



Guidebook for Service Contract Reporting in the System for Award Management

Version 2.0 as of October 21, 2020

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1 Purpose

This guidebook establishes procedures for Service Contract Reporting (SCR) in the System for Award Management (SAM) (<https://sam.gov>). The legacy Enterprise Contractor Manpower Reporting Application (ECMRA) decommissioned June 2020. Future data collection and reporting transitions to SAM no later than October 16, 2020, 5:00 pm, Eastern Daylight Time (EDT).



Also included in this document are the individual steps to submit and view SCR reports in SAM. For Contractors who meet the SCR reporting thresholds, your entity must be registered in SAM, and the user responsible for reporting must have an individual user account in the system and the Service Contract Inventory (SCI) Reporter user role to access reporting functionality.

For Department of Defense (DoD) personnel, no special SAM roles are required in order to review Contractor SCI submissions. However, DoD users must establish a SAM individual account using a government email address and be logged into their SAM account to search and view SCR information.

This guidebook *does not* provide instructions on registering an entity in SAM, establishing an individual account, or SAM user management. For additional guidance such as quick start guides, informational videos, and frequently asked questions, go to <https://sam.gov> and search the “HELP” section.

- Look for the SCR Quick Start Guide following the path: <https://sam.gov> → Help → User Guides → Quick User Guide → Quick Start Guide for Service Contract Reporting (SCR).
- Or view the Full User Guides following the path: <https://sam.gov> → Help → User Guides → Full User Guides

The General Services Administration’s (GSA) centrally-managed Federal Service Desk (FSD) is also a great resource for free help with SAM. You can search the knowledge base for an answer to your question or start a live chat, submit a web form, or call to open a service ticket. Contact the FSD directly at: <https://fsd.gov> / U.S. calls: 866-606-8220 / International calls: +1 334-206-7828 / DSN: 94-866-606-8220). In preparation of FSD assistance:

- Be sure to provide as much detail as you can.
- Ensure you promptly respond to any follow-up questions from the agent.
- Tickets are closed in 3 days if the requestor does not respond.

Note: The contents of this document do not replace any guidance contained within the Federal Acquisition Regulations (FAR), Defense FAR Supplement (DFARS) and DFARS Procedures, Guidance, and Information (PGI). Should conflicts exist between this document and any formal policy documents, the FAR, DFARS and DFARS PGI are the prevailing government regulations. For updates to GSA training materials, go to the “Help” section in <https://sam.gov>. This document is a guide for using the system.

2 Applicability

The Office of the Secretary of Defense (OSD) memorandum, “Revised Department of Defense Contractor Manpower Reporting Initiative,” dated October 16, 2019, provides new implementing direction for contractor reporting of manpower data with regard to the performance of DoD services contracts consistent with the requirements of title 10, U.S.C, section 235 and 2330a, as amended.

This effort directly supports the National Defense Strategy line of effort to reform the Department's business practices for greater performance and affordability. It also implements a recommendation of the advisory panel under the National Defense Authorization Act for FY 2016 (Public Law 114-92), section 809, to develop a replacement approach to the inventory of contracted services.

Effective in FY 2020, the Department will no longer require contractors to report into the ECMRA. Contractors will begin reporting manpower data relating to the performance of services contracts into SAM, consistent with existing service contract reporting requirements under the FAR Subpart 4.17—Service Contracts Inventory, that is currently applicable only to Federal civilian agencies. The Department is drafting a Defense FAR Supplement rule (*DFARS Case 2018-D063*) that will include a contract clause to implement this change.

Reporting Thresholds

DoD contracts pulled for FY20 reporting are those where (1) period of performance indicates that performance occurred during FY20, (2) the product service code (PSC) reported is in one of the identified category management areas, (3) were in excess of \$3M in obligations or deobligations reported during FY20.

Contractors are required to submit a SCR when the following contract type and funded contract criteria apply:

Contract Type:

- Contract Awards, no IDVs.
- Contract Awards include purchase orders, delivery/task orders, BPA calls, and definitive contracts.

Funded Contract Criteria:

- Contracts with a base effective date between 10/01/2008 and 9/30/2020, and;
- Service Contracts with any PSC that starts with a letter AND belongs to any of the following Categories Management categories provided in the chart below. Note this is a subset of all service contracts and *excludes* services categorized as Facilities & Construction, Office Management, Travel & Lodging, Medical, Security Animals & Related Services, and Transportation of Things.

Category Management Categories or Subcategories	
1	Information Technology
2	Professional Services
3.3	Security Services
5	Industrial Products and Services
7.1	Package Delivery & Packaging
7.2	Logistics Support Services
7.5	Motor Vehicles
7.6	Transportation Equipment
9	Human Capital
18	Equipment Related Services
19	Electronic and Communications

- Require contractors to report data in SAM on an annual basis when they are awarded a DoD contract or task order that is valued in excess of \$3 million in obligations or deobligations. Includes FY09 to FY20 awards.
- Excludes awards in a ‘closed’ status, indicating closeout has occurred.

Additionally, when reporting on task orders issued under an indefinite-delivery contract or agreement, reports are completed at the order level. No reports are collected at the contract or agreement level.

Annual Reporting Period

The reporting period for contractors in SAM generally is open from mid-October to mid-December for reporting against the prior government fiscal year. SAM will only enable reporting for entities with contracts that meet the SCR thresholds.

3 Background

The primary mission of the legacy EMCRA was to facilitate the requirements of title 10, U.S.C, section 2330a, by collecting and tracking data on the procurement of services; utilized in the DoD’s annual submission to Congress of Inventory of Contracts for Services (ICS) performed during the preceding fiscal year.

The transition from ECMRA to SAM will allow industry to report all manpower data into a single Federal-wide portal, removing duplicative requirements; one for DoD and another for the rest of the Federal Government, which requires the same data elements to be reported for services contracts performed for both DoD and Federal civilian agencies that essentially perform the same function. The outcome will be a process that is less burdensome on both industry and Government, while improving data integrity and accuracy.

4 Roles and Responsibilities

There are several types of entities in SAM, however, they are grouped into two categories: non-Federal Government (Contractor) and Federal Government. The level of permissions and access is dependent on the assigned role.

Contractor (i.e., Non-Government) Roles

- Entity Registration Viewer
- Entity Registration Representative
- Services Contract Inventory (SCI) Reporter
- Entity Administrator

Entities will manage their own roles. Each registered entity has at least one user with the Entity Administrator role. Users with the Entity Administrator role are able to assign the SCI Reporter role to other users in their organization if they have established an account in SAM. The user(s) with the SCI Reporter role is responsible for maintaining entity's service contracts data.

Federal Government Roles

No special SAM government roles are required for searching and viewing contractor Service Contract Reports. SAM Government users with For Official Use Only (FOUO) access can view the SCRs as reported by a Contractor. Users logged into a SAM account tied to a government email address automatically have FOUO access. Users who have FOUO access in SAM include:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

Note: DoD personnel are no longer required to input contract information into the system before a contractor can submit a SCR, as was previously required in ECMRA. Instead, SAM will receive the data from the Federal Procurement Data System (FPDS). *There is no ability to manually edit (upload) contracts to SAM for reporting, all award data is automated.* The data will be available to contractors to submit against during the open reporting period.

5 Procedures

This section includes the procedures for submitting a SCR, and describes view and search capabilities.

Who can submit an SCR?

You must have an entity registered in SAM, an individual SAM user account with the Entity Administrator, Entity Registration Representative, or Reporter role for that entity, and one or more contracts awarded to that entity, which meet the SCR reporting thresholds.

The contractor user in the SCI role reports under one or more contracts awarded to that entity which meet the SCR reporting thresholds. Note that these thresholds differ between DoD and civilian agencies. The primary conditions that warrant reporting for DoD can be found in this guidebook under Section 2 – Applicability, Reporting Thresholds subsection.

