



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

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

OCTOBER 2011



# **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 is built on AKO/DKO Platform**
- **CORT Tool Prerequisites**
  - **Register for a DKO account**
  - **Register CAC Certificates to the DKO Account**
  - **Set DKO mail to “Auto Forward”**

# AKO/DKO BASICS –

## Register for a DKO Account

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

# AKO/DKO BASICS –

## Register for a DKO Account

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

# AKO/DKO BASICS –

## Register CAC Certificates to AKO/DKO

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

# AKO/DKO BASICS –

## Register CAC to AKO/DKO Account

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

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

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

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

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

# AKO/DKO BASICS –

## Set DKO mail to “Auto Forward”

- **Webmail 2.0**

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

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

The screenshot shows the Army Knowledge Online (AKO) interface in Internet Explorer. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The page features a navigation bar with "Home", "My Account", "Favorites", "Quick Links", and "Self Service". The "My Account" menu is expanded, showing options like "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Management". The "Mail Preferences" option is circled in red. Below the navigation bar, there are tabs for "About DKO", "DKO Interest", "DoD News", "DoD and DISA Related", "Training", "Security", and "Other Resources". The main content area includes a "DKO Hot Topics" section with a "Hot Topics" button and a "DKO Security Posture Statement" section. The right sidebar contains "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:05 PM.

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

The screenshot displays the 'Mail Options' page in the Army Knowledge Online (AKO) system. The page is titled 'Mail Options' and 'Update Your Email Information'. The main content area includes the following sections:

- Select a Mail Option:** Two radio buttons are present: 'AKO Mail (mae.bartley@us.army.mil)' and 'Forward Email (Non-AKO Account)'. The 'Forward Email (Non-AKO Account)' option is selected, indicated by a blue arrow.
- Forwarding Email Address:** A text input field containing 'mae.bartley@osd.mil'.
- Confirm Forwarding Email Address:** A text input field containing 'mae.bartley@osd.mil'.
- Preferred Webmail:** Three radio buttons: 'Webmail', 'Webmail Classic', and 'Webmail Lite'.
- Mail Display Name:** The current name is 'Bartley, Mae K Ms CV OSD'. A radio button for 'Reset display name to: Bartley, Mae K Ms CV OSD' is selected.
- External Email Address:** A text input field containing 'mae.bartley@osd.mil'.
- Army Announcement Options:** Two radio buttons: 'I want to receive the Monthly AKO Newsletter.' (selected) and 'I do not want to receive the Monthly AKO Newsletter.'
- Enable S/MIME:** An unchecked checkbox.

A 'Submit' button is located at the bottom of the form. The left sidebar contains navigation links, with 'Mail Options' highlighted. The browser window shows the URL 'https://www.us.army.mil/suite/designer' and the page title 'Army Knowledge Online - mae.bartley (CAC Session) - windows Internet Explorer provided by OSD-CIO'.

# CORT Tool

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

# **Roles & Responsibilities**

## **Part 1– Supervisor Information**

# COR Nomination Record Process

## Supervisor's Information

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

https://arc.army.mil/DODCOR/CORInfo.aspx?new=1

File Edit View Favorites Tools Help

COR - COR Profile

User Name: MAE.BARTLEY Logout



### Contracting Officer Representative Tracking (CORT) Tool

**DoD COR: Profile**

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

View COR Contract List

**COR Information**

DKO Name:

Email Address:

Work Address:

COR's Home Organization (DODAAC):

Organization Name:

City/APO:

Unit:

State:

Country:

Commercial Phone:

DSN Phone:

Mobile Phone:

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (If applicable):

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:

Email Address:

Commercial Phone:

DSN Phone:

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (If applicable):

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

Save Record

Start | Calen... | H:\CO... | SME ... | COR ... | COR ... | Contr... | Revis... | 2:26 PM

CORs will enter all of the supervisor information in the COR Profile



# COR Nomination Record Process

## Supervisor's Information

- **Supervisor should provide the following information to the CORs:**
  - **Supervisor's 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 DKO Email Address** – AKO/DKO email address provided from your. The format is: [firstname.lastnameXX@us.army.mil](#).
    - DKO email address ends in “us.arm.mil”
    - Do not provide an email address ending in a component.mil address (i.e. navy.mil, dla.mil, af.mil, osd.mil, etc)

# **Roles & Responsibilities**

## **Part 2– COR Nomination Record Process**

# COR Nomination Record Process

## COR Submits Record 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 City:  
Contractor Zip Code:  
Contract Award Date:

**Contractor Address:**  
**Contractor State:**  
**Contractor Country:**

**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  
**Contracting Document** - 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 the dialogue box appears, select "ok" to complete the submission process.

