



**DEPUTY UNDER SECRETARY OF THE AIR FORCE
INTERNATIONAL AFFAIRS**

Security Assistance Manpower Requirements System (SAMRS):

User Guide v2.0

January 2003

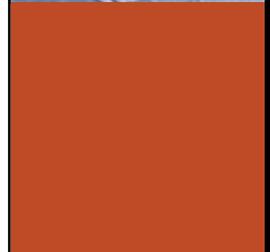


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1.0 Introduction

1.1 History

In November 2001, the Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) engaged BearingPoint to develop the Security Assistance Manpower Requirements System (SAMRS) to automate the development and approval processes for Manpower Requirements Packages (MRPs). The MRP is the primary document for justifying, coordinating and requesting Security Assistance manpower. It also serves as a critical portion of the Foreign Military Sales (FMS) case file and the overall resource audit trail associated with FMS cases. SAMRS automates the manual paper-based process through the deployment of a web-based application.

The application seeks to increase visibility, reduce processing time and allow for the opportunity to data mine content for future standardization and MRP workflow process improvements. Accordingly, SAMRS is a tool that will further standardize the MRP development, submission, and approval processes while reducing the overall development-submission-approval timeframe.

1.2 Process Overview

1.2.1 Introduction

SAMRS enables users to manage the daily operations and activities associated with the creation of MRPs linked with a Letter of Offer and Acceptance (LOA). Once users register and authenticate into the site, they are able to view, track and manage their relevant activities associated with a MRP. Within SAMRS, there are two primary types of generic user roles. The first role is for users creating a MRP and entering related data into SAMRS. The second role is for users involved in validating and approving the MRP.

Only personnel that identify themselves in the system as a Security Assistance Program Manager (SAPM) or Country Case Manager (CCM)/Case Manager (CM) may create a MRP and enter related data. Only Servicing Manpower Office (SMO) representatives, Headquarters/Major Command Manpower Office (HQ/MAJCOM) representatives, and SAF/IA Security Assistance Policy Division (SAF/IAPX) representatives are able to validate and approve the MRP. When a case is disapproved, the reviewer must document the reason. In addition, users can track the status of cases once submitted for review and approval, as well as view previous cases that have been created and approved in the past.

1.2.2 SAMRS Communication Process Overview

The SAMRS communication process is composed of the following key users: Country Director, SAPM/CCM, HQ/MAJCOM representative, Local Manpower Office representative, and the SAF/IAPX Security Assistance Management Analyst. Figure 1 summarizes, at a high-level, the main communication channels that exist through a case's lifecycle. The solid lines depict the required paths of communication for a case and the dashed lines depict paths that are optional. For example, the solid lines are for submitting a case and the dashed lines are communication flows for disapproving a case.

The process, as depicted in Figure 1, begins with the creation of a LOA Draft (LOAD). Once a Country Director receives a Letter of Request (LOR) that requires manpower, it is submitted to the SAPM/CCM for development of the MRP. After the MRP has been developed and input into SAMRS, the SAPM/CCM submits it for approval to the Local Manpower Office (in SAMRS this is represented as the SMO) for validation. If approved, it will be sent on to the HQ/MAJCOM Office for additional validation. If approved by the HQ/MAJCOM Office, the MRP will be sent to SAF/IAPX for final validation and approval.

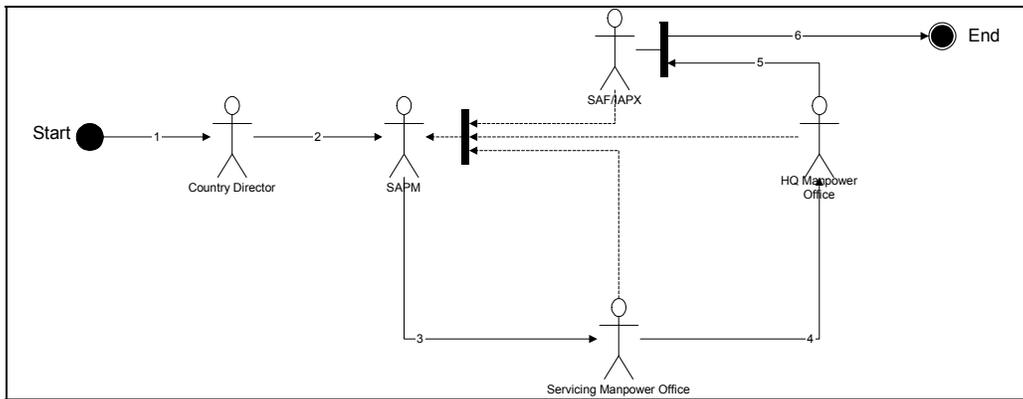


Figure 1: SAMRS Communication Process Overview

Overall, SAMRS supports the creation, submission, and management of cases. The activities supported by SAMRS can be summarized in three high-level activities and are shown in Figure 2:

1. Data Entry
2. Validation
3. Finalization & Publication

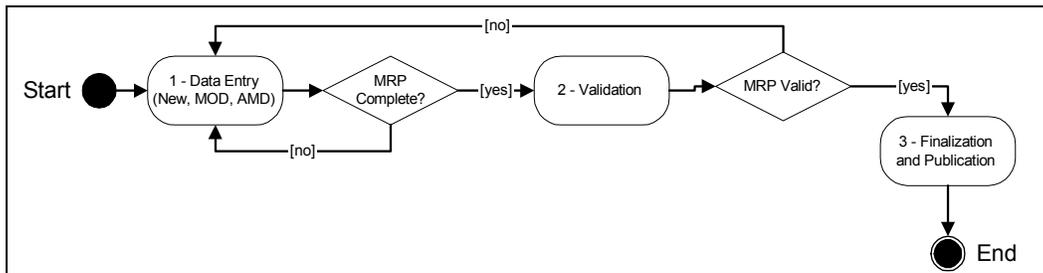


Figure 2: SAMRS Process Overview

1.3 Application Information

1.3.1 General Functionality

SAMRS is a web-based tool providing access to the processes, information, reports, and technologies required to create and manage MRPs. SAMRS can be accessed at <http://www.safia.hq.af.mil/SAMRS>.

1.3.2 General SAMRS Characteristics

SAMRS is accessible within all .MIL/.GOV domains and supports the development, validation, and approval of MRPs. SAMRS uses standard web application development tools and technologies that enable a dynamic environment for creating and managing the MRP business process.

An important concept of the MRP development process resembles a tree graph where there is one root case, or node, with an unlimited amount of children to be managed under the root case. These children under the root case are often the result of Amendments or Modifications to that case. Although it is not as common, it is possible to have "grandchildren" or "great-grandchildren" nodes as well. The tree does not need to be balanced and will commonly contain several child nodes under the root case. Please see Figure 3 for representation of this concept.

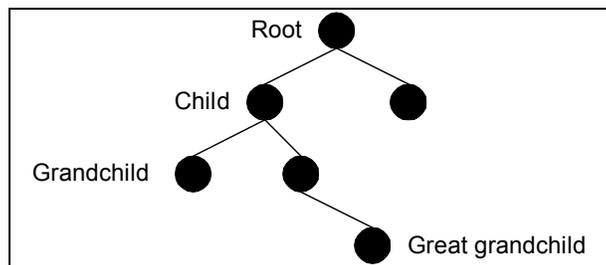


Figure 3: MRP Case Tree

Each case created will likely have more than just one child node as part of the MRP. It is necessary to capture the branch that each node is associated with and link it to the parent node to ensure the correct flow of communication can be maintained during validation. If an MRP has more than one child node, each child MRP will be linked to the original SAPM who created it. If there are nodes below the child, the hierarchical structure will remain as it moves up the tree so that each node is able to identify its parent.

This portion of the application will also manage the process of creating Modifications and Amendments to MRPs. As Modifications and Amendments are created, they will be able to be derived from their original MRP, providing a baseline to simplify the Modification and Amendment process. It also gives users visibility into the original MRP as a reference. The original MRP will never be over-written, for it is versioned within that MRP instance.

1.3.3 Recommended System Requirements

The following list identifies recommended system requirements for optimum functionality and performance of SAMRS:

- Internet Explorer 4.01 or later
- WIN 95/98/2000/NT 4.0
- Valid email account
- 1024 x 768 or greater screen resolution
- Adobe Acrobat Reader 4.0 or later
- Microsoft Office 2000 or later
- Access from a .MIL/.GOV domain
- Connection speed of 56.6 Kbps or greater

1.3.4 Contact Information

The SAMRS System Administrator may be contacted through the *SAMRS Administrator* link on the entry page or the login page. The user can complete a web-based comment form that will be directly submitted to the administrator. Users may also directly email the administrator at SAMRS.Admin@pentagon.af.mil.

2.0 User Account Management

2.1 Account Setup

2.1.1 Self-Registration

All users from the Air Force (AF) FMS community may self-register with SAMRS to create an account and choose a user role, except SAF/IA user roles. SAF/IA user accounts are established in the system through a current SAF/IA user. Once a user has registered with the system, an email notification is generated and sent to the administrator (SAF/IA user) indicating a new user has submitted a registration form. The administrator will logon to the system as a SAF/IA user, and proceed to either accept, applying the appropriate user roles and privileges, or deny the user registration. The administrator is responsible for verifying user authenticity for access to SAMRS, and may verify with a follow-on email or courtesy phone call.

During the registration process, users must provide their first and last name, DSN or commercial phone number, applicable user role, email address, and password. As noted on the registration page, the **email address will serve as the User ID**; therefore it is imperative that email addresses are correctly entered.

Figure 4: SAMRS Entry and Self-Registration Pages

2.1.2 Passive Registration

During the development of a new case, the SAPM/CCM may identify unregistered personnel that are necessary to complete the review process. At this point, the SAPM/CCM must enter each personnel's proper email address for passive registration to the system. For further information regarding the identification of personnel, please refer to *Section 4.3.1.1 Case Identification Data*.

Once entered, and the case has been saved, SAMRS will generate a password for the newly registered user and send a message to the provided email account with the necessary login credentials and URL to access the case for review.

2.1.3 User Roles

During the self-registration process, a new user will be required to indicate their user role. The following is a description of the current user roles:

- **Country Director:** The Country Director is the principal USAF point of contact for all international activities within an assigned country. The Country Director develops and integrates USAF policy guidance, monitors the politico-military environment, and advises SAF/IA on the implementation of all international programs within his or her area of responsibility.
- **SAPM/CCM (MRP Creator):** The SAPM/CCM normally resides in the organization predominantly responsible for implementing an LOA, including MRP preparation and creation, and program execution (i.e., cost, schedule, performance, and supportability) as set forth in the applicable program management directive.
- **SMO:** The SMO is responsible for reviewing the MPR and is identified by the SAPM/CCM in the application. A single office can act as both servicing manpower office and SPO if the SPO has a manpower office.
- **HQ/MAJCOM:** User residing in those organizations over the servicing manpower offices. They are responsible for the final approval or disapproval of MRPs within the HQ or Major Command organization.
- **SAF/IA:** The SAF/IA security assistance management analyst that oversees all resource allocations and FMS manpower requirements for all Air Force LOAs.

2.1.4 Basic Permissions

Once a user has completed the self-registration form and the administrator has been notified, the appropriate permissions will be assigned to the user's account. Below is a listing of the basic permissions available to the user. More detailed descriptions of the permissions and functionality will be provided in the following section of this user manual. Please refer to Figure 5 for basic permissions as they apply to each user role.

	Country Dir.	SAPM/CCM	SMO	HQ/MAJCOM	SAF/IA
Create		X			
Review	X	X	X	X	X
Edit		X			
Change		X			
Cancel		X			
Submit		X	X	X	X
User Administration					X

Figure 5: User Type and Basic Permissions

- **Create:** Allows users to create a new MRP case in the system. This function allows the user to enter MRP data into the application and provides the user the data entry templates and defines the workflow coordination process.
- **Review:** Allows users to retrieve and open a MRP for inspection and/or validation.
- **Edit:** Allows the user to update and change throughout the creation and submission process.
- **Change:** Allows users to stop the coordination process in order to make a critical update to a MRP. By using this function, the user decided the MRP requires significant changes affecting funding and/or the number of manpower positions. This function only affects unapproved MRPs.

- **Cancel:** Allows users to remove an MRP from the application and target the case as “Inactive.” This functionality is applicable to all cases registered to the system and once utilized, is an irreversible function.
- **Submit:** Allows users to forward the MRP to the next coordinating office in the workflow process. This function is applicable to all levels of the workflow coordination effort – Data Entry, Validation, and Finalization and Publication (see Figure 2).
- **User Administration:** Allows users to verify and control user access to the application by reviewing requests to use the application.

2.2 User Login

SAMRS requires users to enter a User ID and password upon initial login to the application. Users may be required to re-supply their login credentials in the event of a session time-out. A session time-out will occur after 15 minutes of inactivity. Figure 6 depicts the SAMRS Login page.

2.2.1 User ID

The email address of the user serves as the User ID for SAMRS. The email address was selected because it is necessary in order for the workflow process to take place. In keeping with this, users must ensure the email address is correctly entered during registration and during subsequent references, such as during the development of new cases where a SAPM/CCM may passively register a new user to SAMRS (see Section 2.1.2 Passive Registration).

2.2.2 Password

Passwords may be any combination of numbers, letters (upper- or lowercase), or special characters, and are required to login to SAMRS.

The user may either establish passwords during self-registration or receive one generated by SAMRS during a passive registration.

Since your User ID is your email address, use strict confidentiality in safeguarding your password, as it is the only measure of security to deny someone from using your account.

For more information regarding changing your password, please refer to Section 2.2.4 Account Management.

United States Air Force
SAMRS
Security Assistance Manpower Requirements System

SAMRS has been developed in an effort to automate the manpower requirements submission process. Login below to begin using SAMRS.

User ID:

Password:

First-time Users [register here](#)

Forgot your Password? Enter your email address and have it sent to you.

Reference the [SAMRS User Guide](#) for an in-dept look at the system.
 Need more help, contact a [SAMRS Administrator](#).

Figure 6: User Login

2.2.3 Forgot Password

If a user forgets their password, SAMRS can automatically send their password to the user by inputting their email address (User ID) on the login page. Once a user submits their email address, the login page will display a notification that the password has been emailed to the user at the entered email address. Please refer to *Appendix E: Email Notifications*.

This feature is available to all users, active or inactive, who have registered to the application. Refer to Figure 7 and Figure 8 for further guidance.

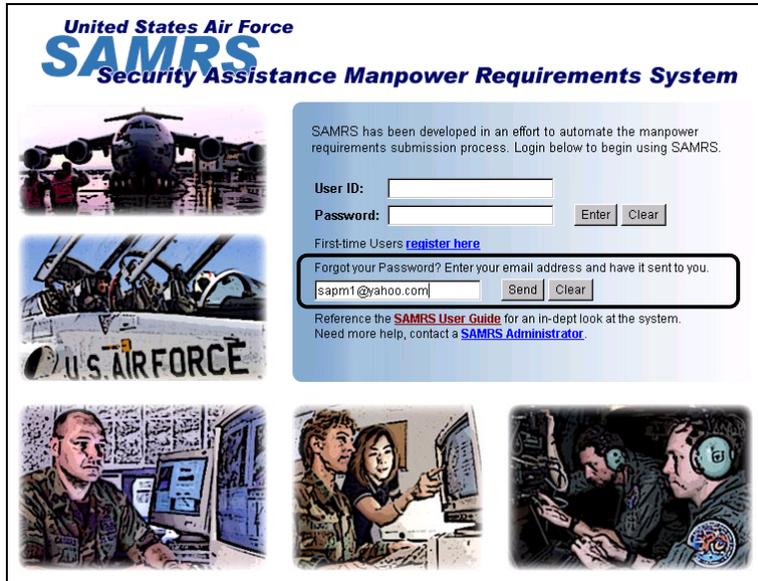


Figure 7: Forgot Password - Enter Email Address

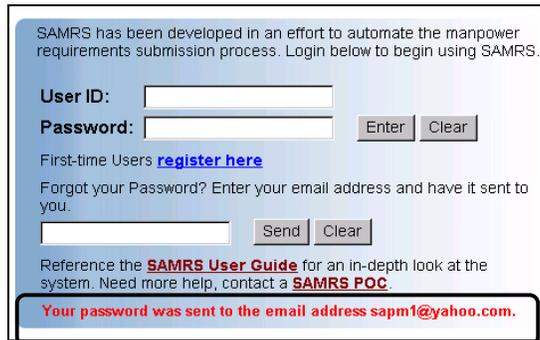


Figure 8: Forgot Password - Password Sent Indication

2.2.4 Account Management

Once a user has an established SAMRS account, and has been authorized to access the application by the SAMRS Administrator, they may update and maintain their user profile as necessary. By selecting their name as it appears in the SAMRS Header, *Section 4.1.2 Header*, the user has the ability change:

- **First Name:**
- **Last Name:**
- **DSN Phone #:** User may enter either DSM or commercial phone number as applicable.
- **Password:** To change a password, the user must enter their current password and a new password, confirming the new entry.

Please complete the entries below and choose 'Submit'
The new Password entries are **optional**.

First Name:	<input type="text" value="Mike"/>
Last Name:	<input type="text" value="Faust"/>
DSN Phone #:	<input type="text" value="292-323-2321"/>
SAMRS Role:	SAPM/CCM
Email Address:	sapm1@yahoo.com
Enter Current Password:	<input type="password"/>
Enter New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Figure 9: Account Management

2.2.5 Session Time-Out

For security purposes, a session time-out will occur after 15 minutes of user inactivity within the application. In the event of a session time-out, users will be returned to the login page, and after starting a new session by logon, will be returned to their main page. Based on location within the application, users should ensure they **save data before leaving the system idle, as any unsaved data will be lost as the result of a system time-out**. Please see *Section 4.1.1 Buttons* for further indications about saving data.

3.0 Functionality Overview

3.1 Functionality

The overall goal of SAMRS is to simplify the MRP development process by:

- Decreasing cycle time from MRP inception to final approval;
- Increasing visibility into the MRP submittal/approval process so all levels in the workflow process have insight into the current status of a MRP(s);
- Building an archive of MRPs that can be used for future Data Mining. This would then lend itself to the adoption of standard MRP language.

SAMRS is designed around user roles vice organizations, in that, users fill specific roles based on where their responsibilities in the MRP workflow process fall. The two primary roles are (1) Initiator of a MRP, (2) Approver or Validator of a MRP. The application itself is a workflow tool that automates the development, submittal, and approval processes. The application provides users full visibility into what stage of the development or approval process the MRP currently resides. It uses automated email notification of MRP status to further enhance communication, visibility, and overall responsiveness. If roles or responsibilities in the MRP process change, the application does not require significant changes to adopt those changes meaning that the application is scalable and flexible.

The actual MRP development process walks a user through the stages of the MRP, with the development process being template driven:

- Users define their particular approval chain for the case. MAJCOMs could identify their unique approval chain(s) with a single organization, potentially filling all approval roles below the SAF level.
- Users are required to input data that justifies manpower requirements for the case.
- Upon initial submission, email notification is sent to the first approving official, SMO, identified by the MRP initiator. Subsequently, the approval chain is developed as the MRP progresses through the review/approval process.
- The application calculates manpower cost estimates based on user inputs.
- All user-entered data is summarized and can be printed or saved electronically as needed.
- In the event the MRP is disapproved, the MRP initiator is notified via email, and may then make changes as necessary, and resubmit.
- All reason(s) for disapproval are displayed and can be responded to accordingly in the resubmitted MRP.

In summary, SAMRS functionality executes a particular activity based on user-defined roles. These functions, which make up portions of the workflow process, enable the creation, coordination, and completion of a MRP. Registered users with an active user account will have the ability to perform these functions to all active cases assigned to them. These activities are further defined as: System Related Functionality and Case Related Functionality.

3.1.1 System Related Functionality

System Related Functionality refers to functions that are applicable only to the application, and do not rely on case information in order to execute, although may refer to the case identifier. In addition, the functions are specific not per user, but the user role they are assigned. These activities are defined below:

1. **Open MRP:** Allows the user to view all active MRP cases registered to the system and applicable to their user account/role. Cases may be opened from either the SAMRS main page or selected after completing a search for the case.
2. **Create MRP:** Allows users to create a new MRP case in the system. When creating a MRP, users must select one of the following case types to begin (See Figure 10):
 - **Basic:** Allows users to build a new MRP case.
 - **Copy Basic:** Allows users to copy previously approved Basic MRP cases they created in SAMRS. Both the approved MRP and the MRP to be developed must be a Basic case. All case information is duplicated for reference in developing the new Basic MRP. Once the case information has been retrieved, the user can modify the case information as necessary.
 - **Modification (MOD):** Allows users to apply a modification, as required by a LOA Modification, to a previously approved MRP case. Modifications may involve a change to the manpower requirement, increase or decrease, without altering the overall scope of the LOA (i.e. overall costs, period of performance).
 - **Amendment (AMD):** Allows users to apply an amendment, as required by a LOA Amendment, to a previously approved MRP case. Amendments indicate an increase or decrease in the level of effort that drives a change in cost or overall scope of the LOA.
 - **Administrative (ADMIN):** Allows users to build a new case that is classified as supporting the Air Force FMS program and is funded with FMS Administrative funds.

Please select the type of MRP you wish to create:

Basic	<input checked="" type="radio"/>
Copy Basic	<input type="radio"/>
Modification (MOD)	<input type="radio"/>
Amendment (AMD)	<input type="radio"/>
Administrative (ADMIN)	<input type="radio"/>

<< >>

Figure 10: Create MRP - Case Types

3. **Search:** Allows users to retrieve cases based on the country code, service, DSAM code, and/or the case identifier. The user has the ability to supply any part of these variables to begin the search. If the user does not supply a variable, they will obtain a listing of all available cases.
4. **Cancel MRP:** Allows user to remove an MRP from the application and reclassify the case as "Inactive." This functionality is applicable to all cases registered to the system and once utilized, is an irreversible function.
5. **My MRPs:** Directs the user to their main page with listing of all cases assigned to them. This screen is viewable as the initial screen after a successful login. Selecting *Home* will perform the same function.
6. **Assign MRP:** Allows personnel assigned the SAF/IA user role to "take ownership" of submitted MRP cases for validation. This function is only applicable to the SAF/IA user role and is done after the MRP is approved by HQ/MAJCOM and submitted to SAF/IA. MRP cases that are submitted to SAF/IA for validation are stored as Unassigned MRP Cases until a SAF/IA user has taken assignment of the MRP as their own. This function enables the SAF/IA user to delegate the responsibility for

individual cases within the SAF/IA office. As MRP cases are submitted to the SAF/IA office, SAF/IA users are able distribute responsibility of cases among the SAF/IA users group. Once HQ/MAJCOM approves and submits the MRP to SAF/IA, an email notification is generated and sent to all SAF/IA users, in addition to all other coordinating offices. Upon notification, SAF/IA users may assign the case as needed. Once a SAF/IA user has assigned the case, it will no longer be visible to the other SAF/IA users. Refer to Figure 11 and Figure 12 for further guidance.

The screenshot shows the SAMRS interface with the following data:

United States Air Force SAMRS Security Assistance Manpower Requirements System					
Welcome, saf ia! You're registered as a SAF/IA					Current Date: 12/9/02
Home :: Exit :: Help User Administration :: Allocate Manpower :: Assign MRPs :: Open MRP :: My MRPs :: User Guide					
Unassigned MRP Cases:					
Type	Case ID	Case Title	WorkCenter	MAJCOM	Assign?
Basic	TK-D-GPW-Basic	TUAF requested follow on sustainment and case closure support, beyond routine efforts	AFSAC/SD	AFMC	Yes <input type="radio"/> No <input checked="" type="radio"/>
Basic	YAI-D-03-Basic	Counter-Air FMS Integration and Procurement	AAC/YAI	AFMC	Yes <input type="radio"/> No <input checked="" type="radio"/>

Assigned MRP Cases:					
Type	Case ID	Case Title	WorkCenter	MAJCOM	Assign?
There are no MRPs assigned to you.					

Figure 11: Unassigned MRP Cases

The screenshot shows the SAMRS interface with the following data:

United States Air Force SAMRS Security Assistance Manpower Requirements System					
Welcome, saf ia! You're registered as a SAF/IA					Current Date: 12/9/02
Home :: Exit :: Help User Administration :: Allocate Manpower :: Assign MRPs :: Open MRP :: My MRPs :: User Guide					
Unassigned MRP Cases:					
Type	Case ID	Case Title	WorkCenter	MAJCOM	Assign?
Basic	TK-D-GPW-Basic	TUAF requested follow on sustainment and case closure support, beyond routine efforts	AFSAC/SD	AFMC	Yes <input type="radio"/> No <input checked="" type="radio"/>

Assigned MRP Cases:					
Type	Case ID	Case Title	WorkCenter	MAJCOM	Assign?
Basic	YAI-D-03-Basic	Counter-Air FMS Integration and Procurement	AAC/YAI	AFMC	Yes <input checked="" type="radio"/> No <input type="radio"/>

Figure 12: Assigned MRP Cases

7. **Attach File:** Allows users to upload a single file, such as a LOR, LOA, or LOAD to the MRP to support the case information. The LOA or LOAD must be uploaded before the case can be submitted for review. Please refer to *Section 4.1.4 Case Menu* for further details.
8. **View File:** Allows user to view files attached to the MRP, such as the associated LOA/LOAD or LOR.
9. **IPD Issued:** Allows personnel assigned the SAPM/CCM user role to declare the country has signed a LOA and funds have been deposited to the US Government (USG) account. After selecting this

function, the SAPM/CCM user may search for the case and select it to indicate that an IPD has been issued.

10. **View Incoming:** Displays the cases submitted for review for a user via their main page listing. Cases become available for preview once the SAPM/CCM user has input the necessary case routing information and saved them to SAMRS.
11. **User Administration:** Allows SAF/IA Administrators to register new SAF/IA users and disable/enable user accounts. The administrator is able to view a user's Last Name, First Name, Email, User Role, Phone Number, and whether or not an account has been enabled. New user accounts awaiting approval are identified at the top of the page for administrator action. All accounts are enabled/disabled by checking/unchecking the box in the **Enable?** column. Refer to Figure 13 for further guidance.

United States Air Force SAMRS Security Assistance Manpower Requirements System						
Welcome, saf ia! You're registered as a SAF/IA						Current Date: 12/9/02
Home :: Exit :: Help User Administration :: Allocate Manpower :: Assign MRPs :: Open MRP :: My MRPs :: User Guide						
NEW USERS:						
ITEM#	FIRST NAME	LAST NAME	EMAIL ADDRESS	USER ROLE	PHONE NUMBER	ALLOW ACCESS?
1	John	Doe	JDoe@usa.mil	SAPM/CCM	425-8361	Yes <input type="checkbox"/> No <input type="checkbox"/>
REGISTERED USERS:						
Sort by: LAST NAME						Create SAF/IA User
ITEM#	FIRST NAME	LAST NAME	EMAIL ADDRESS	USER ROLE	PHONE NUMBER	ENABLE USER?
1	Mike	Faust	sapm1@yahoo.com	SAPM/CCM	292-323-2321	Yes <input checked="" type="checkbox"/>
2	Mary	Hollenbrook	hqmo1@yahoo.com	HQ/MAJCOM	239-232-9199	Yes <input checked="" type="checkbox"/>
3	saf	ia	safiausaf@yahoo.com	SAF/IA	999-333-3323	Yes <input checked="" type="checkbox"/>
4	Marc	Maciaszek	mmaciaszek@kpmg.com	SAF/IA	333-333-3333	Yes <input checked="" type="checkbox"/>
5	Leroy	Mendes	leroymen@hotmail.com	SAPM/CCM	1213312312	Yes <input checked="" type="checkbox"/>
6	Roger	Milliam	servicing_mo@yahoo.com	SMO	932-232-1212	Yes <input checked="" type="checkbox"/>
7	Justin	Popowich	jpopowich@kpmg.com	SAPM/CCM	588-8361	Yes <input checked="" type="checkbox"/>
8	Jon	Steen	jhsteen@yahoo.com	SAPM/CCM	425-8963	Yes <input checked="" type="checkbox"/>
9	Sara	Wallgreen	countrydirector@yahoo.com	CD	1-900-458-1248	Yes <input checked="" type="checkbox"/>
Done						

Figure 13: User Administration

12. **Allocate Manpower:** Allows personnel assigned the SAF/IA user role to send an allocation memo to the appropriate MAJCOM/XP and AF/DPMP. SAF/IA user may complete a form that will then be sent electronically to the designated POCs. Refer to Figure 14 for further guidance.

● Allocate Manpower to MRP case: Date Entered: 12/9/02

• Please enter the MAJCOM/XP representative:

First name: Last name:

Email:

• Please enter the AF/DPMP representative:

First name: Last name:

Email:

FROM: SAF/IAPX
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: FMS Manpower Allocation for SN-D-XXX-AMD001.

Manpower Requirements are approved and adjusted as requested. Since the FYDP cannot be adjusted in the execution year, this memo represents your authority to over allocate the resources for this case.

Should you have any questions, please contact the undersigned.

saf ia
safiausat@yahoo.com
999-333-3323

<< clear >>

Figure 14: Manpower Allocation Memo

13. **User Guide:** Allows users to open the SAMRS User Guide for referencing information related to the development, submission, validation, and approval of MRP cases within SAMRS.
14. **Exit:** Allows users to log off from SAMRS. Once selected, the user will verify that they do/don't want to end their session through a pop-up dialogue box. Upon exiting, they will be directed to the exit page confirming log off and have the option to return to the login screen.

3.1.2 Case Related Functionality

Case related functionality refers to functions that are applicable to a MRP case and rely on case information in order to execute. In addition, the functions directly impact the case and define the MRP workflow process. These functions are defined as:

1. **Approve/Disapprove:** Allows users to determine if the case information is valid or invalid during the validation process. Using this feature, the user can forward the case for further approval or return it to the SAPM/CCM for correction. **During the MRP validation process, if any part of the MRP or the Manpower Travel Data Sheet (MTDS) is disapproved, the entire MRP is returned to the SAPM/CCM with a "Disapproved by [Disapproving User Role, i.e. SMO]" status.** If there are no disapproval comments after validating the MRP and MTDS information, then the case may be classified as "Approved" and sent to the next validating office with status either "HQ/MAJCOM Review", "SAF/IA Review", or "Approved".

Finally, throughout the workflow coordination process, all the stakeholders of the MRP who have previously coordinated on the case will receive notification emails so they may track the course of action of the MRP (Refer to *Appendix E: Email Notifications* for sample email notifications). For

example, the SAPM/CCM submits the MRP to the SMO, the SMO approves the MRP and MTDS data, and the HQ/MAJCOM disapproves some part of the MRP or MTDS information. Notification emails will be sent to the SAPM/CCM and SMO that the MRP has been disapproved by HQ/MAJCOM. SAF/IA will not receive the email notification since the MRP has not reached their validation level (See Figure 1).

2. **Review:** Allows users to access the MRP in order to review and validate the case information. This function is only applicable to SMO and HQ/MAJCOM users that have been assigned to the MRP by the SAPM/CCM as part of the workflow coordination process, as well as personnel assigned the SAF/IA user role.
3. **Submit:** Allows users to forward the MRP to the next coordinating office in the workflow process. This function is applicable to all levels of the workflow coordination effort – Data Entry, Validation, and Finalization and Publication (see Figure 2). In order to submit, users will need to select **>>** to access the Completion/Submission page. Please refer to *Section 4.5 Completion Page* for further information.
4. **Save/Cancel:** Allows users to automatically save data, once they forward to the next data entry/review section. The Save feature is invoked when the user selects **>>**, **Another**, **Done**, **More**, **Next**, **Return**, or **Submit** (as applicable to particular screens) on the page. In addition, the user has the ability to discontinue case related functions, such as data entry or review process, by selecting either **<<** or **Cancel** on the page. Please refer to *Section 4.1.1 Buttons* for further information regarding button functionality in regards to saving data.
5. **Print:** Allows users to view case information or the MTDS in a single page in a separate window from the application. Users may utilize this to either print hardcopy or save content to a MS Word, text, or HTML file for use in internal coordination efforts.
6. **Apply Shared Manpower:** Allows users to define the cooperative sharing of two or more cases for a single manpower requirement, full-time equivalent (FTE), or personnel equivalent (PE).
7. **Change MRP:** Allows users to retract an unapproved MRP case from the workflow coordination process to apply a change to the case. In choosing this function, the user is able to change manpower, financial, and/or travel requirements and resubmit for review and approval. An email message is automatically generated and sent by SAMRS to all users who have coordinated on the MRP indicating the recall.
8. **MRP Comment:** Allows users to enter an update or comment to the case that will not modify manpower, financial, and/or travel costs. This functionality is only applicable to approved cases. Comments may be retrieved by either utilizing the **Print MRP** function from a case's **Case Menu** (see *Section 4.1.4 Case Menu*), or by selecting Status links from the user's main page with an  icon. Comments will be displayed in the case's Route History Table as shown in Figure 15.
9. **Get Route History:** Allows users to view the routing history of the MRP by selecting the **Status** link for the appropriate case from the user's main page or from a case's **Case Menu** (see *Section 4.1.4 Case Menu*).

Within the Route History table, a user may review a case's status, significant dates as they relate to the case, and users as they correspond to the review process. Any time a MRP is reinserted in the review process, whether after being disapproved or utilizing the **Change MRP** function, the table will display a new iteration of the MRP. Once a case is approved, the Route History table also includes the Approval Number, as well as IPD Issued date and the Manpower Allocation date.

SAMRS Case Route History					
Case Id: TR-D-YUP-Basic (Navigation Units to Turkey)				Date Printed: 11/21/2002	
Status: Manpower Allocated					
Iteration No.	Role	Date Routed	Status	Status Date	User
1	SMO	10/21/2002 8:34:03 AM	Approved	10/22/2002 8:38:20 AM	Roger Milliam
	HQMO	10/22/2002 8:38:20 AM	Approved	10/23/2002 9:39:22 AM	Mary Hollenbrook
	SAF/IA	10/23/2002 9:39:22 AM	Disapproved	10/24/2002 2:32:35 PM	saf ia
2	SMO	10/24/2002 2:32:35 PM	Routed		Roger Milliam
	HQMO				Mary Hollenbrook
	SAF/IA				saf ia
3	SMO	10/29/2002 2:17:08 PM	Approved	11/04/2002 2:23:43 PM	Roger Milliam
	HQMO	11/04/2002 2:23:43 PM	Disapproved	10/25/2002 2:27:05 PM	Mary Hollenbrook
				Rejection Comments	
			Section: Case Identification Data Program Management is not required for this case.		
	SAF/IA				saf ia
4	SMO	11/07/2002 5:28:56 PM	Approved	11/08/2002 5:58:17 PM	Roger Milliam
	HQMO	11/08/2002 5:58:17 PM	Approved	11/13/2002 6:02:26 PM	Mary Hollenbrook
	SAF/IA	11/13/2002 6:02:26 PM	Approved	11/14/2002 6:21:35 PM	saf ia
Approval Number: 1009 IPD Issued Date: 11/15/2002 6:22:21 PM Manpower Allocation Date: 11/16/2002 6:26:15 PM MRP Comment: ----- Entered On 11/20/02 3:09:03 PM By Mike Faust ----- The Budget Analyst position will be renamed as a Financial Analyst. There will be minimal changes in activities and no cost differential for the position.					

Figure 15: SAMRS Case Route History Table

A case may be assigned one of three different status indicators at each step in the review process:

- **Approved:** Indicates the MRP was reviewed and approved by the corresponding user.
- **Disapproved:** Indicates the MRP was reviewed and disapproved by the corresponding user and returned to the SAPM/CCM for further coordination and correction. A new iteration will be entered into the Route History table.

Clicking on a **Disapproved** link, the user will be able to review comments as to why the case was disapproved and returned to the SAPM/CCM.

- **Routed:** Indicates a MRP has been submitted for review to the corresponding user and is awaiting approval/disapproval. If the Route History table contains a **Routed** status and then continues in the next iteration, this is an indication the SAPM/CCM utilized the **Change MRP** function to edit the case, recalling it from the review process and reinserting it in the review cycle.

3.1.3 Functionality by User Role

The following tables (Figure 16 - Figure 19) represent the functionality available to each user role, and how that functionality is related to different case types and their supporting documents.

3.1.3.1 Country Director

SAPM/CCM & Line Manager							
System Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Open MRP	X	X	X			
2.	Create MRP						
3.	Search MRP	X	X	X			
4.	Cancel MRP						
5.	My MRP	X	X	X			
6.	Assign MRP						
7.	Upload File						
8.	View File					X	X
9.	IPD Issued						
10.	View Incoming	X	X	X			
11.	User Administration						
12.	Allocate Manpower						
13.	User Guide	X	X	X			
14.	Exit	X	X	X		X	X
Case Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Approve/Disapprove						
2.	Review	X	X	X		X	X
3.	Submit						
4.	Save						
5.	Print	X	X	X		X	X
6.	Apply Shared Manpower						
7.	Change MRP						
8.	MRP Comment						
9.	Get Route History	X	X	X			

Figure 16: Country Director User Role Functionality

3.1.3.2 SAPM/CCM

SAPM/CCM & Line Manager							
System Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Open MRP	X	X	X	X		
2.	Create MRP	X	X	X	X		
3.	Search MRP	X	X	X	X		
4.	Cancel MRP	X	X	X	X		
5.	My MRP	X	X	X	X		
6.	Assign MRP						
7.	Upload File					X	X
8.	View File					X	X
9.	IPD Issued	X	X	X	X		
10.	View Incoming	X	X	X	X		
11.	User Administration						
12.	Allocate Manpower						
13.	User Guide	X	X	X	X		
14.	Exit	X	X	X	X	X	X
Case Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Approve/Disapprove						
2.	Review	X	X	X	X	X	X
3.	Submit	X	X	X	X		
4.	Save	X	X	X	X		
5.	Print	X	X	X	X	X	X
6.	Apply Shared Manpower	X	X	X	X		
7.	Change MRP	X	X	X	X		
8.	MRP Comment	X	X	X	X		
9.	Get Route History	X	X	X	X		

Figure 17: SAPM/CCM User Role Functionality

3.1.3.3 SMO & HQ/MAJCOM

SMO & HQ/MAJCOM							
System Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Open MRP	X	X	X	X		
2.	Create MRP						
3.	Search MRP	X	X	X	X		
4.	Cancel MRP						
5.	My MRP	X	X	X	X		
6.	Assign MRP						
7.	Upload File						
8.	View File					X	X
9.	IPD Issued						
10.	View Incoming	X	X	X	X		
11.	User Administration						
12.	Allocate Manpower						
13.	User Guide	X	X	X	X		
14.	Exit	X	X	X	X	X	X
Case Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Approve/Disapprove	X	X	X	X		
2.	Review	X	X	X	X	X	X
3.	Submit	X	X	X	X		
4.	Save	X	X	X	X		
5.	Print	X	X	X	X	X	X
6.	Apply Shared Manpower						
7.	Change MRP						
8.	MRP Comment						
9.	Get Route History	X	X	X	X		

Figure 18: SMO & HQ/MAJCOM User Role Functionality

3.1.3.4 SAF/IA

SAF/IA							
System Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Open MRP	X	X	X	X		
2.	Create MRP						
3.	Search MRP	X	X	X	X		
4.	Cancel MRP						
5.	My MRP	X	X	X	X		
6.	Assign MRP	X	X	X	X		
7.	Upload File						
8.	View File					X	X
9.	IPD Issued						
10.	View Incoming						
11.	User Administration	X	X	X	X		
12.	Allocate Manpower	X	X	X	X		
13.	User Guide	X	X	X	X		
14.	Exit	X	X	X	X	X	X
Case Related Functionality							
Item #	Function	Basic	AMD	MOD	ADMIN	LOA	LOR
1.	Approve/Disapprove	X	X	X	X		
2.	Review	X	X	X	X	X	X
3.	Submit	X	X	X	X		
4.	Save						
5.	Print	X	X	X	X	X	X
6.	Apply Shared Manpower						
7.	Change MRP						
8.	MRP Comment						
9.	Get Route History	X	X	X	X		

Figure 19: SAF/IA User Role Functionality

4.0 SAMRS Application Layout

The following section outlines the pages, templates, and functionality users will encounter when developing a case using SAMRS.

4.1 Common Page Elements

The following sections will identify common buttons, screen, header, and navigation elements appearing throughout the application and are not restricted to any single page or section of SAMRS.

4.1.1 Buttons

Figure 20 contains all functional buttons within SAMRS and their identified function. These buttons appear throughout the application to further enable users to develop and validate MRP cases.

Button	Functionality
Add Line Item	Allows users to input additional line items in the Fiscal Year Manpower Summary.
Add Personnel Support	Allows users to input Personnel Support costs in the MTDS. Data entered on the MTDS page must be saved before utilizing this function; otherwise, inputs may be lost.
Add Travel Line Item	Allows users to input Travel Line Item data in the MTDS. Data entered on the MTDS page must be saved before utilizing this function; otherwise, inputs may be lost.
Another	Allows users to input additional tasks in the Workload Description Requirement Definition as it pertains to each line item in the Fiscal Year Manpower Summary. Data will be saved before forwarding to a new data entry screen.
<<	Returns users to the previous section in a MRP development process. Utilizing this function will clear all unsaved inputs or changes entered on a page.
>>	Advances users to the next section in a process. Utilizing this button will automatically save data and changes entered on a page.
Browse...	Allows users to search their desktop for files to be uploaded in support of a case. Typically used with the Attach LOAD/LOR functionality.
Cancel	Allows users to cancel their current action.
Clear	Removes all field/form entries and resets all data fields during case development and review. Users will be required to confirm this choice, via a pop-up window, if they wish to continue. Once utilized, inputs may not be recovered.
Delete	Allows an administrator to delete new accounts requesting activation.
Done	Allows a user to indicate they have completed an entry or have finished a particular action within SAMRS. Users will typically be returned to the screen of origin and all inputs will be saved.
Enter	Enables the submission of login credentials from the entry page.
Enter Shared Manpower	Allows users to advance to the Shared Manpower Requirement Definition page to further identify how line items within the Fiscal Year Manpower Summary may be related.
Insert	Allows users to complete the upload of an LOAD/LOR to a case and save the file as an attachment to the case.

Button	Functionality
More	Allows users to input additional line items after completing initial data entry. This function is used in conjunction with the Fiscal Year Manpower Summary page or the Travel Line Items and Personnel Support sections in the MTDS. The initial data entered will be saved before forwarding on to subsequent page(s).
Next	Allows users to advance through a sequential process, saving inputs as they advance.
No	Allows users to save changes to a newly developed or reviewed case without submitting for further processing. Users may then return to complete processing of the case at a later time.
Return	Allows users to return to the originating page after entering or reviewing data. All applicable data will be saved before returning to the originating page.
Search	Allows users to initiate a search for cases based on entered criteria.
Send	Allows users to submit their email address to receive a password notification via email from SAMRS.
Submit	Allows users to submit and save data entered on the current page to the application.
Yes	Allows users to submit cases after validating the case information and returns the user to their main page.

Figure 20: Buttons and Functionality

4.1.2 Header

The system displays the user’s name, user role, current date, and provides the following options (Figure 21):

- **Account Management:** Allows user’s to update their name, phone number, and change password by clicking on their name as it appears in the Header. Please see *Section 2.2.4 Account Management* for further information.
- **Home:** Allows users to return to their main page.
- **Exit:** Allows users to log off from SAMRS. Once selected, a pop-up dialogue box is displayed asking the user to confirm that they want to end their session. After confirmation, users will be directed to the Log Off page with a confirmation that they have successfully ended their session. Users have the option to return to the login screen through a provided link.
- **Help:** Allows users to complete a web-based form to be sent to a SAMRS Administrator. Users should use the form for any policy questions, application problems, and general comments/suggestions about SAMRS.



