



**DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER**  
LACKLAND AIR FORCE BASE, TX 78236-5259

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DLIELC 1025.30  
LEO

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

DLIELC INSTRUCTION 1025.30

SUBJECT: English Language Training for International Military Students

References: (a) DLIELC 1025.30 English Language Training for International Military Students, 30 June, 2005 (hereby superseded).

(b) AFI 16-105, Joint Security Assistance Training (JSAT), 5 June 2000.

1. PURPOSE

This instruction provides policy and assigns responsibilities for the administration, management and support of international military students (IMSS) receiving training at the Defense Language Institute English Language Center (DLIELC), under the Security Assistance Training Program (SATP).

2. APPLICABILITY

This instruction applies to the Operations Division (LEO), Academics Division (LEA), Field Studies Division (LEF), Standardization and Evaluations Division (LEV) and the Logistics (LESL) branch of the Mission Support Division (LES).

3. DEFINITIONS

The following terms, acronyms and abbreviations are commonly used in the administration and management of the SATP:

3.1. English Comprehension Level (ECL). A score from (0-100) which indicates a student's listening and reading proficiency in the English language. This number is not a percentage.

3.2. International Military Student (IMS). Trainee in the US under the SATP.

3.3. Follow-on Training (FOT). The subsequent training and the location of the subsequent training for the IMS after completion of language training at DLIELC.

3.4. Field Studies (LEF). The program mandated by Congress and designed to give the international students a balanced understanding of US society, institutions and goals.

3.5. International Military Student Office (IMSO). Refers to the organization at US training sites serving as the focal point for the management of IMSs. IMSO can also stand for, International Military Student Officer.

3.6. Invitational Travel Order (ITO). An official document authorizing student training, travel, etc.

3.7. Military Department (MILDEP). The sponsoring service. NOTE: The US Navy Department sponsors all US Marine and Coast Guard training.

#### 4. POLICY

IMS attending training at DLIELC will be managed in accordance with the instructions and limitations defined in the US Service regulation cited as reference (b). IMS attending training at DLIELC are not subject to the Uniform Code of Military Justice. Generally, there is no military authority under which an IMS may be detained or placed in confinement, nor do foreign military attaches or commanders stationed within the US have the authority to detain or confine members of their forces. However, they are subject to the same actions (ticketing, arrest, etc) as any civilian who commits a crime while on base. For instance, a violent crime will result in Security Forces arresting and jailing an IMS until further disposition is determined. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the IMS or other persons, pending arrival of civilian authority or as further defined in reference regulations. All actions will be completed in such a manner as to give the best overall impression of the US, while still maintaining the highest standards of conduct and cooperation possible.

#### 5. RESPONSIBILITIES

5.1. LEO will:

5.1.1. Coordinate all matters of international student administration and processing.

5.1.2. Coordinate with host command agencies on student programming matters, to include the following:

5.1.2.1. Be the initial point of contact for correspondence and matters associated with the implementation and management of SATP at DLIELC.

5.1.2.2. Notify MILDEP of under/over-programming or ECL discrepancy.

5.1.2.3. Coordinate required IMS training deviations and deficiencies and probation with MILDEP.

5.1.2.4. Report any IMS absent without leave to MILDEP. Publish orders terminating US sponsorship.

5.1.3. Take actions necessary to ensure the safety, health, morale and welfare of students while at DLIELC.

5.1.4. In-process arriving students, to include the following:

5.1.4.1. Transport students from airport if necessary.

5.1.4.2. Initiate and distribute student records.

5.1.4.3. Conduct and facilitate orientation program.

5.1.4.4. Provide point of contact for matters of IMS administration, management and training.

5.1.5. Manage students' and related institutional needs while students are enrolled in English language training, to include the following:

5.1.5.1. Maintain automated academic records for each student.

5.1.5.2. Assign Specialized English training (SET) codes based on students' FOT and guidance provided by the Specialized English Curriculum Development Section (LEAS).

5.1.5.3. Counsel students and provide assistance on nonacademic issues.

5.1.5.4. Coordinate with LEA on situations that may impact student training, to include serving on Academic Boards, such as early graduation, change in FOT requirements, etc.

