\*\*ID\_\_AFARS\_5137.9101\_\_ID\*\*

### 5137.9101 Policy.

(a) Contracting officers shall ensure that the requirement to report contractor manpower is included in all contracts, task/delivery orders and modifications. The cognizant contracting officer shall include a separate line item in Section B of the contract to allow for payment in compliance with this requirement.

**(b) Report all services contracts that meet the threshold outlined in FAR 4.1703 – Reporting Requirements. The list of contracts for which reporting is not applicable is located on the Assistant Secretary of the Army Manpower and Reserve Affairs (ASA(M&RA)) website** [**http://www.asamra.army.mil/scra/documents/ServicesContractApprovalForm.pdf**](http://www.asamra.army.mil/scra/documents/ServicesContractApprovalForm.pdf)**.**

(c) The Under Secretary of Defense for Acquisition & Sustainment established services contractor reporting in [www.SAM.gov](http://www.sam.gov/) on October 15, 2020. It provides most of the source data for compliance with section 2330a of Title 10, United States Code.

(d) Enter data into the [www.SAM.gov](http://www.SAM.gov) system at any time during the contract’s period of performance. However, data must be accurate and complete and entered into [www.SAM.gov](http://www.SAM.gov) not later than October 31 after the completion of each fiscal year or part of a fiscal year for which such contract is active.

**(e) The Contractor Manpower Reporting application is available at** [**https://www.SAM.gov**](https://www.ecmra.mil/)**.**