defense Language Institute Mobile Training Team

PART III – SCET MISSION DETAILS

1. MISSION:
Two DLIELC English language instructors to teach Basic English Language course to Banderian military personnel.

2. TRAINING OBJECTIVES/REQUIREMENTS:
This DLI MTT will be used to train approximately 40 officers who will attend individual military education and training (IMET) courses in the US, interact with NATO forces in exercises and seminars, and potentially serve in coalition operations.

3. DESIRED END-STATE:
Students achieve a minimum 55 ECL in preparation for future enrollment in International Military and Education Training.

4. FUNDING DATA

a. FMS FMF (REFUNDABLE) FMF (NON-REFUNDABLE) IMET (See below) OTHER:

b. DSCA IMET WAIVER: NOT APPLICABLE REQUIRED APPROVED ON: _____ (Attach a copy of the DSCA Waiver)

c. TRAINING CASE LOA: _____ fill in case d. ASSOCIATED CASE LOA: _____ e. ESTIMATED ROM COST: 150K

5. PERSONNEL TO BE TRAINED

	OFFICER	NCO	ENLISTED	CIVILIAN	OTHER:
a. NUMBER OF STUDENTS	40				
b. REQUIRED ENGLISH COMPREHENSION LEVEL (ECL):	N/A				
c. ECL TESTING REQUIRED:					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
d. INTERPRETERS REQUIRED:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
e. INTERPRETERS PROVIDED:					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

f. GENERAL LEVEL OF PRE-TRAINING PROFICIENCY:
Pre-intermediate and intermediate knowledge of English.

g. GENERAL LEVEL OF PRE-TRAINING STUDENT ENGLISH LANGUAGE PROFICIENCY AND ECL TESTING PLAN (if required):
No ECL testing is required. Students will be tested with ALCPT to evaluate their progress.

h. STUDENT VETTING REQUIREMENTS AND VETTING PLAN:
All candidates will be vetted as required via the State Department Invest system.

i. SCET ARRIVAL/DEPARTURE AIRPORTS AND TRAINING LOCATIONS:
Arrival/departure airport - Banderia International Airport.
Training location - Language Center at the Banderian Armed Forces War College, Blue Bank

j. SPECIFIC EQUIPMENT ON WHICH PERSONNEL ARE TO BE TRAINED:
N/A

k. AVAILABILITY OF TRAINING AIDS, FACILITIES, TOOLS AND ANCILLARY EQUIPMENT:
Two 20-position TMLL labs and DLI training materials are available. A photocopier, a computer and a printer will be provided by the training facility. No Internet connectivity is available.

6. IN-COUNTRY SUPPORT

a. INTERNATIONAL COOPERATIVE ADMINISTRATIVE SUPPORT SERVICES (ICASS) FEES APPLY: YES NO

b. ESTIMATED ICASS FEES (if applicable):
N/A No ICASS/ Embassy services to be provided.

c. BILLETS/QUARTERS/HOUSING:
Quarters on base are not provided. The ODC will make all necessary lodging arrangements at a local hotel. Lodging is to be covered via a MIPR sent to the ODC and paid through the US Embassy, Blue Bank

d. MESS/MEALS/LIGHT REFRESHMENTS:
No meals provided.

e. TRANSPORTATION:
Transportation to be coordinated with a local taxi service for the instructors to be transported to/from quarters to duty location. Estimated cost is about \$200 a month. Additional transportation costs (e.g., personal weekend transportation) will be coordinated and paid for by traveler and are not authorized for reimbursement.

f. MEDICAL AND DENTAL SERVICES:
Adequate medical and dental care including routine laboratory testing can be provided by ISOS clinic in Blue Bank. The solution to the medical insurance issue is the following: ODC will arrange for the MTT members to register at the ISOS clinic upon their arrival in country. If care becomes necessary, the instructors will simply pay ISOS for the required care and then submit a claim to their own insurance.

Part V – Nonresident Training Programs

SCET NAME: 6-month Defense Language Institute Mobile Training Team			
PART III – SCET MISSION DETAILS (Continued)			
6.g. OTHER SERVICES (Postal, Exchange, Commissary, Banking, etc.): No Embassy exchange/commissary; adequate shopping and laundry available. Banking: none through the Embassy; visiting faculty will utilize one of many public ATM machines. Local communication: traveler will purchase inexpensive SIMM Card or cell phone. Mail: none through Embassy; commercial or local post office available.			
h. QUALITY OF LIFE AND MISSION SUSTAINMENT ITEMS: No quality of life concerns. Spiritual life: houses of worship for a number of different religions/denominations are represented.			
7. DESIRED SCET COMPOSITION			
a. ACCEPTABLE MANNING: <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> DOD CIVILIAN <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER:			
b. DESIRED SCET PERSONNEL (Duty Title, Quantity, Rank, MOS): Each instructor (x2) should be at least a GS-11 and be assigned to Banderia on 4-month "temporary duty" orders. Ideal candidates should be passionate about teaching English abroad, enjoy traveling and exploring new cultures, self-sufficient, and ready to serve as an instructor-ambassador for the USA and DLI brand.			
c. REQUIRED SPECIAL QUALIFICATIONS: N/A			
d. DESIRED LANGUAGE CAPABILITY: N/A			
e. UNIFORM, CLOTHING, AND EQUIPMENT REQUIREMENTS: Appropriate civilian business attire for classroom instructions. The instructors should be authorized to procure basic cell phones as means of communication.			
f. COUNTRY SOURCING GUIDANCE FOR CONTRACTOR SCET (if applicable): N/A			
g. SECURITY CLEARANCE REQUIREMENTS: <input type="checkbox"/> NONE <input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET <input type="checkbox"/> OTHER			
h. PASSPORT REQUIREMENTS: <input type="checkbox"/> NONE <input type="checkbox"/> TOURIST <input checked="" type="checkbox"/> OFFICIAL <input type="checkbox"/> DIPLOMATIC			
i. VISA REQUIREMENTS: <input type="checkbox"/> NONE <input checked="" type="checkbox"/> YES <input type="checkbox"/> OTHER			
j. SPECIAL LEGAL STATUS: <input checked="" type="checkbox"/> NONE <input type="checkbox"/> SOFA <input type="checkbox"/> IAW LOA <input type="checkbox"/> OTHER			
k. DEPENDENTS - SCET TOUR IS: <input checked="" type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> OTHER			
l. SCET PERSONNEL RESTRICTIONS: N/A			
m. SPECIFIC ITEMS TO BE ADDRESSED IN REPORTING INSTRUCTIONS/ASSIGNMENT ORDERS: Instructors should complete Level I AT/FP and SERE training. Instructors should also submit country clearance request in accordance with foreign clearance guide, located at: https://www.fcg.pentagon.mil/ Instructors should obtain one year multiple entry visas for Banderia with 180-day duration of stay.			
PART IV – IN-COUNTRY ROUGH ORDER OF MAGNITUDE (ROM) COST DATA			
The SCO should provide the following local information to facilitate accurate SCET cost estimates.			
1. PER DIEM RATES FOR MISSION AREA			
a. LODGING:	\$200	b. MEALS:	\$80
c. INCIDENTALS:	\$15	d. TOTAL:	\$295/\$52,805
2. LOCAL MILITARY PAY AUTHORIZATIONS			
<input type="checkbox"/> DANGER/COMBAT PAY	<input type="checkbox"/> COST OF LIVING (COLA)	<input type="checkbox"/> OVERSEAS HOUSING (OHA)	<input type="checkbox"/> CIVILIAN CLOTHING (CCA)
3. LOCAL CIVILIAN PAY AUTHORIZATIONS			
<input type="checkbox"/> DANGER PAY	<input type="checkbox"/> POST ALLOWANCE	<input checked="" type="checkbox"/> POST DIFFERENTIAL	<input type="checkbox"/> OTHER:
PART V – POINT OF CONTACT (POC) INFORMATION			
The SCO should enter the appropriate POC data.			
	a. TITLE and NAME	b. PHONE NUMBER	c. E-MAIL ADDRESS
1. SCO	fill in	fill in	fill in
2. CCMD			
3. EXECUTING AGENCY			
4. TRAINING AGENCY			

