October 1, 2016

FY17
English Language Training Support for Security Cooperation Organizations

Defense Language Institute
English Language Center

DLIELC Directory

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Mailing address for all DLIELC offices: DLIELC/[OFFICE SYMBOL] 2235 ANDREWS AVENUE JBSA-LACKLAND, TX 78236-5259		
	DLIELC web page: www.dlielc.edu	

Defense Language Institute English Language Center

English Language Training Support for Security Cooperation Organizations

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

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

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

Contents

PART I—POLICY OVERVIEW

DLIELC VISION 5
DLIELC MISSION 5
DLIELC ACCREDITATION 5
DoD Policy on Security Cooperation-Sponsored English Language Training (ELT) 6
Information Required for a Decision to Conduct ELT by Other Than DLIELC 6

PART II—ENGLISH LANGUAGE TESTING

English Comprehension Level (ECL) Test 7
About the ECL 7
Table 1. The ECL Test 7
The ECL and Candidate Selection 8
Required ECL Testing 8
Diagram 1. Required ECL Testing 8
Diagram 2. In-Country ECL Testing 9
Diagram 3. US Service School ECL Testing 10
Diagram 4. DLIELC ECL Testing 10
Requesting ECL Testing 11
Memorandum for Record 12
FY___ Series ECL Request Form 13
FY___ Series Test Materials Request 13
American Language Course Placement Test (ALCPT) 14
About the ALCPT 14
Table 2. ECL vs. ALCPT 14
The ALCPT and Candidate Selection 14
Requesting the ALCPT 15
ALCPT Approval Request 16
Oral Proficiency Interview (OPI) 17
About the OPI 17
Table 3. The OPI 17
Scheduling an OPI 18
Diagram 5. OPI TESTING 19
English Language Testing Exemptions 20
Country Exemption Lists 20
Requesting a Country Exemption 20

PART III—RESIDENT ENGLISH LANGUAGE TRAINING PROGRAM

Resident English Language Training Program 21
American Language Course 21
General English Training 21
ALC Placement Guidelines 22
DLIELC Student Profile Charts 23
DLIELC Student Profile Charts (continued) 24
The DLIELC e-WHEEL Programming Guidance. 25
How to Use the e-Wheel in 3 Easy Steps. 25
Image A Estimated Weeks to Achieve the ECL. 26
Image B Estimated Weeks to Achieve the ECL Attend OPSAV (16 weeks) and SET (9 weeks) 26
Image C Estimated Start Date to Achieve the ECL Attend SET, and Graduate from DLIELC 26
Specialized English Training. 27
SET PROGRAM 27
Courses in General and Specialized English Training 28
American Language Courses (ALC) 28
SUMMARY OF DLIELC General and Specialized English MASLs 31
DLIELC Graduation Requirements 32
Advanced English Training (AET) Including Instructor Development. 33
Advanced English Training Courses and Entry/Graduation Requirements 34
Advanced English Training Courses and Entry/Graduation Requirements (continued) 35
Advanced English Training 36
Courses for Advanced Language Development. 36
Advanced Language Proficiency Skills (ALPS) 37
Courses for English Language Specialists. 40
Instructor Development Courses 40
Professional Development Courses 43
Advanced English Training FY17 Course Schedule 47
Advanced English Training FY18 Course Schedule 48

PART IV—STUDENT INFORMATION

SCO In-Country Student Pre-Departure Checklist 49
Additional information for SCO 50
IMSs Pre-Departure Checklist 51
IMSs Reporting and In-Processing Procedures. 52
Contact DLIELC 52

Table of Contents continued on next page ➢➢➢

Transportation to DLIELC 52
Initial Report to DLIELC IRD. 52
Defense Biometric Identification System (DBIDS) 53
Lodging. 53
Firearms / Weapons 53
IMSs Driving Privileges. 54
Medical 55
IMSs Class Attendance 56
Uniforms and Saluting 57
Physical Training (PT) 57
Out-Processing and Graduation 58

PART V—IN-COUNTRY ENGLISH LANGUAGE TRAINING PROGRAM

General Information 59
Mission 59
ELTP Checklist for Security Cooperation Organizations (SCOs) 59
Planning an Effective ELTP 61
Manning 61
Curriculum 61
Training Management 61
Facilities 62
ELT Assistance 63
Overview 63
Requesting DLIELC Services 66
Nonresident English Language Training Courses 67
Language Laboratory Systems 72
How to Obtain Language Laboratory Systems with FMS Funding 75
How to Obtain Language Laboratory Systems with IMET Funding 76
Transportation Procedure. 77
TYAD Room Size and Power Requirements for Language Learning Labs 77
Language Laboratory Systems Maintenance Training Teams 79
US Army (CECOM LCMC) POCs for Language Laboratories: 79
Computer Based Training (CBT) 80

Part I — Policy Overview

DLIELC VISION

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

DLIELC MISSION

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

DLIELC 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 Oct 05, 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: • 66 listening (on audio CD) • 34 reading	***Average*** of 38 items: • ±19 listening • ±19 reading
15 fixed-length forms (versions) available	Unique variable-length form based on individual ability level
Test administration approximately 75 minutes: • about 60 mins. for the test • about 15 mins. for administrative procedures *Does **not** include time for scoring tests*	Test administration approximately 45 minutes: • an ***average*** of 27-30 mins. for the test • about 15 mins. for administrative procedures *Test times out automatically after 45 minutes*
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: • a CD player - ***OR*** - • a computer with high-fidelity speakers	Required hardware *per candidate*: • 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 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. Required ECL Testing

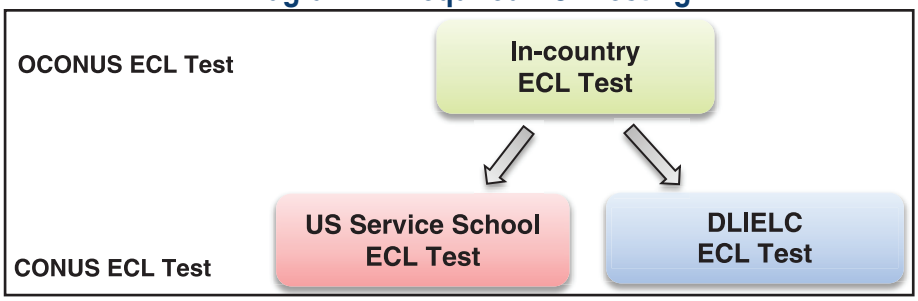
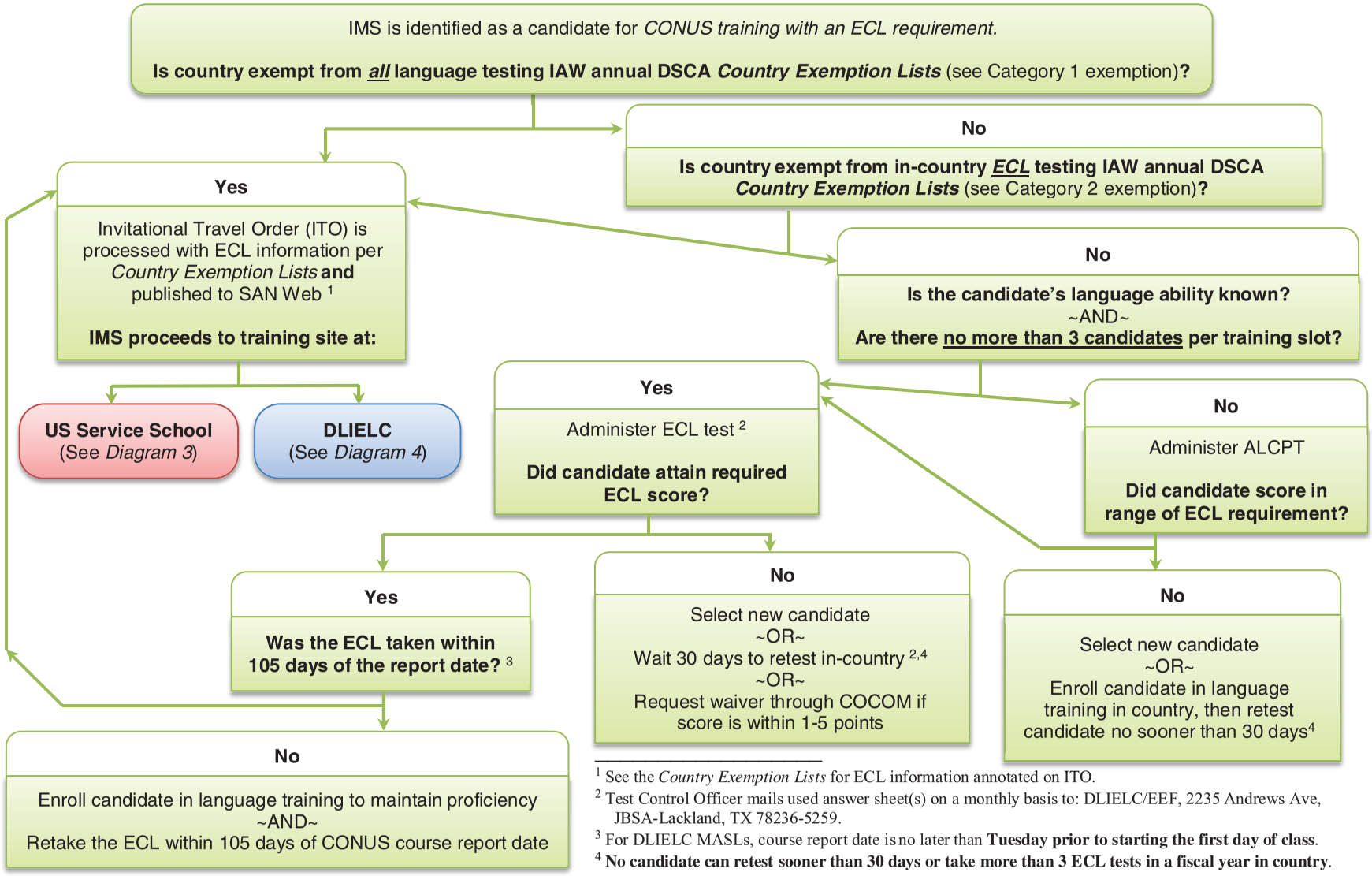


