COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-40, *Language, Regional Expertise, and Culture Program.* This joint service publication provides guidance for managing the Defense English Language Program (DELP) within the Military Departments. It defines the program, outlines responsibilities, and provides guidance concerning Department of Defense (DoD) English Language Training (ELT). This instruction applies to military and civilian members of the Regular Air Force, Air Force Reserve, Air National Guard, and United States Space Force. It also applies to Office of the Secretary of Defense, the military departments, the Office of the Chairman of the Joint Chiefs of Staff, and the Joint Staff, the combatant commands (CCMDs), the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively as the "DoD components"). In collaboration with the Chief of Air Force Reserve, the Director of the Air National Guard, the Deputy Chief of Space Operations for Human Capital, and the Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services (AF/A1), this publication develops personnel procedures for managing the DELP. This Department of Air Force Instruction (DAFI) may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The Air Force, as the office of primary responsibility for this instruction, must approve and publish interim changes. Refer recommended changes and questions about this publication to the office of primary

responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Records Notices DoD-0020, *Military Human Resource Records* is available at **http://dpcld.defense.gov/Privacy/SORNs.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Include a copy of any waivers or exceptions issued regarding the publications and forms management requirements found in this publication when submitting products to Air Force Departmental Publishing Office for publishing.

SUMMARY OF CHANGES

This document has been revised and must be reviewed in its entirety. Major changes include adding United States Space Force, updating organizations, roles, and responsibilities, modifying **Figure 2.1**, updating references, and updating the title from Managing the Defense English Language Training Program to Management of Defense English Language Training. The revision will provide clarification and reflect the most recent Defense English Language program guidance.

Chapter 1

DEFENSE ENGLISH LANGUAGE PROGRAM (DELP)

1.1. Overview. Per Department of Defense Directive (DoDD) 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, the Secretary of the Air Force (SECAF) is designated as the Department of Defense (DoD) Executive Agent for the Defense Language Institute English Language Center (DLIELC). DLIELC implements the DELP.

1.1.1. The DELP includes English as a Second Language (ESL) and English as a Foreign Language training programs conducted by, or under contract to, a DoD component.

1.1.2. The DELP does not include:

1.1.2.1. ELT programs for cadets and midshipmen at U.S. Service academies.

1.1.2.2. Language training or education for dependents attending dependent schools operated by DoD.

1.1.2.3. ELT programs under direct commercial sales by a foreign country to prepare their students to attend DLIELC or follow-on training.

1.1.2.4. English for specific purposes of defense agencies designed for internal use or special missions for which the agency maintains operational responsibility.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Roles and Responsibilities.

2.1.1. Under Secretary of Defense for Personnel and Readiness (USD (P&R)):

2.1.1.1. Retains the ultimate responsibility to provide policy, oversight, and guidance at the departmental level through the DoD Senior Language Authority (SLA) on issues regarding language and culture, in addition to responsibilities in DoDI 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program* and DoDI 5160.71, *DoD Language Testing Program.*

2.1.1.2. In coordination with the DoD Executive Agent (EA), provides guidance to allow Air Education Training Command, International Affairs (AETC/IA), and DLIELC to synchronize execution of the DELP.

2.1.1.3. Conducts annual reviews of the DLIELC program and budget requirements.

2.1.1.4. Advocates for resources in the DoD Planning, Programming, Budgeting and Execution system to ensure DLIELC can perform the full range of its assigned DoD mission.

2.1.1.5. Supports DLIELC English-language curriculum, test development, and administration through DoD oversight functions/organizations, such as the Defense Security Cooperation Agency (DSCA) and Defense Language and National Security Education Office.

2.1.1.6. Provides a representative to the English Language Program Working Group (ELPWG) as an observer in accordance with the ELPWG charter.

2.1.2. Defense Security Cooperation Agency (DSCA):

2.1.2.1. The Director, DSCA serves as the primary functional sponsor for the DELP.

2.1.2.2. Provides advocacy and policy oversight on matters related to security assistance and security cooperation in support of English language education and training for International Military Students.

2.1.2.3. Oversees the DELP to determine the need for improving the quality and efficiency of support to security cooperation programs and to recommend changes to policy, levels of resources, management procedures, or content of training to meet DoD security cooperation requirements.

2.1.2.4. Provides ELT policy guidance as it relates to security cooperation education training programs, on behalf of the Under Secretary of Defense for Policy.

2.1.2.5. Provides guidance to the DoD EA for ELT programs and resource allocation plans.

2.1.2.6. Provides a representative to the ELPWG in accordance with the ELPWG charter.

2.1.2.7. Advises the DoD EA on student management issues and prioritization.

2.1.2.8. Coordinates interagency initiatives and requirements for ELT, in support of security cooperation education training programs, with the DoD SLA and the DoD EA.

