U.S. DEPARTMENT OF DEFENSE
Enterprise Contractor Manpower Reporting Application

ECMRA Quick-Guide:

Subcontractors Quick Guide

1.0 ECMRA Overview

The Enterprise Contractor Manpower Reporting Application (ECMRA)'s primary mission is to facilitate Department of Defense (DoD) with compliance to section 2330a of title 10, United States Code. DoD is required to submit to Congress an annual Inventory of Contracts for Services (ICS) performed during the prior fiscal year. Each Component is responsible for ensuring the accuracy of the information reported in ECMRA for their contracted services to support the ICS. The Enterprise Contractor Manpower Reporting Application (ECMRA) is designed to collect information on funding source, contracting vehicle, organization supported, mission and function performed, and labor hours and costs for contracted efforts providing services to the Department of Defense (DOD) from contractors and DOD activities requiring contracted services from supporting contracting offices.

2.0 Responsibilities of Subcontractors

A subcontractor is a user who has been contracted by a Prime Contractor to perform work on a contract for a government organization. The role of a subcontractor within ECMRA is to add or edit contract data. Specifically, the role of the Subcontractor within ECMRA is the following:

• Enter location data for each order in the ECMRA on which they have worked.

3.0 Login

Figure 1. Login

To log into ECMRA, open an Internet browser and enter the following: www.ecmra.mil. Upon navigating to the ECMRA application, the DoD DTM 08-060 disclaimer will appear to users. The user is required to read the disclaimer and click "I Agree" before accessing the ECMRA login page. Upon accepting the disclaimer, enter your Username (your email address), and Password.

For issues accessing, your account contact the Support Desk (DOD.ECMRA.Support.Desk@mail.mil).
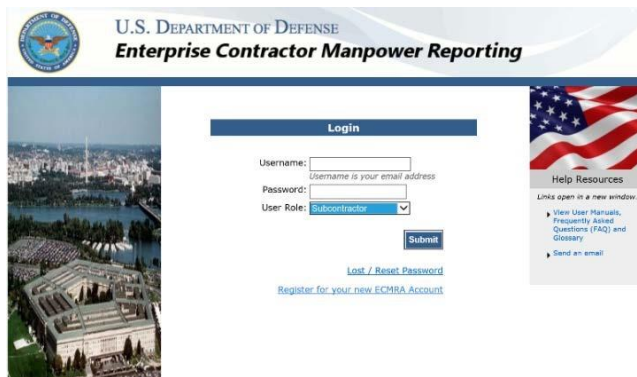
4.0 Search for a Contract and Order

The role of a subcontractor, within ECMRA, is to enter location data for an already existing contract and order. If a contract does not exist, do not enter one. Contact your Prime Contractor to coordinate.

1. Search for a contract using one of the three available search options on the ECMRA home screen.
2. Select an existing contract by clicking one of the contract links in the table of results.
3. Go to the Orders tab.
4. Select an existing order for the current fiscal year by clicking the corresponding blue link in the Order Number column.

5.0 Entering Location Data

Upon selecting an existing order for the current fiscal year, you will be directed to the Location Data tab. To add Location Data, Click the Add New Location button. **Figure 2** displays the instructions for adding a Location data to an order.

Figure 2. Enter Location Data

Required Field	Explanation of Required Field
Federal Service Code	The PSC Code is not normally stated in the contract. It is up to the discretion of the person entering ECMRA data to select the FSC that most closely matches the services being provided. To search for a PSC, click find to search by different categories. Otherwise, enter it into the field provided. To enter the Federal Service Code (FSC), click the **Search for** FSC button to begin the search.
City or 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. Note: This field is only displayed when a System Administrator, RA, RM, or COR/COTR enters or edits location information.
Direct Labor Hours	Total number of labor hours performed at this location for this FSC. Do **not** report an estimated number of hours from an offer or proposal. The hours reported need to be the exact number of labor hours worked.
Direct Labor Dollars	Total dollar amount for direct labor performed at this location for this PSC. This is the total dollar amount paid directly for labor and is NOT an hourly rate. Report the **unburdened** total dollar amount for labor during the reportable fiscal year.
Weapons System Support	This field is not required. Select **Not Applicable**.
Questions about Contract Performance	Indicate if the work completed at the location includes any of 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 prime contractor or subcontractor personnel subject to relatively continuous supervision and control by a government employee or officer at this location?

Government's Tools and Equipment	Does the government furnish the principal tools and equipment needed for contract performance at this location?
Government Facility	Are some or all the prime contractor or subcontractor employees provided with a workspace in a government facility for use on a regular basis?

Figure 3. Required Fields for Location Data

1. To edit or delete one of your entries that already exists for the current fiscal year, click the Edit or Delete icon in the table of results. If not, enter add new location data

2. Once all fields have been completed, click Save.

3. If there are multiple Locations or work is performed under multiple PSC at a single location, click Add New Location to add more Location Records.

It is important to note that the Direct Labor Dollars total on an order may exceed the total of the Invoice Amount minus the Direct Non-Labor Dollars of an order. In cases when this takes place the user with ownership of the order will be notified after the location data is saved.

6.0 Subcontractor Reports

There are only two reports that are available to the Subcontractor role, within the Reports tab. These are the Subcontractor Verification Report (Aggregate) and Subcontractor Verification Report (Detail). The Subcontractor Verification Report (Aggregate) provides a reporting of your sub contract orders aggregated to the order number level. The detailed level report contains the breakdown of the subcontractor orders (that are non-primed). To view these reports, follow the steps below:

1. Navigate to the reports tab, on the top navigation bar. The two report options will appear. Select the report desired to run.
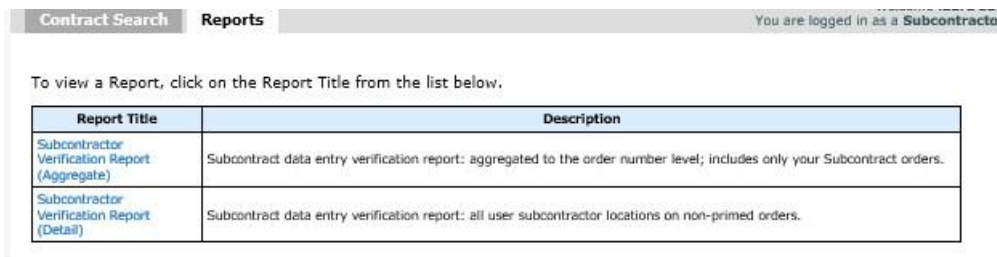2. These two reports only have one required filter to run, Fiscal Year. Click on the desired report output format. The reports can be opened in Excel or viewed through the browser.

Figure 4. Subcontractor Reports