

CMR **CONTRACTOR MANPOWER REPORTING**



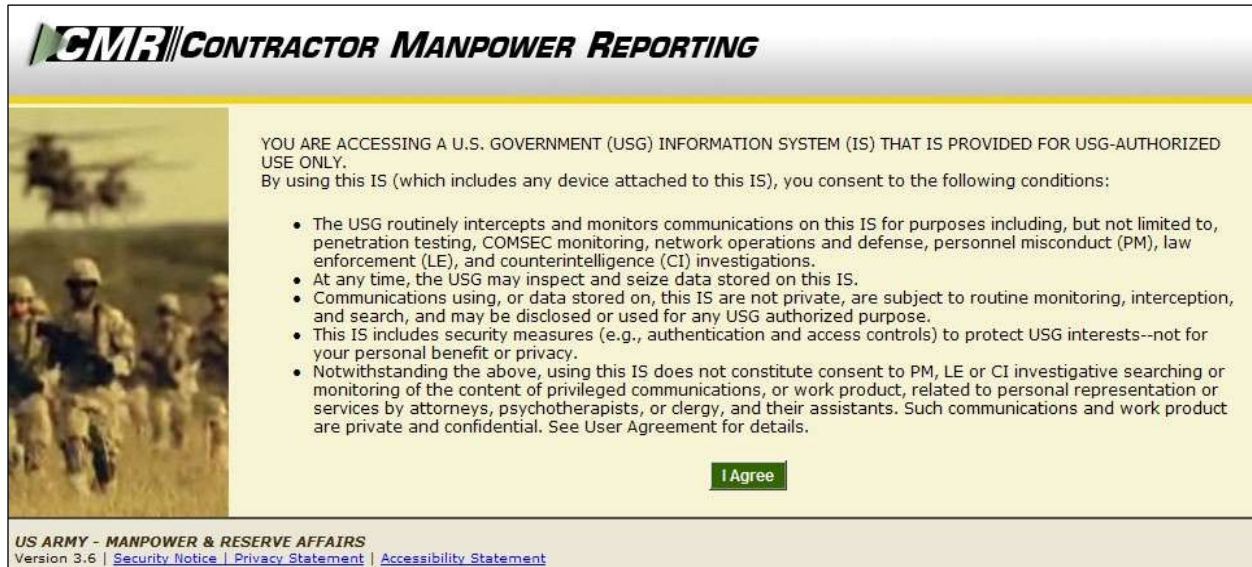
Contractor Manpower Reporting Application Version 3.6

Contractor User Guide

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1. INTRODUCTION



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 Contractor who needs to use the CMRA to report, view, and track contract data on the website.

 **Note:** Refer to the CMRA Full User Guide or online Frequently Asked Questions for further details or questions that involve how to navigate the website, how to understand notation conventions throughout this user guide, or any general information regarding the application.

2. USER ACCOUNT REGISTRATION AND LOG-IN

CMR CONTRACTOR MANPOWER REPORTING

Login

Username:
User name is your email address.

Password:

User Role:

Submit

[Lost / Reset Password](#)

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

New User Signup

[Register for your new CMRA Account](#)

Help Resources

Links open in a new window

- ▶ View the [full help manual](#) (PDF)
- ▶ View the [Army Policy](#)
- ▶ See the online help including the most [Frequently Asked Questions \(FAQ\)](#)
- ▶ Call the Help Desk: 703-277-6199 or [send an email](#)

Online Demo

▶ View an [online demo](#)

All users must log in using their Username, Password, and selection of User Role.

Username: Your Username is the email address which you used to register.

