



DEPARTMENT OF THE ARMY  
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
504 SCOTT STREET  
FORT DETRICK, MD 21702-5012

MCMR-AAP-A

10 March 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procurement Advisory Notice PAN 05-04  
Accounting for Contract Services - Contractor Manpower  
Reporting (CMR)

1. **Introduction.** On March 4, 2005 the Office of the Assistant Secretary of the Army, Acquisition Logistics and Technology (ASA(ALT)) issued implementation guidance on the Contractor Manpower Reporting (CMR) initiative for Army Acquisition activities, effective March 8, 2005, in order to obtain better visibility of the contractor service workforce supporting the Army.

2. **Background.** The Army was selected for a pilot study to test a business process designed to collect data regarding the labor costs associated with the contract workforce and the organizations and missions that contract for workforce support. Implementation was approved by the Assistant Secretary of the Army, Manpower and Reserve Affairs (ASA-M&RA) and the Office of Management and Budget (OMB) approved data collection pursuant to the initiative for a three-year period. On January 7, 2005 the Secretary of the Army issued guidance for accounting for contract services and direction for implementing CMR, to begin March 8, 2005, for all acquisitions containing service requirements.

3. **Applicability.** This CMR reporting requirement applies to all procurements for services, provided that the organization that is receiving or benefiting from the contracted services is an Army organization. It includes requirements identified by the requiring activity for its own use or any service requirement received from another Army agency or command where the requiring activity is tasked to be responsible for developing the requirement and monitoring the acquisition of services. Contracts for supplies that include services, however incidental, require CMR reporting.

MCMR-AAP-A

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#### 4. Requirement

a. Army organizations acquiring contracted services shall include in newly issued contracts, task/delivery orders and bi-laterally modified contracts, the requirement for CMR reporting to the secure web site at <https://contractormanpower.army.pentagon.mil>. This shall occur upon award or modification, and annually thereafter for the duration of the contract.

b. Responsibilities of the Army Requiring Activity and Contracting Officer's Representative (COR) - Army requiring activities are defined as the organizational units that submit a written requirement or statement of need for services that are to be satisfied by a contract. Army requiring activities shall include the Accounting for Contract Services reporting requirements as a requirement in every performance work statement (PWS). The implementation language for inclusion in the PWS appears as an enclosure to this memorandum. Responsibilities of the Army requiring activity and COR are as follows: (1) ensure that the need for CMR data reporting is a deliverable within each solicitation, contract and contract modification issued on or after March 8, 2005 and provide resources, including funding, associated with the collection and reporting of data; (2) provide the Unit Identification Code (UIC) of the Army requiring activity to the Contracting Officer for inclusion in a Contract Line Item Number (CLIN), to allow for pricing for this reporting requirement; (3) monitor and assist the contractor to make sure the complete reporting takes place no later than October 31 each year; and, (4) assist the contractor in identifying the fund cite on the contract. Inputting of information into the CMR system may also be the responsibility of the Army requiring activity, in lieu of the contractor.

c. Responsibilities of the Contracting Officer - The Contracting Officer's responsibilities include: (1)

MCMR-AAP-A

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ensuring that the need for CMR data reporting is a deliverable within each solicitation, contract and contract modification issued on or after March 8, 2005; (2) ensuring that the UIC for the Army requiring activity is included as a part of a CLIN of each service contract; (3) ensuring that the data collection costs charged by the contractor are reasonable; (4) including the requirement to monitor the contractor's reporting of required information in the COR appointment letter; and, (5) verify the status of reporting by the contractors within the CMR system.

d. Responsibilities of the Contractor - Contractors are responsible for reporting the required information to the CMR system's secure Internet web site or through the Army requiring activity, as defined in the PWS.

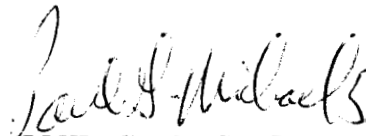
**5. Enforcement.** ASA-M&RA will compile and review an annual report comparing compliance with this reporting requirement by Major Command, which may be further broken out by UIC. The metric for compliance will involve comparing total payments (dollars) reported by Major Command/Operating Agency/Contracting Activity/Organization against obligations (dollars) and/or disbursements by Major Command/Operating Agency/Contracting Activity/Organization, using the relevant financial accounting and procurement systems as sources for comparison. An organization's compliance with this requirement will be a factor considered in assessing that organization's justification of its current resources, or requests for additional resources in departmental decisions. G1, G3, and G8 will develop guidelines for using this compliance information as a factor in Planning, Programming, and Budgeting System (PPBS) determinations.

**6. Incorporation.** This Procurement Advisory Notice will be incorporated in the next iteration of US Army Medical Research and Materiel Command Regulation 715-1.

MCMR-AiZP-A

SUBJECT: Procurement Advisory Notice PAN 05-04  
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7. **Point of Contact.** Ms. L. Joan Wilson, Policy and  
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## Accounting for Contract Services Contractor Manpower Reporting

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address:

<https://contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's system to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.