



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

Contract Officer/Contract Specialist
(CO/CS) Training
JANUARY 2012



ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

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

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

- **Contracting Officer Representative Tracking Tool (CORT) Tool is built on AKO/DKO Platform**
- **CORT Tool Prerequisites**
 - **Register for a DKO account**
 - **Register CAC Certificates to the DKO Account**
 - **Set DKO mail to “Auto Forward”**

AKO/DKO BASICS –

Register for a DKO Account

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

AKO/DKO BASICS – Register for a DKO Account

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

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

- In order to register your **CAC** to your AKO/DKO account, you must:
 - Be at a computer where you can put your **CAC** in the **CAC** reader, and the **CAC** software is correctly installed.
 - Have an active AKO/DKO Account.
 - Know your **CAC Pin.**
 - Know your **AKO/DKO** Password (if registering from inside the portal.)
- There are two ways to register your **CAC** with your account

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

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

AKO/DKO BASICS –

Register CAC to AKO/DKO Account

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

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

The screenshot shows the Army Knowledge Online (AKO) website interface. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The main navigation bar includes "Home", "My Account", "Favorites", "Quick Links", and "Self Service". A red circle highlights the "My Account" dropdown menu, which contains the following options: "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Mailbox". The "Login Options" sub-menu is expanded, showing "Set Homepage", "CAC / Cert Registration", and "IM Login Status". The "CAC / Cert Registration" option is highlighted in purple. Below the navigation bar, there are sections for "About DKO", "DKO Interests", "DoD News", "DoD and DISA Related", "Training", "Security", and "Other Resources". The "Defense Related" and "DISA Related" sections contain links to various resources. The "DKO Hot Topics" section features a "Hot Topics" button. The "DKO Posture Statement" section includes a link to the "DKO Security Posture Statement". The right sidebar contains "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback".

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

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

AKO/DKO BASICS –

Set DKO mail to “Auto Forward”

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

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

Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

AKO Army Knowledge Online - mae.bart...

DKO DEFENSE KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

myProfile Page

Account Settings

DoD Login Options

Mail Preferences

Notifications

My Tasks

Sponsor Management

DKO Home

Switch Email Address

Vacation Message

Search...

AKO Content

MY ALERTS

My AKO Mail Inbox (0)

New Notifications (0)

New In My Files (10)

New In My Blogs (...)

TOOLBOX

Manage My Groups

Edit My Favorites

Edit Notification Settings

Create a Site

Create a Page

View My Profile

Upload File

MyPay

MyPay feature available to all Joint Services! Click to single sign-on to myPay now!

JKO - Joint Knowledge Online

JKO

JOINT KNOWLEDGE ONLINE

NCES User Services (Shared)

- Defense Connect Online
- Enterprise Search
- Data Services Environment
- Service Discovery
- JEDS
- Metadata Registry
- Request ESM for My Services
- PEO-GES User Site
- PEO-GES Developer Community
- DKO DISA Home

DKO Hot Topics

Hot Topics

DKO Posture Statement

DKO Security Posture Statement

More than 2.4 million users trust DKO to protect their sites, documents, and individual communications. This is a responsibility DKO takes very seriously and, since its inception in 1999, no one has ever successfully hacked into the portal. DKO is among the largest -- and most secure -- intranets not only in the DoD, but in the world. For additional details about DKO's security measures, [click here to read more.](#)

Trusted sites 100%

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

Army Knowledge Online - mae.bartley (CAC Session) - windows Internet Explorer provided by OSD-CIO

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

Army Knowledge Online - mae.bart...

AKO ARMY KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

Search AKO Content Search

My Account

My Profile Page
Account Settings
Account Information
Change Password
Security Questions
KBA Questions
Login Options
Set Homepage
CAC / CAC Registration
My Login Status
Mail Preferences
Mail Options
Switch Email Address
Vacation Message
Notifications
My Notifications
Notification Settings
Tasks
My Tasks
Tasks Assigned By Me
Sponsor Management
SMC

Mail Options

Update Your Email Information

Select a Mail Option

AKO Mail (mae.bartley@us.army.mil)

Forward Email (Non-AKO Account)

Forwarding Email Address

mae.bartley@osd.mil

Confirm Forwarding Email Address

mae.bartley@osd.mil

Preferred Webmail

Webmail

Webmail Classic

Webmail Lite

Mail Display Name

Bartley, Mae K Ms CV OSD

Reset display name to: Bartley, Mae K Ms CV OSD

External Email Address:

mae.bartley@osd.mil

Army Announcement Options

I want to receive the Monthly AKO Newsletter.

I do not want to receive the Monthly AKO Newsletter.

Enable S/MIME

Submit

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Trusted sites 100%

CORT Tool

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

Homepage

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

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

File Edit View Favorites Tools Help

DoD COR: Home

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

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

TRAINING STATUS UPDATE

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

COR NOMINEES

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

COR SUPERVISORS/COMMANDERS

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

CONTRACTING OFFICERS/SPECIALISTS

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

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

Links policy and user guide.

Home Page Menu

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

Homepage

- **Policy & Guide**

- Link to the DOD Contingency COR Handbook and CORT Tool User guide.
- DoD COR Handbook (*under development will be posted when completed*)
- Link to DPAP website <http://www.acq.osd.mil/dpap/pdi/eb/cor.html>
 - Training Materials, Deployment Information, FAQ, Podcast, etc

- **Training Status Update**

- Provides a list of the major COR courses and definitions of the COR Training Types A, B, C
- Link to COR Training offered by DAU

- **Role and Responsibilities of CORT Tool Participants**

ROLES & RESPONSIBILITIES

Part 1 - Contracting Staff Registration

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

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

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Home

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

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

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

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.

[Contracting Staff Registration](#)

Select "Contracting Staff Registration" from the menu.

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

Trusted sites 100%

Contracting Staff Registration

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

File Edit View Favorites Tools Help

COR

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
CORT.TEST99

DoD COR: Contracting Staff Registration

COR Home	First Name:	Middle Name:	Last Name:
COR Profile	<input type="text"/>	<input type="text"/>	<input type="text"/>
COR Nomination Process	DKO Name:	Phone:	Email:
Contracting Staff Registration	<input type="text" value="CORT.TEST99"/>	<input type="text"/>	<input type="text"/>
Contract List/Status	Role:	Contracting Center's DODAAC:	Organization:
Awaiting My Approval	<input type="text" value="SELECT ONE"/>	<input type="text"/>	<input type="text"/>
Document Templates		Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
Local Forms and POCs		<input type="text"/>	<input type="text"/>
All COR Submitted Documents		Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
View All Local COR Records		<input type="text"/>	<input type="text"/>
COR Related Links		Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
Admin Email (ADMIN)		<input type="text"/>	<input type="text"/>
COR Misc Codes (ADMIN)		Fifth Contracting Center's DODAAC:	Fifth Contracting Center's DODAAC Organization:
COR Proxy (ADMIN)		<input type="text"/>	<input type="text"/>
Course List (ADMIN)	Department of:	Active Status:	
Link To Reports (ADMIN)	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	
New COR Profile (ADMIN)			
View All CORs (ADMIN)			
COR Profile Removal (ADMIN)			
Site SME Management (ADMIN)			

Complete one registration.
Complete all fields.