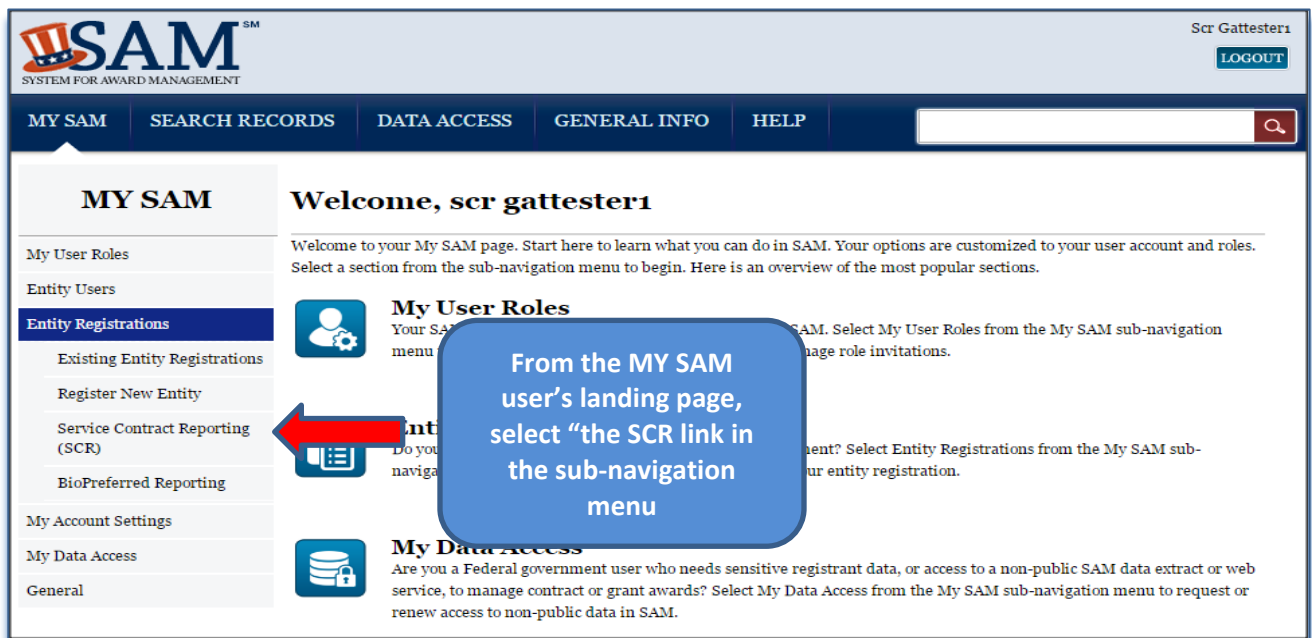
Additionally, be aware when reporting on task orders issued under an indefinite-delivery contract or agreement, reports are completed at the order level. NO reports are collected at the contract or agreement level.

How to Submit an SCR?

1. Contractors with the SCI role go to <http://sam.gov> and log in.



2. Select Entity Registrations and then select Service Contract Reporting.



3. SAM displays your entities, which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity. Entities may have multiple eligible contracts.

MY SAM | **SEARCH RECORDS** | **DATA ACCESS** | **GENERAL INFO** | **HELP** |

Service Contract Reporting

- Select Entity
- Select Contract
- Complete Service Contract Report

[BACK TO USER DASHBOARD](#)

Select Entity

List of Entities with Service Contracts

Page Description

Select View to pick the entity for which you need to report service contract information. The next page will display the contracts awarded to that entity meeting service contract reporting (SCR) criteria for the most recent, complete government fiscal year.

If there are no entities listed on this page, none of the contract awards you received meet the minimum criteria for service contract reporting. If you have questions about SCR requirements, please contact your contracting officer.

	DUNS	Legal Business Name	City, State/Province, Country
VIEW		KEARNEY & COMPANY, P.C.	ALEXANDRIA, VA, UNITED STATES
VIEW	001038103	LS Technologies, LLC	FAIRFAX, VA, UNITED STATES
VIEW	118498067	Advanced C4 Solutions, Inc.	Tampa, FL, UNITED STATES

SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester1 | [LOGOUT](#)

MY SAM | **SEARCH RECORDS** | **DATA ACCESS** | **GENERAL INFO** | **HELP** |

Service Contract Reporting

- Select Entity
- Select Contract
- Complete Service Contract Report

[BACK TO USER DASHBOARD](#)

Select Contract

KEARNEY & COMPANY, P.C. DUNS: 186576310

Page Description

The contract reporting criteria in FAR Subpart 4.17, i.e. the work is predominantly service-
the dollar threshold.

Select View/Update to view and/or update an
Save as PDF to save a copy of a report in Portable Document Format.

Additional information is provided to help you identify a given contract:

- Submit Date shows when the service contract report was submitted. When no date is displayed, no service contract report exists for that particular contract.
- Contract Number is the procurement instrument identifier (PIID) for the contract, agreement, or order on the award document recorded in the Federal Procurement Data System (FPDS).
- Referenced Indefinite Delivery Vehicle (IDV) is the ordering vehicle, schedule, or purchase/order agreement for certain types of contract awards as reported in FPDS.
- Place of Performance is the principal location where services were performed under this contract as reported in FPDS.

