

DEPARTMENT OF THE NAVY

CONTRACTOR MANPOWER REPORTING



Contractor Manpower Reporting Application Version 3.16



Resource Manager and Requiring Activity User Guide

Updated 10/21/2016

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1. INTRODUCTION

What is the Department of the Navy (DON) Contractor Manpower Reporting Application (CMRA)?

DON CMRA's primary mission is to facilitate DON compliance with section 2330a of title 10, United States Code. The Office of the Secretary of Defense (OSD) is required to submit to Congress an annual Inventory of Contracts for Services (ICS) performed during the prior fiscal year for or on behalf of the Department of Defense.

DON CMRA is an online web application and database that serves as the interface for the data collection and storage of Contractor-reported data, including direct labor hours and their associated labor costs.

The Department of the Navy submits the ICS report generated by CMRA to OSD each year. CMRA's additional reporting capacity allows the Navy to fully understand and better account for the total DON workforce, provide better oversight, and ensure full value of contracted services.

1.1 Purpose and Scope

This manual contains information that will help you use the CMRA effectively. There is a procedure for each application process or function that the application can perform. This manual contains very detailed explanations, step-by-step guidance and screenshots of the application to guide you throughout the reporting/data-entry/validation processes.

If you have questions that haven't been addressed in the manual, you can check the online FAQ, which can be found by using the *Help & References* link in the upper, right corner of each page of the website.

For additional assistance with questions that have not been addressed in the user guide or the FAQ, you can email the DON CMRA Help Desk at doncmra@avum.com. Include all pertinent information (e.g., username, contract/order number, specific questions, error message text, etc.) and screenshots whenever applicable.

You can expect to receive a response from the Help Desk within 24-48 hours on business days. During the peak reporting period (September-November), response time may be slightly longer.

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.

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 DON 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	Person or corporation who has been contracted by a 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 and are not permitted to have the System Administrator role.**

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 user may edit his/her profile.
- *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.

3.2 Home

The DON CMRA website may be accessed by clicking on the DON CMRA link at <http://www.ecmra.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.

DEPARTMENT OF THE NAVY
CONTRACTOR MANPOWER REPORTING

Login

Username:
Username is your email address

Password:

User Role: Prime Contractor

Submit

[Lost / Reset Password](#)
[Register for your new CMRA Account](#)

Help Resources
Links open in a new window.

- ▶ [View User Manuals, Frequently Asked Questions \(FAQ\) and Glossary](#)
- ▶ [Send an email](#)

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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, 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 view:

- *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

3.3 Help & References

The *Help & References* link provides users with 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
- *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.

3.4 Edit Profile

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

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Home | Help & References | **Edit Profile** | Logout

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CONTRACTOR MANPOWER REPORTING

Contract Search | Reports

Welcome Test User
You are logged in as a Prime Contractor

Edit Profile

First Name:

Last Name:

Phone Number:

Formatting allowed for US and international phone numbers (e.g., (ddd) ddd-dddd or +dd-ddd-dddddd); alpha characters not allowed except X as a prefix for an extension.

Email Address:

Your email address will be your CMRA username.

- Contracting Officers(KO), Contracting Officer Representatives, and Contracting Officer Technical Representatives must have a .mil, .gov, or usna.edu email address.
- Contractors and Subcontractors may not have a .mil, .gov, or usna.edu email address.

Password:

Password must be 15 to 30 characters in length. Password will be a mix of 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: ! @ # \$ % ^ & * () _ + | ~ - = \ ` { } [] : " ; ' > ? , . /
- Cannot be any of the last 10 passwords used.
- Cannot contain any other user account information: name, phone, email, etc.

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.

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.

3.5 Log Out

You may exit the application at any time by clicking on the *Logout* 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 or exclamation point 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 Enter key on your keyboard or the Back button on your browser.

4. SYSTEM ACCESS AND ACCOUNT REGISTRATION

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. If you haven't registered for an account, please see section 4.2 of this manual for guidance with registration.

You must have a DON CMRA account to access this application. If you already have an active Army, Air Force or Other Defense Agency account, you will still need to register for a DON CMRA account.

You may have only one (1) user account in DON CMRA.

DEPARTMENT OF THE NAVY
CONTRACTOR MANPOWER REPORTING

Login

Username:
Username is your email address

Password:

User Role: Prime Contractor

Submit

[Lost / Reset Password](#)

[Register for your new CMRA Account](#)

Help Resources
Links open in a new window.

- [View User Manuals, Frequently Asked Questions \(FAQ\) and Glossary](#)
- [Send an email](#)

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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.**

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 “CMRA 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**.

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.

CMRA New User Registration
All fields are required.

First Name:
Last Name:
Phone Number:
Formatting allowed for US and international phone numbers (e.g., (ddd) ddd-dddd or +dd-ddd-dddddd); alpha characters not allowed except X as a prefix for an extension.

