



**Contractor Manpower Reporting Application**  
**Version 3.6**

**Full User Guide**

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# 1. INTRODUCTION

What is the Contractor Manpower Reporting Application (CMRA)?

The CMRA is an online database that automates the Army's contract management and reporting process for contract management personnel by allowing users to enter their contract information, track contract data, and view reports based on contract data in the application. Its primary function is to support the Contractor Manpower Reporting (CMR) program that was approved on September 13, 2002 by the Business Initiatives Council (BIC) to improve the Army's visibility of contractor services to planners and programmers. The CMR business process captures information of funding source, contracting vehicle, organization supported, mission and function performed, labor hours, and labor costs for contracted efforts. It enables the Army to:

- Fully understand the total Army workforce
- Provide better oversight of the workforce
- Ensure Army receives full value from contractor workforce
- Better account for total Army workforce

## Purpose and Scope

This manual contains the information you need in order to use the CMRA effectively. There is a procedure for each application process or function that the application can perform. This user manual is intended for anyone who needs to use the CMRA to report, view, and track contract data on the CMRA website. The following application processes covered in this user manual are summarized below:

### **Section 2: CMRA Requirements and Functions**

- System Requirements
- User Roles

### **Section 5: Contract Search and Creation**

- Contract Search
- Contract Creation
- Order Creation
- Edit Contract Data

### **Section 3: CMRA General Website Information**

- Website Navigation
- General Functionality

### **Section 6: Contract and Order Details**

- Order Data
- Contact Data
- Location Data
- Bulk Loader
- Fund Cite Data

### **Section 4: System Access**

- Home/Log-in Screen
- User Log-in
- New User Registration

### **Section 7: Reports**

- View Reports
- Export Reports

## Notation Conventions

The following conventions apply to uses that appear throughout this user manual:

**Bold** typeface is used to denote the following elements of the CMRA user interface:

- Buttons
- Check boxes
- Field Names
- Tabs

*Italic* typeface is use for hyperlinks and any other special references on the screen within the CMRA user interface.

The “☞” symbol indicates a special note related to a particular section which provides more information, emphasizes a point, or reminds you of something.

Quotation marks (“ ”) indicate the title of a screen name or tab within the CMRA website.

## 2. CMRA REQUIREMENTS AND FUNCTIONS

### System Requirements

To use the CMRA on a Windows PC, you must have at least the following:

- Internet Explorer (IE) 6.0+
- Minimum memory of 512 megabytes (MB) to run
- Screen resolution of 1024 x 768 pixels per inch or higher
- Adobe Acrobat Reader for displaying PDF files
- JavaScript enabled on your internet browser

### User Roles

Users will assign themselves at least one of the following roles when creating an account with the CMRA:

<b>Required Field</b>	<b>Explanation of Required Field</b>
<b>Contracting Officer (KO)</b>	A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the federal government.
<b>Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR)</b>	A qualified individual designated by the contracting officer to assist in the technical monitoring or administration of a contract.
<b>Contractor</b>	A person or corporation who has been contracted by the Army to perform work at an Army military post or other location.
<b>Subcontractor</b>	Company contracted by a general or prime contractor to perform work on a contract for a government organization.
<b>Requiring Activity Manager (RA)</b>	Army Activity to which the contracted services are being provided.
<b>Resource Manager (RM)</b>	Managers of Resources Army-wide who will use CMRA data to generate information useful as a baseline for programming and documenting contractor support in terms of manpower and dollars. Additionally, RM's are tasked with validating and correcting CMRA inputs from their respective organizations and with submitting data for contracts that have not been input by contractors working on service contracts for their commands.

 **Note:** Each user role will have certain permissions to view and edit specific contract data.

### 3. CMRA GENERAL WEBSITE INFORMATION

#### Website Navigation

Every screen within the CMRA has the following links located on the top right side of the screen (Figure 1):

- **Home** – Takes the authorized user to the CMRA “Home” screen.
- **Help & References** – Provides the authorized user with Frequently Asked Questions (FAQs), glossary of terms, Department of Defense and Army reference documents, and any other user-based help information.
- **Edit Profile** – Takes the authorized user to a safely and securely logout of the CMRA (also includes a link to log back into the application).
- **Logout** – Takes the authorized user to a safely and securely logout of the CMRA (also includes a link to log back into the application).

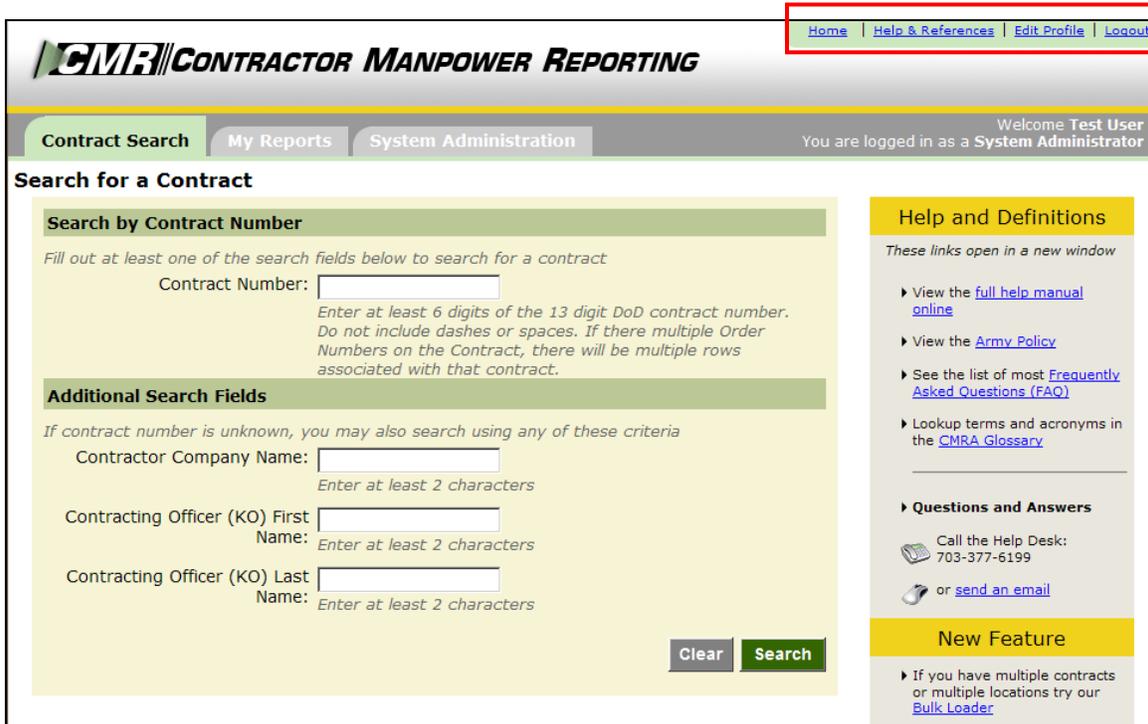


Figure 1

Any one of these links may be accessed at any time while you are maneuvering within the CMRA application.

**Note:** Any one of these links may be accessed at any time while navigating within the CMRA website as long as you are logged into the system.

