

P R 261326Z SEP 00  
FM USCINCCENT MACDILL AFB FL//CCJ4/7-SA//  
TO RUEHDS/AMEMBASSY ADDIS ABABA//USDAO//  
RUEHTA/AMEMBASSY ALMATY//USDAO//  
RUEHAH/AMEMBASSY ASHGABAT//USDAO//  
RUEHAE/AMEMBASSY ASMARA//USLO//  
RUEHEK/AMEMBASSY BISHKEK//USDAO//  
RUEHMK/AMEMBASSY MANAMA//OMC//  
RUEHYN/AMEMBASSY SANAA//USDAO//  
RUEHNT/AMEMBASSY TASHKENT//USDAO//  
RUEHEG/USOMC CAIRO EG//TNG//  
RUEHMS/USOMC MUSCAT MU  
RUEHAM/AMEMBASSY AMMAN JO//TNG//  
RUEHKU/OMC-K KUWAIT KU//TNG//  
RUEHDO/AMEMBASSY DOHA//USLO//  
RUEHAD/USLO ABU DHABI TC//TNG//  
RUEHDJ/USLO DJIBOUTI DJ  
RUEHNR/USLO NAIROBI KE//TNG//  
RUEORYD/CHUSMTM RIYADH SA//CJS-PAD/USAS/USNS/USAFS//  
INFO RUEHIL/ODRP ISLAMABAD PK  
RUEORYQ/PM SANG RIYADH SA//G3TNG//  
RUEKJCS/SECDEF WASHINGTON DC//DSCA-MEAN//  
RUBDPLA/COMMCEN LACKLAND AFB TX//CC/LECT//  
RUVALAN/DISAM WRIGHT PATTERSON AFB OH//DI//  
RUBDPLA/USPACOM HONOLULU HI//J45//  
RUCJACC/USCINCCENT MACDILL AFB FL//SUPR//  
UNCLAS  
MSGID/GENADMIN/CCJ4/7-SP//

SUBJECT/CONTROL OF ENGLISH COMPREHENSION LEVEL (ECL) TEST MATERIALS// RMKS/

1. THE SUMMER ROTATIONAL CYCLE FOR NEW SAO TRAINING PERSONNEL ASSIGNED TO THE USCENCOM AOR IS COMPLETED AND AFFORDS AN OPPORTUNITY FOR ALL NEWLY DESIGNATED TEST CONTROL OFFICERS (TCOS) AND ALTERNATE TEST CONTROL OFFICERS (ATCOS) TO REVIEW CURRENT ECL TEST CONTROL PROCEDURES (IAW DLIELC INSTRUCTION 1025.15). THE IMPORTANCE OF SAFEGUARDING ECL TEST MATERIALS CANNOT BE OVEREMPHASIZED SINCE LOSSES CAN COMPROMISE DOD'S WORLDWIDE ENGLISH LANGUAGE TESTING SYSTEM. ECL TEST MATERIALS (BOOKLETS, SCORING KEYS, TAPES, AND COMPLETE ANSWER KEYS) SHOULD BE GIVEN A LEVEL OF PAGE 03 RUHPSGG1973 UNCLAS PROTECTION SIMILAR TO THAT REQUIRED FOR CLASSIFIED INFO (IN MOST CASES CONTROLS SHOULD BE MORE RIGID SINCE MATERIALS ARE CONSTANTLY BEING REMOVED, BY THE TCO/ATCO, FROM U.S. CONTROLLED AREAS TO HOST COUNTRY TESTING SITES).