Figure 21: SAMRS Header

4.1.3 Header Toolbars

From the header toolbar (tan background color), users are able to access the application’s functionality and process MRPs. Based on user role, the header toolbars will vary based on functionality assigned to each role. Figure 22 - Figure 26 are the typical views for each defined role. For further information regarding each link’s functionality or purpose, please refer to *Section 3.0 Functionality Overview*.

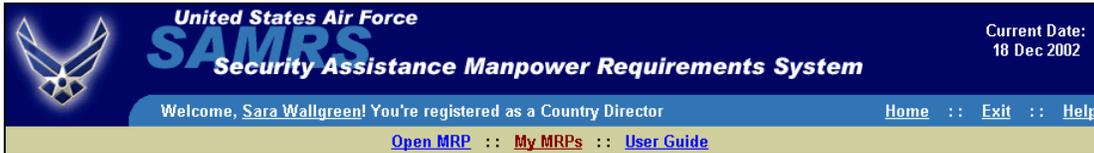


Figure 22: Header Toolbar – Country Director

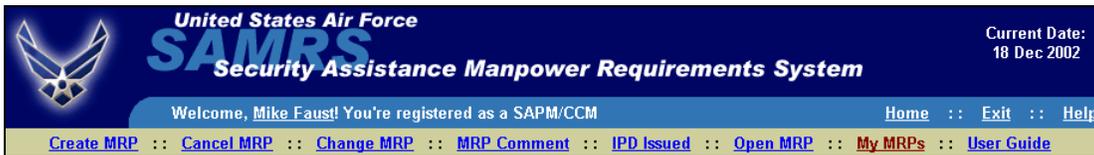


Figure 23: Header Toolbar – SAPM/CCM



Figure 24: Header Toolbar – SMO

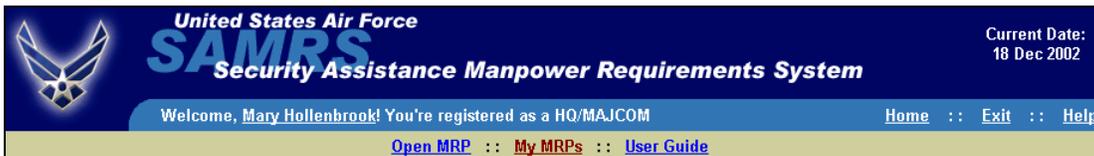


Figure 25: Header Toolbar – HQ/MAJCOM



Figure 26: Header Toolbar – SAF/IA

4.1.4 Case Menu

During the development and review of a MRP, users are provided functionality to review, track, and upload information regarding that case from a consistent and centralized location. Once a SAPM/CCM has input and saved the initial Case Identification Data, the Case Menu is activated. Figure 27 contains Case Menu functionality by user role.

	Country Dir.	SAPM/CCM	SMO	HQ/MAJCOM	SAF/IA
Case ID	X	X	X	X	X
Status	X	X	X	X	X
Print MRP	X	X	X	X	X
Print MTDS	X	X	X	X	X
Upload LOA		X			
View LOA	X	X	X	X	X
Upload LOR		X			
View LOR	X	X	X	X	X
Dates	X	X	X	X	X

Figure 27: Available Case Menu Functionality by User Role

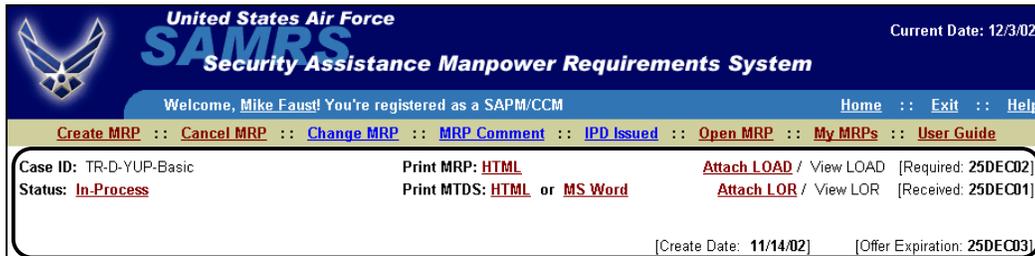


Figure 28: Active Case Menu

- **Case ID:** Displays the Case Identifier originating from the LOAD and the case type.
- **Status:** Indicates the workflow status. Selecting the link will display the case history. Once a case has been approved the status link will display the case’s approval code.
- **Print MRP:** Opens a new browser window with all MRP case information in HTML. Content may then be printed or saved in an electronic format for internal coordination purposes.
- **Print MTDS:** Opens a new browser window with all MTDS information. The MTDS may be generated in either HTML or MS Word format, and can be printed or saved in electronic format for internal coordination.
- **Attach LOAD:** Attaches the LOAD file to the MRP. SAMRS opens a new window for users to enter a file description and browse their desktop for the file to be uploaded. SAMRS will accept most common file formats, including Adobe PDFs, MS Word, Excel, and Binder files.
- **View LOAD:** Opens the attached LOA/LOAD file for review. The user must have the appropriate application loaded on their desktop to open the attached file.

- Please enter a description of the file:
- Use the *Browse* button to navigate to the file:

Figure 29: Attach LOAD/LOR Files

- **Attach LOR:** Inserts LOR file to MRP. SAMRS opens a new window for users to enter a file description and browse their desktop for the file to be uploaded. SAMRS will accept most common file formats, including Adobe PDFs, MS Word, Excel, and Binder files.
- **View LOR:** Opens the attached LOR file for review.
- **Dates:**
 - **Required:** The anticipated date for LOA signature.
 - **Received:** Date when the LOR was received by the SAPM/CCM.
 - **Create Date:** Date when the MRP was successfully registered to the system (Present only on the Case Information Page).
 - **Offer Expiration:** LOR expiration date (Present only on the Case Information Page).

4.1.5 Case Review Navigation

Once a case has been submitted for review, that case will open with an additional navigation line to further ease the review of the case. The Case Review Navigation allows users to easily move between the primary pages of the case or for non-sequential reviewing. The Case Review Navigation supplements << and >> in reviewing the case. Please refer to Figure 30.

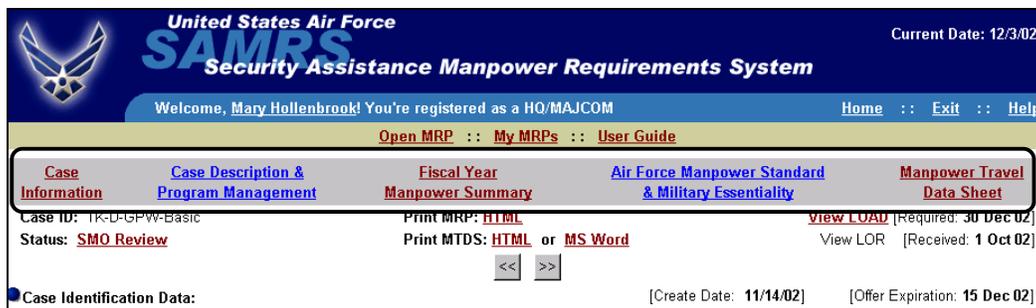


Figure 30: Case Review Navigation

4.2 Main Page Case Information

4.2.1 Case Types

On the user's main page, cases will be classified in sections based on case types. Similarly, only certain case types will be viewable based on user role. Please see Figure 31 to see the cases available to each user role, and *Section 3.0 Functionality Overview* for further descriptions of each case type.

- **BASIC Cases:** Displays a listing of Basic cases only.
- **AMENDMENT (AMD) Cases:** Displays a listing of AMD cases only.
- **MODIFICATION (MOD) Cases:** Displays a listing of MOD cases only.
- **ADMINISTRATIVE (ADMIN) Cases:** Displays a listing of ADMIN cases only.
- **MRP Cases:** Displays all cases grouped by case identifier.

	Country Dir.	SAPM/CCM	SMO	HQ/MAJCOM	SAF/IA
Basic Cases	X	X	X	X	
Amendment (AMD) Cases	X	X	X	X	
Modification (MOD) Cases	X	X	X	X	
Administrative (ADMIN) Cases		X	X	X	X
MRP Cases					X

Figure 31: Case Types Viewable By User Role

4.2.2 Summary Case Information

For each case type displayed on the user's main page, they may review summary information for each case. The following is a listing of all summary information available:

- **Item #:** Displays the item sequential number dedicated to each registered case.
- **Case ID:** Displays the LOA case identifier as related to each case.
- **Case Title:** Displays the LOA case title as related to each case. By selecting the *Case Title* link for a case, the user will open the Case Information page for that case.
- **WorkCenter:** User inputs the center(s) responsible for supplying the data as related to each case.
- **MAJCOM:** Displays the Major Command responsible for the requirement as related to each case.
- **Status:** Displays the current state of the case in the workflow coordination process. By selecting the *Status* link for a case, the user will open the Case Route History for that case (see Figure 15). The applicable status markers are:
 - **In-Process:** Indicates that the SAPM/CCM is entering/modifying the case information for the MRP.
 - **SMO Review:** Indicates that the SAPM/CCM has submitted the MRP for validation and requests the SMO validate the MRP case information.
 - **HQ/MAJCOM Review:** Indicates that the SMO has approved the MRP and requests the HQ/MAJCOM validate the MRP case information.
 - **SAF/IA Review:** Indicates that the HQ/MAJCOM has approved the MRP and requests SAF/IA validate the MRP case information.
 - **Disapproved by SMO:** Indicates that the SMO has disapproved the MRP and requests the SAPM/CCM to re-examine the MRP case information.
 - **Disapproved by HQ/MAJCOM:** Indicates that HQ/MAJCOM has disapproved the MRP and requests the SAPM/CCM to re-examine the MRP case information.
 - **Disapproved by SAF/IA:** Indicates SAF/IA has disapproved the MRP and requests the SAPM/CCM to re-examine the MRP case information.
 - **Approved:** Indicates SAF/IA has submitted the MRP as approved and requests the SAPM/CCM further coordinate on the MTDS and LOA.
 - **IPD Issued:** Indicates the SAPM/CCM has verified that the country signed the LOA and funds have been collected for the case.

- **Manpower Allocated:** Indicates SAF/IA has issued the Manpower Allocation Memorandum to MAJCOM/XP and AF/DPMP.
- **Entry Date:** Displays the date each case was registered to the system.

Figure 32 indicates the information available per user role.

	Country Dir.	SAPM/CCM	SMO	HQ/MAJCOM	SAF/IA
Item #	X	X	X	X	X
Case ID	X	X	X	X	X
Case Title	X	X	X	X	X
WorkCenter	X	X	X	X	
MAJCOM	X	X	X	X	X
Status	X	X	X	X	X
Entry Date	X	X	X	X	X

Figure 32: Available Summary Case Information by User Role

Figure 33 - Figure 35 are examples of case information as it is displayed on a user's main page. Cases are sorted by type and summary case information is provided based on user role. The user is also provided the ability to further sort cases based on the Case ID, Entry Date, WorkCenter, MAJCOM, and Status columns.

BASIC Cases:							Sort by: Case ID
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	K7-D-QBC-Basic	Follow on ADP support to NATO AWACS Maintenance and Supply Agency (NAMSA)	11/14/02	SSG/ILMI	AFMC	Disapproved by HQ/MAJCOM	
2.	PT-D-YAP-Basic	AMRAAM Procurement for Portugal	12/9/02	AAC	AFMC	In-Process	
3.	TK-D-GPW-Basic	TUAF requested follow on sustainment and case closure support, beyond routine efforts	11/14/02	AFSAC/SD	AFMC	Approved	
4.	TR-D-YUP-Basic	Navigation Units to Turkey	11/14/02	ACC	AFMC	In-Process	
5.	YAI-D-03-Basic	Counter-Air FMS Integration and Procurement	12/6/02	AAC/YAI	AFMC	Disapproved by SAF/IA	
AMENDMENT (AMD) Cases:							
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	LO-D-DAB-AMD001	Slovak Republic National Military Command Center (NMCC)	11/15/02	ESC/FA	AFMC	SMO Review	
2.	SN-D-XXX-AMD001	Provides continuous training support for Singapore F-16 dedicated squadron at Luke AFB, AZ	11/15/02	AFSAT/FT	AETC	Manpower Allocated	
MODIFICATION (MOD) Cases:							
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	TK-D-GPW-MOD001	Modification to TUAF requested follow on sustainment	12/9/02	AFSAC/SD	AFMC	HQ/MAJCOM Review	

Figure 33: Main Page Case Information – Country Director

BASIC Cases:							Sort by: Case ID
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	K7-D-QBC-Basic	Follow on ADP support to NATO AWACS Maintenance and Supply Agency (NAMS)	11/14/02	SSG/LMI	AFMC	Disapproved by HQ/MAJCOM	
2.	PT-D-YAP-Basic	AMRAAM Procurement for Portugal	12/9/02	AAC	AFMC	In-Process	
3.	TK-D-GPW-Basic	TUAF requested follow on sustainment and case closure support, beyond routine efforts	11/14/02	AFSAC/SD	AFMC	Approved	
4.	TR-D-YUP-Basic	Navigation Units to Turkey	11/14/02	ACC	AFMC	In-Process	
5.	YAI-D-03-Basic	Counter-Air FMS Integration and Procurement	12/6/02	AAC/YAI	AFMC	Disapproved by SAF/IA	
AMENDMENT (AMD) Cases:							
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	LO-D-DAB-AMD001	Slovak Republic National Military Command Center (NMCC)	11/15/02	ESC/FA	AFMC	SMO Review	
2.	SN-D-XXX-AMD001	Provides continuous training support for Singapore F-16 dedicated squadron at Luke AFB, AZ	11/15/02	AFSAT/FT	AETC	Manpower Allocated	
MODIFICATION (MOD) Cases:							
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	TK-D-GPW-MOD001	Modification to TUAF requested follow on sustainment	12/9/02	AFSAC/SD	AFMC	HQ/MAJCOM Review	
ADMINISTRATIVE (ADMIN) Cases:							
Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	
1.	USAF-ADMIN-1045	AFMC FMS Admin-Funded Manpower	12/3/02	AFSAC	AFMC	IPD Issued	

Figure 34: Main Page Case Information – SAPM/CCM, SMO, & HQ/MAJCOM

MRP Cases							Sort by: Case ID
Item#	Case ID	Entry Date	Case Title	MAJCOM	Status		
1.	LO-D-DAB-AMD001	11/15/02	Slovak Republic National Military Command Center (NMCC)	AFMC	SMO Review		
2.	SN-D-XXX-AMD001	11/15/02	Provides continuous training support for Singapore F-16 dedicated squadron at Luke AFB, AZ	AETC	Manpower Allocated		
3.	TK-D-GPW-Basic	11/14/02	TUAF requested follow on sustainment and case closure support, beyond routine efforts	AFMC	Approved		
4.	YAI-D-03-Basic	12/6/02	Counter-Air FMS Integration and Procurement	AFMC	Disapproved by SAF/IA		
ADMINISTRATIVE (ADMIN) Cases:							
Item#	Case ID	Entry Date	Case Title	MAJCOM	Status		
1.	USAF-ADMIN-1045	12/3/02	AFMC FMS Admin-Funded Manpower	AFMC	IPD Issued		

Figure 35: Main Page Case Information – SAF/IA

4.3 Case Data Pages – Case Development

All MRP cases are developed and reviewed through the use of five primary data pages:

- Case Information
- Case Description & Program Management
- Fiscal Year Manpower Summary
- Air Force Manpower Standard / Military Essentiality
- Manpower Travel Data Sheet

These pages, their sub-pages, content, functionality, and subsequent menus and navigation will be described in the following sections as they pertain to the case development lifecycle.

4.3.1 Case Information Page

The Case Information page requires users to enter basic information as it regards to the case. All fields within this page must be addressed before advancing to subsequent pages. Please refer to Figure 36.

<< Clear >>
[Create Date: 11/14/02] [Offer Expiration: 15 Dec 02]

Case Identification Data:

- **Case Identifier:** Country Code: - US Service Code: - DSAMS Code: - Basic
 Case Title:
 Work Center(s): MAJCOM:
- **Servicing Manpower Office (SMO) representative:**
 First Name: Last Name:
 Email: DSN Phone:
- **Headquarters / Major Command Manpower Office (HQ/MAJCOM) representative:**
 First Name: Last Name:
 Email: DSN Phone:
- **Country Director contact information:**
 First Name: Last Name:
 Email: DSN Phone:
- Is there a Letter of Request (LOR)? Yes No
- Is Program Management (PM) a condition of sale? Yes No
 (See "DoD 5105.38-M Section 70201", and "AFMAN 16-101, Atch 19")
- If Program Management is required, is there a Program Management Line on the LOA? Yes No N/A
- Is the funding and period of performance on the line sufficient to cover the requested manpower? Yes No
- **Dates that impact the LOA:**
 (Please use the following date format, DDMMYY, i.e. 01APR02)
 -- Offer expiration date:
 -- Letter of Request (LOR) date:
 -- Anticipated signature date on the LOA:

<< Clear >>

Figure 36: Case Information Page

4.3.1.1 Case Identification Data

- **Case Identifier:** Assigned to each FMS case to identify the purchaser and the articles or services being sold. The case identifier for the MRP should reflect the same case identifier represented on the LOAD. A case identifier contains the following elements:
 - **Country Code:** Input the two-character code indicating the purchasing country as identified on the LOAD (i.e. AT for Australia). For MOD and AMD cases, this field will be automatically populated based on the parent case.
 - **US Service Code:** Input a “D” indicating Air Force as the implementing agency. In most cases this field will be auto populated for the user. For MOD and AMD cases, this field will be automatically populated based on the parent case.
 - **DSAMS Code:** Input a three-character case designator, with the first position indicating the type of case (e.g., SAB for a system sale) and the second and third position being used to distinguish one case from another within the same type of for each purchaser. This is provided in the LOAD. For MOD and AMD cases, this field will be automatically populated based on the parent case.
 - **Document Identifier:** For Basic cases, no input is required as Basic is “hard coded” as the entry. For MOD and AMD cases the field is pre-populated with either **MOD** or **AMD**, and the SAPM/CCM is required to enter a three-digit code, identifying the latest MOD/AMD entered for that particular case. For example, if the last MOD applied to a case was “MOD004” then the document identifier for the next MOD for that case is “MOD005”, “MOD006”, etc. Amendment cases are required to adhere to the same numbering scheme.
 - **Case Title:** Identify the LOA case title as related to the case.
 - **Work Center(s):** Identify the center(s) responsible for supplying the data as related to the case.
 - **MAJCOM:** Identify the MAJCOM responsible for the requirement as related to the case.
- **Servicing Manpower Office (SMO) Representative:** Provide the following information in regards to the SMO user responsible for MRP review. If the identified SMO POC is not registered to the system, they will be passively registered based on provided inputs. Please see *Section 2.1.2 Passive Registration* for further information.
 - First Name:
 - Last Name:
 - Email:
 - DSN Phone:
- **Headquarters / Major Command Manpower Office (HQ/MAJCOM) representative:** Provide the following information in regards to the HQ/MAJCOM user responsible for MRP review. If the identified HQ/MAJCOM POC is not registered to the system, they will be passively registered based on provided inputs. Please see *Section 2.1.2 Passive Registration* for further information.
 - First Name:
 - Last Name:
 - Email:
 - DSN Phone:

- **Country Director contact information:** Provide the following information in regards to the Country Director representative responsible for coordinating on the LOR. If the identified Country Director POC is not registered to the system, they will be passively registered based on provided inputs. Please see *Section 2.1.2 Passive Registration* for further information. The Country Director is able to review applicable cases in SAMRS, but may not provide comments or affect the workflow process. They will also be sent notification when the MRP has been approved and the Manpower Allocation Memo is released by SAF/IA.
 - First Name:
 - Last Name:
 - Email:
 - DSN Phone:

For all POC information entered through this page, the SAPM/CCM is responsible for identifying the individuals responsible for coordination. The SAPM/CCM should have defined the appropriate individuals from preliminary requirement gathering from the assigned work centers. If the individuals are not register to SAMRS, they will be passively registered to the system by entering their credentials. Please see *Section 2.1.2 Passive Registration* for further information.

4.3.1.2 Questions

- **Is there a Letter of Request (LOR)?:** Select **Yes** or **No**.
 - If **No**, an explanation of why an LOR does not exist for the case is required.
- **Is Program Management (PM) a condition of sale?:** Select **Yes** or **No**.
 - If **No**, selections on Case Description & Program Management and Fiscal Year Manpower Summary pages will be altered to coincide with the response.
- **If Program Management is required, is there a Program Management Line on the LOA?:** Select **Yes** or **No**.
- **Is the funding and period of performance on the line sufficient to cover the requested manpower?:** Select **Yes** or **No**.

4.3.1.3 Dates that impact the LOA:

All dates should be input in the following date format, DDMMYY, i.e. 01JAN03.

- **Offer expiration date:** Input the expiration date for when the LOR is no longer negotiable as indicated on the LOR.
- **Letter of Request (LOR) date:** Input the date the LOR was received.
- **Anticipated signature date on the LOA:** Input the expected date for when the LOA will be signed by the country.

4.3.2 Case Description & Program Line Management Page

The Case Description & Program Line Management page contains a series of questions relating to the purpose and requirements of the case. All fields within this page must be addressed before advancing to subsequent pages. Please refer to Figure 37 and Figure 38. Also, now that the Case Information page has been completed and saved, the Case Menu will become active, enabling the user to attach the LOAD. Please refer to Figure 28.

4.3.2.1 Case Description

<<
Clear
>>

Case Description:

- Please describe the general FMS requirements for this case:(i.e., What is this case about?)

