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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-40, *Air Force 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 (USSF). In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard, and the Deputy Chief of Staff for 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 (OPR) for this instruction, must approve and publish interim changes. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

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SUMMARY OF CHANGES

This document has been revised and must be reviewed in its entirety. Major changes include procedural updates, modification to **Figure 2.1**, reference updates, and the reorganization of chapters and paragraphs including the addition of a chapter on roles and responsibilities.

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 (EA) for the Defense Language Institute English Language Center (DLIELC). DLIELC implements the Defense English Language Program (DELP).

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

1.1.2. The DELP does not include:

1.1.2.1. English Language Training (ELT) programs for cadets and midshipmen at U.S. Service academies.

1.1.2.2. Dependents attending dependent schools operated by the 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 (ESP) 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 Department of Defense Instruction (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 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 is capable of performing 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 international English language education and training.

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 English Language Training (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 Executive Agent (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) and health policy 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 Combatant Commands, 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 (SCO).

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* and DSCA 5105.38-M, *Security Assistance Management Manual* (hereafter referred to as AFI 16-105).

2.1.2.13. Develops memoranda of agreement with implementing agencies and partner countries to ensure procedures are clear.

2.1.2.14. 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. Executes the responsibilities of SECAF as the DoD EA for the DLIELC, supporting all services, USSF, and DSCA; provides quality ELT in accordance with 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. Assists AF/A1 in executing the responsibilities of SECAF as the DoD EA for DLIELC, in accordance with HAFMD 1-32.

2.1.4.2. Serves as the AF SLA in accordance with AFPD 36-40, *Air Force 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. Monitors the program element for DLIELC.

2.1.4.8. Requests formal policy decisions from 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 Program (DELP) Communication Flow Chart.
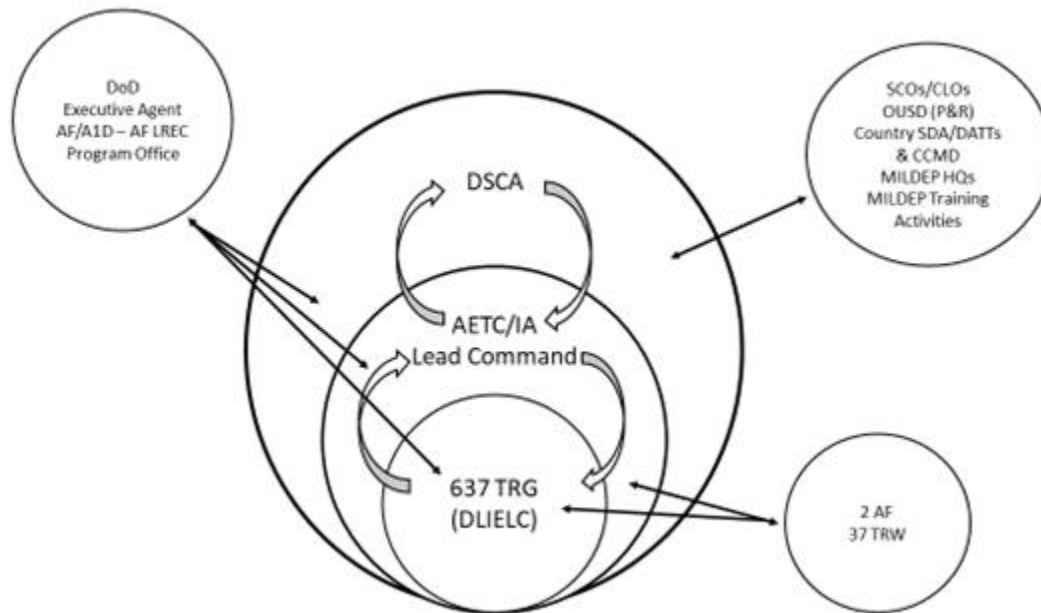
2.1.5. Military Department (MILDEP) Headquarters:

2.1.5.1. Designates 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. Validates respective service ELT requirements.

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 Headquarter 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. Addresses ELT-related follow-on training issues as required.

2.1.5.2.6. Supplements DLIELC staffing to support the DELP and/or service programs in accordance with AETC staffing practices.

2.1.5.2.7. Provides funding and coordinates with countries to send students to DLIELC, ensuring proper oversight of students, in accordance with AFI 16-105, and the DSCA 5105.38-M.

2.1.5.2.8. Coordinates ELT requirements with DLIELC and applicable stakeholders prior to Letters of Offer and Acceptance to ensure capacity exists at both DLIELC and follow-on training, as appropriate.

