



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

Subject Matter Expert Training
Guide – Version 1.0, Rev 5.

MARCH 2011



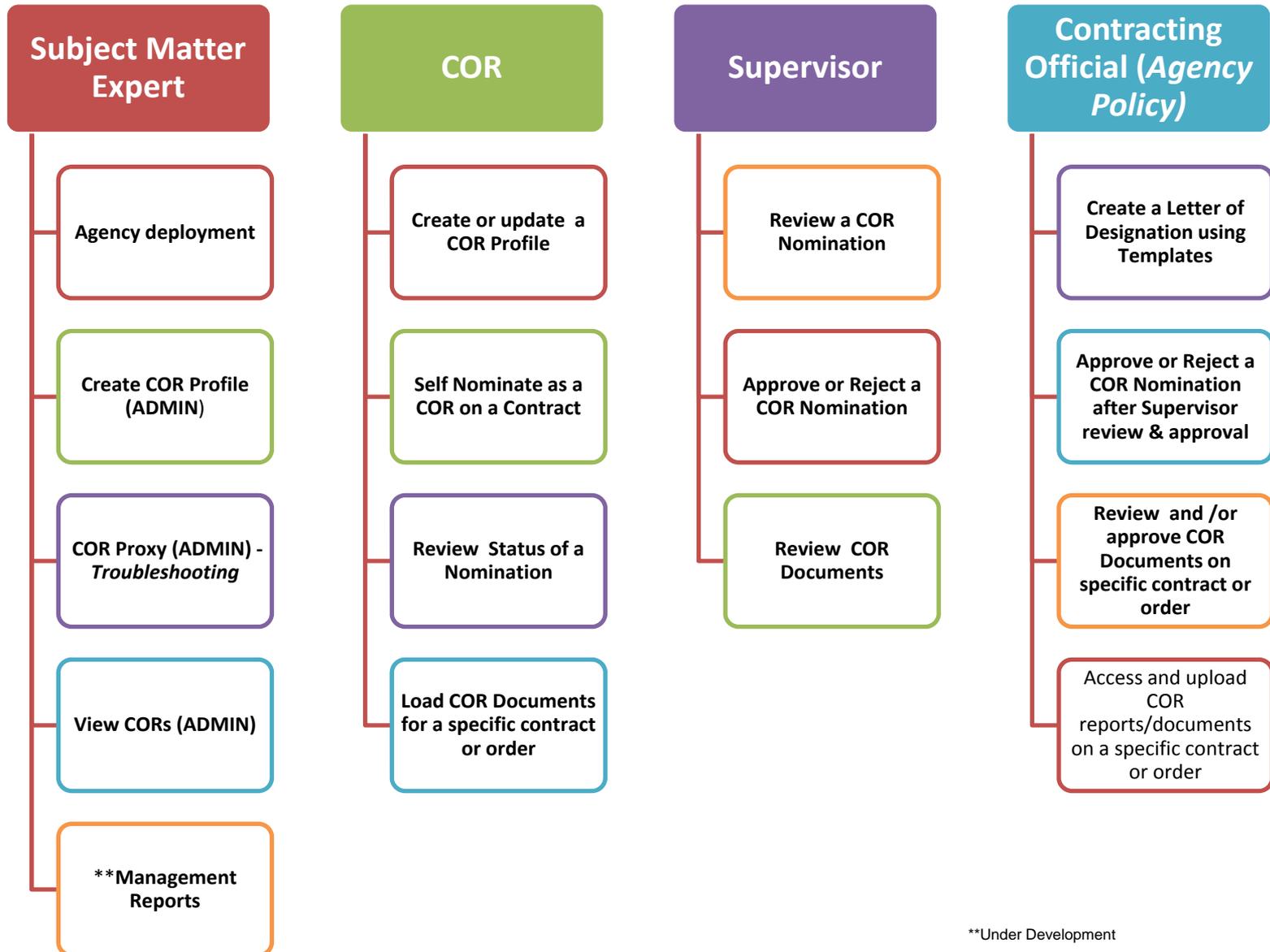
WHAT IS THE CORT TOOL?

- **A web accessible management application designed to:**
 - Be Common Access Card (CAC) enabled and available to all members of the DoD with internet access and an Army or Defense Knowledge Online account (AKO/DKO).
 - Nominate, appoint, track, revoke and terminate an individual as a COR against a DoD contract or order; or a contract or order issued on behalf of a DoD assisting agency.
 - Allow a COR to create a profile, document their training and experience and process a nomination package for one or multiple contracts and orders.
 - Provide DoD personnel a web-based portal for all relevant COR documents

BENEFITS OF CORT TOOL

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

ROLES



**Under Development

Status

- **Active COR** – Contracting Officer has approved the COR nomination
- **Draft** – a nomination has been started by the COR, on a contract action but has not been to the supervisor
- **Rejected** – Nomination has been rejected by the contracting officer or the supervisor
- **Submitted to Supervisor** – Nomination has been sent to the supervisor for approval prior to sending to the contracting officer
- **Supervisor Approved** – Nomination has been reviewed by the supervisor and sent to the contracting officer for approval
- **Terminated** – COR is no longer assigned to a contract

SUBJECT MATTER EXPERTS

Roles & Responsibilities

SUBJECT MATTER EXPERTS

- **Appointed by Military Departments or Defense Agencies (i.e Navy, Army, MDA)**
- **Will have overall responsibility for deployment of CORT Tool within your department or agency**
 - Ensure that all users obtain an AKO/DKO account
 - Ensure that all contracting officers and contract specialists are registered in the CORT Tool
 - Ensure that all CORS create a COR Profile
 - Perform various administrative functions in the CORT Tool;

DEPLOYMENT PLANS

- **Identify the name of your agency: i.e. Department of Navy, AF, DLA**
 - Identify all major commands and applicable subcommands
 - Identify all Contracting Offices DoDAAC and the name of the contracting office
- **Identify the number of personnel, to include Contracting Officer Representatives (CORs), COR Supervisors and Contracting Personnel requiring Army/Defense Knowledge Online (AKO/DKO) accounts;**
 - Within CORT Tool the term COR Supervisors may refer to the “Requiring Activity,” “COR Management” or some “Higher Level Authority”
 - Register each user for an account

DEPLOYMENT PLANS

- **Identify the number of contracting personnel, to include Contracting Officer and Contract Specialist,**
 - Ensure the all Contracting Personnel complete a “Contracting Staff Registration”
 - Indicate the date registration will be completed
- **Identify the number of Contracting Officers Representatives (CORs)**
 - Create or ensure that profile is created for all CORs.
 - Indicate the date creation of profiles will be completed
- **Notify DPAP when completed**

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

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

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

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

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

- Contracting Officer and Contract Specialist should use the provided AKO/DKO name and email address when completing staff registration in CORT Tool
- Contracting Officer Representatives (CORs) should use the provided AKO/DKO name and email address when completing a “Profile” in CORT Tool
- Supervisors should provide AKO/DKO name and email address to each COR
- Ensures proper routing of emails

HOME PAGE MENU

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

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

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](#).

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.

CORT Tool Menu
Most users will only see the first 8 tabs.

Trusted sites 100%

Start S... R... s... R... s... G... S... D... C... M... 2:08 PM

HOME PAGE MENU

All Users

- **COR Home** – Returns the user to homepage
- **COR Profile** - allows the COR to enter or edit their profile information
- **Contracting Staff Registration** – allows the Contracting officer and Contract Specialist to enter to enter their registration information
- **Contract List/Status** - provides the logged in user access to their records both active appointments and those in process
- **Awaiting My Approval** - provides the logged in user access to all records that are awaiting their approval/action (*contracting officer & supervisor*)
- **Document Templates** - allows the user to see “**samples**” 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

HOME PAGE MENU

Administrative Roles

- **New COR Profile** - Allows the department SME/administrator to add a DoD or non-DoD employee's profile to allow for inclusion into the CORT Tool site
- **COR Proxy** - Allows the department SME/administrator to assume the role of any individual within the CORT Tool site to troubleshoot
- **View CORs/View All Org** - Allows the department SME/administrator to review any COR record within the CORT Tool site
- **COR Misc Codes** - Allows the DoD SME/administrator to manage the miscellaneous codes involved with the site (i.e. adding new certifications to the nomination process)
- **Course List** - Allows the DoD SME/administrator to add, remove, or edit courses that show up in the course drop down list in the COR Profile page
- **Admin E-mail** - Allows the DoD SME/administrator to edit the existing e-mails that are automated within the tool

CONTRACTING STAFF REGISTRATION

**Contracting Officers
and Contract Specialists**

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

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 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.

https://arc.army.mil/DoDCOR/TDAPersonal-Single.aspx

Trusted sites 100%

Start U. D. T. F. C. H. C. C. C. C. 1:09 PM

CONTRACTING STAFF REGISTRATION

The screenshot shows a web browser window titled "COR - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DODCOR/TDAPersonal-Single.aspx". The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "User Name: MAE.BARTLEY" with a "Logout" link. The main content area is titled "DoD COR: Contracting Staff Registration" and contains a registration form with the following fields:

- First Name:
- Middle Name:
- Last Name:
- DKO Name:
- Phone:
- Email:
- Role:
- Contracting Center's DODAAC:
- Second Contracting Center's DODAAC:
- Third Contracting Center's DODAAC:
- Fourth Contracting Center's DODAAC:
- Fifth Contracting Center's DODAAC:
- Organization:
- Second Contracting Center's DODAAC Organization:
- Third Contracting Center's DODAAC Organization:
- Fourth Contracting Center's DODAAC Organization:
- Fifth Contracting Center's DODAAC Organization:

At the bottom of the form are "Cancel Changes" and "Save Changes" buttons. A sidebar on the left contains a navigation menu with items like "COR Home", "COR Profile", "Contracting Staff Registration", etc. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 3:26 PM.

1. Complete all applicable fields.
2. For "DKO Name" use the user name created when establishing the DKO account (i.e. "john.smith" or "mary.c.jones4").
3. For e-mail, use the us.army.mil address.

CONTRACTING STAFF REGISTRATION

DoD COR: Contracting Staff Registration

First Name: MAE

Middle Name:

Last Name: BARTLEY

DKO Name: MAE.BARTLEY

Phone: 7036028011

Email: MAE.BARTLEY@US.ARMY.MIL

Role: CONTRACTING OFFICER

Contracting Center's DODAAC:

Second Contracting Center's DODAAC:

Third Contracting Center's DODAAC:

Fourth Contracting Center's DODAAC:

Fifth Contracting Center's DODAAC:

Organization:

Second Contracting Center's DODAAC Organization:

Third Contracting Center's DODAAC Organization:

Fourth Contracting Center's DODAAC Organization:

Fifth Contracting Center's DODAAC Organization:

Save Changes **Cancel Changes**

1. Select a Contracting Officer (CO) or Contract Specialist (CS) role.
2. Selecting CO allows the user to be both a CO and CS.

CONTRACTING STAFF REGISTRATION

DoD COR: Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

Contracting Staff Registration

First Name: JMAE Middle Name: Last Name: BARTLEY

DKO Name: Phone: 7036028011 Email:

Role: CONTRACTING OFFICER Contracting Center's DODACC: HQ0102 Organization: DPAP

Second Contracting Center's DODACC: N00167 Second Contracting Center's DODACC Organization: NAVY, NSWC CAREROCK

Third Contracting Center's DODACC: N00024 Third Contracting Center's DODACC Organization: NAVY, NAVSEA 023

Fourth Contracting Center's DODACC: SB4201 Fourth Contracting Center's DODACC Organization: DLA, DLIS

Fifth Contracting Center's DODACC: FRF3BK Fifth Contracting Center's DODACC Organization: AIR FORCE, HQ 554 ELSG/KSK

Buttons: Save Changes, Cancel Changes

1. Alternate Contracting Center DODACC- If you support more than one contracting organization, please enter the organization's six (6) digit organizational code). You may enter up to four (4) alternate DoDACCs.

2. Alternate Contracting Center's DODACC Organization - Enter your organization's name.

CONTRACTING STAFF REGISTRATION - Completed

The screenshot shows a web browser window titled "COR - Windows Internet Explorer provided by OSD-CIO" with the URL "https://arc-stg.army.mil/DoDCOR/TDAPersonal-Single.aspx". The page displays the "Contracting Officer Representative Tracking (CORT) Tool" interface. A red circle highlights the message: "DoD COR: Contracting Staff Registration Contracting Staff Profile Has Been Updated". The registration form contains the following information:

Field	Value
First Name:	MAE
Middle Name:	
Last Name:	BARTLEY
DKO Name:	MAE.BARTLEY
Phone:	7036028011
Email:	MAE.BARTLEY@OSD.MIL
Role:	CONTRACTING OFFICER
Contracting Center's DODAAC:	HQ0102
Second Contracting Center's DODAAC:	N00030
Third Contracting Center's DODAAC:	F4F3BR
Fourth Contracting Center's DODAAC:	SP1001
Fifth Contracting Center's DODAAC:	
Organization:	DPAP
Second Contracting Center's DODAAC Organization:	NAVSUP
Third Contracting Center's DODAAC Organization:	AIR FORCE, HQ 554 ELSG/KSK
Fourth Contracting Center's DODAAC Organization:	DLA, J6
Fifth Contracting Center's DODAAC Organization:	

1. Select "save changes."
2. New Registration - Top of page will state "Contracting Staff Profile Has Been Inserted."
3. Update to Registration – Top of page will state "Contracting Staff Profile has been updated."