Contracting Staff Registration

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

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contracting Staff Registration

COR Home	First Name:	Middle Name:	Last Name:
COR Profile	<input type="text" value="MAE"/>	<input type="text"/>	<input type="text" value="BARTLEY"/>
COR Nomination Process	DKO Name:	Phone:	Email:
Contracting Staff Registration	<input type="text" value="MAE.BARTLEY"/>	<input type="text" value="7036028011"/>	<input type="text" value="MAE.BARTLEY@US.ARMY.MIL"/>
Contract List/Status	Role:	Contracting Center's DODAAC:	Organization:
Awaiting My Approval	<input type="text" value="CONTRACTING OFFICER"/>	<input type="text"/>	<input type="text"/>
Document Templates	<input type="text" value="SELECT ONE"/>	Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
All COR Submitted Documents	<input type="text" value="CONTRACT SPECIALIST"/>	<input type="text"/>	<input type="text"/>
New COR Profile (ADMIN)	<input type="text" value="CONTRACTING OFFICER"/>	Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
COR Proxy (ADMIN)		<input type="text"/>	<input type="text"/>
View CORs (ADMIN)		Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
COR Misc Codes (ADMIN)		<input type="text"/>	<input type="text"/>
Course List (ADMIN)		Fifth Contracting Center's DODAAC:	Fifth Contracting Center's DODAAC Organization:
Admin Email (ADMIN)		<input type="text"/>	<input type="text"/>

Select the Role. Selecting CO allows the user to be both a CO and CS.

Contracting Staff Registration

DoD COR: Contracting Staff Registration

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

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 DODACC: [HQ0102] Organization: [DPAP]

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

Third Contracting Center's DODACC: [N00024] Third Contracting Center's DODACC Organization: [NAVY, NAVESEA 023]

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

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

Buttons: [Save Changes] [Cancel Changes]

1. Alternate Contracting Center DODACC- If the CO/CS support more than one contracting organization, enter the organization's six (6) digit organizational code.

2. Alternate Contracting Center's DODACC Organization – Enter the contracting center organization's name. CO/CS may enter up to four (4) additional DoDAACs.

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
TEST.8888

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

First Name:	Middle Name:	Last Name:
<input type="text" value="TEST"/>	<input type="text" value="8888"/>	<input type="text" value="DOD"/>
DKO Name:	Phone:	Email:
<input type="text" value="TEST.8888"/>	<input type="text" value="7676128865"/>	<input type="text" value="TEST.8888@US.ARMY.MIL"/>
Role:	Contracting Center's DODAAC:	Organization:
<input type="text" value="CONTRACTING OFFICER"/>	<input type="text" value="HQ0102"/>	<input type="text" value="OUSD, DPAP, PDI"/>
	Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
	<input type="text" value="FA5245"/>	<input type="text" value="647TH CONTRACTING SQUADRON"/>
	Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
	<input type="text" value="N40348"/>	<input type="text" value="FISC DET SINGAPORE"/>
	Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Fifth Contracting Center's DODAAC:	Fifth Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>

Select Save Changes; Top of page now states:
"Contracting Staff Profile Has Been . . ."
1. "Inserted" for a New Registration
2. "Updated" for a Saved Registration

Contracting Staff Registration

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

Page Tools

Department of Defense
Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
KIM.SMITH

DoD COR: Contract List

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

Please select the record types you are interested in:
[Please click here to select identified records](#)

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Document Templates

Local and POCs

All Shared Documents

View All COR Records

COR Profile Links

Admin Links (ADMIN)

COR Nomination Links (ADMIN)

COR Profile Links (ADMIN)

Course Links (ADMIN)

Link Templates (ADMIN)

New Contract File (ADMIN)

View All CORs (ADMIN)

COR Profile Removal (ADMIN)

Site SME Management (ADMIN)

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

Trusted sites 100%

If a contracting staff registration is not completed, when the contracting officer selects “Contract List Status” the contracting officer will see the statement above; or

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Awaiting my Approval

User Name: [Logout](#)
KIM.SMITH

You do not have rights to use this page

Awaiting My Approval

When the CO selects "Awaiting My Approval" the CO will see the above statement.

In both instances, the CO must complete the contracting staff registration.

ROLES & RESPONSIBILITIES

Part 2 – COR Nomination Record Process –

COR Nomination Record Process - Supervisor Approves a Record

1. To approve the nomination, select “supervisor approve.”
2. When dialogue box appears, Click “OK” to confirm approval.

Supervisor Certifications:

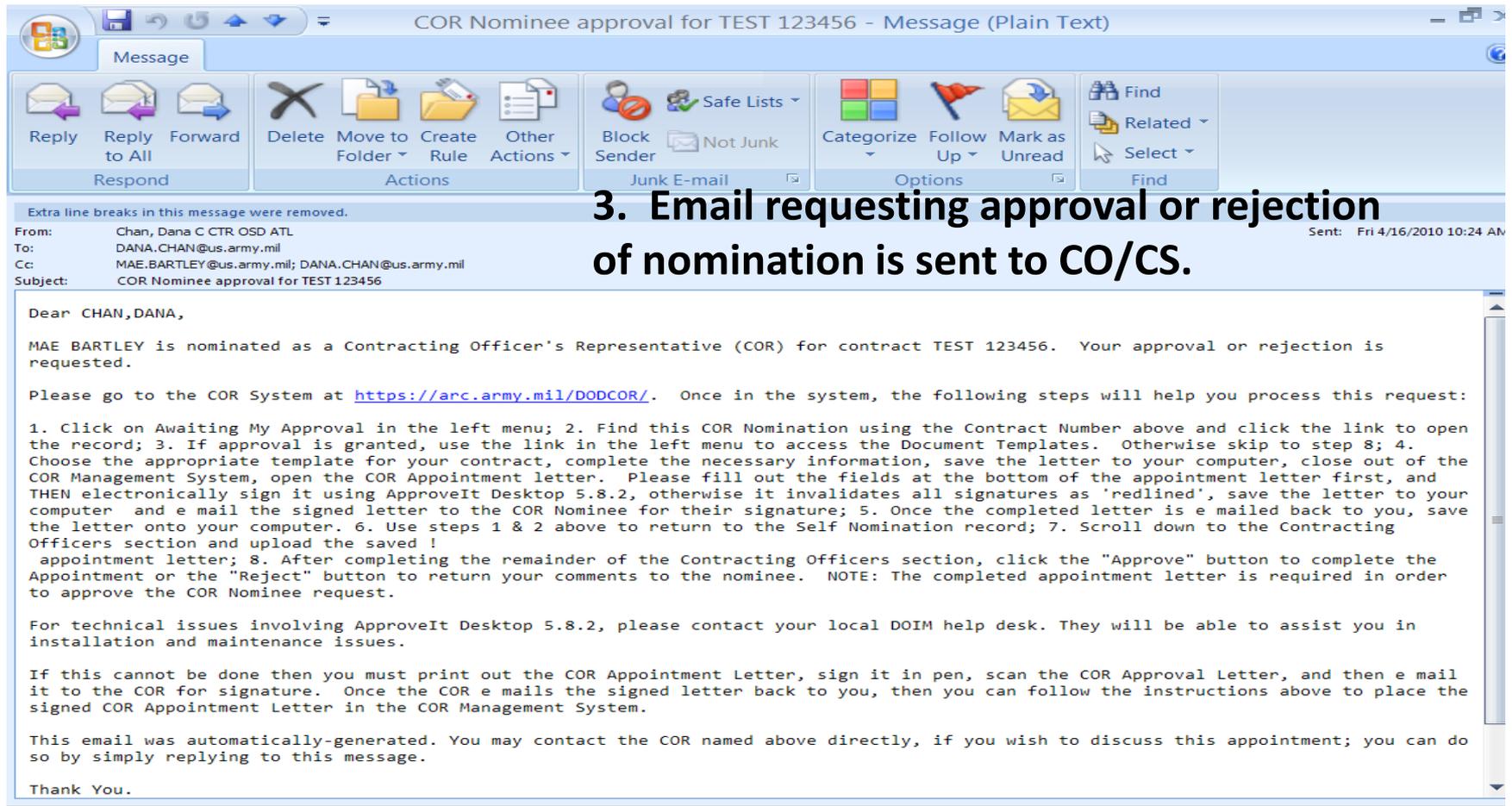
Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007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

Approval/Rejection Comments: This COR Nonminee has extensive experience.

