

DLIELC

DEFENSE LANGUAGE INSTITUTE
ENGLISH LANGUAGE CENTER



2026-2027 COURSE CATALOG

& SECURITY COOPERATION OFFICE HANDBOOK

DLIELC Directory

If You Have Questions About:	Contact:	Phone / FAX / E-mail
• Programming Students • Course Description and Availability • Student Academic Progress • Student Disciplinary Status	• International Resident Flight (637 ISS/IRF)	POCs on SAN Web_Training_Country Program Manager_DLIELC: Resident DSN FAX: (312) 473-4628 COMM FAX: (210) 671-4628 E-mail: DLIELC.637ISS.IRF-CPMPersonnel@us.af.mil
• Arranging for DLIELC Visits	• Protocol (DLIELC/CCP)	DSN: (312) 473-4060 COMM: (210) 671-4060 E-mail: DLIELC.Protocol@us.af.mil
• Getting to DLIELC from the San Antonio Airport	• International Support Flight (637 ISS/ISF)	DSN: (312) 473-2929 / 2928 / 2927 DSN FAX: (312) 473-7437 COMM: (210) 671-2929 / 2928 / 2927 FAX: (210) 671-7437 E-mail: DLIELC.OSF@us.af.mil
• Language Testing: ALCPT, ECL and OPI • Test Security • Approval of ALCPT Sales • Arranging Telephonic OPIs	• Testing Branch (332 TRS/TB)	DSN: (312) 473-4889 COMM: (210) 671-4889 E-mail: DLI.Testing@us.af.mil E-mail: DLIELC.332TRS.ETFNROI@us.af.mil
• Nonresident English Language Training Programs (ELTPs) • DLIELC Advisors/Instructors for Overseas Assignments • ELTP Development Consulting (ALC Materials/Site Surveys) • Ordering Materials	• International Nonresident Flight (637 ISS/INF)	DSN: (312) 473-3783 DSN FAX: (312) 473-5362 COMM: (210) 671-3783 FAX: (210) 671-5362 E-mail: DLIELC.NonResident.Programs@us.af.mil
• Shipping Orders	• Training Logistics Flight (637 TRSS/TLF)	DSN: (312) 473-4711 DSN FAX: (312) 473-3063 COMM: (210) 671-4711 FAX: (210) 671-3063 E-mail: DLIELC.637TRSS.TLFSalesWorkFlow@us.af.mil
Mailing address for all DLIELC offices: DLIELC/[OFFICE SYMBOL] 2235 ANDREWS AVENUE JBSA-LACKLAND, TX 78236-5259		

DLIELC web page:
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 FY25 *Defense English Language Program Catalog and Security Cooperation Handbook*, October 1, 2024.

Contents

Part I—Policy Overview

- 5 Mission
 - Vision
 - Priorities
 - Accreditation
- 6 DoD Policy on Security Cooperation-Sponsored English Language Training (ELT)
 - Information Required for a Decision to Conduct ELT by Other Than DLIELC

Part II—English Language Testing

- 7 English Comprehension Level (ECL) Test
 - About the ECL
 - Table 1. The ECL Test
- 8 The ECL and Candidate Selection
 - Required ECL Testing
 - Diagram 1 Required ECL Testing
 - Diagram 2 In-Country ECL Testing
 - Diagram 3 US Service School ECL Testing
 - Diagram 4 Resident DLIELC ECL Testing
 - How to Request ECL Testing
 - Appointment Letter
 - FY____ Series ECL Request Form
 - FY____ Series Test Materials Request
- 14 American Language Course Placement Test (ALCPT)
 - About the ALCPT
 - Table 2. ECL vs. ALCPT
 - The ALCPT and Candidate Selection
 - How to Request the ALCPT
 - ALCPT Approval Request
- 17 Oral Proficiency Interview (OPI)
 - About the OPI
 - Table 3 The OPI Test
 - How to Schedule an OPI
 - Diagram 5 OPI TESTING
- 20 English Language Testing Exemptions
 - Country Exemption Lists
 - How to Request a Country Exemption

Part III—Resident English Language Training Program

- 21 American Language Course
 - General English Training (GET)
- 23 Specialized English Training (SET)
- 25 The DLIELC e-WHEEL Programming Guidance
 - How to Use the e-Wheel in 3 Easy Steps
- 27 Courses in General and Specialized English Training
- 31 Summary of DLIELC General and Specialized English MASLs
- 33 DLIELC Graduation Requirements
- 34 Advanced English Training (AET)
- 35 Advanced English Training Courses and Entry/Graduation Requirements
- 37 Courses for Advanced Language Development
- 38 Advanced Language Proficiency Skills (ALPS)
- 41 Instructor Development Courses
- 43 Professional Development Courses
- 45 Observer Professional Training
- 46 Advanced English Training FY26 Course Schedule
- 47 Advanced English Training FY27 Course Schedule
- 48 DLIELC Academic Library and Learning Resource Center

Part IV—Student Information

- 50 SCO In-Country Student Pre-Departure Checklist
- 51 Additional information for SCO
- 52 Pre-Departure Checklist
- 53 Reporting and In-Processing Procedures
- 59 Out-Processing and Graduation

Part V—Nonresident Training Programs

- 60 In-Country English Language Training Program (ELTP) Support
- 61 International Nonresident Flight
- 62 DLIELC Curricula for in-country ELTPs
- 64 Intensive Starter Packages
- 66 Intensive Materials by Level
- 74 English Skills for Staff Officers (ESSO)
- 76 American Military English Course
- 79 Aviation Topics and Activities

Table of Contents continued on next page ➤➤➤

Part VI—Language Laboratory Systems

- 81** Aviation Topics and Activities
- 82** Computer Based Training (CBT) System Requirements

Part VII—Ordering Information

- 83** IMET Funded Orders
- 85** Instructions for DD Form 1149 for IMET Orders
- 86** FMS/FMF Funded Orders
- 89** Private Sector and US Federal Government Agencies

Part I—Policy Overview



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, CEA standards may be accessed at <https://cea-accredit.org/about-cea/standards>.



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) English Testing Flight (ETF), 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

Feature	Paper & Pencil Test	Computer Adaptive ECL
Number of Items	100 total: 50 listening, 50 reading	52 total: 26 listening, 26 reading
Test Forms	10 fixed-length forms per year; manually rotated; forms expire annually on 1 April	Unique tests generated from an adaptive item pool; automatic rotation of forms
Test Timing	80 min total: 65 min for test, 15 min for admin	75 min total: 60 min for test, 15 min for admin
Scoring	Manual (based on number correct); delayed results	Automated (via CAT algorithm); immediate results
Score Breakdown	Overall score only	Overall score plus separate Listening and Reading scores
Delivery Method	Test booklets mailed from DLIELC	Private Desktop that blocks access to other applications or websites
Required Hardware	CD player or a computer with high-fidelity speakers	Internet-connected computer and headphones
Record Keeping	Paper-based	Automated

¹ English Comprehension Level — Computerized Adaptive Test (ECL CAT) User's Guide (Version 1.17.1, May 5, 2025) provides technical assistance, including hardware and software specifications.

² Defense Language Testing Programs Computer System Specifications for Testing Locations

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.

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. 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 180 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 (see DSCA Country Exemption Lists on page 20).

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, DLIELC 1025.15, or contact DLIELC Testing (Commercial 210-671-4889 / DSN 312-473-4889 or <https://samm.dsca.mil/policy-memoranda/dsca-21-68>).

Diagram 1. Required ECL Testing

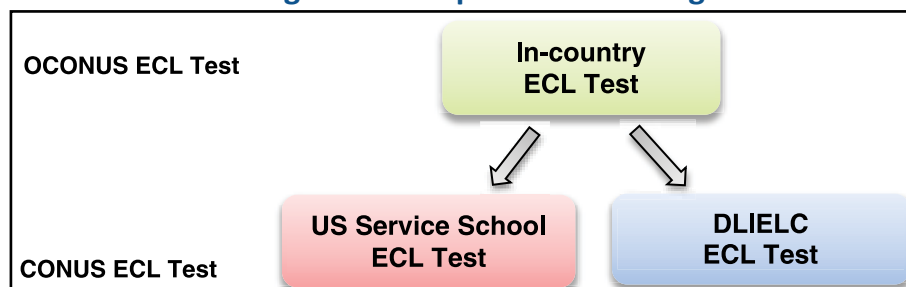


Diagram 2 - In Country Testing for Training in the U.S.

