

October 1, 2008



**Defense Language Institute
English Language Center
Lackland Air Force Base, Texas**

**English Language Training Support
for
Security Assistance Offices**

FY09-10



DLIELC Directory

| If You Have Questions About: | Contact: | Phone / FAX / E-mail |
|--|--|--|
| <ul style="list-style-type: none"> • Programming Students • Course Description and Availability • Student Academic Progress • Student Disciplinary Status | Student Resident Programs Branch (DLIELC/LEOP) | DSN: (312) 473-3342 DSN FAX: (312) 473-3700 COMM: (210) 671-3342 FAX: (210) 671-3700 E-mail: LEOP@lackland.af.mil |
| <ul style="list-style-type: none"> • Arranging for DLIELC Visits | <ul style="list-style-type: none"> • Protocol (DLIELC/CCP) | DSN: (312) 473-4060 DSN FAX: (312) 473-2890 COMM: (210) 671-4060 FAX: (210) 671-2890 E-mail: CCP@lackland.af.mil |
| <ul style="list-style-type: none"> • Getting to DLIELC from the San Antonio Airport | <ul style="list-style-type: none"> • Operations Center [On-Call 24 hours] (DLIELC/LEOM) | DSN: (312) 473-2929 DSN FAX: (312) 473-7437 COMM: (210) 671-2929 FAX: (210) 671-7437 |
| <ul style="list-style-type: none"> • ECL and ALCPT • Arranging Telephonic OPIs | <ul style="list-style-type: none"> • Test and Measurement Branch (DLIELC/LEAT) | DSN: (312) 473-4889 DSN FAX: (312) 473-0211 COMM: (210) 671-4889 FAX: (210) 671-0211 E-mail: DLITesting@lackland.af.mil E-mail: OPI@lackland.af.mil |
| <ul style="list-style-type: none"> • OCONUS English Language Training Programs (ELTPs) • DLIELC Advisors/Instructors for Overseas Assignments • ELTP Development Consulting (ALC materials/instructors) | <ul style="list-style-type: none"> • Nonresident Programs Division (DLIELC/LEN) | DSN: (312) 473-3783 DSN FAX: (312) 473-5362 COMM: (210) 671-3783 FAX: (210) 671-5362 E-mail: LEN@lackland.af.mil |
| <ul style="list-style-type: none"> • Ordering Materials • Obtaining Catalogs | <ul style="list-style-type: none"> • Logistics Branch (DLIELC/LESL) | DSN: (312) 473-4711 DSN FAX: (312) 473-3063 COMM: (210) 671-4711 FAX: (210) 671-3063 E-mail: DLIELC.LESL.workflow@lackland.af.mil |
| Mailing address for all DLIELC agencies: DLIELC/[OFFICE SYMBOL] 2235 ANDREWS AVENUE LACKLAND AFB TX 78236-5259 | | DLIELC AMHS address: DLIELC LEO (UC) |
| | | DLIELC web page: www.dlielc.edu |

DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER

English Language Training Support for Security Assistance Offices

FOREWORD

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 Lackland AFB, Texas, includes headquarters and academics facilities, a learning resources center, 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 tailored 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 Assistance Training Program (SATP). This publication supersedes the *English Language Training Support for Security Assistance Offices*, FY08-09.

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PART I

OVERVIEW

NOTES

DoD POLICY ON SECURITY ASSISTANCE-SPONSORED ENGLISH LANGUAGE TRAINING (ELT)

- DLIELC has responsibility for, and exercises operational and technical control over, the Defense English Language Program (DELP) that encompasses all DoD English Language Programs or courses conducted for US personnel or for international students under the International Military Education and Training (IMET) Program and Foreign Military Sales (FMS) in CONUS and OCONUS.
- As a matter of policy, all Security Assistance-sponsored ELT is conducted by DLIELC unless unusual conditions exist that would warrant exceptional ELT arrangements under FMS funding. No exceptions are permitted for IMET-funded ELT. In those cases where exceptions are sought under FMS funding, a written request for an exception to this policy must be submitted by the military departments (MILDEPs) to DEFENSE SECURITY COOPERATION AGENCY (DSCA)-PLANS-PGM prior to submission of Letters of Offer and Acceptance (LOAs), or LOA amendments, to DSCA for countersignature.
- Requests for exception to DSCA ELT policy must include the following information:
 - Written DLIELC position on the proposed ELT exception
 - Explanation of the unusual conditions that would warrant training outside of DLIELC
 - 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, estimated cost, etc.
 - Statement that DLIELC will coordinate and approve the ELT curriculum, teaching materials and instructor qualification standards; will monitor the ELT to ensure that DLIELC technical standards are being met; and will perform a DLIELC certification visit every six months
 - Statement that the LOA will contain an appropriate line item for DLIELC to monitor and provide quality control of the proposed ELT
- 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 LOA will be made to increase the student load or extend the duration of the ELT program without submitting a revised request to DSCA-PLANS-PGM as indicated above.
- **References**
 - DoD Directive 5160.41E, Defense Language Program (DLP), 21 Oct 05
 - Air Force Joint Instruction 16-103, Managing the Defense English Language Program, 31Aug 94
 - Joint Security Assistance Training (JSAT) Regulation, 5 Jun 00
 - DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10, 3 Oct 03

ENGLISH COMPREHENSION LEVEL (ECL) TEST: OVERVIEW

- Primary DoD measurement tool for assessing the general English language proficiency of nonnative English speakers scheduled for training in US
 - Four-option, multiple-choice test of listening and reading comprehension
 - Emphasis on informal (not academic or technical) English, the kind of language used in a military training environment
 - Scored on a scale of 100
 - Required ECL score for course entry set by school conducting course
 - Most course requirements fall between 65 and 85
- Paper-and-pencil version used outside of DLIELC
 - 66 listening items on audio compact disc (CD)
 - 34 reading items
 - Test administration takes 75 minutes
 - Scored by hand, using an answer key
 - Number of answers correct is student's score
- Policy and procedures governed by DLIELC Instruction 1025.15, ECL Test Guidelines
- Solely issued to and administered by Test Control Officers (TCOs), designated on a Memorandum for Record (MFR) of TCO Appointment. TCOs must be US citizens who work for the US government
- DLIELC mails new ECL test forms annually to properly appointed TCOs after they submit the annual ECL Questionnaire and DLIELC verifies test site compliance
 - Overseas TCOs test International Military Students (IMs) to determine CONUS training requirement fulfillment or ELT needs
 - CONUS TCOs test all direct-entry students to verify course-entry qualification
 - TCOs mail answer sheets to DLIELC monthly
- DLIELC tests all entry students for ECL status and Follow-on Training (FOT) course prerequisite fulfillment.
- Computer-adaptive (CAT) ECL version in use on DLIELC campus
 - User-friendly format, as students need hit only *A, B, C, D,* and *Enter* keys
 - Students receive hands-on orientation through a video and a tutorial prior to taking the test
 - Each student gets *own* version of test
 - Computer determines appropriate item difficulty level based on student's responses
 - Advanced students do not waste time answering easy items
 - Beginning students do not need to struggle with items beyond their level
 - Better discrimination among students at higher levels

- Test administration takes, on average, 17 minutes
- Approximately 18 reading items
- Approximately 19 listening items
- Reading part precedes listening section

ECL TESTING: IN-COUNTRY PROCEDURES

- IMS identified as candidate for CONUS training
- Country may administer American Language Course Placement Test (ALCPT) as screening test prior to ECL if candidates level of English is unknown
- TCO administers ECL as final language qualification assessment to a maximum of three candidates per training slot
 - If selected candidate makes required score and is within 105 days of CONUS course entry date
 - The Invitational Travel Order (ITO) is processed and ECL score, test form and date are provided on ITO
 - If candidate makes required score but is more than 105 days from CONUS course entry date, candidate
 - should be entered in language training in order to maintain language proficiency, and
 - must be retested when within 105 days of CONUS course entry date
 - If candidate does not make required score
 - candidate is entered in language training and can be retested after 30 days, or
 - another candidate is selected, or
 - course is rescheduled or canceled
- TCO forwards all ECL test answer sheets on a monthly basis to:

DLIELC/LEAT
2230 ANDREWS AVENUE
LACKLAND AFB TX 78236-5207

ECL TESTING: US SERVICE SCHOOL PROCEDURES

- Students are administered the ECL test on entry at first US training location only. Students arriving directly from DLIELC are not tested
- If student achieves required ECL score, student is entered into training
- If student does not achieve required ECL score
 - Student is retested in 1-2 working days
 - DLIELC and MILDEP are advised if retest not successful.
 - MILDEP has responsibility to
 - Waive prerequisite score, or
 - Cancel training and assess penalty charges
 - A second retest (third ECL) can be given if a waiver to do so is obtained from the MILDEP and from DLIELC/LEAT
- TCO forwards all ECL test answer sheets on a monthly basis to:

DLIELC/LEAT
2230 ANDREWS AVENUE
LACKLAND AFB TX 78236-5207

ECL TESTING: DLIELC PROCEDURES

- Students take a CAT ECL during their first week in training
- Students receive a CAT ECL orientation on Thursday of their in-processing week. They view an instructional video and take a hands-on CAT ECL tutorial in the laboratory
- Students programmed under Military Articles and Services List (MASL) Item Identification Number (IIN) 177008, Specialized English Training (SET)
 - Must achieve the required ECL score to go to SET
 - If not, they are entered into General English (MASL IIN 177009) and MILDEP is contacted
 - MILDEP either reprograms or waives SET
- **Students programmed under MASL IIN 177009**
 - Are placed in language training IAW their entry ECL
 - If the entry ECL is 11 points or more higher or lower than in-country score, a discrepancy message is transmitted to MILDEP, Combatant Command, and country
 - Student's progress is monitored
 - If indications are that student will not qualify, conditions (attitude, motivation, application, etc.) are investigated and a recommendation is sent to MILDEP/country for action

