



**DEPARTMENT OF THE AIR FORCE**  
**AIR FORCE SECURITY ASSISTANCE TRAINING SQUADRON (AETC)**

23 August 2018

**MEMORANDUM FOR DISTRIBUTION**

**FROM:** AFSAT/CC  
100 H Street, Suite 5  
JBSA Randolph TX 78150-4418

**SUBJECT:** Air Force Course Cancellation/Forfeiture Policy for FY19

**References:** (a) DSCA Manual 5105.38-M, Security Assistance Management Manual (SAMM), 30 APR 2012, C10.15.1 Charges for Course Cancellations or Withdrawals  
(b) AFI 16-105, 3 JAN 2011, Joint Security Cooperation Education and Training (JSCET), Para 6-3. Forfeiture Charge; Para 6-32. Forfeiture Charge and Adjustments

1. The purpose of this memo is to provide annual supplemental information for FY19 on forfeiture charges for cancelling or rescheduling USAF managed Security Assistance Training in accordance with references (a) and (b). Attachment 1 lists the MASLs subject to 100 percent forfeiture fees and includes those deemed as FY19 USAF critical courses.

2. In accordance with JSCET, paragraph 6-3, Forfeiture Charges, the following applies:

a. Training dedicated/specifically designed for international customers: Once dedicated training event is confirmed, a forfeiture charge up to 100 percent will apply if the country fails to send a student to the training, unless the quota is filled by another international student. Dedicated training includes courses which rely on contract support and/or courses that are designated for international students only.

b. Training contracted for a single international customer: Under USG direct contract, all costs incurred up to the point of contract cancellation shall be paid. This could include total charges or partial charges. Each element of cost will be reviewed and negotiated for a final settlement cost by appropriate USG warranted contracting officer and the contractor. If the contractor cancels or reschedules training, no penalty will be assessed.

c. All other training: There will be a 50 percent charge for all confirmed training canceled or rescheduled with less than 60 days notification, unless the quota is filled by another student. The charges will be applied to all confirmed training within the 60-day window. Additionally, a 50 percent forfeiture 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. Similarly, any cancellation or rescheduling of training that was scheduled at the request of the country without the required lead time to cancel/reschedule will incur a 50 percent charge.

d. Procedures: The date the request is received from the country by the Security Cooperation Organization or other duly appointed and recognized U.S. representative will constitute the official

notification date. The Security Cooperation Organization must immediately comply with the cancellation procedures established by AFSAT.

e. Forfeiture charges: These charges will not be applied when cancellation is the fault of the USG, such as deletion of classes or rescheduling, nor will it be applied when the cancellation is due to unavoidable circumstances within the country, such as national disasters or airline strikes. Ultimate assessment of the penalty is at the discretion of the AFSAT Commander who maintains waiver authority.

f. The country should be provided training dates at least 90 days before the start date. Forfeiture charges will not be applied if the country cancels or declines training and dates that were provided less than 90 days in advance. However, if later training dates were provided at the request of the country, the charges will be applied.

g. If a country requests or accepts a class seat for an out-of-cycle (within 90 day window) quota, forfeiture fees will apply.

h. For training under IMET only: When IMET appropriations do not materialize at the program CPD levels and DSCA directs countries to reduce their program, they are allowed 60 days to make the required adjustments without penalty for course cancellations. The 60-day adjustment period begins with State Department notification of IMET levels. Waiver of penalty charges under this paragraph does not apply to contract-dedicated or sequential training, or to normal program adjustments to accommodate new courses during the same timeframe.

i. Assess charges: The following guidelines apply to assess charges after arrival of the IMS at the first CONUS or OCONUS training activity.

(1) When the direct-entry IMS fails to achieve the prerequisite ECL on the CONUS course-entry ECL test resulting in rescheduling or cancellation of training, charges will apply according to paragraphs 6-3a through 6-3c. When IMS attending ELT at DLIELC fail to meet the language prerequisite of the follow-on course, the country will be charged for the language training received and for follow-on training according to paragraphs 6-3a through 6-3c.

(2) When the IMS is recalled by their country for official reasons or the IMS has disciplinary problems, illness, or disability incurred before departing country, forfeiture charges will be assessed for the current course or phase and for the follow-on course according to paragraphs 6-3a through 6-3c.

