Contractor Manpower Reporting (CMR)

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Contracts Branch, Contracting Division

Camp Zama

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US Army Corps of Engineers

BUILDING STRONG®

What is CMR?

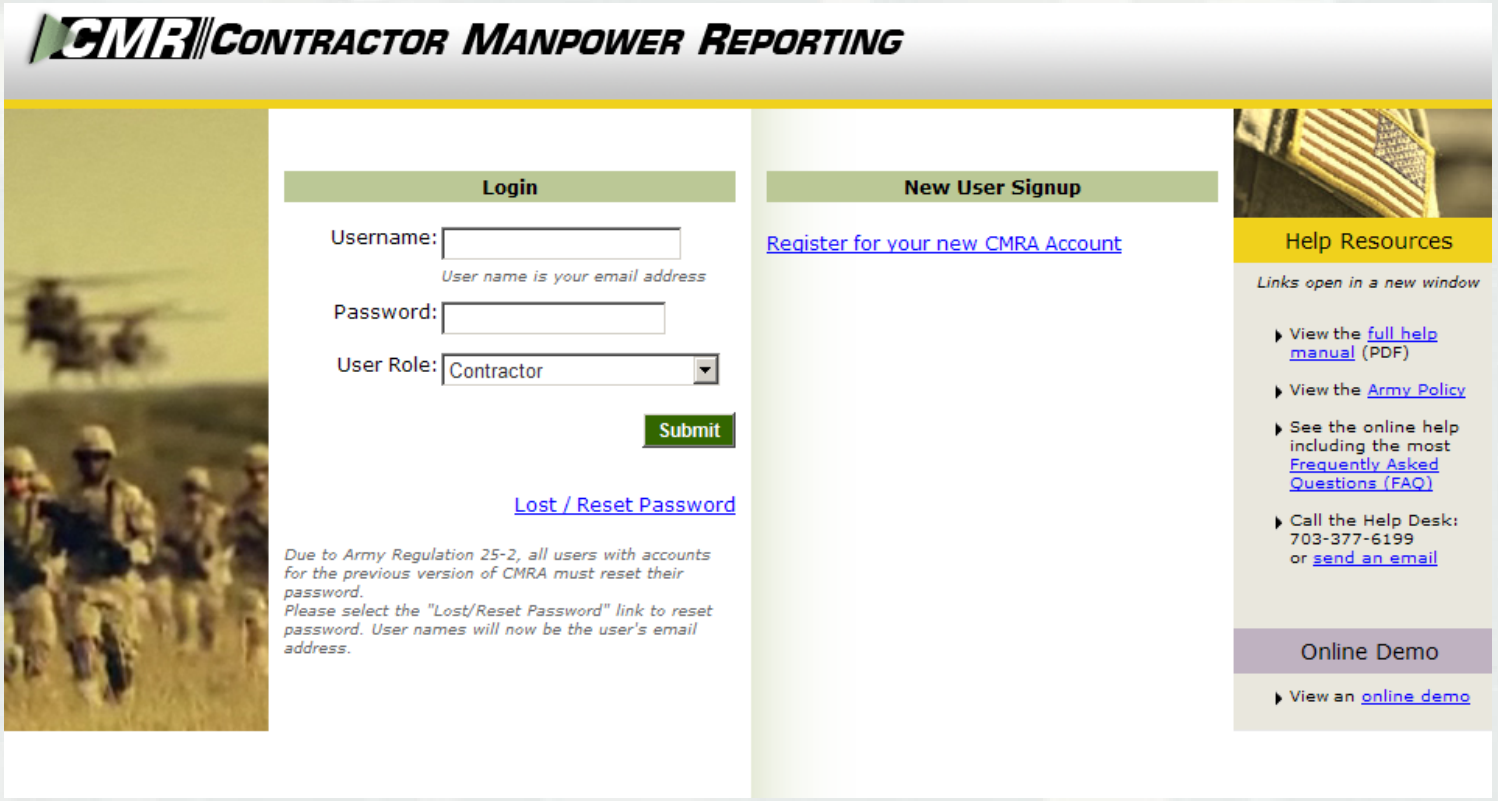
- **Business process to collect information on Contracted efforts**
- **Applies to service contracts, including Architect-Engineer**
- **Contractors report data such as:**
  - ✓ **Location where work was performed**
  - ✓ **Direct labor dollars**
  - ✓ **Direct labor hours**

When do I report CMR?

- **By 31 October following the fiscal year (FY) the service was performed**
- **Current Fiscal Year (FY10):**
  - ✓ **1 October 2009 thru 30 September 2010**
- **FY10 reporting by 31 October 2010**
- **Recommend reporting immediately following completion of work**

Where Do I Report?

- https://cmra.army.mil/Login.aspx

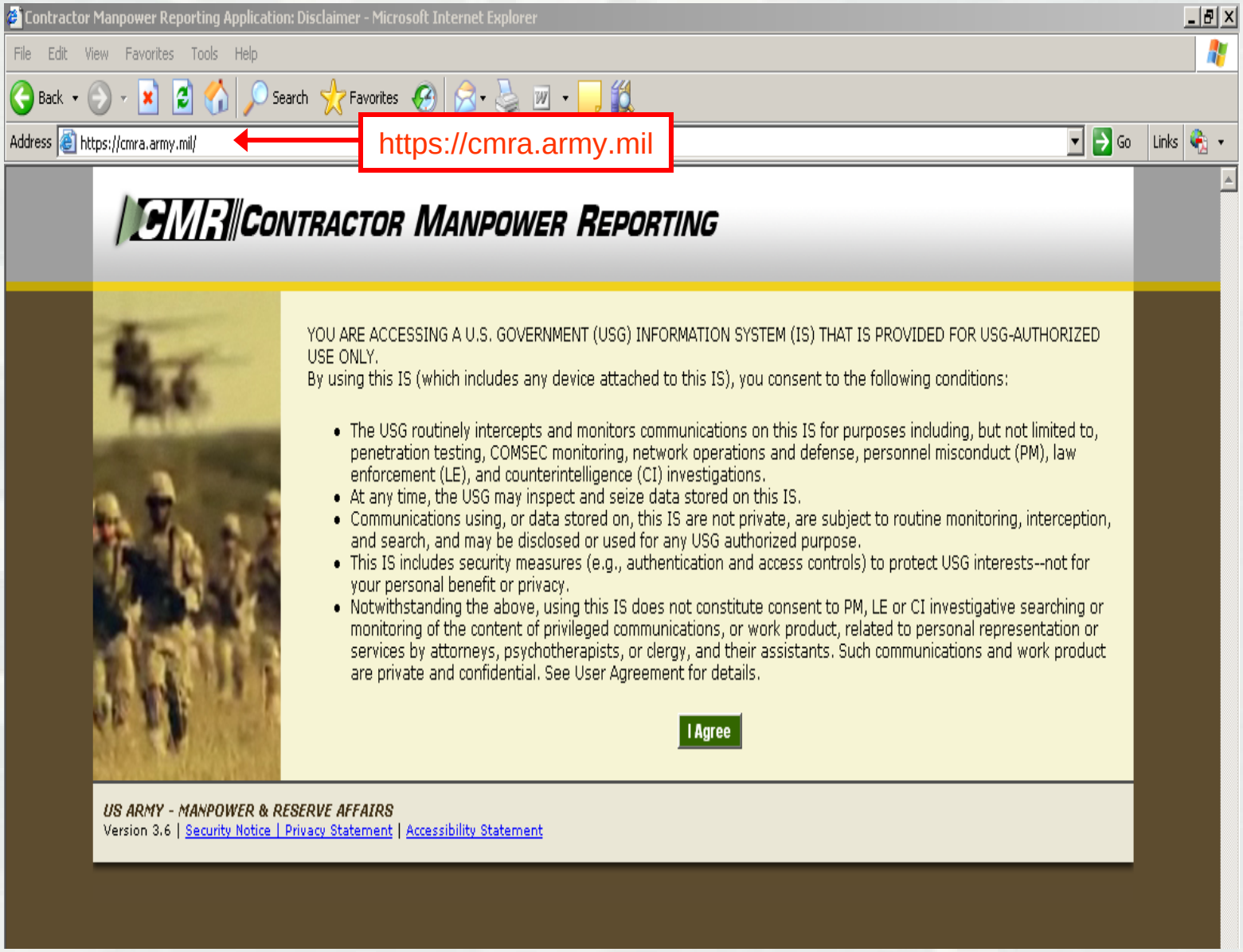


What Do I Report?

