

FROM: COMDT DLIELC LACKLAND AFB TX//LEXP//

TO: AIG 9348

AIG 9349

UNCLAS

SUBJ: (U) TELEPHONIC ORAL PROFICIENCY INTERVIEW (OPI) -
GUIDELINES

1. FOLLOWING ARE THE FORMAL GUIDELINES FOR CONDUCTING
TELEPHONIC OPIS:

INTERVIEWEES:

INTERVIEWEES WILL BE INTERNATIONAL MILITARY STUDENTS (IMS) SCHEDULED FOR INSTRUCTION IN SPECIALIZED ENGLISH TRAINING (SET) AT DLIELC AND/OR FOLLOW-ON AVIATION TRAINING IN CONUS WITH ESTABLISHED OPI PREREQUISITES. CANDIDATES MUST HAVE ATTAINED THEIR REQUIRED ENGLISH COMPREHENSION LEVEL (ECL) SCORE. CANDIDATES WILL BE INTERVIEWED AT ECL TEST SITE (AT APPROPRIATE IN-COUNTRY SITES OR AT FIRST CONUS SITE - WHICHEVER IS THE CURRENTLY ESTABLISHED SITE.)

INTERVIEWERS:

INTERVIEWERS WILL BE DLIELC FACULTY AND STAFF MEMBERS WHO HAVE BEEN CERTIFIED AS OFFICIAL RATERS OF THE OPI. TWO RATERS WILL CONDUCT EACH TELEPHONIC OPI.

AUTHORIZED IN-COUNTRY REPRESENTATIVES:

AUTHORIZED IN-COUNTRY REPRESENTATIVES INCLUDE THE SECURITY ASSISTANCE OFFICER (SAOS), ECL TEST CONTROL OFFICERS (TCOS), OR U.S. PERSONNEL DESIGNATED BY THE SAO OR TCO.

2. SAO/TCO RESPONSIBILITIES:

A. THE SAO AND/OR ECL TCO WILL IDENTIFY AND CERTIFY CANDIDATES FOR THE OPI.

B. THEY WILL SCHEDULE THE INTERVIEW THROUGH THE DLIELC RESIDENT PROGRAMS BRANCH (LEXP) AND ATTEND THE ACTUAL TESTING TO VERIFY THE IDENTITY OF THE INTERVIEWEE AND ENSURE SECURITY DURING THE INTERVIEW.

C. THEY WILL ESTABLISH A SUITABLE ROOM AS THE TEST SITE. THIS ROOM SHOULD PROVIDE A COMFORTABLE CHAIR AND TABLE/DESK WITH ONLY THE TELEPHONE FOR THE INTERVIEWEE. SPEAKER AND CONFERENCE PHONES SHOULD BE AVOIDED DUE TO POSSIBLE VOLUME AND QUALITY REDUCTION. THE SAO/TCO SHOULD SIT OFF TO THE SIDE SO AS NOT TO DISTRACT THE INTERVIEWEE OR BE DRAWN INTO THE INTERVIEW. THERE SHOULD BE NO TAPING OF OPIS OR DISCUSSION OF OPI QUESTIONS BETWEEN THE SAO/TCO AND THE INTERVIEWEE BEFORE, DURING, OR AFTER THE OPI.

D. SAOS/TCOS WILL DOCUMENT THE TELEPHONIC OPI INFORMATION FOR EACH INTERVIEWEE ON A TELEPHONIC OPI LOG, NOTING INTERVIEWEE NAME, RANK, DATE OF OPI, AND RATING. THE LOG WILL BE USED TO TRACK CANDIDATES AND SCHEDULE SUBSEQUENT TELEPHONIC OPIS AS NEEDED.