ECL STUDENT PROFILE

| ECL SCORE | EXAMPLES OF FOT COURSES REQUIRING THIS ECL | CAN-DO STATEMENTS FOR THIS LEVEL |
|------------------|--|--|
| 60 - 65 | Sheet metal worker Light-wheeled vehicle mechanic Construction equipment operator | <p>The student in this range has an understanding of basic sentence structures and can understand simple oral questions and answers.</p> <p>The student can understand written text consisting of very simple sentences on familiar topics.</p> |
| 70 | Medical service technician Supply Basic electronics | <p>The student at this level has an understanding of many verb tenses, questions and answers, and statement forms, but is inconsistent and has problems when these structures/patterns are used in unfamiliar situations.</p> <p>The student can read simple paragraphs but will commonly misinterpret basic grammatical structures in unfamiliar context.</p> |
| 80 | Professional military education (PME) courses Undergraduate flying courses Hazardous courses, such as explosive ordnance underwater demolition diving | <p>The student at this level can recognize present, past, and future tenses as well as the use of the perfect tenses.</p> <p>The student can read uncomplicated texts and is able to use contextual clues to comprehend some texts of a complex or technical nature.</p> |
| 85 - 90 | Some advanced flying courses Safety engineering courses Intelligence courses | <p>The student in this range demonstrates considerable ability in understanding general topics and those topics relating to specialized interests; can understand many conversations and announcements when spoken at normal speed.</p> <p>The student is able to comprehend texts on a variety of material, relate ideas from one sentence and paragraph to another, and grasp some inferences.</p> |

FY09 SERIES ECL QUESTIONNAIRE

Please provide the information requested below. Please use the MEMORANDUM FOR RECORD on the next page to indicate any TCO or ATCO additions/changes. If TCO is scheduled to rotate, please inform DLIELC/LEAT. If there is no requirement for ECL testing, annotate below and return this form with a Certificate of Destruction (AF Form 1565) for all ECL materials.

SITE NUMBER:

TEST CONTROL OFFICER:

ALTERNATE TEST CONTROL OFFICERS:

MAILING ADDRESS:

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:

FY09 ECL TEST MATERIALS REQUIREMENTS

NUMBER OF ECL FORMS REQUIRED: _____

NUMBER OF TEST BOOKLETS PER FORM: _____

NUMBER OF ADDITIONAL AUDIO CDs REQUESTED (1 CD/FORM STANDARD): _____

NUMBER OF ECL ANSWER SHEETS (FORM 6748a) REQUIRED FOR FY09: _____

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: _____

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 issue)

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 |
|--------------------------|------|---------|

| | |
|----------------|-----------|
| E-MAIL ADDRESS | SIGNATURE |
|----------------|-----------|

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

| | |
|----------------|-----------|
| E-MAIL ADDRESS | SIGNATURE |
|----------------|-----------|

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

| | |
|----------------|-----------|
| E-MAIL ADDRESS | SIGNATURE |
|----------------|-----------|

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

| | |
|----------------|-----------|
| E-MAIL ADDRESS | SIGNATURE |
|----------------|-----------|

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

| | | |
|---|-----------|---|
| 3. Mail to: DLIELC/LEAT 2230 ANDREWS AVE LACKLAND AFB TX 78236-5207 | OR | FAX to: DSN: (312) 473-0211 COMM: (210) 671-0211 |
|---|-----------|---|

| | |
|--|------|
| Signature of Appointing Official (Installation Commander or SAO) | Date |
|--|------|

| | |
|---|----------------|
| Name/Rank/Title of Appointing Official (typed or printed) | E-mail Address |
|---|----------------|

ORAL PROFICIENCY INTERVIEW (OPI): OVERVIEW

- Some international students entering CONUS training must take the OPI.
 - US services/schools establish the OPI requirement for their courses, coordinate with DLIELC/LEAT.
 - Students must be ECL-qualified before taking the OPI.
- The OPI tests interactive listening comprehension and speaking ability by means of an interview.
 - The interview is conducted by two certified OPI raters/testers in a face-to-face setting or by phone and is recorded for quality assurance.
 - Students will be asked to talk about various topics, ask and answer questions, verbally handle situations, etc.
 - When the interview is finished, the two testers rate the student individually and then compare ratings.
 - If the ratings are not the same, the raters discuss the interview and come to a resolution.
 - If the raters cannot reach a consensus on the score, a rater trainer listens to the tape and makes a decision.
- Ratings, based on the Interagency Language Roundtable (ILR) skill level descriptions, range 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.
- A qualifying OPI score is valid for six months.
- OPI interviews are conducted and verified by DLIELC OPI-certified personnel only.
- OCONUS candidates who have taken a telephonic OPI must wait 90 days before being re-interviewed, unless a waiver is granted by DLIELC/LEAT. Waivers will normally not be granted before a 30-day wait-period has elapsed.
- Students who are programmed for OPI-required aviation training and who do not meet OPI requirements must be programmed for MASL 177026, Oral Proficiency Skills for Aviation Training (OPSAV).
- Students who require a qualifying OPI and have not received one in-country will be tested upon arrival at DLIELC or their first training site.

OPI TESTING: IN-COUNTRY PROCEDURES

- TCO/SAO
 - Ensures candidate is ECL-qualified before setting up an OPI
 - Arranges OPI schedule with DLIELC by submitting the “OPI Request Form” found as a link on the web page http://www.dlielc.edu/testing/opi_telephone.html one week in advance.
 - Allows 60 minutes per candidate
 - Schedules no more than two consecutive OPIs on one date
 - Provides the following information: date, time, sponsor service, rank, name (Last, First), Military ID number or WCN, ECL score and test date, FOT MASL requiring OPI, TCO’s email address and phone number and information about prior OPIs, if applicable
 - Receives DLIELC confirmation of date and time via email, along with the protocol to be followed on the day of the test
 - Establishes a private room as test site
 - Free of noise/distractions

- With chair, table/desk, telephone
- With paper/pencil for candidate to use during Information Gathering Task (IGT) portion of interview
- Identifies candidate (photo ID) on the day of the test
- Calls DLIELC at COMM: (210) 671-6885; DSN: (312) 473-6885, using a normal phone line (not a speaker phone or cell phone)
- Remains in the testing room (off to side) during session to preclude test compromise; does not allow any one else to enter the room
- Does not allow candidate to read or write anything except during the IGT
- Does not discuss OPI questions or responses with candidate during or after test, or permit such discussions of OPI questions between candidates.
- DLIELC staff verifies clarity of connection and candidate information
 - Asks for a re-call if there is a bad connection (no more than two call-backs on a given date)
 - Contacts LEAT staff if call is not received within 5 minutes
 - LEAT cancels OPI session if call to DLIELC is more than 20 minutes late
 - Notifies TCO/SAO of OPI rating by e-mail, within two US workdays when possible
- TCO/SAO
 - Informs appropriate in-country personnel of candidate's OPI rating after notification by DLIELC
 - Maintains OPI log book, noting candidate's name, rank, date of OPI rating

