



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

COR Supervisor, Requiring Activity, COR
Management or Higher Level Authority

MAY 2012



ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

<https://www.us.army.mil>

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

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

AKO/DKO BASICS

Register for a AKO/DKO Account

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

AKO/DKO BASICS –

Register for a AKO/DKO Account

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

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

- There are two ways to register your **CAC** with your account
- The first and easiest option is to register your account from the AKO/DKO Login page using your PIN
 - Insert your **CAC** into the reader.
 - Make your certificates available to Windows
 - Click the **CAC** Login button
 - Enter your **CAC** PIN when prompted.
 - You will then be logged into your account and your **CAC** will be registered.

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

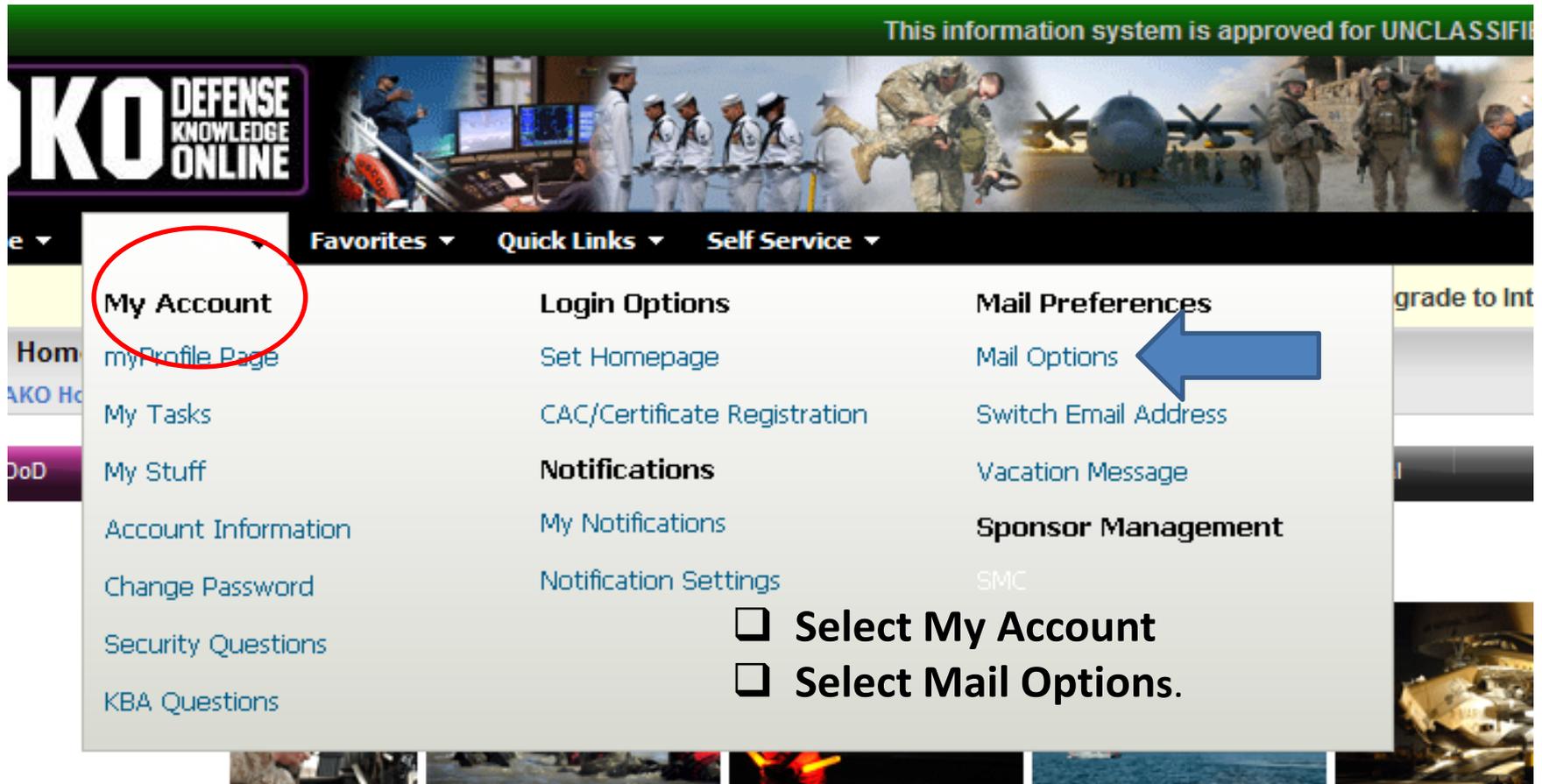
AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

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

This information system is approved for UNCLASSIFIED



The screenshot shows the AKO/DKO user interface. At the top, there is a green banner with the text "This information system is approved for UNCLASSIFIED". Below this is a navigation bar with "Favorites", "Quick Links", and "Self Service" dropdown menus. The main content area is a menu for "My Account", which is circled in red. The menu items are: "myProfile Page", "My Tasks", "My Stuff", "Account Information", "Change Password", "Security Questions", and "KBA Questions". To the right of the "My Account" menu, there are three columns of options: "Login Options" (Set Homepage, CAC/Certificate Registration), "Notifications" (My Notifications, Notification Settings), and "Mail Preferences" (Mail Options, Switch Email Address, Vacation Message). The "Mail Options" link is highlighted with a blue arrow. Below the "Mail Preferences" column, there is a "Sponsor Management" section with "SMC" listed. At the bottom of the menu, there are two checkboxes: "Select My Account" and "Select Mail Options.", both of which are currently unchecked.

My Account

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

Login Options

- Set Homepage
- CAC/Certificate Registration

Notifications

- My Notifications
- Notification Settings

Mail Preferences

- Mail Options
- Switch Email Address
- Vacation Message

Sponsor Management

SMC

Select My Account

Select Mail Options.

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

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

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

Mail Options

Update Your Email Information

Select Delivery Option AKO Mail (mae.bartley@us.army.mil) Enter forwarding email address twice
 Forward Email (Non-AKO Account)

Forwarding Email Address Click on submit.

Confirm Forwarding Email Address

Webmail Choice Webmail
 Webmail Classic
 Webmail Lite

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

External Email Address:

Enable S/MIME



CORT Tool

Basics

What Is The CORT TOOL?

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

What is the CORT Tool?

