



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

Subject Matter Expert Training

JUNE 2012



Ground Rules

- ❑ Please mute your phones
 - ❑ We can all hear your background conversations
- ❑ Please do not put you phones on “hold”
- ❑ **This presentation will be posted on the DPAP website at:
<http://www.acq.osd.mil/dpap/pdi/eb/cor.html>**

What Is The CORT TOOL?

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

What is the CORT Tool?

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

CORT Tool Roles

Major Roles

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

Minor Roles

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

Contracting Officer Representative

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

COR Supervisor

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

Contracting Official

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

Subject Matter Expert

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

SUBJECT MATTER EXPERTS

Roles & Responsibilities

Subject Matter Experts

DoD/DPAP Administrator

Component

- Appointed by the Head of Military Departments or Defense Agencies
- Will have overall responsibility for deployment of CORT Tool within your department or agency
 - Ensure that all users obtain an AKO/DKO account
 - Ensure that all contracting officers and contract specialists are registered in the CORT Tool
 - Ensure that all CORs create a COR Profile
 - Ensure that all applicable contract are recorded in the CORT Tool
 - Perform limited administrative functions in the CORT Tool;

Major Command SME (*Local*)

Deployment Plans

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

Deployment Plans

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

CORT Tool Deployment

- Phase I - Q3FY 2011 and began with those agencies who participated in the pilot testing**
 - Department of Navy: NAVSEA, NAVSUP, NAVAIR and SSP
 - Department of Air Force: Wright Patterson & Gunter AFB
 - Defense Logistics Agency (DLA)
 - Missile Defense Agencies (MDA)
 - Defense Information System Agency (DISA)
- Phase II began in Q4FY2011 and continued with the remaining commands and subcommands of the Departments of the Navy and Air Force**
- Phase III began in FY2012 at all other DoD agencies and commands**
- Agencies deployment completed by 30 September 2012**

ARMY/DEFENSE KNOWLEDGE ONLINE (AKO/DKO)

Basics

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

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

AKO/DKO BASICS

Register for a AKO/DKO Account

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

AKO/DKO BASICS –

Register for a AKO/DKO Account

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

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

AKO/DKO BASICS –

Register CAC with your AKO/DKO Account

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

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

This information system is approved for UNCLASSIFIED

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

My Account

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

Login Options

- Set Homepage
- CAC/Certificate Registration

Notifications

- My Notifications
- Notification Settings

Mail Preferences

- Mail Options
- Switch Email Address
- Vacation Message

Sponsor Management

SMC

Select My Account

Select Mail Options.

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

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

My Account

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

Enter forwarding email address twice

Click on submit.

Mail Options

Update Your Email Information

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

Forwarding Email Address

Confirm Forwarding Email Address

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

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

External Email Address: [?](#)

Enable S/MIME [?](#)

Submit



[myProfile Page](#)

[Account Settings](#)

[Account Information](#)

[Change Password](#)

[Security Questions](#)

[KBA Questions](#)

[Login Options](#)

[Set Homepage](#)

[CAC/Certificate Registration](#)

[Mail Preferences](#)

[Mail Options](#)

[Switch Email Address](#)

[Vacation Message](#)

[Notifications](#)

CORT Tool Demonstration

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

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

CORT Tool

Homepage

Homepage – Menu Item

DoD COR: Home

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

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

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

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

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

TRAINING STATUS UPDATE

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

COR NOMINEES

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

COR SUPERVISORS/COMMANDERS

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

CONTRACTING OFFICERS/SPECIALISTS

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

Links policy and user guide.

CORT Tool Menu – All users will see a combination of the menu items.

Homepage – Menu Items

☐ All Users

- ☐ **COR Home** – returns the user to homepage
- ☐ **Contract List/Status** - provides the user access to the records associated with the users user name
- ☐ **All COR submitted Documents** - allows the user to view all documents associated with a contract; even those from previous CORs
- ☐ **Document Templates** - allows the user to see “samples” of COR Document templates
- ☐ **Local Forms and POC** – Provides a location to have agency forms and POC for those forms posted
- ☐ **COR Related Links** - Displays links to various training contract documentation and regulations/processes

Homepage – Menu Item

COR Specific

COR Profile - allows the COR to enter or edit a profile information

COR Nomination Process - allows the COR to begin the nomination process.

COR Supervisor

Awaiting My Approval - provides the supervisor access to all records the supervisor needs to approve or reject

Homepage – Menu Item

Contracting Officer/Contract Specialist

- Contracting Staff Registration** – allows the Contracting officer and Specialist to enter their registration information
- Awaiting My Approval** - provides the contracting officers and specialist access to all records that are awaiting their approval/rejection
- View All Local COR Records** – allows the contracting officer and specialist to see records associated with the contracting center DoDAAC

Homepage – Menu Item

Component Subject Matter Expert

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

Policy & Guide Links

- ❑ **DoD COR Handbook – March 22,2012**

- ❑ **DOD Contingency COR Handbook**

- ❑ **CORT Tool User guide.**

- ❑ **Link to DPAP website**

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

 - ❑ Training Materials,

 - ❑ CORs, Supervisors and Contracting Officer/Contract Specialist

 - ❑ Deployment Information,

 - ❑ FAQ,

 - ❑ Podcast, etc

 - ❑ Component Subject Matter Experts List

Policy & Guides Links

Department of Defense

COR HANDBOOK

March 22, 2012



Policy & Guides Link

Defense Contingency Contracting Officer Representative Handbook



Policy & Guides Links

DOD CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)

USERS GUIDE

February 2012



Policy & Guides Link

DPAP > Program Development and Implementation > eBusiness > Contracting Officer Representative Tracking Tool (CORTT)

Text Size - + Print Page

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

The Department of Defense (DoD) Contracting Officer Representative Tracking (CORT) Tool is a web management capability for the appointment of CORs. This Tool allows a perspective COR, COR Supervisor and Contracting Officer to electronically process nomination of CORs for one or multiple contracts. It provides built in workflows for the nomination process to include email alerts/status reminders for monthly status report due-ins and delinquencies. The CORT Tool provides contracting personnel and requiring activities the means to track and manage COR assignment across multiple contracts across DoD.

The CORT Tool is Common Access Card (CAC) enabled and is available to all members of DoD with an Army or Defense Knowledge Online (AKO/DKO) account. The CAC must be registered with AKO/DKO before access to the DoD CORT Tool can be obtained.

BENEFITS OF CORT TOOL

- Provides an 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 and 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
- Terminate the COR appointment

DEPLOYMENT ACROSS THE DEPARTMENT OF DEFENSE

DoD will begin a phased deployment of the CORT Tool. Additional guidance for deployment is contained in the "CORT Tool Guidance and Instructions" under the CORT Tool Deployment Attachments section.

Phase I began in Q2FY 2011 and began with those agencies who participated in the pilot testing

- Department of Navy: NAVSEA, NAVSUP, NAVAIR and SSP
- Department of Air Force: Wright Patterson & Gunter AFB
- Defense Logistics Agency (DLA)

In This Section

- Up One Level
- CORT Tool Training Material
- CORT Tool Deployment Attachments
- New! Component SMEs for CORT Tool
- CORT FAQs
- CORT Users Guide
- CORT Common User Errors
- CORT Training Schedule
- CORT Tool Podcast (July 12, 2011)

CORT Tool Podcast (July 12, 2011)

Items of Interest
Choose one

Policy & Guides Link

DPAP > Program Development and Implementation > Unique Identification > CORT Tool Training Material

CORT Tool Training Material

- [CORT Training Schedule](#)
- [CORT Tool Training Guide \(January 2012\)](#)
- [SME Training Guide \(January 2012\)](#)
- [Contracting Officer Representative \(COR\) Training](#)
- [Contracting Officer/Contract Specialist \(CO/CS\) Training](#)
- [Contracting Officer Representative \(COR\) Supervisor Training](#)
- [COR Standard for Certification and Training](#)
- [CORT Tool Presentation \(Orlando eBusiness Conference, March 2011\)](#)

In This Section

- Up One Level
- CORT Tool Training Material
- CORT Tool Dep [CORT Tool Training Material](#)
- CORT FAQs

Items of Interest
Choose one

This page last updated: February 16, 2012

Privacy and Security Notice

Policy & Guides Link

The screenshot shows a web application interface. On the left is a vertical sidebar with a menu of categories: Program Development and Implementation, eBusiness, Purchase Card, Unique Identification, Defense Pricing, Cost, Pricing & Finance, Program Acquisition and Strategic Sourcing, Program Acquisition, and Strategic Sourcing. Below the menu is an 'Items of Interest' section with a dropdown menu currently set to 'Choose one'. The main content area on the right contains text and several bulleted lists. A large blue arrow points from the right edge of the page towards the 'Department of Defense COR Tool Policy Memo' link.

obtained.

BENEFITS OF CORT TOOL

- Provides an 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 and 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
- Terminate the COR appointment

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- Defense Logistics Agency (DLA)
- Missile Defense Agencies (MDA)
- Defense Information System Agency (DISA)

Phase II is expected to begin in Q4FY2011 and will continue with the remaining commands and subcommands of the Departments of the Navy, Air Force and Army.

Phase III is expected to begin in FY2012 at the remaining DoD agencies and commands.

Department of Defense CORT Tool Policy Memo

[Theater Business Clearance/Contract Administration Delegation \(TBC/CAD\) Update](#)

[Deployment of the Department of Defense \(DoD\) Contracting Officer Representative Tracking Tool \(CORT Tool\)](#)

Training Status Update Link

<https://arc.army.mil/> - DoD COR Training Type Courses [A, B, and C] - ...

COR Type Courses [A, B, C]

COR Training Types	COR Training Type Course Description
[A]	DAU CLC 106 COR with a Mission Focus
[A]BC	DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent
A,B,C	DAU CLM 003 Ethics Training or Agency Equiv
C	Specialized Training/License/Certification - Type C

Type A Training:

Low-risk, fixed-price - service contract requirements without incentives. Attributes of such requirements might include:

- minimum technical or administrative complexity,
- no identifiable risk factors,
- low likelihood for contract modification,
- effort is follow-on to an existing contract,
- etc.

COR duties/responsibilities are generally limited to kind, count, and/or condition; basic monitoring of the contractor.

Type B Training:

Other than low risk - service contract requirements. Attributes might include:

- nature of the work is more complex,
- effort will be performed in multiple regions or in remote geographic locations,
- service contract contains incentive arrangements or cost sharing provisions, or
- contract may be a cost-type or time & materials type.

COR duties/responsibilities are increased and more complex.

