CMR CONTRACTOR MANPOWER REPORTING

Contractor Manpower Reporting Application
Version 3.6

Contracting Officer Representative
&
Contracting Officer Technical
Representative
User Guide

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1.   INTRODUCTION

Welcome to the Contractor Manpower Reporting Application. When you open the website at https://cmra.army.mil, the first screen you will see is the Disclaimer screen. Once you have read the Disclaimer, click **I Agree** in order to enter and use the application.

This manual contains the information you need in order to use the CMRA effectively. This user manual is intended for any COR/COTR who needs to use the CMRA to report, view, and track contract data on the website.

☞*Note:* Refer to the CMRA Full User Guide or online Frequently Asked Questions for further details or questions that involve how to navigate the website, how to understand notation conventions throughout this user guide, or any general information regarding the application.

2. USER ACCOUNT REGISTRATION AND LOG-IN

All users must log in using their Username, Password, and selection of User Role.

Username: Your Username is the email address which you used to register.

Password: Army Regulation 25-2 mandates that passwords must meet certain criteria in order to be considered valid. The following requirements are necessary to create an appropriate password:
- Must contain at least 14 characters
- Must be a mix of uppercase letters, lowercase letters, numbers, and special characters that have the following characteristics:
    1. At least two uppercase characters: A, B, C, D, etc.
    2. At least two lowercase characters: a, b, c, d, etc.
    3. At least two numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
    4. At least two special characters: ! @ # $ % ^ & * ( ) _ + | ~ - = \ ` { } [ ] : " ; ' < > ? , . /
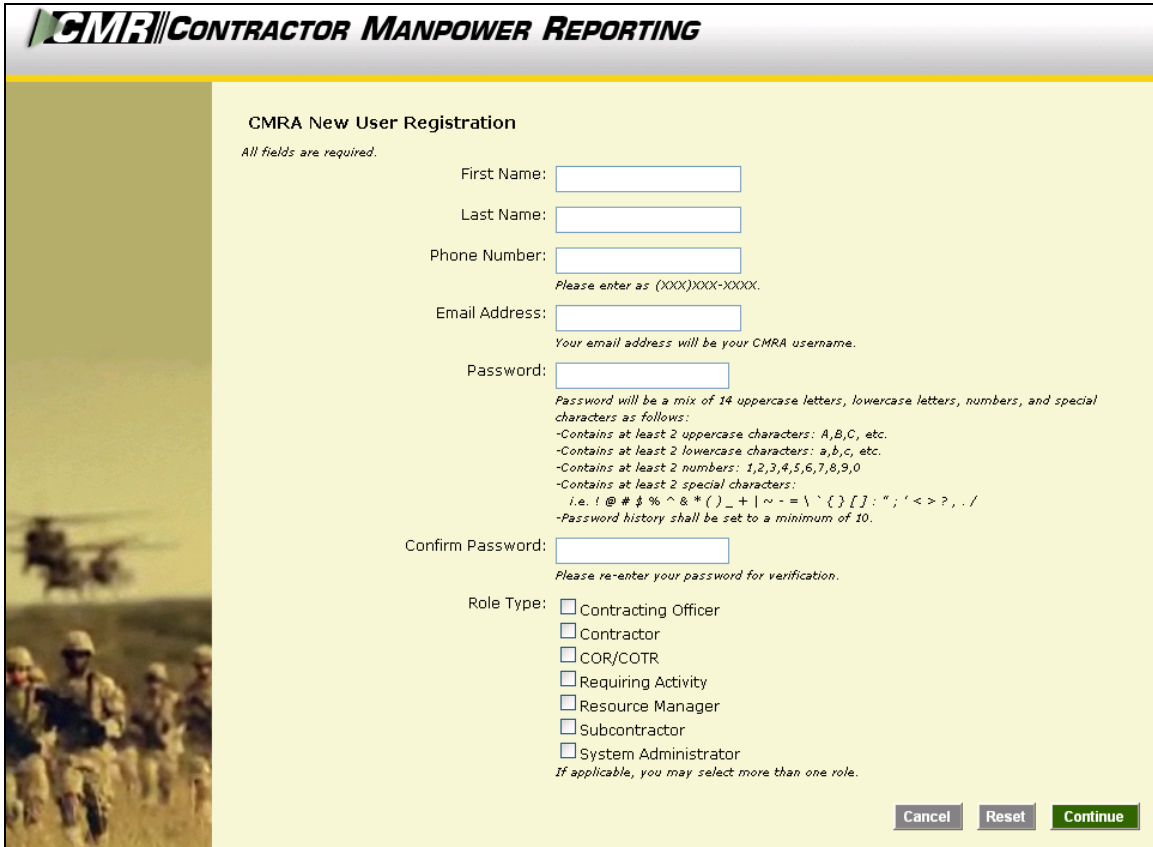   5. Must not be the same as any of your previous ten passwords

User Role: Reflects the particular job you hold and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

☞*Note:* If you registered in a previous version of CMRA, you will need to update your password. To update your password, click the **Lost/Reset Password** link. After you enter your email address, an email will be sent with a link to reset your password.

