



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

DECEMBER 2011



Ground Rules

- Please mute your phones
 - We can all hear your background conversations
- Please do not put you 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
 - Annotate DKO name and email address;
 - Required for CORT Tool Registration
 - Important for “Supervisors”
 - Contact the AKO/DKO helpdesk with questions @ **1-866-335-2769.**

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 using a **CAC PIN.**
 - 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 main navigation bar includes "Home", "My Account", "Favorites", "Quick Links", and "Self Service". A red circle highlights the "My Account" dropdown menu, which is open to show "Login Options". Under "Login Options", the "CAC / Cert Registration" option is highlighted. Other options in the menu include "myProfile Page", "Account Settings", "Set Homepage", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Mailbox". The right sidebar contains sections for "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback". The bottom of the page features a "Hot Topics" section and a "DKO Posture Statement" section.

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”

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...

DKO DEFENSE KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

Search... AKO Content Search

myProfile Page

Account Settings

DoD Login Options

Mail Preferences

Notifications

My Tasks

Sponsor Management

DKO Home

Switch Email Address

Vacation Message

Army Portal Coast Guard Portal Marine Corps Portal Navy Portal

MY ALERTS

My AKO Mail Inbox (0)

New Notifications (0)

New In My Files (10)

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
- JEDS
- Metadata Registry
- Request ESM for My Services
- PEO-GES User Site
- PEO-GES Developer Community
- DKO DISA Home

DKO Hot Topics

Hot Topics

DKO Posture Statement

DKO Security Posture Statement

More than 2.4 million users trust DKO to protect their sites, documents, and individual communications. This is a responsibility DKO takes very seriously and, since its inception in 1999, no one has ever successfully hacked into the portal. DKO is among the largest -- and most secure -- intranets not only in the DoD, but in the world. For additional details about DKO's security measures, [click here to read more.](#)

Trusted sites 100%

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

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...

AKO ARMY KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

Search AKO Content Search

My Account

My Profile Page

Account Settings

Account Information

Change Password

Security Questions

KBA Questions

Login Options

Set Homepage

CAC / CAC Registration

My Login Status

Mail Preferences

Mail Options

Switch Email Address

Vacation Message

Notifications

My Notifications

Notification Settings

Tasks

My Tasks

Tasks Assigned By Me

Sponsor Management

SMC

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 CV OSD

Reset display name to: Bartley, Mae K Ms CV 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

© 2001-2011 United States Army

100%

4:08 PM

CORT Tool Demonstration

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

The attached presentation provides screen shots of the CORT Tool demonstration. You may follow along with these slides or you may follow along with the demonstration that follows.

Homepage

DoD COR: Home - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

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 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

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

**Links policy
and user guide.**

Home Page Menu

- **COR Home** – Returns the user to homepage
- **COR Profile** - allows the COR to enter or edit their 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 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**” of 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 Types A, B, C
- Link to COR Training offered by DAU

- **Role and Responsibilities of CORT Tool Participants**

CORT TOOL

**Contracting Staff Registrations and
COR Profiles**

Contracting Staff Registration

DoD COR: Home - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/Default.aspx?menu=1

File Edit View Favorites Tools Help

DoD COR: Home

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

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.

A video overview of the COR Management System may be viewed [here](#).

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

All Users

- All users that possess a Common Access Card (CAC) can utilize the site.
- Document templates are standardized and contained the minimum required information.

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

- 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 section.

Contracting Staff Registration

[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 Profile \(ADMIN\)](#)

[View Contracts \(ADMIN\)](#)

[COR Codes \(ADMIN\)](#)

[Courses \(ADMIN\)](#)

[Admin \(ADMIN\)](#)

Trusted sites 100%

Contracting Staff Registration

- **Complete only one registration**
- **Complete all fields**
 - **Name**
 - **DKO name** Pulled from CAC
 - **Telephone Number** - Enter up to 20 characters
 - **Email** – Format is firstname.lastname@us.army.mil (*Emails auto forward*)
 - **Role**
 - **Contracting Officer** - Selecting this role if you are a contracting officer responsible for COR Appointments
 - Will be entered in the CORT as both the Contracting Officer and the Contract Specialist.
 - **Contract Specialist** - Select this 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 “Department”** – Select your Component or Agency from the drop down menu
 - Select **“Save Changes”**

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Contracting Staff Registration

First Name: MAE
Middle Name: [Empty]
Last Name: BARTLEY

DKO Name: MAE BARTLEY
Phone: 7035880832
Email: MAE.BARTLEY@US.ARMY.MIL

Role: CONTRACTING OFFICER
Contracting Center's DODAAC: HQ0102
Organization: OSD, DPAP

Second Contracting Center's DODAAC: HC1028
Second Contracting Center's DODAAC Organization: DISA

Third Contracting Center's DODAAC: HQ0006
Third Contracting Center's DODAAC Organization: MDA

Fourth Contracting Center's DODAAC: SP4500
Fourth Contracting Center's DODAAC Organization: DLS

Fifth Contracting Center's DODAAC: FA20XX
Fifth Contracting Center's DODAAC Organization: AIR FORCE

Active Status: Active

Department of: DEFENSE

Cancel Changes

Select "Department" - Defaults to Defense; Select your Component or Agency from the drop down menu

Completed Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

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

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

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

Select Save Changes;
Inserted – New Profile;
Updated – Saved Profile

COR Profile

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO
https://arc.army.mil/DoDCOR/CORInfo.aspx

File Edit View Favorites Tools Help

COR - COR Profile

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



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)
- 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:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<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:

Email Address:

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

Commercial Phone:

DSN Phone:

Phone Information:

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

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

Select "COR Profile" from the side Menu. Complete all fields.

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. (*Email auto forward*)
- **COR Home DoDAAC** – Physical location of the COR;
 - DoDAAC must be a valid six character DoDAAC for your component
 - Do not enter “123456”, “DODAAC” or TEST12
 - Enter DoDAAC for your organization
- **COR Home Organization Name** - Enter your organization name; (*consistent naming convention - Request from SME*)
- **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**
 - Drop down menu 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
 - Select Level of certification

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

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

Awaiting Entry 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)

Work Address:
City/APO:
State: -Select-
Zip Code:
Country: United States

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:

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"/>
DSN Phone:		<input type="text"/> *	<input type="text"/> *
Mobile Phone:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *

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

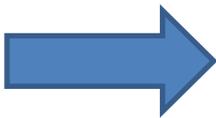
Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone:		<input type="text"/> *	<input type="text"/> *

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

Save Record

Trusted sites 100%

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.
- **Note: The COR entering of supervisor information in the Profile constitutes the supervisor 's registration**

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

Work Address: 1212 Silver Lane

COR's Home Organization (DODAAC): HQ0102

City/APO: Arlington

Organization Name: OUSD *

State: VA

Unit:

Zip Code: 22416

Country: United States

Commercial Phone: (If applicable) (3 digits, no dashes) 703 6028999 (7 digits, no dashes) (If applicable)

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%

Save the record. Top Page states "COR Profile Create . . ."

COR Profile - Training

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](#)

Enter training information under "Training Courses" Section.



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
 - Repeat the step above to add additional courses
- Refresher Training
- Equivalency
- Save Record

Refresher Training

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

https://arc-stg.army.mil/DoDCOR/COR.Info.aspx

File Edit View Favorites Tools Help

COR - COR Profile

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:

Email Address: Commercial Phone: DSN Phone:

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	CORcert.pdf	10/02/2011	0

Document:

Course Compl. Date:

Add Certificate:

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

Document Selection Dropdown:

- Select-
- Select-
- Refresher Training**
- ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)
- DAU CLC 106 COR with a Mission Focus
- DAU CLM 003 Ethics Training or Agency Equiv
- Misc training as required by local center policy
- Specialized Training/License/Certification - Type C

Select "Refresher Training"

