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

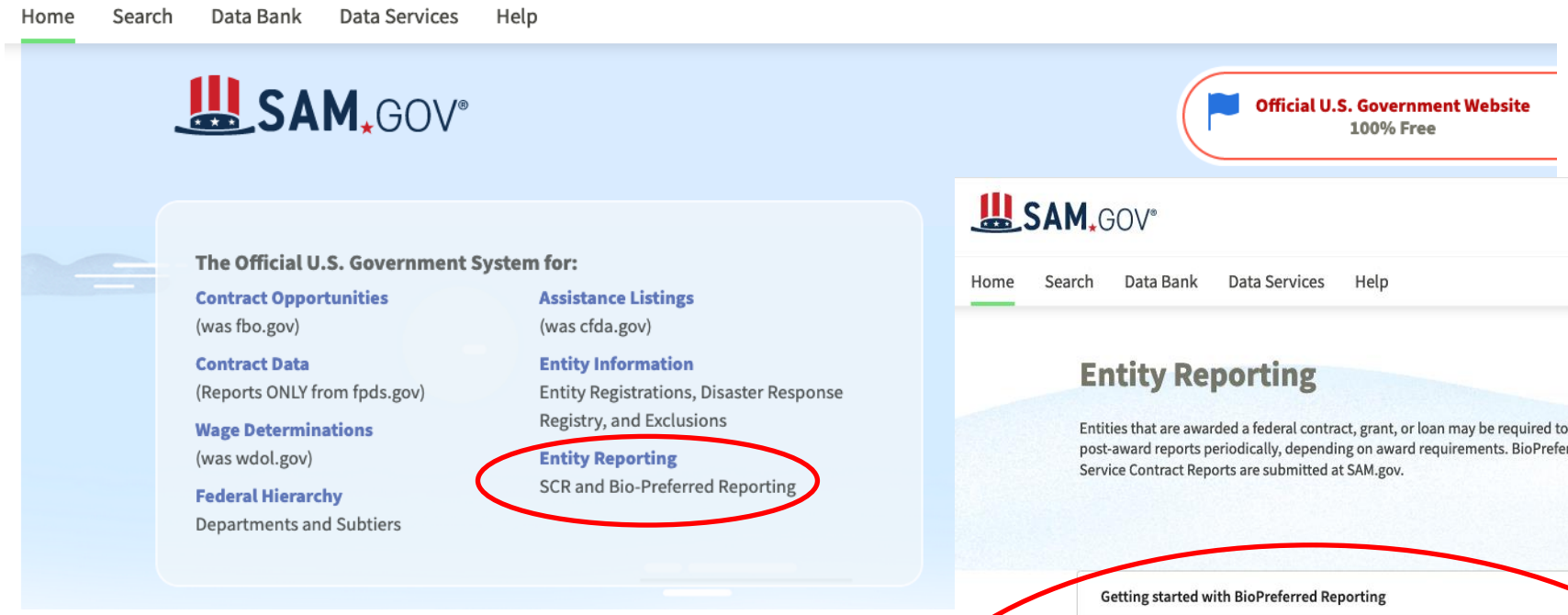
1. **Data Viewer** - The Viewer role has the most restrictive access
   - View, but not update, your entity's registration
   - View, but not join, an Interested Vendor List restricted access in SAM.gov
   - Request controlled attachments
   - Use the User Director