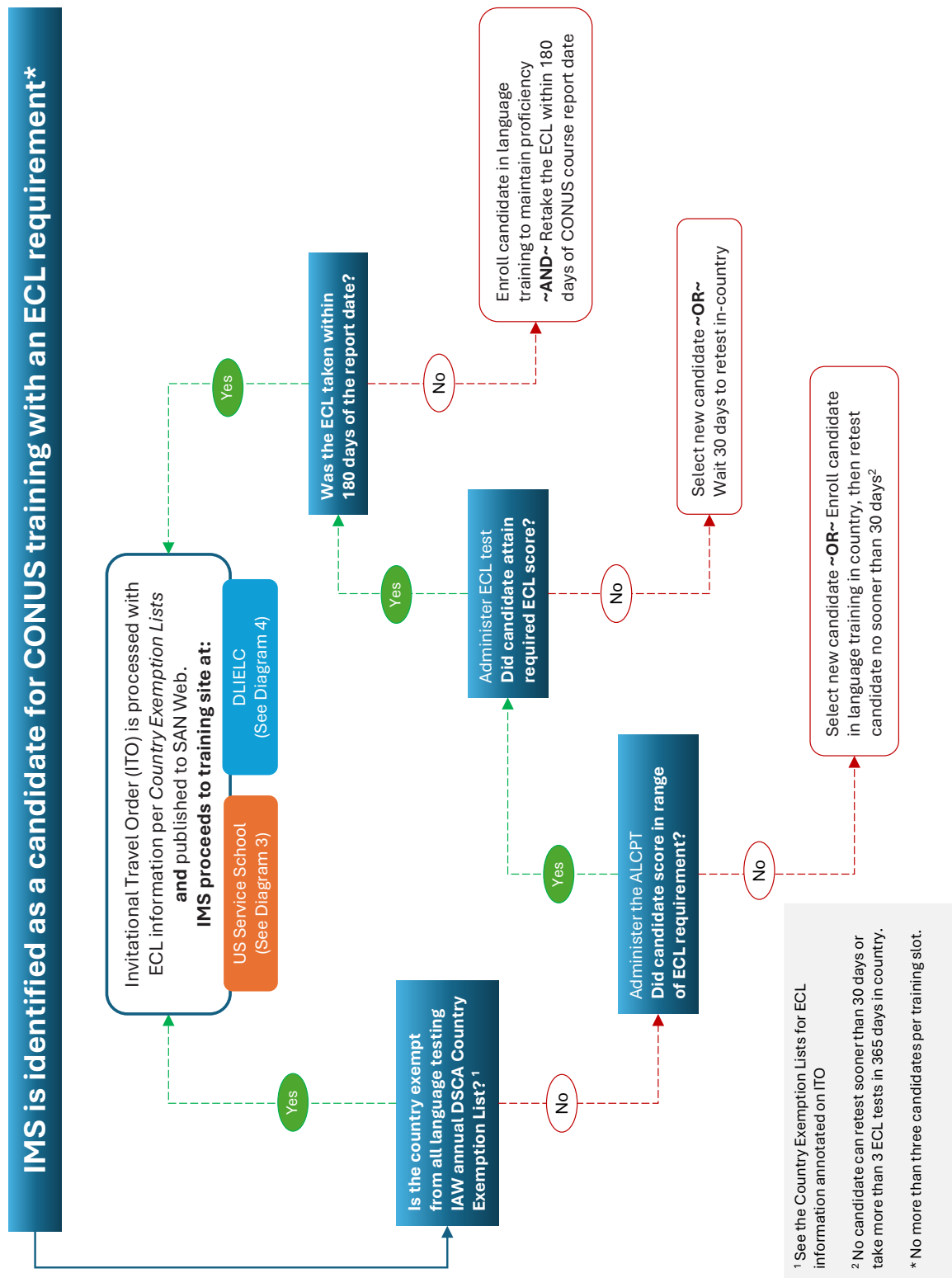


Diagram 3 - US Service School ECL Testing

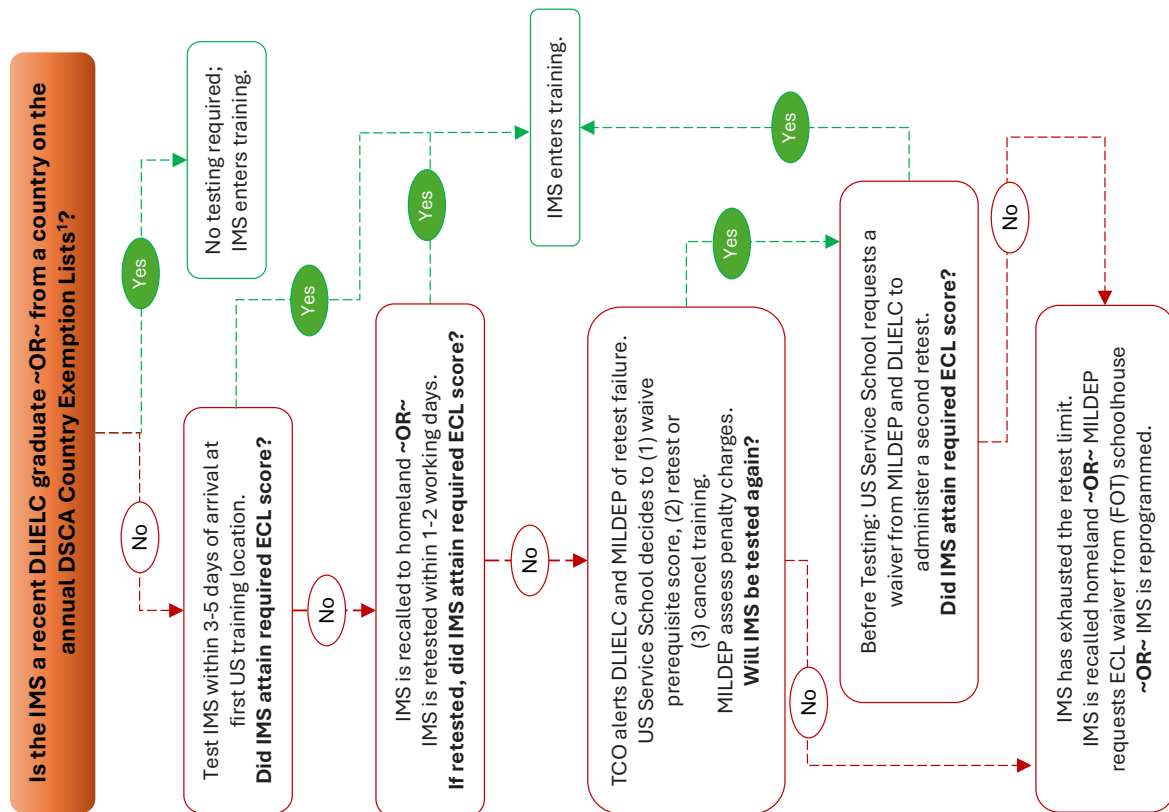
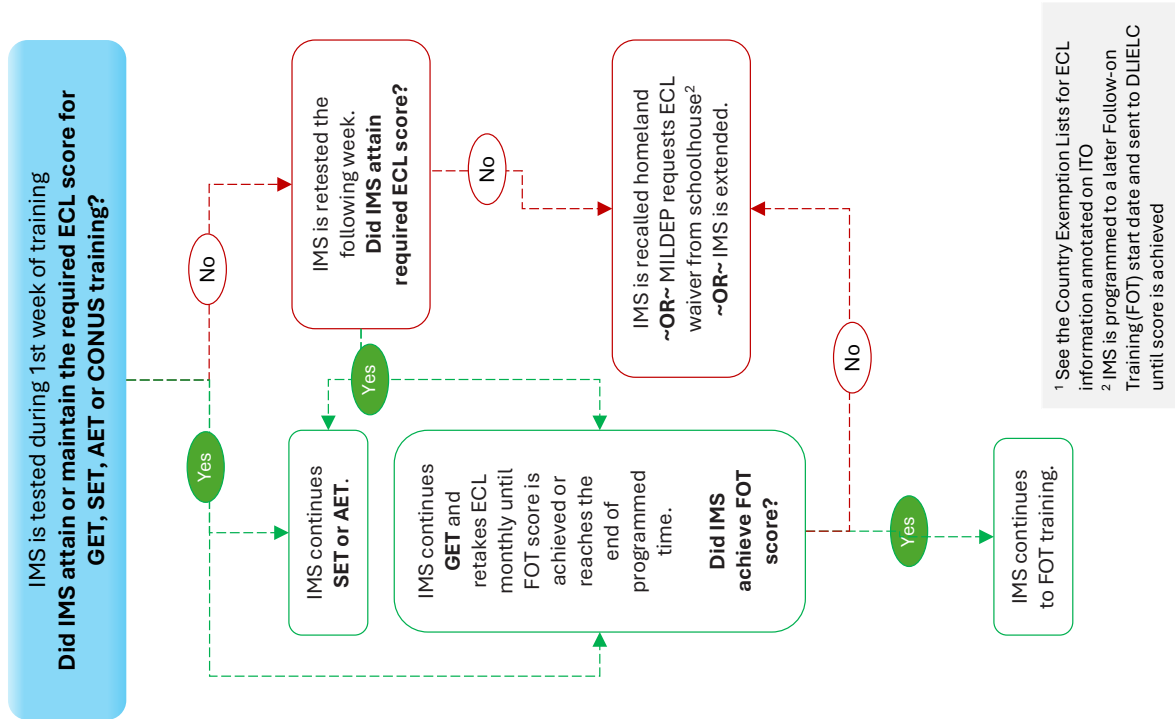


Diagram 4 - Resident DLIELC ECL Testing



¹ See the Country Exemption Lists for ECL information annotated on ITO
² IMS is programmed to a later Follow-on Training (FOT) start date and sent to DLIELC until score is achieved

How to Request ECL Testing

Only approved ECL sites with properly appointed Test Control Officers (TCOs) and 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 an *Appointment Letter* (see page 12), which is sent to DLIELC Testing
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 DLIELC 1025.15

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 *English Comprehension Level and American Language Course Placement Test - User's Guide (Version 1.12)*. Sites should contact the designated ECL Test Site Monitor at DLIELC Testing for guidance.

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

1. Sites must be in compliance in compliance with Non-Resident ECL Testing Guidelines (DLIELC 1025.15) **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:
DLIELC Testing
2235 ANDREWS AVE
JBSA-LACKLAND, TX 78236-5259

NOTE:

- 1) ECL materials are destroyed by TCOs/ATCOs at the end of each calendar year, but not before the new calendar year's materials have arrived.
- 2) See Non-Resident ECL Testing Guidelines (DLIELC 1025.15) for the regulations governing this process.
- 3) All forms needed are available online at www.dlielc.edu/testing/ecl_test.php.

Expired ECL tests (i.e., from a previous fiscal year) and scores (i.e., 180 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) or contact DLIELC Testing.

Appointment Letter

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

REF: DLIELC 1025.15 (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 DLIELC 1025.15 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: DLIELC Testing
2235 ANDREWS AVE
JBSA-LACKLAND, TX 78236-5259

OR Email to:
DLI.Testing@us.af.mil

Signature of Appointing Official

Date

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

Date

CY__ Series ECL Request Form

Please use the *Memorandum for Record* to indicate any TCO or ATCO additions/changes and **inform DLIELC Testing if TCO is scheduled to rotate/PCS**. If ECL materials are not required, annotate below and return this form with a Certificate of Destruction (Non-Resident ECL Testing Guidelines, DLIELC 1025.15) 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: _____

E-mail: _____

Message Address: _____

CY__ Series Test Materials Request

Number of ECL forms required: _____,

Number of test booklets per form: _____,

Copy of Non-Resident ECL Testing Guidelines (DLIELC 1025.15): 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.

All ECL forms and Non-Resident ECL Testing Guidelines (DLIELC 1025.15) are available at www.dlielc.edu/testing/testing.php.

American Language Course Placement Test (ALCPT)

About the ALCPT

The ALCPT is developed by DLIELC Testing 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 and to serve as a pre-screening tool for both the CAT and paper-and-pencil ECL. The ALCPT is equivalent to the paper-and-pencil ECL in content and format (see also Table 2, *ECL* vs. *ALCPT*).

Table 2. Paper & Pencil ECL vs. ALCPT

PAPER & PENCIL ECL	ALCPT
English language proficiency exam	
TCO controlled for test security	
100 items: 50 listening, 50 reading (approx. 1 hour)	
Scores correlate	
No cost to approved sites	Purchased by approved sites
TCO/ATCO must be US citizen working for US Government	TCO/ATCO is locally appointed by ELTP
Directly monitored by DLIELC Testing	Not directly monitored by DLIELC Testing
Forms expire annually; 10 forms available	Forms don't expire; 25 forms currently available (see Current Catalog Materials, Courses and Support)
Valid for MASL & OPI requirements	Valid for OPI requirement of ECL-exempt countries only
	Used in ELTPs (placement & exit/grad.)
	Used to screen for ECL readiness

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 DLIELC Testing (the sole source for procurement of all ALCPT materials). ALCPT requests require:

1. Complete the 3-Tab DLIELC Material Order Form online at [dlielc.edu](https://www.dlielc.edu).

Online Form: https://www.dlielc.edu/prod/DLIELC_Material_Order.xlsx

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 including the most current ALCPT Handbook, visit our website (www.dlielc.edu/testing/alcpt_test.php) or contact DLIELC Testing.