TUAF requested follow on sustainment and case closure support for over and above routine case closure efforts. This follow-on support is a follow-on effort to TK-D-GOV, which provided defense related services from FY 01/1 to FY 02/4.
- Describe any unique or specific request(s) influencing the manpower requirements:

Support effort includes standard and non-standard component repair, non-standard spares procurement and support for aircraft simulators! TUAF also requests accelerated case closure efforts to ensure accurate and timely closure for case related lines. Extensive sustainment, support and case closure efforts are needed to ensure effective program execution.
- What is the expected outcome at case completion? (i.e., What products or services need to be delivered?)

Extend follow-on support for 12 months for spares, support equipment, technical orders, publications, engine support, LANTIRN, MAGR, Falcon 2020 and repair and return efforts. Extensive and focused case closure efforts covering a 12 month period to identify and resolve case closure related issues.
- How will the expected outcome be met? (i.e., time, deliver, schedule, program time-line)

Dedicated sustainment support at OO-ALC and dedicated case support/case closure efforts at AFSAC/GB.
- What is the level of effort required to meet the desired outcome?

Two dedicated positions at two different locations; each with unique responsibilities and dedicated to overall case requirements.
- What is the estimated timeframe to meet the case requirements? (In effect, what is the anticipated period of performance of the case?)

Start Quarter Start Year End Quarter End Year
- What impact will unapproved manpower have on case execution?

Serious ramifications, resulting from inability to identify, monitor and resolve follow-on support requirements; inability to resolve issues and disconnects that inhibit case closure efforts.

Figure 37: Case Description

- **Please describe the general FMS requirements for this case:** Identify what the case pertains to and how the manpower position(s) will support the case or program.
- **Describe any unique or specific request(s) influencing the manpower requirements:** Identify any specific or unique request influencing the requirements.
- **What is the expected outcome at case completion?:** Identify what products and services need to be delivered in support of the case or program.
- **How will the expected outcome be met?:** Identify timeframes, schedules, time lines, deliverables, etc.
- **What is the level of effort required to meet the desired outcome?:** Briefly state the number and types of manpower positions, the positions primary role, and the duration of the effort necessary to meet the desired outcome of the case or program.

- **What is the estimated timeframe to meet the case requirements?:** Identify, through the drop down menus, the anticipated period of performance of the case. Users need to identify the Start/End Quarter and Year, based on a fiscal year calendar.
- **What impact will unapproved manpower have on case execution?:** Provide an explanation of how the case or program will be impacted if requested manpower is not approved.

4.3.2.2 Program Management Line Justification

Based on previous entries on the Case Information page in relation to Program Management, this section may be omitted from the workflow.

● Program Management Line Justification:

- What type of Program Management functions or roles will be required to support this case?
 This system sale is an exceptional undertaking, requiring a dedicated management effort beyond that required for normal administration. Some facets to the National Military Command Center Program are unique for this case. Dedicated management is needed to ensure delivery of the system as defined by the system sale, to ensure management actions are met.
- What unique types of integration and/or coordination efforts will be required to support this case? Explain why.
 From the time of case implementation to delivery, customer requirements can vary considerably...which requires a management effort to oversee any and all integration and coordination efforts to ensure smooth program execution. Due to the contracting efforts and technical requirements of the system, program management is essential to ensuring a cross-functional implementation plan.
- What is the level of effort required by the Program Management functions or roles?
 Integration, planning, designing, development and coordination of separate but interdependent functions. To include financial analysis, contract resolution, definition of technical requirements and program execution consistent with USAF FMS policy.
- Why is Program Management essential to successful case execution?
 To ensure effect and efficient program execution; ultimately fulfilling PIP expectations as presented by former Pres Clinton.

Figure 38: Program Management Line Justification

- **What type of Program Management functions or roles will be required to support this case?:** Briefly describe the type of functions and tasks of the Program Manger will be responsible for in support of the case or program.
- **What unique types of integration and/or coordination efforts will be required to support this case?:** Briefly describe the types of integration procedures and coordination processes the Program Manager will need to accomplish in support of the case or program.
- **What is the level of effort required by the Program Management functions or roles?:** Explain the level of effort required by the Program Manager role and the activities required throughout the case lifecycle.
- **Why is Program Management essential to successful case execution?:** Explain the essentiality of the program management for this case and why it is necessary to successfully execute the case.

4.3.3 Fiscal Year Manpower Summary Pages

4.3.3.1 Fiscal Year Manpower Summary Line Item Page

Users may enter data defining the requirements for necessary manpower as applicable to the case. To define a manpower requirement, users must complete all fields listed. In order to define additional requirements, the user may use the **More** button after an entry has been completed to advance to a new entry screen. Once entry(s) are completed, the user should select **Done** to return to the Fiscal Year Manpower Summary page. Please refer to Figure 39.

Fiscal Year Manpower Summary Line Item:

Organization: AFSAC/GBEA (e.g. ASC/RA; 11WG/XPMR)

Location: WPAFB, OH (e.g. WPAFB,OH;Bolling AFB,DC)

Manpower Type: Civilian

FMS Category Type: Other Services

Program Element Code (PEC): A2002I

Job Title & Series/AFSC: Log Mng Spec

Projected Grade: GS-11

LOA Line: 001

Start Quarter: 2 Start Year: 2003 End Quarter: 1 End Year: 2004

Total Cost: \$71,000.00

Buttons: More, Done, Clear, Cancel

Figure 39: Fiscal Year Manpower Summary Line Item Page

- **Organization:** Identify the organization responsible for supplying the manpower resource.
 - **Location:** Identify the location of the manpower resource.
 - **Manpower Type:** Choose the type of manpower applied to the line item of the case from the drop down menu. Based on selection, future menu options will change to identify necessary options (i.e. selecting Officer will change to the Projected Grade drop down menu to corresponding ranks.) The available options are:
 - Civilian
 - Officer
 - Enlisted
 - Contractor
- Note:** Due to military end-strength limitations, all FMS military requirements will require an offset from command military resources. This should be identified on the Air Force Manpower Standards / Military Essentiality page.
- **FMS Category Type:** Choose the FMS Category applied to the line item requirement from the drop down menu. The available options are:
 - Other Services (Category I). If selected, the Program Element Code (PEC) will be automatically populated with PEC A2002I.

- Program Management (Category II). If selected, the PEC will be automatically populated with PEC A2002A. If Program Management was not previously identified as “required” on the Case Information page, this option will be unavailable.
- Accessorial (Category III).
- Administrative Surcharge (Category IV). This selection cannot be used when defining a military manpower requirement.
- **Program Element Code (PEC):** Enter the appropriate PEC for the manpower resource. In some instances this may become populated based on previous selections made while defining the requirement, however, the populated PEC may be overridden by manually entering another PEC code appropriate for the line item.
 - Previously selecting **FMS Category Type: Other Services** will populate the field with A2002I.
 - Previously selecting **FMS Category Type: Program Management** will populate the field with A2002A.
- **Job Title & Series/AFSC:** Identify the proper Job Title & Series / Air Force Specialty Code (AFSC) or position title.
- **Projected Grade:** Identify the appropriate grade for the position based on the Manpower Type from the drop down menu. The menu will automatically adjust to reflect the previous Manpower Type selection.
 - If Manpower Type is **Civilian**, the menu will provide all available civilian grades (GS-1 to GS-15).
 - If Manpower Type is **Officer**, the menu will provide all available ranks - 2nd Lt (O-1) to General (O-10).
 - If Manpower Type is **Enlisted**, the menu will provide all available ranks (E-1 to E-9).
 - If Manpower Type is **Contractor**, the only available menu option will be N/A.
- **LOA Line:** Identify the line number referenced on the LOA as it corresponds to the requirement.
- **Requirement Duration:** Through the drop down menus, choose the appropriate Start/End Quarter and Year, based on a fiscal year calendar, to apply the manpower. The Start/End Years are limited to the length of the period of performance of the case as previously defined in the Case Description & Program Line Management page.
- **Total Cost:** Total Cost is automatically generated based on Manpower Type, FMS Category Type, Projected Grade, and Requirement Duration. Based on these inputs, the estimated total cost of the requirement is calculated based on the Military Composite Standard Pay and Reimbursement Rates, and the GS Salary Table for FY 2002 at the Step 5 level coupled with the Civilian Personnel Fringe Benefits Rates for FY 2002. This calculation will be generated for all Manpower Types, except Contractor, and **may be overridden by manually entering the necessary figures**. For Contractors, the user must manually enter the monetary dollar amount allocated for the requirement.

Note: The calculated rate reflected in the Fiscal Year Manpower Summary Line Item page are for estimating purposes only. Please contact your servicing finance office to assist in determining actuals, higher steps, and/or locality adjustment. The estimated total cost may be overridden by manually entering the necessary figures.

4.3.3.2 Fiscal Year Manpower Summary Page

<< Add Line Item >>												
Fiscal Year Manpower Summary:												
Part A: Organic - There is/are 3 organic record(s).												
Item No.	Organization	Location	Job Title	Projected Grade	Manpower Type	FMS Category	PEC	LOA Line	FY2003 Qtr2-4	FY2004 Qtr1-1	Total Cost	Remove Row
1	AFSAC/GBEA	WPAFB, OH	Log Mng Spec	GS-11	Civilian	Other Services	A2002I	001	1	1	\$71,000.00	<input type="radio"/>
2	OO-ALC/NP	Hill AFB, UT	Log Manager	GS-12	Civilian	Other Services	A2002I	002	0.5 UK-D-DEB*- 100%	0.5 UK-D-DEB*- 100%	\$42,604.00	<input type="radio"/>
3	AFSAC/SD	WPAFB, OH	Contract Officer	Capt	Officer	Other Services	A2002I	001	1	0	\$92,294.00	<input type="radio"/>
Part B: Contractor - There is/are 1 contractor record(s).												
Item No.	Organization	Location	Job Title	Projected Grade	Manpower Type	FMS Category	PEC	LOA Line	FY2003 Qtr2-4	FY2004 Qtr1-1	Total Cost	Remove Row
1	AFSAC/SD	WPAFB, OH	Project Manager	N/A	Contractor	Other Services	N/A	001	1	1	\$75,000.00	<input type="radio"/>
Part C: Total Manpower												
Organic:				\$205,898.00								
Contractor:				\$75,000.00								
Total:				\$280,898.00								
<< Add Line Item >>												

Figure 40: Fiscal Year Manpower Summary Page

Broken down into three parts, the Fiscal Year Manpower Summary page displays the following (Figure 41):

- **Part A: Organic:** Corresponds to manpower resources that are internal to the Air Force, and contains the Civilian, Officer, or Enlisted requirements identified on the Fiscal Year Manpower Summary Line Item page.
- **Part B: Contractor:** Corresponds to manpower resources that require Contractor support, and contains the Contractor requirements identified on the Fiscal Year Manpower Summary Line Item page.
- **Part C: Total Manpower:** Displays the total cost for Organic and Contractor requirements, and the total cost for all manpower requirements.

Parts A and B deliver data in relation to each defined line item in a table format. The following table identifies each column header in the table and the data and functionality it provides.

Column Header	Description
Item Number	Displays the sequential reference number for each line item that has been entered by the SAPM/CCM. Selecting the Item Number link will access the Fiscal Year Manpower Summary Line Item page, allowing the user to make edits.
Organization	Displays the organization responsible for supplying the manpower.
Location	Displays the location of the manpower resource.
Job Title	Displays the requirement position name. Selecting the Job Title link will open the Workload Description Requirement Definition page, which is necessary for completion of a line item's development. Please see <i>Section 4.3.3.3 Workload Description Requirement Definition</i> .
Projected Grade	Displays the grade based on the Manpower Type. Part B: Contractor will list N/A for each line item
Manpower Type	Displays the type of manpower applied to the line item, i.e. Civilian, Officer, etc.
FMS Category	Displays the applicable category type.
PEC	Displays the PEC.
LOA Line	Displays the corresponding LOA line number.
Requirement Duration	Displays the period of performance for the requirement. Column header(s) will actually display the duration in the applicable fiscal year(s). If shared manpower exists, a link will be available to show how the position is shared.
Total Cost	Displays the total calculated cost for the requirement.
Remove Row	Allows the user to remove line items from the Fiscal Year Manpower Summary. Users must confirm deletion of the line item.

Figure 41: Fiscal Year Manpower Summary Column Heads

4.3.3.3 Workload Description Requirement Definition Page

Workload Description Requirement Definition:
 What is the job title of this requirement? **ADP Technician**
 Which organization is releasing this requirement? **SSG/ILMI**
 Where is the location of this requirement? **Gunter Annex, MAFB, AL**
 What is the rank or grade of this requirement? **GS-12**
 The duration of the case is **9 Months**.

Activity # 1 Delete
 - Enter an activity that this requirement will perform in support of the FMS case:
 Provides ADP Functional Liaison for Program ADP Issues
 - Explain what the requirement will be doing and why it is essential to case execution.
 Provides direct assistance to Program Manager for all program related ADP issues. Responsibilities include: SSG/ILM liason for NAEF Main Operating Base, Gejlenkirchen AB Germany and in office liaison for USAF SSG; focal point for Standard Base-level Supply System (SBSS), Core Automated Maintenance System (CAMS) and the Reliability and Maintainability Information System (REMIS); also attends all program level meetings to provide status updates on ADP related issues.
 - Estimate how many hours a **Quarter** will this resource spend performing this activity: **400**
 - How often will the activity be performed? **1**

Activity # 2
 - Enter an activity that this requirement will perform in support of the FMS case:

 - Explain what the requirement will be doing and why it is essential to case execution.

 - Estimate how many hours per: **month** **quarter** **year** will this resource spend performing this activity:
 - Estimate how many times will the activity be performed?

The total number of FTE persons equals **0.77**.

Figure 42: Workload Description Requirement Definition Page

In order to complete a Fiscal Year Manpower Summary line item, the SAPM/CCM must select the **Job Title** link for each line item from the Fiscal Year Manpower Summary page and identify and explain the general activity(s) associated to the job title and the estimated number of hours to be spent on each activity over the course of a standard man-year. For application purposes, a standard man-year contains 2080 hours. Based on previously entered information, the job title, organization, location, rank/grade, and duration (in months) will be displayed at the top of the page as a point of reference for the SAPM/CCM while defining the associated activities. The SAPM/CCM must complete the following fields:

- **Enter an activity that this requirement will perform in support of the FMS case:** User should enter a descriptive name for the activity.
- **Explain what the requirement will be doing and why it is essential to case execution:** User should enter justification of why this activity is required as it relates to the case, and provide a brief description of the general functions related to the activity.
- **Estimate how many hours per:** User should estimate the number of hours the resource will spend performing the activity per Month, Quarter, or Year. Users should select the appropriate time period and manually enter the estimated number of hours to be spent based on the duration, i.e. Quarterly, 160 hours. Please refer to Figure 43 for time period averages.
- **Estimate how many times will the activity be performed:** The user should enter how many times this activity will be performed based on the duration, i.e. if Month, 160 hours was previously identified, identify the number of times the activity is to be performed within the month, i.e. 1. This results in 1 FTE based on an average business week containing 40 hours, 160 hours per month, executed once would take 1 FTE. The number of times the activity is performed is a multiple of how many hours to accomplish the activity within the prescribed duration.

Figure 43 shows the averages utilized for each time period and how the calculation for number of times an activity is performed. When estimating hours per activity, the user may identify portions of a month, quarter, or year to input multiple activities per position, i.e. Year, 520 hours, performed 1 time equals a .25 FTE.

	Month (12/Yr.)	Quarter (4/Yr.)	Year
Average Hours	160	520	2080
Times Performed: 1	160 * 12 = 1 FTE	520 * 4 = 1 FTE	2080 * 1 = 1 FTE
Times Performed: 2	160 * 24 = 2 FTE	520 * 8 = 2 FTE	2080 * 2 = 2 FTE
Times Performed: 3	160 * 36 = 3 FTE	520 * 12 = 3 FTE	2080 * 3 = 3 FTE

Figure 43: Sample for Estimated Hours and Times Performed in Relation to Man-Years

Multiple activities may be added by selecting the **Another** button. Data will be saved and displayed on page, and a newly numbered activity with blank fields for data entry will appear below the previously identified activity. As activities are identified and time estimates are provided, SAMRS tracks:

- **The total number of FTE personnel equals #:** Indicates the Estimated Manpower Requirement Percentage (EMR%) calculation based on the total workload description activity information. With each additional activity entry, the EMR% will be updated, as well as when the user selects the **Done** button. If the EMR% equals 1, the SAPM/CCM will receive a notification that the activities for the requirement have been successfully input and they may return to the Fiscal Year Manpower Summary page.

If the EMR% is not equal to 1, the SAPM/CCM must select the **Enter Shared Manpower** button and further define how the requirement will share the remainder of any amount of time that is not equal to a whole man-year, i.e. 1, 2, 3, etc. Please refer to *Section 4.3.3.4 Shared Manpower Requirement Definition* for further details.

4.3.3.4 Shared Manpower Requirement Definition Page

Shared Manpower Requirement Definition:

What is the job title of this requirement? **ADP Technician**

Which organization is releasing this requirement? **SSG/ILMI**

Where is the location of this requirement? **Gunter Annex, MAFB, AL**

What is the rank or grade of this requirement? **GS-12**

The duration of the case is **9 Months**.

Do you know how you will share the requirement? **Yes** **No**

Figure 44: Shared Manpower Requirement Definition Entry Page

If the EMR% requested is not equal to 1 the user must define how they will share any amount that is not equal to 1 FTE.

- **Do you know how you will share the requirement?:** Select **Yes** or **No** and select **>>** to proceed (Selecting **Cancel** will return users to the Workload Description Requirement Definition page).
 - If **Yes**, the user will enter the Shared Manpower Requirement Definition page and be required to enter the following information and select the **Submit** button to confirm and return to the Fiscal Year Manpower Summary page:

Shared Manpower Requirement Definition:
 What is the job title of this requirement? **ADP Technician**
 Which organization is releasing this requirement? **SSG/LMI**
 Where is the location of this requirement? **Gunter Annex, MAFB, AL**
 What is the rank or grade of this requirement? **GS-12**
 The duration of the case is **9 Months**.

Shared Manpower Position 1 Delete
 Case ID: **K7-D-GPW**
 Shared Amount Value: **50%**

Shared Manpower Position 2
 For each portion that you are sharing with either another FMS Case, Administrative funded FMS position, or regular USAF position -
 Enter the portion that the position is being shared with this case:
Case Identifier:
 - Enter "ADMIN", if this is shared with an Administrative funded position.
 (An ADMIN funded position begins during the current Qtr/FY, and not to exceed 5 FY years in period of performance from the date of submission.)
 - Enter "USAF", if this is shared with a USAF position that is not related to a specific FMS Case or FMS Admin funded position.
 - Enter "TBD", if you want to share this requirement during case execution.

Shared Amount (%):
 - Enter a whole number less than or equal to 100.

Total Shared Amount: **50%**
Please continue to add shared manpower position(s) so that the total amount is equal to 100%.

Figure 45: Shared Manpower Requirement Definition Page – Defining Shared Amounts

- Case Identifier:** The user should identify the appropriate case that will fund the remaining portion of the man-year not covered by the original case.

If the remainder of the man-year, or any portion of it, can not be funded by a pre-existing case, the user should enter: **ADMIN** if the requirement is shared with an Administrative funded position, **USAF** if the requirement is shared with a USAF position that is not related to a specific FMS Case or FMS Administrative funded position, or **TBD** if they want to share this requirement, but are not certain of the sharing component.

Additionally, when identifying shared manpower, it is necessary to identify whether or not the case being developed will carry the allocation, or if one of the cases with which it is sharing will carry the allocation. The SAPM/CCM should mark the shared case carrying the allocation with an asterisk (*) to denote the position already exists in the identified case (i.e. TR-D-YUP*, USAF*). If the case in development requires an allocation, then the user will not need to denote shared cases with *.

- Shared Amount (%):** The user should enter a whole number less than or equal to 100 and select to confirm a total. The percentage a user enters should directly relate to the portion of the remainder to be subsidized by the previously identified case, i.e. if the remainder was a .5 man-year, then 50% of that requirement would be .25 as it relates to the remainder. The user should continue adding and submitting Shared Manpower Positions until 100% is reached.
- If **No**, the user will need to answer, “**Can a contractor fill the requirement?**” Select **Yes** or **No** and select >> to proceed (Selecting will return users to the Workload Description Requirement Definition page). Please refer to Figure 46.

● **Shared Manpower Requirement Definition:**
 What is the job title of this requirement? **ADP Technician**
 Which organization is releasing this requirement? **SSG/LMI**
 Where is the location of this requirement? **Gunter Annex, MAFB, AL**
 What is the rank or grade of this requirement? **GS-12**
 The duration of the case is **9 Months**.

Can a contractor fill the requirement? **Yes** **No**

<< Cancel >>

Figure 46: Shared Manpower Requirement Definition Page - Contractor

- If **Yes**, the user will receive a notification that the Manpower Type for the requirement has been changed to Contractor and they may return to the Fiscal Year Manpower Summary page.
- If **No**, the user will need to answer, “**Is the requirement CONUS or OCONUS based?**” Please refer to Figure 47.

● **Shared Manpower Requirement Definition:**
 What is the job title of this requirement? **ADP Technician**
 Which organization is releasing this requirement? **SSG/LMI**
 Where is the location of this requirement? **Gunter Annex, MAFB, AL**
 What is the rank or grade of this requirement? **GS-12**
 The duration of the case is **9 Months**.

Is the requirement CONUS or OCONUS based? **CONUS** **OCONUS**

<< Cancel >>

Figure 47: Shared Manpower Requirement Definition Page - CONUS vs. OCONUS

If **CONUS** (Continental United States), the user will receive notification that they must settle the shared requirement before completing the MRP and may return to the Fiscal Year Manpower Summary page.

If **OCONUS** (Outside Continental United States), the user will receive notification that OCONUS requirements are exempt from having shared manpower and they may return to the Fiscal Year Manpower Summary page.