Diagram 1 offers an overview of where ECL testing is required. Unless the International Military Student's (IMS) country is on the DSCA *Country Exemption Lists* (see page 20), IMSs are tested in country, and then again upon arrival at the first CONUS training site. Only recent DLIELC graduates (with 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.

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



[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

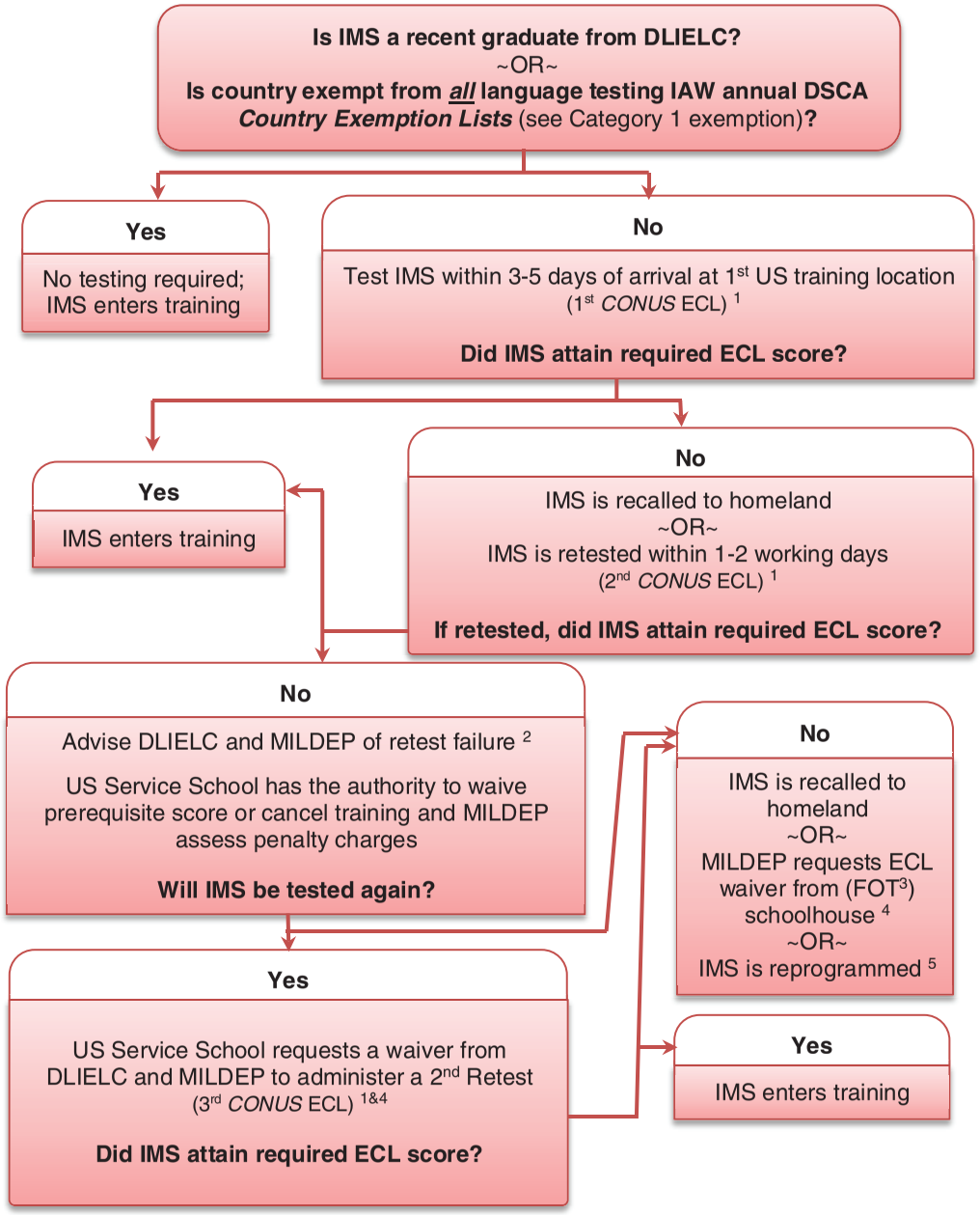
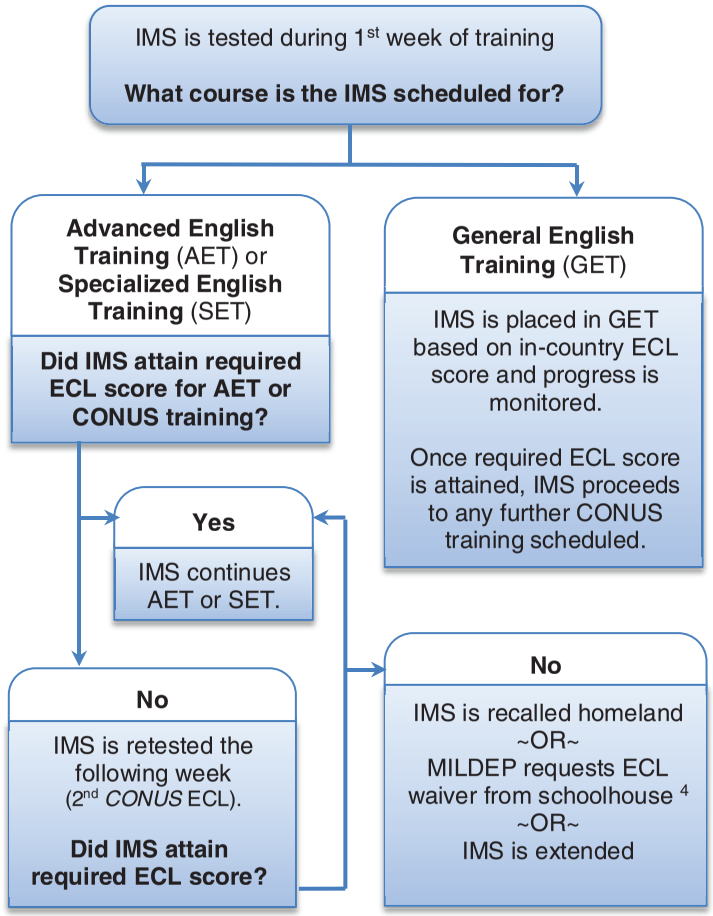


Diagram 4. DLIELC ECL Testing



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[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.html.

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.html) 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* (AF Form 1565) 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/ecl_site.html.

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
• English language proficiency exam	
• TCO controlled for test security	
• 100 items: 66 listening, 34 reading (approx. 1 hour) [1]	
• Scores correlate	
• No cost to approved sites	• Purchased by approved sites
• TCO/ATCO ***must*** be US citizen working for US Government	• TCO/ATCO is locally appointed by ELTP
• Directly monitored by DLIELC/EEF	• Not directly monitored by DLIELC/EEF
• Forms expire annually; 15 new forms created annually [1]	• Forms don't expire; 25 forms currently available (see *ALCPT Handbook*) system [1]
• Valid for MASL & OPI requirements	• Valid for OPI requirement of ECL-exempt countries ***only***
	• Used in ELTPs (placement & exit/grad.)
	• Used to screen for ECL readiness

[1] When compared to the paper & pencil ECL – see Table 1 (page 7) for more information on the different ECL test formats.

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:

1. to screen candidates for readiness to take the ECL test, and
2. 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.html) 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.

User Agreement

User agrees to:

- Maintain all ALCPT materials secured at all times: 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.
- Use the test for the following purposes **ONLY**:
  - ✓ Place students in an ALC language program;
  - ✓ Evaluate student progress *midway* and *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 with the military.
- 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 agrees that:

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

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

Contact Information

Date: _____

Purchasing organization: _____ Country: _____

Point of contact: _____

Email/phone/(DSN if applicable): _____

Test Program Information

Organization/schoolhouse administering & storing the tests: *(if different from purchaser)* _____ State/Region: _____

City: _____

ALCPT test control officer (TCO): _____

Email/phone/(DSN if applicable): _____

Test security measures in place: _____

Number of sessions per year: _____ Max. number tested per session: _____

Number of test rooms: _____ Seating capacity per room: _____

Request Information

Purpose for ALCPT testing: _____

ALCPT Forms (versions) **owned**: _____ Country: _____

Quantity of Forms ***requested*** (max. 10): _____ Quantity of ***kits per form requested:*** _____

For Office Use Only: AP __ APW __ DA __

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 (i.e., 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: • tasks accomplished • topics and situations • degree of grammatical and lexical accuracy • 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: • the first digit is the listening comprehension score • the second digit is the speaking score
Required facilities / equipment	Private, quiet room with: • a chair, a table/desk • a telephone (*must be a land-line*; 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%20Request%20Form.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.

