2014 Catalog
Materials, Courses and Support
# DLIELC Directory

If You Have Questions About: | Contact: | Phone / FAX / E-mail |
---|---|---|
• Programming Students  
• Course Description and Availability  
• Student Academic Progress  
• Student Disciplinary Status | • Resident Support  
(DLIELC/RSF) | E-mail: DLIELC.RSF-CPM@us.af.mil |

• Arranging for DLIELC Visits | • Protocol  
(DLIELC/CCP) | DSN: (312) 473-4060  
DSN FAX: (312) 473-2890  
COMM: (210) 671-4060  
FAX: (210) 671-2890  
E-mail: CCP@us.af.mil |

• Getting to DLIELC from the San Antonio Airport | • Operations Support  
[On-Call 24 hours]  
(DLIELC/OSF) | DSN: (312) 473-2929 / 2928 / 2927  
DSN FAX: (312) 473-7437  
COMM: (210) 671-2929 / 2928 / 2927  
FAX: (210) 671-7437 |

• Language Testing: ALCPT, ECL and OPI  
• Test Security  
• Approval of ALCPT sales  
• Arranging Telephonic OPIs | • Test and Measurement Branch  
(DLIELC/LEAT) | DSN: (312) 473-4889  
DSN FAX: (312) 473-0211  
COMM: (210) 671-4889  
FAX: (210) 671-0211  
E-mail: DLI.Testing@us.af.mil  
E-mail: OPI@us.af.mil |

• Nonresident English Language Training Programs (ELTPs)  
• DLIELC Advisors/Instructors for Overseas Assignments  
• ELTP Development Consulting  
(ALC materials / site surveys) | • Nonresident Programs Division (DLIELC/LEN) | DSN: (312) 473-3783  
DSN FAX: (312) 473-5362  
COMM: (210) 671-3783  
FAX: (210) 671-5362  
E-mail: LEN@us.af.mil |

• Ordering Materials  
• Obtaining Catalogs | • Logistics Branch  
(DLIELC/LESL) | DSN: (312) 473-4711  
DSN FAX: (312) 473-3063  
COMM: (210) 671-4711  
FAX: (210) 671-3063  
E-mail: dlielc.leslwork@us.af.mil |

Mailing address for all DLIELC offices:  
DLIELC/[OFFICE SYMBOL]  
2235 ANDREWS AVENUE  
JBSA LACKLAND TX 78236-5259

DLIELC web page:  
http://www.dlielc.edu/
Defense Language Institute
English Language Center

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; our primary mission was to teach English to allied pilot candidates. In 1966, our mission expanded to include other career fields, and our school moved under the DoD, with the US Army as the executive agent. DLIELC assumed its present form in 1976 when the USAF became the executive agent.

The resident campus, located at JBSA Lackland, Texas, includes headquarters and academics facilities, a learning resource center and library, dining hall, officer and 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 catalog, published annually, lists all the curriculum materials that can be obtained from DLIELC. It also lists English language training courses and support services available through DLIELC. This publication supersedes the 2013 DLIELC Catalog of American Language Course Materials, Courses and Support, October 1, 2012.

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The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force or Department of Defense.
American Language Course

Description
The American Language Course (ALC) is a comprehensive set of materials produced by the Defense Language Institute English Language Center (DLIELC), JBSA Lackland.

The course consists of
• General English Intensive and Nonintensive Materials
• English for Specific Purposes (ESP) Materials
• Computer Based Training (CBT)
• Instructional Support Materials
• Achievement, Proficiency/Placement Tests and Skills Assessment Kits

General English Intensive ALC Materials

The General English materials of the American Language Course (ALC) consist of extensively researched and carefully controlled presentations of English as a Foreign Language.

Special Features

The General English materials of the ALC
• present a comprehensive curriculum that includes presentations in the areas of language functions, vocabulary, grammar and the four language skills (listening, speaking, reading, writing)
• use contemporary communicative approaches as well as traditional methods of language teaching
• include extensive instructional guidance to help the non-native instructor
• contain answers to classroom, homework and evaluation exercises
• are based on clearly stated objectives that are reinforced and recycled throughout the course
• consist of 30 comprehensive instructional packages providing all the materials necessary to present the course objectives, i.e., audio recordings with language laboratory exercises, computer based training, flash cards, videos, quizzes, and performance assessment tools.

ALC Book Levels and Student Placement Chart

The course consists of Books 1-30 divided into five levels. To decide what materials are appropriate, the proficiency level of the students should be determined. The American Language Course Placement Test (ALCPT) can be used to do this.

<table>
<thead>
<tr>
<th>Books</th>
<th>Levels</th>
<th>ALCPT Scores</th>
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<tbody>
<tr>
<td>Books 1-6</td>
<td>Level I</td>
<td>Elementary</td>
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<td>Books 7-12</td>
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<td>High Elementary</td>
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<tr>
<td>Books 13-18</td>
<td>Level III</td>
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<td>Books 19-24</td>
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<tr>
<td>Books 25-30</td>
<td>Level V</td>
<td>Advanced</td>
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</table>
American Language Course Materials

Components of the American Language Course

ALC Classroom Textbooks
» A comprehensive, carefully sequenced presentation of general and military English

› Each Student Text (ST) provides
  • Four lessons of new material
  • One review lesson
  • Homework assignments for each lesson
  • Evaluation exercises assessing student learning
  • Appendices: glossaries, grammatical charts, military ranks, activity masters

› Each Instructor Text (IT) provides
  • Introduction to the level
  • Overview of the ALC program and books
  • Classroom management guidance
  • Recommended classroom practices
  • Teaching techniques, strategies, and procedures

Language Laboratory Activities
» Language Laboratory Activities with audio recordings that support objectives introduced in the classroom texts

› The Language Laboratory Activities Text (LLAT) provides:
  • Activities and exercises to reinforce lesson objectives
  • Answers to exercises
  • Scripts for all activities

› Audio recordings provide
  • More than 5 hours listening practice per book
  • Practice with authentic dialogs in Levels IV and V, including listening under challenging conditions with ambient noise
  • Precise tracking for easy access to specific exercises

Book Quiz Kit:
- Student booklets
- Answer sheets
- Audio recording
- Answer keys

Book Quiz
» Achievement test given after each book
» Fifty multiple-choice items administered in 45-minutes
» Easy to administer and convert results to percentage-based score

Flash Cards
» Illustrate concrete vocabulary and situations from the lessons
» Available for Books 1-12 (Levels I-II)

Skills Assessment Kit (SAK)
» Administered after the final book of the level
» Available for Levels II, III, and IV
» Focus on effective language production and performance
» Measure mastery of skills (listening, speaking, reading, writing)
American Language Course Materials

Computer Based Training (CBT)

The CBT (formerly referred to as Interactive Multimedia Instruction [IMI]) reinforces lesson learning objectives and provides additional practice of language skills though graphics, audio, video, text, and animation. It is an integral part of the ALC and helps promote independent, self-paced learning.

CBT offers standardized navigation with a uniform Graphical User Interface (GUI). All CBT courseware levels are available either as 6 individual CDs (1 for each book in a level) which can be loaded on an unlimited number of computers or on 1 DVD (complete level) which can be loaded on a LAN-based server.

**CBT for Level I** – Books 1-6 consists of interactive activities that cover fundamentals such as the alphabet and survival language to engage the beginning student. Instructions are both oral and written.

**CBT for Level II** – Books 7-12 consists of interactive activities along with videos that illustrate language functions. All objective vocabulary is pronounced and practiced in context.

**CBT for Level III** – Books 13-18 consists of activities including videos and audios that incorporate vocabulary, grammar, and language functions. In addition, explanations precede grammar activities, and a Glossary provides definitions.

**CBT for Level IV** – Books 19-24 consists of interactive activities that reinforce language objectives. Videos integrate the vocabulary, grammar and language functions. Authentic audios and videos are introduced, and a Glossary provided definitions.

