



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

OCT 10 2008

In reply refer to:
USP013692-08

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Manpower Reporting Requirements (DSCA Policy 08-27), [SAMM E-Change 116]

REFERENCE: Security Assistance Management Manual (SAMM) Chapter 5, Table C5.T6., SAMM E-Change 48

This memorandum updates SAMM Chapters 5 and 9, and provides additional guidance relating to the referenced table, also known as the Manpower Matrix, which identifies case-related activities and proper funding sources. Specifically addressed are Rows #5 and #24. The guidance below is effective 30 days from the signature of this memo.

Row #5 of Table C5.T6. addresses preparation of the Letter of Offer and Acceptance (LOA) document package information to include the LOA Manpower and Travel Data Sheet (MTDS). This row further identifies activities relating to working with FMS purchasers to ensure that LOA document information meets their requirements, to include providing the MTDS and Defense Security Assistance Management System (DSAMS) reports, as needed. One of the goals in issuing the revised Manpower Matrix was to give FMS purchasers greater transparency into what is FMS case-funded and what is financed with FMS administrative surcharge funds. Both the MTDS and DSAMS Report 069, "Document Pricing Calculations", may be provided to FMS purchasers upon request, either by the Implementing Agency responsible for the LOA document or by DSCA. To provide further clarity, the attached revision to SAMM Chapter 9, Figure C9.F1., amends Part A of the MTDS to show "Organization" instead of "Location" and changes "Total Salary" to "Total Cost". Part F of the MTDS eliminates "Name, organization, phone number, e-mail address", thereby allowing the Implementing Agency to input its information as appropriate. The fields in Parts A, B, and C must contain all requested information.

Row #24 of Table C5.T6. identifies services that are provided as part of a U.S. Government-sponsored group. LOA line items providing services from these groups are exempt from the MTDS requirement since they are managed on a "membership" basis. The Electronic Combat International Security Assistance Program (ECISAP) has been removed from the listing of exempted programs in Row #24 of Table C5.T6. as it does not meet the exemption requirement. Row #24 of Table C5.T6. is updated as follows:

Table C5.T6. Case-Related Manpower Functions and Funding Source

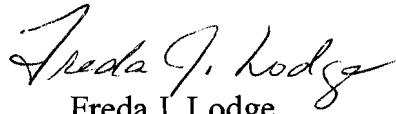
Row #	Core Function(s)	Program Element(s)	Activities	Funding Source (Total value for services, includes per diem, salary, travel)	
				FMS Admin (Standard Level of Service)	FMS Case
24	Case Execution	13, 14, 15	Services provided as a membership in a USG sponsored group such as Technical Coordination Groups (TCG), International Engine Management Program (IEMP), Fair Share Sustainment Program (FSSP), Engineering Fair Share Program (EFSP), Apache Coordination Technical Services Improvement Program (ACTSIP), etc.		X

To further clarify the types of services not requiring an MTDS, SAMM Chapter 9, C9.4.2.1., is replaced in its entirety with the following:

C9.4.2.1. Manpower Reporting Requirement. When forwarded to DSCA for countersignature, an LOA Manpower and Travel Data Sheet (MTDS) must accompany all LOAs that contain manpower. An MTDS is also required for Amendments that change the scope (increase or decrease of lines involving manpower), as well as for Modifications that increase the value of lines involving manpower. Figure C9.F1. is the MTDS format for manpower pricing. The MTDS may be provided to purchasers upon request. The following services are exempt from the MTDS requirement: (1) Services provided as a membership in the USG-sponsored groups identified in Row #24 of Table C5.T6; (2) Services provided by the Defense Business Operations Fund (DBOF) or Working Capital Fund (WCF), as long as the services are part of the final material total cost and cannot be separated from the unit price, i.e., organic costs. If only services are being provided by the DBOF/WCF, an MTDS is required; (3) Lines involving blanket order CONUS training, OCONUS Security Assistance Teams, or schoolhouse-provided training where manpower costs are embedded within the course/tuition rates; (4) Contractor Logistics Support using MASL R9A-076100000CLS, (5) Repair and Return programs; and (6) Refurbishment/Overhaul programs. The MTDS for Amendments and Modifications must reflect the total personnel, travel, and support costs for lines that include manpower, not just the differences between the previous and revised amount. For Amendments, this applies to all lines being revised, whether an increase or decrease in scope. For Modifications, this applies only to lines being revised due to price increases.

DSCA is continuing to study MTDS requirements, and will keep the community involved in any proposed changes to usage, format, data, and other aspects of the MTDS.

The DSCA points of contact for this policy are Kathy Robinson, DSCA/STR-POL, (703) 601-4368; e-mail: kathy.robinson@dsc.mil, and Rita Chico, DSCA/DBO-FPIO, (703) 602-3632; e-mail: rita.chico@dsc.mil.



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Strategy

Attachment:
As Stated

Figure C9.F1. LOA Manpower and Travel Data Sheet (MTDS)

A. Personnel

Position/ Function	Grade/Rank/ Contractor	Organization	Line Item on LOA	Work Years of Effort	Duration (From/To)	Total Cost	Corresponding Table C5.T6. Row #

Total:

B. Travel

Purpose of Trip	CONUS or In- Country	Line Item on LOA	Number of Trips	Duration of Each Trip	Number of People Each Trip	Total Cost	Corresponding Table C5.T6. Row #

Total:

C. Personnel Support Costs (i.e., office space, equipment, furniture, communications, supplies, etc.)

Type of Support	Total Cost	Corresponding Table C5.T6. Row #

Total:

D. Narrative Description: (Use this section to describe the life of any services lines and any Program Management Lines (PMLs) in relation to the delivery schedule of the item(s). Provide the number of months of program management support beyond final delivery (not to exceed 6 months) and supporting information. [NOTE: Cases “accepted” on or after 1 Aug 06 will not include new PML requirements. Existing PMLs may continue until fully executed and will continue to be reported using this data sheet.] Clearly define for each of these line items exactly what support beyond the “Standard Level of Service is required. This information must also be included in the LOA line item description notes and must be unique/tailored for each individual case.)

E. Additional Comments:

F. Point of Contact for Further Information Regarding Manpower on this Case: