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DEPARTMENT OF THE NAVY

CONTRACTOR MANPOWER REPORTING

Contractor Manpower Reporting Application
Version 3.11

Full User Guide

Updated 4/10/14

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1. INTRODUCTION

What is the Contractor Manpower Reporting Application (CMRA)?

The CMRA is an online database that automates the Department of the Navy's (DON) contract management and reporting process. Based on the contract data in the application, users can enter their contract information, track contract data, and view reports. The CMR business process captures many pieces of information including funding source, contracting vehicle, organization supported, mission and function performed, labor hours, and labor costs for contracted efforts. It enables the DON to:

- Fully understand the total DON workforce
- Provide better oversight of the workforce
- Ensure DON receives full value from contractor workforce

1.1 Purpose and Scope

This manual contains general information in order to help you 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. **More specific, detailed information is available in the role-specific user guides that are also available in the Help Resources section of the application.**

1.2 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 used for hyperlinks and any other special references on the screen within the CMRA user interface.

Quotation marks (" ") indicate the title of a screen name or page within the CMRA website.

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2. CMRA REQUIREMENTS

2.1 System Requirements

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

- Internet Explorer (IE) 7.0+
- Minimum memory of 512 megabytes (MB)
- Screen resolution of 1024 x 768 pixels per inch or higher
- Adobe Acrobat Reader for displaying PDF files
- JavaScript enabled on your internet browser

2.2 User Roles

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

User Role	Explanation of User Role
Contracting Officer (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.
Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR)	A qualified individual designated by the contracting officer to assist in the technical monitoring or administration of a contract.
Prime Contractor	A person or corporation who has been contracted by the DON to perform work at a DON military post or other location.
Subcontractor	Company contracted by a general or prime contractor to perform work on a contract for a government organization.
Requiring Activity Manager (RA)	DON Activity for which the contracted services are being provided.
Resource Manager (RM)	Managers of Resources in the DON 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. Users are unable to register for the System Administrator role.

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3. CMRA GENERAL WEBSITE INFORMATION

3.1 Website Navigation

Every screen within the CMRA has the following links located on the top right side of the screen:

- *Home* – Takes the authorized user to the CMRA "Home" Contract Search screen.
- *Help & References* – Provides the authorized user with Frequently Asked Questions (FAQs), glossary of terms, Department of Defense and DON reference documents, and any other user-based help information.
- *Edit Profile* – Takes the authorized user to the profile page where the profile may be edited by the user.
- *Logout* – Takes the authorized user to a safe and secure logout of the CMRA (also includes a link to log back into the application).

Note

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

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3.2 Home

The CRMA website may be accessed via the following URL: https://doncmra.nmci.navy.mil

Upon entrance to the CMRA site, DTM 08-060 disclaimer is displayed. 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 Login screen that is shown in the image below.

The *CMRA Home* screen contains the following links:

- *Lost/Reset Password* – Takes the authorized user to the page where a valid email address can be used to reset a password
- *Register for your new CMRA Account* – Takes the authorized user to the page where a new user account can be requested
- *View User Manuals, Frequently Asked Questions (FAQ) and Glossary* – Allows anyone to view links to the glossary, FAQs, this CMRA Full User Guide, and the role-specific user guides
- *Send an email* – Opens the user's email client and addresses a new email to the Help Desk at doncmra@avum.com.

At the bottom of every page, you will notice the following links that you may choose to look at 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/Section 508* —Takes the authorized user to the Department of Defense Section 508 web page

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3.3 Help & References

The *Help & References* menu provides users useful information in reference to the Contractor Manpower Reporting (CMR) process and the application. Reference documents are also posted there.

After clicking on the *Help & References* link, the navigation bar to the left provides the following help features as shown in the image below:

- *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
- *Glossary* – Provides definitions of terms featured throughout the CMRA
- *Full User Guide (PDF)* – Provides a link to this manual
- PDF Guides by Role – Provides the user manuals with detailed information for each of the specific roles
- *Get the PDF Reader from Adobe* – Provides a link to download the software required to view PDF files.

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3.4 Edit Profile

The *Edit Profile* screen allows you to update your profile information.

Profile data that may be updated includes:

- First Name
- Last Name
- Phone Number
- Email Address
- Password
- Cage Code **For Prime Contractor and Subcontractor user roles only.*
- Requiring Activity *** For Requiring Activity user roles only.*
- Command **** For Resource Manager user roles only.*

Note

- A change in user role must be reviewed and approved by the System Administrator. Therefore, any changes to the user role must be submitted as a request to the Help Desk. Click the *Send Email* link on the home page to send an email to the Help Desk.

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3.5 Log out

You may exit the application at any time by clicking on the *Log out* link. A confirmation message will be displayed. Once you click to confirm that you want to log out, another message is displayed on the screen indicating that you have been successfully logged out.

Note

- If you exit 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 already saved by terminating and closing the session.

3.6 General Functionality

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

- **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.

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4. SYSTEM ACCESS

4.1 User Login

The image below shows the login screen that you can use to access the application after you have registered and have received an email that your new account has been approved.

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

Username: Your Username is the email address that you registered with.

Password: The following requirements are necessary to create an appropriate password:

1. Password must be 15 to 30 characters in length.
2. Password will be a mix of uppercase letters, lowercase letters, numbers, and special characters as follows:
   a. Contains at least 2 uppercase characters: A, B, C, etc.
   b. Contains at least 2 lowercase characters: a, b, c, etc.
   c. Contains at least 2 numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0
   d. Contains at least 2 special characters: i.e. ! @ # $ % ^ & * ( ) _ + | ~ - = \ ` { } [ ] : " ; ' > ? , . /
3. Cannot be any of the last 10 passwords used.
4. Cannot contain any other user account information: name, phone, email, etc.

User Role: Reflects the nature of the work you will perform in the application and will determine the functions that you can use in CMRA to complete that work. **All user roles require a valid email address and email addresses can only be registered once.**

Note

- You may need to register for more than one role during registration. Please carefully read the on-screen guidance. After registration, roles can only be changed by a System Administrator.

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4.2 CMRA New User Registration

If you do not currently have a Department of the Navy CMRA account, select the **Register for your new CMRA Account** link on the Login screen.

You may not use an Army, Air Force or Other Defense Agency CMRA account to access the DON CMRA.

On the **New User Registration** screen, enter the required information in all fields and select the applicable user role(s). Carefully read the on-screen guidance regarding the selection of **Role Type**.

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 usna.edu email address.
- For Prime Contractor and Subcontractor user roles, the user must have a **non** .mil, .gov or usna.edu email address.
- Prime Contractors and Subcontractors who **have** .mil, .gov or usna.edu email addresses will need to use a **different valid email address** to register. The functionality in place here cannot be overridden.

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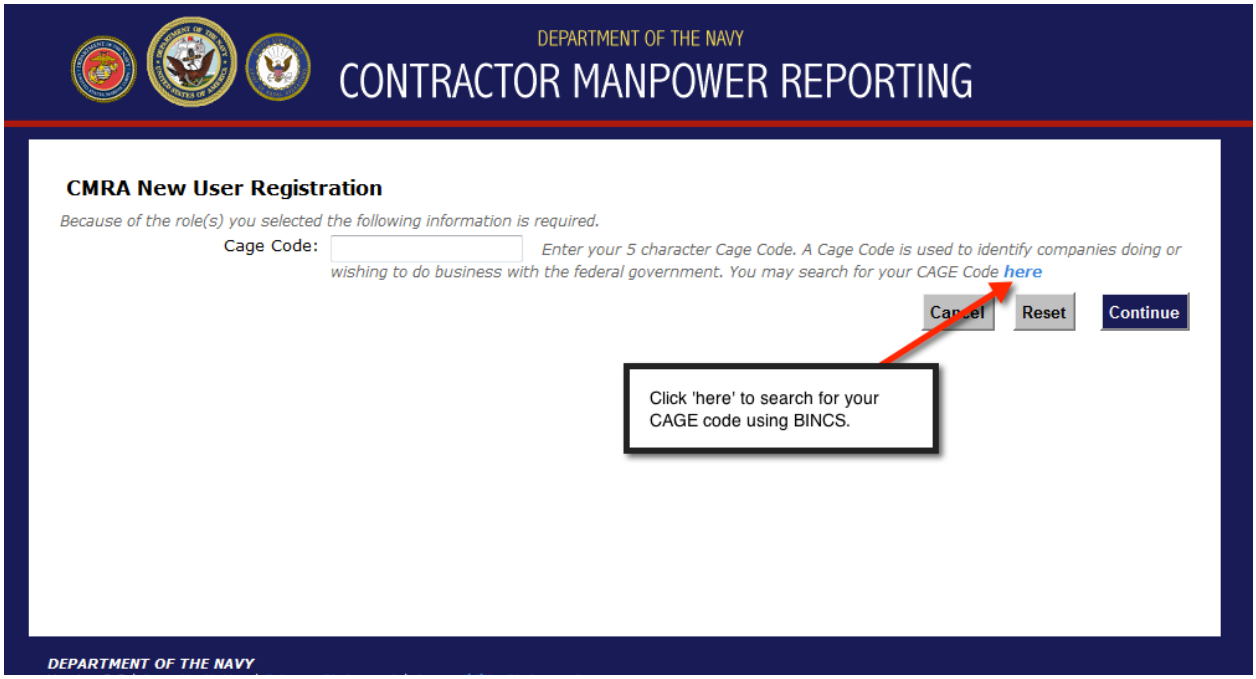
Certain user roles will need to enter supplementary information in order to register:

- Prime Contractors and Subcontractors are required to enter their company's CAGE Code
- 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.

