Guidebook for Service Contract Reporting in the System for Award Management

Version 1.0 as of October 8, 2020

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1 Purpose

This guidebook establishes procedures for Service Contract Reporting (SCR) in the System for Award Management (SAM) (https://sam.gov). The legacy Enterprise Contractor Manpower Reporting Application (ECMRA) decommissioned June 2020. Future data collection and reporting transitions to SAM no later than October 16, 2020, 5:00 pm, Eastern Daylight Time (EDT).

Also included in this document are the individual steps to submit and view SCR reports in SAM. For Contractors who meet the SCR reporting thresholds, your entity must be registered in SAM, and the user responsible for reporting must have an individual user account in the system and the Service Contract Inventory (SCI) Reporter user role to access reporting functionality.

For Department of Defense (DoD) personnel, no special SAM roles are required in order to review Contractor SCI submissions. However, DoD users must establish a SAM individual account using a government email address and be logged into their SAM account to search and view SCR information.

This guidebook *does not* provide instructions on registering an entity in SAM, establishing an individual account, or SAM user management. For additional guidance such as quick start guides, informational videos, and frequently asked questions, go to https://sam.gov and search the "HELP" section.

- Look for the SCR Quick Start Guide following the path: https://sam.gov → Help → User Guides → Quick User Guide → Quick Start Guide for Service Contract Reporting (SCR).
- Or view the Full User Guides following the path: https://sam.gov → Help → User Guides →Full User Guides

The General Services Administration's (GSA) centrally-managed Federal Service Desk (FSD) is also a great resource for free help with SAM. You can search the knowledge base for an answer to your question or start a live chat, submit a web form, or call to open a service ticket. Contact the FSD directly at: https://fsd.gov / U.S. calls: 866-606-8220 / International calls: +1 334-206-7828 / DSN: 94-866-606-8220). In preparation of FSD assistance:

- Be sure to provide as much detail as you can.
- Ensure you promptly respond to any follow-up questions from the agent.
- Tickets are closed in 3 days if the requestor does not respond.

Note: The contents of this document do not replace any guidance contained within the Federal Acquisition Regulations (FAR), Defense FAR Supplement (DFARS) and DFARS Procedures, Guidance, and Information (PGI). Should conflicts exist between this document and any formal policy documents, the FAR, DFARS and DFARS PGI are the prevailing government regulations. For updates to GSA training materials, go to the "Help" section in https://sam.gov. This document is a guide for using the system.

2 Applicability

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 with regard to the performance of DoD services contracts consistent with the requirements of title 10, U.S.C, section 235 and 2330a, as amended.

This effort directly supports the National Defense Strategy line of effort to reform the Department's business practices for greater performance and affordability. It also implements a recommendation of the advisory panel under the National Defense Authorization Act for FY 2016 (Public Law 114-92), section 809, to develop a replacement approach to the inventory of contracted services.

Effective in FY 2020, the Department will no longer require contractors to report into the ECMRA. Contractors will begin reporting manpower data relating to the performance of services contracts into SAM, consistent with existing service contract reporting requirements under the FAR Subpart 4.17—Service Contracts Inventory, that is currently applicable only to Federal civilian agencies. The Department is drafting a Defense FAR Supplement rule *(DFARS Case 2018-D063)* that will include a contract clause to implement this change.

Reporting Thresholds

Contractors are required to submit a SCR when the following contract type and funded contract criteria apply:

Contract Type:

- Contract Awards, no IDVs.
- Contract Awards include purchase orders, delivery/task orders, BPA calls, and definitive contracts.

Funded Contract Criteria:

- Contracts with a base effective date between 10/01/2008 and 9/30/2020.
- Service Contracts with any PSC that starts with a letter AND belongs to any of the following Categories Management provided in the chart below. Note this is a subset of all service contracts and excludes services categorized as Facilities & Construction, Office Management, Travel & Lodging, Medical, Security Animals & Related Services, and Transportation of Things.

Category Management Categories or Subcategories	
1	Information Technology
2	Professional Services
3.3	Security Services
5	Industrial Products and Services
7.1	Package Delivery & Packaging
7.2	Logistics Support Services
7.5	Motor Vehicles
7.6	Transportation Equipment
9	Human Capital
18	Equipment Related Services
19	Electronic and Communications

- All contracts including FY09 and FY20 awards where the total net amount of obligations in FY20 is either > = $3M or < = $3M.

- Excludes awards in a 'closed' status, indicating closeout has occurred.

Additionally, when reporting on task orders issued under an indefinite-delivery contract or agreement, reports are completed at the order level. No reports are collected at the contract or agreement level.

Annual Reporting Period

The reporting period for contractors in SAM generally is open from mid-October to mid-December for reporting against the prior government fiscal year. SAM will only enable reporting for entities with contracts that meet the SCR thresholds.

3 Background

The primary mission of the legacy EMCRA was to facilitate the requirements of title 10, U.S.C, section 2330a, by collecting and tracking data on the procurement of services; utilized in the DoD's annual submission to Congress of Inventory of Contracts for Services (ICS) performed during the preceding fiscal year.

The transition from ECMRA to SAM will 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. The outcome will be a process that is less burdensome on both industry and Government, while improving data integrity and accuracy.

4 Roles and Responsibilities

There are several types of entities in SAM, however, they are grouped into two categories: non-Federal Government (Contractor) and Federal Government. The level of permissions and access is dependent on the assigned role.

Contractor (i.e., Non-Government) Roles

- Entity Registration Viewer
- Entity Registration Representative
- Services Contract Inventory (SCI) Reporter
- Entity Administrator

Entities will manage their own roles. Each registered entity has at least one user with the Entity Administrator role. Users with the Entity Administrator role are able to assign the SCI Reporter role to other users in their organization if they have established an account in SAM. The user(s) with the SCI Reporter role is responsible for maintaining entity's service contracts data.

Federal Government Roles

No special SAM government roles are required for searching and viewing contractor Service Contract Reports. SAM Government users with For Official Use Only (FOUO) access can view the SCRs as reported by a Contractor. Users logged into a SAM account tied to a government email address automatically have FOUO access. Users who have FOUO access in SAM include:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

Note: DoD personnel are no longer required to input contract information into the system before a contractor can submit a SCR, as was previously required in ECMRA. Instead, SAM will receive the data from the Federal Procurement Data System (FPDS). The data will be available to contractors to submit against during the open reporting period.

5 Procedures

This section includes the procedures for submitting a SCR, and describes view and search capabilities.

Who can submit an SCR?

You must have an entity registered in SAM, an individual SAM user account with the Entity Administrator, Entity Registration Representative, or Reporter role for that entity, and one or more contracts awarded to that entity, which meet the SCR reporting thresholds.

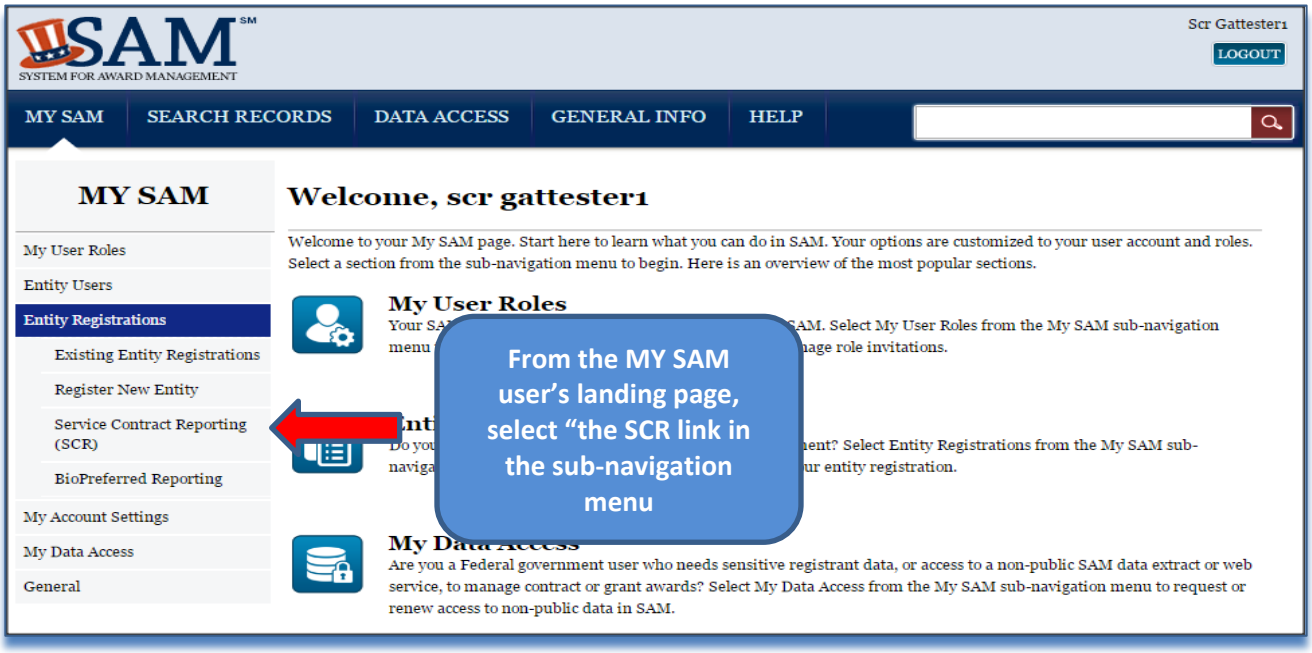
The contractor user in the SCI role reports under one or more contracts awarded to that entity which meet the SCR reporting thresholds. Note that these thresholds differ between DoD and civilian agencies. The primary conditions that warrant reporting for DoD can be found in this guidebook under Section 2 – Applicability, Reporting Thresholds subsection.

