



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER  
LACKLAND AIR FORCE BASE, TX 78236-5259

October 1, 2003  
DLIELC 1025.7  
LEXP

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

DLIELC INSTRUCTION 1025.7

SUBJECT: Planning and Programming Security Assistance English Language Training.

- References:
- (a) DLIELC 1025.7, subject as above, October 1, 2002 (hereby canceled).
  - (b) AFJI 16-105, Joint Security Assistance Training (JSAT) Regulation, 5 June 2000.
  - (c) DoD 5105.38-M, Security Assistance Management Manual (SAMM), 5 February 2002.
  - (d) DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines, 1 October 2003.
  - (e) DLIELC Instruction 1025.9, Management of the DLIELC Oral Proficiency Interview (OPI) Program, April 1, 2003.

1. PURPOSE

This instruction establishes policies and procedures for the planning and programming of Security Assistance English language training for international military students (IMS) at the Defense Language Institute English Language Center (DLIELC), Lackland Air Force Base, Texas. It implements ref (b), the authority document for the Defense English Language Program (DELP).

2. APPLICABILITY

The provisions of this instruction apply to the Resident Programs Branch (LEXP) and all DoD component agencies and/or their designated representatives in the planning, programming and administration of the Security Assistance English Language Program.

### 3. POLICY

3.1. IMSS are selected for training at DLIELC under the Security Assistance Training Program (SATP) as directed by ref (c), Chapter 10, and this instruction.

3.2. DLIELC will conduct all English language training required by IMSS for entry into technical, professional and military training in the Continental United States (CONUS) under the provisions of International Military Education and Training (IMET) or Foreign Military Sales (FMS) guidelines. The Defense Security Cooperation Agency (DSCA) may approve exceptions to the latter on a case-by-case basis.

3.3. Procedures for the appointment of Test Control Officers (TCOs), administration of the DLIELC ECL test, procurement of testing materials and disposition of testing materials used in the selection and programming of IMSS for English language training at DLIELC are defined in ref (d).

3.4. Procedures for the management and administration of the DLIELC OPI program are defined in ref (e).

### 4. RESPONSIBILITIES

4.1. Military Department (MILDEP) program managers are responsible for:

4.1.1. Submitting training requirements to DLIELC for scheduling purposes on a bimonthly basis by means of a service-unique program document: Air Force Security Assistance Training (AFSAT) Location Training List (LTL), Security Assistance Training Field Activity (SATFA) Standard Training List (STL) and Naval Education and Training Security Assistance Field Activity (NETSAFA) Student Training Analysis and Tracking Information System (STATIS).

4.1.2. Ensuring training requirements include the country code; service sponsor; project (IMET or FMS); worksheet control number (WCN); Military Articles and Services List Item Identification Number (MASL IIN); MASL title; course number; training duration; required ECL; scheduled report, start, and end dates at DLIELC; officer (O) or enlisted (E); and complete follow-on-training (FOT) data.

4.1.3. Submitting requests for changes, additions, deletions, or rescheduling actions as soon as possible. (Assessment charges for late notification or student "no shows"

as defined in ref [b] will apply.) Message address is COMDT DLIELC LACKLAND AFB TX//LEXP//.

4.2. Security Assistance Officers (SAO) and CONUS user agencies will ensure all students meet the necessary English language prerequisites for CONUS training courses, as follows:

4.2.1. Minimum ECL entry requirement for English language training at DLIELC for IMET students is 55 or as defined in ref (c). Requests for exceptions to this requirement are submitted through channels to DSCA.

4.2.2. There is no minimum entry ECL requirement for English language training at DLIELC for FMS students.

4.2.3. Students programmed for both General English and Specialized English Training (SET), Military Articles and Services List Item Identification Number (MASL IIN) B/D/P177009, at DLIELC must achieve the ECL and/or OPI required for the FOT course before transfer into SET.

4.2.4. Students programmed for only SET (MASL IIN B/D/P177008) at DLIELC must have achieved the required ECL and the OPI, if required, for the FOT course before entering SET.

4.2.5. Students programmed for English language instructor or program management courses at DLIELC must achieve the minimum prerequisite ECL specified for the course before entry. Additional English language training under either MASL IIN B/D/P177009 or MASL IIN B/D/P177027 may be programmed to precede these courses if required. Course descriptions, ECL requirements and class start dates are defined in Encl E1.

