



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

Contracting Officer/Contract  
Specialist (CO/CS) Training

MARCH 2011

**eBusiness**  
Defense Procurement and Acquisition Policy



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

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

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

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

# **CONTRACTING OFFICER & CONTRACT SPECIALIST**

## **Part 1 - Contracting Staff Registration**

# HOME PAGE

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

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

**DoD COR: Home**

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

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

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

**All Users**

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

**COR Nominees**

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

**COR Supervisors**

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

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

Trusted sites 100%

2:08 PM

# HOME PAGE MENU

## All Users

- **COR Home** – Returns the user to homepage
- **COR Profile** - allows the COR to enter or edit their profile information
- **Contracting Staff Registration** – allows the Contracting officer and Contract Specialist to enter to enter their registration information
- **Contract List/Status** - provides the logged in user access to their records both active appointments and those in process
- **Awaiting My Approval** - provides the logged in user access to all records that are awaiting their approval/action (*contracting officer & supervisor*)
- **Document Templates** - allows the user to see “**samples**” COR Document templates
- **All COR submitted Documents** - allows the COR of any active appointment to see all documents associated with a contract, even those from previous CORs

# CONTRACTING STAFF REGISTRATION

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

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

File Edit View Favorites Tools Help

DoD COR: Home

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

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

**DoD COR: Home**

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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.
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**COR Nominees**

- CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link from the menu and complete the required fields.
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**COR Supervisors**

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

**From Homepage, Select "Contracting Staff Registration"**

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

Trusted sites 100%

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

# CONTRACTING STAFF REGISTRATION

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

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

Navigation links on the left include: 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), and Admin Email (ADMIN). Buttons for "Cancel Changes" and "Save Changes" are visible at the bottom of the form.

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

# CONTRACTING STAFF REGISTRATION

**DoD COR: Contracting Staff Registration**

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

**Contracting Staff Registration**

First Name: MAE Middle Name: Last Name: BARTLEY

DKO Name: MAE.BARTLEY Phone: 7036028011 Email: MAE.BARTLEY@US.ARMY.MIL

Role: **CONTRACTING OFFICER**

Contracting Center's DODAAC: Second Contracting Center's DODAAC: Third Contracting Center's DODAAC: Fourth Contracting Center's DODAAC: Fifth Contracting Center's DODAAC:

Organization: Second Contracting Center's DODAAC Organization: Third Contracting Center's DODAAC Organization: Fourth Contracting Center's DODAAC Organization: Fifth Contracting Center's DODAAC Organization:

Save Changes Cancel Changes

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

# CONTRACTING STAFF REGISTRATION

**DoD COR: Contracting Staff Registration**

<b>First Name:</b> JMAE	<b>Middle Name:</b> 	<b>Last Name:</b> BARTLEY
<b>DKO Name:</b> [REDACTED]	<b>Phone:</b> 7036028011	<b>Email:</b> [REDACTED]
<b>Role:</b> CONTRACTING OFFICER	<b>Contracting Center's DODACC:</b> HQ0102	<b>Organization:</b> DPAP
	<b>Second Contracting Center's DODACC:</b> N00167	<b>Second Contracting Center's DODACC Organization:</b> NAVY, NSWC CAREROCK
	<b>Third Contracting Center's DODACC:</b> N00024	<b>Third Contracting Center's DODACC Organization:</b> NAVY, NAVSEA 023
	<b>Fourth Contracting Center's DODACC:</b> SB4201	<b>Fourth Contracting Center's DODACC Organization:</b> DLA, DLIS
	<b>Fifth Contracting Center's DODACC:</b> FRF3BK	<b>Fifth Contracting Center's DODACC Organization:</b> AIR FORCE, HQ 554 ELSG/KSK

Buttons: Save Changes, Cancel Changes

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

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

# CONTRACTING STAFF REGISTRATION - Completed

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

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

On the left side of the page, there is a navigation menu with the following items:

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

At the bottom of the browser window, the taskbar shows the Start button, several open applications (Inbox, CORT, H:\C..., Micro...), and the system clock displaying 4:00 PM.

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

# CONTRACTING STAFF REGISTRATION Not Completed

**DoD COR: Nomination Process**

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

[View Complete COR Information](#)

**COR Information** Click to collapse

**DKO Name:** MAE.BARTLEY

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

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

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

**Contracting Center**  
Contracting Center DODAAC: N00019

# **CONTRACTING OFFICER & CONTRACT SPECIALIST**

## **Part 2 - Roles & Responsibilities**

# CONTRACTING OFFICER/SPECIALIST

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

# CONTRACTING OFFICER/SPECIALIST- EMAIL

Email requesting CO/CS approval or rejection of nomination.

Message

Message: COR Nominee approval for TEST 123456 - Message (Plain Text)

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Not Junk Junk E-mail Options Find Related Select Find

Extra line breaks in this message were removed.

From: Chan, Dana C CTR, OSD ATL  
To: DANA.CHAN@us.army.mil  
Cc: MAE.BARTLEY@us.army.mil; DANA.CHAN@us.army.mil  
Subject: COR Nominee approval for TEST 123456

Sent: Fri 4/16/2010 10:24 AM

Dear CHAN, DANA,

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

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

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

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

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

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

Thank You.

Start Unread... COR - ... Microso... COR N... COR No... 10:28 AM

# CONTRACTING OFFICER/SPECIALIST – Awaiting My Approval

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

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

**DoD COR: Awaiting my Approval**

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

COR	Contract/PreAward Number	Name
BENJAMIN.D.TREASURE	<a href="#">HQ0102-08-D-TEST-TE01</a>	JAE.BARTLEY

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

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

# CONTRACTING OFFICER/SPECIALIST – Awaiting My Approval

**DoD COR: Awaiting my Approval**

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

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

**DoD COR: Awaiting my Approval**

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

**No Contracts Awaiting Your Approval**

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

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

Trusted sites 100%

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

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

# CONTRACTING OFFICER/SPECIALIST – Awaiting My Approval

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

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

DoD COR: Awaiting my Approval

**You do not have rights to use this page**

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

Start | Unread Ma... | Microsoft P... | H:\CORT T... | COR - Aw... | 11:06 AM

# CONTRACTING OFFICER/SPECIALIST - Contract List Status

COR - COR Contract List - Windows Internet Explorer provided by OSD-CIO  
 https://arc.army.mil/DoDCOR/ViewCORByContract.aspx