4.3.4 Air Force Manpower Standards / Military Essentiality Page

Air Force Manpower Standards (AFMS) are normally developed for Air Force functions that are similar and are the result of a detailed work measurement for which a workload indicator exists to predict future manpower requirements. AFMSs primarily exist for Base Operating Support (BOS) type functions; therefore, in most cases, a SAPM/CCM’s manpower office will advise them to make a statement that an AFMS does not exist. If that is the situation, you must explain how manpower requirements are determined. Examples of measurement methods which you and your manpower office may use to develop your manpower requirements include estimates based on historical data from other similar FMS cases and/or past performance on the base program or similar programs, projected (anticipated) workloads, etc. Please refer to Figure 48.

FMS programs are encouraged to maximize the use of civilians and/or contractors whenever feasible. However, for those requirements deemed “military essential” appropriate justification should be provided in accordance with existing Air Force policy (see AFI 38-204). Due to restrictions on military end strength growth, and consistent with AF/DPM guidance, any new or extended FMS military requirements require an identified offset prior to allocation. Please provided the offsetting information in the provided Military Essentiality fields, to include: manpower category (i.e. OFF, ENL), offsetting PEC and duration

of the offsetting requirement (FY and quarter). For further assistance with offset information, please contact your SMO.

Note: To review the requirements previously entered in the Fiscal Year Manpower Summary pages while inputting data into the Air Force Manpower Standards / Military Essentiality Page, use the **Print MRP** function to display the requirements. **Utilizing << to return to the Fiscal Year Manpower Summary page will result in the loss of entries on the Air Force Manpower Standards / Military Essentiality Page.**

Figure 48: Air Force Manpower Standards / Military Essentiality Page

- **Is there a manpower standard?:** User should select **Yes** or **No**.
 - **If there is manpower standard, how was it used in determining the MRP requirement(s):** Identify the manpower standard and how it was used to determine the requirements.
- **Is there a military requirement?:** User should select **Yes** or **No**.
 - **All Military requirements must identify an appropriate offset resource to support the requirement when the case is signed and implemented. Please provide detail information, including PEC, about this offset resource:** Explain and justify the use of military personnel in determining the MRP requirements, identifying the offsetting PEC for each military requirement.

4.3.5 Manpower Travel Data Sheet Page

The Manpower Travel Data Sheet (MTDS) documents all costs and/or cost changes that occur on any LOA line containing manpower requirements. HQ/MAJCOM and the SMO will only receive MTDSs associated with an MRP. Submitting an MTDS with the MRP and applicable LOAs is a mandatory Defense Security Cooperation Agency (DSCA) directed requirement as of 1 March 2001. The MTDS was developed by the DSCA to more clearly define the total manpower and other funds required to execute an FMS case. Furthermore, the MTDS provides reporting consistency among the Military Departments (MILDEPs). Upon approval of the MRP, SAF/IAPX will notify the HQ/MAJCOM office and the SAPM/CCM of the assigned control number annotated in section G of the MTDS. Please refer to Figure 49.

Manpower Travel Data Sheet:

Part A: Personnel - There is/are 4 manpower record(s).

Item No.	Position/Function	Grade/Rank/Contractor	Location	LOA Line	Manyears of Effort	Duration (Start Qtr/Year - End Qtr/Year)	Total Salary
1	Log Mng Spec	GS-11	WPAFB, OH	001	1	Jan / 2003 to Dec / 2004	\$71,000.00
2	Project Manager	Contractor	WPAFB, OH	001	1	Jan / 2003 to Dec / 2004	\$75,000.00
3	Contract Officer	Capt	WPAFB, OH	001	1	Jan / 2003 to Sep / 2003	\$92,294.00
4	Log Manager	GS-12	Hill AFB, UT	002	1	Jan / 2003 to Dec / 2004	\$42,604.00
Sub-Total LOA Line 001							\$238,294.00
Sub-Total LOA Line 002							\$42,604.00
TOTAL:							\$280,898.00

Part B: Travel - There is/are 5 travel record(s).

Item No.	Purpose of Trip	CONUS / In-Country	LOA Line	Number of Trips	Duration of each trip	Number of People	Total Cost	Remove Row
2003								
1	Finance Review - USG	CONUS	001	1	8 days	1	\$4,500.00	<input type="radio"/>
2	Case Review	CONUS	002	1	5 days	1	\$2,500.00	<input type="radio"/>
3	Financial Review - Contractor	CONUS	002	2	12 days	1	\$4,500.00	<input type="radio"/>
4	Financial Review	In-Country	002	1	10 days	1	\$9,000.00	<input type="radio"/>
5	ICG In-Country Review	In-Country	002	1	10 days	1	\$9,000.00	<input type="radio"/>
Sub-Total LOA Line 001							\$4,500.00	
Sub-Total LOA Line 002							\$25,000.00	
Total FY2003							\$29,500.00	
Total LOA Line 001							\$4,500.00	
Total LOA Line 002							\$25,000.00	
TOTAL							\$29,500.00	

Part C: Personnel Support Costs - There is/are 2 Personnel Support Cost record(s).

Item No.	Type of Support Cost	LOA Line	Total Cost	Remove Row
1	Supplies	001	\$3,000.00	<input type="radio"/>
2	Supplies, Office Equipment	002	\$5,240.00	<input type="radio"/>
Sub-Total LOA Line 001			\$3,000.00	
Sub-Total LOA Line 002			\$5,240.00	
TOTAL			\$8,240.00	

Please describe the overall methodology in deriving the Personnel Support Costs:

Part D: Narrative Description

Aside to the Case Description, use this section to describe the life of any Program Management Lines (PMLs) in relation to the delivery schedule of item(s). Provide the number of months of PML support beyond final delivery and any supporting information:

Part E: Additional Comments

Total New Requirements for Part A, B, and C:

Case Duration: (2/2003 - 1/2004)	
LOA Line 001	\$245,794.00
LOA Line 002	\$72,844.00
Total	\$318,638.00

Use this section to provide any additional comments and/or to make adjustments to the amounts on the LOA lines of the case:

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

This case has not yet been 'Approved' by SAF/IA.

Part G: SAF/IAPX Review Date/Approval Number:

This case has not yet been 'Approved' by SAF/IA.

Figure 49: Manpower Travel Data Sheet Page

Broken down into seven sections, the MTDS displays the following:

- **Part A: Personnel:** Displays a summary of all requirements input in the Fiscal Year Manpower Summary pages and delivers a total cost per LOA line and for the case. Any changes to requirements will need to be made in the Fiscal Year Manpower Summary pages.
- **Part B: Travel:** Displays all travel requirements associated to the case. The SAPM/CCM will need to select the button to input travel requirements. Entries in this section are not required if travel does not exist. Please refer to *Section 4.3.5.1 MTDS: Travel Line Item Entry Page* for further information.

For those cases requiring travel requirements to be broken out separately for USG and contractor, add “USG” or “Contractor” to the end of the trip purpose description.

- **Part C: Personnel Support Costs:** Displays all additional personnel support costs associated to a case. Also allows the user to explain their methodology in determining the personnel support costs. The SAPM/CCM will need to select the button to input personnel support costs. Entries in this section are not required if additional personnel costs do not exist. Please refer to *Section 4.3.5.2 MTDS: Personnel Support Entry Page* for further information.

Due to DSAMS calculations and possible disconnects with the MTDS, Contract Administrative Surcharges (CAS) should be entered in Part C as a separate line item.

- **Part D: Narrative Description:** Allows the SAPM/CCM to describe the lifecycle of any Program Management Lines (PMLs) in relation to the delivery schedule of item(s). User should provide the number of months of PML support beyond final delivery and any supporting information. Based on the nature of the case, entries in this section may not be required.
- **Part E: Additional Comments:** The SAPM/CCM should use this section to provide any additional comments and/or to make adjustments to the amounts on the LOA lines of the case, as well as explain any cumulative LOA line values. Also listed in Part E is totals for new requirements from Parts A, B, and C, which the SAPM/CCM may reference while inputting comments. Providing additional comments in this section is not mandatory for completion of the MTDS.
- **Part F: Point of Contact for Further Information Regarding Manpower on this Case:** Identifies the contact information for the SAF/IA user approving the case after final approval.
- **Part G: SAF/IAPX Review Date/Approval Number:** Once a case has been approved by SAF/IA, this section will display the date the MRP case was approved and the associated approval number.

4.3.5.1 MTDS: Travel Line Item Entry Page

The SAPM/CCM can enter travel line items to the MTDS by selecting the button from Part B of the MTDS page. The user may input the necessary data by completing the form on the page. To input additional line items, the user should select the button to save the current entry and refresh the form for additional entries. Once complete, the user may return to the MTDS screen by selecting the button.

For those cases requiring travel requirements to be broken out separately for USG and contractor, add “USG” or “Contractor” to the end of the trip purpose description.

Manpower Travel Data Sheet - Part B: Travel

Choose the Fiscal Year for this trip: 2003

Please describe the purpose for this trip.
 Finance Review - USG

Apply this trip for CONUS? Yes No

Enter LOA line Item: 002

Number of Trips for this Purpose: 2

Trip Duration (Calendar Days): 5

Number of People for this Trip: 1

Total Travel Cost: 3164

More Done Clear Cancel

Figure 50: MTDS Travel Line Item Entry Page

4.3.5.2 MTDS: Personnel Support Entry Page

The SAPM/CCM can enter personnel support line items to the MTDS by selecting the **Add Personnel Support** button from Part C of the MTDS page. The user may input the necessary data by completing the form on the page. To input additional line items, the user should select the **More** button to save the current entry and refresh the form for additional entries. Once complete, the user may return to the MTDS screen by selecting the **Done** button.

Due to DSAMS calculations and possible disconnects within the MTDS, Contract Administrative Surcharges (CAS) should be entered in Part C as a separate line item.

Manpower Travel Data Sheet - Part C: Personnel Support

Please enter the type of personnel support cost:
 Supplies

Enter the LOA Line Item: 002

Total Support Cost: 200

More Done Clear Cancel

Figure 51: MTDS Personnel Support Entry Page

4.4 Case Data Pages – Case Review

Once a SAPM/CCM has completed and submitted a case for validation and approval, the SMO, HQ/MAJCOM, and SAF/IA users associated with the case will need to review, validate, and approve all case data during the coordination process. This section will provide an overview of the functionality necessary to approve/disapprove a case. For more in-depth explanations in regards to how data inputs were developed or generated, please refer to *Section 4.3 Case Data Pages – Case Development*.

4.4.1 Case Information Page

Users should review all content on the Case Information page and either select **Yes** or **No** to indicate if the information is valid. Please refer to Figure 52.

- If **No**, the user should provide comments to further explain why the information is not valid and what corrections may be necessary. Comments will be provided to the SAPM/CCM for correction and maintained in the Route History Table.

Case Identification Data: [Create Date: 12/6/02] [Offer Expiration: N/A]

- **Case Identifier:** YAI-D-03-Basic
Case Title: Counter-Air FMS Integration and Procurement
Work Center(s): AAC/YAI MAJCOM: AFMC
- **Servicing Manpower Office (SMO) representative:**
Name: Roger Milliam
Email: servicing_mo@yahoo.com
DSN Phone: 932-232-1212
- **Headquarters / Major Command Manpower Office (HQ/MAJCOM) representative:**
Name: Mary Hollenbrook
Email: hqmo1@yahoo.com
DSN Phone: 239-232-9199
- **Country Director contact information:**
Name: Sara Wallgreen
Email: countrydirector@yahoo.com
DSN Phone: 1-900-458-1248
- Is there a Letter of Request (LOR)? **Yes**
- Is Program Management (PM) a condition of sale? **Yes**
(See "DoD 5105.38-M Section 70201", and "AFMAN 16-101, Atch 19")
- If Program Management is required, is there a Program Management Line on the LOA? **Yes**
- Is the funding and period of performance on the line sufficient to cover the requested manpower? **Yes**
- **Dates that impact the LOA:**
(Please use the following date format, DDMMYY, i.e. 01APR02)
-- Offer expiration date: **N/A**
-- Letter of Request (LOR) date: **25NOV02**
-- Anticipated signature date on the LOA: **N/A**
- **Case Identification Data Review:**
Is the current values entered for this section valid? Yes No
If 'No', enter justification for why the Case Identification Data information is invalid:

<< >>

Figure 52: Case Information Page – Review

4.4.2 Case Description & Program Line Management Page

Users should review all content on the Case Description & Program Line Management page and either select **Yes** or **No** to indicate if the information is valid in both sections. Please refer to Figure 53.

- If **No**, the user should provide comments to further explain why the information is not valid and what corrections may be necessary. Comments will be provided to the SAPM/CCM for correction and maintained in the Route History Table.

Case Description:

- Please describe the general FMS requirements for this case:(i.e., What is this case about?)
The purpose of this Manpower Requirement Package (MRP) is to certify baseline workload requirements and funding availability to support and allocate need manpower authorizations for the COUNTER-AIR International Product Group (IPO), AAC/YAI, Eglin AFB, FL.
- Describe any unique or specific request(s) influencing the manpower requirements:
The COUNTER-AIR International Product Group currently supports procurement, integration, and follow on support management for 22 countries and 2 NATO organizations. Current USG and contracted support requirements identified are necessary to maintain operational capability and provide customer support.
- What is the expected outcome at case completion? (i.e., What products or services need to be delivered?)
Based on historical analysis, manpower requirements average 1.5 man-years per country. The base-level MRP contains a total work force analysis and identifies all FMS FTEs (and is available upon request from AAC/XP), while the formal MRP addresses only the case-funded personnel being validated at this time.
- How will the expected outcome be met? (i.e., time, deliver, schedule, program time-line)
As this is the first annual MRP for this program, it is submitted out-of-cycle. All Command Country Manager (CCM) coordination has already been obtained via initial LOA Manpower Travel & Data Sheets (MTDSs) and MRPs submitted and approved during LOA processing. A copy of this and future annual MRPs will be provided to CCMs for their information, and their coordination will be obtained on the MTDS coordination process. This annual MRP replaces all previously implemented YAI MRPs with Program Management Lines.
- What is the level of effort required to meet the desired outcome?
This level of support is divided among full-time equivalents (FTEs) of both organic and contract employees. Additionally, the 1.5 is comprised of both case and surcharge personnel. There are two versions of this analysis.
- What is the estimated timeframe to meet the case requirements? (In effect, what is the anticipated period of performance of the case?)
Start Quarter/FiscalYear: 2 / 2003 End Quarter/FiscalYear: 4 / 2003
- What impact will unapproved manpower have on case execution?
The program will not produce the expected result during case execution.

Case Description Review:
Is the current values entered for this section valid? Yes No
If 'No', enter justification for why the Case Description information is invalid:

Clear Cancel

Program Management Line Justification:

- What type of Program Management functions or roles will be required to support this case?
In accordance with DoD 5105.38-M, 70201.B.1, as it refers to major weapons system sales, each case includes a program management or other services line to support the COUNTER-AIR total weapons package sale, from initial contract to successful Initial Operational Capability (IOC) test completion.
- What unique types of integration and/or coordination efforts will be required to support this case? Explain why.
Configuration and engineering management is particularly important in the AMRAAM program as the US and FMS versions of the AIM-120 missile rapidly diverge due to AMRAAM P31 hardware and software initiatives that are not releasable to FMS countries. Systems integration includes launcher, hardware, and software interfaces between selected launch platforms (aircraft or ground launch vehicles) and COUNTER-AIR end items.
- What is the level of effort required by the Program Management functions or roles?
Management direction will be required to support the FMS country in the areas of engineering and technical assistance, CONUS and OCONUS program management reviews, and to support the country's ability to attain full operational capability with the AMRAAM/ COUNTER-AIR system. In addition, all COUNTER-AIR logistic supportability decisions must be reviewed for impacts on the FMS missile customer
- Why is Program Management essential to successful case execution?
Procurement of AMRAAM/COUNTER-AIR necessitates program management, engineering, logistics, financial, and information technology (IT) support based on delivery requirements and customer platform used.

Program Management Line Justification Review:
Is the current values entered for this section valid? Yes No
If 'No', enter reason for why Program Management Line Justification information is invalid:

Clear Cancel

<< >>

Figure 53: Case Description & Program Line Management Page - Review

4.4.3 Fiscal Year Manpower Summary Page

Users should review all content on the Fiscal Year Manpower Summary page and sub-pages by using the Job Title and Requirement Duration (if applicable) links for each line item. After review, users should select **Yes** or **No** to indicate if the information is valid in both sections. Please refer to Figure 54.

- If **No**, the user should provide comments to further explain why the information is not valid and what corrections may be necessary. The user must select **Submit** to save comments that have been input for SAPM/CCM review before advancing. Comments will be provided to the SAPM/CCM for correction and maintained in the Route History Table.

Fiscal Year Manpower Summary:

Part A: Organic - There is/are 3 organic record(s).

Item No.	Organization	Location	Job Title	Projected Grade	Manpower Type	FMS Category	PEC	LOA Line	FY2003 Qtr2-4	FY2004 Qtr1-1	Total Cost
1	AFSAC/GBEA	WPAFB, OH	Log Mng Spec	GS-11	Civilian	Other Services	A2002I	001	1	1	\$71,000.00
2	OO-ALC/YP	Hill AFB, UT	Log Manager	GS-12	Civilian	Other Services	A2002I	002	0.5 UK-D-DEB*-100%	0.5 UK-D-DEB*-100%	\$42,604.00
3	AFSAC/SD	WPAFB, OH	Contract Officer	Capt	Officer	Other Services	A2002I	001	1	0	\$92,294.00

• Enter justification for why Part A: Organic Workload Description information is invalid:
 Is the current values entered for this section valid? Yes No
 If 'No', enter justification for why the Case Description information is invalid:

Part B: Contractor - There is/are 1 contractor record(s).

Item No.	Organization	Location	Job Title	Projected Grade	Manpower Type	FMS Category	PEC	LOA Line	FY2003 Qtr2-4	FY2004 Qtr1-1	Total Cost
1	AFSAC/SD	WPAFB, OH	Project Manager	N/A	Contractor	Other Services	N/A	001	1	1	\$75,000.00

• Enter justification for why Part B: Contractor Workload Description information is invalid:
 Is the current values entered for this section valid? Yes No
 If 'No', enter justification for why the Case Description information is invalid:

Part C: Total Manpower

Organic:	\$205,898.00
Contractor:	\$75,000.00
Total:	\$280,898.00

<< >>

Figure 54: Fiscal Year Manpower Summary - Review

4.4.4 Air Force Manpower Standard / Military Essentiality Page

Users should review all content on the Air Force Manpower Standard / Military Essentiality page and either select **Yes** or **No** to indicate if the information is valid. Please refer to Figure 55.

- If **No**, the user should provide comments to further explain why the information is not valid and what corrections may be necessary. Comments will be provided to the SAPM/CCM for correction and maintained in the Route History Table.

Air Force Manpower Standards:

- Is there a manpower standard? **No**
If there is a manpower standard, how was it used in determining the MRP requirement(s)?
N/A

Air Force Military Essentiality:

- Is there a military requirement? **Yes**
All Military requirements must identify an appropriate offset resource to support the requirement when the case is signed and implemented. Please provide detail information, including PEC, about this offset resource.
+1 OFF, PEC A2002; -1 OFF, PEC 58588a (031-042). This offsetting requirement has been approved by command career field manager for stated timeframe. Due to unique program challenges, said career field supports unique experience associated and support utilizing OFF position to support unique case closeout activities. Any requirements beyond identified periods will be considered for civ/contractor sourcing. Any offset related questions can be addressed to Mr. Jimmy Stewart, OO-ALC/PK DSN 555-1889, or command career field manager Maj Tom Thumb, HQ AFMC/PK DSN 478-9881.

Air Force Manpower Standard/Military Essentiality Review:

Is the current values entered for this section valid? **Yes** **No**

If 'No', enter justification for why the Air Force Manpower Standard/Military Essentiality is invalid.

Clear Cancel

<< >>

Figure 55: Air Force Manpower Standard / Military Essentiality Page - Review

4.4.5 Manpower Travel Data Sheet Page

Users should review all content on the Manpower Travel Data Sheet page and sub-pages by using the links in Part B and C for each line item. After review, users should select **Yes** or **No** to indicate if the information is valid in both sections. Please refer to Figure 56.

- If **No**, the user should provide comments to further explain why the information is not valid and what corrections may be necessary. Comments will be provided to the SAPM/CCM for correction and maintained in the Route History Table.

Manpower Travel Data Sheet:

Part A: Personnel - There is/are 4 manpower record(s).

Item No.	Position/Function	Grade/Rank/Contractor	Location	LOA Line	Manyears of Effort	Duration (Start Qtr/Year - End Qtr/Year)	Total Salary
1	Log Mng Spec	GS-11	WPAFB, OH	001	1	Jan / 2003 to Dec / 2004	\$71,000.00
2	Project Manager	Contractor	WPAFB, OH	001	1	Jan / 2003 to Dec / 2004	\$75,000.00
3	Contract Officer	Capt	WPAFB, OH	001	1	Jan / 2003 to Sep / 2003	\$92,294.00
4	Log Manager	GS-12	Hill AFB, UT	002	1	Jan / 2003 to Dec / 2004	\$42,604.00
Sub-Total LOA Line 001							\$238,294.00
Sub-Total LOA Line 002							\$42,604.00
TOTAL:							\$280,898.00

Part B: Travel - There is/are 5 travel record(s).

Item No.	Purpose of Trip	CONUS / In-Country	LOA Line	Number of Trips	Duration of each trip	Number of People	Total Cost
2003							
1	Finance Review - USG	CONUS	001	1	8 days	1	\$4,500.00
2	Case Review	CONUS	002	1	5 days	1	\$2,500.00
3	Financial Review - Contractor	CONUS	002	2	12 days	1	\$4,500.00
4	Financial Review	In-Country	002	1	10 days	1	\$9,000.00
5	TCO In-Country Review	In-Country	002	1	10 days	1	\$9,000.00
Sub-Total LOA Line 001							\$4,500.00
Sub-Total LOA Line 002							\$25,000.00
Total FY2003							\$29,500.00
Total LOA Line 001							\$4,500.00
Total LOA Line 002							\$25,000.00
TOTAL							\$29,500.00

Enter justification for why Part B: Travel information is invalid:
 Is the current values entered for this section valid? Yes No
 If 'No', enter justification for why the Case Description information is invalid:

Clear Cancel

<< >>

Part C: Personnel Support Costs - There is/are 2 Personnel Support Cost record(s).

