



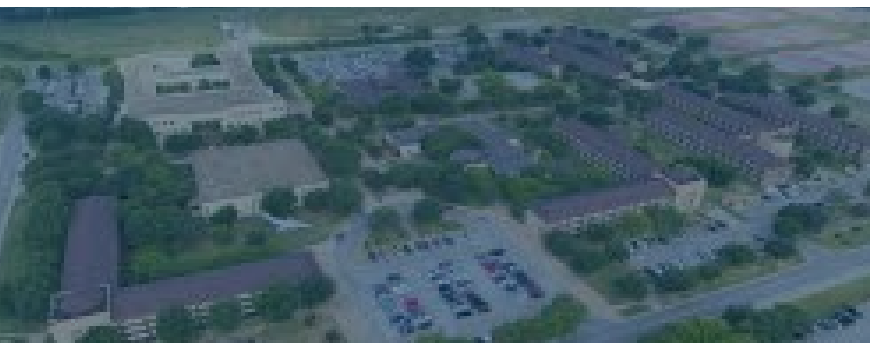
2023-2024



DEFENSE LANGUAGE INSTITUTE  
ENGLISH LANGUAGE CENTER



# COURSE CATALOG AND SECURITY COOPERATION OFFICE HANDBOOK



## DLIELC Directory

If You Have Questions About:	Contact:	Phone / FAX / E-mail
<ul style="list-style-type: none"> <li>• Programming Students</li> <li>• Course Description and Availability</li> <li>• Student Academic Progress</li> <li>• Student Disciplinary Status</li> </ul>	<ul style="list-style-type: none"> <li>• International Resident Flight (637 ISS/IRF)</li> </ul>	POCs on SAN Web_Training_Country Program Manager_DLIELC: Resident DSN FAX: (312) 473-4628 COMM FAX: (210) 671-4628 E-mail: <a href="mailto:DLIELC.637ISS.IRF-CPMPersonnel@us.af.mil">DLIELC.637ISS.IRF-CPMPersonnel@us.af.mil</a>
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DLIELC web page:  
[www.dlielc.edu](http://www.dlielc.edu)

# Defense Language Institute English Language Center

## Course Catalog and Security Cooperation Office Handbook

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; its primary mission was to teach English to allied pilot candidates. In 1966, its mission expanded to include other career fields and at the same time moved under the DoD. The US Army was designated as the executive agent at that time. DLIELC assumed its present form in 1976 when the US Air Force became the executive agent.

The resident campus, located at JBSA-Lackland, Texas, includes headquarters and academics facilities, a learning resource center, library, dining hall, officer/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 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 Cooperation Training Program. This publication supersedes the FY23 *Defense English Language Program Catalog and Security Cooperation Handbook*, October 1, 2022.

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# Part I—Policy Overview

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## 637th Training Group

### MISSION

Provide world-wide English language training and resident cultural immersion to enable US military and international partners to communicate in support of Department of Defense and Security Cooperation objectives.

### VISION

An innovative, world class military organization providing superior English language training around the globe.

### PRIORITIES

**Mission Support and Readiness** - Ready and be able to maintain timely and effective logistical and technical support to DLIELC campus and deploying staff to support US military and international partners.

**International Partnerships and Culture Immersion** - Interoperability with our allies and partners across the globe through English Language Training, cultural immersion, and student support.

**Taking Care of Our People** - Total force effectiveness through dignity, respect and growth of civilian and military workforce and their families with a focus on resiliency and development.

**Supporting the US Military** - US Army support by providing English Language Training to initial entry trainees.

### ACCREDITATION

The Defense Language Institute English Language Center (DLIELC) is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the US Secretary of Education as a national accrediting agency.

For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 801 N. Fairfax St., Suite 402A, Alexandria, VA 22314, (703) 519-2070, [www.cea-accredit.org](http://www.cea-accredit.org).





## DoD Policy on Security Cooperation — Sponsored English Language Training (ELT)

1. DLIELC has the responsibility for and exercises operational and technical control over the Defense English Language Program (DELP) that encompasses all DoD English Language Programs including courses conducted for US personnel and international students under the International Military Education and Training (IMET) Program, Foreign Military Sales (FMS), and DoD-funded security cooperation programs in CONUS and OCONUS.
2. As a matter of policy, all Security Cooperation-sponsored CONUS English Language Training (ELT) is conducted by DLIELC unless unusual or extraordinary conditions exist that would warrant exceptional ELT arrangements under FMS funding. No exceptions are permitted for IMET-funded ELT. To request an exception to FMS-funded ELT, a written justification for an exception to this policy must be submitted by the military departments (MILDEPs) to Defense Security Cooperation Agency Strategy Directorate/Training Division (DSCA STR/TNG) prior to submission of Letters of Offer and Acceptance (LOAs) or LOA amendments to DSCA for countersignature. Waivers must be approved by DSCA.
3. 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 LOAs will be made to increase the student load or extend the duration of the ELT program without submitting a revised request to DSCA STR/TNG to include all information indicated below.

## Information Required for a Decision to Conduct ELT by Other Than DLIELC

1. Explanation of the unusual or extraordinary conditions which would warrant training outside of DLIELC.
2. 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, and estimated cost.
3. Written statement that DLIELC will monitor the ELT to ensure that DLIELC technical standards in instruction, testing, and curriculum are being met and will perform a quality assessment once a year.
4. Written statement that funding is available for DLIELC to monitor and provide quality control of the proposed ELT, for FMS through the cases with an appropriate line item, or for other SC programs with a budgeted program line.
5. Written DLIELC review and recommendations on the proposed ELT exception.
6. Written IA and AF/A1D position on the proposed ELT exception.

### References

DoD Directive 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, 21 Aug 15, change 1, 9 Feb 16

Air Force Joint Instruction 36-4003, *Managing the Defense English Language Program*, 16 Dec 20

Air Force Instruction 16-105, *Joint Security Cooperation Education and Training (JSCET)*, 3 Jan 11

DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, Chapter 10, 6 Jun 12.



# Part II—English Language Testing

## English Comprehension Level (ECL) Test

### About the ECL

The ECL is the primary Department of Defense (DoD) measurement tool for assessing the general English language proficiency of non-native speakers of English scheduled for Security Cooperation-sponsored training, military accession programs, or participation in US-sponsored flying exercises.

Developed by the Defense Language Institute English Language Center (DLIELC) Test & Measurement Branch (EEF), the ECL is a controlled, four-option, multiple-choice test of listening and reading items; speaking and writing skills are not tested. With an emphasis on general English (not academic or technical), there are two ECL test formats: a paper-and-pencil, fixed-length test and an online, variable-length, computer adaptive test (*see Table 1, The ECL Test, below*). **An ECL score is valid for 180 days.** (Note: OCONUS candidates **must wait 30 days to retest** and cannot take more than **3 in-country ECL tests in a fiscal year.**)

#### Governing Regulations

Policy and procedures regarding the ECL are governed by **SOI 332 TRSI 16-1051** through the authority of **DoD Instruction 5160.71**.

*The Joint Security Cooperation Education and Training (JSCET)* prescribes policies and procedures for all Security Cooperation-sponsored education and training of military students (cf. **AFI 16-105, 3-Jan-11**).

Table 1. The ECL Test

Paper & Pencil Test	Computer Adaptive Test
100 items: <ul style="list-style-type: none"> <li>66 listening (on audio CD)</li> <li>34 reading</li> </ul>	<b>Average</b> of 38 items: <ul style="list-style-type: none"> <li>±19 listening</li> <li>±19 reading</li> </ul>
15 fixed-length forms (versions) available	Unique variable-length form based on individual ability level
Test administration approximately 75 minutes: <ul style="list-style-type: none"> <li>about 60 mins. for the test</li> <li>about 15 mins. for administrative procedures</li> </ul> <i>Does not include time for scoring tests</i>	Test administration approximately 45 minutes: <ul style="list-style-type: none"> <li>an <b>average</b> of 27-30 mins. for the test</li> <li>about 15 mins. for administrative procedures</li> </ul> <i>Test times out automatically after 45 minutes</i>
Manual scoring	Automated scoring and immediate access to scores
<b>Mandatory monthly</b> mailing of answer sheets to 332 TRS/ETF	No monthly mailing of answer sheets
Score equals number of correct answers	Score determined by algorithm of computer adaptive test
Delivered by means of test booklets mailed from DLIELC	Delivered through Defense Manpower Data Center's (DMDC) Defense Language Proficiency Test (DLPT) system <sup>1</sup>
New materials requested annually; tests expire at end of fiscal year	Registration required through DMDC; tests electronically updated
Required hardware: <ul style="list-style-type: none"> <li>a CD player - <b>OR</b> -</li> <li>a computer with high-fidelity speakers</li> </ul>	Required hardware <i>per candidate</i> : <ul style="list-style-type: none"> <li>a computer, <b>and</b></li> <li>a set of headphones</li> </ul>

<sup>1</sup> Defense Manpower Data Center's *Web-Based Defense Language Testing ECL User's Guide* provides technical assistance, including hardware and software specifications. (February 27, 2015)

## The ECL and Candidate Selection

A student’s background knowledge, experience, and aptitude in a specialty field are **not** tested on the ECL. However, the overall language competence a student demonstrates when completing specific tasks in a CONUS training setting is tested on the ECL. When considering candidates for CONUS training, it has been observed that:

1. a student’s language ability may be stronger/weaker in some skills (reading, writing, speaking, listening) than in others;
2. students who have attended DLIELC *General English Training* and/or *Specialized English Training* typically demonstrate greater abilities at CONUS training than direct entry students because DLIELC graduates have experienced several weeks of acclimation and exposure to authentic language use while also taking classes in an intensive English language program.
3. students who have military specialty content knowledge and/or experience in their native language tend to have better success with both DLIELC *Specialized English Training* and CONUS training courses.

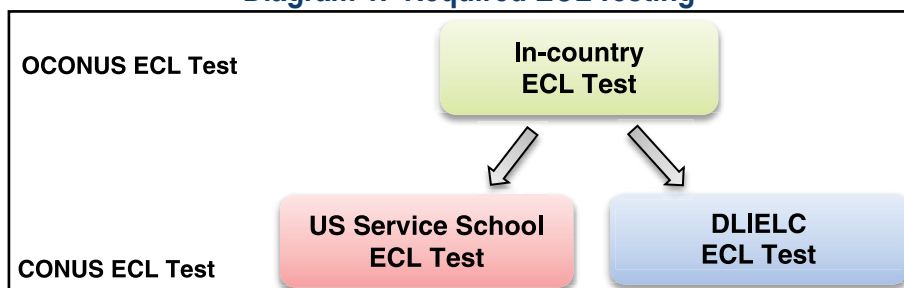
## Required ECL Testing

All English language testing requirements for Security Cooperation-sponsored training and DLIELC training are available on the Military Articles and Services Listing (MASL), published on the Security Assistance Network Web (SANWeb). The ECL MASL requirements for courses are established by the US sponsor service/schoolhouse. The US sponsor service/schoolhouse and/or Defense Security Cooperation Agency (DSCA) have the authority to waive an ECL requirement.

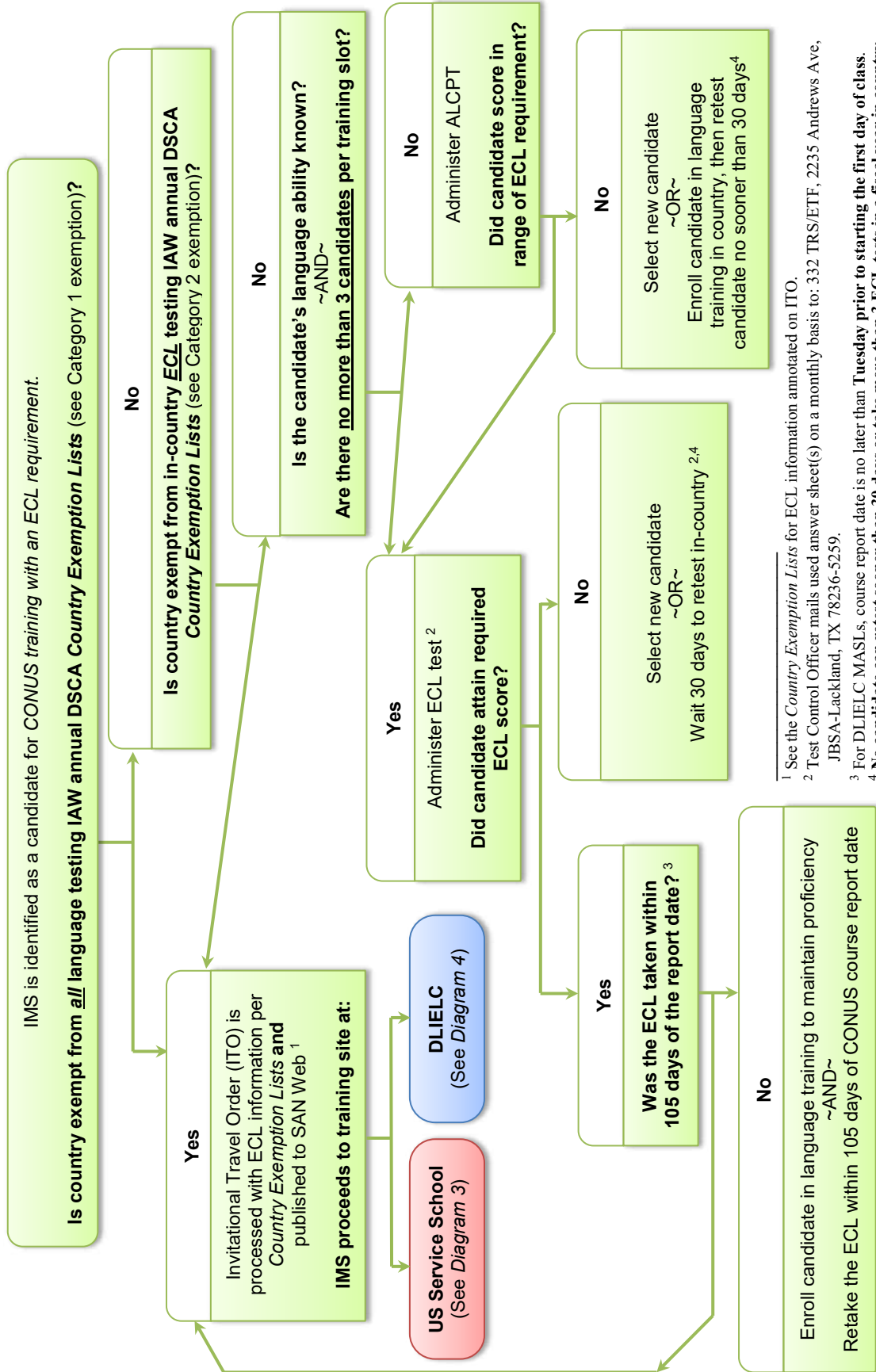
Diagram 1 offers an overview of where ECL testing is required. Unless the International Military Student’s (IMS) country is on the DSCA *Country Exemption Lists* (see page 20), IMSs are tested in country, and then again upon arrival at the first CONUS training site. Only recent DLIELC graduates (with an ECL score less than 105 days old) and students from countries listed as “countries exempt from *all* in-country and US testing” on the *Country Exemption Lists* will not be tested upon arrival at the first CONUS training site.

The following diagrams provide an overview of the processes for ECL testing in country (Diagram 2), at US service schools (Diagram 3), and at DLIELC (Diagram 4). For official guidance, consult the latest version of DoD Instruction 5160.71, JSCET regulations, SOI 332 TRSI 16-1051, or contact 332 TRS/ETF (Commercial 210-671-4889 / DSN 312-473-4889 or [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)).

Diagram 1. Required ECL Testing



**Diagram 2. In-Country ECL Testing**  
For Entry to DLIELC Resident Training Only



<sup>1</sup> See the *Country Exemption Lists* for ECL information annotated on ITO.  
<sup>2</sup> Test Control Officer mails used answer sheet(s) on a monthly basis to: 332 TRS/ETF, 2235 Andrews Ave, JB SA-Lackland, TX 78236-5259.  
<sup>3</sup> For DLIELC MASLs, course report date is no later than Tuesday prior to starting the first day of class.  
<sup>4</sup> No candidate can retest sooner than 30 days or take more than 3 ECL tests in a fiscal year in country.

Diagram 3. US Service School ECL Testing

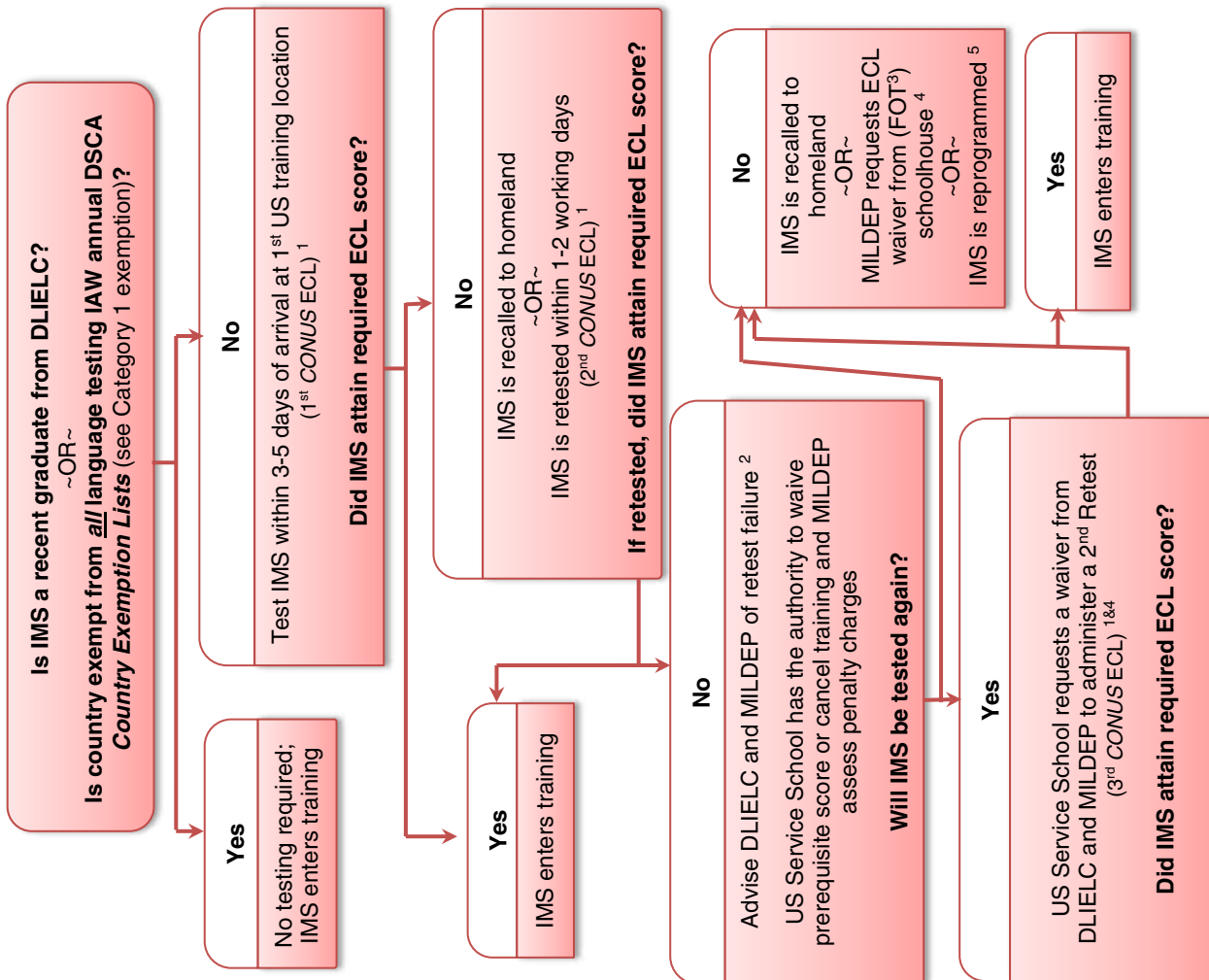
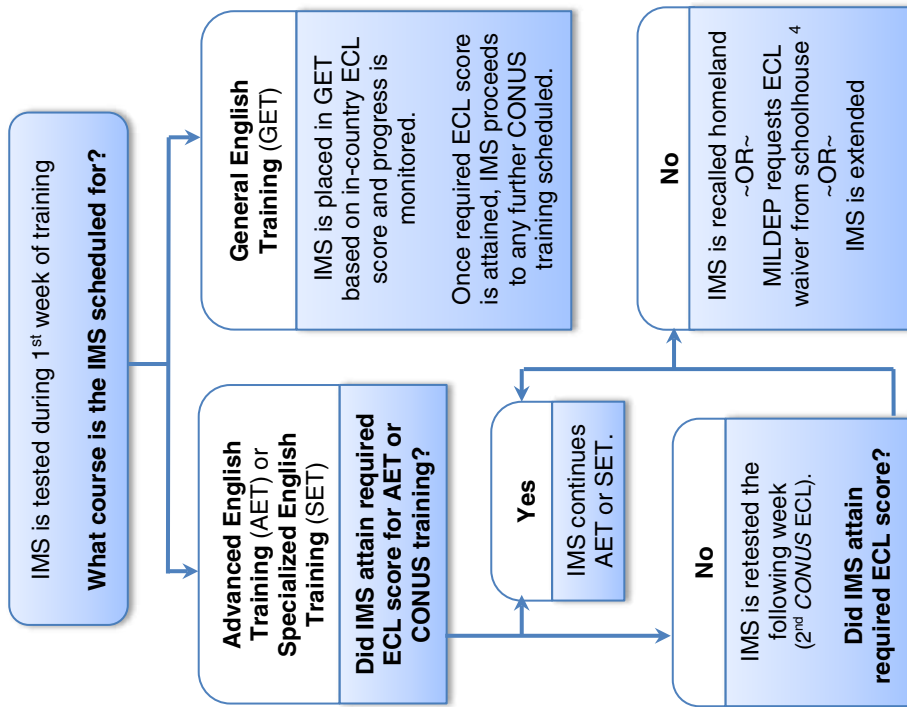


Diagram 4. Resident DLIELC ECL Testing



<sup>1</sup> Test Control Officer mails used answer sheet(s) on a monthly basis to: 332 TRS/ETF, 2235 Andrews Ave, JBSA-Lackland, TX 78236-5259.

<sup>2</sup> MILDEP = Military Department

<sup>3</sup> FOT = Follow on Training

<sup>4</sup> If waiver request is denied, IMS returns to homeland, is reprogrammed per next footnote (5), or is extended.

<sup>5</sup> IMS is programmed to a later FOT start date and sent to DLIELC until required score is achieved.

## How to Request ECL Testing

Only approved ECL sites with properly appointed Test Control Officers (TCOs) or Alternate TCOs (ATCOs) can obtain ECL materials. TCOs and ATCOs are required to meet the following qualifications.

1. Appointed by the installation commander or SCO through a *Appointment Letter* of TCO Appointment (see page 12), which is sent to 332 TRS/ETF
2. US citizens working directly for the US government,
3. In the grade of E-5 or above, GS-05 or above (or equivalent),
4. Required to follow all test protocol detailed in SOI 332 TRSI 16-1051

Once approved, sites are encouraged to test online; however, if that is not feasible, with paper-and-pencil materials. To test online, sites must meet the hardware and software requirements established by DMDC and published in the *Web-Based Defense Language Testing ECL User's Guide*. Sites should contact the designated ECL Test Site Monitor at 332 TRS/ETF for guidance.

To test with paper-and-pencil materials, TCOs or ATCOs **must request new materials for the fiscal year**. To request new test materials:

1. Sites must be in compliance with SOI 332 TRSI 16-1051 **before** new materials are released.
2. TCO/ATCO submits the annual *ECL Request Form* (see page 13) to the designated ECL Test Site Monitor.
3. DLIELC mails new ECL test materials to TCO via certified mail.
4. TCO/ATCO inventories the materials upon receipt and sends a signed copy of the packing list to the designated ECL Test Site Monitor as confirmation.
5. TCO forwards all used answer sheets **on a monthly basis** to:  
332 TRS/ETF  
2235 ANDREWS AVE  
JBSA-LACKLAND, TX 78236-5259

- NOTE:**
- 1) ECL materials are destroyed by TCOs/ATCOs at the end of each fiscal year, but not before the new fiscal year's materials have arrived.
  - 2) See SOI 332 TRSI 16-1051 for the regulations governing this process.
  - 3) All forms needed are available online at [www.dlielc.edu/testing/ecl\\_test.php](http://www.dlielc.edu/testing/ecl_test.php).