(3) When the IMS has an injury or illness incurred during training, or compassionate return, the country will be assessed forfeiture charges for all contract/dedicated/sequential pipeline training according to paragraph 6-3a through 6-3c. For all other training courses, assess forfeiture charges for the course started but not completed; do not assess forfeiture charges for the follow-on course.

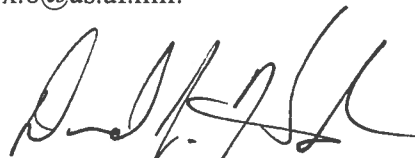
3. In accordance with JSCET, paragraph 6-32, Forfeiture Charges and Adjustments: To avoid forfeiture charges, training must be canceled at least 60 days prior to the course start date and 180 days for all flying training. Training dates are provided to the Security Cooperation Organization in the STL or by message. The training dates are considered acceptable unless the Security Cooperation Organization requests a change.

4. USAF Sequential Pipeline Training Courses: For students already attending training within a scheduled training pipeline, there will be a 50 percent charge for all confirmed training canceled or rescheduled with less than 60 days notification unless the training is reallocated and filled by another student. The cancellation policy will be applied to all confirmed training 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 course curriculum.

5. Courses not identified in this memo will be assessed the standard 50 percent charge if canceled without 60 days notification. This message supersedes previous memorandums.

6. AFSAT/CC is the signature authority for waiving any forfeiture fees.

7. AFSAT POC is Ms. Rachel Cox, AFSAT/MSO, who can be reached at DSN 487-7724, commercial (210) 652-7724, or via e-mail at [rachel.cox.6@us.af.mil](mailto:rachel.cox.6@us.af.mil).

A handwritten signature in black ink, appearing to read 'D. J. Hornyak', with a stylized flourish at the end.

DAVID J. HORNYAK, Colonel, USAF  
Commander

Attachment  
USAF 100 Percent Forfeiture Courses

DISTRIBUTION:  
SAF/IAPX  
DSCA/BPC/TNG  
DSCA/DISCS/DI  
AFSAT/MS  
AFSAT/MSO  
AFSAT/RT  
AFSAT/CMs

ATTACHMENT 1  
USAF 100 Percent Forfeiture Courses

FLYING TRAINING COURSES (Note: JSCET para. 6-32 applies for these courses)

<b>MASL</b>	<b>COURSE TITLE</b>
*D111064	ANG INTL F-16C/D BASIC INITIAL QUAL CRS (JA)
D111008	ADVANCED TAC 2-SHIP FLIGHT LEAD
D111108	ADVANCED TAC 2-SHIP FLIGHT LEAD
D111121	ANG INTL F-16C/D BASIC CRS (SN)
D111154	ANG INTL F-16C/D BASIC CRS ADVANCED (PL)
D111159	ADVANCED TAC 4-SHIP FLIGHT LEAD
D111163	ANG F-16C/D INSTRUMENT QUAL/CONV CRS-TRK2
D111164	ANG INTL F-16C/D ADVANCED WEAPONS CRS (SN)
D111167	ANG INTL F-16C/D INSTRUMENT/CONV CRS-TRK 1(SN)
D111179	ANG INTL F-16C/D BASIC COURSE ADVANCED (MO)
*D111188	ANG INTL F-16C/D INSTRUCTOR PILOT UPGRADE CRS (PL)
*D111192	ANG F-16C IQC
*D111215	ANG INTL BASIC CRS ADVANCED F-16C/D (NO)
*D111229	ANG F-16C/D INTL INSTR PILOT UPGRADE ADV (MO)
*D111240	ANG INTL F-16C/D BASIC CRS ADVANCED (RO)
*D111292	ANG INTL BASIC CRS ADV FOR DEMARK
*D111328	ANG INTL BASIC CRS BVR/BA
D112018	C-17 AIRCRAFT COMMANDER AIRDROP
*D112029	C-130H2 PILOT REQUAL FORMATION ONLY
*D112037	C-130J PILOT INIT QUAL
*D112038	C-130J PILOT FORMATION QUAL
*D112039	C-130J PILOT INSTRCTR QUAL
D112049	C-130J PILOT TRANX LONG (MISSION)
D112055	AFGHANISTAN (IFS) FLIGHT SCREENING
D112060	C-130J PILOT INITIAL & MISSION QUALIFICATION
*D112062	C-130J PILOT INITIAL/MISSION QUAL (ACAD/SIM ONLY)
*D112064	C-17 PILOT INITIAL QUAL
D112076	T-38 LEAD-IN
*D112078	C-17 PILOT CHECKOUT
*D112079	C-17 AIRCRAFT COMMANDER INITIAL QUAL
*D112080	C-17 INSTRUCTOR AIRCRAFT COMMANDER QUAL
D112089	RC-135V/W RAVEN ELECTRONIC WARFARE OFFICER
*D112090	C-130J PILOT INIT QUAL & AS+FLYING
D112093	RC-135V TACTICAL CRD ELEC WARFARE OFF QUAL
D112094	RC-135 AIRBORNE ANALYST QUAL
D112095	RC-135V/W ABN CRYPTO LANG ANAL QUAL & REQUAL
D112096	RC-135 NAV INITIAL/MISSION QUAL
D112097	RC-135V/W INFO INTEGRATION OFF QUAL
D112099	RC-135V RJ ABNE SYS ENG #3 INI/MSN QUAL
D112101	RC-135 PILOT INIT/MISSION QUAL (NATO/UK ONLY)
D112103	RC-135V/W SIGNAL SEARCH & DEV OPERATOR TRNG
D112104	RC-135 AIRBORNE MISSION SUPERVISOR QUAL
D112105	RC-135 AIRCRAFT COMMANDER INIT/MISSION QUAL

