

UNCLASSIFIED/

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**From:** DHN NAVY IPO WASHINGTON DC(UC)  
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**Primary Precedence:** PRIORITY  
**Classification:** UNCLASSIFIED/  
**Message Type:** OTHER-ORGANIZATIONAL

**Subject:** FY14 DEPARTMENT OF NAVY (DON) COURSE CANCELLATION/FORFEITURE POLICY

PASS TO OFFICES

TO AIG NINE NINE SEVEN NINE//  
DISAM WRIGHT PATTERSON AFB OH//DAS//  
MARINE CORPS SECURITY COOPERATION GROUP FORT STORY VA//  
BT

REF/A/MSG/NAVY IPO/ 241847Z Sep 12//

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//

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RMKS/1. THIS MESSAGE SUPERCEDES REF A AND PROVIDES THE FY14 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-14 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 OJT NAVSEA (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

P162018 HUMAN CAPTIAL RESOURCES MGMT

P162019 BUSINESS CASE ANALYSIS

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

P170005 CCMR EXEC PRGM IN DEC MAKING (ID ONLY)

P170009 INTEL AND POLICY

P170016 MANAGING CHALLENGES OF MODERN INTEGRATED MISSION

P171039 INTERNATIONAL PROFESSIONAL ADV 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)

P173016 INTERNATIONAL BOARDING OFFICER'S COURSE (USCG)

P173101 BOARDING OFFICER (USCG)

P176019 LAW OF ARMED CONFLICT AND HUMAN RIGHTS

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)

P176042 LEGAL ASPECTS OF MILITARY SUPPORT OF CIVIL AUTHORITIES (LADSCA)

P179018 CIV-MIL RESP TO TERRORISM

P179022 MARITIME 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 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)

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 PAGE 06 RUEOMFC4393 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.

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-240T).

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. RON 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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