## Home

The CMRA website may be accessed via the following URL: <https://cmra.army.mil>. Upon entrance to the CMRA site, Army Regulation 25-2 disclaimer is displayed (Figure 2). Once you have read the Disclaimer, click **I Agree** in order to enter and use the application. The user must accept the compliance agreement in order to advance to the log-in screen.

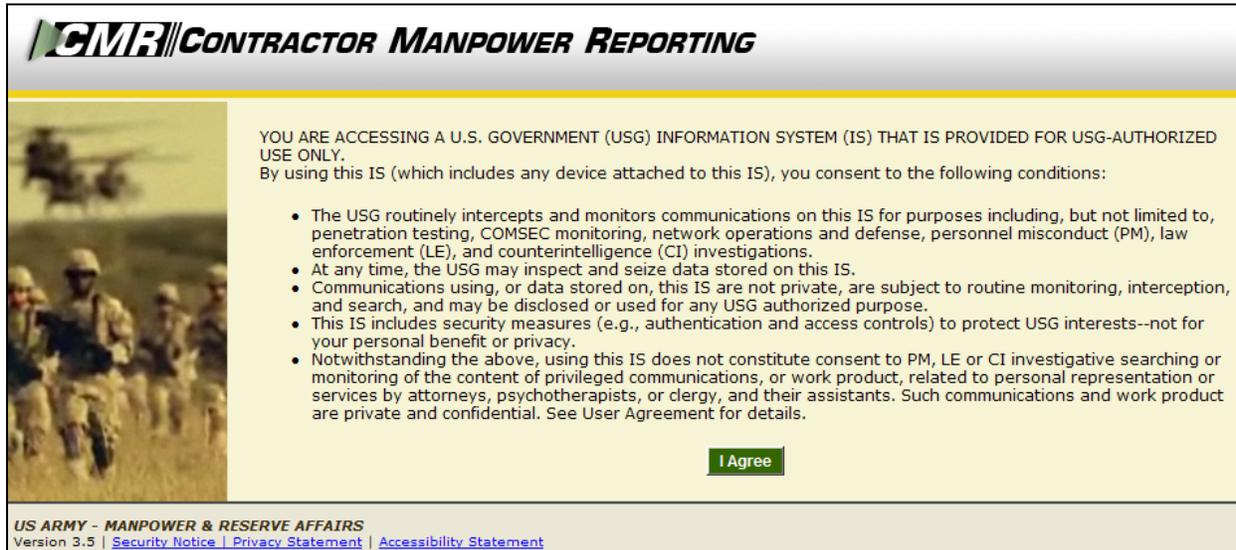


Figure 2

At the bottom of the Army Regulation 25-2 disclaimer page, you will notice the following links that you may choose to look it if necessary:

- **Security Notice** – Takes the authorized user to the “Security Notice” screen
- **Privacy Statement** – Takes the authorized user to the “Privacy Statement” screen
- **Accessibility Statement** – Takes the authorized user to the “Accessibility Statement” screen

After agreeing to the Army Regulation 25-2 disclaimer, you will be directed to the CMRA Home screen. The *CMRA Home* screen contains the following links (Figure 3):

- **Lost / Reset Password** – Takes the authorized user to the “Security Notice” screen
- **Register for your new CMRA Account** – Takes the authorized user to the “Privacy Statement” screen
- **Help Resources** – Allows the anyone to view links to the the glossary, FAQs and this CMRA Full User Manual.

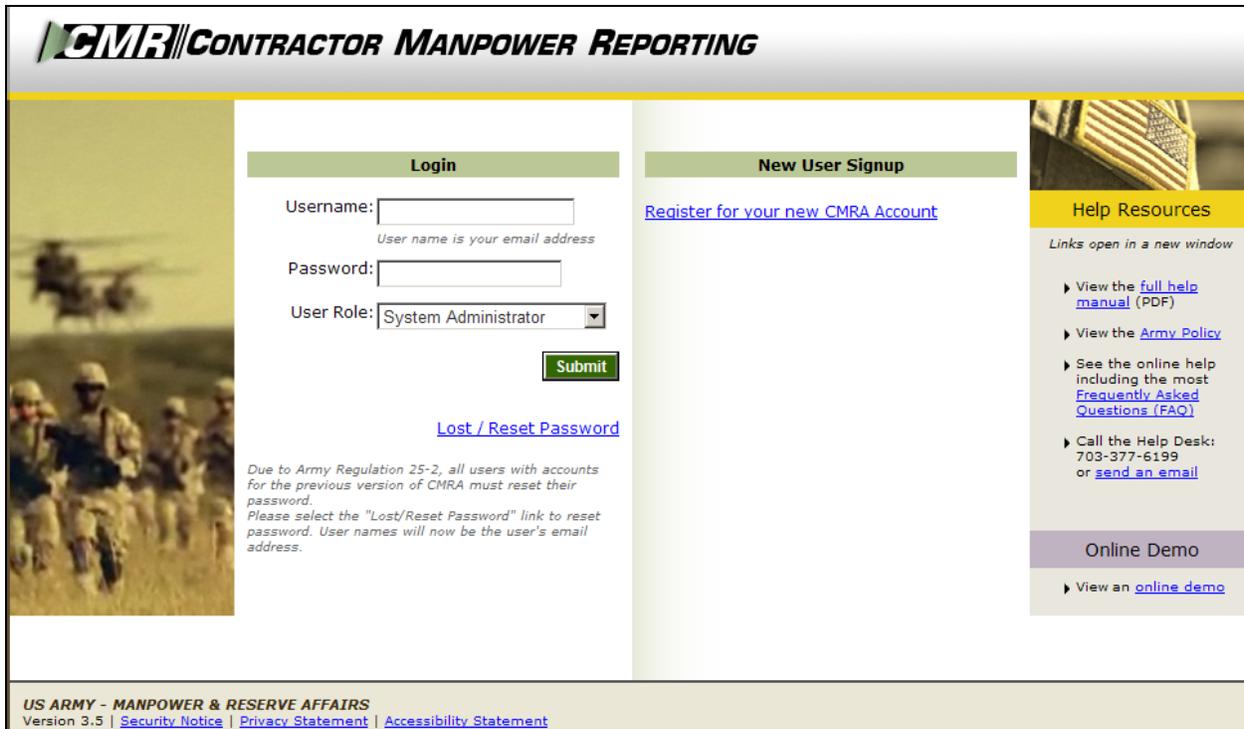


Figure 3

## Help & References

The *Help & References* menu provides users useful information in reference to the Contractor Manpower Reporting (CMR) process and the application. Reference documents, such as the Secretary of the Army Policy letter, are also posted here.

The navigation bar to the left provides the following help features:

- ***CMRA Overview*** – Provides the user with an overview of CMRA and background information
- ***Frequently Asked Questions (FAQs)*** – Displays answers to the most frequently asked questions users tend to have
- ***User Role Guides*** – Provides more in-depth guidance and help to users based on their individual role (i.e. Contractor, Subcontractor, Contracting Officer, etc.)
- ***Glossary*** – Provides definitions of terms featured throughout the CMRA
- ***Get the PDF Reader from Adobe*** – Provides a link to download the software required to view PDF files.