<p>SCET NAME: 6-month Defense Language Institute Mobile Training Team</p>
<p>PART VI – COMMENTS</p>
<p>Enter comments on any entries on this form. Attach additional comments on a separate sheet, if required.</p>
<p>COMMENTS:</p> <p>Each instructor will teach 8 hours per day to include planning time and a total of 40 hours per week. The group of 40 students will be split into 4 ten-person sections, each with a dedicated group leader/assistant instructor. Two sections will train with an American instructor in the morning, while the other two sections work with their Banderian group leaders/assistant instructors (to cover their assigned lab and homework materials.) For this to be effective, group leader/assistant instructors need to have a good command of English. In the afternoon the groups will rotate.</p>
<p>INSTRUCTIONS</p>
<ol style="list-style-type: none"> 1. Check the appropriate block to indicate the type of request. Multiple blocks may be checked. 2. Part I. Enter the mission overview data. 3. Part II. Provides for tracking the status of the Team request Memorandum. <ol style="list-style-type: none"> a. The TSOC section is used only if the SCET requires SOF personnel. b. Non-service specific terms refer to the following: <ol style="list-style-type: none"> (1) Service Component Command – Army Service Component Command, Navy Service Component Command, numbered Air Force, or Marine Corps Service Component Command. (2) Service Secretary’s Agent for SCET Approval – DASA (DE&C), Navy IPO, SAF/IA. (3) Service Executing/Training Agency – USASAC and USASATMO, NETSAFTA, AFSAT. 4. Part III. Enter SCET details. <ol style="list-style-type: none"> a. Check the appropriate block to indicate funding source. If IMET, complete the DSCA Waiver entries on the following row. If Title 10 funded, check “Other” and enter specific type. b. Indicate if a DSCA Waiver for IMET funded SCET is not applicable, required, or already approved. If approved, enter date of approval and attach a copy of the DSCA IMET Waiver to this form. 5. Part IV. Enter the estimated costs for mission support items. <ol style="list-style-type: none"> a. Enter authorized daily per diem for the mission location. b. Indicate any special military or civilian pays that are authorized for the mission area. 6. Part V. Enter the contact data for the appropriate action officers. 7. Part VI. Enter any additional comments. Continue comments on a separate sheet, if required.

Characteristics of Effective ELTPs

The following best practices in English language training can help SCOs plan for and set up effective ELTPs, along with guidance and support from DLIELC. During an English language site survey (see chart above), a DLIELC Overseas Program Manager (OPM) will discuss the feasibility and implementation of these recommendations with in-country ELTP managers and instructors.

<p>Training Management</p>	<ul style="list-style-type: none"> • Group students homogenously based on proficiency level • Use American Language Course Placement Test (ALCPT) for placement in ELTP and check progress with ALC book quizzes • Enroll a minimum of 150 students to allow for a greater degree of homogeneity in grouping students • Recommend a passing ALC book quiz score of 70 • Maintain a student-to-instructor ratio of no higher than 1:10 • Offer intensive English language training of 20-25 hours per week at least at one in-country ELTP
<p>Facilities</p>	<ul style="list-style-type: none"> • Designate adequate space for administrative and faculty offices, classrooms, training aids, secure test storage, a library, language laboratories, a laboratory maintenance shop, instructional materials and equipment storage, small but many classrooms * Large ELTPs may also require projection rooms, conference rooms, study halls, learning centers, and an auditorium • Check for adequate heating and cooling systems • Designate sufficient administrative space, to include that for program director, supervisors, instructors, admin, visitors, meeting space, computer equipment, copying machine. The larger the student load, the more office space to accommodate increased faculty and staff requirements • Ensure classrooms and labs are in noise-free areas and in adjacent buildings (if necessary), and they have good acoustics, sound proofing, adequate lighting, and sufficient number of electrical outlets
<p>Classroom equipment</p>	<ul style="list-style-type: none"> • Ensure classrooms have chalkboard, whiteboard (or interactive white board), desks, chairs, lectern (optional), a storage closet/cabinet, adequate lighting, projection screen, overhead projector, maps, TV (if possible), and CD or DVD player

ELTP Checklist

The checklist below helps SCOs start planning for and supporting an in-country ELTP. When a SCO requests DLIELC assistance in establishing or maintaining an ELTP through a site survey (English Language Survey MTT, MASL D307009, in the chart above), a DLIELC OPM will ask more in-depth questions about each item while conducting the survey in order to provide sound recommendations for the ELTP. If it is an on-going MTT or LTD, recommendations to an existing program are found in the last After Action Report (AAR) published. Contact the appropriate OPM for further guidance.

ELTP purpose and objective(s) have been identified and documented	
There is an adopted curriculum, and a sufficient supply of materials are on hand	
The number of students trained per year coincides with US Security Cooperation training objectives	
Students are placed appropriately in ELTP with American Language Course Placement Test (ALCPT) or another assessment tool	
ALCPT/ECL exit scores are based on FOT requirements	
The number of English language training hours per week meets the minimum recommendation of 20-30 contact hours for students to achieve the exit score requirement	
There is an adequate number of ELTP sites to meet English language training objectives	
There is an adequate number of qualified English language instructors to meet training needs	
Classroom, administrative, and storage facilities are adequate	
Lab programs complement the ELTP	
The number of lab facilities is sufficient; labs are in good condition and maintained regularly	

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
Total for 10 participants + one instructor			\$1,695.00

**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
Total for 10 participants + one instructor			\$2,305.00
Note: NALC Volumes 1 or 2 may be substituted for Volumes 3 and 4 in the Starter Package.			



**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
TOTAL for 10 participants + one instructor			\$845.00

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.

**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

Item	Price	Quantity	Subtotal
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
<i>Total for 10 participants + one instructor</i>			\$1,495.00
Note: 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.			

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 describe 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.

Note: 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.

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

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.

Note: 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.

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

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:

› Surveys — MASL D307009

- English Language Surveys: A DLIELC Overseas Program Manager (OPM) can visit your country to review ELT objectives and assist in developing a management plan to establish anew program or adapt an existing one to meet emerging challenges.
- Pre-deployment Site Surveys: A DLIELC OPM is required to visit your country to determine adequate classroom facilities, materials, and administrative support to ensure a successful ELT MTT and to assess sufficiency of lodging, transportation, and security in support of any requested Instructional MTTs.

› Mobile Training Teams (MTTs) — MASL D307011

DLIELC MTTs can be deployed up to 179 days. In addition to the courses in pages 38-42, these teams can also provide instructional, advisory, and managerial support.

- Instructional MTTs: DLIELC can deploy instructors for in-country ELTPs that do not have enough qualified English language instructors, and to provide training to in-country ELTP staff on instruction and test development.
- Advisory MTTs: DLIELC can deploy a manager to assist in-country ELTPs until local managers can be training to assume ELTP management responsibilities.
- Managerial MTTs: DLIELC can deploy a manager to assist in-country ELTPs until local managers can be training to assume ELTP management responsibilities.

› Language Training Detachments (LTDs)