CONTRACTING STAFF REGISTRATION Not Completed

DoD COR: Nomination Process

DODAAC Alert:
 No registered Contracting Officer is associated with the DODAAC value you entered.
 No registered Contract Specialist is associated with the DODAAC value you entered.
 Please enter a valid 6-character DODAAC or exit and have the appropriate Contracting Officer or Contract Specialist register in this system.

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: MAE.BARTLEY

Courses:

Course	Training Lvl	Certificate
Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc
DAU CLC 106 COR with a Mission Focus	A	Certificate of Completion.doc
Disc training as required by local center policy		Certificate of Completion.doc
Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc
ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	BC	Certificate of Completion.doc
Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc

COR's Home Organization
 DODAAC: HQ1002
 Organization Name: DPAP, PDI

Contracting Center DODAAC: N00019

NOTE: For a COR to begin a nomination, the CS and CO must be registered at the appropriate DoDAAC.

CONTRACTING OFFICERS REPRESENTATIVE

PROFILE

COR PROFILE

- COR information
 - Complete all data fields (Only Complete Deployment Return Date (DEROS) date if applicable)
- Supervisor Information
 - Ensure that they have their supervisor correct DKO name and e-mail address
 - A DKO name is usually *first name.last name* or *first name.middle initial.last name*
- Training
 - Select the applicable training course
 - Provide information on all completed COR Training
 - Course completion date required
 - Add document allows the attachment of Certification of Training
 - Select “Click here to add certificate” to complete
- Save the profile and exit, or save the profile and start the nomination process

COR PROFILE

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

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: Home

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Select "COR Profile" from the menu.

Navigation Menu:

- COR Home
- COR Profile**
- COR Nomination Process
- Contract Staff Registration
- Contract Status
- Awaiting Approval
- Document Templates
- All COR Submitted Documents
- New COR Profile (ADMIN)
- COR Profile (ADMIN)
- View Awaiting Approval (ADMIN)
- COR Management (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

All Users

- All users that possess a Common Access Card (CAC) can utilize the site.
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COR Nominees

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COR Supervisors

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Trusted sites 100%

Start U. D. T. F. C. H. C. C. C. C. 2:41 PM

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 Page Tools >>

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

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)

DoD COR: Profile

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

[View COR Contract List](#)

Complete all fields.

COR Information

DKO Name:

Work Address:

City:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience:

Email Address:

COR's Home Organization (DODAAC):

Organization Name: *

DEROS Date: *

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

*Asterisk fields are non-mandatory

Trusted sites 100%

Start Inbo... Re: ... RE: ... COR... H:\C... Micro... 8:17 AM

COR PROFILE - Certified Acquisition Career Field

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

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

COR Information
DKO Name: M.K. BARTLEY
Email Address: MKBARTELY@AOL.COM
COR's Home Organization (DODAAC): TEST12
Work Address: 12345 Amberside Drive
City: ARLINGTON
State: VA
Organization Name: DPAP, PDI
DEROS Date:
Zip Code: 22418
Country: United States

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	9999999	
DSN Phone:		9999999	
Mobile Phone:	703	1111111	

Are you a Certified Acquisition Official? Yes No

Predominant Acquisition Career:
-Select-
BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT
CONTRACTING
FACILITIES ENGINEERING
INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT
INFORMATION TECHNOLOGY
LIFE-CYCLE LOGISTICS
MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE
NOT CURRENTLY CERTIFIED
PROGRAM MANAGEMENT
PURCHASING
SCIENCE AND TECHNOLOGY MANAGEMENT
SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING
TEST AND EVALUATION

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

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

Save Record

Done Trusted sites 100%

Start Cale... Pres... H:\C... COR ... FW: ... COR... 2:49 PM

If yes, a drop down menu will appear.

COR PROFILE - Certified Acquisition Career Field

Select predominant acquisition career field and level of certification.

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO
https://arc-stg.army.mil/DoDCOR/CORInfo.aspx?new=1

COR Information

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

DKO Name: M.K. BARTLEY
Work Address: 12345 Amberside Drive
City: ARLINGTON
State: VA
Zip Code: 22418
Country: United States

Email Address: MKBARTELY@AOL.COM
COR's Home Organization (DODAAC): TEST12
Organization Name: DPAP, PDI
DEROS Date:

Are you a certified Acquisition Official?: Yes No

Predominant Acquisition Career: CONTRACTING
Level of Certification: -Select-
Level 1
Level 2
Level 3

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	9999999	
DSN Phone:		9999999	
Mobile Phone:	703	1111111	

Supervisor Information

DKO Name:
Email Address:

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

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

Save Record

Done

Trusted sites 100%

Start | Cale... | Pres... | H:\C... | COR ... | FW: ... | COR... | 2:50 PM

COR PROFILE – Career Field

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

File Edit View Favorites Tools Help

COR - 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 Information
View COR Contract List
New Nomination for this COR

DKO Name: [REDACTED]
Email Address: MAE.BARTLEY@US.ARMY.MIL
COR's Home Organization (DODAAC): HQ0102
Work Address: 241 18th
Organization Name: DPAP
City: ARLINGTON
DEROS Date: [REDACTED]
State: VA
Country: United States

Are you a Certified Acquisition Official?: Yes No

Career Experience: ELECTRICIAN
Career Experience Level: LEVEL IV

Supervisor Information
Note: If the supervisor email address is not a valid address you will receive an email when you try to submit nominations that is invalid.
DKO Name: DANA.CHAN
Note: Check with your supervisor for the correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)
Email Address: DANA.CHAN.CTR.@US.ARMY.MIL

Commercial Phone: [REDACTED] 703 6028011
DSN Phone: [REDACTED]
Mobile Phone: [REDACTED]

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

Trusted sites 100%

Start C. R. s.. R. s.. G. S.. C. C.. C.. C.. 2:48 PM

If no, enter "career field" and "career level" obtained (i.e. Eng Tech, Level IV) in the text box.

COR PROFILE – Supervisor and Training Information

Enter all supervisor information. (Use army.mil address).

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

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

File Edit View Favorites Tools Help

MSN.com COR - COR Profile x

Supervisor Information

DKO Name:

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

Email Address: 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 (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:

PDF FILES being uploaded must not exceed 8 MB (8,000 KB).

[Click Here to Add Course Certificate](#)

Add training:

1. Select Course;
2. Add course compl date;
3. Upload Certificate; and
4. Click on "Click Here to Add Course."

1. To save, click on "Save Record."
2. To begin nomination, Click on "save and start nomination process."

CONTRACTING OFFICERS REPRESENTATIVE

Nomination Process

COR NOMINATION PROCESS

- Start nomination from COR Profile or click on side menu
 - Must have “Profile” before starting a nomination
- COR information will be pre-filled from Profile
- Enter the six-digit DODAAC for the supporting contracting activity
- Select:
 - Contract number is known and enter contract information; or
 - Contract number is NOT known and enter PR or solicitation number
- Complete all other data fields
- Complete the applicable certification
- Save the nomination or submit to supervisor
- Once created, COR may cancel a record before submitting to the supervisor

COR NOMINATION PROCESS

Contracting Officer Representative Tracking (CORT) Tool

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

You must have a COR Profile to Self Nominate

COR Nomination Process

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

Trusted sites 100%

Start I... F.. H.. C.. C.. L.. U.. C.. A.. M. 11:55 AM

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

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

COR NOMINATION PROCESS

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to collapse

DKO Name: MAE.BARTLEY

COR's Home Organization DODAAC: HQ0102

Organization Name: DPAP

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		APPOINTMENT LETTER.doc

Supporting Contracting Center

Contracting Center DODAAC:

Contract Information

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

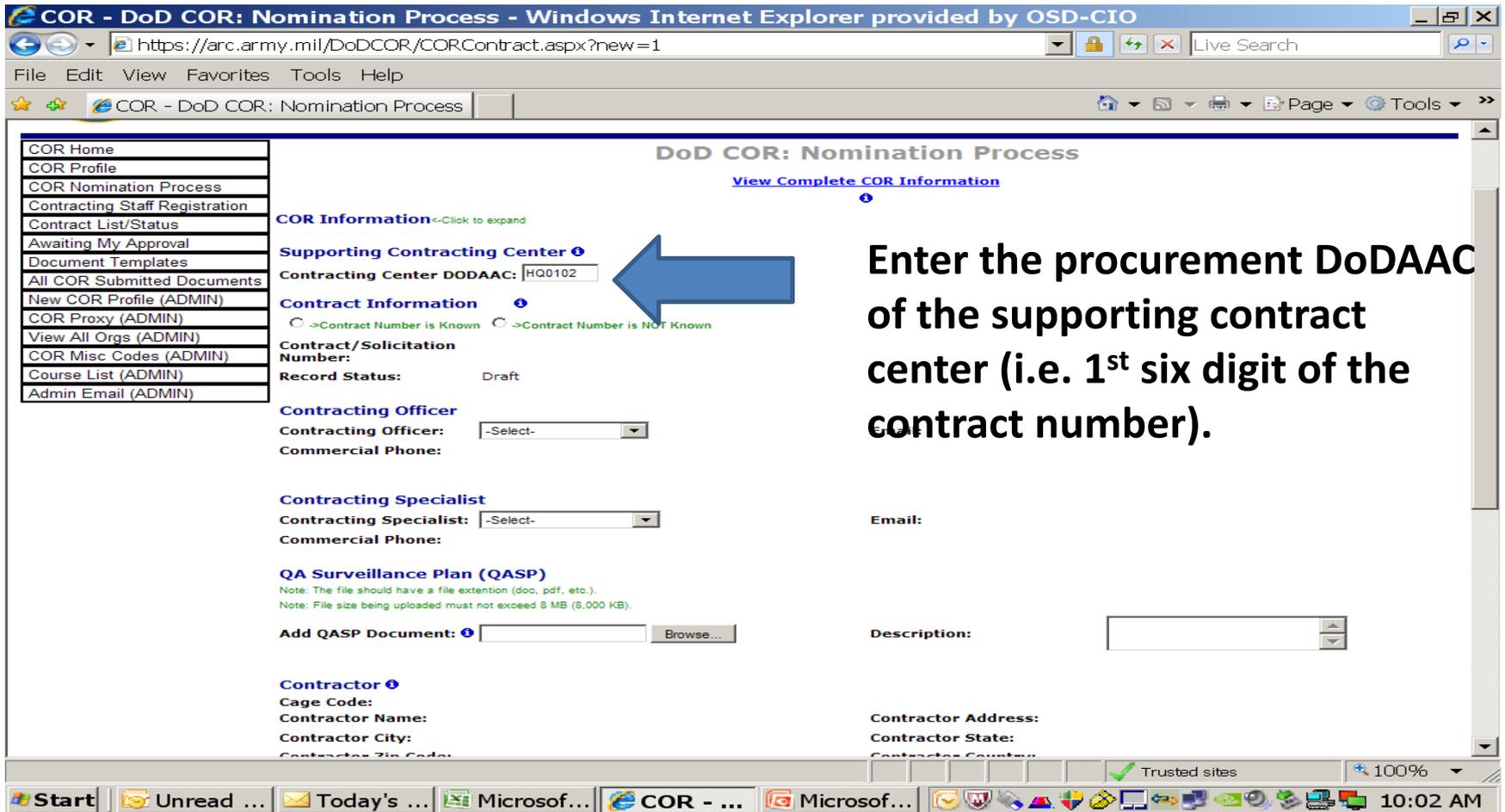
Contract/Solicitation Number:

Record Status: Draft

Contracting Officer:

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

COR NOMINATION PROCESS



DoD COR: Nomination Process

[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:

Record Status: Draft

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

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 5 MB (5,000 KB).

Add QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contractor Address:

Contractor State:

Contractor Country:

Email:

Description:

COR NOMINATION PROCESS

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/CORContract.aspx?new=1". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons. The main content area is titled "DoD COR: Nomination Process" and contains a navigation menu on the left with items like "COR Home", "COR Profile", "COR Nomination Process", "Contracting Staff Registration", "Contract List/Status", "Awaiting My Approval", "Document Templates", "All COR Submitted Documents", "New COR Profile (ADMIN)", "COR Proxy (ADMIN)", "View All Orgs (ADMIN)", "COR Misc Codes (ADMIN)", "Course List (ADMIN)", and "Admin Email (ADMIN)". The main content area has sections for "COR Information", "Supporting Contracting Center", "Contract Information", "Contract/Solicitation", "Contracting Officer", "Contracting Specialist", "QA Surveillance Plan (QASP)", and "Contractor". A "Contracting Center DODAAC" field contains "HQ0102". A "Contract Number" field is partially visible. A "Windows Internet Explorer" dialog box is overlaid on the page, displaying a yellow warning icon and the text "Please ensure the contract number is correct!". An "OK" button is visible in the dialog box, and a blue arrow points to it from the right. The Windows taskbar at the bottom shows the Start button, several open applications (Unread, Today's, Microsoft, COR, Microsoft), and the system tray with the time "10:10 AM".

..A dialogue box will appear requiring the COR verify the contract number. Click "OK"

If this is an IDV, enter order number. A second dialogue box will appear.

COR NOMINATION PROCESS

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number:

Record Status: Draft

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

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:

Contractor Address:

Contractor State:

Contractor Country:

Contract Management

Supervisor

Contracting Officer

When "Contract number is NOT known" is selected, enter a "solicitation, PR or an identifying number."

COR NOMINATION PROCESS

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO". The address bar contains the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&new=1>. The page displays a table of contract information and a form for nomination details. A red oval highlights a "Windows Internet Explorer" dialog box with a yellow warning icon and the text: "Please ensure the contract number is correct!". A blue arrow points from the dialog box to the "Contract Number" field in the form. The form includes fields for "Contracting Center DDP", "Contract Information", "Contract/Solicitation Number", "Contracting Officer", "Contracting Specialist", and "QA Surveillance Plan (QASP)".