If you believe one or more of the contracts listed do not meet the reporting criteria, please contact the contracting officer for that contract.

Search for a Contract Number (PIID):

[SEARCH](#)

4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the reporting thresholds is displayed.
 - Entities remain editable until the reporting period closes
 - The user can Select View/Edit to update or delete an existing report
 - Select Add to create a new report

Search for a Contract Number (PIID):

SEARCH

Action	Save as PDF?	Submit Date	Contract Number (PIID)	Referenced IDV PIID	Place of Performance
VIEW / EDIT	Save as PDF	09/08/2016	0002	TFSAFSABPA15005	HYATTSVILLE, MD
VIEW / EDIT	Save as PDF	09/08/2016	0003	TFSAFSABPA15005	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	0004	TFSAFSABPA15005	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	0012	SS001340036	BALTIMORE, MD
VIEW / EDIT	Save as PDF	09/08/2016	0018	SS001340036	BALTIMORE, MD
VIEW / EDIT	Save as PDF	09/08/2016	AG3A75D140025	GS23F0092J	ALEXANDRIA, VA
ADD			CNSIG15F0002	GS23F0092J	ALEXANDRIA, VA
VIEW / EDIT	Save as PDF	09/08/2016	DJJ23910003	DJJ13F2391	WASHINGTON, DC
ADD			DTFAWA12D00067CALL0010	DTFAWA12D00067	WASHINGTON, DC
ADD			DU100R15T00003	GS23F0092J	ALEXANDRIA, VA
ADD			HHSM500B0007	HHSM500201200023B	ALEXANDRIA, VA
ADD			HHSP23337010	HHSP233201300047B	WASHINGTON, DC
ADD			HHSP23337014	HHSP233201300047B	WASHINGTON, DC

- You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report.

SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester1
LOGOUT

MY SAM **SEARCH RECORDS** **DATA ACCESS** **GENERAL INFO** **HELP**

Service Contract Reporting

- [Select Entity](#)
- [Select Contract](#)
- [Complete Service Contract Report](#)

BACK TO USER DASHBOARD

Complete Service Contract Report

KEARNEY & COMPANY, P.C. **DUNS: 186576310**

Page Description

The contract information displayed was reported to the Federal Procurement Data System (FPDS) by the government agency which awarded the contract. It represents actions made under this contract over the most recent, complete government fiscal year. You cannot edit it. If you believe any of the contract information is wrong, please contact your contracting officer.

To fulfill your service contract reporting requirements for this contract, enter for the most recent, complete government fiscal year:

- The total dollar amount invoiced for services performed under this contract
- Number of direct labor hours expended under this contract
- And, if applicable, similar information about the first-tier subcontractors employed under this contract

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before you select Submit.

SAM will validate the information you entered when you select Submit. If there are issues with either the data or the data format, mandatory error messages will display on the page. These error messages will remain on the page until you correct the data and select Submit to resubmit your report. You may return to edit the information entered until the reporting deadline.

Contract Number (PIID) :	CNSIG15F0002
Reference PIID :	GS23F0092J
Place of Performance :	City : ALEXANDRIA
	State/Province : VA
	Zip/Postal Code : 223143415
	County : Alexandria City
	Country : USA

Contracting Department :	CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
Contracting Agency :	CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
Funding Department :	CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
Funding Agency :	CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
Type of Contract :	FIRM FIXED PRICE
Product Service Code (PSC) :	
PSC Description :	AUDITING
Description of Requirement :	STATEMENTS AND AUDITS (FSA) AND SECURITY MANAGEMENT ACT (FISMA) OF
Total Dollars Obligated :	
Total Base and All Options :	
Modification Number :	
Reason for Modification :	
Date Signed :	03/03/2016
Extent Competed Description :	FULL AND OPEN COMPETITION
Fair Opportunity Limited Sources Description :	FAIR OPPORTUNITY GIVEN

Continuation of Complete Service Contract Report page –This data is pulled from FPDS

SCI Reporters are required to enter the following information:

- Total Amount Invoiced: Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
- Prime Contractor Hours Expended: Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.

