

# **Contractor Guide for Submitting Service Contract Reporting (SCR)**

October 2021

# Overview

- Though contract manpower reporting was the previous title for the decommissioned ECMRA website, the nomenclature used today is **Service Contract Reporting (SCR)**, which now resides in SAM.gov (<https://sam.gov/content/home>).
- Eligible services contract award data automatically flows from FPDS to SAM.gov. The criteria for reporting is pulled from the Contract Action Report (CAR).
- It is possible contract awards previously reported may no longer be required to report as legislation has changed. Award obligations or deobligations must be in excess of \$3M and fall under one of the category management categories in order to be eligible to report. Review all eligibility requirements to include the business rules.
- Contracts eligible for SCR reporting will be available on Contractor's workspace when they login to SAM.gov and have been approved for a role by their organization's entity administrator allowing them access to view/submit reports
- The SCR eligibility guide and other training resources are available on the DoD Procurement Toolbox: <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-scr..>

# Types of SAM Roles to view SCR

## 1. **Data Viewer** - The Viewer role has the most restrictive access

- View, but not update, your entity's registration
- View, but not join, an Interested Vendor List restricted access in SAM.gov
- Request controlled attachments
- Use the User Director

## 2. **Data Entry** - The Data Entry role inherits all Viewer permissions plus more

- Update your entity's entire registration.
- Create, update, and delete Service Contract Reports (SCR) and BioPreferred reports
- Add your entity to an Interested Vendor List

## 3. **Administrator** - Has the most access in SAM.gov. It inherits all Data Entry and Viewer permissions plus more

- Update, renew, and deactivate your entity's registration and any entities below it in your organization's hierarchy
- Manage and assign which users have roles with your entity
- Approve or reject entity hierarchy registration requests

# Resources for Service Contract Reporting (SCR)

- Available on SAM.gov and FSD.gov
- On SAM Homepage, click on [Entity Reporting](#)
- A page on [Entity Reporting](#) opens with links to helpful information

The screenshot displays the SAM.gov homepage. At the top, a navigation bar includes links for Home, Search, Data Bank, Data Services, and Help. The main header features the SAM.gov logo and a badge stating 'Official U.S. Government Website 100% Free'. Below the header, a large blue box titled 'The Official U.S. Government System for:' lists several categories: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entity Registrations, Disaster Response Registry, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The 'Entity Reporting' link is circled in red. To the right, a 'Sign In to Entity Reporting' section includes a 'Getting Started' link and a green 'Sign in to get started' button. Below this, a section titled 'Getting started with BioPreferred Reporting' is partially visible. A red circle highlights a section titled 'Getting started with Service Contract Reporting', which contains a paragraph about OMB requirements and a list of five frequently asked questions, each with a question mark icon and a link to the right.

Home Search Data Bank Data Services Help

**SAM.GOV®**

Official U.S. Government Website  
100% Free

**The Official U.S. Government System for:**

- Contract Opportunities**  
(was fbo.gov)
- Contract Data**  
(Reports ONLY from fpds.gov)
- Wage Determinations**  
(was wdol.gov)
- Federal Hierarchy**  
Departments and Subtiers
- Assistance Listings**  
(was cfda.gov)
- Entity Information**  
Entity Registrations, Disaster Response Registry, and Exclusions
- Entity Reporting**  
SCR and Bio-Preferred Reporting

**Entity Reporting**

Entities that are awarded a federal contract, grant, or loan may be required to submit one or more post-award reports periodically, depending on award requirements. BioPreferred Reports and Service Contract Reports are submitted at SAM.gov.

**Sign In to Entity Reporting**

Getting Started

[Sign in to get started](#)

**Getting started with BioPreferred Reporting**

**Getting started with Service Contract Reporting**

The Office of Management and Budget (OMB) requires federal agencies to report on activities performed by service contractors annually. Entities with service contracts are required to submit a report on all cost-reimbursement, time-and-materials, and labor-hour service contracts and orders.