Contract Title	Agency	Document Type
DAU CLC 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
Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc
Contingency COR Training	BC	Certificate of Completion.doc
DAU CLC 106 COR with a Mission Focus	A	Certificate of Completion.doc

Supporting Contracting Center
Contracting Center DDP: IN00023

Contract Information
Contract Number: [Known]

Contract/Solicitation Number: [Field]
Record Status: [Field]

Contracting Officer
Contracting Officer: [-Select-]
Commercial Phone: [Field]

Contracting Specialist
Contracting Specialist: [-Select-]
Commercial Phone: [Field]

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: [Field] [Browse...]

Contractor

Windows Internet Explorer
Please ensure the contract number is correct!
[OK]

Email: [Field]
Description: [Field]

... A dialogue box will appear requiring the COR verify the solicitation, PR or identifying number is correct.

COR NOMINATION PROCESS

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: SME -TEST

Record Status: Draft

Contracting Officer

Contracting Officer: [Dropdown menu: -Select-, BARTLEY, MAE, GAUGHAN, PAUL, DOD, TEST, SUMPTER, LEANTHA, PROPERT, DAVID]

Commercial Phone: [Field]

Contracting Specialist

Contracting Specialist: [Field]

Commercial Phone: [Field]

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: [Field]

Description: [Field]

Contractor

Cage Code: [Field]

Contractor Name: [Field]

Contractor City: [Field]

Contractor Zip Code: [Field]

Contract Award Date: [Field]

Contractor Address: [Field]

Contractor State: [Field]

Contractor Country: [Field]

Document Templates

- All COR Submitted Documents
- New COR Profile (ADMIN)
- COR Proxy (ADMIN)
- View All Orgs (ADMIN)
- COR Misc Codes (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

Supervisor ->Click to expand
Contracting Officer ->Click to expand
Contract Management ->Click to expand

Trusted sites 100%

Start Unread ... Today's ... Microsoft... COR - ... Microsoft... 9:39 AM

Selecting Contracting Officer and contract specialist will populate the email address and the commercial phone number fields.

COR NOMINATION PROCESS

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process

The following problems were encountered with the Contract Information

- A Valid DODAAC Value is required.
- A Contract Number of some type is required
- Contracting Officer is required
- Contracting Specialist is required

Contracting Officer

Contracting Officer: Email:

Contracting Specialist

Contracting Specialist: Email:

Contract Information

->Contract Number is Known ->Contract Number is NO Known

Contract/Solicitation Number:

Record Status: Draft

Supporting Contracting Center

Contracting Center DODAAC:

Nominations will not be saved or processed if these fields are not completed.

Users will receive error messages listed above.

COR NOMINATION PROCESS

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

COR Nomination Process

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

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ1002

Contract Information

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

Contract Number: HQ100210RTEST1

Record Status: Draft

Contracting Officer

Contracting Officer: KO, TESTER

Commercial Phone:

Contracting Specialist

Contracting Specialist: CHAN, DANA

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 (8,000,000 bytes).

Add QASP Document: H:\COR\COR TOOL\QUALI Browse...

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

Description: Quality Assurance Plan Sample

Cancel Record

View Complete COR Information

QASP can also be loaded by Contracting Officer.

Add quality assurance surveillance plan – QASP. Required for service contract over 150K or load “Memo” stating why a plan is not required.

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:

Description:

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

Contractor Address:
Contractor State:
Contractor Country:

COR ⓘ-Click to collapse
COR (Nominee)
Certifications:

Cert. Activation ⓘ	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
9/20/2007	<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.
9/20/2007	<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.
9/20/2007	<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.
4/29/2008	<input checked="" type="checkbox"/> I certify	I 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	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.
4/20/2008	<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.

Supervisor ⓘ-Click to expand
Contracting Officer ⓘ-Click to expand
Contract Management ⓘ-Click to expand

1. Complete certification;
2. Click on "submit record to supervisor" or "save record without routing" to update at later date.

COR NOMINATION PROCESS - COR Saves A Nomination

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		Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
9/20/2007	<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.
9/20/2007	<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.
9/20/2007	<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.
4/29/2008	<input checked="" type="checkbox"/> I certify	I 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	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.
4/30/2008	<input checked="" type="checkbox"/> I certify	If applicable, I have registered for the Wide Area Workflow (WAWF) online and taken the training at https://wawf.sh.mil and will process payments when possible using WAWF.

Submit Record to Supervisor

Special Agent in Charge
Contracting Officer
Contract Management

Trusted sites 100% 4:56 PM

Select "submit record (without routing)."

Record is then saved to be updated at a later date.

COR NOMINATION PROCESS - COR Saves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for TEST -1243
COR Contract Record Created

[View Complete COR Information](#)
[Cancel Record](#)

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: TEST-1243
Record Status: Draft

Contracting Officer

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

Contracting Specialist

Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7036028011
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).

Add QASP Document:

COR NOMINATION PROCESS - COR Saves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Profile

Note: All non-mandatory fields are marked with an asterisk.

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

COR Information

DKO Name: BENJAMIN.D.TREASURE

Work Address: 241 18th St SE

City: Arlington

State: VA

Zip Code: 22202

Country: United States

Email Address: BENJAMIN.D.TREASURE.CTR@US.ARMY.MIL

COR's Home Organization (DODAAC): H98201

Organization Name: DPAP

DEROS Date:

Are you a Certified Acquisition Official?: Yes No

Career Experience:

Career Experience Level:

Commercial Phone: Country: [] (If applicable) Area Code: 703 (3 digits, no dashes) Phone Number: 6028011 (7 digits, no dashes) Extension: [] (If applicable)

DSN Phone: [] = [] = [] = [] =

Mobile Phone: [] = [] = [] = [] =

User Name: [] Logout

Trusted sites 100%

Start Unread ... Today's ... Microsof... COR - ... Microsof... 10:35 AM

COR NOMINATION PROCESS

COR Saves A Nomination

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

https://arc.army.mil/DoDCOR/ViewCORByContract.aspx?corid=132

File Edit View Favorites Tools Help

COR - COR Contract List


Contracting Officer Representative Tracking (CORT) Tool
User Name: [Logout](#)
BENJAMIN.D.TREASURE

DoD COR: Contract List for COR Nominee BENJAMIN.D.TREASURE

[View COR Profile](#)

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Draft	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL



Select the saved nomination. COR status will be "draft." Click on the contract/preaward number. Make changes. Ensure certifications are complete.

Trusted sites 100%

Start Unread ... Today's ... Microsof... COR - ... Microsof... 10:41 AM

COR NOMINATION PROCESS

COR Submits Nomination to Supervisor

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: H:\COR\COR TOOL\QUALI Browse... **Description:** Quality Assurance Plan Sample

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

COR - Click to collapse
COR (Nominee)
Certifications:

9/20/2007	<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.
9/20/2007	<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.
4/29/2007	<input checked="" type="checkbox"/>	I certify	I 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	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.
4/30/2007	<input checked="" type="checkbox"/>	I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

Submit Record to Supervisor Save Record (without routing)

Supervisor - Click to expand
Contracting Officer - Click to expand
Contract Management - Click to expand

Windows Internet Explorer
Are you sure you wish to submit this record for approval?
OK Cancel

Select "submit record to supervisor." When dialogue box appears, select "ok" to complete.

COR NOMINATION PROCESS

COR Submits Nomination to Supervisor

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for TEST -1243
COR Nominee Record Saved and Submitted for Approval

[View Complete COR Information](#)

Cancel Record

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: TEST -1243

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

Contracting Officer: DOD, TEST

Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: BARTLEY, MAE

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).

Add QASP Document

Done

Trusted sites 100%

Start Unr... CO... CO... CO... CO... SM... 1 R... 4:22 PM

Record now states “COR Nominee Record saved and submitted for Approval.” An email is generated and sent to the Supervisor listed in the COR Profile.

COR NOMINATION PROCESS - COR Cancels A Nomination

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

Click on "Cancel Record" at the top of the page.

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

Contracting Specialist
Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7036028011
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).

Add QASP Document: Description:

COR NOMINATION PROCESS - COR Cancels A Nomination

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

Windows Internet Explorer

If the KO/SP cancels this COR nomination, all information will be lost. Do you wish to continue to cancel this COR nomination?
"OK" to continue with Cancellation
"Cancel" to stop this Cancellation process

OK Cancel

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

Contracting Specialist
Contracting Specialist: BARTLEY, MAE Email: MAE.BARTLEY@US.ARMY.MIL
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).

Add QASP Document: Browse... Description:

Trusted sites 100%

Start Unr... CO... CO... CO... CO... SM... 1 R... 4:30 PM

When dialogue box appears, select
"ok" to continue with the cancellation.

COR NOMINATION PROCESS - COR Cancels A Nomination

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** COR - DoD COR: Nomination Process for TEST -1243 - Windows Internet Explorer provided by OSD-CIO
- Address Bar:** https://arc.army.mil/DoDCOR/CORContract.aspx?cor=84&id=4419&orgid=1
- Page Header:** Contracting Officer Representative Tracking (CORT) Tool
- Left 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 Proxy (ADMIN), View CORs (ADMIN), COR Misc Codes (ADMIN), Course List (ADMIN), Admin Email (ADMIN)
- Main Content Area:**
 - DoD COR: Nomination Process for TEST -1243**
 - COR Contract Record Cancelled** (highlighted with a red circle and a blue arrow)
 - Contract Information:** Contract Number: TEST-1243, Record Status: Cancelled
 - Contracting Officer:** DOD, TEST, Commercial Phone: 7036028011, Email: DOD.TEST@US.ARMY.MIL
 - Contracting Specialist:** BARTLEY, MAE, Commercial Phone: 7036028011, Email: MAE.BARTLEY@US.ARMY.MIL
 - QA Surveillance Plan (QASP):** Add QASP Document: [Browse...], Description: []

Record now states "COR Contract Record Cancelled"

COR NOMINATION PROCESS - Contract List Status

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

https://arc.army.mil/DoDCOR/Default.aspx

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
BENJAMIN.D.TREASURE

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.

Contract List/Status

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

Trusted sites 100%

12:30 PM

To view the status
of your actions
Select Contract List
Status.

COR NOMINATION PROCESS - Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List


Contracting Officer Representative Tracking (CORT) Tool
User Name:  Logout

**DoD COR: Contract List
as COR and Contracting Officer**

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	Active COR	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Terminated	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE02		COR Nominee - Supervisor Approved	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-0001-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL



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

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

Trusted sites 100%

Start U... C... T... F... C... H... C... C... C... 12:31 PM

COR NOMINATION PROCESS - COR Corrects /Resubmits Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

Records to Filter Out:
 Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
DANA.CHAN	HQ0102-08-C-9999-0000	XXY	COR Nominee - KO Rejected	MAE.BARTLEY	DOD, TEST
MAE.BARTLEY	N00030-09-C-9999-0000	SAMPLE	Draft	DANA.CHAN	DOD, TEST
BIG.MOUSE			COR Nominee - Supervisor Approved	DANA.CHAN	BARTLEY, MAE
MICAH.MORRIS	SP0600-10-C-0023-0000		COR Nominee - KO Rejected	DANA.CHAN	BISSIG, MICHAEL
MICAH.MORRIS	SP0600-10-C-0023-0000		COR Nominee - Supervisor Approved	DANA.CHAN	BISSIG, MICHAEL
MICAH.MORRIS	SP0600-10-C-0024-0000		COR Nominee - KO Rejected	DANA.CHAN	BISSIG, MICHAEL
MICAH.MORRIS	SP0600-10-C-0024-0000		COR Nominee - Submitted to Supervisor	DANA.CHAN	BISSIG, MICHAEL

1. Click on "Contract List Status;"
2. Click on the contract number; and
3. Make all corrections and re-submit the nomination

**COR SUPERVISOR -
Supervisor, Requiring Activity,
Management or Higher Level Authority**

Roles & Responsibilities

COR SUPERVISOR ROLE

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

SUPERVISOR EMAILS

Message

Message (Plain Text)

From: FRANKIE.WILLI@US.ARMY.MIL
To: MAE.BARTLEY@US.ARMY.MIL
Subject: COR Nomination approval required for XXXXXX10R000

Sent: Mon 6/14/2010 1:55 PM

Email advising supervisor of action required.

-----4D8C24-_23F7E4A13B2357B3
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit

Dear MAE BARTLEY,

FRANKIE WILLI has self-nominated him/her-self as a COR on contract XXXXXX10R00030000. As his/her supervisor, you are required to provide your approval prior to submission to the Contracting Officer for nomination.

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

1. Click on "Awaiting My Approval" in the left menu;
2. Find this COR Nomination using the Contract Number above and click the link to open the record;
3. After you have reviewed the necessary information, scroll down to the Supervisor section of the record;
4. Complete the supervisor portion of the nomination and Approve your section to submit it to the PCO.

If you cannot access the "Awaiting My Approval" section it may be because the COR Nominee typed your AKO name incorrectly. If it is not exact then your Common Access Card will not match the AKO name and you will be denied access. If this is the case you must direct the COR Nominee to go back to the COR Profile page and type in your exact AKO name. For example "Joseph.Smith 214" or whatever your exact AKO name is. After the COR Nominee has made the correction you should be able to access the Awaiting My Approval section and complete the nomination.

Please note that no COR may be appointed until you complete your portion of the nomination process and submit it through the COR System to the contracting officer.

This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.

