DLIELC

DEFENSE LANGUAGE INSTITUTE
ENGLISH LANGUAGE CENTER

2024-2025
COURSE CATALOG

& SECURITY COOPERATION OFFICE HANDBOOK

DLIELC Directory

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	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: 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 is a reference for planning, scheduling and conducting English language training in support of the Security Cooperation Training Program. This publication supersedes the FY23 *Defense English Language Program Catalog and Security Cooperation Handbook*, October 1, 2023.

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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 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 and deploying staff to aid 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 and Coast Guard support in providing English Language Training to entry level 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.

Accredited by CEA®

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.

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**).

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 105 days**. (Note: OCONUS candidates **must wait 30 days to retest** and cannot take more than **3 in-country ECL tests in a fiscal year**.)

Table 1. The ECL Test

Paper & Pencil Test	Computer Adaptive Test
100 items: • 66 listening (on audio CD) • 34 reading	***Average*** of 38 items: • ±19 listening • ±19 reading
15 fixed-length forms (versions) available	Unique variable-length form based on individual ability level
Test administration approximately 75 minutes: • about 60 mins. for the test • about 15 mins. for administrative procedures Does ***not*** include time for scoring tests	Test administration approximately 45 minutes: • an ***average*** of 27-30 mins. for the test • about 15 mins. for administrative procedures Test times out automatically after 45 minutes
Manual scoring	Automated scoring and immediate access to scores
Mandatory monthly mailing of answer sheets to 332 TRS/ETF	No monthly mailing of answer sheets
Score equals number of correct answers	Score determined by algorithm of computer adaptive test
Delivered by means of test booklets mailed from DLIELC	Delivered through Defense Manpower Data Center's (DMDC) Defense Language Proficiency Test (DLPT) system[1]
New materials requested annually; tests expire at end of fiscal year	Registration required through DMDC; tests electronically updated
Required hardware: • a CD player - ***OR*** - • a computer with high-fidelity speakers	Required hardware per candidate: • a computer, ***and*** • a set of headphones

[1] English Comprehension Level and American Language Course Placement Test - User's Guide (Version 1.12) provides technical assistance, including hardware and software specifications. (December 02, 2022)

The ECL and Candidate Selection

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

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

Required ECL Testing

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

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

The following diagrams provide an overview of the processes for ECL testing in country (Diagram 2), at US service schools (Diagram 3), and at DLIELC (Diagram 4). For official guidance, consult the latest version of DoD Instruction 5160.71, JSCET regulations, DLIELC 1025.15, or contact 332 TRS/ETF (Commercial 210-671-4889 / DSN 312-473-4889 or DLI.Testing@us.af.mil).

Diagram 1. Required ECL Testing

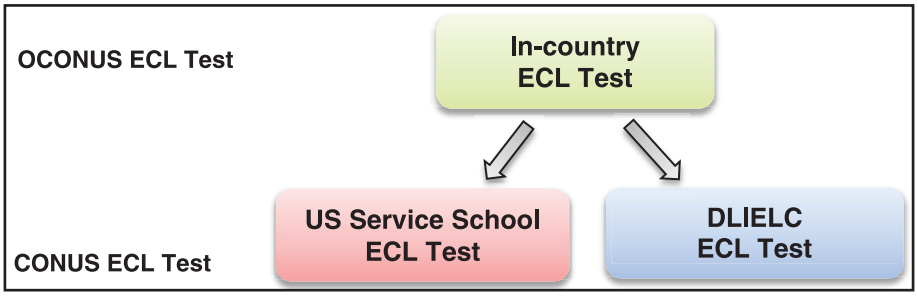
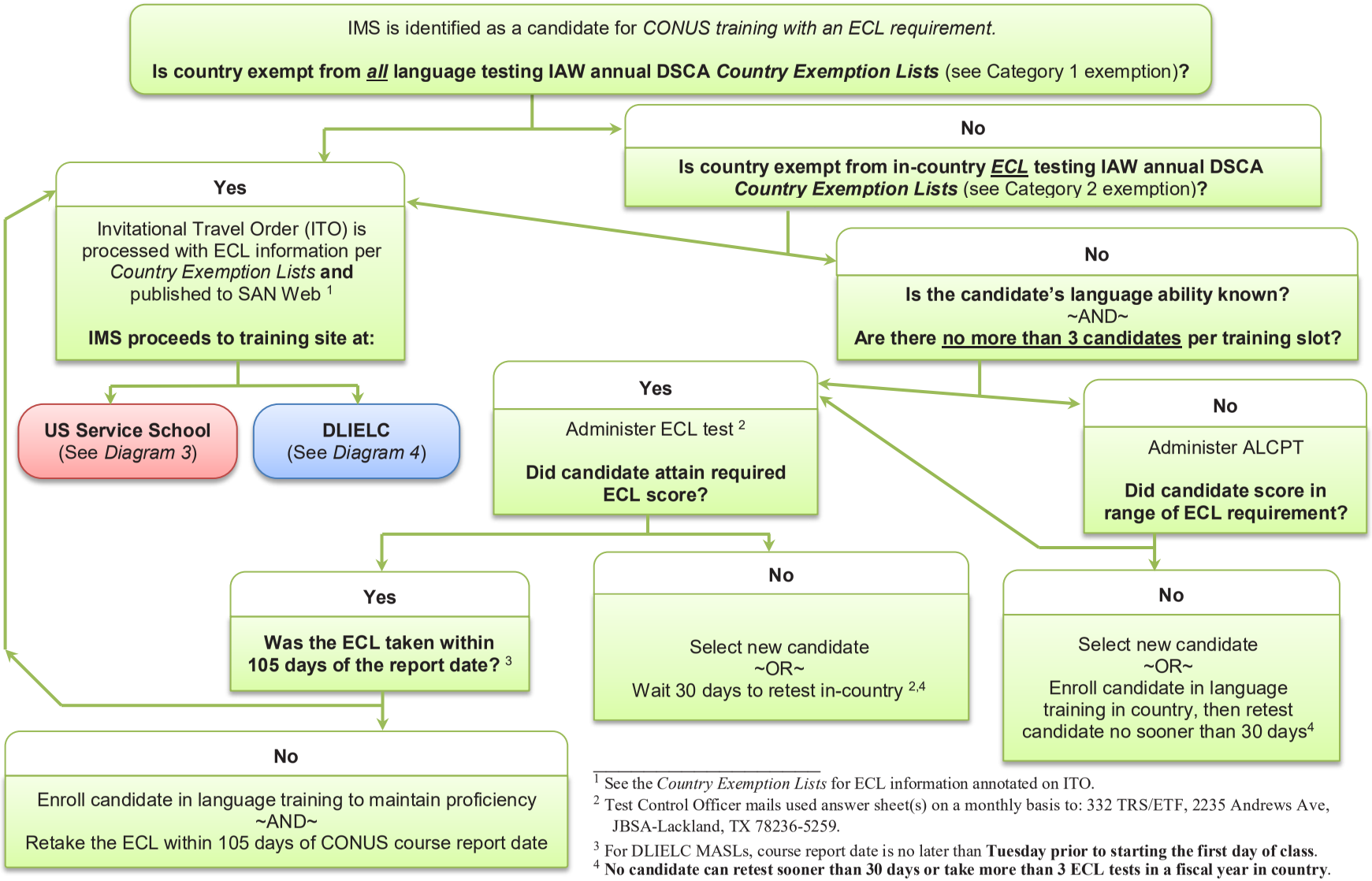


Diagram 2. In-Country ECL Testing

For Entry to DLIELC Resident Training Only



[1] See the *Country Exemption Lists* for ECL information annotated on ITO.

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

[3] For DLIELC MASLs, course report date is no later than **Tuesday prior to starting the first day of class.**

[4] **No candidate can retest sooner than 30 days or take more than 3 ECL tests in a fiscal year in country.**