Additionally, be aware when reporting on task orders issued under an indefinite-delivery contract or agreement, reports are completed at the order level. NO reports are collected at the contract or agreement level.

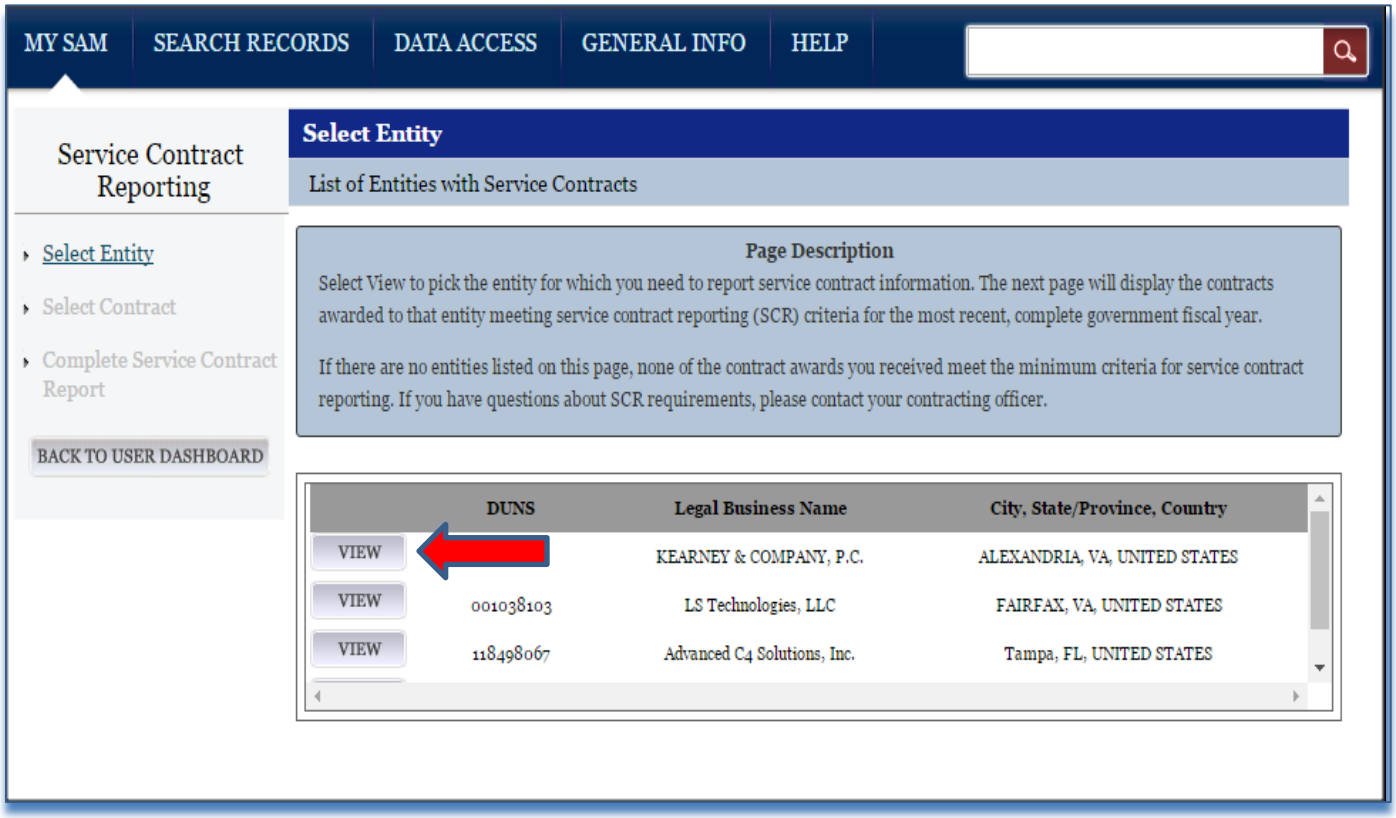
How to Submit an SCR?

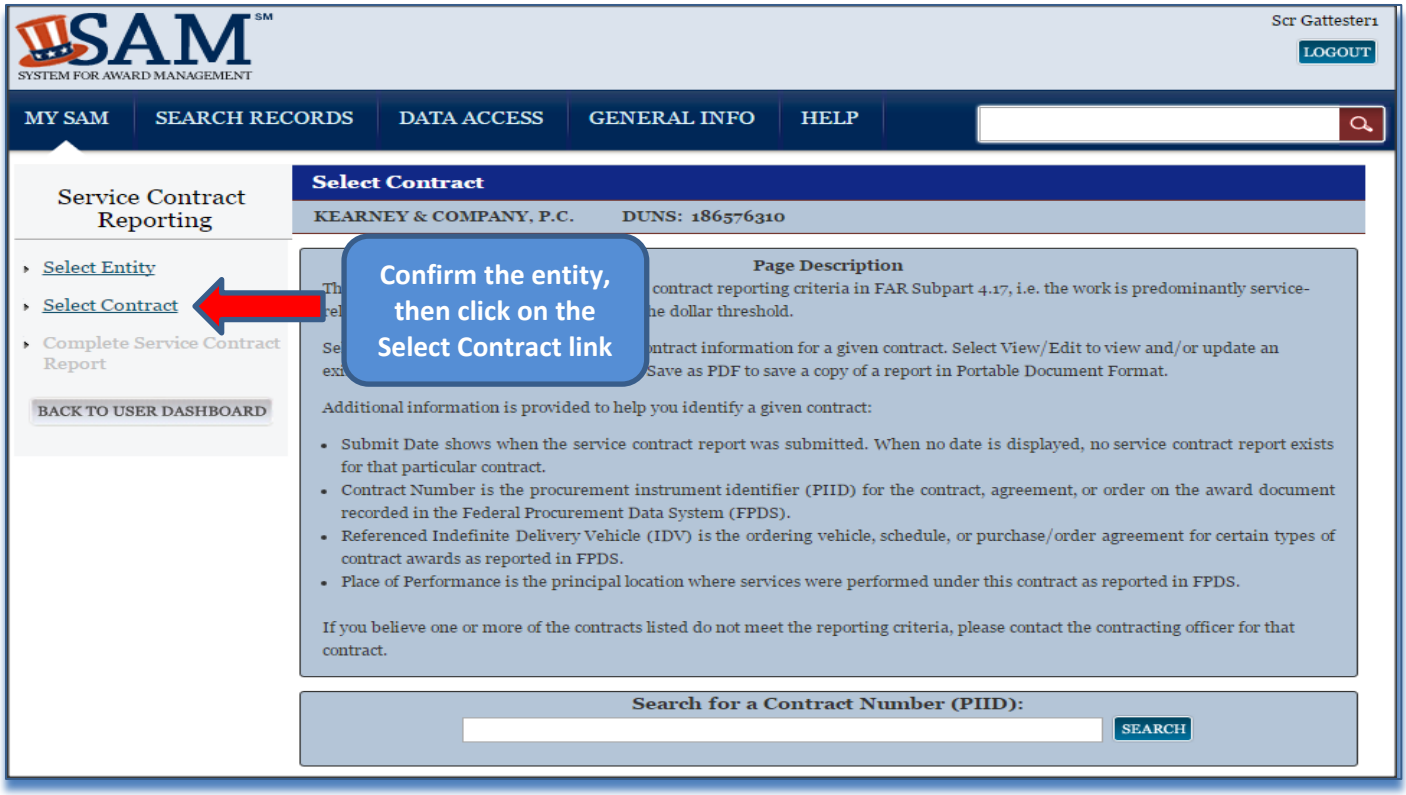
1. Contractors with the SCI role go to http://sam.gov and log in.

2. Select Entity Registrations and then select Service Contract Reporting.



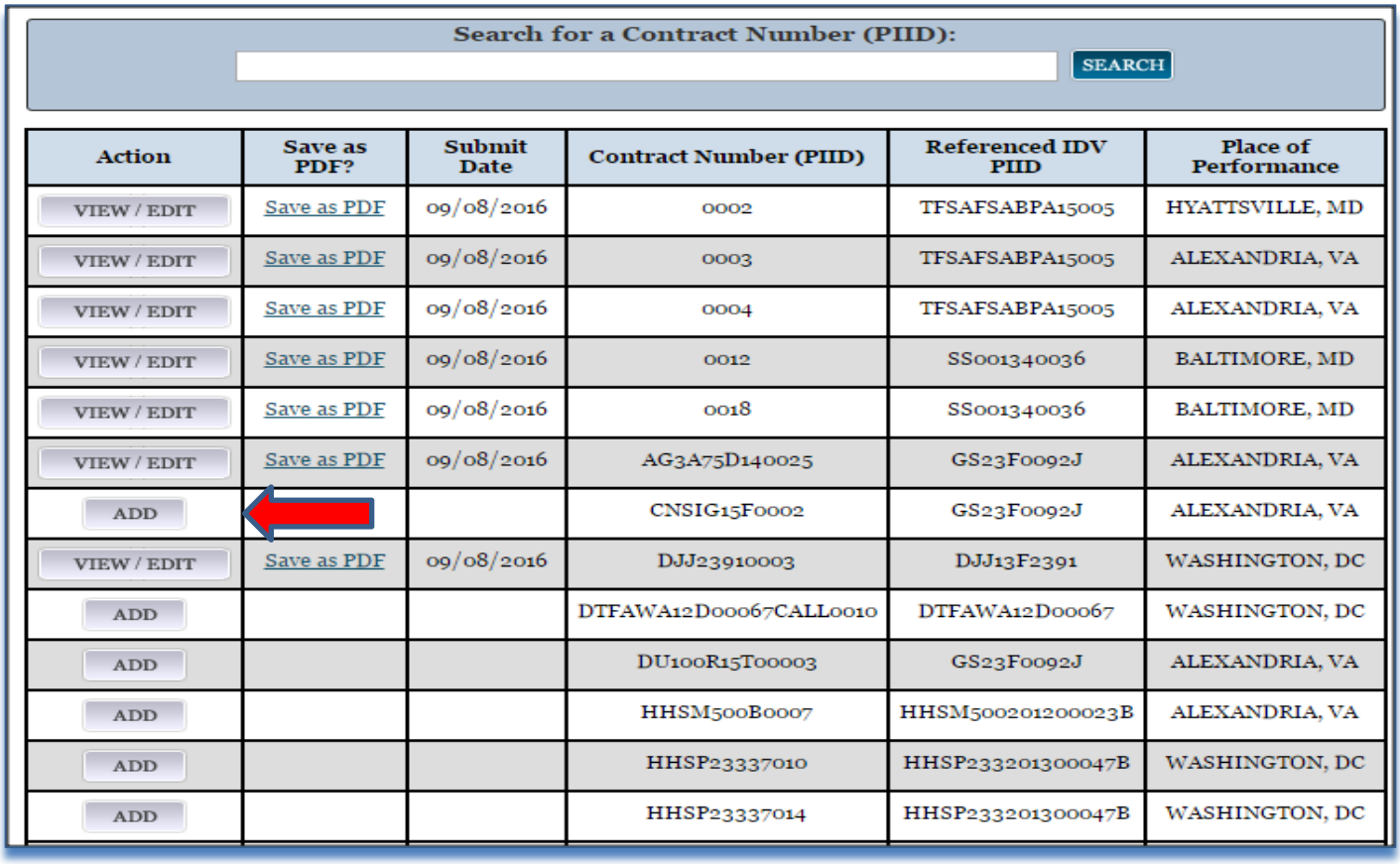
3. SAM displays your entities, which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity. Entities may have multiple eligible contracts.





4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the reporting thresholds is displayed.

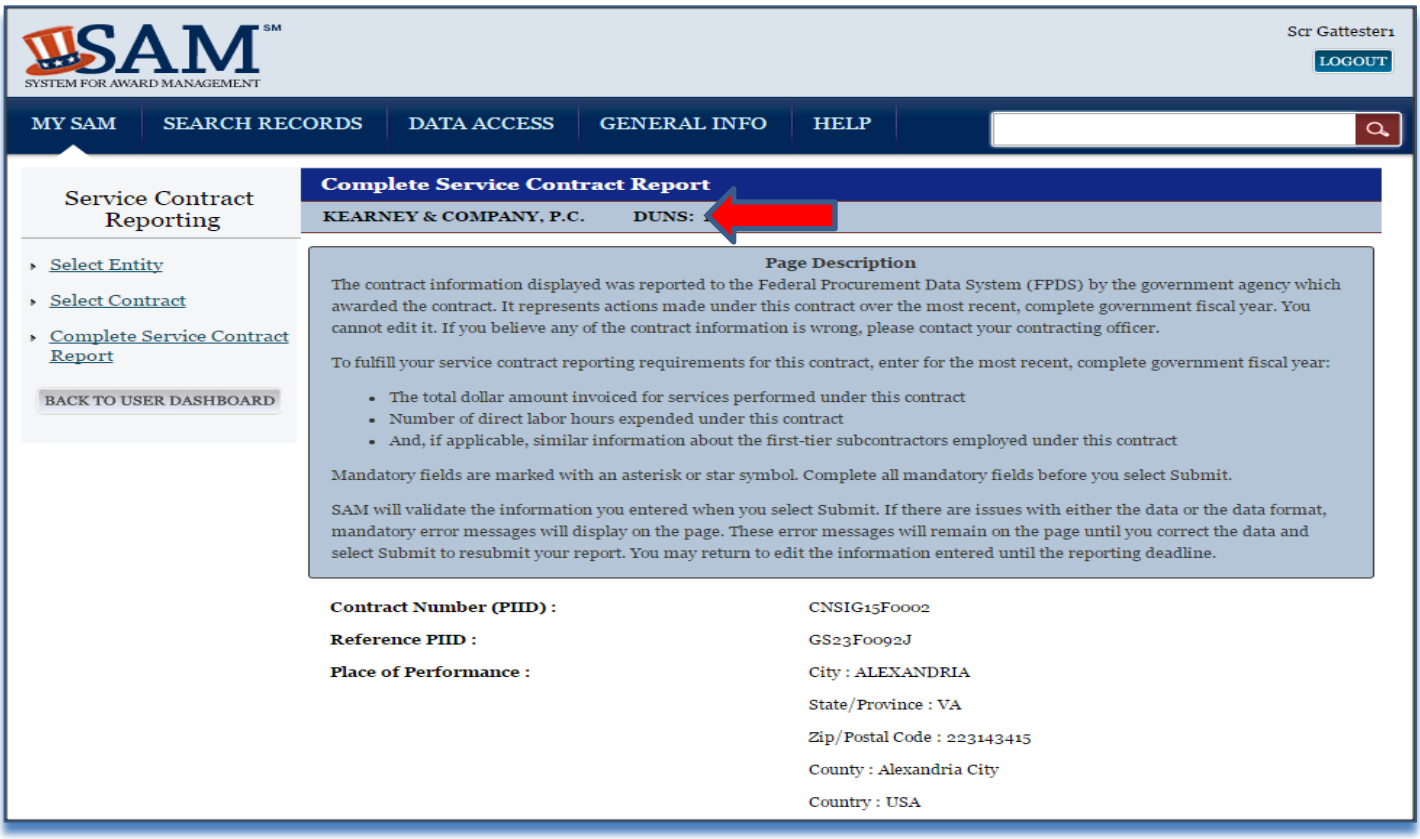
    - Entities remain editable until the reporting period closes
    - The user can Select View/Edit to update or delete an existing report
    - Select Add to create a new report

