

FY21 DEPARTMENT OF NAVY (DON) CANCELLATION CHARGE POLICY

-----OFFICIAL INFORMATION DISPATCH FOLLOWS-----

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FM NAVY IPO WASHINGTON DC

TO MCSCG

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SUBJ/FY21 DEPARTMENT OF NAVY (DON) CANCELLATION CHARGE POLICY//

REF/A/MSG/NAVY IPO/041419Z OCT 19//

REF/B/DOC/DSCA/30APR12//

REF/C/DOC/SECNAV/03JAN11//

REF/D/DOC/OUSD(C)/NOV18//

NARR/REF A IS DON FY20 CANCELLATION CHARGE POLICY. REF B IS DSCA MANUAL 5105.38-M, SECURITY ASSISTANCE MANAGEMENT MANUAL, CHAPTER C10.15.1: CHARGES FOR COURSE CANCELLATIONS OR WITHDRAWALS. REF C IS SECNAVINST 4950.4B, JOINT SECURITY COOPERATION EDUCATION AND TRAINING, C6-3: FORFEITURE CHARGE. REF D IS DoD 7000.14 R, DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOL 15, CH 7, 072207 TRAINING CANCELLATIONS.

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RMKS/1. THIS MESSAGE SUPERCEDES REF A AND PROVIDES FY21 DON AND USCG SECURITY COOPERATION EDUCATION AND 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 OR RESCHEDULED BY

THE COUNTRY WITHIN 60 DAYS PRIOR TO COURSE COMMENCEMENT AND CANNOT BE FILLED BY

ANOTHER STUDENT. ADDITIONALLY, THE CANCELLATION CHARGE WILL BE APPLIED TO ALL

TRAINING THAT FALLS WITHIN AND OUTSIDE THE 60-DAY WINDOW IF THE TRAINING IS PART OF A SEQUENTIAL PIPELINE THAT A STUDENT WOULD ATTEND AS PART OF A COMPLETE CURRICULUM.

4. FOLLOWING IS THE FY21 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.

TMASL COURSE TITLE

P117056 MH-60R SENSOR OPERATOR A SCHOOL (SR)

P119061 UNDERGRADUATE PILOT T-6 SYSTEMS PREP TRAINING

P119311 INTL BASIC AVIATION PREP

P119325 RSAF UNDERGRADUATE PILOT BASIC AVIATION PREP TRNG
P120001 INTL COMMAND CENTER SCHOOL COURSE (ICCS)
P121310 COMBT CONTROL S/A TRAINER
P122060 INTL EOD PHASE I
P122079 NITC EOD PREP
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 (OT&E) COURSE
P129600 NAVAL GROUND FORCES COMBAT LEADERSHIP (NAVFORCE)
P145054 STRATEGIC LEADERS INTL COURSE (SLIC)
P145JT0 OJT NAVSEA INTL SHIPYARD MGMT
P152001 SENIOR STOREKEEPER MANAGEMENT
P156600 INTRO BUDGETING CONCEPTS
P159002 DATA ANALYTICS FOR FINANCIAL & RESOURCES MGT
P159200 PRINCIPLES OF DEFENSE ACQUISITION MANAGEMENT
P159202 PRINCIPLES OF DEFENSE PROCUREMENT & CONTRACTING
P162000 RISK MANAGEMENT
P162002 DEFENSE RESOURCES MANAGEMENT COURSE
P162003 INTERNATIONAL DEFENSE MANAGEMENT COURSE
P162004 SENIOR INTERNATIONAL DEFENSE MANAGEMENT
P162012 MULTIPLE CRITERIA DECISION MAKING COURSE
P162014 PERFORMANCE MANAGEMENT AND BUDGETING
P162015 ADVANCED MGMT PROGRAM (AMP)
P162018 HUMAN CAPITAL RESOURCES MANAGEMENT
P162368 INTL SHIPYARD MANAGEMENT (ISMC)
P169022 SENIOR SAUDI PROFESSIONAL ADVANCED LEADERSHIP (SR)
P170000 TECHNOLOGY UPDATE ON CYBERSECURITY AND NETWORKING
P170001 EXECUTIVE PROGRAM IN DEFENSE DECISION MAKING
P170005 CCMR EXEC PRGM IN DEC MAKING (ID ONLY)
P170006 INTL DEFENSE PLANNING CERTIFICATE
P170009 INTELLIGENCE POLICY AND DEMOCRACY
P170024 DEFENSE GOVERNANCE
P170026 CYBER SECURITY FUNDAMENTALS AND DEFENSE CERT
P170030 MANAGING ETHNIC CONFLICT AND RELIGIOUS VIOLENCE
P170037 DEV SUSTAINED INSTITUTIONAL CAP COMBATINGTERRORISM
P170475 CIVIL-MILITARY COORDINATION IN DISASTER RELIEF
P171039 INTERNATIONAL PROFESSIONAL ADV LEADERSHIP (IPAL)
P171063 REINTEGRATION EX-COMBATANTS & VIOLENT EXTREMISTS
P171064 USCG INTERNATIONAL MARITIME DOMAIN AWARENESS (MDA)
P171575 INTL MARITIME OFF (IMOC)
P173002 INTERNATIONAL ANTI-TERRORISM/ANTI PIRACY (IATP)
P173016 INTERNATIONAL BOARDING OFFICER COURSE
P173018 INTERNATIONAL MARITIME SEARCH AND RESCUE PLANNING
P173019 SECURITY RISKS OF REFUGEES & DISPLACED PERSONS
P173101 BOARDING OFF BASIC EIMET
P176003 MILITARY JUSTICE (MJ)
P176009 LEGAL ASPECTS OF MARITIME SECURITY OPERATIONS
P176019 LAW OF ARMED CONFLICT AND HUMAN RIGHTS
P176026 MILITARY LAW DEV PROGRAM
P176027 INTL LAW OF MIL OPS I-LOMO

