



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

Contracting Officer Representative
(COR) Training
JANUARY 2012



ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

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

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

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

AKO/DKO BASICS –

Register for a DKO Account

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

AKO/DKO BASICS – Register for a DKO Account

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

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

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

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

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

AKO/DKO BASICS –

Register CAC to AKO/DKO Account

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

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

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

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

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

AKO/DKO BASICS –

Set DKO mail to “Auto Forward”

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

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

The screenshot shows the Army Knowledge Online (AKO) user interface in a Windows Internet Explorer browser. The browser title bar reads "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://www.us.army.mil/suite/designer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Live Search" and "Page" settings. The AKO logo is prominently displayed in the top left corner. The main navigation bar includes "Home", "My Account", "Favorites", "Quick Links", and "Self Service". The "My Account" dropdown menu is open, and the "Mail Preferences" option is selected, which has opened a sub-menu with options: "Mail Options", "Switch Email Address", and "Vacation Message". A red circle highlights the "Mail Preferences" menu and its sub-menu. The main content area features a "myProfile Page" section with "Account Settings" and "Login Options". Below this are navigation tabs for "Army Portal", "Coast Guard Portal", "Marine Corps Portal", and "Navy Portal". A "MY ALERTS" section shows "My AKO Mail Inbox (0)". A "TOOLBOX" section lists various user management options. A "MyPay" section indicates that the feature is available to all Joint Services. A "JKO - Joint Knowledge Online" section features the JKO logo. An "NCES User Services (Shared)" section lists various services like "Defense Connect Online" and "Enterprise Search". A "DKO Hot Topics" section is visible, featuring a "Hot Topics" button. A "DKO Posture Statement" section contains a "DKO Security Posture Statement" with a link to read more. The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

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

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

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

File Edit View Favorites Tools Help

Army Knowledge Online - mae.bart...

AKO ARMY KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

Search AKO Content Search

My Account

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

Mail Options

Update Your Email Information

Select a Mail Option

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

Forward Email (Non-AKO Account)

Forwarding Email Address

mae.bartley@osd.mil

Confirm Forwarding Email Address

mae.bartley@osd.mil

Preferred Webmail

Webmail

Webmail Classic

Webmail Lite

Mail Display Name

Bartley, Mae K Ms CV OSD

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

External Email Address:

mae.bartley@osd.mil

Army Announcement Options

I want to receive the Monthly AKO Newsletter.

I do not want to receive the Monthly AKO Newsletter.

Enable S/MIME

Submit

© 2001-2011 United States Army

Trusted sites 100%

CORT Tool

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

Homepage

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

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

File Edit View Favorites Tools Help

DoD COR: Home

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

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Home

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

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

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

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

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

TRAINING STATUS UPDATE

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

COR NOMINEES

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

COR SUPERVISORS/COMMANDERS

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

CONTRACTING OFFICERS/SPECIALISTS

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

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

Links policy and user guide.

Home Page Menu

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

Homepage

- **Policy & Guide**

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

- **Training Status Update**

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

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

ROLES & RESPONSIBILITIES

Part 1 – Profile

COR Profile

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

File Edit View Favorites Tools Help

COR - COR Profile

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



Contracting Officer Representative Tracking (CORT) Tool

Navigation Menu:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval
- Document Templates
- Local Forms and POCs
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- Admin 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: Profile

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

View COR Contract List

COR Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience Level:

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

Supervisor/Commander Information

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

DKO Name:

Email Address:

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

Country (If applicable):

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (If applicable):

Commercial Phone:

DSN Phone:

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

Select "COR Profile" from the side Menu. Complete all fields.

COR Profile

- **COR DKO Name** – Pulls from CAC Card
- **Email Address** –enter AKO/DKO email address. The format is: firstname.lastname@us.army.mil. (*Ensure Email auto forward is activated*)
- **COR Home DoDAAC** – enter the Department of Defense Activity Address Code for the COR’s home location;
- **COR Home Organization Name** – Enter organization name; (*Use organization naming convention - Request from SME*)
- **City/APO** – Location of City, or “**FPO or APO**”
- **County** –
 - Defaults to United States;
 - Select county if located overseas;
 - State grays out
 - International phone number;
 - Free text to input up to 16 characters

COR Profile

Certified Acquisition Official?

- **Default is “NO”**
 - Text Box; **requires one (1) entry under Career Experience and Career Experience Level - ****
 - **COR Career Experience** - Indicate the COR area of expertise;
 - If the area of expertise is associated with has certain levels, indicate this in the career experience
 - » Career Experience: Engineering Technician, Level IV
 - **COR Career Experience Level (15 characters max)** - Indicate the number of years of expertise COR has in this area.
 - » Career Experience Level: 11 Years)

COR Profile

Certified Acquisition Official?

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

File Edit View Favorites Tools Help

COR - 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)

COR Information

[View COR Contract List](#)
[New Nomination for this COR](#)

DKO Name: MAE.BARTLEY

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

Work Address: 241 18th

COR's Home Organization (DODAAC): HQ0102

City: ARLINGTON

Organization Name: DPAP

State: VA

DEROS Date:

Zip Code: 22202

Country: United States

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	6028011	
DSN Phone:			*
Mobile Phone:	*	*	*

Are you a Certified Acquisition Official?: Yes No

Career Experience: ELECTRICIAN * **Career Experience Level:** LEVEL IV *

Supervisor Information

Note: If the supervisor email address is not a valid address you will receive an email when you try to submit nomination.

DKO Name: DANA.CHAN

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

Email Address: DANA.CHAN.CTR.@US.ARMY.MIL

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	6028011	
DSN Phone:			*

Trusted sites 100%

Enter "career experience" and "career experience level" in the text box.

COR Profile

Certified Acquisition Official?

- **If yes, select the Predominant Acquisition Career from the drop down menu for**
 - Business Cost Estimating and Financial Management
 - Contracting
 - Facilities Engineering
 - Industrial Contract Property Management
 - Information Technology
 - Life Cycle Logistics
 - Manufacturing, Production and Quality Assurance
 - Program Management
 - Purchasing
 - Science and Technology Management
 - Systems Planning, Research, Development and Engineering
 - Test and Evaluation
- **Select Level of Certification (1, 2 or 3)**

COR Profile

Certified Acquisition Official?