Type C Training:

Unique service contract requirements that necessitate a professional license or certification. Attributes of such requirements might include:

- high risk or complex oversight of services or facilities
- COR duties/responsibilities involve highly complex or specialized training such as:
- Master Electrician,
 - Medical Doctor/Nurse,
 - Veterinarian (Food and Water hygiene/inspection), or
 - Major Weapons System subject matter expert.

The contracting officer must identify the required training level of the perspective COR and ensure that the required courses are completed prior to appointment.

Training Status Update Link

The screenshot displays the Acquisition Community Connection (ACC) website interface. At the top, the site logo and tagline "Where the Defense Acquisition Workforce Meets to Share Knowledge" are visible, along with the DAU logo. A navigation bar includes links for Home, Contact, About ACC, Privacy, Tutorial, DoD Certificate, and Feedback. Below this is a "Quick Links" section with a "Help" link.

The main content area is titled "Contracting Officers Representative" and includes a "Community" icon. A search bar is present with a "Search" button and dropdown menus for "Content & Member Profiles" and "All Communities". Navigation tabs include "Main View", "All Contributions", "What's New", and "Q & A".

On the left side, there are sections for "BECOME A MEMBER" (with "BENEFITS OF ACC MEMBERSHIP" link), "Sign In" (with "Login with your CAC" and "Login with your Password" options), and "Browse" (with a list of categories: ACC Home, Contracting Officers Representative, COR Area Forums, Definitions and Acronyms, Policy and Guidance, and Sample Forms).

The central area features a "Welcome" message and a large graphic titled "Ensuring On-Target Performance" with a target and arrow. Surrounding the graphic are icons for "COR Area Forums", "Definitions & Acronyms", "Policy & Guidance", "Sample Forms", "News Sources & Links", and "Training Center".

On the right side, there is a "Popular Content" section listing items such as "COR with a Mission Focus (DAU CLC106)", "Certificate", "COR", "Suggested COR Training", "Want to take the COR course to get a certificate", "Steps in How to Develop an IGCE", and "Defense Acquisition University ON-SITE Contracting Officer Representative Course (COR 222)".

The browser's address bar shows "Contracting Officers Representative" and the status bar at the bottom indicates "Trusted sites" and "100%" zoom.

Roles & Responsibilities of Participants

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.

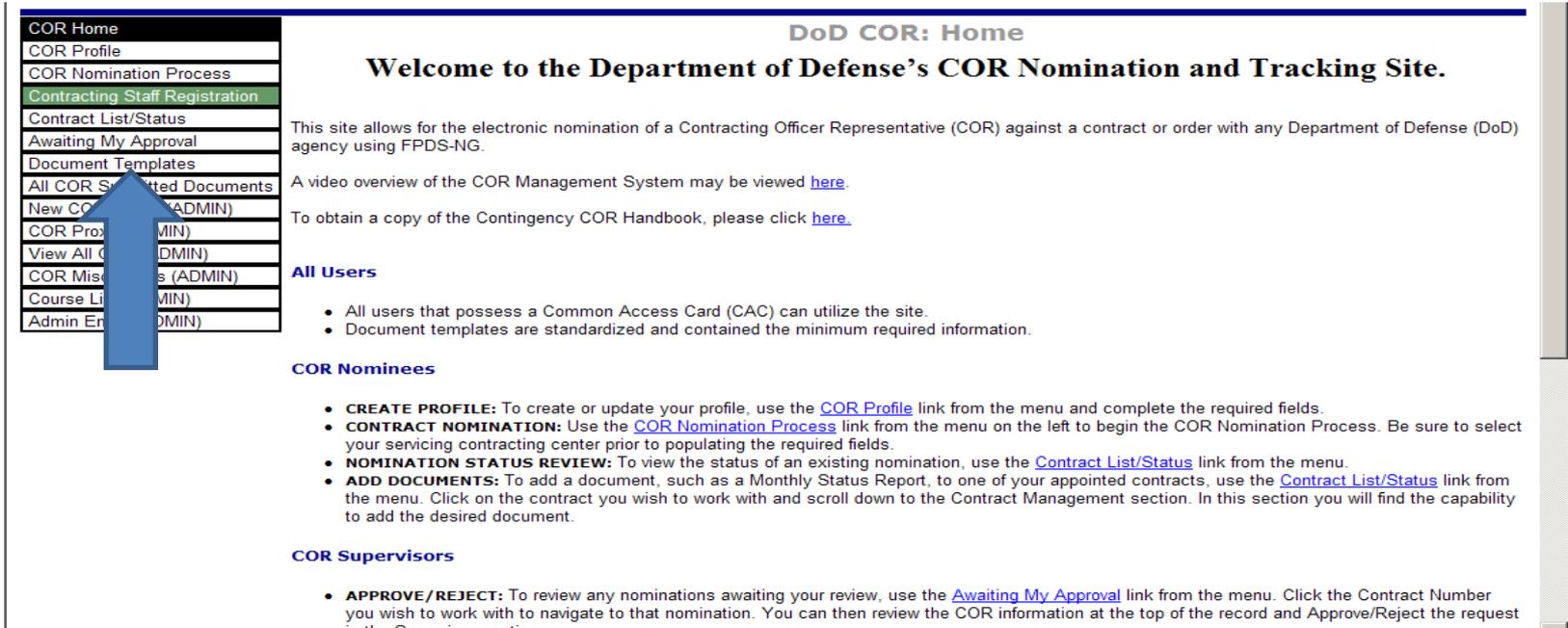
CONTRACTING OFFICERS/SPECIALISTS

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- **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 Approve menu to sign the document with their CAC certificate. Once it is signed have the nominee save the document and email it back to you. You can then open the document and using the Approve menu, sign the document as the Contracting Officer. Save the final version of the document and then upload the document into the COR System using the section just below.
- **DOCUMENT REVIEW:** To review the documents for any of your contracts, use the [Contract List/Status](#) link from the menu. Click the Contract Number you wish to work with to navigate to that nomination. The Monthly Status Reports and File Inspection Checklists can be viewed at the bottom in the Contract Management section.
- **TERMINATION:** To terminate the appointment for any of your CORs, use the [Contract List/Status](#) link from the menu. Click the Contract Number you wish to work with to navigate to that nomination. In the PCO section attach the termination letter and click the "Revoke COR" button. For detailed instructions on creating and obtaining signatures for the Termination Letter see the instructions in the first section of the PCOs section above.

CORT TOOL

Contracting Staff Registrations and COR Profiles

Contracting Staff Registration



The screenshot shows the 'DoD COR: Home' website. On the left is a navigation menu with the following items: COR Home, COR Profile, COR Nomination Process, Contracting Staff Registration (highlighted in green), Contract List/Status, Awaiting My Approval, Document Templates, All COR Submitted Documents, New COR (ADMIN), COR Profile (ADMIN), View All (ADMIN), COR Missions (ADMIN), Course List (ADMIN), and Admin Error (ADMIN). A blue arrow points to the 'Contracting Staff Registration' link. The main content area has the heading 'DoD COR: Home' and 'Welcome to the Department of Defense's COR Nomination and Tracking Site.' Below this is a paragraph: '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.' This is followed by a video overview link and a link to the Contingency COR Handbook. There are three sections: 'All Users' with two bullet points, 'COR Nominees' with three bullet points, and 'COR Supervisors' with one bullet point.

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.

Select “Contracting Staff Registration” from the menu.

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
DKO Name:	Phone:	Email:
<input type="text" value="CONTRACTING.OFFICER"/>	<input type="text"/>	<input type="text"/>
Role:	Contracting Center's DODAAC: ⓘ	Organization:
<input type="text" value="SELECT ONE"/>	<input type="text"/>	<input type="text"/>
	Second Contracting Center's DODAAC: ⓘ	Second Contracting Center's DODAAC Organization:
	<input type="text"/>	<input type="text"/>
	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"/>
	Active Status:	
	<input type="text" value="Select One"/>	

- Complete one registration
- Complete all highlighted fields.
- Note: If your name changes, do not create another registration

Contracting Staff Registration

- Name** – Enter first, middle or last name; may enter middle initial
- DKO name** - Pulled from CAC
- Telephone Number** - Enter up to 20 characters
- Email** - Enter DKO email provided at DKO registration
 - Format is firstname.lastname@us.army.mil (*Emails auto forward*)
- Role**
 - Contracting Officer** –
 - Select this role if you are a contracting officer responsible for COR Appointments;
 - Will be entered in the CORT Tool as both a Contracting Officer and a Contract Specialist.
 - Contract Specialist** - Select this role CS if you are not a contracting officer

Contracting Staff Registration

DoD COR: Contracting Staff Registration

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

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

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name: MAE	Middle Name: K	Last Name: BARTLEY
DKO Name: MAE.BARTLEY	Phone: 703802811	Email: MAE.BARTLEY@US.ARMY.MIL
Role: CONTRACTING OFFICER	Contracting Center's DODAAC: HQ0102	Organization: DPAP
	Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
	Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
	Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
	Fifth Contracting Center's DODAAC: N	Fifth Contracting Center's DODAAC Organization:
	Active Status: Active	

Save Changes Cancel Changes

- ❑ Contracting Center DoDAAC – Enter the procurement DoDAAC
- ❑ Organization - Enter the organization name associated with DoDAAC

Contracting Staff Registration

DoD COR: Contracting Staff Registration		
First Name: MAE	Middle Name: 	Last Name: BARTLEY
DKO Name: MAE.BARTLEY	Phone: 7036028011	Email: MAE.BARTLEY@US.ARMY.MIL
Role: CONTRACTING OFFICER	Contracting Center's DODAAC: ⓘ HQ0102	Organization: DPAP
	Second Contracting Center's DODAAC: ⓘ N00167	Second Contracting Center's DODAAC Organization: NAVY, NSWC CAREROCK
	Third Contracting Center's DODAAC: ⓘ N00024	Third Contracting Center's DODAAC Organization: NAVY, NAVESEA 023
	Fourth Contracting Center's DODAAC: ⓘ SB4201	Fourth Contracting Center's DODAAC Organization: DLA, DLIS
	Fifth Contracting Center's DODAAC: ⓘ FRF3BK	Fifth Contracting Center's DODAAC Organization: AIR FORCE, HQ 554 ELSG/KSK
<input type="button" value="Save Changes"/>	<input type="button" value="Cancel Changes"/>	

- ❑ Alternate Contracting Center DODACC- If the CO/CS support more than one contracting organization, enter the organization's six (6) digit organizational code.
- ❑ Alternate Contracting Center's DODAAC Organization – Enter the contracting center organization's name.
- ❑ CO/CS may enter up to four (4) additional DoDAACs.

