

Subcontractor Quick Reference Guide

Responsibilities

Subcontractors are responsible for:

1. Entering Location data for each Order in CMRA that they worked on. This data should be entered after the Prime contractor has created and entered their data.

Login

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

Searching for a Contract

1. Search for a contract using the criteria listed on the screen.
2. Select the Contract itself.
3. Select the Order number that appears from the search results.

Entering Location Data

1. Select the 'Location Data' tab.
2. For each Location record, enter the following data:
 - a. The Federal Service Code (FSC) is the function performed for the Order record.
 - b. The location is where the work was performed.
 - c. The Direct Labor Dollars is the amount charged for labor costs.
 - d. The Direct Labor Hours is the total amount of hours worked on the Orders.
 - e. The remaining questions must also be answered.
3. Once all questions have been completed, select Save.
4. If there are multiple Locations or multiple Functions performed at a location, enter additional Location Records.

Notes

- Any questions regarding your Requiring Activity Unit Identification Code (RA UIC), Major Command (MACOM), or Federal Service Code (FSC) should be addressed to the Army Requiring Activity that you are supporting for the contracted work.
- 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.