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

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

COMM: (210) 671-3783

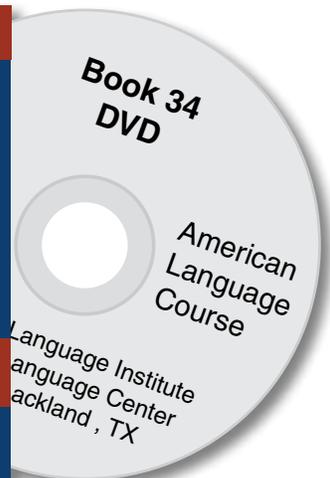
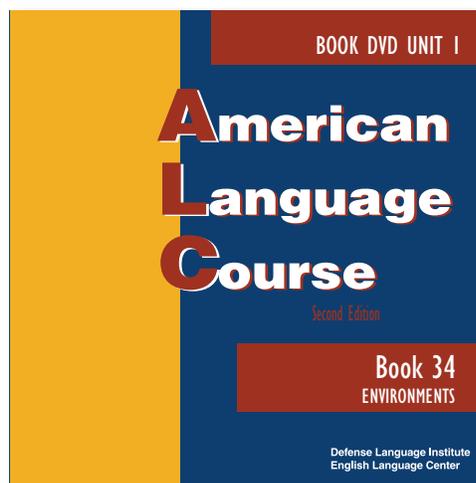
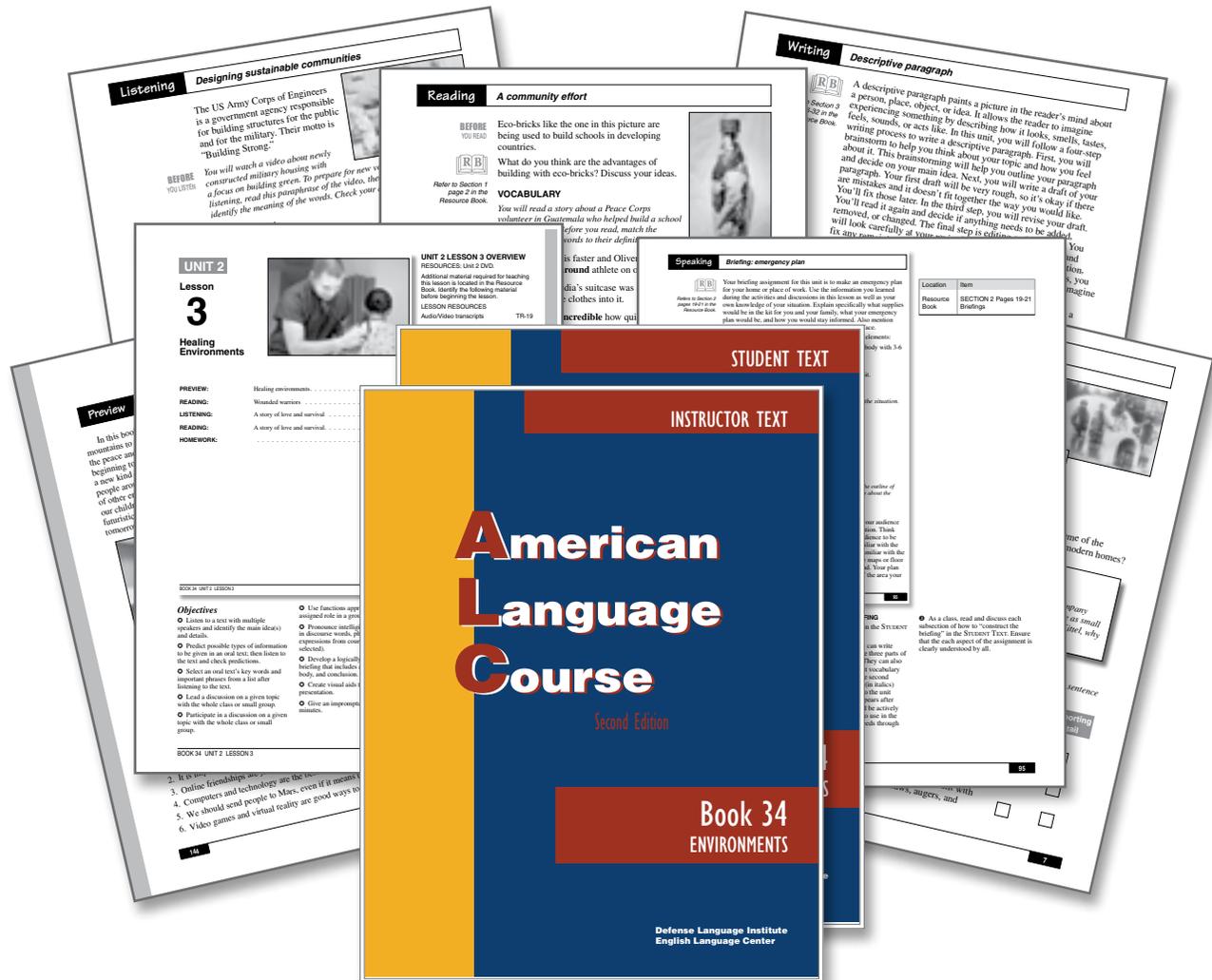
COMM FAX: (210) 671-5362

DSN: (312) 473-3783

DSN FAX: (312) 473-5362

E-mail: DLIELC.NonResident.Programs@us.af.mil

Part VI—Materials, Courses and Support Catalog



The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force or Department of Defense.

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

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

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

Flash Cards

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

ALC Text Recordings (ALC-TR)

- » in-classroom audio support for ALC Books 1-30
- » enhances listening, speaking, function, and vocabulary objectives
- » recordings include presentations, texts, and exercises in the textbook
- » variety of voices of native speakers of American English

ALC Skills Assessment Kit (SAK)

- » Administered at the end of Levels II, III, and IV
- » Performance evaluation of listening, speaking, reading, and writing skills

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

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

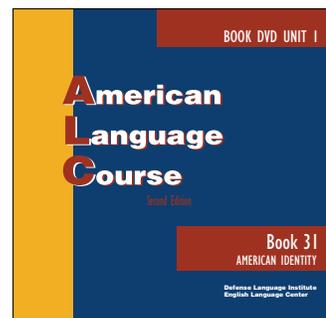
- Eight lessons of new material
- Two review lesson
- Homework assignments for each lesson
- Lesson Resources
- Performance Evaluation scoring rubrics

› **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

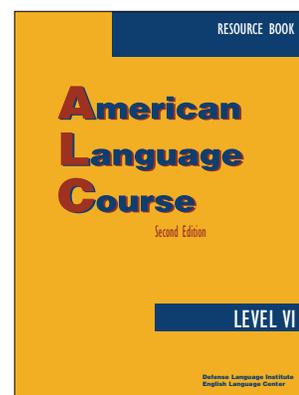
Level VI Book DVDs

» 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.

CBT Systems Requirements	
Minimum Operating System and Software Requirements	
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
Level I											
	Book 1	✓		✓		✓	✓	✓		✓	
	Book 2	✓		✓		✓	✓	✓		✓	
	Book 3	✓		✓		✓	✓	✓		✓	
	Book 4	✓		✓		✓	✓	✓		✓	
	Book 5	✓		✓		✓	✓	✓		✓	
	Book 6	✓		✓		✓	✓	✓		✓	
Level II											✓
	Book 7	✓		✓		✓	✓	✓		✓	
	Book 8	✓		✓		✓	✓	✓		✓	
	Book 9	✓		✓		✓	✓	✓		✓	
	Book 10	✓		✓		✓	✓	✓		✓	
	Book 11	✓		✓		✓	✓	✓		✓	
	Book 12	✓		✓		✓	✓	✓		✓	
Level III											✓
	Book 13	✓		✓		✓	✓	✓			
	Book 14	✓		✓		✓	✓	✓			
	Book 15	✓		✓		✓	✓	✓			
	Book 16	✓		✓		✓	✓	✓			
	Book 17	✓		✓		✓	✓	✓			
	Book 18	✓		✓		✓	✓	✓			
Level IV											✓
	Book 19	✓		✓		✓	✓	✓			
	Book 20	✓		✓		✓	✓	✓			
	Book 21	✓		✓		✓	✓	✓			
	Book 22	✓		✓		✓	✓	✓			
	Book 23	✓		✓		✓	✓	✓			
	Book 24	✓		✓		✓	✓	✓			
Level V											
	Book 25	✓		✓		✓	✓	✓			
	Book 26	✓		✓		✓	✓	✓			
	Book 27	✓		✓		✓	✓	✓			
	Book 28	✓		✓		✓	✓	✓			
	Book 29	✓		✓		✓	✓	✓			
	Book 30	✓		✓		✓	✓	✓			
Level VI											
	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 levels II, III, and IV to evaluate listening, speaking, reading, and writing skills in the form of integrated performance tasks not testable in a multiple-choice format. A kit contains an instructor booklet, student booklets, diagnostic assessment forms, and an audio CD.

ALC Text Recordings (Audio CD): provide in-classroom audio support for ALC Books 1-30. Recordings consist of the selected presentations, texts, and exercises that support the listening, speaking, function, and vocabulary objectives in the classroom textbook itself. The Recordings feature a variety of voices of native speakers of American English. The material is available as one CD per book.

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) with accompanying audio CD
- 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 (reusable), 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.

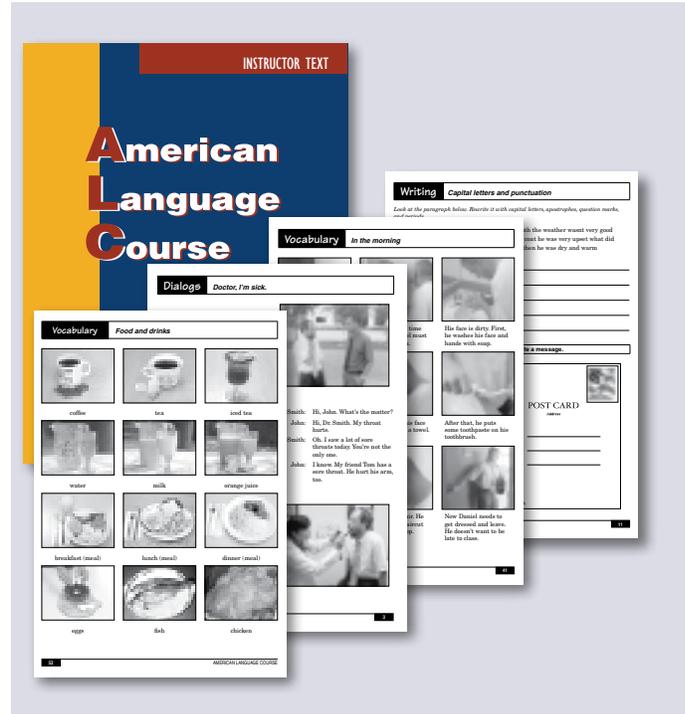
Level I (Books 1-6)

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 with accompanying audio CD	\$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
TOTAL for Level I Starter Package			\$1,875.00

