



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

June 2012



Ground Rules

- ❑ Please mute your phones
 - ❑ We can all hear your background conversations
- ❑ Please do not put you phones on “hold”
- ❑ **This presentation will be posted at:**
<http://www.acq.osd.mil/dpap/pdi/>

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

Basics

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

- Contracting Officers Representative Tracking Tool (CORT) Tool use AKO/DKO to validate DoD credentials
- CORT Tool Prerequisites
 - Register for a AKO/DKO account
 - AKO/DKO user name and firstname.lastnameXX
 - AK(/DKO email format firstname.lastname@us.army.mil.
 - Register CAC Certificates to the AKO/DKO Account
 - Set AKO/DKO mail to “Auto Forward”
(Recommended)

AKO/DKO BASICS

Register for a AKO/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 AKO/DKO Account

- ❑ Each user will be provided with a AKO/DKO user name and a AKO/DKO e-mail address
 - ❑ User name format equals **firstname.lastnameXX**
 - ❑ Email format equals firstname.lastnameXX@us.army.mil
 - ❑ Annotate AKO/DKO name and email address;
 - ❑ Required for CORT Tool Registration
 - ❑ Important for “Supervisors”
 - ❑ Contact the AKO/DKO helpdesk with questions @
 - ❑ [1-866-335-2769](tel:1-866-335-2769).
- ❑ **All CORT Tool user should register for this account.**

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

- There are two ways to register your **CAC** with your account
- The first and easiest option is to register your account from the AKO/DKO Login page using your PIN
 - Insert your **CAC** into the reader.
 - Make your certificates available to Windows
 - 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 with your AKO/DKO Account

- Log into your AKO account with your **username and password**
 - Do not press the **CAC** login button
 - Insert your **CAC** into the reader.
 - Make your certificates available to Windows
 - Click on “My Account” in the toolbar at top or page
 - Click on “Login Options”
 - Click on the "CAC/Cert Registration" option

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

- ❑ If **“Current Registered Information”** is displayed
 - ❑ CAC is already register to this account.
 - ❑ You may clear the information with the **“Clear Registered Information”** button
- ❑ If **“You are not currently Registered** is displayed
 - ❑ Click on the **"Register"** button.
 - ❑ Follow the prompts to complete the registration process.
 - ❑ When completed screen will display **“You have successfully registered your CAC.”**

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

This information system is approved for UNCLASSIFIED

The screenshot shows the AKO/DKO user interface. At the top, there is a green banner with the text "This information system is approved for UNCLASSIFIED". Below the banner is a navigation bar with "Favorites", "Quick Links", and "Self Service" dropdown menus. The main content area is a menu for "My Account", which is circled in red. The menu items are: myProfile Page, My Tasks, My Stuff, Account Information, Change Password, Security Questions, and KBA Questions. To the right of the "My Account" menu is a "Mail Preferences" section, which is also circled in red. The "Mail Preferences" section includes: Mail Options (indicated by a blue arrow), Switch Email Address, Vacation Message, and Sponsor Management. Below the "Mail Preferences" section are two checkboxes: Select My Account and Select Mail Options. The background of the interface features a collage of military-related images, including soldiers, a plane, and a ship.

My Account

- myProfile Page
- My Tasks
- My Stuff
- Account Information
- Change Password
- Security Questions
- KBA Questions

Mail Preferences

- Mail Options
- Switch Email Address
- Vacation Message
- Sponsor Management

Select My Account

Select Mail Options.

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

To improve performance, it is strongly recommended you upgrade to Internet Explorer 8.0 or higher. [Hide](#)

My Account Select radio button - “Forward Email (Non-AKO Account)”

Mail Options Enter forwarding email address twice

Update Your Email Information Click on submit.

Select Delivery Option AKO Mail (mae.bartley@us.army.mil)
 Forward Email (Non-AKO Account)

Forwarding Email Address

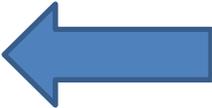
Confirm Forwarding Email Address

Webmail Choice Webmail
 Webmail Classic
 Webmail Lite

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

External Email Address:

Enable S/MIME



CORT Tool

Basics

What Is The CORT TOOL?

- ❑ **A web-based application designed to track COR and COR related actions within the DoD. The CORT Tool**
 - ❑ Allows the nomination, appointment, revocation and termination of an individual as a COR against a DoD contract or a contract or order issued on behalf of a DoD assisting agency
 - ❑ Interactive/On-line COR self-nomination and approval workflow process
 - ❑ Allows a COR to create a profile, document their training and experience Process a nomination package for one or multiple contracts and orders.

What is the CORT Tool?

- ❑ Provides DoD personnel a web-based portal for all relevant COR documents
 - ❑ Users upload COR training certificates, appointment letters, monthly reports, termination letters, etc.
- ❑ Is Common Access Card (CAC) enabled and available to all members of the DoD with an Army or Defense Knowledge Online account (AKO/DKO).
- ❑ Tracks and manages COR nominees, existing CORs and COR Online File
- ❑ Integrated automated e-mail notification system
 - ❑ Alerts COR's Supervisor and Contracting Officer of pending approvals; overdue nominations

CORT Tool Roles

Major Roles

- Contracting Officer Representative (COR) or COR Nominee
- COR Supervisor/Commander/Requiring Agency
- Contracting Officer (CO)/Contract Specialist (CS)
- Agency Subject Matter Expert (SME)

Minor Roles

- Administrative Contracting Officer (ACO)
- Quality Assurance Point of Contact (PCO)

Contracting Officer Representative

- Create or update a COR Profile
- Self nominate as a COR on a contract on a proposed contract
 - Nomination remains in draft status until submitted to supervisor for approval*
- Review the status of your nomination
- Cancel a nomination
- Load and review COR documents for a specific contract or order to the Online Contract File
- View documents submitted on a contract

COR Supervisor

- Review the COR nomination
- Cancel, approve, or reject a COR nomination
 - Nomination must be in the *“PENDING SUPERVISOR REVIEW”* status
- View all documents submitted on a contract
- Review the status of a COR nomination
- View a list of all actions assigned to CORs and supervisor

Contracting Official

- Complete a Contracting Staff Registration - Required**
- Review the status of a COR Nomination
- Cancel, approve or reject a COR nomination after Supervisor's review & approval
- Review and complete the nomination; Appoint COR
- View all COR submitted documents
 - Review and /or approve COR Documents on a specific contract or order (a COR Status Report)
- Load COR File Inspection Checklist documents on a specific contract or order
- View all contracting records for a contracting center (based upon DoDAAC)
- Terminate an Active COR from a contract