Password: Army Regulation 25-2 mandates that passwords must meet certain criteria in order to be considered valid. The following requirements are necessary to create an appropriate password:


- Must contain at least 14 characters
- Must be a mix of uppercase letters, lowercase letters, numbers, and special characters that have the following characteristics:
 1. At least two uppercase characters: A, B, C, D, etc.
 2. At least two lowercase characters: a, b, c, d, etc.
 3. At least two numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
 4. At least two special characters: ! @ # \$ % ^ & * () _ + | ~ - = \ ' { } [] : " ; ' < > ? , . /
 5. Must not be the same as any of your previous ten passwords

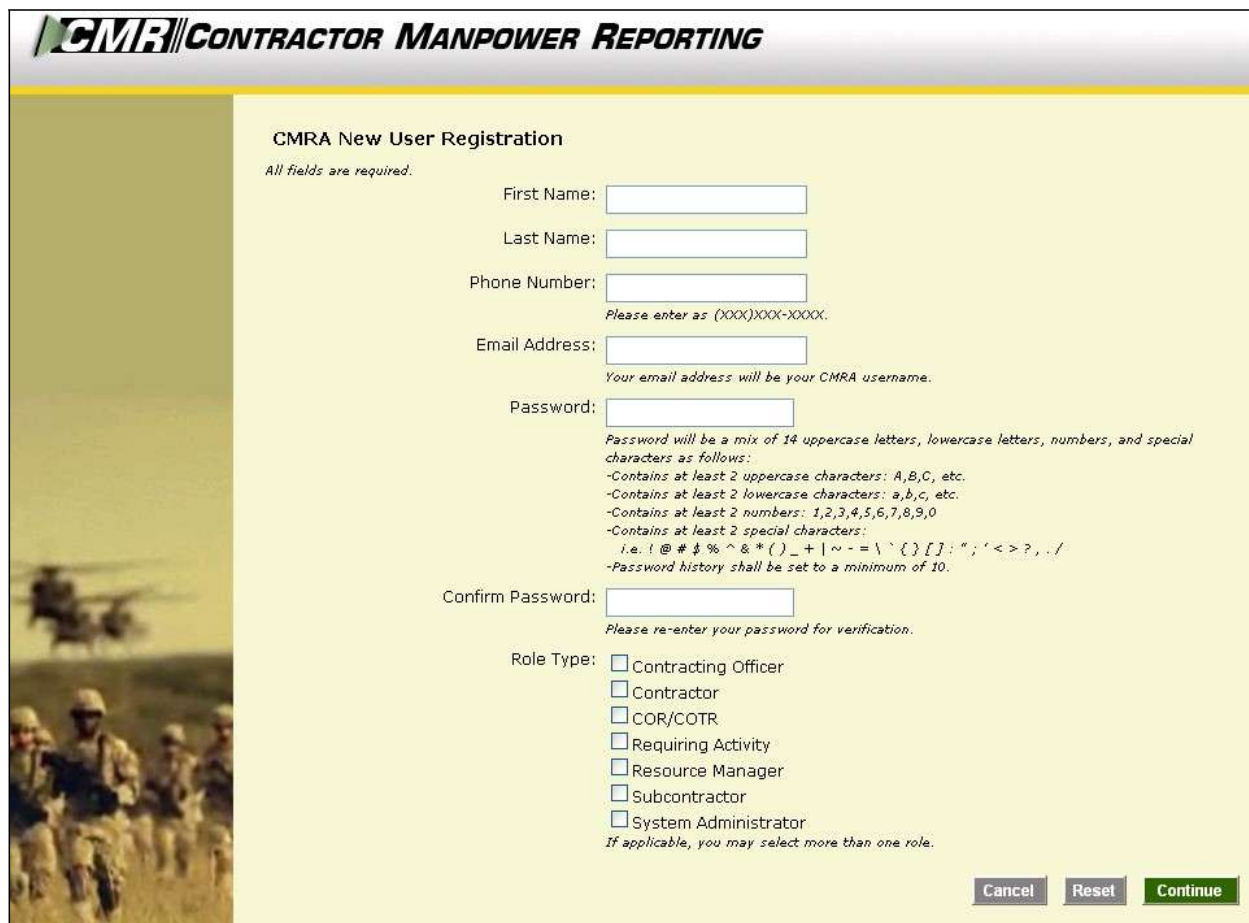
User Role: Reflects the particular job you hold and will determine the functions that you can use in CMRA to perform that job. All user roles require a valid email address.

