



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.

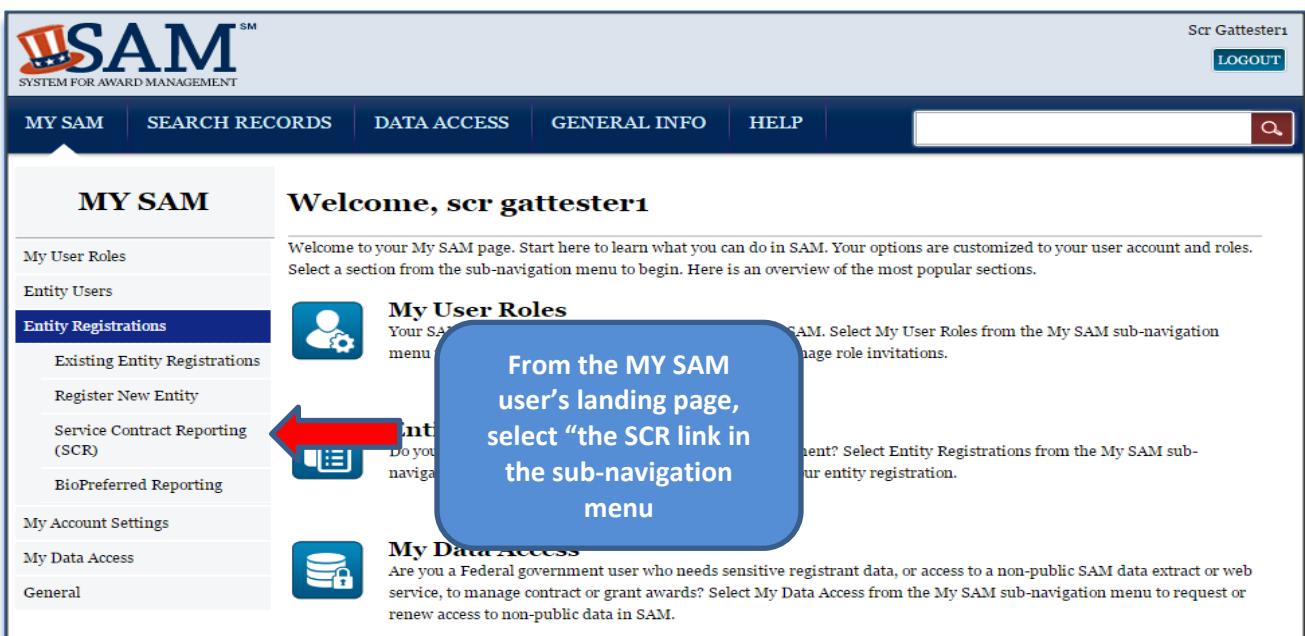
Additionally, be aware when reporting on task orders issued under an indefinite-delivery contract or agreement, reports are completed at the order level. NO reports are collected at the contract or agreement level.

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

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.

[Select Entity](#)

[Select Contract](#)

[Complete Service Contract Report](#)

[BACK TO USER DASHBOARD](#)

| DUNS | Legal Business Name | City, State/Province, Country |
|----------------------|-------------------------|-------------------------------|
| VIEW | KEARNEY & COMPANY, P.C. | ALEXANDRIA, VA, UNITED STATES |
| VIEW | 001038103 | FAIRFAX, VA, UNITED STATES |
| VIEW | 118498067 | Tampa, FL, UNITED STATES |

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

Service Contract Reporting

Select Contract

KEARNEY & COMPANY, P.C. DUNS: 186576310

Page Description

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

contract information for a given contract. Select View/Edit 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**

Confirm the entity, then click on the Select Contract link

[Select Entity](#)

[Select Contract](#)

[Complete Service Contract Report](#)

[BACK TO USER DASHBOARD](#)

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 |

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

SAMSM
SYSTEM FOR AWARD MANAGEMENT

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LOGOUT

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

Service Contract Reporting

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) : | Continuation of Complete Service Contract Report page –This data is pulled from FPDS |
| PSC Description : | |
| Description of Requirement : | |
| Total Dollars Obligated : | |
| Total Base and All Options : | AUDITING STATEMENTS AND AUDITS (FSA) AND SECURITY MANAGEMENT ACT (FISMA) OF |
| 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 |

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 or above the thresholds set forth in FAR Subpart 4.170.

Continuation page, Click on “Add Tier 1 Subcontracted Information” to expand the section Under this contract with a subcontract valued at

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 : 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 or above the thresholds set forth in FAR Subpart 4.170.

Expanded view when the Add Tier 1 Subcontracted Information is selected Under this contract with a subcontract valued at

New Subcontractor

Subcontractor DUNS : * Search

Legal Business Name :

Subcontract Number :

Subcontractor Direct Labor Hours Expended : *

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.

Service Contract Reporting

SCR Gattesteri

LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

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 this contract. Select View/Edit to view and/or update an existing report or to delete a report. Select Print to print the report in Portable Document Format.