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

CORT Tool Roles

Major Roles

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

Minor Roles

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

Contracting Officer Representative

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

COR Supervisor

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

Contracting Official

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

Agency Subject Matter Expert

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

CORT Tool

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

Homepage

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

DoD COR: Home

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

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

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

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

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

TRAINING STATUS UPDATE

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

COR NOMINEES

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

COR SUPERVISORS/COMMANDERS

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

CONTRACTING OFFICERS/SPECIALISTS

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



Links policy
and user guide.

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

Menu

- ❑ **COR Home** – returns the supervisor to homepage
- ❑ **Contract List/Status** - provides the supervisor access to their records both active appointments and those in process
- ❑ **Awaiting My Approval** - provides the supervisor access to all records that are awaiting their approval/action (*contracting officer & supervisor*)
- ❑ **All COR submitted Documents** - allows the COR of any active appointment to see all documents associated with a contract; even those from previous CORs
- ❑ **References**
 - ❑ **Document Templates** - allows the user to see “samples” of DoD COR Document templates
 - ❑ **Local Forms and POC** – Provides a location to have agency forms and POC for those forms posted
 - ❑ **COR Related Links** - Displays links to various training contract documentation and regulations/processes

Policy & Guide Links

- ❑ DoD COR Handbook – March 22,2012

- ❑ DOD Contingency COR Handbook

- ❑ CORT Tool User guide.

- ❑ Link to DPAP website

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

 - ❑ Training Materials,

 - ❑ CORs, Supervisors and Contracting Officer/Contract Specialist

 - ❑ Deployment Information,

 - ❑ FAQ,

 - ❑ Podcast, etc

 - ❑ Component Subject Matter Experts List

Policy & Guide Links

Training Status Update

- Provide a list of the major COR courses and

 - Combat and Trafficking in Person (May 14, 2012)*

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

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

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

Role and Responsibilities of CORT Tool Participants

CORT TOOL

Part 1– Supervisor Information

COR Nomination Record Process

Supervisor's Information

- ❑ All supervisors shall provide the following information to their CORs:
 - ❑ Supervisor's AKO/DKO Name – User name assigned registering for the AKO/DKO account
 - ❑ Format is [firstname.lastname XX](#) or John.T.Smith4
 - ❑ Supervisor's Telephone Number
 - ❑ Supervisor AKO/DKO Email Address – AKO/DKO email address provided during registration
 - ❑ The format is: [firstname.lastnameXX@us.army.mil](#).
 - ❑ Do not provide an email address ending in a component.mil address (i.e. navy.mil, dla.mil, af.mil, osd.mil, etc)

COR Nomination Record Process

Supervisor's Information

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

COR Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience: Career Experience Level:

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

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

Email Address:

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

DSN Phone:

Mobile Phone:

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

Save Record

CORs will enter all of the supervisor information in the COR Profile This is considered the supervisor's registration.

COR Profile

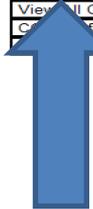
Supervisor/Commander Information

- Supervisor will be unable to view a nomination when:**
 - AKO/DKO name incorrect (i.e *missing period*) or**
 - BRUCEZIEMIENSKI versus BRUCE_ZIEMIENSKI)
 - CAROLLAGER versus CAROL_LAGER
 - BILLY.LAWS versus WILLIAM.LAWS2
 - AKO/DKO Name is misspelled**
 - CLYDE.MARTIN versus CLDYE.MARTIN

COR Nomination Record Process

Supervisor's Information

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



DoD COR: Contract List

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

Please select the record types you are interested in:

Please click here to select identified records

When the supervisor selects “Contract List Status” the supervisor will see the statement above if your name is entered incorrectly in the COR’s Profile and

COR Nomination Record Process

Supervisor's Information

DoD COR: Awaiting my Approval

You do not have rights to use this page

Navigation Menu:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval
- Document Templates
- Local Forms and POCs
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- Admin E... (ADMIN)
- COR M... (ADMIN)
- COR Pr... (ADMIN)
- Course L... (ADMIN)
- Link To f... (ADMIN)
- New CO... (ADMIN)
- View All... (ADMIN)
- COR Pr... noval (ADMIN)
- Site SM... gement (ADMIN)

...when the supervisor selects “Awaiting My Approval” the supervisor will see the above statement.

In both instances, the COR should verify and correctly enter the DKO name and email of the supervisor.

CORT Tool

Part 2– Supervisor COR Nomination Record Review

COR Nomination Record Process- COR - Submits Record to Supervisor

Click to collapse-> COR

COR (Nominee) Certifications:

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

COR Comments:

I will have been a COR for the last 5 years,

Submit Record to Supervisor/Commander

Save Record (without routing)

Select "Submit Record to Supervisor."

COR Nomination Record Process-

COR - Submits Record to Supervisor

Click to collapse-> COR

COR (Nominee)
Certifications:

Cert. Activation		
3/21/2011		
3/21/2011		
3/21/2011		
3/21/2011	<input checked="" type="checkbox"/> I certify	the anniversary month of the appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

COR Comments:

I will have been a COR for the last 5 years,

Windows Internet Explorer

Are you sure you wish to submit this record for approval?

When dialogue box opens, select “OK” to confirm submission.

COR Nomination Record Process

COR Submits Nomination to Supervisor

COR Self Nomination for TEST KT
COR Nominee Record Saved and Submitted for Approval
[View Complete COR Information](#)
Cancel Record

COR Information <-Click to collapse>

DKO Name: MATTHEW.B.SINES
Supervisor/Commander: JAMES.M.WHITE1
Courses: No Courses Listed

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

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST KT
Record Status: PENDING SUPERVISOR REVIEW

