



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

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DLIELC 1025.30
LEXP

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC INSTRUCTION 1025.30

SUBJECT: English Language Training for International Military Students

- References: (a) DLIELC 1025.30 English Language Training for International Military Students, March 22, 2002 (hereby superseded).
- (b) AFJI 16-105, Joint Security Assistance Training (JSAT), 5 June 2000.

1. PURPOSE

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

2. APPLICABILITY

This instruction applies to Operations Division (LEO), Academics Division (LEA), Informational Program Division (LEI), Evaluation Division (LEE), and the Resident Programs Branch (LEXP) of the Programs Division (LEX) and Logistics (LERW) Branch of the Resources Division (LER).

3. DEFINITIONS

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

3.1. English Comprehension Level (ECL). A numeric scale (00-100) which indicates a student's ability in the American English language. This number is not a percentage.

3.2. IMS. Trainee in the US under the SATP.

3.3. Follow-on Training (FOT). The training course and location of subsequent training for the IMS.

3.4. Informational Program (IP). Program mandated by Congress and designed to give the international students a balanced understanding of US society, institutions and goals.

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

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

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

4. POLICY

IMSS attending training at DLIELC will be managed in accordance with the instructions and limitations defined in the US Service regulation cited as reference (b). IMSS attending training at DLIELC are not subject to the Uniform Code of Military Justice. Generally, there is no military authority under which an IMS may be detained or placed in confinement, nor do foreign military attaches or commanders stationed within the US have the authority to detain or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the IMS or other persons, pending arrival of civilian authority or as further defined in reference regulations. IMSS and their dependents are subject to the jurisdiction of the US courts, both state and federal. All actions involving IMSS will be accomplished within the spirit and intent of the various governing regulations and laws. All actions will be completed in such a manner as to give the best overall impression of the US, while still maintaining the highest standards of conduct and cooperation possible.

5. RESPONSIBILITIES

5.1. LEO will:

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

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

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

5.1.3.1. Transport students from airport if necessary.

5.1.3.2. Initiate students' records processing.

5.1.3.3. Conduct orientation program.

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

5.1.4.1. Counsel, coordinate and provide assistance to students on nonacademic issues.

5.1.4.2. Coordinate with LEA and LEXP on situations that may impact student training.

5.1.4.3. Monitor class attendance.

5.1.4.4. Monitor and assist students' medical/dental requirements.

5.1.4.5. Establish and supervise required physical fitness training.

5.1.4.6. Establish and supervise athletic programs.

5.1.4.7. Administer student disciplinary program.

5.1.4.8. Amend, modify and indorse student ITOs.

5.1.4.9. Provide statistical and data reports as required.

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

5.1.5.1. Arrange student transportation to FOT or home.

5.1.5.2. Plan student graduation.

5.1.5.3. Transport students to airport as necessary.

5.1.5.4. Dispose of student records.

5.1.6. Coordinate with host command agencies on student matters.

5.2. LEXP will:

5.2.1. Provide point of contact (POC) for on/off-base agencies on matters pertaining to IMS administration, management and training.

5.2.2. Act as the initial POC for official correspondence and related matters associated with the implementation and management of the SATP at DLIELC.

5.2.3. Enter student programming and scheduling information into the database.

5.2.4. Maintain the automated academic record in a database for each student.

5.2.5. Assign Specialized English training (SET) codes as determined by the Curriculum Development Division (LEC).

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

5.2.7. Coordinate all required IMS training deviations, probation or deficient status with the appropriate MILDEP and follow up with official message.

5.2.8. Serve on Academic Boards (ABs) and Disciplinary Boards (DEBs); notify MILDEPs regarding CC's decision on the ABs/DEBs and coordinate subsequent actions with the MILDEP.

5.2.9. Report IMSS who are absent without leave to MILDEPs and publish orders terminating US sponsorship.

5.2.10. Authorize early departure (Wednesday after class vice Thursday after graduation) for those IMSS needing extra time to arrive at FOT.

5.2.11. Take all necessary action concerning requests for political asylum.

5.2.12. Assist resolving indebtedness for IMSS who have departed DLIELC.

5.2.13. Provide counseling/special assistance to students on academic and social issues and financial/legal/medical ITO authorizations.

