



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

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 2021 Contractor Service Contract Reporting in the System for Award Management

The Department of Defense (DoD) contractors shall begin reporting FY 2021 manpower data under applicable service contracts in the Service Contract Reporting (SCR) section of the System for Award Management (SAM) (<http://sam.gov>) as prescribed in the Defense Federal Acquisition Regulation Supplement subpart 204.17, and in accordance with the requirements of title 10, U.S.C, section 235 and 2330a.

The General Services Administration (GSA), which manages SAM, indicates that contractors may begin submitting reports on Friday, October 8, 2021. DoD contractors must complete reporting per the terms of their contract; however, the SCR section of SAM will be available for reporting and corrections until January 31, 2022.

Contractors must be registered in SAM, and the user responsible for reporting must have an individual user account with either the Entity Administrator, Entity Registration Representative, or the Service Contract Inventory (SCI) Reporter role to access reporting functionality. Contractors manage their own roles in SAM. Each registered contractor has at least one user with the Entity Administrator role; these users are able to assign the SCI Reporter role to other users in their organization.

DoD personnel must be registered in SAM using their government email account and have a government user role to view individual contractor SCR submissions and interim reports. DoD contracting officers are not required to enter data in SAM for their contractors to be able to report. Contract and order data is prefilled for contractors from the Federal Procurement Data System. DoD contracting officers should review the contractor submissions to ensure they are completed in accordance with their contracts and work with the contractor to correct any obvious mistakes.

Defense Pricing and Contracting developed training materials for DoD users and contractors, available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com> by selecting the “Service Contract Reporting (SCR)” link under the “SAM.gov” pull down menu. GSA has also posted various training resources which include user role selection and SCR reporting guidance to the Federal Service Desk (FSD) (visit <https://www.fsd.gov> and search the “Knowledge Base” section). Should contractors have issues using SAM, they should contact the FSD at <https://www.fsd.gov>.

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

John M. Tenaglia,
Principal Director,
Defense Pricing and Contracting