2.1.6. The Commander, Air Education and Training Command (AETC/CC): 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 (AETC/IA):

2.1.7.1. Provides an inter-organizational coordination and consultation relationship with the DoD EA, the 37th Training Wing (TRW), 637th Training Group (TRG) (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. Revalidates and redefines ELT support requirements in cooperation with the DoD EA and Joint Staff during the ELT requirements gathering process to ensure the Theater Campaign Plan 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 (CONUS).

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

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

2.1.8.4. Coordinates with the DoD EA for DLIELC to obtain enduring ELT solutions as an ongoing security cooperation tool to ensure furtherance of foreign policy objectives.

2.1.8.5. Provides 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 EFL 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 serves as the approval authority on technical sufficiency of contracted ELT programs, in support of the National Security Strategy through the DELP in accordance with DoDD 5160.41E.

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. **(T-0)**.

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 (IMET), Foreign Military Sales (FMS), Foreign Military Financing, deployment of Mobile Training Teams (MTT), Language Training Detachments (LTD); and other approved programs within the CONUS and outside the Continental United States (OCONUS). 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 (JBSA)-Lackland. 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. Serves as the approval authority on 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 from DLIELC.

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/A5/8/9, Strategic Plans, Programs, and Requirements, Program Objective Memorandum (POM) 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. **(T-0)**.

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*. **(T-0)**.

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. **(T-0)**.

2.1.9.14. Administers the English Language OPI, through the organizational leads of DoD components in accordance with DoDI 5160.71. **(T-0)**.

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. Approves IMET purchases for language laboratory systems provided by the United States Army Communications-Electronics Command (CECOM).

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 a historian function for programmatic use and serves as a force enabler to the security cooperation mission by maintaining relationships between alumni and by facilitating engagement between DoD personnel and DLIELC graduates.

2.1.9.24. Takes action to minimize Unauthorized Absence (UA)/Absent Without Leave (AWOL) in accordance with DSCA 5105.38-M. **(T-0)**.

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 International Military Students (IMS).

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

2.1.9.27. Ensures adherence to US military standards, both academic and disciplinary, as determined by the DLIELC Commandant (637 TRG 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 DSCA-led Security Assistance/Security Cooperation Training Policy meeting.

Chapter 3

ENGLISH LANGUAGE TRAINING

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

3.1.1. The American Language Course (ALC). The ALC is the primary English-language course in use at DLIELC. The course is designed to meet the specific training objectives of the military English-language learner. The ALC consists of classroom learning and multimedia instruction. The length of training depends on follow-on training requirements. The ALC has two phases: General English Training (GET) and Specialized English Training (SET).

3.1.1.1. General English Training (GET). The GET phase is variable in length and trains students with varying English proficiency levels to achieve their target ECL. This phase develops listening, speaking, reading, and writing skills, as well as understanding and use of functions, vocabulary, and grammar.

3.1.1.2. Specialized English Training (SET). The SET phase is a nine-week course which focuses on the specific language skills and terminology students will need to enter CONUS technical and professional military training. The sponsoring service determines if SET is required for the student's follow-on training. Students must achieve the ECL and OPI (if applicable) requirements for follow-on training before entering SET.

3.1.2. Field Studies Program (FSP). The FSP assists international military students in acquiring a balanced understanding of American society, institutions and ideals, in addition to assisting the students' training and military experience, while in the U.S.

3.1.2.1. Typical activities presented include: lectures, visits to private homes, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, and civic activities.

3.1.2.2. In accordance with DoDI 5410.17, United States Field Studies Program (FSP) for International Military and Civilian Students and Military-Sponsored Visitors, the program is conducted with explanations and open discussions of the following: internationally-recognized human rights, U.S. government institutions, political processes, judicial system, the role of a free press and other communication media, minority programs, the role of labor unions, the U.S. economic system, educational institutions, health and human services, American family and community life, including religious and social diversity, environmental protection, public and social welfare and international peace and security and law of war.

3.1.3. Foreign Military Sales (FMS) Contract Training.

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

3.1.3.2. For approved requests, DLIELC serves as the approval authority on technical sufficiency of ELT and provides technical advice and assistance to education services and contracting officers during the contracting process and execution.

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

3.1.4. English Language Instructor/Manager Courses. DLIELC conducts and oversees courses for international military and civilian instructors, managers, and staff of ELT programs. The courses include:

3.1.4.1. Basic and advanced instructor training.

3.1.4.2. Advanced language proficiency skills.

3.1.4.3. Management of ELT programs and Observer Professional Training.

3.2. Resident and Non-Resident English Language Training (ELT) for International Military Students (IMS).

3.2.1. Resident Training of 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 approval 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.