Contracting Staff Registration

DoD COR: Contracting Staff Registration

First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
DKO Name: <input type="text" value="COR.TEST99"/>	Phone: <input type="text"/>	Email: <input type="text"/>
Role: <input type="text" value="SELECT ONE"/>	Contracting Center's DODAAC: ⓘ <input type="text"/>	Organization: <input type="text"/>
	Second Contracting Center's DODAAC: ⓘ <input type="text"/>	Second Contracting Center's DODAAC Organization: <input type="text"/>
	Third Contracting Center's DODAAC: ⓘ <input type="text"/>	Third Contracting Center's DODAAC Organization: <input type="text"/>
	Fourth Contracting Center's DODAAC: ⓘ <input type="text"/>	Fourth Contracting Center's DODAAC Organization: <input type="text"/>
	Fifth Contracting Center's DODAAC: ⓘ <input type="text"/>	Fifth Contracting Center's DODAAC Organization: <input type="text"/>
	Active Status: <input type="text" value="Select One"/>	

Active Status – Default is Active, change if retiring.
When completed, select “Save Changes.”

Contracting Staff Registration

New Registration

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

←

First Name:	Middle Name:	Last Name:
TEST		CO
DKO Name:	Phone:	Email:
TEST.CO	703-588-6312	TEST.CO@US.ARMY.MIL
Role:	Contracting Center's DODAAC:	Organization:
CONTRACTING OFFICER	HQ0102	DPAP
	Second Contracting Center's DODAAC:	Second Contracting Center's DODAAC Organization:
	N00030	DEPT OF NAVY
	Third Contracting Center's DODAAC:	Third Contracting Center's DODAAC Organization:
	Fourth Contracting Center's DODAAC:	Fourth Contracting Center's DODAAC Organization:
	Fifth Contracting Center's DODAAC:	Fifth Contracting Center's DODAAC Organization:
Active Status:		
Select One		

Save Changes Cancel Changes

Top of page states “Contracting Staff Profile Has Been Inserted” for all new registrations.

Contracting Staff Registration – Updated Registration

DOD COR: Contracting Staff Registration
Contracting Staff Profile Has Been Updated

First Name: Middle Name: Last Name:

DKO Name: Phone: Email:

Role:

Contracting Center's DODAAC: Organization:

Second Contracting Center's DODAAC: Second Contracting Center's DODAAC Organization:

Third Contracting Center's DODAAC: Third Contracting Center's DODAAC Organization:

Fourth Contracting Center's DODAAC: Fourth Contracting Center's DODAAC Organization:

Fifth Contracting Center's DODAAC: Fifth Contracting Center's DODAAC Organization:

Active Status:

Top of page states “Contracting Staff Profile Has Been Updated” for all previously saved or updated registrations

Contracting Staff Registration

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 Miscellaneous (ADMIN)

COR Profiles (ADMIN)

Courses (ADMIN)

Link To Forms (ADMIN)

New COR Profiles (ADMIN)

View All Profiles (ADMIN)

COR Profile Approval (ADMIN)

Site SMI Management (ADMIN)

DoD COR: Contract List

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

Please select the record types you are interested in:

Please click here to select identified records

If a contracting staff registration has not been completed, when the contracting officer selects “Contract List Status” the contracting officer will see the statement above; or

Contracting Staff Registration

DoD COR: Awaiting my Approval

You do not have rights to use this page

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 (ADMIN)
New COR (ADMIN)
View All C (ADMIN)
COR Profile Approval (ADMIN)
Site SME Assignment (ADMIN)

When the CO selects “Awaiting My Approval” the CO will see the above statement. In both instances, the CO must complete the contracting staff registration.

COR Profile

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

View COR Contract List

COR Information

DKO Name: JUNE.TESTCORT

Email Address: _____

COR's Home Organization (DODAAC): _____

Organization Name: _____ *

Unit: _____

Work Address: _____

City/APO: _____

State: -Select- ▼

Zip Code: _____

Country: United States ▼

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

Commercial Phone: _____

DSN Phone: _____ *

Mobile Phone: _____ *

Are you a Certified Acquisition Official?: Yes No

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: _____

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

Commercial Phone: _____

DSN Phone: _____ *

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

Save Record

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

COR Profile

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

COR Profile

Telephone Number

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

County – Defaults to United States;

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

COR Profile

Certified Acquisition Official?

Are you a Certified Acquisition Official?:

Yes No

Career Experience:

Fireman *

Career Experience Level:

11 Years *

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

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

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

COR Profile

Certified Acquisition Official?

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

COR Profile - Supervisor

Supervisor/Commander Information

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

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

Email Address:

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

DSN Phone: * *

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

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

COR Profile - Save Record

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

The screenshot displays the 'DoD COR: Profile' page. A red box highlights a confirmation message: 'COR Profile Created. To start the Nomination Process for a contract use the link in the left menu'. Below this message are two links: 'View COR Contract List' and 'New Nomination for this COR'. The page also features a left-hand navigation menu and a 'COR Information' section with various input fields.

DoD COR: Profile	
<small>Note: All non-mandatory fields are marked with an asterisk (*)</small>	
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:	<input type="text" value="PINKIE.BROWN"/>
Email Address:	<input type="text" value="PINKIE.BROWN@US.ARMY.MIL"/>
Work Address:	<input type="text" value="1212 Silver Lane"/>
COR's Home Organization (DODAAC):	<input type="text" value="HQ0102"/>
City/APO:	<input type="text" value="Arlington"/>
Organization Name:	<input type="text" value="OUSD"/> *
State:	<input type="text" value="VA"/>
Unit:	<input type="text"/>

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

COR Profile - Training

Training Courses ←Click to collapse

No Courses Listed

Document:

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

Training Information Section – **COR courses only**

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

COR Profile – Refresher Training

Training Courses <-Click to collapse

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

Document:

Hours:

Course Compl. Date: 

Add Certificate:

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

 Click Here to Add Course Certificate



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

COR Profile - Equivalency Training Requirements

Training Courses <-Click to collapse

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

Document:

Course Compl. Date:

Equivalency?

Add Certificate:

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

[Click Here to Add Course Certificate](#)

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

COR Profile – Completed

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

Training Courses <-Click to collapse



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

Document:

Course Compl. Date:

Add Document:

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



[Click Here to Add Course Certificate](#)

Save Record

Save and Start Nomination Process



COR Profile –Completed

Save Record”

- Will save COR training;

- COR receives a message “COR Profile Updated”

Save and Start Nomination Process”

- Will save the Training;

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

CORT Tool

COR Nomination Record Process

**Contracting Officer
Representative**

COR Nomination Record Process

COR's Role

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center Department:

Contracting Center DODAAC:

Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Add QASP Document: ⓘ

Contractor ⓘ

Cage Code:

Contractor Name:

Email:

Description:

Contractor Address:

Select “COR Nomination Process” from side menu.

COR Nomination Record Process

COR's Role

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

You must have a COR Profile to Self Nominate

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

If a COR Profile has been created, ...

COR Nomination Record Process

COR Information

<ul style="list-style-type: none"> 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) 	<div style="text-align: right;"> DoD COR: Nomination Process View Complete COR Information </div> <hr/> <p>COR Information <small><-Click to collapse</small></p> <p>DKO Name: MATTHEW.B.SINES</p> <p>Supervisor/Commander: JAMES.M.WHITE1</p> <p>Courses: No Courses Listed</p> <p>Supporting Contracting Center </p> <p>Contracting Center Department: <input type="text" value="-Select-"/></p> <p>Contracting Center DODAAC: <input type="text"/></p> <p>Contract Information </p> <p><input type="radio"/> ->Contract Number is Known <input type="radio"/> ->Contract Number is NOT Known</p> <p>Contract/Solicitation Number:</p> <p>Record Status: DRAFT</p> <p>Contracting Officer</p> <p>Contracting Officer: <input type="text" value="-Select-"/></p> <p>Commercial Phone:</p> <p>Contracting Specialist</p> <p>Contracting Specialist: <input type="text" value="-Select-"/></p> <p>Commercial Phone:</p> <p>QA Surveillance Plan (QASP)</p> <p><small>Note: The file should have a file extension (doc, pdf, etc.).</small></p> <p><small>Note: File size being uploaded must not exceed 8 MB (8,000 KB).</small></p> <p>Add QASP Document: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Contractor </p> <p>Cage Code:</p> <p>Contractor Name:</p> <p>Contractor City:</p> <p>Contractor Zip Code:</p> <p>Contract Award Date:</p> <p>COR's Home Organization DODAAC: N65886</p> <p>Supervisor/Commander Commercial Phone: 904-542-3017</p> <p>Contractor Address:</p> <p>Contractor State:</p> <p>Contractor Country:</p>
--	--



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

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

COR Nomination Record Process

COR Information

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information <-Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

Courses:

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

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-123-4567

Supporting Contracting Center ⓘ

Contracting Center Department:

Contracting Center DODAAC:

Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

Email:

Email:

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

COR Nomination Record Process

COR's Role

Complete all highlighted sections.

[Click to expand->](#) **COR INFORMATION**

Supporting Contracting Center

Contracting Center Department:

Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer:

Commercial Phone:

Email:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

Email:

QA Surveillance Plan (QASP)

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

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

Add QASP Document: 

Description:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Current Completion Date:

PSC Description:

Contractor Address:

Contractor State:

Contractor Country:

COR Nomination Record Process

Supporting Contracting Center

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

COR Information <-Click to expand

Supporting Contracting Center 

Contracting Center Department:

Contracting Center DODAAC:

Contract Information

Contract Number is Known NOT Known

Contract/Solicitation Number:

Record Status:

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Add QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Email:

Email:

Description:

Contractor Address:

Contractor State:

Contractor Country:

Select the "Supporting Contracting Department or Agency."

COR Nomination Record Process

Supporting Contracting Center

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

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center Department: OSD

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document: ⓘ Browse...

Email:

Description:

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

Hint: This is where your CO resides

COR Nomination Record Process

Contract Information

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department:
Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number: - - -
Delivery/Task Order:
Record Status:

Contracting Officer

Contracting Officer:
Commercial Phone:

Contracting Specialist

Contracting Specialist:
Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document:

Contractor

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

Email:

Email:

Description:

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

Record Status defaults to "Draft."

Contractor Address:

Contractor State:

Contractor Country:

COR Nomination Record Process

Contract Information

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number:

Delivery/Task Order:

Record Status:

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

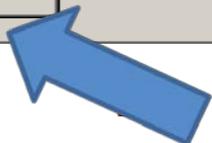
Note: The file should have a file extension (doc, pdf, etc.).

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

Add QASP Document: Description:

Windows Internet Explorer

 Please ensure the contract number is correct!



