



DEPARTMENT OF DEFENSE CONTRACTING OFFICERS REPRESENTATIVE TRACKING TOOL (CORT Tool)

CORT Tool Training

JUNE 2011



Ground Rules

- Please mute your Phone
- Do not place your phones on “**hold**”

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO) - BASICS

- **AKO/DKO accounts required for each user of the CORT Tool**
 - AKO/DKO portal: www.us.army.mil
 - Contact the AKO/DKO helpdesk with issues
 - **Annotate e-mail address**
- **Common Access Card (CAC) required and must be registered to each account**
 - Once logged in, click on "My Account" at the top of the page (next to the DKO logo).
 - Click on logon option
 - Click on the "CAC/Cert Registration" option.
 - Click on the "Register" button.
 - Follow the prompts to complete the registration process.
 - When prompted , enter the password use to log on to DKO
 - Upon completion of the CAC registration, log out and log back in with CAC.

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO) - BASICS

Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

Army Knowledge Online - mae.bart...

DKO DEFENSE KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

myProfile Page
Account Settings
Login Options
Mail Preferences
Notifications
My Tasks
Sponsor Management

Set Homepage
CAC / Cert Registration
IM Login Status

Search... AKO Content! Search

MY ALERTS
My AKO Mail Inbox (0)
New Notifications (0)
New In My Files (0)
New In My Blogs (...)

TOOLBOX
• Manage My Groups
• Edit My Favorites
• Edit Notification Settings
• Create a Site
• Create a Page
• View My Profile
• Upload File

MyPay
MyPay feature available to all Joint Services! [Click to single sign-on to myPay now!](#)

JKO - Joint Knowledge Online

JKO
JOINT KNOWLEDGE ONLINE

NCES User Services (Shared)

- Defense Connect Online
- Enterprise Search
- Data Services Environment
- Service Discovery

Trusted sites 100%

Start D.. C... C... C... C... A... S... H... C... 9:01 AM

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO) - BASICS

- Each user will be provided with a “ us.army.mil” e-mail address
 - E-mail generated from the CORT Tool will be sent to the us.army.mil account
 - Each user may have their e-mails forwarded to “.mil” e-mail
 - Login in to AKO/DKO portal: www.us.army.mil
 - From the “My Account” menu at the top of the page click on “Mail Preferences”
 - Select “Mail Options”
 - Click the “Forward Email” radio button
 - Enter the forwarding address information and click “**SUBMIT**”
 - Result in automatic forwarding of CORT Tool e-mail notifications
- If a user elects not to forward their e-mail; **CORT Tool users will need to consistently check AKO/DKO e-mail accounts for CORT Tool emails.**

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO) - BASICS

Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

Army Knowledge Online - mae.bart...

DKO DEFENSE KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

Search... AKO Content Search

myProfile Page Account Settings Login Options Mail Preferences Notifications My Tasks Sponsor Management

DKO Home Army Portal Coast Guard Portal Marine Corps Portal Navy Portal

Mail Options Switch Email Address Vacation Message

MY ALERTS

My AKO Mail Inbox (0)

New Notifications (0)

New In My Files (0)

New In My Blogs (...)

TOOLBOX

- Manage My Groups
- Edit My Favorites
- Edit Notification Settings
- Create a Site
- Create a Page
- View My Profile
- Upload File

MyPay

MyPay feature available to all Joint Services! [Click to single sign-on to myPay now!](#)

JKO - Joint Knowledge Online

JKO JOINT KNOWLEDGE ONLINE

NCES User Services (Shared)

- Defense Connect Online
- Enterprise Search
- Data Services Environment
- Service Discovery

DKO Hot Topics

Hot Topics

Start D.. C... C... C... C... C... A... S... H... C... 9:05 AM

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO) - BASICS

Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

AKO Army Knowledge Online - mae.bart...

Home My Account Favorites Quick Links Self Service

Search... AKO Content Search

My Account

myProfile Page

Account Settings

Account Information

Change Password

Security Questions

KBA Questions

Login Options

Set Homepage

CAC Cert Registration

IM Login Status

Mail Preferences

Mail Options

Switch Email Address

Vacation Message

Notifications

My Notifications

Notification Settings

Mail Options

Update Your Email Information

Select a Mail Option

AKO Mail (mae.bartley@us.army.mil)

Forward Email (Non-AKO Account)

Forwarding Email Address: mae.bartley@osd.mil

Confirm Forwarding Email Address: mae.bartley@osd.mil

Preferred Webmail

Webmail

Webmail Classic

Webmail Lite

Mail Display Name

Bartley, Mae K Ms CIV OSD

Reset display name to: Bartley, Mae K Ms CIV OSD

External Email Address: mae.bartley@osd.mil

Army Announcement Options

I want to receive the Monthly AKO Newsletter.

I do not want to receive the Monthly AKO Newsletter.

