

**BY ORDER OF THE  
SECRETARIES OF THE AIR FORCE,  
ARMY, AND NAVY**

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31 AUGUST 1994**

**Operations Support**

## **MANAGING THE DEFENSE ENGLISH LANGUAGE PROGRAM**

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This joint service publication gives guidance for managing the Defense English Language Program (DELP) in the Department of Defense (DoD). It defines the program, responsibilities, and objectives for the program and lists rules for submitting English-language training needs. This publication implements DoD Directive 5160.41, *Defense Language Program (DLP)*, April 7, 1988; refer to this directive for further information. The Air Force, as Executive Agent (EA) for this instruction, must approve and publish interim changes. Attachment 1 lists abbreviations, acronyms, and terms used in this instruction.

### **SUMMARY OF CHANGES**

This is the initial publication of AFJI 16-103, aligning the instruction with AFR 16-1, *International Affairs*, August 16, 1993. It replaces AFR 50-24, *Management of the Defense English Language Program*, June 23, 1989. It updates the responsibilities for the DELP and gives new guidance to help follow-on training installations set English Comprehension Levels (ECL) for DoD training courses.

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## Chapter 1

### DEFENSE ENGLISH LANGUAGE PROGRAM (DELP)

**1.1. Purpose and Scope.** The DELP includes all English-as-a-second-language and English-as-a-foreign language training programs conducted by, or under contract to, a DoD component. The DELP does not include:

- English-language training for cadets and midshipmen at Service academies.
- English-language training for dependents in dependent schools operated by DoD.
- English-language programs for individuals voluntarily pursuing personal growth or an academic credit.

**1.2. Responsibilities:**

**1.2.1. Program Manager.** The Assistant Secretary of Defense, Personnel Readiness (ASD [FM&P]) is the DELP Program Manager and gives overall policy guidance. ASD (FM&P) is the office of primary responsibility for DoD Directive 5160.41.

**1.2.2. Primary Functional Sponsor (PFS).** The Under Secretary of Defense for Policy (USDP) through the Defense Security Assistance Agency (DSAA) helps the Program Manager provide policy and guidance on managing the DELP to the EA. See DoD Directive 5160.41 for specific responsibilities of the PFS.

**1.2.3. Executive Agent (EA).** The Air Force, as EA, oversees the operation of the DELP. The EA takes no action that may be detrimental to the DELP or to the Security Assistance Training Program (SATP) without getting prior approval from the Director, DSAA. See DoD Directive 5160.41 for specific responsibilities of the EA.

**1.2.4. Service Program Manager (SPM).** Points of contact for each military department are listed under the definition for Service Program Manager in

attachment 1, section B. See DoD Directive 5160.41 for specific responsibilities of the SPM.

**1.2.5. Headquarters Air Education and Training Command (HQ AETC).** The Commander, HQ AETC manages, operates, funds and provides personnel for the Defense Language Institute English Language Center (DLIELC). HQ AETC:

- Identifies to the EA all annual budget and manpower resources in its operation and maintenance budget and financial plans.
- Nominates an individual for the position of Commandant, DLIELC, using guidance given in DoD Directive 5160.41.
- Identifies the nominee to the Deputy Under Secretary of the Air Force (International Affairs), Policy Division (SAF/IAX), for staffing within DoD.

**1.3. Defense Language Institute English Language Center (DLIELC)-Responsibilities.** The DLIELC, Lackland AFB TX, administers the DELP within the joint service Defense Language Institute.

**1.3.1. English Language Training Program (ELTP).** DLIELC conducts, supervises, and exercises technical control of the DELP.

**1.3.1.1.** DLIELC conducts a full-time intensive resident ELTP. It exercises technical control over host-country English language programs and nonresident English language programs for US military personnel, DoD employees, and US military personnel family members who are not native speakers of English.

**1.3.1.2.** DLIELC maintains the latest language teaching methodology, instructional techniques, training development methods, and instructional training aids. Therefore, DLIELC serves as the

technical authority and assesses the quality of ELT activities on request. DLIELC must give technical advice and approval on all proposals to set up ELTP within the DoD.

1.3.1.3. DLIELC sets ELT standards (see attachment 2). These standards apply to non-English-speaking US and foreign personnel.

