



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

SEP 9 2004


In reply refer to:  
I-04/011593/DBC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Counter Terrorism Fellowship Program Financial Procedures (DSCA 04-36)

Attached are current financial procedures for the Counter Terrorism Fellowship Program. These procedures have been coordinated with general counsel and with each of the Military Departments through conference calls and are effective immediately.

My point of contact for this action is Ms. Debbie Spencer at [Debbie.Spencer@dscs.mil](mailto:Debbie.Spencer@dscs.mil), DSN 664-6577 or commercial, 703 604-6577.

  
Keith B. Webster  
Director,  
Business Operations/Comptroller

Attach as stated

## **COUNTERTERRORISM FELLOWSHIP PROGRAM FINANCIAL PROCEDURES**

DSCA Comptroller office is the point of contact for financial matters relating to the Counter Terrorism Fellowship Program (CT). All questions regarding funding, whether from the Services, Combatant Commands or others, should be directed to the DSCA/Compt/DBC office. This includes, but is not limited to, initial requests for funds, increases due to such things as TLA (travel and living allowance) changes, cancellation penalties, and medical bills. Normally DSCA will issue funds on a quarterly basis, rounded to thousands, based on the SOLIC approved Standardized Training Listing (STL). Other requests for funds will be processed on a case by case basis as needed. DSCA will directly coordinate financial issues with SOLIC when necessary.

All courses will be priced at the same rate as countries receiving International Military Education and Training (IMET) as outlined in the Security Assistance Management Manual (SAMM) and the Financial Management Regulation (FMR). Under no circumstances will course costing be negotiated or established by anyone not normally involved in Security Assistance training pricing. Course costing guidelines for Military Education Training Teams (METs) conducted by the Expanded IMET schools, will be provided directly to the EIMET schools. Cancellation penalties will be charged in accordance with standards applied to IMET training as set out in the Financial Management Regulation.

Funds must be obligated prior to end of their period of availability for obligation, normally one year. A student training line funded by the CT program must be completely funded with CT program funding. This funding can not be augmented by other funding sources absent specific legal authority. There can be no commingling of funds. United States flag carriers must be used when traveling on CT funds.

Prior to issuing any fund cites for students, SOLIC vetting and policy approval must be received from the SOLIC Counter Terrorism office. No further approval is needed from SOLIC for reasonable increases in travel and living allowances (TLA) costs or medical bills during the course of approved training. DSCA Comptroller will coordinate with SOLIC as necessary for large cost increases, such as large anticipated medical bills.

A scrub of the CT program will be conducted in July of each year in a similar fashion to that done for IMET. Results of the scrub will be provided to SOLIC for reallocation of funds. Adjustments to country allocations will be provided to the Services as soon as possible in August.

At the end of each fiscal year, each Service will provide an STL to DSCA containing course costs. These costs, plus a reconcilable difference consisting of funds kept for possible upward adjustments, should equal the amount contained in the accounting records. Funding issued to a Combatant Command for such things as conferences, must be reflected in a STL. To accommodate this, funds given to a Combatant Command will be shown in the STL of their major claimant. For example, PACOM money will be in the Navy STL.

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