Enable S/MIME

Submit

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO) - BASICS

- **Contracting Officer (PCO) and Contract Specialist (CO)**
 - Use the provided AKO/DKO name and email address when completing staff registration in CORT Tool
- **Contracting Officer Representatives (CORs)**
 - Use the provided AKO/DKO name and email address when completing a “Profile” in CORT Tool
- **Supervisors, Commander, Requiring Activity, or Higher Level Authority**
 - Provide AKO/DKO name and email address to each COR to use when completing their profiles
- **Administrative Contracting Officer (ACO) and Quality Assurance Points of Contacts (QA POC)**
 - Provide DKO name to the Contracting Officer/Contract Specialist.
- AKO/DKO name must equal the DKO name in CORT Tool
- Allows the named individual the ability to see the COR Record

Contracting Staff Registration

- **Complete only one registration**
 - Multiple registration using different name will not allow a user access to the data
- **Complete all fields**
 - **Name**
 - **DKO name** Pulled from CAC (5/1) or “COR Proxy” if entered by SME
 - **Telephone Number** - Enter up to 20 characters
 - **Email** - firstname.lastname@us.army.mil.
 - **Role**
 - **Contracting Officer** - Selecting CO allows the user access to both roles as CO and CS.
 - **Contract Specialist** - Select CO if you are not a contracting officer and will not make COR appointments;
 - **Contracting Center DoDAAC** - Must enter one (1); up to 4 alternates
 - **Contracting Center Name** - Text Field (Consistent naming convention)
 - Select “**Save Changes**”
 - Top now states “**Contracting Staff Registration Has Been Inserted.**”

Completed Contracting Staff Registration

DoD COR: Contracting Staff Registration
Contracting Staff Profile Has Been Inserted

User Name: [Logout](#)
TEST.8888

Contracting Officer Representative Tracking (CORT) Tool

Navigation Menu:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration**
- Contract List/Status
- Awaiting My Approval
- Document Templates
- Local Forms and POCs
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- Admin Email (ADMIN)
- Contracting Staff List (ADMIN)
- COR Misc Codes (ADMIN)
- COR Proxy (ADMIN)
- Course List (ADMIN)
- Link to Reports (ADMIN)
- New COR Profile (ADMIN)
- View All CORs (ADMIN)

Registration Form Fields:

Field	Value
First Name:	TEST
Middle Name:	8888
Last Name:	8888
DKO Name:	TEST.8888
Phone:	7676128865
Email:	TEST.8888@US.ARMY.MIL
Role:	CONTRACTING OFFICER
Contracting Center's DODAAC:	HQ0102
Second Contracting Center's DODAAC:	FA5245
Third Contracting Center's DODAAC:	N40348
Fourth Contracting Center's DODAAC:	
Fifth Contracting Center's DODAAC:	
Organization:	OUSD, DPAP, PDI
Second Contracting Center's DODAAC Organization:	647TH CONTRACTING SQUADRON
Third Contracting Center's DODAAC Organization:	FISC DET SINGAPORE
Fourth Contracting Center's DODAAC Organization:	
Fifth Contracting Center's DODAAC Organization:	

Buttons: Save Changes, Cancel Changes

COR Profile

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/CORInfo.aspx?new=1

File Edit View Favorites Tools Help

COR - COR Profile

COR Home

COR Profile

COR Nomination Process

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Document Templates

Local Forms and POCs

All COR Submitted Documents

View All Local COR Records

COR Related Links

Admin Email (ADMIN)

Contracting Staff List (ADMIN)

COR Misc Codes (ADMIN)

COR Proxy (ADMIN)

Course List (ADMIN)

Link to Reports (ADMIN)

New COR Profile (ADMIN)

View All CORs (ADMIN)



DoD COR: Profile

Note: All non-mandatory fields are marked with an asterisk (*)

View COR Contract List

COR Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience: *

Career Experience Level: *

Email Address:

COR's Home Organization (DODAAC):

Organization Name: *

Unit:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone: <input type="text"/>		<input type="text"/> *	<input type="text"/> *
Mobile Phone: <input type="text"/> *	<input type="text"/> *	<input type="text"/> *	

Supervisor/Commander Information

Note: If the supervisor/commander email address is not a valid address you will receive an email when you try to submit nominations for approval.

DKO Name: Note: Check with your supervisor/commander for the correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)

Email Address:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone: <input type="text"/>		<input type="text"/> *	<input type="text"/> *

Trusted sites 100%

Start Inb... Rev... CO... Doc... 2 2... CO... RE:... 3:00 PM

COR Profile

- **COR DKO Name** – User name assigned when registering for the AKO/DKO account (i.e John.T.Smith4)
- **Email Address** –enter your AKO/DKO email address. The format is: firstname.lastname@us.army.mil.
- **COR Home DoDAAC** – Physical location of the COR; DoDAAC must be a valid six character DoDAAC (i.e.N00612 or SP0600)
 - DoDAAC should not be “123456”, “DODAAC”
 - Incorrect DoDAAC will be flagged, SME will be asked to correct;
- **City/APO** – Location of City, or “**FPO or APO**”
- **County** –
 - Defaults to United States;
 - Select county if a located overseas;
 - State grays out
 - International phone number;
 - Free text to input up to 16 characters