CMRA New User Registration:

If you do not currently have a CMRA account, select the **Register for your new CMRA Account** link on the Log-in screen. On the **New User Registration** screen (Figure 1), enter the required information in all fields and select the applicable user role(s).

☞*Note:* CORs/COTRs are required to have a mil, gov, or usma.edu email address to be considered valid.

Figure 1

Select the **Continue** button to save your account data after completing all of the required information in the fields. After you click Continue, you will receive a verification email to validate your email address. Open this email and click the included link to verify your email address. No further action is required at this point.

The **Reset** button will clear all fields on the screen.

The **Cancel** button will return the user to the Log-in screen.

☞*Note:* Creating a CMRA account does not ensure immediate access into the system until a System Administrator has granted you access into the website.

A second notification message will be sent to you via e-mail once the account information is verified. Click on the link that you received from the CMRA Help Desk System Administrator to activate your new account.

Editing your CMRA user profile:

Once the System Administrator has granted your user account access into the application, Log-in to the CMRA. Click the **Edit Profile** link on the top right corner of any screen to input your user information. Complete all of the required information in the selected fields and click the **Save** button to update your user profile (Figure 2). You may edit your CMRA account information at anytime.

Figure 2

3. CONTRACT SEARCH AND CREATION

Figure 3

Contract Search:

After logging in, the first screen you will see will be the **Contract Search** tab (Figure 3).

In order to enter data for a contract, you must retrieve the contract through the **Contract Search** tab. This feature also allows you to view or edit data for a contract and order.

To search for a contract, enter one of the following:

- Enter the contract number in the search by **Contract Number** field to view a specific contract.

- Enter the **Contractor Company Name** in order to view the contracts held by a company.

- Enter the **Contracting Officer's First or Last Name** in order to view the contracts for which he or she is responsible.

Contract Creation:

If the contract you are searching for is not currently in the database, the CMRA will prompt you with a message reading "**Your search did not return any results. Please click here to create a contract.**" Click on the referenced link to create a new contract entry (Figure 4).

Figure 4

You will be given the option of creating a new contract entry into the CMRA after clicking the link referenced in the directions above. Enter the **Contract Number** and **Contract Fiscal Year** of the new contract you want to store in the CMRA (Figure 5). Click **Save Contract** after entering the required contract information.
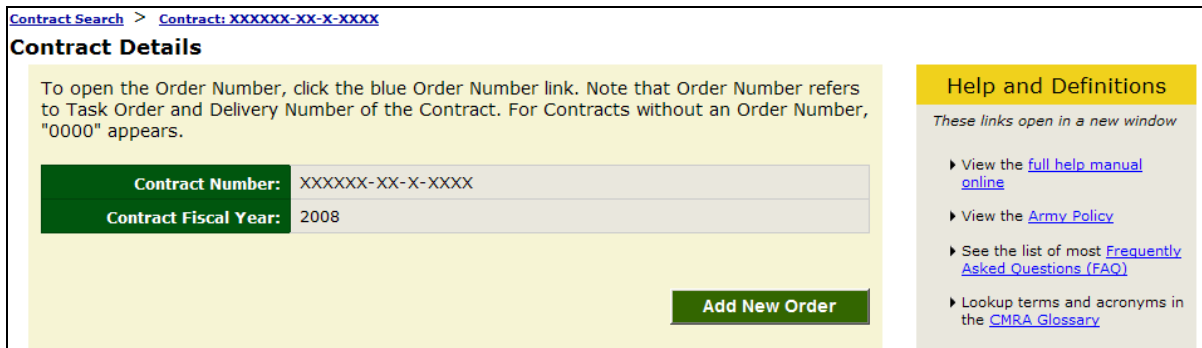

Figure 5

☞*Note:* CORs/COTRs are responsible for entering information and data into the *NDAA Elements* fields displayed below the Contract Number and Contract Fiscal Year.

