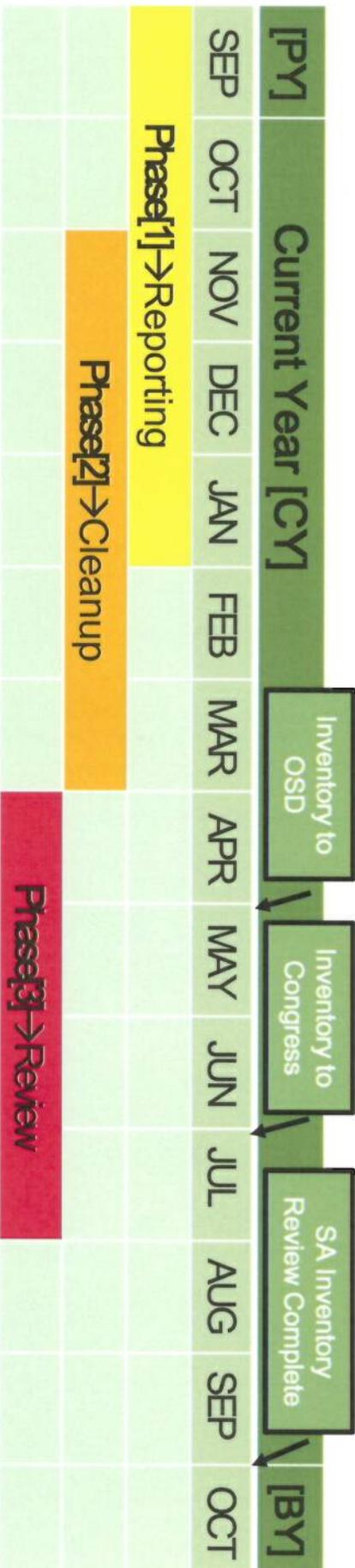


Contract Services Inventory/Review Process



Phase 1 -> Prior Year Reporting S: 1Feb

- Preload CMRA w/procurement/accounting data
- Contractors/subcontractors report in CMRA:
 - direct labor hours; direct labor costs; direct non-labor costs; invoiced amount; functions performed; location where performed and other data for contracts/task orders that involve contract services

Completion of Phase 2 and 3 require requiring activity resource managers to register in CMRA at <https://cmra.army.mil/> under the resource manager role. Note that contractor manpower data reported by contractors is proprietary.

Data Cleanup requires commanders to designate an accountable official responsible for Service Contract Approval Requests (SCAR)^{1,2} to make sure that management controls are in place to ensure complete and accurate reporting into CMRA. Performance of this function requires knowledge of all the contracts/task orders and contracting officer representatives supporting a requiring activity to ensure complete reporting, in particular to ensure proper UIC alignment in CMRA.

Phase 2 -> Reporting Data Cleanup S: 1Apr

- Resource managers ensure correct alignment of contract services in CMRA to:
 - Requiring activity: UIC
 - Funding source: APPN; MDEP; EOR; AMSCO

A commander, typically through their resource manager / manpower office, is responsible for making strategic prioritization and projections of contract services and to ensure corrective action for functions at risk of inherently governmental performance or unauthorized personal services. Projections and applicable manpower mix coding are captured in the PDC data base.