1.3.2. **English Language and Related Training Under Security Assistance Sponsorship.** DLIELC conducts all ELT provided under security assistance programs unless DSAA-Plans-Programs grants a waiver to allow another DoD organization or a contractor to conduct ELT (see DoD Manual 5105.38-M, *Security Assistance Management Manual*, October 1, 1988, With Changes 1 through 5).

1.3.2.1. When DSAA approves exceptions, DLIELC evaluates the ELT program at least every 18 months to make sure that it meets the needs of the students.

1.3.2.2. The Military Departments must include a line in the foreign military sales (FMS) case to cover the cost of the evaluation surveys.

1.3.2.3. Military Departments conduct programs designed to help students acquire the needed educational or technical background, skills, and knowledge to enter follow-on training if:

- The student has obtained the needed ECL at DLIELC or through in-country training.
- Specialized English Training (SET) is not a requirement or DSAA-Plans-Programs has granted a waiver to permit another organization to conduct SET.
- The program is remedial (driven by the need to make students educationally competitive in the follow-on training) rather than language ability driven.

1.3.3. **ELT Publications.** DLIELC publishes catalogs, documents, instructions, and other publications in DoD format as part of its operations and in support of the DELP. See attachment 3 for a list of ELT publications.

1.3.4. **Commandant Responsibilities.** The responsibilities of the Commandant, DLIELC, are listed in DoD Directive 5160.41. In addition to these responsibilities, the Commandant, DLIELC:

1.3.4.1. Maintains a current record of all DoD ELT needs and specific English language programs that make up the DELP.

1.3.4.2. Decides how DLIELC can best satisfy DELP training needs and decides on appropriate course content and length, training sites, and whether training will be resident or nonresident.

1.3.4.3. Sends an annual budget and financial plan for DLIELC to HQ AETC according to HQ AETC

and HQ USAF direction and carries out the approved budget and financial plan.

1.3.4.4. Reviews and approves performance standards for language laboratory systems, portable tape recorders for language use, and other language learning equipment and sends this information to the Defense Television Audio Support Agency (TASA), ASQB-RTV, Sacramento Army Depot, Sacramento CA 95813-5019, through the Commander, US Army Information Systems Engineering Command (USAISEC), ASOB-PIP, Fort Huachuca AZ 85613-5300. TASA is the central procurement agency for this equipment.

1.3.4.5. Prepares a future-years plan to be submitted along with the Program Objective Memorandum (POM). Sends the plan through command channels to ASD (FM&P). The plan:

- Identifies planned ELT needs, approved training development needs, and major training support needs sent by the EA, SPMs, or their designees, and the needs of the DLIELC itself.
- Identifies what funds and personnel DLIELC needs to accomplish its mission and sends the requirements through command channels to ASD (FM&P).
- Addresses the budget year, the plan year, and outyears included in the POM submission.

1.3.4.6. Prepares and sends through command channels any proposed changes to the future-years plan.

1.3.4.7. Sends an annual report to the PFS, through the EA, with a copy to the program manager, on the accomplishments toward each aspect of the future-years plan within 90 calendar days after the close of the fiscal year. This reporting need is exempt from licensing according to DoD Manual 8910.1, *DoD Procedures for Management of Information Requirements*, November 28, 1986, with Change 1.

#### 1.4. Measuring English Language Proficiency:

1.4.1. **Screening and Placement.** The DLIELC uses two standardized tests to screen an individual's proficiency in the English language and to find the starting point for the training.

1.4.1.1. **ECL Test.** The ECL test measures listening and reading comprehension skills. The ECL test is a controlled test. Local commanders must appoint a test control officer to get the test from DLIELC and administer it according to DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*, August 15, 1993. Use it to find out whether a student meets the language needs for entry into

DLIELC English language training or direct entry into Service follow-on training.

**1.4.1.2. American Language Course Placement Test (ALCPT).** The ALCPT is listed in the catalog of American Language Course (ALC) materials. You may purchase it from DLIELC. Use it to place students at the proper level of the ALC.

**1.4.2. Measuring Productive Skills.** DLIELC measures speaking and writing skills by oral interviews and classroom tests. DLIELC also uses the Oral Proficiency Interview (OPI) to find an individual's English language speaking and listening skills levels. Skill levels range from 0 (no functional ability in the language) to 5 (well-educated native speaker).

**1.4.3. Describing Proficiency Skill Levels.** Skill levels range from levels 0 through 5 in each of the four language skills: reading, listening comprehension, speaking, and writing. SPMs coordinate with DLIELC before determining their language training needs.