If you are unaware of your CAGE code, you may search for it by clicking the blue *here* link as shown:



Note

- CAGE codes are updated frequently, but if your valid CAGE Code is not in the CMRA Database, you will be prompted to check the code and proceed only if you're certain that it is the correct CAGE Code.

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.

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The **Reset** button will clear all fields on the screen.

The **Cancel** button will return the user to the Login screen.

Note

- Creating a CMRA account does **not** ensure immediate access to the system.
- A verification email will be sent to you after you register for a CMRA account. **You must click on the link within the verification email to continue the activation process**.
- After email verification, a System Administrator will manually review and process your new account. **Approval can take up to 24-48 hours on business days.**
- You will receive email notification once your new account is activated.

4.3 Lost/Reset Password

The *Lost/Reset Password* link found on the Login screen may be selected if you have forgotten your password. Upon selection of this link, the system displays the "Forgot Password" screen.

You must enter your email address and click the **Submit** button (selection of the **Cancel** button will display the "Login" screen).

A "Forgot Password" email will be sent to your email address providing you with a link to initiate the process for resetting your password. You must click on the link in the email (or copy and paste the URL in a new browser window) in order to be directed to the password confirmation screen.

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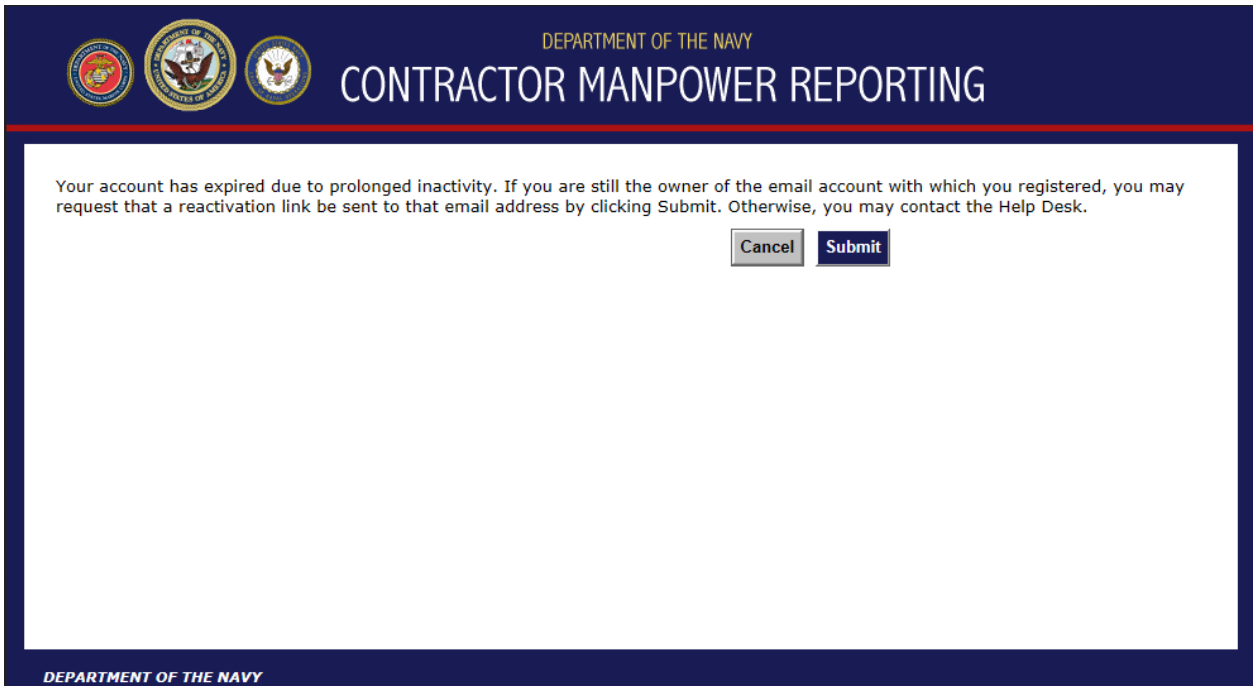
You must then enter and confirm a new password and then select the **Submit** button. The DON Regulation NTD 06-10 mandates that passwords must meet certain criteria in order to be considered valid (specified above).

4.4 Expired Password

Passwords must be reset every 60 days according to DON NTD 06-10. If your password expires, follow the instructions on screen to update your password..

4.5 Expired Account

Accounts expire after 60 days of inactivity. If you attempt to log in and receive the error message shown below, click the **Submit** button to have an email sent to you to initiate the process for reactivating the account.



You must click on the link in the email (or copy and paste the URL in a new browser window) in order to reauthenticate the account and be directed to the Login screen. If you are no longer the owner of the email account with which you registered, you may contact the Help Desk for additional assistance.

Note

- It is **not** necessary to contact the Help Desk unless you no longer have access to the email account you used when you registered for DON CMRA access.

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5. CONTRACT SEARCH, CREATION, OR EDITING

This section provides instructions on searching, viewing, and entering contract data. Views and permissions will be based on your user role. All contract related terms used in the CMRA are defined in the Glossary (Appendix A).

5.1 Contract Search

After logging in, the first screen you see will be the **Contract Search** tab that is shown in the image below.

You must search for a contract to determine whether a contract already exists within the application before a new contract can be created.

Note

- The more search criteria that is entered, the more narrow the search results.

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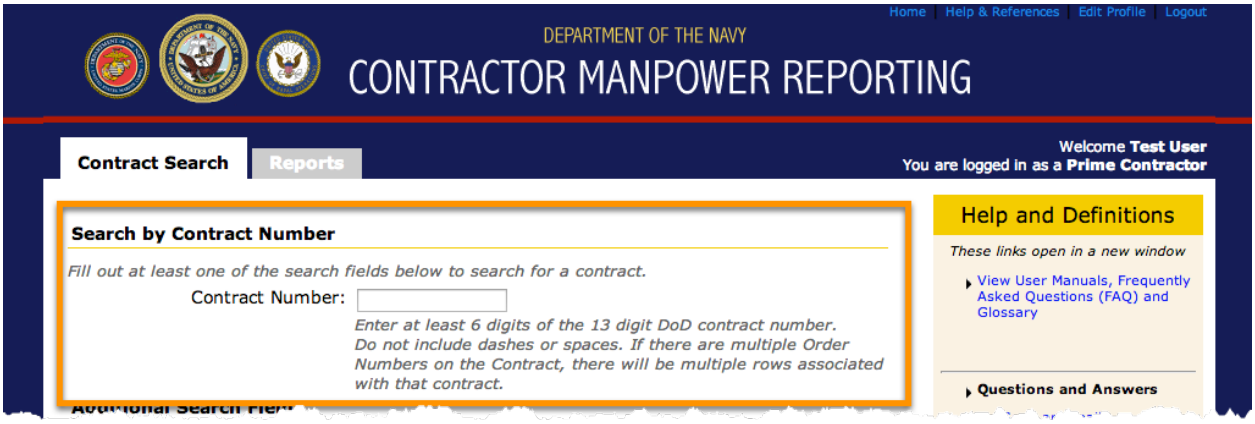
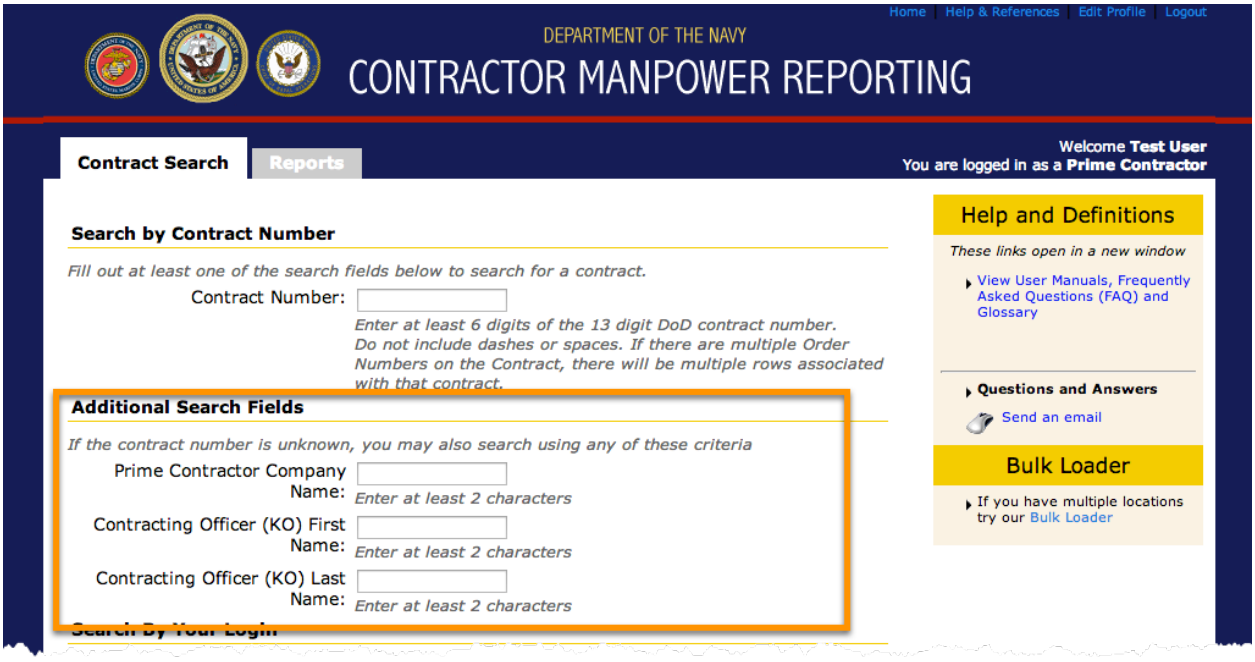
There are three different ways to search for a contract. The three methods are described in more detail below:

- **Search by Contract Number**



  - Enter the contract number in the **Contract Number** field to view a specific contract.
  - You need to enter at least 6 characters of the 13-character contract number

- **Search By Additional Search Fields**



  - If the prime contract number is unknown, you can search by additional fields.
  - Note that this search has limitations – If the contact information has not been previously entered, the contract will NOT appear in the results.

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- **Search By Your Login**

  - If you leave all search fields blank and click the **Search** button, the results will display all contracts that are associated with your username.
  - "Associated" means any of the following:
    - the user is designated as a POC for an order on the contract
    - the user has claimed the order
    - the user has a designated relationship
      - "Designated relationship" means any of the following:
        - the user has entered data for the contract (e.g., locations)
        - the user's UIC or Command is a match for the UIC or Command on the contract

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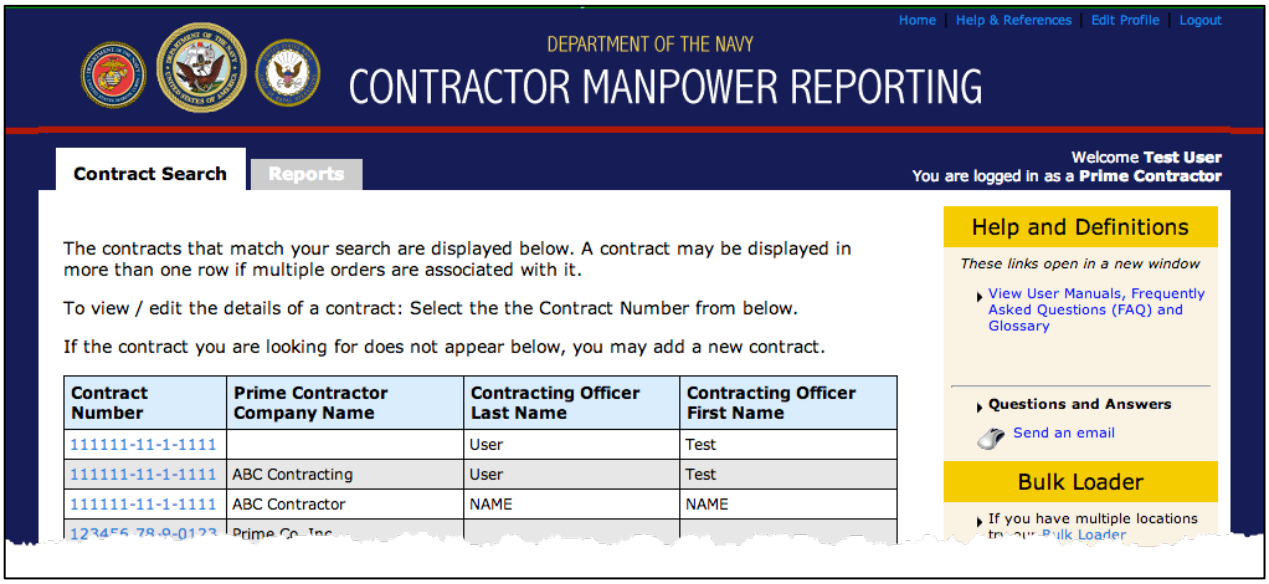
If results are found for the contract number you entered, CMRA will display the Contract Number, Contractor Company Name, and Contracting Officer's first and last name of the results based on the search criteria as shown in the image below.



If the particular contract you searched for is found, you may click on the *Contract Number* link in the "Contract Number" column. 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*).

Note

- If a contract is found for the contract number you entered and it has a previous year's fiscal year data entered, you may **not** add a new contract for the current fiscal year. Attempting to recreate the contract will result in an error.
- Data for the current fiscal year shall be added by adding a new order. For guidance on adding new orders, please see the section on *Contract and Order Details*.
- Data that appears for previous fiscal years is **not** to be deleted.

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5.2 Contract Creation

If the contract you are searching for is not currently in the database, the CMRA will prompt you with a message that says, "**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.

You will be given the option of creating a new contract entry in the CMRA after clicking the link referenced in the directions above.

The page will be displayed as shown below.

Enter the **Contract Number** and **Contract Fiscal Year** of the new contract you want to store in the CMRA. Click **Save Contract** after entering the required contract information.

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Note

- COR/COTRs (or KOs in the event that there is no COR/COTR assigned) are responsible for entering information and data into the *NDAA Elements* fields displayed below the Contract Number and Contract Fiscal Year. Prime Contractors are not responsible for this data.

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

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5.3 Edit Contract Data

There are two tabs within the "Contract Search" tab. The "Contract" tab will display the Contract Number, Contract Fiscal Year, and the NDAA Elements for the contract selected.

To edit a contract, click the **Edit Contract** button at the bottom of the Contract tab. 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 Prime Contractors, COR/COTRs, Resource Managers, and Requiring Activity Managers may edit contract data.

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6. ORDER SEARCH, CREATION, OR EDITING

6.1 Order Search

All orders for a specific contract will be displayed in the "Existing Orders" table on the **Orders** tab. To edit or view order information of one of the displayed existing orders, click on the **Orders** tab and select one of the blue hyperlinked Order Numbers. If the order is not displayed it needs to be added.

Note

- The blank fields under each column heading are used to filter the results.
- These filters will be very helpful for contracts that have many orders spanning many fiscal years.
- If you know the exact order number, you can enter it in the box below "Order Number" to filter for it.
- If you want to filter for all orders for a particular Fiscal Year, enter that year in the box below "Fiscal Year."
- The same can be done for Prime Contractor or Contracting Officer name.
    - **Important** – the name fields are case-sensitive and need to be exact. (i.e., If you filter for "Cathy Jones" in the KO field, results for "Catherine Jones" will **not** be displayed. You will get better results from entering only "Jones."
- The only way to add a new order is to click on the "Add New Order" at the bottom of the page.
- Subcontractors do not have permission to use the Add New Order button. Subcontractors must contact the Prime Contractor if the order does not exist in the system and the Prime Contractor must add the order.

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

- Order Data (Order Details)

- Contact Data

- Location Data

- Fund Cite Data – Contractors and Subcontractors are **not** responsible for entering Fund Cite Data

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After selecting an existing order number, the "Order Data" tab displays the following order information:

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 or another number that is meaningful to all parties entering and reviewing data for that order.
Requiring Activity Unit Identification Code	The Unit Identification Code (UIC) of the Requiring Activity (RA) refers to the UIC of the Requiring Activity that would be performing the mission if not for the contractor. This is not necessarily the Contracting Office, Contracting Administrative Office, or Funding Source. **If you do NOT know which UIC to select, contact the COR/COTR for the contract/order in question. The DON CMRA Help Desk is unable to assist in determining which is the correct UIC.** Contact the DON CMRA Help Desk only if the UIC is not available in the drop down menu for selection.
Command	Command of the Requiring Activity that would be performing the mission if not for the contractor. **This field will auto-populate based on the UIC that is selected**.
Contractor Company	The name of the prime contractor for the order.
Direct Non-labor Cost	Supply costs plus Other Direct Costs (ODCs). 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. **The Direct Non-labor Cost should be reported as unburdened cost.**
Total Invoiced Amount	The total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. The Total Invoiced Amount will include Direct Non-Labor Cost, Prime Contractor Labor Cost, Subcontractor Labor Cost and will be the fully-burdened amount. It represents the entire amount invoiced for the order for the particular fiscal year. **Important: If the labor is performed across fiscal years, include in the**

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	Total Invoiced Amount any amount that WILL BE invoiced for work performed in the current (reportable) fiscal year. Example: Work is performed in September 2014 (during FY14) and the invoice isn't sent to the Government until October 2014 (during FY15). **Include** the amount invoiced in October 2014 in Total Invoiced Amount because it is for work that was done in FY14.

