

DEPARTMENT OF THE NAVY

# CONTRACTOR MANPOWER REPORTING

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## Contractor Manpower Reporting Application Version 3.16



# Subcontractor 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.

## **1.2 Additional Resources**

If you have 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](mailto: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 (October-November), response time may be slightly longer. Delays can be avoided by following these guidelines when contacting the Help Desk:

1. Read this user guide and the online FAQ to be sure your question is not addressed within before contacting the Help Desk.
2. Understand that the Help Desk needs to respond first to user issues/requests that have not been addressed in the FAQ or user guides.
3. Provide specific details and screenshots that are pertinent to your issue/request.

## **1.3 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
<b>Contracting Officer (KO)</b>	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.
<b>Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR)</b>	A qualified individual designated by the Contracting Officer to assist in the technical monitoring or administration of a contract.
<b>Prime Contractor</b>	A person or corporation who has been contracted by the DON to perform work at a DON military post or other location.
<b>Subcontractor</b>	Person or corporation who has been contracted by a Prime Contractor to perform work on a contract for a government organization.
<b>Requiring Activity Manager (RA)</b>	DON Activity for which the contracted services are being provided.
<b>Resource Manager (RM)</b>	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](mailto: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

DEPARTMENT OF THE NAVY

# 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-dddd); 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 on 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. **Regardless of the number of companies for which you're reporting, you may not have more than one (1) user account.**

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-ddddddd); 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.

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:

- Subcontractors must not have a .mil, .gov or usna.edu email address.
- 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.
- 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.

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

DEPARTMENT OF THE NAVY  
**CONTRACTOR MANPOWER REPORTING**

**CMRA New User Registration**

*Because of the role(s) you selected the following information is required.*

Company Name:   
*Enter the name of the Company you are representing.*

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. You may search for your CAGE Code [here](#)*

Contract Number:   
*Enter the 13-character Contract Number of one of the Department of the Navy funded contracts for which you will be entering data. Note: This DON CMRA site is only for reporting on service contracts funded by the Department of the Navy. Follow this [eCMRA](#) link to access other systems to report on service contracts for other branches.*

#### Note

- CAGE codes must be entered accurately. For example, mistaking/interchanging the letter “O” and the number “0” will cause your registration to be delayed.
- CAGE codes are updated frequently, but if your valid CAGE Code is not in the CMRA database, you will be prompted with a message in another screen to check the code and proceed only if you're certain that it is the correct CAGE code.
- The DON CMRA Help Desk team is not able to provide your CAGE code for you. If you don't know your company's CAGE code, you need to consult someone within your organization for that information.
- Users reporting data for organizations with more than one CAGE code do not need to register multiple times or with multiple codes. Select one CAGE code that corresponds to the division or location with which you are most closely associated.

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“Associated” means any of the following:
    - the user is designated as a POC for an order on the contract

### 4.3 Lost/Reset Password

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 *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**

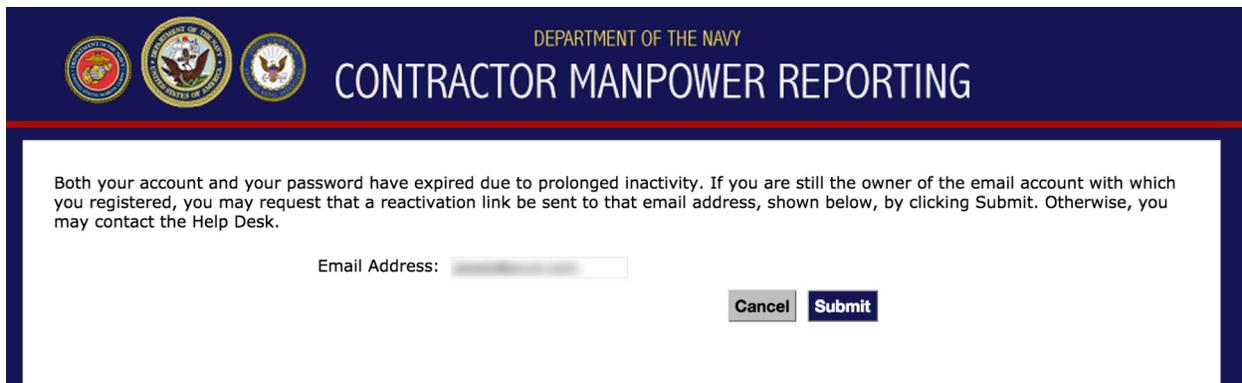
Passwords must be reset every 60 days per DON NTD 06-10. If your password expires, follow the instructions on the screen to update your password.

