



## 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 2020 Reporting Period Extended for Contractor Service Contract Reporting in the System for Award Management

Reference: (1) DPC Memorandum, "Deploying Contractor Service Contract Reporting in the System for Award Management," dated October 15, 2020

In conjunction with the guidance in Reference 1, the Department of Defense (DoD) is allowing a one-time extension of the FY 2020 Service Contract Reporting (SCR) submission date to provide additional time for users to transition from the former Enterprise Contractor Manpower Reporting Application (ECMRA) to the System for Award Management (SAM) <http://SAM.gov>. For FY 2020 data reporting, the annual SCR submission date of October 31 is extended through January 31, 2021. Contractors may submit and correct reports in SAM through this date on eligible service contracts performed during FY 2020 (Oct. 1, 2019 – Sep. 30, 2020).

To assist DoD users and contractors with transition from EMCRA to SAM, reference the DoD Guidebook for Service Contract Reporting in the System for Award Management available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-scr>. Additionally, publication of a final Defense Federal Acquisition Regulation Supplement rule implementing the reporting requirements of 10 U.S.C. 2330a is anticipated by the end of the first quarter of FY 2021.

Ms. Jessica Williams at [jessica.m.williams126.civ@mail.mil](mailto: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](mailto:jeffrey.c.grover.civ@mail.mil) is my point of contact for overall contractor manpower reporting policy.

Kim Herrington  
Acting Principal Director,  
Defense Pricing and Contracting