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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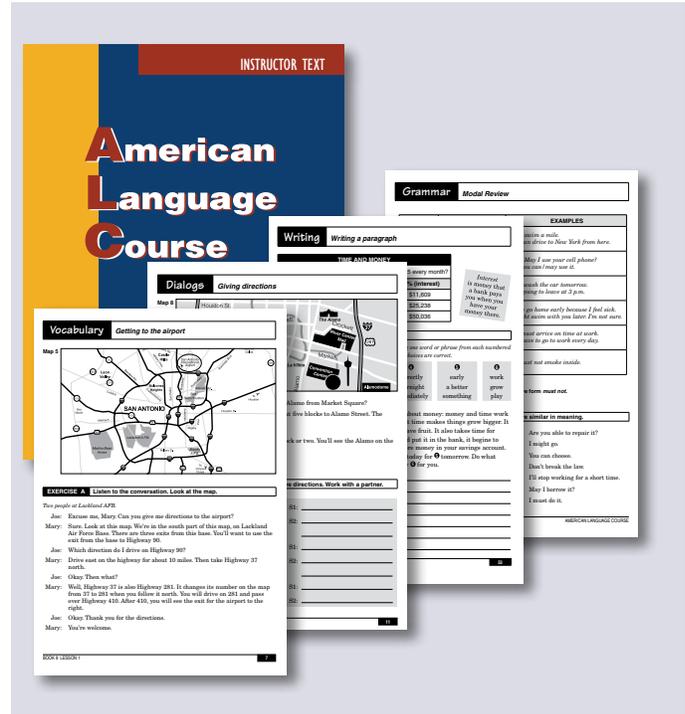
Level II (Books 7-12)

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 with accompanying audio CD	\$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
TOTAL for Level II Starter Package			\$1,875.00

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

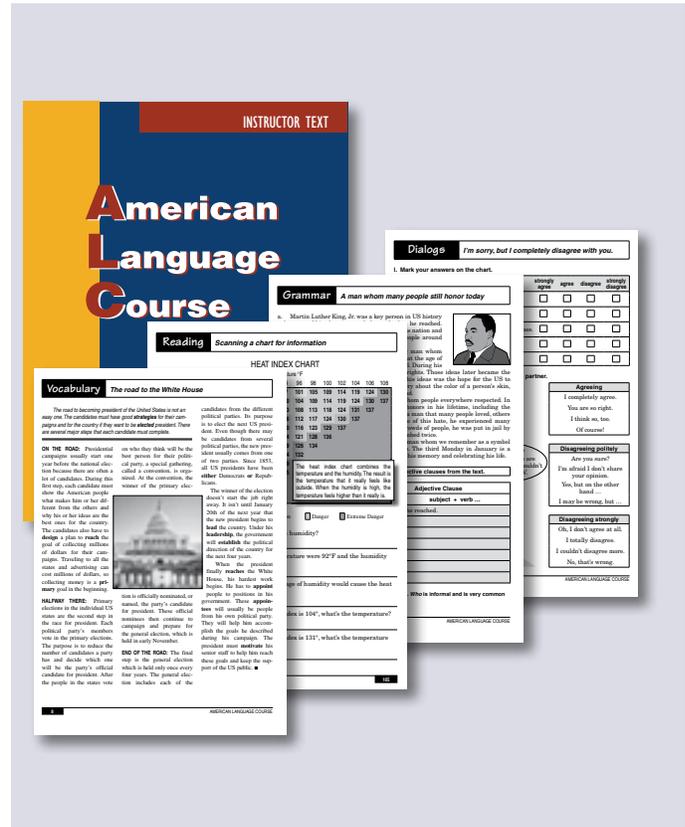
Level III (Books 13-18)

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 with accompanying audio CD	\$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
TOTAL for Level III Starter Package			\$1,725.00

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.

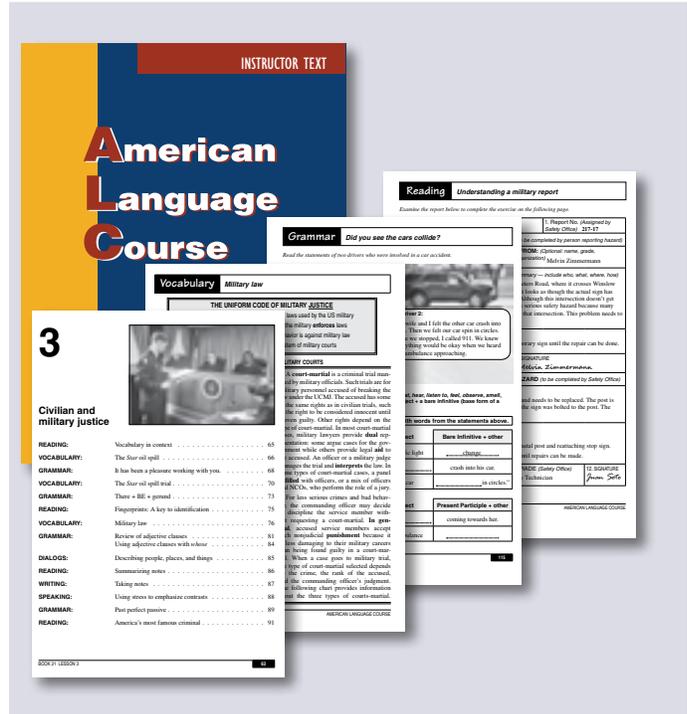
LEVEL III CBT PACKAGE (6 CDs)	\$3,000.00
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Level IV (Books 19-24)

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 with accompanying audio CD	\$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
TOTAL for Level IV Starter Package			\$1,725.00

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)

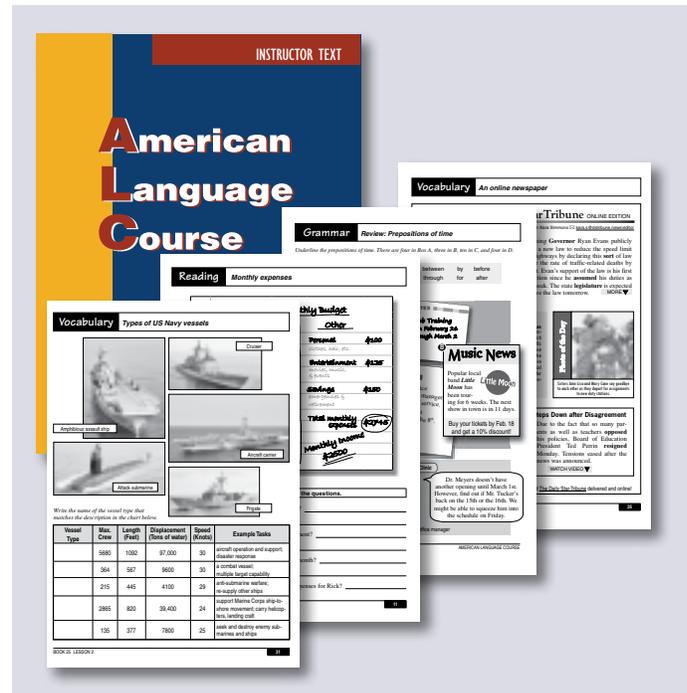
\$3,000.00

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 with accompanying audio CD	\$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
TOTAL for Level V Starter Package			\$1,725.00

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.

LEVEL V CBT PACKAGE (6 CDs)

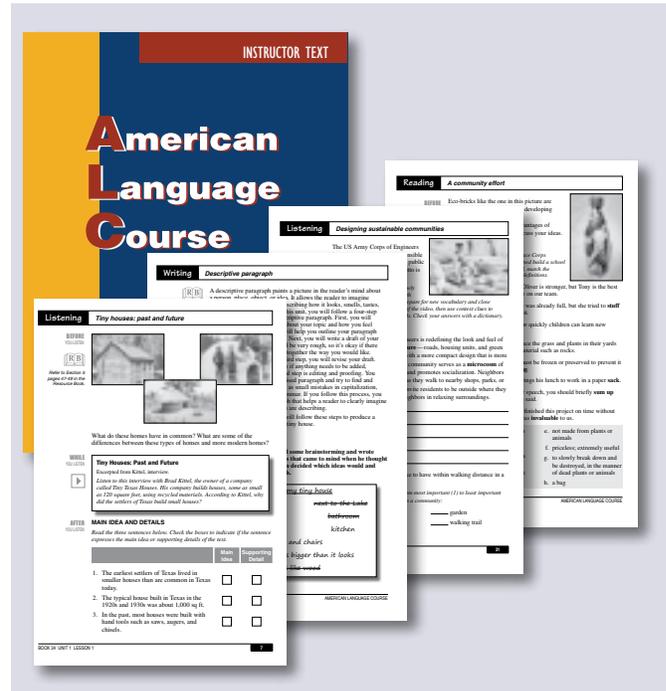
\$3,000.00

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	11	\$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
TOTAL for Level VI Starter Package			\$1,275.00

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



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
TOTAL for either package			\$775.00



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
<i>TOTAL for either package</i>			\$765.00

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

NALC VOLUME CBT CD PACKAGE (4 CDs)	\$2,000.00 each
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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
TOTAL			\$845.00

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.

