

FY16 Catalog

Materials, Courses and Support



Defense Language Institute
English Language Center

DLIELC Directory

If You Have Questions About:	Contact:	Phone / FAX / E-mail
<ul style="list-style-type: none"> • Programming Students • Course Description and Availability • Student Academic Progress • Student Disciplinary Status 	<ul style="list-style-type: none"> • International Resident Flight (DLIELC/IRF) 	POCs on SAN Web_Training_Country Program Manager_DLIELC: Resident DSN FAX: (312) 473-3700 COMM FAX: (210) 671-3700 E-mail: DLIELC.RSF-CPM@us.af.mil
<ul style="list-style-type: none"> • Arranging for DLIELC Visits 	<ul style="list-style-type: none"> • Protocol (DLIELC/CCP) 	DSN: (312) 473-4060 DSN FAX: (312) 473-2890 COMM: (210) 671-4060 FAX: (210) 671-2890 E-mail: CCP@us.af.mil
<ul style="list-style-type: none"> • Getting to DLIELC from the San Antonio Airport 	<ul style="list-style-type: none"> • International Support Flight (DLIELC/ISF) 	DSN: (312) 473-2929 / 2928 / 2927 DSN FAX: (312) 473-7437 COMM: (210) 671-2929 / 2928 / 2927 FAX: (210) 671-7437 E-mail: DLIELC.OSF@us.af.mil
<ul style="list-style-type: none"> • Language Testing: ALCPT, ECL and OPI • Test Security • Approval of ALCPT Sales • Arranging Telephonic OPIs 	<ul style="list-style-type: none"> • English Evaluation Flight (DLIELC/EEF) 	DSN: (312) 473-4889 DSN FAX: (312) 473-0211 COMM: (210) 671-4889 FAX: (210) 671-0211 E-mail: DLI.Testing@us.af.mil E-mail: OPI@us.af.mil
<ul style="list-style-type: none"> • Nonresident English Language Training Programs (ELTPs) • DLIELC Advisors/Instructors for Overseas Assignments • ELTP Development Consulting (ALC Materials / Site Surveys) 	<ul style="list-style-type: none"> • International Nonresident Flight (DLIELC/INF) 	DSN: (312) 473-3783 DSN FAX: (312) 473-5362 COMM: (210) 671-3783 FAX: (210) 671-5362 E-mail: LEN@us.af.mil
<ul style="list-style-type: none"> • Ordering Materials • Obtaining Catalogs 	<ul style="list-style-type: none"> • Training Logistics Flight (DLIELC/TLF) 	DSN: (312) 473-4711 DSN FAX: (312) 473-3063 COMM: (210) 671-4711 FAX: (210) 671-3063 E-mail: dlielc.leslwork@us.af.mil
Mailing address for all DLIELC offices: DLIELC/[OFFICE SYMBOL] 2235 ANDREWS AVENUE JBSA-LACKLAND, TX 78236-5259		

DLIELC web page:

<http://www.dlielc.edu/>

Defense Language Institute English Language Center

Since 1954, the Defense Language Institute English Language Center (DLIELC) has performed its mission to support the policies and objectives of the US Government and the US Department of Defense (DoD). DLIELC started as the US Air Force Language School; our primary mission was to teach English to allied pilot candidates. In 1966, our mission expanded to include other career fields, and our school moved under the DoD, with the US Army as the executive agent. DLIELC assumed its present form in 1976 when the USAF became the executive agent.

The resident campus, located at JBSA-Lackland, Texas, includes headquarters and academics facilities, a learning resource center and library, dining hall, officer and enlisted quarters, student administration building and a conference center. Small classrooms, equipped with the latest in training technology, are specifically designed to support student-centered instruction. In addition, the DLIELC curriculum meets the diverse needs of the adult military population with courses that address the specific language requirements of the students' career fields.

This catalog, published annually, lists all the curriculum materials that can be obtained from DLIELC. It also lists English language training courses and support services available through DLIELC. This publication supersedes the 2015 DLIELC *Catalog of American Language Course Materials, Courses and Support*, October 1, 2014.

Table of Contents

American Language Course	1	English Language Training Nonresident Courses	36
Intensive ALC Materials	6	Support for In-Country English Language Training Programs	41
Nonintensive ALC Materials	11	Ordering Information	42
English for Specific Purposes Materials	14	DD Form 1149	48
Instructional Support Materials	18	Order Form	50
ALCPT Materials	21	ALCPT Request Form	60
English Language Training Resident Courses	22		

DLIELC VISION

A world-class English language institute, building bridges through communication and peace through understanding.

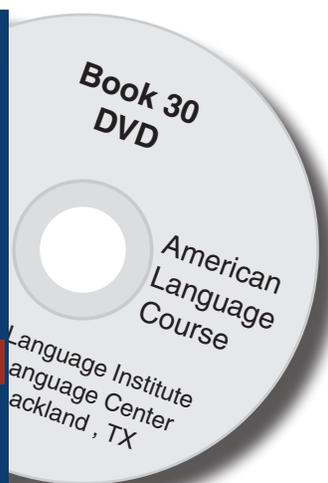
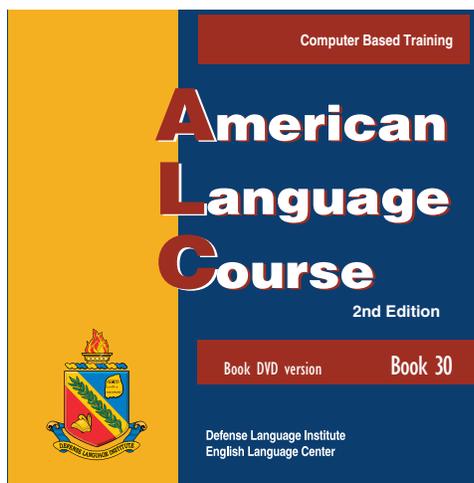
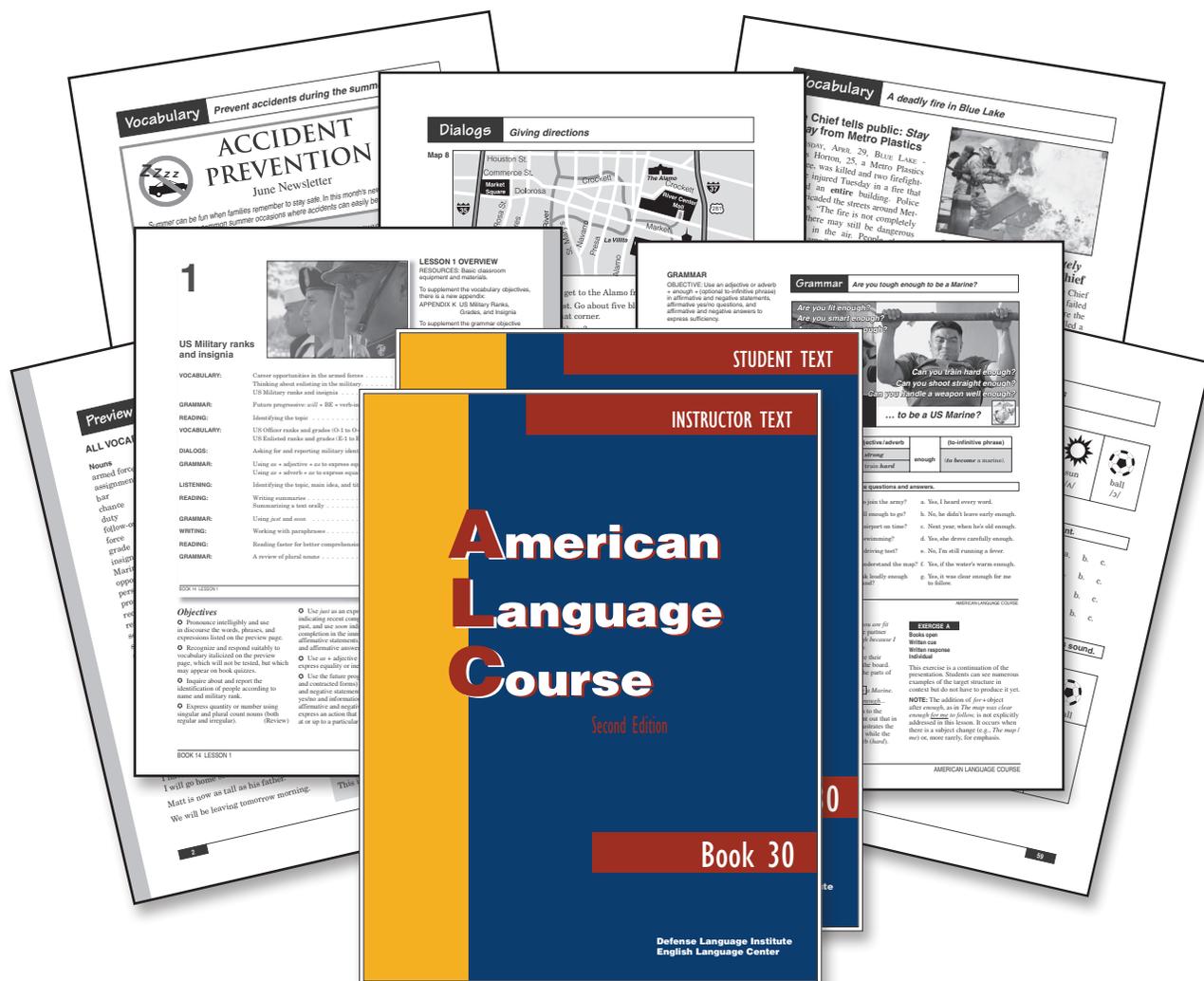
DLIELC MISSION

DLIELC prepares US and international military and civilian personnel to communicate in English and provides English language training and services to programs around the world in support of Security Cooperation objectives.

DLIELC ACCREDITATION

The Defense Language Institute English Language Center (DLIELC) is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the US Secretary of Education as a national accrediting agency.

For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 801 N. Fairfax St., Suite 402A, Alexandria, VA 22314, (703) 519-2070, www.cea-accredit.org.



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

American Language Course

DESCRIPTION

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

The course consists of

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

General English Intensive ALC Materials

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

SPECIAL FEATURES

The General English materials of the ALC

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

ALC Book Levels and Student Placement Chart

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

Books	Levels		ALCPT Scores
Books 1-6	Level I	Elementary	0-25
Books 7-12	Level II	High Elementary	25-50
Books 13-18	Level III	Intermediate	50-60
Books 19-24	Level IV	High Intermediate	60-70
Books 25-30	Level V	Advanced	70-80

Components of the American Language Course

ALC Classroom Textbooks

- » A comprehensive, carefully sequenced presentation of general and military English
 - › Each **Student Text (ST)** provides
 - Four lessons of new material
 - One review lesson
 - Homework assignments for each lesson
 - Evaluation exercises assessing student learning
 - Appendices: glossaries, grammatical charts, military ranks, activity masters
 - › Each **Instructor Text (IT)** provides
 - Introduction to the level
 - Overview of the ALC program and books
 - Classroom management guidance
 - Recommended classroom practices
 - Teaching techniques, strategies, and procedures

Language Laboratory Activities

- » Language Laboratory Activities with audio recordings that support objectives introduced in the classroom texts
 - › The **Language Laboratory Activities Text (LLAT)** provides:
 - Activities and exercises to reinforce lesson objectives
 - Answers to exercises
 - Scripts for all activities
 - › Audio recordings provide
 - More than 5 hours listening practice per book
 - Practice with authentic dialogs in Levels IV and V, including listening under challenging conditions with ambient noise
 - Precise tracking for easy access to specific exercises

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

Book Quiz

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

Flash Cards

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



Skills Assessment Kit:
Instructor booklet
Student answer booklets
Diagnostic assessment forms
Audio recording

Skills Assessment Kit (SAK)

- » Administered after the final book of the level
- » Available for Levels II, III, and IV
- » Focus on effective language production and performance
- » Measure mastery of skills (listening, speaking, reading, writing)

Computer Based Training (CBT)

The CBT reinforces lesson learning objectives and provides additional practice of language skills through graphics, audio, video, text, and animation. It is an integral part of the ALC and helps promote independent, self-paced learning.