Item No.	Type of Support Cost	LOA Line	Total Cost
1	Supplies	001	\$3,000.00
2	Supplies, Office Equipment	002	\$5,240.00
Sub-Total LOA Line 001			\$3,000.00
Sub-Total LOA Line 002			\$5,240.00
TOTAL			\$8,240.00

Please describe the overall methodology in deriving the Personnel Support Costs:
An overall methodology for Personnel Support Costs was not provided.

Enter justification for why Part C: Personnel Support Cost information is invalid:
 Is the current values entered for this section valid? Yes No
 If 'No', enter justification for why the Case Description information is invalid:

Clear Cancel

<< >>

Part D: Narrative Description
 Aside to the Case Description, use this section to describe the life of any Program Management Lines (PMLs) in relation to the delivery schedule of item(s). Provide the number of months of PML support beyond final delivery and any supporting information:
A narrative description was not provided.

Part E: Additional Comments
Total New Requirements for Part A, B, and C:
 Case Duration: (2/2003 - 1/2004)
 LOA Line 001 \$245,794.00
 LOA Line 002 \$72,844.00
Total \$318,638.00
 Use this section to provide any additional comments and/or to make adjustments to the amounts on the LOA lines of the case:
There are no additional comments.

Part F: Point of Contact for Further Information Regarding Manpower on this Case:
 This case has not yet been "Approved" by SAF/IA.

Part G: SAF/IAPX Review Date/Approval Number:
 This case has not yet been "Approved" by SAF/IA.

<< >>

Figure 56: Manpower Travel Data Sheet Page - Review

4.5 Completion Page

Once a user has completed developing or reviewing a MRP case, they will be presented with a completion page. The user will be provided the option to submit the MRP case for further coordination by selecting or .

- If , the next page displays the status of the MRP and any other coordination information in the workflow, e.g. SMO, HQ/MAJCOM, SAF/IA contact information.

If the SAPM/CCM attempts to submit the case before completing or attaching the LOAD, they will receive notification as to what actions are required before the case may be submitted. User's must then return to their main page, open the case, complete all necessary actions, and then return to the completion page to submit the case.

- If , the user is directed to their main page and may submit the case at a later date.

4.6 Approval Pages (SAF/IA and SAPM/CCM)

Once a SAF/IA user has approved a case, the SAPM/CCM must issue the IPD to have manpower allocated to the case. This section will provide an overview of the functionality necessary for a SAPM/CCM user to issue the IPD and a SAF/IA user issue a Manpower Allocation Memo to the appropriate MAJCOM/XP and AF/DPMP personnel.

4.6.1 IPD Issued

Once the SAPM/CCM receives a notification email stating the MRP has been approved, they will need to verify that the requesting country has signed the LOA and funds have been deposited to the USG account. Once verified, the SAPM/CCM should select *IPD Issued* from the SAMRS Header Toolbar (see *Section 4.1.3 Header Toolbars*).

Enter the necessary search criteria for the MRP and select to retrieve the MRP. (**Note:** Only those MRPs with an *Approved* status will be retrieved.)

The screenshot shows the SAMRS web interface. At the top, it says "United States Air Force SAMRS Security Assistance Manpower Requirements System" with a current date of 12/9/02. A navigation bar includes "Home :: Exit :: Help" and a toolbar with options like "Create MRP", "Cancel MRP", "Change MRP", "MRP Comment", "IPD Issued", "Open MRP", "My MRPs", and "User Guide". The main content area is titled "IPD Issued" and displays search results for cases classified as 'IPD Issued'. Below the title, there is a table with columns for Item#, Case ID, Case Title, Entry Date, WorkCenter, MAJCOM, Status, and Select. Two cases are listed, both with a status of "Approved".

Item#	Case ID	Case Title	Entry Date	WorkCenter	MAJCOM	Status	Select
1.	TK-D-GPW-Basic	TAAF requested follow on sustainment and case closure support, beyond routine efforts.	11/14/02	AFSAC/SD	AFMC	Approved	<input type="checkbox"/>
2.	SN-D-XXX-AMD001	Provides continuous training support for Singapore F-16 dedicated squadron at Luke AFB, AZ	11/15/02	AFSAT/FT	AETC	Approved	<input checked="" type="checkbox"/>

Figure 57: Selecting Case for IPD Issued

Once the proper case has been selected by the SAPM/CCM, and >> is selected, the SAPM/CCM will need to confirm if they wish to continue with the process. After confirming, the SAPM/CCM will be returned to their main page where the case's status has been updated to IPD Issued and a notification email has been sent to the assigned SAF/IA user, allowing the generation of the Manpower Allocation Memo.



Figure 58: Confirmation to Continue Process

4.6.2 Allocate Manpower

After receiving notification that the IPD has been issued, the SAF/IA user may send the Manpower Allocation Memo to the appropriate MAJCOM/XP and AF/DPMP personnel. The SAF/IA user should begin by selecting *Allocate Manpower* from the SAMRS Header Toolbar (see *Section 4.1.3 Header Toolbars*).

Enter the necessary search criteria for the MRP and select to retrieve the MRP. (**Note:** Only those MRPs with an *IPD Issued* status will be retrieved.)

Once the proper case has been selected by the user, and >> is selected, they will need to confirm if they wish to continue with the process. After confirming, the user will be required to complete the Manpower Allocation Memo, providing contact information (First/Last name and Email) for the MAJCOM/XP and AF/DPMP personnel. The user is also provided a standardized letter, which includes the Case ID, that may be altered to best suit the approved case.

After completing the Manpower Allocation Memo and selecting >>, the memo will be sent to the identified MAJCOM/XP and AF/DPMP personnel, as well as the SAPM/CCM. The user will then be returned to their main page where the case status has been updated to *Manpower Allocated*.

● Allocate Manpower to MRP case: Date Entered: 12/9/02

- Please enter the MAJCOM/XP representative:

First name: Last name:

Email:
- Please enter the AF/DPMP representative:

First name: Last name:

Email:

FROM: SAF/IAPX
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: FMS Manpower Allocation for SN-D-XXX-AMD001.

Manpower Requirements are approved and adjusted as requested. Since the FYDP cannot be adjusted in the execution year, this memo represents your authority to over allocate the resources for this case.

Should you have any questions, please contact the undersigned.

saf ia
safiausat@yahoo.com
999-333-3323

<< clear >>

Figure 59: Manpower Allocation Memo

5.0 Quick Reference Guide

This section contains basic steps for the development, review, and approval of cases. For more in-depth information regarding specific items, please refer to their explanation earlier in this document.

5.1 SAPM/CCM

5.1.1 Case Development – Basic MRP

Once a SAPM/CCM receives an LOR with manpower requirements, they must enter SAMRS and develop a new MRP case.

1. Select *Create MRP* from the header toolbar.
2. Select *Basic* and select **>>** to advance to the Case Information page.
3. Enter the following information on the Case Information page:
 - A. Case Identification Data.
Some information may be provided in the LOA.
 - B. POC information for the SMO, HQ/MAJCOM, and Country Director.
 - C. Select the appropriate responses to questions regarding the LOR, LOA, and Program Management.
 - D. Identify the dates impacting the LOA in DDMMYYYY format, i.e. 01JAN03.
4. Select **>>** to save entries and advance to the Case Description & Program Line Management page.
5. Select *Attach LOAD* to insert a copy of the LOA into the MRP.
6. Enter the following information on the Case Description & Program Line Management page:
 - A. Proper response to all questions.
 - B. Identify anticipated period of performance for the case as it relates to fiscal years.
7. Select **>>** to save entries and advance to the Fiscal Year Manpower Summary Line Item page.
8. Complete all fields on the Fiscal Year Manpower Summary Line Item page. To make additional entries, select **More** to make additional entries.
9. Select **Done** to save entries and advance to the Fiscal Year Manpower Summary page.
10. A pop-up message box opens requiring further information before advancing. Select the *Job Title* associated to each line item to advance to the Workload Description Requirements Definition page. Repeat steps 9-12 as necessary.
11. Complete all fields on the Workload Description Requirements Definition page and select **Another** to input additional tasks.
12. Select **Done** to save entries and return to the Fiscal Year Manpower Summary page.
*If input tasks are not equal to a whole FTE, users will be required to select **Enter Shared Manpower** and complete entries appropriately. Please refer to Section 4.3.3.4 Shared Manpower Requirement Definition Page for further guidance.*
13. Select **>>** after all line items on the Fiscal Year Manpower Summary page have been completed to advance to the Air Force Manpower Standards/Military Essentiality page.

14. Enter the following information on the Air Force Manpower Standards/Military Essentiality page.
 - A. Proper response to all questions.
 - B. If necessary, explanations for responses and PEC.
15. Select **>>** to save entries and advance to the MTDS page.
16. From the MTDS page, review all generated content loaded from previous entries.
*If corrections are necessary, return to the section of origin by selecting **<<***
17. Select **Add Travel Line Item** to add travel line items to the case.
 - A. Input all necessary data and select **More** to input additional line items or **Done** to return to the MTDS page.
18. Select **Add Personnel Support** to add personnel support line items to the case.
 - A. Input all necessary data and select **More** to input additional line items or **Done** to return to the MTDS page.
19. Input necessary data in the provided text fields in regards to:
 - A. Methodology in deriving the personnel support cost in Part C.
 - B. Supporting information regarding the program management line in Part D.
 - C. Additional comments and/or adjustments to the amounts on the LOA lines in Part E.
20. Select **>>** to save entries and advance to the Completion page.
21. Select **Yes** to submit the MRP or **No** to keep the MRP for further development.

5.1.2 Case Correction - Disapproved MRP

The MRP case has been disapproved during the validation and approval process by either a SMO, HQ/MAJCOM, or SAF/IA user. The case is then sent back to the SAPM/CCM for correction and resubmission.

1. SAPM/CCM receives notification email indicating the MRP has been disapproved.
2. Login into SAMRS.
3. Select the MRP to open with a **Disapproved** status.
4. Navigate to the disapproved comments by selecting **>>** and review/evaluate the discrepancy.
5. Apply necessary corrections to data and select **>>** to navigate to the Completion page.
6. Select **Yes** to resubmit the MRP for review.

5.1.3 Issue IPD – Case Approval

SAF/IA has approved the MRP case and SAMRS has sent email notification to all coordinating offices, SAPM/CCM, SMO, and HQ/MAJCOM, of the status. The SAPM/CCM coordinates on the MRP & LOA for completion.

1. SAPM/CCM must confirm that the LOA has been signed and funds have been deposited into the USG's trust account.
2. Login into SAMRS.
3. Select **IPD Issued** from the header toolbar.

4. Input criteria to conduct a search and select .
5. Select the MRP by choosing the button for the case from the *Select* column.
6. Select to advance to the next page.
7. Select **OK** in the confirmation message to proceed with the process.
8. SAPM/CCM will return to their main page and status of the MRP is changed to *IPD Issued*.

5.2 SMO and HQ/MAJCOM

5.2.1 Case Review

Once a case has been submitted or resubmitted for review and approval, the case will be entered into the SMO and HQ/MAJCOM users MRP case listing found on their main page. The SMO and HQ/MAJCOM users will need to review, validate, and approve/disapprove the case.

9. Select the MRP case to review from main page screen.
*MRP case status will display either **SMO Review** or **HQ/MAJCOM Review**.*
10. Review the data on the Case Information page and indicate if the information is valid or not.
 - A. Provide comments in the provided text field if data is not valid.
11. Select to save entries and advance to the Case Description & Program Line Management page.
12. Review the data on the Case Description & Program Line Management page and indicate if the information is valid or not.
 - A. Provide comments in the provided text fields if data is not valid.
13. Select to save entries and advance to the Fiscal Year Manpower Summary page.
14. Review the data on the Fiscal Year Manpower Summary page and indicate if the information is valid or not.
To review the Workload Description, select the Job Title link for each line item.
 - A. Provide comments in the provided text fields if data is not valid and select to save entries.
15. Select to advance to the Air Force Manpower Standards/Military Essentiality page.
16. Review the data on the Air Force Manpower Standards/Military Essentiality page and indicate if the information is valid or not.
 - A. Provide comments in the provided text field if data is not valid.
17. Select to save entries and advance to the Manpower Travel Data Sheet page.
18. Review the data on the Manpower Travel Data Sheet page and indicate if the information is valid or not.
 - A. Provide comments in the provided text fields if data is not valid.
19. Select to save entries and advance to the Completion page.
20. Select **Yes** to submit the MRP for further review or return to the SAPM/CCM for correction, or **No** to keep the MRP for further review.

5.3 SAF/IA

5.3.1 Case Review

Once a case has been submitted or resubmitted for review and approval by the SMO and HQ/MAJCOM users, the case will be entered into the SAF/IA users MRP case listing founds on their main page. The SMO and HQ/MAJCOM users will need to review, validate, and approve/disapprove the case.

1. Select **Assign MRP** from the heard toolbar.
2. Locate the proper case and select **Yes** in the **Assign?** column of the *Unassigned MRP Cases* section.
3. Select **My MRPs** or **Home** to return to the main page.
4. Select the MRP case to review from main page screen.
MRP case status will display SAF/IA Review.
5. Review the data on the Case Information page and indicate if the information is valid or not.
 - A. Provide comments in the provided text field if data is not valid.
6. Select **>>** to save entries and advance to the Case Description & Program Line Management page.
7. Review the data on the Case Description & Program Line Management page and indicate if the information is valid or not.
 - A. Provide comments in the provided text fields if data is not valid.
8. Select **>>** to save entries and advance to the Fiscal Year Manpower Summary page.
9. Review the data on the Fiscal Year Manpower Summary page and indicate if the information is valid or not.
To review the Workload Description, select the Job Title link for each line item.
 - A. Provide comments in the provided text fields if data is not valid and select **Submit** to save entries.
10. Select **>>** to advance to the Air Force Manpower Standards/Military Essentiality page.
11. Review the data on the Air Force Manpower Standards/Military Essentiality page and indicate if the information is valid or not.
 - A. Provide comments in the provided text field if data is not valid.
12. Select **>>** to save entries and advance to the Manpower Travel Data Sheet page.
13. Review the data on the Manpower Travel Data Sheet page and indicate if the information is valid or not.
 - A. Provide comments in the provided text fields if data is not valid.
14. Select **>>** to save entries and advance to the Completion page.
15. Select **Yes** to approve the MRP for further review or return to the SAPM/CCM for correction, or **No** to keep the MRP for further review.
16. If **Yes** was selected and all information was valid, a confirmation page will open, indication the MRP has been approved.

5.3.2 Allocate Manpower

Once the SAPM/CCM as issued the IPD on an approved case, the SAF/IA user will allocate manpower.

1. Receive email notification that the SAPM/CCM as issued the IPD on the LOA.
2. Login to SAMRS.
3. Select *Allocate Manpower* from the header toolbar.
4. Input criteria to conduct a search and select .
5. Select the MRP by choosing the button for the case from the *Select* column.
6. Select to advance to the next page.
7. Select **OK** in the confirmation message to proceed with the process.
8. Enter contact information for MAJCOM/XP and AF/DPMP to forward the Allocation Memorandum.
9. Select to forward the Allocation Memorandum and update the case status to *Manpower Allocated*.

5.4 Country Director

5.4.1 Case Review

Once a case has been submitted for review and approval, the case will be entered into the Country Director's MRP case listing found on their main page. Although the Country Director cannot affect the workflow process and their review is not required, they may review cases in SAMRS.

1. Select the MRP case to review from main page screen.
2. Review the data on the Case Information page and select to advance to the Case Description & Program Line Management page.
3. Review the data on the Case Description & Program Line Management page and select to advance to the Fiscal Year Manpower Summary page.
4. Review the data on the Fiscal Year Manpower Summary page and select to advance to the Air Force Manpower Standards/Military Essentiality page.
To review the Workload Description, select the Job Title link for each line item.
5. Review the data on the Air Force Manpower Standards/Military Essentiality page and select to save entries and advance to the Manpower Travel Data Sheet page.
6. Review the data on the Manpower Travel Data Sheet page and select to save entries and advance to the Completion page.
7. Select **Return** to return to the main page.

Appendix A: Policy, Guidelines & Reference Material

The following section identifies policy, guidelines, and reference material used during the development of SAMRS as well as material to be referenced during the creation of new cases.

DoD 5105.38-M: Security Assistance Management Manual (SAMM)

Chapter 7, Paragraph 70201: Program Management Lines	http://web2.deskbook.osd.mil/reflib/MDOD/004DM/009/004DM009DOC.HTM#T3
Chapter 7, Section 704: Case Management	http://web2.deskbook.osd.mil/reflib/MDOD/004DM/011/004DM011DOC.HTM#T2
Chapter 8, Paragraph 80402: Amendments to LOAs	http://web2.deskbook.osd.mil/reflib/MDOD/004DM/012/004DM012DOC.HTM#T30
Chapter 8, Paragraph 80403: Modification of LOAs	http://web2.deskbook.osd.mil/reflib/MDOD/004DM/012/004DM012DOC.HTM#T31

DoD 7000.14-R: DoD Financial Management Regulation

Volume 15, Chapter 7: Pricing	http://web2.deskbook.osd.mil/reflib/MDOD/013DR/007/013DR007DOC.HTM#T2
Volume 15, Sec 702: Pricing of Personnel Services	http://web2.deskbook.osd.mil/reflib/MDOD/013DR/008/013DR008DOC.HTM#T2

Air Force Instruction 38-201: Determining Manpower Requirements

AFI 38-201: Determining Manpower Requirements	http://152.229.169.35/pubfiles/af/38/afi38-201/afi38-201.pdf
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Air Force Instruction 38-204: Programming USAF Manpower

AFI 38-204: Programming USAF Manpower	http://152.229.169.35/pubfiles/af/38/afi38-204/afi38-204.pdf
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Air Force Manual 16-101: International Affairs and Security Assistance Management

AFMAN 16-101, Section 1.6: Organizational Responsibilities and Relationships	http://web2.deskbook.osd.mil/reflib/MAF/611FC/001/611FC001DOC.HTM#T9
AFMAN 16-101, Section 1.7: Security Assistance Managers	http://web2.deskbook.osd.mil/reflib/MAF/611FC/001/611FC001DOC.HTM#T10
AFMAN 16-101, Section 4.5: Processing Valid FMS Requests	http://web2.deskbook.osd.mil/reflib/MAF/611FC/004/611FC004DOC.HTM#T8
AFMAN 16-101, Section 4.6: Preparing Letter of Offer and Acceptance Data	http://web2.deskbook.osd.mil/reflib/MAF/611FC/004/611FC004DOC.HTM#T9
AFMAN 16-101, Section 4.7: Preparing Manpower Data	http://web2.deskbook.osd.mil/reflib/MAF/611FC/004/611FC004DOC.HTM#T10
AFMAN 16-101, Section 5.2: Case Implementation	http://web2.deskbook.osd.mil/reflib/MAF/611FC/005/611FC005DOC.HTM#T4

AFMAN 16-101, Attachment 1: Glossary of References, Abbreviations, Acronyms and Terms	http://web2.deskbook.osd.mil/reflib/MAF/611FC/010/611FC010DOC.HTM#T2
AFMAN 16-101, Attachment 16: Manpower Summary for TAFT/ETSS Cases	http://web2.deskbook.osd.mil/reflib/MAF/611FC/025/611FC025DOC.HTM#T2
AFMAN 16-101, Attachment 17: Manpower Requirements Package	http://web2.deskbook.osd.mil/reflib/MAF/611FC/026/611FC026DOC.HTM#T2
AFMAN 16-101, Attachment 18: Request for Manpower Allocation	http://web2.deskbook.osd.mil/reflib/MAF/611FC/027/611FC027DOC.HTM#T2
AFMAN 16-101, Attachment 19: US Air Force Security Assistance Manpower Categories	http://web2.deskbook.osd.mil/reflib/MAF/611FC/028/611FC028DOC.HTM#T2

Air Force Manual 38-208, Volume 2: Air Force Management Engineering Program (MEP) – Quantification Tools

AFMAN 38-208, Volume 2: Air Force Management Engineering Program (MEP) – Quantification Tools	http://152.229.169.35/pubfiles/af/38/afman38-208v2/afman38-208v2.pdf
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SAF/IAPX Policy

IAX 99004	http://www.safia.hq.af.mil/extranet/iapx/Policy/IAX99004.pdf
IAX 00021	http://www.safia.hq.af.mil/extranet/iapx/Policy/IAX00021.pdf
IAPX 01001	http://www.safia.hq.af.mil/extranet/iapx/Policy/IAPX01001.pdf
IAPX 01007	http://www.safia.hq.af.mil/extranet/iapx/Policy/IAPX01007.pdf
IAPX 01019	http://www.safia.hq.af.mil/extranet/iapx/Policy/IAPX01019.pdf

