



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

Contracting Officer/Contract
Specialist (CO/CS) Training

May 2012

eBusiness
Defense Procurement and Acquisition Policy



ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

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

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

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

AKO/DKO BASICS

Register for a AKO/DKO Account

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

AKO/DKO BASICS –

Register for a AKO/DKO Account

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

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

AKO/DKO BASICS – Register CAC with your AKO/DKO Account

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

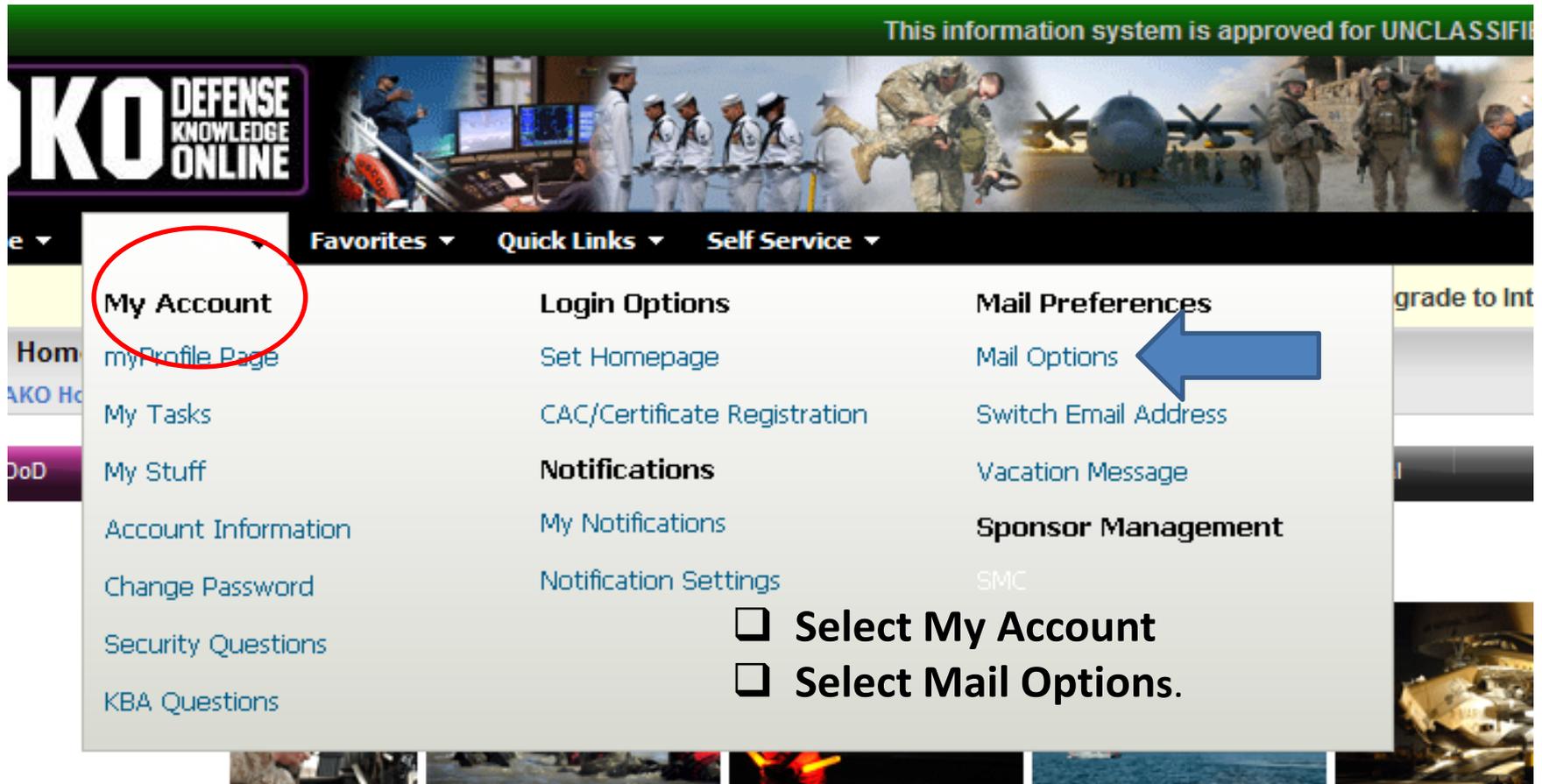
AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

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

This information system is approved for UNCLASSIFIED



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

My Account

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

Login Options

- Set Homepage
- CAC/Certificate Registration

Notifications

- My Notifications
- Notification Settings

Mail Preferences

- Mail Options
- Switch Email Address
- Vacation Message

Sponsor Management

SMC

Select My Account

Select Mail Options.

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

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

My Account

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

Enter forwarding email address twice

Click on submit.

Mail Options

Update Your Email Information

Select Delivery Option AKO Mail (mae.bartley@us.army.mil)
 Forward Email (Non-AKO Account)

Forwarding Email Address

Confirm Forwarding Email Address

Webmail Choice [?](#) Webmail
 Webmail Classic
 Webmail Lite

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

External Email Address: [?](#)

Enable S/MIME [?](#)

Submit



[myProfile Page](#)

[Account Settings](#)

[Account Information](#)

[Change Password](#)

[Security Questions](#)

[KBA Questions](#)

[Login Options](#)

[Set Homepage](#)

[CAC/Certificate Registration](#)

[Mail Preferences](#)

[Mail Options](#)

[Switch Email Address](#)

[Vacation Message](#)

[Notifications](#)

CORT Tool

Basics

What Is The CORT TOOL?

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

What is the CORT Tool?

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

CORT Tool Roles

Major Roles

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

Minor Roles

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

Contracting Officer Representative

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

COR Supervisor

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

Contracting Official

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

Agency Subject Matter Expert

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

CORT Tool

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

Homepage

DOD COR: HOME

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

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)

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

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

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

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

TRAINING STATUS UPDATE

- Based upon DPAP Policy Guidance, COR training requirements are available via the mouseover. 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 Approve menu to sign the document with their



Links policy and user guide.

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

Home Page Menu

- ❑ **COR Home** – returns the contracting officer or specialist to homepage
- ❑ **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
- ❑ **View All Local COR Records** – allows the contracting officer and specialist to see records in the contracting center DoDAAC
- ❑ **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

Home Page Menu

- Document Templates** - allows the user to see “samples” of COR Document templates
- Local Forms and POC** – Provides a location to have agency forms and POC for those forms posted
- COR Related Links** - Displays links to various training contract documentation and regulations/processes

Policy & Guide Links

- ❑ DoD COR Handbook – March 22,2012

- ❑ DOD Contingency COR Handbook

- ❑ CORT Tool User guide.

