



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
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2 June 2004

MEMORANDUM FOR: Superintendents & Assistant Superintendents

SUBJECT: Manpower Management System (MMS) Roster Population Policy

The usefulness of the MMS database has increased with the inclusion of employee roster information. For example, we can now extract reports on employee vacancies throughout DoDDS-E. However, such personnel related reports are only as accurate as the roster data itself.

We must ensure the currency of this data. To do so, we will require each DSO to validate the accuracy of their district's roster data each month, and report this validation to the DoDDS-E Manpower Office. This validation should be done concurrently with your monthly enrollment reporting.

We realize this may initially be a cumbersome process. Therefore each DSO has until 30 Sep 04 to complete their initial validation of the roster population. After that, monthly validations will be required. Please direct any questions to my POC, Mr. Crongeyer, at DSN 338-7215.

CANDACE M. RANSING  
Deputy Director, DoDDS-Europe