**1.5. Sending Training Needs.** Field units send training needs for US personnel through command channels to the SPM. The SPM reviews them and sends prioritized, coordinated needs to Commandant, DLIELC/LEAX, 2230 Andrews Avenue, Lackland AFB, TX 78236-5203. These reporting needs are exempt from licensing according to DoD Manual 8910.1.

**1.5.1. Resident Training Needs.** The SPMs, or the agencies designated to implement SATP, send SATP needs for resident ELT and requests for changes in scheduling by message to Comdt DLIELC//Lackland AFB TX//LEAX.

**1.5.2. Nonresident Training Needs.** SPMs send refined nonresident training support needs, for US personnel and DoD employees who are not US citizens for the coming fiscal year and for the following 2 fiscal years, annually by 1 August.

#### **1.6. Procuring English Language Training Materials, Equipment, and Services:**

**1.6.1. Training Materials.** Get the ALC texts, related tapes, tests, and training aids from DLIELC using Catalogs 1025.2-C (IMET and US Government agencies), 1025.3-C (FMS), and 1025.4-C (private sector). Write to the Commandant, DLIELC/LEAN, 2235 Andrews Avenue, Lackland AFB TX 78236-5259, for additional information.

**1.6.2. Language Laboratory and Portable Tape Recorder Equipment.** The Defense Information Systems Command procures, ships, and installs language laboratory systems and portable tape recorders for the DoD in support of the DELP.

**1.6.2.1. Send inquiries on procuring, installing, and maintaining equipment to Chief, TASA, ASQB-RTV, Sacramento Army Depot, Sacramento CA 95813-5019, with a copy to the Commander, USAISEC, ASQB-PIP, Fort Huachuca AZ 85613-5300.**

**1.6.2.2. Note that the local commander procures language training equipment for approved nonresident English programs.**

**1.6.2.3 Send foreign country inquiries on procuring, installing, and maintaining this equipment under Security Assistance programs through the Security Assistance Office.**

**1.6.2.4. Send inquiries about the Language Laboratory Maintenance Training Course conducted by DLIELC in Continental United States (CONUS) and outside CONUS to DLIELC/LEAX. Information about this course is also in DLIELC Manual 1025.1-M, *Support Services for In-Country English Language Training Programs*, January 1, 1989.**

**1.6.3. Language Training Services.** Contact DLIELC/LEAN to find out what services are available to support host-country ELTPs and nonresident English language programs. These services are also described in DLIELC Manual 1025.1-M.

**1.6.4. Nonresident Language Program Materials.** DLIELC provides initial stocks of program materials to US activities or commanders who have received approval to set up or change an existing program.

**1.6.4.1. Requesters send requisitions for additional stocks to the SPM.**

**1.6.4.2. The SPM validates the request and sends it to the Commandant, DLIELC.**

**1.6.4.3. DLIELC furnishes materials without charge up to the number arranged by the Service for the fiscal year. Thereafter DLIELC charges for additional materials. Users must procure nongovernment materials if DLIELC recommends their use.**

**1.6.4.4. DLIELC furnishes materials to individuals who are not associated with an approved program when the individual's servicing personnel officer approves the requisition. Personnel officers must make sure that the service records show the date of the most current ECL test.**

**1.7. Evaluating DELP.** The DLIELC evaluation program is designed to make sure that the ELTP is efficient and effective. DLIELC uses the information gathered to:

- Identify strengths and weaknesses in the ELTP.
- Find out if course objectives adequately serve follow-on training needs.
- Find out whether courses meet the stated

objectives.

- Recommend changes that will improve efficiency and effectiveness of ELTP.

**1.7.1. Program Elements.** The DLIELC evaluation program consists of:

- The internal evaluation, including the student critique program, the training improvement program, and the inspection system.
- The external evaluation, including the Direct Mail Questionnaire Program and the field evaluation visits made to follow-on training sites.

**1.7.2. Feedback from User Agencies:**

1.7.2.1. User agencies must notify the Commandant, DLIELC, and SAF/IA, 1080 Air Force Pentagon, Washington DC 20330-1080, through channels, when DLIELC graduate performance is substandard or unsatisfactory. Describe the deficiencies in enough detail to allow DLIELC to correct the problem.

1.7.2.2. The Commandant, DLIELC, contacts the user agency directly to find out its qualitative training needs, research and development projects, and needs that influence course objectives and course content.