<b>Contents</b>	<b>CMRA Help Guide</b>
CMRA Overview	<b>CMRA Overview</b>
FAQ - (PDF)	
Glossary	
<b>PDF Guides by Role</b>	
Full User Guide	
<b>Contracting Officer</b>	
User Guide	
Quick Reference	
<b>Contractor</b>	
User Guide	
Quick Reference	
<b>COR / COTR</b>	
User Guide	
Quick Reference	
<b>Resource Manager/ Requiring Activity</b>	
User Guide	
Quick Reference	
<b>Subcontractor</b>	
User Guide	
Quick Reference	
<b>Plugins</b>	
Get PDF Reader	
Get Flash	

The Contractor Manpower Reporting Application (CMRA) is designed to collect information on funding source, contracting vehicle, organization supported, mission and function performed, and labor hours and costs for contracted efforts providing services to the Department of the Army from contractors and Army activities requiring contracted services from supporting contracting offices. The data reported utilizes an application called CMRA to capture the required information. Contractor Manpower Reporting enables the Army to:

1. fully understand the composition of the Army workforce (military, civilian, contractor), and allows for more informed decisions on workforce staffing and funding decisions;
2. provide better oversight of the total Army workforce to avoid duplication of effort or shifting of in-house reductions to contract; and
3. better account for and explain the total workforce.

Users will be able to use the CMRA to view and enter contract information. Users will also be able to view and export reports of contract data. Certain functions as well as permissions of the system will be based on user role. Users will only be allowed to view contract data based on that user's permissions. All contract data will be strictly confidential and only viewed by those users who are authorized to do so.

Users may begin entering contract data for that fiscal year beginning on October 1, 2008. Users may search for an existing contract and/or create a new contract if that contract is not found. Based on the user's permissions, the application will allow the user to enter and view certain contract data.

Download the [full User Guide](#).  
Download the [Secretary of the Army Memo-CMRA Guidance](#).

Figure 4

## Help and Definitions On-Screen Help

Each screen of the CMRA will also display a *Help & Definitions* box on the right side of the screen (Figure 5). This *Help & Definitions* box will display a link to the glossary, FAQs and a link to the CMRA User Manual.

For additional help, users are requested to contact the CMR help desk via email at [contractormanpower@hqda.army.mil](mailto:contractormanpower@hqda.army.mil) or via phone at 703-695-5058.

The screenshot displays the CMRA (Contractor Manpower Reporting) application interface. At the top, the logo reads "CMR CONTRACTOR MANPOWER REPORTING". Navigation tabs include "Home", "Help & References", "Edit Profile", and "Logout". Below the logo, a secondary navigation bar shows "Contract Search", "My Reports", and "System Administration". The user is logged in as "Test User" and is identified as a "System Administrator".

The main content area is titled "Search for a Contract". It features two search sections:

- Search by Contract Number:** Includes a text input field for the contract number. Instructions state: "Fill out at least one of the search fields below to search for a contract. 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:** Includes three text input fields for "Contractor Company Name", "Contracting Officer (KO) First Name", and "Contracting Officer (KO) Last Name". Instructions for these fields state: "If contract number is unknown, you may also search using any of these criteria. Enter at least 2 characters."

At the bottom of the search form are "Clear" and "Search" buttons.

On the right side, a "Help and Definitions" sidebar is highlighted with an orange border. It contains the following content:

- Header: "Help and Definitions"
- Text: "These links open in a new window"
- List of links:
  - ▶ 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](#)
- Section: "Questions and Answers"
- Text: "Call the Help Desk: 703-377-6199" with a phone icon.
- Text: "or [send an email](#)" with an email icon.
- Section: "New Feature"
- Text: "▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)"

Figure 5

## Edit Profile

The “Edit Profile” screen allows users to update their profile information (Figure 6).

The screenshot shows a web form titled "Manage User" with a light green background. The form contains the following fields and instructions:

- First Name:** Text input field containing "Test".
- Last Name:** Text input field containing "User".
- Phone Number:** Text input field containing "703-999-9999". Below it, the instruction reads: "Please enter as (XXX)XXX-XXXX."
- Email Address:** Text input field containing "sample@email.com". Below it, the instruction reads: "Your email address will be your CMRA username."
- Password:** Text input field (empty). Below it, the instruction reads: "See password requirements for password criteria."
- Confirm Password:** Text input field (empty). Below it, the instruction reads: "Please re-enter your password for verification."
- Cage Code:** Text input field containing "12345". Below it, the instruction reads: "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:** Text label showing "Friday, September 19, 2008 6:46:35 PM".

At the bottom right of the form, there are two buttons: "Cancel" (grey) and "Save" (green).

**Figure 6**

Profile data which may be updated include:

- First Name
- Last Name
- Phone Number
- Email Address
- Password
- Cage Code\*
- Requiring Activity\*\*
- Command\*\*\*

\* For Contractors and Subcontractors user roles only.

\*\* For Requiring Activity user roles only.

\*\*\* For Resource Manager user roles only.

**Note:** The User Role will be displayed on the screen but this field will not be provided the capability to edit his/her user role. A user role must be approved and verified by the System Administrator, therefore, any changes to user role must be submitted as a request to the Help Desk.

## Logout

Users may exit the application at anytime by clicking on the *Logout* link. A confirmation message will display verifying if you want to logout. Once the 'Yes' button is clicked, a confirmation message is displayed on the screen indicating the logout was successful.

 **Note:** If the user exits the application by simply closing the browser, the application will close and any unsaved information from that session will be discarded. Also, If there is no activity in the CMRA for 15 continuous minutes, the application is designed to protect the data entered by terminating and closing the session.

## General functionality

The following buttons have the same functionality regardless of which screen the button is found:

- **Cancel** – Returns the user to the previous screen
- **Edit** – Allows the user to edit the field(s) on the screen
- **Reset** – Clears any information entered in all field(s) on the screen. No cleared information will be saved.
- **\*** – The red asterisk symbol indicates that the adjacent field is a required entry

 **Note:** Please use buttons and links in CMRA to move to the next screen or to a previous screen. Do not use the Back button on your browser.

## 4. SYSTEM ACCESS

The screenshot shows the GMR Contractor Manpower Reporting web application. The header features the GMR logo and the text "CONTRACTOR MANPOWER REPORTING". The main content area is divided into two columns. The left column is titled "Login" and contains a form with fields for "Username:" (with a note "User name is your email address"), "Password:", and "User Role:" (a dropdown menu currently set to "System Administrator"). A "Submit" button is located below the form. Below the form is a link for "Lost / Reset Password" and a note: "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." The right column is titled "New User Signup" and contains a link: "Register for your new CMRA Account". To the right of the main content is a "Help Resources" sidebar with links to "View the full help manual (PDF)", "View the Army Policy", "See the online help including the most Frequently Asked Questions (FAQ)", and "Call the Help Desk: 703-377-6199 or send an email". At the bottom of the sidebar is an "Online Demo" section with a link to "View an online demo".