Start | Unread ... | COR - A... | Microsof... | COR No... | COR N... | 9:40 AM

SUPERVISOR – Awaiting My Approval

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

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.

From the menu, select "Awaiting My Approval"

https://arc.army.mil/DoDCOR/AwaitingApproval.aspx

Trusted sites 100%

Start U. D. T. F. C. H. C. C. C. C. 2:28 PM

SUPERVISOR – Awaiting My Approval

Contracting Officer Representative (COR) Tool

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor

COR	Contract/PreAward Number	Contracting Officer
FRANKIE.WILLI	XXXXXX-10-C-0009-0000	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0010-0000	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0011-0000	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-P-R007-0000	KELLY, JIMMY

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor
PAUL.GAUGHAN	NOT KNOWN	DANA.CHAN

When the Supervisor clicks on “Awaiting My Approval,” a list of actions awaiting approval is displayed.

SUPERVISOR – Awaiting My Approval

Contracting Officer Representative Tracking (CORT) Tool

DOD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as

No Contracts Awaiting Your Approval

COR Nominees Awaiting My Approval as Contracting Officer

No Contracts Awaiting Your Approval

If there are no actions assigned, the supervisor receives a message that there are “No Contract Awaiting Your Approval.”

SUPERVISOR - Contract List Status

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contract List

You cannot view the COR Contract List unless you are a COR, Supervisor or Contracting Officer

Records to Filter Out
Apply Checkbox Filters...

1. Click on “Contract Status List” to see all actions.
2. If there are no actions assigned, the Supervisor will be advised that “You cannot view the COR Contract List unless you a COR, Supervisor or Contracting Officer . . .”

SUPERVISOR - Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

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

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

Records to Filter Out:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	Active COR	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		COR Nominee - Submitted to Supervisor	MAE.BARTLEY	DOD, TEST
MARY.W.PEARSON	N00024-01-C-TEST-0000		Active COR	PAUL.GAUHAN	BARTLEY, MAE
BENJAMIN.D.TREASURE	N00190-09-C-0001-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
KRISTINE.PREECE	TEST - 999999	TEST - 999999	COR Nominee - Supervisor Approved	GARY.PUGLIANO	BARTLEY, MAE

3. If there are actions, a list and status of actions will be displayed.

Trusted sites 100%

Start Unread... Today's... Microso... COR - ... Microso... 11:14 AM

SUPERVISOR CONTRACT LIST STATUS

Filter – “Active COR”

Contracting Officer Representative Tracking (CORT) Tool

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

Records to Filter Out:
 Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected
 Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
CLAUDE.WINTERS	8577MP-10-C-1238-0000	8577MPPEM01238	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-C-0031-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0046-0000	8577MPPEM01588	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0095-0000	SA470510Q0095	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0152-0000	8574MPPEM1054	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0046-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0078-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0099-0000	SA470510Q0099	Active COR	MAE.BARTLEY	JULIAS, RYAN
FRANKIE.WILLI	SP4705-00-C-X1X1-0000	XXXXXX10PR007	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-AB01-0000	XXXXXX10R0001	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-AB01-0000	SPR70510R0005	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-X001-0000	SP470510R0004	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-10-F-0005-0000	SP470510PR0005	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-10-F-0006-0000	SP470510PR0006	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0009-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0010-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0011-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY

To only view Nominees in any status, (i.e. “Active COR”) use the “records to filter out” process; 1. Check all record types that you do not want to view; 2. Click on “Apply Checkbox Filters.”

SUPERVISOR COR Nomination Review

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor

COR	Contract/PreAward Number	Contracting Officer
DANA.CHAN	HQ0102-08-C-9999-0000	DOD, TEST

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor
BIG.MOUSE	SAMPLE	DANA.CHAN

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

SUPERVISOR

COR Nomination Review

DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01

[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: COR Nominee - Submitted to Supervisor

Contracting Officer

Contracting Officer: Email: DOD.TEST@US.ARMY.MIL

Commercial Phone: 8434121010

Contracting Specialist

Contracting Specialist: Email: PAUL.GAUGHAN@US.ARMY.MIL

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).

Existing Document: Description: QASP

Replace QASP Document: Description:

Contractor

Review nomination.

SUPERVISOR COR Nomination Review

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's 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 513.9001 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 DoDDS500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nonminee has extensive experience.

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

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

1. Complete certification;
Check all that apply;

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

SUPERVISOR

Approves A Nomination

1. To approve the nomination, select “supervisor approve.”
2. When dialogue box appears, Click “ok” to complete.

The screenshot displays a web browser window titled "COR - DoD COR: Nomination Process for PR TEST- 12345 - Windows Internet Explorer provided by OSD-C...". The address bar shows the URL: <https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179&orgid=1>. The page content includes a "Supervisor Certifications" table, a "Windows Internet Explorer" dialog box, and a "Supervisor Approve" button circled in red.

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 Nominee's 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 LIS Government credit cards.
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 DoD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nonminee has extensive experiece.

Buttons: Supervisor Approve, Save Record (without routing), Supervisor Reject

Windows Internet Explorer dialog box: Are you sure you wish to approve this record? OK, Cancel

SUPERVISOR Approves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for HQ0102-08-C-9999-0000
COR Nominee Record Approved and Submitted to Contracting Officer

[View Complete COR Information](#)
Cancel Record

COR Information

DKO Name: DANA.CHAN
COR's Home Organization DODAAC: HQ0102
Organization Name: [REDACTED]

Courses: No Courses Listed

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: HQ0102 -08 -C -9999

Delivery/Task Order: 0000

Record Status: COR Nominee - Supervisor Approved

Contracting Officer

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

Contracting Specialist

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

Record now states "COR Nominee Record Approved and Submitted to Contracting Officer" and an email is sent to the Contracting Officer.

SUPERVISOR - Saves A Nomination

To save the nomination, to update at a later date, select "Save Record (without routing)."

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/>	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/>	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/>	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil, and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil, by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee's integrity and adherence to the Standards of Conduct DoDDS500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nonmineee has extensive experiance.

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

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

SUPERVISOR – Saves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for N00030-09-C-9999-0000
COR Contract Record Updated
[View Complete COR Information](#)
Cancel Record

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: Draft

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

SUPERVISOR – Rejects A Nomination

1. To reject the nomination, select “supervisor reject.”

2. When dialogue box appears, Click “ok” to complete.

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for PR TEST- 12345 - Windows Internet Explorer provided by OSD-C...". The address bar shows "https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179". The page content includes a "Supervisor Certifications" table with columns for "Cert. Activation", "All", and "Certification". The table lists several certification records with dates and descriptions. A dialog box is overlaid on the table, asking "Are you sure you wish to reject this record?" with "OK" and "Cancel" buttons. The "Supervisor Reject" button at the bottom of the page is circled in red. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "2:03 PM".

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 Nominee's 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.ab.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 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.

Supervisor Approve Save Record (without routing) **Supervisor Reject**

SUPERVISOR Rejects A Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

COR Self Nomination for SP0600-10-C-0024-0000
COR Nominee Record Rejected by Supervisor

[View Complete COR Information](#)
[Cancel Record](#)

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 -0024
Delivery/Task Order: 0000
Record Status: COR Nominee - Supervisor Rejected

Contracting Officer
Contracting Officer: BISSIG, MICHAEL
Commercial Phone:

Contracting Specialist
Contracting Specialist: BISSIG, MICHAEL
Commercial Phone: Email: MICHAEL.BISSIG@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%

Start Unread Ma... COR - CO... H:\CORT T... Microsoft P... 8:18 AM

Record now states “COR Nominee Record Rejected by Supervisor.” Record Status changes and an email is sent to the COR.

SUPERVISOR Cancels A Nomination

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01

[View Complete COR Information](#)

Cancel Record

Select cancel record.

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: HQ0102 -08 -D -TEST

Delivery/Task Order: TE01

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

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

Commercial Phone: 8434121010

Contracting Specialist

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

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).

Existing Document: Description: QASP

SUPERVISOR Cancels A Nomination

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01

[View Complete COR Information](#)

Windows Internet Explorer

If the KO/SP cancels this COR nomination, all information will be lost. Do you wish to continue to cancel this COR nomination?
"OK" to continue with Cancellation
"Cancel" to stop this Cancellation process

Contracting Officer
Contracting Officer: DOD, TEST
Commercial Phone: 8434121010
Email: DOD.TEST@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: QASP

Start | Unread... | Today's... | Microso... | COR - ... | Microso... | 11:37 AM

When dialogue box appears, select "ok" to continue with the cancellation.

CONTRACTING OFFICER & CONTRACT SPECIALIST

Roles & Responsibilities

CONTRACTING OFFICER/SPECIALIST

- Receive an email directing them to the CORT Tool site.
- Access the “Awaiting my Approval” or “Contract Status List”
 - All unapproved nominees’ records entered by the COR and supervisor will be displayed.
- Click on the applicable “contract/preaward” number to access and review the record.
 - Enter the contract number if “contract number is NOT known” was previously selected.
 - Complete the certifications and add comments (mandatory if rejecting)
 - Complete all other data fields and identify the COR Training Type (A, B, C),
- Upload a copy of the “letter of designation” and input effective date
- When terminating or revoking a COR, upload a copy of termination letter with effective date.
 - Successor CORs will have to complete a new nomination.
- Approve, saves, rejects or cancel the nomination
- If Nomination is rejected, CO/CS will need to reload the Appointment letter

CONTRACTING OFFICER/SPECIALIST- EMAIL

Email requesting CO/CS approval or rejection of nomination.

The screenshot shows an Outlook window titled "COR Nominee approval for TEST 123456 - Message (Plain Text)". The interface includes a ribbon with "Message" selected, showing options like Reply, Forward, Delete, Move to Folder, Create Rule, Other Actions, Block Sender, Not Junk, Categorize, Follow Up, Mark as Unread, Find, Related, Select, and Find. The email header shows the sender as Chan, Dana C CTR, OSD ATL (DANA.CHAN@us.army.mil) and the subject as "COR Nominee approval for TEST 123456". The email body contains the following text:

Dear CHAN,DANA,

MAE BARTLEY is nominated as a Contracting Officer's Representative (COR) for contract TEST 123456. Your approval or rejection is requested.

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

1. Click on Awaiting My Approval in the left menu; 2. Find this COR Nomination using the Contract Number above and click the link to open the record; 3. If approval is granted, use the link in the left menu to access the Document Templates. Otherwise skip to step 8; 4. Choose the appropriate template for your contract, complete the necessary information, save the letter to your computer, close out of the COR Management System, open the COR Appointment letter. Please fill out the fields at the bottom of the appointment letter first, and THEN electronically sign it using ApproveIt Desktop 5.8.2, otherwise it invalidates all signatures as 'redlined', save the letter to your computer and e mail the signed letter to the COR Nominee for their signature; 5. Once the completed letter is e mailed back to you, save the letter onto your computer. 6. Use steps 1 & 2 above to return to the Self Nomination record; 7. Scroll down to the Contracting Officers section and upload the saved ! appointment letter; 8. After completing the remainder of the Contracting Officers section, click the "Approve" button to complete the Appointment or the "Reject" button to return your comments to the nominee. NOTE: The completed appointment letter is required in order to approve the COR Nominee request.

For technical issues involving ApproveIt Desktop 5.8.2, please contact your local DOIM help desk. They will be able to assist you in installation and maintenance issues.

If this cannot be done then you must print out the COR Appointment Letter, sign it in pen, scan the COR Approval Letter, and then e mail it to the COR for signature. Once the COR e mails the signed letter back to you, then you can follow the instructions above to place the signed COR Appointment Letter in the COR Management System.

This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank You.

The taskbar at the bottom shows the Start button, taskbar buttons for Unread..., COR - ..., Microso..., COR N..., and COR No..., and a system tray with various icons and the time 10:28 AM.

CONTRACTING OFFICER/SPECIALIST – 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	Name
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01	JAE.BARTLEY

Contracting Officer clicks on “Awaiting My Approval” to see COR Nominees requiring action as a CO. A list of actions will be displayed.

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

CONTRACTING OFFICER/SPECIALIST – Awaiting My Approval

DoD COR: 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

No Contracts Awaiting Your Approval

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)

Trusted sites 100%

Start Unread Ma... Microsoft P... H:\CORT T... COR - Aw... 10:55 AM

If there are no actions, the Contracting Officer will be advised that there are “No Contracts Actions Awaiting Your Approval.”

CONTRACTING OFFICER/SPECIALIST – Awaiting My Approval

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
DONALD.DUCK

DoD COR: Awaiting my Approval

You do not have rights to use this page

If the Contracting Officer has not completed a contracting staff registration, when they select “Awaiting My Approval” they will be advised “You do not have rights to this page.”

CONTRACTING OFFICER/SPECIALIST - Contract List Status

Contracting Officer Representative Tracking (CORT) Tool

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

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

Records to Filter Out:
 Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
CLAUDE.WINTERS	8577MP-10-C-1238-0000	8577MPPEM01238	Active COR	MAE.BARTLEY	JULIAS, RYAN
DANA.CHAN	HQ0102-08-C-9999-0000	XXY	COR Nominee - Supervisor Approved	MAE.BARTLEY	DOD, TEST
MAE.BARTLEY	N00030-09-C-9999-0000		Draft	DANA.CHAN	DOD, TEST
CLAUDE.WINTERS	SA4705-10-C-0031-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0046-0000	8577MPPEM01588	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0095-0000	SA470510Q0095	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0152-0000	8574MPPEM1054	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0046-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0078-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0099-0000	SA470510Q0099	Active COR	MAE.BARTLEY	JULIAS, RYAN
BIG.MOUSE		SAMPLE	COR Nominee - Supervisor Approved	DANA.CHAN	BARTLEY, MAE
FRANKIE.WILLI	SP4705-00-C-X1X1-0000	XXXXXXXX10PR007	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-AB01-0000	XXXXXXXX10R0001	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-AB01-0000	SPR70510R0005	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-X001-0000	SP470510R0004	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-10-F-0005-0000	SP470510PR0005	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-10-F-0006-0000	SP470510PR0006	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXXXX-10-C-0009-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXXXX-10-C-0010-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXXXX-10-C-0011-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY

To view all of your actions, select "Contract List Status"; or

CONTRACT STATUS/LIST - CO/CS Filter – “Supervisor Approved”

Contracting Officer Representative Tracking (CORT) Tool

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

Records to Filter Out:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

Apply Checkbox Filters...