Diagram 3. US Service School ECL Testing

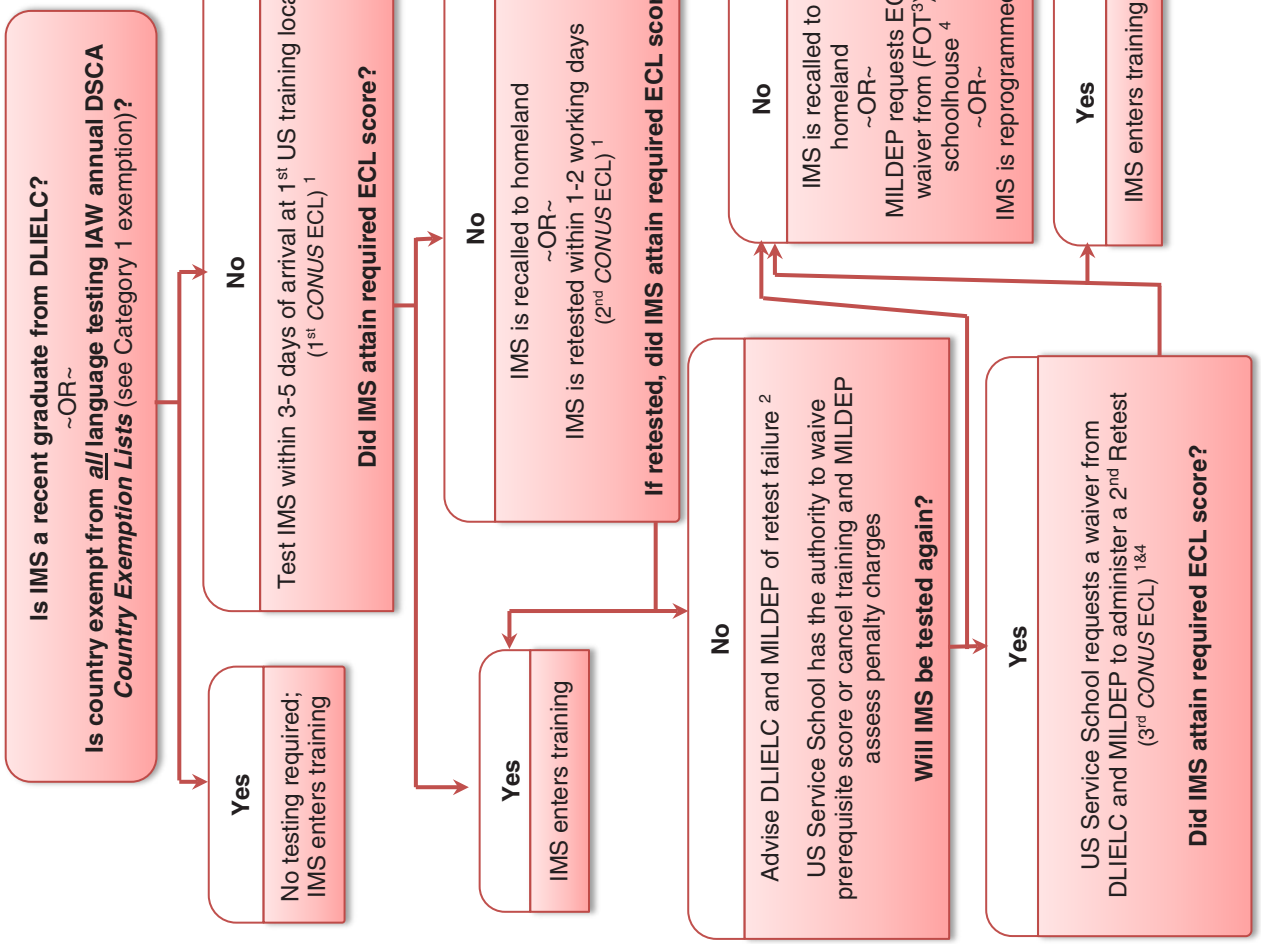
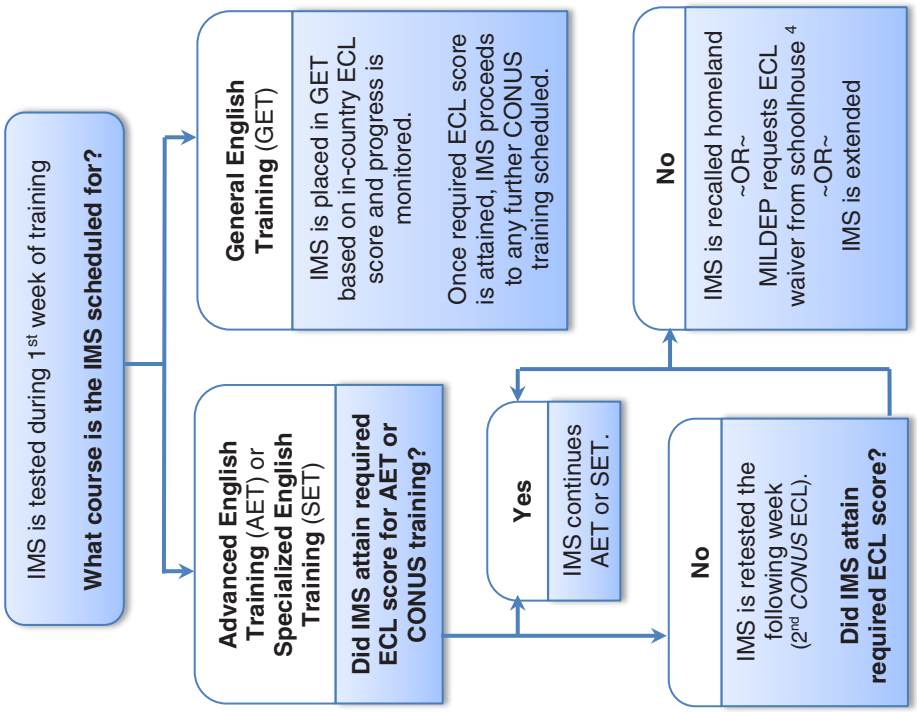


Diagram 4. Resident DLIELC ECL Testing



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

[2] MILDEP = Military Department

[3] FOT = Follow on Training

[4] If waiver request is denied, IMS returns to homeland, is reprogrammed per next footnote (5), or is extended.

[5] IMS is programmed to a later FOT start date and sent to DLIELC until required score is achieved.

How to Request ECL Testing

Only approved ECL sites with properly appointed Test Control Officers (TCOs) 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 332 TRS/ETF
2. US citizens working directly for the US government,
3. In the grade of E-5 or above, GS-05 or above (or equivalent),
4. Required to follow all test protocol detailed in 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 332 TRS/ETF for guidance.

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

1. Sites must be in compliance with 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:
   332 TRS/ETF
   2235 ANDREWS AVE
   JBSA-LACKLAND, TX 78236-5259

NOTE: 1) ECL materials are destroyed by TCOs/ATCOs at the end of each fiscal year, but not before the new fiscal year's materials have arrived.

2) See 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., 105 days or older) are not valid for IMSs attending DLIELC. Failure to use valid ECL tests and scores on the ITOs may result in the IMS being:

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

For more information visit the ECL website (www.dlielc.edu/testing/ecl_test.php) or contact 332 TRS/ETF.

Appointment Letter

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

REF: 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: 332 TRS/ETF
2235 ANDREWS AVE
JBSA-LACKLAND, TX 78236-5259

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

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

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

FY__ Series ECL Request Form

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

FY__ Series Test Materials Request

Number of ECL forms required: _____,

Number of test booklets per form: _____,

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

Table 2. ECL vs. ALCPT

ECL	ALCPT
• English language proficiency exam	
• TCO controlled for test security	
• 100 items: 66 listening, 34 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 332 TRS/ETF	• Not directly monitored by 332 TRS/ETF
• Forms expire annually; 15 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 332 TRS/ETF (the sole source for procurement of all ALCPT materials). ALCPT requests require:

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

For more information visit our website (www.dlielc.edu/testing/alcpt_test.php) or contact 332 TRS/ETF.

ALCPT Handbook

www.dlielc.edu/testing/ALCPT_Handbook.pdf

ALCPT Approval Request

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

User Agreement

User agrees to:

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

User understands that:

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

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

Contact Information

Date: _____

Purchasing organization: _____ Country: _____

Point of contact: _____

Email/phone/(DSN if applicable): _____

Test Program Information

Organization/schoolhouse administering & storing the tests: (if different from purchaser) _____ State/Region: _____

City: _____

ALCPT test control officer (TCO): _____

Email/phone/(DSN if applicable): _____

Test security measures in place: _____

Number of sessions per year: _____ Max. number tested per session: _____

Number of test rooms: _____ Seating capacity per room: _____

Request Information

Purpose(s) for ALCPT testing: _____

ALCPT forms (versions) **owned**: _____ Country: _____

ALCPT forms ***requested*** (max. 10): _____ Number of kits per form ***requested***: _____

each kit includes 25 booklets

Submit to DLI.Testing@us.af.mil

Oral Proficiency Interview (OPI)

About the OPI

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

Governing Regulations

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

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

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

Table 3. The OPI Test

Test	Test Description
Administration	Telephonically or face-to-face via Zoom
Areas Assessed	• language functions accomplished • content and context of tasks • accuracy of structures and vocabulary • length and types of texts understood and produced
Rating Scale	Based on Interagency Language Roundtable (ILR) Skill Level Descriptions. Levels range from 0-5 (0, 0+, 1, 1+, 2 and so on), with 0 indicating no functional proficiency and 5, the proficiency of a well-educated native speaker.
Rating Format	Referred to as a C/S (Comprehension/Speaking) rating, with the first score representing listening comprehension, and the second score representing speaking, i.e., a C/S rating of 2+/2 = a rating of 2+ in listening comprehension and a rating of 2 in speaking.
Required Test Environment / Equipment	Private, quiet room equipped with the following: • 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 **ECL score is required to schedule an OPI**. OPI and corresponding ECL requirements are established by the US sponsor service/schoolhouse, which then has the authority to waive an OPI requirement.[1]

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

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

NOTE: 1) A scheduled OPI will be cancelled if the call to DLIELC is more than 20 minutes after the scheduled interview time.

2) Scores are released to SCOs/TCOs by email usually within 2 working days.

3) OPI testing is limited to two tests per site, per day.

4) SCOs agree to follow all test protocol detailed in SOI 332 TRSI 16-1051 and in the appointment confirmation email sent by the OPI Coordinator. If protocol is not followed, an OPI may be terminated and declared to be invalid.

5) DLIELC allows an OPI for 1 candidate per Worksheet Control Number (WCN). A secondary candidate can be scheduled only if the primary candidate fails the OPI or if the primary candidate becomes unable to participate in the scheduled training.

6) DLIELC allows zoom OPIs without a proctor if the site and candidate meet all of the requirements on the OPI request form. Otherwise, the test proctor must remain in the room with the candidate until the test is complete.

If a high volume of OPIs is needed, a Virtual Testing Team (VTT) can be requested from the Chief of 332 TRS/ETF (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- 671-5428 / DSN 312-473-5428 or DLIELC.332TRS.ETFNROPI@us.af.mil).

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

Diagram 5. OPI TESTING

[1] 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*).
[2] ECL Test Control Officer mails used ECL answer sheet(s) on a monthly basis to: 332 TRS/ETF, 2235 Andrews Ave, JBSA-Lackland, TX 78236-5259.
[3] Ensure that ECL score is also within 105 days from training report date. Otherwise, IMS must retake ECL before entering training.
[4] IMSO = International Military Student Officer
[5] IMS is programmed to a later Follow-on Training (FOT) start date and sent to DLIELC until required score is achieved.
[6] See Diagram 2 for ECL testing procedures.