PAGE INTENTIONALLY LEFT BLANK

Oral Proficiency Interview (OPI)

About the OPI

The Oral Proficiency Interview (OPI) is the Department of Defense's designated assessment instrument for evaluating the interactive listening comprehension and speaking English language proficiency of non-native English speakers scheduled to participate in Security Cooperation-sponsored training. Additionally, the OPI is employed for the selection, placement, or reclassification of U.S. military personnel, and for determining English language proficiency requirements in support of specific courses or duty assignments. The test may also be used to determine the eligibility of international participants for participation 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 structured, interview-based assessment of listening comprehension and speaking proficiency administered by two certified raters, typically conducted via Zoom. The OPI evaluates language ability in accordance with the Interagency Language Roundtable (ILR) Skill Level Descriptions, which define levels of spoken language proficiency and comprehension. Additional information regarding the ILR Skill Level Descriptions is available at www.govtilr.org/index.htm.

During the interview, candidates engage in a range of conversational tasks across a variety of topics. The OPI is a general proficiency assessment and is not designed to evaluate technical or occupation-specific language skills. OPI ratings range from 0 to 3, including intermediate plus-level increments (e.g., 0+, 1+, 2+, etc.), and are reported as a two-digit score (e.g., 2+/2), with the first digit reflecting the listening comprehension score and the second digit reflecting the speaking proficiency score (see Table 3: The OPI Test, below). OPI scores remain valid for 180 days. Non-resident candidates are required to wait a minimum of 90 days before retesting.

Table 3. The OPI Test

Test	Test Description
Administration	Telephonically or face-to-face via Zoom
Areas Assessed	- language functions accomplished - accuracy of structures and vocabulary - content and context of tasks - length and types of texts understood and produced
Rating Scale	Based on Interagency Language Roundtable (ILR) Skill Level Descriptions. Levels range from 0-3 (0, 0+, 1, 1+, 2 and so on), with 0 indicating no functional proficiency and 3, the proficiency of a generally professional 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: - chair and table/desk - Zoom-enabled device with camera and audio - paper and pen/pencil (required for one task only)

How to Schedule an OPI

A qualifying English Comprehension Level (ECL) score is required in order to schedule an OPI. OPI and corresponding ECL score requirements are determined by the U.S. sponsoring service or schoolhouse, which also maintains the authority to grant waivers for the OPI requirement, as applicable.

Candidates with an OPI prerequisite must either complete testing in their home country or obtain a waiver from the Defense Security Cooperation Agency (DSCA) and/or the U.S. sponsoring service or schoolhouse prior to their arrival at DLIELC or their initial CONUS training location. Refer to Diagram 5, OPI Testing, on the following page for an overview of the testing process. For official guidance, consult SOI 332 TRSI 16-1051 or contact the OPI Coordinator at DLIELC Testing (Commercial: 210-671-8080; DSN: 312-473-8080; or via email at DLIELC.332TRS.ETFNROPI@us.af.mil).

At least 30 U.S. business days prior to the target test date, the Security Cooperation Organization (SCO) must complete the *OPI Request Form* and submit it to DLIELC.332TRS.ETFNROPI@us.af.mil. The *OPI Request Form* is available online at www.dlielc.edu/testing/OPI_Request_Form.pdf.

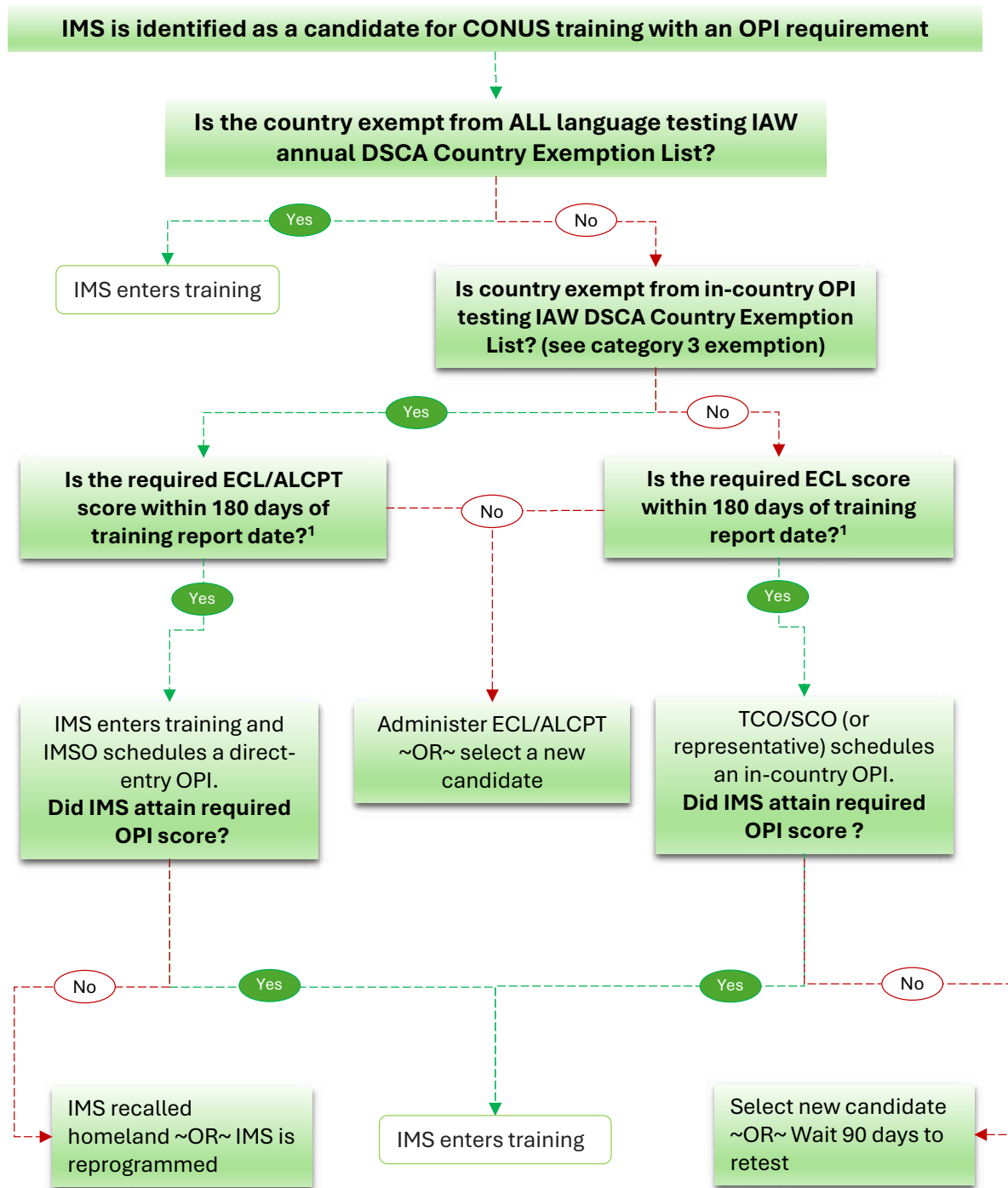
- NOTE:**
- 1) Scheduled OPIs will be canceled if the call to DLIELC is initiated more than 10 minutes after the scheduled interview time.
 - 2) OPI scores are typically released to SCOs/Test Control Officers (TCOs) via email within two business days.
 - 3) OPI testing is limited to two tests per site, per day.
 - 4) SCOs are required to adhere to all test protocols outlined in SOI 332 TRSI 16-1051 and in the appointment confirmation email issued by the OPI Coordinator. Failure to follow protocol may result in termination and invalidation of the OPI.
 - 5) DLIELC authorizes one OPI per training slot. A secondary candidate may only be scheduled if the primary candidate fails the OPI or is otherwise unable to participate in the scheduled training.
 - 6) DLIELC permits Zoom OPIs without an on-site proctor if both the testing site and candidate fully meet all requirements specified on the OPI Request Form. If these conditions are not met, a proctor must remain in the testing room with the candidate for the duration of the assessment.

If a high volume of OPIs is needed, a Virtual Testing Team (VTT) can be requested from the Chief of DLIELC Testing (Commercial 210-671-4889 / DSN 312-473-4889 or DLI.Testing@us.af.mil).

For more information visit the OPI website (www.dlielc.edu/testing/opi_test.php) or contact the OPI Coordinator (Commercial 210-671-8080 / DSN 312-473-8080 or DLIELC.332TRS.ETFNROPI@us.af.mil).

[/] The Chief of DLIELC Testing 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 - Resident OPI Testing



¹ Only 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).

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 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.

How to Request a Country Exemption

For more information, please contact DSCA at <https://samm.dsca.mil/policy-memoranda/dsca-21-68>.

Part III—Resident English Language Training Program

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 FY24/25.

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 communicative competency in English to enable them to successfully participate in technical or professional training conducted by the DoD. ALC materials are designed to be accessible to students from a wide range of linguistic and cultural backgrounds. The ALC course and all its supporting materials are available for purchase and use in as a non-resident language course more than 70 countries worldwide. Information on how to purchase the ALC can be found on the DLIELC website, www.dlielc.edu.

For English language training, students may enroll in either General English Training (GET) or Specialized English Training (SET), or a combination of GET and SET. Professional Military Education Prep courses are offered in Advanced English Training (AET), as a Follow-on-Training with 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 successful completion of GET courses. Upon graduation, students proceed to their FOT.

General English Training (GET)

The purpose of GET is to increase general English language competency to the required level. Students may be programmed for GET in advance of attending Advanced English Training Professional Military Education (PME) Preparation courses, which have strict entry requirements, due to the challenging nature of CONUS Senior PME Courses.

General English Training within the ALC consists of both individual and group-based classroom learning, as well as computer-based training. Small classes at DLIELC ensure that students have ample opportunity to interact in all classroom activities. Students are grouped according to their ECL scores, which allows for maximal diversity in language exposure within each classroom. Achievement tests book quizzes, performance evaluations, and the ECL are administered regularly to evaluate mastery of learning 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. Enrolled students are expected to complete all classroom assignments and two or more hours of homework following each class day. Students demonstrating academic performance below expectation will receive counseling and supplementary language training as required. For students who do not meet the ECL requirements, DLIELC recommends that the sponsoring service extend their training time or return the student 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 contains the remaining four books. The Placement Guidelines Chart below demonstrates 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 three major areas: grammar, skills, and vocabulary. There are exercises in each lessons that shows students how and when to use certain words, phrases, and sentences in particular situations. The grammar structures presented in the lesson are the foundational support students will need in order to communicate effectively. Skills exercises are designed to improve the student's listening, speaking, reading, and writing, the vocabulary section provides the words and expressions the student will require in order to make use of the grammar provided within each activity. Each instructional package for Books 1-30 consists of the following materials:

Student Text
Instructor Text
Language Laboratory Activities Text

Audio CDs / DVD kit
Book quizzes

ALC Level VI (Books 31-34) is designed to further develop skills in the areas of listening, speaking, reading, and writing. Level VI employs student-centered learning, and focuses more on the use of authentic readings, audio and video recordings, Each book has performance evaluations consisting of: (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 language ability level but varies by theme. Each instructional package for Books 31-34 is composed of the following materials:

Student Text
Instructor Text
Resource Book

DVD
Assessment Kit

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. Students enrolled in the Aviation SET codes conclude their training with Module 109A, Transition to the Flightline.

