In-Country English Language Training

By

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INTRODUCTION

At a Defense Language Institute English Language Center (DLIELC) English Language Training Conference I was asked to do an article for *The DISAM Journal* dealing with the procedures involved in the acquisition of an English language laboratory. As always, so my students say, I seem unable to respond to a specific inquiry with "only a few words." Consequently, this article addresses more than just the acquisition of an English language laboratory; it discusses the language laboratory as one element (a very vital element) of the overall in-country English Language Training Program (ELTP). Additionally, an annotated reference listing is also provided to encourage the reader to research and take the correct course of action when facing myriad English language training matters.

ENGLISH LANGUAGE POLICY AND PROCEDURES

I continue to be concerned with the amount of turbulence among those personnel assigned to our various security assistance billets. The turnover is very great, with one and two year military assignments, promotions and transfers of civilian personnel in/out of security assistance jobs, and other factors that cause disruptions in the personnel system. Today there are far better written procedures available than ever before. Unfortunately, there never seems to be enough time to find, digest, and use all of this useful guidance. The security assistance training manager must make a concerted effort, however, to use the published word. Our field is just too broad and complex to "know it all." I have worked in the field for a long time as have other "full timers,"and I readily admit my own dissatisfaction over my breadth of knowledge. There is too much "shooting from the hip." All too often one responds to a less than familiar situation or issue with a quick response that is partially, and many times, completely wrong. By simply taking a few minutes and researching the matter at hand, one will avoid some very costly errors. More SAO personnel in leadership positions need to ask their project officers to "look it up and show me." Consequently, I hope that the following annotated reference listing of materials on English language training will be of use to those who need it.

The *Security Assistance Management Manual* (*SAMM*), DOD 5105.38-M, Chapter 10, Section 1006, provides the basic policy for English language training. The *Joint Security Assistance Training (JSAT) Regulation*, (AR 12-15, OPNAVINST 4950.1H, AFR 50-29, MCO 4950.2), Chapter 3, provides additional policy and specific procedures for English language training. The *JSAT* identifies the U.S. Air Force as the designated executive agent for the Defense English Language Program (DELP). The *JSAT* further states that the Defense Language Institute English Language Center (DLIELC), Lackland AFB, TX 78236-5000, is responsible for the operational and technical control of English language training within CONUS and for the technical control of DOD-sponsored English language training overseas.

Further procedural guidance on the English language training program is provided in various DOD/MILDEP security assistance training publications. These are listed as follows, with specific chapter/paragraph references.

• *U.S. Army Security Assistance Training Program Handbook*, published by the U.S. Army Security Assistance Field Activity (SATFA), Headquarters, U.S. Army Training and Doctrine Command, Ft. Monroe, VA 23651-5267. Applicable sections include: Chapter 3, paragraph 8; Chapter 4, paragraph 12; and Chapter 5, paragraphs 2 and 4.

• *Department of the Navy Security Assistance Training Program Programming Guide*, published by the Naval Education and Training Security Assistance Field Activity (NETSAFA), Naval Air Station, Pensacola, FL 32508-5100. Chapter 2, paragraph 2.2 applies.

• *Security Assistance Training Program USAF Course Information*, published by the Foreign Military Training Affairs Group (FMTAG), Randolph AFB TX 78150-5001. Part II, Chapter 1 and Appendix F apply.

• Language laboratory handbook entitled, *Support Services for In-Country Language Laboratory Systems*, dated 7 September 1988, furnished by the Commander, U.S. Army Television–Audio Support Activity (T-ASA), Sacramento CA 95813-5019. This document provides detailed information on English language training equipment (laboratories), how to obtain such laboratories, and how to acquire technical services in support of the language laboratory. Technical services provided include development of equipment technical and performance specifications, procurement, installation, logistics support (including spare and repair parts), and repair/upgrade of previously installed language laboratory systems (LLS).

DLIELC, in support of its operational and technical functions, publishes a number of instructions, guides, and manuals. These are as follows:

• DLIELC Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, establishes policies and procedures for conducting English language training and for planning and programming English language training at DLIELC. It discusses all English language courses of instruction at DLIELC, including all instructor courses, etc. It also specifies how many weeks of training on the average will be required based on a student's measured English Comprehension Level (ECL).

