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**26 AUG 2021**

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS  
DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR  
DEFENSE EXPORTS AND COOPERATION  
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR  
INTERNATIONAL PROGRAMS  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE FINANCE  
AND ACCOUNTING SERVICE – INDIANAPOLIS OPERATIONS  
DIRECTOR OF CYBERSECURITY DIRECTORATE AND DEPUTY  
NATIONAL MANAGER FOR NATIONAL SECURITY  
SYSTEMS, NATIONAL SECURITY AGENCY

SUBJECT: Manpower Reporting Requirements Update, DSCA Policy Memo 21-13 [SAMM E-Change 505]

REFERENCES:

- (a) [DSCA Policy Memorandum 13-24](#), Revision of Manpower Travel Data Sheet (MTDS) Requirements, August 13, 2013
- (b) [DSCA Policy Memorandum 08-27](#), Manpower Reporting Requirements, October 10, 2008
- (c) [DSCA Policy Memorandum 07-43](#), Manpower and Travel Data Sheet (MTDS) Reporting Requirements, November 20, 2007

Effective immediately, this memorandum incorporates E-Change 505 into the Security Assistance Management Manual (SAMM) by updating Implementing Agencies' reporting requirements of Foreign Military Sales (FMS) and Building Partner Capacity (BPC) case-funded manpower. References a, b, and c are hereby superseded.

The purpose of this policy change is to ensure that the Manpower Travel Data Sheet (MTDS) is in a standardized format for capturing and auditing all case-funded civilian or contracted full-time equivalent manpower, travel, and personnel support costs. In addition, the MTDS helps ensure U.S. government or U.S. contracted personnel traveling overseas on case-

funded activities are protected by Status of Forces Agreements or other status provisions, where applicable. Implementing Agencies are required to submit the MTDS in the Defense Security Assistance Management System for all new FMS and BPC case lines providing case-funded manpower on Letters of Offer and Acceptance (LOAs) and for all such lines being revised through LOA Amendments and Modifications.

For questions on this policy, please contact Daniel Rea, DSCA/OBO/FPRE, [daniel.rea2.civ@mail.mil](mailto:daniel.rea2.civ@mail.mil), (703) 614-9955. For general questions on the SAMM, please contact Diane Vidal, DSCA/SPP/EPA, [diane.k.vidal.civ@mail.mil](mailto:diane.k.vidal.civ@mail.mil), (703) 697-9345.

A handwritten signature in black ink that reads "Heidi H. Grant". The signature is written in a cursive, flowing style.

Heidi H. Grant  
Director

Attachment:  
As stated

**Security Assistance Management Manual (SAMM) E-Change 505**  
**Manpower Reporting Requirements Update**

1. Update C9.4.2.4. Manpower Reporting Requirements to:

**C9.4.2.4. Manpower Reporting Requirements.** Manpower requirements listed on LOAs are generated and validated through Manpower Travel Data Sheets (MTDS) in the Defense Security Assistance Management System (DSAMS). MTDS is in a standardized format for capturing and auditing all case-funded civilian or contracted full-time equivalent (FTE) manpower, travel, and personnel support costs, and must be completed in DSAMS. MTDS data ensures U.S. government or U.S. contracted personnel traveling overseas on case-funded activities are protected by Status of Forces Agreements or other status provisions, where applicable.

**C9.4.2.4.1. DSCA Review.** DSCA assesses costs contained in the MTDS for reasonableness and fairness, and verifies consistency with the LOA. [Figure C9.F2.](#) depicts the MTDS format for manpower pricing and information. The LOA is provided to the foreign partner for signature. If the foreign partner requests the MTDS, the Implementing Agency (IA) may provide the MTDS with an emphasis that it is a planning document.

**C9.4.2.4.1.1.** DSCA will return LOAs with MTDS errors to the originating IA. Examples of MTDS errors include, but are not limited to: costs determined not fair and reasonable; incomplete MTDS DSAMS submission or data entries; and/or, personnel costs that significantly deviate from Office of Personnel Management (OPM) rates.

**C9.4.2.4.2. Contracted Manpower.** For contracted manpower, IAs are required to identify position or function, LOA line item number, duration, total manpower cost, corresponding Case-Related Manpower Functions and Funding Source row number(s), and CONUS and In-Country travel. [See Table C9.T2.](#) for the Case-Related Manpower Functions and Funding Source Manpower Matrix. The number of work years and travel costs, if unknown, are not required for contracted manpower.

**C9.4.2.4.3. Amendments and Modifications.** The MTDS is required for all lines involving case-funded manpower being revised through Amendments and Modifications, whether an increase or decrease in scope for Amendments and whether an increase or decrease in price for Modifications. Revised lines must reflect the total manpower, travel (to include identifying CONUS and In-Country), and personnel support costs, not the differences between the previous and revised amounts.

**C9.4.2.4.4. MTDS Exemptions.** The following items are exempt from the MTDS requirement:

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| <ol style="list-style-type: none"><li>1. Manpower provided as a membership in the USG-sponsored groups identified in Row #101 of <a href="#">Table C9.T2.</a>;</li><li>2. Manpower provided by the Working Capital Fund (WCF) as long as the manpower is part of the final material total cost and cannot be separated from the unit price</li></ol> |
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(e.g., organic costs). If only services are being provided by the WCF, an MTDS is required;

3. Lines involving blanket order CONUS training or schoolhouse-provided training where manpower costs are embedded within the course/tuition rates;
4. Contractor Logistics Support using Military Articles and Services List (MASL) number R9A-0761000000CLS;
5. Repair and Return programs;
6. Refurbishment/Overhaul programs;
7. Embedded manpower (e.g., pro-rata share of engineering support) that is part of the materiel cost and cannot be separated from the unit price;
8. Number of Work Years and travel costs for contracted manpower, if unknown;
9. Cases in Supply/Services Complete (SSC) status and the amendment or modification is being processed in preparation for full case closure.

2. Update Table C9.T2. Case-Related Manpower Functions and Funding Source Manpower Matrix, Row 101 by adding “Technical Coordination Program (TCP)” in the “Activity” column:

Row	Activity	Admin	Case	Non-Standard	Frequency
101	Foreign Participation in a USG-sponsored Group.  Foreign purchaser participation in a case/program related group such as Technical Coordination Groups (TCG), Technical Coordination Program (TCP), International Engine Management Program (IEMP), Electronic Combat International Security Assistance Program (ECISAP), Fair Share Sustainment Program (FSSP), Engineering Fair Share Program (EFSP), Apache Coordination Technical Services Improvement Program (ACTSIP), etc.		X		

3. Update Figure C9.F2. LOA Manpower and Travel Data Sheet (MTDS), D. Narrative Description to:

**D. Narrative Description:**

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.

4. Update SAMM Glossary to include:

TERM	DEFINITION	LINK
Embedded Manpower	The manpower requirements priced within materiel costs that cannot be separated from the unit price. Example: LOR requests 100,000 ammunition from vendor. Vendor manufactures 1,000,000 ammunition for multiple LOAs. The manpower cost is included in the unit cost of manufacturing the ammunition and that manpower cost cannot be separated out.	N/A