Total Amount Invoiced : *

Enter the total dollar amount invoiced for services performed during the previous government fiscal year under this contract. Include both prime and subcontractor amounts invoiced.

Prime Contractor Hours Expended : *

Enter the number of prime contractor direct labor hours expended on the services performed under this contract during the previous government fiscal year.

Prime Contractor FTEs : 0.00

This field is calculated by the system. SAM converts the prime contractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

Total FTEs : 0.00

Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs. The system adds these values together when you submit the report. This field will remain blank until then.

Add Tier 1 Subcontract Information

Select Add Tier 1 Subcontract Information if a first-tier subcontractor is used under this contract with a subcontract valued at or above the thresholds set forth in [FAR Subpart 4.470](#).

SUBMIT

6. Report any required Tier 1 subcontractor information by selecting the “Add Tier 1 Subcontract Information button” to expand the section.

Prime Contractor Hours Expended : *

Enter the number of prime contractor direct labor hours expended on the services performed under this contract during the previous government fiscal year.

Prime Contractor FTEs : 0.00

This field is calculated by the system. SAM converts the prime contractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

Total FTEs :

Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs. The system adds these values together when you submit the report. This field will remain blank until then.

Add Tier 1 Subcontract Information

Select Add Tier 1 Subcontract Information if a first-tier subcontractor is used under this contract with a subcontract valued at or above the thresholds set forth in [FAR Subpart 4.470](#).

▼ New Subcontractor

Subcontractor DUNS : * [Input Field] **Search**

Legal Business Name : [Input Field]

Subcontract Number : * [Input Field]

Subcontractor Direct Labor Hours Expended : * [Input Field]

Full Time Employee (FTE) Equivalent : 0.00

This field is calculated by the system. SAM converts the subcontractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

Delete

7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.

The screenshot shows the SAM (System for Award Management) interface. At the top, the SAM logo is on the left, and the user 'Scr Gattester1' is logged in on the right with a 'LOGOUT' button. Below the header is a navigation bar with links: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is also present. The main content area is titled 'Service Contract Reporting' and includes a sidebar with links: Select Entity, Select Contract (highlighted), and Complete Service Contract Report. A 'BACK TO USER DASHBOARD' button is also visible. The main content area is titled 'Select Contract' and shows 'KEARNEY & COMPANY, P.C.' with 'DUNS: 186576310'. A 'Page Description' section explains the reporting criteria and provides instructions on how to add, view, or edit a report. A blue callout box with white text is overlaid on the page, stating: 'DONE! Once your submission is complete, you will be returned to this page'. At the bottom, there is a search bar for a contract number (PHID) with a 'SEARCH' button.

SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester1
LOGOUT

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

Service Contract Reporting

- [Select Entity](#)
- [Select Contract](#)
- [Complete Service Contract Report](#)

BACK TO USER DASHBOARD

Select Contract

KEARNEY & COMPANY, P.C. DUNS: 186576310

Page Description

The following contract(s) meets the service contract reporting criteria in FAR Subpart 4.17, i.e. the work is predominantly service-related and the contract meets or exceeds the dollar threshold.

Select Add to report the required information for a contract. Select View/Edit to view and/or update an existing report or to delete a report. Select Download to download a report in Portable Document Format.

Additional information is provided for each contract listed below.

- Submit Date shows when the report was submitted for that particular contract.
- Contract Number is the procurement number recorded in the Federal Procurement Data System (FPDS).
- Referenced Indefinite Delivery Vehicle (IDV) is the ordering vehicle, schedule, or purchase/order agreement for certain types of contract awards as reported in FPDS.
- Place of Performance is the principal location where services were performed under this contract as reported in FPDS.

If you believe one or more of the contracts listed do not meet the reporting criteria, please contact the contracting officer for that contract.

