



Contractor Manpower Reporting Application
Version 3.6

Subcontractor User Guide

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1. INTRODUCTION



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

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

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Welcome to the Contractor Manpower Reporting Application. When you open the website at <https://cmra.army.mil>, the first screen you will see is the Disclaimer screen. Once you have read the Disclaimer, click **I Agree** in order to enter and use the application.

This manual contains the information you need in order to use the CMRA effectively. This user manual is intended for any Subcontractor 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 displays the CMRA Contractor Manpower Reporting website interface. At the top, the logo reads "CMRA CONTRACTOR MANPOWER REPORTING". The page is divided into two main sections: "Login" and "New User Signup".

Login Section:

- Username:
- Password:
- User Role:
- Submit button
- Link: [Lost / Reset Password](#)

New User Signup Section:

- Link: [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](#)

Additional Information:

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.

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

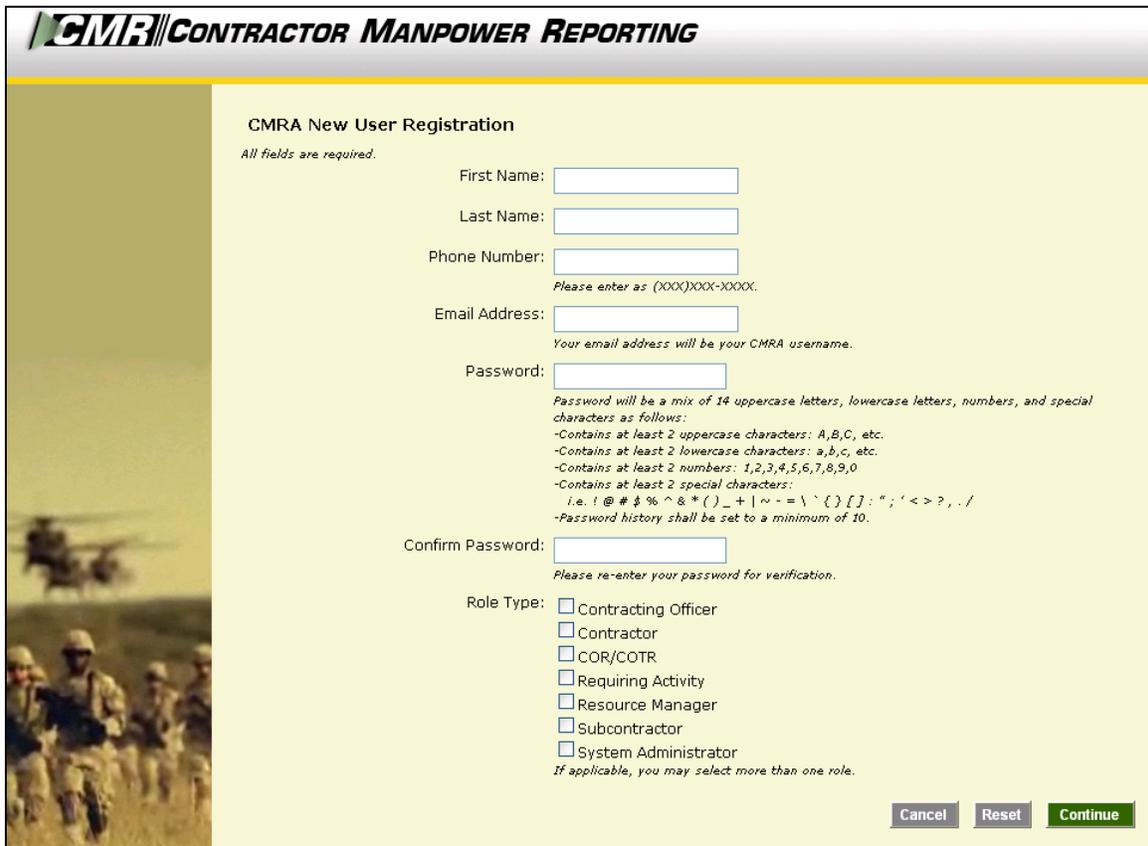
User Role: Reflects the particular job you hold and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

 **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:** Subcontractors must have a non .mil, gov or usma.edu email address and are required to enter their assigned CAGE Code. A complete list of each code is available for look-up.



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, the logo reads "GMR CONTRACTOR MANPOWER REPORTING". Below the logo, there are two tabs: "Contract Search" (which is active) and "My Reports". In the top right corner, a user is logged in as "Test User" and identified as a "Subcontractor".

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

- Search by Contract Number:** This section includes a text input field for the "Contract Number". Below the field, 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:** This section provides alternative search criteria if the contract number is unknown. It includes three text input fields: "Contractor Company Name" (with a note to "Enter at least 2 characters"), "Contracting Officer (KO) First Name" (with a note to "Enter at least 2 characters"), and "Contracting Officer (KO) Last Name" (with a note to "Enter at least 2 characters").

At the bottom right of the search area, there are two buttons: "Clear" and "Search".

On the right side of the interface, there is a "Help and Definitions" sidebar. It contains several links: "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 these links, there is a "Questions and Answers" section with a phone icon and the text "Call the Help Desk: 703-377-6199" and an email icon with the text "or send an email". At the bottom of the sidebar, there is a "New Feature" section with a link to "Bulk Loader" and the text "If you have multiple contracts or multiple locations try our 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.

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

 **Note:** Subcontractors are only responsible for entering the Location Data. This is the third tab on the Order Details screen.

Location Data:

In the **Location Data** tab, enter the following required information (Figure 4):

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

Required Field	Explanation of Required Field
	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?

 **Note:** The only Subcontractor that can view the Direct Labor Dollars and Direct Labor Hours is the user that entered its original data. All other data is public information. Prime Contractors will not be able to view Subcontractor's data entered for the Direct Labor Dollars and Hours.

Add New Location	
*Federal Service Code (FSC):	-- <div style="text-align: center; border: 1px solid black; padding: 2px; display: inline-block;">Search For FSC</div> 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>
*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; border: 1px solid black; padding: 2px 10px; margin-right: 5px;">Cancel</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; background-color: #92d050; color: white;">Save</div>	

Figure 4

To search for a Federal Service Code, select the **Search for FSC** button shown in Figure 4. 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 5).

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 6). 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 7). The FSC data cell will automatically be populated with the FSC you selected (Figure 8). 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 5



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 6

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
M111	Operation of Government-Owned Facilities	Operation/Office Buildings
M112	Operation of Government-Owned Facilities	Operation/Conference Space & Facilities
M119	Operation of Government-Owned Facilities	Operation/Other Administrative & Service Buildings
M121	Operation of Government-Owned Facilities	Operation/Air Traffic Control Towers
M122	Operation of Government-Owned Facilities	Operation/Air Traffic Control Training Facilities
M123	Operation of Government-Owned Facilities	Operation/Radar & Navigational Facilities
M124	Operation of Government-Owned Facilities	Operation/Airport Runways
M125	Operation of Government-Owned Facilities	Operation/Airport Terminals
M126	Operation of Government-Owned Facilities	Operation/Missile System Facilities
M127	Operation of Government-Owned Facilities	Operation/Electronic & Communication Facilities

1 2 3 4 5 6 7 8

Figure 7

Figure 8

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.

This concludes the Subcontractor 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.