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
The DLIELC-trained language learner in this range should be able to: • Communicate at a basic level sufficient for performing non-skilled tasks. • Read and understand simple instructions and elementary military texts with basic military themes (ranks, branches, common military courtesies). • 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. • Provide simple descriptions of concrete procedures using minimally connected sentences. • Understand the main idea of oral announcements up to 45 seconds in length or approximately 150 words in length. • 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. • Listen to a text and complete a simplified outline, graphic organizer, or flow chart. • Write simple as well as compound sentences and combine two simple sentences to create a complex sentence, but frequent errors in basic structure occur.	60-65 ECL score requirement. Less than 1% of FOT courses select this level of proficiency. For example: • Target level for “hands on” type jobs • Cargo Specialist (60) • Self-Propelled Artillery Systems Maintainer (60) • Tracked Vehicle Mechanic (60) • Fire Control Repairer (65) • ATC Equipment Repairer (65) • Horizontal Construction Engineer (65) • Cable Systems Installer – Maintainer (65)
The DLIELC-trained language learner in this range should be able to: • Understand and use materials required for most technical vocations (technical orders, simple manuals) and other material based on general military themes. • 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. • Communicate face-to-face or via telephone/radio to perform official duties. • 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. • Write a summary of an oral text 1-3 minutes in length; errors in sentence structure occur. • Participate in a discussion on a familiar topic.	70-75 ECL score requirement. Target level for technical jobs. For example: • IT Fundamentals Maintenance (70) • Diesel Engine Maintenance (70) • Aircraft Structural Repairer (70) • Radar Repairer (70) • Basic Electronics (70) • Basic Officer Leadership (75) • Military Police Captain’s Career (75) • Military Police Basic Officer Leadership (75) • Army Maintenance Management (75)

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:

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

You can also access the link on the DLIELC website at 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 **Applied English Skills for Oral Proficiency (AESOP) components**, 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 AESOP component. (See image B on the next page.) For updates to the Oral Proficiency Skills for Aviation (OPSAV) course, go to p. 29.

Image A

Estimated Weeks to Achieve the ECL

STUDENT'S HOME COUNTRY
ESTONIA

IN COUNTRY ECL SCORE
41-45

REQUIRED ECL SCORE
50

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
41-45

REQUIRED ECL SCORE
50

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
60

OPSAV REQUIRED?
No

SET REQUIRED?
Yes

DESIRED GRAD DATE:
[Calendar Icon]

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

ESTIMATED START DATE:
[Calendar Icon]

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.

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).

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.

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 AESOP component of OPSAV (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 the Applied English Skills for Oral Proficiency (AESOP) component and NINE (9) weeks of AVIATION SET; can be scheduled to start any week of the year. NOTE: AESOP is the component of OPSAV that develops general oral proficiency.

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).

The OPSAV course is designed to help aviation students (1) achieve their required OPI ratings through the AESOP component and (2) prepare for successful radio communication, comprehension under adverse conditions, and speaking while performing a complex motor task through Aviation SET.

- 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) The OPSAV course is a MINIMUM of 10 weeks in length. However, it is variable because students can be moved out of the AESOP component as soon as they achieve their required OPI ratings and proceed into SET.
 - 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.

Applied English Skills for Oral Proficiency (AESOP) Course
MASL D177000 (for AESOP only)
(component of MASL D177026 or D177028 (OPSAV))

Course Length: 1-16 weeks; this is generally programmed with the OPSAV MASLs.

Entry Requirements: Highest required FOT ECL; must be ECL qualified for FOT.

Diploma Requirements: Minimum of EIGHT (8) weeks, be OPI qualified, and have a Performance Evaluation average of 70 if taken as a stand-alone course. (see “DLIELC Graduation Requirements” Table on page 31).

This course is designed to help students achieve required OPI ratings for their SET and FOT. It is an intensive language course focused on increasing a student’s comprehension and production of English used in normal, every-day, and high-frequency oral discourse. The course integrates extensive practice of language tasks, precision in speech (e.g., pronunciation, grammar, and vocabulary), and communicating meaning in increasingly complex topics and situations.

- Note:
- 1) IMSs who do not have their required ECL must attend GET.
 - 2) IMSs must have an OPI requirement for their FOT.
 - 3) This course is usually programmed as a component of MASL D177026 or D177028 (OPSAV).

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. Students who do not have their required ECL must attend GET using this MASL. Students who do not have their required OPI must attend the OPSAV course, MASL D177028.

continued on next page ➤➤➤

MASL #	COURSE(S)	MIN # of WKS for DIPLOMA	DESCRIPTION
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	The OPSAV course is designed to help aviation students (1) achieve their required OPI ratings through the AESOP component and (2) prepare for successful radio communication, comprehension under adverse conditions, and speaking while performing a complex motor task through Aviation SET. The IMS can be programmed in AESOP for four to 16 weeks since the OPI can only be administered at 30-day intervals. 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 AESOP component of OPSAV. MASL D177028 is established for USAF ALP Scholarship students and is used for funding purposes only. Training is the same as MASL D177026.
D177000	Applied English Skills for Oral Proficiency (AESOP)	16 wks total w/ min of 8 wks	This course is designed to help students achieve required OPI ratings for their SET and FOT. It is an intensive language course focused on increasing a student's comprehension and production of English used in normal, every-day, and high-frequency oral discourse. This course is usually a component of OPSAV but can be programmed as a stand-alone course if the student has an OPI requirement. The IMS can be programmed for four to 16 weeks since the OPI can only be administered at 30-day intervals.

DLIELC Graduation Requirements

COURSE NAME	MASL	GRADUATION REQUIREMENTS					GRADUATION DOCUMENTS	
		LENGTH (wks)	ECL	OPI	BQ	OTHER ¹	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
Applied English Skills for Oral Proficiency (AESOP)	D177000	16 (var, 1 min)	*	*	70	Min 8 wks	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.

Language Development courses, including PME Prep, ALPS I and II, and TOEFL Prep, employ an integrated curriculum designed to enhance students' language proficiency in listening comprehension, speaking, reading, and writing. These courses also foster critical thinking skills and expand students' knowledge of American culture. Will Benefit: - Instructors - NATO and international posting candidates - Translators and interpreters - Candidates for professional military postgraduate studies - Any students needing advanced academic language skills.

Instructor Development courses such as the Basic American Language Instructor Course (BALIC), and the Advanced English Language Instructor Course (AELIC), 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) and Managing English Language Training (MELT), provide English language specialists with comprehensive training in curriculum development and language program management as practiced at DLIELC. The Observer Professional Training courses complement these by offering a tailored orientation for managers, supervisors, and key training staff in the development, coordination, and execution of English Language Training Programs (ELTP). These courses are ideal for anyone involved in language training program management, ensuring a robust understanding and effective implementation of ELTP operations.

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.

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 canceled 30 days prior to the start date if the minimum enrollment is not met.**
-
-

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
Language Development Courses							
PME Prep (D177014)	9	80	N/A	Four (4) students minimum	80	Present 80% in final week	Diploma
ALPS I (D177018)	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. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma
ALPS II (D177031)	12	85	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
TOEFL Prep (D177040)	12	80	2/2 OPI must be conducted prior to arrival/course entry	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. Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma
Instructor Development Courses							
BALIC (D177007)	24	80	2/2 OPI is conducted during the course	OPI will be conducted by week 18 so that the student can make 2/2 and be eligible for a Diploma. Six (6) students minimum and maximum 30	80	Present 80% in final week	Diploma
AELIC (D177006)	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

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
Professional Development Courses							
MELT (D177013)	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
MDS (D177030)	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
Observer Professional DLIELC Fam (D177002)	1 - 2	N/A	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
Observer Professional Testing (D177003)	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

Welcome to our suite of advanced language development courses: Professional Military Education Preparation (PME Prep), the Advanced and Test of English as a Foreign Language Preparation (TOEFL Prep). Each course is designed to improve English language proficiency and equip students with the skills needed for success in a variety of demanding environments, from professional military settings to academic institutions. The focus is on developing essential skills for effective communication - listening, speaking, reading, writing, inter-cultural competence, and critical thinking.

Professional Military Education Preparation (PME Prep) Course

MASL: D177014

Course Length: 9 weeks

Entry Requirements: 80 ECL

Minimum Class Size: 4

PME Prep empowers international military leaders to communicate with confidence by enhancing English proficiency and cross-cultural skills. The course builds these skills through in-depth study of military doctrine, academic research, and current geopolitical issues. Students actively engage with the material through reading, listening, and participating in lectures and briefings. They then demonstrate their mastery through complex oral and written assignments, including formal discussions, policy briefs, and an academic research paper. The course culminates in a United Nations Security Council role-play, providing a practical application of newly acquired skills.

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

FY26 Class Schedule		FY27 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
13 APR 26	12 JUN 26	12 APR 27	11 JUN 27
27 APR 26	26 JUN 26	26 APR 27	25 JUN 27
11 MAY 26	10 JUL 26	10 MAY 27	9 JUL 27

Advanced Language Proficiency Skills I (ALPS I)

MASL: D177018

Course Length: 12 weeks

Entry Requirements: 80 ECL
2/1+ OPI

Minimum Class Size: 6

ALPS I equips professional military and civilian personnel with intermediate-level English skills needed for success in English-speaking environments. Students enhance their accuracy, vocabulary, and grammar through daily practice in all four language skills: reading, listening, speaking, and writing. The course utilizes authentic materials, class discussions, presentations, and theme-based projects centered on everyday topics and current events.

ALPS I Notes:

1. Recent graduates of follow-on training, AELIC, MDS, or MELT may *not* attend ALPS I.
2. 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.
3. Students may attend ALPS II immediately after ALPS I if desired.

ALPS I

FY26 Class Schedule

Start Date	Grad Date
29 SEP 25	19 DEC 25
12 JAN 26	3 APR 26
6 JUL 26	25 SEP 26

FY27 Class Schedule

Start Date	Grad Date
28 SEP 26	18 DEC 26
11 JAN 27	2 APR 27
5 JUL 27	24 SEP 27

Advanced Language Proficiency Skills II (ALPS II)

MASL: D177031

Course Length: 12 weeks

Entry Requirements: 85 ECL

2/2 OPI

Minimum Class Size: 6

ALPS II supports high-intermediate learners in developing linguistic accuracy and complexity through integrated tasks that mirror the academic demands of Professional Military Education. Intensive class interaction allows students to hone all four language skills through discussions, presentations, intensive reading and listening, note-taking, and essay writing (using standard academic patterns) as they explore theme-based content that moves from concrete to abstract.