Search for a Contract Number (PHID):

SEARCH

How to Edit a Submitted Report

Contractors with an SCI role - follow steps 1- 4 of this section. Any previously submitted SCR will have a View/Edit button instead of an Add button. When you select the View/Edit button, you can do the following:

- View the current SCR
- Edit available fields, and resubmit the record
- Delete previously entered information altogether
- Edit the record as frequently as necessary until the end of the reporting period

Search for a Contract Number (PIID):					
<input type="text"/>				<input type="button" value="SEARCH"/>	
Action	Save as PDF?	Submit Date	Contract Number (PIID)	Referenced IDV PIID	Place of Performance
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	0002	TFSAFSABPA15005	HYATTSVILLE, MD
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	0003	TFSAFSABPA15005	ALEXANDRIA, VA
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	0004	TFSAFSABPA15005	ALEXANDRIA, VA
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	0012	SS001340036	BALTIMORE, MD
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	0018	SS001340036	BALTIMORE, MD
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	AG3A75D140025	GS23F0092J	ALEXANDRIA, VA
<input type="button" value="ADD"/>			CNSIG15F0002	GS23F0092J	ALEXANDRIA, VA
<input type="button" value="VIEW / EDIT"/>	Save as PDF	09/08/2016	DJJ23910003	DJJ13F2391	WASHINGTON, DC
<input type="button" value="ADD"/>			DTFAWA12D00067CALL0010	DTFAWA12D00067	WASHINGTON, DC
<input type="button" value="ADD"/>			DU100R15T00003	GS23F0092J	ALEXANDRIA, VA
<input type="button" value="ADD"/>			HHSM500B0007	HHSM500201200023B	ALEXANDRIA, VA
<input type="button" value="ADD"/>			HHSP23337010	HHSP233201300047B	WASHINGTON, DC
<input type="button" value="ADD"/>			HHSP23337014	HHSP233201300047B	WASHINGTON, DC

Federal Government Users - How to Search and View a SCR

Federal government users must be logged into their SAM account to search for and view SCR information. The SAM account must be tied to the user's government email address. You can see an entity's submitted reports via the Entity Dashboard by using the following steps:

1. Select Search Records from the SAM Homepage.



2. Search for the entity by its Legal Business Name, DUNS number, or CAGE code.

Choose Quick Search or Advanced Search

QUICK SEARCH:

Enter your specific search term
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

SEARCH [Need Help?](#)

ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

DISASTER RESPONSE REGISTRY SEARCH

Entity Dashboard

Entity Overview

Entity Registration

- Core Data
- Assertions
- Reps & Certs
- POCs

Reports

- Service Contract Report**
- BioPreferred Report

Exclusions

- Active Exclusions
- Inactive Exclusions
- Excluded Family Members

Entity Overview Summary

KEARNEY & COMPANY, P.C.
DUNS: 186576310 CAGE Code: 1SJ14
Status: Active
Expiration Date: 02/10/2017
Purpose of Registration: All Awards

Entity Registration Summary

Name: KEARNEY & COMPANY, P.C.
Business Type: Business or Organization
Last Updated By: abc xyz
Registration Status: Active
Date: 02/11/2016
Expiration Date: 02/10/2017

Exclusion Summary

Active Exclusion Records? No

Select Service Contract Report from the Entity Dashboard

3. On the Search Results page, select View Details for the entity.

Entity Dashboard

Entity Overview

Entity Registration

- [Core Data](#)
- [Assertions](#)
- [Reps & Certs](#)
- [POCs](#)

Reports

- [Service Contract Report](#)
- [BioPreferred Report](#)

Exclusions

- [Active Exclusions](#)
- [Inactive Exclusions](#)
- [Excluded Family Members](#)

[RETURN TO SEARCH](#)

KEARNEY & COMPANY, P.C.
DUNS: 186576310 CAGE Code: 1SJ14
Status: Active
Expiration Date: 02/10/2017
Purpose of Registration: All Awards

1701 DUKE ST STE 500
ALEXANDRIA, VA, 22314-3492 ,
UNITED STATES

List of Service Contract Reports

Page Description

This entity has the following service contracts awarded or issued in the most recent, complete government fiscal year which meet the FAR Subpart 4.1703 reporting thresholds. Select View to see the information reported for a given contract.