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

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

File Edit View Favorites Tools Help

COR - COR Profile

COR Information

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

DKO Name: M.K. BARTLEY

Email Address: MKBARTELY@AOL.COM

Work Address: 12345 Amberside Drive

COR's Home Organization (DODAAC): TEST12

City: ARLINGTON

Organization Name: DPAP, PDI

State: VA

DEROS Date:

Zip Code: 22418

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	9999999	
DSN Phone:		9999999	
Mobile Phone:	703	1111111	

Country: United States

Are you a Certified Acquisition Official?: Yes No

Predominant Acquisition Career: CONTRACTING

Level of Certification: -Select-
-Select-
Level 1
Level 2
Level 3

Supervisor Information

DKO Name:

Email Address:

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

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

Save Record

Done Trusted sites 100%

Select the predominant acquisition career field and the level of certification.

Supervisor/Commander Information

- **Verify supervisor 's DKO Name and DKO Email Address; Enter supervisor's information to include**
 - **DKO Name** – User name assigned when registering for the AKO/DKO account
 - Format is [firstname.lastname XX](#) or John.T.Smith4
 - **Telephone Number** – Enter the supervisor or higher level authority telephone number
 - **Email Address** – enter the supervisor AKO/DKO email address.
 - Format is: [firstname.lastnameXX@us.army.mil](#).
- **Note: When the COR enters the supervisor's information in the Profile, this is considered the supervisor 's CORT Tool registration**
- **Click on "Select Record"**
 - Top of Page States "COR Profile Created. To Start the Nomination Process use for a contract use the link in the left menu"

Supervisor/Commander Information

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience:

Career Experience Level:

Supervisor/Commander Information

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

DKO Name:

Email Address:

Country:

Area Code:

Phone Number:

Extension:

Commercial Phone:

DSN Phone:

Save Record

Trusted sites 100%

Complete Supervisor/Higher Level Authority Information. This is considered the supervisor's registration

Supervisor/Commander Information

When the supervisor's DKO name and email address are entered incorrectly, the supervisor will receive the following messages" when trying to approve a nomination . . .

Supervisor/Commander Information

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

DKO Name:	<input type="text" value="JOHN.SMITH"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<small>Note: Check with your supervisor/commander for the correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)</small>	Country <small>(if applicable)</small>	Area Code <small>(3 digits, no dashes)</small>	Phone Number <small>(7 digits, no dashes)</small>	Extension <small>(if applicable)</small>
Email Address:	<input type="text" value="JOHN.SMIHT@US.ARMY.MIL"/>	Commercial Phone:	<input type="text" value="703"/>	<input type="text" value="5880832"/>	<input type="text" value=""/>
		DSN Phone:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Training Courses ←Click to collapse



DKO Name: JOHN.M.SMITH9999 and
DKO Email: JOHN.M.SMITH9999@US.ARMY.MIL

Supervisor/Commander Information

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

Department of Defense
Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
JOHN.SMITH9999

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

Navigation Menu:

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

When the supervisor selects “Contract List Status” the supervisor will see the statement above.

Supervisor/Commander Information

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Awaiting my Approval

You do not have rights to use this page

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

To correct, in both instances, the COR shall verify and correctly enter the DKO name and email of the supervisor.

Training Courses

- **Training Course – COR courses only**
 - Select the course from the drop down menu
 - Add in the course completion date
 - Using the browse feature, load a copy of the training certificate
 - Click on the “plus” sign at the bottom that states *“Click Here to Add Course Certificate”*
 - Top of Page Now State: Course Add
 - Repeat the step above to add additional courses
- **Refresher Training**
- **Equivalent Courses**
- **Select**
 - **Save Record to save the Profile.**
 - **Save and Start Nomination Process to begin a nomination**

Training Courses

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO
https://arc-stg.army.mil/DoDCOR/CORInfo.aspx

Supervisor Information

DKO Name: Country: Area Code: Phone Number: Extension:
Email Address: Commercial Phone: DSN Phone:

Training Courses Click to collapse

		Course	Train Lvl	Certificate	Course Compl. Date	
		Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc	07/10/2009	
		DAU CLM 003 Ethics Training or Agency Equiv	A	Certificate of Completion.doc	07/24/2009	
		DAU CLC 106 COR with a Mission Focus	A	Certificate of Completion.doc	08/28/2009	
		Misc training as required by local center policy		Certificate of Completion.doc	09/04/2009	
		ALMC-CL, DAU COR-222, or Equiv. (307 hr Course)	B	Certificate of Completion.doc	11/27/2009	
		Wide Area Workflow (WAWF)	A	Certificate of Completion.doc	12/11/2009	

Document:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)



Enter all COR training under the "Training Courses" Section.

Training Courses

Refresher Training

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

https://arc-stg.army.mil/DoDCOR/COR.Info.aspx

File Edit View Favorites Tools Help

COR - COR Profile

Supervisor/Commander Information

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

DKO Name: Country: Area Code: Phone Number: Extension:

Email Address: Commercial Phone: DSN Phone:

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	CORcert.pdf	10/02/2011	0

Document:

Course Compl. Date:

Add Certificate:

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

- Select-
- Select-
- Refresher Training**
- ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)
- DAU CLC 106 COR with a Mission Focus
- DAU CLM 003 Ethics Training or Agency Equiv
- Misc training as required by local center policy
- Specialized Training/License/Certification - Type C

Select "Refresher Training"

Save Record

Save and Start Nomination Process

Trusted sites 100%

Training Courses

Refresher Training

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

https://arc-stg.army.mil/DoDCOR/COR.Info.aspx

File Edit View Favorites Tools Help

COR - COR Profile

Supervisor/Commander Information

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

DKO Name: Country: Area Code: Phone Number: Extension:

Email Address: Commercial Phone: DSN Phone:

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	CORcert.pdf	10/02/2011	0

Document:

Hours:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

Done

Trusted sites 100%

Insert the number of hours. Complete the remaining sections.

Training Courses

Refresher Training

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Acquisition Official?: Yes No

Predominant Acquisition Career: CONTRACTING

Level of Certification: Level 3

Supervisor/Commander Information

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

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

Country (If applicable):
 Commercial Phone: 703 7036866
 DSN Phone:

Email Address: DANA.CHAN@US.ARMY.MIL

Training Courses <<Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
Edit	Delete	DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
Edit	Delete	DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
Edit	Delete	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
Edit	Delete	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	CORcert.pdf	10/02/2011	0
Edit	Delete	Refresher Training		<input type="checkbox"/>		Certificate of Completion.doc	10/02/2011	2

Document: -Select-

Hours:

Course Compl. Date:

Add Certificate:

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

Done

Trusted sites

100%

Hours are displayed.



