



**Contractor Manpower Reporting Application  
Version 3.6**

**Contracting Officer Representative  
&  
Contracting Officer Technical  
Representative  
User Guide**

# TABLE OF CONTENTS

1.	INTRODUCTION .....	2
2.	USER ACCOUNT REGISTRATION AND LOG-IN .....	3
	CMRA New User Registration .....	4
	Editing your CMRA user profile .....	5
3.	CONTRACT SEARCH AND CREATION .....	6
	Contract Search.....	6
	Contract Creation.....	7
	Order Creation .....	8
4.	CONTRACT AND ORDER DETAILS .....	9
	Order Data.....	10
	Contact Data.....	12
	Location Data.....	14
	Fund Cite Data .....	18
5.	REPORTS .....	20

## 1. INTRODUCTION



YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.  
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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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 COR/COTR 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

**CMR CONTRACTOR MANPOWER REPORTING**

**Login**

Username:   
*User name is your email address*

Password:

User Role:

**Submit**

[Lost / Reset Password](#)

*Due to Army Regulation 25-2, all users with accounts for the previous version of CMRA must reset their password. Please select the "Lost/Reset Password" link to reset password. User names will now be the user's email address.*

**New User Signup**

[Register for your new CMRA Account](#)

**Help Resources**

*Links open in a new window*

- ▶ View the [full help manual \(PDF\)](#)
- ▶ View the [Army Policy](#)
- ▶ See the online help including the most [Frequently Asked Questions \(FAQ\)](#)
- ▶ Call the Help Desk: 703-377-6199 or [send an email](#)

**Online Demo**

- ▶ View an [online demo](#)

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

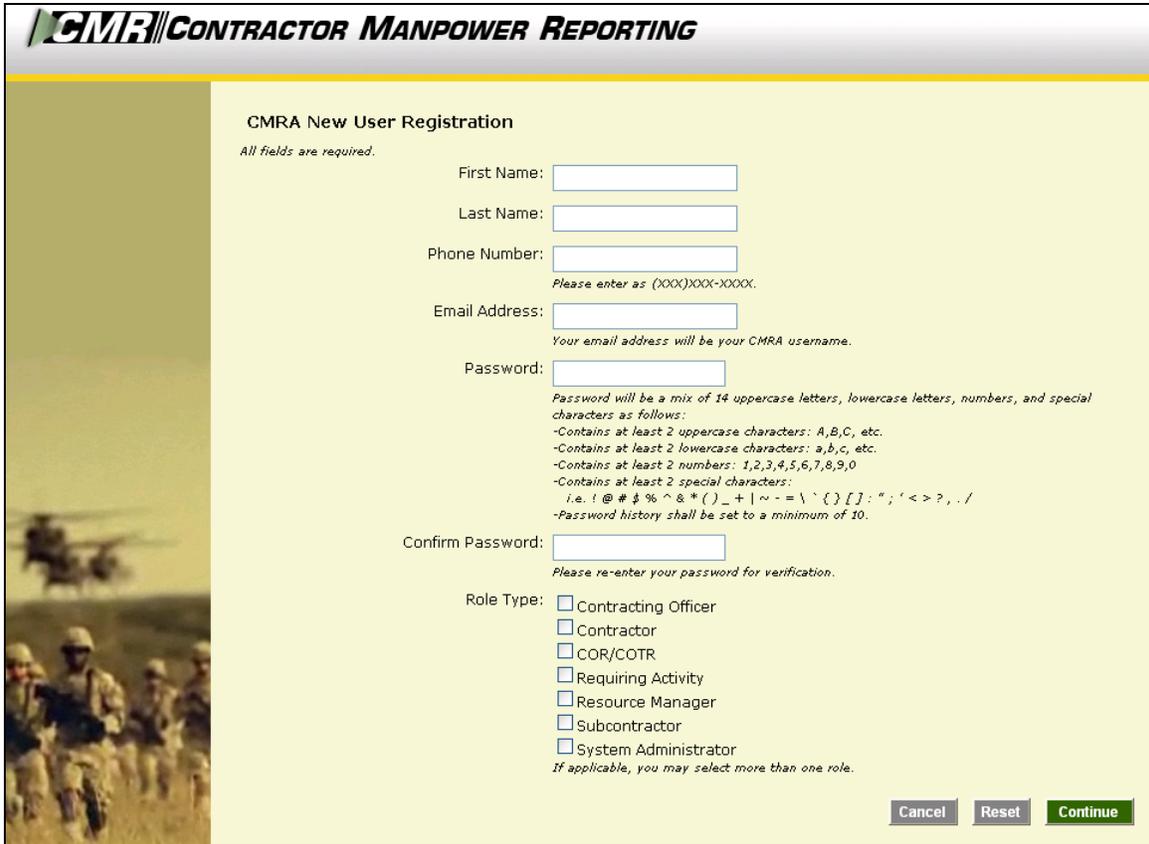
**User Role:** Reflects the particular job you hold and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