Figure 7

### User Log-in

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 2 uppercase characters: A, B, C, D, etc.
  2. At least 2 lowercase characters: a, b, c, d, etc.
  3. At least 2 numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
  4. At least 2 special characters: ! @ # \$ % ^ & \* ( ) \_ + | ~ - = \ ` { } [ ] : " ; ' < > ? , . /
  5. Must not be the same as any of your last 10 passwords

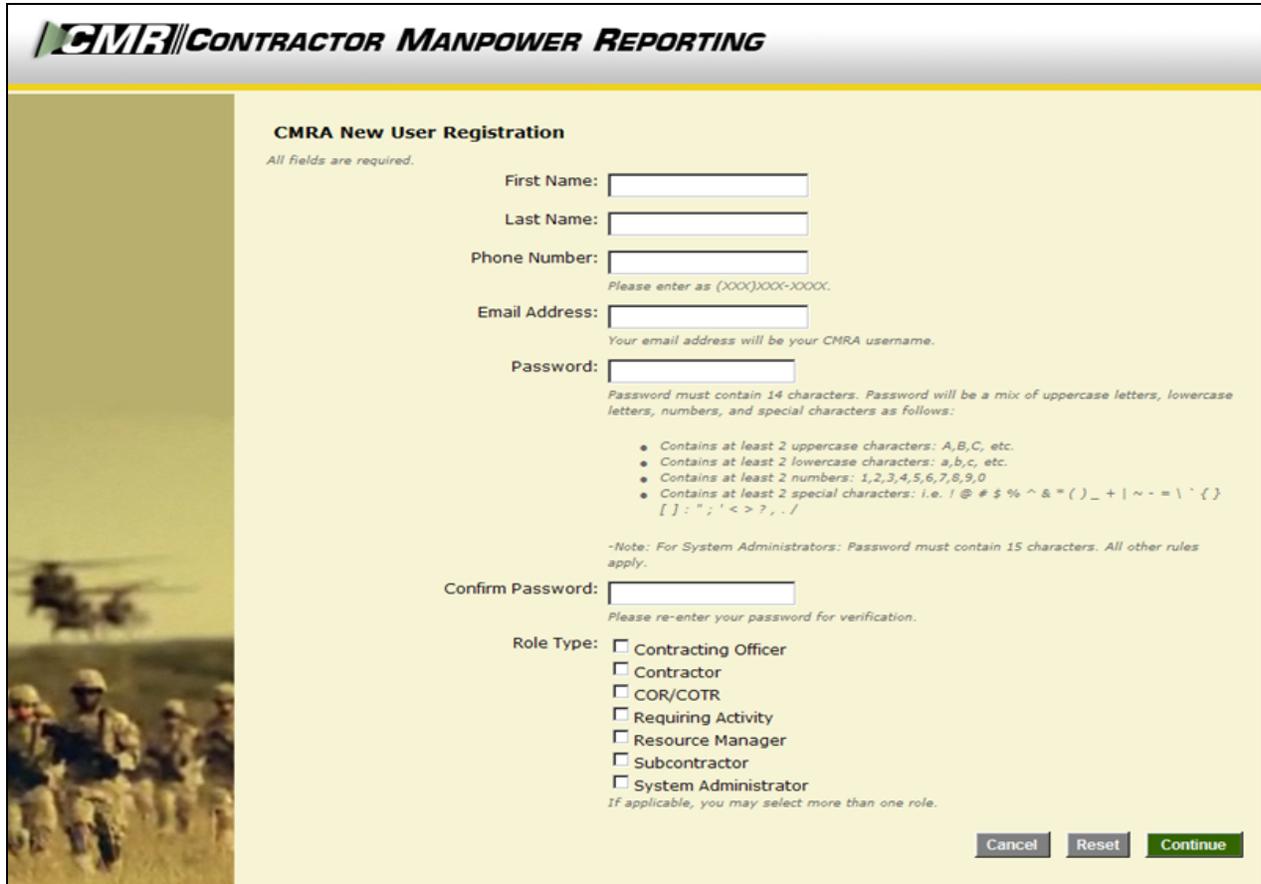
User Role: Reflects the particular job you hold, and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

**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 must contain 14 characters. Password will be a mix of 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. ! @ # \$ % ^ & \* ( ) \_ + | ~ - = \ ` { } [ ] : " ; ' < > ? , . /

-Note: For System Administrators: Password must contain 15 characters. All other rules apply.

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 8

All user roles require a valid e-mail address. However, certain user roles require distinct email addresses. The following describes the different e-mail designations per user role:

- For KO, COR/COTR, RM or RA roles, the user must have a .mil, .gov, or usma.edu email address.
- For contractor and sub-contractors user roles, the user must have a **non** .mil, .gov or usma.edu email address.

Certain user roles will need to enter supplementary information in order to register:

- Contractors and Subcontractors are required to enter their CAGE Code (A complete list of each code is available for look-up in the Help & References page in the CMRA).
- Requiring Activity users will need to enter their Requiring Activity UIC.
- Users registering for a Resource Manager role will need to enter their Command.

 **Note:** A CAGE Code is a Commercial and Government Entity (CAGE) Code, a five character code created by the Central Contractor Registry (CCR) and used by organizations applying for DOD and NASA awards. Organizations must have a separate CAGE Code for each physical location or separate division at the same physical location.

Select the **Continue** button to save your account data after completing all of the required information in the fields. A message will be sent to your e-mail address after clicking the button that verifies your email address. In this email, a link will be displayed for you to click that opens the email verification screen in CMRA. Click the link in this email to verify that you have entered a valid 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 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 helpdesk System Administrator to activate your new account.

### Forgot Password

The *Lost/Reset Password* link on the “Login” screen may be selected if the user has forgotten his/her password (Figure 9). Upon selection of this link, the system displays the “Forgot Password” screen. The user must enter his/her e-mail address and click the **Submit** button (selection of the **Cancel** button will display the “Log-in” screen).

A “Forgot Password” e-mail will be sent to your e-mail address providing the user with a link to initiate the process for resetting the password. The user must click on the link in the e-mail (or copy and paste the URL in a new browser window) in order to be directed to the password confirmation screen.

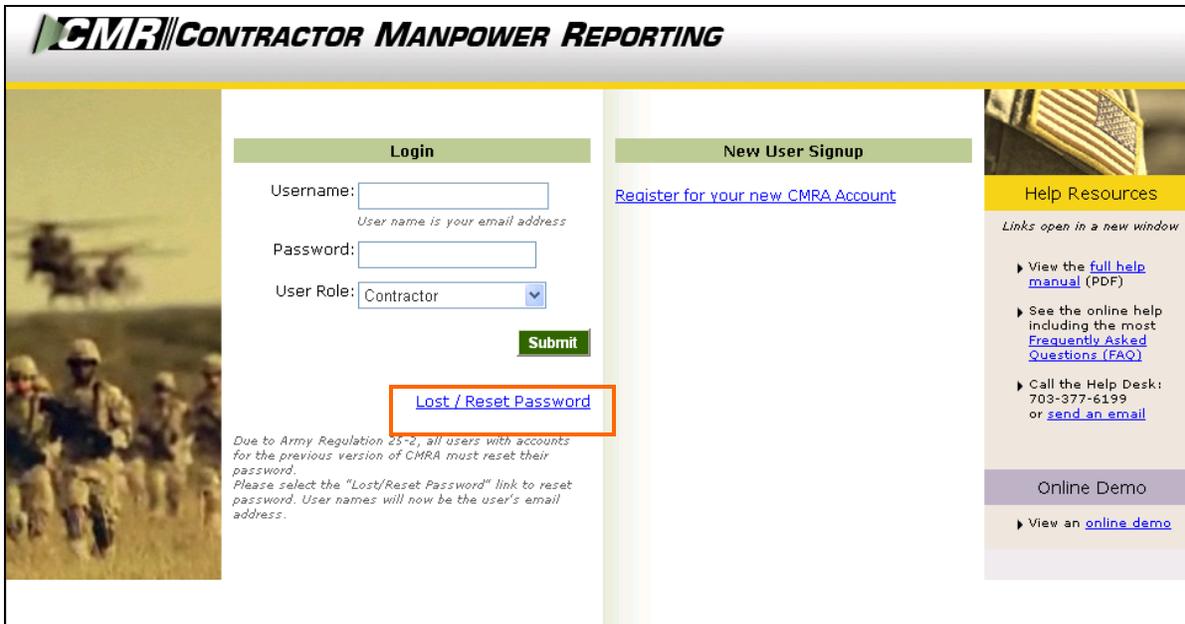


Figure 9

The user must enter and confirm a new password and then select the **Submit** button. Army Regulation 25-2 mandates that passwords must meet certain criteria in order to be considered valid.:

- 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 2 uppercase characters: A, B, C, D, etc.
  2. At least 2 lowercase characters: a, b, c, d, etc.
  3. At least 2 numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
  4. At least 2 special characters: ! @ # \$ % ^ & \* ( ) \_ + | ~ - = \ ` { } [ ] : " ; ' < > ? , . /
  5. Must not be the same as any of your last 10 passwords

### Reset Password

Passwords must be reset every 60 days according to Army Regulation 25-2. If you enter the wrong password and receive an error message that the password must be reset, click on the *Lost/Reset Password* link (Figure 9) and follow the same instructions as outlined in the *Forgot Password* section.

## 5. CONTRACT SEARCH AND CREATION

This section provides instructions on searching, viewing, and entering contract data. Views and permissions will be based on your user role. User permissions will be highlighted in a blue box at the top of each section. All contract related terms used in the CMRA are defined in the Glossary (Appendix A).

### Contract Search

After logging in, the first screen you will see will be the **Contract Search** tab (Figure 10). All users must search for a contract to determine whether a contract already exists within the application before a new contract can be created.

**Search for 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

Clear 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 10

To search for a contract, enter one of the following:

- Enter 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.

 **Note:** The more search criteria that is entered, the narrower the search results.

If search results are found for the contract number you entered, CMRA will display the Contract Number, Contractor Company Name, and Contracting Officer's first and last name of the results based on the search criteria. Ten contracts will be displayed per page (Figure 11).

### Search for a Contract

The contracts that match your search are displayed below.  
To view / edit the details of a contract: Select the the Contract Number from below.

If the contract you are looking for does not appear below, you may add a new contract.

Contract Number	Contractor Company Name	KO Last Name	KO First Name
<a href="#">W91YTZ-07-M-L285</a>	SMITH & NEPHEW, INC	JOHNSON	DAVID
<a href="#">W91YTZ-07-M-L309</a>	SMITH & NEPHEW, INC	JOHNSON	DAVID
<a href="#">W91YTZ-07-M-L219</a>	SMITH & NEPHEW, INC	LAUGHREY	SUE
<a href="#">W9126G-07-A-0064</a>	LEWIS-SMITH CORPORATION	GARRETT	SHEILA
<a href="#">W912QR-04-D-0012</a>	BLACKSMITH MANAGEMENT GROUP	BUSH	DENISE
<a href="#">W9124A-04-D-0003</a>	SMILEY-LACINA JOINT VENTURE	DELOZIER	ANNA
<a href="#">W9124A-04-D-0003</a>	SMILEY-LACINA JOINT VENTURE	WENTRCEK	KIMBERLY
<a href="#">W9124A-04-D-0003</a>	SMILEY-LACINA JOINT VENTURE	WILSON	RICHARD
<a href="#">W9126G-07-P-0562</a>	SMITH, DARLA	POPE	GREGORY
<a href="#">W9114F-05-C-0033</a>	Rhonda Smith	PECORA	DOMINICK

1 2 3

Add New Contract
Back to Search

### Help and Definitions

These links open in a new window

- ▶ View the [full help manual online](#)
- ▶ 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](#)

**Figure 11**

If the particular contract you searched for is found, you may click on the *Contract Number* link in the “Contract Number” column (Figure 11). The “Contract Details” screen will display.

For guidance on completing the “Contract Details” screen, please see the *Edit Contract* section and the *Claim Order* section – *for COR/COTRs only*).

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## 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 12).

**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 12

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 13). 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: 2008

Figure 13

**Note:** Resource Managers and Requiring Activity Managers are responsible for entering information and data into the *NDAA Elements* fields displayed below the Contract Number and Contract Fiscal Year.

**Create Contract**

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:

Contract Fiscal Year: 2007

*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	Select One...
Contract Type	Select One...
Performance-Based Services Acquisition	No
Non-DOD Purchasing Agency	<input type="text"/>
Competed Action	Select One...
If Competed, Number of Offerors	0
Small Business	No
Small Disadvantaged Business	No
Woman-Owned Small Business	No
DoD Administering Component	Select One...
Contracting Organization	Select One...

Save Contract      Back to Search

**Help and Definitions**

*These links open in a new window*

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- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

---

▶ **Questions and Answers**

Call the Help Desk: 703-377-6199

or [send an email](#)

Figure 14

Click on Save Contract after entering all of the necessary information in the required data fields.

## Edit Contract Data

The “Contract Details” screen will display the contract number and fiscal year of that contract, and display all orders under that contract number (Figure 15).

[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

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

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

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### New Feature

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Figure 15

To edit a contract, select the **Edit Contract** button at the bottom of the “Contract Details” screen (see highlighted button in Figure 15). After completing the revisions to the contract, click the **Save Contract** button to save the updated information. Clicking the **Back to Search** button will return the user to the “Search Results” screen and any changes on the screen will not be saved.

 **Note:** Only Contractors, COR/COTRs, Resource Managers, and Requiring Activity Managers may edit contract data.

## 6. CONTRACT AND ORDER DETAILS

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 16).

[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

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#### Questions and Answers

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#### New Feature

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Figure 16

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:

All orders for a specific contract will be displayed in the Orders table of the “Contract Details” screen. To view details of an order that is displayed, select the “Order Number” link in the “Order Number” column (Figure 17)

Order Number	Fiscal Year	Contractor Company Name	Contracting Officer Last Name	Contracting Officer First Name	
<a href="#">0000</a>	2008	ArmyCo			<a href="#">Delete</a>

**Add New Order**

Figure 17

**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.

After selecting an order number, the “Order Data” tab displays the following order details fields (Figure 18):

Required Field	Explanation of Required Field
<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.

**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:** --  
**Search For 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.*

**Create Order**

**Help and Definitions**  
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**Questions and Answers**

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**New Feature**

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

Figure 18

To search for a Requiring Activity UIC, first select the green **Add New Order** button shown in Figure 17. 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 19).

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 20). The UIC data cell will automatically be populated with the UIC you selected (Figure 21).