Agency Subject Matter Expert

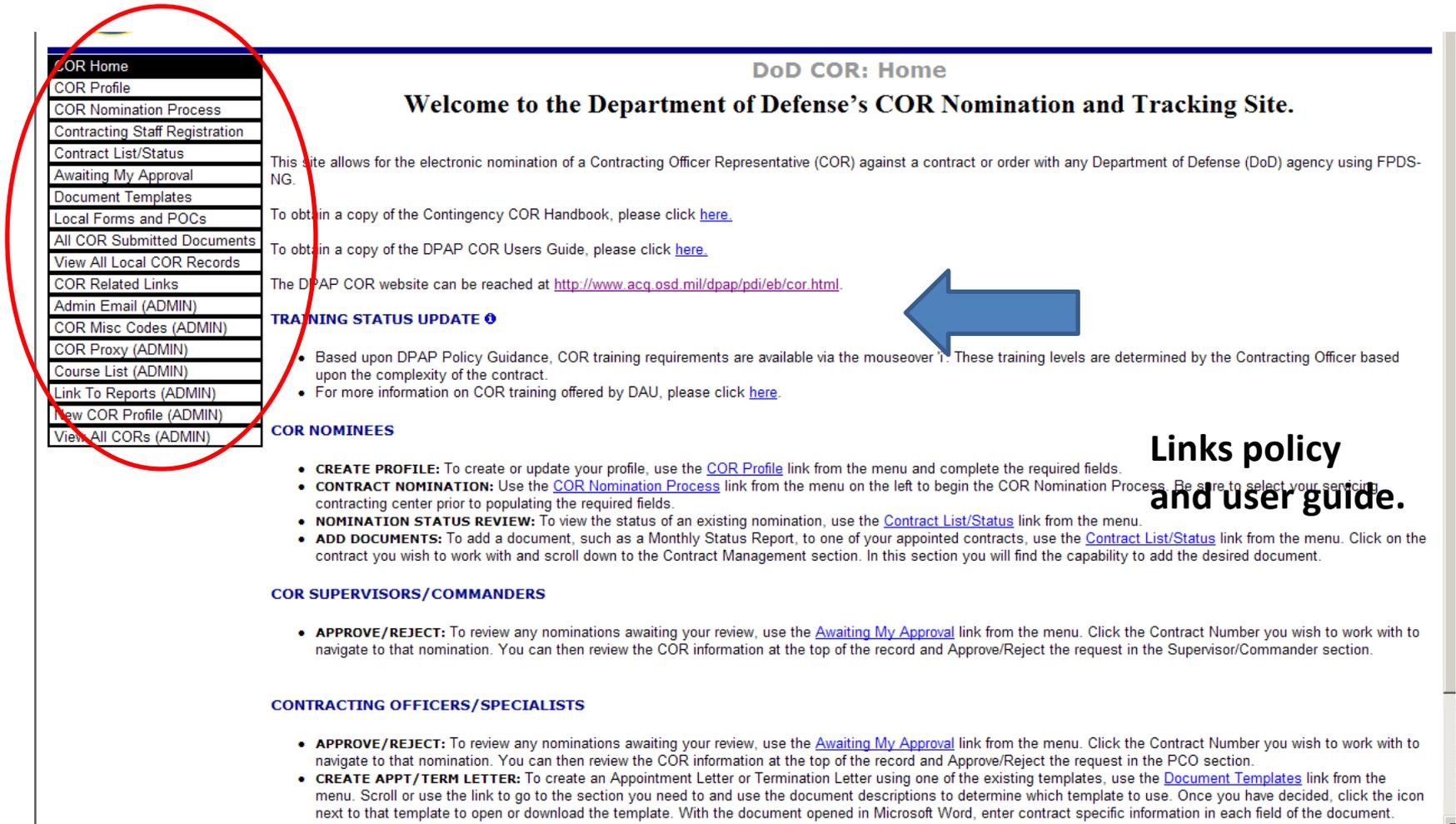
- Same roles/functions as COR, COR Supervisor and Contracting Officer/Contract Specialist
- View all COR records for the Department/Agency
- Trouble shoot problems via COR Proxy
- Create new COR Profile
- View and download Management Reports

CORT Tool Demonstration

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

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

Homepage – Menu Item



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.

Links policy and user guide.

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)

CORT Tool Menu – All users will see a combination of the menu items not marked as “ADMIN.”

Homepage – Menu Items

☐ All Users

- ☐ **COR Home** – returns the user to homepage
- ☐ **Contract List/Status** - provides the user access to the records associated with the users user name
- ☐ **All COR submitted Documents** - allows the user to view all documents associated with a contract; even those from previous CORs
- ☐ **Document Templates** - allows the user to see “samples” of COR Document templates
- ☐ **Local Forms and POC** – Provides a location to have agency forms and POC for those forms posted
- ☐ **COR Related Links** - Displays links to various training contract documentation and regulations/processes

Homepage – Menu Item

COR Specific

COR Profile - allows the COR to enter or edit a profile information

COR Nomination Process - allows the COR to begin the nomination process.

COR Supervisor

Awaiting My Approval - provides the supervisor access to all records the supervisor needs to approve or reject

Homepage – Menu Item

Contracting Officer/Contract Specialist

- Contracting Staff Registration** – allows the Contracting officer and Specialist to enter their registration information
- Awaiting My Approval** - provides the contracting officers and specialist access to all records that are awaiting their approval/rejection
- View All Local COR Records** – allows the contracting officer and specialist to see records associated with the contracting center DoDAAC

Policy & Guide Links

- ❑ **DoD COR Handbook – March 22,2012**

- ❑ **DOD Contingency COR Handbook**

- ❑ **CORT Tool User guide.**

- ❑ **Link to DPAP website**

 - <http://www.acq.osd.mil/dpap/pdi/eb/cor.html>

 - ❑ Training Materials,

 - ❑ CORs, Supervisors and Contracting Officer/Contract Specialist

 - ❑ Deployment Information,

 - ❑ FAQ,

 - ❑ Podcast, etc

 - ❑ Component Subject Matter Experts List

Policy & Guide Links

Training Status Update

- Provide a list of the major COR courses

 - Combat and Trafficking in Person - added as mandatory May 2012*

 - Wide Area Workflow (est. - Sept 2012)*

- Definitions of the COR Training Types A, B, C

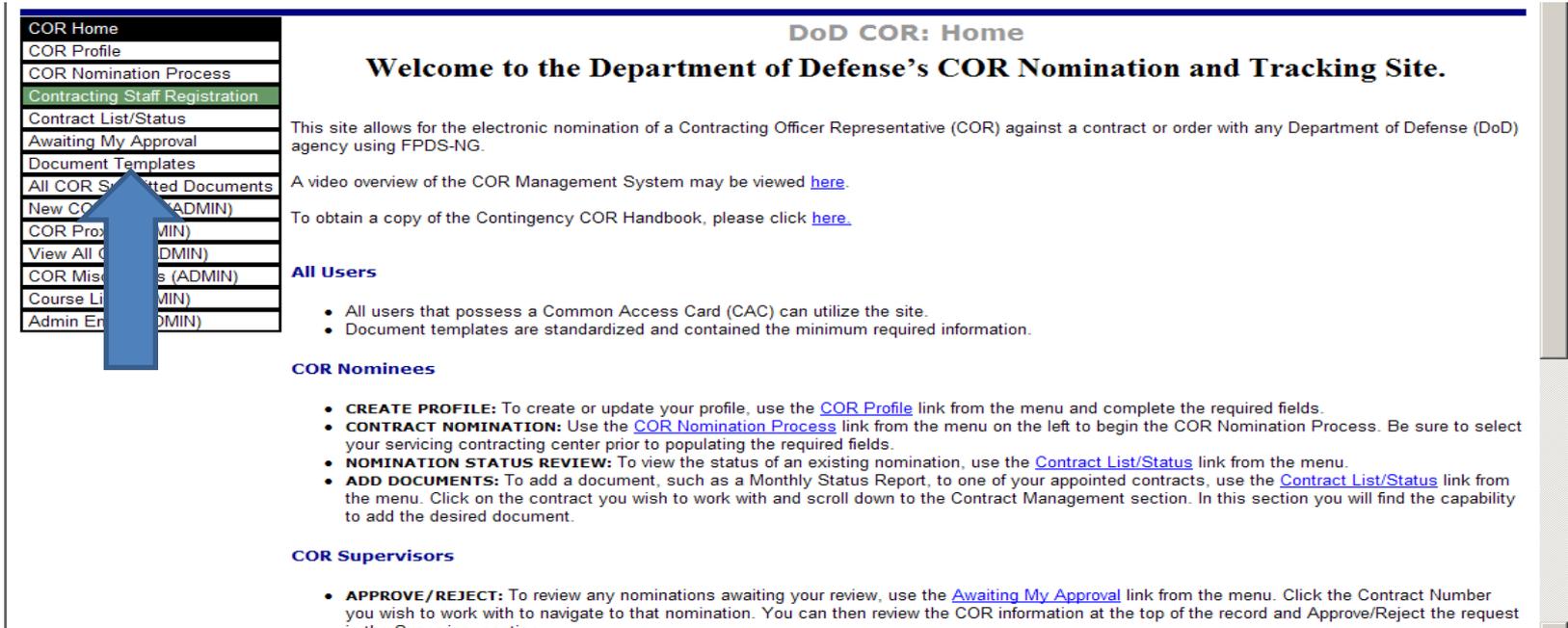
- Link to COR Training offered by DAU and the Acquisition Community Connection

Role and Responsibilities of CORT Tool Participants

CORT TOOL

**Contracting Staff Registrations and
COR Profiles**

Contracting Staff Registration



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.