File Edit View Favorites Tools Help

COR - COR Contract List


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

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

Terminated  
  Draft  
  Submitted to Supervisor  
  Supervisor Approved  
  Active COR  
  Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
<a href="#">CLAUDE.WINTERS</a>	<a href="#">8577MP-10-C-1238-0000</a>	<a href="#">8577MPEM01238</a>	Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">DANA.CHAN</a>	<a href="#">HQ0102-08-C-9999-0000</a>	<a href="#">XXY</a>	COR Nominee - Supervisor Approved	MAE.BARTLEY	DOD, TEST
<a href="#">MAE.BARTLEY</a>	<a href="#">N00030-09-C-9999-0000</a>		Draft	DANA.CHAN	DOD, TEST
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-C-0031-0000</a>		Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-F-0046-0000</a>	<a href="#">8577MPEM01588</a>	Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-F-0095-0000</a>	<a href="#">SA470510Q0095</a>	Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-F-0152-0000</a>	<a href="#">8574MPEM1054</a>	Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-M-0046-0000</a>		Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-M-0078-0000</a>		Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">CLAUDE.WINTERS</a>	<a href="#">SA4705-10-M-0099-0000</a>	<a href="#">SA470510Q0099</a>	Active COR	MAE.BARTLEY	JULIAS, RYAN
<a href="#">BIG.MOUSE</a>		<a href="#">SAMPLE</a>	COR Nominee - Supervisor Approved	DANA.CHAN	BARTLEY, MAE
<a href="#">FRANKIE.WILLI</a>	<a href="#">SP4705-00-C-X1X1-0000</a>	<a href="#">XXXXXXXX10PR007</a>	Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">SP4705-01-C-AB01-0000</a>	<a href="#">XXXXXXXX10R0001</a>	Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">SP4705-01-C-AB01-0000</a>	<a href="#">SPR70510R0005</a>	Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">SP4705-01-C-X001-0000</a>	<a href="#">SP470510R0004</a>	Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">SP4705-10-F-0005-0000</a>	<a href="#">SP470510PR0005</a>	Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">SP4705-10-F-0006-0000</a>	<a href="#">SP470510PR0006</a>	Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">XXXXXX-10-C-0009-0000</a>		Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">XXXXXX-10-C-0010-0000</a>		Active COR	MAE.BARTLEY	KELLY, JIMMY
<a href="#">FRANKIE.WILLI</a>	<a href="#">XXXXXX-10-C-0011-0000</a>		Active COR	MAE.BARTLEY	KELLY, JIMMY

Done

Start Unread Ma... COR - CO... H:\CORT T... Microsoft P... 8:27 AM

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

# CONTRACTING OFFICER/SPECIALIST - 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
- **Submitted to Supervisor** – Nomination has been sent to the supervisor for approval prior to sending to the contracting officer
- **Supervisor Approved** – Nomination has been reviewed by the supervisor and sent to the contracting officer for approval
- **Terminated** – COR is no longer assigned to a contract

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

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

**Records to Filter Out:**

Terminated  Draft  Submitted to Supervisor  Supervisor Approved  Active COR  Rejected

Apply Checkbox Filters...

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

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

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

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

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contracting Officer Representative Tracking (CORT) Tool

**DoD COR: Nomination Process for TEST 8**

[View Complete COR Information](#)

Cancel Record

**COR Information** <-Click to collapse

**DKO Name:** MAE.BARTLEY

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

**Organization Name:** DPAP

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

**Supporting Contracting Center**

Contracting Center DODAAC: HQ0102

**Contract Information**

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

Contract/Solicitation Number: TEST 8

Record Status: COR Nominee - Supervisor Approved

**Contracting Officer**

Contracting Officer: DOD, TEST

Email: DOD.TEST@US.ARMY.MIL

Trusted sites 100%

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

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

# CONTRACTING OFFICER/SPECIALIST COR Nomination Review

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

Reassignment of the PreAward Contract PR TEST- 12345

Contract Number:  -  -Select-  -

Delivery/Task Order:

Contracting Officer Certifications:

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

Approval/Rejection

COR Training Type:  Select-

Contingency Environment?:  -Select-

Appointment Letter:  Browse...

Appointment Date:

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

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

Trusted sites 100%

Start U... P... H... C... T... F... R... C... F... 2:26 PM

If the COR Nominee indicated that the “Contract number is not known” (i.e. Solicitation, PR or MIPIR), the Contracting Officer must enter the contract number here.

# CONTRACTING OFFICER/SPECIALIST COR Nomination Review

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

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

**COR** <-Click to expand  
**Supervisor** <-Click to expand  
**Contracting Officer** <-Click to collapse  
**Reassignment of the PreAward Contract PR TEST- 12345**

Contract Number: HQ1002 -10 -C -TEST

Delivery/Task Order: [REDACTED]

Contracting Officer Certifications:

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

Approval/Rejection Comments:

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

Contingency Environment?: [Select-]

Appointment Letter: [Browse...]

Appointment Date: [ ]

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

Trusted sites 100%

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

# CONTRACTING OFFICER/SPECIALIST COR Nomination Review

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

**Reassignment of the PreAward Contract PR TEST- 12345**

Contract Number: HQ1002 -10 -C -TEST

Delivery/Task Order:

Contracting Officer Certifications:

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

Approval/Rejection

COR Training Type: A

Contingency Environment?: **Yes**

Appointment Letter:

Appointment Date:

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

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

Trusted sites 100%

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

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

# CONTRACTING OFFICER/SPECIALIST COR Nomination Review

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

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

Reassignment of the PreAward Contract PR TEST- 12345

Contract Number: HQ1002 -10 -C -TEST

Delivery/ Task Order: [Redacted]

Contracting Officer Certifications:

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

Approval/Rejection Comments:

COR Training Type: A

Contingency Environment?: No

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

Appointment Date: 03/16/2010

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

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

Error on page. Trusted sites 100%

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

# CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

**To approve the nomination, select "Contracting Officer Approve"**

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for TEST - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=5&id=4194>. The page content includes:

- Navigation links: COR, Supervisor, Contracting Officer.
- Section: Reassignment of the PreAward Contract TEST
- Form fields: Contract Number (HQ1002), Delivery/Task Order.
- Table of Certifications:

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

Below the table, there is an "Approval/Rejection Comments:" field. Further down, there are form controls for "COR Training Type" (set to B), "Contingency Environment?" (set to No), and "Appointment Date" (set to 01/29/2010). The "Appointment Letter:" field shows a file named "HQ1002APPOINTMENT LE" with a "Browse..." button. A red circle highlights the "Contracting Officer Approve" button, and a blue arrow points to it from the left. Other buttons include "Save Record (without routing)" and "Contracting Officer Reject".

# CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

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

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

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

The following problems were encountered with the Required Courses

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

[View Complete COR Information](#)

[Cancel Record](#)

**COR Information** Click to collapse

DKO Name: DANA.CHAN

Courses: **No Courses Listed**

**Supporting Contracting Center**

Contracting Center DODAAC: HQ0102

**Contract Information**

Contract Number is Known  Contract Number is NOT Known

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

Delivery/Task Order: 0000

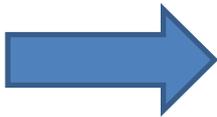
Record Status: COR Nominee - Supervisor Approved

Contracting Officer

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

# CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

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



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

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

Contract Award Date:

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

Contracting Officer Certifications:

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

Approval/Rejection Comments:

COR Training Type: A

Contingency Environment?: No

Appointment Letter:  Browse...

Appointment Date: 11/19/2009

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

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

Contract Management<-Click to expand

CORContract.aspx?cor=64&id=4299

Trusted sites 100%

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

# CONTRACTING OFFICER/SPECIALIST - Approves A Nomination

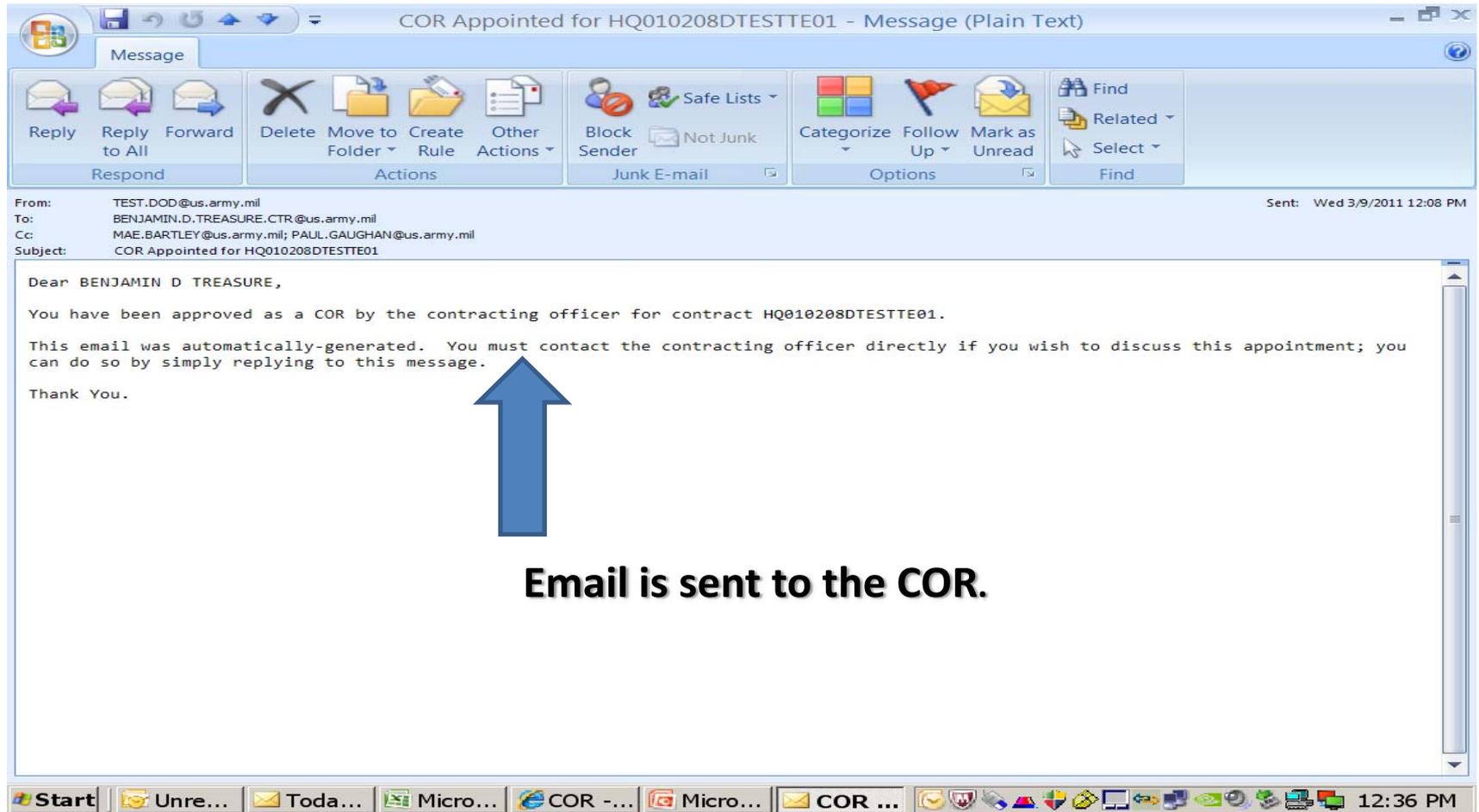
The screenshot shows a web browser window titled "COR - COR Self Nomination for N00030-09-C-9999-0000". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415>. The page header includes the Department of Defense logo and the title "Contracting Officer Representative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

The main content area displays the following information:

- COR Self Nomination for N00030-09-C-9999-0000**
- COR Appointed** (highlighted with a blue arrow)
- [View Complete COR Information](#)
- COR Information** (with a "Click to expand" link)
- Supporting Contracting Center**
  - Contracting Center DODAAC: HQ0102
- Contract Information**
  - Contract/Solicitation Number: N00030-09-C-9999
  - Delivery/Task Order: 0000
  - Record Status: Active COR
- Contracting Officer**
  - Contracting Officer: DOD, TEST
  - Commercial Phone: 7036028011
  - Email: DOD.TEST@US.ARMY.MIL
- Contracting Specialist**
  - Contracting Specialist: DOD, TEST
  - Commercial Phone: 7036028011
  - Email: TEST.DOD@US.ARMY.MIL
- QA Surveillance Plan (QASP)**
  - Note: The file should have a file extension (doc, pdf, etc).
  - Note: File size being uploaded must not exceed 8 MB (8,000 KB).

A blue arrow points to the "COR Appointed" status. To the right of the arrow, the text "Record now states 'COR Appointed'" is displayed.