## Chapter 2

### RESIDENT AND HOST-COUNTRY ENGLISH LANGUAGE PROGRAMS

#### **2.1. Security Assistance ELT:**

2.1.1. Security Assistance Organizations (SAO) select international military students for training at DLIELC according to guidance in DoD Manual 5105.38 and DLIELC Instruction 1025.7, *Planning and Programming Security Assistance English Language Training*, August 31, 1993.

2.1.2. The Air Force sets the tuition rate according to tuition pricing guidelines for training international students in DoD Regulation 7000.14-R, volume 15, *Department of Defense Financial Management Regulation (Security Assistance Policy and Procedures)*, March 18, 1993. These rates are published in the Military Articles and Services Listing (MASL). Support items like subsistence and medical and housing service charges are not included in the tuition rate. The Air Force bills other military departments for tuition when international students enter training under their sponsorship.

**2.2. Resident Training of DoD Military and Civilian Personnel.** The SPM sends the request to train personnel in English as a second language to the EA for coordinating, funding, and approving.

2.2.1. The SPM coordinates with DLIELC to decide how long training will last and what level of English proficiency the student needs to achieve. Respective Service publications must include administrative rules for training and other needs unique to a particular Service.

2.2.2. On request, DLIELC will program, through the EA, the necessary funds to conduct resident training. The requesting Service must supply funding for that Service's unique needs (such as student travel or personnel required for command and control). The

Service funds all training that is not budgeted by DLIELC until the training is included in the budget process.

**2.3. American Language Course (ALC).** The ALC is the DoD-approved English language course used in the DELP. The DLIELC ALC is a combination of classroom learning and individual language laboratory instruction employing the latest methodologies and teaching techniques. The ALC is structured to meet specific training objectives. Length of training depends on the proficiency level the student must achieve. The ALC is divided into two phases: General English and Specialized English.

2.3.1. General English is designed to train students with varying entry levels to their target level. This phase develops speaking, listening, reading, and writing skills using general English structure patterns, dialogues, readings, and semi-technical vocabulary.

2.3.2. Specialized English introduces students to specific language skills and the technical English terminology that they will need to enter CONUS technical training programs. Students must achieve the ECL required for follow-on training before entering the specialized English phase.

2.3.3. The sponsoring Service determines if Specialized English is required or advised for the student's follow-on training.

**2.4. English Language Instructor Courses.** DLIELC conducts resident courses for host-country personnel and nonresident program instructors or supervisory personnel involved in English language training. The courses include:

- Basic and advanced instructor training.

- Advanced English language skills training.
- Management training intended for managers and supervisors of ELTPs.

2.4.1. Send a request for quotas for these courses to DLIELC/LEAX.

2.4.2. Send security assistance needs through security assistance channels to the Department of the Air Force.

**2.5. Host-Country English Language Training.** The host-country ELTP, supported under the SATP, gives international military students in-country instruction so they can learn enough English to enter technical and professional training in the CONUS. DLIELC Manual 1025.1-M has specific instructions for setting up an in-country ELTP.

2.5.1. DLIELC gives technical assistance through DLIELC Mobile Training Teams (MTT) or DLIELC Language Training Detachment (LTD) for the in-country ELTP. The LTDs are attached to the security assistance office in the host country on the basis of a permanent change of station (PCS) with nonpermanent change of assignment.

2.5.2. DLIELC Manual 1025.1-M and AR 12-15/SECNAVINST 4950.4/AFJI 16-105 (formerly AFR 50-29), *Joint Security Assistance Training (JSAT)*, February 28, 1990, give information on MTTs, LTDs, and in-country ELTPs.

**2.6. Reporting Requirements.** The SAO that has a DLIELC LTD prepares the quarterly RCS: SAF-IAX(Q)7802, *ELTP Report*, covering security assistance and host-country ELTP.

2.6.1. The SAO sends this report to DLIELC/LEAN to arrive by the 20<sup>th</sup> calendar day of the month following the end of each quarter.

2.6.2. For LTDs supplied under security assistance programs, the SAO sends copy of the report to your unified command, DSAA-Plans-Programs, SAF/IAX, and the Air Force Security Assistance Training (AFSAT) Squadron.