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

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

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

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

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

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

CBT Systems Requirements
Minimum Operating System and Software Requirements
CBT courseware is compatible with the following Microsoft Windows operating systems: <div style="margin-left: 40px;">MS Windows 7 and above MS Windows Vista SP2</div>
NOTE: CBT is NOT compatible with Windows 8 RT, the mobile OS from Microsoft.
1.5 Ghz processor or faster processor (2 Ghz recommended)
4 GB RAM
500 GB ATA 7200 RPM hard drive (1 TB recommended)
Graphics card supporting DirectX 9 with 256 MB of RAM (DirectX 10 with 1 GB of RAM recommended)
CD-ROM/DVD-ROM drive – for installation only
Audio input/output
Headphones or speakers; microphones
Keyboard and mouse
15-inch or larger monitor with resolution capability of 1024 x 768 (17-inch monitor recommended)

Summary of Intensive ALC Materials

		Instructor Text	Student Text	Language Laboratory Activities Text	Computer Based Training	Book Quizzes	Flash Cards	Skills Assessment Kits
Level I								
	Book 1	✓	✓	✓	✓	✓	✓	
	Book 2	✓	✓	✓	✓	✓	✓	
	Book 3	✓	✓	✓	✓	✓	✓	
	Book 4	✓	✓	✓	✓	✓	✓	
	Book 5	✓	✓	✓	✓	✓	✓	
	Book 6	✓	✓	✓	✓	✓	✓	
Level II								✓
	Book 7	✓	✓	✓	✓	✓	✓	
	Book 8	✓	✓	✓	✓	✓	✓	
	Book 9	✓	✓	✓	✓	✓	✓	
	Book 10	✓	✓	✓	✓	✓	✓	
	Book 11	✓	✓	✓	✓	✓	✓	
	Book 12	✓	✓	✓	✓	✓	✓	
Level III								✓
	Book 13	✓	✓	✓	✓	✓		
	Book 14	✓	✓	✓	✓	✓		
	Book 15	✓	✓	✓	✓	✓		
	Book 16	✓	✓	✓	✓	✓		
	Book 17	✓	✓	✓	✓	✓		
	Book 18	✓	✓	✓	✓	✓		
Level IV								✓
	Book 19	✓	✓	✓	✓	✓		
	Book 20	✓	✓	✓	✓	✓		
	Book 21	✓	✓	✓	✓	✓		
	Book 22	✓	✓	✓	✓	✓		
	Book 23	✓	✓	✓	✓	✓		
	Book 24	✓	✓	✓	✓	✓		
Level V								
	Book 25	✓	✓	✓	✓	✓		
	Book 26	✓	✓	✓	✓	✓		
	Book 27	✓	✓	✓	✓	✓		
	Book 28	✓	✓	✓	✓	✓		
	Book 29	✓	✓	✓	✓	✓		
	Book 30	✓	✓	✓	✓	✓		

ALC Instructor Resources

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

Grammar for the American Language Course (782): provides references to the grammar objectives presented in the ALC materials and is a resource for ESL/EFL instructors using the ALC and the Nonintensive ALC (NALC) materials. The material is packaged on 1 CD.

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

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

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

Starter Packages

The ALC materials can be purchased in Starter Packages. Each starter package includes material for an ALC level comprised of 6 books and includes enough copies of the materials for a class of ten students and one instructor. *A minimum initial order for any ALC book is ten student texts and one instructor text.* Additional copies of materials can be purchased when a Starter Package is purchased. Specify the number of copies needed based on factors such as class size, instructor/student ratio and training needs.

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

- 10 copies of each of the six Student Texts (STs)
- 1 copy of each of the six Instructor Texts (ITs)
- 11 copies of each of the six Language Laboratory Activities Texts (LLATs), including 1 set of audio CDs for each of the six LLATs
- 3 Quiz Kits, Forms A, B, and C for each of the six texts – each kit includes 25 student booklets, 1 audio CD, 1 quiz scoring key, and 1 subtest key
- 500 Answer Sheets
- 1 set of flash cards for each of the six texts in Levels I and II

NOTE: DLIELC advises administering the American Language Course Placement Test (ALCPT) to determine initial placement of students entering an English Language Training Program. Refer to page 21 for ALCPT information.

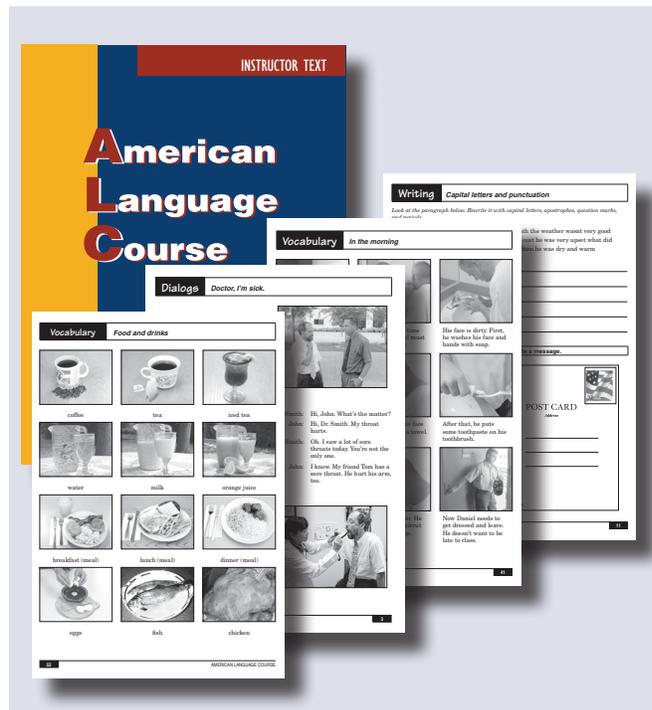
Level I (Books 1-6)

Elementary

ALCPT Range 0-25

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

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



Level I Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Flash Card sets	\$25.00	6	\$150.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level I Starter Package			\$1,875.00

Computer Based Training for Level I

The Level I CBT supports and reinforces the ALC objectives presented in Books 1-6 and consists of creative language activities that will help the beginning language student.

LEVEL I CBT PACKAGE (6 CDs)	\$3,000.00
-----------------------------	------------

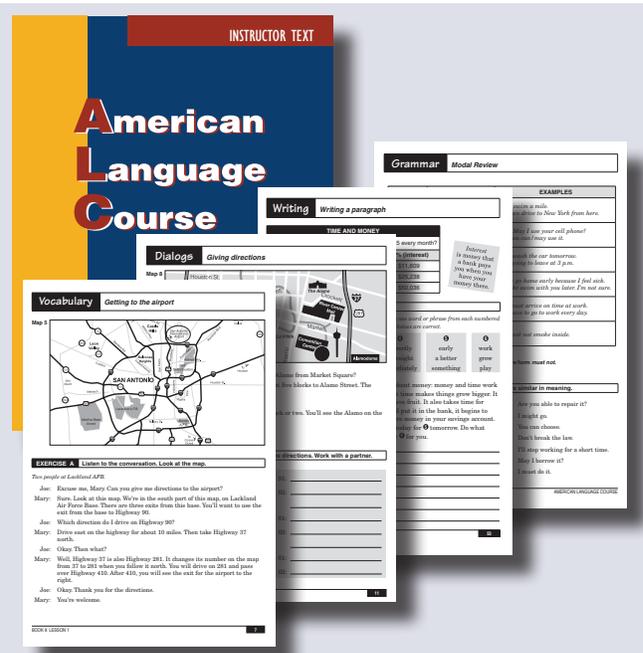
Level II (Books 7-12)

High Elementary

ALCPT Range 25-50

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

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



Level II Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Flash Card sets	\$25.00	6	\$150.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level II Starter Package			\$1,875.00

Computer Based Training for Level II

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

LEVEL II CBT PACKAGE (6 CDs)	\$3,000.00
------------------------------	------------

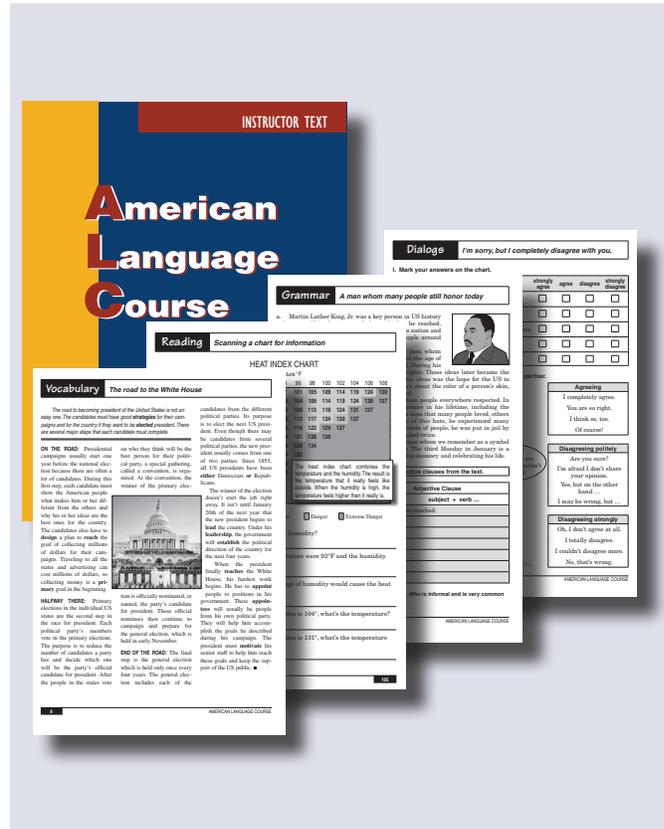
Level III (Books 13-18)

Intermediate

ALCPT Range 50-60

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

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



Level III Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level III Starter Package			\$1,725.00

Computer Based Training for Level III

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

LEVEL III CBT PACKAGE (6 CDs)

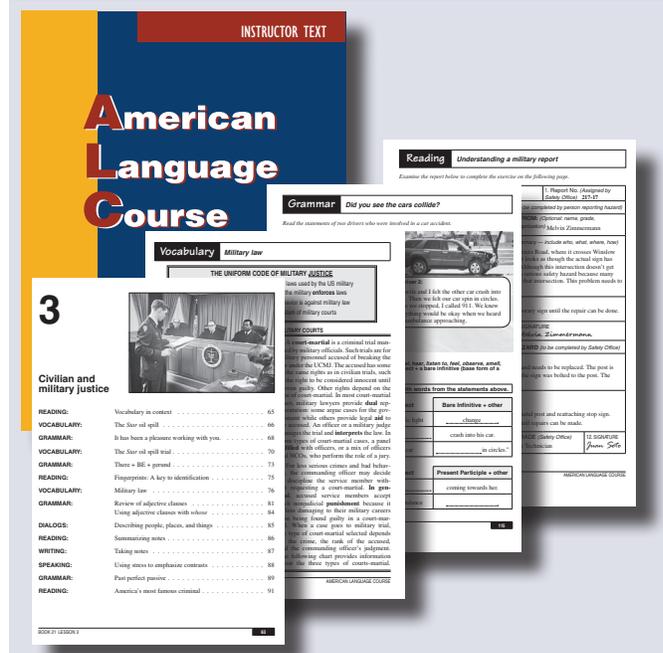
\$3,000.00

Level IV (Books 19-24)

High Intermediate

ALCPT Range 60-70

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



Level IV Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level IV Starter Package			\$1,725.00

Computer Based Training for Level IV

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

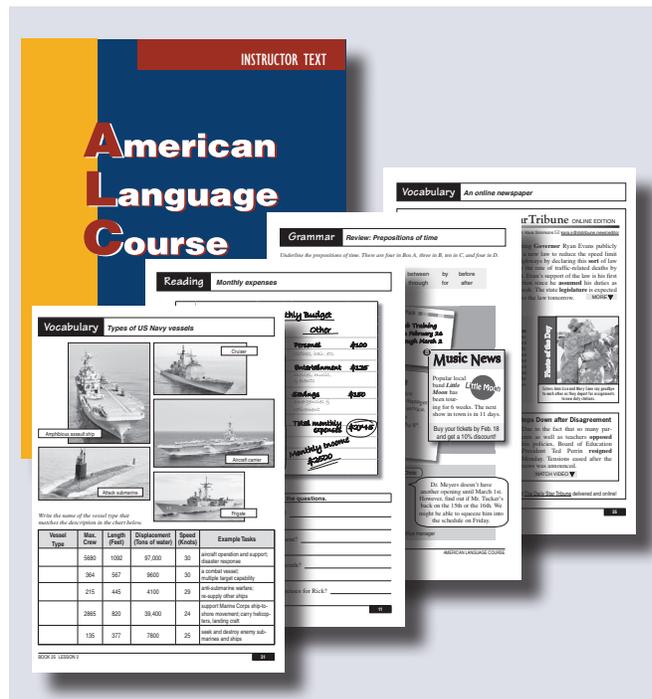
LEVEL IV CBT PACKAGE (6 CDs)	\$3,000.00
------------------------------	------------

Level V (Books 25-30)

Advanced

ALCPT Range 70-80

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



Level V Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Texts	\$15.00	6	\$90.00
Student Texts	\$10.00	60	\$600.00
Language Laboratory Activities Texts	\$5.00	66	\$330.00
Audio CD sets	\$40.00	6	\$240.00
Quiz Kit, Forms A, B, and C	\$75.00	6 of each	\$450.00
Package of 500 Answer Sheets	\$15.00	1	\$15.00
TOTAL for Level V Starter Package			\$1,725.00

Computer Based Training for Level V

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

LEVEL V CBT PACKAGE (6 CDs)	\$3,000.00
------------------------------------	-------------------

General English Nonintensive ALC Materials

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

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

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

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

Volume Levels and Student Placement Chart

Volumes	Levels	ALCPT Scores
Volume 1 (ALC Books 1-4)	Low Elementary	0-25
Volume 2 (ALC Books 5-8)	Elementary	25-35
Volume 3 (ALC Books 9-12)	High Elementary	35-50
Volume 4 (ALC Books 13-16)	Low Intermediate	50-60



Nonintensive American Language Course Materials

Starter Packages

The NALC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased.