Training Courses

Equivalency Requirements

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Page Tools

Supervisor/Commander Information

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

DKO Name: [DANA.CHAN] **Country** (if applicable) [] **Area Code** (3 digits, no dashes) [703] **Phone Number** (7 digits, no dashes) [7036666] **Extension** (if applicable) []

Email Address: [DANA.CHAN@US.ARMY.MIL] **Commercial Phone:** [] **DSN Phone:** []

Training Courses - Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		Refresher Training		<input type="checkbox"/>		Certificate of Completion.doc	10/02/2011	2

Document: [ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)]

Course Compl. Date: [10/12/2011]

Equivalency?

Add Certificate: [Management Concepts] [H:\CORT Tool\SAMPLES\C]

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

Click Here to Add Course Certificate

Click Here to Add Course Certificate

Save Record

Save and Start Nomination Process

CORInfo.aspx

Trusted sites 100%

Select a course with “equiv or equivalent” attached. Check the equivalency box. Enter the provider’s name.

Training Courses

Equivalency Requirements

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

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

File Edit View Favorites Tools Help

COR - COR Profile

CONTRACTING

Level of Certification: Level 3

Supervisor/Commander Information

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

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

Email Address: DANA.CHAN@US.ARMY.MIL

Country (If applicable): []

Area Code (3 digits, no dashes): 703

Phone Number (7 digits, no dashes): 7036666

Extension (If applicable): []

Commercial Phone: []

DSN Phone: [] *

Training Courses - Click to collapse

		Course	Train Lv	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	07/10/2009	0
		DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Certificate of Completion.doc	07/24/2009	0
		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		Certificate of Completion.doc	08/28/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	11/25/2009	0
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input type="checkbox"/>		Certificate of Completion.doc	11/27/2009	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/16/2010	0
		Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		Certificate of Completion.doc	02/13/2011	0
		Refresher Training		<input type="checkbox"/>		Certificate of Completion.doc	10/02/2011	2
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	Certificate of Completion.doc	10/12/2011	0

Document: -Select-

Course Compl. Date: []

Add Certificate: []

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

[Click Here to Add Course Certificate](#)

Equivalency information and provider name are displayed.

Done Trusted sites 100%

Training Courses

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

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

File Edit View Favorites Tools Help

MSN.com COR - COR Profile

Supervisor Information

DKO Name:

Email Address:

Country:
(If applicable)

Area Code:
(3 digits, no dashes)

Phone Number:
(7 digits, no dashes)

Extension:
(If applicable)

Commercial Phone:
DSN Phone:

Training Courses Click to collapse

		Course	Train Lvl	Certificate	Course Compl. Date	
		Specialized Training/License/Certification - Type C	C	Certificate of Completion.doc	07/10/2009	
		DAU CLM 003 Ethics Training or Agency Equiv	A	Certificate of Completion.doc	07/24/2009	
		DAU CLC 106 COR with a Mission Focus	A	Certificate of Completion.doc	08/28/2009	
		Misc training as required by local center policy		Certificate of Completion.doc	09/04/2009	
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	B	Certificate of Completion.doc	11/27/2009	
		Wide Area Workflow (WAWF)	A	Certificate of Completion.doc	12/11/2009	

Document:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

Trusted sites 100%

Completed Training Section.

Select "Save Record" or "Save and Start Nomination Process"



ROLES & RESPONSIBILITIES

Part 2 – COR Nomination Record Process

COR Nomination Record Process

COR's Role

- Start nomination from bottom of COR Profile or click on “COR Nomination Process” from the side menu
 - Must have “Profile” before starting a nomination
- “COR Information” section will pre-fill from Profile
- Enter the supporting contract center department and six-digit DODAAC for the supporting contracting activity
- Select:
 - **“Contract Number is Known”** and enter contract information; or
 - **“Contract Number is NOT known”** and enter PR /solicitation or Identifying number
- Complete all other data fields
- Complete the applicable certification
- Save the nomination or submit nomination to supervisor

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center ⬇

Contracting Center Department:

Contracting Center DODAAC:

Contract Information ⬇

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: Email:

Commercial Phone:

Contracting Specialist

Contracting Specialist: Email:

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: Description:

Contractor ⬇

Cage Code:

Contractor Name: Contractor Address:

Contractor City: Contractor State:

Contractor Zip Code: Contractor Country:

Trusted sites 100%

COR Nomination Record Process

COR's Role

Contracting Officer Representative Tracking (CORT) Tool

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

You must have a COR Profile to Self Nominate

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

Trusted sites 100%

... if a “COR Profile has not been created, the COR will receive the message “You must have a “COR Profile” to self nominate.”

If a COR Profile was created, ...

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: MATTHEW.B.SI... **COR's Home Organization DODAAC:** N65886

Supervisor/Commander: JAMES.M.WHITE1 **Supervisor/Commander Commercial Phone:** 904-542-3017

Courses: No Courses Listed

Supporting Contracting Center

Contracting Center
Department: -Select-
Contracting Center DODAAC:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:
Record Status: DRAFT

Contracting Officer
Contracting Officer: -Select-
Commercial Phone:

Contracting Specialist
Contracting Specialist: -Select-
Commercial Phone:

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

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

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

COR Click to collapse

1. Click on “COR Information” to “expand” or “collapse” the data.
2. Review the “Courses.” If there are “No Course Listed,” return to COR Profile and load all COR courses.
3. Complete all applicable fields.

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

Tracking (CORT) Tool

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

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-123-4567

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

Supporting Contracting Center

Contracting Center Department: [-Select-]

Contracting Center DODAAC: []

Contract Information

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: [-Select-]

Contracting Specialist

Contracting Specialist: [-Select-]

If there are courses present, review .

When completed, Click on "COR Information" to "collapse" the field. Enter remaining data.

Trusted sites 100%

COR Nomination Record Process

COR's Role

- **Supporting Contracting Center**
 - **Select Contract Department-** Select the component for the contract
 - **Contracting Center DoDAAC** - Enter the procurement DoDAAC of the supporting contract center (i.e. 1st six digit of the contract number).
- **Contract Information**
 - Select and Enter the **“Contract Number is Known”** **or**
 - Verify Contract Number - Select “OK”
 - Select **“Contract Number is NOT Known”** and enter a PR/MIPR or a Solicitation number (12 characters or less)
 - Verify PR/MIPR or solicitation number – Select “OK”
- **Record Status – defaults to “Draft”**
- **Contracting Officer/Contracting Specialist —**
 - Select CO/CS - from the drop down menu created from the contracting staff registration
 - Email and phone number will populate

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

DoD COR: Nomination Process

[View Complete COR Information](#)

Supporting Contracting Center

Contracting Center Department: 

Contracting Center DODAAC:

Contract Information

Contract Number is Known NOT Known

Contract/Solicitation Number:

Record Status:

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

Email:

Email:

Description:

COR (Nominee) Certifications:

Cert. Activation		Certification
3/21/2011	<input type="checkbox"/> I certify	I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.
3/21/2011	<input type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information

Trusted sites 100%

Select the "Supporting Contracting Department or Agency."