4.2.6. Aviation students not meeting the OPI requirement will be programmed for additional training under MASL IIN B/D/P177026.

Note: See Encl E2 for programming guidance and recommended training time for CONUS English language training. Recommended training time DOES NOT include the nine weeks required for SET, following the completion of the General English Training (GET) phase. SET is considered a part of the American Language Course (ALC), MASL IIN B/D/P177009, and provides basic technical terminology and language skills pertinent to the students' FOT courses. To program a student under MASL IIN B/D/P177009, add nine weeks to the appropriate number of training weeks indicated in the table in Encl E2.

The training times recommended are minimum durations only and may be exceeded if, in the judgment of the programming agency, additional training time will be required due to factors pertinent to the specific country/student.

## 5. PROCEDURES

5.1. The ECL test will be administered in-country to all CONUS student candidates who are not exempted from in-country testing by DSCA, and the resulting scores will be used to determine appropriate English language training durations (Encl E2). ECL scores, date and form number (e.g., 2004A) should be included on Invitational Travel Orders (ITO) IAW ref (c), Chapter 10. The Test of English as a Foreign Language (TOEFL) scores for students programmed for MASL IIN D177022 should also be included.

5.2. All students arriving at DLIELC will be administered an entry ECL test to determine their current ECL. DLIELC will report ECL discrepancies of 11 or more points to the sponsoring service. The report of an ECL discrepancy will include the recommendation for reprogramming or other actions.

5.3. Students will be entered into the appropriate level of the ALC as determined by the confirmed entry ECL score.

5.4. Students scheduled for only SET training will be placed in GET if they do not achieve the ECL needed for SET entry. If they fail to qualify for SET entry within two weeks, they will be reprogrammed to MASL IIN B/D/P177009. The service sponsor will be advised of the student's failure to qualify, and rescheduling/disposition actions will be requested.

5.5. An OPI may be administered in-country via telephone or by a Mobile Training Team (MTT), ref (e). All students with an OPI requirement for FOT will be administered an entry OPI at DLIELC. Students who have previously attained the required OPI level via telephone or MTT in-country will normally be administered an entry OPI for statistical purposes only, as an in-country OPI score is valid for six months. The OPI date, score and DLI-designated code should be included in the ITO remarks section.

5.6. Unaccompanied students will be scheduled to arrive at DLIELC no later than 1700 on Wednesday preceding the scheduled Monday start date.

5.7. Students arriving with family members should be scheduled to arrive at DLIELC a minimum of seven workdays before

the scheduled class start date to allow time for arrangement of off-base housing, transportation, etc.

5.8. In order for identification (ID) cards to be issued to family members, the ITO must contain a statement authorizing family members to accompany or join the student at no expense to the US government. All students should be briefed, prior to departure, that any dependents arriving with or joining the student will not be issued an ID card if the basic ITO does not contain this statement. Consequently, they will not have access to the base exchange, commissary, billeting, etc. ITOs, IAW ref (b), will be prepared and copies provided to initial and FOT not later than (NLT) two weeks prior to class start date at the first training installation.

5.9. Arrival notification will be provided as directed in ref (b).

6. SUMMARY OF REVISIONS

This revision provides the dates of FY04/05 ELT courses. It also reflects changes to course descriptions and programming guidance, Encl E2.

7. EFFECTIVE DATE

This instruction is effective immediately.



MICHAEL J. NICHOLS, Colonel, USAF  
Commandant

Enclosures - 2

1. Programming Information for FY04/05 ELT Courses
2. Programming Guidance

E1. ENCLOSURE 1

PROGRAMMING INFORMATION FOR FY04/05 ELT COURSES

E1.1. American Language Course, MASL IIN B/D/P177009

This course is variable in length (minimum 10 weeks to receive a diploma), includes GET and SET, and may be scheduled to start any week.

E1.2. American Language Course (GET only), MASL IIN B/D/P177027

This course is variable in length (minimum 10 weeks to receive a diploma), includes GET only, and may be scheduled to start any week.

E1.3. American Language Course (SET only), MASL IIN B/D/P177008

This nine-week course focuses on language/study skills and terminology associated with technical training and professional military education. It may be scheduled to start any week. Students must achieve the ECL and OPI (if applicable) requirements for entry into the follow-on technical or professional course before entry into this course.