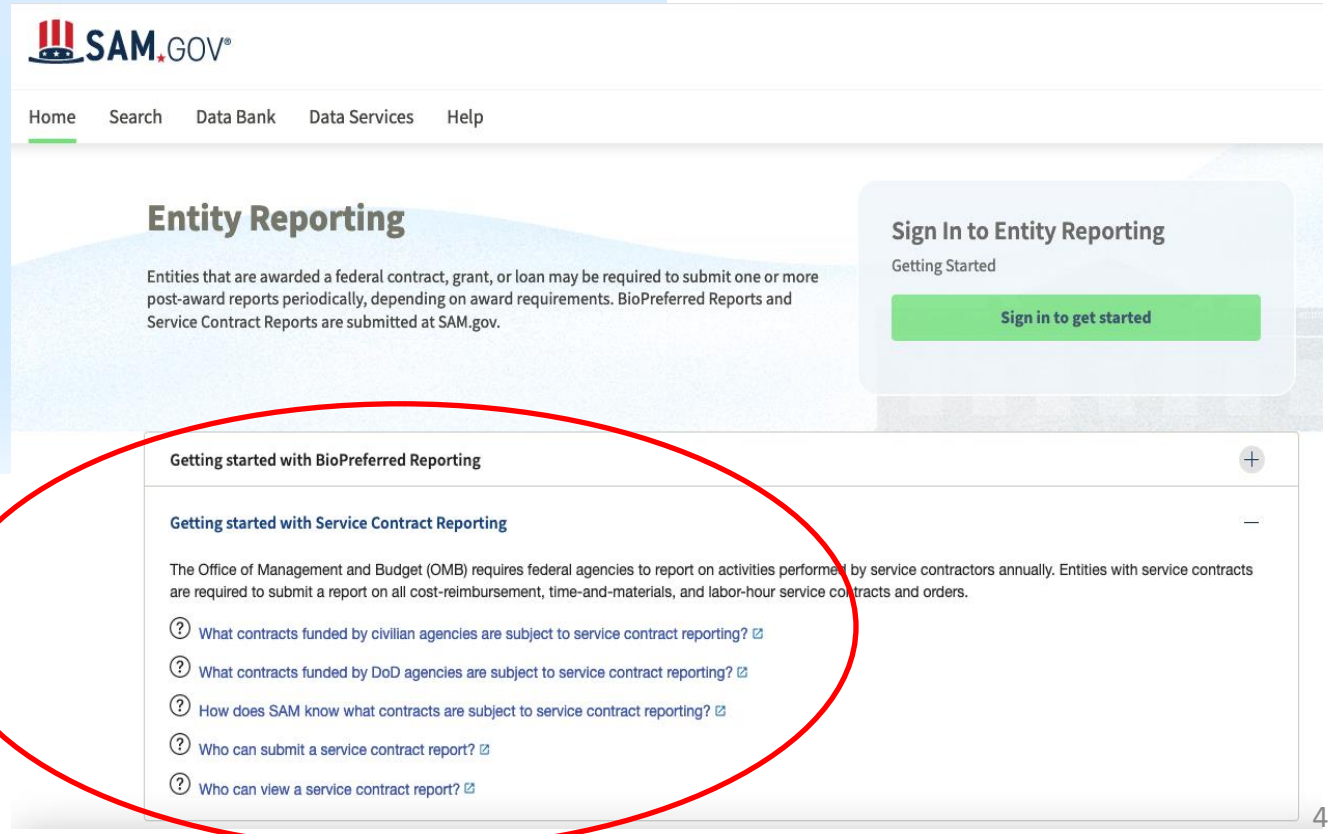
2. **Data Entry** - The Data Entry role inherits all Viewer permissions plus more
   - Update your entity's entire registration.
   - Create, update, and delete Service Contract Reports (SCR) and BioPreferred reports
   - Add your entity to an Interested Vendor List

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)