2.6.3. The report includes at least:

- Overview of the ELTP.
- Activities and accomplishments.
- Problems and recommended solutions.
- Planned activities.
- Status of training materials and equipment.
- ELTP statistical information:
  - Number of students in training, by Service.
  - Number of students ECL tested.
  - Number of students meeting ECL needed for direct entry into technical training.
  - Number of students sent to direct-entry CONUS training.
  - Number of students sent to DLIELC.
  - Ability of ELTP to meet ECL needs.
  - Number of ECL waivers requested from the sponsor Service.
  - Number of ECL waivers granted by sponsor Service.
  - Number of CONUS training lines canceled during the quarter due to lack of English-qualified candidates by Services.
  - Number of CONUS training lines rescheduled due to English language deficiencies.

## CHAPTER 3

### NONRESIDENT ENGLISH LANGUAGE TRAINING PROGRAMS

**3.1. Program Definition.** Nonresident programs in English as a second language for US military personnel help members further their military training and professional growth. Proficiency objectives of nonresident English language training programs (NRELTP) are based on the special needs of the sponsoring command and depend on the time and resources available. Courses may be full-time or part-time, on-or-off duty, group study or self-study, mandatory or voluntary, and in-house or contracted.

3.1.1. A US Service or agency installation and active duty or Reserve component commanders may operate a NRELTP. These programs are separate from the English language training conducted under the SATP.

3.1.2. Instructors should use existing DoD training and DLIELC-approved course materials as much as possible. The SPM must approve any contract training in coordination with DLIELC. The SPM gives this approval only when it is clearly in the interest of the requesting agency and the DELP.

3.1.2.1. DLIELC gives technical advice and help to education service officers and contracting officers during the contracting process.

3.1.3. Commanders who need English as a second-language training for US military personnel, dependents, foreign nationals, or native civilian personnel working for the DoD will contact DLIELC/LEAN for technical review, advice, and help in requesting a NRELTP or DLIELC/LEAX for training of personnel at DLIELC. Information on NRELTPs is in DLIELC Manual 1025.24-M, *Support Services for Non-Resident English Language Program*, August 22, 1989.

### 3.2. Responsibilities:

#### 3.2.1. Service Program Manager (SPM):

3.2.1.1. Conducts Service surveys to identify resources available for training.

3.2.1.2. Periodically evaluates operating programs and sends copies of reports to the Commandant, DLIELC and requests technical help for the evaluation, if necessary.

3.2.1.3. Reviews NRELTPs within his or her Service or agency to avoid duplication of effort. Uses materials approved for existing programs or new programs with similar objectives when possible. If materials are not available, asks DLIELC to provide materials or to tell the SPM how to purchase suitable nongovernment materials.

3.2.1.4. Approves NRELTPs after coordination with DLIELC and the EA.

3.2.1.5. Keeps records on NRELTPs and cross-checks information on existing programs with DLIELC. Records include at least:

- Program location.
- Sponsoring command.
- Types of courses taught.
- Enrollments and completions.
- Numbers and types of tests administered.
- Direct operating costs.
- Native language of students enrolled.

#### 3.2.2. DLIELC:

3.2.2.1. Serves as the operating agent for the EA.

3.2.2.2. Helps the SPMs and commanders or activity heads to prepare requests for setting up NRELTPs.

3.2.2.3. Supplies MTTs for a maximum of 179 calendar days. Supplies LTDs for on-site language training services. DLIELC may not charge for MTTs or LTDs identified by the Service and included in the Future-Years Plan. Supplies MTTs and LTDs not included in the Future-Years Plan, if manpower is available.

3.2.2.4. The command or agency must fund unplanned teams.

### 3.3. Requests and Approvals:

3.3.1. Commanders send requests for NRELTPs through proper channels to the SPM and DLIELC. Send a copy to SAF/IAX. Include in the request:

- The language program mission and course objectives, including skill levels desired.
- The number of students to be trained each year.
- Training facilities and the type of language laboratory systems and portable tape recorders available.
- A bibliography of available instructional materials.
- Available screening and proficiency tests.
- Qualifications of proposed instructors.
- Estimated length of the course in hours and weeks and desired instructional hours per day and per week.
- Estimated direct operating costs.