COR Profile

- **Are you a certified acquisition professional – Yes**
 - Yes Drop down menu of choices for **Predominant Acquisition Career**
 - Business Cost Estimating and Financial Management
 - Contracting
 - Facilities Engineering
 - Industrial Contract Property Management
 - Information Technology
 - Life Cycle Logistics
 - Manufacturing, Production and Quality Assurance
 - Program Management
 - Purchasing
 - Science and Technology Management
 - Systems Planning, Research, Development and Engineering
 - Test and Evaluation
 - Not Currently Certified

COR Profile

- **Are you a certified acquisition professional – NO**
 - Text Box; now requires one (1) entry under **Career Experience and Career Experience Level - ****
 - **COR Career Experience** - Indicate the COR area of expertise;
 - **COR Career Experience Level (15 characters max)** - Indicate the number of years of expertise that COR has in this area.
 - If the area of expertise has certain levels associated with it, indicate this in the career experience
 - » Career Experience: Engineering Technician, Level IV
 - » Career Experience Level: 11 Years)
- **Supervisor Information**
 - **DKO Name** – User name assigned when registering for the AKO/DKO account (i.e. Should be [firstname.lastname](#)John.T.Smith4)
 - **Telephone Number** – Enter the supervisor or higher level authority telephone number
 - **Email Address** – enter your AKO/DKO email address. The format is: [firstname.lastname@us.army.mil](#).

COR Profile

Work Address: [Text Box]
City/APO: [Text Box]
State: [-Select-]
Zip Code: [Text Box]
Country: [United States]

COR's Home Organization (DODAAC): [Text Box]
Organization Name: [Text Box]
Unit: [Text Box]

Phone Information:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	[Text Box]	[Text Box]	[Text Box]
DSN Phone:	[Text Box]	[Text Box]	[Text Box]
Mobile Phone:	[Text Box]	[Text Box]	[Text Box]

Are you a Certified Acquisition Official?: Yes No

Career Experience: [Text Box] *
[Text Box] *
[Text Box] *

Career Experience Level: [Text Box] *
[Text Box] *
[Text Box] *

Supervisor/Commander Information
Note: If the supervisor/commander email address is not a valid address you will receive an email when you try to submit nominations for approval.

DKO Name: [Text Box] Note: Check with your supervisor/commander for the correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)

Email Address: [Text Box]

Phone Information:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	[Text Box]	[Text Box]	[Text Box]
DSN Phone:	[Text Box]	[Text Box]	[Text Box]

Once your profile is created you will be able to use this screen to manage your course certificates

Save Record

Complete Supervisor/Higher Level Authority Information.

COR Profile - Training

- **Training Information – COR courses only**
 - Select the course from the drop down menu
 - Add in the course completion date
 - Using the browse feature, load a copy of the certificate from your computer
 - Click on the “plus” sign at the bottom that states “*Click Here to Add Course Certificate*”
 - Top of Page Now State: Course Add
 - Continue the step above to add additional course
- **Save Record**
 - Top of Page Now State: COR Profile Created. To start the Nomination Process for a contract use the link in the left menu
 - Now that the profile is created you will be able manage the COR course certificates

COR Profile

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/COR.Info.aspx?new=1

File Edit View Favorites Tools Help

COR - COR Profile

DoD COR: Profile

Note: All non-mandatory fields are marked with an asterisk (*)

COR Profile Created. To start the Nomination Process for a contract use the link in the left menu

[View COR Contract List](#)
[New Nomination for this COR](#)

COR Information

DKO Name: PINKIE.BROWN

Email Address: PINKIE.BROWN@US.ARMY.MIL

COR's Home Organization (DODAAC): HQ0102

Work Address: 1212 Silver Lane

Organization Name: OUSD *

City/APO: Arlington

Unit:

State: VA

Country: United States

Zip Code: 22416

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	6028999	
DSN Phone:		6196666 *	*
Mobile Phone:	*	*	*

Are you a Certified Acquisition Official?: Yes No

Career Experience: LAB TECHNICAN - LEVEL IV *

Career Experience Level: 10 YEARS *

Supervisor/Commander Information

Note: If the supervisor/commander email address is not a valid address you will receive an email when you try to submit nominations for approval.

DANA.CHAN

Country Area Code Phone Number Extension

Done Trusted sites 100%

Start | Inbox - Mi... | Microsoft P... | COR - CO... | RE: DODA... | 12:56 PM

COR Nomination Process

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
MAE.BARTLEY

You must have a COR Profile to Self Nominate

COR Nomination Process

COR Home
COR Profile
COR Nomination Process
Contracting Staff Registration
Contract List/Status
Awaiting My Approval
Document Templates
All COR Submitted Documents
New COR Profile (ADMIN)
COR Proxy (ADMIN)
View CORs (ADMIN)
COR Misc Codes (ADMIN)
Course List (ADMIN)
Admin Email (ADMIN)

The self-nomination can be started from the “COR Profile” or from the side menu by clicking on the “COR Nomination Process.”