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

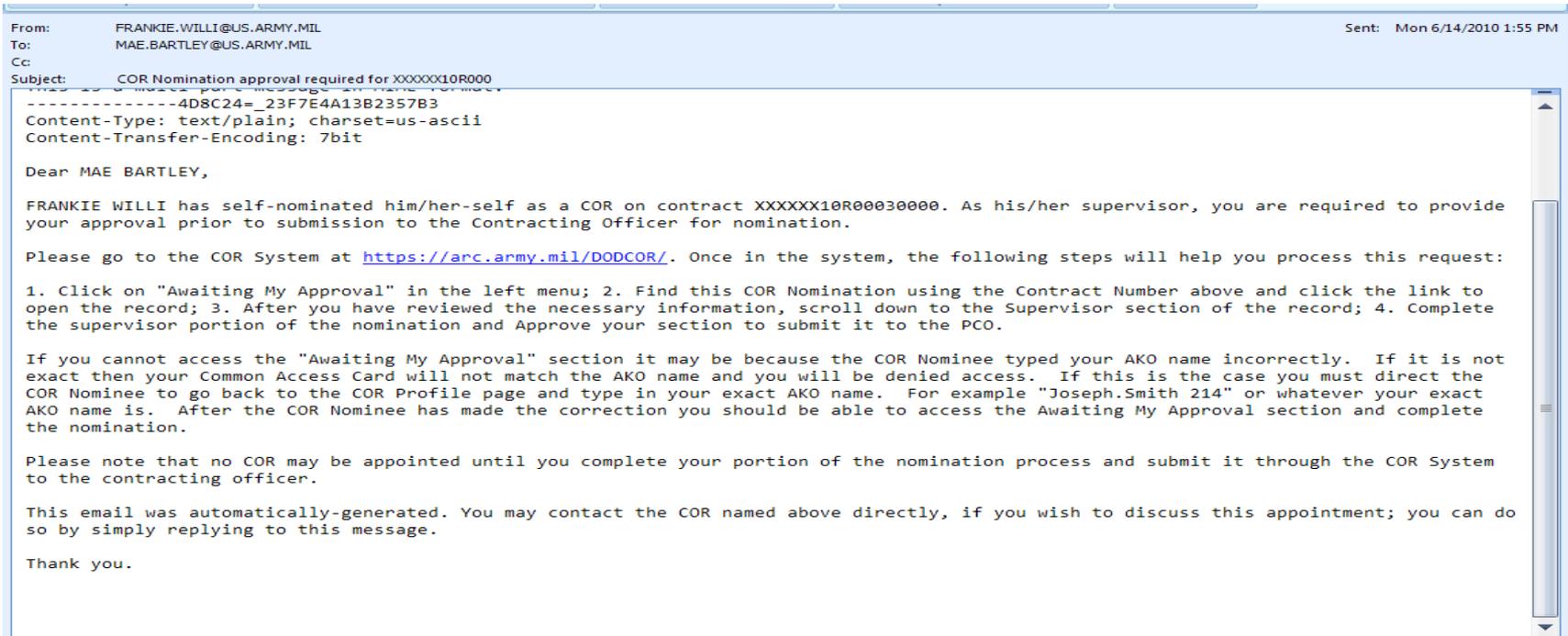
Contracting Specialist

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

“Top of page now states “COR Nominee Record saved and submitted for Approval.” Record Status changes to “Pending Supervisor Review.”

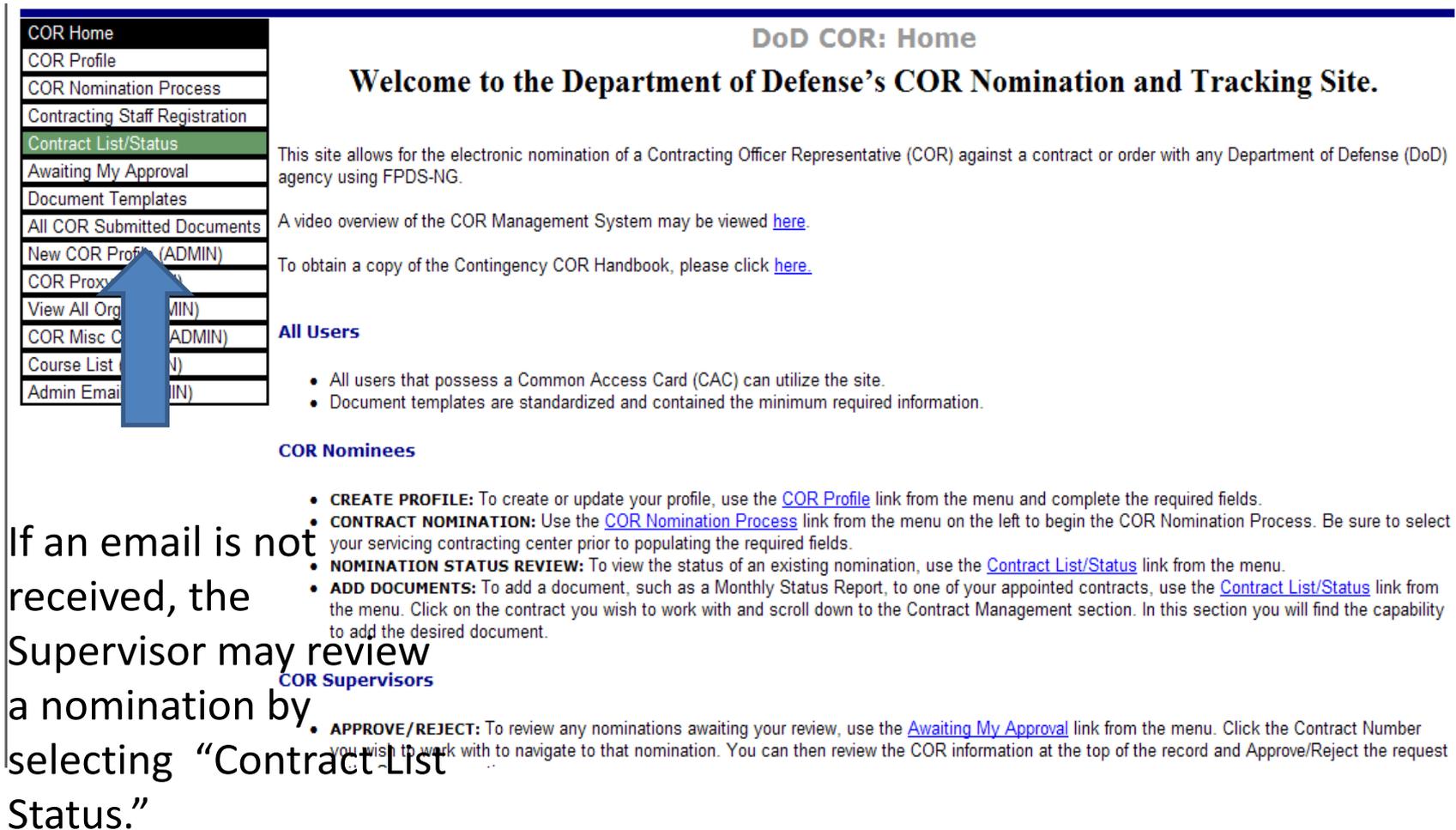
COR Nomination Record Process

COR Submits Nomination to Supervisor



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

COR Nomination Record Process – Supervisor - Contract List Status



DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

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

If an email is not received, the Supervisor may review a nomination by selecting "Contract List Status."

