

Figure C9.F2. LOA Manpower and Travel Data Sheet (MTDS)

**A. Personnel:**

Position/ Function	Grade/Rank/ Contractor	Organization	Line Item on Letter of Offer and Acceptance	Work Years of Effort	Duration (From/To)	Total Cost	Corresponding Table C9.T2. Row #
<b>Total:</b>							

**B. Travel:**

Purpose of Trip	Continental United States or In- Country	Line Item on Letter of Offer and Acceptance	Number of Trips	Duration of Each Trip	Number of People Each Trip	Total Cost	Corresponding Table C9.T2. Row #
<b>Total:</b>							

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

Type of Support	Total Cost	Corresponding Table C9.T2. Row #

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Total:	
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**D. Narrative Description:**

<p>In this section, write “Line XXX: See associated line item description note(s) for explanation on why the manpower is case funded” and add any additional manpower requirements information for awareness during case review. The associated line item description note(s) must include an explanation of workload being performed and why the manpower is case funded.</p>

**E. Additional Comments:**

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

Name			
Email			
Phone			
Fax			