



# DOD SUBCONTRACTING PROGRAM

*The Summary Subcontracting Report (SSR):  
Required by Individual Subcontract Plan (May 2016)*

## Regulatory Requirements

<b>Authority:</b>	<ul style="list-style-type: none"> <li>Section 8(d) Small Business Act – 15 USC 637(d)</li> </ul>	Specifies that small businesses will have maximum practicable opportunity to participate in contract performance consistent with efficient performance
	<ul style="list-style-type: none"> <li>Section 15(g) Small Business Act – 15 USC 644(g)</li> </ul>	Specifies government-wide goals for contracts and subcontracts awarded to small business concerns
<b>Regulations:</b>	<ul style="list-style-type: none"> <li>FAR 52.219-9, Small Business Subcontracting Plan, and DEVIATION 2013-O0014 (Aug 2013) SSR</li> <li>DFARS 252.219-7003, Small Business Subcontracting Plan, and DEVIATION 2013-O00014 (Aug 2013) SSR</li> <li>DFARS 219.708, Contract Clauses (DEVIATION 2008-O0008)</li> </ul>	<ul style="list-style-type: none"> <li>Submit one consolidated SSR annually to DoD (9700)</li> <li>Authority to acknowledge receipt resides with DoD SSR Coordinator</li> <li>Subcontracting Plan reporting and flow-down requirements</li> <li>Comply in good faith with subcontract plan requirements</li> </ul>

## Summary Subcontract Report (SSR): Individual Subcontract Plan

<b>When is the SSR Submitted?</b>	<ul style="list-style-type: none"> <li>Annually, 30 days after the end of the government’s fiscal year, September 30 (October 30)</li> </ul>
<b>Where is the SSR Submitted?</b>	<ul style="list-style-type: none"> <li>In Federal Electronic Subcontracting Reporting System (eSRS) <a href="https://www.esrs.gov/">https://www.esrs.gov/</a></li> <li>To Dept of Defense (9700) (Block 7 of the SSR)</li> </ul>
<b>What is Included in the SSR?</b>	<ul style="list-style-type: none"> <li>SSR may be submitted on a corporate, company or subdivision (e.g. plant or division operating as a separate profit center) basis, unless otherwise directed by the agency;</li> <li>May include multiple DUNS numbers</li> <li>Encompasses <b>ALL</b> subcontracting under prime contracts and subcontracts with the DoD, regardless of dollar value of subcontracts</li> </ul>
<b>Can the SSR be Corrected?</b>	<ul style="list-style-type: none"> <li>Contractor can make changes or corrections to previously submitted reports when the reviewer either “Reopens” or “Rejects” the report</li> </ul>
<b>Who Reviews?</b>	<ul style="list-style-type: none"> <li>A team (SSR Review Team) designated by OSBP in coordination with DCMA and DPAP will review SSRs submitted under Individual Subcontracting Plans</li> </ul>
<b>How is the SSR Reviewed?</b>	<ul style="list-style-type: none"> <li>The person responsible for reviewing the report should ensure the report is reasonable, complete and correct. If this person “acknowledges receipt” of the report and later determines the report is incorrect, he/she can then “Reopen” or “Reject” the report. However, they should provide the contractor with an explanation for the reopened or rejected report so that the contractor knows what to do.</li> <li>When rejecting a previously accepted SSR, the reviewer should consider informing the person who previously accepted the report, that you are rejecting the report and your reason; this ensures accurate reporting across DoD.</li> </ul>



The following table leads you through the SSR, with a description and comment about each section, including action, if necessary.

**NOTE:** The SSR Review Team is responsible for acknowledging receipt and/or rejecting DoD SSR submitted under an Individual Plan.

**Checklist for Preparing (Industry) and Reviewing (Government) SSR  
Required by Individual Subcontract Plan (May, 2016)**