COR Nomination Record Process – Supervisor - Contract List Status

Contract List

Contracting Officer Representative
Tracking (CORT) Tool

User Name: [Logout](#)
TESTCORT.369

**DoD COR: Contract List
as Supervisor/Commander**

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

[Please click here to select identified records](#)

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
JAMES.RIVERS4		HQ010210CTE010000	ACTIVE	TESTCORT.369	MAE.BARTLEY	PAUL.GAUGHAN	8/30/2011	NO

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

COR Nomination Record Process

Supervisor - Contract List Status

Fields Displayed

- Name
- Contract Number
- Preaward Number
- Status
- Supervisor/Commander Name
- PCO
- Specialist
- Last Action Date
 - Active and Terminated COR
- Reports for Review – Yes/No

COR Nomination Record Process – Supervisor - Contract List Status

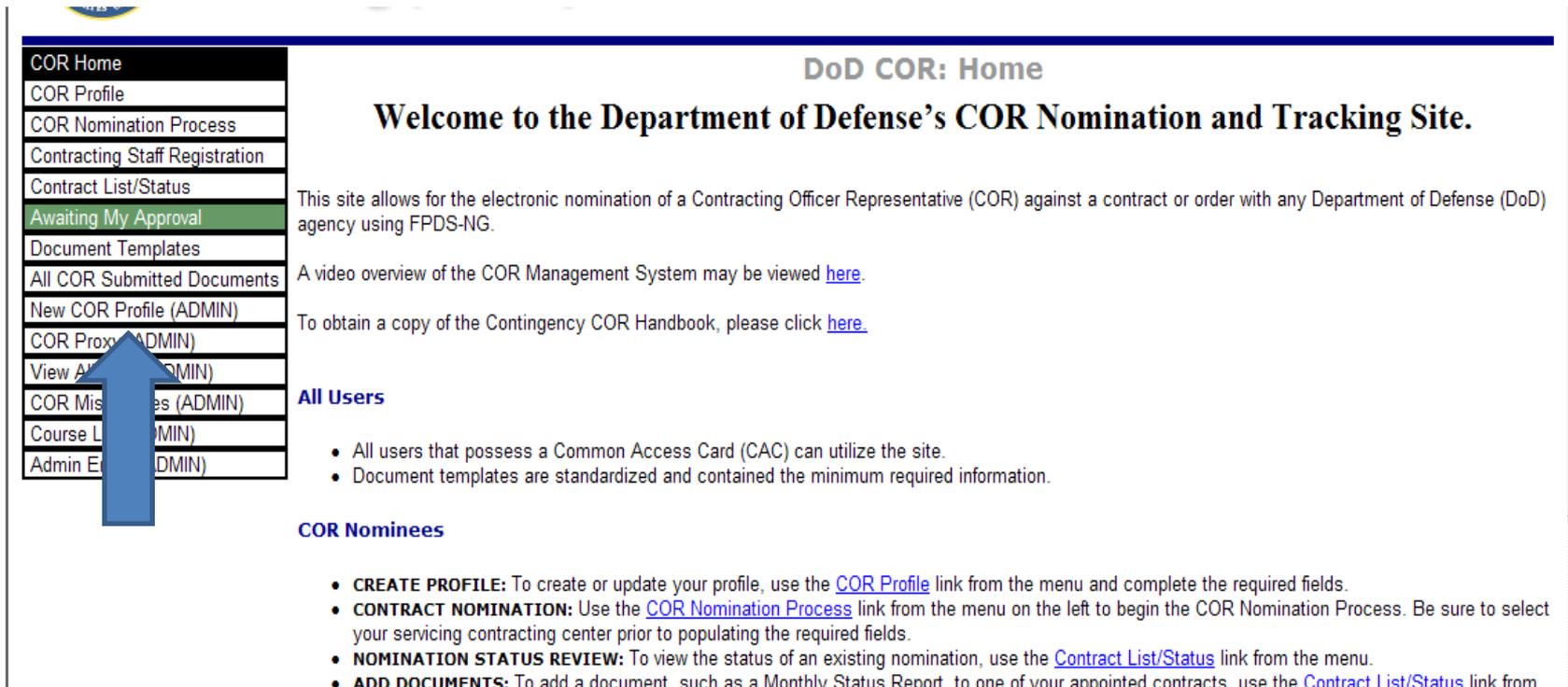
Status

- Active**– 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
- Inactive** - Contract complete date, no additional COR duties are required
- Rejected** – Nomination has been rejected by the contracting officer or the supervisor
- Pending Supervisor Review**– Nomination has been sent to the supervisor for approval prior to sending to the contracting officer
- Pending PCO Review**– Nomination has been reviewed by the supervisor and sent to the contracting officer for approval
- Terminated** – COR is no longer assigned to a contract

Sort by Status

Select contract number to review

COR Nomination Record Process - Supervisor - Awaiting my Approval



DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

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

COR Nomination Record Process - Supervisor – Awaiting my Approval



“No Contracts Awaiting Your Approval” is displayed when there are no actions to approve, or . . .