- ? [What contracts funded by civilian agencies are subject to service contract reporting?](#)
- ? [What contracts funded by DoD agencies are subject to service contract reporting?](#)
- ? [How does SAM know what contracts are subject to service contract reporting?](#)
- ? [Who can submit a service contract report?](#)
- ? [Who can view a service contract report?](#)

# Resources - Continued

- Available on SAM.gov and FSD.gov
- On the [Entity Reporting](#) page at the bottom, there are links to the [SCR User's Guide](#)
- The [User's Guide](#) provides details on types of contracts, criteria, how to view, and how to create SCR
- There is a link to SCR [FAQs](#)

## Entity Reporting

Entities that are awarded a federal contract, grant, or loan may be required to submit one or more post-award reports periodically, depending on award requirements. BioPreferred Reports and Service Contract Reports are submitted at SAM.gov.

### Sign In to Entity Reporting

Getting Started

[Sign in to get started](#)

Home

Knowledge Base

Home > Knowledge Base > Entity Reporting > Frequently Asked Questions

Search

All Systems (FAQs)

Entity Registration

Contract Opportunities

SAM.gov Data Services

Workspace

Federal Hierarchy

Fraud

Entity Reporting

Frequently Asked Questions

How do I access the Quick Start Guide for Service Contract Reporting?  
Click the link below to download and view the Quick Start Guide for Service Contract Reporting: Quick Start Guide for Service Contract Reporting  
1589 Views • 7d ago • ★★★★★

Where do I complete and submit Service Contract Reports and what information is needed?  
You may complete and submit Service Contract Reports (SCR) in SAM.gov during the annual reporting period by following these steps: Log in to your SAM.gov user account. From your workspace, locate the Compliance Reporting widget and select Service Contract...  
832 Views • 4mo ago • ★★★★★

What information identifies a contract to be listed for Service Contract Reporting (SCR) in SAM.gov?  
: fields in FPDS that the Contracting Officer can select to flag a contract for Service Contract ed by a service code in the Product Service Code...

individual SAM.gov user account with the Entity Administrator, Entity Registration d one or more contracts awarded to that entity which meet the Service...

Getting started with BioPreferred Reporting

Getting started with Service Contract Reporting

### Federal Resources

- [Guide] [BioPreferred Reporting User Guide for Federal Users](#)
- [Guide] [Service Contract Reporting User Guide for Federal Users](#)

### Non-Federal Resources

- [BioPreferred Reporting User Guide for Non-Federal Users](#)
- [Service Contract Reporting User Guide for Non-Federal Users](#)

### Help

- [Frequently Asked Questions](#)
- [Glossary Terms](#)
- [Videos](#)
- [Get started with login.gov](#)
- [How to submit a role request](#)

# General Steps Required to Complete the SCR

1. Log into SAM
2. Click on [Workspace](#)
3. Select [Service Contract Reports](#)
4. Select [Add](#) to being new SCR
5. Enter [Total Amount Invoiced](#)
6. Enter [Prime Contractor Hours Expended](#)
7. Report any [Tier 1 Subcontractors](#)
8. Click to [Submit the SCR](#)

**\*\*View the [SCR User's Guide](#) for support**

The screenshot displays the SAM.GOV Workspace interface. At the top, the SAM.GOV logo is visible, followed by navigation links: Home, Search, Data Bank, Data Services, and Help. The 'Workspace' tab is highlighted with a red box. Below the navigation bar, the 'Entity Management' section is shown, featuring a 'Register Entity' button and a progress bar for 'Entity Registration' with four stages: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). A note indicates 'Next Update Due: Due in Next 30 days: 0 Entity Registrations'. The 'Entity Reporting' section is also visible, showing 'BioPreferred Reports' with 1 REQUIRED and 0 SUBMITTED, and 'Service Contract Reports' with 143 REQUIRED and 0 SUBMITTED. The 'Service Contract Reports' section is circled in red. A blue arrow points from step 2 of the list to the 'Workspace' tab, and another blue arrow points from step 3 to the 'Service Contract Reports' link.

