



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

Contracting Officer Representative
(COR) Training
OCTOBER 2011



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

AKO/DKO BASICS –

Register for a DKO Account

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

AKO/DKO BASICS –

Register for a DKO Account

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

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

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

AKO/DKO BASICS –

Register CAC to AKO/DKO Account

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

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

The screenshot shows the Army Knowledge Online (AKO) website interface. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The "My Account" menu is open, with "CAC / Cert Registration" highlighted. Other menu items include "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Management". The "Set Homepage" sub-menu is also visible, containing "CAC / Cert Registration" and "IM Login Status". The main content area includes "About DKO", "DKO Interests", "DoD News", "DoD and DISA Related", "Training", "Security", and "Other Resources". There are also sections for "Defense Related", "DISA Related", "DKO Hot Topics", "DKO Posture Statement", "My Alerts", "Toolbox", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback".

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

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

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

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

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

The screenshot shows the Army Knowledge Online (AKO) interface in Internet Explorer. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The page features a navigation bar with "Home", "My Account", "Favorites", "Quick Links", and "Self Service". A search bar is located in the top right. The "My Account" menu is open, and the "Mail Preferences" option is highlighted with a red circle. The "Mail Preferences" sub-menu includes "Switch Email Address" and "Vacation Message". The page also displays "MY ALERTS", "TOOLBOX", and "DKO Security Posture Statement".

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

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

The screenshot displays the 'Mail Options' page in the Army Knowledge Online (AKO) system. The page is titled 'Mail Options' and 'Update Your Email Information'. It shows settings for email forwarding, including a selected 'Forward Email (Non-AKO Account)' option, a forwarding email address of 'mae.bartley@osd.mil', and a 'Submit' button. A blue arrow points to the 'Forward Email (Non-AKO Account)' radio button. The left sidebar contains navigation links, with 'Mail Options' highlighted. The browser window shows the URL 'https://www.us.army.mil/suite/designer' and the title 'Army Knowledge Online - mae.bartley (CAC Session) - windows Internet Explorer provided by OSD-CIO'.

Mail Options

Update Your Email Information

Select a Mail Option

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

Forward Email (Non-AKO Account)

Forwarding Email Address:

Confirm Forwarding Email Address:

Preferred Webmail

Webmail

Webmail Classic

Webmail Lite

Mail Display Name: Bartley, Mae K Ms CV OSD

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

External Email Address:

Army Announcement Options

I want to receive the Monthly AKO Newsletter.

I do not want to receive the Monthly AKO Newsletter.

Enable S/MIME

CORT Tool

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

ROLES & RESPONSIBILITIES

Part 1 – COR Profile

COR Profile

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

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

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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](#).

Select "COR Profile" from the menu.

All Users

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

COR Nominees

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

COR Supervisors

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

Start U. D. T. F. C. H. C. C. C. C. Trusted sites 100% 2:41 PM

COR Profile

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

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

File Edit View Favorites Tools Help

COR - COR Profile Page Tools

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

COR Home

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

DoD COR: Profile

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

View COR Contract List

Complete all fields.

COR Information

DKO Name:

Work Address:

City:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience:

Email Address:

COR's Home Organization (DODAAC):

Organization Name:

DEROS Date:

Country	Area Code	Phone Number	Extension
(if applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(if applicable)
Commercial Phone: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Asterisk fields are non-mandatory**

Trusted sites 100%

Start

Inbo...

Re: ...

RE: ...

COR...

H:\C...

Micro...

8:17 AM

COR Profile

- **COR DKO Name** – Pulled from CAC Card
- **Email Address** –enter your AKO/DKO email address. The format is: firstname.lastname@us.army.mil. (*Email auto forward*)
- **COR Home DoDAAC** – Physical location of the COR;
 - DoDAAC must be a valid six character DoDAAC for your component
 - DoDAAC **should not be** “123456”, “DODAAC”
 - Incorrect DoDAAC will be flagged, Requires correction;
- **COR Home Organization Name** - Enter your organization name; (*consistent naming convention*)
- **City/APO** – Location of City, or “**FPO or APO**”
- **County** –
 - Defaults to United States;
 - Select county if located overseas;
 - State grays out
 - International phone number;
 - Free text to input up to 16 characters

COR PROFILE - Certified Acquisition Official

COR - COR Profile - Windows Internet Explorer provided by OSD-CIO
https://arc-stg.army.mil/DoDCOR/CORInfo.aspx?new=1