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**Expired ECL tests (i.e., from a previous fiscal year) and scores (i.e., 105 days or older) are not valid for IMSs attending DLIELC. Failure to use valid ECL tests and scores on the ITOs may result in the IMS being:**

1. recalled homeland, *or*
  2. delayed in training.
- 
- 

For more information visit the ECL website ([www.dlielc.edu/testing/ecl\\_test.php](http://www.dlielc.edu/testing/ecl_test.php)) or contact 332 TRS/ETF.

# Appointment Letter

SUBJECT: Appointment of English Comprehension Level (ECL) Test Control Officer (TCO) and Alternate Test Control Officer (ATCO)

REF: SOI 332 TRSI 16-1051 (latest version)

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 SOI 332 TRSI 16-1051 and agrees to follow its provisions.

_____	_____	_____
TCO (print or type name)	RANK	SERVICE

_____	_____
EMAIL ADDRESS	SIGNATURE

_____	_____	_____
ATCO (print or type name)	RANK	SERVICE

_____	_____
EMAIL ADDRESS	SIGNATURE

_____	_____	_____
ATCO (print or type name)	RANK	SERVICE

_____	_____
EMAIL ADDRESS	SIGNATURE

_____	_____	_____
ATCO (print or type name)	RANK	SERVICE

_____	_____
EMAIL ADDRESS	SIGNATURE

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

\_\_\_\_\_

3. Mail to: 332 TRS/ETF  
 2235 ANDREWS AVE  
 JBSA-LACKLAND, TX 78236-5259
- OR FAX to:**  
 DSN (312) 473-0211  
 COMM (210) 671-0211
- OR Email to:**  
[DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)

_____	_____
Signature of Appointing Official (Installation Commander or SCO)	Date

_____	_____
Name/Rank/Title of Appointing Official (typed or printed)	Date

## FY\_\_ Series ECL Request Form

Please use the *Memorandum for Record* to indicate any TCO or ATCO additions/changes and **inform 332 TRS/ETF if TCO is scheduled to rotate/PCS**. If ECL materials are not required, annotate below and return this form with a *Certificate of Destruction* (SOI 332 TRSI 16-1051) for all ECL materials.

ECL SITE NUMBER: \_\_\_\_\_

TEST CONTROL OFFICER: \_\_\_\_\_

ALTERNATE TEST CONTROL OFFICER(S): \_\_\_\_\_

---

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: \_\_\_\_\_

---

## FY\_\_ Series Test Materials Request

Number of ECL forms required: \_\_\_\_\_,

Number of test booklets per form: \_\_\_\_\_,

Copy of SOI 332 TRSI 16-1051: YES \_\_\_ NO \_\_\_

### 1 CD WILL BE SENT PER FORM.

Number of ECL answer sheets (FORM 6748a) required for FY\_\_ : \_\_\_\_\_.

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: \_\_\_\_\_

Submit this form to your ECL Test Site Monitor or to [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil).

All ECL forms and *DLIELC Instruction 1025.15* are available at [www.dlielc.edu/testing/testing.php](http://www.dlielc.edu/testing/testing.php).



# American Language Course Placement Test (ALCPT)

## About the ALCPT

The ALCPT is developed by 332 TRS/ETF for military and government English Language Training Programs (ELTPs) around the world. It is designed to measure English language ability levels through listening and reading items. The ALCPT is equivalent to the paper-and-pencil ECL in content and format (see also Table 2, *ECL* vs. *ALCPT*).

Table 2. ECL vs. ALCPT

ECL	ALCPT
<ul style="list-style-type: none"> <li>English language proficiency exam</li> </ul>	
<ul style="list-style-type: none"> <li>TCO controlled for test security</li> </ul>	
<ul style="list-style-type: none"> <li>100 items: 66 listening, 34 reading (approx. 1 hour)</li> </ul>	
<ul style="list-style-type: none"> <li>Scores correlate</li> </ul>	
<ul style="list-style-type: none"> <li>No cost to approved sites</li> </ul>	<ul style="list-style-type: none"> <li>Purchased by approved sites</li> </ul>
<ul style="list-style-type: none"> <li>TCO/ATCO <i>must</i> be US citizen working for US Government</li> </ul>	<ul style="list-style-type: none"> <li>TCO/ATCO is locally appointed by ELTP</li> </ul>
<ul style="list-style-type: none"> <li>Directly monitored by 332 TRS/ETF</li> </ul>	<ul style="list-style-type: none"> <li>Not directly monitored by 332 TRS/ETF</li> </ul>
<ul style="list-style-type: none"> <li>Forms don't expire; 15 forms available</li> </ul>	<ul style="list-style-type: none"> <li>Forms don't expire; 25 forms currently available (see FY20 Catalog Materials, Courses, and Support)</li> </ul>
<ul style="list-style-type: none"> <li>Valid for MASL &amp; OPI requirements</li> </ul>	<ul style="list-style-type: none"> <li>Valid for OPI requirement of ECL-exempt countries only</li> </ul>
	<ul style="list-style-type: none"> <li>Used in ELTPs (placement &amp; exit/grad.)</li> </ul>
	<ul style="list-style-type: none"> <li>Used to screen for ECL readiness</li> </ul>

## The ALCPT and Candidate Selection

The ECL and the ALCPT are statistically equivalent (with a correlation of .95 or higher). When administered under secure, controlled conditions, the tests yield comparable scores. The ALCPT is used:

1. to screen candidates for readiness to take the ECL test, and
2. as an alternative to the ECL requirement *for ECL-exempt countries needing an OPI test*.

**The ALCPT is NOT used for ECL practice or training, promotion or bonus systems, etc. Sales of the ALCPT are considered site-specific. ALCPT tests CANNOT be used at, transferred to, or moved to another location.**

## How to Request the ALCPT

Because the ALCPT is a US government language test, its sale must be approved by 332 TRS/ETF (the sole source for procurement of all ALCPT materials). ALCPT requests require:

1. 332 TRS/ETF Approval – Complete the ALCPT Approval Request form (on page 16) or online at [www.dlielc.edu/testing/ALCPT\\_Approval\\_Request\\_form.pdf](http://www.dlielc.edu/testing/ALCPT_Approval_Request_form.pdf) and email it to 332 TRS/ETF.
2. 637 ISS/INF Purchase Assistance – Contact DLIELC International Nonresident Flight for consultation on purchase orders (see contact information at the beginning of this handbook).

For more information visit our website ([www.dlielc.edu/testing/alcpt\\_test.php](http://www.dlielc.edu/testing/alcpt_test.php)) or contact 332 TRS/ETF.

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### ALCPT Handbook

[www.dlielc.edu/testing/ALCPT\\_Handbook.pdf](http://www.dlielc.edu/testing/ALCPT_Handbook.pdf)

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# ALCPT Approval Request

Approval by DLIELC Testing is required **BEFORE** placing a purchase order.

## User Agreement

User agrees to:

- Keep all ALCPT materials secured at all times:
  - ✓ Stored in a locked cabinet;
  - ✓ Accounted for by serial number and inventoried annually;
  - ✓ Logged after each use & the log retained for a year;
  - ✓ Handled, transported & administered **ONLY** by authorized personnel at the location to which it was sold.
- Use the test for the following purposes **ONLY**:
  - ✓ Place students in an ALC language program;
  - ✓ Evaluate student progress *at the end* of the program;
  - ✓ Screen candidates for readiness to take the ECL;
  - ✓ Evaluate the English language abilities of local personnel working for, or being considered for positions on overseas US military installations as required by US military service regulations.

- Prevent duplication (paper, electronic or other) of ALCPT materials.
- Abide by all provisions of the ALCPT Handbook, including limits on test frequency, proper test rotation, and tracking candidates who are tested.

User understands that:

- If a contractor loses the original contract for which DLIELC Testing approved ALCPT use, the contractor is obliged to destroy all forms of the ALCPT.
- If ALCPTs have been compromised, DLIELC Testing retains the right to refuse sales of new ALCPT forms for a period of up to three years.

**Failure to abide by these guidelines may result in denial of future ALCPT purchases.**

## Contact Information

Date:	_____	
Purchasing organization:	_____	Country: _____
Point of contact:	_____	
Email/phone/(DSN if applicable):	_____	

## Test Program Information

Organization/schoolhouse administering & storing the tests: <i>(if different from purchaser)</i>	_____	State/Region: _____
City:	_____	
ALCPT test control officer (TCO):	_____	
Email/phone/(DSN if applicable):	_____	
Test security measures in place:	_____	
Number of sessions per year:	_____	Max. number tested per session: _____
Number of test rooms:	_____	Seating capacity per room: _____

## Request Information

Purpose(s) for ALCPT testing:	_____	
ALCPT forms (versions) <b>owned</b> :	_____	Country: _____
ALCPT forms <b>requested</b> (max. 10):	_____	Number of kits per form <b>requested</b> : _____ each kit includes 25 booklets

Approved By:

Forms Approved:

Submit to [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)

# Oral Proficiency Interview (OPI)

## About the OPI

The OPI is the DoD measurement tool for assessing the interactive, speaking/listening English language proficiency of non-native speakers of English scheduled for Security Cooperation-sponsored training, as well as for selecting, placing or reclassifying US military personnel, or for determining their English language competency for certain courses or jobs. Additionally, the test can be used to determine the eligibility of international participants in military flying exercises and accession programs.

### Governing Regulations

Policy and procedures regarding the OPI are governed by **SOI 332 TRSI 16-1051** through the authority of **DoD Instruction 5160.71**.

The English language OPI is a conversation-like test of listening/speaking skills conducted by two certified raters either by telephone or face-to-face. The OPI assesses language ability in accordance with the Interagency Language Roundtable (ILR) skill level descriptions, which characterize spoken language use and comprehension. (For more information about the ILR descriptions, please see [www.govtilr.org/index.htm](http://www.govtilr.org/index.htm)).

During the interview, candidates are asked to discuss a variety of topics, ask and answer questions, verbally handle situations, etc. **OPIs are not tailored to technical or other specific skill sets.** OPI ratings range from 0-5 (0+, 1+, 2+, etc.) and are reported as a two-digit score (e.g., 2+/2) where the first digit is the listening comprehension score and the second digit is the speaking score. (see *Table 3. The OPI Test*, below). An **OPI score is valid for 180 days**. Non resident candidates **must wait 90 days to retest**.

Table 3. The OPI

Test	Test Description
Administration	Telephonically or face-to-face via Zoom
Areas Assessed	<ul style="list-style-type: none"> <li>• language functions accomplished</li> <li>• accuracy of structures and vocabulary</li> <li>• content and context of tasks</li> <li>• length and types of texts understood and produced</li> </ul>
Rating Scale	Based on Interagency Language Roundtable (ILR) Skill Level Descriptions. Levels range from 0-5 (0, 0+, 1, 1+, 2 and so on), with 0 indicating no functional proficiency and 5, the proficiency of a well-educated native speaker.
Rating Format	Referred to as a C/S (Comprehension/Speaking) rating, with the first score representing listening comprehension, and the second score representing speaking, i.e., a C/S rating of 2+/2 = a rating of 2+ in listening comprehension and a rating of 2 in speaking.
Required Test Environment / Equipment	Private, quiet room equipped with the following: <ul style="list-style-type: none"> <li>• chair and table/desk</li> <li>• Zoom-enabled device with camera and audio</li> <li>• paper and pen/pencil (required for one task only)</li> </ul>

## How to Schedule an OPI

A qualifying **ECL score is required to schedule an OPI**. OPI and corresponding ECL requirements are established by the US sponsor service/schoolhouse, which then has the authority to waive an OPI requirement.<sup>1</sup>

Candidates with an OPI prerequisite **must be tested in country** or receive a waiver from DSCA and/or the US sponsor service/schoolhouse **prior** to their arrival at DLIELC or their first CONUS training site. See Diagram 5, *OPI Testing* on the next page, which displays an overview of the process. For official guidance, consult SOI 332 TRSI 16-1051 or contact the OPI Coordinator at 332 TRS/ETF (Commercial 210-671- 5428 / DSN 312-473-5428 or [OPI@us.af.mil](mailto:OPI@us.af.mil)).

**At least 15 US business days in advance of the target test date**, the SCO completes the *OPI Request Form* and submits it to [DLIELC.332TRS.ETFNROPI@us.af.mil](mailto:DLIELC.332TRS.ETFNROPI@us.af.mil). The *OPI Request Form* is available online at [www.dlielc.edu/testing/OPI\\_Request\\_Form.pdf](http://www.dlielc.edu/testing/OPI_Request_Form.pdf).

- NOTE:**
- 1) A scheduled OPI will be cancelled if the call to DLIELC is more than 20 minutes after the scheduled interview time.
  - 2) Scores are released to SCOs/TCOs by email usually within 2 working days.
  - 3) OPI testing is limited to two tests per site, per day, and one candidate per week.
  - 4) SCOs agree to follow all test protocol detailed in SOI 332 TRSI 16-1051 and in the appointment confirmation email sent by the OPI Coordinator. If protocol is not followed, an OPI may be terminated and declared to be invalid.
  - 5) The test proctor must remain in the room with the candidate until the test is complete.

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**If a high volume of OPIs is needed, a TDY can be requested from the Chief of 332 TRS/ETF (Commercial 210-671-4889 / DSN 312-473-4889 or [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)).**

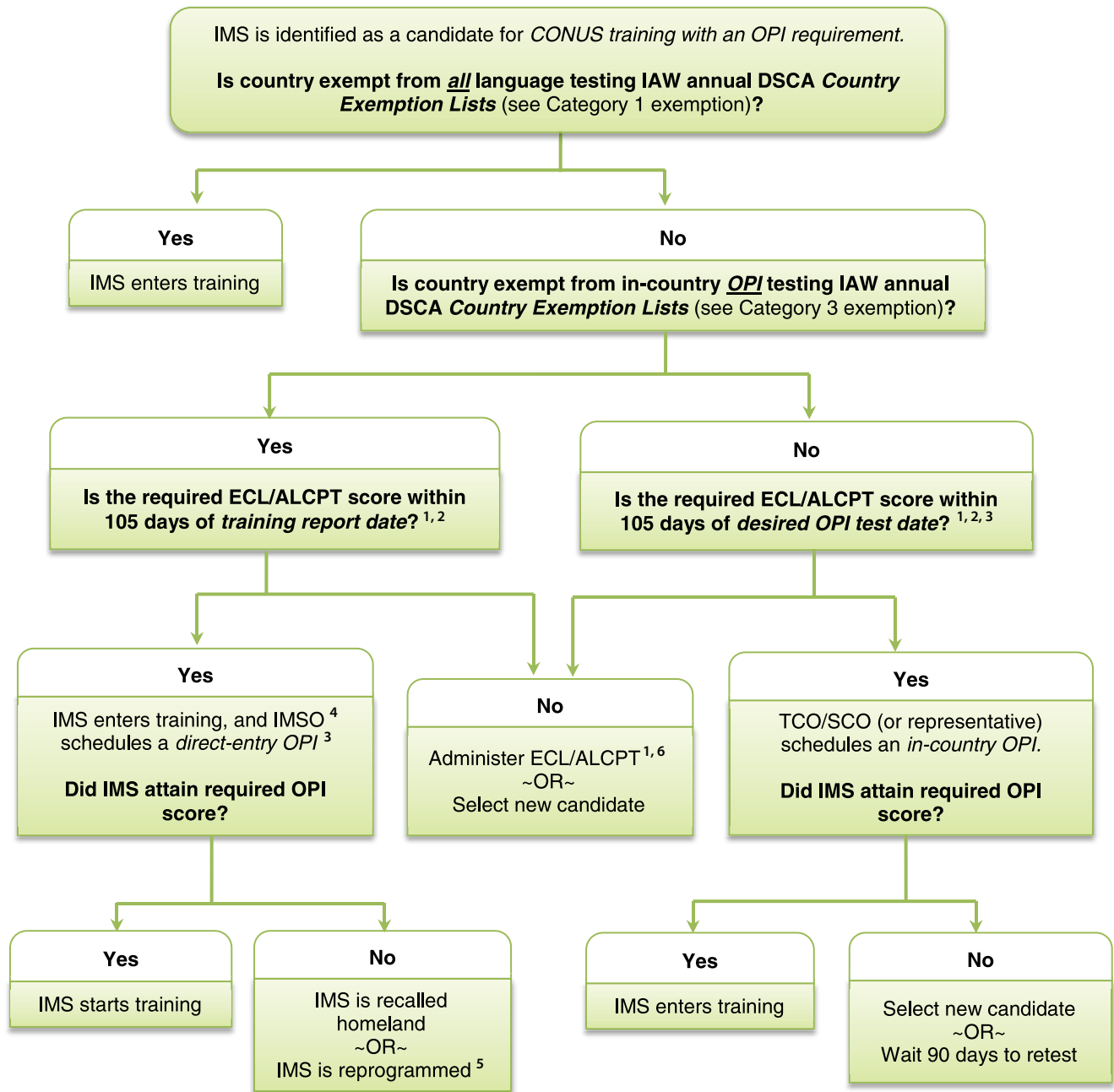
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For more information visit the OPI website ([www.dlielc.edu/testing/opi\\_test.php](http://www.dlielc.edu/testing/opi_test.php)) or contact the OPI Coordinator (Commercial 210- 671-5428 / DSN 312-473-5428 or [DLIELC.332TRS.ETFNROPI@us.af.mil](mailto:DLIELC.332TRS.ETFNROPI@us.af.mil)).

<sup>1</sup> The Chief of 332 TRS/ETF has the authority to waive the 90-day wait period before retesting; however, if granted, the waiver usually entails at least a 30-day wait period before retesting.

Diagram 5. OPI TESTING



<sup>1</sup> Countries with an ECL exemption may administer an ALCPT in lieu of an ECL for a qualifying ECL score (see Category 2 exemption of the *Country Exemption Lists*).

<sup>2</sup> ECL Test Control Officer mails used ECL answer sheet(s) on a monthly basis to: 332 TRS/ETF, 2235 Andrews Ave, JBSA-Lackland, TX 78236-5259.

<sup>3</sup> Ensure that ECL score is also within 105 days from training report date. Otherwise, IMS must retake ECL before entering training.

<sup>4</sup> IMSO = International Military Student Officer

<sup>5</sup> IMS is programmed to a later Follow-on Training (FOT) start date and sent to DLIELC until required score is achieved.

<sup>6</sup> See Diagram 2 for ECL testing procedures.

# English Language Testing Exemptions

## Country Exemption Lists

*The FY21 Country Exemption Lists for English Comprehension Level (ECL), Test of English as a Foreign Language (TOEFL), and Oral Proficiency Interview (OPI) (or Country Exemption Lists, for short) will remain in effect until further notice. When the new Country Exemption Lists message is available, DSCA sends notification to DLIELC, Combatant Commands (CCMD), and the MILDEPs. The current Country Exemption Lists memo is available on the SAN Web home page and at [www.dlielc.edu/testing/dsca.pdf](http://www.dlielc.edu/testing/dsca.pdf).*

## How to Request a Country Exemption

To request an exemption from the *Country Exemption Lists* policy memorandum, see the procedures included in the memorandum itself.



# Part III—Resident English Language Training Program

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*This section provides information on DLIELC's resident ELT programs. Specifically, it addresses the American Language Course (ALC), Advanced English Training, and ELT course programming information for FY22/23.*

## 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. 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 these materials can be found in this document or on the DLIELC website, [www.dlielc.edu](http://www.dlielc.edu).

The ALC is divided into two phases: General English Training (GET) and Specialized English Training (SET). Students may enter GET only, SET only, or a combination of GET and SET. PME Prep courses are offered in Advanced English Training (AET) and have specific start and end dates. Those who enter SET or AET 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 courses. Following graduation, students proceed to their FOT.

### General English Training (GET)

The purpose of GET is to raise a student's English language proficiency to the level required to enter SET, or FOT programs, such as DLIELC courses offered in Advanced English Training for instructors and other language specialists. Students can also be programmed for GET in advance of attending Advanced English Training Professional Military Education (PME) Preparation courses that have strict entry requirements due to the challenging nature of CONUS Senior PME Courses.

The GET of the ALC consists of materials designed to conform to classroom group learning and individualized, computer-based training. Small classes at DLIELC ensure that students have ample opportunity to participate in classroom activities. Upon entry, students are grouped homogeneously according to their ECL scores. Achievement tests (book quizzes and performance evaluations) and the ECL are regularly administered to evaluate 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 receive 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 that the students be returned to their countries.

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 below contains average ALCPT/ ECL scores for each book.

**ALC Placement Guidelines**

Book	ALCPT Score	Book	ALCPT Score	Book	ALCPT Score			
Level I	1	0*	Level III	13	49 - 53	Level V	25	73 - 75
	2	0*		14	51 - 55		26	74 - 76
	3	0*		15	53 - 57		27	75 - 77
	4	0* - 29		16	55 - 59		28	76 - 78
	5	0* - 29		17	57 - 61		29	77 - 79
	6	0* - 29		18	59 - 63		30	78 - 81
Level II	7	25 - 33	Level IV	19	61 - 65	Level VI	31	80 - 85
	8	29 - 37		20	63 - 67		32	80 - 85
	9	33 - 41		21	65 - 69		33	80 - 85
	10	37 - 45		22	67 - 71		34	80 - 85
	11	41 - 49		23	69 - 73			
	12	45 - 51		24	71 - 74			

\* ALCPT scores of 29 or below cannot be considered valid indicators of a test-taker’s ability. The ECL and the ALCPT are statistically equivalent, with a correlation of .95 or higher.

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 presented 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                        | Audio CDs / DVD kit |
| Instructor Text                     | Book quizzes        |
| Language Laboratory Activities Text |                     |

ALC Level VI (Books 31-34) is designed to develop students’ skills in the areas of listening, speaking, reading, and writing. Level VI employs student-centered activities through the use of authentic readings, authentic audio and video recordings, a Resource Book, and computer based training (CBT). Each book has performance evaluations made up of several components: (a) group discussion, (b) briefing and/or paragraph writing, and (c) a multiple-choice listening and reading quiz. Books 31-34 may be taught in any sequence; each book is written at the same skill level but varies in regard to theme. Each instructional package for Books 31-34 is composed of the following materials:

- |                 |                |
|-----------------|----------------|
| Student Text    | DVD            |
| Instructor Text | Assessment Kit |
| Resource Book   |                |

## Specialized English Training (SET)

SET is a nine-week program designed for students who already have a strong proficiency in general English. The SET 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 skill needs of students scheduled to attend training in a variety of specialty fields. These specialty fields are identified by SET codes. All students begin the nine weeks of training with Module 101, Orientation to Specialized English. SET continues with code specific training for the scheduled FOT. Various combinations of the SET materials are used to prepare students for a wide variety of FOT environments. In each specialty, there are one to seven specific modules addressing reading comprehension, specific speaking formats, and formal writing skills for those scheduled for mid- and senior management training. Students conclude SET with Module 109, Transition to Follow-On-Training.

SET PROGRAM		
WEEKS 1–9 (Ref: Summary of DLIELC General and Specialized English MASLs for Diploma Requirements, pages 31-32)		
Students begin with Module 101  Orientation to Specialized English	Language skills development continues through the use of code specific modules	Students end with Module 109  Transition to Follow- On Training

**NOTE:** The code-specific modules depend on the scheduled FOT, as specified in ITO.

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 typically taught in classes of six to eight students.