Note: If you registered in a previous version of CMRA, you will need to update your password. To update your password, click the **Lost/Reset Password** link. After you enter your email address, an email will be sent with a link to reset your password.

CMRA New User Registration:

If you do not currently have a CMRA account, select the **Register for your new CMRA Account** link on the Log-in screen. On the **New User Registration** screen (Figure 1), enter the required information in all fields and select the applicable user role(s).

 **Note:** Contractors 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 AND CREATION

The screenshot displays the 'Contract Search' tab of the CMR Contractor Manpower Reporting application. The header includes the CMR logo and the title 'CONTRACTOR MANPOWER REPORTING'. A navigation bar shows 'Contract Search' and 'My Reports' tabs. A user status bar at the top right indicates 'Welcome Test User' and 'You are logged in as a Contractor'.

The main section is titled 'Search for a Contract'. It features a 'Search by Contract Number' section with a text input field for the 'Contract Number'. Below this field, instructions state: '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 instructions: 'If contract number is unknown, you may also search using any of these criteria'. This section contains three text input fields: 'Contractor Company Name', 'Contracting Officer (KO) First Name', and 'Contracting Officer (KO) Last Name'. Each field has a placeholder instruction: 'Enter at least 2 characters'. At the bottom right of the search area are 'Clear' and 'Search' buttons.

On the right side, there is a 'Help and Definitions' section with the text 'These links open in a new window'. It lists 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 this is a 'Questions and Answers' section with a 'Call the Help Desk: 703-377-6199' and a link to 'send an email'. At the bottom right is a 'New Feature' section with a link to 'Bulk Loader'.

Figure 3

Contract Search:

After logging in, the first screen you will see will be the **Contract Search** tab (Figure 3).

In order to enter data for a contract, you must retrieve the contract through the **Contract Search** tab. This feature also allows you to view or edit data for a contract and order.

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

- Enter the contract number in the search by **Contract Number** field to view a specific contract.
- Enter the **Contractor Company Name** in order to view the contracts held by a company.
- Enter the **Contracting Officer's First or Last Name** in order to view the contracts for which he or she is responsible.

Contract Creation:

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

Figure 4


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

Figure 5

Note: Contractors are not responsible for entering information and data into the *NDAA Elements* fields displayed below the Contract Number and Contract Fiscal Year.

Order Creation:

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

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



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

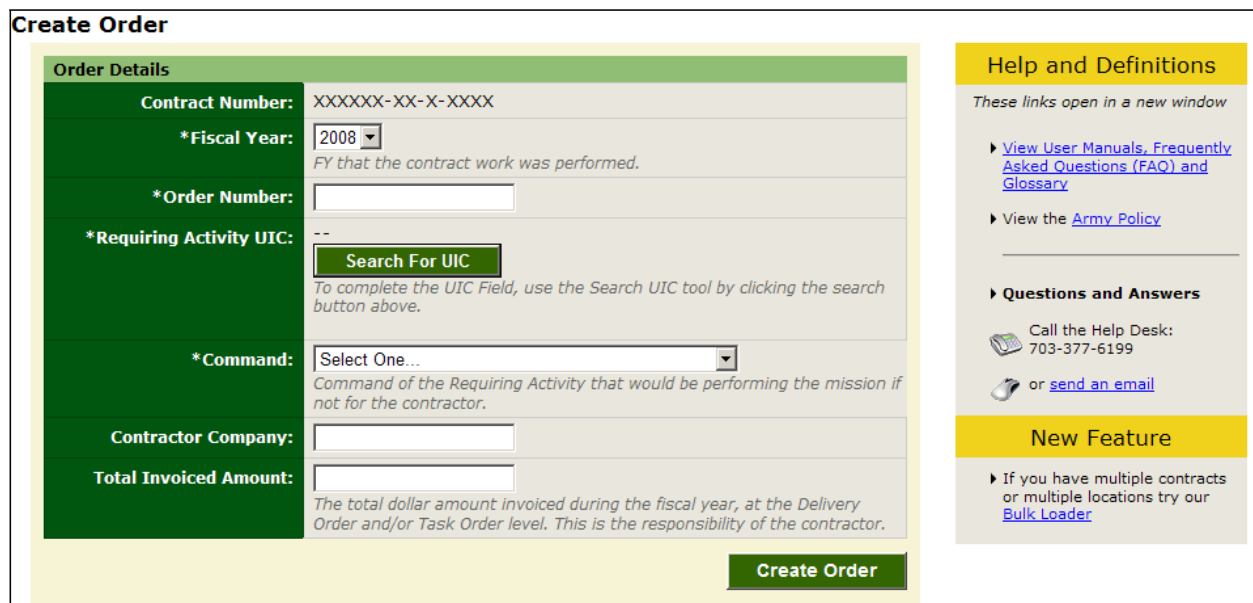
Help and Definitions

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 [CHRA Glossary](#)

Figure 6

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



Create Order

Order Details

Contract Number:	XXXXXX-XX-X-XXXX
*Fiscal Year:	2008 <input type="button" value="v"/> <i>FY that the contract work was performed.</i>
*Order Number:	<input type="text"/>
*Requiring Activity UIC:	-- <input type="button" value="Search For UIC"/> <i>To complete the UIC Field, use the Search UIC tool by clicking the search button above.</i>
*Command:	Select One... <input type="button" value="v"/> <i>Command of the Requiring Activity that would be performing the mission if not for the contractor.</i>
Contractor Company:	<input type="text"/>
Total Invoiced Amount:	<input type="text"/> <i>The total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the contractor.</i>

Create Order

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 7

4. CONTRACT AND ORDER DETAILS

When the contract is shown, select the Order Number to edit or add an Order Number. CORs/COTRs are responsible to enter NDAA Elements data as required by the National Defense Authorization Act for Fiscal Year 2008, Section 807. Contractors are not responsible for entering this data.

[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

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

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Figure 8

There are four sections of data to enter, review or edit, shown in the following tabs:

- Order Data
- Contact Data
- Location Data
- Fund Cite Data

 **Note:** Contractors are only responsible for entering the Order, Contact, and Location Data. These are the first three tabs on the Order Details screen.


Order Data:

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

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.
Direct Non Labor Cost	The Direct Non-Labor Cost field is Supply costs plus Other Direct Costs (ODCs) for the fiscal year. ODCs are charged directly to the Government and are not included in proposed material costs, direct labor, indirect costs or any other category of cost. If you did not have a Direct Non-Labor Cost you will enter "0".
Total Invoiced Amount	The Invoiced Amount is the total dollar amount you charged to the Army Contract/Order during the fiscal year, including materials, labor, overhead, etc. The total invoiced amount must be greater than or equal to the sum of the Direct Labor dollars and Direct Non-Labor Cost and should be reported for the fiscal year when it is accrued (no matter when the invoice is sent out and or paid). It is the contractors responsibility to enter this data and should only use whole numbers (no symbols) when entering the information into the website.

