



DEFENSE SECURITY COOPERATION AGENCY
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WASHINGTON, D.C. 20301-2800

05 January2026

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
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DIRECTOR, SECURITY COOPERATION ACCOUNTING
DIRECTORATE, DEFENSE FINANCE AND ACCOUNTING
SERVICE, INDIANAPOLIS OPERATIONS
DIRECTOR OF CYBERSECURITY DIRECTORATE AND DEPUTY
NATIONAL MANAGER FOR NATIONAL SECURITY
SYSTEMS, NATIONAL SECURITY AGENCY

SUBJECT: Defense Security Cooperation Agency Policy Memorandum 25-102, Manpower
Travel Data Sheet Exemption for Line Closure [SAMM E-Change 794]

This policy memorandum revises the criteria under which the Implementing Agencies (IAs) are exempt from including and updating Manpower Travel Data Sheets (MTDS) for Foreign Military Sales (FMS) cases that are being reconciled for closure. For FMS Letters of Offer and Acceptance (LOAs), MTDS entries are required for all lines involving case-funded manpower. The MTDS includes the total manpower, travel, and personnel support costs. The Security Assistance Management Manual (SAMM) outlines certain conditions where MTDS entries are not required.

This policy revision eliminates the condition that requires the entire LOA reflect Supply/Services Complete (SSC) status and undergo full case closure to qualify for the MTDS exemption. Instead, the MTDS exemption will apply at the line level such that an MTDS will not be required for any case line that is marked “Complete” and is being reconciled for closure. This decision will improve case closure readiness goals by allowing case lines to go into closure status quickly by reducing the time it takes to recalculate MTDS costs to actual amounts.

The IA will enter SSC status for the line in the Defense Security Assistance Management System (DSAMS) where systems will permit. The associated C9.T2 row number(s) in the MTDS

should remain unchanged. When reconciling the line, the actual cost should be entered instead of using the MTDS generated costs. Additionally, the IA is required to input the following Case Remark in DSAMS prior to posting the Military Approval (MILAP) milestone (e.g. “Line(s) xxx-zzz is/are closed, Supply/Services Complete (SSC), and have no existing requirements in execution”). Any subsequent change in scope to the line(s) will require a new case line and the IA must utilize an MTDS to document such manpower and travel requirements

If you have questions regarding this memorandum, please contact the Office of Business Operations, Financial Policy & Regional Execution Directorate, Financial Policy Division (OBO/FPRE/FP) at dsca.ncr.obo.list.fpre-fp@mail.mil. Please reference the DSCA policy number and memorandum subject in your inquiry. For general questions about the SAMM, please contact the Office of Strategy, Plans and Policy, Execution Policy and Analysis Directorate (SPP/EPA) at dsca.ncr.spp.mbx.epa@mail.mil.

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Brian Watford
Acting Chief Operating Officer and
Chief Financial Officer

Attachment: Security Assistance Management Manual E-Change 794

Security Assistance Management Manual E-Change 794

1. Update Section C9.4.2.4.4., row 9:

From:

9. Cases in Supply/Services Complete (SSC) status and the amendment or modification is being processed in preparation for full case closure;

To:

9. Cases line(s) in Supply/Services Complete (SSC) status and marked Complete; the amendment or modification is being processed in preparation for full case closure.