



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

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DLIELC 1025.7
RSF

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC INSTRUCTION 1025.7

SUBJECT: Planning and Programming Security Cooperation English Language Training.

- References:
- (a) DLIELC Instruction 1025.7, subject as above, October 1, 2009 (hereby canceled).
 - (b) AFI 16-105, Joint Security Assistance Training (JSAT) Regulation, 5 June 2000.
 - (c) DoD 5105.38-M, Security Assistance Management Manual (SAMM), 3 October 2004.
 - (d) DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines, 16 January 2009.
 - (e) DLIELC Instruction 1025.9, Management of the DLIELC Oral Proficiency Interview (OPI) Program, 15 May 2009.

1. PURPOSE

This instruction establishes policies and procedures for the planning and programming of Security Cooperation English language training for international military students (IMS) at the Defense Language Institute English Language Center (DLIELC), Lackland Air Force Base, Texas. It implements ref (b), the authority document for the Defense English Language Program (DELP).

2. APPLICABILITY

The provisions of this instruction apply to the International Operations Squadron (IOS), Resident Support Flight (RSF) and Non-Resident Program and all DoD component agencies and/or their designated representatives in the planning, programming and administration of the Security Cooperation English Language Program.

3. POLICY

3.1. IMSS are selected for training at DLIELC under the Security Cooperation Training Program as directed by ref (c), Chapter 10, and this instruction.

3.2. DLIELC will conduct all English language training (ELT) required by IMSS for entry into technical, professional and military training in the Continental United States (CONUS) under the provisions of International Military Education and Training (IMET) or Foreign Military Sales (FMS) guidelines. The Defense Security Cooperation Agency (DSCA) may approve exceptions to this policy on a case-by-case basis.

3.3. Procedures for the appointment of Test Control Officers (TCOs), administration of the DLIELC ECL test, procurement of testing materials and disposition of testing materials used in the selection and programming of IMSS for ELT at DLIELC are defined in ref (d).

4. RESPONSIBILITIES

4.1. Military Department (MILDEP) program managers are responsible for:

4.1.1. Submitting training requirements to DLIELC for scheduling purposes by means of the projection reports available on the Security Assistance Network Website (SAN WEB).

4.1.2. Ensuring training requirement listings include the country code; service sponsor; project (IMET or FMS); worksheet control number (WCN); Military Assistance Articles and Services List Item Identification Number (MASL IIN); MASL title; course number; training duration; required ECL and OPI, if applicable; scheduled report, start and end dates at DLIELC; officer (O) or enlisted (E); and complete follow-on training (FOT) data.

4.1.3. Submitting requests for changes, additions, deletions or rescheduling actions as soon as possible. Assessment charges for late notification or student "no-shows" as defined in ref (b) will apply.

4.2. Security Cooperation Offices (SCO) and CONUS user agencies will ensure all students meet the necessary English language prerequisites for CONUS training courses, as follows:

4.2.1. Minimum ECL entry requirement for ELT at

DLIELC for IMET or FMS students from non-exempt countries is 55 or as defined in refs (b) and (c). Requests for exceptions to this requirement are submitted through the appropriate channels to DSCA for consideration on a case-by-case basis.

4.2.2. Students programmed for the American Language Course (ALC) General English Training (GET) and Specialized English Training (SET) (MASL IIN D177009) or for ALC SET only (MASL IIN D177008) at DLIELC must achieve the required ECL and, if applicable, the OPI requirement(s) for the FOT course before they are moved into SET even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.

4.2.3. Students programmed for English language instructor or program management courses at DLIELC must achieve the required ECL (and OPI) for the course before entry. Additional ELT under either MASL IIN D177009 or MASL IIN D177027 may be programmed to precede these courses if required. Course descriptions, ECL requirements and class start dates are provided in Enclosure (Encl) E1.