- ❑ Link to DPAP website

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

 - ❑ Training Materials,

 - ❑ CORs, Supervisors and Contracting Officer/Contract Specialist

 - ❑ Deployment Information,

 - ❑ FAQ,

 - ❑ Podcast, etc

 - ❑ Component Subject Matter Experts List

Policy & Guide Links

Training Status Update

- Provide a list of the major COR courses

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

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

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

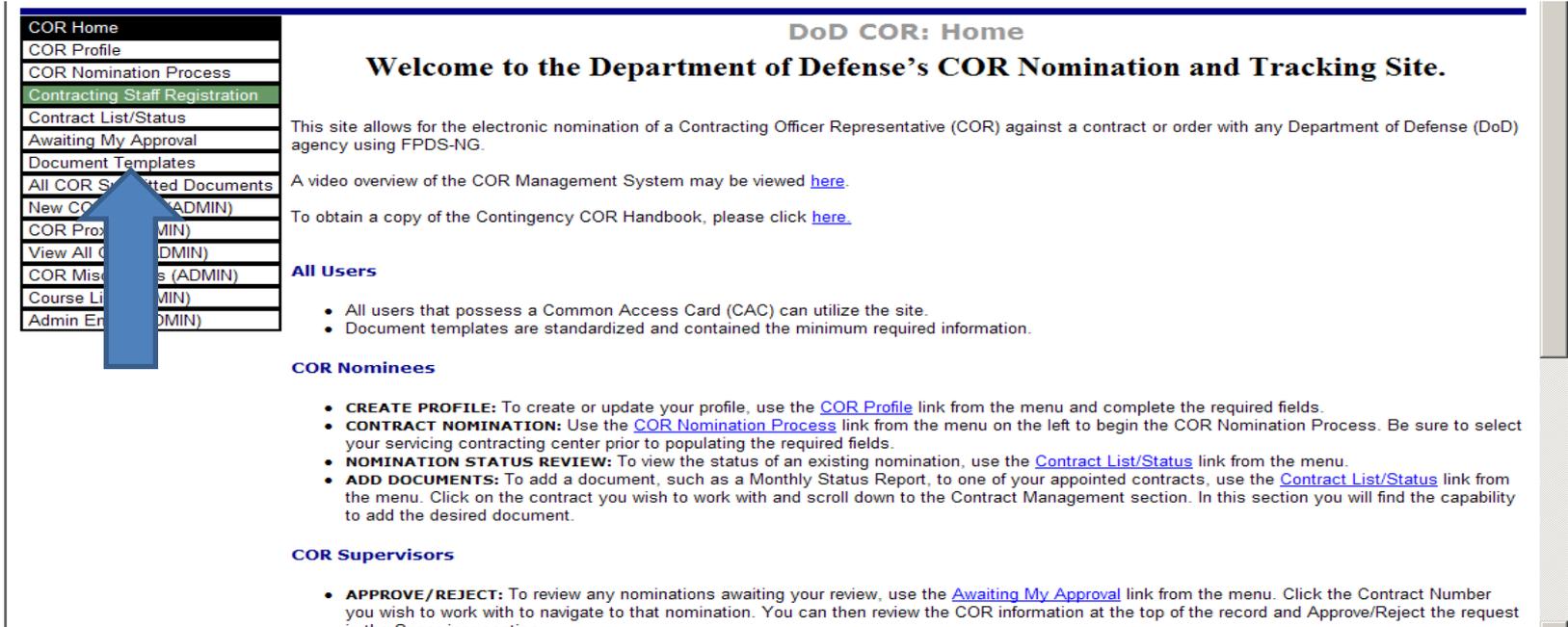
- Link to COR Training offered by DAU and the Acquisition Community Connection

Role and Responsibilities of CORT Tool Participants

CORT Tool

Part 1 - Contracting Staff Registration

Contracting Staff Registration



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.

COR Home
COR Profile
COR Nomination Process
Contracting Staff Registration
Contract List/Status
Awaiting My Approval
Document Templates
All COR Submitted Documents
New CORs (ADMIN)
COR Profiles (ADMIN)
View All Contracts (ADMIN)
COR Missions (ADMIN)
Course List (ADMIN)
Admin Error Log (ADMIN)

Select “Contracting Staff Registration” from the menu.

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
DKO Name:	Phone:	Email:
<input type="text" value="CONTRACTING.OFFICER"/>	<input type="text"/>	<input type="text"/>
Role:	Contracting Center's DODAAC: ⓘ	Organization:
<input type="text" value="SELECT ONE"/>	<input type="text"/>	<input type="text"/>
	Second Contracting Center's DODAAC: ⓘ	Second Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	Third Contracting Center's DODAAC: ⓘ	Third Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	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"/>
	Active Status:	
	<input type="text" value="Select One"/>	

Complete one registration

Complete all highlighted fields.

Note: If your name changes, do not create another registration

Contracting Staff Registration

- Name** – Enter first, middle or last name; may enter middle initial
- DKO name** - Pulled 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**
 - Contracting Officer** –
 - Select this role if you are a contracting officer responsible for COR Appointments;
 - Will be entered in the CORT Tool as both a Contracting Officer and a Contract Specialist.
 - Contract Specialist** - Select this role CS if you are not a contracting officer

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name: MAE	Middle Name: 	Last Name: BARTLEY
DKO Name: MAE.BARTLEY	Phone: 7036028011	Email: MAE.BARTLEY@US.ARMY.MIL
Role: <input type="button" value="CONTRACTING OFFICER"/> SELECT ONE <input type="button" value="CONTRACT SPECIALIST"/> <input type="button" value="CONTRACTING OFFICER"/>	Contracting Center's DODAAC: ⓘ <input type="text"/>	Organization: <input type="text"/>
	Second Contracting Center's DODAAC: ⓘ <input type="text"/>	Second Contracting Center's DODAAC Organization: <input type="text"/>
	Third Contracting Center's DODAAC: ⓘ <input type="text"/>	Third Contracting Center's DODAAC Organization: <input type="text"/>
	Fourth Contracting Center's DODAAC: ⓘ <input type="text"/>	Fourth Contracting Center's DODAAC Organization: <input type="text"/>
	Fifth Contracting Center's DODAAC: ⓘ <input type="text"/>	Fifth Contracting Center's DODAAC Organization: <input type="text"/>
<input type="button" value="Save Changes"/>	<input type="button" value="Cancel Changes"/>	

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

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name: MAE	Middle Name: K	Last Name: BARTLEY
DKO Name: MAE.BARTLEY	Phone: 703802811	Email: MAE.BARTLEY@US.ARMY.MIL
Role: CONTRACTING OFFICER	Contracting Center's DODAAC: HQ0102	Organization: DPAP
	Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
	Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
	Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
	Fifth Contracting Center's DODAAC: N	Fifth Contracting Center's DODAAC Organization:
	Active Status: Active	

Save Changes Cancel Changes

- ❑ Contracting Center DoDAAC – Enter the procurement DoDAAC
- ❑ Organization - Enter the organization name associated with DoDAAC

Contracting Staff Registration

DoD COR: Contracting Staff Registration		
First Name: MAE	Middle Name: 	Last Name: BARTLEY
DKO Name: MAE.BARTLEY	Phone: 7036028011	Email: MAE.BARTLEY@US.ARMY.MIL
Role: CONTRACTING OFFICER	Contracting Center's DODAAC: HQ0102	Organization: DPAP
	Second Contracting Center's DODAAC: N00167	Second Contracting Center's DODAAC Organization: NAVY, NSWC CAREROCK
	Third Contracting Center's DODAAC: N00024	Third Contracting Center's DODAAC Organization: NAVY, NAVESEA 023
	Fourth Contracting Center's DODAAC: SB4201	Fourth Contracting Center's DODAAC Organization: DLA, DLIS
	Fifth Contracting Center's DODAAC: FRF3BK	Fifth Contracting Center's DODAAC Organization: AIR FORCE, HQ 554 ELSG/KSK
<input type="button" value="Save Changes"/>	<input type="button" value="Cancel Changes"/>	

- ❑ Alternate Contracting Center DODACC- If the CO/CS support more than one contracting organization, enter the organization's six (6) digit organizational code.
- ❑ Alternate Contracting Center's DODAAC Organization – Enter the contracting center organization's name.
- ❑ CO/CS may enter up to four (4) additional DoDAACs.

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
DKO Name: <input type="text" value="COR.TEST99"/>	Phone: <input type="text"/>	Email: <input type="text"/>
Role: <input type="text" value="SELECT ONE"/>	Contracting Center's DODAAC: ⓘ <input type="text"/>	Organization: <input type="text"/>
	Second Contracting Center's DODAAC: ⓘ <input type="text"/>	Second Contracting Center's DODAAC Organization: <input type="text"/>
	Third Contracting Center's DODAAC: ⓘ <input type="text"/>	Third Contracting Center's DODAAC Organization: <input type="text"/>
	Fourth Contracting Center's DODAAC: ⓘ <input type="text"/>	Fourth Contracting Center's DODAAC Organization: <input type="text"/>
	Fifth Contracting Center's DODAAC: ⓘ <input type="text"/>	Fifth Contracting Center's DODAAC Organization: <input type="text"/>
	Active Status: <input type="text" value="Select One"/>	

Active Status – Default is Active, change if retiring.
When completed, select “Save Changes.”

Contracting Staff Registration

New Registration

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"/>	<input type="text" value="CO"/>
DKO Name:	Phone:	Email:
<input type="text" value="TEST.CO"/>	<input type="text" value="703-588-6312"/>	<input type="text" value="TEST.CO@US.ARMY.MIL"/>
Role:	Contracting Center's DODAAC: ⓘ	Organization:
<input type="text" value="CONTRACTING OFFICER"/>	<input type="text" value="HQ0102"/>	<input type="text" value="DPAP"/>
	Second Contracting Center's DODAAC: ⓘ	Second Contracting Center's DODAAC Organization:
	<input type="text" value="N00030"/>	<input type="text" value="DEPT OF NAVY"/>
	Third Contracting Center's DODAAC: ⓘ	Third Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	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"/>
	Active Status:	
	<input type="text" value="Select One"/>	

Save Changes Cancel Changes

Top of page states “Contracting Staff Profile Has Been Inserted” for all new registrations.