• DLIELC Instruction 1025.15, *Guidelines for Obtaining, Controlling, and Administering the English Comprehension Level (ECL) Test*, prescribes policies and procedures governing the acquisition, control, and administration of the ECL test. It covers the appointment of the Test Control Officer (TCO) and TCO responsibilities in the conduct of ECL testing.

• DLIELC Manual 1025.1-M, *Support Services For In-Country English Language Training Programs*, provides detailed information on the in-country ELTP. Information is furnished on facilities, instructor/management training, available technical assistance, language training materials/equipment, and how to acquire these items.

• DLIELC Catalog 1025.2-C, *Catalog of American Language Course Materials for IMET and U.S. Government Agencies*, lists all of the American Language Course training materials which can be obtained from DLIELC under provisions of the International Military Education and Training (IMET) program. It provides a general description of these materials and explains how to obtain them using IMET channels.

• Similarly, DLIELC Catalog 1025.3-C, *Catalog of American Language Course Materials for Foreign Military Sales (FMS)*, lists all materials and how to acquire them through FMS channels.

• DLIELC handout entitled, *English Language Training Guidance and Assistance for Security Assistance Officers* provides a quick ready reference guide for use in the planning,

programming, and conduct of English language training. It is intended primarily for the use of the SAO training manager.

CRITICALITY OF ENGLISH LANGUAGE TRAINING

No one questions the importance of adequate English language training for international military personnel. Except for the U.S. Army School of the Americas (USARSA), and the Inter-American Air Forces Academy (IAFA), which employ the Spanish language, all other training in U.S. military schools and installations is conducted in English. International military students (IMS) usually attend classes with their U.S. counterparts. Therefore, the first prerequisite for an IMS is the ability to understand, speak, read, and write the English language with a functional level of proficiency commensurate with that required of the training course so that the IMS can participate in the training with his/her U.S. counterparts. This prerequisite cannot be overemphasized; any deficiency in this area will defeat or severely limit the primary purpose of the training—that all students attain required skills and professional competence.

The adverse impact of language difficulties encountered by some international military students continues to be a significant problem that hinders the effectiveness of training. The SAO training manager is responsible for ensuring that students meet all MILDEP course prerequisites and that they are fully qualified in terms of English language capability.

IN-COUNTRY ENGLISH LANGUAGE TRAINING SELF-SUFFICIENCY

Country self-sufficiency in English language training is defined in terms of an in-country capability to produce ECL-qualified students for security assistance training program (SATP) requirements. In-country English language schools should limit their curriculum to the General English phase of the American Language Course materials, i.e., elementary through advanced phases. It is desired that resident training courses at DLIELC continue to be used for Specialized English Training (SET). Further, the overall in-country English language training objective should not be merely the attainment of the minimum ECL required for entry into MILDEP training programs, but rather the development of a basic functional proficiency in all four language skills, i.e., listening, speaking, reading, and writing. Self-sufficiency is a goal for the in-country ELTP which some countries can achieve.

AN EFFECTIVE IN-COUNTRY ENGLISH LANGUAGE TRAINING PROGRAM

There are a number of extremely important elements required for an effective and complete in-country ELTP. Among these are trained English language instructors, effective English language training materials (books, tapes, and publications), a language laboratory, a suitable language training facility, and good management. Let's examine each of these and point out where additional information can be found.

Facilities

An adequate language training facility must be available. The facility should include an suitable building for office space, classrooms, language laboratories, storage, maintenance, and tape-duplicating. DLIELC will provide technical guidance and assistance in the establishment of an in-country language training facility. See DLIELC publication 1025.1-M *Support Services for In-Country English Language Training Programs*, Chapter 2 and Appendix B for more information.

Instructors/Management Personnel

The success of an in-country ELTP depends upon qualified supervisor and instructor personnel who can competently perform administrative and instructional functions. DLIELC

conducts English language instructor and management courses to prepare host country personnel to staff their own schools. Observer Training (OBT) is also conducted to provide training experience and permit observation of a well established English language training program. The following course information applies:

MASL INN	TITLE	Duration (in weeks)	ECL Req
D177007	English Language Instructor Course, Basic	27	80
D177006	English Language Instructor Course, Advanced	13	80
D177013	Advanced Program in English Language Training Systems (Management Course)	8	70
D177011	Language Laboratory Maintenance Training (Installation, Maintenance, Operation of Language Lab)	4	70
D177018	Advanced Language Proficiency Skills (For experienced instructors to upgrade)	10	80
D177002	Observer Professional/Specialized, CONUS (Orientation on English Language School Operations and Administration)	3-5	80
D177019	Introduction to the New ALC for Experienced Instructors	8	80

See DLIELC publication 1025.1-M, Chapter 3 for further information.