- **Order Data Tab**
  - ✓ **Total Invoiced Amount**
    - ✓ **Entered in US Dollars and including subcontractors.**
    - ✓ **Refer to CMR Worksheet for conversion rate**
- **Contact Data Tab**
  - ✓ **Contractor Point of Contact (POC) inputting data**
- **Location Data Tab**
  - ✓ **Federal Service Code (FSC)**
    - ✓ **Refer to CMR Worksheet for FSC**
    - ✓ **C211 for Architect-Engineer Services**

What Do I Report? (Continued)

- **Location Data Tab (Continued)**
  - ✓ **City or Installation of Service**
  - ✓ **Country**
  - ✓ **Direct Labor Hours**
  - ✓ **Direct Labor Dollars**
  - ✓ **Weapon System Support**
  - ✓ **Questions about Contract Performance**
  - ✓ **Government Supervision**
  - ✓ **Government Tools and Equipment**
  - ✓ **Government Facility**


Contractor Manpower Reporting Application: Disclaimer - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://cmra.army.mil/
Go Links
https://cmra.army.mil
CMR CONTRACTOR MANPOWER REPORTING
YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
• The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
• At any time, the USG may inspect and seize data stored on this IS.
• Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
• This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
• Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
I Agree
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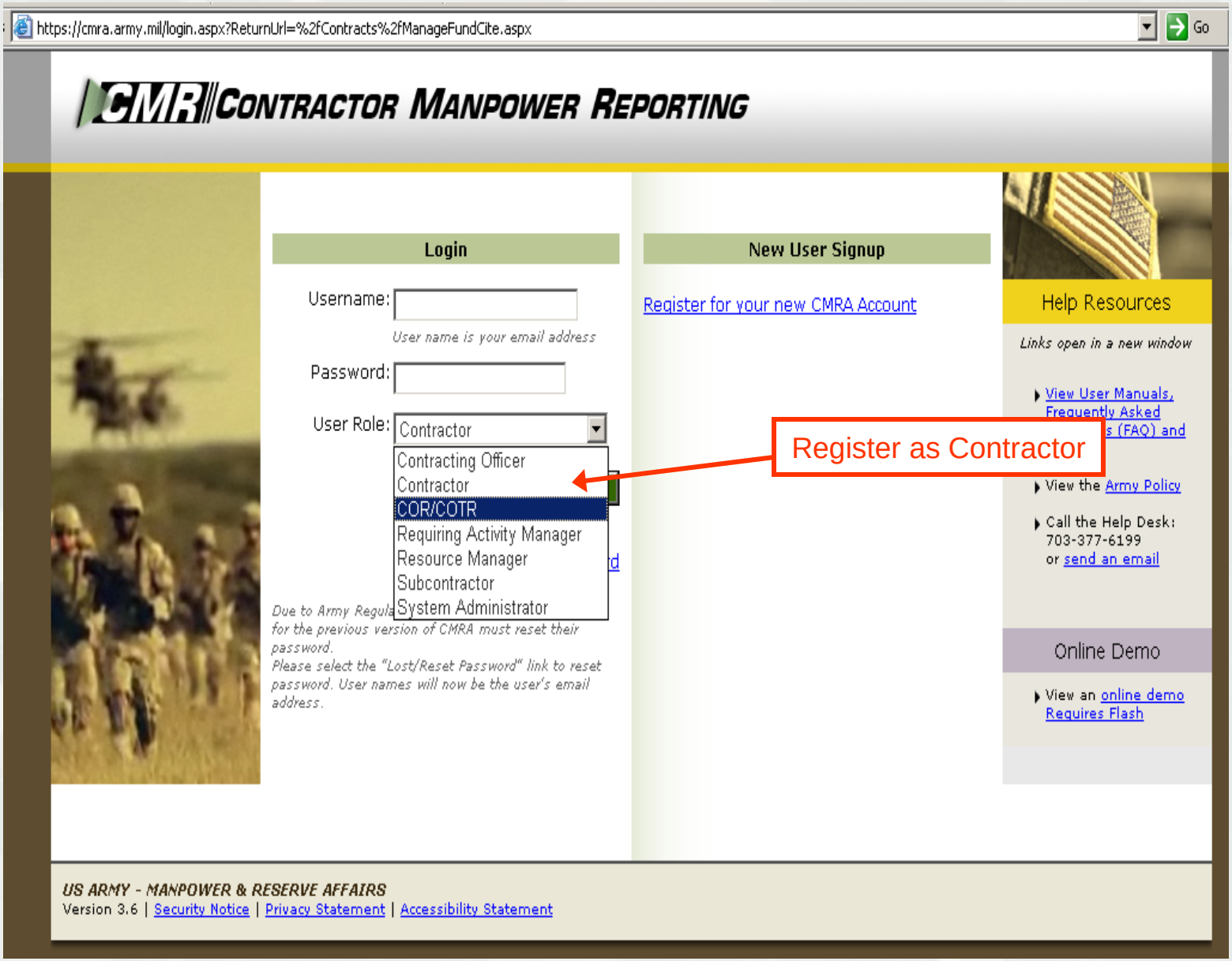
https://cmra.army.mil/login.aspx?ReturnUrl=%2fContracts%2fManageFundCite.aspx
Go
CMR CONTRACTOR MANPOWER REPORTING
Login
Username:
User name is your email address
Password:
User Role:
Contractor
Contracting Officer
Contractor
COR/COTR
Requiring Activity Manager
Resource Manager
Subcontractor
System Administrator
Due to Army Regula
for the previous version of CMRA must reset their password.
Please select the "Lost/Reset Password" link to reset password. User names will now be the user's email address.
New User Signup
Register for your new CMRA Account
Register as Contractor
Help Resources
Links open in a new window
View User Manuals, Frequently Asked
(FAQ) and
View the Army Policy
Call the Help Desk:
703-377-6199
or send an email
Online Demo
View an online demo
Requires Flash
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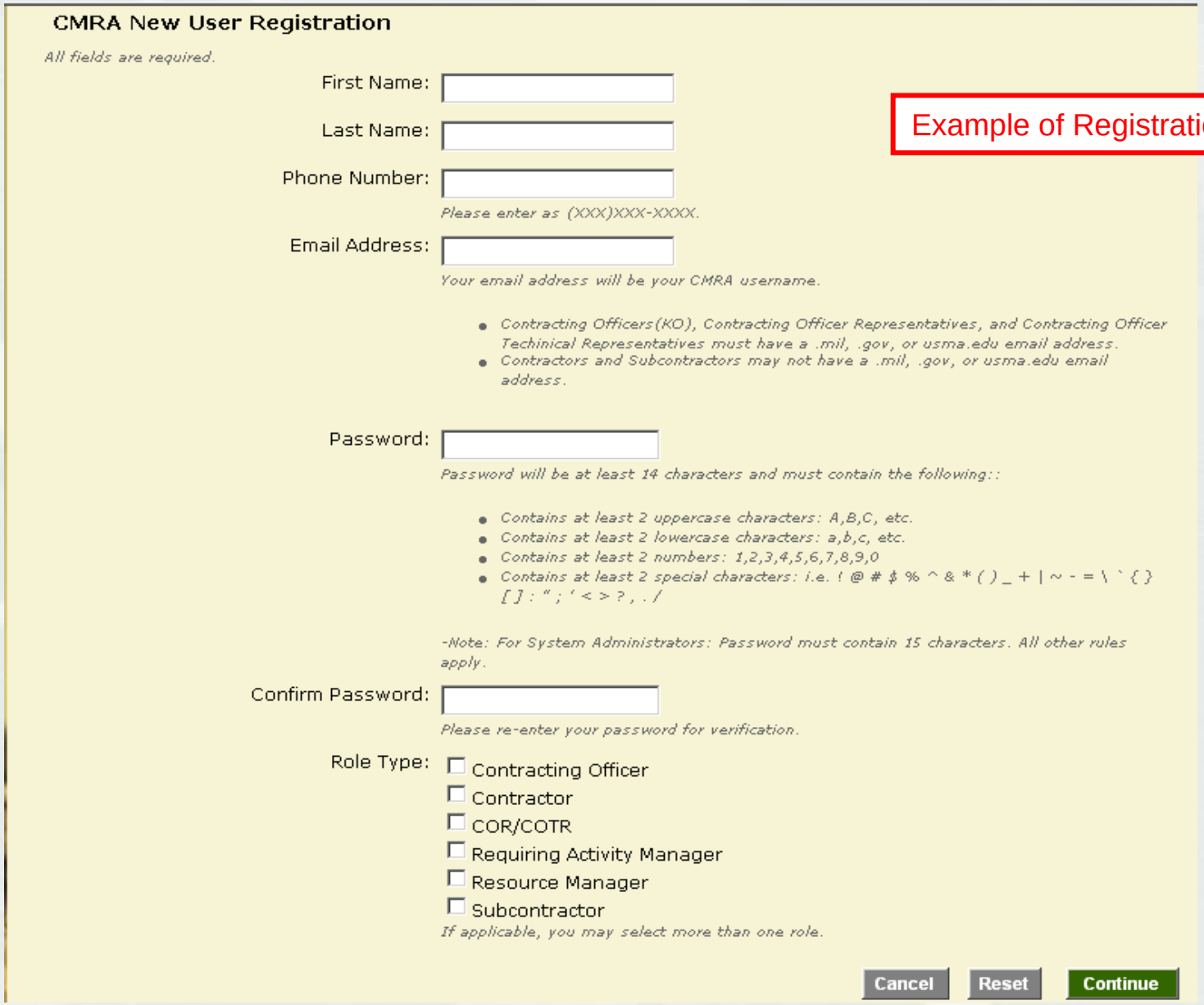
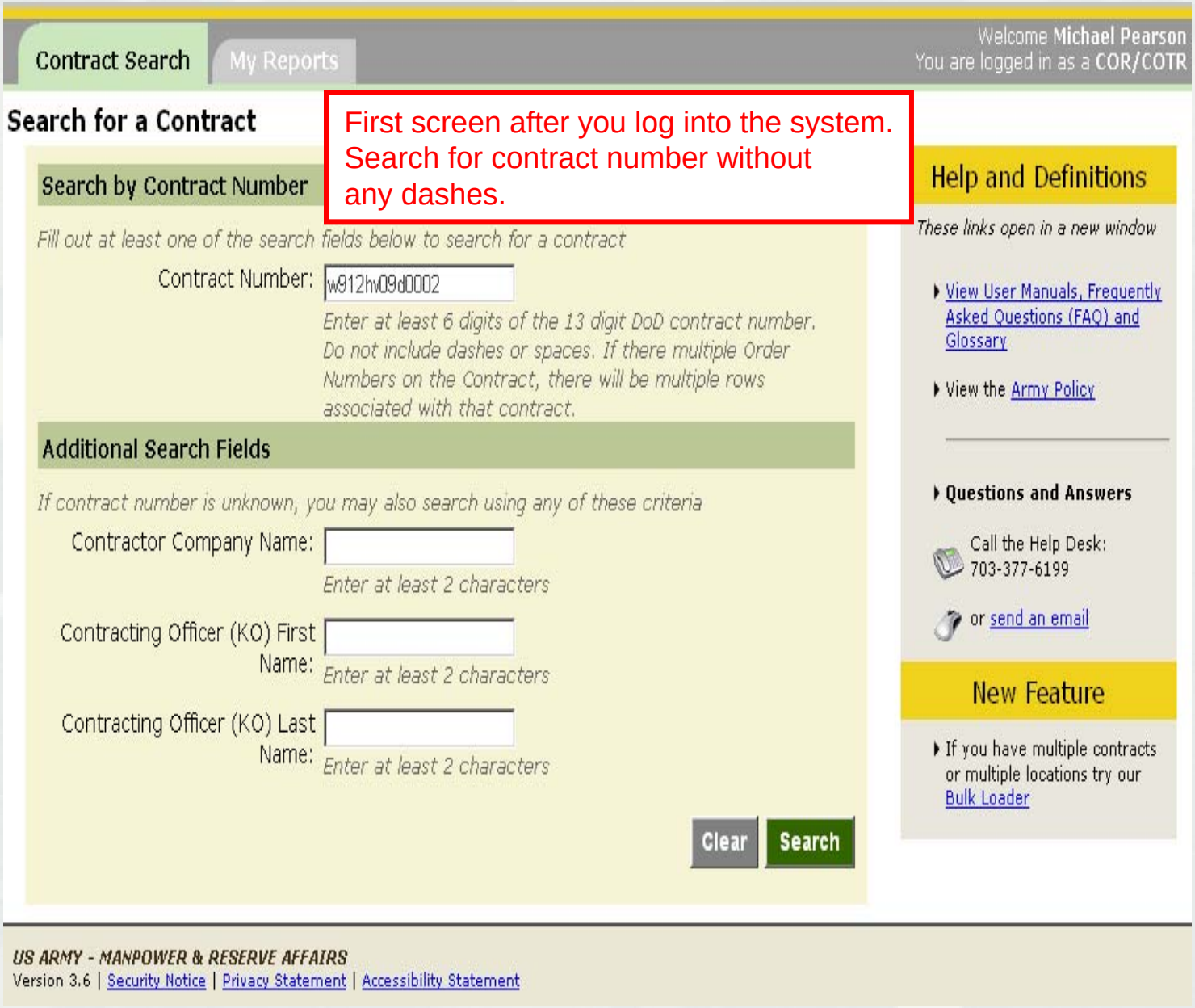