P176028 LEGAL ASPECTS OF COMBATTING TERRORISM (LCT)
P176029 INTL MIL LAW DEV PRG-ILOMO
P176040 LEGAL ASPECTS OF COMBATING CORRUPTION - LCC
P176042 LEGAL ASPECTS OF DEF SUP OF CIVIL AUTHORITIES
P179018 CIV-MIL RESP TO TERRORISM
P179045 GPOI UNITED NATIONS STAFF OFFICERS COURSE (UNSOC)
P179069 INTERNATIONAL DEFENSE ACQUISITION NEGOTIATIONS
P179085 UN PKO CONTINGENT COMMANDERS RESIDENT COURSE
P179198 INITIAL PREPARATORY SCREENING PROGRAM
P179204 MANPOWER PERSONEL TRAINING EDUCATION (MPT&E)
P179220 TECHNOLOGIES FOR INFO OPERATIONS
P179259 RSNF JR OFFICER/MID-GRD ENL ENHANCED LEADERSHP CRS
P179548 CIVIL-MILITARY APPROACHES TO MARITIME SECURITY
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
P179619 LEGAL ASPECTS OF PEACEKEEPING OPERATIONS (LAPKO)
P179621 TECH TRNG ELECTRICITY & ELECTRONICS SENSOR OP (SR)
P179623 PRINCIPLES OF DEF ACQ AND CONTRACT MGT (SPANISH)
P179672 SWIMMER DELIVERY VEHICLE (SDV) OPS & MAINT
P179683 INTERNATIONAL OFFICER LEADERSHIP & ETHICS (IOL&E)
P179684 RSNF ENLISTED ENHANCED LEADERSHIP COURSE (SR)
P193000 JASSM - EOD
P193130 HAWK - EOD
P193131 HARM - EOD
P193132 MAVERICK - EOD
P193133 SPARROW - EOD
P193134 PATRIOT - EOD
P193135 HARPOON - EOD
P193136 SIDEWINDER - EOD
P193137 AMRAAM - EOD
P193138 HELLFIRE - EOD
P193139 ROLLING AIRFRAM MISSILE (RAM) - EOD
P193140 STANDARD MISSILE - EOD
P193141 PENGUIN - EOD
P193142 INTL EOD SPECIALIZED MISSILE
P193143 TOW - EOD
P193144 STINGER - EOD
P193145 JAVELIN EOD
P196000 AIM-9X - EOD
P197001 SLAM-ER EOD
P197002 JSOW - EOD
P279177 MTT REG CIV-MIL APP BLDG MAR DOMAIN AWARENESS CAP
P279178 MTT REG CIV-MIL APPROACHES TO MARITIME SECURITY
P309061 MET DIILS OCONUS SEMINARS
P309062 MTT DIILS OCONUS TRAINING
P309069 MET CT-RESP TO TERRORISM
P309114 MET INTL PROFESSIONAL ADVANCED LEADERSHIP (IPAL)
P319177 MTT BUILDING MARITIME DOMAIN AWARENESS CAP

P319178 MTT CIV-MIL APPROACHES TO MARITIME SECURITY

P36CS12 CONTRACTOR SUPPORT-NITC E-IMET

P366CS8 CONTRACTOR SUPPORT-NITC NON E-IMET

PCMRCS1 CONTRACTOR SUPPORT-CCMR-MET/MTT

PDET002 COMPUTER TECH AND MGMT INFO SYSTEMS

PDET016 NITC SWIM PREP

PPNWCOV PCOVID-19 NWC SUPPORT

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 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.

6. MANY OF THE EXPANDED IMET MOBILE EDUCATION TEAMS (MET) AND ALL MOBILE TRAINING TEAMS (MTT) PROGRAMMED THROUGH DON FALL INTO CATEGORY 5B 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 AND NETSAFA FOR REVIEW. NETSAFA WILL REVIEW AND CHARGE TO THE APPROPRIATE COUNTRY'S SECURITY COOPERATION EDUCATION AND TRAINING ACCOUNT. QUESTIONS CONCERNING APPROPRIATENESS OF CHARGES SHOULD BE FORWARDED

VIA

THE COGNIZANT SERVICE POC (I.E., NETSAFA/COGARD/MCSCG) TO NIPO/DASN (IP)(230T).

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) THE QUOTA IS USED BY THE UNITED STATES OR ANOTHER COUNTRY.

8. DON SERVICE POCS ARE NETSAFA N3, MR. TIM DURST, TIMOTHY.DURST@NAVY.MIL,
COMM

850-452-8889 (DSN 459); MARINE CORPS SECURITY COOPERATION GROUP (MCSCG), MR.
DOUGLAS M. HOWARD, DOUGLAS.M.HOWARD@USMC.MIL, COMM 757-962-4430, EXT. 2261
(DSN

438). USCG SERVICE POC IS MR. CHARLES CARUOLO, CHARLES.A.CARUOLO@USCG.MIL,
202-372-4459.

QUESTIONS REGARDING A SPECIFIC CANCELLATION CHARGE SHOULD BE ADDRESSED TO
THE

APPROPRIATE COUNTRY PROGRAM MANAGER AT EACH SERVICE.

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