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

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

 **Note:** 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.

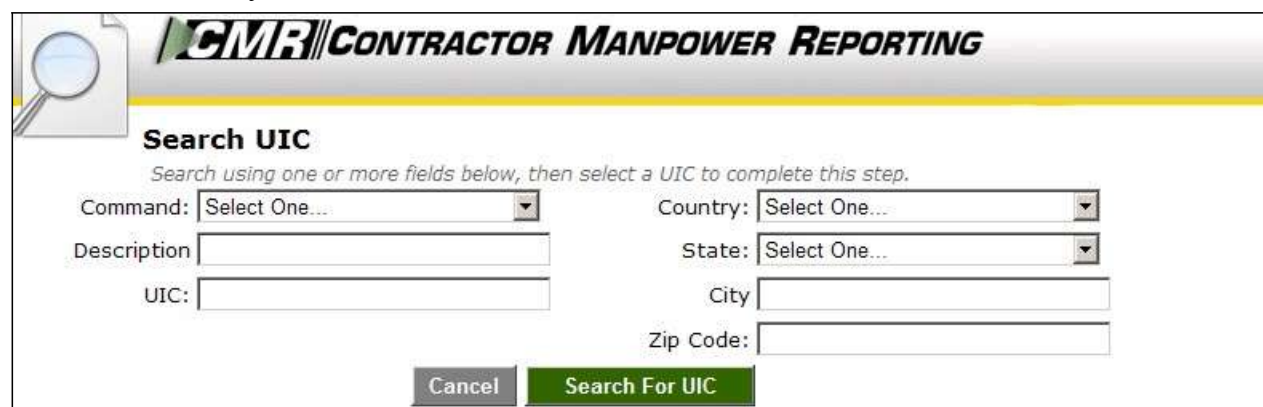
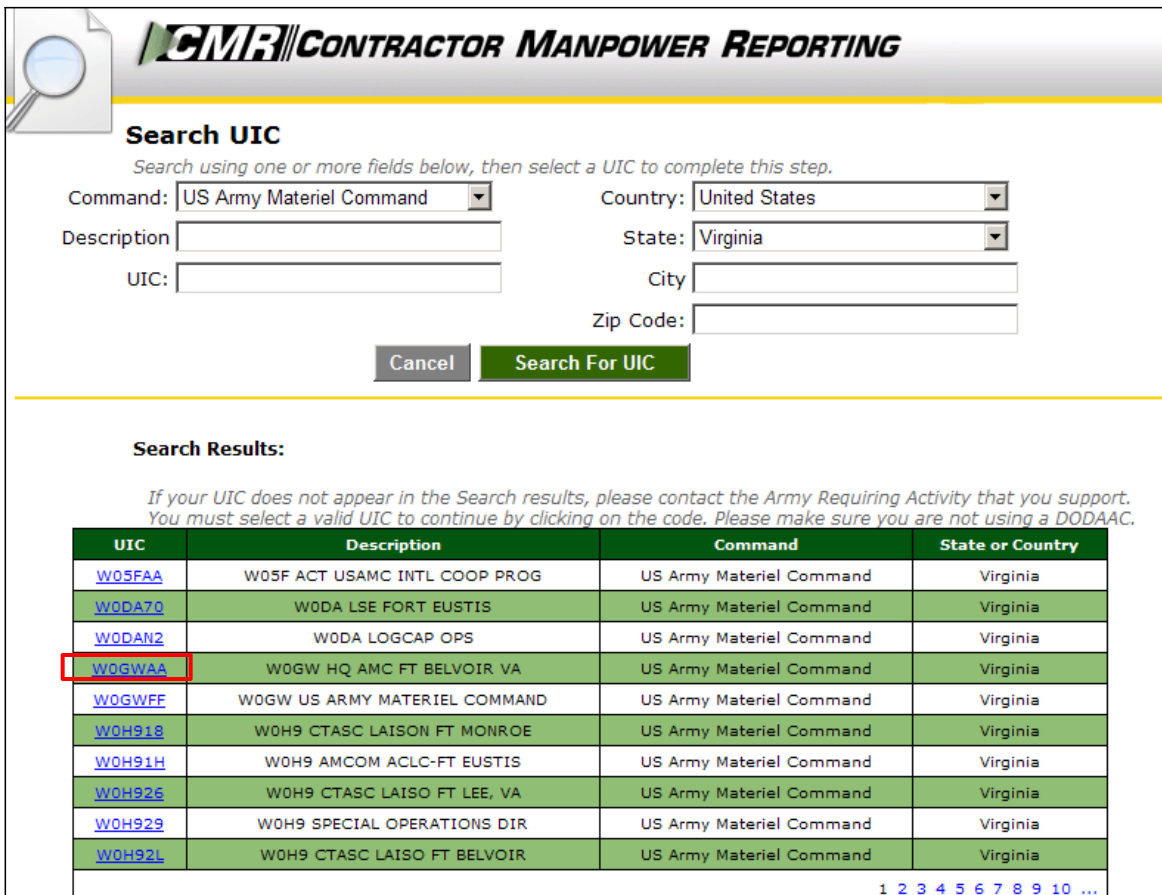


