



Contractor Manpower Reporting Application
Version 3.7
Frequently Asked Questions

The Contractor Manpower Reporting Application's [Full User Guide](#) provides complete usability guidelines and should be consulted first in all matters concerning the CMRA.

Index

A. Username and Password

B. User Roles

C. CAGE Code

D. Data Entry

E. Verification

F. Contracts to be Reported

G. Business Rules and Processes

A. Username and Password

1. **What is my username?** Your username is the email address you used to register.
2. **How do I reset my password?** To update your password, click the **Lost/Reset Password** link on the Log-in page. After you enter your email address, an email will be sent with a link to reset your password.
3. **Why do I need to reset my password?** All passwords must meet Army Regulation 25-2 (Information Assurance) security requirements for password security. These passwords must be 14 characters and must be changed if not used for 60 days.
4. **How will I know when my CMRA account has been activated?** Before your account is approved, you will need to open the email sent to the email address which you registered under and click the appropriate link. Shortly after this is completed, the Help Desk will review and activate your user account. You will then receive an email that informs you of that you have been granted access into the website.

B. User Roles

1. **Will the CMRA allow multiple users for one company/office?** You may have multiple users for one company or Contracting Office. However, only the first user to enter the data for each contract will be able to view and edit the contract for the remainder of the fiscal year. Only the registered user will be able to view and edit the Invoiced Amount, Direct Labor Hours, and Direct Labor Dollars.
2. **Will the CMRA allow a single user to register as multiple roles?** Yes, a user may register as a Contractor and Subcontractor if they are the Prime Contractor and Subcontractor on different contracts. Also, a user may register as a Resource Manager and a COR/COTR, if necessary.

C. CAGE Code

1. **Why must contractors and/or subcontractors enter a CAGE Code? Contractors must submit a CAGE Code** in order to prove that they have a need to access an Army website.
2. **Where can users locate their CAGE Code?** If you do not know your CAGE Code, you search for your company at: http://www.bpn.gov/bincs/begin_search.asp.

[\[Return to Top\]](#)

D. Data Entry

1. **Where do you find the Command to enter?** The CMRA requires the Major Command (MACOM) to be entered. These Commands are listed in the dropdown menu. If you are unsure of your Major Command, please contact the Army Requiring Activity to which you provide services.
2. **What rate is to be reported (fully loaded or direct labor rate)?** No labor rates should be reported. The information is reported as an aggregate of all labor dollars and hours charged by delivery / task order. Direct Labor Dollars should include all (un-loaded) labor hours in the contract.
3. **Who is required to report data relevant to services provided by a subcontractor?** Subcontractors are required to enter contract-level information. Prime contractors must enter their data first. If the contract information has not been entered, the subcontractor should contact the prime contractor. The prime has overall responsibility for ensuring sub-contractors enter their respective data.
4. **Does the reporting Contract Line Item Number (CLIN) have to be priced separately?** No. The solicitation will include the requirement in the PWS and a CLIN in Section B. The contractor will determine to price or not-separately-price the requirement.
5. **How do I create a contract?** Search for a contract using the criteria listed on the home screen. If the contract does not exist in the CMRA database, you can create a new one by following the red-highlighted hyperlink at the top of the screen.
6. **What is the Invoiced Amount?** The Invoiced Amount is the total dollar amount you charged to the Army Contract/Order during the fiscal year, including materials, labor, overhead, etc. The total invoiced amount must be greater than or equal to the sum of the Direct Labor dollars and Direct Non-Labor Cost and should be reported for the fiscal year when it is accrued (no matter when the invoice is sent out and or paid). It is the contractors responsibility to enter this data and should only use whole numbers (no symbols) when entering the information into the website.
7. **What do I input into the Direct Non-Labor Cost field?** The Direct Non-Labor Cost field is Supply costs plus Other Direct Costs (ODCs) for the fiscal year. ODCs are charged directly to the Government and are not included in proposed material costs, direct labor, indirect costs or any other category of cost. ODCs include but are not limited to special tooling, travel expenses, relocation expenses, pre-production and start-up costs, packaging and transportation costs, royalties, spoilage and rework, computer expenses, federal excise taxes and reproduction costs. If you did not have a Direct Non-Labor Cost you will enter "0". This data and should only use whole numbers (no symbols) when entering the information into the website.
8. **What do I input into the Direct Labor Dollars field?** The Direct Labor Dollars is the total unburdened dollar value of the direct labor for service at a location for a specific Federal Service Code (FSC). It should include all (un-loaded) labor hours in a contract because the information is an aggregate of all labor dollars and hours charged by a delivery/task order. If you did not work on the Contract/Order in a given fiscal year, then you do not need to make an entry in the Direct Labor Dollars field (cannot enter "\$0" as an amount). This data and should only use whole numbers (no symbols) when entering the information into the website.