File Edit View Favorites Tools Help

COR - COR Profile

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

COR Information

DKO Name: M.K. BARTLEY
Email Address: MKBARTELY@AOL.COM
COR's Home Organization (DODAAC): TEST12
Organization Name: DPAP, PDI
DEROS Date:

Work Address: 12345 Amberside Drive
City: ARLINGTON
State: VA
Zip Code: 22418
Country: United States

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

Are you a Certified Acquisition Official? Yes No

Predominant Acquisition Career:

Supervisor ID: [Dropdown menu]

DKO Name: [Text field]
Email Address: [Text field]

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

Save Record

Trusted sites 100%

Start | Cale... | Pres... | H:\C... | COR ... | FW: ... | COR... | 2:49 PM

If yes, a drop down menu for predominant acquisition is displayed.

COR Profile

Certified Acquisition Official

- **Are you a certified acquisition professional – Yes**
 - Drop down menu for **Predominant Acquisition Career**
 - 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

COR PROFILE - Certified Acquisition Official

Contracting Staff Registration

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

COR Information

DKO Name: M.K. BARTLEY

Email Address: MKBARTELY@AOL.COM

Work Address: 12345 Amberside Drive

City: ARLINGTON

State: VA

Zip Code: 22418

Country: United States

Are you a Certified Acquisition Official?: Yes No

Predominant Acquisition Career: CONTRACTING

Level of Certification: **Level 2**

Supervisor Information

DKO Name:

Email Address:

Phone Numbers

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

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

Save Record

1. Select predominant acquisition career field and
2. Select level of certification.

COR Profile

Certified Acquisition Official

- **Are you a certified acquisition professional – NO**
 - Text Box is displayed; requires one (1) entry under **Career Experience and Career Experience Level**
 - **COR Career Experience** - Indicate the COR area of expertise;
 - **COR Career Experience Level (15 characters max)** - Indicate the number of years of expertise that COR has in this area.
 - If the area of expertise has certain levels associated with it, indicate this in the career experience
 - » Career Experience: Engineering Technician, Level IV
 - » Career Experience Level: 11 Years)

COR Profile – Career Experience and Level

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

File Edit View Favorites Tools Help

COR - COR Profile

COR Nomination Process

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

COR Information

DKO Name: MAE.BARTLEY

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

Work Address: 241 18th

COR's Home Organization (DODAAC): HQ0102

City: ARLINGTON

Organization Name: DPAP

State: VA

DEROS Date:

Zip Code: 22202

Country: United States

Commercial Phone: (If applicable) (3 digits, no dashes) 703 6028011 (7 digits, no dashes) (If applicable)

DSN Phone: * * * *

Mobile Phone: * * * *

Are you a Certified Acquisition Official?: Yes No

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

Supervisor Information

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

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

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

Commercial Phone: (If applicable) (3 digits, no dashes) 703 6028011 (7 digits, no dashes) (If applicable)

DSN Phone: * * * *

Trusted sites 100%

Start C. R. s.. R. s.. G. S.. C. C.. C.. C.. 2:48 PM

If no, enter "career field" and "career level" obtained (i.e. Eng Tech, Level IV) in the text box.

COR Profile – Supervisor Information

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Awaiting Entry Approval
 Document Templates
 Local Forms and POCs
 All COR Submitted Documents
 View All Local COR Records
 COR Related Links
 Admin Email (ADMIN)
 Contracting Staff List (ADMIN)
 COR Misc Codes (ADMIN)
 COR Proxy (ADMIN)
 Course List (ADMIN)
 Link to Reports (ADMIN)
 New COR Profile (ADMIN)
 View All CORs (ADMIN)

Work Address:
City/APO:
State:
Zip Code:
Country:

Organization Information:
COR's Home Organization (DODAAC):
Organization Name:
Unit:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you a Certified Acquisition Official?: Yes No

Career Experience:

Career Experience Level:

Supervisor/Commander Information

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

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

Email Address:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>

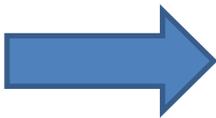
Once your profile is created you will be able to use this screen to manage your course certificates

Trusted sites 100%

CORInfo.aspx?new=1

Start Unread Mail ... Microsoft Po... COR - COR... 12:10 PM

Complete Supervisor/Higher Level Authority Information.



COR Profile – Supervisor Information

- **Supervisor Information - Enter all of the supervisor information**
- **CORs should verify DKO Name and Email before entering**
 - **DKO Name** – User name assigned when registering for the AKO/DKO account (i.e. Format is [firstname.lastname XX](#) or John.T.Smith4)
 - **Telephone Number** – Enter the supervisor or higher level authority telephone number
 - **Email Address** – enter your AKO/DKO email address. The format is: [firstname.lastnameXX@us.army.mil](#).

COR Profile - Training

- **Training Information – COR courses only**
 - Select the course from the drop down menu
 - Add in the course completion date
 - Using the browse feature, load a copy of the certificate from your computer
 - Click on the “plus” sign at the bottom that states “*Click Here to Add Course Certificate*”
 - Top of Page Now State: Course Add
 - Repeat the steps above to add additional course
- **Save Record**
 - Top of Page Now State: “COR Profile Created. To start the Nomination Process for a contract use the link in the left menu”
 - Now that the profile is created you will be able manage the COR course certificates

COR Profile – Training

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

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

File Edit View Favorites Tools Help

MSN.com COR - COR Profile

Supervisor Information

DKO Name:

Email Address:

Country:
(If applicable)

Area Code:
(3 digits, no dashes)

Phone Number:
(7 digits, no dashes)

Extension:
(If applicable)

Commercial Phone:
DSN Phone:

Training Courses

[Click to collapse](#)

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

Document:

Course Compl. Date:

Add Document:

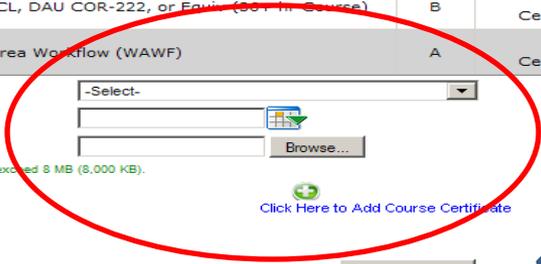
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

[Click Here to Add Course Certificate](#)

Trusted sites 100%

Start Proc... Sent ... COR... H:\C... COR ... TDA... 11:52 AM

Completed Training Section.



COR Profile - Completed

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

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

File Edit View Favorites Tools Help

COR - COR Profile

DoD COR: Profile

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

COR Profile Created. To start the Nomination Process for a contract use the link in the left menu

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

COR Information

DKO Name: PINKIE.BROWN

Email Address: PINKIE.BROWN@US.ARMY.MIL

Work Address: 1212 Silver Lane

COR's Home Organization (DODAAC): HQ0102

City/APO: Arlington

Organization Name: OUSD *

State: VA

Unit: *

Zip Code: 22416

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	703	6028999	
DSN Phone:		6196666 *	*
Mobile Phone:	*	*	*

Country: United States

Are you a Certified Acquisition Official?: Yes No

Career Experience: LAB TECHNICAN - LEVEL IV *

Career Experience Level: 10 YEARS *

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.

DANA.CHAN

Country Area Code Phone Number Extension

Done Trusted sites 100%

Start | Inbox - Mi... | Microsoft P... | COR - CO... | RE: DODA... | 12:56 PM

ROLES & RESPONSIBILITIES

Part 2 – COR Nomination Record Process –

COR Nomination Record Process

COR's Role

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

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process
[View Complete COR Information](#)

Select COR Nomination Process . . .

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:**

Contracting Specialist
Contracting Specialist: **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 Address:**
Contractor City: **Contractor State:**
Contractor Zip Code: **Contractor Country:**

COR Nomination Record Process

COR's Role

Contracting Officer Representative Tracking (CORT) Tool

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

You must have a COR Profile to Self Nominate

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

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

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to collapse

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

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

Courses: No Courses Listed

Supporting Contracting Center Click to collapse

Contracting Center Department: -Select-

Contracting Center DODAAC:

Contract Information Click to collapse

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: **Description:**

Contractor Click to collapse

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

COR Click to collapse

Click on “COR Information” to “expand” or “collapse” the data.

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

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

Tracking (CORT) Tool

- COR Home
- COR Profile
- COR Nomination Process**
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- Local Forms and POCs
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- Contracting Staff List (ADMIN)
- COR Misc Codes (ADMIN)
- COR Proxy (ADMIN)
- Course List (ADMIN)
- Link to Reports (ADMIN)
- New COR Profile (ADMIN)
- View All CORs (ADMIN)

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

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:

If there are courses present, review the training information. When completed, Click on "COR Information" to "collapse" the training courses. Enter remaining data.

