



Contracting Officer 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 Contracting Officer. For detailed guidance, refer to the Contracting Officer User Guide available via the *Help & References* link in the top, right corner of each web page.

Responsibilities of Contracting Officers:

1. Verify that orders have been claimed by the COR/COTR.
2. Verify that Order, Contact, and Location Data has been entered by Contractors and validated by the COR/COTR.
3. Review the accuracy of Order Data, Contact Data, and Location Data.
4. Due to business rules, Contracting Officers are only able to view existing data and cannot create contracts in the CMRA.

Login

1. Go to the DON CMRA website by selecting the correct link at <http://www.ecmra.mil>
2. Enter your Username (your email address), Password, and select the ‘Contracting Officer’ user role. Click Submit.
3. If you don’t have a DON CMRA account, click “Register for your new CMRA Account” and complete the registration steps. Once your account has been approved, you may log into the DON CMRA.

Reports

1. Reports for Contracting Officers can be seen on the Reports tab after logging into the DON CMRA.
2. KO Report (Gap) – This report is used to show Orders that have **not** been claimed by COR/COTR and/or where a contractor has **not** entered location data against a contract.
3. KO Verification Report (Aggregate) – This report is used to show Contracts that are in the system. Clicking the contract numbers or order numbers will take you to the contract or order details for that particular record

To Review Data on Specific Contracts Without Running Reports:

Search for a Contract/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.

Review Order Data, Contact Data, Location Data, and Fund Cite Data

1. Review the Order Details from the Order Data tab.
2. Select each remaining tab to review Contact Data, Location Data and Fund Cite Data.

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.