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:

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:

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.