3.3.2. DLIELC reviews the requests and recommends approval or changes to the proposed program.

3.3.3. The SPM may approve programs of no more than 2 years.

3.3.4. Commanders send proposed changes to a NRELTP to the SPM and DLIELC for approval.

3.3.5. The SPM evaluates NRELTPs at least once every 2 years to make sure they are still needed and effective.

3.3.6. Commanders must get SPM and DLIELC approval before renewing contract training programs.

3.4. Program Evaluation. The SPM evaluates NRELTPs at least once every 2 years to make sure quality remains high. The evaluation must assess these elements:

- Are course objectives being met?
- Are course materials relevant and adequate?
- Are instructors qualified?
- Are instructors using test, measurement, and scoring devices properly?

3.4.1. SPMs send reports of NRELTP evaluations to DLIELC for review and recommendations to correct any deficiencies. DLIELC gives recommendations within 30 days.

3.4.2. The SPM may ask the DLIELC to help conduct the evaluation if the NRELTP is complex, large, or critical. Send the request to DLIELC and include:

- Name and location of the NRELTP to be evaluated.
- Proposed dates of evaluation.
- Suspected problem areas, if any.

- Specific areas of interest, so that the DLIELC specialists accompanying the SPM have the proper expertise.
- Fund cite if DLIELC's participation in the evaluation was not planned.

### 3.5. Reporting Requirements:

3.5.1. Commanders conducting NRELTPs send a DD Form 2156-1, Nonresident English Language (ELT) Report, RCS: SAF-IAX(A)7803, through command channels to DLIELC/LEAN, with copy to the EA and SPM. Send the report each year to arrive by 1 March. The report covers the situation as of 31 January. Navy report symbol OPNAV 1550-3 applies and is approved

for 3 years from the date of this instruction.

3.5.2. Commanders send a final report for discontinued NRELTPs to the SPM.

3.5.3. The SPM tells DLIELC and the EA of the change in status.

3.5.4. The Department of the Navy may order DD Form 2156-1 from Director of Naval Training (N71E), Washington DC 20350-2000, commercial phone 703-697-3253, DSN 227-3253.

3.5.5. The Department of the Air Force may order DD Form 2156-1 from DLIELC, Lackland AFB TX 78150-5000, commercial phone 512-617-3783.


3.6. Prescribed Forms. DD Form 2156-1, Nonresident English Language (ELT) Report.

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## GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

**Section A—Abbreviations and Acronyms**

<b>Abbreviation or Acronym</b>	<b>Definition</b>
AFSAT	Air Force Security Assistance Training Squadron
ALC	American Language Course
ALCPT	American Language Course Placement Test
ASD (FM&P)	Assistant Secretary of Defense (Force Management and Personnel)
CONUS	Continental United States
DELP	Defense English Language Program
DLIELC	Defense Language Institute English Language Center
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDM	Department of Defense Manual
DSAA	Defense Security Assistance Agency
EA	Executive Agent
ECL	English Comprehension Level
ELTP	English Language Training Program
FMS	Foreign Military Sales
IMET	International Military Education and Training
JSAT	Joint Security Assistance Training
LTD	Language Training Detachment
MTT	Mobile Training Team
NRELTP	Nonresident English Language Training Program
OPI	Oral Proficiency Interview
PFS	Primary Functional Sponsor
PM	Program Manager
POM	Program Objective Memorandum
SAF/IAX	Policy Division, Deputy Under Secretary of the Air Force/International Affairs
SATP	Security Assistance Training Program
SPM	Service Program Manager
TASA	Television Audio Support Agency
USAISEC	US Army Information Systems Engineering Command
USDP	Under Secretary of Defense for Policy

**Section B—Terms Explained**

**Annual Program Review (APR)**—A conference hosted by the Defense Language Institute English Language Center for the program manager, primary functional sponsor, executive agent, service program managers, and other interested agencies to review past fiscal year activities, give the status of ongoing projects and activities, and discuss future programming.

**Defense English Language Program (DELP)**—All DoD English language training programs or courses conducted for US or foreign military or civilian personnel; also, those aspects of English language training programs of other nations in which DoD personnel take part under the provisions of the IMET and FMS programs.

**Defense Language Institute English Language Center (DLIELC)**—Primary location for English language training located at Lackland Air Force Base TX 78236-5259. DLIELC is a DoD field activity under the US Air Force Air

Education Training Command.

**Department of Defense Components**—The military departments and all defense agencies.

**Executive Agent (EA)**—The Secretary of the Air Force is the Defense English Language Program EA. It manages and administers English language training to meet DoD needs. The action office is SAF/IAX, Washington DC 20330-1080.

**Future-Years Plan**—A document that describes how the Defense Language Institute English Language Center will meet planned needs.

**Foreign Military Sales**—That portion of US security assistance authorized by the *Foreign Assistance Act of 1961*, as amended, and the *Arms Export Control Act of 1976*, as amended, and conducted on the basis of formal contracts or agreements between the US Government and an authorized recipient government or international organization. FMS includes government-to-government sales of defense articles or defense services, from DoD stocks or through purchase under DoD-managed contracts, regardless of the source of financing.

**International Military Education and Training (IMET) Program**—The portion of the US security assistance program that furnishes training to selected foreign military and defense associated civilian personnel on a grant basis. Training is provided at US military facilities and with the US Armed Forces in the United States and overseas, and by use of mobile training teams. Training also may be provided by contract technicians, contractors (including instruction at civilian institutions), or by correspondence courses. The IMET Program is authorized by the Foreign Assistance Act of 1961, as amended.

**Language Skill**—The ability to speak, listen/comprehend, write, or read.

**Language Training Detachment**—An organizational activity of the Defense Language Institute English Language Center consisting of one or more English language training specialists deployed to give on-site English language training support on a permanent change of station basis.

**Maintenance Training**—Training designed to maintain English language proficiency.

**Mobile Training Team (MTT)**—For the purpose of this regulation, one or more English language training specialists deployed to give on-site English language training support services on a temporary duty basis.

**Nonresident English Language Training Program (NRELTP)**—Training conducted by Service commands or installations to meet specific mission or job-related needs for English language skills.

**Oral Proficiency Interview (OPI)**—The method used to determine an individual's listening and speaking proficiency.

**Personnel Language Training Need**—A statement of the number of personnel to be given English language training.

**Primary Functional Sponsor (PFS)**—The Under Secretary of Defense for Policy (Defense Security Assistance Agency) is the Defense English Language Program (DELP) PFS and is the agency designated to review the DELP, as it applies to English language training of security assistance students.

**Proficiency Skill Level**—Qualitative statement of skill in using English.

**Program Manager (PM)**—The Assistant Secretary of Defense (Force Management and Personnel). This office gives overall policy and guidance.

**Resident English Language Program**—Training conducted by the Defense Language Institute English Language Center (DLIELC) at their facility at Lackland AFB TX.

**Security Assistance Training Program**—For the purpose of this regulation only, a group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes by which the United States gives military training by grant, credit, or cash sales, to further national policies and objectives.

**Service Program Manager (SPM)**—The individuals in each military department who handle English language training matters:

a. **Air Force**—SAF/IAX, 1080 Air Force Pentagon, Washington DC 20330-1080. Message Address: OSAF WASHINGTON DC//IAX//

b. **Army**—PERSCOM, ATTN: TAPC-PDE, Alexandria VA 22331-0472. Message Address: CDRPERSCOM ALEX VA//TAPE-PDE//

c. **Navy**—CNO(N7), 2000 Navy Pentagon, Washington DC 20350-2000. Message Address: CNO N SEVEN WASHINGTON DC//OP-11//

d. **Marine Corps**—Coalition and Special Warfare Division, MCCDC, 3094 Upshur Avenue, Quantico VA 22134-5073. Message Address: CG MCCDC QUANTICO VA//CSW//

**Training Development Needs**—A statement of needs for developing or changing language training courses, materials, or tests.

**Training Support Needs**—A statement of user needs for the Defense Language Institute English Language Center course materials, mobile training teams, language training detachments, or training aids.

## DLIELC STUDENT PROFILE

Table A2.1. DLIELC Student Profile.					
L I N E	A	B	C	D	E
	ECL TEST SCORE	EXAMPLES OF FOLLOW-ON TRAINING COURSES	SKILL LEVEL DESCRIPTION	VOCABULAR Y	READABILITY STATISTICS
1	60-65	Sheet metal workers Light-wheeled vehicle mechanic Construction Equip- ment Operator	A student in this range can understand conversation consisting of simple questions and answers and simple statements in basic face-to-face conversations. The student can understand written text consisting of very simple sentences on familiar topics. In speaking, students can typically satisfy their basic survival needs, if given no pressure and sufficient time to process information.	Approx 3000 words	Reading Grade Level: 5.5 (Flesch-Kincaid)  Sentences per paragraph: 4.1  Words per sentence: 10.5  Passive sentences: 25%