 **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:** CORs/COTRs are required to have a mil, gov, or usma.edu email address to be considered valid.



**CMRA New User Registration**  
*All fields are required.*

First Name:

Last Name:

Phone Number:   
*Please enter as (XXX)XXX-XXXX.*

Email Address:   
*Your email address will be your CMRA username.*

Password:   
*Password will be a mix of 14 uppercase letters, lowercase letters, numbers, and special characters as follows:*  
-Contains at least 2 uppercase characters: A,B,C, etc.  
-Contains at least 2 lowercase characters: a,b,c, etc.  
-Contains at least 2 numbers: 1,2,3,4,5,6,7,8,9,0  
-Contains at least 2 special characters:  
i.e. ! @ # \$ % ^ & \* ( ) \_ + | ~ - = \ ` { } [ ] : ; ' < > ? , . /  
-Password history shall be set to a minimum of 10.

Confirm Password:   
*Please re-enter your password for verification.*

Role Type:  Contracting Officer  
 Contractor  
 COR/COTR  
 Requiring Activity  
 Resource Manager  
 Subcontractor  
 System Administrator  
*If applicable, you may select more than one role.*

**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:

Last Name:

Phone Number:   
*Please enter as (XXX)XXX-XXXX.*

Email Address:   
*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:   
*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

**Figure 2**

### 3. CONTRACT SEARCH AND CREATION

The screenshot displays the 'Contract Search' tab of the Contractor Manpower Reporting application. The page header includes the logo 'CMR CONTRACTOR MANPOWER REPORTING' and navigation links: Home, Help & References, Edit Profile, and Logout. A user greeting reads 'Welcome Test User' and 'You are logged in as a COR/COTR'. The main content area is titled 'Search for a Contract' and is divided into two sections: 'Search by Contract Number' and 'Additional Search Fields'. The 'Search by Contract Number' section contains a text input field for the contract number, with instructions: 'Fill out at least one of the search fields below to search for a contract' and 'Enter at least 6 digits of the 13 digit DoD contract number. Do not include dashes or spaces. If there multiple Order Numbers on the Contract, there will be multiple rows associated with that contract.' The 'Additional Search Fields' section includes three text input fields: 'Contractor Company Name', 'Contracting Officer (KO) First Name', and 'Contracting Officer (KO) Last Name', each with a '2 characters' minimum requirement. At the bottom right of the search area are 'Clear' and 'Search' buttons. On the right side of the page, there is a 'Help and Definitions' sidebar with links to a full help manual, Army Policy, frequently asked questions, and a glossary. Below this is a 'New Feature' section with a link to a bulk loader.

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.

## Contract Creation:

If the contract you are searching for is not currently in the database, the CMRA will prompt you with a message reading “**Your search did not return any results. Please click [here](#) to create a contract.**” Click on the referenced link to create a new contract entry (Figure 4).

**Search for a Contract**

Your search did not return any results. Please click [here](#) to create a contract.

**Search by Contract Number**

Fill out at least one of the search fields below to search for a contract

Contract Number:

Enter at least 6 digits of the 13 digit DoD contract number. Do not include dashes or spaces. If there multiple Order Numbers on the Contract, there will be multiple rows associated with that contract.

