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Operations Support

MANAGING THE DEFENSE ENGLISH LANGUAGE PROGRAM

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

SUMMARY OF CHANGES

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

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Chapter 1

DEFENSE ENGLISH LANGUAGE PROGRAM (DELP)

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

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

1.2. Responsibilities:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1.4. Measuring English Language Proficiency:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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