Example of Registration Screen.


Contract Search
My Reports
Welcome Michael Pearson
You are logged in as a COR/COTR
Search for a Contract
First screen after you log into the system. Search for contract number without any dashes.
Search by Contract Number
Fill out at least one of the search fields below to search for a contract
Contract Number:
w912hw09d0002
Enter at least 6 digits of the 13 digit DoD contract number. Do not include dashes or spaces. If there multiple Order Numbers on the Contract, there will be multiple rows associated with that contract.
Additional Search Fields
If contract number is unknown, you may also search using any of these criteria
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
Clear
Search
Help and Definitions
These links open in a new window
View User Manuals, Frequently Asked Questions (FAQ) and Glossary
View the Army Policy
Questions and Answers
Call the Help Desk: 703-377-6199
or send an email
New Feature
If you have multiple contracts or multiple locations try our Bulk Loader
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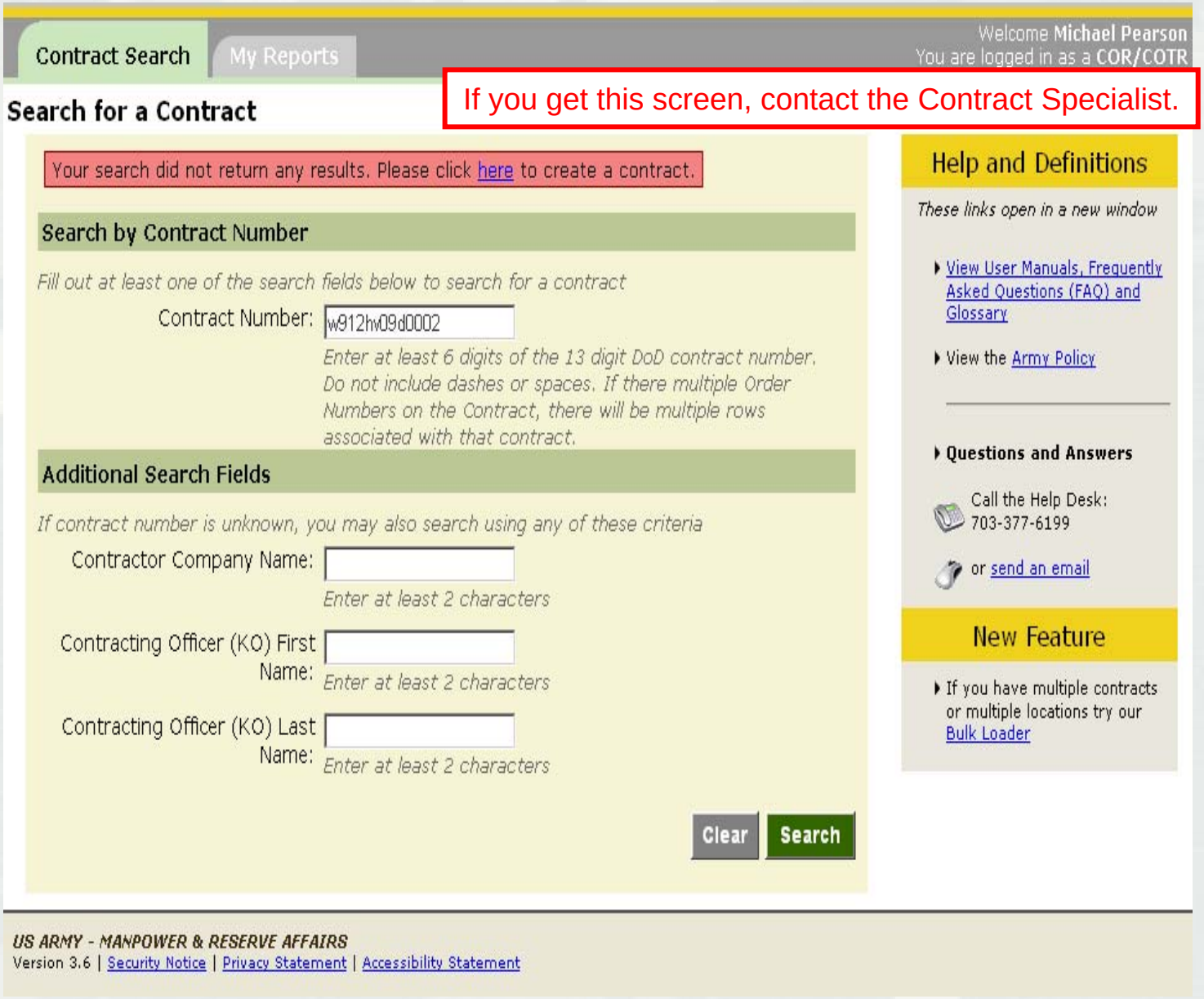
Contract Search
My Reports
Welcome Michael Pearson
You are logged in as a COR/COTR
If you get this screen, contact the Contract Specialist.
Search for a Contract
Your search did not return any results. Please click here to create a contract.
Search by Contract Number
Fill out at least one of the search fields below to search for a contract
Contract Number:
w912hv09d0002
Enter at least 6 digits of the 13 digit DoD contract number. Do not include dashes or spaces. If there multiple Order Numbers on the Contract, there will be multiple rows associated with that contract.
Additional Search Fields
If contract number is unknown, you may also search using any of these criteria
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
Clear
Search
Help and Definitions
These links open in a new window
View User Manuals, Frequently Asked Questions (FAQ) and Glossary
View the Army Policy
Questions and Answers
Call the Help Desk: 703-377-6199
or send an email
New Feature
If you have multiple contracts or multiple locations try our Bulk Loader
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Contract Details