COR Nomination Record Process

COR's Role

- **Supporting Contracting Center**
 - **Select Contract Department** – From drop down menu, select your component for the contract
 - **Contracting Center DoDAAC** - Enter the procurement DoDAAC of the supporting contract center (i.e. 1st six digit of the contract number).
- **Contract Information**
 - Select and Enter the **“Contract number is Known”**
 - 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/Contract Specialist –**
 - Select CO/CS - from the drop down menu created from the contracting staff registration
 - Email and phone number will populate

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

DoD COR: Nomination Process

[View Complete COR Information](#)

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:

Contractor Address:

Contractor State:

Contractor Country:

Email:

Email:

Description:

COR <-Click to collapse

COR (Nominee) Certifications:

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

Start | Unread Mai... | H:\CORT T... | SME Traini... | COR - Do... | Contracting... | Trusted sites | 100% | 12:33 PM

From drop down menu, select your component for the contract .

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: OSD

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: ⓘ Browse...

Contractor ⓘ

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

COR (Nominee) Certifications:

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

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

COR Nomination Record Process

COR's Role

The screenshot shows a Windows Internet Explorer browser window displaying the "DoD COR: Nomination Process" website. The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?new=1>. The page title is "DoD COR: Nomination Process". A navigation menu on the left includes links such as "COR Home", "COR Profile", "COR Nomination Process", "Contracting Staff Registration", "Contract List/Status", "Awaiting My Approval", "Document Templates", "All COR Submitted Documents", "New COR Profile (ADMIN)", "COR Proxy (ADMIN)", "View All Orgs (ADMIN)", "COR Misc Codes (ADMIN)", "Course List (ADMIN)", and "Admin Email (ADMIN)".

The main content area is titled "DoD COR: Nomination Process" and includes a link for "View Complete COR Information". Below this, there are sections for "COR Information", "Supporting Contracting Center", "Contract Information", "Contract/Solicitation Number", "Delivery/Task Order", "Record Status", "Contracting Officer", "Contracting Specialist", "QA Surveillance Plan (QASP)", and "Contractor".

An error dialog box is overlaid on the page, titled "Windows Internet Explorer". The message inside the dialog box reads: "Please ensure the contract number is correct!". There is an "OK" button in the dialog box. A blue arrow points from the text on the right towards the "OK" button.

The Windows taskbar at the bottom shows the Start button, several open applications (Unread, Today's, Microsoft, COR, Microsoft), and the system tray with the time 10:10 AM.

...A dialogue box will appear requiring the COR verify the contract number. Click "OK"

If this is an IDV, enter order number also. A second dialogue box will appear.

COR Nomination Record Process

COR's Role

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number:

Record Status: Draft

Contracting Officer

Contracting Officer: -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:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

Description:

Record Status: Draft

When “Contract number is NOT known” is selected, at the text box enter a “solicitation, PR or an identifying number. (Must be 12 characters or less).

Record Status defaults to “Draft”

COR Nomination Record Process

COR's Role

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process" with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&new=1>. The page contains a table of nomination records and a form for entering contract information. A red circle highlights a "Windows Internet Explorer" dialog box with a warning icon and the message "Please ensure the contract number is correct!". A blue arrow points from the dialog box to the "Contract Number" field in the form.

Agency	Contract Number	Record Status	File Name
DAU CLC 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 DDP: IN00023

Contract Information
Contract Number:

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

Windows Internet Explorer
Please ensure the contract number is correct!

Email:

Description:

... A dialogue box will appear requiring the COR verify the solicitation or PR number is correct.

COR Nomination Record Process

COR's Role

The screenshot displays the 'COR - DoD COR: Nomination Process' web application. The browser address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&new=1>. The page title is 'COR - DoD COR: Nomination Process'. The interface includes a left-hand navigation menu with options like 'All COR Submitted Documents', 'New COR Profile (ADMIN)', and 'COR Proxy (ADMIN)'. The main content area is divided into several sections: 'Contracting Center DODAAC' (HQ0102), 'Contract Information' (Contract Number: SME-TEST, Record Status: Draft), 'Contracting Officer' (with a dropdown menu circled in red), 'Contracting Specialist' (with a dropdown menu circled in red), 'QA Surveillance Plan (QASP)', and 'Contractor' details. Blue arrows point from the circled dropdown menus to the 'Email:' labels for both the Contracting Officer and Contracting Specialist. The task description states: 'Selecting Contracting Officer and contract specialist will populate the email address and the commercial phone number fields.' The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:39 AM.

Selecting Contracting Officer and contract specialist will populate the email address and the commercial phone number fields.