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

COR Nomination Record Process

Supervisor Approves a Record



3. Email requesting approval or rejection of nomination is sent to CO/CS.

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.

COR Nomination Record Process

Supervisor Approves a Record

- **Contracting Officer/Contract Specialist will not receive emails when**
 - Wrong contracting officer or contract specialist selected
 - DKO email address is not in the DKO required format firstname.lastname@us.army.mil.
 - BRIAN.P.ANDERSON@NAVY.MIL versus BRIAN.P.ANDERSON2@US.ARMY.MIL
 - BRIAN.MILLER4@MED.NAVY.MIL versus BRIAN.MILLER1@US.ARMY.MIL
 - CORT Tool is built on DKO Platform, emails will only go to a us.army.mil account;
 - DKO email is correct; but “auto forward” feature has not been activated by the contracting officer or contract specialist

COR Nomination Record Process – Contract List Status

DoD COR: Home

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

File Edit View Favorites Tools Help

DoD COR: Home

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

CONTRACT NOMINATION: Use the [COR Nomination Process](#) link from the menu on the left to begin the COR Nomination Process. Be sure to select your servicing contracting center prior to populating the required fields.

NOMINATION STATUS REVIEW: To view the status of an existing nomination, use the [Contract List/Status](#) link from the menu.

ADD DOCUMENTS: To add a document, such as a Monthly Status Report, to one of your appointed contracts, use the [Contract List/Status](#) link from the menu. Click on the contract you wish to work with and scroll down to the Contract Management section. In this section you will find the capability to add the desired document.

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

Contract List/Status

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

Trusted sites 100%

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

COR Nomination Record Process – Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

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

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

Please click here to select identified records

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
LESLIE.DENEALT	123456-23-2-1232-0000	7890-45-897	ACTIVE	GAIL.L.FOLEY	MAE.BARTLEY	DANA.CHAN	4/20/2010	NO
GAIL.L.FOLEY	123456-23-2-1232-0000		ACTIVE	LESLIE.DENEALT	MAE.BARTLEY	DANA.CHAN	4/20/2010	NO
DANA.CHAN	FA2521-10-C-0005-0000		ACTIVE	MICKEY.MOUSE	MAE.BARTLEY	MAE.BARTLEY	10/13/2010	NO
CLIDO.GARDJULIS		HQ0101RFTEST	PENDING SUPERVISOR REVIEW	HAZELSUMPTER	MAE.BARTLEY	MAE.BARTLEY		NO
JOHN.DOE	HQ0102-98-C-BET1-0000	TEST -9998	ACTIVE	BRAD.PITT	DANA.CHAN	DANA.CHAN	5/18/2011	NO
TESTER.KO	HQ1002-05-C-9999-0000	DATA - TEST	ACTIVE	DANA.CHAN	MINNIE.MOUSE	TESTER	5/12/2011	NO
MAE.BARTLEY	HQ1002R10TEST	HQ1002R10TEST	PENDING PCO REVIEW	DANA.CHAN	MINNIE.MOUSE	TESTER		NO
LESLIE.DENEALT	N000199-018-TEST		ACTIVE	GAIL.L.FOLEY	MAE.BARTLEY	MAE.BARTLEY	5/23/2011	NO
TESTER.9999		PR - TEST2	PENDING PCO REVIEW	MAE.BARTLEY	TESTER.KO	TESTER.KO		NO
MAE.BARTLEY		PR TEST- 12345	PENDING PCO REVIEW	DANA.CHAN	MINNIE.MOUSE	TESTER		NO
CLIDO.GARDJULIS		TEST	PENDING SUPERVISOR REVIEW	HAZELSUMPTER	MAE.BARTLEY	MAE.BARTLEY		NO
MAE.BARTLEY		TEST -9999	PENDING PCO REVIEW	DANA.CHAN	TESTER.KO	TESTER.KO		NO
KRISTINE.PREECE		TEST -999999	PENDING PCO REVIEW	GARY.PUGLIANO	MAE.BARTLEY	DANA.CHAN		NO
MAE.BARTLEY		TEST 123	PENDING SUPERVISOR	DANA.CHAN	TESTER	TESTER		NO

Trusted sites 100%

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

COR Nomination Record Process – Contract List Status

- COR DKO Name
- Contract Number
- Preaward Number
- **Status**
- Supervisor/Commander Name
- PCO
- Specialist
- Last Action Date
 - Active and Terminated COR
- Reports for Review – Yes/No
- Select contract number to be review

COR Nomination Record Process – Contract List Status

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

COR Nomination Record Process – Awaiting my Approval

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

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

File Edit View Favorites Tools Help

DoD COR: Home

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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All Users

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

COR Nominees

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

COR Supervisors

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

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

Trusted sites 100%

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

COR Nomination Record Process

Awaiting My Approval

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://arc.army.mil/DoDCOR/AwaitingApproval.aspx>. The browser title is "COR - Awaiting my Approval - Windows Internet Explorer provided by OSD-CIO". The page content includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". A navigation menu on the left lists various options, with "Admin Email (ADMIN)" highlighted. A red oval highlights the error message: "You do not have rights to use this page". The page header also displays "DoD COR: Awaiting my Approval" and the user name "DONALD.DUCK" with a "Logout" link. The status bar at the bottom shows the URL <https://arc.army.mil/DoDCOR/AdminEmail.aspx>, a "Trusted sites" indicator, and a zoom level of 100%.

You do not have rights to use this page

DoD COR: Awaiting my Approval

This message will display if the Contracting Officer has not completed a contracting staff registration.

COR Nomination Record Process

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

- 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)

This message will display if there are no actions to be approved, or

COR Nomination Record Process

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	Supervisor
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01	MAE.BARTLEY

Awaiting My Approval

A list of actions awaiting approval will be displayed.

Select the contract number to begin the review of the nomination. (This list may not be available for Contract Specialist).

COR Nomination Record Process – Review Nomination

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

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

COR Information Click to collapse

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

Supporting Contracting Center

Contracting Center Department:
Contracting Center DODAAC:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:
Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer

Contracting Officer:
Commercial Phone: 3184561102

Contracting Specialist

Contracting Specialist:
Commercial Phone: 3184561102

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

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

Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL
Contractor Address:
Contractor State:
Contractor Country:

Review courses in COR Information Section.

If there are “No Courses Listed” contracting officer/specialist should reject nomination and advise COR to enter courses.

COR Nomination Record Process

Review Nomination

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 contract		REPOWMENT 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%

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

Review the remaining sections.

COR Nomination Record Process – Review Nomination

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

COR Nomination Record Process

Review Nomination

- Enter the contract number if “Contract Number is NOT Known” was previously selected under “**reassignment of preaward _____.**”
- Enter the COR Training Type (A, B or C)
- Select “**Yes**” or “**No**” for Contingency Environment
- Check the Box if you are waiving the requirement for a QASP;
 - Using the browse feature load a copy of the memorandum waiving the QASP requirement
- Complete the certifications and add comments (mandatory, if rejecting)
 - Enter the ACO DKO name (if known)
 - Enter QA, POC (if known)
 - Using the Browse feature, load a copy of the “letter of designation” or “appointment letter” and input effective date – **Hard Stop**

COR Nomination Record Process

Review Nomination

COR - DoD COR: Nomination Process for TEST1234 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=2028&id=5328

File Edit View Favorites Tools Help

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

Contractor Address: Contractor State: Contractor Country:

COR - Click to expand
Supervisor/Commander - Click to expand
Contracting Officer - Click to collapse

Reassignment of the PreAward Contract TEST1234

Contract Number: [] - Select - []

Delivery/Task Order: []

COR Training [] - Select - []

Contingency Environment?: [] - Select - []

Waive QASP?: [] Browse...

