

Contracting Officer Quick Reference Guide

Responsibilities

Contracting Officers are responsible for:

1. Verifying that Contract data has been entered.
2. Reviewing the accuracy of order data, contact data, location data, and fund cite data.
3. Due to business rules, Contracting Officers are only able to view existing data and cannot create contracts or edit existing data in the CMRA.

Login

1. Go to the CMRA website, <https://cmra.army.mil>
2. Enter your Username (your email address), Password, and select the 'Contracting Officer' user role, then select Submit.

Searching for a Contract

1. Search for a contract using the criteria listed on the screen.
2. Once you have located a contract, select the contract number you want to review.

Verifying Contract Data

1. Select the Order number.
2. Once you have selected on the Order number, review the Order data, Contact data, Location data, and Fund Cite data to ensure accuracy and completion.

Notes and Tips

- For other questions or concerns, see the Help Resources section of the website for a [Full User Guide](#), list of [FAQs](#), [Glossary](#) of terms, and Help Desk contact information.