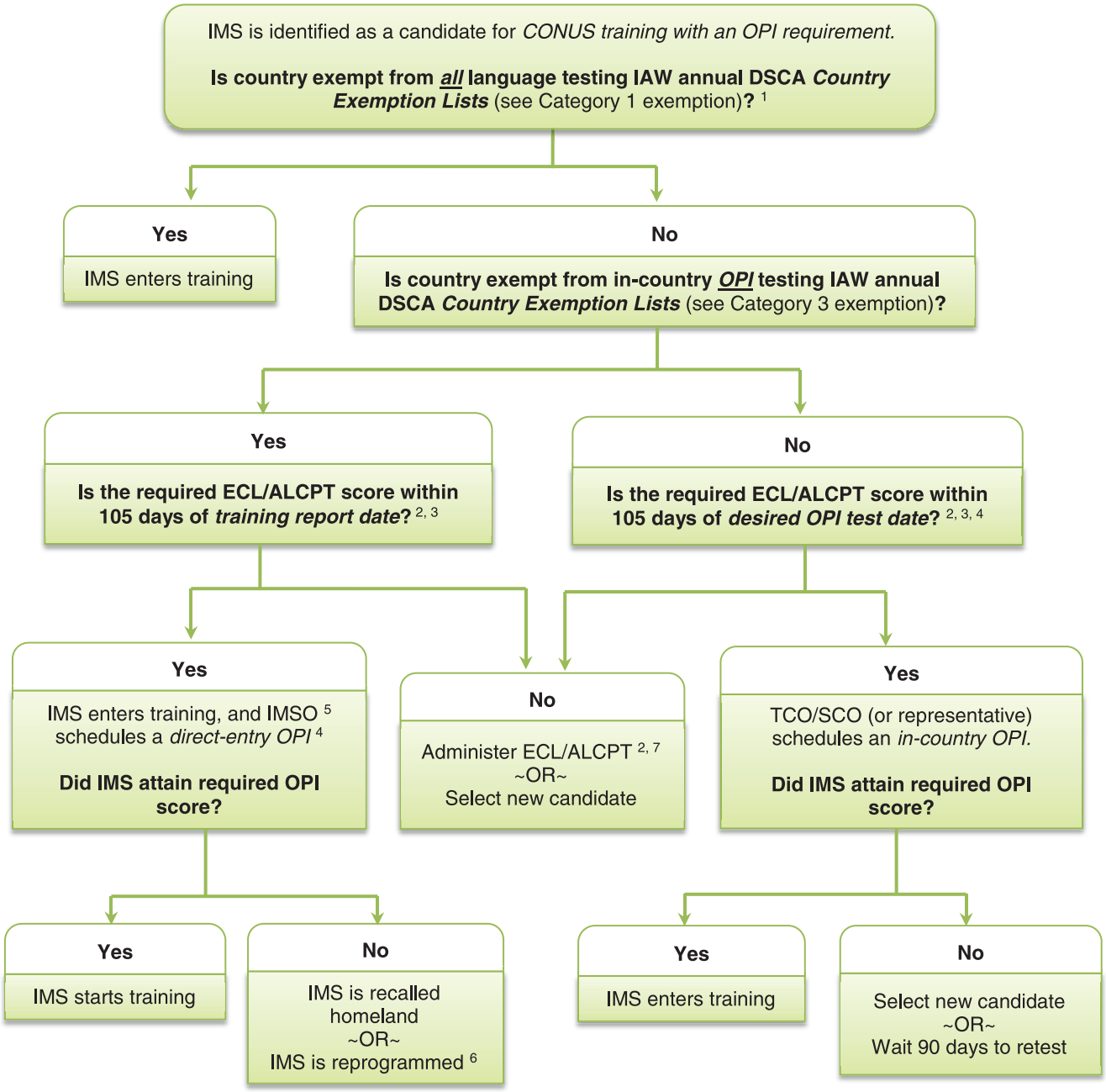
4) SCOs agree to follow all test protocol detailed in DLIELC Instruction 1025.9 and in the appointment confirmation email sent by the OPI Coordinator. If protocol is not followed, an OPI may be terminated and declared to be invalid.

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.html) 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 FY16 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 FY17 and FY18 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

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
Level I	1	0*
	2	0*
	3	0*
	4	0* - 29
	5	0* - 29
	6	0* - 29
Level II	7	25 - 33
	8	29 - 37
	9	33 - 41
	10	37 - 45
	11	41 - 49
	12	45 - 51

	Book	ALCPT Score
Level III	13	49 - 53
	14	51 - 55
	15	53 - 57
	16	55 - 59
	17	57 - 61
	18	59 - 63
Level IV	19	61 - 65
	20	63 - 67
	21	65 - 69
	22	67 - 71
	23	69 - 73
	24	71 - 74

	Book	ALCPT Score
Level V	25	73 - 75
	26	74 - 76
	27	75 - 77
	28	76 - 78
	29	77 - 79
	30	78 - 81
Level VI	31	80 - 85
	32	80 - 85
	33	80 - 85
	34	80 - 85

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

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
- Instructor Text
- Resource Book
- DVD
- Assessment Kit

DLIELC Student Profile Charts

DLIELC Training Level & Limitations	FOT* Examples per ECL Requirement, OPI, and Other Possible Prerequisites
The DLIELC-trained language learner in this range should be able to: • 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.	**60-65 ECL score requirement.** Less than 1% of FOT courses select this level of proficiency. For example: • 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)
The DLIELC-trained language learner in this range should be able to: • 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.	**70-75 ECL score requirement.** Target level for technical jobs. For example: • 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
The DLIELC-trained language learner in this range should be able to: • 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.	**80 ECL score requirement.** Appropriate level for higher level Professional Military Education (PME) or hazardous courses. For example: • Management courses • Some undergraduate pilot training (UPT) • EOD • Diving courses • Basic Underwater Demolition • Some initial pilot training An Oral Proficiency Interview (OPI) is a prerequisite for aviation courses, where listening comprehension and speaking and pronunciation skills are critical for success. For students attending PME courses, a DLIELC PME Prep course, offered in Advanced English Training, is highly recommended. FOT courses with a highly technical or professional component should consider previous experience in the content or technical area as a prerequisite. Some FOT sites use the Nelson-Denny reading test for additional assessment of reading ability.
The DLIELC-trained language learner in this range should be able to: • 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.	**85 ECL score requirement. For example:** • Advanced Flying courses and some UPT • Safety Engineer courses • Intelligence Officer course • Public Affairs Qualification course (PAQC) An Oral Proficiency Interview (OPI) test is also a prerequisite for exchange officer programs, advanced and/or instructor aviation courses, and public affairs courses. 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.
• 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.	**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: • Judge Advocate Officer graduate program • International Counterterrorism Fellows program 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.

** 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

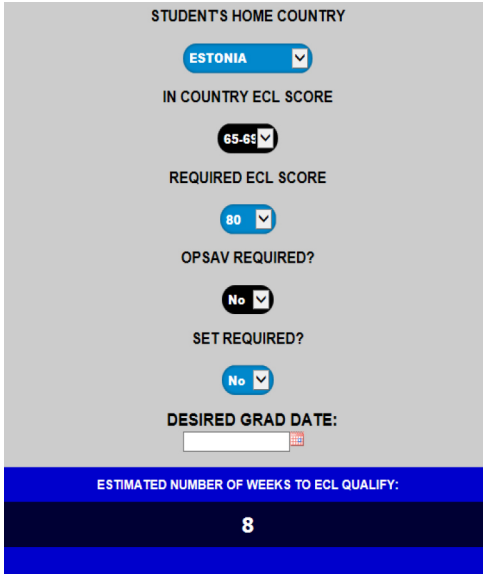
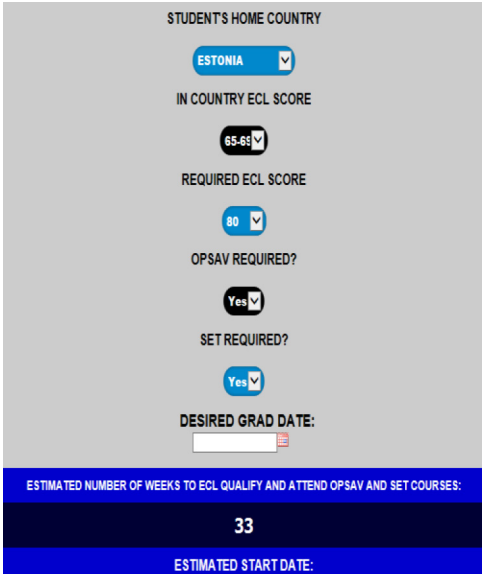