COR Nomination Record Process

COR's Role

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

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

COR Nomination Process

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

[View Complete COR Information](#)

Cancel Record

COR Information <Click to expand>

Supporting Contracting Center

Contracting Center DODAAC: HQ1002

Contract Information

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

Contract Number: HQ100210RTEST1

Record Status: Draft

Contracting Officer

Contracting Officer: KO, TESTER

Commercial Phone:

Contracting Specialist

Contracting Specialist: CHAN, DANA

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

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

Email: TESTER.KO@OSD.MIL

Email: DANA.CHAN@US.ARMY.MIL

Description: Quality Assurance Plan Sample

Contractor Address:

Contractor State:

Contractor Country:

Trusted sites 100%

Start U... P... H... C... C... T... F... R... C... 1:14 PM

QASP can also be loaded by Contracting Officer.

COR Nomination Record Process

COR's Role

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc-stg.army.mil/DoDCOR/COR.Contract.aspx?new=1>. The page content includes a "QA Surveillance Plan (QASP)" section with a "Browse..." button. Below that is a "Contractor" information section with fields for Cage Code, Name, City, Zip Code, Award Date, Address, State, and Country. A "Certifications" table is displayed with columns for "Cert. Activation", "Certification", and "Action". The table contains several rows of certification records, each with a date and a "I certify" checkbox. Below the table are two buttons: "Submit Record to Supervisor" and "Save Record (without routing)".

Cert. Activation	Certification	Action
9/20/2007	I have the necessary clearance for this contract and any relevant information	<input checked="" type="checkbox"/> I certify
9/20/2007	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.	<input checked="" type="checkbox"/> I certify
9/20/2007	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.	<input checked="" type="checkbox"/> I certify
9/20/2007	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.	<input checked="" type="checkbox"/> I certify
4/29/2008	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 paragraph 3.	<input checked="" type="checkbox"/> I certify
9/20/2007	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.	<input checked="" type="checkbox"/> I certify
4/29/2008	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and am processing payments when possible using WAWF.	<input checked="" type="checkbox"/> I certify

1. Complete certification;
2. Click on "submit record to supervisor" or "save record without routing" to update at later date.

COR NOMINATION PROCESS - Save A Nomination

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

Add QASP Document: Browse... Description:

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

COR (Nominee) Certifications:

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

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

Select "submit record (without routing)."

Record is then saved to be updated at a later date.

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

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

Add QASP Document: Browse... Description:

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

COR (Nominee) Certifications:

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

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

Special Agent in Charge
Contracting Officer
Contract Management

Trusted sites 100% 4:56 PM

Select "submit record
(without routing)."

Record is then saved to
be updated at a later
date.

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

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

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

File Edit View Favorites Tools Help

COR - COR Self Nomination for TE...

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

Contracting Officer Representative Tracking (CORT) Tool

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

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

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST-1243

Record Status: Draft

Contracting Office

Contracting Officer: DOD, TEST

Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: BARTLEY, MAE

Commercial Phone: 7036028011

QA Surveillance Plan (QASP)

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

Add QASP Document:

Trusted sites 100%

Start Unr... CO... CO... CO... CO... SM... 1 R... 4:17 PM

Nomination now states "COR Contract Record Created."
Record Status remains in "Draft" states.

COR Nomination Record Process- COR Updates A Saved Record

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Profile

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

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

COR Information

DKO Name:

Email Address:

Work Address:

COR's Home Organization (DODAAC):

City:

Organization Name:

State:

DEROS Date:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Commercial Phone:

DSN Phone: * * *

Mobile Phone: * * *

Career Experience: * * *

Career Experience Level: * * *

Navigation Menu:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting Approval
- Document Templates
- All Generated Documents
- New COR Profile (ADMIN)
- COR Profile (ADMIN)
- View All Documents (ADMIN)
- COR Messages (ADMIN)
- Course Management (ADMIN)
- Admin Tools (ADMIN)

Text: Select "View COR List" or Contract List Status.

COR Nomination Record Process- COR Updates A Saved Record

Contracting Officer Representative Tracking (CORT) Tool

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

[View COR Profile](#)

Records to Filter Out:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST1E01		Draft	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-00000000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL

Select the saved nomination, by clicking on the contract number. Make changes. Ensure certifications are complete. Click on “save record without routing” to save the nomination, or “submit to supervisor” if no additional changes are required.