Order Creation:

Once you have created and saved the new contract, select the **Add New Order** button on the screen in order to create a new Order Number to a contract (Figure 6).
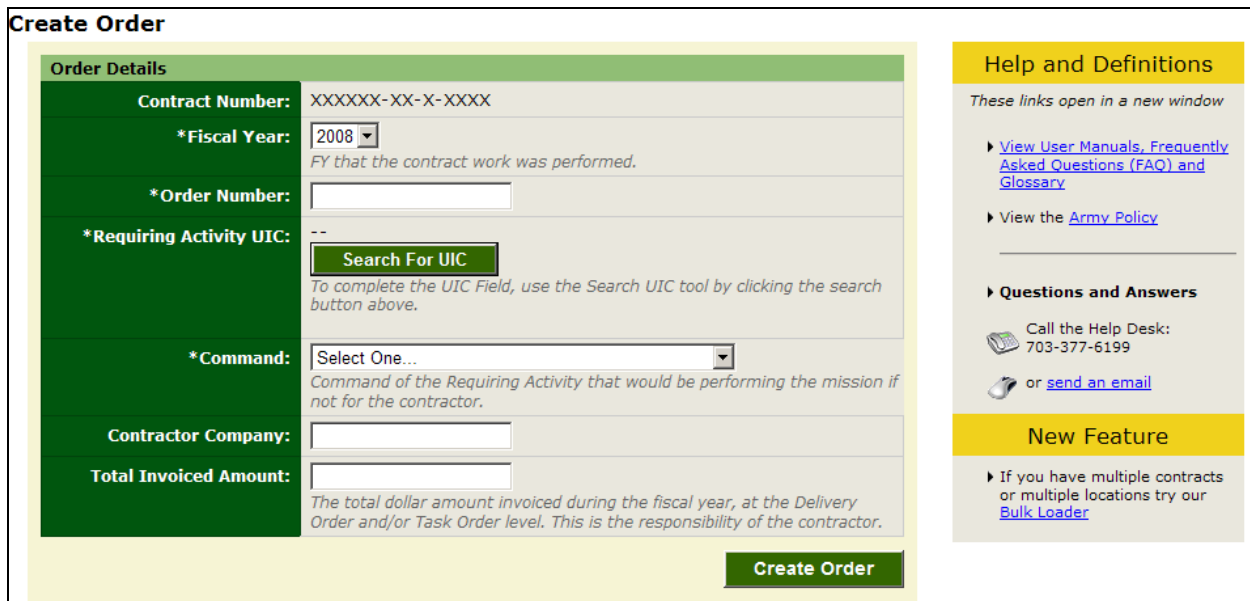
☞*Note:* Order Number refers to the Task Order and Delivery Number of the Contract. For contracts without an Order Number, use "0000".

Figure 6

The *Order Details* screen is displayed (Figure 7). Refer to Order Data in next section for instructions on entering data. Click **Create Order** when complete.

Figure 7

4.   CONTRACT AND ORDER DETAILS

When the *Contract Details* screen is shown, select the Order Number to edit or add an Order Number. The COR/COTR is responsible to enter NDAA Elements data as required by the National Defense Authorization Act for Fiscal Year 2008, Section 807 (Figure 8), and is also responsible to enter the Fund Cite Data for an order.

The COR/COTR in charge of overseeing the contract should to review the Order Data, Contact Data, and Location Data elements input by a Contractor. The COR/COTR should also edit any incorrect data if necessary. The following procedures set forth below for entering Order, Contact, and Location Data is available to the COR/COTR as a reference to explain the process in case information needs to be revised.

Figure 8

There are four sections of data to enter, review or edit, shown in the following tabs:

- Order Data

- Contact Data

- Location Data

- Fund Cite Data

<u>Order Data:</u>

In the **Order Data** tab, enter the following required information (Figure 7):

Required Field	Explanation of Required Field
Fiscal Year	The fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as "FY."
Order Number	The Order Number refers to the Task Order and/or Delivery Number of the Contract. For contracts without an Order Number, use "0000" as default.
Requiring Activity Unit Identification Code	The Unit Identification Code (UIC) of the Requiring Activity (RA) that would be performing the mission if not for the contractor. This is not necessarily the Contracting Office, Contracting Administrative Office, or Funding Source.
Command	Command of the Requiring Activity that would be performing the mission if not for the contractor.
Total Invoiced Amount	The total dollar amount invoice during the fiscal year, at the Delivery Order and/or Task Order level.

To search for a Requiring Activity UIC, first select the green **Add New Order** button shown in Figure 8. Next, select the **Search for UIC** button on the Order Details screen. Fill in as much of the data fields on the UIC Search function page as possible to narrow down the search, and then click **Search for UIC** (Figure 9).