Contracting Officer Certifications:

Cert. Activation	All	Certification
3/21/2011	<input type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool.
3/21/2011	<input type="checkbox"/> I certify	I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<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.
3/21/2011	<input type="checkbox"/> I certify	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order, I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the CORT Tool.
3/21/2011	<input type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments: []

Appointment Letter: [] Browse... Appointment Date: []

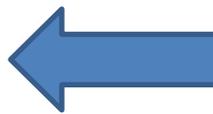
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

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

ACO DKO Name: [] QA POC DKO Name: [] Save Record (without routing)

Contract Management - Click to expand

If the COR selected "Contract Number is NOT Known" the Contracting Officer shall enter the contract number.



COR Nomination Record Process

Review Nomination

1. Select the COR Training Type for this contract.
2. Select "Yes" if contract is in a contingency environment; otherwise select "NO."
3. Waive QASP? Check box and upload a memo if CO is waiving.

COR - DoD COR: Nomination Process for TEST1234 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=2028&id=5328

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

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

Reassignment of the PreAward Contract TEST1234

Contract Number: HQ0102 -02 -D -TE33
 Delivery/Task Order: MB12
 COR Training Type: A
 Contingency Environment?: Yes
 Waive QASP?: H:\CORT Tool\SAMPLES\Q Browse...

Contracting Officer Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: H:\CORT Tool\SAMPLES\Q Browse... Appointment Date: 10/02/2011

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

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

ACO DKO Name: Minnie.Mouse
 QA POC DKO Name: Mikcy.Mouse

Save Record (without routing)

Contract Management<-Click to expand

Trusted sites 100%

COR Nomination Record Process

Review Nomination

COR - DoD COR: Nomination Process for TEST 11 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243

File Edit View Favorites Tools Help

Contractor Zip Code: Contractor Award Date: Contractor Country:

Supervisor/Commander: Contracting Officer: Contract Name: TEST 11 Contract Number: HQ0102 -02 -D -TEST Delivery/Task Order: 01AB COR Training Type: B Waive QASP?:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter and am uploading the letter in this COR Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the COR Tool because I understand that this is the only way to turn off the a mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment.

Approval/Rejection Comments:

Appointment Letter: H:\CORT Tool\SAMPLES\ Browse... Appointment Date: 09/04/2011

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

ACO DKO Name: DANA.CHAN QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management

4. Check all certifications.
5. Add comments (mandatory if rejecting.)
6. Load appointment letter and select appointment date.
7. If known, enter ACO and QA POC.



COR Nomination Record Process

CO/CS Nomination Review

COR - DoD COR: Nomination Process for TEST 11 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contractor Zip Code: Contractor Country:

Contract Award Date:

COR - Click to expand
 Supervisor / Commander - Click to expand
 Contracting Officer - Click to collapse

Reassignment of the PreAward Contract TEST 11

Contract Number: HQ0102 -02 -D TEST

Delivery/Task Order: 01AB

COR Training Type: B

Contingency Environment?: No

Waive QASP?: Browse...

Contracting Officer Certifications:

Cert. Activation		Certification	
3/21/2011	<input checked="" type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.	
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool.	
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.	
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has completed by the COR.	
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.	
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3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.	

Approval/Rejection Comments:

Appointment Letter: H:\CORT Tool\SAMPLES\ Browse... Appointment Date: 09/04/2011

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

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

ACO DKO Name: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management - Click to expand

Done Trusted sites 100%

Review complete. Record ready for COR appointment.

COR Nomination Record Process

Review Nomination

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

COR Nomination Record Process

Save Record (without Routing)

COR - DoD COR: Nomination Process for FA2521-10-C-0005-0000 - Windows Internet Explorer provided ...

https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2748&id=4195

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contract Award Date:

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

Contracting Officer Certifications:

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

Approval/Rejection Comments:

COR Training Type: A

Contingency Environment?: No

Appointment Letter: H:\COR\APPOINTMENT LE Browse

Appointment Date: 10/15/2009

Contracting Officer Approve

Save Record (without routing)

Contracting Officer Reject

Contract Management<-Click to expand

Error on page.

Trusted sites 100%

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

COR Nomination Record Process

Save Record (without Routing)

The screenshot shows a web browser window titled "COR - COR Self Nomination for HQ0102-02-D-TEST-01AB". The address bar shows the URL: <https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243>. The page content includes a navigation menu on the left, a main form area, and a confirmation message.

Confirmation Message: "COR Contract Record Updated" (circled in red). Below it is a link "View Complete COR Information" and a "Cancel Record" button (pointed to by a blue arrow).

Form Fields:

- COR Information:** Contracting Center: OSD, Department: HQ0102, Contracting Center DODAAC: HQ0102.
- Contract Information:** Contract/Solicitation Number: HQ0102-02-D-TEST (circled in red), Delivery/Task Order: 01AB, Record Status: PENDING PCO REVIEW (circled in red).
- Contracting Officer:** BARTLEY, MAE, Commercial Phone: 7036028011, Email: MAE.BARTLEY@US.ARMY.MIL.
- Contracting Specialist:** GAUGHAN, PAUL, Commercial Phone: 7036993723, Email: PAUL.GAUGHAN@US.ARMY.MIL.
- QA Surveillance Plan (QASP):** 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.

Record now states "COR Contract Record Updated."

Record Status remains "Pending PCO Review."

COR Nomination Record Process

Reject – DO NOT Set Status to Cancelled

1. Add mandatory comments.
2. Select “Contracting Officer Reject.”
3. When the dialogue box appears, it will default to “Reject but DO NOT set status to Cancelled.”

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

Contractor Address:
Contractor State:
Contractor Country:

COR Training Type: B
Contingency Environment?: No
Waive QASP?:

Contracting Officer Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/>	I certify Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		Please select from the following: <input checked="" type="radio"/> Reject but DO NOT set status to Cancelled. <input type="radio"/> Reject AND set status to Cancelled.
3/21		I certify I will ensure that the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed.
3/21		I certify I will ensure that the COR data and confirmed that the COR specific "refresher training" as required by DoD and signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this COR Tool.
3/21		I certify I will ensure that the COR data and confirmed that the COR specific "refresher training" as required by DoD and signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this COR Tool.
3/21		I certify I will ensure that the COR data and confirmed that the COR specific "refresher training" as required by DoD and signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this COR Tool.
3/21		I certify I will ensure that the COR data and confirmed that the COR specific "refresher training" as required by DoD and signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this COR Tool.
3/21		I certify I will ensure that the COR data and confirmed that the COR specific "refresher training" as required by DoD and signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this COR Tool.
3/21/2011	<input checked="" type="checkbox"/>	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment set year.

Approval/Rejection Comments:

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

Appointment Date:

Contracting Officer Name: DANA.CHAN
QA POC DKO Name: WILLIAM.MACZEES

COR Nomination Record Process

Reject – DO NOT Set Status to Cancelled

The screenshot displays the 'COR - COR Self Nomination for HQ0102-02-D-TEST-01AB' web application. The interface includes a header with the browser title and address bar, and a main content area with various form fields and a table. A red circle highlights a dialog box that appears over the table. The dialog box contains the following text:

Please select from the following:

- Reject but DO NOT set status to Cancelled.
- Reject AND set status to Cancelled.