3.2.2.3. Requests:

3.2.2.3.1. Any agency of a service or Combatant Command 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. Mobile Training Teams (MTT) 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. MTT 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 contains descriptions of MTT services.

3.2.3.1.2. A Language Training Detachment (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. A 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. 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 a LTD include director, manager, supervisor, or instructor.

3.2.3.2. Materials. ALC 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.

3.3.1. Establishing in-country ELT programs under Security Assistance supports the foreign policy objectives of the U.S. 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 program 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. Mobile Training Teams (MTT) are deployed in-country as defined in 3.2.3.1.1.

3.3.2.2. Language Training Detachment (LTD) operations in-country as defined in 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 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, is the focal point for all language laboratory systems requirements. All ELT program laboratory purchases funded via International Military Education and Training programs require the pre-approval of the DLIELC Commandant (637 TRG/CC) or a designated representative.

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

3.4.3. For IMET funded laboratory requirements, the CECOM English Language Laboratory (ELL) Program Manager (PM), 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 ELL PM shall provide information to DLIELC for ELT program tracking purposes. **(T-0)**. A laboratory funded through FMS comes from United States Army Security Assistance Command and does not require 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. English Comprehension Level (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 US commanders must appoint a test control officer (TCO) to obtain the ECL test from DLIELC. **(T-0)**. Cooperating with Defense Manpower Data Center for web-based testing, the TCO 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 at DLIELC.

4.1.1.2. Oral Proficiency Interview (OPI). The OPI 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.

4.1.1.3. English Language Proficiency Test. The English Language Proficiency Test measures listening, speaking, reading, and writing skills in accordance with the Interagency Language Roundtable. English Language Proficiency Test administration can be requested by U.S. military personnel involved in ELT for international military personnel. The test is a controlled item and is therefore administered according to DLIELC guidelines.

4.1.2. MILDEPs and Combatant Command 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 Combatant Commands 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" document provided annually 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, JBSA-Lackland. 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 US Navy, US Marine Corps, and US Coast Guard requirements.

5.1.2.3. SATFA provides all Army requirements.

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

5.1.2.5. Air Force Security Assistance Training Squadron provides all Air Force requirements.

5.1.2.6. Combatant Command 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 Combatant Command Security Cooperation Education and Training Working Group schedule.

5.1.3.2. International education and training activities ensure scheduled and projected requirements are loaded in the Defense Security Assistance Management System (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. Combatant Command 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 Office 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 (COA) 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 POM 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 COAs to DSCA for guidance, as needed and/or appropriate.

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

JOHN A. FEDRIGO, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture Program (LREC),* 25 August 2020

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DSCA Manual 5105.38-M, *Security Assistance Management Manual (SAMM),* 20 April 2012

AFPD 36-40, *Air Force Language, Regional Expertise, and Culture Program,* 7 August 2018

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFMD 3, *Air Education and Training Command,* 31 January 2003.

HAFMD 1-32, *Deputy Chief of Staff of the Air Force Manpower, Personnel, and Services*, 13 September 2019

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

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

Joint Travel Regulations

Prescribed Forms

There are no prescribed forms.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF/A1D—Directorate of Force Development

AETC—Air Education Training Command

ALC—American Language Course

CECOM—Communications-Electronics Command

CONUS—Continental United States

DELP—Defense English Language Program

DLIELC—Defense Language Institute English Language Center

DMDC—Defense Manpower Data Center

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

ELL—English Language Laboratory

ELPWG—English Language Program Working Group

ELT—English Language Training

EFL—English as a Foreign Language

ESL—English as a Second Language

FMS—Foreign Military Sales

FSP—Field Studies Program

GET—General English Training

HAFMD—Headquarters Air Force Mission Directive

HSB—Human Resource Management Board

IA—International Affairs

IMET—International Military Education and Training

IMS—International Military Students

LREC—Language, Regional Expertise, and Culture

LTD—Language Training Detachment

MILDEP—Military Departments

MTT—Mobile Training Teams

NETSAFA—Naval Education and Training Security Assistance Field Activity

NGB/CF—Director of the Air National Guard

OCONUS—Outside Continental United States

OPI—Oral Proficiency Interview

OPR—Office of Primary Responsibility

PGL—Program Guidance Letter

PM—Program Manager

POM—Program Objective Memorandum

SATFA—Security Assistance Training Field Activity

SCETP—Security Cooperation Education and Training Program

SET—Specialized English Training

SLA—Senior Language Authority

TCO—Test Control Officer

TRG—Training Group

TRW—Training Wing