



Contractor Manpower Reporting (CMR)
System Users Manual (SUM)
with XML Interface Design

(CMR-SUM)

Date Printed: March 4, 2005

Version: 2.01

Contractor Manpower Reporting System Users Manual
with XML Interface Design

Table of Contents:

1.0 OVERVIEW	3
1.1 What is the Contractor Manpower Reporting System?.....	4
1.2 Protection of Information within CMR.....	5
1.3 Responsibilities of the COTR and Army Requiring Activities.....	5
1.4 Responsibilities of Contracting Officer.....	6
1.5 How Do I Enter Information into CMR?.....	7
1.6 When is the Information Required by CMR?.....	7
1.7 How Do I Access CMR and Create a User Profile?.....	8
1.7.1 Process for Accessing CMR.....	8
1.7.2 Creating the User Profile.....	9
2.0 XML PROCESS	13
2.1 XML Document upload, verification, and validation process.....	16
2.2 Automatic loading via XML Interface.....	17
2.3 Using Excel 2003 in creating your XML document.....	19
3.0 INTERFACE IDENTIFICATION, BUSINESS RULES, AND DIAGRAMS	27
3.1 Aggregation of labor hours and costs by location and function.....	27
3.2 Detailed data element list.....	28
4.0 REFERENCE TABLES	31
4.1 CONUS Zip Codes.....	31
4.2 OCONUS Zip Codes.....	31
4.3 Federal Service or Supply Codes (FSC).....	31
4.4 Country Codes.....	32
4.5 Fund Citation.....	37
5.0 CONTRACTOR COMPLIANCE REPORTS (PARC/ CO/ COR/ COTR USERS)	38
6.0 RESOURCE MANAGER REPORTS	40
6.1 Provide baseline for manpower requirements validation and execution analysis.....	42
6.2 Provide basis for execution and audit reviews comparing contract resources reported within federal supply and service code functions to fund cite data (appropriation, element of resource, Army management structure code, MDEP).....	46
6.3 Provide a framework for developing or refining prioritization methodology for contract requirements at Departmental level using Federal supply and service code for functional task and MACOM/UIC.....	47
6.4 Provide labor costs per contract work year and total costs per contract work year by Federal supply and service code function, location, and MACOM.....	48
7.0 TABLE OF FIGURES	50

Contractor Manpower Reporting System Users Manual
with XML Interface Design

NOTE:

**To move to another section of the document,
just click the page number next to the section heading.**

1.0 OVERVIEW

This document is intended for the following audiences:

- **Army Requiring Activity** – The organizational unit(s) that submit a written requirement or statement of need for services that are to be satisfied by a contract.
- **Contracting Officer (CO)**– 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.
- **Contracting Officer’s Representative or Contracting Officer’s Technical Representative (COR or COTR)** – A qualified individual designated by the contracting officer to assist in the technical monitoring or administration of a contract.
- **Contractor** – A person or corporation who has been contracted by the Army to perform work at a Army military post or other location.
- **Developer** – The person who will map the data between the contractor’s personnel and time-keeping information systems and certain information on the contract document to generate the XML document according to the data elements within this XML design document.
- **Resource Managers** – Managers Army wide who will use CMR data to generate information useful as a baseline for programming and documenting contractor support in terms of manpower and dollars in the Army’s Planning, Programming, Budgeting, and Execution System, to include the Total Army Analysis; the Army Authorization Documents System; and the Structure and Manpower Allocation System.

The CMR website is at the following web address:

- <https://contractormanpower.army.pentagon.mil>

Contractor Manpower Reporting System Users Manual with XML Interface Design

1.1 What is the Contractor Manpower Reporting System?

The following document details the Contractor Manpower Reporting System (CMR) and its eXtensible Markup Language (XML) interface.

The CMR system is a business process to collect information on funding source, contracting vehicle, organization supported, mission and function performed, and labor hours and costs for contracted efforts. Contractors or the Army Requiring Activity input actual labor hours, dollars, and other information directly from their accounting systems into the CMR system, using their existing timekeeping, personnel, accounting systems as well as information supplied with the contract. Existing financial management and procurement systems do not completely distinguish between goods and services, nor do they identify the specific organization for which the work is being performed.

CMR will enable the Army to (1) fully understand the composition of the Army workforce (military, civilian, and contractor), and allow for more informed workforce staffing and funding decisions, (2) provide better oversight of our workforce, avoid duplication of effort, or shifting of in-house reductions to contract, and (3) better account for and explain our total Army workforce. The Army Business Initiative Council (BIC) approved development and use of CMR on May 8, 2002. On September 2, 2002 it was approved by the Department of Defense BIC. The Office of Management and Budget approved this data collection pursuant to the Paperwork Reduction Act on November 24, 2003 (OMB number 0702-0120).

CMR captures information about the private sector performance of services supporting functions identified as the responsibility of the Secretary of the Army in 10 United States Code Section 3013. These include: recruiting; organizing; supplying; equipping (including research and development); training; servicing; mobilizing; demobilizing; administering (including the morale and welfare of personnel); maintaining; the repair of military equipment and the maintenance and repair of buildings. In addition, CMR captures reimbursable functions for which the Army is the executive agent and those functions supporting operational requirements of combatant commanders. Additional information, including the guidance approved by the Secretary of the Army about CMR, can be found on the CMR website (<https://contractormanpower.army.pentagon.mil>).

Contracting Officers (CO's) will only have the ability to verify that data has been reported by a contractor and will not have access to reported man hours or labor costs. Contracting Officer Representatives (COR) of the organization or activity requiring the contractor's services are responsible for ensuring contract data is loaded into the system. They will have the ability to load contract information into the website if they do not wish for their contractors to do so. Contractors can only load data into the system but not view it, in order to protect proprietary information. It is anticipated that contractors will review their data prior to loading it into the system to minimize errors.

Contractor Manpower Reporting System Users Manual with XML Interface Design

The reporting of actual contractor labor hour data in CMR is a “first step” in the Army’s plans to program and document contractor support in the Army Authorization Documentation System (TAADS), The Structure and Manpower Allocation System (SAMAS), and the Civilian Manpower Integrated Costing System (CMICS) for use in the Total Army Analysis. However, actual labor hours utilized by contractors is not the same as programmatic estimates. Therefore, guidance for programming and documenting contractor support in TAADS, SAMAS and CMICS will be provided separately by G1 and G3.

This document contains information for CMR users to create an XML template for transmitting data using a standard format. (See **Section 2.1** XML Document upload, verification, and validation process’ and **Section 2.2** for the ‘Automatic XML loading’). An alternative means of providing data is to use Microsoft Excel 2003 to generate an XML. Earlier versions of Microsoft Excel can not be used because the XML functionality was released with version 2003 (see **Section 2.3** for ‘2.3 Using Excel 2003 in creating your XML document’). **The XML schema will be available, upon request, from the CMR website for loading into your information systems.**

1.2 Protection of Information within CMR

Labor costs and man-hours worked will be treated as proprietary data when associated with contractor name or contract number.

1.3 Responsibilities of the COTR and Army Requiring Activities

It is the responsibility of the Army requiring activity to: (1) **make sure that the data reporting is a deliverable within the solicitation, contract and contract modifications issued on or after March 7, 2005;** (2) supply the Unit Identification Code (UIC) to the contracting officer for inclusion in the CLIN in section B; (3) assist the contractor to make sure the complete reporting takes place no later than October 31 each year as described in **Section 1.6;** and (4) assist the contractor in identifying the fund cite on the contract. When the information is not apparent on the contract forms, the Army requiring activity is responsible for giving the information to the contractor. It is estimated that the creating of the XML template should take about 20 work hours to complete. This information is provided to assist the contracting officers technical representative in determining whether the contractor is charging a reasonable cost for reporting the information. It is important to use the UIC of the Army requiring activity and not the UIC of the Army contracting activity. If the COR or COTR does not know the UIC of their requiring activity, they should obtain it from their resource management office. Army Requiring Activities, COR, COTR’s may check on the status of reporting contractors. See **Section 5.0** for these status reports.

Contractor Manpower Reporting System Users Manual with XML Interface Design

1.4 Responsibilities of Contracting Officer

The Contracting Officer is responsible for making sure include this requirement for information as a CLIN in Section B of each service contract, to include the UIC (assuring that the UIC used is that of the Army requiring activity). In addition, the Contracting Officer is responsible to assure that the data collection costs charged by the contractor are reasonable. It is estimated that the creating of the XML template should take about 20 work hours to complete. This information is provided to assist the contracting officers in determining whether the contractor is charging a reasonable cost for reporting the information. Contracting officers may check on the status of reporting by their contractors. See **Section 5.0** for these status reports.

Contractor Manpower Reporting System Users Manual with XML Interface Design

1.5 How Do I Enter Information into CMR?

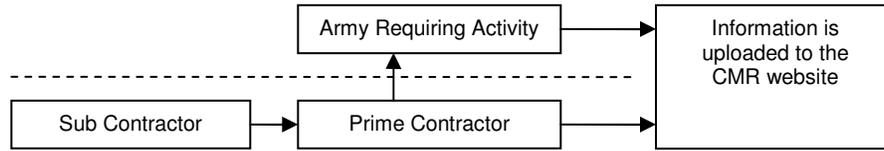


Figure 1: Subcontractor Reporting via Prime Contractor

Contractors or Army Requiring Activities insert information into by using an eXtensible Markup Language (XML) interface. On the average, it should take twenty hours of a developer’s time to develop and deploy this interface, which over the years will cost the Army or contractor less than entering information into web-based screens. Although the site contains information for the sub-contractor, the prime contractor, or Army requiring activity inserts all information.

Before entering information into the CMR, please contact your COR/COTR (Contracting Officer’s Technical Representative) to identify the Army requiring activity’s Unit Identification Code(s) (UICs).

This website contains ‘UNCLASSIFIED’ data. If you would like to upload ‘CLASSIFIED’ information to our SIPRNET site, please call or e-mail the CMR Helpdesk referenced in the table of contents. Section 1.7.1 Process for Accessing CMR’ on page 8 describes how to create a user profile within the CMR system and depicts the associated profile screens.

1.6 When is the Information Required by CMR?

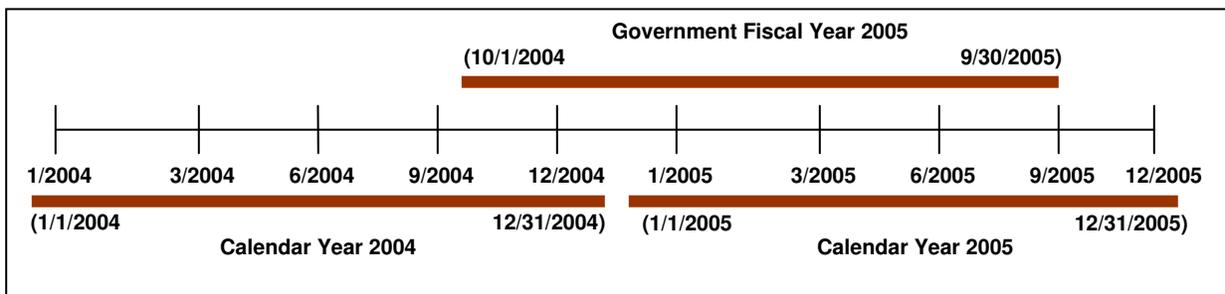


Figure 2: Government Fiscal Year 2005 Graphic

Reporting for the CMR system must occur by the 31 of October for all contracts that were modified or created during the just completed fiscal year (October 1 to September 30). If contract performance is completed before 30 September, the data can be entered upon contract completion rather than waiting for the end of the fiscal year.

Contractor Manpower Reporting System Users Manual with XML Interface Design

1.7 How Do I Access CMR and Create a User Profile?

1.7.1 Process for Accessing CMR

The process diagram (Figure 3: CMR Approval Process) illustrates how an Army requiring activity or a contractor becomes a 'verified' user within the CMR system.

Once their profile is created, the CMR system administrator will approve or disapprove the account. If they are not approved an e-mail will be generated with justification for this action. The verification process makes sure only authorized contractors and Army requiring activities can enter information into the CMR system. As information and updates about the CMR system, system maintenance, or informational messages are created, the authorized users will be informed about the operational status of the CMR system.

If a contractor and an Army requiring activity both submit XML documents containing the same contract number, delivery order number, task number or modification number, the computer will update the record based upon the latest information received.

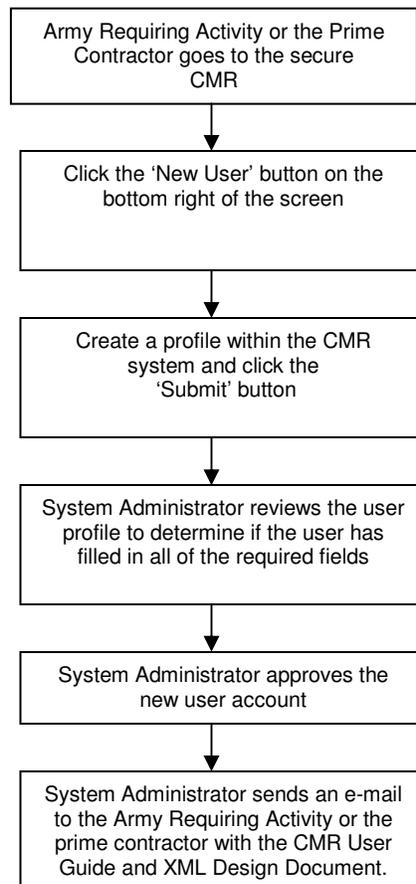


Figure 3: CMR Approval Process

Contractor Manpower Reporting System Users Manual with XML Interface Design

1.7.2 Creating the User Profile



Figure 4: CMR Main Web Page

To obtain a user profile, please do the following:

- 1) Go to the CMR application at <https://contractormanpower.army.pentagon.mil/>
- 2) Click the "New User" button located on the bottom right of the page (please see graphic above)

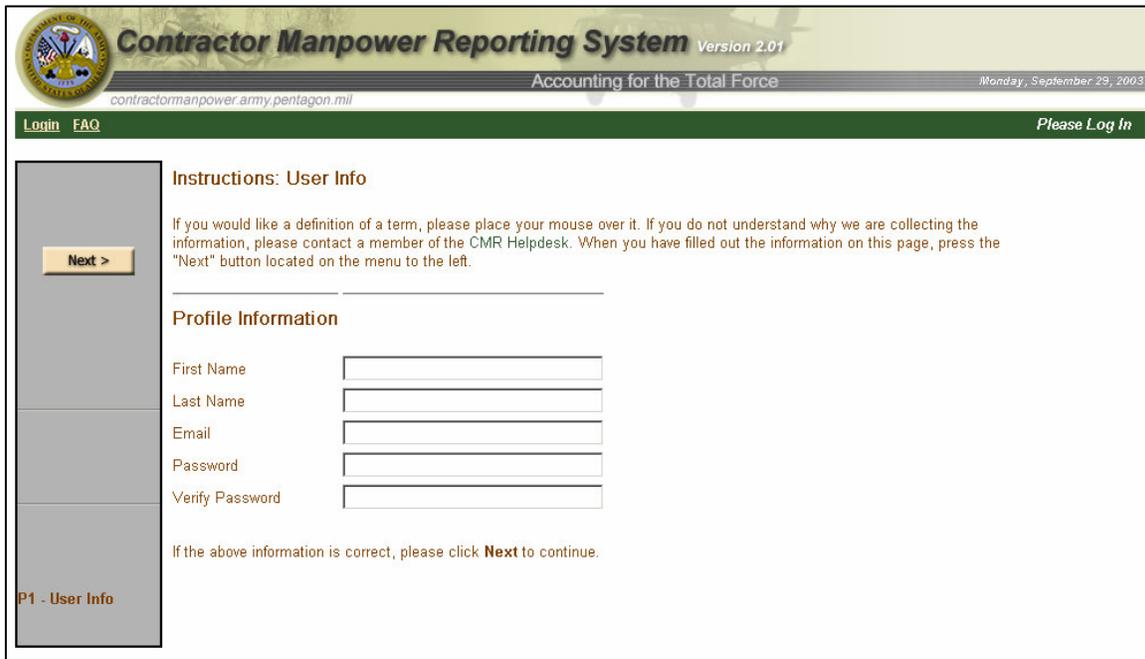


Figure 5: User Profile main screen

Contractor Manpower Reporting System Users Manual with XML Interface Design

3) Type in your profile information into the space provided. Please remember that your e-mail address will be your user ID within the CMR system. Once the information is filled in, press the “Next” button to continue.