**GMR CONTRACTOR MANPOWER REPORTING**

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

**Command:** Select One...      **Country:** Select One...

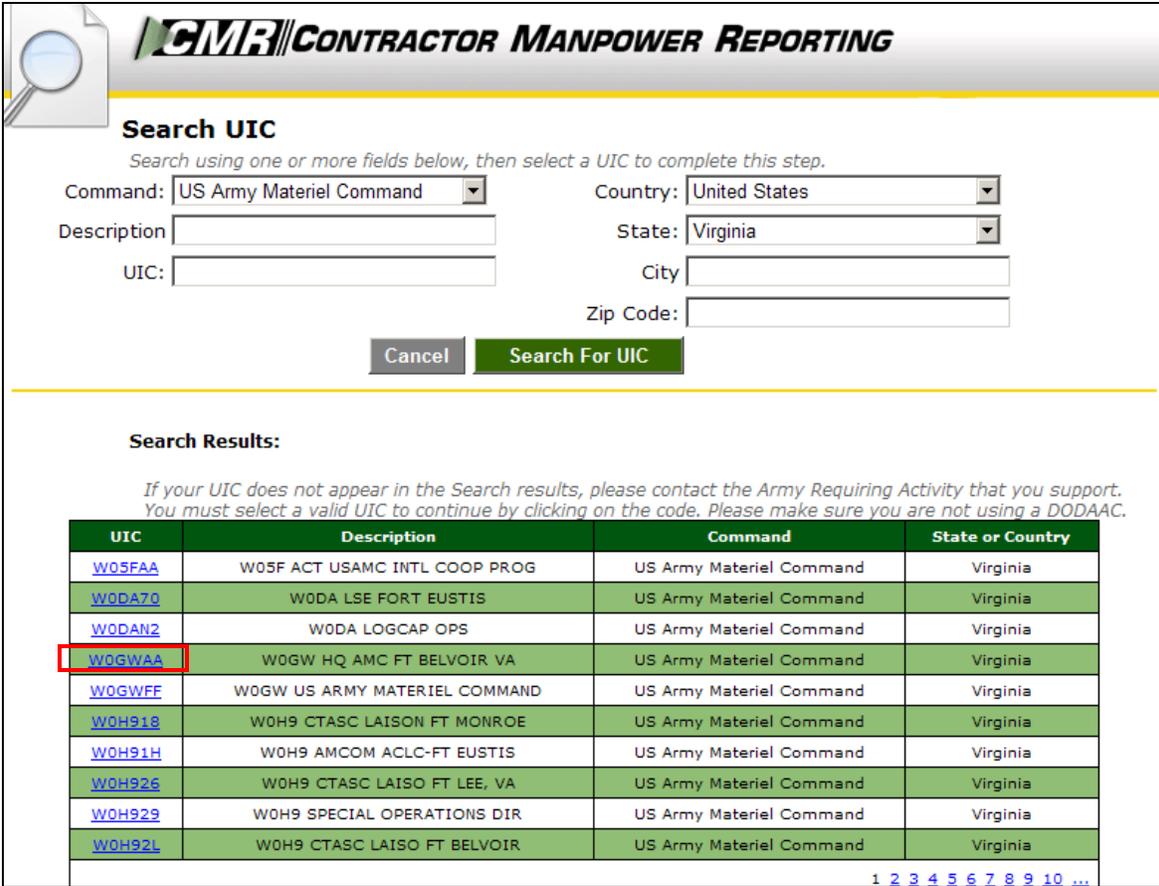
**Description:**       **State:** Select One...

**UIC:**       **City:**

**Zip Code:**

**Cancel**      **Search For UIC**

Figure 119



**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:

---

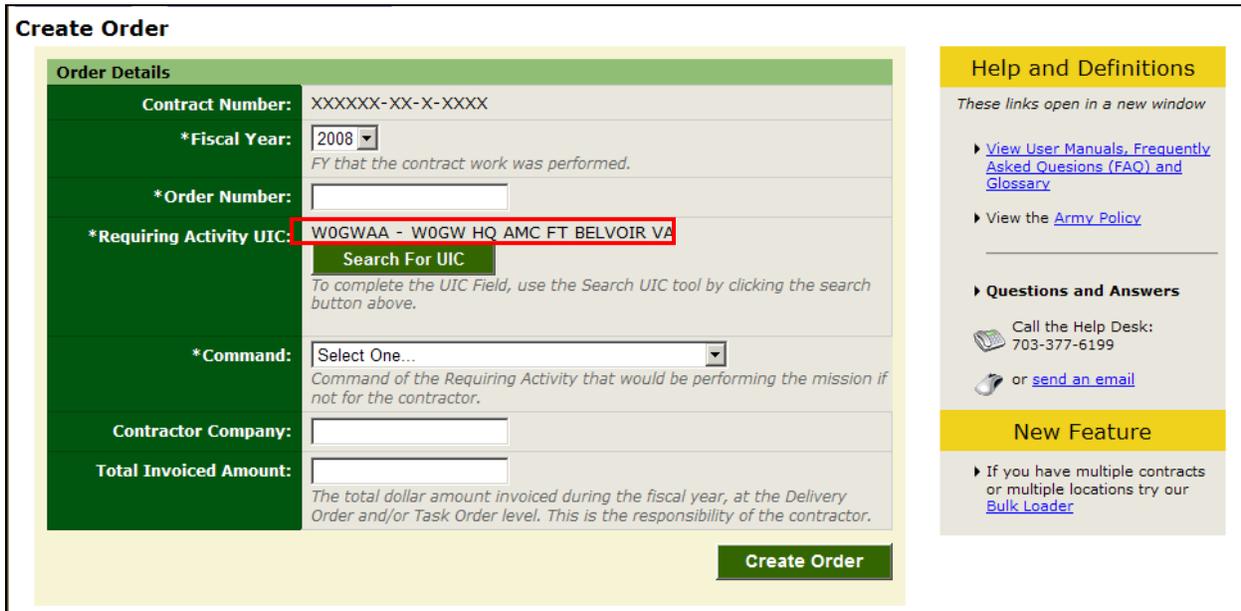
**Search Results:**

*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 20



### Create Order

**Order Details**

Contract Number: XXXXXX-XX-X-XXXX

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

\*Order Number:

\*Requiring Activity UIC: **W0GWAA - W0GW HQ AMC FT BELVOIR VA**

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

\*Command:   
*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*

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**Questions and Answers**

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---

**New Feature**

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

Figure 21

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

## Contact Data:

To update contact data for an order, select the “Contact Data” tab. The “Contact Data” tab displays the Contact Information for the Contracting Officer, Contractor, and COR/COTR (if the data exists). Refer to Figure 22.

To edit existing contact data, click on the contact link in the Contact Information table. See highlighted box in Figure 23.

Contact Information				
	First Name	Last Name	Phone Number	Email
<a href="#">Contracting Officer</a>	John	Doe	703-888-1111	John.doe@us.army.mil

Figure 22

To add new contact data, enter the appropriate contact information into the contact data fields and click on the **Save** button for the appropriate Contact (**Save Contracting Officer**, **Save Contractor**, or **Save COR/COTR**). Refer to Figure 22.

[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:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

**Save Contracting Officer**

#### Contractor

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

**Save Contractor**

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

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

**Save COR/COTR**

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#### Questions and Answers

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#### New Feature

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

Figure 23

Location Data:

All locations for a specific contract will be displayed in the Orders table of the “Contract Details” screen. To view details of a location that is displayed, select the “Order Number” link in the “Order Number” column (Figure 17)

After selecting an order number, the “Location Data” tab displays the following location details fields (Figure 21):

<b>Required Field</b>	<b>Explanation of Required Field</b>
<b>Federal Service Code</b>	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.  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.
<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>	Indicate if the contract and/or order includes the following services: <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?