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

DoD COR: Nomination Process

[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:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse...

Contractor Ⓡ

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

COR (Nominee) Certifications:

Cert. Activation	All	Certification
3/21/2011	<input type="checkbox"/> I certify	I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.
3/21/2011	<input type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information

Trusted sites 100%



Enter the procurement DoDAAC of the supporting contract center (i.e. maybe the 1st six digit of the contract number).

COR Nomination Record Process

COR's Role

The screenshot shows a Windows Internet Explorer browser window displaying the "DoD COR: Nomination Process" website. The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?new=1>. The page title is "COR - DoD COR: Nomination Process". The main content area is titled "DoD COR: Nomination Process" and includes a link for "View Complete COR Information". A left-hand navigation menu lists various options such as "COR Home", "COR Profile", "Contracting Staff Registration", and "Contract List/Status". The main form area contains sections for "COR Information", "Supporting Contracting Center", "Contract Information", "Contract/Solicitation", "Delivery/Task Order", "Record Status", "Contracting Officer", "Contracting Specialist", "QA Surveillance Plan (QASP)", and "Contractor". A "Contracting Center DODAAC" field contains the value "HQ0102". A "Contract Information" section has radio buttons for "Contract Number is Known" (selected) and "Contract Number is NOT Known". A "Contract/Solicitation" section has a "Contract Number" field. A "Delivery/Task Order" section has a "Delivery/Task Order" field. A "Record Status" section has a "Record Status" field. A "Contracting Officer" section has "Contracting Officer" and "Commercial Phone" fields. A "Contracting Specialist" section has a "Contracting Specialist" dropdown menu and a "Commercial Phone" field. A "QA Surveillance Plan (QASP)" section has a note about file extensions and size, and an "Add QASP Document" field with a "Browse..." button. A "Contractor" section has "Cage Code" and "Contractor Name" fields. A "Description" field is also visible. A "Windows Internet Explorer" dialog box is overlaid on the page, displaying a warning icon and the text: "Please ensure the contract number is correct". An "OK" button is visible in the dialog box. A blue arrow points from the text below to the "OK" button.

..When the dialogue box appears, click "OK" to confirm the contract number is correct

If this is an IDV, enter order number. A second dialogue box will appear. Click "OK" to confirm the task/delivery order number is correct.

COR Nomination Record Process

COR's Role

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number:

Record Status: Draft

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Description:

Contractor Address:

Contractor State:

Contractor Country:

COR <-Click to expand
Supervisor <-Click to expand
Contracting Officer <-Click to expand
Contract Management <-Click to expand

Select "Contract Number is NOT Known." Enter a "solicitation, PR or an identifying number in the text box. (Must be 12 characters or less).

Record Status defaults to "Draft"

COR Nomination Record Process

COR's Role

The screenshot shows a Windows Internet Explorer browser window displaying the 'COR - DoD COR: Nomination Process' website. The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&new=1>. The page contains a table of nomination records and a form for entering contract information. A red oval highlights a 'Windows Internet Explorer' dialog box with a yellow warning icon and the text: 'Please ensure the contract number is correct!'. A blue arrow points from the 'OK' button in the dialog box to the text below. The form fields include 'Contracting Center DDPAC: IN00023', 'Contract Information' (with a radio button for 'Contract Number is Known'), 'Contract/Solicitation Number', 'Record Status', 'Contracting Officer' (with a dropdown menu), 'Contracting Specialist' (with a dropdown menu), and 'QA Surveillance Plan (QASP)' (with a 'Browse...' button). The status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

Agency	Contract Number	Contract Description	Contract Type	Contract Status
DAU CLM 003	ABC	Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc
DAU COR 222, DAU CLC 222	BC	COR on-line training or Equivalent	BC	Certificate of Completion.doc
Specialized Training/License/Certification - Type C	C		C	Certificate of Completion.doc
Contingency COR Training	BC		BC	Certificate of Completion.doc
DAU CLC 106	A	COR with a Mission Focus	A	Certificate of Completion.doc

Supporting Contracting Center
Contracting Center DDPAC: IN00023

Contract Information
Contract Number is Known

Contract/Solicitation Number:
Record Status:

Contracting Officer
Contracting Officer: -Select-
Commercial Phone: Email:

Contracting Specialist
Contracting Specialist: -Select-
Commercial Phone: Email:

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

Contractor

... When the dialogue box appears, click "OK" to confirm the solicitation, PR or identifying number is correct.

COR Nomination Record Process

COR's Role

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: SME -TEST

Record Status: Draft

Contracting Officer

Contracting Officer: [Dropdown menu: -Select-, BARTLEY, MAE, GAUGHAN, PAUL, DOD, TEST, SUMPSTER, LEANTHA, PROPERT, DAVID]

Commercial Phone: [Field]

Contracting Specialist

Contracting Specialist: [Dropdown menu]

Commercial Phone: [Field]

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: [Field]

Description: [Field]

Contractor

Cage Code: [Field]

Contractor Name: [Field]

Contractor City: [Field]

Contractor Zip Code: [Field]

Contract Award Date: [Field]

Contractor Address: [Field]

Contractor State: [Field]

Contractor Country: [Field]

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)

Contractor

Supervisor

Contracting Officer

Contract Management

Select the Contracting Officer and Contracting Specialist.

Email address and the commercial phone number fields are populated.

COR Nomination Record Process

COR's Role

- **Quality Assurance Plan –**
 - Using the browse feature, CORs may load a copy of the QASP and enter a description or upload a memo stating QASP is not required or has been waived
 - Required for service contract over 150K
 - QASP can also be loaded by CO at the time of the appointment
- **Contractor Information –**
 - Future requirement to capture data
- **COR**
 - Complete **“ALL”** of the certifications
 - Click on **“Save Record (without routing)” to update at later date.**
 - Click on **“Submit Record Supervisor”**
 - Nomination or Record moves from “draft” to **“Pending Supervisor Approval “ Status**
 - Top of Page States **“COR Contract Record Created”**
 - An email is generated and sent to the Supervisor requesting approval of nomination prior to submission to the contracting officer.