COR	Contract Number	Preaward Number	COR Status	Supervisor	PCO
DANA.CHAN	HQ0102-08-C-9999-0000	XXY	COR Nominee - Supervisor Approved	MAE.BARTLEY	DOD, TEST
BIG.MOUSE		SAMPLE	COR Nominee - Supervisor Approved	DANA.CHAN	BARTLEY, MAE

To only see CO/CS actions, use the “Records to Filter Out” process. From the Contract Status List,

1. Check all data fields except “Supervisor Approve” and
2. Click on “Apply Checkbox Filters.”
3. Select the contract number from here or return to Awaiting My Approval and select the contract number.

CONTRACT STATUS/LIST – CO/CS Filter– “Supervisor Approved

COR - DoD COR: Nomination Process for TEST 8 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4437

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST 8

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to collapse

DKO Name: MAE.BARTLEY

COR's Home Organization DODAAC: HQ0102

Organization Name: DPAP

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		APPOINTMENT LETTER.doc

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST 8

Record Status: COR Nominee - Supervisor Approved

Contracting Officer

Contracting Officer: DOD, TEST

Email: DOD.TEST@US.ARMY.MIL

Trusted sites 100%

Start Unread Mail... Microsoft P... H:\CORT T... COR - Do... 11:21 AM

After selecting the record, review the nomination, then scroll to Contracting Officer's section.

CONTRACTING OFFICER/SPECIALIST COR Nomination Review

1. Complete certification; Check all that apply.
2. Add approval (optional) or rejection (mandatory) comments.
3. Select the COR Training Type required for this contract.

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

COR <-Click to expand
Supervisor <-Click to expand
Contracting Officer <-Click to collapse

Reassignment of the PreAward Contract PR TEST- 12345

Contract Number: HQ1002 -10 -C -TEST

Delivery/Task Order: [Redacted]

Contracting Officer Certifications:

Cert. Activation	Alt	Certification
9/20/2007	<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 system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
4/29/2008	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
9/20/2007	<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 set forth as Attachment 14 of the COR Handbook.
6/12/2009	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
9/20/2007	<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:

COR Training Type: [Select-] [A] [B] [C]

Contingency Environment?: [Select-]

Appointment Letter: [Browse...]

Appointment Date: []

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

Trusted sites 100%

Start Unr... Pre... H:\... CO... FW... CO... Firs... 2:29 PM

CONTRACTING OFFICER/SPECIALIST COR Nomination Review

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

COR <-Click to expand
Supervisor <-Click to expand
Contracting Officer <-Click to collapse

Reassignment of the PreAward Contract PR TEST- 12345

Contract Number: HQ1002 -10 -C -TEST

Delivery/Task Order: [Redacted]

Contracting Officer Certifications:

Cert. Activation	All	Certification
9/20/2007	<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 system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
4/29/2008	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
9/20/2007	<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 set forth as Attachment 14 of the COR Handbook.
6/12/2009	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
9/20/2007	<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 [Redacted]

COR Training Type: A

Contingency Environment?: **Yes**

Appointment Letter: [Redacted]

Appointment Date: [Redacted]

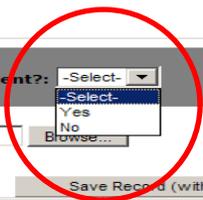
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

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

Trusted sites 100%

Start Unr... Pre... H:\... CO... FW... CO... Firs... 2:30 PM

Select "Yes" if the contract is in a "Contingency Environment" or Select "No" if the contract is not in a "Contingency Environment."



CONTRACTING OFFICER/SPECIALIST COR Nomination Review

1. Upload a copy of the signed “letter of designation” or “appointment letter” and add applicable date.
2. When completed, click on “Contracting Officer Approve,” “Save Record Without Routing” or “Contracting Officer Reject.”

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Reassignment of the PreAward Contract PR TEST- 12345

Contract Number: HQ1002 -10 -C -TEST

Delivery/ Task Order: [Redacted]

Contracting Officer Certifications:

Cert. Activation	All	Certification
9/20/2007	<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 system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
4/29/2008	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
9/20/2007	<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 set forth as Attachment 14 of the COR Handbook.
6/12/2009	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
9/20/2007	<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:

COR Training Type: A

Contingency Environment?: No

Appointment Letter: [H:\COR\APPOINTMENT LE] Browse...

Appointment Date: 03/16/2010

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

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

Error on page. Trusted sites 100%

Start Unr... Pre... H:\... CO... FW... CO... Firs... 2:33 PM

CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

To approve the nomination, select "Contracting Officer Approve"

Contract Number: HQ1002 -09 -C -TEST

Delivery/Task Order: [REDACTED]

Contracting Officer Certifications:

Cert. Activation	All	Certification
1/1/0001	<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 system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
1/1/0001	<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 set forth as Attachment 14 of the COR Handbook.
1/1/0001	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
1/1/0001	<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: [REDACTED]

COR Training Type: B

Contingency Environment?: No

Appointment Letter: [HQ1002]APPOINTMENT LE [Browse...]

Appointment Date: 01/29/2010

Contracting Officer Approve (highlighted with red circle and blue arrow)

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

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

Contract Management

Error on page. Trusted sites 100%

Start U... R... H... C... A... M... P... C... 2... 3:12 PM

CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Nomination Process for HQ0102-08-C-9999-0000

The following problems were encountered with the Required Courses

- The COR candidate does not have all of the appropriate Type A or B Courses, and the associated certificates, to their profile in order to Self Nominate
 - o DAU CLM 003 Ethics Training or Agency Equiv
 - o DAU COR 222, DAU CLC 222 COR on-line training or Equivalent
 - o ALMC-CL COR Training
 - o Contingency COR Training

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: DANA.CHAN

Courses: **No Courses Listed**

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: HQ0102 -08 -C -9999

Delivery/Task Order: 0000

Record Status: COR Nominee - Supervisor Approved

Contracting Officer Approves

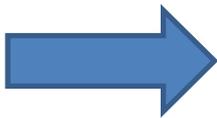
Done Trusted sites 100%

Start Unread Mail ... COR - DoD ... Microsoft Po... 8:40 AM

If an error occurs when the CO selects "Contracting Officer Approves," ...

CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

... The CO must ensure errors have been corrected. Reload Appointment Letter and select contracting officer approve.



COR - DoD COR: Nomination Process for SP0600-10-G-0016-1234 - Windows Internet Explorer provided ...

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=64&id=4299

File Edit View Favorites Tools Help

Contract Award Date:

Supervisor
Contracting Officer

Contracting Officer Certifications:

Cert. Activation	All	Certification
9/20/2007	<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 system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
4/29/2008	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
9/20/2007	<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 set forth as Attachment 14 of the COR Handbook.
6/12/2009	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
9/20/2007	<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:

COR Training Type: A

Contingency Environment?: No

Appointment Letter: Browse...

Appointment Date: 11/19/2009

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

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

Contract Management

CORContract.aspx?cor=64&id=4299

Trusted sites 100%

Start Unread... COR - ... Microso... Army K... Microso... 12:45 PM

CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

The screenshot shows a web browser window titled "COR - COR Self Nomination for N00030-09-C-9999-0000". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415>. The page header includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "TEST.DOD".

The main content area displays the "COR Self Nomination for N00030-09-C-9999-0000" record, which is now in the "COR Appointed" status. A blue arrow points to this status. Below the status, there is a link to "View Complete COR Information".

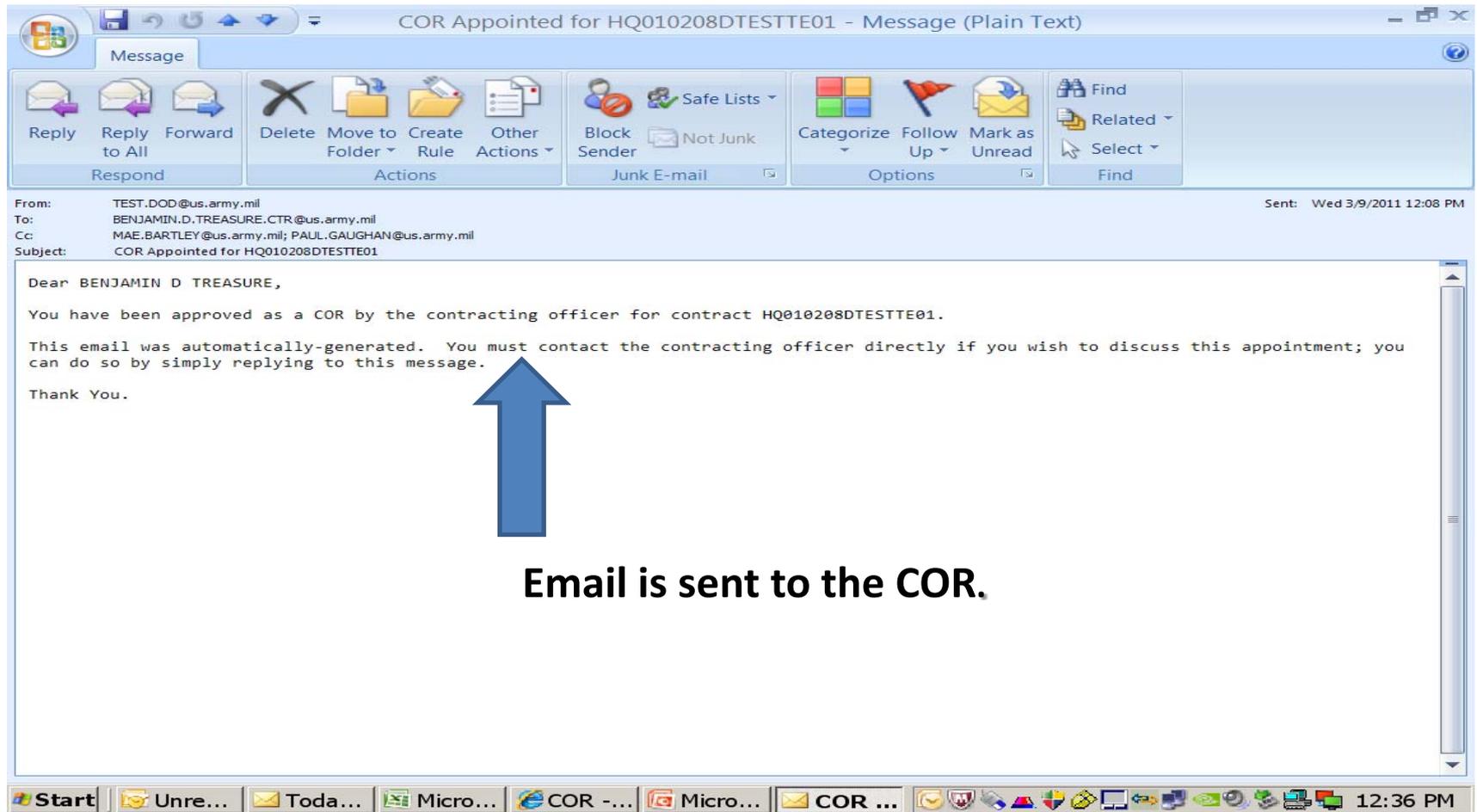
The record details include:

- Contract Information:** Contract/Solicitation Number: N00030-09-C-9999, Delivery/Task Order: 0000, Record Status: Active COR.
- Contracting Officer:** DOD, TEST, Commercial Phone: 7036028011, Email: DOD.TEST@US.ARMY.MIL
- Contracting Specialist:** DOD, TEST, Commercial Phone: 7036028011, Email: TEST.DOD@US.ARMY.MIL

The page also features a sidebar with navigation links such as "COR Home", "COR Profile", "COR Nomination Process", and "Contracting Staff Registration".

Record now states
"COR Appointed"

CONTRACTING OFFICER/SPECIALIST - Approves A Nomination



CONTRACTING OFFICER/SPECIALIST – Saves A Nomination

To save the nomination, to update at a later date, select “Save Record (without routing).”

Contract Award Date:

COR <-Click to expand
Supervisor <-Click to expand
Contracting Officer <-Click to collapse

Contracting Officer Certifications:

Cert. Activation	All	Certification
1/1/0001	<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 system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
1/1/0001	<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 set forth as Attachment 14 of the COR Handbook.
1/1/0001	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation Letter and have the COR sign the letter. I will then upload the signed COR Revocation Letter into the COR Management System because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Management System.
1/1/0001	<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:

COR Training Type: A

Contingency Environment?: No

Appointment Letter: H:\COR\APPOINTMENT LE Browse

Appointment Date: 10/15/2009

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

Contract Management <-Click to expand

Error on page. Trusted sites 100%

Start I.. R. C. H. C. E. A. M. S. D. 3.. 2:30 PM

CONTRACTING OFFICER/SPECIALIST – Saves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for HQ0102-01-C-XX11-0000

COR Contract Record Updated

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to collapse

DKO Name: BIG.MOUSE **COR's Home Organization DODAAC:** N00030
Organization Name:

Courses: No Courses Listed

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: HQ0102 -01 -C -XX11

Delivery/Task Order: 0000

Record Status: COR Nominee - Supervisor Approved

Contracting Officer

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

Contracting Specialist

Contracting Specialist: DOD, TEST **Email:** TEST.DOD@US.ARMY.MIL

Record now states "COR Contract Record Updated."

