



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

CORT Tool Training  
August 2011

 **eBusiness**  
Defense Procurement and Acquisition Policy



# Ground Rules

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

# **ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)**

Basics

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

- **Contracting Officers Representative Tracking Tool (CORT) Tool is built on AKO/DKO Platform**
- **CORT Tool Prerequisites**
  - **Register for a DKO account**
  - **Register CAC Certificates to the DKO Account**
  - **Set DKO mail to “Auto Forward”**

# AKO/DKO BASICS –

## Register for a DKO Account

- Go to <https://www.us.army.mil>
- Click on '**Register** with a CAC'
  - When prompted, enter your PIN or select your certificate.
    - Enter your Social Security Number, or Foreign Identification Number.
    - Enter your Date of Birth
    - Enter your User Information, if needed
    - **Enter an External Email Address**
    - Enter Organization Information
    - Create and Confirm your Password
    - Complete your Password Questions –
      - These are used to verify your identity if you lose or forget your password
    - **Account** Registration Complete –
      - You should see all your **account** information

# AKO/DKO BASICS –

## Register for a DKO Account

- Each user will be provided with a DKO user name and e-mail address
  - User name format equals firstname.lastnameXX
  - Email format equals [firstname.lastnameXX@us.army.mil](mailto:firstname.lastnameXX@us.army.mil)
  - Annotate DKO name and email address;
    - Required for CORT Tool Registration
    - Important for “Supervisors”
  - Contact the AKO/DKO helpdesk with questions

# AKO/DKO BASICS –

## Register CAC Certificates to AKO/DKO

- In order to register your **CAC** to your AKO/DKO account, you must:
  - Be at a computer where you can put your **CAC** in the **CAC** reader, and the **CAC** software is correctly installed.
  - Have an active AKO/DKO Account.
  - Know your **CAC** Pin.
  - Know your AKO/DKO Password (if registering from inside the portal.)
- There are two ways to register your **CAC** with your account

# AKO/DKO BASICS –

## Register CAC Certificates to AKO/DKO

- Register your account from the AKO/DKO Login page.
  - Insert your **CAC** into the reader.
  - Make your certificates available to Windows, which can be done in the **CAC** software on your computer.
    - ActivClient Software
    - Active Gold Software
  - Click the **CAC** Login button.
  - Enter your **CAC** PIN when prompted.
  - You will then be logged into your account and your **CAC** will be registered.

# AKO/DKO BASICS –

## Register CAC to AKO/DKO Account

- Log into your AKO account with your username and password (do not press the **CAC** login button.)
  - Place your **CAC** into the **CAC** reader.
  - Make your certificates available to Windows, which can be done in the **CAC** software on your computer
    - ActivClient Software
    - Active Gold Software
- Click on "My Account" at the top of the page
- Click on the "CAC/Cert Registration" option.
- Click on the "Register" button.
  - Follow the prompts to complete the registration process.

# AKO/DKO BASICS – Register CAC to AKO/DKO Account

The screenshot shows the Army Knowledge Online (AKO) website interface. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The "My Account" menu is open, with "CAC / Cert Registration" highlighted. Other menu items include "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Management". The "Set Homepage" sub-menu is also visible, containing "CAC / Cert Registration" and "IM Login Status". The main content area includes "About DKO", "DKO Interests", "DoD News", "DoD and DISA Related", "Training", "Security", and "Other Resources". There are also sections for "Defense Related", "DISA Related", "DKO Hot Topics", "DKO Posture Statement", "My Alerts", "Toolbox", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback".

# AKO/DKO BASICS – Set DKO mail to “Auto Forward”

- **Webmail Classic:**
  - Log into AKO/DKO.
  - Click on the 'My Account' tab.
  - Click on 'Mail Preferences.
  - Click on 'Mail Options'.
  - Go to the 'Select a Mail Option' section.
  - Select the '**Forward** Email (Non-AKO Account)' option.
  - Enter the address you would like your email forwarded to in the "Forwarding Address" and in the "Confirm Forwarding Address

# AKO/DKO BASICS – Set DKO mail to “Auto Forward”

- **Webmail 2.0\*:**
  - Log into Webmail 2.0.
  - Click on the 'Options' tab.
  - Click on 'AKO/DKO Account' under the 'Mail' tab.
  - Click on 'Forwarding.'
  - Check the box next to 'Enable automatic forwarding.'
  - List an email address in the box '**Forward to:**' Review the approved domains for auto-forwarding listed below.
  - Click the 'Save Preferences' button.