COR Nomination Record Process - Supervisor – Awaiting my Approval

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor/Commander

COR	Contract/PreAward Number	Contracting Officer
MAE.BARTLEY	111112-02-C-E400-0000	MOUSE, MINNIE
MAE.BARTLEY	DARPA-TEST0001	NIXON, RICHARD
MAE.BARTLEY	DCMA-TEST00001	NIXON, RICHARD
MAE.BARTLEY	DFAS-TEST00001	NIXON, RICHARD
MAE.BARTLEY	DFAS-TEST00002	NIXON, RICHARD
MAE.BARTLEY	DFAS-TEST00003	NIXON, RICHARD
MAE.BARTLEY	DLA-TEST000002	NIXON, RICHARD
MAE.BARTLEY	DODEA-TEST0001	NIXON, RICHARD
MAE.BARTLEY	FA5000-04-A-0002-0000	BACON, MARK
MAE.BARTLEY	NAVY-TEST00001	NIXON, RICHARD
MAE.BARTLEY	TEST 123	DOD, TEST
TESTER.KO	TEST-DATA12	BARTLEY, MAE
MAE.BARTLEY	TEST0000000001	NIXON, RICHARD
MAE.BARTLEY	TMA-TEST000001	NIXON, RICHARD
PAUL.SMITH4	TRAING 2-1	BARTLEY, MAE
MAE.BARTLEY	W15P7T-06-D-E405-0021	NIXON, RICHARD
DANA.CHAN	SESSION 5-1	BARTLEY, MAE
DANA.CHAN	SESSION 5-2	BARTLEY, MAE
DANA.CHAN	TEST - 5-1	BARTLEY, MAE
DANA.CHAN	TEST 5-2	BARTLEY, MAE
DANA.CHAN	TESTPRENUMBER3	BARTLEY, MAE

A list of actions awaiting approval is displayed. Select the contract number to begin your review of the nomination.

COR Nomination Record Process

Supervisor – COR Information

<ul style="list-style-type: none"> COR Home COR Profile COR Nomination Process Contracting Staff Registration Contract List/Status Awaiting My Approval Document Templates Local Forms and POCs All COR Submitted Documents View All Local COR Records COR Related Links Admin Email (ADMIN) COR Misc Codes (ADMIN) COR Proxy (ADMIN) Course List (ADMIN) Link To Reports (ADMIN) New COR Profile (ADMIN) View All CORs (ADMIN) 	<p>DoD COR: Nomination Process for 4608-10-M-S032</p> <p>View Complete COR Information</p> <p>Cancel Record ⓘ</p>
<p>COR Information ⓘ <small>Click to collapse</small></p> <p>DKO Name: JAMES.F.LAMONT</p> <p>Supervisor/Commander: MADDOX</p> <p>Courses: No Courses Listed</p>	<p>COR's Home Organization DODAAC: FA4608</p> <p>Supervisor/Commander Commercial Phone: 318-456-9732</p>
<p>Supporting Contracting Center ⓘ</p> <p>Contracting Center Department: <input type="text" value="-Select-"/></p> <p>Contracting Center DODAAC: <input type="text" value="FA4608"/></p>	<p>Contract Information ⓘ</p> <p><input type="radio"/> ->Contract Number is Known <input checked="" type="radio"/> ->Contract Number is NOT Known</p> <p>Contract/Solicitation Number: <input type="text" value="4608-10-M-S032"/></p> <p>Record Status: PENDING SUPERVISOR REVIEW</p>
<p>Contracting Officer</p> <p>Contracting Officer: <input type="text" value="CROCKETT, TRACEY"/></p> <p>Commercial Phone: 3184561102</p>	<p>Contracting Specialist</p> <p>Contracting Specialist: <input type="text" value="CROCKETT, TRACEY"/></p> <p>Commercial Phone: 3184561102</p>
<p>QA Surveillance Plan (QASP)</p> <p><small>Note: The file should have a file extension (doc, pdf, etc.).</small></p> <p><small>Note: File size being uploaded must not exceed 8 MB (8,000 KB).</small></p> <p>Add QASP Document: ⓘ <input type="text"/> <input type="button" value="Browse..."/></p>	<p>Description: <input type="text"/></p>
<p>Contractor ⓘ</p> <p>Cage Code:</p> <p>Contractor Name:</p> <p>Contractor City:</p> <p>Contractor Zip Code:</p> <p>Contract Award Date:</p>	<p>Contractor Address:</p> <p>Contractor State:</p> <p>Contractor Country:</p>

Review the courses in “COR Information Section.

Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL

If “No Courses Listed” is displayed, the supervisor should reject nomination and advise COR to enter training courses.

Email: TRACEY.Y.CROCKETT@US.ARMY.MIL

COR Nomination Record Process

Supervisor – COR Information

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

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information ←Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

OR's Home Organization DODAAC: Q0102

Supervisor/Commander Commercial Phone: 703-123-4567

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

Supporting Contracting Center

Contracting Center Department:

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:

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

Review the remaining sections.

COR Nomination Record Process

Supervisor – Review COR Nomination

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

COR Nomination Record Process – Supervisor - Certifications

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

Supervisor/Commander Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
3/21/2011	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil , and will process payments when possible using WAWF.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete the applicable COR Reports and place a copy of these reports in this CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete the COR specific "refresher training" as required by "DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition every 3rd year and will update the training section of the CORT Tool with a copy of the refresher course certificate and date of course completion.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.
3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no violations with US Government purchase cards.
3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no security violations.
3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no violations with US Government credit cards.

Approval/Rejection Comments:

Supervisor/Commander Approve

Save Record (without routing)

Supervisor/Commander Reject

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

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

- Save, Reject , Cancel or Approve the nomination record**
 - “Save Record (without routing)”** allows a COR supervisor to update the information at a later date
 - “Reject”** allow the supervisor to return the nomination to COR for corrections. Supervisor must enter the reason for rejection.
 - “Cancel Record”** allows the supervisor cancel the nomination and remove the nomination from the CORT Tool in its entirety
 - “Approve”** allows the supervisor to approve the CORs nomination and sends the nomination to the contracting officer/contract specialist for final review

COR Nomination Record Process - Supervisor- Saves Record w/o Routing

To save the nomination for future updates, select “Save Record (without routing).”

Supervisor Certifications:

Cert. Activation ⓘ	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil , and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil , by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nonminee has extensive expeerince. |

Supervisor Approve

Save Record (without routing)

Supervisor Reject

COR Nomination Record Process - Supervisor- Saves Record w/o Routing

COR Self Nomination for TEST 666
COR Contract Record Updated
[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center: OSD
Department: []
Contracting Center DODAAC: HQ0102

Contract Information

>Contract Number is Known >Contract Number is NOT Known

Contract/Solicitation Number: TEST 666
Record Status: **PENDING SUPERVISOR REVIEW**

Contracting Officer

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

Contracting Specialist

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

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

Existing Document:
Description: SAMPLE

Replace QASP Document:
Description:

Contractor

Cage Code: []
Contractor Name: []
Contractor City: []
Contractor Address: []
Contractor State: []

Record now states "COR Contract Record Updated."
Record Status remain "Pending Supervisor Review."

