



**DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER**  
**JOINT BASE SAN ANTONIO - LACKLAND, TX 78236-5259**

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DLIELC 1025.30  
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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

DLIELC INSTRUCTION 1025.30

SUBJECT: English Language Training for International Military Students

References: (a) DLIELC 1025.30 subject as above, 14 December, 2010 (hereby canceled).

(b) AFI 16-105, Joint Security Cooperation Education and Training (JSCET), 3 January 2011.

(c) DSCA Manual 5105.38-M, Ch. 10, 30 April 2012.

1. PURPOSE

This instruction provides policy and assigns responsibilities for the administration, management and support of international military students (IMS) receiving English language training (ELT) at the Defense Language Institute English Language Center (DLIELC)/637 TRG, under the Security Cooperation Training Program (SCTP)/Combined Education and Training Program (CETP).

2. APPLICABILITY

This instruction applies to the 637 International Support Squadron (637 ISS), International Resident Flight (IRF), International Support Flight (ISF), International Field Studies Flight (IFF), 332 Training Squadron (332 TRS), 637 Training Group (637 TRG), Evaluations (CCV) and the 637 Training Support Squadron Logistics Flight (637 TRSS).

3. DEFINITIONS

The following terms, acronyms and abbreviations are commonly used in the administration and management of the SCTP:

3.1. English Comprehension Level (ECL). A score from (0-100) which indicates a student's listening and reading proficiency in the English language. This number is not a percentage.

3.2. International Military Student (IMS). Trainee in the US under the CETP. The trainee can be a member of the foreign military or a civilian.

3.3. Follow-on Training (FOT). The subsequent training and the location of the subsequent training for the IMS after completion of language training at DLIELC. DLIELC Advanced English Language Training is a FOT in some instances.

3.4. Field Studies Program (FSP). The program mandated by Congress and designed to give IMS a balanced understanding of US society, institutions and goals.

3.5. International Military Student Office (IMSO). Refers to the organization at US military training sites serving as the focal point for the management of IMS. The acronym IMSO also describes the position of International Military Student Officer.

3.6. Invitational Travel Order (ITO). The controlling document issued by the Security Cooperation Organization that recognizes the military status of the IMS (including civilians) and authorizes the training terms, conditions and privileges, including payable support and accounting, authorized dependents and medical billing.

3.7. Military Department (MILDEP). The US military service sponsoring the IMS.

#### 4. POLICY

DLIELC has the responsibility for and exercises operational and technical control over the Defense English Language Program (DELP) including courses conducted for US personnel and international students under International Military Education and Training (IMET) and other grant programs, Foreign Military Sales (FMS), and Foreign Military Funding (FMF). IMS attending training at DLIELC will be managed in accordance with (IAW) the instructions and limitations defined in the US Service regulation cited as reference (b) and Defense Security Cooperation Agency manual cited as reference (c).

## 5. RESPONSIBILITIES

### 5.1. IRF will:

5.1.1. Coordinate all internal actions of IMS administration and in-processing:

5.1.1.1. Organize, conduct and/or facilitate in-processing orientation programs.

5.1.1.2. Assign Specialized English Training (SET) codes based on IMS' FOT and guidance provided by the 332 TRS English Curriculum Development, Specialized (ECFS).

5.1.1.3. Coordinate with 332 TRS Academic Support Flight (ESF) on situations that may impact student training, to include results of Academic Boards, early graduation, change in FOT requirements, special circumstances, etc.

5.1.1.4. Maintain accuracy of IMS database and IMS automated training reports.

5.1.1.5. Coordinate and communicate IMS issues of a medical nature or concerning flight/specialty physicals with resident medical staff.

5.1.1.6. Coordinate and manage IMS TLA vouchers and pay issues.

5.1.2. Coordinate with host command agencies on IMS programming matters:

5.1.2.1. Act as the initial point of contact for correspondence and matters associated with the implementation and management of ELT at DLIELC.

5.1.2.2. Notify MILDEP of under/over/mal-programming or ECL discrepancy/issue.

5.1.2.3. Coordinate required IMS training deviations, deficiencies and probation with MILDEP.

5.1.2.4. Report any IMS absent without leave to MILDEP and other USG agencies. Request that SCO publish orders terminating US sponsorship.

5.1.3. Out-process departing students:

5.1.3.1. Coordinate student transportation to FOT or home country.

5.1.3.2. Release weekly graduation lists

5.1.3.3. Organize, publish and conduct out-processing orientation programs.

5.1.3.4. Prepare and release graduation documents.

5.1.3.5. Dispose of student training records.

5.2. ISF will:

5.2.1. In-process arriving students:

5.2.1.1. Transport students from airport upon request and availability of DLIELC transportation.

5.2.1.2. Initiate IMS database file and issue DLIELC student control number.

5.2.1.3. Issue CAC/ID cards to IMS and authorized dependents.

5.2.1.4. Initiate student training records.

5.2.1.5. Provide point of contact for matters of IMS non-academic administration and management.

5.2.2. Manage IMS accountability and related institutional needs:

5.2.2.1. Counsel IMS and provide assistance on nonacademic issues.

5.2.2.2. Monitor class attendance.

5.2.2.3. Report IMS hospitalizations and engagements with military, local, state and federal law enforcement.

5.2.2.4. Advise IMS to maintain required physical fitness training.

5.2.2.5. Administer IMS disciplinary program.

5.2.2.6. Provide reports to DLIELC staff as required.

5.2.2.7. Assist in the resolution of lodging indebtedness.

5.2.3. Initiate and coordinate required actions to ensure IMS safety, health, morale and welfare.

5.2.4. Organize accountability, seating and graduation document distribution for the graduation ceremony.

5.2.5. Transport IMS from DLIELC to the airport upon request and availability of DLIELC transportation.

5.3. IFF will:

5.3.1. Plan, schedule and conduct FSP activities.

5.3.2. Plan the weekday academic tour schedule and coordinate with EIF.

5.3.3. Budget for the use of FSP funds.

5.3.4. Brief all incoming IMS on the FSP.

5.3.4. Provide monthly announcements of FSP events to all 637 TRG IMS.

5.4. 332 TRS will:

5.4.1. Teach General English, Specialized and Advanced English courses.

5.4.2. Plan lessons in order to accomplish objectives.

5.4.3. Establish and maintain a proper learning environment.

5.4.4. Use appropriate instructional techniques.

5.4.5. Manage resident student administration:

5.4.5.1. Schedule classes.

5.4.5.2. Schedule and administer tests, evaluations and quizzes.

5.4.5.3. Schedule and conduct oral proficiency interviews.

5.4.5.4. Manage IMS with academic problems.

5.4.5.5. Maintain accuracy of student electronic academic records.

5.4.6. Manage instructional staff administration:

5.4.6.1. Hire qualified instructors.

5.4.6.2. Provide in-house training for instructors and coordinate all external training with Personnel and Development (CCT).

5.4.6.3. Evaluate instructors' classroom performance.

5.4.7. Manage supplementary learning resources:

5.4.7.1. Identify needed resources.

5.4.7.2. Acquire and catalog library and learning center resources.

5.4.7.3. Maintain interactive multimedia instruction (IMI) labs.

5.4.7.4. Control library and learning center inventory.

5.4.7.5. Assist customers in the use of supplementary learning resources, to include computer labs, the library, learning center and studios and broadcasting facilities.

5.4.8. Develop, revise and validate American Language Course (ALC) texts, tests, audio and video materials, training aids, IMI materials and other instructional materials, as well as select and adapt commercial materials as appropriate.

5.4.9. Develop, validate, administer and control the security of the computer-adaptive ECL test and the computer-delivered testing program.

5.5. 637 TRSS will:

5.5.1. Coordinate with EIF to distribute and store appropriate ALC materials.

5.5.2. Pack IMS' Retainable Instructional Materials and mail to the Security Cooperation Organization in the IMS' home country.

..... 5.5.3. Maintain IT systems to enhance DLIELC ELT information and programmatic access and coordination with MilDep and SCO.

5.6. CCV will:

5.6.1. Conduct an end-of-course survey for graduating IMS.

5.6.2. Compile and evaluate information/data received from the IMS and advise appropriate DLIELC staff of findings.

## 6. PROCEDURES

Flight chiefs will ensure the necessary procedures are established and followed to accomplish the aforementioned responsibilities.

## 7. AUTHORITIES

7.1. Delegate signature authority to ISS for Registrar-related correspondence and documents.

7.2. Delegate signature authority to ISS for correspondence with authorized external agencies.

## 8. SUMMARY OF REVISIONS

This revision adds the DSCA Manual 5105.38-M to the references cited. It clarifies definitions. It replaces pre-637 TRG acronyms with the new acronyms, and re-organizes responsibilities according to 637 TRG organizational squadron charts. It replaces manual student academic functions with electronic functions. It clarifies 637 ISS transportation responsibilities, graduation duties, and reporting requirements. It adds CAC/ID card, IMS finance management, and IMS medical management responsibilities. It removes manual ITO endorsement. It removes all references to the UCMJ. It adds 337 TRSS IT responsibility. It clarifies signature authorities.

9. EFFECTIVE DATE

This instruction is effective immediately.

JEFFREY T. COOPER, Colonel, USAF  
Commandant