Select “Contracting Staff Registration” from the menu.

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
DKO Name:	Phone:	Email:
<input type="text" value="CONTRACTING.OFFICER"/>	<input type="text"/>	<input type="text"/>
Role:	Contracting Center's DODAAC: ⓘ	Organization:
<input type="text" value="SELECT ONE"/>	<input type="text"/>	<input type="text"/>
	Second Contracting Center's DODAAC: ⓘ	Second Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Third Contracting Center's DODAAC: ⓘ	Third Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Fourth Contracting Center's DODAAC: ⓘ	Fourth Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Fifth Contracting Center's DODAAC: ⓘ	Fifth Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Active Status:	
	<input type="text" value="Select One"/>	

Complete one registration

Complete all highlighted fields.

Note: If your name changes, do not create another registration

Contracting Staff Registration

- Name** – Enter first, middle or last name; *may enter middle initial*
- AKO/DKO name** – User name pulls from CAC
- Telephone Number** - Enter up to 20 characters
- Email** - Enter AKO/DKO email; usually ends with us.army.mil;
 - Format is firstname.lastname@us.army.mil (*Emails auto forward*)
- Role** - Select the Contracting Officer role if you are responsible for COR appointments; otherwise select the contract specialist role
- Contracting Center DoDAAC** - Enter procurement center DoDAAC
 - Must enter one (1); may add 4 additional
- Contracting Center Name** -Enter the organization name of each DoDAAC
- Active Status** – Defaults to “**Active**”; Change only if you are retiring or leaving DoD
- Select “**Save Changes**”

Contracting Staff Registration

New Registration

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

←

First Name:	Middle Name:	Last Name:
<input type="text" value="TEST"/>	<input type="text"/>	<input type="text" value="CO"/>
DKO Name:	Phone:	Email:
<input type="text" value="TEST.CO"/>	<input type="text" value="703-588-6312"/>	<input type="text" value="TEST.CO@US.ARMY.MIL"/>
Role:	Contracting Center's DODAAC: ⓘ	Organization:
<input type="text" value="CONTRACTING OFFICER"/>	<input type="text" value="HQ0102"/>	<input type="text" value="DPAP"/>
	Second Contracting Center's DODAAC: ⓘ	Second Contracting Center's DODAAC Organization:
	<input type="text" value="N00030"/>	<input type="text" value="DEPT OF NAVY"/>
	Third Contracting Center's DODAAC: ⓘ	Third Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Fourth Contracting Center's DODAAC: ⓘ	Fourth Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Fifth Contracting Center's DODAAC: ⓘ	Fifth Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Active Status:	
	<input type="text" value="Select One"/>	

Top of page states “Contracting Staff Profile Has Been Inserted” for all new registrations.

Contracting Staff Registration – Updated Registration

DOD COR: Contracting Staff Registration
Contracting Staff Profile Has Been Updated

First Name: Middle Name: Last Name:

DKO Name: Phone: Email:

Role:

Contracting Center's DODAAC: Organization:

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

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

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

Fifth Contracting Center's DODAAC: Fifth Contracting Center's DODAAC Organization:

Active Status:

Top of page states “Contracting Staff Profile Has Been Updated” for all previously saved registrations

COR Profile

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

View COR Contract List

COR Information

DKO Name: JUNE.TESTCORT

Email Address: _____

COR's Home Organization (DODAAC): _____

Organization Name: _____ *

Unit: _____

Work Address: _____

City/APO: _____

State: -Select-

Zip Code: _____

Country: United States

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

Commercial Phone: _____ | _____ | _____

DSN Phone: _____ * | _____ * | _____ *

Mobile Phone: _____ * | _____ * | _____ *

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: _____

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

Commercial Phone: _____ | _____ | _____

DSN Phone: _____ * | _____ * | _____ *

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

Save Record

Select "COR Profile " from the side menu. Complete all highlighted fields.

COR Profile

- COR Name** – Pulls from CAC Card
- Email Address** –enter AKO/DKO email address.
- COR Home DoDAAC** – enter the Department of Defense Activity Address Code for the COR's home location;
- Work Address** – enter COR physical location address
- COR Home Organization Name** – Enter agency or department name; (*Dept of Air Force, Army, Navy, DLA, etc.*)
- City/APO** – Location of City, or “**FPO or APO**”
- Unit** – Enter the organization name
- State** -Select your state from drop down menu
- Zip Code** - Enter 5 digit code

COR Profile

Telephone Number

- Enter the **3-digit** area code,
- Enter the **7-digit phone number**
 - Enter any applicable extensions.
- DSN and Mobile phone numbers non mandatory.

County – Defaults to United States;

- Select county if located overseas;
 - State grays out,
 - International phone number;
 - Free text to input up to 16 characters
- Camp - Enter Camp location

COR Profile

Certified Acquisition Official?

Are you a Certified Acquisition Official?: Yes No

Career Experience: *
 *
 *

Career Experience Level: *
 *
 *

Default is “No.” An entry in the text box is required for both **Career Experience and Career Experience Level;**

- COR Career Experience** - Indicate the COR area of expertise;
 - Engineering Technician, Level IV; Scientist, Pilot, Plumber, Fireman
- COR Career Experience Level (15 chars)** - Indicate the number of years
 - 11 Years

COR Profile

Certified Acquisition Official?

- If yes, select the Predominant Acquisition Career from the drop down menu for**
 - 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 (1, 2 or 3)**

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

Email Address:

Commercial Phone: **Area Code** (3 digits, no dashes) **Phone Number** (7 digits, no dashes) **Extension** (If applicable)

DSN Phone: * *

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

- ❑ **DKO Name** – Enter your supervisor’s the AKO/DKO user name
 - ❑ Format is **firstname.lastname XX** or John.T.Smith4
- ❑ **Commercial Telephone Number** – Enter the supervisor or higher level authority telephone number - **Required Field**
- ❑ **Email Address** – enter the supervisor’s AKO/DKO email address.
- ❑ Click on “Save Record”

COR Profile - Save Record

- ❑ Top of Page States “COR Profile Created. To Start the Nomination Process use for a contract use the link in the left menu.”

The screenshot displays the 'DoD COR: Profile' page. A red box highlights a confirmation message: 'COR Profile Created. To start the Nomination Process for a contract use the link in the left menu'. Below this message are two links: 'View COR Contract List' and 'New Nomination for this COR'. The page also features a left-hand navigation menu and a 'COR Information' section with various input fields.

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:	<input type="text" value="PINKIE.BROWN"/>	Email Address:	<input type="text" value="PINKIE.BROWN@US.ARMY.MIL"/>
Work Address:	<input type="text" value="1212 Silver Lane"/>	COR's Home Organization (DODAAC):	<input type="text" value="HQ0102"/>
City/APO:	<input type="text" value="Arlington"/>	Organization Name:	<input type="text" value="OUSD"/>
State:	<input type="text" value="VA"/>	Unit:	<input type="text"/>

- ❑ This brings up the “Training Courses” section at bottom of page.