# CONTRACTING OFFICER/SPECIALIST - Approves A Nomination



# CONTRACTING OFFICER/SPECIALIST – Saves A Nomination

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

**Contract Award Date:**

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

**Contracting Officer Certifications:**

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

Approval/Rejection Comments:

**COR Training Type:** A

**Contingency Environment?:** No

**Appointment Letter:** H:\COR\APPOINTMENT LE Browse

**Appointment Date:** 10/15/2009

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

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

**Contract Management** <-Click to expand

Error on page. Trusted sites 100%

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

# CONTRACTING OFFICER/SPECIALIST – Saves A Nomination

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

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

**COR Contract Record Updated**

[View Complete COR Information](#)

Cancel Record

**COR Information** <-Click to collapse

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

**Courses:** No Courses Listed

**Supporting Contracting Center**

**Contracting Center DODAAC:** HQ0102

**Contract Information**

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

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

**Delivery/Task Order:** 0000

**Record Status:** COR Nominee - Supervisor Approved

**Contracting Officer**

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

**Contracting Specialist**

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

Done      Trusted sites      100%

Start    Unread Mail ...    COR - COR...    Microsoft Po...    8:49 AM

# CONTRACTING OFFICER/SPECIALIST – Rejects A Nomination - Not Cancelled

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

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

COR<-Click to expand  
Supervisor<-Click to expand  
Contracting Officer<-Click to collapse  
Reassignment of the PreAward Contract PR TEST- 12345  
Contract Number: [ ] - [ ] - [ ] - [ ]  
Delivery/Task Order: [ ]

Contracting Officer Certifications:

Cert. Activation	All	Certification
9/20/2007	<input type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this system. I will then review the Monthly COR Report and approve or reject it in the COR Management System.
9/20/2007	<input type="checkbox"/> I certify	I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	<input type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid 40 hour COR course has been completed by the COR.

Please select from the following:

Reject but DO NOT set status to Cancelled.

Reject AND set status to Cancelled.

OK Cancel

Approval/Rejection [ ]

COR Training Type: [ ]

Contingency Environment?: [ ]

Appointment Letter: [ ] Browse...

Appointment Date: [ ]

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

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

Contract Management<-Click to expand

Trusted sites 100%

Start Cale... Pres... H:\C... COR ... FW: ... COR... 2:40 PM

# CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Not Cancelled

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

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

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for PR - TEST 11 - Windows Internet Explorer provided by OSD-CIO". The URL is "https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=5&id=4182". The page content includes a "Contracting Officer" section with a "Reassignment of the PreAward Contract PR - TEST 11" and a "Certification" table. A dialog box is open over the table, asking to select between "Reject but DO NOT set status to Cancelled" and "Reject AND set status to Cancelled". The "Contracting Officer Reject" button is circled in red. A text box with "No contract number" is also highlighted with a red box.

# CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Not Cancelled

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

**COR Self Nomination for HQ0102-01-C-XX11-0000**  
**COR Nominee Record Rejected by Contracting Officer**  
[View Complete COR Information](#)

**COR Information** --Click to expand

**Supporting Contracting Center**

Contracting Center DODAAC: HQ0102

**Contract Information**

Contract/Solicitation Number: HQ0102 -01 -C -XX11  
Delivery/Task Order: 0000  
Record Status: COR Nominee - KO Rejected

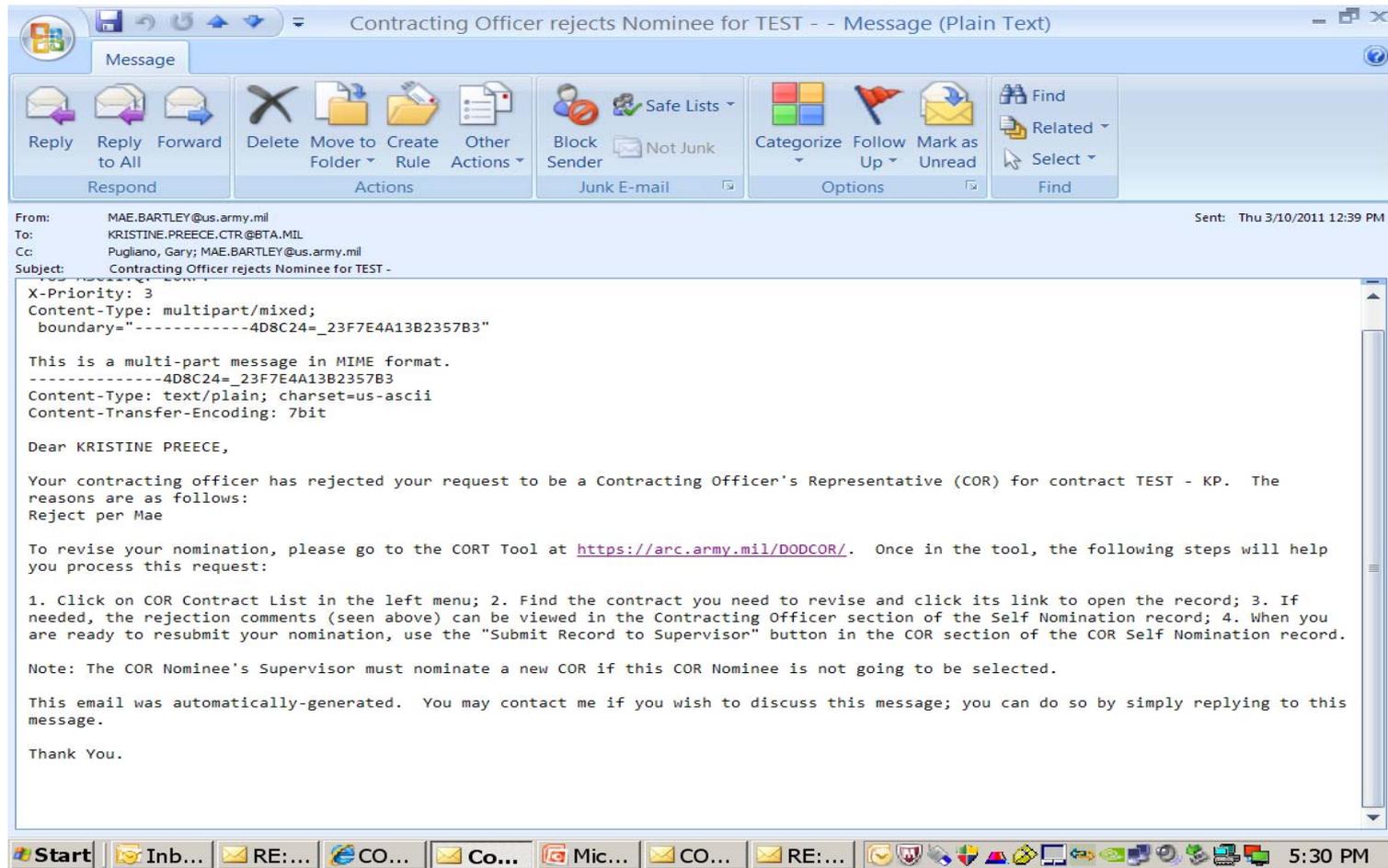
**Contracting Officer**  
Contracting Officer: BARTLEY, MAE  
Commercial Phone: 7036028011  
Email: MAE.BARTLEY@US.ARMY.MIL

