CMR CONTRACTOR MANPOWER REPORTING

Contractor Manpower Reporting Application
Version 3.6

Subcontractor 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 Subcontractor 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

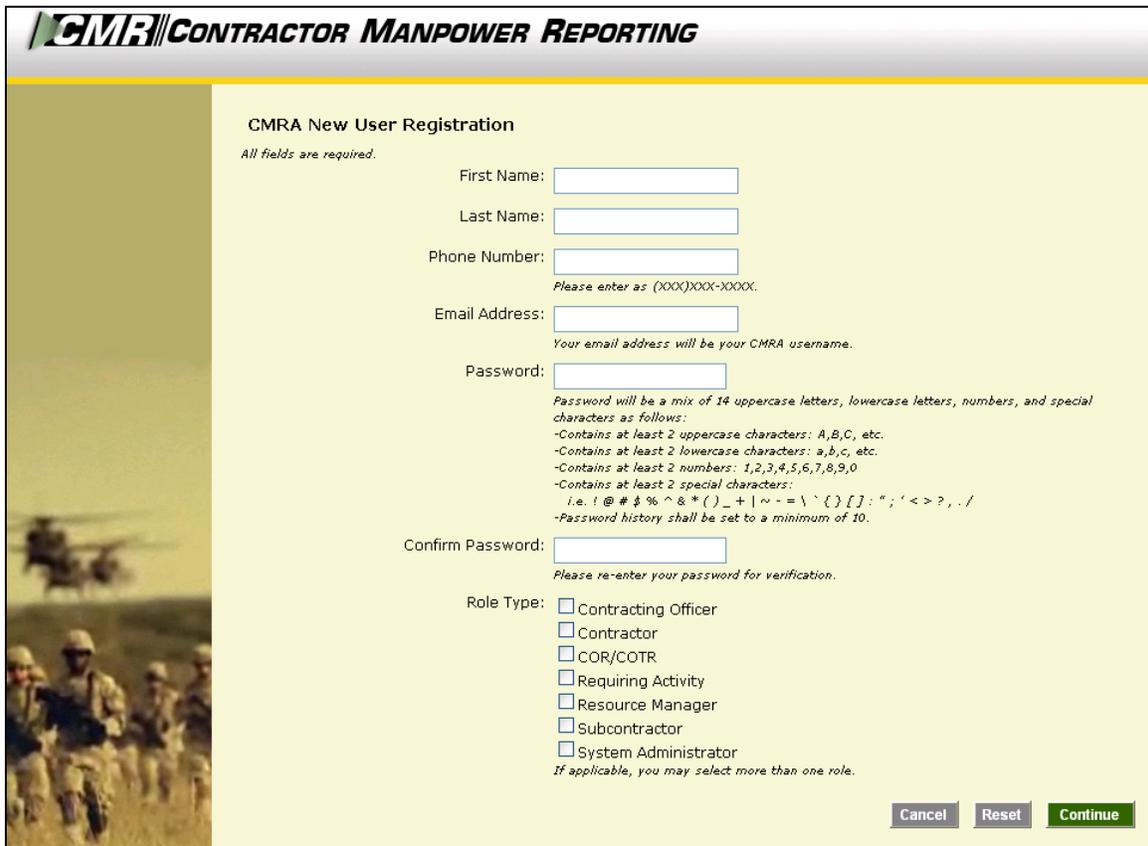User Role: Reflects the particular job you hold and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

☞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:* Subcontractors must have a non .mil, gov or usma.edu email address and are required to enter their assigned CAGE Code. A complete list of each code is available for look-up.

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.

Manage User

First Name: Test
Last Name: User
Phone Number: 703-999-9999
Please enter as (XXX)XXX-XXXX.
Email Address: sample@email.com
Your email address will be your CMRA username.
Password:
See password requirements for password criteria.
Confirm Password:
Please re-enter your password for verification.
Cage Code: 12345
Enter your 5 character Cage Code. A Cage Code is used to identify companies doing or wishing to do business with the federal government.
Click Here to Search for a Cage Code
Last Login: Friday, September 19, 2008 6:46:35 PM

Cancel | Save

Figure 2

3. CONTRACT SEARCH

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.

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

☞*Note:* Subcontractors are only responsible for entering the Location Data. This is the third tab on the Order Details screen.

Location Data:

In the **Location Data** tab, enter the following required information (Figure 4):

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

Required Field	Explanation of Required Field
	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?

☞ *Note:* The only Subcontractor that can view the Direct Labor Dollars and Direct Labor Hours is the user that entered its original data. All other data is public information.
Prime Contractors will not be able to view Subcontractor's data entered for the Direct Labor Dollars and Hours.

Figure 4

To search for a Federal Service Code, select the **Search for FSC** button shown in Figure 4. 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 5).

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 6). 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 7). The FSC data cell will automatically be populated with the FSC you selected (Figure 8). Fill out the remaining data fields on the Location Details screen, and then select **Save** to complete submit your information.

Figure 5

Figure 6

FSC	Service Category	Description
M111	Operation of Government-Owned Facilities	Operation/Office Buildings
M112	Operation of Government-Owned Facilities	Operation/Conference Space & Facilities
M119	Operation of Government-Owned Facilities	Operation/Other Administrative & Service Buildings
M121	Operation of Government-Owned Facilities	Operation/Air Traffic Control Towers
M122	Operation of Government-Owned Facilities	Operation/Air Traffic Control Training Facilities
M123	Operation of Government-Owned Facilities	Operation/Radar & Navigational Facilities
M124	Operation of Government-Owned Facilities	Operation/Airport Runways
M125	Operation of Government-Owned Facilities	Operation/Airport Terminals
M126	Operation of Government-Owned Facilities	Operation/Missile System Facilities
M127	Operation of Government-Owned Facilities	Operation/Electronic & Communication Facilities

1 2 3 4 5 6 7 8

Figure 7

Figure 8

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.

Bulk Loader:

The Bulk Loader function is available to you if there are many location records that need to be entered into the Location Data section. Click on the Bulk Loader link on the right side of any page to access the function.

To enter multiple Locations records using spreadsheet, follow the following steps. Please note that the Order Details for each Contract and Order number must be entered in CMRA before the Location data is loaded.
1. Download the template Bulk Loader Template (.CSV)
2. Download the Bulk Loader Instructions and Code Lookups (.XLS)
3. Complete the required fields in the template.
4. Save the completed template to you computer as a .csv file.
5. Upload the completed template as a .csv file by clicking the Browse button and selecting the template you saved.
6. Click the Submit button.
7. If there are any errors they will be displayed on screen. Correct the errors and repeat the upload process. (Steps 4-6)

☞*Note:* You must enter a new row for each Location or FSC. Also, you cannot change the order of the columns and should not enter symbols ($, ' .) in any data field.

This concludes the Subcontractor 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.