# AKO/DKO BASICS – Set DKO mail to “Auto Forward”

The screenshot shows the Army Knowledge Online (AKO) website in a Windows Internet Explorer browser. The browser title bar reads "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the "DKO DEFENSE KNOWLEDGE ONLINE" logo and a navigation bar with "Home", "My Account", "Favorites", "Quick Links", and "Self Service". A search bar is located on the right. Below the navigation bar, there are several menu items: "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Management". A red circle highlights the "Mail Preferences" menu item. A sub-menu is visible for "Mail Preferences", containing "Mail Options", "Switch Email Address", and "Vacation Message".

The main content area includes a "DKO Home" section with links to "Army Portal", "Coast Guard Portal", "Marine Corps Portal", and "Navy Portal". Below this are tabs for "About DKO", "DKO Interest", "DoD News", "DoD and DISA Related", "Training", "Security", and "Other Resources". A list of links is provided, including "DKO Future Architecture", "JKO - Joint Knowledge Online", "DKO CONOPS", "DKO Board of Directors Charter", "DKO Account Sponsorship", "DKO General User Guidelines", and "DKO Account FAQ".

The right sidebar contains several sections: "MY ALERTS" with "My AKO Mail Inbox (0)", "TOOLBOX" with options like "Manage My Groups" and "Edit My Favorites", "MyPay" with a "Click to single sign-on to myPay now!" button, "JKO - Joint Knowledge Online" logo, "NCES User Services (Shared)" with a list of services, and "DKO Homepage Feedback".

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Inbox, msnb, H:\C..., RE: C..., Micro..., CORT..., Arm...), and the system tray showing the time as 4:05 PM.

# AKO/DKO BASICS – Set DKO mail to “Auto Forward”

The screenshot displays the 'Mail Options' page in the Army Knowledge Online (AKO) system. The page is titled 'Mail Options' and 'Update Your Email Information'. The 'Select a Mail Option' section has two radio buttons: 'AKO Mail (mae.bartley@us.army.mil)' and 'Forward Email (Non-AKO Account)'. The 'Forward Email (Non-AKO Account)' option is selected. The 'Forwarding Email Address' field contains 'mae.bartley@osd.mil', and the 'Confirm Forwarding Email Address' field also contains 'mae.bartley@osd.mil'. A blue arrow points to the 'Forwarding Email Address' field. The 'Preferred Webmail' section has three radio buttons: 'Webmail', 'Webmail Classic', and 'Webmail Lite'. The 'Mail Display Name' section has two radio buttons: 'Bartley, Mae K Ms CV OSD' and 'Reset display name to: Bartley, Mae K Ms CV OSD'. The 'External Email Address' field contains 'mae.bartley@osd.mil'. The 'Army Announcement Options' section has two radio buttons: 'I want to receive the Monthly AKO Newsletter.' and 'I do not want to receive the Monthly AKO Newsletter.'. The 'Enable S/MIME' checkbox is unchecked. A 'Submit' button is located at the bottom of the form. The left sidebar contains navigation links, with 'Mail Options' highlighted. The browser window shows the URL https://www.us.army.mil/suite/designer and the time 4:08 PM.

# CORT Tool

<https://arc.army.mil/DODCOR/>

# Homepage

**Contracting Officer Representative Tracking (CORT) Tool**

DoD COR: Home

**Welcome to the Department of Defense's COR Nomination and Tracking Site.**

This site allows for the electronic nomination of a Contracting Officer Representative (COR) against a contract or order with any Department of Defense (DoD) agency using FPDS-NG.

To obtain a copy of the Contingency COR Handbook, please click [here](#).

To obtain a copy of the DPAP COR Users Guide, please click [here](#).

The DPAP COR website can be reached at <http://www.acq.osd.mil/dpap/pdi/eb/cor.html>.

**TRAINING STATUS UPDATE**

- Based upon DPAP Policy Guidance, COR training requirements are available via the mouseover "i". These training levels are determined by the Contracting Officer based upon the complexity of the contract.
- For more information on COR training offered by DAU, please click [here](#).