Save Record

Save and Start Nomination Process

Trusted sites 100%

Refresher Training

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

https://arc-stg.army.mil/DoDCOR/COR.Info.aspx

File Edit View Favorites Tools Help

COR - COR Profile

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:

Email Address: Commercial Phone: DSN Phone:

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	CORcert.pdf	10/02/2011	0

Document:

Hours:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

Done Trusted sites 100%

Insert the number of hours;

Refresher 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

COR - COR Profile

Acquisition Official?: Yes No

Predominant Acquisition Career: CONTRACTING

Level of Certification: Level 3

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

Country: (If applicable) []

Area Code: (3 digits, no dashes) 703

Phone Number: (7 digits, no dashes) 7036866

Extension: (If applicable) []

Email Address: DANA.CHAN@US.ARMY.MIL

Commercial Phone: []

DSN Phone: []

Training Courses <<Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
Edit	Delete	DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
Edit	Delete	DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
Edit	Delete	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
Edit	Delete	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	CORcert.pdf	10/02/2011	0
Edit	Delete	Refresher Training		<input type="checkbox"/>		Certificate of Completion.doc	10/02/2011	2

Document: -Select-

Hours: []

Course Compl. Date: []

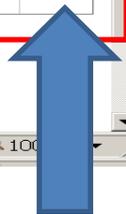
Add Certificate: [] Browse...

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

Done

Trusted sites

100%



Equivalency Requirements

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

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

File Edit View Favorites Tools Help

COR - COR Profile Page Tools

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

Email Address: DANA.CHAN@US.ARMY.MIL

Country (if applicable):

Area Code (3 digits, no dashes): 703

Phone Number (7 digits, no dashes): 7036666

Extension (if applicable):

Commercial Phone:

DSN Phone:

Training Courses - Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		Refresher Training		<input type="checkbox"/>		Certificate of Completion.doc	10/02/2011	2

Document: ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)

Course Compl. Date: 10/12/2011

Equivalency?

Add Certificate: Management Concepts

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

[Click Here to Add Course Certificate](#)

[Click Here to Add Course Certificate](#)

[Save Record](#)

[Save and Start Nomination Process](#)

Trusted sites 100%

Select a course with “equiv or equivalent” attached.
 Check the equivalency box.
 Enter the provider name.

Equivalency Requirements

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO
 https://arc-stg.army.mil/DoDCOR/CORInfo.aspx

File Edit View Favorites Tools Help

COR - COR Profile

CONTRACTING
 Level of Certification: Level 3

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

Email Address: DANA.CHAN@US.ARMY.MIL

Country (If applicable): []
Area Code (3 digits, no dashes): 703
Phone Number (7 digits, no dashes): 7036666
Extension (If applicable): []

Commercial Phone: []
DSN Phone: [] * [] *

Training Courses - Click to collapse

		Course	Train Lv	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
Edit	Delete	DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
Edit	Delete	DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
Edit	Delete	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
Edit	Delete	Refresher Training		<input type="checkbox"/>		Certificate of Completion.doc	10/02/2011	2
Edit	Delete	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	Certificate of Completion.doc	10/12/2011	0

Document: -Select-
Course Compl. Date: []
Add Certificate: [] Browse...
 Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Click Here to Add Course Certificate

Equivalency information and provider name is saved.

Done Trusted sites 100%

CORT Tool

COR Nomination Record Process

COR Nomination Record Process

COR's Role

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:

Select COR Nomination Process.

COR Nomination Record Process

COR's Role

1. Click on “COR Information” to “expand” or “collapse” the data.

2. Review the training information. If there are “No Course Listed,” return to COR Profile and load all COR courses.

3. Complete all applicable fields.

COR Nomination Record Process

COR's Role

- **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. 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 (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 Record Process

COR's Role

- **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
 - Top of Page now states “COR Contract Record Created”
 - Generates and email to the Supervisor requesting approval of nomination prior to submission to the contracting officer.

