

## Contractor Manpower Reporting System

<https://cmra.army.mil/>

### Registration:

ORA will not be submitting this information. Individual departments will submit this info to the Army. You will need to register in the system. It can take a couple of days for your account to be activated so register now.

You will need to register as a new user:

<https://cmra.army.mil/register.aspx>

For the role type choose Contractor and then enter UM's Cage Code (0UB92) in the space provided.

The Contractor User Guide is available at this URL:

[https://cmra.army.mil/Help/User\\_Guide\\_Contractor.pdf](https://cmra.army.mil/Help/User_Guide_Contractor.pdf)

The FAQs state that you may estimate labor hours and labor dollars.

You will need to contact your COR/COTR for the UIC (Unit Identification Code) before completing this report. This is not the same as your DODAAC code.

Log in to the system. There are two ways of entering data. The **preferred** reporting method is for the COR/COTR to enter contract data into CMRA at the Delivery Order/Task Order level.

**Contractors and Sub-contractors enter Direct Labor Hours, Direct Labor Dollars, POC, and location data.**

**If reporting with this method Click on "Enter Contractor Section" above then select the "Add Location Information" tab.**

**OR**

The **alternative** reporting method is for Contractors and Sub-contractors to enter all information except for fund cite, obligations and disbursements - the COR/COTR is expected to add fund cite, obligations, disbursements at a later date. If reporting with this method, select **"Add New Contract Information"** tab.

For the Federal Service Code – If the contract doesn't contain the FSC code, then it will either be Applied Research (AD92) or Basic Research (AD91). Type that in the space provided.

You will be entering direct labor hours and costs so you will just be reporting labor and Fringe benefits costs, no overhead.