Students in flight-related or language-critical 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 2/2 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 ensure students are able to satisfy rigorous FOT requirements. **The OPI requirements must be met before entering SET.**

# DLIELC Student Profile Charts

DLIELC Training Level & Limitations	FOT* Examples per ECL Requirement, OPI, and Other Possible Prerequisites
<p>The DLIELC-trained language learner in this range should be able to:</p> <ul style="list-style-type: none"> <li>• Communicate at a basic level sufficient for performing non-skilled tasks.</li> <li>• Read and understand simple instructions and elementary military texts with basic military themes (ranks, branches, common military courtesies).</li> <li>• Handle basic social interactions such as seeking and giving information, requesting and granting permission, and expressing preferences, all at a very basic level without elaboration.</li> <li>• Provide simple descriptions of concrete procedures using minimally connected sentences.</li> <li>• Understand the main idea of oral announcements up to 45 seconds in length or approximately 150 words in length.</li> <li>• Listen to a short message (in a face-to-face interaction or on the phone), take simple notes, and relay the message to a third person.</li> <li>• Listen to a text and complete a simplified outline, graphic organizer, or flow chart.</li> <li>• Write simple as well as compound sentences and combine two simple sentences to create a complex sentence, but frequent errors in basic structure occur.</li> </ul>	<p>60-65 ECL score requirement. Less than 1% of FOT courses select this level of proficiency.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Target level for “hands on” type jobs</li> <li>• Cargo Specialist (60)</li> <li>• Self-Propelled Artillery Systems Maintainer (60)</li> <li>• Tracked Vehicle Mechanic (60)</li> <li>• Fire Control Repairer (65)</li> <li>• ATC Equipment Repairer (65)</li> <li>• Horizontal Construction Engineer (65)</li> <li>• Cable Systems Installer – Maintainer (65)</li> </ul>
<p>The DLIELC-trained language learner in this range should be able to:</p> <ul style="list-style-type: none"> <li>• Understand and use materials required for most technical vocations (technical orders, simple manuals) and other material based on general military themes.</li> <li>• Conduct routine social and business interactions, such as giving recommendations and suggestions, requesting and offering assistance, asking for and making comparisons, expressing cause and effect, inquiring about and responding to reasons and purposes, and giving sequenced instructions.</li> <li>• Communicate face-to-face or via telephone/radio to perform official duties.</li> <li>• Read a text up to 300 words in length; identify the main idea and supporting details, and supply notes in an outline or graphic organizer.</li> <li>• Write a summary of an oral text 1-3 minutes in length; errors in sentence structure occur.</li> <li>• Participate in a discussion on a familiar topic.</li> </ul>	<p>70-75 ECL score requirement. Target level for technical jobs.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• IT Fundamentals Maintenance (70)</li> <li>• Diesel Engine Maintenance (70)</li> <li>• Aircraft Structural Repairer (70)</li> <li>• Radar Repairer (70)</li> <li>• Basic Electronics (70)</li> <li>• Basic Officer Leadership (75)</li> <li>• Military Police Captain’s Career (75)</li> <li>• Military Police Basic Officer Leadership (75)</li> <li>• Army Maintenance Management (75)</li> </ul>

# The DLIELC e-Wheel Programming Guidance

The DLIELC e-Wheel is an internet-based electronic programming guidance designed to provide Military Departments (MILDEPs) and Security Cooperation Officers (SCOs) with greater accuracy in programming English language training. The e-Wheel calculates estimated time in training at DLIELC to achieve ECL scores and complete courses based on historical data from 1997 to 2013 and linguistic distance between English and the student's native language. SCOs and MILDEPs are highly encouraged to use the e-Wheel to determine estimated time in training for International Military Students (IMSS) attending DLIELC.

## How to Use the e-Wheel in 3 Easy Steps

**STEP 1:** To access the DLIELC e-Wheel, go to:

<http://www.dlielc.edu/DLICourseEstimator/index.html>

You can also access the link on the DLIELC website at [www.dlielc.edu](http://www.dlielc.edu).

For optimal capability, we *highly recommend* downloading the most current browser version on your computer or Smartphone.

**STEP 2:** To show the estimated number of weeks for a student **to achieve the required English Comprehension Level Score (ECL)**, select the country of the student, the in-country ECL score range, and the required ECL score from the drop-down menu. Click on *Calculate*.  
(See image A on the next page.)

If the student needs to attend **Specialized English Training (SET)** and/or **Oral Proficiency Skills for Aviation (OPSAV) courses**, select the *Yes* button for one or both courses. Then, click on *Calculate* and the e-Wheel will compute the estimated number of weeks in training to achieve the required ECL score and complete the Specialized English language training and/or OPSAV course.  
(See image B on the next page.)

*Image A*

*Estimated Weeks to Achieve the ECL*

STUDENT'S HOME COUNTRY  
ESTONIA

IN COUNTRY ECL SCORE  
65-69

REQUIRED ECL SCORE  
80

OPSAV REQUIRED?  
No

SET REQUIRED?  
No

DESIRED GRAD DATE:  
[Calendar icon]

ESTIMATED NUMBER OF WEEKS TO ECL QUALIFY:  
8

*Image B*

*Estimated Weeks to Achieve the ECL  
Attend OPSAV (16 weeks) and SET (9 weeks)*

STUDENT'S HOME COUNTRY  
ESTONIA

IN COUNTRY ECL SCORE  
65-69

REQUIRED ECL SCORE  
80

OPSAV REQUIRED?  
Yes

SET REQUIRED?  
Yes

DESIRED GRAD DATE:  
[Calendar icon]

ESTIMATED NUMBER OF WEEKS TO ECL QUALIFY AND ATTEND OPSAV AND SET COURSES:  
33

ESTIMATED START DATE:  
[Calendar icon]

**STEP 3:** Once the number of training weeks is calculated, the desired graduation date and calendar prompt will appear. Based on the start date of the student’s Follow-On Training (FOT), you can enter the desired DLIELC graduation date on the calendar prompt and the **estimated DLIELC start date** will appear. (See *image C* below.)

*Image C*

*Estimated Start Date to Achieve the ECL  
Attend SET, and Graduate from DLIELC*

STUDENT'S HOME COUNTRY  
SLOVAKIA

IN COUNTRY ECL SCORE  
55-59

REQUIRED ECL SCORE  
80

OPSAV REQUIRED?  
No

SET REQUIRED?  
Yes

DESIRED GRAD DATE:  
12/15/2017

ESTIMATED NUMBER OF WEEKS TO ECL QUALIFY AND ATTEND SET COURSE:  
24

ESTIMATED START DATE:  
7/3/2017  
TO GRADUATE BY DESIRED GRAD DATE

# Courses in General and Specialized English Training

*DLIELC offers a variety of English language courses for beginner, intermediate and advanced learners of English as a Second or Foreign language. In-house developed materials and some commercial texts are used for these courses.*

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## **ALC GET only** **MASL D177027**

**Course Length:** Variable; can be scheduled to start any week of the year.

**Entry Requirements:** 55 ECL

**Diploma Requirements:** Minimum 10 weeks, ECL qualified and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 31).

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## **ALC SET only** **MASL D177008**

**Course Length:** NINE (9) weeks total; can be scheduled to start any week of the year.

**Entry Requirements:** 1) Highest required FOT ECL  
2) If applicable, OPI requirement(s)

**Diploma Requirements:** Minimum of SEVEN (7) of the NINE (9) weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 31).

This course focuses on functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills.

Note: 1) IMS MUST be scheduled for 9 complete weeks in SET.  
2) If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MILDEP must submit a separate waiver request (Form AETC-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.



### General English Training (GET) and Specialized English Training (SET)

#### MASL D177009

**Course Length:** Minimum 10 weeks; can be scheduled to start any week of the year.

**Entry Requirements:** 1) 55 ECL minimum for entry into GET  
2) highest required FOT ECL and, if applicable, OPI requirement(s) before entry into SET.

**Diploma Requirements:** Minimum of SEVEN (7) of the TEN (10) weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table on page 31).

Notes: 1) If more than one FOT is scheduled, the student must meet the highest ECL required. This also applies in specific cases where the ECL and/or OPI requirement(s) have been waived by FOT.  
2) If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MILDEP must submit a separate waiver request (Form AETC-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.

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### ALC for Aviation Leadership Program (ALP) Scholarship

#### MASL D177024

**Course Length:** Variable or NINE (9) weeks of AVIATION SET if IMS is both ECL and OPI qualified; can be scheduled to start any week of the year.

**Entry Requirements:** 1) 55 ECL and/or highest required FOT ECL  
2) and OPI requirement, if applicable.

**Diploma Requirements:** Variable course length, ECL and OPI qualified, and 70 Book Quiz average with a passing score for each module (see “DLIELC Graduation Requirements” Table on page 32).

Notes: 1) This MASL is established for AF ALP Scholarship IMSs and is used for funding purposes only.  
2) Training is the same as MASL D177008 or D177009 or D177027.  
3) IMSs who do not have their required ECL must attend GET.  
4) IMSs who do not make their required OPI must attend the OPSAV course (MASL D177028). See next page.

**Oral Proficiency Skills for Aviation (OPSAV) Course**  
**MASL D177026**  
**(MASL D177028 for ALP Scholarship candidates)**

**Course Length:** 25 weeks; this includes 16 weeks of OPSAV and NINE (9) weeks of AVIATION SET; can be scheduled to start any week of the year.

**Entry Requirements:** Highest required FOT ECL

**Diploma Requirements:** Minimum of 10 weeks TOTAL and a minimum of SEVEN (7) of the 10 weeks must be completed in SET, ECL and OPI qualified, and 70 Book Quiz average with a passing score for each module (see “DLIELC Graduation Requirements” Table on page 31).

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 in order to achieve a 2/2 OPI requirement.

- Notes:
- 1) If candidates ECL qualify in country, it is strongly recommended that they be administered a telephonic OPI in their homeland prior to scheduling them for this course. If they achieve the required OPI score for their FOT, they don't need to be programmed for the OPSAV course. They should ONLY be programmed for a maximum of ten weeks in MASL D177024.
  - 2) This course is a MINIMUM of 10 weeks in length. However, it is variable because students can be moved out of OPSAV and into SET as soon as they achieve their required OPI ratings.
  - 3) Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course and they must meet the OPI requirement before they are moved into SET—even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.
  - 4) If FOT waives one or both requirements, MilDep must submit a separate waiver request (AETC-6 form, formerly known as IMT-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.

# SUMMARY OF DLIELC General and Specialized English MASLs

MASL #	COURSE(S)	MIN # of WKS for DIPLOMA	DESCRIPTION
D177027	General English Only (GET)	10 wks	The purpose of GET is to raise IMS's English language proficiency to the required level . Students must meet the FOT ECL requirement to transfer into SET or PME Prep (some FOTs require PME Prep) or to go to an FOT that does not require SET . Students can be programmed for GET in advance of attending DLIELC Advanced English Training for instructors and other language specialists if they are not ECL/OPI qualified in country.
D177008	Specialized English Only (SET)	9 wks total w/min of 7 of 9 wks in SET	The purpose of SET is to increase an IMS's functional understanding of language, learning strategies, and terminology associated with technical training and professional military education skills . Students must meet the ECL required by FOT and, if applicable, the OPI requirement(s) in order to enter SET . If more than one FOT is scheduled, the student must meet the highest ECL required . If FOT decides in specific cases to waive the IMS ECL and/or OPI requirement(s), MILDEP must submit a separate waiver request to DLIELC for approval to allow the IMS to enter SET, with the understanding that the student will not receive a diploma.
D177009	General & Specialized English (GET/SET)	10 wks total w/min of 7 of 10 wks in SET	Students must meet the required ECL specified by FOT and, if applicable, the OPI requirement(s) before they are moved into the SET portion of this course . If more than one FOT is scheduled, the student must meet the highest ECL required . If FOT decides in specific cases to waive the IMS ECL and/or OPI requirement(s), MILDEP must submit a separate waiver request to DLIELC for approval to allow student to enter SET, with the understanding that the student will not receive a diploma.
D177024	ALC for Aviation Leadership Program (ALP) Scholarship	Min 9 wks if ECL/ OPI qualified for SET	This MASL is established for USAF ALP Scholarship students and is used for funding purposes only . Training is the same as MASL D177027, D177008, or D177009 . All students will complete aviation SET . <b>Students who do not have their required ECL must attend GET using this MASL.</b> Students who do not have their required OPI must attend the OPSAV course, MASL D177028.
D177026 or D177028 (ALP)	Oral Proficiency Skills for Aviation (OPSAV) Course	16 wks of OPSAV & 9 wks of SET for a max of 25 wks	<p>These MASLs offer extensive practice in pronunciation, global speaking proficiency, and listening comprehension within a variety of contexts and a wide range of formats . While the course focuses primarily on routine, day-to-day proficiency needs, some aviation-related themes are woven into the course . The IMS can be programmed for four to 16 weeks since the OPI can only be administered at 30-day intervals.</p> <p>If candidates ECL qualify in country, it is strongly recommended that they take a telephonic OPI in their homeland prior to scheduling them for this course . If the IMS achieves the OPI rating required by their FOT, they should be programmed directly into MASL D177008/D177024 since they do not need to be programmed for the OPSAV course.</p> <p>MASL D177028 is established for USAF ALP Scholarship students and is used for funding purposes only . Training is the same as MASL D177026.</p>

# DLIELC Graduation Requirements

		GRADUATION REQUIREMENTS					GRADUATION DOCUMENTS	
COURSE NAME	MASL	LENGTH (wks)	ECL	OPI	BQ	OTHER <sup>1</sup>	REQTS MET	REQTS NOT MET
American Language Course (ALC), GET/SET	D177009	10 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC (SET only)	D177008	9 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC (GET only)	D177027	10 (min)	*	*	70	NA	Dip	CT/CA
Oral Proficiency Skills for Aviation Course (OPSAV)	D177026	25 (var, 10 min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177024 same as D177009 or D177008 or D177027	9 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177028 same as D177026	25 (var, 10 min)	*	*	70	Min 7 wks in SET	Dip	CT/CA

### Abbreviations/Symbols Used:

\* – Score required by Follow-on Training  
 BQ – Book quiz average for course (includes ad hoc quizzes and performance evaluations/tests). BQ averages for students in MASLs D177009, D177026 and D177027 are based only on the last nine weeks of training. Students in aviation codes must achieve a score of 70 or ratings of Go or Go with Reservation for non-pilots on each BQ/PE.  
 CA – Certificate of attendance  
 CT – Certificate of training

DIP – Diploma  
 ECL – English Comprehension Level score  
 GET – General English Training  
 MASL – Military Articles and Services List  
 MIN – Minimum  
 OPI – Oral Proficiency Interview ratings  
 REQTS – Requirements  
 SET – Specialized English Training  
 VAR – Variable

## Advanced English Training (AET)

In addition to General and Specialized English training, DLIELC offers Advanced English Training (AET) for higher-level students. AET courses target advanced language proficiency, instructor development, and professional development.

**Advanced Language Development** courses (PME Prep, ALPS I, II, and III, TOEFL Prep) employ an integrated curriculum that increases students' language proficiency in listening comprehension, speaking, reading, and writing. Additionally, students develop their critical thinking skills and increase their knowledge of American culture. ALPS and TOEFL Prep courses are ideal for instructors, NATO and international posting candidates, translators, interpreters, and candidates for professional military postgraduate studies.

**Instructor Development** courses such as the Basic American Language Instructor Course (BALIC), the Advanced English Language Instructor Course (AELIC), and the Methodology and Culture Seminar (MACS) are designed to provide training and practice in English as a Foreign or Second Language (EFL/ESL) methodology for novice as well as experienced instructors. These courses 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, along with learning how to incorporate cultural knowledge into the teaching process, is also emphasized.

**Professional Development** courses such as the Materials Development Seminar (MDS) allow English language specialists to become familiar with different phases of the curriculum development process used at DLIELC. The principles and practices involved in establishing and managing language training programs are covered in the Managing English Language Training (MELT) course.

Charts on the following pages contain a quick reference to the entry and graduation requirements for all AET courses. Detailed descriptions of each course appear after the charts.

The fiscal year charts at the end of this section provide a visual representation of the training calendar to aid student programming for multiple courses. Please note that all class dates are subject to change.

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### Important Notes:

1. **There are no waivers to the entry requirements for Advanced English courses.**
  2. **Candidates programmed for direct entry into AET must meet their ECL and/or OPI requirements in country prior to arrival at DLIELC. Schedule a telephonic OPI well in advance of the course start date (OPI scores are valid for six months).**
  3. **Students who do not meet AET entry requirements will be transferred to General English. Return to AET cannot be guaranteed and will be determined on a case-by-case basis.**
  4. **Students may be programmed for two or more consecutive AET courses to meet individual training needs. Consult the Notes section on course description pages to see which course combinations are *not* allowed.**
  5. **Classes may be cancelled 30 days prior to the start date if the minimum enrollment is not met.**
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# Advanced English Training Courses and Entry/Graduation Requirements

Course (MASL)	Length weeks	ECL course entry	OPI required and scheduling	Prerequisites and Requirements	Average classroom assessments	Attendance	Graduation Document all course requirements met
<b>Language Development Courses</b>							
<b>PME Prep (D177014)</b>	9	80	N/A	Four (4) students minimum.	80	Present 80% in final week	Diploma
<b>ALPS I (D177018)</b>	12	80	2/1+ OPI must be conducted prior to arrival/course entry	Students entering with an OPI score of 2/1+ will have a maximum of two OPIs during the course in order to make 2/2 and be eligible for a Diploma. Recent graduates of FOT, AELIC, MDS, or MELT may NOT be scheduled for ALPS I. Students who have completed GE/SE training and NOT achieved a required 2/2 OPI score can be scheduled for ALPS I. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma
<b>ALPS II (D177031)</b>	12	85	2/2 OPI must be conducted prior to arrival/course entry	Students who have completed GE / SE training and not achieved a required 2+/2+ OPI score can be scheduled for ALPS II. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma
<b>ALPS III (D177022)</b>	12	90	2/2 OPI must be conducted prior to arrival/course entry	Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma
<b>TOEFL Prep (D177040)</b>	12	80	2/2	For students who have an FOT TOEFL requirement 83, an in-country TOEFL iBT score of ≥ 70 is strongly recommended. For students with an FOT TOEFL requirement of 90, an in-country TOEFL iBT score of ≥ 82 is strongly recommended. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma
<b>Instructor Development Courses</b>							
<b>BALIC (D177007)</b>	24	80	2/2 OPI is conducted during the course	OPI will be conducted by week 18 so that the student can <b>make 2/2 and be eligible for a Diploma.</b> Six (6) students minimum and maximum 30	80	Present 80% in final week	Diploma
<b>AELIC (D177066)</b>	16	85	2/2 OPI must be conducted prior to arrival/course entry	Must be a BALIC graduate OR provide proof of recent teaching degree (or equivalent). Two years recent EFL teaching experience required. Six (6) students minimum and maximum 30	80	Present 80% in final week	Diploma
<b>MACS (D177019)</b>	8	80	2/2 OPI must be conducted prior to arrival/course entry	Minimum 2 years' ESL/EFL teaching experience. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma

## Advanced English Training Courses and Entry/Graduation Requirements (continued)

Course (MASL)	Length weeks	ECL course entry	OPI required and scheduling	Prerequisites, Requirements and Recommendations	Average classroom assessments	Attendance	Graduation Document all course requirements met
<b>Professional Development Courses</b>							
<b>MELT (D177013)</b>	8	80	N/A	Intended for current and projected language program managers only. Six (6) students minimum and maximum 16	Pass	Present 80% in final week	Diploma
<b>MDS (D177030)</b>	8	80	N/A	Minimum 2 years' ESL/EFL teaching experience. Must be a BALIC/AELIC graduate or have a teaching degree or equivalent. Must have writing, word processing, and basic computer skills. Six (6) students minimum and maximum 16	Pass	Present 80% in final week	Diploma
<b>Observer Professional DLIELC Fam (D177002)</b>	1-2	85	N/A	80 or higher ECL score is strongly recommended due to the topics covered throughout the training. Students should not be scheduled for this training if they have attended or will attend MELT. Maximum 10 students	N/A	Present 80% in final week	Certificate of Attendance
<b>Observer Professional Testing (D177003)</b>	2	85	2+/2+ OPI must be conducted prior to arrival/course entry	Students may attend this course in conjunction with ALPS II or AELIC if desired. Four (4) students minimum and maximum six	N/A	Present 80% in final week	Certificate of Attendance



## Courses for Advanced Language Development

### Professional Military Education Preparation (PME Prep) Course

**MASL:** D177014

**Course Length:** 9 weeks

**Entry Requirements:** 80 ECL

**Minimum Class Size:** 4

PME Prep is designed to empower international military leaders with advanced English-language proficiencies by enabling the linguistic strategies and cultural competencies needed to communicate on a wide range of military-related topics. Students acquire both language and concepts through extensive reading of military doctrine and academic journal articles as well as active listening to lectures and briefings on military and geopolitical issues. They proceed to apply this language to complex oral and written tasks, such as formal discussions and essays, that require critical thinking to solve real-world problems. The PME Prep course culminates with a United Nations Security Council role-play and an academic research paper.

*PME Prep Note:* Specialized English Training (SET) academic modules may be programmed for students who require training outside these course dates or in the event of insufficient enrollment.

### PME Prep

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
3 APR 23	2 JUN 23	8 APR 24	7 JUN 24
17 APR 23	16 JUN 23	15 APR 24	14 JUN 24
24 APR 23	23 JUN 23	22 APR 24	21 JUN 24
1 MAY 23	30 JUN 23	29 APR 24	28 JUN 24
8 MAY 23	7 JUL 23	6 MAY 24	5 JUL 24
15 MAY 23	14 JUL 23	13 MAY 24	12 JUL 24

## Advanced Language Proficiency Skills (ALPS) Courses

The ALPS series is designed for professional military and civilian personnel who need sufficient English language skills to work in an English-speaking environment. The tiered learning objectives develop listening, speaking, reading, writing, intercultural competence, and critical thinking skills needed for communication tasks.

### ALPS I

**MASL:** D177018

**Course Length:** 12 weeks

**Entry Requirements:** 80 ECL  
2/1+ OPI

**Minimum Class Size:** 6

ALPS I emphasizes development of English language skills through class discussion, with a focus on contemporary issues. The course material builds foundational academic language skills and is geared toward intermediate students who need to increase their accuracy, high-frequency vocabulary, and basic grammar structures. Theme-based content and projects are based on everyday topics and current events. Students have daily opportunities to practice and improve all four language skills through readings, authentic listening, paragraph writing, classroom discussions, and presentations.

#### ALPS I Notes:

1. Recent graduates of follow-on training, AELIC, MDS, or MELT may *not* attend ALPS I.
2. Students who have completed GET/SET training but who have not achieved a required 2/2 OPI rating may be scheduled for ALPS I.
3. Students entering ALPS I with a 2/1+ OPI rating will receive a maximum of two OPIs while in residence in order to meet the 2/2 diploma requirement.
4. Students may attend ALPS II immediately after ALPS I if desired.

### ALPS I

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
26 SEP 22	16 DEC 22	25 SEP 23	15 DEC 23
9 JAN 23	31 MAR 23	15 JAN 24	5 APR 24
3 APR 23	23 JUN 23	8 APR 24	28 JUN 24
3 JUL 23	22 SEP 23	8 JUL 24	27 SEP 24

**ALPS II**

**MASL:** D177031

**Course Length:** 12 weeks

**Entry Requirements:** 85 ECL

2/2 OPI

**Minimum Class Size:** 6

ALPS II emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although its structure is similar to that of ALPS I, ALPS II is designed for high-intermediate students who need to build linguistic accuracy and complexity in their academic skills. Integrated language skill tasks are derived from academic tasks required at Professional Military Education sites. Theme-based content and projects move from concrete to abstract topics as the course progresses. Students will facilitate and participate in group discussions, give presentations, read and listen intensively and extensively, take notes, and write essay-length material using common academic rhetorical patterns.

*ALPS II Note:* Trainees with  $\geq 90$  ECL and  $\geq 2+1/2$  or  $2/2+$  OPI may enroll in ALPS III. They may not enroll in ALPS II.

**ALPS II**

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
26 SEP 22	16 DEC 22	25 SEP 23	15 DEC 23
9 JAN 22	31 MAR 23	15 JAN 24	5 APR 24
3 APR 23	23 JUN 23	8 APR 24	28 JUN 24
3 JUL 23	22 SEP 23	8 JUL 24	27 SEP 24

**ALPS III**

**MASL:** D177022  
**Course Length:** 12 weeks  
**Entry Requirements:** 90 ECL  
 2+/2 or 2/2+OPI  
**Minimum Class Size:** 6

ALPS III learners will develop advanced language proficiency by facilitating and participating in discussions based on extensive reading and listening material, as well the oral and written reporting of research on selected topics.

*ALPS III Notes:* Trainees must know how to use Microsoft Word and the standard English-language keyboard.

**ALPS III**

<b>FY23 Class Schedule</b>		<b>FY24 Class Schedule</b>	
<b>Start Date</b>	<b>Grad Date</b>	<b>Start Date</b>	<b>Grad Date</b>
9 JAN 23	31 MAR 23	15 JAN 24	5 APR 24
3 APR 23	23 JUN 23	8 APR 24	28 JUL 24
3 JUL 23	22 SEP 23	8 JUL 24	27 SEP 24

**TOEFL-Prep Course**

**MASL:** D177040

**Course Length:** 12 weeks

**Entry Requirements:** 80 ECL  
2/2 OPI

**Minimum Enrollment:** 6

The TOEFL Prep course prepares students for success on the TOEFL Internet-based test (iBT) by developing their test-taking skills and academic proficiency. Upon completion, students will be able to employ test-taking strategies and demonstrate strong competency in the four modalities (speaking, listening, reading, and writing) and vocabulary development. The course is best suited for military and civilian professionals pursuing certificates or university degrees at Department of Defense schools and colleges or EFL instructors slated to teach TOEFL familiarization courses in their home countries. Students are required to bring their own laptops that have audio and video capability.

*TOEFL Prep Notes:*

1. Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
2. Only students scheduled for follow-on training (FOT) that requires a TOEFL score will take the TOEFL iBT.
3. For students with an FOT TOEFL requirement of 83, an in-country TOEFL iBT score of 70 or higher is strongly recommended. For students with an FOT TOEFL requirement of 90 an in-country TOEFL iBT score of 82 or higher is strongly recommended.
4. There are no waivers to course entry requirements.