Once you have entered your information in the data fields and clicked Search for UIC, the application will bring up several possible UICs for you to choose from. Locate your specific UIC by browsing through the results. Once you have located the correct Unit Identification Code for your order data, click the blue hyperlink in the UIC column that corresponds with your Code to confirm your selection (Figure 10). The UIC data cell will automatically be populated with the UIC you selected (Figure 11).

☞*Note:* A COR/COTR may only view the Invoice Amount, Direct Labor Dollars, and Direct Labor Hours if he or she enters the data or claims the record. To view the data for a record you did not enter, select the **Claim Order** button on the Order Details screen.

☞*Note:* The Order Data elements should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

Figure 9

Figure 10

Figure 11

Once you have finished entering all the information the Order Details, select **Create Order**.
Contact Data:

In the **Contact Data** tab, the Contractor should enter the necessary contact information for the Contracting Company and the COR/COTR. Click **Save** after each entry (Figure 12).

Figure 12

☞*Note:* The Contact Data elements should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

Location Data:

In the **Location Data** tab, enter the following required information (Figure 13):

Required Field	Explanation of Required Field
Federal Service Code	To enter the Federal Service Code (FSC), select the Service Performed in the first dropdown field and click **Search**. A listing of possible FSCs will appear in the **Results** dropdown field. Select the correct FSC based on the list of results. To narrow down these FSCs, filter the query by Code or Description after selecting the Service Performed. Enter a value in the Code or Description data cells and then click **Search**. Again, a listing of possible FSCs will appear in the **Results** dropdown field. Select the correct FSC based on the list of results.
City of Installation or Service	City or installation where the service is performed.
State	State where the service is performed.
Zip Code	Zip Code where the service is performed.
Country	Country where the service is performed.
Contractor Type	Indicate whether your user role is a Prime or Subcontractor.
Direct Labor Hours	Total number of labor hours performed at this location for this Federal Service Code.
Direct Labor Dollars	Total unburdened dollar amount for direct labor performed at this location for this FSC code. This is not the hourly rate.
Weapons System Support	Indicate whether you are providing support to any Weapons Systems listed in the dropdown field.
Questions about Contract Performance	Indicate if the contract and/or order includes the following services: 1. Clinical patient care services in a Department of Defense Medical Treatment facility 2. Expert or Consulting services 3. Support Defense Intelligence or Special Operations components OCONUS 4. Not Applicable
Government Supervision	Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?
Government's Tools and Equipment	Does the government furnish the principal tools and equipment needed for contract performance?
Government Facility	Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?

Figure 13

To search for a Federal Service Code, select the **Search for FSC** button shown in Figure 13. Next, the website will display four options for you to select. If your FSC if one of the codes listed, click on the check box and then the **Select** button. However, if your FSC is not displayed as any of the choices, select the *My FSC is not listed, Search for FSC* choice to locate your Code (Figure 14).

Once you have chosen to search for your FSC, select a *Service Category* from the dropdown data field that applies to your work, and then select the **Search for FSC** button (Figure 15). Locate your specific FSC by browsing through the results. Once you have located the correct Federal service for your location data, click the blue hyperlink in the FSC column that corresponds with your Code to confirm your selection (Figure 16). The FSC data cell will automatically be populated with the FSC you selected (Figure 17). Fill out the remaining data fields on the Location Details screen, and then select **Save** to complete submit your information.

Figure 14

Figure 15

Figure 16

Figure 17

If there are multiple Locations or FSCs for an Order number, enter a separate data record for each Location and Federal Service Code. After you finish entering all of the data for a location, the website will prompt you with a message saying "Under this order number, did you perform another function (FSC)?" Next, you will be asked "Under this order number, did you perform this function (FSC) at another location?" If either answer is "Yes," add another Location record at this time.

☞ *Note:* The Location Data elements should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

Fund Cite Data:

The COR/COTR is responsible to enter and review the Fund Cite data in the application.

In the **Fund Cite** tab, enter the following information into the required fields (Figure 18):

Required Field	Explanation of Required Field
Basic Symbol	A four digit code indicating the type of funds or major purpose of the appropriation.
Operating Agency	Organization responsible for managing funds to include receiving or issuing funds or organization under whose jurisdiction the installation or activity operates when making deposit fund transactions.
Department Code	Code which identifies the department receiving the appropriation.
Management Decision Package	Four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.
Element of Resource	Four digit code which identifies the type of resource being employed or consumed.
Army Management Structure Code	Code that interrelated programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.
Fiscal Year Dollars	Fiscal year that contract first appears on the inventory.