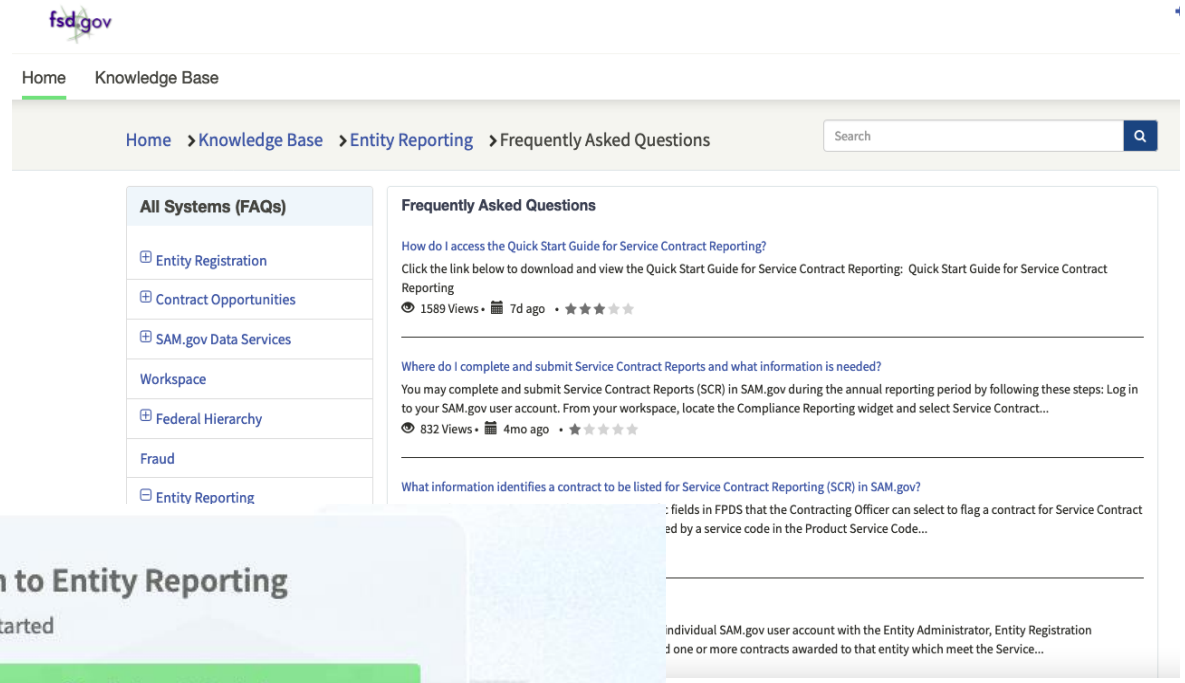
- Available on SAM.gov and FSD.gov
- On SAM Homepage, click on Entity Reporting
- A page on Entity Reporting opens with links to helpful information