D112106	RC-135 DATA LINK OPERATOR QUAL
*D112126	C-130H2 PILOT CHECK-OUT
*D112132	C-130J PILOT MISSION QUAL TRG (FLY ONLY)
*D112133	C-130H2 PILOT INSTRUCTOR QUAL (BASIC/AIRLAND)
*D112135	C-130H2 PILOT CHECK OUT (PCO2)
*D112137	C-130J TACTICAL AIRCREW SEASONING NO COST
*D112141	C-130H2 PILOT REQUAL/UPGRADE (BASIC/FORM)
*D112144	C-130H2 PILOT REQUAL/UPGRADE (BASIC/SINGLE SHIP)
*D112145	C-130H2 PILOT INSTRUCTOR (PROFICIENCY ONLY)
D112149	T-38 LEAD IN
D112153	T-38 LEAD IN
*D112164	C-130H2 PILOT REQUAL (PRA2LP) ACAD/SIM ONLY
*D112166	HC-130J PILOT MISSION QUAL
*D112167	HC-130J COMBAT SYSTEM OFFICER (CSO) MISSION QUAL
*D112168	HC-130J LOADMASTER MISSION QUAL
*D112170	HC-130J MISSION PILOT SIM REFRESHER
*D112171	HC-130J COMBAT SYSTEMS OFFICER SIM REFRESHER
*D112172	HC-130J LOADMASTER SIM REFRESHER
D112174	INITIAL FLIGHT TRAINING (IFT)
D112176	IFT CONTRACT PORTION TRAINING (IFT)
*D112177	C-130H2 PILOT INITIAL QUALIFICATION/TRANSITION
*D114002	C-130H2 NAVIGATOR INIT QUAL (FULL CRS A/S+FLYING)
*D114013	C-130H2 INSTR NAVIGATOR (FULL CRS: A/S+FLYING)
*D114051	C-130H2 NAV INIT+SINGLESHP (FULL CRS A/S+FLYING)
*D114052	C-130H2 NAV INITIAL + FORMATION (FULL CRS A/S+FLY)
*D114069	C-130H2 LDMSTR INIT/MISSION QUAL ACADEMIC/SIM ONLY
*D114076	C-130J LDMSTR INIT/MISS QUAL SIM & ACA (ONLY)
*D115018	C-130H2 PILOT INST QUAL (FULL CRS A/S+FLYING)
D115053	C-130H2 PLT INTL SGL SHP ARDRP/ARLND (FLY ONLY)
*D115116	C-130H2 INSTRUCTOR PILOT QUAL A/S ONLY
*D115130	C-130J PILOT INSTRUCTOR PREP
D116196	MQ-9 BASIC & REQUAL CRS (B/TX-1) PILOT
D116197	MQ-9 BASIC & REQUAL CRS (B/TX-1) SENSOR
D116198	MQ-9 REQUALIFICATION & TRANSITION CRS (TX-3)
D116199	MQ-9 REQUALIFICATION & TRANSITION CRS (TX-3)
D116200	MQ-9 INSTRUCTOR UPGRADE TRG CRS (PILOT)
D116201	MQ-9 INSTRUCTOR UPDGADE TRG CRS (SENSOR)
D116203	MQ-9 LAUNCH/RECOVERY TRG CRS (PILOT)
D116204	MQ-9 LAUNCH/RECOVERY TRG CRS (SENSOR)
D116206	BASIC FIGHTER INTRODUCTION
D116213	MQ-9 SENSOR OPERATOR TRANS (TX-4) W/O WEAPONS
D116214	MQ-9 PILOT TRANSITION (TX-4) WITHOUT WEAPONS
D116217	MQ-9 BASIC & REQUAL CRS W/O WPNS (B/TX-1) PILOT
D116218	MQ-9 BASIC & REQUAL CRS W/O WPNS (T/TX-1) SENSOR
*D116223	MQ-9 BASIC/REQUAL CRS (TX-4) W/WEAPONS (PILOT)
*D116224	MQ-9 BASIC/REQUAL CRS (TX-4) W/WEAPONS (SENSOR)
D116226	BASIC FIGHTER INTRODUCTION (BFI)
D117029	C-130J MAINT ENGINE GROUND RUN REFRESHER
*D117041	C-130H2 PLT INIT QUAL + SGLESHP (A/S + FLYING)

