DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
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DEC 20 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The attached Office of the Secretary of Defense (OSD) memorandum dated November 28, 2012 established policy to ensure that all Department of Defense Components insert the ECMRA language in all contract actions that include services. The policy requires contractors to provide contract information via a secure data collection site. The following links to the ECMRA are provided: http://ecmra.mil/ or https://doncmra.nmci.navy.mil.

The policy is effective immediately and has been codified in the Navy Marine Corps Acquisition Regulation Supplement (Change 08-14).

My points of contact are Roger Yee at Roger.Yee@navy.mil and Denise Randolph at Denise.Randolph@navy.mil.

James S. Meade
Director, Program Analysis and Business Transformation
Director, Services Acquisition
Deputy Assistant Secretary of the Navy
(Acquisition and Procurement)

Attachment: As stated

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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) and Mr. Jeffrey Grover (jeffrey.grover@osd.mil) within Acquisition, Technology, and Logistics; and Ms. Amy Parker (amy.parker@osd.mil) and Mr. Thomas Hessel (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

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.

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