COR Nomination Record Process - COR Cancels A Record

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST -1243

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

Contracting Officer: DOD, TEST

Commercial Phone: 7036028011

Email: DOD.TEST@US.ARMY.MIL

Contracting Specialist

Contracting Specialist: BARTLEY, MAE

Commercial Phone: 7036028011

Email: MAE.BARTLEY@US.ARMY.MIL

QA Surveillance Plan (QASP)

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

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

Add QASP Document: Browse...

Description:

Trusted sites 100%

4:27 PM

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

COR Nomination Record Process - COR Cancels A Record

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Windows Internet Explorer

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

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

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 (8,000,000 bytes)

Add QASP Document: **Description:**

CORContract.aspx?cor=84&id=4419&orgid=1

Trusted sites 100%

Start Unr... CO... CO... CO... SM... 1 R... 4:30 PM

COR Nomination Record Process - COR Cancels A Record

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=84&id=4419&orgid=1>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as MAE.BARTLEY. The main heading is "DoD COR: Nomination Process for TEST -1243". A red circle highlights the text "COR Contract Record Cancelled" and a blue arrow points to it. Another red circle highlights the "Record Status: Cancelled" field in the "Contract Information" section. The "Contract Information" section also shows "Contract/Solicitation Number: TEST-1243".

Contracting Officer Representative Tracking (CORT) Tool

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

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
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7036028011

QA Surveillance Plan (QASP)

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

Add QASP Document: Description:

Nomination now states "COR Contract Record Cancelled" Record Status changes to "Cancelled. Record is removed from CORT Tool.

COR Nomination Record Process - COR Reviews Status of Nominations

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

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

Navigation Menu:

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

A COR may view the status of all nomination records by selecting Contract List Status.

COR Nomination Record Process - COR Reviews Status of Nominations

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

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

File Edit View Favorites Tools Help

COR - COR Contract List


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

DoD COR: Contract List as COR and Contracting Officer

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

Apply Checkbox Filters...

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



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

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

Trusted sites 100%

Start U... C... T... F... C... H... C... C... C... 12:31 PM

COR Nomination Record Process

COR Submits Record to Supervisor

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: H:\COR\COR TOOL\QUALI Browse... **Description:** Quality Assurance Plan Sample

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

COR - Click to collapse
COR (Nominee) Certifications:

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

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

Supervisor - Click to expand
Contracting Officer - Click to expand
Contracting Statement - Click to expand

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

OK Cancel

Start U.. P.. H.. C.. C.. T.. F.. R.. C.. 3.. 1:17 PM

Select "submit record to supervisor." When the dialogue box appears, select "ok" to complete the submission process.

COR Nomination Record Process

COR Submits Nomination to Supervisor

The screenshot shows a web browser window titled "COR - COR Self Nomination for TEST KT - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/CORContract.aspx?new=1". The page content includes a navigation menu on the left, a main header "Contracting Officer Representative Tracking (CORT) Tool", and a central confirmation message: "COR Self Nomination for TEST KT COR Nominee Record Saved and Submitted for Approval". Below this message is a "Cancel Record" button. The form fields include: DKO Name: MATTHEW.B.SINES; Supervisor/Commander: JAMES.M.WHITE1; Courses: No Courses Listed; Contracting Center: OSD; Department: HQ0102; Contracting Officer: BARTLEY, MAE; Contracting Specialist: GAUGHAN, PAUL. The record status is "PENDING SUPERVISOR REVIEW". A red oval highlights the confirmation message, and another red oval highlights the "Contract Number is NOT Known" status.

1 "Top of page now states "COR Nominee Record saved and submitted for Approval."

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

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

COR Nomination Record Process - Contract List Status

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

Address: <https://arc.army.mil/DoDCOR/Default.aspx>

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

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

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

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

COR Supervisors

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

Navigation Menu:

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

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

Trusted sites | 100%

Taskbar: Start | U... | D... | T... | F... | C... | H... | C... | C... | C... | 12:30 PM

To view the status of your actions Select Contract List Status.

COR Nomination Record Process - Contract List Status

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contract List as COR and Contracting Officer

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

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

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

COR Nomination Record Process - Contract List Status

- **Active COR** – Contracting Officer has approved the COR nomination
- **Draft** – a nomination has been started by the COR, on a contract action but has not been to the supervisor
- **Rejected** – Nomination has been rejected by the contracting officer or the supervisor
- **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

ROLES & RESPONSIBILITIES

Part 3 – Contract Management

Contract Management

COR Reports

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

Contract Management COR Reports

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=127&id=4443&orgid=1`. The page title is "COR - DoD COR: Nomination Process for TEST - 999999". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field.