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

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

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

# CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Not Cancelled



# CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Cancelled

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

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for NOT KNOWN". The address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=80&id=4393&orgid=1>. The page content includes a header with expandable sections for "COR", "Supervisor", and "Contracting Officer". Below this is a section titled "Reassignment of the PreAward Contract NOT KNOWN" with fields for "Contract Number" and "Delivery/Task Order".

The main content area features a table with columns "Cert. Activation", "All", and "Certification". The table contains three rows, each with a "1/1/0001" activation date and an "I certify" checkbox. A red circle highlights the first row. A yellow dialog box is overlaid on the table, containing the text "Please select from the following:" and two radio button options: "Reject but DO NOT set status to Cancelled." and "Reject AND set status to Cancelled.". The "OK" and "Cancel" buttons are at the bottom of the dialog.

Below the table is a "Contracting Officer Approvals/Rejection Comments:" section with a text area. Further down are fields for "COR Training Type", "Contingency Environment?", and "Appointment Date". At the bottom, there are three buttons: "Contracting Officer Approve", "Save Record (without routing)", and "Contracting Officer Reject", which is circled in red.

The Windows taskbar at the bottom shows the Start button, several open applications (Unread Mail, COR - DoD, Microsoft Po...), and the system clock displaying 11:46 AM.

# CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Cancelled

The screenshot shows a Windows Internet Explorer browser window displaying the "COR - DoD COR: Nomination Process for NOT KNOWN" page. The URL is <https://arc.army.mil/DODCOR/CORContract.aspx?cor=80&id=4393&orgid=1>. The page contains several sections: "Supervisor", "Contracting Officer", "Reassignment of the PreAward Contract NOT KNOWN", "Contract Number", "Delivery/Task Order", "Contracting Officer Certifications", "Approval/Rejection Comments", "COR Training Type", "Contingency Environment?", "Appointment Letter", and "Contract Management".

A "Windows Internet Explorer" dialog box is overlaid on the page, asking for confirmation to cancel the nomination. The text in the dialog box 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.

On the left side of the screenshot, the text "Select 'OK' to continue." is written in black font.

The browser's status bar at the bottom shows "Waiting for https://arc.army.mil/DODCOR/CORContract.aspx?cor=80&id=4393&orgid=1...", "Trusted sites", and "100%". The taskbar at the very bottom shows the Start button, "Unread Mail ...", "COR - DoD ...", "Microsoft Po...", and the system clock "11:56 AM".

# CONTRACTING OFFICER/SPECIALIST Rejects A Nomination –Cancelled

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

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

**DoD COR: Nomination Process for HQ0102-01-C-XX11-0000**  
**COR Contract Record Cancelled**  
[View Complete COR Information](#)

**COR Information** Click to expand

**Supporting Contracting Center**

Contracting Center DODAAC:

**Contract Information**

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

Contract/Solicitation Number:  -  -  -

Delivery/Task Order:

Record Status: Cancelled

**Contracting Officer**

Contracting Officer: BARTLEY, MAE  
Commercial Phone: 7036028011

**Contracting Specialist**

Contracting Specialist: DOD, TEST  
Commercial Phone: 7036028011

Email: TEST.DOD@US.ARMY.MIL

**QA Surveillance Plan (QASP)**

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

Done Trusted sites 100%

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

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

# CONTRACTING OFFICER/SPECIALIST

## Revoking/Terminating A COR

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

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

**Contracting Officer Certifications:**

Cert. Activation	Certification
9/20/2007	Certified Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this system. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
9/20/2007	Certified I have prepared and signed an appointment letter, and had the COR sign the appointment letter and am uploading the letter in this system.
9/20/2007	Certified I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
4/29/2008	Certified I have reviewed the COR data and confirmed that the online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil has been completed by the COR.
9/20/2007	Certified I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
6/12/2009	Certified I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the CORT Tool.
9/20/2007	Certified I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments: XXXXX

Agency Environment?: No

Appointment Date: 09/24/2010

APPOINTMENT LETTER.doc

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

**COR Revocation Letter:** [Browse...]

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

**Revoke COR**

Contract Management <-Click to expand

Trusted sites 100%

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

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

# CONTRACTING OFFICER/SPECIALIST Revoking/Terminating A COR

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

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

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

**Contracting Officer Certifications:**

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

**Approval/Rejection Comments:** xxxxx

**COR Training Type:** A

**Contingency Environment?:** No

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

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

**Revoke COR**

**Contract Management** <-Click to expand

CORContract.aspx?cor=76&id=4416&orgid=1

Trusted sites 100%

Start Unread Mail... Microsoft P... H:\CORT T... COR - Do... 11:28 AM

# CONTRACTING OFFICER/SPECIALIST Revoking/Terminating A COR

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=76&id=4416&orgid=1>. The page title is "COR - COR Self Nomination for HQ0102-08-C-9999-0000". The user is logged in as "TEST.DOD".