To open the Order Number, click the blue Order Number link. Note that Order Number refers to Task Order and Delivery Number of the Contract. For Contracts without an Order Number, "0000" appears.

Contract Number:	W912HV-09-D-0002
Contract Fiscal Year:	2009

Example of what the screen looks like before the task order number is entered. If you don't see your task order number, contact the Contract Specialist who sent the award notice.

Add New Order

Note: COR/COTRs and Contracting Officers are responsible for entering NDAA data. Contractors are not responsible for this data.

NDAA Elements	
Form of Contract Action	*Order under Indefinite Delivery Contract*
Contract Type	*Firm Fixed Price*
Performance-Based Services Acquisition	*Yes*
Non-DOD Purchasing Agency	
Competed Action	*Competitive Delivery Order*
If Competed, Number of Offerors	[redacted]
Small Business	*No*
Small Disadvantaged Business	*No*
Woman-Owned Small Business	*No*
DoD Administering Component	*USA -USACE DISTRICT, JAPAN*
Contracting Organization	*USA -USACE DISTRICT, JAPAN*

Delete Contract **Edit Contract** **Back to Search**

To open the Order Number, click the blue Order Number link. Note that Order Number refers to Task Order and Delivery Number of the Contract. For Contracts without an Order Number, "0000" appears.

Verify NDAA Elements have been input by the Government. If so, click on the task order number you are completing the CMR for, i.e. 0008 below.

Contract Number:	W912HV-09-D-0002
Contract Fiscal Year:	2009

Orders

Order Number	Fiscal Year	Contractor Company Name	Contracting Officer Last Name	Contracting Officer First Name	
0008	2010	[redacted]	Kikkawa	Kurtis	Delete

Add New Order

Note: COR/COTRs and Contracting Officers are responsible for entering NDAA data. Contractors are not responsible for this data.

NDAA Elements

Form of Contract Action	*Order under Indefinite Delivery Contract*
Contract Type	*Firm Fixed Price*
Performance-Based Services Acquisition	*Yes*
Non-DOD Purchasing Agency	
Competed Action	*Competitive Delivery Order*
If Competed, Number of Offerors	[redacted]
Small Business	*No*
Small Disadvantaged Business	*No*
Woman-Owned Small Business	*No*
DoD Administering Component	*USA -USACE DISTRICT, JAPAN*
Contracting Organization	*USA -USACE DISTRICT, JAPAN*

Delete Contract | Edit Contract | Back to Search

Order Details

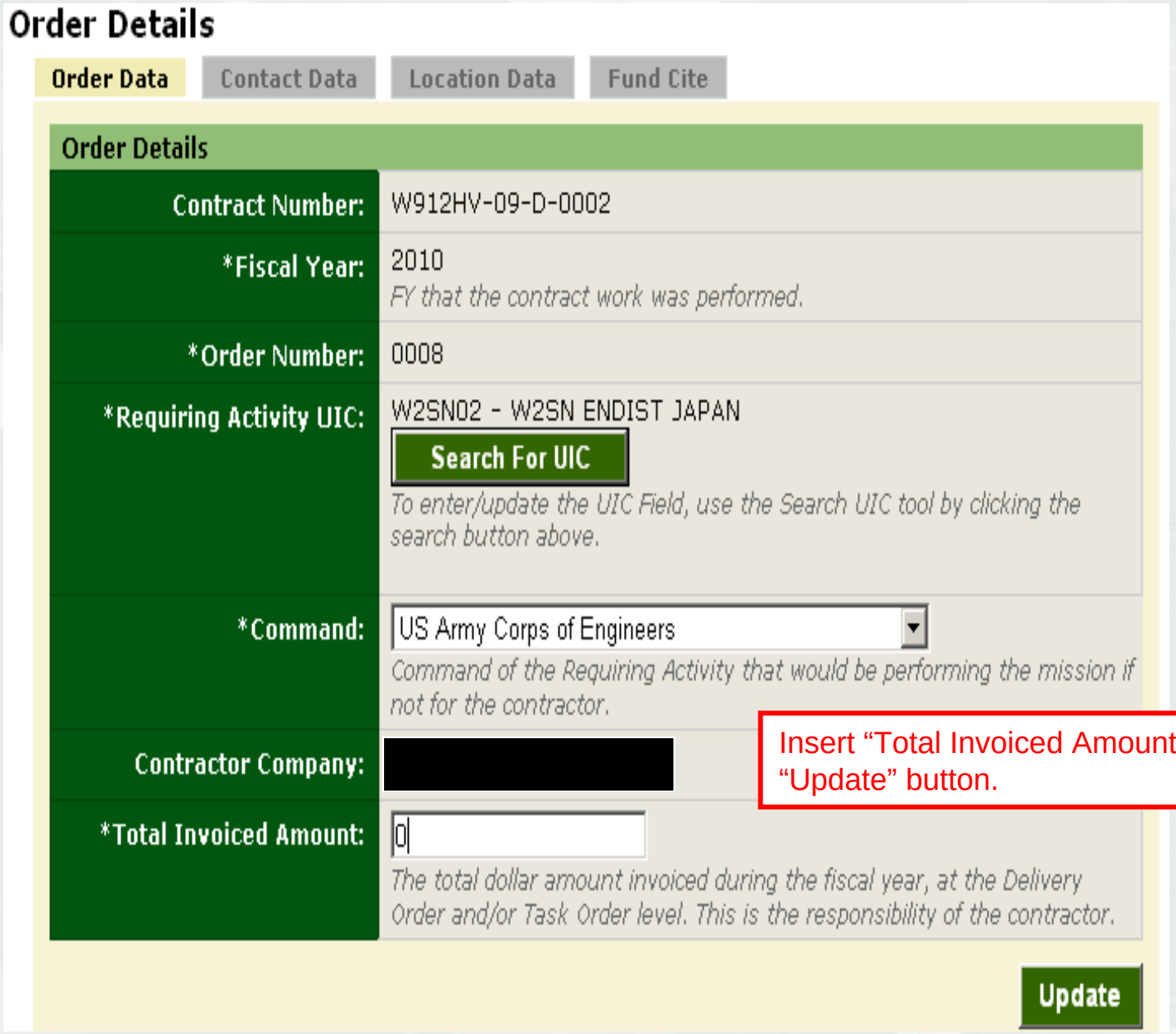
Order Data | Contact Data | Location Data | Fund Cite

Order Details

Contract Number:	W912HV-09-D-0002
*Fiscal Year:	2010 *FY that the contract work was performed.*
*Order Number:	0008
*Requiring Activity UIC:	W2SN02 - W2SN ENDIST JAPAN
*Command:	US Army Corps of Engineers *Command of the Requiring Activity that would be performing the mission if not for the contractor.*
Contractor Company:	[redacted]
*Total Invoiced Amount:	*The total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the contractor.*

Edit

Verify Government has input order details. If so, click the "Edit" button and add the "Total Invoiced Amount" per the instructions in the CMR worksheet.



