



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

Contracting Officer Representative  
(COR) Training

May 2012



# **ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)**

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

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

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

# AKO/DKO BASICS

## Register for a AKO/DKO Account

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

# AKO/DKO BASICS –

## Register for a AKO/DKO Account

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

# AKO/DKO BASICS –

## Register CAC with your AKO/DKO Account

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

# **AKO/DKO BASICS –**

## **Register CAC with your AKO/DKO Account**

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

# AKO/DKO BASICS –

## Register CAC with your AKO/DKO Account

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

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

This information system is approved for UNCLASSIFIED

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

**My Account**

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

**Login Options**

- Set Homepage
- CAC/Certificate Registration

**Notifications**

- My Notifications
- Notification Settings

**Mail Preferences**

- Mail Options
- Switch Email Address
- Vacation Message

**Sponsor Management**

SMC

Select My Account

Select Mail Options.

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

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

My Account

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

Enter forwarding email address twice

Click on submit.

Mail Options

Update Your Email Information

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

Forwarding Email Address

Confirm Forwarding Email Address

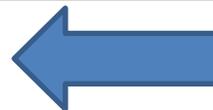
Webmail Choice [?](#)  Webmail  
 Webmail Classic  
 Webmail Lite

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

External Email Address: [?](#)

Enable S/MIME [?](#)

Submit



[myProfile Page](#)

[Account Settings](#)

[Account Information](#)

[Change Password](#)

[Security Questions](#)

[KBA Questions](#)

[Login Options](#)

[Set Homepage](#)

[CAC/Certificate Registration](#)

[Mail Preferences](#)

[Mail Options](#)

[Switch Email Address](#)

[Vacation Message](#)

[Notifications](#)

# **CORT Tool**

## **Basics**

# What Is The CORT TOOL?

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

# What is the CORT Tool?

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

# CORT Tool Roles

## Major Roles

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

## Minor Roles

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

# Contracting Officer Representative

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

# COR Supervisor

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

# Contracting Official

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

# Agency Subject Matter Expert

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

# CORT Tool

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

# Homepage

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: 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.

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

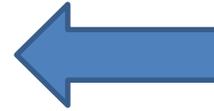
- **CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link from the menu and complete the required fields.
- **CONTRACT NOMINATION:** Use the [COR Nomination Process](#) link from the menu on the left to begin the COR Nomination Process. Be sure to select your servicing contracting 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.



Links policy and user guide.

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

# Menu

- ❑ **COR Home** – returns the COR to homepage
- ❑ **COR Profile** - allows the COR to enter or edit a profile information
- ❑ **COR Nomination Process** - allows the COR to begin the nomination process.
- ❑ **Contract List/Status** - provides the COR access to the records associated with the COR's DKO name.
- ❑ **All COR submitted Documents** - allows the COR of any active appointment to view all documents associated with a contract; even those from previous CORs
- ❑ **References:**
  - ❑ **Document Templates** - allows the user to see “samples” of DoD COR Document templates
  - ❑ **Local Forms and POC** – Provides a location to have agency forms and POC for those forms posted
  - ❑ **COR Related Links** - Displays links to various training contract documentation and regulations/processes

# Policy & Guide Links

- ❑ DoD COR Handbook – March 22,2012

- ❑ DOD Contingency COR Handbook

- ❑ CORT Tool User guide.

- ❑ Link to DPAP website

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

  - ❑ Training Materials,

    - ❑ CORs, Supervisors and Contracting Officer/Contract Specialist

  - ❑ Deployment Information,

  - ❑ FAQ,

  - ❑ Podcast, etc

  - ❑ Component Subject Matter Experts List

# Policy & Guide Links

## Training Status Update

- Provide a list of the major COR courses

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

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

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

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

## Role and Responsibilities of CORT Tool Participants

# **CORT Tool**

## **Part 1 – COR Profile**

# COR Profile

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

**View COR Contract List**

**COR Information**

**DKO Name:** JUNE.TESTCORT

**Email Address:** [ ]

**COR's Home Organization (DODAAC):** [ ]

**Organization Name:** [ ] \*

**Unit:** [ ]

**Work Address:** [ ]

**City/APO:** [ ]

**State:** -Select-

**Zip Code:** [ ]

**Country:** United States

**Are you a Certified Acquisition Official?:**  Yes  No

**Career Experience:** [ ] \*  
[ ] \*  
[ ] \*

**Career Experience Level:** [ ] \*  
[ ] \*  
[ ] \*

**Commercial Phone:** [ ] [ ] [ ]

**DSN Phone:** [ ] \* [ ] \*

**Mobile Phone:** [ ] \* [ ] \*

**Area Code** (3 digits, no dashes) | **Phone Number** (7 digits, no dashes) | **Extension** (If applicable)

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

**Email Address:** [ ]

**Commercial Phone:** [ ] [ ] [ ]

**DSN Phone:** [ ] \* [ ] \*

**Area Code** (3 digits, no dashes) | **Phone Number** (7 digits, no dashes) | **Extension** (If applicable)

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

**Save Record**

☐ Select “COR Profile “ from the side menu. Complete all highlighted fields.

# COR Profile

- COR Name** – Pulls from CAC Card
- Email Address** –enter AKO/DKO email address.
- COR Home DoDAAC** – enter the Department of Defense Activity Address Code for the COR's home location;
- Work Address** – enter COR physical location address
- COR Home Organization Name** – Enter agency or department name; (*Dept of Air Force, Army, Navy, DLA, etc.*)
- City/APO** – Location of City, or “**FPO or APO**”
- Unit** – Enter the organization name
- State** -Select your state from drop down menu
- Zip Code** - Enter 5 digit code

# COR Profile

## Telephone Number

- Enter the **3-digit** area code,
- Enter the **7-digit phone number**
  - Enter any applicable extensions.
- DSN and Mobile phone numbers non mandatory.

## County – Defaults to United States;

- Select county if located overseas;
  - State grays out,
  - International phone number;
    - Free text to input up to 16 characters
- Camp - Enter Camp location

# COR Profile

## Certified Acquisition Official?

Are you a Certified Acquisition Official?:

Yes  No

Career Experience:

Fireman \*

Career Experience Level:

11 Years \*

\* \*

\* \*

Default is “No.” An entry in the text boxes required for both **Career Experience and Career Experience Level;**

**COR Career Experience** - Indicate the COR area of expertise;  
- Engineering Technician, Level IV; Scientist, Pilot, Plumber, Fireman

**COR Career Experience Level (15 chars)** - Indicate the number of years  
- 11 Years

# 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 - Supervisor

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

Email Address:

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

DSN Phone:  \*  \*

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

- ❑ **DKO Name** – Enter your supervisor’s the AKO/DKO user name
  - ❑ Format is **firstname.lastname XX** or John.T.Smith4
- ❑ **Commercial Telephone Number** – Enter the supervisor or higher level authority telephone number - **Required Field**
- ❑ **Email Address** – enter the supervisor’s AKO/DKO email address.
- ❑ Click on “Save Record”

# COR Profile - Save Record

- ❑ Top of Page States “COR Profile Created. To Start the Nomination Process use for a contract use the link in the left menu.”

The screenshot displays the 'DoD COR: Profile' page. A red-bordered box highlights the message: 'COR Profile Created. To start the Nomination Process for a contract use the link in the left menu'. Below this message are two links: 'View COR Contract List' and 'New Nomination for this COR'. The left sidebar contains a menu with items such as 'COR Home', 'COR Profile', 'COR Nomination Process', and 'Contracting Staff Registration'. The main content area is titled 'COR Information' and contains several form fields: 'DKO Name' (PINKIE.BROWN), 'Email Address' (PINKIE.BROWN@US.ARMY.MIL), 'COR's Home Organization (DODAAC)' (HQ0102), 'Work Address' (1212 Silver Lane), 'City/APO' (Arlington), 'State' (VA), 'Organization Name' (OUSD), and 'Unit'.

COR Information	
DKO Name:	PINKIE.BROWN
Email Address:	PINKIE.BROWN@US.ARMY.MIL
COR's Home Organization (DODAAC):	HQ0102
Work Address:	1212 Silver Lane
City/APO:	Arlington
State:	VA
Organization Name:	OUSD *
Unit:	

- ❑ This brings up the “Training Courses” section at bottom of page.

# COR Profile - Training

Training Courses ←Click to collapse

**No Courses Listed**

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](#)

## Training Information Section – **COR courses only**

- Select the course from the “Document” drop down menu
- Add in the course completion date
- Using the browse feature , load a copy of the certificate from your computer at “Add Document”
- Click on the “plus” sign at the bottom that states “*Click Here to Add Course Certificate*”
- Top of Page Now State: Course Added
  - Repeat the steps above to add additional courses

# COR Profile – Refresher Training

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Refresher Training		<input type="checkbox"/>		 Certificate of Completion.doc	04/15/2012	16

**Document:**

**Hours:**

**Course Compl. Date:**  

**Add Certificate:**

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

 [Click Here to Add Course Certificate](#)



- Select “Refresher Training” from the “Document” drop down menu.
- Insert the number of hours;
- Complete the remaining highlighted fields (course completion date and add certificate.
- When completed, refresher course is added and associated hours are displayed

# COR Profile - Equivalency Training Requirements

Training Courses <-Click to collapse

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
		Refresher Training		<input type="checkbox"/>		 Certificate of Completion.doc	04/15/2012	16
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	<input checked="" type="checkbox"/>	Management Concepts	 Certificate of Completion.doc	06/09/2012	0

**Document:**

**Course Compl. Date:**

**Equivalency?**

**Add Certificate:**

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

[Click Here to Add Course Certificate](#)

- Select a course which includes the words “equivalent” or “equiv”
- Enter the course completion date
- Check the equivalency box.
- Enter the provider name.
- Add certificate, click on “plus” sign
- When completed, the equivalency checked box and provider’s name are displayed

# COR Profile – Completed

- When all courses have been added select either
  - “Save Record” or “Save and Start Nomination Process”

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](#)

Save Record

Save and Start Nomination Process



# COR Profile –Completed

## Save Record”

- Will save COR training;

- COR receives a message “COR Profile Updated”

## Save and Start Nomination Process”

- Will save the Training;

- COR will be taken to the “COR Nomination Process” page

# **CORT TOOL**

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

# 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:

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:

Email:

Description:

Contractor Address:

Select "COR Nomination Process" from side menu.

# COR Nomination Record Process

## COR's Role

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)

You must have a COR Profile to Self Nominate

... 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 has been created, ...

# COR Nomination Record Process

## COR Information

<ul style="list-style-type: none"> <li>COR Home</li> <li>COR Profile</li> <li><b>COR Nomination Process</b></li> <li>Contracting Staff Registration</li> <li>Contract List/Status</li> <li>Awaiting My Approval</li> <li>Document Templates</li> <li>Local Forms and POCs</li> <li>All COR Submitted Documents</li> <li>View All Local COR Records</li> <li>COR Related Links</li> <li>Admin Email (ADMIN)</li> <li>COR Misc Codes (ADMIN)</li> <li>COR Proxy (ADMIN)</li> <li>Course List (ADMIN)</li> <li>Link To Reports (ADMIN)</li> <li>New COR Profile (ADMIN)</li> <li>View All CORs (ADMIN)</li> </ul>	<div style="text-align: right;"> <b>DoD COR: Nomination Process</b>  <a href="#">View Complete COR Information</a> </div> <hr/> <p><b>COR Information</b> &lt;-Click to collapse</p> <p><b>DKO Name:</b> MATTHEW.B.SINES</p> <p><b>Supervisor/Commander:</b> JAMES.M.WHITE1</p> <p><b>Courses:</b> <span style="background-color: #f0f0f0; padding: 2px;">No Courses Listed</span></p> <p><b>Supporting Contracting Center</b> ⓘ</p> <p><b>Contracting Center Department:</b> <input type="text" value="-Select-"/></p> <p><b>Contracting Center DODAAC:</b> <input type="text"/></p> <p><b>Contract Information</b> ⓘ</p> <p><input type="radio"/> -&gt;Contract Number is Known <input type="radio"/> -&gt;Contract Number is NOT Known</p> <p><b>Contract/Solicitation Number:</b></p> <p><b>Record Status:</b> DRAFT</p> <p><b>Contracting Officer</b></p> <p><b>Contracting Officer:</b> <input type="text" value="-Select-"/></p> <p><b>Commercial Phone:</b></p> <p><b>Contracting Specialist</b></p> <p><b>Contracting Specialist:</b> <input type="text" value="-Select-"/></p> <p><b>Commercial Phone:</b></p> <p><b>QA Surveillance Plan (QASP)</b></p> <p><small>Note: The file should have a file extension (doc, pdf, etc.).</small></p> <p><small>Note: File size being uploaded must not exceed 8 MB (8,000 KB).</small></p> <p><b>Add QASP Document:</b> ⓘ <input type="text"/> <input type="button" value="Browse..."/></p> <p><b>Contractor</b> ⓘ</p> <p><b>Cage Code:</b></p> <p><b>Contractor Name:</b></p> <p><b>Contractor City:</b></p> <p><b>Contractor Zip Code:</b></p> <p><b>Contract Award Date:</b></p> <p><b>COR's Home Organization DODAAC:</b> N65886</p> <p><b>Supervisor/Commander Commercial Phone:</b> 904-542-3017</p> <p><b>Contractor Address:</b></p> <p><b>Contractor State:</b></p> <p><b>Contractor Country:</b></p>
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❑ Click on “COR Information” to “expand” or “collapse” the data.

❑ Review the “Courses.” If there are “No Course Listed,” return to COR Profile and load all COR courses.

# COR Nomination Record Process

## COR Information

**DoD COR: Nomination Process**

[View Complete COR Information](#)

**COR Information** <-Click to collapse

**DKO Name:** PINKIE.BROWN

**Supervisor/Commander:** DANA.CHAN

**Courses:**

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

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

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

**Supporting Contracting Center** ⓘ

**Contracting Center Department:**

**Contracting Center DODAAC:**

**Contract Information** ⓘ

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

**Contract/Solicitation Number:**

**Record Status:** DRAFT

**Contracting Officer**

**Contracting Officer:**

**Commercial Phone:**

**Contracting Specialist**

**Contracting Specialist:**

**Commercial Phone:**

**Email:**

**Email:**

- If there are courses present, review.
- When completed, Click on “COR Information” to “collapse” the field. Enter remaining data.

# COR Nomination Record Process

## COR's Role

Complete all highlighted sections.

Click to expand-> **COR INFORMATION**

### Supporting Contracting Center ⓘ

Contracting Center Department:

Contracting Center DODAAC:

### Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: DRAFT

### Contracting Officer

Contracting Officer:

Commercial Phone:

Email:

### Contracting Specialist

Contracting Specialist:

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: ⓘ

Description:

### Contractor ⓘ

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Current Completion Date:

PSC Description:

Contractor Address:

Contractor State:

Contractor Country:

# COR Nomination Record Process

## Supporting Contracting Center

**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  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:

Email:

Email:

Description:

Contractor Address:

Contractor State:

Contractor Country:

Select the "Supporting Contracting Department or Agency."

# COR Nomination Record Process

## Supporting Contracting Center

K: Nomination Process | DoD COR: Nomination Process | Page | Tools

[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:

Enter the procurement DoDAAC of the supporting contract center (*i.e. maybe the 1<sup>st</sup> six digit of the contract number*).

Hint: This is where your CO resides

# COR Nomination Record Process

## Contract Information

[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: [ ] - [ ] - [-Select-] - [ ]  
Delivery/Task Order: [ ]  
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:

Email:

Email:

Description:

Select "Contract Number is Known." Enter the contract number.

Record Status defaults to "Draft."

Contractor Address:

Contractor State:

Contractor Country:

# COR Nomination Record Process

## Contract Information

**DoD COR: Nomination Process**

[View Complete COR Information](#)

**COR Information** <-Click to expand

**Supporting Contracting Center**

Contracting Center DODAAC:

**Contract Information**

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

Contract/Solicitation Number:

Delivery/Task Order:

Record Status:

**Contracting Officer**

Contracting Officer:

Commercial Phone:

**Contracting Specialist**

Contracting Specialist:

Commercial Phone:

**QA Surveillance Plan (QASP)**

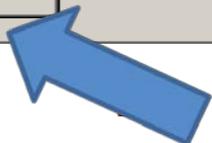
Note: The file should have a file extension (doc, pdf, etc.).

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

Add QASP Document:        Description:

**Windows Internet Explorer**

 Please ensure the contract number is correct!



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

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

# COR Nomination Record Process

## Contract Information

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:

**Contract Information**

Email:

Email:

Description:

Contract Record Status:

Contractor State:

Contractor Country:

Select "Contract Number is NOT Known." When the text box is displayed, 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

## Contract Information



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

### Supporting Contracting Center

Contracting Center DODAAC: N00023

### Contract Information

Contract Number is Known

Contract/Solicitation Number:

Record Status:

### 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).



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

# COR Nomination Record Process

## Contracting Officer / Specialist

INTS

**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** ⓘ

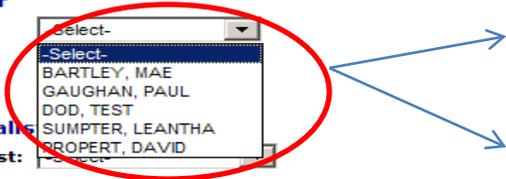
**Cage Code:**

**Contractor Name:**

**Contractor City:**

**Contractor Zip Code:**

**Contract Award Date:**



Select the Contracting Officer and Contracting Specialist.

Email address and the commercial phone number fields will populate.

Email:

Email:

Description:

Contractor Address:

Contractor State:

Contractor Country:

# COR Nomination Record Process QA Surveillance Plan (QASP)

[View Complete COR Information](#)

**COR Information** <-Click to expand

**Supporting Contracting Center**

Contracting Center DODAAC:

**Contract Information**

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

Contract 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:

**Email:** TESTER.KO@OSD.MIL

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

**Description:**

**Contractor Address:**

**Contractor State:**

Add quality assurance surveillance plan and description. Plans is required for service contract over 150K.

QASP can also be loaded by Contracting Officer.

# COR Nomination Record Process

## Contractor

### Contractor ⓘ

**Cage Code:** 800203580

**Contractor Name:** MCS OF TAMPA, INC.

**Contractor City:** TAMPA

**Contractor Zip Code:** 33614-6552

**Contract Award Date:**

**Current Completion Date:** 10/2/2010

**PSC Description:** Z199 - MAINT-REP-ALT/MISC BLDGS

**Contractor Address:** 3926 W SOUTH AVE

**Contractor State:** FL

**Contractor Country:** US

No action is required by the COR. The Contractor information will be pulled from FPDS when the record is saved and a valid contract number is entered by the COR or the contracting officer.

# COR Nomination Record Process

## COR Certifications

Click to collapse->COR

### COR (Nominee) Certifications:

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<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.
3/21/2011	<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.

COR Comments:

Submit Record to Supervisor/Commander

Save Record (without routing)

- Complete **“ALL”** of the **“COR (Nominee) Certifications”**
- Enter comments (optional)
- Select **“Save Record (without routing)”** to update at later date.
- Select **“submit record supervisor”** process the nomination; When dialog box opens, select OK to confirm submission
  - Nomination from **“draft”** to **“Pending Supervisor Approval “** Status
  - Top of Page now states **“COR Contract Record Created”**

# COR Nomination Record Process

## COR – Completes Nomination

### Save Record (without Routing)

- Saves the nomination in a draft state
- Contractor Section may populate (if a valid contract number is entered)
- COR now has the ability to Cancel Record
  - The “cancel record” button is located at the top of the page.

### Submit Record to Supervisor

- COR to finalize his portion of the nomination
- Nomination is forwarded the supervisor for approval before submission to the contracting officer.
- Record status changes to “pending supervisor approval. Nominations will be submitted to supervisor listed in the COR’s Profile.

# COR Nomination Record Process- COR – Saves Record (without Routing)

[Click to collapse-> COR](#)

**COR (Nominee)  
Certifications:**

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<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.
3/21/2011	<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.

**COR Comments:**

I will have been a COR for the last 5 years,

Submit Record to Supervisor/Commander

Save Record (without routing)

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

# COR Nomination Record Process- COR – Saves Record (without Routing)

**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 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)

- ❑ Record now states “COR Contract Record Created”
- ❑ Record Status remains in “Draft” states.

# COR Nomination Record Process - COR – Cancels Record

**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      Email: DOD.TEST@US.ARMY.MIL

Commercial Phone: 7036028011

**Contracting Specialist**

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

Commercial Phone: 7036028011

CORs may cancel a record at any time in the nomination process once the record has been saved. To cancel, click on “Cancel Record” at the top of the page.