# COR Nomination Record Process

## COR Submits Record to Supervisor

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

User Name: [Logout](#)  
MATTHEW.B.SINES

### COR Self Nomination for TEST KT

**COR Nominee Record Saved and Submitted for Approval**

[View Complete COR Information](#)

**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**

**Contracting Officer:** BARTLEY, MAE  
**Commercial Phone:** 7036028011

**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:**   **Description:**

1 "Top of page now states "COR Nominee Record saved and submitted for Approval."

2. Record Status changes to "Pending Supervisor Review."

# COR Nomination Record Process

## Supervisor's Role

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

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

-----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

# COR Nomination Record Process - Supervisor's Role

- **Reason for Supervisor not receiving emails**
  - DKO name incorrect (i.e *missing period*)
    - BRUCEZIEMIENSKI versus BRUCE\_ZIEMIENSKI)
    - CAROLLAGER versus CAROL\_LAGER
    - BILLY.LAWS versus WILLIAM.LAWS2
  - DKO Name is misspelled
    - CLYDE.MARTIN versus CLDYE.MARTIN
  - DKO email is incorrect; User input non-DKO format did not enter [firstname.lastname@us.army.mil](mailto:firstname.lastname@us.army.mil))
    - [BILLY.LAWS@DLA.MIL](mailto:BILLY.LAWS@DLA.MIL) versus [BILLY.LAWS@US.ARMY.MIL](mailto:BILLY.LAWS@US.ARMY.MIL)
    - [OHENE.GYAPONG2@DMA.MIL](mailto:OHENE.GYAPONG2@DMA.MIL) versus [OHENE.GYAPONG2@US.ARMY.MIL](mailto:OHENE.GYAPONG2@US.ARMY.MIL)
    - [ROBERT.HUGHES@US.AF.MIL](mailto:ROBERT.HUGHES@US.AF.MIL) versus [ROBERT.HUGHES@US.ARMY.MIL](mailto:ROBERT.HUGHES@US.ARMY.MIL)
  - DKO email is correct, but DKO auto forward feature has not been activated by the supervisor.

# COR Nomination Record Process - Supervisor's Role – Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

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

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

Please click here to select identified records

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

Trusted sites 100%

11:45 AM

If an email is not received, Supervisor's may review the status of a nomination by selecting Contract List Status.

# **COR Nomination Record Process - Supervisor's Role – Contract List Status**

- **Contract List Status shows**
  - **COR DKO Name**
  - **Contract Number**
  - **Preadward Number**
  - **Status**
  - **Supervisor/Commander Name**
  - **PCO**
  - **Specialist**
  - **Last Action Date**
    - **Active and Terminated COR**
  - **Reports for Review – Yes/No**

# COR Nomination Record Process - Supervisor's Role – Contract List 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
- **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

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

**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.

When email is received, supervisor's will select "Awaiting My Approval"

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

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

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

**DoD COR: Awaiting my Approval**

**COR Nominees Awaiting My Approval as Contracting Officer Representative**  
No Contracts Awaiting Your Approval

**COR Nominees Awaiting My Approval as Contracting Officer**  
No Contracts Awaiting Your Approval

**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)

**Windows Taskbar:** Start, In..., C..., ES..., I..., H..., ad..., C..., C..., 3:11 PM

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

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

**Contracting Officer Representative (COR) Tool**

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

### DoD COR: Awaiting my Approval

**COR Nominees Awaiting My Approval as Supervisor**

COR	Contract/PreAward Number	Contracting Officer
FRANKIE.WILLI	<a href="#">XXXXXXXX-10-C-0009-0000</a>	KELLY, JIMMY
FRANKIE.WILLI	<a href="#">XXXXXXXX-10-C-0010-0000</a>	KELLY, JIMMY
FRANKIE.WILLI	<a href="#">XXXXXXXX-10-C-0011-0000</a>	KELLY, JIMMY
FRANKIE.WILLI	<a href="#">XXXXXXXX-10-P-R007-0000</a>	KELLY, JIMMY