Figure 9



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:

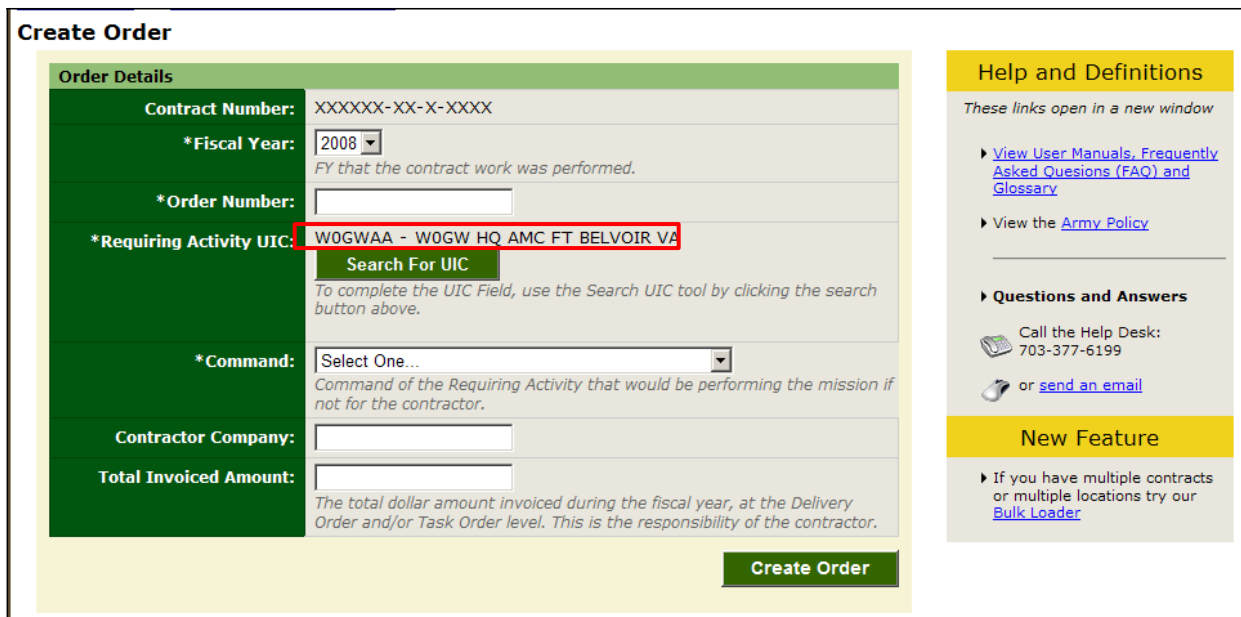
Search Results:

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
W05FAA	W05F ACT USAMC INTL COOP PROG	US Army Materiel Command	Virginia
W0DA70	W0DA LSE FORT EUSTIS	US Army Materiel Command	Virginia
W0DAN2	W0DA LOGCAP OPS	US Army Materiel Command	Virginia
W0GWAA	W0GW HQ AMC FT BELVOIR VA	US Army Materiel Command	Virginia
W0GWFF	W0GW US ARMY MATERIEL COMMAND	US Army Materiel Command	Virginia
W0H918	W0H9 CTASC LAISON FT MONROE	US Army Materiel Command	Virginia
W0H91H	W0H9 AMCOM ACLC-FT EUSTIS	US Army Materiel Command	Virginia
W0H926	W0H9 CTASC LAISO FT LEE, VA	US Army Materiel Command	Virginia
W0H929	W0H9 SPECIAL OPERATIONS DIR	US Army Materiel Command	Virginia
W0H92L	W0H9 CTASC LAISO FT BELVOIR	US Army Materiel Command	Virginia

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

Figure 10



Create Order

Order Details

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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- 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 11

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

Contact Data:

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

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

Contact Details

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

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

Contracting Officer (KO)	
First Name:	<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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Figure 12

 **Note:** The Contact Data elements should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

Location Data:

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

Required Field	Explanation of Required Field
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?

 **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.

Add New Location	
*Federal Service Code (FSC):	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">--</div> <div style="margin-left: 10px; border: 1px solid black; padding: 2px 5px;">Search For FSC</div> </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 style="width: 100%;" type="text"/> <i>Location where the service is performed.</i>
State:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <i>Outside of US, leave as "Select One"</i>
Zip Code:	<input style="width: 100%;" type="text"/> <i>Outside of US, not required</i>
*Country:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <i>Location where the service is performed.</i>
*Direct Labor Hours:	<input style="width: 100%;" type="text"/> <i>Total number of labor hours performed at this location for this FSC code.</i>
*Direct Labor Dollars:	<input style="width: 100%;" 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:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <i>Are you providing support to any of these Weapons Systems?</i>
*Questions about Contract Performance:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <i>Contractors: Indicate if the contract/order includes the above services</i>
*Government Supervision:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <i>Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?</i>
*Government's Tools and Equipment:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <i>Does the government furnish the principal tools and equipment needed for contract performance?</i>
*Government Facility:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Select One...</div> <div style="margin-left: 5px;">▼</div> </div> <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: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 5px 15px; background-color: #cccccc;">Cancel</div> <div style="border: 1px solid black; padding: 5px 15px; background-color: #006699; color: white;">Save</div> </div>	

Figure 13

To search for a Federal Service Code, select the **Search for FSC** button shown in Figure 13. Next, the website will display four options for you to select. If your FSC is one of the codes listed, click on the check box and then the **Select** button. However, if your FSC is not displayed as any of the choices, select the *My FSC is not listed, Search for FSC* choice to locate your Code (Figure 14).

Once you have chosen to search for your FSC, select a *Service Category* from the dropdown data field that applies to your work, and then select the **Search for FSC** button (Figure 15). Locate your specific FSC by browsing through the results. Once you have located the correct Federal service for your location data, click the blue hyperlink in the FSC column that corresponds with your Code to confirm your selection (Figure 16). The FSC data cell will automatically be populated with the FSC you selected (Figure 17). Fill out the remaining data fields on the Location Details screen, and then select **Save** to complete submit your information.




Search for Federal Service Code

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

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

Figure 14



Search for Federal Service Code

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

Service Category:
 Code:
 Sub-Category:

Figure 15

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 16

Figure 17

If there are multiple Locations or FSCs for an Order number, enter a separate data record for each Location and Federal Service Code. After you finish entering all of the data for a location, the website will prompt you with a message saying “Under this order number, did you perform another function (FSC)?” Next, you will be asked “Under this order number, did you perform this function (FSC) at another location?” If either answer is “Yes,” add another Location record at this time.

Note: The Location Data elements should be reviewed by the COR/COTR in charge of overseeing the contract. The COR/COTR should also edit any incorrect data if necessary.

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 your 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:

Contractors 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 Contractors 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 Contractor 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

Contractors 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 18).



Figure 18

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

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

Select the appropriate *Fiscal Year* filter of the report you would like to view (Figure 19). 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 19

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