Image B

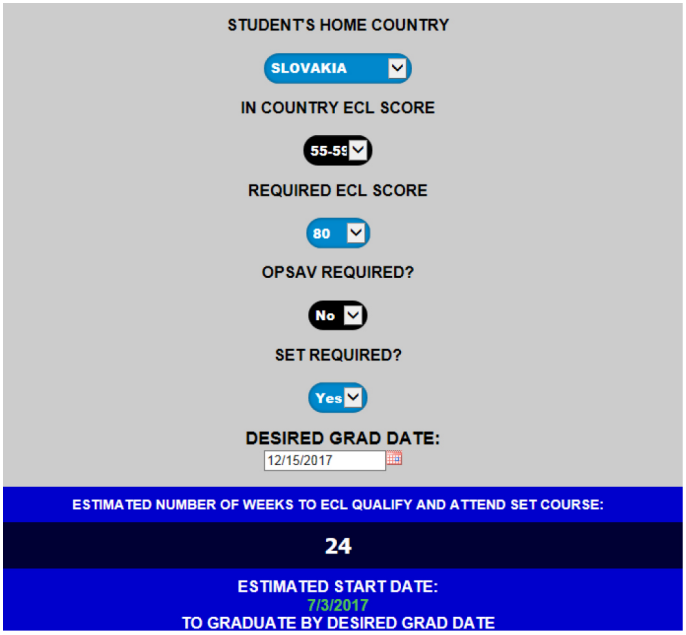
Estimated Weeks to Achieve the ECL
Attend OPSAV (16 weeks) and SET (9 weeks)



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



Specialized English Training

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

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

NOTE: the code-specific modules depend on the scheduled FOT.

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 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: Highest required FOT ECL; 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: If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MilDep must submit a separate waiver request (IMT-6 form) 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)

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: 55 ECL minimum for entry into GET and 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: 55 ECL and/or highest required FOT ECL and OPI.

Diploma Requirements: Variable course length, ECL and OPI qualified, and 70 Book Quiz average (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 (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, PME Prep (some FOTs require PME Prep) or to go to an FOT that does not require SET. Students can also 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 basically 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	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 from **four to 16** weeks since the OPI can only be administered at 30-day intervals. 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. I**f 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.** MASL D177028 is established for USAF ALP Scholarship students and is used for funding purposes only.

DLIELC Graduation Requirements

		GRADUATION REQUIREMENTS					GRADUATION DOCUMENTS	
COURSE NAME	MASL	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	9 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177028	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

[1]*All 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 FY17 and FY18 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 2 January 2017, followed by the MACS course, which starts immediately after the end of the AELIC course on 24 April 2017, as long as the student meets the requirements for both courses.

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	6 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; six students minimum and maximum 10; **Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.**	80	Present 80% in final week	Diploma
ALPS II (D177031)	12	85	2/2 OPI must be conducted prior to arrival/course entry	six 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 is strongly recommended for students with FOT TOEFL requirement; during the course, students must score at least 78 on TOEFL iBT (minimum 16 in each skill) for FOT at Naval Postgraduate School; six 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 students minimum and maximum 10	80	Present 80% in final week	Diploma
AELIC (D177006)	16	85	2/2 OPI must be conducted prior to arrival/course entry	minimum 2 years' ESL/EFL teaching experience; must be a BALIC graduate or have a teaching degree or equivalent; six 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 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 and Requirements	Average classroom assessments	Attendance	Graduation Document all course requirements met
Professional Development Courses							
MELT (D177013)	9	80	N/A	six students minimum and maximum 10	Pass	Present 80% in final week	Diploma
MDS (D177030)	8	85	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 students minimum and maximum 10	Pass	Present 80% in final week	Certificate of Training
Observer Professional — General Course (D177002)	1-2 variable	N/A	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 — E L P T (D177003)	2	85	2+/2+ OPI must be conducted prior to arrival/course entry	four 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.

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

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

PME Prep

FY17 Class Schedule		FY18 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
7 NOV 16	6 JAN 17	6 NOV 17	5 JAN 18
6 FEB 17	7 APR 17	5 FEB 18	6 APR 18
13 MAR 17	12 MAY 17	12 MAR 18	11 MAY 18
27 MAR 17	26 MAY 17	26 MAR 18	25 MAY 18
10 APR 17	9 JUN 17	9 APR 18	8 JUN 18
17 APR 17	16 JUN 17	16 APR 18	15 JUN 18
1 MAY 17	30 JUN 17	30 APR 18	29 JUN 18
15 MAY 17	14 JUL 17	14 MAY 18	13 JUL 18
22 MAY 17	21 JUL 17	21 MAY 18	20 JUL 18

Advanced Language Proficiency Skills (ALPS)

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

ALPS I
MASL D177018

Course Length: 12 weeks

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

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

Notes: 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.

2) Students entering the course with a 2/1+ OPI will be administered a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.

3) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

4) Consider scheduling students for ALPS I followed by ALPS II or MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.

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

ALPS I

FY17 Class Schedule	
Start Date	Grad Date
26 DEC 16	17 MAR 17
27 MAR 17	16 JUN 17
19 JUN 17	8 SEP 17

FY18 Class Schedule	
Start Date	Grad Date
2 OCT 17	22 DEC 17
25 DEC 17	16 MAR 18
26 MAR 18	15 JUN 18
18 JUN 18	7 SEP 18

ALPS II
MASL D177031

Course Length: 12 weeks

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

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

Notes: 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.

2) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

3) Consider scheduling students for ALPS II followed by AELIC, MELT, or MDS. Check the course dates and bar graphs in this catalog for possible sequential progression.

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

ALPS II

FY17 Class Schedule	
Start Date	Grad Date
26 DEC 16	17 MAR 17
27 MAR 17	16 JUN 17
19 JUN 17	8 SEP 17

FY18 Class Schedule	
Start Date	Grad Date
2 OCT 17	22 DEC 17
25 DEC 17	16 MAR 18
26 MAR 18	15 JUN 18
18 JUN 18	7 SEP 18

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, an in-country TOEFL iBT score of 70 or higher is strongly recommended.

4) Consider scheduling students for the ALPS III TOEFL course followed by MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.

5) Iterations of the ALPS III TOEFL course can be added to the schedule on the condition that a minimum of 6 students can be programmed.

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

ALPS III

FY17 Class Schedule	
Start Date	Grad Date
28 NOV 16	17 MAR 17
27 FEB 17	16 JUN 17
22 MAY 17	8 SEP 17
4 SEP 17	22 DEC 17

FY18 Class Schedule	
Start Date	Grad Date
27 NOV 17	16 MAR 18
26 FEB 18	15 JUN 18
21 MAY 18	7 SEP 18
3 SEP 18	21 DEC 18

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.

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

BALIC

FY17 Class Schedule		FY18 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
31 OCT 16	5 MAY 17	30 OCT 17	4 MAY 18
2 JAN 17	7 JUL 17	1 JAN 18	6 JUL 18
6 MAR 17	8 SEP 17	5 MAR 18	7 SEP 18
8 MAY 17	10 NOV 17	7 MAY 18	9 NOV 18
10 JUL 17	12 JAN 18	9 JUL 18	11 JAN 19
11 SEP 17	16 MAR 18	10 SEP 18	15 MAR 19

Advanced English Language Instructor Course (AELIC)
MASL D177006

Course Length: 16 weeks

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

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

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

2) Students must have completed BALIC or have a teaching degree (or its equivalent).

3) Students must be ESL/EFL instructors with a minimum of two years' experience.

4) Consider scheduling students for AELIC followed by MACS or MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.

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

AELIC

FY17 Class Schedule	
Start Date	Grad Date
2 JAN 17	21 APR 17
8 MAY 17	25 AUG 17
11 SEP 17	29 DEC 17

FY18 Class Schedule	
Start Date	Grad Date
1 JAN 18	20 APR 18
7 MAY 18	24 AUG 18
10 SEP 18	28 DEC 18

Methodology and Culture Seminar (MACS)
MASL D177019

Course Length: 9 weeks

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

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

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

2) Students must be ESL/EFL instructors with a minimum of two years' experience.

3) Consider scheduling students for MACS followed by ALPS I or ALPS II. Check the course dates and bar graphs in this catalog for possible sequential progression.

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

MACS

FY17 Class Schedule	
Start Date	Grad Date
23 JAN 17	24 MAR 17
24 APR 17	23 JUN 17
28 AUG 17	27 OCT 17

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

Professional Development Courses

Managing English Language Training (MELT)
MASL D177013

Course Length: 9 weeks

Entry Requirements: 80 ECL

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

Note: Consider scheduling students for an ALPS course followed by MELT or for MELT followed by an ALPS course. Check the course dates and bar graphs in this catalog for possible sequential progression.

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

MELT

FY17 Class Schedule		FY18 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
24 OCT 16	23 DEC 16	23 OCT 17	22 DEC 17
20 MAR 17	19 MAY 17	19 MAR 18	18 MAY 18
28 AUG 17	27 OCT 17	27 AUG 18	26 OCT 18

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) Each participant is expected to complete a preparatory task which is to be submitted to DLIELC **within two weeks from the date of enrollment** in MDS.