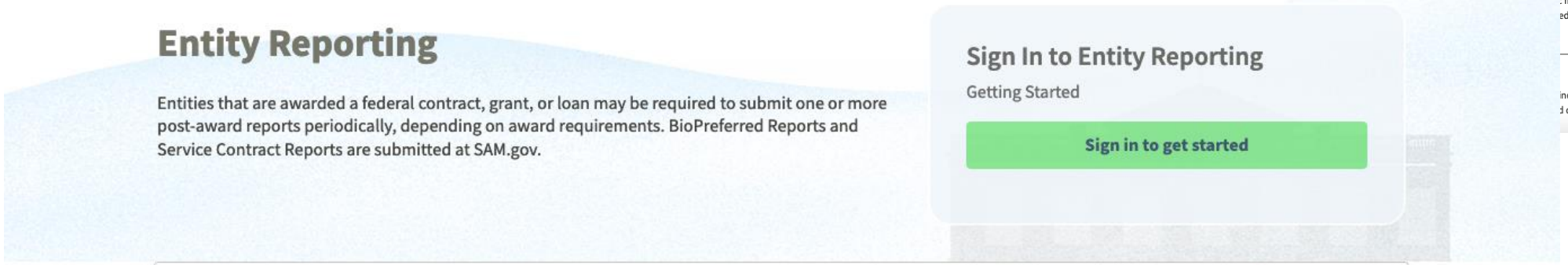




Resources - Continued

- 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

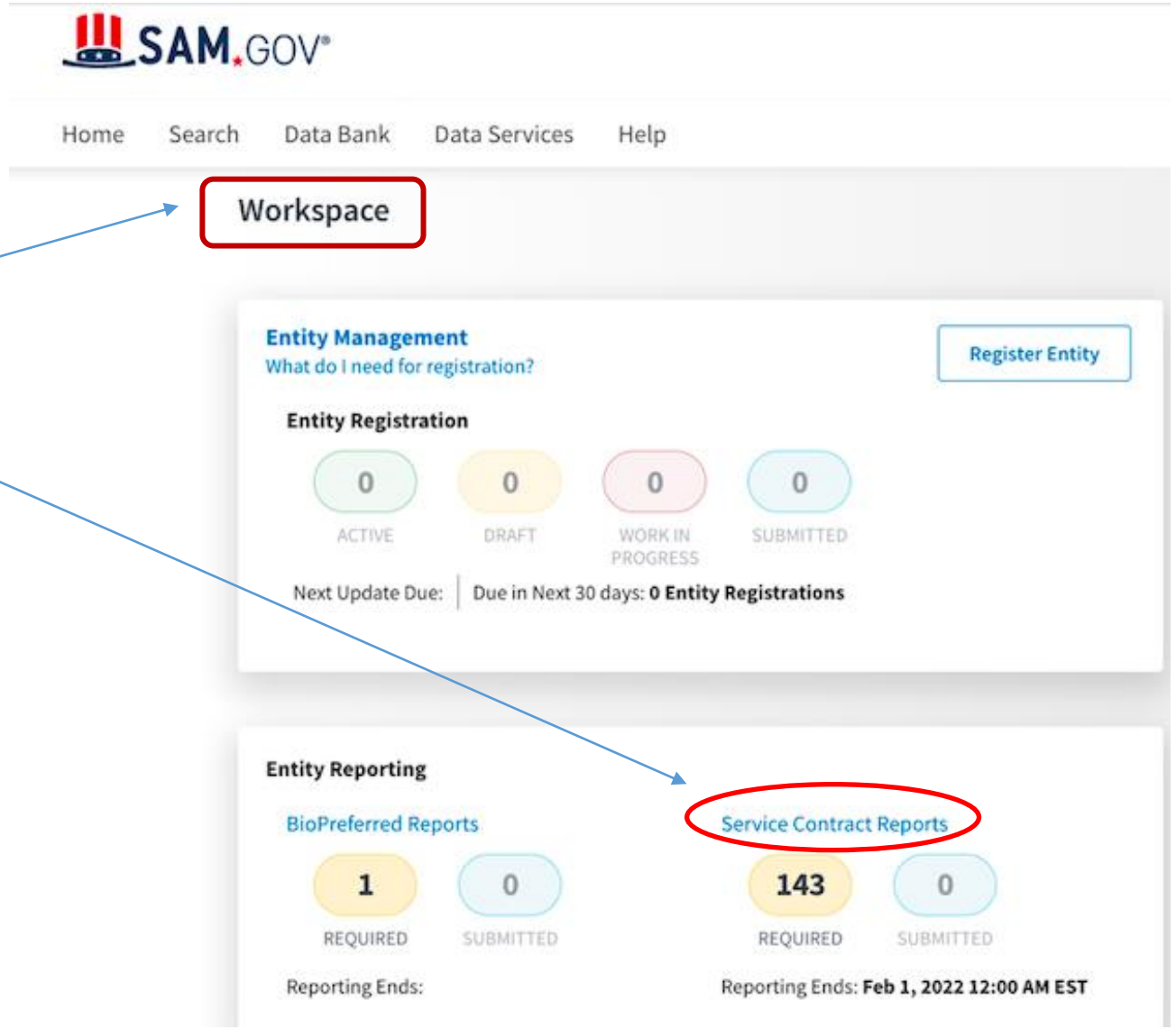




General Steps Required to Complete the SCR

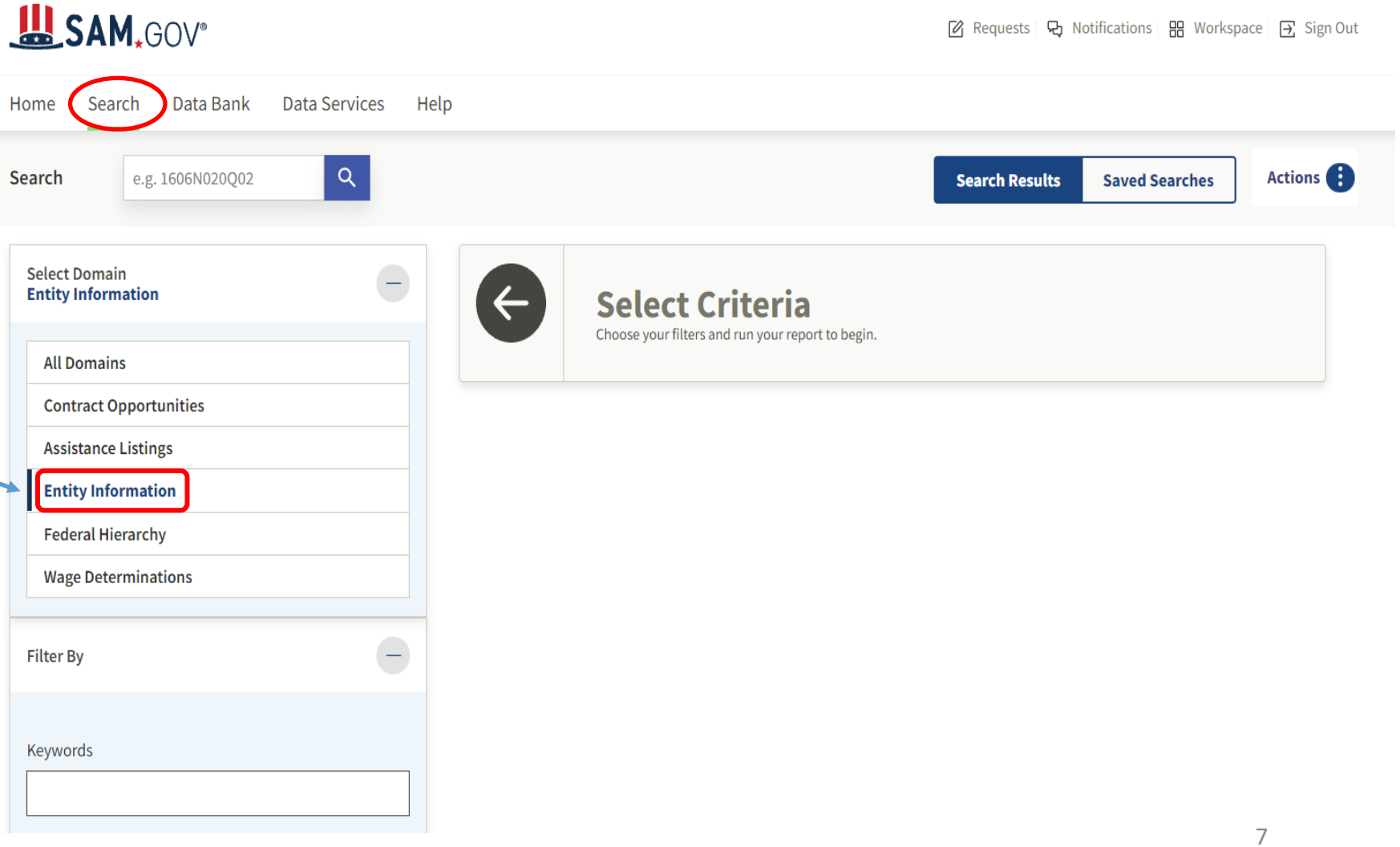
1. Log into SAM
2. Click on Workspace
3. Select Service Contract Reports
4. Select Add to being new SCR
5. Enter Total Amount Invoiced
6. Enter Prime Contractor Hours Expended
7. Report any Tier 1 Subcontractors
8. Click to Submit the SCR