Contracting Staff Registration – Updated Registration

DOD COR: Contracting Staff Registration
Contracting Staff Profile Has Been Updated

First Name: Middle Name: Last Name:

DKO Name: Phone: Email:

Role:

Contracting Center's DODAAC: Organization:

Second Contracting Center's DODAAC: Second Contracting Center's DODAAC Organization:

Third Contracting Center's DODAAC: Third Contracting Center's DODAAC Organization:

Fourth Contracting Center's DODAAC: Fourth Contracting Center's DODAAC Organization:

Fifth Contracting Center's DODAAC: Fifth Contracting Center's DODAAC Organization:

Active Status:

Top of page states “Contracting Staff Profile Has Been Updated” for all previously saved or updated registrations

Contracting Staff Registration

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 Miscellaneous (ADMIN)
COR Profiles (ADMIN)
Courses (ADMIN)
Link To Forms (ADMIN)
New COR Profiles (ADMIN)
View All Profiles (ADMIN)
COR Profile Approval (ADMIN)
Site SMI Management (ADMIN)

DoD COR: Contract List

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

Please select the record types you are interested in:
Please click here to select identified records

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

Contracting Staff Registration

The screenshot shows a web application interface. On the left is a navigation menu with the following items: COR Home, COR Profile, COR Nomination Process, Contracting Staff Registration, Contract List/Status, Awaiting My Approval, Document Templates, 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 L (ADMIN), Link To (ADMIN), New COR (ADMIN), View All C (ADMIN), COR Profile Approval (ADMIN), and Site SME (ADMIN). A blue arrow points to 'Awaiting My Approval'. The main content area is titled 'DoD COR: Awaiting my Approval' and displays a red error message: 'You do not have rights to use this page'. A red oval highlights the 'Contracting Staff Registration' item in the navigation menu.

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.

CORT Tool

Part 2 – CO/CS Review of COR Nomination

COR Nomination Record Process - Supervisor - Approves A Record

Supervisor Certifications:

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

Windows Internet Explorer

Are you sure you wish to approve this record?

OK Cancel

Approval/Rejection Comments:

This COR Nonmineee has extensive expeerince.

Supervisor Approve Save Record (without routing) Supervisor Reject

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

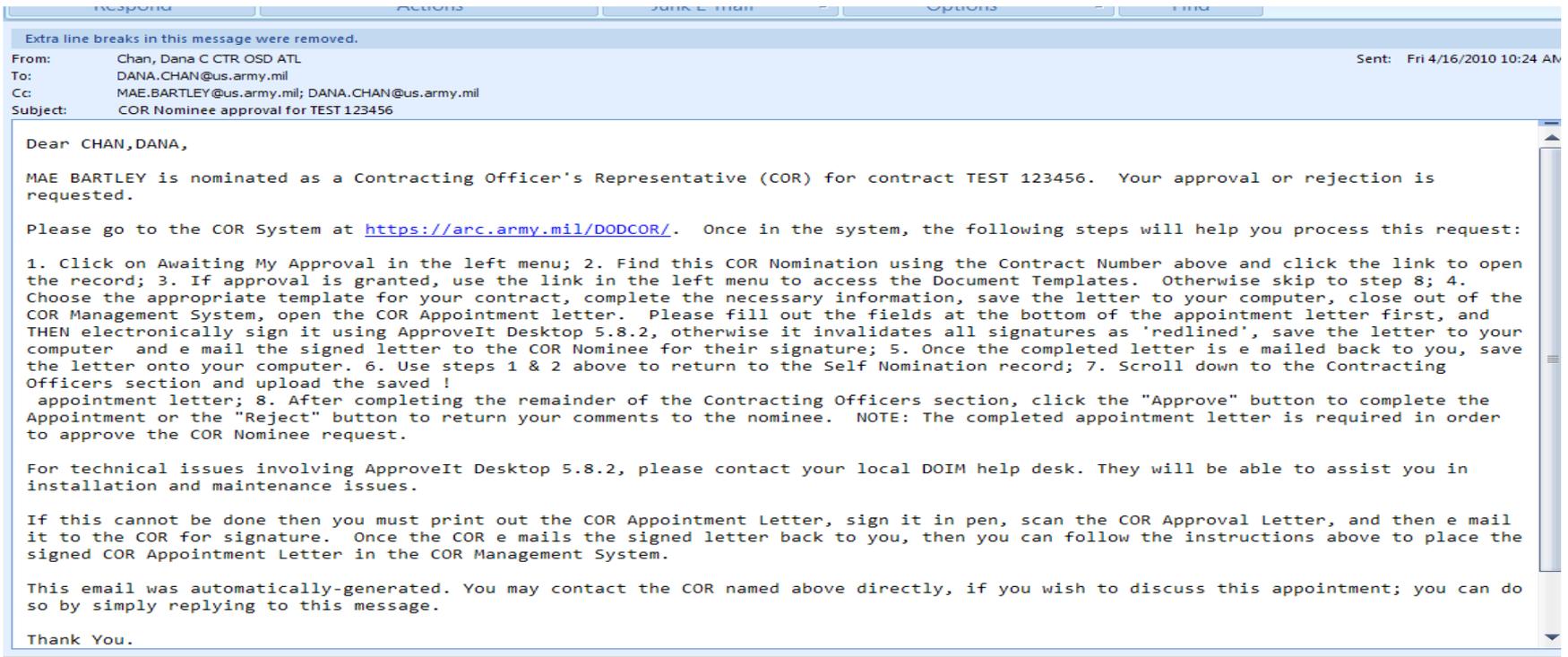
COR Nomination Record Process - Supervisor – Approves a Record

The screenshot displays the 'COR Self Nomination for TEST - 369' interface. A red oval highlights the header text: 'COR Self Nomination for TEST - 369' and 'COR Nominee Record Approved and Submitted to Contracting Officer'. Below this, a 'View Complete COR Information' link and a 'Cancel Record' button are visible. The 'Contract Information' section shows 'Contract/Solicitation Number: TEST - 369' and 'Record Status: PENDING PCO REVIEW', both circled in red. The 'Contracting Officer' section lists MAE BARTLEY with email MAE.BARTLEY@US.ARMY.MIL. The 'Contracting Specialist' section lists PAUL GAUGHAN with email PAUL.GAUGHAN@US.ARMY.MIL. At the bottom, there is a 'QA Surveillance Plan (QASP)' section with a note on file size and an 'Add QASP Document' field with a 'Browse...' button and a 'Description' field.

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

COR Nomination Record Process

Supervisor - Approves a Record



Example of email sent to the CO/CS.

COR Nomination Record Process – CO/CS - Contract List Status

DoD COR: Home

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

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



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

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

COR Nomination Record Process – CO/CS - Contract List Status

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

Please select the record types you are interested in:

ACTIVE
 DRAFT
 INACTIVE
 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
MAE.BARTLEY		DARPA-TEST0001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	RICHARD.NIXON		NO
MAE.BARTLEY		DCMA-TEST00001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DFAS-TEST00001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DFAS-TEST00002	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DFAS-TEST00003	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DLA-TEST000002	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DODEA-TEST0001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MICHAEL.NEEB		EMAILTEST00001	PENDING SUPERVISOR REVIEW	MATTHEW.MEINERT	RICHARD.NIXON	JIMMY.CARTER		NO
PHILLIP.JAMES.WILSON		FZ574064TS	PENDING SUPERVISOR REVIEW	GARY.VOLERMAN	RICHARD.NIXON	GEORGE.BUSH		NO
MAE.BARTLEY		NAVY-TEST00001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		TEST0000000001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	RICHARD.NIXON		NO
MICHAEL.NEEB		TESTEMAIL00002	PENDING SUPERVISOR REVIEW	MATTHEW.MEINERT	RICHARD.NIXON	JIMMY.CARTER		NO
MICHAEL.NEEB		TESTEMAIL00003	PENDING SUPERVISOR REVIEW	MATTHEW.MEINERT	RICHARD.NIXON	GEORGE.BUSH		NO
MAE.BARTLEY		TMA-TEST000001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY	W15P7T-06-D-E405-0021		PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.BUSH		NO
KRISTINE.PREECE	W15P7T-09-C-E405-	TEST-000000001	ACTIVE	GARY.PUGLIANO	RICHARD.NIXON	MICHAEL.NEEBF	5/9/2011	YES

A list of actions and the status of the action for the contracting officer or contract specialist is displayed.