**CBT for Level V** – Books 25-30 consists of theme-based lessons using authentic materials to challenge advanced students. A Grammar Coach and an extensive Glossary with examples of collocations assist student through the integrated lessons.

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### CBT Systems Requirements

<table>
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<tr>
<th>Minimum Operating System and Software Requirements</th>
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<tbody>
<tr>
<td>Minimum: Microsoft Windows XP Service Pack 3</td>
</tr>
<tr>
<td>1.5 Ghz processor or faster processor (2 Ghz recommended)</td>
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<tr>
<td>4 GB RAM</td>
</tr>
<tr>
<td>500 GB ATA 7200 RPM hard drive (1 TB recommended)</td>
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<tr>
<td>Graphics card supporting DirectX 9 with 256 MB of RAM (DirectX 10 with 1 GB of RAM recommended)</td>
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<tr>
<td>CD-ROM / DVD-ROM drive – for installation only</td>
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<tr>
<td>Audio input / output</td>
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<tr>
<td>Headphones or speakers; microphones</td>
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<td>Keyboard and mouse</td>
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<tr>
<td>15-inch or larger monitor with resolution capability of 1024 x 768 (17-inch monitor recommended)</td>
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<td>Level I</td>
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American Language Course Materials

**ALC Instructor Resources**

*Overview of the American Language Course: A Reference for Instructors* (780): designed to acquaint ESL/EFL instructors and program managers with the organization, content and components of general English materials. The material is packaged on 1 CD.

*Grammar for the American Language Course* (782): 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. The material is packaged on 1 CD.

*American Language Course Indexes for Levels I-V* (789): designed to assist ESL/EFL managers and instructors in the administration of their programs which use the ALC. The indexes, descriptions, summaries, and glossaries in this resource serve as useful tools for identifying, locating and focusing on various topics of instruction quickly and efficiently. The material is packaged on 1 CD.

*ALC Skills Assessment Kit* (SAK): designed to be used at the end of an ALC level—the SAK elicits student performance on skills introduced in the 6 previous books. The SAKs provide integrated skills activities which assess mastery of production-based tasks not testable in multiple-choice format (e.g., following a route on a map, completing a flow chart, participating in a group discussion). A SAK kit consists of four items: an instructor booklet with test administration guidance, student booklets, diagnostic assessment forms, and an audio CD.

*Developmental Reading Skills Course* (779): designed to provide learners with the phonetic foundation to decode and read basic words. Instruction is based on interactive, student-centered activities that allow learners to apply phonetic rules in reading, spelling, and pronunciation. It guides poor readers in applying this knowledge to decode increasingly complex words as they progress through the ALC. The materials are packaged on 2 CDs; one provides the instructor text and the other provides student handouts. Users can print materials as needed for their classes.

**Starter Packages**

The ALC materials can be purchased in Starter Packages. Each starter package includes material for an ALC level comprised of 6 books and includes enough copies of the materials for a class of ten students and one instructor. A minimum initial order for any ALC book is ten 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.

**Starter Packages for Levels I-V (Books 1-30) include:**

- 10 copies of each of the six Student Texts (STs)
- 1 copy of each of the six Instructor Texts (ITs)
- 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, 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

**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 21 for ALCPT information.
Level I (Books 1-6)

Level I presents basic skills development. Level I includes approximately 900 words including general military vocabulary and conversational expressions. Each book in Level I has a flash card package with approximately 80 flash cards.

Essential grammar structures are introduced contextually in dialogs and readings, and drills and exercises provide extended practice. Photos and graphics illustrate teaching points. Numerous conversational strategies and social situations are incorporated into the materials, offering enhanced speaking and listening opportunities, with an emphasis on pair and small group work. Reading strategies are introduced using charts, graphs, grid coordinates and various graphic organizers, as well as simple texts demonstrating authentic language use.

Level I Starter Package

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Quantity</th>
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<td>Instructor Texts</td>
<td>$15.00</td>
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**TOTAL for Level I Starter Package** $2,115.00

Computer Based Training 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.

**LEVEL I CBT Package (6 CDs or 1 DVD)** $3,000.00
Level II (Books 7-12)

High Elementary

Level II is a continuation of basic skills development in the areas of listening, speaking, reading and writing. Level II contains numerous visuals facilitating instruction of about 900 new words. Each book is supplemented with a package of approximately 40 flash cards.

The function activities are based on social and business interactions such as expressing opinions, requesting and giving instructions, asking for and giving locations and directions and seeking information. Beginning reading skills taught in Level I are continued and reinforced throughout Level II.

Level II Starter Package

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**TOTAL for Level II Starter Package** $2,115.00

Computer Based Training for Level II

The Level II CBT consists of full-motion video that was specifically designed to present language function along with graphics, text, and audio that directly supports and reinforces the ALC objectives presented in Books 7-12.

**Level II CBT Package (6 CDs or 1 DVD)** $3,000.00
Level III (Books 13-18)

Intermediate

Level III presents higher level skills development in the areas of listening comprehension, speaking, reading and writing. Level III includes approximately 950 new words, including vocabulary which deals with semi-technical subjects and military themes. New structures are introduced contextually in real-life situations. Level III presents and practices the objective structures through readings, dialogs, interactive paradigms and examples, as well as transformation drills, pedagogically sequenced written exercises and fluency practice activities.

Some of the topics which give contextual meaning to this level are based on military themes and social and business interactions, such as seeking and giving information, requesting and granting permission, expressing preferences, providing descriptions and making deductions. Reading skills in Level III reinforce, expand and extend skills taught in Level II.

Level III Starter Package

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**TOTAL for Level III Starter Package** $1,965.00

Computer Based Training for Level III

The Level III CBT consists of creative language activities that integrate graphics, text, video, and audio to present language in realistic settings that directly supports and reinforces the ALC objectives presented in Books 13-18. The CBT for Level III also contains a Glossary.

**LEVEL III CBT Package (6 CDs or 1 DVD)** $3,000.00
Level IV (Books 19-24)

High Intermediate

Level IV introduces a variety of semi-technical terms among more than 850 new words. Vocabulary themes include military, government, social, and business scenarios and interactions. New grammar structures are contextualized with reference to corpora-based research. Functional language practice in specific areas, such as comparing, evaluating, recommending, expressing ownership and relationship, tie in directly to vocabulary themes and grammar structures. Students are guided to apply strategies to writing as well as reading skills. Level IV includes the additional feature of a glossary of new vocabulary.

Level IV Starter Package

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**TOTAL for Level IV Starter Package** $1,965.00

Computer Based Training for Level IV

The Level IV CBT consists of language activities with new graphics, text, and audio that directly supports and reinforces the ALC objectives presented in Books 19-24. In addition, videos explaining lesson-grammar items are included.

**Level IV CBT Package (6 CDs or 1 DVD)** $3,000.00
Intensive American Language Course Materials

Level V (Books 25-30)

Advanced

Level V introduces approximately 780 new words including academic and semi-technical terms. Vocabulary presentations employ scenarios in military, government, social, business, and technological settings. Lower frequency and more complex grammar structures, informed by corpora-based research, are introduced and practiced in context. Functional language elements and strategies are coordinated with vocabulary and grammar to facilitate transfer from classroom learning to real-life application; examples include group problem-solving and consensus-building activities. Highly-focused exercises guide students to sharpen their reading comprehension as well as their writing skills. Level V includes the additional feature of a glossary of new vocabulary.

**Level V Starter Package**

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**TOTAL for Level V Starter Package** $1,965.00

**Computer Based Training for Level V**

The Level V CBT consists of theme-based and authentic materials to support ALC language training objectives presented in Books 25-30. Video, audio, text, and graphics have been integrated into the materials to challenge the advanced student. The CBT for Level V also contains a Glossary and Grammar Coach to help the student through the lessons.