Email Address:
Your email address will be your CMRA username.

- Contracting Officers(KO), Contracting Officer Representatives, Contracting Officer Technical Representatives, Requiring Activity and Resource Manager must have a .mil, .gov, or usna.edu email address.
- Prime Contractors and Subcontractors may not have a .mil, .gov, or usna.edu email address.

Password:
Password must be 15 to 30 characters in length and contain the following:

- 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: ! @ # \$ % ^ & * () _ + | ~ - = \ ` { } [] : " ; ' > ? , . /
- Cannot contain any other user account information: name, phone, email, etc.

Confirm Password:
Please re-enter your password for verification.

Role Type: Contracting Officer
 COR/COTR
 Prime Contractor
 Requiring Activity
 Resource Manager
 Subcontractor

If applicable, you may select more than one role. In particular, if you provide labor services as both Prime and Subcontractor, then select both Prime Contractor and Subcontractor, so that you will be able to log in and enter each of those hours appropriately.

Cancel Reset Continue

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:

- Prime Contractors must not have a .mil, .gov or usna.edu email address.
- Prime Contractors 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
- For KO, COR/COTR, RM or RA roles, the user must have a .mil, .gov, or usna.edu email address.

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,

Company Name, and a Contract Number for which they will be reporting.

- CAGE codes are used as part of the identity verification process only.
- Requiring Activity users will need to enter their Requiring Activity UIC.
- Users registering for a Resource Manager role will need to enter their Command.

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 **Continue** for the purpose of verifying 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.

Note

- Registering for a CMRA account does not provide you with 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. During peak reporting period (September-November), approval can take up to 72 hours.
- You will receive an 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. Within that email, you will see 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.

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 in section 4.1).

4.4 Expired Password

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

4.5 Expired Account

Accounts expire after 60 days of inactivity per DON NTD 06-10. 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.

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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Both your account and your password have expired due to prolonged inactivity. If you are still the owner of the email account with which you registered, you may request that a reactivation link be sent to that email address, shown below, by clicking Submit. Otherwise, you may contact the Help Desk.

Email Address:

Cancel

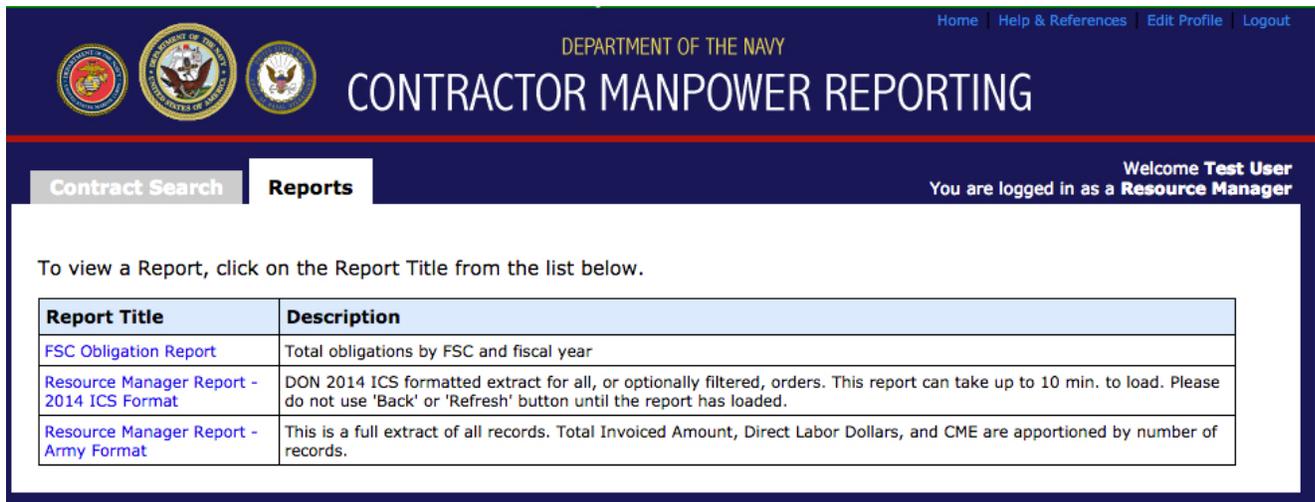
Submit

You must click on the link in the email (or copy and paste the URL in a new browser window) in order to reactivate 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.

5. REPORTS

5.1 View Report

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



Home | Help & References | Edit Profile | Logout

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CONTRACTOR MANPOWER REPORTING

Contract Search | **Reports**

Welcome Test User
You are logged in as a Resource Manager

To view a Report, click on the Report Title from the list below.