# COR Nomination Record Process - COR - Cancels Record

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record ⓘ

**COR Information** <-Click to expand

**Windows Internet Explorer** [X]

ⓘ 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**

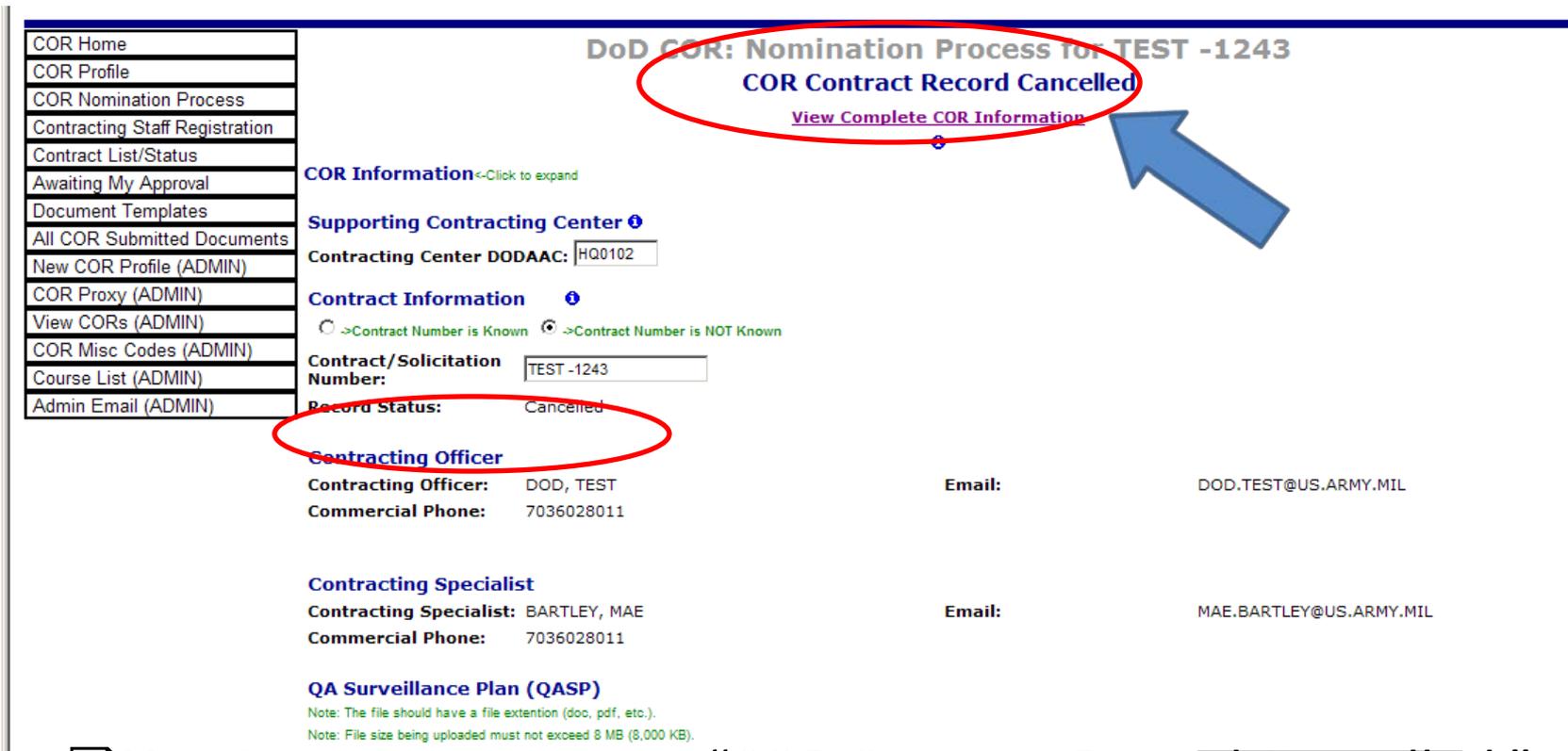
Contracting Specialist: BARTLEY, MAE      Email: MAE.BARTLEY@US.ARMY.MIL  
Commercial Phone: 7036028011

**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).

When dialogue box opens, select “OK” to confirm cancellation.

# COR Nomination Record Process - COR – Cancels Record



DoD COR: Nomination Process for TEST -1243

**COR Contract Record Cancelled**

[View Complete COR Information](#)

**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:** Cancelled

**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).

- ❑ Nomination now states “COR Contract Record Cancelled.”
- ❑ Record Status changes to “Cancelled.”
- ❑ Record is removed from CORT Tool.

# COR Nomination Record Process-

## COR - Submits Record to Supervisor

Click to collapse-> COR

### COR (Nominee) Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<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.
3/21/2011	<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.

### COR Comments:

I will have been a COR for the last 5 years,

Submit Record to Supervisor/Commander

Save Record (without routing)

Select "Submit Record to Supervisor."

# COR Nomination Record Process-

## COR - Submits Record to Supervisor

Click to collapse-> COR

**COR (Nominee)**  
Certifications:

Cert. Activation	
3/21/2011	
3/21/2011	
3/21/2011	
3/21/2011	<input checked="" type="checkbox"/> I certify
3/21/2011	<input checked="" type="checkbox"/> I certify
3/21/2011	<input checked="" type="checkbox"/> I certify
3/21/2011	<input checked="" type="checkbox"/> I certify

**COR Comments:**

I will have been a COR for the last 5 years,

Windows Internet Explorer

Are you sure you wish to submit this record for approval?

When dialogue box opens, select “OK” to confirm submission.

# COR Nomination Record Process

## COR Submits Nomination to Supervisor

**COR Self Nomination for TEST KT**  
**COR Nominee Record Saved and Submitted for Approval**  
[View Complete COR Information](#)  
Cancel Record

**COR Information** <-Click to collapse>  
DKO Name: MATTHEW.B.SINES  
Supervisor/Commander: JAMES.M.WHITE1  
Courses: No Courses Listed  
COR's Home Organization DODAAC: N65886  
Supervisor/Commander Commercial Phone: 904-542-3017

**Supporting Contracting Center**  
Contracting Center Department: OSD  
Contracting Center DODAAC: HQ0102

**Contract Information**  
 ->Contract Number is Known  ->Contract Number is NOT Known  
Contract/Solicitation Number: TEST KT  
Record Status: PENDING SUPERVISOR REVIEW

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

[Contracting Specialist](#)

- ❑ “Top of page now states “COR Nominee Record saved and submitted for Approval.”
- ❑ Record Status changes to “Pending Supervisor Review.”

# COR Nomination Record Process

## COR Submits Nomination to Supervisor

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

Dear MAE BARTLEY,

FRANKIE WILLI has self-nominated him/her-self as a COR on contract XXXXXX10R00030000. As his/her supervisor, you are required to provide your approval prior to submission to the Contracting Officer for nomination.

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

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

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

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

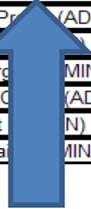
This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.