COR Profile - Training

Training Courses ←Click to collapse

No Courses Listed

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](#)

Training Information Section – **COR courses only**

- Select the course from the “Document” drop down menu
- Add in the course completion date
- Using the browse feature , load a copy of the certificate from your computer at “Add Document”
- Click on the “plus” sign at the bottom that states “*Click Here to Add Course Certificate*”
- Top of Page Now State: Course Added
 - Repeat the steps above to add additional courses

COR Profile – Refresher Training

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Refresher Training		<input type="checkbox"/>		 Certificate of Completion.doc	04/15/2012	16

Document:

Hours:

Course Compl. Date: 

Add Certificate:

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

 Click Here to Add Course Certificate



- Select “Refresher Training” from the “Document” drop down menu.
- Insert the number of hours;
- Complete the remaining highlighted fields (course completion date and add certificate.
- When completed, refresher course is added and associated hours are displayed

COR Profile - Equivalency Training Requirements

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Refresher Training		<input type="checkbox"/>		 Certificate of Completion.doc	04/15/2012	16
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	 Certificate of Completion.doc	06/09/2012	0

Document:

Course Compl. Date:

Equivalency?

Add Certificate:

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

[Click Here to Add Course Certificate](#)

- Select a course which includes the words “equivalent” or “equiv”
- Enter the course completion date
- Check the equivalency box.
- Enter the provider name.
- Add certificate, click on “plus” sign
- When completed, the equivalency checked box and provider’s name are displayed

COR Profile – Completed

- When all courses have been added select either
 - “Save Record” or “Save and Start Nomination Process”

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 (36+ 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 –Completed

Save Record”

- Will save COR training;

- COR receives a message “COR Profile Updated”

Save and Start Nomination Process”

- Will save the Training;

- COR will be taken to the “COR Nomination Process” page

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 collapse>

DKO Name: MATTHEW.B.S.
Supervisor/Commander: JAMES.M.WHITE
Courses: No Courses Listed

COR's Home Organization DODAAC: N65886
Supervisor/Commander Commercial Phone: 904-542-3017

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:

- Select COR Nomination Process
- Click on “COR Information” to “expand” or “collapse” the data.
- Review the training information.
 - If there are “No Course Listed,” return to COR Profile and load all COR courses.
 - If there are courses present, review

COR Nomination Record Process

COR's Role

- Complete all highlighted sections.
- Contractor data is pulled from FPDS

Click to expand-> **COR INFORMATION**

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 City:

Contractor Zip Code:

Contract Award Date:

Current Completion Date:

PSC Description:

Contractor Address:

Contractor State:

Contractor Country:

COR Nomination Record Process

COR's Role

Supporting Contracting Center

Department – select your component for the contract

DoDAAC - Enter the contracting officer DoDAAC of the (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 Solicitation number (12 characters or less)

Verify PR/MIPR or solicitation number - OK

COR Nomination Record Process

COR's Role

- Contracting Officer** – Select the contracting officer,
 - Email and phone number populates
- Contract Specialist** – Select the contract specialist
 - Email and phone number populates
- Quality Assurance Plan** – Using the browse feature, load a copy of the QASP from their computer; Enter a description a description of the plan
 - Required for service contract over 150K
 - QASP can also be loaded by Contracting Officer at the time of the appointment
- Contractor**
 - No input required by COR; Data is pulled from FPDS

COR Nomination Record Process

COR's Role

Click to collapse->COR

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 Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

COR Comments:

Submit Record to Supervisor/Commander

Save Record (without routing)

- Complete **“ALL”** of the **“COR (Nominee) Certifications”**
- Enter comments (If applicable)
- Select **“Save Record (without routing)”** to update at later date.
- Select **“submit record supervisor”** process the nomination; When dialog box opens, select OK to confirm submission
 - Nomination from **“draft”** to **“Pending Supervisor Approval “**
Status
 - Top of Page now states **“COR Contract Record Created”**

COR Nomination Record Process

COR – Completes Nomination

Save Record (without Routing)

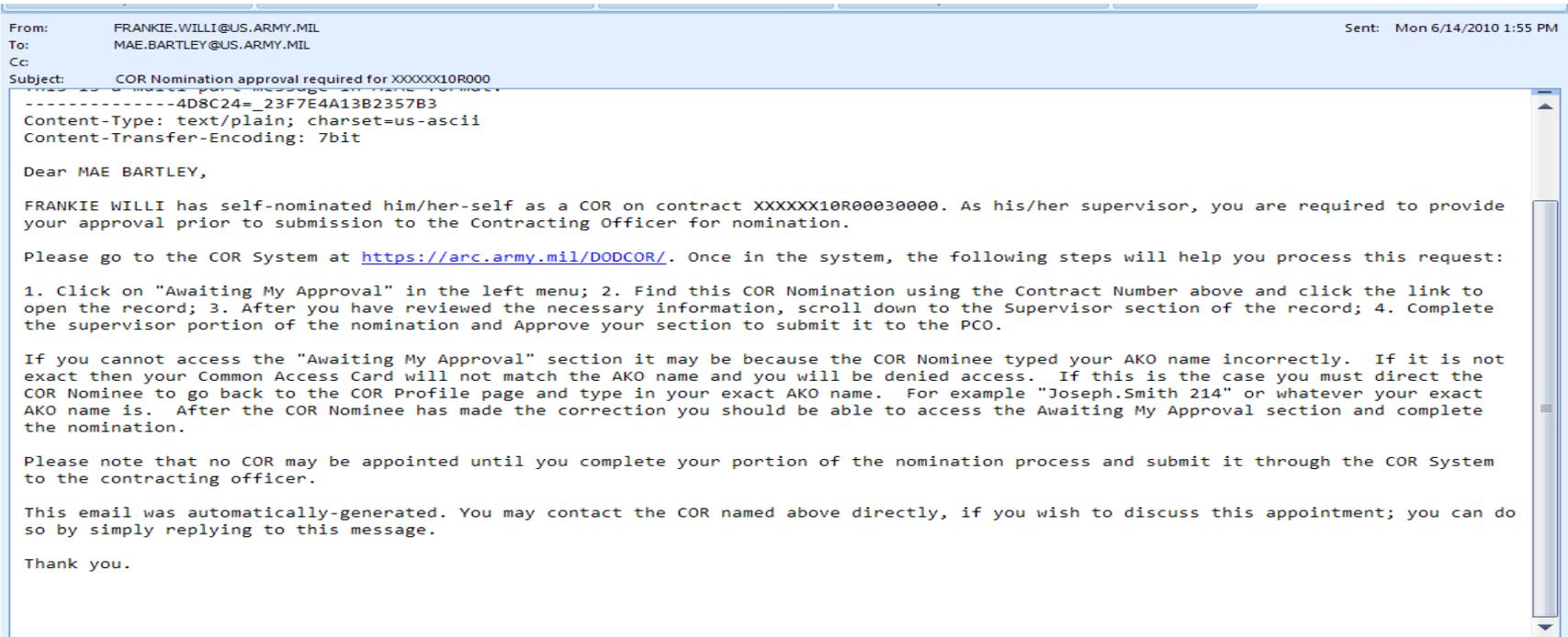
- Saves the nomination in a draft state
- Contractor Section may populate
- COR now has the ability to Cancel Record
 - The “cancel record” button is located at the top of the page.

Submit Record to Supervisor

- COR to finalize his portion of the nomination
- Nomination is forwarded the supervisor for approval before submission to the contracting officer.
- Record status changes to “pending supervisor approval. Nominations will be submitted to supervisor listed in the COR’s Profile.

COR Nomination Record Process

Supervisor's Review



- An email is generated and sent to the Supervisor listed in the COR Profile advising supervisor of action required.

COR Nomination Process - Supervisor's Review – Contract List Status

<ul style="list-style-type: none"> COR Home COR Profile COR Nomination Process Contracting Staff Registration Contract List/Status Awaiting My Approval Document Templates Local Forms and POCs All COR Submitted Documents View All Local COR Records COR Related Links Admin Email (ADMIN) Contracting Staff List (ADMIN) COR Misc Codes (ADMIN) COR Proxy (ADMIN) Course List (ADMIN) Link to Reports (ADMIN) New COR Profile (ADMIN) View All COR Profiles (ADMIN) 	<h3>DoD COR: Contract List</h3> <p>as COR and Supervisor/Commander and Contracting Officer</p>																																																																																																																				
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- Supervisor may select Contract List Status.
- A list of actions assigned to supervisor is displayed.