CONTRACTING OFFICER/SPECIALIST – Rejects A Nomination - Not Cancelled

1. Select “Contracting Officer Reject.”
2. Add comments (REQUIRED).
3. The dialogue box appears and defaults to “Reject but DO NOT set status to Cancelled.”

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for PR TEST- 12345". The address bar shows the URL: https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179. The page content includes a form for "Reassignment of the PreAward Contract PR TEST- 12345" with fields for "Contract Number" and "Delivery/Task Order". Below this is a table with columns "Cert. Activation", "All", and "Certification". The table contains three rows of certification data, each with a date of 9/20/2007 and a checkbox labeled "I certify". A red circle highlights a dialog box that appears over the table, containing the text "Please select from the following:" and two radio button options: "Reject but DO NOT set status to Cancelled." (which is selected) and "Reject AND set status to Cancelled.". Below the table, there are several form fields including "COR Training Type", "Contingency Environment?", "Appointment Letter" (with a "Browse..." button), and "Appointment Date". At the bottom of the form, there are buttons for "Contracting Officer Approve", "Save Record (without routing)", and "Contracting Officer Reject". A red circle highlights the "Contracting Officer Reject" button, and a blue arrow points from the dialog box to this button. The Windows taskbar at the bottom shows the Start button, several open applications (Calendar, Presentation, File Explorer, COR), and the system clock showing 2:40 PM.

CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Not Cancelled

Click "OK" if additional information is required from the COR and/or COR Supervisor.

Click "Cancel" if the rejection was submitted in error.

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for PR - TEST 11". The URL is "https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=5&id=4182". The page content includes a "Contracting Officer" section with a "Certification" table. The table has columns for "Cert. Activation", "All", and "Certification". The "Certification" column contains text describing the monthly reporting requirements. A dialog box is open over the table, asking the user to select between "Reject but DO NOT set status to Cancelled" and "Reject AND set status to Cancelled". The "Contracting Officer Reject" button is circled in red. A text box with "No contract number" is also highlighted with a red box.

CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Not Cancelled

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for HQ0102-01-C-XX11-0000
COR Nominee Record Rejected by Contracting Officer
[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: HQ0102 -01 -C -XX11

Delivery/Task Order: 0000

Record Status: COR Nominee - KO Rejected

Contracting Officer

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

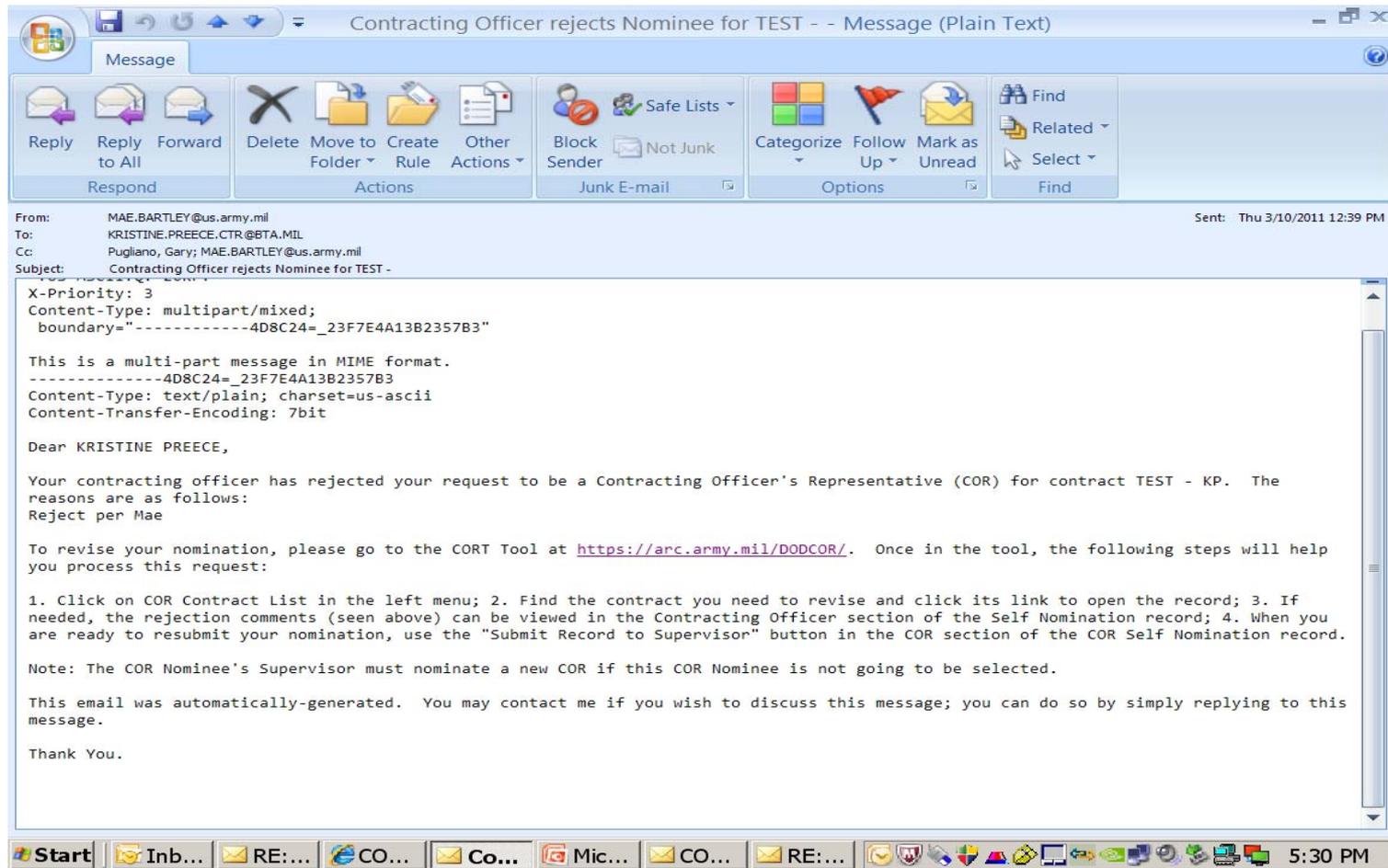
Contracting Specialist

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).

Record now states “COR Nominee Record Rejected by Contracting Officer.” An email is sent to the COR.

CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Not Cancelled



CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Cancelled

Change default to
"Reject AND set
status to
Cancelled."
Click "OK" to
approve
cancellation.

The screenshot displays the 'COR - DoD COR: Nomination Process for NOT KNOWN' web application. The page title is 'COR - DoD COR: Nomination Process for NOT KNOWN - Windows Internet Explorer provided by OSD-CIO'. The URL is 'https://arc.army.mil/DODCOR/CORContract.aspx?cor=80&id=4393&orgid=1'. The page content includes a 'Reassignment of the PreAward Contract NOT KNOWN' section with fields for 'Contract Number' and 'Delivery/Task Order'. Below this is a table of 'Contracting Officer Certifications' with columns for 'Cert. Activation', 'All', and 'Certification'. The table contains three rows, each with a certification ID of '1/1/0001' and a 'I certify' checkbox. A dialog box is open over the table, asking the user to 'Please select from the following:' with two radio button options: 'Reject but DO NOT set status to Cancelled.' and 'Reject AND set status to Cancelled.'. The 'OK' and 'Cancel' buttons are at the bottom of the dialog. Below the table is an 'Approval/Rejection Comments' field. At the bottom of the page, there are buttons for 'Contracting Officer Approve', 'Save Record (without routing)', and 'Contracting Officer Reject'. The 'Contracting Officer Reject' button is circled in red. The Windows taskbar at the bottom shows the Start button, 'Unread Mail ...', 'COR - DoD ...', 'Microsoft Po...', and the system clock at 11:46 AM.

Cert. Activation	All	Certification
1/1/0001	<input type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
1/1/0001	<input type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
1/1/0001	<input type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.

CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Cancelled

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for NOT KNOWN". The address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=80&id=4393&orgid=1>. The page content includes a form for "Reassignment of the PreAward Contract NOT KNOWN" with fields for "Contract Number", "Delivery/Task Order", and "Contracting Officer Certifications". A table of certifications is visible, with columns for "Cert. Activation", "All", and "Certification". A dialog box titled "Windows Internet Explorer" is overlaid on the form, asking: "If the KO/SP cancels this COR nomination, all information will be lost. Do you wish to continue to cancel this COR nomination? 'OK' to continue with Cancellation 'Cancel' to stop this Cancellation process". The "OK" button is circled in red. Below the dialog box, the form has fields for "Approval/Rejection Comments", "COR Training Type", "Contingency Environment?", "Appointment Letter" (with a "Browse..." button), and "Appointment Date". At the bottom of the form are buttons for "Contracting Officer Approve", "Save Record (without routing)", and "Contracting Officer Reject". The browser's status bar shows "Waiting for https://arc.army.mil/DODCOR/CORContract.aspx?cor=80&id=4393&orgid=1..." and the taskbar shows the Start button, "Unread Mail ...", "COR - DoD ...", "Microsoft Po...", and the system clock "11:56 AM".

Select "OK" to continue.

CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Cancelled

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Nomination Process for HQ0102-01-C-XX11-0000
COR Contract Record Cancelled
[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: Cancelled

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

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%

Start Unread Mail ... COR - DoD ... Microsoft Po... 9:15 AM

Record now states COR Contract Record Cancelled.” Once cancelled, the nomination does not show up in the CORT Tool.

CONTRACTING OFFICER/SPECIALIST

Revoking/Terminating A COR

COR - DoD COR: Contract Management for HQ0102-08-C-9999-0000 - Windows Internet Explorer provide...

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=76&id=4416&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

COR <-Click to expand
Supervisor <-Click to expand
Contracting Officer <-Click to collapse

Contracting Officer Certifications:

Cert. Activation	Certification
9/20/2007	Certified Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this system. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
9/20/2007	Certified I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	Certified I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
4/29/2008	Certified I have reviewed the COR data and confirmed that the online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
9/20/2007	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.
6/12/2009	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.
9/20/2007	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: XXXXX

Agency Environment?: No

Appointment Date: 09/24/2010

APPOINTMENT LETTER.doc

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

COR Revocation Letter: [Browse...]

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

Revoke COR

Contract Management <-Click to expand

Trusted sites 100%

Start Unread Mail... Microsoft P... H:\CORT T... COR - Do... 11:25 AM

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"

CONTRACTING OFFICER/SPECIALIST Revoking/Terminating A COR

Click on "OK" to terminate or "Cancel" to retain.

Cert. Activation	Certification
9/20/2007	Certified Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this system. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
9/20/2007	Certified I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	Certified I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
4/29/2008	Certified I have reviewed the COR data and confirmed that the online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by

Approval/Rejection Comments: xxxxx

COR Training Type: A

Contingency Environment?: No

Appointment Letter: APPOINTMENT LETTER.doc Appointment Date: 09/24/2010

COR Revocation Letter: H:\CORT Tool\SAMPLESD Revocation Date: 09/20/2010

Revoke COR

CONTRACTING OFFICER/SPECIALIST Revoking/Terminating A COR

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=76&id=4416&orgid=1>. The page title is "COR - COR Self Nomination for HQ0102-08-C-9999-0000". The main heading is "Contracting Officer Representative Tracking (CORT) Tool".

The central message is "COR Appointment Terminated" with a link to "View Complete COR Information" and a "Cancel Record" button. This message is circled in red. To the right of this message, text reads: "Record now states 'COR Appointment Terminated.'" A "Done" button is visible at the bottom left of the page content.