The main content area of the page is titled "COR - DoD COR: Nomination Process...". It features a navigation menu with the following items: "COR" (with a plus icon and tooltip "Click to expand"), "Supervisor" (with a plus icon and tooltip "Click to expand"), "Contracting Officer" (with a plus icon and tooltip "Click to expand"), "Contract Management" (with a minus icon and tooltip "Click to collapse"), and "Monthly Status Reports" (with a plus icon). The "Contract Management" item is circled in red. Below the navigation menu, there are several sections, each with a blue header bar and a red sub-header: "Monthly Status Reports" (sub-header: "No Monthly Status reports Listed"), "Annual COR File Inspection Checklist" (sub-header: "No COR File Inspection Checklist File Listed"), "COR Trip Report" (sub-header: "No COR Trip Reports Listed"), "COR Correspondence Report" (sub-header: "No COR Correspondence Reports Listed"), and "Miscellaneous Documents" (sub-header: "No Miscellaneous Documents Listed"). Each section includes an "Add File" button, a "Month" dropdown menu, a "Year" dropdown menu (set to 2011), and an "Add File" field with a "Browse..." button. A note below each "Add File" field states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)."

On the right side of the page, there is a large text overlay: "Click on 'Contract Management' to expand or 'collapse' the contract management information."

The browser's status bar at the bottom shows the URL `javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00$cphMain$lbManagement", "", t`, a "Trusted sites" icon, a zoom level of "100%", and the system tray showing the "Start" button, "Sent ..." folder, "Revi..." folder, "H:\C..." folder, "COR ..." folder, "COR..." folder, "1 Re..." folder, and the system clock showing "11:03 AM".

Contract Management – Adding Reports

Monthly Status Reports
No Monthly Status Reports Listed

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

COR Trip Report
No COR Trip Reports Listed

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents
No Miscellaneous Documents Listed

To add a report

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

Contract Management

COR Reports

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main content area displays "DoD COR: Contract Management for N00030-09-C-9999-0000" and a notification "Status Report Added" with a link to "View Complete COR Information". A red circle highlights this notification. The page also includes a sidebar with navigation links, a "Contract Information" section with fields for Contract/Solicitation Number, Delivery/Task Order, and Record Status, and sections for Contracting Officer and Contracting Specialist details.

Contracting Officer Representative Tracking (CORT) Tool

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

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:

Contract Information

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

Contract/Solicitation Number: - - -

Delivery/Task Order:

Record Status: Active COR

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

(1 item remaining) Downloading picture https://arc.army.mil/DoDCOR/imgs/redx_reject.gif...

Trusted sites 100%

Start | Unread Ma... | COR - Do... | Microsoft P... | H:\CORT T... | 9:19 AM

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

Contract Management – COR Reports

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

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

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

Annual COR File Inspection Checklist

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

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

Done Trusted sites 100%

Start C. H. U. R. C. P. M. C. C. F. 4:50 PM

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

Contract Management – COR Reports

Contracting Officer Representative Tracking (CORT) Tool

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

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

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

COR Information ←Click to expand

Supporting Contracting Center

Contracting Center DODAAC: SP0600

Contract Information

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

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

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

Commercial Phone:

Contracting Specialist

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

Commercial Phone:

QA Surveillance Plan (QASP)

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

Record now states, "status report deleted"

Contract Management – COR Reports

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

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

Contractor Address:
Contractor State:
Contractor Country:

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

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

Month: June Year: 2010

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

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

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

Trusted sites 100%

Start Unread Ma... Microsoft P... H:\CORT T... COR - Do... 10:08 AM

Contract Management – COR Reports

The screenshot shows a web browser window displaying the DoD COR Contract Management interface. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as MAE.BARTLEY. A red circle highlights a notification: "DoD COR: Contract Management for XXXXXX-10-C-0009-0000 Status Report Updated" with a link to "View Complete COR Information".