COR Nomination Record Process - Supervisor Review – Awaiting My Approval

COR Home	DoD COR: Awaiting my Approval		
COR Profile	COR Nominees Awaiting My Approval as Supervisor/Commander ⓘ		
COR Nomination Process	COR	Contract/PreAward Number	Contracting Officer
Contracting Staff Registration	MAE.BARTLEY	111112-02-C-E400-0000	MOUSE, MINNIE
Contract List/Status	MAE.BARTLEY	DARPA-TEST0001	NIXON, RICHARD
Awaiting My Approval	MAE.BARTLEY	DCMA-TEST00001	NIXON, RICHARD
Document Templates	MAE.BARTLEY	DFAS-TEST00001	NIXON, RICHARD
Local Forms and POCs	MAE.BARTLEY	DFAS-TEST00002	NIXON, RICHARD
All COR Submitted Documents	MAE.BARTLEY	DFAS-TEST00003	NIXON, RICHARD
View All Local COR Records	MAE.BARTLEY	DLA-TEST000002	NIXON, RICHARD
COR Related Links	MAE.BARTLEY	DODEA-TEST0001	NIXON, RICHARD
Admin Email (ADMIN)	MAE.BARTLEY	FA5000-04-A-0002-0000	BACON, MARK
COR Misc Codes (ADMIN)	MAE.BARTLEY	NAVY-TEST00001	NIXON, RICHARD
COR Proxy (ADMIN)	MAE.BARTLEY	TEST_123	DOD, TEST
Course List (ADMIN)	TESTER.KO	TEST-DATA12	BARTLEY, MAE
Link to Reports (ADMIN)	MAE.BARTLEY	TEST0000000001	NIXON, RICHARD
New COR Profile (ADMIN)	MAE.BARTLEY	TMA-TEST000001	NIXON, RICHARD
View All CORs (ADMIN)	PAUL.SMITH4	TRAING 2-1	BARTLEY, MAE
COR Profile Removal (ADMIN)	MAE.BARTLEY	W15P7T-06-D-E405-0021	NIXON, RICHARD
Site SMF Management (ADMIN)	DANA.CHAN	SESSION 5-1	BARTLEY, MAE
	DANA.CHAN	SESSION 5-2	BARTLEY, MAE

- Select “Awaiting My Approval”
- A list of actions awaiting approval is displayed.
- Select the contract number to begin your review of the nomination.

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

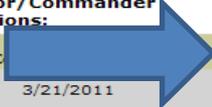
Review Nomination

- 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

Click to collapse-> **SUPERVISOR/COMMANDER**

Supervisor/Commander Certifications:



		All	Certification
	3/21/2011	<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.
	3/21/2011	<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.
	3/21/2011	<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.
	3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
	3/21/2011	<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.
	3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts.
	3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
	3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete the applicable COR Reports and place a copy of these reports in this CORT Tool.
	3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete the COR specific "refresher training" as required by "DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition every 3rd year and will update the training section of the CORT Tool with a copy of the refresher course certificate and date of course completion.
	3/21/2011	<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.
	3/21/2011	<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.
	3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no violations with US Government purchase cards.
	3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no security violations.
	3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no violations with US Government credit cards.

Approval/Rejection Comments:

- Complete certifications; Check all.
- Annotate approval (optional) or rejection (mandatory) comments.

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

- Save, reject, approve 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](#)
Cancel Record

COR Information Click to expand

Supporting Contracting Center

Contracting Center: OSD
Department:
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
Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723
Email: PAUL.GAUGHAN@US.ARMY.MIL

QA Surveillance Plan (QASP)

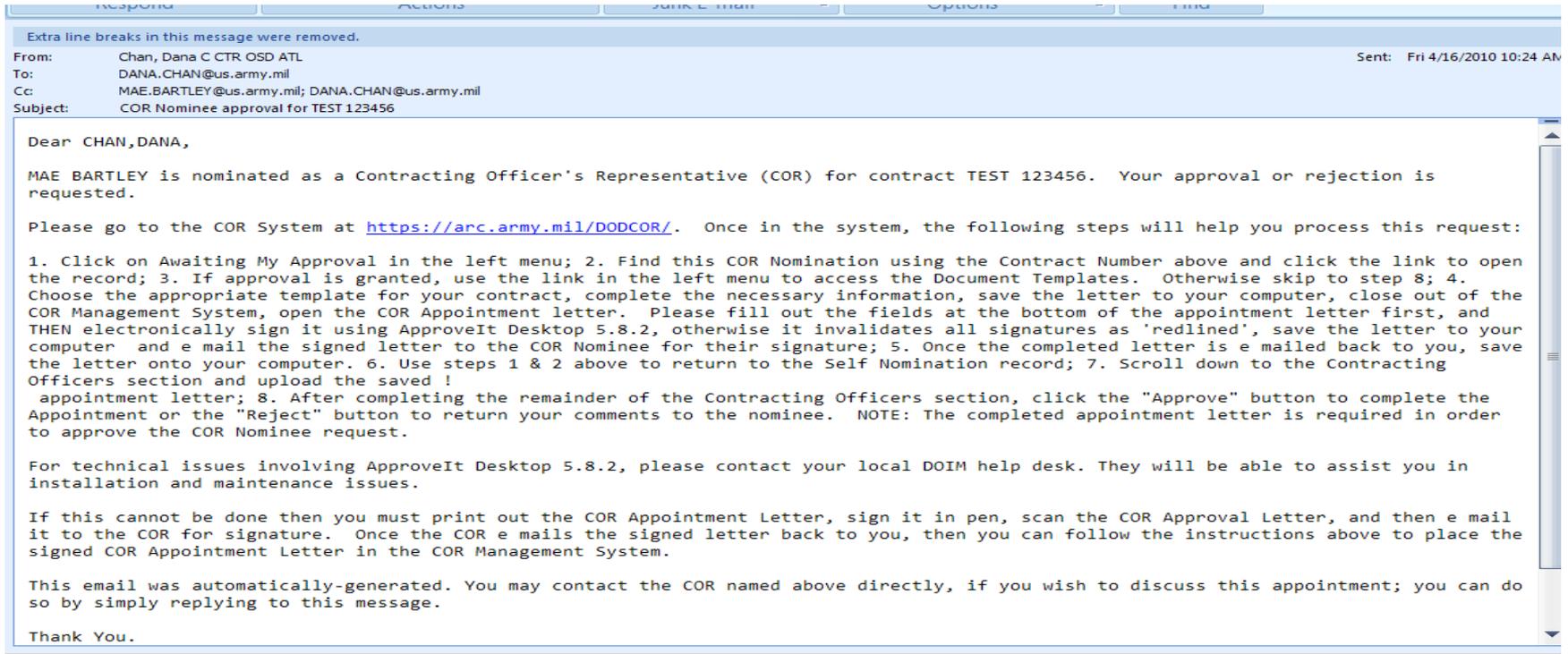
Note: The file should have a file extension (doc, pdf, etc.).
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Add QASP Document: Browse...
Description:

- ❑ Record now states “COR Nominee Record Approved and Submitted to Contracting Officer.”
- ❑ Record Status changes to “Pending PCO Review.”
- ❑ An email is generated and sent to the Contracting Officer advising of action required.