Insert “Total Invoiced Amount” and click the “Update” button.

Contact Details

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

To edit the existing contact information: Click on the point of contact link in the table below.

Contact Information

	First Name	Last Name	Phone Number	Email
Contracting Officer	Kurtis	Kikkawa	046-407-8725	kurtis.t.kikkawa@usace.army.mil
COR/COTR	Rodney	Chong	046-407-3774	rodney.k.chong@usace.army.mil

Verify Government has input Contracting Officer and COR/COTR. If so, input contact information of Contractor employee completing CMR.

Contractor

First Name:	
Last Name:	
Phone Number:	
Email Address:	

Save Contractor

Contact Details

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

To edit the existing contact information: Click on the point of contact link in the table below.

Contracting Officer (KO)	
First Name:	
Last Name:	
Phone Number:	
Email Address:	

Save Contracting Officer

Contractor	
First Name:	
Last Name:	
Phone Number:	
Email Address:	

Save Contractor

Contracting Officer's Representative/Contracting Officer's Technical Representative (COR/COTR)	
First Name:	
Last Name:	
Phone Number:	
Email Address:	

Save COR/COTR

Example of Contact Data screen if Government has not input their portion.

Contact Details

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

To edit the existing contact information: Click on the point of contact link in the table below.

Contracting Officer (KO)	
First Name:	Kurtis
Last Name:	Kikkawa
Phone Number:	046-407-8725
Email Address:	kurtis.t.kikkawa@usace.a

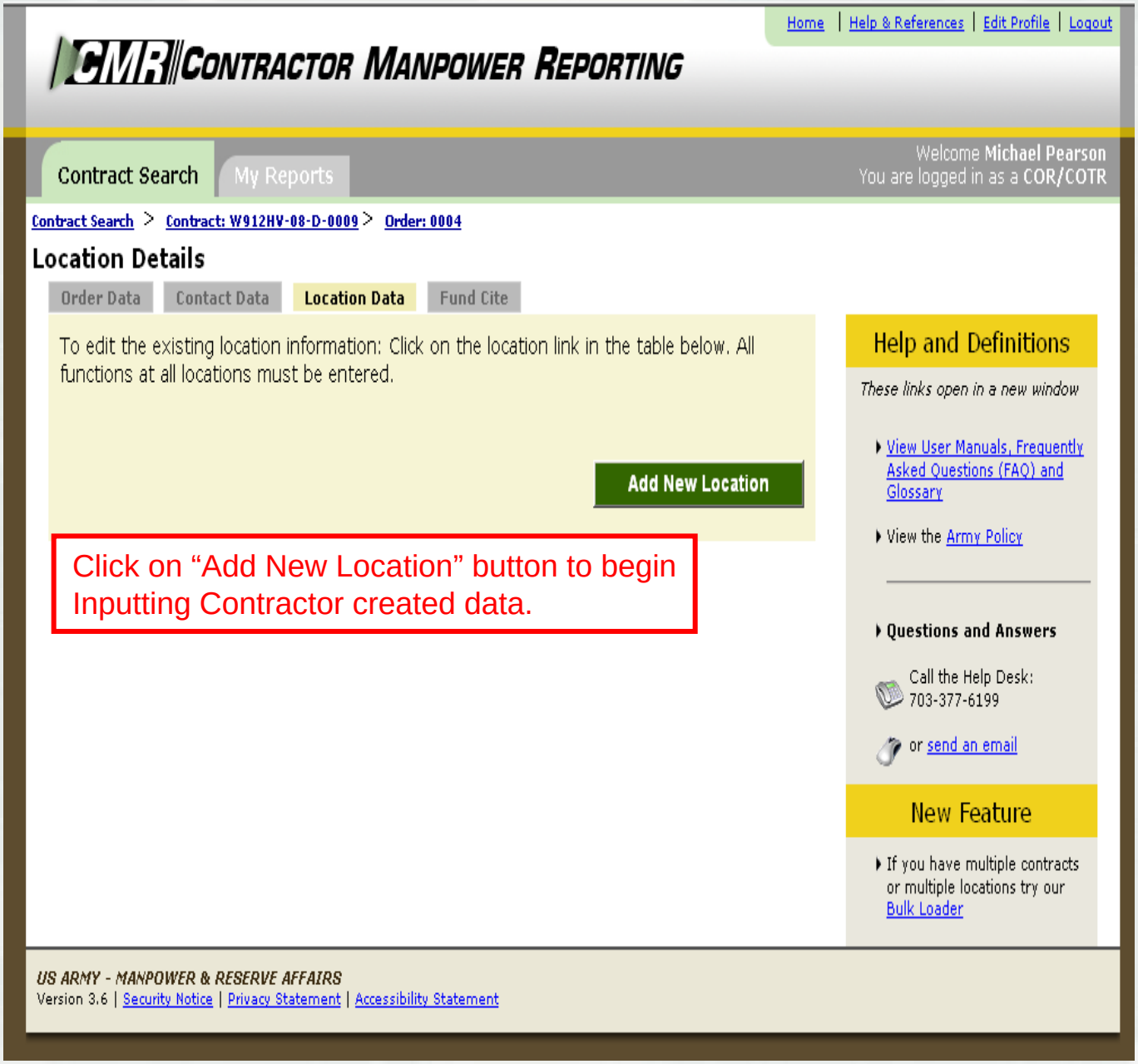
Save Contracting Officer

Contractor	
First Name:	
Last Name:	
Phone Number:	
Email Address:	

Save Contractor

Contracting Officer's Representative/Contracting Officer's Technical Representative (COR/COTR)	
First Name:	Rodney
Last Name:	Chong
Phone Number:	046-407-3774
Email Address:	rodney.k.chong@usace.a

