

Office of Acquisition and Property Management

December 12, 2005

Department of the Interior Acquisition Policy Release (DIAPR) 2006-05

SUBJECT: Electronic Subcontracting Reporting System (eSRS)

1. *Purpose:*

This policy release directs all bureau acquisition personnel to inform their contractors that all SF-294 "Subcontracting Report for Individual Contracts" and SF-295 "Summary Subcontract Report" must now be entered into the newly launched Electronic Subcontracting Reporting System (eSRS).

2. *Effective Date:*

Effective immediately.

3. *Expiration Date:*

This policy release shall remain in effect until superseded through incorporation of eSRS coverage into the Federal Acquisition Regulation.

4. *Background and Explanation:*

The Electronic Subcontracting Reporting System (eSRS) is part of the Integrated Acquisition Environment (IAE), one of the President's Management Agenda's 24 e-gov initiatives. eSRS was developed to collect information previously submitted by contractors with contracts requiring subcontract plans via the SF-294 "Subcontracting Report for Individual Contracts" and SF-295 "Summary Subcontract Report".

5. *Action Required:*

Effective immediately:

- a. All DOI acquisition personnel shall notify their contractors that have subcontracting plan requirements that they must register and enter their subcontracting report information at the www.esrs.gov web site;
- b. All DOI contracting officers that have contracts with subcontracting plan requirements must register on the eSRS web site in order to approve or reject the contractor submitted subcontracting information; and
- c. Standard Forms 294 and 295 shall no longer be used for subcontract reporting.

6. *Additional Information:*

If you have questions about this matter, please contact the Department eSRS representative, Gary Wade at (202) 208-3270.

/ signed Debra E. Sonderman, Director
Office of Acquisition and Property Management