



Contractor Manpower Reporting Application
Version 3.6

Contracting Officer User Guide

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1. INTRODUCTION

CMR CONTRACTOR MANPOWER REPORTING



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.

I Agree

US ARMY - MANPOWER & RESERVE AFFAIRS
Version 3.6 | [Security Notice](#) | [Privacy Statement](#) | [Accessibility Statement](#)

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 Contracting Officer 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

The screenshot shows the CMRA Contractor Manpower Reporting application interface. At the top, the logo reads "CMRA CONTRACTOR MANPOWER REPORTING". Below the logo, there are two main sections: "Login" and "New User Signup".

Login Section:

- Username: (with a note: "User name is your email address")
- Password:
- User Role: (dropdown menu)
-
- [Lost / Reset Password](#)
- Footnote: "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 Section:

- [Register for your new CMRA Account](#)

Help Resources Section:

- 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 Section:

- ▶ 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

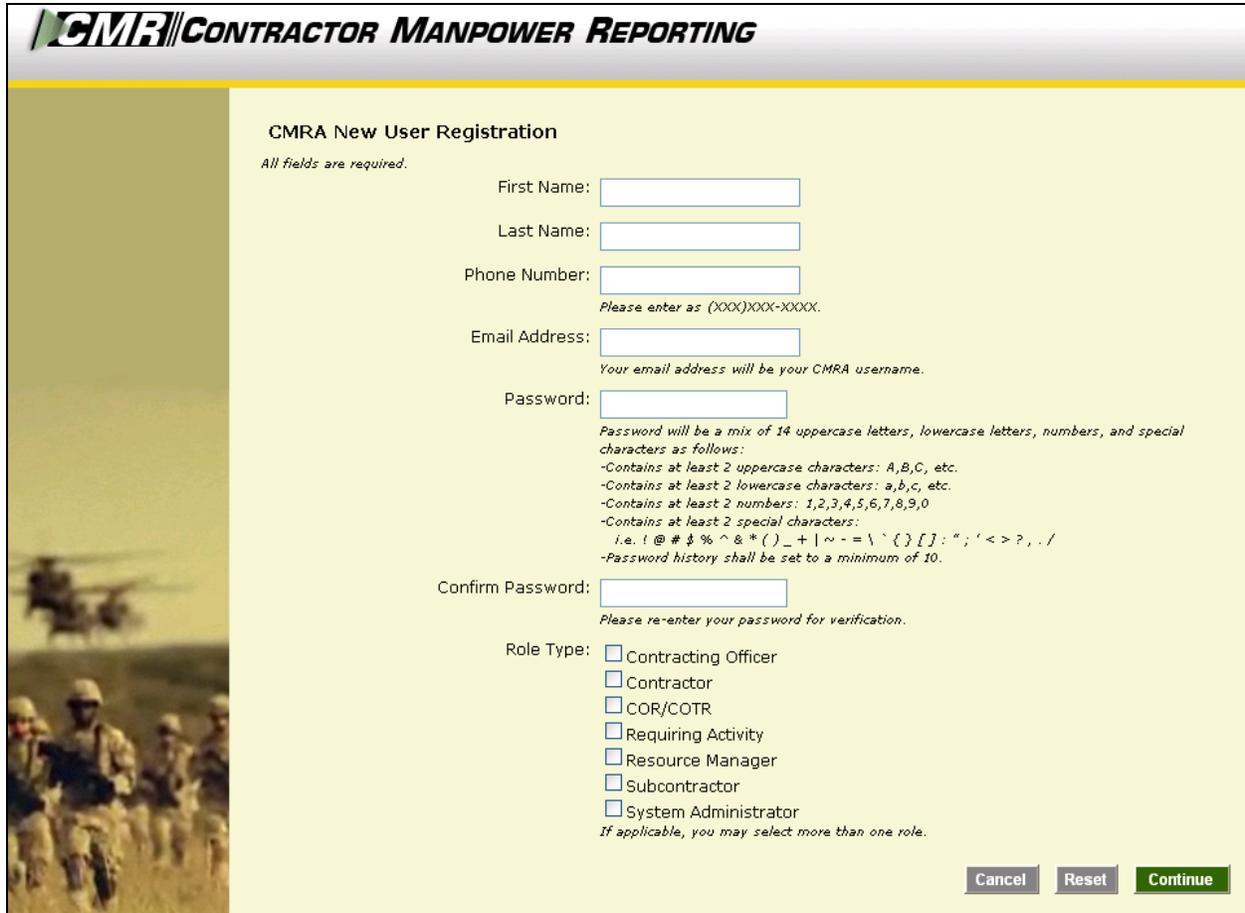
User Role: Reflects the particular job you hold and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

 **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:** Contracting Officers are required to have 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.