The image below shows completed Order Details on the "Order Data" tab.

Note

- The completed Order Data fields are expected to be reviewed by the COR/COTR in charge of overseeing the order. The COR/COTR should also edit any incorrect data if necessary.

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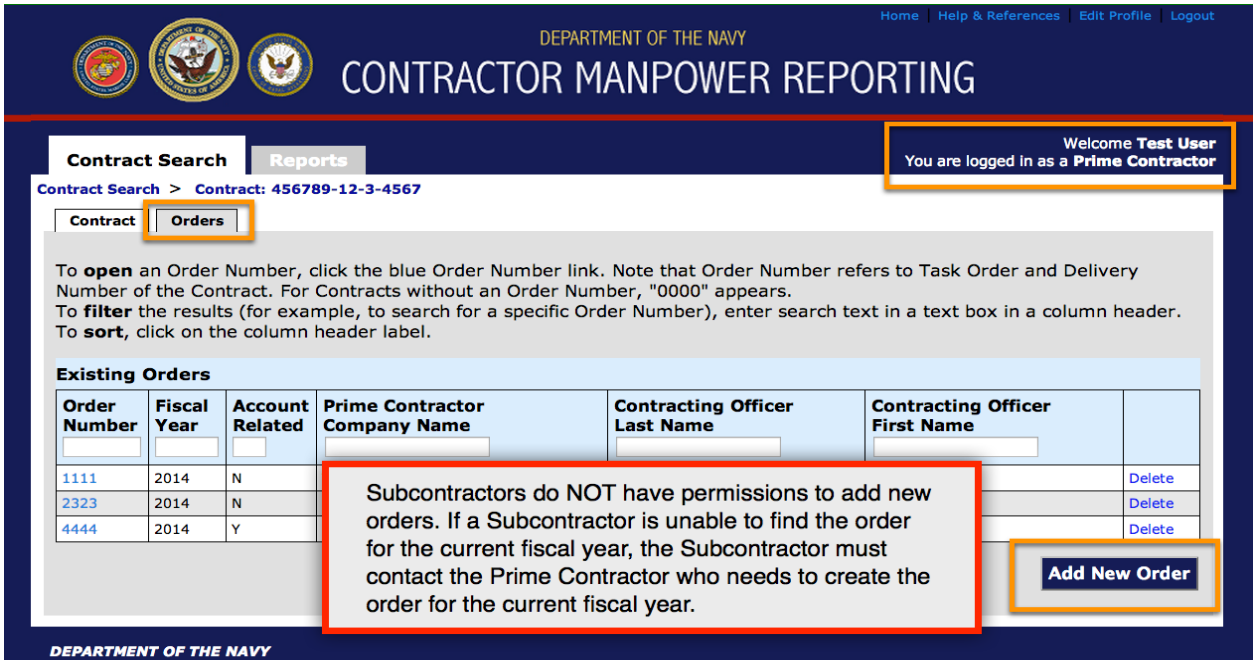
6.2 Order Creation

If the Order Number for the **current fiscal year** does not exist, then it needs to be added using the **"**Add New Order" button.

The "Add New Order" button is only enabled for users who have rights to add orders on a particular contract.



The image below shows the Order Details page that displays after the **Add New Order** button is clicked.

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Enter all required data for the order. You may refer to the table in section 6.1 for the explanations of the required fields.

The Unit Identification Code (UIC) of the Requiring Activity is not entered in a text box. The UIC needs to be selected from the search feature.

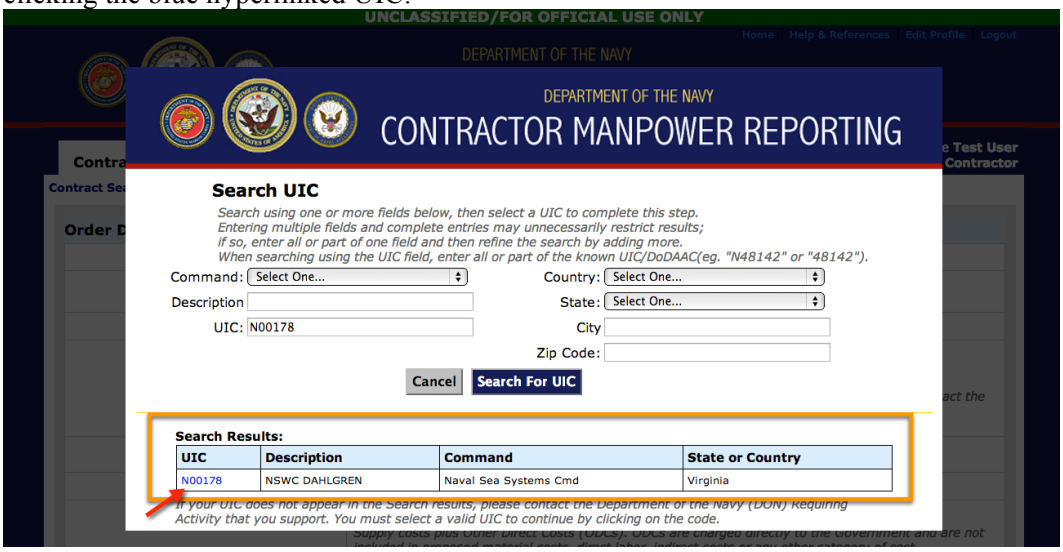
To search for and select a Requiring Activity UIC:

1. Click the **Search for UIC** button on the Order Details screen.

2. If you know the UIC of the Requiring Activity:

   a. Enter the RA's UIC in the "UIC" field and **leave the other search criteria blank.** Click **Search for UIC**.

   b. When the Search Results table is displayed, verify that the UIC is correct and select it by clicking the blue hyperlinked UIC.



3. If you do not know the exact UIC of the Requiring Activity, but know some of its information, you may use the other search fields:

   a. Select one or more of the fields and enter the information. Too much information will unnecessarily limit results. In the example below, the search is for all UICs in the Naval Sea Systems Command located in the state of Virginia.

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b. Use the numbers to page through the results if necessary. In the example below, there are more than 10 pages of results for this search.

c. Browse the Search Results table and select the correct UIC by clicking on the blue hyperlinked UIC.

4. Once you select the UIC by clicking on the blue link, the **UIC** will automatically be displayed on the Order Details page with the corresponding **Command** as shown in the image below.

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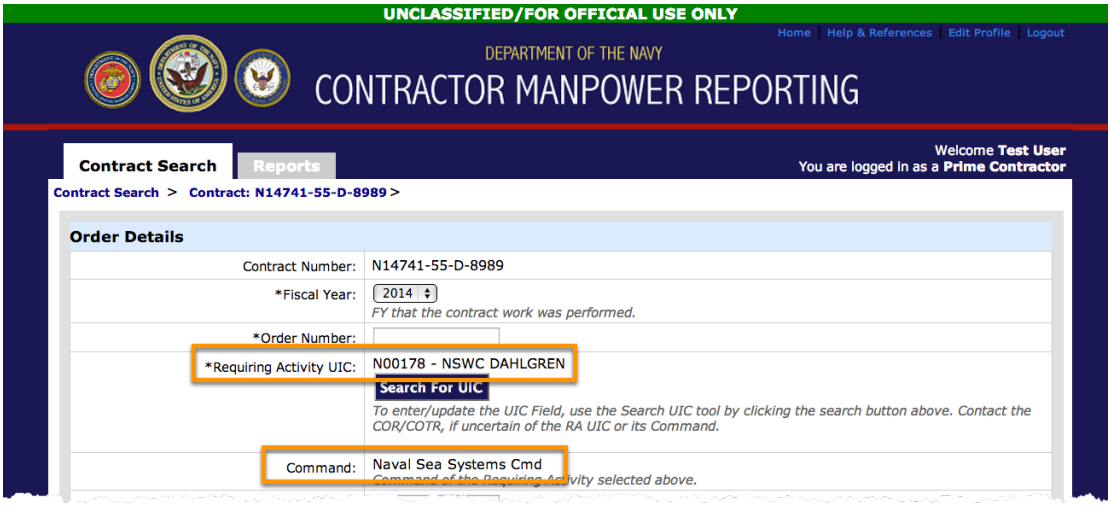