4.2.4. Students programmed for the Oral Proficiency Skills for Aviation (OPSAV) Course, MASL IIN D177026, must meet the ECL requirement before entering the course and they must meet the OPI requirement before being moved into SET even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT. Aviation students programmed under MASL IIN D177008 or MASL IIN D177009 who meet the ECL but not the OPI requirement will be programmed for additional training under MASL IIN D177026.

Note: See Encl E2 for programming guidance and recommended training time for CONUS ELT. Recommended training time does NOT include the nine weeks required for SET, following the completion of GET. SET is considered a part of the American Language Course (ALC), MASL IIN D177009, and provides basic technical terminology and language skills pertinent to the students' FOT courses. To properly program a student under MASL IIN D177009, add nine weeks to the appropriate number of training weeks indicated in the table in Encl E2. The training times recommended are minimums only and may be exceeded if, in the judgment of the programming agency, additional training time will be required due to factors pertinent to the specific country/student.

5. PROCEDURES

5.1. The ECL test will be administered in country to all CONUS student candidates who are not exempted from in-country testing by DSCA, and the resulting scores will be used to determine appropriate ELT durations (Encl E2). ECL score, test date and ECL test form number (e.g., 2007A) must be included in Block 10 on Invitational Travel Orders (ITO) IAW ref (c), Chapter 10. The Test of English as a Foreign Language (TOEFL) scores for students programmed for MASL IIN D177022 should also be included.

5.2. All students arriving at DLIELC will be administered an entry ECL test to determine their current ECL. DLIELC will report ECL discrepancies of 11 or more points to the sponsoring service. The report of an ECL discrepancy will include a recommendation for reprogramming or other actions, if applicable.

5.3. Students will be entered into the appropriate level of the ALC as determined by the confirmed entry ECL score.

5.4. Students who are not scheduled for GET and who are from countries not exempted from in-country testing by DSCA and who arrive at DLIELC without a valid in-country ECL score will be assigned to GET until they take the ECL and OPI (if applicable) and meet requirement(s) as listed in Encl E1.

5.5. Students exempted from in-country ECL who do not meet their ECL requirements for the courses listed in Encl E1 during the first week of training will be re-tested in the second week and will be placed in GET if they fail to qualify.

5.6. An OPI may be administered in country via telephone or by a Mobile Training Team (MTT) after the ECL requirement has been met IAW ref (e) and IAW DSCA ECL/OPI Policy message. Students with an OPI requirement who do not have a valid OPI or have not attained their required rating for FOT will be administered an entry OPI at DLIELC upon ECL qualification. Students who have previously attained the required OPI level via telephone or MTT in-country will normally be administered an entry OPI for statistical purposes only, as an OPI rating is valid for six months. The OPI date and score must be included in the ITO remarks section.

5.7. Unaccompanied students will be scheduled to arrive at DLIELC no later than 1600 on the Wednesday preceding the scheduled Monday start date. (Late arrivals may have to wait a week to begin their training.)

5.8. Students arriving with family members should be scheduled to arrive at DLIELC a minimum of seven workdays before the scheduled report date to allow time for arrangement of off-base housing, transportation, etc.

5.9. All entry students are required to report to the DLIELC in-processing briefings at 0800 Thursday in order to be scheduled for class the following Monday.

5.10. In order for identification (ID) cards to be issued to family members, the ITO must contain a statement authorizing family members, providing names, relationship to the student, and birth dates, to accompany or join the student at no expense to the US Government. All students should be briefed prior to departure from home country that any dependents arriving with or joining the student will not be issued an ID card if the ITO does not contain this statement. Consequently, they will not have access to the Base Exchange, commissary, billeting, etc. ITOs, IAW ref (b), will be prepared and copies provided to initial and FOT sites not later than (NLT) two weeks prior to class start date at the first training installation.

5.11. Arrival notification will be provided as directed in ref (b).

6. SUMMARY OF REVISIONS

This revision provides the dates for FY11/12 ELT courses, instruction updates and changes to course descriptions in Encl E1.

7. EFFECTIVE DATE

This instruction is effective immediately.