NOTE: *There is a minimum order of 10 Student Texts and 1 Instructor Text for all Nonintensive American Language Course materials.*

Volume 1 and Volume 2 Starter Packages

Item	Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Listening Skills Text (w/scripts)	\$20.00	11	\$220.00
Homework Text	\$10.00	11	\$110.00
Audio CD set	\$75.00	1	\$75.00
Flash Card set	\$25.00	1	\$25.00
Lessons 1-15, Quiz A	\$25.00	1	\$25.00
Lessons 16-30, Quiz A	\$25.00	1	\$25.00
Lessons 1-15, Quiz B	\$25.00	1	\$25.00
Lessons 16-30, Quiz B	\$25.00	1	\$25.00
Package of 500 Answer sheets	\$15.00	1	\$15.00
TOTAL for either package			\$775.00



Nonintensive American Language Course Materials

Volume 3 and Volume 4 Starter Packages

Item	Price	Quantity	Subtotal
Instructor Text (w/audio CD)	\$40.00	1	\$40.00
Student Text	\$20.00	10	\$200.00
Listening Skills Text (w/scripts)	\$20.00	11	\$220.00
Homework Text	\$10.00	11	\$110.00
Audio CD set	\$80.00	1	\$80.00
Lessons 1-16, Quiz A	\$25.00	1	\$25.00
Lessons 1-16, Quiz B	\$25.00	1	\$25.00
Lessons 17-31, Quiz C	\$25.00	1	\$25.00
Lessons 17-31, Quiz D	\$25.00	1	\$25.00
Package of 500 Answer sheets	\$15.00	1	\$15.00
TOTAL for either package			\$765.00

Computer Based Training (CBT) for the Nonintensive ALC

The CBT reinforces lesson learning objectives and provides additional practice of language skills through graphics, audio, video, text, and animation. It is an effective means to enhance English language training. Although no specific CBT was designed for the NALC, the objectives are the same as the intensive ALC. Therefore, the appropriate CBT from the ALC has been packaged for each volume of the NALC. CBT courseware for the individual NALC Volumes are available as 4 individual CDs (1 CD for each book in a volume) which can be loaded on an unlimited number of computers or a LAN-based server.

Volume 1 – ALC Books 1-4

Volume 2 – ALC Books 5-8

Volume 3 – ALC Books 9-12

Volume 4 – ALC Books 13-16

NALC VOLUME CBT CD PACKAGE (4 CDs)	\$2,000.00 each
---	------------------------

Refer to page 3 for further information about the ALC CBT courseware.

English Skills for Staff Officers in Multinational Operations (ESSO)

ALCPT Range 80+

The English Skills for Staff Officers in Multinational Operations (ESSO) course is designed to enhance overall English language proficiency with a focus on oral and written communication skills needed for interaction in multinational settings.

Language activities are planned around content relevant to today's military leaders. Topics include: Globalization and Military Partnerships in the 21st Century; Intercultural Factors in Multinational Operations; Command Structure and Leadership in Multinational Environments; NATO and Other Regional Alliances; Counterinsurgency; the United Nations, Peacekeeping and Peacebuilding; and Multinational Humanitarian Missions.

Each unit emphasizes the development of language skills through the integration of listening, speaking, reading, and writing. Specific attention is given to group discussion skills, briefings, speeches, and professional forms of writing. Advanced vocabulary development, along with strategies for learning new words, is also included.

NOTE: *There is a minimum order of 11 Student Texts, 1 Instructor Text, and 1 DVD for ESSO course materials.*

ESSO Starter Package

Item	Price	Quantity	Subtotal
ESSO Instructor Text	\$15.00	1	\$15.00
ESSO Student Text	\$30.00	11	\$330.00
DVD: "Topics in Multinational Operations"	\$500.00	1	\$500.00
TOTAL			\$845.00

English for Specific Purposes Materials

American Military English Course

ALCPT Range 70-80

The American Military English Course (AMEC) consists of language lessons based on General Military, Army, Air Force, and Navy topics and Topics in Counterinsurgency.

Each text consists of five units, including one review unit, evaluation exercises and homework activities. The materials focus on the four language skills (listening, speaking, reading and writing) as well as vocabulary, military expressions, military acronyms, functions and grammar. Learning strategies and classroom guidance are also included.

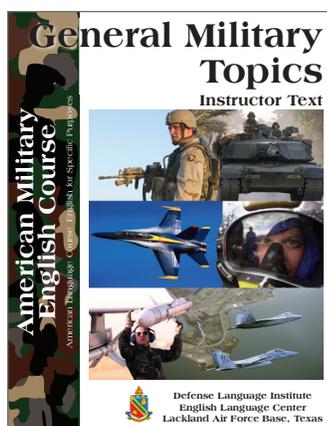
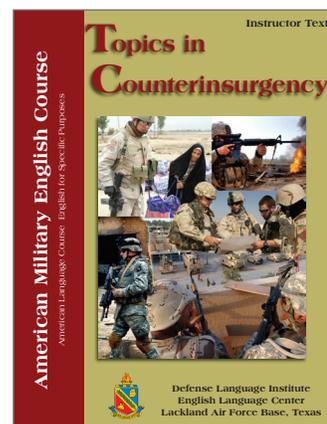
Two sets of audio recordings are included. The listening skills recordings provide the students practice in topics related to the lesson. The unit recordings are an oral version of the readings and some of the explanations contained in each lesson.

The AMEC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of materials can be purchased when a Starter Package is purchased.

NOTE: *There is a minimum order of 10 Student Texts and 1 Instructor Text for all AMEC materials.*

Topics in Counterinsurgency Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Glossary	\$10.00	11	\$110.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	\$10.00	1	\$10.00
TOTAL			\$400.00



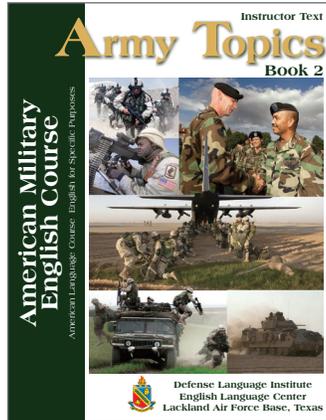
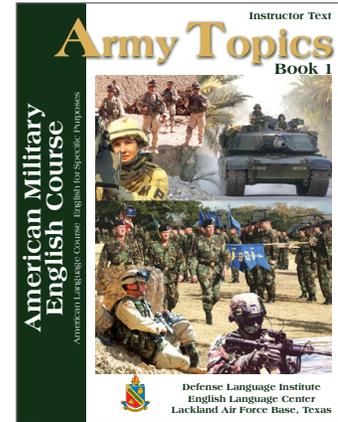
General Military Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	\$10.00	1	\$10.00
TOTAL			\$290.00

English for Specific Purposes Materials

Army Topics, Book 1, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Day in the Life of a Soldier"	\$10.00	1	\$10.00
		TOTAL	\$290.00

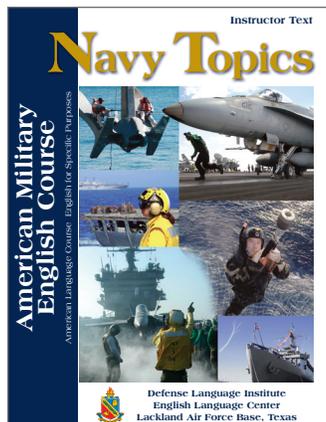
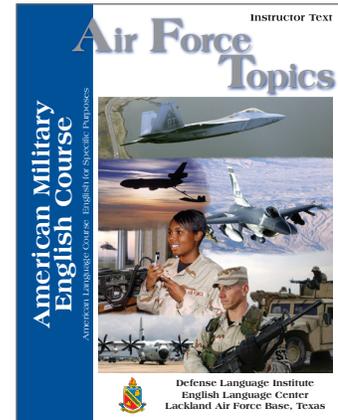


Army Topics, Book 2, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
		TOTAL	\$280.00

Air Force Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Day in the Life of an Airman"	\$10.00	1	\$10.00
		TOTAL	\$290.00



Navy Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$30.00	1	\$30.00
Student Text	\$20.00	10	\$200.00
Audio CDs (set of 10)	\$50.00	1	\$50.00
DVD: "A Journey Begins"	\$10.00	1	\$10.00
		TOTAL	\$290.00

Aviation Topics and Activities

Each CD contains 10 aviation-related readings with accompanying classroom activities designed to give students practice using FAA terminology and discussing concepts related to aviation. The readings (dealing with helicopters, flight safety, fighter aircraft, etc.) are independent of each other and are geared towards individuals with a minimum ECL/ALCPT score of 75. Each reading, along with the suggested activities, requires approximately 2 hours of class time. Guidance is provided for instructors to assist them in making lessons more communicative and student-centered. A glossary of aviation terms is also included on each CD. Users can print materials as needed for their classes.

Aviation Topics and Activities CDs

Item	Quantity	Price
CD1 (Apr 08)	1	\$500.00
CD2 (Mar 10)	1	\$500.00



Instructor Resources

780, Overview of the American Language Course: A Reference Guide for Instructors

This publication is designed to acquaint ESL/EFL instructors and program managers with the organization, content and components of DLIELC's intensive general English materials. (CD)

782, Grammar for the American Language Course

This publication provides references to the grammar objectives presented in the ALC materials and is a resource for ESL/EFL instructors using the ALC and the Nonintensive ALC (NALC) materials. (CD)

789, Indexes for the ALC, 2nd Edition

This is a searchable PDF file which is designed to assist ESL/EFL managers and instructors in the administration of their programs which use the ALC. The indexes, descriptions, summaries, and glossaries in the *Indexes* serve as useful tools for identifying, locating and focusing on various topics of instruction quickly and efficiently. (CD)

781, Guidelines for Quiz Development

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

779, Developmental Reading Skills

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

Instructor Resources

Item	Quantity	Price
780, Overview of the ALC	1 CD	\$10.00
782, Grammar for the ALC	1 CD	\$10.00
789, Indexes for the 2 nd Edition ALC	1 CD	\$10.00
781, Guidelines for Quiz Development	1 CD	\$10.00
779, Developmental Reading Skills	2 CDs	\$200.00

Instructor Resources

Skills Assessment Kits

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

Skills Assessment Kits

Item	Quantity	Price
Level II Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level II Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level III Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level III Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level IV Skills Assessment Kit Form K (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00
Level IV Skills Assessment Kit Form L (2 instructor booklets, 50 student booklets, 50 diagnostic forms, and 2 CDs)	1 kit	\$150.00

Classroom Resources

Dictionaries

Dictionaries are sold in packages of 10.

Book of Idioms (BOI)

Idioms bring color to language, but they can be a problem for non-native speakers. The BOI is a handy reference with useful idioms, slang and special expressions. Each entry has an example sentence along with the definition. The BOI is a helpful supplement for intermediate and advanced students.

BOIs are sold in packages of 10.

Classroom Resources

Item	Price
Package of 10 Dictionaries	\$50.00
Package of 10 BOIs	\$50.00

Replacement Items

Homework and Evaluation Exercises, ALC Books 1-30 (CDs)

These booklets have been designed for nonresident use at locations where Student Texts are recycled. The Homework and Evaluation Exercises are provided as PDF files. Users may print quantities as needed.

Package of Test Answer Sheets

Each package contains 500 answer sheets.

Replacement Items

Item	Price
Homework and Evaluation Exercises (CDs) (1 CD for <i>each</i> book, Books 1 - 30)	\$25.00
Package of 500 Test Answer Sheets	\$15.00

American Language Course Placement Test Materials

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

Purchase of the ALCPT requires approval from EEF. See inside front cover for contact information and page 60 for the required ALCPT Approval Request form.