ALPS II

FY26 Class Schedule

Start Date	Grad Date
29 SEP 25	19 DEC 25
12 JAN 26	3 APR 26
6 JUL 26	25 SEP 26

FY27 Class Schedule

Start Date	Grad Date
28 SEP 26	18 DEC 26
11 JAN 27	2 APR 27
5 JUL 27	24 SEP 27

Test of English as a Foreign Language Preparation (TOEFL Prep) Course

MASL: D177040

Course Length: 12 weeks

Entry Requirements: 80 ECL

2/2 OPI

Minimum Enrollment: 6

TOEFL Prep readies students with the test-taking skills and academic proficiency needed to succeed on the TOEFL iBT. Upon completion, students will confidently apply effective test-taking strategies and demonstrate strong competency in speaking, listening, reading, writing, and vocabulary. This course is ideal for military and civilian professionals pursuing certificates or degrees at DoD schools and colleges, and for English as a Foreign Language (EFL) instructors preparing to teach TOEFL familiarization courses.

TOEFL Prep Notes:

1. Schedule a telephonic OPI with DLIELC well in advance of the course dates (4+ weeks). 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.
5. DLIELC will purchase up to 2 tests, but once the TOEFL requirement is achieved, no additional tests will be purchased.

*This iteration of the TOEFL Prep is 13 weeks long.

TOEFL Prep

FY26 Class Schedule

Start Date	Grad Date
29 SEP 25	19 DEC 25
15 DEC 25	13 MAR 26*
6 JUL 26	25 SEP 26
28 SEP 26	18 DEC 26

FY27 Class Schedule

Start Date	Grad Date
28 SEP 26	18 DEC 26
14 DEC 26	12 MAR 27*
5 JUL 27	24 SEP 27
27 SEP 27	17 DEC 27

Instructor Development Courses

DLIELC provides a variety of courses to enhance the skills of international English language specialists - those involved in teaching, program management, and course/test development. DLIELC also recommends that these specialists maintain their language proficiency by enrolling in a suitable ALPS course every two to three years.

Basic American Language Instructor Course (BALIC)

MASL: D177007

Course Length: 24 weeks

Entry Requirements: 80 ECL

Minimum Class Size: 6 (max 30)

BALIC provides military and civilian personnel teaching English to non-native speakers with a strong foundation in ESL/EFL, enabling them to effectively teach English in their countries. The course is structured into three blocks that enhance English proficiency in all four skills (listening, speaking, reading, and writing) while expanding knowledge of grammar, vocabulary, teaching fundamentals, linguistic functions, American culture, and the American Language Course (ALC). Participants also observe experienced ESL instructors and gain valuable practice-teaching experience using 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 after graduating before attending AELIC.

BALIC

FY26 Class Schedule		FY27 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
6 OCT 25	20 MAR 26	5 OCT 26	19 MAR 27
17 NOV 25	1 MAY 26	16 NOV 26	30 APR 27
12 JAN 26	26 JUN 26	11 JAN 27	25 JUN 27
6 APR 26	18 SEP 26	5 APR 27	17 SEP 27
11 MAY 26	23 OCT 26	10 MAY 27	22 OCT 27
6 JUL 26	18 DEC 26	5 JUL 27	17 DEC 27
31 AUG 26	12 FEB 27	30 AUG 27	11 FEB 27

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 of 2 years teaching experience

Minimum Class Size: 6 (max 30)

AELIC is designed for experienced ESL/EFL instructors and is divided into two blocks of instruction: skills and methodology. The purpose of the course is to introduce current language teaching theory and methodology, facilitate discussion and demonstration of best instructional practices, and give students opportunities to continue developing their own language skills. Participants will learn to deliver student-centered, communicative lessons and adapt instruction to diverse learning factors through classroom observations and practical application.

AELIC Notes: BALIC graduates must wait two years after graduating before attending AELIC or have a teaching degree (or equivalent).

AELIC

FY26 Class Schedule		FY27 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
12 JAN 26	1 MAY 26	11 JAN 27	30 APR 27
4 MAY 26	21 AUG 26	3 MAY 27	20 AUG 27
31 AUG 26	18 DEC 26	30 AUG 27	17 DEC 27

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 to empower international leaders serving, or preparing to serve, as language training program (LTP) managers with the skills and knowledge to effectively lead their organizations. The course integrates seminar-style presentations and discussions with hands-on workshop activities, featuring expert insights on leadership, security cooperation, and academic program management. Participants develop a capstone project focused on improving their organization, engage with DLIELC leaders, and analyze their LTP using best practices, including DLIELC as a model. This approach enhances practical knowledge and competencies for LTP administration, supervision, and leadership.

MELT

FY26 Class Schedule		FY27 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
12 JAN 26	6 MAR 26	11 JAN 27	5 MAR 27
4 MAY 26	26 JUN 26	3 MAY 27	25 JUN 27
31 AUG 26	23 OCT 26	30 AUG 27	22 OCT 27

Materials Development Seminar (MDS)

MASL: D177030

Course Length: 8 weeks

Entry Requirements: 85 ECL

Needs Analysis worksheet (see below)

Completion of BALIC, AELIC, or a teaching degree (or equivalent)

ESL/EFL instructor with minimum 2 years of experience

Minimum Class Size: 6 (max 16)

MDS is a seminar designed for international English language specialists who create instructional materials. Participants learn DLIELC's curriculum development process, focusing on course design, writing language objectives, and developing targeted classroom activities. Participants, who must possess basic computer skills, will electronically develop their instructional materials based on a pre-defined curriculum project. While time constraints preclude assessment development, participants may create practice materials to prepare students for assessments like 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 interested in developing STANAG preparatory materials should consider attending Observer Professional Training – English Language Proficiency Testing *before* enrolling in MDS.

MDS

FY26 Class Schedule		FY27 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
6 JUL 26	28 AUG 26	5 JUL 27	27 AUG 27

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.

Observer Professional Training – DLIELC Familiarization

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

This training develops the skills and knowledge of managers, supervisors, and key training staff in the development, coordination, and execution of English Language Training Programs (ELTPs). Participants receive a customized blend of briefings, seminars, and observations, focusing on specific areas of ELTP operations tailored to their needs, including testing, curriculum development, classroom instruction, overseas and country program management, and warehouse operations.

Observer Professional Training – English Language Proficiency Testing

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

Taught by experienced members of DLIELC's Testing Flight, this course familiarizes participants with the principles and practical techniques for creating, administering, and evaluating criterion-referenced English language proficiency tests aligned with Interagency Language Roundtable (ILR) levels (closely correlated with NATO STANAG 6001). The course objectives can be tailored to include testing of any or all language skills based on participants' specific requirements.

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

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

E-mail: DLIELC.637ISS.IRF-CPMPersonnel@us.af.mil

FY26 DLIELC Course Catalog and Security Cooperation Office Handbook

[illegible]

47

Date	BALIC	AELIC	ALPS I	ALPS II	MDS	MELT	TOEFL Prep
27-Sep-27							
20-Sep-27							
13-Sep-27							
6-Sep-27							
30-Aug-27							
23-Aug-27							
16-Aug-27							
9-Aug-27							
2-Aug-27							
26-Jul-27							
19-Jul-27							
12-Jul-27							
5-Jul-27							
28-Jun-27							
21-Jun-27							
14-Jun-27							
7-Jun-27							
31-May-27							
24-May-27							
17-May-27							
10-May-27							
3-May-27							
26-Apr-27							
19-Apr-27							
12-Apr-27							
5-Apr-27							
29-Mar-27							
22-Mar-27							
15-Mar-27							
8-Mar-27							
1-Mar-27							
22-Feb-27							
15-Feb-27							
8-Feb-27							
1-Feb-27							
25-Jan-27							
18-Jan-27							
11-Jan-27							
4-Jan-27							
28-Dec-26							
21-Dec-26							
14-Dec-26							
7-Dec-26							
30-Nov-26							
23-Nov-26							
16-Nov-26							
9-Nov-26							
2-Nov-26							
26-Oct-26							
19-Oct-26							
12-Oct-26							
5-Oct-26							

DLIELC Academic Library

The DLIELC Academic Library provides a range of resources in support of the students, faculty, and staff. The resources supplement the curriculum supporting the development of students' listening, reading, and speaking proficiencies. Resources include Graded Readers, fiction and non-fiction materials, books with corresponding CDs, DVDs, reference, biographies, and course materials on reserve. The online DLIELC Academic Library Information Guide provides access to numerous open access databases and e-books, military reading lists, military and government publications, and supplemental materials for student classes. The Information Guide is open and available to the DLIELC community and the public. Additionally, the library provides a space to be used as a classroom, individual quiet study, group study, or for small meetings.

DLIELC Learning Resource Center

DLIELC Learning Center (LRC) mission is to instruct US and international military students to communicate in English, apply English as a Second Language (ESL) principles, practices, and techniques, and provide professional assessment and instruction of ESL skills to students through independent study. The LRC also provides multimedia support services, tutoring sessions, and assists instructors and students in the selection and operation of multimedia and ESL websites. The LRC resources supplement the curriculum and support the progress of the student's English language skills such as grammar, vocabulary, listening and speaking, and provides collaborative space to accommodate group or individual study.

Part IV — Student Information

MISSION

DLIELC 637th International Support Squadron

The 637 ISS mission is to conduct worldwide English Language Training operations and provide International Military Student support in order to strengthen language readiness and cultural interoperability among DoD security cooperation partners and allies. The Total Force squadron conducts and supports worldwide English Language Training operations for approximately 6,000 International Military Students (IMS) at its resident campus and in all six geographical combatant commands to strengthen language capabilities and cultural knowledge to support interoperability.