**LEVEL V CBT PACKAGE (6 CDs OR 1 DVD)** $3,000.00
Nonintensive American Language Course Materials

General English Nonintensive ALC Materials

The Nonintensive American Language Course (NALC) materials were developed for adult international military students in nonintensive English language programs. The materials include the most essential objectives from the intensive American Language Course. General, technical and military vocabulary, language functions and grammar are covered. Each volume contains 30-32 lessons (approximately 4 hours of classroom instruction per lesson) and is supplemented by 30 audio recordings, one per lesson (each approximately 30 minutes in length).

The course consists of four volumes suitable for many four-year military academies and staff colleges. Like the intensive course, the NALC presents material in context.

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

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

**Volume Levels and Student Placement Chart**

<table>
<thead>
<tr>
<th>Volumes</th>
<th>Levels</th>
<th>ALCPT Scores</th>
</tr>
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<tbody>
<tr>
<td>Volume 1 (ALC Books 1-4)</td>
<td>Low Elementary</td>
<td>0-25</td>
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<tr>
<td>Volume 2 (ALC Books 5-8)</td>
<td>Elementary</td>
<td>25-35</td>
</tr>
<tr>
<td>Volume 3 (ALC Books 9-12)</td>
<td>High Elementary</td>
<td>35-50</td>
</tr>
<tr>
<td>Volume 4 (ALC Books 13-16)</td>
<td>Low Intermediate</td>
<td>50-60</td>
</tr>
</tbody>
</table>
Nonintensive American Language Course Materials

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 1 Instructor Text for all Nonintensive American Language Course materials.

Volume 1 and Volume 2 Starter Packages

<table>
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<tr>
<td>Instructor Text</td>
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<td>Student Text</td>
<td>$20.00</td>
<td>10</td>
<td>$200.00</td>
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<tr>
<td>Listening Skills Text (w/scripts)</td>
<td>$20.00</td>
<td>11</td>
<td>$220.00</td>
</tr>
<tr>
<td>Homework Text</td>
<td>$10.00</td>
<td>11</td>
<td>$110.00</td>
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<td>Audio CD set</td>
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<td>Flash card set</td>
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<td>Lessons 1-15, Quiz A</td>
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<tr>
<td>Lessons 16-30, Quiz A</td>
<td>$25.00</td>
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</tr>
<tr>
<td>Lessons 1-15, Quiz B</td>
<td>$25.00</td>
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<tr>
<td>Lessons 16-30, Quiz B</td>
<td>$25.00</td>
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<td>$25.00</td>
</tr>
<tr>
<td>Package of 500 Answer sheets</td>
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TOTAL for either package $850.00
**Nonintensive American Language Course Materials**

**Volume 3 and Volume 4 Starter Packages**

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<td>Listening Skills Text (w/scripts)</td>
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<td><strong>$845.00</strong></td>
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**Computer Based Training for the Nonintensive ALC**

The CBT (formerly referred to as Interactive Multimedia Instruction [IMI]) reinforces lesson learning objectives and provides additional practice of language skills through 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 are available either as 4 individual CDs (1 CD for each book in a volume) which can be loaded on an unlimited number of computers or on 1 DVD (complete volume) which can be loaded on a LAN-based server.

Volume 1 – ALC Books 1-4
Volume 2 – ALC Books 5-8
Volume 3 – ALC Books 9-12
Volume 4 – ALC Books 13-16

<table>
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<tr>
<th>NALC Volume CBT CD Package (4 CDs)</th>
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<tr>
<td>NALC Volume CBT DVD Package</td>
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Refer to page 3 for further information about the ALC CBT courseware.
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 updated 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 11 Student Texts, 1 Instructor Text, and 1 DVD for ESSO course materials.*

### ESSO Starter Package

<table>
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<td><strong>TOTAL</strong></td>
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American Military English Course

The American Military English Course (AMEC) consists of language lessons based on General Military, Army, Air Force, 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 1 Instructor Text for all American Military English Course materials.

### Topics in Counterinsurgency Starter Package

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### General Military Topics Starter Package

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## Army Topics, Book 1, Starter Package

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## Air Force Topics Starter Package

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<td>Student Text</td>
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<td>10</td>
<td>$200.00</td>
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<tr>
<td>Audio CDs (set of 10)</td>
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<td>$100.00</td>
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<td>DVD: “A Day in the Life of an Airman”</td>
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## Navy Topics Starter Package

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<tr>
<td>Student Text</td>
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<td>$200.00</td>
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<tr>
<td>Audio CDs (set of 10)</td>
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<tr>
<td>DVD: “A Journey Begins”</td>
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<td>$20.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$350.00</strong></td>
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</table>
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 2 hours of classtime. 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

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<tr>
<td>CD2 (Mar 10)</td>
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Instructional Support Materials

Instructor Resources

780, Overview of the American Language Course: A Reference Guide 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 for the ALC, 2nd Edition
This is a searchable PDF file which is designed to assist ESL/EFL managers and instructors in the administration of their programs which use the ALC. The indexes, descriptions, summaries, and glossaries in the Indexes serve as useful tools for identifying, locating and focusing on various topics of instruction quickly and efficiently. (CD)

781, Guidelines for Quiz Development
This publication contains useful guidelines for the development of objective, multiple-choice tests. (CD)

779, Developmental Reading Skills
The Developmental Reading Skills (DRS) course is designed to provide learners with the phonetic foundation to decode and read basic words. Instruction is based on student-centered activities that allow learners to apply phonetic rules in reading, spelling, and pronunciation. It aims to guide poor readers in applying this knowledge to decode increasingly more complex words as they progress through the American Language Course in preparation for subsequent training. DRS materials consist of a package of 2 CDs; one with the instructor text and one with student handouts. Users can print materials as needed for their classes. (2 CDs)

Instructor Resources

<table>
<thead>
<tr>
<th>Item</th>
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<td>780, Overview of the ALC</td>
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<tr>
<td>782, Grammar for the ALC</td>
<td>1 CD</td>
<td>$10.00</td>
</tr>
<tr>
<td>789, Indexes for the 2nd Edition ALC</td>
<td>1 CD</td>
<td>$10.00</td>
</tr>
<tr>
<td>781, Guidelines for Quiz Development</td>
<td>1 CD</td>
<td>$10.00</td>
</tr>
<tr>
<td>779, Developmental Reading Skills</td>
<td>2 CDs</td>
<td>$200.00</td>
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Skills Assessment Kits

An *ALC Skills Assessment Kit* (SAK) is available at the end of an ALC level and elicits student performance on skills introduced in the previous books of that level. SAK II assesses skills introduced in Books 7-12, SAK III those in Books 13-18, SAK IV those in Books 19-24. The SAKs provide integrated skills activities which assess mastery of production-based tasks not testable in multiple-choice format (e.g., following a route on a map, completing a flow chart, participating in a group discussion, etc.). A SAK kit consists of four items: an instructor booklet with test administration guidance, student booklets, diagnostic assessment forms, and an audio CD. Two SAK forms are available for each ALC level.

### Skills Assessment Kits

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<td><strong>Level II Skills Assessment Kit Form K</strong>&lt;br&gt;(2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)</td>
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<td><strong>Level II Skills Assessment Kit Form L</strong>&lt;br&gt;(2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)</td>
<td>1 kit</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Level III Skills Assessment Kit Form K</strong>&lt;br&gt;(2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)</td>
<td>1 kit</td>
<td>$150.00</td>
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<tr>
<td><strong>Level III Skills Assessment Kit Form L</strong>&lt;br&gt;(2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)</td>
<td>1 kit</td>
<td>$150.00</td>
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<tr>
<td><strong>Level IV Skills Assessment Kit Form K</strong>&lt;br&gt;(2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)</td>
<td>1 kit</td>
<td>$150.00</td>
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<tr>
<td><strong>Level IV Skills Assessment Kit Form L</strong>&lt;br&gt;(2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)</td>
<td>1 kit</td>
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</table>
Instructional Support Materials

Classroom Resources

Dictionaries
Dictionaries are sold in packages of 10.