2.1.2.9. Coordinates English Comprehension Level (ECL) waiver requests through AETC/IA for awareness and formal response in accordance with **Figure 2.1**.

2.1.2.10. Distributes and enforces the DELP policies to the Military Departments (MILDEPs) and CCMDs, in coordination with the DoD EA.

2.1.2.11. Ensures each security cooperation organization receives new guidance and tracks the regulatory compliance of Security Cooperation Officers.

2.1.2.12. Develops overall guidance for Country Liaison Officers to cover resourcing, conduct, and oversight. Items covered should include legal status and funding requirements in accordance with AR 12-15/SECNAVINST 4950.4B/AFI 16-105, *Joint Security Cooperation Education and Training* (hereafter referred to as AFI 16-105), and DSCA 5105.38-M, *Security Assistance Management Manual (SAMM)*.

2.1.2.13. Supports the annual ELT requirements forecast and program guidance letter (PGL) process via the Defense Security Assistance Management System (DSAMS).

2.1.3. Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1):

2.1.3.1. Represents the SECAF in coordinating all policy issues regarding the DELP.

2.1.3.2. Appoints the Director of Force Development as the Air Force SLA whose responsibilities include DoD EA duties for DLIELC pursuant to Headquarters Air Force Mission Directive (HAFMD) 1-32, *Deputy Chief of Staff of the Air Force Manpower, Personnel, and Services*.

2.1.4. Director of Force Development, Headquarters Air Force (AF/A1D):

2.1.4.1. Executes the responsibilities of SECAF as the DoD EA for DLIELC, supporting all military services, and DSCA; provides quality ELT in accordance with HAFMD 1-32.

2.1.4.2. Serves as the AF SLA in accordance with DAFPD 36-40, *Language, Regional Expertise, and Culture Program*.

2.1.4.3. Provides resource advocacy, policy, and program oversight for the DELP in collaboration with key stakeholders to meet National Defense Strategy and DoD Security Cooperation goals.

2.1.4.4. Serves as the Chairman of the ELPWG, which holds decentralized authority to make policy, planning, resourcing, and programmatic decisions.

2.1.4.5. Supports international military students' (IMS) requirements and student load capacity through an annual PGL.

2.1.4.6. Monitors trends to ensure DLIELC maintains capacity and resources to deliver ELT.

2.1.4.7. Coordinates with Second Air Force (2AF) Program Element Monitor to monitor the program element for DLIELC.

2.1.4.8. Makes formal policy decisions performing the duties of the DoD EA on ELT related issues, such as waivers, notifications, and communications, which are properly staffed through the appropriate functional chains of command, as illustrated in **Figure 2.1**.

Figure 2.1. Defense English Language Training Communication Flow Chart.
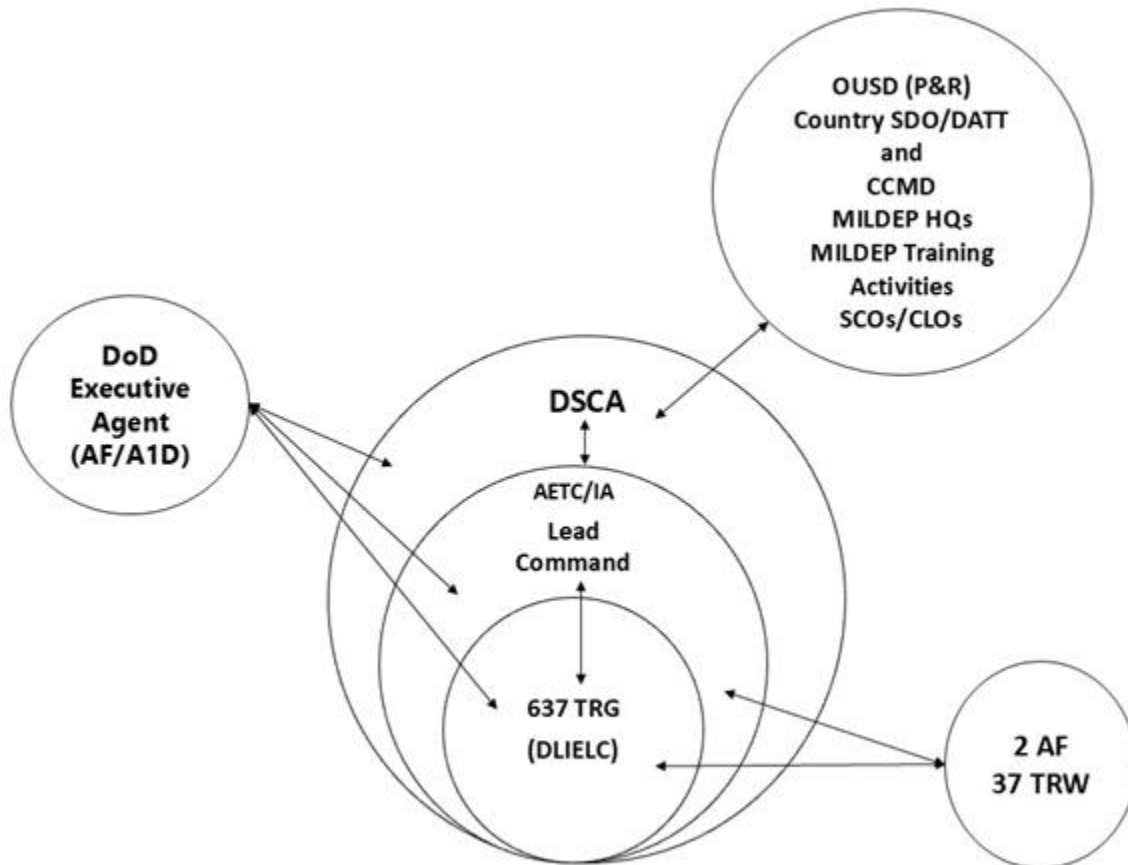
2.1.5. MILDEP Headquarters:

2.1.5.1. Designate a focal point for ELT issues or requests by service.

2.1.5.2. In coordination with the DoD EA, each MILDEP Headquarters focal point:

2.1.5.2.1. Coordinates ELT issues with service subject matter experts, Security Assistance Training Field Activity (SATFA), Naval Education and Training Security Assistance Field Activity (NETSAFA), and the Air Force Security Assistance Training as appropriate.

2.1.5.2.2. Ensures the validation of ELT requirements by the respective service within DSAMS.

2.1.5.2.3. Ensures proper staffing of requests for both resident and non-resident ELT programs in accordance with AFI 16-105, and MILDEP Headquarters' internal communication processes.

2.1.5.2.4. Submits requests for the development of new resident and non-resident ELT programs to the DoD EA. Provides all needed resources prior to inclusion in the next programming lifecycle.

2.1.5.2.5. Coordinates with the appropriate schoolhouse(s) and DLIELC to address ELT-related follow-on training issues as required.

2.1.5.2.6. Ensures appropriate oversight of students, in accordance with AFI 16-105 and the DSCA 5105.38-M.

2.1.5.2.7. Supports applicable initiatives to ensure capacity exists at DLIELC to meet future ELT requirements.

2.1.6. The Commander, Air Education and Training Command (AETC): Retains ultimate responsibility for implementing IMS force development, including ELT, in accordance with AFMD 3, *Air Education and Training Command.*

2.1.7. Director of International Training and Education:

2.1.7.1. Provides an inter-organizational coordination and consultation relationship with the DoD EA, the 37th Training Wing (TRW), 637th Training Group (DLIELC), and the Air Force LREC Office for unity of effort for operations involving the DELP.

2.1.7.2. Ensures all requirements associated with DLIELC receive comprehensive and equitable consideration and program-associated funding through the Future Year Defense Program, as necessary.

2.1.7.3. Provides a representative to the ELPWG in accordance with the ELPWG charter.

2.1.8. Combatant commands (CCMDs):

2.1.8.1. Revalidate and redefine ELT support requirements during the Security Cooperation Education and Training Working Group (SCETWG) to ensure the Theater Campaign Plans can be supported by DLIELC current and future years' resources. In-theater non-resident ELT programs may feed into the following training pipelines:

2.1.8.1.1. Formal training within the Continental United States.

2.1.8.1.2. Formal training program within theater.

2.1.8.1.3. Formal training within third party country.

2.1.8.2. Coordinate with DLIELC to build sustainable and enduring ELT programs in support of countries and coordinate with partner security assistance providing nations to ensure non-U.S. provided ELT is accounted for in the CCMD security assistance capacity building (with respect to ELT).

2.1.8.3. Report ELT mission requirements within their area of responsibility in coordination with the Joint Staff upon request.

2.1.8.4. Coordinate with the DSCA for DLIELC to obtain enduring ELT solutions as an ongoing security cooperation tool to ensure furtherance of foreign policy objectives of the United States.

2.1.8.5. Provide a representative to the ELPWG in accordance with the ELPWG charter.

2.1.9. Defense Language Institute English Language Center (DLIELC):

2.1.9.1. Teaches ESL or English as a Foreign Language to U.S. military, foreign military, and Ministry of Defense civilian personnel to prepare them to communicate in English at follow-on training. Teaches English in host countries; provides cultural immersion activities; manages the deployment and force presentation of non-resident English-language specialists to partner states and host nations; and provides oversight on technical sufficiency of contracted ELT programs, in support of the National Security Strategy through the DELP in accordance with DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*.