[\[Return to Top \]](#)

9. **What should I do if my Product Service Code (PSC) / Federal Service Code (FSC) does not match anything within the CMRA?** If you cannot find your FSC in the lookup table provided, contact your COR/COTR or the Army Requiring Activity that you are supporting. FSC, the acronym for Federal Service Code refers to the set of services defined in FPDS-NG Product Service Code (PSC) manual. In the next version of eCMRA FSC will be replaced with PSC to avoid any confusion.

10. **Where do I find my Unit Identification Code (UIC)?** The Unit Identification Codes (UIC) of the activity requiring services should be on the contract. This is not the same as your DODAAC code. To enter the UIC, select the ‘Search for UIC’ button on the Order Details screen. Please first select the command from the drop-down list and then enter the UIC in the UIC box. The search will not return any results if the UIC does not belong to the command selected. If the UIC still cannot be found, contact your COR/COTR or the Army Requiring Activity that you are supporting.

11. **Is there a way to enter information for more than one requiring activity per task order?**

1. CMRA is currently configured to record/report only one requiring activity per service contract task order
2. **Work Around:** create a notional task order for each additional requiring activity
 - a) Create CMRA task order record under the same contract record in the same fiscal year with a related task order number
 - b) **Suggested notional task order numbering convention in three steps as follows:**
 - i. Set the first two digits of the task order to the two digit code of the requiring activity’s operating agency
 - ❖ For example a notional task order for a TRADOC requiring activity would start with operating agency code 57 i.e. task order number “57??”
 - ii. Set the last two digits of the notional task order to the last two digits of the original task order
 - ❖ For example a notional task order for the original task order number “0001” would end with 01 i.e. task order number “??01”
3. Concatenate i. and ii. above to create above to create the notional task order number: i.e. notional task order number “5701”.

E. Verification

1. **How does a Contractor verify that their data has been entered?** Click on the tab entitled “My Reports” to view all contracts/orders for which you have entered location data.
2. **How does a COR/COTR verify that their data has been entered?** Click on the tab entitled “My Reports” to show all contracts/orders you have claimed as a COR/COTR and location data entered by Contractors. You must have entered data as a COR/COTR in order to view the data in the reports.

[\[Return to Top \]](#)