Report Title	Description
FSC Obligation Report	Total obligations by FSC and fiscal year
Resource Manager Report - 2014 ICS Format	DON 2014 ICS formatted extract for all, or optionally filtered, orders. This report can take up to 10 min. to load. Please do not use 'Back' or 'Refresh' button until the report has loaded.
Resource Manager Report - Army Format	This is a full extract of all records. Total Invoiced Amount, Direct Labor Dollars, and CME are apportioned by number of records.

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 results that meet the criteria of the report and options you have selected, the following message will display, “The report did not return any data.” You can revise your selections and run the report again.

5.2 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.

5.3 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 that alert the holder or viewer that the material contains FOUO information.

6. CONTRACTS - SEARCH, CREATE, OR EDIT

6.1 Contract Search

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

The screenshot displays the 'CONTRACTOR MANPOWER REPORTING' interface for the Department of the Navy. The page is titled 'CONTRACTOR MANPOWER REPORTING' and includes navigation links for Home, Help & References, Edit Profile, and Logout. The user is logged in as a Prime Contractor. The main content area is divided into two tabs: 'Contract Search' (selected) and 'Reports'. Under the 'Contract Search' tab, there are three search methods: 'Search by Contract Number', 'Additional Search Fields', and 'Search By Your Login'. The 'Search by Contract Number' section includes a text input field for the contract number and instructions: 'Fill out at least one of the search fields below to search for a contract. Contract Number: [input field]. Enter at least 6 digits of the 13 digit DoD contract number. Do not include dashes or spaces. If there are multiple Order Numbers on the Contract, there will be multiple rows associated with that contract.' The 'Additional Search Fields' section includes three input fields for 'Prime Contractor Company Name', 'Contracting Officer (KO) First Name', and 'Contracting Officer (KO) Last Name', each with instructions to enter at least 2 characters. The 'Search By Your Login' section includes a 'Click Search below without entering any fields.' instruction. At the bottom right of the search area are 'Clear' and 'Search' buttons. On the right side of the page, there are sections for 'Help and Definitions' (with links to user manuals, FAQs, and glossary), 'Questions and Answers' (with a 'Send an email' link), and 'Bulk Loader' (with a link to try the bulk loader).

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

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

- **Search by Contract Number**

This close-up screenshot highlights the 'Search by Contract Number' section of the application. It shows the text input field for the contract number and the instructions: 'Fill out at least one of the search fields below to search for a contract. Contract Number: [input field]. Enter at least 6 digits of the 13 digit DoD contract number. Do not include dashes or spaces. If there are multiple Order Numbers on the Contract, there will be multiple rows associated with that contract.'

- 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**

The screenshot shows the 'CONTRACTOR MANPOWER REPORTING' interface for the Department of the Navy. It features a navigation bar with 'Home', 'Help & References', 'Edit Profile', and 'Logout'. The user is logged in as a 'Prime Contractor'. The main content area has two tabs: 'Contract Search' and 'Reports'. Under 'Contract Search', there are two sections: 'Search by Contract Number' and 'Additional Search Fields'. The 'Additional Search Fields' section is highlighted with an orange box and contains the following text: 'If the contract number is unknown, you may also search using any of these criteria'. Below this are three input fields: 'Prime Contractor Company Name', 'Contracting Officer (KO) First Name', and 'Contracting Officer (KO) Last Name', each with a placeholder 'Enter at least 2 characters'. To the right, there are three yellow boxes: 'Help and Definitions', 'Questions and Answers', and 'Bulk Loader', each with a list of links or instructions.

- 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.

- **Search By Your Login**

This screenshot is similar to the previous one, showing the same interface. The 'Search By Your Login' section is highlighted with an orange box and contains the text: 'Click Search below without entering any fields.' Below this section are 'Clear' and 'Search' buttons. The rest of the interface, including the 'Additional Search Fields' section, remains visible but is not highlighted.

- 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

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.

The screenshot shows the 'CONTRACTOR MANPOWER REPORTING' interface for the Department of the Navy. It features a 'Contract Search' tab and a 'Reports' tab. A welcome message for 'Test User' is displayed. The main content area contains instructions on how to view contract details and a table of search results. A 'Help and Definitions' sidebar is visible on the right.

Contract Number	Prime Contractor Company Name	Contracting Officer Last Name	Contracting Officer First Name
111111-11-1-1111		User	Test
111111-11-1-1111	ABC Contracting	User	Test
111111-11-1-1111	ABC Contractor	NAME	NAME
123456789-0123	Prime Co. Inc.		

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.