COR Nomination Record Process – CO/CS Contract List Status

Fields Displayed

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

COR Nomination Record Process – CO/CS - Contract List Status

Status

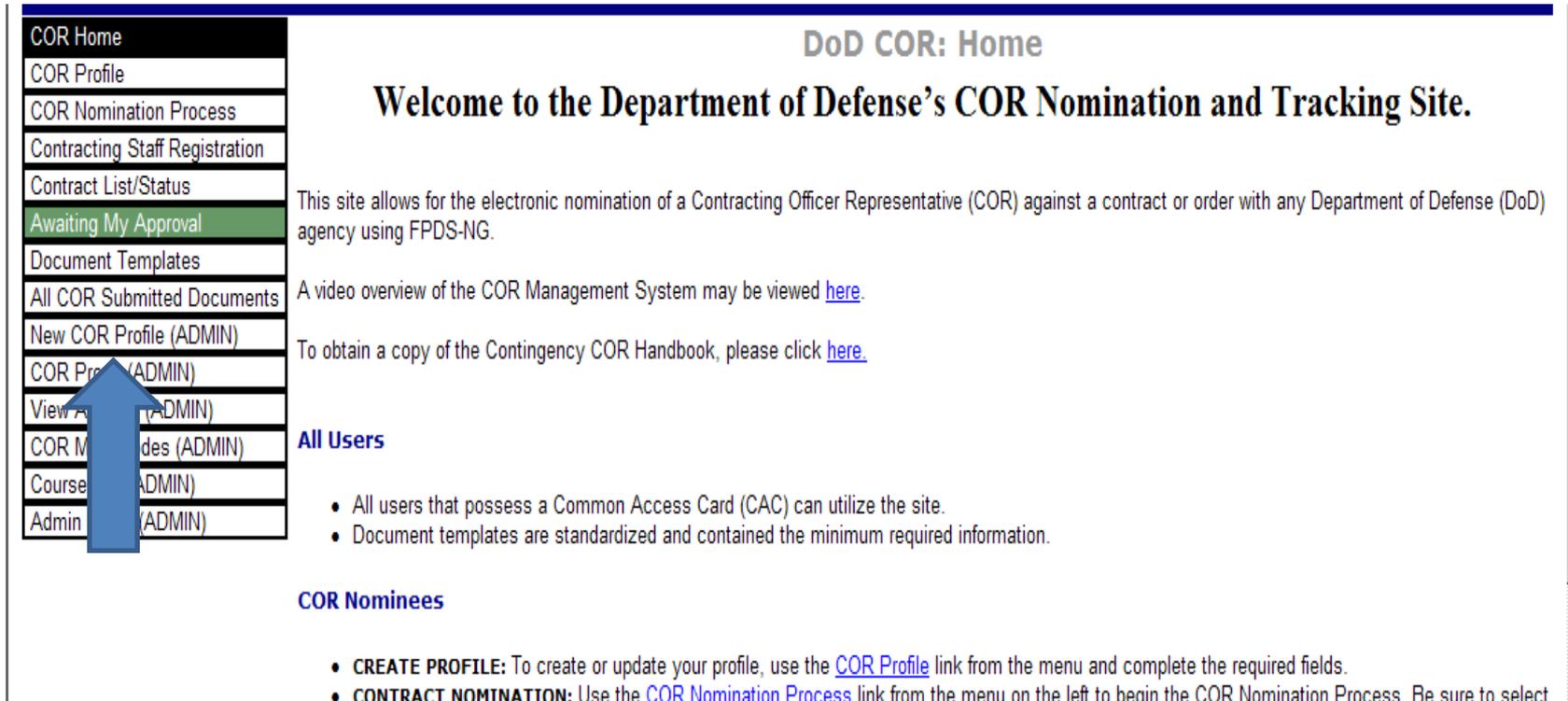
- Active**– Contracting Officer has approved the COR nomination
- Draft** – a nomination has been started by the COR on a contract action but has not been to the supervisor
- Inactive** Contract completed, no additional COR duties are required
- Rejected** – Nomination has been rejected by the contracting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

Sort by Status

Select contract number to review

COR Nomination Record Process

CO/CS - Awaiting my 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 Profile (ADMIN)
- View All (ADMIN)
- COR Management (ADMIN)
- Course (ADMIN)
- Admin (ADMIN)

DoD COR: Home

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

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

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

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

COR Nomination Record Process

CO/CS - Awaiting My Approval

STATES OF

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

DoD COR: Awaiting my Approval

You do not have rights to use this page

This message will display when the following occurs:

- The CO/CS has not completed a contracting staff registration or
- There are no nomination associated with the CO/CS name.

COR Nomination Record Process

CO/CS - Awaiting My Approval

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer ⓘ

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor/Commander</u>
PAUL.J.SMITH	DOD-TRAINING2	MAE.BARTLEY
PAUL.J.SMITH	HQ0102-02-D-TEST-0002	MAE.BARTLEY
TESTER.COR	SESSION 5-1A	MAE.BARTLEY
TESTER.COR	SESSION 5-2A	MAE.BARTLEY

A list of actions awaiting approval will be displayed. The message “No Contracts Awaiting Your Approval” is displayed when there are no actions to be approved by contracting officer. Select the contract number to begin the review of the nomination. (This list may not be available for Contract Specialist).

COR Nomination Record Process – CO/CS Review – COR Information

COR Home	DoD COR: Nomination Process for 4608-10-M-S032	
COR Profile	View Complete COR Information	
COR Nomination Process	<input type="button" value="Cancel Record"/>	
Contracting Staff Registration	COR Information <small>Click to collapse</small>	
Contract List/Status	DKO Name: JAMES.F.LAMONT	Contractor's Home Organization DODAAC: 4608
Awaiting My Approval	Supervisor/Commander: MADDOX	Supervisor/Commander Commercial Phone: 318-456-9732
Document Templates	Courses: No Courses Listed	
Local Forms and POCs	Supporting Contracting Center	
All COR Submitted Documents	Contracting Center Department: -Select-	
View All Local COR Records	Contracting Center DODAAC: FA4608	
COR Related Links	Contract Information	
Admin Email (ADMIN)	<input type="radio"/> ->Contract Number is Known	<input checked="" type="radio"/> ->Contract Number is NOT Known
COR Misc Codes (ADMIN)	Contract/Solicitation Number: 4608-10-M-S032	
COR Proxy (ADMIN)	Record Status: PENDING SUPERVISOR REVIEW	
Course List (ADMIN)	Contracting Officer	
Link To Reports (ADMIN)	Contracting Officer: CROCKETT, TRACEY	Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL
New COR Profile (ADMIN)	Commercial Phone: 3184561102	
View All CORs (ADMIN)	Contracting Specialist	
	Contracting Specialist: CROCKETT, TRACEY	Email: TRACEY.Y.CROCKETT@BARKSDALE.AF.MIL
	Commercial Phone: 3184561102	
	QA Surveillance Plan (QASP)	
	<small>Note: The file should have a file extension (doc, pdf, etc.)</small>	
	<small>Note: File size being uploaded must not exceed 8 MB (8,000 KB).</small>	
	Add QASP Document: <input type="text"/> <input type="button" value="Browse..."/>	
	Contractor	
	Cage Code:	
	Contractor Name:	Contractor Address:
	Contractor City:	Contractor State:
	Contractor Zip Code:	Contractor Country:
	Contract Award Date:	

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

CO/CS Review – COR Information

DoD COR: Nomination Process for TEST 8

[View Complete COR Information](#)

ⓘ

COR Information <-Click to collapse

DKO Name: MAE.BARTLEY

COR's Home Organization DODAAC: HQ0102

Organization Name: DPAP

Courses:

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

- 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 – CO/CS – Review Nomination

Review COR 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

CO/CS - Complete Nomination

Supervisor/Commander <-Click to expand

Contracting Officer <-Click to collapse

Reassignment of the PreAward Contract TEST1234

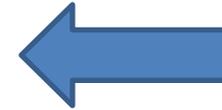
Contract Number: - - -

Delivery/Task Order:

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ



If the COR selected “Contract Number is NOT Known” the Contracting Officer shall enter the contract number and/or contract and delivery/task order number.