**COR NOMINEES**

- CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link from the menu and complete the required fields.
- CONTRACT NOMINATION:** Use the [COR Nomination Process](#) link from the menu on the left to begin the COR Nomination Process. Be sure to select your servicing contracting center prior to populating the required fields.
- NOMINATION STATUS REVIEW:** To view the status of an existing nomination, use the [Contract List/Status](#) link from the menu.
- ADD DOCUMENTS:** To add a document, such as a Monthly Status Report, to one of your appointed contracts, use the [Contract List/Status](#) link from the menu. Click on the contract you wish to work with and scroll down to the Contract Management section. In this section you will find the capability to add the desired document.

**COR SUPERVISORS/COMMANDERS**

- APPROVE/REJECT:** To review any nominations awaiting your review, use the [Awaiting My Approval](#) link from the menu. Click the Contract Number you wish to work with to navigate to that nomination. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

**CONTRACTING OFFICERS/SPECIALISTS**

- APPROVE/REJECT:** To review any nominations awaiting your review, use the [Awaiting My Approval](#) link from the menu. Click the Contract Number you wish to work with to navigate to that nomination. You can then review the COR information at the top of the record and Approve/Reject the request in the PCO section.
- CREATE APPT/TERM LETTER:** To create an Appointment Letter or Termination Letter using one of the existing templates, use the [Document Templates](#) link from the menu. Scroll or use the link to go to the section you need to and use the document descriptions to determine which template to use. Once you have decided, click the icon next to that template to open or download the template. With the document opened in Microsoft Word, enter contract specific information in each field of the document. Once the document is completed, save the document and email it to the COR nominee for signature. Have the COR use the Approvel menu to sign the document with their

**Menu – Most users will see a combination of the first 10 menu items.**

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

Trusted sites 100%

9:27 AM

# Homepage

- ***COR Home*** – Returns the user to homepage
- ***COR Profile*** - allows the COR to enter or edit a profile information
- ***COR Nomination Process*** - allows the user to begin the nomination process.
- ***Contracting Staff Registration*** – allows the Contracting officer and Contract Specialist to enter to enter their registration information
- ***Contract List/Status*** - provides the logged in user access to their records both active appointments and those in process
- ***Awaiting My Approval*** - provides the logged in user access to all records that are awaiting their approval/action (*contracting officer & supervisor*)
- ***Document Templates*** - allows the user to see “samples” COR Document templates
- ***All COR submitted Documents*** - allows the COR of any active appointment to see all documents associated with a contract, even those from previous CORs

# Homepage

- Policy & Guide
  - Link to the DOD Contingency COR Handbook and CORT Tool User guide.
  - DoD COR Handbook (*under development will be posted when completed*)
  - Link to DPAP website  
<http://www.acq.osd.mil/dpap/pdi/eb/cor.html>
    - Training Materials, Deployment Information, FAQ, Podcast, etc
- Training Status Update
  - Provide a list of the major COR courses and definitions of the COR Training Type A, B, C
- Role and Responsibilities of CORT Tool Participants

# CORT TOOL

## Registrations and Profiles

# 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 or “COR Proxy” if entered by SME
  - **Telephone Number** - Enter up to 20 characters
  - **Email** – Format is [firstname.lastname@us.army.mil](mailto:firstname.lastname@us.army.mil) (*Emails auto forward*)
  - **Role**
    - **Contracting Officer** - Selecting this role provides the user access to both roles as CO and CS.
    - **Contract Specialist** - Selecti his role CS if you are not a contracting officer and will not make COR appointments;
  - **Contracting Center DoDAAC** - Must enter one (1); may add 4 additional
  - **Contracting Center Name** - Text Field (Consistent naming convention)
  - Select “**Save Changes**”
    - Top now states “**Contracting Staff Registration Has Been Inserted.**”

# Completed Contracting Staff Registration

The screenshot shows a web browser window titled "COR - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc-stg.army.mil/DoDCOR/TDAPersonal-Single.aspx". The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "TEST.8888".

The main content area displays the "DoD COR: Contracting Staff Registration" form. A red oval highlights the success message: "Contracting Staff Profile Has Been Inserted". A blue arrow points to this message from the right. Another blue arrow points to the "Save Changes" button at the bottom left of the form.