2.1.9.2. Meets English language education and operational training needs of the DoD in accordance with DoDD 5160.41E, supported by the DoD EA and AETC/IA.

2.1.9.3. Conducts and serves as the approval authority on technical sufficiency of ELT as part of the DoD Security Cooperation Education Training Program (SCETP), which includes stable and predictable execution of training provided through: International Military Education and Training, Foreign Military Sales (FMS), Foreign Military Financing, deployment of Mobile Training Teams (MTTs), Language Training Detachments (LTDs); and other approved programs within the CONUS and outside the Continental United States. Training is provided in accordance with the procedures outlined in AFI 16-105 and in DSCA 5105.38-M. **Note:** Resident training refers to training conducted by DLIELC personnel at Joint Base San Antonio-Lackland (JBSA). Non-resident training refers to training conducted CONUS or OCONUS with DLIELC oversight or instruction at a location other than JBSA-Lackland.

2.1.9.4. Makes recommendations for or against the technical sufficiency of all DoD-initiated or funded ELT programs for non-native English speakers, including uniformed and civilian personnel across all military services and partner nation personnel.

2.1.9.5. Coordinates with local mission partners to meet student requirements. Service specific requirements must be coordinated through the DoD EA and AETC/IA to determine the impact on capacity, mission, and funding. **(T-0)**

2.1.9.6. Performs student administrative support functions and conducts the Field Studies Program, as directed by AFI 16-105.

2.1.9.7. Identifies and coordinates existing or projected ELT shortfalls through the AETC/IA to the DoD EA via a staffing package that includes:

2.1.9.7.1. Applicable training requirements clearly identified with as much background information as possible on countries/programs impacted by the mission shortfall.

2.1.9.7.2. Relevant information on current, possible, or planned actions to alleviate specific mission shortfalls (e.g., FMS manpower, contractor support).

2.1.9.7.3. Considerations to enable the best and most effective use of ELT manpower resources, as appropriate.

2.1.9.7.4. Timeline for required prioritization decision that must be made no later than one quarter prior to the beginning of each fiscal year.

2.1.9.8. Assists in the development of effective, efficient, and sustainable English language program capacity to meet the validated requirements of the U.S. government upon request.

2.1.9.9. Conducts annual assessment of known official DoD English Language Testing programs and provides assessments and new proposals to DoD SLA and DoD EA on an annual basis upon request.

2.1.9.9.1. Provides a tailored solution to the specific need of the assessment, while capitalizing on materials and lessons learned.

2.1.9.9.2. Maintains professional contacts with civilian ELT programs and research in the language acquisition field and suggests enhancements and synergies between all DoD ELT programs.

2.1.9.9.3. Provides technical advice and assesses the quality of proposed or existing ELT activities to other DoD programs with an ELT component upon request.

2.1.9.10. Provides input to 2AF, Strategic Plans, Programs, and Requirements (2AF/A5/8/9) Program Objective Memorandum data call through the 37 TRW, for input into the appropriate financial exercises.

2.1.9.10.1. Staffs support, resource requirements, and concerns to the DoD EA through AETC/IA in accordance with DoDD 5160.41E.

2.1.9.10.2. Identifies capacity limitations to the DoD EA through AETC/IA.

2.1.9.11. Develops and implements a comprehensive ELT test security plan that includes all aspects of test design, development, distribution, and administration for the DELP in accordance with DoDI 5160.71.

2.1.9.12. Creates and distributes English-language proficiency test materials and establishes, maintains, and controls access to Web-based English-language proficiency tests for DoD test control centers in cooperation with Defense Manpower Data Center (DMDC) in accordance with the DoDI 5160.71, and DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*.

2.1.9.13. Assists DoD Components to determine recommended ECL and Oral Proficiency Interview (OPI) scores for entry into military occupational specialty training or education upon request, in accordance with DoDI 5160.71.

2.1.9.14. Administers the English Language OPI, through the organizational leads of DoD components in accordance with DoDI 5160.71.

2.1.9.15. Coordinates formal ELT positions (waivers, exceptions to policy, formal review of documents, etc.) through DoD EA and AETC/IA to ensure all levels of command are aware of key issues and concerns and to ensure resource owners have a voice; reference **Figure 2.1**.

2.1.9.16. Serves as technical advisor to the Defense Language Steering Committee (DLSC) in accordance with DoDD 5160.41E and is authorized direct communication with the DoD SLA and the DoD EA. This authorization does not alleviate the need to coordinate communications through AETC/IA chain of command or formally staff programmatic or decisional items through DoD EA and AETC/IA, in accordance with **Figure 2.1**.

