



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

Subject Matter Expert Training
SEPTEMBER 2011



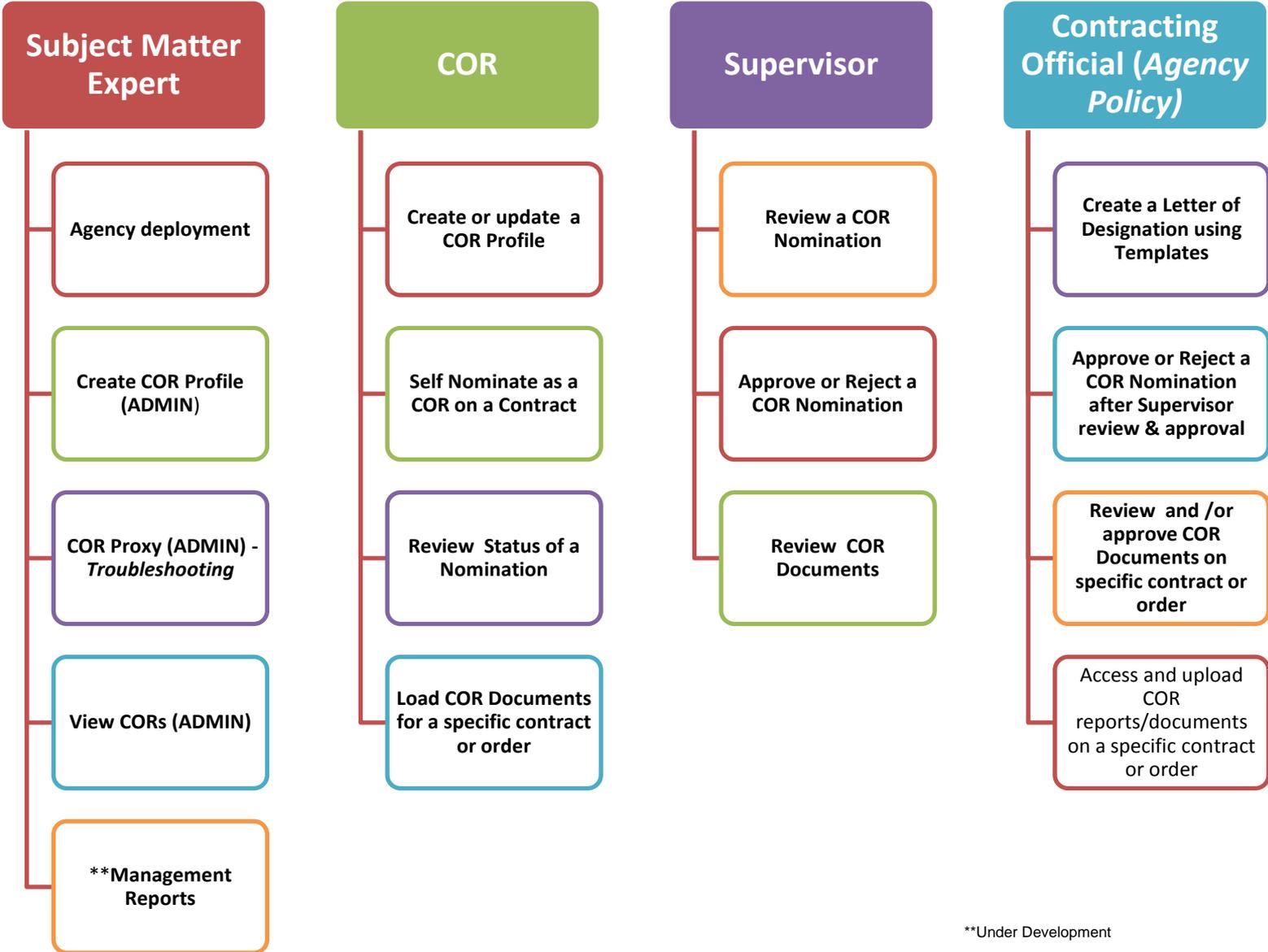
What Is The CORT TOOL?

- **A web accessible management application designed to:**
 - Be Common Access Card (CAC) enabled and available to all members of the DoD with internet access and an Army or Defense Knowledge Online account (AKO/DKO).
 - Nominate, appoint, track, revoke and terminate an individual as a COR against a DoD contract or order; or a contract or order issued on behalf of a DoD assisting agency.
 - Allow a COR to create a profile, document their training and experience and process a nomination package for one or multiple contracts and orders.
 - Provide DoD personnel a web-based portal for all relevant COR documents

Benefits Of CORT TOOL

- Electronic nomination process
- Review status of all COR nomination requests
- Identify CORs by name, career field, certification level and other contact information
- Identify COR supervisor by name and other contact information
- Identify contracting officer/specialist by name and other contact information
- Identify all training completed by the COR by complexity of the work/requirement (Type A/B/C), including basic and refresher training requirements
- Track contracts by COR
- Track CORs by contract
- Add and review documents, such as a Status Report, COR trip report, correspondences and other miscellaneous documents to one or more of the COR appointed contracts
- Termination of COR appointment

Roles



**Under Development

SUBJECT MATTER EXPERTS

Roles & Responsibilities

Subject Matter Experts

- **Appointed by Military Departments or Defense Agencies (i.e Navy, Army, MDA)**
- **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 various administrative functions in the CORT Tool;

Deployment Plans

- **Identify the name of your agency: i.e. Department of Navy, AF, DLA**
 - Identify all major commands and applicable subcommands
 - Identify all Contracting Offices DoDAAC and the name of the contracting office
- **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 Supervisors 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 profile is created for all CORs.
 - Indicate the date creation of 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 Officers Representative Tracking Tool (CORT) Tool is built on AKO/DKO Platform**
- **CORT Tool Prerequisites**
 - **Register for a DKO account**
 - **Register CAC Certificates to the DKO Account**
 - **Set DKO mail to “Auto Forward”**

AKO/DKO Basics – Register for a DKO Account

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

AKO/DKO Basics – Register for a DKO Account

- Each user will be provided with a DKO username and an e-mail address
 - Format for username equals firstname.lastnameXX
 - Format for email 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

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 – **CAC or username and password**

AKO/DKO Basics – Register CAC Certificates to AKO/DKO

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

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

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

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

The screenshot shows the Army Knowledge Online (AKO) website interface. The browser title is "Army Knowledge Online - mae.bartley (CAC Session) - Windows Internet Explorer provided by OSD-CIO". The address bar shows "https://www.us.army.mil/suite/designer". The "My Account" menu is open, with "CAC / Cert Registration" highlighted. Other menu items include "myProfile Page", "Account Settings", "Login Options", "Mail Preferences", "Notifications", "My Tasks", and "Sponsor Management". The "Set Homepage" sub-menu is also visible, containing "CAC / Cert Registration" and "IM Login Status". The main content area features navigation tabs for "About DKO", "DKO Interests", "DoD News", "DoD and DISA Related", "Training", "Security", and "Other Resources". Below these are sections for "Defense Related" and "DISA Related" links. A "DKO Hot Topics" section is also present, featuring a "DKO Posture Statement" with a "DKO Security Posture Statement" link. The right sidebar contains "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:02 PM.

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) website 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 website header includes the DKO logo and navigation tabs for "Home", "My Account", "Favorites", "Quick Links", and "Self Service". A red circle highlights the "Mail Preferences" menu item in the "My Account" dropdown. A blue arrow points from the text "Web Classic" to the "DoD" link in the navigation bar. The main content area includes a "Web Classic" section with a list of links: "DKO Future Architecture", "JKO - Joint Knowledge Online", "DKO CONOPS", "DKO Board of Directors Charter", "DKO Account Sponsorship", "DKO General User Guidelines", and "DKO Account FAQ". The right sidebar contains sections for "MY ALERTS", "TOOLBOX", "MyPay", "JKO - Joint Knowledge Online", "NCES User Services (Shared)", and "DKO Homepage Feedback". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:05 PM.

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 contains the following settings:

- Select a Mail Option:** AKO Mail (mae.bartley@us.army.mil) and Forward Email (Non-AKO Account). A blue arrow points to the selected option.
- Forwarding Email Address:** mae.bartley@osd.mil
- Confirm Forwarding Email Address:** mae.bartley@osd.mil
- Preferred Webmail:** Webmail, Webmail Classic, Webmail Lite
- Mail Display Name:** Bartley, Mae K Ms CV OSD and Reset display name to: Bartley, Mae K Ms CV OSD
- External Email Address:** mae.bartley@osd.mil
- Army Announcement Options:** I want to receive the Monthly AKO Newsletter. and I do not want to receive the Monthly AKO Newsletter.
- Enable S/MIME:**

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 time '4:08 PM'.

CORT Tool

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

Homepage

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

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

File Edit View Favorites Tools Help

DoD COR: Home

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

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

Links policy and user guide.

Start | Unca... | Revis... | COR P... | DoD ... | H:\CO... | CORT... | Contr... | Trusted sites | 100% | 9:27 AM

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

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
- **View All CORs** - Allows the department SME/administrator to review any COR record within the CORT Tool site
- **COR Misc Codes** - Allows the DoD SME/administrator to manage the miscellaneous codes involved with the site (i.e. adding new certifications to the nomination process)
- **Course List** - Allows the DoD SME/administrator to add, remove, or edit courses that show up in the course drop down list in the COR Profile page
- **Admin E-mail** - Allows the DoD SME/administrator to edit the existing e-mails that are automated within the tool

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**

- Provide a list of the major COR courses and definitions of the COR Training Type A, B, C

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

CORT TOOL

Registrations and Profiles

Contracting Staff Registration

- **Complete only one registration**
 - Multiple registration using different name will not allow a user access to the data
- **Complete all fields**
 - **Name**
 - **DKO name** Pulled from CAC or “COR Proxy” if entered by SME
 - **Telephone Number** - Enter up to 20 characters
 - **Email** – Format is firstname.lastname@us.army.mil (*Emails auto forward*)
 - **Role**
 - **Contracting Officer** - Selecting this role provides the user access to both roles as CO and CS.
 - **Contract Specialist** - Select this role CS if you are not a contracting officer and will not make COR appointments;
 - **Contracting Center DoDAAC** - Must enter one (1); may add 4 additional
 - **Contracting Center Name** - Text Field (Consistent naming convention)
 - Select “**Save Changes**”
 - Top now states “**Contracting Staff Registration Has Been Inserted.**”

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

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.

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Documents

All COR Appointed Documents

New COR Profile (ADMIN)

COR Profile (ADMIN)

View All (ADMIN)

COR Messages (ADMIN)

Course (ADMIN)

Admin (ADMIN)

Trusted sites

100%

1:09 PM

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 title is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "MAE.BARTLEY". The main content area is titled "DoD COR: Contracting Staff Registration" and contains a registration form with 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:

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

1. Complete all applicable fields.
2. For "DKO Name" use username provided when establishing the DKO account (i.e. "john.smith" or "mary.c.jones4").
3. For e-mail use the "us.army.mil" address.

Contracting Staff Registration

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Contracting Staff Registration

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

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

Contracting Staff Registration

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](#)
MAE.BARTLEY

DoD COR: Contracting Staff Registration

COR Home	First Name:	Middle Name:	Last Name:
COR Profile	MAE		BARTLEY
COR Nomination Process	DKO Name:	Phone:	Email:
Contracting Staff Registration	MAE.BARTLEY	7036028011	MAE.BARTLEY@US.ARMY.MIL
Contract List/Status	Role:	Contracting Center's DODAAC:	Organization:
Awaiting My Approval	CONTRACTING OFFICER	HQ0102	DPAP
Document Templates		Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
All COR Submitted Documents		N00167	NAVY, NSWV CAREROCK
New COR Profile (ADMIN)		Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
COR Proxy (ADMIN)		N00024	NAVY, NAVSEAS 023
View CORs (ADMIN)		Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
COR Misc Codes (ADMIN)		SB4201	DLA, DLIS
Course List (ADMIN)		Fifth Contracting Center's DODAAC:	Fifth Contracting Center's DODAAC Organization:
Admin Email (ADMIN)		FRF3BK	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 DODAAC Organization – Enter the contracting center organization's name. CO/CS may enter up to four (4) additional DoDAACs

Start U... C... C... H:... Mi... 1 ... Na... Air... 3:39 PM

Contracting Staff Registration Completed

The screenshot shows a web browser window titled "COR - Windows Internet Explorer provided by OSD-CIO" with the URL "https://arc-stg.army.mil/DoDCOR/TDAPersonal-Single.aspx". The page displays the "Contracting Officer Representative Tracking (CORT) Tool" interface. A red circle highlights the message: "DoD COR: Contracting Staff Registration Contracting Staff Profile Has Been Updated". The registration form contains the following information:

Field	Value
First Name:	MAE
Middle Name:	
Last Name:	BARTLEY
DKO Name:	MAE.BARTLEY
Phone:	7036028011
Role:	CONTRACTING OFFICER
Contracting Center's DODAAC:	HQ0102
Second Contracting Center's DODAAC:	N00030
Third Contracting Center's DODAAC:	F4F3BR
Fourth Contracting Center's DODAAC:	SP1001
Fifth Contracting Center's DODAAC:	
Email:	MAE.BARTLEY@OSD.MIL
Organization:	DPAP
Second Contracting Center's DODAAC Organization:	NAVSUP
Third Contracting Center's DODAAC Organization:	AIR FORCE, HQ 554 ELSG/KSK
Fourth Contracting Center's DODAAC Organization:	DLA, J6
Fifth Contracting Center's DODAAC Organization:	

On the left side, there is a navigation menu with the following items:

- COR Home
- COR Profile
- COR Nomination Process
- Contracting Staff Registration
- Contract List/Status
- Awaiting My Approval
- Document Templates
- 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)

At the top right, the user name is "MAE.BARTLEY" with a "Logout" link. The bottom of the browser shows the taskbar with various application icons and the system clock at 4:00 PM.

1. Select "save changes."
2. New Registration - Top of page will state "Contracting Staff Profile Has Been Inserted."
3. Update a Registration – Top of page will state "Contracting Staff Profile has been updated."

COR Profile

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

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

File Edit View Favorites Tools Help

COR - COR Profile

DoD COR: Profile

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

View COR Contract List

COR Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience: *
 *
 *

Career Experience Level: *
 *
 *

Supervisor/Commander Information

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

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

Email Address:

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

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

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

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

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

Trusted sites 100%

Start Inb... Rev... CO... Doc... 2 2... CO... RE:... 3:00 PM

Select "COR Profile" from Menu.

COR Profile

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

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

File Edit View Favorites Tools Help

COR - COR Profile

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



Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Profile

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

[View COR Contract List](#)

COR Information

DKO Name:

Email Address:

Work Address:

COR's Home Organization (DODAAC):

City:

Organization Name: *

State:

DEROS Date: *

Zip Code:

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"/>

Country:

Are you a Certified Acquisition Official?: Yes No

Career Experience: * Career Experience Level: *

* *

* *

*Asterisk fields are non-mandatory

Trusted sites 100%

Start Inbo... Re: ... RE: ... COR... H:\C... Micro... 8:17 AM

COR Profile

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

COR PROFILE - Certified Acquisition Official

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

File Edit View Favorites Tools Help

COR - COR Profile

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

COR Information

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

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

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

Are you a Certified Acquisition Official? Yes No

Predominant Acquisition Career:

Supervisor ID: DKO Name: Email Address:

Business, Cost Estimating and Financial Management
Contracting
Facilities Engineering
Industrial/Contract Property Management
Information Technology
Life-Cycle Logistics
Manufacturing, Production and Quality Assurance
Not Currently Certified
Program Management
Purchasing
Science and Technology Management
Systems Planning, Research, Development and Engineering
Test and Evaluation

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

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

Save Record

Trusted sites 100%

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

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

COR Profile

Certified Acquisition Official

- **Are you a certified acquisition professional – Yes**
 - Drop down menu for **Predominant Acquisition Career**
 - Business Cost Estimating and Financial Management
 - Contracting
 - Facilities Engineering
 - Industrial Contract Property Management
 - Information Technology
 - Life Cycle Logistics
 - Manufacturing, Production and Quality Assurance
 - Program Management
 - Purchasing
 - Science and Technology Management
 - Systems Planning, Research, Development and Engineering
 - Test and Evaluation

COR PROFILE - Certified Acquisition Official

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

COR Information

DKO Name: M.K. BARTLEY

Email Address: MKBARTELY@AOL.COM

COR's Home Organization (DODAAC): TEST12

Work Address: 12345 Amberside Drive

Organization Name: DPAP, PDI

City: ARLINGTON

DEROS Date:

State: VA

Zip Code: 22418

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

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	

Supervisor Information

DKO Name:

Email Address:

Commercial Phone:

DSN 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

Save Record

COR Profile

Certified Acquisition Official

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

COR Profile – Career Experience and Level

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

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
COR's Home Organization (DODAAC): HQ0102
Organization Name: DPAP
DEROS Date:

Work Address: 241 18t
City: ARLINGTON
State: VA
Zip Code: 22202
Country: United States

Are you a Certified Acquisition Official?: Yes No

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

Supervisor Information
Note: If the supervisor email address is not a valid address you will receive an email when you try to submit nominations that is invalid.
DKO Name: DANA.CHAN
Note: Check with your supervisor for the correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)
Email Address: DANA.CHAN.CTR.@US.ARMY.MIL

Commercial Phone: [] 703 [] 6028011 []
DSN Phone: [] * [] * [] *
Mobile Phone: [] * [] * [] *

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

Trusted sites 100%

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

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

COR Profile – Supervisor Information

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

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

File Edit View Favorites Tools Help

COR - COR Profile

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

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

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

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

Are you a Certified Acquisition Official?: Yes No

Career Experience: *
 *
 *

Career Experience Level: *
 *
 *

Supervisor/Commander Information

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

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

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

Email Address:

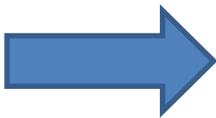
Once your profile is created you will be able to use this screen to manage your course certificates

Trusted sites 100%

CORInfo.aspx?new=1

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

Complete Supervisor/Higher Level Authority Information.



COR Profile – Supervisor Information

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

COR Profile - Training

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

COR Profile – Training

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

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

File Edit View Favorites Tools Help

MSN.com COR - COR Profile

Supervisor Information

DKO Name:

Email Address:

Country:
(If applicable)

Area Code:
(3 digits, no dashes)

Phone Number:
(7 digits, no dashes)

Extension:
(If applicable)

Commercial Phone:
DSN Phone:

Training Courses

[Click to collapse](#)

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

Document:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

Completed Training Section.

COR Profile - Completed

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

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

File Edit View Favorites Tools Help

COR - COR Profile

DoD COR: Profile

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

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

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

COR Information

DKO Name: PINKIE.BROWN

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

Work Address: 1212 Silver Lane

COR's Home Organization (DODAAC): HQ0102

City/APO: Arlington

Organization Name: OUSD *

State: VA

Unit: *

Zip Code: 22416

Country: United States

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

Are you a Certified Acquisition Official?: Yes No

Career Experience: LAB TECHNICAN - LEVEL IV *

Career Experience Level: 10 YEARS *

Supervisor/Commander Information

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

DANA.CHAN

Country Area Code Phone Number Extension

Done Trusted sites 100%

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

CORT Tool

COR Nomination Record Process

COR Nomination Record Process

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

COR Nomination Record Process

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

DoD COR: Nomination Process

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:

Contractor

Cage Code:

Contractor Name: **Contractor Address:**

Contractor City: **Contractor State:**

Contractor Zip Code: **Contractor Country:**

Contract Award Date:

COR Click to collapse

Click on "COR Information" to "expand" or "collapse" the data.

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

COR Nomination Record Process

COR - 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

[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

Courses:

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

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-123-4567

Supporting Contracting Center

Contracting Center Department: [-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-]

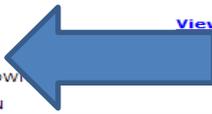
Contracting Specialist

Contracting Specialist: [-Select-]

Commercial Phone: []

Email: []

Start | Unre... | COR... | H:\C... | Revis... | COR... | DoD ... | Trusted sites | 100% | 3:15 PM



Review the training information. When completed, Click on “COR Information” to “collapse” the training courses. Enter remaining data.

COR Nomination Record Process

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

COR Nomination Record Process

The screenshot shows a Windows Internet Explorer browser window displaying the "DoD COR: Nomination Process" website. The address bar shows the URL: https://arc.army.mil/DoDCOR/CORContract.aspx?new=1. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into sections: "COR Information", "Supporting Contracting Center", "Contract Information", "Contract/Solicitation", "Contracting Officer", "Contracting Specialist", "QA Surveillance Plan (QASP)", and "Contractor". A "Contracting Center DODAAC" field contains the value "HQ0102". A "Contract Number" field is present but empty. 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!". An "OK" button is visible in the dialog box, and a blue arrow points to it from the right. The Windows taskbar at the bottom shows the Start button, several open applications (Unread, Today's, Microsoft, COR, Microsoft), and the system tray with the time 10:10 AM.

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

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

COR Nomination Record Process

When "Contract number is NOT known" is selected, enter a "solicitation, PR or an identifying number. Record Status defaults to "draft."

COR Nomination Record Process

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process". The address bar contains the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&new=1>. The page features 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 in the center lists various training and certification records, including "DAU CLM 003 Ethics Training or Agency Equiv", "DAU COR 222, DAU CLC 222 COR on-line training or Equivalent", and "Specialized Training/License/Certification - Type C". Below the table, there are form sections for "Supporting Contracting Center", "Contract Information", "Contracting Officer", "Contracting Specialist", and "QA Surveillance Plan (QASP)". A red circle highlights a "Windows Internet Explorer" dialog box with a yellow warning icon and the text: "Please ensure the contract number is correct!". A blue arrow points from the dialog box to the "Contract Number" field in the "Contract Information" section. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:32 AM.

Contracting Center DDP	Contracting Center DDP	Contracting Center DDP
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: [Field]
Record Status: [Field]

Contracting Officer
Contracting Officer: [-Select-]
Commercial Phone: [Field]

Contracting Specialist
Contracting Specialist: [-Select-]
Commercial Phone: [Field]

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

Windows Internet Explorer
Please ensure the contract number is correct!
[OK]

Contract Information
Contract Number: [Field]
Record Status: [Field]

Contracting Officer
Contracting Officer: [-Select-]
Commercial Phone: [Field]

Contracting Specialist
Contracting Specialist: [-Select-]
Commercial Phone: [Field]

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

Contractor

Email: [Field]
Description: [Field]

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

COR Nomination Record Process

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: SME -TEST

Record Status: Draft

Contracting Officer

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

Commercial Phone: [Field]

Contracting Specialist

Contracting Specialist: [Field]

Commercial Phone: [Field]

QA Surveillance Plan (QASP)

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

Add QASP Document: [Field]

Description: [Field]

Contractor

Cage Code: [Field]

Contractor Name: [Field]

Contractor City: [Field]

Contractor Zip Code: [Field]

Contract Award Date: [Field]

Contractor Address: [Field]

Contractor State: [Field]

Contractor Country: [Field]

Document Templates

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

Contractor

Supervisor

Contracting Officer

Contract Management

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

COR Nomination Record Process

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

COR Nomination Record Process

QASP can also be loaded by Contracting Officer.

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

Description: Quality Assurance Plan Sample

COR Nomination Record 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:

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 ⓘ	<input type="checkbox"/> 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.
4/20/2008	<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 am processing payments when possible using WAWF.

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

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

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

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

Add QASP Document: Browse... Description:

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

COR (Nominee) Certifications:

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

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

Select “submit record (without routing).”

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

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

The screenshot shows a web browser window titled "COR - COR Self Nomination for TEST -1243 - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=84&new=1>. The page header includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "User Name: MAE.BARTLEY" with a "Logout" link.

The main content area displays "COR Self Nomination for TEST -1243" and "COR Contract Record Created" in a red circle. Below this, there is a "Cancel Record" button. A blue arrow points to the "COR Contract Record Created" text with the caption: "Nomination now states 'COR Contract Record Created'".

The left sidebar contains a navigation menu with the following items:

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

The main form fields include:

- COR Information** (Click to expand)
- Supporting Contracting Center**: Contracting Center DODAAC: HQ0102
- Contract Information**: Contract Number is Known (selected), Contract Number is NOT Known
- Contract/Solicitation Number**: TEST-1243
- Record Status**: Draft
- 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)**: Add QASP Document

The Windows taskbar at the bottom shows the Start button, several open applications (Unr..., CO..., SM..., 1 R...), and the system tray with the time 4:17 PM.

COR Nomination Record Process- COR Updates A Saved Record

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

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

File Edit View Favorites Tools Help

COR - COR Profile

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Profile

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

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

COR Information

DKO Name:

Email Address:

Work Address:

COR's Home Organization (DODAAC):

City:

Organization Name:

State:

DEROS Date:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Commercial Phone:

DSN Phone: * * * *

Mobile Phone: * * * *

Career Experience: * * *

Career Experience Level: * * *

Navigation Menu:

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

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

COR Nomination Record Process

COR Updates A Saved Record

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	BEN TEST	Active COR	BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Draft	BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-0001-0000	TEST1999	Active COR	BARTLEY	GAUGHAN, PAUL

Select the saved record. COR status will be "draft."
 Click on the contract/preaward number. Make changes. Ensure certifications are complete. Click on "save record without routing" to save the nomination, or "submit to supervisor" if no additional changes are required.

COR Nomination Record Process - COR Cancels A Record

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

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: Description:

Trusted sites 100%

4:27 PM

COR Nomination Record Process - COR Cancels A Record

The screenshot shows a web browser window titled "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 page header includes the Department of Defense logo and the title "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as "MAE.BARTLEY".

The main content area displays "DoD COR: Nomination Process for TEST -1243" with a "View Complete COR Information" link and a "Cancel Record" button. A "Windows Internet Explorer" dialog box is open, 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. A text overlay at the bottom of the dialog box reads: "When dialogue box appears, select 'ok' to continue with the cancellation process."

The background page shows fields for "Contracting Officer" (DOD, TEST) and "Contracting Specialist" (BARTLEY, MAE), along with their respective commercial phones and emails. There is also a section for "QA Surveillance Plan (QASP)" with a "Browse..." button and a "Description:" field.

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 "DoD COR: Nomination Process for TEST -1243" and the main heading is "Contracting Officer Representative Tracking (CORT) Tool". The user is logged in as MAE.BARTLEY.

The page content includes a navigation menu on the left, a "COR Information" section, and a "Contract Information" section. The "Record Status" is highlighted with a red circle and labeled as "Cancelled". A blue arrow points to the "COR Contract Record Cancelled" text, which is also circled in red.

Contracting Officer Representative Tracking (CORT) Tool

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

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

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

Record Status: Cancelled

Contract Information
Contract/Solicitation Number: TEST-1243

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:

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

COR Nomination Record Process - COR Reviews Status of Nominations

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

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

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

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

COR Supervisors

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

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

COR Nomination Record Process - COR Reviews Status of Nominations

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

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

File Edit View Favorites Tools Help

COR - COR Contract List


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

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

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	Active COR	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		Terminated	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE02		COR Nominee - Supervisor Approved	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	NO0190-09-C-0001-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL



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

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

Trusted sites 100%

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

COR Nomination Record Process

COR Submits Record to Supervisor

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

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

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

Contractor Address:
Contractor State:
Contractor Country:

COR - Click to collapse
COR (Nominee) Certifications:

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

Submit Record to Supervisor Save Record (without routing)

Supervisor - Click to expand
Contracting Officer - Click to expand
Contracting Document - Click to expand

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

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

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

COR Nomination Record Process

COR Submits Nomination to Supervisor

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
MATTHEW.B.SINES

COR Self Nomination for TEST KT

COR Nominee Record Saved and Submitted for Approval

[View Complete COR 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

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

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

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

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

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: Description:

Done

Start | Inbox - Mi... | H:\CORT T... | Microsoft P... | Re: CORT ... | COR - CO... | 2:56 PM

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.

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

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

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

Dear MAE BARTLEY,

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

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

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

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

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

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

Thank you.

Start | Unread ... | COR - A... | Microsof... | COR No... | COR N... | 9:40 AM

COR Nomination Record Process - Supervisor's Role

- Reason for Supervisor not receiving emails
 - 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 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	N00019-09-D-0018-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%

11:45 AM

Supervisor's may review the status of a nomination by selecting Contract List Status.

COR Nomination Process - Supervisor's Role – Awaiting Approval

DoD COR: Home

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

File Edit View Favorites Tools Help

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Home

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

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

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

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

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.

From the menu, select "Awaiting My Approval"

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
No Contracts Awaiting Your Approval

COR Nominees Awaiting My Approval as Contracting Officer
No Contracts Awaiting Your Approval

Select awaiting my approval. “No Contract Awaiting Your Approval” will be displayed when there are no actions awaiting approval.

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

Navigation Menu:

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

Text: If available, a list of actions awaiting approval is displayed. Select the contract number to begin the review of the nomination.

Start | Unread ... | COR - ... | Microsof... | COR No... | COR No... | 9:42 AM

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

- **Review Nomination**
 - Review the COR Training courses; COR courses should be displayed
 - 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 CO/CS; Ensure correct CO/CS is selected
 - Review QASP; Ensure QASP or memorandum is loaded
- **Complete all certifications** (*Prior to supervisor approval*).

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

Description:

Review Nomination. If there are "No course listed" supervisor should advise COR to enter COR courses.

Review remaining fields.

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 513.9001 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 DoDDS500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

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

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

1. Complete certification; Check all that apply;
2. Annotate approval (optional) or rejection (mandatory) comments.

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

- **Approve, save, reject or cancel the record**
 - **“Save Record with routing”** allows a 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 corrective action
 - **“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

To save the nomination, to update at a later date, select "Save Record (without routing)."

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	I certify 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 have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/>	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/>	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"/>	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"/>	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/>	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"/>	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/>	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"/>	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"/>	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/>	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"/>	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"/>	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"/>	The Nominee's integrity and adherence to the Standards of Conduct DoDDS500.7-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 experiance.

Supervisor Approve **Save Record (without routing)** Supervisor Reject

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

Contracting Officer Representative Tracking (CORT) Tool

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

COR Self Nomination for N00030-09-C-9999-0000
COR Contract Record Updated

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: N00030 -09 -C -9999

Delivery/Task Order: 0000

Record Status: Draft

Contracting Officer

Contracting Officer: DOD, TEST Email: DOD.TEST@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%

Start Unread Ma... COR - CO... H:\CORT T... Microsoft P... 8:12 AM

COR Nomination Record Process – Supervisor Rejects A Record

1. To reject the nomination, select “supervisor reject.”
2. When dialogue box appears, Click “ok” to complete the rejection submission process.

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.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.
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 Nonminee has extensive experience.

Supervisor Approve **Save Record (without routing)** **Supervisor Reject**

COR Nomination Record Process

Supervisor Rejects A Nomination

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
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: OSD
Contracting Center DODAAC: HQ0102

Contract Information

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: Browse...

Contractor

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

Email: MAE.BARTLEY@US.ARMY.MIL
Contractor Address:
Contractor State:
Contractor Country:

Description:

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

Record Status changes to "Record Rejected by Supervisor"

Record Status changes to and an email is sent to the COR advising of rejection.

COR Nomination Record Process

Supervisor Cancels A Nomination

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=132&id=4503>. The page is titled "Contracting Officer Representative Tracking (CORT) Tool" and features the Department of Defense logo. The main content area displays the "DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01" with a "Cancel Record" button highlighted by a blue arrow. A text box next to the arrow says "To cancel a nomination, select 'cancel record.'".

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01

[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: HQ0102 -08 -D -TEST

Delivery/Task Order: TE01

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

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

Commercial Phone: 8434121010

Contracting Specialist

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

Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

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

Existing Document: QUALITY ASSURANCE PLAN... Description: QASP

COR Nomination Process

Supervisor Cancels A Nomination

The screenshot displays the 'Contracting Officer Representative Tracking (CORT) Tool' interface. The main content area shows 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: 'If the KO/SP cancels this COR nomination, all information will be lost. Do you wish to continue to cancel this COR nomination?'. The dialog offers two options: 'OK' to continue with Cancellation and 'Cancel' to stop this Cancellation process. The 'OK' button is circled in red.

Contracting Officer
Contracting Officer: DOD, TEST
Commercial Phone: 8434121010

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

Contracting Officer Information:
Contracting Officer: DOD, TEST
Commercial Phone: 8434121010
Email: DOD.TEST@US.ARMY.MIL

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

QA Surveillance Plan (QASP) Information:
Description: QASP
Uploaded Files: [None listed]

When dialogue box appears, select "ok" to continue with the cancellation. Record is removed from the system and is no longer available to CORT Tool users

COR Nomination Record Process - Supervisor- Approves A Record

1. To approve the nomination, select “supervisor approve.”
2. When dialogue box appears, Click “ok” to complete the approval submission process.

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 IIS Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	Administrative abilities and the required security clearance duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	Equally perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	Contract clauses such as changes, inspection and acceptance, and the concepts of excusable and nonexcusable delays
9/20/2007	<input checked="" type="checkbox"/> I certify	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.

Approval/Rejection Comments:

This COR Nonminee has extensive experiece.

Supervisor Approve (circled in red)

Save Record (without routing) Supervisor Reject

Windows Internet Explorer dialog box: Are you sure you wish to approve this record? (OK, Cancel)

COR Nomination Record Process - Supervisor – Approves a Nomination

COR Self Nomination for TEST - 369
COR Nominee Record Approved and Submitted to Contracting Officer

[View Complete COR Information](#)
Cancel Record

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation 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

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

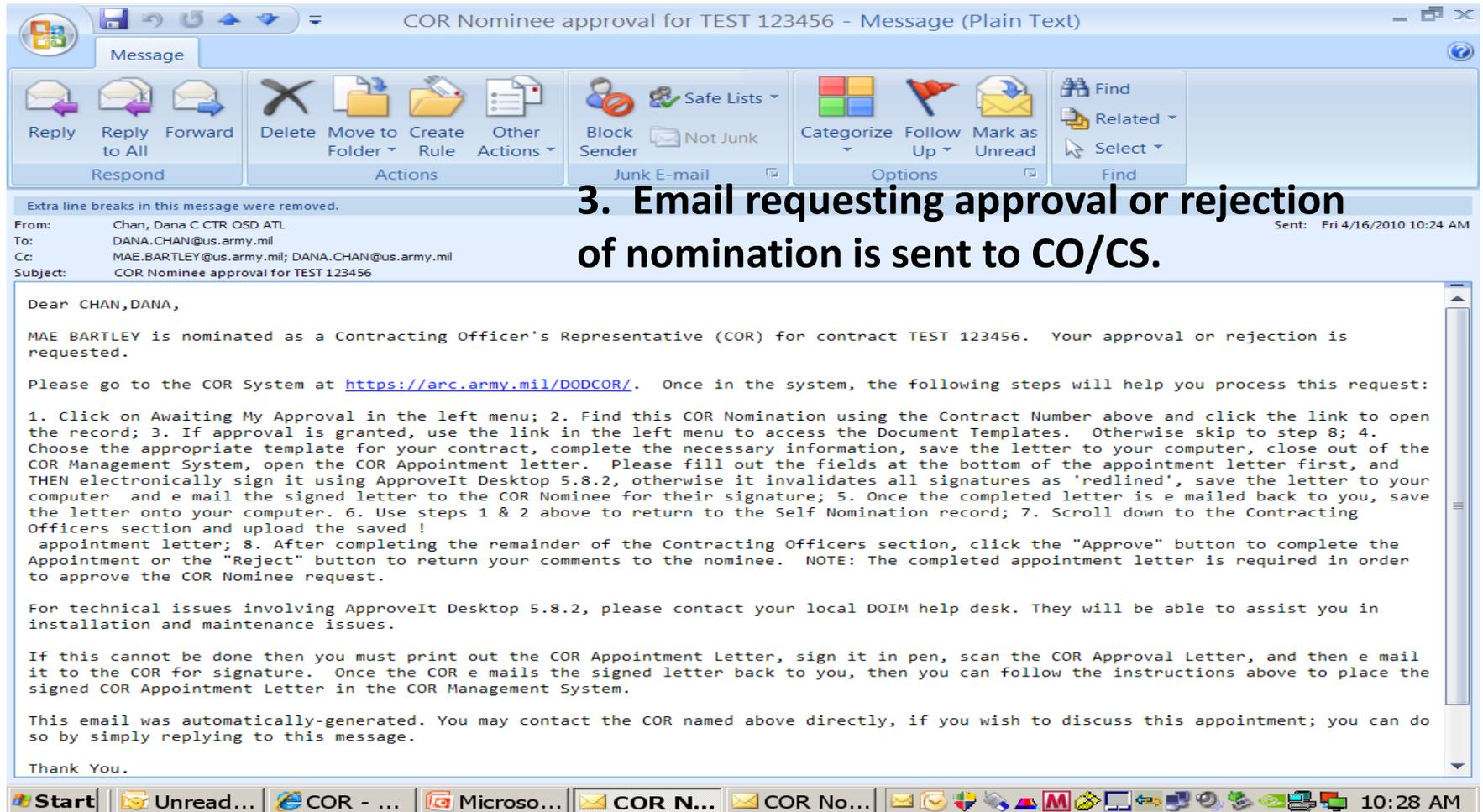
Cage Code:
Contractor Name:
Contractor City:
Contractor Zip Code:

Contractor Address:
Contractor State:
Contractor Country:

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.

Message: COR Nominee approval for TEST 123456 - Message (Plain Text)

From: Chan, Dana C CTR OSD ATL
To: DANA.CHAN@us.army.mil
Cc: MAE.BARTLEY@us.army.mil; DANA.CHAN@us.army.mil
Subject: COR Nominee approval for TEST 123456

Sent: Fri 4/16/2010 10:24 AM

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

- **Reason for Contracting Officer/Contract Specialist not receiving emails**
 - Wrong contracting officer or contract specialist selected
 - DKO email address is not in the DKO required format firstname.lastname@us.army.mil.
 - BRIAN.P.ANDERSON@NAVY.MIL versus BRIAN.P.ANDERSON2@US.ARMY.MIL
 - BRIAN.MILLER4@MED.NAVY.MIL versus BRIAN.MILLER1@US.ARMY.MIL
 - CORT Tool is built on DKO Platform, emails will only go a us.army.mil account;
 - DKO email is correct; but auto forward feature has not been activated by the contracting officer or contract specialist

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-TF01	JAE.BARTLEY

From menu, select "Awaiting My Approval." A list of actions awaiting approval will be displayed. Select the contract number to begin the review of the nomination.

Note: This list may not be available for Contract Specialist.

COR Nomination Record Process

CO/CS - Awaiting My Approval

DoD COR: Awaiting my Approval

Contracting Officer Representative Tracking (CORT) Tool

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

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)

Windows Taskbar:

- Start
- Unread Ma...
- Microsoft P...
- H:\CORT T...
- COR - Aw...
- 10:55 AM

If there are no actions, the this section will state there are “No Contracts Actions Awaiting Your Approval.”

COR Nomination Record Process

Contracting Officer/Specialist Review

- **Click on the applicable “contract/preaward” number to access and review the record.**
 - 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 Process

Contracting Officer/Specialist 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\A 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%

Start | Inbox - Mi... | H:\CORT ... | Microsoft ... | Re: CORT ... | COR - Do... | 3:46 PM

COR Nomination Process

Contracting Officer/Specialist Review

- **Approve, save, reject or reject and cancel the nomination**
 - “Approve” appoints a COR to the contract
 - “Save” allows a CO to update the information at a later date
 - “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
 - **“Reject AND set status to Cancelled”**
 - “Cancel record” removes the COR nomination from the CORT Tool
- **Select Contracting Officer Approve**

COR Nomination Record Process

CO/CS Saves a Record w/o Routing

To save the nomination, to update at a later date, select "Save Record (without routing)."

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

Contracting Officer Approve

Save Record (without routing)

Contracting Officer Reject

Contract Management - Click to expand

Error on page.

Trusted sites 100%

Start I.. R. C. H. C. E. A. M. S. D. 3.. 2:30 PM

COR Nomination Record Process

CO/CS Saves a Record w/o Routing

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

COR Information - Click to expand

Supporting Contracting Center

Contracting Center: OSD
Department: [Dropdown]
Contracting Center: HQ0102
DODAAC: [Text]

Contract Information

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

Contract/Solicitation Number: HQ0102 - 02 - 0 - TEST
Delivery/Task Order: 01AB
Record Status: PENDING PCO 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: [Text] Browse...

Contractor

Cage Code: [Text]
Contractor Name: [Text]
Contractor City: [Text]
Contractor Zip Code: [Text]
Contract Award Date: [Text]

Email: [Text]
Description: SAMPLE
Description: SAMPLE

Contractor Address: [Text]
Contractor State: [Text]
Contractor Country: [Text]

Nomination now states “COR Contract Record Updated.” Record Status remains Pending PCO Review.

COR Nomination Record Process

CO/CS Rejects A Nomination – Not Cancelled

1. Select “Contracting Officer Reject.”
2. Add comments (REQUIRED).
3. The dialogue box appears and defaults to “Reject but DO NOT set status to Cancelled.”

The screenshot displays the 'COR Self Nomination' web application. The interface includes a header with the contractor's name and address, a central section for 'Contracting Officer' details and certification, and a bottom section for 'Appointment Letter' and 'Contract Management'. A red circle highlights the 'Contracting Officer Reject' button in the bottom right. A blue arrow points from a dialog box to this button. The dialog box contains the text: 'Please select from the following: [X] Reject but DO NOT set status to Cancelled. [] Reject AND set status to Cancelled.' The 'Contracting Officer Reject' button is also circled in red.

COR Nomination Record Process

CO/CS Rejects A Nomination Not Cancelled

Click "OK" to continue with the rejection submission process.

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

The screenshot shows the 'COR - COR Self Nomination for HQ0102-02-D-TEST-01AB' interface. The 'Contracting Officer Reject' button is circled in red. A dialog box is open over the 'Certification' section, asking the user to select a rejection reason: 'Reject but DO NOT set status to Cancelled.' or 'Reject AND set status to Cancelled.' The 'OK' button in the dialog box is also circled in red.

COR Nomination Record Process

CO/CS Rejects A Nomination –Not Cancelled

Contracting Officer Representative Tracking (CORT) Tool

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

COR Self Nomination for HQ0102-01-C-XX11-0000
COR Nominee Record Rejected by Contracting Officer
[View Complete COR Information](#)

COR Information --Click to expand

Supporting Contracting Center

Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number: - - -

Delivery/Task Order:

Record Status: COR Nominee - KO Rejected

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

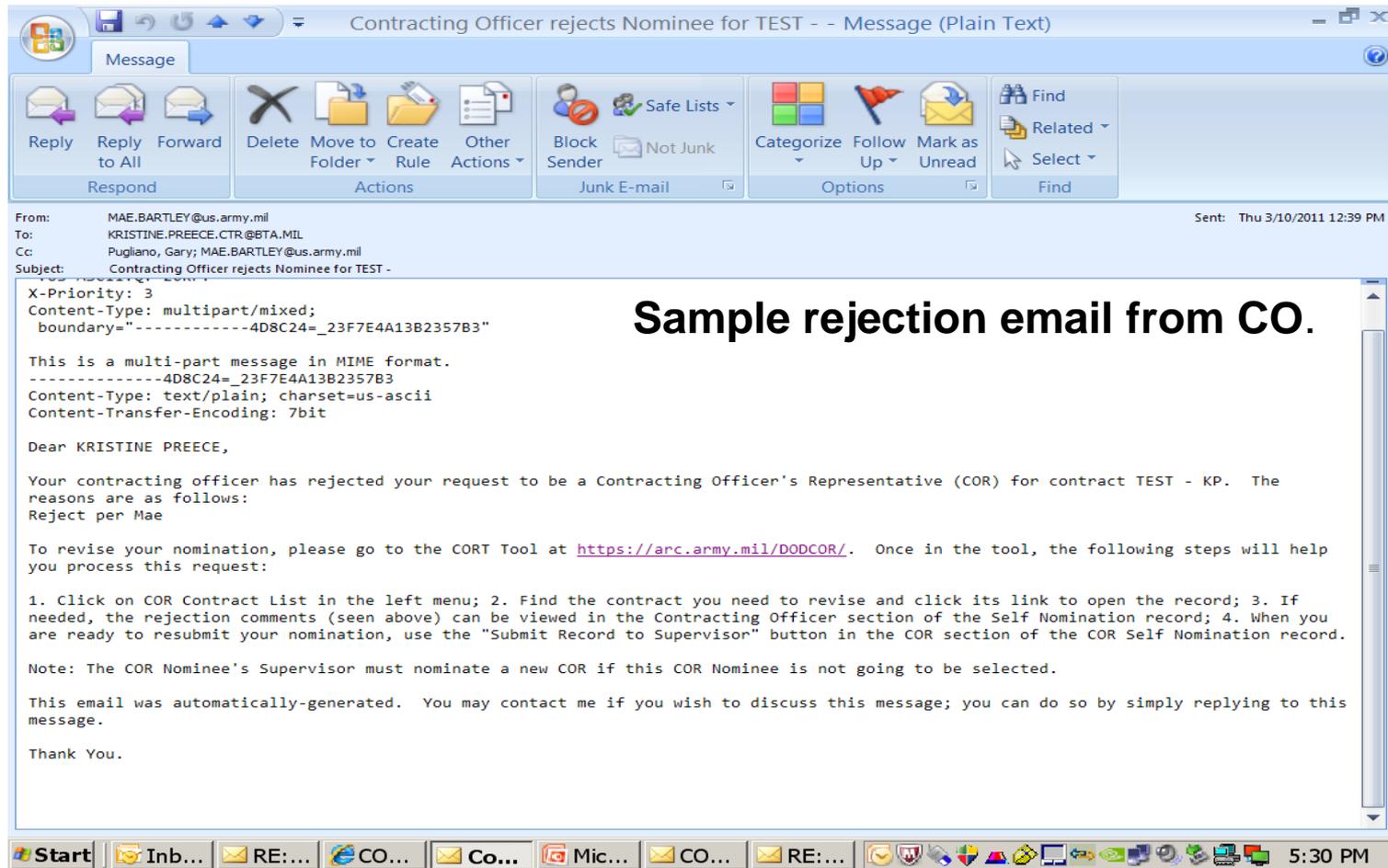
Done Trusted sites 100%

Start Unread Mail ... COR - COR... Microsoft Po... 8:59 AM

If “OK” was selected from previous screen, record now states “COR Nominee Record Rejected by Contracting Officer” and email is sent to the COR advising of rejection.

COR Nomination Process

CO/CS Rejects A Nomination –Not Cancelled



COR Nomination Record Process

CO/CS Rejects A Nomination - Cancelled

To reject and cancel the nomination, select contracting officer reject.

Change default box in dialogue box to "Reject AND set status to Cancelled"

Click "OK" to approve cancellation.

The screenshot displays the 'COR - COR Self Nomination for HQ0102-02-D-TEST-01AB' web application. The interface includes a header with the URL and browser information. The main content area is divided into several sections:

- Contractor Information:** Fields for Cage Code, Contractor Name, City, Zip Code, Award Date, Address, State, and Country.
- COR Information:** Fields for Supervisor/Commander and Contracting Officer.
- Certification Table:** A table with columns for 'Cert. Activation' and 'Certification'. The 'Certification' column contains text describing the requirements for each certification.
- Contracting Officer Reject:** A button located at the bottom right of the form, circled in red.
- Dialog Box:** A yellow dialog box is open over the certification table, containing the text 'Please select from the following:' and two radio button options: 'Reject but DO NOT set status to Cancelled.' and 'Reject AND set status to Cancelled.'. The second option is selected, and the dialog box is also circled in red.

The taskbar at the bottom shows the Start button, several open applications (Inbox, H:\CORT, Microsoft, Re: CORT, COR - C...), and the system clock showing 4:10 PM on 4/10/2011.

COR Nomination Record Process

CO/CS Rejects A Nomination - Cancelled

Select "OK" to continue.

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

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

Contracting Officer:
Cert. Activation: All
Certification:

Windows Internet Explorer Dialog:
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
Buttons: OK (circled in red), Cancel

Background Form Fields:
Approval/Rejection Comments:
Appointment Letter: Browse...
Appointment Date:
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 Rejects A Nomination - Cancelled

Contracting Officer Representative Tracking (CORT) Tool

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

DoD COR: Nomination Process for HQ0102-01-C-XX11-0000
COR Contract Record Cancelled
[View Complete COR Information](#)

COR Information Click to expand

Supporting Contracting Center

Contracting Center DODAAC:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: - - -

Delivery/Task Order:

Record Status: Cancelled

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: DOD, TEST
Commercial Phone: 7036028011

QA Surveillance Plan (QASP)

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

Start | Unread Mail ... | COR - DoD ... | Microsoft Po... | 9:15 AM

Nomination now states COR Contract Record Cancelled.”

Record Status changes to “Cancelled.”

Once cancelled, the record is removed from the 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/CORContract.aspx?cor=353&id=5062

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Contractor Zip Code:
Contract Award Date:

Contractor Country:

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

Delivery/Task Order:

COR Training Type: A

Contingency Environment?: No

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

Contracting Officer Certifications:

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 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\VA 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

Start | COR - Do... | Unread Ma... | H:\CORT T... | SME Traini... | SME Traini... | 11:26 AM

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

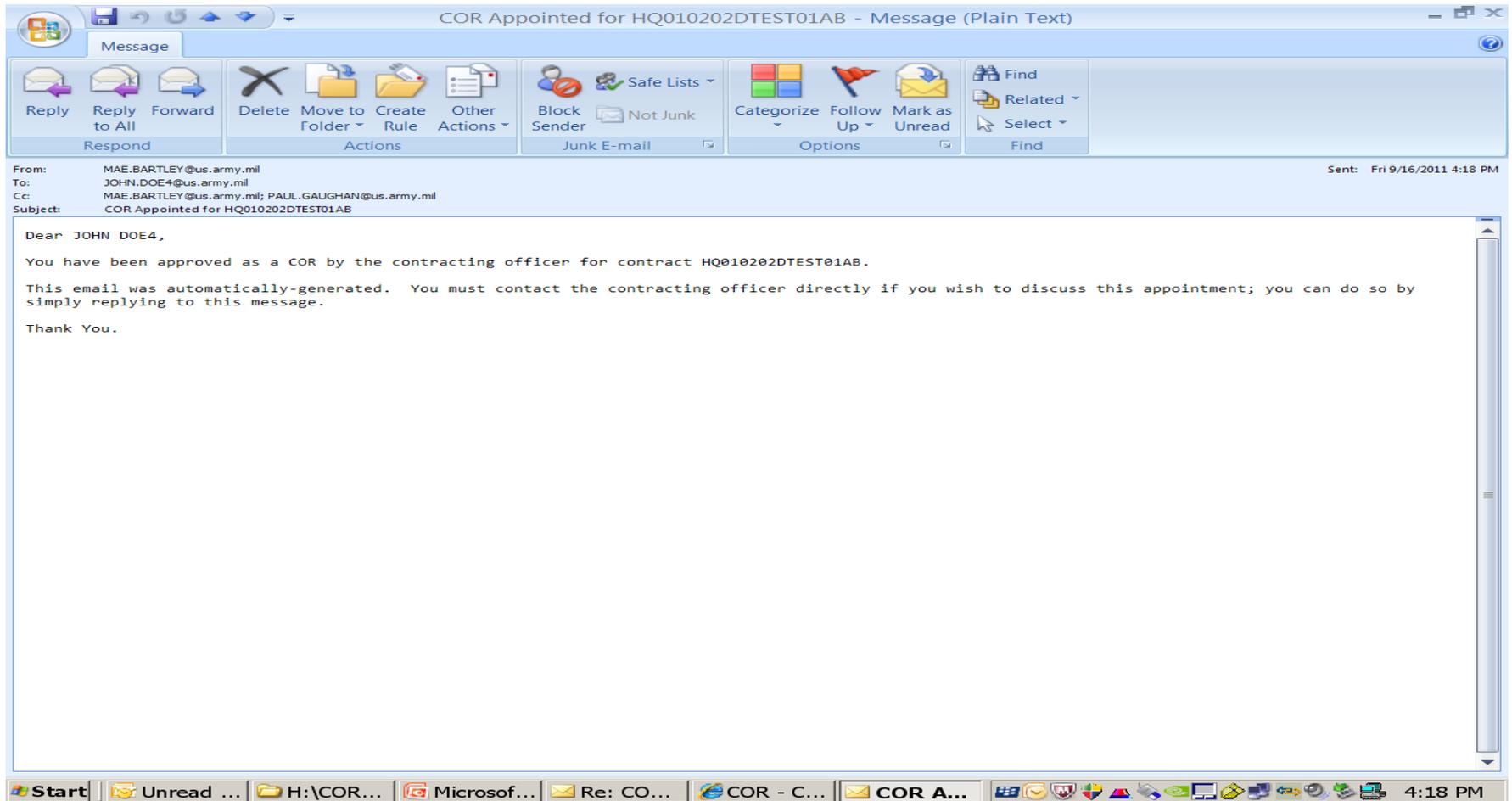
Contracting Specialist
Contracting Specialist: DOD, TEST
Commercial Phone: 7036028011
Email: TEST.DOD@US.ARMY.MIL

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

Done Trusted sites 100%

Start Unread Mail ... COR - COR... Microsoft Po... 9:08 AM

COR Nomination Record Process- CO/CS Approves a Nomination



COR Nomination Record Process

CO/CS Revoking/Terminating A COR

The screenshot displays the 'COR Self Nomination for HQ010202DTEST01AB' web application. The interface includes a navigation menu, a search bar, and a main content area with several sections:

- Contracting Officer Certifications:** A table with columns for 'Cert. Activation', 'Certification', and 'Certification' details. The table lists several certification records for the date 3/21/2011, all marked as 'Certified'.
- Approval/Rejection Comments:** A section for providing feedback on the nomination.
- Appointment Letter:** A field for uploading an appointment letter (file: APPOINTMENT LETTER.doc) and a date field set to 09/16/2011.
- COR Revocation Letter:** A field for uploading a revocation letter (file: H:\CORT Tool\SAMPLES\S) and a date field set to 09/16/2011. A red box highlights this section, and a 'Revoke COR' button is located below it.
- Contract Management:** A section for managing contract status reports, currently showing 'No Monthly Status Reports Listed'.
- Annual COR File Inspection Checklist:** A section for managing file inspection checklists, currently showing 'No COR File Inspection Checklist File Listed'.

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

COR Nomination Record Process

CO/CS Revoking/Terminating A COR

Click on "OK" to terminate the COR on this contract or "Cancel" to retain.

The screenshot shows a web browser window titled "COR - COR Self Nomination for HQ010202DTEST01AB - Windows Internet Explorer provided by OSD-CIO". The address bar shows the URL: <https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=3549&id=5243&orgid=1>. The page content includes a table of certifications, a "Revoke COR" button, and a confirmation dialog box.

Cert. Activation	Certification
3/21/2011	Certified

Windows Internet Explorer
Are you sure you wish to terminate the COR for this contract?
OK Cancel

Revoke COR

Month: -Select- Year: 2011

Add File: [Browse...]

Year: 2011

COR Nomination Record Process CO/CS Revoking/Terminating A COR

COR Self Nomination for HQ010202DTEST01AB
COR Appointment Terminated
[View Complete COR Information](#)
Cancel Record

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

Contract Information
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
Email: PAUL.GAUGHAN@US.ARMY.MIL

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

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

Contractor Address:
Contractor State:
Contractor Country:

Record now states "COR Appointment Terminated." Record Status changes to Terminated.

Contract Management

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

Contract Management

COR - DoD COR: Nomination Process for TEST - 999999 - Windows Internet Explorer provided by OSD-CIO

https://arc.army.mil/DODCOR/COR.Contract.aspx?cor=127&id=4443&orgid=1

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

No Monthly Status reports Listed

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

Miscellaneous Documents
No Miscellaneous Documents Listed

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

javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00\$cphMain\$lbManagement", "", t... Trusted sites 100%

Start | Sent ... | Revi... | H:\C... | COR ... | COR... | 1 Re... | 11:03 AM

Click on "Contract Management" to expand or "collapse" the contract management information.

Contract Management – Adding Reports

Monthly Status Reports
No Monthly Status Reports Listed

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

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

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

Miscellaneous Documents
No Miscellaneous Documents Listed

Add File Month: Year:
Document Type:
Add File:

To add a report

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

Contract Management- Miscellaneous Documents

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

- Annual COR File Inspection Checklist:** Includes a file upload area with a note: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)".
- COR Trip Report:** Includes a file upload area with a note: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)".
- COR Correspondence Report:** Includes a file upload area with a note: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)".
- Miscellaneous Documents:** This section is circled in red. It includes a dropdown menu for "Document Type" with the following options: Deficiency Reports, Environmental Plan, GFE Inventory, GFE Property Validation, Maintenance Plan, Quality Assurance Surveillance Plan, Required Regulations, Safety Plan, Surveillance Check List, Surveillance Schedule, Test Reports, and Work Plan. A blue arrow points to the "Add File" button in this section.

The browser address bar shows the URL: <https://arc.army.mil/DODCOR/CORContract.aspx?cor=53&id=4282&orgid=1>

Types of
Miscellaneous
documents
that can be
added.

Document Templates

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](#).

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?

Start Unre... Fw: C... CORT... H:\C... DoD ... 1 Re... 4:29 PM

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%

Start Unr... FW... CO... H:\... CO... 1 R... Mic... 4:33 PM

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)

Start | DoD C... | Unread ... | H:\COR... | SME Tr... | SME Tr... | SME Tr... | Trusted sites | 100% | 11:55 AM

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:

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

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

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)

Windows Taskbar: Start, DoD C..., Unread ..., H:\COR..., SME Tr..., SME Tr..., SME Tr..., 11:56 AM

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

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.

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 All (ADMIN)
- COR Misc (ADMIN)
- Course Lis (ADMIN)
- Admin Em (ADMIN)

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

Trusted sites 100%

Start U... F... C... H:... D... 1 ... C... Co... 4:38 PM

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: **MAE.BARTLEY** [Logout](#)

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	HQ1028-01-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	

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

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

Trusted sites 100%

Start COR - ... Unread ... H:\COR... SME Tr... SME Tr... SME Tr... 11:57 AM

All COR Submitted Documents

COR - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

COR

Contracting Officer Representative Tracking (CORT) Tool

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

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

Left 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)

Taskbar: Start | COR - ... | Unread ... | H:\COR... | SME Tr... | SME Tr... | SME Tr... | 12:01 PM

Loaded contracts documents may be viewed. 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
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	TEST 11	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.

Start | DoD C... | Unread ... | H:\COR... | SME Tr... | SME Tr... | SME Tr... | 12:03 PM

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/CORContract.aspx?cor=3549&id=5243

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Page Tools

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:	<table border="1"> <thead> <tr> <th>Course</th> <th>Training Lvl</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td>DAU CLC 106 COR with a Mission Focus</td> <td>[A]</td> <td>Certificate of Completion.doc</td> </tr> <tr> <td>DAU CLM 003 Ethics Training or Agency Equiv</td> <td>ABC</td> <td>Certificate of Completion.doc</td> </tr> </tbody> </table>		Course	Training Lvl	Certificate	DAU CLC 106 COR with a Mission Focus	[A]	Certificate of Completion.doc	DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc
Course	Training Lvl	Certificate									
DAU CLC 106 COR with a Mission Focus	[A]	Certificate of Completion.doc									
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Certificate of Completion.doc									

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 11

Record Status: PENDING PCO REVIEW

Contracting Officer: BARTLEY, MAE

Commercial Phone: [Select-]
BARTLEY, MAE

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:

Email: MAE.BARTLEY@US.ARMY.MIL

Email: PAUL.GAUGHAN@US.ARMY.MIL

Description: SAMPLE

Description: SAMPLE

Done

Start COR - ... Unread ... H:\COR... SME Tr... SME Tr... SME Tr... Trusted sites 100% 12:09 PM

May
change
CO or
CS.

COR Related Links

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Links Page

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

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

Training

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

Contract Documentation

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

Contracting Officer Representative Tracking (CORT) Tool

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

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:

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

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

Department of Defense
Contracting Officer Representative
Tracking (CORT) Tool

User Name: MAE.BARTLEY Logout

COR Information

DKO Name: MAE.BARTLEY

Work Address: [Text Box]

City/APO: [Text Box]

State: [-Select-]

Zip Code: [Text Box]

Country: United States

Are you a Certified Acquisition Official?: Yes No

Career Experience: [Text Box]

Career Experience Level: [Text Box]

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: [Text Box]

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

Supervisor/Commander Email Address: [Text Box]

DoD COR: Profile

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

View COR Contract List

Email Address: [Text Box]

COR's Home Organization (DODAAC): [Text Box]

Organization Name: [Text Box]

Unit: [Text Box]

Commercial Phone:	Country (If applicable)	Area Code (3 digits, no dashes)	Phone Number (7 digits, no dashes)	Extension (If applicable)
[Text Box]	[Text Box]	[Text Box]	[Text Box]	[Text Box]
DSN Phone:				
[Text Box]			[Text Box]	[Text Box]
Mobile Phone:				
[Text Box]			[Text Box]	[Text Box]

Supervisor/Commander Information

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

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

Save Record

Start | COR - CO... | Unread Ma... | H:\CORT T... | SME Traini... | SME Traini... | 12:21 PM

SME's may create profiles for CORs within and outside of your organization. Ensure that you save record. Add in the training and save the record again.

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: MAE.BARTLEY [Logout](#)

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-5032	4608-10-M-5032	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-5000-0033		PENDING SUPERVISOR REVIEW	BRIAN.LE1	DUSTIN.TIMMERMANN	DUSTIN.TIMMERMANN	
ALEXANDER.TORRES7	DCA200-02-D-5000-0066		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	

Start | COR - Vie... | Unread Ma... | H:\CORT T... | SME Traini... | SME Traini... | 12:24 PM

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.