2. KEY POINTS OF DLIELC INSTRUCTION 1025.15 ARE (THIS MSG SHOULD NOT BE MISCONSTRUED AS A SUBSTITUTE FOR READING OR REVIEWING GUIDANCE CONTAINED IN DLIELC INSTRUCTION):  
A. TCOS/ATCOS ARE DESIGNATED BY AN APPOINTMENT LETTER FROM CHIEF OF USER ORGANIZATION AND FORWARDED TO DLIELC/LECT. TCOS/ATCOS ARE REQUIRED TO BE MINIMUM E-5 /GS-5 OR ABOVE. LETTER SHOULD INCLUDE THE SIGNATURES OF THE TCO/ATCO AND SHOULD STATE THE APPOINTMENT OF THE NEW TCO/ATCO VICE PREVIOUS ONE(S).  
B. TCOS ARE REQUIRED TO INVENTORY TEST MATERIAL EVERY SIX MONTHS OR UPON APPOINTMENT OF A NEW TCO.  
C. TCOS ARE RESPONSIBLE FOR RECEIVING, OPENING, AND SECURING THE NEW ECL TEST KITS MAILED TO THE

ORGANIZATION. FYI, DLIELC IS IN THE PROCESS OF MAILING NEW FY01 ECL TEST KITS TO WORLDWIDE SAO ORGANIZATIONS. ONCE RECEIVED, THE TCO SHOULD IMMEDIATELY CONDUCT A DETAILED INVENTORY OF THE TEST MATERIALS. RECEIPT OF ALL ECL PACKAGES SHOULD BE ACKNOWLEDGED BY RETURNING ONE SIGNED COPY OF PAGE 04 RUHPSGG1973 UNCLAS THE INVOICE TO DLIELC/LECT. DISCREPANCIES/SHORTAGES SHOULD BE REPORTED IMMEDIATELY THRU USCENTCOM, ATTN: CCJ4/7-SP, TO DLIELC.

D. TCOS MUST DESTROY ECL TEST MATERIALS WHEN DIRECTED BY DLIELC OR AFTER RECEIVING NEW ECL TEST MATERIALS. ACTION IN BOTH CASES IS DOCUMENTED BY A DESTRUCTION CERTIFICATE, AND THE ORIGINAL COPY OF THE CERTIFICATE IS TO BE PROVIDED TO DLIELC/LECT. A TIME LIMIT OF 30 DAYS FOR DESTRUCTION OF OLD MATERIALS (AFTER RECEIPT OF THE NEW ONES) HAS BEEN APPROVED FOR FY01 (CHANGE CURRENTLY PENDING TO DLIELC INSTRUCTION 1025.15). A THIRTY DAY PERIOD FOR SUBMISSION OF THE DESTRUCTION CERTIFICATE MAY BE REQUIRED BEGINNING IN FY02.

E. ECL TEST MATERIALS MUST BE LOGGED IN AND OUT ON A LEDGER FORM PRESCRIBED BY DLIELC INSTRUCTION 1025.15. ECL TEST MATERIALS ARE TO BE STORED IN EITHER A SAFE OR FILE CABINET WITH BAR/LOCK MECHANISM.

F. TEST MATERIALS SHOULD ONLY BE HANDLED BY THE TCO OR ATCO UNLESS THE MATERIALS ARE BEING DISTRIBUTED BY A DESIGNATED TEST PROCTOR (MUST BE A U.S. CITIZEN AND A U.S. GOVERNMENT EMPLOYEE) DURING A TEST SESSION OR TEST BOOKLETS ARE IN ACTUAL USE BY THE STUDENTS BEING TESTED. CONSTANT VIGILANCE MUST BE MAINTAINED DURING TESTING SESSIONS TO ENSURE ALL TEST MATERIALS ARE COLLECTED/ACCOUNTED FOR PAGE 05 RUHPSGG1973 UNCLAS BEFORE STUDENTS LEAVE THE ROOM.