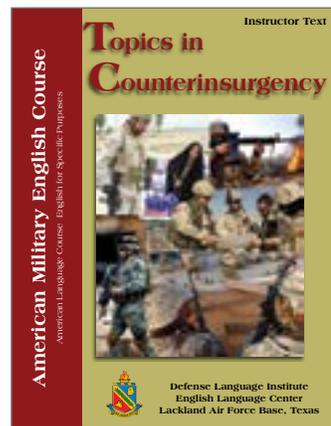
Two sets of audio recordings are included. The listening skills recordings provide the students practice in topics related to the lesson. The unit recordings are an oral version of the readings and some of the explanations contained in each lesson.

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
TOTAL			\$400.00

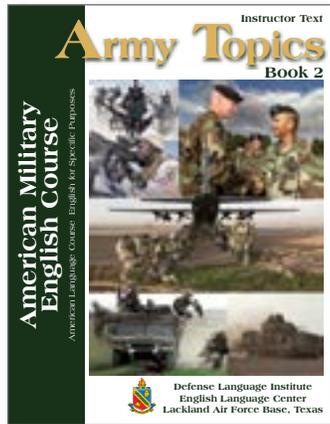
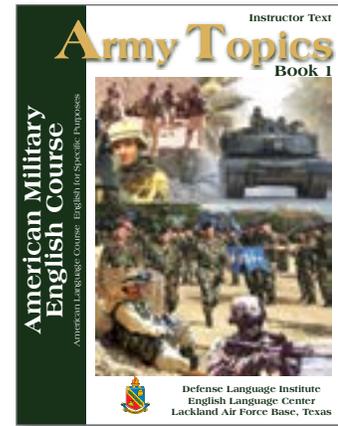


General Military Topics Starter Package

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
TOTAL			\$290.00

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
		TOTAL	\$290.00

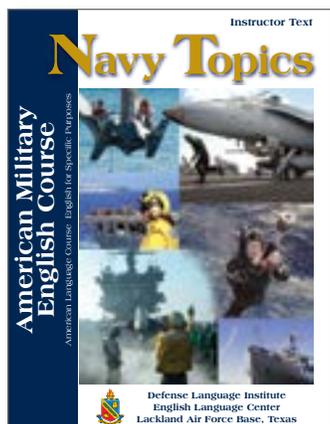
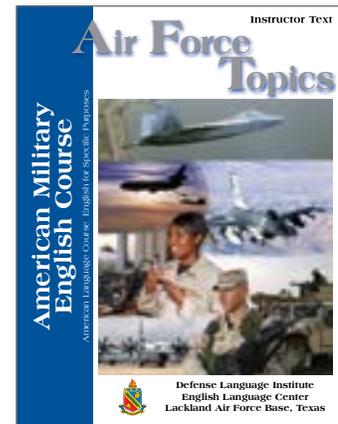


Army Topics, Book 2, Starter Package

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
		TOTAL	\$280.00

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
		TOTAL	\$290.00



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
		TOTAL	\$290.00

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
Level II Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level II Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level III Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level III Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level IV Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level IV Skills Assessment Kit Form L (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 111-135)
- » 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 (reusable)
- » 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

Part VII — Language Laboratory Systems

1. Inquiries regarding the ordering of English Language Laboratory Systems should be addressed to Communications-Electronics Command (CECOM) points of contact (POCs) program manager Mr. Joseph Ortiz, joseph.r.ortiz.civ@mail.mil, 443-395-6361, or the alternative POC Division Chief Mr. Matthew Oskam, matthew.b.oskam.civ@mail.mil, 443-395-8173; at the U.S. Army Communications Electronics Command, Aberdeen Proving Grounds, Maryland.
2. **Charts provided below are estimates for FY18 English Language Laboratory Systems and associated equipment.** The CECOM POCs will provide you exact cost information for English Language Laboratory Systems (hardware/equipment), transportation (PCHT), site surveys, and installations.
3. CECOM through US Army Security Assistance Command (USASAC) is the provider of English Language Laboratory Systems and support/sustainment equipment. All the listed English Language Laboratory Systems and equipment meet or exceed training requirements established by DLIELC. The systems are as follows:
 - a. **Audio Active English Language Laboratory System (AALL).** The AALL is a ‘turn-key’ language English Language Laboratory System (PC based instructor console and furniture included) with a two-year guarantee for hardware. The AALL has been redesigned yet is still easy to learn, user friendly and is available in 5, 10, 15, 20, 25 and 30 positions. The instructor console contains SANS software to aid the instructors in teaching the DLIELC computer based training materials.
 - b. **Audio Visual Kit (AV Kit).** The audio visual kit is optional equipment that can be added to the AALL to enhance the learning process. It contains a Smart Board with projector. All systems include required cabling and furniture (chairs are not included). The table below shows FY18 cost for various AALL/AVKIT configurations. *Prices listed are to give rough estimates, do not program Language Labs without contacting CECOM POCs for proper pricing information as pricing changes from year to year.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BAALL05	AALL05	5 Position Audio-Active English Language Laboratory System	\$25,000
2	BAALL10	AALL10	10 Position Audio-Active English Language Laboratory System	\$31,000
3	BAALL15	AALL15	15 Position Audio-Active English Language Laboratory System	\$38,000
4	BAALL20	AALL20	20 Position Audio-Active English Language Laboratory System	\$44,000
5	BAALL25	AALL25	25 Position Audio-Active English Language Laboratory System	\$52,000
6	BAALL30	AALL30	30 Position Audio-Active English Language Laboratory System	\$59,000
7	BAVKIT1	AVKIT1	Audio Visual Kit	\$2,700

- c. **Training Multimedia English Language Laboratory System (TMLL).** The TMLL is a digital English Language Laboratory System containing SANS Virtuoso software programmed specifically for English language learning. The TMLL consists of: a Local Area Network (LAN), an instructor’s console (computer/mass storage device/ 8-port VPN router), student computer positions, headsets, and furniture for each position (chairs not included). Additional information can be accessed at the DISCS International Training Management Website.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BTMLL05	TMLL05	5 Position Training Multimedia Language English Language Laboratory System	\$33,000
2	BTMLL10	TMLL10	10 Position Training Multimedia Language English Language Laboratory System	\$59,000
3	BTMLL15	TMLL15	15 Position Training Multimedia Language English Language Laboratory System	\$83,000
4	BTMLL20	TMLL20	20 Position Training Multimedia Language English Language Laboratory System	\$110,000
5	BTMLL25	TMLL25	25 Position Training Multimedia Language English Language Laboratory System	\$135,000
6	BTMLL30	TMLL30	30 Position Training Multimedia Language English Language Laboratory System	\$161,000

- d. **Language Learning Resource Center (LLRC).** The LLRC is a training aid for countries that are establishing English Language Resource Centers; the LLRC is conducive for independent learning. The LLRC is procured in increments of five positions only. It is configured as a Local Area Network (LAN) and may be utilized as a single user Personal Computer (PC) English Language Laboratory System. One PC is provided for each position ordered and one additional PC for the Resource Center instructor position. The configuration promotes independent learning. The LLRC consists of: a laser jet printer, 21” Multi-System TV, a DVD player, and headsets. SANS Virtuoso software is NOT included with the LLRC. The furniture may be selected from the LLRC accessories list (chairs not included). Additional information can be accessed at the DISCS International Training Management Website.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BLLR05A	LLRC-05	5 Position Language Learning Resource Center	\$15,000
2	BLLR10A	LLRC-10	10 Position Language Learning Resource Center	\$25,000
3	BLLR15A	LLRC-15	15 Position Language Learning Resource Center	\$35,000
4	BLLR20A	LLRC-20	20 Position Language Learning Resource Center	\$45,000

- e. **LLRC Accessories.** LLRC accessories are optional for country to purchase. The LLRC Instructor Console (IC) is a 60-inch (150cm) desk. Student Console Furniture is procured in increments of five positions only. This is a 36-inch (90cm) student desk with side dividers and clear plexiglass front panels (chairs are not included). The Modular Access Point is a router permitting the network to access the Internet. (Internet access is a country responsibility.)