Features

- » 40 different versions available (ALCPT Forms 76 through 115)
- » Student scores correspond to English Comprehension Level (ECL) test scores
- » Administration time is approximately 75 minutes (including time for reading the directions and distributing and collecting test materials)
- » Listening and reading components (laboratory or CD player required)
- » Answer keys provided for hand scoring student answer sheets
- » Forms included to help track administrations

Uses

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

Components of ALCPT Kits

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

NOTE: Student answer sheets are not included with ALCPT Kits and must be ordered separately.

American Language Course Placement Test Materials

Item	Quantity	Price
ALCPT Kit	1	\$100.00
Package of 500 Answer Sheets	1	\$15.00

English Language Training Resident Courses

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

Courses in General and Specialized English

American Language Courses (ALC)

General English Training (GET) and Specialized English Training (SET) MASL IIN D177009

Course Length: Minimum 10 weeks

Diploma Requirements: Minimum of SEVEN (7) of the 10 weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table)

Entry Requirements: 55 ECL minimum for entry in to GET and highest required FOT ECL and, if applicable, OPI requirement(s) before entry into SET

- Notes:
- 1) If more than one FOT is scheduled, the student must meet the highest ECL required. This also applies in specific cases where the ECL and/or OPI requirement(s) have been waived by FOT.
 - 2) If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MilDep must submit a separate waiver request (Form AETC 6, 20100614 also known as IMT-6) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will not receive a diploma.

This course may be scheduled to start any week of the year.

ALC GET only MASL IIN D177027

Course Length: Variable

Diploma Requirements: Minimum 10 weeks, ECL qualified and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table)

Entry Requirements: 55 ECL

This course is variable in length and may be scheduled to start any week of the year.

Resident Courses

ALC SET only

MASL IIN D177008

Course Length: NINE (9) weeks total

Diploma Requirements: Minimum of SEVEN (7) of the NINE (9) weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table)

Entry Requirements: Highest required FOT ECL; if applicable OPI requirement(s)

This course focuses on functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills.

Notes: If FOT decides in specific cases to waive their ECL and/or OPI requirement(s), MilDep must submit a separate waiver request (IMT-6 form) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.

This course may be scheduled to start any week of the year.

ALC for Aviation Leadership Program (ALP) Scholarship

MASL IIN D177024

Course Length: Variable or NINE (9) weeks of AVIATION SET if IMS is both ECL and OPI qualified

Diploma Requirements: Variable course length, ECL and OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table)

Entry Requirements: 55 ECL and/or highest required FOT ECL and OPI

- Notes:
- 1) This MASL is established for AF ALP Scholarship IMSs and is used for funding purposes only.
 - 2) Training is basically the same as MASL IIN D177008 or D177009 or D177027.
 - 3) IMSs who do not have their required ECL must attend GET.
 - 4) IMSs who do not make their required OPI must attend the OPSAV course (MASL D177028). **See next page.**

This course may be scheduled to start any week of the year.

Resident Courses

Oral Proficiency Skills for Aviation (OPSAV) Course

MASL IIN D177026 (MASL IIN D177028 for ALP Scholarship candidates)

Course Length: 25 weeks; this includes 16 weeks of OPSAV and NINE (9) weeks of AVIATION SET

Diploma Requirements: Minimum of 10 weeks TOTAL and a minimum of SEVEN (7) of the 10 weeks must be completed in SET, ECL and OPI qualified, and 70 Book Quiz average (see “DLIELC Graduation Requirements” Table)

Entry Requirements: Highest required FOT ECL

This course is designed to help students achieve the necessary oral proficiency level for success in both their SET and FOT. The course offers extensive practice in pronunciation, global speaking proficiency, and listening comprehension within a variety of contexts and a wide range of formats in order to achieve a 2/2 OPI requirement.

- Notes:
- 1) If candidates ECL qualify in country, it is strongly recommended that they be administered a telephonic OPI in their homeland prior to scheduling them for this course. If they achieve the required OPI score for their FOT, they don't need to be programmed for the OPSAV course. They should ONLY be programmed for a maximum of ten weeks in MASL D177024.
 - 2) This course is a MINIMUM of 10 weeks in length. However, it is variable because students can be moved out of OPSAV and into SET as soon as they achieve their required OPI ratings.
 - 3) Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course and they must meet the OPI requirement before they are moved into SET — even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.
 - 4) If FOT waives one or both requirements, MilDep must submit a separate waiver request (IMT-6 form) to DLIELC for approval to allow the student to enter SET, with the understanding that the student will *not* receive a diploma.

This course may be scheduled to start any week of the year.

Advanced English Training

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

Courses for Advanced Language Development

Professional Military Education Preparation (PME Prep) MASL IIN D177024

Course Length: 9 weeks

Entry Requirements: 80 ECL

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

Notes: Iterations of the PME Prep course can be added to the schedule on the condition that a minimum of 6 students can be programmed.

This course requires a minimum enrollment of 6 students.

PME Prep

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
9 NOV 15	8 JAN 16	7 NOV 16	6 JAN 17
8 FEB 16	8 APR 16	6 FEB 17	7 APR 17
14 MAR 16	13 MAY 16	13 MAR 17	12 MAY 17
28 MAR 16	27 MAY 16	27 MAR 17	26 MAY 17
11 APR 16	10 JUN 16	10 APR 17	9 JUN 17
18 APR 16	17 JUN 16	17 APR 17	16 JUN 17
2 MAY 16	1 JUL 16	1 MAY 17	30 JUN 17
16 MAY 16	15 JUL 16	15 MAY 17	14 JUL 17
23 MAY 16	22 JUL 16	22 MAY 17	21 JUL 17

Resident Courses

Advanced Language Proficiency Skills (ALPS)

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

ALPS I

MASL IIN D177018

Course Length: 12 weeks

Entry Requirements: 1) 80 ECL
2) OPI rating of 2/1+

ALPS I emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS II, the material is geared toward those students who exhibit intermediate-level (not advanced-level) English language proficiency skills in reading, writing, speaking, and listening. Through theme-based readings, audio/video materials, classroom discussions, and writing assignments, students have many opportunities to practice and improve all four language skills.

- Notes:
- 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.
 - 2) Students entering the course with a 2/1+ OPI will be administered a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.
 - 3) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
 - 4) Consider scheduling students for ALPS I followed by ALPS II or MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 students.

ALPS I

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
5 OCT 15	25 DEC 15	3 OCT 16	23 DEC 16
21 DEC 15	11 MAR 16	26 DEC 16	17 MAR 17
28 MAR 16	17 JUN 16	27 MAR 17	16 JUN 17
20 JUN 16	9 SEP 16	19 JUN 17	8 SEP 17

Resident Courses

ALPS II

MASL IIN D177031

Course Length: 12 weeks

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

ALPS I emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS II, the material is geared toward those students who exhibit intermediate-level (not advanced-level) English language proficiency skills in reading, writing, speaking, and listening. Through theme-based readings, audio/video materials, classroom discussions, and writing assignments, students have many opportunities to practice and improve all four language skills.

- Notes:
- 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.
 - 2) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
 - 3) Consider scheduling students for ALPS II followed by AELIC, MELT, or MDS. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 students.

ALPS II

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
5 OCT 15	25 DEC 15	3 OCT 16	23 DEC 16
21 DEC 15	11 MAR 16	26 DEC 16	17 MAR 17
28 MAR 16	17 JUN 16	27 MAR 17	16 JUN 17
20 JUN 16	9 SEP 16	19 JUN 17	8 SEP 17

Resident Courses

ALPS III TOEFL MASL IIN D177022

Course Length: 16 weeks

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

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

- Notes:
- 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
 - 2) Only students scheduled for follow-on training (FOT) that requires a TOEFL score will take the TOEFL iBT.
 - 3) For students with an FOT TOEFL requirement, an in-country TOEFL iBT score of 70 or higher is strongly recommended.
 - 4) Consider scheduling students for the ALPS III TOEFL course followed by MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.
 - 5) Iterations of the ALPS III TOEFL course can be added to the schedule on the condition that a minimum of 6 students can be programmed.

This course requires a minimum enrollment of 6 students.

ALPS III TOEFL

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
23 NOV 15	11 MAR 16	28 NOV 16	17 MAR 17
29 FEB 16	17 JUN 16	27 FEB 17	16 JUN 17
23 MAY 16	9 SEP 16	22 MAY 17	8 SEP 17
5 SEP 16	23 DEC 16	4 SEP 17	22 DEC 17

Courses for English Language Specialists

DLIELC offers a variety of courses designed to enhance the skills of international English language specialists — personnel dedicated to English language teaching, program management, and course/test development. In addition to the courses described below, it is highly recommended that English language specialists continue to work on their English language proficiency by enrolling, every two or three years, in an ALPS course appropriate for their proficiency level. Language maintenance and enhancement are essential for all English language specialists and the programs they serve.

Instructor Development Courses

Basic American Language Instructor Course (BALIC)

MASL IIN D177007

Course Length: 27 weeks

Entry Requirements: 80 ECL

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

This course requires a minimum enrollment of 6 students.

BALIC

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
2 NOV 15	6 MAY 16	31 OCT 16	5 MAY 17
4 JAN 16	8 JUL 16	2 JAN 17	7 JUL 17
7 MAR 16	9 SEP 16	6 MAR 17	8 SEP 17
9 MAY 16	11 NOV 16	8 MAY 17	10 NOV 17
11 JUL 16	13 JAN 17	10 JUL 17	12 JAN 18
12 SEP 16	17 MAR 17	11 SEP 17	16 MAR 18

Resident Courses

Advanced English Language Instructor Course (AELIC)

MASL IIN D177006

Course Length: 16 weeks

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

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

Notes:

- 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
- 2) Students must have completed BALIC or have a teaching degree (or its equivalent).
- 3) Students must be ESL/EFL instructors with a minimum of two years' experience.
- 4) Consider scheduling students for AELIC followed by MACS or MELT. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 students.

AELIC

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
4 JAN 16	22 APR 16	2 JAN 17	21 APR 17
9 MAY 16	26 AUG 16	8 MAY 17	25 AUG 17
12 SEP 16	30 DEC 16	11 SEP 17	29 DEC 17

Resident Courses

Methodology and Culture Seminar (MACS)

MASL IIN D177019

Course Length: 9 weeks

Entry Requirements: 1) 80 ECL
2) OPI rating of 2/2

MACS is designed for experienced ESL/EFL instructors and focuses on expanding participants' knowledge of culture in general and US culture in particular so that when they return to their countries to teach English, they can do so with greater cultural awareness and confidence. Activities on a range of topics such as family life, education, government, and the military present US customs and values within a framework that allows participants to compare and contrast US culture with their own. In addition, participants explore ways to handle the cultural aspects of language acquisition and better prepare their students for training opportunities in the US and/or interactions with American military and civilian personnel stationed abroad. Teaching strategies for incorporating aspects of US culture into the American Language Course lessons will be examined and practiced through peer-teaching opportunities. Regularly scheduled tours and classroom observations of ESL/EFL instructors in General English will supplement and further solidify information covered during the seminar.

- Notes:
- 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.
 - 2) Students must be ESL/EFL instructors with a minimum of two years' experience.
 - 3) Consider scheduling students for MACS followed by ALPS I or ALPS II. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 students.

MACS

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
25 JAN 16	25 MAR 16	23 JAN 17	24 MAR 17
25 APR 16	24 JUN 16	24 APR 17	23 JUN 17
29 AUG 16	28 OCT 16	28 AUG 17	27 OCT 17

Professional Development Courses

Managing English Language Training (MELT)

MASL IIN D177019

Course Length: 9 weeks

Entry Requirements: 80 ECL

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

Notes: Consider scheduling students for an ALPS course followed by MELT or for MELT followed by an ALPS course. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 students.

MELT

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
19 OCT 15	18 DEC 15	24 OCT 16	23 DEC 16
14 MAR 16	13 MAY 16	20 MAR 17	19 MAY 17
29 AUG 16	28 OCT 16	28 AUG 17	27 OCT 17

Resident Courses

Materials Development Seminar (MDS)

MASL IIN D177030

Course Length: 8 weeks

Entry Requirements: 85 ECL

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

- Notes:
- 1) Students must have completed BALIC and/or AELIC or have a teaching degree (or its equivalent).
 - 2) Students must be ESL/EFL instructors with a minimum of two years' experience.
 - 3) Consider scheduling students for ALPS II followed by MDS. Check the course dates and bar graphs in this catalog for possible sequential progression.

This course requires a minimum enrollment of 6 students.