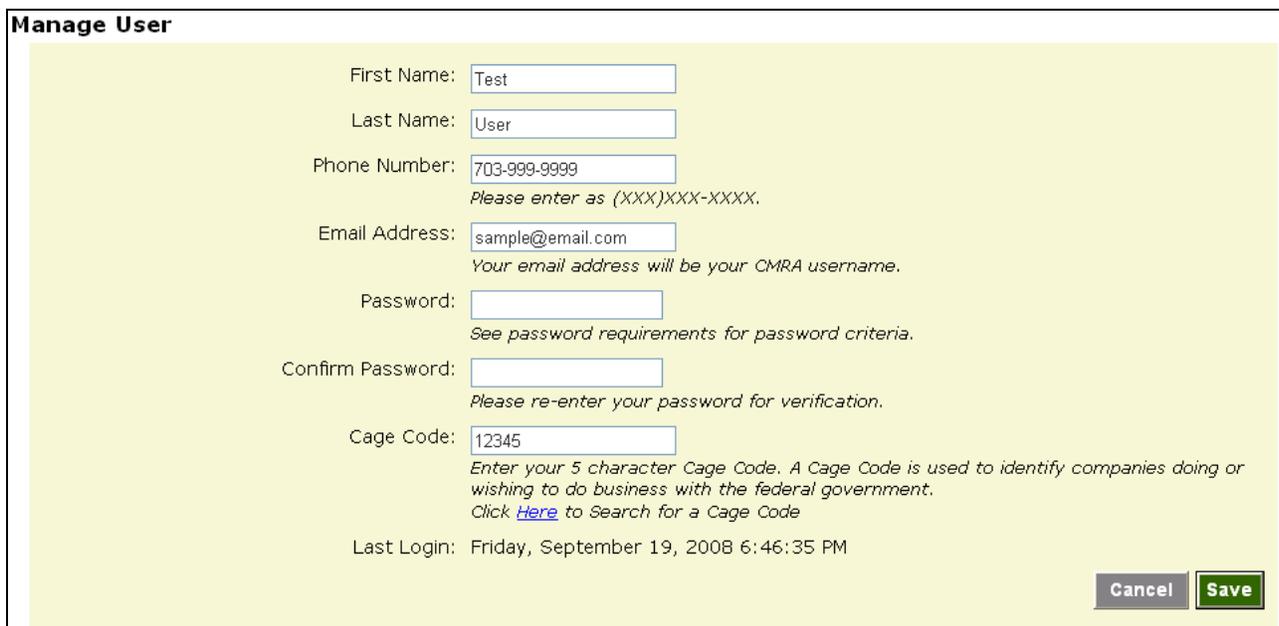
The **Cancel** button will return the user to the Log-in screen.

 **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

The screenshot displays the GMR Contractor Manpower Reporting application interface. At the top, there is a navigation bar with links for Home, Help & References, Edit Profile, and Logout. Below this, a header section shows the user is logged in as 'Test User' and a 'Contracting Officer'. 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 includes a text input field for the contract number, with instructions to enter at least 6 digits of the 13-digit DoD contract number, excluding dashes and spaces. The 'Additional Search Fields' section includes three text input fields for 'Contractor Company Name', 'Contracting Officer (KO) First Name', and 'Contracting Officer (KO) Last Name', each with instructions to enter at least 2 characters. At the bottom right of the search area are 'Clear' and 'Search' buttons. To the right of the search area is a 'Help and Definitions' sidebar with links to the full help manual, Army Policy, Frequently Asked Questions (FAQ), and CMRA Glossary. Below this is a 'Questions and Answers' section with contact information for the Help Desk (703-377-6199) and a link to send an email. At the bottom of the sidebar is a 'New Feature' section with a link to the 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.

4. CONTRACT AND ORDER DETAILS

Contracting Officers are not responsible to enter or edit data in the CMRA.

