



Contracting Officer Representative/Contracting Officer Technical Representative (COR/COTR) Quick Reference Guide v3.14

This Quick Reference Guide is intended only as a brief overview and reference for using the DON CMRA as a COR/COTR. For detailed guidance, refer to the COR/COTR User Guide available via the *Help & References* link in the top, right corner of each web page.

Responsibilities of COR/COTR:

1. Validate and/or edit NDAA Elements on contracts for which they are the COR/COTR.
2. Claim Orders for which they are the COR/COTR.
3. Verify the completeness and accuracy of Order Data, Contact Data, and Location Data entered by Prime Contractors and Subcontractors.
4. Validate and/or enter Fund Cite data.
5. COR/COTR have permissions to create Contracts and Orders within the system; however, Prime Contractors are primarily responsible for creating Contracts and Orders that do not already exist in the DON CMRA.

Login

1. Go to the DON CMRA website by selecting the correct link at <http://www.ecmra.mil>
2. Read the disclaimer and click I Agree.
3. Enter your Username (your email address), Password, and select the 'COR/COTR' user role. Click Submit.

Validating and/or Editing NDAA Elements

1. Search for a contract using the criteria listed on the screen.
2. Select the contract by clicking on one of the contract links in the table of results.
3. Review the displayed NDAA Elements.
4. Click the Edit Contract button near the bottom of the screen to edit the NDAA Elements if necessary.
5. Click Save Contract to save any changes that were made.

Claiming an Order

1. Search for a contract using the criteria listed on the screen.
2. Select the contract by clicking one of the contract links in the table of results.
3. Go to the Orders tab.
4. Select an existing order for the current fiscal year by clicking the corresponding blue link in the Order Number column.
5. Click the Claim Order button at the bottom of the Order Details section.

6. Edit values in required fields if necessary.
7. Click the Submit Claim button at the bottom of the Order Details section to complete the claiming process and save the data.
8. After completing the claiming process, the COR/COTR who claimed the order will be able to view proprietary data entered by Prime Contractors and Subcontractors.

Review Contact Data, Location Data, and Fund Cite Data

1. Select each remaining tab to review and validate Contact Data, Location Data and Fund Cite Data.

Reports

1. Reports for COR/COTR can be seen on the Reports tab.
2. COR/COTR Report (Gap) – This report shows Orders in the system that have the COR/COTR listed as the POC, but have not been claimed by the COR/COTR. It also shows Orders that the COR/COTR has claimed, but that are missing contractor-reported data.
3. COR/COTR Verification Report (Aggregate) – This report shows data entered by contractors for orders where the COR/COTR is the POC. Clicking the contract number in the table of results will take you to the contract and order data for that particular record.

For other questions or concerns, see the Help Resources section of the website for role-specific user guides, a list of FAQ, Glossary of terms, and Help Desk contact information.