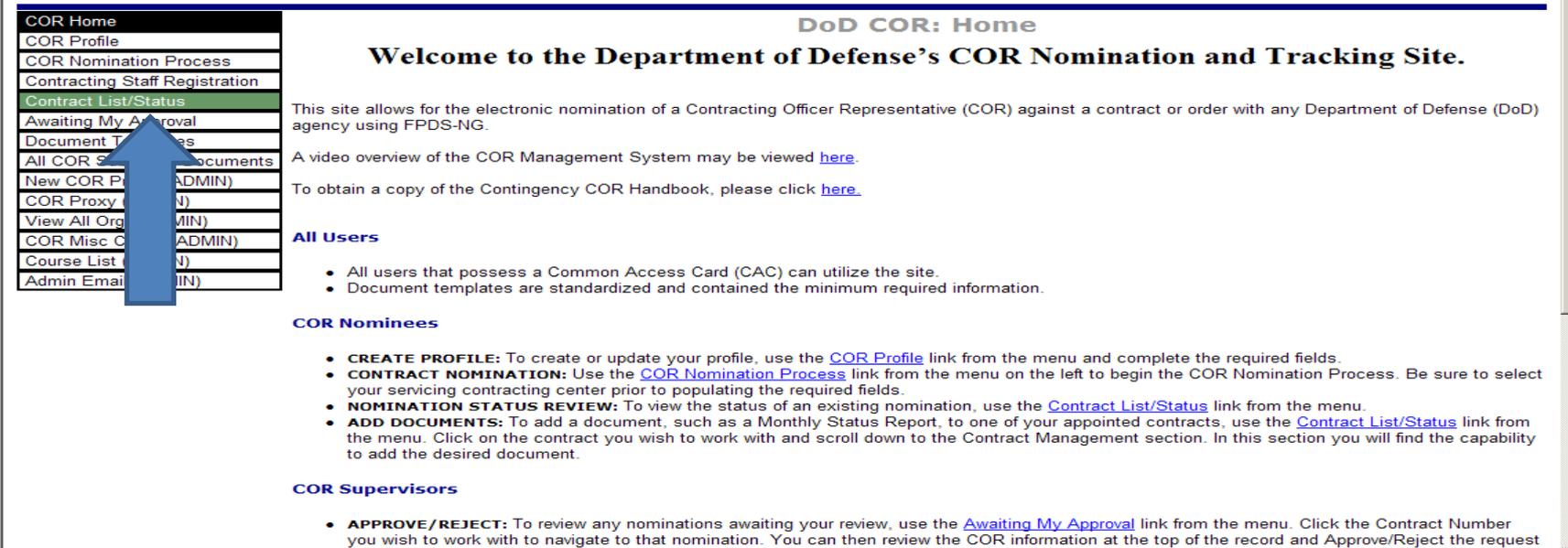
COR Nomination Record Process

Supervisor - Approves a Record



Example of email sent to the CO/CS.

COR Nomination Record Process – CO/CS Role - Contract List Status



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.

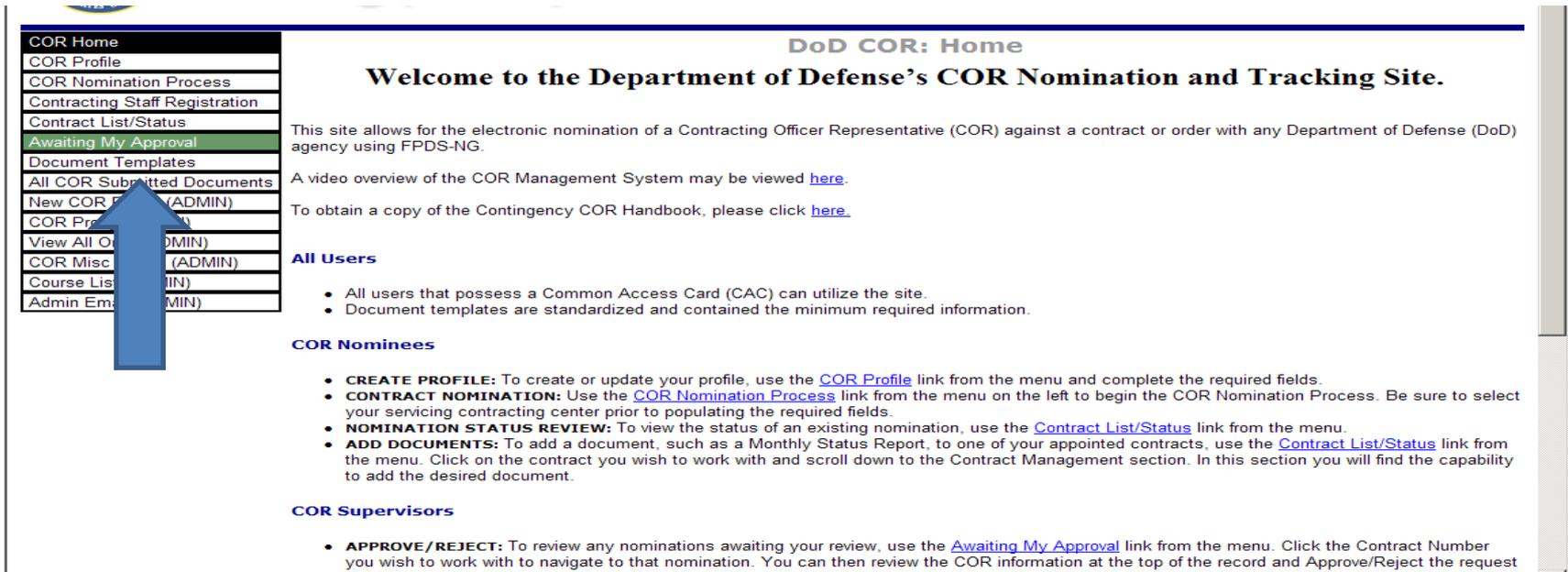
❑ If an email is not received, the CO/CS may review a nomination by selecting Contract List Status.

COR Nomination Record Process – CO/CS Review

<ul style="list-style-type: none"> COR Home COR Profile COR Nomination Process Contracting Staff Registration Contract List/Status Awaiting My Approval Document Templates Local Forms and POCs All COR Submitted Documents View All Local COR Records COR Related Links Admin Email (ADMIN) Contracting Staff List (ADMIN) COR Misc Codes (ADMIN) COR Proxy (ADMIN) Course List (ADMIN) Link to Reports (ADMIN) New COR Profile (ADMIN) View All CORs (ADMIN) 	<h3>DoD COR: Contract List as COR and Supervisor/Commander and Contracting Officer</h3>							
<p>Please select the record types you are interested in:</p> <p> <input type="checkbox"/> ACTIVE <input type="checkbox"/> DRAFT <input type="checkbox"/> PENDING PCO REVIEW <input type="checkbox"/> PENDING SUPERVISOR REVIEW <input type="checkbox"/> RECORD REJECTED BY PCO <input type="checkbox"/> RECORD REJECTED BY SUPERVISOR <input type="checkbox"/> TERMINATED </p> <p><input type="checkbox"/> REPORTS FOR REVIEW (YES)</p> <p style="text-align: center;">Please click here to select identified records</p>								
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

☐ A list of actions and the status of the action is displayed .

COR Nomination Record Process – CO/CS Role -Awaiting my Approval



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

Navigation Menu:

- 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 All Open Contracts (ADMIN)
- COR Miscellaneous (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

❑ When an email is received advising CO to enter or when the CO selects and enters “Awaiting My Approval,” ...

COR Nomination Record Process

CO/CS - Awaiting My Approval

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer ⓘ

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor/Commander</u>
PAUL.J.SMITH	DOD-TRAINING2	MAE.BARTLEY
PAUL.J.SMITH	HQ0102-02-D-TEST-0002	MAE.BARTLEY
TESTER.COR	SESSION 5-1A	MAE.BARTLEY
TESTER.COR	SESSION 5-2A	MAE.BARTLEY

- A list of actions awaiting approval will be displayed.
 - The message “No Contracts Awaiting Your Approval” is displayed when there are no actions to be approved by contracting officer.
- Select the contract number to begin the review of the nomination.
- This list may not be available for Contract Specialist.