4) The second screen of the profile is concerned with the user’s role within the system. A user can be a contractor, Army requiring activity, PARC, CO, or COR/COTR. Most of the screens ask the basic information. Contractors will enter their CAGE codes (if they know it). The PARC, CO, and COR/COTR users will have to fill in their office ID as well as their address information. Once complete, press the ‘Next >’ button the information is submitted to the CMR system administrator. The system administrator will respond to your request for access. If approved, you will receive an e-mail stating that you can enter the system.

User Profile Information Contractor Requiring Activity PARC CO COR/COTR

You selected CONTACTOR as your profile

Contractor Office Name

Contractor Office CAGE Code

Use CAGE code if known

Contractor Office Address 1

Contractor Office Address 2

Contractor Office City

Contractor Office State

Contractor Office Country

Contractor Zip code

When you have completed the information on the screen click the 'Next >' button to continue.

Figure 6: Profile information for a Contractor

User Profile Information Contractor Requiring Activity PARC CO COR/COTR

You selected ARMY REQUIRING ACTIVITY as your profile

Requiring Activity Name

Requiring Activity UIC Code

Requiring Activity Address 1

Requiring Activity Address 2

Requiring Activity City

Requiring Activity State

Requiring Activity Zip code

When you have completed the information on the screen click the 'Next >' button to continue.

Figure 7: Profile information for an Army Requiring Activity

Contractor Manpower Reporting System Users Manual with XML Interface Design

User Profile Information Contractor Requiring Activity PARC CO COR/COTR

You selected PARC as your profile

PARC Name

PARC Contract Codes
(if multiple offices, add comma after each)

PARC Address 1

PARC Address 2

PARC City

PARC State

PARC Zip Code

When you have completed the information on the screen click the 'Next >' button to continue.

Figure 8: Profile for a Principal Assistant Responsible for Contracting (PARC)

User Profile Information Contractor Requiring Activity PARC CO COR/COTR

You selected CO as your profile

CO Name

CO Contract Codes
(if multiple offices, add comma after each)

CO Address 1

CO Address 2

CO City

CO State

CO Zip Code

When you have completed the information on the screen click the 'Next >' button to continue.

Figure 9: Profile for a Contracting Officer

User Profile Information Contractor Requiring Activity PARC CO COR/COTR

You selected COR/COTR as your profile

COR/COTR Name

COR/COTR Contract Number
(If multiple contracts, use a comma after each)

COR/COTR Address 1

COR/COTR Address 2

COR/COTR City

COR/COTR State

COR/COTR ZIP code

When you have completed the information on the screen click the 'Next >' button to continue.

Figure 10: Profile for the Contracting Officer's Representative or Technical Representative.

Contractor Manpower Reporting System Users Manual with XML Interface Design

5) If the user forgets their password, press the “Forgot Password” hyperlink from the main CMR screen. The password will be sent to you.



The screenshot shows the 'Forgotten Password' web screen of the Contractor Manpower Reporting System. At the top, there is a header with the system logo on the left, the title 'Contractor Manpower Reporting System Version 2.01' in the center, and the tagline 'Accounting for the Total Force' on the right. Below the header, there is a navigation bar with 'Login' and 'FAQ' links on the left, and 'Please Log In' on the right. The main content area is titled 'Forgotten Password' and contains the text: 'If you are a user of the Contractor Manpower Reporting System, you have forgotten your password. Please submit your email address and your password will be sent to you.' Below this text is a form with an 'Email:' label, a text input field, and an 'OK' button.

Figure 11: Forgotten password web screen

Contractor Manpower Reporting System Users Manual with XML Interface Design

2.0 XML PROCESS

XML is a standard data format that allows easy data processing and exchange between different applications. XML is a way for databases to communicate to each other using a common language. It has been adopted by the world wide standards body (W3C). XML is widely used within the commercial industry to move large amounts of information replacing older Electronic Data Interchange (EDI) data transfer methods.

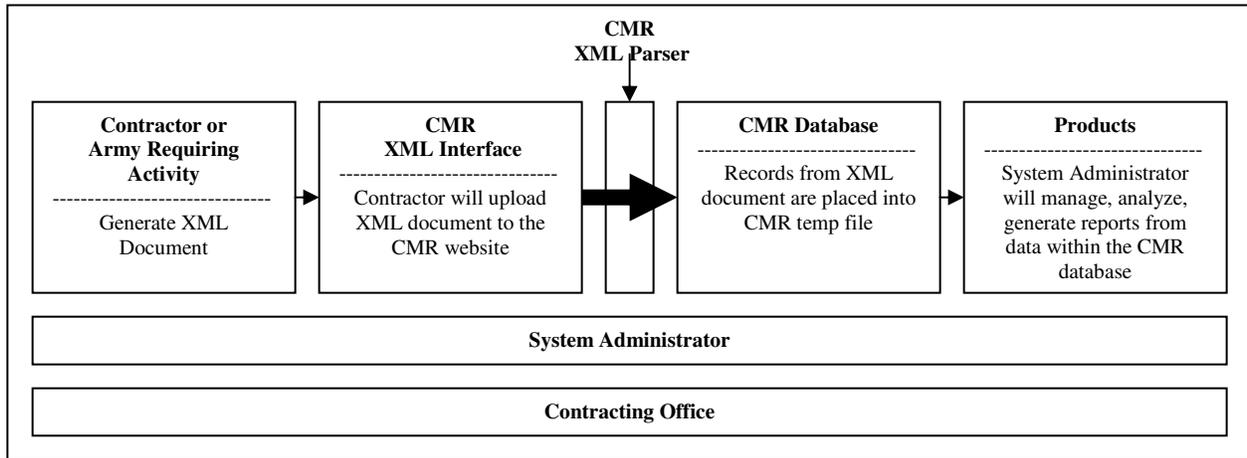


Figure 12: Overview of XML Process

The Army requiring activity or the contractor will create the XML document based upon the information contained within this design specification. Once the Army requiring activity or contractor are sure the information asked for will be provided by the interface, it is uploaded to the CMR website. Every night the CMR database server reads the recently uploaded XML files. Once the file is read (and verified as an XML document) the CMR database will validate it against the following: (1) lookup tables within the CMR system, (2) make sure contract numbers or phone number do not include dashes (-), and (3) send an e-mail to the submitter if all of the records are loaded correctly. If the records are not loaded correctly, the submitter will receive an e-mail from the CMR System Administrator stating which records need to be corrected.

There are two ways for users to create an XML document: 1) map the information using the XML template against their local timekeeping and human resources (HR) systems, or 2) loading the XML template into Microsoft Excel 2003 and saving the document as XML. These two scenarios are described in this section.

Contractor Manpower Reporting System Users Manual with XML Interface Design

Scenario One: Using the contractor's database systems to create an XML document

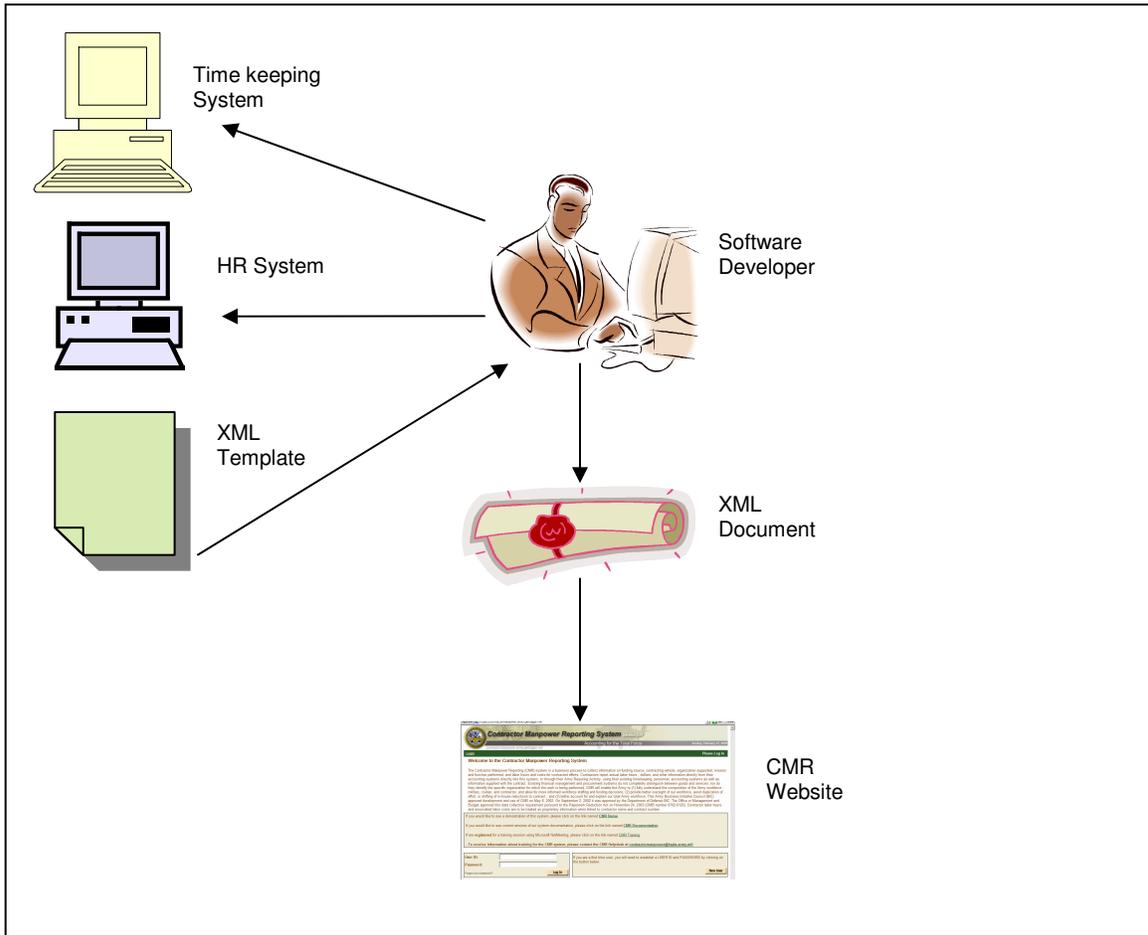


Figure 13: Using the contractor's database systems to create the XML document

The software developer takes the XML template (called a schema with the file extension of .XSD) from the CMR website. The XML schema has all of the business rules the developer needs to create an XML document. The developer uses the XML template as the guide and 'maps' the data elements required in the contractor's timekeeping and HR database systems. When the mapping is complete, the developer uses their database system (SQL Server, ORACLE, Microsoft Access 2003) to create an XML document from their data. The XML document (with the file extension of .XML) is loaded to the CMR website.

Contractor Manpower Reporting System Users Manual with XML Interface Design

Scenario Two: Using Microsoft Excel to create an XML document

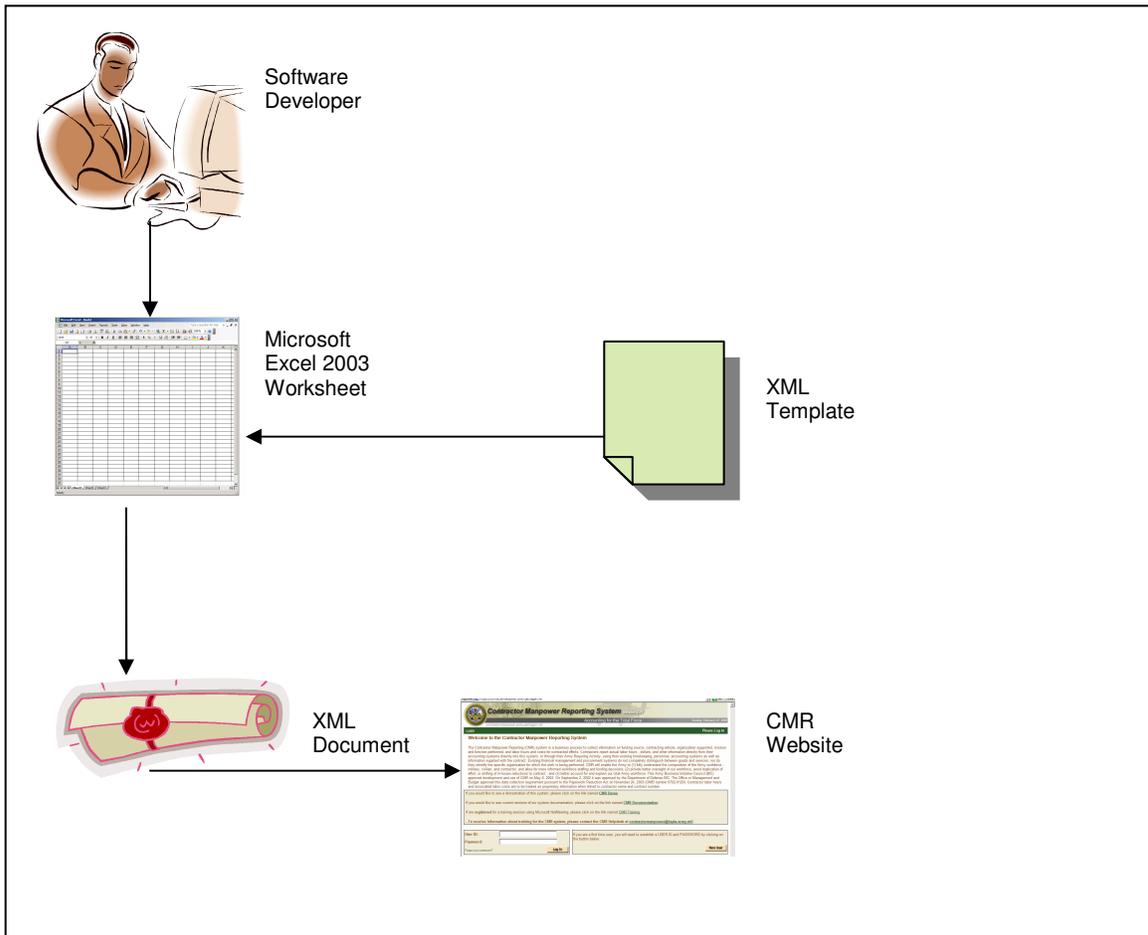


Figure 14: Using Microsoft Excel 2003 in creating an XML document

The software developer opens a new workbook within Microsoft Excel 2003. The developer loads an XML template (called a schema with the file extension of .XSD) from the CMR website. The XML schema has all of the business rules the developer needs to create an XML document. The developer types in the information. For information that repeats, the developer uses the 'cut/ paste' functionality, thus saving the developer time in creating the spreadsheet. The developer can also use the functions inherent in Microsoft Excel 2003 in creating the spreadsheet. The ability to create an XML document from an Excel spreadsheet is only within Microsoft Excel 2003. When the developer has completed the spreadsheet, they save it as an XML document, which is loaded to the CMR website.