**Note:** The only Contractor that can view the Invoice Amount, Direct Labor Dollars, and Direct Labor Hours is the user that entered its original data. All other data is public information.

**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.

**Add New Location**

**\*Federal Service Code (FSC):** --  
**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.*

**\*City or Installation of Service:**   
*Location where the service is performed.*

**State:**   
*Outside of US, leave as "Select One"*

**Zip Code:**   
*Outside of US, not required*

**\*Country:**   
*Location where the service is performed.*

**\*Direct Labor Hours:**   
*Total number of labor hours performed at this location for this FSC code.*

**\*Direct Labor Dollars:**   
*Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.*

**\*Weapon System Support:**   
*Are you providing support to any of these Weapons Systems?*

**\*Questions about Contract Performance:**   
*Contractors: Indicate if the contract/order includes the above services*

**\*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?*

**Cancel Save**

**Figure 24**

To search for a Federal Service Code, select the **Search for FSC** button shown in Figure 24. 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 25).

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 26). 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 27). The FSC data cell will automatically be populated with the FSC you selected (Figure 28). 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 25

**GMR CONTRACTOR MANPOWER REPORTING**

### 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 26

### 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 27

### Location Details

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

<p><b>*Federal Service Code (FSC):</b></p>	<p><a href="#">M121 - Operation/Air Traffic Control Tower</a></p> <p><input type="button" value="Search For FSC"/></p> <p>To complete the FSC Field, use the Search for Federal Service Code tool by clicking the search button above.</p> <p><i>Code describing service or product provided to the Army Requiring Activity.</i></p>
--	--

Figure 28

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.

## Bulk Loader:

The Bulk Loader function is available to you if there are many location records that need to be entered into the Location Data section. Click on the Bulk Loader link on the right side of any page to access the function.

To enter multiple Locations records using spreadsheet, follow the following steps. Please note that the Order Details for each Contract and Order number must be entered in CMRA before the Location data is loaded.

1. Download the template Bulk Loader Template (.CSV)
2. Download the Bulk Loader Instructions and Code Lookups (.XLS)
3. Complete the required fields in the template.
4. Save the completed template to you computer as a .csv file.
5. Upload the completed template as a .csv file by clicking the Browse button and selecting the template you saved.
6. Click the Submit button.
7. If there are any errors they will be displayed on screen. Correct the errors and repeat the upload process. (Steps 4-6)

 **Note:** You must enter a new row for each Location or FSC. Also, you cannot change the order of the columns and should not enter symbols (\$ , ' .) in any data field.

Fund Cite Data:

All fund cites for a specific contract will be displayed in the Orders table of the “Contract Details” screen. To view details of a fund cite that is displayed, select the “Order Number” link in the “Order Number” column (Figure 17)

After selecting an order number, the “Fund Cite Data” tab displays the following location details fields (Figure 29):

<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.

To edit information on the “Fund Cite” tab, click the *Select* link adjacent to the Fund Cite you wish to edit. All fields on the “Fund Cite” tab will be able to be edited, except for the Fund Cite number. After entering and/or editing the data on this tab, click the **Save** button to save the updated information. After entering the required data for the new fund cite, click the **Save** button to save the updated information.

## 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>	<input type="text" value="Select One..."/> <i>A four digit code indicating the type of funds or major purpose of the appropriation.</i>
<b>Operating Agency</b>	<input type="text" value="Select One..."/> <i>Organization responsible for managing funds to include receiving or issuing funds.</i>
<b>Department</b>	<input type="text" value="Select One..."/> <i>Code which identifies the department receiving the appropriation.</i>
<b>MDEP</b>	<input type="text" value="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>	<input type="text" value="Select One..."/> <i>Four digit code which identifies the type of resource being employed or consumed.</i>
<b>AMSCO</b>	<input type="text" value="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>	<input type="text" value="Select One..."/> <i>Year that the contract first appears on the inventory.</i>

**Save**

### Help and Definitions

*These links open in a new window*

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### New Feature

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

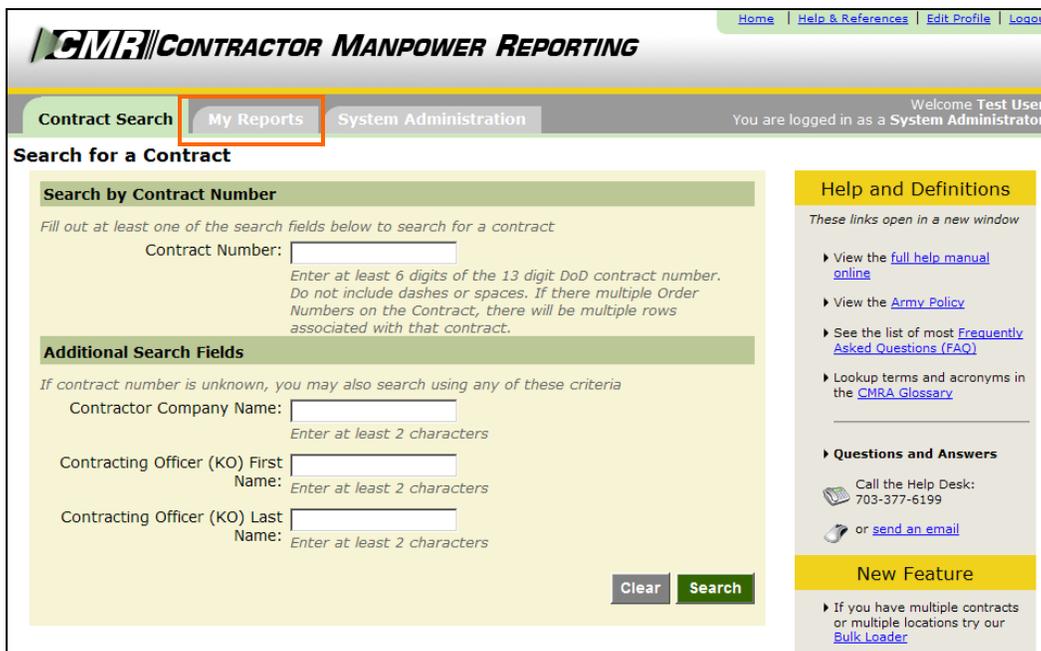
**Figure 29**

## 7. REPORTS

This section provides guidance on viewing and exporting reports. Reports type varies based on the individual user role. For a more detailed description of the different report types, refer to the individual user guide that pertains to you.

### View Report

To view a report, select the “My Reports” tab. The tab will display the report(s) for which you are authorized to view (Figure 30). Select the report you wish to view by clicking the *Report Title* link of the report you wish to view in the “Report Title” column. In the next reports screen, select the appropriate report filters of the report you would like to view (i.e. Fiscal Year).



The screenshot displays the Contractor Manpower Reporting application interface. At the top, there is a navigation bar with the logo "CMR CONTRACTOR MANPOWER REPORTING" and links for "Home", "Help & References", "Edit Profile", and "Logout". Below this is a secondary navigation bar with tabs for "Contract Search", "My Reports" (which is highlighted with a red box), and "System Administration". A user notification on the right says "Welcome Test User" and "You are logged in as a System Administrator".

