



DEPARTMENT OF THE ARMY  
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
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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.

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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)