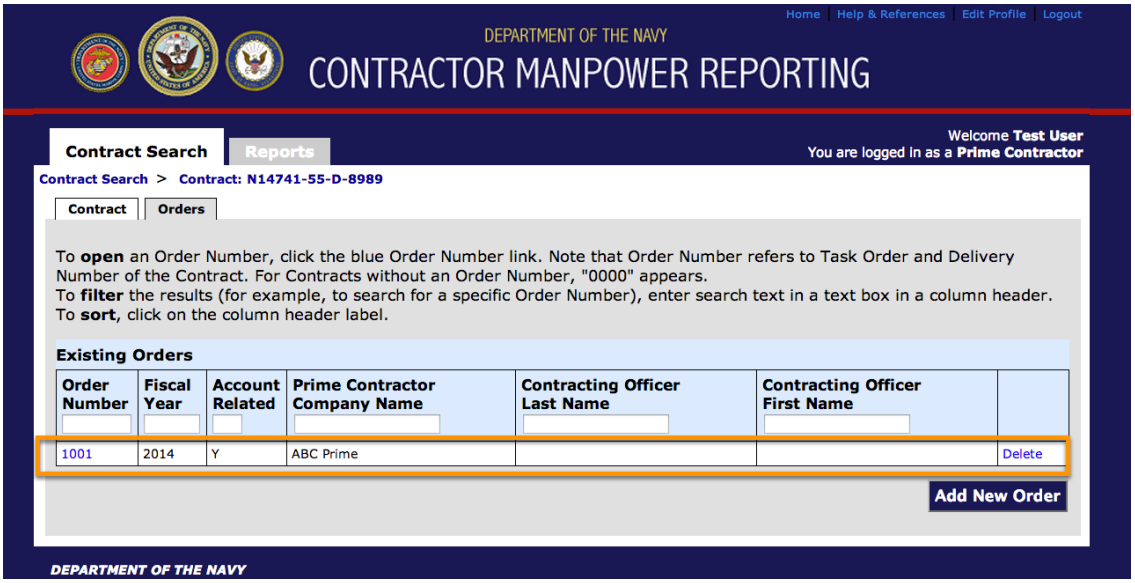
5. Enter the information for the remaining fields – **Prime Contractor Company**, **Direct Non-labor Cost**, and **Total Invoiced Amount.**

6. Click the **Create Order** button.

7. If there are any errors or required data fields missing, red error messages will be displayed.

8. Correct the errors if there are any.

9. When the order is created successfully, the new order is displayed in the "Existing Orders" table on the **Orders** tab.



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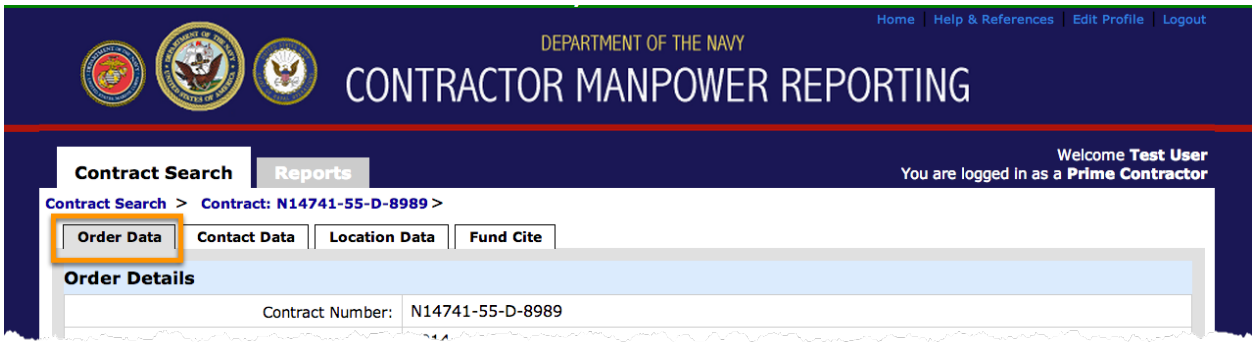
6.3 Order Editing

Order Details can be edited on the **Order Data** tab.

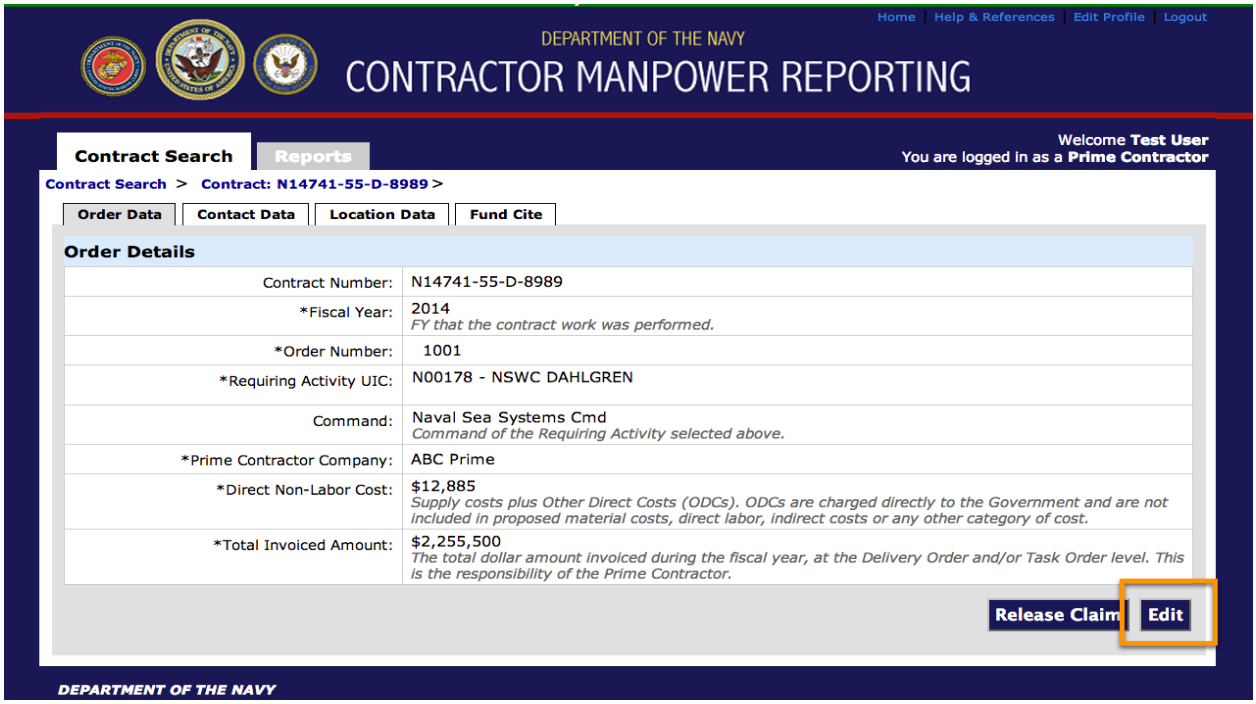


Orders can be edited by users who have the correct role or ownership rights to the order. In order to protect proprietary data, you may only edit orders if you have claimed the order as a COR/COTR, are the Prime Contractor owner of the order, or a RA/RM with the UIC/Command that correspond to the order.

More detailed information is available in the role-specific user guides.

In general, orders can be viewed/edited by clicking on the blue hyperlinked **Order Number** in the "Existing Orders" table.

The image below shows an example of an order that can be edited by the user who is logged in. The **Edit** button is enabled and the user can click on it to edit the order details.



Note

- The **Edit** button is used to edit the Order Details only. It is **not** used to find the screen for entering manpower hours. Manpower hours are entered on the **Location Data** tab.

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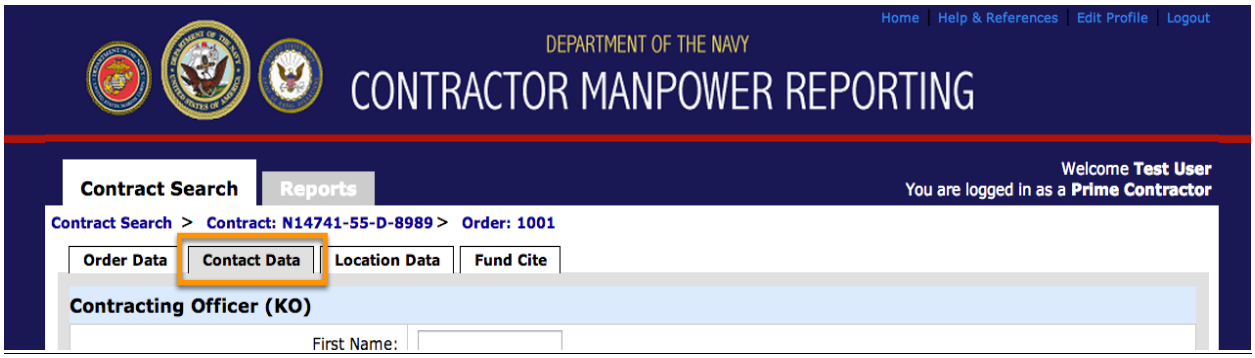
6.4 Contact Data:

Contact information can be edited on the **Contact Data** tab.