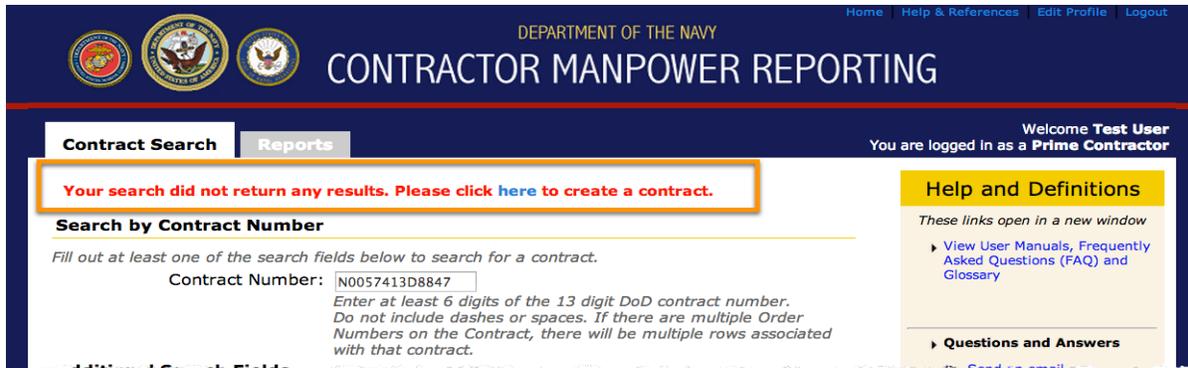
For guidance on completing the “Contract Details” screen, please see the *Edit Contract Data* section of this manual.

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 section 6 - *Orders – Search, Add, or Edit*.
- Data that appears for previous fiscal years is **not** to be deleted.

6.2 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** of the new contract you want to store in the CMRA. Click **Save Contract** after entering the required contract number.



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 the Contract Number.

6.3 Edit Contract Data

There are two tabs within the **Contract** tab as shown in the image below. The **Contract** tab will display the Contract Number, Contract Fiscal Year, and the NDAA Elements for the contract selected. Contractors are not responsible for editing NDAA Elements. COR/COTRs are responsible for editing and validating NDAA Elements. Contractors are only allowed to edit contract data if they created the contract entry.

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.

The screenshot displays the 'Contractor Manpower Reporting' interface for the Department of the Navy. At the top, there is a green banner with 'UNCLASSIFIED/FOR OFFICIAL USE ONLY' and navigation links for Home, Help & References, Edit Profile, and Logout. Below this is a dark blue header with the Department of the Navy logo and the title 'CONTRACTOR MANPOWER REPORTING'. The user is logged in as 'Test User' and is identified as a 'Prime Contractor'. The main content area shows the 'Contract Search' tab selected, with a breadcrumb trail 'Contract Search > Contract: N00024-15-D-2888'. There are two sub-tabs: 'Contract' and 'Orders'. The 'Contract' tab is active, showing a form with the following fields: Contract Number (N00024-15-D-2888), NDAA Elements (with a note that contractors are not responsible for editing them), 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, and Contracting Organization (with a sub-note: 'The organization or office that issued the contract.'). At the bottom right, there are three buttons: 'Delete Contract', 'Edit Contract' (highlighted with an orange box), and 'Back to Search'.

Note

- Only Prime Contractors, COR/COTRs, Resource Managers, and Requiring Activity Managers may edit contract data.

7. ORDERS - SEARCH, ADD, OR EDIT

7.1 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 an order for the current FY is not displayed, it must be added. Refer to section 7.2 of this guide for instruction on adding a new order.

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Home | Help & References | Edit Profile | Logout

DEPARTMENT OF THE NAVY

CONTRACTOR MANPOWER REPORTING

Welcome **Test User**
You are logged in as a **Prime Contractor**

Contract Search | **Reports**

Contract Search > Contract: N00024-15-D-2888

Contract | **Orders**

To **view or edit** an Order, click its blue Order Number link below. Note that Order Number refers to Task Order and Delivery Number of the Contract. For Contracts without an Order Number, "0000" appears.
To **filter** the results (for example, to search for a specific Order Number), enter search text in a text box in a column header.
To **sort**, click on the column header label.

Existing Orders

Order Number	Fiscal Year	Account Related	Prime Contractor Company Name	Contracting Officer Last Name	Contracting Officer First Name	
1234	2015	Y	ABC Contracting			Delete

If you have multiple orders to enter, try the [Bulk Loader](#).

Add New Order

Note

- The blank boxes under each column heading are used to filter the results.
- These filters will be 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 “Account Related” column indicates with a “Y” or “N” (for Yes and No, respectively) if you have claimed the order, entered a location on the order, are a POC on the order, or have the same UIC or Command as the order.
- The only way to add a new order is to click the **Add New Order** button at the bottom of the page.