**Additional Search Fields**

If contract number is unknown, you may also search using any of these criteria

Contractor Company Name:

Enter at least 2 characters

Contracting Officer (KO) First Name:

Enter at least 2 characters

Contracting Officer (KO) Last Name:

Enter at least 2 characters

**Help and Definitions**

These links open in a new window

- ▶ View the [full help manual online](#)
- ▶ View the [Army Policy](#)
- ▶ See the list of most [Frequently Asked Questions \(FAQ\)](#)
- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

**Questions and Answers**

Call the Help Desk: 703-377-6199

or [send an email](#)

**New Feature**

- ▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)

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Figure 4

You will be given the option of creating a new contract entry into the CMRA after clicking the link referenced in the directions above. Enter the **Contract Number** and **Contract Fiscal Year** of the new contract you want to store in the CMRA (Figure 5). Click **Save Contract** after entering the required contract information.

[Contract Search](#) >

**Create Contract**

The contract information and orders associated with the selected contract number are displayed below.

Contract Number:

Contract Fiscal Year:

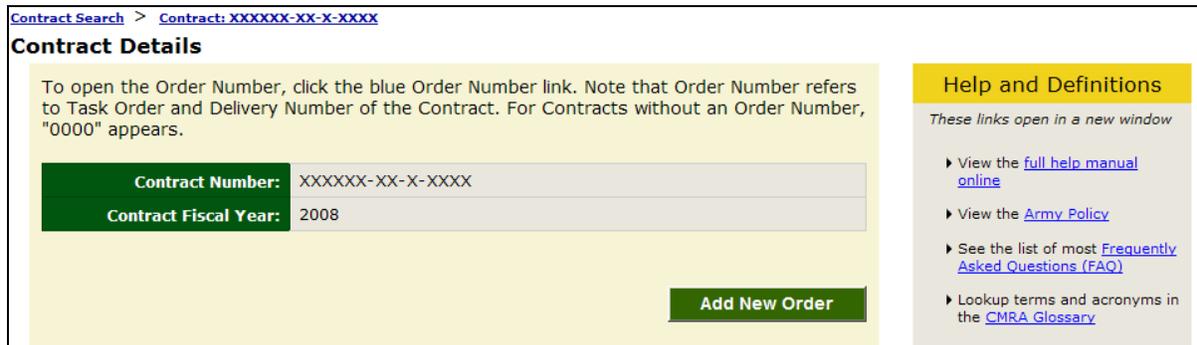
Figure 5

 **Note:** CORs/COTRs are responsible for entering information and data into the *NDA* *Elements* fields displayed below the Contract Number and Contract Fiscal Year.

## Order Creation:

Once you have created and saved the new contract, select the **Add New Order** button on the screen in order to create a new Order Number to a contract (Figure 6).

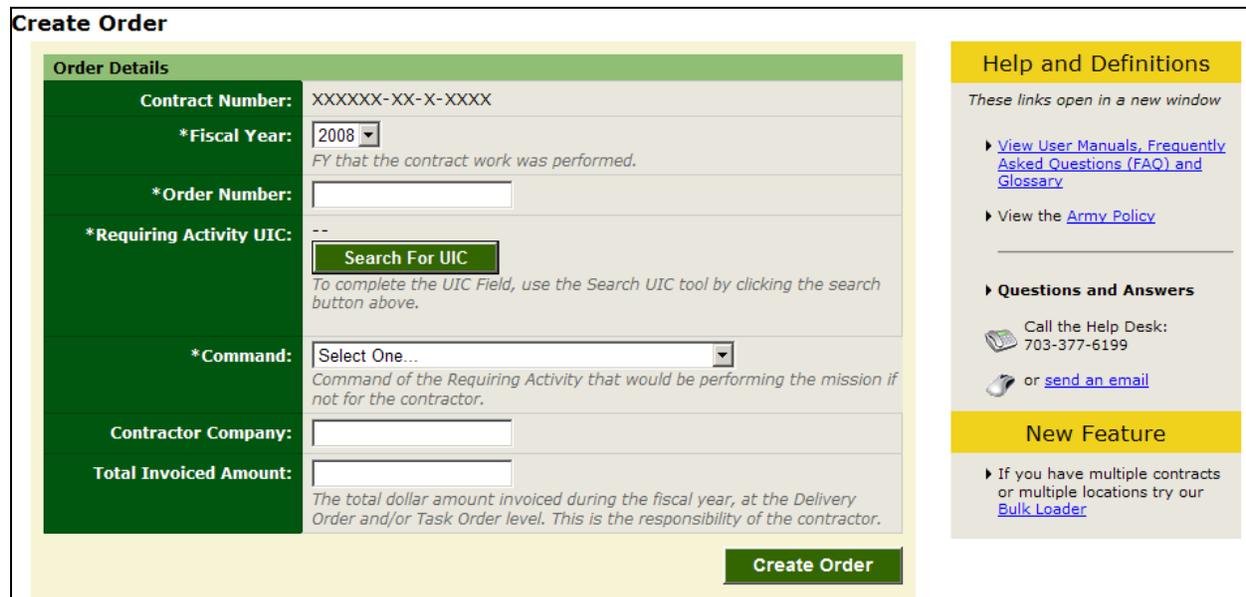
 **Note:** Order Number refers to the Task Order and Delivery Number of the Contract. For contracts without an Order Number, use “0000”.