COR Nomination Record Process

CO/CS - Complete Nomination

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?:

Contracting Officer

Select the COR Training Type (A, B or C)

COR Nomination Record Process

CO/CS - Complete Nomination

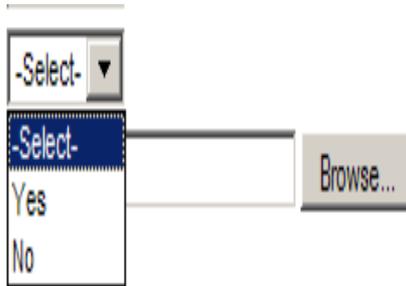
Contingency Environment?:

Waive QASP?:

Contracting Officer
Certifications:

Yes

No



Select **“Yes”** or **“No”** for Contingency Environment; if work is being performed in a contingency environment.

COR Nomination Record Process

CO/CS - Complete Nomination

Waive QASP?:



The screenshot shows a web form with a checked checkbox, an information icon, a text input field containing 'H:\CORT Tool\SAMPLES\Q', and a 'Browse...' button.

- Check block if QASP is not required.
- Load a copy of the memorandum waiving this requirement.

COR Nomination Record Process

CO/CS - Complete Nomination

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 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:

- Check all certifications.
- Add comments (mandatory if rejecting.)
- Load appointment letter and add appointment date.
- If known, enter ACO and QA POC.

COR Nomination Record Process

CO/CS Complete Nomination

Click to collapse-> **CONTRACTING OFFICER**

Reassignment of the PreAward Contract TEST- ZZ

Contract Number: - - -

Delivery/Task Order:

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ

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 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:

Appointment Date:

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

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

COR Nomination Record Process

CO/CS Complete Nomination

- Save, reject, 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

CO/CS - Saves Record (without Routing)

Click to collapse-> **CONTRACTING OFFICER**

Reassignment of the PreAward Contract TEST- ZZ

Contract Number: - - -

Delivery/Task Order:

COR Training Type:

Contingency Environment?:

Waive QASP?:

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 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:

Appointment Date:

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

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

COR Nomination Record Process

CO/CS - Saves Record (without Routing)

COR Self Nomination for FY2333-07-M-0008

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

Click to expand-> **COR INFORMATION**

Supporting Contracting Center

Contracting Center: DEFENSE
Department:
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: FY2333 -07 -M -0008
Delivery/Task Order:
Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE Email: MAE.BARTLEY@US.ARMY.MIL
Commercial Phone: 7035880832

Contracting Specialist

Contracting Specialist: BARTLEY, MAE Email: MAE.BARTLEY@US.ARMY.MIL
Commercial Phone: 7035880832

QA Surveillance Plan (QASP)

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

Existing Document: Sample QASP.doc Description: Sample

Replace QASP Document: Browse... Description: Sample

Contractor

Cage Code: 009145814
Contractor Name: NEWPORT CORPORATION
Contractor City: IRVINE
Contractor Zip Code: 92606-4814
Contract Award Date:
Current Completion Date: 9/6/2007
PSC Description: 6640 - LABORATORY EQUIPMENT AND SUPPLIES

Contractor Address: 1791 DEERE AVE
Contractor State: CA
Contractor Country: US

- ❑ Record now states “COR Contract Record Updated.”
- ❑ Record Status remains “Pending PCO Review.”
- ❑ Contractor section is populated with FPDS data

COR Nomination Record Process

CO/CS – Rejects a Record

Contracting Officer <-Click to collapse

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 CORT Tool.
3/21	<input type="checkbox"/>	I have signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this CORT Tool.
3/21	<input type="checkbox"/>	I have reviewed the COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21	<input type="checkbox"/>	I have reviewed the COR data and confirmed that the COR specific "refresher training" as required by DoD Instruction 6030.01, "Contracting Officer Representatives (COR) for Service Acquisition" has been completed by the COR.
3/21	<input type="checkbox"/>	I have completed an administrative review of the COR's files in the anniversary month of appointment using the Inspection Checklist.
3/21	<input type="checkbox"/>	I have signed a COR Revocation/Termination Letter following completion of the above contract/delivery order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn on the 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:

Appointment Date:

ACO DKO Name: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

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

- Select "Contracting Officer Reject."
- When the dialogue box opens, it will default to "Reject but DO NOT set status to Cancelled."

COR Nomination Record Process

CO/CS – Rejects a Record

Click to collapse **CONTRACTING OFFICER**

COR Training Type: ⓘ

Contingency Environment?: ⓘ

Waive QASP?: ⓘ 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 ensure that the COR's files in the anniversary month of appointment using the Annual COR File Inspection
3/21/2011	<input checked="" type="checkbox"/> I certify	checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: Note: File size be

Appointment Date:

Please select from the following:

Reject but DO NOT set status to Cancelled.

Reject AND set status to Cancelled.

OK Cancel

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

- Select "OK" to confirm the rejection, without cancelling or
- Select "Cancel" if the rejection was submitted in error.

COR Nomination Record Process

CO/CS – Rejects a Record

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

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Description:

Contractor

- 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

CO/CS – Rejects a Record

```
X-Priority: 3
Content-Type: multipart/mixed;
  boundary="-----4D8C24=_23F7E4A13B2357B3"
```

```
This is a multi-part message in MIME format.
-----4D8C24=_23F7E4A13B2357B3
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit
```

Dear KRISTINE PREECE,

Your contracting officer has rejected your request to be a Contracting Officer's Representative (COR) for contract TEST - KP. The reasons are as follows:
Reject per Mae

To revise your nomination, please go to the CORT Tool at <https://arc.army.mil/DODCOR/>. Once in the tool, the following steps will help you process this request:

1. Click on COR Contract List in the left menu;
2. Find the contract you need to revise and click its link to open the record;
3. If needed, the rejection comments (seen above) can be viewed in the Contracting Officer section of the Self Nomination record;
4. When you are ready to resubmit your nomination, use the "Submit Record to Supervisor" button in the COR section of the COR Self Nomination record

Note: The COR Nominee's Supervisor must nominate a new COR if this COR Nominee is not going to be selected.

This email was automatically-generated. You may contact me if you wish to discuss this message; you can do so by simply replying to this message.

Thank You.

Sample rejection email from CO.

COR Nomination Record Process

CO/CS – Rejects/Cancel a Record

Click to collapse-> **CONTRACTING OFFICER**

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ 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 ensure that the COR's files in the anniversary month of appointment using the Annual COR File Inspection
3/21/2011	<input checked="" type="checkbox"/> I certify	checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: Note: File size below 10MB

Appointment Date: ⓘ

ACO DKO Name: ⓘ

Please select from the following:

Reject but DO NOT set status to Cancelled.

Reject AND set status to Cancelled.

- Select Contracting Officer Reject.
- Change default in dialogue box to “Reject AND set status to Cancelled.”
- Select “OK” to continue rejection and cancellation

COR Nomination Record Process

CO/CS - Reject/Cancel a Record

DoD COR: Nomination Process for HQ01020D1234

COR Contract Record Cancelled
[View Complete COR Information](#)

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: HQ01020D1234
Record Status: CANCELLED

Contracting Officer

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

Contracting Specialist

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

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

- 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- CO/CS – Approves a Record/Appoints COR

Click to collapse-> **CONTRACTING OFFICER**

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ

**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 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: **Appointment Date:**

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

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

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

COR Nomination Record Process

CO/CS – Approves a Record/Appoints COR

COR Self Nomination for FY2333-08-M 0016-0000

COR Appointed

[View Complete COR Information](#)

Click to expand-> **COR INFORMATION**

Supporting Contracting Center

Contracting Center Department: DEFENSE
Contracting Center DODAAC: HQ0102

Contract Information

->Contract Number is Known ->Contract Number is NOT Known
Contract/Solicitation Number: FY2333 -08 -M -0016
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: DOD, TEST
Commercial Phone: 7676128865

Email: TEST.8888@US.ARMY.MIL

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc

Description: Sample

Replace QASP Document: Browse...