5.1.5.5. Monitor class attendance.

5.1.5.6. Monitor and assist students' routine medical and dental requirements.

5.1.5.7. Advise IMS to maintain required physical fitness training.

5.1.5.8. Establish and supervise athletic programs.

5.1.5.9. Administer the student disciplinary program.

5.1.5.10. Endorse student ITOs.

5.1.5.11. Provide statistical and data reports to DLIELC staff as required.

5.1.6. Out-process departing students, to include the following:

5.1.6.1. Arrange student transportation to FOT or home country.

5.1.6.2. Authorize early departure (Wednesday after class) for students needing extra time to get to FOT.

5.1.6.3. Plan student graduation ceremonies.

5.1.6.4. Transport students to airport as necessary.

5.1.6.5. Dispose of student records.

5.1.6.6. Assist in the resolution of indebtedness for IMSs who have departed DLIELC.

5.1.7. Serve as the 37 TRW IMSO and manage IMS attending courses on Lackland AFB.

5.2. LEA will:

5.2.1. Teach general English, specialized English and instructor development courses.

5.2.2. Plan lessons in order to accomplish objectives.

5.2.3. Establish and maintain a proper learning environment.

5.2.4. Use appropriate instructional techniques.

5.2.5. Manage resident student administration, to by:

5.2.5.1. Scheduling classes.

5.2.5.2. Scheduling and administering tests, evaluations and quizzes.

5.2.5.3. Scheduling and conducting oral proficiency interviews.

5.2.5.4. Managing students with academic problems.

5.2.5.5. Maintaining student academic records.

5.2.6. Manage instructional staff administration, to include:

5.2.6.1. Hiring instructors.

5.2.6.2. Providing relevant training for instructors.

5.2.6.3. Evaluating instructors classroom performance.

5.2.7. Manage supplementary learning resources, to include:

5.2.7.1. Identifying needed resources.

5.2.7.2. Acquiring and cataloging library and learning center resources.

5.2.7.3. Maintaining interactive multimedia instruction (IMI) labs.

5.2.7.4. Controlling library and learning center inventory.

5.2.7.5. Assisting customers in the use of supplementary learning resources, to include computer labs, the library, learning center and studios and broadcasting facilities.

5.2.8. Develop, revise and validate American Language Course (ALC) texts, tests, audio and video materials, training aids, IMI materials and other instructional materials and also select and adapt commercial materials as appropriate.

5.2.9. Develop, validate, administer and control the security of the computer-adaptive ECL test and the computer-delivered testing program.

5.3. LEF will:

5.3.1. Plan, schedule and conduct field studies activities. Plan the weekday activity schedule and coordinate with LEA.

5.3.2. Budget for the use of field studies funds.

5.3.3. Brief all incoming IMSs on the Field Studies Program.

5.3.4. Provide monthly announcements of Field Studies Program events to LEA and LEO.

5.4. LESL will:

5.4.1. Provide, through coordination with LEA, for the distribution and storage of appropriate ALC materials.

5.4.2. Package a student's and mail students Retainable Instructional Materials and mail to the Security Assistance Officer in the student's home country.

5.5. LEV will:

5.5.1. Brief incoming IMS on the student critique program.

5.5.2. Conduct an end-of-course survey for graduating IMS.

5.5.3. Compile and evaluate information/data received from the IMS and advise appropriate DLIELC staff of findings.

6. PROCEDURES

Division chiefs will ensure necessary procedures are developed to accomplish the above responsibilities.

7. AUTHORITIES

7.1. Delegate signature authority to LEO for Registrar-related correspondence and authentication of amendments and endorsements to student training orders.

7.2. Delegate signature authority to LEO for nonpolicy correspondence to addresses outside DLIELC.

8. SUMMARY OF REVISIONS

This revision clarifies 5.1.5.6. and 5.1.5.7., updates LEI office symbol to LEF, and changes IP to Field Studies.

9. EFFECTIVE DATE

This instruction is effective immediately.

ANDREW P. ULSHER, LTC, USA  
Deputy Commandant