F. Contracts to be Reported

1. **When should data be entered into the CMRA?** Data must be entered into the Contractor Manpower Reporting Application after the completion of the fiscal year. The deadline to enter data is October 31.
2. **How often do contracts need to be entered?** Contracts need to be entered one time per fiscal year. Individual service calls do not require additional reporting.
3. **For Delivery Order type contracts, does the contractor report for each separate delivery order when awarded?** Yes. Data is reported for each separate delivery order or task order at the completion of the contract, or fiscal year, whichever comes first. All reporting is annual. If a delivery / task order has been executed during the fiscal year in question, it should be reported.
4. **What contracts need to be reported in CMRA?** All Army service contracts must be reported in CMRA except those covering manufacturing, utilities, foreign military sales and construction projects funded using Military Construction Army funds (however, repairs, maintenance, construction, and demolition projects that utilize Operations and Maintenance funds do require reporting in CMRA).
5. **Is CMRA reporting required for civil works funded contracts?** No.
6. **Is there a minimum dollar amount for which the data is collected?** There is no minimum dollar amount for the data collected.
7. **Is there a minimum dollar amount for which the data is collected?** There is no minimum dollar amount for the data collected.
8. **If the Army sends funds via a Military Interdepartmental Purchase Request (MIPR) to another agency to contract for the Army, does the requirement still apply?** Yes.
9. **Does the Contractor Manpower Reporting (CMR) requirement apply to Grants and other transactions?** No.
10. **Does the CMRA require hours for fixed contracts?** Yes. The CMRA requires labor hours for all contracts. You should estimate your direct (un-loaded) labor hours.
11. **On a contract that contains a combination of supplies and services (in which case over 50% of the contract cost is for supplies and is therefore coded with a Federal supply and service code of 5895), is the contractor required to report to the CMRA website?** Yes. Any contract for services must be reported. The requirement applies for any service that is not an incidental service covered in overhead, such as progress reports.
12. **Are service contracts in classified or “black” programs to be reported in the CMR website?** Classified contracts are not to be reported to CMR website but separate arrangements must be made to report the data to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address, attention: Mr. Michael E. Bownas, 703-805-4259, SIPR: michael.e.bownas.civ@mail.smil.mil or Mr. Tara K. Kastanias, 808-477-7956, SIPR: tara.k.kastanias.civ@mail.smil.mil.

[\[Return to Top \]](#)

13. **Does this reporting requirement apply to GSA schedule contracts?** Yes. The reporting requirement must be included in contracts using GSA pricing awarded internally by the Army and in Government Wide Acquisition Contracts (GWAC) awarded by GSA for the Army. Army requiring activities must include the reporting requirement in the statements of work sent to GSA for use in GWACs.
14. **Must labor associated with manufacturing hardware or supplies be reported?** No. Labor hours expended in manufacturing supplies or hardware are not included in this reporting requirement. However the labor associated with training support, program management, engineering support or maintenance services pertaining to the supplies being purchased must be reported.
15. **Are any functions covered under the Federal Service Codes (FSC) for services excluded from reporting?** Utilities are excluded.
16. **How does the CMRA relate to the procurement of commercial items?** Many services are procured as commercial items. They are not excluded. The information requested is not being used by contracting officers to make acquisition decisions but is being provided for Department of Army management information purposes and will not be linked to contractor name or number when analyzed at the Departmental level. Therefore, the manner of procurement (often chosen in name of expediency) should not be the basis for excluding a service from reporting.

G. Business Rules and Processes

1. **How does the CMRA protect the contractor's information?** The Invoiced Amount, Direct Labor Dollars and Direct Labor Hours are proprietary and are only viewable by the contractor who entered the data. The remaining data information is not proprietary and may be viewed by all users. Contract number and contractor identity will be treated as proprietary information when they are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.
2. **What should I do if the contract spans two fiscal years?** The government fiscal year is from 1 October to 30 September. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year.
3. **Which user role begins the process of entering data into the website?** It is the Contractors responsibility to begin the process of entering data by creating the initial Contract and Order before any other user role can input data into the website. Subcontractors must wait until Prime contractors have entered data before they can input any information into the CMRA system.
4. **How much should contractors charge to enter data into the CMRA?** Please contact your Contracting Office for this information.

[\[Return to Top \]](#)

5. **If my company has many Army contracts, do I have to enter them manually?** You may enter multiple Location records using the Bulk Loader. You may view instructions here, <https://cmra.army.mil/Contracts/BulkLoader.aspx>

6. **Why do I need to report this data? Isn't the data in another database already?** Some of this data is in other Army databases. However, not all of the data that needs to be reported to Congress can be found in these databases.

7. **If I have trouble accessing the CMRA website due to a company firewall, what steps can I take?** Please see your local systems administrator.

8. **Do contractors need to report labor hour and cost information when a bid or proposal is submitted to the contracting office?** No, you do not need to enter any data in CMRA as part of the bidding process. A report is only submitted annually for work actually performed. No report of any kind is required at the solicitation phase of the procurement, although a bidder may be asked to price the contract line item pertaining to the report or agree to deliver the report pursuant to the contract.

[\[Return to Top \]](#)