Additional information is provided for the following contract(s):

- Submit Date shows when the contract was submitted to the government for that particular contract.
- Contract Number is the procurement identifier assigned to the contract by the procuring agency and 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

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): | | | | | |
|--------------------------------------|-----------------------------|-------------|------------------------|---------------------|----------------------|
| 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 |

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.

This screenshot shows the 'Choose Quick Search or Advanced Search' page. It features two main sections: 'QUICK SEARCH:' and 'ADVANCED SEARCH:'. The 'QUICK SEARCH:' section includes a search bar with placeholder text 'Enter your specific search term' and a note '(Example of search term includes the entity's name, etc.)'. It also includes fields for 'DUNS Number Search' and 'CAGE Code Search', each with a placeholder 'Enter DUNS number ONLY' or 'Enter CAGE code ONLY'. Below these are 'SEARCH' and 'Need Help?' buttons. The 'ADVANCED SEARCH:' section is titled 'Use specific criteria in multiple categories to structure your search.' and includes three buttons: 'ADVANCED SEARCH - ENTITY', 'ADVANCED SEARCH - EXCLUSION', and 'DISASTER RESPONSE REGISTRY SEARCH'.

This screenshot shows the Entity Dashboard. On the left, a sidebar lists navigation links: Entity Dashboard, Entity Overview, Entity Registration (with sub-links: Core Data, Assertions, Reps & Certs, POCs), Reports (with sub-links: Service Contract Report, BioPreferred Report), and Exclusions (with sub-links: Active Exclusions, Inactive Exclusions, Excluded Family Members). A 'RETURN TO SEARCH' button is at the bottom of the sidebar. The main content area displays entity information for 'KEARNEY & COMPANY, P.C.' including DUNS: 186576310, CAGE Code: 1SJ14, Status: Active, Expiration Date: 02/10/2017, and Purpose of Registration: All Awards. Below this is the 'Entity Registration Summary' section, which includes the same entity details and a red arrow pointing to the 'Expiration Date: 02/10/2017'. To the right is the 'Exclusion Summary' section, which states 'Active Exclusion Records? No'. A blue callout box on the right side of the dashboard area contains the text 'Select Service Contract Report from the Entity Dashboard'.

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

Scr Gattester1
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

186576310 

Entity 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

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

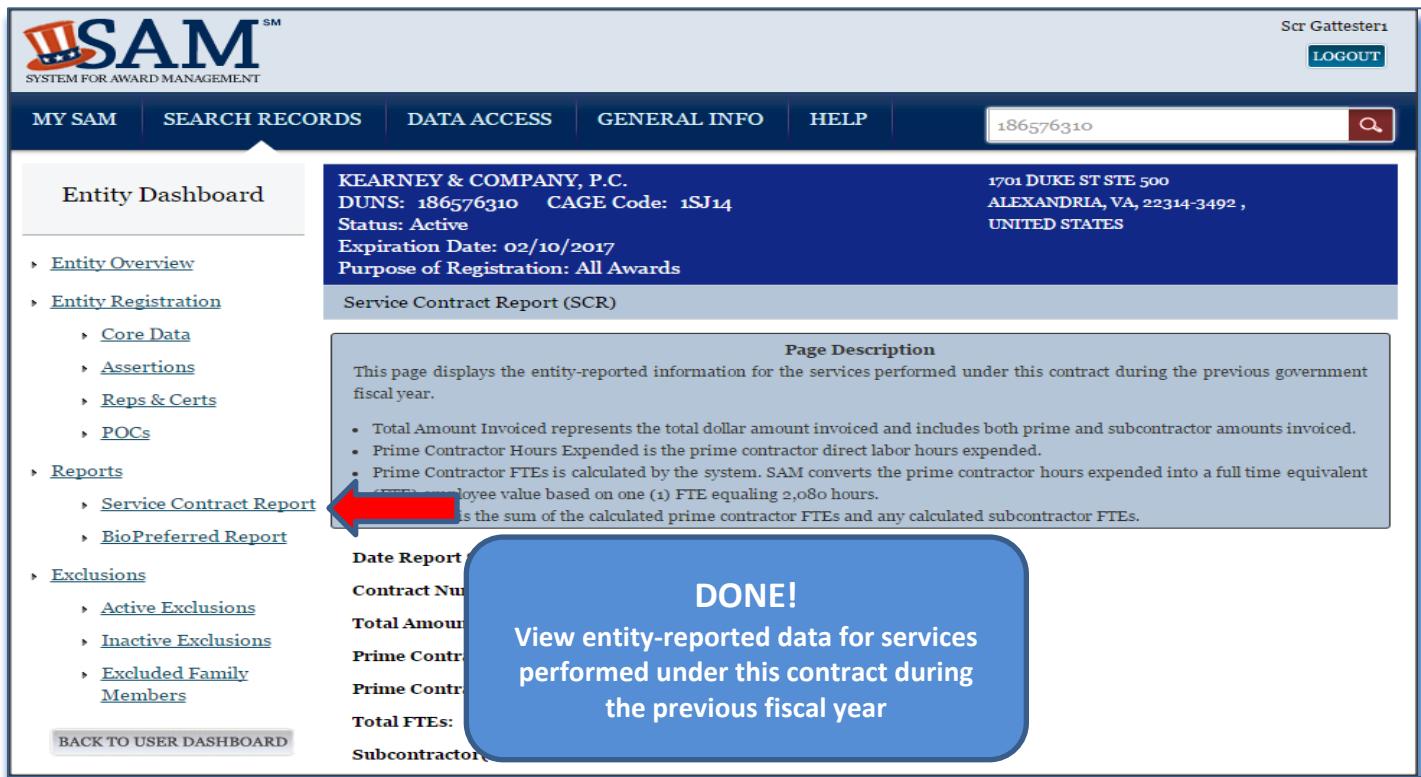
Page Description
This entity has the following service contracts awarded or issued in the most recent, complete government fiscal year which meet the FAR Subpart 4.1703 reporting thresholds. Select View to see the information reported for a given contract.