The screenshot shows the 'Contract Details' page. At the top, there is a breadcrumb trail: 'Contract Search > Contract: XXXXXX-XX-X-XXXX'. Below this, a text box explains: 'To open the Order Number, click the blue Order Number link. Note that Order Number refers to Task Order and Delivery Number of the Contract. For Contracts without an Order Number, "0000" appears.' A table displays the contract information: 'Contract Number: XXXXXX-XX-X-XXXX' and 'Contract Fiscal Year: 2008'. A green 'Add New Order' button is located at the bottom right. On the right side, there is a 'Help and Definitions' section with links to 'full help manual online', 'Army Policy', 'Frequently Asked Questions (FAQ)', and 'CMRA Glossary'.

Figure 6

The *Order Details* screen is displayed (Figure 7). Refer to Order Data in next section for instructions on entering data. Click **Create Order** when complete.



The screenshot shows the 'Create Order' page. The main section is titled 'Order Details' and contains several fields: 'Contract Number: XXXXXX-XX-X-XXXX', '\*Fiscal Year: 2008' (with a dropdown arrow and a note 'FY that the contract work was performed.'), '\*Order Number: [text input]', '\*Requiring Activity UIC: --' (with a 'Search For UIC' button and a note 'To complete the UIC Field, use the Search UIC tool by clicking the search button above.'), '\*Command: Select One...' (with a dropdown arrow and a note 'Command of the Requiring Activity that would be performing the mission if not for the contractor.'), 'Contractor Company: [text input]', and 'Total Invoiced Amount: [text input]' (with a note 'The total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the contractor.'). A green 'Create Order' button is at the bottom right. On the right side, there is a 'Help and Definitions' section with links to 'View User Manuals, Frequently Asked Questions (FAQ) and Glossary', 'Army Policy', 'Questions and Answers', and 'New Feature' section with a link to 'Bulk Loader'.

Figure 7

## 4. CONTRACT AND ORDER DETAILS

When the *Contract Details* screen is shown, select the Order Number to edit or add an Order Number. The COR/COTR is responsible to enter NDAA Elements data as required by the National Defense Authorization Act for Fiscal Year 2008, Section 807 (Figure 8), and is also responsible to enter the Fund Cite Data for an order.

The COR/COTR in charge of overseeing the contract should to review the Order Data, Contact Data, and Location Data elements input by a Contractor. The COR/COTR should also edit any incorrect data if necessary. The following procedures set forth below for entering Order, Contact, and Location Data is available to the COR/COTR as a reference to explain the process in case information needs to be revised.

**Contract Search > Contract: XXXXXX-XX-X-XXXX**

### Contract Details

To open the Order Number, click the blue Order Number link. Note that Order Number refers to Task Order and Delivery Number of the Contract. For Contracts without an Order Number, "0000" appears.