E. SAOS/TCOS WILL INFORM THE HOST COUNTRY OR APPROPRIATE CONUS PERSONNEL OF THE INTERVIEWEE'S OPI RATING.

3. PROCEDURES:

A. AUTHORIZED IN-COUNTRY REPRESENTATIVES IDENTIFY ECL QUALIFIED CANDIDATES VIA TELEPHONE, MESSAGE, FAX, OR E-MAIL, AND SCHEDULE AN OPI WITH THE COUNTRY PROGRAM MANAGER (CPM) AT DLIELC/LEXP (NO MORE THAN TWO CANDIDATES PER DAY). TELEPHONE: (210) 671-3342, DSN 473-3342, FAX: (210) 671-3700 DSN: 473-3700, E-MAIL: RUSSELL.BALL@LACKLAND.AF.MIL. PROVIDE THE DATE AND TIME REQUESTED; INTERVIEWEE'S NAME, RANK, MILITARY ID NUMBER AND QUALIFYING ECL SCORE; THE SPECIFIC FOLLOW-ON-TRAINING MASL AND PROJECT/CASE; AND THE INTERVIEWEE'S DLIELC DESIGNATED CODE NUMBER (IF PREVIOUSLY TESTED). ALLOW ONE HOUR PER INTERVIEWEE FOR EACH INTERVIEW REQUESTED.

B. LEXP WILL COORDINATE ALL REQUESTS AND CONFIRM SCHEDULED TIMES VIA RETURN TELEPHONE, MESSAGE, FAX, OR E-MAIL.

C. SAOS/TCOS ENSURE THE INTERVIEWEE IS PRESENT AT THE TEST SITE AT THE CONFIRMED TIME, CONFIRM THE INTERVIEWEE'S IDENTITY THROUGH OFFICIAL PHOTO IDENTIFICATION, AND PLACE THE CALL TO DLIELC/LEXP.

D. THE INTERVIEWERS WILL VERIFY INTERVIEWEE INFORMATION, ASSIGN A DLIELC DESIGNATED CODE NUMBER, VERIFY CLARITY OF THE CONNECTION, AND MAKE ANY APPROPRIATE CORRECTIONS.

E. SAOS/TCOS WILL REMAIN IN THE ROOM DURING THE ENTIRE INTERVIEW AND ALLOW NO ONE ELSE TO ENTER. THEY SHOULD NOT ALLOW THE INTERVIEWEE TO READ OR WRITE ANYTHING DURING THE OPI EXCEPT DURING THE INFORMATION GATHERING TASK (IGT) WHEN A PENCIL AND PAPER SHOULD BE PROVIDED TO THE INTERVIEWEE.

F. AT THE END OF EACH INTERVIEW, THE INTERVIEWEE SHOULD HAND THE RECEIVER AND SCRAP PAPER TO THE SAO/TCO AND LEAVE THE ROOM.

G. AFTER OPI RATING VERIFICATION (NORMALLY WITHIN TWO U.S. WORKDAYS), THE CPM WILL NOTIFY THE IN-COUNTRY REPRESENTATIVE OF THE INTERVIEWEES' SCORES AND SEND A FOLLOW-UP MESSAGE TO COUNTRY WITH CODE NUMBER, NAME, RANK, DATE AND RATING OF EACH INTERVIEWEE.

4. POLICY:

A. ALL NONRESIDENT OPI RATINGS WILL BE VERIFIED AT DLIELC BEFORE THEY ARE RELEASED. AN OFFICIAL OPI RATING IS VALID FOR 6 MONTHS. (AN ECL SCORE IS VALID FOR 105 DAYS.)

B. INTERVIEWEES MAY BE RE-INTERVIEWED ONLY AFTER A WAITING PERIOD OF 90 CALENDAR DAYS, DURING WHICH THEY SHOULD BE ENROLLED IN AN INTENSIVE COURSE OF ENGLISH LANGUAGE INSTRUCTION THAT STRESSES ORAL COMMUNICATION.

C. RATERS WILL BE PREPARED TO WAIT 20 MINUTES AFTER THE APPOINTED TIME, IF NECESSARY. IF FOR ANY REASON THE LINE IS DISCONNECTED AND THE IN-COUNTRY REPRESENTATIVE IS UNABLE TO RE-

ESTABLISH CONTACT WITHIN 20 MINUTES, THE TELEPHONIC OPI WILL BE CANCELED AND MAY BE RESCHEDULED. NO MORE THAN ONE CALLBACK WILL BE ATTEMPTED FOR ANY SCHEDULED INTERVIEW.