COR Nomination Record Process

COR's Role

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

https://arc-stg.army.mil/DoDCOR/CORContract.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 City: Contractor Zip Code: Contract Award Date: Contractor Address: Contractor State: Contractor Country:

COR (Nominee) Certifications:

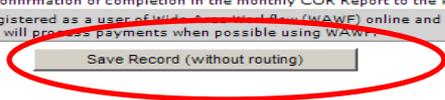
Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete and file the OGE 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 Workflows (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

Trusted sites 100%

Select "submit record (without routing)" or "submit record to supervisor."



COR Nomination Record Process - Supervisor's Role

- **Reason for Supervisor not receiving emails**
 - DKO name incorrect (i.e *missing period*)
 - BRUCEZIEMIENSKI versus BRUCE_ZIEMIENSKI)
 - CAROLLAGER versus CAROL_LAGER
 - BILLY.LAWS versus WILLIAM.LAWS2
 - DKO Name is misspelled
 - CLYDE.MARTIN versus CLDYE.MARTIN
 - 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.

COR Nomination Process - Supervisor's Role – 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.DENEAULT	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.DENEAULT	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.DENEAULT	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%

Supervisor's may review the status of a nomination by selecting Contract List Status.

COR Nomination Record Process - Supervisor's Role – Awaiting Approval

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	TEST-000000003	CHAN, DANA
MAE.BARTLEY	TEST0000000001	NIXON, RICHARD

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor/Commander
KRISTINE.PREECE	TEST-999999	GARY.PUGLIANO

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

COR Nomination Record Process - Supervisor's Role – Review Nomination

- **Review Nomination**
 - Review the COR Training courses; COR courses should be displayed
 - Review Supporting Contracting Center; Ensure accurate selection of the appropriate department or agency and contracting center DoDAACs is selected
 - Review Contracting Information; Verify contract or preaward number
 - Review CO/CS; Ensure correct CO/CS is selected
 - Review QASP; Ensure QASP or memorandum is loaded
- **Complete all certifications** (*Prior to supervisor approval*).

COR Nomination Record Process – Supervisor’s Role – Review Nomination

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...

Page Tools

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	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 certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	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"/> I certify	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"/> I certify	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	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"/> I certify	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	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"/> I certify	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	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"/> I certify	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"/> I certify	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"/> I certify	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.

1. Complete certifications; Check all.

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

Approval/Rejection Comments: This COR Nonmineee has extensive experinece.

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

COR Nomination Record Process – Supervisor’s Role – Review Nomination

- **Approve, save, reject or cancel the record**
 - **“Save Record with routing”** 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
 - **“Supervisor Approve”** sends the nomination to the contracting officer/contract specialist
 - **“Cancel record”** removes the COR nomination from the CORT Tool
- **Select Supervisor /Commander Approve**

COR Nomination Record Process – Supervisor’s Role – Review Nomination

COR Self Nomination for TEST - 369
COR Nominee Record Approved and Submitted to Contracting Officer

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known / Contract Number is NOT Known
Contract/Solicitation Number: TEST - 369
Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723

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:

Contractor

Cage Code:
Contractor Name:
Contractor City:
Contractor Zip Code:

Description:

Contractor Address:
Contractor State:
Contractor Zip Code:

1. Record now states “COR Nominee Record Approved and Submitted to Contracting Officer.”
2. Record Status changes to “pending PCO review.”
3. An email is generated and sent to the Contracting Officer advising of action required.

COR Nomination Record Process

Contracting Officer/Specialist Role

- **Reasons 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.
 - 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

COR Nomination Record Process

CO/CS - Awaiting My Approval

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TF01	AE.BARTLEY

Navigation Menu:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval**
- Document Templates
- All COR Related Documents
- New COR (ADMIN)
- COR Profile (ADMIN)
- View All (ADMIN)
- COR Missions (ADMIN)
- Course List (ADMIN)
- Admin E... (ADMIN)

From menu, select “Awaiting My Approval.” A list of actions awaiting approval will be displayed. Select the contract number to begin the review of the nomination.

Note: This list may not be available for Contract Specialist.