\*This iteration of the TOEFL Prep is only 11 weeks long.

**TOEFL Prep**

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
27 MAR 23	16 JUN 23	1 JAN 24	15 MAR 24*
19 JUN 23	8 SEP 23	1 APR 24	21 JUN 24
25 SEP 23	15 DEC 23	24 JUN 24	13 SEP 24
		30 SEP 24	20 DEC 24

## Instructor Development Courses

*DLIELC offers a variety of courses designed to enhance the skills of international English language specialists—personnel dedicated to English language teaching, program management, and course/test development. In addition to the courses described below, DLIELC recommends that English language specialists continue to work on their own language proficiency by enrolling every two or three years in an ALPS course appropriate to their current level.*

### Basic American Language Instructor Course (BALIC)

**MASL:** D177007  
**Course Length:** 24 weeks  
**Entry Requirements:** 80 ECL  
**Minimum Class Size:** 6 (max 30)

BALIC is designed to provide military and civilian personnel who are teaching non-native speakers of English with a strong foundation in the field of ESL/EFL so they can teach English in their countries. The course is divided into three major blocks of instruction, each providing participants opportunities to improve their English proficiency in each of the four skills (listening, speaking, reading, and writing) as well as to increase their knowledge of grammar, vocabulary, teaching fundamentals, linguistic functions, American culture, and the materials of the American Language Course (ALC). In addition to observing ESL instructors teaching classes in DLIELC’s General English section, participants are also afforded numerous practice-teaching opportunities using the ALC materials.

*BALIC Notes:*

1. Students will receive a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.
2. BALIC graduates must wait two years before attending AELIC or MACS.

### BALIC

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
3 OCT 22	17 MAR 23	9 OCT 23	22 MAR 24
14 NOV 22	28 APR 23	20 NOV 23	3 MAY 24
9 JAN 23	23 JUN 23	15 JAN 24	28 JUN 24
3 APR 23	15 SEP 23	8 APR 24	20 SEP 24
15 MAY 23	27 OCT 23	20 MAY 24	1 NOV 24
3 JUL 23	15 DEC 23	8 JUL 24	20 DEC 24

**Advanced English Language Instructor Course (AELIC)**

**MASL:** D177006

**Course Length:** 16 weeks

**Entry Requirements:** 85 ECL

2/2 OPI

Completion of BALIC or proof of teaching degree (or equivalent)

**Minimum Class Size:** 6 (max 30)

AELIC is designed for BALIC graduates or those who can provide proof of a recent teaching degree (or equivalent) AND two years of recent experience teaching English as a Foreign or Second Language in their countries. The course is divided into two blocks of instruction: skills and methodology. The purpose of the course is threefold: 1) to acquaint students with current language teaching theory and methodology for classroom applications, 2) to provide opportunities for students to discuss and demonstrate best classroom instructional practices, and 3) to develop proficiency in all four language skills. Objectives include learning to deliver student-centered and communicative lessons through classroom observations of experienced ESL instructors, identifying and adapting instruction to diverse learning and teaching factors, and understanding the historical methods and approaches of ESL instruction and assessment.

*AELIC Notes:*

1. Students must be ESL/EFL instructors with at least two years of experience.
2. Students must have completed BALIC or have a teaching degree (or equivalent).

**AELIC**

<b>FY23 Class Schedule</b>		<b>FY24 Class Schedule</b>	
<b>Start Date</b>	<b>Grad Date</b>	<b>Start Date</b>	<b>Grad Date</b>
9 JAN 23	28 APR 23	15 JAN 24	3 MAY 24
1 MAY 23	18 AUG 23	6 MAY 24	23 AUG 24
28 AUG 23	15 DEC 23	2 SEP 24	20 DEC 24

## Professional Development Courses

### Methodology and Culture Seminar (MACS)

**MASL:** D177019

**Course Length:** 8 weeks

**Entry Requirements:** 80 ECL  
2/2 OPI

**Minimum Class Size:** 6 (max 16)

Designed for experienced ESL/EFL instructors, MACS focuses on expanding participants’ knowledge of culture in general and US culture in particular so they can teach English in their countries with increased cultural awareness and confidence. Activities on a range of topics such as family life, education, government, and the military present US customs and values within a framework that allows participants to compare and contrast US culture with their own. In addition, participants explore ways to handle the cultural aspects of language acquisition and to better prepare their students for training opportunities in the US and/or interactions with American military and civilian personnel stationed abroad. Teaching strategies for incorporating aspects of US culture into the American Language Course (ALC) will be examined and practiced through peer-teaching opportunities. Regularly scheduled tours and classroom observations of ESL instructors in DLIELC’s General English section will supplement and further solidify information covered during the seminar.

*MACS Note:* Students must be ESL/EFL instructors with at least two years of experience.

### MACS

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
24 OCT 22	16 DEC 22	30 OCT 23	15 DEC 23
6 MAR 23	28 APR 23	11 MAR 24	3 MAY 24



**Managing English Language Training (MELT)**

- MASL:** D177013
- Course Length:** 8 weeks
- Entry Requirements:** 80 ECL
- Minimum Class Size:** 6 (max 16)

MELT is an intensive, professional development course designed for international leaders who are serving or will serve as language training program (LTP) managers in their countries. It is a seminar consisting of readings, discussions, and presentations by subject matter experts related to leadership, security cooperation, and academic program management. MELT is also a workshop where participants explore and apply course content to develop a capstone project intended to inform their organization’s continuous improvement program. Participants engage with DLIELC leaders in key positions and are challenged to think analytically about their LTP using industry best practices and DLIELC as an organizational model. This course enhances participants’ abilities with practical knowledge and competencies required to administer, supervise, and lead an LTP.

**MELT**

<b>FY23 Class Schedule</b>		<b>FY24 Class Schedule</b>	
<b>Start Date</b>	<b>Grad Date</b>	<b>Start Date</b>	<b>Grad Date</b>
9 JAN 23	3 MAR 23	15 JAN 24	8 MAR 24
1 MAY 23	23 JUN 23	6 MAY 24	28 JUN 24
28 AUG 23	20 OCT 23	2 SEP 24	25 OCT 24

**Materials Development Seminar (MDS)**

**MASL:** D177030

**Course Length:** 8 weeks

**Entry Requirements:** 85 ECL

Needs Analysis worksheet (see below)

**Minimum Class Size:** 6 (max 16)

MDS is designed for international English language specialists tasked with creating instructional materials. MDS is conducted as a seminar in which participants discuss and become familiar with different phases of the curriculum development process used at DLIELC. Particular emphasis is placed on course design, the writing of language objectives, and the development of targeted activities for the language classroom. Participants must have basic computer skills because they will develop their instructional materials electronically. Each participant is expected to arrive with a previously defined curriculum project that can be developed by the end of the seminar.

Time constraints rule out the possibility of developing assessments during MDS; however, participants may choose to create practice materials to prepare their students for assessments such as TOEFL or STANAG tests.

*MDS Notes:*

1. **IMPORTANT REGISTRATION REQUIREMENT:** Each MDS participant must define a project in advance by completing a Needs Analysis worksheet prior to arrival. Submit the completed worksheet within three weeks of enrolling. See complete instructions for the Needs Analysis worksheet at <http://www.dlielc.edu/org/332TRS/mds.php>
2. Students must have completed BALIC or AELIC or have a teaching degree (or equivalent).
3. Students must be ESL/EFL instructors or curriculum developers with at least two years of experience.
4. Students interested in developing STANAG preparatory materials should consider attending Observer Professional Training – English Language Proficiency Testing *before* enrolling in MDS.

**MDS**

FY23 Class Schedule		FY24 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
3 JUL 23	25 AUG 23	8 JUL 24	30 AUG 24

## Observer Professional Training

*These courses are available by special arrangement only and may be subject to blackout periods without notice. Please contact DLIELC before programming Observer Professional students.*

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### Observer Professional Training – DLIELC Familiarization

<b>MASL:</b>	D177002
<b>Course Length:</b>	1-2 weeks
<b>Entry Requirements:</b>	N/A (80 ECL strongly recommended)
<b>Minimum Class Size:</b>	N/A (max 10)

This training is designed to provide orientation in the development, coordination, and execution of English Language Training Programs (ELTP) for managers, supervisors, and key training staff. The training is a combination of briefings, seminars, and observations that can be tailored to participants' needs by targeting specific areas of ELTP operations (e.g., testing, curriculum development, classroom instruction, overseas and country program management, and warehouse operations).

*DLIELC Familiarization Note:* Students who have attended or will attend MELT may **not** attend this course.

### Observer Professional Training – English Language Proficiency Testing

<b>MASL:</b>	D177003
<b>Course Length:</b>	2 weeks
<b>Entry Requirements:</b>	85 ECL, 2+/2+ OPI
<b>Minimum Class Size:</b>	4 (max 6)

This course is taught by experienced members of DLIELC's Testing Flight. The training is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering, and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) levels (closely correlated with NATO Standardization Agreement [STANAG 6001] language proficiency levels). The testing of any or all language skills may be included in the objectives depending on participants' specific requirements.

*English Language Proficiency Testing Note:* Students may attend this course in conjunction with ALPS II or AELIC if desired.

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**For information on availability of resident courses, contact:  
637 International Resident Flight (637 ISS/IRF)**

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**E-mail: [DLIELC.637ISS.IRF-CPMPersonnel@us.af.mil](mailto:DLIELC.637ISS.IRF-CPMPersonnel@us.af.mil)**

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## SCO In-Country Student Pre-Departure Checklist

ITEMS/ISSUES	SPONSORS		
	AIR FORCE	ARMY	NAVY/MARINES/COAST GAURD
Schedule IMSs travel	IMSs must report to the DLIELC Front Desk in Operations Building NO LATER THAN 1200 Tuesday whether he/she will be living on/off Base.		
Items IMSs must hand-carry	Passport with appropriate Visa (A-2 or NATO-2); Hard copies of ITOs; Original Medical DD Forms 2807-1 and 2808, completed, translated and signed; cash and/or credit/debit cards; one uniform in the event of delayed/lost baggage.		
Traveling enroute to San Antonio	If IMSs encounters delays due to weather or flight reschedule, contact Front Desk in Operations Building at (210) 671-2929 and provide updated arrival information.		
Upon arrival at San Antonio Airport (SAT)	Report to USO in Terminal B Baggage Claim and staff will direct IMSs to Yellow Cab after calling DLI Front Desk in Operations Building; or IMSs can contact Yellow Cab directly @ (210) 222-2222		
Upon arrival at JBSA-Lackland	Transportation from airport (if NOT Yellow Cab) will drop IMSs off with their luggage at the Visitor Center to get a pass. IMSs need to have in hand passports and copies of ITOs. Airmen at Center will call Front Desk in Operations Building for pick up between 0700-2100 hrs Monday-Friday. Transportation from airport (IF Yellow Cab) will drop IMSs off with their luggage at the Operations Building on base.		
Upon arrival at DLIELC	Report to the Front Desk in Operations Building to have ITO stamped with student control number (SCN), receive lodging letter with confirmation number.		
IMSs living on base	After checking in at Front Desk in Operations Building, IMSs will go to lodging office with the lodging letter provided at the service desk to get room assignment. If no rooms are available on campus, 637 ISS/ISF personnel will take the IMSs to one of the overflow locations at a local hotel.		
IMSs living off base	Report to Front Desk in Operations Building to have ITOs stamped and receive in-processing instructions NO LATER THAN Tuesday noon. DO NOT wait until Thursday morning if report day on ITO is Tuesday or the IMSs will not appear on the in-processing roster and will be delayed in processing a week.		
	<b>D-Sponsored IMSs</b>	<b>B-Sponsored IMSs</b>	<b>P-Sponsored IMSs</b>
Funded or pay is processed by US Government	IMS receive funds on Debit card from NY Community Bank		
Lodging	IMS pays w/Debit Card	Direct billed to Fund Cite	
ME&I	Officers need to withdraw funds from debit card to eat in Amigo Inn (cash only)		Officers need to withdraw funds from bank account to eat in AMIGO INN (cash only)

## Additional information for SCO

1. If SCO is not purchasing IMSs flight ticket, the IMSs or country representative must provide flight itineraries to the American Embassy for posting onto the SAN Web. Both tickets purchased by the SCO and the country **must be posted no later than 15 days before the report date**. If arrival information is not on SAN Web on time:
  - a. Base access will be denied when the IMSs arrive and class start date may be at risk. **Travel itineraries should be scheduled with at least two hours of connection time between flights at customs checkpoints to allow extra time for any unforeseen flight delays.**
  - b. DLI Service Desk will not be able to procure advance reservation confirmation for lodging on base.
2. IMSs must report to the Front Desk in Operations Building NO LATER THAN 1200 Tuesday whether he/she will be living on/off Base. For information on required arrival times reference the FY21/22 Alternate Arrival Calendars.
3. DLIELC will deal with IMSs' delayed arrival on a case-by-case basis. DLIELC will not show special treatment to IMSs that miss flights due to negligence on their part.
4. Mandatory in-processing briefings begin promptly at 0745 on the Thursday prior to the start of class. Failure to arrive on time may cause the IMSs to be delayed class entry a week. Military personnel must report to the in-processing briefings in uniform.
5. When the IMSs arrive more than two (2) weeks before or two (2) weeks after the report date listed on the ITO, they will need an ITO amendment to change the report date posted on the SAN Web. JBSA Lackland Security Forces will not allow the IMSs base access; **NO EXCEPTIONS** to this policy will be made, regardless of rank or stature in home country. Finance needs this amendment to provide the IMS with the correct TLA amount.
6. Country will supplement IMET living allowance. **Students will receive living allowances processed through the Defense Finance Accounting System (DFAS) while assigned at DLIELC. The in-country pay will not be managed at DLIELC, it will be managed by the home country. IMS should receive a payment every 30 days after arrival for living allowances based on their ITO.**
7. **If IMSs are advanced a sum of money to cover their FOT expenses, the exact amount that will be used for lodging and/or TLA as well as the FOT location must be stated in Item 15 of their ITO.** If there is no statement in Item 15, Military Department (MILDEP) Finance Department will subtract the amount of the advance from what the IMSs are due in living allowances while at DLIELC.
8. All IMSs, regardless of country, rank or funding status must have sufficient funds for transportation from SAT to JBSA-Lackland in the event they miss the Lackland shuttle bus.
9. **Per DSCA Policy 18-31, SAMM Chap 10.12.1 dependents are not authorized at DLIELC.**
10. Inbound IMSs must carry at least four (4) paper copies of their ITOs. IMSs are also encouraged to place one copy of their ITO inside each piece of luggage. JBSA-Lackland Security Forces will deny base access to IMSs who do not have valid ITOs on the SAN Web. **The base will deny access to IMSs with ITOs showing training at DLI as pending or planning.**

11. Students will obtain and read the DLIELC Student Handbook upon arrival and will be responsible for adherence to the DLIELC policies and procedures contained therein.
12. The International Resident Support Flight (637 ISS/IRF) training technicians coordinate travel arrangements with the JBSA-Randolph CTO for IMSs whose travel is financed by the US government as authorized by in their approved ITO.
13. **SCOs are responsible for calculating the dollar amount of baggage allowance for those IMSs whose countries pay travel, but for whom the US Government pays baggage.** State in item 15 of the ITO in total dollar amount for the number of bags authorized.
14. Once JBSA-Randolph CTO makes the travel arrangements, IMSs are not permitted to change the flight schedules.
15. IMSs must retain all copies of travel receipts in order to process transportation claims with the finance offices at DLIELC, FOT IMSO, and/or the SCO.
16. For accountability purposes, IMSs who wish to travel outside the San Antonio area must complete an Out-of-Area Travel form for the 637th International Support Squadron (ISS) Commander.

## Pre-Departure Checklist

All the following items must be accomplished prior to IMSs departing country:

	IMS has taken in-country ECL/OPI and meets entry requirements
	If ECL entry requirement has not been met, waiver request has been approved by DSCA.
	If OPI entry requirement has not been met, approved FOT waiver has been coordinated with MILDEP
	DLIELC English language training is “approved” on ITO
	IMS reports to SCO for pre-departure briefing:
	DD 2807-1/2808 completed; IMS hand carries originals in sealed packet to IMSO
	Appropriate health insurance policy for information must be stated in item 15 of the ITO
	List of medications with dosage translated to English (if applicable)
	Approved A-2 or NATO-2 Visa as appropriate
	Four (4) copies of ITO
	Sufficient funds for travel to DLIELC (\$300.00 for NCO and \$700.00 for Officer)
	International Driving Permit in English
	Country Driver’s License Translation Letter (if applicable)
	(3-4) sets of uniforms at min, (1) formal (dress) for graduation and FOT equipment as req
	DLIELC Non-Dependent Support Policy
	Medical responsibilities/support needed for themselves and authorized dependents
	Limited Base dental support; requires MILDEP authorization for emergency procedures at off-base dental clinics
	Arrival transportation support from San Antonio Int’l Airport to JBSA-Lackland
	DLIELC in-processing procedures

## Reporting and In-Processing Procedures

### DLIELC Alternative Arrival Calendar FY23 and 1Qtr FY24

For IMS arriving at DLIELC during the holiday weeks, tickets need to be purchased so the students will check into DLIELC no later than the new report date indicated on the chart below. These report date changes will also be posted to the [dlielc.edu](http://dlielc.edu) website.

REPORT WEEK	NEW REPORT DATE	JUSTIFICATION
7-11 Nov 2022	7 Nov 2022	11 Nov 2022: Federal Holiday
21-25 Nov 2022	21 Nov 2022	24-25 Nov 2022: Federal Holiday/AETC Family Leave
19-23 Dec 2022	19 Dec 2022	23 Dec 2022: AETC Family Leave
26-30 Dec 2022	N/A	DLIELC Year End Holiday Break
22-26 May 2023	23 May 2022	26 May 2023: AETC Family Day
3-7 Jul 2023	5 Jul 2023	3-4 Jul 2023: AETC Family Day/Federal Holiday
28 Aug-1 Sep 2023	29 Aug 2023	1 Sep 2023: AETC Family Day
6-10 Nov 2023	7 Nov 2023	10 Nov 2023: Federal Holiday
20-24 Nov 2023	21 Nov 2023	23-24 Nov 2023: Federal Holiday/AETC Family Day
25-29 Dec 2023	N/A	DLIELC Year End Holiday Break
1-5 Jan 2024	3 Jan 2024	1-2 Jan 2024: Federal Holiday/AETC Family Day

### Contact DLIELC

IMSS can:

1. Use a San Antonio International Airport (SAT) courtesy phone located in terminal B to call DLIELC free of charge at 210-671-2929.
2. If open, report to the USO in Terminal B Baggage Claim and staff will direct IMSS to Lackland Shuttle Bus, if available, after calling DLI Front Desk in Operations Building.

### Transportation to DLIELC

1. If JBSA-Lackland shuttle bus is not available, IMS should take a Yellow Taxi/Uber to the Luke East Visitor Center to get a pass. Ask taxi driver to wait and go into the visitor center with passport and a **paper copy** of the ITO to get the gate pass. Once back in the taxi/Uber, ask the driver to go to the lodging office on Patrick St. Before paying the fare, ask the taxi driver for a receipt.
2. IMSS' dependents will **NOT BE TRANSPORTED** in a government vehicle at any time during the IMSS training at DLIELC. IMSS who choose to bring dependents, authorized or unauthorized, will be responsible for their own transportation to DLIELC



## Initial Report to DLIELC

1. IMSs must report to Front Desk in Operations Building directly upon arrival at JBSA-Lackland. If after 2300, IMSs will report the next duty day morning **NO LATER THAN 0800** for in-processing.
2. All DLIELC in-processing activities are **mandatory**.
3. Failure to attend any part of the mandatory in-processing briefings will delay scheduled class entry a week.
4. In the event of legitimate travel delays, 637 ISS/IRF Flight Chief must clear IMSs for later inprocessing entry.

## Defense Biometric Identification System (DBIDS)

All IMSs must register their ID Cards in DBIDS in order to ensure access onto JBSA-Lackland when IDs are scanned by Base Security Forces. IMSs will be granted access only to military installations authorized on their ITOs.

## Lodging

1. IMSs will lodge at the JBSA Lackland-Gateway Inns and Suites, located adjacent to DLIELC, unless funded by their own government and allowed to live off base.
  - a. Gateway Inns and Suites houses IMSs, United States (US) Military and civilians. Rooms are available on a first come, first serve basis or space available basis with no regard to rank.
  - b. In the event there are no vacancies at the Gateway Inns and Suites, every attempt will be made to temporarily house IMSs at another JBSA-Lackland Gateway Inns and Suites or to a local hotel until lodging becomes available on JBSA-Lackland.
  - c. Gateway Inns and Suites **do not offer VIP accommodations**. Officers O-6 and above are to be advised that specific room types and sizes are not guaranteed and assigned on a first come first serve basis.
  - d. Lodging provides microwaves and refrigerators. **The use of hot plates, frying pans, woks, or small ovens, is completely prohibited.** IMSs caught with such items will be fined and subject to eviction from Gateway Inns and Suites.
  - e. The Amigo Inn Dining Facilities (DFAC) is also available for IMSs meals.
  - f. Smoking and storage of smoking devices is prohibited in Gateway Inns and Suites rooms. **IMSs will be heavily fined for smoking in quarters/unauthorized smoking areas and subject to disciplinary action and/or eviction.**
  - g. Dependents **are not** permitted to reside on JBSA-Lackland.
2. Gateway Inns and Suites rates may change from fiscal year to fiscal year. Adjustments to IMS's ITO will be made in the event of a rate change.
3. The SCO will brief all IMSs who elect to live off-base on the following restrictions:
  - a. IMSs are **NOT** eligible for the Service Member Relief Act or any other military benefits.
  - b. IMSs with authorized dependents on the ITO will be responsible for establishing their own lodging and transportation.

- c. IMSs will not be released/exempt from mandatory in-processing to attend to dependent support such as enrollment of children in school, housing, medical, etc.
- d. DLIELC will not endorse or provide assistance on off-base housing to IMS and/or dependents.
- e. Off-base housing is limited and expensive. Short-term lease apartments are limited and cost more than a 12-month lease. Military clauses do not apply to IMS.

## Firearms / Weapons

IMSs are not authorized to carry weapons, firearms or knives over three inches long while at DLIELC. If an Acknowledgement of and Agreement to Restrictions is not posted on the SAN Web, the IMS will complete and sign the form during initial in-processing at DLIELC. This will be filed in the IMS record which will follow him throughout his training in the U.S.

## Driving Privileges

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**All IMSs, regardless of rank, are solely responsible for their actions while driving an automobile. It is the sole responsibility of the IMSs to verify that they are authorized to drive, possess a valid license that is recognized by the State of Texas, possess required driving insurance, and familiarize themselves with Texas driving laws. Failure to adhere to JBASA-Lackland driving regulations and Texas State law will result in disciplinary and legal action.**

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1. Driving at JBASA-Lackland, in the State of Texas, or in the US, is a privilege, not a right.
2. IMSs are required to have a Texas State driver's license or international driving permit to legally drive.
  - a. IMSs who fail to obtain an authorized driver's license or international driving permit and who are caught driving will be subject to disciplinary and legal actions, including arrest.
  - b. DLIELC strongly recommends all IMSs arrive with an international driving permit.
  - c. Not all IMSs will be eligible to earn a Texas State driver's license. A driver's license is issued by the State of Texas and denial may be for any number of reasons. Any denial by the State of Texas cannot be challenged.
  - d. DLIELC will not sponsor any IMSs for a Texas driver's license.
  - e. DLIELC will not procure a Texas driver's license or international driving permit for any IMSs.
3. DLIELC has restricted parking areas on campus for faculty and staff only. Limited IMSs parking is available.
4. IMSs shall review Texas State Administrative Code for International Reciprocity in Driver Licensing to determine if an international driving permit is required. IMSs may begin the process of obtaining a Texas driver's license if the following conditions are met:
  - a. ITOs must indicate that the IMSs are in training in the US for a total of 12 months or more.
  - b. ITOs must indicate that the IMSs are in training at DLIELC, JBASA-Lackland, for six months or more.

5. IMSs from NATO countries, 1943 Inter-American Convention countries, 1949 World Convention countries, 1968 Convention on Road Traffic countries, have an agreement with the State of Texas and may be permitted to drive in the State of Texas with a translation letter.
  - a. IMSs must have a driver’s license in their home country to qualify for a translation letter.
  - b. IMSs that do not possess a home country driver’s license will follow the same procedures that apply to all other IMSs to obtain a State of Texas driver’s license.
6. IMSs planning to travel to FOT by Privately Owned Vehicle (POV) must have it noted on their ITO and must notify the CPM 30 days in advance.
7. IMSs that are authorized to drive must purchase Texas auto liability insurance at their own expense.
8. IMSs who buy a car while at DLIELC are required to register the vehicle in the State of Texas.