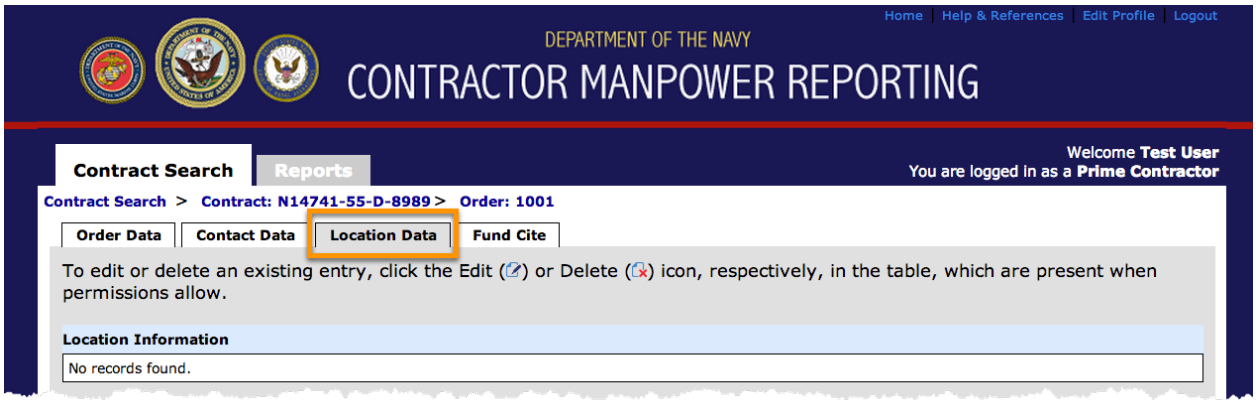


To update contact data for an order, select the **Contact Data** tab. The **Contact Data** tab displays the Contact Information for the **Contracting Officer**, **Prime Contractor**, and **COR/COTR** (if the data exists in the system already). To edit existing contact data, click on the contact link in the table.

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 Prime Contractor**, or **Save COR/COTR**).

6.5 Location Data:

The **Location Data** tab is where Contractor Manpower hours are reported.



Notes

- The only Prime or Subcontractor who can view the **Total Invoiced Amount, Direct Non-labor Dollars, Direct Labor Dollars, and Direct Labor Hours** is the user who entered the original data or has been granted the right to claim the order. All other data is public information. If dollar amounts have been entered, but you do not have the rights to see the proprietary data, you'll see "Entered" instead of a dollar amount.
- A COR/COTR may only view the **Total Invoiced Amount, Direct Non-labor Dollars, Direct Labor Dollars, and Direct Labor Hours** if he or she enters the data or claims the order. To view the data for a record you did not enter, and have a requirement to do so, select the **Claim Order** button on the **Order Data** tab....

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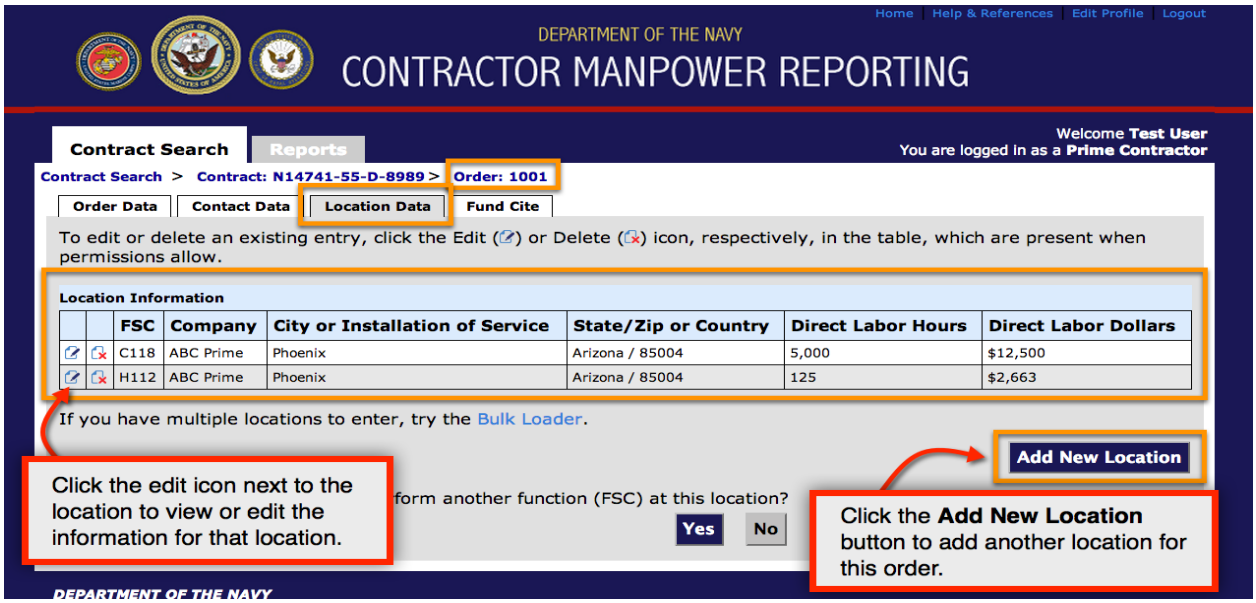
All locations for a specific order will be displayed in the Location Information table on the **Location Data** tab. To navigate to the **Location Data** tab, search for and select the correct contract, then select the appropriate order from the **Orders** tab. To view the complete details of a location that is displayed, click the **Edit** icon on the left side of the row. The image below shows the view of the **Location Data** tab.



If no locations exist in the system for this order for the current fiscal year, the table will display the message "No Records Found." If the Prime Contractor has already entered the Order Data, you can click on the **Add New Location** button to add location information. Subcontractors can only add location information **after** the Prime Contractor has entered the order information. The image below shows the fields that require information to be completed when adding a new location.

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The table below provides guidance to assist with accurately entering the location data in the required fields.

Required Field	Explanation of Required Field

Federal Service Code	The Federal Service Code (FSC) is not normally stated in the contract. It is up to the discretion of the person entering CMRA data to select the FSC that most closely matches the services being provided.
	
	To enter the Federal Service Code (FSC), click the **Search for** FSC button to begin the search.
	• If you know the FSC, enter it in the **Code** field and click the **Search for FSC** button.
	  o The code will be displayed in the results table.
	  o Click the blue hyperlinked code on the left to populate the field in the location data table on the previous screen.
	• If you do not know the FSC, search by category by choosing one of the items in the **Service Category** drop down menu and click the **Search for FSC** button.
	  o The list of FSC in that category will be displayed in the results table.
	  o Decide which description most closely matches the work being performed and click the corresponding blue hyperlinked code on the left to populate the field in the location data table.
	
	Images of the FSC search screens can be seen below this table.

City or 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. Note: This field is only displayed when a System Administrator, RA, RM, or COR/COTR enters or edits location information.
Direct Labor Hours	Total number of labor hours performed at this location for this FSC. Do **not** report an estimated number of hours from an offer or proposal. The hours reported need to be the exact number of labor hours worked.
Direct Labor Dollars	Total unburdened dollar amount for direct labor performed at this location for this FSC. This is the total dollar amount paid directly for labor and is NOT an hourly rate.
Weapons System Support	This field is not required. Select **Not Applicable**.
Questions about Contract Performance	Indicate if the work completed at the location includes any of the following services: 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 prime contractor or subcontractor personnel subject to relatively continuous supervision and control by a government employee or officer

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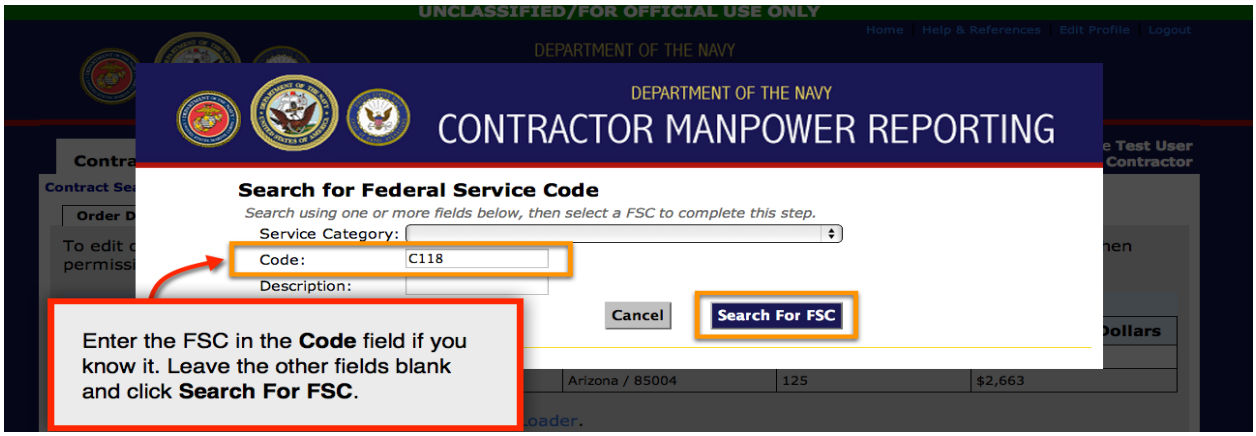
	at this location?
Government's Tools and Equipment	Does the government furnish the principal tools and equipment needed for contract performance at this location?
Government Facility	Are some or all of the prime contractor or subcontractor employees provided with a workspace in a government facility for use on a regular basis?