5.2.14. Upon receipt of appropriate authorization to change IMS's name or rank, send DLIELC Form 1025.6(B), Student Action Report, to Student Support and Registrar Branch (LEOS) to amend ITOs, correct all official records and advise LEOS to issue new nametag and ID card.

5.2.15. Serve as the 37 TRW IMSO to administratively manage all IMSs attending Lackland AFB schools.

5.2.16. Forward Student Training and Progress Report to Security Assistance Officers (SAOs), liaison offices, embassies, etc., as appropriate on a monthly basis.

5.2.17. Brief all incoming students.

5.3. LEA will:

5.3.1. Teach General English, Specialized English and Instructor Development courses to include:

5.3.1.1. Planning and preparing to teach.

5.3.1.2. Establishing and maintaining a proper learning environment.

5.3.1.3. Using proper instructional techniques.

5.3.2. Manage resident student administration, to include:

5.3.2.1. Scheduling classes.

5.3.2.2. Scheduling and conducting tests and quizzes.

5.3.2.3. Scheduling and conducting oral proficiency interviews.

5.3.2.4. Managing students with academic problems.

5.3.5.5. Maintaining student academic records.

5.3.3. Manage instructional staff administration, to include:

5.3.3.1. Hiring instructors.

5.3.3.2. Training and developing instructors.

5.3.3.3. Evaluating instructors.

5.3.4. Manage supplementary learning resources, to include:

5.3.4.1. Identifying resources.

5.3.4.2. Acquiring and cataloging library and learning center resources.

5.3.4.3. Maintaining interactive multimedia instruction (IMI) labs.

5.3.4.4. Controlling library and learning center inventory.

5.3.5. Assist customers in using supplementary learning resources, to include:

5.3.5.1. Operating supplementary learning facilities.

5.3.5.2. Assisting audio and IMI lab customers.

5.3.5.3. Assisting learning center customers.

5.3.5.4. Assisting library customers.

5.3.5.5. Assisting studio and broadcasting customers.

5.3.6. Implement IMS academic counseling program. Place IMSs on academic deficiency or probationary status, as required. Post actions in a database and inform LEXP.

5.3.7. Inform LEXP of recommended training deviations.

5.3.8. Convene and conduct ABs in cases of language deficiency and provide recommendation to CC. Ensure CC's decision on AB action and supporting documentation are forwarded to LEXP for required action.

5.3.9. Inform LEXP when IMSs have not met, or as soon as it appears that they may not meet, the prescribed course standards.

5.3.10. Certify graduating IMSs as language qualified when they meet the prescribed course standards. Inform LEOR

which graduation certificate type the student is to be issued by close of business Wednesday of the graduation week.

5.3.11. Determine eligibility of IMSs to participate in orientation tours, according to their academic standing.

5.3.12. Schedule IMSs for academic tours.

5.3.13. Authorize one-day student leave requests.

5.3.14. On a daily basis, provide tardy and absence information on IMSs for LEO evaluation. Enter into IMS automated records no later than 30 minutes into the first class period, and 30 minutes following the last class period.

5.4. LEI will:

5.4.1. Plan, schedule and conduct IP activities. Plan weekday activity schedule and coordinate with LEA.

5.4.2. Budget for IP funds.

5.4.3. Brief all incoming IMSs on the IP.

5.4.4. Provide monthly announcements of IP events to LEA, LEO and LEX (IMSO).

5.5. LERW will:

5.5.1. Provide, through coordination with LEA, for distribution and storage of appropriate American Language Course materials.

5.5.2. Package and mail student Retainable Instructional Materials (RIM) to SAO in country.

5.6. LEE will:

5.6.1. Brief incoming IMSs on the student critique program.

5.6.2. Conduct an end-of-course survey for graduating IMSs.

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

6. PROCEDURES

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

7. AUTHORITIES

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

7.2. Delegate signature authority for nonpolicy correspondence to addressees outside DLIELC to LEX.

8. SUMMARY OF REVISIONS:

Reflects the reorganization of duties/functions of LEO.

9. EFFECTIVE DATE

This instruction is effective immediately.



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Commandant