**IMS from the countries listed below ARE NOT AUTHORIZED TO DRIVE WITH THEIR HOME COUNTRY DRIVER’S LICENSE. They must acquire an international driving permit in country translated to English or a Texas driver’s license prior to driving a vehicle:**

Afghanistan	Angola	
Botswana	Burkina Faso	Burundi
Cameroon	Cape Verde	Chad
Comoros Islands	Djibouti	East Timor
Ethiopia	Gabon	Guinea
Indonesia	Iraq	Kiribati
Kosovo	Liberia	Libya
Maldiv Island	Mauritania	Mozambique
Nauru	Nepal	Oman
Sao Tome & Principe	Saudi Arabia	Solomon Islands
South Sudan	Suriname	Vanuatu
Western Samoa	Yemen	Zambia

## Medical

1. IMSs must bring completed signed and stamped medical DD forms 2807-1 and 2808 in English for themselves and accompanying dependents. DSCA authorizes an exception to policy for “fast track” countries listed in the SAMM in Table C10.T9. in section C10.8.5.5.6.
2. If the ITO does not provide medical coverage for dependents, the IMSs must provide medical insurance which is valid in the US for the dependents. It must include pregnancy insurance for female dependents.
3. **DLIELC staff will not provide assistance to IMSs in selecting insurance companies from which they must obtain medical insurance and/or pregnancy insurance for dependents.**
4. There is limited urgent medical care at JBSA-Lackland. Medical emergencies are handled only at San Antonio Military Medical Center (SAMMC) at JBSA-Fort Sam Houston or at local civilian hospitals. DLIELC staff and the JBSA-Lackland Urgent Care staff at Wilford Hall Urgent Care Clinic do not offer off-base medical referrals.
5. For medical emergencies, IMSs are required to call 911 from any telephone for immediate medical assistance.
6. SCOs must fully brief IMSs and ensure IMSs fully understand their medical payment responsibilities for themselves and their authorized dependents prior to departure from country. DLIELC does NOT provide any assistance in interpreting medical agreements.
7. IMSs with authorized dependents need to make appointments for their dependents after class hours. IMSs will accrue an unauthorized absence for each missed class due to dependent appointments.
8. IMSs requiring flying or specialty Class 1, 2, or 3 medical examinations/physicals must have them completed in country before arriving at training in the US. The medical documents must be translated into English prior to arriving at DLIELC.
9. The Dental Clinic at JBSA-Lackland does not offer dental treatment for IMSs. All IMSs dental treatment is conducted off-base. IMSs are responsible for all dental appointments including cleanings.
10. IMSs with routine medical issues or ailments will go to Reid Clinic on JBSA Lackland.
11. IMSs with routine medical issues or ailments that require “sick call” visits will be responsible for making their way to Reid Clinic, JBSA-Lackland.
12. An ambulance will be called for any and all medical emergencies or non-routine medical issues.

## Class Attendance

1. Class attendance is mandatory.
2. Classes missed due to dependent support issues will **NOT** be excused.
3. Failure to attend classes, scheduled appointments, and mandatory meetings will result in disciplinary action.
4. IMSs should check regularly with the Military Training Managers (MTMs) for any disciplinary and attendance point totals.

- a. IMSs will be presented with disciplinary or attendance point letters when they have accrued fifteen (15) points. All letters will be filed in the IMSs record.
  - b. A Special Inquiry (SI) will be conducted. Consult 637 ISS OI 16-001 (Disciplinary Instruction) for further details. A Disciplinary Evaluation Board (DEB) will be convened.
  - c. IMSs who refuse to acknowledge disciplinary or attendance point letters by signature will be noted as “refused to sign”.
5. IMSs will not be required to attend classes on specified home country holidays or US recognized holidays. IMSs will see their Country Program Manager (CPM) upon arrival for information on authorized holidays. DLIELC is **NOT** authorized to change home country authorized holiday(s).
  6. IMSs are not authorized employment while attending DLIELC.

## Uniforms and Saluting

1. IMSs must have an adequate number of uniforms. DLIELC recommends three (3) – four (4) sets at a minimum and one (1) formal (dress) for graduation.
2. Authorized shoes must be included with uniform.
3. Cold weather gear (warm coat) should be included for the months of November through March. Weather in San Antonio ranges from extremes of 15°F (-10°C) to 110°F (44°C).
4. IMSs shall conform to US military standards including:
  - a. Proper wearing and displaying of US equivalent rank, DLIELC insignia, and name tag.
  - b. Maintaining clean uniforms and personal hygiene.
  - c. Wearing covers (hats) at all times outside of buildings, including under enclosures.
    - IMSs who do not have covers as part of their military uniform will be excused from this policy.
5. IMSs are not required to render hand salutes due to the diversity and complexity of international rank insignia but should make all attempts to give the proper military honors if the rank of the superior officer is known. Superior officers shall return the salute of subordinates, if given.

## Physical Training (PT)

1. DLIELC does not provide assistance to or oversight for IMSs’ PT training. All PT is the responsibility of the IMSs.
2. PT standards are required for IMSs reporting to certain FOT assignments, as indicated in block 12.d. of the ITO.
3. IMSs are highly encouraged to utilize JBSA-Lackland on-base gym, track and swimming facilities and engage in their own self-monitored PT. During COVID IMS will not be able to utilize the base gym until they are done with Restriction of Movement requirements, if applicable, and have been issued a USID.

## Out-Processing and Graduation

1. All graduating IMSs **must attend scheduled mandatory out-processing briefing** and bring their medical forms (DD Forms 2807-1 and 2808).
2. All graduating IMSs who receive funds from the US Government (living allowance and/or flight tickets, and funds to pay for baggage) must attend scheduled mandatory out-processing finance briefing and bring a copy of their ITOs and flight itinerary.
3. All IMSs must submit the out-processing checklist and transportation questionnaire to the 637 ISS/IRF training technicians by Monday of their graduation week or the IMSs will not receive their graduation documents.
4. IMSs attending contractor FOT or returning homeland will be required to surrender their NextGeneration Uniformed Services Identification (Commonly referred to as USID) card before graduation. Failure to do so will result in the withholding of graduation documentation until USID card is surrendered.
5. Attendance at the DLIELC **graduation ceremony is mandatory**.
  - a. IMSs who report late for the ceremony roll call will not be allowed to attend and will be required to attend a formal counseling with 637 ISS/IRF Flight Chief or Operations Chief to receive their graduation documents.
  - b. IMSs who are late or do not otherwise attend the graduation ceremony will not receive their graduation documents.
  - c. 637 ISS Commander and 637 ISS/DO have the authority, based on a review of mitigating circumstances, to excuse IMSs from attending the graduation ceremony.

## MISSION

### DLIELC 637th International Support Squadron (ISS) Mission

We conduct worldwide English language training operations and provide International Military Student support in order to strengthen language readiness and cultural interoperability among Department of Defense (DoD) Security Cooperation partners and allies.

## English Language Training Program (ELTP) Support

### 637th ISS International Nonresident Flight (637 ISS/INF)

INF conducts world-wide operations to strengthen the language readiness of international allies and advance Security Cooperation goals in all six geographic combatant commands.

DLIELC offers a variety of support options to help establish and maintain effective nonresident English Language Training Programs (ELTPs):

- Instructional or Advisory Mobile Training Teams (MTTs)
- English Language Training (ELT) site surveys and pre-deployment site surveys
- Instructor development and test development workshops.
- Language Training Detachments (LTDs) to assist in the operation or establishment of ELTPs

MASL	
D317001	Instructional English Language Training MTT
D317002	Nonresident English Language Training Program (ELTP) Survey
D317003	Familiarization with American Language Course (ALC)
D317004	Familiarization with Non-intensive American Language Course (NALC)
D317005	English Skills for Staff Officers (ESSO) in Multinational Operations
D317006	Teaching English for Specific Purposes (ESP)
D317007	English Language Achievement Testing
D317008	English Language Proficiency Testing

MTTs and LTDs work closely with US and in-country personnel to determine English language training needs, manage ELTPs, instruct classes, or train new instructors.

For more information about how DLIELC 637 ISS/INF can help set your ELTP up for success, please contact:

<b>International Nonresident Flight</b>	
COMM: (210) 671-3783	COMM FAX: (210) 671-5362
DSN: (312) 473-3783	DSN FAX: (312) 473- 5362
E-mail: DLIELC.NonResident.Programs@us.af.mil	

**Curriculum materials:**

General English	American Language Course (ALC)
	Nonintensive American Language Course (NALC)
English for Specific Purposes	English Skills for Staff Officers (ESSO) in Multinational Operations
	American Military English Course (AMEC)
	-Topics in Counterinsurgency
	-General Military Topics
	-Army Topics
	-Air Force Topics
	-Navy Topics
	-Aviation Topics



## American Language Course Materials

The American Language Course (ALC) is a comprehensive set of materials produced by the Defense Language Institute English Language Center (DLIELC), JBSA-Lackland.

The course consists of:

- General English Intensive and Nonintensive Materials
- English for Specific Purposes (ESP) Materials
- Computer Based Training (CBT)
- Instructional Support Materials
- Achievement, Proficiency/Placement Tests, and Skills Assessment Kits

### General English Intensive ALC Materials

The ALC General English materials consist of extensively researched and carefully controlled presentations of English as a Foreign Language and are designed for learners studying 20 classroom hours or more per week.

The General English materials of the ALC include:

- A comprehensive curriculum that includes presentations in the areas of language functions, vocabulary, grammar, and the four language skills (listening, speaking, reading, writing)
- Contemporary communicative approaches as well as traditional methods of language teaching
- Extensive instructional guidance to help instructors
- Answers to classroom, homework, and evaluation exercises
- 34 books divided into six proficiency levels with clearly stated objectives
- A **new** 3-book fundamental course provides the basic language that students need to succeed in subsequent ALC books and levels.
- Separate Instructor Texts (IT) with recommended strategies, approaches, and answer keys
- Glossaries, graphs, and charts to enhance learning
- Review lessons to reinforce skills
- Book Quizzes – multiple choice tests given after each book to assist with tracking progress
- Language Laboratory Activities Texts (LLAT) – audio recordings and workbooks to improve listening skills
- Illustrative Flash Cards – visual aids that support vocabulary development in levels I & II
- Homework and Extra Evaluation Exercises – additional copies for each ALC book
- Skills Assessment Kits – tools to evaluate listening, speaking, reading, and writing skills after each level
- Computer Based Training – interactive activities, videos, and recordings that support self-paced practice and reinforcement

### ALC Book Levels and Student Placement Chart

The course consists of Books 1-34 divided into six levels plus the fundamentals course. To decide what materials are appropriate, the proficiency level of the students should be determined. The American Language Course Placement Test (ALCPT) can be used to do this.

Books	Levels		ALCPT Scores
Units 1-3	Pre-level I	Fundamentals	0-20
Books 1-6	Level I	Elementary	0-25
Books 7-12	Level II	High Elementary	25-50
Books 13-18	Level III	Intermediate	50-60
Books 19-24	Level IV	High Intermediate	60-70
Books 25-30	Level V	Advanced	70-80
Books 31-34	Level VI	Advanced Professional	80-85

### American Language Course Placement Test

- The American Language Course Placement Test (ALCPT) accurately places students in the appropriate American Language Course (ALC) book and evaluates student progress at the end of an ALC level.
- It measures English language proficiency through the modalities of listening and reading and is a vital part of any successful American Language Course program.
- An ALCPT Approval Request form must be submitted to the English Testing Flight (ETF) for purchase approval.

For more information, see ‘American Language Course Placement Test (ALCPT)’ section in DLIELC SCO Handbook, Courses & Catalog, visit our website ([www.dlielc.edu/testing/alcpt\\_test.php](http://www.dlielc.edu/testing/alcpt_test.php)) or contact DLIELC/ETF

## Starter Packages

The ALC materials can be purchased in Starter Packages. Each Starter Package includes materials for an ALC level comprised of six books and includes enough copies of the materials for a class of ten students and one instructor. ***The minimum initial order for any ALC book is 10 student texts and one instructor text.*** Additional copies of materials can be purchased when a Starter Package is purchased. Specify the number of copies needed based on factors such as class size, instructor/student ratio, and training needs. For assistance, contact [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

Starter Package for the ALC Fundamentals Course (Units 1-3) includes:

- 1 copy of each of the three Instructor Texts (ITs) with accompanying audio CDs
- 10 copies of each of the three Student Texts (STs)
- 3 Classroom Kits (for each of the three units: 5 sets of picture and word cards, 1 set of posters, 1 set of flashcards)
- 2 Quiz Kits, Forms A and B for each of the three units – each kit includes 25 student booklets (reusable), 1 audio CD, 1 quiz scoring key, and 1 subtest key
- 500 Answer Sheets
- Other controlled-access ancillary training materials on the DLIELC Library Guides (LibGuides) site.

Starter Packages for Levels I-V (Books 1-30) include:

- 10 copies of each of the six Student Texts (STs)
- 1 copy of each of the six Instructor Texts (ITs) with accompanying audio CD
- 11 copies of each of the six Language Laboratory Activities Texts (LLATs), including 1 set of audio CDs for each of the six LLATs
- 3 Quiz Kits, Forms A, B, and C, for each of the six texts – each kit includes 25 student booklets (reusable), 1 audio CD, 1 quiz scoring key, and 1 subtest key
- 500 Answer Sheets
- 1 set of flash cards for each of the six texts in Levels I and II

Starter Packages for Level VI (Books 31-34) include:

- 10 copies of each of the four Student Texts (STs)
- 1 copy of each of the four Instructor Texts (ITs) with 2 accompanying audio/video DVDs
- 11 copies of the Resource Book (RB)
- 2 Assessment Kits: Unit 1; Forms A and B, Unit 2; Forms D and E for each Level VI book – each kit includes 25 student booklets, 1 assessment DVD per form, 1 quiz scoring key per form, and instructions for administration
- 500 Answer Sheets

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**NOTE:** DLIELC advises administering the American Language Course Placement Test (ALCPT) to determine initial placement of students entering an English Language Training Program. Refer to page 14 for ALCPT information.

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# Fundamentals (Units 1-3)

## Fundamentals

*ALCPT Range 0-20*

### Fundamentals (Units 1 – 3)

The ALC Fundamentals course is designed to develop basic English skills required for everyday situations. It is for students who are familiar with letters of the Latin alphabet, numbers 1-100, and simple formal greetings but need additional scaffolding to succeed with Level I books.

- Student placement into the ALC Fundamentals should be informed by both the ALCPT score and institutional experience of a student’s ability to succeed in ALC Book 1.
- Includes over 300 visual-vocabulary terms using posters, word/picture cards, and flashcards.
- Uses interactive individual, pair-work, and group-work activities and exercises for extensive practice with carefully defined learning objectives.
- Develops student abilities to successfully participate in the academic learning environment, identify and describe people and things, ask and answer simple questions, communicate with correct sentences, and deal with simple daily situations.
- Embeds critical grammar instruction required to complete the tasks and activities of the course.
- Prepares students to succeed in Level I books.
- **Reporting student performance (answer sheets) to DLIELC Curriculum Flight is required through 2024 for all unit quizzes and Level 1, Book 1 quiz following completion of the Fundamentals course. Program managers are asked to send .pdf copies of answer sheets to DLIELC Curriculum at [DLIELC.332TRS.ECFWorkflow@us.af.mil](mailto:DLIELC.332TRS.ECFWorkflow@us.af.mil). Please include in the subject line the abbreviation, “ALCF.”**

## Fundamentals Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio and Resource CDs	\$30.00	3	\$90.00
Student Texts	\$20.00	30	\$600.00
Picture Cards	\$20.00	15	\$300.00
Word Cards	\$20.00	15	\$300.00
Posters	\$100.00	3	\$300.00
Flashcards	\$30.00	3	\$90.00
Quiz Kit, Forms A and B	\$75.00	2	\$150.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
Access Codes to ancillary training materials	\$0.00	1	\$0.00
TOTAL for Fundamentals Starter Package			\$1,845.00

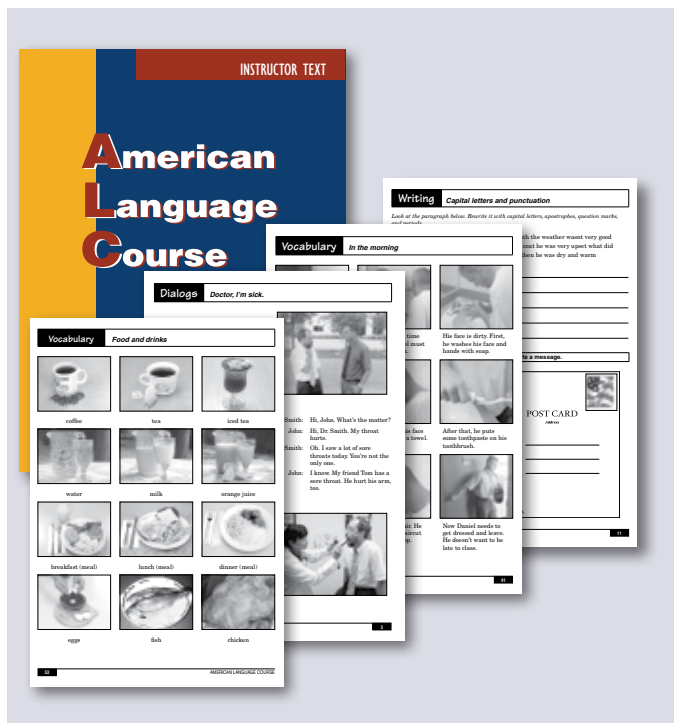
# Level I (Books 1-6)

Elementary

ALCPT Range 0-25

## Level I (Books 1 – 6)

- Includes approximately 900 words including general military vocabulary
- Approximately 80 flash cards
- Photos and graphics illustrate teaching points
- Enhanced speaking and listening opportunities
- Reading strategies, graphs, grid coordinates, and various graphic organizers



## Level I Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio CD	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts (LLAT)	\$5.00	66	\$330.00
(LLAT) Audio CD sets	\$40.00	6	\$240.00
Flash Card sets	\$25.00	6	\$150.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level I Starter Package			\$1,875.00

## Computer Based Training (CBT) for Level I

The Level I CBT supports and reinforces the ALC objectives presented in Books 1-6 and consists of creative language activities that will help the beginning language student.

Level I CBT Package (6 CDs)	\$3,000.00
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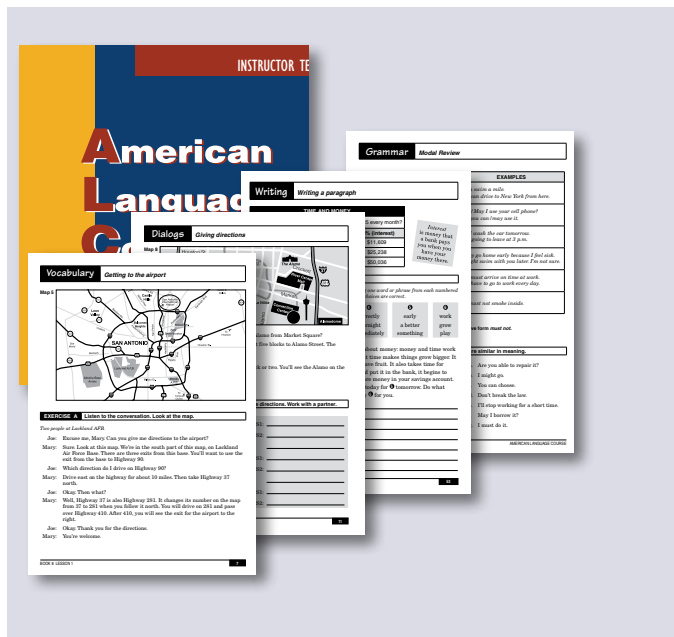
# Level II (Books 7- 12)

High Elementary

ALCPT Range 25-50

## Level II (Books 7 – 12)

- Continuation of basic skills development
- Approximately 900 new words
- Approximately 40 flash cards
- Functions such as expressing opinions, requesting and giving instructions, asking for and giving locations and directions, and seeking information



## Level II Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio CD	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts (LLAT)	\$5.00	66	\$330.00
(LLAT) Audio CD sets	\$40.00	6	\$240.00
Flash Card sets	\$25.00	6	\$150.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level II Starter Package</b>			<b>\$1,875.00</b>

## Language Enhancement and Support Materials for Level II

- Computer Based Training (CBT) consists of full-motion video along with graphics, text, audio and interactive activities that reinforces ALC objectives

Level II CBT Packages (6 CDs)	\$3,000.00
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- Skills Assessment Kits (SAKs) are tools to evaluate listening, speaking, reading and writing skills after each level

Level III Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	\$150.00
Level III Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	\$150.00

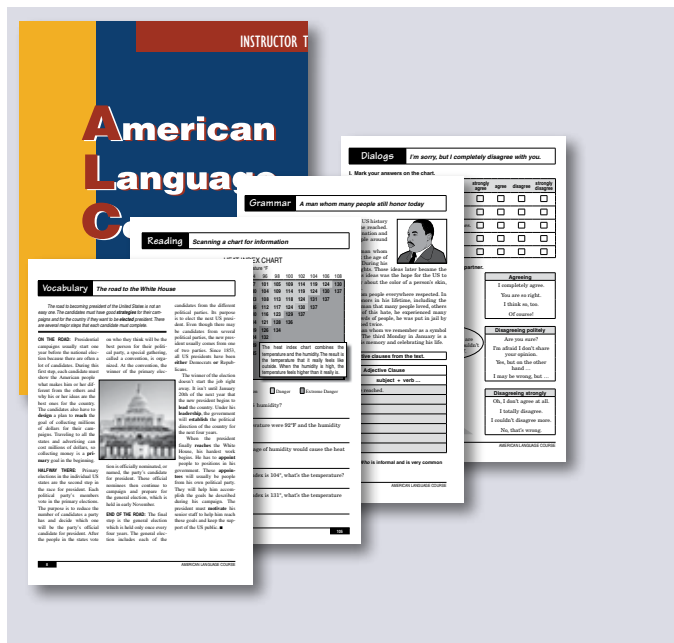
# Level III (Books 13-18)

Intermediate

ALCPT Range 50-60

## Level III (Books 13 – 18)

- Higher level skills development
- Listening comprehension, speaking, reading and writing
- Approximately 950 new words
- Semi-technical subjects and military themes
- Includes dialogs and interactive paradigms
- Topics based on military themes, social and business interactions such as seeking and giving information, requesting and granting permission, expressing preferences, and making deductions



## Level III Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio CD	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts (LLAT)	\$5.00	66	\$330.00
(LLAT) Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level III Starter Package</b>			<b>\$1,725.00</b>

## Language Enhancement and Support Materials for Level III

- The Level III CBT consists of creative language activities that integrate graphics, text, video, and audio to present language in realistic settings that directly supports and reinforces the ALC objectives presented in Books 13-18. The CBT for Level III also contains a glossary.