Contracting Officer Representative Tracking (CORT) Tool

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

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 Email: JIM.KELLY@US.ARMY.MIL
Commercial Phone: 0000000000

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Record now states, "status report updated"

Contract Management – Approve/Reject – COR Reports

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page title is "COR - DoD COR: Contract Management for N00030-09-C-9999-0000". The main content area includes a form for uploading a document, with fields for "Existing Document:" (QUALITY ASSURANCE PLAN.doc), "Description:" (xxxx), "Contractor Name:", "Contractor City:", "Contractor Zip Code:", "Contract Award Date:", "Contractor Address:", "Contractor State:", and "Contractor Country:". Below the form is a table of "Monthly Status Reports" with columns for "Month/Year", "Version", "Status", "Document", "Created By", and "Created On". The table contains three rows of data, each with "Approve" and "Reject" buttons. A red circle highlights these buttons for the first three rows. Below the table are "Add File:" and "Year:" dropdown menus. At the bottom, there is a section for "Annual COR File Inspection Checklist" with a message "No COR File Inspection Checklist File Listed" and a "Year:" dropdown menu.

Contracting Officers will approve or reject status reports.

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

Contract Management Approve/Reject – COR Reports

Replace QASP Document: Browse...

Description: xxxx

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

COR - Click to expand

Supervisor - Click to expand

Contracting Officer - Click to expand

Contract Management - Click to collapse

Monthly Status Reports

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

Month: Year: 2010

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2010

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

COR Trip Report

Trusted sites 100%

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

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

Contract Management

Approve/Reject – COR Reports

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

Contractor

Cage Code: _____

Contractor Name: _____

Contractor City: _____

Contractor Zip Code: _____

Contract Award Date: _____

Contractor Address: _____

Contractor State: _____

Contractor Country: _____

COR -Click to expand

Supervisor -Click to expand

Contracting Officer -Click to expand

Contract Management -Click to collapse

Monthly Status Reports

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

Month: Year:

Add File:

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year:

Add File:

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

Done

Trusted sites 100%

Start Unread Ma... Microsoft P... H:\CORT T... COR - Do... 9:56 AM

... will be replaced with a new version.

Contract Management – COR Reports

The screenshot shows a web browser window titled "COR - DoD COR: Contract Management for N00030-09-C-9999-0000". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into several sections, each with a table of existing reports and an "Add File" form below it. Blue arrows point to the "Add File" forms for each section.

Annual COR File Inspection Checklist

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

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

COR Trip Report

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

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

COR Correspondence Report

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

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

Miscellaneous Documents

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

Month: April
Year: 2010

Contracting Officer may upload Annual Inspection Checklist.

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

Contract Management – COR Reports

The screenshot shows a web browser window with the address bar displaying `https://arc.army.mil/DODCOR/CORContract.aspx?cor=53&id=4282&orgid=1`. The page title is "COR - DoD COR: Contract Management for SA4705-10-F-0152-0000". The interface includes several sections for uploading files:

- Annual COR File Inspection Checklist:** Includes a file upload area with a "Browse..." button and a note: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)".
- COR Trip Report:** Similar upload area with a "Browse..." button and the same 8 MB note.
- COR Correspondence Report:** Similar upload area with a "Browse..." button and the same 8 MB note.
- Miscellaneous Documents:** Similar upload area with a "Browse..." button and the same 8 MB note.

A red circle highlights the "Document Type" dropdown menu in the Miscellaneous Documents section, which is open and shows the following options:

- Select-
- Deficiency Reports
- Environmental Plan
- GFE Inventory
- GFE Property Validation
- Maintenance Plan
- Quality Assurance Surveillance Plan
- Required Regulations
- Safety Plan
- Surveillance Check List
- Surveillance Schedule
- Test Reports
- Work Plan

A blue arrow points from the right side of the page towards the highlighted dropdown menu.

Types of Miscellaneous documents that can be added.

ROLES & RESPONSIBILITIES

Part 4 – Other Menu Items

Local COR Forms and POC

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

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

File Edit View Favorites Tools Help

DoD COR - Handbooks

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Handbooks

Please select a Contracting Center Department:

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

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

Components forms, POC and handbooks will be posted here.

Start | D... | U... | C... | H... | C... | S... | R... | F... | D... | C... | C... | Trusted sites | 100% | 12:07 PM

All COR Submitted Documents

COR - View CORs (ADMIN) - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)

Department of Defense
Contracting Officer Representative
Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: CORs By Name

Go To Page: Prev 1 Next of 9

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

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

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

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

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

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

All COR Submitted Documents

COR - Windows Internet Explorer provided by OSD-CIO

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

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COR


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

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

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

Annual COR File Inspection Checklist
No File Inspection Checklists Listed

COR Trip Report

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

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents

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

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

Done

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COR Related Links

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Links Page

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

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

Training

- [Wide Area Workflow Training](#)
- [Defense Acquisition University Online Course Catalog](#)
- [Army Logistics University](#)
- [ATRBS 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.