Fill out the remaining data fields on the Location Details screen, and then click **Save** to submit your location information. If there are any blank required fields or errors, you'll see red error messages at the top of the window. Correct the errors and click **Save** to submit the information.

The images below provide more guidance for the FSC search. After clicking on the **Search for FSC** button, the "Search for Federal Service Code" window will be displayed as shown below.

If you know the FSC that most closely matches the services that were performed at the particular location, you may search directly for that code by doing the following:

1. Enter the FSC in the **Code** field.
2. Leave the **Service Category** and **Description** fields blank.
3. Click the **Search For FSC** button.
4. In the example below, a search was done for FSC C118 and the code was selected from the results list.



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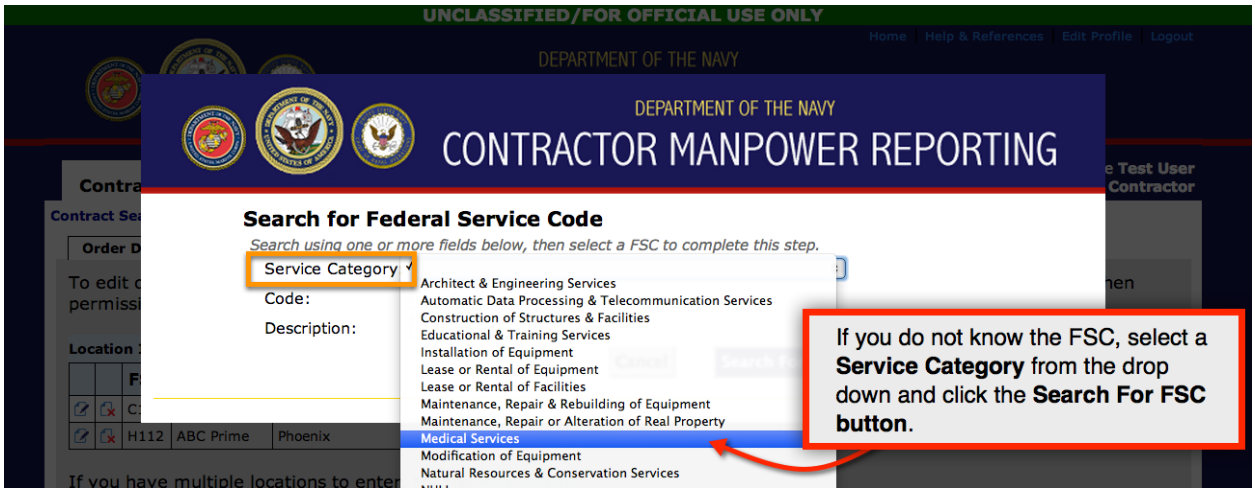
If you do **not** know the FSC that most closely matches the services that were performed at the particular location, you may narrow your search by category and browse the results by doing the following:

1. Select an item from the **Service Category** drop down menu that describes the type of services being performed at the location.

2. Leave the **Code** and **Description** fields blank.

3. Click the **Search For FSC** button.

4. In the example below, a search was done to browse the Medical Services category in order to locate code Q516 for Pediatric Services. The code was then selected from the results list.



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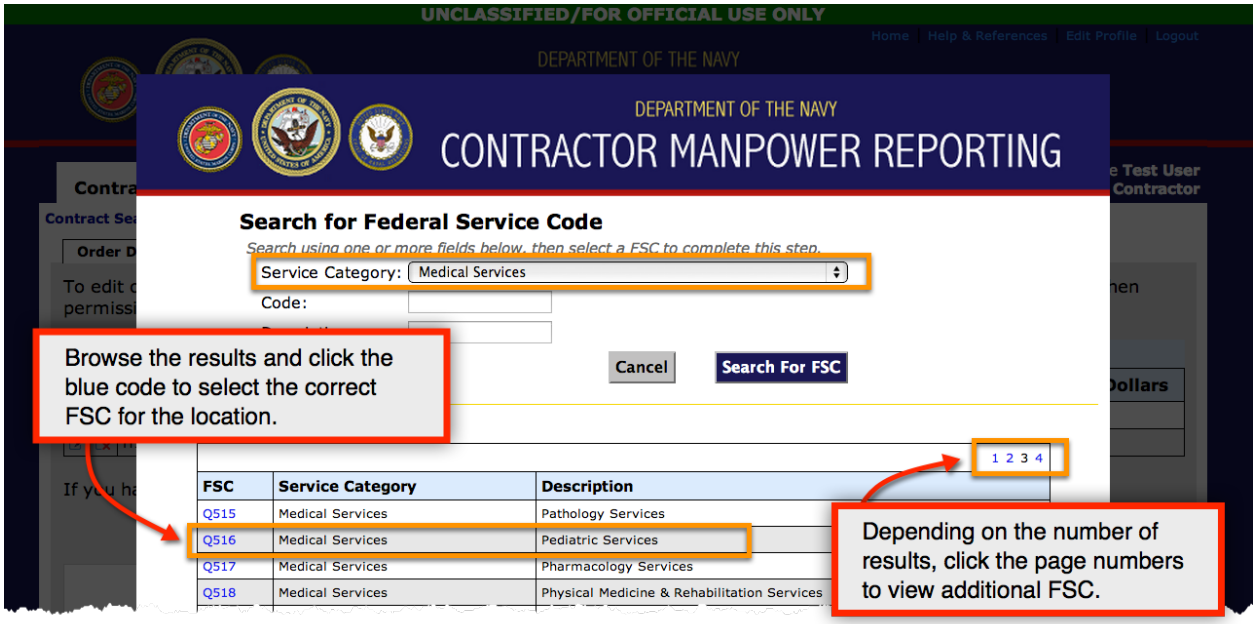

If there are multiple Locations or FSCs for an Order number, you must enter a separate record for each unique Location/Federal Service Code pair.

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.

6.6 Bulk Loader:

The Bulk Loader feature is available for uploading multiple records that need to be entered into the Location Data section. Click on the **Bulk Loader** link located below the "Location Information" table to access the feature.

Note

- Contract and Order data **MUST** be entered/completed manually before the Bulk Loader can be used to add locations.
- Attempting to upload locations before Contract or Order data is complete will result in errors and locations not being uploaded.

To enter multiple locations records using a .csv file, complete 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 uploaded.

1. Download the template Bulk Loader Template (.CSV)

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2. Download the Bulk Loader Instructions and Code Lookups (.XLS)

3. Complete the required fields in the template. Instructions must be followed exactly or the database will not recognize and be able to process the records.

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 .csv file 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.

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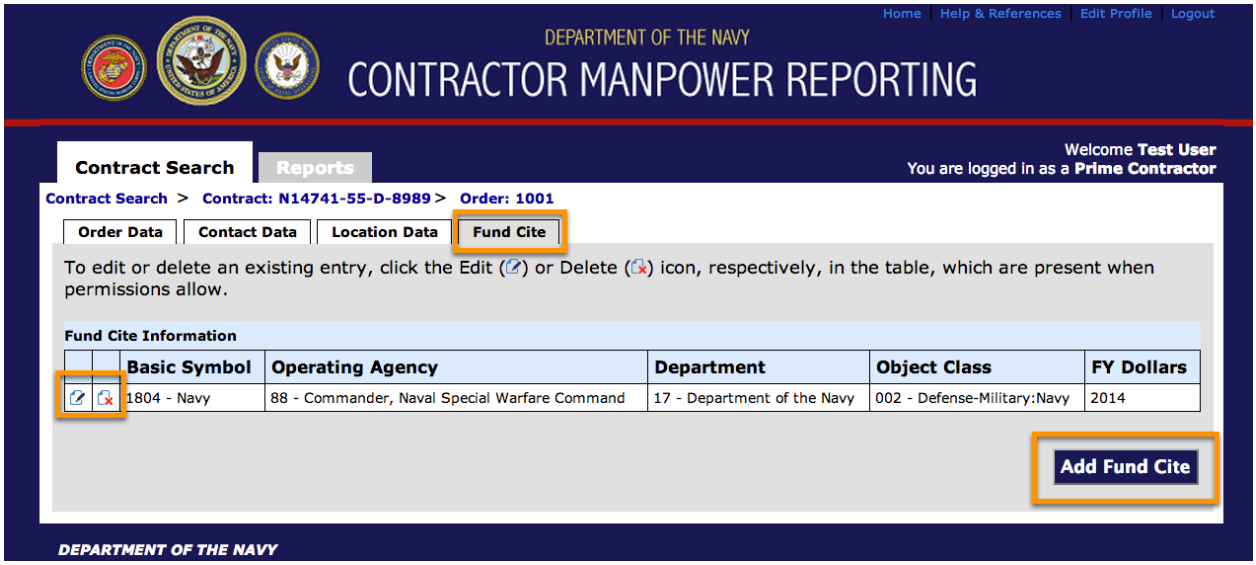
6.7 Fund Cite Data:

Prime Contractors and subcontractors are **not** expected to enter this information into the CMRA. The COR/COTR is responsible for reviewing the Fund Cite data in the application.

The image below shows the **Fund Cite** tab and "Fund Cite Information" table.



The explanations in the table below are provided to Prime Contractors and Subcontractors as a reference only.

All Fund Cites for a specific contract will be displayed on the **Fund Cite** tab. To view details of a fund cite, look at the "Fund Cite Information" table on the **Fund Cite** tab. To edit a Fund Cite, click on the **Edit** icon to the left of the fund cite row. The **Edit** and **Delete** icons are only present when permissions allow. To add a new Fund Cite, click on the **Add Fund Cite** button. If the button is not enabled, you either do not have permission to add Fund Cites or you have not claimed the order properly.

All fields on the **Fund Cite** tab can 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.

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 that identifies the department receiving the appropriation.
Object Class	Three-digit code that identifies the type of resource being employed or consumed.
Fiscal Year Dollars	Fiscal year that the contract first appears on the inventory.

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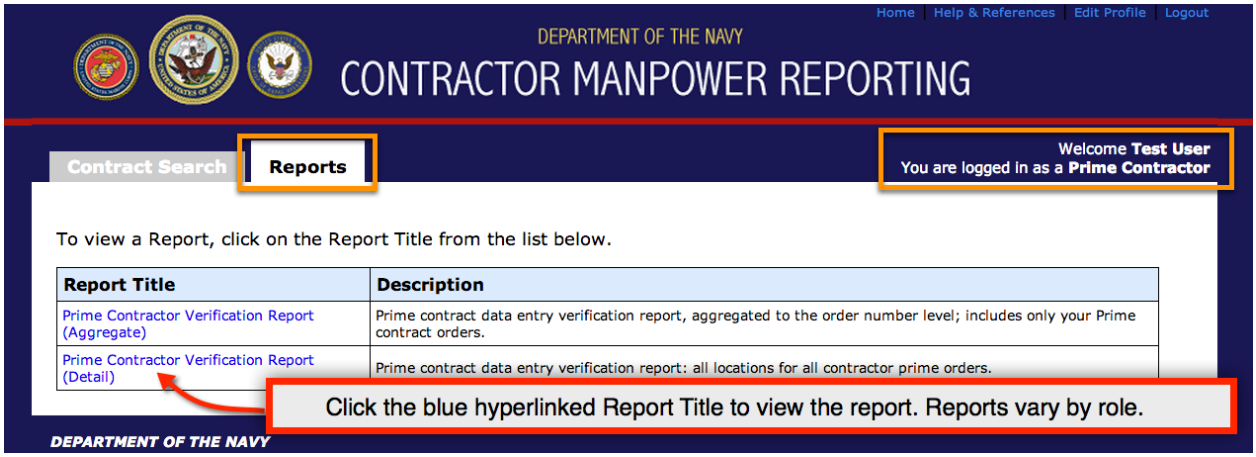
7. REPORTS

This section provides guidance on viewing and exporting reports. Report types vary 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.

7.1 View Report

To view a report, select the **Reports** tab. The tab will display the report(s) that you are authorized to view. Select the report you wish to view by clicking the *Report Title* link of the report in the **Report Title** column.



On the next screen, select the appropriate report filters of the report you would like to view (i.e. Fiscal Year). 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."

7.2 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.

7.3 Marking FOUO Information

The information compiled within the DON CMRA is FOR OFFICIAL USE ONLY and must be marked appropriately. Unclassified documents and material containing FOUO information shall be marked as follows:

- Documents will be marked FOR OFFICIAL USE ONLY at the bottom of the front cover (if there is one), the title page (if there is one), the first page, and the outside of the back cover (if there is one).
- Pages of the document that contain FOUO information shall be marked FOR OFFICIAL USE ONLY at the bottom.-
- Material other than paper documents (for example, slides, computer media, films, etc.) shall bear markings which alert the holder or viewer that the material contains FOUO information.

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APPENDIX: GLOSSARY

Term	Acronym	Definition
Basic Symbol	BSYM	A four-digit code indicating the type of funds or major purpose of the appropriation.
Commercial and Government Entity Code	CAGE Code	CAGE Code is used to identify companies doing or wishing to do business with the federal government.
City		City or Installation where contract service work is performed.
Command		Command that would be performing the mission if not for the Contractor.
Contractor Man-year Equivalent	CME	Defined as Direct Labor Hours/2087. Automatically calculated by CMRA.
Contracting Officer's (Technical) Representative	COR/COTR	Individual designated by the contracting officer to assist in the technical monitoring or administration of a contract.
Contracting Officer	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.
Country		Country where the work is performed.
Delivery Order/Task Order Number		Order number for contracts with multiple award contracts. Each contract may have a Delivery Order, a Task Order or neither (enter as 0000).
Department Code		A two or four digit code that identifies the department receiving the appropriation.
Determination of Personal Services		A determination by the Requiring Activity whether or not the contract services involve authorized or unauthorized personal services.
Direct Labor Dollars		The total **unburdened** (not including goods, overhead or benefits) dollar amount for direct labor performed at this location for this FSC code.
Direct Labor Hours		The total number of labor hours performed at this location for this FSC code.
Department of Defense Activity Address Code	DoDAAC	An office that performs assigned post-award and pre-award functions related to administration of contracts. The DoD Activity Address Code is the 6-character DoDAAC number.
E-mail Address		The e-mail address of the user. This e-mail address will serve as the user's CMRA User Name.
Object Class	OC	A three-digit code which identifies the type of resource being employed or consumed.
Federal Service Code	FSC	Code describing the service or product provided to the DON Requiring Activity.
Fiscal Year	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.
Fiscal Year Activity First on Inventory		The fiscal year when the contract services first appear on the inventories of contracts for services required by NDAA 08 § 807.
Fiscal Year Reporting		The fiscal year when contract services were performed by the vendor for the DON. If a contract crosses fiscal years then the contractor must report the services provided in each fiscal year separately.

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Functions Performed by Contractor		The full name of the Product Service Code (PSC)/Federal Service Code (FSC) Code.
Fund Cite		The Accounting Classification obtained from Army Contracting Business Intelligence System
Fund Cite Fiscal Year		The FY that dollars are obligated. The Program Year of the fund cite number
If Competed, Number of Offerors		The number of offerors that competed for the listed action.
Installation of Service		Installation where the work is performed.
Missions Performed by Contractor		The descriptor of the first character of the FSC Code.
Non-Department of Defense Purchasing Agency		Purchase purchased via interagency agreement (i.e. GSA, DOI, etc.)
Operating Agency	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
Performance-based Acquisition	PBSA	An acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed.
Requiring Activity Unit Identification Code	RA UIC	The Unit Identification Code (UIC) of the Requiring Activity; the DON activity that requires contracted services to accomplish its mission.
Resource Manager	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.
Requiring Activity	RA	Activity that requires the contracted services to accomplish their mission.
Services Purchased		The first character of the Product Service Code (PSC)/Federal Service Code (FSC).

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Small Business	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 19.102). 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)*

Small Disadvantaged Business	SDB	"Small disadvantaged business concern" (except for 52.212-3(c)(2) and 52.219-1(b)(2) for general statistical purposes and 52.212-3(c)(7)(ii), 52.219-22(b)(2), and 52.219-23(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-- (1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and (i) No material change in disadvantaged ownership and control has occurred since its certification; (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 (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 (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.
State		State where contract service work is performed.
Subcontractor		An individual or company hired by a prime contractor to perform a specific task as part of the overall project.
Total Invoiced Amount		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.

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Women-Owned Small Business	WOSB	"Women-owned small business concern" means a small business concern-- (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 (2)Whose management and daily business operations are controlled by one or more women. *(From FAR Part 2)*
Zip Code		Zip Code where contract service work is performed.