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.
Funding Agency	The Funding Agency is the agency providing the funding for the contract action. Visit FPDS-NG ezSearch to determine Funding Agency and Funding Office.
Funding Office UIC	The Funding Office UIC is the UIC of the Funding Office. Visit FPDS-NG ezSearch or contact the Contracting Officer if you are uncertain of the Funding Office.
Contracting Organization	The Contracting Organization is the organization or office that issued the action.
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. <u>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.</u> Contact the DON CMRA Help Desk only if the UIC is not available in the drop down menu for selection.
Major Command of Requiring Activity	Command of the Requiring Activity that would be performing the mission if not for the contractor. This field will auto-populate based on the Requiring Activity UIC that is selected.
Prime 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 <u>unburdened</u> cost.
Total Invoiced Amount	<p>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.</p> <p>Important: If the labor is performed across fiscal years, include in the Total Invoiced Amount any amount that WILL BE invoiced for work performed in the current (reportable) fiscal year.</p> <p style="text-align: right;">Example: Work is performed in September 2014 (during FY14) and</p>

	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.
--	--

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, non-proprietary data if necessary.
- Resource Managers have permissions to add/edit order data.
- Requiring Activity Managers have permissions to add/edit data when the RA UIC of the order matches theirs.

7.2 Add New Order

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 screenshot shows the 'Contractor Manpower Reporting' interface for the Department of the Navy. The page is titled 'UNCLASSIFIED/FOR OFFICIAL USE ONLY' and 'DEPARTMENT OF THE NAVY CONTRACTOR MANPOWER REPORTING'. The user is logged in as a 'Prime Contractor'. The 'Contract Search' tab is active, showing the contract number 'N00024-15-D-2888'. The 'Existing Orders' section is empty, displaying 'No records found.' A blue 'Add New Order' button is highlighted with a red box.

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



The screenshot shows the 'Order Details' form for the contract number '11111-11-1-1111'. The form contains the following fields:

Contract Number:	11111-11-1-1111
*Fiscal Year:	2016 <small>FY that the contract work was performed.</small>
*Order Number:	
*Funding Agency:	Select One... Select One... <small>The agency providing funds for the contract. Visit FPDS-NG ezSearch to determine Funding Agency and Office. Contact the Help Desk if this Order supports a DON Requiring Activity AND Funding Agency is not DON.</small>
*Funding Office UIC:	-- Search For UIC <small>To enter/update the UIC Field, use the Search UIC tool by clicking the search button above. If you are uncertain of the UIC of the Funding Office, contact the COR/COTR.</small>
*Contracting Organization:	Select One... Select One... <small>The organization or office that issued the contract. Select a Contracting Organization from either dropdown box; the other box will reset to the appropriate value automatically</small>
*Requiring Activity UIC:	-- Search For UIC <small>To enter/update the UIC Field, use the Search UIC tool by clicking the search button above. If you are uncertain of the UIC of the Requiring Activity, contact the COR/COTR.</small>
Major Command of Requiring Activity:	<small>Major Command of the Requiring Activity selected above.</small>
*Prime Contractor Company:	
*Direct Non-Labor Cost:	<small>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.</small>
*Total Invoiced Amount:	<small>The total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the Prime Contractor.</small>

A 'Create Order' button is located at the bottom right of the form.

Enter all required data for the order. You may refer to the table in section 7.1 for the explanations of the required fields.

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

To search for and select a UIC:

1. Click the **Search for UIC** button on the Order Details screen.
2. If you know the UIC:
 - a. Enter the UIC in the **UIC** field and leave the other search criteria blank. Click **Search for UIC**.

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CONTRACTOR MANPOWER REPORTING

Search UIC

Search using one or more fields below, then select a UIC to complete this step.
Entering multiple fields and complete entries may unnecessarily restrict results;
if so, enter all or part of one field and then refine the search by adding more.
When searching using the UIC field, enter all or part of the known UIC/DoDAAC (eg. "N48142" or "48142").

Command: Country:

Description:

UIC: State:

City:

Zip Code:

Command: Command of the Requiring Activity selected above.

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

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CONTRACTOR MANPOWER REPORTING

Search UIC

Search using one or more fields below, then select a UIC to complete this step.
Entering multiple fields and complete entries may unnecessarily restrict results;
if so, enter all or part of one field and then refine the search by adding more.
When searching using the UIC field, enter all or part of the known UIC/DoDAAC (eg. "N48142" or "48142").