E1.4. American Language Course for Aviation Leadership Program Scholarship (ALC ALP Scholarship), MASL IIN D177024

This MASL is established for AF ALP Scholarship students and is used for funding purposes only. Basically, training is the same as MASL IIN 177008 or 177009. All students will complete aviation SET; students who do not have their required ECL must attend GET; students who do not have their required OPI must attend the OPSAV course. (See E1.6.)

E1.5. Advanced English Language Program (AELP), MASL IIN B/D/P177031

This 16-week advanced English language course is designed for students who need to improve their language skills, with an emphasis on speaking and writing. This course prepares students who have not yet met their ECL and OPI requirements for professional military education training courses, officer basic and advanced courses, etc. The development of speaking skills is emphasized through formal speeches, military briefings, oral reports and small group discussion. Aural comprehension is

enhanced through the use of video and audiotapes, classroom lectures and televised newscasts. As part of the writing skill development phase, students are required to prepare formal compositions, military memos and letters, library reports and a long book review or research paper. The writing is done using word processing on available computers and many of the speech presentations are accomplished through the use of computer software. Because of this, an introduction to basic computer skills (as appropriate) is also a part of the course. Prerequisites for this course are an 80 ECL and OPI rating of 2 (comprehension)/2 (speaking).

E1.6. Oral Proficiency Skills for Aviation (OPSAV) Course, MASL IIN B/D/P177026 (MASL IIN D177028 FOR OPSAV ALP Scholarship).

This course concentrates on language skills needed by students going to aviation-related training. The course enables students to improve pronunciation for successful radio communication, to improve comprehension skills under adverse conditions, to practice immediate oral responses and to practice speaking while performing a complex motor task. This is a 25-week course, the last nine weeks being in SET. Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course. It is strongly recommended that potential students of OPSAV be given a telephonic OPI in their homeland prior to scheduling them for the course. If they achieve the OPI score required by their FOT, they need not be programmed for the OPSAV course.

E1.7. Test of English as a Foreign Language (TOEFL) Preparation and Academic Writing Course, MASL IIN D177022

This 16-week course develops the advanced English Language skills necessary to compete successfully at university level and to improve a minimum entry TOEFL score of 173. The course emphasizes the development of academic writing skills for university-level students and includes completion of one major research paper and numerous other writing assignments. The program consists of seven hours of classroom/computer lab instruction and two to three hours of homework and preparation per day. Students will be given the opportunity to take the official TOEFL twice during the course. In addition, students will be given the OPI at appropriate stages in their training. Prerequisite for the course is an 85 ECL or a 173 TOEFL score. There is a minimum enrollment requirement of six students.

FY04 Class Schedule	
Entry Date	Grad Date
17 Nov 03	05 Mar 04
23 Feb 04	11 Jun 04
30 Aug 04	17 Dec 04

FY05 Class Schedule	
Entry Date	Grad Date
15 Nov 04	04 Mar 05
21 Feb 05	10 Jun 05
29 Aug 05	16 Dec 05

E1.8. Materials Development Summer Seminar, MASL IIN D177030

This eight-week course provides the international English Language Specialist (ELS) with the basics of materials development, test-item writing and desktop publishing. Curriculum development has four phases: needs analysis, design, development and implementation, with evaluation occurring throughout the whole process. Each phase is explored and relevant writing assignments give the ELS students some hands-on practice. Students use computers to complete all writing assignments. Other important topics covered are language learning and methodology, the writing of learning objectives, the development of audiotapes and validation procedures. In order to make the course more useful, ELS students should come prepared with specific ideas for curriculum projects. Prerequisites for the course are an 85 ECL, an EFL teaching degree, at least two years' classroom teaching experience and writing and word processing skills. Only one seminar is offered each summer. Contact DLIELC/LEXP for exact course dates. There is a minimum enrollment requirement of six students and a maximum enrollment of eight students.

E1.9. Language Laboratory Maintenance Training, MASL IIN D177011

This eight-week course provides classroom instruction and practical application in the maintenance, repair and operation of cassette language laboratories. It is conducted in a classroom laboratory, which is equipped with the General Electric Laboratories (GEL) IC 6 and IC - 4M systems. Prerequisites for the course are a 70 ECL and previous electronics experience or successful completion of a basic electronics course. Individuals who do not have the prerequisite electronics background must be programmed for the four-week electronics course, MASL B139901, at Fort Gordon, GA. The maximum enrollment for each course offering is six students.