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog box. A blue arrow points from the 'OK' button to the 'Contracting Officer Reject' button on the main page.

Corr. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/>	I certify Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
3/21/		
3/21/		
3/21/		
3/21/		
3/21/		
3/21/2011	<input checked="" type="checkbox"/>	I certify I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Select "OK" to confirm the rejection, without cancellation.

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

COR Nomination Record Process

Reject – Do Not Set Status to Cancelled

COR Self Nomination for HQ0102-02-C-TE95
COR Nominee Record Rejected by Contracting Officer
[View Complete COR Information](#)
Cancel Record

Contracting Officer Representative Tracking (CORT) Tool

COR Information <-Click to expand>

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: HQ0102 02 C TE95

Delivery/Task Order: [REDACTED]

Record Status: **RECORD REJECTED BY PCO**

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Add QASP Document: [] Browse...

Contractor

Cage Code:
Contractor Name:

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

E-mail is sent to the COR advising of rejection.

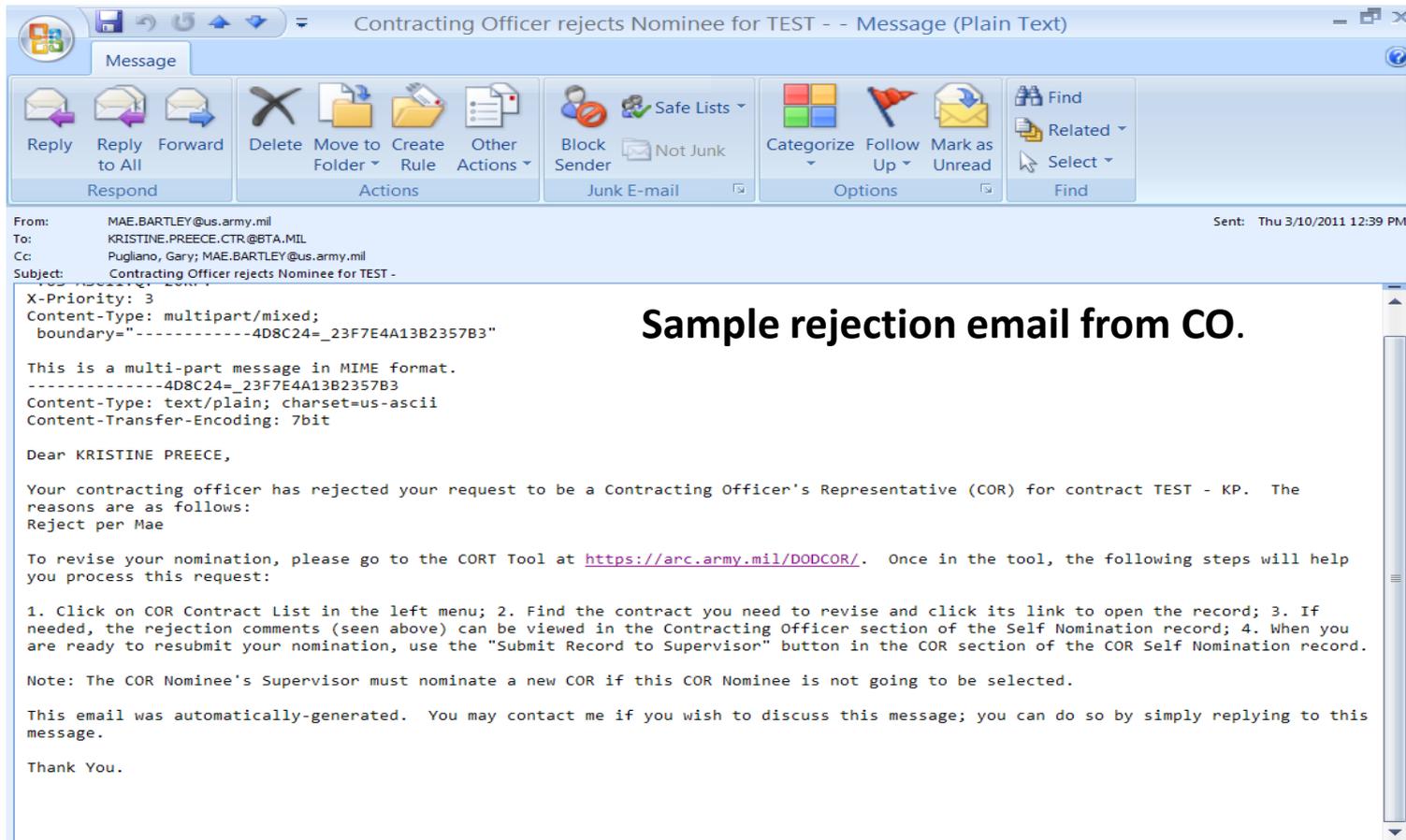
Record now states “COR Nominee Record Rejected by Contracting Officer.”

Record status changes to “Record rejected by PCO.”

E-mail is sent to the COR advising of rejection.

COR Nomination Process

Reject – Do Not Set Status to Cancelled



COR Nomination Record Process

Reject – Set Status to Cancelled

To reject and cancel the nomination, select Contracting Officer Reject.

Change default in dialogue box to “Reject AND set status to Cancelled”

Select “OK” to continue rejection and cancellation

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

COR Information:
COR: Click to expand
Supervisor/Commander: Click to expand
Contracting Officer: Click to collapse
Contracting Officer:
Contingency Environment?:
Waive QASP?:
Contracting Officer Certifications:

Certification Table:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Appointment Letter: [Browse...]
Appointment Date: [Calendar icon]

Contracting Officer Approve: [Button]
Save Record (without routing): [Button]
Contracting Officer Reject: [Button]

QA POC DKO Name: [Text field]
DANA.CHAN
WILLIAM.MACZEES

Contract Management: Click to expand

COR Nomination Record Process

Reject – Set Status to Cancelled

The screenshot shows a web browser window with the URL <https://arc.army.mil/DODCOR/CORContract.aspx?cor=353&id=5062>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main content area displays "DoD COR: Nomination Process for HQ01020D1234" and "COR Contract Record Cancelled" in a red oval. Below this, the "Contract Information" section shows "Contract Number: HQ01020D1234" and "Record Status: CANCELLED" in a red oval. The "Contracting Officer" section shows "Contracting Officer: BARTLEY, MAE" and "Commercial Phone: 7036028011". The "Contracting Specialist" section shows "Contracting Specialist: BARTLEY, MAE" and "Commercial Phone: 7036028011". The "QA Surveillance Plan (QASP)" section shows "Existing Document: QUALITY ASSURANCE PLAN..." and "Replace QASP Document: [Browse...]".

Record now states "COR Contract Record Cancelled."

Record status changes to "Cancelled."

Once cancelled, the Record is removed from CORT Tool.

COR Nomination Record Process- Approves A Nomination Record

COR - DoD COR: Nomination Process for HQ01020D1234 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/COR.Contract.aspx?cor=353&id=5062

File Edit View Favorites Tools Help

Contractor Zip Code: Contractor Award Date: Contractor Country:

COR - Click to expand
Supervisor/Commander - Click to expand
Contracting Officer - Click to collapse

Reassignment of the PreAward Contract HQ01020D1234

Contract Number: HQ0102 -02 -C -TEST

Delivery/Task Order:

COR Training Type: A

Contingency Environment?: No

Waive QASP?: H:\CORT Tool\SAMPLES\Q Browse...