Book of Idioms (BOI)
Idioms bring color to language, but they can be a problem for nonnative speakers. The BOI is a handy reference with useful idioms, slang and special expressions. Each entry has an example sentence along with the definition. The BOI is a helpful supplement for intermediate and advanced students. BOIs are sold in packages of 10.

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<td>Package of 10 dictionaries</td>
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<tr>
<td>Package of 10 BOIs</td>
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Replacement Items

Homework and Evaluation Exercises, ALC Books 1-30 (CDs)
These booklets have been designed for nonresident use at locations where Student Texts are recycled. The Homework and Evaluation Exercises are provided as PDF files. Users may print quantities as needed.

Package of Test Answer Sheets
Each package contains 500 answer sheets.

<table>
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<th>Item</th>
<th>Price</th>
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<td>Homework and Evaluation Exercises (CDs)</td>
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<tr>
<td>(1 CD for each book, Books 1 - 30)</td>
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</tr>
<tr>
<td>Package of 500 Test Answer Sheets</td>
<td>$15.00</td>
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</table>
American Language Course Placement Test Materials

The American Language Course Placement Test (ALCPT) is developed by the Test and Measurement Branch (LEAT) of DLIELC. It is a standardized, multiple-choice test designed to measure English ability.

Purchase of the ALCPT requires approval from LEAT. See inside front cover for contact information and page 57 for the required ALCPT Approval Request form.

Features

» 40 different versions available (ALCPT Forms 66 through 105)
» Student scores correspond to English Comprehension Level (ECL) test scores
» Administration time is approximately 75 minutes (including time for reading the directions and distributing and collecting test materials)
» Listening and reading components (laboratory or audio CD player required)
» Answer keys provided for hand scoring student answer sheets
» Forms included to help track administrations

Uses

» Placement in ALC program
» Evaluation of student progress midway and at the end of the ALC program
» Screening for readiness to take the ECL
» Graduating exit testing
» Evaluation of English language abilities of local personnel working for, or being considered for positions with, the military

Components of ALCPT Kits

» 25 Test Booklets
» 1 Audio Recording (Compact Disc)
» 2 Scoring Keys
» 1 ALCPT Handbook, including the following forms:
  › Chart with ALC Placement Guidelines
  › Sample Test Control Officer Memorandum for the Record
  › ALCPT Inventory Record
  › ALCPT Test Administration Log
  › ALCPT Test-Taker Roster

American Language Course Placement Test Materials

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Resident Courses

English Language Training Resident Courses

DLIELC offers a variety of English language courses for beginner, intermediate and advanced learners of English as a Second or Foreign language at JBSA Lackland. In-house developed materials and some commercial texts are used for these courses.

Courses in General and Specialized English

• **American Language Course (ALC) General English Training (GET) and Specialized English Training (SET) – MASL IIN D177009**
  
  This course is variable in length (minimum 10 weeks to be eligible for a diploma and there must be a minimum of 7 weeks in SET), includes GET and SET, and may be scheduled to start any week. Students must meet the ECL and, if applicable, the OPI requirement(s) for the follow-on training (FOT) course before they are moved into the SET portion of this course—even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.

• **ALC GET only – MASL IIN D177027**
  
  This course is variable in length (minimum 10 weeks to be eligible for a diploma) and may be scheduled to start any week.

• **ALC SET only – MASL IIN D177008**
  
  This nine-week course focuses on functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills. It may be scheduled to start any week. Students must meet the ECL and, if applicable, the OPI requirement(s) for their FOT course before they are moved into the SET portion of the course. To be eligible for a diploma the student must successfully complete at least 7 weeks of SET. If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), SCO/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.

• **ALC for Aviation Leadership Program (ALP) Scholarship – MASL IIN D177024**
  
  This MASL is established for AF ALP Scholarship students and is used for funding purposes only. Training is basically the same as MASL IIN D177008 or D177009. 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 next page.
Resident Courses

• Oral Proficiency Skills for Aviation (OPSAV) Course – MASL IIN D177026
  (MASL IIN D177028 for ALP Scholarship candidates)

  This course is designed to help students achieve the necessary oral proficiency level for success in both their SET and FOT. The course offers extensive practice in pronunciation, global speaking proficiency, and listening comprehension within a variety of contexts and a wide range of formats. Particular emphasis is given to the comprehension of electronic voice communication over two-way radios and telephones. This training prepares students for the unique challenges of radio communication which is required of them in SET and at FOT. While the course focuses primarily on routine, day-to-day proficiency needs, a variety of aviation-related themes are woven into each lesson. Recorded samples obtained from Americans are used as the basis for classroom language instruction. Additionally, the OPSAV course provides relevant cultural orientation by examining typical communication styles and training methods used in the US. This MASL includes 16 weeks of OPSAV and nine weeks of SET for a maximum of 25 weeks. The student must complete at least 7 weeks of SET in order to be eligible for a diploma. However, course length is variable because students can be moved out of OPSAV and into SET as soon as they achieve their required OPI ratings. 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. If FOT waives one or both requirements, DLIELC still needs to approve a waiver before the student is moved into SET. 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 OPI score required by their FOT, they need not be programmed for the OPSAV course.
Resident Courses

Advanced English Section

The Advanced English Section’s mission is twofold: 1) improve the language proficiency skills of international military and civilian personnel through courses for advanced language development, and 2) develop English language specialists to work in their countries’ English language training programs as instructors, managers, and curriculum/test developers.

Courses for Advanced Language Development

- Professional Military Education Preparation (PME Prep)—MASL IIN D177014

  Course Length: 9 weeks
  Entry Requirement: 80 ECL

  PME Prep emphasizes the development of English language skills for International Military Students who will attend PME courses with their American counterparts. Students practice all four language skills (listening, speaking, reading, and writing) and learn to deal linguistically with challenging military topics through formal and informal discussions, presentations and military-style briefings, and completion of a research paper. Each student will assume the role of group discussion leader, learning how to plan, lead, monitor, and mediate wide-ranging discussions among classmates from different countries and cultures. Students will experience intensive group dynamics, enhancement of their English language skills, and US military acculturation in preparation for PME follow-on training.

  This course requires a minimum enrollment of 6 students.

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<thead>
<tr>
<th>FY14 Class Schedule</th>
<th>FY15 Class Schedule</th>
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<tbody>
<tr>
<td><strong>Entry Date</strong></td>
<td><strong>Grad Date</strong></td>
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<tr>
<td>28 OCT 13</td>
<td>27 DEC 13</td>
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<tr>
<td>4 NOV 13</td>
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| **Entry Date**      | **Grad Date**       |
| 27 OCT 14           | 26 DEC 14           |
| 3 NOV 14            | 2 JAN 15            |
| 10 NOV 14           | 9 JAN 15            |
| 19 JAN 15           | 20 MAR 15           |
| 23 MAR 15           | 22 MAY 15           |
| 6 APR 15            | 5 JUN 15            |
| 20 APR 15           | 19 JUN 15           |
| 22 JUN 15           | 21 AUG 15           |

http://www.DLIELC.edu  DLIELC 2014 Catalog
Resident Courses

Advanced Language Proficiency Skills (ALPS)

The following Advanced Language Proficiency Skills courses are intended for English language instructors, NATO candidates, translators, interpreters, candidates for professional military post-graduate studies, as well as other military members and civilian personnel. These courses are designed using an integrated curriculum to increase communicative competence in all four language skills (listening, speaking, reading, and writing), as well as increase familiarity with US culture.