MDS

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
20 JUN 16	12 AUG 16	19 JUN 17	11 AUG 17

Resident Courses

Observer Professional Training – Familiarization with DLIELC MASL IIN D177002

Course Length: 1 week

Entry Requirements: 80 ECL

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

- Notes:
- 1) The ECL entry requirement above is more of a strong recommendation than a strict requirement. However, due to the topics covered throughout the training, participants need to be able to communicate with a high degree of English language proficiency.
 - 2) Students who have attended or will attend MELT (MASL IIN D177013) should not be programmed for this training because much of the material presented in MELT is also presented in the Observer Professional Training.
 - 3) The length of this training is normally one week; however, it can be scheduled for two weeks to meet the needs of the participant(s).

This course requires a minimum enrollment of 6 students.

Observer Professional Training

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
As requested		As requested	

Resident Courses

Observer Professional Training – English Language Proficiency Testing MASL IIN D177003

Course Length: 2 week

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

This training is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering, and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) levels (closely correlated with North Atlantic Treaty Organization Standardization Agreement [STANAG 6001] Language Proficiency Levels). The testing of any or all language skills—listening, speaking, reading, and writing—may be included in the objectives depending on the specific requirements of those attending. An exploration of one of DLIELC’s primary testing instruments—the Oral Proficiency Interview or the English Comprehension Level test—is available as an objective if requested before the participants arrive. This training will be conducted by experienced personnel assigned to the English Evaluation Flight.

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

This course requires a minimum enrollment of 4 students.

Observer Professional Training – ELPT

FY16 Class Schedule		FY17 Class Schedule	
Start Date	Grad Date	Start Date	Grad Date
As requested		As requested	

**For information on availability of resident courses, contact:
International Resident Flight (IRF)**

E-mail: DLIELC.RSF-CPM@us.af.mil

English Language Training Nonresident Courses

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

Course Length: 2 weeks

Entry Requirements: 80 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize participants with the ALC and provide them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

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

ALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
Familiarization with the ALC (workshop booklet)	\$15.00	11	\$165.00
780, Overview of the ALC (book)	\$10.00	11	\$110.00
Books 9, 19, 25 Instructor Texts	\$45.00	11 of <i>each</i> text	\$495.00
Books 9, 19, 25 Student Texts	\$30.00	11 of <i>each</i> text	\$330.00
Book 9 CBT CD Book Package	\$500.00	1	\$500.00
Book 19 Language Laboratory Activities	\$5.00	11	\$55.00
Book 19 Audio CD set	\$40.00	1	\$40.00
<i>TOTAL for 10 participants + one instructor</i>			\$1,695.00

Nonresident Courses

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

Course Length: 2 weeks

Entry Requirements: 80 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to give participants a thorough review of the components of the NALC and provides them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

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

NALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
Familiarization with the NALC (workshop booklet)	\$15.00	11	\$165.00
NALC Volume 3 – Instructor Text, Student Text, Listening Skills Text, Homework Text	\$90.00	11 of <i>each</i> text	\$990.00
NALC Volume 3 Audio CD set	\$80.00	1	\$80.00
NALC Volume 4 – Instructor Text, Student Text, Listening Skills Text, Homework Text	\$90.00	11 of <i>each</i> text	\$990.00
NALC Volume 4 Audio CD set	\$80.00	1	\$80.00
TOTAL for 10 participants + one instructor			\$2,305.00
Note: NALC Volumes 1 or 2 may be substituted for Volumes 3 and 4 in the Starter Package.			



Nonresident Courses

In-Country Seminar: English Skills for Staff Officers in Multinational Operations (ESSO) MASL IIN D307011

Course Length: 4 weeks

Entry Requirements: 85 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this seminar for staff officers. The course is designed to enhance overall English language proficiency with a focus on oral and written communication skills needed for interaction in multinational settings. Language activities are planned around updated content relevant to today's military leaders. Topics include: Globalization and Military Partnerships in the 21st Century; Intercultural Factors in Multinational Operations; Command Structure and Leadership in Multinational Environments; NATO and Other Regional Alliances; Counterinsurgency; the United Nations, Peacekeeping and Peacebuilding; and Multinational Humanitarian Missions.

Equipment necessary to implement the course: (1) DVD player or computer with DVD drive and appropriate screen, (2) classroom computer and projector for presenting PowerPoint, and (3) after-class Internet access for student research assignments. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

ESSO Seminar Starter Package

Item	Price	Quantity	Subtotal
ESSO Instructor Text	\$15.00	1	\$15.00
ESSO Student Text	\$30.00	11	\$330.00
DVD: "Topics in Multinational Operations"	\$500.00	1	\$500.00
TOTAL for 10 participants + one instructor			\$845.00

ESSO Interactive PDF Edition

The ESSO course is also available in an electronic interactive portable document format (PDF) version which would be used in a paperless classroom. A single DVD-R contains the instructor text, student text and all associated media files. The instructor version should be displayed on an interactive whiteboard while students access their materials on individual laptops. No materials need to be purchased. The DLIELC MTT will carry/keep the DVD-R.

System Requirements

Capability	Instructor Version	Student Version
Adobe Acrobat Reader version X or higher	✓	✓
Computer with DVD drive; connected to projector	✓	
Interactive whiteboard (recommended)	✓	
Internet access	✓	✓
Laptop computer with DVD drive		✓
Microsoft Office or equivalent	✓	✓
MP3-capable audio player software	✓	✓
MP4-capable video player software	✓	✓
Speakers	✓	
Speakers or headphones		✓
Web browser	✓	✓

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

Nonresident Courses

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

Course Length: 2 weeks

Entry Requirements: 1) 85 ECL recommended

A DLIELC Mobile Training Team (MTT) conducts this workshop for experienced instructors. The course is designed to familiarize the participants with the issues that instructors face when teaching military language. The American Military English Course (AMEC) materials are used during the course to introduce participants to relevant teaching techniques, give them practice in presenting ESP materials, and acquaint them with basic military terminology. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

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

Teaching ESP Workshop Starter Package

Item	Price	Quantity	Subtotal
Teaching ESP – Using the AMEC (workshop booklet)	\$15.00	11	\$165.00
General Military Topics – Instructor Text, Student Text	\$50.00	11 of <i>each</i> text	\$550.00
General Military Topics – Audio CD set, DVD	\$60.00	1	\$60.00
Topics in Counterinsurgency – Instructor Text, Student Text, Glossary	\$60.00	11 of <i>each</i> text	\$660.00
Topics in Counterinsurgency – Audio CD set, DVD	\$60.00	1	\$60.00
Total for 10 participants + one instructor			\$1,495.00
Note: AMEC Army Topics Book 1 or Book 2, Air Force Topics, or Navy Topics may be substituted for Topics in Counterinsurgency depending on the needs of the country.			

Nonresident Courses

In-Country Workshop: English Language Achievement Testing MASL IIN D307011

Course Length: 2 weeks

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

A DLIELC Mobile Training Team (MTT) conducts this two-week workshop for English language instructors or testing specialists. The course is designed to familiarize participants with different types of language assessments, the stages of test development, and how to create test specifications appropriate for achievement testing purposes. Participants will be given opportunities to practice writing effective test items and to conduct basic statistical analyses of items and describing test results. Additionally, information about various computerized test delivery system options will be presented and discussed. The instructor will provide the materials for the course.

The minimum class size is six, and the maximum is 12.

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

Course Length: 2 weeks

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

A DLIELC Mobile Training Team (MTT) conducts this workshop for English language testing specialists. The course is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) and/or North Atlantic Treaty Organization (NATO) Standardization Agreement (STANAG) 6001 Language Proficiency Levels. The testing of any, or all, of the four language skills—listening, speaking, reading and writing—may be included in the course objectives, depending upon the specific requirements. The instructor will provide materials for the course.

Notes: This workshop may also be conducted on the DLIELC resident campus, using MASL IIN D177003. To arrange for the resident workshop contact the International Resident Flight at DLIELC.RSF-CPM@us.af.mil

The minimum class size is six, and the maximum is 12.

**For information on availability of nonresident courses
and to arrange for an MTT, contact:
International Nonresident Flight (INF)**

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

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

E-mail: LEN@us.af.mil

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

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

➤ **English Language Surveys — MASL D307009**

A DLIELC specialist can visit your country to review ELT objectives and assist in developing a management plan to establish a new program or adapt an existing one to meet emerging challenges.

➤ **Mobile Training Teams (MTTs) — MASL D307011**

DLIELC can deploy consultative and/or instructional teams on a temporary basis, up to 179 days, to conduct English language training in country. These teams can also provide special training. (See pages 35-39 for examples.)

➤ **Language Training Detachments (LTDs)**

DLIELC can establish detachments of instructors and managers to remain in country for one or more years.

➤ **Program Management Assistance**

DLIELC can help the Security Cooperation training manager and in-country English language trainer with advice and ideas on curriculum purchase decisions, faculty and management training, suitable language training, and computer based training equipment.

**For information and assistance, contact:
International Nonresident Flight (INF)**

COMM: (210) 671-3783

COMM FAX: (210) 671-5362

DSN: (312) 473-3783

DSN FAX: (312) 473-5362

E-mail: LEN@us.af.mil

Ordering Information

Private Sector and US Federal Government Agencies

(not using FMS or IMET funds)

General Information

DLIELC is the sole source for all American Language Course (ALC) materials.

- › Tests and quizzes can be sold only to institutions, not individuals.
- › Download DD Form 1149 and the Order Form from our web site <http://www.DLIELC.edu>.
- › **All orders generated as of 1 October 2015 must be submitted on the FY16 order form. Orders on outdated forms will be returned for reprocessing.**

Private Sector

Payment Methods

- › VISA or Master Card (with name on card and expiration date); include 3-digit code from the back of card.
- › Money orders in US currency.
- › Company-certified check made payable to:
Defense Language Institute
English Language Center
- › **NOTE: Wire transfers cannot be accepted.**

Shipping Costs and Procedures

- › Add 4% fee based on cost of materials for packing, crating and handling.
- › Payment for materials is required before shipment can be processed and prepared for pickup.
- › Upon notification from the Training Logistics Flight (TLF) that the shipment is ready, private sector customers must provide arrangements for pick up from the DLIELC warehouse (Bldg 7535).

US Federal Government Agencies (not using FMS or IMET funds)

Payment Methods

- › Government IMPAC Visa Card.
- › Authorized accounting fund cite code.
- › DD Form 448, [Military Interdepartmental Purchase Request (MIPR)].
- › DD Form 1155 [Order for Supplies or Services].

Shipping Costs and Procedures

- › Indicate if partial orders are not acceptable; order will be held until all materials are available.
- › Add 4% fee based on cost of materials for packing, crating and handling.
- › For ground shipment within CONUS, include 10% of the cost of the materials. For OCONUS shipment to APO, DPO or FPO, include 10% of the cost of the materials. For OCONUS air shipment, include 50% of the cost of materials.

Contact

Forward order requests and any questions concerning the ordering and shipping process to:

- › DLIELC/TLF
Bldg 7535
2235 Andrews Ave.
JBSA-Lackland, TX 78236-5259
- › COMM: (210) 671-4711
COMM FAX: (210) 671-3063
DSN: (312) 473-4711
DSN FAX: (312) 473-3063 or
E-mail: dlielc.leslwork@us.af.mil

Ordering Information

Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 48-49) for FMS Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** Freight forwarder* address to include POC name, telephone number and email address. For small orders only, an APO or pouch room address is acceptable.
 3. **Ship to: mark for:** Special in-country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
 4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site <http://www.DLIELC.edu>. Order Form replaces 4a-i on the DD Form 1149.
 5. **Requisition date:** Current date
 6. **Requisition number:** See below for instructions.
 7. **Date material required:** Indicate date materials are needed in country.
 8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder only).
 9. **Authority or purpose:** Shipping of training materials purchased for use by (country name).
 10. **Signature:** Signature of authorized representative
 - 11 through 18: Leave blank
 19. **Sheet total:** Total of each page of DD 1149
Grand total: Total of all pages of DD 1149
 20. **Receiver's voucher number:** Leave blank.

Instructions to complete *Block 6, DD Form 1149*

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

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepared on Julian date.			
		2	3		4	5	6	7	8	9	10	11	12	13
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	P	I	T	0	-	-	6	0	0	1	0	0	0	1

NOTE: DD Form 1149 and Order Form are available at <http://www.DLIELC.edu>.

* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

International Military Education and Training (IMET)

Programming

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

Requisitions

Download DD Form 1149 and Order Form from our web site <http://www.DLIELC.edu>. After completing the requisition, forward to:

AFSAT/TOC
315 J St West
JBSA-Randolph TX 78150-4354

E-mail: AFSAT_Country_Manager@us.af.mil

Info copy to: DLIELC/INF

E-mail: LEN@us.af.mil

Important Recommendations

- › Work closely with your AFSAT IMET country manager to ensure that your USAF STL is properly programmed and funding is authorized.
- › Plan on a minimum of six months lead-time when you submit your requisition. While DLIELC normally packs and ships within 15 days of receipt of requisition from AFSAT, there are many contributors to delays in the shipping process, including customs clearance in country. Be sure you consign the IMET shipment to the US Embassy or Military Mission to assist customs clearance.
- › Whenever possible, request air shipment to avoid a long delay.

Shipping Costs and Procedures

- › Indicate if partial orders are not acceptable; order will be held until all materials are available.
- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.

Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
Total shipping cost would be	\$15,000

Questions

If you have questions about what materials to order, contact the International Nonresident Flight:

DLIELC/INF
2235 Andrews Ave.
JBSA-Lackland, TX 78236-5259
E-mail: LEN@us.af.mil

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

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

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

DLIELC/TLF
E-mail: dlielc.leslwork@us.af.mil

COMM: (210) 671-4711
COMM FAX: (210) 671-3063

DSN: (312) 473-4711
DSN FAX: (312) 473-3063

Ordering Information

Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 48-49) for IMET Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** For air shipments, the physical address in country (office/suite number, building number, street, city and country). For small orders only, an APO or pouch room address is acceptable. For surface shipments, freight forwarder* address to include POC name, telephone number and email address.
 3. **Ship to: mark for:** Special in country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
 4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site <http://www.DLIELC.edu>. Order Form replaces 4a-i on the DD Form 1149.
 5. **Requisition date:** Current date
 6. **Requisition number:** See below for instructions.
 7. **Date material required:** Indicate date materials are needed in country.
 8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder). All air shipments that exceed 50% and all AMC shipments require a DSCA waiver. Coordinate waivers with the AFSAT country manager prior to submission of the order. DLIELC will hold the shipment until the waiver is received.
 9. **Authority or purpose:** Shipping of training materials purchased for use by (country name).
 10. **Signature:** Signature of SCO or Authorized Representative
 - 11 through 18: Leave blank
 19. **Sheet total:** Total of each page of DD 1149
Grand total: Total of all pages of DD 1149
 20. **Receiver's voucher number:** Leave blank

Instructions to complete **Block 6, DD Form 1149**

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

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepared on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	D	I	T	0	-	-	6	0	0	1	0	0	0	1

NOTE: DD Form 1149 and Order Form are available at <http://www.DLIELC.edu>

* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

Notes

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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

1. FROM: (include ZIP Code)		SHEET NO.		5. REQUISITION DATE		6. REQUISITION NUMBER	
		NO. OF SHEETS					
		7. DATE MATERIAL REQUIRED (YYYYMMDD)		8. PRIORITY			
2. TO: (include ZIP Code)		9. AUTHORITY OR PURPOSE					
		10. SIGNATURE		11a. VOUCHER NUMBER & DATE (YYYYMMDD)			
3. SHIP TO - MARK FOR		12. DATE SHIPPED (YYYYMMDD)		b.			
		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER			
		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.				AMOUNT	
4. APPROPRIATIONS DATA							

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
17. SPECIAL HANDLING								

18. ISSUED BY		TOTAL CON-TAINERS	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	SHEET TOTAL
OFFICE OF						R				
PLANT						E				
SHIPMENT						C				
TULSA						E				
PLANT						I				
TULSA						P				
PLANT						T				
PACKED BY			TOTAL					POSTED		20. RECEIVER'S VOUCHER NO.

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

OMB No. 0704-0246
OMB approval expires Apr. 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

SHEET NO.	NO. OF SHEETS	11a. VOUCHER NUMBER AND DATE		11b. VOUCHER NUMBER AND DATE							
		6. REQUISITION NUMBER		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
SHEET TOTAL											

FY16 Order Form

AMERICAN LANGUAGE COURSE INTENSIVE MATERIALS (ALC) (p.6)				
Item Number	ALC Starter Packages	Price	Quantity	Total Price
LVL1STPCD	Level I Starter Package, Books 1-6 (p. 6)	\$1,875.00		
LVL2STPCD	Level II Starter Package, Books 7-12 (p. 7)	\$1,875.00		
LVL3STPCD	Level III Starter Package, Books 13-18 (p. 8)	\$1,725.00		
LVL4STPCD	Level IV Starter Package, Books 19-24 (p. 9)	\$1,725.00		
LVL5STPCD	Level V Starter Package, Books 25-30 (p. 10)	\$1,725.00		
If you are purchasing individual books the minimum order is 10 student texts and one instructor text. If you are purchasing the ALC LLAT, the minimum order is 11 texts (for 10 students/one instructor).				
ALC Individual Materials				
Item Number	Book 1	Price	Quantity	Total Price
BK01IT	Instructor Text (Jan 03)	\$15.00		
BK01ST	Student Text (Jan 03)	\$10.00		
BK01LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK01CD	Audio CDs (8)	\$40.00		
BK01QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK01QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK01QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK01FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 2	Price	Quantity	Total Price
BK02IT	Instructor Text (Jan 03)	\$15.00		
BK02ST	Student Text (Jan 03)	\$10.00		
BK02LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK02CD	Audio CDs (8)	\$40.00		
BK02QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK02QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK02QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK02FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 3	Price	Quantity	Total Price
BK03IT	Instructor Text (Jan 03)	\$15.00		
BK03ST	Student Text (Jan 03)	\$10.00		
BK03LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK03CD	Audio CDs (8)	\$40.00		
BK03QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK03QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK03QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK03FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 4	Price	Quantity	Total Price
BK04IT	Instructor Text (Jan 03)	\$15.00		
BK04ST	Student Text (Jan 03)	\$10.00		
BK04LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK04CD	Audio CDs (8)	\$40.00		
BK04QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK04QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK04QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK04FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 5	Price	Quantity	Total Price
BK05IT	Instructor Text (Jan 03)	\$15.00		
BK05ST	Student Text (Jan 03)	\$10.00		
BK05LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK05CD	Audio CDs (8)	\$40.00		
BK05QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK05QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK05QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK05FC	Flash Cards (Jan 03)	\$25.00		

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

FY16 Order Form

Item Number	Book 6	Price	Quantity	Total Price
BK06IT	Instructor Text (Jan 03)	\$15.00		
BK06ST	Student Text (Jan 03)	\$10.00		
BK06LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK06CD	Audio CDs (8)	\$40.00		
BK06QKACD	Quiz Kit, Form A (Jan 03)	\$25.00		
BK06QKBCD	Quiz Kit, Form B (Jan 03)	\$25.00		
BK06QKCCD	Quiz Kit, Form C (Jan 03)	\$25.00		
BK06FC	Flash Cards (Jan 03)	\$25.00		
Item Number	Book 7	Price	Quantity	Total Price
BK07IT	Instructor Text (Jan 04)	\$15.00		
BK07ST	Student Text (Jan 04)	\$10.00		
BK07LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK07CD	Audio CDs (8)	\$40.00		
BK07QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK07QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK07QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK07FC	Flash Cards (Jan 04)	\$25.00		
Item Number	Book 8	Price	Quantity	Total Price
BK08IT	Instructor Text (Jan 04)	\$15.00		
BK08ST	Student Text (Jan 04)	\$10.00		
BK08LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK08CD	Audio CDs (8)	\$40.00		
BK08QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK08QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK08QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK08FC	Flash Cards (Jan 04)	\$25.00		
Item Number	Book 9	Price	Quantity	Total Price
BK09IT	Instructor Text (Jan 04)	\$15.00		
BK09ST	Student Text (Jan 04)	\$10.00		
BK09LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK09CD	Audio CDs (8)	\$40.00		
BK09QKACD	Quiz Kit, Form A (Jan 04)	\$25.00		
BK09QKBCD	Quiz Kit, Form B (Jan 04)	\$25.00		
BK09QKCCD	Quiz Kit, Form C (Jan 04)	\$25.00		
BK09FC	Flash Cards (Jan 04)	\$25.00		
Item Number	Book 10	Price	Quantity	Total Price
BK10IT	Instructor Text (Jan 05)	\$15.00		
BK10ST	Student Text (Jan 05)	\$10.00		
BK10LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK10CD	Audio CDs (8)	\$40.00		
BK10QKACD	Quiz Kit, Form A (Jan 05)	\$25.00		
BK10QKBCD	Quiz Kit, Form B (Jan 05)	\$25.00		
BK10QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK10FC	Flash Cards (Jan 05)	\$25.00		
Item Number	Book 11	Price	Quantity	Total Price
BK11IT	Instructor Text (Jan 05)	\$15.00		
BK11ST	Student Text (Jan 05)	\$10.00		
BK11LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK11CD	Audio CDs (8)	\$40.00		
BK11QKACD	Quiz Kit, Form A (Jan 05)	\$25.00		
BK11QKBCD	Quiz Kit, Form B (Jan 05)	\$25.00		
BK11QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK11FC	Flash Cards (Jan 05)	\$25.00		

FY16 Order Form

Item Number	Book 12	Price	Quantity	Total Price
BK12IT	Instructor Text (Jan 05)	\$15.00		
BK12ST	Student Text (Jan 05)	\$10.00		
BK12LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK12CD	Audio CDs (8)	\$40.00		
BK12QKACD	Quiz Kit, Form A (Jan 05)	\$25.00		
BK12QKBCD	Quiz Kit, Form B (Jan 05)	\$25.00		
BK12QKCCD	Quiz Kit, Form C (Jan 05)	\$25.00		
BK12FC	Flash Cards (Jan 05)	\$25.00		
Item Number	Book 13	Price	Quantity	Total Price
BK13IT	Instructor Text (Jan 06)	\$15.00		
BK13ST	Student Text (Jan 06)	\$10.00		
BK13LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK13CD	Audio CDs (8)	\$40.00		
BK13QKACD	Quiz Kit, Form A (Jan 06)	\$25.00		
BK13QKBCD	Quiz Kit, Form B (Jan 06)	\$25.00		
BK13QKCCD	Quiz Kit, Form C (Jan 06)	\$25.00		
Item Number	Book 14	Price	Quantity	Total Price
BK14IT	Instructor Text (Jun 06)	\$15.00		
BK14ST	Student Text (Jun 06)	\$10.00		
BK14LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK14CD	Audio CDs (8)	\$40.00		
BK14QKACD	Quiz Kit, Form A (Jun 06)	\$25.00		
BK14QKBCD	Quiz Kit, Form B (Jun 06)	\$25.00		
BK14QKCCD	Quiz Kit, Form C (Jun 06)	\$25.00		
Item Number	Book 15	Price	Quantity	Total Price
BK15IT	Instructor Text (Jun 06)	\$15.00		
BK15ST	Student Text (Jun 06)	\$10.00		
BK15LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK15CD	Audio CDs (8)	\$40.00		
BK15QKACD	Quiz Kit, Form A (Jun 06)	\$25.00		
BK15QKBCD	Quiz Kit, Form B (Jun 06)	\$25.00		
BK15QKCCD	Quiz Kit, Form C (Jun 06)	\$25.00		
Item Number	Book 16	Price	Quantity	Total Price
BK16IT	Instructor Text (Apr 07)	\$15.00		
BK16ST	Student Text (Apr 07)	\$10.00		
BK16LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK16CD	Audio CDs (8)	\$40.00		
BK16QKACD	Quiz Kit, Form A (Apr 07)	\$25.00		
BK16QKBCD	Quiz Kit, Form B (Apr 07)	\$25.00		
BK16QKCCD	Quiz Kit, Form C (Apr 07)	\$25.00		
Item Number	Book 17	Price	Quantity	Total Price
BK17IT	Instructor Text (Oct 07)	\$15.00		
BK17ST	Student Text (Oct 07)	\$10.00		
BK17LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK17CD	Audio CDs (8)	\$40.00		
BK17QKACD	Quiz Kit, Form A (Oct 07)	\$25.00		
BK17QKBCD	Quiz Kit, Form B (Oct 07)	\$25.00		
BK17QKCCD	Quiz Kit, Form C (Oct 07)	\$25.00		