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 Proxy (ADMIN)
- View CORs (ADMIN)
- COR Misc Codes (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

COR Information --Click to collapse

DKO Name: DANA.CHAN

Organization Name: HQ0102

Organization DODAAC: HQ0102

Courses:

Course	Training Lvl	Certificate
DAU CLC 106 COR with a Mission Focus	A	Certificate of Completion.doc
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: HQ0102 - 08 - C - 9999

Delivery/Task Order: 0000

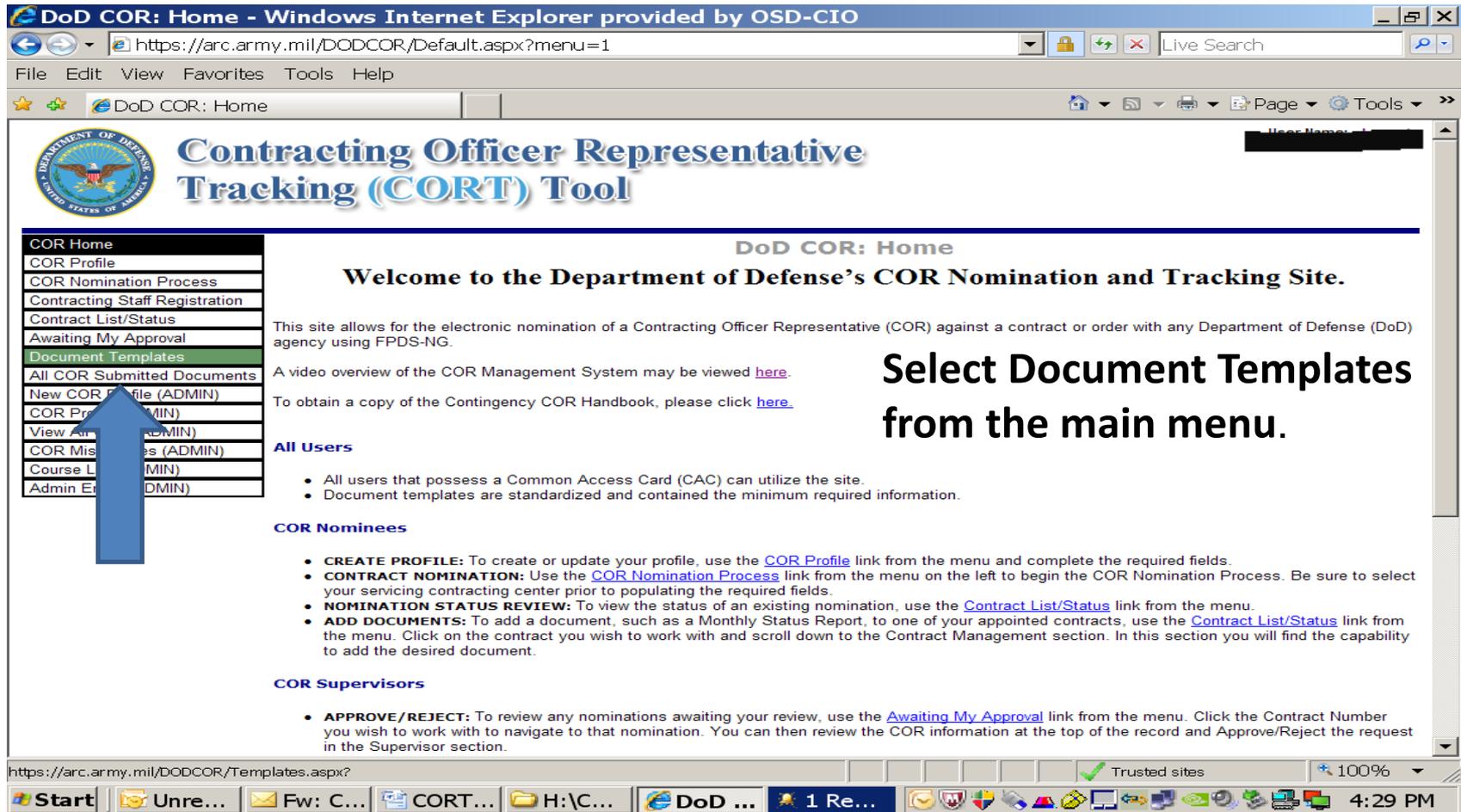
Record Status: Terminated

Contracting Officer

Contracting Officer: DOD, TEST **Email:** DOD.TEST@US.ARMY.MIL

Commercial Phone: 7036028011

Document Templates



The screenshot shows a Windows Internet Explorer browser window displaying the DoD COR: Home website. The browser's address bar shows the URL <https://arc.army.mil/DODCOR/Default.aspx?menu=1>. The website header features the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". A navigation menu on the left lists various options, with "Document Templates" highlighted in green and a blue arrow pointing to it. The main content area includes a welcome message, a video overview link, and instructions for users and supervisors. A large text overlay on the right side of the page reads "Select Document Templates from the main menu."

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](#).

Select Document Templates from the main menu.

Document Templates

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.

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

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

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

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

CONTRACT MANAGEMENT

Adding & Reviewing Documents

CONTRACT MANAGEMENT

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

CONTRACT MANAGEMENT

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

Miscellaneous Documents
No Miscellaneous Documents Listed

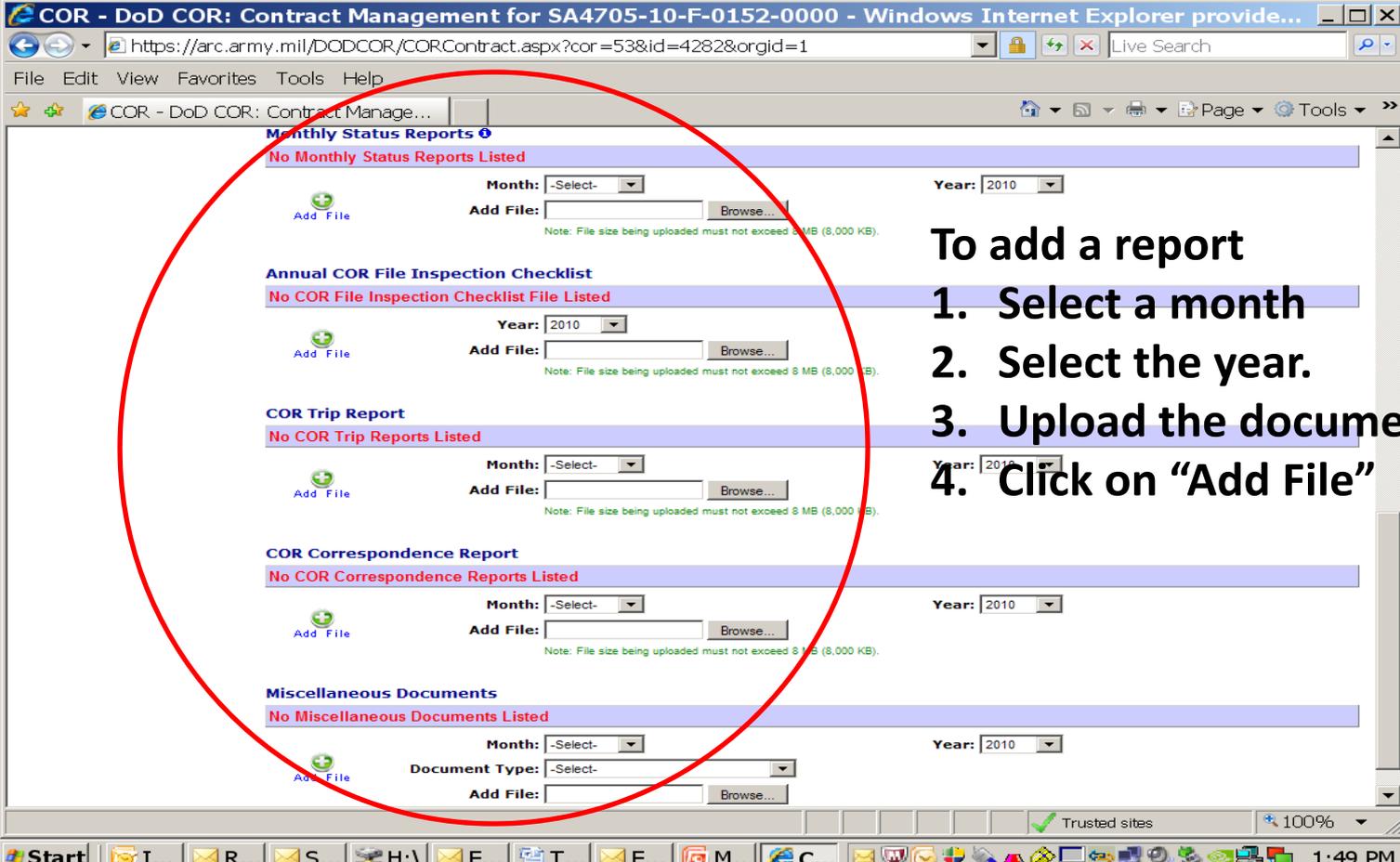
Month: -Select- Year: 2011
Document Type: -Select-
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Trusted sites 100%

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

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

CONTRACT MANAGEMENT – Adding Reports



The screenshot displays a web browser window with the URL <https://arc.army.mil/DODCOR/CORContract.aspx?cor=538&id=4282&orgid=1>. The page is titled "COR - DoD COR: Contract Management for SA4705-10-F-0152-0000". The interface is divided into several sections, each with an "Add File" button and a "Browse..." button. A red circle highlights the "Add File" button and the "Month" and "Year" dropdown menus for the "Monthly Status Reports" section.

Monthly Status Reports
No Monthly Status Reports Listed
Month: Year:
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:
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: Year:
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: Year:
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Miscellaneous Documents
No Miscellaneous Documents Listed
Month: Year:
Document Type:
Add File: Browse...

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

CONTRACT MANAGEMENT

Monthly Status Report

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool' interface. The page title is 'DoD COR: Contract Management for N00030-09-C-9999-0000 Status Report Added'. A red circle highlights the 'View Complete COR Information' link. The page includes a navigation menu on the left, a 'COR Information' section with a 'Click to expand' link, and several data sections: 'Supporting Contracting Center' (DODAAC: HQ0102), 'Contract Information' (Contract/Solicitation Number: N00030-09-C-9999, Delivery/Task Order: 0009, Record Status: Active COR), 'Contracting Officer' (DOD, TEST, Commercial Phone: 7036028011, Email: DOD.TEST@US.ARMY.MIL), and 'Contracting Specialist' (DOD, TEST, Commercial Phone: 7036028011, Email: TEST.DOD@US.ARMY.MIL). A 'QA Surveillance Plan (QASP)' section is also visible with a note about file size limits. The browser's address bar shows the URL 'https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:19 AM.

Contracting Officer Representative Tracking (CORT) Tool

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

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
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).

Record now states "Status Report Added." An e-mail is generated and sent to the contracting officer.

CONTRACT MANAGEMENT – Monthly Status Report

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

	Month/Year	Version	Status	Document	Created By	Created On
	05 2010	1	Submitted	MONTHLY STATUS REPORT.docx	MAE.BARTLEY	08/18/2010 03:44 PM
	04-2010	1	Submitted	MONTHLY STATUS REPORT.docx	MAE.BARTLEY	08/18/2010 03:44 PM

Month: Year:
Add 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
	2010	COR Checklist.doc	MAE.BARTLEY	08/18/2010 03:45 PM

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

COR Trip Report
No COR Trip Reports Listed

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

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

CONTRACT MANAGEMENT – Monthly Status Report

Contracting Officer Representative Tracking (CORT) Tool

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

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

Contract Information

Contracting Center DODAAC: SP0600

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).

Record now states,
“status report deleted”

CONTRACT MANAGEMENT – Monthly Status Report

1. To edit click on edit.
2. Upload the revised report.
3. Click on “save” to replace the existing report.

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=64&id=4306&orgid=1>. The page title is "COR - DoD COR: Contract Management for SP0600-10-C-0022-0000".

Contractor Information:

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

Supervisor Information:

- Supervisor:
- Contracting Officer:

Monthly Status Reports Table:

	Month/Year	Version	Status	Document	Created By	Created On
	08-2010	1	Submitted	STATUS REPORT.docx	MICAH.MORRIS	09/24/2010 09:08 AM
	07-2010	1	Submitted	STATUS REPORT.docx	MICAH.MORRIS	09/24/2010 09:07 AM
	06-2010	1	Submitted	STATUS REPORT.docx	MICAH.MORRIS	09/24/2010 09:06 AM

Form Fields:

- Month: June
- Year: 2010
- 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: 2010
- Add File:
- Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Taskbar: Start, Unread Ma..., Microsoft P..., H:\CORT T..., COR - Do..., 10:08 AM

CONTRACT MANAGEMENT – Monthly Status Report

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=40&id=4408>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main content area displays "DoD COR: Contract Management for XXXXXX-10-C-0009-0000" and a notification: "Status Report Updated" with a link to "View Complete COR Information". A red circle highlights this notification. The page also includes a sidebar with navigation links, a "Contract Information" section with fields for Contract Number and Delivery/Task Order, and contact information for the Contracting Officer and Contracting Specialist.

Contracting Officer Representative Tracking (CORT) Tool

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

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

Contract Information

Contract Number: XXXXXX -10 -C -0009

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

Contracting Officer: KELLY, JIMMY
Commercial Phone: 0000000000
Email: JIM.KELLY@US.ARMY.MIL

Contracting Specialist

Contracting Specialist: KELLY, JIMMY
Commercial Phone: 0000000000
Email: JIMMY.KELLY@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).

Record now states, “status report updated”

APPROVE/REJECT – Monthly Status Reports

Contracting Officers will approve or reject status reports.

1. To approve, click on “approve.”

The screenshot shows a web browser window with the following content:

- Browser Title:** COR - DoD COR: Contract Management for N00030-09-C-9999-0000 - Windows Internet Explorer provide...
- URL:** https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1
- Page Content:**
 - QA Surveillance Plan (QASP)**
 - Notes: The file should have a file extension (doc, pdf, etc.). File size being uploaded must not exceed 8 MB (8,000 KB).
 - Existing Document:** QUALITY ASSURANCE PLAN.doc
 - Replace QASP Document:** [Browse...]
 - Description:** [xxxx]
 - Contractor Information:** Contractor Name, City, Zip Code, Award Date, Address, State, Country.
 - Navigation:** COR, Supervisor, Contracting Officer, Contract Management, Monthly Status Reports.
 - Monthly Status Reports Table:**

	Month/Year	Version	Status	Document	Created By	Created On
Approve Reject	08-2010	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:30 AM
Approve Reject	07-2010	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:29 AM
Approve Reject	06-2010	1	Submitted	STATUS REPORT.docx	TEST.DOD	09/24/2010 08:19 AM

Additional form elements include: Add File, Add File, Month: [Select-], Year: [2010], and a message: No COR File Inspection Checklist File Listed.

APPROVE/REJECT – Monthly Status Reports

2. Click on “OK”
to complete
approval.

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

COR
Supervisor
Contracting Officer
Contract Management
Monthly Status Reports

Month/Year	Version	Status	Document	Created By	Created On
08-2010	1	Rejected		MAE.BARTLEY	09/24/2010 08:30 AM
				ARTLEY	09/24/2010 08:29 AM
				DOD	09/24/2010 08:19 AM

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 6 MB (6,000 KB).