Level III CBT Package (6 CDs)	\$3,000.00
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- Skills Assessment Kits (SAKs) are tools to elevate listening, speaking, reading and writing skills after each level

Level III Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	\$150.00
Level III Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	\$150.00



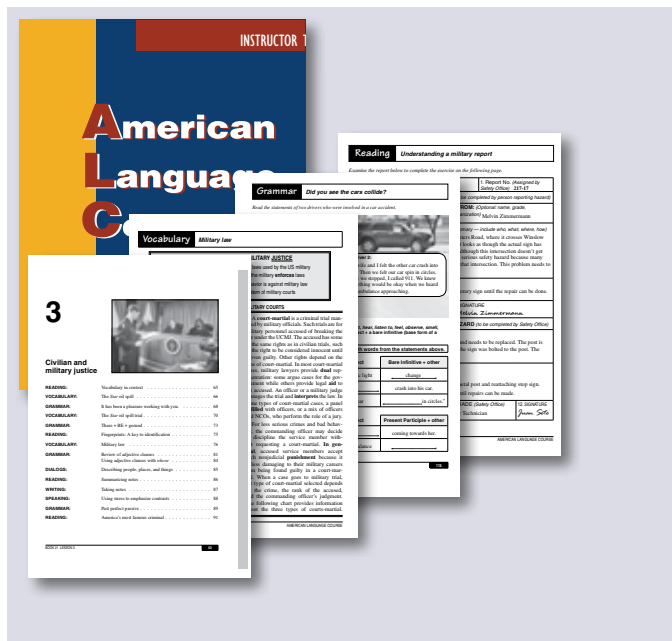
# Level IV (Books 19-24)

High Intermediate

ALCPT Range 60-70

## Level IV (Books 19 – 24)

- Introduces semi-technical terms
- More than 850 new words
- Themes include military, government, social, and business scenarios and interactions
- Functional practice in areas such as comparing, evaluating, recommending, and expressing ownership
- Includes a glossary of new vocabulary



## Level IV Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio CD	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts (LLAT)	\$5.00	66	\$330.00
(LLAT) Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
<b>TOTAL for Level IV Starter Package</b>			<b>\$1,725.00</b>

## Language Enhancement and Support Materials for Level IV

- The Level IV CBT consists of language activities that directly support and reinforce ALC Books 19 - 24 and includes videos explaining grammar items

Level IV CBT Package (6 CDs)	\$3,000.00
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- Skills Assessment Kits (SAKs) are tools to elevate listening, speaking, reading and writing skills after each level

Level IV Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	\$150.00
Level IV Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	\$150.00



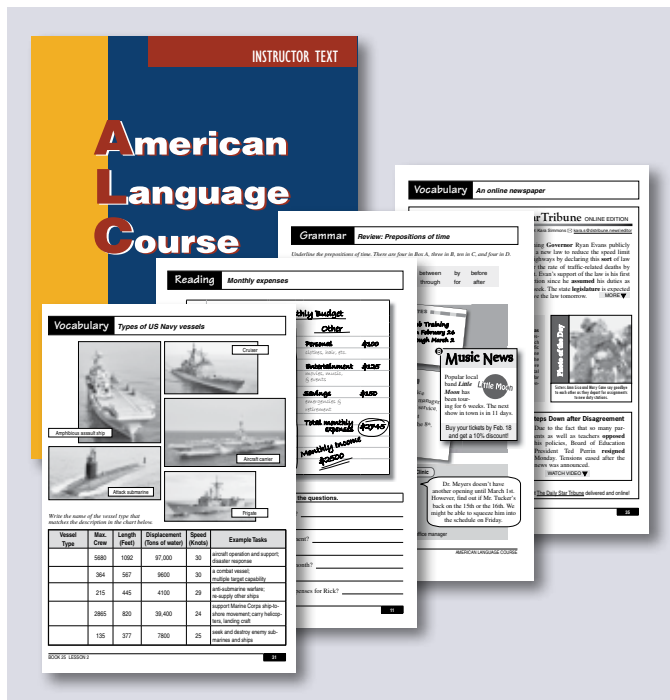
# Level V (Books 25-30)

Advanced

ALCPT Range 70-80

## Level V (Books 25 – 30)

- Approximately 780 new words, including academic and semi-technical terms
- Functional language elements and strategies to facilitate transfer from classroom learning to real-life application
- Group problem solving and consensus-building activities to sharpen reading comprehension and writing skills
- Glossary of new vocabulary



## Level V Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio CD	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts (LLAT)	\$5.00	66	\$330.00
(LLAT) Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level V Starter Package			\$1,725.00

## Computer Based Training for Level V

The Level V CBT consists of theme-based and authentic materials to support ALC language training objectives presented in Books 25-30. Video, audio, text, and graphics have been integrated into the materials to challenge the advanced student. The CBT for Level V also contains a glossary and Grammar Coach to help the student through the lessons.

Level V CBT Package (6 CDs)	\$3,000.00
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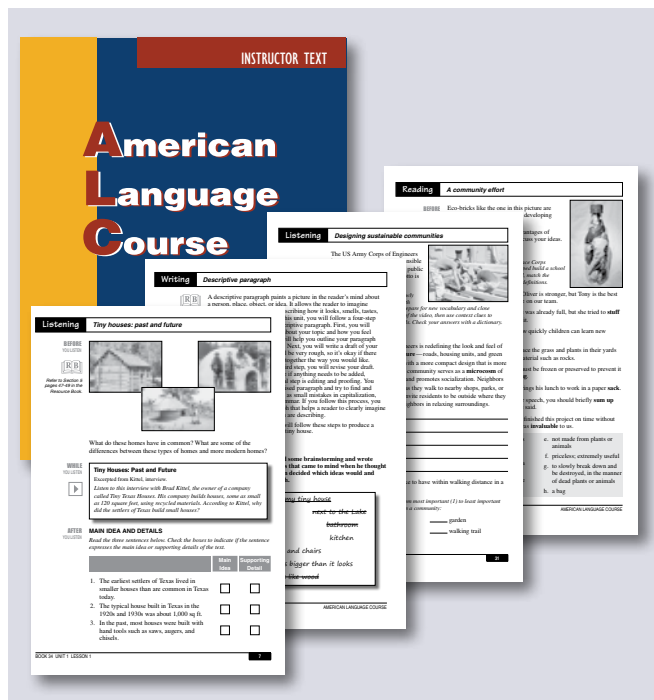
# Level VI (Books 31-34)

Advanced Professional

ALCPT Range 80-85

## Level VI (Books 31 – 34)

- Four theme-based books provide integrated practice in reading, writing, listening, and speaking
- Authentic readings and audio/video recordings on cultural and military topics
- Real-world speaking tasks of briefings and group discussion
- Approach to write well-developed paragraphs
- Includes performance-based assessment of each skill
- Resource Book with reference materials



## Level VI Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts plus DVDs	\$35.00	4	\$140.00
Student Texts	\$10.00	40	\$400.00
Resource Books	\$10.00	11	\$110.00
Assessment Kits, Kit 1 and Kit 2	\$70.00	4 of each	\$280.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level VI Starter Package			\$945.00

### Level VI Book DVD System Requirements Minimum Operating System and Software Requirements

PC Computer with 20 in. or larger monitor (Resolution 1280 x 800 min. & can be used with projector)	
Microsoft Windows 10 operating system	MP3 compatible audio player software
DVD-ROM drive for playing DVD	MP4 compatible audio player software
Keyboard, Mouse, & Speakers	Adobe Acrobat Reader version X or higher

## Computer Based Training for Level VI

The Level VI CBT continues the use of theme-based lessons focusing on authentic materials. The CBT is carefully aligned with the text materials so students have opportunities to further practice the objectives presented in Level VI.

Level VI CBT Package (4 CDs)	\$2,000.00
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## Instructor Resources

### 780, Overview of the American Language Course: A Reference Guide to Levels I-VI for Instructors

This publication is designed to acquaint ESL/EFL instructors and program managers with the organization, content, and components of DLIELC’s intensive general English materials. (CD)

### 782, Grammar for the American Language Course

This publication provides references to the grammar objectives presented in the ALC materials and is a resource for ESL/EFL instructors using the ALC and the Nonintensive ALC (NALC) materials. (CD)

### 789, Indexes to American Language Course Levels I-VI

Designed as a resource for ESL/EFL program managers and instructors, the *789 Indexes*, in the form of searchable pdfs, provides the means to identify and locate ALC language learning objectives, including vocabulary. The objectives are indexed by their sequence in ALC books and by their type, i.e., vocabulary, grammar, language functions, and skills (reading, speaking, listening, and writing). Included in the *Indexes* are scope and sequence charts for Books 1-34, descriptions of Levels I-VI, an index of military and civilian themes, and a glossary of ALC objectives terminology. (CD)

Instructor Resources		
Item	Quantity	Price
780, Overview of the ALC	1 CD	\$10.00
782, Grammar for the ALC	1 CD	\$10.00
789, Indexes to ALC Levels I-VI	1 CD	\$10.00

## General English Nonintensive ALC Materials

The Nonintensive American Language Course (NALC) materials were developed for adult international military students studying English fewer than 20 classroom hours per week. The materials include the most essential objectives from the intensive American Language Course. General, technical and military vocabulary, language functions, and grammar are covered. Each volume contains 30-32 lessons (approximately 4 hours of classroom instruction per lesson) and is supplemented by 30 audio recordings, one per lesson (each approximately 30 minutes in length).

The course consists of four volumes suitable for many four-year military academies and staff colleges. Like the intensive course, the NALC presents material in context.

Two quizzes (one mid and one final) and two forms of each quiz are available for each volume. The quizzes are sold in kits only. Each kit includes the following:

- 25 student booklets
- 1 audio CD
- 1 quiz scoring key

## Volume Levels and Student Placement Chart

Volumes	Levels	ALCPT Scores
Volume 1 (ALC Books 1-4)	Low Elementary	0-25
Volume 2 (ALC Books 5-8)	Elementary	25-35
Volume 3 (ALC Books 9-12)	High Elementary	35-50
Volume 4 (ALC Books 13-16)	Low Intermediate	50-60



## Nonintensive Starter Packages

The ALC and NALC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased.

NOTE: *There is a minimum order of 10 Student Texts and one Instructor Text for all Nonintensive American Language Course materials. English For Specific Purposes Courses and Materials.*

Volume 1 and Volume 2 Starter Packages			
Item	Price	Quantity	Subtotal
Instructor Text (w/audio CD)	\$40.00	1	\$40.00
Student Text	\$20.00	10	\$200.00
Listening Skills Text (w/scripts)	\$20.00	11	\$220.00
Homework Text	\$10.00	11	\$110.00
Audio CD set	\$80.00	1	\$80.00
Flash Card set	\$25.00	1	\$25.00
Lessons 1-15, Quiz A	\$25.00	1	\$25.00
Lessons 16-30, Quiz A	\$25.00	1	\$25.00
Lessons 1-15, Quiz B	\$25.00	1	\$25.00
Lessons 16-30, Quiz B	\$25.00	1	\$25.00
Package of 500 Answer sheets	\$15.00	1	\$15.00
TOTAL for either package			\$790.00

Volume 3 and Volume 4 Starter Packages			
Item	Price	Quantity	Subtotal
Instructor Text (w/audio CD)	\$40.00	1	\$40.00
Student Text	\$20.00	10	\$200.00
Listening Skills Text (w/scripts)	\$20.00	11	\$220.00
Homework Text	\$10.00	11	\$110.00
Audio CD set	\$80.00	1	\$80.00
Lessons 1-16, Quiz A	\$25.00	1	\$25.00
Lessons 1-16, Quiz B	\$25.00	1	\$25.00
Lessons 17-31, Quiz C	\$25.00	1	\$25.00
Lessons 17-31, Quiz D	\$25.00	1	\$25.00
Package of 500 Answer sheets	\$15.00	1	\$15.00
TOTAL for either package			\$765.00

## English For Specific Purposes Courses and Materials

### In-Country workshop: Familiarization with American Language Course

**MASL:** D317003  
**Course Length:** 2 weeks  
**Entry Requirements:** 80 ECL recommended  
**Minimum Class Size:** 6 (max 10)

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize participants with the ALC and provide 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.

### ALC Familiarization Workshop Training Materials

Item	Price	Quantity	Subtotal
785, Familiarization with the ALC (workshop booklet)	\$15.00	11	\$165.00
780, Overview of the ALC (book)	\$10.00	11	\$110.00
Books 9, 19, 25 Instructor Texts	\$45.00	11 of <i>each</i> text	\$495.00
Books 9, 19, 25 Student Texts	\$30.00	11 of <i>each</i> text	\$330.00
Book 9, CBT CD Book Package	\$500.00	1	\$500.00
Book 19 Language Laboratory Activities	\$5.00	11	\$55.00
Book 19 Audio CD set	\$40.00	1	\$40.00
Total for 10 participants + one instructor			\$1,695.00

**In-Country workshop: Familiarization with Nonintensive American Language Course**

**MASL:** D317004

**Course Length:** 2 weeks

**Entry Requirements:** 80 ECL recommended

**Minimum Class Size:** 6 (max 10)

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to give 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.

**NALC Familiarization Workshop Starter Package**

Item	Price	Quantity	Subtotal
780 Familiarization with the NALC (workshop booklet)	\$15.00	11	\$165.00
NALC Volume 3 - Instructor Text, Student Text, Listening Skill Text, Homework Text	\$90.00	11 of <i>each</i> text	\$990.00
NALC Volume 3 Audio CD set	\$80.00	1	\$80.00
NALC Volume 4 - Instructor Text, Student Text, Listening Skill Text, Homework Text	\$90.00	11 of <i>each</i> text	\$990.00
NALC Volume 4 Audio CD set	\$80.00	1	\$80.00
Total for 10 participants + one instructor			\$2,305.00
<b>Note: NALC Volumes 1 or 2 may be substituted for Volumes 3 and 4 in the Starter Package.</b>			



## Computer Based Training (CBT) for the Nonintensive ALC

The CBT reinforces lesson learning objectives and provides additional practice of language skills through graphics, audio, video, text, and animation. It is an effective means to enhance English language training. Although no specific CBT was designed for the NALC, the objectives are the same as the intensive ALC. Therefore, the appropriate CBT from the ALC has been packaged for each volume of the NALC. CBT courseware for the individual NALC Volumes is available as four individual CDs (one CD for each book in a volume) which can be loaded on an unlimited number of computers or a LAN-based server.

<b>NALC Volume CBT CD Package (4 CDs)</b>	<b>\$2,000.00 each</b>
<p>Volume 1 — ALC Books 1-4                  Volume 2 — ALC Books 5-8                  Volume 3 — ALC Books 9-12                  Volume 4 — ALC Books 13-16</p>	



## English Skills for Staff Officers in Multinational Operations (ESSO)

ALCPT Range 80+

The English Skills for Staff Officers in Multinational Operations (ESSO) course is designed to enhance overall English language proficiency with a focus on oral and written communication skills needed for interaction in multinational settings.

Language activities are planned around content relevant to today's military leaders. Topics include: Globalization and Military Partnerships in the 21st Century; Intercultural Factors in Multinational Operations; Command Structure and Leadership in Multinational Environments; NATO and Other Regional Alliances; Counterinsurgency; the United Nations, Peacekeeping and Peacebuilding; and Multinational Humanitarian Missions.

Each unit emphasizes the development of language skills through the integration of listening, speaking, reading, and writing. Specific attention is given to group discussion skills, briefings, speeches, and professional forms of writing. Advanced vocabulary development, along with strategies for learning new words, is also included.

NOTE: *There is a minimum order of 10 Student Texts, one Instructor Text, and one DVD for ESSO course materials.*

### ESSO Workshop Training Materials

Item	Price	Quantity	Subtotal
ESSO Instructor Text	\$15.00	1	\$15.00
ESSO Student Text	\$30.00	10	\$300.00
DVD: "Topics in Multinational Operations"	\$500.00	1	\$500.00
<b>TOTAL</b>			<b>\$815.00</b>

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

**MASL:** D317005

**Entry Requirements:** 80 ECL recommended

**Minimum Class Size:** 6 (max 10)

A DLIELC Mobile Training Team (MTT) conducts this seminar for staff officers. The course is designed to enhance overall English language proficiency with a focus on oral and written communication skills needed for interaction in multinational settings. Language activities are planned around updated content relevant to today's military leaders.

Equipment necessary to implement the course: (1) DVD player or computer with DVD drive and appropriate screen, (2) classroom computer and projector for presenting PowerPoint, and (3) after-class Internet access for student research assignments. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

**ESSO Starter Package**

Item	Price	Quantity	Subtotal
ESSO Instructor Text	\$15.00	1	\$15.00
ESSO Student Text	\$30.00	10	\$300.00
DVD: "Topics in Multinational Operations"	\$500.00	1	\$500.00
<b>TOTAL for 10 participants + one instructor</b>			<b>\$815.00</b>

**ESSO Interactive PDF Edition**

The ESSO course is also available in an electronic interactive portable document format (PDF) version or use in a paperless classroom. A single DVD-R contains the instructor text, student text, and all associated media files. The instructor version should be displayed on an interactive whiteboard while students access their materials on individual laptops. No materials need to be purchased. The DLIELC MTT will carry/keep the DVD-R.

System Requirements

Capability	Instructor Version	Student Version
Adobe Acrobat Reader version X or higher	•	•
Computer with DVD drive; connected to projector	•	
Interactive whiteboard (recommended)	•	
Internet access	•	•
Laptop computer with DVD drive		•
Microsoft Office or equivalent	•	•
MP3-capable audio player software	•	•
MP4-capable video player software	•	•
Speakers	•	
Speakers or headphones		•
Web browser	•	•

**American Military English Course (AMEC) Starter Packages**

*ALCPT Range 70-80*

The American Military English Course (AMEC) consists of language lessons based on General Military, Army, Air Force, and Navy topics, and Topics in Counterinsurgency.

Each text consists of five units, including one review unit, evaluation exercises, and homework activities. The materials focus on the four language skills (listening, speaking, reading, and writing) as well as vocabulary, military expressions, military acronyms, functions, and grammar. Learning strategies and classroom guidance are also included.

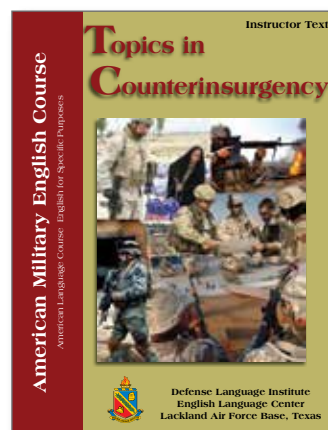
Two sets of audio recordings are included. The listening skills recordings provide the students practice in topics related to the lesson. The unit recordings are an oral version of the readings and some of the explanations contained in each lesson.

The AMEC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased.

NOTE: *There is a minimum order of 10 Student Texts and one Instructor Text for all AMEC materials.*

**Topics in Counterinsurgency Starter Package**

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Glossary	\$10.00	11	\$110.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	\$10.00	1	\$10.00
<b>TOTAL</b>			<b>\$400.00</b>



**General Military Topics Starter Package**

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	\$10.00	1	\$10.00
<b>TOTAL</b>			<b>\$290.00</b>

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

**MASL:** D317006  
**Course Length:** 2 weeks  
**Entry Requirements:** 85 ECL recommended  
**Minimum Class Size:** 6 (max 10)

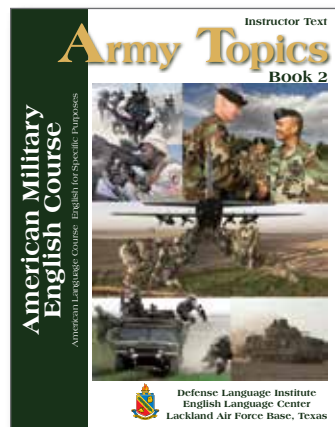
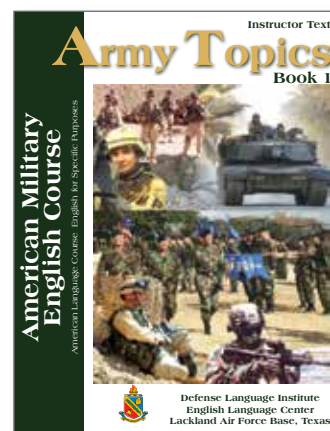
A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize the participants with the issues that instructors face when teaching military language. The American Military English Course (AMEC) materials are used during the course to introduce participants to relevant teaching techniques, give them practice in presenting ESP materials, and acquaint them with basic military terminology. The required course material are listed below and must be at the training site before the DLIELC MTT arrives.

**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 <i>each</i> text	\$550.00
General Military Topics — Audio CD set, DVD	\$60.00	1	\$60.00
Topics in Counterinsurgency — Instructor Text, Student Text, Glossary	\$60.00	11 of <i>each</i> text	\$660.00
Topics in Counterinsurgency — Audio CD set, DVD	\$60.00	1	\$60.00
<b>Total for 10 participants + one instructor</b>			<b>\$1,495.00</b>
<b>Note: AMEC Army Topics Book 1 or Book 2, Air Force Topics, or Navy Topics may be substituted for Topics in Counterinsurgency depending on the needs of the country.</b>			

## Army Topics, Book 1, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Day in the Life of a Soldier"	\$10.00	1	\$10.00
		<b>TOTAL</b>	<b>\$290.00</b>

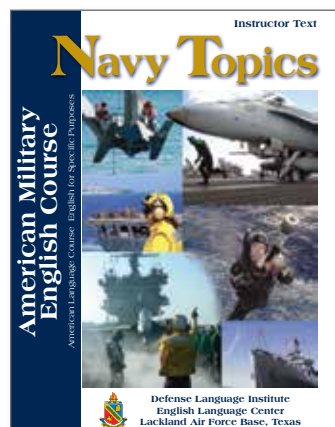


## Army Topics, Book 2, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
		<b>TOTAL</b>	<b>\$280.00</b>

## Air Force Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Day in the Life of an Airman"	\$10.00	1	\$10.00
		<b>TOTAL</b>	<b>\$290.00</b>



## Navy Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Journey Begins"	\$10.00	1	\$10.00
		<b>TOTAL</b>	<b>\$290.00</b>

## Aviation Topics and Activities

Each CD contains 10 aviation-related readings with accompanying classroom activities designed to give students practice using FAA terminology and discussing concepts related to aviation. The readings (dealing with helicopters, flight safety, fighter aircraft, etc.) are independent of each other and are geared towards individuals with a minimum ECL/ALCPT score of 75. Each reading, along with the suggested activities, requires approximately two hours of class time. Guidance is provided for instructors to assist them in making lessons more communicative and student-centered. A glossary of aviation terms is also included on each CD. Users can print materials as needed for their classes.

### Aviation Topics and Activities CDs

Item	Quantity	Price
CD1 (Apr 08)	1	\$500.00
CD2 (Mar 10)	1	\$500.00



For Information on availability of nonresident courses and to arrange for an MTT, contact: International Nonresident Flight (637 ISS/INF)	
COMM: (210) 671-3783	COMM FAX: (210) 671-5362
DSN: (312) 473-3783	DSN FAX: (312) 473- 5362
E-mail: <a href="mailto:DLIELC.NonResident.Programs@us.af.mil">DLIELC.NonResident.Programs@us.af.mil</a>	



### **In-Country Workshop: English Language Achievement Testing**

**MASL:** D317007  
**Course Length:** 2 weeks  
**Entry Requirements:** 85 ECL recommended  
OPI rating of 2+/2+  
**Minimum Class Size:** 6 (max 10)

A DLIELC Mobile Training Team (MTT) conducts this two-week workshop for English language instructors or testing specialists. The course is designed to familiarize participants with different types of language assessments, the stages of test development, and how to create test specifications appropriate for achievement testing purposes. Participants will be given opportunities to practice writing effective test items and to conduct basic statistical analyses of items and describe test results. Additionally, information about various computerized test delivery system options will be presented and discussed. The instructor will provide the materials for the course.

*NOTE: This workshop may also be conducted on the DLIELC resident campus, using MASL D177003. To arrange for the resident workshop, contact the International Resident Flight at DLIELC.637iss.irf-cpmpersonnel@us.af.mil*

### **In-Country Workshop: English Language Proficiency Testing**

**MASL:** D317008  
**Course Length:** 2 weeks  
**Entry Requirements:** 85 ECL recommended  
OPI rating of 2+/2+  
**Minimum Class Size:** 6 (max 10)

A DLIELC Mobile Training Team (MTT) conducts this workshop for English language testing specialists. 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 course objectives, depending upon the specific requirements. The instructor will provide materials for the course.

*NOTE: This workshop may also be conducted on the DLIELC resident campus, using MASL D177003 (see "Observer Professional Training" section in this DLIELC SCO Handbook, Courses & Catalog for more information). To arrange for the resident workshop contact the International Resident Flight at DLIELC.637iss.irf-cpmpersonnel@us.af.mil*

# Part VI — Language Laboratory Systems

## How to Obtain Language Laboratory Systems with IMET Funding

DLIELC recommends the procurement of a language laboratory after an appropriate number of instructors have been adequately trained and testing and training materials have been purchased. English Language Laboratory Systems (ELLS) are a supplement to English language training (ELT) and should be utilized for testing and reinforcement of classroom instruction. All language laboratory purchases funded via IMET require DLIELC approval. Below are some of the factors that DLIELC considers in the approval of a language lab.

- a. **SCO input/justification for equipment**
- b. **Replacement lab vs. new lab**
- c. **Existing ELTP at the site requesting a lab**
- d. **ALC book orders in the past five years**
- e. **Students trained in instructor development courses in the past five years** (i.e., BALIC, AELIC, or the equivalent)
- f. **DLIELC-conducted site surveys**
- g. **Progress made in implementing past DLIEC survey recommendations.**

For preliminary DLIELC review of an IMET-funded lab, please send your language laboratory request to DLIELC at [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil) or contact your DLIELC International Nonresident Flight (637 ISS/INF) Overseas Program Manager.

For information on English language laboratory systems, costs, maintenance, training teams, and ordering, contact: U.S. Army Communications-Electronics Command (CECOM)	
<b>ELLS IMET Program Manager</b>	<b>Anny Garcia,</b> Alternate POC
<b>COMM: (443) 395-4828</b>	<b>COMM: (443) 395-7767</b>
<b>E-mail: <a href="mailto:troy.c.coles.civ@army.mil">troy.c.coles.civ@army.mil</a></b>	<b>E-mail: <a href="mailto:anny.i.garcia.civ@mail.mil">anny.i.garcia.civ@mail.mil</a></b>



## Computer Based Training (CBT) System Requirements

In the field of ELT, multimedia computer platforms and computer-assisted language learning methodologies have rapidly evolved to the point of universality in their application to language training. Computer Based Training (formerly referred to as Interactive Multimedia Instruction [IMI]), as the name suggests, employs multimedia—full-motion video, graphics, text, animation, and sound—to support classroom and textbook language learning objectives.