**View the SCR User's Guide for support



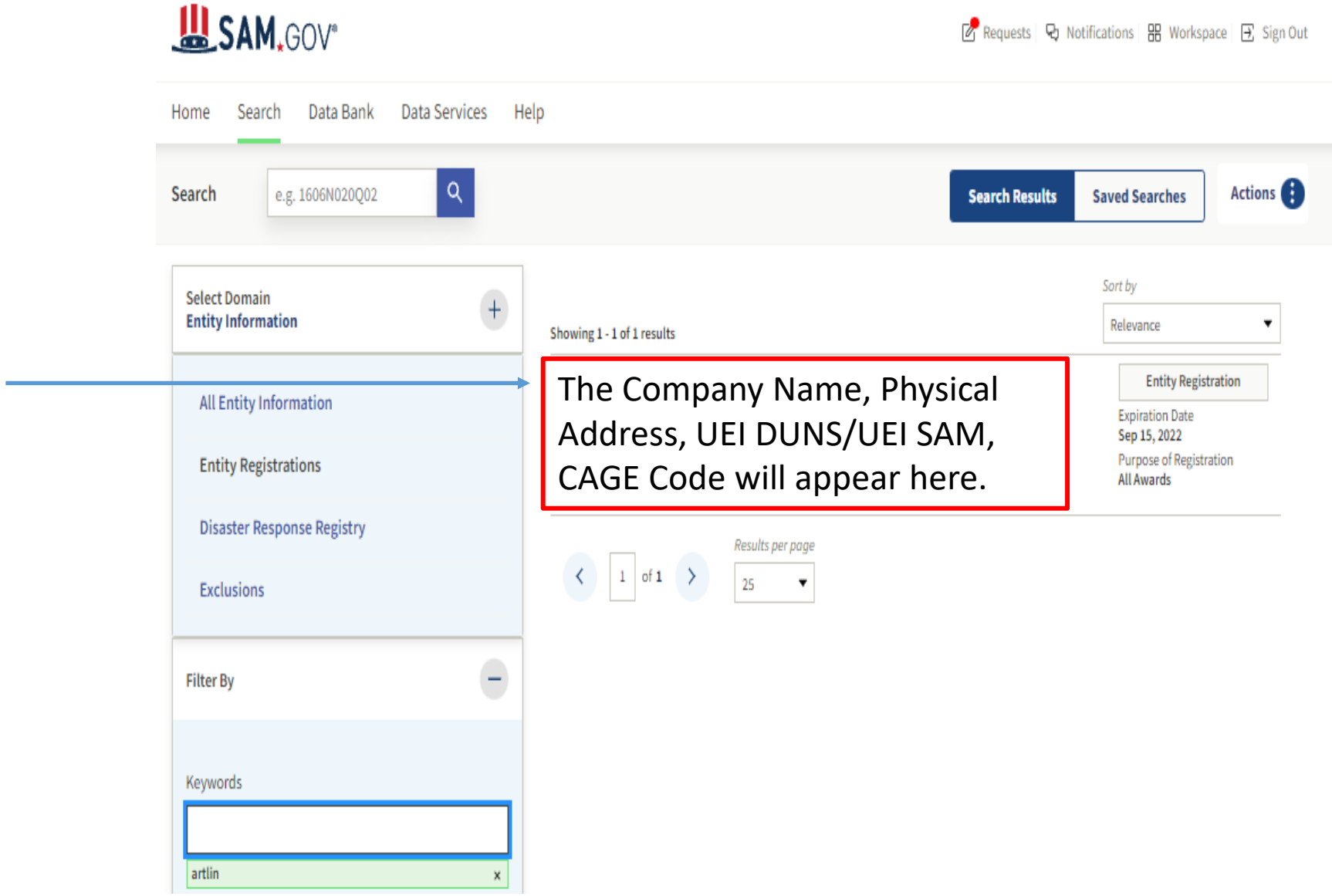
General Steps Required to View an SCR

1. Search for the entity you wish to review
   a. Go to Search Screen
   b. Expand the Select Domains "+" sign and choose Entity Information
   c. Choose Entity Information
   d. Use either the keyword search or expand the Entity filter to search by specific CAGE code