COR Nomination Record Process – CO/CS Review

Nomination Proce... | Page | Tools

DoD COR: Nomination Process for 4608-10-M-S032

[View Complete COR Information](#)
Cancel Record

COR Information Click to collapse

DKO Name: JAMES.F.LAMONT
Supervisor/Commander: MADDOX
Courses: No Courses Listed

COR's Home Organization DODAAC: [Redacted]
Commander Commercial Phone: 318-456-9732

Supporting Contracting Center

Contracting Center Department: [-Select-]
Contracting Center DODAAC: FA4608

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: 4608-10-M-S032
Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer

Contracting Officer: CROCKETT, TRACEY
Commercial Phone: 3184561102
Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL

Contracting Specialist

Contracting Specialist: CROCKETT, TRACEY
Commercial Phone: 3184561102
Email: TRACEY.Y.CROCKETT@US.ARMY.MIL



- Expand or collapse the “COR Information” section
- Review courses in COR Information Section.
- If there are “No Courses Listed” contracting officer/specialist should reject nomination and advise COR to enter courses.

COR Nomination Record Process

CO/CS Review

DoD COR: Nomination Process for TEST 8

[View Complete COR Information](#)

ⓘ

COR Information ←Click to collapse

DKO Name: MAE.BARTLEY

COR's Home Organization DODAAC: HQ0102

Organization Name: DPAP

Courses:

Course	Training Lvl	Certificate
DAU CLM 003 Ethics Training or Agency Equiv	ABC	 Certificate of Completion.doc
DAU COR 222, DAU CLC 222 COR on-line training or Equivalent	BC	 Certificate of Completion.doc
Wide Area Workflow(WAWF) Training		 Certificate of Completion.doc
DAU CLC 106 COR with a Mission Focus	A	 Certificate of Completion.doc
Misc training as required by local center policy		

- If there are courses present, review the courses.
- When completed, click on “COR Information” to “collapse” this section.
- Review the remaining sections.

COR Nomination Record Process – CO/CS Review

- ❑ **Review Remaining COR and Supervisor Data Entry**
 - ❑ Review Supporting Contracting Center
 - ❑ Ensure accurate selection of the appropriate department or agency and contracting center DoDAACs is selected
 - ❑ Review Contract Information
 - ❑ Verify contract or preaward number
 - ❑ Review Contracting Officer and Contracting Specialist
 - ❑ Ensure correct CO/CS is selected
 - ❑ Review Quality Assurance Surveillance Plan (QASP);
 - ❑ Ensure QASP or memorandum is loaded

COR Nomination Record Process

CO/CS Review

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...

- Expand the "Contracting Officer" section
- Complete highlighted fields

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 had the COR sign the 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 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)

COR Nomination Record Process

CO/CS Review

- 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 **ONLY** if you are waiving the requirement for a QASP; otherwise leave blank
 - If box is checked, 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)
- Load a copy of the “letter of designation” or “appointment letter”
- Enter the appointment date – **Hard Stop**

COR Nomination Record Process

CO/CS Review

- **Save, reject, cancel or approve the nomination**
 - “Save Record (without routing)” allows a CO to update the information at a later date
 - “Reject but DO NOT set Status to Cancelled”
 - Requires the CO to add mandatory comments and return the nomination to the COR for corrective action
 - CO/CS will need to reload the Appointment letter
 - “Reject AND set status to Cancelled”
 - “Cancel record” removes the COR nomination from the CORT Tool
 - “Contracting Officer Approve” appoints a COR to the contract
- **Select “Contracting Officer Approve”**

COR Nomination Record Process

CO/CS Review

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
Delivery/Task Order: 0000

Record Status: Active COR

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

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

QA Surveillance Plan (QASP)
Note: The file should have a file extension (.doc, .pdf, etc.)

- ❑ Record now states “COR Appointed.”
- ❑ Record Status changes to “Active”
- ❑ CORT Tool sends email to COR.

COR Nomination Record Process

CO/CS Review

- **ACO and QA POC are optional and 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

Contingency Environment?:

Waive QASP?: 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 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 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 appointment each year.

Approval/Rejection Comments:

Appointment Letter: Browse... Appointment Date:

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

COR Revocation Letter: Browse... Revocation Date:

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

ACO DKO Name:

QA POC DKO Name:

[Contract Management](#) - Click to collapse

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

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

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 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 Comments:

Appointment Letter:

COR Revocation Letter:

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

Contract Management Click to collapse

Windows Internet Explorer

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

Note: The size being uploaded must not exceed 6 MB (6,000 KB).

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

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

COR Self Nomination for HQ010202DTEST01AB
COR Appointment Terminated
[View Complete COR Information](#)

COR Information - Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number: HQ010202DTEST01AB
Record Status: TERMINATED

Contracting Officer:
Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011
Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist:
Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723
Email: PAUL.GAUGHAN@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).

Existing Document: QUALITY ASSURANCE PLAN.doc
Description: SAMPLE

Replace QASP Document:
Description:

Contractor

- ❑ Record now states “COR Appointment Terminated.”
- ❑ Record Status changes to “Terminated.”

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 Status Reports,
 - Annual COR File Inspection Checklist (CO)
 - Trip Report,
 - Correspondence and
 - Miscellaneous Documents
- **Contracting Officers will approve or reject the “COR Status Reports”**

COR's Online File

Commercial Phone: 7035880832

Contracting Specialist
Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7035880832

Email: MAE.BARTLEY@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).

Existing Document: QUALITY ASSURANCE PLAN.doc

Replace QASP Document: Browse...

Contractor
Cage Code:
Contractor Name:
Contractor City:
Contractor Zip Code:
Contract Award Date:

Contractor Address:
Contractor State:
Contractor Country:

Click to expand-> COR

Click to expand-> SUPERVISOR/COMMANDER

Click to expand-> CONTRACTING OFFICER

Click to expand-> COR'S ONLINE FILE



Click on “COR’s ONLINE FILE” to expand or “collapse.”

COR's Online File Adding Documents

The screenshot displays a web interface for adding documents. It is divided into five sections, each with a title, a status bar, and a form. A red circle highlights the 'Add File' button and the 'Browse...' button for the 'Monthly Status Reports' section.

- Monthly Status Reports**
No Monthly Status Reports Listed
Month: [-Select-] Year: [2010]
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: [2010]
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).
- COR Trip Report**
No COR Trip Reports Listed
Month: [-Select-] Year: [2010]
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).
- COR Correspondence Report**
No COR Correspondence Reports Listed
Month: [-Select-] Year: [2010]
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).
- Miscellaneous Documents**
No Miscellaneous Documents Listed

- ❑ To add a report
 - ❑ Select a month
 - ❑ Select the year.
 - ❑ Upload the document
 - ❑ Click on “Add File”

COR's Online File COR Status Reports

The screenshot displays the DoD COR Contract Management interface for contract N00030-09-C-9999-0000. A red circle highlights a notification box that reads "Status Report Added" with a link to "View Complete COR Information". The interface includes a left-hand navigation menu with options like "COR Home", "COR Profile", and "Contracting Staff Registration". The main content area shows sections for "COR Information", "Supporting Contracting Center", "Contract Information", and "Contract/Solicitation Number". The "Contract Information" section includes fields for "Contract Number" (N00030-09-C-9999) and "Delivery/Task Order" (0000). The "Contracting Officer" and "Contracting Specialist" sections provide contact details such as "Contracting Officer: DOD, TEST" and "Commercial Phone: 7036028011". The "Contracting Specialist" section also lists "Contracting Specialist: DOD, TEST" and "Commercial Phone: 7036028011". The "QA Surveillance Plan (QASP)" section includes a note: "Note: The file should have a file extension (doc, pdf, etc.)." and "Note: File size being uploaded must not exceed 8 MB (8,000 KB)".

DoD COR: Contract Management for N00030-09-C-9999-0000

Status Report Added
[View Complete COR Information](#)

COR Information Click to expand

Supporting Contracting Center ⓘ
Contracting Center DODAAC:

Contract Information ⓘ
Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: - - -

Delivery/Task Order:

Record Status: Active COR

Contracting Officer
Contracting Officer: DOD, TEST
Commercial Phone: 7036028011

Contracting Specialist
Contracting Specialist: DOD, TEST
Commercial Phone: 7036028011

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).