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

# COR Nomination Record Process - COR – Contract List Status

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



## DoD COR: Home

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

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

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

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

#### All Users

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

#### COR Nominees

- **CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link from the menu and complete the required fields.
- **CONTRACT NOMINATION:** Use the [COR Nomination Process](#) link from the menu on the left to begin the COR Nomination Process. Be sure to select 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

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

# COR Nomination Record Process – COR - Contract List Status

**DoD COR: Contract List for COR Nominee TESTER.COR**

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
TESTER.COR		<a href="#">FY233306P0007</a>	DRAFT	TESTCORT.369	MAE.BARTLEY	MAE.BARTLEY		NO
TESTER.COR	<a href="#">FY2333-08-M-0016-0000</a>	<a href="#">SESSION 5-2A</a>	PENDING PCO REVIEW	TESTCORT.369	MAE.BARTLEY	TEST.8888		NO
TESTER.COR	<a href="#">FY2333-08-M-0016-0000</a>		DRAFT	TESTCORT.369	MAE.BARTLEY	MAE.BARTLEY		NO
TESTER.COR		<a href="#">SESSION 5-1A</a>	PENDING PCO REVIEW	TESTCORT.369	TEST.8888	TEST.8888		NO
TESTER.COR		<a href="#">TEST 5-2</a>	PENDING SUPERVISOR REVIEW	TESTCORT.369	MAE.BARTLEY	TEST.8888		NO
TESTER.COR		<a href="#">TEST 5-2A</a>	PENDING SUPERVISOR REVIEW	TESTCORT.369	MAE.BARTLEY	TEST.8888		NO

A list of actions and the status of each action associated with the COR's name is displayed.

# COR Nomination Record Process

## COR - Contract List Status

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

# COR Nomination Record Process - COR - Contract List Status

## Status

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

## Sort by Status

## Select contract number to review

# COR Nomination Record Process- COR – Updates Saved or Rejected Record

**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:  \*

Unit:

Work Address:

City/APO:

State:

Zip Code:

Country:

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (If applicable):

Commercial Phone:

DSN Phone:

Mobile Phone:

Are you a Certified Acquisition Official?:  Yes  No

Pre dominant Acquisition Career:

Level of Certification:

**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:

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

Email Address:

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (If applicable):

Commercial Phone:

DSN Phone:

- Select “View COR List” from the COR Profile page or select “Contract List Status” from the side menu.
- A list of the CORs nomination records are displayed.

# COR Nomination Record Process- COR – Updates Saved Record

## DoD COR: Contract List for COR Nominee TESTER.COR

[View COR Profile](#)

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

Please click here to select identified records

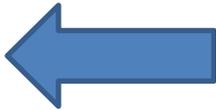
COR	Contract Number ⓘ	PreAward Number ⓘ	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
TESTER.COR		<a href="#">FY233306P0007</a>	DRAFT	TESTCORT.369	MAE.BARTLEY	MAE.BARTLEY		NO
TESTER.COR	<a href="#">FY2333-08-M-0016-0000</a>	<a href="#">SESSION 5-2A</a>	PENDING PCO REVIEW	TESTCORT.369	MAE.BARTLEY	TEST.8888		NO
TESTER.COR	<a href="#">FY2333-08-M-0016-0000</a>		DRAFT	TESTCORT.369	MAE.BARTLEY	MAE.BARTLEY		NO
TESTER.COR		<a href="#">SESSION 5-1A</a>	PENDING PCO REVIEW	TESTCORT.369	TEST.8888	TEST.8888		NO
TESTER.COR		<a href="#">TEST 5-2</a>	PENDING SUPERVISOR REVIEW	TESTCORT.369	MAE.BARTLEY	TEST.8888		NO
TESTER.COR		<a href="#">TEST 5-2A</a>	PENDING SUPERVISOR REVIEW	TESTCORT.369	MAE.BARTLEY	TEST.8888		NO

Select the contract number of a record in the “draft” status. When record opens, make required 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.

# COR Nomination Record Process- COR – Updates Rejected Record

Click to collapse-> COR



## COR (Nominee) Certifications:

Cert. Activation ⓘ		Certification
3/21/2011	Certified	I have the necessary clearance for this contract and any relevant information
3/21/2011	Certified	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.
3/21/2011	Certified	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.
3/21/2011	Certified	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.
3/21/2011	Certified	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	Certified	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.
3/21/2011	Certified	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.

## COR Comments:

Save Record (without routing)

- Make changes.
- Click on “Save Record without routing
- Top of page states **“COR Contract Record Updated.”**

# COR Nomination Record Process

## COR Nomination - Summary

- Supporting Contracting Center**
  - Select Contracting Department-** Select the component for the contract
  - Contracting Center DoDAAC** - Enter the procurement DoDAAC of the supporting contract center (i.e. 1<sup>st</sup> 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 Nomination - Summary

- 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 –**
  - Data pulls from FPDS
- 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.

# **CORT Tool**

## **Part 3 – COR's Online File**

# COR's Online File

## COR Reports

- CORs may add edit or delete the following COR documents;
  - Status 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 “Status Reports”

# COR's Online File

## COR Reports

### DoD COR: Contract List for COR Nominee **CORT.TEST2012**

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

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

<u>COR</u>	<u>Contract Number</u> ⓘ	<u>PreAward Number</u> ⓘ	<u>Status</u>	<u>Supervisor/Commander</u>	<u>PCO</u>	<u>Specialist</u>	<u>Last Action Date</u>	<u>Reports for Review</u>
CORT.TEST2012	<a href="#">HQ0102-01-C-0102-0000</a>	<a href="#">TEST-1212</a>	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	1/18/2012	YES



Select Contract List Status. Click on the applicable contract number. This brings up the “Active COR” appointment.

# COR's Online File

## COR Reports

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

[View Complete COR Information](#)

Click to collapse-> **COR INFORMATION**

<b>DKO Name:</b>	CORT.TEST2012	<b>COR's Home Organization DODAAC:</b>	HQ0102												
<b>Supervisor/Commander:</b>	MAE.BARTLEY	<b>Supervisor/Commander Commercial Phone:</b>	703-588-0832												
<b>Courses:</b>	<table border="1"> <thead> <tr> <th>Course</th> <th>Training Lvl</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td>DAU CLC 106 COR with a Mission Focus</td> <td>[A]</td> <td> Certificate of Completion.doc</td> </tr> <tr> <td>Refresher Training</td> <td></td> <td> Certificate of Completion.doc</td> </tr> <tr> <td>DAU CLM 003 Ethics Training or Agency Equiv</td> <td>ABC</td> <td> Certificate of Completion.doc</td> </tr> </tbody> </table>			Course	Training Lvl	Certificate	DAU CLC 106 COR with a Mission Focus	[A]	Certificate of Completion.doc	Refresher Training		Certificate of Completion.doc	DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc
Course	Training Lvl	Certificate													
DAU CLC 106 COR with a Mission Focus	[A]	Certificate of Completion.doc													
Refresher Training		Certificate of Completion.doc													
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc													

#### Supporting Contracting Center ⓘ

**Contracting Center Department:**

**Contracting Center DODAAC:**

#### Contract Information ⓘ

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

**Contract/Solicitation Number:**

**Delivery/Task Order:**

**Record Status:** ACTIVE

- Contract Information is grayed out.
- Record Status is active
- Scroll down to the “COR's Online File”

# COR's Online File

## COR Reports



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

**Monthly Status Reports** 

No Monthly Status Reports Listed

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

**Annual COR File Inspection Checklist**

No COR File Inspection Checklist File Listed

**COR Trip Report**

No COR Trip Reports Listed



Add File

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



Add File

Month:

Year:

Add File:

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:

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

# COR's Online File

## COR Reports

**Monthly Status Reports**  
No Monthly Status Reports Listed

**Add File**

Month:  Year:

Add File:

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

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

**Add File**

Year:

Add File:

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:

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:

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:

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

# COR's Online File COR Status Reports

**DoD COR: Contract Management for N00030-09-C-9999-0000**

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

**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:** 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).

**Email:** DOD.TEST@US.ARMY.MIL

**Email:** DOD.TEST@US.ARMY.MIL

**Record now states "Status Report Added."**

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

# COR's Online File COR Status Reports

Click to collapse-> COR'S ONLINE FILE

## Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
 	01-2012	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM

 Add File

Month:  Year:   
 Add File:

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

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

## Annual COR File Inspection Checklist

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

 Add File

Year:   
 Add File:

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

## COR Trip Report

	Month/Year	Document	Created By	Created On
 	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM

 Add File

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

 Add File

Month:  Year:   
 Add File:

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:

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

 Trusted sites

 100%

# COR's Online File

## COR Status Reports

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 Number is Known  →Contract Number is NOT Known

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

Delivery/Task Order: 0000

Record Status: Active COR

**Contracting Officer**

Contracting Officer: BISSIG, MICHAEL  
Commercial Phone:

**Contracting Specialist**

Contracting Specialist: BISSIG, MICHAEL  
Commercial Phone:

**QA Surveillance Plan (QASP)**

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

Email: MICHAEL.BISSIG@US.ARMY.MIL

Record now states,  
“status report deleted”

# COR's Online File COR Status Reports

- ❑ To edit, click on “edit”. Report being edited is highlighted
- ❑ Using the browse, upload the revised report.
- ❑ Click on “save” to replace the existing report.

Click to collapse-> COR'S ONLINE FILE

**Status Reports**

	Month/Year	Version	Status	Document	Created By	Created On
 	01-2012	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM

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**

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

 Add File  
 Add File:  

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

**COR Trip Report**

	Month/Year	Document	Created By	Created On
 	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM

 Add File  
 Add File:  

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

**COR Correspondence Report**

No COR Correspondence Reports Listed

 Add File  
 Add File:  

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

**Miscellaneous Documents**

No Miscellaneous Documents Listed

 Add File  
 Add File:  

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

# COR's Online File COR Status Reports

Click to collapse->COR'S ONLINE FILE

## Status Reports

 	Month/Year	Version	Status	Document	Created By	Created On
	01-2012	1	Submitted	 MONTHLY STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM



Month:

Year:

Add File:

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

## Annual COR File Inspection Checklist

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



Year:

Add File:

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

## COR Trip Report

 	Month/Year	Document	Created By	Created On
	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM



Month:

Year:

Add File:

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

## COR Correspondence Report

No COR Correspondence Reports Listed



Month:

Year:

Add File:

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

## Miscellaneous Documents

No Miscellaneous Documents Listed

Month:

Year:

Report is  
replaced

# COR's Online File

## COR Status Reports

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

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

**COR Information** Click to expand

**Supporting Contracting Center** ⓘ  
Contracting Center DODAAC: SP4705

**Contract Information** ⓘ  
->Contract Number is Known   ->Contract Number is NOT Known

**Contract/Solicitation Number:** XXXXXX -10 - C -0009

**Delivery/Task Order:** 0000

**Record Status:** Active COR

**Contracting Officer**  
Contracting Officer: KELLY, JIMMY  
Commercial Phone: 0000000000

**Contracting Specialist**  
Contracting Specialist: KELLY, JIMMY  
Commercial Phone: 0000000000

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

**Email:** JIMMY.KELLY@US.ARMY.MIL

**Email:** JIMMY.KELLY@US.ARMY.MIL

Record now states, “status report updated”

# COR's Online File COR Status Reports

Dear BARTLEY,MAE,

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

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

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

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

Thank You.

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

# COR's Online File

## COR Status Report - CO Approves/Rejects

Contracting Officers will approve or reject status reports.

**Status Reports**

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

Add File

Month:  Year:

Add File:

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

**Annual COR File Inspection Checklist**

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

Add File

Year:

Add File:

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

**COR Trip Report**

	Month/Year	Document	Created By	Created On
	02-2012	Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM

Add File

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

Add File

Month:  Year:

Add File:

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:

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

# COR Status Reports

## CO Rejects

Click to expand-> **CONTRACTING OFFICER**

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

### Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
 	02-2012	1	Submitted	MONTHLY STATUS REPORT.docx	CORT.TEST2012	05/03/2012 11:25 AM
<b>Enter Rejection Comments:</b>						
 	Missing Contractor certification.				E.BARTLEY	02/02/2012 06:44 AM
					Year: 2012	
	Complete Report Rejection			Browse...		

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

### Annual COR File Inspection Checklist

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

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

# COR Status Reports – COR Revises Rejected Status Report

[Click to collapse->](#) COR'S ONLINE FILE

Status Reports 

	Month/Year	Version	Status	Document	Created By	Created On
	02-2012	1	Rejected 	 .T.docx	CORT.TEST2012	05/03/2012 11:25 AM
 	01-2012	1	Submitted	STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 08:44 AM

Rejection Notes  
Missing Contractor certification.

 Add File

Month:

Year:

Add File:

- COR should receive an email advising that the Status Report has been rejected.
- COR enters the records and scrolls down to the COR Online line, the Status Report will state “Rejected.”
- When the COR mouse over the “Blue I,” the reason for the rejection is displayed
- COR must now revised the report.

# COR Status Reports – Resubmitted Rejected Report



## DoD COR: Contract Management for HQ0102-01-C-0102-0000 Status Report Added

[View Complete COR Information](#)

Click to expand-> **COR INFORMATION**

### Supporting Contracting Center

Contracting Center  
Department:

Contracting Center  
DODAAC:

### Contract Information

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

Contract/Solicitation  
Number:  -  -  -

Delivery/ Task Order:

Record Status: ACTIVE

### Contracting Officer

Contracting Officer: BARTLEY, MAE  
Commercial Phone: 7035880832

Email:

MAE.BARTLEY@US.ARMY.MIL

## To add a report

- Select a month
- Select the year.
- Upload the document
- Click on “Add File
- Top of Page state “Status Report Added.”

# COR Status Reports – Resubmitted Rejected Report

Click to collapse-> COR'S ONLINE FILE

Status Reports 0

	Month/Year	Version	Status	Document	Created By	Created On
  Edit Delete	02-2012	2	Submitted	 Monthly COR Report to PCO.docx	CORT.TEST2012	05/03/2012 11:45 AM
	02-2012	1	Rejected 	 MONTHLY STATUS REPORT.docx	CORT.TEST2012	05/03/2012 11:25 AM
  Edit Delete	01-2012	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	02/02/2012 06:44 AM

 Add File

Month:  Year:

Add File:

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

- ❑ The revised report is now displayed as “Version 2”
- ❑ Email has been sent to the Contracting officer advising that new report has been submitted for approval.