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

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

COR Nomination Record Process

Contract Information

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: Draft

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Add QASP Document: ⓘ

Contractor ⓘ

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

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

Email:

Description:

Record Status defaults to "Draft"

Contractor State:

Contractor Country:

COR Nomination Record Process

Contract Information



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

Supporting Contracting Center

Contracting Center DODAAC: N00023

Contract Information

Contract Number is Known

Contract/Solicitation Number:

Record Status:

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan (QASP)

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

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



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

COR Nomination Record Process

Contracting Officer / Specialist

INTS

Contract Information ⓘ

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

Contract/Solicitation Number:

Record Status: Draft

Contracting Officer

Contracting Officer: ⓘ

Commercial Phone:

Contracting Specialist

Contracting Specialist: ⓘ

Commercial Phone:

QA Surveillance Plan (QASP)

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

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

Add QASP Document: ⓘ

Contractor ⓘ

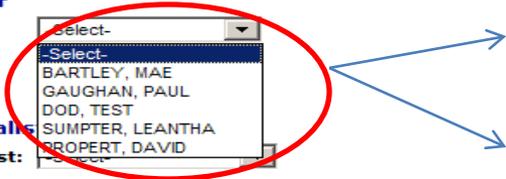
Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:



Select the Contracting Officer and Contracting Specialist.

Email address and the commercial phone number fields will populate.

Email:

Email:

Description:

Contractor Address:

Contractor State:

Contractor Country:

COR Nomination Record Process QA Surveillance Plan (QASP)

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center ⓘ
Contracting Center DODAAC:

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

Contract Number:
Record Status: Draft

Contracting Officer
Contracting Officer:
Commercial Phone:

Contracting Specialist
Contracting Specialist:
Commercial Phone:

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

Add QASP Document:

Contractor ⓘ
Cage Code:
Contractor Name:
Contractor City:

Contractor Address:
Contractor State:

Email: TESTER.KO@OSD.MIL

Email: DANA.CHAN@US.ARMY.MIL

Description:

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

QASP can also be loaded by Contracting Officer.

COR Nomination Record Process

Contractor

Contractor ⓘ

Cage Code:	800203580	Contractor Address:	3926 W SOUTH AVE
Contractor Name:	MCS OF TAMPA, INC.	Contractor State:	FL
Contractor City:	TAMPA	Contractor Country:	US
Contractor Zip Code:	33614-6552		
Contract Award Date:			
Current Completion Date:	10/2/2010		
PSC Description:	Z199 - MAINT-REP-ALT/MISC BLDGS		

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

COR Nomination Record Process

COR Certifications

Click to collapse->COR

COR (Nominee) Certifications:

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

COR Comments:

Submit Record to Supervisor/Commander

Save Record (without routing)

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

COR Nomination Record Process

COR – Completes Nomination

Save Record (without Routing)

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

Submit Record to Supervisor

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

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

[Click to collapse-> COR](#)

**COR (Nominee)
Certifications:**

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

COR Comments:

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

Submit Record to Supervisor/Commander

Save Record (without routing)

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

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

COR Self Nomination for TEST -1243

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

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

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

Contract/Solicitation Number: TEST-1243

Record Status: Draft

Contracting Officer

Contracting Officer: DOD, TEST
Commercial Phone: 7036028011

Contracting Specialist

Contracting Specialist: BARTLEY, MAE
Commercial Phone: 7036028011

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

Contracting Specialist 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)

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

COR Nomination Record Process - COR – Cancels Record

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record

COR Information <Click to expand>

Supporting Contracting Center ⓘ

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

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

Contract/Solicitation Number: TEST -1243

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

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

Commercial Phone: 7036028011

Contracting Specialist

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

Commercial Phone: 7036028011

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

COR Nomination Record Process - COR - Cancels Record

DoD COR: Nomination Process for TEST -1243

[View Complete COR Information](#)

Cancel Record ⓘ

COR Information <-Click to expand

Windows Internet Explorer [X]

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

OK Cancel

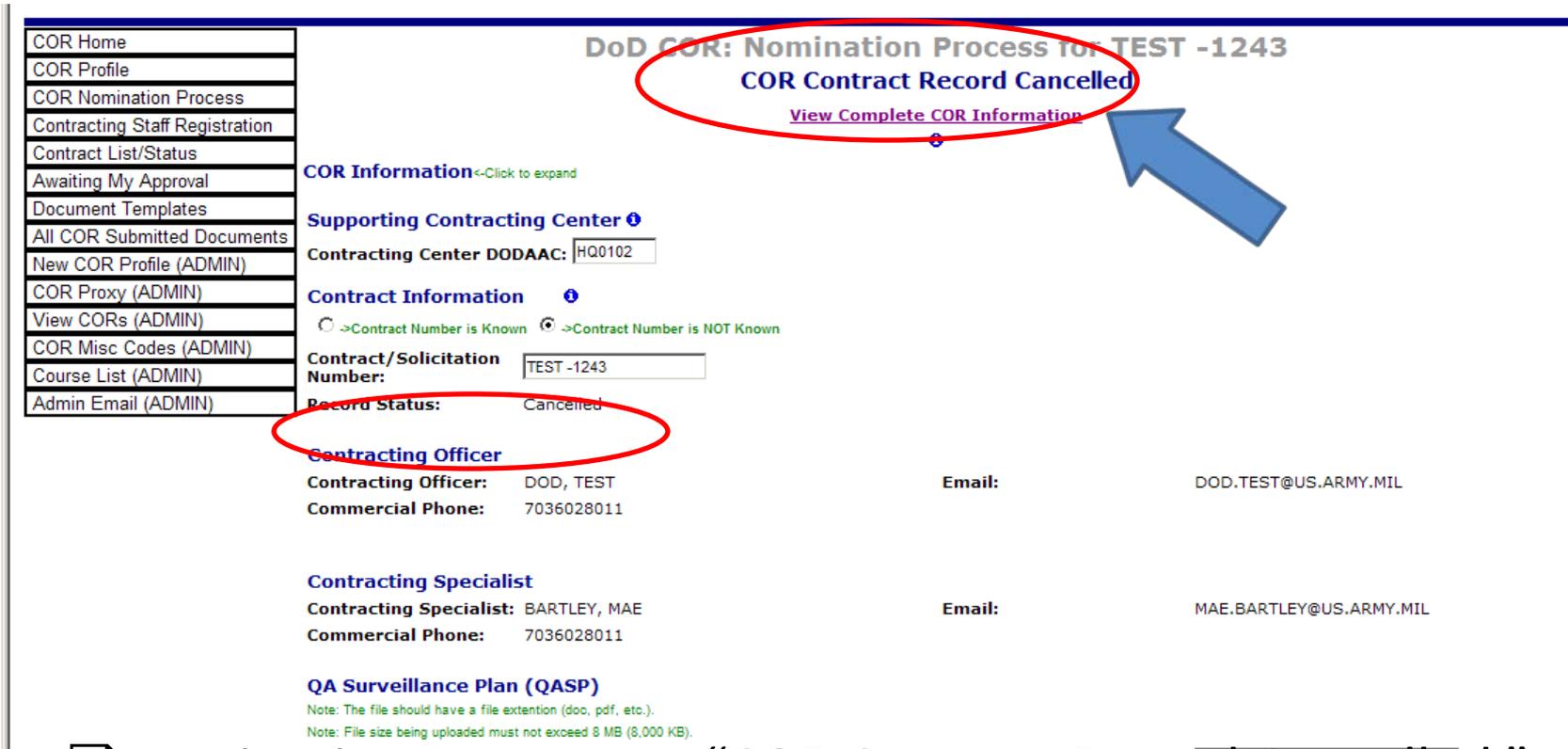
Contracting Officer
Contracting Officer: DOD, TEST Email: DOD.TEST@US.ARMY.MIL
Commercial Phone: 7036028011

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

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

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

COR Nomination Record Process - COR – Cancels Record



DoD COR: Nomination Process for TEST -1243

COR Contract Record Cancelled

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center ⓘ

Contracting Center DODAAC: HQ0102

Contract Information ⓘ

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

Contract/Solicitation Number: TEST-1243

Record Status: Cancelled

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

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

COR Nomination Record Process-

COR - Submits Record to Supervisor

[Click to collapse-> COR](#)

COR (Nominee) Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
3/21/2011	<input checked="" type="checkbox"/> I certify	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

COR Comments:

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

Submit Record to Supervisor/Commander

Save Record (without routing)

Select "Submit Record to Supervisor."

COR Nomination Record Process-

COR - Submits Record to Supervisor

Click to collapse-> COR

COR (Nominee)
Certifications:

Cert. Activation		
3/21/2011		
3/21/2011		
3/21/2011		
3/21/2011	<input checked="" type="checkbox"/> I certify	the anniversary month of the appointment each year.
3/21/2011	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	<input checked="" type="checkbox"/> I certify	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

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

Submit Record to Supervisor/Commander Save Record (without routing)

Windows Internet Explorer

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

OK Cancel

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

COR Nomination Record Process

COR Submits Nomination to Supervisor

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

COR Information <-Click to collapse>

DKO Name: MATTHEW.B.SINES
Supervisor/Commander: JAMES.M.WHITE1
Courses: No Courses Listed

COR's Home Organization DODAAC: N65886
Supervisor/Commander Commercial Phone: 904-542-3017

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

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

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

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

Contracting Specialist

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

COR Nomination Record Process

COR Submits Nomination to Supervisor

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

Dear MAE BARTLEY,

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

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

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

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

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

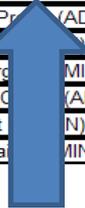
This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.

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

COR Nomination Record Process - COR – Contract List Status

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



DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

- **APPROVE/REJECT:** To review any nominations awaiting your review, use the [Awaiting My Approval](#) link from the menu. Click the Contract Number

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

COR Nomination Record Process – COR - Contract List Status

DoD COR: Contract List for COR Nominee TESTER.COR

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

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

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

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

COR Nomination Record Process

COR - Contract List Status

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

COR Nomination Record Process - COR - Contract List Status

Status

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

Sort by Status

Select contract number to review

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

DoD COR: Profile

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

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

COR Information

DKO Name:

Email Address:

COR's Home Organization (DODAAC):

Organization Name:

Unit:

Work Address:

City/APO:

State:

Zip Code:

Country:

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (if applicable):

Commercial Phone:

DSN Phone:

Mobile Phone:

Are you a Certified Acquisition Official?: Yes No

Pre dominant Acquisition Career:

Level of Certification:

Supervisor/Commander Information

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

DKO Name:

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

Email Address:

Area Code (3 digits, no dashes):

Phone Number (7 digits, no dashes):

Extension (if applicable):

Commercial Phone:

DSN Phone:

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

COR Nomination Record Process-

COR – Updates Saved Record

DoD COR: Contract List for COR Nominee TESTER.COR

[View COR Profile](#)

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

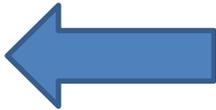
[Please click here to select identified records](#)

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

- Select the contract number of a record in the “draft” status. When record opens, make required changes. Ensure certifications are checked.
- Select “Save Record (without routing)” to save the nomination, “Submit Record to Supervisor” if no additional changes are required or “Cancel Record” if the nomination is no longer required.