<b>Contract Number:</b>	XXXXXX-XX-X-XXXX
<b>Contract Fiscal Year:</b>	2008

[Add New Order](#)

*Note: COR/COTRs and Contracting Officers are responsible for entering NDAA data. Contractors are not responsible for this data.*

NDAA Elements	
<i>Form of Contract Action</i>	
<i>Contract Type</i>	
<i>Performance-Based Services Acquisition</i>	No
<i>Non-DOD Purchasing Agency</i>	
<i>Competed Action</i>	
<i>If Competed, Number of Offerors</i>	0
<i>Small Business</i>	No
<i>Small Disadvantaged Business</i>	No
<i>Woman-Owned Small Business</i>	No
<i>DoD Administering Component</i>	
<i>Contracting Organization</i>	

[Delete Contract](#) [Edit Contract](#) [Back to Search](#)

### Help and Definitions

*These links open in a new window*

- ▶ View the [full help manual online](#)
- ▶ View the [Army Policy](#)
- ▶ See the list of most [Frequently Asked Questions \(FAQ\)](#)
- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

### Questions and Answers

Call the Help Desk:  
703-377-6199  
or [send an email](#)

### New Feature

- ▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)

Figure 8

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

Order Data:

In the **Order Data** tab, enter the following required information (Figure 7):

<b>Required Field</b>	<b>Explanation of Required Field</b>
<b>Fiscal Year</b>	The fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as "FY."
<b>Order Number</b>	The Order Number refers to the Task Order and/or Delivery Number of the Contract. For contracts without an Order Number, use "0000" as default.
<b>Requiring Activity Unit Identification Code</b>	The Unit Identification Code (UIC) of the Requiring Activity (RA) that would be performing the mission if not for the contractor. This is not necessarily the Contracting Office, Contracting Administrative Office, or Funding Source.
<b>Command</b>	Command of the Requiring Activity that would be performing the mission if not for the contractor.
<b>Total Invoiced Amount</b>	The total dollar amount invoice during the fiscal year, at the Delivery Order and/or Task Order level.

To search for a Requiring Activity UIC, first select the green **Add New Order** button shown in Figure 8. Next, select the **Search for UIC** button on the Order Details screen. Fill in as much of the data fields on the UIC Search function page as possible to narrow down the search, and then click **Search for UIC** (Figure 9).

Once you have entered your information in the data fields and clicked Search for UIC, the application will bring up several possible UICs for you to choose from. Locate your specific UIC by browsing through the results. Once you have located the correct Unit Identification Code for your order data, click the blue hyperlink in the UIC column that corresponds with your Code to confirm your selection (Figure 10). The UIC data cell will automatically be populated with the UIC you selected (Figure 11).

 **Note:** A COR/COTR may only view the Invoice Amount, Direct Labor Dollars, and Direct Labor Hours if he or she enters the data or claims the record. To view the data for a record you did not enter, select the **Claim Order** button on the Order Details screen.

 **Note:** The Order 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.



## GMR CONTRACTOR MANPOWER REPORTING

### Search UIC

*Search using one or more fields below, then select a UIC to complete this step.*

Command:  Country:

Description:  State:

UIC:  City:

Zip Code:

Figure 9



## GMR CONTRACTOR MANPOWER REPORTING

### Search UIC

*Search using one or more fields below, then select a UIC to complete this step.*

Command:  Country:

Description:  State:

UIC:  City:

Zip Code:

---

**Search Results:**

*If your UIC does not appear in the Search results, please contact the Army Requiring Activity that you support. You must select a valid UIC to continue by clicking on the code. Please make sure you are not using a DODAAC.*

UIC	Description	Command	State or Country
<a href="#">W05FAA</a>	W05F ACT USAMC INTL COOP PROG	US Army Materiel Command	Virginia
<a href="#">W0DA70</a>	W0DA LSE FORT EUSTIS	US Army Materiel Command	Virginia
<a href="#">W0DAN2</a>	W0DA LOGCAP OPS	US Army Materiel Command	Virginia
<a href="#">W0GWAA</a>	W0GW HQ AMC FT BELVOIR VA	US Army Materiel Command	Virginia
<a href="#">W0GWFF</a>	W0GW US ARMY MATERIEL COMMAND	US Army Materiel Command	Virginia
<a href="#">W0H918</a>	W0H9 CTASC LAISON FT MONROE	US Army Materiel Command	Virginia
<a href="#">W0H91H</a>	W0H9 AMCOM ACLC-FT EUSTIS	US Army Materiel Command	Virginia
<a href="#">W0H926</a>	W0H9 CTASC LAISO FT LEE, VA	US Army Materiel Command	Virginia
<a href="#">W0H929</a>	W0H9 SPECIAL OPERATIONS DIR	US Army Materiel Command	Virginia
<a href="#">W0H92L</a>	W0H9 CTASC LAISO FT BELVOIR	US Army Materiel Command	Virginia

1 2 3 4 5 6 7 8 9 10 ...

