



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

5 January 2001

MEMORANDUM FOR SEE DISTRIBUTION

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

SUBJECT: Case Development Policy Clarifications (SAF/IAPX 010001)

- References: (a) SAF/IAX Policy 99021, LOA Quality Control, 7 September 1999
(b) SAF/IAX Policy 00006, Manpower Requirements Package (MRP) and Letter of Offer and Acceptance (LOA), 14 March 2000
(c) SAF/IAX Policy 00016, New CMCS Functionality, 2 August 2000
(d) SAF/IAPX Policy 00028, Use of Sublines, 18 December 2000

It appears that some clarifications are required for referenced policy letters. As such, this memorandum provides clarifications to referenced policy and shall be treated as the de facto governing policy.

Effective immediately, no Air Force Letter of Offer and Acceptance (LOA) document shall be developed using sublines. We have no systemic capability to track at the subline level, either financially or logistically. Continued use of sublines only perpetuates a perception by our customers that sublines can provide them with additional detailed data. This perception is erroneous, and without extensive offline, manual tracking of commitments, obligations, and expenditures, provides the customer no additional information. The continued use of sublines also creates additional and unnecessary work during case execution for case and line managers.

Effective immediately, the only manpower data required by case managers for LOA document preparation is a copy of the DSCA Manpower and Travel Data Sheet (MTDS) (Atch 1). This worksheet is a summary of case funded manpower and TDY and is sufficient to begin development and coordination of LOA documents.

Effective immediately, LOAs containing manpower requirements must include a LOA MTDS when submitting documents to DSCA for countersignature. A copy of the MTDS shall be included in the MRP submitted through MAJCOM manpower channels to SAF/IAPX for review and approval. SAF/IAPX will provide notification to the Case Manager that the MRP is approved and can be submitted to DSCA. The Case Manager will annotate Section G of the MTDS with the review date and approval authorization number prior to submittal to DSCA. Any LOA forwarded to DSCA without a completed and approved MTDS will be rejected and

returned to the Air Force without action. For case managers and writers, it is important that the MTDS and the LOA line(s) value match. There will be instances when problems exist with a particular MRP; however, these problems shall not hold up LOA development and initial USG coordination.

Effective immediately, all LOA documents that include program management shall be developed using a single LOA line per MAJCOM. CMCS has the functionality to disseminate obligation authority to specific field activities within MAJCOMs; therefore, multiple lines are unnecessary and only create additional work for case and line managers.

Questions concerning manpower issues can be directed to Ms. Sonja Patch, DSN 425-8961, commercial (703) 588-8961, or email: sonja.patch@pentagon.af.mil. All other questions can be directed to Ms. Debra Wortham, DSN 425-8971, commercial (703) 588-8971, or email: debra.wortham@pentagon.af.mil.



TERRY BATES
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Attachment:
Sample DSCA Manpower and Travel Data Sheet

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LOA Manpower and Travel Data Sheet

A. Personnel

Position/Function	Grade/Rank/ Contractor	Location	Line Item on LOA	Manyyears of Effort	Duration (From/To)	Total Salary
Total:						

B. Travel

Purpose of Trip	CONUS or In-Country?	Line Item on LOA	Number of Trips for this Purpose	Duration of Each Trip	Number of People for Each Trip	Total Cost
Total:						

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

Type of Support	Total Cost
Total:	

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

E. Additional Comments:

F. Point of Contacts for Further Information Regarding Manpower on this Case: (Name, organization, phone number, e-mail address)

1. Sonja Patch - SAF/IAPX, DSN 425-8961, Sonja.Patch@pentagon.af.mil
2. John Parker - SAF/IAPX, DSN 425-8368, John.Parker@pentagon.af.mil

G. SAF/IAPX review date/approval number: _____