COR Nomination Record Process – Supervisor - Rejects A Record

Supervisor Click to collapse
Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.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 has no Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has the necessary administrative abilities and the required security clearance and duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will equitably perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete contract clauses such as changes, inspection and acceptance, termination, and the concepts of excusable and nonexcusable delays.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee is liable for unauthorized acts in accordance with AFARS.
9/20/2007	<input checked="" type="checkbox"/> I certify	5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil , by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection
Comments:

This COR Nonmineee has extensive experience.

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

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

Supervisor Click to collapse
Supervisor Certifications:

- To reject the nomination, select “supervisor reject.”
- When dialogue box opens, click “OK” to confirm rejection.

COR Nomination Record Process

Supervisor Rejects A Record

COR Nominee Record Rejected by Supervisor/Commander
[View Complete COR Information](#)
Cancel Record

COR Information Click to collapse

DKO Name: MATTHEW.B.SINES
Supervisor/Commander: JAMES.M.WHITE1
Courses: No Courses Listed

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

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: TEST KT
Record Status: RECORD REJECTED BY SUPERVISOR

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7034028011
Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse... **Description:**

Contractor

Cage Code:
Contractor Name:
Contractor Address:

- Top of page now states "COR Nominee Record Rejected by Supervisor/Commander."
- Record Status changes to "Record Rejected by Supervisor."
- An email is sent to the COR advising of rejection.

COR Nomination Record Process

Supervisor Rejects A Record

DoD COR: Nomination Process for TEST- ZZ

[View Complete COR Information](#)

Contracting Center
Department: DEFENSE
Contracting Center DODAAC: HQ0102

Contract Information
Contract Number is Known / Contract Number is NOT Known
Contract/Solicitation Number: TEST- ZZ
Record Status: PENDING SUPERVISOR REVIEW

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

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

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).

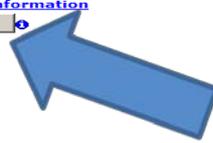
Existing Document: Sample QASP.doc
Replace QASP Document:

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

Email: MAE.BARTLEY@US.ARMY.MIL
Email: MAE.BARTLEY@US.ARMY.MIL

Description: Sample
Description:

Contractor Address:
Contractor State:
Contractor Country:



To cancel a nomination,
select "Cancel Record."

COR Nomination Record Process

Supervisor Cancels A Record

The screenshot displays the 'DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01' interface. On the left is a navigation menu with items like 'COR Home', 'COR Profile', and 'Contracting Staff Registration'. The main content area shows a 'View Complete COR Information' link and a 'Cancel Record' button. A 'Windows Internet Explorer' dialog box is open, asking: 'If the KO/SP cancels this COR nomination, all information will be lost. Do you wish to continue to cancel this COR nomination?'. It offers two options: 'OK' to continue with Cancellation and 'Cancel' to stop this Cancellation process. The 'OK' button is circled in red. Below the dialog, the 'Contracting Officer' and 'Contracting Specialist' fields are visible, each with a dropdown menu and associated contact information.

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).

When dialogue box opens, select "OK" to confirm cancellation.

COR Nomination Record Process

Supervisor Cancels A Record

DoD COR: Nomination Process for TESTING
COR Contract Record Cancelled
[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PAUL.GAUGHAN
Supervisor/Commander: MAE.BARTLEY
Supervisor/Commander Commercial Phone: 703-666-6666

COR's Home Organization DODAAC: HQ00102

Course	Training Lvl	Certificate
DAU CLM 003 Ethics Training or Agency Equiv	ABC	IDV_PO.txt
ALMC-CL COR Training		IDV_PO.txt
DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent	[A]BC	Appointment_test.doc

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is Not Known

Contract/Solicitation Number: TESTING
Record Status: CANCELLED

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011
Email: MAE.BARTLEY@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.).

- Top of page now states “COR Contract Record Cancelled.”
- Record Status changes to “Cancelled”.
- Record is then removed from the system and is no longer available to CORT Tool users.

COR Nomination Record Process - Supervisor - Approves A Record

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.
		Government purchase cards.
		Administrative abilities and the required security clearance duties.
		adequately perform such duties.
		contract clauses such as changes, inspection and acceptance, termination, and the concepts of excusable and nonexcusable delays
		able for unauthorized acts in accordance with AFARS
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.

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

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

Supervisor Approve Save Record (without routing) Supervisor Reject

To approve the nomination, select "Supervisor Approve." When dialogue box opens, select "OK" to confirm approval.

COR Nomination Record Process - Supervisor – Approves a Record

COR Self Nomination for TEST - 369
COR Nominee Record Approved and Submitted to Contracting Officer
[View Complete COR Information](#)
Cancel Record

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is Not Known

Contract/Solicitation Number: TEST - 369
Record Status: PENDING PCO REVIEW

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse...
Description:

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

COR Nomination Record Process - Supervisor – Updates a Saved Record

- Select Contract List Status
- Select the record number
 - Must be in “*Pending Supervisor Review*” Status
- Make the applicable changes
- Ensure that certifications are checked (*if approving*)
- Select from the following:
 - “Save Record without routing” to re-save the nomination;
 - “Reject”
 - “Cancel record” if the nomination is now longer required
or
 - “Supervisor Approve” to send to contracting officer.