COR Nomination Record Process- COR – Updates Rejected Record

Click to collapse-> COR



COR (Nominee) Certifications:

Cert. Activation		Certification
3/21/2011	Certified	I have the necessary clearance for this contract and any relevant information
3/21/2011	Certified	I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been done.
3/21/2011	Certified	I hereby understand that I am required, as a COR, to complete the Monthly COR Report and submit it within the COR site by the 15th of each month.
3/21/2011	Certified	I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.
3/21/2011	Certified	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
3/21/2011	Certified	I will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the monthly COR Report to the PCO.
3/21/2011	Certified	If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.

COR Comments:

Save Record (without routing)

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

CORT Tool

COR Nomination Process
Supervisor

COR Nomination Record Process – Supervisor – Email Notification

- Supervisor may not receive an email
 - AKO/DKO email is entered, but AKO/DKO auto forward feature has not been activated by the supervisor.
 - User input email that does not use the AKO/DKO format ; User input non-AKO 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
- Email notification is sent when the COR selects “Supervisor/Commander Approval”
 - Email is sent from the COR via the CORT Tool
 - Title of email is “COR nomination approval required for **XXXXXX**”
 - Provide a link to the CORT Tool
 - Provide instructions to the supervisor

COR Nomination Record Process – Supervisor - Contract List Status

- 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
- View All Orgs (ADMIN)
- COR Misc C (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

- APPROVE/REJECT:** To review any nominations awaiting your review, use the [Awaiting My Approval](#) link from the menu. Click the Contract Number 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

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

COR Nomination Record Process – Supervisor - Contract List Status

Contract List

Contracting Officer Representative
Tracking (CORT) Tool

User Name: [Logout](#)
TESTCORT.369

**DoD COR: Contract List
as Supervisor/Commander**

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
JAMES.RIVERS4		HQ010210CTE010000	ACTIVE	TESTCORT.369	MAE.BARTLEY	PAUL.GAUGHAN	8/30/2011	NO

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

COR Nomination Record Process

Supervisor - Contract List Status

Fields Displayed

- Name
- Contract Number
- Preaward Number
- Status
- Supervisor/Commander Name
- PCO
- Specialist
- Last Action Date
 - Active and Terminated COR
- Reports for Review – Yes/No

COR Nomination Record Process – Supervisor - Contract List Status

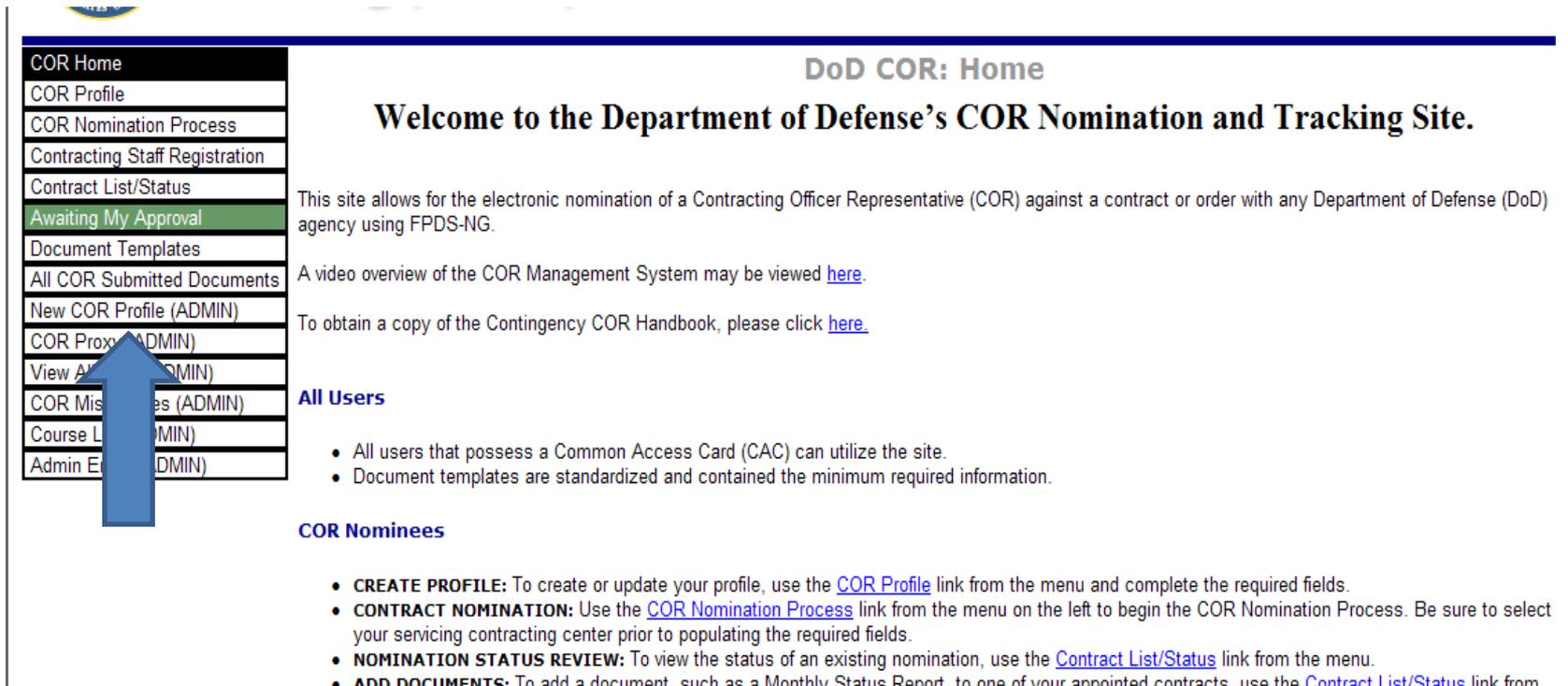
Status

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

Sort by Status

Select contract number to review

COR Nomination Record Process - Supervisor - Awaiting my Approval



DoD COR: Home

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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

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

COR Nomination Record Process - Supervisor – Awaiting my Approval



“No Contracts Awaiting Your Approval” is displayed when there are no actions to approve, or . . .

COR Nomination Record Process - Supervisor – Awaiting my Approval

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor/Commander

COR	Contract/PreAward Number	Contracting Officer
MAE.BARTLEY	111112-02-C-E400-0000	MOUSE, MINNIE
MAE.BARTLEY	DARPA-TEST0001	NIXON, RICHARD
MAE.BARTLEY	DCMA-TEST00001	NIXON, RICHARD
MAE.BARTLEY	DFAS-TEST00001	NIXON, RICHARD
MAE.BARTLEY	DFAS-TEST00002	NIXON, RICHARD
MAE.BARTLEY	DFAS-TEST00003	NIXON, RICHARD
MAE.BARTLEY	DLA-TEST000002	NIXON, RICHARD
MAE.BARTLEY	DODEA-TEST0001	NIXON, RICHARD
MAE.BARTLEY	FA5000-04-A-0002-0000	BACON, MARK
MAE.BARTLEY	NAVY-TEST00001	NIXON, RICHARD
MAE.BARTLEY	TEST 123	DOD, TEST
TESTER.KO	TEST-DATA12	BARTLEY, MAE
MAE.BARTLEY	TEST0000000001	NIXON, RICHARD
MAE.BARTLEY	TMA-TEST000001	NIXON, RICHARD
PAUL.SMITH4	TRAING 2-1	BARTLEY, MAE
MAE.BARTLEY	W15P7T-06-D-E405-0021	NIXON, RICHARD
DANA.CHAN	SESSION 5-1	BARTLEY, MAE
DANA.CHAN	SESSION 5-2	BARTLEY, MAE
DANA.CHAN	TEST - 5-1	BARTLEY, MAE
DANA.CHAN	TEST 5-2	BARTLEY, MAE
DANA.CHAN	TESTPRENUMBER3	BARTLEY, MAE

A list of actions awaiting approval is displayed. Select the contract number to begin your review of the nomination.

COR Nomination Record Process

Supervisor – COR Information

<ul style="list-style-type: none"> 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) 	<p>DoD COR: Nomination Process for 4608-10-M-S032</p> <p>View Complete COR Information</p> <p>Cancel Record ⓘ</p>
<p>COR Information <small>Click to collapse</small></p> <p>DKO Name: JAMES.F.LAMONT</p> <p>Supervisor/Commander: MADDOX</p> <p>Courses: No Courses Listed</p>	<p>COR's Home Organization DODAAC: FA4608</p> <p>Supervisor/Commander Commercial Phone: 318-456-9732</p>
<p>Supporting Contracting Center ⓘ</p> <p>Contracting Center Department: -Select-</p> <p>Contracting Center DODAAC: FA4608</p>	<p>Contract Information ⓘ</p> <p><input type="radio"/> ->Contract Number is Known <input checked="" type="radio"/> ->Contract Number is NOT Known</p> <p>Contract/Solicitation Number: 4608-10-M-S032</p> <p>Record Status: PENDING SUPERVISOR REVIEW</p>
<p>Contracting Officer</p> <p>Contracting Officer: CROCKETT, TRACEY</p> <p>Commercial Phone: 3184561102</p>	<p>Contracting Specialist</p> <p>Contracting Specialist: CROCKETT, TRACEY</p> <p>Commercial Phone: 3184561102</p>
<p>QA Surveillance Plan (QASP)</p> <p><small>Note: The file should have a file extension (doc, pdf, etc.).</small></p> <p><small>Note: File size being uploaded must not exceed 8 MB (8,000 KB).</small></p> <p>Add QASP Document: <input type="text"/> <input type="button" value="Browse..."/></p>	<p>Description: <input type="text"/></p>
<p>Contractor ⓘ</p> <p>Cage Code:</p> <p>Contractor Name:</p> <p>Contractor City:</p> <p>Contractor Zip Code:</p> <p>Contract Award Date:</p>	<p>Contractor Address:</p> <p>Contractor State:</p> <p>Contractor Country:</p>

Review the courses in “COR Information Section.

Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL

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

Description:

Contractor Address:
Contractor State:
Contractor Country:

COR Nomination Record Process

Supervisor – COR Information

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

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Information ←Click to collapse

DKO Name: PINKIE.BROWN

Supervisor/Commander: DANA.CHAN

Supervisor/Commander Commercial Phone: 703-123-4567

OR's Home Organization DODAAC: Q0102

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

Supporting Contracting Center

Contracting Center Department:

Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number:

Record Status: DRAFT

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

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

Review the remaining sections.

COR Nomination Record Process

Supervisor – Review COR Nomination

- Supporting Contracting Center
 - Ensure accurate selection of the appropriate department or agency and contracting center DoDAACs is selected
- Contract Information
 - Verify contract or preaward number
- Contracting Officer and Contracting Specialist
 - Ensure correct CO/CS is selected
- Quality Assurance Surveillance Plan (QASP);
 - Ensure QASP or memorandum is loaded

COR Nomination Record Process – Supervisor - Certifications

Click to collapse-> **SUPERVISOR/COMMANDER**

Supervisor/Commander Certifications:

Cert. Activation	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
3/21/2011	<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.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete the applicable COR Reports and place a copy of these reports in this CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	The Nominee will complete the COR specific "refresher training" as required by "DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition every 3rd year and will update the training section of the CORT Tool with a copy of the refresher course certificate and date of course completion.
3/21/2011	<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.
3/21/2011	<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.
3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no violations with US Government purchase cards.
3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no security violations.
3/21/2011	<input checked="" type="checkbox"/> I certify	To the best of my knowledge, the Nominee has no violations with US Government credit cards.

Approval/Rejection Comments:

Supervisor/Commander Approve

Save Record (without routing)

Supervisor/Commander Reject

- Complete certifications; Check all.
- Annotate approval (optional) or rejection (mandatory) comments.

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

- Save, Reject , Cancel or Approve the nomination record**
 - “Save Record (without routing)”** allows a COR supervisor to update the information at a later date
 - “Reject”** allow the supervisor to return the nomination to COR for corrections. Supervisor must enter the reason for rejection.
 - “Cancel Record”** allows the supervisor cancel the nomination and remove the nomination from the CORT Tool in its entirety
 - “Approve”** allows the supervisor to approve the CORs nomination and sends the nomination to the contracting officer/contract specialist for final review

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

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

Supervisor Certifications:

Cert. Activation ⓘ	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil , and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil , by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nonminee has extensive expeerince. |

Supervisor Approve

Save Record (without routing)

Supervisor Reject

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

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

COR Information <-Click to expand

Supporting Contracting Center

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

Contract Information

>Contract Number is Known >Contract Number is NOT Known

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

Contracting Officer

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

Contracting Specialist

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

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

Existing Document: QUALITY ASSURANCE PLAN.doc
Description: SAMPLE

Replace QASP Document: [input]
Description: SAMPLE

Contractor

Cage Code:
Contractor Name:
Contractor City:
Contractor Address:
Contractor State:

Record now states "COR Contract Record Updated."
Record Status remain "Pending Supervisor Review."

COR Nomination Record Process – Supervisor - Rejects A Record

Supervisor Click to collapse
Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominees name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.ab.mil, and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no security violations.
		S Government credit cards.
		S Government purchase cards.
		Administrative abilities and the required security clearance & duties.
		equately perform such duties.
		contract clauses such as changes, inspection and acceptance, nation, and the concepts of excusable and nonexcusable delays
		liable for unauthorized acts in accordance with AFARS
9/20/2007	<input checked="" type="checkbox"/> I certify	5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil, by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Windows Internet Explorer
 Are you sure you wish to reject this record?
 OK Cancel

Approval/Rejection
 Supervisor Approve Save Record (without routing) **Supervisor Reject**

- To reject the nomination, select “supervisor reject.”
- When dialogue box opens, click “OK” to confirm rejection.

COR Nomination Record Process

Supervisor Rejects A Record

COR Nominee Record Rejected by Supervisor/Commander
[View Complete COR Information](#)
Cancel Record

COR Information Click to collapse

DKO Name: MATTHEW.B.SINES
Supervisor/Commander: JAMES.M.WHITE1
Courses: No Courses Listed

COR's Home Organization DODAAC: N65886
Supervisor/Commander Commercial Phone: 904-542-3017

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: TEST KT
Record Status: RECORD REJECTED BY SUPERVISOR

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7034028011
Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

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

Contractor

Cage Code:
Contractor Name:
Contractor Address:

- Top of page now states "COR Nominee Record Rejected by Supervisor/Commander."
- Record Status changes to "Record Rejected by Supervisor."
- An email is sent to the COR advising of rejection.

COR Nomination Record Process

Supervisor Rejects A Record

DoD COR: Nomination Process for TEST- ZZ

[View Complete COR Information](#)

Contracting Center Department: DEFENSE

Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: TEST- ZZ

Record Status: PENDING SUPERVISOR REVIEW

Contracting Officer: BARTLEY, MAE

Contracting Specialist: BARTLEY, MAE

Contracting Officer Commercial Phone: 7035880832

Contracting Specialist Commercial Phone: 7035880832

QA Surveillance Plan (QASP)

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

Existing Document:

Replace QASP Document:

Contractor

Cage Code:

Contractor Name:

Contractor City:

Contractor Zip Code:

Contract Award Date:

Email: MAE.BARTLEY@US.ARMY.MIL

Description: Sample

Contractor Address:

Contractor State:

Contractor Country:

Contractor State: Sample

To cancel a nomination, select "Cancel Record."

COR Nomination Record Process

Supervisor Cancels A Record

The screenshot displays the 'DoD COR: Nomination Process for HQ0102-08-D-TEST-TE01' web application. On the left is a navigation menu with items like 'COR Home', 'COR Profile', and 'Contracting Staff Registration'. The main content area shows a 'View Complete COR Information' link and a 'Cancel Record' button. A 'Windows Internet Explorer' dialog box is open, asking for confirmation to cancel the nomination. The 'OK' button in the dialog is circled in red. Below the dialog, the 'Contracting Officer' and 'Contracting Specialist' information is visible, including names, phone numbers, and email addresses. A 'QA Surveillance Plan (QASP)' section is also present at the bottom.

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

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

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

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

COR Nomination Record Process

Supervisor Cancels A Record

DoD COR: Nomination Process for TESTING
COR Contract Record Cancelled
[View Complete COR Information](#)

COR Information Click to collapse

DKO Name: PAUL.GAUGHAN
Supervisor/Commander: MAE.BARTLEY
Supervisor/Commander Commercial Phone: 703-666-6666

Course	Training Lvl	Certificate
DAU CLM 003 Ethics Training or Agency Equiv	ABC	IDV_PO.txt
ALMC-CL COR Training		IDV_PO.txt
DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent	[A]BC	Appointment_test.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: TESTING
Record Status: CANCELLED

Contracting Officer

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

Contracting Specialist

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

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

- ❑ Top of page now states “COR Contract Record Cancelled.”
- ❑ Record Status changes to “Cancelled”.
- ❑ Record is then removed from the system and is no longer available to CORT Tool users.

COR Nomination Record Process - Supervisor - Approves A Record

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.
		Government purchase cards.
		Administrative abilities and the required security clearance duties.
		adequately perform such duties.
		contract clauses such as changes, inspection and acceptance, and the concepts of excusable and nonexcusable delays
		able for unauthorized acts in accordance with AFARS
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil , by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Windows Internet Explorer
Are you sure you wish to approve this record?
OK Cancel

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

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

To approve the nomination, select "Supervisor Approve." When dialogue box opens, select "OK" to confirm approval.

COR Nomination Record Process - Supervisor – Approves a Record

The screenshot displays the 'COR Self Nomination for TEST - 369' page. A red oval highlights the header text: 'COR Self Nomination for TEST - 369' and 'COR Nominee Record Approved and Submitted to Contracting Officer'. Below this, a 'View Complete COR Information' link and a 'Cancel Record' button are visible. The 'Contract Information' section shows 'Contract/Solicitation Number: TEST - 369' and 'Record Status: PENDING PCO REVIEW', both circled in red. Other sections include 'Supporting Contracting Center' (OSD, HQ0102), 'Contracting Officer' (BARTLEY, MAE), and 'Contracting Specialist' (GAUGHAN, PAUL). A 'QA Surveillance Plan (QASP)' section is at the bottom with a 'Description' field.

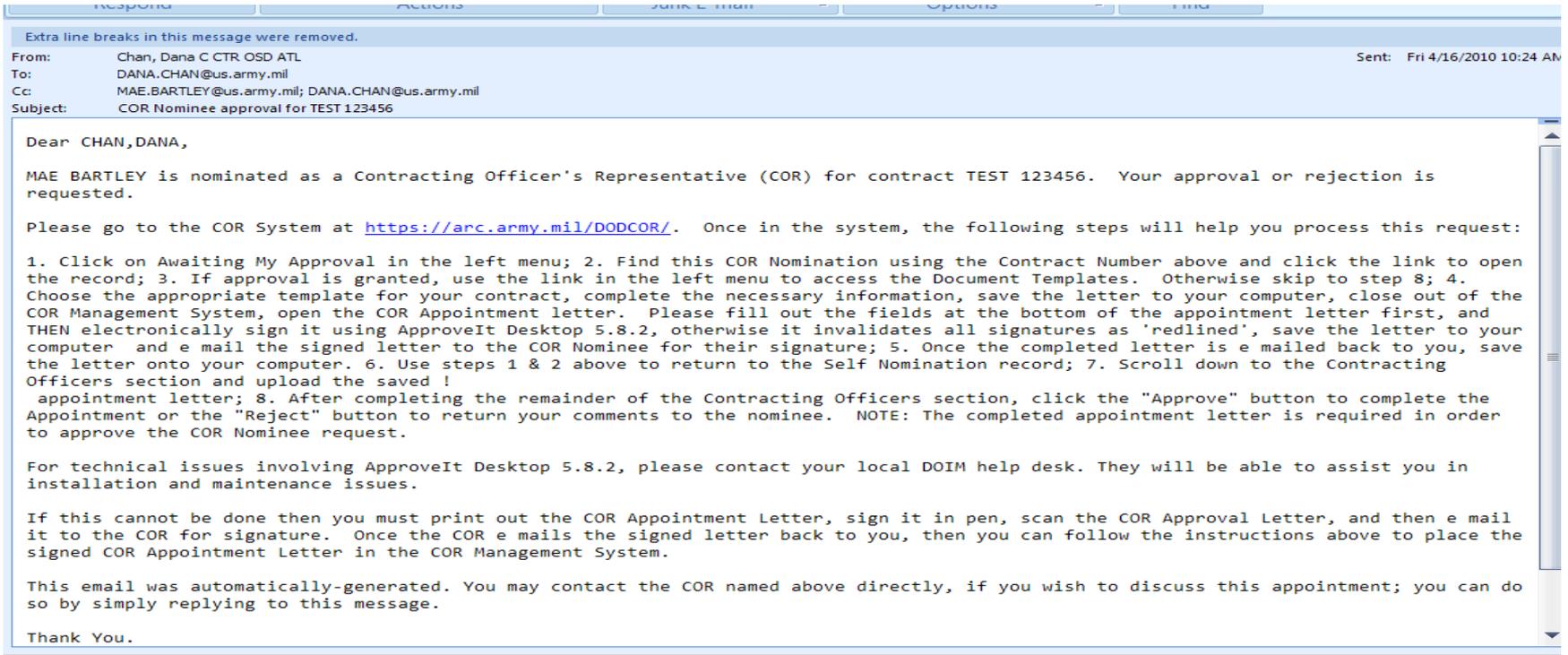
- ❑ Record now states “COR Nominee Record Approved and Submitted to Contracting Officer.”
- ❑ Record Status changes to “Pending PCO Review.”
- ❑ An email is generated and sent to the Contracting Officer advising of action required.