Description: Sample

Contractor

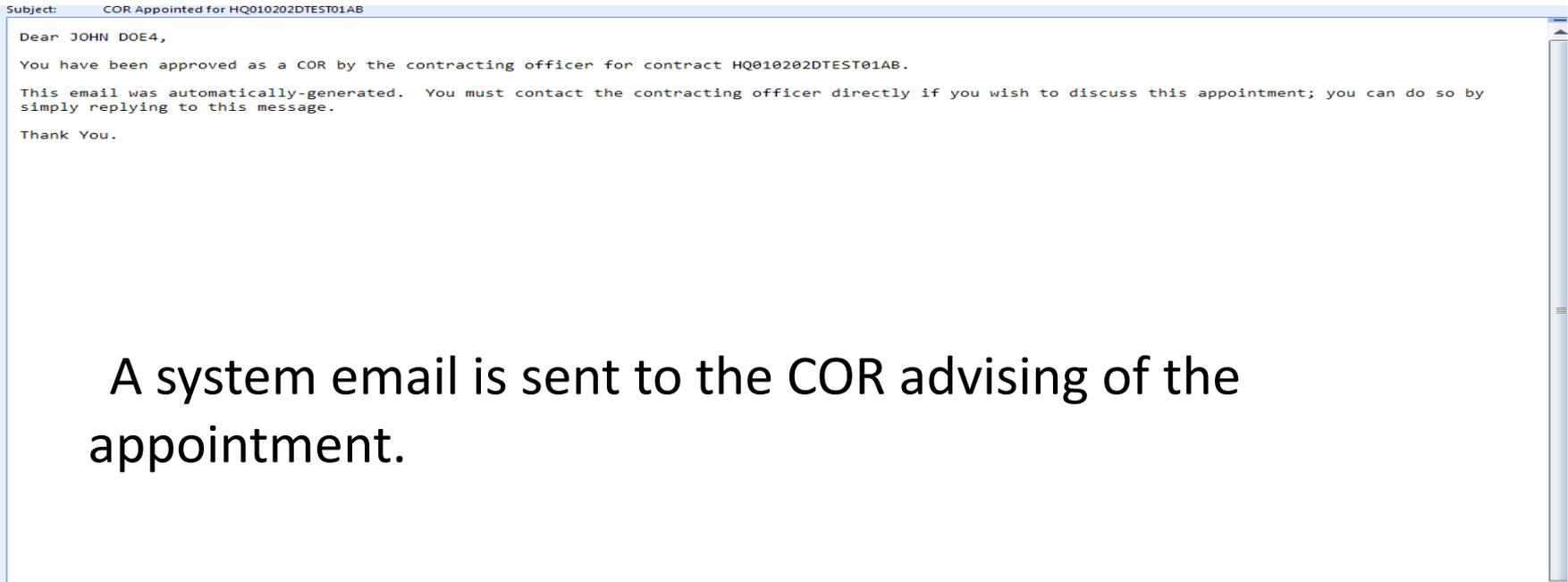
Cage Code: 884047838
Contractor Name: UNIVERSAL MEASUREMENT
Contractor City: SPRINGFIELD
Contractor Zip Code: 45502-9582
Contract Award Date:
Current Completion Date: 10/31/2008
PSC Description: 6635 - PHYSICAL PROPERTIES TEST EO

Contractor Address: 5780 URBANA RD
Contractor State: OH
Contractor Country: US

- Top of page states “COR Appointed.”
- The “Supporting Contracting Center and Contractor Information section is now frozen;
- The “record status” changes to “ACTIVE; and
- The “Contractor” section is populated with FPDS data.

COR Nomination Record Process

CO/CS – Approves a Record/Appoints COR



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

COR Nomination Record Process

Updates Record with ACO or QA POC

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

Contract Number: **HC1028-01-C-TEST**

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ Browse...

Contracting Officer Certifications:

Cert. Activation ⓘ	Certification
3/21/2011	Certified 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	Certified I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course been completed by the COR.
3/21/2011	Certified I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review COR Report and approve or reject it in the CORT Tool.
3/21/2011	Certified I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using Annual COR File Inspection Checklist.
3/21/2011	Certified I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/deliver order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will 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	Certified I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: Browse... Appointment Date: ⓘ

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

COR Revocation Letter: Browse... Revocation Date: ⓘ

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

Revoke COR

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ



- ❑ Select Contract List status and select applicable contract number
- ❑ Enter the DKO name of the Administrative Contracting Officer (ACO and/or the Quality Assurance Point of Contact (QA POC) .
- ❑ Click on “Save Record (without routing).”

COR Nomination Record Process Updates Record with ACO or QA POC

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: Browse... Description:

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

COR File Inspection Checklist

Appointment Letter: **Appointment Date:**

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

COR Revocation Letter: **Revocation Date:**

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Add File: **Year:** ▼

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

- ❑ Contracting Officer may post Annual COR File Inspection Checklist (CO).
- ❑ Scroll down to the contracting officer section
- ❑ To add files
 - ❑ Using the browse feature, upload a copy of the checklist
 - ❑ Select the applicable year
 - ❑ Click on add checklist

COR File Inspection Checklist

COR Revocation Letter: **Revocation Date:** 

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

ACO DKO Name: 

QA POC DKO Name: 

Annual COR File Inspection Checklist

	Year	Document	Created By	Created On
  Edit Delete	2012	 CLOSEOUTCHECKLIST.docx	MAE.BARTLEY	06/27/2012 01:58 PM

Add File: **Year:** 

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

Top of the page now state, File Inspection Checklist Added.
Checklist is now available for viewing.

COR Nomination Record Process

CO/CS - Terminates/Revokes a COR

3/21/2011	Certified	Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has completed by the COR.
3/21/2011	Certified	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	Certified	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the CORT Tool.
3/21/2011	Certified	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: **Appointment Date:**

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

COR Revocation Letter: **Revocation Date:**

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

ACO DKO Name:

QA POC DKO Name:

Contract Management: [Click to activate](#)

- Expand the Contracting Officer section.
- Load a copy of the COR Revocation Letter.
- Enter the revocation date.
- Select "Revoke COR."

COR Nomination Record Process

CO/CS - Terminates/Revokes a COR

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 "Certifications" table and a "Windows Internet Explorer" dialog box.

Cert. Activation	Certification
3/21/2011	Certified

The dialog box asks: "Are you sure you wish to terminate the COR for this contract?" with "OK" and "Cancel" buttons. Below the dialog box, there is a "Revoke COR" button and input fields for "ACO DKO Name" (DANA.CHAN) and "QA POC DKO Name" (WILLIAM.MACZEES).

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

COR Nomination Record Process

CO/CS - Terminates/Revokes a COR

COR Appointment Terminated
[View Complete COR Information](#)

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] Browse...
Description: SAMPLE

Contractor

- ❑ Record now states “COR Appointment Terminated.”
- ❑ Record Status changes to Terminated.