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BICOPTA	R2-324-60-S-TT	Instructor Console Furniture	\$650
2	BSCOPTB	R2-342-36-S-TT	Student Console Furniture (5 each)	\$2,800
3	BSCOPTC	R2-352-36-S-TT	Student Console Furniture (10 each)	\$5,500
4	BSCOPTD	R2-362-36-S-TT	Student Console Furniture (15 each)	\$6,600
5	BSCOPT E	R2-372-36-S-TT	Student Console Furniture (20 each)	\$8,500
6	BROUTER	2600	Modular Access Point (MAP)	\$2,700
7	BLLRUPS	UPS	Uninterrupted Power Supply	\$650

How to Obtain Language Laboratory Systems with FMS Funding

Request Example:

AMEMBASSY
 CDRUSASAC NEW CUMBERLAND PA//AMSAC-OE-CB//
 INFO SECDEF WASHINGTON DC//USDP/DSCA-PDP//
 CDRUSACECOM ABERDEEN ROVIGN GROUNDS MD/AMSEL-LCS-CAP//
 HQ (Enter your AOR)
 SUBJECT: REQUEST FOR INITIATION OF REQUISITIONS FOR
 ENGLISH LANGUAGE LABORATORY SYSTEM EQUIPMENT
 REF:

1. AMEMBASSY (INSERT EMBASSY'S NAME) ON BEHALF OF (INSERT COUNTRY OR INTERNATIONAL ORGANIZATION NAME) REQUESTS THE FOLLOWING EQUIPMENT IN SUPPORT OF THE IMET ENGLISH LANGUAGE TRAINING PROGRAM:

- A. ONE EACH 20-POSITION, TRAINING MUTIMEDIA LANGUAGE LABORATORY SYSTEM, RCN LT24, PART NUMBER TMLL-20,
- B. ONE EACH AUDIO VISUAL PACKAGE, PART NUMBER AVKIT01,
- C. INSTALLATION AND TRAINING (if desired)

3. SHIP TO:
 AUTHORIZED IN-COUNTRY SHIPPING ADDRESS:

4. MARK FOR ADDRESS:
 IN-COUNTRY POC NAME: AND TELEPHONE NO:

5. BOTH THE HOST GOVERNMENT AND THE US EMBASSY IN (INSERT COUNTRY'S NAME) ACKNOWLEDGE THAT THIS IS A SOURCE PROCUREMENT. A COPY OF THIS MESSAGE WILL BE SENT TO (INSERT FOREIGN LIAISON OFFICER IN-COUNTRY OR FOREIGN SERVICE NATIONAL'S NAME OR FOREIGN GOVERNMENT MILITARY OR CIVILIAN REPRESENTATIVE).

6. EMBASSY POCs FOR THIS REQUEST ARE (INSERT EMBASSY POC'S NAME AND/OR TRAINING REPRESENTATIVE); EMBASSY PHONE: (INSERT EMBASSY PHONE NUMBER); EMBASSY FACSIMILE (INSERT EMBASSY FAX NUMBER); OR E-MAIL (INSERT E-MAIL ADDRESS).

1. When submitting your initiation for requisition requirement, ensure you provide CECOM and USASAC an exact shipping address. The address must be a “in the clear” shipping address, free of taxes, tariffs and fees. IMET funds cannot be programmed to pay tariffs, taxes, or fees. The English Language Laboratory System will be sent by a commercial freight carrier to country, similar to other official freight.
2. Country can expect delivery of the English Language Laboratory System hardware/equipment 10-12 months after CECOM receives the funds for the requirement. Installation plans will be made after the equipment has been confirmed out of customs and at the install location. Installations will occur approximately 3 months after that confirmation is received if no Visa is required, and approximately 3-6 months after confirmation if a Visa is required based on the schedule of installers and POCs in the host nation.

How to Obtain Language Laboratory Systems with IMET Funding

1. All language laboratory purchases funded via IMET require DLIELC approval. Below are some of the factors that DLIELC considers in the approval of language lab.
 - a. **SCO input/justification for equipment**
 - b. **Replacement lab vs. new lab**
 - c. **Existing ELTP at the site requesting a lab**
 - d. **ALC book orders in the past five years**
 - e. **Students trained in instructor development courses in the past five years** (i.e., BALIC, AELIC, or the equivalent)
 - f. **DLIELC-conducted site surveys**
 - g. **Progress made in implementing past DLIEC survey recommendations.**
2. Program an English Language Laboratory System with Security Assistance Training Field Activity (SATFA) as a dollar line (cost of the English Language Laboratory System) in your Army IMET program using the MASL ID table shown on the next page. Inform SATFA what country's requirement is. FOR EXAMPLE: "Country requires a 10 position AALL". The MASL ID for English Language Laboratory Systems is dependent upon what you order. In the example above, the MASL ID is "BAALL10" for the English Language Laboratory System. Check Training Management System (TMS) for other Military Articles Services List (MASL) IDs; use the English Language Laboratory System MASL table on the next page as a guide.
3. Program Packing, Crating, Handling, and Transportation (PCHT) using MASL ID "B00PCHT". PCHT is required to pack and ship the English Language Laboratory System to country. The PCHT cost varies by destination and the weight of the English Language Laboratory System or equipment programmed. The cost for PCHT must be provided by CECOM POCs. Policy is to air ship English Language Laboratory Systems into country. If it is not possible to ship an English Language Laboratory System via air, the Security Cooperation Organization (SCO) must advise SATFA, USASAC and CECOM of the preferred shipping method.
4. Program an English Language Laboratory System installation through SATFA. The installation should be programmed in the IMET FY in which you expect the English Language Laboratory System to be installed in your country. Use MASL ID B307010 for installation programming. Cost for an installation team depends upon the requirement. Tobyhanna Army Depot personnel are performing English Language Laboratory System installations. The exact cost will vary from country to country, an installation quote should be obtained from CECOM POCs.

**** BE ADVISED ****

YOU MUST ATTAIN APPROVAL FROM DLIELC BEFORE PROGRAMMING THE LAB IN THE ARMY PANEL AT THE SCETWG. ENGLISH LANGUAGE LABORATORIES DO NOT COME WITH MATERIALS. AUDIO AND COMPUTER BASED TRAINING MATERIALS MUST BE ORDERED SEPARATELY FROM DLIELC.

Transportation Procedure

In shipping an English Language Laboratory System (ELLS), a MARKFOR, SHIPTO and Transportation Accounting Code (TAC) and DODAAC are required which allows Tobyhanna Army Depot (TYAD) to ship ELLS requirements to OCONUS destinations.

MARKFOR must be the Point of Entry (POE) of the system. Initial entry point in-country, ex. airport or other facility should be used. Only use embassy if mandatory.

Example: Airport of the United States of America
 242 Constitution Avenue
 Blue Bank, Banderia

SHIPTO address MUST BE the final in-country destination where the system will be installed. In certain cases, countries may provide the SHIPTO address of their embassy or airport as these countries are capable of providing onward movement transportation.

Example: SAO, Military Academy Blue Bank, Banderia
 ATTN: Mr. Joe Jones
 Phone (111) 111-1111; Fax (111) 222-2222

DODAAC

Example: W56RTN

TYAD Room Size and Power Requirements for Language Learning Labs

Room size: The standard configuration of a lab would be X rows of 5 students each with the instructor in front of the class. For an AALL, this would require a room 16 to 19 feet wide and long enough to accommodate the desired number of rows. The length can be determined by using the attached listings of room sizes. Alternate configurations can be accommodated by altering the number of rows and number of students in the rows.

The room should not have windows behind the instructor, support poles, walls, or obstructions in the room. If there are obstructions the total room size will need to be increased to compensate for this space.

If the room has windows or doors that open into the room, additional space may be required.

The doorway to the classroom should be a minimum of 29 inches wide and 80 inches tall to allow for the movement of the instructor's console into the room.

Power for the language laboratory should be available near the area where the instructor's console will be installed. This is normally at the front of the room.

The language lab may have a voltage regulator to control the power to the language lab. The voltage regulator is only needed when the power is unstable with fluctuations in the voltage. If a regulator is required, it will need to be installed near the instructor's console, but not directly behind it as these generate some acoustical noise. The location should not be more than 10 to 15 feet from the console. Power should be provided, 220 or 110 volts AC, 50 or 60 HZ, 20 ampere circuit with a good earth ground.

The circuit should not be shared with noise generating devices such as motors, air conditioners, radios, etc. The circuit should be protected with a circuit breaker or fuse for safety purposes. The ground is needed to reduce noise from radiating sources. Loose or bare wires in need of repair prior to installing the lab, will result in additional costs to be determined at the time of the service.

The floor can be any composition, and should be relatively flat and smooth.

If desired, a rostrum for the instructor console can be installed in the front of the classroom. This is provided by the school and should 8 feet wide by 6 feet deep and 8 to 12 inches high. Normally, rostrums are 8 inches high. Construction is typically wood; however, they can be constructed of any material.

Note: Wiring for the console usually exits from the bottom of the console and runs under the rostrum to provide a clean smooth floor. It can be run on top of the floor.

Wiring to the student consoles is normally run on top of the floor; however, it can be run under or in the floor provided the school provides the necessary wiring devices to do so. If special arrangements are required, the school will have to provide local electricians to take care of these. This will take special coordination to accomplish as the installation time is short.

CECOM recommends the room be temperature controlled to protect the equipment from heat and humidity as well as for the comfort and learning enhancement of the students.

Chairs are NOT part of the language lab. The cost to buy chairs and ship them far exceeds the cost of procuring them locally. Normal classroom aids such as Smart Boards and blackboards are not provided. However, these may be procured on an FMS case, delivered, and installed.