CORT Tool

Part 3 – Other Menu Items

All COR Submitted Documents

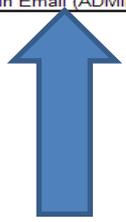
Supervisor – Review of COR Online File

- Supervisors may review documents in the COR online file
- COR status should be “ACTIVE”
- Supervisors may REVIEW the following document posted by the COR or Contracting Officer:
 - COR Reports,
 - Annual COR File Inspection Checklist (CO)
 - Trip Report,
 - Correspondence and
 - Miscellaneous Documents

All COR Submitted Documents

Supervisor – Review of COR Online File

<ul style="list-style-type: none"> COR Home COR Profile COR Nomination Process Contracting Staff Registration Contract List/Status Awaiting My Approval Document Templates <li style="background-color: #e0f0e0;">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) 	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> DoD COR: CORs By Name </div> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0ff;"> <p>Go To Page: Prev 1 Next of 9</p> <p>Direct Filters:</p> <p>COR: <input type="text"/> Contract #: <input type="text"/></p> <p>Supervisor: <input type="text"/> PCO: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Apply Direct Filter(s)"/></p> </div> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0ff; margin-top: 5px;"> <p>Records to Filter Out:</p> <p> <input type="checkbox"/> Terminated <input type="checkbox"/> Draft <input type="checkbox"/> Submitted to Supervisor <input type="checkbox"/> Supervisor Approved <input type="checkbox"/> Active COR <input type="checkbox"/> Rejected </p> <p style="text-align: center;"><input type="button" value="Apply Checkbox Filters..."/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th>COR</th> <th>Contract Number</th> <th>PreAward Number</th> <th>Supervisor</th> <th>PCO</th> <th>COR Status</th> </tr> </thead> <tbody> <tr> <td>BENJAMIN.D.TREASURE</td> <td>HQ0102-08-C-0003-0000</td> <td>001002</td> <td>MAE.BARTLEY</td> <td>PAUL.GAUGHAN</td> <td>Active COR</td> </tr> <tr> <td>BENJAMIN.D.TREASURE</td> <td>HQ0102-08-D-TEST-TE02</td> <td></td> <td>MAE.BARTLEY</td> <td>TEST.DOD</td> <td>COR Nominee - Supervisor Approved</td> </tr> <tr> <td>BENJAMIN.D.TREASURE</td> <td>NO0190-09-C-0001-0000</td> <td>TEST1999</td> <td>TLEY</td> <td>PAUL.GAUGHAN</td> <td>Active COR</td> </tr> <tr> <td>BENJAMIN.D.TREASURE</td> <td>HQ0102-08-C-TEST-0000</td> <td>BENTEST</td> <td>TLEY</td> <td>MAE.BARTLEY</td> <td>Active COR</td> </tr> <tr> <td>BENJAMIN.D.TREASURE</td> <td>HQ0102-08-D-TEST-TE01</td> <td></td> <td>TLEY</td> <td>TEST.DOD</td> <td>Terminated</td> </tr> <tr> <td>KIMBERLEE.C.WATTS</td> <td>HC1028-01-C-TEST-0000</td> <td>TEST CONTRACT</td> <td>BEVERLY.MAYES</td> <td>MAE.BARTLEY</td> <td>Active COR</td> </tr> <tr> <td>KRISTINE.PREECE</td> <td>TEST -- 9-9-9999-0000</td> <td>TEST - 999999</td> <td>GARY.PUGLIANO</td> <td>MAE.BARTLEY</td> <td>COR Nominee - Supervisor Approved</td> </tr> <tr> <td>KRISTINE.PREECE</td> <td>TEST - KP</td> <td>TEST - KP</td> <td>GARY.PUGLIANO</td> <td>MAE.BARTLEY</td> <td>COR Nominee - KO Rejected</td> </tr> <tr> <td>MAE.BARTLEY</td> <td></td> <td></td> <td>LEANTHA.D.SUMPTER</td> <td></td> <td></td> </tr> <tr> <td>MARY.W.PEARSON</td> <td>N00024-01-C-TEST-0000</td> <td></td> <td>PAUL.GAUGHAN</td> <td>MAE.BARTLEY</td> <td>Active COR</td> </tr> <tr> <td>PAUL.GAUGHAN</td> <td>HQ0102-08-C-T001-0000</td> <td>TEST222</td> <td>MAE.BARTLEY</td> <td>TEST.DOD</td> <td>Active COR</td> </tr> </tbody> </table>	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	TLEY	PAUL.GAUGHAN	Active COR	BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	TLEY	MAE.BARTLEY	Active COR	BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		TLEY	TEST.DOD	Terminated	KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	BEVERLY.MAYES	MAE.BARTLEY	Active COR	KRISTINE.PREECE	TEST -- 9-9-9999-0000	TEST - 999999	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
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	TLEY	PAUL.GAUGHAN	Active COR																																																																				
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	TLEY	MAE.BARTLEY	Active COR																																																																				
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		TLEY	TEST.DOD	Terminated																																																																				
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	BEVERLY.MAYES	MAE.BARTLEY	Active COR																																																																				
KRISTINE.PREECE	TEST -- 9-9-9999-0000	TEST - 999999	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																																																																				



Select “All COR Submitted Documents” and select the contract number. . . .

All COR Submitted Documents

Supervisor – Review of COR Online File

Contract Management Reports for DTRA0101D00110001

Monthly Status Reports

No Reports Listed

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

Supervisors will see the above if there are no documents posted.

All COR Submitted Documents

Supervisor – Review of COR Online File

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
	07-2011	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	07/14/2011 09:51 AM
	03-2011	1	Approved	 STATUS REPORT.docx	MAE.BARTLEY	03/15/2011 11:08 AM

