

# 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) 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 at <https://www.army.mil/asamra#org-resources>.
- (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>.

**Parent topic:** [Subpart 5137.91 - Accounting for Contract Services](#)