Save COR/COTR


Home | Help & References | Edit Profile | Logout
CMR CONTRACTOR MANPOWER REPORTING
Contract Search
My Reports
Welcome Michael Pearson
You are logged in as a COR/COTR
Contract Search > Contract: W912HV-08-D-0009 > Order: 0004
Location Details
Order Data
Contact Data
Location Data
Fund Cite
To edit the existing location information: Click on the location link in the table below. All functions at all locations must be entered.
Add New Location
Click on "Add New Location" button to begin Inputting Contractor created data.
Help and Definitions
These links open in a new window
View User Manuals, Frequently Asked Questions (FAQ) and Glossary
View the Army Policy
Questions and Answers
Call the Help Desk: 703-377-6199
or send an email
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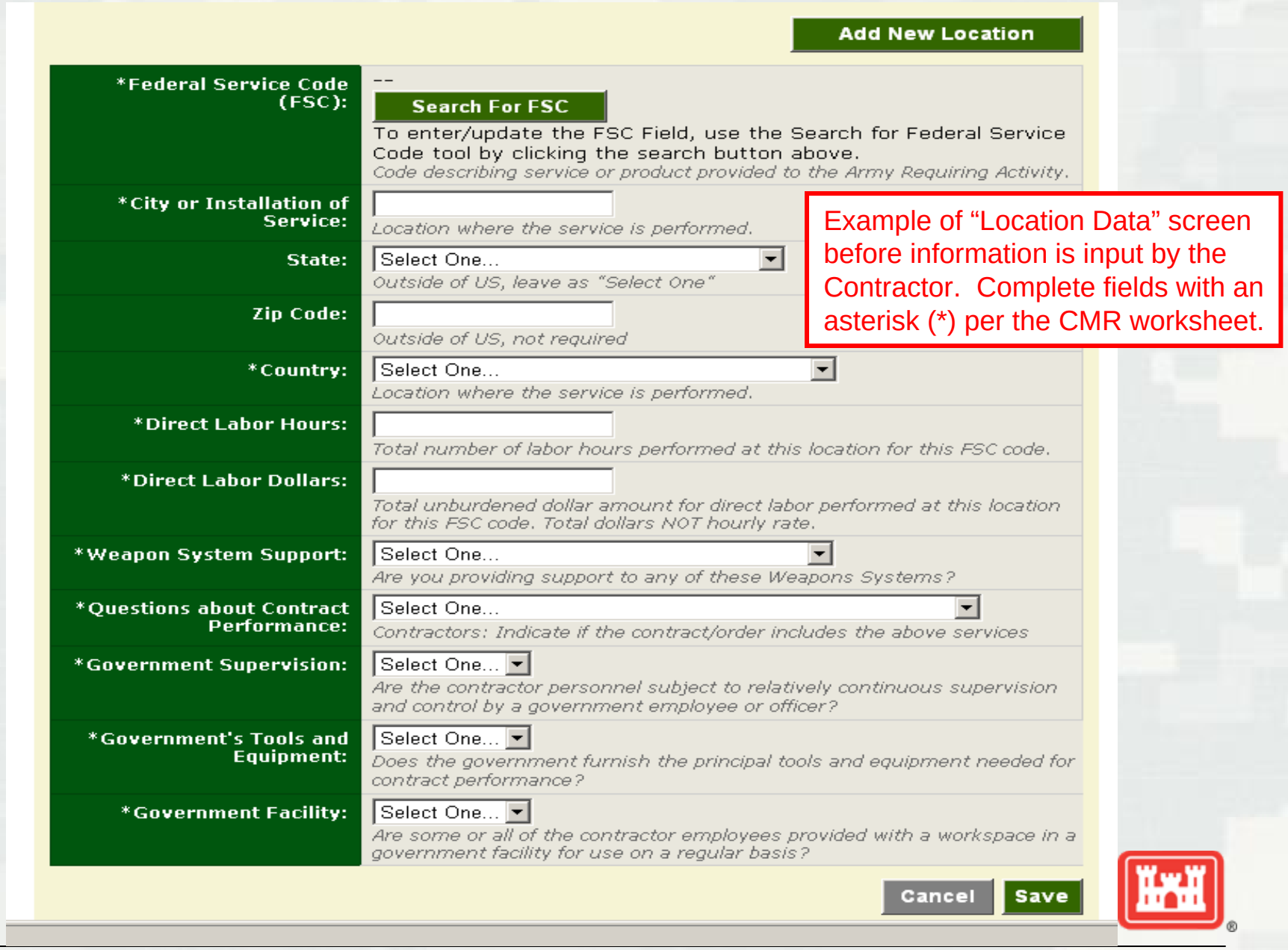
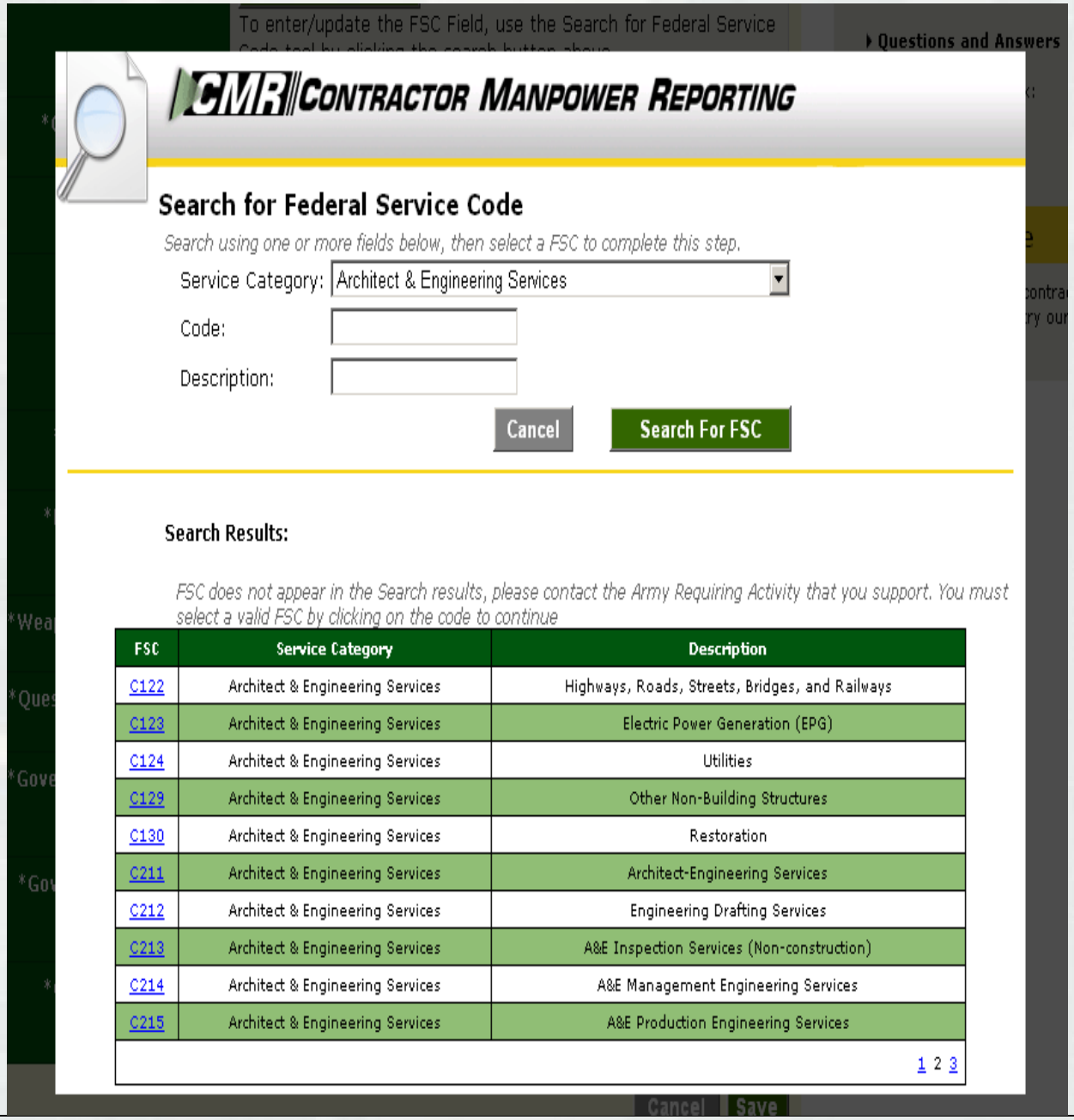
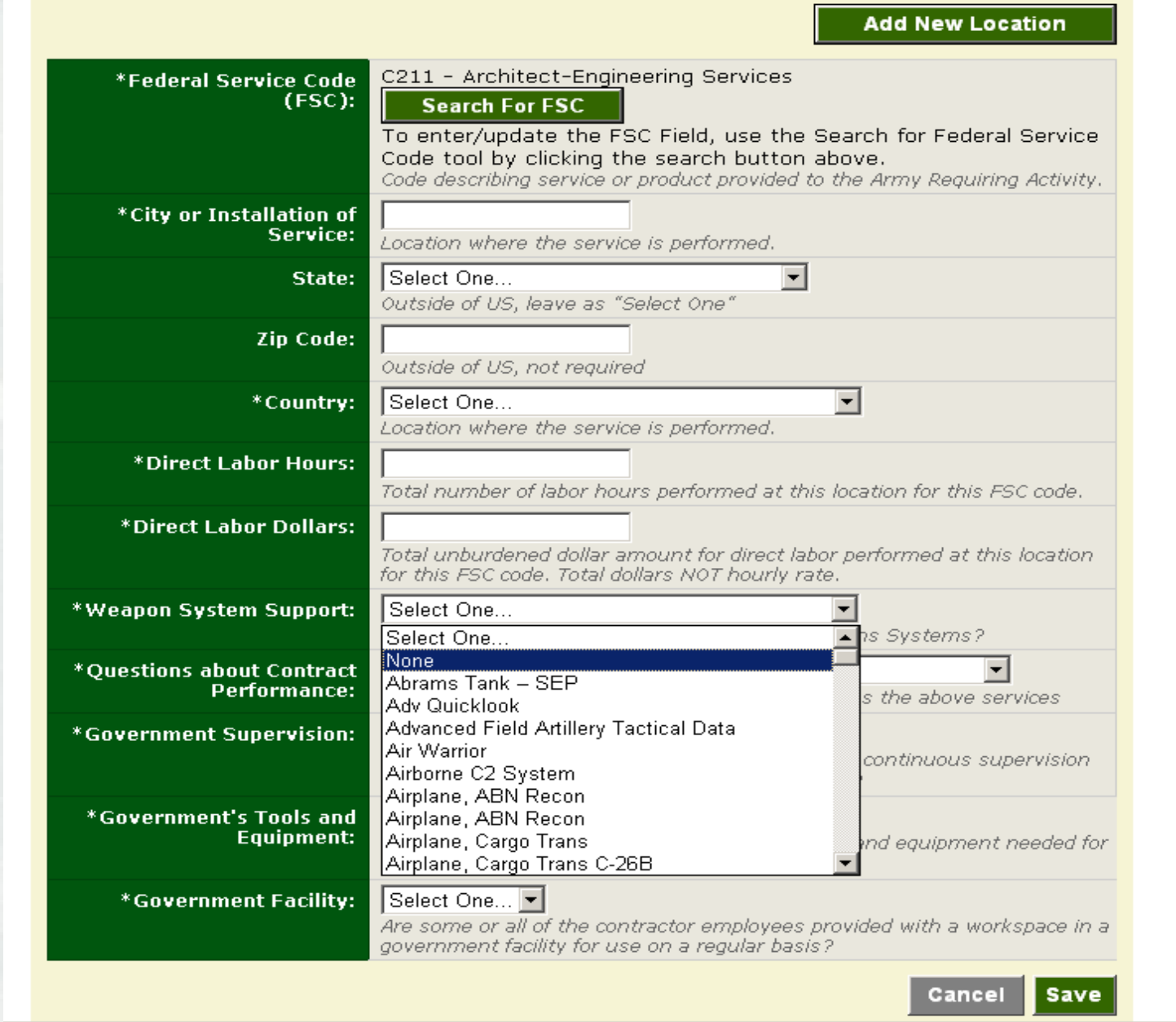


