



OFFICE OF THE SECRETARY OF DEFENSE

1 000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

NOV 28 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Enterprise-wide Contractor Manpower Reporting Application

This memorandum provides implementing direction consistent with the Department's commitment to improve visibility into and accountability of contracted services in accordance with the requirements of sections 235 and 2330a of title 10, United States Code.

Effective immediately, all Department of Defense (DoD) Components shall begin including the language in the attachment in all instruments that require the performance of services, including contracts for goods with defined requirements for services. This standard language shall be included in both new statements of work/performance work statements and modifications to existing contracts.

Each Component shall ensure that all contracted services procured, regardless of the source of the funding or acquisition agent, are executed in accordance with these requirements. Data will be reported using an Enterprise-wide Contractor Manpower Reporting Application (eCMRA) (excluding the four intelligence agencies). Components are responsible for ensuring the accuracy of the information reported in eCMRA for their contracted services to support the Department's Inventory for Contract Services (ICS). This includes data management, reporting, analysis, and industry communication responsibilities. The Army, Navy, and Air Force will maintain their current capacity to perform this quality control as provided in their plans to implement section 8108 of Public Law 112-10 (DoD and Full Year Continuing Appropriations Act of 2011). Network support is a distinct function from these data management responsibilities required of each Component and will be provided with the application.

The eCMRA website will be available to receive data to support the FY 2013 Inventory of Contracts for Services. These actions are consistent with the May 2012 Paperwork Reduction Act collection approval from the Office of Management and Budget. Questions regarding this memorandum should be directed to our offices: Mr. John Tenaglia ([john.tenaglia@osd.mil](mailto:john.tenaglia@osd.mil)) and Mr. Jeffrey Grover ([jeffrey.grover@osd.mil](mailto:jeffrey.grover@osd.mil)) within Acquisition, Technology, and Logistics; and Ms. Amy Parker ([amy.parker@osd.mil](mailto:amy.parker@osd.mil)) and Mr. Thomas Hessel ([thomas.hessel@osd.mil](mailto:thomas.hessel@osd.mil)) within Personnel and Readiness.

  
Frank Kendall  
Under Secretary of Defense  
for Acquisition, Technology and Logistics

  
Jessica L. Wright  
Acting Principal Deputy Under Secretary of  
Defense for Personnel and Readiness

Attachment:  
As stated

DISTRIBUTION:

SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
COMMANDERS OF THE COMBATANT COMMANDS  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES  
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY  
PRESIDENT, NATIONAL DEFENSE UNIVERSITY

**CONTRACTOR MANPOWER REPORTING LANGUAGE FOR  
CONTRACT PERFORMANCE WORK STATEMENTS  
and Related Background Information**

“The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract **for the [NAMED COMPONENT]** via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>”

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>”

-----  
The information below is not to be included in contract performance work statements

**Uses and Safeguarding of Information:** Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

Contractors for other than Army components can visit <https://cmra.army.mil/Login.aspx> to review user manuals and gain an understanding about the data fields that will be included in the reporting structure that is hosted at <http://www.ecmra.mil/>

**Applicability:** The reporting requirement applies to all contracted services, provided the organization that is receiving or benefiting from the contracted services is a Department of Defense organization, including reimbursable appropriated funding sources from non-DoD executive agencies where the Defense Component requiring activity is executive agent for the function performed. The reporting requirement does not apply to situations where a Defense Component is merely a contracting agent for another executive agency. In general, the only contracted services excluded from reporting are construction and utilities.