

UNCLASSIFIED  
PRIORITY  
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FM NAVY IPO WASHINGTON DC  
TO AIG 9979  
MCSCG  
INFO NAVY IPO WASHINGTON DC

BT  
UNCLAS  
SUBJ/FY16 DEPARTMENT OF NAVY (DON) CANCELLATION CHARGE POLICY

REF/A/MSG/NAVY IPO/161248Z OCT 14//  
REF/B/DSCA 5105.38-M SECURITY ASSISTANCE MANAGEMENT MANUAL 30 APR 12,  
CHAPTER C10.15.1, CHARGES FOR COURSE CANCELLATIONS OR WITHDRAWALS//  
REF/C/AR 12-15, 03 JAN 2011, JOINT SECURITY COOPERATION EDUCATION AND  
TRAINING C6-3, FORFEITURE CHARGE//

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- RMKS/1. THIS MESSAGE SUPERCEDES REF A AND PROVIDES THE FY16 DON AND USCG SECURITY COOPERATION TRAINING CANCELLATION CHARGE POLICY INFORMATION IN ACCORDANCE WITH REFS B AND C.
2. ACCEPTANCE OF A CONFIRMED QUOTA IS ASSUMED ONCE IT RESIDES IN THE COUNTRY STANDARDIZED TRAINING LIST FOR AT LEAST 30 DAYS, OR SOONER, IF ACCEPTED IN WRITING.
3. COURSES NOT IDENTIFIED ELSEWHERE IN THIS MESSAGE ARE SUBJECT TO THE STANDARD 50 PERCENT CANCELLATION CHARGE IF CANCELLED WITHIN 60 DAYS PRIOR TO COURSE COMMENCEMENT AND CANNOT BE FILLED BY ANOTHER STUDENT.
4. FOLLOWING IS THE FY-16 LIST OF COURSES THAT WILL ALWAYS INCUR A 100 PERCENT CANCELLATION CHARGE ONCE A CONTRACT IS LET OR A QUOTA IS CONFIRMED, UNLESS QUOTA IS FILLED BY ANOTHER STUDENT OR WAIVED BY THE MILDEP. UNLESS OTHERWISE STATED, CONTRACT SUPPORTED COURSES ESTABLISH CONTRACTS AT LEAST 90 DAYS PRIOR TO THE COURSE CONVENING DATE.

MASL COURSE TITLE

P119311 INTL BASIC AVIATION PREP  
P122060 INTL EOD PHASE I  
P122079 NITC EOD PREP  
P122109 FUNDAMENTALS OF RADAR SIGNAL PROCESSING  
P123300 INTL EOD PHASE II SURFACE  
P123301 INTL EOD PHASE II NAVY  
P123302 INTL EOD FAMILIARIZATION  
P124084 NITC BUD/S PREP AND SCREENING  
P124401 BOARDING TEAM MEMBER EIMET  
P129008 OPERATIONAL TEST AND EVALUATION COURSE  
P129600 NAVAL GROUND FORCES COMBAT LEADERSHIP  
P145054 STRATEGIC LEVEL SMALL CRAFT COMBTG TERRORISM COURSE  
P145JT0 OJT NAVSEA INTL SHIPYARD MGMT  
P156600 BUDGET PREPARATION EXECUTION & ACCOUNTING  
P159200 PRINCIPLES OF DEFENSE ACQUISITION MANAGEMENT  
P159202 PRINCIPLES OF DEFENSE PROCUREMENT & CONTRACTING  
P162000 RISK MANAGEMENT  
P162003 INTERNATIONAL DEFENSE MANAGEMENT COURSE

P162004 SENIOR INTERNATIONAL DEFENSE MANAGEMENT  
P162012 MULTIPLE CRITERIA DECISION MAKING COURSE  
P162014 PERFORMANCE MANAGEMENT AND BUDGETING  
P162018 HUMAN CAPTIAL RESOURCES MANAGEMENT  
P162285 INTL CRISIS COMMAND AND CONTROL  
P162368 INTL SHIPYARD MGMT  
P170001 CCMR EXEC PRGM IN DEC MK  
P170005 CCMR EXEC PRGM IN DEC MAKING  
P170006 DEF PLAN CERT  
P170009 CCMR INTEL AND POLICY IN RESIDENCE  
P170016 MANAGING CHALLENGES OF MODERN INTEGRATED MISSION  
P170026 CYBER SECURITY FUNDAMENTALS CERTIFICATE  
P170027 CYBER SECURITY DEFENSE CERTIFICATE  
P171039 INTERNATIONAL PROFESSIONAL ADV LEADERSHIP  
P171404 INTELLIGENCE & DEMOCRACY  
P171575 INTL MARITIME OFF (IMOC)  
P171854 COMMAND AND STAFF COLLEGE REGIONAL SEMINAR  
P173002 INTERNATIONAL ANTI-TERRORISM/ANTI-PIRACY COURSE  
P173016 INTERNATIONAL BOARDING OFFICER COURSE  
P173018 INTERNATIONAL MARITIME SEARCH AND RESCUE  
P173101 BOARDING OFF BASIC EIMET  
P176003 MILITARY JUSTICE  
P176019 LAW OF ARMED CONFLICT AND HUMAN RIGHTS  
P176026 MILITARY LAW DEV PROGRAM  
P176027 INTL LAW OF MIL OPS I-LOMO  
P176028 LEGAL ASPECTS CMBTERRORISM  
P176029 INTL MIL LAW DEV PROG I-LOMO  
P176040 LEGAL ASPECTS OF COMBATING CORRUPTION  
P176042 LEGAL ASPECTS OF DEF SUP OF CIVIL AUTHORITIES  
P179018 CIV-MIL RESP TO TERRORISM  
P179023 UN CIV-MIL COORD OFFICERS RESIDENT COURSE  
P179048 UN PKO OPS INSTRUCTORS RESIDENT COURSE  
P179069 INTERNATIONAL DEFENSE ACQUISITION NEGOTIATIONS  
P179085 UN PKO CONTINGENT COMMANDERS RESIDENT COURSE  
P179204 MANP PERS TRNG ED (MPT&E)  
P179220 TECHNOLOGIES FOR INFORMATION OPERATIONS  
P179605 JOINT DIVING OFFICER (JDO)  
P179606 SECOND CLASS DIVER  
P179607 FIRST CLASS DIVER  
P179610 FUNDAMENTAL SKILLS TRAINING  
P179612 TECHNICAL TRAINING IN ELECTRICITY AND ELECTRONICS  
P179613 TECHNICAL TRAINING IN MECHANICS  
P179614 TECHNICAL TRAINING IN LOGISTICS/SUPPLY  
P182003 DEFENSE MANAGEMENT FOR INDONESIAN DEFENSE  
P273011 MET CT-REGIONAL CIV-MIL  
P279000 MET REGIONAL NAVPGSCOL  
P309061 MET DIILS SEMINARS  
P309069 MET CT-RESP TO TERRORISM  
P366CS8 CONTRACTOR SUPPORT-NITC  
P471854 CSCDEP REGIONAL SEMINAR OCONUS  
PCMRCS1 CONTRACTOR SUPPORT-CCMR-MET/MTT  
PDET002 COMPUTER TECH AND MGMT INFO SYSTEMS  
PDET016 NITC SWIM PREP  
PREPDIV NITC DIVE PREP AND SCREENING

5. THERE ARE OTHER COURSES WHERE A CANCELLATION CHARGE WILL APPLY. IN THOSE CASES, THE CUSTOMER WILL BE INFORMED IN ADVANCE, EITHER WHEN P&A DATA IS PROVIDED; WITH A NOTE IN THE LOA; OR IN CORRESPONDENCE DEALING WITH SCHEDULING. THESE COURSES GENERALLY FALL INTO THREE CATEGORIES:

A. TRAINING WHERE A CONTRACT MUST BE IN PLACE PRIOR TO STUDENT ARRIVAL. THIS IS MOST LIKELY TO HAPPEN DURING SHIP TRANSFERS UNCLAS AIRCRAFT SALES WHERE REGULAR U.S. TRAINING IS NOT AVAILABLE OR WHEN U.S. MILITARY INSTRUCTORS ARE NOT AVAILABLE. THIS ALSO OCCURS WHEN COURSES USE CONTRACT INSTRUCTORS AND ADMINISTRATIVE SUPPORT.

B. TRAINING THAT INCURS UP FRONT COSTS PRIOR TO ACTUAL COMMENCEMENT OF TRAINING. EXAMPLES WOULD BE: CHANGES TO COMPUTER PROGRAMS (SUCH AS, AVIATION TRAINING WHERE COMPUTER SOFTWARE MUST BE CHANGED OR MODIFIED IN EITHER THE AIRCRAFT OR THE SIMULATOR OR BOTH) AND UP FRONT TRANSLATION COST OR TAILORING OF COURSE MATERIAL TO MEET A SPECIFIC COUNTRY REQUIREMENT.

C. HIGH COST/HIGH DEMAND COURSES. WHEN A COUNTRY CANCELS A QUOTA THAT REQUIRES EXCESSIVE LEAD TIME THEREFORE PREVENTING ANY OTHER STUDENT TO FILL THE QUOTA; TOTAL OR PARTIAL COURSE COSTS MAY BE ASSESSED REGARDLESS OF THE NUMBER OF DAYS NOTICE PRIOR TO COURSE CONVENING. CANCELLATION FEE ASSESSMENT WILL BE AT THE DISCRETION OF THE MILDEP.

6. MANY OF THE EXPANDED IMET MOBILE EDUCATION TEAMS (MET) AND ALL MOBILE TRAINING TEAMS (MTTS) PROGRAMMED THROUGH DON FALL INTO CATEGORY 4B ABOVE. A CANCELLED MET OR MTT WILL BE CHARGED 100 PERCENT OF THE VARIABLE PREPARATION COSTS THAT MAY HAVE BEEN INCURRED PRIOR TO THE TIME OF CANCELLATION (I.E. TRAVEL, PER DIEM, HONORARIUMS, COURSE PREPARATION, TRANSLATION AND PRINT COSTS, MISCELLANEOUS TRIP PREPARATION COSTS, IN-COUNTRY SITE COSTS, AND SALARY COSTS FOR PREPARATION AND CONDUCT OF THE MET, INCLUDING USCG PROGRAM SUPPORT FEE (PSF)). MET /MTT PROVIDERS WILL DETAIL SUCH EXPENDITURES AND NOTIFY THE COGNIZANT SERVICE FOR REVIEW. MET PROVIDERS WILL DETAIL SUCH EXPENDITURES AND NOTIFY NETSAFA WHICH WILL REVIEW AND CHARGE TO APPROPRIATE COUNTRY'S IMET ACCOUNT. QUESTIONS CONCERNING APPROPRIATENESS OF CHARGES SHOULD BE FORWARDED VIA THE COGNIZANT SERVICE POC, (I.E., NETSAFA/COGARD/MCSCG) TO NAVY IPO/DASN (IP) (240T).

7. CANCELLATION CHARGES WILL NOT BE APPLIED WHEN CANCELLATION IS DUE TO (1) DECISIONS BY THE U.S. SUCH AS DELETION OR RESCHEDULING OF CLASSES, (2) UNAVOIDABLE CIRCUMSTANCES WITHIN A COUNTRY, SUCH AS A NATIONAL DISASTER, OR (3) PERSONNEL REQUIRED TO SUPPORT THE GLOBAL WAR ON TERRORISM.

8. DON SERVICE POCs ARE NETSAFA (N-3), MR. DAVE BABCOCK, DAVID.BABCOCK1@NAVY.MIL, COMM 850-452-8889; USMC, MARINE CORPS SECURITY COOPERATION GROUP (MCSCG), MR. DOUGLAS M. HOWARD, DOUGLAS.M.HOWARD@USMC.MIL, COMM 703-784-3723 (DSN 278) USCG, MS. STEPHANIE ATAMAN, STEPHANIE.L.ATAMAN@USCG.MIL, 202-372-4490. QUESTIONS ON A SPECIFIC CANCELLATION CHARGE SHOULD BE ADDRESSED TO THE APPROPRIATE COUNTRY PROGRAM MANAGER AT EACH SERVICE.//

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