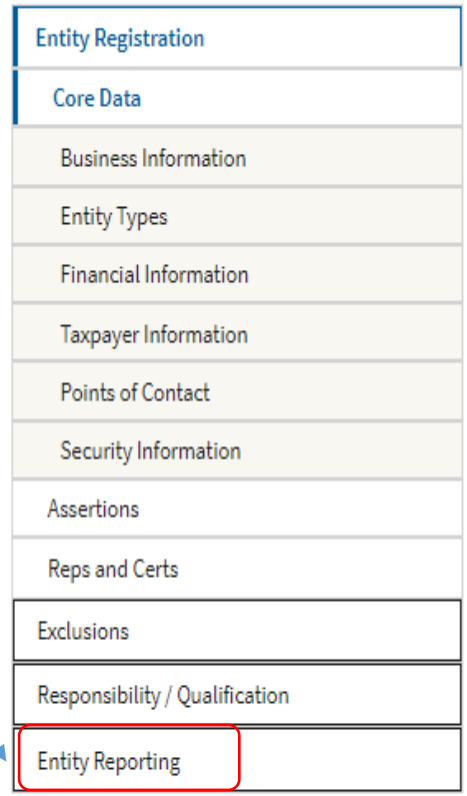
General Steps Required to View an SCR - Continued