HOWARD G. JONES III, Col, USAF
Commandant

Enclosures - 2

1. Programming Information for FY11/12 ELT Courses
2. Programming Guidance

E1. ENCLOSURE E1

PROGRAMMING INFORMATION FOR FY11/12 ELT COURSES

Courses offered in General and Specialized English

E1.1. American Language Course (ALC) General English Training (GET) and Specialized English Training (SET) - MASL IIN D177009

This course is variable in length (minimum 10 weeks), includes GET and SET, and may be scheduled to start any week. Students must achieve the ECL and, if applicable, the OPI requirement(s) for the follow-on training (FOT) course before they are moved into the SET portion of this course--even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.

E1.2. ALC GET only - MASL IIN D177027

This course is variable in length (minimum 10 weeks), includes GET only, and may be scheduled to start any week.

E1.3. ALC SET only - MASL IIN D177008

This nine-week course focuses on functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills. It may be scheduled to start any week. Students must meet the ECL and, if applicable, OPI requirement(s) for their FOT course before they are moved into the SET portion of the course--even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.

E1.4. ALC for Aviation Leadership Program (ALP)Scholarship - MASL IIN D177024

This MASL is established for AF ALP Scholarship students and is used for funding purposes only. Training is basically the same as MASL IIN D177008 or D177009. All students will complete aviation SET. Students who do not have their required ECL must attend GET. Students who do not have their required OPI must attend the OPSAV course. See below.

E1.5. Oral Proficiency Skills for Aviation (OPSAV) Course - MASL IIN D177026 (MASL IIN D177028 for ALP Scholarship candidates)

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. Particular emphasis is given to the comprehension of electronic voice communication over two-way radios and telephones. This training prepares students for the unique challenges of radio communication which is required of them in SET and at FOT. While the course focuses primarily on routine, day-to-day proficiency needs, a variety of aviation-related themes are woven into each lesson. Recorded samples obtained from Americans are used as the basis for classroom language instruction. Additionally, the OPSAV course provides relevant cultural orientation by examining typical communication styles and training methods used in the US. This MASL includes 16 weeks of OPSAV and nine weeks of SET for a maximum of 25 weeks. However, course length is variable because students can be moved out of OPSAV and into SET as soon as they achieve their required OPI ratings. Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course and they must meet the OPI requirement before being moved into SET - even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT. **It is strongly recommended that potential students be given a telephonic OPI in their homeland prior to scheduling them for this course. If they achieve the OPI score required by their FOT, they need not be programmed for the OPSAV course.**

Courses for Advanced Professional-Level Learners

Advanced Language Proficiency Skills (ALPS)

The following Advanced Language Proficiency Skills courses are intended for teachers, NATO candidates, translators and/or interpreters, and 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 skills (listening, speaking, reading and writing), as well as increase familiarity with American culture

E1.6. ALPS I - MASL D177018

This 12-week course emphasizes development of English language skills through class interaction, with a focus on contemporary American issues. Through theme-based readings, audio/video materials, classroom discussions, and writing assignments, students have many opportunities to practice and improve all four language skills while learning about issues that are of general interest and concern to people in the United States.

Entry requirement: an 80 or higher score on DLIELC's English Comprehension Level (ECL) test. Minimum enrollment of 6 students required.

ALPS I	
FY11 Class Schedule	
Entry Date	Grad Date
16 MAY 11	05 AUG 11
11 JUL 11	30 SEP 11
12 SEP 11	02 DEC 11

ALPS I	
FY12 Class Schedule	
Entry Date	Grad Date
13 FEB 12	04 MAY 12
07 MAY 12	27 JUL 12
30 JUL 12	19 OCT 12

E1.7. ALPS II - MASL IIN D177031

Formerly the **Advanced English Language Program (AELP)**, ALPS II is a 16-week course that emphasizes development of English language skills through class interaction, with a focus on contemporary international issues. Through reading, participating in discussions, giving oral presentations, writing, and viewing videos related to relevant topics, students practice all four language skills and learn to deal linguistically with challenging unfamiliar topics. Each student will assume the role of group discussion leader, learning how to plan, lead, monitor, and mediate wide-ranging discussions among classmates from different countries and cultures. **Entry requirements: 1) an 85 or higher score on DLIELC's English Comprehension Level (ECL) test; and, 2) an Oral Proficiency**

Interview (OPI) rating of 2/2. Schedule a telephonic OPI with DLI well in advance of the course dates. OPI scores are valid for six months. Minimum enrollment of 6 students required.