Example of "Location Data" screen before information is input by the Contractor. Complete fields with an asterisk (*) per the CMR worksheet.

Zip Code:
Outside of US, not required
If you have multiple contracts or multiple locations try our
CMR CONTRACTOR MANPOWER REPORTING
Search for Federal Service Code
Search using one or more fields below, then select a FSC to complete this step.
O5557 - Combat or Security Related Training
O5558 - Contractor Interrogators
O5559 - Private Security Contractors
My FSC is not listed, Search for FSC
Cancel
Select
and control by a government employee or officer?

Zip Code:
Outside of US, not required
If you have multiple contracts or multiple locations try our Bulk Loader
CMR 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: Architect & Engineering Services
Code:
Description:
Cancel
Search For FSC
Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?

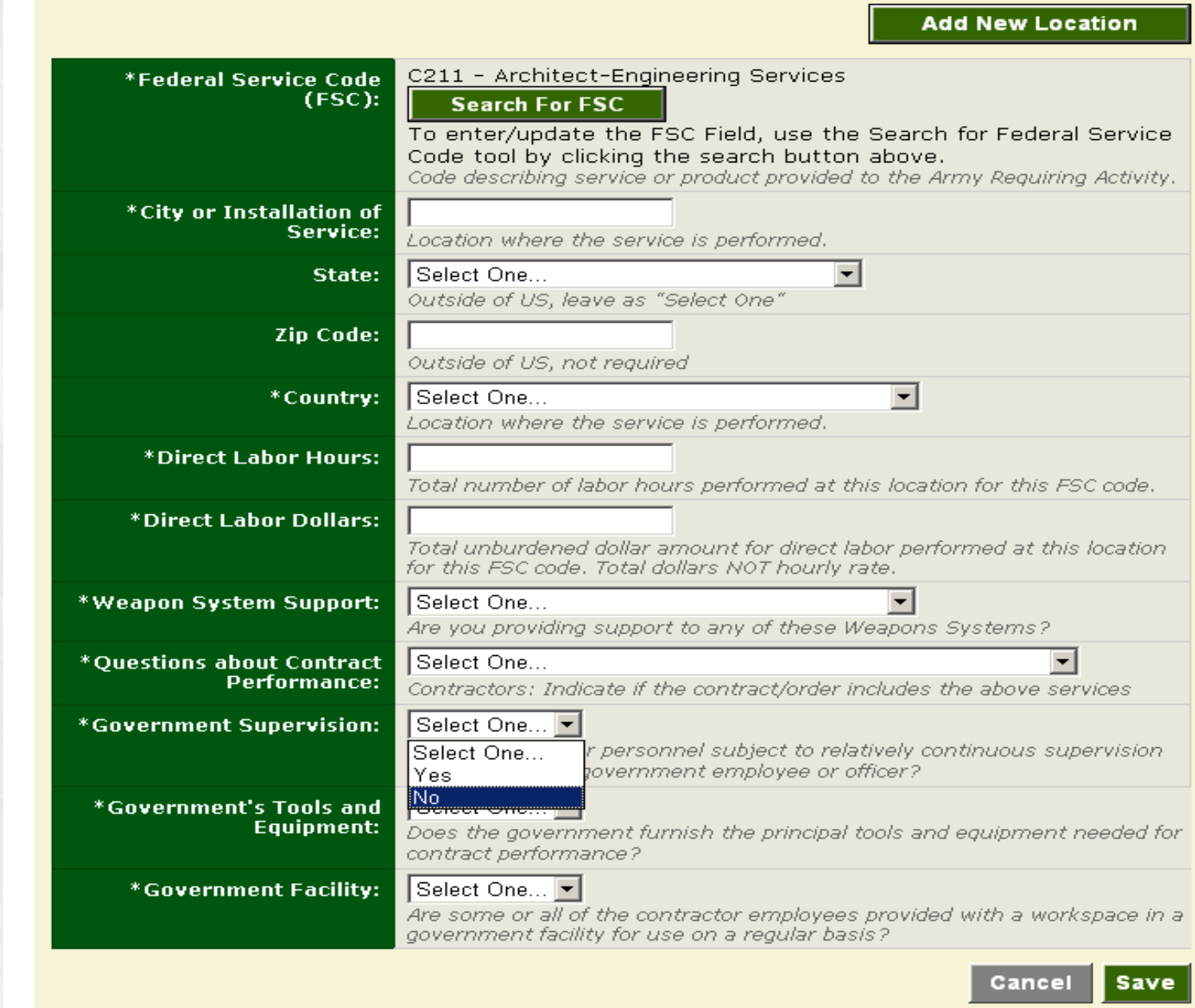

To enter/update the FSC Field, use the Search for Federal Service
Questions and Answers
CMR CONTRACTOR MANPOWER REPORTING
Search for Federal Service Code
Search using one or more fields below, then select a FSC to complete this step.
Service Category: Architect & Engineering Services
Code:
Description:
Cancel
Search For FSC
Search Results:
FSC does not appear in the Search results, please contact the Army Requiring Activity that you support. You must select a valid FSC by clicking on the code to continue
FSC | Service Category | Description
C122 | Architect & Engineering Services | Highways, Roads, Streets, Bridges, and Railways
C123 | Architect & Engineering Services | Electric Power Generation (EPG)
C124 | Architect & Engineering Services | Utilities
C129 | Architect & Engineering Services | Other Non-Building Structures
C130 | Architect & Engineering Services | Restoration
C211 | Architect & Engineering Services | Architect-Engineering Services
C212 | Architect & Engineering Services | Engineering Drafting Services
C213 | Architect & Engineering Services | A&E Inspection Services (Non-construction)
C214 | Architect & Engineering Services | A&E Management Engineering Services
C215 | Architect & Engineering Services | A&E Production Engineering Services
1 2 3
Cancel
Save