ONLINE "OPI REQUEST FORM": http://www.dlielc.edu/testing/opi_telephone.html

E-MAIL: OPI@LACKLAND.AF.MIL

TELEPHONE: COMM: (210) 671-5428
 DSN: (312) 473-5428
 or
 COMM: (210) 671-4889
 DSN: (312) 473-4889

FAX: COMM: (210) 671-0211
 DSN: (312) 473-0211

OPI RATING FACTOR GRID

| | Interactive Comprehension | Structural Control <i>Texts Produced</i> | Lexical Control | Delivery | Sociolinguistic Competence | Global Tasks and Functions |
|-----------|--|---|--|---|--|---|
| 0+ | The individual understands a number of short, memorized utterances in areas of immediate needs; frequent, long pauses and repeated requests for repetition. | No control. Can only use memorized structures. Individual words and phrases. | Memorized words and phrases related to immediate survival needs. | Even in memorized speech, stress, intonation, and tone usually quite faulty. | Severely limited. Any knowledge of cultural appropriateness has a nonlinguistic source. | Can make statements and ask questions using memorized material. |
| 1 | A native speaker must often use slowed speech, repetition, paraphrase, or a combination of these to be understood by this individual. Misunderstandings are frequent, but the individual is able to ask for help and to verify comprehension of native speech in face-to-face interaction. | Structural accuracy is random or severely limited. Almost every utterance has errors in basic structures. Time concepts are vague. Can formulate some questions. Discrete sentences. | Very limited. Covers courtesy expressions, introductions, identification, personal and accommodation needs, daily routine. | Often speaks with great difficulty. Pronunciation, stress, intonation generally poor. | Uses greetings and courtesy expressions. Can interact with native speakers used to dealing with non-natives. | Can create sentences; begin, maintain, and close short conversations by asking and answering simple questions; satisfy simple daily needs. |
| 2 | The individual can get the gist of most everyday conversations, but has some difficulty understanding native speakers in situations that require a specialized or sophisticated knowledge. (May require a native speaker to adjust to his/her limitations in some way). | Discourse is minimally cohesive. Grammatical structures are usually not very elaborate and not thoroughly controlled; errors are frequent. Simple structure and basic grammatical relations are typically controlled. Full paragraphs. | Sufficient to discuss high frequency concrete topics such as work, family, personal background and interests, travel, current events. Imprecise for less common topics. | Speaks with confidence but not facility. Can usually be understood by those not used to dealing with non-natives. | Satisfies routine social demands and limited work requirements. Can interact with native speakers not used to dealing with non-natives; native speakers may have to adjust to limitations. | Can describe people, places, and things; narrate current, past, and future activities in full paragraphs; state facts; give instructions or directions; ask and answer questions in the work place; deal with non-routine daily situations. |
| 3 | In face-to-face conversation with natives speaking the standard dialect at a normal rate of speech, comprehension is quite complete. Although cultural references, proverbs, and the implications of nuances and idiom may not be fully understood, the individual can easily repair the conversation. | Effectively combines structure and vocabulary to convey meaning. Discourse is cohesive. Use of structural devices is flexible and elaborate. Errors occur in low frequency and highly complex structures; but structural inaccuracy rarely causes misunderstanding. Extended discourse. | Broad enough for effective formal and informal conversations on practical, social, and professional topics. Can convey abstract concepts. | Speaks readily and fills pauses suitably. Pronunciation may be obviously foreign. Flaws in stress, intonation, pitch rarely disturb the native speaker. | Uses cultural references. When errors are made, can easily repair the conversation. | Can converse extensively in formal and informal situations; discuss abstract topics; support opinions; hypothesize; deal with unfamiliar topics and situations; clarify points. |
| 4 | Can understand native speakers of the standard and other major dialects in essentially any face-to-face interaction. Can understand the details and ramifications of concepts that are culturally or conceptually different from his/her own. Understands shifts of both subject matter and tone. | Organizes discourse well, using appropriate rhetorical devices and high-level discourse structures. Speeches, lectures, debates, conference discussions. | Precise for representational purposes within personal and professional experience. Can elaborate concepts freely; choose appropriate words to convey nuances of meaning. | Speaks effortlessly and smoothly, but would seldom be perceived as a native speaker. | Uses and understands details and ramifications of target cultural references. Can set and shift the tone of exchanges with a variety of native speakers. | Can tailor language to fit the audience; counsel; persuade; represent an official point of view; negotiate; advocate a position at length; interpret informally. |
| 5 | (No gaps in comprehension, including all details and nuances.) | Functionally equivalent to a highly articulate, well-educated native speaker. All texts controlled by a highly articulate, well-educated native speaker. | Breadth of vocabulary and idiom equivalent to that of a highly articulate, well-educated native speaker. | Functionally equivalent to a highly articulate, well-educated native speaker of a standard dialect. | Speech reflects the cultural standards of country where language is natively spoken. | Functionally equivalent to a highly articulate, well-educated native speaker. |

DETERMINING COUNTRIES EXEMPT FROM ENGLISH LANGUAGE TESTING

- DSCA, DLIELC, MILDEPs and Combatant Commands evaluate countries annually based on
 - Use of English as a first language
 - Literacy rate
 - Socioeconomic standards
 - CONUS training success/fail rate by service
- DLIELC will maintain
 - ECL/OPI track record by country/service
 - Record of ECL/OPI TCO appointments
 - Record of ECL/OPI test administrations by test site (TCN)
- DLIELC will coordinate on requests for new waivers, continued waivers, and removal of waivers
- DSCA has final approval authority and will initiate SECDEF message listing exempted countries annually

ENGLISH LANGUAGE TESTING EXEMPTIONS

COUNTRIES EXEMPT FROM ALL ENGLISH LANGUAGE TESTING

(ECL, OPI, AND Test of English as a Foreign Language [TOEFL])

| | | |
|-----------|-------------|----------------|
| ANTIGUA | GRENADA | SINGAPORE |
| AUSTRALIA | GUYANA | ST KITTS |
| BAHAMAS | INDIA | ST LUCIA |
| BARBADOS | IRELAND | ST VINCENT |
| BELIZE | JAMAICA | TRINIDAD |
| BRUNEI | MALTA | UNITED KINGDOM |
| CANADA | MAURITIUS | |
| DOMINICA | NEW ZEALAND | |

COUNTRIES EXEMPT FROM IN-COUNTRY OPI TESTING

| | | |
|----------|------------|-------------|
| AUSTRIA | GERMANY | NETHERLANDS |
| BELGIUM | GREECE | NORWAY |
| BOTSWANA | ISRAEL | PORTUGAL |
| DENMARK | ITALY | SPAIN |
| FINLAND | LESOTHO | SWEDEN |
| FRANCE | LUXEMBOURG | SWITZERLAND |

COUNTRIES EXEMPT FROM IN-COUNTRY ECL TESTING

| | | |
|------------|------------------|-----------------|
| AUSTRIA | ITALY | SOLOMON ISLANDS |
| BANGLADESH | KENYA | SOUTH AFRICA |
| BELGIUM | LESOTHO | SRI LANKA |
| BOTSWANA | LUXEMBOURG | SURINAME |
| DENMARK | MALAWI | SWAZILAND |
| FIJI | MALAYSIA | SWEDEN |
| FINLAND | NETHERLANDS | SWITZERLAND |
| FRANCE | NIGERIA | TONGA |
| GAMBIA | NORWAY | UGANDA |
| GERMANY | PAKISTAN | VANUATU |
| GHANA | PAPUA NEW GUINEA | ZAMBIA |
| ICELAND | PHILIPPINES | SIERRA LEONE |
| ISRAEL | SAMOA | |

IMET COUNTRIES WITH 55-ECL EXEMPTION

| | | |
|---------------------|-------------------|----------------|
| AFGHANISTAN | EQUATORIAL GUINEA | MAURITANIA |
| ALGERIA | ERITREA | MONGOLIA |
| ANGOLA | ETHIOPIA | MONTENEGRO |
| ARMENIA | GABON | MOZAMBIQUE |
| AZERBAIJAN | GEORGIA | NIGER |
| BENIN | GUINEA | RUSSIA |
| BOSNIA-HERZEGOVINA | GUINEA-BISSAU | RWANDA |
| BURKINA FASO | HAITI | SAO TOME |
| BURUNDI | IRAQ | SERBIA |
| CAMBODIA | IVORY COAST | SOUTHERN SUDAN |
| CAPE VERDE | KAZAKHSTAN | TAJKISTAN |
| CENTRAL AFRICAN REP | KOSOVO | TOGO |
| COMOROS | KYRGYZSTAN | TURKMENISTAN |
| CONGO (BRAZZAVILLE) | LAOS | UZBEKISTAN |
| CONGO (KINSHASA) | LIBYA | VIETNAM |
| DJIBOUTI | MADAGASCAR | YEMEN |
| EAST TIMOR | MALI | |

PROGRAMMING GUIDANCE

TO
GRADUATE
WITH

| | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|
| | 60 ECL | 65 ECL | 70 ECL | 75 ECL | 80 ECL | 85 ECL | 90 ECL |
|--|--------|--------|--------|--------|--------|--------|--------|

IF ECL IS: THEN PROGRAM TRAINING FOR THE FOLLOWING NUMBER OF WEEKS:

| | | | | | | | |
|------------|----|----|----|----|----|----|----|
| 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 instruction.
2. This guidance DOES NOT include nine weeks for 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 of 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 ALCPT, not the ECL. Kept secure and properly administered, the ALCPT renders 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.

NOTES

PART II

**RESIDENT
ENGLISH LANGUAGE
TRAINING PROGRAM**

NOTES

RESIDENT ENGLISH LANGUAGE TRAINING PROGRAM

This section provides information on DLIELC's resident ELT program conducted by the Academics Division. Specifically, this part covers the American Language Course (ALC), Instructor Development courses, and FY09 and FY10 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) and SET. Students may enter GET only, SET only, or a combination of GET and SET. Those who enter SET 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 course. 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 other FOT programs, such as DLIELC Instructor Development courses.

The GET of the ALC consists of materials designed to conform to classroom group learning and individualized interactive multimedia laboratory instruction. Small classes at DLIELC ensure that students have ample opportunity to participate in classroom activities. 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 the students be returned to their countries. When students progress at a rate above expectations, DLIELC advises the sponsoring services so that their FOT schedule can be adjusted to accommodate an anticipated early graduation from DLIELC.

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 on the following page contains end-of-book ALCPT/ECL scores.

GUIDELINES FOR PLACEMENT IN ENGLISH LANGUAGE TRAINING AND ADVANCEMENT IN THE ALC BOOKS, 1-34

**ALCPT and ECL RANGE
FOR:**

| BOOK | PLACEMENT SCORE | ADVANCEMENT SCORE |
|------|-----------------|-------------------|
| 1 | 0* | 0* |
| 2 | 0* | 0* |
| 3 | 0* | 0* |
| 4 | 0* - 29 | 0* |
| 5 | 0* - 29 | 0* |
| 6 | 0* - 29 | 25 |
| 7 | 25 - 33 | 29 |
| 8 | 29 - 37 | 33 |
| 9 | 33 - 41 | 37 |
| 10 | 37 - 45 | 41 |
| 11 | 41 - 49 | 45 |
| 12 | 45 - 51 | 49 |
| 13 | 49 - 53 | 51 |
| 14 | 51 - 55 | 53 |
| 15 | 53 - 57 | 55 |
| 16 | 55 - 59 | 57 |
| 17 | 57 - 61 | 59 |

| BOOK | PLACEMENT SCORE | ADVANCEMENT SCORE |
|------|-----------------|-------------------|
| 18 | 59 - 63 | 61 |
| 19 | 61 - 65 | 63 |
| 20 | 63 - 67 | 65 |
| 21 | 65 - 69 | 67 |
| 22 | 67 - 71 | 69 |
| 23 | 69 - 73 | 71 |
| 24 | 71 - 74 | 73 |
| 25 | 73 - 75 | 74 |
| 26 | 74 - 76 | 75 |
| 27 | 75 - 77 | 76 |
| 28 | 76 - 78 | 77 |
| 29 | 77 - 79 | 78 |
| 30 | 78 - 81 | 80 |
| 31 | 79 - 82 | 80+ |
| 32 | 80 - 83 | 80+ |
| 33 | 81 - 84 | 80+ |
| 34 | 82 - 85 | 80+ |

* ALCPT and ECL scores of 29 or below cannot be considered valid indicators of a student’s proficiency. Students at this level should be placed in appropriate books based on instructor evaluation.

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 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 Student Text
- Language Laboratory Activities Instructor Text
- 16 cassette tapes or 8 audio CDs
- Book quizzes

Books 31-34 focus on the development of language skills. Each of these books is centered around a specific theme which acts as the framework for the teaching of vocabulary and grammar and provides the content for higher language skills development in the areas of listening comprehension, speaking, reading, and writing. The materials include readings, audiotapes, and videotapes which have been selected from commercially published sources as well as from professional military education course materials. Each instructional package for Books 31-34 is composed of the following materials:

- Student Text
- Instructor Text
- Audiotape/videotape kit
- Book of Idioms

ALC INTERACTIVE MULTIMEDIA INSTRUCTION (IMI)

In the field of ELT, multimedia computer platforms and computer-assisted language learning methodologies are rapidly evolving. Interactive Multimedia Instruction (IMI), as the name suggests, employs multimedia—full-motion video, graphics, text, animation, and sound—to support the classroom language objectives.

DLIELC has developed and integrated IMI as part of the total instructional package for its training materials, and it is replacing audiotapes in the traditional language laboratory setting. Because students totally control the pace and direction of the lessons, they can concentrate on exercises that improve their own weakest areas.

Currently, students studying in Level II (Books 7-12), Level III (Books 13-18) and Level IV (Books 19-24) attend IMI labs four periods a week. In addition, IMI lessons for Level I (Books 1-6) have been developed to substitute for the Language Laboratory Activities. IMI has also been developed for several SET codes.

As more and more nonresident locations install computer labs for language training, it becomes more important for the SAOs to provide information on compatible computer lab systems: the hardware systems for IMI are a standard multimedia personal computer, minimum 700 MHz Pentium processor with at least 32 MB RAM, 1 GB hard drive (or better), super VGA color monitor, 16X (or better) CD player; 32-bit audio card, Microsoft Windows 2000, XP or, VISTA (32-bit) headsets, keyboard, mouse, speakers or headphones; I/O ports: Serial, Parallel, MIDI; and Intel Video CODECs IV4.x and IV5.x (packaged with IMI).

SPECIALIZED ENGLISH TRAINING

SET is designed for students who already have a strong proficiency in general English. The 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 skills needs of students scheduled to attend training in a variety of specialties. Nearly all SET students study Module 101, Basic Skills, during their first week, concentrating on broad language skills necessary in any FOT environment—reading, effective listening, note taking, using reference materials, etc. The next seven weeks of training depend on the scheduled FOT. In addition, there are materials addressing reading comprehension, specific speaking, and formal writing skills for those scheduled for mid- and senior management training, and integrated live radio communication tape practice for aviators. Specific FOT language skills—test taking, note taking, following instructions, etc.—are included for everyone in the ninth week of SET in Module 103, Applied Skills.

SET PROGRESSION

| WEEK 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---------------------|--------------------------------|----------|----------|----------|----------|----------|----------|-----------------------|
| BASIC SKILLS | 7-WEEK SPECIALIZED CORE | | | | | | | APPLIED SKILLS |
| MOD 101 | SKILLS CONTINUATION | | | | | | | MOD 103 |

NOTE: 7-week core depends on scheduled FOT.

Various combinations of the SET materials are used to meet a wide variety of FOT requirements. In each specialty, there are one to seven specific modules supplemented by modules from other specialties. For example, after Module 101, a student scheduled for Air Traffic Control would study English Language Skills for Communication, English Language Skills for Aviation, and English Language Skills for Navigation. 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 language-critical and flight-related 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 2/1+ 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 identify areas in need of improvement in order to meet rigorous FOT requirements. The OPI requirements must be met before entering SET.

INSTRUCTOR DEVELOPMENT TRAINING

In addition to General English and Specialized English training, DLIELC offers a number of courses for international students who are (or will be) English language instructors and/or English language training program managers. Instructor Development courses are designed to provide training and practice in English-as-a-Foreign Language (EFL) methodology for novice as well as experienced instructors. Instructor Development courses also 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 is an important part of most Instructor Development courses, and students have an opportunity to observe experienced DLIELC instructors in the classroom as well as in the interactive multimedia labs. Students in the management courses meet with experienced DLIELC managers and administrators. In the Instructor Development courses, a combination of theoretical discussion and practical experience ensures students the opportunity to build on and improve their instructional and/or managerial skills.

NOTES

English Language Training Courses

Resident Courses

DLIELC offers a variety of English language training courses in residence at Lackland AFB, Texas.

General English, Specialized English and Advanced Training Courses

- **American Language Course, MASL IIN D177009**
This course is variable in length (minimum 10 weeks), includes General English Training (GET) and Specialized English Training (SET), and may be scheduled to start any week.
- **American Language Course (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.
- **American Language Course (SET only), MASL IIN D177008**
This nine-week course focuses on language and study skills and terminology associated with technical training and professional military education. It may be scheduled to start any week. Students must achieve the ECL and OPI (if applicable) requirements for their FOT course before entry into this course.
- **American Language Course for Aviation Leadership Program Scholarship (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.)
- **Oral Proficiency Skills for Aviation (OPSAV) Course, MASL IIN D177026 (MASL IIN D177028 for Oral Proficiency ALP Scholarship)**
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. 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.**

- **Advanced English Language Program (AELP), MASL IIN D177031**

This 16-week advanced English language course is designed for students who need to improve their language skills, with an emphasis on speaking and writing. This course prepares students who have not yet met their ECL and OPI requirements for professional military education training courses and other advanced courses. The development of speaking skills is emphasized through formal speeches, military briefings, oral reports, small group discussions, debates, and discussion of current events news articles and radio/TV programs. Aural comprehension is enhanced through the use of video and audiotapes, classroom lectures, and radio and televised newscasts. As part of the writing skill development phase, students are required to prepare weekly paragraphs and essay length compositions, military and business memos and letters and electronic communications. The writing is done using word processing software on available computers and many of the speaking presentations are accomplished through the use of computer software. *Prerequisites for the course are an 80 ECL and OPI rating of 2 (comprehension)/2 (speaking).* **There is a minimum enrollment requirement of six students.**

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 17 Nov 08 | 06 Mar 09 |
| 02 Feb 09 | 22 May 09 |
| 14 Sep 09 | 01 Jan 10 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 16 Nov 09 | 05 Mar 10 |
| 01 Feb 10 | 21 May 10 |
| 13 Sep 10 | 31 Dec 10 |

- **Test of English as a Foreign Language (TOEFL) Integrated Skills for Academic Purposes, MASL IIN D177022**

This 16-week course is designed for international military personnel who need a qualifying TOEFL score for graduate level courses at such institutions as the National Defense University, the Army War College, and the Naval Post Graduate School. In addition to military personnel, this course is also recommended for instructors who will be teaching students bound for these and other professional military education courses. This course emphasizes critical thinking and writing skills, as well as test taking strategies, such as those needed for the TOEFL. Students will also improve their speaking and listening skills as they participate in group discussions, give impromptu speeches and make formal presentations. All four skills—reading, writing, listening and speaking—are tested on the integrated-skills iBT TOEFL, which students will have the opportunity to take twice during the course. *Prerequisites for the course are either an ECL score of 85, a score of 65 on the iBT TOEFL, a score of 183 on the computer-based test, or a score of 513 on the paper-based test. Scheduling a telephonic OPI is highly encouraged as the new iBT TOEFL is an integrated skills test with a speaking component. A 2/2 on a telephonic OPI is suggested for entry to the course. While at DLIELC, students will take the OPI at appropriate stages in their training.* **There is a minimum enrollment requirement of six students.**

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 10 Nov 08 | 27 Feb 09 |
| 02 Mar 09 | 19 Jun 09 |
| 24 Aug 09 | 11 Dec 09 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 09 Nov 09 | 26 Feb 10 |
| 01 Mar 10 | 18 Jun 10 |
| 23 Aug 10 | 10 Dec 10 |

- **Materials Development Seminar, MASL IIN D177030**

This eight-week seminar is intended for the international English Language Specialist (ELS) who is 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, the writing of language objectives, and the development of targeted activities for the language classroom. Students use computers to complete all written assignments; therefore, word processing skills are a must. In addition, students should come with specific ideas for curriculum projects as they are expected to leave the course with a completed written project. *Prerequisites for the course are an ECL score of 85, an EFL teaching degree, at least two years classroom teaching experience, and writing and word processing skills. Only one seminar is offered each summer.* **There is a minimum enrollment requirement of six students.**

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 15 Jun 09 | 07 Aug 09 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 14 Jun 10 | 06 Aug 10 |

Instructor Courses

- **Basic American Language Instructor Course (BALIC), MASL IIN D177007**

This 27-week course prepares international military and civilian personnel who are nonnative speakers of English to teach the ALC in their countries. Primary course objectives include the improvement of the instructor trainees' English language skills. The trainees receive practice in advanced listening, speaking, and reading skills with special emphasis on writing skills. The course includes a practical review of grammar, basic phonology concepts, speaking and writing activities, and readings on American culture. Another critical objective of the course is to teach instructor trainees how to teach American English using the General English materials of the ALC. This portion of the course introduces instructor trainees to the ALC materials, providing them with instructional techniques to effectively teach the materials as well as familiarization with the use of videotapes and IMI in the classroom. The course provides instructor trainees with opportunities for peer-teaching the ALC and observing classes in the General English Section of DLIELC. *Prerequisite for the course is an ECL score of 80.* Some teaching experience is desirable; however, instructors with university degrees in teaching EFL or with extensive experience teaching EFL should be programmed for advanced courses.

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 29 Sep 08 | 03 Apr 09 |
| 05 Jan 09 | 10 Jul 09 |
| 18 May 09 | 20 Nov 09 |
| 20 Jul 09 | 22 Jan 10 |
| 17 Aug 09 | 19 Feb 10 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 28 Sep 09 | 02 Apr 10 |
| 04 Jan 10 | 09 Jul 10 |
| 17 May 10 | 19 Nov 10 |
| 19 Jul 10 | 21 Jan 11 |
| 16 Aug 10 | 18 Feb 11 |

- **Advanced English Language Instructor Course (AELIC), MASL IIN D177006**

This 16-week course is designed for graduates of BALIC, or equivalent, who have at least two years' experience teaching EFL in their countries. A major objective of the course is to improve English proficiency with an emphasis on oral and written communication. The methodology objectives include advanced teaching techniques focused on teaching the ALC Books 25 to 30. Also included in the course is familiarization with student evaluation and assessment (including an overview of the OPI) as well as the use of videotapes and IMI in the classroom. *Prerequisites for the course are an 85 ECL, a minimum of two years' experience as an EFL instructor, and completion of BALIC or equivalent.*

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 06 Oct 08 | 23 Jan 09 |
| 01 Dec 08 | 20 Mar 09 |
| 05 Jan 09 | 24 Apr 09 |
| 10 Aug 09 | 27 Nov 09 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 05 Oct 09 | 22 Jan 10 |
| 30 Nov 09 | 19 Mar 10 |
| 04 Jan 10 | 23 Apr 10 |
| 09 Aug 10 | 26 Nov 10 |

- **Advanced Language Proficiency Skills (ALPS) Course, MASL IIN D177018**

This 12-week course is designed for experienced teachers of EFL who have attended BALIC or AELIC, for English Language Training Program (ELTP) management or staff personnel, and for academic subject matter teachers who use English as a medium of instruction. The course enables students to upgrade their own English language proficiency in the skill areas of listening, speaking, reading, and writing. Students are provided the opportunity to develop and demonstrate their proficiency and fluency in all language skills, thereby increasing their communicative competence. ALPS emphasizes development of English language skills rather than teaching methodology. This course can be programmed as a lead-in to MASL IINs D177006, D177013, or D177019. *Prerequisite for the course is an 80 ECL.* **There is a minimum enrollment requirement of six students.**

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 18 May 09 | 07 Aug 09 |
| 13 Jul 09 | 02 Oct 09 |
| 07 Sep 09 | 27 Nov 09 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 17 May 10 | 06 Aug 10 |
| 12 Jul 10 | 01 Oct 10 |
| 06 Sep 10 | 26 Nov 10 |

- **Introduction to the American Language Course and Culture Seminar (INTRO), MASL IIN D177019**

This eight-week course is designed for experienced instructors who have not recently attended BALIC. The course provides an in-depth review and explanation of the ALC General English materials—both intensive and nonintensive—as well as an overview of how to teach English for Specific Purposes (ESP) using ALC ESP materials. Innovative teaching strategies in the ALC are closely examined and practiced through peer-teaching. The course also introduces the students to a broad spectrum of American culture, including history, government, social institutions, the arts, and customs, through a series of student-led seminars. These seminars afford participants extensive opportunities to improve their English. Cultural tours, which support the themes and functions in the ALC, are included in the design of the course. In addition, videotaped teaching demonstrations of DLIELC instructors using the ALC materials, as well as scheduled visits to DLIELC classrooms, the IMI labs, and the Learning Center, provide students with the opportunity to see the materials in action and provide familiarization with the videotapes and IMI lessons which support the ALC texts. *Prerequisites for the course are an 80 ECL, two years' experience as an EFL teacher, and completion of a basic English language instructor course.* **There is a minimum enrollment requirement of six students.**

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 06 Oct 08 | 28 Nov 08 |
| 02 Feb 09 | 27 Mar 09 |
| 10 Aug 09 | 02 Oct 09 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 05 Oct 09 | 27 Nov 09 |
| 01 Feb 10 | 26 Mar 10 |
| 09 Aug 10 | 01 Oct 10 |

Management Courses

- **Managing English Language Training (MELT) Course, MASL IIN D177013**

This eight-week course is intended for international personnel who are or will be in English language training program (ELTP) managerial positions in their countries. Seminar participants are provided with basic knowledge in various areas of administering, managing, and supervising an ELTP. Students 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 ALC materials. Group and individual projects allow participants to examine particular facets of management for specific programs or areas of interest. *Recommended ECL is 80.* **There is a minimum enrollment requirement of six students.**

| FY09 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 01 Dec 08 | 23 Jan 09 |
| 10 Aug 09 | 02 Oct 09 |

| FY10 Class Schedule | |
|---------------------|-----------|
| Entry Date | Grad Date |
| 30 Nov 09 | 22 Jan 10 |
| 09 Aug 10 | 01 Oct 10 |

- **Observer Professional Training, MASL IIN D177002**

This one-week training provides orientation for international ELTP managers, language school directors, or key language training staff. The training is tailored to the needs of the observer, targeting the most appropriate areas of ELTP operations and administration. *Recommended ECL is 80.* **Students who have attended MELT (MASL IIN D177013) should not be programmed for this training.**

**For information on availability of resident courses, contact:
Student Resident Programs Branch (LEOP)**

COMM: (210) 671-3342 COMM FAX: (210) 671-3700

DSN: (312) 473-3342 DSN FAX: (312) 473-3700

E-mail: LEOP@lackland.af.mil

Nonresident Courses

- **In-Country Workshop: Familiarization with the American Language Course, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) teaches this two-week workshop for experienced instructors. The minimum class size is six, and the maximum is 10. The course is designed to familiarize participants with the ALC and provide them with experience teaching it. The required workshop materials are listed below and must be at the training site before the DLIELC MTT arrives. *Participants should have an 80 ECL.*

Price List for 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, 18, 27 Instructor Texts | \$40.00 | 11 of each text | \$440.00 |
| Books 9, 18, 27 Student Texts | \$27.00 | 11 of each text | \$297.00 |
| Book 9 IMI CD Book Package | \$100.00 | 1 | \$100.00 |
| Book 18 LLAIT | \$8.00 | 11 | \$88.00 |
| Book 18 LLAST | \$3.00 | 11 | \$33.00 |
| Book 18 Audio CDs (set of 8) | \$80.00 | 1 | \$80.00 |
| Total for 10 participants + one instructor | | | \$1,313.00 |

- **In-Country Workshop: Familiarization with the Nonintensive American Language Course, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) conducts this two-week workshop for experienced instructors. The minimum class size is six, and the maximum is 10. The course gives 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. *Participants should have an 80 ECL.*

Price List for NALC Familiarization Workshop Starter Package

| Item | Price | Quantity | Subtotal |
|--|----------|-----------------|-------------------|
| Familiarization with the NALC (workshop booklet) | \$15.00 | 11 | \$165.00 |
| NALC Volume 1 Instructor Text, Student Text, Listening Skills Text, Homework Text | \$70.00 | 11 of each text | \$770.00 |
| NALC Volume 1 Flash cards | \$25.00 | 1 | \$25.00 |
| NALC Volume 1 Audio CDs (set of 15) | \$150.00 | 1 | \$150.00 |
| NALC Volume 4 Instructor Guide, Student Text, Listening Skills Text, Homework Text | \$55.00 | 11 of each text | \$605.00 |
| NALC Volume 4 Audio CDs (set of 15) | \$150.00 | 1 | \$150.00 |
| Total for 10 participants + one instructor | | | \$1,865.00 |
| Note: NALC Volumes 2 or 3 may be substituted for Volumes 1 and 4 in the Starter Package, depending on the needs of the country. | | | |

- **In-Country Workshop: Teaching English for Specific Purposes (ESP)—Using the AMEC, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) conducts this two-week workshop for experienced instructors. The minimum class size is six, and the maximum is 10. This workshop 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 workshop 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. *Participants should have an 85 ECL.*

Price List for 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 CDs (set of 10), DVD | \$120.00 | 1 | \$120.00 |
| Topics in Counterinsurgency Instructor Text , Student Text, Glossary | \$60.00 | 11 of each text | \$660.00 |
| Topics in Counterinsurgency Audio CDs (set of 10), DVD | \$120.00 | 1 | \$120.00 |
| Total for 10 participants + one instructor | | | \$1,615.00 |
| Note: AMEC Army Topics Books 1 and 2, Air Force Topics Book or Navy Topics Book may be substituted for Topics in Counterinsurgency depending on the needs of the country. | | | |

This workshop may also be conducted on the DLIELC resident campus, using MASL IIN D177002. To arrange for the resident workshop contact Student Resident Programs Branch at LEOP@lackland.af.mil
 DSN: (312) 473-3342; COMM: (210) 671-3342

- **In-Country Seminar: English Skills for Staff Officers in Multinational Operations (ESSO), MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) conducts this seminar for staff officers who are preparing for positions requiring an advanced level of speaking and writing in English. The minimum class size is six, and the maximum is 10. The course is designed to teach communicative skills and the fundamentals of military writing. The required course materials are listed on page 23 of this catalog and must be at the training site before the DLIELC MTT arrives. *Participants should have an 85 ECL.*

Course length is either two or four weeks, depending upon the country's requirements.

Two-week seminar: English language training programs purchase self-study packages from DLIELC and distribute them to course participants at least two months in advance of scheduled course start date. The eight ten-hour, self-instruction lessons must be completed by students prior to the two-week intensive seminar conducted by a DLIELC MTT.

Four-week seminar: Students receive and complete all course materials during the four-week intensive seminar conducted by a DLIELC MTT at a training site in country.

- **In-Country Workshop: English Language Proficiency Testing, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) conducts this two-week workshop for English language testing specialists. The minimum class size is six, and the maximum is 12. 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 seminar objectives, depending upon the specific requirements. The instructor will provide materials for the course. *Participants should have an 85 ECL and 2+/2+ on the Oral Proficiency Interview (OPI).*

This workshop may also be conducted on the DLIELC resident campus, using MASL IIN D177002. To arrange for the resident workshop contact Student Resident Programs Branch at LEOP@lackland.af.mil
DSN: (312) 473-3342; COMM: 210-671-3342

**For Information on availability of nonresident courses and to arrange for an MTT, contact:
Nonresident Programs Division (LEN)**

COMM: (210) 671-3783

COMM FAX: (210) 671-5362

DSN: (312) 473-3783

DSN FAX: (312) 473-5362

E-mail: LEN@lackland.af.mil

PART III

**IN-COUNTRY
ENGLISH LANGUAGE
TRAINING PROGRAMS**

NOTES

GENERAL INFORMATION

1. Mission

From the point of view of US national interests, the mission of an in-country ELTP is to produce a sufficient number of English language-qualified personnel to support US Security Assistance objectives. Effective in-country ELTPs are a vital link in the Security Assistance chain. The English language-qualified personnel produced by in-country ELTPs are essential to the success of US arms sales and transfers because their graduates 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 feed students into US military schools of 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.

2. ELTP Checklist for Security Assistance Offices

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

a. Purpose of ELTP

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

b. Curriculum

- (1) If the American Language Course (ALC) is the primary ELTP curriculum, is there an adequate supply of materials on hand to meet the objectives?
- (2) If the ALC is not used, then what is?
- (3) Are ALCPTs on hand to evaluate training progress and readiness to take the ECL?

c. Training Management

- (1) How many students will be trained each year?
- (2) Are students sent to CONUS training funded under IMET or FMS?
- (3) If IMET students are sent to CONUS training, is a waiver of the 55 ECL requirement necessary?
- (4) What level of proficiency will students have upon entry into the ELTP?
- (5) What ECL scores will graduates require?
- (6) What is the general educational level of the students?

- (7) Is the training
 - (a) Intensive (20 or more class-hours per week)?
 - (b) Nonintensive (fewer than 20 class hours per week)?
- (8) How many ELTP training sites are there?
- (9) Would the ELTP benefit from a survey conducted by a DLIELC team?

d. Instructors

- (1) Are a sufficient number of qualified indigenous English language instructors available for the ELTP?
- (2) Are qualified native speakers available to serve as instructors in the ELTP?
- (3) Have ELTP instructors received training on the ALC materials?
- (4) Should local instructors be sent to DLIELC for training?
- (5) Should a DLIELC team be requested to provide training to the local instructors on the ALC materials?

e. Facilities

- (1) Are classrooms, administrative and storage facilities adequate?
- (2) Are laboratory facilities adequate?
 - (a) Are there a sufficient number of laboratory positions available for the ELTP?
 - (b) What level of audio laboratory is required?
 - (c) How many hours per week are the laboratories used?
 - (d) Is there an in-country capability to install and maintain audio laboratories, video equipment, and multimedia laboratories?
 - (e) Is a Technical Assistance Team (TAT) required to install or repair the laboratory equipment?

PLANNING FACTORS

1. Manning

- a. **DLIELC Resident Training for Supervisors, Instructors, and Technicians:** The success of an in-country ELTP depends upon the knowledge and competence of supervisory and instructor personnel. DLIELC conducts four 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.
- b. **Student-Instructor Ratio:** In order to maintain an average class size of about eight students, there should be one instructor for every six to seven students. This ratio permits some instructors to take annual or sick leave while ensuring that there are a sufficient number of instructors to maintain an average of eight students per class.
- c. **First-line Supervisors:** There should be a sufficient number of first-line supervisors so that a supervisor does not have to supervise more than 10 instructors.
- d. **Clerical Personnel:** The number of clerical personnel required varies widely depending on the types of duties assigned to them and the number of students enrolled in the ELTP.

2. Curriculum: ALC materials, produced by DLIELC and described in DLIELC Catalog of 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.

3. Training Management

- a. **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 ALC Placement Test 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.
- b. **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.
- c. **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.
- d. **Remedial Help:** Remedial help should be available for students who fail to meet academic standards.

4. Facilities

- a. **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.

- b. 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.

- (1) Classrooms

- (a) 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.
- (b) Classroom Size: The ideal classroom for language learning is relatively small, accommodating no more than 12 students. However, because of local economic and cultural considerations, in-country classrooms frequently must be designed for 20 or more students.
- (c) 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, which interfere with learning, and extends the life of language laboratory equipment.
- (d) Furnishings and Equipment: Classrooms should be equipped with a chalk- or marker board, or whiteboard; 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 should be available for use in the classroom. Each classroom should contain sufficient electrical outlets to operate electrical equipment.

- (2) 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

1. Overview

DLIELC provides a broad range of technical assistance for in-country ELTPs. These services include English language survey mobile training teams (MTTs), pre-deployment surveys, operational mobile training teams, and language training detachments. Below is a description of these various forms of assistance.

a. English Language Survey MTT (MASL IIN 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 SAO and designated host-country officials on their observations, findings and recommendations. Upon approval of the Commandant, DLIELC, the final MTT Survey report is forwarded to the SAO within 30 days of the survey team's return to DLIELC.
- (2) Team Composition: This type of MTT is composed of one or two professionals with broad experience in nonresident ELTPs.
- (3) Duration of Survey: The duration of a survey MTT depends upon the scope and complexity of the in-country ELTP, but generally ranges from three days to three weeks.
- (4) Grades of Team Members: The grades of survey MTT members range from GS-11 to YC-02, depending on the scope and complexity of the in-country ELTP.
- (5) Controls Over Work: The Commandant, DLIELC, through the Nonresident Programs Division (DLIELC/LEN), maintains professional and technical control over the work of survey MTT members.

b. Pre-deployment Survey MTT

- (1) Purpose: The purpose of a pre-deployment survey mobile training team (PDSMTT) is to ensure that the deployment of DLIELC personnel to an overseas location is effected with maximum efficiency. By means of the PDSMTT survey the DLIELC professional ensures 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 official Americans in the following areas: lodging, transportation, office and classroom facilities, administrative support, communication support, medical care, postal privileges, etc.
- (2) Composition of Team: The pre-deployment survey is generally conducted by one or, in some cases, two DLIELC professionals who have extensive overseas ELTP experience.
- (3) Duration of Survey: The duration of a pre-deployment survey is generally three days to two weeks, depending upon the scope of the in-country ELTP.

- (4) Grades of Pre-deployment Survey MTT Members: The grades of pre-deployment survey MTT members range from GS-11 to YC-02 and are determined by such factors as the scope and complexity of the ELTP, the significance of the ELTP to US national interests, and the level of the host-country and US officials with whom the MTT members must deal.
 - (5) Controls Over Work: The Commandant, DLIELC, through the Nonresident Programs Division (DLIELC/LEN), maintains operational, administrative, technical, professional, career and policy control over the work of PDSMTT members. The SAO designates an official who serves as the POC for the PDSMTT members.
- c. Operational MTT (OMTT) (MASL IIN D307009)
- (1) Purpose: The general purpose of an OMTT is to assist in the operation or establishment of an in-country ELTP. The specific purposes of the types of OMTTs are addressed below.
 - (2) Composition of Team: The OMTT is composed of one or more DLIELC professionals who have expertise in the particular skills required. It is possible to provide new OMTTs indefinitely.
 - (3) Controls Over Work: A designated SAO official exercises operational and administrative supervision of the senior operational member. The senior MTT member exercises operational and administrative control over the other MTT members. The Commandant, DLIELC, through the Nonresident Programs Division (DLIELC/LEN), maintains professional, policy, and technical control over the work of all MTT members.
- d. Types of OMTTs: There are three types of OMTTs: instructional, advisory, and managerial. Below are descriptions of the services provided by these three types of OMTTs:
- (1) Instructional MTT
 - (a) Purpose: The purpose of instructional MTTs is twofold: First, to provide instructors to 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 through the Familiarization with the ALC, Familiarization with the NALC and Teaching ESP Using the AMEC in-country workshops. These two-week nonresident courses are a condensed version of the methodology component in the eight-week Introduction to the ALC and Culture Seminar offered in residence. DLIELC requires up to 60 days from the date of an MTT call-up to deployment to deliver this course. The maximum class size should be 10. Prerequisites for the course are the completion of the BALIC or its equivalent and experience in teaching EFL.
 - (b) Grades: When DLIELC deploys an instructional MTT consisting of a single instructor, the grade of the instructor is GS-11 or YC-02. When the instructional MTT consists of more than one instructor, the grade of the instructor who serves as team chief is GS-11 or YC-02, depending on the scope and complexity of the ELTP. The grade of the other instructors is GS-09. When the grade of the team chief is YC-02, 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 some aspects of operating an ELTP. SAOs most frequently request advisory MTTs to provide advice in the areas of ELTP administration and management, curriculum and test development, or instruction.

- (b) Grades: The grades of advisory MTT members range from GS-11 to YC-02, 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) Grades: The grades of managerial MTT members range from GS-11 to YC-02, 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.

e. Language Training Detachment (LTD)

- (1) Purpose: The purpose of the LTD is to assist in the operation or establishment of in-country ELTPs. LTDs are categorized into three types just as OMTTs: instructional, advisory, and managerial.
- (2) Composition of an LTD: The LTD is composed of one or more DLIELC professionals who have expertise in the particular skills required to accomplish the designated mission.
- (3) Duration of an LTD: The principal difference between an operational MTT and an LTD is duration. While operational 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.
- (4) Grades of LTD Members: The grades of LTD members range from GS-09 to YC-02 and are determined by such factors as the scope and complexity of the ELTP, the level of the host-country and US officials with whom the LTD members must deal, and the level of the personnel supervised.
- (5) Controls Over Work: A designated SAO official exercises operational and administrative supervision over the senior LTD member. The senior LTD member exercises operational and administrative control over the other LTD members. The Commandant, DLIELC, through the Nonresident Programs Division (DLIELC/LEN), maintains professional and technical control over the work of the senior LTD member.