Item	Section	Description	Comment
<b>A</b>	Type of Plan	Contractor selects "Individual Plan" as the type of subcontracting plan that requires him to submit this SSR.	No Action Required by Reviewer, unless contractor selected incorrect type subcontract plan.  <b>REJECT</b> the SSR if contractor did not select correct type plan and provide explanation so contractor knows what to do.
<b>B</b>	DUNS number	Contractor inputs DUNS number, which auto fills contractor's physical and mailing addresses.	No Action Required by reviewer.  <b>NOTE:</b> This DUNS number may not match DUNS number on contracts. Contractor may choose to provide "parent", "corporate", division DUNS number.
<b>C</b>	Date Submitted	Contractor selects date from calendar.	No Action Required by Reviewer.
<b>D</b>	Contact Information	System automatically populates based on registration information.	No Action Required by Reviewer.
<b>E</b>	Reporting Period	Contractor selects "Oct 1- Sep 30" and the "year"; eSRS also allows contractor to select "Oct 1 – Mar 31.	For DoD, contractor should select twelve-month period (Oct 1 – Sep 30). If incorrect:  <b>REJECT</b> SSR and provide explanation so contractor knows what to do.
<b>F</b>	Agency to Which the Report is Being Submitted	Contractor answers the question "Agency to which the report is being submitted" by selecting Dept of Defense (9700) from the top of the second "breakout" menu.	If contractor did not select Dept of Defense (9700):  <b>REJECT</b> SSR; provide explanation so that contractor knows what to do.  <b>NOTE:</b> Contractors submit a consolidated SSR to Dept of Defense (9700); per Class Deviation 2013-00014 dated 9/9/201
<b>G</b>	Report Submitted As	Contractor selects: "Prime Contractor," "Subcontractor," or "Both"	No Action Required by Reviewer.
<b>H</b>	Contractor's Major Products or Service Lines	This is a text field; the contractor must provide at least one major product/service and associated NAICS code.	No Action Required by Reviewer.

**Checklist for Preparing (Industry) and Reviewing (Government) SSR  
Required by Individual Subcontract Plan (May, 2016)**

Item	Section	Description	Comment
I	Cumulative Fiscal Year Subcontract Awards	Contractor inputs whole dollars; system calculates percentages based on total dollars entered in Line Item 1(c) and validates that the dollars for any of the socioeconomic categories cannot be greater than the dollars for small business in Line Item 1(a)	If SSR contains negative numbers: <b>REJECT</b> SSR; provide explanation so that contractor knows what to do. <b>NOTE:</b> Contractor should NOT input a negative number on the SSR.
J	Remarks	If the contractor entered zero in any small business category, the contractor should use this section to explain why and provide a plan of action or comments that would be helpful to the person reviewing the report. <b>NOTE:</b> There are no goals for large businesses, HBCU/MI, ANC or Indian Tribe businesses.	If no comment/explanation or plan of action is provided for categories where contractor entered zero: <b>REJECT</b> SSR and provide explanation so contractor knows what to do. <b>NOTE:</b> The contractor's explanation and mitigation plan should demonstrate its good faith effort in meeting the subcontracting goals. The contractor's effort or lack of effort should be assessed annually in CPARS.
K	Contractor's Official Who Administers Subcontracting Program	Contractor provides name, title and phone number of the individual who administers the contractor's Small Business Subcontracting Program.	This person is an employee of the contractor and not a Government person. If contractor does not provide correct person: <b>REJECT</b> SSR and provide explanation so that contractor knows what to do.
L	Certification	This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower-tier subcontracts (except as set forth for ANC and Indian Tribes).	If contractor does not certify: <b>REJECT</b> SSR and provide explanation so contractor knows what to do.
M	Chief Executive Officer (CEO)	This is the full name and title of the CEO or the most senior executive for the company submitting this report; no delegation of authority is accepted.	No Action Required by Reviewer, unless you have information indicating that the information provided is inaccurate.
N	CEO Approval	This is a self-certification that the individual who is listed as the CEO on the report will sign a paper print-out of this report and keep it on file; contractor selects "yes" or "No"	If no one certifies: <b>REJECT</b> SSR and provide explanation so contractor knows what to do.
O	Email address of Government Employee(s) and/or Other Person(s) to be Notified That You Have Submitted this Report	Contractor provides e-mail address of Government employee(s) and/or other person(s) to be notified about the ISR submission. eSRS will send a notification to listed parties advising them that an ISR was submitted.	No Action Required by Reviewer. <b>NOTE:</b> Reports should not be rejected because a contracting official's email address is not included in the report. <b>NOTE:</b> This does not mean that those notified have the responsibility to review the report.

**NOTE:** Passwords for all registrations in eSRS must be changed every 90 days. Otherwise, you will need to contact the Federal Services Desk for assistance at the following: fsd.gov; toll free: 1-866-606-8220 or internationally: 334-206-7828.