CORT Tool

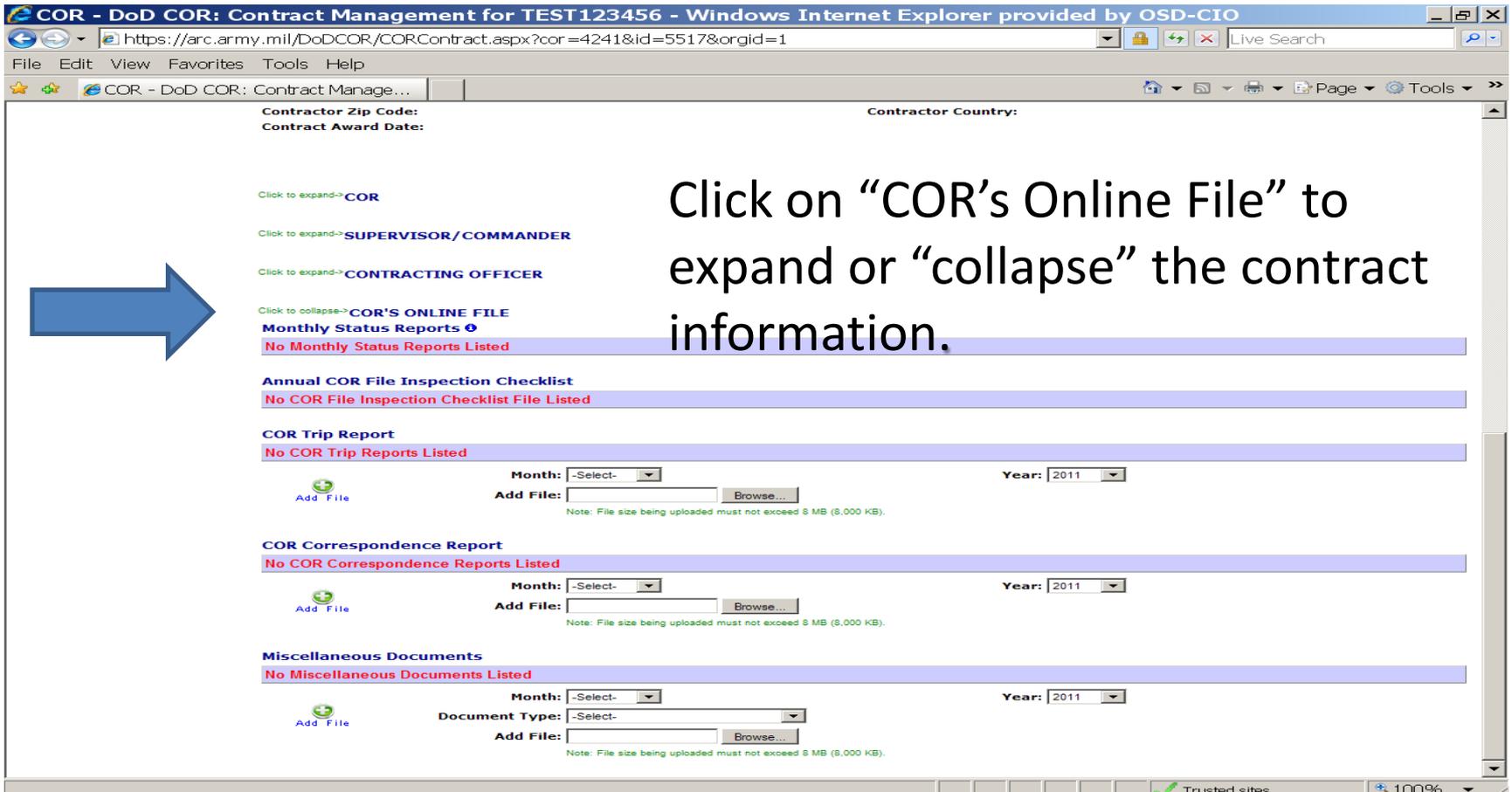
Part 3 – COR's Online Reports

COR's Online Reports

- Contracting Officer may approve or reject COR Status reports.
- Contracting may review the following document posted by the COR or Contracting Officer:
 - COR Reports,
 - Trip Report,
 - Correspondence and
 - Miscellaneous Documents

COR's Online Reports

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 browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a search bar.

The main content area displays contract information and several report sections:

- Contractor Zip Code:** [Blank]
- Contract Award Date:** [Blank]
- Contractor Country:** [Blank]
- 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
- Add File** (with Month and Year dropdowns, and a file upload field)
- COR Correspondence Report**
No COR Correspondence Reports Listed
- Add File** (with Month and Year dropdowns, and a file upload field)
- Miscellaneous Documents**
No Miscellaneous Documents Listed
- Add File** (with Document Type dropdown, Month and Year dropdowns, and a file upload field)

A large blue arrow points from the left towards the "COR'S ONLINE FILE" section. A text overlay on the right side of the screenshot reads: "Click on 'COR's Online File' to expand or 'collapse' the contract information."

COR's Online Reports

CO/CS - COR Status Reports

CORT TEST2012 has submitted a new COR Monthly Report for contract HQ010201C01020000. This report now requires your review and Approval or Rejection.

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

1. Click on COR Contract List in the left menu;
2. Find the contract you need to manage using the COR Name and Contract Number above and click the link to open the record;
3. Once in the contract record, scroll down to the Contract Management section;
4. In the Monthly Status Report list you will see Approve and Reject buttons next to the submitted report;
5. To approve the report simply click the Approve button and click OK on the confirmation box;
6. To reject the report, click the Reject button, add your comments in the box that appears, click the "Complete Report Rejection" button and click OK on the confirmation box.

This email was automatically-generated. Please do not reply to this message. You must contact the COR directly if you wish to discuss this message; you can do so simply by replying to this message.

Thank You.

Email is sent to the contracting officer advising of new status report that must be accepted or rejected by the contracting officer.

COR's Online Report

CO/CS - COR Status Reports

Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
  Approve Reject	02-2012	1	Submitted	MONTHLY STATUS REPORT.docx	CORT.TEST2012	05/03/2012 11:25 AM
  Approve Reject	01-2012	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM



Add File

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
  Edit Delete	2012	File Inspection Checklist.docx	MAE.BARTLEY	02/02/2012 06:46 AM



Add File

Year:

Add File:

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

COR Trip Report

Contracting Officers will approve or reject status reports.

COR Online Reports

CO/CS – Rejects COR Status Reports

Click to expand-> **CONTRACTING OFFICER**

Click to collapse-> **COR'S ONLINE FILE**

Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
  Approve Reject	02-2012	1	Submitted	MONTHLY STATUS REPORT.docx	CORT.TEST2012	05/03/2012 11:25 AM
Enter Rejection Comments:						
  Approve Reject	Missing Contractor certification.				E.BARTLEY	02/02/2012 06:44 AM
 Add File			<input type="button" value="Complete Report Rejection"/> <input type="button" value="Browse..."/>	Year: 2012		

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

Annual COR File Inspection Checklist

	Year	Document	Created By	Created On
  Edit Delete	2012	File Inspection Checklist.docx	MAE.BARTLEY	02/02/2012 06:46 AM
	Year: 2012			

If the CO rejects the report, the CO must enter the reason for rejection and click on “Complete Report Rejection.”

COR Online Reports

CO/CS – Rejects COR Status Reports

DoD COR: Contract Management for HQ0102-01-C-0102-0000

Status Report Rejected

[View Complete COR Information](#)

[Click to collapse->](#) COR INFORMATION

DKO Name: CORT.TEST2012

COR's Home Organization DODAAC:

HQ0102

Supervisor/Commander: MAE.BARTLEY

Supervisor/Commander Commercial Phone: 703-588-0832

Courses:

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

Supporting Contracting Center ⓘ

Contracting Center OSD

Department:

Contracting Center HQ0102

DODAAC:

Contract Information ⓘ

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

- ❑ The top of the page displays “Status Report Rejected.
- ❑ An email is sent to the COR advising of the rejected Status Report.

COR's Online Report

CO/CS - Approves COR Status Reports

Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
  Approve Reject	02-2012	1	Submitted	 MONTHLY STATUS REPORT.docx	CORT.TEST2012	05/03/2012 11:25 AM
  Approve Reject	01-2012	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM

 Add File

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
  Edit Delete	2012	 File Inspection Checklist.docx	MAE.BARTLEY	02/02/2012 06:46 AM

 Add File

Year:

Add File:

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

COR Trip Report

To approve, click on “approve.” When the dialogue box opens, click on “OK” to confirm approval.

COR's Online File

CO/CS - Approves COR Status Reports

The screenshot displays the DoD COR Contract Management interface for contract SP0600-10-C-0022-0000. A red oval highlights the message "Status Report Approved" and the link "View Complete COR Information". The interface includes a left-hand navigation menu, a top navigation bar, and a main content area with sections for Contract Information, Supporting Contracting Center, and Contracting Officer/Specialist details.