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

COR Nomination Process

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

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ1002

Contract Information

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

Contract Number: HQ100210RTEST1

Record Status: Draft

Contracting Officer

Contracting Officer: KO, TESTER

Commercial Phone:

Contracting Specialist

Contracting Specialist: CHAN, DANA

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: H:\COR\COR TOOL\QUALI Browse...

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contracting Officer

Email: TESTER.KO@OSD.MIL

Contracting Specialist

Email: DANA.CHAN@US.ARMY.MIL

Description: Quality Assurance Plan Sample

Contractor Address:

Contractor State:

Contractor Country:

Trusted sites 100%

Add quality assurance surveillance plan – QASP. Required for service contract over 150K.

QASP can also be loaded by Contracting Officer.



COR Nomination Record Process

COR's Role

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

Add QASP Document: Description:

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

COR (Nominee) Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	I have the necessary clearance for this contract and any relevant information
9/20/2007	<input checked="" type="checkbox"/>	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
9/20/2007	<input checked="" type="checkbox"/>	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
4/29/2008	<input checked="" type="checkbox"/>	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
9/20/2007	<input checked="" type="checkbox"/>	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
4/30/2008	<input checked="" type="checkbox"/>	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every third year, and provide confirmation of completion in the monthly COR Report to the PCO.
	<input checked="" type="checkbox"/>	If applicable, I have registered as a user of wide Area Workflow (WAWF) online and taken the training at https://wawf.dau.mil and will process payments when possible using WAWF.

Supervisor <-Click to expand
Contracting Officer <-Click to expand
Contract Management <-Click to expand

1. Check all certifications
2. Select "Submit Record to Supervisor" or "Save Record (without routing)."

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

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

Add QASP Document: Browse... Description:

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

COR (Nominee) Certifications:

Cert. Activation		Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
9/20/2007	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
9/20/2007	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
4/29/2008	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
4/30/2008	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eh.mil and will process payments when possible using WAWF.

Submit Record to Supervisor **Save Record (without routing)**

Supervisor<-Click to expand
Contracting Officer<-Click to expand
Contract Management<-Click to expand

Selecting “Save Record (without routing)” saves the record for future changes.

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

COR - COR Self Nomination for TEST -1243 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=84&new=1

File Edit View Favorites Tools Help

COR - COR Self Nomination for TE...

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

Contracting Officer Representative Tracking (CORT) Tool

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

COR Self Nomination for TEST -1243
COR Contract Record Created
[View Complete COR Information](#)
Cancel Record

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST-1243
Record Status: Draft

Contracting Office:
Contracting Officer: DOD, TEST
Commercial Phone: 7036028011

Contracting Specialist
Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7036028011

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

Add QASP Document:

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

Trusted sites 100%

Records now states "COR Contract Record Created."

Record Status remains in "Draft" states.

COR Nomination Record Process

COR Submits Record to Supervisor

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc-stg.army.mil/DoDCOR/CORContract.aspx?new=1". The page content includes a "QA Surveillance Plan (QASP)" section with a "Description" dropdown menu set to "Quality Assurance Plan Sample". Below this is a "Contractor" section with fields for Cage Code, Contractor Name, City, Zip Code, Award Date, Address, State, and Country. A "Submit Record to Supervisor" button is circled in red. A "Windows Internet Explorer" dialog box is open in the foreground, asking "Are you sure you wish to submit this record for approval?" with "OK" and "Cancel" buttons. A blue arrow points from the "Submit Record to Supervisor" button to the "OK" button in the dialog box. Below the dialog box is a table of certifications:

Date	Certification	Text
9/20/2007	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
4/29/2008	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
4/30/2008	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

At the bottom of the page, there are links for "Supervisor", "Contracting Officer", and "Contract Management", each with a "Click to expand" link.

Select "Submit Record to Supervisor." When the dialogue box appears, select "OK" to confirm submission .

COR Nomination Record Process

COR Submits Record to Supervisor

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?new=1>. The page title is "COR - COR Self Nomination for TEST KT - Windows Internet Explorer provided by OSD-CIO". The main heading is "Contracting Officer Representative Tracking (CORT) Tool".

The central message, circled in red, reads: "COR Self Nomination for TEST KT" and "COR Nominee Record Saved and Submitted for Approval". Below this message is a link "View Complete COR Information" and a "Cancel Record" button.

The left sidebar contains a navigation menu with items such as "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)", and "View All CORs (ADMIN)".

The main content area displays the following information:

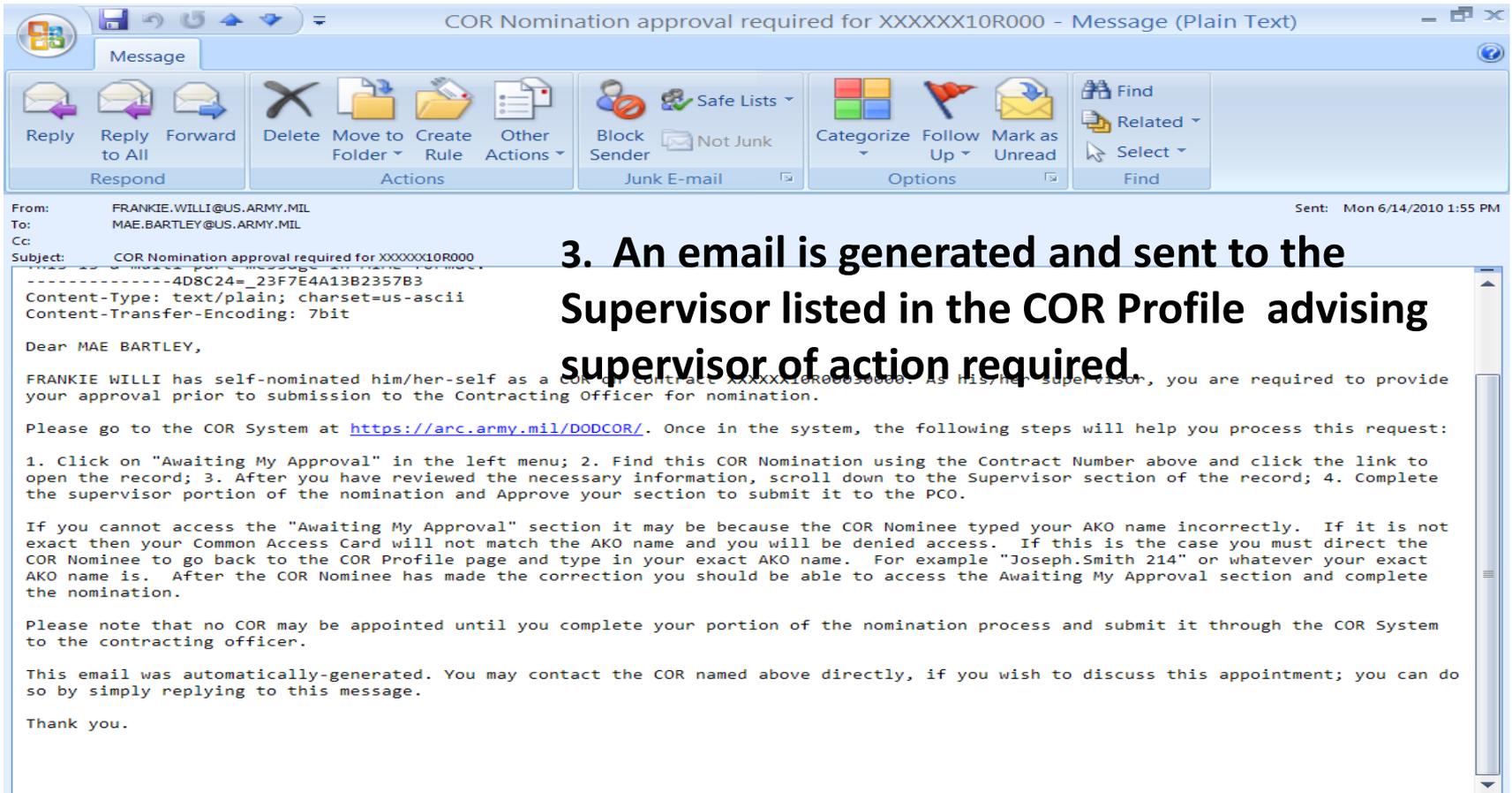
- COR Information** (Click to collapse):
 - DKO Name: MATTHEW.B.SINES
 - Supervisor/Commander: JAMES.M.WHITE1
 - Courses: No Courses Listed
 - COR's Home Organization DODAAC: N65886
 - Supervisor/Commander Commercial Phone: 904-542-3017
- Supporting Contracting Center** (Click to expand):
 - Contracting Center Department: OSD
 - Contracting Center DODAAC: HQ0102
- Contract Information** (Click to expand):
 - Contract/Solicitation Number: TEST KT
 - Record Status: PENDING SUPERVISOR REVIEW
- Contracting Officer**:
 - Contracting Officer: BARTLEY, MAE
 - Commercial Phone: 7036028011
 - Email: MAE.BARTLEY@US.ARMY.MIL
- Contracting Specialist**:
 - Contracting Specialist: GAUGHAN, PAUL
 - Commercial Phone: 7036993723
 - Email: PAUL.GAUGHAN@US.ARMY.MIL
- QA Surveillance Plan (QASP)**:
 - Note: The file should have a file extension (doc, pdf, etc.).
 - Note: File size being uploaded must not exceed 8 MB (8,000 KB).
 - Add QASP Document: [Browse...]
 - Description: [Text area]

1 "Top of page now sates "COR Nominee Record saved and Submitted for Approval."

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

COR Nomination Record Process

COR Submits Record to Supervisor



COR Nomination approval required for XXXXXX10R000 - Message (Plain Text)

Message

Reply Reply to All Forward Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Categorize Follow Up Mark as Unread Find Related Select Find

From: FRANKIE.WILLI@US.ARMY.MIL
To: MAE.BARTLEY@US.ARMY.MIL
Cc:
Subject: COR Nomination approval required for XXXXXX10R000

Sent: Mon 6/14/2010 1:55 PM

-----4D8C24=_23F7E4A13B2357B3
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit

Dear MAE BARTLEY,

FRANKIE WILLI has self-nominated him/her-self as a COR for Contract XXXXXX10R000000. As his/her supervisor, you are required to provide your approval prior to submission to the Contracting Officer for nomination.

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

1. Click on "Awaiting My Approval" in the left menu;
2. Find this COR Nomination using the Contract Number above and click the link to open the record;
3. After you have reviewed the necessary information, scroll down to the Supervisor section of the record;
4. Complete the supervisor portion of the nomination and Approve your section to submit it to the PCO.

If you cannot access the "Awaiting My Approval" section it may be because the COR Nominee typed your AKO name incorrectly. If it is not exact then your Common Access Card will not match the AKO name and you will be denied access. If this is the case you must direct the COR Nominee to go back to the COR Profile page and type in your exact AKO name. For example "Joseph.Smith 214" or whatever your exact AKO name is. After the COR Nominee has made the correction you should be able to access the Awaiting My Approval section and complete the nomination.

Please note that no COR may be appointed until you complete your portion of the nomination process and submit it through the COR System to the contracting officer.

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

Thank you.

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

COR Nomination Record Process - COR Cancels A Record

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

>Contract Number is Known >Contract Number is NOT Known

Contract/Solicitation Number: TEST-1243

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

Contracting Officer: DOD, TEST

Commercial Phone: 7036028011

Email: DOD.TEST@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:

Trusted sites 100%

CORs may cancel a record at any stage in the nomination process.

To cancel a nomination, click on "Cancel Record" at the top of the page.

COR Nomination Record Process - COR Cancels A Record

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

[Cancel Record](#)

Windows Internet Explorer

If the KO/SP cancels this COR nomination, all information will be lost. Do you wish to continue to cancel this COR nomination?
"OK" to continue with Cancellation
"Cancel" to stop this Cancellation process

OK Cancel

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

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

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

Add QASP Document: [Browse...](#) Description:

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

COR Nomination Record Process - COR Cancels A Record

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=84&id=4419&orgid=1>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main heading is "DoD COR: Nomination Process for TEST -1243". A red circle highlights the text "COR Contract Record Cancelled" and a blue arrow points to it. Another red circle highlights the "Record Status: Cancelled" field. The page includes a navigation menu on the left, a "Contracting Officer" section with fields for "Contracting Officer" (DOD, TEST) and "Commercial Phone" (7036028011), and a "Contracting Specialist" section with fields for "Contracting Specialist" (BARTLEY, MAE) and "Commercial Phone" (7036028011). There is also a "QA Surveillance Plan (QASP)" section with a "Add QASP Document" field and a "Description" field. The browser's status bar shows "Done" and "Trusted sites".

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243
COR Contract Record Cancelled

Contracting Officer
Contracting Officer: DOD, TEST
Commercial Phone: 7036028011

Contracting Specialist
Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7036028011

Record Status: Cancelled

Record Status changes to "Cancelled. Record is removed from CORT Tool."