Contractor Manpower Reporting System Users Manual with XML Interface Design

2.1 XML DOCUMENT UPLOAD, VERIFICATION, AND VALIDATION PROCESS

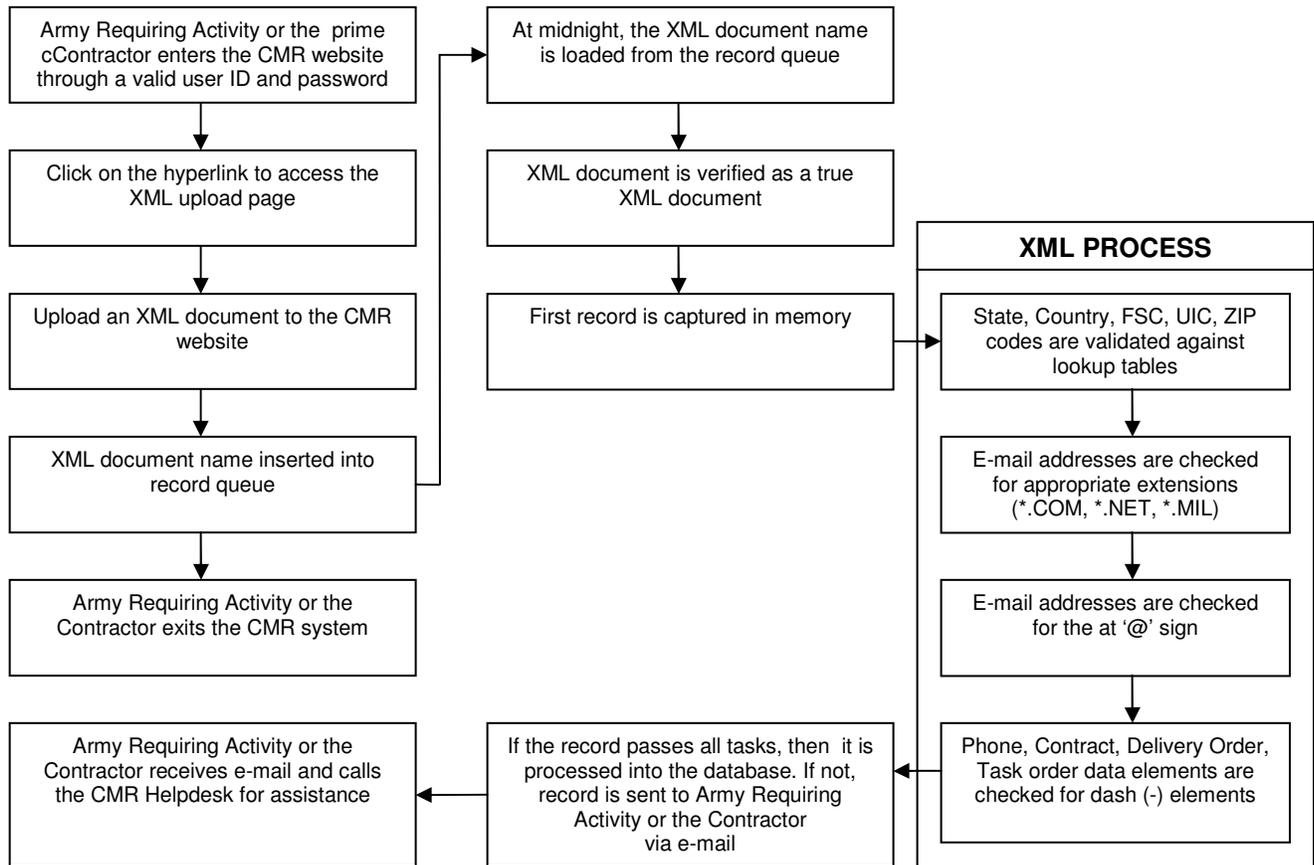


Figure 15: XML Upload, Verification, and Validation Process

The figure above shows the XML system process for those users who wish to use the automatic upload feature of the CMR website. Once the record is uploaded to the CMR website, the file name is kept in a database table until it can be loaded into the CMR database. The XML parsing procedures verify that the document uploaded is truly an XML document. All documents that do not use the correct XML format as indicated in this document are not valid. An e-mail will be generated by the system stating that the file could not be uploaded.

The 'XML Process' part of the diagram describes how information is moved from the XML document into the database. Each data field is cross-referenced against the lookup tables within the database. For simplicity many of these lookup tables are located in the 'CMR Reference Tables' document. If a contract record is loaded correctly into the database tables, an e-mail is sent to the prime contractor or Army requiring activity stating that the information is ready. If the contract does not make it through the interface, a record is sent to the appropriate submitter stating why the interface did not accept the information.

Contractor Manpower Reporting System Users Manual with XML Interface Design

2.2 AUTOMATIC LOADING VIA XML INTERFACE

This section discusses the automatic data loading capability using XML. The data elements required by the interface are located in **Section 3.2** and an XML schema is available on the CMR website.

1) You can start Automatic Data Transfer from the Main Menu, by clicking on the “Click here for Automatic Data Transfer” link which will link to the Automatic data Transfer Page.

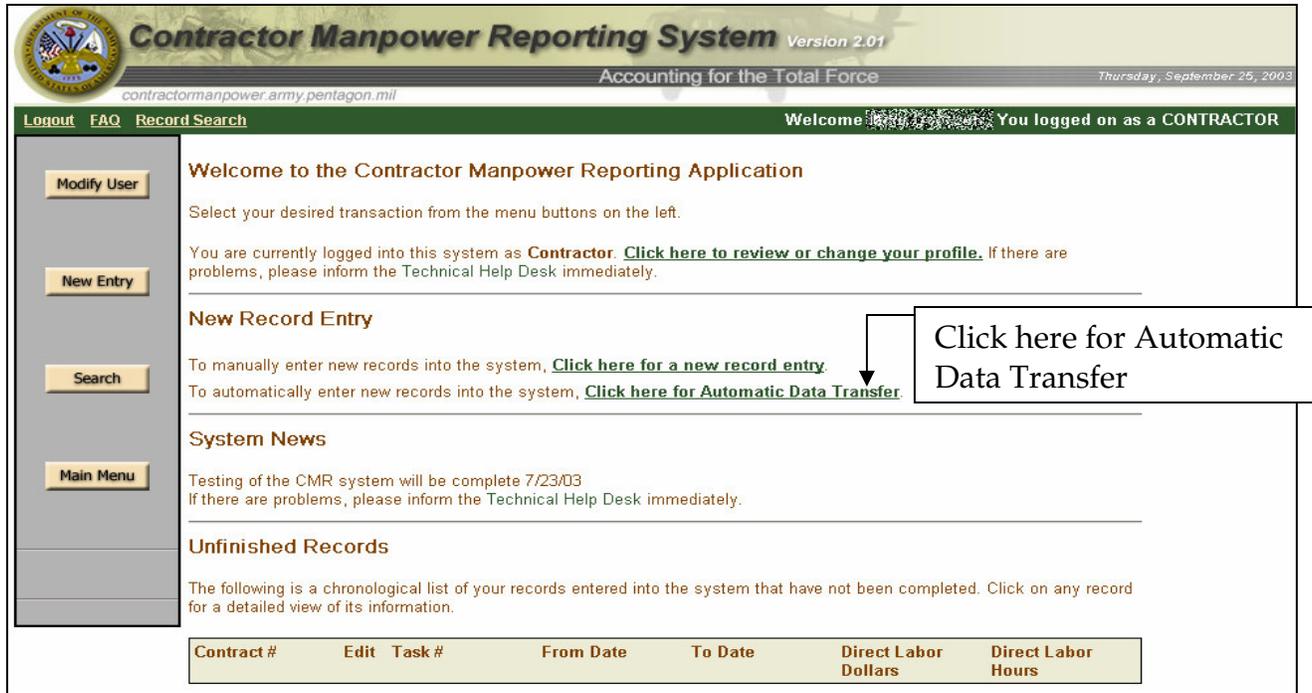


Figure 16: CMR Main menu web screen

Contractor Manpower Reporting System Users Manual with XML Interface Design

2) Begin the Automatic Transfer by uploading the proper XML File. This is accomplished by clicking on the “Browse” link. To view our current XML schema, click on the schema hyperlink

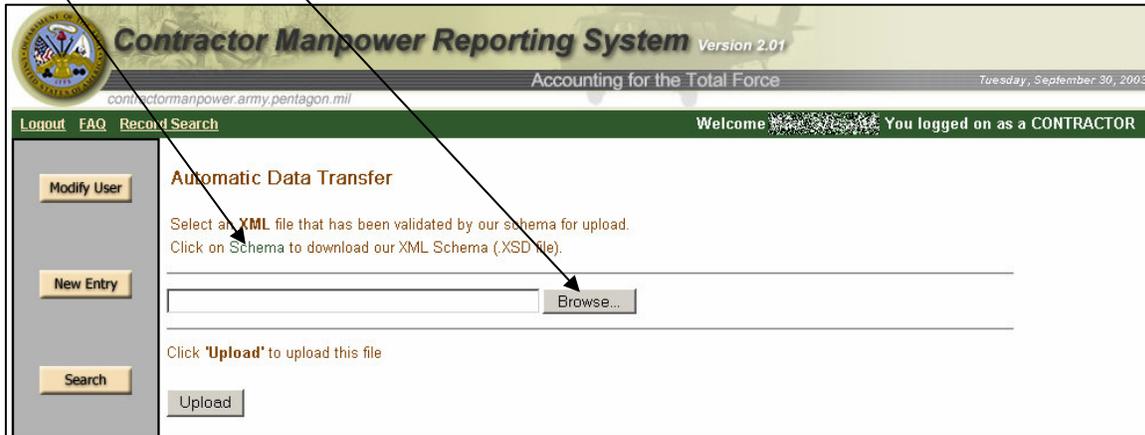


Figure 17: Automatic data transfer web screen

3) Once the XML Schema File has been uploaded and the necessary data put into the .XML file, it can be selected by using the “Browse” button. Once the “Browse” entry space has been populated, the “Upload” button can be selected. The screen will look like this:

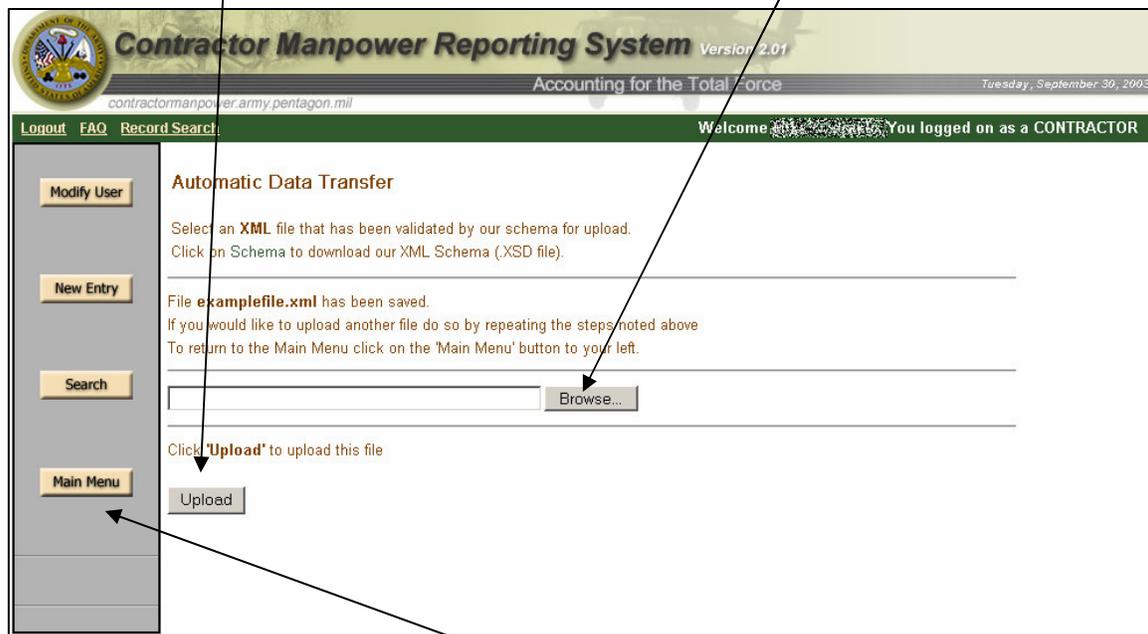


Figure 18: Automatic data transfer web screen with loaded XML file

4) Then return to the Main Menu by clicking the ‘Main Menu’ button.

Contractor Manpower Reporting System Users Manual with XML Interface Design

2.3 USING EXCEL 2003 IN CREATING YOUR XML DOCUMENT

The business process outlined on the left is for a contractor or Army Requiring Activity to create an XML document without the use of a relational database management system (RDBMS).

Microsoft Excel 2003 is the first Excel product to have the XML functionality.

