

# Ordering Information

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## 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.
- › Download DD Form 1149 and the Order Form from our web site <http://www.DLIELC.edu>.
- › **All orders generated as of 1 October 2015 must be submitted on the FY16 order form. Orders on outdated forms will be returned for reprocessing.**

### 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

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#### 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

- › Indicate if partial orders are not acceptable; order will be held until all materials are available.
- › Add 4% fee based on cost of materials for packing, crating and handling.
- › For ground shipment within CONUS, include 10% of the cost of the materials. For OCONUS shipment to APO, DPO or FPO, include 10% of the cost of the materials. For OCONUS air shipment, include 50% of the cost of materials.

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## Contact

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

- › DLIELC/TLF  
Bldg 7535  
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 or  
E-mail: [dlielc.leslwork@us.af.mil](mailto:dlielc.leslwork@us.af.mil)