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

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

COR Information Click to expand

Supporting Contracting Center

Contracting Center DODAAC: SP0600

Contract Information

Contract Number is Known Contract Number is NOT Known

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

Delivery/Task Order: 0000

Record Status: Active COR

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

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

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

CORT Tool

Part 4 – Other Menu Items

All COR Submitted Documents

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

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

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	BENTEST	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	TEST CONTRACT	BEVERLY.MAYES	MAE.BARTLEY	Active COR
KRISTINE.PREECE	TEST -- 9-9-9999-0000	TEST - 999999	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - Supervisor Approved
KRISTINE.PREECE	TEST - KP	TEST - KP	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - KO Rejected
MAE.BARTLEY			LEANTHA.D.SUMPTER		
MARY.W.PEARSON	N00024-01-C-TEST-0000		PAUL.GAUGHAN	MAE.BARTLEY	Active COR
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	MAE.BARTLEY	TEST.DOD	Active COR

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

All COR Submitted Documents

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
	01-2012	1	Submitted	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	02/01/2012 10:06 AM
	10-2011	3	Submitted	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	12/14/2011 09:12 AM
	10-2011	2	Rejected 	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	12/14/2011 09:12 AM
	10-2011	1	Approved	 STATUS REPORT.docx	PAUL.GAUGHAN	10/04/2011 10:58 AM
	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

	Year	Document	Created By	Created On
	2007	 COR Checklist.doc	MAE.BARTLEY	10/07/2011 10:50 AM

COR Trip Report

	Month/Year	Document	Created By	Created On
	10-2011	 Trip Report.docx	MAE.BARTLEY	10/26/2011 09:48 AM
	09-2010	 Trip Report.docx	PAUL.GAUGHAN	09/30/2011 09:01 AM
	06-2011	 Trip Report.docx	MAE.BARTLEY	07/20/2011 09:53 AM

COR Correspondence Report

	Month/Year	Document	Created By	Created On
	10-2011	 Correspondence.docx	PAUL.GAUGHAN	10/04/2011 10:58 AM

Miscellaneous Documents

	Month/Year	Document	Document Desc	Created By	Created On
	08-2012	 TRIP REPORT.docx	Safety Plan	MAE.BARTLEY	03/20/2012 10:18 AM
	09-2011	 Monthly COR Report to PCO.docx	Other	MAE.BARTLEY	09/29/2011 01:59 PM
	09-2011	 Trip Report.docx	Other	MAE.BARTLEY	09/20/2011 01:54 PM
	09-2011	 Miscellaneous.docx	GFE Inventory	MAE.BARTLEY	09/20/2011 01:47 PM

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

View All Local COR Records

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 (ADMIN)
View All (ADMIN)



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	FA20XX-11-C-0000-0000	FA20XX11C00001	ACTIVE	MAE.BARTLEY	DAVID,P.HILLS	DAVID,P.HILLS	05-13-2011
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	TEST-00011	TEST-00011	DRAFT	SHAUNA.J.DOVER	MAE.BARTLEY	PAUL.GAUGHAN	

- Provide access to records associated with a the contracting organization.
- Local contracting staff will be able to access these records

View all Local COR Record

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

DoD COR: Nomination Process for TEST 11

[View Complete COR Information](#)

COR Information ←Click to collapse

DKO Name: JOHN.DOE4

Supervisor/Commander: MAE.BARTLEY

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

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-789-6541

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 PCO REVIEW

Contracting Officer

Contracting Officer:

Commercial Phone:

Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

Contracting Specialist:

Commercial Phone: 7036993723

Email: PAUL.GAUGHAN@US.ARMY.MIL

QA Surveillance Plan (QASP)

Note: The file should have a file extension (doc, pdf, etc.).

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

Existing Document:

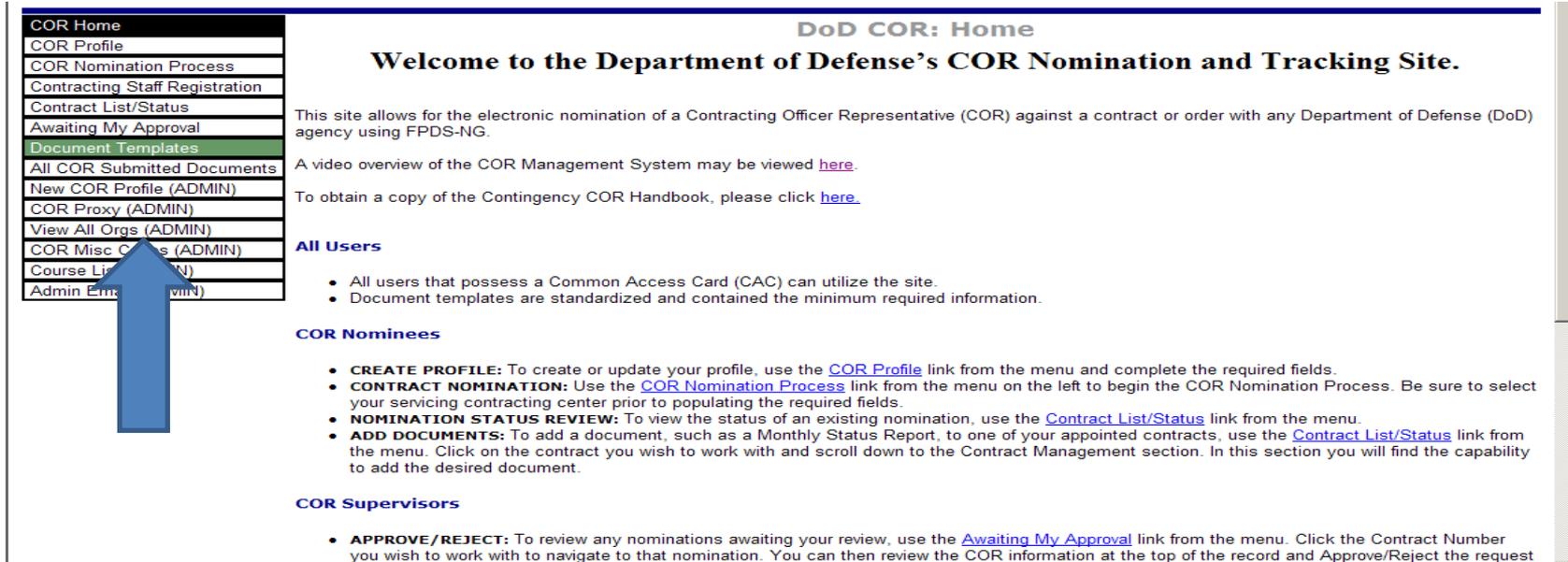
Description: SAMPLE

Replace QASP Document:

Description:

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

Document Templates



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.

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

Select Document Templates from the main menu.

Document Templates

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

Designation Letter Back to Top		
PCOs should choose the Designation Letter template below.		
Document Template	Description	Target User
 Sample COR Designation Ltr.doc	Use this COR Designation Letter for all contracts	PCO
Revocation/Termination Letters Back to Top		
Document Template	Description	Target User
 Sample COR Revocation Ltr.doc	Use this COR Revocation Letter to remove COR responsibilities for a COR from a contract.	PCO
 Sample COR Termination Ltr.doc	Use this COR Termination Request Letter to inform the PCO that you no longer will perform COR responsibilities for a contract.	COR

DoD Samples are displayed.

Local Forms and POCs

The screenshot displays the 'DoD COR: Local Guidance, Forms, and POCs' web application. On the left is a vertical navigation menu with the following items: COR Home, COR Profile, COR Nomination Process, Contracting Staff Registration, Contract List/Status, Awaiting My Approval, Document Templates, Local Forms and POCs (highlighted), All COR Submitted Documents, View All Local COR Records, COR Related Links, Admin Email (ADMIN), COR Misc Codes (ADMIN), COR Proxy (ADMIN), Course List (ADMIN), Link To Reports (ADMIN), New COR Profile (ADMIN), View All CORs (ADMIN), COR Profile Removal (ADMIN), and Site SME Management (ADMIN). The main content area features a header 'DoD COR: Local Guidance, Forms, and POCs' and two dropdown menus for selecting a Contracting Command and Site. Below these are two red section headers: 'COR HANDBOOKS' and 'COR POCs (Point of Contacts)'. The interface is enclosed in a blue header bar and a grey sidebar on the right.

Allows components to have local handbooks and POC posted.

Local Forms and POCs

DoD COR: Local Guidance, Forms, and POCs

Please select a Contracting Command:

Please select a Contracting Site:

COR HANDBOOKS

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

COR POCs (Point of Contacts)

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

Navigation Menu:

- COR Home
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- COR Nomination Process
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- View All CORs (ADMIN)
- COR Profile Removal (ADMIN)
- Site SME Management (ADMIN)

Local Handbooks and Forms will be posted here.

COR Related Links

Training

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

Contract Documentation

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

Regulations/Processes

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

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

Resources

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

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