ALPS II	
FY11 Class Schedule	
Entry Date	Grad Date
06 DEC 10	25 MAR 11
07 FEB 11	27 MAY 11
12 SEP 11	30 DEC 11

ALPS II	
FY12 Class Schedule	
Entry Date	Grad Date
16 JAN 12	04 MAY 12
07 MAY 12	24 AUG 12

E1.8. ALPS III/TOEFL - MASL IIN D177022

Formerly the **Integrated Academic Skills/TOEFL** course, ALPS III is a 16-week course that emphasizes development of critical thinking skills and techniques for improving cultural and performance competence. Participants will be required to hone their academic language skills while interpreting, analyzing, and critiquing materials from various sources. The course also emphasizes the further development of academic writing skills and includes one major research paper as well as numerous shorter writing assignments. **Students scheduled for follow-on training requiring a TOEFL score will take the TOEFL iBT twice**

during the course. Entry requirements: 1) a 90 or higher score on DLIELC's English Comprehension Level (ECL) test; and, 2) an Oral Proficiency Interview (OPI) rating of 2/2. (FY 12 entry OPI requirement will be 2+/2.) For students with an FOT TOEFL requirement, an in-country TOEFL Ibt score of 70 is strongly recommended. Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months. Minimum enrollment of 6 students required.

ALPS III	
FY11 Class Schedule	
Entry Date	Grad Date
08 NOV 10	25 FEB 10
28 FEB 11	17 JUN 11
22 AUG 11	09 DEC 11

ALPS III	
FY12 Class Schedule	
Entry Date	Grad Date
27 FEB 12	15 JUN 12
20 AUG 12	07 DEC 12

Courses for English Language Specialists: Instructors, Course/Test Developers, Managers of English Language Training Programs

E1.9. Basic American Language Instructor Course (BALIC) - MASL IIN D177007

This 27-week course is designed to provide military and civilian personnel who are non-native speakers of English a strong foundation in the field of English Language teaching in order that they may return to teach English in their countries. The course is divided into three nine-week blocks consisting of two 3-hour units of instruction each day. Each block provides many opportunities for participants to improve their American English proficiency in each of the four skills (listening, speaking, reading, and writing), as well as increase knowledge of grammar, vocabulary, teaching fundamentals, linguistic functions, and American culture. Trainees are afforded numerous opportunities to practice teach using the American Language Course (ALC) materials. **Entry requirement: an 80 or higher score on DLIELC's English Comprehension Level (ECL) test.** Minimum enrollment of 6 students required.

BALIC	
FY11 Class Schedule	
Entry Date	Grad Date
27 SEP 10	01 APR 11
10 JAN 11	15 JUL 11
14 MAR 11	16 SEP 11
16 MAY 11	18 NOV 11
18 JUL 11	20 JAN 12
15 AUG 11	17 FEB 12

BALIC	
FY12 Class Schedule	
Entry Date	Grad Date
07 NOV 11	11 MAY 12
09 JAN 12	13 JUL 12
12 MAR 12	14 SEP 12
14 MAY 12	16 NOV 12
16 JUL 12	18 JAN 13
17 SEP 12	22 MAR 13