COR Trip Report
No COR Trip Reports Listed

Month: -Select- Year: 2010
Add File: [Browse...]
Note: File size being uploaded must not exceed 6 MB (6,000 KB).

Windows Internet Explorer
Are you sure you wish to approve this record?
OK Cancel

APPROVE/REJECT – Monthly Status Reports

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool'. The page title is 'DoD COR: Contract Management for SP0600-10-C-0022-0000'. The main heading is 'Status Report Approved', which is circled in red. Below this heading is a link: 'View Complete COR Information'. The page includes a navigation menu on the left with items like 'COR Home', 'COR Profile', and 'Contracting Staff Registration'. The main content area displays 'COR Information' with a 'Click to expand' link, 'Supporting Contracting Center' (DODAAC: SP0600), 'Contract Information' (Contract/Solicitation Number: SP0600-10-C-0022, Delivery/Task Order: 0000, Record Status: Active COR), 'Contracting Officer' (BISSIG, MICHAEL), and 'Contracting Specialist' (BISSIG, MICHAEL). The email address MICHAEL.BISSIG@US.ARMY.MIL is listed for both. A 'QA Surveillance Plan (QASP)' section is at the bottom with a note about file extensions and size. The browser's address bar shows the URL: https://arc.army.mil/DoDCOR/CORContract.aspx?cor=64&id=4306&orgid=1. The taskbar at the bottom shows the Start button, several open applications, and the system clock at 10:11 AM.

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

Status Report Approved

[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

Commercial Phone:

Contracting Specialist

Contracting Specialist: BISSIG, MICHAEL

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).

Report now states, status report approved. An email is generated and sent to the COR.

Email: MICHAEL.BISSIG@US.ARMY.MIL

Email: MICHAEL.BISSIG@US.ARMY.MIL

APPROVE/REJECT – Monthly Status Reports

COR - DoD COR: Contract Management for N00030-09-C-9999-0000 - Windows Internet Explorer provide...
 https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1

Existing Document: Description:
 Replace QASP Document: Description:

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

Contractor Address:
 Contractor State:
 Contractor Country:

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

	Month/Year	Version	Status	Submitted By	Approved By	Created On
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	08-2010	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:30 AM
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	07-2010	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:29 AM
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	06-2010	1	Submitted	STATUS REPORT.docx	TEST.DOD	09/24/2010 08:19 AM

Add File:
 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:

Trusted sites | 100%

Start | Unread Ma... | COR - Do... | Microsoft P... | H:\CORT T... | 9:32 AM

To reject the report, click on reject. Add reason for rejection. An email is generated and sent to the COR.



APPROVE/REJECT – Monthly Status Reports

Click on “OK”
to complete
the rejection;
“Cancel” to
maintain.

The screenshot displays a web browser window titled "COR - DoD COR: Contract Management for N00030-09-C-9999-0000". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page content includes a form for uploading a document, with the existing document named "QUALITY ASSURANCE PLAN.doc". A red circle highlights a "Windows Internet Explorer" dialog box with the message: "Are you sure you wish to reject this record?". Below the dialog box is a table with columns "Mon", "Submitted", "Created By", and "Created On". The table contains three rows of data:

Mon	Submitted	Created By	Created On
08-2010	1	MAE.BARTLEY	09/24/2010 08:30 AM
			09/24/2010 08:29 AM
			09/24/2010 08:19 AM

At the bottom of the page, there is a section for "Annual COR File Inspection Checklist" with a message: "No COR File Inspection Checklist File Listed". The taskbar at the bottom shows the Start button, several open applications including "Unread Ma...", "COR - Do...", and "Microsoft P...", and the system clock showing "9:39 AM".

APPROVE/REJECT – Monthly Status Reports

The screenshot shows a web browser window displaying the DoD COR Contract Management interface. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The URL is "https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1". The user is logged in as "TEST.DOD".

The main content area displays the following information:

- DoD COR: Contract Management for N00030-09-C-9999-0000**
- Status Report Rejected** (circled in red)
- [View Complete COR Information](#)

The left sidebar contains a navigation menu with the following items:

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

The main content area also includes the following sections:

- 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
 - 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).

The Windows taskbar at the bottom shows the Start button, several open applications (Unread Ma..., COR - Do..., Microsoft P...), and the system tray with the time 9:41 AM.

Record now states “Status Report Rejected.” An email is generated and sent to the COR.

REJECTED MONTHLY STATUS REPORT – COR View

Once rejected, CORs must add a new report, which . . .

Replace QASP Document: Browse... Description: xxxx

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

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

	Month	Year	Version	Status	Document	Created By	Created On
	08-20	10	1	Rejected	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:30 AM
	07-2010		1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:29 AM
	06-2010		1	Submitted	STATUS REPORT.docx	TEST.DOD	09/24/2010 08:19 AM

Month: 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

REJECTED MONTHLY STATUS REPORT – COR View Revised

... will be replaced with a new version.

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

Contractor Address:
Contractor State:
Contractor Country:

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

Monthly Status Report

	Month/Year	Version	Status	Document	Created By	Created On
	08-2010	2	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:55 AM
	08-2010	1	Rejected	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:30 AM
	07-2010	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	09/24/2010 08:29 AM
	06-2010	1	Submitted	STATUS REPORT.docx	TEST.DOD	09/24/2010 08:19 AM

Month: August 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).

CONTRACT MANAGEMENT - Other COR Reports

The screenshot displays a web browser window titled "COR - DoD COR: Contract Management for N00030-09-C-9999-0000". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons.

The main content area features four distinct report upload sections, each with a table of existing reports and an "Add File" form:

- Annual COR File Inspection Checklist:** Shows a table with columns for Year (2010), Document (File Inspection Checklist.docx), Created By (MAE.BARTLEY), and Created On (09/24/2010 09:36 AM). Below the table is an "Add File" form with a "Year" dropdown set to 2010 and a "Browse..." button.
- COR Trip Report:** Shows a table with columns for Month (06-2010), Document (Trip Report.docx), Created By (MAE.BARTLEY), and Created On (09/24/2010 09:36 AM). Below is an "Add File" form with a "Month" dropdown set to June and a "Year" dropdown set to 2010.
- COR Correspondence Report:** Shows a table with columns for Month/Year (07-2010), Document (Correspondence.docx), Created By (MAE.BARTLEY), and Created On (09/24/2010 09:37 AM). Below is an "Add File" form with a "Month" dropdown set to July and a "Year" dropdown set to 2010.
- Miscellaneous Documents:** Shows a table with columns for Month/Year (04-2010), Document (COR Checklist.doc), Document Desc (Required Regulations), Created By (MAE.BARTLEY), and Created On (09/24/2010 09:38 AM). Below is an "Add File" form with a "Month" dropdown set to April and a "Year" dropdown set to 2010.

Blue arrows point from the text annotations to the "Add File" forms in each section. A note below each form states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)."

Contracting Officer may upload Annual Inspection Checklist.

CORs may upload other types of reports (i.e. Checklist, Trip Reports, Correspondences and , Miscellaneous Documents.

CONTRACT MANAGEMENT- Miscellaneous Documents

Types of Miscellaneous documents that can be added.

The screenshot displays the 'COR - DoD COR: Contract Management for SA4705-10-F-0152-0000' web application. The interface includes a navigation menu, a search bar, and several document upload sections. The 'Miscellaneous Documents' section is highlighted with a red circle, and a blue arrow points to the 'Document Type' dropdown menu. The dropdown menu lists the following options: Deficiency Reports, Environmental Plan, GFE Inventory, GFE Property Validation, Maintenance Plan, Quality Assurance Surveillance Plan, Required Regulations, Safety Plan, Surveillance Check List, Surveillance Schedule, Test Reports, and Work Plan. The 'Add File' button is visible next to the dropdown menu. The 'Year' is set to 2010. A note below the 'Add File' button states: 'Note: File size being uploaded must not exceed 8 MB (8,000 KB)'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 4:17 PM.

CONTRACT MANAGEMENT- All COR Submitted Documents

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

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

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 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.

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 Proxy (ADMIN)
- View All (ADMIN)
- COR Misc (ADMIN)
- Course Lis (ADMIN)
- Admin Em (ADMIN)

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

Trusted sites 100%

Start U... F... C... H:... D... 1 ... C... Co... 4:38 PM

CONTRACT MANAGEMENT- All COR Submitted Documents

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

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

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)

Contracting Officer Representative Tracking (CORT) Tool

User Name: [REDACTED] Logout

DoD COR: CORs By Name

Go To Page: Prev | Next of 8

Direct Filters:

COR: Contract #:

Supervisor: PCO:

Apply Direct Filter(s)

Records to Filter Out:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
BENJAMIN.D.TREASURE	NQ0190-09-C-0001-0000	TEST1999	MAE.BARTLEY	PAUL.GAUGHAN	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	MAE.BARTLEY	MAE.BARTLEY	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	MAE.BARTLEY	PAUL.GAUGHAN	Active COR
MARY.W.PEARSON	NQ0024-01-C-TEST-0000		PAUL.GAUGHAN	MAE.BARTLEY	Active COR
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	MAE.BARTLEY	TEST.DOD	Active COR
KRISTINE.PREECE	TEST - KP	TEST - KP	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - KO Rejected
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE02		MAE.BARTLEY	TEST.DOD	COR Nominee - Supervisor Approved
KRISTINE.PREECE	TEST -- 9-9-9999-0000	TEST - 999999	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - Supervisor Approved
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		MAE.BARTLEY	TEST.DOD	Terminated

Trusted sites 100%

Start U... F... C... H:... C... 1 ... C... Co... 4:36 PM

Users can sort directly or indirectly. Directly by typing the name of COR, Supervisor, or PCO or typing in Contract #. Indirectly by checking the boxes and filtering out. User can also sort by clicking on the hyperlinks for each column.

CONTRACT MANAGEMENT- View Previous COR's Documents

COR - View CORs (ADMIN) - Windows Internet Explorer provided by OSD-CIO
 https://arc.army.mil/DODCOR/ViewCORByName.aspx?ContractReports=1

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)

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

DoD COR: CORs By Name

Go To Page: Prev 1 Next of 9

Direct Filters:
 COR: Contract #:
 Supervisor: PCO:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

Apply Direct Filter(s) Apply Checkbox Filters...

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	MAE.BARTLEY	PAUL.GAUGHAN	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE02		MAE.BARTLEY	TEST.DOD	COR Nominee - Supervisor Approved
BENJAMIN.D.TREASURE	NO0190-09-C-0001-0000	TEST1999	MAE.BARTLEY	PAUL.GAUGHAN	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	TEST	MAE.BARTLEY	MAE.BARTLEY	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		MAE.BARTLEY	TEST.DOD	Terminated
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000		BEVERLY.MAYES	MAE.BARTLEY	Active COR
KRISTINE.PREECE	TEST -- 9-9-9999-0000		GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - Supervisor Approved
KRISTINE.PREECE	TEST - KP	TEST - KP	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - KO Rejected
MAE.BARTLEY			LEANTHA.D.SUMPTER		
MARY.W.PEARSON	N00024-01-C-TEST-0000		PAUL.GAUGHAN	MAE.BARTLEY	Active COR
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	MAE.BARTLEY	TEST.DOD	Active COR

Start | H. | C. | C. | 3:23 PM

Select "All COR Submitted Documents" and select the contract number. . . .

CONTRACT MANAGEMENT- View Previous COR's Documents

Contracting Officer Representative Tracking (CORT) Tool

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

Month/Year	Version	Status	Document	Created By	Created On
03-2011	1	Approved	STATUS REPORT.docx	MAE.BARTLEY	03/15/2011 11:08 AM

Annual COR File Inspection Checklist
No File Inspection Checklists Listed

COR Trip Report
No COR Trip Reports Listed

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents
No Miscellaneous Documents Listed

An entire listing of all documents from any COR is available.
Documents are available to all roles.

Reminder Emails

**CORs, Supervisors and
Contracting Officers/Specialist**

Reminders Emails

- **Reminders emails will be sent on the following occasions:**
 - **CORs**
 - Refresher training needed
 - Late in taking Refresher training
 - Monthly report due
 - Late monthly report reminders
 - COR self nomination over 30 days
 - Annual 450 requirements due
 - **Supervisors**
 - COR nomination over 30 days waiting supervisor approval (*Supervisor*)
 - **Contracting Officers**
 - Annual COR Inspection
 - Late Annual COR Inspection
 - Contract Completion - (Contracts over 30 days old needing a termination)
 - Nomination over 30 days waiting on Contracting Officer approval

SUMMARY

- The training guide covered the following:
 - Subject Matter Experts
 - Contracting Officer Representatives
 - COR Supervisors
 - Contracting Officers/Contract Specialists
 - Contract Management
 - Emails

QUESTIONS??



Resources

- DoD POC – Mae Bartley – mae.bartley@osd.mil. Phone (703) 602-8011 and Dana Chan – dana.c.alder@us.ibm.com.
- Component Subject Matter Expert - _____
- CORT Tool Website: <https://arc.army.mil/DoDCOR/>
- Training Materials will be available at <http://www.acq.osd.mil/dpap/pdi/eb>.
 - Training Presentation
 - User Guide
 - Frequently Asked Questions (FAQs)
 - Deployment Plan Attachment
- The DoD CORT Tool helpdesk contacts at the DoD level are:
 - Paul Gaughan - Paul.Gaughan@osd.mil Phone: 703-699-3723