Record now states “Status Report Added.”

An e-mail is generated and sent to the contracting officer.

Email: TEST.DOD@US.ARMY.MIL

Email: TEST.DOD@US.ARMY.MIL

COR's Online File COR Status Reports

Click to collapse-> COR'S ONLINE FILE

Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
 	01-2012	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM

 Add File

Month: Year:

Add File:

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

Reports can be “edited” or “deleted” by the COR. To delete, click on delete

Annual COR File Inspection Checklist

	Year	Document	Created By	Created On
 	2012	 File Inspection Checklist.docx	MAE.BARTLEY	02/02/2012 06:46 AM

 Add File

Year:

Add File:

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

COR Trip Report

	Month/Year	Document	Created By	Created On
 	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM

 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).

 Trusted sites

 100%

COR's Online File

COR Status Reports

DoD COR: Contract Management for SP0600-10-C-0022-0000

Status Report Deleted
[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center DODAAC: SP0600

Contract Information ⓘ

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

Contract/Solicitation Number: SP0600 -10 -C -0022

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

Contracting Officer: BISSIG, MICHAEL Email: MICHAEL.BISSIG@US.ARMY.MIL

Commercial Phone:

Contracting Specialist

Contracting Specialist: BISSIG, MICHAEL Email: MICHAEL.BISSIG@US.ARMY.MIL

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).

Done Trusted sites 100%

Record now states,
“status report deleted”

COR's Online File COR Status Reports

- ❑ To edit, click on “edit”. Report being edited is highlighted
- ❑ Using the browse, upload the revised report.
- ❑ Click on “save” to replace the existing report.

Click to collapse-> COR'S ONLINE FILE

Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
 	01-2012	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM

Existing Report: STATUS REPORT.docx
 Replace File: 

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

Annual COR File Inspection Checklist

	Year	Document	Created By	Created On
 	2012	 File Inspection Checklist.docx	MAE.BARTLEY	02/02/2012 06:46 AM

 Add File
 Add File: 

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

COR Trip Report

	Month/Year	Document	Created By	Created On
 	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM

 Add File
 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
 Add File: 

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

Miscellaneous Documents

No Miscellaneous Documents Listed

Add File: 

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

COR's Online File COR Status Reports

Click to collapse->COR'S ONLINE FILE

Status Reports

 	Month/Year	Version	Status	Document	Created By	Created On
	01-2012	1	Submitted	 MONTHLY STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM



Month:

Year:

Add File:

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

Report is replaced

Annual COR File Inspection Checklist

 	Year	Document	Created By	Created On
	2012	 File Inspection Checklist.docx	MAE.BARTLEY	02/02/2012 06:46 AM



Year:

Add File:

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

COR Trip Report

 	Month/Year	Document	Created By	Created On
	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM



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



Month:

Year:

Add File:

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

Miscellaneous Documents

No Miscellaneous Documents Listed

Month:

Year:

COR's Online File COR Status Reports

DoD COR: Contract Management for XXXXXX-10-C-0009-0000

Status Report Updated
[View Complete COR Information](#)

COR Information -Click to expand

Supporting Contracting Center ⓘ

Contracting Center DODAAC: SP4705

Contract Information ⓘ

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

Contract/Solicitation Number: XXXXXX -10 -C -0009

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

Contracting Officer: KELLY, JIMMY Email: JIM.KELLY@US.ARMY.MIL

Commercial Phone: 0000000000

Contracting Specialist

Contracting Specialist: KELLY, JIMMY Email: JIMMY.KELLY@US.ARMY.MIL

Commercial Phone: 0000000000

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).

Trusted sites 100%

Record now states,
“status report updated”

COR's Online File

COR Status Reports

Dear BARTLEY,MAE,

CORT TEST2012 has submitted a new COR Monthly Report for contract HQ010201C01020000. This report now requires your review and Approval or Rejection.

Please go to the CORT Tool at <https://arc.army.mil/DODCOR/>. Once in the tool, the following steps will help you process this request:

1. Click on COR Contract List in the left menu;
2. Find the contract you need to manage using the COR Name and Contract Number above and click the link to open the record;
3. Once in the contract record, scroll down to the Contract Management section;
4. In the Monthly Status Report list you will see Approve and Reject buttons next to the submitted report;
5. To approve the report simply click the Approve button and click OK on the confirmation box;
6. To reject the report, click the Reject button, add your comments in the box that appears, click the "Complete Report Rejection" button and click OK on the confirmation box.

This email was automatically-generated. Please do not reply to this message. You must contact the COR directly if you wish to discuss this message; you can do so simply by replying to this message.

Thank You.

Email is sent to the contracting officer advising of new status report that must be accepted or rejected by the contracting officer.

Document Templates

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.

Local Forms and POCs

DoD COR: Local Guidance, Forms, and POCs

Please select a Contracting Command:

Please select a Contracting Site:

COR HANDBOOKS

COR POCs (Point of Contacts)

- 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)
- COR Profile Removal (ADMIN)
- Site SME Management (ADMIN)

Allows components to have local handbooks and POC posted.

Local Forms and POCs

DoD COR: Local Guidance, Forms, and POCs

Please select a Contracting Command:

Please select a Contracting Site:

COR HANDBOOKS

DOCUMENT NAME	DOCUMENT
<input type="text"/>	<input type="text"/>

COR POCs (Point of Contacts)

POC	ROLE	PHONE	EMAIL
<input type="text" value="-Select POC-"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>

Local Handbooks and Forms will be posted here.

All COR submitted Documents

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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	FA20XX-11C0001	ACTIVE	MAE.BARTLEY	DAVID.P.HILLS	DAVID.P.HILLS	05-13-2011
KIMBERLEE.G.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	



- Select "All COR submitted Document"
- Select the contract or pre-award number to see the documents loaded by the COR.

All COR Submitted Documents

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
	01-2012	1	Submitted	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	02/01/2012 10:06 AM
	10-2011	3	Submitted	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	12/14/2011 09:12 AM
	10-2011	2	Rejected 	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	12/14/2011 09:12 AM
	10-2011	1	Approved	 STATUS REPORT.docx	PAUL.GAUGHAN	10/04/2011 10:58 AM
	07-2011	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	07/14/2011 09:51 AM
	03-2011	1	Approved	 STATUS REPORT.docx	MAE.BARTLEY	03/15/2011 11:08 AM

Annual COR File Inspection Checklist

	Year	Document	Created By	Created On
	2007	 COR Checklist.doc	MAE.BARTLEY	10/07/2011 10:50 AM

COR Trip Report

	Month/Year	Document	Created By	Created On
	10-2011	 Trip Report.docx	MAE.BARTLEY	10/26/2011 09:48 AM
	09-2010	 Trip Report.docx	PAUL.GAUGHAN	09/30/2011 09:01 AM
	06-2011	 Trip Report.docx	MAE.BARTLEY	07/20/2011 09:53 AM

COR Correspondence Report

	Month/Year	Document	Created By	Created On
	10-2011	 Correspondence.docx	PAUL.GAUGHAN	10/04/2011 10:58 AM

Miscellaneous Documents

	Month/Year	Document	Document Desc	Created By	Created On
	08-2012	 TRIP REPORT.docx	Safety Plan	MAE.BARTLEY	03/20/2012 10:18 AM
	09-2011	 Monthly COR Report to PCO.docx	Other	MAE.BARTLEY	09/29/2011 01:59 PM
	09-2011	 Trip Report.docx	Other	MAE.BARTLEY	09/20/2011 01:54 PM
	09-2011	 Miscellaneous.docx	GFE Inventory	MAE.BARTLEY	09/20/2011 01:47 PM

 A list of all documents submitted by the COR, alternate COR and any successor COR is available for review. Click on the icon to open the document.

View All Local COR Records

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View All (ADMIN)



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	

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

COR Related Links

DoD COR: Links Page

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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
- 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

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