Click HERE to access the documents that make up the MDS preparatory task.

4) Consider scheduling students for ALPS II followed by MDS. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 participants and a maximum of ten per group.

MDS

FY17 Class Schedule	
Start Date	Grad Date
19 JUN 17	11 AUG 17

FY18 Class Schedule	
Start Date	Grad Date
18 JUN 18	10 AUG 18

Observer Professional Training – Familiarization with DLIELC MASL D177002

Course Length: 1 week

Entry Requirements: 80 ECL

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).

Observer Professional Training

FY17 Class Schedule	
Start Date	Grad Date
As requested	

FY18 Class Schedule	
Start Date	Grad Date
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.

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

Observer Professional Training – ELPT

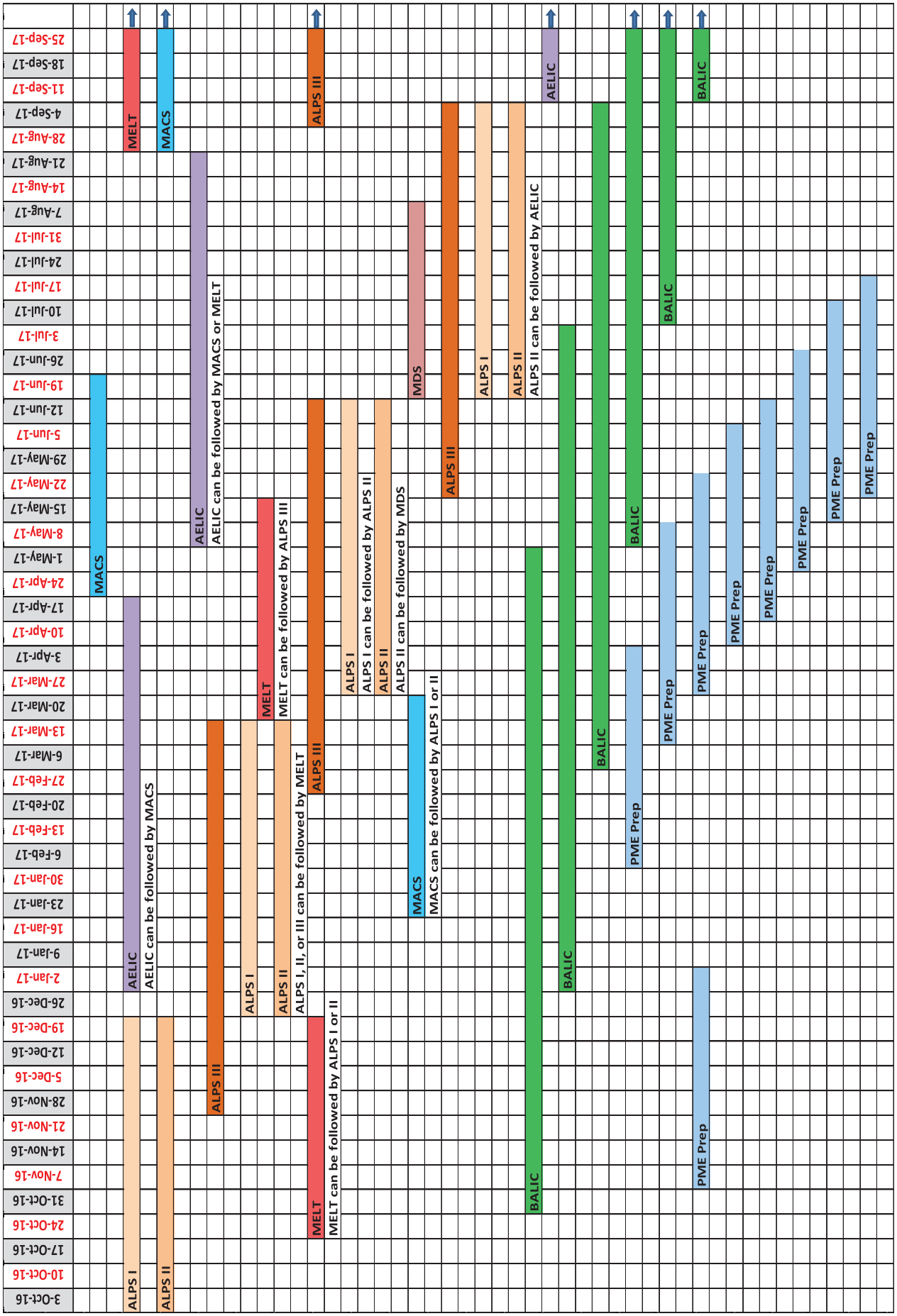
FY17 Class Schedule	
Start Date	Grad Date
As requested	

FY18 Class Schedule	
Start Date	Grad Date
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 FY17 Course Schedule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24-Oct-16
31-Oct-16
7-Nov-16
14-Nov-16
21-Nov-16
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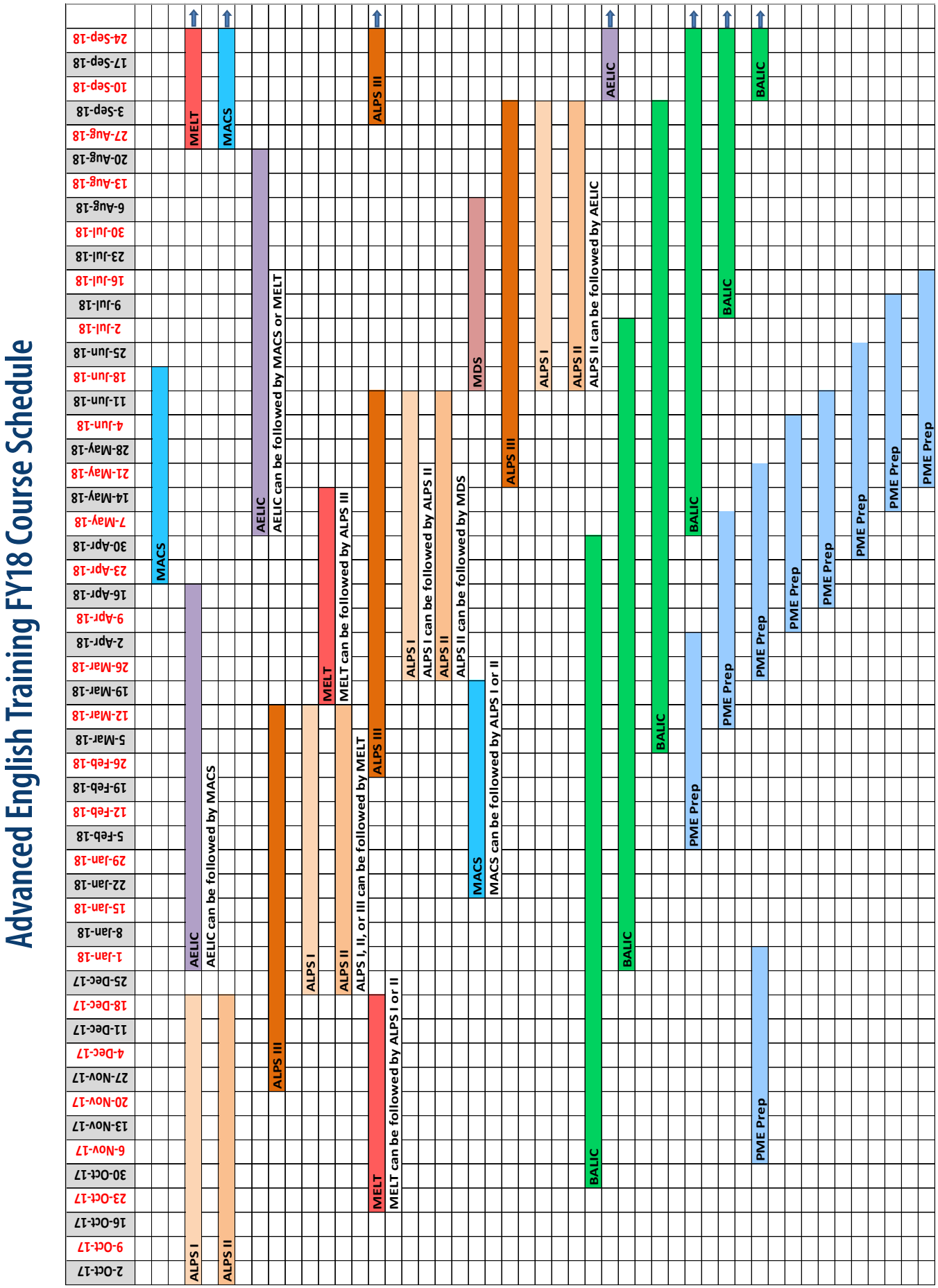
5-Dec-16
12-Dec-16
19-Dec-16
26-Dec-16
2-Jan-17
9-Jan-17
16-Jan-17
23-Jan-17
30-Jan-17
6-Feb-17
13-Feb-17
20-Feb-17
27-Feb-17
6-Mar-17
13-Mar-17
20-Mar-17
27-Mar-17
3-Apr-17
10-Apr-17
17-Apr-17
24-Apr-17
1-May-17
8-May-17
15-May-17
22-May-17
29-May-17
5-Jun-17
12-Jun-17
19-Jun-17
26-Jun-17
3-Jul-17
10-Jul-17
17-Jul-17
24-Jul-17
31-Jul-17
7-Aug-17
14-Aug-17
21-Aug-17
28-Aug-17
4-Sep-17
11-Sep-17
18-Sep-17
25-Sep-17
ALPS I
ALPS II
MACS
AELIC
AELIC can be followed by MACS
ALPS III
AELIC
AELIC can be followed by MACS or MELT
ALPS I
ALPS II
MELT
MELT can be followed by ALPS III
ALPS I, II, or III can be followed by MELT
MELT
MELT can be followed by ALPS I or II
ALPS III
ALPS I
ALPS I can be followed by ALPS II
ALPS II
ALPS II can be followed by MDS
MACS
MACS can be followed by ALPS I or II
MDS
ALPS III
ALPS I
ALPS II
ALPS II can be followed by AELIC
BALIC
BALIC
PME Prep
BALIC
PME Prep
BALIC
PME Prep
PME Prep
PME Prep