2.1.9.17. Works with the DoD EA and AETC/IA to develop a sustainable daily student load metric useful for strategic programming and capacity estimates. In addition, develops scheduled courses and sets course lengths critical for users to schedule and prioritize allocations for offered courses.

2.1.9.18. Serves as a board member of the ELPWG in accordance with the ELPWG charter.

2.1.9.19. Provides an annual program review to the DoD SLA and the DLSC to include performance of DLIELC during the previous fiscal year and plans for program and budget execution for the upcoming fiscal year.

2.1.9.20. Assists and provides the DoD EA with data to satisfy Headquarters-level reporting requirements.

2.1.9.21. Makes recommendations for or against the purchase of English language laboratory systems provided by the United States Army Communications-Electronics Command.

2.1.9.22. Publishes catalogs, instructions, and handbooks as part of its operations and in support of the DELP.

2.1.9.23. Maintains an alumni presence to maintain partner relationships with DLIELC graduates.

2.1.9.24. Takes action to minimize unauthorized absence (UA)/absent without leave in accordance with DSCA 5105.38-M.

2.1.9.25. Maintains working relationship with 802d Security Forces Squadron, Air Force Office of Special Investigations, and local Immigration and Customs Enforcement personnel for the purposes of dealing with unauthorized absence/absence without leave of IMS.

2.1.9.26. Develops internal procedures for dealing with high risk of flight students.

2.1.9.27. Ensures adherence to U.S. military standards, both academic and disciplinary, as determined by the DLIELC Commandant (637th Training Group Commander), in accordance with standards common to the international military students' follow-on training.

2.1.9.28. Develops internal procedures for returning students to their home country for failure to comply with academic and professional standards.

2.1.9.29. Attends the annual International Training Policy Working Group hosted by DSCA.

Chapter 3

ENGLISH LANGUAGE TRAINING

3.1. English Language Training for International Military Students (IMS).

3.1.1. The American Language Course, to include general English training and Specialized English Training, is the primary English-language course in use at DLIELC accessible at **https://www.dlielc.edu/**.

3.1.2. FMS Contract Training.

3.1.2.1. ELT may be conducted via contracted training for FMS cases with agreement between DLIELC, the DSCA, and the pertinent MILDEPs.

3.1.2.2. For approved requests, DLIELC has oversight authority on technical sufficiency of ELT and provides technical advice and assistance to education services and contracting officers during the contracting process and execution.

3.1.2.3. Contract options will be considered for surge operations, un-programmed resident campus requests, which cannot be met with existing capabilities.

3.2. Resident and Non-Resident English Language Training (ELT) for U.S. DoD Personnel.

3.2.1. Resident Training of U.S. DoD Personnel. When a service or DoD organization wishes to train personnel in ESL at the resident campus at JBSA-Lackland, the request is sent through AETC/IA to the DoD EA for coordination.

3.2.1.1. Training Requirements. The service, working with the DoD EA, must delineate the projected length of the program, the number of students programmed annually, and the ELT goals. **(T-0)** Respective service publications must include administrative rules for training and other needs unique to the service.

3.2.1.2. Funding. By request and approval of the DoD EA, AETC/IA will program all needed resources to conduct resident training. **(T-0)** The requesting service must provide resource requirements for that service's unique needs (such as student travel or personnel required for command and control). Additionally, the requesting service resources all training and support requirements until all needed resources are approved through DoD program/budget processes.

3.2.2. Non-resident Training of DoD Personnel. When a service or DoD organization wishes to train personnel in ESL at locations other than the resident campus at JBSA-Lackland, the request is submitted to the DoD EA for review and approval.

3.2.2.1. Non-resident ELT programs for DoD personnel are defined as ELT and skill sustainment programs conducted at sites other than the DLIELC resident campus. DLIELC is the oversight authority on technical sufficiency of ELT programs. These programs are separate from ELT conducted under the SCETP.

3.2.2.2. Non-resident ELT programs for U.S. military personnel, Reserve Officer Training Corps cadets, or foreign national military and civilian personnel working for/with the DoD help members further their training and professional growth. Proficiency objectives of any such program must be based on the special needs of the sponsoring command and are

dependent upon the time and resources available, which can be determined with the assistance of DLIELC personnel.