Technical Assistance

Language training instructors and specialists are available from DLIELC to assist in the establishment or conduct of an in-country ELTP. A Language Training Detachment (LTD) consists of one or more education or training specialist civilians from DLIELC who are qualified to train and assist in-country personnel responsible for conducting the ELTP. Personnel are furnished for one or more years on a PCS basis without PCA status. MASL IIN, titles, and grades follow:

D327012	Education Specialist	GS-12
D327011	Senior Training Specialist	GS-11
D327009	Training Specialist	GS-9
D327007	Training Instructor	GS-7

An English language mobile training team (MTT) can also be requested to furnish specific training which is beyond the capability of the SAO to provide. The MTT Language Specialist is furnished by DLIELC on a TDY basis to provide short-range assistance in the establishment or upgrading of an in-country ELTP. Assistance may consist of:

1. Conducting a survey to determine requirements in establishing an ELTP.
2. Conducting an evaluation of an existing ELTP and making recommendations.
3. Conducting English language instruction in support of priority requirements.
4. Furnishing in-service instruction/OJT to upgrade ELTP personnel.

D307009, MTT English Language Survey, applies. See DLIELC publication 1025.1-M, Chapter 4 and Appendix C for further information.

Language Training Materials

American Language Course (ALC) materials are available from DLIELC through either IMET or FMS program channels. These materials are designed to conform to classroom group learning and individualized language laboratory instruction. The materials include texts for students and instructors, workbooks, taped exercises, book quizzes, and a variety of supplemental materials and training aids. The DLIELC catalogs previously mentioned list all available materials and unit costs (DLIELC 1025.2-C for IMET; DLIELC 1025.3-C for FMS). Care should be exercised to ensure an adequate, continuing supply of ALC materials to support all in-country ELTP requirements, whether for an intensive or non-intensive training program. The ALC textbooks are designed to be retained by the students as a ready reference source and for continual study of the English language. English language training materials are programmed through the U.S. Air Force under MASL No. DBKPUBO, "AF Books/Pubs/Other." Further details and an explanation of how to obtain ALC materials can be found in Chapters 5 and 7 of DLIELC 1025.1M.

[Editor's Note: For additional information concerning the ongoing development of new American Language Course materials, see "The New American Language Course–A Total Training Package," *The DISAM Journal*, Vol. 12, Number 1, pp. 112-113.]

English Language Training Equipment

One of the most important elements of an effective in-country English language training program is a language training laboratory. While the acquisition of a language laboratory does not in itself ensure a complete and effective English language training program, the language laboratory is a most important asset. A recent publication by the U.S. Army Television-Audio Support Activity (T-ASA) states, "Language training laboratories have proven to be the most effective single electronic training aid that has been devised for oral language training." DLIELC is responsible for exercising overall technical control over the Defense English Language Program, and the U.S. Army is responsible for logistical and technical support of hardware procured in support of the DELP. The Army Television-Audio Support Activity (T-ASA) is specifically responsible for the development of equipment technical and performance specifications, logistics support (including spare and repair parts), procurement, installation, repair and upgrade of previously installed systems, and the provision of technical assistance.

Before addressing current procedures for the acquisition of a language laboratory, let us first explain what a language laboratory system is. Language laboratories consist of one instructor console and a number of student booths, usually in multiples of ten. The actual layout of an LLS depends on the shape and size of the room in which the laboratory is to be installed. Language laboratories fall into two categories; Level II (Audio-active) and Level III (audio-active-compare). In the Level II system, the student listens to the program material being distributed from the instructor console, and responds as required. He hears his response (side tone) through his own headphone. In the Level III system, the student has the additional capability of recording the distributed material and his responses. The student can then listen to the master recording and compare his recorded response. Additionally, a classroom laboratory (C-LAB) consisting of a portable instructor console, recorder/reproducer, and student monitoring stations is available in a passive and audio-active configuration. Also available is a portable language training recorder (PLTR) that provides dual channel recorder/reproduction with headphone/microphone combination and/or speaker which may be used as a self-paced learning aid. Various ancillary materials are available in kit form, including: installation kits, spare parts, accessories, tools and test equipment, step-down transformers, etc.