FY04 Class Schedule	
Entry Date	Grad Date
13 Oct 03	05 Dec 03
08 Dec 03	30 Jan 04
02 Feb 94	30 Jan 04
05 Apr 04	28 May 04
31 May 04	23 Jul 04
16 Aug 04	08 Oct 04

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	03 Dec 04
06 Dec 04	28 Jan 05
07 Feb 05	01 Apr 05
04 Apr 05	27 May 05
30 May 05	22 Jul 05
15 Aug 05	07 Oct 05

## Instructor Courses

E1.10. Basic American Language Instructor Course (BALIC), MASL IIN D177007

This 27-week course prepares international military and civilian personnel who are nonnative speakers of English to teach the ALC in their countries. Primary course objectives include the improvement of the instructor trainees' English language skills. The trainees receive practice in advanced listening, speaking and reading skills with special emphasis on writing skills. The course includes a practical review of grammar, basic phonology concepts, speaking and writing activities and readings on American culture. Another critical objective of the course is to teach instructor trainees how to teach American English using the General English materials of the ALC. This portion of the course introduces instructor trainees to the ALC materials, providing them with instructional techniques to effectively teach the materials as well as familiarization with the use of videotapes and IMI in the classroom. The course provides instructor trainees with opportunities for peer-teaching portions of the ALC and observing classes in the General English Branch of DLIELC. Prerequisite for the course is an 80 ECL. Some teaching experience is desirable; however, instructors with university degrees in teaching EFL or with extensive experience teaching EFL should be programmed for advanced courses

FY04 Class Schedule	
Entry Date	Grad Date
13 Oct 03	16 Apr 04
05 Jan 04	09 Jul 04
31 May 04	03 Dec 04
26 Jul 04	28 Jan 05
23 Aug 04	25 Feb 05

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	15 Apr 05
03 Jan 05	08 Jul 05
30 May 05	02 Dec 05
25 Jul 05	27 Jan 06
22 Aug 05	24 Feb 06

E1.11. Advanced English Language Instructor Course (AELIC), MASL IIN D177006

This 16-week course is designed for graduates of the BALIC, or equivalent, who have at least two years' experience teaching EFL in their countries. A major objective of the course is to improve English proficiency with an emphasis on oral and written communication. The methodology objectives include advanced teaching techniques focused on teaching the ALC Books 25 to 30. Also included in the course are student evaluation and assessment (including an overview of the OPI), as well as a familiarization

with the use of videotapes and IMI in the classroom. Prerequisites for the course are an 85 ECL, a minimum of two years' experience as an EFL instructor and completion of the BALIC or equivalent.

FY04 Class Schedule	
Entry Date	Grad Date
13 Oct 03	30 Jan 04
08 Dec 03	26 Mar 04
05 Jan 04	23 Apr 04
16 Aug 04	03 Dec 04

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	28 Jan 05
06 Dec 04	25 Mar 05
03 Jan 05	22 Apr 05
15 Aug 05	02 Dec 05

E1.12. Advanced Language Proficiency Skills (ALPS) Course, MASL IIN D177018

This 12-week course is designed for experienced teachers of EFL who have attended BALIC or AELIC, for English Language Training Program (ELTP) management or staff personnel and for academic subject matter teachers who use English as a medium of instruction. The course enables students to upgrade their own English language proficiency in the skill areas of listening, speaking, reading and writing. Students are provided the opportunity to develop and demonstrate their proficiency and fluency in all language skills, thereby increasing their communicative competence. ALPS emphasizes development of English language skills rather than teaching methodology.

This course can be programmed as a lead-in to MASL IINs D177006, D177013, or D177019. Prerequisite for the course is an 80 ECL. There is a minimum enrollment requirement of six students.