Advanced English Training FY18 Course Schedule
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9-Oct-17
16-Oct-17
23-Oct-17
30-Oct-17
6-Nov-17
13-Nov-17
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27-Nov-17
4-Dec-17
11-Dec-17
18-Dec-17
25-Dec-17
1-Jan-18
8-Jan-18
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5-Mar-18
12-Mar-18
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7-May-18
14-May-18
21-May-18
28-May-18
4-Jun-18
11-Jun-18
18-Jun-18
25-Jun-18
2-Jul-18
9-Jul-18
16-Jul-18
23-Jul-18
30-Jul-18
6-Aug-18
13-Aug-18
20-Aug-18
27-Aug-18
3-Sep-18
10-Sep-18
17-Sep-18
24-Sep-18
ALPS I
AELIC
AELIC can be followed by MACS
MACS
ALPS II
ALPS III
AELIC can be followed by MACS or MELT
ALPS I
ALPS II
ALPS I, II, or III can be followed by MELT
MELT
MELT can be followed by ALPS III
ALPS III
MELT can be followed by ALPS I or II
ALPS I
ALPS I can be followed by ALPS II
ALPS II
ALPS II can be followed by MDS
MACS
MACS can be followed by ALPS I or II
MDS
ALPS III
ALPS I
ALPS II
ALPS II can be followed by AELIC
BALIC
AELIC
BALIC
PME Prep
BALIC
PME Prep
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PME Prep
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PME Prep
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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 JP Morgan Chase	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 FY16/17 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 0800 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.
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.** Military departments may exercise their independent authority to authorize dependents on invitational travel orders. In such cases, assessing the sufficiency of support at JBSA-Lackland for respective dependents is a military department responsibility.
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. I**MSs 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

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 210-671-2927/2929.
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	BURUNDI	EAST TIMOR
INDONESIA	LIBERIA	MONTENEGRO
OMAN	CAMEROON	MOZAMBIQUE
ANGOLA	LIBYA	TUVALU
IRAQ	SOLOMON ISLANDS	ETHIOPIA
KIRIBATI	CAPE VERDE	GABON
KOSOVO	SOUTH SUDAN	NAURU
BOSNIA HERZEGOVINA	CHAD	VANUATU
BOTSWANA	MALDIVE ISLAND	NEPAL
SAO TOME & PRINCIPE	SURINAME	WESTERN SOMOA
BURKINA FASO	COMOROS ISLANDS	GUINEA
BOSNIA HERZEGOVINA	MAURITANIA	YEMEN
TONGA	DJIBOUTI	ZAMBIA
SAUDI ARABIA	TAIWAN	

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 emergency 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 five (5), ten (10), and 15 points. All letters will be filed in the IMSs record.

      (1) At 15 Attendance Points, a Special Inquiry of Attendance (SI-A) will be conducted. Consult DLIELC Inst. 1325.1 for further details.

      (2) At 15 Disciplinary Points, a Disciplinary Evaluation Board (DEB) will be convened. Consult DLIELC Inst. 1325.1 for further details.

b. 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.

Part V — In-Country English Language Training Programs

General Information

Mission

From the point of view of US national interests, the mission of an in-country English Language Training Program (ELTP) is to produce a sufficient number of English language-qualified personnel to support US Security Cooperation objectives. Effective in-country ELTPs are a vital link in the Security Cooperation chain. The English language-qualified personnel produced by in-country ELTPs are essential to the success of US arms sales and transfers because they are the individuals who are trained, frequently in CONUS, to maintain and operate the weapon systems received from the US. The in-country ELTPs also serve as a pipeline for students in transition to US military technical schools or Professional Military Education (PME). Therefore, the goal of an in-country ELTP is to train the student to the level of English language proficiency required for technical training or PME as measured by the ECL test.

ELTP Checklist for Security Cooperation Organizations (SCOs)

Below are questions which should be asked by SCOs when planning or supporting an in-country ELTP. These questions are also the questions DLIELC will ask should the SCO request DLIELC assistance in establishing or maintaining an in-country ELTP.

1. **Purpose of ELTP**
   a. What is the purpose of the ELTP?
      (1) Do graduates attend CONUS training?
      (2) Does the ELTP support the operation and maintenance of US-origin equipment?
      (3) Are students trained to meet requirements other than those of the US Security Cooperation Program? If so, what are those requirements?
   b. In what ways does the ELTP further the objectives of the US Security Cooperation Program?

2. **Curriculum**
   a. If the American Language Course (ALC) is the primary ELTP curriculum, is there an adequate supply of materials on hand to meet the program's objectives?
   b. If the ALC is not used, what is?
   c. Are American Language Course Placement Tests (ALCPT) on hand to evaluate training progress and readiness to take the ECL?

3. **Training Management**
   a. How many students will be trained each year?
   b. Are students sent to CONUS training funded under IMET or FMS?
   c. Do IMET-sponsored students need an ECL waiver?
   d. What level of proficiency will students have upon entry into the ELTP?
   e. What ECL scores will graduates require?

f. What is the general educational level of the students?

g. Is the training

(1) Intensive (20 or more class-hours per week)?

(2) Nonintensive (fewer than 20 class hours per week)?

h. How many ELTP training sites are there?

i. Would the ELTP benefit from a survey conducted by a DLIELC team?

4. **Instructors**

a. Are there a sufficient number of qualified indigenous English language instructors available to serve as instructors in the ELTP?

b. Have ELTP instructors received training on the ALC materials?

c. Should local instructors be sent to DLIELC for training?

d. Should a DLIELC team be requested to provide training to the local instructors on the ALC materials?

5. **Facilities**

a. Are classroom, administrative and storage facilities adequate?

b. Are laboratory facilities adequate?

(1) Are there a sufficient number of laboratory positions available for the ELTP?

(2) What kind and level of laboratory is required?

(3) How many hours per week are the laboratories used?

(4) Is there an in-country capability to install and maintain audio laboratories, video equipment, and/or multimedia laboratories?

(5) Is a Technical Assistance Team (TAT) required to install or repair the laboratory equipment?

c. Are facilities adequately heated and/or cooled?

Planning an Effective ELTP

Manning

1. **DLIELC Training for Managers and Instructors**: The success of any language training program depends upon the knowledge and competency of supervisory and instructor personnel. In addition to initial instructor training, it is important to establish a program to ensure continuing professional development of staff members. DLIELC conducts English language instructor courses and a management course to train in-country ELTP personnel. DLIELC also provides a form of on-the-job training called Observer Professional training. See Part II, Resident English Language Training Program for training options.

2. **Student-Instructor Ratio**: Student-to-instructor ratios should be no higher than 10:1 in order to provide individual students ample opportunity to participate in classroom activities. While not all countries have the resources to support this ratio, it is a standard to bear in mind when making decisions concerning staffing and the number of students admitted to a training program.

Curriculum

ALC materials, produced by DLIELC and described in the *DLIELC Catalog - Materials, Courses, and Support,* are recommended as the curriculum for in-country ELTPs which provide training to adult military personnel or Ministry of Defense civilians. The ALC has proven highly successful in the training of such students.

Training Management

1. **Homogenous Grouping of Students**: Students should be grouped into classes as homogeneously as possible based on their level of proficiency and rate of academic progress. The ALCPT described in the DLIELC Catalog should be used to determine student English language proficiency, and the ALC book quizzes also described in the DLIELC Catalog should be used to determine student academic progress in the course.

2. **Size of the ELTP**: The greater the number of students in the ELTP, the greater the degree of homogeneity possible in the grouping of students. In a small ELTP, students must frequently be placed into classes composed of students with widely disparate levels of proficiency. Ideally, an ELTP would have a minimum of 150 students. This number of students generally renders it possible to create a sufficient number of classes to accommodate students on different levels.

3. **Academic Standards**: In general, students should be required to achieve an ALC book quiz score of 70 in order to qualify for advancement to the next book.