If a “Profile has not been created, the COR will receive the message “You must have a “COR Profile” to self nominate.”

COR Nomination Process

Tracking (CORT) Tool

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PINKIE.B

Supervisor/Commander: DANA.CHAN

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-123-4567

Course	Training Lvl	Certificate
DAU CLC 106 COR with a Mission Focus	[A]	Certificate of Completion.doc
ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	Certificate of Completion.doc

Supporting Contracting Center

Contracting Center Department: [-Select-]

Contracting Center DODAAC: []

Contract Information

->Contract Number is Known ->Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: [-Select-] **Email:**

Commercial Phone:

Contracting Specialist

Contracting Specialist: [-Select-] **Email:**

Commercial Phone:

Click on "COR Information" to "expand" or "collapse" the training information.

COR Nomination Process

COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/CORContract.aspx?new=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department:

Contracting Center DODAAC:

Contract Information

>Contract Number is Known >Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: Email:

Commercial Phone:

Contracting Specialist

Contracting Specialist: Email:

Commercial Phone:

QA Surveillance Plan (QASP)

Note: The file should have a file extension (doc, pdf, etc.).
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Add QASP Document: Description:

Contractor

Cage Code:

Contractor Name: Contractor Address:

Contractor City: Contractor State:

Contractor Zip Code: Contractor Country:

Trusted sites 100%

Start Unre... COR... H:\C... Revis... COR... DoD ... 3:14 PM

COR Nomination Process

- **Supporting Contracting Center**
 - **Select Contract Department** – From drop down menu, select Army, Air Force, DLA, DISA, Navy, MDA, DFAS, DMA and OSD
 - **Contracting Center DoDAAC** - Enter the procurement DoDAAC of the supporting contract center (i.e. 1st six digit of the contract number).
- **Contract Information**
 - Select and Enter the **“Contract number is Known”**
 - Verify Contract Number - OK
 - Select **“Contract Number is NOT Known”** and enter a PR/MIPR or a Solicitation number
 - Verify PR/MIPR or solicitation number - OK
- **Contracting Officer/Contract Specialist —**
 - Select from the drop down menu created from the contracting staff registration
 - Email and phone number will populate

COR Nomination Process

- **Quality Assurance Plan –**
 - Using the browse feature, CORs may load a copy of the QASP from their computer and enter a description
 - Required for service contract over 150K or memo stating plan has been waived
 - QASP can also be loaded by CO at the time of the appointment
- **Contracting Information –**
 - Future requirement to capture data from FPDS
- **COR**
 - Complete **“ALL”** of the certifications
 - Click on **“save record without routing” to update at later date.**
 - Click on **“submit record supervisor”**
 - Nomination or Record moves from “draft” to “Pending Supervisor Approval” Status
 - Generates and email to the Supervisor requesting approval of nomination prior to submission to the contracting officer.

COR Nomination Process

COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/COR.Contract.aspx?cor=2730&new=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

QA Surveillance Plan (QASP)
 Note: The file should have a file extension (doc, pdf, etc.).
 Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Add QASP Document: Browse... Description:

Contractor

Cage Code: Contractor Name: Contractor Address:
 Contractor City: Contractor State:
 Contractor Zip Code: Contractor Country:
 Contract Award Date:

COR (Nominee) Certifications:

Cert. Activation		Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

Submit Record to Supervisor/Commander Save Record (without routing)

Supervisor/Commander Contracting Officer Contract Management

Start | Calend... | RE: CO... | Microso... | SME Pr... | COR - ... | 10:17 AM

Reason for Supervisor not receiving emails

- DKO name incorrect i.e.
 - BRUCEZIEMIENSKI versus BRUCE_ZIEMIENSKI
 - CAROLLAGER versus CAROL_LAGER
 - BILLYLAWS versus BILLY_LAWS
- DKO only send email to DKO address Email address inputted by the COR is something other than the DKO required format [firstname.lastname@us.army.mil](#).
 - [BILLY.LAWS@DLA.MIL](#) versus [BILLY.LAWS@US.ARMY.MIL](#)
 - [OHENE.GYAPONG2@DMA.MIL](#) versus [OHENE.GYAPONG2@US.ARMY.MIL](#)
 - [ROBERT.HUGHES@US.AF.MIL](#) versus [ROBERT.HUGHES@US.ARMY.MIL](#)
 - CORT Tool is built on DKO Platform, emails will only go a us.army.mil account;
- DKO email is correct,
 - DKO forwarding feature has not been activated by the supervisor. **(Slide 5)**

COR SUPERVISOR, REQUIRING ACTIVITY, MANAGER OR HIGHER LEVEL AUTHORITYROLE

- **COR Supervisor/Commander will receive an email directing the COR supervisor to the CORT Tool site after a COR processes a nomination**
 - Click on “Awaiting my Approval.”
 - All unapproved nominees records will be displayed.
- **COR Supervisor/Commander will access the appropriate records,**
 - Review all the applicable nominations
 - Complete the certifications
- **Approve, save, reject or cancel the nomination**
 - “Approve” sends the nomination to the contracting officer/contract specialist
 - “Save” allows a COR supervisor to update the information at a later date
 - “Reject” requires the COR supervisor to add mandatory comments and return the nomination to the COR for corrective action
 - “Cancel record” removes the COR nomination from the CORT Tool

Contract List Status

COR - COR Contract List - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/ViewCORByContract.aspx

File Edit View Favorites Tools Help

COR - COR Contract List

DoD COR: Contract List
as COR and Supervisor/Commander and Contracting Officer

Please select the record types you are interested in:

ACTIVE
 DRAFT
 PENDING PCO REVIEW
 PENDING SUPERVISOR REVIEW
 RECORD REJECTED BY PCO
 RECORD REJECTED BY SUPERVISOR
 TERMINATED

REPORTS FOR REVIEW (YES)

Please click here to select identified records

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
LESLIE.DENEALT	123456-23-2-1232-0000	7890-45-897	ACTIVE	GAIL.L.FOLEY	MAE.BARTLEY	DANA.CHAN	4/20/2010	NO
GAIL.L.FOLEY	123456-23-2-1232-0000		ACTIVE	LESLIE.DENEALT	MAE.BARTLEY	DANA.CHAN	4/20/2010	NO
DANA.CHAN	FA2521-10-C-0005-0000		ACTIVE	MICKEY.MOUSE	MAE.BARTLEY	MAE.BARTLEY	10/13/2010	NO
CLIDO.GARDJULIS		HQ0101RFTEST	PENDING SUPERVISOR REVIEW	HAZELSUMPTER	MAE.BARTLEY	MAE.BARTLEY		NO
JOHN.DOE	HQ0102-98-C-BET1-0000	TEST -9998	ACTIVE	BRAD.PITT	DANA.CHAN	DANA.CHAN	5/18/2011	NO
TESTER.KO	HQ1002-05-C-9999-0000	DATA - TEST	ACTIVE	DANA.CHAN	MINNIE.MOUSE	TESTER	5/12/2011	NO
MAE.BARTLEY	HQ1002R10TEST	HQ1002R10TEST	PENDING PCO REVIEW	DANA.CHAN	MINNIE.MOUSE	TESTER		NO
LESLIE.DENEALT	N00019-09-D-0018-TEST		ACTIVE	GAIL.L.FOLEY	MAE.BARTLEY	MAE.BARTLEY	5/23/2011	NO
TESTER.9999		PR - TEST2	PENDING PCO REVIEW	MAE.BARTLEY	TESTER.KO	TESTER.KO		NO
MAE.BARTLEY		PR TEST- 12345	PENDING PCO REVIEW	DANA.CHAN	MINNIE.MOUSE	TESTER		NO
CLIDO.GARDJULIS		TEST	PENDING SUPERVISOR REVIEW	HAZELSUMPTER	MAE.BARTLEY	MAE.BARTLEY		NO
MAE.BARTLEY		TEST -9999	PENDING PCO REVIEW	DANA.CHAN	TESTER.KO	TESTER.KO		NO
KRISTINE.PREECE		TEST -999999	PENDING PCO REVIEW	GARY.PUGLIANO	MAE.BARTLEY	DANA.CHAN		NO
MAE.BARTLEY		TEST 123	PENDING SUPERVISOR	DANA.CHAN	TESTER	TESTER		NO

Trusted sites 100%

Start Inbo... RE: ... SME ... Revis... COR... COR... 11:45 AM

Awaiting My Approval

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
DANA.CHAN

DoD COR: Awaiting my Approval

DoD COR: Awaiting my Approval as Supervisor/Commander

COR	Contract/PreAward Number	Contracting Officer
MAE.BARTLEY	TEST_123	0001, TESTER
MAE.BARTLEY	TEST-000000003	CHAN, DANA
MAE.BARTLEY	TEST0000000001	NIXON, RICHARD

DoD COR: Awaiting my Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor/Commander
KRISTINE.PREECE	TEST-3999999	GARY.PUGLIANO

1. Select "Awaiting My Approval" to see all nomination requiring supervisor approval.

2. Select the contract number.

Certifications

COR - DoD COR: Nomination Process for PR TEST- 12345 - Windows Internet Explorer provided by OSD-C...

https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/>	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/>	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/>	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil, and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil, by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nominee has extensive experience.