The following instructions are available to Contracting Officers as a reference to explain the Contractor and COR/COTR responsibilities. To view the data that has already been entered, see the **Reports** section in this User Guide.

When the contract is shown, select the Order Number to edit or view the contents of it. CORs/COTRs are responsible to enter NDAA Elements data as required by the National Defense Authorization Act for Fiscal Year 2008, Section 807 (Figure 4).

[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.

Contract Number:	XXXXXX-XX-X-XXXX
Contract Fiscal Year:	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	
Form of Contract Action	
Contract Type	
Performance-Based Services Acquisition	No
Non-DOD Purchasing Agency	
Competed Action	
If Competed, Number of Offerors	0
Small Business	No
Small Disadvantaged Business	No
Woman-Owned Small Business	No
DoD Administering Component	
Contracting Organization	

[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 4

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:

The Order Data elements (Figure 5) are the responsibility of the Contractor and should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

The following definitions are available to Contracting Officers as a reference to explain the responsibilities of other user roles:

Required Field	Explanation of Required Field
Fiscal Year	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."
Order Number	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.
Requiring Activity Unit Identification Code	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.
Command	Command of the Requiring Activity that would be performing the mission if not for the contractor.
Total Invoiced Amount	The total dollar amount invoice during the fiscal year, at the Delivery Order and/or Task Order level.

Create Order

Order Details

Contract Number: XXXXXX-XX-X-XXXX

***Fiscal Year:** 2008
FY that the contract work was performed.

***Order Number:**

***Requiring Activity UIC:** --

To complete the UIC Field, use the Search UIC tool by clicking the search button above.

***Command:** Select One...
Command of the Requiring Activity that would be performing the mission if not for the contractor.

Contractor Company:

Total Invoiced Amount:
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.

Help and Definitions

These links open in a new window

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

▶ **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 5

Contact Data:

The Contact Data elements are the responsibility of the Contractor and should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

Contracting Officers are not expected to input any data on this screen (Figure 6).

[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](#)

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 6

Location Data:

The Location Details data elements are the responsibility of the Contractors and Subcontractors. These data elements should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR may edit this data if necessary (Figure 7).

Required Field	Explanation of Required Field
Federal Service Code	<p>To enter the Federal Service Code (FSC), select the Service Performed in the first dropdown field and click Search. A listing of possible FSCs will appear in the Results 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 Search. Again, a listing of possible FSCs will appear in the Results dropdown field. Select the correct FSC based on the list of results.</p>
City of 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.
Direct Labor Hours	Total number of labor hours performed at this location for this Federal Service Code.
Direct Labor Dollars	Total unburdened dollar amount for direct labor performed at this location for this FSC code. This is not the hourly rate.
Weapons System Support	Indicate whether you are providing support to any Weapons Systems listed in the dropdown field.
Questions about Contract Performance	<p>Indicate if the contract and/or order includes the following services:</p> <ol style="list-style-type: none"> 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 contractor personnel subject to relatively continuous supervision and control by a government employee or officer?
Government's Tools and Equipment	Does the government furnish the principal tools and equipment needed for contract performance?
Government Facility	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	
* Federal Service Code (FSC):	-- <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Search For FSC</div> <p>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></p>
* City or Installation of Service:	<input type="text"/> <i>Location where the service is performed.</i>
State:	Select One... <i>Outside of US, leave as "Select One"</i>
Zip Code:	<input type="text"/> <i>Outside of US, not required</i>
* Country:	Select One... <i>Location where the service is performed.</i>
* Direct Labor Hours:	<input type="text"/> <i>Total number of labor hours performed at this location for this FSC code.</i>
* Direct Labor Dollars:	<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>
* Weapon System Support:	Select One... <i>Are you providing support to any of these Weapons Systems?</i>
* Questions about Contract Performance:	Select One... <i>Contractors: Indicate if the contract/order includes the above services</i>
* Government Supervision:	Select One... <i>Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?</i>
* Government's Tools and Equipment:	Select One... <i>Does the government furnish the principal tools and equipment needed for contract performance?</i>
* Government Facility:	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>
<div style="display: inline-block; margin-right: 10px;">Cancel</div> <div style="background-color: #006633; color: white; padding: 2px 10px;">Save</div>	

Figure 7

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.

