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SUBJECT: IMPLEMENTATION GUIDANCE MESSAGE NUMBER TWO FOR
REGIONAL DEFENSE COUNTERTERRORISM (CT) FELLOWSHIP PROGRAM, DSCA
POLICY 04-40

TEXT: UNCLASSIFIED//

REFERENCE: SECDEF WASHINGTON DC//USDP-DSCA 251853Z MAR 03 MESSAGE,
SUBJECT IMPLEMENTATION GUIDANCE FOR REGIONAL DEFENSE
COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)

1. OASD SO/LIC AS THE USD(P) ASSIGNED LEAD FOR THE CTFP, AND DSCA IN ITS USD(P) ASSIGNED ROLE AS THE ADMINISTERING AGENCY FOR THE CTFP, PROVIDE THE FOLLOWING POLICY CHANGES/UPDATES TO REFERENCE.
2. THE GOALS OF THE CTFP ARE TO BUILD COMBATING TERRORISM CAPABILITIES AND CAPACITY IN PARTNER NATIONS, AND TO DEVELOP A GLOBAL NETWORK OF COMBATING TERRORISM EXPERTS AND PRACTITIONERS WHO SHARE COMMON VALUES, LANGUAGE, AND UNDERSTANDING OF THE THREAT OF TERRORISM. BEGINNING IN FY04, NEW AUTHORITIES PERMIT THE CTFP TO FUND THE EDUCATION AND TRAINING OF FOREIGN MILITARY OFFICERS, MINISTRY OF DEFENSE CIVILIANS AND OTHER FOREIGN SECURITY OFFICIALS, TO INCLUDE U.S. MILITARY OFFICERS AND CIVILIAN OFFICIALS

WHOSE PARTICIPATION DIRECTLY CONTRIBUTES TO THE EDUCATION AND TRAINING OF CTFP STUDENTS. ALSO TO BE NOTED, THE CTFP IS NO LONGER LIMITED TO TRAINING AT MILITARY EDUCATIONAL INSTITUTIONS AND SELECTED REGIONAL CENTERS. LETHAL TRAINING IS NOW PERMITTED, THOUGH THIS DOES NOT CHANGE THE EDUCATIONAL FOCUS OF THE PROGRAM.

3. TRAINING PROGRAM DEVELOPMENT FOR THE CTFP:

(A) THE CTFP IS TO BE INCLUDED IN THE COMBINED EDUCATION AND TRAINING PROGRAM PLAN, FORMALLY KNOWN AS THE 2-YEAR TRAINING PLAN, AND WILL BE INCLUDED IN THE ANNUAL TRAINING PROGRAM MANAGEMENT REVIEW (TPMR) HOSTED BY THE COMBATANT COMMAND (COCOM).

(B) SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT (SO/LIC) APPROVAL IS NOT REQUIRED FOR PRE-TPMR CTFP PLANS OR PROGRAMMING OF STANDARDIZED TRAINING LISTINGS (STLS) FOR THE PLAN YEAR.

(C) EACH COCOM CTFP COORDINATOR WILL PROVIDE PROCEDURAL GUIDELINES ON COORDINATION OF CTFP PLANS/STLS PRIOR TO THE TPMR. COCOM CTFP COORDINATORS MUST REVIEW ALL CTFP COUNTRY PROGRAM PLANS PRIOR TO THE TPMR.

(D) ALL CTFP PLANS AND STLS WILL BE REVIEWED BY THE COCOM CTFP COORDINATOR AND THEN PASSED TO SO/LIC FOR FINAL POLICY APPROVAL AT THE TPMR. ALL COUNTRY CTFP STLS MUST BE FORMALLY SIGNED BY SO/LIC BEFORE OR DURING THE COUNTRY'S BRIEF-OUT. AFTER SO/LIC HAS FORMALLY APPROVED A COUNTRY'S PLANNING YEAR CTFP STL, THE PROGRAM IS CONSIDERED TO BE "FINAL."