SCO In-Country Student Pre-Departure Checklist

ITEMS/ISSUES	SPONSORS		
	AIR FORCE	ARMY	NAVY/MARINES/COAST GUARD
Schedule IMSS travel	IMSS must report to the DLIELC Front Desk in Operations Building NO LATER THAN 1700 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 en route to San Antonio	If IMSS encounter 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 (open from 0900-1700)		
Upon arrival at JBSA-Lackland	Transportation from airport (if NOT zTrip Taxi) will drop IMSS off with their luggage at the Visitor Center to get a pass. IMSSs need to have in hand passports and copies of ITOs. Airmen at Center will call Front Desk in Operations Building for pick up.		
Upon arrival at DLIELC	Report to the Front Desk in Operations Building from 0600-1700 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, IMSSs 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 IMSSs 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 1700. DO NOT wait until Thursday morning if report day on ITO is Tuesday or the IMSSs will not appear on the in-processing roster and will be delayed in processing one week.		
	D-Sponsored IMSSs	B-Sponsored IMSSs	P-Sponsored IMSSs
Funded or pay is processed by US Government	IMSS receive funds on Debit card from NY Community Bank		
Lodging	IMSS pays w/Debit Card	Direct billed to Fund Cite	IMSS opens bank account at Bank of America, Soarion (off Base)
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 1700 Tuesday whether he/she will be living on/off Base. For information on required arrival times reference the FY25/26 Alternate Arrival Calendars.
3. DLIELC will not authorize class entry for IMSs who 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. Base Access. IMS will not be granted base access if reporting prior to Report Date; **NO EXCEPTIONS**. Any early arrivals to Lackland will require an ITO amendment with adjusted Report Date to gain access.
6. All Partner Nation salary and supplemental living allowances will be coordinated by Partner Nation; it is not managed by DLIELC.
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, to take the zTrip or Uber making sure that the driver has base access (Refer to Transportation to DLIELC on page 50).
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. Although students will obtain the DLIELC Student Handbook upon arrival, they can read/download the online version from [https://www.DLIELC.edu/Student Handbook/](https://www.DLIELC.edu/Student%20Handbook/). They will be responsible for adherence to the DLIELC policies and procedures contained therein.
12. The International Resident Support Flight (637 ISS/IRF) Country Program Manager Assistants (CPMA) coordinate travel arrangements with the JBASA-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 JBASA-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 JBASA-Lackland
	DLIELC in-processing procedures

Reporting and In-Processing Procedures

DLIELC Alternative Arrival Calendar FY25 and FY26

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 website.

REPORT WEEK	REPORT DATE	AETC APPROVED LEAVE DAYS
10-14 Nov 2025	12 Nov 2025	11 Nov 2025: Veterans Day
24-28 Nov 2025	25 Nov 2025	27 – 28 Nov 2025: Thanksgiving/AETC Resiliency Day
8 Dec 2025-4 Jan 2026	9 Dec 2025	DLIELC Year End Holiday Break: 22 Dec 2025 - 4 Jan 2026 No student arrivals between 10 Dec 2025 - 4 Jan 2026
19 – 23 Jan 2026	20 Jan 2026	19 Jan 2026: MLK Jr. Day
16 – 20 Feb 2026	17 Feb 2026	16 Feb 2026: President's Day
25 – 29 May 2026	26 May 2026	22 – 25 May 2026: Memorial Day/AETC Resiliency Day
15 – 19 Jun 2026	16 Jun 2026	19 Jun 2026: Juneteenth
29 Jun – 3 Jul 2026	30 Jun 2026	3 Jul 2026: Independence Day Holiday Observed
7 – 11 Sep 2026	8 Sep 2026	7 Sep 2026: Labor Day
12 – 16 Oct 2026	13 Oct 2026	12 Oct 2026: Columbus Day
9 – 13 Nov 2026	10 Nov 2026	11 Nov 2026: Veterans Day
23 – 27 Nov 2026	24 Nov 2026	26 – 27 Nov 2026: Thanksgiving/AETC Resiliency Day
7 Dec 2026 - 3 Jan 2027	8 Dec 2026	DLIELC Year End Holiday Break: 21 Dec 2026 - 3 Jan 2027 No student arrivals between 9 Dec 2026 - 3 Jan 2027

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 after calling DLI Front Desk in Operations Building.

Transportation to DLIELC

1. IMS should take a zTrip/Taxi/Uber to the Luke East Visitor Center to get a pass.
2. Base Transportation is currently not able to support transportation requests between 2400 – 0600. To compensate, we request that IMS arrive to SAT before 2030 to ensure enough time for customs, baggage, travel to Lackland.

Initial Report to DLIELC

1. IMSs must report to Front Desk in Operations Building directly upon arrival at JBSA-Lackland. If after 1700, 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 one week.
4. In the event of legitimate travel delays, 637 ISS/IRF Flight Chief must clear IMSs for later in-processing 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 Acknowledgment 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

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.

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	Maldives 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. 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. Completion of the following vaccinations MUST be annotated on the DD Form 2808: Measles, Mumps, and Rubella; Polio; Tetanus and diphtheria toxoids and acellular pertussis (if indicated Td/Tdap); Varicella (chickenpox); Yellow fever (if traveling from or thru an infected area); Hepatitis A and Hepatitis B; COVID-19. Failure to provide complete vaccination records may result in REVACCINATION for required immunizations.
3. 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.
4. Specialized Physicals (e.g., Flight Physical) take on average 9 weeks to complete and gain Headquarters approval. Treatment of uncorrected Dental Class 3 conditions will require an Additional 4-6 weeks. Thus IMSs who report with uncorrected medical or dental issues MAY NOT gain US Army, Air Force or Navy approval to proceed in time for Follow on Training (FOT).
5. IMSs MUST have Dental Treatments COMPLETED before departing for the US. Dental treatment availability is very limited. Dentists are available on-base for emergency care and for limited specialty required care. For any other dental care, IMSs will be referred to an off-base civilian dental clinic if available and funded according to healthcare agreements (often at home nation expense).
6. There is limited urgent medical care at JBSA-Lackland. Medical emergencies are treated 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.
7. IMSs with routine medical issues or ailments will go to Reid Clinic on JBSA Lackland.
8. An ambulance will be called for any and all medical emergencies or non-routine medical issue. IMSs can also call 911 from any telephone for immediate medical assistance.
9. 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.
10. IMSs with authorized dependents must arrive at DLI with completed, signed, and stamped medical DD Forms 2807-1 and 2808.
11. IMSs must make appointments for their dependents after class hours. IMSs will accrue an unauthorized absence for each missed class due to dependent appointments.
12. 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.
13. 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.

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.

Student Devices

DLI is shifting to an online learning platform, which requires students to use computers for their studies. Students may use personal laptops brought from home, or choose to be issued a laptop from DLI. It is the student's responsibility to maintain their laptop in good working order, and utilize the DLI Laptop Shop to rectify any issues they have throughout their time at DLI. At check-in, students will be asked if they want to be issued a device, or if they prefer to use their personal device. If the student chooses to be issued a device, they will be given a time for device issue during in-processing week.

At the conclusion of their training, students will be given a time for device-turn. DLI highly encourages students to ensure their laptops are in good working order prior to turn-in, as students will be held responsible for damages.

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.

Part V—Nonresident Training Program

In-Country English Language Training Program (ELTP) Support

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

As part of DLIELC's 637 ISS, INF conducts world-wide operations to strengthen the English language readiness of international allies and partners to advance Security Cooperation goals in all six geographic combatant commands and within CONUS.

General English and English for Specific Purposes (ESP) Curricula

General English	American Language Course (ALC)
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

MTTs, LTDs, and Surveys

DLIELC offers a variety of support options to help establish and maintain effective nonresident ELTPs coordinated through INF (nonresident refers to outside of DLIELC campus):

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

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

MASL	TITLE
D317001	Instructional English Language Training MTT
D317002	English Language Training Program (ELTP) Survey
D317003	Familiarization with American Language Course (ALC)
D317005	English Skills for Staff Officers (ESSO) in Multinational Operations
D317006	Teaching English for Specific Purposes (ESP)

An INF nonresident program manager (NPM) can advise on best options for support of host country ELTPs.

International Nonresident Flight	
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	

DLIELC Curricula for in-country ELTPs

General English

The ALC is designed for adult international military students studying 20+ classroom hours weekly. It includes:

- Presentations covering various language functions, vocabulary, grammar, and the four primary language skills (listening, speaking, reading, writing)
- Answers to classroom, homework, and evaluation exercises
- 34 books across six proficiency levels with clear objectives
- A three-book fundamental course for basic language skills needed for higher ALC levels
- Instructor Texts (IT) with strategies, approaches, audio CDs, and answer keys
- Glossaries, graphs, and charts
- Review lessons to reinforce skills
- Language Laboratory Activities Texts (LLAT) with audio recordings and workbooks for listening skills
- Illustrative Flash Cards for vocabulary development in Levels I & II
- Homework and supplemental Evaluation Exercises Skills Assessment Kits for evaluating language skills after Levels II, III, and IV
- Computer Based Training (CBT) with interactive activities, videos, and recordings for self-paced practice
- Book Quizzes with multiple-choice assessments following each ALC text
Quizzes are sold in kits, each including:
 - 25 student booklets (reusable)
 - 1 audio CD
 - 1 quiz scoring key
 - 1 subtest key

The ALC consists of Fundamentals and Books 1-34 arranged in six proficiency levels. The American Language Course Placement Test (ALCPT), which measures English language proficiency through the modalities of listening and reading, can be used to determine appropriate book placement, by English proficiency level, for students according to the chart below.

In an effort to reduce shipping costs and expedite delivery, Books 1-34 texts may now be ordered for delivery as a digital file.

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

For ALCPT information, refer to page 14, visit www.dlielc.edu/testing/alcpt_test.php or contact DLIELC/ETF DLI.Testing@us.af.mil; COMM: (210) 671-4889.

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 10 students and one instructor. *INF recommends a minimum initial order for ALC material of 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.

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:

- 1 copy of each of the six Instructor Texts (ITs) with accompanying audio CD
- 10 copies of each of the six Student Texts (STs)
- 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:

- 1 copy of each of the four Instructor Texts (ITs) with 2 accompanying audio/video DVDs
- 10 copies of each of the four Student Texts (STs)
- 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

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 designed for students who are familiar with letters of the Latin alphabet, numbers 1-100, and simple formal greetings but lack the requisite English proficiency to begin ELT in ALC Level I.

- Student placement into the ALC Fundamentals should be informed by both the ALCPT score and awareness of a student's ability to succeed in ALC Book 1, if possible
- Includes over 300 visual-vocabulary terms using posters and flashcards
- Uses communicative individual, pair-work, group-work activities and exercises
- Develops student ability to identify and describe people and things, ask and answer simple questions, use grammatically correct simple sentences, and deal with daily situations

Fundamentals Starter Package

Item	Quantity
Instructor Texts plus Audio and Resource CDs	3
Student Texts	30
Picture Cards	15
Word Cards	15
Posters	3
Flashcards	3
Quiz Kit, Forms A and B	2
Package of 500 Answer Sheets	1
Access Codes to ancillary training materials	1

Level I (Books 1-6)

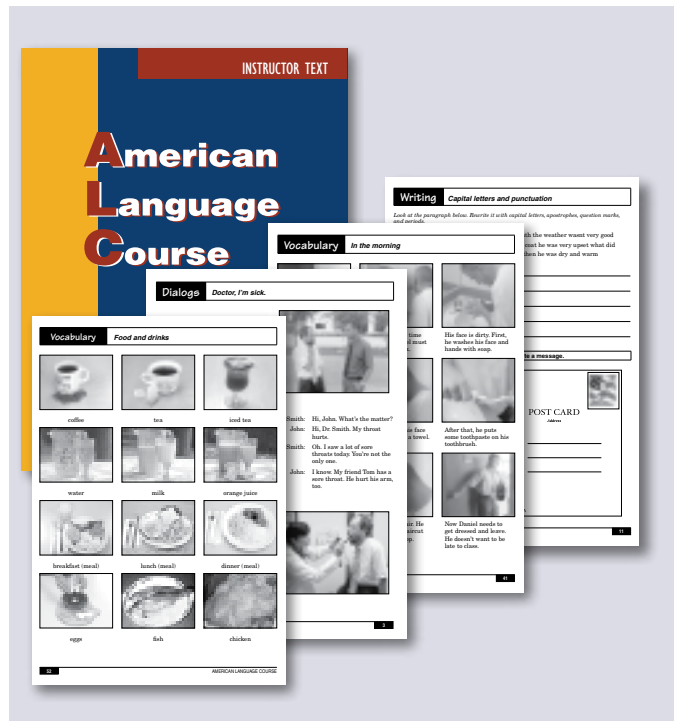
Elementary

ALCPT Range 0-25

Level I (Books 1 – 6)

- Includes approximately 900 words including general military vocabulary
- Dozens of flash cards per book
- Photos and graphics illustrate teaching points
- Enhanced communicative task for speaking, listening, and reading
- Reading strategies, graphs, grid coordinates, and various graphic organizers
- Writing at the word level

Additional information on the ALC2-MR
can be found at dliecl.edu
(see QR code)



Level I Starter Package

Item	Quantity
Instructor Texts plus Audio CD	6
Student Texts	60
Language Laboratory Activities Texts (LLAT)	66
(LLAT) Audio CD sets	6
Flash Card sets	6
Quiz Kit, Forms A, B, and C	6 of each
Package of 500 Answer Sheets	1

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. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

Level I CBT Package (6 CDs)

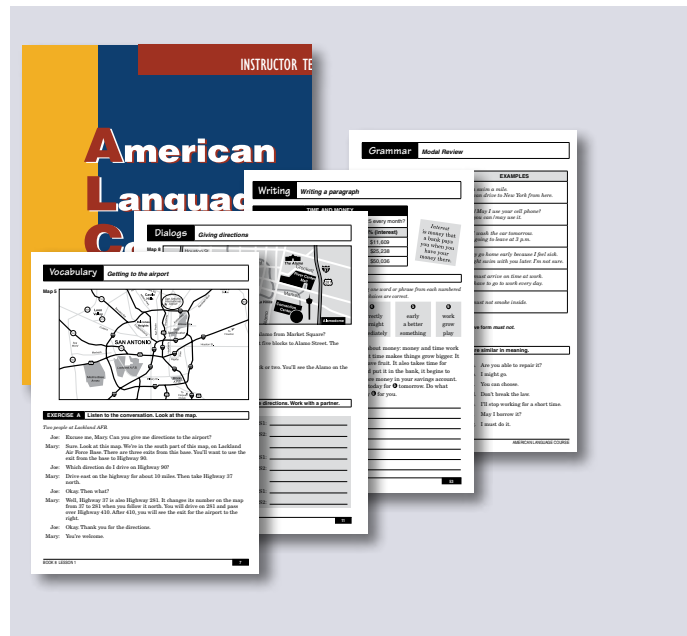
Level II (Books 7-12)

High Elementary

ALCPT Range 25-50

Level II (Books 7 – 12)

- Includes approximately 900 words including general military vocabulary
- Dozens of flash cards per book
- Photos and graphics illustrate teaching points
- Enhanced communicative task for speaking, listening, and reading
- Reading strategies, graphs, grid coordinates, and various graphic organizers
- Writing at the sentence and short paragraph level



Level II Starter Package

Item	Quantity
Instructor Texts plus Audio CD	6
Student Texts	60
Language Laboratory Activities Texts (LLAT)	66
(LLAT) Audio CD sets	6
Flash Card sets	6
Quiz Kit, Forms A, B, and C	6 of each
Package of 500 Answer Sheets	1

Language Enhancement and Support Materials for Level II

- The Level II CBT supports and reinforces the ALC objectives presented in Books 7-12 and consists of interactive language activities that will help the High Elementary language student. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

Level II CBT Packages (6 CDs)

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

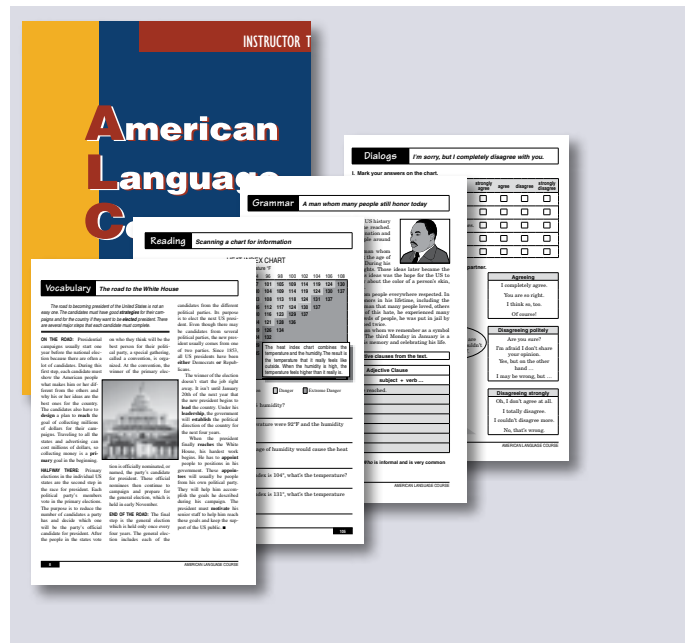
Level III (Books 13-18)

Intermediate

ALCPT Range 50-60

Level III (Books 13 – 18)

- Higher level skills development
- Listening comprehension, speaking, reading and writing
- Approximately 950 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	Quantity
Instructor Texts plus Audio CD	6
Student Texts	60
Language Laboratory Activities Texts (LLAT)	66
(LLAT) Audio CD sets	6
Quiz Kit, Forms A, B, and C	6 of each
Package of 500 Answer Sheets	1

Language Enhancement and Support Materials for Level III

- The Level III CBT supports and reinforces the ALC objectives presented in Books 13-18 and consists of interactive language activities that will help the Intermediate language student. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

Level III CBT Package (6 CDs)

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

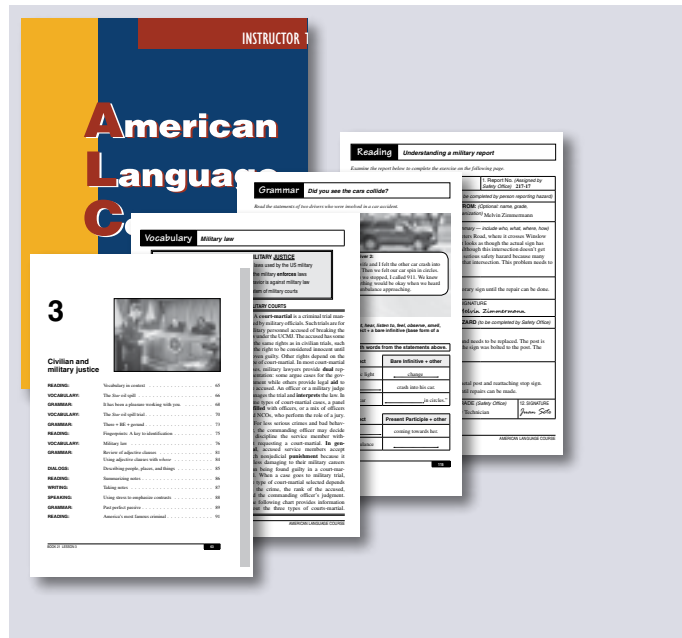
Level IV (Books 19-24)

High Intermediate

ALCPT Range 60-70

Level IV (Books 19 – 24)

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



Level IV Starter Package

Item	Quantity
Instructor Texts plus Audio CD	6
Student Texts	60
Language Laboratory Activities Texts (LLAT)	66
(LLAT) Audio CD sets	6
Quiz Kit, Forms A, B, and C	6 of each
Package of 500 Answer Sheets	1

Language Enhancement and Support Materials for Level IV

- The Level IV CBT supports and reinforces the ALC objectives presented in Books 19-24 and consists of interactive language activities that will help the High Intermediate language student. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

Level IV CBT Package (6 CDs)

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

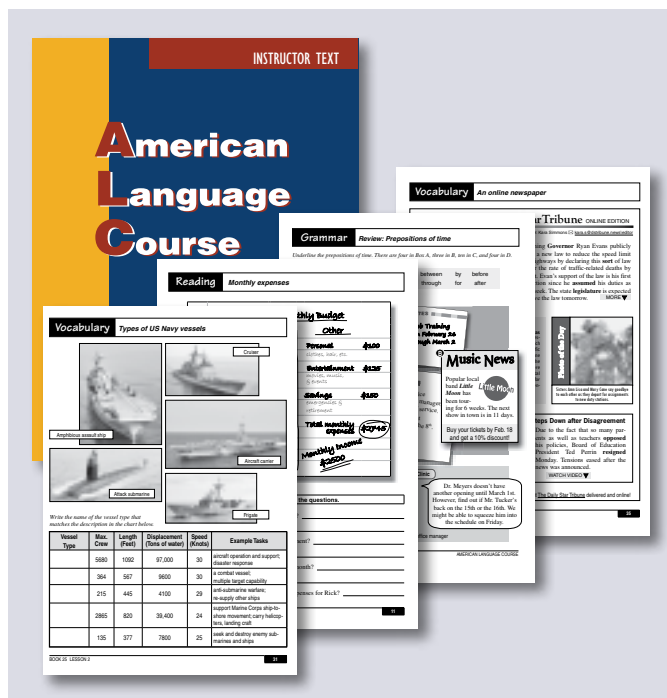
Level V (Books 25-30)

Advanced

ALCPT Range 70-80

Level V (Books 25 – 30)

- Approximately 780 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
- Includes vocabulary glossary



Level V Starter Package

Item	Quantity
Instructor Texts plus Audio CD	6
Student Texts	60
Language Laboratory Activities Texts (LLAT)	66
(LLAT) Audio CD sets	6
Quiz Kit, Forms A, B, and C	6 of each
Package of 500 Answer Sheets	1

Computer Based Training for Level V

The Level V CBT supports and reinforces the ALC objectives presented in Books 25-30 and consists of interactive language activities that will help the Advanced language student. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

Level V CBT Package (6 CDs)

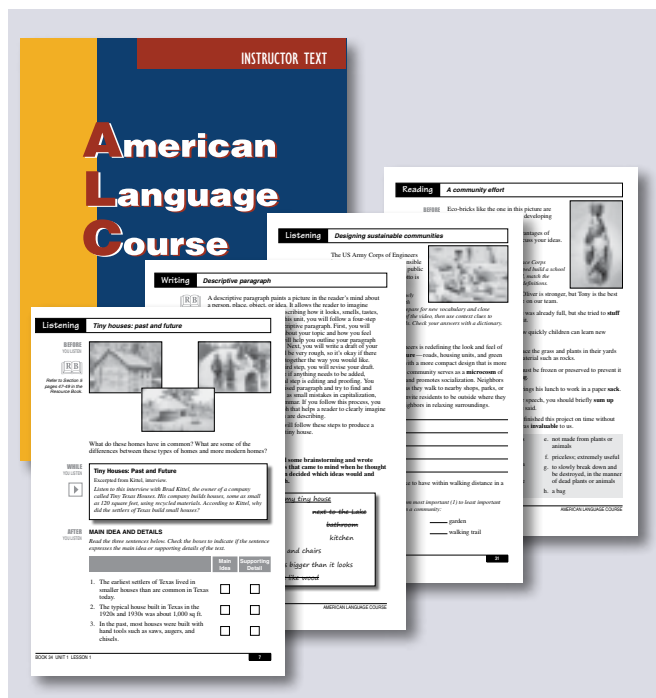
Level VI (Books 31-34)

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	Quantity
Instructor Texts plus DVDs	4
Student Texts	40
Resource Books	11
Assessment Kits, Kit 1 and Kit 2	4 of each
Package of 500 Answer Sheets	1

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 supports and reinforces the ALC objectives presented in Books 31-34 and consists of interactive language activities that will help the Advanced Professional language student. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

Level VI CBT Package (4 CDs)

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.