4. **Intensive Language Training**: Every in country ELTP should have at least one training site that provides 20-25 hours of English language training each week. Limited and sporadic language training is not sufficient to train candidates for CONUS training programs. Individual military units must release students from their regular duties to allow them to participate in the ELTP.

Facilities

1. **General**: A language training facility is similar to other schools, but it does have some special requirements. To increase the effectiveness of the ELTP, the facility should include adequate space for administrative and faculty offices, classrooms, training aids, secure storage for tests, library, one or more language laboratories, a laboratory maintenance shop, and storage areas for instructional materials and equipment. Large ELTPs may require projection rooms, conference rooms, study halls, learning centers, and an auditorium.

2. **Location**: Academic buildings should be located in noise-free areas. The classrooms and laboratories should be either in the same building or in immediately adjacent buildings. It is recommended that facilities be as self-contained as possible.

   a. **Classrooms**

      (1) **Classroom Acoustics**: In many countries, buildings are constructed of stone with the result that classroom acoustics are poor. Poor acoustics in a language-learning classroom has a disastrous impact on the quality of instruction. Acoustic tiles and carpeting can improve the acoustic qualities of classrooms. Of equal importance, classrooms should be constructed in such a way that noise from adjacent classrooms is not heard.

      (2) **Classroom Size**: The ideal classroom for language learning is relatively small, accommodating no more than 10 students. Facilities available for language training in partner nations may vary, and DLIELC overseas program managers will advise SCOs seeking to exceed 10 students per classroom on a case-by-case basis.

      (3) **Heating and Air Conditioning**: It is imperative that buildings be adequately heated so students can focus their attention on language learning rather than on keeping warm. Whenever possible, especially in tropical or sub-tropical climates, air conditioning should be installed in classrooms and language laboratories. Air conditioning not only prevents instructor and student fatigue from excessive heat, but it also blocks outside noises that interfere with learning and extends the life of language laboratory equipment.

      (4) **Furnishings and Equipment**: Classrooms should be equipped with a chalkboard, whiteboard, or SMART Board; table armchairs for the students; a desk, chair and lectern for the instructor; and a storage closet or cabinet. Adequate lighting is a must. A projection screen, overhead projector, maps and, if possible, a TV and VCR or DVD player should be available for use in the classroom. Each classroom should contain sufficient electrical outlets to operate electrical equipment.

   b. **Administrative Space**

      Sufficient administrative space is required to accommodate the program director, supervisors, instructors, clerical personnel, visitors, meetings, computer equipment, a copying machine, supplies and equipment. In general, the larger the student load, the more office space is needed because of increased faculty and staff requirements.

ELT Assistance

Overview

DLIELC provides a broad range of professional and technical assistance for in-country ELTPs. The English language site survey is an especially valuable form of support available to in country ELTPs. DLIELC recommends that SCOs request these surveys at least once every five years. Other services are pre-deployment surveys, operational mobile training teams (MTTs), and language training detachments (LTDs). Below is a description of the forms of DLIELC assistance.

English Language Survey MTT
MASL D307009

1. **Purpose**: The purpose of an English language survey MTT is to evaluate the in-country ELTP and make recommendations for its improvement or expansion. Before the DLIELC MTT survey members depart the overseas location, they provide an out-briefing to the SCO and designated host-country officials on their observations, findings and recommendations. The final MTT survey report is forwarded to the SCO within 30 days of the team's return to DLIELC.
2. **Composition of the MTT**: The English language survey MTT is conducted by one or two GS-12 Overseas Program Managers from the International Nonresident Flight.
3. **Duration of Survey**: The duration of an English language survey MTT depends upon the scope and complexity of the in-country ELTP, but generally ranges from three to five days.
4. **Controls over Work**: The Commandant, DLIELC, through the International Nonresident Flight (DLIELC/INF), maintains professional and operational control over the work of the MTT members. The SCO designates an official who serves as the POC for the MTT members.

Pre-Deployment Survey MTT
MASL D307009

1. **Purpose**: The purpose of a pre-deployment survey MTT is to ensure that the deployment of DLIELC personnel to an overseas location is accomplished with maximum efficiency. The MTT members will ensure that:
   a. The mission of the DLIELC MTT or LTD personnel who are to be deployed is clearly defined.
   b. The resources to accomplish the mission will be available.
   c. The DLIELC personnel who are to be deployed will receive, to the extent possible, support equivalent to that afforded to other American officials in the following areas: lodging, transportation, office and classroom facilities, administrative support, communication support, medical care, postal privileges, etc.

2. **Composition of the MTT**: The pre-deployment survey MTT is conducted by one or two GS-12 Overseas Program Managers from the International Nonresident Flight.
3. **Duration of Survey**: The duration of a pre-deployment survey MTT is generally three to five days, depending upon the scope of the in-country ELTP.
4. **Controls over Work**: The Commandant, DLIELC, through the International Nonresident Flight (DLIELC/INF), maintains professional and operational control over the work of MTT members. The SCO designates an official who serves as the POC for the MTT members.

Operational MTT
MASL D307011

The purpose of an operational MTT is to assist in the operation or establishment of an in-country ELTP. There are three types of operational MTTs: instructional, advisory and managerial, which are described below.

1. **Instructional MTT**
   a. **Purpose**: The purpose of an instructional MTT is twofold. First, to provide instructors for in-country ELTPs that do not have a sufficient number of qualified instructors to produce language-qualified graduates. Second, to provide training to in-country English language instructors on the use of the ALC materials or to test administrators on the principles and practices of testing. The four workshops, which are described in the DLIELC catalog, are F*amiliarization with the American Language Course, Familiarization with the Nonintensive American Language Course, Teaching English for Specific Purposes,* and *English Language Proficiency Testing.* These two-week nonresident workshops require up to 120 days from the date of an MTT request to deployment. The maximum class size should be 10. Prerequisites for the workshops are the completion of the BALIC or its equivalent and experience in teaching EFL.
   b. **Composition of the MTT**: The instructional MTT is composed of one or more DLIELC EFL/ESL instructors and/or team chief. When DLIELC deploys an instructional MTT consisting of a single instructor, the grade of the instructor is GS-11 or GS-12. When the instructional MTT consists of more than one instructor, the grade of the instructor who serves as team chief is GS-11 or GS-12, depending on the scope and complexity of the ELTP. When the grade of the team chief is GS-12 or GS-13, the primary duties of the team chief normally do not include classroom instruction.
2. **Advisory MTT**
   a. **Purpose**: The purpose of an advisory MTT is to provide advice to in-country ELTP managers on the operation of an ELTP. SCOs can request advisory MTTs to provide advice in the areas of ELTP administration and management, curriculum and test development, or instruction.
   b. **Composition of the MTT**: The advisory MTT is composed of one or more DLIELC EFL/ESL specialists who have expertise in the particular skills required. The grades of advisory MTT members range from GS-11 to GS-13, depending on the following factors: the scope of the ELTP, the significance of the ELTP to US national interests, the level of the host-country and US officials to whom the member is giving advice and the complexity of the advisory services required.

3. **Managerial MTT**

   a. **Purpose**: The purpose of a managerial MTT is to assist in the management of an in-country ELTP until local managers can be trained to assume ELTP management responsibilities.

   b. **Composition of the MTT**: The managerial MTT is composed of one or more DLIELC EFL/ESL specialists who have expertise in the particular skills required. The grades of managerial MTT members range from GS-12 to GS-13, depending on the following factors: the scope of the ELTP, the significance of the ELTP to US national interests, the level of the host-country and US officials with whom the member is giving advice and the complexity of the managerial services required.

   c. **Controls over Work**: For an operational MTT, a designated SCO official exercises operational and administrative supervision of the team chief. The team chief exercises operational and administrative control over the other MTT members. The Commandant, DLIELC, through the International Nonresident Flight (DLIELC/INF), maintains professional and technical control over the work of MTT members.

4. **Language Training Detachment (LTD)**

   a. **Purpose**: The purpose of the LTD is to assist in the operation or establishment of in-country ELTPs. LTDs are categorized into three types: instructional, advisory, and managerial.

   b. **Composition of the LTD**: The LTD is composed of one or more DLIELC EFL/ESL professionals who have expertise in the particular skills required to accomplish the designated mission. The grades of LTD members range from GS-11 to GS-13 and are determined by such factors as the scope and complexity of the ELTP, the level of the host-county and US officials with whom the LTD members must interact with, and the level of the personnel supervised.

   c. **Duration of an LTD**: The principal difference between an operational MTT and an LTD is duration. While MTT members are assigned on temporary duty (TDY) status, LTD members are assigned on a permanent change of station (PCS) without permanent change of assignment (PCA) basis to the overseas location. PCS assignments are generally for a period of one to three years, depending on the mission requirements and the length-of-tour standards applicable to a given country. One-year tours are unaccompanied, and tours of more than one year are generally accompanied.

   d. **Controls over Work**: 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 Commandant, DLIELC, through the International Nonresident Flight (DLIELC/INF), maintains professional and technical control over the work of the LTD members.

Requesting DLIELC Services

1. **Lead Time**: DLIELC generally requires up to 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 an 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 requester must follow the procedures for accomplishing a Letter of Offer and Acceptance (LOAs). 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 AFSAT. The most convenient financial instrument to fund the LTD or MTT is a DD448, Military Interdepartmental Purchase Request (MIPR).