# COR Reports

## COR Trip Report

	Month/Year	Document	Created By	Created On
 	02-2012	 Trip Report.docx	CORT.TEST2012	05/03/2012 11:03 AM

 Add File

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

 Add File

Month:

Year:

Add File:

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:

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

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

# COR's Online File COR Reports

Types of Miscellaneous documents that can be added.

NOTE: FILE SIZE BEING UPLOADED MUST NOT EXCEED 8 MB (8,000 KB).

The screenshot displays the 'COR Correspondence Report' interface. At the top, a blue header bar contains the text 'No COR Correspondence Reports Listed'. Below this, there is an 'Add File' button with a green plus icon. A red circle highlights a dropdown menu for 'Document Type' which is open, showing a list of document types: Deficiency Reports, Environmental Plan, GFE Inventory, GFE Property Validation, Maintenance Plan, Quality Assurance Surveillance Plan, Required Regulations, Safety Plan, Surveillance Check List, Surveillance Schedule, Test Reports, and Work Plan. To the right of the dropdown menu, a blue arrow points to a 'Year' dropdown menu set to '2010'. Below the 'Add File' button, there is a 'Document Type' dropdown menu set to '-Select-' and an 'Add File:' label with a text input field and a 'Browse...' button. A second 'Add File' button with a green plus icon is located below the 'Document Type' dropdown. At the bottom right, another 'Year: 2010' dropdown menu is visible. A green text note at the top of the interface states: 'NOTE: FILE SIZE BEING UPLOADED MUST NOT EXCEED 8 MB (8,000 KB)'.

# **ROLES & RESPONSIBILITIES**

## **Part 4 – Other Menu Items**

# All COR Submitted Documents

<a href="#">COR Home</a> <a href="#">COR Profile</a> <a href="#">COR Nomination Process</a> <a href="#">Contracting Staff Registration</a> <a href="#">Contract List/Status</a> <a href="#">Awaiting My Approval</a> <a href="#">Document Templates</a> <b><a href="#">All COR Submitted Documents</a></b> <a href="#">New COR Profile (ADMIN)</a> <a href="#">COR Proxy (ADMIN)</a> <a href="#">View All Orgs (ADMIN)</a> <a href="#">COR Misc Codes (ADMIN)</a> <a href="#">Course List (ADMIN)</a> <a href="#">Admin Emp (ADMIN)</a>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <b>DoD COR: CORs By Name</b> </div> <div style="margin-bottom: 5px;">           Go To Page: Prev <span style="border: 1px solid black; padding: 0 5px;">1</span> Next of 9         </div> <div style="margin-bottom: 5px;"> <b>Direct Filters:</b>            COR: <input type="text"/> Contract #: <input type="text"/>            Supervisor: <input type="text"/> PCO: <input type="text"/> </div> <div style="margin-bottom: 5px;"> <b>Records to Filter Out:</b>  <input type="checkbox"/> Terminated             <input type="checkbox"/> Draft             <input type="checkbox"/> Submitted to Supervisor             <input type="checkbox"/> Supervisor Approved             <input type="checkbox"/> Active COR             <input type="checkbox"/> Rejected         </div> <div style="margin-bottom: 5px;"> <input type="button" value="Apply Direct Filter(s)"/> <input type="button" value="Apply Checkbox Filters..."/> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">COR</th> <th style="text-align: left;">Contract Number</th> <th style="text-align: left;">PreAward Number</th> <th style="text-align: left;">Supervisor</th> <th style="text-align: left;">PCO</th> <th style="text-align: left;">COR Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">BENJAMIN.D.TREASURE</a></td> <td><a href="#">HQ0102-08-C-0003-0000</a></td> <td>001002</td> <td>MAE.BARTLEY</td> <td>PAUL.GAUGHAN</td> <td>Active COR</td> </tr> <tr> <td><a href="#">BENJAMIN.D.TREASURE</a></td> <td><a href="#">HQ0102-08-D-TEST-TE02</a></td> <td></td> <td>MAE.BARTLEY</td> <td>TEST.DOD</td> <td>COR Nominee - Supervisor Approved</td> </tr> <tr> <td><a href="#">BENJAMIN.D.TREASURE</a></td> <td><a href="#">NO0190-09-C-0001-0000</a></td> <td>TEST1999</td> <td>MAE.BARTLEY</td> <td>PAUL.GAUGHAN</td> <td>Active COR</td> </tr> <tr> <td><a href="#">BENJAMIN.D.TREASURE</a></td> <td><a href="#">HQ0102-08-C-TEST-0000</a></td> <td>BENTEST</td> <td>MAE.BARTLEY</td> <td>MAE.BARTLEY</td> <td>Active COR</td> </tr> <tr> <td><a href="#">BENJAMIN.D.TREASURE</a></td> <td><a href="#">HQ0102-08-D-TEST-TE01</a></td> <td></td> <td></td> <td>TEST.DOD</td> <td>Terminated</td> </tr> <tr> <td><a href="#">KIMBERLEE.C.WATTS</a></td> <td><a href="#">HC1028-01-C-TEST-0000</a></td> <td>TEST CONTRACT</td> <td></td> <td>MAE.BARTLEY</td> <td>Active COR</td> </tr> <tr> <td><a href="#">KRISTINE.PREECE</a></td> <td><a href="#">TEST -- 9-9-9999-0000</a></td> <td>TEST - 999999</td> <td></td> <td>MAE.BARTLEY</td> <td>COR Nominee - Supervisor Approved</td> </tr> <tr> <td><a href="#">KRISTINE.PREECE</a></td> <td><a href="#">TEST - KP</a></td> <td>TEST - KP</td> <td>GARY.PUGLIANO</td> <td>MAE.BARTLEY</td> <td>COR Nominee - KO Rejected</td> </tr> <tr> <td><a href="#">MAE.BARTLEY</a></td> <td></td> <td></td> <td>LEANTHA.D.SUMPTER</td> <td></td> <td></td> </tr> <tr> <td><a href="#">MARY.W.PEARSON</a></td> <td><a href="#">N00024-01-C-TEST-0000</a></td> <td></td> <td>PAUL.GAUGHAN</td> <td>MAE.BARTLEY</td> <td>Active COR</td> </tr> <tr> <td><a href="#">PAUL.GAUGHAN</a></td> <td><a href="#">HQ0102-08-C-T001-0000</a></td> <td>TEST222</td> <td>MAE.BARTLEY</td> <td>TEST.DOD</td> <td>Active COR</td> </tr> </tbody> </table>	COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status	<a href="#">BENJAMIN.D.TREASURE</a>	<a href="#">HQ0102-08-C-0003-0000</a>	001002	MAE.BARTLEY	PAUL.GAUGHAN	Active COR	<a href="#">BENJAMIN.D.TREASURE</a>	<a href="#">HQ0102-08-D-TEST-TE02</a>		MAE.BARTLEY	TEST.DOD	COR Nominee - Supervisor Approved	<a href="#">BENJAMIN.D.TREASURE</a>	<a href="#">NO0190-09-C-0001-0000</a>	TEST1999	MAE.BARTLEY	PAUL.GAUGHAN	Active COR	<a href="#">BENJAMIN.D.TREASURE</a>	<a href="#">HQ0102-08-C-TEST-0000</a>	BENTEST	MAE.BARTLEY	MAE.BARTLEY	Active COR	<a href="#">BENJAMIN.D.TREASURE</a>	<a href="#">HQ0102-08-D-TEST-TE01</a>			TEST.DOD	Terminated	<a href="#">KIMBERLEE.C.WATTS</a>	<a href="#">HC1028-01-C-TEST-0000</a>	TEST CONTRACT		MAE.BARTLEY	Active COR	<a href="#">KRISTINE.PREECE</a>	<a href="#">TEST -- 9-9-9999-0000</a>	TEST - 999999		MAE.BARTLEY	COR Nominee - Supervisor Approved	<a href="#">KRISTINE.PREECE</a>	<a href="#">TEST - KP</a>	TEST - KP	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - KO Rejected	<a href="#">MAE.BARTLEY</a>			LEANTHA.D.SUMPTER			<a href="#">MARY.W.PEARSON</a>	<a href="#">N00024-01-C-TEST-0000</a>		PAUL.GAUGHAN	MAE.BARTLEY	Active COR	<a href="#">PAUL.GAUGHAN</a>	<a href="#">HQ0102-08-C-T001-0000</a>	TEST222	MAE.BARTLEY	TEST.DOD	Active COR
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Select "All COR Submitted Documents" and select the contract number. . . .