Add New Location
*Federal Service Code (FSC):
C211 - Architect-Engineering Services
Search For FSC
To enter/update the FSC Field, use the Search for Federal Service Code tool by clicking the search button above.
Code describing service or product provided to the Army Requiring Activity.
*City or Installation of Service:
Location where the service is performed.
State:
Select One...
Outside of US, leave as "Select One"
Zip Code:
Outside of US, not required
*Country:
Select One...
Location where the service is performed.
*Direct Labor Hours:
Total number of labor hours performed at this location for this FSC code.
*Direct Labor Dollars:
Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.
*Weapon System Support:
Select One...
Select One...
None
Abrams Tank – SEP
Adv Quicklook
Advanced Field Artillery Tactical Data
Air Warrior
Airborne C2 System
Airplane, ABN Recon
Airplane, ABN Recon
Airplane, Cargo Trans
Airplane, Cargo Trans C-26B
*Questions about Contract Performance:
*Government Supervision:
continuous supervision
*Government's Tools and Equipment:
*Government Facility:
Select One...
Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?
Cancel
Save

Add New Location

*Federal Service Code (FSC):	C211 - Architect-Engineering Services Search For FSC To enter/update the FSC Field, use the Search for Federal Service Code tool by clicking the search button above. *Code describing service or product provided to the Army Requiring Activity.*
*City or Installation of Service:	*Location where the service is performed.*
State:	Select One... *Outside of US, leave as "Select One"*
Zip Code:	*Outside of US, not required*
*Country:	Select One... *Location where the service is performed.*
*Direct Labor Hours:	*Total number of labor hours performed at this location for this FSC code.*
*Direct Labor Dollars:	*Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.*
*Weapon System Support:	Select One... *Are you providing support to any of these Weapons Systems?*
*Questions about Contract Performance:	Select One... Select One... Clinical patient care in a DoD Medical Treatment facility Expert or consultant services N/A Support to Defense Intel or Special Ops components OCONUS vices
*Government Supervision:	ervision
*Government's Tools and Equipment:	Select One... *Does the government furnish the principal tools and equipment needed for contract performance?*
*Government Facility:	Select One... *Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?*

Cancel Save


Add New Location
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C211 - Architect-Engineering Services
Search For FSC
To enter/update the FSC Field, use the Search for Federal Service Code tool by clicking the search button above.
Code describing service or product provided to the Army Requiring Activity.
*City or Installation of Service:
Location where the service is performed.
State:
Select One...
Outside of US, leave as "Select One"
Zip Code:
Outside of US, not required
*Country:
Select One...
Location where the service is performed.
*Direct Labor Hours:
Total number of labor hours performed at this location for this FSC code.
*Direct Labor Dollars:
Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.
*Weapon System Support:
Select One...
Are you providing support to any of these Weapons Systems?
*Questions about Contract Performance:
Select One...
Contractors: Indicate if the contract/order includes the above services
*Government Supervision:
Select One...
Select One...
Yes
No
personnel subject to relatively continuous supervision
government employee or officer?
*Government's Tools and Equipment:
Does the government furnish the principal tools and equipment needed for contract performance?
*Government Facility:
Select One...
Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?
Cancel
Save

Add New Location

*Federal Service Code (FSC):	C211 - Architect-Engineering Services Search For FSC To enter/update the FSC Field, use the Search for Federal Service Code tool by clicking the search button above. *Code describing service or product provided to the Army Requiring Activity.*
*City or Installation of Service:	*Location where the service is performed.*
State:	Select One... *Outside of US, leave as "Select One"*
Zip Code:	*Outside of US, not required*
*Country:	Select One... *Location where the service is performed.*
*Direct Labor Hours:	*Total number of labor hours performed at this location for this FSC code.*
*Direct Labor Dollars:	*Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.*
*Weapon System Support:	Select One... *Are you providing support to any of these Weapons Systems?*
*Questions about Contract Performance:	Select One... *Contractors: Indicate if the contract/order includes the above services*
*Government Supervision:	Select One... *Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?*
*Government's Tools and Equipment:	Select One... Select One... Yes No *ment furnish the principal tools and equipment needed for ance?*
*Government Facility:	*Are some or all of the contractor employees provided with a workspace in a government facility for use on a regular basis?*

Cancel Save

Add New Location

*Federal Service Code (FSC):	C211 - Architect-Engineering Services Search For FSC To enter/update the FSC Field, use the Search for Federal Service Code tool by clicking the search button above. *Code describing service or product provided to the Army Requiring Activity.*
*City or Installation of Service:	*Location where the service is performed.*
State:	Select One... *Outside of US, leave as "Select One"*
Zip Code:	*Outside of US, not required*
*Country:	Select One... *Location where the service is performed.*
*Direct Labor Hours:	*Total number of labor hours performed at this location for this FSC code.*
*Direct Labor Dollars:	*Total unburdened dollar amount for direct labor performed at this location for this FSC code. Total dollars NOT hourly rate.*
*Weapon System Support:	Select One... *Are you providing support to any of these Weapons Systems?*
*Questions about Contract Performance:	Select One... *Contractors: Indicate if the contract/order includes the above services*
*Government Supervision:	Select One... *Are the contractor personnel subject to relatively continuous supervision and control by a government employee or officer?*
*Government's Tools and Equipment:	Select One... *Does the government furnish the principal tools and equipment needed for contract performance?*
*Government Facility:	Select One... Select One... Yes No *the contractor employees provided with a workspace in a ty for use on a regular basis?*

Cancel Save

Home | Help & References | Edit Profile | Logout
CMR CONTRACTOR MANPOWER REPORTING
Contract Search
My Reports
Welcome Michael Pearson
You are logged in as a COR/COTR
Contract Search > Contract: W912HV-08-D-0009 > Order: 0004
Fund Cite Details
Order Data
Contact Data
Location Data
Fund Cite
To edit the existing Fund Cite information: Click on the link in the table below. If you have another Fund Cite, please click the Add Fund Cite button.
Verify the Government has input the fund cite information.
Add Fund Cite
Help and Definitions
These links open in a new window
View User Manuals, Frequently Asked Questions (FAQ) and Glossary
View the Army Policy
Questions and Answers
Call the Help Desk: 703-377-6199
or send an email
New Feature
If you have multiple contracts or multiple locations try our Bulk Loader
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Example CMR Worksheet attached to Task Order

CONTRACT MANPOWER REPORTING WORKSHEET

GOVERNMENT CREATED INFORMATION:

1. Contract Number:
2. Contract Fiscal Year:
3. NDAA Elements:
    - Form of Contract Action:
    - Contract Type:
    - Performance-Based Services Acquisition:
    - Non-DOD Purchasing Agency:
    - Competed Action:
    - If Competed, Number of Offerors:
    - Small Business:
    - Small Disadvantaged Business:
    - Women-Owned Small Business:
    - DoD Administering Component:
    - Contracting Organization:

ORDER DATA TAB

1. Fiscal Year:
2. Order Number:
3. Requiring Activity UIC:
4. Command:
5. Contractor Company:

CONTACT DATA TAB

1. Contracting Officer (KO):
    - First Name:
    - Last Name:
    - Phone Number:
    - Email Address:

2. COR/COTR:
    - First Name:
    - Last Name:
    - Phone Number:
    - Email Address:

FUND CITE TAB

1. Basic Symbol:
2. Operating Agency:

3. Department:
4. MDEP:
5. Element of Resource:
6. AMSCO:
7. FY Dollars:

GOVERNMENT SUPPLIED INFORMATION:

Contractor Manpower Reporting (CMR) Conversion Rate: ¥108.9969/$1.00

LOCATION DATA TAB

1. Federal Service Code (FSC): C211 (Architect-Engineering Services)

CONTRACTOR OR SUBCONTRACTOR CREATED DATA:

ORDER DATA TAB

1. Total Invoiced Amount: Entered in US Dollars and including subcontractors

CONTACT DATA TAB

1. Contractor: Name of employee creating data
    - First Name:
    - Last Name:
    - Phone Number:
    - Email Address:

LOCATION DATA TAB

1. Federal Service Code (FSC): See Government supplied information
2. City or Installation of Service:
3. State: Leave “Select One” if outside the US
4. Zip Code: Not required if outside the US
5. Country:
6. Direct Labor Hours: Including subcontractors
7. Direct Labor Dollars: Entered in US Dollars and including subcontractors
8. Weapon System Support:
9. Questions about Contract Performance:
10. Government Supervision:
11. Government’s Tools and Equipment:
12. Government Facility: