

## Contract Manpower Reporting Clause

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall verify information input by the Government and completely fill in all other required fields in the reporting system using the following web address: <https://cmra.army.mil/>. The required information includes but is not limited to: (1) Contracting Organization, Contracting Officer, Contracting Officer's Technical Representative (COR/COTR); (2) Contract number, including task and delivery order number; (3) Fiscal year covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Direct labor hours (including Subcontractors); (6) Direct labor dollars paid this reporting period (including Subcontractors); (7) Total invoiced amount (including Subcontractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each Subcontractor if different); (9) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information; and (10) Locations where Contractor and Subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website). As part of its submission, the Contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each Government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's systems to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

Attachment A (Contract Manpower Reporting Worksheet.doc) will be provided to each contractor as part of the applicable solicitation or contract and is considered part of this clause.