



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

24 June 2025

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS (SAF/IARG)  
AIR FORCE SECURITY ASSISTANCE AND COOPERATION  
DIRECTORATE (AFSAC/FM)

SUBJECT: Defense Security Cooperation Agency (DSCA) Memorandum 25-63, Manpower  
Travel Data Sheets on Service Supply Complete Lines Using Security Assistance  
Manpower Requirements System Data

References: AFMC/IA 22-14 New Procedures for Foreign Military Sales (FMS) Direct Case  
Funded Manpower Processing

This memorandum exempts the Air Force from including Manpower Travel Data Sheets (MTDS) on Foreign Military Sales (FMS) case lines with manpower under specific circumstances. This is based on the Air Force generated and validated system (Security Assistance Manpower Requirements System (SAMRS)) process which vetted manpower costs during case development. This exemption is limited to Air Force FMS case lines developed using SAMRS and the line is reconciled for closure (i.e. Service Supply Complete (SSC)). The statement below is required to be submitted as a Case Remark in the Defense Security Cooperation Management System (DSAMS) by the Implementing Agency (IA) prior to posting the MILAP milestone in DSAMS:

*Line(s) xxx-zzz were implemented prior to 1 Aug 2022, are Supply Services Complete (SSC), and do not require a Manpower Travel Data Sheets (MTDS) IAW with DSCA Policy Memo 25-63, "Manpower Travel Data Sheets on Service Supply Complete Lines Using Security Assistance Manpower Requirements System Data" and AFMC IA 22-14 "New Procedures for Foreign Military Sales (FMS) Direct Case Funded Manpower Processing".*

This statement should also be included in the Additional Comments section on the Letter of Offer and Acceptance (LOA) checklist when submitting the electronic package (ePkg) in the Case Tracking System (CTS).

Cases with SSC lines implemented prior to 01 August 2022 were vetted using SAMRS and will not have a MTDS. The Air Force confirms the line is closed, services complete, and no existing requirements are in execution. The line must be marked Complete, as appropriate, to be eligible for this exemption.

Cases with active lines implemented prior to 01 August 2022 and vetted using SAMRS cannot be updated for new scope. Any extensions, additional requirements, price increases,

modification to manpower/travel data, etc., will require new lines and must utilize an MTDS to document manpower and travel requirements.

If you have questions on this memorandum, please contact DSCA Office of Business Operations, Financial Policy & Regional Execution Directorate, Financial Policy Division (OBO/FPRE/FP) at [dsca.ncr.obo.list.fpre-fp@mail.mil](mailto:dsca.ncr.obo.list.fpre-fp@mail.mil).

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Chief Operating Officer and Chief Financial Officer