DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

NOV 7 2005

In reply refer to:
I-05/014277-DBO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: International Military Education and Training (IMET) General Costs and Infrastructure Funds (DSCA 05-37) [SAMM E-Change 45]

This memorandum provides guidance on the proper use of International Military Education and Training (IMET) general costs and infrastructure funds. Effective immediately, Chapter 10 of the Security Assistance Management Manual (SAMM) is updated to add the following paragraphs in section C10.6.

C10.6.14. IMET General Costs and Infrastructure Funds - Authorized Uses. The following policy guidelines apply to the authorized use of IMET general costs and infrastructure funds, DSCA accounting fund codes 66 and 77. Waivers from this policy require DSCA approval.

C10.6.14.1. General Costs (Fund Code 66). General costs include both program development and course development. These funds are managed by DSCA (Programs Directorate). Requests, to include justification, for these funds should be provided to both DSCA (Programs Directorate) and DSCA (Business Operations Directorate) for coordination. All work on new programs and courses must be approved by DSCA (Programs Directorate) prior to starting work.

C10.6.14.1.1. Program Development. Program development includes work such as the creation of, or major changes to, a program. For example, work done to determine which courses need to be included and developed to start a new Masters program is classified as program development. Any work performed short of developing the detail courses is classified as program development.

C10.6.14.1.2. Course Development. After a program course(s) is identified and justified as needed, funding to develop the course(s) should be requested as course development. Course development should not be country specific. Course development work includes additions to or updating of courses.

C10.6.14.2. Infrastructure Costs (Fund Code 77). The cost of operating the school and the Mobile Education Training (MET) program are classified as infrastructure costs. Infrastructure fund requests from each E-IMET school should be developed based on the cost incurred if all training were IMET funded. These costs are then reduced where other sources of funds (e.g., Counterterrorism Fellowship Program, FMS case funds) pay for costs of program development, course development, and actual course offerings. Infrastructure costs include:

C10.6.14.2.1. Salaries. Include the estimated percent of civilian personnel costs devoted to managing the IMET school and MET program. This should initially include all civilian personnel costs at the beginning of the year, which may be subsequently reimbursed by Counterterrorism Fellowship Program, FMS or other programs. As training is confirmed for other funding sources, the infrastructure salary requirement is reduced and reimbursed by the other funding source. Civilian personnel costs directly related to a course or MET are charged directly to the country receiving the training and are not included in the infrastructure costs.

C10.6.14.2.2. Travel and Per Diem. Include the travel costs to attend meetings directed by DSCA, such as annual Training Program Management Reviews (TPMRs). Infrastructure travel costs do not include the cost of site surveys or other trips related to a course or MET.

C10.6.14.2.3. Equipment, Supplies, Books, and Miscellaneous. Include costs for materials used by personnel providing infrastructure support. It does not include items specific to a particular MET or course, which are included in course costs. The miscellaneous expenses include such things as cell phone bills and faxes.

C10.6.14.2.4. General Admin and Facilities. Include hosts organizations' costs for providing and managing the facility. This is usually calculated as a percentage of staff and or space used. Include costs associated with providing the following support: procurement, comptroller, legal, information technology (IT), library, building upkeep, and utilities. Such costs will be incremental costs incurred to support the IMET school programs.

C10.6.14.3 Funding Requests. Requests for General Cost Funds are periodically submitted to DSCA (Programs Directorate) and DSCA (Business Operations Directorate) for approval. Requests for Infrastructure Funds are submitted annually to DSCA (Business Operations Directorate) for approval. Infrastructure fund requests must identify the funding categories listed above.

This change will be included in the automated version of the SAMM found on the DSCA Web Page as SAMM E-Change 45. If you have any questions concerning this policy, the DSCA/DBO point of contact is Mr. Ralph Hill, 703-604-6550, DSN 664-6550, ralph.hill@dsca.mil. The DSCA/PGM/FTE POC is Ms. Kay Judkins, 703-601-3719, DSN 329-3719, kay.judkins@dsca.mil.

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