» ALPS I—MASL IIN D177018

Course Length: 12 weeks
Entry Requirements: 1) 80 ECL
2) OPI rating of 2/1+

ALPS I emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS II, the material is geared toward those students who exhibit intermediate-level English language proficiency skills in reading, writing, speaking, and listening. Through theme-based readings, audio/video materials, classroom discussions, and writing assignments, students have many opportunities to practice and improve all four language skills.

Notes: 1) Students entering the course with a 2/1+ OPI will be administered a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.
2) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
3) Consider scheduling students for MACS and ALPS I combinations, if desired.

This course requires a minimum enrollment of 6 students.

<table>
<thead>
<tr>
<th>ALPS I</th>
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<tbody>
<tr>
<td><strong>FY14 Class Schedule</strong></td>
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<td>31 MAR 14</td>
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<td>23 JUN 14</td>
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</tbody>
</table>
ALPS II—MASL IIN D177031

Course Length: 12 weeks
Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

ALPS II emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS I, the material is geared toward those students who exhibit higher-level English language proficiency skills in reading, writing, speaking, and listening. By participating in group discussions, giving oral presentations, reading and writing essays, and viewing videos related to relevant topics, students can improve all four language skills and can learn to deal linguistically with challenging, unfamiliar topics. Each student will assume the role of discussion facilitator, learning how to plan, lead, monitor, and mediate wide-ranging discussions among classmates from different countries and cultures.

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
2) Consider scheduling students for ALPS II and AELIC/MELT/MACS combinations, if desired.

This course requires a minimum enrollment of 6 students.

| ALPS II |
|---|---|
| **FY14 Class Schedule** | **FY15 Class Schedule** |
| **Entry Date** | **Grad Date** | **Entry Date** | **Grad Date** |
| 7 OCT 13 | 27 DEC 13 | 6 OCT 14 | 26 DEC 14 |
| 23 DEC 13 | 14 MAR 14 | 22 DEC 14 | 13 MAR 15 |
| 31 MAR 14 | 20 JUN 14 | 30 MAR 15 | 19 JUN 15 |
| 23 JUN 14 | 12 SEP 14 | 22 JUN 15 | 11 SEP 15 |
Resident Courses

» ALPS III TOEFL—MASL IIN D177022

Course Length: 16 weeks
Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

ALPS III emphasizes development of critical thinking skills and techniques for improving linguistic competence. It is an ideal course for military and civilian professionals who will pursue post-graduate degrees at Department of Defense schools and colleges and for EFL instructors who will teach a Test of English as a Foreign Language (TOEFL) familiarization course in their countries. General test-taking strategies and those specifically needed for the TOEFL Internet-based Test (TOEFL iBT) are the focus of the first four weeks. During the subsequent twelve weeks, participants will hone their academic language skills by analyzing and critiquing materials from various sources and by completing several writing assignments leading up to the completion of a university-style research paper.

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, an in-country TOEFL iBT score of 70 or higher is strongly recommended.

This course requires a minimum enrollment of 6 students.

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<tr>
<th>ALPS III TOEFL</th>
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<td>26 DEC 14</td>
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</table>
Resident Courses

Courses for English Language Specialists

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, it is highly recommended that English language specialists continue to work on their English language proficiency by enrolling, every two or three years, in an ALPS course appropriate for their proficiency level. Language maintenance and enhancement are essential for all English language specialists and the programs they serve.

Instructor Development Courses

> Basic American Language Instructor Course (BALIC)—MASL IIN D177007

**Course Length:** 27 weeks  
**Entry Requirement:** 80 ECL

BALIC is designed to provide military and civilian personnel who are non-native speakers of English with a strong foundation in the field of English Language teaching in order that they may teach English in their countries. The course is divided into three 9-week blocks consisting of two 3-hour units of instruction each day. Each block provides many opportunities for participants to improve their English proficiency in each of the four skills (listening, speaking, reading, and writing), as well as increase their knowledge of grammar, vocabulary, teaching fundamentals, linguistic functions, American culture, and the ALC materials. In addition to observing ESL instructors teaching classes in the General English Section, trainees are afforded numerous practice-teaching opportunities using the ALC materials.

*This course requires a minimum enrollment of 6 students.*

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<th>FY14 Class Schedule</th>
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Advanced English Language Instructor Course (AELIC)—MASL IIN D177006

Course Length: 16 weeks

Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

AELIC is designed for BALIC graduates or those with a teaching degree (or its equivalent) and at least two years’ experience teaching English as a Foreign or Second Language in their countries. The purpose of the course is threefold: 1) to increase the student’s own written English language proficiency, 2) to acquaint the student with current language teaching theory and methodology for application in both intensive and non-intensive language-learning environments, and 3) to give the student practice-teaching opportunities in order to experiment with, and perfect, contemporary language-teaching techniques. Objectives include learning to deliver student-centered and communicative lessons by observing ESL instructors teaching classes in the General English Section, learning to utilize ALC Books 25 to 30, gaining knowledge about student evaluation and assessment (including an overview of the OPI), and learning to use CDs/DVDs and Computer Based Training (CBT) lessons in support of the ALC texts.

Notes:
1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
2) Students must have completed BALIC or have a teaching degree (or its equivalent).
3) Students must be ESL/EFL instructors with a minimum of two years’ experience.
4) Consider scheduling students for AELIC and MELT/MACS/ALPS II combinations, if desired.

This course requires a minimum enrollment of 6 students.

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</table>
Methodology and Culture Seminar (MACS)—MASL IIN D177019

Course Length: 9 weeks

Entry Requirements: 1) 80 ECL

2) OPI rating of 2/2

MACS is designed for experienced ESL/EFL instructors and focuses on expanding participants’ knowledge of culture in general and US culture in particular so that when they return to their countries to teach English, they can do so with greater cultural awareness. 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 will explore ways to handle the cultural aspects of language acquisition and 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 ALC lessons will be examined and practiced through peer-teaching opportunities. Regularly scheduled tours and classroom observations of ESL instructors in the General English Section will supplement and further solidify information covered during the seminar.

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

2) Students must be ESL/EFL instructors with a minimum of two years’ experience.

3) Consider scheduling students for MACS and AELIC/ALPS I/ALPS II combinations, if desired.

This course requires a minimum enrollment of 6 students.

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Resident Courses

Professional Development Courses

> Managing English Language Training (MELT)—MASL IIN D177013

**Course Length:** 9 weeks  
**Entry Requirement:** 80 ECL

MELT is designed for international personnel who are or will be in English Language Training Program (ELTP) managerial positions in their countries. Participants are provided with the practical knowledge needed for administering, managing, and supervising an ELTP. Participants also become more familiar with concrete aspects of ELTP management as they focus on DLIELC’s organizational planning, structure and goals, practical day-to-day operations, and implementation of the ALC materials. Participants will encounter and explore real-world aspects of ELTP management and apply theories to understand the workings of educational environments. Group and individual projects allow participants to examine particular facets of management for their specific programs or areas of interest.

Note: Consider scheduling students for MELT and AELIC/ALPS II combinations, if desired.

*This course requires a minimum enrollment of 6 students.*

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<td>1 SEP 14</td>
<td>31 OCT 14</td>
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Materials Development Seminar (MDS)—MASL IIN D177030

Course Length: 8 weeks
Entry Requirement: 85 ECL

MDS is designed for international English language specialists who are or will be creating materials for English language training. Seminar participants become familiar with different phases of the curriculum development process used at DLIELC, with particular emphasis on course design, the writing of language objectives, and the development of targeted activities for the language classroom. Each participant is expected to arrive with a specific curriculum project in mind that can be developed by the end of the course. Participants develop all materials electronically; therefore, word processing and basic computer skills are required.

Notes: 1) Students must have completed BALIC/AELIC or have a teaching degree (or its equivalent).

2) Students must be ESL/EFL instructors with a minimum of two years’ experience.

This course requires a minimum enrollment of 6 students.