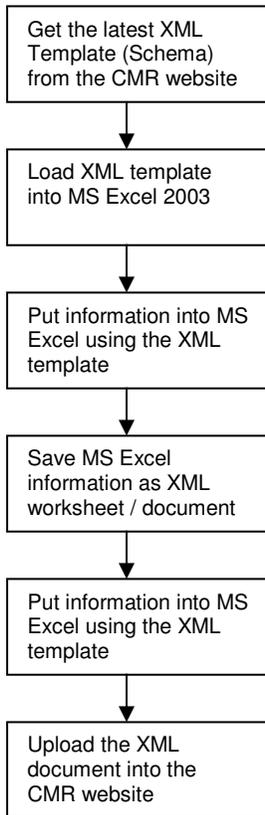


Figure 19: XML loading process using Microsoft Excel 2003

1) Get the latest XML template from the CMR website

A current version of the XML template (schema) is available from the CMR website:

- <https://contractormanpower.army.pentagon.mil/xml/CMRSchema.xsd>
- Right click on the page where it says “SCHEMA” and save the file
- Please note, Internet Explorer will want to save the template as an *.xml file. Before saving, change the file extension to *.xsd

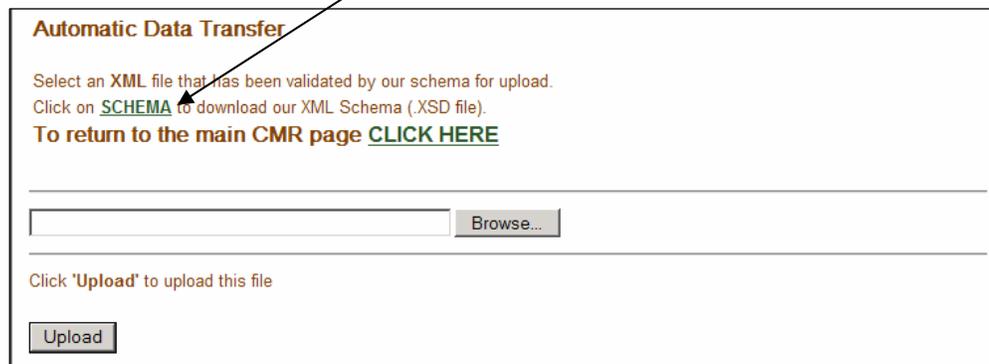
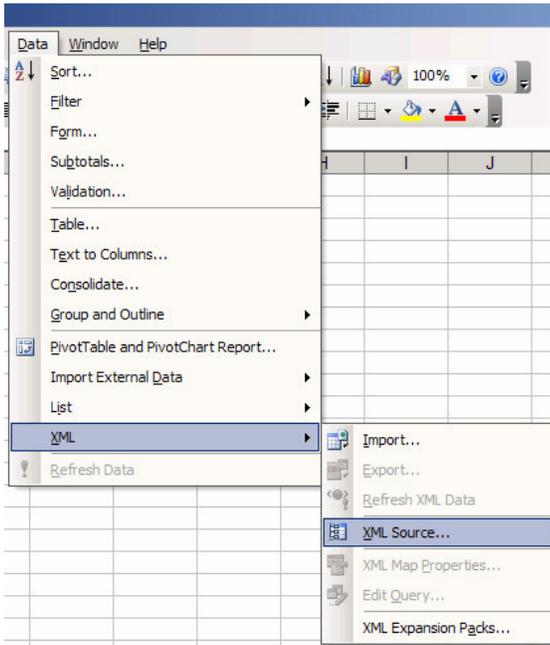


Figure 20: Automatic data transfer screen with line to XML schema

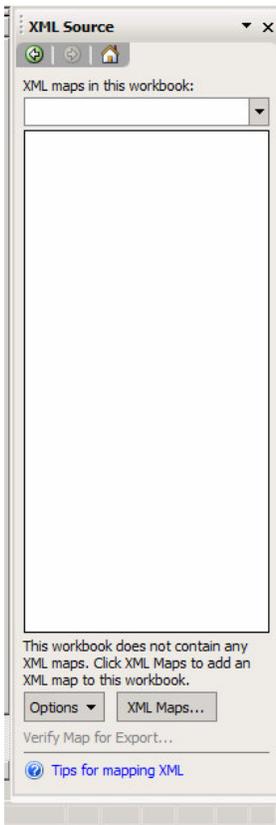
Contractor Manpower Reporting System Users Manual with XML Interface Design

2) Load the XML template into MS Excel 2003 by doing the following:



2a) Within Microsoft Excel 2003 (can not do with earlier versions) click Data > XML > XML source

Figure 21: Microsoft Excel 2003, XML menu option



2b) The 'XML Source Window will appear on the screen. Click the 'XML Maps' button

Figure 22: Microsoft Excel 2003, Import XML template (maps)

Contractor Manpower Reporting System Users Manual with XML Interface Design

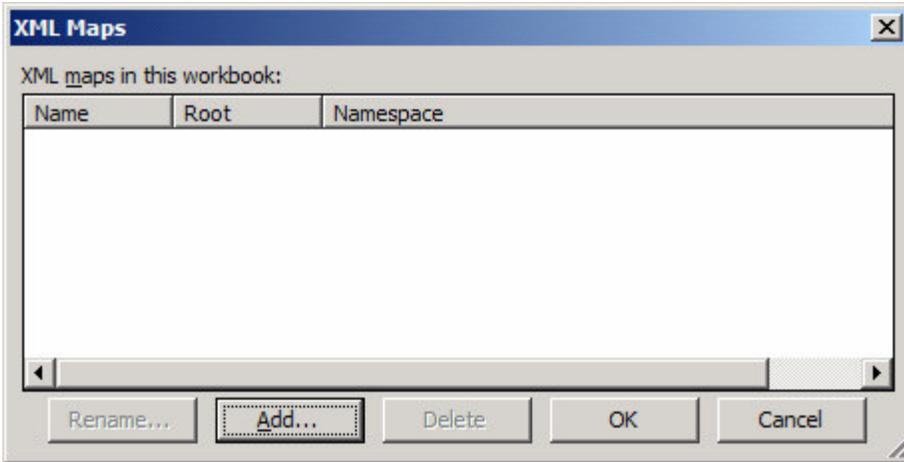
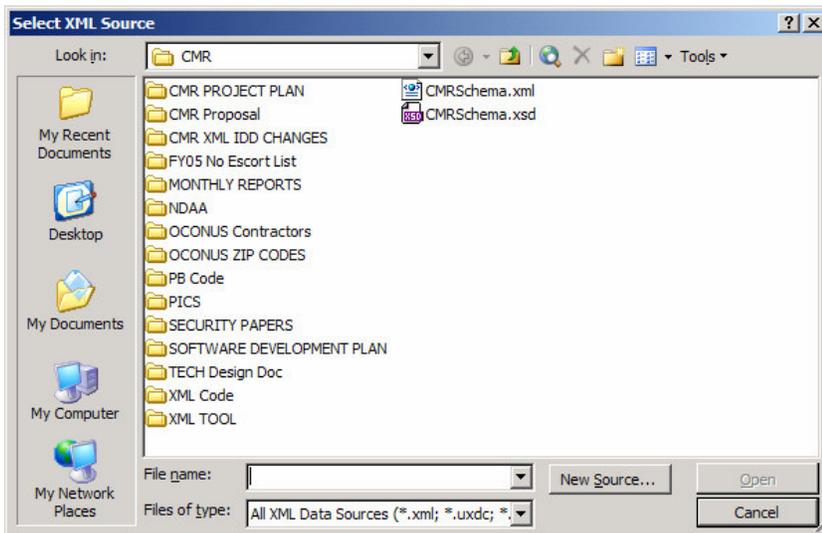


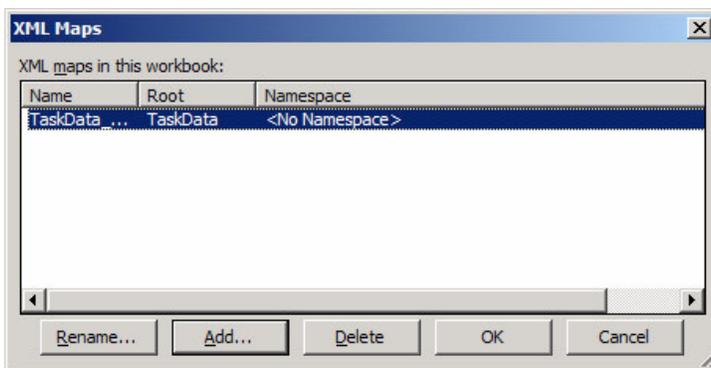
Figure 23: Add XML maps

2c) Click the 'Add' button to include a template to this workbook.



2d) Click the name of the template you want to load into your spreadsheet and press 'Open'.

Figure 24: Browse XML templates



2e) The template will be loaded into Excel. Press 'OK' to continue

Figure 25: XML maps screen with CMR template

Contractor Manpower Reporting System Users Manual with XML Interface Design

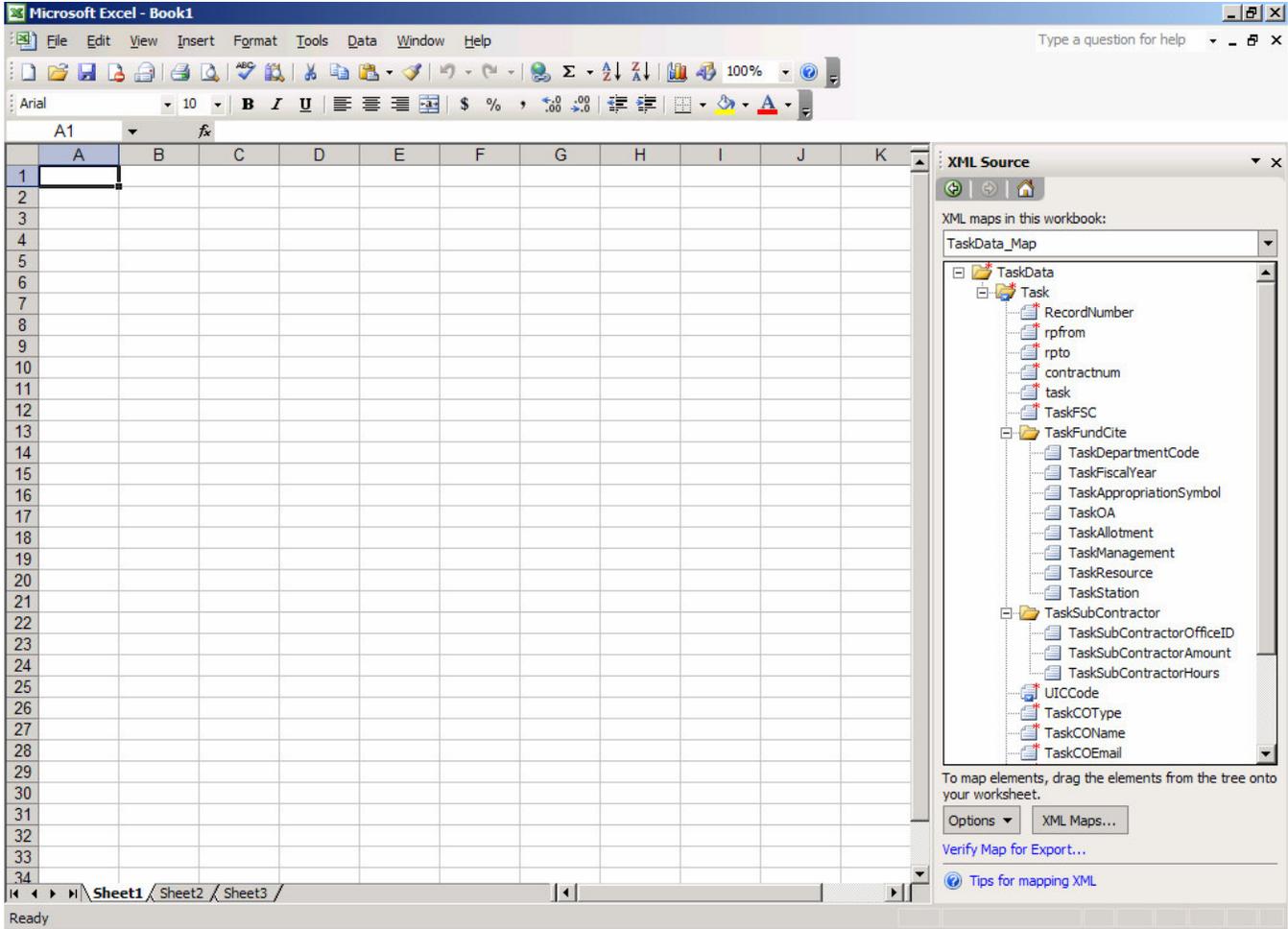


Figure 26: Microsoft Excel 2003 with XML template

2f) The XML data elements from the loaded template appear on the right hand side of the screen.