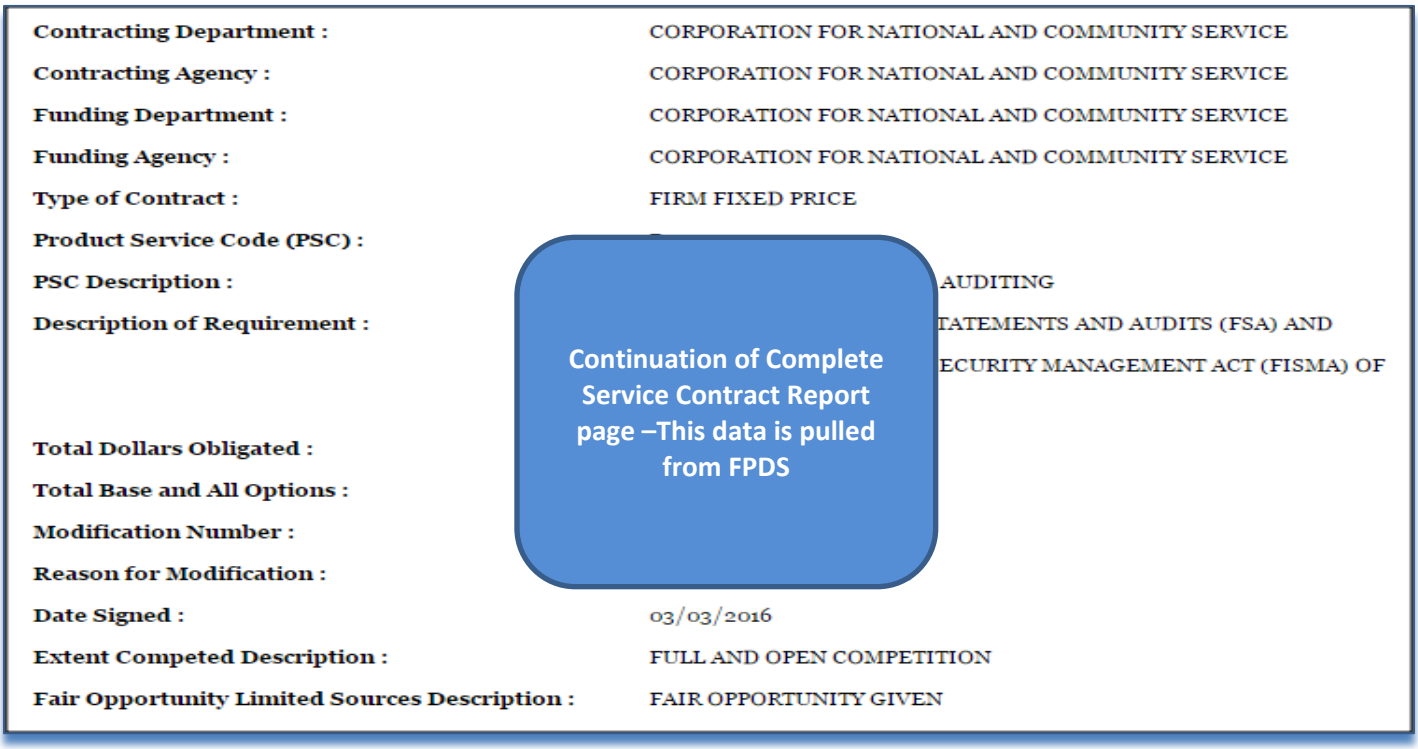


Search for a Contract Number (PIID): SEARCH

Action	Save as PDF?	Submit Date	Contract Number (PIID)	Referenced IDV PIID	Place of Performance
VIEW / EDIT	Save as PDF	09/08/2016	0002	TFSAFSABPA15005	HYATTSVILLE, MD
VIEW / EDIT	Save as PDF	09/08/2016	0003	TFSAFSABPA15005	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	0004	TFSAFSABPA15005	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	0012	SS001340036	BALTIMORE, MD
VIEW / EDIT	Save as PDF	09/08/2016	0018	SS001340036	BALTIMORE, MD
VIEW / EDIT	Save as PDF	09/08/2016	AG3A75D140025	GS23F0092J	ALEXANDRIA, VA
ADD			CNSIG15F0002	GS23F0092J	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	DJJ23910003	DJJ13F2391	WASHINGTON, DC
ADD			DTFAWA12D00067CALL0010	DTFAWA12D00067	WASHINGTON, DC
ADD			DU100R15T00003	GS23F0092J	ALEXANDRIA, VA
ADD			HHSM500B0007	HHSM500201200023B	ALEXANDRIA, VA
ADD			HHSP23337010	HHSP233201300047B	WASHINGTON, DC
ADD			HHSP23337014	HHSP233201300047B	WASHINGTON, DC

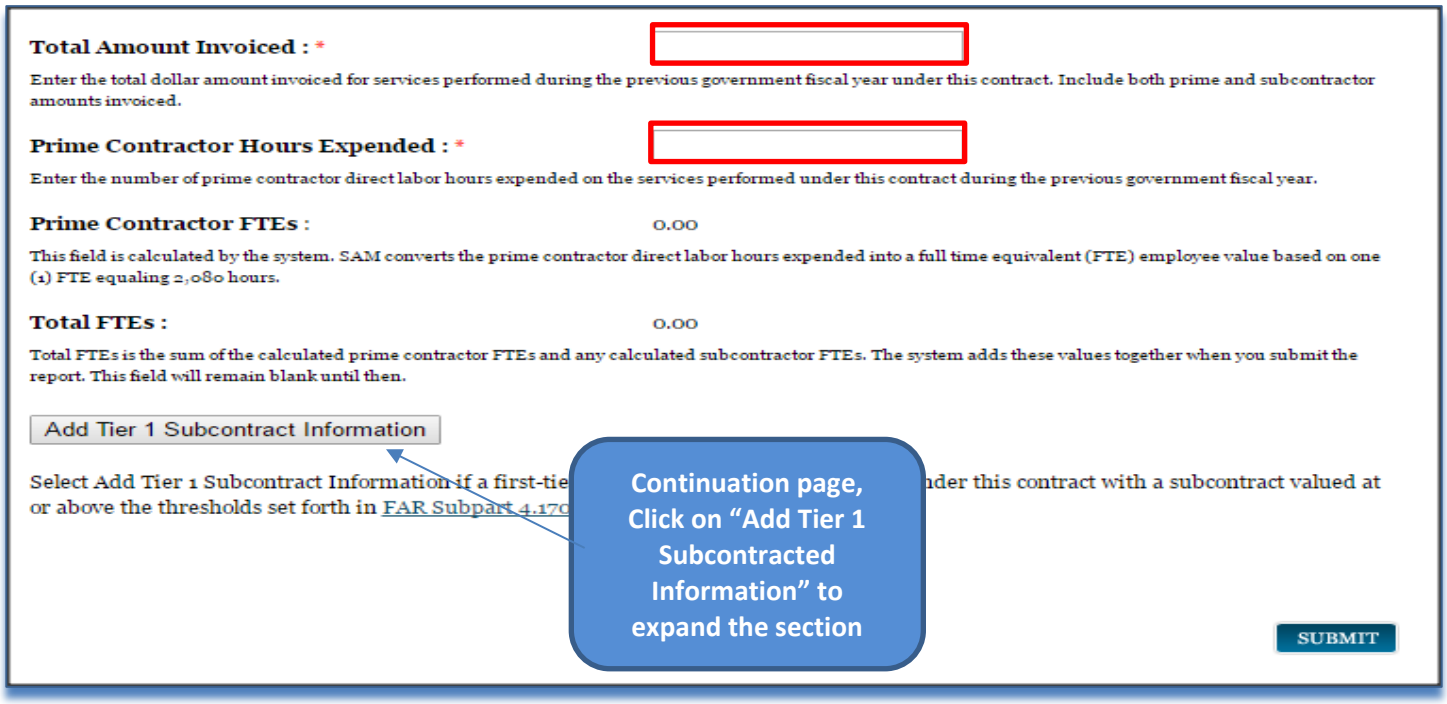
5. You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report.



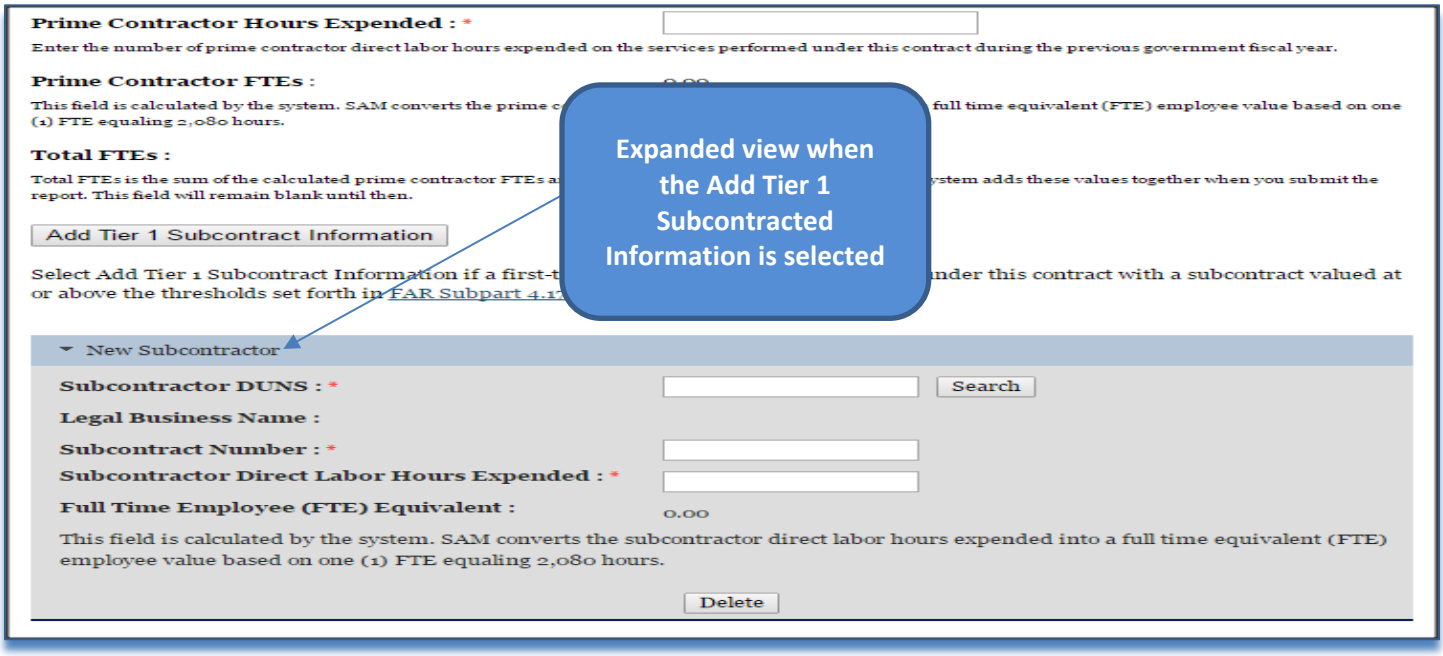


SCI Reporters *are required* to enter the following information:

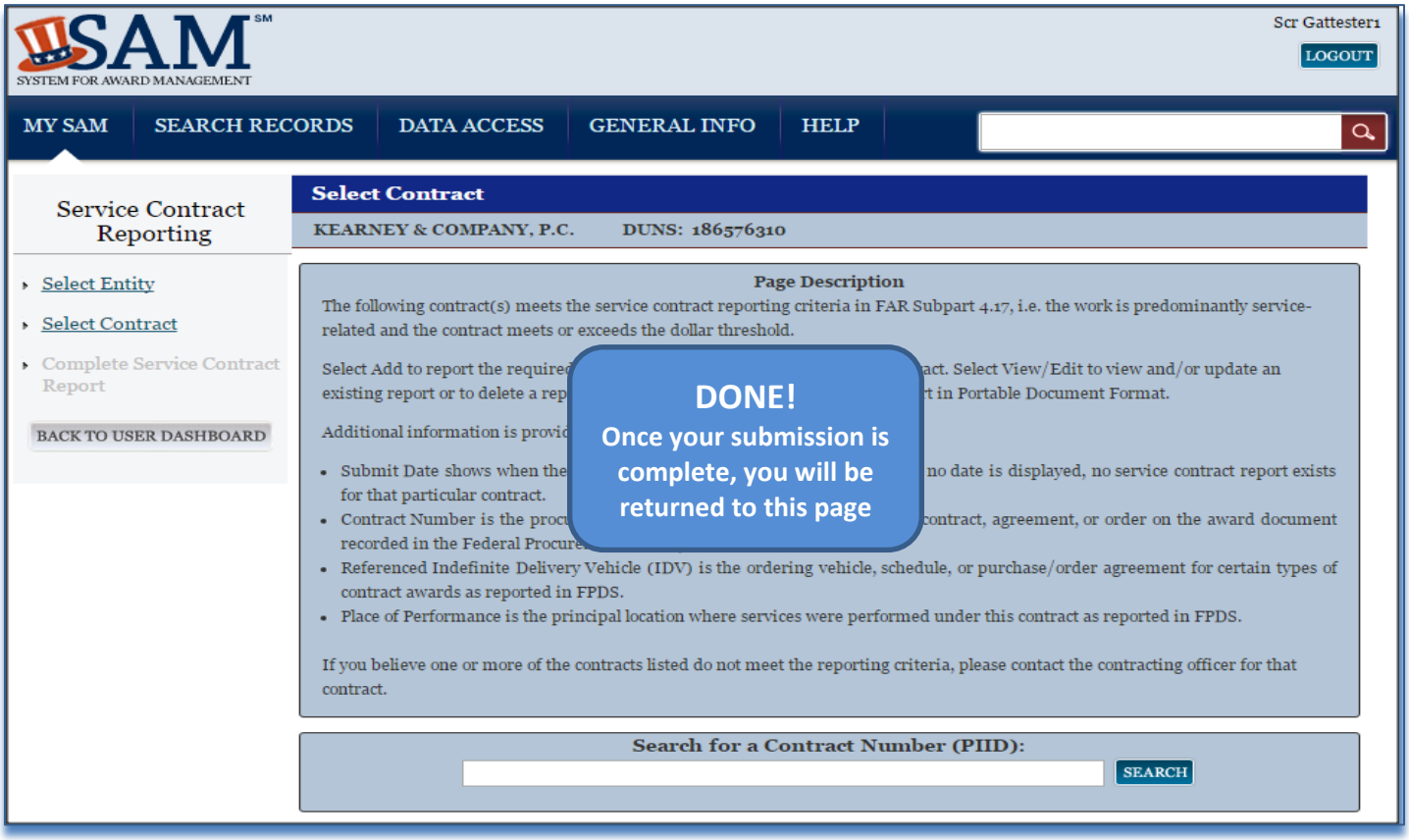
- Total Amount Invoiced: Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
- Prime Contractor Hours Expended: Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.



6. Report any required Tier 1 subcontractor information by selecting the "Add Tier 1 Subcontract Information button" to expand the section.



7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.



How to Edit a Submitted Report

Contractors with an SCI role - follow steps 1- 4 of this section. Any previously submitted SCR will have a View/Edit button instead of an Add button. When you select the View/Edit button, you can do the following:

- View the current SCR
- Edit available fields, and resubmit the record
- Delete previously entered information altogether
- Edit the record as frequently as necessary until the end of the reporting period

Search for a Contract Number (PIID): SEARCH

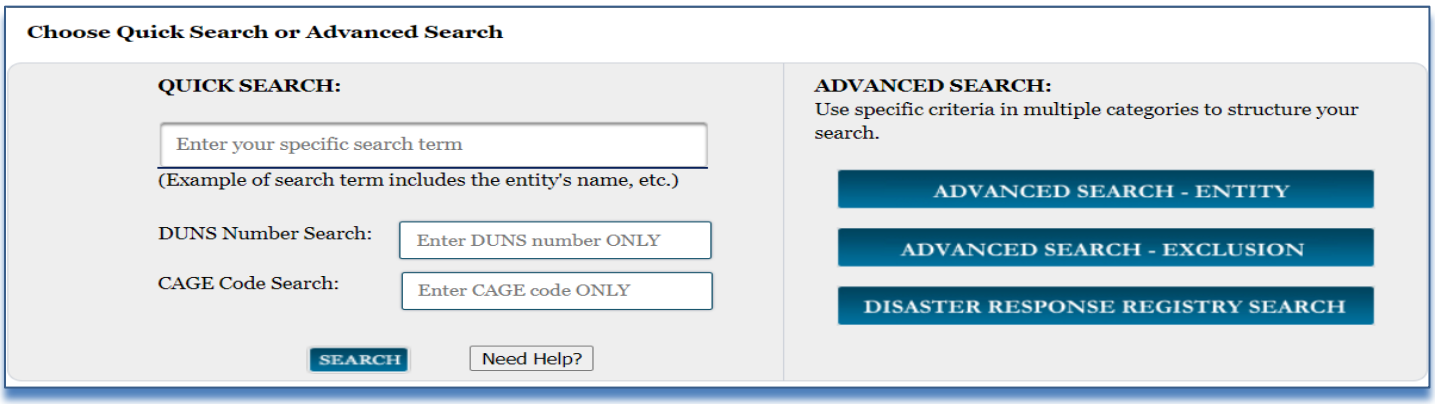
Action	Save as PDF?	Submit Date	Contract Number (PIID)	Referenced IDV PIID	Place of Performance
VIEW / EDIT	[redacted]	09/08/2016	0002	TFSAFSABPA15005	HYATTSVILLE, MD
VIEW / EDIT	Save as PDF	09/08/2016	0003	TFSAFSABPA15005	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	0004	TFSAFSABPA15005	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	0012	SS001340036	BALTIMORE, MD
VIEW / EDIT	Save as PDF	09/08/2016	0018	SS001340036	BALTIMORE, MD
VIEW / EDIT	Save as PDF	09/08/2016	AG3A75D140025	GS23F0092J	ALEXANDRIA, VA
ADD			CNSIG15F0002	GS23F0092J	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	DJJ23910003	DJJ13F2391	WASHINGTON, DC
ADD			DTFAWA12D00067CALL0010	DTFAWA12D00067	WASHINGTON, DC
ADD			DU100R15T00003	GS23F0092J	ALEXANDRIA, VA
ADD			HHSM500B0007	HHSM500201200023B	ALEXANDRIA, VA
ADD			HHSP23337010	HHSP233201300047B	WASHINGTON, DC
ADD			HHSP23337014	HHSP233201300047B	WASHINGTON, DC