COR Nomination Record Process - Supervisor – Updates a Saved Record

- Select Contract List Status
- Select the record number
 - Must be in “*Pending Supervisor Review*” Status
- Make the applicable changes
- Ensure that certifications are checked (*if approving*)
- Select from the following:
 - “Save Record without routing” to re-save the nomination;
 - “Reject”
 - “Cancel record” if the nomination is now longer required
or
 - “Supervisor Approve” to send to contracting officer.

COR Nomination Record Process

Supervisor - Approves a Record



Example of email sent to the CO/CS.

CORT Tool

COR Nomination Process
Contracting Officer/Contract Specialist

COR Nomination Record Process

Contracting Officer/Specialist

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

COR Nomination Record Process – CO/CS - Contract List Status

DoD COR: Home

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

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



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

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

COR Nomination Record Process – CO/CS - Contract List Status

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

Please select the record types you are interested in:

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

REPORTS FOR REVIEW (YES)

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

COR	Contract Number	PreAward Number	Status	Supervisor/Commander	PCO	Specialist	Last Action Date	Reports for Review
MAE.BARTLEY		DARPA-TEST0001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	RICHARD.NIXON		NO
MAE.BARTLEY		DCMA-TEST00001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DFAS-TEST00001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DFAS-TEST00002	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DFAS-TEST00003	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DLA-TEST000002	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		DODEA-TEST0001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MICHAEL.NEEB		EMAILTEST00001	PENDING SUPERVISOR REVIEW	MATTHEW.MEINERT	RICHARD.NIXON	JIMMY.CARTER		NO
PHILLIP.JAMES.WILSON		FZ574064TS	PENDING SUPERVISOR REVIEW	GARY.VOLERMAN	RICHARD.NIXON	GEORGE.BUSH		NO
MAE.BARTLEY		NAVY-TEST00001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY		TEST0000000001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	RICHARD.NIXON		NO
MICHAEL.NEEB		TESTEMAIL00002	PENDING SUPERVISOR REVIEW	MATTHEW.MEINERT	RICHARD.NIXON	JIMMY.CARTER		NO
MICHAEL.NEEB		TESTEMAIL00003	PENDING SUPERVISOR REVIEW	MATTHEW.MEINERT	RICHARD.NIXON	GEORGE.BUSH		NO
MAE.BARTLEY		TMA-TEST000001	PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.WASHINGTON		NO
MAE.BARTLEY	W15P7T-06-D-E405-0021		PENDING SUPERVISOR REVIEW	DANA.CHAN	RICHARD.NIXON	GEORGE.BUSH		NO
KRISTINE.PREECE	W15P7T-09-C-E405-	TEST-000000001	ACTIVE	GARY.PUGLIANO	RICHARD.NIXON	MICHAEL.NEEBF	5/9/2011	YES

A list of actions and the status of the action for the contracting officer or contract specialist is displayed.

COR Nomination Record Process – CO/CS Contract List Status

Fields Displayed

- Name
- Contract Number
- Preaward Number
- Status
- Supervisor/Commander Name
- PCO
- Specialist
- Last Action Date
 - Active and Terminated COR
- Reports for Review – Yes/No

COR Nomination Record Process – CO/CS - Contract List Status

Status

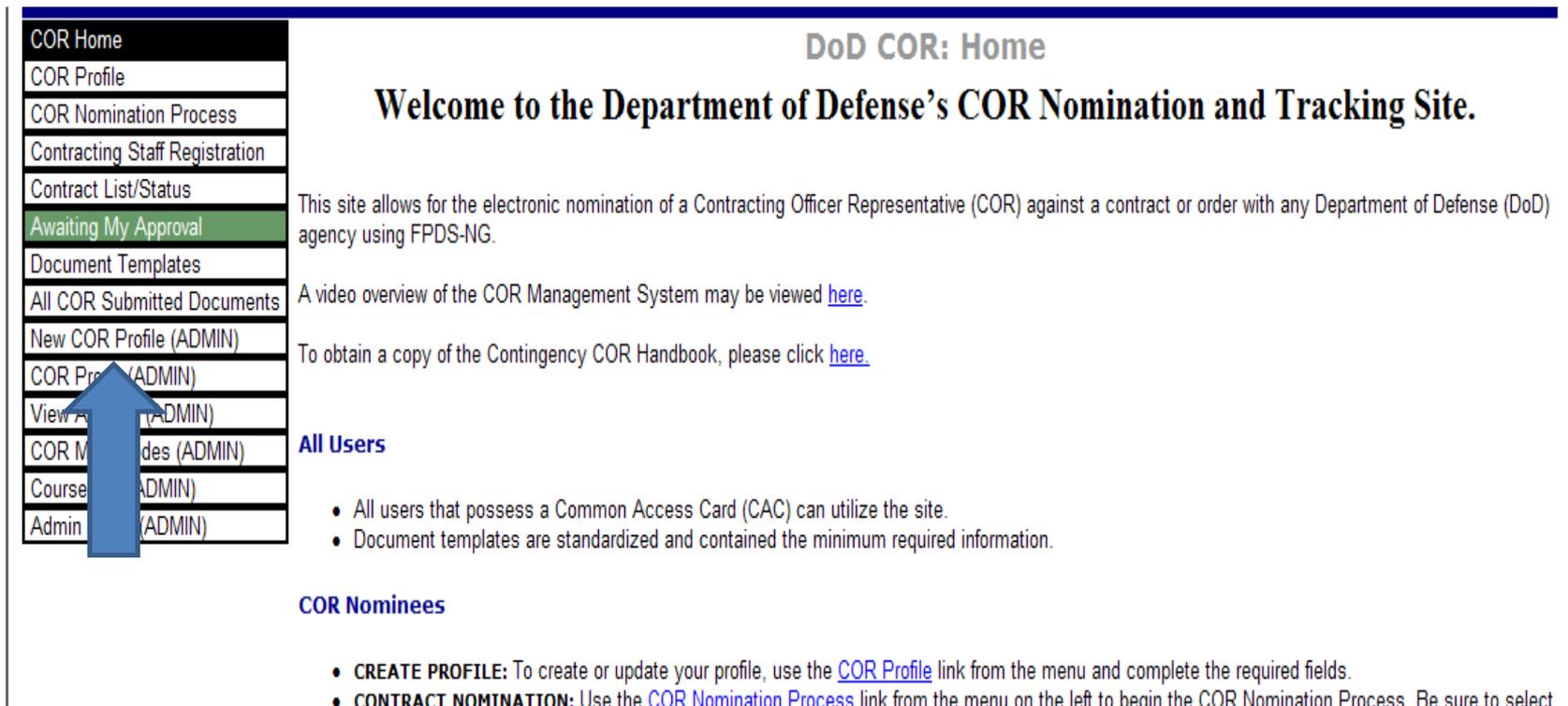
- Active**– Contracting Officer has approved the COR nomination
- Draft** – a nomination has been started by the COR on a contract action but has not been to the supervisor
- Inactive** Contract completed, no additional COR duties are required
- Rejected** – Nomination has been rejected by the contracting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