(E) UNLIKE THE IMET PROGRAM, THERE WILL BE NO ADDITIONS, CHANGES OR DELETIONS MADE BY THE SAOS OR SERVICES TO THE COUNTRY'S CURRENT YEAR OR APPROVED PLANNING YEAR CTFP STLS WITHOUT COORDINATION AND WRITTEN APPROVAL FROM THE COCOM CTFP COORDINATOR AND SO/LIC.

(F) FOLLOWING THE TPMR, EACH COCOM CTFP COORDINATOR SHOULD ESTABLISH PROCEDURAL GUIDELINES ON COORDINATION WITH COUNTRY SAOS FOR THE PROGRAMMING, CHANGING, MODIFYING, AND/OR DELETING OF APPROVED PLAN YEAR TRAINING LINES. COCOM CTFP GUIDANCE SHOULD INCLUDE A PLAN FOR ROUTINELY CHECKING TO ENSURE THAT COUNTRIES ARE MAINTAINING THEIR STLS IN ACCORDANCE WITH THE COUNTERTERRORISM EDUCATIONAL AND POLICY OBJECTIVES ESTABLISHED AT THE COMMAND AND PROGRAM LEVEL, STLS ARE MAINTAINED WITHIN A COUNTRY'S FUNDING ALLOCATION LEVEL, AND EXTRANEIOUS COURSES ARE SCRUBBED FROM THE STLS IN A TIMELY MANNER.

(G) SERVICES MUST CONFIRM, BEFORE PROGRAMMING TRAINING FOR A COUNTRY'S CTFP, THAT ALL SUBMITTED/REQUESTED OUT-OF-CYCLE TRAINING

HAS BEEN APPROVED BY THE COCOM CTFP MANAGERS AND SO/LIC BEFORE ADDING, DELETING OR MAKING ANY SUBSTANTIVE CHANGES TO A COUNTRY'S CURRENT OR APPROVED PLAN YEAR CTFP STLS.

(H) SO/LIC WILL REQUEST CONFIRMATION FROM EACH COCOM CTFP PROGRAM MANAGER, APPROXIMATELY ONE MONTH BEFORE THE END OF EACH FISCAL QUARTER AND THAT INDIVIDUAL CTFP COUNTRY PLANS CONTINUE TO MEET CTFP REQUIREMENTS. THE COCOM CTFP WILL CONFIRM THAT CHANGES/MODIFICATIONS ETC. TO A COUNTRY'S STL ARE APPROVED AND STLS ARE SCRUBBED AND THAT THE COUNTRY PROGRAMS ARE EXECUTABLE. DATES FOR THESE REPORTS TO SO/LIC WILL BE NLT THE 15TH OF DECEMBER, MARCH, JUNE, AND SEPTEMBER.

4. STUDENT ADMINISTRATION:

(A) CANDIDATE NOMINATION PACKAGES MUST BE SUBMITTED TO SO/LIC AT LEAST TWO WEEKS PRIOR TO THE TRAINING REPORT DATE. SAOS SHOULD PLAN ACCORDINGLY FOR COORDINATION WITH COCOM POC PRIOR TO THE TWO WEEK DEADLINE. INTERNATIONAL HOLIDAYS OR EVENTS THAT MAY CONSTRAIN THE NOMINATION TIMELINE SHOULD ALSO BE TAKEN INTO CONSIDERATION. SO/LIC CANNOT GUARANTEE THE APPROVAL OF ANY NOMINATION PACKAGE SUBMITTED UNDER THE TWO-WEEK DEADLINE.

(B) NOMINATION FORMS SHOULD BE SUBMITTED IN PLAIN ENGLISH WITHOUT JARGON OR ABBREVIATIONS. CANDIDATE JUSTIFICATIONS SHOULD PROVIDE SUFFICIENT JUSTIFICATION IN ORDER FOR SO/LIC TO DETERMINE/DEFEND THAT THE CANDIDATE IS QUALIFIED AND SUITABLE FOR THE TRAINING. CANDIDATES SHOULD BE CURRENTLY OR EXPECTED IN THE NEAR TERM TO BE INVOLVED IN CT FUNCTIONS/RESPONSIBILITIES; COURSES SELECTED SHOULD HAVE DIRECT CT RELEVANCE OR CLEAR JUSTIFICATIONS THAT LINK THE COURSE TO THE NOMINEE'S CT RESPONSIBILITIES.

(C) ALL SAOS WILL USE THE SANWEB CTFP FUNCTIONS FOR CANDIDATE NOMINATIONS. THE SANWEB CTFP FUNCTIONS HELP EXPEDITE/SPEED THE SO/LIC POLICY APPROVAL PROCESS AND ALSO HELP WITH RECORD KEEPING AND INFORMATION MANAGEMENT.

(D) THE CTFP SEEKS TO BUILD A LONG-TERM RELATIONSHIP WITH SELECTED CANDIDATES. ASSURANCE THAT A NOMINEE IS OF THE HIGHEST REPUTABLE CHARACTER SUPPORTS U.S. OBJECTIVES OF DEVELOPING A GLOBAL NETWORK OF EXPERTS WHO CAN BE RELIED ON TO UPHOLD U.S. VALUES IN THE FIGHT AGAINST TERRORISM. SO/LIC'S CANDIDATE APPROVAL PROCESS DOES NOT TAKE THE PLACE OF THE U.S. GOVERNMENT'S LONG STANDING POLICY OF SCREENING EACH INTERNATIONAL MILITARY STUDENT SCHEDULED FOR TRAINING. SEE THE SAMM, DOD 5105.38-M, CHAPTER 10, PARAS C10.3.4. THROUGH C10.3.4.5. FOR ADDITIONAL SCREENING GUIDANCE. NO CANDIDATE NOMINATION WILL BE PROCESSED OR APPROVED BY EITHER COCOM OR SO/LIC

WITHOUT FULL COMPLETION OF ALL REQUIRED SCREENING, AMBASSADOR SIGNATURE, AND COUNTRY TEAM APPROVAL. THIS APPLIES TO BOTH MILITARY AND CIVILIAN NOMINEES.

5. TRAVEL AND LIVING ALLOWANCE:

(A) REFERENCE A STATED THAT DEPENDENTS WOULD NOT BE PERMITTED TO ACCOMPANY INTERNATIONAL MILITARY STUDENTS (IMS) UNDER THE CTFP UNLESS SO/LIC GRANTED A WAIVER. A SO/LIC WAIVER IS NO LONGER REQUIRED. THE CTFP WILL NOW FOLLOW THE SAME GUIDANCE PROVIDED IN THE SAMM, DOD 5105.38-M, CHAPTER 10, PARA C10.3.6. TRAVEL AND LIVING ALLOWANCE (TLA) AND TABLE C10.T3. DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMS MILITARY STUDENTS UNDER SECURITY COOPERATION PROGRAMS.

(B) TLA AS A DEFAULT WILL BE PROGRAMMED AT 100% FOR THE CTFP, HOWEVER, COUNTRIES ARE PERMITTED TO COST SHARE IF THEY WISH.

6. FINANCIAL POLICY/GUIDANCE SPECIFIC TO THE CTFP:

(A) DSCA CONTRACTS (DBC) DIVISION WILL BE THE PRIMARY POINT OF CONTACT FOR ALL FINANCIAL ACCOUNTING QUESTIONS AND ISSUES RELATED TO THE ROUTINE PROCESSING OF SO/LIC APPROVED STLS, INCLUDING BUT NOT LIMITED TO QUARTERLY FUNDING RELEASES, COURSE COSTS, TLA AND OTHER STUDENT EXPENDITURES.

(B) SO/LIC WILL RETAIN PRIMARY RESPONSIBILITY FOR ALL FUNDING DECISIONS AND ISSUES REQUIRING POLICY INPUT AND/OR OVERSIGHT AND PROGRAM MANAGEMENT. THIS INCLUDES BUT IS NOT LIMITED TO DECISIONS RELATED TO COUNTRY AND CENTRAL ALLOCATIONS AND RE-ALLOCATIONS, INVITATIONAL PROGRAM MANAGEMENT, COCOM DISCRETIONARY FUNDING, REGIONAL CENTER AND OTHER STRATEGIC INITIATIVES, AND PROGRAM DEVELOPMENT COSTS. SO/LIC WILL COOPERATE WITH DSCA IN THE FISCAL IMPLEMENTATION OF THESE AREAS AND INITIATIVES.

