
Procure-to-Pay Capability Summary

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SUBJECT: DoD Contractor Manpower Reporting

BACKGROUND: The Office of the Secretary of Defense (OSD) memorandum, “Revised Department of Defense Contractor Manpower Reporting Initiative,” dated October 16, 2019, provides new implementing direction for contractor reporting of manpower data and this effort directly supports the National Defense Strategy line of effort to reform the Department’s business practices for greater performance and affordability. To support the requirements of title 10, U.S.C., Sections 235 and 2330a, the Department of Defense (DoD) transitioned from the former DoD Enterprise Contractor Manpower Reporting Application (ECMRA) to the System for Award Management (SAM.gov) to allow industry to report all manpower data into a single Federal-wide portal, removing duplicative requirements; one for DoD and another for the rest of the Federal Government, which requires the same data elements to be reported for services contracts performed for both DoD and Federal civilian agencies that essentially perform the same function.

POLICY: Title 10, U.S.C., Sections 235 and 2330a establishes the requirement to report on manpower functions and costs under services contracts. The DFARS 204.1703 provides direction on reporting and identifies SAM as the government-wide required reporting site. SAM also implements the recommendation of the advisory panel under the National Defense Authorization Act (NDAA) of FY2016 (Public Law 114-92), Section 809, to develop a replacement approach to the inventory of contracted services.

INFORMATION TECHNOLOGY INFRASTRUCTURE: DoD contractors are required to report manpower data that meet the DoD Service Contract Report (SCR) thresholds into the SCR section in SAM. Contractors must be registered in SAM, and the user responsible for reporting must have an individual SAM account with the Service Contract Inventory (SCI) reporter user role to access reporting functionality. DoD users must obtain a SAM federal government user role that allows the user to “View FOUO Entity Reports”.

DATA STANDARDS: The NDAA and DFARS provide the minimum data required for a SCR. The SAM interface provides those fields for data entry, including some data validations. Eligible services contract data automatically flows from the Contract Action Report (CAR) in the Federal Procurement Data System (FPDS) to SAM.gov. FPDS is authoritative source of data.

IMPACT: Greater performance and affordability in DoD business processes through identification of functions and missions performed by contractors that may be candidates for conversion to governmental functions. All manpower data is captured in a single Federal-wide portal, removing duplicate requirements, and establishing a less burdensome process on both industry and Government, while improving data integrity and accuracy.

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