

# **Department of Defense Contracting Officer Representative Tracking Tool (CORTT)**

The Department of Defense (DoD) Contracting Officer Representative (COR) Tracking Tool is a web management capability for the appointment of CORs. It provides for the collection of COR training certificate and the posting of monthly status reports. It provides built in workflows for the nomination process to include email alerts/status reminders for monthly status report due-ins and delinquencies.

The DoD COR Tracking Tool provides contracting personnel and requiring activities the means to track and manage COR assignment across multiple contracts across DoD. This system allows a perspective COR, Supervisor and Contracting Officer to electronically process nomination of CORs for one or multiple contracts.

The COR Tracking Tool is Common Access Card (CAC) enabled and is available to all members of DoD with an Army or Defense Knowledge Online (AKO/DKO) account. The CAC must be registered with AKO/DKO before access to the DoD COR Tracking Tool can be obtained.

## **Benefits of DoD COR Tracking Tool**

- Electronic nomination process
- Review status of all COR nomination requests
- Identify CORs by name, career field, certification level and other contact information
- Identify COR supervisor by name and other contact information
- Identify contracting officer/specialist by name and other contact information
- Identify all training completed by the COR by complexity of the work/requirement (Type A/B/C), including basic and refresher training requirements
- Track contracts by COR
- Track CORs by contract
- Add and review documents, such as a Status Report, COR trip report, correspondences and other miscellaneous documents to one or more of the COR appointed contracts
- Termination of COR appointment

## **Deployment across the Department of Defense**

DoD will begin a phased deployment of the Tracking Tool. Phase is expected to begin in 4QFY10.