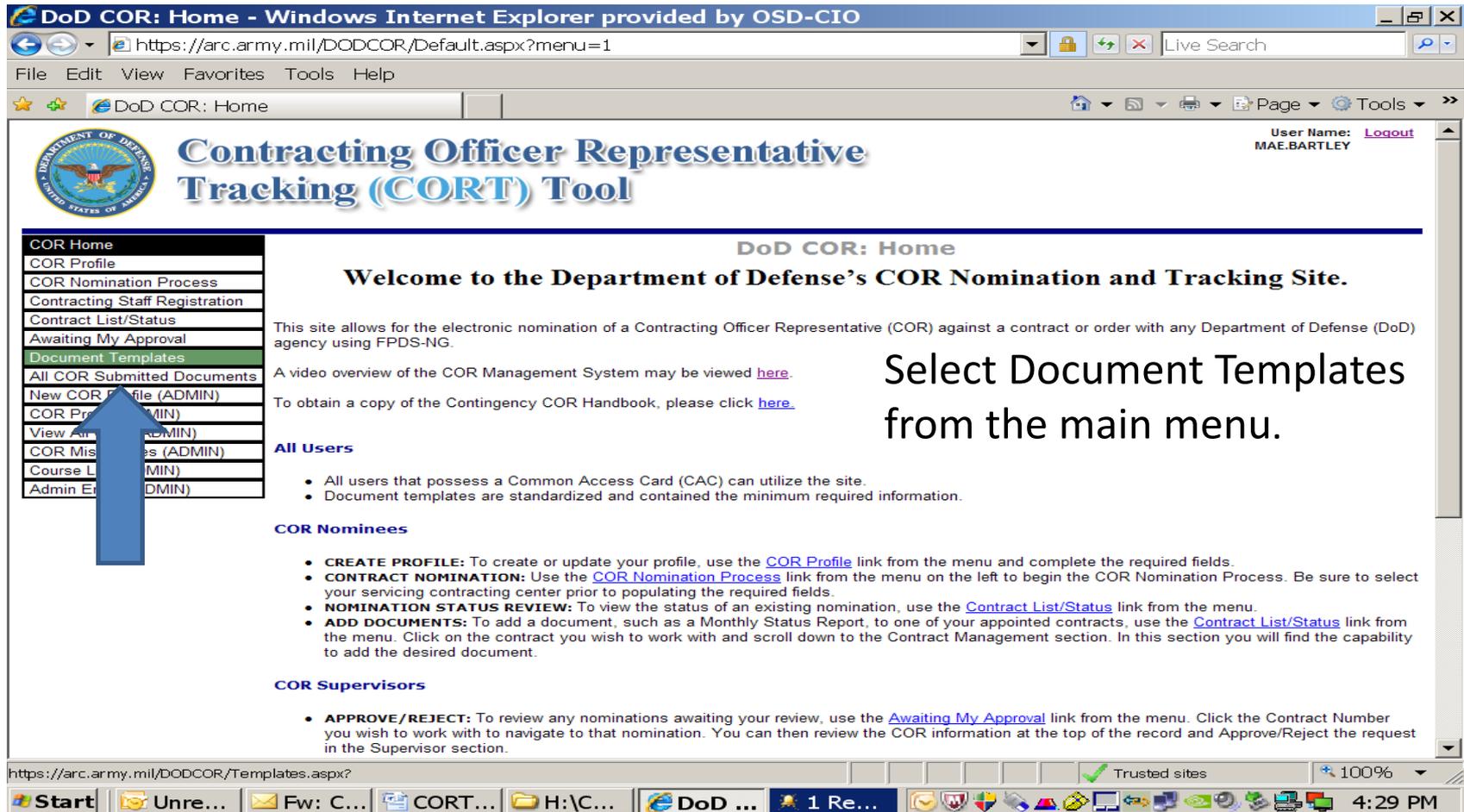
The main heading is "Contracting Officer Representative Tracking (CORT) Tool". A navigation menu on the left includes links like "COR Home", "COR Profile", "COR Nomination Process", "Contracting Staff Registration", "Contract List/Status", "Awaiting My Approval", "Document Templates", "All COR Submitted Documents", "New COR Profile (ADMIN)", "COR Proxy (ADMIN)", "View CORs (ADMIN)", "COR Misc Codes (ADMIN)", "Course List (ADMIN)", and "Admin Email (ADMIN)".

The main content area displays "COR Self Nomination for HQ0102-08-C-9999-0000" and a red circle highlights the message "COR Appointment Terminated" with a link to "View Complete COR Information" and a "Cancel Record" button. To the right of this message, text reads: "Record now states 'COR Appointment Terminated.'" Below this is a table of courses:

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

Other fields include "DKO Name: DANA.CHAN", "Contracting Center DODAAC: HQ0102", "Contract Information" (Contract Number: HQ0102-08-C-9999), "Delivery/Task Order: 0000", "Record Status: Terminated", and "Contracting Officer" (DOD, TEST; 7036028011; Email: DOD.TEST@US.ARMY.MIL).

# Document Templates



The screenshot shows a Windows Internet Explorer browser window displaying the DoD COR: Home website. The browser's address bar shows the URL <https://arc.army.mil/DODCOR/Default.aspx?menu=1>. The website header includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as MAE.BARTLEY. The left sidebar menu is expanded, and the "Document Templates" item is highlighted with a blue arrow. The main content area displays a welcome message and instructions for using the site, including links to a video overview and a handbook. The task "Select Document Templates from the main menu." is overlaid on the right side of the page.

**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.

**Document Templates**

Select Document Templates from the main menu.

# Document Templates

COR - Document Templates - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/Templates.aspx? Live Search

File Edit View Favorites Tools Help

COR - Document Templates Page Tools


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

---

**COR: Document Templates**

[Designation Letter](#) | [Revocation/Termination Letters](#)

**Designation Letter** [Back to Top](#)

PCOs should choose the Designation Letter template below.

Document Template	Description	Target User
 <a href="#">Sample COR Designation Ltr.doc</a>	Use this COR Designation Letter for all contracts	PCO

**Revocation/Termination Letters** [Back to Top](#)

Document Template	Description	Target User
 <a href="#">Sample COR Revocation Ltr.doc</a>	Use this COR Revocation Letter to remove COR responsibilities for a COR from a contract.	PCO
 <a href="#">Sample COR Termination Ltr.doc</a>	Use this COR Termination Request Letter to inform the PCO that you no longer will perform COR responsibilities for a contract.	COR

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

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

# **CONTRACTING OFFICER & CONTRACT SPECIALIST**

## **Part 3 – Contract Management**

# CONTRACT MANAGEMENT

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

# CONTRACT MANAGEMENT

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

**No Monthly Status reports Listed**

**Annual COR File Inspection Checklist**  
**No COR File Inspection Checklist File Listed**

**COR Trip Report**  
**No COR Trip Reports Listed**

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

**COR Correspondence Report**  
**No COR Correspondence Reports Listed**

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

**Miscellaneous Documents**  
**No Miscellaneous Documents Listed**

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

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl00\$cphMain\$lbManagement", "", t... Trusted sites 100%