#### **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.



The screenshot shows the top header of the application with three circular logos on the left and the text "DEPARTMENT OF THE NAVY" and "CONTRACTOR MANPOWER REPORTING" on the right. Below the header, a message states: "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." Below the message is a text input field labeled "Email Address:" followed by a "Cancel" button and a "Submit" button.

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. CONTRACTS - SEARCH

### 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.

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 'Test User' and is identified as a 'Prime Contractor'. The 'Contract Search' tab is active, and the 'Reports' tab is also visible. The search interface includes a 'Search by Contract Number' section with 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. 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.' Below this is an 'Additional Search Fields' section with three text 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. A 'Search By Your Login' section is also present with a note to click 'Search' without entering any fields. 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 the bulk loader).

You must search for a contract to determine whether a contract already exists within the application before you can report any data.

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

- **Search by Contract Number**

This screenshot is identical to the one above, but with a yellow rectangular highlight around the 'Contract Number' input field and its associated instructions in the 'Search by Contract Number' section.

- 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 'Contract Search' tab selected. The 'Additional Search Fields' section is highlighted with an orange border. It contains three input fields for 'Prime Contractor Company Name', 'Contracting Officer (KO) First Name', and 'Contracting Officer (KO) Last Name', each with a 'Name:' label and a 'Enter at least 2 characters' instruction. Above these fields is a note: 'If the contract number is unknown, you may also search using any of these criteria'. To the right, there are sections for 'Help and Definitions', 'Questions and Answers', and 'Bulk Loader'. The top navigation bar includes 'Home', 'Help & References', 'Edit Profile', and 'Logout'. The user is logged in as a 'Prime Contractor'.

- 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**

The screenshot shows the 'Contract Search' tab selected. The 'Search By Your Login' section is highlighted with an orange border. It contains a single instruction: 'Click Search below without entering any fields.' Below this section are 'Clear' and 'Search' buttons. The rest of the interface is identical to the previous screenshot, including the 'Additional Search Fields' section and the right-hand navigation menu.

- If you leave all search fields blank and click the **Search** button, the results will display all contracts that are associated with your username.

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.

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

The contracts that match your search are displayed below. A contract may be displayed in more than one row if multiple orders are associated with it.

To view / edit the details of a contract: Select the the Contract Number from below.

If the contract you are looking for does not appear below, you may add a new contract.

Contract Number	Prime Contractor Company Name	Contracting Officer Last Name	Contracting Officer First Name
<a href="#">111111-11-1-1111</a>		User	Test
<a href="#">111111-11-1-1111</a>	ABC Contracting	User	Test
<a href="#">111111-11-1-1111</a>	ABC Contractor	NAME	NAME
<a href="#">123456 789-0123</a>	Prime Co. Inc.		

**Help and Definitions**

*These links open in a new window*

- ▶ View User Manuals, Frequently Asked Questions (FAQ) and Glossary

---

▶ Questions and Answers

Send an email

**Bulk Loader**

- ▶ If you have multiple locations try our Bulk Loader

If the particular contract you searched for is found, you may click on any of the *Contract Number* links in the “Contract Number” column. The **Orders** tab will be displayed.

## 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. Subcontractors do not have permission to create contracts. Please contact the Prime Contractor to create new contracts in DON CMRA.**”

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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 **Subcontractor**

**Contract Search** | Reports

**Your search did not return any results. Subcontractors do not have permission to create contracts. Please contact the Prime Contractor to create new contracts in DON CMRA.**

**Search by Contract Number**

---

Fill out at least one of the search fields below to search for a contract.