FY04 Class Schedule	
Entry Date	Grad Date
13 Oct 03	02 Jan 04
24 May 04	13 Aug 04
19 Jul 04	08 Oct 04
13 Sep 04	03 Dec 04

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	31 Dec 04
23 May 05	12 Aug 05
18 Jul 05	07 Oct 05
12 Sep 05	02 Dec 05

E1.13. Introduction to the American Language Course and Culture Seminar (INTRO), MASL IIN D177019

This eight-week course is designed for experienced instructors who have not recently attended the BALIC. The course provides an in-depth review and explanation of the ALC materials - both intensive and nonintensive. A new feature of the course is an overview of how to teach English for Specific Purposes (ESP) using ALC ESP materials. Innovative teaching strategies in the ALC are closely examined and practiced through peer teaching. The course also

introduces the students to a broad spectrum of American culture, including history, government, social institutions, the arts and manners and mores, through a series of student-led seminars. These seminars will afford them extensive opportunities to improve their English. Cultural tours, which support the themes and functions in the ALC, are included in the design of the course. In addition, a number of videotaped teaching demonstrations of DLIELC instructors using the ALC materials, as well as scheduled visits to DLIELC classrooms, the IMI labs, and the Learning Center, provide students the opportunity to see the materials in action and provide familiarization with the videotapes and IMI lessons which support the ALC texts. Prerequisites for the course are an 80 ECL, two years' experience as an EFL teacher and completion of a basic English language instructor course. There is a minimum enrollment requirement of six students.

FY04 Class Schedule	
Entry Date	Grad Date
13 Oct 03	05 Dec 03
02 Feb 04	26 Mar 04
16 Aug 04	08 Oct 04

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	03 Dec 04
07 Feb 05	01 Apr 05
15 Aug 05	07 Oct 05

## Manager Courses

E1.14. Managing English Language Training (MELT) Course, MASL IIN D177013

This eight-week course provides international personnel in managerial positions in their country with a basic knowledge of all areas involved in administering, managing, and supervising an ELTP. Emphasis is placed primarily on the practical aspects of ELTP management, with a portion of the course dedicated to familiarizing students with the ALC materials and American culture. Prerequisite for the course is an 80 ECL. There is a minimum enrollment requirement of six students.

FY04 Class Schedule	
Entry Date	Grad Date
08 Dec 03	30 Jan 04
16 Aug 04	08 Oct 04

FY05 Class Schedule	
Entry Date	Grad Date
06 Dec 04	28 Jan 05
15 Aug 05	07 Oct 05

E1.15. Observer Professional Training, MASL IIN D177002

This one-week training provides orientation for international ELTP managers, language school directors, or key language training staff personnel. The content of the training is arranged to cover those areas of ELTP operations and administration most appropriate to the observer. Prerequisite for the course is an 80 ECL. Students who have attended MELT (MASL IIN D177013) should not be programmed for this training.

E2. ENCLOSURE 2TABLE 1 PROGRAMMING GUIDANCE (see NOTES 1 and 2)

TO GRADUATE WITH	60 ECL	65 ECL	70 ECL	75 ECL	80 ECL	85 ECL	90 ECL
<u>IF ECL IS:</u>	<u>THEN PROGRAM TRAINING FOR THE FOLLOWING NUMBER OF WEEKS:</u>						
29 or less	29	31	33	36	43	55	69
30 to 34	14	16	18	21	28	40	54
35 to 39	12	14	16	19	26	38	52
40 to 44	9	11	13	16	23	35	49
45 to 49	6	8	10	13	20	32	46
50 to 54	4	6	8	11	18	30	44
55 to 59	2	3	5	8	15	27	41
60 to 64		2	4	7	14	26	40
65 to 69			2	5	12	24	38
70 to 74				4	11	23	37
75 to 79					6	18	32
80 to 84						11	25
85 to 89							12

## NOTES:

1. One week of training = 30 hours of classroom instruction.
2. This guidance DOES NOT include nine weeks of the SET phase of the ALC. Therefore, to estimate the amount of time needed to achieve a certain ECL exam score and complete SET, add nine to the number of weeks shown on the chart. For example, someone with an ECL score of 60-64 could be expected to reach a 70 ECL and complete SET after approximately 13 weeks of intensive training.
3. The ECL test is not designed to discriminate within a score range of 0 to 29. Based on DLIELC experience, the average student will progress from zero proficiency level to a score of 30 in about 15 weeks. The ECL test is of no value in tracking growth during this period. Progress in an in-country training program should be measured with the American Language Course Placement Test (ALCPT), not the ECL.
4. Students lacking the required OPI rating, as determined by FOT MASL, will be programmed for MASL IIN B/D/P177026, which includes

nine weeks of SET. Aviation Leadership Program Scholarship students lacking the required OPI rating will be programmed for MASL IIN D177028, which includes nine weeks of SET.