DLIELC has developed and integrated CBT as part of the total instructional package for its training materials and has virtually replaced audiotapes in the traditional language laboratory setting. Because students totally control the pace and direction of the CBT lessons, they can concentrate on exercises that will improve their own weakest areas and thus become more independent learners of English.

CBT has been developed to support Levels I through VI of the American Language Course. Students studying DLIELC’s ALC attend CBT labs two to four periods per book.

As more and more nonresident locations install computer labs for language training, it becomes more important for the SCOs to provide information on compatible computer lab or CBT systems.

<b>CBT Systems Requirements</b>	
<b>Minimum Operating System and Software Requirements</b>	
CBT courseware is compatible with the following Microsoft Windows operating systems:	
MS Windows 10	MS Windows Vista
MS Windows 8.1	MS Windows XP Service Pack 3
MS Windows 8	(minimum requirement)
MS Windows 7	
<u>NOTE:</u> CBT is NOT compatible with Windows 8 RT, the mobile OS from Microsoft.	
1.5 Ghz processor or faster processor (2 Ghz recommended)	
4 GB RAM	
500 GB ATA 7200 RPM hard drive (1 TB recommended)	
Graphics card supporting DirectX 9 with 256 MB of RAM (DirectX 10 with 1 GB of RAM recommended)	
CD-ROM/DVD-ROM drive – for installation only	
Audio input/output	
Headphones or speakers; microphones	
Keyboard and mouse	
15-inch or larger monitor with resolution capability of 1024 x 768 (17-inch monitor recommended)	

# Part VII — Ordering Information

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## IMET-Funded Orders - Deadline 1 June

**OPM receives book order, DD 1149, and/or ALCPT order\*.**

**Deadline to OPM and AFSAT: 1 June**

**(\*ALCPT order requires request form and approval from 332 TRS/ETF.**

**ALCPT approval request form can be found on p. 18 or [online](#).**

**Send the completed form to 332 TRS/ETF.)**

**OPM reviews book order.**

**637 TRSS/TLF reviews DD 1149.**

**OPM reaches out for missing information.**



**After approval, OPM forwards**

**invoice and DD1149 to MILDEP, CCR, SCO, and 637 TRSS/TLF.**

**MILDEP sends approval and MIPR to TRF at [dlielc.budget@us.af.mil](mailto:dlielc.budget@us.af.mil) (cc OPM).**

INF = International Nonresident Support Flight  
OPM = Overseas Program Manager  
ETF = English Testing Flight  
CCR = Resources  
TLF = Logistics Flight  
TMO = Transportation Management Office

## International Military Education and Training (IMET)

### Programming

- › DLIELC curriculum materials are programmed on the USAF Standardized Training List (STL) under Worksheet Control Number (WCN) 0003/DBKPUBO for materials and WCN 0004/DOOPCHT for packing and shipping.
- › Air Force Security Assistance Training (AFSAT) will provide funding authorization.
- › **In order to ensure IMET orders can be processed by 637 TRSS/TLF before the end-of-fiscal-year, forward orders to AFSAT by 1 June.**

### Requisitions

Download DD Form 1149 and Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). After completing the requisition, forward to:

AFSAT/TOC  
315 J St West  
JBSA-Randolph TX 78150-4354

E-mail: [AFSAT.Country.Manager@us.af.mil](mailto:AFSAT.Country.Manager@us.af.mil)

Info copy to: 637 ISS/INF

E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

### Important Recommendations

- › Work closely with your AFSAT IMET country manager to ensure that your USAF STL is properly programmed and funding is authorized.
- › DLIELC normally packs and ships within 90 days of receipt of requisition from AFSAT, there are many contributors to delays in the shipping process, including customs clearance in country. Be sure you consign the IMET shipment to the US Embassy or Military Mission to assist customs clearance.
- › Whenever possible, request air shipment to avoid a long delay.

### Shipping Costs and Procedures

- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.
- › APO, FPO or DPO orders cannot exceed three boxes.

#### Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
Total shipping cost would be	<b>\$15,000</b>

### Questions

If you have questions about what materials to order, contact the International Nonresident Flight:

637 ISS/INF  
2235 Andrews Ave.  
JBSA-Lackland, TX 78236-5259

E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

COMM: (210) 671-3783  
COMM FAX: (210) 671-5362

DSN: (312) 473-3783  
DSN FAX: (312) 473-5362

If you have questions about shipping, or your received order, contact the Training Logistics Flight:

637 TRSS/TLF  
E-mail: [DLIELC.637TRSS.TLFSalesWorkflow@us.af.mil](mailto:DLIELC.637TRSS.TLFSalesWorkflow@us.af.mil)

COMM: (210) 671-4711  
COMM FAX: (210) 671-3063

DSN: (312) 473-4711  
DSN FAX: (312) 473-3063

## Instructions to Complete Requisition and Invoices/Shipping Document - DD Form 1149 for IMET Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** For air shipments, the physical address in country (office/suite number, building number, street, city and country). For surface shipments, freight forwarder\* address to include POC name, telephone number and email address.
  3. **Ship to: mark for:** Special in country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
  4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). Order Form replaces 4a-i on the DD Form 1149.
  5. **Requisition date:** Current date
  6. **Requisition number:**
  7. **Date material required:** Indicate date materials are needed in country.
  8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder). All air shipments that exceed 50% and all AMC shipments require a DSCA waiver. Coordinate waivers with the AFSAT country manager prior to submission of the order. DLIELC will hold the shipment until the waiver is received.
  9. **Authority or purpose:**
  10. **Signature:** Signature of SCO or Authorized Representative
  - 11 through 18: Leave blank
  19. **Sheet total:** *Total of each page of DD 1149*  
**Grand total:** *Total of all pages of DD 1149*
  20. **Receiver's voucher number:** Leave blank

NOTE: DD Form 1149 and Order Form are available at [www.DLIELC.edu](http://www.DLIELC.edu).

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\* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

## FMS/FMF - Funded Book and /or Test Material Orders - Deadline 1 June

OPM receives book order, DD 1149, and/or ALCPT order\*.

Deadline to OPM and AFSAT: 1 June

(\*ALCPT order requires request form and approval from 332 TRS/ETF.

ALCPT approval request form can be found on p. 18 or [online](#).

Send the completed form to 332 TRS/ETF.)

OPM reviews book order.  
332 TRS/ETF reviews DD 1149.  
OPM reaches out for  
missing information.



After approval, OPM forwards  
invoice and DD1149 to  
MILDEP, CCR, SCO, and 332  
TRS/ETF.

MILDEP sends approval and MIPR to TRF at [dlielc.budget@us.af.mil](mailto:dlielc.budget@us.af.mil)  
(cc OPM).

## Foreign Military Sales (FMS)

### Procedures

DLIELC is the sole source for all ALC materials.

- › FMS-funded purchases of ALC materials may be obtained by developing a Letter of Offer and Acceptance (LOA) to establish a new FMS case for the purchase of ALC materials. We recommend setting up a blanket order case since it does not require a detailed order of materials to set it up; instead, a case value (total dollar amount) can be requested for ALC materials.
- › Or, purchases may also be funded from a suitable existing FMS case. Please refer to DoD 5105.38-M, Security Assistance Management Manual (SAMM), for instructions.
- › Once the FMS case is set up, download DD Form 1149 and the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). After completing the requisition, forward to the appropriate MILDEP International Logistics Center (see addresses below).
- › **Submit fully funded book orders to DLIELC by 1 May. Book orders submitted after 1 May require coordination with 637 TRSS/TLF as to whether or not the order can be filled before the end of the fiscal year.**

### MILDEP International Logistics Centers

#### ARMY

Commander  
US Army Security Assistance Center  
ATTN: AMSAC  
3rd St. & M Avenue  
New Cumberland PA 17070-5096  
Message Address:  
CDR USASAC NEW CUMB PA//DRSAC-OP/S//

#### NAVY

Commander  
US Navy International Logistics Control  
Office (NAVILCO)  
700 Robbins Ave.  
Philadelphia PA 19111-5095  
Message Address: NAVILCO PHILADELPHIA PA

#### AIR FORCE

Air Force Security Assistance Center/ CMAO  
1822 Van Patton Dr.  
Wright-Patterson AFB OH 45333-5337  
Message Address: AFMC ILC WPAFB OH//CMAO//

### Shipping Costs and Procedures

- › Include a freight forwarder address with POC including phone number and email address.
- › Add 4% fee based on cost of materials for packing, crating and handling.
- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.
- › APO, FPO or DPO orders cannot exceed three boxes.

#### Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
Total shipping cost would be	<b>\$15,000</b>

**Important Note:** DLIELC cannot take action on a DD Form 1149 requisition until the US MILDEP International Logistics Center or Security Assistance Center has approved the requisition with an authorized accounting fund cite code and FMS Case. The requisition, including shipping and POC information, is then forwarded to 637 TRSS/TLF for processing.

If you have questions about what materials to order, contact the International Nonresident Flight:

637 ISS/INF  
2235 Andrews Ave.  
JB SA-Lackland, TX 78236-5259

E-mail: [DLIELC.NonResident.Programs@us.af.mil](mailto:DLIELC.NonResident.Programs@us.af.mil)

COMM: (210) 671-3783  
COMM FAX: (210) 671-5362  
DSN: (312) 473-3783  
DSN FAX: (312) 473-5362

If you have questions about shipping, or your received order, contact the Training Logistics Flight:

637 TRSS/TLF  
E-mail: [DLIELC.637TRS.TLFSalesWorkFlow@us.af.mil](mailto:DLIELC.637TRS.TLFSalesWorkFlow@us.af.mil)

COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
DSN: (312) 473-4711  
DSN FAX: (312) 473-0633

## Instructions to Complete Requisition and Invoices/Shipping Document - DD Form 1149 for FMS Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** Freight forwarder\* address to include POC name, telephone number and email address.
  3. **Ship to: mark for:** Special in-country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
  4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). Order Form replaces 4a-i on the DD Form 1149.
  5. **Requisition date:** Current date
  6. **Requisition number:**
  7. **Date material required:** Indicate date materials are needed in country.
  8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder only).
  9. **Authority or purpose:**
  10. **Signature:** Signature of Authorized Representative
  - 11 through 18: Leave blank
  19. **Sheet total:** *Total of each page of DD 1149*  
**Grand total:** *Total of all pages of DD 1149*
  20. **Receiver's voucher number:** Leave blank

NOTE: DD Form 1149 and Order Form are available at [www.DLIELC.edu](http://www.DLIELC.edu).

## Private Sector and US Federal Government Agencies

(not using FMS or IMET funds)

### General Information

DLIELC is the sole source for all American Language Course (ALC) materials.

- › Tests and quizzes can be sold only to institutions, not individuals.
- › All customers may download the Order Form from our web site [www.DLIELC.edu](http://www.DLIELC.edu). US Federal Government agencies may also download the required DD Form 1149.
- › **All orders generated on or after 1 October must use the current fiscal year order form, available at [www.DLIELC.edu](http://www.DLIELC.edu). Outdated order forms will be returned for reprocessing.**
- › **Submit fully funded book orders to DLIELC by 1 June. Book orders submitted after 1 June require coordination with 637 TRSS/TLF as to whether or not the order can be filled before the end of the fiscal year.**
- › **Allow two to four months for processing and shipping.**

### Private Sector

#### Payment Methods

- › VISA or Master Card (with name on card and expiration date); include 3-digit code from the back of card.
- › Money orders in US currency
- › Company-certified check made payable to:  
Defense Language Institute  
English Language Center
- › **NOTE: Wire transfers cannot be accepted.**

#### Shipping Costs and Procedures

- › Add 4% fee based on cost of materials for packing, crating and handling.
- › Payment for materials is required before shipment can be processed and prepared for pickup.
- › Upon notification from the Training Logistics Flight (637 TRSS/TLF) that the shipment is ready, private sector customers must provide arrangements for pick up from the DLIELC warehouse (Bldg 7535).

### US Federal Government Agencies

(not using FMS or IMET funds)

#### Payment Methods

- › Government IMPAC Visa Card
- › Authorized accounting fund cite code
- › DD Form 448 [Military Interdepartmental Purchase Request (MIPR)]
- › DD Form 1155 [Order for Supplies or Services]

#### Shipping Costs and Procedures

- › Add 4% fee based on cost of materials for packing, crating and handling.
- › For ground shipment within CONUS, include 20% of the cost of the materials. For OCONUS shipment to APO, DPO or FPO, include 20% of the cost of the materials. APO, FPO or DPO orders cannot exceed three boxes. For OCONUS air shipment, include 50% of the cost of materials.

## Contact

Forward order requests and any questions concerning the ordering and shipping process to:

**637 TRSS/TLF**  
2235 Andrews Ave.  
JBSA-Lackland, TX  
78236-5259

COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
DSN: (312) 473-4711  
DSN FAX: (312) 473-3063  
E-mail: [DLIELC.637TRSS.TLFSalesWorkflow@us.af.mil](mailto:DLIELC.637TRSS.TLFSalesWorkflow@us.af.mil)





**REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)**

SHEET NO.		6. REQUISITION NUMBER		11a. VOUCHER NUMBER AND DATE						b. VOUCHER NUMBER AND DATE	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON. TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
								\$0.00			
									<b>SHEET TOTAL</b>	\$0.00	

## FY23 Order Form

AMERICAN LANGUAGE COURSE INTENSIVE MATERIALS (ALC) (p.63)				
Item Number	ALC Starter Packages	Price	Quantity	Total Price
LVLFSTPCD	Fundamentals Starter Package, Units 1-3	\$1,845.00		
LVL1STPCD	Level I Starter Package, Books 1-6	\$1,875.00		
LVL2STPCD	Level II Starter Package, Books 7-12	\$1,875.00		
LVL3STPCD	Level III Starter Package, Books 13-18	\$1,725.00		
LVL4STPCD	Level IV Starter Package, Books 19-24	\$1,725.00		
LVL5STPCD	Level V Starter Package, Books 25-30	\$1,725.00		
LVL6STPCD	Level VI Starter Package, Books 31-34	\$1,725.00		
If you are purchasing individual books, the minimum order is 10 student texts and one instructor text. If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).				
ALC Individual Materials				
Item Number	ALC Fundamentals Unit 1	Price	Quantity	Total Price
UT01IT KCD	Instructor Texts plus Audio and Resource CDs	\$30.00		
UT 01ST	Student Texts	\$20.00		
UT 01PIC	Picture Cards	\$20.00		
UT01WDC	Word Cards	\$20.00		
UT 01PO	Posters	\$100.00		
UT 01FC	Flashcards	\$30.00		
UT01QKACD	Quiz Kit, Form A	\$75.00		
UT01QKBCD	Quiz Kit, Form B	\$75.00		
DLI6748	Package of 500 Answer Sheets	\$15.00		
Item Number	ALC Fundamentals Unit 2	Price	Quantity	Total Price
UT02IT KCD	Instructor Texts plus Audio and Resource CDs	\$30.00		
UT 02ST	Student Texts	\$20.00		
UT 02PIC	Picture Cards	\$20.00		
UT02WDC	Word Cards	\$20.00		
UT 02PO	Posters	\$100.00		
UT 02FC	Flashcards	\$30.00		
UT02QKACD	Quiz Kit, Form A	\$75.00		
UT02QKBCD	Quiz Kit, Form B	\$75.00		
Item Number	ALC Fundamentals Unit 3	Price	Quantity	Total Price
UT03IT KCD	Instructor Texts plus Audio and Resource CDs	\$30.00		
UT 03ST	Student Texts	\$20.00		
UT 03PIC	Picture Cards	\$20.00		
UT03WDC	Word Cards	\$20.00		
UT 03PO	Posters	\$100.00		
UT 03FC	Flashcards	\$30.00		
UT03QKACD	Quiz Kit, Form A	\$75.00		
UT03QKBCD	Quiz Kit, Form B	\$75.00		
Item Number	Book 1	Price	Quantity	Total Price
BK01ITKCD	Instructor Text plus Audio CDs (Jan 03) (2 CDs)	\$15.00		
BK01ST	Student Text (Jan 03)	\$10.00		
BK01LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK01CD	Audio CDs (8)	\$40.00		
BK01QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK01QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK01QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK01FC	Flash Cards (Jan 03)	\$25.00		

## FY23 Order Form

Item Number	Book 2	Price	Quantity	Total Price
BK02ITKCD	Instructor Text plus Audio CD (Jan 03)	\$15.00		
BK02ST	Student Text (Jan 03)	\$10.00		
BK02LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK02CD	Audio CDs (8)	\$40.00		
BK02QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK02QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK02QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK02FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 3	Price	Quantity	Total Price
BK03ITKCD	Instructor Text plus Audio CD (Jan 03)	\$15.00		
BK03ST	Student Text (Jan 03)	\$10.00		
BK03LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK03CD	Audio CDs (8)	\$40.00		
BK03QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK03QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK03QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK03FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 4	Price	Quantity	Total Price
BK04ITKCD	Instructor Text plus Audio CD (Jan 03)	\$15.00		
BK04ST	Student Text (Jan 03)	\$10.00		
BK04LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK04CD	Audio CDs (8)	\$40.00		
BK04QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK04QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK04QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK04FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 5	Price	Quantity	Total Price
BK05ITKCD	Instructor Text plus Audio CD (Jan 03)	\$15.00		
BK05ST	Student Text (Jan 03)	\$10.00		
BK05LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK05CD	Audio CDs (8)	\$40.00		
BK05QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK05QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK05QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK05FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 6	Price	Quantity	Total Price
BK06ITKCD	Instructor Text plus Audio CD (Jan 03)	\$15.00		
BK06ST	Student Text (Jan 03)	\$10.00		
BK06LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK06CD	Audio CDs (8)	\$40.00		
BK06QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK06QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK06QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK06FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 7	Price	Quantity	Total Price
BK07ITKCD	Instructor Text plus Audio CD (Jan 04)	\$15.00		
BK07ST	Student Text (Jan 04)	\$10.00		
BK07LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK07CD	Audio CDs (8)	\$40.00		
BK07QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK07QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK07QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK07FC	Flash Cards (Jan 04)	\$25.00		

## FY23 Order Form

Item Number	Book 8	Price	Quantity	Total Price
BK08ITKCD	Instructor Text plus Audio CD (Jan 04)	\$15.00		
BK08ST	Student Text (Jan 04)	\$10.00		
BK08LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK08CD	Audio CDs (8)	\$40.00		
BK08QKACD	Quiz Kit, Form D	\$25.00		
BK08QKBCD	Quiz Kit, Form E	\$25.00		
BK08QKCCD	Quiz Kit, Form F	\$25.00		
BK08FC	Flash Cards (Jan 04)	\$25.00		
Item Number	Book 9	Price	Quantity	Total Price
BK09ITKCD	Instructor Text plus Audio CD (Jan 04)	\$15.00		
BK09ST	Student Text (Jan 04)	\$10.00		
BK09LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK09CD	Audio CDs (8)	\$40.00		
BK09QKACD	Quiz Kit, Form D	\$25.00		
BK09QKBCD	Quiz Kit, Form E	\$25.00		
BK93QKCCD	Quiz Kit, Form F	\$25.00		
BK09FC	Flash Cards (Jan 04)	\$25.00		
Item Number	Book 10	Price	Quantity	Total Price
BK10ITKCD	Instructor Text plus Audio CD (Jan 05)	\$15.00		
BK10ST	Student Text (Jan 05)	\$10.00		
BK10LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK10CD	Audio CDs (8)	\$40.00		
BK10QKACD	Quiz Kit, Form D	\$25.00		
BK10QKBCD	Quiz Kit, Form E	\$25.00		
BK10QKCCD	Quiz Kit, Form F	\$25.00		
BK10FC	Flash Cards (Jan 05)	\$25.00		
Item Number	Book 11	Price	Quantity	Total Price
BK11ITKCD	Instructor Text plus Audio CD (Jan 05)	\$15.00		
BK11ST	Student Text (Jan 05)	\$10.00		
BK11LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK11CD	Audio CDs (8)	\$40.00		
BK11QKACD	Quiz Kit, Form D	\$25.00		
BK11QKBCD	Quiz Kit, Form E	\$25.00		
BK11QKCCD	Quiz Kit, Form F	\$25.00		
BK11FC	Flash Cards (Jan 05)	\$25.00		
Item Number	Book 12	Price	Quantity	Total Price
BK12ITKCD	Instructor Text plus Audio CD (Jan 05)	\$15.00		
BK12ST	Student Text (Jan 05)	\$10.00		
BK12LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK12CD	Audio CDs (8)	\$40.00		
BK12QKACD	Quiz Kit, Form D	\$25.00		
BK12QKBCD	Quiz Kit, Form E	\$25.00		
BK12QKCCD	Quiz Kit, Form F	\$25.00		
BK12FC	Flash Cards (Jan 05)	\$25.00		
Item Number	Book 13	Price	Quantity	Total Price
BK13ITKCD	Instructor Text plus Audio CD (Jan 06)	\$15.00		
BK13ST	Student Text (Jan 06)	\$10.00		
BK13LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK13CD	Audio CDs (8)	\$40.00		
BK13QKACD	Quiz Kit, Form D	\$25.00		
BK13QKBCD	Quiz Kit, Form E	\$25.00		
BK13QKCCD	Quiz Kit, Form F	\$25.00		

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## FY23 Order Form

Item Number	Book 14	Price	Quantity	Total Price
BK14ITKCD	Instructor Text plus Audio CD (Jun 06)	\$15.00		
BK14ST	Student Text (Jun 06)	\$10.00		
BK14LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK14CD	Audio CDs (8)	\$40.00		
BK14QKACD	Quiz Kit, Form D	\$25.00		
BK14QKBCD	Quiz Kit, Form E	\$25.00		
BK14QKCCD	Quiz Kit, Form F	\$25.00		
Item Number	Book 15	Price	Quantity	Total Price
BK15ITKCD	Instructor Text plus Audio CD (Jun 06)	\$15.00		
BK15ST	Student Text (Jun 06)	\$10.00		
BK15LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK15CD	Audio CDs (8)	\$40.00		
BK15QKACD	Quiz Kit, Form D	\$25.00		
BK15QKBCD	Quiz Kit, Form E	\$25.00		
BK15QKCCD	Quiz Kit, Form F	\$25.00		
Item Number	Book 16	Price	Quantity	Total Price
BK16ITKCD	Instructor Text plus Audio CD (Apr 07)	\$15.00		
BK16ST	Student Text (Apr 07)	\$10.00		
BK16LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK16CD	Audio CDs (8)	\$40.00		
BK16QKACD	Quiz Kit, Form D	\$25.00		
BK16QKBCD	Quiz Kit, Form E	\$25.00		
BK16QKCCD	Quiz Kit, Form F	\$25.00		
Item Number	Book 17	Price	Quantity	Total Price
BK17ITKCD	Instructor Text plus Audio CD (Oct 07)	\$15.00		
BK17ST	Student Text (Oct 07)	\$10.00		
BK17LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK17CD	Audio CDs (8)	\$40.00		
BK17QKACD	Quiz Kit, Form D	\$25.00		
BK17QKBCD	Quiz Kit, Form E	\$25.00		
BK17QKCCD	Quiz Kit, Form F	\$25.00		
Item Number	Book 18	Price	Quantity	Total Price
BK18ITKCD	Instructor Text plus Audio CD (Jan 08)	\$15.00		
BK18ST	Student Text (Jan 08)	\$10.00		
BK18LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK18CD	Audio CDs (8)	\$40.00		
BK18QKACD	Quiz Kit, Form D	\$25.00		
BK18QKBCD	Quiz Kit, Form E	\$25.00		
BK18QKCCD	Quiz Kit, Form F	\$25.00		
Item Number	Book 19	Price	Quantity	Total Price
BK19ITKCD	Instructor Text plus Audio CD (Oct 08)	\$15.00		
BK19ST	Student Text (Oct 08)	\$10.00		
BK19LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK19CD	Audio CDs (8)	\$40.00		
BK19QKACD	Quiz Kit, Form D	\$25.00		
BK19QKBCD	Quiz Kit, Form E	\$25.00		
BK19QKCCD	Quiz Kit, Form F	\$25.00		
Item Number	Book 20	Price	Quantity	Total Price
BK20ITKCD	Instructor Text plus Audio CD (Jan 09)	\$15.00		
BK20ST	Student Text (Jan 09)	\$10.00		
BK20LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK20CD	Audio CDs (8)	\$40.00		
BK20QKACD	Quiz Kit, Form A (Jan 09)	\$25.00		