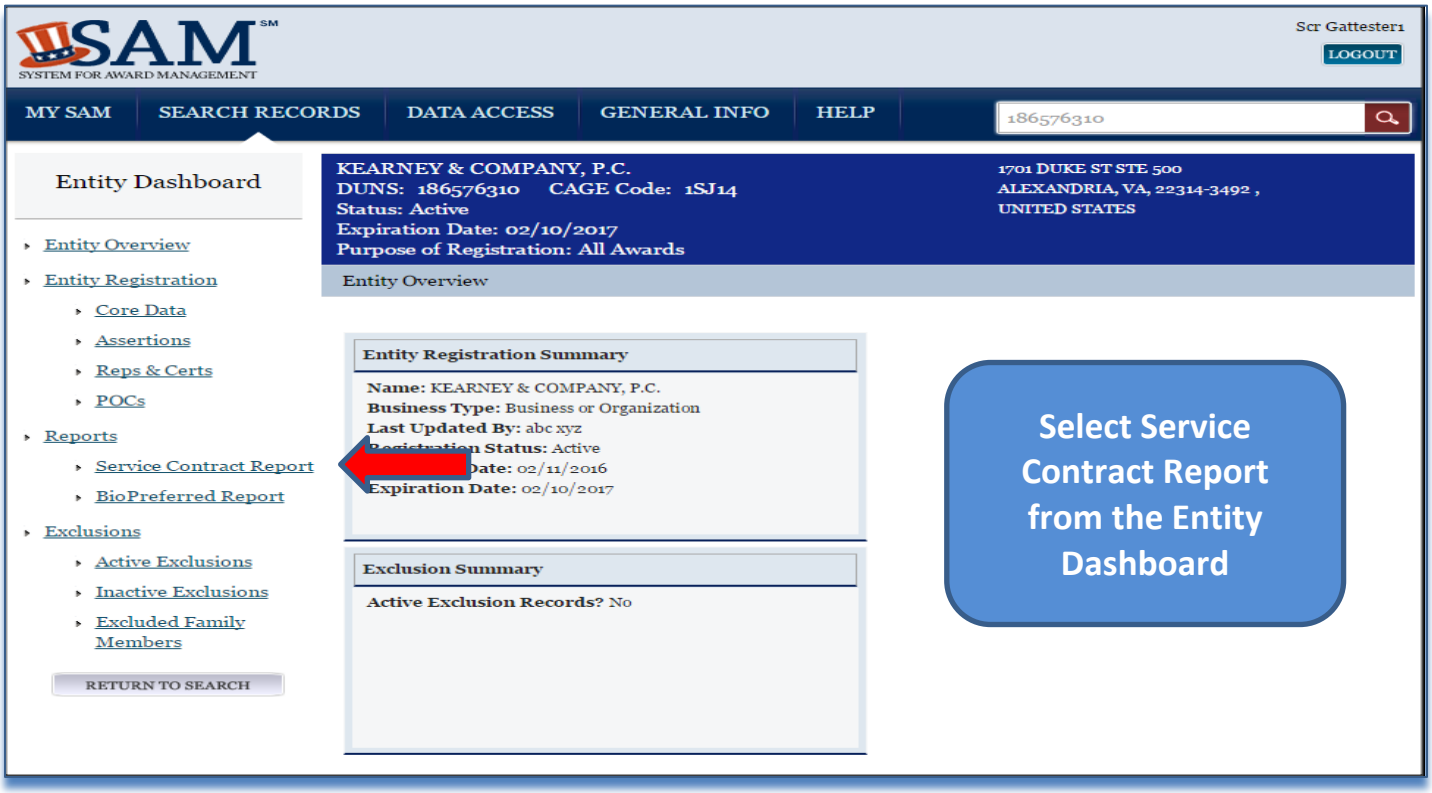
Federal Government Users - How to Search and View a SCR

Federal government users must be logged into their SAM account to search for and view SCR information. The SAM account must be tied to the user's government email address. You can see an entity's submitted reports via the Entity Dashboard by using the following steps:

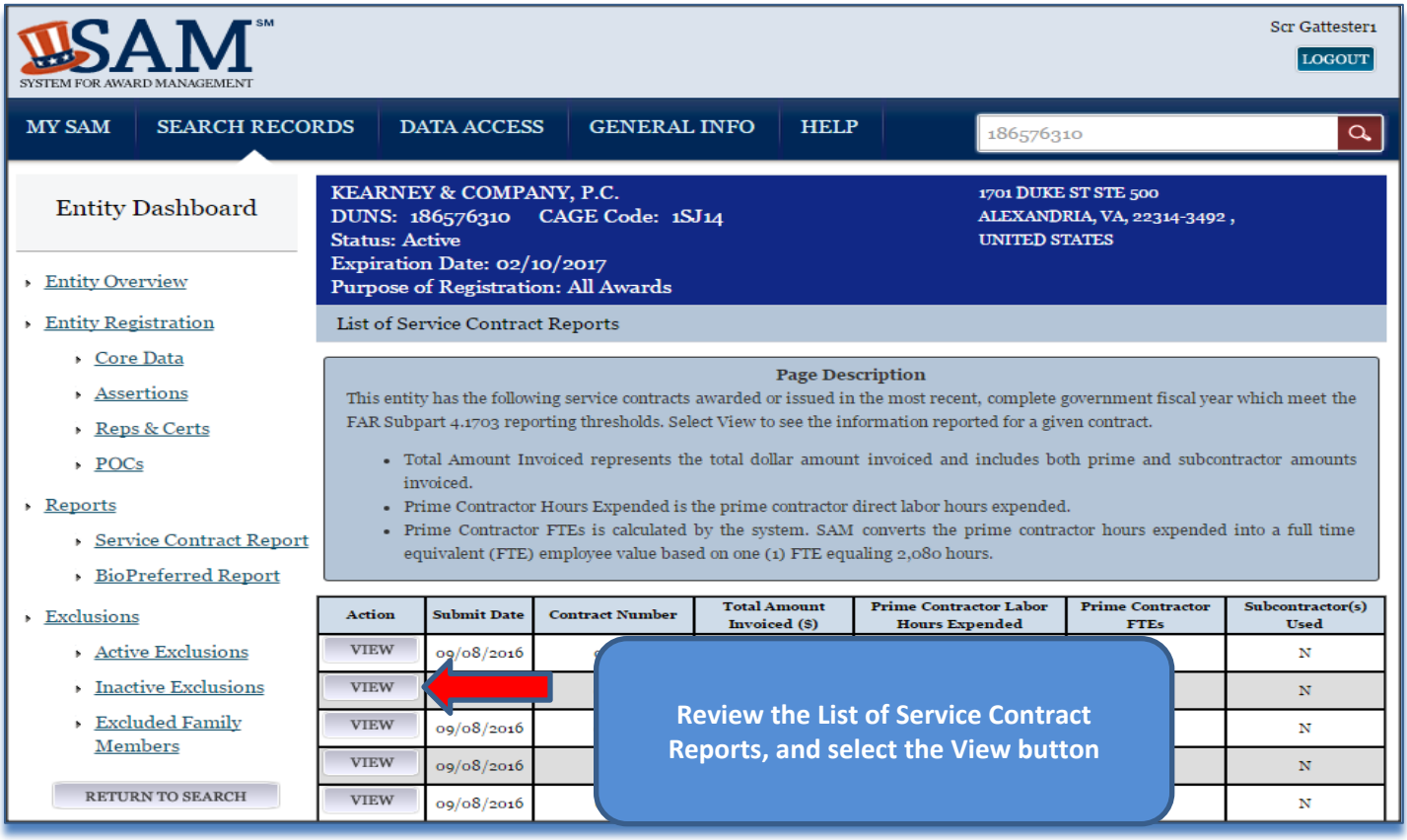
1. Select Search Records from the SAM Homepage.