3.2.2.3. Requests for DLIELC ELT programs for U.S. DoD personnel.

3.2.2.3.1. Any agency of a service or CCMD may request approval to establish and operate a non-resident ELT program.

3.2.2.3.2. Requests will be made to the DoD EA and will include at a minimum: All elements of the requested package for DoD EA, AETC/IA, DLIELC, and any relevant stakeholders to assess the breadth of curriculum, facility, instructor, testing requirements, and cost (e.g., course objectives, desired course content, minimum ECL for enrollment, target ECL for graduation, and annual student throughout). **(T-0)**

3.2.3. Support for Approved Non-resident Requests.

3.2.3.1. Personnel. Personnel support is provided on a reimbursable basis only. The requesting agency will provide the necessary funds. DLIELC provides the following personnel services to assist in the establishment or delivery of an ELT program:

3.2.3.1.1. MTTs may consist of one or more deployable ELT subject matter specialists capable of addressing the requirements of a security cooperation organization's objectives. The mission of a MTT is to provide management advice, guidance, assistance, and training in the establishment, operation, and evaluation of the ELT program, when it is considered more expeditious, practical, and cost effective to bring that assistance to the field. MTTs can be deployed for any length of time (up to 179 days). However, MTTs deployed to a combat zone are not required to apply for an administrative extension to exceed 179 days (as outlined in AFI 16-105). Funds for salary, travel, and per diem of the team must be provided by the requester. The DLIELC Catalog of Material, Courses, and Support accessible at **https://www.dlielc.edu/** contains descriptions of MTT services.

3.2.3.1.2. An LTD may consist of one or more ELT subject matter specialists, who are specifically trained to advise and support U.S. commanders in all matters relating to ELT. An LTD may be requested for assignment to the CONUS or OCONUS command on a permanent change of station, without a permanent change of assignment, for a tour of duty, as specified by the Joint Travel Regulation. DLIELC can provide the LTD to the user through a memorandum of agreement per DoDI 4000.19, *Support Agreements*. The user must fund the cost of the LTD. Once established, the LTD is under the tactical control of the U.S. command element sponsoring the LTD and maintains a liaison with DLIELC. The duties that can be assigned to an LTD include director, manager, supervisor, or instructor.

3.2.3.2. Materials. American Language Course materials are available from the DLIELC for use in non-resident ELT programs, at sponsor cost, until resources for materials are formally transferred in the budget process.

3.3. Support for In-Country Programs under Security Assistance for Non-U.S. DoD Personnel.

3.3.1. Establishing in-country ELT programs under Security Assistance supports the foreign policy objectives of the United States. A host country ELT program prepares international

military students for participation in Security Assistance and related programs and assists the country to build ELT capacity to meet partnership goals with the U.S. The DLIELC publishes pamphlets and catalogs to assist in planning, selecting service, and course support. The DLIELC will also consider non-U.S. provided ELT to support this goal of establishing in-country ELT programs.

3.3.2. Personnel. DLIELC English-language specialists and managers are available on a reimbursable basis only. The requesting security cooperation organization will provide the necessary funds in the appropriate program. The following personnel services may be requested from DLIELC to assist in the establishment or conduct of an ELT program. Requestors should program DLIELC personnel services according to AFI 16-105, under Air Force security assistance team procedures.

3.3.2.1. MTTs are deployed in-country as defined in **paragraph 3.2.3.1.1**.

3.3.2.2. LTD operations in-country as defined in **paragraph 3.2.3.1.2**.

3.3.2.3. English Language Survey. Deployable teams composed of one or more ELT subject matter specialists are sent to assist the security cooperation organization to analyze the requirements of the host country ELT program and to define support requirements for DLIELC MTTs or LTDs.

3.3.3. Materials. American Language Course materials accessible at **https://www.dlielc.edu/** are available for purchase from the DLIELC for use in non-resident ELT programs.

3.4. Language Laboratory Equipment.

3.4.1. The Department of the Army, through the United States Army CECOM, in coordination with the SATFA Country Program Manager, is the focal point for all English language laboratory systems requirements. All ELT program laboratory purchases require the review and recommendation of the DLIELC Commandant or a designated representative.

3.4.2. The CCMD and/or security cooperation organization training representative initiates the requirement for Army-procured language laboratory equipment, in support of an in-country ELT program.

3.4.3. For grant funded laboratory requirements, the CECOM English Language Laboratory Program Manager, in coordination with SATFA Country Program Manager, ensures all requirements supporting in-country ELT are vetted and validated by DLIELC (as DoD proponent) prior to funding; however, CECOM English Language Laboratory Program Manager will provide information to DLIELC for ELT program tracking purposes. **(T-0)** A laboratory funded through FMS comes from U. S. Army Security Assistance Command and does not require recommendation for approval from DLIELC prior to sourcing.

3.4.4. Laboratory system procurement to support the SCETP is outlined in AFI 16-105.

Chapter 4

ENGLISH LANGUAGE TESTING

4.1. English Language Testing.

4.1.1. Measuring English Language Proficiency. DLIELC uses three standardized tests to assess an individual's proficiency in the English language.

