



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

Responsibilities of Prime Contractors

1. Create contracts and add orders (for the current fiscal year) to the DON CMRA if the contracts and/or orders do not already exist in the system.
2. Claim the orders for which you are the Prime Contractor if the order already exists in the system.
3. Enter Order Data, Contact Data, and Location Data for each order.
4. Verify that Subcontractors have entered Location Data (if applicable).

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 'Prime Contractor' 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.

Search for a Contract/Order

1. Search for a contract using the criteria listed on the screen.
2. Select an existing contract by clicking one of the contract links in the table of results.
 - a. If the contract does **not** exist in the system, click the link within the red warning message to create the contract.
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.
 - a. If the order for the current fiscal year does **not** exist in the system, click the "Add New Order" button on the Orders tab to add the order to the system.
 - b. Enter the required information on the Order Details page and click the "Create Order" button to save the information.

Claim an Existing Order

1. Search for a contract using the criteria listed on the screen.
2. Select an existing contract by clicking one of the contract links in the table of results.

3. Claim the existing order by clicking the Claim Order button near the bottom of the Order Details section on the Order Data tab.
4. Review the data in the Order Details section and enter any missing data.
5. Click the Submit Claim button near the bottom of the page to save the data and complete the claiming process.
6. Only the Prime Contractor who claims an existing order will have permission to view and/or edit proprietary data.

Entering Location Data

1. On the Orders tab, select an existing order for the current fiscal year by clicking the corresponding blue link in the Order Number column.
2. Select the Location Data tab.
3. To add Location Data, Click the Add New Location button.
4. To edit or delete one of your entries that already exists for the current fiscal year, click the Edit or Delete icon in the table of results.
5. Once all fields have been completed, click Save.
6. If there are multiple Locations or work is performed under multiple FSC at a single location, click Add New Location to add more Location Records.

Once the Order data, Contact data, and Location data is entered for each Contract and Order, the Prime Contractor is finished entering data into the Contractor Manpower Reporting Application.

Reports

1. Reports for Prime Contractors can be seen on the Reports tab after logging into the DON CMRA.
2. Prime Contractor Verification Report (Aggregate) – This report shows data entered by the Prime Contractor aggregated at the Order level. Clicking an order number in the table of results will take you directly to the Location Data tab where you can edit that particular record.
3. Prime Contractor Verification Report (Detail) – This report shows all Locations entered by the Prime Contractor. Clicking an order number in the table of results will take you directly to the Location Data tab where you can edit that particular record.

- Any questions regarding the Unit Identification Code (UIC) or Federal Service Code (FSC) should be directed to the COR/COTR or the Navy Requiring Activity that you are supporting for the contracted work.
- For other questions or concerns, see the Help Resources section of the website for role-specific user guides, a list of FAQs, Glossary of terms, and Help Desk contact information.