2. Search for the entity by its Legal Business Name, DUNS number, or CAGE code.

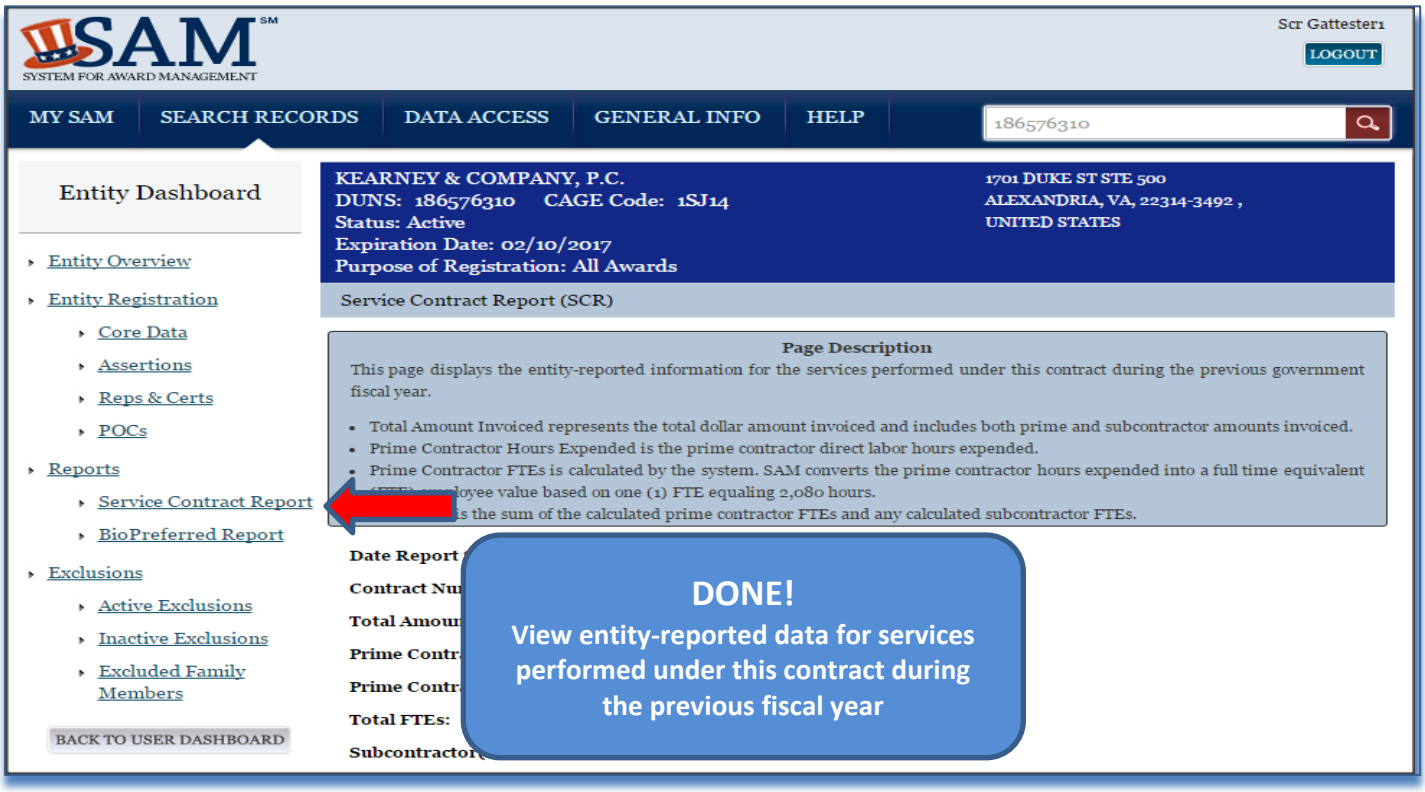




3. On the Search Results page, select View Details for the entity.

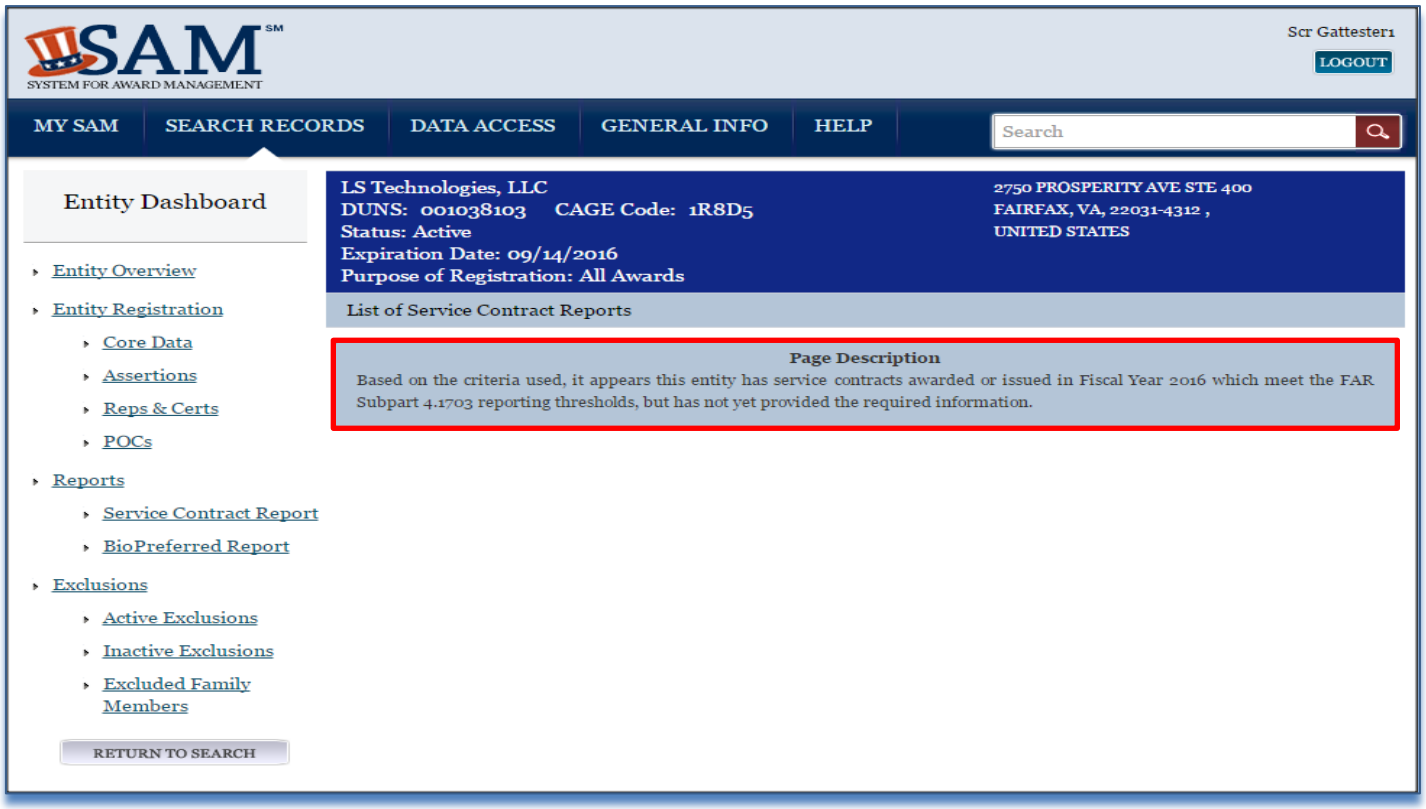


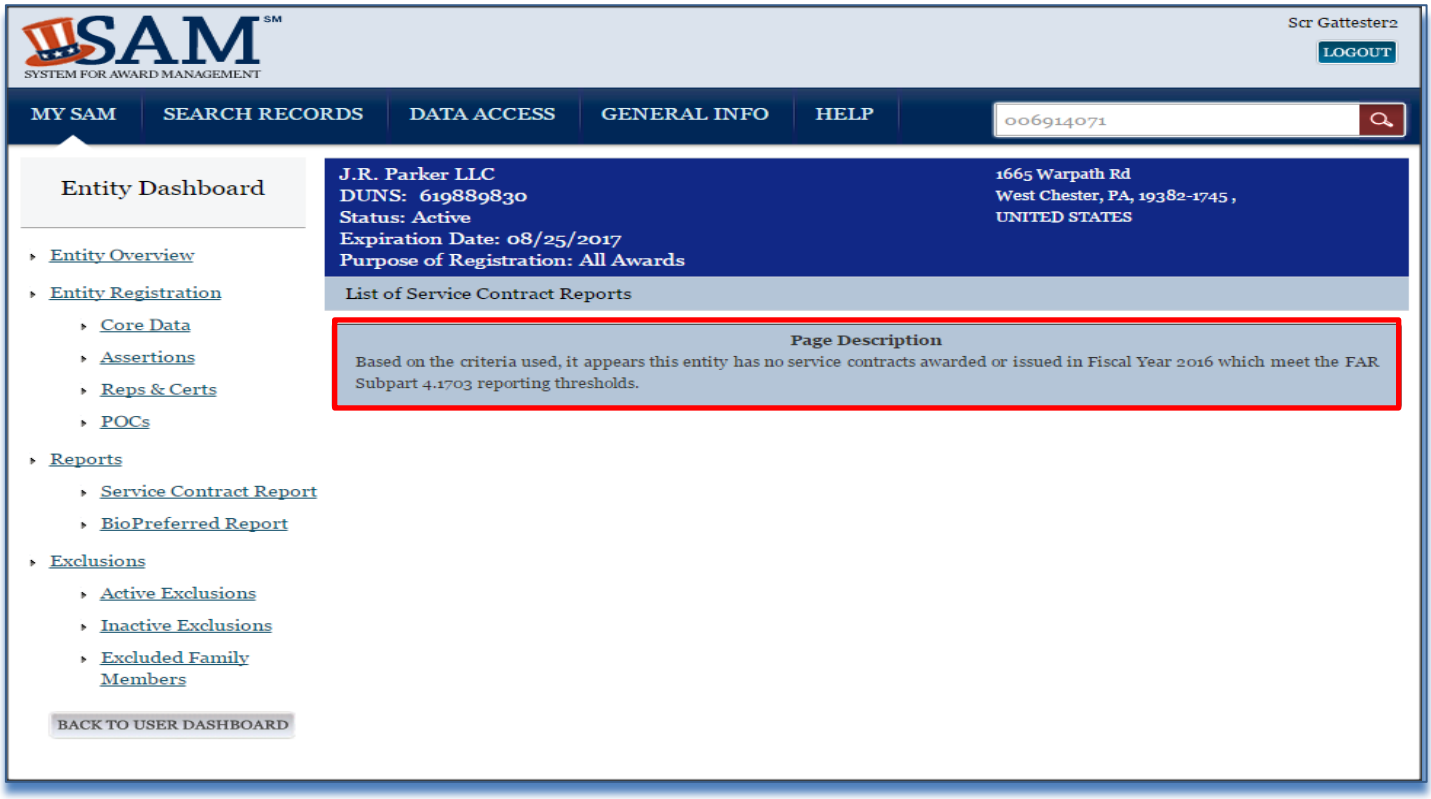
4. Select Service Contract Report from the sub-navigation menu.