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<td><strong>FY14 Class Schedule</strong></td>
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<td>16 JUN 14</td>
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</table>
Observer Professional Training - Familiarization with DLIELC—MASL IIN D177002

Course Length: 1 week  
Entry Requirement: 80 ECL

This training is designed to provide orientation in the development, coordination, and management of English language training for international English Language Training Program (ELTP) managers, supervisors, and key language training staff. The training is a combination of briefings, seminars, and observations that address various aspects of management, administration, and academics. The training is tailored to the needs of the participants by targeting specific areas of ELTP operations (i.e., testing, curriculum development, classroom instruction, multimedia instruction, ESL/EFL teaching techniques, overseas and country program management, and warehouse operations).

Notes:  
1) The ECL entry requirement above is more of a strong recommendation than a strict requirement. However, due to the topics covered throughout the training, participants need to be able to operate with a high degree of English language proficiency.

2) Students who have attended or will attend MELT (MASL IIN D177013) should not be programmed for this training because much of the material presented in MELT is also presented in the Observer Professional Training.

3) The length of this training is normally one week; however, it can be scheduled for two weeks to meet the needs of the participants.

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</table>
Observer Professional Training - English Language Proficiency Testing—MASL IIN D177003

Course Length: 2 weeks

Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

This 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 North Atlantic Treaty Organization Standardization Agreement [STANAG 6001] Language Proficiency Levels). The testing of any or all language skills—listening, speaking, reading, and writing—may be included in the objectives depending on the specific requirements of those attending. An exploration of one of DLIELC’s primary testing instruments—the Oral Proficiency Interview or the English Comprehension Level test—is available as an objective if requested before the participants arrive. This training will be conducted by experienced personnel assigned to the Testing Branch and the Advanced English Section.

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the training dates. OPI scores are valid for six months.
2) Consider scheduling students for this training in conjunction with one of DLIELC’s higher-level courses such as ALPS II or AELIC, if desired.

This course requires a minimum enrollment of 4 students.

For information on availability of resident courses, contact:
Resident Support

E-mail: DLIELC.RSF-CPM@us.af.mil
English Language Training Nonresident Courses

- In-Country Workshop: Familiarization with the American Language Course, MASL IIN D307011

  Course Length: 2 weeks
  Entry Requirement: 80 ECL recommended

  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.

  The minimum class size is six, and the maximum is 10.

ALC Familiarization Workshop Starter Package

<table>
<thead>
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<th>Item</th>
<th>Price</th>
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<td>Familiarization with the ALC (workshop booklet)</td>
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<td>780, Overview of the ALC (book)</td>
<td>$10.00</td>
<td>11</td>
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<td>Books 9, 19, 25 Instructor Texts</td>
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<td>Books 9, 19, 25 Student Texts</td>
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<td>Book 19 Language Laboratory Activities</td>
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<td>Book 19 Audio CD set</td>
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**TOTAL for 10 participants + one instructor** $1,735.00
In-Country Workshop: Familiarization with the Nonintensive American Language Course,  
MASL IIN D307011

Course Length: 2 weeks  
Entry Requirement: 80 ECL recommended

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.

*The minimum class size is six, and the maximum is 10.*

**NALC Familiarization Workshop Starter Package**

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<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Familiarization with the NALC (workshop booklet)</td>
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<td>NALC Volume 3 Audio CD set</td>
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<tr>
<td>NALC Volume 4 – Instructor Text, Student Text, Listening Skills Text, Homework Text</td>
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<td>NALC Volume 4 Audio CD set</td>
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**TOTAL for 10 participants + one instructor** $2,465.00

Note: NALC Volumes 1 or 2 may be substituted for Volumes 3 and 4 in the Starter Package.
In-Country Seminar: English Skills for Staff Officer in Multinational Operations (ESSO), MASL INN D307011

Course Length: 4 weeks  
Entry Requirement: 85 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this newly-revised 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.

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.

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. Laptops would also be useful for students in class, but are not essential. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

The minimum class size is six, and the maximum is 10.

ESSO Seminar Starter Package

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TOTAL for 10 participants + one instructor $845.00
Nonresident Courses

In-Country Workshop: Teaching English for Specific Purposes (ESP) – Using the AMEC, MASL IIN D307011

Course Length: 2 weeks
Entry Requirement: 85 ECL recommended

A DLIELC Mobile Training Team (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. The American Military English Course (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 materials are listed below and must be at the training site before the DLIELC MTT arrives.

*The minimum class size is six, and the maximum is 10.*

### Teaching ESP Workshop Starter Package

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching ESP – Using the AMEC (workshop booklet)</td>
<td>$15.00</td>
<td>11</td>
<td>$165.00</td>
</tr>
<tr>
<td>General Military Topics – Instructor Text, Student Text</td>
<td>$50.00</td>
<td>11 of each text</td>
<td>$550.00</td>
</tr>
<tr>
<td>General Military Topics – Audio CD set, DVD</td>
<td>$120.00</td>
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<td>$120.00</td>
</tr>
<tr>
<td>Topics in Counterinsurgency – Instructor Text, Student Text, Glossary</td>
<td>$60.00</td>
<td>11 of each text</td>
<td>$660.00</td>
</tr>
<tr>
<td>Topics in Counterinsurgency – Audio CD set, DVD</td>
<td>$120.00</td>
<td>1</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**Total for 10 participants + one instructor $1,615.00**

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.
Nonresident Courses

In-Country Workshop: English Language Proficiency Testing, MASL IIN D307011

Course Length: 2 weeks
Entry Requirements: 1) 85 ECL recommended
2) OPI rating of 2+/2+

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 IIN D177003. To arrange for the resident workshop contact Resident Support at DLIELC.RSF-CPM@us.af.mil

The minimum class size is six, and the maximum is 10.

For information on availability of nonresident courses and to arrange for an MTT, contact:
Nonresident Programs Division (LEN)

COMM: (210) 671-3783 COMM FAX: (210) 671-5362
DSN: (312) 473-3783 DSN FAX: (312) 473-5362

E-mail: LEN@us.af.mil
Support Services

Support for In-Country English Language Training Programs (ELTPs)

DLIELC provides support services to partnership nations through US Embassies, Combatant Commands, Security Cooperation Offices and Defense Attaché Offices. These services include:

- **English Language Surveys — MASL D307009**
  
  A DLIELC specialist can visit your country to review ELT objectives and assist in developing a management plan to establish a new program or adapt an existing one to meet emerging challenges.

- **Mobile Training Teams (MTTs) — MASL D307011**
  
  DLIELC can deploy consultative and/or instructional teams on a temporary basis, up to 179 days, to conduct English language training in country. These teams can also provide special training. (See pages 28-34 for examples.)

- **Language Training Detachments (LTDs)**
  
  DLIELC can establish detachments of instructors and managers to remain in country for one or more years.

- **Program Management Assistance**
  
  DLIELC can help the security cooperation training manager and in-country English language trainer with advice and ideas on curriculum purchase decisions, faculty and management training, suitable language training, and computer based training equipment.

---

For information and assistance, contact:  
Nonresident Programs Division (LEN)

COMM: (210) 671-3783  
COMM FAX: (210) 671-5362

DSN: (312) 473-3783  
DSN FAX: (312) 473-5362

E-mail: LEN@us.af.mil
Ordering Information

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.
› Download DD Form 1149 and the Order Form from our web site http:\www.DLIELC.edu.
› All orders generated as of 1 October 2013 must be submitted on the 2014 order form. Orders on outdated forms will be returned for reprocessing.

