

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 as of 1 October 2018 must be submitted on the FY19 order form. Orders on outdated forms will be returned for reprocessing.**
- › **Submit fully funded book orders to DLIELC by 1 June. Book orders submitted after 1 June require coordination with DLIELC/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 (TLF) that the shipment is ready, private sector customers must provide arrangements for pick up from the DLIELC warehouse (Bldg 7535).

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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:

DLIELC/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.leslwork@us.af.mil