COR Nomination Record Process - COR Reviews Status of Nomination

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

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

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

[Contract List/Status](#)

Trusted sites 100%

A COR may review the status of any nomination by selecting Contract List Status.

COR Nomination Record Process - Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List


Contracting Officer Representative Tracking (CORT) Tool
User Name: [Logout](#)
BENJAMIN.D.TREASURE

DoD COR: Contract List as COR and Contracting Officer

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	Active COR	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Terminated	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE02		COR Nominee - Supervisor Approved	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NOO190-09-C-0001-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL



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

COR Nomination Record Process - Contract List Status

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

COR Nomination Record Process- COR Updates A Saved Record

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Profile

Note: All non-mandatory fields are marked with an asterisk

[View COR Contract List](#)
[New Nomination for this COR](#)

COR Information

DKO Name:

Email Address:

COR's Home Organization (DODAAC):

Organization Name: *

DEROS Date: *

Work Address:

City:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience: * *
 * *

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

DSN Phone: * * * *

Mobile Phone: * * * *

Select "View COR Contract List" from the COR Profile or select "Contract List Status" from the side menu.

COR Nomination Record Process- COR Updates A Saved Record

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Contract List for COR Nominee BENJAMIN.D.TREASURE

[View COR Profile](#)

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

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Draft	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-0000-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL

Select the contract number. When record opens, make changes. Ensure certifications are checked.

Select “Save Record (without routing)” to save the nomination, “Submit Record to Supervisor” if no additional changes are required or “Cancel Record “if the nomination is no longer required.

ROLES & RESPONSIBILITIES

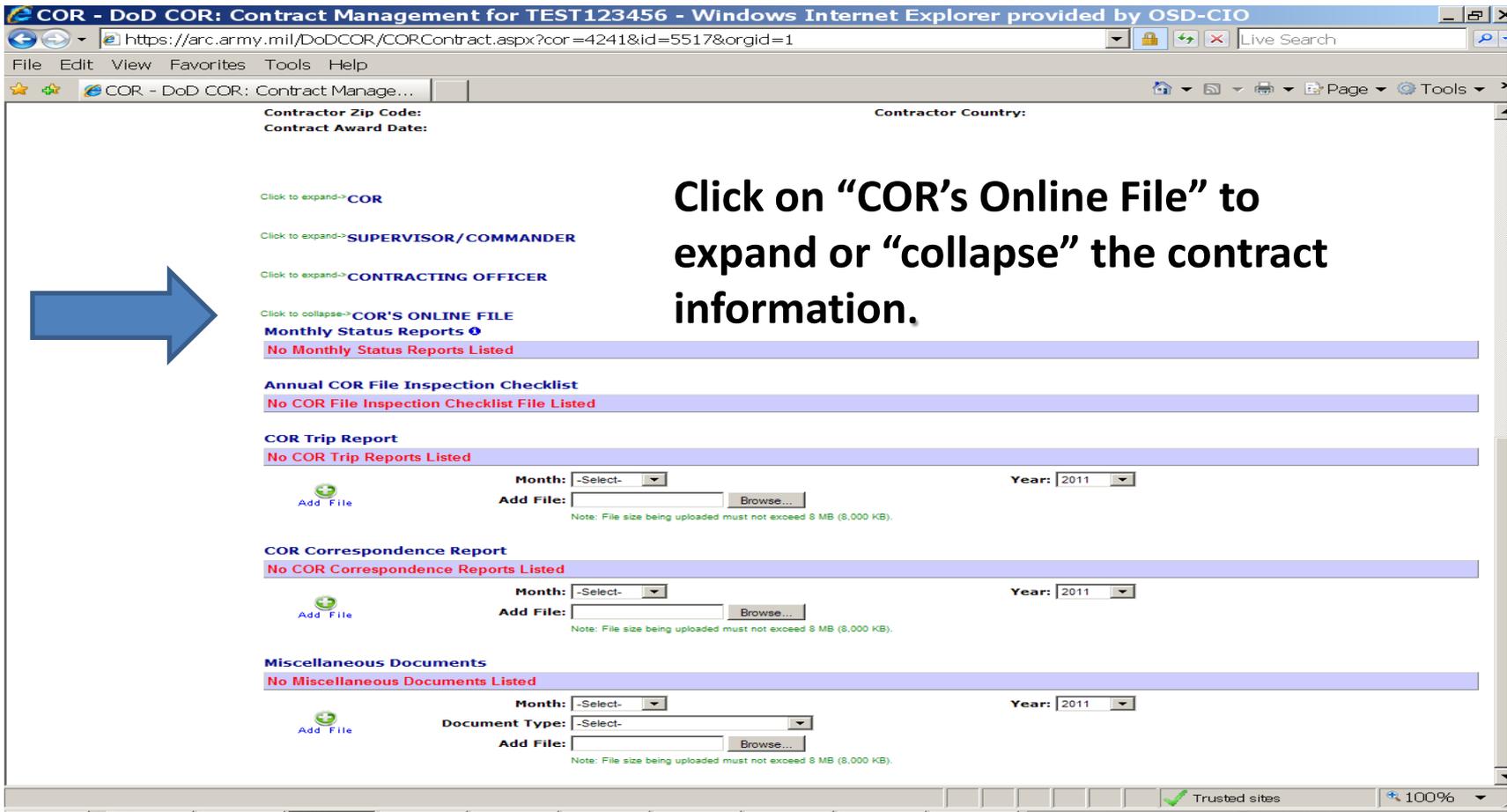
Part 3 – COR's Online File

COR's Online File

COR Reports

- CORs may add edit or delete the following documents;
 - COR Reports,
 - Trip Report,
 - Correspondence and
 - Miscellaneous Documents
- To add files
 - Select the applicable month and year
 - Add file, by selecting browse to upload the document
 - Click on “Add File” to complete
- Contracting Officers will approve or reject the “COR Reports”

COR's Online File COR Reports



The screenshot shows a web browser window titled "COR - DoD COR: Contract Management for TEST123456 - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=4241&id=5517&orgid=1>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons.

The main content area displays contract management options:

- Contractor Zip Code: _____ Contractor Country: _____
- Contract Award Date: _____
- Click to expand-> [COR](#)
- Click to expand-> [SUPERVISOR/COMMANDER](#)
- Click to expand-> [CONTRACTING OFFICER](#)
- Click to collapse-> [COR'S ONLINE FILE](#)

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

Below the links, there are several sections, each with a status bar and an "Add File" button:

- Monthly Status Reports**
No Monthly Status Reports Listed
- Annual COR File Inspection Checklist**
No COR File Inspection Checklist File Listed
- COR Trip Report**
No COR Trip Reports Listed
- COR Correspondence Report**
No COR Correspondence Reports Listed
- Miscellaneous Documents**
No Miscellaneous Documents Listed

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

The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom level.