Fund Cite Data:

Contracting Officers are not expected to enter this information into the CMRA. The COR/COTR is responsible to review the Fund Cite data in the application.

The following explanations are available to Contracting Officers as a reference to explain the responsibilities of other user roles:

Required Field	Explanation of Required Field
Basic Symbol	A four digit code indicating the type of funds or major purpose of the appropriation.
Operating Agency	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.
Department Code	Code which identifies the department receiving the appropriation.
Management Decision Package	Four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.
Element of Resource	Four digit code which identifies the type of resource being employed or consumed.
Army Management Structure Code	Code that interrelated programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.
Fiscal Year Dollars	Fiscal year that contract first appears on the inventory.

This concludes the Contracting Officer 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.

5. REPORTS

Contracting Officers 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 8).

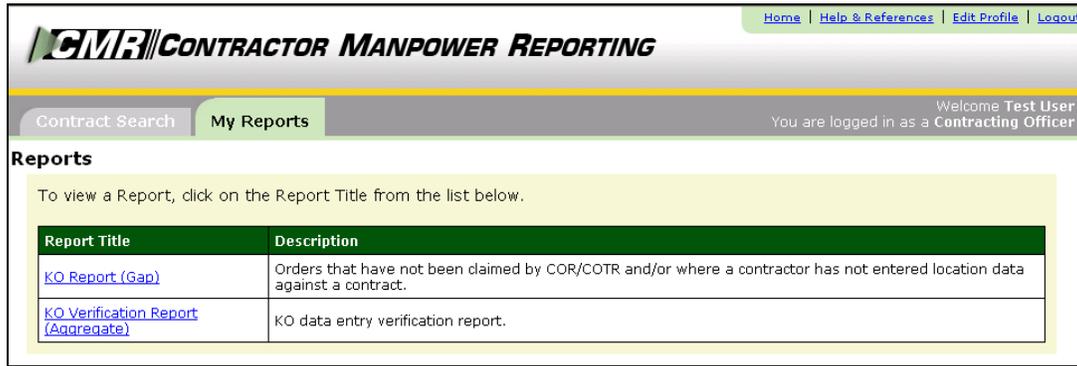


Figure 8

The screen will display the report(s) which you are authorized to view (Figure 8). Select the report you intend to view by clicking the desired link in the *Report Title* column.

- **KO Report (Gap):** Allows users to view all contract orders that have not been claimed by the COR/COTR and/or where a contractor has not entered location data against a contract.
- **KO Verification Report (Aggregate):** Allows the user to view all contract orders that have been entered by a COR/COTR and a contractor against a specific contract.

Select the appropriate *Fiscal Year* and *Command* filters of the report you would like to view (Figure 9). 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.

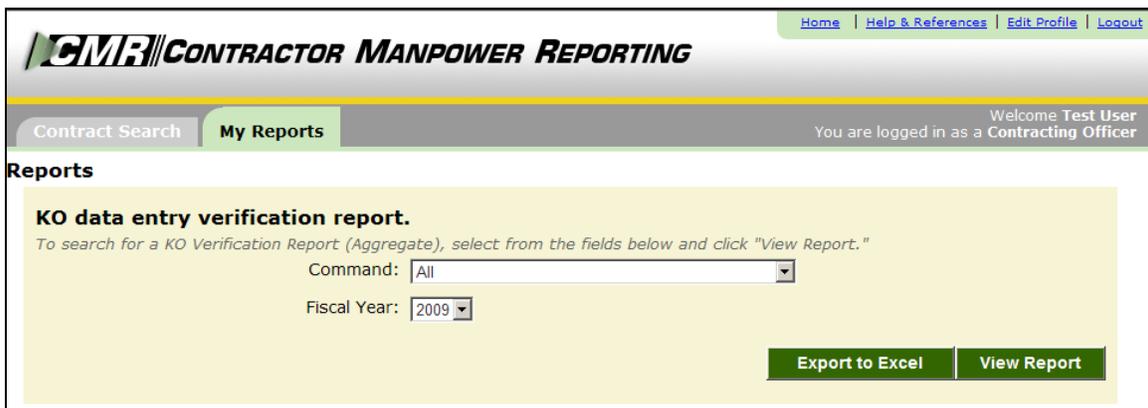


Figure 9