Contractor Manpower Reporting System Users Manual with XML Interface Design

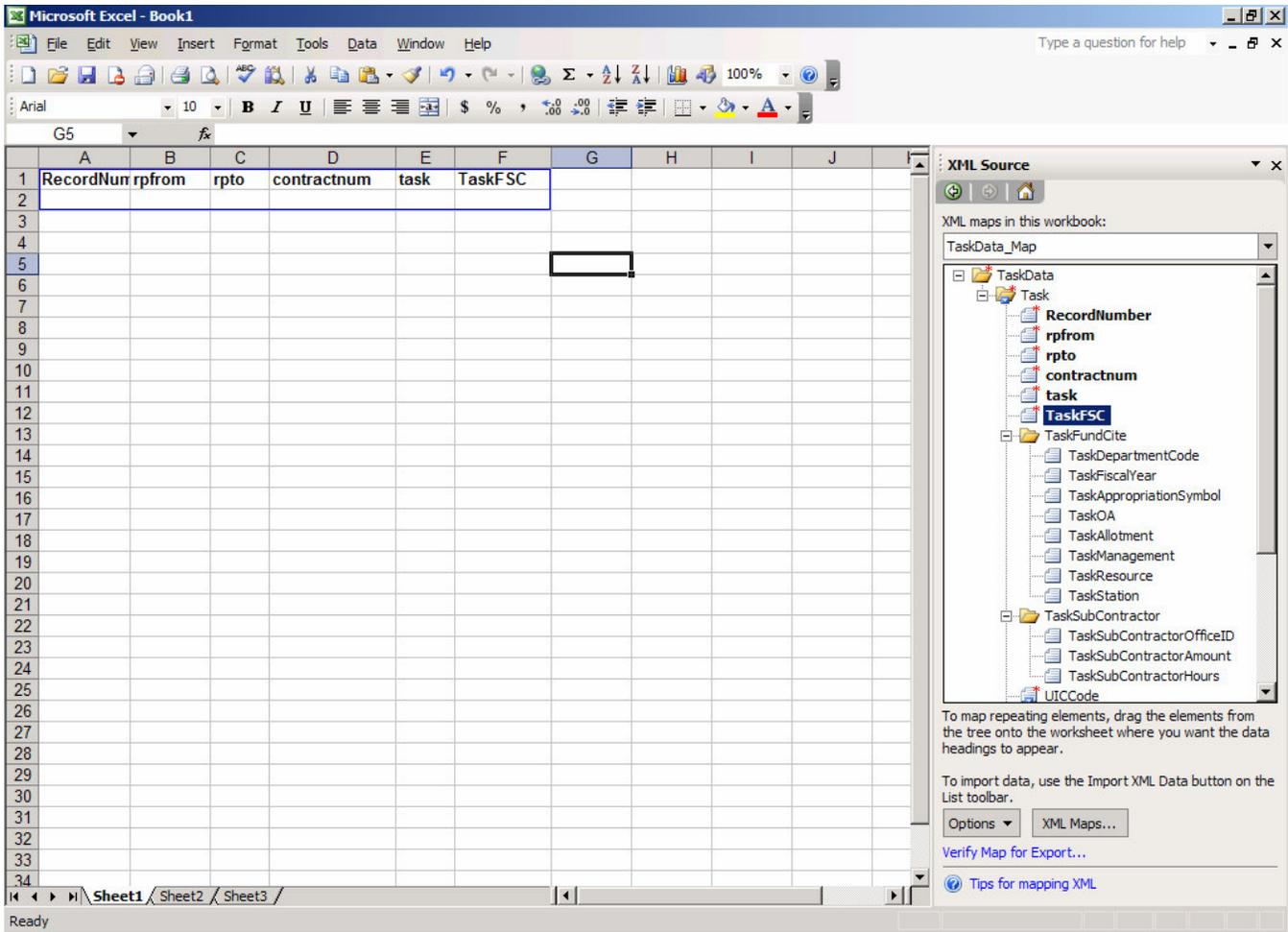


Figure 27: Microsoft Excel 2003 with CMR data elements from XML template

2g) Drag the elements from the XML Map to the spreadsheet in the order you would like them in. For our example, we will use the first six elements of the XML template. You can use the Excel functions at this time to simplify your data entry.

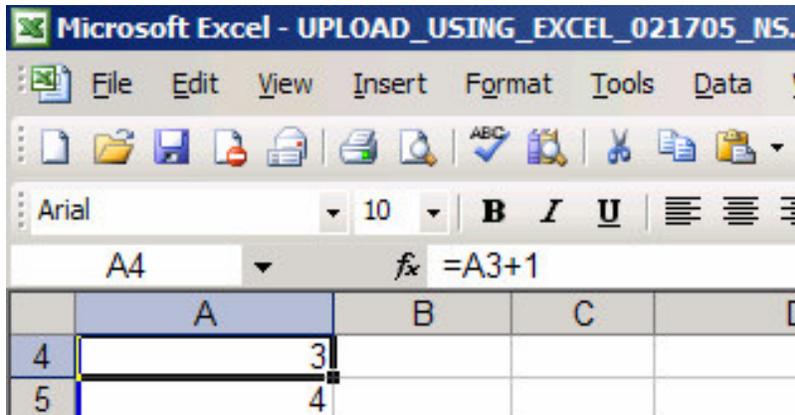


Figure 28: Using Microsoft Excel functions to simplify the XML document creation

Contractor Manpower Reporting System Users Manual with XML Interface Design

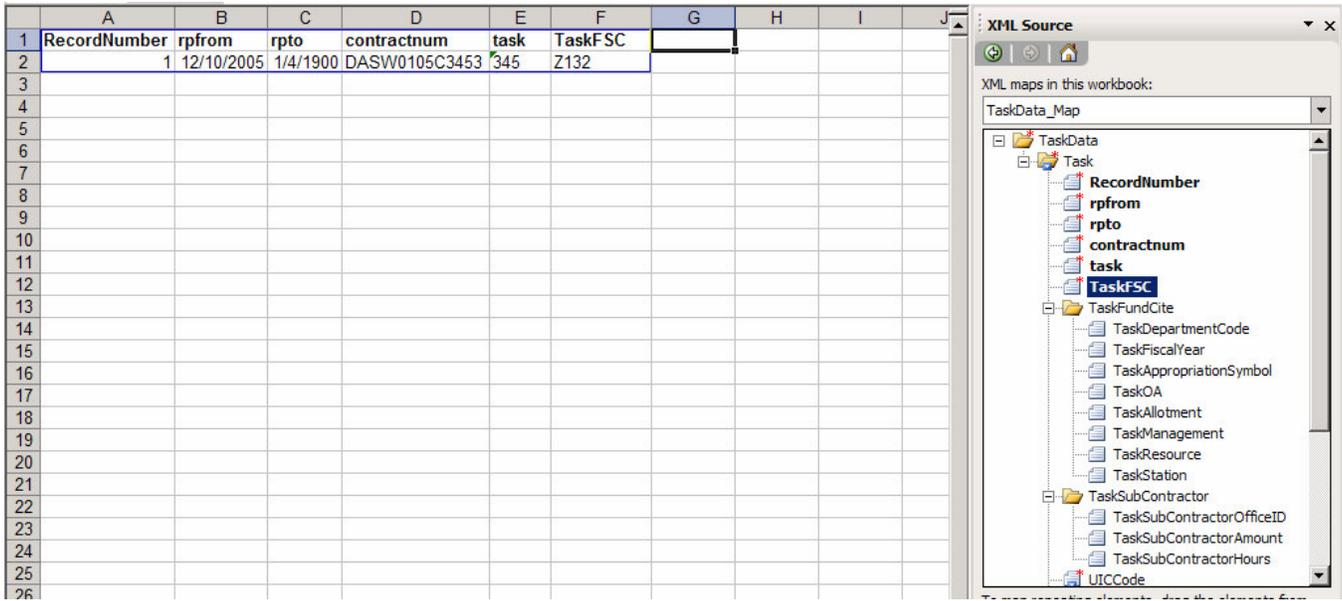


Figure 29: Microsoft Excel 2003 with data defined by XML template

2h) Type in the information for the XML document. It will format the data fields and other business rules behind the scenes.

Contractor Manpower Reporting System Users Manual with XML Interface Design

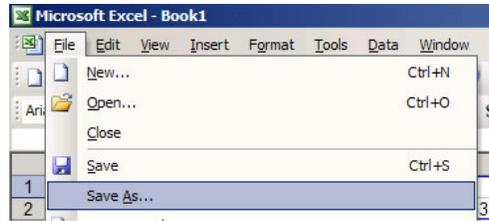


Figure 30: Microsoft Excel 2003: Save As

2i) When you are complete, click the 'Save As' button from the 'File menu'

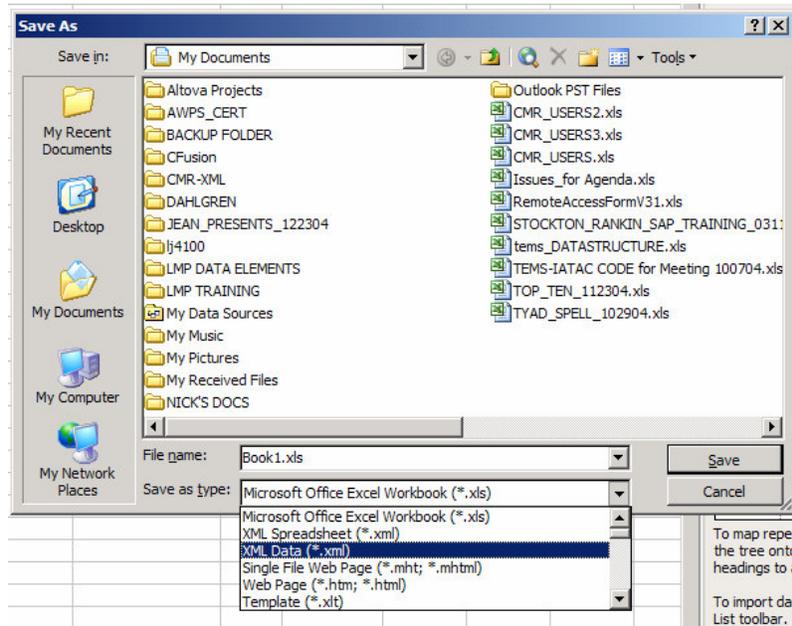


Figure 31: Microsoft Excel 2003: Save As XML document

2j) When you save the document, save it as an 'XML Data' file.

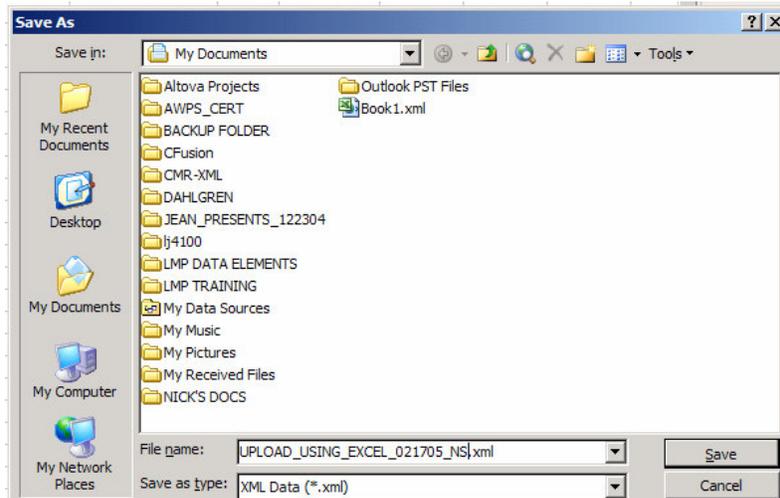


Figure 32: Microsoft Excel 2003: Name as XML Document

Contractor Manpower Reporting System Users Manual with XML Interface Design

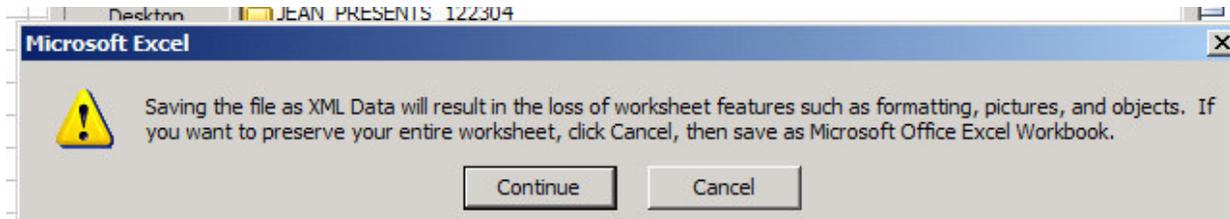


Figure 33: Microsoft Excel 2003: Save Changes Warning

2k) At this screen press 'Continue'