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

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 Logistics Branch (LESL) 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
› Indicate if partial orders are not acceptable; order will be held until all materials are available.
› Add 4% fee based on cost of materials for packing, crating and handling.
› For ground shipment within CONUS, include 10% of the cost of the materials. For OCONUS shipment to APO, DPO or FPO, include 10% of the cost of the materials. 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:

› DLIELC/LESL
  Bldg 7535
  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 or
  E-mail: dlielc.leslwork@us.af.mil
Ordering Information

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), Chapter Seven: “Preparation and Processing of FMS Cases” for instructions.
› Once the FMS case is set up, download DD Form 1149 and the Order Form from our web site http:\www.DLIELC.edu. After completing the requisition, forward to the appropriate MILDEP International Logistics Center (see addresses below).

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:
AFLC ILC WPAFB OH//CMAO//

Shipping Costs and Procedures
› Include a freight forwarder address with POC including phone number, fax number and email address.
› Indicate if partial orders are not acceptable; order will be held until all materials are available.
› 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.

Example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total materials cost</td>
<td>$50,000</td>
</tr>
<tr>
<td>Cost of CBT disks</td>
<td>$20,000</td>
</tr>
<tr>
<td>Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.</td>
<td>$50,000 - $20,000 = $30,000</td>
</tr>
<tr>
<td>x .50</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

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 DLIELC/LESIL for processing.

Questions
If you have questions about what materials to order, contact the Nonresident Programs Division:

DLIELC/LEN
2230 Andrews Ave.
JBSA Lackland TX
78236-5207
Message Address:
LEN@us.af.mil
COMM: (210) 671-3783/90
COMM FAX: (210) 671-5362
DSN: (312) 473-3783/90
DSN FAX: (312) 473-5362
E-mail: LEN@us.af.mil

If you have questions about ordering (filling out the DD Form 1149/Order Form), shipping, or your received order, contact the Logistics Branch:

DLIELC/LESIL
E-mail: dliecl.leslwork@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 (page 47) 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, fax number and email address. For small orders only, an APO or pouch room address is acceptable.
3. Ship to: mark for: Special in-country instructions: include in-country POC name, telephone number, fax number and email address. Check customs regulations.
4. Accounting and funding data: Download DD Form 1149 and the Order Form from our web site http:\\www.DLIELC.edu. Order Form replaces 4a-i on the DD Form 1149.
5. Requisition date: Current date
6. Requisition number: See below for instructions.
7. Date material required: Indicate date materials are needed in country.
8. Priority: Indicate air or surface shipment (for shipment to CONUS freight forwarder).
9. Authority or purpose: Shipping of training materials purchased for use by (country name).
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.

Instructions to complete Block 6, DD Form 1149

Block 6. Requisition number: This is a 14-digit MILSTRIP requisition number (AFM 67-1, Volume 9, Chapter 6). The following table provides an explanation of the number identification.

<table>
<thead>
<tr>
<th>DIGIT NUMBER</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>10</th>
<th>11</th>
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<th>13</th>
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<tbody>
<tr>
<td>EXAMPLE</td>
<td>P</td>
<td>I</td>
<td>T</td>
<td>0</td>
<td>–</td>
<td>–</td>
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</tr>
</tbody>
</table>

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

* Freight forwarder – The company that handles US shipments sent to the host country. Check with the host country transportation representative.
International Military Education and Training (IMET)

Programming
› DLIELC curriculum materials are programmed on the USAF Standardized Training Listing (STL) under Worksheet Control Number (WSCN) 0003/DBKPUBO for materials and WSCN 0004/DOOPCHT for packing and shipping.
› Air Force Security Assistance Training (AFSAT) will provide funding authorization.
› In order to ensure IMET orders are shipped before the end of the fiscal year, forward orders to AFSAT by 1 May.

Requisitions
Download DD Form 1149 and Order Form from our web site http:\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: DLIELC/LEN
E-mail: LEN@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.
› Plan on a minimum of six months lead-time when you submit your requisition. While DLIELC normally packs and ships within 15 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
› Indicate if partial orders are not acceptable; order will be held until all materials are available.
› Include air shipment charge at 50% of materials excluding the cost of CBT disks.

Example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total materials cost</td>
<td>$50,000</td>
</tr>
<tr>
<td>Cost of CBT disks</td>
<td>$20,000</td>
</tr>
<tr>
<td>Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.</td>
<td>$30,000 x .50</td>
</tr>
<tr>
<td>Total shipping cost would be</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Questions
If you have questions about what materials to order, contact the Nonresident Programs Division:

DLIELC/LEN
2230 Andrews Ave.
JBSA Lackland TX 78236-5207
E-mail: LEN@us.af.mil
COMM: (210) 671-3783/90
COMM FAX: (210) 671-5362
DSN: (312) 473-3783/90
DSN FAX: (312) 473-5362

If you have questions about ordering (filling out the DD Form 1149 / Order Form), shipping, or your received order, contact the Logistics Branch:

DLIELC/LESL
E-mail: dlielc.leslwork@us.af.mil
COMM: (210) 671-4711
COMM FAX: (210) 671-3063
DSN: (312) 473-4711
DSN FAX: (312) 473-3063
Ordering Information

Instructions to Complete Requisition and Invoices/Shipping Document
DD Form 1149 (page 47) 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 small orders only, an APO or pouch room address is acceptable. For surface shipments, freight forwarder* address to include POC name, telephone number, fax number and email address.

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

4. Accounting and funding data: Download DD Form 1149 and the Order Form from our website http:\www.DLIELC.edu. Order Form replaces 4a-i on the DD Form 1149.

5. Requisition date: Current date

6. Requisition number: See below for instructions.

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: Shipping of training materials purchased for use by (country name).

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

Instructions to complete Block 6, DD Form 1149

Block 6. Requisition number: This is a 14-digit MILSTRIP requisition number (AFM 67-1, Volume 9, Chapter 6). The following table provides an explanation of the number identification.

<table>
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<th>DIGIT NUMBER</th>
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<td>Service Designator: D = Air Force</td>
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<td>2</td>
<td>Country Alpha Designation</td>
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<td>For IMET requisitions, indicate 0</td>
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<td>Leave Blank</td>
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<tr>
<td>5</td>
<td>Julian Calendar date (year and day)</td>
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<td>6</td>
<td>Serial number of requisition prepared on Julian date.</td>
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<table>
<thead>
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<th>EXAMPLE</th>
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<td>1</td>
</tr>
</tbody>
</table>

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

* Freight forwarder – The company that handles US shipments sent to the host country. Check with the host country transportation representative.
REQUISITION AND INVOICE/SHIPPING DOCUMENT

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0296). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)

2. TO: (Include ZIP Code)

3. SHIP TO - MARK FOR

4. APPROPRIATIONS DATA

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<th>ITEM NO.</th>
<th>FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES</th>
<th>UNIT OF ISSUE</th>
<th>QUANTITY REQUESTED</th>
<th>SUPPLY ACTION</th>
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5. SHEET NO. | NO. OF SHEETS | 6. REQUISITION NUMBER | 7. DATE MATERIAL REQUIRED (YYYYMMDD) | 8. PRIORITY |
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</table>

9. AUTHORITY OR PURPOSE

10. SIGNATURE

11a. VOUCHER NUMBER & DATE (YYYYMMDD)

12. DATE SHIPPED (YYYYMMDD)

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

17. SPECIAL HANDLING

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<th>RECEIVED BY</th>
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<th>TYPE CONTAINER</th>
<th>DESCRIPTION</th>
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<th>TOTAL CUBE</th>
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<td>CHECKED BY</td>
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<td>PACKED BY</td>
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<th>SHEET TOTAL</th>
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<tr>
<th>QUANTITIES RECEIVED EXCEPT AS NOTED</th>
<th>DATE (YYYYMMDD)</th>
<th>GRAND TOTAL</th>
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<th>CONTAINER</th>
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<th>POSTED</th>
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DD FORM 1149, JUL 2006

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.
<table>
<thead>
<tr>
<th>ITEM NO. (a)</th>
<th>FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)</th>
<th>UNIT OF ISSUE (c)</th>
<th>QUANTITY REQUESTED (d)</th>
<th>SUPPLY ACTION (e)</th>
<th>TYPE CONTAINER (f)</th>
<th>CONTAINER NOS. (g)</th>
<th>UNIT PRICE (h)</th>
<th>TOTAL COST (i)</th>
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</tbody>
</table>

**DD FORM 1149C, JUL 2006**

PREVIOUS EDITION IS OBSOLETE.
If you are purchasing individual books the minimum order is 10 student texts and one instructor text.

If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).

<table>
<thead>
<tr>
<th>Item Number</th>
<th>ALC Starter Packages</th>
<th>Price</th>
<th>Quantity</th>
<th>Total Price</th>
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<td>Level I Starter Package, Books 1-6 (p. 6)</td>
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<tr>
<td>LVL2STPCD</td>
<td>Level II Starter Package, Books 7-12 (p. 7)</td>
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<td>Level III Starter Package, Books 13-18 (p. 8)</td>
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<tr>
<td>LVL4STPCD</td>
<td>Level IV Starter Package, Books 19-24 (p. 9)</td>
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<td>Level V Starter Package, Books 25-30 (p. 10)</td>
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If you are purchasing individual books the minimum order is 10 student texts and one instructor text.
If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).

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## 2014 Order Form

If you are purchasing individual books the minimum order is 10 student texts and one instructor text.

If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).

### American Language Course (ALC) Intensive Materials: TOTAL

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| BK28IT | Instructor Text (May 13) | $15.00 |          |             |
| BK28ST | Student Text (May 13)    | $10.00 |          |             |
| BK28LLAT | Language Laboratory Activities Text (LLAT) (Jan 12) | $5.00 |          |             |
| BK28CD | Audio CDs (8)            | $80.00 |          |             |
| BK28KACD | Quiz Kit, Form A (May 13) | $25.00 |          |             |
| BK28KBCD | Quiz Kit, Form B (May 13) | $25.00 |          |             |
| BK28KCCD | Quiz Kit, Form C (May 13) | $25.00 |          |             |

### Item Number Book 29 | Price | Quantity | Total Price |
| BK29IT | Instructor Text (Jul 13) | $15.00 |          |             |
| BK29ST | Student Text (Jul 13)    | $10.00 |          |             |
| BK29LLAT | Language Laboratory Activities Text (LLAT) (Jan 12) | $5.00 |          |             |
| BK29CD | Audio CDs (8)            | $80.00 |          |             |
| BK29KACD | Quiz Kit, Form A (Jul 13) | $25.00 |          |             |
| BK29KBCD | Quiz Kit, Form B (Jul 13) | $25.00 |          |             |
| BK29KCCD | Quiz Kit, Form C (Jul 13) | $25.00 |          |             |

### Item Number Book 30 | Price | Quantity | Total Price |
| BK30IT | Instructor Text (Dec 13) | $15.00 |          |             |
| BK30ST | Student Text (Dec 13)    | $10.00 |          |             |
| BK30LLAT | Language Laboratory Activities Text (LLAT) (Jan 12) | $5.00 |          |             |
| BK30CD | Audio CDs (8)            | $80.00 |          |             |
| BK30KACD | Quiz Kit, Form A (Dec 13) | $25.00 |          |             |
| BK30KBCD | Quiz Kit, Form B (Dec 13) | $25.00 |          |             |
| BK30KCCD | Quiz Kit, Form C (Dec 13) | $25.00 |          |             |

### Item Number CBT Packages | Price | Quantity | Total Price |
| CBTLV1PK | Level I - CBT CD Package (Books 1-6) (6-CDs) | $3,000.00 |          |             |
| CBTLV1DVILAN | Level I - CBT LAN Package (Books 1-6) (1-DVD) | $3,000.00 |          |             |
| CBTLV2PK | Level II - CBT CD Package (Books 7-12) (6-CDs) | $3,000.00 |          |             |
| CBTLV2DVILAN | Level II - CBT LAN Package (Books 7-12) (1-DVD) | $3,000.00 |          |             |
| CBTLV3PK | Level III - CBT CD Package (Books 13-18) (6-CDs) | $3,000.00 |          |             |
| CBTLV3DVILAN | Level III - CBT LAN Package (Books 13-18) (1-DVD) | $3,000.00 |          |             |
| CBTLV4PK | Level IV - CBT CD Package (Books 19-24) (6-CDs) | $3,000.00 |          |             |
| CBTLV4DVILAN | Level IV - CBT LAN Package (Books 19-24) (1-DVD) | $3,000.00 |          |             |
| CBTLV5PK | Level V - CBT CD Package (Books 25-30) (6-CDs) | $3,000.00 |          |             |
| CBTLV5DVILAN | Level V - CBT LAN Package (Books 25-30) (1-DVD) | $3,000.00 |          |             |

### American Language Course (ALC) Nonintensive Materials: TOTAL

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If you are purchasing individual books the minimum order is 10 student texts and one instructor text.

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### 2014 Order Form

**English Skills for Staff Officers in Multinational Operations (ESSO)** (p. 14)

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**Nonintensive ALC (NALC) Materials: TOTAL**

**English for Specific Purposes Materials** (p. 15)

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**American Military English Course (AMEC) Starter Packages**

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**Nonintensive ALC (NALC) Materials: TOTAL**

**American Military English Course (AMEC) Individual Materials**

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If you are purchasing individual books the minimum order is 10 student texts and one instructor text.

If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).
### INSTRUCTIONAL SUPPORT MATERIALS (p. 18-20)

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**Instructional Support Materials: TOTAL**

### AMERICAN LANGUAGE COURSE PLACEMENT TEST (ALCPT) MATERIALS (p. 21)

Purchase of the ALCPT requires prior approval from LEAT. (ALCPT approval form on p. 57)

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If you are purchasing individual books the minimum order is 10 student texts and one instructor text. If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).
If you are purchasing individual books the minimum order is 10 student texts and one instructor text.

If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).

2014 Order Form

All requests for ALCPT purchase must be PREAPPROVED by DLIELC Test and Measurement Branch (LEAT). An ALCPT request that has not been preapproved will DELAY the process of your book order.

To purchase ALCPTs complete the “ALCPT Approval Request” form found on page 57 and available online at http://www.dlielc.edu/Testing/ALCPT_test.html. Submit the completed “ALCPT Approval Request” form to DLIELC/LEAT by email to DLI.Testing@us.af.mil or by fax to (210) 671-0211 (DSN: 312-473-0211). Once approved by DLIELC/LEAT, the Nonresident Programs Division (LEN) proceeds with the purchase order.

Direct any questions regarding the ALCPT to:
DLI.Testing@us.af.mil
COMM: (210) 671-4889
COMM Fax: (210) 671-0211
DSN: (312) 473-4889
DSN Fax: (312) 473-0211

Purchase of the ALCPT requires PREAPPROVAL from LEAT.

All ALCPT Kits come with an audio CD.
Notes
ALCPT Approval Request

Approval by DLIELC/LEAT (DLI Testing) is required **BEFORE** placing a purchase order.

**User Agreement**

User agrees to:
- Maintain 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.
- Use the test for the following purposes *ONLY*:
  - Place students in an ALC language program;
  - Evaluate student progress *midway* and 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 with, the military.
- 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 agrees that:
- If a contractor loses the original contract for which DLIELC/LEAT approved ALCPT use, the contractor is obligated to destroy all forms of the ALCPT.
- If ALCPTs have been compromised, DLIELC retains the right to refuse sales of new ALCPT forms for a period of up to 3 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)*
- **City:** ____________________________ **State/Region:** ________________
- **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 for ALCPT testing:** ____________________________
- **ALCPT Forms (versions) owned:** ____________________________
- **ALCPT Forms requested (max. 10):** ____________________________ **Number of kits:** ________________

Submit to **DLI.Testing@us.af.mil**

---

For Office Use Only: AP □ APW □ DA □

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