2. Requesting DLIELC Services

- a. Lead Time: DLIELC generally requires up to 60 days to deploy an MTT and up to 120 days to deploy an LTD.
- b. DLIELC MTTs and LTDs Funded under IMET: Anticipated MTTs or LTDs should be programmed into the Air Force IMET Standardized Training Listing (STL). Data sheets should be submitted to AFSAT, with information copies to DLIELC/LEN, in accordance with the JSAT. 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 Unified Command, DSCA, and AFSAT.

c. DLIELC MTTs and LTDs Funded under FMS

- (1) 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 (LOA). These procedures are detailed in DoD 5108.8, the Security Assistance Management Manual (SAMM).
- (2) Existing FMS Case: With host-country approval, the USG FMS case manager can fund DLIELC MTTs or LTDs from existing cases. The SAO or case manager should request Price and Availability estimates from DLIELC/LEN. The most convenient financial instrument to fund the LTD or MTT is a DD448, Military Interdepartmental Purchase Request (MIPR).

For assistance with in-country ELPTs, contact:

Nonresident Programs Division (LEN)

COMM: (210) 671-3783

COMM FAX: (210) 671-5362

DSN: (312) 473-3783

DSN FAX: (312) 473-5362

E-mail: LEN@lackland.af.mil

LANGUAGE LABORATORY SYSTEMS

1. Guidance for Selection of Language Laboratory Systems

This selection should be made in conjunction with an English language training survey performed by DLIELC. DLIELC personnel frequently note that language laboratories are poorly utilized, underutilized, or not utilized at all in English language training (ELT) sites abroad. In fact, proper utilization of language laboratories is the exception rather than the rule. Millions of dollars spent on language labs could have been better spent on hiring and obtaining consulting services. There are many excellent ELT programs that do not have language laboratories; conversely, there are many poor ELT programs that have language laboratories. That is, a language laboratory is not synonymous with a language program. A language laboratory is a useful adjunct to a fully operational ELT program; it is not the foundation of an ELT program. In the absence of a fully operational program, it serves no useful purpose.

a. Operational Program: Before taking steps to purchase a language laboratory, the SAO should ensure that the laboratory will be used as an adjunct to a fully operational program. The characteristics of a fully operational ELT program are:

- (1) Regularly scheduled ELT classes.
- (2) Compulsory ELT class attendance.
- (3) ELT program accountability (i.e., the ELT program manager reports to a senior official on ELT matters).
- (4) A paid (i.e., not volunteer) ELT faculty.
- (5) An ELT syllabus which designates specific ELT materials for use in class.
- (6) ELT classrooms that have adequate lighting, heating, and ventilation.
- (7) A designated site in which the lab will be installed.
- (8) Technicians who can maintain and repair the lab.

2. Once a decision has been made to obtain a laboratory system, inquiries regarding the ordering of English Language Laboratory Systems should be addressed to Communications-Electronics Life Cycle Management Command (CECOM LCMC) points of contact (POCs) program manager, Mr. Michael Cerreto, michael.cerreto@us.army.mil, Tel: (732) 532-7217, DSN: (312) 992-7217 or Mr. John B. Allen, john.allen5@us.army.mil, Tel: (732) 532-8617, DSN: (312) 992-8617 at the U.S. Army Communications-Electronics Life Cycle Management Command, Fort Monmouth, NJ, (formerly US Army Communications Electronics Command).

3. Prior to programming English Language Laboratory Systems for IMET, FMS credit, or State Department pseudo cases, Defense Language Institute English Language Center (DLIELC), Lackland Air Force Base, San Antonio, TX must provide approval of countries' requests to program English Language Laboratory Systems. Please contact the proper DLIELC overseas program manager if known, or contact DLIELC Nonresident Programs Division. The DLIELC overseas program manager will provide guidance for programming English Language Program requirements, (use the following link or telephone number):

Email: LEN@lackland.af.mil

Phone: (210) 671-3405 DSN: (312) 473-3405

4. CECOM LCMC through U.S. 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 still easy to learn and user friendly, a durable English Language Laboratory System which is available in 5, 10, 15, 20, 25 and 30 position English Language Laboratory Systems. The instructor console contains an integrated tape player which can be used to convert analog tape to digital format to achieve and use for quick access to lessons. Two versions of the previous Audio Visual Kit (AV KIT) are offered. AVKIT1 is recommended for 5 and 10 student position systems. AVKIT2 is recommended for 15, 20, 25 and 30 position systems. Both AVKIT systems consist of 1 each 20-inch television for the instructor console and 1 each multi-system DVD/VCR. AVKIT1 includes 1 each 32-inch LCD and stand for the classroom while AVKIT2 includes two each 32-inch LCD screens and 2 LCD stands for larger size classrooms. Both systems include all required cabling, and furniture (chairs are not included). Specific information on lab configurations can be accessed at the DISAM International Training Management Website:

[http://www.disam.dsca.mil/itm/Functional/Eng_Lang_English Language Laboratory Systems.htm](http://www.disam.dsca.mil/itm/Functional/Eng_Lang_English_Language_Laboratory_Systems.htm)

- b. Training Multimedia English Language Laboratory System (TMLL). The TMLL is a digital English Language Laboratory System containing application 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 (see above).
- 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, and a combination DVD-VCR. Furniture is not included in LLRC base prices. LLRC furniture may be selected from the LLRC accessories list (chairs not included). Additional information can be accessed at the DISAM International Training Management Website (see above).
- 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). Additional information can be accessed at the DISAM International Training Management Website (see above).

HOW TO OBTAIN ENGLISH LANGUAGE LABORATORY SYSTEMS

1. Select the size and type of English Language Laboratory System the country requires. Ensure the country can technologically support the type of English Language Laboratory System selected. Ensure the building/room in which the English Language Laboratory System will be installed has the necessary power and environmental protection (HVAC) required to support the English Language Laboratory System equipment/hardware. Consult the CECOM LCMC POCs for additional information.
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 obtainable from CECOM. 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.
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 Assistance Officer (SAO) 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 and Dal Media Solutions contractor 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.

US Army (C-E LCMC) POCs for IMET Language Laboratories:

Gabor Boda, Division Chief, (CECOM LCMC), Fort Monmouth, NJ
Phone: (732) 532-2425, FAX: (732) 532-6874
DSN: (312) 992-8617, e-mail: gabor.boda@mail1.monmouth.army.mil

Michael Cerreto, Program Manager, (CECOM LCMC), Fort Monmouth, NJ
Phone: (732) 532-7217, FAX: (732) 532-6874
DSN: (312) 992-7217, e-mail: michael.cerreto@us.army.mil

John Allen, Programming Assistant, (CECOM LCMC), Fort Monmouth, NJ
Phone: (732) 532-8617, FAX: (732) 532-6874
DSN: (312) 992-8617, e-mail: john.allen5@us.army.mil

NOTES

PART IV

STUDENT INFORMATION

NOTES

IN-COUNTRY STUDENT PRE-DEPARTURE BRIEFING

- Travel

- Students should arrive prior to 2200, Wednesday. In processing begins at 0715 on the first Thursday after arrival
- Students must travel with an A-2 approved visa
- Students must have adequate funds upon arrival
 - IMET living allowances must be supplemented by country
- Students should not carry large amounts of cash; recommend conversion to traveler's checks
 - Students should not put money in briefcase/suitcases
 - Students should pack personal essentials in carry-on baggage in the event of delayed/lost baggage
- Transportation for IMSs with dependents, is authorized, subject to local vehicle availability
- DLIELC requires 5 copies of ITOs on arrival
- Officer students must complete a DD Form 2339, International Military Student Information Sheet, prior to departure; completed forms will be needed during in processing
- Students should obtain a copy of DLIELC's Student Handbook and read prior to arrival; an electronic version of the handbook is available on the DLIELC Internet Web page (www.dlielc.edu)
 - Students must carry at least one ITO on person and one copy in each piece of luggage
- Students must adhere to flight schedules with no unplanned stopovers
- IMET students leaving DLIELC for FOT are not allowed to make their own travel arrangements; the DLIELC Travel Office makes travel arrangements
 - Once arrangements are made, students must not change schedules
 - Students must retain all copies of travel receipts in order to process transportation claims through Finance

- Reporting

- Upon arrival, students should call the DLIELC Student Service Desk by using the DLIELC DIRECT DIAL phone (HOTLINE) located in both Terminals 1 and 2. Arriving students should look for signs with the words "DLI" or "DLIELC", along with the DLI symbol to direct them to the phones. Phones are located at the bottom of stairs/escalators towards baggage claim area in Terminal 1 (there will be a bank of phones against the wall); and there is also a phone located at Terminal 2 (located in the waiting area that is just past the security exit).
 - Phone calls using the DLIELC hotline are free
 - If not calling from the DLIELC DIRECT DIAL Phone, the DLIELC Student Service Desk telephone number is 210-671-2927 or 210-671-2929
 - Average arrival time for pick-up is 30–50 minutes depending on traffic situation

- In-processing

- All DLIELC in-processing activities are mandatory
 - Students must attend all briefings; failure to do so may prevent scheduled class entry
- Students must attend all classes during training
 - Failure to attend classes is considered a discipline issue
 - Continued tardiness/absence from class will result in notification to country and a disciplinary evaluation board which can recommend return to homeland
- Employment by the student or dependent is not authorized