Contract Number:

*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.*

**Additional Search Fields**

---

*If the contract number is unknown, you may also search using any of these criteria*

Prime Contractor Company

Name: *Enter at least 2 characters*

Contracting Officer (KO) First

Name: *Enter at least 2 characters*

Contracting Officer (KO) Last

Name: *Enter at least 2 characters*

**Search By Your Login**

---

*Click Search below without entering any fields.*

**Help and Definitions**

*These links open in a new window*

- ▶ View User Manuals, Frequently Asked Questions (FAQ) and Glossary

---

▶ Questions and Answers

Send an email

**Bulk Loader**

- ▶ If you have multiple locations try our Bulk Loader

## 6. ORDERS - SEARCH

### 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 an order for the current FY is not displayed, it must be added. Subcontractors may not add new orders. Contact the Prime Contractor to have an order added to the system.

The **Add New Order** button is greyed out because Subcontractors do not have permissions to add orders.

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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 Subcontractor

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	
<a href="#">1234</a>	2015	N	ABC Contracting			Delete

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.”)
- 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.

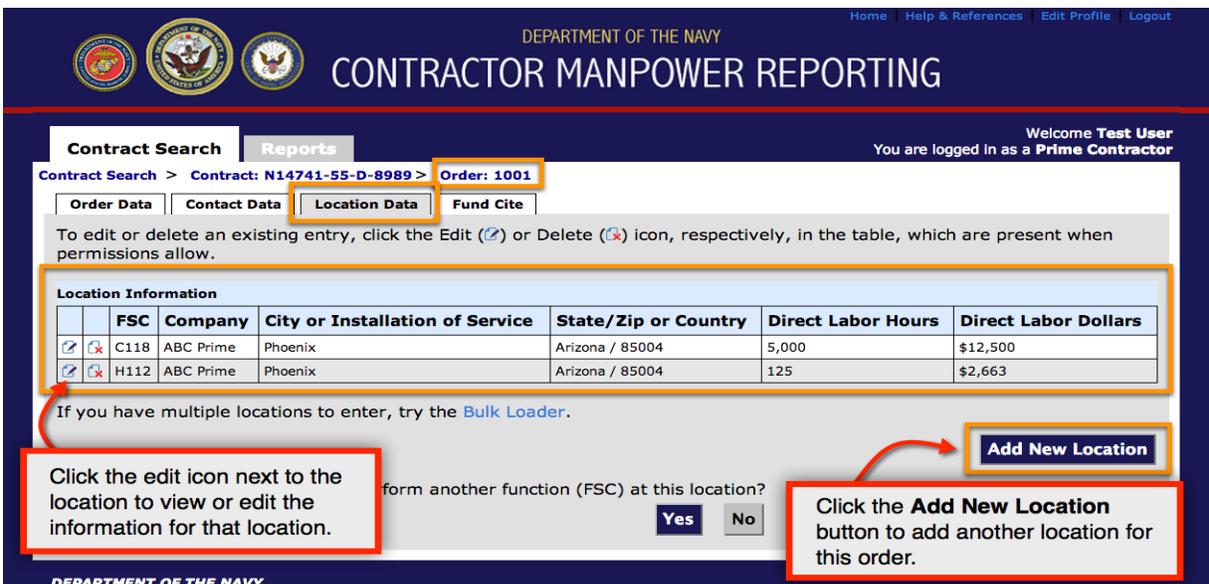
### 6.2 Location Data Tab

Clicking on a blue **Order Number** on the “Existing Orders” page will take you to the **Location Data** tab. There are four sections of order information to enter, view, or edit, as shown in the following images. Subcontractors are automatically directed to the third tab, **Location Data** where manpower hours will be reported.

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



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.



