

## UNCLASSIFIED/

**Subject:** FY13 DEPARTMENT OF NAVY (DON) COURSE CANCELLATI... **Originator:** ...WASHINGTON DC(UC) **DTG:** 241847Z Sep 12

**Subject:** FY13 DEPARTMENT OF NAVY (DON) COURSE CANCELLATION/FORFEITURE POLICY

**Originator:** NAVY IPO WASHINGTON DC(UC)

**DTG:** 241847Z Sep 12 **Precedence:** PRIORITY

**To:** /c=US/o=U.S. Government/ou=DoD/ou=AUTODIN PLAs/ou=CE-CS/ou=COMNAVAIRSYSCOM PATUXENT RIVER MD,  
/c=US/o=U.S. Government/ou=DoD/ou=AUTODIN PLAs/ou=CE-CS/ou=COMNAVSEASYSYSCOM WASHINGTON DC,  
/c=US/o=U.S. Government/ou=DoD/ou=USMC/ou=Organizations/l=MCB QUANTICO VA/ou=MCCDC/ou=CG MCCDC QUANTICO VA(uc)/ou=CG MCCDC QUANTICO VA G3(uc),  
/c=US/o=U.S. Government/ou=DoD/ou=USMC/ou=Organizations/l=MCB QUANTICO VA/ou=TECOM/ou=CG TECOM QUANTICO VA(uc),  
/c=US/o=U.S. Government/ou=DoD/ou=AUTODIN PLAs/ou=CE-CS/ou=COMDT COGARD WASHINGTON DC,  
/c=US/o=U.S. Government/ou=DoD/ou=AUTODIN PLAs/ou=N/ou=NETSAFA PENSACOLA FL,  
/c=US/o=U.S. Government/ou=DoD/ou=AUTODIN PLAs/ou=CE-CS/ou=COMNAVSUPSYSCOM MECHANICSBURG PA,  
/c=US/o=U.S. Government/ou=DoD/ou=AUTODIN PLAs/ou=CE-CS/ou=COMSPAWARSYSCOM SAN DIEGO CA

**cc:** /c=US/o=U.S. Government/ou=DoD/ou=Navy/ou=Organizations(uc)/l=District of Columbia/l=WASHINGTON/ou=NAVY IPO WASHINGTON DC(uc)

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PASS TO OFFICES

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MARINE CORPS SECURITY COOPERATION GROUP FORT STORY VA//

BT

REF/A/MSG/NAVY IPO/271240Z SEP 11//

REF/B/DSCA 5105.38-M MANUAL 30 APR 12, CHAPTER C10.15.1, CHARGES FOR COURSE CANCELLATIONS OR WITHDRAWALS//

REF/C/AR 12-15, 3 JAN 2011, JOINT SECURITY COOPERATION EDUCATION AND

TRAINING C6-3, FORFEITURE CHARGE//

POC/YVONNE JACOBSEN/02C2T/NAVY IPO/LOC: WASHINGTON DC/TEL : (202)

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RMKS/1. THIS MESSAGE SUPERCEDES REF A AND PROVIDES THE FY13 DON AND USCG SECURITY COOPERATION TRAINING CANCELLATION FEE POLICY INFORMATION IN ACCORDANCE WITH REFS B AND C.

2. ACCEPTANCE OF A CONFIRMED QUOTA IS ASSUMED ONCE IT RESIDES IN THE COUNTRY STL FOR AT LEAST 30 DAYS, OR SOONER, IF ACCEPTED VIA AN EMAIL. COURSES NOT IDENTIFIED ELSEWHERE IN THIS MESSAGE ARE SUBJECT TO THE STANDARD 50 PERCENT PENALTY CHARGE IF CANCELLED WITHIN 60 DAYS PRIOR TO COURSE COMMENCEMENT AND CANNOT BE FILLED BY ANOTHER STUDENT.