The form fields are as follows:

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" and "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

**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:  \*  
 \*  
 \*

**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:

Commercial Phone:     \*  
DSN Phone:  \*  \*  \*  \*

Country (If applicable) Area Code (3 digits, no dashes) Phone Number (7 digits, no dashes) Extension (If applicable)

Commercial Phone:      
DSN Phone:  \*  \*  \*  \*

Country (If applicable) Area Code (3 digits, no dashes) Phone Number (7 digits, no dashes) Extension (If applicable)

Commercial Phone:      
DSN Phone:  \*  \*  \*  \*

Country (If applicable) Area Code (3 digits, no dashes) Phone Number (7 digits, no dashes) Extension (If applicable)

Commercial Phone:      
DSN Phone:  \*  \*  \*  \*

Trusted sites 100%

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

**Select "COR Profile" from Menu.**

# COR Profile

- **COR DKO Name** – Pulled from CAC Card
- **Email Address** –enter your AKO/DKO email address. The format is: [firstname.lastname@us.army.mil](mailto:firstname.lastname@us.army.mil). (*Email auto forward*)
- **COR Home DoDAAC** – Physical location of the COR;
  - DoDAAC must be a valid six character DoDAAC for your component
    - DoDAAC **should not be** “123456”, “DODAAC”
    - Incorrect DoDAAC will be flagged, Requires correction;
- **COR Home Organization Name** - Enter your organization name; (*consistent naming convention*)
- **City/APO** – Location of City, or “**FPO or APO**”
- **County** –
  - Defaults to United States;
  - Select county if 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

# COR Profile

- **Are you a certified acquisition professional – NO**
  - Text Box; 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)

# COR Profile - Supervisor

**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:**  **Country:**  **Area Code:**  **Phone Number:**  **Extension:**

(If applicable) (3 digits, no dashes) (7 digits, no dashes) (If applicable)

**Commercial Phone:**

**DSN Phone:**

**Email Address:**

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

**Supervisor/Commander Information**

**Work Address:**

**City/APO:**

**State:**

**Zip Code:**

**Country:**

**Are you a Certified Acquisition Official?:**  Yes  No

**Career Experience:**

**Career Experience Level:**

**Commercial Phone:**

**DSN Phone:**

**Mobile Phone:**

(If applicable) (3 digits, no dashes) (7 digits, no dashes) (If applicable)

**Supervisor/Commander Information**

**DKO Name:**  **Country:**  **Area Code:**  **Phone Number:**  **Extension:**

(If applicable) (3 digits, no dashes) (7 digits, no dashes) (If applicable)

**Commercial Phone:**

**DSN Phone:**

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

**Complete Supervisor/Higher Level Authority Information.**

# COR Profile – Supervisor

- **Supervisor Information** - Enter all supervisor information
- **Verify DKO Name and Email before entering**
  - **DKO Name** – User name assigned when registering for the AKO/DKO account (i.e. Format is firstname.lastname XX or 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.lastnameXX@us.army.mil.

# COR Profile - Training

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

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

File Edit View Favorites Tools Help

MSN.com COR - COR Profile

### Supervisor Information

DKO Name:

Email Address:

Country:   
(If applicable)

Area Code:   
(3 digits, no dashes)

Phone Number:   
(7 digits, no dashes)

Extension:   
(If applicable)

Commercial Phone:   
DSN Phone:

### Training Courses Click to collapse

		Course	Train Lvl	Certificate	Course Compl. Date	
		Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc	07/10/2009	
		DAU CLM 003 Ethics Training or Agency Equiv	A	Certificate of Completion.doc	07/24/2009	
		DAU CLC 106 COR with a Mission Focus	A	Certificate of Completion.doc	08/28/2009	
		Misc training as required by local center policy		Certificate of Completion.doc	09/04/2009	
		ALMC-CL, DAU COR-222, or Equiv. (307 hr Course)	B	Certificate of Completion.doc	11/27/2009	
		Wide Area Workflow (WAWF)	A	Certificate of Completion.doc	12/11/2009	