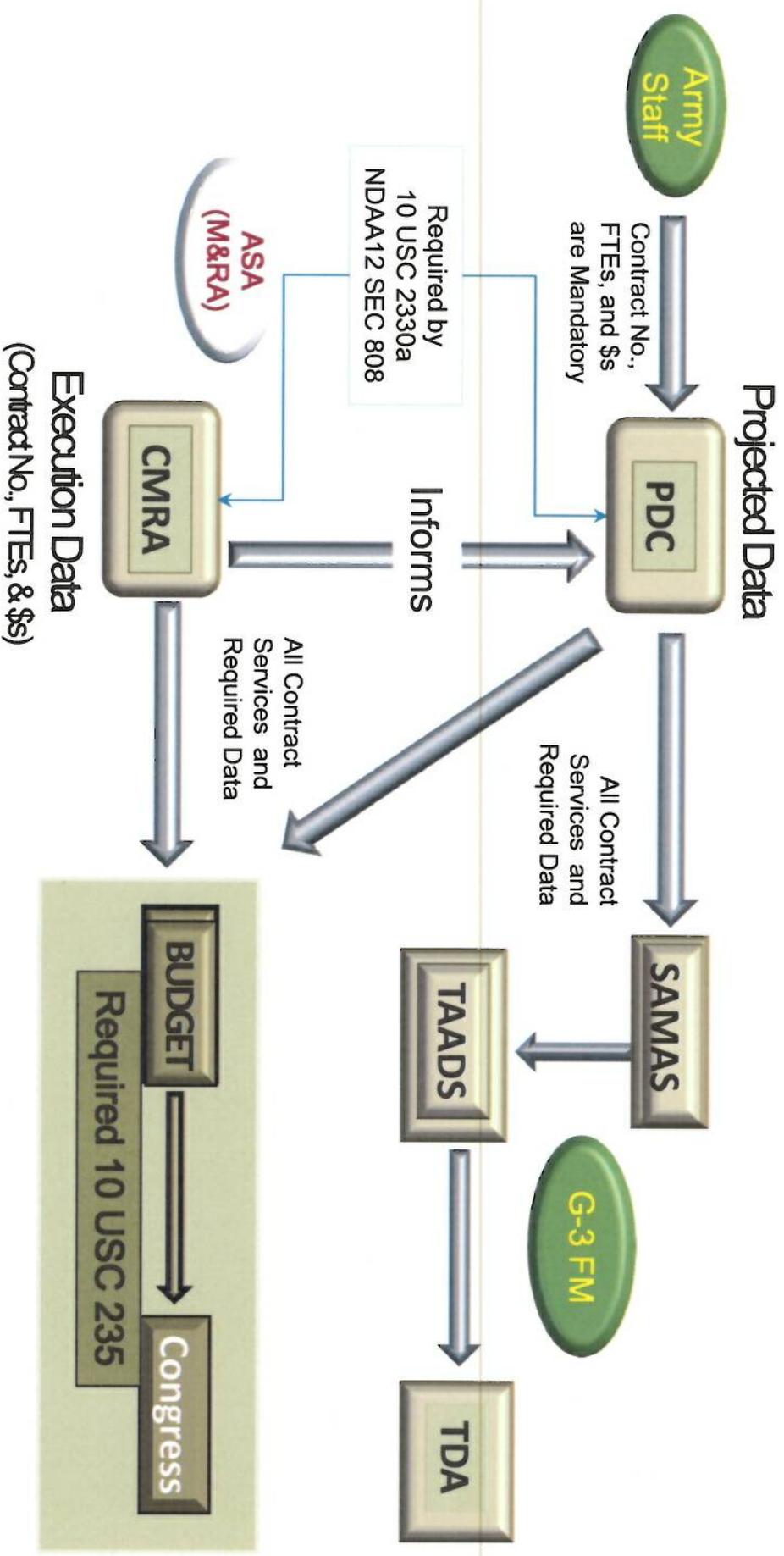
Phase 3 -> Contract Services Review S: 1Aug

- Resynchronize contracts in the inventory with services reviewed by the PDC
- Revalidate Manpower Mix Criteria (MMC) coding of service functions reviewed by the PDC

Contract Services Review by PDC evaluates, with the Command, manpower mix criteria of contract services and ensures all projected actions are classified as inherently governmental, closely associated with inherently governmental, authorized personal services, unauthorized personal services, critical functions, acquisition functions, or commercial functions with none of the above issues.

¹ AFAR Subpart 51075.5 – Inherently Governmental
² Memorandum, 10 Jul 2009, SecArmy, Policy for Civilian Workforce Management and Service Contracts

Contractor Manpower Reporting Process



Action Summary

- 20 Feb 2012: Register command point of contact in “Resource Manager” user role of CMRA at CMRA website and notify Mr. Paul Rupperecht by e-mail
- 01 Apr 2012: Users with authenticated resource manager user role query all of CMRA data base to find their contract/task order number and realign to correct requiring activity UIC within their command
- 01 Apr 2012: Use PDC Synch tool maintained by Mr. Steve Pressley to identify CME lacking an updated, approved manpower mix code designation and to provide input to Ms. Ginsburg on those CME. This must be completed by 1 Aug 2012 to comply with OSD suspense