- Total Amount Invoiced represents the total dollar amount invoiced and includes both prime and subcontractor amounts invoiced.
- Prime Contractor Hours Expended is the prime contractor direct labor hours expended.
- Prime Contractor FTEs is calculated by the system. SAM converts the prime contractor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

Action	Submit Date	Contract Number	Total Amount Invoiced (\$)	Prime Contractor Labor Hours Expended	Prime Contractor FTEs	Subcontractor(s) Used
VIEW	09/08/2016					N
VIEW	09/08/2016					N
VIEW	09/08/2016					N
VIEW	09/08/2016					N
VIEW	09/08/2016					N

Review the List of Service Contract Reports, and select the View button

4. Select Service Contract Report from the sub-navigation menu.

SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester1
LOGOUT

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

186576310

Entity Dashboard

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - Service Contract Report**
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

BACK TO USER DASHBOARD

KEARNEY & COMPANY, P.C.
DUNS: 186576310 CAGE Code: 1SJ14
Status: Active
Expiration Date: 02/10/2017
Purpose of Registration: All Awards

1701 DUKE ST STE 500
ALEXANDRIA, VA, 22314-3492 ,
UNITED STATES

Service Contract Report (SCR)

Page Description
This page displays the entity-reported information for the services performed under this contract during the previous government fiscal year.

- Total Amount Invoiced represents the total dollar amount invoiced and includes both prime and subcontractor amounts invoiced.
- Prime Contractor Hours Expended is the prime contractor direct labor hours expended.
- Prime Contractor FTEs is calculated by the system. SAM converts the prime contractor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.
- Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs.

Done!
View entity-reported data for services performed under this contract during the previous fiscal year

Dynamic Messages via Search

If no Service Contract Reports are returned, one of two messages will display:

SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester1
[LOGOUT](#)

[MY SAM](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Entity Dashboard

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - Service Contract Report
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

[RETURN TO SEARCH](#)

LS Technologies, LLC
DUNS: 001038103 CAGE Code: 1R8D5
Status: Active
Expiration Date: 09/14/2016
Purpose of Registration: All Awards
2750 PROSPERITY AVE STE 400
FAIRFAX, VA, 22031-4312 ,
UNITED STATES

List of Service Contract Reports

Page Description
Based on the criteria used, it appears this entity has service contracts awarded or issued in Fiscal Year 2016 which meet the FAR Subpart 4.1703 reporting thresholds, but has not yet provided the required information.

SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester2
[LOGOUT](#)

[MY SAM](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Entity Dashboard

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - Service Contract Report
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

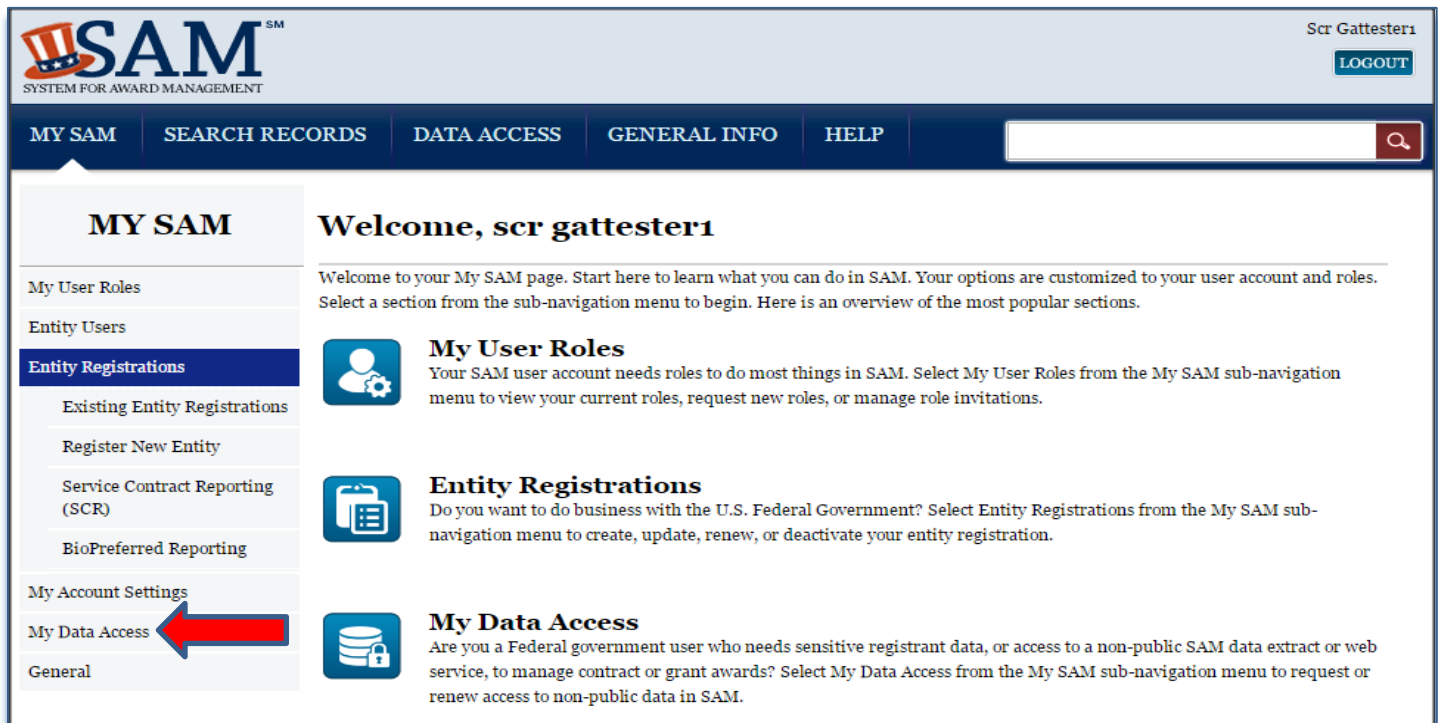
[BACK TO USER DASHBOARD](#)

J.R. Parker LLC
DUNS: 619889830
Status: Active
Expiration Date: 08/25/2017
Purpose of Registration: All Awards
1665 Warpath Rd
West Chester, PA, 19382-1745 ,
UNITED STATES

List of Service Contract Reports

Page Description
Based on the criteria used, it appears this entity has no service contracts awarded or issued in Fiscal Year 2016 which meet the FAR Subpart 4.1703 reporting thresholds.

From the home page, select Entity Management Extracts under the My Data Access link in the sub-navigation menu to locate reports.




SAM
SYSTEM FOR AWARD MANAGEMENT

Scr Gattester1 [LOGOUT](#)

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

MY SAM

My User Roles
Entity Users
Entity Registrations
Existing Entity Registrations
Register New Entity
Service Contract Reporting (SCR)
BioPreferred Reporting
My Account Settings
My Data Access 
General

Welcome, scr gattester1

Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.

My User Roles
Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.

Entity Registrations
Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.

My Data Access
Are you a Federal government user who needs sensitive registrant data, or access to a non-public SAM data extract or web service, to manage contract or grant awards? Select My Data Access from the My SAM sub-navigation menu to request or renew access to non-public data in SAM.

Representations & Certifications Extract Data Package		Data Package Information
Data Access Role: Public Format: XML Protocol: SFTP Description: This data package is under development. It will contain Representations & Certifications data to match the entity registration data for the same file date. No special data access is needed to download these files. Daily Files — Last 30 Days		Sample Reps & Certs Extract File Monthly File
Service Contract Report		Data Package Information
Data Access Role: FOUO Entity Man Format: ZIP Protocol: SFTP Description: This data package contains the latest, interim Service Contract Reporting activity for Fiscal Year 2016. It is published bi-weekly during the reporting period. You must have FOUO access to download this file. Interim FY2016 Service Contract Report		
BioPreferred Product Report		Data Package Information
Data Access Role: FOUO Entity Management Data User Format: CSV Protocol: SFTP Description: This data package contains the BioPreferred Product Report for Fiscal Year 2015. You must have FOUO access to download this file. FY2015 BioPreferred Product Report		

Click on the link to download the available interim report

6 Resources

Multiple resources are available to help you stay informed:

- SAM.gov: <https://sam.gov>
- SAM User Guide and Quick Start Guide: <http://sam.gov> (look under Help)
- Federal Service Desk (Helpdesk for beta.SAM.gov): <https://fsd.gov>
- DoD Procurement Toolbox/Service Contract Reporting:
<https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci>
- DoD Service Contract Reporting Frequently Asked Questions (FAQs):
<https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci>
- Product Service Code (PSC) Selection Tool: <https://dodprocurementtoolbox.com/site-pages/psc-tool>
- Defense Contracting and Pricing (DPC) DARS (for DFARS and PGI):
<https://www.acq.osd.mil/dpap/dars/>
- OSD memorandum, “Revised Department of Defense Contractor Manpower Reporting Initiative,” dated October 16, 2019:
[https://www.acq.osd.mil/dpap/policy/policyvault/Enterprisewide Contractor Manpower Reporting Application memorandum.pdf](https://www.acq.osd.mil/dpap/policy/policyvault/Enterprisewide_Contractor_Manpower_Reporting_Application_memo.pdf)