



## 1. PURPOSE

This document provides SPAWAR policy on the acquisition of services which are not already covered under the DoD/DoN 5000 series documents.

Monthly Status Report (MSR) CDRLs ensure contractors provide monthly reports on progress and budget. Standard Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) language is incorporated to require annual contractor reports on executed labor using CMRA.

Related guidance is available under [1.2.9.2.3 Contract Data Requirements List \(CDRL\) \(DD Form 1423\)](#).

## 2. POLICY

### 2.1 Monthly Status Reporting

The [Monthly Status Report \(MSR\)](#) CDRL, DD Form 1423, is required in all new service contracts and task orders (TOs) across SPAWAR and should be added to existing service contracts and TOs.

#### 2.1.1 REQUIRED CDRL INFORMATION AND ATTACHMENTS

The MSR shall be submitted electronically and will provide:

- Part 1: Performance, Schedule, Financial, Personnel Staffing Plan, Travel/ODC.
- Part 2: [MSR CDRL Attachment 1](#) (Mar 2013)
- Part 3: [MSR CDRL Attachment 2](#) (May 2013)

#### 2.1.2 WHEN TO INCORPORATE:

1. All new contracts and TOs.
2. Active contracts and TOs:
  - Add CDRL(s) primarily at the time of option exercise, when at least 50% of the effort is still remaining or at the discretion of the Contracting Officer.
  - Include the new MSR in all unissued or open CSS RFPs.
  - If an active CSS contract/order has old Quarterly Status Report (QSR), swap with new MSR CDRL on next funding or option mod.
  - Wait to add the CDRL until the follow-on procurement only if it is not possible to implement a no-cost MSR reporting requirements incorporation concurrent with next option exercise.

### 2.2 Annual Manpower Reporting (ECMRA)

Contractor Manpower Reporting applies to all service contracts including commercial services. Incorporate Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) standard language into all contracts which include services ([NMCARS 5237.102-90](#)).

#### 2.2.1 EXCEPTIONS AND EXCLUSIONS

1. Contracted services for construction and utilities.
2. The reporting requirement does not apply to situations where a Defense Component is merely a contracting agent for another executive agency.

#### 2.2.2 STANDARD ECMRA LANGUAGE TO BE INSERTED

*“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 <https://doncmra.nmci.navy.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. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.”

3. RESPONSIBILITIES

3.1 Contracting Officer

Ensures that required CDRLs are included in service contracts and task orders and inserts standard language in contracts requiring the contractor to report service labor hours in CMRA.

3.2 Prime Contractor

Submits required MSRs monthly and reports on manpower annually.

3.3 Contracting Officer's Representative (COR)

Review manpower data in CMRA-

[https://doncmra.nmci.navy.mil/Help/User\\_Guide\\_COR.pdf](https://doncmra.nmci.navy.mil/Help/User_Guide_COR.pdf).



4. APPROVALS

N/A

5. PROCEDURE

See [Policy](#) section.

6. TOOLBOX

6.1 Monthly Status Reporting

1. [Monthly Status Report \(MSR\)](#) CDRL
2. [MSR CDRL Attachment 1](#) - Mar 2013
3. [MSR CDRL Attachment 2](#) - May 2013
4. [SPAWARINST 4440.12 Management of OM&S, GFP, CAP, PP&E, and Inventory](#) - Feb 2011 *(In the process of being updated by SPAWAR 4.3.2)*



6.2 Annual Manpower Reporting

5. [DON CMRA Website](#)

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New icon.

Date	Description of Changes
January 2015	Removed GFP reference; see the COR and GFP SCPPM.
August 2014	Content taken from Acquisition of Services SCPPM to create this more focused CDRLs and Reporting SCPPM. Updated format, reorganized content, and updated links. Added CMRA review role for COR.
April 2014	Last version created in old format. Latest change under this topic was to add ECMRA section.