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<TaskData>
  <Task>
    <RecordNumber>1</RecordNumber>
    <rpfrom>2005-12-10</rpfrom>
    <rpto>1900-01-04</rpto>
    <contractnum>DASW0105C3453</contractnum>
    <task>345</task>
    <TaskFSC>Z132</TaskFSC>
  </Task>
</TaskData>
```

Figure 34: XML document as seen through Microsoft Internet Explorer

2l) If you open the XML file in Internet Explorer ... it will look like this.

2m) Then upload the file to CMR as instructed in **Section 2.2 Automatic loading via XML Interface'** on page 17

3.0 INTERFACE IDENTIFICATION, BUSINESS RULES, AND DIAGRAMS

3.1 AGGREGATION OF LABOR HOURS AND COSTS BY LOCATION AND FUNCTION

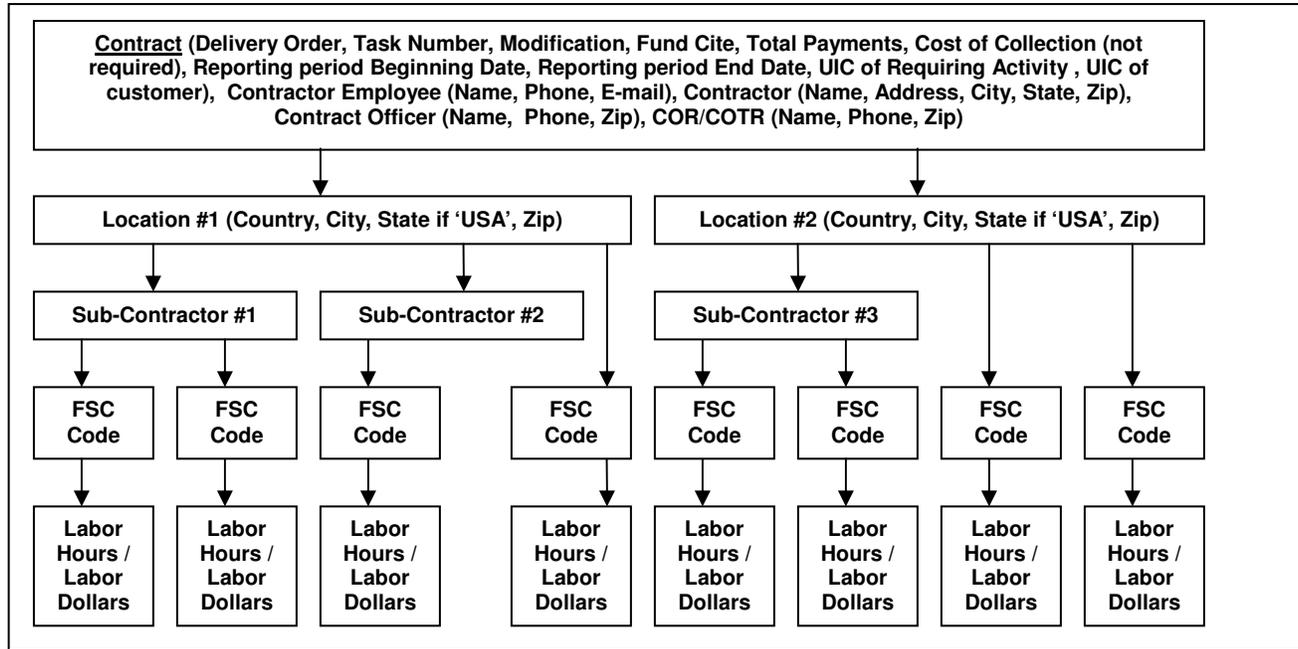


Figure 35: Location Hierarchy within CMR

Most of the CMR information is captured at the contract level, except for labor hours and costs, Federal Supply or Service Code (FSC code), sub-contractor (if used) and location. Labor hours and costs are captured in this fashion to ensure: (1) we know the services are provided on a contract, and (2) where they occur.

Labor hours and costs from different sub-contractors may be aggregated so long as they perform work within the same FSC code function or in the same location. (Names of individual sub-contractors need not be reported). The sub-contractors are depicted in Figure 35 'Location Hierarchy within CMR' merely to emphasize that prime contractors must include sub-contractor labor hours in their report.

For example: UH-60 Blackhawk helicopter is damaged in Iraq and sent to XYZ sub-contractor in Kuwait for repair. In Kuwait, they overhaul the vehicle and determine that it should be sent to another location for further repair. The prime contractor TRE takes the helicopter, loads it on a ship, and sends it to the repair facility in the United States. When received at the repair facility, TRE sub-contracts with GTH for loading and unloading the damaged helicopters. GTH takes the helicopter off of the ship and then the repair personnel who work for TRE begin the repair work. Through this process two sub-contractors (XYZ and GTH) performed services at two different locations in the world, but all three entities (TRE, XYZ and GTH) perform work (labor hours) on the same contract.

Contractor Manpower Reporting System Users Manual
with XML Interface Design

3.2 DETAILED DATA ELEMENT LIST

This table will list the XML elements above with their minimum and maximum values. A pre-defined XML schema is available from the CMR website.

ELEMENT NAME	TYPE	MIN LENGTH	MAX LENGTH	MIN VALUE	MAX VALUE	DESCRIPTION
RecordNumber	INTEGER			0	999999	Unique number used to identify the record
ContractNumber	STRING	6	13			Contract number does not contain dashes (-)
DeliveryOrderNumber	STRING	4	13			Delivery order number does not contain dashes (-)
TaskOrderNumber	STRING	4	13			Task order does not contain dashes (-)
ModificationNumber	STRING		20			Modification number does not contain dashes (-)
ReportBeginingPeriodDate	DATE					Date will be in the following format MM/DD/YYYY
ReportEndPeriodDate	DATE					Date will be in the following format MM/DD/YYYY
TotalPayments	INTEGER			0.00	9999.99	Go to the nearest tenths
DeploymentLanguagePresence	STRING		3			Must be 'YES' or 'NO'
RequiringActivityUnitIdentificationCode	STRING		6			
UnitIdentificationCodeofCustomer	STRING		6			
NumberofContractorsInTheatre	INTEGER			0	999999	We only need this information is you have contractors in Iraq (IZ), Afghanistan (AF) or Saudi Arabia (SA), JUBOOTY, QATAR OMAN, KUAWIT
MultipleFundCite	STRING		100			Must be a valid Fund Cite. Can have multiple Fund Cites, but must follow the standard format as noted on the website
FY	STRING		4			Government fiscal year (October 1 – September 30) for the records collection
Comments	STRING		1000			
IsCompetedThroughA76	BIT		1			Data value either Y (for Yes) or N (for No)

Contractor Manpower Reporting System Users Manual
with XML Interface Design

CostOfCollection	INTEGER			0	999999	The cost of collection is how much the creation of the XML interface costs the contractor to create. This element is not required
ContractingOfficeCode	STRING		6			Must be the standard six alphanumeric codes (ex. DASW01)
ContractOfficerFirstName	STRING		100			
ContractOfficerLastName	STRING		100			
ContractOfficerMiddleI	STRING		1			
ContractOfficerEmail	STRING		500			Must use the '@' symbol
ContractOfficerPhone	STRING		50			Must not contain dashes (-)
COR/COTRFirstName	STRING		100			
COR/COTRLastName	STRING		100			
COR/COTRMiddleI	STRING		1			
COR/COTREmail	STRING		500			E-mail must contain the '@' symbol
COR/COTRPhone	STRING		50			Phone number cannot contain dashes (-)
ContractorEmployeeFirstName	STRING		100			
ContractorContractOfficerLastName	STRING		100			
ContractorContractOfficerMiddleI	STRING		1			
ContractorContractOfficerEmail	STRING		500			E-mail must contain the '@' symbol
CotractorPhone	STRING		13			Phone number cannot contain dashes (-)
ContractorOfficeName	STRING		300			
ContractorOfficeAddressOne	STRING		100			
ContractorOfficeAddressTwo	STRING		100			
ContractorOfficeCity	STRING		100			
ContractorOfficeState	STRING		2			Must be a valid US state code
ContractorOfficeZip	STRING		12			Must be a valid US format Zipcode+4 format (ex. 21203-3454)
LocationFSCActualLaborHours	INTEGER			0	999999	Numbers to tenth decimal place
LocationFSCActualLaborDollars	INTEGER			0	999999	
SubContractorUsed	STRING		3			Must be 'YES' or 'NO'
MultipleLocationZIPCodes	STRING		12			Must be a valid US Zipcode+4 format (ex. 21203-3454)
MultipleLocationCity	STRING		100			
MultipleLocationCountry	STRING		100			Must be a valid country. A country code lookup table is located in the CMR website

Contractor Manpower Reporting System Users Manual
with XML Interface Design

MultipleLocationState	STRING		2			Must be a valid US state
MultipleLocationInstallationName	STRING		100			Must be OCONUS location that has a correct country code
MultipleLocationFederalSupplyorServiceCodes	STRING		4			Must be a valid Federal Service Code (starts with a number)

Contractor Manpower Reporting System Users Manual
with XML Interface Design

4.0 REFERENCE TABLES

The reference tables are available on the CMR website. To access the tables, the user must have a profile (correct user ID and password combination) within the CMR system.

4.1 CONUS ZIP CODES

Currently, users can go to the United States Postal Service Zip code locator to their Continental United States (CONUS) zip code.

Website: <http://zip4.usps.com/zip4/welcome.jsp>

4.2 OCONUS ZIP CODES

Currently, users can go to the Military Postal Service Agency Zip code locator to their Outside of the Continental United States (OCONUS) zip code.

Website: <http://hqdainet.army.mil/mpsa/country.aspx>

4.3 FEDERAL SERVICE OR SUPPLY CODES (FSC)

The lookup tables for the FSC codes will be located on the main contractor manpower website for authorized users.

Website: <https://contractormanpower.army.pentagon.mil>

Contractor Manpower Reporting System Users Manual
with XML Interface Design

4.4 COUNTRY CODES

If a contract is worked on outside of the United States and a military standard Zip code for the post is not found, use the country code included in this list and the closest major city.

COUNTRY	DESCRIPTION
AC	Antigua & Barbuda
AE	Azores
AF	Afghanistan
AG	Algeria
AJ	Azerbaijan (formerly part of UR)
AL	Albania
AM	Armenia (formerly part of UR)
AN	Andorra
AO	Angola
AR	Argentina
AS	Australia
AU	Austria
BA	Bahrain
BB	Barbados
BC	Botswana
BE	Belgium
BF	The Bahamas
BG	Bangladesh
BH	Belize (British Honduras)
BK	Bosnia and Herzegovina
BL	Bolivia
BM	Burma (now Myanmar)
BN	Benin (formerly Dahomey DM)
BO	Belarus (formerly part of UR)
BP	Solomon Islands (formerly British Solomon Islands)
BR	Brazil
BT	Bhutan
BU	Bulgaria
BX	Brunei
BY	Burundi
CA	Canada
CB	Cambodia (Kampuchea)
CD	Chad
CE	Sri Lanka (formerly Ceylon)
CF	Republic of the Congo
CG	Democratic Republic of the Congo
CH	China
CI	Chile
CM	Cameroon
CN	Comoros
CO	Columbia
CS	Costa Rica
CT	Central American Republic
CU	Cuba

Contractor Manpower Reporting System Users Manual
with XML Interface Design

CV	Cape Verde
CY	Cyprus
DA	Denmark
DG	Diego Garcia
DJ	Djibouti
DO	Dominica
DR	Dominican Republic
EC	Ecuador
EG	Egypt
EI	Ireland
EK	Equatorial Guinea
EN	Estonia (formerly part of UR)
ER	Eritrea
ES	El Salvador
ET	Ethiopia
EZ	Czech Republic
FI	Finland
FJ	Fiji
FM	Federated States of Micronesia
FR	France
GA	Gambia, The
GB	Gabon
GG	Georgia (formerly part of UR)
GH	Ghana
GI	Gibraltar
GJ	Grenada
GL	Greenland
GM	Germany
GR	Greece
GT	Guatemala
GV	Guinea
GY	Guyana
HA	Haiti
HK	Hong Kong
HO	Honduras
HR	Croatia
HU	Hungary
IC	Iceland
ID	Indonesia
IN	India
IR	Iran
IS	Israel
IT	Italy
IV	Ivory Coast
IZ	Iraq
JA	Japan
JM	Jamaica
JO	Jordan
KE	Kenya
KG	Kyrgyzstan

Contractor Manpower Reporting System Users Manual
with XML Interface Design

KN	Korea (North)
KR	Kiribati (formerly Canton & Enderbury Islands)
KS	Korea (South)
KU	Kuwait
KZ	Kazakhstan (formerly part of UR)
LA	Laos
LE	Lebanon
LG	Latvia (formerly part of UR)
LH	Lithuania (formerly part of UR)
LI	Liberia
LO	Slovakia
LS	Liechtenstein
LT	Lesotho
LU	Luxembourg
LY	Libya
MA	Madagascar
MC	Macedonia
MD	Moldova (formerly part of UR)
MG	Mongolia
MI	Malawi
ML	Mali
MN	Monaco
MO	Morocco
MP	Mauritius
MR	Mauritania
MT	Malta
MU	Oman
MV	Maldives
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Netherlands Antilles
NC	New Caledonia
NE	Niue
NF	Norfolk Island
NG	Niger
NH	Vanuatu
NI	Nigeria
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NS	Suriname
NU	Nicaragua
NZ	New Zealand
PA	Paraguay
PE	Peru
PK	Pakistan
PL	Poland
PM	Panama (formerly PN)

Contractor Manpower Reporting System Users Manual
with XML Interface Design

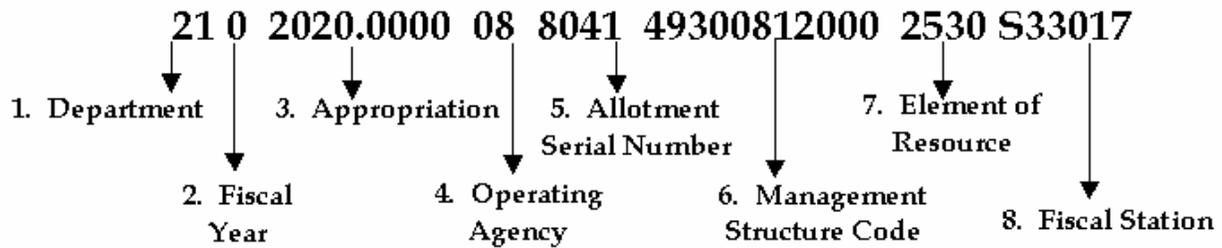
PO	Portugal
PP	Papua New Guinea
PS	Palau
PU	Guinea-Bissau (formerly of Portuguese Guinea)
QA	Qatar
RM	Marshall Islands
RO	Romania
RP	Philippines
RS	Russia (formerly part of UR)
RW	Rwanda
SA	Saudi Arabia
SC	St. Christopher & Nevis
SE	Seychelles
SF	South Africa
SG	Senegal
SI	Slovenia
SL	Sierra Leone
SM	San Marino
SN	Singapore
SO	Somalia
SP	Spain
ST	St. Lucia
SU	Sudan
SW	Sweden
SY	Syria
SZ	Switzerland
TC	United Arabs Emirates
TD	Trinidad & Tobago
TH	Thailand
TI	Tajikistan (formerly part of UR)
TN	Tonga
TO	Togo
TP	Sao Tome & Principe
TS	Tunisia
TU	Turkey
TV	Tuvalu
TW	Taiwan (People's Republic of China)
TX	Turkmenistan (formerly part of UR)
TZ	Tanzania, United Republic of
UG	Uganda
UK	United Kingdom
UP	Ukraine (formerly part of UR)
US	United States
UV	Burkina Faso
UY	Uruguay
UZ	Uzbekistan (formerly part of UR)
VC	St. Vincent & The Grenadines
VE	Venezuela
VM	Vietnam
VQ	British Virgin Islands

Contractor Manpower Reporting System Users Manual
with XML Interface Design

VT	Vatican City
WA	Namibia (was Southwest Africa)
WS	Western Samoa
WZ	Swaziland
YM	Yeman
YO	Yugoslavia
ZA	Zambia
ZI	Zimbabwe

Contractor Manpower Reporting System Users Manual
with XML Interface Design

4.5 FUND CITATION



The fund citation (cites) is how the Army pays a contractor for services rendered. The Army uses several different categories of fund cites, but the template above is the one that we use for CMR. The XML interface will allow for multiple fund cites.

If you do not know an element of the fund cite, pad the information with 'X' for example:

21-0-2020.000-08-8041-49300812000-2530-XXXXXX

On Standard Form 26, the fund cite may be found in box 14. On a DD Form 1155 the fund cite would be located in box 17. On a Standard Form 1449 the fund cite would be located in box 25. Now in all three of these documents there may be the words "SEE SCHEDULE" in the fund cite box. In that case you may have to go to Section G of the contract document to find the fund cite.

If you have any questions regarding this document contact the CMR Helpdesk.

CMR HELP DESK:

E-MAIL: contractormanpower@hqda.army.mil

PHONE: 703-377-6199

Contractor Manpower Reporting System Users Manual
with XML Interface Design

5.0 CONTRACTOR COMPLIANCE REPORTS (PARC/ CO/ COR/ COTR USERS)