English Language Testing Exemptions

Country Exemption Lists

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

How to Request a Country Exemption

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

Part III—Resident English Language Training Program

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 expectoration 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 be 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
Level I	1	0*
	2	0*
	3	0*
	4	0* - 29
	5	0* - 29
	6	0* - 29
Level II	7	25 - 33
	8	29 - 37
	9	33 - 41
	10	37 - 45
	11	41 - 49
	12	45 - 51

	Book	ALCPT Score
Level III	13	49 - 53
	14	51 - 55
	15	53 - 57
	16	55 - 59
	17	57 - 61
	18	59 - 63
Level IV	19	61 - 65
	20	63 - 67
	21	65 - 69
	22	67 - 71
	23	69 - 73
	24	71 - 74

	Book	ALCPT Score
Level V	25	73 - 75
	26	74 - 76
	27	75 - 77
	28	76 - 78
	29	77 - 79
	30	78 - 81
Level VI	31	80 - 85
	32	80 - 85
	33	80 - 85
	34	80 - 85

* 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.

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:

http://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

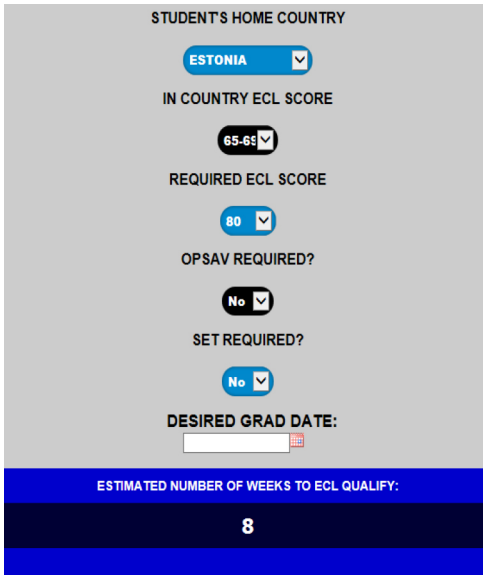
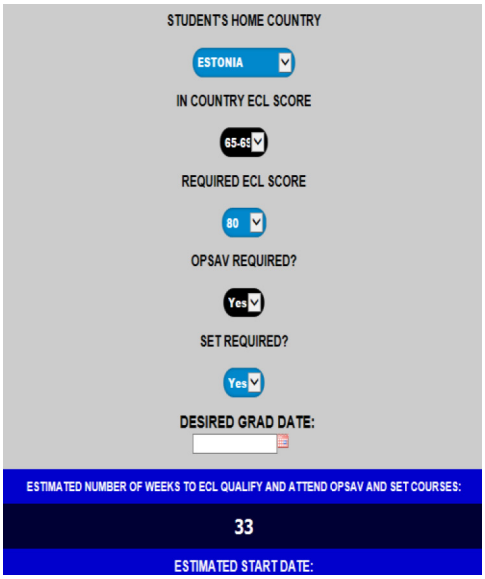


Image B

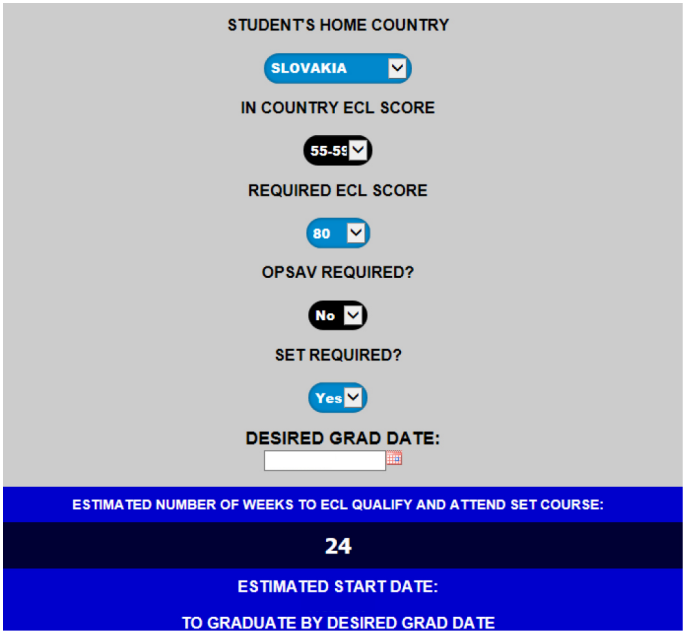
Estimated Weeks to Achieve the ECL
Attend OPSAV (16 weeks) and SET (9 weeks)



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



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

		GRADUATION REQUIREMENTS					GRADUATION DOCUMENTS	
COURSE NAME	MASL	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.

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

Instructor Development courses such as the Basic American Language Instructor Course (BALIC), the Advanced English Language Instructor Course (AELIC), and the Methodology and Culture Seminar (MACS) are designed to provide training and practice in English as a Foreign or Second Language (EFL/ESL) methodology for novice as well as experienced instructors. These courses provide advanced instruction in grammar and phonology and are designed to improve an individual's proficiency in listening comprehension, speaking, reading, and writing. Familiarization with American culture, along with learning how to incorporate cultural knowledge into the teaching process, is also emphasized.

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

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

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

Important Notes:

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

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. Students who have completed GE/SE training and NOT achieved a required 2/2 OPI score can be schedled 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	Students who have completed GE / SE training and not achieved a required 2+/2+ OPI score can be schedled for ALPS II. 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. 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 piror 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
MACS (D177019)	8	80	2/2 OPI must be conducted prior to arrival/course entry	Minimum 2 years' ESL/EFL teaching experience. Six (6) students minimum and maximum 16	80	Present 80% in final week	Diploma

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

Course (MASL)	**Length** weeks	**ECL** course entry	**OPI** required and scheduling	**Prerequisites, Requirements and Recommendations**	**Average** classroom assessments	**Attendance**	**Graduation Document** all course requirements met
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	85	N/A	80 or higher ECL score is strongly recommended due to the topics covered throughout the training. Students should not be scheduled for this training if they have attended or will attend MELT. Maximum 10 students	N/A	Present 80% in final week	Certificate of Attendance
Observer Professional Testing (D177003)	2	85	2+/2+ OPI must be conducted prior to arrival/course entry	Students may attend this course in conjuction with ALPS II or AELIC if desired. Four (4) students minimum and maximum six	N/A	Present 80% in final week	Certificate of Attendance

Courses for Advanced Language Development

Professional Military Education Preparation (PME Prep) Course

MASL: D177014

Course Length: 9 weeks

Entry Requirements: 80 ECL

Minimum Class Size: 4

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

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

PME Prep

FY24 Class Schedule

Start Date	Grad Date
8 APR 24	7 JUN 24
15 APR 24	14 JUN 24
22 APR 24	21 JUN 24
29 APR 24	28 JUN 24
6 MAY 24	5 JUL 24
13 MAY 24	12 JUL 24

FY25 Class Schedule

Start Date	Grad Date
7 APR 25	6 JUN 25
14 APR 25	13 JUN 25
21 APR 25	20 JUN 25
28 APR 25	27 JUN 25
5 MAY 25	4 JUL 25
12 MAY 25	11 JUL 25

Advanced Language Proficiency Skills (ALPS) Courses

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

ALPS I

MASL: D177018

Course Length: 12 weeks

Entry Requirements: 80 ECL
2/1+ OPI

Minimum Class Size: 6

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

ALPS I Notes:

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

ALPS I

FY24 Class Schedule	
Start Date	**Grad Date**
25 SEP 23	15 DEC 23
15 JAN 24	5 APR 24
8 APR 24	28 JUN 24
8 JUL 24	27 SEP 24

FY24 Class Schedule	
Start Date	**Grad Date**
30 SEP 24	20 DEC 24
13 JAN 25	4 APR 25
7 APR 25	27 JUN 25
7 JUL 25	26 SEP 25

ALPS II

MASL: D177031

Course Length: 12 weeks

Entry Requirements: 85 ECL

2/2 OPI

Minimum Class Size: 6

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

ALPS II

FY24 Class Schedule

Start Date	Grad Date
25 SEP 23	15 DEC 23
15 JAN 24	5 APR 24
8 APR 24	28 JUN 24
8 JUL 24	27 SEP 24

FY24 Class Schedule

Start Date	Grad Date
30 SEP 24	20 DEC 24
13 JAN 25	4 APR 25
7 APR 25	27 JUN 25
7 JUL 25	26 SEP 25

TOEFL Prep Course

MASL: D177040

Course Length: 12 weeks

Entry Requirements: 80 ECL

2/2 OPI

Minimum Enrollment: 6

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

TOEFL Prep Notes:

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

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

TOEFL Prep

FY24 Class Schedule

Start Date	Grad Date
25 SEP 23	15 DEC 23
1 JAN 24	15 MAR 24*
1 APR 24	21 JUN 24
24 JUN 24	13 SEP 24

FY25 Class Schedule

Start Date	Grad Date
30 SEP 24	20 DEC 24
30 JAN 25	14 MAR 25*
31 MAR 25	20 JUN 25
23 JUN 25	12 SEP 25
29 SEP 25	19 DEC 25

Instructor Development Courses

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

Basic American Language Instructor Course (BALIC)

MASL: D177007

Course Length: 24 weeks

Entry Requirements: 80 ECL

Minimum Class Size: 6 (max 30)

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

BALIC Notes:

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

BALIC

FY24 Class Schedule

Start Date	Grad Date
9 OCT 23	22 MAR 24
20 NOV 23	3 MAY 24
15 JAN 24	28 JUN 24
8 APR 24	20 SEP 24
20 MAY 24	1 NOV 24
8 JUL 24	20 DEC 24

FY25 Class Schedule

Start Date	Grad Date
7 OCT 24	21 MAR 25
18 NOV 24	2 MAY 25
13 JAN 25	27 JUN 25
7 APR 25	19 SEP 25
19 MAY 25	31 OCT 25
7 JUL 25	19 DEC 25

Advanced English Language Instructor Course (AELIC)

MASL: D177006

Course Length: 16 weeks

Entry Requirements: 85 ECL

2/2 OPI

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

Minimum Class Size: 6 (max 30)

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

AELIC Notes:

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

AELIC

FY24 Class Schedule	
Start Date	**Grad Date**
15 JAN 24	3 MAY 24
6 MAY 24	23 AUG 24
2 SEP 24	20 DEC 24

FY24 Class Schedule	
Start Date	**Grad Date**
13 JAN 25	2 MAY 25
5 MAY 25	22 AUG 25
1 SEP 25	19 DEC 25

Professional Development Courses

Methodology and Culture Seminar (MACS)

MASL: D177019

Course Length: 8 weeks

Entry Requirements: 80 ECL

2/2 OPI

Minimum Class Size: 6 (max 16)

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

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

MACS

FY24 Class Schedule	
Start Date	**Grad Date**
23 OCT 23	15 DEC 23
11 MAR 24	3 MAY 24

FY24 Class Schedule	
Start Date	**Grad Date**
28 OCT 24	20 DEC 24
10 MAR 25	2 MAY 25

Managing English Language Training (MELT)

MASL: D177013

Course Length: 8 weeks

Entry Requirements: 80 ECL

Minimum Class Size: 6 (max 16)

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

MELT

FY24 Class Schedule

Start Date	Grad Date
15 JAN 24	8 MAR 24
6 MAY 24	28 JUN 24
2 SEP 24	25 OCT 24

FY24 Class Schedule

Start Date	Grad Date
13 JAN 25	7 MAR 25
5 MAY 25	27 JUN 25
1 SEP 25	24 OCT 25

Materials Development Seminar (MDS)

MASL: D177030

Course Length: 8 weeks

Entry Requirements: 85 ECL

Needs Analysis worksheet (see below)

Minimum Class Size: 6 (max 16)

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

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

MDS Notes:

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

MDS

FY24 Class Schedule	
Start Date	**Grad Date**
8 JUL 24	30 AUG 24

FY24 Class Schedule	
Start Date	**Grad Date**
7 JUL 25	29 AUG 25

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

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

Observer Professional Training – English Language Proficiency Testing

MASL: D177003

Course Length: 2 weeks

Entry Requirements: 85 ECL,
2+/2+ OPI

Minimum Class Size: 4 (max 6)

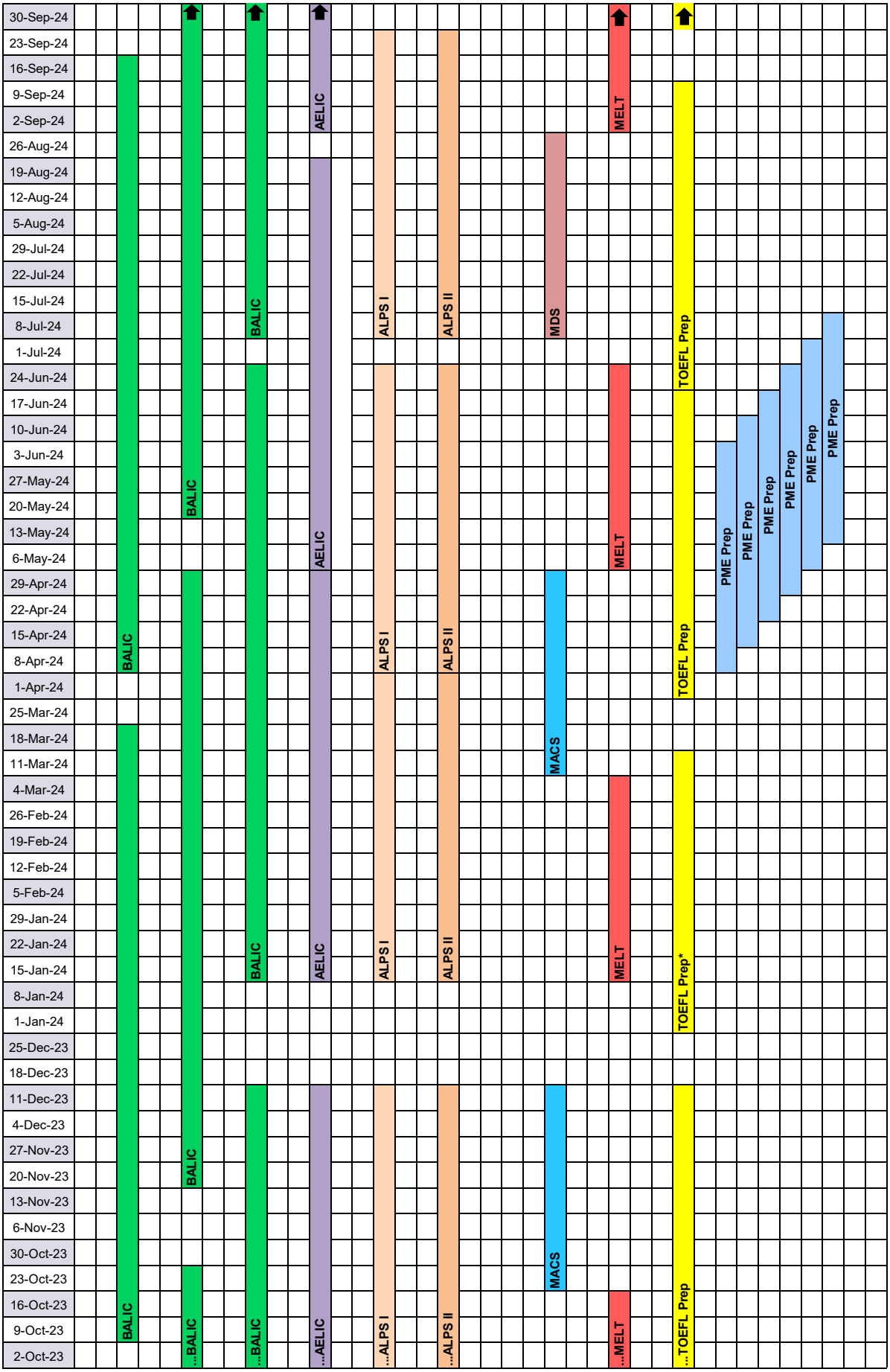
This course is taught by experienced members of DLIELC's Testing Flight. The training is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering, and evaluating criterion-referenced English language proficiency tests based on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

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

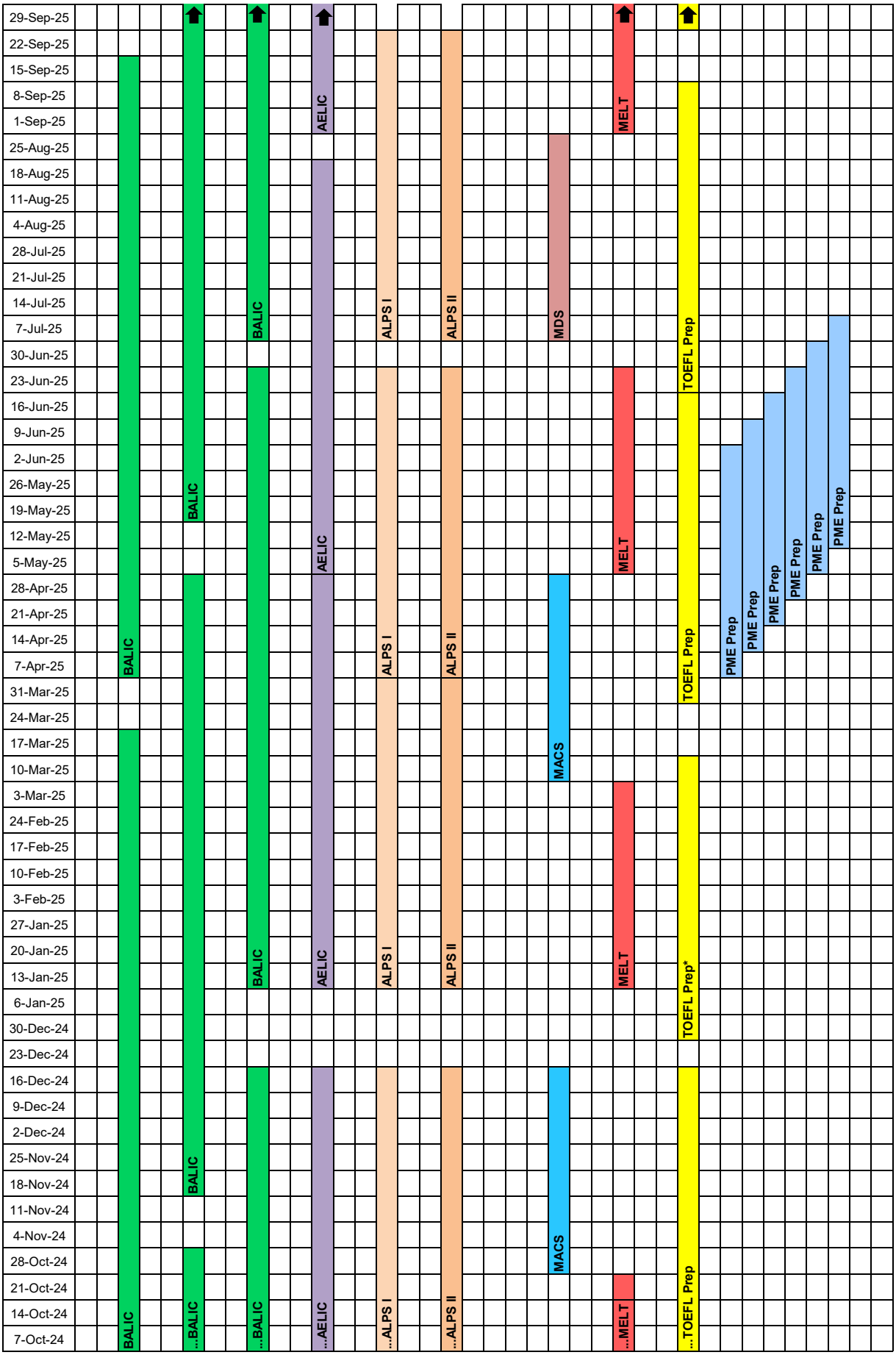
For information on availability of resident courses, contact:
637 International Resident Flight (637 ISS/IRF)

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

Advanced English Training FY24 Course Schedule



Advanced English Training FY25 Course Schedule



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

We facilitate relationship building by providing premier English language training operations and support.

SCO In-Country Student Pre-Departure Checklist

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

Additional information for SCO

1. If SCO is not purchasing IMSs flight ticket, the IMSs or country representative must provide flight itineraries to the American Embassy for posting onto the SAN Web. Both tickets purchased by the SCO and the country **must be posted no later than 15 days before the report date**. If arrival information is not on SAN Web on time:
   a. Base access will be denied when the IMSs arrive and class start date may be at risk. **Travel itineraries should be scheduled with at least two hours of connection time between flights at customs checkpoints to allow extra time for any unforeseen flight delays.**
   b. DLI Service Desk will not be able to procure advance reservation confirmation for lodging on base.
2. IMSs must report to the Front Desk in Operations Building NO LATER THAN 1200 Tuesday whether he/she will be living on/off Base. For information on required arrival times reference the FY21/22 Alternate Arrival Calendars.
3. DLIELC will deal with IMSs' delayed arrival on a case-by-case basis. DLIELC will not show special treatment to IMSs that miss flights due to negligence on their part.
4. Mandatory in-processing briefings begin promptly at 0745 on the Thursday prior to the start of class. Failure to arrive on time may cause the IMSs to be delayed class entry a week. Military personnel must report to the in-processing briefings in uniform.
5. When the IMSs arrive more than two (2) weeks before or two (2) weeks after the report date listed on the ITO, they will need an ITO amendment to change the report date posted on the SAN Web. JBSA Lackland Security Forces will not allow the IMSs base access; **NO EXCEPTIONS** to this policy will be made, regardless of rank or stature in home country. Finance needs this amendment to provide the IMS with the correct TLA amount.
6. Country will supplement IMET living allowance. **Students will receive living allowances processed through the Defense Finance Accounting System (DFAS) while assigned at DLIELC.The in-country pay will not be managed at DLIELC, it will be managed by the home country. IMS should receive a payment every 30 days after arrival for living allowances based on their ITO.**
7. **If IMSs are advanced a sum of money to cover their FOT expenses, the exact amount that will be used for lodging and/or TLA as well as the FOT location must be stated in Item 15 of their ITO.** If there is no statement in Item 15, Military Department (MILDEP) Finance Department will subtract the amount of the advance from what the IMSs are due in living allowances while at DLIELC.
8. All IMSs, regardless of country, rank or funding status must have sufficient funds for transportation from SAT to JBSA-Lackland in the event they miss the Lackland shuttle bus, to take the Yellow Taxi 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/. They will be responsible for for adherence to the DLIELC policies and procedures contained therein.
12. The International Resident Support Flight (637 ISS/IRF) training technicians coordinate travel arrangements with the JBSA-Randolph CTO for IMSs whose travel is financed by the US government as authorized by in their approved ITO.
13. **SCOs are responsible for calculating the dollar amount of baggage allowance for those IMSs whose countries pay travel, but for whom the US Government pays baggage.** State in item 15 of the ITO in total dollar amount for the number of bags authorized.
14. Once JBSA-Randolph CTO makes the travel arrangements, IMSs are not permitted to change the flight schedules.
15. IMSs must retain all copies of travel receipts in order to process transportation claims with the finance offices at DLIELC, FOT IMSO, and/or the SCO.
16. For accountability purposes, IMSs who wish to travel outside the San Antonio area must complete an Out-of-Area Travel form for the 637th International Support Squadron (ISS) Commander.

Pre-Departure Checklist

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

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

Reporting and In-Processing Procedures

DLIELC Alternative Arrival Calendar 2nd Qtr FY24 and FY25

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
6-10 Nov 2023	7 Nov 2023	10 Nov 2023: Federal Holiday
20-24 Nov 2023	21 Nov 2023	23-24 Nov 2023: Federal Holiday/AETC Family Leave
25-29 Dec 2023	N/A	DLIELC Year End Holiday Break
1-5 Jan 2024	3 Jan 2024	1-2 Jan 2024: Federal Holiday/AETC Family Leave
27-31 May 2024	28 May 2024	27 May 2024: Federal Holiday
1-5 Jul 2024	1 Jul 2024	4-5 Jul 2024: Federal Holiday/AETC Family Leave
2-6 Sep 2024	3 Sep 2024	2 Sep 2024: Federal Holiday
25-29 Nov 2024	25 Nov 2024	28-29 Nov 2024: Federal Holiday/AETC Family Leave
23-27 Dec 2024	N/A	DLIELC Year End Holiday Break
30 Dec 24 – 3 Jan 25	30 Dec 2024	31 Dec 24 – 1 Jan 25 AETC Family Leave/Federal Holiday

Contact DLIELC

IMSs can:

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

Transportation to DLIELC

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

Initial Report to DLIELC

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

Defense Biometric Identification System (DBIDS)

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

Lodging

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

a. 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.

b. DLIELC will not endorse or provide assistance on off-base housing to IMS and/or dependents.

c. Off-base housing is limited and expensive. Short-term lease apartments are limited and cost more than a 12-month lease. Military clauses do not apply to IMS.

Firearms / Weapons

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

Driving Privileges

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 JBSA-Lackland driving regulations and Texas State law will result in disciplinary and legal action.

1. Driving at JBSA-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, JBSA-Lackland, for six months or more.

1. 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.

2. 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.

3. IMSs that are authorized to drive must purchase Texas auto liability insurance at their own expense.

4. 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
Maldive 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 inprocessing 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.

DLIELC offers a variety of support options to help establish and maintain effective nonresident ELTPs coordinated through INF:

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

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

An INF overseas program manager (OPM) 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	

www.dlielc.edu

DLIELC Curricula for in-country ELTPs

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

General English

The ALC was developed for adult international military students studying 20 classroom hours or more per week. It includes:

- Presentations in a myriad of language functions, as well as vocabulary, grammar, listening, speaking, reading, and writing skills
- Answers to classroom, homework, and evaluation exercises
- 34 books divided into six proficiency levels with clearly stated objectives
- A **new** three-book fundamental course providing the basic language that students need to succeed in subsequent ALC levels
- Instructor Texts (IT) with recommended strategies, approaches, audio CDs, and answer keys
- Glossaries, graphs, and charts
- Review lessons to reinforce skills
- Language Laboratory Activities Texts (LLAT) – audio recordings and workbooks to improve listening skills
- Illustrative Flash Cards – visual aids that support vocabulary development in Levels I & II
- Homework and supplemental Evaluation Exercises
- Skills Assessment Kits – tools to evaluate listening, speaking, reading, and writing skills after Levels II, III, and IV
- Computer Based Training (CBT) – interactive activities, videos, and recordings that support self-paced practice and reinforcement of topics introduced in class
- Book Quizzes – multiple choice assessments following each ALC text

  The quizzes are sold in kits only. Each kit includes the following:

  -25 student booklets (reusable)
  -1 audio CD
  -1 quiz scoring key
  -1 subtest key

Digitized ALC materials are forthcoming! Customers will be able to purchase annual licenses, which will provide them with web-based access to ALC PDFs via the viewer on the Locklizard software platform or via a USB stick for locations with limited internet access. For more information about this digitized ALC option, please contact INF at: *DLIEC.NonResident.Programs@us.af.mil*

ALC Book Levels and Student Placement Chart

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

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

American Language Course Placement Test

- It measures English language proficiency through the modalities of listening and reading.
- An ALCPT Approval Request form must be submitted to the DLIELC's Testing Depatment for purchase approval at: DLI.Testing@us.af.mil

For more information, see 'American Language Course Placement Test (ALCPT)' section in DLIELC SCO Handbook, Courses & Catalog, visit our website (www.dlielc.edu/testing/alcpt_test.php) or contact DLIELC/ETF

Starter Packages

The ALC materials can be purchased in Starter Packages. Each Starter Package includes materials for an ALC level comprised of six books and includes enough copies of the materials for a class of 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

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

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
- **Reporting student performance (answer sheets) to DLIELC Curriculum Flight is required through 2024 for all unit quizzes and Level 1, Book 1 quiz following completion of the Fundamentals course. Program managers are asked to send .pdf copies of answer sheets to DLIELC Curriculum at DLIELC.332TRS.ECFWorkflow@us.af.mil. Please include in the subject line the abbreviation, "ALCF."**

Fundamentals Starter Package

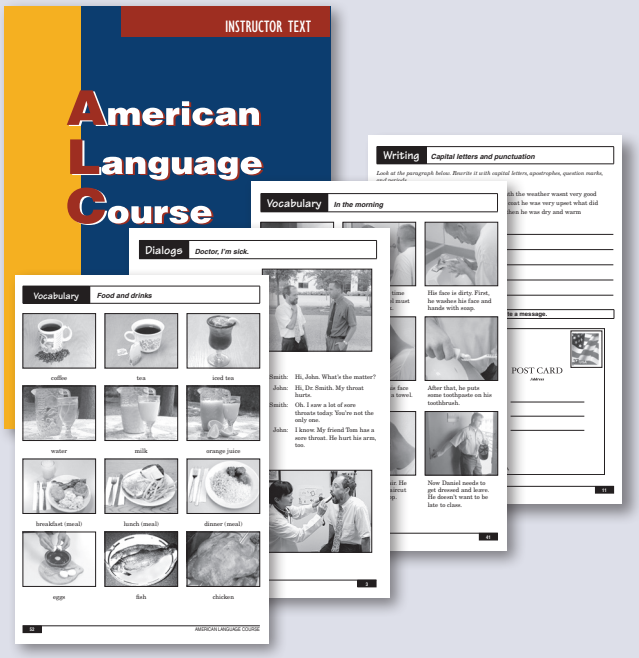
Item	Unit Price	Quantity	Subtotal
Instructor Texts plus Audio and Resource CDs	$30.00	3	$90.00
Student Texts	$20.00	30	$600.00
Picture Cards	$20.00	15	$300.00
Word Cards	$20.00	15	$300.00
Posters	$100.00	3	$300.00
Flashcards	$30.00	3	$90.00
Quiz Kit, Forms A and B	$75.00	2	$150.00
Package of 500 Answer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

Level I (Books 1-6)

Elementary *ALCPT Range 0-25*

Level I (Books 1 – 6)

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



Level I Starter Package

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

Computer Based Training (CBT) for Level I

The Level I CBT supports and reinforces the ALC objectives presented in Books 1-6 and consists of creative language activities that will help the beginning language student. *CBT can be pre-loaded onto computers in Language Laboratory System purchases.