The main content area is titled "Search for a Contract". It features a "Search by Contract Number" section with a text input field and instructions: "Fill out at least one of the search fields below to search for a contract. Contract Number: [input field]. 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." Below this is an "Additional Search Fields" section with three input fields: "Contractor Company Name: [input field] (Enter at least 2 characters)", "Contracting Officer (KO) First Name: [input field] (Enter at least 2 characters)", and "Contracting Officer (KO) Last Name: [input field] (Enter at least 2 characters)". There are "Clear" and "Search" buttons at the bottom of the search area.

On the right side, there is a "Help and Definitions" section with links for "View the full help manual online", "View the Army Policy", "See the list of most Frequently Asked Questions (FAQ)", and "Lookup terms and acronyms in the 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 right, there is a "New Feature" section with a link to "Bulk Loader".

Figure 30

Click on the **View Report** button after selecting the report filters.

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.”

### Export Report

You may export a report to Microsoft Excel by clicking on the **Export to Excel** button after selecting the report filters. Once you have exported this file, you may save the report onto your hard drive.

## APPENDIX: GLOSSARY

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
<b>Army Management Structure Code</b>	AMSCO	A code that interrelates programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.
<b>Basic Symbol</b>	BSYM	A four digit code indicating the type of funds or major purpose of the appropriation.
<b>Commercial and Government Entity Code</b>	CAGE Code	CAGE Code is used to identify companies doing or wishing to do business with the federal government.
<b>City</b>		City or Installation where contract service work is performed.
<b>Command</b>		Command that would be performing the mission if not for the Contractor.
<b>Contractor Man-year Equivalent</b>	CME	Defined as Direct Labor Hours/2087. Automatically calculated by CMRA.
<b>Contracting Officer's Representative Contracting Officer's Technical Representative</b>	COR/COTR	Individual designated by the contracting officer to assist in the technical monitoring or administration of a contract.
<b>Contracting Officer</b>	KO	A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the federal government.
<b>Country</b>		Country where the work is performed.
<b>Delivery Order/Task Order Number</b>		Order number for contracts with multiple award contracts. Each contract may have a Delivery Order, a Task Order or neither (enter as 0000).
<b>Department Code</b>		A two or four digit code which identifies the department receiving the appropriation.
<b>Determination of Personal Services</b>		A determination by the Requiring Activity whether or not the contract services involve authorized or unauthorized personal services.
<b>Direct Labor Dollars</b>		The total unburdened (not including goods, overhead or benefits) dollar amount for direct labor performed at this location for this FSC code.
<b>Direct Labor Hours</b>		The total number of labor hours performed at this location for this FSC code.
<b>Department of Defense Administering Component</b>	DODAC	An office that performs assigned post-award and pre-award functions related to administration of contracts. The DoD Administering Component is the 6 character DODAC number.
<b>E-mail Address</b>		The e-mail address of the user. This e-mail address will serve as the user's CMRA User Name.
<b>Element of Resource</b>	EOR	A four digit code which identifies the type of resource being employed or consumed.
<b>Federal Service Code</b>	FSC	Code describing service or product provided to the Army Requiring Activity.
<b>Fiscal Year</b>	FY	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." For example, FY2003 began October 1, 2002, and ends September 30, 2003.
<b>Fiscal Year Activity First on Inventory</b>		The fiscal year when the contract services first appears on the inventories of contracts for services required by NDAA 08 § 807.

<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
<b>Fiscal Year Reporting</b>		The fiscal year when contract services were performed by the vendor for the Army. If a contract crosses fiscal years then Vendor must report the services provided in each fiscal year separately.
<b>Functions Performed by Contractor</b>		The full name of the Product Service Code (PSC)/Federal Service Code (FSC) Code.
<b>Fund Cite</b>		The Accounting Classification obtained from Army Contracting Business Intelligence System (ACBIS). This code is the source of the fund cite data shown.
<b>Fund Cite Fiscal Year</b>		The FY that dollars are obligated. The Program Year of the fund cite number
<b>If Competed, Number of Offerors</b>		The number of offerors that competed for the listed action.
<b>Installation of Service</b>		Installation where the work is performed.
<b>Management Decision Package</b>	MDEP	A four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.
<b>Missions Performed by Contractor</b>		The descriptor of the first character of the FSC Code.
<b>Non-Department of Defense Purchasing Agency</b>		Purchase purchased via interagency agreement (i.e. GSA, DOI, etc.)
<b>Operating Agency</b>	OA	a. An organization responsible for managing funds to include receiving or issuing funds. b. An organization under whose jurisdiction the installation or activity operates when making deposit fund transactions
<b>Performance-based Acquisition</b>	PBSA	An acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed.
<b>Requiring Activity Unit Identification Code</b>	RA UIC	The Unit Identification Code (UIC) of the Requiring Activity; the Army activity that requires contracted services to accomplish its mission.
<b>Resource Manager</b>	RM	Generates information useful as a baseline for programming and documenting contractor support. Validates and corrects CMRA inputs from their respective organizations and with submitting data for contracts that have not been input by contractors working on service contracts for their commands.
<b>Requiring Activity</b>	RA	Army Activity that requires the contracted services to accomplish their mission.
<b>Services Purchased</b>		The first character of the Product Service Code (PSC)/Federal Service Code (FSC).
<b>Small Business</b>	SB	“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121 (see <a href="#">19.102</a> ). Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration must be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity. (See 15 U.S.C. 632.) (From FAR Part 2)

Term	Acronym	Definition
<b>Small Disadvantaged Business</b>	SDB	<p>“Small disadvantaged business concern” (except for <a href="#">52.212-3(c)(2)</a> and <a href="#">52.219-1(b)(2)</a> for general statistical purposes and <a href="#">52.212-3(c)(7)(ii)</a>, <a href="#">52.219-22(b)(2)</a>, and <a href="#">52.219-23(a)</a> for joint ventures under the price evaluation adjustment for small disadvantaged business concerns), means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and either--</p> <p>(1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and</p> <p>(i) No material change in disadvantaged ownership and control has occurred since its certification;</p> <p>(ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and</p> <p>(iii) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the data base maintained by the Small Business Administration (PRO-Net); or</p> <p>(2) For a prime contractor, it has submitted a completed application to the Small Business Administration or a private certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR part 124, subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since it submitted its application. In this case, a contractor must receive certification as a small disadvantaged business by the Small Business Administration prior to contract award.</p> <p><i>(From FAR Part 2)</i></p>
<b>State</b>		State where contract service work is performed.
<b>Subcontractor</b>		An individual or company hired by a prime contractor to perform a specific task as part of the overall project.
<b>Total Invoiced Amount</b>		The total dollar amount of all invoices submitted for the contract delivery order or task order in the fiscal year including invoices that have not been paid.
<b>Women-Owned Small Business</b>	WOSB	<p>“Women-owned small business concern” means a small business concern--</p> <p>(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and</p> <p>(2) Whose management and daily business operations are controlled by one or more women.</p> <p><i>(From FAR Part 2)</i></p>
<b>Zip Code</b>		Zip Code where contract service work is performed.