

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

Home Search Data Bank Data Services Help



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



Official U.S. Government Website

100% Free



Home

Search

Data Bank

Data Services

Help

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.

- ② [What contracts funded by civilian agencies are subject to service contract reporting?](#)
- ② [What contracts funded by DoD agencies are subject to service contract reporting?](#)
- ② [How does SAM know what contracts are subject to service contract reporting?](#)
- ② [Who can submit a service contract report?](#)
- ② [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

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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](#)

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.

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 by a service code in the Product Service Code...

Sign In to Entity Reporting

Getting Started

[Sign in to get started](#)

Help

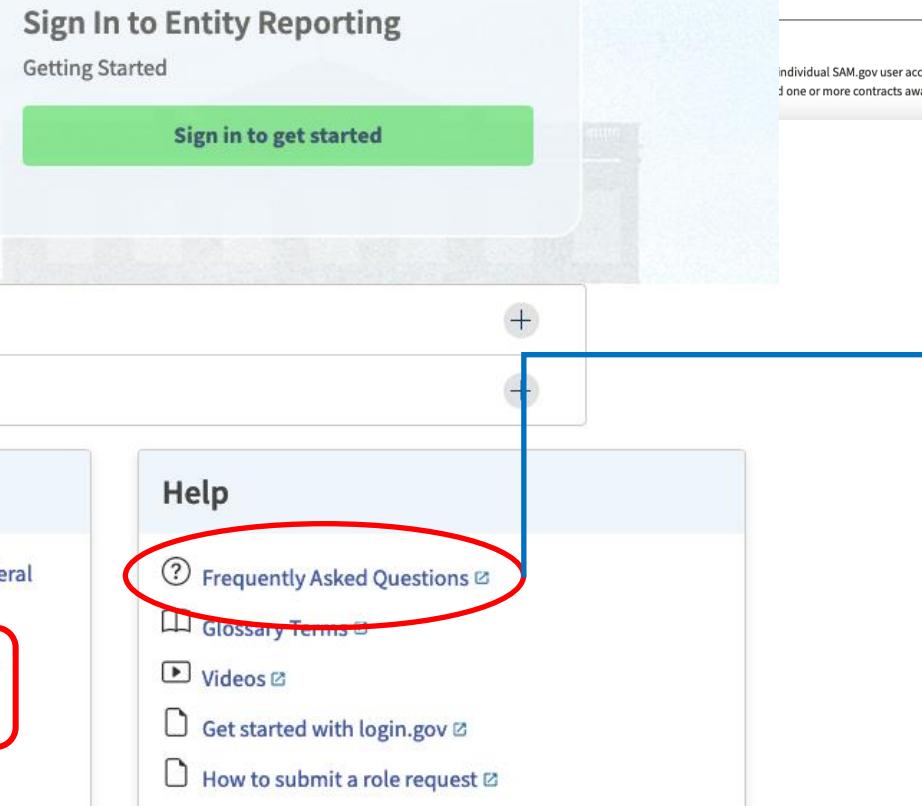
[Frequently Asked Questions](#)

[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 shows the SAM.gov workspace interface. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The 'Workspace' link is highlighted with a red box and an arrow pointing from the list of steps above. Below the navigation, there are two main sections: 'Entity Management' and 'Entity Reporting'. The 'Entity Management' section includes a 'Register Entity' button and a 'Entity Registration' summary with counts for Active (0), Draft (0), Work in Progress (0), and Submitted (0) entities. It also shows a 'Next Update Due' date and a message about entity registrations. The 'Entity Reporting' section includes a 'BioPreferred Reports' summary with 1 REQUIRED and 0 SUBMITTED reports, and a 'Service Contract Reports' summary with 143 REQUIRED and 0 SUBMITTED reports. The 'Service Contract Reports' summary is circled in red. Both sections include reporting end dates.

Entity Management
What do I need for registration?

