



DEFENSE SECURITY COOPERATION AGENCY

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13 AUG 2013

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR
DEFENSE EXPORTS AND COOPERATION
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR
INTERNATIONAL PROGRAMS
DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR
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DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE
DIRECTOR, DEFENSE LOGISTICS AGENCY DISPOSITION
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,
NATIONAL SECURITY AGENCY

SUBJECT: Revision of Manpower Travel Data Sheet (MTDS) Requirements – DSCA Policy
13-24

In order to help the Implementing Agencies (IAs) meet the DSCA-established Anticipated Offer Date (AOD) metrics, we are revising current policy for review and approval of the MTDS. Effective immediately, the following policy changes apply:

- a. It is understood that the MTDS is an estimate at the time of case development and should be updated throughout the life of the case. DSCA will no longer return a Letter of Offer and Acceptance (LOA) document to the Implementing Agency for differences between the MTDS and the DSAMS pricing report (RP069) or the line on the LOA document (pricing and period of performance). One exception to this policy change will be the period of performance on Building Partnership Capacity (BPC) Cases. As the funds on these cases must be executed within a specific timeframe, we must ensure the MTDS reflects services being executed within those limitations. If the MTDS and the line on the LOA document do not match, those discrepancies will be resolved by the IA.
- b. Contractor work-years will no longer be required on the MTDS.
- c. An LOA document will be returned to the IA if there is manpower on a line that is missing from the MTDS or if an MTDS is missing entirely.

- d. While the format and information in the MTDS itself will not change, it is important to note that the narrative description in part D only requires high level summary information. This section should continue to be used to provide a brief explanation of workload being performed and why the manpower is above the standard level of service.

DSCA remains focused on improving the speed, agility, and efficiency of its business processes through continuous process review and improvement. Although internal Implementing Agency processes/procedures may require more detailed manpower information gathering, these will be accomplished such that they do not delay the offer of the LOA document.

Thank you for your continued support and assistance in executing our Security Cooperation Programs. If you have any questions regarding this policy clarification, please contact Mr. Glenn Anderson, DSCA/DBO-FPA, at (703) 602-2006 or e-mail: glenn.anderson@dsc.mil.



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cc:

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