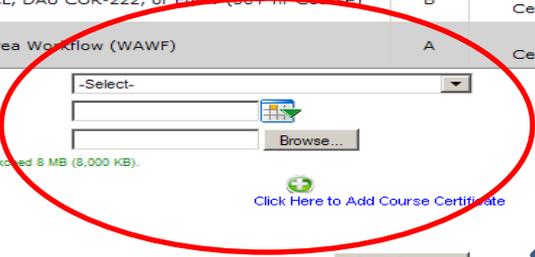
Document:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)



# 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

**Organization Name:** OUSD \*

**Unit:** \*

**Work Address:** 1212 Silver Lane

**City/APO:** Arlington

**State:** VA

**Zip Code:** 22416

**Country:** United States

**Commercial Phone:** (If applicable) (3 digits, no dashes) 703 6028999

**DSN Phone:** 6196666 \*

**Mobile Phone:** \* \* \*

**Phone Number:** (7 digits, no dashes) 6028999

**Extension:** (If applicable)

**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

**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 your component for the contract
  - **Contracting Center DoDAAC** - Enter the procurement DoDAAC of the supporting contract center (i.e. 1<sup>st</sup> 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 (*12 characters or less*)
    - 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 *missing period*)
  - BRUCEZIEMIENSKI versus BRUCE.ZIEMIENSKI)
  - CAROLLAGER versus CAROL.LAGER
  - BILLYLAWS versus BILLY.LAWS
- DKO email is incorrect; User input non-DKO format did not enter [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](#)
- DKO email is correct, but DKO auto forward feature has not been activated by the supervisor.

# 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	<a href="#">123456-23-2-1232-0000</a>	<a href="#">7890-45-897</a>	ACTIVE	GAIL.L.FOLEY	MAE.BARTLEY	DANA.CHAN	4/20/2010	NO
GAIL.L.FOLEY	<a href="#">123456-23-2-1232-0000</a>		ACTIVE	LESLIE.DENEALT	MAE.BARTLEY	DANA.CHAN	4/20/2010	NO
DANA.CHAN	<a href="#">FA2521-10-C-0005-0000</a>		ACTIVE	MICKEY.MOUSE	MAE.BARTLEY	MAE.BARTLEY	10/13/2010	NO
CLIDO.GARDJULIS		<a href="#">HQ0101RFTEST</a>	PENDING SUPERVISOR REVIEW	HAZELSUMPTER	MAE.BARTLEY	MAE.BARTLEY		NO
JOHN.DOE	<a href="#">HQ0102-98-C-BET1-0000</a>	<a href="#">TEST -9998</a>	ACTIVE	BRAD.PITT	DANA.CHAN	DANA.CHAN	5/18/2011	NO
TESTER.KO	<a href="#">HQ1002-05-C-9999-0000</a>	<a href="#">DATA - TEST</a>	ACTIVE	DANA.CHAN	MINNIE.MOUSE	TESTER	5/12/2011	NO
MAE.BARTLEY	<a href="#">HQ1002R10TEST</a>	<a href="#">HQ1002R10TEST</a>	PENDING PCO REVIEW	DANA.CHAN	MINNIE.MOUSE	TESTER		NO
LESLIE.DENEALT	<a href="#">N00019-09-D-0018-TEST</a>		ACTIVE	GAIL.L.FOLEY	MAE.BARTLEY	MAE.BARTLEY	5/23/2011	NO
TESTER.9999		<a href="#">PR - TEST2</a>	PENDING PCO REVIEW	MAE.BARTLEY	TESTER.KO	TESTER.KO		NO
MAE.BARTLEY		<a href="#">PR TEST- 12345</a>	PENDING PCO REVIEW	DANA.CHAN	MINNIE.MOUSE	TESTER		NO
CLIDO.GARDJULIS		<a href="#">TEST</a>	PENDING SUPERVISOR REVIEW	HAZELSUMPTER	MAE.BARTLEY	MAE.BARTLEY		NO
MAE.BARTLEY		<a href="#">TEST -9999</a>	PENDING PCO REVIEW	DANA.CHAN	TESTER.KO	TESTER.KO		NO
KRISTINE.PREECE		<a href="#">TEST -999999</a>	PENDING PCO REVIEW	GARY.PUGLIANO	MAE.BARTLEY	DANA.CHAN		NO
MAE.BARTLEY		<a href="#">TEST 123</a>	PENDING SUPERVISOR	DANA.CHAN	TESTER	TESTER		NO