<b>Table A2.1. (Continued)</b>					
<b>L I N E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>ECL TEST SCORE</b>	<b>EXAMPLES OF FOLLOW-ON TRAINING COURSES</b>	<b>SKILL LEVEL DESCRIPTION</b>	<b>VOCABULARY</b>	<b>READABILITY STATISTICS</b>
<b>2</b>	70	Medical service technician Supply training On-the-job training/ observership training Electronics	A student at this level has a much better understanding of verb tenses, questions and answers, and statement forms but is inconsistent and has problems when these structures and patterns are used in unfamiliar situations. The student can read simple texts but will commonly misinterpret basic grammatical structures in unfamiliar contexts. In speaking, students can maintain most face-to-face conversations and satisfy limited social demands when not under pressure and given sufficient time to process information.	Approx 4000 words	Reading Grade Level: 7.4 (Flesch-Kincaid)  Sentences per paragraph: 5.7  Words per sentence: 15.1  Passive sentences: 22%
<b>3</b>	80	Naval Postgraduate School Some advanced flying courses	A student at this level can recognize present, past, and future tenses but still has problems in using the tenses correctly; otherwise, the student has a firm grasp of basic grammatical structures. The student can read uncomplicated but authentic texts and is able to use contextual clues to decipher text of a complex or technical nature. In speaking, the student can converse on routine social demands and limited job requirements.	Approx 5000 words	Reading Grade Level: 10.5 (Flesch-Kincaid)  Sentences per paragraph: 6.1  Words per sentence: 18.7  Passive sentences: 25%

<b>Table A2.1. (Continued)</b>					
<b>L I N E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>ECL TEST SCORE</b>	<b>EXAMPLES OF FOLLOW-ON TRAINING COURSES</b>	<b>SKILL LEVEL DESCRIPTION</b>	<b>VOCABULARY</b>	<b>READABILITY STATISTICS</b>
<b>4</b>	85-90	Naval Postgraduate School Some advanced flying courses	A student in this range demonstrates considerable ability in understanding general topics and those topics relating to specialized interests; can handle conversation when spoken at normal speed. The student is able to comprehend texts on a variety of material, relate ideas from one sentence to another, and grasp some inferences. In speaking, the student is able to satisfy most language requirements with language that is often, but not always, accurate.	Approx 6000 words	Reading Grade Level: 11.6 (Flesch-Kincaid)  Sentences per paragraph: 9.6  Words per sentence: 22.1  Passive sentences: 27%

## ENGLISH LANGUAGE TRAINING PUBLICATIONS

**A3.1. DLIELC Manual 1025.1, Support Services for In-Country English Language Training Programs.** This manual describes the support services the Defense Language Institute English Language Center (DLIELC) gives to in-country English Language Training Programs. DLIELC gives this support through US Security Assistance organization elements located overseas. It describes language training materials (software) and language specialist services available from DLIELC. It also gives information on the procurement of language laboratory equipment (hardware) through the US Army Materiel Command.

**A3.2. DLIELC Catalogs 1025.2, Catalog of American Language Course Material for IMET and US Government Agencies; 1025.3, Catalog of American Language Course Material for Foreign Military Sales; and 1025.4, Catalog of American Language Course Material for the Private Sector.** Each catalog lists all of the American Language Course training materials that can be obtained from DLIELC. DLIELC is the sole source for these training materials. The catalogs list all supporting instructional materials, that is student workbooks, instructor guides, books, quizzes, and prerecorded tape lessons with each text title.

**A3.3. DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training.** This instruction gives guidance and rules for Security Assistance English language training and for planning to train foreign military personnel in the English language at the DLIELC.

**A3.4. DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines.** This instruction gives guidance and rules on getting, controlling, and administering the ECL test. The instruction also gives information on planning and administering ECL screening tests and test administration and security rules for the test control officer.

**A3.5. DLIELC Manual 1025.24, Support Services for Non-Resident English Language Program.** This manual describes the support services provided by DLIELC to Non-Residence English Language Programs (NRELTP) in English-as-a-Second Language (ESL) for US military personnel, dependent foreign nationals or indigenous civilian personnel employed by DoD who are not native speakers of English.

**A3.6. Ordering Publications.** Order DLIELC publications from the Commandant, Defense Language Institute English Language Center, Lackland AFB TX 78236-5000.