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

COR	Contract/PreAward Number	Supervisor
PAUL.GAUGHAN	<a href="#">NOT KNOWN</a>	DANA.CHAN

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

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

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

[View Complete COR Information](#)

Cancel Record

**COR Information** Click to collapse

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

**COR's Home Organization DODAAC:**  
FA4608  
Supervisor/Commander Commercial Phone: 318-456-9732

**Supporting Contracting Center**

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

**Contract Information**

Contract Number is Known  Contract Number is NOT Known

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

**Contracting Officer**

Contracting Officer: CROCKETT, TRACEY  
Commercial Phone: 3184561102

**Contracting Specialist**

Contracting Specialist: CROCKETT, TRACEY  
Commercial Phone: 3184561102

**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...

**Contractor**

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

**Contractor Address:**  
Contractor State:  
Contractor Country:

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

Description:

Done

Start | COR - DoD ... | Unread Mail ... | H:\CORT To... | SME Trainin... | Trusted sites | 100% | 10:55 AM

Review COR Information Section. If there are "No course listed" supervisor should reject nomination or advise COR to enter COR courses.

# COR Nomination Record Process

## COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

### Tracking (CORT) Tool

- 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

**Courses:**

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

**COR's Home Organization DODAAC:** HQ0102

**Supervisor/Commander Commercial Phone:** 703-123-4567

**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:**

**Email:**

If there are courses present, review the training information. When completed, Click on "COR Information" to "collapse" the training courses. Review the remaining sections.

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

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

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

**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

1. Complete all certifications. Check all.
2. Annotate approval (optional) or rejection (mandatory) comments.

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

- **Approve, save, reject or cancel the record**
  - **“Save Record with routing”** allows a COR supervisor to update the information at a later date
  - **“Reject”** requires the COR supervisor to add mandatory comments and return the nomination to the COR for corrective action
  - **“Cancel record”** removes the COR nomination from the CORT Tool
  - **“Approve”** sends the nomination to the contracting officer/contract specialist

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

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

**Supervisor Certifications:**

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	I certify 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 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 <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> , 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 <a href="http://www.dau.mil">www.dau.mil</a> , 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 experinece.

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](#)  
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 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: QUALITY ASSURANCE PLAN.doc  
Description: SAMPLE

Replace QASP Document:  Browse...

**Contractor**

Cage Code:  
Contractor Name:  
Contractor City:  
Contractor Zip Code:  
Contractor Address:  
Contractor State:  
Contractor Country:

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

# COR Nomination Record Process – Supervisor Rejects A Record

1. To reject the nomination, select “supervisor reject.”
2. When dialogue box appears, Click “ok” to complete the rejection submission process.

**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.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.

**Approval/Rejection Comments:**

This COR Nonminee has extensive experience.

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

# COR Nomination Record Process

## Supervisor Rejects A Record

**COR Self Nomination for TEST KT**  
**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: OSD  
Department: [Dropdown]  
Contracting Center: HQ0102  
DODAAC: [Text]

**Contract Information**

Contract Number: [Text]  
Contract Solicitation Number: TEST KT  
Record Status: **RECORD REJECTED BY SUPERVISOR**

**Contracting Officer**

Contracting Officer: BARTLEY, MAE  
Commercial Phone: 7036028011

**Contracting Specialist**

Contracting Specialist: GAUGHAN, PAUL  
Commercial Phone: 7036993723

**QA Surveillance Plan (QASP)**

Note: The file should have a file extension (doc, pdf, etc.).  
Note: File size being uploaded must not exceed 5 MB (5,000 KB).

Add QASP Document: [Text] Browse...

**Contractor**

Cage Code: [Text]  
Contractor Name: [Text]  
Contractor City: [Text]  
Contractor Zip Code: [Text]  
Contract Award Date: [Text]

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

Contractor Address: [Text]  
Contractor State: [Text]  
Contractor Country: [Text]

Top of page now states “COR Nominee Record Rejected by Supervisor.”

Record Status changes to “Record Rejected by Supervisor”

Record Status changes to and an email is sent to the COR advising of rejection.

# COR Nomination Record Process

## Supervisor Cancels A Record

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&id=4503>. The page is titled "Contracting Officer Representative Tracking (CORT) Tool" and is for the "DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01".