G. TEST MATERIALS SHOULD BE ROTATED TO AVOID OVEREXPOSURE WHICH COULD LEAD TO AN INADVERTENT COMPROMISE. AVOID FREQUENT TESTING (A STUDENT WHO FAILS AN ECL TEST CAN ONLY BE RETESTED ONCE EVERY 30 DAYS) AND AVOID USING THE ECL TEST AS A GAUGE TO MEASURE STUDENT PROGRESS (RECOMMEND USE OF AMERICAN LANGUAGE COURSE PROFICIENCY TESTS IN LIEU OF ECL TESTS FOR SCREENING PURPOSES). ALSO, CONSIDER LIMITING THE NUMBER OF TEST FORMS/BOOKLETS/TAPES TO MEET OPERATIONAL REQUIREMENTS (RISKS INCREASE PROPORTIONALLY TO THE HIGHER NUMBER OF ECL TEST MATERIALS ON-HAND). MEETING OPERATIONAL REQUIREMENTS, HOWEVER, MEANS HAVING ADEQUATE TEST FORMS/BOOKLETS TO ROTATE TEST FORMS (SAOS SHOULD HAVE ALREADY SPECIFIED REQUIREMENTS FOR FY01 TEST KITS).

H. TCOS ARE REQUIRED TO MAIL (BY CERTIFIED OR REGISTERED MAIL ONLY) USED ANSWER SHEETS TO DLIELC/LECT EACH MONTH. ADP ANALYSIS OF THE USED ANSWER SHEETS ENABLES DLIELC TO IDENTIFY TESTING TRENDS AND TO PROVIDE POSITIVE FEEDBACK TO TCOS. MONTHLY, ANSWER SHEETS SHOULD BE CONSOLIDATED AND DOUBLE-WRAPPED (BOTH INNER AND OUTER ENVELOPE SHOULD BE LABELED TO: COMMANDANT, DLIELC, ATTN: TEST AND MEASUREMENT BRANCH (LECT), 2235 ANDREWS AVE, LACKLAND AFB, PAGE 06 RUHPSGG1973 UNCLAS TX 78236-5259). INNER ENVELOPE ALSO SHOULD BE STAMPED FOUO AND CONTAIN THE FOLLOWING STATEMENT: "TEST MATERIAL TO BE OPENED BY THE NONRESIDENT ECL TEST MONITOR ONLY". DLIELC'S QUARTERLY REPORT TO USCENTCOM WILL ADDRESS THOSE TEST CONTROL SITES THAT FAIL TO SEND IN MONTHLY ANSWER SHEETS.

I. IN THE EVENT OF LOSS OR SUSPECTED TEST COMPROMISE, TCO SHOULD STOP USING THE TEST AND

IMMEDIATELY

REPORT INCIDENT IAW DLIELC INSTRUCTION. IN THE EVENT AN INVESTIGATION IS CALLED FOR BY DLIELC, A DETAILED "WRITTEN" REPORT (INCLUDING FINDINGS AND REMEDIAL ACTION TAKEN) MUST ALSO BE FORWARDED THRU CCJ4/7-SP TO COMMANDANT, DLIELC WITHIN 30 DAYS. BRIEF MESSAGE REPORTING WILL NOT SUFFICE. 3. REQUEST TCOS AND ATCOS REVIEW DLIELC INSTRUCTION 1025.15 TO ENSURE TEST CONTROL SAFEGUARDS AND ADMINISTRATIVE PROCEDURES COMPLY WITH DLIELC GUIDANCE. IAW CCP-20-6, CONTROL AND SAFEGUARD OF ECL TEST MATERIALS IS AN ITEM OF SPECIAL INTEREST DURING IG INSPECTIONS.

4. DLIELC INSTRUCTION 1025.15 IS CONTAINED IN DEFENSE ACQUISITION DESKBOOK OR VISIT DESKBOOK WEBSITE (WWW.DESKBOOK.OSD.MIL)... GO TO "REFERENCE LIBRARY"...GO TO "DISCRETIONARY DOCUMENTS"... GO TO "EDUCATION AND TRAINING MATERIALS"...GO TO "DLIELC INSTRUCTION PAGE 07 RUHPSGG1973 UNCLAS 1025.15".

5. APPRECIATE THE SUPPORT OF ALCON; USCENTCOM POC IS: MR. BILL VENZKE, CCJ4/7-SP, DSN 968-5897/5898 OR AC (813) 828-5897/5898.