Figure 18

This concludes the COR/COTR responsibility for the Contract and Order Number uses in the Contractor Manpower Reporting Application.

If you need any additional assistance, please refer to the Help & References section of CMRA, or contact the CMRA Help Desk at contractormanpower@hqda.army.mil.

5.   REPORTS

CORs/COTRs can verify which of their Contracts and Order numbers have been entered and saved in the CMRA correctly by viewing and exporting reports. These reports will also allow you to view and verify specific data elements. To view a report, select the **My Reports** tab.
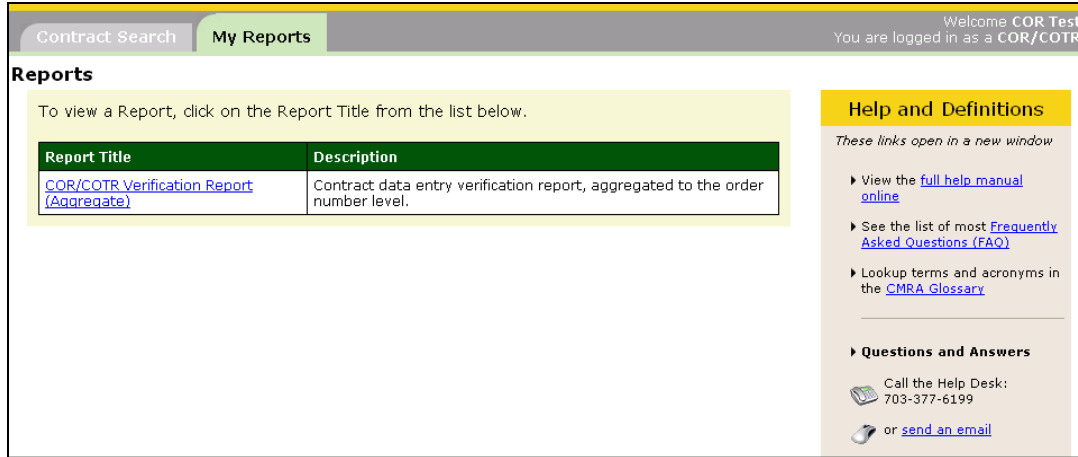

Figure 19

The screen will display the report which you are authorized to view (Figure 19). Select the report you intend to view by clicking the desired link in the *Report Title* column.

☞*Note:* CORs/COTRs may view contracts which have been completed. If a contract does not appear in the Verification Report, you should search for the specified contract and enter any missing data into the application.

Select the appropriate *Fiscal Year* filter of the report you would like to view (Figure 20). You have the option of exporting a report to Microsoft Excel by clicking on **Export to Excel.** Once you have exported this file, you may save the report onto your hard drive. You may also elect to examine the data without saving information to your hard drive by clicking on **View Report**. Click on the corresponding button once you have made your decision.
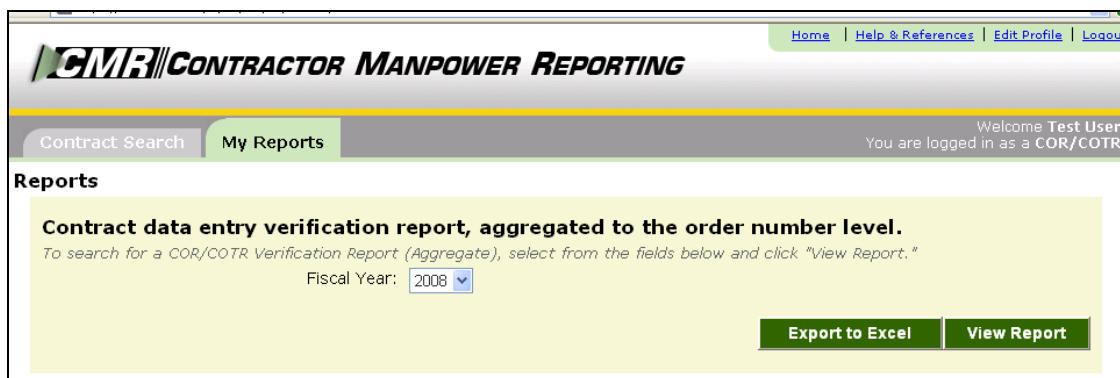

Figure 20

☞*Note:* If there are no reports for the fiscal year option you have selected, the following message will display, "The report did not return any data."