E1.10. Advanced English Language Instructor Course (AELIC) - MASL IIN D177006

This 16-week course 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 general purpose of the course is threefold: 1) to increase the student's own written English language proficiency, 2) to acquaint the student with current language teaching theory and methodology, and 3) to give the student the opportunity to apply the theory and methodology through practice-teaching. Objectives include becoming skilled at highly communicative language teaching techniques; learning to utilize American Language Course (ALC) Books 25 to 34; gaining knowledge about the various levels of the Oral Proficiency Interview (OPI); exploiting the use of video and interactive multimedia instruction in the classroom; and acquiring techniques to use with multilevel and non-intensive classes. **Entry requirements: 1) an 85 or higher score on DLIELC's English Comprehension Level (ECL) test; 2) an Oral Proficiency Interview (OPI) rating of 2/2; 3) a minimum of two years' experience as an EFL or ESL instructor; and, 4) completion of BALIC or a teaching degree or its equivalent. Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months. Minimum enrollment of 6 students required.**

AELIC	
FY11 Class Schedule	
Entry Date	Grad Date
04 OCT 10	21 JAN 11
10 JAN 11	29 APR 11
08 AUG 11	25 NOV 11

AELIC	
FY12 Class Schedule	
Entry Date	Grad Date
09 JAN 12	27 APR 12
07 MAY 12	24 AUG 12
27 AUG 12	14 DEC 12

E1.11. Methods and Culture Seminar (MACS) - MASL IIN D177019

This eight-week seminar is designed to provide an in-depth review and explanation of the American Language Course (ALC) materials and is recommended a) for those who have had at least two years' teaching experience after BALIC; b) for those who have completed AELIC; or, c) for those who desire to improve their teaching methods and their skill in handling the cultural aspects of language acquisition. This seminar introduces students to a broad spectrum of American culture including history, government, social institutions, the arts, etiquette, and mores through a series of student-led seminars. This seminar not only serves to broaden cultural knowledge, but also affords students extensive opportunities to improve their

English language proficiency. Cultural tours supporting themes and functions found in the ALC are also included. Innovative

teaching strategies which can be employed with the ALC are closely examined and practiced through peer teaching. **Entry requirements:** 1) an 80 or higher score on DLIELC's English Comprehension Level (ECL) test; 2) an Oral Proficiency Interview (OPI) rating of 2/2; and, 3) a minimum of two years' teaching experience. Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months. *Minimum enrollment of 6 students required.*

MACS	
FY11 Class Schedule	
Entry Date	Grad Date
04 OCT 10	26 NOV 10
31 JAN 11	25 MAR 11
08 AUG 11	30 SEP 11

MACS	
FY12 Class Schedule	
Entry Date	Grad Date
13 FEB 12	06 APR 12
04 JUN 12	27 JUL 12
27 AUG 12	19 OCT 12

E1.12. Managing English Language Training (MELT) - MASL IIN D177013

This eight-week course is designed to increase managerial abilities and introduce participants to the organizational administration of the Defense Language Institute English Language Center (DLIELC). The course provides basic knowledge of all areas involved in administering, managing, and supervising an English Language Training Program (ELTP). In a seminar environment, emphasis is placed on the practical aspects of ELTP management, with theory used as background information for practical problem-solving. **Entry requirement: an 80 or higher score on DLIELC's English Comprehension Level (ECL) test.** *Minimum enrollment of 6 students required.*

MELT	
FY11 Class Schedule	
Entry Date	Grad Date
29 NOV 10	21 JAN 11
08 AUG 11	30 SEP 11

MELT	
FY12 Class Schedule	
Entry Date	Grad Date
30 JAN 12	23 MAR 12
22 OCT 12	14 DEC 12

E1.13. Materials Development Seminar (MDS) - MASL IIN D177030

This eight-week seminar is designed for those responsible for designing materials for English language training. Seminar participants become familiar with different phases of the curriculum development process used at DLIELC, with particular emphasis on course design and the development of targeted activities for the language classroom. Participants develop all materials electronically; therefore, word processing skills are

required. In addition, each participant is expected to arrive with a specific topic for the curriculum project. **Entry requirements: 1) an 85 or higher score on DLIELC's English**

Comprehension Level (ECL) test; and, 2) writing and word processing skills. *Minimum enrollment of 6 students required.*

