

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE - AIR FORCES AFRICA
INSTRUCTION 36-132**



12 OCTOBER 2023

Personnel

**ENGLISH LANGUAGE PROFICIENCY
TESTING OF LN EMPLOYEES AND
APPLICANTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFE-AFAFRICA/A1KC

Certified by: HQ USAFE-
AFAFRICA/A1K
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Supersedes: USAFE-AFRICA I36-132, 5 August 2019

Pages: 5

This instruction implements DAFPD 36-1, *Appropriated Funds Civilian Management and Administration* and complements AFI36-129_USAFE-AFAFRICASUP, *Civilian Personnel Management and Administration*. It establishes the procedures for procuring, maintaining, controlling, handling, and reporting of English language testing materials used to determine the English Language Proficiency (ELP) of Local National (LN) employees and applicants for positions administered by a USAFE-AFAFRICA Civilian Personnel Section (CPS). This publication applies to LN employees and applicants whose (potential) positions require English language skills and the CPSs responsible for the personnel administration of these positions. It does not apply in areas where host governments conduct such testing and certification according to a labor agreement completed under the terms of a treaty. It does not apply to ANG, AFRC, or USSF units. Ensure that all records created as a result of this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of pursuant the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. DAFMAN 90-161, *Publication Processes and Procedures* prescribes the authorities associated with the tier numbers. Submit requests for waivers via DAF Form 679, *Air Force*

Publication Compliance Item Waiver Request/Approval, through the chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items, utilizing guidance identified in DAFI 90-160, *Publications and Forms Management*.

SUMMARY OF CHANGES

This revision updates the referenced publication directives and web address and changes the wording. It deletes the reference to previous ELP test versions and transfers previously prescribed Installation Commanders' responsibilities to the Civilian Personnel Officers (CPO).

1. Basic Requirement. The responsible CPS conducts English language testing where ELP is a requirement in the qualification standard and/or in the position description of a position to be filled by a LN. Generic descriptions of ELP levels and American Language Course Placement Test (ALCPT) cutoff scores are at **Attachment 2. (T-2)**

2. When LN Applicants or Employees must complete ELP Tests.

2.1. External candidates and employees who apply for positions with an ELP requirement are required to undergo ELP testing. If they pass but are not selected and apply for other positions with ELP requirements after more than 12 months, they are to be tested again.

2.2. When justified, the chief of the LN staffing section may waive language requirements for certain positions completely or partially. The requirement for testing may be waived in cases where management officials clearly recognize that an applicant's or employee's ELP is sufficient or if the appropriate ELP is certified by valid documentation. **(T-3)**

3. Responsibilities.

3.1. HQ USAFE-AFAFRICA/A1K:

3.1.1. Establishes basic program policy and procedures for employment of LNs as authorized by AFI36-129_USAFE-AFAFRICASUP, paragraph 2.8.1.1.

3.1.2. Provides program oversight and guidance.

3.2. Unit Managers and Supervisors:

3.2.1. Identify positions under their supervision that require ELP.

3.2.2. Notify the LN personnel program staff at the CPS immediately when an employee or applicant does not have sufficient ELP.

3.3. Civilian Personnel Officers:

3.3.1. Ensure compliance with this instruction and that positions requiring ELP are identified by management officials.

3.3.2. Inform operating officials of the provisions of this instruction.

3.3.3. Establish local English language testing material requirements.

3.3.4. With the approval of HQ USAFE-AFAFRICA/A1K, may raise ELP cutoff scores to match more restrictive local employment requirements.

3.3.5. Appoint a Test Control Officer to manage the test program.

3.4. Test Control Officers:

- 3.4.1. Manage the overall English language test program.
- 3.4.2. Ensure test materials are secured and keys or combinations for locks are safeguarded against unauthorized access at all times.
- 3.4.3. Administer English language tests in accordance with the test manual, determine scores and record test results.
- 3.4.4. Verify and record test results for LN personnel on USAFE Form 249, *Test Record*, and file in the employee's official personnel folder.
- 3.4.5. Inventory and secure test material after use and conduct a semi-annual inventory.
- 3.4.6. Destroy by shredding all answer sheets and scratch papers used by test subjects, as well as old, damaged, or obsolete test material.

4. ALCPT: Description, Procuring, Maintaining, Controlling, and Inventory.

- 4.1. The ALCPT is published by the Defense Language Institute English Language Center (DLIELC) and consists of an administration handbook, 25 test booklets, 2 scoring keys, and 1 audio compact disk (CD). Answer sheets are available separately at quantities of 500 each. There are various test versions available that differ in topics and questions but have the same scope and quality for testing listening and reading comprehension. Therefore, the ALCPT can only be considered a tool for screening applicants. The conclusive determination of an applicant's ELP - to include speaking/conversation and writing skills - will have to be made during a personal job interview.
- 4.2. The CPS LN personnel program staff is responsible for funding, procuring, and maintaining an inventory of ALCPT materials to meet the annual ELP testing needs. An overview of test materials and ordering information is available on the DLIELC website at <https://dlielc.edu>. The CPS will also procure and maintain the necessary equipment for administering tests such as a CD-player or speakers for a computer.
- 4.3. All test materials will be controlled and secured in a locking file cabinet, security file, or file drawer, using as a minimum a "one-lock" procedure to prevent test compromise due to unauthorized access. Do not store any other material with the English language test material.
- 4.4. Test material will be inventoried upon removal from its container for test use and when returned to the container. Additionally, a semi-annual inventory of all test material will be conducted to check and record the following information: Test form numbers, scoring keys and quantities, CD designations and quantities, test booklet serial numbers and quantities, and test administration manual quantities. Discrepancies, incidents, suspected or actual test compromise will be reported immediately to the CPO and to HQ USAFE-AFAFRICA/A1K.

D. BETSY J. ROSS, Colonel, USAF
Director, Manpower, Personnel, and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI36-129_USAFE-AFAFRICASUP, *Civilian Personnel Management and Administration*,
28 January 2020

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 29 August 2023

Prescribed Forms

USAFE Form 249, *Test Record*

Adopted Forms

DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ALCPT—American Language Course Placement Test

CD—Compact Disc

CPO—Civilian Personnel Officer

CPS—Civilian Personnel Section

DAF—Department of the Air Force

DLIELC—Defense Language Institute English Language Center

ELP—English Language Proficiency

Attachment 2

ENGLISH LANGUAGE PROFICIENCY LEVEL ASSESSMENT CRITERIA

A2.1. Table A2.1 shows ELP levels for Local Nationals.

Table A2.1. ELP Levels for Local Nationals.

ELP Level	Requirements	Cutoff Score
I.	a. Speaking. Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics. b. Reading. Sufficient comprehension to read very simple written material.	41
II.	a. Speaking. Able to satisfy most work requirements with language usage that is acceptable and effective. Able to speak the language with sufficient structural accuracy and vocabulary to participate in most formal and informal conversations on practical, social, and professional topics. b. Reading. Able to read within normal range of speed and with almost complete comprehension a variety of material on unfamiliar subjects. Can comprehend a variety of styles and forms pertinent to professional needs. Rarely misinterprets texts.	65
III.	a. Speaking. Able to use the language fluently and accurately on all levels normally required for to professional needs. Language usage and ability to function are fully successful. b. Reading. Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.	85
<p>NOTE:</p> <p>The cutoff scores listed only refer to the ALCPT, i.e. the testing of listening and reading comprehension.</p> <p>RE-TESTING: The waiting period for re-testing applicants or employees who fail to meet the established passing scores identified above is 2 months.</p>		