*D117117	C-130H2 PILOT INITIAL QUAL FORM (FULL CRS A/S+FLY)
*D117118	C-130H2 PIL INIT QUAL + FORM (FULL CRS A/S+FLY)
*D117119	C-130H2 PILOT INITL QUAL (FULL CRS: A/S + FLYING)
*D117120	C-130H2 PILO TRANS QUAL TX1 (FULL CRS: A/S+FLY)
*D117126	C-130H2 PILOT TRANS QUAL TX 1(FULL CRS: A/S+FLYNG)
*D117142	C-130H2 FLT ENG INIT QUAL/MIS (FULL CRS: A/S+FLG)
*D117143	C-130H2 LM INIT/MSN QUAL (FULL CRS: A/S+FLYING)
*D117148	C-130J LM INIT/MSSN QUAL
*D117149	C-130J LM INSTRUCTOR QUAL
*D117150	C-17 LMASTER INIT QUAL
*D117154	C-17 LOADMASTER AIRDROP
*D117158	C-130J LOADMASTER TRANS SHORT (QUAL & MISSION)
D117159	C-13J LOADMASTER TRANSITION LONG
*D117186	C-17 INSTRUCTOR LOADMASTER QUALIFICATION
*D117187	C-17 COPILOT AIR DROP QUALIFICATION
*D117191	C-130H2 FLIGHT ENG INIT QUAL A/S ONLY
*D117206	C-130J MAINT ENGINE GROUND RUN INITIAL QUAL
*D117222	C-130H2 PILOT TRANSITION QUALIFICATION TX1 (BASIC)
*D117226	C-130H2 PILOT TRANS QUAL (PXA5LP) ACAD/SIM ONLY
*D117228	NIGERIA C-130H2 PIL INIT QUAL+ FRM FULCRSA/S+FLY
*D117242	NIGERIA C-130H2 FLT ENG INIT QUAL/MIS FULCRSA/S+FLG
*D117243	NIGERIA ONLY C-130H2 LM INIT/MSN QUALFULCRSA/S+FLY
*D121028	C-130H2 FLT ENGR INIT QUAL (FULL CRS: A/S+FLYING)
*D121043	C-130H2 INSTRUCTOR FLT ENGR (FULL CRS: A/S+FLYING)
D128070	FALCON 20 SIM, INITIAL
D128071	FALCON 50 SIM, INITIAL
D128072	FALCON 50 SIM, RECURRENT
D128074	C-130J SIM REFRESHER – PILOT
D128075	C-130J SIM REFRESHER – LMSTER
*D128104	C-130J MX SEASONING TRG (IS) (NO COST)
*D128114	DYESS C-130J SIM REF - PILOT
*D128115	C-130J SIM REF - LM AT DYESS
*D128116	C-130J PILOT CONTINUATION TRNG SIM ONLY
*D129007	C-17 AERIAL PORT EXPEDITOR COURSE (APEX)
*D129060	C-130J AVIATION MAINTENANCE CRS (NO COST)
*D149602	C-130J AVIONICS & ELECTRICAL SYS MAINT
*D153012	C-130H2 LMSTR MSN QUAL FORM (FULL CRS: A/S+FLYING)
*D153015	C-130H2 LDMSTR INITIAL QUAL (FULL CRS: A/S+FLYING)
*D153020	C-130H2 L/M INSTR QUAL (FULL CRS: A/S+FLYING)
*D153036	C-130J LDMSTR INIT QUAL
*D153037	C-130J LMSTER MISSION QUAL