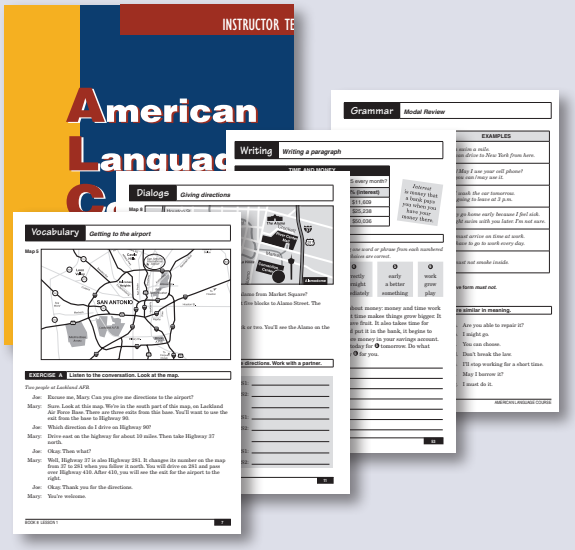
Level I CBT Package (6 CDs)	$3,000.00

Level II (Books 7-12)

High Elementary — *ALCPT Range 25-50*

Level II (Books 7 – 12)

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



Level II Starter Package

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

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)	$3,000.00

- Skills Assessment Kits (SAKs) are tools to evaluate listening, speaking, reading and writing skills after each level

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

Level III (Books 13-18)

Intermediate

ALCPT Range 50-60

Level III (Books 13 – 18)

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

Level III Starter Package

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

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)	$3,000.00

- Skills Assessment Kits (SAKs) are tools to elevate listening, speaking, reading and writing skills after each level

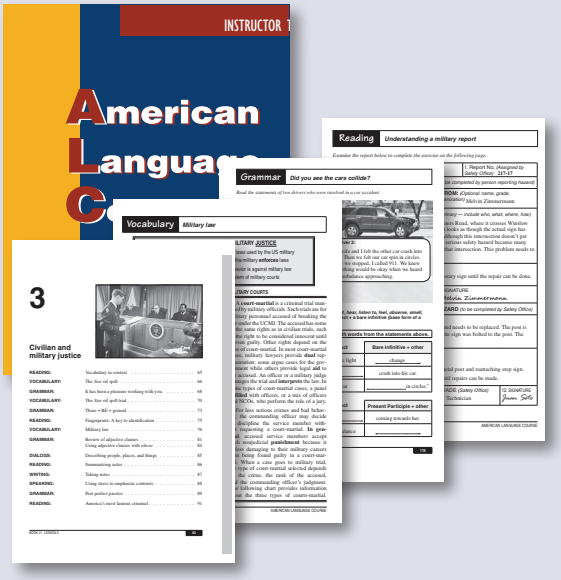
Level III Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	$150.00
Level III Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	$150.00

Level IV (Books 19- 24)

High Intermediate *ALCPT Range 60-70*

Level IV (Books 19 – 24)

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



Level IV Starter Package

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

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)	$3,000.00

- Skills Assessment Kits (SAKs) are tools to elevate listening, speaking, reading and writing skills after each level

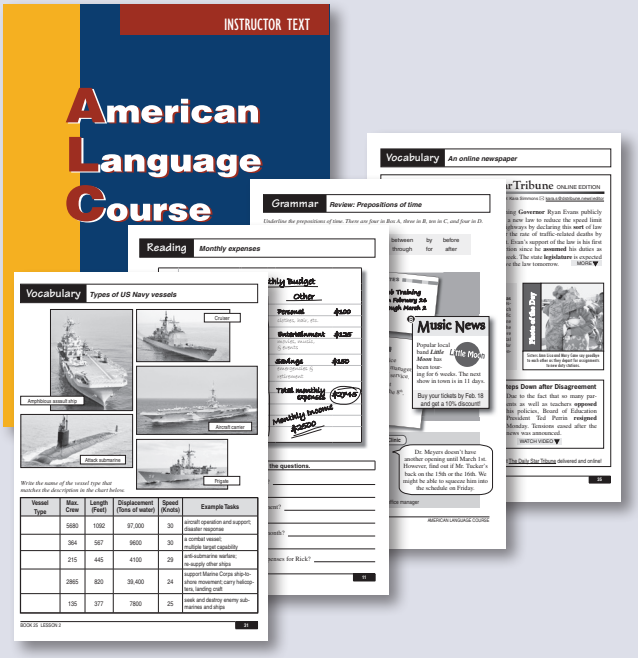
Level IV Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	$150.00
Level IV Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 Kit	$150.00

Level V (Books 25-30)

Advanced *ALCPT Range 70-80*

Level V (Books 25 – 30)

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



Level V Starter Package

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

Computer Based Training for Level V

The Level V CBT 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.

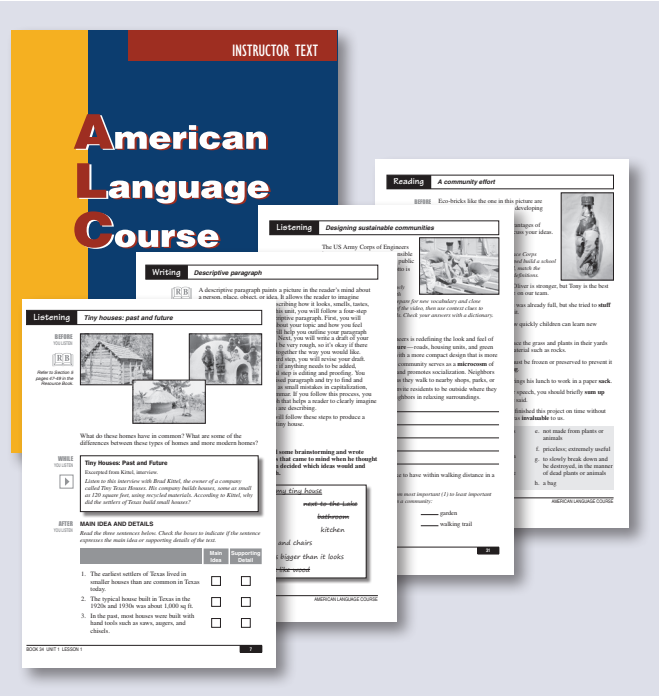
Level V CBT Package (6 CDs)	$3,000.00

Level VI (Books 31-34)

Advanced Professional — *ALCPT Range 80-85*

Level VI (Books 31 – 34)

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



Level VI Starter Package

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

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

Computer Based Training for Level VI

The Level VI CBT 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)	$2,000.00

Instructor Resources

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

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

782, Grammar for the American Language Course

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

789, Indexes to American Language Course Levels I-VI

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

Instructor Resources

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

Non-Intensive American Language Course (NALC)

The NALC materials were developed for adult international military students studying English fewer than 20 classroom hours per week. The course consists of four volumes, each of which contains 30-32 lessons (approximately 4 hours of classroom instruction per lesson) supplemented by 30 audio recordings, one per lesson (each approximately 30 minutes in length). Objectives include general, technical and military vocabulary, language functions, and grammar.

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

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

Volume Levels and Student Placement Chart

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

NALC Starter Packages

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

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

Volume 1 and Volume 2 Starter Packages

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

Volume 3 and Volume 4 Starter Packages

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

In-Country workshop: Familiarization with American Language Course

MASL: D317003

Course Length: 2 weeks

Entry Requirements: 80 ECL recommended

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

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize participants with the ALC and provide them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

ALC Familiarization Workshop Training Materials

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

In-Country workshop: Familiarization with Nonintensive American Language Course

MASL: D317004

Course Length: 2 weeks

Entry Requirements: 80 ECL recommended

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

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to give participants a thorough review of the components of the NALC and provides them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

NALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
780 Familiarization with the NALC (workshop booklet)	$15.00	11	$165.00
NALC Volume 3 - Instructor Text, Student Text, Listening Skill Text, Homework Text	$90.00	11 of *each* text	$990.00
NALC Volume 3 Audio CD set	$80.00	1	$80.00
NALC Volume 4 - Instructor Text, Student Text, Listening Skill Text, Homework Text	$90.00	11 of *each* text	$990.00
NALC Volume 4 Audio CD set	$80.00	1	$80.00
	Total for 10 participants + one instructor		$2,305.00

Note: NALC Volumes 1 or 2 may be substituted for Volumes 3 and 4 in the Starter Package.

Computer Based Training (CBT) for the Nonintensive ALC

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

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

English Skills for Staff Officers in Multinational Operations (ESSO) *ALCPT Range 80+*

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

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

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

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

ESSO Workshop Training Materials

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

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

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.