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
780, Overview of the ALC	1 CD
782, Grammar for the ALC	1 CD
789, Indexes to ALC Levels I-VI	1 CD

In-Country ELTP Support: MTTs, LTDs, Surveys

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	Quantity
785, Familiarization with the ALC (workshop booklet)	11
780, Overview of the ALC (book)	11
Books 9, 19, 25 Instructor Texts	11 of <i>each</i> text
Books 9, 19, 25 Student Texts	11 of <i>each</i> text
Book 9, CBT CD Book Package	1
Book 19 Language Laboratory Activities	11
Book 19 Audio CD set	1

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	Quantity
ESSO Instructor Text	1
ESSO Student Text	10
DVD: "Topics in Multinational Operations"	1

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 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	Quantity
ESSO Instructor Text	1
ESSO Student Text	10
DVD: "Topics in Multinational Operations"	1

ESSO Interactive PDF Edition

The ESSO course is also available in an electronic 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 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.

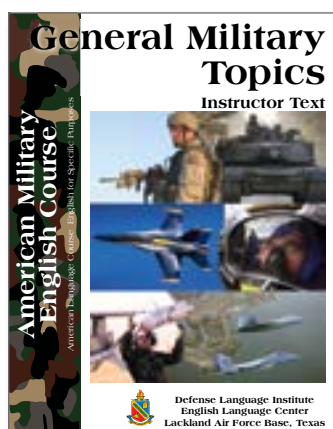
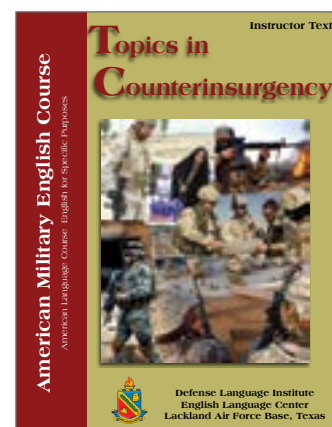
Two sets of audio recordings are included. The listening skills recordings provide the students practice in topics related to the lesson. The unit recordings are an oral version of the readings and some of the explanations contained in each lesson.

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	Quantity
Instructor Text	1
Student Text	10
Glossary	11
Audio CDs (set of 10)	1
DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	1



General Military Topics Starter Package

Item	Quantity
Instructor Text	1
Student Text	10
Audio CDs (set of 10)	1
DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	1

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)

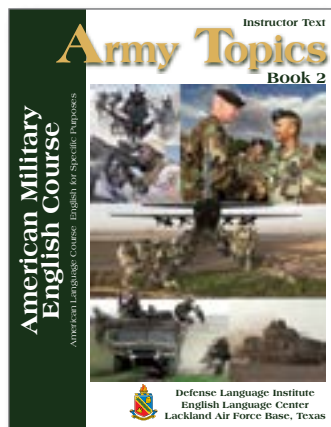
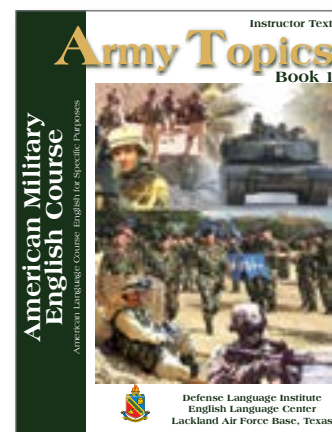
A DLIELC MTT conducts this workshop for experienced instructors. The course is designed to familiarize the participants with the issues that instructors face when teaching military language. AMEC materials are used during the course to introduce participants to relevant teaching techniques, give them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

Teaching ESP Workshop Starter Package

Item	Quantity
Teaching ESP — Using the AMEC (workshop booklet)	11
General Military Topics — Instructor Text, Student Text	11 of <i>each</i> text
General Military Topics — Audio CD set, DVD	1
Topics in Counterinsurgency — Instructor Text, Student Text, Glossary	11 of <i>each</i> text
Topics in Counterinsurgency — Audio CD set, DVD	1
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.	

Army Topics, Book 1, Starter Package

Item	Quantity
Instructor Text	1
Student Text	10
Audio CDs (set of 10)	1
DVD: "A Day in the Life of a Soldier"	1

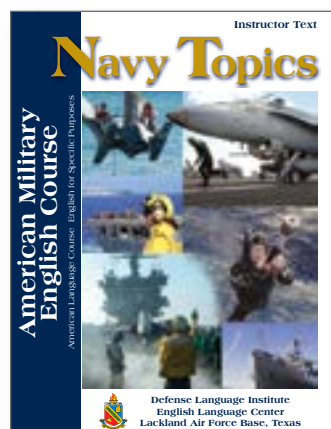


Army Topics, Book 2, Starter Package

Item	Quantity
Instructor Text	1
Student Text	10
Audio CDs (set of 10)	1

Air Force Topics Starter Package

Item	Quantity
Instructor Text	1
Student Text	10
Audio CDs (set of 10)	1
DVD: "A Day in the Life of an Airman"	1



Navy Topics Starter Package

Item	Quantity
Instructor Text	1
Student Text	10
Audio CDs (set of 10)	1
DVD: "A Journey Begins"	1

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
CD1 (Apr 08)	1
CD2 (Mar 10)	1



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: DLIELC.NonResident.Programs@us.af.mil	

Notes

Part VI—English Language Computer 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 recommendation. 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 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)	
Mr. Troy Coles ELLS IMET Program Manager	Mr. Cesar Cuba Alternate POC
COMM: (443) 395-4828	COMM: (443) 395-7767
E-mail: troy.c.coles.civ@army.mil	E-mail: cesar.cuba.civ@army.mil

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 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 to support Levels I through VI of the ALC. Because students control the pace and direction of the lessons, they can concentrate on exercises to address any gaps in language skills and become more independent learners of English. Students at DLIELC utilize the CBT two class periods per week.

*CBT for ALC levels I-VI can be pre-loaded onto computers in Language Laboratory System purchases.

CBT Systems Requirements	
Minimum Operating System and Software Requirements	
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

IMET-Funded Orders

NPM receives 3-Tab DLIELC Material Order Form

Deadline to NPM and AFSAT: 1 May

***ALCPT orders require approval from DLIELC's Testing Flight.**

Send the completed form to DLIELC's Testing Department (ETF).

NPM reviews book order.

637 TRSS/TLF reviews order form

**NPM reaches out for
missing information.**



After approval, NPM forwards

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

MILDEP sends approval and MIPR to TRF at DLIELC.637TRSS.BookSales@us.af.mil.

INF = International Nonresident Support Flight
NPM = Nonresident Program Manager
ETF = English Testing Flight
TRF = Training Resources Flight
TLF = Training Logistics Flight
TMO = Transportation Management Office

**To order books, access 3-Tab Order Form
from:**

<https://www.dlielc.edu/prod/products.php>

**Save your inputs and return
the completed forms to**

dlielc.nonresident.programs@us.af.mil

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 May.**

Requisitions

Download DD Form 1149 and Order Form from our web site www.DLIELC.edu. After completing the requisition, forward to:

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

E-mail: AFSAT.Country.Manager@us.af.mil

Info copy to: 637 ISS/INF

E-mail: 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.
- › For ground shipment within CONUS, include 20% of the cost of the materials, For OCONUS Shipments to APO, DPO, or FPO, include 20% Of the cost of the material.

Example:

Total materials cost	\$50,000
Cost of CBT CDs	\$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	\$15,000

Questions

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

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

E-mail: 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

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 forwarder¹ 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. 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

IDENTIFICATION USAGE	Service Designator: D = Air Force B =	Country Alpha Designator		For IMET requisitions indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepare on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	P	I	T	0	-	-	6	0	0	1	0	0	0	1

NOTE: DD Form 1149 and Order Form are available at www.DLIELC.edu.

¹**Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

FMS/FMF - Funded Orders

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

Deadline to NPM and AFSAT: 1 May

***ALCPT order requires request form and approval from**

DLIELC's Testing Department (ETF).

ALCPT approval request form can be found on p. 16 or

https://www.dlielc.edu/testing/ALCPT_Approval_Request_form.pdf

Send the completed form to DLIELC's Testing Department (ETF).

NPM reviews book order.

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

**NPM reaches out for
missing information.**



**After approval, NPM forwards
invoice and DD1149 to MILDEP,
TRF, SCO, and 637 TRSS/TLF.**

MILDEP sends approval and MIPR to TRF at DLIELC.637TRSS.BookSales@us.af.mil

INF = International Nonresident Support Flight
NPM = Nonresident Program Manager
ETF = English Testing Flight
TRF = Training Resources Flight
TLF = Training Logistics Flight
TMO = Transportation Management Office

**To order books, download forms
“DD Form 1149” and “DLIELC Catalog Order
Form Excel” from**

<https://www.dlielc.edu/prod/products.php>

**Save your inputs and return
the completed forms to**

dlielc.nonresident.programs@us.af.mil

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 3-Tab DLIELC Material Order Form from our web site 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.
- › For ground shipment within CONUS, include 20% of the cost of the materials, For OCONUS Shipments to APO, DPO, or FPO, include 20% Of the cost of the material.

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.
JBSA-Lackland, TX 78236-5259

E-mail: 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

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

PAGE INTENTIONALLY LEFT BLANK

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. 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. Outdated order forms will be returned for reprocessing.**
- › **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.**
- › **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