## TECHNICAL TRAINING

### **MASL**

D122005  
D122009  
D122055  
D142006

### **COURSE TITLE**

FLT SAFETY OFF (SATP/FSO)  
INTL AIR WEAPONS CONTROLLER TRNG  
THEATER AIR OPNS COURSE (TAOC)  
MUNITIONS SYS (SATP)

D142069	F-16 ARMAMENT SYSTEMS (SATP)
D149538	C-130E/H ENVIRONMENTAL SYS (PL)
D149539	C-130 AIRCRAFT FUEL SYS
D149540	C-130 AN/AYW-1(V) 1 AFCS/AN/ASN-167(V) 1GCAS (O MA)
D149542	C-130E/H INSTRUMENT REPAIR
D149543	C-130E/H ACFT ISOCHRONAL INSPECTION
D149544	C-130 PROPELLER (HS54H60-91) ORG MAINT
D149546	C-130 TRAFFIC COLLISION ADVANCE SYS (TCAS)
D149547	C-130E AIRCRAFT FLIGHTLINE TRANS (PL)
D149651	C-130 PROPELLER (HS54H60-91) ORGANIZATIONAL MAINT
D175172	USAF PROSTHODONTICS RESIDENCY
D179069	F-16 BLK60 TRG PRGM (UAE)

### SKILL SET COURSES

<b>MASL</b>	<b>COURSE TITLE</b>
*D121008	WEATHER FORECASTER APPRENTICE
*D121059	AVIATION RESOURCE MGT APPRENTICE CRS
*D121077	AIRFIELD MANAGEMENT APPRENTICE
*D122002	FIRE PROTECTION APPRENTICE
*D128078	AIRCREW FLIGHT EQUIPMENT APPRENTICE
*D129029	AIR TRAFFIC CONTROL APPRENTICE
*D130001	INFORMATION TECHNOLOGY FUNDAMENTALS
*D130002	KNOWLEDGE MANAGEMENT 3D031
*D130003	INFORMATION TECHNOLOGY FUNDAMENTALS
*D132004	CYBER SYSTEMS OPERATIONS APPRENTICE
*D130005	INFORMATION TECHNOLOGY FUNDAMENTALS
*D130006	COMPUTER SYSTEMS PROGRAMMING APPRENTICE
*D131009	PRECISION MEASUREMENT EQUIP LAB APPRENTICE
*D131010	IT FUNDAMENTALS-ELEC PRINCIPLES IFT
*D131037	INTL AVIONICS TEST STATION & ACFT COMP
*D131038	AVIONICS TEST STATION & ACRFT COMP APPRENTICE
*D131072	INTL F-15 INTEGRATED AVIONICS SYSTEMS
*D131153	INFORMATION TECHNOLOGY FUNDAMENTALS
*D131154	INFORMATION TECHNOLOGY FUNDAMENTALS
*D131155	IT FUNDAMENTALS-ELEC PRINCIPALS ITF APPRENTICE
*D131156	AVIONICS FUNDAMENTALS FOR TEST STATION APPRENTICE
*D131157	AVIONICS FUNDAMENTALS F-15 AVIONICS
*D131159	AVIONICS FUNDAMENTALS FOR TEST STATION
*D130004	INFORMATION TECHNOLOGY FUNDAMENTALS APPRENTICE
*D132006	COMM CABLE & ANTENNA SYSTEMS APPRENTICE
*D132017	IT FUNDAMENTALS MAINTENANCE C832
*D132019	AIRFIELD SYSTEMS APPRENTICE
*D132020	GROUND RADAR SYSTEMS APPRENTICE INT
*D141012	MAINT MGMT ANALYSIS APPRENTICE
*D141015	AEROSPACE PROPULSION APPR T56
*D141044	AIRCRAFT FUEL SYSTEMS APPRENTICE
*D141057	AIRCRAFT HYDRAULIC SYSTEMS APPRENTICE
*D141231	TACTICAL AIRCRAFT MAINT APPRENTICE F-16