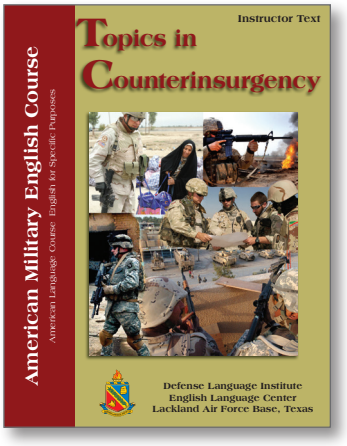
Two sets of audio recordings are included. The listening skills recordings provide the students practice in topics related to the lesson. The unit recordings are an oral version of the readings and some of the explanations contained in each lesson.

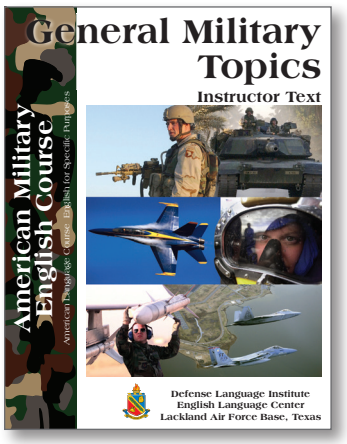
The AMEC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased

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

Topics in Counterinsurgency Starter Package

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





General Military Topics Starter Package

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

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)

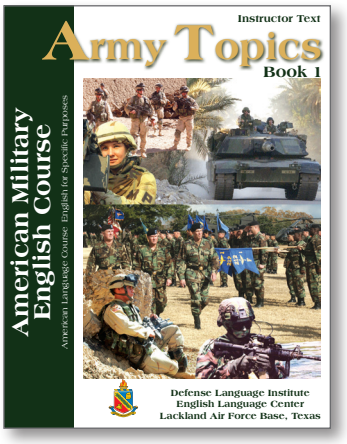
A DLIELC MTT conducts this workshop for experienced instructors. The course is designed to familiarize the participants with the issues that instructors face when teaching military language. AMEC materials are used during the course to introduce participants to relevant teaching techniques, give them 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

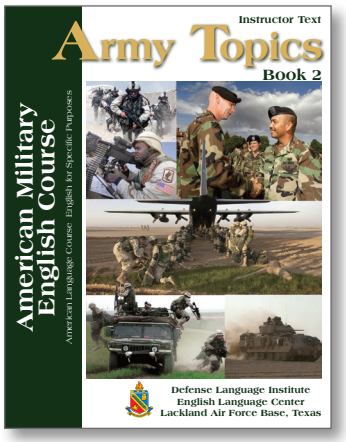
Item	Price	Quantity	Subtotal
Teaching ESP — Using the AMEC (workshop booklet)	$15.00	11	$165.00
General Military Topics — Instructor Text, Student Text	$50.00	11 of *each* text	$550.00
General Military Topics — Audio CD set, DVD	$60.00	1	$60.00
Topics in Counterinsurgency — Instructor Text, Student Text, Glossary	$60.00	11 of *each* text	$660.00
Topics in Counterinsurgency — Audio CD set, DVD	$60.00	1	$60.00
		Total for 10 participants + one instructor	**$1,495.00**

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



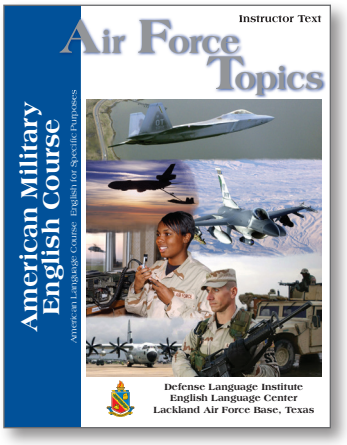
Item	Unit Price	Quantity	Subtotal
Instructor Text	$30.00	1	$30.00
Student Text	$20.00	10	$200.00
Audio CDs (set of 10)	$50.00	1	$50.00
DVD: "A Day in the Life of a Soldier"	$10.00	1	$10.00
		TOTAL	**$290.00**



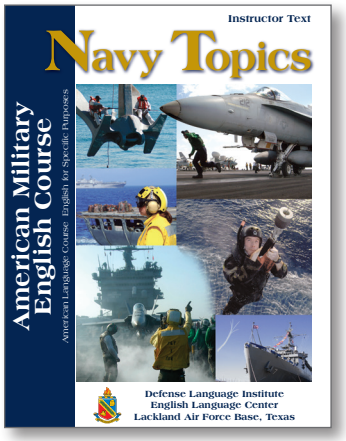
Army Topics, Book 2, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	$30.00	1	$30.00
Student Text	$20.00	10	$200.00
Audio CDs (set of 10)	$50.00	1	$50.00
		TOTAL	**$280.00**

Air Force Topics Starter Package



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



Navy Topics Starter Package

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

Aviation Topics and Activities

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

Aviation Topics and Activities CDs

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

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

In-Country Workshop: English Language Achievement Testing

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

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

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

In-Country Workshop: English Language Proficiency Testing

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

A DLIELC Mobile Training Team (MTT) conducts this workshop for English language testing specialists. The course is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) and/or North Atlantic Treaty Organization (NATO) Standardization Agreement (STANAG) 6001 Language Proficiency Levels. The testing of any, or all, of the four language skills—listening, speaking, reading and writing— may be included in the course objectives, depending upon the specific requirements. The instructor will provide materials for the course.

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

Part VI—Language Laboratory Systems

How to Obtain Language Laboratory Systems with IMET Funding

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

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

For preliminary DLIELC review of an IMET-funded lab, please send your language laboratory request to DLIELC at DLIELC.NonResident.Programs@us.af.mil 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 8.1 MS Windows 8 MS Windows 7 MS Windows Vista MS Windows XP Service Pack 3 (minimum requirement) NOTE: 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 - Deadline 1 May

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

Deadline to OPM 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 online.

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

OPM reviews book order.

637 TRSS/TLF reviews DD 1149.

OPM reaches out for missing information.

→

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

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

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

International Military Education and Training (IMET)

Programming

› DLIELC curriculum materials are programmed on the USAF Standardized Training List (STL) under Worksheet Control Number (WCN) 0003/DBKPUBO for materials and WCN 0004/DOOPCHT for packing and shipping.

› Air Force Security Assistance Training (AFSAT) will provide funding authorization.

› **In order to ensure IMET orders can be processed by 637 TRSS/TLF before the end-of-fiscal-year, forward orders to AFSAT by 1 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
JBSA-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.
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.637TRSS.TLFSalesWorkflow@us.af.mil

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

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

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

Block 1. **From**: Name and address of authorized in-country representative

2. **To:** For air shipments, the physical address in country (office/suite number, building number, street, city and country). For surface shipments, freight forwarder* address to include POC name, telephone number and email address.

3. **Ship to**: **mark for**: Special in country instructions: include in-country POC name, telephone number and email address. Check customs regulations.

4. **Accounting and funding data**: Download DD Form 1149 and the Order Form from our web site www.DLIELC.edu. 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.

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

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

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

Deadline to OPM 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 online.

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

OPM reviews book order.

637 TRSS/TLF reviews DD 1149.

OPM reaches out for

missing information.

After approval, OPM forwards

invoice and DD1149 to MILDEP,

TRF, SCO, and 637 TRSS/TLF.

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

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

Foreign Military Sales (FMS)

Procedures

DLIELC is the sole source for all ALC materials.

- FMS-funded purchases of ALC materials may be obtained by developing a Letter of Offer and Acceptance (LOA) to establish a new FMS case for the purchase of ALC materials. We recommend setting up a blanket order case since it does not require a detailed order of materials to set it up; instead, a case value (total dollar amount) can be requested for ALC materials.
- Or, purchases may also be funded from a suitable existing FMS case. Please refer to DoD 5105.38-M, Security Assistance Management Manual (SAMM), for instructions.
- Once the FMS case is set up, download DD Form 1149 and the Order Form from our web site www.DLIELC.edu. 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

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

Block 1. **From**: Name and address of authorized in-country representative

2. **To:** Freight forwarder* address to include POC name, telephone number and email address.
3. **Ship to**: **mark for**: Special in-country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
4. **Accounting and funding data**: Download DD Form 1149 and the Order Form from our web site www.DLIELC.edu. Order Form replaces 4a-i on the DD Form 1149.
5. **Requisition date**: Current date
6. **Requisition number**:
7. **Date material required**: Indicate date materials are needed in country.
8. **Priority**: Indicate air or surface shipment (for shipment to CONUS freight forwarder only).
9. **Authority or purpose**:
10. **Signature**: Signature of Authorized Representative

11 through 18: Leave blank

19. **Sheet total**: *Total of each page of DD 1149*
    Grand total: *Total of all pages of DD 1149*
20. **Receiver's voucher number**: Leave blank

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

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

SHIPPING CONTAINER TALLY ——— 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: *(Include ZIP Code)*	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
			7. DATE MATERIAL REQUIRED *(YYYYMMDD)*	8. PRIORITY
2. TO: *(Include ZIP Code)*	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE			11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*
3. SHIP TO - MARK FOR	12. DATE SHIPPED *(YYYYMMDD)*			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS DATA	AMOUNT

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

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO	17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY					
			← TOTAL →		

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	SHEET TOTAL $0.00
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	GRAND TOTAL $0.00
POSTED	DATE *(YYYYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JAN 2016

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

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

SHEET NO.	NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE	b. VOUCHER NUMBER AND DATE

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

DD FORM 1149C, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

AMERICAN LANGUAGE COURSE INTENSIVE MATERIALS (ALC) (p.66)

ALC Starter Packages	Price
Fundamentals Starter Package, Units 1-3	$1,845.00
Level I Starter Package, Books 1-6	$1,875.00
Level II Starter Package, Books 7-12	$1,875.00
Level III Starter Package, Books 13-18	$1,725.00
Level IV Starter Package, Books 19-24	$1,725.00
Level V Starter Package, Books 25-30	$1,725.00
Level VI Starter Package, Books 31-34	$1,725.00