Appendix B: Acronyms

Acronym	Definition
ACC	Air Combat Command
ADMIN MRP	Administrative MRP
AETC	Air Educational Training Command
AF	Air Force
AF/DP	Air Force Directorate of Manpower and Organization
AF/DPMP	AF/DP Program Development Division
AF/SC	Air Force Space Command
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFMC/XPMR	AFMC Directorate of Plans and Programs, Manpower and Organization Division Resource Branch
AFMS	Air Force Manpower Standards
AFPCA	Air Force Pentagon Communications Agency
AFSAC	Air Force Security Assistance Center
AFSAC/SD	AFSAC Support Operations Directorate
AFSAT	Air Force Security Assistance Training Center
AMD MRP	Amendment MRP
BOS	Base Operating Support
CAS	Contract Administrative Surcharge
CCM	Command Country Manager
CM	Case Manager
CONUS	Continental United States
DSCA	Defense Security Cooperation Agency
DSAMS	DoD Security Assistance Management System
DFAS-DE	Defense Finance & Accounting Service - Denver
DoD	Department of Defense
EMR%	Estimated Manpower Requirement Percentage
FMS	Foreign Military Sales
FTE	Full Time Equivalent
FY	Fiscal Year
FYMS	Fiscal Year Manpower Summary
HQ/MAJCOM	Headquarters/Major Command Manpower Office
HTML	Hyper Text Markup Language
IPD	International Program Directive
LOA	Letter of Offer and Acceptance
LOAD	LOA Draft
LOR	Letter of Request
MAJCOM	Major Command

Acronym	Definition
MAJCOM/XP	Major Command Plans and Policy
MDS	Manpower Data System
MILDEP	Military Department
MOD MRP	Modification MRP
MPCN	Manpower Position Control Number
MREP	Manpower Requirement Execution Period
MRP	Manpower Requirements Package
MTDS	Manpower Travel Data Sheet
OA	Obligation Authority
OCONUS	Outside the Continental United States
PE	Personnel Equivalent
PEC	Program Element Code
PMD	Program Management Directive
PML	Program Management Line
PMLJ	Program Management Line Justification
POC	Point of Contact
SAF/AQ	Assistant Secretary of the Air Force, Acquisition
SAF/IA	Deputy Under Secretary of the Air Force, International Affairs
SAF/IAPX	SAF/IA Security Assistance Policy Division
SAMRS	Security Assistance Manpower Requirements System
SAPM	Security Assistance Program Manager
SMO	Servicing Manpower Office
USG	US Government

Appendix C: Glossary

Term	Definition
Accepted LOA	A FMS offer for definitive requirements, signed by the designated representative of the eligible recipient, and for which the initial deposit or other financial arrangements have been completed.
Administrative (ADMIN) MRP	An MRP that identifies workload associated with supporting the general Air Force FMS program, and is not dedicated to a specific FMS program or case.
Air Force Manpower Standards & Military Essentiality	<p>A quantitative expression representing manpower requirements in response to varying levels of workload. A standard also includes a description of the workload, associated conditions on which the standard is built, a grade and skill level table, approved variances, and a process analysis summary.</p> <p>While the use of Civilians and/or Contractors should be maximized whenever feasible, there may be FMS requirements that are uniquely military in nature. All FMS military requirements should be determined and justified in accordance with existing Air Force policy, see AFI 38-204. Additionally, due to military end strength restrictions, all FMS military requirements (i.e. Officers, Enlisted) should be met with an appropriate offset (i.e. manpower category, PEC, requirement duration).</p>
Amendment (AMD) MRP	An MRP, initiated by an LOA Amendment, that is associated with an existing MRP where there is an increase or decrease in the level of effort where total cost is affected.
Basic MRP	A new MRP that documents and justifies manpower requirements in support of the original LOA. This type of MRP is the foundation in building the manpower requirements.
Cancel MRP	An irreversible SAMRS function to remove a MRP from the application and classify the case as "Inactive". This functionality is applicable to all cases registered to the system and once utilized, is an irreversible function.
Case Description	<p>Required for all MRP cases, the Case Description should be a short description of the case, not the work to be performed in support of the case. It should state what the case is about, i.e. weapon system or other items being procured or supported, the types of support included in the various lines, etc. If the is a follow-on to another case, it should reference the previous case and its case identifier.</p> <p>If an existing case is being amended or modified, the case description should also briefly describe the purpose of the amendments/modification.</p> <p>If the manpower is a result of a country request for specific services, state so in this area.</p> <p>If the requested manpower will continue efforts begun under a previous case, indicate that the country has requested that these activities/efforts be continued.</p>
Case Identification Data	Contains the Case Identifier, contact information for the SMO, HQ/MAJCOM, and Country Director associated with the case, LOR Request Date, and other dates impacting the LOA.

Term	Definition
Case Identifier	Assigned to each FMS case to identify the purchaser and the articles or services being sold. A case identifier (i.e. AT-D-SAB) contains the following elements: a two-position code indicating the purchasing country or activity (i.e. AT for Australia); a "D" indicating Air Force as the implementing agency (IA); and the three-position case designator, with the first position indicating the type of case (i.e. SAB for a system sale) and the second and third position being used to distinguish one case from another within the same type of for each purchaser.
Case Manager (CM)	Only found at SAF/IA, AFSAC, and AFSAT, the Case Manager is responsible for a case. Case Managers are only. At AFSAC, Case Manager authority is assigned to a Command Country Manager (CCM). At SAF/IA, Case Manager authority is assigned to Country Directors. See DoD 5105.38-M, Section 704, for specific Case Manager responsibilities.
Change MRP	Allows the SAPM/CCM user to retract an unapproved MRP case from the workflow coordination process to apply a change in the case information. In choosing this function, the user is able to change manpower, financial, and/or travel requirements and resubmit for review and approval.
Command Country Manager (CCM)	Responsible for overall management of a country program, which includes the sum total of all AFMC FMS cases and Security Assistance needs for a given FMS customer, the CCM determines if a SAPM is required for AFSAC managed cases, in accordance with AFMAN 16-101. The CCM is assigned only within AFSAC and has the authority to delegate MRP approval authority.
Contractor Personnel	<p>The Arms Export Control act requires using contractor personnel, particularly in overseas locations, whenever possible. If a decision is made to use organic manpower, this section requires a statement as to why the workload should be retained in-house.</p> <p>Use of contractor personnel to perform Program Management functions that are not inherently governmental must be considered in accordance with <i>SAF/IAPX Policy: IAX 99004</i>. Make maximum use of contractors for those functions that are not inherently governmental and target use of scarce organic manning, skills, and experience toward inherently governmental functions. (Decisions to retain in-house functions that are not inherently governmental must be submitted, with justification, for approval by SAF/IAPX.)</p> <p>If cost is the deciding factor to perform non-inherently governmental tasks by organic resources, justification must be provided in the MRP, and the cost analysis of contractor cost and US government cost must be included with the MRP.</p>
Copy Basic	This function allows the SAPM/CCM to reuse the data from an existing approved Basic MRP in order to build a new Basic MRP.
Country Director	Only assigned within SAF/IA, the Country Director is the principal USAF point of contact for all international activities within an assigned country. The Country Director develops and integrates USAF policy guidance, monitors the politico-military environment, and advises SAF/IA on the implementation of all international programs within his or her area of responsibility.

Term	Definition
Document Identifier	The Document Identifier is the MRP type designator for a case. For a Basic MRP, the designator is Basic . For an Amendment MRP, the designator is AMD . For a Modification MRP, the designator is MOD . For an Administrative MRP, the designator is ADMIN .
Estimated Manpower Requirement Percentage (EMR%)	The total estimated manpower requirement based on a FTE. The calculation is derived from the Workload Description activities for each Fiscal Year Manpower Summary Line Item.
Fiscal Year Manpower Summary (FYMS)	Summarizes information regarding all manpower required to support the case. It includes a matrix illustrating the MREP of all dedicated/shared organic manpower and contractor manpower requirements, cost for each line item, and links to position descriptions for each requirement. Total cost for organic and contractor requirements is provided in Part C.
FMS Case	An LOA that has been accepted by an eligible foreign country or international organization and becomes a contractual sales agreement between the US Government and the foreign country or international organization.
FMS Category Type	Category I: Other Services. Category II: Program Management. Category III: Accessorial. Category IV: Administrative Surcharge. See AFMAN 16-101 for current definitions of FMS category types.
Foreign Military Sales (FMS)	That portion of US security assistance authorized by the Arms Export Control Act, as amended, and conducted on the basis of formal contracts or agreements between the US Government and an authorized recipient government or international organization. FMS includes government-to-government sales of defense articles, services, or construction.
Full Time Equivalent (FTE)	Refers to the amount of manpower required for a position as it relates to a 2080-hour man-year (i.e. a position requiring 2080 hours necessitates 1 FTE).
FYMS Line Item	The manpower line item requirement from the Fiscal Year Manpower Summary that defines each manpower position required on the case, referenced by the LOA line value on the LOA (Draft).
Headquarters / Major Command Manpower Office (HQ/MAJCOM)	User residing in those organizations overseeing the SMO. They are responsible for the final approval or disapproval of MRPs with the HQ or Major Command organization.
International Program Directive (IPD)	The IPD acts as the case directive for implementing an accepted LOA, and indicates the LOA has been signed and money deposited. No manpower will be allocated without notification and issuance of an IPD.
IPD Issued	SAPM/CCM function to declare the IPD has been received for the LOA and funds have been received for case funding.
Job Title	Job title of the manpower position as noted in the development of a Fiscal Year Manpower Summary Line Item.

Term	Definition
Letter of Offer and Acceptance (LOA)	The document by which the US Government offers to sell to an eligible foreign country or international organization defense articles, services or construction, pursuant to the Arms Export Control Act, as amended. The LOA lists the items and/or services, estimated costs, terms and conditions of sale, and provides for the foreign customer's signature to indicate acceptance.
Letter of Request (LOR)	A letter, message, or diplomatic note requesting defense articles, services, or military construction through FMS. The LOR initiates the FMS process, and consequently the creation of an MRP.
Line Manager	Responsible for directing actions to provide all articles and services within a specific line of an LOA, the Line Manager has authority to work directly with supporting activities to meet these responsibilities. The Line Manager receives direction from the SAPM/CCM.
LOA Draft (LOAD)	LOA file that has not been signed by the customer.
LOA Amendment	A change in the scope of an existing LOA that requires purchaser acceptance (refer to <i>SAMM, Ch. 8, Para. 80402</i>).
LOA Data	Data collected for use in preparing a LOA or Amendment LOA Draft. Refers to the printed DSAMS LOAD output containing pricing and availability extracts from the ALCs and product centers/work-centers.
LOA Line	LOA line number that will be the source of funding for the position. This line number must match the line number in the LOA the MRP is supporting.
LOA Modification	A change to an LOA that does not constitute an increase or decrease in scope when acceptance of the change by the purchaser is not required (refer to <i>SAMM, Ch. 8, Para. 80403</i>).
Manpower	A critical personnel resource that supports an approved program.
Manpower Authorization	A funded, organic (i.e. US Government civilian or military), manpower requirement that defines the position(s) in terms of function, organization, location, skill, grade, and other appropriate characteristics that commands use to extend end strength manpower resources to their units.
Manpower Position Control Number (MPCN)	A unique Manpower Data System (MDS) reference number assigned to each position. Indicates a position is officially entered in MDS.
Manpower Requirement	A statement of manpower, organic or contractor, needed to accomplish a job, workload, mission, or program.
Manpower Requirement Execution Period (MREP)	The timeframe that reflects the anticipated duration of the requirement, by selecting a starting and ending quarter and fiscal year. The duration of the manpower requirement must fall-within the period of performance for the case.
Manpower Requirements Package (MRP)	Documents and justifies manpower requirements and supports LOAs, LOA Modifications, and LOA Amendments that have manpower impacts. The MRP becomes a permanent part of the FMS case file and provides a resource audit trail.

Term	Definition
Manpower Travel Data Sheet (MTDS)	The Manpower Travel Data Sheet (MTDS) documents all costs and/or cost changes that occur on any LOA line containing manpower requirements. HQ/MAJCOM and the SMO will only receive MTDSs associated with an MRP. Submitting an MTDS with the MRP and applicable LOAs is a mandatory requirement as of 1 Mar 01. The MTDS was developed by the Defense Security Cooperation Agency (DSCA) to more clearly define the total manpower and other funds required to execute an FMS case. Furthermore, the MTDS provides reporting consistency among the MILDEPS. Upon approval of the MRP, SAF/IAPX will notify the HQ/MAJCOM office and the SAPM/CCM of the assigned control number annotated in section G of the MTDS. AFSAC can then forward the final LOA and the MTDS to DSCA for approval.
Modification (MOD) MRP	An MRP, initiated by an LOA Modification, that is associated with an existing MRP where there is an increase or decrease in the level of effort without affecting total cost.
MRP Comment	Function to enter a comment to the case without modifying manpower, financial, and/or travel costs. Applicable to all active cases.
My MRP	Function to return a user to their SAMRS main page.
Obligation Authority (OA)	Authority for a given FMS case, passed from DFAS-DE to the implementing agency, which allows obligations to be incurred against a country's Trust Fund in an amount not to exceed the value of the OA.
Open MRP	Function to view all active MRP cases registered to SAMRS as applicable to the user.
Organization & Location	Organization/two letter office symbol and location where position will be located.
Period of Performance/Duration	This is a breakdown of the period of time that the resource will be required to work on the case. Each manpower resource is represented with either a whole or fractional number representing their effort for each quarter within the case.
Program Element Code (PEC)	Program Element that a manpower resource will be assigned against. Please consult your Servicing Manpower Office for assistance in determining the appropriate Program Element Code for each FMS manpower requirement
Program Management Directive (PMD)	A document, issued by SAF/AQ to a Single Manager, containing information regarding program schedule and milestones, program participants, funding levels, and overall requirements, and defining the Single Manager's specific responsibility, authority, and accountability for attaining program objectives.

Term	Definition
Program Management Line Justification (PMLJ)	<p>Description of what individuals will be performing to support the overall FMS case. The description includes what Program Management functions are executed and how critical each function is to the overall FMS.</p> <p>If this is an extension or follow-on to a previous case that had justified program management manpower, it does not automatically mean manpower is required or justifiable as program management. Manpower must be re-examined in light of the current program and current requirements. Less manpower maybe needed or manpower to perform other services maybe needed instead.</p> <p>If this is a new sale/program, it is beneficial to review manpower packages that have been approved for similar programs. However, the fact that another similar sale or program justified and obtained certain manpower does not mean that the new sale/program needs the same level of manning or type of positions. Each sale/program must stand alone.</p>
Projected Grade	Used for total manpower cost estimates only, the Grade determination is made by the appropriate servicing civilian personnel flight.
Security Assistance Program Manager (SAPM)	An individual appointed by the Single Manager and normally resides in the organization with the predominant LOA implementation responsibilities. The SAPM is responsible for LOR evaluation, obtaining the LOAD, MRP preparation, program execution (i.e. cost, schedule, performance, and supportability), and implementation of the LOA as set forth in the IPD/PMD.
Single Manager	The individual, i.e. System Program Director, ultimately responsible and accountable for decisions and resources in overall program execution (i.e. cost, schedule, performance and supportability) of a military system or group.
Servicing Manpower Office (SMO)	A user in the SAPM/CCM's local manpower office responsible for assisting in defining the manpower requirements for the case. The SMO provides policy/guidance, assists the organizations they service in determining manpower requirements and developing MRP Data, coordinates/validates the MRP and MTDS, as applicable. All MRPs must be submitted to the SAPM/CCM's for approval, who in turn, will validate and submit the MRP to the HQ/MAJCOM user as identified in the Case Identification data.
Shared Manpower	Allows a SAPM/CCM user to define how a position is to be shared with more than one case should the requirement not be equal to a whole FTE.
Total Cost	In SAMRS, the Total Cost for a Fiscal Year Manpower Summary Line Item is automatically generated based on Manpower Type, FMS Category Type, Projected Grade, and Requirement Duration. Based on these inputs, the total cost of the requirement is based on calculating the Military Composite Standard Pay and Reimbursement Rates, Step 5 on the GS Salary Table for FY 20002, and Civilian Personnel Fringe Benefits for FY 2002. This calculation will be generated for all Manpower Types, except Contractor, and may be overridden by manually entering the necessary figures. For Contractors, the SAPM/CCM user must manually enter the monetary dollar amount allocated for the requirement.

Term	Definition
Workload Description	Provides a summary of duties and activities for each requirement, both organic and contractor, and assists in determining if the requirement is a FTE or requires Shared manpower.

Appendix D: Frequently Asked Questions

Login/Registration

1. Who needs to register to the application?

- **Answer:** Air Force personnel who participate in the FMS process responsible for creating, coordinating, and validating MRPs.

2. How do I register to the application?

- **Answer:** Select “register here” on the Login page. Complete the registration page by selecting the “Submit” button. SMO and HQ/MAJCOM users can also be passively registered to the application by a SAPM/CCM. In the event of that happening, the SMO and HQ/MAJCOM users will receive an email requesting they participate in the workflow coordination effort. A randomly generated password will be included in the email to allow the user to logon to the application.

3. I’ve registered to the application, but I’m still not able to logon, why?

- **Answer:** The Administrator (SAF/IA user role) must authenticate your registration information before enabling your account. Once the Administrator has authenticated that you are eligible to access the application, the Administrator can then activate your account through SAMRS.

4. How do I access the application if I lost/forgot my password?

- **Answer:** On the Login page, enter your email address in the box provided and your password will be sent to you via email from SAMRS.

5. I’m unable to open the Login page. I get a browser message, “Page can not be displayed,” or, “Page is unavailable.” What could be causing this problem?

- **Answer:** If you are experiencing an error, make sure that your connection to the Internet is still working. Try connecting to another site that’s publicly available (i.e. www.cnn.com).
 - If you continue to experience the same error, ask your local network administrator for assistance.
 - If you are able to connect to the public site, please contact the SAMRS System Administrator for assistance.

6. How do I adjust the screen so everything fits on one page?

- **Answer:** The application is optimized for 1024 x 768 pixels viewing size. Adjust your display settings by accessing *Settings* → *Control Panels* → *Display* → *Settings* through your computer’s *Start* button. Another option is to change the text size on your browser. On the Microsoft Internet Explorer browser window, access *View* → *Text Size*, and select a smaller text size.

7. After entering the registration information and selecting , I get a message saying that the registration information exists for another user, what does this mean?

- **Answer:** There is a user already registered to the application with the same email address. Only one active user account per email address may exist. Since the email address is being used as the login account, the system has detected that there was an attempt to create another user account with a like email address. Verify the email address is correct for the user account you are trying to create.

8. **I receive the following error when sending my email address to get my password, “Error: Your password could not be sent to the email address <my email address>.” What is causing this?**
 - **Answer:** You have incorrectly entered the email address or the user account does not exist for the email address you provided.
9. **I’ve entered my email address because I’ve forgotten my password, although I have not received my password via email, why?**
 - **Answer:** The email address you provided may have been incorrectly entered, although the email address you had entered is a valid email account.
10. **How do SAF/IA users register to the application?**
 - **Answer:** SAF/IA user accounts are created through another user with a SAF/IA role.

Menu Items

1. **What are the various menu items and what do they do?**
 - **Answer:** Please refer to the SAMRS User Guide.
2. **Why am I missing menu items?**
 - **Answer:** Based on your user role, functions will only be available to you that are applicable to your user role.
3. **How can I save or print a copy for my own records?**
 - **Answer:** Open the appropriate case and use the *Print* function to capture the MRP data and/or MTDS onto a single page. Once open, use the print feature on the browser window to send it to a printer, or the *File* → *Save As* function and save an electronic copy to your desktop.
4. **When using the *Print* function, how do I convert the HTML format into MS Word?**
 - **Answer:** For printing the MRP, the output of the data is in HTML format. To convert or save to a MS Word document format, select all the contents on the page by selecting *Edit* → *Select All*. After all text has been highlighted, select *Edit* → *Copy*. Open an empty MS Word template document, and choose *Edit* → *Paste*. The contents of the web page are copied to the MS Word document and the user may format and save the document as necessary. (**Note:** For best results, change the Page Setup to landscape).

For printing the MTDS, the output of the data can either be in HTML or MS Word formats. The MS Word function is provided for those users who have the appropriate MS Word version (MS Word 2000, version 9) to utilize this feature. Users with other versions of MS Word must use the HTML format for printing the MTDS. For converting the HTML format, use the same instructions for converting an MRP file.
5. **How do I update an MRP with minor changes or add a coordination note?**
 - **Answer:** The SAPM/CCM is the only user that can attach a coordination note by applying a minor change to the MRP. The *MRP Comment* function provides this feature in the application. To read the minor change(s) or coordination note(s), use the *Print MRP* function located on the *Case Menu*.

6. **How do I verify that my comments and coordination notes are available to everyone in the coordination process?**
 - **Answer:** Users should utilize the *Print MRP* function, located on the *Case Menu*, when reviewing an MRP to check for minor change messages or coordination notes inserted from the *MRP Comment* function.
7. **Is there a function to create an MTDS only?**
 - **Answer:** No, currently there is no function to create only a MTDS file in SAMRS. Until this functionality is incorporated into SAMRS, users should follow their current process for developing an MTDS.
8. **As a SAPM/CCM, how do I open/view another case from another SAPM/CCM?**
 - **Answer:** Currently, there is no function to share an MRP between SAPM/CCMs. The SAPM/CCM has the ability to use the *Print MRP* function, located on the *Case Menu*, to copy the file, save the document on their local machine, and forward it as needed
9. **How can I share a copy of a MRP with someone not in the direct line of coordination?**
 - **Answer:** Users identified in the coordination chain are the only users that can access the MRP via SAMRS. If a user wishes to share a copy of the file, they can use the *Print MRP* function, located on the *Case Menu*, to copy the file, save the document on their local machine, and forward it as needed.

Case Information

Data Entry

1. **Why are the *Attach* functions not available on the Case Identification page when creating a new MRP?**
 - **Answer:** The *Upload* functions are only available when an MRP has been saved into the system.
2. **How do I know if the MRP has been saved?**
 - **Answer:** The MRP is first registered with the application when the SAPM/ CCM completes the Case Identification page and selects .
3. **How do I know when the application has saved the information I entered?**
 - **Answer:** In most cases, the information on the MRP is saved in the system whenever the user selects on each page. During the validation effort in the Fiscal Year Manpower Summary page, must be selected in order to save the comments in the application.
4. **Why are there no Program Management questions available for the MRP?**
 - **Answer:** SAMRS was designed to dynamically behave based on the inputs and responses from the user. In the Case Information page, if the answer to the question “Is Program Management (PM) a condition of sale?” is *No*, then all references to Program Management will be removed from the subsequent MRP data entry pages.
5. **When using , the information I entered on the page is not saved?**
 - **Answer:** Selecting behaves just as if the user had selected , all entries on the page are cleared. Additionally, the user is then returned to the previous data entry page of the MRP.

