



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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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: Deploying Contractor Service Contract Reporting in the System for Award Management

Reference: (1) Under Secretary of Defense for Acquisition & Sustainment and Assistant Secretary of Defense for Manpower and Reserve Affairs memorandum, "Revised Department of Defense Contractor Manpower Reporting Initiative," dated October 16, 2019

In accordance with the referenced memorandum, Department of Defense (DoD) contractors will begin reporting FY 2020 manpower data under applicable service contracts in the Service Contract Reporting (SCR) section of the System for Award Management (SAM) (<http://sam.gov>) to support the requirements of title 10, U.S.C, section 235 and 2330a. The former DoD Enterprise Contractor Manpower Reporting Application was retired June 2020, in preparation for this transition to SAM.

The General Services Administration (GSA), which manages SAM, indicates that DoD contractors may begin submitting reports not later than 5:00 p.m. Eastern Daylight Time, Friday, October 16, 2020; civilian agency contractors begin on October 8, 2020. The announced federal schedule for reporting is attached. While the SCR section of SAM will be available for reporting and corrections until January 31, 2021, DoD contractors must complete reporting per the terms of their contracts.

Contractors must be registered in SAM, and the user responsible for reporting must have an individual user account with the Service Contract Inventory (SCI) Reporter user 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 may view individual contractor SCR submissions by logging into SAM using their government account and searching for the specific contractor by their Dun & Bradstreet Universal Numbering System number or Commercial and Government Entity code. No special roles are required. 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.

In preparation for this transition, my office developed a DoD Guidebook for Service Contract Reporting in the SAM, available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-scr>. This Guidebook is designed for both DoD users and contractors. GSA has also posted additional guidance such as quick start guides, informational videos, and frequently asked questions, go to <https://sam.gov> and search the “HELP” section. Also, reference the SAM Federal User Guide available in the “HELP” section for comprehensive instructions on navigating SAM. Should contractors have issues using SAM, they should contact the Federal Service Desk at <https://www.fsd.gov>.

Thank you for your continued support of deployment of modernized capabilities on SAM. 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.

Kim Herrington,
Acting Principal Director,
Defense Pricing and Contracting

Attachment:
As stated

**FEDERAL SCHEDULE FOR CONTRACTOR SERVICE CONTRACT REPORTING IN THE
SYSTEM FOR AWARD MANAGEMENT**

FY 2020 Contractor Report Creation	
Oct 8	System for Award Management (SAM) opens for FY 2020 civilian agency contractor reporting. Contractors will be able to enter the amount invoiced and the direct labor hours expended.
Not Later Than Oct 16	SAM opens for FY 2020 DoD contractor reporting.
Oct 19 – Dec 15	General Services Administration (GSA) provides interim reports bi-weekly on SAM.gov to assess reporting progress. The report will list contracts and orders with and without contractor-reported data.
Nov 20	SAM will be updated to include changes made in Federal Procurement Data System (FPDS) from October 8th to November 20th. Depending on the changes made in FPDS, the contracts in SAM requiring contractor reporting may change.
Dec 15	Contractors complete initial data entry in SAM.gov.
FY 2020 Agency Review and Contractor Report Correction	
Jan 4 – Jan 29	GSA continues to provide interim reports bi-weekly on SAM.gov which agencies should use to assess reporting progress. The report will list contracts and orders with and without contractor-reported data. Agencies review contractor-reported data in interim reports and work with contractors to make revisions and fill gaps as necessary. Based on agency reviews, if contractor data are missing, Contracting Officers can still direct contractors to enter new reports and correct existing reports.
Jan 31	SAM closes for FY 2020 contractor reporting.
Feb 8	GSA provides final report to the Office of Management and Budget (OMB) listing all contracts and orders with and without contractor reported data.
FY 2020 Agency Report Submission and OMB Review	
Feb 15	GSA generates the FY 2020 government-wide service contract inventory. The government-wide inventory is posted in OMB's MAX system for the agencies to review. The file will include contracts and orders with and without contractor reported data.
Feb 22	Agencies complete their review of the FY 2020 data in the government-wide inventory and submit their analysis of the FY 2019 inventory.
Feb 26	GSA provides the FY 2020 government-wide inventory for public posting.
Mar 1 – Mar 31	OMB releases the FY 2020 government-wide inventory and reviews agency analyses of the FY 2019 inventory. After the OMB review, agencies post the FY 2019 analysis on their public websites and publish a Federal Register notice announcing the availability of the FY 2020 data and the 2019 analysis on their websites.