COR Nomination Record Process

Contracting Officer/Specialist Review

- 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 under “reassignment of preaward _____.”
 - 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
 - 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 – **Hard Stop**

COR Nomination Record Process

Contracting Officer/Specialist Review

COR - DoD COR: Nomination Process for TEST 11 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243

File Edit View Favorites Tools Help

Contractor Zip Code: _____ Contractor Country: _____

Contract Award Date: _____

COR - Click to expand
Supervisor/Commander - Click to expand
Contracting Officer - Click to collapse

Reassignment of the PreAward Contract TEST 11

Contract Number: HQ0102 -02 -D -TEST

Delivery/Task Order: 01AB

COR Training Type: B

Contingency Environment?: No

Waive QASP?: Browse...

Contracting Officer Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter and am uploading the letter in this CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has been completed by the COR.
3/21/2011	<input checked="" 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.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool 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 CORT Tool.
3/21/2011	<input checked="" 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: H:\CORT Tool\SAMPLES\A Browse... Appointment Date: 09/04/2011

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: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management - Click to expand

Done Trusted sites 100%

COR Nomination Record Process

Contracting Officer/Specialist Review

- **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**

COR Nomination Record Process

Contracting Officer/Specialist Review

COR - COR Self Nomination for N00030-09-C-9999-0000 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415

File Edit View Favorites Tools Help

COR - COR Self Nomination for ND...

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

Contracting Officer Representative Tracking (CORT) Tool

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)

COR Self Nomination for N00030-09-C-9999-0000
COR Appointed
[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: N00030-09-C-9999-0000
Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer
Contracting Officer: DOD, TEST
Commercial Phone: 7036028011
Email: DOD.TEST@US.ARMY.MIL

Contracting Specialist
Contracting Specialist: DOD, TEST
Commercial Phone: 7036028011
Email: TEST.DOD@US.ARMY.MIL

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).

Done Trusted sites 100%

Record now states
"COR Appointed."

Record Status changes
to "Active COR."

CORT Tool sends email
to COR.

COR Nomination Record Process

Contracting Officer/Specialist Review

- **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,**
 - Successor CORs will have to complete a new nomination.

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

1. Expand the Contracting Officer section.
2. Upload a copy of the COR Revocation Letter.
3. Enter the revocation date.
4. Click on "Revoke COR."

COR - COR Self Nomination for HQ010202DTEST01AB - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=3549&id=5243&orgid=1

File Edit View Favorites Tools Help

COR - COR Self Nomination for HQ...

COR Training Type: [X] [v]

Contingency Environment?: No [v]

Waive QASP?: [v] Browse...

Contracting Officer Certifications:

Cert. Activation	Certification	Certification
3/21/2011	Certified	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21/2011	Certified	I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this COR Tool.
3/21/2011	Certified	I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	Certified	I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has completed by the COR.
3/21/2011	Certified	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.
3/21/2011	Certified	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the COR Tool 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 Tool.
3/21/2011	Certified	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: [APPOINTMENT LETTER.doc] Appointment Date: 09/16/2011

COR Revocation Letter: [H:\CORT Tool\SAMPLES\] Revocation Date: 09/16/2011

Revoke COR

ACO DKO Name: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management - Click to collapse

Monthly Status Reports

No Monthly Status Reports Listed

Month: [-Select-] Year: 2011

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2011

Trusted sites 100%

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

Click on "OK" to terminate the COR on this contract or "Cancel" to retain.

COR - COR Self Nomination for HQ010202DTEST01AB - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243&orgid=1

File Edit View Favorites Tools Help

COR - COR Self Nomination for HQ...

COR Training Type: [Dropdown]

Contingency Environment?: No [Dropdown]

Waive QASP?: [Dropdown] Browse...