Figure 10

### Create Order

Order Details	
<b>Contract Number:</b>	XXXXXX-XX-X-XXXX
<b>*Fiscal Year:</b>	2008 <input type="button" value="v"/> <small><i>FY that the contract work was performed.</i></small>
<b>*Order Number:</b>	<input type="text"/>
<b>*Requiring Activity UIC:</b>	W0GWAA - W0GW HQ AMC FT BELVOIR VA <input type="button" value="Search For UIC"/>
<b>*Command:</b>	Select One... <input type="button" value="v"/> <small><i>Command of the Requiring Activity that would be performing the mission if not for the contractor.</i></small>
<b>Contractor Company:</b>	<input type="text"/>
<b>Total Invoiced Amount:</b>	<input type="text"/> <small><i>The total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the contractor.</i></small>

#### Help and Definitions

*These links open in a new window*

- ▶ [View User Manuals, Frequently Asked Questions \(FAQ\) and Glossary](#)
- ▶ View the [Army Policy](#)

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#### Questions and Answers

- ▶ Call the Help Desk: 703-377-6199
- ▶ or [send an email](#)

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#### New Feature

- ▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)

**Figure 11**

Once you have finished entering all the information the Order Details, select **Create Order**.  
Contact Data:

In the **Contact Data** tab, the Contractor should enter the necessary contact information for the Contracting Company and the COR/COTR. Click **Save** after each entry (Figure 12).

[Contract Search](#) > [Contract: XXXXXX-XX-X-XXXX](#) > [Order: 0000](#)

## Contact Details

[Order Data](#) | **[Contact Data](#)** | [Location Data](#) | [Fund Cite](#)

To edit the existing contact information: Click on the point of contact link in the table below.

**Contracting Officer (KO)**

First Name:

Last Name:

Phone Number:

Email Address:

**Save Contracting Officer**

**Contractor**

First Name:

Last Name:

Phone Number:

Email Address:

**Save Contractor**

**Contracting Officer's Representative/Contracting Officer's Technical Representative (COR/COTR)**

First Name:

Last Name:

Phone Number:

Email Address:

**Save COR/COTR**

**Help and Definitions**

*These links open in a new window*

- ▶ View the [full help manual online](#)
- ▶ View the [Army Policy](#)
- ▶ See the list of most [Frequently Asked Questions \(FAQ\)](#)
- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

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▶ **Questions and Answers**

 Call the Help Desk: 703-377-6199

 or [send an email](#)

**New Feature**

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Figure 12

 **Note:** The Contact 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.

Location Data:

In the **Location Data** tab, enter the following required information (Figure 13):

Required Field	Explanation of Required Field
<b>Federal Service Code</b>	<p>To enter the Federal Service Code (FSC), select the Service Performed in the first dropdown field and click <b>Search</b>. A listing of possible FSCs will appear in the <b>Results</b> dropdown field. Select the correct FSC based on the list of results.</p> <p>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 <b>Search</b>. Again, a listing of possible FSCs will appear in the <b>Results</b> dropdown field. Select the correct FSC based on the list of results.</p>
<b>City of Installation or Service</b>	City or installation where the service is performed.
<b>State</b>	State where the service is performed.
<b>Zip Code</b>	Zip Code where the service is performed.
<b>Country</b>	Country where the service is performed.
<b>Contractor Type</b>	Indicate whether your user role is a Prime or Subcontractor.
<b>Direct Labor Hours</b>	Total number of labor hours performed at this location for this Federal Service Code.
<b>Direct Labor Dollars</b>	Total unburdened dollar amount for direct labor performed at this location for this FSC code. This is not the hourly rate.
<b>Weapons System Support</b>	Indicate whether you are providing support to any Weapons Systems listed in the dropdown field.
<b>Questions about Contract Performance</b>	<p>Indicate if the contract and/or order includes the following services:</p> <ol style="list-style-type: none"> <li>1. Clinical patient care services in a Department of Defense Medical Treatment facility</li> <li>2. Expert or Consulting services</li> <li>3. Support Defense Intelligence or Special Operations components OCONUS</li> <li>4. Not Applicable</li> </ol>
<b>Government Supervision</b>	Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?
<b>Government's Tools and Equipment</b>	Does the government furnish the principal tools and equipment needed for contract performance?
<b>Government Facility</b>	Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?

