



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
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 2023 Reporting Period Extended for Contractor Service Contract
Reporting in the System for Award Management

The Department of Defense (DoD) is allowing an extension of the FY 2023 Service Contract Reporting (SCR) submission date in the System for Award Management (SAM), <http://SAM.gov>. For FY 2023 data reporting, the annual SCR submission date of October 31 is extended through January 31, 2024. This date aligns with the federal agencies' open reporting period and provides additional time for contractors to comply with reporting requirements. When DoD contracts contain Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7023, "Reporting Requirements for Contracted Services" Basic or Alternate I, Contracting Officers are encouraged to allow the required reporting in SAM for eligible service contracts performed during FY 2023 (October 1, 2022 – September 30, 2023) to occur up to January 31, 2024, instead of the October 31st date included in the clause.

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

My point of contact for the SCR Section of SAM is Ms. Jessica Williams at osd.pentagon.ousd-a-s.mbx.dpc-cb@mail.mil. My point of contact for overall contractor manpower reporting policy is Mr. Jeff Grover at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil.

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