This section contains reports used to verify contract information within the CMR system. If you need detailed reports from CMR information, please contact the CMR helpdesk at 703-377-6199 or e-mail at contractormanpower@hqda.army.mil

1) Once the user logs into the system with an approved user ID and password, their screen will look like the graphic below.

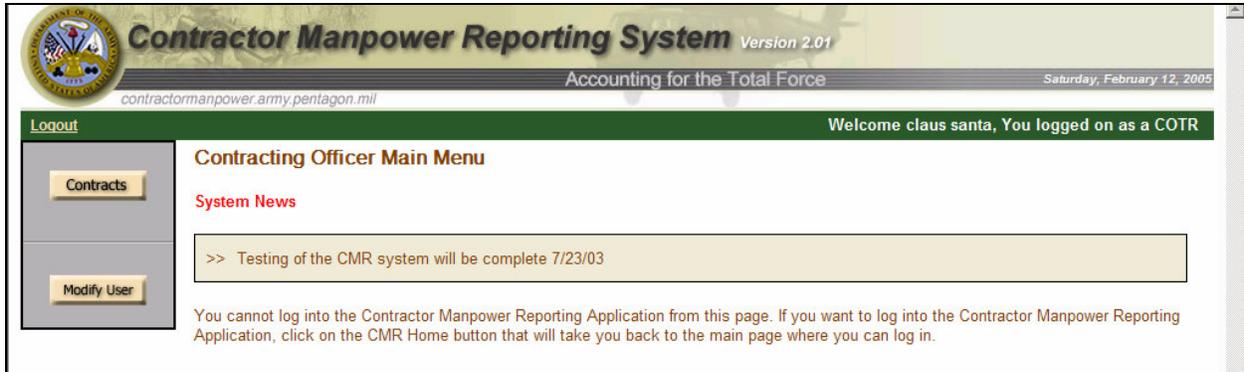


Figure 36: Contracting Officer main screen

- Contracts – Provides the ability for a person to view their validation report.
- Modify User – Provides the ability for the user to update their password within the CMR system.

2) This page will display all of the contracts connected to their e-mail address. To select a contract to view, click the “radio button” next to the contract and select the “View” button

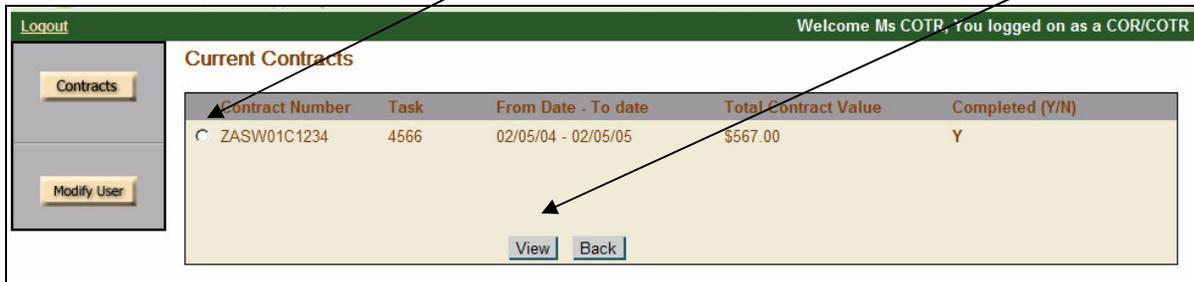


Figure 37: Contract Report web screen

To return to the previous screen, click the “Back” button

Contractor Manpower Reporting System Users Manual
with XML Interface Design

3) This page displays the specific information of the contract. The PARC/CO user types will not be able to view the labor hours or dollars information. To download this information to Microsoft Word or Microsoft Excel, click one of the corresponding buttons shortly after the due date against prior year info, tracked by requiring activity,



Figure 38: Detail Contract report web screen

Contractor Manpower Reporting System Users Manual
with XML Interface Design

6.0 RESOURCE MANAGER REPORTS

The primary Army-level metric for evaluating compliance with the CMR reporting requirement compares the aggregate "total payments" reported during the prior fiscal year on October 30 of each reporting cycle for each Major Command/Operating Agency to the obligations for contracted services for that same fiscal year as reflected in the accounting system. Another Army-level metric for evaluating compliance with this reporting requirement compares the aggregate "total payments" reported during the prior fiscal year on October 30 of each reporting cycle for each major command to the obligations awarded by Army contracting activities within that major command for that same fiscal year as reflected in the procurement system (DD350). These compliance reports are intended for the use of major command senior leadership, PARCs, resource managers, and HQDA staff. They will be made available in the public portion of the web site and their results provided to senior Army leadership.

MACOM	OBLIGATED DOLLARS (ACCOUNTING SYSTEM)	CMR COMPLIANCE	PERCENT REPORTED
8 ARMY	124007	124007	100%
ARMY ACQUISITION EXECUTIVE AGENCY	161298	13000	8%
ARMY MATERIEL COMMAND	4908517	9017	1%
ARMY RESERVE	557602	0	0%
ATEC	681262	64262	94%
CORP OF ENGINEERS	3473102	347102	10%
CRIMINAL INVESTIGATION COMMAND	12756	12756	76%
DEFENSE AGENCY	23163	3263	14%
FORSCOM	4970289	497289	10%
HQDA	2411519	241519	10%
IMA	59875	5875	10%
JOINT	700831	0	0%
MEDICAL COMMAND	1488448	1158448	78%
MILITARY DISTRICT OF WASH	222952	322252	145%
MILITARY TRAFFIC MANAGEMENT COMMAND	58136	1306	2%
NATIONAL GUARD	1241025	241025	19%
OTHER SERVICES	2863869	863869	30%
PACIFIC COMMAND	320951	20951	7%
PEO-PM	5741061	741061	13%
SPECIAL OPERATIONS COMMAND	258904	25800	10%
TRADOC	1801073	1801073	100%
USA EUROPE	756459	56459	7%
USA INTELLIGENCE & SECURITY COMMAND	746985	746985	100%
USA SOUTH	43098	3098	7%
USA SPACE	959406	59406	6%
USAREC	203199	103199	51%
USMA	74905	74905	100%

Figure 39: Status of Compliance with Contractor Manpower Reporting Application for a Fiscal Year Using the Accounting systems

Contractor Manpower Reporting System Users Manual with XML Interface Design

MACOM	OBLIGATED DOLLARS (PROCUREMENT SYSTEM)	CMR COMPLIANCE	PERCENT REPORTED
8 ARMY	124007	124007	100%
ARMY ACQUISITION EXECUTIVE AGENCY	161298	13000	8%
ARMY MATERIEL COMMAND	4908517	49077	1%
ARMY RESERVE	557602	0	0%
ATEC	681262	641265	94%
CORP OF ENGINEERS	3413182	341102	10%
CRIMINAL INVESTIGATION COMMAND	12756	12756	76%
DEFENSE AGENCY	23163	3263	14%
FORSKOM	4970289	497289	10%
HQDA	2411519	241519	10%
IMA	59875	5875	10%
JOINT	700831	0	0%
MEDICAL COMMAND	1488448	1158448	78%
MILITARY DISTRICT OF WASH	222952	322252	145%
MILITARY TRAFFIC MANAGEMENT COMMAND	58136	1306	2%
NATIONAL GUARD	1241025	241025	19%
OTHER SERVICES	2863869	863869	30%
PACIFIC COMMAND	320951	20951	7%
PEO-PM	5741061	741061	13%
SPECIAL OPERATIONS COMMAND	258904	25800	10%
TRADOC	1801073	1801073	100%
USA EUROPE	756459	56459	7%
USA INTELLIGENCE & SECURITY COMMAND	746985	746985	100%
USA SOUTH	43098	3098	7%
USA SPACE	959406	59406	6%
USAREC	203199	103199	51%
USMA	74905	74905	100%

Figure 40: Status of Compliance with Contractor Manpower Reporting Application for a Fiscal Year Using the DD350

There are four major kinds of standard reports that are being designed for the use of MACOM and HQDA resource managers based on data collected in CMR:

- *Provide baseline for manpower requirements validation and execution analysis.*
- *Provide basis for execution and audit reviews comparing contract resources reported within federal supply and service code functions to fund cite data (appropriation, element of resource, Army management structure code, MDEP).*
- *Provide a framework for developing or refining prioritization methodology for contract requirements at Departmental level using Federal supply and service code for functional task and MACOM/UIC.*
- *Provide labor costs per contract work year and total costs per contract work year by Federal supply and service code function, location, and MACOM.*

Contractor Manpower Reporting System Users Manual
with XML Interface Design

6.1 PROVIDE BASELINE FOR MANPOWER REQUIREMENTS VALIDATION AND EXECUTION ANALYSIS.

The manpower baseline report will be explained in greater detail. The information included in this baseline is depicted in Figure 41. Contract man hours for the fiscal year will be divided by 2,080 to generate a contract labor equivalent for the year.

REQUIRING ACTIVITY MACOM	CMR % OF COMPLIANCE	REQUIRING ACTIVITY UIC	CUSTOMER MACOM	CUSTOMER UIC	ZIP CODE / LOCATION	FSC	AMSCO	MDEP	CONTRACT LABOR
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	D304	XXX	XXX	XXX
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	D399	XXX	XXX	XXX
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	R408	XXX	XXX	XXX
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	R414	XXX	XXX	XXX
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	R799	XXX	XXX	XXX
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	D399	XXX	XXX	XXX
TRADOC	XXXX	XXXXXX	TRADOC	XXXXXX	XXXXXXXXXX	S205	XXX	XXX	XXX

Figure 41: Manpower Baseline Report from CMR

G3 will issue guidance on documentation in The Army Authorization Documentation System (TAADS) for FY08, no later than September 2005. The standard reports for use in documentation will be available in December 2005.

The UIC of the requiring activity is directly reported in CMR. The UIC(s) of the customer(s) where contract is performed will be generated by matching Zip Codes and other location data collected in CMR with tables containing relation of location to UICs.

- As some UICs may change locations, a monthly feed of location to UIC data will be provided by G3, DAMO-OD to CMR.
- Where the first 3 characters of a Zip code where the contract is performed are the same as the first three characters of the Zip code of the location of the UIC of the requiring activity, the system will presume that the UIC of the customer is the same as the UIC of the requiring activity.
- Otherwise, the UIC(s) of the customer(s) will be different and may include multiple UICs. So long as there is a unique customer UIC for each Zip Code where the contract is performed, every data element for that location (such as labor) will be reported.
- Where there are multiple UICs at the same Zip Code, the system will list each UIC in the Customer UIC fields, mark each of these records with an identifier indicating that multiple UICs are at a single location, and report the rest of the data elements for that location (such as labor) only for a single UIC at that location.
- Where a Zip code where performed does not generate a matching UIC, the system will default to the UIC of the requiring activity.

Contractor Manpower Reporting System Users Manual
with XML Interface Design

REQUIRING ACTIVITY MACOM	CMR % OF COMPLIANCE	REQUIRING ACTIVITY UIC	REQUIRING ACTIVITY UIC TITLE	CUSTOMER MACOM	CUSTOMER UIC	CUSTOMER UIC TITLE	FSC	FSC TITLE	CONTRACT LABOR
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	D304	ADP Telecommunications & Transmission Services	XXX
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	D399	Other ADP & Telecommunication Services	XXX
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	R408	Program Management/Support Services	XXX
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	R414	Systems Engineering Services	XXX
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	R799	Other Management Support Services	XXX
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	D399	Other ADP & Telecommunication Services	XXX
TRADOC	XXXX	XXXXXX	USA Recruiting Command	TRADOC	XXXXXX	USA Recruiting Command	S205	Trash/Garbage Collection Srvcs-Incl Port San Svcs	XXX

Figure 42: Contract Labor by Unit Identification Code

The plan is to document contract labor hours, converted to work years, as authorizations in TAADS by FSC function code in the UIC(s) of the customer(s) where the contractor actually performs the work. In addition, the same information will be documented as an authorization against the UIC of the requiring activity with a non-add remarks code so that these authorizations will not be duplicative of the authorizations documented in the UIC(s) of the customer organizations where the work is actually being performed.

The percentage of CMR compliance for that MACOM is a basis for assessing the completeness of the baseline for that MACOM. When the FSC, AMSCO, MDEP and Contract labor (converted to work years) is reported in TAADS within a specific organizational unit (customer organization) as an authorization, this authorization, in combination with military and civilian authorizations within a function may be compared to the total manpower requirements projected and validated for that function and organization.

If the reported contract authorizations exceed the requirements documented for a function within an organization, one may conclude either that the requirements are potentially under-stated or that the resources performing a function exceed the workload requirements. See Figure 43 below.

Contractor Manpower Reporting System Users Manual
with XML Interface Design

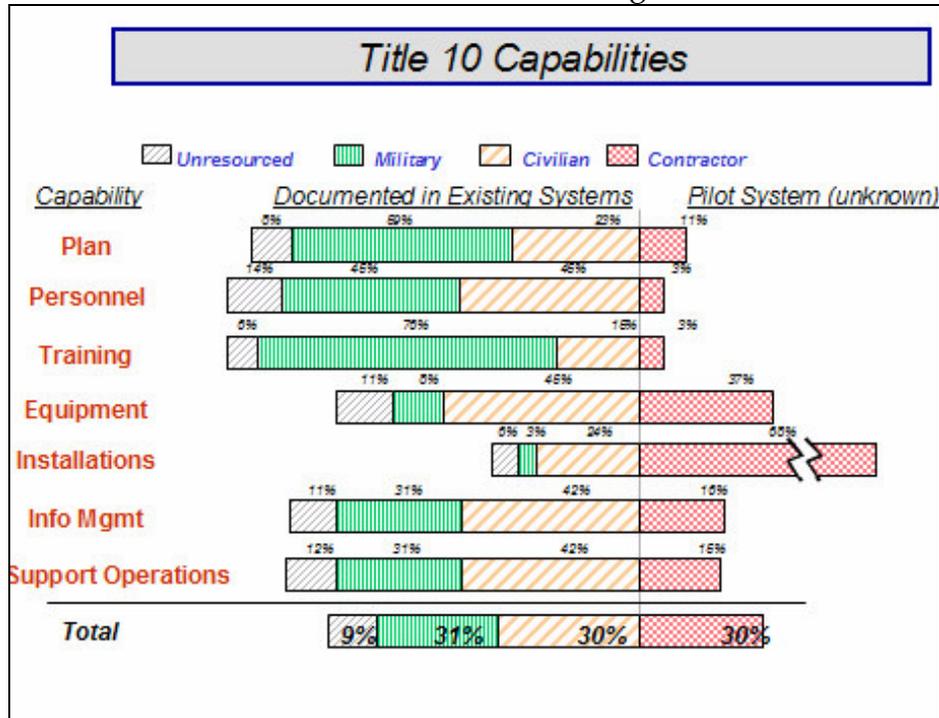


Figure 43: Documenting the full requirement

When performing an organizational analysis or business process reengineering analysis within a functional area, it may be useful to evaluate the alignment of requiring activity management structure in relation to the customer structure supported by a contractor. When the customer and requiring activity are distinct organizations in distinct locations, there may be business process challenges that may need to be addressed in improving the alignment of workload with requirements and Army priorities.

A review of contract documentation in TAADS may assist in identifying contract support performed on site in government facilities, as distinct from contract support performed off-site. Periodic reviews should be performed of contracts performed on site in government facilities to determine whether the management and operation of the work raises personal services issues.

In addition, certain functions performed within certain organizations may raise potential issues implicating inherently governmental functions or contract support of inherently governmental functions. Manpower authorities within each MACOM and at HQDA should periodically use documented CMR authorization data to diagnose and remedy these problems.