(C) MILITARY DEPARTMENTS (MILDEPS) AND COCOM CTFP COORDINATORS WILL ADVISE SO/LIC AND DSCA-DBC DIVISION AS TO CTFP FUNDING REQUESTED TO OFFSET COSTS TO ADMINISTER THE CTFP. SO/LIC WILL BE THE FINAL ARBITER OF WHAT REQUESTED ADMINISTRATIVE COSTS THE PROGRAM WILL COVER.

(D) CTFP IS A DOD TITLE 10 FUNDED PROGRAM; THEREFORE, TRAINING COURSES THAT CROSS FISCAL YEARS (FYS) WILL BE FUNDED IN ACCORDANCE WITH OPERATIONS AND MAINTENANCE (O&M) POLICIES AND REGULATIONS, I.E. THE REPORT DATE FOR A COURSE DETERMINES WHICH FISCAL YEAR FUNDS ARE USED FOR THAT COURSE. TLA THAT FALLS INTO A NEW FY WILL BE FUNDED WITH NEW FY FUNDING.

(E) MILDEPS WILL IDENTIFY AND CALCULATE TRAINING LINES THAT CROSS OVER THE FY WHEN SCHEDULING THE TRAINING FOR PLANNING OF NEW FUNDING REQUIREMENTS. THE MILDEPS WILL MAKE THIS INFORMATION AVAILABLE TO SO/LIC, DSCA, COCOM CTFP COORDINATORS, AND SAOS.

(F) ALL METS/MTTS MUST BE PROGRAMMED IN THE FY PROGRAM IN WHICH THE TRAINING WILL BE PERFORMED. THE TEAM MUST DEPLOY AND RETURN TO CONUS BY THE LAST DAY OF THE FISCAL YEAR (30 SEPTEMBER).

(G) EVERY NEW FY, DSCA-DBC DIVISION WILL ISSUE CTFP FUNDS, AT \$500 PER MILDEP COUNTRY STL, TO COVER IMS MEDICAL EXPENSES. ADDITIONAL MEDICAL COSTS WILL BE COVERED BY COUNTRY FUNDS (FIRST) AND CTFP CENTRAL FUNDS (SECOND). DSCA-DBC WILL ADVISE SO/LIC OF MAJOR MEDICAL BILLS, I.E. ANY BILLS OVER ONE THOUSAND FIVE HUNDRED DOLLARS.

(H) DSCA –DBC DIVISION WILL WORK WITH EACH CTFP FUNDING RECIPIENT TO ENSURE THAT ALL FINANCIAL TRANSACTIONS FOR THE PROGRAM ARE HANDLED IN SUCH A WAY AS TO BE ACCURATE AND AUDITABLE. IF THERE IS ANY QUESTION THAT ACCOUNTS ARE NOT AUDITABLE, DSCA-DBC WILL IMMEDIATELY NOTIFY SO/LIC.

(I) TO PERMIT APPROPRIATE IDENTIFICATION AND OBLIGATION OF FUNDS, BY COUNTRY, FUNDING FOR THE CTFP WILL BE PROVIDED FROM DSCA–DBC DIVISION TO THE MILDEPS VIA THE PBAS SYSTEM.

(J) AFTER MILDEP STLS HAVE BEEN CERTIFIED AS ACCURATE BY SO/LIC, DSCA-DBC DIVISION WILL ISSUE ALL FUNDING (TO THE NEAREST THOUSAND) EACH QUARTER BASED ON REQUIREMENTS FOR THAT QUARTER IN THE COUNTRY’S STLS.

(K) MILDEPS WILL NOT BE PERMITTED TO AUTHORIZE CTFP TRAINING FUNDING AUTHORITY UNTIL SO/LIC HAS PROVIDED FINAL POLICY APPROVAL VIA THE CTFP FUNCTIONS ON THE SANWEB.

(L) DSCA–DBC DIVISION WILL CONDUCT COMPTROLLER REVIEWS OF THE PROGRAM AS REQUIRED DURING THE FISCAL YEAR AND NOTIFY SO/LIC/CTFP OF FINDINGS AND RECOMMENDATIONS FOR IMPROVEMENT.