3. FOLLOWING IS THE FY-13 LIST OF COURSES THAT WILL ALWAYS INCUR A 100 PERCENT PENALTY FEE 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

P122060 INTL EOD PHASE I

P123300 INTL EOD PHASE II

P123301 INTL EOD PHASE II NAVY

P145JTO INTL SHIPYARD MANAGEMENT COURSE OJT

P156600 BUDGET PREPARATION, EXECUTION AND ACCOUNTABILITY (BPEA)

P159200 DEFENSE ACQUISITION MANAGEMENT

P159202 PRINCIPLES OF DEFENSE PROCUREMENT AND CONTRACTING

P162000 RISK MANAGEMENT

P162003 INTERNATIONAL DEFENSE MANAGEMENT COURSE (IDMC)  
 P162004 SENIOR INTERNATIONAL DEFENSE MANAGEMENT COURSE (SIDMC)  
 P162012 MULTI-CRITERIA DECISION MAKING (MCDM)  
 P162014 PERFORMANCE MANAGEMENT AND BUDGETING  
 P162226 INTERNATIONAL LEADERSHIP AND MANAGEMENT SEMINAR (USCG)  
 P162285 INTERNATIONAL CRISIS COMMAND AND CONTROL (USCG)  
 P162368 INTERNATIONAL SHIPYARD MANAGEMENT  
 P170001 EXECUTIVE COURSE ON DEFENSE DECISION MAKING  
 P170009 INTEL AND POLICY  
 P170016 EXPLORING THE PEACE OPS SPECTRUM: MANAGING TRANSITION TO  
 SECURE A SUSTAINABLE PEACE  
 P171039 INTERNATIONAL PROFESSIONAL ADVANCED LEADERSHIP (IPAL)  
 P171404 INTELLIGENCE AND DEMOCRACY  
 P171406 INTERNATIONAL DEFENSE TRANSFORMATION  
 P171575 INTERNATIONAL MARITIME OFFICER'S COURSE (IMOC) (USCG)  
 P173002 INTERNATIONAL ANTI-TERRORISM/PIRACY COURSE (IATP)  
 P173101 BOARDING OFFICER (USCG)  
 P176017 STABILITY OPERATIONS: LEGAL ASPECTS OF ROE/RUF AFGHANISTAN  
 P176019 MILITARY AND PEACEKEEPING OPS IAW THE RULE OF LAW (PKRL)  
 P176026 INTERNATIONAL MILITARY LAW DEVELOPMENT PROGRAM (MLDP)  
 P176027 INTERNATIONAL LAW OF MILITARY OPERATIONS (ILOMO)  
 P176028 LEGAL ASPECTS OF COMBATING TERRORISM (LCT)  
 P176029 INTERNATIONAL MILITARY LAW DEVELOPMENT PROGRAM-ILOMO  
 (MLDP-ILOMO)  
 P176040 LEGAL ASPECTS OF COMBATING CORRUPTION (LCC)  
 P179018 CIV-MIL RESP TO TERRORISM  
 P179022 MARITIME TERRORISM  
 P179023 GPOI UN CMCOORD COURSE  
 P179045 GPOI UNITED NATIONS STAFF OFFICERS COURSE (UNSOC)  
 P179047 GPOI UNITED NATIONS LOGISTICS OFFICERS COURSE  
 P179069 INTERNATIONAL DEFENSE ACQUISITION NEGOTIATIONS  
 P179085 GPOI PEACEKEEPING OPERATIONS CONTINGENT COMMANDERS' COURSE  
 P179204 MANPOWER, PERSONNEL, TRAINING AND EDUCATION MANAGEMENT  
 (MPT&E)  
 P179220 TECHNOLOGIES FOR INFORMATION OPERATIONS  
 P273011 CIV-MIL RESPONSES TO TERRORISM (REGIONAL)  
 P309069 CIV-MIL RESPONSES TO TERRORISM (BI-LATERAL)  
 P366CS8 NITC CONTRACTOR SUPPORT  
 VARIOUS ADDRESS CODE SWE (NAVUNSEAWARCENDIV KEYPORT) (U.S. NAVY)  
 VARIOUS ADDRESS CODE WSE (NAVSURFWARCEN PORT HUENEME) (U.S. NAVY)  
 4. THERE ARE OTHER COURSES WHERE A PENALTY FEE 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 OR  
 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.  
 5. 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-02C2T).

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

7. DON SERVICE POCS ARE NETSAFA (N-3), MR. DAVID R. COOPER, DAVID.COOPER@NAVY.MIL, COMM 850-452-8846; 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 PENALTY SHOULD BE ADDRESSED TO THE APPROPRIATE COUNTRY PROGRAM MANAGER AT EACH SERVICE.//

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