Trusted sites 100%

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

# Awaiting My Approval

**DoD COR: Awaiting my Approval**

**DoD COR Nominees Awaiting My Approval as Supervisor/Commander**

COR	Contract/PreAward Number	Contracting Officer
MAE.BARTLEY	<a href="#">TEST_123</a>	0001, TESTER
MAE.BARTLEY	<a href="#">TEST-000000003</a>	CHAN, DANA
MAE.BARTLEY	<a href="#">TEST0000000001</a>	NIXON, RICHARD

**DoD COR Nominees Awaiting My Approval as Contracting Officer**

COR	Contract/PreAward Number	Supervisor/Commander
KRISTINE.PREECE	<a href="#">TEST-3999999</a>	GARY.PUGLIANO

1. Select "Awaiting My Approval" to see all nomination requiring supervisor approval.
2. Select the contract number.

# **COR SUPERVISOR, REQUIRING ACTIVITY, MANAGER OR HIGHER LEVEL AUTHORITYROLE**

- **Contract List Status**
- **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.”
- **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

# 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

- Wrong contracting officer or contract specialist selected
- DKO email address is not in the DKO required format [firstname.lastname@us.army.mil](mailto: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 to a us.army.mil account;
- DKO email is correct; but auto forward feature has not been activated by the contracting officer or contract specialist

# 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


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

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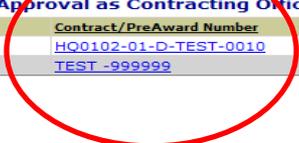
**DoD COR: Awaiting my Approval**

**COR Nominees Awaiting My Approval as Supervisor/Commander**

COR	Contract/PreAward Number	Contracting Officer
MAE.BARTLEY	<a href="#">TEST 123</a>	0001, TESTER
MAE.BARTLEY	<a href="#">TEST0000000001</a>	NIXON, RICHARD
PAUL.J.SMITH	<a href="#">DOD-TRAINING</a>	BARTLEY, MAE
PAUL.J.SMITH	<a href="#">DOD-TRAINING2</a>	BARTLEY, MAE
PAUL.J.SMITH	<a href="#">HQ0102-01-D-TEST-0010</a>	BARTLEY, MAE

**COR Nominees Awaiting My Approval as Contracting Officer**

COR	Contract/PreAward Number	Supervisor/Commander
PAUL.J.SMITH	<a href="#">HQ0102-01-D-TEST-0010</a>	
KRISTINE.PREECE	<a href="#">TEST -999999</a>	


[COR Home](#)  
[COR Profile](#)  
[COR Nomination Process](#)  
[Contracting Staff Registration](#)  
[Contract List/Status](#)  
[Awaiting My Approval](#)  
[Document Templates](#)  
[Local Files and POCs](#)  
[All COR Submitted Documents](#)  
[View All COR Records](#)  
[COR Reports Links](#)  
[Admin \(ADMIN\)](#)  
[Contracting Staff List \(ADMIN\)](#)  
[COR Modules \(ADMIN\)](#)  
[COR Profiles \(ADMIN\)](#)  
[Courses \(ADMIN\)](#)  
[Link to Reports \(ADMIN\)](#)  
[New COR Profile \(ADMIN\)](#)  
[View All CORs \(ADMIN\)](#)

Trusted sites 100%

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)
  - Enter QA, POC (if known)
  - Using the Browse feature, load a copy of the “letter of designation” or “appointment letter” and input effective date

# Contracting Officer/Contract Specialist

COR - DoD COR: Nomination Process for HQ0101RFTEST - Windows Internet Explorer provided by OSD-CIO

https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=28&id=4215

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

**Reassignment of the Preaward Contract HQ0101RFTEST**

Contract Number: [ ] - [ ] - [ -Select- ] - [ ]

Delivery/Task Order: [ ]

COR Training Type: [ -Select- ] ⓘ

Contingency Environment?: [ -Select- ]

Waive QASP?:  ⓘ [ ] Browse...