4.1.1.1. ECL Test. The ECL test predicts success at follow-on training by assessing American English reading and listening skills on a 100-point scale. Because this test is a controlled item, security cooperation organizations or local U.S. commanders must appoint a test control officer to obtain the ECL test from DLIELC. **(T-0)** Cooperating with DMDC for web-based testing, the test control officer will administer the ECL test in accordance with the AFI 16-105 and DLIELC Instruction 1025.15. **(T-0)** The ECL test determines if a student meets the language requirements for entry into resident DLIELC ELT or entry into service technical and professional training courses or exercises. **(T-0)** Thorough testing is key to ensuring accurate programming.

4.1.1.2. Oral Proficiency Interview-English. The Oral Proficiency Interview-English measures interactive listening and speaking proficiency through oral interviews conducted face-to-face or telephonically by DLIELC certified OPI raters, according to DLIELC Instruction 1025.9, *Oral Proficiency Interview (OPI) Program Guidelines*. The OPI rating determines if a student meets the requirements for entry into specified courses or exercises (usually with a safety component). Skill levels range from 0 (No Proficiency) to 5 (Functionally Native Proficiency), based on the Interagency Language Roundtable language skill level descriptions. **Note:** The Oral Proficiency Skills for Aviation Course is offered for aviation students who have met the ECL requirement but have not achieved the requisite OPI ratings as an in-residence Specialized English Training course.

4.1.1.3. English Language Proficiency Test. The English Language Proficiency Test is a paper-and-pencil or computer-assisted test that assesses English language skills in listening, reading, and writing against the Interagency Language Roundtable scale. International personnel who work with or may be assigned to the North Atlantic Treaty Organization, Partnership for Peace, or Mediterranean Dialogue countries and international coalitions are the test audience.

4.1.2. MILDEPs and CCMD leadership should work with security cooperation officers to replace paper-based ECL testing with DMDC-delivered (online) ECL testing wherever adequate information technology and other infrastructure is available. Additional information on the web-based testing program will be provided to the CCMDs for their planning efforts.

4.1.3. For additional policy regarding ELT, including country exemptions and test score waiver guidance, refer to the "Country Exemption Lists for English Comprehension Level, Test of English as a Foreign Language and Oral Proficiency Interview" policy memorandum by DSCA.

Chapter 5

REQUIREMENT AND CAPACITY REVIEWS

5.1. English Language Training (ELT) Requirements.

5.1.1. Resident ELT refers to training conducted at DLIELC, on JBSA-Lackland, TX. Non-resident ELT refers to MTTs, LTDs, and MILDEP satellite organizations away from DLIELC.

5.1.2. ELT requirements are gathered to meet program objective memorandum milestones and to finalize training execution to meet programming and operational requirements.

5.1.2.1. MILDEP subject matter experts compile resident ELT requirements for their respective service.

5.1.2.2. NETSAFA provides all maritime requirements, which include U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard requirements.

5.1.2.3. SATFA provides all U.S. Army requirements.

5.1.2.4. Deputy Chief of Staff, Army G-1, Directorate of Military Personnel Management provides all U.S. Army Element Echo Company requirements.

5.1.2.5. Air Force Security Assistance Training provides all U.S. Air Force requirements.

5.1.2.6. CCMD Training Program Managers compile non-resident ELT requirements for their respective commands.

5.1.3. The DoD EA data call process is the method to ensure that ELT requirements are captured and programmed accordingly.

5.1.3.1. The DoD EA initiates an annual ELT Data Call, April – May, with consideration to the annual CCMD SCETWG schedule.

5.1.3.2. International education and training activities ensure scheduled and projected requirements are loaded in the DSAMS.

5.1.3.3. International education and training activities will provide a screen shot of the DSAMS, IA Defense Language Institute Forecast Certification (Report WN365) to confirm ELT requirements are loaded in DSAMS in accordance with the data call guidance.

5.1.3.4. CCMD Training Program Managers will provide non-resident ELT projections in accordance with data call instructions. **(T-0)**

5.1.3.5. The Air Force Language, Regional Expertise, and Culture Division produces the ELT PGL on behalf of the DoD EA.

5.1.3.6. The DoD EA reviews and submits the PGL to the Air Education and Training Command, Director of Operations and Communication, with courtesy copies to applicable stakeholders.

5.1.3.7. AETC will program requirements to meet ELT requirements and will advise DoD EA of impacts. **(T-0)**

5.2. Capacity Reviews.

5.2.1. The DLIELC provides the DLSC an annual DELP review.

5.2.1.1. DLIELC reviews capacity issues and develops courses of action in collaboration with AETC/IA, 37 TRW, and DSCA. If unresolved, AETC/IA refers to the DoD EA for consideration and coordination with the USD (P&R) and the DoD SLA.