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

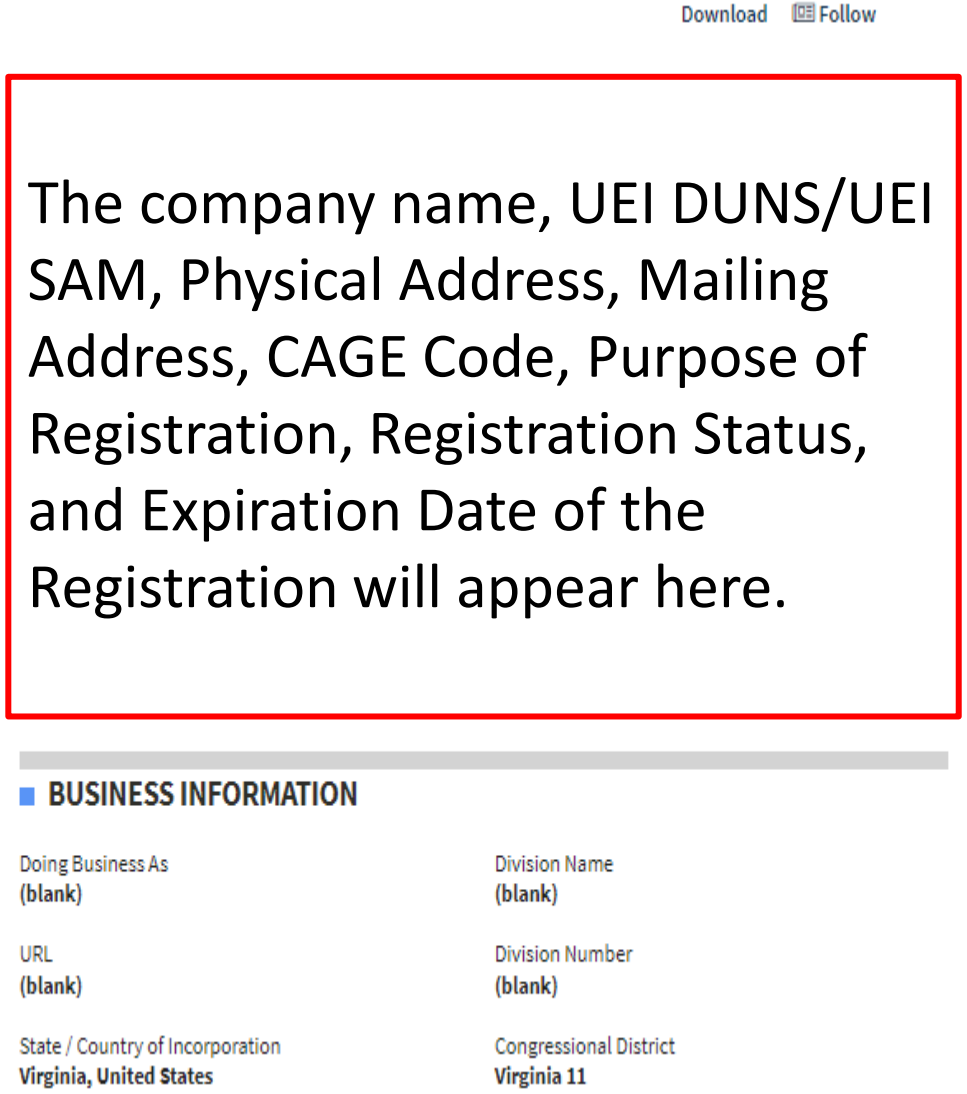


General Steps Required to View an SCR - Continued

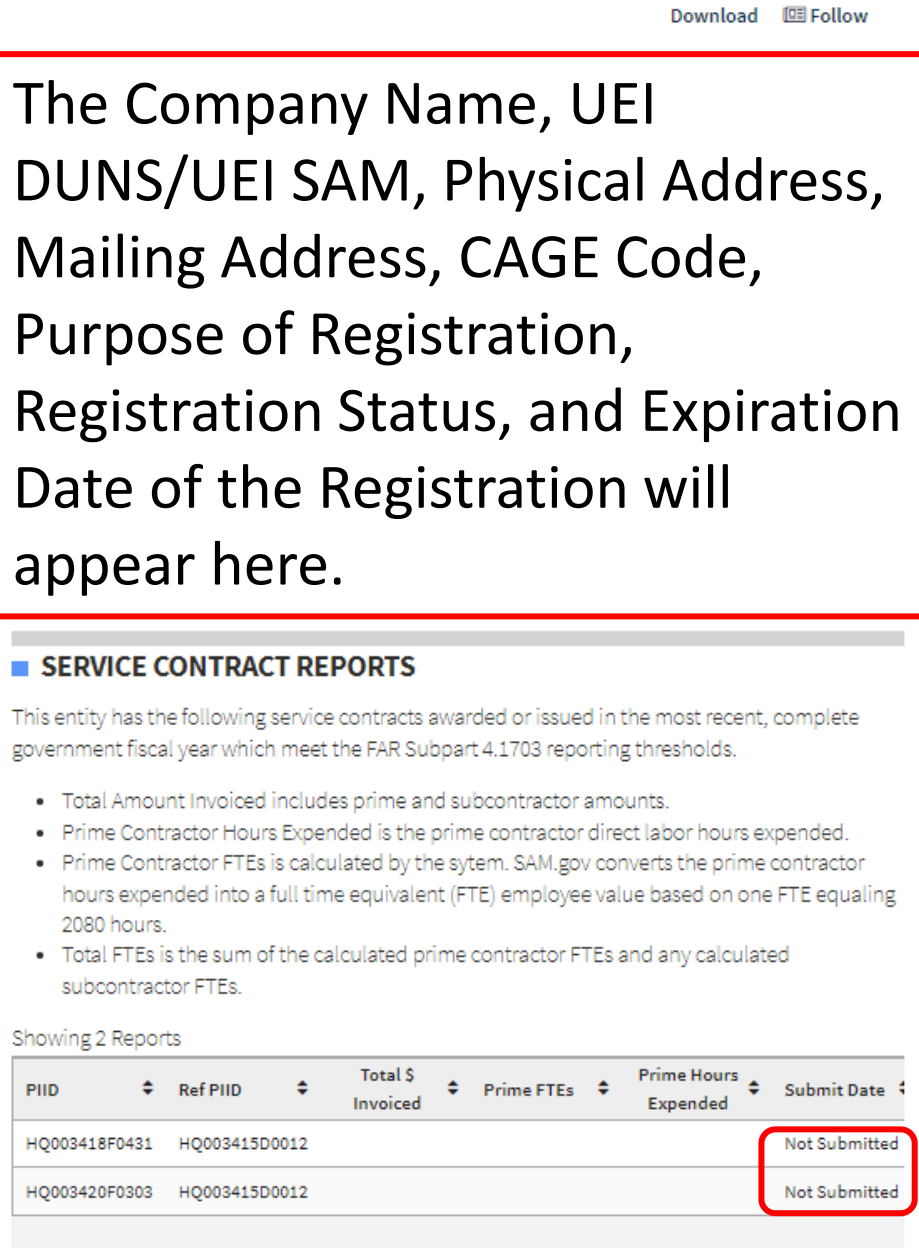
3. Click on Entity Reporting



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.



General Steps Required to View an SCR - Continued

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

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