6. **When defining the manpower requirement on the Fiscal Year Manpower Summary Line Item page, why are the fiscal years limited to a certain number of years?**
 - **Answer:** The Manpower Requirement Execution Period (MREP) is the manpower position's period of performance that falls within the boundaries of the period of performance of the case. SAMRS is designed so the MREP cannot exceed the period of performance of the case.
7. **For Shared Manpower, how do I know which case is carrying the burden for the position (i.e. which case will carry the allocation)?**
 - **Answer:** In order for the user to ascertain which case is carrying the burden for the manpower position, the SAPM/CCM is required to provide an asterisk (*) to shared case identifier carrying the position. If no asterisk is visible on any of the shared cases, then case requesting for the position will be responsible for burdening the manpower position.
8. **What if I have Shared Manpower and I don't have a known case to share with, i.e. it is yet to be determined?**
 - **Answer:** If a shared manpower position is critical for case execution, then the SAPM/CCM may enter "TBD", To Be Determined, for when another MRP does become available to share with for later date.
9. **For Shared Manpower, why must I define how the position will be shared when the requirement is less than a full requirement?**
 - **Answer:** The Shared Manpower feature is activated whenever the application detects a non-FTE position. This function enables the case to identify another case to share the position.
10. **How can I "pull back" the MRP for required updates (additions, deletions, changes to requirements)?**
 - **Answer:** The *Change MRP* function enables the SAPM/CCM to remove the MRP from the workflow process in order to apply a critical change to the MRP.
11. **What happens to the coordination loop when I "pull back" an MRP for updates?**
 - **Answer:** When a user initiates the *Change MRP* function, the application sends email notifications of the action to the coordinating offices that have previously reviewed the MRP. The status of the MRP is changed to "In-Process" and the workflow coordination process is reset to restart with the SAPM/CCM.
12. **In the Route History Table, how do users in the coordination chain know when the SAPM/CCM has retracted the MRP for changes, aside from the email notification they receive?**
 - **Answer:** The Route History Table will display the next user in the coordination process with/out routing information. The next iteration on the routing table will display when the SAPM/CCM has submitted the MRP to the SMO.
13. **How do I allow a user to access my MRP for inputs?**
 - **Answer:** Currently, the function to allow another user to provide inputs for the same case does not exist. The SAPM/CCM user role is responsible for supplying all data entries for the MRP and acts as the MRP creator. This is an inherent function of the application to maintain accountability. Users may utilize the *Print MRP* function, located on the *Case Menu*, to print a hardcopy or save an electronic copy for coordination.

14. How do I transfer my cases to another user?

- **Answer:** At this time, there is no function in the application to transfer responsibility of cases from one user account to another. If it is necessary to transfer the cases, the original MRP creator may utilize the **Print MRP** function, located on the **Case Menu**, to print a hardcopy or save an electronic copy for reference. These copies may be used to rebuild the cases under another SAPM/CCM user account. Once the cases are ready for submission through the new SAPM/CCM user, the original MRP creator should utilize the **Cancel MRP** function, located on the **Header Toolbar**, to remove those cases from the workflow. This procedure should only be performed for those MRPs that have **NOT** yet been approved by SAF/IA.

15. Why is the LOA/LOAD required to be uploaded prior to submitting the MRP to the Servicing Manpower Office and not the LOR?

- **Answer:** The LOA/LOAD is a necessary component to help define and build an MRP. The LOA serves as a referential document to validate the MRP and MTDS information through the workflow coordination process. The LOR does not fulfill this function and is, therefore, not required.

16. How many files can be uploaded when attaching the LOA/LOAD?

- **Answer:** SAMRS only allows the user to upload a single file. To upload multiple files, the user should combine documents on their desktop before upload in a common file format, i.e. MS Word, Binder, Adobe Acrobat, etc.

Validation

1. How do I know if my disapproval comments have been saved in the application, prior to sending the MRP back to the SAPM/CCM for corrections and/or explanations?

- **Answer:** During the validation process of the MRP, the user can select to review the disapproval comments applied to each page prior to submitting the MRP. The **Case Review Navigation** will serve the same purpose.

2. Why don't the disapproval comments save in the Fiscal Year Manpower Summary page when I proceed to the next page?

- **Answer:** There are two sections to the Fiscal Year Manpower Summary page, Part A: Organic and Part B: Contractor. Each section requires the user to select in order to save their disapproval comments. (**Note:** Ensure **No** is selected to the question if there are comments, otherwise, comments will not be captured in the application.)

3. Once the SAPM/CCM re-submitted the MRP after satisfying the disapproval comments, how do I find out what the disapproval comments were?

- **Answer:** The comments are available by selecting the appropriate **Status** link from the user's main page and reviewing the Route History Table. While reviewing the Route History Table, the user may click on a **Disapproved** link to review the comments.

4. Once the MRP has been approved by SAF/IA, how can a change be applied to the case?

- **Answer:** Changes to the MRP information is unallowable once the MRP has been approved by SAF/IA. The SAPM/CCM has the ability to create a copy of the approved MRP, apply the changes to the new MRP, and discard the original MRP. By doing this, the newly copied MRP is required to undergo the same workflow coordination process. If the change is minor, i.e. position name change, then the SAPM/CCM may use the **MRP Comment** function.

5. How will I know when the MRP has been reviewed and/or approved, and at which level (SMO, MAJCOM, SAF/IA)?

- **Answer:** On the user's main page, a *Status* column displays the current level in the coordination process for the MRP. Selecting the status of the MRP will open the Case Route History table. The table displays the date and time of each submission from the coordinating office.

Manpower Allocation

1. How do I request manpower allocation?

- **Answer:** Once SAF/IA approves an MRP, the SAPM/CCM receives notification of the approval of the MRP and MTDS. The SAPM/CCM is then responsible for requesting manpower allocation by selecting the *IPD Issued* function. SAF/IA will receive notification from the SAPM/CCM and then initiate the procedure by selecting the *Allocate Manpower* function.

2. Who is involved in the manpower allocation process?

- **Answer:** SAF/IA, MAJCOM/XP, and AF/DPMP are involved in the manpower allocation process.

3. Can I add any notes or special comments when requesting manpower allocation?

- **Answer:** During the manpower allocation process, the SAF/IA user has the ability to insert text into the Manpower Allocation Memorandum.

4. What if requirements are approved and the LOA isn't signed, do I have to delete the MRP?

- **Answer:** No, cases with an LOA that has not been signed may be kept in the system until the SAPM/CCM wishes to cancel the MRP.

Workflow/Coordination

Route History Table

1. How does the Route History table identify an MRP that has been subjected to the *Change MRP* function?

- **Answer:** When the SAPM/CCM initiates the *Change MRP* function on an MRP, the MRP is removed from the current workflow coordination process and an email notification is sent to all users who have coordinated on the MRP. The Route History table will display a *Routed* entry for the previous coordinating user, and displays a new iteration detailing when the SAPM/CCM resubmitted the MRP to the SMO.

2. How do I attach a message/file to the automatically generated notification email?

- **Answer:** Currently, SAMRS-generated notification emails may not be manipulated and/or have files attached to them. Once the user receives the email message from SAMRS, the user may use the message like any other email message in their Inbox.

3. How do I convert (save) the information from the web page (HTML) into an MS Word document format when using the *Print* function?

- **Answer:** For printing the MRP, the output of the data is in HTML format. To convert or save to a MS Word document format, select all the contents on the page by selecting *Edit* → *Select All*. After all text has been highlighted, select *Edit* → *Copy*. Open an empty MS Word template

document, and choose *Edit* → *Paste*. The contents of the web page are copied to the MS Word document and the user may format and save the document as necessary. (**Note:** For best results, change the Page Setup to landscape).

For printing the MTDS, the output of the data can either be in HTML or MS Word formats. The MS Word function is provided for those users who have the appropriate MS Word version (MS Word 2000, version 9) to utilize this feature. Users with other versions of MS Word must use the HTML format for printing the MTDS. For converting the HTML format, use the same instructions for converting an MRP file.

4. How does a user find out how long the SAPM/CCM has been working on the MRP?

- **Answer:** In creating a new MRP, the MRP is registered into SAMRS when the SAPM/CCM has completed the Case Information page and has proceeded to the next page by selecting . The *Create Date*, located in the *Case Menu*, signifies when the SAPM/CCM began the data entry process for the MRP information. The *Date Routed* information for the SMO in the Route History table reflects when the SAPM/CCM submitted the MRP to the SMO. The period of time between the *Create Date* for the MRP and the *Date Routed* information to the SMO illustrates the length of time the SAPM/CCM spent developing the MRP data.

Coordination

1. What roles are involved in the coordination process?

- **Answer:** The SAPM/CCM, SMO, HQ/MAJCOM, and SAF/IA roles are all involved in the coordination process.

2. What do I need to initiate the coordination process?

- **Answer:** A registered MRP case, POC information for the SMO and HQ/MAJCOM users, and the LOA/LOAD document are required to initiate the coordination process.

3. Can I add, remove, and/or skip any layers in the coordination process?

- **Answer:** No, the workflow coordination process is an inherent function of the application. To change the coordination process would compromise the validity of the MRP information. SAMRS is designed to provide redundancy in the development and completion of an MRP in support of the LOA and MTDS.

4. Can I change a POC when the MRP is in the coordination process (i.e. a POC in the coordination loop is unavailable and I need to route to another POC)?

- **Answer:** The SAPM/CCM is responsible for ensuring all users in the coordination process are available to support the MRP workflow process. This should take place prior to the MRP data entry phase and certainly before the submission of the MRP to the SMO. If a POC change is critical for the execution of the workflow coordination process, then the SAPM/CCM may use the *Change MRP* function to update either the SMO or HQ/MAJCOM points of contact.

If a SAPM/CCM POC change is necessary, then the MRP will need to be re-created by the new SAPM/CCM. This can be accomplished by printing the MRP and MTDS, converting the data into an MS Word document, and providing the document to the new SAPM/CCM in order to copy the information into a new MRP template. This procedure can only be executed if the MRP has **NOT** been approved by SAF/IA.

5. How long will MRPs remain active for *My MRPs*?

- **Answer:** For MRP cases with status of *In-Process*, they will remain active for 180 calendar days. (**Note:** 10 days before the deactivation date, the SAPM/CCM will receive a notification email from the application of the impending transaction). An approved MRP will remain active as long as it's registered in the application.

6. When and how will MRPs be archived?

- **Answer:** MRP cases can be archived by migrating the MRP and MTDS data to a MS Word document and storing the files on disk. Archiving a MRP should only be done after case closure to ensure that all requirements are accounted for in the case.

7. Should I maintain a hardcopy of the MRP case?

- **Answer:** Maintaining a backup hardcopy of the MRP case is not required because the MRP data can be converted into an MS Word document and stored electronically on disk.

Appendix E: Email Notifications

User Account Related Emails

Registration

To:	New User
Subject:	MRP Registration
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>You have been successfully registered with the SAMRS application. The following email address and password will be required to access the SAMRS application.</p> <p>Email Address: <i>[Email Address]</i> Password: <i>[Password]</i></p>

New User Account Activation

To:	SAF/IA - Administrator
Subject:	SAMRS: New User – <i>[First Name]</i> <i>[Last Name]</i>
Message:	<p>A new user – <i>[First Name]</i> <i>[Last Name]</i>, has registered with the SAMRS application.</p> <p>Please review and activate this user account to allow access to the SAMRS application.</p> <p>You may access the SAMRS application via the link below.</p> <p><i>[Link to SAMRS Web Site]</i></p>

Account Activation

To:	New User
Subject:	SAMRS Registration Approved
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>Your registration with the SAMRS application has been approved. You may now access the application, using the following email address and password:</p> <p>Email Address: <i>[Email Address]</i> Password: <i>[Password]</i></p>

Account Rejection

To:	New User
Subject:	SAMRS Registration Rejected
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>Your registration with the SAMRS application has been rejected.</p> <p>Please contact the SAMRS administrator for more information.</p>

Forgot Password

To:	Requesting User
Subject:	SAMRS Password
Message:	<p>[First Name] [Last Name],</p> <p>You had requested that your MRP password be sent to this email address. The following email address and password will be required to access the SAMRS application.</p> <p>Email Address: [Email Address] Password: [Password]</p>

Case Related Emails

Route for Approval – SAPM/CCM to SMO

To:	SMO
CC:	SAPM
Subject:	MRP for Case ID: [MRP Case ID]
Message:	<p>[First Name] [Last Name],</p> <p>You have received an MRP for Case ID [MRP Case ID]. You may review the MRP via the link below.</p> <p>[Link to SAMRS Web site]</p>

Route for Approval –SMO to HQ/MAJCOM

To:	HQ/MAJCOM
CC:	SAPM; SMO
Subject:	MRP for Case ID: [MRP Case ID]
Message:	<p>[First Name] [Last Name],</p> <p>The SMO has approved the MRP for Case ID [MRP Case ID]. You may review the status of the MRP via the link below.</p> <p>[Link to SAMRS Web site]</p>

Route for Approval – HQ/MAJCOM to SAF/IA

To:	SAF/IA
CC:	SAPM; SMO; HQ/MAJCOM
Subject:	MRP for Case ID: [MRP Case ID]
Message:	<p>[First Name] [Last Name],</p> <p>The HQ Manpower Office has approved the MRP for Case ID [MRP Case ID]. You may review the status of the MRP via the link below.</p> <p>[Link to SAMRS Web site]</p>

MRP Disapproved

To:	SAPM
CC:	All users involved to date in review
Subject:	Disapproved MRP for Case ID: <i>[MRP Case ID]</i>
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>The <i>[[SMO]</i> or <i>{HQ Manpower Office}</i> or <i>{SAF/IA}</i> has disapproved your MRP for Case ID <i>[MRP Case ID]</i>. You may access and make any necessary changes to the MRP via the link below.</p> <p><i>[Link to SAMRS Web site]</i></p>

MRP Recalled

To:	SAPM
CC:	All users involved to date in review
Subject:	Recalled MRP for Case ID: <i>[MRP Case ID]</i>
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>The MRP for Case ID <i>[MRP Case ID]</i> has been withdrawn from the approval process. You may access the MRP via the link below.</p> <p><i>[Link to SAMRS Web site]</i></p>

MRP Approved

To:	SAPM
CC:	SMO; HQ/MAJCOM; SAF/IA
Subject:	Approved - MRP for Case ID: <i>[MRP Case ID]</i>
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>The MRP for Case ID <i>[MRP Case ID]</i> has been approved. You may review the MRP via the link below.</p> <p><i>[Link to SAMRS Web site]</i></p>

MRP Approval Code

To:	SAPM
CC:	Country Director; SMO; HQ/MAJCOM; SAF/IA
Subject:	MRP Approval Code for Case ID: <i>[MRP Case ID]</i>
Message:	<p><i>[First Name]</i> <i>[Last Name]</i>,</p> <p>The SAF/IA has approved the MRP for Case ID <i>[MRP Case ID]</i>. The Approval Code for this MRP is <i>[Approval Code]</i>. You may access the MRP via the link below.</p> <p><i>[Link to SAMRS Web site]</i></p>

All MRPs of Case Approved

To:	SAPM who have created MRPs in relation to one case
Subject:	MRPs approved for Case [Country Code]-[Service Code]-[DSAM Code]
Message:	<p>[Names of all SAPM/CCMs],</p> <p>All MRPs for Case [Country Code]-[Service Code]-[DSAM Code] have been approved by SAF/IAPX. You may now proceed with processing the IPD.</p> <p>Once notification has been received that the IPD for Case [Country Code]-[Service Code]-[DSAM Code] has been signed and implemented (money deposited), SAF/IAPX will take appropriate action to allocate manpower.</p>

IPD Issued

To:	SAF/IA
CC:	SMO; HQ/MAJCOM
Subject:	IPD Issued for MRP Case ID: [MRP Case ID]
Message:	<p>[First Name] [Last Name],</p> <p>The IPD has been issued for the MRP with Case ID [MRP Case ID]. You may access the MRP via the link below.</p> <p>[Link to SAMRS Web site]</p>

Allocate Manpower

Notification sent if SAF/IA utilizes the *Allocate Manpower* function for cases where the IPD has been issued. The message's content may vary based on SAF/IA inputs.

To:	AF/DPMP; MAJCOM/XP
From:	SAF/IA
CC:	SAPM/CCM
Subject:	Manpower Allocation for Case ID: [MRP Case ID]
Message:	<p style="text-align: center;">[Allocation Memorandum]</p> <p style="text-align: center;">=====</p> <p style="text-align: center;">[Facing Page]</p>

MRP Review Reminder

Notification sent if MRP has not been routed within 10 days after submission to a user for review.

To:	Current Reviewer
CC:	SAPM/CCM; SAF/IA
Subject:	Review Reminder for MRP with Case ID: <i>[MRP Case ID]</i>
Message:	<p><i>[First Name] [Last Name],</i></p> <p>The MRP with Case ID <i>[MRP Case ID]</i> has been routed to you for Approval, and has been in your Inbox since <i>[Date Routed]</i>. Please review this MRP and perform the necessary actions.</p> <p>You may access the MRP via the link below.</p> <p><i>[Link to SAMRS Web site]</i></p>

MRP Deletion

Notification will be sent if the SAPM/CCM has not routed the case within 180 days of its creation date.

To:	SAPM/CCM
Subject:	Scheduled deletion of MRP for Case ID: <i>[MRP Case ID]</i>
Message:	<p><i>[First Name] [Last Name],</i></p> <p>The MRP with Case Id <i>[Case Id]</i> has not been Routed for Approval, since it was created on <i>[MRP Start Date]</i>.</p> <p>This MRP will be deleted on <i>[Scheduled deletion day and date, i.e. Friday May 10, 2003]</i>. You may access the MRP within the next <i>[# of days remaining before deletion]</i> days, via the link below.</p> <p><i>[Link to SAMRS Web site]</i></p>

Appendix F: MRP Template

This section contains a sampling of the questions and fields to be completed during the development of an MRP in SAMRS. This sampling does contain questions or fields that may, based on a user's entries, not appear during the development of a case. Also, SAMRS provides the functionality to complete certain calculations and populate certain fields based on user entries that cannot be captured in this section. For further information on each section's functionality or necessary data inputs, please refer to the appropriate sections in the SAMRS User Guide.

Case Identification Data

Country Code: ___ - US Service Code: D - DSAMS Code: ___ - Identifier: Basic

Title: _____

Work Center: _____ MAJCOM: _____

Servicing Manpower Office (SMO) Representative:

First Name: _____ Last Name: _____

Email: _____ DSN Phone: _____

Headquarters / Major Command Manpower Office (HQ/MAJCOM) Representative:

First Name: _____ Last Name: _____

Email: _____ DSN Phone: _____

Country Director Contact Information:

First Name: _____ Last Name: _____

Email: _____ DSN Phone: _____

Is there a Letter of Request? Yes/No (Provide necessary comments)

Is Program Management (PM) a condition of sale? Yes/No

If Program Management is required, is there a Program Management Line on the LOA?
Yes/No/ N/A

Is the funding and period of performance on the line sufficient to cover the requested manpower? Yes/No

Dates that impact the LOA: *(Please use the following date format, DDMMYY, i.e. 01APR02)*

Offer Expiration Date: _____

Letter of Request (LOR) date: _____

Anticipated signature date on the LOA: _____

Case Description

Please describe the general FMS requirements for this case: (i.e. What is this case about?)

Describe any unique or specific request(s) influencing the manpower requirements:

What is the expected outcome at case completion? (i.e. What products or services need to be delivered?)

How will the expected outcome be met? (i.e. time, deliver, schedule, program time-line)

What is the level of effort required to meet the desired outcome?

What is the estimated timeframe to meet the case requirements? (In effect, what is the anticipated period of performance of the case?) Identify the Start Quarter and Year and End Quarter and Year based on the fiscal year.

What impact will unapproved manpower have on case execution?

Program Management Line Justification

What type of Program Management functions or roles will be required to support this case?

What unique types of integration and/or coordination efforts will be required to support this case? Explain why.

What is the level of effort required by the Program Management functions or roles?

Why is Program Management essential to successful case execution?

Fiscal Year Manpower Summary

For each requirement, identify the following:

- **Organization**
- **Location**
- **Job Title**
 - Identify and describe activities associated to this position
 - Identify an estimated number of hours to be spent on each activity per month, quarter, or year
 - If the position does not fulfill a FTE, then identify how the remainder of the FTE will be shared with other cases, USAF, or ADMIN
- **Projected Grade**
- **Manpower Type**
- **FMS Category**
- **PEC**
- **LOA Line**
- **Requirement Duration according to fiscal years**
- **Total Cost**

Air Force Manpower Standards / Military Essentiality

Is there a manpower standard? Yes/No

If there is a manpower standard, how was it used in determining the MRP requirement(s)?

Is there a military requirement? Yes/No

If there is a military requirement, please justify why military requirements are essential and provide the offsetting PEC for each applicable position.

Manpower Travel Data Worksheet

The user may enter information in the following sections of the MTDS; other inputs are derived from previous entries throughout the MRP development.

- **Part B: Travel** – For each instance, identify the following:
 - Identify fiscal year of trip
 - Describe purpose of trip
 - Is trip CONUS? Yes/No
 - Identify the LOA line
 - Identify number of trips for this purpose
 - Identify trip duration in days
 - Identify the number of people for this trip
 - Identify total travel cost
- **Part C: Personnel Support Costs** – For each instance, identify the following:
 - Identify the type of personnel support cost
 - Identify the LOA line
 - Identify total support cost
- **Part D: Narrative Description**
- **Part E: Additional Comments**