5.2.1.2. 2AF/A5/8/9 provides DLIELC via 37 TRW Program Objective Memorandum data calls.

5.2.2. In the event resident ELT requirements exceed the DLIELC capacity, DELP resources must be properly aligned and prioritized to support the resident and/or non-resident and U.S. training missions.

5.2.2.1. DLIELC identifies and reports capacity issues to DoD EA and AETC/IA.

5.2.2.2. DoD EA provides information on capacity limitation(s), including available courses of action to DSCA for guidance, as needed and/or appropriate.

5.2.2.3. DSCA reviews capacity limitations and courses of action and consults with Office of the Under Secretary of Defense Policy and the Department of State Bureau of Political Military Affairs, as needed.

GWENDOLYN R. DEFILIPPI
Acting Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*, 21 August 2015

DoDI 4000.19, *Support Agreements*, 16 December 2020

DoDI 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*, 30 December 2016

DoDI 5160.71, *DoD Language Testing Program,* 30 June 2022

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs,* 29 January 2019

DAFPD 36-40, *Language, Regional Expertise, and Culture Program,* 3 November 2022

AFMD 3, *Air Education and Training Command,* 16 July 2021

DAFMAN 90-161, *Publishing Processes and Procedures,* 18 October 2023

AFI 16-105/AR 12-15/SECNAVINST 4950.4B, *Joint Security Cooperation Education and Training,* 3 January 2011

DSCA Manual 5105.38-M, *Security Assistance Management Manual (SAMM),* 30 April 2012

DLIELC Instruction 1025.9, *Oral Proficiency Interview (OPI) Program Guidelines,* 31 March 2014

DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines,* 1 July 2017

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education Training Command

AFI—Air Force Instruction

CCMD—combatant command

DAFI—Department of the Air Force Instruction

DELP—Defense English Language Program

DLIELC—Defense Language Institute English Language Center

DLSC—Defense Language Steering Committee

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DSAMS—Defense Security Assistance Management System

DSCA—Defense Security Cooperation Agency

EA—executive agent

ECL—English Comprehension Level

ELPWG—English Language Program Working Group

ELT—English Language Training

ESL—English as a Second Language

FMS—Foreign Military Sales

IMS—International Military Students

JBSA—Joint Base San Antonio

LREC—Language, Regional Expertise, and Culture

LTD—Language Training Detachment

MILDEP—military department

MTT—mobile training team

OPI—Oral Proficiency Interview

OUSD (P&R)—Office of the Undersecretary of Defense for Personnel and Readiness

PGL—program guidance letter

SAMM—Security Assistance Management Manual

SATFA—Security Assistance Training Field Activity

SCETP—Security Cooperation Education and Training Program

SDO/DATT—Senior Defense Official/Defense Attaché

SECAF—Secretary of the Air Force

SLA—Senior Language Authority

TRW—training wing

Office Symbols

2AF—Second Air Force

2AF/A5/8/9—Second Air Force, Strategic Plans, Programs, and Requirements

AETC/IA—Air Education and Training Command International Affairs

AF/A1—Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services

AF/A1D—Director of Force Development, Headquarters Air Force

Terms

Defense English Language Program (DELP)—a Department of Defense (DoD) program that trains military and civilian personnel to speak and teach English.

Defense Language Steering Committee (DLSC)—an intra-agency advisory committee described in DoDD 5160.41E.

Defense Security Assistance Management System (DSAMS)—a Major Automated Information System designed to support the development and implementation of contractual agreements for the U.S. Government to transfer defense equipment, services, and training to international partners via sale, lease, or grant. The system is funded exclusively with Foreign Military Sales administrative funding.

Executive Agent (EA)—an individual or entity that has been given the authority to perform certain functions for an agency in the executive branch of the federal government.

English Comprehension Level (ECL)—refers to the ability to understand and process information presented in the English language, encompassing both reading and listening skills.

Foreign Military Sales (FMS)—a government-to-government program that allows the United States to sell defense articles, services, and training to foreign governments and international organizations.

Language Training Detachment (LTD)—a unit or group of personnel from the Defense Language Institute (DLI) or similar organizations that provides foreign language instruction and training to military personnel and other government agencies.

Military Department (MILDEP)—a branch of the military that is responsible for the executive functions of an armed service. This includes the service's activities, installations, and field headquarters.

Mobile Training Team (MTT)—a group of instructors or specialists who travel to different locations to provide training on a specific subject or skill set.

Oral Proficiency Interview (OPI)—a standardized assessment that measures a person's ability to speak a language fluently and effectively.

Program Guidance Letter (PGL)—a document that provides strategic-level guidance and direction to implement a specific program or initiative within an organization.

Senior Language Authority (SLA)—defined in DoDD 5160.41E.