Contracting Officer Certifications:

Cert. Activation		Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter and am uploading the letter in this CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: H:\CORT Tool\SAMPLES\VA Browse... Appointment Date: 09/04/2011

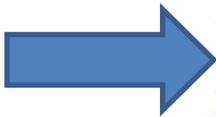
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

ACO DKO Name: QA POC DKO Name:

Contract Management - Click to expand

Trusted sites 100%

To approve the nomination and to appoint the COR, select "Contracting Officer Approve"



COR Nomination Record Process Approves A Nomination Record

Contracting Officer Representative Tracking (CORT) Tool

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

COR Self Nomination for N00030-09-C-9999-0000
COR Appointed
[View Complete COR Information](#)

1. Record now states "COR Appointed"
2. Record status changes to "Active."

Contracting Center DODAAC: HQ0102

Contract Information

Contract/Solicitation Number: N00030 -09 -C -9999

Delivery/Task Order: 9999

Record Status: Active COR

Contracting Officer

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

Commercial Phone: 7036028011

Contracting Specialist

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

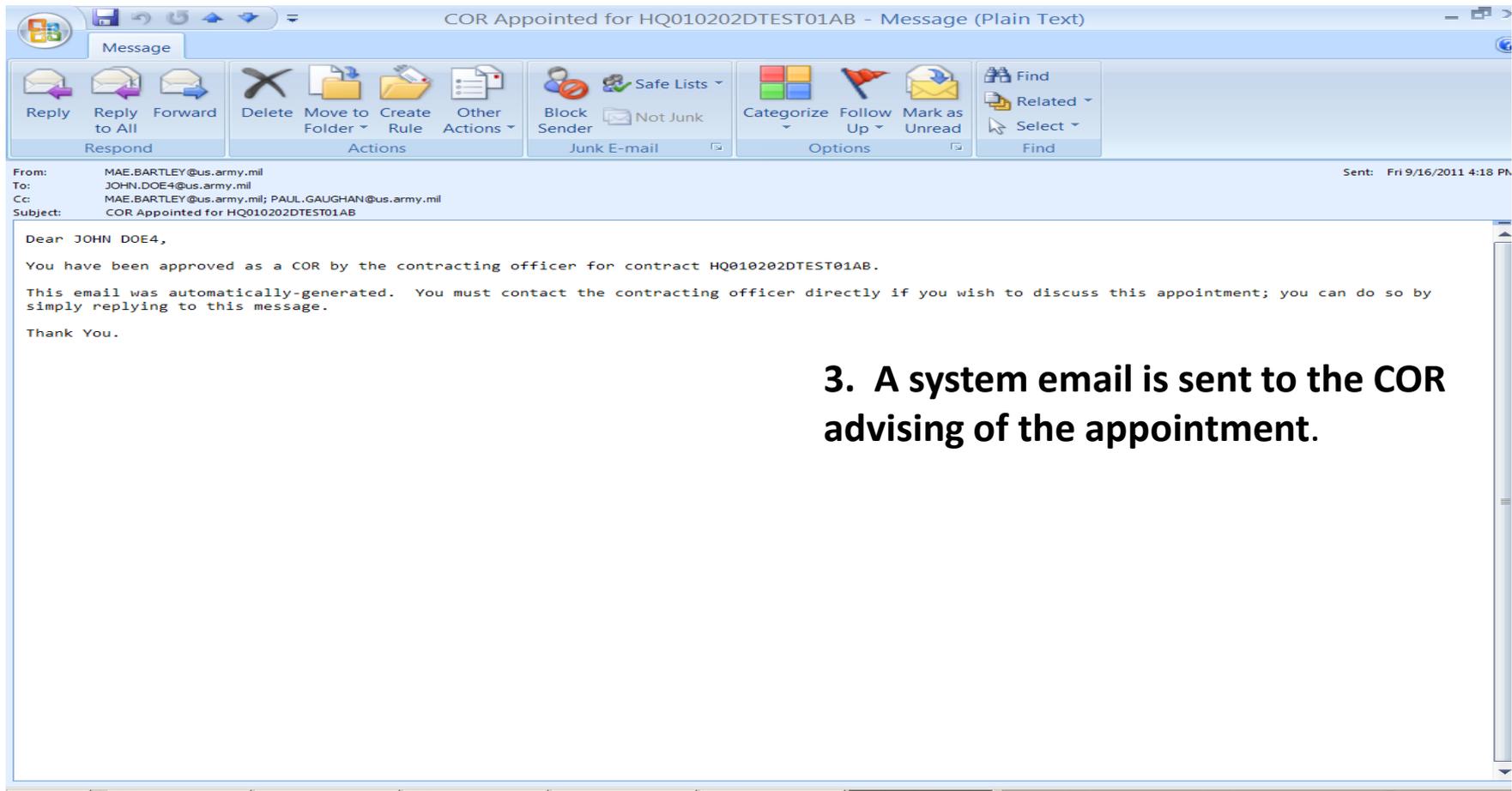
Commercial Phone: 7036028011

QA Surveillance Plan (QASP)

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

COR Nomination Record Process

Approves a Nomination Record



3. A system email is sent to the COR advising of the appointment.

COR Nomination Record Process

Update Record with ACO or QA POC

COR - DoD COR: Contract Management for HC1028-01-C-TEST-0000 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=119&id=5430&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

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

Contract Number: HC1028-01-C-TEST

COR Training Type: A
Contingency Environment?: Yes

Contracting Officer Certifications:

Cert. Activation	Certification
3/21/2011	Certified

Approval/Rejection Comments:

Appointment Letter: APPOINTMENT LETTER.doc
 Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Appointment Date: 09/30/2011

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

Revocation Date:

ACO DKO Name: Micky.Mouse
QA POC DKO Name: Mimmie.Mouse

Contract Management

Enter the DKO name of the Administrative Contracting Officer and/or the Quality Assurance Point of Contact.

Click on "Save Record without routing."



COR Nomination Record Process Update Record with ACO or QA POC

Contracting Officer Representative Tracking (CORT) Tool

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

COR Self Nomination for HC1028-01-C-TEST-0000
COR Contract Record Updated
[View Complete COR Information](#)

COR Information Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HC1028

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: HC1028 - 01 - C - TEST
Delivery/Task Order: 9999
Record Status: ACTIVE

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Description:

Contractor

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

Top of the Page now states “COR Contract Record Updated.”

COR Nomination Record Process

Terminating a COR from a Contract

COR - COR Self Nomination for HQ010202DTEST01AB - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=3549&id=5243&orgid=1

File Edit View Favorites Tools Help

COR - COR Self Nomination for HQ...

COR Training Type: [A]

Contingency Environment?: No

Waive QASP?: [] Browse...

Contracting Officer Certifications:

Cert. Activation	Certification
3/21/2011	Certified

Approval/Rejection Comments:

Appointment Letter: APPOINTMENT LETTER.doc Appointment Date: 09/16/2011

COR Revocation Letter: H:\CORT Tool\SAMPLES\ [Browse...] Revocation Date: 09/16/2011

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

Revoke COR

CO DKO Name: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management - Click to collapse

Monthly Status Reports

No Monthly Status Reports Listed

Month: [Select] Year: 2011

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: 2011

Trusted sites 100%

1. Expand the Contracting Officer section.
2. Load a copy of the COR Revocation Letter.
3. Enter the revocation date.
4. Select "Revoke COR."

COR Nomination Record Process

Terminating a COR from a Contract

Select "OK" to confirm termination.