**Entity Management**  
What do I need for registration?

[Register Entity](#)

**Entity Registration**

ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED
0	0	0	0

Next Update Due: Due in Next 30 days: 0 Entity Registrations

**Entity Reporting**

**BioPreferred Reports**

REQUIRED	SUBMITTED
1	0

Reporting Ends:

**Service Contract Reports**

REQUIRED	SUBMITTED
143	0

Reporting Ends: Feb 1, 2022 12:00 AM EST

# General Steps Required to View an SCR

1. Search for the entity you wish to review

- Go to Search Screen
- Expand the Select Domains “+” sign and choose Entity Information
- Choose Entity Information
- Use either the keyword search or expand the Entity filter to search by specific CAGE code

The screenshot shows the SAM.GOV website interface. At the top, the SAM.GOV logo is on the left, and links for Requests, Notifications, Workspace, and Sign Out are on the right. Below the logo is a navigation bar with Home, Search (circled in red), Data Bank, Data Services, and Help. The main search area features a search bar with the placeholder text "e.g. 1606N020Q02" and a magnifying glass icon. To the right of the search bar are buttons for Search Results, Saved Searches, and Actions. Below the search bar, there is a "Select Domain" section with a list of domains: All Domains, Contract Opportunities, Assistance Listings, Entity Information (highlighted with a red box), Federal Hierarchy, and Wage Determinations. A blue arrow points from the "Entity Information" option in the list to the "Entity Information" text in the list. Below the domain list is a "Filter By" section with a "Keywords" input field. To the right of the domain list is a "Select Criteria" section with a back arrow and the text "Choose your filters and run your report to begin."

# General Steps Required to View an SCR - Continued

2. When you have the entity you want, click into their registration by clicking on their name

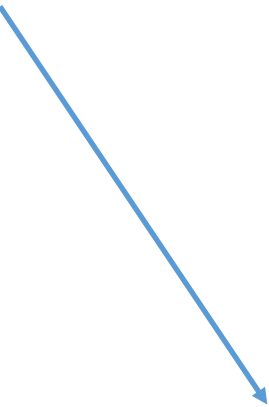
The screenshot shows the SAM.GOV search results page. The search bar contains the text "e.g. 1606N020Q02". The search results show "Showing 1 - 1 of 1 results". The "Entity Information" section is expanded, showing "All Entity Information" as the selected option. A red box highlights the text: "The Company Name, Physical Address, UEI DUNS/UEI SAM, CAGE Code will appear here." The "Filter By" section shows the keyword "artlin" entered.



# General Steps Required to View an SCR - Continued

[Download](#) [Follow](#)

3. Click on Entity Reporting



Entity Registration
Core Data
Business Information
Entity Types
Financial Information
Taxpayer Information
Points of Contact
Security Information
Assertions
Reps and Certs
Exclusions
Responsibility / Qualification
Entity Reporting

The company name, UEI DUNS/UEI SAM, Physical Address, Mailing Address, CAGE Code, Purpose of Registration, Registration Status, and Expiration Date of the Registration will appear here.

## BUSINESS INFORMATION

Doing Business As (blank)	Division Name (blank)
URL (blank)	Division Number (blank)
State / Country of Incorporation Virginia, United States	Congressional District Virginia 11

# General Steps Required to View an SCR - Continued

Download  Follow

Entity Registration
Exclusions
Responsibility / Qualification
Entity Reporting
Service Contract Reports
BioPreferred Reports

The Company Name, UEI DUNS/UEI SAM, Physical Address, Mailing Address, CAGE Code, Purpose of Registration, Registration Status, and Expiration Date of the Registration will appear here.

- 4. Look in the Service Contract Reports area
- 5. If the entity has qualifying contracts in FY21 on which to report, you will see them listed here.
- 6. The report will either say 'Not Submitted' (as it does in this example) or show the data the entity submitted – just scroll right to see it all

SERVICE CONTRACT REPORTS

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.

- Total Amount Invoiced includes prime and subcontractor amounts.
- Prime Contractor Hours Expended is the prime contractor direct labor hours expended.
- Prime Contractor FTEs is calculated by the system. SAM.gov converts the prime contractor hours expended into a full time equivalent (FTE) employee value based on one FTE equaling 2080 hours.
- Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs.

Showing 2 Reports

PIID	Ref PIID	Total \$ Invoiced	Prime FTEs	Prime Hours Expended	Submit Date
HQ003418F0431	HQ003415D0012				Not Submitted
HQ003420F0303	HQ003415D0012				Not Submitted