- Driving

- **Texas has changed their driver's license policy making it very difficult to get a Texas driver's license**
- Students should obtain an international driver's license prior to departure from country
- Students should not buy a car until a driver's license is obtained
- Students who buy a car are required to register the vehicle in the State of Texas
- Automobile liability insurance is required in Texas and will be at the student's expense
- Students must have valid driver's license to obtain insurance

- Firearms/Weapons

- No firearms or large knives over 3 inches are authorized

- Housing

- Student dormitories are available
 - Cooking is not allowed in quarters; microwaves and refrigerators are provided, but no other appliances such as hot plates, etc.
- Students authorized to travel with families (listed on ITO) should arrive a minimum of one week earlier than normal to establish housing and transportation.
 - On-base quarters for students with families are not available
 - **E-7 through O-10 and civilians in dormitories can house a spouse (no children) at no additional charge.**
 - Off-base housing is limited and expensive
 - Apartments are usually unfurnished
 - Short-term lease apartments are very limited. Most leases require a 6-month contract
 - Rental furniture costs from \$150–\$400 or more per month, in addition to basic apartment rental
 - Utilities; water, electricity and cable TV, are normally NOT included in apartment rent rates and cost about \$200 per month

- Medical

- Students' medical problems are handled through the Reid Health Services Center (building 6612)
- Students must pay for their dependents' medical care unless authorized on ITO
- Students requiring Class 1, 2, or 3 medical examinations/physicals due to flight/special forces follow-on training should have physicals completed before arriving. Students should have medical documents translated to English prior to arriving to ensure student does not have to retake physicals.
- Dental care is available for emergencies only
 - Follow-up dental care of all (except NATO) countries is by a civilian dentist at the student's expense

- Uniforms

- Students must have adequate number of uniforms; recommend 3–4 sets
 - Authorized shoes must be included with uniform
 - Cold weather gear (warm coat) should be included for the October through March time frame
 - Weather in San Antonio—extremes, 15°F (-10°C) to 110°F (44°C)
- Students are expected to conform to military standards, which includes proper wearing of the uniform, as well as proper appearance (i.e., beard, haircut, saluting, personal hygiene, etc.). Hats will be worn outside of buildings.

- Physical Training (PT)

- PT is required for students reporting to certain follow-on training assignments, as indicated in block 12d of the ITO and the list on the following pages.
- PT standards are based on the US Army physical fitness test, and include push-ups, sit-ups, and a two-mile run.
- PT for students not required to attend is available upon request.

- Out-Processing

- All graduating students must attend a mandatory Out-Processing Briefing on Tuesday, one week prior to graduation.

NOTES

FOLLOW-ON TRAINING COURSES REQUIRING PHYSICAL TRAINING AT DLIELC

DEPARTMENT OF THE AIR FORCE

| | |
|---------|-------------------------|
| D121001 | COMBAT SURVIVAL TNG |
| D121052 | SURVIVAL TNG INSTRUCTOR |
| D171003 | INTL OFF SCH & SOS |

DEPARTMENT OF THE ARMY

| | |
|-----------|-------------------------------|
| B116002 | AIR ASSAULT |
| B121065 | ENGINEER OFFICER CRS |
| B121136 | AVIATION OFF BASIC |
| B121162 | SF QUAL (INDIVIDUAL TNG) |
| B121170 | TOW MASTER GUNNER |
| B121175 | INFANTRY OFFICER BASIC |
| B121179 | ARNG PRE-RANGER |
| B121180 | PATHFINDER |
| B121181 | RANGER |
| B121182 | AIRBORNE |
| B121183 | INFANTRY MORTAR LEADER |
| B121185 | RECON & SURVEILLANCE LDR |
| B121186 | JUMPMASTER |
| B121195 | MECHANIZED LEADER (BFV) |
| B121200 | CHEMICAL OFFICER BASIC |
| B121230/1 | ARMOR BASIC OFFICER LEADER |
| B121280 | QM BASIC OFFICER LEADER |
| B121541 | ARMOR OFFICER BASIC (M1A1) |
| B121542 | ARMOR OFFICER BASIC (M1A1) |
| B121570 | MILITARY POLICE OFF BASIC |
| B122170 | TOW MASTER GUNNER |
| B122600 | SNIPER |
| B126623 | SF COMBAT DIVER QUAL |
| B126624 | SF QUAL (INDIVIDUAL TNG) |
| B126626 | SF DETACH OFF QUAL |
| B126627 | SPEC FORCES ENGR SERGEANT |
| B126629 | SPEC FORCES WEAPONS SGT |
| B126636 | SF QUAL (SF DET OFF) |
| B129907 | INFANTRYMAN BNCOC |
| B129908 | PRIM LEADERSHIP DEV |
| B129915 | INFANTRYMAN ANCOC |
| B170011 | SPECIAL FORMAL TRAINING |
| B171620 | ARMOR CAPTAINS CAREER |
| B171630 | AV CAPTAINS CAREER - ALL |
| B171660 | CHEMICAL CAPTAINS CAREER |
| B171670 | ENGINEER OFF CPT CAREER |
| B171680 | FIELD ARTY CAPTAINS CAREER |
| B171699 | INT'L OFF PREP - INF CCC |
| B171700 | INFANTRY CAPTS CAREER CRS |
| B171740 | MILITARY POLICE CPT CAREER |
| B171771 | SIGNAL CAPTAINS CAREER COURSE |
| B17944S | SPECIAL FORMAL TRAINING |
| B179405 | AIR ASSULT |
| B17950S | SPECIAL FORMAL TRAINING |

DEPARTMENT OF THE NAVY

P116011 MOUNTAIN SURVIVAL
P117024 AVTRA AIRCREW CAND SCH
P119301 AVTRA PRE-FLIGHT INDOC
P119311 INTL BASIC AVIATION PREP
P121008 INFANTRY OFFICER CRS USMC
P121017 COMBAT ENGR NCO CRS
P121018 BASIC COMBAT ENGINEER
P121019 INFANTRY TRAINING SCHOOL USMC
P121029 SUMMER MOUNTAIN LEADERS CRS
P121030 WINTER MOUNTAIN LEADERS CRS
P121031 FLD GRD OFF WINTER WRFR PL
P121032/3 RIFLEMAN BASIC
P121034/5 INFANTRY SQUAD LEADER
P121036/7 INFANTRY PLATOON SERGEANT
P121801 BASIC COURSE USMC
P121802 COMBAT ENGR OFFICER USMC
P121834 COLD WEATHER SURVIVAL CRS
P121835 MOUNTAIN SURVIVAL COURSE
P121855 LIGHT ARMORED VEH LDR
P122060 INTL EOD PHASE I
P122238 BASIC MACHINE GUNNER
P122240/1 BASIC MORTARMAN
P122243 BASIC ASSAULTMAN
P122244/5 BASIC ANTITANK ASSAULT
P122291 ADV MACHINE GUN LEADERS
P122292 ADV MORTAR LEADER CRS
P123712 INTL EOD PHASE II NAVY
P123911 EOD SURFACE
P124108 MEU (SOC) SCOUT SWIMMER
P124111 BASIC SCOUT SWIMMER COURSE
P124265 NAVAL GUNFIRE LIAISON OFF
P124300 BASIC RECON CRS
P124301 UNWTR DEMOL/SEAL TRNG BASIC
P124302 UNWTR DEMOL/SEAL INDOC
P124303 PHYSICAL TRAINING INTL/SEAL
P124326 RECON MARINES AWAITING TRAINING
P124401 BOARDING TEAM MEMBER
P124502 BASIC RECON COURSE – N03AHK1
P124801 ASSAULT AMPHIBIAN UNIT LEADER
P124851 COMBATANT DIVERS COURSE
P129154 RESCUE SWIMMER SCHOOL - TACT
P141350 PERS/SURVIVAL OJT
P144002 ASSAULT AMPHIBIAN VEHICLE CREWMAN
P144802 ASSAULT AMPHIBIAN VEHICLE OFF
P144803 ASSAULT AMPHIBIAN REPAIRMAN BASIC
P144804 LIGHT ARMORED VEHICLE REPAIRER
P144805 LIGHT ARMORED VEHICLE TECHNICIAN
P164007 OFFICER CANDIDATE SCHOOL
P166009 MARTIAL ARTS INSTRUCTOR TRAINING COURSE
P166801/2 DRILL INSTRUCTOR USMC
P166810 NON-LETHAL INDIVIDUAL WEAPONS INSTRUCTOR

| | |
|---------|-----------------------------|
| P171207 | SNCO CAREER COURSE USMC |
| P171809 | SERGEANTS COURSE (MLT III) |
| P171812 | SNCO ADVANCED COURSE |
| P173101 | BOARDING OFFICER |
| P175150 | BASIC COURSE USMC |
| P175228 | COLD WEATHER MEDICINE |
| P175235 | WILDERNESS MEDICINE COURSE |
| P175503 | DIVING OFF MEDICAL DEPT |
| P175577 | DIVING TECH DEEP SEA MED |
| P179009 | DIVING OFF DEEP SEA X-TRG |
| P179011 | DIVER FIRST CLASS |
| P179016 | DIVER SCUBA |
| P179101 | DIVER SECOND CLASS |
| P179148 | BASIC DIVING OFFICER |
| P179149 | DIVING SALVAGE OFF |
| P179190 | DIVER EXPLOSIVE ORD DISP |
| P179250 | BASIC OFFICER CRS USMC |
| P179278 | EXPED TRNG FOR CHAPLAINS |
| P179279 | EXPED TRNG RELIGIOUS PGM SP |
| P1790BS | USMC OBSERVER |

NOTES