# All COR Submitted Documents

## Contract Management Reports for HC102801CTEST0000

### Monthly Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
	01-2012	1	Submitted	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	02/01/2012 10:06 AM
	10-2011	3	Submitted	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	12/14/2011 09:12 AM
	10-2011	2	Rejected 	 COR Monthly Report SAMPLE.docx	MAE.BARTLEY	12/14/2011 09:12 AM
	10-2011	1	Approved	 STATUS REPORT.docx	PAUL.GAUGHAN	10/04/2011 10:58 AM
	07-2011	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	07/14/2011 09:51 AM
	03-2011	1	Approved	 STATUS REPORT.docx	MAE.BARTLEY	03/15/2011 11:08 AM

### Annual COR File Inspection Checklist

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

### COR Trip Report

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

### COR Correspondence Report

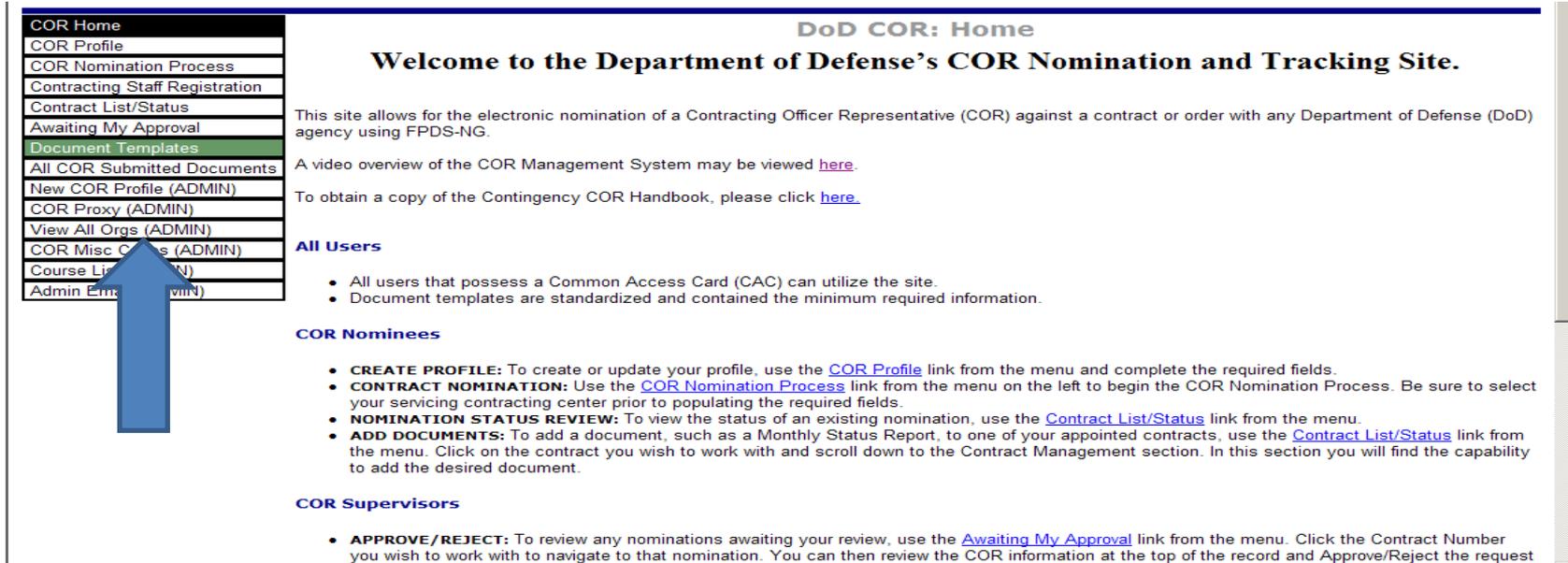
	Month/Year	Document	Created By	Created On
	10-2011	 Correspondence.docx	PAUL.GAUGHAN	10/04/2011 10:58 AM

### Miscellaneous Documents

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

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

# Document Templates



**DoD COR: Home**

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

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

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

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

**All Users**

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

**COR Nominees**

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

**COR Supervisors**

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

**Menu:**

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

Select Document Templates from the main menu.

# Document Templates

COR Home	<b>COR: Document Templates</b>	
COR Profile	<a href="#">Designation Letter</a>   <a href="#">Revocation/Termination Letters</a>	
COR Nomination Process		
Contracting Staff Registration		
Contract List/Status		
Awaiting My Approval		
<b>Document Templates</b>		
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)		

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

PCOs should choose the Designation Letter template below.

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

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

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

# Local Forms and POCs

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

**Allows components to have local handbooks and POC posted.**

# Local Forms and POCs

**DoD COR: Local Guidance, Forms, and POCs**

Please select a Contracting Command:

Please select a Contracting Site:

**COR HANDBOOKS**

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

**COR POCs (Point of Contacts)**

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

**Local Handbooks and Forms will be posted here.**

# COR Related Links

## Training

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

## Contract Documentation

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

## Regulations/Processes

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

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

# Resources

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

# Component Subject Matter Experts

NAME	AGENCY	EMAIL
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Kristin Fuller	DARPA	Kristen.Fuller@darpa.mil
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Terry Anderson	DISA	<a href="mailto:terry.l.anderson162.civ@mail.mil">terry.l.anderson162.civ@mail.mil</a>
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Dawn Franklin	DoDEA	dawn.franklin@hq.dodea.edu
Diane Dortch	DSCA	<a href="mailto:Diane.Dortch@dsc.mil">Diane.Dortch@dsc.mil</a>

# Component Subject Matter Experts

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Shirley Kye	DTIC	<a href="mailto:skye@dtic.mil">skye@dtic.mil</a>
Samantha Sullivan	DMEA	<a href="mailto:samantha.sullivan@dmea.osd.mil">samantha.sullivan@dmea.osd.mil</a>
	DMA	
	USSOCOM	