



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Department of the Interior Acquisition Policy Release (DIAPR) 2012-04

Subject: Compliance Monitoring, and Review of Executive Compensation and First Tier Subcontract Award Reports

References: Federal Acquisition Regulation (FAR) Subpart 4.14, Reporting Executive Compensation and First-Tier Subcontract Awards

1. Purpose:

This DIAPR establishes Departmental policy regarding the oversight of contractor compliance with the reporting requirements of FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards.

2. Effective Date:

This DIAPR is effective upon signature.

3. Expiration Date:

This DIAPR will remain in effect until cancelled or superseded.

4. Background and Explanation:

FAR 4.14 requires agencies to ensure contractors are in compliance with the reporting requirements of FAR 52.204-10, and to review contractor reports submitted to Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) on a quarterly basis to ensure the information is consistent with contract information. This DIAPR establishes procedures for the monitoring and review these reports.

5. Action Required:

Contracting Officers

For applicable contracts, as defined in FAR 4.14, Contracting Officers shall review contractor reports at FSRS to ensure the contractor is in compliance with FAR 52.204-10, and shall review FSRS sub-award information quarterly to ensure the information is consistent with contract information.

Reviews shall be documented in the official contract file, and shall include the date of the review, and any inconsistencies that have been found.

If inconsistencies are found, the contracting officer shall notify the contractor in writing. The notification shall include at a minimum:

- Contract Number,
- Date of the review,
- The inconsistencies that were found,
- A date by which the contractor must correct the report or provide a reasonable explanation as to why it believes the information is correct, and
- A statement that if the report is not corrected or a reasonable explanation is not provided their noncompliance will be reflected in their performance information.

A copy of this notification and any contractor responses must be kept in the official contract file.

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. If you have any questions regarding this policy issuance you may contact Chip DiMuzio of PAM on (202) 254-5549 or Chip_L_DiMuzio@ios.doi.gov.



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