



Contracting Officer Representative/Contracting Officer Technical Representative (COR/COTR) Quick Reference Guide v3.12

Responsibilities

CORs/COTRs are responsible for:

1. Filling out the NDAA Elements pertaining to specific Contracts.
2. Filling out the Fund Cite data for Order pertaining to specific Contracts.
3. Verifying that Contract data has been entered.
4. Reviewing the accuracy of order data, contact data, and location data.
5. Due to business rules, CORs/COTRs have the option to create a Contract or Order and enter/edit Contract and Order data if needed.

Login

1. Go to the CMRA website <https://doncmra.nmci.navy.mil>
2. Read the disclaimer and click I Agree.
3. Enter your Username (your email address), Password, and select either the 'Requiring Activity' or 'Resource Manager' user role. Click Submit.

Searching for/Creating a Contract

1. Search for a contract using the criteria listed on the screen.
 - a. If the contract is in the database, you may select the Contract itself.
2. If the contract does not exist in the database, you can create it by selecting the red-highlighted hyperlink at the top of the screen.
 - a. Enter the contract number and fiscal year. Select Save Contract.

Verifying Contract Data

1. If the Order number appears after selecting on the contract number you want to review, select it.
2. Once you have selected on the Order number, review the order data, contact data, and location data tabs to ensure accuracy and completion.

Entering NDAA Elements

1. Select the corresponding contract number you want to review.
2. Next, select the Edit Contract button near the bottom of the screen.
3. Complete all of the necessary NDAA data. Select Save Contract.

Entering/Reviewing Order Data

1. Once you have searched for or created a contract, select the contract number.
2. If the Order number appears, select it. If you need to add an Order number, select Add New Order. Enter the Order data information on the screen and select Create Order (if you do not have an Order number, use '0000').
3. Once you have selected the Order number, enter or edit the Order data.
4. After completing the Order data, select the 'Contact Data' tab.

Entering/Reviewing Contact Data

1. Select the 'Contact Data' tab.
2. Enter the data for each point of contact and select Save after each entry.

Entering/Reviewing Location Data

1. Select the 'Location Data' tab.
2. For each Location record, enter the following data:
 - a. The Federal Service Code (FSC) is the function performed for the Order record.
 - b. The location is where the work was performed.
 - c. The Direct Labor Dollars is the amount charged for labor costs.
 - d. The Direct Labor Hours is the total amount of hours worked on the Orders.
 - e. The remaining questions must also be answered.
3. Once all questions have been completed, select Save.
4. If there are multiple Locations or multiple Functions performed at a location, enter additional Location Records.

Entering/Reviewing Fund Cite Data

1. Select the 'Fund Cite Data' tab.
2. Complete all of the information for the fund cite, then select save.

Once the order data, contact data, and location data, and fund cite data is entered for each Contract and Order, the COR/COTR is finished entering data into the Contractor Manpower Reporting Application.

Notes

- For other questions or concerns, see the Help Resources section of the website for a Full User Guide, role-specific User Guide, list of FAQs, Glossary of terms, and Help Desk contact information.