Add New Location	
<b>*Federal Service Code (FSC):</b>	-- <input type="button" value="Search For FSC"/> To complete the FSC Field, use the Search for Federal Service Code tool by clicking the search button above. <i>Code describing service or product provided to the Army Requiring Activity.</i>
<b>*City or Installation of Service:</b>	<input type="text"/> <i>Location where the service is performed.</i>
<b>State:</b>	Select One... <i>Outside of US, leave as "Select One"</i>
<b>Zip Code:</b>	<input type="text"/> <i>Outside of US, not required</i>
<b>*Country:</b>	Select One... <i>Location where the service is performed.</i>
<b>*Direct Labor Hours:</b>	<input type="text"/> <i>Total number of labor hours performed at this location for this FSC code.</i>
<b>*Direct Labor Dollars:</b>	<input type="text"/> <i>Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.</i>
<b>*Weapon System Support:</b>	Select One... <i>Are you providing support to any of these Weapons Systems?</i>
<b>*Questions about Contract Performance:</b>	Select One... <i>Contractors: Indicate if the contract/order includes the above services</i>
<b>*Government Supervision:</b>	Select One... <i>Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?</i>
<b>*Government's Tools and Equipment:</b>	Select One... <i>Does the government furnish the principal tools and equipment needed for contract performance?</i>
<b>*Government Facility:</b>	Select One... <i>Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?</i>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

**Figure 13**

To search for a Federal Service Code, select the **Search for FSC** button shown in Figure 13. Next, the website will display four options for you to select. If your FSC is 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 14).

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 15). 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 16). The FSC data cell will automatically be populated with the FSC you selected (Figure 17). Fill out the remaining data fields on the Location Details screen, and then select **Save** to complete submit your information.



## GMR CONTRACTOR MANPOWER REPORTING

---

### Search for Federal Service Code

*Search using one or more fields below, then select a FSC to complete this step.*

- C5557 - Combat or Security Related Training
- C5558 - Contractor Interrogators
- C5559 - Private Security Contractors
- My FSC is not listed, Search for FSC

Figure 14



## GMR CONTRACTOR MANPOWER REPORTING

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### Search for Federal Service Code

*Search using one or more fields below, then select a FSC to complete this step.*

Service Category:

Code:

Sub-Category:

Figure 15



## GMR CONTRACTOR MANPOWER REPORTING

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### Search for Federal Service Code

*Search using one or more fields below, then select a FSC to complete this step.*

Service Category:

Code:

Sub-Category:

---

**Search Results:**

*FSC does not appear in the Search results, please contact the Army Requiring Activity that you support. You must select a valid FSC by clicking on the code to continue*

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

1 2 3 4 5 6 7 8

Figure 16

**Location Details**

Order Data   Contact Data   **Location Data**   Fund Cite

To edit the existing location information: Click on the location link in the table below. All functions at all locations must be entered.

**Add New Location**

**\*Federal Service Code (FSC):** M121 - Operation/Air Traffic Control Towers

**Search For FSC**

To complete the FSC Field, use the Search for Federal Service Code tool by clicking the search button above.  
*Code describing service or product provided to the Army Requiring Activity.*

**Figure 17**

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.

Fund Cite Data:

The COR/COTR is responsible to enter and review the Fund Cite data in the application.

In the **Fund Cite** tab, enter the following information into the required fields (Figure 18):

<b>Required Field</b>	<b>Explanation of Required Field</b>
<b>Basic Symbol</b>	A four digit code indicating the type of funds or major purpose of the appropriation.
<b>Operating Agency</b>	Organization responsible for managing funds to include receiving or issuing funds or organization under whose jurisdiction the installation or activity operates when making deposit fund transactions.
<b>Department Code</b>	Code which identifies the department receiving the appropriation.
<b>Management Decision Package</b>	Four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.
<b>Element of Resource</b>	Four digit code which identifies the type of resource being employed or consumed.
<b>Army Management Structure Code</b>	Code that interrelated programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.
<b>Fiscal Year Dollars</b>	Fiscal year that contract first appears on the inventory.