On the left is a navigation menu 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 includes:

- DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01**
- [View Complete COR Information](#)
- Cancel Record** button (highlighted by a blue arrow)
- COR Information** section with a "Click to expand" link.
- Supporting Contracting Center** section with a "Contracting Center DODAAC: HQ0102" field.
- Contract Information** section with radio buttons for "Contract Number is Known" (selected) and "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** section with "Contracting Officer: DOD, TEST" and "Commercial Phone: 8434121010".
- Contracting Specialist** section with "Contracting Specialist: GAUGHAN, PAUL" and "Commercial Phone: 7036993723".
- QA Surveillance Plan (QASP)** section with a note: "Note: The file should have a file extension (doc, pdf, etc.). Note: File size being uploaded must not exceed 8 MB (8,000 KB)." and an "Existing Document" field.

A blue arrow points to the "Cancel Record" button, with a text box next to it stating: "To cancel a nomination, select 'cancel record.'"

# COR Nomination Record Process

## Supervisor Cancels A Record

The screenshot shows a web browser window displaying the "Contracting Officer Representative Tracking (CORT) Tool". The page title is "DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01". A "Cancel Record" button is visible on the page. A "Windows Internet Explorer" dialog box is overlaid on the page, asking for confirmation to cancel the nomination. The dialog box text reads: "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 "Contracting Officer" and "Contracting Specialist" information is displayed. The "Contracting Officer" is DOD, TEST and the "Contracting Specialist" is GAUGHAN, PAUL. The "QA Surveillance Plan (QASP)" section is also visible.

**Contracting Officer**  
Contracting Officer: DOD, TEST  
Commercial Phone: 8434121010

**Contracting Specialist**  
Contracting Specialist: GAUGHAN, PAUL  
Commercial Phone: 7036993723

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

**Existing Document:** QUALITY ASSURANCE PLAN...  
**Description:** QASP

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

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

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

# COR Nomination Record Process

## Supervisor Cancels A Record

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=119&id=5439>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main heading is "DoD COR: Nomination Process for TESTING" with a sub-heading "COR Contract Record Cancelled" circled in red. Below this, there is a link "View Complete COR Information".

The page contains several sections:

- COR Information:** DKO Name: PAUL.GAUGHAN; Supervisor/Commander: MAE.BARTLEY; Courses: DAU CLM 003 Ethics Training or Agency Equiv, ALMC-CL COR Training, DAU COR 222, DAU CLC 222 COR on-line Training or Agency Equivalent Course or Equivalent.
- Supporting Contracting Center:** Contracting Center: OSD; Department: [dropdown]; Contracting Center DODAAC: [dropdown].
- Contract Information:** Contract Number is NOT Known; Contract/Solicitation Number: TESTING; Record Status: CANCELLED.
- Contracting Officer:** Contracting Officer: BARTLEY, MAE; Commercial Phone: 7036028011.
- Contracting Specialist:** Contracting Specialist: BARTLEY, MAE; Commercial Phone: 7036028011.

At the bottom, there is a "QA Surveillance Plan (QASP)" section with a note: "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 browser's taskbar shows the time as 3:00 PM.

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

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

**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 IIS Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	Administrative abilities and the required security clearance duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	Equally perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	Contract clauses such as changes, inspection and acceptance, and the concepts of excusable and nonexcusable delays
9/20/2007	<input checked="" type="checkbox"/> I certify	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.

**Approval/Rejection Comments:**

This COR Nonminee has extensive experiece.

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

# COR Nomination Record Process - Supervisor – Approves a Record

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

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

**Contracting Officer**

Contracting Officer: BARTLEY, MAE  
Commercial Phone: 7036028011

**Contracting Specialist**

Contracting Specialist: GAUGHAN, PAUL  
Commercial Phone: 7036993723

**QA Surveillance Plan (QASP)**

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

Add QASP Document: Browse...