OBTAINING ENGLISH LANGUAGE TRAINING LABORATORIES

The procedures involved in the acquisition of a language laboratory to be used in support of in-country English language training are somewhat complicated. First of all, a language laboratory system can be procured through a Foreign Military Sales case or can be funded through the expenditure of appropriated funds under the International Military Education and Training program. Acquiring a language laboratory involves action by both training management and materiel management organizations. This involves a closely coordinated effort on the part of individuals from these two very different communities. Recent structural changes in some of the organizations concerned has further complicated matters. Last, but not least, the continuous turnover of SAO personnel who are charged with assisting countries in the procurement of English language laboratories poses an ongoing problem.

The following step-by-step procedures for obtaining an English language laboratory are based on the contents of a January 1990 Memorandum, Subject: "Language Laboratory Equipment Acquisition Process Under IMET and FMS," published by SATFA in its FY 91 training workshop handout. The leadtime for acquisition of a language laboratory varies between 6 to 12 months depending on dollar value and the assigned priority. The normal leadtime for an installation team is 90 days from receipt of call-up.

IMET Procedures

Under IMET procedures, language laboratories are funded by a line in the country's IMET program. IMET funds can only be used in the fiscal year in which they are obligated which dictates that all commands, agencies, and offices expedite their actions. The language laboratory is programmed through the U.S. Army under MASL No. BTNGDEV, "Training Aids and Devices." Packing, creating, handling, and transportation (PCH&T) is programmed in a separate line (perhaps in a different fiscal year) under MASL No. BOOPCHT. The language laboratory installation team is programmed under MASL No. B307010, "TAT-Language Lab Install." [Note: all acronyms used are defined at the end of the following procedural discussions.] The following are step-by-step IMET acquisition procedures:

- Customer country advises SAO of language training equipment requirement.

- SAO requests, for programming purposes, P&A data from USASAC, info ISEC, T-ASA, SATFA and SATFA-WLO.

- USASAC tasks ISEC and SATFA.

- ISEC/T-ASA develops P&A and forwards to USASAC and SATFA. SATFA validates P&A for installation team and informs USASAC.

- USASAC transmits P&A to SAO.

- Subsequent to a review of the P&A and a refinement of the requirement by the customer country, SAO submits IMET programming data for equipment and installation team to SATFA. In part two of the same message, SAO should advise USASAC New Cumberland to put equipment on requisition immediately following receipt of funding advice. The equipment must be described in sufficient detail to allow preparation of requisition by USASAC.

- SATFA processes programming data to DSAA. DSAA issues an IMET Order for funding the equipment and installation team. Automatically generated reports notify cognizant commands funding has been accomplished.

- USASAC New Cumberland transmits requisition and funding authority to ISEC. ISEC directs T-ASA to prepare a procurement data package.

- T-ASA prepares procurement data package and forwards to Sacramento Army Depot procurement activity.

- Procurement activity awards and administers contracts.

- Manufacturer produces language laboratory.

- T-ASA notifies ISEC of shipment date and ETA in country, with info to USASAC, SAO, SATFA, and SATFA-WLO.

- SAO advises all concerned when hardware is delivered in-country. When facilities are ready for installation, SAO sends call-up message for installation team to SATFA, with info to USASAC, SATMO, ISEC, and T-ASA.

- SATFA/SATMO tasks ISEC, info T-ASA, to deploy team.

- Team is deployed and language laboratory is installed.

- Team chief provides all concerned with a copy of the after action report.

Questions or problems concerning the progress of any steps listed above should be addressed to CDR, SATFA ALEXANDRIA VA//ATFA-WLO//.

FMS Procedures

FMS procedures for the purchase of language laboratory equipment and the purchase of the services of a team to install the laboratory generally follow the same procedures as for the purchase of any other U.S. Army equipment and training/technical assistance teams. The following are step-by-step procedures:

- Purchaser advises SAO of language training equipment requirement.

- SAO requests LOA from USASAC, Alexandria .

- USASAC tasks ISEC to prepare LOA for language laboratory equipment, and advises SATFA to prepare LOA for installation team, with info copy to T-ASA and SATMO.

