

ANNEX E: Contractor Manpower Equivalent Documentation and Reporting

1. CMEs will be documented in TAADS for all contracts for “services” covered by SA memoranda referenced in para 1E and F of base memo. The referenced SA policies include GWOT-funded requirements as well as programmed requirements. The following are exempted from documentation: Utilities, Maintenance of Office Equipment (e.g., Copy machines), Foreign Military Sales, production, and construction contracts (with the exception of construction activities in support of OIF/OEF). The definition of services for these purposes is not restricted to the narrow definition of services in the Federal Acquisition Regulation. A test for determining if a reporting requirement exists is: If the requirement is not performed by a contractor, would the mission still need to be done by the Army? If the answer is yes, then the CME needs to be documented in TAADS programmed in SAMAS through the Command’s Schedules 8 during PBR 11-15, and reported via the CMR website. For these purposes an enduring requirement is defined at the macro functional level (for example, training support) and not at the individual task level.

2. Contractor Man-year Equivalent (CME)s are the number of direct labor hours divided by a 2,087 hour work year. The same formula for CME reporting must be used by both reporting systems to support the linkage and validation of reported data. The only exception to this rule is when a different availability factor can be substantiated by review of contract documentation and the different availability factor is documented in a concept plan or USAMAA study, as approved by HQDA.

3. Commands are required to establish a process for validating requirements performed by contractors based on a validation of the workload and its priority. An independent assessment of whether the contract, as performed, involves inherently governmental functions, personal services, or could be viewed as evolving to an improper supervisory relationship over federal government employees or members of the military. Such a circumstance is most likely to occur when contractors work on-site with the federal workforce or military, and an approved statutory exception allowing for personal services has not been obtained. Documentation of the manpower mix criteria to document contractor requirements and an assessment of the function performed by the contractors, will be used by HQDA to evaluate whether any of the above issues require further review.

1. CMEs will be documented as Manpower requirements and authorizations in TAADS by UIC, MDEP, AMSCO, Identity Code, Branch, Grade, Position title, FSC function code and Manpower Mix Criteria (MMC) Code. The identity Code to be used for CME reporting is “T”. The Branch Code to be used is “CC”. The FSC will be loaded in the “CAFC” field of TAADS. The Grade will be “01” and the Position Title will be “Contract Man-Year Equivalent or CME.” Commands are given the latitude to have the CME followed by a more descriptive position title if needed. Also on an optional basis commands can add a POSCO for a CME position. TAADS TDAs should reflect the

number of CME requirements based on the Commands projected mission needs and authorizations based on the Commands projected fully funded CME. Requirements may be greater than authorizations. CMEs should be loaded in the appropriate paragraph of the organization where the function or support is provided. If multiple organization/elements are supported or the contract does not currently support this level of identification, the CMEs may be loaded in a new paragraph at the end of section II, titled Contractor Manpower. Documentation in a separate paragraph should be minimized as much as possible as it does not fully support the goals of this initiative in validating workforce requirements by function and organization. CMEs will be documented as adds during this Command Plan.

5. CMEs should be documented in the requiring activity. For these purposes, requiring activity is the organization for which responsibility for performing the mission has been assigned, even if the contract is funded or administered out of a different organization. When the funding source for a contract is external to an organization, the CME should be documented in the organization responsible for the mission, similar to the way in which reimbursable civilian employees are documented. Army Commands and Army Service Component Commands are responsible for documenting CMEs providing operational support in Augmentation TDAs. When this support involves major weapon systems, the Manpower Estimate Report that projects CMEs will be used as a source document to ensure that training support, operational support and maintenance support for major weapon systems are appropriately documented. Only program management support for the weapon system is documented on the program manager/program executive officer TDA. In addition, CME matrix support from Army Materiel Command to program managers and program executive officers is to be documented on the program manager/program executive officer TDA where the actual mission is being performed.

6. Schedules 8 will be submitted via the Resource Requirements Management System (R2MS) to load requirements and authorizations in SAMAS for TAADS documentation on FY11 TDAs and AUGTDAs. For those commands that did not fully submit last year you have another opportunity now to correct CME data during this Command Plan. PEGs are encouraged to review CME data to determine validity and available dollars. Where CMEs reported in Contract Manpower Reporting (CMR) as of 1 Dec 08 are higher than currently reflected in SAMAS Commands must submit Schedule 8s to increase CMEs where workload is enduring. Where CMEs reported in CMR are less than those reflected in SAMAS Commands must correct CMR data or reduce the numbers programmed in SAMAS and TAADS. Commands intending to submit insourcing concept plans must make sure that their CME data is accurate in SAMAS and CMR.

7. CMEs will be documented by UIC, APE, MDEP, CTYPE, and FSC Code. The CTYPE for CME will be 888; and the Resource Code will be CCME. Commands are to

submit their CMEs Schedules 8 to DAMO-FMP, through the R2MS on the PAED web site, as part of their PBR 11-15 submission, to load requirements and authorizations in SAMAS for TAADS documentation on FY11 TDAs and AUGTDAs. CMEs will be programmed based on the Commands projected enduring Contractor requirements for FY11 through FY15. Commands will submit the number of CME requirements (BO-9) based on the Commands projected mission needs; and authorizations (BO-4) based on the Commands projected funded (Army/Non Army funded) CME. Data contained in the CMR database can be used as a starting point for the Commands in determining their projected CME needs for FY11 – FY15; but should not be construed as the correct number. For CME spaces that the Command determines to be enduring requirements and are currently funded with GWOT, they will be reported by entering GWOT in the REIMS Field. CME requirements will not duplicate shortfalls in military or civilian employee requirements. Use the following codes.

MM = a contractor manpower equivalent (CME) - separately reported via CMR website
MN = a contractor manpower equivalent (CME) - not separately reported via CMR website

8. Panel for Documentation of Contract Man-year Equivalentents .

A. G-37/FM and ASA M&RA will co-chair the first annual Panel for Documentation of CMEs (PDC) as part of the Command Plan Scrub. The PDC will:

1. Verify that documented CMEs have the correct Manpower Mix Criteria Code (MMC) (i.e. MMC E for inherently governmental functions, MMC H for closely associated with inherently governmental functions or personal services, or MMC X for contactable functions). This is a change to current guidance.
2. Monitor that CMEs coded with MMC E are mandated for in-sourcing.
3. Check the completeness of CME documentation by comparing CME data in the Contractor Manpower Reporting Application (CMRA) and CMEs documented in TAADS/SAMAS. In addition, compare CME documentation to CME projections provided in Manpower Estimate Reports (MERs) for major weapon systems provided by ASA(ALT) and ASC.
4. Establish if CMEs are being used to fill requirements for which no authorization exists and recommend reducing requirements where necessary.

B. In January 2009, G-37/FM and ASA M&RA will co-chair a VTC for all Commands, Secretariat, and Army Staff to discuss required documentation for CMEs reviewed during the Command Plan by the PDC. Data call requirements for in-sourcing (CME to DAC) PDC review will be discussed and disseminated during this VTC.

C. After panel results are documented, any additional CME requirements will require a concept plan meeting USAMAA workload justification standards.