Contracting Officer Certifications:

Cert. Activation	Certification
3/21/2011	Certified Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
3/21/2011	Certified I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool.
3/21/2011	Certified I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	Certified I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has been completed by the COR.
3/21/2011	Certified 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.
3/21/2011	Certified I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order; I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool 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 CORT Tool.
3/21/2011	Certified I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of

Approval/Rejection Comment: [Text Area]

Appointment Letter: [Text Area]

COR Revocation Letter: [Text Area]

ACD DKO Name: DANA.CHAN [Text Field]

QA POC DKO Name: WILLIAM.MACZEES [Text Field]

Save Record (without routing) [Button]

Contract Management - Click to collapse

Monthly Status Reports

No Monthly Status Reports Listed

Month: [-Select-] [Dropdown] Year: 2011 [Dropdown]

Add File [Text Field] Browse... [Button]

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2011 [Dropdown]

Revoke COR [Button]

Windows Internet Explorer

Are you sure you wish to terminate the COR for this contract?

OK [Button] Cancel [Button]

09/16/2011 [Text Field]

09/16/2011 [Text Field]

COR.Contract.aspx?cor=3549&id=5243&orgid=1

Trusted sites 100%

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

COR'S ONLINE FILE

- **CORS, COR Supervisors, Contract Specialists and Contracting Officers will have the ability to add, edit or delete the following documents;**
 - COR Reports,
 - Annual COR File Inspection Checklist (CO)
 - Trip Report,
 - 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 “COR Reports”**

COR'S ONLINE FILE

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

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).

Click on "Contract Management" to expand or "collapse" the **COR's Online File.**

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

COR'S ONLINE FILE

Adding Documents

The screenshot shows a web browser window titled "COR - DoD COR: Contract Management for SA4705-10-F-0152-0000". The address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=53&id=4282&orgid=1>. The page content is organized into sections, each with a title and a status message:

- Monthly Status Reports**: No Monthly Status Reports Listed. Includes a dropdown for "Month" (set to "-Select-"), a "Year" dropdown (set to "2010"), an "Add File" button, and a "Browse..." button. A note below states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." A red circle highlights the "Add File" button and the "Add File" input field.
- Annual COR File Inspection Checklist**: No COR File Inspection Checklist File Listed. Includes a "Year" dropdown (set to "2010"), an "Add File" button, and a "Browse..." button. A note below states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." A red circle highlights the "Add File" button and the "Add File" input field.
- COR Trip Report**: No COR Trip Reports Listed. Includes a dropdown for "Month" (set to "-Select-"), a "Year" dropdown (set to "2010"), an "Add File" button, and a "Browse..." button. A note below states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." A red circle highlights the "Add File" button and the "Add File" input field.
- COR Correspondence Report**: No COR Correspondence Reports Listed. Includes a dropdown for "Month" (set to "-Select-"), a "Year" dropdown (set to "2010"), an "Add File" button, and a "Browse..." button. A note below states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." A red circle highlights the "Add File" button and the "Add File" input field.
- Miscellaneous Documents**: No Miscellaneous Documents Listed. Includes a dropdown for "Month" (set to "-Select-"), a "Document Type" dropdown (set to "-Select-"), a "Year" dropdown (set to "2010"), an "Add File" button, and a "Browse..." button. A note below states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." A red circle highlights the "Add File" button and the "Add File" input field.

The browser's status bar at the bottom shows "Trusted sites" and "100%".

- 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

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

DoD approved samples.

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

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

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:

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

DoD COR: Handbooks

Done Trusted sites 100%

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

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

Contracting Officer Representative Tracking (CORT) Tool

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.

- 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)

All COR submitted Documents

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

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.MACZEEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEEES	HQ0102-01-C-6998-0001	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011

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 COR Records - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/ViewCORByName2.aspx

File Edit View Favorites Tools Help

DoD COR - View All Local COR Rec...

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

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	

Trusted sites 100%

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

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
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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](#)

Displays Links to various Training, Documentation and Regulations/Processes

Trusted sites 100%

Resources

- CORT Tool Helpdesk – cort@osd.mil
- CORT Tool
 - Component SME _____
 - Mae Bartley – Mae.bartley@osd.mil
 - Telephone (703) 588-0832
 - Dana Chan – dana.c.adler@us.ibm.com
 - Paul Gaughan – paul.gauhan@osd.mil
- DoD Policy – Peggy Ayanian – peggy.ayanin@osd.mil