[Contract Search](#) > [Contract: XXXXXX-XX-X-XXXX](#) > [Order: 0000](#)

### Fund Cite Details

[Order Data](#) [Contact Data](#) [Location Data](#) **Fund Cite**

To edit the existing Fund Cite information: Click on the link in the table below. If you have another Fund Cite, please click the Add Fund Cite button.

**Add Fund Cite**

<b>Basic Symbol</b>	Select One... <i>A four digit code indicating the type of funds or major purpose of the appropriation.</i>
<b>Operating Agency</b>	Select One... <i>Organization responsible for managing funds to include receiving or issuing funds.</i>
<b>Department</b>	Select One... <i>Code which identifies the department receiving the appropriation.</i>
<b>MDEP</b>	Select One... <i>Management Decision Package. Four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.</i>
<b>Fund Cite</b>	
<b>Element of Resource</b>	Select One... <i>Four digit code which identifies the type of resource being employed or consumed.</i>
<b>AMSCO</b>	Select One... <i>Army Management Structure Code. Code that interrelates programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.</i>
<b>FY Dollars</b>	Select One... <i>Year that the contract first appears on the inventory.</i>

**Save**

#### Help and Definitions

*These links open in a new window*

- ▶ View the [full help manual online](#)
- ▶ View the [Army Policy](#)
- ▶ See the list of most [Frequently Asked Questions \(FAQ\)](#)
- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

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**Questions and Answers**

 Call the Help Desk:  
703-377-6199

 or [send an email](#)

#### New Feature

- ▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)

**Figure 18**

This concludes the COR/COTR 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](mailto:contractormanpower@hqda.army.mil).

## 5. REPORTS

CORs/COTRs can verify which of their Contracts and Order numbers have been entered and saved in the CMRA correctly by viewing and exporting reports. These reports will also allow you to view and verify specific data elements. To view a report, select the **My Reports** tab.



Figure 19

The screen will display the report which you are authorized to view (Figure 19). Select the report you intend to view by clicking the desired link in the *Report Title* column.

**Note:** CORs/COTRs may view contracts which have been completed. If a contract does not appear in the Verification Report, you should search for the specified contract and enter any missing data into the application.

Select the appropriate *Fiscal Year* filter of the report you would like to view (Figure 20). You have the option of exporting a report to Microsoft Excel by clicking on **Export to Excel**. Once you have exported this file, you may save the report onto your hard drive. You may also elect to examine the data without saving information to your hard drive by clicking on **View Report**. Click on the corresponding button once you have made your decision.

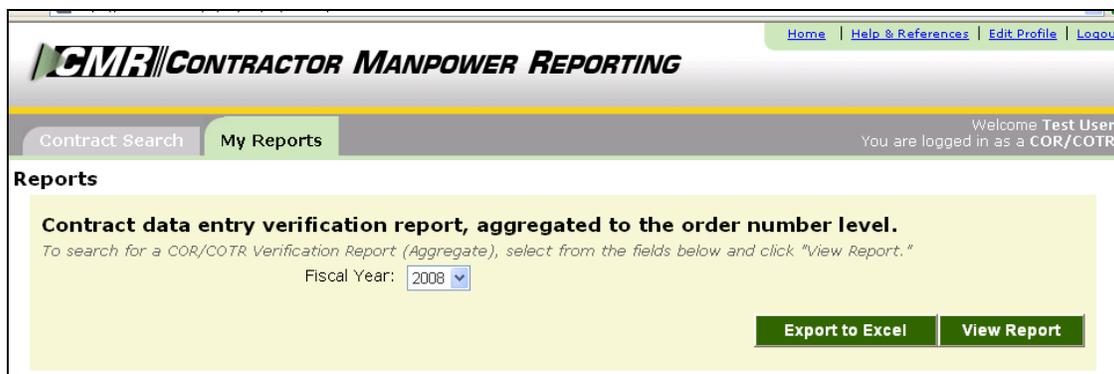


Figure 20

**Note:** If there are no reports for the fiscal year option you have selected, the following message will display, "The report did not return any data."