FY16 Order Form

Item Number	Book 18	Price	Quantity	Total Price
BK18IT	Instructor Text (Jan 08)	\$15.00		
BK18ST	Student Text (Jan 08)	\$10.00		
BK18LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK18CD	Audio CDs (8)	\$40.00		
BK18QKACD	Quiz Kit, Form A (Jan 08)	\$25.00		
BK18QKBCD	Quiz Kit, Form B (Jan 08)	\$25.00		
BK18QKCCD	Quiz Kit, Form C (Jan 08)	\$25.00		
Item Number	Book 19	Price	Quantity	Total Price
BK19IT	Instructor Text (Oct 08)	\$15.00		
BK19ST	Student Text (Oct 08)	\$10.00		
BK19LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK19CD	Audio CDs (8)	\$40.00		
BK19QKACD	Quiz Kit, Form A (Oct 08)	\$25.00		
BK19QKBCD	Quiz Kit, Form B (Oct 08)	\$25.00		
BK19QKCCD	Quiz Kit, Form C (Oct 08)	\$25.00		
Item Number	Book 20	Price	Quantity	Total Price
BK20IT	Instructor Text (Jan 09)	\$15.00		
BK20ST	Student Text (Jan 09)	\$10.00		
BK20LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK20CD	Audio CDs (8)	\$40.00		
BK20QKACD	Quiz Kit, Form A (Jan 09)	\$25.00		
BK20QKBCD	Quiz Kit, Form B (Jan 09)	\$25.00		
BK20QKCCD	Quiz Kit, Form C (Jan 09)	\$25.00		
Item Number	Book 21	Price	Quantity	Total Price
BK21IT	Instructor Text (Aug 09)	\$15.00		
BK21ST	Student Text (Aug 09)	\$10.00		
BK21LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK21CD	Audio CDs (8)	\$40.00		
BK21QKACD	Quiz Kit, Form A (Aug 09)	\$25.00		
BK21QKBCD	Quiz Kit, Form B (Aug 09)	\$25.00		
BK21QKCCD	Quiz Kit, Form C (Aug 09)	\$25.00		
Item Number	Book 22	Price	Quantity	Total Price
BK22IT	Instructor Text (Jan 10)	\$15.00		
BK22ST	Student Text (Jan 10)	\$10.00		
BK22LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK22CD	Audio CDs (8)	\$40.00		
BK22QKACD	Quiz Kit, Form A (Jan 10)	\$25.00		
BK22QKBCD	Quiz Kit, Form B (Jan 10)	\$25.00		
BK22QKCCD	Quiz Kit, Form C (Jan 10)	\$25.00		
Item Number	Book 23	Price	Quantity	Total Price
BK23IT	Instructor Text (Aug 10)	\$15.00		
BK23ST	Student Text (Aug 10)	\$10.00		
BK23LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK23CD	Audio CDs (8)	\$40.00		
BK23QKACD	Quiz Kit, Form A (Aug 10)	\$25.00		
BK23QKBCD	Quiz Kit, Form B (Aug 10)	\$25.00		
BK23QKCCD	Quiz Kit, Form C (Aug 10)	\$25.00		
Item Number	Book 24	Price	Quantity	Total Price
BK24IT	Instructor Text (Nov 10)	\$15.00		
BK24ST	Student Text (Nov 10)	\$10.00		
BK24LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK24CD	Audio CDs (8)	\$40.00		

FY16 Order Form

BK24QKACD	Quiz Kit, Form A (Nov 10)	\$25.00		
BK24QKBCD	Quiz Kit, Form B (Nov 10)	\$25.00		
BK24QKCCD	Quiz Kit, Form C (Nov 10)	\$25.00		
Item Number	Book 25	Price	Quantity	Total Price
BK25IT	Instructor Text (Aug 11)	\$15.00		
BK25ST	Student Text (Aug 11)	\$10.00		
BK25LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK25CD	Audio CDs (8)	\$40.00		
BK25QKACD	Quiz Kit, Form A (Aug 11)	\$25.00		
BK25QKBCD	Quiz Kit, Form B (Aug 11)	\$25.00		
BK25QKCCD	Quiz Kit, Form C (Aug 11)	\$25.00		
Item Number	Book 26	Price	Quantity	Total Price
BK26IT	Instructor Text (Apr 12)	\$15.00		
BK26ST	Student Text (Apr 12)	\$10.00		
BK26LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK26CD	Audio CDs (8)	\$40.00		
BK26QKACD	Quiz Kit, Form A (Apr 12)	\$25.00		
BK26QKBCD	Quiz Kit, Form B (Apr 12)	\$25.00		
BK26QKCCD	Quiz Kit, Form C (Apr 12)	\$25.00		
Item Number	Book 27	Price	Quantity	Total Price
BK27IT	Instructor Text (Oct 12)	\$15.00		
BK27ST	Student Text (Oct 12)	\$10.00		
BK27LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK27CD	Audio CDs (8)	\$40.00		
BK27QKACD	Quiz Kit, Form A (Oct 12)	\$25.00		
BK27QKBCD	Quiz Kit, Form B (Oct 12)	\$25.00		
BK27QKCCD	Quiz Kit, Form C (Oct 12)	\$25.00		
Item Number	Book 28	Price	Quantity	Total Price
BK28IT	Instructor Text (May 13)	\$15.00		
BK28ST	Student Text (May 13)	\$10.00		
BK28LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK28CD	Audio CDs (8)	\$40.00		
BK28QKACD	Quiz Kit, Form A (May 13)	\$25.00		
BK28QKBCD	Quiz Kit, Form B (May 13)	\$25.00		
BK28QKCCD	Quiz Kit, Form C (May 13)	\$25.00		
Item Number	Book 29	Price	Quantity	Total Price
BK29IT	Instructor Text (Jul 13)	\$15.00		
BK29ST	Student Text (Jul 13)	\$10.00		
BK29LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK29CD	Audio CDs (8)	\$40.00		
BK29QKACD	Quiz Kit, Form A (Jul 13)	\$25.00		
BK29QKBCD	Quiz Kit, Form B (Jul 13)	\$25.00		
BK29QKCCD	Quiz Kit, Form C (Jul 13)	\$25.00		
Item Number	Book 30	Price	Quantity	Total Price
BK30IT	Instructor Text (Dec 13)	\$15.00		
BK30ST	Student Text (Dec 13)	\$10.00		
BK30LLAT	Language Laboratory Activities Text (LLAT) (Jan 12)	\$5.00		
BK30CD	Audio CDs (8)	\$40.00		
BK30QKACD	Quiz Kit, Form A (Dec 13)	\$25.00		
BK30QKBCD	Quiz Kit, Form B (Dec 13)	\$25.00		
BK30QKCCD	Quiz Kit, Form C (Dec 13)	\$25.00		
American Language Course (ALC) Intensive Materials: TOTAL				

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

FY16 Order Form

AMERICAN LANGUAGE COURSE COMPUTER BASED TRAINING (CBT) (p. 3)				
Item Number	CBT Packages	Price	Quantity	Total Price
CBTLV1PK	Level I - CBT CD Package (Books 1-6) (6-CDs)	\$3,000.00		
CBTLV2PK	Level II - CBT CD Package (Books 7-12) (6-CDs)	\$3,000.00		
CBTLV3PK	Level III - CBT CD Package (Books 13-18) (6-CDs)	\$3,000.00		
CBTLV4PK	Level IV - CBT CD Package (Books 19-24) (6-CDs)	\$3,000.00		
CBTLV5PK	Level V - CBT CD Package (Books 25-30) (6-CDs)	\$3,000.00		
Computer Based Training (CBT) Materials: TOTAL				

AMERICAN LANGUAGE COURSE NONINTENSIVE MATERIALS (NALC) (p.11)				
Item Number	NALC Starter Packages	Price	Quantity	Total Price
NALCV1STPCD	NALC Volume 1 Starter Package	\$775.00		
NALCV2STPCD	NALC Volume 2 Starter Package	\$775.00		
NALCV3STPCD	NALC Volume 3 Starter Package	\$765.00		
NALCV4STPCD	NALC Volume 4 Starter Package	\$765.00		

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

NALC Individual Materials				
Item Number	NALC Volume 1	Price	Quantity	Total Price
NALCV1IT	Instructor Text (Jan 06)	\$30.00		
NALCV1ST	Student Text (Jan 06)	\$20.00		
NALCV1LSKT	Listening Skills Text (Jan 06)	\$20.00		
NALCV1HW	Homework Text (Jan 06)	\$10.00		
NALCV1CD	Audio CDs (15)	\$75.00		
NALCV1FC	Flash Cards	\$25.00		
NALCV1QK1-15ACD	Lessons 1-15, Quiz A	\$25.00		
NALCV1QK16-30ACD	Lessons 16-30, Quiz A	\$25.00		
NALCV1QK1-15BCD	Lessons 1-15, Quiz B	\$25.00		
NALCV1QK16-30BCD	Lessons 16-30, Quiz B	\$25.00		
NALCV1CBTCD	Volume 1 CBT CD Package (4-CDs)	\$2,000.00		
NALC Volume 2				
NALCV2IT	Instructor Text (Jan 05)	\$30.00		
NALCV2ST	Student Text (Jan 05)	\$20.00		
NALCV2LSKT	Listening Skills Text (Jan 05)	\$20.00		
NALCV2HW	Homework Text (Jan 05)	\$10.00		
NALCV2CD	Audio CDs (15)	\$75.00		
NALCV2FC	Flash Cards	\$25.00		
NALCV2QK1-15ACD	Lessons 1-15, Quiz A	\$25.00		
NALCV2QK16-30ACD	Lessons 16-30, Quiz A	\$25.00		
NALCV2QK1-15BCD	Lessons 1-15, Quiz B	\$25.00		
NALCV2QK16-30BCD	Lessons 16-30, Quiz B	\$25.00		
NALCV2CBTCD	Volume 2 CBT CD Package (4-CDs)	\$2,000.00		
NALC Volume 3				
NALCV3IT	Instructor Text plus Audio CD (Jan 08)	\$40.00		
NALCV3ST	Student Text (Jan 08)	\$20.00		
NALCV3LSKT	Listening Skills Text (Jan 08)	\$20.00		
NALCV3HW	Homework Text (Jan 08)	\$10.00		
NALCV3CD	Audio CDs (16)	\$80.00		
NALCV3QK1-16ACD	Lessons 1-16, Quiz A,	\$25.00		
NALCV3QK1-16BCD	Lessons 1-16, Quiz B	\$25.00		

FY16 Order Form

NALCV3QK17-31CCD	Lessons 17-31, Quiz C	\$25.00		
NALCV3QK17-31DCD	Lessons 17-31, Quiz D	\$25.00		
NALCV3CBTCD	Volume 3 CBT CD Package (4-CDs)	\$2,000.00		
	NALC Volume 4			
NALCV4IT	Instructor Text plus Audio CD (Jun 10)	\$40.00		
NALCV4ST	Student Text (Jun 10)	\$20.00		
NALCV4LSKT	Listening Skills Text (Jun 10)	\$20.00		
NALCV4HW	Homework Text (Jun 10)	\$10.00		
NALCV4CD	Audio CDs (16)	\$80.00		
NALCV4QK1-16ACD	Lessons 1-16, Quiz A	\$25.00		
NALCV4QK1-16BCD	Lessons 1-16, Quiz B	\$25.00		
NALCV4QK17-32CCD	Lessons 17-32, Quiz C	\$25.00		
NALCV4QK17-32DCD	Lessons 17-32, Quiz D	\$25.00		
NALCV4CBTCD	Volume 4 CBT CD Package (4-CDs)	\$2,000.00		
Nonintensive ALC (NALC) Materials: TOTAL				
ENGLISH SKILLS FOR STAFF OFFICERS IN MULTINATIONAL OPERATIONS (ESSO) (p. 14)				
Item Number	ESSO Starter Package	Price	Quantity	Total Price
ESSOSTPDVD	ESSO Starter Package	\$845.00		
If you are purchasing individual ESSO books the minimum order is 11 student texts, one instructor text, and one DVD .				
Item Number	ESSO Individual Materials	Price	Quantity	Total Price
ESSOIT	Instructor Text (Nov 13)	\$15.00		
ESSOST	Student Text (Nov 13)	\$30.00		
ESSODVD	DVD: "Topics in Multinational Operations" (Nov 13)	\$500.00		
ESSO Materials: TOTAL				
ENGLISH FOR SPECIFIC PURPOSES MATERIALS (p. 15)				
Item Number	American Military English Course (AMEC) Starter Packages	Price	Quantity	Total Price
TICSTPCDDVD	Topics in Counterinsurgency , Starter Package	\$400.00		
GMTSPCDDVD	General Military Topics , Starter Package	\$290.00		
ATBK1SPCDDVD	Army Topics, Book 1 , Starter Package	\$290.00		
ATBK2SPCD	Army Topics, Book 2 , Starter Package	\$280.00		
AFTSPCDDVD	Air Force Topics , Starter Package	\$290.00		
NTSPCDDVD	Navy Topics , Starter Package	\$290.00		
If you are purchasing individual books the minimum order is 10 student texts and one instructor text.				
	AMEC Individual Materials			
Item Number	Topics in Counterinsurgency (p. 15)	Price	Quantity	Total Price
TICIT	Instructor Text (Aug 08)	\$30.00		
TICST	Student Text (Aug 08)	\$20.00		
TICGL	Glossary (Aug 08)	\$10.00		
TICCD	Audio CDs (10)	\$50.00		
TICDVD	DVD: "Guatemalan Insurgency & Counter Insurgency: 1981-1982"	\$10.00		
Item Number	General Military Topics (p. 15)	Price	Quantity	Total Price
GMTIT	Instructor Text (Nov 04)	\$30.00		
GMTST	Student Text (Nov 04)	\$20.00		
GMTCD	Audio CDs (10)	\$50.00		
GMTDVD	DVD: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO"	\$10.00		
Item Number	Army Topics, Book 1 (p. 16)	Price	Quantity	Total Price
ATBK1IT	Instructor Text (Nov 04)	\$30.00		
ATBK1ST	Student Text (Nov 04)	\$20.00		
ATBK1CD	Audio CDs (10)	\$50.00		
ATBK1DVD	DVD: "A Day in the Life of a Soldier"	\$10.00		