The screenshot shows a web browser window titled "COR - COR Self Nomination for HQ010202DTEST01AB - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243&orgid=1>. The page content includes a table of certifications, a "Revoke COR" button, and a confirmation dialog box.

Cert. Activation	Certification
3/21/2011	Certified

Windows Internet Explorer
Are you sure you wish to terminate the COR for this contract?
OK Cancel

Revoke COR

ACO DKO Name: DANA.CHAN
QA POC DKO Name: WILLIAM.MACZEES

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 Nomination Record Process

Terminating a COR from a Contract

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

COR Information --Click to expand

Supporting Contracting Center

Contracting Center: OSD
Department: [Dropdown]
Contracting Center DDDAAC: HQ0102

Contract Information

Contract Solicitation Number: HQ010202DTEST01AB
Record Status: TERMINATED

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc
Description: SAMPLE

Replace QASP Document: [Input Field] Browse...

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

Record now states "COR Appointment Terminated."

Record Status changes to Terminated.

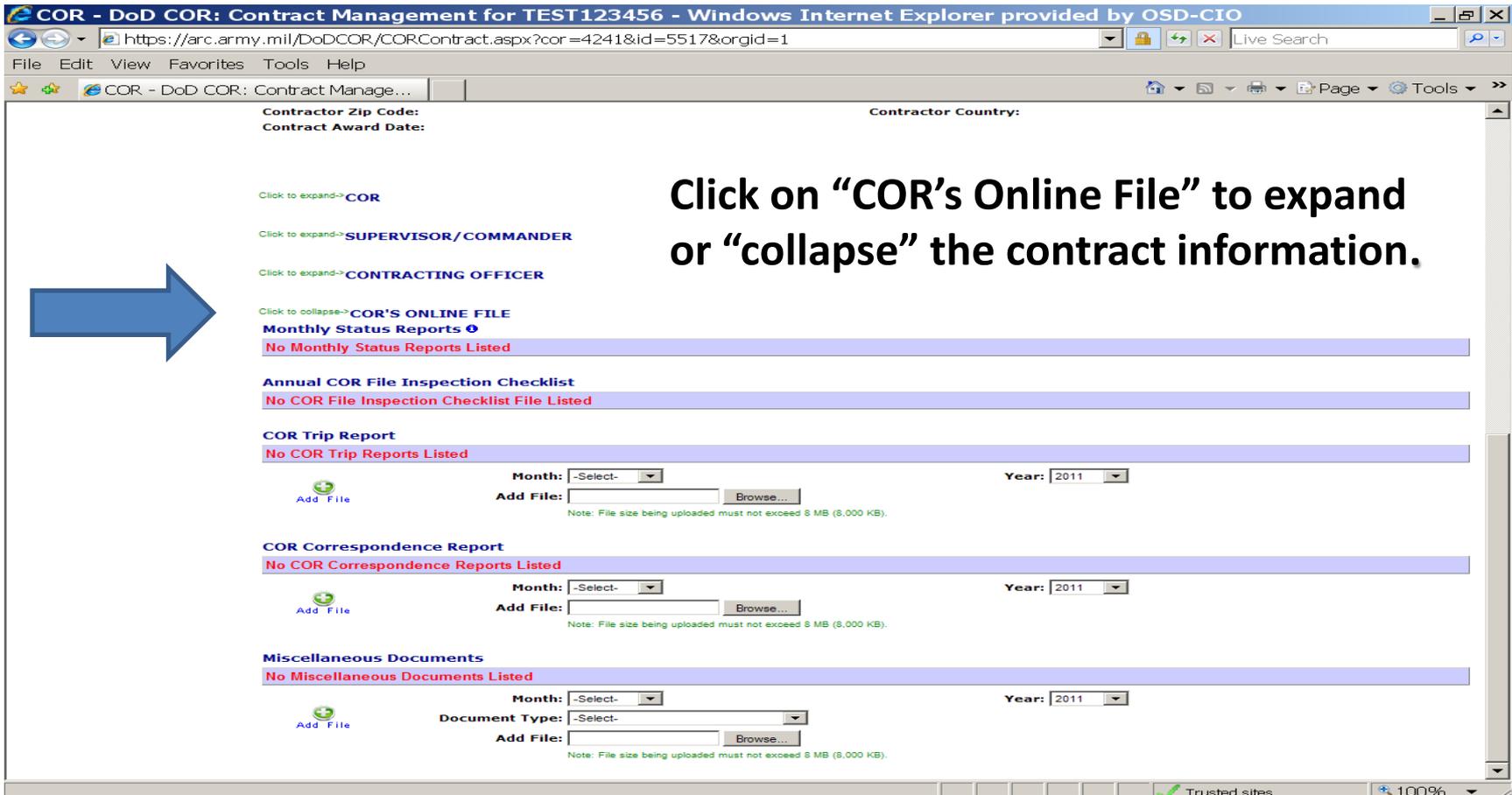
ROLES & RESPONSIBILITIES

Part 3 – COR's Online File

COR's Online

- Contracting may review the following document posted by the COR or Contracting Officer:
 - COR Reports,
 - Trip Report,
 - Correspondence and
 - Miscellaneous Documents
- Contracting officer may post Annual COR File Inspection Checklist (CO). 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 Officer may approve or reject COR reports.

COR's Online File COR Reports



The screenshot shows a web browser window titled "COR - DoD COR: Contract Management for TEST123456 - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=4241&id=5517&orgid=1>. The page content includes:

- Contractor Zip Code: _____ Contractor Country: _____
- Contract Award Date: _____
- Click to expand-> [COR](#)
- Click to expand-> [SUPERVISOR/COMMANDER](#)
- Click to expand-> [CONTRACTING OFFICER](#)
- Click to collapse-> [COR'S ONLINE FILE](#)
- 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
- COR Correspondence Report**
No COR Correspondence Reports Listed
- Miscellaneous Documents**
No Miscellaneous Documents Listed

Each report section includes an "Add File" button, a "Month" dropdown menu, a "Year" dropdown menu (set to 2011), and an "Add File" field with a "Browse..." button. A note below each field states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)."

A large blue arrow points from the left side of the page towards the "COR'S ONLINE FILE" link.

Click on "COR's Online File" to expand or "collapse" the contract information.

COR's Online File COR Reports

Contracting
Officers shall
approve or
reject status
reports
posted by
CORs.

To approve,
click on
"approve."

Existing Document:

Description:

Replace QASP Document:

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	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:

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

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

Year:

COR's Online File COR Reports

Click on
"OK" to
confirm
approval.

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

Contractor Address:
Contractor State:
Contractor Country:

COR
Supervisor
Contracting Officer
Contract Management

Monthly Status Reports

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

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

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

COR Trip Report
No COR Trip Reports Listed

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

COR's Online File

COR Reports

Contracting Officer Representative Tracking (CORT) Tool

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

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

Contracting Center DODAAC: SP0600

Contract Information

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

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer
Contracting Officer: BISSIG, MICHAEL
Commercial Phone:

Contracting Specialist
Contracting Specialist: BISSIG, MICHAEL
Commercial Phone:

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

User Name: MICHAEL.BISSIG [Logout](#)

Report now states, "status report approved."

An email is generated and sent to COR.

COR's Online File COR Reports

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

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

Trusted sites 100%

To reject the report, click on reject. Add a reason for rejection.



COR's Online File COR Reports

Click on "OK" to confirm the rejection.

Existing Document: Description:

Replace QASP Document: Description:

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

Contractor Address:
Contractor State:
Contractor Country:

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

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 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: 2010

COR's Online File

COR Reports

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 title is "COR - DoD COR: Contract Management for N00030-09-C-9999-0000". The main heading is "Contracting Officer Representative Tracking (CORT) Tool". A red circle highlights the message "Status Report Rejected" with a link to "View Complete COR Information".