Nonresident English Language Training 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 *each* text	$495.00
Books 9, 19, 25 Student Texts	$30.00	11 of *each* 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	✔	✔

The minimum class size is six, and the maximum is 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 *each* 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 *each* text	$660.00
Topics in Counterinsurgency – Audio CD set, DVD	$60.00	1	$60.00
Total for 10 participants + one instructor			**$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 describing test results. Additionally, information about various computerized test delivery system options will be presented and discussed. The instructor will provide the materials for the course.

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

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

Language Laboratory Systems

1. Inquiries regarding the ordering of English Language Laboratory Systems should be addressed to Communications-Electronics Life Cycle Management Command (CECOM LCMC) point of contact (POC) Ms. Sherri Adams, sherri.a.adams2.civ@mail.mil, (443) 395-6959, DSN: 648-6446 at the US Army Communications-Electronics Life Cycle Management Command, Aberdeen Proving Grounds, Maryland.

2. **The pricing tables and charts provided below are estimates for FY16 English Language Laboratory Systems and associated equipment.** The CECOM LCMC POCs will provide you exact cost information for English Language Laboratory Systems (hardware/equipment), transportation (PCHT), site surveys, and installations.

3. CECOM LCMC 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 SONY SANs software to aid the instructors in teaching the Defense Language Institute (DLI) courseware.

   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 required programming data and cost for various AALL/AVKIT configurations.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BAALL05	AALL05	5 Position Audio-Active English Language Laboratory System	$29,348
2	BAALL10	AALL10	10 Position Audio-Active English Language Laboratory System	$35,474
3	BAALL15	AALL15	15 Position Audio-Active English Language Laboratory System	$41,895
4	BAALL20	AALL20	20 Position Audio-Active English Language Laboratory System	$48,563
5	BAALL25	AALL25	25 Position Audio-Active English Language Laboratory System	$55,230
6	BAALL30	AALL30	30 Position Audio-Active English Language Laboratory System	$61,950
7	BAVKIT1	AVKIT1	Audio Visual Kit	$2,310

b. **Training Multimedia English Language Laboratory System (TMLL).** The TMLL is a digital English Language Laboratory System containing SONY SANs 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 DISAM International Training Management Website.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BTMLL05	TMLL05	5 Position Training Multimedia Language English Language Laboratory System	$37,538
2	BTMLL10	TMLL10	10 Position Training Multimedia Language English Language Laboratory System	$65,100
3	BTMLL15	TMLL15	15 Position Training Multimedia Language English Language Laboratory System	$91,980
4	BTMLL20	TMLL20	20 Position Training Multimedia Language English Language Laboratory System	$120,351
5	BTMLL25	TMLL25	25 Position Training Multimedia Language English Language Laboratory System	$148,523
6	BTMLL30	TMLL30	30 Position Training Multimedia Language English Language Laboratory System	$173,145

c. **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 or group learning. The LLRC consists of a laser jet printer, 21" Multi-System TV, a DVD player, and headsets. SONY SANs 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 DISAM International Training Management Website.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BLLR05A	LLRC-05	5 Position Language Learning Resource Center	$21,746
2	BLLR10A	LLRC-10	10 Position Language Learning Resource Center	$34,965
3	BLLR15A	LLRC-15	15 Position Language Learning Resource Center	$46,673
4	BLLR20A	LLRC-20	20 Position Language Learning Resource Center	$57,173

d. **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 plexi-glass 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	$635
2	BSCOPTB	R2-342-36-S-TT	Student Console Furniture (5 each)	$5,822
3	BSCOPTC	R2-352-36-S-TT	Student Console Furniture (10 each)	$7,823
4	BSCOPTD	R2-362-36-S-TT	Student Console Furniture (15 each)	$9,818
5	BSCOPTE	R2-372-36-S-TT	Student Console Furniture (20 each)	$11,792
6	BROUTER	2600	Modular Access Point (MAP)	$2,851
7	BLLRUPS	UPS	Uninterrupted Power Supply	$656

e. **Language Laboratory Upgrade Package.** The language lab upgrade package is designed to enable a customer to bring their older Tobyhanna provided Training Multimedia Language Laboratories (TMLLs) to today's technical standards. It is being offered in five station increments up to thirty positions. Included in the cost is a new license to the SONY SANs education software. This enables the customer to take advantage of new features that were previously unavailable and entitles them to future upgrades for life. We will replace old hardware with current components and upgrade the Operating System (OS) to run Windows 7 on all stations to include the instructor console. All aspects of the upgrade are compatible with Defense Language Institute (DLI) CBT software and the corresponding courseware. The ideal customer for this package has a TMLL in country that was procured prior to 2009.

ITEM	MASL ID	MODEL	DESCRIPTION	PRICE
1	BUPGR05	Lab upgrade	5 Position Language Lab upgrade package	$19,005
2	BUPGR10	Lab upgrade	10 Position Language Lab upgrade package	$32,802
3	BUPGR15	Lab upgrade	15 Position Language Lab upgrade package	$46,961
4	BUPGR20	Lab upgrade	20 Position Language Lab upgrade package	$60,932
5	BUPGR25	Lab upgrade	25 Position Language Lab upgrade package	$74,918
6	BUPGR30	Lab upgrade	30 Position Language Lab upgrade package	$88,883

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 FACSIMLE (INSERT EMBASSY FAX NUMBER); OR
E-MAIL (INSERT E-MAIL ADDRESS).

1. When submitting your initiation for requisition requirement, ensure you provide CECOM LCMC and USASAC an exact shipping address. The address must be an "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 8-9 months after CECOM LCMC receives the funds for the requirement. Notification of schedule for approximate delivery date will be provided to country 90 days after receipt of funds.

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 requests.
   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 LCMC 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 LCMC of the preferred shipping method.

4. Program an English Language Laboratory System installation with SATFA. The installation should be programmed in the FY IMET program you expect the English Language Laboratory System to be installed in your country. Use MASL ID B307010. Cost for an installation team depends upon the requirement. Currently, Tobyhanna Army Depot personnel are performing English Language Laboratory System installations. Although the exact cost will vary from country to country, an installation quote can be obtained from CECOM LCMC 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 FROM DLIELC.

Transportation Procedure

In shipping ELLS, a MARKFOR, SHIPTO and Transportation Accounting Code (TAC) are required which allows TYAD to ship ELLS requirements to OCONUS destinations. MARK FOR 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. Examples can be the international airport or Embassy

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

SHIP TO 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

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 have no windows behind the instructor (one end of the long side), 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 to allow for the opening of these items.

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 be size: 8 feet wide by 6 feet deep and 8 to 12 inches high. Normally they are 8 inches high. Construction is normally 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.

We recommend the room be air conditioned to protect the equipment from heat and humidity as well as 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 × 6.25m (16.5' × 20.5') 1,500 Watts	25 Positions 5 Rows of 5 Positions: 11.49m × 7.01m (37.7' × 23.0') 5,500 Watts
10 Positions 2 Rows of 5 Positions: 7.01m × 6.25m (23.0' × 20.5') 2,500 Watts	30 Positions 5 Rows of 6 Positions: 11.49m × 8.11m (37.7' × 26.6') 6 Rows of 5 Positions: 13.24m × 7.01m (43.4' × 23.0') 6,500 Watts
15 Positions 3 Rows of 5 Positions: 7.01m × 7.92m (23.0' × 26.0') 3,500 Watts	35 Positions 5 Rows of 7 Positions: 11.49m × 9.15m (37.7' × 30.0') 7 Rows of 5 Positions: 15.00m × 7.01m (49.2' × 23.0') 7,500 Watts
20 Positions 4 Rows of 5 Positions: 9.74m × 7.01m (31.7' × 23.0') 5 Rows of 4 Positions: 11.49m × 6.03m (37.7' × 23.0') 4,500 Watts	40 Positions 5 Rows of 8 Positions: 11.49m × 10.19m (37.7' × 33.4') 8 Rows of 5 Positions: 16.74m × 7.01m (54.9' × 23.0') 8,500 Watts

Language Laboratory Systems Maintenance Training Teams

The IMET Language Laboratory Program has developed a five day in-country training program. The purpose of the five day 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 training class. Participants will be trained on the basics of laboratory system maintenance, operations, schematics, and hands on training. Training will be performed upon the English Language Laboratory Systems/equipment acquired by country through the IMET English Language Laboratory Program. The cost includes course materials, training aids, and manuals. The cost does not include travel, per diem, and expenses as listed in the chart below.

Type Of Training	Price-Yr	Masl Id	Loc	Imet-Cost	Part Number
1-10 Trainees' (1 Instructor)	2017	BTRNG10	BAT	$5,600.00	TRAIN10
11-20 Trainees' (2 Instructors)	2017	BTRNG20	BAT	$11,200.00	TRAIN20

US Army (CECOM LCMC) POCs for Language Laboratories:

Sherri Adams, Program Manager, (CECOM LCMC), Aberdeen Proving Grounds, MD

Commercial Phone: (443) 395-6959; DSN: 648-6446
e-mail: sherri.adams2.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 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)