*D141239	ACFT ELECTRICAL/ENVIRONMENTAL SYS APPRENTICE
*D141339	AIRCRAFT STRUCTURAL MAINTENANCE APPRENTICE
*D141340	FIGHTER AIRCRAFT MAINT APPRENTICE F15 HOTT
*D141341	TACTICAL AIRCRAFT MAINT APPRENTICE F-1
*D141404	AIRCRAFT METALS TECHNOLOGY APPRENTICE
*D141448	TACTICAL AIRCRAFT MAINT APPRENTICE F-16
*D142078	AIRCRAFT ARMAMENT SYS SATP
*D148006	ELECTRICAL SYS APPRENTICE AIR FORCE
*D148016	AIRCRAFT EGRESS SYS APPRENTICE
*D148020	AEROSPACE GROUND EQUIP APPRENTICE
*D148025	ELECTRICAL POWER PRODUCTION APPRENTICE
*D148047	NONDESTRUCTIVE INSPECTION APPRENTICE
*D148058	HVAC/R APPRENTICE QUALIFICATION
*D148059	HVAC/R APPRENTICE
*D148218	FIREFIGHTING & REFUELING VEHICLE & EQUIP
*D148234	WATER & FUELS MAINT APPRENTICE QUAL I
*D148235	WATER & FUELS MAINT APPRENTICE QUAL II
*D148236	WATER & FUELS MAINT APPRENTICE QUAL III
*D148237	MATERIAL HANDLING EQUIP MHE/463L MAINT

#### OTHER TRAINING COURSES

<b>MASL</b>	<b>COURSE TITLE</b>
D136027	MULTINATIONAL ELCTRNC WARFARE INTL OFF CRSE (SATP)
D136028	NATO ELCTRNC WARFARE INTL OFF CRSE (SATP)
D171003	SQUADRON OFFICER SCHOOL
D171011	INTL OFFICER SCHOOL (FOR AWC)
D171012	SOS INTL OFFICER SCHOOL CRS
D171014	INTL OFFICER SCHOOL (FOR AC&SC)
D172013	COMB STRAT INTEL TNG PGM
D172020	INTL INTEL OFFICER
D175017	FLIGHT NURSE
D175062	ADV AEROSP MED/INTL MED OFFICER
D175066	AEROSPACE & OPERATIONAL PHYSIOLOGIST OFF 101
D175466	EXEC HEALTHCARE RES MGT CRS
D175467	HIV/AIDS PLANNING & POLICY DEVELOPMENT
D178238	SCM DISCS LOGISTICS SUPPORTERS
D178258	SCM SECURITY COOPERATION MGMT-ONLINE CRS
D179080	MECH505
D179083	SENG797
D179084	SYSTEMS ENGINEERING (PHD)
D251302	SCM DISCS REG ADV LOGISTICS
D256013	SCM DISCS REG ADV FINANCE
D262706	SCM DISCS REG OVERVIEW
D262707	SCM DISCS REG ADV TRAINING
D309058	BIOSECURITY/SAFETY: PLANNING FOR NATIONAL PROT
D309059	INF CNTL & HLTHCARE WORK SAF EBOLA & PAN MGMT

#### **\*FY19 AIR FORCE CRITICAL COURSES**