FY16 Order Form

Item Number	Army Topics, Book 2 (p. 16)	Price	Quantity	Total Price
ATBK2IT	Instructor Text (Jul 06)	\$30.00		
ATBK2ST	Student Text (Jul 06)	\$20.00		
ATBK2CD	Audio CDs (10)	\$50.00		
Item Number	Air Force Topics (p. 16)	Price	Quantity	Total Price
AFTIT	Instructor Text (Oct 07)	\$30.00		
AFTST	Student Text (Oct 07)	\$20.00		
AFTCD	Audio CDs (10)	\$50.00		
AFTDVD	DVD: "A Day in the Life of an Airman"	\$10.00		
Item Number	Navy Topics (p. 16)	Price	Quantity	Total Price
NTIT	Instructor Text (Oct 06)	\$30.00		
NTST	Student Text (Oct 06)	\$20.00		
NTCD	Audio CDs (10)	\$50.00		
NTDVD	DVD: "A Journey Begins"	\$10.00		
Item Number	Aviation Topics and Activities CDs (p. 17)	Price	Quantity	Total Price
AVTOPICS1/CD	Aviation Topics and Activities CD1 (Apr 08)	\$500.00		
AVTOPICS2/CD	Aviation Topics and Activities CD2 (Mar 10)	\$500.00		
English for Specific Purposes Materials: TOTAL				
INSTRUCTIONAL SUPPORT MATERIALS (p. 18-20)				
Item Number	Instructor Resources (p. 18)	Price	Quantity	Total Price
780CD	780, Overview of the ALC (Jan 14) (1 CD)	\$10.00		
782CD	782, Grammar for the ALC (Jun 04) (1 CD)	\$10.00		
789CD	789, Index for the ALC, 2nd Edition (Jan 11) (1 CD)	\$10.00		
781CD	781, Guidelines for Quiz Development (Oct 12) (1 CD)	\$10.00		
779CD	779, Developmental Reading Skills (Aug 11) (2 CDs)	\$200.00		
Item Number	Instructor Resources (p. 19)	Price	Quantity	Total Price
SKLVL2K	Level II - Skills Assessment Kit - Form K	\$150.00		
SKLVL2L	Level II - Skills Assessment Kit - Form L	\$150.00		
SKLVL3K	Level III - Skills Assessment Kit - Form K	\$150.00		
SKLVL3L	Level III - Skills Assessment Kit - Form L	\$150.00		
SKLVL4K	Level IV - Skills Assessment Kit - Form K	\$150.00		
SKLVL4L	Level IV - Skills Assessment Kit - Form L	\$150.00		
Item Number	Classroom Resources (p. 20)	Price	Quantity	Total Price
COMM35PK	Package of 10 Dictionaries	\$50.00		
IDIOMSPK	Package of 10 Books of Idioms (BOI)	\$50.00		
Item Number	Replacement Items (p. 20)	Price	Quantity	Total Price
BK01HWEECD	Book 1 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK02HWEECD	Book 2 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK03HWEECD	Book 3 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK04HWEECD	Book 4 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK05HWEECD	Book 5 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK06HWEECD	Book 6 Homework & Evaluation Exercises, CD (Jan 03)	\$25.00		
BK07HWEECD	Book 7 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK08HWEECD	Book 8 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK09HWEECD	Book 9 Homework & Evaluation Exercises, CD (Jan 04)	\$25.00		
BK10HWEECD	Book 10 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK11HWEECD	Book 11 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK12HWEECD	Book 12 Homework & Evaluation Exercises, CD (Jan 05)	\$25.00		
BK13HWEECD	Book 13 Homework & Evaluation Exercises, CD (Jan 06)	\$25.00		
BK14HWEECD	Book 14 Homework & Evaluation Exercises, CD (Jan 06)	\$25.00		
BK15HWEECD	Book 15 Homework & Evaluation Exercises, CD (Jun 06)	\$25.00		
BK16HWEECD	Book 16 Homework & Evaluation Exercises, CD (Apr 07)	\$25.00		
BK17HWEECD	Book 17 Homework & Evaluation Exercises, CD (Oct 07)	\$25.00		

FY16 Order Form

BK18HWEECD	Book 18 Homework & Evaluation Exercises, CD (Jan 08)	\$25.00		
BK19HWEECD	Book 19 Homework & Evaluation Exercises, CD (Oct 08)	\$25.00		
BK20HWEECD	Book 20 Homework & Evaluation Exercises, CD (Jan 09)	\$25.00		
BK21HWEECD	Book 21 Homework & Evaluation Exercises, CD (Aug 09)	\$25.00		
BK22HWEECD	Book 22 Homework & Evaluation Exercises, CD (Jan 10)	\$25.00		
BK23HWEECD	Book 23 Homework & Evaluation Exercises, CD (Aug 10)	\$25.00		
BK24HWEECD	Book 24 Homework & Evaluation Exercises, CD (Nov 10)	\$25.00		
BK25HWEECD	Book 25 Homework & Evaluation Exercises, CD (Aug 11)	\$25.00		
BK26HWEECD	Book 26 Homework & Evaluation Exercises, CD (Apr 12)	\$25.00		
BK27HWEECD	Book 27 Homework & Evaluation Exercises, CD (Oct 12)	\$25.00		
BK28HWEECD	Book 28 Homework & Evaluation Exercises, CD (May 13)	\$25.00		
BK29HWEECD	Book 29 Homework & Evaluation Exercises, CD (Jul 13)	\$25.00		
BK30HWEECD	Book 30 Homework & Evaluation Exercises, CD (Dec 13)	\$25.00		

Instructional Support Materials: TOTAL

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

Purchase of the ALCPT requires prior approval from EEF. (ALCPT approval form on p. 60)

Item Number	ALCPT Kits	Price	Quantity	Subtotal
DLI6748	Package of 500 Answer Sheets	\$15.00		
ALCPT76KCD	Form 76	\$100.00		
ALCPT77KCD	Form 77	\$100.00		
ALCPT78KCD	Form 78	\$100.00		
ALCPT79KCD	Form 79	\$100.00		
ALCPT80KCD	Form 80	\$100.00		
ALCPT81KCD	Form 81	\$100.00		
ALCPT82KCD	Form 82	\$100.00		
ALCPT83KCD	Form 83	\$100.00		
ALCPT84KCD	Form 84	\$100.00		
ALCPT85KCD	Form 85	\$100.00		
ALCPT86KCD	Form 86	\$100.00		
ALCPT87KCD	Form 87	\$100.00		
ALCPT88KCD	Form 88	\$100.00		
ALCPT89KCD	Form 89	\$100.00		
ALCPT90KCD	Form 90	\$100.00		
ALCPT91KCD	Form 91	\$100.00		
ALCPT92KCD	Form 92	\$100.00		
ALCPT93KCD	Form 93	\$100.00		
ALCPT94KCD	Form 94	\$100.00		
ALCPT95KCD	Form 95	\$100.00		
ALCPT96KCD	Form 96	\$100.00		
ALCPT97KCD	Form 97	\$100.00		
ALCPT98KCD	Form 98	\$100.00		
ALCPT99KCD	Form 99	\$100.00		
ALCPT100KCD	Form 100	\$100.00		
ALCPT101KCD	Form 101	\$100.00		
ALCPT102KCD	Form 102	\$100.00		
ALCPT103KCD	Form 103	\$100.00		
ALCPT104KCD	Form 104	\$100.00		
ALCPT105KCD	Form 105	\$100.00		
ALCPT106KCD	Form 106	\$100.00		
ALCPT107KCD	Form 107	\$100.00		
ALCPT108KCD	Form 108	\$100.00		
ALCPT109KCD	Form 109	\$100.00		
ALCPT110KCD	Form 110	\$100.00		

FY16 Order Form

ALCPT111KCD	Form 111	\$100.00		
ALCPT112KCD	Form 112	\$100.00		
ALCPT113KCD	Form 113	\$100.00		
ALCPT114KCD	Form 114	\$100.00		
ALCPT115KCD	Form 115	\$100.00		
ALCPT Materials: TOTAL				
TOTALS				
	Intensive ALC Materials: TOTAL			
	Computer Based Training (CBT) Materials: TOTAL			
	Nonintensive ALC (NALC) Materials: TOTAL			
	ESSO Materials: TOTAL			
	English for Specific Purposes Materials: TOTAL			
	Instructional Support Materials: TOTAL			
	ALCPT Materials: TOTAL			
	Total Cost of Materials			

All requests for ALCPT purchase must be PREAPPROVED by the DLIELC English Evaluation Flight (EEF). An ALCPT request that has not been preapproved will DELAY the process of your book order.

To purchase ALCPTs, complete the “ALCPT Approval Request” form found on page 60 and available online at http://www.dlielc.edu/Testing/ALCPT_test.html. Submit the completed “ALCPT Approval Request” form to DLIELC/EEF by email to DLI.Testing@us.af.mil or by fax to (210) 671-0211 (DSN: 312-473-0211). Once approved by DLIELC/EEF, the International Nonresident Flight (INF) proceeds with the purchase order.

Direct any questions regarding the ALCPT to:

DLI.Testing@us.af.mil

COMM: (210) 671-4889

COMM Fax: (210) 671-0211

DSN: (312) 473-4889

DSN Fax: (312) 473-0211

Purchase of the ALCPT requires PREAPPROVAL from EEF.

All ALCPT Kits come with an audio CD.

ALCPT Approval Request

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

User Agreement

User agrees to:

- ❖ Maintain all ALCPT materials secured at all times:
 - ✓ Stored in a locked cabinet;
 - ✓ Accounted for by serial number and inventoried annually;
 - ✓ Logged after each use & the log retained for a year;
 - ✓ Handled, transported & administered **ONLY** by authorized personnel.
- ❖ Use the test for the following purposes **ONLY**:
 - ✓ Place students in an ALC language program;
 - ✓ Evaluate student progress *midway* and *at the end* of the program;
 - ✓ Screen candidates for readiness to take the ECL;
 - ✓ Evaluate the English language abilities of local personnel working for, or being considered for positions with, the military.

- ❖ Prevent duplication (paper, electronic or other) of ALCPT materials.
- ❖ Abide by all provisions of the ALCPT Handbook, including limits on test frequency, proper test rotation, and tracking candidates who are tested.

User agrees that:

- ❖ If a contractor loses the original contract for which DLIELC/EEF approved ALCPT use, the contractor is obliged to destroy all forms of the ALCPT.
- ❖ If ALCPTs have been compromised, DLIELC retains the right to refuse sales of new ALCPT forms for a period of up to 3 years.

Failure to abide by these guidelines may result in denial of future ALCPT purchases.

Contact Information

Date: _____

Purchasing organization: _____ Country: _____

Point of contact: _____

Email/phone/(DSN if applicable): _____

Test Program Information

Organization/schoolhouse administering & storing the tests:
(if different from purchaser) _____

City: _____ State/Region: _____

ALCPT test control officer (TCO): _____

Email/phone/(DSN if applicable): _____

Test security measures in place: _____

Number of sessions per year: _____ Max. number tested per session: _____

Number of test rooms: _____ Seating capacity per room: _____

Request Information

Purpose for ALCPT testing: _____

ALCPT Forms (versions) owned: _____

ALCPT Forms requested (max. 10): _____ Number of kits: _____

For Office Use Only: AP APW DA

Submit to DLI.Testing@us.af.mil

Notes