Command: Country:

Description:

UIC: State:

City:

Zip Code:

Search Results:

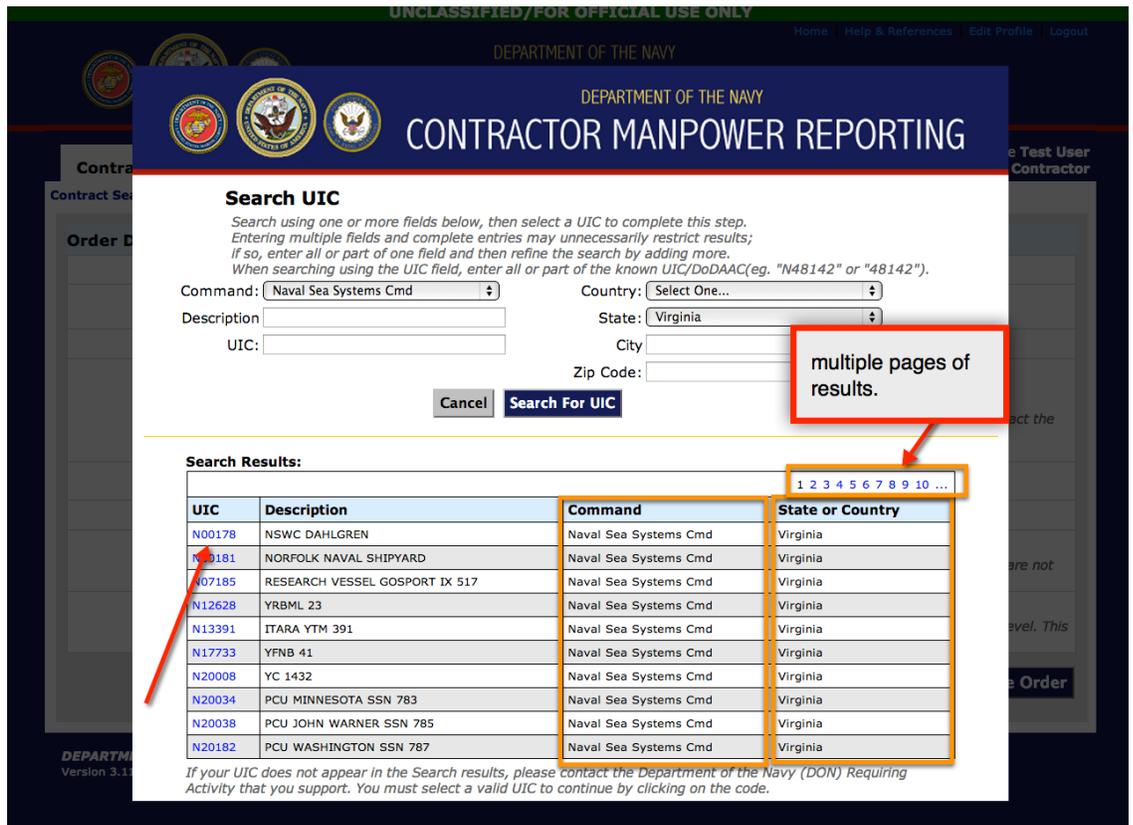
UIC	Description	Command	State or Country
N00178	NSWC DAHLGREN	Naval Sea Systems Cmd	Virginia

If your UIC does not appear in the Search results, please contact the Department of the Navy (DON) Requiring Activity that you support. You must select a valid UIC to continue by clicking on the code.

- a. If you do not know the exact UIC, 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.



- 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. For the **Requiring Activity UIC** field, the corresponding **Command** will also be displayed as shown in the image below.

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Home | Help & References | Edit Profile | Logout

DEPARTMENT OF THE NAVY
CONTRACTOR MANPOWER REPORTING

Welcome **Test User**
You are logged in as a **Prime Contractor**

Contract Search | **Reports**

Contract Search > Contract: N14741-55-D-8989 >

Order Details

Contract Number: N14741-55-D-8989

*Fiscal Year: 2014
FY that the contract work was performed.

*Order Number: []

*Requiring Activity UIC: N00178 - NSWC DAHLGREN
Search For UIC
To enter/update the UIC Field, use the Search UIC tool by clicking the search button above. Contact the COR/COTR, if uncertain of the RA UIC or its Command.

Command: Naval Sea Systems Cmd
Command of the Requiring Activity selected above.

5. Enter the information for the remaining fields – **Funding Agency, Funding Office UIC, Contracting Organization, 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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Home | Help & References | Edit Profile | Logout

DEPARTMENT OF THE NAVY
CONTRACTOR MANPOWER REPORTING

Welcome **Test User**
You are logged in as a **Prime Contractor**

Contract Search | **Reports**

Contract Search > Contract: N14741-55-D-8989 >

Contract | **Orders**

To **view or edit** an Order, click its blue Order Number link below. Note that Order Number refers to Task Order and Delivery Number of the Contract. For Contracts without an Order Number, "0000" appears.
To **filter** the results (for example, to search for a specific Order Number), enter search text in a text box in a column header.
To **sort**, click on the column header label.