(M) DSCA–DBC DIVISION WILL WORK WITH EACH MILDEP TO ADDRESS ANY FUNDING REQUIREMENTS NOT IMMEDIATELY APPARENT IN THE COUNTRY STL. THIS INCLUDES, BUT IS NOT LIMITED TO, ISSUES REGARDING MEDICAL BILLS, UNFORESEEN TRAVEL REQUIREMENTS, STUDENT PER DIEM, ETC. DSCA-DBC WILL NOTIFY SO/LIC IF ADDITIONAL FUNDS ARE NEEDED DUE TO TRAINING EXTENSIONS. THE DECISION TO EXTEND A STUDENT WILL BE MADE BY SO/LIC.

(N) DSCA-DBC DIVISION WILL PROVIDE A MONTHLY STATUS REPORT TO SO/LIC

AND THE COCOMS ON FUNDS RELEASED, NORMALLY WITHIN ONE WEEK AFTER THE LAST DAY OF EACH MONTH. THE STATUS REPORT WILL INCLUDE DATA FOR THE FISCAL YEAR UP THROUGH THE LAST DAY OF THE PREVIOUS MONTH. THE REPORT WILL ALSO IDENTIFY ANY FINANCIAL ISSUES THAT MAY IMPACT THE PROGRAM.

(O) DSCA-DBC DIVISION WILL ENSURE COURSE PRICING IS ACCOMPLISHED IN ACCORDANCE WITH CURRENT PRICING GUIDELINES FOR SECURITY ASSISTANCE COURSES.

7. CTFP ANNUAL TIMELINE AND MILESTONES:

(A) COUNTRY ALLOCATIONS FOR THE FOLLOWING FISCAL YEAR WILL BE FINALIZED AND DISTRIBUTED BEFORE THE FIRST TPMR.

(B) COUNTRY CTFP TRAINING PLANS WILL BE COMPLETED AND REVIEWED BY THE COCOM CTFP PROGRAM MANAGER PRIOR TO THE TPMR.

(C) ANY CHANGES TO COUNTRY PLANS FOR THE CURRENT FY MUST BE COMPLETED BY JUNE 1ST AND BE REFLECTED IN THE COUNTRY'S STL. BEGINNING JUNE 1ST, SO/LIC WILL REVIEW ALL STLS AND IDENTIFY SHORTFALLS AND OVERAGES IN THE COUNTRY PROGRAMS. COUNTRY ALLOCATIONS NOT PROGRAMMED IN THE STL WILL BE WITHDRAWN TO CTFP CENTRAL FUNDS. REALLOCATIONS OF THESE FUNDS WILL BE MADE TO SUPPORT PROGRAM GOALS AND OBJECTIVES.

(D) UNFUNDED REQUIREMENTS CAN BE SUBMITTED TO SO/LIC AT ANY TIME DURING THE YEAR BY A COCOM CTFP PROGRAM MANAGER. FOLLOWING THE PROGRAM REVIEW BEGINNING JUNE 1ST OF THE YEAR, SO/LIC WILL REALLOCATE REMAINING FUNDS THROUGH THE UNFUNDED REQUIREMENTS SUBMITTED BY THE COCOM CTFP PROGRAM MANAGERS.

8. THIS MESSAGE HAS BEEN COORDINATED WITH OASD (SO/LIC). SO/LIC POC FOR THE CTFP IS DAVID RADCLIFFE, PHONE (703) 696-7182 OR DSN 426-7182, EMAIL, DAVID.RADCLIFFE@OSD.MIL. DSCA POC FOR THE CTFP IS KAY JUDKINS, POLICY, PLANS AND PROGRAMS DIRECTORATE, PHONE (703) 601-3719 OR DSN 329-3719, EMAIL KAY.JUDKINS@DSCA.MIL. DSCA FINANCIAL POC FOR THE CTFP IS DEBBIE SPENCER, DEFENSE BUDGETS AND CONTRACTS DIVISION, PHONE (703) 604-6577 OR DSN 664-6577, EMAIL DEBBIE.SPENCER@DSCA.MIL.

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