COR's Online File COR Reports

Monthly Status Reports
No Monthly Status Reports Listed

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

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

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

Miscellaneous Documents
No Miscellaneous Documents Listed

Add File Month: Year:
Document Type:
Add File: Browse...

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

COR's Online File COR Reports

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page title is "COR - DoD COR: Contract Management for N00030-09-C-9999-0000". The main heading is "Contracting Officer Representative Tracking (CORT) Tool". A red circle highlights the message: "DoD COR: Contract Management for N00030-09-C-9999-0000 Status Report Added View Complete COR Information".

Record now states "Status Report Added."

An e-mail is generated and sent to the contracting officer.

Email: DOD.TEST@US.ARMY.MIL

Email: TEST.DOD@US.ARMY.MIL

Contract Information

Contract/Solicitation Number:	N00030	-09	-C	-9999
Delivery/Task Order:	0000			
Record Status:	Active COR			

Contracting Officer

Contracting Officer:	DOD, TEST
Commercial Phone:	7036028011

Contracting Specialist

Contracting Specialist:	DOD, TEST
Commercial Phone:	7036028011

QA Surveillance Plan (QASP)

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

COR's Online Contract File

COR Reports

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

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

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

Annual COR File Inspection Checklist

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

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

COR's Online File COR Reports

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

Contracting Officer Representative Tracking (CORT) Tool

User Name: MICAH.MORRIS [Logout](#)

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

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

COR Information ←Click to expand

Supporting Contracting Center

Contracting Center DODAAC: SP0600

Contract Information

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

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

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

Commercial Phone:

Contracting Specialist

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

Commercial Phone:

QA Surveillance Plan (QASP)

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

Record now states,
"status report deleted"

COR's Online File COR Reports

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

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

Contractor Address:
Contractor State:
Contractor Country:

Supervisor
Contracting Officer
Contract Management

Monthly Status Reports

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

Month: Year:

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

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

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

COR's Online File

COR Reports

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=40&id=4408>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as MAE.BARTLEY. The main content area displays "DoD COR: Contract Management for XXXXXX-10-C-0009-0000" and a notification: "Status Report Updated" with a link to "View Complete COR Information". A red circle highlights this notification. The left sidebar contains a navigation menu with items like "COR Home", "COR Profile", and "Contracting Staff Registration". The main content area also includes sections for "Contract Information", "Contracting Officer" (KELLY, JIMMY), and "Contracting Specialist" (KELLY, JIMMY).

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contract Management for XXXXXX-10-C-0009-0000

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

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

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

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

Record now states, "status report updated"

COR's Online File COR Reports

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

File Edit View Favorites Tools Help
 COR - DoD COR: Contract Manage...

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

Existing Document: QUALITY ASSURANCE PLAN.doc
Description: xxxx
Replace QASP Document: Browse...
Description: xxxx

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

Contracting Officers will approve or reject status reports.

[COR](#) ← Click to expand
[Supervisor](#) ← Click to expand
[Contracting Officer](#) ← Click to expand
[Contract Management](#) ← Click to collapse
[Monthly Status Reports](#)

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

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

Annual COR File Inspection Checklist
 No COR File Inspection Checklist File Listed
 Year: 2010

Trusted sites 100%

COR's Online File COR Reports

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

Replace QASP Document: Browse... Description: xxxx

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

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

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

Add File
 Add File
 Add File

Add File
 Add File

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

Add File
 Add File

COR Trip Report

Trusted sites 100%

If the contracting officer rejects the COR report, CORs may add a new report, which ...

COR's Online File COR Reports

... will be replaced with a new version.

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

Contractor Address:
Contractor State:
Contractor Country:

COR - Click to expand
Supervisor - Click to expand
Contracting Officer - Click to expand
Contract Management - Click to collapse

Monthly Status Reports

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

Month: August Year: 2010

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

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

Year: 2010

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

COR's Online File COR Reports

Annual COR File Inspection Checklist

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

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

COR Trip Report

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

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

COR Correspondence Report

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

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

Miscellaneous Documents

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

Month: April
Year: 2010

Contracting Officer may upload Annual Inspection Checklist.

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

COR's Online File COR Reports

The screenshot displays the 'COR - DoD COR: Contract Management for SA4705-10-F-0152-0000' web interface. It features several sections for uploading files:

- Annual COR File Inspection Checklist:** Includes a file upload area with a 'Browse...' button and a note: 'Note: File size being uploaded must not exceed 8 MB (8,000 KB)'. Below it, a message states 'No COR File Inspection Checklist File Listed'.
- COR Trip Report:** Similar to the inspection checklist, with a 'Browse...' button and a note. A message below reads 'No COR Trip Reports Listed'.
- COR Correspondence Report:** Includes a 'Month' dropdown menu, a 'Browse...' button, and a note. A message below reads 'No COR Correspondence Reports Listed'.
- Miscellaneous Documents:** Features a 'Document Type' dropdown menu, a 'Browse...' button, and a note. A message below reads 'No Miscellaneous Documents Listed'.

A red circle highlights the 'Document Type' dropdown menu, which is open and shows the following options: Select-, Deficiency Reports, Environmental Plan, GFE Inventory, GFE Property Validation, Maintenance Plan, Quality Assurance Surveillance Plan, Required Regulations, Safety Plan, Surveillance Check List, Surveillance Schedule, Test Reports, and Work Plan. A blue arrow points to the right of this dropdown menu.

Types of
Miscellaneous
documents
that can be
added.

ROLES & RESPONSIBILITIES

Part 4 – Other Menu Items

Local COR Forms and POC

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

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

File Edit View Favorites Tools Help

DoD COR - Handbooks

DoD COR - Handbooks

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: Handbooks

Please select a Contracting Center Department: NAVY

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

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

Components forms, POC and handbooks will be posted here.

Trusted sites 100%

All COR Submitted Documents

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: CORs By Name

Go To Page: Prev **1** Next of 9

Direct Filters:

COR: Contract #:

Supervisor: PCO:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

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

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

All COR Submitted Documents

COR - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

COR


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

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

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

Annual COR File Inspection Checklist
No File Inspection Checklists Listed

COR Trip Report

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

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents

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

Done

Trusted sites 100%

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

COR Related Links

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Links Page

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

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

Training

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

Contract Documentation

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

Regulations/Processes

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

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