ALC Individual Materials

ALC Fundamentals Unit 1	Price
Instructor Texts plus Audio and Resource CDs	$30.00
Student Texts	$20.00
Picture Cards	$20.00
Word Cards	$20.00
Posters	$100.00
Flashcards	$30.00
Quiz Kit, Form A	$75.00
Quiz Kit, Form B	$75.00
Package of 500 Answer Sheets	$15.00

ALC Fundamentals Unit 2	Price
Instructor Texts plus Audio and Resource CDs	$30.00
Student Texts	$20.00
Picture Cards	$20.00
Word Cards	$20.00
Posters	$100.00
Flashcards	$30.00
Quiz Kit, Form A	$75.00
Quiz Kit, Form B	$75.00

ALC Fundamentals Unit 3	Price
Instructor Texts plus Audio and Resource CDs	$30.00
Student Texts	$20.00
Picture Cards	$20.00
Word Cards	$20.00
Posters	$100.00
Flashcards	$30.00
Quiz Kit, Form A	$75.00
Quiz Kit, Form B	$75.00

DLIELC Books and Publications FY24 Pricing List

Book 1	Price
Instructor Text plus Audio CDs (Jan 03) (2 CDs)	$15.00
Student Text (Jan 03)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 03)	$25.00
Quiz Kit, Form B (Jan 03)	$25.00
Quiz Kit, Form C (Jan 03)	$25.00
Flash Cards (Jan 03)	$25.00

Book 2	Price
Instructor Text plus Audio CD (Jan 03)	$15.00
Student Text (Jan 03)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 03)	$25.00
Quiz Kit, Form B (Jan 03)	$25.00
Quiz Kit, Form C (Jan 03)	$25.00
Flash Cards (Jan 03)	$25.00

Book 3	Price
Instructor Text plus Audio CD (Jan 03)	$15.00
Student Text (Jan 03)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 03)	$25.00
Quiz Kit, Form B (Jan 03)	$25.00
Quiz Kit, Form C (Jan 03)	$25.00
Flash Cards (Jan 03)	$25.00

Book 4	Price
Instructor Text plus Audio CD (Jan 03)	$15.00
Student Text (Jan 03)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 03)	$25.00
Quiz Kit, Form B (Jan 03)	$25.00
Quiz Kit, Form C (Jan 03)	$25.00
Flash Cards (Jan 03)	$25.00

Book 5	Price
Instructor Text plus Audio CD (Jan 03)	$15.00
Student Text (Jan 03)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 03)	$25.00
Quiz Kit, Form B (Jan 03)	$25.00
Quiz Kit, Form C (Jan 03)	$25.00
Flash Cards (Jan 03)	$25.00

DLIELC Books and Publications FY24 Pricing List

Book 6	Price
Instructor Text plus Audio CD (Jan 03)	$15.00
Student Text (Jan 03)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 03)	$25.00
Quiz Kit, Form B (Jan 03)	$25.00
Quiz Kit, Form C (Jan 03)	$25.00
Flash Cards (Jan 03)	$25.00

Book 7	Price
Instructor Text plus Audio CD (Jan 04)	$15.00
Student Text (Jan 04)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 04)	$25.00
Quiz Kit, Form B (Jan 04)	$25.00
Quiz Kit, Form C (Jan 04)	$25.00
Flash Cards (Jan 04)	$25.00

Book 8	Price
Instructor Text plus Audio CD (Jan 04)	$15.00
Student Text (Jan 04)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00
Flash Cards (Jan 04)	$25.00

Book 9	Price
Instructor Text plus Audio CD (Jan 04)	$15.00
Student Text (Jan 04)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00
Flash Cards (Jan 04)	$25.00

Book 10	Price
Instructor Text plus Audio CD (Jan 05)	$15.00
Student Text (Jan 05)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00
Flash Cards (Jan 05)	$25.00

DLIELC Books and Publications FY24 Pricing List

Book 11	Price
Instructor Text plus Audio CD (Jan 05)	$15.00
Student Text (Jan 05)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00
Flash Cards (Jan 05)	$25.00

Book 12	Price
Instructor Text plus Audio CD (Jan 05)	$15.00
Student Text (Jan 05)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00
Flash Cards (Jan 05)	$25.00

Book 13	Price
Instructor Text plus Audio CD (Jan 06)	$15.00
Student Text (Jan 06)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 14	Price
Instructor Text plus Audio CD (Jun 06)	$15.00
Student Text (Jun 06)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 15	Price
Instructor Text plus Audio CD (Jun 06)	$15.00
Student Text (Jun 06)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 16	Price
Instructor Text plus Audio CD (Apr 07)	$15.00
Student Text (Apr 07)	$10.00

Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 17	Price
Instructor Text plus Audio CD (Oct 07)	$15.00
Student Text (Oct 07)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 18	Price
Instructor Text plus Audio CD (Jan 08)	$15.00
Student Text (Jan 08)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 19	Price
Instructor Text plus Audio CD (Oct 08)	$15.00
Student Text (Oct 08)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form D	$25.00
Quiz Kit, Form E	$25.00
Quiz Kit, Form F	$25.00

Book 20	Price
Instructor Text plus Audio CD (Jan 09)	$15.00
Student Text (Jan 09)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 09)	$25.00
Quiz Kit, Form B (Jan 09)	$25.00
Quiz Kit, Form C (Jan 09)	$25.00

Book 21	Price
Instructor Text plus Audio CD (Aug 09)	$15.00
Student Text (Aug 09)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Aug 09)	$25.00
Quiz Kit, Form B (Aug 09)	$25.00
Quiz Kit, Form C (Aug 09)	$25.00

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Book 22	Price
Instructor Text plus Audio CD (Jan 10)	$15.00
Student Text (Jan 10)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jan 10)	$25.00
Quiz Kit, Form B (Jan 10)	$25.00
Quiz Kit, Form C (Jan 10)	$25.00

Book 23	Price
Instructor Text plus Audio CD(Aug 10)	$15.00
Student Text (Aug 10)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Aug 10)	$25.00
Quiz Kit, Form B (Aug 10)	$25.00
Quiz Kit, Form C (Aug 10)	$25.00

Book 24	Price
Instructor Text plus Audio CD (Nov 10)	$15.00
Student Text (Nov 10)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Nov 10)	$25.00
Quiz Kit, Form B (Nov 10)	$25.00
Quiz Kit, Form C (Nov 10)	$25.00

Book 25	Price
Instructor Text plus Audio CD (Aug 11)	$15.00
Student Text (Aug 11)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Aug 11)	$25.00
Quiz Kit, Form B (Aug 11)	$25.00
Quiz Kit, Form C (Aug 11)	$25.00

Book 26	Price
Instructor Text plus Audio CD (Apr 12)	$15.00
Student Text (Apr 12)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Apr 12)	$25.00
Quiz Kit, Form B (Apr 12)	$25.00
Quiz Kit, Form C (Apr 12)	$25.00

Book 27	Price
Instructor Text plus Audio CD (Oct 12)	$15.00
Student Text (Oct 12)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Oct 12)	$25.00
Quiz Kit, Form B (Oct 12)	$25.00
Quiz Kit, Form C (Oct 12)	$25.00

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Book 28	Price
Instructor Text plus Audio CD (May 13)	$15.00
Student Text (May 13)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (May 13)	$25.00
Quiz Kit, Form B (May 13)	$25.00
Quiz Kit, Form C (May 13)	$25.00

Book 29	Price
Instructor Text plus Audio CD (Jul 13)	$15.00
Student Text (Jul 13)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Jul 13)	$25.00
Quiz Kit, Form B (Jul 13)	$25.00
Quiz Kit, Form C (Jul 13)	$25.00

Book 30	Price
Instructor Text plus Audio CD (Dec 13)	$15.00
Student Text (Dec 13)	$10.00
Language Laboratory Activities Text (LLAT) (Jan 12)	$5.00
Audio CDs (8)	$40.00
Quiz Kit, Form A (Dec 13)	$25.00
Quiz Kit, Form B (Dec 13)	$25.00
Quiz Kit, Form C (Dec 13)	$25.00

Book 31	Price
Instructor Text plus DVDs (Oct 15)	$35.00
Student Text (Oct15)	$10.00
Level VI Resource Book (For Books 31-34) (Oct15)	$10.00
Assessment Kit, Forms A, B (Oct16)	$35.00
Assessment Kit, Forms D, E (Oct16)	$25.00

Book 32	Price
Instructor Text plus DVDs (Oct 15)	$35.00
Student Text (Oct15)	$10.00
Level VI Resource Book (For Books 31-34) (Oct15)	$10.00
Assessment Kit, Forms A, B (Oct16)	$35.00
Assessment Kit, Forms D, E (Oct16)	$25.00

Book 33	Price
Instructor Text plus DVDs (Oct 15)	$35.00
Student Text (Oct15)	$10.00
Level VI Resource Book (For Books 31-34) (Oct15)	$10.00
Assessment Kit, Forms A, B (Oct16)	$35.00
Assessment Kit, Forms D, E (Oct16)	$25.00

Book 34	Price
Instructor Text plus DVDs (Oct 15)	$35.00
Student Text (Oct15)	$10.00
Level VI Resource Book (For Books 31-34) (Oct15)	$10.00
Assessment Kit, Forms A, B (Oct16)	$35.00
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NALC Volume 3 Starter Package	$765.00
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Flash Cards	$25.00
Lessons 1-15, Quiz A	$25.00
Lessons 16-30, Quiz A	$25.00
Lessons 1-15, Quiz B	$25.00
Lessons 16-30, Quiz B	$25.00
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Homework Text (Jan 08)	$10.00
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Lessons 1-16, Quiz A,	$25.00
Lessons 1-16, Quiz B	$25.00
Lessons 17-31, Quiz C	$25.00
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Lessons 1-16, Quiz A	$25.00
Lessons 1-16, Quiz B	$25.00
Lessons 17-32, Quiz C	$25.00
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