



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Fiscal Year 2022 Reporting Period Extended for Contractor Service Contract
Reporting in the System for Award Management

The Department of Defense (DoD) is allowing a one-time extension of the FY 2022 Service Contract Reporting (SCR) submission date in the System for Award Management (SAM) <http://SAM.gov>. For FY 2022 data reporting, the annual SCR submission date of October 31 is extended through January 31, 2023, to align with federal agencies open reporting period, and further provide additional time for vendors to comply with reporting requirements. Contractors may submit and correct reports in SAM through this date on eligible service contracts performed during FY 2021 (Oct. 1, 2021 – Sep. 30, 2022).

To assist DoD users, Service Contract Reporting training resources are available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-scr>. Additionally, the General Services Administration has posted quick start guides on SAM.gov under the Help section, go to: <https://sam.gov/content/help>.

My point of contact for the SCR section of SAM is Ms. Jessica Williams, at jessica.m.williams126.civ@mail.mil. My point of contact for overall contractor manpower reporting policy is Mr. Jeff Grover, at jeffrey.c.grover.civ@mail.mil.

John M. Tenaglia
Principal Director,
Defense Pricing and Contracting