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

Start U... P... H... C... T... F... R... C... 3... 1:49 PM

1. Complete certifications;
Check all.

2. Annotate approval
(optional) or rejection
(mandatory) comments.

Reason for Contracting Officer/Contract Specialist not receiving emails

- DKO name incorrect i.e.
 - BRIAN.P.ANDERSON2 versus BRIAN.P.ANDERSON (missing 2)
 - All new registration are pulled from the CAC
- DKO only send email to DKO address Email address inputted by the COR is something other than the DKO required format firstname.lastname@us.army.mil.
 - BRIAN.P.ANDERSON@NAVY.MIL versus BRIAN.P.ANDERSON2@US.ARMY.MIL
 - BRIAN.MILLER4@MED.NAVY.MIL versus BRIAN.MILLER1@US.ARMY.MIL
 - CORT Tool is built on DKO Platform, emails will only go a us.army.mil account;
- DKO email is correct,
 - DKO forwarding feature has not been activated by the supervisor. **(Slide 5)**

Contracting Officer/Contract Specialist

COR - Awaiting my Approval - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DODCOR/AwaitingApproval.aspx

File Edit View Favorites Tools Help

COR - Awaiting my Approval

Page Tools


Contracting Officer Representative Tracking (CORT) Tool
User Name: [Logout](#)
MAE.BARTLEY

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor/Commander

COR	Contract/PreAward Number	Contracting Officer
MAE.BARTLEY	TEST 123	0001, TESTER
MAE.BARTLEY	TEST0000000001	NIXON, RICHARD
PAUL.J.SMITH	DOD-TRAINING	BARTLEY, MAE
PAUL.J.SMITH	DOD-TRAINING2	BARTLEY, MAE
PAUL.J.SMITH	HQ0102-02-D-TEST-0002	BARTLEY, MAE

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor/Commander
PAUL.J.SMITH	HQ0102-01-D-TEST-0010	MAE.BARTLEY
KRISTINE.PREECE	TEST -999999	GARY.PUGLIANO

COR Home

COR Profile

COR Nomination Process

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Document Templates

Local Forms and POCs

All COR Submitted Documents

View All Local COR Records

COR Related Links

Admin Email (ADMIN)

Contracting Staff List (ADMIN)

COR Misc Codes (ADMIN)

COR Proxy (ADMIN)

Course List (ADMIN)

Link to Reports (ADMIN)

New COR Profile (ADMIN)

View All CORs (ADMIN)

Start | Inbox - Mi... | DoD COR:... | COR - A... | Microsoft ... | 9:17 AM

Contracting Officer/Contract Specialist

- **Contracting Officer/Contract Specialist will receive an email directing them to the CORT Tool site.**
 - Click on “Awaiting my Approval” or “Contract Status List”
 - All unapproved nominees’ records entered by the COR and supervisor will be displayed.
- **Click on the applicable “contract/preaward” number to access and review the record.**
 - Enter the contract number if “Contract Number is NOT known” was previously selected.
 - Enter the COR Training Type (A, B or C)
 - Select Yes or No for Contingency Environment
 - Check the Box if you are waiving the requirement for a QASP; Using the browse feature load a copy of the memorandum waiving the QASP requirement **(New)**
 - Complete the certifications and add comments (mandatory, if rejecting)
 - Enter the ACO DKO name (if known) **(New)**
 - Enter QA, POC (if known) **(New)**
 - Using the Browse feature, load a copy of the “letter of designation” or “appointment letter” and input effective date

Contracting Officer/Contract Specialist

- **Approve, save, reject or reject and cancel the nomination**
 - “Approve” appoints a COR to the contract
 - “Save” allows a CO to update the information at a later date
 - “Reject but DO NOT set Status to Cancelled”
 - Requires the CO to add mandatory comments and return the nomination to the COR for corrective action
 - CO/CS will need to reload the Appointment letter
 - **“Reject AND set status to Cancelled”**
 - “Cancel record” removes the COR nomination from the CORT Tool

Contracting Officer/Contract Specialist

- **ACO and QA POC may also be entered after appointment of the COR**
 - **ACO POC**
 - Enter the DKO name of the Administrative Contracting Officer
 - **QA POC**
 - Enter the DKO name of the Quality Assurance Point of Contact
 - **Select “Save without Routing”**
 - Record now shows up on the Contract List Status of these individuals
 - **Note: ACO and QA POC will need AKO/DKO accounts**
- **Terminating or revoking a COR,**
 - Using the Browse feature upload a copy of termination letter
 - Enter the revocation date
 - Click on revoke COR
 - Successor CORs will have to complete a new nomination.

Document Templates

COR - Document Templates - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/Templates.aspx? Live Search

File Edit View Favorites Tools Help

COR - Document Templates Page Tools


Contracting Officer Representative Tracking (CORT) Tool
User Name: [Logout](#)
MAE.BARTLEY

COR: Document Templates

[Designation Letter](#) | [Revocation/Termination Letters](#)

Designation Letter [Back to Top](#)

PCOs should choose the Designation Letter template below.