5 Positions 1 Row of 2 Positions, 1 row of 3 positions: 5.03m x 6.25m (16.5' x 20.5') 1,500 Watts	25 Positions 5 Rows of 5 Positions: 11.49m x 7.01m (37.7' x 23.0') 5,500 Watts
10 Positions 2 Rows of 5 Positions: 7.01m x 6.25m (23.0' x 20.5') 2,500 Watts	30 Positions 5 Rows of 6 Positions: 11.49m x 8.11m (37.7' x 26.6') 6 Rows of 5 Positions: 13.24m x 7.01m (43.4' x 23.0') 6,500 Watts
15 Positions 3 Rows of 5 Positions: 7.01m x 7.92m (23.0' x 26.0') 3,500 Watts	35 Positions 5 Rows of 7 Positions: 11.49m x 9.15m (37.7' x 30.0') 7 Rows of 5 Positions: 15.00m x 7.01m (49.2' x 23.0') 7,500 Watts
20 Positions 4 Rows of 5 Positions: 9.74m x 7.01m (31.7' x 23.0') 5 Rows of 4 Positions: 11.49m x 6.03m (37.7' x 23.0') 4,500 Watts	40 Positions 5 Rows of 8 Positions: 11.49m x 10.19m (37.7' x 33.4') 8 Rows of 5 Positions: 16.74m x 7.01m (54.9' x 23.0') 8,500 Watts

Language Laboratory Systems Maintenance Training Teams

The English Language Laboratory Program has developed a two-day in-country training program. If programmed it will be delivered in conjunction with handoff/installation and should be coordinated as part of the overall purchase. The purpose of the two-day, standardized training program is designed to instruct electronic/computer technicians, English language instructors, training assistants, etc.... Class size is limited to a total of 20 trainees, a 1:10 instructor to trainee ratio is the standard size for a training class. Participants will be trained on the basics of laboratory operations, schematics, hands-on training, and basic system maintenance. Training will be performed upon the English Language Laboratory Systems/equipment acquired by country through the English Language Laboratory Program. The cost includes course materials, training aids, and manuals. The cost does not include travel, per diem, and expenses.

Type Of Training	Price-Yr	MasI Id	Loc	Imet-Cost	Part Number
1-10 Trainees' (1 Instructor)	2018	BTRNG10	BAT	\$5,100	TRAIN10
11-20 Trainees' (2 Instructors)	2018	BTRNG20	BAT	\$8,900	TRAIN20

US Army (CECOM) POCs for Language Laboratories:

Joseph Ortiz, Program Manager, (CECOM), Aberdeen Proving Grounds, MD

Commercial Phone: (443) 395-6361

E-mail: joseph.r.ortiz.civ@mail.mil

Matthew Oskam, Alternate POC

Commercial Phone: (443) 395-8173

E-mail: matthew.b.oskam.civ@mail.mil

Computer Based Training (CBT)

In the field of ELT, multimedia computer platforms and computer-assisted language learning methodologies have rapidly evolved to the point of universality in their application to language training. Computer Based Training (formerly referred to as Interactive Multimedia Instruction [IMI]), as the name suggests, employs multimedia—full-motion video, graphics, text, animation, and sound—to support classroom and textbook language learning objectives.

DLIELC has developed and integrated CBT as part of the total instructional package for its training materials and has virtually replaced audiotapes in the traditional language laboratory setting. Because students totally control the pace and direction of the CBT lessons, they can concentrate on exercises that will improve their own weakest areas and thus become more independent learners of English.

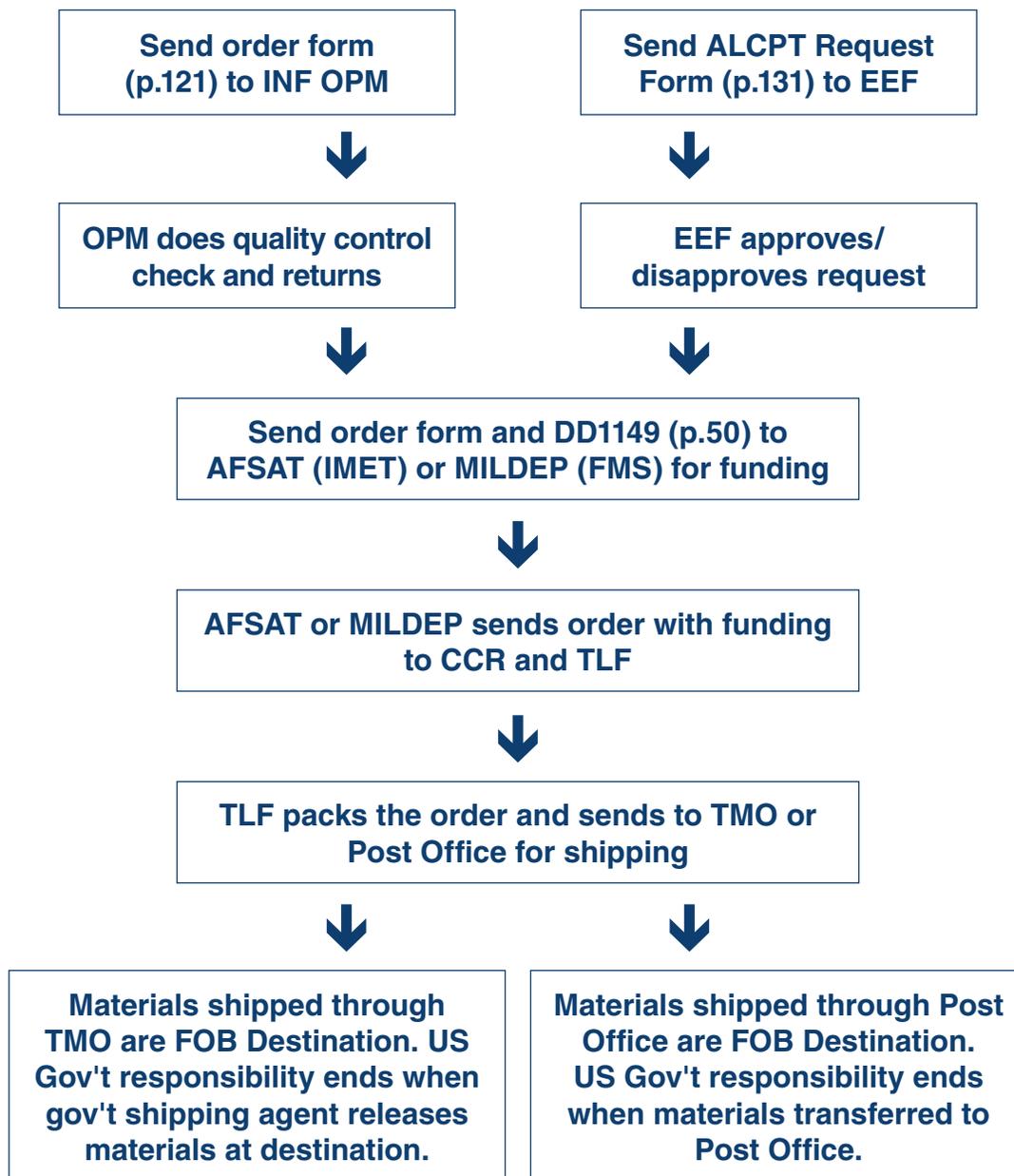
CBT has been developed to support Levels I through VI of the American Language Course. Students studying DLIELC’s ALC attend CBT labs two to four periods per book.

As more and more nonresident locations install computer labs for language training, it becomes more important for the SCOs to provide information on compatible computer lab or CBT systems.

CBT Systems Requirements	
Minimum Operating System and Software Requirements	
CBT courseware is compatible with the following Microsoft Windows operating systems:	
MS Windows 10	MS Windows Vista
MS Windows 8.1	MS Windows XP Service Pack 3
MS Windows 8	(minimum requirement)
MS Windows 7	
<u>NOTE:</u> 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)	

Part VIII — Ordering Information

Ordering Process for DLIELC Materials



INF = International Nonresident Support Flight
OPM = Overseas Program Manager
EEF = Test & Measurement Flight
CCR = Resources
TLF = Logistics Flight
TMO = Transportation Management Office

Note: Post Office shipping is subject to size restrictions.

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. US Federal Government agencies may also download the required DD Form 1149.
- › **All orders generated as of 1 October 2018 must be submitted on the FY19 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 20% of the cost of the materials. For OCONUS shipment to APO, DPO or FPO, include 20% of the cost of the materials. APO, FPO or DPO orders cannot exceed three boxes. 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

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. 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: AFMC 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.
- › APO, FPO or DPO orders cannot exceed three boxes.

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	\$15,000

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 to order, contact the International Nonresident Flight:

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

E-mail: 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

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

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. 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.