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

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

# CONTRACT MANAGEMENT – Adding Reports

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

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

**Annual COR File Inspection Checklist**  
No COR File Inspection Checklist File Listed  
Year:   
Add File:  Browse...  
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

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

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

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

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

# CONTRACT MANAGEMENT

## Monthly Status Report

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool' interface. The browser's address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page title is 'COR - DoD COR: Contract Management for N00030-09-C-9999-0000'. The main content area features a notification: 'DoD COR: Contract Management for N00030-09-C-9999-0000 Status Report Added'. Below this notification is a link: '[View Complete COR Information](#)'. A red circle highlights this notification and link. The interface includes a left-hand navigation menu with links such as 'COR Home', 'COR Profile', 'COR Nomination Process', and 'Contracting Staff Registration'. The main content area is divided into sections: 'COR Information', 'Supporting Contracting Center', 'Contract Information', 'Contracting Officer', 'Contracting Specialist', and 'QA Surveillance Plan (QASP)'. The 'Contracting Officer' section lists 'Contracting Officer: DOD, TEST' and 'Commercial Phone: 7036028011'. The 'Contracting Specialist' section lists 'Contracting Specialist: DOD, TEST' and 'Commercial Phone: 7036028011'. The 'QA Surveillance Plan (QASP)' section includes a note: 'Note: The file should have a file extension (doc, pdf, etc.).' and 'Note: File size being uploaded must not exceed 8 MB (8,000 KB)'. The browser's status bar at the bottom shows '(1 item remaining) Downloading picture https://arc.army.mil/DoDCOR/imgs/redx\_reject.gif...' and the system tray displays the time as 9:19 AM.

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

# CONTRACT MANAGEMENT – Monthly Status Report

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

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

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

**Annual COR File Inspection Checklist**

	Year	Document	Created By	Created On
	2010	COR Checklist.doc	MAE.BARTLEY	08/18/2010 03:45 PM

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

**COR Trip Report**  
No COR Trip Reports Listed

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

**COR Correspondence Report**  
No COR Correspondence Reports Listed

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

# CONTRACT MANAGEMENT – Monthly Status Report

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

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

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

**Contract Information**

Contracting Center DODAAC: SP0600

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

Delivery/Task Order: 0000

Record Status: Active COR

**Contracting Officer**

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

Commercial Phone:

**Contracting Specialist**

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

Commercial Phone:

**QA Surveillance Plan (QASP)**

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

Record now states,  
“status report deleted”

# CONTRACT MANAGEMENT – Monthly Status Report

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

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

Contractor Address:  
Contractor State:  
Contractor Country:

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

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

Month:  Year:

Existing Report: STATUS REPORT.docx  
Replace File:    
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

**Annual COR File Inspection Checklist**  
**No COR File Inspection Checklist File Listed**

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

# CONTRACT MANAGEMENT – Monthly Status Report

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=40&id=4408>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". A red circle highlights a notification: "DoD COR: Contract Management for XXXXXX-10-C-0009-0000 Status Report Updated" with a link to "View Complete COR Information".

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

DoD COR: Contract Management for XXXXXX-10-C-0009-0000  
**Status Report Updated**  
[View Complete COR Information](#)

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

**Contracting Specialist**  
Contracting Specialist: KELLY, JIMMY  
Commercial Phone: 0000000000  
Email: JIMMY.KELLY@US.ARMY.MIL

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

Record now states, "status report updated"

# APPROVE/REJECT – Monthly Status Reports

Contracting Officers will approve or reject status reports.

1. To approve, click on “approve.”

Contracting Officers will approve or reject status reports.

1. To approve, click on “approve.”

**Existing Document:** QUALITY ASSURANCE PLAN.doc

**Description:** xxxx

**Replace QASP Document:**

**Contractor:**

**Cage Code:**

**Contractor Name:**

**Contractor City:**

**Contractor Zip Code:**

**Contract Award Date:**

**Contractor Address:**

**Contractor State:**

**Contractor Country:**

**Monthly Status Reports**

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

**Annual COR File Inspection Checklist**

No COR File Inspection Checklist File Listed

Year: 2010

# APPROVE/REJECT – Monthly Status Reports

2. Click on  
“OK” to  
complete  
approval.

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

Contractor Address:  
Contractor State:  
Contractor Country:

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

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

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

Annual COR File Inspection Checklist  
No COR File Inspection Checklist File Listed  
Year: 2010  
Add File: Browse...  
Note: File size being uploaded must not exceed 6 MB (6,000 KB).

COR Trip Report  
No COR Trip Reports Listed  
Month: -Select- Year: 2010  
Add File: Browse...  
Note: File size being uploaded must not exceed 6 MB (6,000 KB).

CORContract.aspx?cor=57&id=4415&orgid=1

Start | Unread Ma... | COR - Do... | Microsoft P... | H:\CORT T... | 9:47 AM

# APPROVE/REJECT – Monthly Status Reports

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=64&id=4306&orgid=1>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is identified as "User Name: MICHAEL.BISSIG" with a "Logout" link. The main heading is "DoD COR: Contract Management for SP0600-10-C-0022-0000". A red circle highlights the text "Status Report Approved" and a link "View Complete COR Information".

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

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

**Status Report Approved**  
[View Complete COR Information](#)

**COR Information** --Click to expand

**Supporting Contracting Center** ⓘ

Contracting Center DODAAC: SP0600

**Contract Information** ⓘ

Contract Number is Known | Contract Number is NOT Known

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

Delivery/Task Order: 0000

Record Status: Active COR

**Contracting Officer**

Contracting Officer: BISSIG, MICHAEL  
Commercial Phone: [Redacted] Email: MICHAEL.BISSIG@US.ARMY.MIL

**Contracting Specialist**

Contracting Specialist: BISSIG, MICHAEL  
Commercial Phone: [Redacted] Email: MICHAEL.BISSIG@US.ARMY.MIL

**QA Surveillance Plan (QASP)**

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

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

# APPROVE/REJECT – Monthly Status Reports

Existing Document: QUALITY ASSURANCE PLAN.doc

Replace QASP Document:  Browse...