## 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.

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><b>Federal Service Code</b></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 <b>Search for FSC</b> button to begin the search.</p> <ul style="list-style-type: none"> <li>• If you know the FSC, enter it in the <b>Code</b> field and click the <b>Search for FSC</b> button. <ul style="list-style-type: none"> <li>○ The code will be displayed in the results table.</li> <li>○ Click the blue hyperlinked code on the left to populate the field in the location data table on the previous screen.</li> </ul> </li> <li>• If you do not know the FSC, search by category by choosing one of the items in the <b>Service Category</b> drop down menu and click the <b>Search for FSC</b> button. <ul style="list-style-type: none"> <li>○ The list of FSC in that category will be displayed in the results table.</li> <li>○ 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.</li> </ul> </li> </ul> <p>Images of the FSC search screens can be seen below this table.</p>
<p><b>Subcontractor Company Name</b></p>	<p>Name of the subcontracting company performing the service.</p>
<p><b>City or Installation or Service</b></p>	<p>City or installation where the service is performed.</p>
<p><b>State</b></p>	<p>State where the service is performed.</p>
<p><b>Zip Code</b></p>	<p>Zip Code where the service is performed.</p>
<p><b>Country</b></p>	<p>Country where the service is performed.</p>
<p><b>Contractor Type</b></p>	<p>Indicate whether your user role is a Prime or Subcontractor.</p> <p>Note: This field is only displayed when a System Administrator, RA, RM, or COR/COTR enters or edits location information.</p>
<p><b>Direct Labor Hours</b></p>	<p>Total number of labor hours performed at this location for this FSC.</p> <p>Do <b>not</b> report an estimated number of hours from an offer or proposal. The hours reported need to be the exact number of labor hours worked.</p>
<p><b>Direct Labor Dollars</b></p>	<p>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 <b>unburdened</b> total dollar amount for labor during the reportable fiscal year.</p>
<p><b>Weapons System Support</b></p>	<p>This field is not required. Select <b>Not Applicable</b>.</p>
<p><b>Questions about Contract Performance</b></p>	<p>Indicate if the work completed at the location includes any of the following services:</p> <ol style="list-style-type: none"> <li>1. Clinical patient care services in a Department of Defense Medical Treatment facility</li> <li>2. Expert or Consulting services</li> <li>3. Support Defense Intelligence or Special Operations components OCONUS</li> <li>4. Not Applicable</li> </ol>
<p><b>Government Supervision</b></p>	<p>Are the prime contractor or subcontractor personnel subject to relatively continuous supervision and control by a government employee or officer at this location?</p>
<p><b>Government's Tools and Equipment</b></p>	<p>Does the government furnish the principal tools and equipment needed for contract performance at this location?</p>

<b>Government Facility</b>	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.

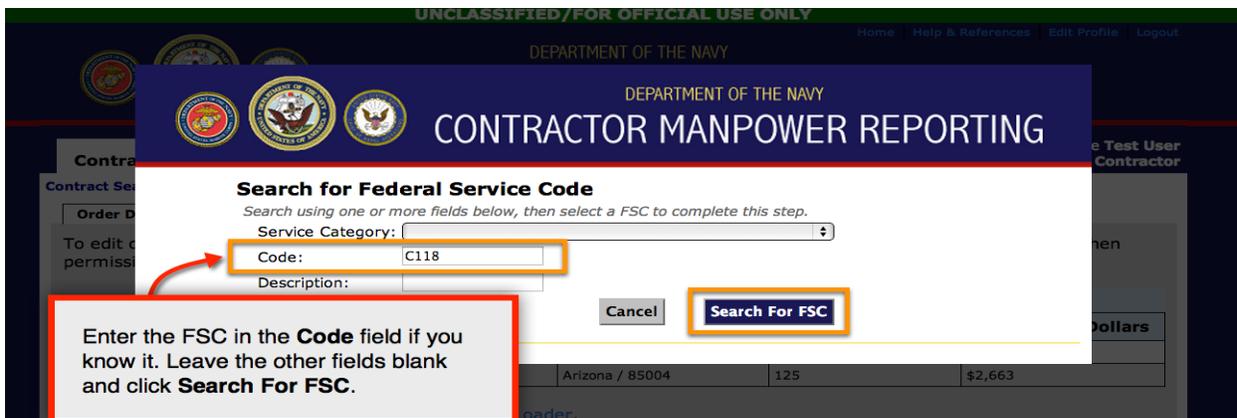
### 6.2.1 Selecting the Correct FSC

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:

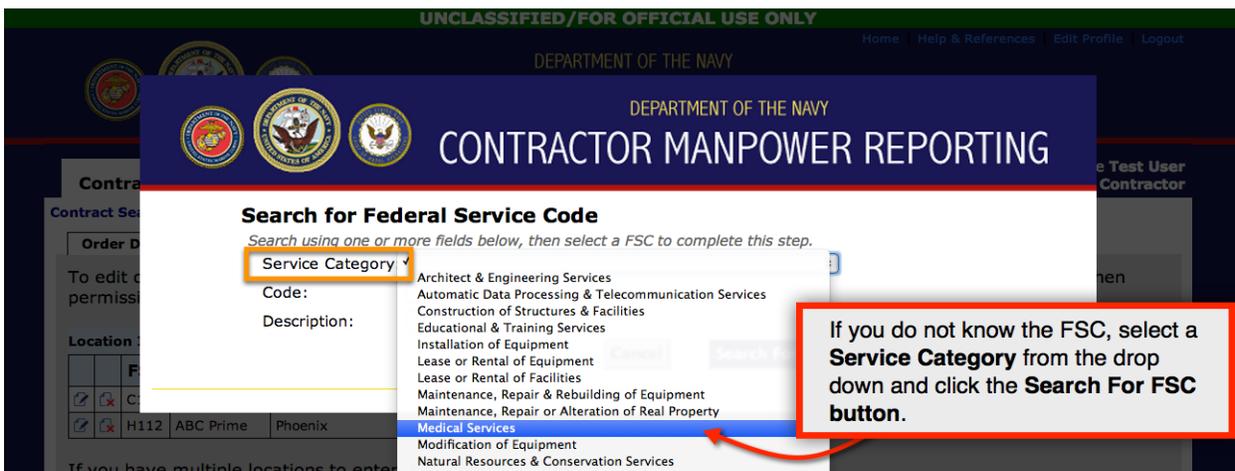
1. Enter the FSC in the **Code** field.
2. Leave the **Service Category** and **Description** fields blank.
3. Click the **Search For FSC** button.
4. In the example below, a search was done for FSC C118 and the code was selected from the results list.





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

Service Category:

Code:

Browse the results and click the blue code to select the correct FSC for the location.

FSC	Service Category	Description
<a href="#">Q515</a>	Medical Services	Pathology Services
<a href="#">Q516</a>	Medical Services	Pediatric Services
<a href="#">Q517</a>	Medical Services	Pharmacology Services
<a href="#">Q518</a>	Medical Services	Physical Medicine & Rehabilitation Services

1 2 3 4

Depending on the number of results, click the page numbers to view additional FSC.

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.

### 6.3 Order Data Tab

- Order data may **not** be edited by Subcontractors.
- Proprietary order data is protected. You will see “Entered” in place of dollar amounts and hours if you do not have the right to view the information.
- Blanks indicate that the information has not been entered by the Prime Contractor yet.

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**Contract Search** | **Reports**

[Contract Search](#) > [Contract: 123789-12-3-4567](#) >

**Order Data** | **Contact Data** | **Location Data** | **Fund Cite**

**Order Details**

Contract Number:	123789-12-3-4567
*Fiscal Year:	2014 <i>FY that the contract work</i>
*Order Number:	0001

## 6.4 Contact Data Tab

- Subcontractors should **not** edit contact data.
- Subcontractor Company Name is entered on the **Location Data** tab.

