



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

SEP 9 2004

In reply refer to:  
I-04/011594/DBC

MEMORANDUM FOR COMMANDER, NAVAL EDUCATION AND TRAINING  
SECURITY ASSISTANCE FIELD TRAINING ACTIVITY

DEAN, SCHOOL OF INTERNATIONAL GRADUATE  
STUDIES


DIRECTOR, DEFENSE INSTITUTE OF INTERNATIONAL  
LEGAL STUDIES

DEPUTY ASSISTANT SECRETARY OF DEFENSE  
SPECIAL OPERATIONS/COMBATING TERRORISM

SUBJECT: Counter Terrorism Fellowship Program (CT) Mobile Education Team  
Costing (DSCA 04-37)

Attached are the CT costing procedures for Mobile Education Teams. These  
procedures are effective immediately.

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

  
Keith B. Webster  
Director,  
Business Operations/Comptroller

Attach as stated

**COSTING OF COUNTER TERRORISM FELLOWSHIP PROGRAM  
MOBILE EDUCATION TEAMS**

Add the MET to the STL with a good ballpark price estimate in the same manner that you would do for IMET. This normally takes place at the TPMR, however; it may be done at a later time but always with SOLIC approval. This is the first SOLIC approval process.

The MET provider must prepare a price spreadsheet using the same format as for IMET. Light Refreshments need approval from DSCA Business Operations. The MET provider must work with the country to establish the cost of the facility etc. Working lunches should not exceed the per diem rate at the location the MET is given. A portion of your infrastructure costs should be included in any CT MET. A new line will be added to the IMET spreadsheet for this purpose.

Once this process is complete, the MET provider will send the final cost to SOLIC, not a cost breakdown, for final approval of the MET. SOLIC is not to change the price. If SOLIC does not want to spend the amount of the estimate, the course must be altered to fit within the amount authorized by SOLIC if possible, however, the MET provider is not authorized to reduce a price for the exact same services just to reduce the price to meet a SOLIC request. Under no circumstances should SAOs or FSNs be requesting funds or providing cost information to SOLIC. The only cost information provided to SOLIC should be from the MET provider and then only the bottom line cost.

The MET provider will then send the spreadsheet to NETSAFA for funding.

Should additional expenses be incurred before or during the MET, the MET provider will request additional funds from NETSAFA. Costs are estimates and may be adjusted. Any changes should be reasonable and justified. DSCA will review costs in the same manner that they have for IMET courses. Cost estimates should be within ten percent of the final cost of the MET. Should an instructor be added or dropped for a MET DSCA should be notified immediately, not after completion of the MET. Should MET estimates fluctuate too dramatically, DSCA will take further action to provide better estimates.