- 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.

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

| 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 |

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



Entity 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) 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.

Reports

- Service Contract Report
- BioPreferred Report

Exclusions

- Active Exclusions
- Inactive Exclusions
- Excluded Family Members

BACK TO USER DASHBOARD

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:

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

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.

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

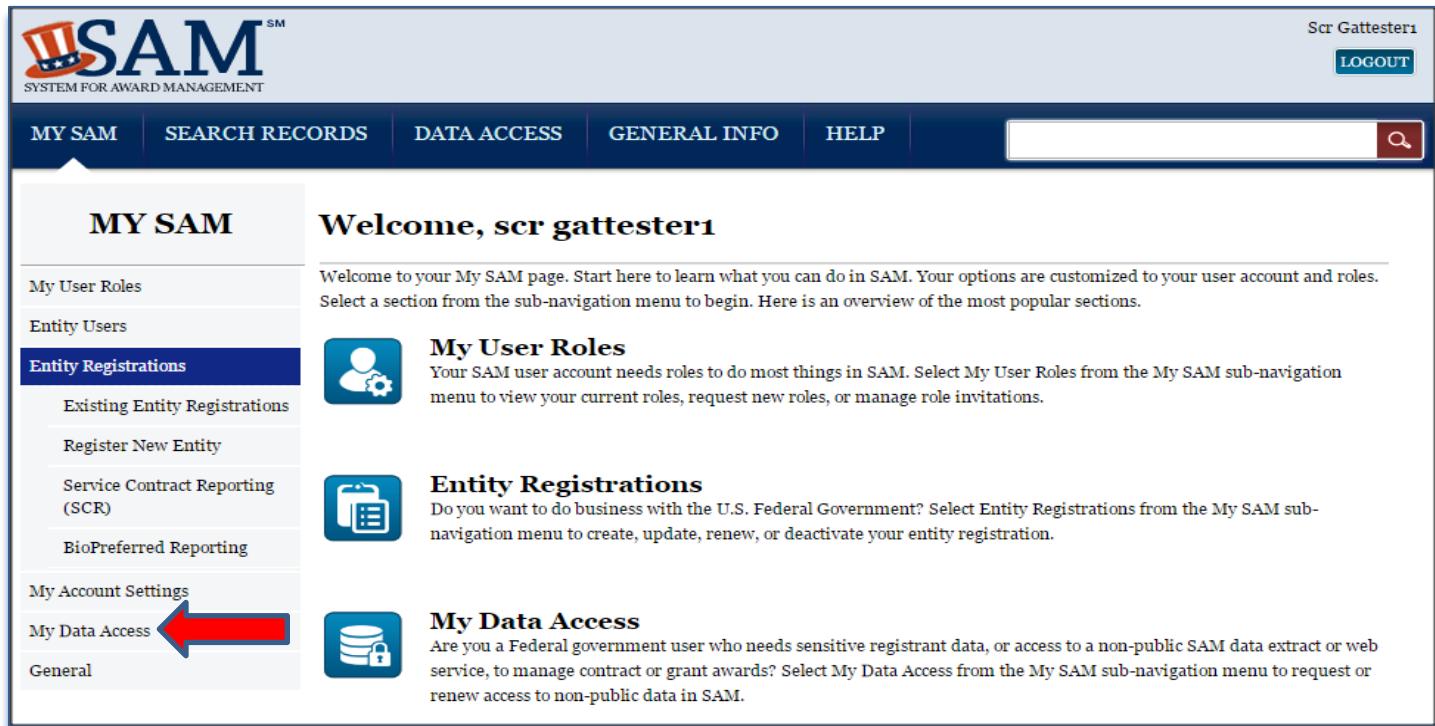
J.R. Parker LLC
DUNS: 619889830
Status: Active
Expiration Date: 08/25/2017
Purpose of Registration: All Awards

1665 Warpath Rd
West Chester, PA, 19382-1745 ,
UNITED STATES

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.

Interim Report in Data Access

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



Scr Gattester1
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM

Welcome, scr gattester1

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

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.

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| Representations & Certifications Extract Data Package 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 | Data Package Information Sample Reps & Certs Extract File Monthly File |
| Service Contract Report 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 | Data Package Information |
| BioPreferred Product Report 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 | Data Package Information |

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_Reportin_Aplication_memorandum.pdf