Contracting Officer Certifications:

Cert. Activation ⓘ	All	Certification
3/21/2011	<input type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
3/21/2011	<input type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
3/21/2011	<input type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
3/21/2011	<input type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
3/21/2011	<input type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist set forth as Attachment 14 of the COR Handbook.
3/21/2011	<input type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
3/21/2011	<input type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments: [ ]

Appointment Letter: [ ] Browse... Appointment Date: [ ]

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

Contracting Officer Approve Save Record (without routing) Contracting Officer Reject

ACO DKO Name: [ ] ⓘ

QA POC DKO Name: [ ] ⓘ

Save Record (without routing)

CORContract.aspx?cor=28&id=4215

Trusted sites 100%

Start Unread ... Revised ... CORT T... H:\COR... COR - ... 2:12 PM

# 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
- **Select Contracting Officer Approve**



# 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.

# CONTRACT MANAGEMENT

- **CORS, COR Supervisors, Contract Specialists and Contracting Officers will have the ability to add, edit or delete the following documents;**
  - 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 “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: -Select- Year: 2011  
Add File: [ ] Browse...  
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

**COR Correspondence Report**  
**No COR Correspondence Reports Listed**

**Add File** Month: -Select- Year: 2011  
Add File: [ ] Browse...  
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

**Miscellaneous Documents**  
**No Miscellaneous Documents Listed**

**Add File** Month: -Select- Year: 2011  
Document Type: -Select-  
Add File: [ ] Browse...  
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"

# 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

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**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
 <a href="#">Sample COR Designation Ltr.doc</a>	Use this COR Designation Letter for all contracts	PCO

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

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

**DoD approved samples.**

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

Page Tools

DEPARTMENT OF DEFENSE  
UNITED STATES OF AMERICA

## Contracting Officer Representative Tracking (CORT) Tool

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

**Local Forms and POCs**

- 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)

Please select a Contracting Center Department:

**DoD COR: Handbooks**

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

Allows components to have local handbooks and POC posted.

Start | Unread... | SME Pr... | Revised... | CORT T... | DoD C... | Trusted sites | 100% | 2:30 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

**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%

Start Unread... SME Pr... Revised... CORT T... DoD C... 2:32 PM

# 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	<a href="#">FA20XX-11-C-0000-0000</a>	FA20XX11C00001	ACTIVE	MAE.BARTLEY	DAVID.P.HILLS	DAVID.P.HILLS	05-13-2011
KIMBERLEE.C.WATTS	<a href="#">HC1028-01-C-TEST-0000</a>	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
PAUL.GAUGHAN	<a href="#">HQ0102-01-C-BA12-0000</a>	D0002	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	<a href="#">HQ0102-01-C-TEST-0000</a>	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	<a href="#">HQ0102-08-D-6998-0001</a>	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	<a href="#">TES100011</a>	TEST - 00011	DRAFT	SHAUNA.J.DOVER	MAE.BARTLEY	PAUL.GAUGHAN	

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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.

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

Trusted sites 100%

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# 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	<a href="#">FA20XX-11-C-0000-0000</a>	FA20XX11C00001	ACTIVE	MAE.BARTLEY	DAVID.P.HILLS	DAVID.P.HILLS	05-13-2011
KIMBERLEE.C.WATTS	<a href="#">HC1028-01-C-TEST-0000</a>	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
PAUL.GAUGHAN	<a href="#">HQ0102-01-C-BA12-0000</a>	D0002	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	<a href="#">HQ0102-01-C-TEST-0000</a>	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	<a href="#">HQ0102-08-D-6998-0001</a>	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	<a href="#">TEST-00011</a>	TEST-00011	DRAFT	SHAUNA.J.DOVER	MAE.BARTLEY	PAUL.GAUGHAN	

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

# COR Related Links

**Contracting Officer Representative Tracking (CORT) Tool**

DoD COR: Links Page

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MAE.BARTLEY

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### 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](#)

**Displays Links to various Training, Documentation and Regulations/Processes**

# Resources

- CORT Tool Helpdesk – [cort@osd.mil](mailto:cort@osd.mil)
- CORT Tool – Mae Bartley – [Mae.bartley@osd.mil](mailto:Mae.bartley@osd.mil)
  - Telephone (703) 588-0832
- DoD Policy – Peggy Ayannian – [peggy.ayanina@osd.mil](mailto:peggy.ayanina@osd.mil)