- ISEC/T-ASA develop P&A. ISEC prepares LOA for equipment and transmits to USASAC. ISEC forwards P&A for installation team to SATFA.

- SATFA prepares LOA for installation team and forwards to USASAC.

- USASAC sends LOAs to DSAA for countersignature and to purchaser for acceptance.

- Purchaser transmits signed LOA and funds to the Security Assistance Accounting Center (SAAC), Denver CO, and provides signed copy of LOA to USASAC.

- USASAC, New Cumberland implements FMS case. USASAC prepares requisition authority to ISEC. ISEC directs T-ASA to prepare procurement data package.

- T-ASA prepares procurement data package and forwards to Sacramento Army Depot procurement activity.
- Procurement activity awards and administers contract.
- Manufacturer produces language laboratory.
- T-ASA notifies ISEC of shipment date and ETA in country, info USASAC, SAO, and SATFA-WLO
- SAO advises all concerned when hardware is delivered in-country. When facilities are ready for installation, SAO sends call-up message for installation team to SATFA, with info to USASAC, SATMO, ISEC, and T-ASA.
- SATFA/SATMO tasks ISEC, info T-ASA, to deploy team;
- Team is deployed and language laboratory is installed.
- Team chief provides all concerned with a copy of the after action report.

Questions or problems concerning the progress of any steps listed above should be addressed to CDR SATFA ALEXANDRIA VA//ATFA-WLO//.

ACRONYMS

DSAA: Defense Security Assistance Agency, Washington DC

ETA: Expected time (date) of arrival

FMS: Foreign Military Sales

IMET: International Military Education and Training

ISEC: Information System Engineering Command, Ft Huachuca, AZ

LOA: Letter of Offer and Acceptance

P&A: Price and Availability

SAAC: Security Assistance Accounting Center, Denver CO

SAO: Security Assistance Organization (Overseas)

SATFA: Security Assistance Training Field Activity, Hampton VA

SATFA-WLO: SATFA-Washington Field Office, located at HQ USASAC, Alexandria VA

SATMO: Security Assistance Training Management Office, Ft. Bragg NC

T-ASA: Television-Audio Support Activity, Sacramento CA

USASAC: U.S. Army Security Affairs Command, Alexandria VA and New Cumberland PA

MAINTENANCE OF LANGUAGE LABORATORY SYSTEMS

During the January 1990 USEUCOM annual training workshop, particular emphasis was placed on the need to upgrade many of the language laboratory systems now in the field. In some cases equipment configuration has (or will in the near future) become obsolete. Recently, during the installation of a new LLS in one country, arrangements were made for T-ASA personnel to visit an adjacent country, survey their system, make repairs, and recommend acquisitions of replacement/new language laboratory equipment. Most assuredly there is a tremendous need to survey and upgrade aging systems which are now in the field.

POINTS OF CONTACT

As previously stated, the acquisition of a language laboratory system and language training material is rather complicated. The key to avoiding difficulties and unwanted delay is to keep all concerned well informed of on-going actions. Refer to the annual Fall Issue (Vol XX, No.1) of *The DISAM Journal* for an updated list of points of contact (postal/message address, and phone numbers). All military departments, FMS offices, international logistics centers, S.A training offices, and DLIELC are listed.

Of particular interest is SATFA's Washington Liaison Office, where the chief of the office, Ms C. Lazzaro, performs a very vital role by facilitating actions involving the language laboratory acquisition process. Her office may be reached through any of the following.

By phone: AUTOVON 284-5965; Commercial (202) 274-5965

By message: CDR SATFA ALEXANDRIA VA//ATFA-WLO//

By mail: Chief, Washington Liaison Office
SATFA, TRADOC (ATFA-WLO), Room 5W11
5001 Eisenhower Avenue, Alexandria VA 22333-0001

The language laboratory system "expert" at the U.S. Army Television-Audio Support Activity is Mr. George Patterson. He can provide a wealth of information dealing with system design, configuration, installation, and maintenance, and his office may be reached through any of the following.

By phone: AUTOVON 839-3205; Commercial (916) 388-3205

By message: CUSATASA SAAD SACRAMENTO CA//ASQB-RTU-MA//

By mail: COMMANDER
Television-Audio Support Activity
Sacramento Army Depot
Sacramento CA 95813-5019

ABOUT THE AUTHOR

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