D. IF MORE THAN ONE TELEPHONIC OPI IS TO BE CONDUCTED ON THE SAME DATE, THE IN-COUNTRY REPRESENTATIVE WILL ENSURE THAT THE INTERVIEWEES ARE APPROPRIATELY ISOLATED FROM EACH OTHER TO PRECLUDE THE POSSIBILITY OF THEIR DISCUSSING THE CONTENT OF THE TELEPHONIC OPI. DISCUSSION WOULD ONLY MISLEAD INTERVIEWEES, AS NO TWO INTERVIEWS ARE THE SAME.

E. PRECAUTIONS SHOULD BE TAKEN TO MINIMIZE ANY DISCUSSION OF THE TELEPHONIC OPI QUESTIONS AND RESPONSES AMONG THE INTERVIEWEES BEFORE AND IMMEDIATELY AFTER THE TELEPHONIC OPI.

F. IF COUNTRY HAS A LARGE NUMBER OF CANDIDATES TO INTERVIEW, THE COUNTRY HAS THE OPTION TO REQUEST AND FUND AN OPI TEAM TO COME TDY TO CONDUCT THE INTERVIEWS IN-COUNTRY.

G. ANY IMS WHO HAS AN OPI REQUIREMENT FOR FOLLOW-ON TRAINING (FOT) AND HAS NOT TAKEN OR PASSED THE OPI IN-COUNTRY AND ARRIVES IN CONUS WILL HAVE TO TEST UPON ENTRY AT FIRST CONUS TRAINING SITE. DLIELC STUDENTS WHO DO NOT ATTAIN THE REQUIRED LEVELS WILL NOT ENTER SET. DLIELC DOES NOT GRANT/RECOMMEND/ENDORSE WAIVERS. MILDEP WILL PROVIDE FINAL DISPOSITION FOR ALL IMS - WHETHER ENTERING DLIELC OR DIRECT ENTERING FOT.

5. DLIELC HAS DESIGNED THE ORAL PROFICIENCY SKILLS FOR AVIATION (OPSAV) COURSE MASL 177026 FOR STUDENTS WHO TEST BELOW THE REQUIRED OPI LEVELS AND NEED A 2/2. IT IS DESIGNATED AS A 25-WEEK COURSE: 16 WEEKS OF ORAL PROFICIENCY SKILLS DEVELOPMENT FOLLOWED BY 9 WEEKS OF SET. ALSO AVAILABLE IS THE ADVANCED ENGLISH LANGUAGE PROGRAM, A 16-WEEK ENGLISH LANGUAGE COURSE, DESIGNED FOR STUDENTS WHO NEED TO ACHIEVE AN OPI OF 2+ OR 3.

A. IMS WILL BE CLOSELY MONITORED DURING THE FIRST PORTION OF THE OPSAV COURSE TO IDENTIFY THOSE WHO MEET THE REQUIRED OPI RATING EARLY, AS WELL AS TO IDENTIFY THOSE WHO SHOW SIGNS OF NOT BEING ABLE TO MEET THE REQUIREMENTS.

B. CPMS WILL IDENTIFY AND COORDINATE WITH MILDEPS TO SECURE EARLY OR LATER QUOTAS, AS POSSIBLE, AND ADJUST PROGRAMMING.

C. IMS MUST MEET THE OPI RATING, BOOK QUIZ SCORE, AND ECL REQUIREMENT TO RECEIVE A DIPLOMA.

D. IT SHOULD BE NOTED THAT AT THIS POINT, DLIELC CAN NOT PREDICT HOW MANY WEEKS OF TRAINING IT TAKES TO PROGRESS FROM LEVEL TO LEVEL - AS WITH THE ECL VIA THE "WHIZ WHEEL". IT STANDS TO REASON, HOWEVER, THAT AN IMS WHO PRE-TESTS A HALF POINT BELOW THE REQUIRED LEVELS HAS A BETTER CHANCE OF MEETING THE OBJECTIVES THAN AN IMS WHO ENTERS THE COURSE A POINT OR MORE BELOW THE ESTABLISHED REQUIREMENTS.

6. POC FOR INQUIRIES RELATING TO TELEPHONIC OPIS IS RUSSELL
BALL AT DSN 473-3342 OR COMMERCIAL 210-671-3342. E-MAIL
ADDRESS: RUSSELL.BALL@LACKLAND.AF.MIL.

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