



Electronic Subcontracting Reporting System (eSRS) DoD Government User Fact Sheet

<http://www.esrs.gov>

What is eSRS ?

eSRS is the Web-based system that provides a single point of entry for federal government subcontracting requirements and reports. This centralized database automates the business processes for completion and submission of the Individual Subcontract Report (ISR) (formerly SF 294) and the Summary Subcontract Report (SSR) (formerly SF 295).

Who is using eSRS?

All Federal Agencies, including all Services and Agencies across the Department of Defense (DoD), who are using FPDS for their contracts, are now using eSRS for their subcontracting reporting activities.

How does eSRS work?

- During the April and October reporting periods, contractors with subcontracting plans in their contracts should submit reports on their subcontracting activity. Contractors should submit one ISR for each contract and one SSR covering their entire subcontracting activity.
- When a contractor inputs their report information, their company information is populated directly from a live interface with the Central Contractor Registration (CCR) system and is based on the contractor's DUNS number.
- For the ISR, the contract information is populated from a live interface with Federal Procurement Data System (FPDS). NOTE: In order for this information to be populated, the contract in FPDS MUST be marked as having a subcontracting plan required. The contractor will get an error message if this is not complete.
- Once the contractor submits the report, it will stay in a pending queue until the government reviews and accepts or rejects the report.

What else should I know about eSRS?

- The administrative contracting office or procuring contracting office is responsible for taking action on all submitted reports to their organization. (Reference DFARS 252.219-7003 (DEVIATION), paragraph (h)(1) for specific instructions on submission of reports, and paragraph (h)(2) for acknowledging or rejecting receipt of reports.)
- "Accepting" a report in the system simply means that you are "Acknowledging Receipt" of the report and does not mean acceptance or approval of the report.
- Action should be taken on submitted reports within 45 days following the reporting period.



How can I get started in eSRS?

- Simply go to <http://www.esrs.gov> and register. Select the “Government” link on the home page and begin the registration process.
- Follow these key steps for successful registration:
 - When selecting your “Agency”, make sure you select the organization that you need access to in order to review reports.
 - Under “User Level”, select “Agency” if you need to see all reports under your organization. Select “Contracting Office” if you only need to see reports connected to a particular contracting office or DoDAAC. If you do not see your DoDAAC listed, DO NOT write it in. Simply select “Agency” to continue the registration process. You can alter this registration once you are logged into the site.
 - Select the appropriate “Permission Level” role to ensure you have the rights necessary to complete your activities in the site. The roles are outlined on the left side of the page. Most users will register at the “Contracting Official” level.
 - Once you have submitted your registration request, you will receive a confirmation e-mail from eSRS. To continue the registration process, you must click on the full link found in that e-mail. Your information will not show up in the system until this action is completed.
 - The Agency Coordinator of your organization will approve your registration request. Once this is done, you will receive a second e-mail from eSRS welcoming you to the site.

What regulation or policy is directing the use of eSRS?

FAR 19.7/DFARS 219-7, The Small Business Subcontracting Program

FAR 52.219-9, Small Business Subcontracting Plan

DFARS 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (DEVIATION)

DFARS 252.219-7004, Small Business Subcontracting Plan (Test Program) (DEVIATION)

For DFARS clauses, reference FAR Deviation posted at

<http://www.acq.osd.mil/dpap/policy/policyvault/USA000806-09-DPAP.pdf>

Questions?

Contact the DoD eSRS Help Desk – dodesrshelpdesk@bta.mil if you have questions about DoD’s use of eSRS or need to find out who is leading eSRS efforts in your organization.

Visit the following Web sites for more information:

Training – DAU Small Business Community of Practice – <https://acc.dau.mil/esrs>

Policy - Defense Procurement and Acquisition Policy (DPAP) – <http://www.acq.osd.mil/dpap/>

Subcontracting Activity - Office of Small Business Programs (OSBP) - <http://www.acq.osd.mil/osbp/>