



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Under Secretary

14 March 2000

MEMORANDUM FOR SEE DISTRIBUTION

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

SUBJECT: Manpower Requirements Package (MRP) and Letter of Offer and Acceptance (LOA) Coordination (IAX 00006)

The purpose of this policy memo is to ensure Manpower Requirements Packages (MRPs) arrive at SAF/IAX complete, and are attached to the appropriate Letter of Offer and Acceptance (LOA). There have been numerous Letter of Offer and Acceptance (LOA) documents submitted in recent months for SAF/IAX coordination without an accompanying MRP and Travel Estimate Worksheet (TEW). It is extremely difficult to conduct an appropriate review of the LOA without the supporting documentation. These situations only delay the processing of the LOAs, and subsequently delays the customers FMS program.

Effective immediately MRPs and/or TEWs are required for all LOA documents submitted for coordination that requires FMS manpower and/or travel by USAF personnel in support of the LOA. An LOA without an accompanying MRP and/or TEW will be rejected until the necessary documentation is provided.

Waivers for emergency situations will be considered on a case-by-case basis. Waiver requests should be submitted to SAF/IAX or your LOA writing authority (AFSAC/AFSAT) outlining the circumstance of the emergency and the consequences of delaying the LOA process. An estimate of how long it will take to provide the required documents will be included.

If you have any questions or require clarification please contact Ms. Sonja Patch, DSN 425-8961, (703) 588-8961, (Fax) 425-8999, (Email) sonja.patch@pentagon.af.mil.

TERRY BATES
Chief, Policy Division
Deputy Under Secretary, Int'l Affairs

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