The manpower baseline report provides a means of determining the number of contractors in certain theaters (such as southwest Asia), both in terms of man hours, and a separate head count, in data that is linked to funding source, contract vehicle, identification of contracting activity and requiring activity, with CO and COR/COTR point of contact information. Accordingly, it provides a basis for independently

Contractor Manpower Reporting System Users Manual
with XML Interface Design

assessing the comprehensiveness of current efforts to account for such information, to the extent the Army is executive agent for the contracted efforts.

Finally, the Manpower baseline report at Figure 41 can be expanded to include fund cite information and total costs, with respect to UIC (Requiring Activity, UIC (Customer) and FSC function, for the use of documenting contract “authorizations” in SAMAS and CIMICS . Direct labor cost data is reported at the FSC functional level and the location level in CMR. However, all other cost data for the contract is only captured at the contract level in the "Total Payments" for the contract during the reporting period. Therefore, the 'Total Payments' for that contract will have to be apportioned by FSC function and location to generate the ‘Total Costs’ as seen on the Figure 44 report. Raw contract man hours will be reflected in this report, and, in addition, a contract labor figure for the year derived by dividing the man hours with 2,080.

REQUIRING ACTIVITY UIC	CUSTOMER MACOM	FSC CODE	AMSCO	MDEP	CONTRACT LABOR	YEAR OF MONEY	DEPARTMENT CODE	TREASURY SYMBOL	ELEMENT OF RESOURCE	DIRECT LABOR COSTS	TOTAL COSTS
xxx	xxxxxx	...	xxxxx	xxxxxxx	xxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
xxx	xxxxxx	...	xxxxx	xxxxxxx	xxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
xxx	xxxxxx	...	xxxxx	xxxxxxx	xxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx

Figure 44: Cost Baseline Report

The report above includes the following data elements:

- MACOM(Requiring Activity)
- Percentage CMR Compliance for MACOM
- UIC (Requiring Activity)
- MACOM (Where contract performed- customer)
- UIC(s) (Where contract performed- customer (s))
- Zip Code(s)/Location(s) where contract performed
- FSC Code, (Federal Supply & Service Code)
- Army Management Structure Code (if in fund cite)
- MDEP (if in fund cite)
- Contract Labor (contract man-hours divided by 2087 for fiscal year)
- Department Code
- Treasury Symbol (Appropriation)
- Year of money
- EOR (Element of Resource)
- Direct Labor Costs
- Total Costs

Contractor Manpower Reporting System Users Manual
with XML Interface Design

6.2 PROVIDE BASIS FOR EXECUTION AND AUDIT REVIEWS COMPARING CONTRACT RESOURCES REPORTED WITHIN FEDERAL SUPPLY AND SERVICE CODE FUNCTIONS TO FUND CITE DATA (APPROPRIATION, ELEMENT OF RESOURCE, ARMY MANAGEMENT STRUCTURE CODE, MDEP)

Sample report formats for use in execution reviews and audits displaying the relation of FSC functions performed by contracted resources to appropriation and EOR are displayed below. Similar reports can be developed depicting the relation of FSC functions AMSCO or MDEP, but only to extent fund cite includes AMSCO and MDEP.

APPROPRIATION	APPROPRIATION NAME	FSC	FSC NAME	TOTAL COSTS
2020	Operations and Maintenance, Army (OMA)	B502	Air Quality Analyses	\$ 347,400
2020	Operations and Maintenance, Army (OMA)	B522	Legal Studies	\$ 913,923
2020	Operations and Maintenance, Army (OMA)	C211	Architect-Engineering Services	\$ 70,744,615
2020	Operations and Maintenance, Army (OMA)	D306	ADP Systems Analysis Services	\$ 58,140,859
2020	Operations and Maintenance, Army (OMA)	G002	Chaplain Services	\$ 45,020
2020	Operations and Maintenance, Army (OMA)	J034	Maint & Repair of Eq/Metalworking Machinery	\$ 491,429

Figure 45: Contract Resources by Element of resource and FSC

EOR	EOR NAME	FSC	FSC NAME	TOTAL COSTS
2500	CONSULTING AND OTHER SERVICES	AC61	RDTE/Electronics & Communication Eq-Basic Research	\$ 410,284
2501	CONSULTING AND OTHER SERVICES	B537	Medical & Health Studies	\$ 675,000
2502	CONSULTING AND OTHER SERVICES	J060	Maint & Repair of Eq/Fiber Optic Mats & Comps	\$ 27,500
2503	CONSULTING AND OTHER SERVICES	R604	Mailing & Distribution Services	\$ 329,958
2504	CONSULTING AND OTHER SERVICES	R605	Library Services	\$ 96,758
2505	CONSULTING AND OTHER SERVICES	U009	Other Education & Training Services	\$ 29,053

Figure 46: Contract Resources by Appropriation Source and FSC

Contractor Manpower Reporting System Users Manual
with XML Interface Design

**6.3 PROVIDE A FRAMEWORK FOR DEVELOPING OR REFINING
PRIORITIZATION METHODOLOGY FOR CONTRACT REQUIREMENTS AT
DEPARTMENTAL LEVEL USING FEDERAL SUPPLY AND SERVICE CODE FOR
FUNCTIONAL TASK AND MACOM/UIC.**

The current 1-N list established by DAMO-ZR prioritizes based on MDEP and UIC. However, MDEP is currently a discretionary element in fund cite. The EOR is in every fund cite, but its content often is ambiguous as to the function actually being performed. The application of AMSCO is often not reflective of the work actually performed. The FSC code's designation of function is often more detailed than the EOR, Therefore, the contractor's designation of the FSC function may assist in more precisely describing the work performed by the contractor. The report below reflects the kind of report that may be generated to facilitate the analysis needed to prioritize contracted resources captured in CMR.

PRIORITY	MDEP	REQUIRING ACTIVITY UIC	CUSTOMER UIC	AMSCO	FSC	TOTAL COSTS
1	XXXX	XXXXXX	XXXXXX	XXXXXX	XXXX	XXXXXX
N	XXXX	XXXXXX	XXXXXX	XXXXXX	XXXX	XXXXXX

Figure 47: DAMO-ZR Priority Report

Contractor Manpower Reporting System Users Manual
with XML Interface Design

6.4 PROVIDE LABOR COSTS PER CONTRACT WORK YEAR AND TOTAL COSTS PER CONTRACT WORK YEAR BY FEDERAL SUPPLY AND SERVICE CODE FUNCTION, LOCATION, AND MACOM.

Sample formats of direct labor costs per man hour report by MACOM or by FSC functions generated by CMR are depicted in Figure 47 and Figure 48. A time series/trend report depicting the direct labor costs per man hour for a specific FSC over the years is depicted in Figure 49.

Command	Compensation Per Man Hour		
	Mean	Median	Std. Dev.
United States Army Materiel Command	XX.XX	XX.XX	XX.XX
United States Army Forces Command	XX.XX	XX.XX	XX.XX
United States Army Training and Doctrine Command	XX.XX	XX.XX	XX.XX
Eighth United States Army	XX.XX	XX.XX	XX.XX
United States, Corps of Engineers	XX.XX	XX.XX	XX.XX
United States, Corps of Engineers (Civil Works)	XX.XX	XX.XX	XX.XX
United States Army Pacific	XX.XX	XX.XX	XX.XX
United States Army Medical Command	XX.XX	XX.XX	XX.XX
United States Army Europe	XX.XX	XX.XX	XX.XX
United States Army Space and Missile Defense Command	XX.XX	XX.XX	XX.XX
United States Army Intelligence and Security Command	XX.XX	XX.XX	XX.XX
Military Traffic Management Command	XX.XX	XX.XX	XX.XX
United States Army National Guard	XX.XX	XX.XX	XX.XX
United States Army, South	XX.XX	XX.XX	XX.XX
Other Commands / Activities			
- Defense Supply Services Washington	XX.XX	XX.XX	XX.XX
- United States Military Academy	XX.XX	XX.XX	XX.XX

Figure 48: Direct Labor Costs by Command Per Work Hour

Federal Service or Service Code Categories	Compensation Per Man Hour		
	Mean	Median	Std. Dev.
A - Research & Development	XX.XX	XX.XX	XX.XX
B - Special Studies	XX.XX	XX.XX	XX.XX
C - Architect & Engineering Services	XX.XX	XX.XX	XX.XX
D - Information Technology	XX.XX	XX.XX	XX.XX
F - Natural Resources & Conservation Services	XX.XX	XX.XX	XX.XX
G - Social Services	XX.XX	XX.XX	XX.XX
H - Quality Control, Testing & Inspection Services	XX.XX	XX.XX	XX.XX
J - Maintenance, Repair & Rebuilding of Equipment	XX.XX	XX.XX	XX.XX
K - Modification of Equipment	XX.XX	XX.XX	XX.XX
L - Technical Representative Services	XX.XX	XX.XX	XX.XX
M - Operation of Government-Owned Facilities	XX.XX	XX.XX	XX.XX
N - Installation of Equipment	XX.XX	XX.XX	XX.XX
P - Salvage Services	XX.XX	XX.XX	XX.XX
Q - Medical Services	XX.XX	XX.XX	XX.XX
R - Professional, Administrative & Management support Services	XX.XX	XX.XX	XX.XX
S1 - Utilities	XX.XX	XX.XX	XX.XX
S2 - Housekeeping Services	XX.XX	XX.XX	XX.XX
T - Photographic, Mapping, Printing & Publication Services	XX.XX	XX.XX	XX.XX
U - Educational & Training Services	XX.XX	XX.XX	XX.XX
V - Transportation, Travel & Relocation Services	XX.XX	XX.XX	XX.XX
W - Lease or Rental of Equipment	XX.XX	XX.XX	XX.XX
X - Lease or Rental of Facilities	XX.XX	XX.XX	XX.XX
Y - Construction of Structures & Facilities	XX.XX	XX.XX	XX.XX
Z - Maintenance, Repair or Alteration of Real Property	XX.XX	XX.XX	XX.XX

Figure 49: Direct Labor Costs by Federal Service Code Per Hour

Contractor Manpower Reporting System Users Manual
with XML Interface Design

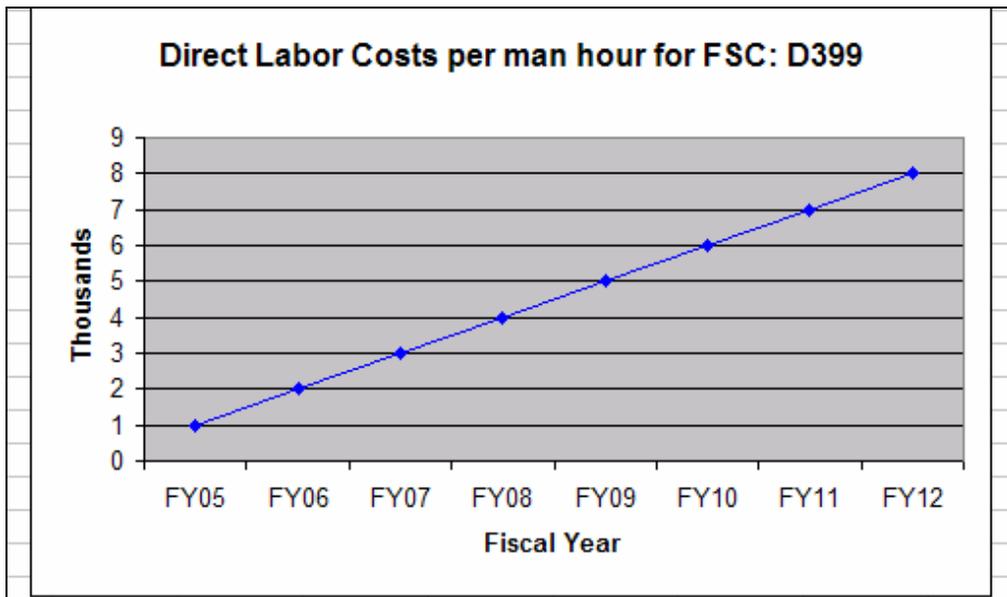


Figure 50: Direct Labor Costs per man hour for a specific FSC

Contractor Manpower Reporting System Users Manual
with XML Interface Design

7.0 TABLE OF FIGURES

Figure 1: Subcontractor Reporting via Prime Contractor	7
Figure 2: Government Fiscal Year 2005 Graphic	7
Figure 3: CMR Approval Process	8
Figure 4: CMR Main Web Page.....	9
Figure 5: User Profile main screen.....	9
Figure 6: Profile information for a Contractor	10
Figure 7: Profile information for an Army Requiring Activity	10
Figure 8: Profile for a Principal Assistant Responsible for Contracting (PARC).....	11
Figure 9: Profile for a Contracting Officer	11
Figure 10: Profile for the Contracting Officer’s Representative or Technical Representative.	11
Figure 11: Forgotten password web screen.....	12
Figure 12: Overview of XML Process.....	13
Figure 13: Using the contractor’s database systems to create the XML document	14
Figure 14: Using Microsoft Excel 2003 in creating an XML document	15
Figure 15: XML Upload, Verification, and Validation Process	16
Figure 16: CMR Main menu web screen.....	17
Figure 17: Automatic data transfer web screen	18
Figure 18: Automatic data transfer web screen with loaded XML file	18
Figure 19: XML loading process using Microsoft Excel 2003	19
Figure 20: Automatic data transfer screen with line to XML schema	19
Figure 21: Microsoft Excel 2003, XML menu option.....	20
Figure 22: Microsoft Excel 2003, Import XML template (maps).....	20
Figure 23: Add XML maps	21
Figure 24: Browse XML templates.....	21
Figure 25: XML maps screen with CMR template	21
Figure 26: Microsoft Excel 2003 with XML template	22
Figure 27: Microsoft Excel 2003 with CMR data elements from XML template.....	23
Figure 28: Using Microsoft Excel functions to simplify the XML document creation.....	23
Figure 29: Microsoft Excel 2003 with data defined by XML template	24
Figure 30: Microsoft Excel 2003: Save As.....	25
Figure 31: Microsoft Excel 2003: Save As XML document.....	25
Figure 32: Microsoft Excel 2003: Name as XML Document.....	25
Figure 33: Microsoft Excel 2003: Save Changes Warning	26
Figure 34: XML document as seen through Microsoft Internet Explorer	26
Figure 35: Location Hierarchy within CMR.....	27
Figure 36: Contracting Officer main screen	38
Figure 37: Contract Report web screen.....	38
Figure 38: Detail Contract report web screen	39
Figure 39: Status of Compliance with Contractor Manpower Reporting Application....	40
Figure 40: Status of Compliance with Contractor Manpower Reporting.....	41

Contractor Manpower Reporting System Users Manual
with XML Interface Design

Figure 41: Manpower Baseline Report from CMR.....	42
Figure 42: Contract Labor by Unit Identification Code.....	43
Figure 43: Documenting the full requirement	44
Figure 44: Cost Baseline Report	45
Figure 45: Contract Resources by Element of resource and FSC	46
Figure 46: Contract Resources by Appropriation Source and FSC.....	46
Figure 47: DAMO-ZR Priority Report.....	47
Figure 48: Direct Labor Costs by Command Per Work Hour	48
Figure 49: Direct Labor Costs by Federal Service Code Per Hour.....	48
Figure 50: Direct Labor Costs per man hour for a specific FSC	49