



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

Subject Matter Expert Training
JANUARY 2012



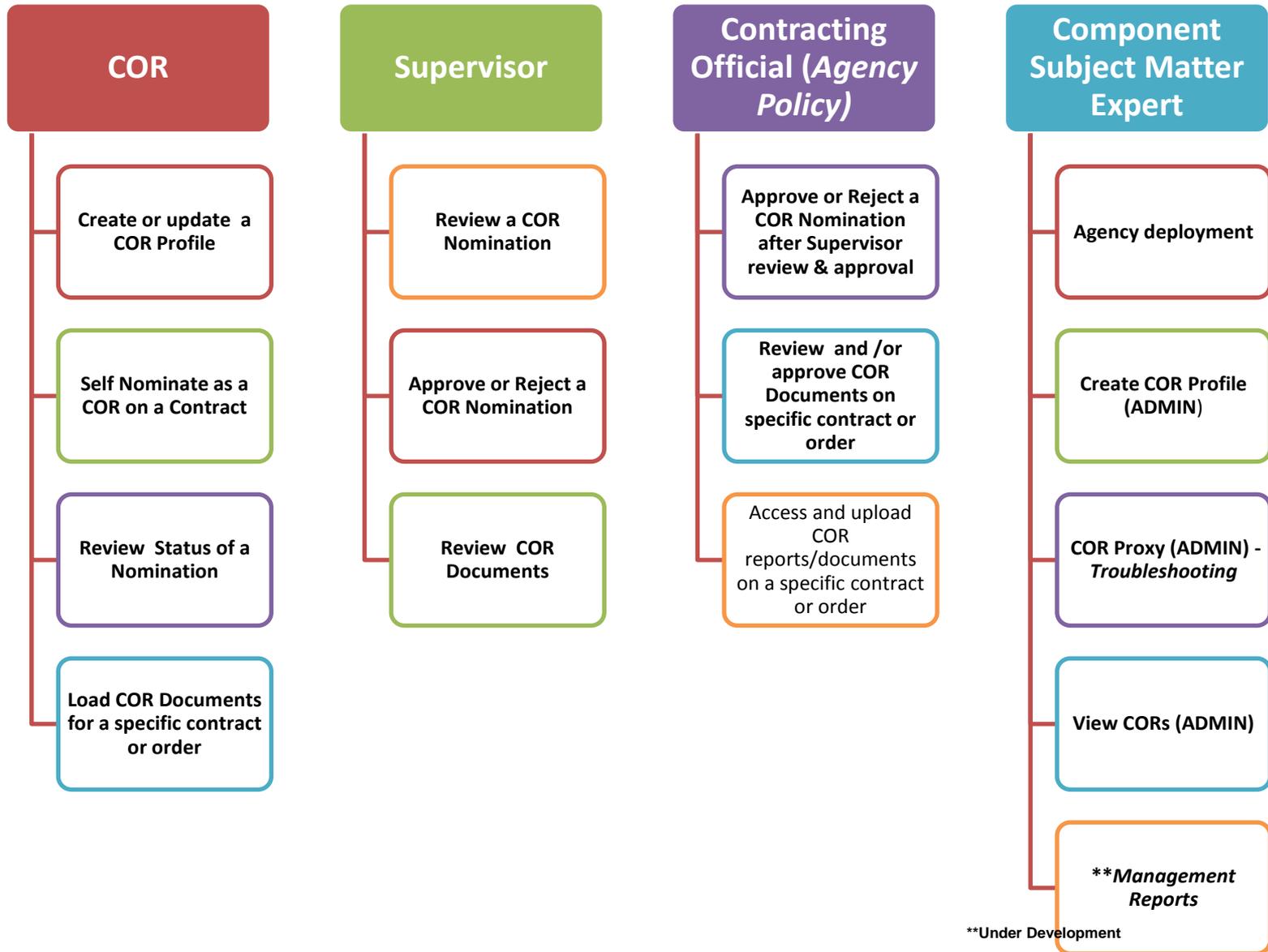
What Is The CORT TOOL?

- **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
 - Allows a COR to create a profile, document their training and experience and process a nomination package for one or multiple contracts and orders.
 - Provides DoD personnel a web-based portal for all relevant COR documents
 - Is Common Access Card (CAC) enabled and available to all members of the DoD with an Army or Defense Knowledge Online account (AKO/DKO).

Benefits Of CORT Tool

- **Centralized repository of COR information**
 - One source for COR Information
- **Electronic Nomination Workflow process**
 - COR self nominates; Electronic Supervisor and CO/CS approval of COR nomination request
 - Review status of COR nomination; Add and review COR documents
 - Status Reports, Trip Reports, Correspondence, and Misc documents
- **Identify and verify courses taken by COR by complexity of work/requirement**
- **Track contracts by COR and CORs by contract**
- **Manage COR documents**

Roles



SUBJECT MATTER EXPERTS

Roles & Responsibilities

Subject Matter Experts

- **DoD/DPAP Administrator**
- **Component**
 - Appointed by the Head of Military Departments or Defense Agencies
 - Currently have Access to DoD data; Limited to Service or agency data
 - Will have overall responsibility for deployment of CORT Tool within your department or agency
 - Ensure that all users obtain an AKO/DKO account
 - Ensure that all contracting officers and contract specialists are registered in the CORT Tool
 - Ensure that all CORs create a COR Profile
 - Ensure that all applicable contract are recorded in the CORT Tool
 - Perform limited administrative functions in the CORT Tool;
 - **Major Command SME**

Deployment Plans

- **Identify the name of your agency: i.e. Department of Navy, AF, DLA**
- **Identify the number of personnel, to include Contracting Officer Representatives (CORs), COR Supervisors and Contracting Personnel requiring Army/Defense Knowledge Online (AKO/DKO) accounts;**
 - Within CORT Tool the term COR Supervisor may refer to the “Requiring Activity,” “COR Management” or some “Higher Level Authority”
 - Register each user for an account

Deployment Plans

- **Identify the number of contracting personnel, to include Contracting Officer and Contract Specialist,**
 - Ensure the all Contracting Personnel complete a “Contracting Staff Registration”
 - Indicate the date registration will be completed
- **Identify the number of Contracting Officers Representatives (CORs)**
 - Create or ensure that a Profile is created for all CORs.
 - Indicate the date creation of the Profiles will be completed
- **Begin the deployment process –**
 - Complete by end of FY 12.
- **Notify DPAP when completed**

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

Basics

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

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

AKO/DKO BASICS –

Register for a DKO Account

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

AKO/DKO BASICS –

Register for a DKO Account

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

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

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

AKO/DKO BASICS –

Register CAC Certificates to AKO/DKO

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

AKO/DKO BASICS –

Register CAC to AKO/DKO Account

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

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

The screenshot shows the Army Knowledge Online (AKO) website interface. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The main navigation menu includes "Home", "My Account", "Favorites", "Quick Links", and "Self Service". The "My Account" menu is expanded, showing options like "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Mailbox". The "Login Options" sub-menu is further expanded, highlighting "CAC / Cert Registration". Other visible elements include "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Hot Topics".

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

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

AKO/DKO BASICS –

Set DKO mail to “Auto Forward”

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

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

The screenshot shows the Army Knowledge Online (AKO) user interface in 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 main navigation bar includes "Home", "My Account", "Favorites", "Quick Links", and "Self Service". The "My Account" menu is open, and "Mail Preferences" is selected, showing options like "Switch Email Address" and "Vacation Message". A red circle highlights the "Mail Preferences" section. The right sidebar contains "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback".

DKO DEFENSE KNOWLEDGE ONLINE

Home | My Account | Favorites | Quick Links | Self Service

Search... AKO Content... Search

DKO Home

myProfile Page

Account Settings

DoD Login Options

Mail Preferences

Notifications

My Tasks

Sponsor Management

Mail Options

Switch Email Address

Vacation Message

Army Portal | Coast Guard Portal | Marine Corps Portal | Navy Portal

About DKO | DKO Interests | DoD News | DoD and DISA Related | Training | Security | Other Resources

- [DKO Future Architecture](#)
- [JKO - Joint Knowledge Online](#)
- [DKO CONOPS](#)
- [DKO Board of Directors Charter](#)
- [DKO Account Sponsorship](#)
- [DKO General User Guidelines](#)
- [DKO Account FAQ](#)

DKO Hot Topics

Hot Topics

DKO Posture Statement

DKO Security Posture Statement

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

MY ALERTS

My AKO Mail Inbox (0)

New Notifications (0)

New In My Files (10)

New In My Blogs (...)

TOOLBOX

- Manage My Groups
- Edit My Favorites
- Edit Notification Settings
- Create a Site
- Create a Page
- View My Profile
- Upload File

MyPay

MyPay feature available to all Joint Services! [Click to single sign-on to myPay now!](#)

JKO - Joint Knowledge Online

NCES User Services (Shared)

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

DKO Homepage Feedback

Help us create a Great

Trusted sites 100%

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 Demonstration

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

The attached presentation provides screen shots of the CORT Tool demonstration. You may follow along with these slides or you may follow along with the demonstration that follows.

Homepage

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

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

File Edit View Favorites Tools Help

DoD COR: Home

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.

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 T. These training levels are determined by the Contracting Officer based upon the complexity of the contract.
- For more information on COR training offered by DAU, please click [here](#).

COR NOMINEES

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

COR SUPERVISORS/COMMANDERS

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

CONTRACTING OFFICERS/SPECIALISTS

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

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

Links policy and user guide.

Home Page Menu

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

Home Page Menu

Component Administrative Roles

- **New COR Profile** - Allows the department SME/administrator to add a DoD or non-DoD employee's profile to allow for inclusion into the CORT Tool site
- **COR Proxy** - Allows the department SME/administrator to assume the role of any individual within the CORT Tool site to troubleshoot
- **Link to Reports** – Allows department SME to review CORT reports

Homepage

- **Policy & Guide**

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

- **Training Status Update**

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

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

CORT TOOL

Registrations and Profiles

Contracting Staff Registration

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

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

File Edit View Favorites Tools Help

DoD COR: Home

DoD COR: Home

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

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

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

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Document Templates

All Contract Submitted Documents

New Contract Profile (ADMIN)

COR Profile (ADMIN)

View Contracts (ADMIN)

COR Contract Codes (ADMIN)

Courses (ADMIN)

Administration (ADMIN)

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Contracting Staff Registration

The screenshot shows a web browser window titled "COR - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/TDAPersonal-Single.aspx". The page content includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". In the top right corner, the user is identified as "COR.TEST99" with a "Logout" link. A left-hand navigation menu lists various options, with "Contracting Staff Registration" highlighted. The main form area is titled "DoD COR: Contracting Staff Registration" and contains the following fields:

- First Name:
- Middle Name:
- Last Name:
- DKO Name:
- Phone:
- Email:
- Role:
- Contracting Center's DODAAC:
- Second Contracting Center's DODAAC:
- Third Contracting Center's DODAAC:
- Fourth Contracting Center's DODAAC:
- Fifth Contracting Center's DODAAC:
- Organization:
- Second Contracting Center's DODAAC Organization:
- Third Contracting Center's DODAAC Organization:
- Fourth Contracting Center's DODAAC Organization:
- Fifth Contracting Center's DODAAC Organization:
- Active Status:

At the bottom of the form are two buttons: "Save Changes" and "Cancel Changes".

**Complete one registration.
Complete all applicable fields**

Contracting Staff Registration

- **Name** – Enter first, middle or last name; may enter middle initial
- **DKO name** - Pulled from CAC
- **Telephone Number** - Enter up to 20 characters
- **Email** - Enter DKO email provided at DKO registration
 - Format is firstname.lastname@us.army.mil (*Emails auto forward*)
- **Role**
 - **Contracting Officer** - Select this role if you are a contracting officer responsible for COR Appointments; Will be entered in the CORT Tool as both a Contracting Officer and a Contract Specialist.
 - **Contract Specialist** - Select this role CS if you are not a contracting officer
- **Contracting Center DoDAAC** - Enter procurement center DoDAAC
 - Must enter one (1); may add 4 additional
- **Contracting Center Name** -Enter procurement center name
- **Active Status** – Defaults to “**Active**”; Change only if you are retiring or leaving DoD
- Select “**Save Changes**”

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contracting Staff Registration

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

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

Contracting Staff Registration

DoD COR: Contracting Staff Registration

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

Contracting Officer Representative Tracking (CORT) Tool

Contracting Staff Registration

First Name: MAE Middle Name: BARTLEY Last Name: BARTLEY

DKO Name: MAE.BARTLEY Phone: 7036028011 Email: MAE.BARTLEY@US.ARMY.MIL

Role: CONTRACTING OFFICER Contracting Center's DODACC: HQ0102 Organization: DPAP

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

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

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

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

Save Changes Cancel Changes

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

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

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

File Edit View Favorites Tools Help

COR

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

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

DoD COR: Contracting Staff Registration

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

Active Status – Default is Active, change if retiring.

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

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

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

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

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

COR Profile

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 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%

COR Profile

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

COR Profile

Certified Acquisition Official?

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

COR Profile

Certified Acquisition Official?

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

File Edit View Favorites Tools Help

COR - COR Profile

COR Nomination Process

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

COR Information

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

DKO Name: MAE.BARTLEY

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

Work Address: 241 18th

COR's Home Organization (DODAAC): HQ0102

City: ARLINGTON

Organization Name: DPAP

State: VA

DEROS Date:

Zip Code: 22202

Country: United States

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

Are you a Certified Acquisition Official?: Yes No

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

Supervisor Information

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

DKO Name: DANA.CHAN

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

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

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

Trusted sites 100%

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

COR Profile

Certified Acquisition Official?

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

COR Profile

Certified Acquisition Official?

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

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

File Edit View Favorites Tools Help

COR - COR Profile

COR Information

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

DKO Name: M.K. BARTLEY

Email Address: MKBARTELY@AOL.COM

Work Address: 12345 Amberside Drive

COR's Home Organization (DODAAC): TEST12

City: ARLINGTON

Organization Name: DPAP, PDI

State: VA

DEROS Date:

Zip Code: 22418

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

Country: United States

Are you a Certified Acquisition Official?: Yes No

Predominant Acquisition Career: CONTRACTING

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

Supervisor Information

DKO Name:

Email Address:

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

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

Save Record

Done

Trusted sites 100%

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

Supervisor/Commander Information

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

Supervisor/Commander Information

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:

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

Are you a Certified Acquisition Official?: Yes No

Career Experience: *
 *
 *

Career Experience Level: *
 *
 *

Supervisor/Commander Information

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

DSN Phone: * * *

Mobile Phone: * * *

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

DSN Phone: * * *

Mobile Phone: * * *

Save Record

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

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

Supervisor/Commander Information

When the supervisor's DKO name and email address are entered incorrectly, the supervisor will receive the following messages . . .

Supervisor/Commander Information

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

DKO Name:	<input type="text" value="JOHN.SMITH"/>		Country	Area Code	Phone Number	Extension
			(if applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(if applicable)
			Commercial Phone:	<input type="text" value="703"/>	<input type="text" value="5880832"/>	<input type="text"/>
Email Address:	<input type="text" value="JOHN.SMIHT@US.ARMY.MIL"/>		DSN Phone:	<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="*"/>

Training Courses ←Click to collapse



Correct DKO name and email address:

DKO Name: JOHN.M.SMITH9999 and

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

Supervisor/Commander Information

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contract List

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

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

Navigation Menu:

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

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

Supervisor/Commander Information

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Awaiting my Approval

You do not have rights to use this page

Awaiting My Approval

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval**
- Document Templates
- Local Forms and POCs
- All COR Related Documents
- View My Records
- COR Relationships
- Admin Emails (ADMIN)
- COR Missions (ADMIN)
- COR Profiles (ADMIN)
- Course Lists (ADMIN)
- Link To Files (ADMIN)
- New CORs (ADMIN)
- View All (ADMIN)
- COR Profile Removal (ADMIN)
- Site SME Management (ADMIN)

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

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

Training Courses

- Training Course – **COR courses only**
 - Select the course from the drop down menu
 - Add in the course completion date
 - Using the browse feature, load a copy of the 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 step above to add additional courses
- **Refresher Training**
- **Equivalent Courses**
- **Select**
 - **Save Record to save the Profile.**
 - **Save and Start Nomination Process to begin a nomination**

Training Courses

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

Supervisor Information

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

Training Courses Click to collapse

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

Document:

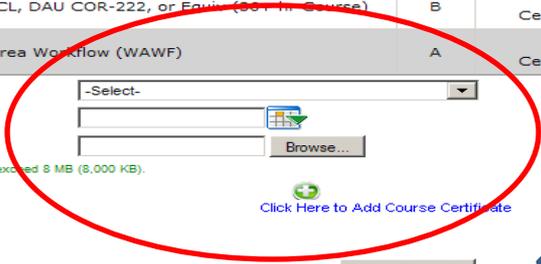
Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

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



Training Courses - Refresher Training

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Supervisor/Commander Information

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

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

Email Address: Commercial Phone: DSN Phone:

Training Courses <-Click to collapse

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

Document:

Course Compl. Date:

Add Certificate:

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

Select "Refresher Training"

Save Record

Save and Start Nomination Process

Trusted sites 100%

Training Courses - Refresher Training

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Supervisor/Commander Information

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

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

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

Commercial Phone: Country (If applicable) Area Code (3 digits, no dashes) Phone Number (7 digits, no dashes) Extension (if applicable)
703 7036666

DSN Phone:

Training Courses <-Click to collapse

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

Document: Refresher Training

Hours: 2

Course Compl. Date:

Add Document: Browse...

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

Save Record

Click Here to Add Course Certificate

Done

Trusted sites 100%

Insert the number of hours. Complete the remaining sections

Training Courses - Refresher Training

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

Acquisition Official?: Yes No
Predominant Acquisition Career: CONTRACTING
Level of Certification: Level 3

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

DKO Name: DANA CHAN
Note: Check with your supervisor/commander for the correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)
Country: (If applicable)
Area Code: (3 digits, no dashes) 703
Phone Number: (7 digits, no dashes) 7036866
Extension: (If applicable)
Email Address: DANA.CHAN@US.ARMY.MIL
Commercial Phone: DSN Phone:

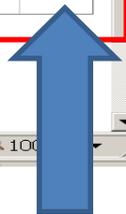
Training Courses <<Click to collapse

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

Document: -Select-
Hours:
Course Compl. Date:
Add Certificate:
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Done

Hours are displayed.



Training Courses

Equivalency Requirements

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Page Tools

Supervisor/Commander Information

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

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

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

Training Courses - Click to collapse

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

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

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

Equivalency? **Management Concepts**

Add Certificate: [H:\CORT Tool\SAMPLES\C] **Browse...**

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

Click Here to Add Course Certificate

Click Here to Add Course Certificate

Save Record

Save and Start Nomination Process

CORInfo.aspx

Trusted sites 100%

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

Training Courses

Equivalency Requirements

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

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

File Edit View Favorites Tools Help

COR - COR Profile

CONTRACTING

Level of Certification: Level 3

Supervisor/Commander Information

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

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

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

Country (If applicable): []

Area Code (3 digits, no dashes): 703

Phone Number (7 digits, no dashes): 7036666

Extension (If applicable): []

Commercial Phone: []

DSN Phone: [] *

Training Courses - Click to collapse

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

Document: -Select-

Course Compl. Date: []

Add Certificate: []

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

[Click Here to Add Course Certificate](#)

Equivalency information and provider name are displayed.

Done Trusted sites 100%

Training Courses

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

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

File Edit View Favorites Tools Help

MSN.com COR - COR Profile

Supervisor Information

DKO Name:

Email Address:

Country:
(If applicable)

Area Code:
(3 digits, no dashes)

Phone Number:
(7 digits, no dashes)

Extension:
(If applicable)

Commercial Phone:
DSN Phone:

Training Courses

[Click to collapse](#)

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

Document:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course](#)

Trusted sites 100%

Completed Training Section.

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



CORT Tool

COR Nomination Record Process

COR Nomination Record Process

COR's Role

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

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process

[View Complete COR Information](#)

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:

Commercial Phone:

Contracting Specialist

Contracting Specialist: Email:

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Add QASP Document: Description:

Contractor

Cage Code:

Contractor Name: Contractor Address:

Contractor City: Contractor State:

Contractor Zip Code: Contractor Country:

COR Nomination Record Process

COR's Role

The screenshot shows a web browser window titled "COR - COR Nomination Process - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?new=1>. The page header includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". The user name is "MAE.BARTLEY" with a "Logout" link. A navigation menu on the left lists various options 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 CORs (ADMIN)", "COR Misc Codes (ADMIN)", "Course List (ADMIN)", and "Admin Email (ADMIN)". A red oval highlights a message in the main content area: "You must have a COR Profile to Self Nominate".

You must have a COR Profile to Self Nominate

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

If a COR Profile was created, ...

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information ← Click to collapse

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

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

Courses: No Courses Listed

Supporting Contracting Center

Contracting Center Department: -Select-

Contracting Center DODAAC: []

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone: []

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone: []

QA Surveillance Plan (QASP)

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

Add QASP Document: []

Description: []

Contractor

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.

Complete all data fields.

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

Tracking (CORT) Tool

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

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-123-4567

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

Supporting Contracting Center

Contracting Center Department: [-Select-]

Contracting Center DODAAC: []

Contract Information

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: [-Select-]

Contracting Specialist

Contracting Specialist: [-Select-]

If there are courses present, review .

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

Trusted sites 100%

COR Nomination Record Process

COR's Role

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

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

DoD COR: Nomination Process

[View Complete COR Information](#)

Supporting Contracting Center

Contracting Center Department: 

Contracting Center DODAAC:

Contract Information

Contract Number is Known NOT Known

Contract/Solicitation Number:

Record Status:

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

Email:

Email:

Description:

COR (Nominee) Certifications:

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

Trusted sites 100%

Select the "Supporting Contracting Department or Agency."

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information Click to expand

Supporting Contracting Center

Contracting Center Department: OSD

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse...

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

Contractor Email:

Email:

Description:

COR (Nominee) Certifications:

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

Trusted sites 100%

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

COR Nomination Record Process

COR's Role

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process" with the URL "https://arc.army.mil/DoDCOR/CORContract.aspx?new=1". The page content includes a navigation menu on the left and several sections: "COR Information", "Supporting Contracting Center" (with a field for "Contracting Center DODAAC" containing "HQ0102"), "Contract Information" (with radio buttons for "Contract Number is Known" and "Contract Number is NOT Known"), "Contract/Solicitation Number", "Delivery/Task Order", "Record Status", "Contracting Officer", "Contracting Specialist" (with a dropdown menu), "QA Surveillance Plan (QASP)" (with a "Browse..." button), and "Contractor" (with fields for "Cage Code" and "Contractor Name").

A "Windows Internet Explorer" dialog box is overlaid on the page, displaying a yellow warning icon and the text: "Please ensure the contract number is correct." Below the text is an "OK" button. A blue arrow points from the "OK" button to the "Contracting Specialist" dropdown menu.

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

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

COR Nomination Record Process

COR's Role

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number:

Record Status: Draft

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Description:

Contractor Address:

Contractor State:

Contractor Country:

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

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

Record Status defaults to "Draft"

COR Nomination Record Process

COR's Role

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&new=1>. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content includes a navigation menu on the left with items like "COR Proxy (ADMIN)", "View All Orgs (ADMIN)", "COR Misc Codes (ADMIN)", "Course List (ADMIN)", and "Admin Email (ADMIN)". A table of training records is visible, with columns for training name, code, and certificate type. Below the table, there are sections for "Supporting Contracting Center", "Contract Information", "Contracting Officer", "Contracting Specialist", and "QA Surveillance Plan (QASP)". A "Windows Internet Explorer" dialog box is overlaid on the form, displaying a warning icon and the text: "Please ensure the contract number is correct!". The dialog box has an "OK" button. A red oval highlights the dialog box, and a blue arrow points to the "OK" button. The status bar at the bottom shows "Trusted sites" and "100%".

Training Name	Code	Certificate Type
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 DDP: IN00023

Contract Information
Contract Number: [Known]

Contracting Officer
Contracting Officer: [-Select-] Email: []

Contracting Specialist
Contracting Specialist: [-Select-] Email: []

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

Contractor

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

COR Nomination Record Process

COR's Role

Document Templates

- All COR Submitted Documents
- New COR Profile (ADMIN)
- COR Proxy (ADMIN)
- View All Orgs (ADMIN)
- COR Misc Codes (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: SME -TEST

Record Status: Draft

Contracting Officer

Contracting Officer:

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:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

Contracting Officer Selection Dropdown:

- Select-
- BARTLEY, MAE
- GAUGHAN, PAUL
- DOD, TEST
- SUMPTER, LEANTHA
- PROPERT, DAVID

Annotations:

- Blue arrows point from the dropdown menu to 'Email:' fields.
- Red circle highlights the dropdown menu.

Text on the right:

Select the Contracting Officer and Contracting Specialist.

Email address and the commercial phone number fields are populated.

COR Nomination Record Process

COR's Role

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

COR Nomination Record Process

COR's Role

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ1002

Contract Information

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

Contract Number: HQ100210RTEST1

Record Status: Draft

Contracting Officer

Contracting Officer: KO, TESTER

Commercial Phone:

Contracting Specialist

Contracting Specialist: CHAN, DANA

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Contractor

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

Contracting Officer

Email: TESTER.KO@OSD.MIL

Contracting Specialist

Email: DANA.CHAN@US.ARMY.MIL

Description: Quality Assurance Plan Sample

Contractor Address:
Contractor State:
Contractor Country:

Trusted sites 100%

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

QASP can also be loaded by Contracting Officer.

COR Nomination Record Process

COR's Role

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse...

Description:

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

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

Submit Record to Supervisor

Save Record (without routing)

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

Trusted sites 100%

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

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

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

https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=4&new=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

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	All	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 on 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)

Supervisor
Contracting Officer
Contract Management

Trusted sites 100%

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

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

Contracting Officer Representative Tracking (CORT) Tool

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

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:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:
Record Status:

Contracting Officer

Contracting Officer:
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist:
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:

Record now states "COR Contract Record Created"

Record Status remains in "Draft" states.

COR Nomination Record Process - COR Cancels A Record

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

>Contract Number is Known >Contract Number is NOT Known

Contract/Solicitation Number: TEST-1243

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

Contracting Officer: DOD, TEST

Commercial Phone: 7036028011

Email: DOD.TEST@US.ARMY.MIL

Contracting Specialist

Contracting Specialist: BARTLEY, MAE

Commercial Phone: 7036028011

Email: MAE.BARTLEY@US.ARMY.MIL

QA Surveillance Plan (QASP)

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

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

Add QASP Document: Browse...

Description:

Trusted sites 100%

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

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

COR Nomination Record Process - COR Cancels A Record

The screenshot displays the 'Contracting Officer Representative Tracking (CORT) Tool' interface. The browser title is 'COR - DoD COR: Nomination Process for TEST -1243'. The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=84&id=4419&orgid=1>. The user is logged in as MAE.BARTLEY.

The main content area is titled 'DoD COR: Nomination Process for TEST -1243'. It includes a 'View Complete COR Information' link and a 'Cancel Record' button. A 'Contracting Officer' section is visible with the following details:

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

A 'Contracting Specialist' section is also visible with the following details:

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

A 'QA Surveillance Plan (QASP)' section is present with a 'Browse...' button and a 'Description:' field.

A Windows Internet Explorer dialog box is overlaid on the page, containing the following text:

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

The 'OK' button in the dialog box is circled in red.

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

COR Nomination Record Process - COR Cancels A Record

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

Contracting Officer Representative Tracking (CORT) Tool

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

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: Browse...

Record is removed from CORT Tool.

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 Nomination

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

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

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

- CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link from the menu and complete the required fields.
- 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 to go to the record you wish to work with to navigate to that nomination. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor section.

[Contract List/Status](#)

Trusted sites 100%

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

COR Nomination Record Process - Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

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 each action is displayed.

COR Nomination Record Process - Contract List Status

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

COR Nomination Record Process- COR Updates A Saved Record

The screenshot shows a web browser window titled "COR - COR Profile - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/COR.Info.aspx". The page title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "User Name: BENJAMIN.D.TREASURE" with a "Logout" link.

The interface is divided into several sections:

- Left Side Menu:** A vertical list of navigation links including "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 (ADMIN)", "COR Modules (ADMIN)", "Courses (ADMIN)", and "Admin (ADMIN)". A blue arrow points to the "Contract List/Status" link.
- DoD COR: Profile:** The main content area. It includes a note: "Note: All non-mandatory fields are marked with an asterisk". Below this are two links: "View COR Contract List" and "New Nomination for this COR". A blue arrow points to the "View COR Contract List" link.
- COR Information:** A form section with the following fields:
 - DKO Name:** BENJAMIN.D.TREASURE
 - Work Address:** 241 18th St SE
 - City:** Arlington
 - State:** VA
 - Zip Code:** 22202
 - Country:** United States
 - Are you a Certified Acquisition Official?:** Yes No
 - Career Experience:** Three empty input fields.
 - Career Experience Level:** Three empty input fields.
- Contact Information:** Fields for "Email Address" (BENJAMIN.D.TREASURE.CTR@US.ARMY.MIL), "COR's Home Organization (DODAAC)" (H98201), "Organization Name" (DPAP), and "DEROS Date".
- Phone Numbers:** A table with columns for "Country", "Area Code", "Phone Number", and "Extension".

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
	703	8028011	

At the bottom of the browser window, there is a "Trusted sites" indicator and a zoom level of "100%".

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

COR Nomination Record Process- COR Updates A Saved Record

Contracting Officer Representative Tracking (CORT) Tool

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

[View COR Profile](#)

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

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Draft	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-00000000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL

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

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

COR Nomination Record Process- COR Updates A Saved Record

The screenshot shows a web browser window titled "COR - COR Profile - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/COR.Info.aspx". The page content includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". A navigation menu on the left lists various options, with "View COR List" highlighted. The main content area is titled "DoD COR: Profile" and contains a form for user information. A blue arrow points to the "View COR List" link, and another blue arrow points to the "View COR Contract List" link. A text box on the right says "Select 'View COR List' or Contract List Status." The form fields include: DKO Name (BENJAMIN.D.TREASURE), Email Address (BENJAMIN.D.TREASURE.CTR@US.ARMY.MIL), COR's Home Organization (H98201), Organization Name (DPAP), DERS Date, Country (United States), Work Address (241 18th St SE), City (Arlington), State (VA), Zip Code (22202), and Career Experience Level. There are also fields for Commercial Phone, DSN Phone, and Mobile Phone. The bottom of the browser window shows a "Trusted sites" icon and a "100%" zoom level.

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: BENJAMIN.D.TREASURE

Email Address: BENJAMIN.D.TREASURE.CTR@US.ARMY.MIL

COR's Home Organization (DODAAC): H98201

Organization Name: DPAP

DEROS Date:

Country: United States

Work Address: 241 18th St SE

City: Arlington

State: VA

Zip Code: 22202

Commercial Phone: 703 8028011

DSN Phone:

Mobile Phone:

Are you a Certified Acquisition Official?
 Yes No

Career Experience: Career Experience Level:

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

Trusted sites 100%

COR Nomination Record Process- COR Updates A Saved Record

Contracting Officer Representative Tracking (CORT) Tool

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

[View COR Profile](#)

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

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Draft	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-00000000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL

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

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

COR Nomination Record Process

COR Submits Record to Supervisor

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

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

Windows Internet Explorer
Are you sure you wish to submit this record for approval?
OK Cancel

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

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

Submit Record to Supervisor Save Record (without routing)

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

COR Nomination Record Process

COR Submits Nomination to Supervisor

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

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

The left sidebar contains a navigation menu with items such as "COR Home", "COR Profile", "COR Nomination Process", "Contracting Staff Registration", "Contract List/Status", "Awaiting My Approval", "Document Templates", "Local Forms and POCs", "All COR Submitted Documents", "View All Local COR Records", "COR Related Links", "Admin Email (ADMIN)", "COR Misc Codes (ADMIN)", "COR Proxy (ADMIN)", "Course List (ADMIN)", "Link To Reports (ADMIN)", "New COR Profile (ADMIN)", and "View All CORs (ADMIN)".

The main content area displays the following information:

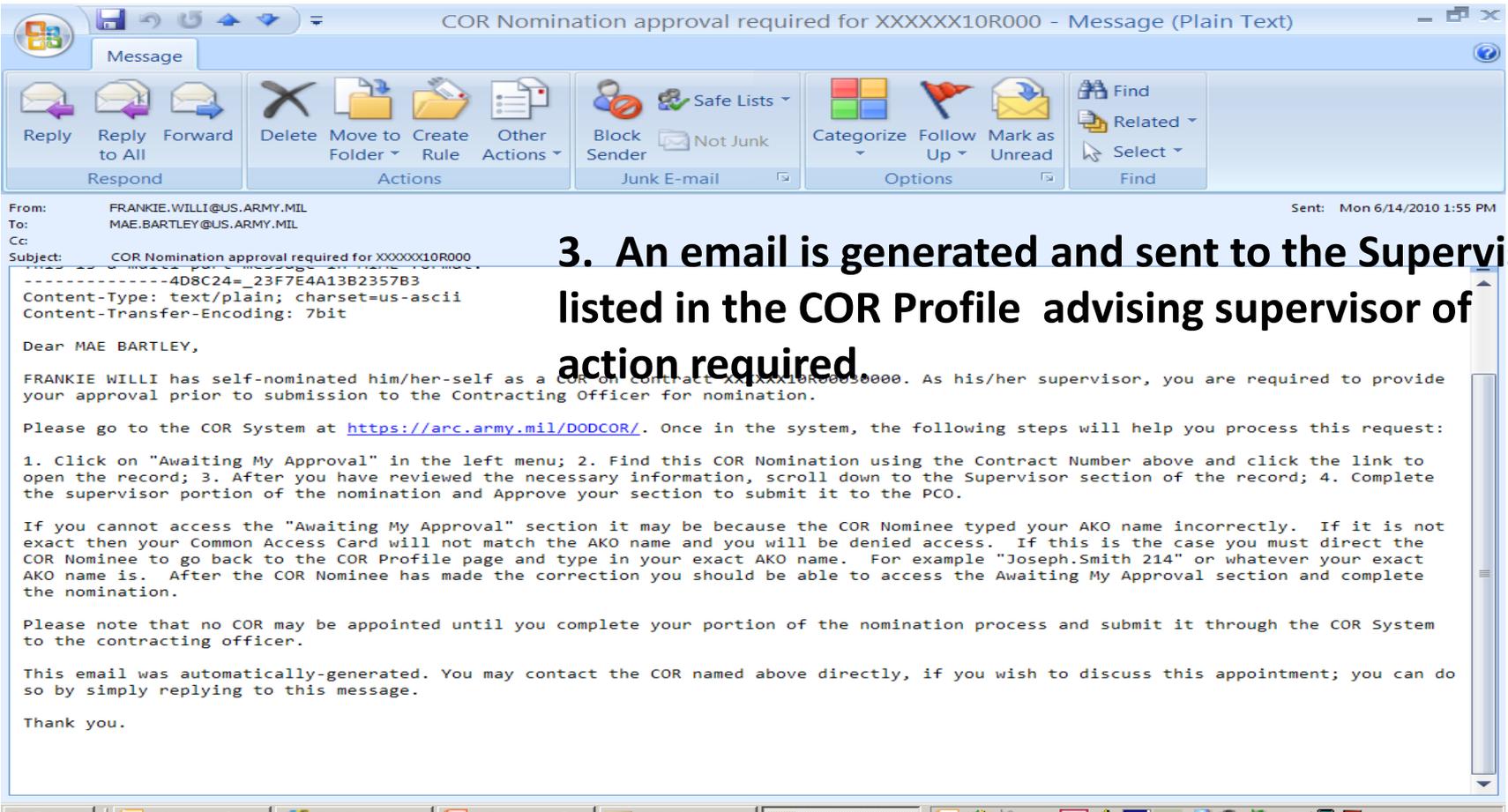
- COR Information** (Click to collapse):
 - DKO Name: MATTHEW.B.SINES
 - Supervisor/Commander: JAMES.M.WHITE1
 - Courses: No Courses Listed
 - COR's Home Organization DODAAC: N65886
 - Supervisor/Commander Commercial Phone: 904-542-3017
- Supporting Contracting Center** (Click to expand):
 - Contracting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

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

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

COR Nomination Record Process

Supervisor's Role



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

COR Nomination Record Process - Supervisor's Role

- Supervisor will not have to access a nomination or receive emails when:
 - DKO name incorrect (*i.e missing period*)
 - BRUCEZIEMIENSKI versus BRUCE_ZIEMIENSKI)
 - CAROLLAGER versus CAROL_LAGER
 - BILLY.LAWS versus WILLIAM.LAWS2
 - DKO Name is misspelled
 - CLYDE.MARTIN versus CLDYE.MARTIN
 - DKO email is incorrect; User input non-DKO format did not enter firstname.lastname@us.army.mil)
 - BILLY.LAWS@DLA.MIL versus BILLY.LAWS@US.ARMY.MIL
 - OHENE.GYAPONG2@DMA.MIL versus OHENE.GYAPONG2@US.ARMY.MIL
 - ROBERT.HUGHES@US.AF.MIL versus ROBERT.HUGHES@US.ARMY.MIL
 - DKO email is correct, but DKO auto forward feature has not been activated by the supervisor.

COR Nomination Record Process

Supervisor's Role – Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

Department of Defense
Contracting Officer Representative
Tracking (CORT) Tool

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

DoD COR: Contract List

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

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

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

This messages will display message if the supervisor's DKO name and email address are entered **incorrectly in the COR's Profile.**

When the supervisor's information is correctly entered, . . .

COR Nomination Record Process – Supervisor’s Role – Contract List Status

DoD COR: Home

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.

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.

Trusted sites 100%

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

COR Nomination Record Process - Supervisor's Role – Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

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

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

Please click here to select identified records

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

Trusted sites 100%

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

COR Nomination Record Process - Supervisor's Role – Contract List Status

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

COR Nomination Record Process - Supervisor's Role – Contract List Status

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

COR Nomination Record Process - Supervisor's Role – Awaiting my Approval

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

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.

For Supervisors

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

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

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

COR Nomination Record Process

Supervisor's Role – Awaiting my Approval

COR - Awaiting my Approval - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

COR - Awaiting my Approval

DoD COR: Awaiting my Approval

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

Contracting Officer Representative Tracking (CORT) Tool

You do not have rights to use this page

COR's Profile

DoD COR: Awaiting my Approval

COR Home
COR Profile
COR Nomination Process
Contracting Staff Registration
Contract List/Status
Awaiting My Approval
Document Templates
Local Form and POCs
All COR Related Documents
View COR Records
COR Related Links
Admin E... (ADMIN)
COR Mis...s (ADMIN)
COR Pro... (ADMIN)
Course L... (ADMIN)
Link To f... (ADMIN)
New CO...s (ADMIN)
View All... (ADMIN)
COR Profile Removal (ADMIN)
Site SME Management (ADMIN)

This message will be displayed when the supervisor's DKO name and email address are entered **incorrectly in the COR's Profile**,

If the supervisor's information is correctly entered, . . .

COR Nomination Record Process - Supervisor's Role – Awaiting Approval

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor

No Contracts Awaiting Your Approval

COR Nominees Awaiting My Approval as Contracting Officer

No Contracts Awaiting Your Approval

Navigation 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 CORs (ADMIN)
- COR Misc Codes (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

“No Contract Awaiting Your Approval” will be displayed when there are no actions awaiting approval; or

COR Nomination Record Process - Supervisor's Role – Awaiting Approval

Contracting Officer Representative (COR) Tool

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

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor

COR	Contract/PreAward Number	Contracting Officer
FRANKIE.WILLI	XXXXXX-10-C-0009-0000	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0010-0000	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0011-0000	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-P-R007-0000	KELLY, JIMMY

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor
PAUL.GAUGHAN	NOT KNOWN	DANA.CHAN

A list of actions awaiting approval is displayed.

Select the contract number to begin the review of the nomination.

COR Nomination Record Process - Supervisor's Role – Review Nomination

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for 4608-10-M-S032". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=2695&id=5044>. The page content includes a navigation menu on the left and a main form area. The "COR Information" section is highlighted, and a blue arrow points to the text "No Courses Listed" under the "Courses:" field. Other fields in the form include "DKO Name: JAMES.F.LAMONT", "Supervisor/Commander: MADDOX", "Contracting Center DODAAC: FA4608", "Contracting Officer: CROCKETT, TRACEY", and "Contracting Specialist: CROCKETT, TRACEY".

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

[View Complete COR Information](#)

Cancel Record

COR Information Click to collapse

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

Supporting Contracting Center

Contracting Center Department: -Select-
Contracting Center DODAAC: FA4608

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: 4608-10-M-S032
Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer

Contracting Officer: CROCKETT, TRACEY
Commercial Phone: 3184561102
Email: TRACEY.CROCKETT@BARNSDALE.AF.MIL

Contracting Specialist

Contracting Specialist: CROCKETT, TRACEY
Commercial Phone: 3184561102
Email: TRACEY.Y.CROCKETT@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...

Contractor

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

Review the courses in “COR Information Section.

If “No Courses Listed” is displayed, the supervisor should reject nomination and advise COR to enter training courses.

COR Nomination Record Process

Supervisor's Role – Review Nomination

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

DoD COR: Nomination Process

[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: -Select-

Contracting Center DODAAC:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

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)

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Document Templates

Local Forms and POCs

All COR Submitted Documents

View All Local COR Records

COR Related Links

Admin Email (ADMIN)

Contracting Staff List (ADMIN)

COR Misc Codes (ADMIN)

COR Proxy (ADMIN)

Course List (ADMIN)

Link to Reports (ADMIN)

New COR Profile (ADMIN)

View All CORs (ADMIN)

COR Home

COR Profile

COR Nomination Process

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

Review the remaining sections.

COR Nomination Record Process - Supervisor's Role – Review Nomination

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

COR Nomination Record Process – Supervisor’s Role – Review Nomination

Supervisor Certifications:

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

Approval/Rejection Comments:

Supervisor Approve Save Record (without routing) Supervisor Reject

1. Check all certifications.

2. Annotate approval (optional) or rejection (mandatory) comments.

COR Nomination Record Process – Supervisor’s Role – Review Nomination

- **Save, reject , cancel or approve the record**
 - **“Save Record (without routing)”** allows the COR supervisor to update the information at a later date
 - **“Reject”** requires the COR supervisor to add mandatory comments and return the nomination to the COR for correction.
 - **“Cancel record”** removes the COR nomination from the CORT Tool
 - **“Approve”** sends the nomination to the contracting officer/contract specialist

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

COR - DoD COR: Nomination Process for PR TEST- 12345 - Windows Internet Explorer provided by OSD-C...

https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Supervisor Certifications:

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

Approval/Rejection Comments: This COR Nonmineee has extensive experinece.

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

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

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

COR Self Nomination for TEST 666
COR Contract Record Updated
[View Complete COR Information](#)
Cancel Record

Contracting Information ←Click to expand

Supporting Contracting Center

Contracting Center: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known
Contract Number is NOT Known

Contract / Solicitation Number: TEST 666
Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc

Replace QASP Document: Browse...

Contractor

Cage Code:
Contractor Name:
Contractor City:
Contractor Zip Code:

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

Description: SAMPLE
Description: SAMPLE

Contractor Address:
Contractor State:
Contractor Country:

Record now states "COR Contract Record Updated."

Record Status remain "Pending Supervisor Review."

COR Nomination Record Process – Supervisor Rejects A Record

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.ab.mil, and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no security violations.

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

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

Dialog Box: Windows Internet Explorer - Are you sure you wish to reject this record? [OK] [Cancel]

1. To reject the nomination, select “Supervisor Reject.”
2. When dialogue box appears, click “OK” to confirm rejection.

COR Nomination Record Process

Supervisor Rejects A Record

COR Self Nomination for TEST KT
COR Nominee Record Rejected by Supervisor/Commander
[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: RECORD REJECTED BY SUPERVISOR

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

Contracting Specialist
Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723

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

Add QASP Document:

Description:

Contractor

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

Email: PAUL.GAUGHAN@US.ARMY.MIL
Contractor State:
Contractor Country:

Top of page now states “COR Nominee Record Rejected by Supervisor.”

Record Status changes to “Record Rejected by Supervisor”

An email is sent to the COR advising of rejection.

COR Nomination Record Process

Supervisor Rejects A Record

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for TEST- ZZ - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=4241&id=6611&orgid=1>. The page content includes a navigation menu on the left, a header "DoD COR: Nomination Process for TEST- ZZ", and a "View Complete COR Information" link. A "Cancel Record" button is highlighted with a blue arrow. The main content area displays nomination details for a record with status "PENDING SUPERVISOR REVIEW".

Navigation Menu:

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

DoD COR: Nomination Process for TEST- ZZ

[View Complete COR Information](#)

COR INFORMATION

Click to expand-> **Supporting Contracting Center**

Contracting Center Department: DEFENSE
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: TEST- ZZ
Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7035880832

Contracting Specialist

Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7035880832

QA Surveillance Plan (QASP)

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

Existing Document: Sample QASP.doc

Replace QASP Document:

Contractor

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

Email: MAE.BARTLEY@US.ARMY.MIL

Description: Sample

Contractor Address:
Contractor State:
Contractor Country:

Click to collapse-> COR

Trusted sites 100%

To cancel a nomination,
select "cancel record."

COR Nomination Record Process

Supervisor Cancels A Record

The screenshot shows a web browser window displaying the "Contracting Officer Representative Tracking (CORT) Tool" interface. The browser address bar shows the URL: `https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&id=4503`. The page title is "DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01".

The main content area displays the "DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01" with a "View Complete COR Information" link and a "Cancel Record" button. A "Windows Internet Explorer" dialog box is overlaid on the page, asking for confirmation to cancel the nomination. The dialog text reads: "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". The "OK" button is circled in red.

The interface also includes a sidebar menu with options like "COR Home", "COR Profile", and "Contracting Staff Registration". Below the dialog, the "Contracting Officer" and "Contracting Specialist" information is visible, including names and commercial phone numbers.

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

COR Nomination Record Process

Supervisor Cancels A Record

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=119&id=5439>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main heading is "DoD COR: Nomination Process for TESTING" with a sub-heading "COR Contract Record Cancelled" circled in red. Below this, there is a link "View Complete COR Information".

The page contains several sections:

- COR Information:** DKO Name: PAUL.GAUGHAN; Supervisor/Commander: MAE.BARTLEY; Courses: DAU CLM 003 Ethics Training or Agency Equiv, ALMC-CL COR Training, DAU COR 222, DAU CLC 222 COR on-line Training, ALMC-CL 222 Course or Equivalent.
- Supporting Contracting Center:** Contracting Center Department: OSD; Contracting Center DODAAC: HQ0102.
- Contract Information:** Contract/Solicitation Number: TESTING; Record Status: CANCELLED.
- Contracting Officer:** Contracting Officer: BARTLEY, MAE; Commercial Phone: 7036028011; Email: MAE.BARTLEY@US.ARMY.MIL.
- Contracting Specialist:** Contracting Specialist: BARTLEY, MAE; Commercial Phone: 7036028011; Email: MAE.BARTLEY@US.ARMY.MIL.

A table titled "COR's Home Organization DODAAC:" shows training records:

Course	Training Lvl	Certificate
DAU CLM 003 Ethics Training or Agency Equiv	ABC	IDV_PO.txt
ALMC-CL COR Training		IDV_PO.txt
DAU COR 222, DAU CLC 222 COR on-line Training, ALMC-CL 222 Course or Equivalent		Approved States.txt

At the bottom, there is a "QA Surveillance Plan (QASP)" section with a note: "Note: The file should have a file extension (doc, pdf, etc.). Note: File size being uploaded must not exceed 8 MB (8,000 KB)." The browser status bar shows "Done" and "Trusted sites".

Top of page now states "COR Contract Record Cancelled."

Record Status changes to "Cancelled".

Record is then removed from the system and is no longer available to CORT Tool users.

COR Nomination Record Process - Supervisor- Approves A Record

The screenshot shows a web browser window with the URL <https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179&orgid=1>. The page title is "COR - DoD COR: Nomination Process for PR TEST- 12345". The main content area is titled "Supervisor Certifications:" and contains a table with the following data:

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

Below the table is a text field for "Approval/Rejection Comments:" containing the text "This COR Nonmineee has extensive experiece." (Note the typos in the original image). At the bottom of the page are three buttons: "Supervisor Approve" (circled in red), "Save Record (without routing)", and "Supervisor Reject".

A "Windows Internet Explorer" dialog box is overlaid on the page, asking "Are you sure you wish to approve this record?" with "OK" and "Cancel" buttons. A blue arrow points from the "OK" button in the dialog box to the "Supervisor Approve" button on the page.

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

COR Nomination Record Process - Supervisor – Approves a Record

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

COR Self Nomination for TEST - 369
COR Nominee Record Approved and Submitted to Contracting Officer
[View Complete COR Information](#)
Cancel Record

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number: TEST - 369
Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse...

Contractor

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

1. Record now states “COR Nominee Record Approved and Submitted to Contracting Officer.”

2. Record Status changes to “Pending PCO Review.”

COR Nomination Record Process

Contracting Officer/Specialist Role

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

Dear CHAN,DANA,

MAE BARTLEY is nominated as a Contracting Officer's Representative (COR) for contract TEST 123456. Your approval or rejection is requested.

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

1. Click on Awaiting My Approval in the left menu; 2. Find this COR Nomination using the Contract Number above and click the link to open the record; 3. If approval is granted, use the link in the left menu to access the Document Templates. Otherwise skip to step 8; 4. Choose the appropriate template for your contract, complete the necessary information, save the letter to your computer, close out of the COR Management System, open the COR Appointment letter. Please fill out the fields at the bottom of the appointment letter first, and THEN electronically sign it using ApproveIt Desktop 5.8.2, otherwise it invalidates all signatures as 'redlined', save the letter to your computer and e mail the signed letter to the COR Nominee for their signature; 5. Once the completed letter is e mailed back to you, save the letter onto your computer. 6. Use steps 1 & 2 above to return to the Self Nomination record; 7. Scroll down to the Contracting Officers section and upload the saved ! appointment letter; 8. After completing the remainder of the Contracting Officers section, click the "Approve" button to complete the Appointment or the "Reject" button to return your comments to the nominee. NOTE: The completed appointment letter is required in order to approve the COR Nominee request.

For technical issues involving ApproveIt Desktop 5.8.2, please contact your local DOIM help desk. They will be able to assist you in installation and maintenance issues.

If this cannot be done then you must print out the COR Appointment Letter, sign it in pen, scan the COR Approval Letter, and then e mail it to the COR for signature. Once the COR e mails the signed letter back to you, then you can follow the instructions above to place the signed COR Appointment Letter in the COR Management System.

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

Thank You.

COR Nomination Record Process

Contracting Officer/Specialist Role

- **Contracting Officer/Contract Specialist will not receive emails when**
 - Wrong contracting officer or contract specialist selected
 - DKO email address is not in the DKO required format firstname.lastname@us.army.mil.
 - DKO email is correct; but auto forward feature has not been activated by the contracting officer or contract specialist
- **If an email is not received, the CO may review a nomination by selecting Contract List Status.**
- **A list of actions and the status of the action is displayed (*Same as Supervisor*)**

COR Nomination Record Process – Awaiting my Approval

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

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

File Edit View Favorites Tools Help

DoD COR: Home

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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.

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

Trusted sites 100%

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

COR Nomination Record Process

Awaiting My Approval

The screenshot shows a Windows Internet Explorer browser window titled "COR - Awaiting my Approval - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/AwaitingApproval.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. The browser's toolbar shows the current page title "COR - Awaiting my Approval" and various navigation icons. The main content area displays the "Contracting Officer Representative Tracking (CORT) Tool" header, which includes the Department of Defense logo and the user name "DONALD.DUCK" with a "Logout" link. A navigation menu on the left lists various options, with "Admin Email (ADMIN)" highlighted in green. A red oval highlights the error message "You do not have rights to use this page" in red text. Below the error message, a text box explains: "This message will display if the Contracting Officer has not completed a contracting staff registration." The browser's status bar at the bottom shows the URL "https://arc.army.mil/DoDCOR/AdminEmail.aspx", a "Trusted sites" indicator, and a "100%" zoom level.

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
DONALD.DUCK

DoD COR: Awaiting my Approval

You do not have rights to use this page

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

Navigation 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 CORs (ADMIN)
- COR Misc Codes (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

Browser Status Bar: <https://arc.army.mil/DoDCOR/AdminEmail.aspx> Trusted sites 100%

COR Nomination Record Process

Awaiting My Approval

The screenshot shows a web browser window with the following elements:

- Browser title: COR - Awaiting my Approval - Windows Internet Explorer provided by OSD-CIO
- Address bar: https://arc.army.mil/DoDCOR/AwaitingApproval.aspx
- Page title: DoD COR: Awaiting my Approval
- Page heading: Contracting Officer Representative Tracking (CORT) Tool
- User Name: TEST.DOD
- Navigation menu (left):
 - 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)
- Main content area:
 - DoD COR: Awaiting my Approval
 - COR Nominees Awaiting My Approval as Contracting Officer
 - No Contracts Awaiting Your Approval** (highlighted in a red oval)

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

COR Nomination Record Process CO/CS - Awaiting My Approval

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Name
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01	JAE.BARTLEY

Awaiting My Approval

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

A list of actions awaiting approval will be displayed.

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

COR Nomination Record Process – Review Nomination

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

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

COR Information Click to collapse

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

COR's Home Organization DODAAC:
FA4608
Supervisor/Commander Commercial Phone: 318-456-9732

Supporting Contracting Center

Contracting Center Department:
Contracting Center DODAAC:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:
Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer

Contracting Officer:
Commercial Phone: 3184561102

Contracting Specialist

Contracting Specialist:
Commercial Phone: 3184561102

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL
Email: TRACEY.Y.CROCKETT@US.ARMY.MIL

Description:

Review courses in COR Information Section.

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

COR Nomination Record Process

Review Nomination

COR - DoD COR: Nomination Process for TEST 8 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4437

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST 8

[View Complete COR Information](#)

Cancel Record

COR Information <-Click to collapse

DKO Name: MAE.BARTLEY

COR's Home Organization DODAAC: HQ0102

Organization Name: DPAP

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

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST 8

Record Status: COR Nominee - Supervisor Approval

Contracting Officer

Contracting Officer: DOD, TEST

Email: DOD.TEST@US.ARMY.MIL

Trusted sites 100%

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

Review the remaining sections.

COR Nomination Record Process

CO/CS Nomination Review

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

DoD COR: Nomination Process for TEST1234

[View Complete COR Information](#)

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

COR Information <-Click to 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: TEST1234

Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE

Commercial Phone: 7036028011

Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

Contracting Specialist: BARTLEY, MAE

Commercial Phone: 7036028011

Email: MAE.BARTLEY@US.ARMY.MIL

QA Surveillance Plan (QASP)

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

Existing Document:

Replace QASP Document:

Description:

Description:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Contractor Address:

Contractor State:

Contractor Country:

COR <-Click to expand

Supervisor/Commander <-Click to expand

Review the remaining sections

Trusted sites 100%

COR Nomination Record Process

CO/CS Nomination Review

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

COR Nomination Record Process

Review Nomination

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

COR Nomination Record Process

CO/CS Nomination Review

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

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

File Edit View Favorites Tools Help

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

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

Reassignment of the PreAward Contract TEST1234

Contract Number: -Select- -Select- 

Delivery/Task Order:

COR Training Type: -Select-
 Contingency Environment?: -Select-

Waive QASP?:

Contracting Officer Certifications:

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

Approval/Rejection Comments:

Appointment Letter: Appointment Date:

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

ADKO Name:
 POC DKO Name:

Contract Management - Click to expand

Trusted sites 100%

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

COR Nomination Record Process

CO/CS Nomination Review

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

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

Contractor Address:
Contractor State:
Contractor Country:

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

Reassignment of the PreAward Contract TEST1234

Contract Number: HQ0102 -02 -D -TE33

Delivery/Task Order: MB12

COR Training Type: A

Contingency Environment?: Yes

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

Contracting Officer Certifications:

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

Approval/Rejection Comments:

Appointment Letter: H:\CORT Tool\SAMPLES\A Browse...

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

Appointment Date: 10/02/2011

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

ACO DKO Name: Minnie.Mouse

QA POC DKO Name: Mikcy.Mouse

Save Record (without routing)

Contract Management<-Click to expand

Trusted sites 100%

COR Nomination Record Process

CO/CS Nomination Review

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

Contractor Zip Code: _____ **Contractor Country:** _____
Contract Award Date: _____

Supervisor/Commander: _____
Contracting Officer: _____
Contract Number: [H00102] [02] [D] [TEST]
Delivery/Task Order: [01AB]
COR Training Type: [B]
Contingency Environment?: [No]

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

Approval/Rejection Comments: _____

Appointment Letter: [H:\CORT Tool\SAMPLES\A] **Appointment Date:** [09/04/2011]

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

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

Save Record (without routing)

COR Nomination Record Process

CO/CS Nomination Review

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contractor Zip Code: Contractor Country:

Contract Award Date:

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

Reassignment of the PreAward Contract TEST 11

Contract Number: HQ0102 -02 -D TEST

Delivery/Task Order: 01AB

COR Training Type: B

Contingency Environment?: No

Waive QASP?: Browse...

Contracting Officer Certifications:

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

Approval/Rejection Comments:

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

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

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

ACO DKO Name: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management - Click to expand

Done Trusted sites 100%

Review complete. Record ready for COR appointment.

COR Nomination Record Process

CO/CS Nomination Review

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

COR Nomination Record Process

CO/CS Saves a Record w/o Routing

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

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

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

Contract Award Date:

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

Contracting Officer Certifications:

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

Approval/Rejection Comments:

COR Training Type: A

Contingency Environment?: No

Appointment Letter: H:\COR\APPOINTMENT LE Browse

Appointment Date: 10/15/2009

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

Contracting Officer Approve

Save Record (without routing)

Contracting Officer Reject

Contract Management--Click to expand

Error on page.

Trusted sites 100%

COR Nomination Record Process

Save Record (without Routing)

COR Self Nomination for HQ0102-02-D-TEST-01AB
COR Contract Record Updated
[View Complete COR Information](#)
Cancel Record

Contract Information
Contract Number is known / Contract Number is NOT Known
Contract/Solicitation Number: HQ0102-02-D-TEST-01AB
Delivery/Task Order: 01AB
Record Status: PENDING PCO REVIEW

Supporting Contracting Center
Contracting Center: OSD
Department: [dropdown]
Contracting Center: HQ0102
DODAAC: [dropdown]

Contracting Officer
Contracting Officer: [dropdown]
Commercial Phone: 7036028011
Email: MAE.BARTLEY@US.ARMY.MIL

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

QA Surveillance Plan (QASP)
Existing Document: QUALITY ASSURANCE PLAN.doc
Replace QASP Document: [input] Browse...
Description: SAMPLE

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

Nomination now states “COR Contract Record Updated.”

Record status remains “Pending PCO Review.”

COR Nomination Record Process

Reject – DO NOT Set Status to Cancelled

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

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

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

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		Please select from the following: <input checked="" type="radio"/> Reject but DO NOT set status to Cancelled. <input type="radio"/> Reject AND set status to Cancelled.
3/21		I will sign an appointment/designation letter, and had the COR sign the appointment/designation letter in this COR Tool.
3/21		I will sign the Revocation/Termination Letter following completion of the above contract/delivery order. I will then upload the Revocation/Termination Letter into the COR Tool because I understand that this is the only way to turn on the email notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment set year.

Appointment/Rejection Comments: _____

Appointment Letter: _____ **Appointment Date:** _____

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

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

COR Nomination Record Process

Reject – DO NOT Set Status to Cancelled

Select "OK" to confirm rejection, without cancellation.

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

The screenshot displays the 'COR - COR Self Nomination for HQ0102-02-D-TEST-01AB' web application in Internet Explorer. The browser address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=3549&id=5243>. The page contains various form fields for contractor information, including 'Contractor Name', 'Contractor City', 'Contractor Zip Code', 'Contract Award Date', 'Contractor Address', 'Contractor State', and 'Contractor Country'. A 'Certification' table is visible, with a dialog box overlaid on it. The dialog box contains the following text: 'Please select from the following:', followed by two radio button options: 'Reject but DO NOT set status to Cancelled.' (which is selected) and 'Reject AND set status to Cancelled.'. Below the options are 'OK' and 'Cancel' buttons. A red circle highlights the dialog box, and a blue arrow points to the 'OK' button. The 'Appointment Date' field is set to 3/21/2011. At the bottom of the page, there are buttons for 'Contracting Officer Approve', 'Save Record (without routing)', and 'Contracting Officer Reject'. The page footer includes 'Trusted sites' and '100%' zoom level.

COR Nomination Record Process

Reject – DO NOT Set Status to Cancelled

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

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

Contract Information
Contract/Solicitation Number: HQ0102 02 C TE95
Delivery/Task Order: [REDACTED]
Record Status: RECORD REJECTED BY PCO

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

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

QA Surveillance Plan (QASP)
Add QASP Document: [] Browse...
Description: []

Contractor
Cage Code:
Contractor Name:

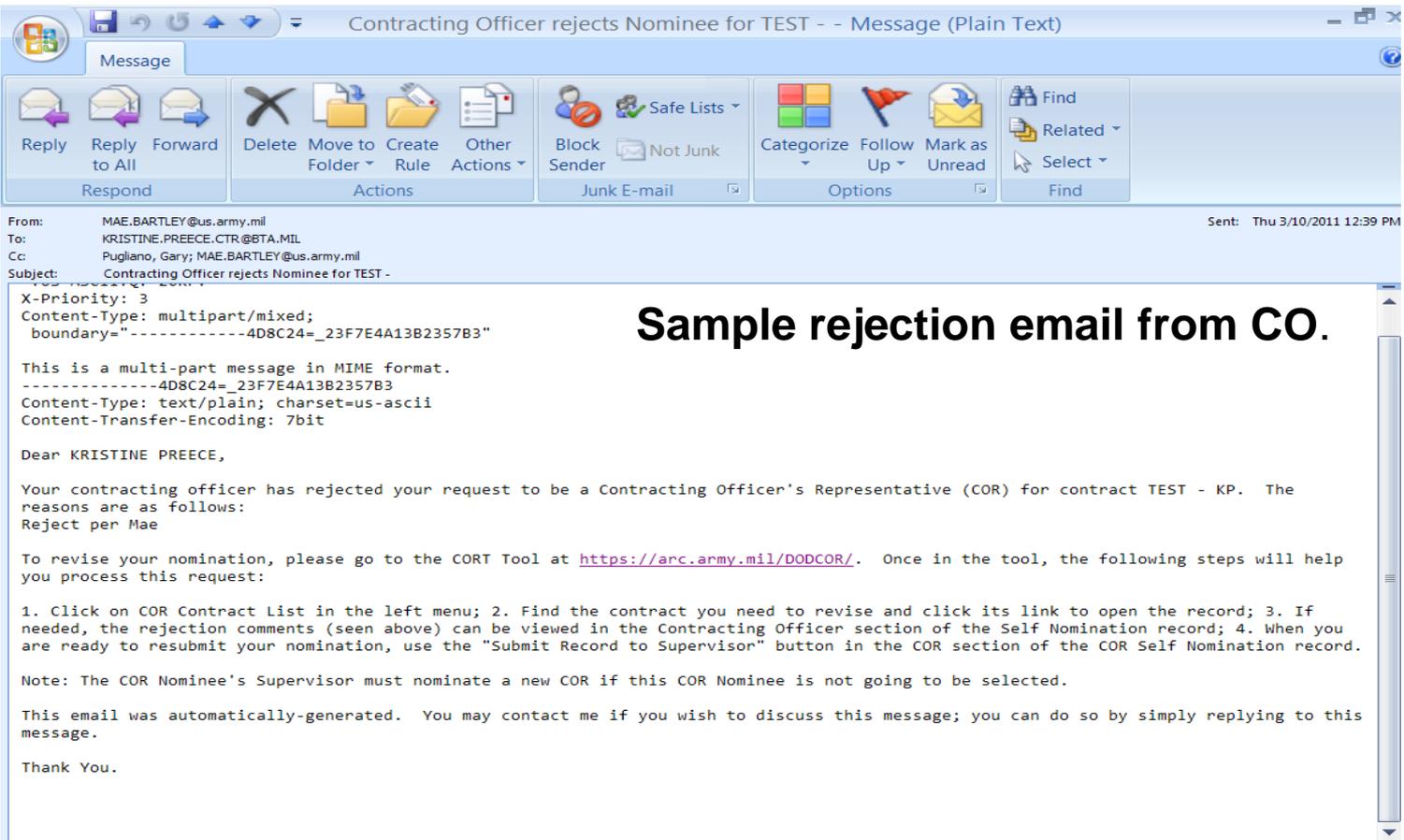
Record now states “COR Nominee Record Rejected by Contracting Officer.”

Record status changes to “Record rejected by PCO.”

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

COR Nomination Process

Reject – DO NOT Set Status to Cancelled



The screenshot shows an email client window titled "Contracting Officer rejects Nominee for TEST - - Message (Plain Text)". The window includes a standard toolbar with icons for Reply, Forward, Delete, Move, Create, Other Actions, Block Sender, Not Junk, Categorize, Follow Up, Mark as Unread, Find, and Related. The email header shows the following information:

From: MAE.BARTLEY@us.army.mil
To: KRISTINE.PREECE.CTR@BTA.MIL
Cc: Puglano, Gary; MAE.BARTLEY@us.army.mil
Subject: Contracting Officer rejects Nominee for TEST -

Sent: Thu 3/10/2011 12:39 PM

The main body of the email contains the following text:

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

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

Dear KRISTINE PREECE,

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

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

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

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

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

Thank You.

Sample rejection email from CO.

COR Nomination Record Process

Reject – Set Status to Cancelled

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

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

Select “OK” to continue cancellation.

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

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

Contingency Environment?: [No] [v]
Waive QASP?: [] [v]

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/>	I certify Every month I will ensure that the COR completes the required Monthly COR Report and uploads it in this Tool. I will then review the Monthly COR Report and approve or reject it in the COR Tool.
3/21		Please select from the following: <input type="radio"/> Reject but DO NOT set status to Cancelled. <input checked="" type="radio"/> Reject AND set status to Cancelled.
3/21		I certify I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the Revocation/Termination Letter into the COR Tool because I understand that this is the only way to turn on the mail notifications and move this contract/delivery order/purchase order to the Inactive area of the COR Tool.
3/21/2011	<input checked="" type="checkbox"/>	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

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

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

QA POC DKO Name: [DANA.CHAN] [v]
[WILLIAM.MACZEES] [v]
Save Record (without routing)

Contract Management - Click to expand

COR Nomination Record Process

Reject – Set Status to Cancelled

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for HQ01020D1234 - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=353&id=5062>. The page content includes a table with columns for date, status, and comments. Below the table are various form fields and buttons for "Supervisor/Commander", "Contracting Officer", and "Contract Management". A modal dialog box is open in the center, asking for confirmation to cancel the nomination. A blue arrow points from the "OK" button in the dialog to the "Contracting Officer Approve" button on the main page.

Date	Status	Comments
3/21/2011	Certified	I may be held personally liable for unauthorized acts.
3/21/2011	Certified	I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.
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.

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

Select "OK" to confirm cancellation.

COR Nomination Record Process

Reject – Set Status to Cancelled

The screenshot shows a web browser window with the URL <https://arc.army.mil/DODCOR/CORContract.aspx?cor=353&id=5062>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main content area displays "DoD COR: Nomination Process for HQ01020D1234" and "COR Contract Record Cancelled". A red circle highlights the "COR Contract Record Cancelled" text. Another red circle highlights the "Record Status: CANCELLED" field. The page includes a navigation menu on the left, a "Contracting Information" section with fields for Contracting Center, Contract Information, Contracting Officer, and Contracting Specialist, and a "QA Surveillance Plan (QASP)" section with a "Replace QASP Document" field. The status "CANCELLED" is also visible in the "Record Status" field.

Record now states "COR Contract Record Cancelled."

Record status changes to "Cancelled."

Once cancelled, the Record is removed from CORT Tool.

COR Nomination Record Process- CO/CS - Approves A Nomination

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

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

File Edit View Favorites Tools Help

Contractor Zip Code: _____ Contractor Country: _____
Contract Award Date: _____

COR - Click to expand
Supervisor/Commander - Click to expand
Contracting Officer - Click to collapse
Reassignment of the PreAward Contract HQ01020D1234

Contract Number: HQ0102 -02 -C -TEST
Priority/Task Order: _____
COR Training Type: A
Contingency Environment?: No
Contracting Officer Certifications: H:\CORT Tool\SAMPLES\IQ Browse...

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

Approval/Rejection Comments: _____

Appointment Letter: Browse... Appointment Date: 09/04/2011
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

ACO DKO Name: _____
QA POC DKO Name: _____

Contract Management - Click to expand

Trusted sites 100%

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



COR Nomination Record Process- CO/CS Approves a Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

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

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

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

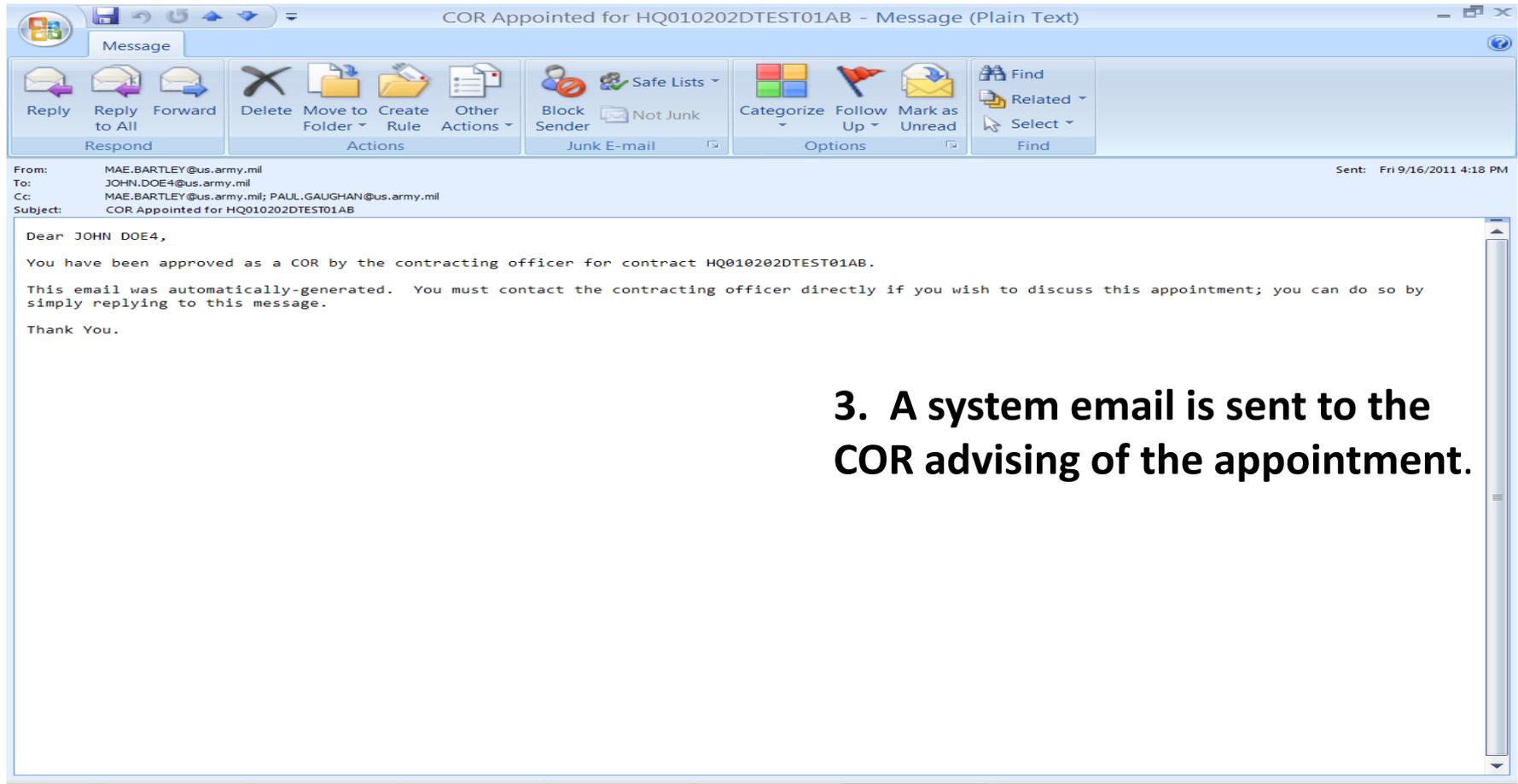
QA Surveillance Plan (QASP)
Note: The file should have a file extension (doc, pdf, etc).
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Done Trusted sites 100%

1. Record now states
"COR Appointed"

2. Record status
changes to Active

COR Nomination Record Process- CO/CS Approves a Nomination



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

COR Nomination Record Process Updates Record with ACO or QA POC

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Contract Manage...

Page Tools

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

Select "Save Record (without routing)."

Contractor Name: _____

Contractor City: _____

Contractor Zip Code: _____

Contract Award Date: _____

Contractor Address: _____

Contractor State: _____

Contractor Country: _____

COR <-Click to expand

Supervisor/Commander <-Click to expand

Contracting Officer <-Click to collapse

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

COR Training Type: A

Contingency Environment?: Yes

Waive QASP?: **ASSURANCE PLAN.doc** Browse... QUALITY

Contracting Officer Certifications:

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

Approval/Rejection Comments: _____

Appointment Letter: **APPOINTMENT LETTER.doc** Browse... **Appointment Date:** 09/30/2011

COR Revocation Letter: Browse... **Revocation Date:** _____

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

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

Revoke COR

ACO DKO Name: Micky.Mouse

QA POC DKO Name: Mimmie.Mouse

Save Record (without routing)

Contract Management <-Click to expand

Trusted sites 100%

COR Nomination Record Process Update Record with ACO or QA POC

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

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

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HC1028

Contract Information

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

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

Note: The file should have a file extension (doc, pdf, etc.).
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:
Contractor Address:
Contractor State:
Contractor Country:

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

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

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

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

File Edit View Favorites Tools Help

COR - COR Self Nomination for HQ...

COR Training Type: [A]

Contingency Environment?: No

Waive QASP?: Browse...

Contracting Officer Certifications:

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

Approval/Rejection Comments:

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

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

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

Revoke COR

CO DKO Name: DANA.CHAN

QA POC DKO Name: WILLIAM.MACZEES

Save Record (without routing)

Contract Management - Click to collapse

Monthly Status Reports

No Monthly Status Reports Listed

Month: [Select] Year: 2011

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2011

Trusted sites 100%

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

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

Select "OK" to confirm termination.

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

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

File Edit View Favorites Tools Help

COR - COR Self Nomination for HQ...

COR Training Type: [A] [v]

Contingency Environment?: No [v]

Waive QASP?: [v] Browse...

Contracting Officer Certifications:

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

Approval/Rejection Comment: []

Appointment Letter: [09/16/2011] [v]

COR Revocation Letter: [09/16/2011] [v]

ACD DKO Name: [DANA.CHAN] [v]

QA POC DKO Name: [WILLIAM.MACZEES] [v]

Save Record (without routing)

Contract Management - Click to collapse

Monthly Status Reports

No Monthly Status Reports Listed

Month: [-Select-] [v] Year: [2011] [v]

Add File: [] [Browse...] [v]

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: [2011] [v]

Revoke COR

Windows Internet Explorer

Are you sure you wish to terminate the COR for this contract?

OK Cancel

CORContract.aspx?cor=3549&id=5243&orgid=1

Trusted sites 100%

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

COR Self Nomination for HQ010202DTEST01AB
COR Appointment Terminated

[Complete COR Information](#)
Cancel Record

COR Information - Click to expand

Supporting Contracting Center

Contracting Center: OSD
Department: [dropdown]
Contracting Center: HQ0102
DODAAC: [dropdown]

Contract Information

Contract Number is Known [checked] Contract Number is NOT Known [unchecked]
Contract/Solicitation Number: HQ010202DTEST01AB
Record Status: TERMINATED

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: GAUGHAN, PAUL
Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc
Replace QASP Document: [input] Browse...

Contractor

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

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

Contractor Address:
Contractor State:
Contractor Country:

Record now states "COR Appointment Terminated."

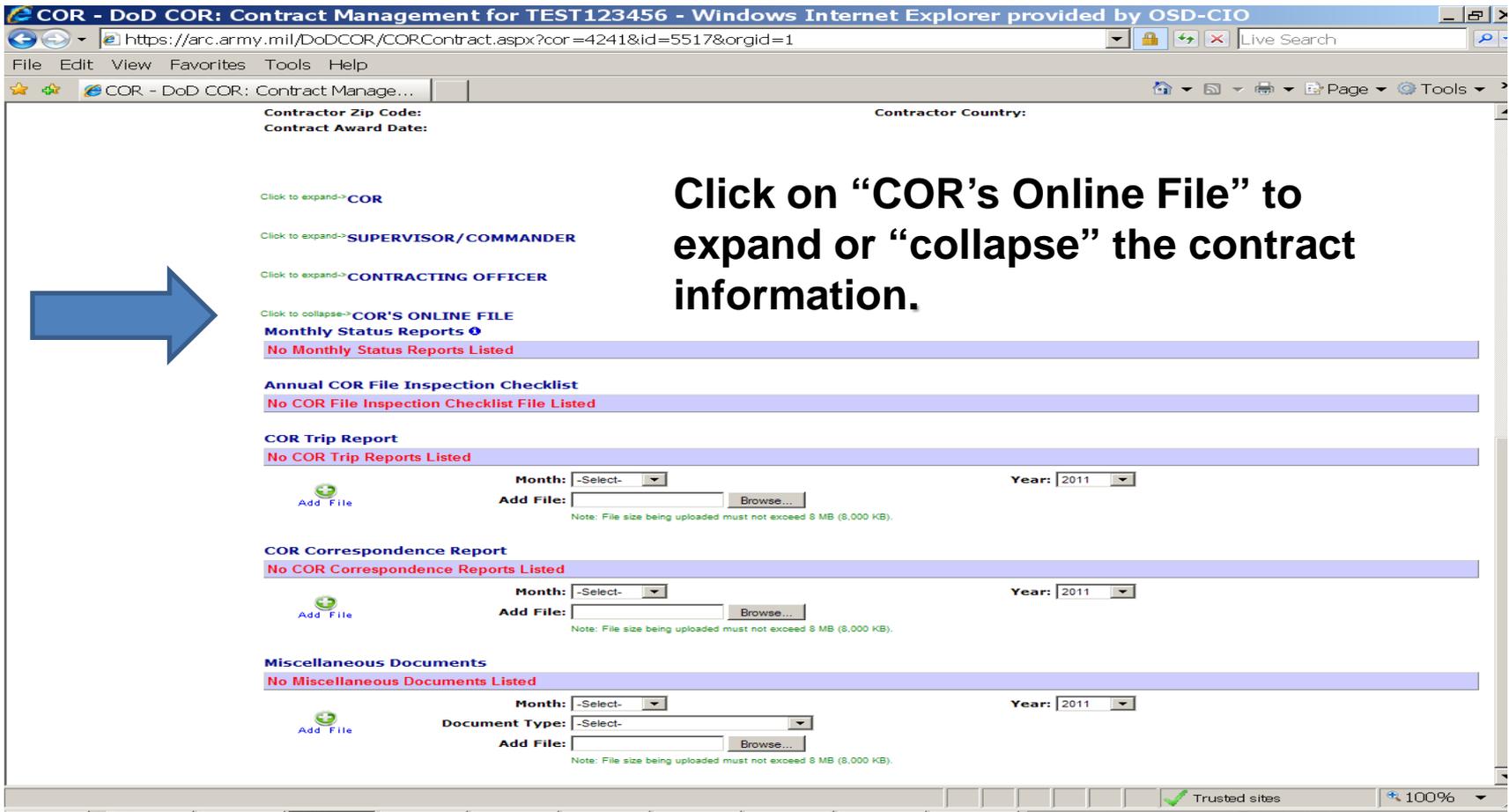
Record Status changes to "Terminated."

COR's Online File

COR Reports

- CORs may add, edit or delete the following documents;
 - COR Reports,
 - Trip Report,
 - Correspondence and
 - Miscellaneous Documents
- COR Supervisors may review all documents posted the COR or Contracting Officer
- Contracting Officers may review documents posted by the COR and approve or reject COR reports.
- Contracting officer may add, edit or delete add Annual COR File Inspection Checklist (CO).

COR's Online File COR Reports



Contractor Zip Code: _____ **Contractor Country:** _____
Contract Award Date: _____

[Click to expand->COR](#)
[Click to expand->SUPERVISOR/COMMANDER](#)
[Click to expand->CONTRACTING OFFICER](#)
[Click to collapse->COR'S ONLINE FILE](#)

Monthly Status Reports
No Monthly Status Reports Listed

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

COR Trip Report
No COR Trip Reports Listed

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents
No Miscellaneous Documents Listed

Upload Form:
Month: [-Select-] Year: [2011]
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Upload Form:
Month: [-Select-] Year: [2011]
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Upload Form:
Month: [-Select-] Document Type: [-Select-] Year: [2011]
Add File: [Browse...]
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

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

COR's Online File COR 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. Load the document
4. Click on "Add File"

COR's Online File COR Reports

Month: April Year: 2010
Add File Add File
Add File: H:\DOD COR Tracking Too 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 Add File
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

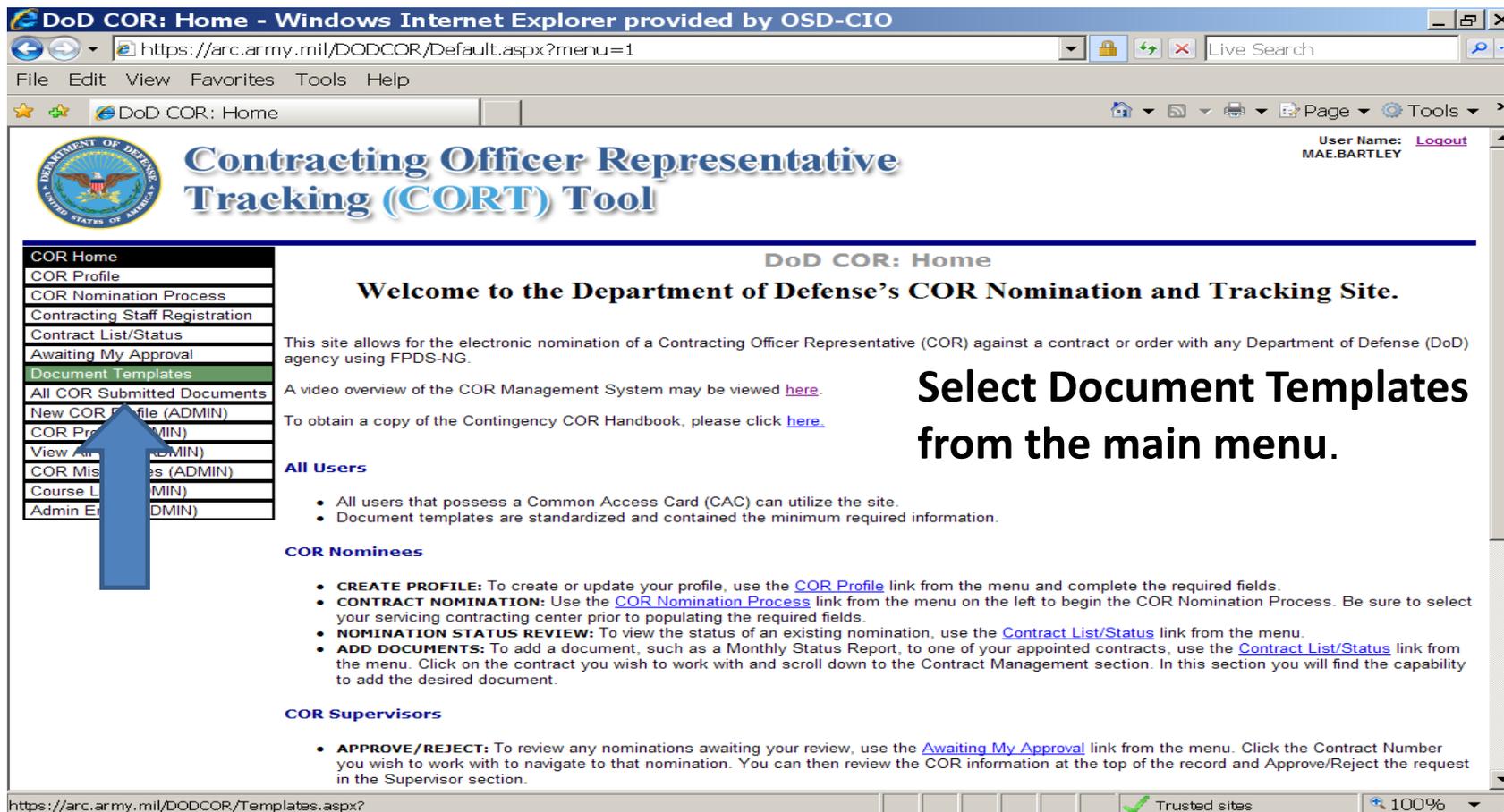
COR Trip Report
No COR Trip Reports Listed
Month: -Select- Year: 2010
Add File Add File
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

COR Correspondence Report
No COR Correspondence Reports Listed
Month: -Select- Year: 2010
Add File Add File
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Miscellaneous Documents
No Miscellaneous Documents Listed
Month: -Select- Year: 2010
Add File Add File
Document Type: -Select- Year: 2010
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Types of Miscellaneous documents that can be added.

Document Templates



The screenshot shows a web browser window titled "DoD COR: Home - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DODCOR/Default.aspx?menu=1". The browser's address bar includes navigation buttons (back, forward, stop, refresh) and a search box labeled "Live Search". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "DoD COR: Home" and various icons for home, mail, print, and page settings.

The website content includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". The user name "MAE.BARTLEY" is displayed in the top right corner. The main navigation menu on the left lists various options, with "Document Templates" highlighted by a blue arrow. The main content area features a "DoD COR: Home" header and a "Welcome to the Department of Defense's COR Nomination and Tracking Site." message. Below the welcome message, there is a paragraph explaining the site's purpose and two links: "here" and "here". A large blue arrow points to the "Document Templates" menu item. The page also includes sections for "All Users", "COR Nominees", and "COR Supervisors", each with a list of instructions and links.

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 Document Templates from the main 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.

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

Document Templates

COR - Document Templates - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/Templates.aspx? Live Search

File Edit View Favorites Tools Help

COR - Document Templates Page Tools


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

COR: Document Templates

[Designation Letter](#) | [Revocation/Termination Letters](#)

Designation Letter [Back to Top](#)

PCOs should choose the Designation Letter template below.

Document Template	Description	Target User
 Sample COR Designation Ltr.doc	Use this COR Designation Letter for all contracts	PCO

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

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

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

Local COR Forms and POC

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

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

File Edit View Favorites Tools Help

DoD COR - Handbooks

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Handbooks

Please select a Contracting Center Department:

- Select-
- Select-
- NAVY
- AIR FORCE
- DLA
- DISA
- DFAS
- USTRANSCOM
- DMA
- MDA
- OSD**
- DTRA
- DCMA
- DARPA
- DECA
- DHRA
- DMEA
- DSCA
- DODEA
- TMA
- USSOCOM
- USSUHA
- WHS

Navigation Menu:

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

Trusted sites 100%

Local COR Forms and POC

The screenshot shows a web browser window titled "DoD COR - Handbooks - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL "https://arc.army.mil/DoDCOR/CORHandbooks.aspx". The page content includes the DoD logo, the title "Contracting Officer Representative Tracking (CORT) Tool", and a user login area for "MAE.BARTLEY". A navigation menu on the left lists various options, with "Local Forms and POCs" highlighted. The main content area features a dropdown menu for "Please select a Contracting Center Department:" set to "NAVY", followed by the heading "NAVY COR Handbook and POCs" and a "Back to Top" link. Below this is a table with three columns: "Handbook Document", "Description", and "POC". The table is currently empty.

DoD COR: Handbooks

Please select a Contracting Center Department:

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

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

All COR Submitted Documents

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

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

File Edit View Favorites Tools Help

DoD COR: Home

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

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

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

[COR Home](#)
[COR Profile](#)
[COR Nomination Process](#)
[Contracting Staff Registration](#)
[Contract List/Status](#)
[Awaiting My Approval](#)
[Document Templates](#)
[All COR Submitted Documents](#)
[New COR Profile \(ADMIN\)](#)
[COR Profile \(ADMIN\)](#)
[View All COR \(ADMIN\)](#)
[COR Misc \(ADMIN\)](#)
[Course List \(ADMIN\)](#)
[Admin Em \(ADMIN\)](#)

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

Trusted sites 100%

Select "All COR submitted Documents" from the menu

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)


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

DoD COR: CORs By Name

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

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

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date
STEPHEN.P.COLVIN	123456789	123456789	DRAFT	CATHERINE.M.WARD	MAE.BARTLEY	MAE.BARTLEY	
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
MATTHEW.B.SINES	HQ0102-01-TEST	HQ0102-01-TEST	PENDING SUPERVISOR REVIEW	JAMES.M.WHITE1	MAE.BARTLEY	PAUL.GAUGHAN	
WILLIAM.MACZEES	HQ0102-01-C-0001-0000	TEST -00011	TERMINATED	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	08-10-2011
WILLIAM.MACZEES	HQ0102-01-C-0001-0000	TESTCONTRACT	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	08-10-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	TERMINATED	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
JOHN.BRONW77	HQ0102-01-C-T001-0000	SESSION 7-1	TERMINATED	DANA.CHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-20-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
PAUL.GAUGHAN	HQ0102-01-C-TEST-0000	TEST	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	DAVID.PROPERT	08-23-2011
JOHN.DOEII	HQ010201CTEST0000	HQ010201CTEST0000	TERMINATED	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-19-2011
JULIO.RAMOS	HQ0102-02-C-0001-0000	TEST - CONTRAC	ACTIVE	MARtha.L.BROOKS2	MAE.BARTLEY	MAE.BARTLEY	07-07-2011
WILLIAM.MACZEES	HQ0102-02-C-1234-0000	HQ010202C1234	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	
JOHN.DOEII	HQ010202CTEST0000	HQ010202CTEST0000	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	06-27-2011
JOHN.DOEII	HQ0102-03-C-TEST-0000	TEST 5-1	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-14-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	HQ01020D1234	HQ01020D1234	PENDING PCO REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	
JAMES.RIVERS4	HQ010210CTE010000	HQ010210CTE010000	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	08-30-2011
JOHN.GREEN	HQ010210CTEST0000	HQ010210CTEST0000	TERMINATED	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	07-19-2011
JENNAPHER.HOWARD	N00025-11-C-9001-0000	N0002511R9001	ACTIVE	MAE.BARTLEY	DALE.RIECK	DALE.RIECK	07-12-2011
WILLIAM.MACZEES	TEST - 369	TEST - 369	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	
WILLIAM.MACZEES	TEST -99	TEST -99	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	PAUL.GAUGHAN	MAE.BARTLEY	
JOHN.DOE4	TEST 11	TEST 11	PENDING PCO REVIEW	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	
JOHN.DOEII	TEST11	TEST11	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	PAUL.GAUGHAN	MAE.BARTLEY	
JOHN.DOEII	TRAINING 1	TRAINING 1	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	

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

Trusted sites 100%

Similar to CLS. Select a contract number to see all the loaded documents for the selected contract.

All COR Submitted Documents

COR - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/ContractReports.aspx?ContractNumber=HQ010201CTEST0000

File Edit View Favorites Tools Help

COR

 **Contracting Officer Representative Tracking (CORT) Tool**

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

Contract Management Reports for HQ010201CTEST0000

Monthly Status Reports

Month/Year	Version	Status	Document	Created By	Created On
07-2011	1	Submitted	 STATUS REPORT.docx	MAE.BARTLEY	08/23/2011 07:00 AM

Annual COR File Inspection Checklist

No File Inspection Checklists Listed

COR Trip Report

No COR Trip Reports Listed

COR Correspondence Report

No COR Correspondence Reports Listed

Miscellaneous Documents

Month/Year	Document	Document Desc	Created By	Created On
05-2011	 Sample COR Designation Ltr.doc	Safety Plan	MAE.BARTLEY	05/26/2011 02:09 PM
05-2011	 TRIP REPORT.docx	Other	MAE.BARTLEY	05/26/2011 02:08 PM

Done

Trusted sites 100%

**Loaded contracts documents are displayed
These documents are also available to any
successor COR on these contracts.**

View all Local COR Record

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

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

File Edit View Favorites Tools Help

DoD COR - View All Local COR Rec...

Tracking (CORT) Tool

DoD COR: View All Local CORs

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

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

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date
STEPHEN.P.COLVIN	123456789	123456789	DRAFT	CATHERINE.M.WARD	MAE.BARTLEY	MAE.BARTLEY	
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
MATTHEW.B.SINES	HQ0102-01-TEST	HQ0102-01-TEST	PENDING SUPERVISOR REVIEW	JAMES.M.WHITE1	MAE.BARTLEY	PAUL.GAUGHAN	08-10-2011
WILLIAM.MACZEES	HQ0102-01-C-0001-0000	TESTCONTRACT	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	08-10-2011
WILLIAM.MACZEES	HQ0102-01-C-0001-0000	TEST - 00011	TERMINATED	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	08-10-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	TERMINATED	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
JOHN.BRONW77	HQ0102-01-C-T001-0000	SESSION 7-1	TERMINATED	DANA.CHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-20-2011
PAUL.GAUGHAN	HQ0102-01-C-TEST-0000	TEST	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	DAVID.PROPERT	08-23-2011
JOHN.DOEII	HQ010201CTEST0000	HQ010201CTEST0000	TERMINATED	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-19-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
W.D.RAMOS	HQ0102-02-C-0001-0000	TEST - CONTRAC	ACTIVE	MARTHA.L.BROOKS2	MAE.BARTLEY	MAE.BARTLEY	07-07-2011
WILLIAM.MACZEES	HQ0102-02-C-1234-0000	HQ010202C1234	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	
JOHN.DOEII	HQ010202CTEST0000	HQ010202CTEST0000	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	06-27-2011
JOHN.DOEII	HQ0102-03-C-TEST-0000	TEST 5-1	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	07-14-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	HQ01020D1234	HQ01020D1234	PENDING PCO REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	
JAMES.RIVERS4	HQ010210CTE010000	HQ010210CTE010000	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	08-30-2011
JOHN.GREEN	HQ010210CTEST0000	HQ010210CTEST0000	TERMINATED	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	07-19-2011
WILLIAM.MACZEES	TEST - 369	TEST - 369	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	PAUL.GAUGHAN	
WILLIAM.MACZEES	TEST -99	TEST -99	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	PAUL.GAUGHAN	MAE.BARTLEY	
JOHN.DOE4	TEST 11	TEST 11	PENDING PCO REVIEW	MAE.BARTLEY	MAE.BARTLEY	PAUL.GAUGHAN	
JOHN.DOEII	TEST11	TEST 11	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	PAUL.GAUGHAN	MAE.BARTLEY	
JOHN.DOEII	TRAINING 1	TRAINING 1	PENDING SUPERVISOR REVIEW	PAUL.GAUGHAN	MAE.BARTLEY	MAE.BARTLEY	

Available to all registered contracting officer or contract specialist.

View all Local COR Record

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

DoD COR: Nomination Process for TEST 11

[View Complete COR Information](#)
Cancel Record

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

Supporting Contracting Center

Contracting Center: OSD
 Department: [dropdown]
 Contracting Center: HQ0102
 DODAAC: [dropdown]

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: TEST 11
 Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE
 Commercial Phone: [dropdown]

Contracting Specialist

Contracting Specialist: GAUGHAN, PAUL
 Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc
 Description: SAMPLE

Replace QASP Document: [input] Browse...
 Description: SAMPLE

Contractor

Cage Code: [input]

May change CO or CS.

Done

Trusted sites 100%

COR Related Links

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Links Page

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

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

Training

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

Contract Documentation

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

Regulations/Processes

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

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

COR Proxy (Admin)

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Proxy

Please enter the DKO NAME of the person you wish to proxy:

Enter the DKO name of the user to troubleshoot problems.

- 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)

Links to Reports (Admin)

DoD COR - Link To Reports (ADMIN) - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DoDCOR/LinkToReports2.aspx?cor=945&id=4803&orgid=1

File Edit View Favorites Tools Help

DoD COR - Link To Reports (ADMIN)

Department of Defense
UNITED STATES OF AMERICA

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: Links To Reports (ADMIN)

Reports

	Document	Document Desc	Created By	Created On
Delete	August 2011 Metrics.xlsx	Misc Report	MAE.BARTLEY	09/06/2011 03:41 PM
Delete	CLS_-_Contracting_Center_DoDAAC_-_9.02.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:39 PM
Delete	July 2011 Metrics.xlsx	Misc Report	MAE.BARTLEY	08/05/2011 01:27 PM
Delete	_DoD CORs_-_9.2.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:39 PM
Delete	COR_Training_-_9.2.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:37 PM
Delete	CONTRACTING_STAFF_REGISTRATION_-_9.02.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:37 PM
Delete	Contract_Document_-_Status_9.02.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:37 PM

Add File: Browse...

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

Done Trusted sites 100%

SME 's may check on the status of their CORs and CO profiles and registration.

New COR Profile (Admin)

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

File Edit View Favorites Tools Help

COR - COR Profile Page Tools

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

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

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

View COR Contract List

COR Information
DKO Name: MAE.BARTLEY
Work Address:
City/APO:
State: -Select-
Zip Code:
Country: United States

Supervisor/Commander Information
Note: If the supervisor/commander email address is not a valid address you will receive an email when you try to submit nominations for approval.
DKO Name:
Email Address:

Are you a Certified Acquisition Official? Yes No
Career Experience: *
Career Experience Level: *
 *
 *

Commercial Phone:
DSN Phone: *
Mobile Phone: = = =

Country: (If applicable)
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

All SME's may to create profiles for CORs within and outside of your organization.

View All CORs (ADMIN)

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

https://arc.army.mil/DoDCOR/ViewCORByName.aspx?ContractReports=0

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)


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

DoD COR: CORs By Name

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

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

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date
ERIC.SWANSON5	0	0	PENDING SUPERVISOR REVIEW	MATTHEW.ZAHN	CLAY.W.WELKER	AILI.LIM	
STEPHEN.P.COLVIN	123456789	123456789	DRAFT	CATHERINE.M.WARD	MAE.BARTLEY	MAE.BARTLEY	
PATRICK.J.MCNAMARA2	2517-06-C-8001	2517-06-C-8001	PENDING SUPERVISOR REVIEW	DANIEL.P.MULLINS2	DAVID.MEDINA10	BEVERLI.J.DONEGON	
JAMES.F.LAMONT	4608-10-M-S032	4608-10-M-S032	PENDING SUPERVISOR REVIEW	MADDOX	TRACEY.Y.CROCKETT	TRACEY.Y.CROCKETT	
ERIC.SWANSON5	2	?	PENDING SUPERVISOR REVIEW	MATTHEW.ZAHN	CLAY.W.WELKER	AILI.LIM	
MARK.NEFF1	DCA200-02-D-3000-0033		PENDING SUPERVISOR REVIEW	BRIAN.LE1	DUSTIN.TIMMERMANN	DUSTIN.TIMMERMANN	
ALEXANDER.TORRES7	DCA200-02-D-3000-0066		PENDING SUPERVISOR REVIEW	GENE.MOY	DUSTIN.TIMMERMANN	DUSTIN.TIMMERMANN	
RONALD.H.PICKETT	F09650-03-D-0001-3030		PENDING PCO REVIEW	CARL.J.PERAZZOLA	SUSAN.L.SOUTHERS	SUSAN.L.SOUTHERS	
	F3NF340267A001	F3NF340267A001	PENDING SUPERVISOR REVIEW	JESSE.J.FRIEDEL	KYLIE.J.HAGER	LINDA.G.ROBERTSON	
	F65201-11-C-0010-0000	W15P7T11R43111	TERMINATED	JOHN.ELWAY	ANDREW.LEVINE	ANDREW.LEVINE	09-09-2011
GEORGE.G.DYER	F65201-11-C-0010-0000		ACTIVE	DAMIAN.WILBORNE	DAMIAN.WILBORNE	DAMIAN.WILBORNE	06-21-2011
GEORGE.G.DYER	F65201-11-C-0011-0000		PENDING SUPERVISOR REVIEW	DAMIAN.WILBORNE	DAMIAN.WILBORNE	DAMIAN.WILBORNE	
GEORGE.G.DYER	F65201-11-C-0011-0000		PENDING SUPERVISOR REVIEW	DAMIAN.WILBORNE	DAMIAN.WILBORNE	DAMIAN.WILBORNE	

Trusted sites 100%

SME may view all CORs within their department.

QUESTIONS??



Resources

- DoD POC – Mae Bartley – mae.bartley@osd.mil. Phone (703) 588-0832 and Dana Chan – dana.c.alder@us.ibm.com.
- Component Subject Matter Expert - _____
- CORT Tool Website: <https://arc.army.mil/DoDCOR/>
- Training Materials will be available at <http://www.acq.osd.mil/dpap/pdi/eb>.
 - Training Presentation
 - User Guide
 - Frequently Asked Questions (FAQs)
 - Deployment Plan Attachment
 - Podcast
- The DoD CORT Tool helpdesk contacts at the DoD level are:
 - cort@osd.mil.