



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

**THE UNDER SECRETARY OF DEFENSE**

**3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010**

**MAR 21 2011**

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
COMMANDERS OF THE COMBATANT COMMANDS  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Deployment of the Department of Defense (DoD) Contracting Officer  
Representative Tracking Tool (CORT Tool)

I am pleased to announce the deployment of the DoD CORT Tool. This capability, initially developed by U.S. Army, Communications and Electronics Command, and subsequently adopted by the Army leadership, has been adapted for use by the DoD. The Army will be the executive agent to maintain this electronic capability until further notice. This capability will allow components and defense agencies to electronically track Contracting Officer Representative (COR) nominations, appointments, terminations and training certifications across DoD.

The DoD CORT Tool is a Web-accessible management application designed to:

- Be Common Access Card-enabled and available to all members of the DoD with internet access and an Army or Defense Knowledge Online account (AKO/DKO).
- Nominate, appoint, track, and terminate, if necessary, an individual as a COR against a DoD contract or order or actions issued on behalf of a DoD assisting agency.
- Allow a prospective COR to create a profile, document their training and experience, and process a nomination package for one or multiple contracts and orders.
- Provide DoD personnel a Web-based portal for all relevant COR documents to include the posting of monthly status report and annual COR file checklist.

All Military Departments, Defense Agencies and DoD Field Activities are directed to develop a CORT Tool deployment plan. As part of your plan, Components should address the items in CORT Tool Guidance and Instructions, <http://www.acq.osd.mil/dpap/pdi/eb/cor.html>, and include a schedule to implement the capability in accordance with the phased deployment strategy. Components should identify individuals who will act as your Subject Matter Experts (SMEs). The SMEs will have overall responsibility for training and deployment of the capability within your component. Your plan should be submitted within 60 days of the signed date of this letter to the Deputy Director, Program Development and Implementation, Defense Procurement and Acquisition Policy, Ms. LeAntha Sumpter at [LeAntha.Sumpter@osd.mil](mailto:LeAntha.Sumpter@osd.mil).

All Military Departments, Defense Agencies and DoD Field Activities shall use this tool for all service contracts awarded with a value greater than the micro-purchase threshold and in accordance with the deployment dates of their respective organizations identified in CORT Tool Guidance and Instruction. This Tool may be used but is not required for other types of contracts (i.e., construction) where a COR is required. The CORT Tool is designed for use by all Military Departments and Defense Agencies for all contracts when a COR is assigned unless a specific waiver is obtained from the component Senior Acquisition Executive.

My point of contact is Ms. Mae Bartley at [Mae.Bartley@osd.mil](mailto:Mae.Bartley@osd.mil) or 703-602-8011.

  
Ashton B. Carter PD, ACTM6  
3/21/11