The screenshot shows the Contractor Manpower Reporting Application interface. At the top, there are three circular logos and the text "DEPARTMENT OF JUSTICE CONTRACTOR MANPOWER REPORTING APPLICATION". Below this, there are two tabs: "Contract Search" (selected) and "Reports". The breadcrumb trail reads "Contract Search > Contract: 123789-12-3-4567 > Order: 0001". There are four sub-tabs: "Order Data", "Contact Data" (selected), "Location Data", and "Fund Cite". The "Contact Data" tab is active, showing a section titled "Contracting Officer (KO)" with four input fields: "First Name:", "Last Name:", "Phone Number:", and "Email Address:".

## 6.5 Fund Cite Tab

- Subcontractors may not enter fund cite data.

The screenshot shows the Contractor Manpower Reporting Application interface. At the top, there are three circular logos and the text "DEPARTMENT OF JUSTICE CONTRACTOR MANPOWER REPORTING APPLICATION". Below this, there are two tabs: "Contract Search" (selected) and "Reports". The breadcrumb trail reads "Contract Search > Contract: 123789-12-3-4567 > Order: 0001". There are four sub-tabs: "Order Data", "Contact Data", "Location Data", and "Fund Cite". The "Fund Cite" tab is active, showing a section titled "Fund Cite Information". Below the title, there is a message: "To edit or delete an existing entry, click the Edit (✎) or Delete (✖) icons. If you do not have the necessary permissions, you will not see these icons." Below the message, there is a table with one row and one column, but the content is obscured by a grey box.

The table below explains the fields on the **Order Data** tab and is provided to Subcontractors as reference only. **Subcontractors may not edit Order Data.**

Required Field	Explanation of Required Field
<b>Fiscal Year</b>	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."
<b>Order Number</b>	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.
<b>Funding Agency</b>	The Funding Agency is the agency providing the funding for the contract action.
<b>Funding Office UIC</b>	The Funding Office UIC is the UIC of the Funding Office. Visit <a href="#">FPDS-NG ezSearch</a> or contact the COR/COTR if you are uncertain of the Funding

	Office.
<b>Contracting Organization</b>	The Contracting Organization is the organization or office that issued the action.
<b>Requiring Activity Unit Identification Code</b>	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. <b><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. Contact the DON CMRA Help Desk only if the UIC is not available in the drop down menu for selection.</u></b>
<b>Major Command of Requiring Activity</b>	Command of the Requiring Activity that would be performing the mission if not for the contractor. <b>This field will auto-populate based on the Requiring Activity UIC that is selected.</b>
<b>Prime Contractor Company</b>	The name of the Prime Contractor for the order.
<b>Direct Non-Labor Cost</b>	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. <b>The Direct Non-Labor Cost should be reported as <u>unburdened</u> cost.</b>
<b>Total Invoiced Amount</b>	<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><b>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.</b></p> <p>Example: Work is performed in September 2014 (during FY14) and the invoice isn't sent to the government until October 2014 (during FY15). <b>Include</b> the amount invoiced in October 2014 in Total Invoiced Amount because it is for work that was done in FY14.</p>

## 7. 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 location 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)
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 or 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 the 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.

## 8. REPORTS

### 8.1 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.

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CONTRACTOR MANPOWER REPORTING

Home | Help & References | Edit Profile | Logout

Welcome **Test User**  
You are logged in as a **Subcontractor**

**Contract Search** | **Reports**

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

Report Title	Description
<a href="#">Subcontractor Verification Report (Aggregate)</a>	Subcontract data entry verification report: aggregated to the order number level; includes only your Subcontract orders.
<a href="#">Subcontractor Verification Report (Detail)</a>	Subcontract data entry verification report: all user subcontractor locations on non-primed orders.

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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.

### 8.2 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.

You can use the reports you generate and export to verify/audit the information you have entered into the system.

### 8.3 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.

If you need any additional assistance, please refer to the Help & References section of CMRA, the FAQ section of the application, and this Subcontractor User Guide. You may also contact the DON CMRA Help Desk by sending an email to [doncmra@avum.com](mailto: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.