Dynamic Messages via Search

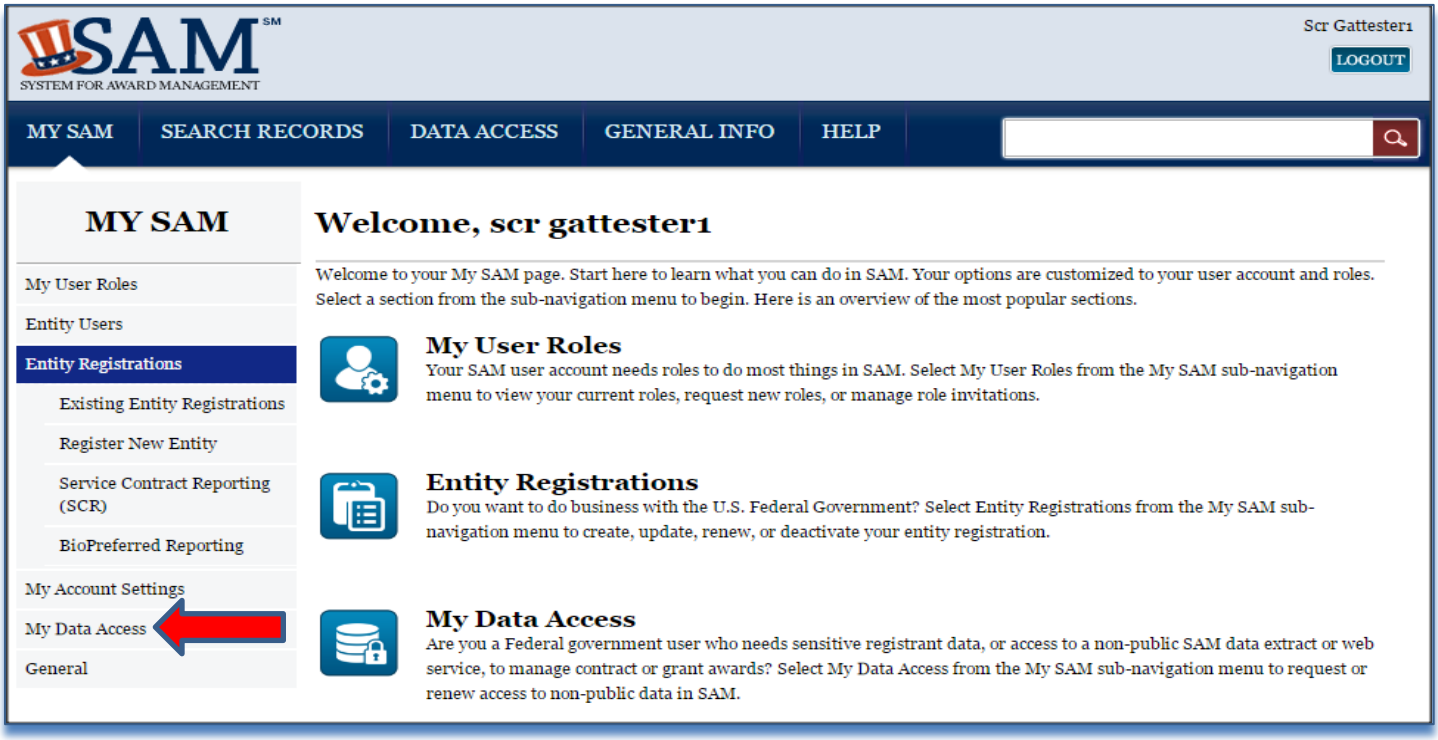
If no Service Contract Reports are returned, one of two messages will display:

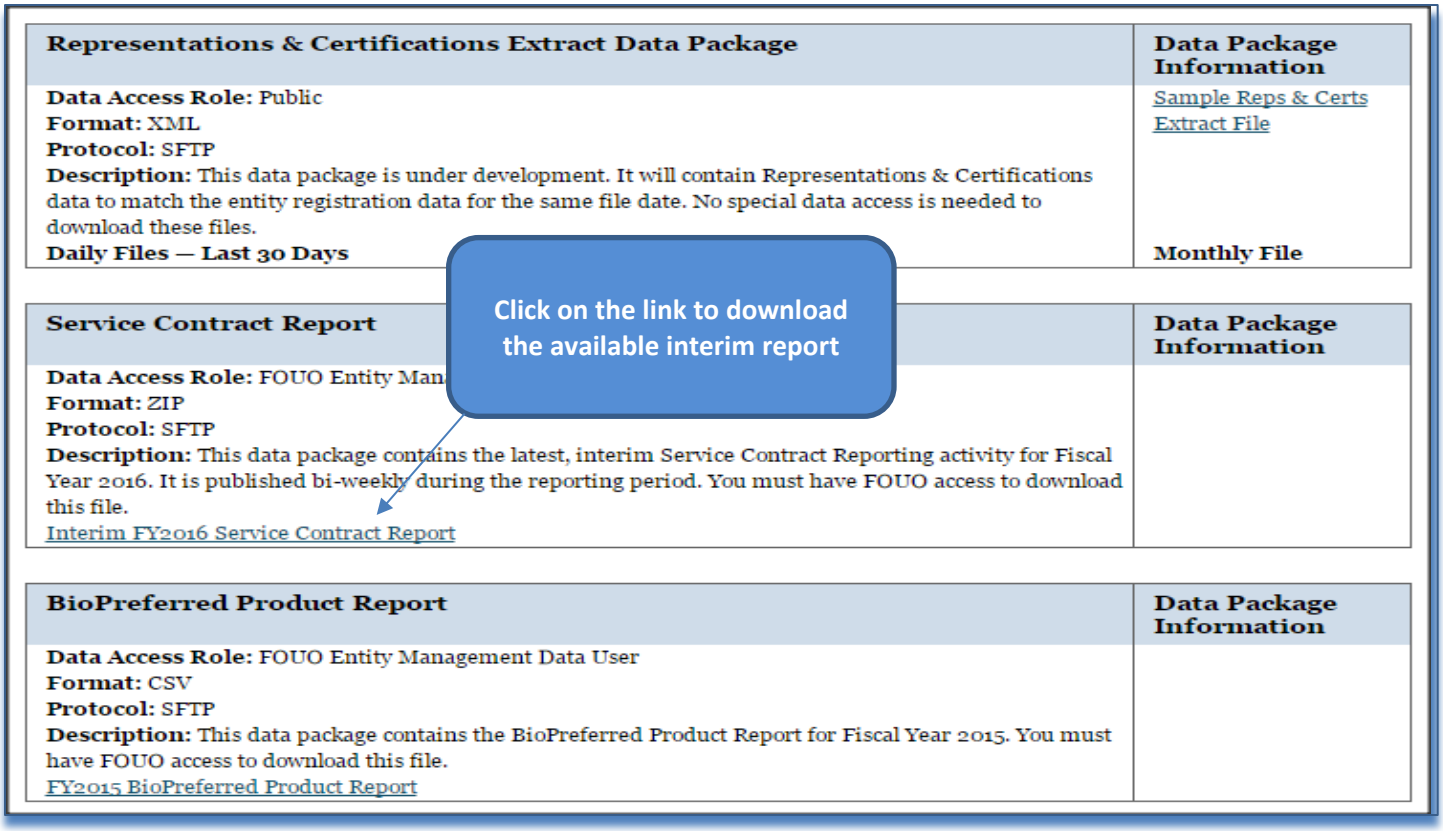




Interim Report in Data Access

From the home page, select Entity Management Extracts under the My Data Access link in the sub-navigation menu to locate reports.





6 Resources

Multiple resources are available to help you stay informed:

- SAM.gov: https://sam.gov
- SAM User Guide and Quick Start Guide: http://sam.gov (look under Help)
- Federal Service Desk (Helpdesk for beta.SAM.gov): https://fsd.gov
- DoD Procurement Toolbox/Service Contract Reporting: https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci
- DoD Service Contract Reporting Frequently Asked Questions (FAQs): https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci
- Product Service Code (PSC) Selection Tool: https://dodprocurementtoolbox.com/site-pages/psc-tool
- Defense Contracting and Pricing (DPC) DARS (for DFARS and PGI): https://www.acq.osd.mil/dpap/dars/
- OSD memorandum, "Revised Department of Defense Contractor Manpower Reporting Initiative," dated October 16, 2019: https://www.acq.osd.mil/dpap/policy/policyvault/Enterprisewide_Contractor_Manpower_Reporting_Application_memorandum.pdf