**Contractor**

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

User Name: MAE.BARTLEY Logout

1. Record now states “COR Nominee Record Approved and Submitted to Contracting Officer.”

2. Record Status changes to “pending PCO review.”

3. An email is generated and sent to the Contracting Officer for advising of action required.

# **Roles & Responsibilities**

## **Part 3 - Contract Management**

# Contract Management

- COR Supervisors will have the ability to 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

# Contract Management

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](#)  
MAE.BARTLEY

**DoD COR: Contract List**  
as COR and Supervisor/Commander and Contracting Officer

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
KIMBERLEE.C.WATTS	<a href="#">HC1028-01-C-TEST-0000</a>	<a href="#">TEST CONTRACT</a>	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	3/15/2011	YES
PAUL.GAUGHAN	<a href="#">HC1028-01-C-TEST-0000</a>	<a href="#">TEST CONTRACT</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	9/30/2011	YES
WILLIAM.MACZEES	<a href="#">HQ0102-01-C-0001-0000</a>	<a href="#">TEST CONTRACT</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	8/10/2011	YES
PAUL.GAUGHAN	<a href="#">HQ0102-01-C-TEST-0000</a>	<a href="#">TEST</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	DAVID.PROPERT	8/23/2011	YES
JULIO.RAMOS	<a href="#">HQ0102-02-C-0001-0000</a>	<a href="#">TEST - CONTRAC</a>	ACTIVE	MARTHA.L.BROOKS2	MAE.BARTLEY	MAE.BARTLEY	7/7/2011	NO
WILLIAM.MACZEES	<a href="#">HQ010202C01AB0000</a>	<a href="#">HQ010202C01AB0000</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	9/21/2011	NO
WILLIAM.MACZEES	<a href="#">HQ0102-02-D-TEST-AB12</a>	<a href="#">HQ0102-02-D-TEST-AB12</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	9/29/2011	NO
WILLIAM.MACZEES	<a href="#">HQ0102-02-D-TEST-AB13</a>	<a href="#">HQ0102-02-D-TEST-AB13</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	9/29/2011	NO
JOHN.DOEII	<a href="#">HQ010203CTE340000</a>	<a href="#">HQ010203CTE340000</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	10/5/2011	NO
WILLIAM.MACZEES	<a href="#">HQ0102-08-D-6998-0001</a>	<a href="#">TEST DATA</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	4/5/2011	YES
JAMES.RIVERS4	<a href="#">HQ010210CTE010000</a>	<a href="#">HQ010210CTE010000</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	8/30/2011	NO
JENNAPHER.HOWARD	<a href="#">N00025-11-C-9001-0000</a>	<a href="#">N0002511R9001</a>	ACTIVE	MAE.BARTLEY	DALE.RIECK	DALE.RIECK	7/12/2011	YES

Contracting Officer rejects Nominee for HQ010202C - Message (Plain Text)

100%

12:18 PM

Select Contract List Status and then click on the applicable contract number.

# Contract Management

**Contract Management**

Scroll down to the “Contract Management Section.” Click on “Contract Management” to expand or “collapse” the contract management reports to see any posted report.

Monthly Status Reports

Annual COR File Inspection Checklist

COR Trip Report

COR Correspondence Report

Miscellaneous Documents

Trusted sites 100%

11:03 AM

# **Roles & Responsibilities**

## **Part 4 – Other Menu Items**

# Local COR Forms and POC

**DoD COR - Handbooks - Windows Internet Explorer provided by OSD-CIO**

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

File Edit View Favorites Tools Help

DoD COR - Handbooks

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

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**DoD COR: Handbooks**

Please select a Contracting Center Department:

**NAVY COR Handbook and POCs** [Back to Top](#)

Handbook Document	Description	POC
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**Components forms, POC and handbooks will be posted here.**

Navigation Menu:

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Windows Taskbar: Start | D... | U... | C... | H... | C... | S... | R... | F... | D... | C... | C... | Trusted sites | 100% | 12:07 PM

# All COR Submitted Documents

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

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

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)


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

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

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[COR Profile \(ADMIN\)](#)  
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[COR Missions \(ADMIN\)](#)  
[Course List \(ADMIN\)](#)  
[Admin Error \(ADMIN\)](#)

[https://arc.army.mil/DODCOR/ViewCORByName.aspx?ContractReports=1](#)
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Start H. C. C.
3:23 PM

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

# All COR Submitted Documents

COR - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/ContractReports.aspx?ContractNumber=HC102801CTEST0000

File Edit View Favorites Tools Help

COR


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

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

Done

Start | Calendar - ... | H:\CORT T... | SME Traini... | Contracting... | COR - Win... | Trusted sites | 100% | 1:53 PM

# COR Related Links

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

DoD COR: Links Page

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**Training**

- [Wide Area Workflow Training](#)
- [Defense Acquisition University Online Course Catalog](#)
- [Army Logistics University](#)
- [ATRBS 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.