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

Supervisor, Contracting Officer, Contract Management

Monthly Status Reports

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2010

Trusted sites 100%

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

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



# APPROVE/REJECT – Monthly Status Reports

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

COR - DoD COR: Contract Management for N00030-09-C-9999-0000 - Windows Internet Explorer provide...

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

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: xxxx

Replace QASP Document: [Browse...] Description: xxxx

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

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

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

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

Enter Rejection Comments:  
Add in award in fee receive for the month.

Complete Report Rejection

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

Annual COR File Inspection Checklist  
No COR File Inspection Checklist File Listed

Year: 2010

CORContract.aspx?cor=57&id=4415&orgid=1

Microsoft PowerPoint - [COR Tracking Tool Training Guide - Version 1  
0 (SEPTEMB

100%

Start | Unread Ma... | COR - Do... | Microsoft P... | H:\CORT T... | 9:39 AM

# APPROVE/REJECT – Monthly Status Reports

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool'. The page title is 'DoD COR: Contract Management for N00030-09-C-9999-0000'. A red circle highlights the message: 'Status Report Rejected' with a link to 'View Complete COR Information'. The page includes a navigation menu on the left, a 'COR Information' section with a 'Click to expand' link, and a 'Supporting Contracting Center' section with a 'Contracting Center DODAAC' field set to 'HQ0102'. Below this is the 'Contract Information' section, which includes fields for 'Contract/Solicitation Number' (N00030-09-C-9999), 'Delivery/Task Order' (0999), and 'Record Status' (Active COR). The 'Contracting Officer' section lists 'Contracting Officer: DOD, TEST' and 'Commercial Phone: 7036028011', with an 'Email' field set to 'DOD.TEST@US.ARMY.MIL'. The 'Contracting Specialist' section lists 'Contracting Specialist: DOD, TEST' and 'Commercial Phone: 7036028011', with an 'Email' field set to 'TEST.DOD@US.ARMY.MIL'. The 'QA Surveillance Plan (QASP)' section has 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 address bar shows the URL 'https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:41 AM.

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

# REJECTED MONTHLY STATUS REPORT – COR View

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

Replace QASP Document:  Browse...

Description: xxxx

**Contractor**

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

Contractor Address:  
Contractor State:  
Contractor Country:

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

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

Month:  Year: 2010

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

**Annual COR File Inspection Checklist**  
No COR File Inspection Checklist File Listed

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

**COR Trip Report**

Trusted sites 100%

Start Unread Ma... COR - Do... Microsoft P... H:\CORT T... 9:44 AM

# REJECTED MONTHLY STATUS REPORT – COR View Revised

Contractor Information:

- Contractor Address:
- Contractor State:
- Contractor Country:

Contract Management:

Monthly Status Reports

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

File Upload Section:

Month: August Year: 2010

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2010

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

... will be replaced with a new version.

# CONTRACT MANAGEMENT - Other COR Reports

**Contracting Officer may upload Annual Inspection Checklist**

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

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page displays four sections for uploading reports, each with a table and an 'Add File' button. Blue arrows point to the 'Add File' buttons in each section.

Year	Document	Created By	Created On
2010	File Inspection Checklist.docx	MAE.BARTLEY	09/24/2010 09:36 AM

Month	Document	Created By	Created On
06-2010	Trip Report.docx	MAE.BARTLEY	09/24/2010 09:36 AM

Month/Year	Document	Created By	Created On
07-2010	Correspondence.docx	MAE.BARTLEY	09/24/2010 09:37 AM

Month/Year	Document	Document Desc	Created By	Created On
04-2010	COR Checklist.doc	Required Regulations	MAE.BARTLEY	09/24/2010 09:38 AM

# CONTRACT MANAGEMENT- Miscellaneous Documents

The screenshot shows a web browser window titled "COR - DoD COR: Contract Management for SA4705-10-F-0152-0000". The address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=53&id=4282&orgid=1>. The browser window displays a web application with several sections for uploading documents:

- Annual COR File Inspection Checklist:** Includes a form with "Month: April" and "Year: 2010". The "Add File" field contains "H:\DOD COR Tracking Too" and a "Browse..." button. A note states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a blue bar with the text "No COR File Inspection Checklist File Listed".
- COR Trip Report:** Includes a form with "Year: 2010". The "Add File" field is empty and has a "Browse..." button. A note states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a blue bar with the text "No COR Trip Reports Listed".
- COR Correspondence Report:** Includes a form with "Month: -Select-" and "Year: 2010". The "Add File" field is empty and has a "Browse..." button. A note states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a blue bar with the text "No COR Correspondence Reports Listed".
- Miscellaneous Documents:** This section is circled in red. It includes a form with "Year: 2010". The "Add File" field is empty and has a "Browse..." button. A note states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a blue bar with the text "No Miscellaneous Documents Listed". A dropdown menu is open for "Document Type", listing various document types: Deficiency Reports, Environmental Plan, GFE Inventory, GFE Property Validation, Maintenance Plan, Quality Assurance Surveillance Plan, Required Regulations, Safety Plan, Surveillance Check List, Surveillance Schedule, Test Reports, and Work Plan. A blue arrow points to this dropdown menu.

The Windows taskbar at the bottom shows the Start button, several open applications (C., H., T., C., U., D., C., C., R., C.), and the system clock showing 4:17 PM on 4/11/2010.

Types of  
Miscellaneous  
documents that  
can be added.

# CONTRACT MANAGEMENT- View Previous COR's Documents

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

DoD COR: CORs By Name

Go To Page: Prev 1 Next of 9

**Direct Filters:**

COR:  Contract #:

Supervisor:  PCO:

Terminated  Draft  Submitted to Supervisor  Supervisor Approved  Active COR  Rejected

Apply Direct Filter(s)

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
<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

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

3:23 PM

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

# CONTRACT MANAGEMENT- View Previous COR's 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

Contract Management Reports for HC102801CTEST0000

**Monthly Status Reports**

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

**Annual COR File Inspection Checklist**  
No File Inspection Checklists Listed

**COR Trip Report**  
No COR Trip Reports Listed

**COR Correspondence Report**  
No COR Correspondence Reports Listed

**Miscellaneous Documents**  
No Miscellaneous Documents Listed

[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 \(ADMIN\)](#)  
[Admin Email \(ADMIN\)](#)

Done

Trusted sites 100%

Start | H. | C. | M. | 3:08 PM

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

# **CONTRACTING OFFICER & CONTRACT SPECIALIST**

## **Part 4 – Reminder Emails**

# Reminders Emails

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