* **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. 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

Info copy to: DLIELC/INF

E-mail: 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.
- › APO, FPO or DPO orders cannot exceed three boxes.

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	\$15,000

Questions

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

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

E-mail: 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

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. 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
EXAMPLE	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.

* **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 Service 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	6. 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
	16. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

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

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

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

RECAP OF SHIPMENT INFORMATION	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	R E C E I P T	19. 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 →										

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

OMB No. 0704-0245
OMB Approval Expires April 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 Service Directorate (0704-0245). 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					6. 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)
								SHEET TOTAL	

FY19 Order Form

AMERICAN LANGUAGE COURSE INTENSIVE MATERIALS (ALC) (p. 80)				
Item Number	ALC Starter Packages	Price	Quantity	Total Price
LVL1STPCD	Level I Starter Package, Books 1-6 (p. 86)	\$1,875.00		
LVL2STPCD	Level II Starter Package, Books 7-12 (p. 87)	\$1,875.00		
LVL3STPCD	Level III Starter Package, Books 13-18 (p.88)	\$1,725.00		
LVL4STPCD	Level IV Starter Package, Books 19-24 (p. 89)	\$1,725.00		
LVL5STPCD	Level V Starter Package, Books 25-30 (p. 90)	\$1,725.00		
LVL6STPCD	Level VI Starter Package, Books 31-34 (p. 91)	\$1,275.00		
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).				
ALC Individual Materials				
Item Number	Book 1	Price	Quantity	Total Price
BK01IT	Instructor Text plus Audio CDs (Jan 03) (2 CDs)	\$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 plus Audio CD (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 plus Audio CD (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 plus Audio CD (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 plus Audio CD (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).**

FY19 Order Form

BK05QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK05FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 6	Price	Quantity	Total Price
BK06IT	Instructor Text plus Audio CD (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		
Item Number	Book 7	Price	Quantity	Total Price
BK07IT	Instructor Text plus Audio CD (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		
Item Number	Book 8	Price	Quantity	Total Price
BK08IT	Instructor Text plus Audio CD (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		
Item Number	Book 9	Price	Quantity	Total Price
BK09IT	Instructor Text plus Audio CD (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		
Item Number	Book 10	Price	Quantity	Total Price
BK10IT	Instructor Text plus Audio CD (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		
Item Number	Book 11	Price	Quantity	Total Price
BK11IT	Instructor Text plus Audio CD (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		

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BK11QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK11FC	Flash Cards (Jan 05)	\$25.00		
Item Number	Book 12	Price	Quantity	Total Price
BK12IT	Instructor Text plus Audio CD (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		
Item Number	Book 13	Price	Quantity	Total Price
BK13IT	Instructor Text plus Audio CD (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		
Item Number	Book 14	Price	Quantity	Total Price
BK14IT	Instructor Text plus Audio CD (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		
Item Number	Book 15	Price	Quantity	Total Price
BK15IT	Instructor Text plus Audio CD (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		
Item Number	Book 16	Price	Quantity	Total Price
BK16IT	Instructor Text plus Audio CD (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		
Item Number	Book 17	Price	Quantity	Total Price
BK17IT	Instructor Text plus Audio CD (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		
Item Number	Book 18	Price	Quantity	Total Price
BK18IT	Instructor Text plus Audio CD (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).**

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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		
Item Number	Book 19	Price	Quantity	Total Price
BK19IT	Instructor Text plus Audio CD (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		
Item Number	Book 20	Price	Quantity	Total Price
BK20IT	Instructor Text plus Audio CD (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		
Item Number	Book 21	Price	Quantity	Total Price
BK21IT	Instructor Text plus Audio CD (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		
Item Number	Book 22	Price	Quantity	Total Price
BK22IT	Instructor Text plus Audio CD (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		
Item Number	Book 23	Price	Quantity	Total Price
BK23IT	Instructor Text plus Audio CD (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		
Item Number	Book 24	Price	Quantity	Total Price
BK24IT	Instructor Text plus Audio CD (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		

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Item Number	Book 25	Price	Quantity	Total Price
BK25IT	Instructor Text plus Audio CD (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 plus Audio CD (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 plus Audio CD (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 plus Audio CD (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 plus Audio CD (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 plus Audio CD (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 (For Books 31-34) (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).**

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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 (For Books 31-34) (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 (For Books 31-34) (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 (For Books 31-34) (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		
American Language Course (ALC) Intensive Materials: TOTAL				

AMERICAN LANGUAGE COURSE COMPUTER BASED TRAINING (CBT) (p. 83)				
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		
Computer Based Training (CBT) Materials: TOTAL				

AMERICAN LANGUAGE COURSE NONINTENSIVE MATERIALS (NALC) (p.92)				
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	Volume 1 CBT CD Package (4-CDs)	\$2,000.00		
NALC Volume 2				
NALCV2ITKCD	Instructor Text plus Audio CD (Jan 05)	\$40.00		

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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	Volume 2 CBT CD Package (4-CDs)	\$2,000.00		
	NALC Volume 3			
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	Volume 3 CBT CD Package (4-CDs)	\$2,000.00		
	NALC Volume 4			
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	Volume 4 CBT CD Package (4-CDs)	\$2,000.00		
Nonintensive ALC (NALC) Materials: TOTAL				

ENGLISH SKILLS FOR STAFF OFFICERS IN MULTINATIONAL OPERATIONS (ESSO) (p. 95)

Item Number	ESSO Starter Package	Price	Quantity	Total Price
ESSOSTPDVD	ESSO Starter Package	\$845.00		
If you are purchasing individual ESSO books, the minimum order is 11 student texts, one instructor text, and one DVD .				
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		
ESSO Materials: TOTAL				

ENGLISH FOR SPECIFIC PURPOSES MATERIALS (p. 96)

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		

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

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AFTSPCDDVD	Air Force Topics, Starter Package	\$290.00		
NTSPCDDVD	Navy Topics, Starter Package	\$290.00		
If you are purchasing individual books the minimum order is 10 student texts and one instructor text.				
AMEC Individual Materials				
Item Number	Topics in Counterinsurgency (p. 96)	Price	Quantity	Total Price
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		
Item Number	General Military Topics (p. 96)	Price	Quantity	Total Price
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		
Item Number	Army Topics, Book 1 (p. 97)	Price	Quantity	Total Price
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		
Item Number	Army Topics, Book 2 (p. 97)	Price	Quantity	Total Price
ATBK2IT	Instructor Text (Jul 04)	\$30.00		
ATBK2ST	Student Text (Jul 04)	\$20.00		
ATBK2CD	Audio CDs (10)	\$50.00		
Item Number	Air Force Topics (p. 97)	Price	Quantity	Total Price
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		
Item Number	Navy Topics (p. 97)	Price	Quantity	Total Price
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		
Item Number	Aviation Topics and Activities CDs(p. 98)	Price	Quantity	Total Price
AVTOPICS1/CD	Aviation Topics and Activities CD1 (Apr 08)	\$500.00		
AVTOPICS2/CD	Aviation Topics and Activities CD2 (Mar 10)	\$500.00		
English for Specific Purposes Materials: TOTAL				

INSTRUCTIONAL SUPPORT MATERIALS (pp. 99-101)				
Item Number	Instructor Resources (p. 99)	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. 100)	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		

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Item Number	Classroom Resources (p. 101)	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. 101)	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		
Instructional Support Materials: TOTAL				

AMERICAN LANGUAGE COURSE PLACEMENT TEST (ALCPT) MATERIALS (p. 102)				
Purchase of the ALCPT requires prior approval from EEF. (ALCPT approval form on p. 131)				
Item Number	ALCPT Kits	Price	Quantity	Total Price
DLI6748	Package of 500 Answer Sheets	\$15.00		
ALCPT111KCD	Form 111	\$100.00		
ALCPT112KCD	Form 112	\$100.00		
ALCPT113KCD	Form 113	\$100.00		
ALCPT114KCD	Form 114	\$100.00		
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		

FY19 Order Form

ALCPT125KCD	Form 125	\$100.00		
ALCPT126KCD	Form 126	\$100.00		
ALCPT127KCD	Form 127	\$100.00		
ALCPT128KCD	Form 128	\$100.00		
ALCPT129KCD	Form 129	\$100.00		
ALCPT130KCD	Form 130	\$100.00		
ALCPT131KCD	Form 131	\$100.00		
ALCPT132KCD	Form 132	\$100.00		
ALCPT133KCD	Form 133	\$100.00		
ALCPT134KCD	Form 134	\$100.00		
ALCPT135KCD	Form 135	\$100.00		
ALCPT Materials: TOTAL				

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

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 131 and available online at www.dlielc.edu/Testing/ALCPT_test.php. Submit the completed “ALCPT Approval Request” form to DLIELC/EEF by email to 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

COMM: (210) 671-4889

DSN: (312) 473-4889

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: <i>(if different from purchaser)</i>	_____	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

Notes