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

Record now states "Status Report Rejected."

An email is generated and sent to the COR.

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

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

COR's Online File COR Reports

Contracting Officer may upload Annual Inspection Checklist

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

COR's Online File COR Reports

COR - DoD COR: Contract Management for HC1028-01-C-TEST-0000 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=211&id=4562&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

Page Tools


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

DoD COR: Contract Management for HC1028-01-C-TEST-0000

File Inspection Checklist Added
[View Complete COR Information](#)

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

COR Information Click to collapse

DKO Name: KIMBERLEE.C.WATTS
Supervisor/Commander: BEVERLY.MAYES
Courses:

Course	Training Lvl	Certificate
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/> Certificate of Completion.doc
DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent	[A]BC	<input type="checkbox"/> Certificate of Completion.doc
DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/> Certificate of Completion.doc

COR's Home Organization: DODAAC:
 HC1028
Supervisor/Commander: Commercial Phone: 202-433-8428

Supporting Contracting Center

Contracting Center: OSD
Department: HC1028
Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number: HC1028 - 01 - C - TEST
Delivery/Task Order: 0000
Record Status: ACTIVE

Contracting Officer

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

Contracting Specialist

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

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

Trusted sites 100%

COR's Online File COR Reports

COR - DoD COR: Contract Management for HC1028-01-C-TEST-0000 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/CORContract.aspx?cor=211&id=4562&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

			07-2011	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	07/14/2011 09:51 AM
			03-2011	1	Approved	STATUS REPORT.docx	MAE.BARTLEY	03/15/2011 11:08 AM

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	
		2007	COR Checklist.doc	MAE.BARTLEY	10/07/2011 10:50 AM

Year:

Add File:

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

COR Trip Report

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

Month: Year:

Add File:

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

COR Correspondence Report

No COR Correspondence Reports Listed

Month: Year:

Add File:

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

Miscellaneous Documents

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



Checklist
can be
"edited" or
"deleted."

ROLES & RESPONSIBILITIES

Part 4 – Other Menu Items

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
 Sample COR Designation Ltr.doc	Use this COR Designation Letter for all contracts	PCO

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

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

Sample DoD Templates

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

Local COR Forms and POC

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

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

File Edit View Favorites Tools Help

DoD COR - Handbooks

DoD COR - Handbooks

DoD COR - Handbooks

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: Handbooks

Please select a Contracting Center Department: NAVY

NAVY COR Handbook and POCs

Back to Top

Handbook Document	Description	POC
-------------------	-------------	-----

Component forms, POC and handbooks will be posted here.

Trusted sites 100%

All COR Submitted Documents

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

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: CORs By Name

Go To Page: Prev 1 Next of 9

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

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

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

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

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

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

All COR Submitted Documents

COR - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

COR

Department of Defense
**Contracting Officer Representative
 Tracking (CORT) Tool**

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

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

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

Annual COR File Inspection Checklist
 No File Inspection Checklists Listed

COR Trip Report

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

COR Correspondence Report
 No COR Correspondence Reports Listed

Miscellaneous Documents

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

Done

Trusted sites 100%

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

View all Local COR Record

DoD COR - View All Local COR Records - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/ViewCORByName2.aspx

File Edit View Favorites Tools Help

DoD COR - View All Local COR Rec...

Tracking (CORT) Tool

DoD COR: View All Local CORs

Search Criteria:
 COR: Contract #: Supervisor/Commander: PCO/Specialist:

Please select the record types you are interested in:
 ACTIVE DRAFT PENDING PCO REVIEW PENDING SUPERVISOR REVIEW RECORD REJECTED BY PCO RECORD REJECTED BY SUPERVISOR TERMINATED

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date
STEPHEN.P.COLVIN	123456789	123456789	DRAFT	CATHERINE.M.WARD	MAE.BARTLEY	MAE.BARTLEY	
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
MATTHEW.B.SINES	HQ0102-01-TEST	HQ0102-01-TEST	PENDING SUPERVISOR REVIEW	JAMES.M.WHITE1	MAE.BARTLEY	PAUL.GAUGHAN	08-10-2011
WILLIAM.MACZEES	HQ0102-01-C-0001-0000	TESTCONTRACT	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	08-10-2011
WILLIAM.MACZEES	HQ0102-01-C-0001-0000	TEST - 00011	TERMINATED	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	08-10-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	TERMINATED	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
JOHN.BRONW77	HQ0102-01-C-T001-0000	SESSION 7-1	TERMINATED	DANA.CHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-20-2011
PAUL.GAUGHAN	HQ0102-01-C-TEST-0000	TEST	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	DAVID.PROPERT	08-23-2011
JOHN.DOEII	HQ010201CTEST0000	HQ010201CTEST0000	TERMINATED	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-19-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
JULIO.RAMOS	HQ0102-02-C-0001-0000	TEST - CONTRAC	ACTIVE	MARTHA.L.BROOKS2	MAE.BARTLEY	MAE.BARTLEY	07-07-2011
WILLIAM.MACZEES	HQ0102-02-C-1234-0000	HQ010202C1234	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	
JOHN.DOEII	HQ010202CTEST0000	HQ010202CTEST0000	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	06-27-2011
JOHN.DOEII	HQ0102-03-C-TEST-0000	TEST 5-1	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-14-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	HQ01020D1234	HQ01020D1234	PENDING PCO REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	
JAMES.RIVERS4	HQ010210CTE010000	HQ010210CTE010000	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	08-30-2011
JOHN.GREEN	HQ010210CTEST0000	HQ010210CTEST0000	TERMINATED	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	07-19-2011
WILLIAM.MACZEES	TEST - 369	TEST - 369	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	
WILLIAM.MACZEES	TEST - 99	TEST - 99	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	PAUL.GAUGHAN	MAE.BARTLEY	
JOHN.DOE4	TEST 11	TEST 11	PENDING PCO REVIEW	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	
JOHN.DOEII	TEST 11	TEST 11	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	PAUL.GAUGHAN	MAE.BARTLEY	
JOHN.DOEII	TRAINING 1	TRAINING 1	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	

Available to all registered contracting officer or contract specialist.

View all Local COR Record

COR - DoD COR: Nomination Process for TEST 11 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/COR.Contract.aspx?cor=3549&id=5243

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

DoD COR: Nomination Process for TEST 11

[View Complete COR Information](#)

Cancel Record

COR Information <small>Click to collapse</small>	DKO Name: JOHN.DOE4	COR's Home Organization DODAAC: HQ0102	
Supervisor/Commander: MAE.BARTLEY	Supervisor/Commander Commercial Phone: 703-789-6541		
Courses:	Course	Training Lvl	Certificate
	DAU CLC 106 COR with a Mission Focus	[A]	Certificate of Completion.doc
	DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc

Supporting Contracting Center

Contracting Center Department: OSD

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: TEST 11

Record Status: PENDING PCO REVIEW

Contracting Officer: BARTLEY, MAE

Commercial Phone: -Select-
BARTLEY, MAE

Contracting Specialist: GAUGHAN, PAUL

Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc

Replace QASP Document:

Contractor

Cage Code:

Email: MAE.BARTLEY@US.ARMY.MIL

Email: PAUL.GAUGHAN@US.ARMY.MIL

Description: SAMPLE

Description:

Done Trusted sites 100%

May change CO or CS on a record in the "Pending PCO Approval Status."

COR Related Links

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Links Page

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

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

Training

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

Contract Documentation

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

Regulations/Processes

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

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