Annual COR File Inspection Checklist

No File Inspection Checklists Listed

COR Trip Report

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

COR Correspondence Report

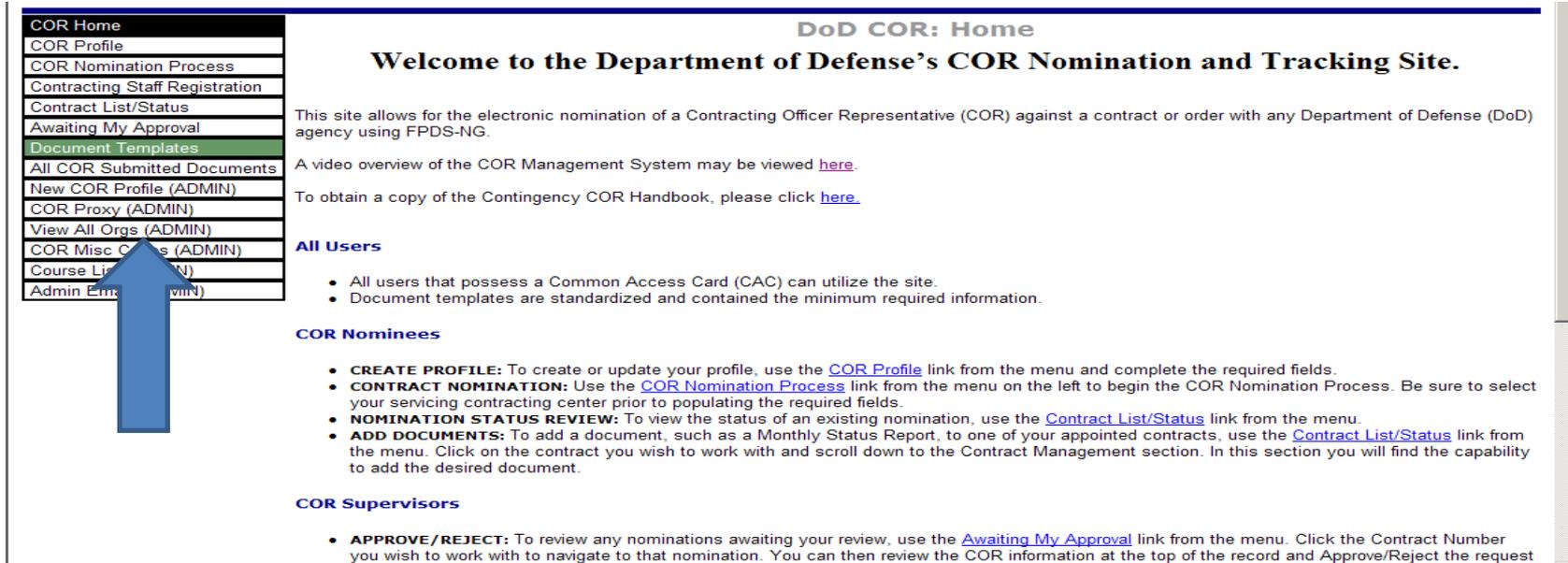
No COR Correspondence Reports Listed

Miscellaneous Documents

	Month/Year	Document	Document Desc	Created By	Created On
	09-2011	 Monthly COR Report to PCO.docx	Other	MAE.BARTLEY	09/29/2011 01:59 PM
	09-2011	 Trip Report.docx	Other	MAE.BARTLEY	09/20/2011 01:54 PM
	09-2011	 Miscellaneous.docx	GFE Inventory	MAE.BARTLEY	09/20/2011 01:47 PM

A list of all documents submitted by the COR, alternate COR. Click on icon to open the document.

Document Templates



The screenshot shows the 'DoD COR: Home' website. On the left is a vertical menu with the following items: COR Home, COR Profile, COR Nomination Process, Contracting Staff Registration, Contract List/Status, Awaiting My Approval, Document Templates (highlighted in green), All COR Submitted Documents, New COR Profile (ADMIN), COR Proxy (ADMIN), View All Orgs (ADMIN), COR Misc Orgs (ADMIN), Course List (ADMIN), and Admin Email (ADMIN). A blue arrow points to the 'Document Templates' item. The main content area has the title 'DoD COR: Home' and a subtitle 'Welcome to the Department of Defense's COR Nomination and Tracking Site.' Below this is a paragraph: '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.' This is followed by a link: 'A video overview of the COR Management System may be viewed [here](#).' Then another link: 'To obtain a copy of the Contingency COR Handbook, please click [here](#).' There are three sections: 'All Users' with two bullet points, 'COR Nominees' with four bullet points, and 'COR Supervisors' with one bullet point.

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

Select Document Templates from the main menu.

Document Templates

COR Home	COR: Document Templates	
COR Profile	Designation Letter Revocation/Termination Letters	
COR Nomination Process		
Contracting Staff Registration		
Contract List/Status		
Awaiting My Approval		
Document Templates		
All COR Submitted Documents		
New COR Profile (ADMIN)		
COR Proxy (ADMIN)		
View All Orgs (ADMIN)		
COR Misc Codes (ADMIN)		
Course List (ADMIN)		
Admin Email (ADMIN)		

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

Local Forms and POCs

DoD COR: Local Guidance, Forms, and POCs

Please select a Contracting Command:

Please select a Contracting Site:

COR HANDBOOKS

COR POCs (Point of Contacts)

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

Allows components to have local handbooks and POC posted.

Local Forms and POCs

DoD COR: Local Guidance, Forms, and POCs

Please select a Contracting Command:

Please select a Contracting Site:

COR HANDBOOKS

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

COR POCs (Point of Contacts)

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

Local Forms and POCs

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

Local Handbooks and Forms will be posted here.

COR Related Links

Training

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

Contract Documentation

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

Regulations/Processes

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

Displays links to various training contract documentation and regulations/processes.

Resources

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

Component Subject Matter Experts

NAME	AGENCY	EMAIL
Mae Bartley	DoD Lead	mae.bartley@osd.mil
Steve Colvin	Air Force	stephen.colvin@pentagon.af.mil
Steve Jaren	ARMY	steven.jaren@us.army.mil
Shauna J. Dover	DLA	shauna.dover@dla.mil
Molli Thacker	NAVY	marlene.thacker@navy.mil
Kristin Fuller	DARPA	Kristen.Fuller@darpa.mil
Linda Pickleman	DCMA	linda.pickleman@dcma.mil
Mauri Giacomantonio	DFAS - HQ	Mauro.giacomantonio@dfas.mil
Belinda Croteau	DHRA	Belinda.croteau@osd.pentagon.mil
Terry Anderson	DISA	terry.l.anderson162.civ@mail.mil
Cheryl Harding	DoDEA	Cheryl.Harding@hq.dodea.edu
Dawn Franklin	DoDEA	dawn.franklin@hq.dodea.edu
Diane Dortch	DSCA	Diane.Dortch@dsc.mil

Component Subject Matter Experts

NAME	AGENCY	EMAIL
Bettina Hamilton	DTRA	Bettina.Hamilton@DTRA.mil
Lt. Col Jim Bachinsky	Joint Staff	james.bachinsky@js.pentagon.mil
Richard Sevigny	MDA	Rick.Sevigny@mda.mil
Major Scott McClain	SOUTHCOM	Scott.mcclain@hq.southcom.mil
Mara Grissom	Tricare	Mara.Grissom@tma.osd.mil
Denise Krems	USTRANSCOM	denise.krems@ustranscom.mil
Charolotte.Gooch	WHS	charlotte.gooch@whs.mil
Rhonda Jackson	DECA	rhonda.jackson@deca.mil
Shirley Kye	DTIC	skye@dtic.mil
Samantha Sullivan	DMEA	samantha.sullivan@dmea.osd.mil
	DMA	
	USSOCOM	