Document Template	Description	Target User
 Sample COR Designation Ltr.doc	Use this COR Designation Letter for all contracts	PCO

Revocation/Termination Letters [Back to Top](#)

Document Template	Description	Target User
 Sample COR Revocation Ltr.doc	Use this COR Revocation Letter to remove COR responsibilities for a COR from a contract.	PCO
 Sample COR Termination Ltr.doc	Use this COR Termination Request Letter to inform the PCO that you no longer will perform COR responsibilities for a contract.	COR

[COR Home](#)
[COR Profile](#)
[COR Nomination Process](#)
[Contracting Staff Registration](#)
[Contract List/Status](#)
[Awaiting My Approval](#)
[Document Templates](#)
[All COR Submitted Documents](#)
[New COR Profile \(ADMIN\)](#)
[COR Proxy \(ADMIN\)](#)
[View All Orgs \(ADMIN\)](#)
[COR Misc Codes \(ADMIN\)](#)
[Course List \(ADMIN\)](#)
[Admin Email \(ADMIN\)](#)

https://arc.army.mil/DODCOR/Templates.aspx? Trusted sites 100%

Start Unr... FW... CO... H:\... CO... 1 R... Mic... 4:33 PM

Local Forms and POCs

DoD COR - Handbooks - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORHandbooks.aspx

File Edit View Favorites Tools Help

DoD COR - Handbooks

User Name: [Logout](#)
MAE.BARTLEY

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Handbooks

Please select a Contracting Center Department:

- Select-
- NAVY
- AIR FORCE
- DLA
- DISA
- ARMY
- DFAS
- USTRANSCOM
- DMA
- MISSILE DEFENSE AGENCY
- OSD

Local Forms and POCs

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval
- Document Templates
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- Admin Email (ADMIN)
- COR Misc Codes (ADMIN)
- COR Proxy (ADMIN)
- Course List (ADMIN)
- Link To Reports (ADMIN)
- New COR Profile (ADMIN)
- View All CORs (ADMIN)

Done

Trusted sites 100%

Start Unread... SME Pr... Revised... CORT T... DoD C... 2:30 PM

Allows components to have local handbooks and POC posted.

Local Forms and POCs

DoD COR - Handbooks - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORHandbooks.aspx

File Edit View Favorites Tools Help

DoD COR - Handbooks

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
MAE.BARTLEY

DoD COR: Handbooks

Please select a Contracting Center Department:

OSD COR Handbook and POCs [Back to Top](#)

Handbook Document	Description	POC
-------------------	-------------	-----

Local Handbooks and Forms will be posted here.

Navigation Menu:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval
- Document Templates
- Local Forms and POCs**
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- Admin Email (ADMIN)
- COR Misc Codes (ADMIN)
- COR Proxy (ADMIN)
- Course List (ADMIN)
- Link To Reports (ADMIN)
- New COR Profile (ADMIN)
- View All CORs (ADMIN)

Done Trusted sites 100%

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All COR submitted Documents

COR - View CORs (ADMIN) - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/ViewCORByName.aspx?ContractReports=1

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)


Contracting Officer Representative Tracking (CORT) Tool
User Name: [Logout](#)
MAE.BARTLEY

DoD COR: CORs By Name

Search Criteria:

COR: Contract #: Supervisor/Commander: PCO:

Please select the record types you are interested in:

ACTIVE
 DRAFT
 PENDING PCO REVIEW
 PENDING SUPERVISOR REVIEW
 RECORD REJECTED BY PCO
 RECORD REJECTED BY SUPERVISOR
 TERMINATED

Please click here to select identified records

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date
STEPHEN.P.COLVIN	FA20XX-11-C-0000-0000	FA20XX11C00001	ACTIVE	MAE.BARTLEY	DAVID.P.HILLS	DAVID.P.HILLS	05-13-2011
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	TES100011	TEST - 00011	DRAFT	SHAUNA.J.DOVER	MAE.BARTLEY	PAUL.GAUGHAN	

[COR Home](#)
[COR Profile](#)
[COR Nomination Process](#)
[Contracting Staff Registration](#)
[Contract List/Status](#)
[Awaiting My Approval](#)
[Document Templates](#)
[Local Forms and POCs](#)
All COR Submitted Documents
[View All Local COR Records](#)
[COR Relationships](#)
[Admin Entry \(ADMIN\)](#)
[COR Misc \(ADMIN\)](#)
[COR Proxy \(ADMIN\)](#)
[Course List \(ADMIN\)](#)
[Link To Reports \(ADMIN\)](#)
[New COR Profile \(ADMIN\)](#)
[View All CORs \(ADMIN\)](#)

[https://arc.army.mil/DODCOR/ViewCORByName.aspx?ContractReports=1](#)
Trusted sites 100%

Start | Unread... | SME Pr... | Revised... | CORT T... | COR - ... | 2:34 PM

Allows the CORs to see all documents associated with a contract, even those from a previous COR. Select the contract or pre-award number to see the documents loaded by the COR.

View All Local COR Records

DoD COR: View All Local CORs

Search Criteria:
 COR: Contract #: Supervisor/Commander: PCO/Specialist:

Please select the record types you are interested in:
 ACTIVE DRAFT PENDING PCO REVIEW PENDING SUPERVISOR REVIEW RECORD REJECTED BY PCO RECORD REJECTED BY SUPERVISOR TERMINATED

Please click here to select identified records

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date
STEPHEN.P.COLVIN	FA20XX-11-C-0000-0000	FA20XX11C00001	ACTIVE	MAE.BARTLEY	DAVID.P.HILLS	DAVID.P.HILLS	05-13-2011
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	TEST-00011	TEST-00011	DRAFT	SHAUNA.J.DOVER	MAE.BARTLEY	PAUL.GAUGHAN	

Navigation Menu:
 COR Home
 COR Profile
 COR Nomination Process
 Contracting Staff Registration
 Contract List/Status
 Awaiting My Approval
 Document Templates
 Local Forms and POCs
 All COR Submitted Documents
View All Local COR Records
 COR Related Links
 Admin (ADMIN)
 COR (ADMIN)
 COR P (ADMIN)
 Course (ADMIN)
 Link To (ADMIN)
 New C (ADMIN)
 View A (ADMIN)

Taskbar: Start | Inbox... | Revis... | CORT... | DoD ... | RE: C... | 2:52 PM

Provide access to records associated with a the contracting organization. Local contracting staff will be able to access these records.

COR Related Links

COR - Links Page - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/LinksPage.aspx

File Edit View Favorites Tools Help

COR - Links Page

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
MAE.BARTLEY

DoD COR: Links Page

COR Home
COR Profile
COR Nomination Process
Contracting Staff Registration
Contract List/Status
Awaiting My Approval
Document Templates
Local Forms and POCs
All COR Submitted Documents
View All Local COR Records
COR Related Links
Admin Email (ADMIN)
Contracting Staff List (ADMIN)
COR Misc Codes (ADMIN)
COR Proxy (ADMIN)
Course List (ADMIN)
Link to Reports (ADMIN)
New COR Profile (ADMIN)
View All CORs (ADMIN)

Training

- [Wide Area Workflow Training](#)
- [Defense Acquisition University Online Course Catalog](#)
- [Army Logistics University](#)
- [ATRRS Internet Training Application System](#)
- [United States Army Acquisition Support Center](#)

Contract Documentation

- [Wide Area Workflow](#)
- [Electronic Document Access EDA](#)

Regulations/Processes

- [Contractor Manpower Reporting Application CMRA](#)
- [Contractor Performance Assessment Reporting System CPARs](#)
- [FAR/DFARS/AFARS](#)
- [Central Contractor Registration CCR](#)
- [Contractor Verification System CVS](#)
- [Defense Contract Management Agency DCMA](#)
- [Synchronized Predeployment and Operational Tracker SPOT](#)
- [Past Performance Information Retrieval System](#)

Trusted sites 100%

Start | Cale... | Busi... | COR... | H:\C... | Micro... | 6.10... | 3:19 PM

CONTRACT MANAGEMENT

- **CORS, COR Supervisors, Contract Specialists and Contracting Officers will have the ability to add, edit or delete the following documents;**
 - Monthly Status Reports,
 - Annual COR File Inspection Checklist (CO)
 - COR Trip Report,
 - COR Correspondence and
 - Miscellaneous Documents
- **To add files**
 - Select the applicable month and year
 - Add file, by selecting browse to upload the document
 - Click on “Add File” to complete
- **Contracting Officers will approve or reject the “Monthly Status Report”**

CONTRACT MANAGEMENT

COR - DoD COR: Nomination Process for TEST - 999999 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=127&id=4443&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

COR <-Click to expand
Supervisor <-Click to expand
Contracting Officer <-Click to expand
Contract Management <-Click to collapse
Monthly Status Reports ⬇

No Monthly Status reports Listed

Annual COR File Inspection Checklist
No COR File Inspection Checklist File Listed

COR Trip Report
No COR Trip Reports Listed

Add File Month: Year:
Add File:
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

COR Correspondence Report
No COR Correspondence Reports Listed

Add File Month: Year:
Add File:
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Miscellaneous Documents
No Miscellaneous Documents Listed

Add File Month: Year:
Document Type:
Add File:
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00\$cphMain\$lbManagement", "", t... Trusted sites 100%

Start | Sent ... | Revi... | H:\C... | COR ... | COR... | 1 Re... | 11:03 AM

Click on "Contract Management" to expand or "collapse" the contract management information.

CONTRACT MANAGEMENT

Monthly Status Reports
No Monthly Status Reports Listed

Annual COR File Inspection Checklist
No COR File Inspection Checklist File Listed

COR Trip Report
No COR Trip Reports Listed

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents
No Miscellaneous Documents Listed

- To add a report
1. Select a month
 2. Select the year.
 3. Upload the document
 4. Click on "Add File"

Resources

- **CORT Tool helpdesk** - cort@osd.mil
- **CORT Tool - Mae Bartley** - Mae.bartley@osd.mil
 - Telephone (703)-588-0832
- **DoD Policy - Peggy Ayanian** - Peggy.ayanian@osd.mil