Entity Registration

Category	Count
ACTIVE	0
DRAFT	0
WORK IN PROGRESS	0
SUBMITTED	0

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

Entity Reporting

BioPreferred Reports

Category	Count
REQUIRED	1
SUBMITTED	0

Service Contract Reports

Category	Count
REQUIRED	143
SUBMITTED	0

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

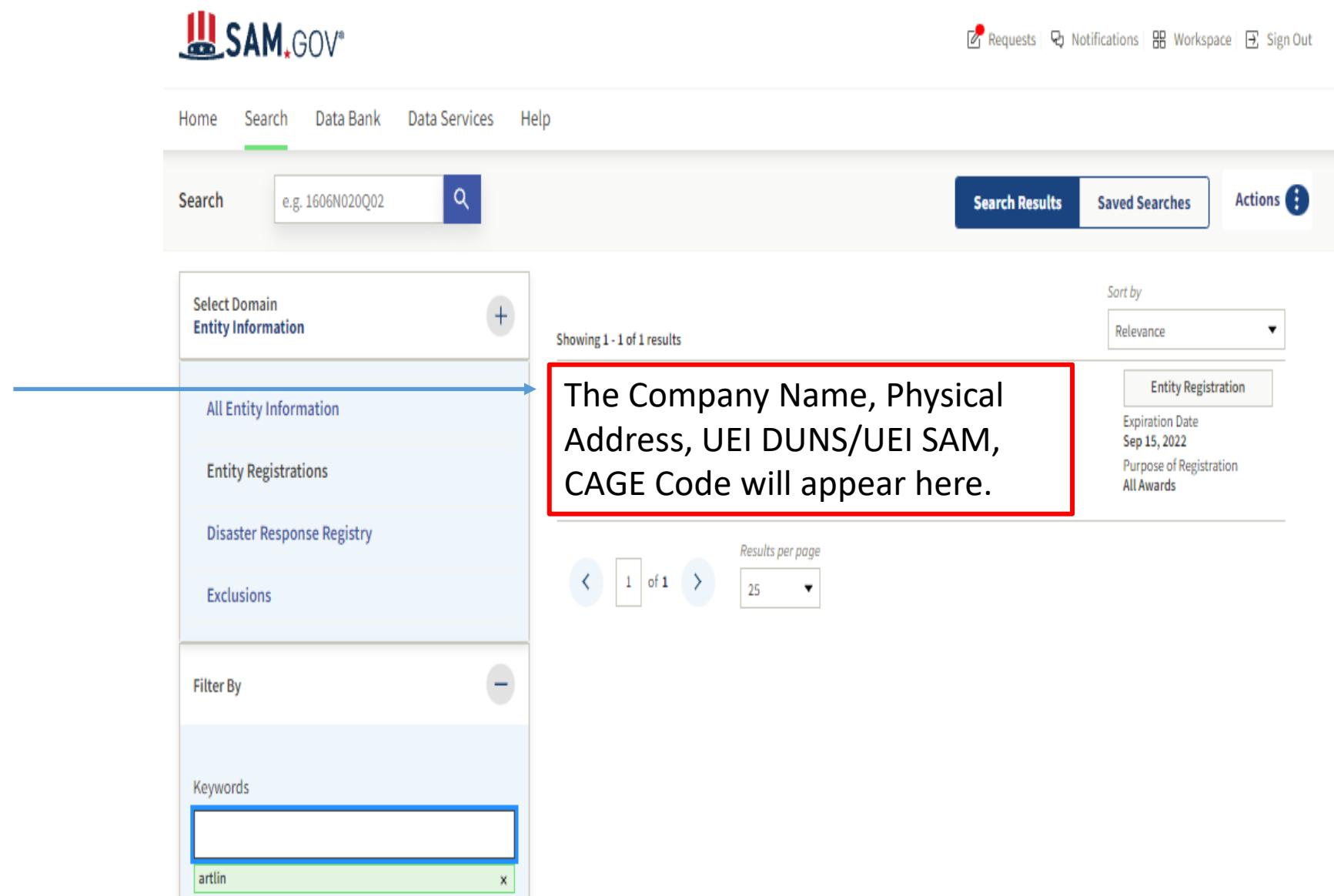
General Steps Required to View an SCR

1. Search for the entity you wish to review
 - 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

The screenshot shows the SAM.gov search interface. At the top, there is a navigation bar with links for Home, Search (which is circled in red), Data Bank, Data Services, and Help. To the right of the navigation are links for Requests, Notifications, Workspace, and Sign Out. Below the navigation is a search bar with a placeholder 'e.g. 1606N020Q02' and a search icon. To the right of the search bar are buttons for 'Search Results' and 'Saved Searches', and an 'Actions' button with a three-dot menu. The main content area is titled 'Select Criteria' with the sub-instruction 'Choose your filters and run your report to begin.' On the left, there is a sidebar titled 'Select Domain' with a sub-section 'Entity Information'. This sub-section contains a list of options: 'All Domains', 'Contract Opportunities', 'Assistance Listings', 'Entity Information' (which is highlighted with a red box and has a blue arrow pointing to it from the list item 'Entity Information' in the steps), 'Federal Hierarchy', and 'Wage Determinations'. Below this is another section titled 'Filter By' with a 'Keywords' input field.

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



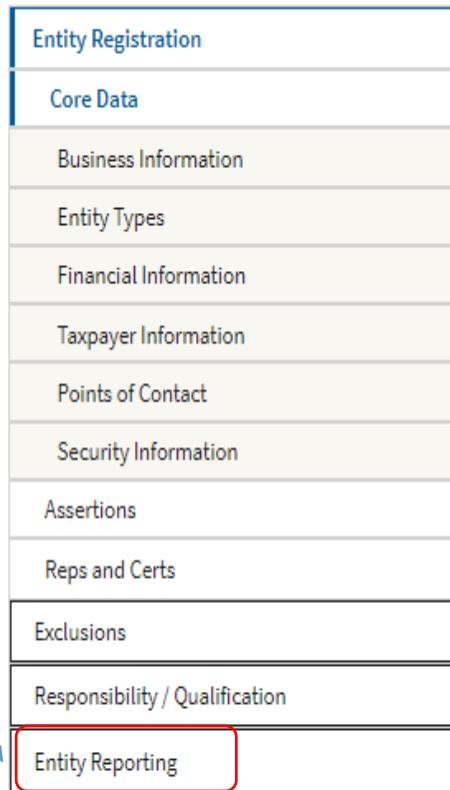
The screenshot shows the SAM.gov search results page. The search bar at the top contains the text "e.g. 1606N020Q02". The search results panel on the left lists "All Entity Information", "Entity Registrations", "Disaster Response Registry", and "Exclusions". The main results panel shows a single result for "artlin" with the message "Showing 1-1 of 1 results". A red box highlights the text "The Company Name, Physical Address, UEI DUNS/UEI SAM, CAGE Code will appear here." in the results panel. The results panel also includes a "Sort by" dropdown set to "Relevance", and filters for "Entity Registration", "Expiration Date" (Sep 15, 2022), and "Purpose of Registration" (All Awards). The page footer shows "Results per page" set to 25.

The Company Name, Physical Address, UEI DUNS/UEI SAM, CAGE Code will appear here.

General Steps Required to View an SCR - Continued

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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.

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

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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



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.

■ 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