Existing Orders

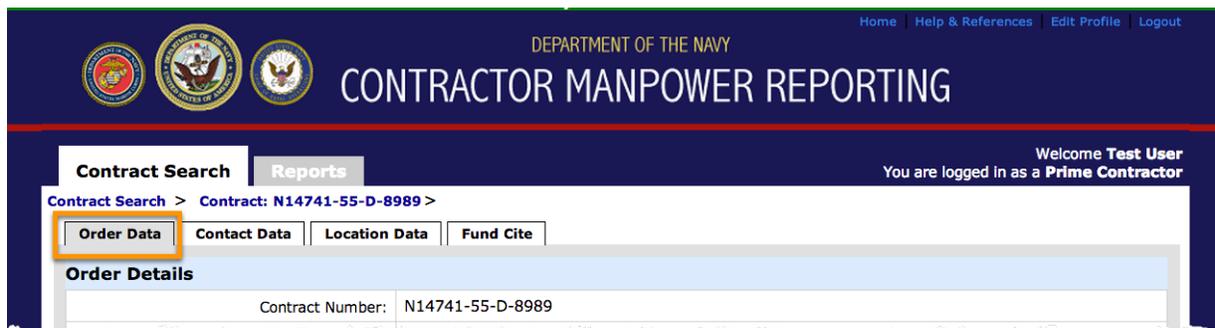
Order Number	Fiscal Year	Account Related	Prime Contractor Company Name	Contracting Officer Last Name	Contracting Officer First Name	
1001	2014	Y	ABC Prime			Delete

Add New Order

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7.3 Order Data Tab

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



Users who have the correct role or ownership rights to the order can edit orders. 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 corresponds to the order.

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.



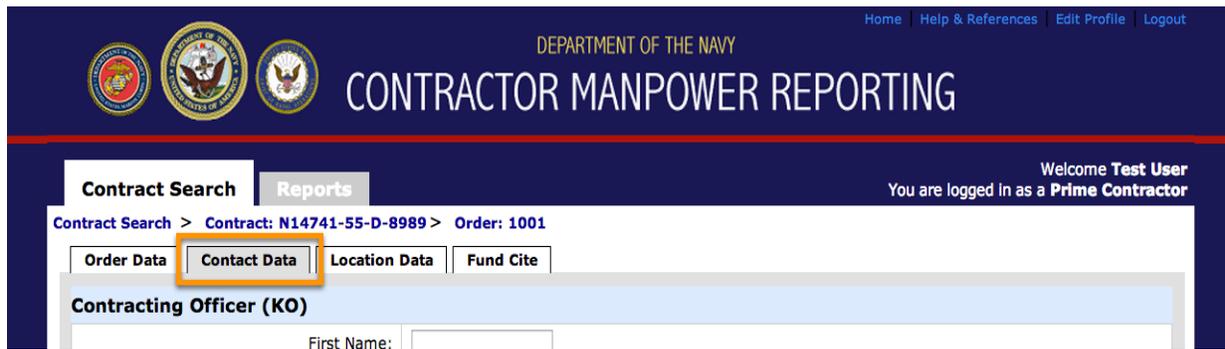
Note

- 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.

If the **Edit** button is not dark blue, and is therefore not enabled, then you do not have the rights to edit the order.

7.4 Contact Data Tab

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



The screenshot displays the 'CONTRACTOR MANPOWER REPORTING' application interface. At the top, there are three circular logos on the left and the text 'DEPARTMENT OF THE NAVY' in the center. To the right of the logos are navigation links: 'Home', 'Help & References', 'Edit Profile', and 'Logout'. Below the logos, the title 'CONTRACTOR MANPOWER REPORTING' is prominently displayed. On the right side of the header, it says 'Welcome Test User' and 'You are logged in as a Prime Contractor'. The main content area has two tabs: 'Contract Search' and 'Reports'. Under 'Contract Search', there is a breadcrumb trail: 'Contract Search > Contract: N14741-55-D-8989 > Order: 1001'. Below this, there are four sub-tabs: 'Order Data', 'Contact Data', 'Location Data', and 'Fund Cite'. The 'Contact Data' tab is highlighted with an orange border. Below the sub-tabs, the section is titled 'Contracting Officer (KO)'. Under this title, there is a 'First Name:' label followed by an empty text input field.

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**).

Note

- Prime Contractors are responsible for completing the **Prime Contractor** fields.
- COR/COTR are primarily responsible for completing/validating the KO and COR/COTR fields.
- RM/RA can also complete/validate the KO and COR/COTR fields.

7.5 Location Data Tab

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

The screenshot shows the 'CONTRACTOR MANPOWER REPORTING' interface. At the top, it says 'DEPARTMENT OF THE NAVY'. Below that, there are navigation links: Home, Help & References, Edit Profile, Logout. The main header area contains the title 'CONTRACTOR MANPOWER REPORTING'. Below the header, there are tabs for 'Contract Search' and 'Reports'. The 'Contract Search' tab is active, showing a breadcrumb: 'Contract Search > Contract: N14741-55-D-8989 > Order: 1001'. Below this, there are sub-tabs: 'Order Data', 'Contact Data', 'Location Data' (highlighted with an orange box), and 'Fund Cite'. A message states: 'To edit or delete an existing entry, click the Edit (🔗) or Delete (✖) icon, respectively, in the table, which are present when permissions allow.' Below this is a section titled 'Location Information' with a text box containing 'No records found.'

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.

The screenshot shows the 'CONTRACTOR MANPOWER REPORTING' interface. At the top, it says 'DEPARTMENT OF THE NAVY'. Below that, there are navigation links: Home, Help & References, Edit Profile, Logout. The main header area contains the title 'CONTRACTOR MANPOWER REPORTING'. Below the header, there are tabs for 'Contract Search' and 'Reports'. The 'Contract Search' tab is active, showing a breadcrumb: 'Contract Search > Contract: N14741-55-D-8989 > Order: 1001'. Below this, there are sub-tabs: 'Order Data', 'Contact Data', 'Location Data' (highlighted with an orange box), and 'Fund Cite'. A message states: 'To edit or delete an existing entry, click the Edit (🔗) or Delete (✖) icon, respectively, in the table, which are present when permissions allow.' Below this is a section titled 'Location Information' containing a table with the following data:

	FSC	Company	City or Installation of Service	State/Zip or Country	Direct Labor Hours	Direct Labor Dollars
🔗 ✖	C118	ABC Prime	Phoenix	Arizona / 85004	5,000	\$12,500
🔗 ✖	H112	ABC Prime	Phoenix	Arizona / 85004	125	\$2,663

Below the table, there is a message: 'If you have multiple locations to enter, try the Bulk Loader.' To the right of the table is a button labeled 'Add New Location'. Below the table, there is a form with the text: 'form another function (FSC) at this location?' and two buttons: 'Yes' and 'No'. A red box highlights the 'Add New Location' button with the text: 'Click the Add New Location button to add another location for this order.' Another red box highlights the 'Edit' icon in the first row of the table with the text: 'Click the edit icon next to the location to view or edit the information for that location.'

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 claimed 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.

If no locations exist in the system for this order for the current fiscal year, the table will display the message "No Records Found."

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.

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

Required Field	Explanation of Required Field
<p>Federal Service Code</p>	<p>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.</p> <p>To enter the Federal Service Code (FSC), click the Search for FSC button to begin the search.</p> <ul style="list-style-type: none"> • If you know the FSC, enter it in the Code field and click the Search for FSC button. <ul style="list-style-type: none"> ○ The code will be displayed in the results table. ○ 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. <ul style="list-style-type: none"> ○ The list of FSC in that category will be displayed in the results table. ○ 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 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. Report the unburdened total dollar amount for labor during the reportable fiscal year.
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: <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 prime contractor or subcontractor personnel subject to relatively continuous supervision and control by a government employee or officer 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?

Complete 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.

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CONTRACTOR MANPOWER REPORTING

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

Service Category:

Code:

Description:

Cancel Search For FSC

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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CONTRACTOR MANPOWER REPORTING

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

Service Category:

Code: C118

Description:

Cancel Search For FSC

Enter the FSC in the **Code** field if you know it. Leave the other fields blank and click **Search For FSC**.

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

Service Category:

Code: C118

Description:

Cancel Search For FSC

Click the blue code to select the correct FSC for the location.

FSC	Service Category	Description
C118	Architect & Engineering Services	Research & Development Facilities

If the desired FSC does not appear in the Search results, please contact the Department of the Navy (DON) Requiring Activity that you support. You must select a valid FSC by clicking on the code to continue.

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.

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

Service Category: **Medical Services**

Code:

Description:

Search For FSC

FSC	Service Category	Description
Q515	Medical Services	Pathology Services
Q516	Medical Services	Pediatric Services
Q517	Medical Services	Pharmacology Services
Q518	Medical Services	Physical Medicine & Rehabilitation Services

1 2 3 4

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.

7.6 Fund Cite Data Tab

Prime Contractors and Subcontractors are not permitted to enter this information into the CMRA.

The COR/COTR is primarily responsible for reviewing and editing the fund cite data in the application.

Resource Managers and Requiring Activity Managers have permissions to view and edit fund cite data by clicking the icon to “Edit” or “Delete” fund cites in the table.

If you need any additional assistance, please refer to the Help & References section of DON CMRA, the FAQ section of the application, and this RA/RM User Guide. You may also contact the DON CMRA Help Desk by sending an email to doncmra@avum.com for assistance.

In your email request to the Help Desk, provide all pertinent information (e.g., username, specific questions, error message text, etc.) and screenshots whenever applicable.