## FY23 Order Form

BK20QKBCD	Quiz Kit, Form B (Jan 09)	\$25.00		
BK20QKCCD	Quiz Kit, Form C (Jan 09)	\$25.00		
<b>Item Number</b>	<b>Book 21</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK21ITKCD	Instructor Text plus Audio CD (Aug 09)	\$15.00		
BK21ST	Student Text (Aug 09)	\$10.00		
BK21LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK21CD	Audio CDs (8)	\$40.00		
BK21QKACD	Quiz Kit, Form A (Aug 09)	\$25.00		
BK21QKBCD	Quiz Kit, Form B (Aug 09)	\$25.00		
BK21QKCCD	Quiz Kit, Form C (Aug 09)	\$25.00		
<b>Item Number</b>	<b>Book 22</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK22ITKCD	Instructor Text plus Audio CD (Jan 10)	\$15.00		
BK22ST	Student Text (Jan 10)	\$10.00		
BK22LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK22CD	Audio CDs (8)	\$40.00		
BK22QKACD	Quiz Kit, Form A (Jan 10)	\$25.00		
BK22QKBCD	Quiz Kit, Form B (Jan 10)	\$25.00		
BK22QKCCD	Quiz Kit, Form C (Jan 10)	\$25.00		
<b>Item Number</b>	<b>Book 23</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK23ITKCD	Instructor Text plus Audio CD(Aug 10)	\$15.00		
BK23ST	Student Text (Aug 10)	\$10.00		
BK23LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK23CD	Audio CDs (8)	\$40.00		
BK23QKACD	Quiz Kit, Form A (Aug 10)	\$25.00		
BK23QKBCD	Quiz Kit, Form B (Aug 10)	\$25.00		
BK23QKCCD	Quiz Kit, Form C (Aug 10)	\$25.00		
<b>Item Number</b>	<b>Book 24</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK24ITKCD	Instructor Text plus Audio CD (Nov 10)	\$15.00		
BK24ST	Student Text (Nov 10)	\$10.00		
BK24LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK24CD	Audio CDs (8)	\$40.00		
BK24QKACD	Quiz Kit, Form A (Nov 10)	\$25.00		
BK24QKBCD	Quiz Kit, Form B (Nov 10)	\$25.00		
BK24QKCCD	Quiz Kit, Form C (Nov 10)	\$25.00		
<b>Item Number</b>	<b>Book 25</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK25ITKCD	Instructor Text plus Audio CD (Aug 11)	\$15.00		
BK25ST	Student Text (Aug 11)	\$10.00		
BK25LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK25CD	Audio CDs (8)	\$40.00		
BK25QKACD	Quiz Kit, Form A (Aug 11)	\$25.00		
BK25QKBCD	Quiz Kit, Form B (Aug 11)	\$25.00		
BK25QKCCD	Quiz Kit, Form C (Aug 11)	\$25.00		
<b>Item Number</b>	<b>Book 26</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK26ITKCD	Instructor Text plus Audio CD (Apr 12)	\$15.00		
BK26ST	Student Text (Apr 12)	\$10.00		
BK26LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK26CD	Audio CDs (8)	\$40.00		
BK26QKACD	Quiz Kit, Form A (Apr 12)	\$25.00		
BK26QKBCD	Quiz Kit, Form B (Apr 12)	\$25.00		
BK26QKCCD	Quiz Kit, Form C (Apr 12)	\$25.00		
<b>Item Number</b>	<b>Book 27</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK27ITKCD	Instructor Text plus Audio CD (Oct 12)	\$15.00		
BK27ST	Student Text (Oct 12)	\$10.00		
BK27LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		

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## FY23 Order Form

BK27CD	Audio CDs (8)	\$40.00		
BK27QKACD	Quiz Kit, Form A (Oct 12)	\$25.00		
BK27QKBCD	Quiz Kit, Form B (Oct 12)	\$25.00		
BK27QKCCD	Quiz Kit, Form C (Oct 12)	\$25.00		
<b>Item Number</b>	<b>Book 28</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK28ITKCD	Instructor Text plus Audio CD (May 13)	\$15.00		
BK28ST	Student Text (May 13)	\$10.00		
BK28LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK28CD	Audio CDs (8)	\$40.00		
BK28QKACD	Quiz Kit, Form A (May 13)	\$25.00		
BK28QKBCD	Quiz Kit, Form B (May 13)	\$25.00		
BK28QKCCD	Quiz Kit, Form C (May 13)	\$25.00		
<b>Item Number</b>	<b>Book 29</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK29ITKCD	Instructor Text plus Audio CD (Jul 13)	\$15.00		
BK29ST	Student Text (Jul 13)	\$10.00		
BK29LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK29CD	Audio CDs (8)	\$40.00		
BK29QKACD	Quiz Kit, Form A (Jul 13)	\$25.00		
BK29QKBCD	Quiz Kit, Form B (Jul 13)	\$25.00		
BK29QKCCD	Quiz Kit, Form C (Jul 13)	\$25.00		
<b>Item Number</b>	<b>Book 30</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK30ITKCD	Instructor Text plus Audio CD (Dec 13)	\$15.00		
BK30ST	Student Text (Dec 13)	\$10.00		
BK30LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK30CD	Audio CDs (8)	\$40.00		
BK30QKACD	Quiz Kit, Form A (Dec 13)	\$25.00		
BK30QKBCD	Quiz Kit, Form B (Dec 13)	\$25.00		
BK30QKCCD	Quiz Kit, Form C (Dec 13)	\$25.00		
<b>Item Number</b>	<b>Book 31</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK31ITKDVD	Instructor Text plus DVDs (Oct 15)	\$35.00		
BK31ST	Student Text (Oct15)	\$10.00		
LV6RES	Level VI Resource Book (For Books 31-34) (Oct15)	\$10.00		
BK31AK1	Assessment Kit, Forms A, B (Oct16)	\$35.00		
BK31AK2	Assessment Kit, Forms D, E (Oct16)	\$25.00		
<b>Item Number</b>	<b>Book 32</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK32ITKDVD	Instructor Text plus DVDs (Oct 15)	\$35.00		
BK32ST	Student Text (Oct15)	\$10.00		
LV6RES	Level VI Resource Book (For Books 31-34) (Oct15)	\$10.00		
BK32AK1	Assessment Kit, Forms A, B (Oct16)	\$35.00		
BK32AK2	Assessment Kit, Forms D, E (Oct16)	\$25.00		
<b>Item Number</b>	<b>Book 33</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK33ITKDVD	Instructor Text plus DVDs (Oct 15)	\$35.00		
BK33ST	Student Text (Oct15)	\$10.00		
LV6RES	Level VI Resource Book (For Books 31-34) (Oct15)	\$10.00		
BK33AK1	Assessment Kit, Forms A, B (Oct16)	\$35.00		
BK33AK2	Assessment Kit, Forms D, E (Oct16)	\$25.00		
<b>Item Number</b>	<b>Book 34</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK34ITKDVD	Instructor Text plus DVDs (Oct 15)	\$35.00		
BK34ST	Student Text (Oct15)	\$10.00		
LV6RES	Level VI Resource Book (For Books 31-34) (Oct15)	\$10.00		
BK34AK1	Assessment Kit, Forms A, B (Oct16)	\$35.00		
BK34AK2	Assessment Kit, Forms D, E (Oct16)	\$25.00		
<b>American Language Course (ALC) Intensive Materials: TOTAL</b>				



## FY23 Order Form

AMERICAN LANGUAGE COURSE COMPUTER BASED TRAINING (CBT)				
Item Number	CBT Packages	Price	Quantity	Total Price
CBTLV1PK	Level I - CBT CD Package (Books 1-6) (6-CDs)	\$3,000.00		
CBTLV2PK	Level II - CBT CD Package (Books 7-12) (6-CDs)	\$3,000.00		
CBTLV3PK	Level III - CBT CD Package (Books 13-18) (6-CDs)	\$3,000.00		
CBTLV4PK	Level IV - CBT CD Package (Books 19-24) (6-CDs)	\$3,000.00		
CBTLV5PK	Level V - CBT CD Package (Books 25-30) (6-CDs)	\$3,000.00		
CBTLV6PK	Level VI - CBT CD Package (Books 31-34) (4-CDs)	\$2,000.00		
<b>Computer Based Training (CBT) Materials: TOTAL</b>				
AMERICAN LANGUAGE COURSE NONINTENSIVE MATERIALS (NALC) (p.73)				
Item Number	NALC Starter Packages	Price	Quantity	Total Price
NALCV1STPCD	<b>NALC Volume 1</b> Starter Package	\$775.00		
NALCV2STPCD	<b>NALC Volume 2</b> Starter Package	\$775.00		
NALCV3STPCD	<b>NALC Volume 3</b> Starter Package	\$765.00		
NALCV4STPCD	<b>NALC Volume 4</b> Starter Package	\$765.00		
<b>If you are purchasing individual books the minimum order is 10 student texts and one instructor text.</b>				
NALC Individual Materials				
Item Number	NALC Volume 1	Price	Quantity	Total Price
NALCV1IT	Instructor Text Plus Audio CD (Jan06)	\$40.00		
NALCV1ST	Student Text (Jan 06)	\$20.00		
NALCV1LSKT	Listening Skills Text (Jan 06)	\$20.00		
NALCV1HW	Homework Text (Jan 06)	\$10.00		
NALCV1CD	Audio CDs (15)	\$75.00		
NALCV1FC	Flash Cards	\$25.00		
NALCV1QK1-15ACD	Lessons 1-15, Quiz A	\$25.00		
NALCV1QK16-30ACD	Lessons 16-30, Quiz A	\$25.00		
NALCV1QK1-15BCD	Lessons 1-15, Quiz B	\$25.00		
NALCV1QK16-30BCD	Lessons 16-30, Quiz B	\$25.00		
NALCV1CBT CD	<b>Volume 1 CBT CD Package (4-CDs)</b>	\$2,000.00		
<b>NALC Volume 2</b>				
NALCV2IT	Instructor Text plus Audio CD (Jan 05)	\$40.00		
NALCV2ST	Student Text (Jan 05)	\$20.00		
NALCV2LSKT	Listening Skills Text (Jan 05)	\$20.00		
NALCV2HW	Homework Text (Jan 05)	\$10.00		
NALCV2CD	Audio CDs (15)	\$75.00		
NALCV2FC	Flash Cards	\$25.00		
NALCV2QK1-15ACD	Lessons 1-15, Quiz A	\$25.00		
NALCV2QK16-30ACD	Lessons 16-30, Quiz A	\$25.00		
NALCV2QK1-15BCD	Lessons 1-15, Quiz B	\$25.00		
NALCV2QK16-30BCD	Lessons 16-30, Quiz B	\$25.00		
NALCV2CBT CD	<b>Volume 2 CBT CD Package (4-CDs)</b>	\$2,000.00		
<b>NALC Volume 3</b>				
NALCV3IT	Instructor Text plus Audio CD (Jan 08)	\$40.00		
NALCV3ST	Student Text (Jan 08)	\$20.00		
NALCV3LSKT	Listening Skills Text (Jan 08)	\$20.00		
NALCV3HW	Homework Text (Jan 08)	\$10.00		
NALCV3CD	Audio CDs (16)	\$80.00		
NALCV3QK1-16ACD	Lessons 1-16, Quiz A,	\$25.00		
NALCV3QK1-16BCD	Lessons 1-16, Quiz B	\$25.00		
NALCV3QK17-31CCD	Lessons 17-31, Quiz C	\$25.00		
NALCV3QK17-31DCD	Lessons 17-31, Quiz D	\$25.00		
NALCV3CBT CD	<b>Volume 3 CBT CD Package (4-CDs)</b>	\$2,000.00		

**FY23 Order Form**

<b>NALC Volume 4</b>				
NALCV4IG	Instructor Text plus Audio CD (Jun 10)	\$40.00		
NALCV4ST	Student Text (Jun 10)	\$20.00		
NALCV4LSKT	Listening Skills Text (Jun 10)	\$20.00		
NALCV4HW	Homework Text (Jun 10)	\$10.00		
NALCV4CD	Audio CDs (16)	\$80.00		
NALCV4QK1-16ACD	Lessons 1-16, Quiz A	\$25.00		
NALCV4QK1-16BCD	Lessons 1-16, Quiz B	\$25.00		
NALCV4QK17-32CCD	Lessons 17-32, Quiz C	\$25.00		
NALCV4QK17-32DCD	Lessons 17-32, Quiz D	\$25.00		
NALCV4CBT CD	<b>Volume 4 CBT CD Package (4-CDs)</b>	\$2,000.00		
<b>Nonintensive ALC (NALC) Materials: TOTAL</b>				
<b>ENGLISH SKILLS FOR STAFF OFFICERS IN MULTINATIONAL OPERATIONS (ESSO) (p. 80)</b>				
Item Number	ESSO Starter Package	Price	Quantity	Total Price
ESSOSTPDVD	ESSO Starter Package	\$845.00		
<b>If you are purchasing individual ESSO books the minimum order is 11 student texts, one instructor text, and one DVD.</b>				
Item Number	ESSO Individual Materials	Price	Quantity	Total Price
ESSOIT	Instructor Text (Nov 13)	\$15.00		
ESSOST	Student Text (Nov 13)	\$30.00		
ESSODVD	DVD: "Topics in Multinational Operations" (Nov 13)	\$500.00		
<b>ESSO Materials: TOTAL</b>				
<b>ENGLISH FOR SPECIFIC PURPOSES MATERIALS (p. 79)</b>				
Item Number	American Military English Course (AMEC) Starter Packages	Price	Quantity	Total Price
TICST PCDDVD	<b>Topics in Counterinsurgency</b> , Starter Package	\$400.00		
GMTSPCDDVD	<b>General Military Topics</b> , Starter Package	\$290.00		
ATBK1SPCDDVD	<b>Army Topics, Book 1</b> , Starter Package	\$290.00		
ATBK2SPCD	<b>Army Topics, Book 2</b> , Starter Package	\$280.00		
AFTSPCDDVD	<b>Air Force Topics</b> , Starter Package	\$290.00		
NTSPCDDVD	<b>Navy Topics</b> , Starter Package	\$290.00		
<b>If you are purchasing individual books the minimum order is 10 student texts and one instructor text.</b>				
Item Number	AMEC Individual Materials	Price	Quantity	Total Price
Item Number	Topics in Counterinsurgency (p. 15)	Price	Quantity	Total Price
TICIT	Instructor Text (Aug 08)	\$30.00		
TICST	Student Text (Aug 08)	\$20.00		
TICGL	Glossary (Aug 08)	\$10.00		
TICCD	Audio CDs (10)	\$50.00		
TICDVD	DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	\$10.00		
Item Number	General Military Topics (p. 15)	Price	Quantity	Total Price
GMTIT	Instructor Text (Nov 04)	\$30.00		
GMTST	Student Text (Nov 04)	\$20.00		
GMT CD	Audio CDs (10)	\$50.00		
GMT DVD	DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	\$10.00		
Item Number	Army Topics, Book 1 (p. 16)	Price	Quantity	Total Price
ATBK1IT	Instructor Text (Nov 04)	\$30.00		
ATBK1ST	Student Text (Nov 04)	\$20.00		
ATBK1CD	Audio CDs (10)	\$50.00		
ATBK1DVD	DVD: "A Day in the Life of a Soldier"	\$10.00		
Item Number	Army Topics, Book 2 (p. 16)	Price	Quantity	Total Price
ATBK2IT	Instructor Text (Jul 06)	\$30.00		

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ATBK2ST	Student Text (Jul 06)	\$20.00		
ATBK2CD	Audio CDs (10)	\$50.00		
<b>Item Number</b>	<b>Air Force Topics (p. 16)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
AFT IT	Instructor Text (Oct 07)	\$30.00		
AFTST	Student Text (Oct 07)	\$20.00		
AFT CD	Audio CDs (10)	\$50.00		
AFTDVD	DVD: "A Day in the Life of an Airman"	\$10.00		
<b>Item Number</b>	<b>Nav y Topics (p. 16)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
NTIT	Instructor Text (Oct 06)	\$30.00		
NTST	Student Text (Oct 06)	\$20.00		
NT CD	Audio CDs (10)	\$50.00		
NT DVD	DVD: "A Journey Begins"	\$10.00		
<b>Item Number</b>	<b>Aviation Topics and Activities CDs (p. 84)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
AVTOPICS1/CD	Aviation Topics and Activities CD1 (Apr 08)	\$500.00		
AVTOPICS2/CD	Aviation Topics and Activities CD2 (Mar 10)	\$500.00		
<b>English for Specific Purposes Materials: TOTAL</b>				
<b>INSTRUCTIONAL SUPPORT MATERIALS (p. )</b>				
<b>Item Number</b>	<b>Instructor Resources (p. 77)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
780CD	780, Overview of the ALC (Jan 14) (1 CD)	\$10.00		
782CD	782, Grammar for the ALC (Jun 04) (1 CD)	\$10.00		
789CD	789, Index for the ALC, 2nd Edition (Jan 11) (1 CD)	\$10.00		
<b>Item Number</b>	<b>Instructor Resources</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
SKLVL2K	Level II - Skills Assessment Kit - Form K	\$150.00		
SKLVL2L	Level II - Skills Assessment Kit - Form L	\$150.00		
SKLVL3K	Level III - Skills Assessment Kit - Form K	\$150.00		
SKLVL3L	Level III - Skills Assessment Kit - Form L	\$150.00		
SKLVL4L	Level IV - Skills Assessment Kit - Form K	\$150.00		
SKLVL4L	Level IV - Skills Assessment Kit - Form L	\$150.00		
<b>Item Number</b>	<b>Classroom Resources</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
COMM35PK	Package of 10 Dictionaries	\$50.00		
IDIOMSPK	Package of 10 Books of Idioms (BOI)	\$50.00		
<b>Item Number</b>	<b>Replacement Items</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
BK01HWEECD	Book 1 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK02HWEECD	Book 2 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK03HWEECD	Book 3 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK04HWEECD	Book 4 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK05HWEECD	Book 5 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK06HWEECD	Book 6 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK07HWEECD	Book 7 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK08HWEECD	Book 8 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK09HWEECD	Book 9 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK10HWEECD	Book 10 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK11HWEECD	Book 11 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK12HWEECD	Book 12 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK13HWEECD	Book 13 Homework & Evaluation Exercises, CD (Jan 06)	\$25.00		
BK14HWEECD	Book 14 Homework & Evaluation Exercises, CD (Jan 06)	\$25.00		
BK15HWEECD	Book 15 Homework & Evaluation Exercises, CD (Jun 06)	\$25.00		
BK16HWEECD	Book 16 Homework & Evaluation Exercises, CD (Apr 07)	\$25.00		
BK17HWEECD	Book 17 Homework & Evaluation Exercises, CD (Oct 07)	\$25.00		
BK18HWEECD	Book 18 Homework & Evaluation Exercises, CD (Jan 08)	\$25.00		
BK19HWEECD	Book 19 Homework & Evaluation Exercises, CD (Oct 08)	\$25.00		
BK20HWEECD	Book 20 Homework & Evaluation Exercises, CD (Jan 09)	\$25.00		

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BK21HWEECD	Book 21 Homework & Evaluation Exercises, CD (Aug 09)	\$25.00		
BK22HWEECD	Book 22 Homework & Evaluation Exercises, CD (Jan 10)	\$25.00		
BK23HWEECD	Book 23 Homework & Evaluation Exercises, CD (Aug 10)	\$25.00		
BK24HWEECD	Book 24 Homework & Evaluation Exercises, CD (Nov 10)	\$25.00		
BK25HWEECD	Book 25 Homework & Evaluation Exercises, CD (Aug 11)	\$25.00		
BK26HWEECD	Book 26 Homework & Evaluation Exercises, CD (Apr 12)	\$25.00		
BK27HWEECD	Book 27 Homework & Evaluation Exercises, CD (Oct 12)	\$25.00		
BK28HWEECD	Book 28 Homework & Evaluation Exercises, CD (May 13)	\$25.00		
BK29HWEECD	Book 29 Homework & Evaluation Exercises, CD (Jul 13)	\$25.00		
BK30HWEECD	Book 30 Homework & Evaluation Exercises, CD (Dec 13)	\$25.00		
<b>Instructional Support Materials: TOTAL</b>				
<b>AMERICAN LANGUAGE COURSE PLACEMENT TEST (ALCPT) MATERIALS</b>				
<b>Purchase of the ALCPT requires prior approval from EEF. (ALCPT approval form on p. 60)</b>				
<b>Item Number</b>	<b>ALCPT Kits</b>	<b>Price</b>	<b>Quantity</b>	<b>Subtotal</b>
DLI6748	<b>Package of 500 Answer Sheets</b>	\$15.00		
ALCPT 121KCD	Form 121	\$100.00		
ALCPT 122KCD	Form 122	\$100.00		
ALCPT 123KCD	Form 123	\$100.00		
ALCPT 124KCD	Form 124	\$100.00		
ALCPT 125KCD	Form 125	\$100.00		
ALCPT 126KCD	Form 126	\$100.00		
ALCPT 127KCD	Form 127	\$100.00		
ALCPT 128KCD	Form 128	\$100.00		
ALCPT 129KCD	Form 129	\$100.00		
ALCPT 130KCD	Form 130	\$100.00		
ALCPT 131KCD	Form 131	\$100.00		
ALCPT 132KCD	Form 132	\$100.00		
ALCPT 133KCD	Form 133	\$100.00		
ALCPT 134KCD	Form 134	\$100.00		
ALCPT 135KCD	Form 135	\$100.00		
ALCPT 136KCD	Form 136	\$100.00		
ALCPT 137KCD	Form 137	\$100.00		
ALCPT 138KCD	Form 138	\$100.00		
ALCPT 139KCD	Form 139	\$100.00		
ALCPT 140KCD	Form 140	\$100.00		
ALCPT 141KCD	Form 141	\$100.00		
ALCPT 142KCD	Form 142	\$100.00		
ALCPT 143KCD	Form 143	\$100.00		
ALCPT 144KCD	Form 144	\$100.00		
ALCPT 145KCD	Form 145	\$100.00		
<b>ALCPT Materials: TOTAL</b>				
				<b>TOTALS</b>
Intensive ALC Materials: TOTAL				
Computer Based Training (CBT) Materials: TOTAL				
Nonintensive ALC (NALC) Materials: TOTAL				
ESSO Materials: TOTAL				
English for Specific Purposes Materials: TOTAL				
Instructional Support Materials: TOTAL				
ALCPT Materials: TOTAL				
<b>Total Cost of Materials</b>				

# ALCPT Approval Request

Approval by DLIELC Testing is required **BEFORE** placing a purchase order.

## User Agreement

User agrees to:

- Keep all ALCPT materials secured at all times:
  - ✓ Stored in a locked cabinet;
  - ✓ Accounted for by serial number and inventoried annually;
  - ✓ Logged after each use & the log retained for a year;
  - ✓ Handled, transported & administered **ONLY** by authorized personnel at the location to which it was sold.
- Use the test for the following purposes **ONLY**:
  - ✓ Place students in an ALC language program;
  - ✓ Evaluate student progress *at the end* of the program;
  - ✓ Screen candidates for readiness to take the ECL;
  - ✓ Evaluate the English language abilities of local personnel working for, or being considered for positions on overseas US military installations as required by US military service regulations.

- Prevent duplication (paper, electronic or other) of ALCPT materials.
- Abide by all provisions of the ALCPT Handbook, including limits on test frequency, proper test rotation, and tracking candidates who are tested.

User understands that:

- If a contractor loses the original contract for which DLIELC Testing approved ALCPT use, the contractor is obliged to destroy all forms of the ALCPT.
- If ALCPTs have been compromised, DLIELC Testing retains the right to refuse sales of new ALCPT forms for a period of up to three years.

**Failure to abide by these guidelines may result in denial of future ALCPT purchases.**

## Contact Information

Date:	_____	
Purchasing organization:	_____	Country: _____
Point of contact:	_____	
Email/phone/(DSN if applicable):	_____	

## Test Program Information

Organization/schoolhouse administering & storing the tests: (if different from purchaser)	_____	State/Region: _____
City:	_____	
ALCPT test control officer (TCO):	_____	
Email/phone/(DSN if applicable):	_____	
Test security measures in place:	_____	
Number of sessions per year:	_____	Max. number tested per session: _____
Number of test rooms:	_____	Seating capacity per room: _____

## Request Information

Purpose(s) for ALCPT testing:	_____	
ALCPT forms (versions) <b>owned</b> :	_____	Country: _____
ALCPT forms <b>requested</b> (max. 10):	_____	Number of kits per form <b>requested</b> : _____ each kit includes 25 booklets

Approved By: \_\_\_\_\_

Forms Approved: \_\_\_\_\_

Submit to [DLI.Testing@us.af.mil](mailto:DLI.Testing@us.af.mil)