MDS	
FY11 Class Schedule	
Entry Date	Grad Date
13 JUN 11	5 AUG 11

MDS	
FY12 Class Schedule	
Entry Date	Grad Date
18 JUN 12	10 AUG 12

E1.14. Observer Professional Course - MASL IIN D177002

General Course

This one-week training is designed to provide orientation in the development and coordination of English language training for host-country English Language Training Program (ELTP) managers, language school directors, and/or key language training staff. The training is a combination of seminars and observations covering various aspects of the learning process, administration, management or testing. The training is tailored to cover those areas of ELTP operations and administration as defined by the host country. **Recommended: an 80 or higher score on DLIELC's English Comprehension Level (ECL) test.**

English Language Proficiency Testing (ELPT)

This two-week seminar 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. (North Atlantic Treaty Organization Standardization Agreement [STANAG 6001] Language Proficiency Levels correlate closely with ILR descriptors and levels.) The testing of any or all language skills—listening, speaking, reading and writing—may be included in the seminar objectives, depending on the specific requirements of those attending the course. The seminar dates below can be scheduled in conjunction with either the Materials Development Seminar or the Managing English Language Training course. A similar course is cross-listed under Nonresident Courses. **Entry requirements: an 85 or higher score on DLIELC's English Comprehension Level (ECL) test; and, 2) an Oral Proficiency Interview (OPI) rating of 2+/2+.** Schedule a telephonic OPI with DLIELC well in advance of the course dates. **OPI scores are valid for six months.** *Minimum enrollment of 4 students required.*

ELPT Seminar	
FY11 Class Schedule	
Entry Date	Grad Date
30 MAY 11	10 JUN 11
14 NOV 11	25 NOV 11

ELPT SEMINAR	
FY12 Class Schedule	
Entry Date	Grad Date
16 JAN 12	27 JAN 12
04 JUN 12	15 JUN 12

E2. ENCLOSURE E2TABLE 1 PROGRAMMING GUIDANCE (see NOTES 1 and 2)

TO GRADUATE WITH	60 ECL	65 ECL	70 ECL	75 ECL	80 ECL	85 ECL	90 ECL
<u>IF ECL IS: THEN PROGRAM TRAINING FOR THE FOLLOWING NUMBER OF WEEKS:</u>							
29 OR LESS	29	31	33	36	43	55	69
30 TO 34	14	16	18	21	28	40	54
35 TO 39	12	14	16	19	26	38	52
40 TO 44	9	11	13	16	23	35	49
45 TO 49	6	8	10	13	20	32	46
50 to 54	4	6	8	11	18	30	44
55 to 59	2	3	5	8	15	27	41
60 to 64		2	4	7	14	26	40
65 to 69			2	5	12	24	38
70 to 74				4	11	23	37
75 to 79					6	18	32
80 to 84						11	25
85 to 89							12

NOTES:

1. One week of training = 30 hours of classroom instruction.
2. This guidance does NOT include nine weeks of the SET phase of the ALC. Therefore, to estimate the amount of time needed to achieve a certain ECL exam score AND complete SET, add nine to the number of weeks shown on the chart. For example, someone with an ECL score between 60-64 could be expected to reach a 70 ECL and complete SET after approximately 13 weeks of intensive training.
3. The ECL test is not designed to discriminate within a score range of 0 to 29. Based on DLIELC experience, the average student will progress from zero proficiency level to a score of 30 in about 15 weeks. The ECL test is of no value in tracking growth during this period.
4. Progress in an in-country training program should be measured with the American Language Course Placement Test (ALCPT), not the ECL. Kept secure and properly administered, the ALCPT will provide results comparable to those of the ECL.

5. Students lacking the required OPI rating, as determined by FOT MASL, will be programmed for MASL IIN D177026, which includes nine weeks of SET. Aviation Leadership Program Scholarship students lacking the required OPI rating will be programmed for MASL IIN D177028, which includes nine weeks of SET.