Sort by Status

Select contract number to review

COR Nomination Record Process

CO/CS - Awaiting my Approval



COR Home

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

DoD COR: Home

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

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

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

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

All Users

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

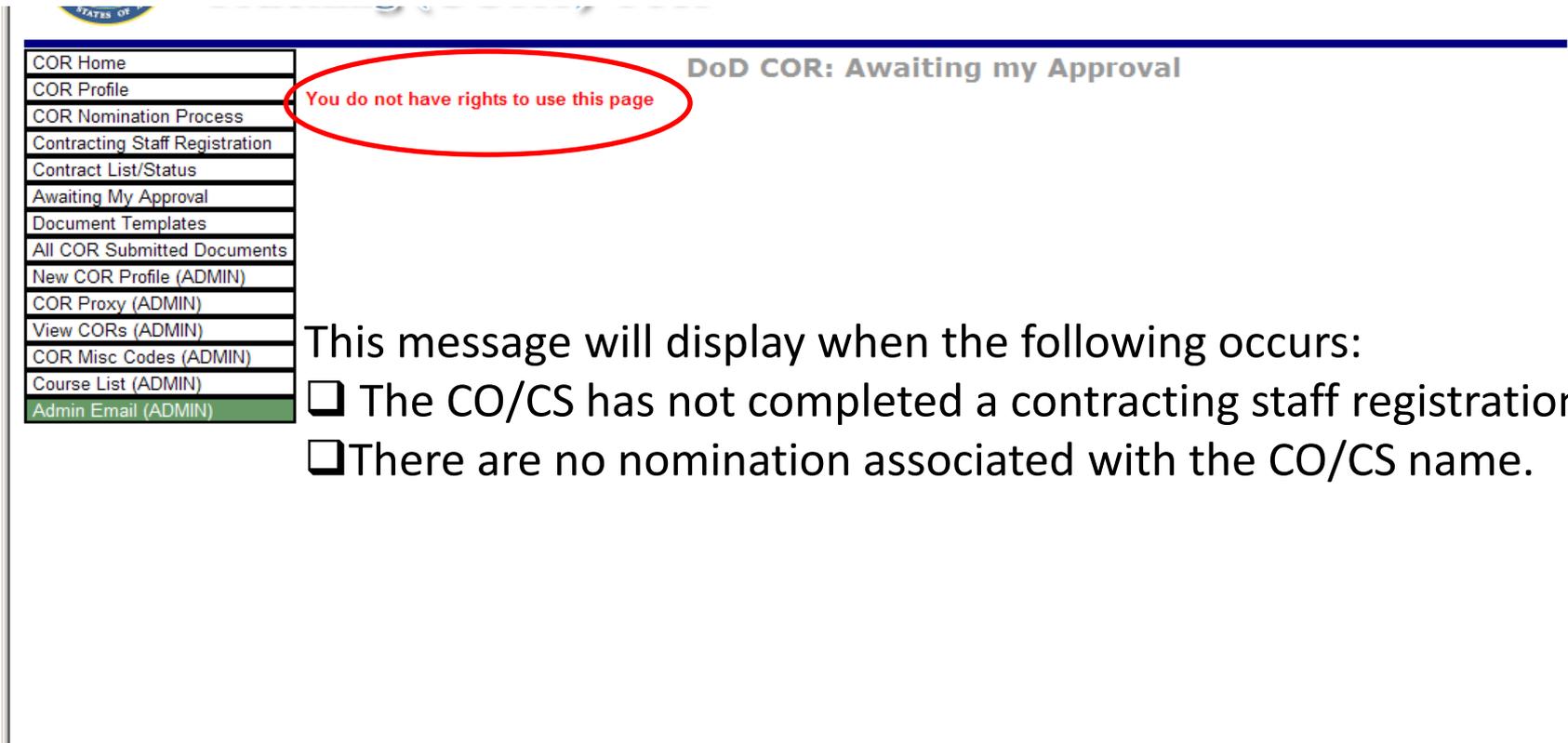
COR Nominees

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

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

COR Nomination Record Process

CO/CS - Awaiting My Approval



STATES OF

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: Awaiting my Approval

You do not have rights to use this page

This message will display when the following occurs:

- The CO/CS has not completed a contracting staff registration or
- There are no nomination associated with the CO/CS name.

COR Nomination Record Process

CO/CS - Awaiting My Approval

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer ⓘ

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor/Commander</u>
PAUL.J.SMITH	DOD-TRAINING2	MAE.BARTLEY
PAUL.J.SMITH	HQ0102-02-D-TEST-0002	MAE.BARTLEY
TESTER.COR	SESSION 5-1A	MAE.BARTLEY
TESTER.COR	SESSION 5-2A	MAE.BARTLEY

A list of actions awaiting approval will be displayed. The message “No Contracts Awaiting Your Approval” is displayed when there are no actions to be approved by contracting officer. Select the contract number to begin the review of the nomination. (This list may not be available for Contract Specialist).

COR Nomination Record Process – CO/CS Review – COR Information

<ul style="list-style-type: none"> 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) 	<p>DoD COR: Nomination Process for 4608-10-M-S032</p> <p>View Complete COR Information</p> <p>Cancel Record ⓘ</p>
<p>COR Information <small>←Click to collapse</small></p> <p>DKO Name: JAMES.F.LAMONT</p> <p>Supervisor/Commander: MADDOX</p> <p>Courses: No Courses Listed</p>	<p>Contracting Officer's Home Organization DODAAC: 4608</p> <p>Supervisor/Commander Commercial Phone: 318-456-9732</p>
<p>Supporting Contracting Center ⓘ</p> <p>Contracting Center Department: <input type="text" value="-Select-"/></p> <p>Contracting Center DODAAC: <input type="text" value="FA4608"/></p> <p>Contract Information ⓘ</p> <p><input type="radio"/> ->Contract Number is Known <input checked="" type="radio"/> ->Contract Number is NOT Known</p> <p>Contract/Solicitation Number: <input type="text" value="4608-10-M-S032"/></p> <p>Record Status: PENDING SUPERVISOR REVIEW</p>	
<p>Contracting Officer</p> <p>Contracting Officer: <input type="text" value="CROCKETT, TRACEY"/></p> <p>Commercial Phone: 3184561102</p>	
<p>Contracting Specialist</p> <p>Contracting Specialist: <input type="text" value="CROCKETT, TRACEY"/></p> <p>Commercial Phone: 3184561102</p>	
<p>QA Surveillance Plan (QASP)</p> <p><small>Note: The file should have a file extension (doc, pdf, etc.)</small></p> <p><small>Note: File size being uploaded must not exceed 8 MB (8,000 KB).</small></p> <p>Add QASP Document: ⓘ <input type="text"/> <input type="button" value="Browse..."/></p>	
<p>Contractor ⓘ</p> <p>Cage Code:</p> <p>Contractor Name:</p> <p>Contractor City:</p> <p>Contractor Zip Code:</p> <p>Contract Award Date:</p>	<p>Contractor Address:</p> <p>Contractor State:</p> <p>Contractor Country:</p>

Review courses in COR Information Section.

Email: TRACEY.CROCKETT@BARKSDALE.AF.MIL

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

COR Nomination Record Process

CO/CS Review – COR Information

DoD COR: Nomination Process for TEST 8

[View Complete COR Information](#)

ⓘ

COR Information <-Click to collapse

DKO Name: MAE.BARTLEY

COR's Home Organization DODAAC: HQ0102

Organization Name: DPAP

Courses:

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

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

COR Nomination Record Process – CO/CS – Review Nomination

Review COR Entries

Review Supporting Contracting Center

- Ensure accurate selection of the appropriate department or agency and contracting center DoDAACs is selected

Review Contract Information

- Verify contract or preaward number

Review Contracting Officer and Contracting Specialist

- Ensure correct CO/CS is selected

Review Quality Assurance Surveillance Plan (QASP);

- Ensure QASP or memorandum is loaded

COR Nomination Record Process

CO/CS - Complete Nomination

Supervisor/Commander ←Click to expand

Contracting Officer ←Click to collapse

Reassignment of the PreAward Contract TEST1234

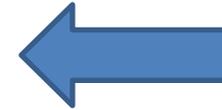
Contract Number: - - -

Delivery/Task Order:

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ



If the COR selected “Contract Number is NOT Known” the Contracting Officer shall enter the contract number and/or contract and delivery/task order number.

COR Nomination Record Process

CO/CS - Complete Nomination

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?:

Contracting Officer

Select the COR Training Type (A, B or C)

COR Nomination Record Process

CO/CS - Complete Nomination

Contingency Environment?:

Waive QASP?:

Contracting Officer
Certifications:

Yes

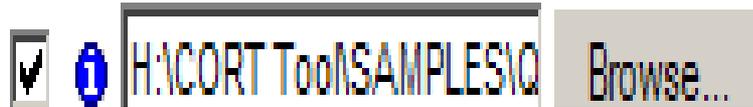
No

Select **“Yes”** or **“No”** for Contingency Environment; if work is being performed in a contingency environment.

COR Nomination Record Process

CO/CS - Complete Nomination

Waive QASP?:



The screenshot shows a web form with the following elements: a checked checkbox, a blue information icon, a text input field containing the path 'H:\CORT Tool\SAMPLES\Q', and a 'Browse...' button.

- Check block if QASP is not required.
- Load a copy of the memorandum waiving this requirement.

COR Nomination Record Process

CO/CS - Complete Nomination

Contracting Officer
Certifications:

Cert. Activation 	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and 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's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection
Comments:

Appointment Letter:

 Browse...

Appointment Date:

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: 

QA POC DKO Name: 

- Check all certifications.
- Add comments (mandatory if rejecting.)
- Load appointment letter and add appointment date.
- If known, enter ACO and QA POC.

COR Nomination Record Process

CO/CS Complete Nomination

Click to collapse-> **CONTRACTING OFFICER**

Reassignment of the PreAward Contract TEST- ZZ

Contract Number: - - -

Delivery/Task Order:

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ

Contracting Officer Certifications:

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and 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's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter:

Appointment Date:

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

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

COR Nomination Record Process

CO/CS Complete Nomination

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

COR Nomination Record Process

CO/CS - Saves Record (without Routing)

[Click to collapse->](#) **CONTRACTING OFFICER**

Reassignment of the PreAward Contract TEST- ZZ

Contract Number: - - -

Delivery/Task Order:

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ

**Contracting Officer
Certifications:**

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and 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's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

**Approval/Rejection
Comments:**

Appointment Letter:

Appointment Date:

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

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

COR Nomination Record Process

CO/CS - Saves Record (without Routing)

COR Self Nomination for FY2333-07-M-0008

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

Click to expand-> **COR INFORMATION**

Supporting Contracting Center

Contracting Center: DEFENSE
Department:
Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: FY2333 -07 -M -0008
Delivery/Task Order:
Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer: BARTLEY, MAE Email: MAE.BARTLEY@US.ARMY.MIL
Commercial Phone: 7035880832

Contracting Specialist

Contracting Specialist: BARTLEY, MAE Email: MAE.BARTLEY@US.ARMY.MIL
Commercial Phone: 7035880832

QA Surveillance Plan (QASP)

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

Existing Document: Sample QASP.doc Description: Sample

Replace QASP Document: Browse... Description: Sample

Contractor

Cage Code: 009145814
Contractor Name: NEWPORT CORPORATION
Contractor City: IRVINE
Contractor Zip Code: 92606-4814
Contract Award Date:
Current Completion Date: 9/6/2007
PSC Description: 6640 - LABORATORY EQUIPMENT AND SUPPLIES

Contractor Address: 1791 DEERE AVE
Contractor State: CA
Contractor Country: US

- ❑ Record now states “COR Contract Record Updated.”
- ❑ Record Status remains “Pending PCO Review.”
- ❑ Contractor section is populated with FPDS data

COR Nomination Record Process

CO/CS – Rejects a Record

Contracting Officer <<Click to collapse>>

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	<input type="checkbox"/>	I have signed an appointment/designation letter, and had the COR sign the appointment/designation letter in this CORT Tool.
3/21	<input type="checkbox"/>	I have entered COR data and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21	<input type="checkbox"/>	I have entered COR data and confirmed that the COR specific "refresher training" as required by DoD Instruction 6030.01, "Contracting Officer Representatives (COR) for Service Acquisition" has been completed by the COR.
3/21	<input type="checkbox"/>	I have completed an administrative review of the COR's files in the anniversary month of appointment using the Inspection Checklist.
3/21	<input type="checkbox"/>	I have signed a COR Revocation/Termination Letter following completion of the above contract/delivery order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn on the mail notifications and move this contract/delivery order/purchase order to the Inactive area of the 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: [Text Area]

Appointment Letter: [Browse...]

Appointment Date: [Date Picker]

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

ACO DKO Name: [DANA.CHAN] ⓘ

QA POC DKO Name: [WILLIAM.MACZEES] ⓘ

- ❑ Select "Contracting Officer Reject."
- ❑ When the dialogue box opens, it will default to "Reject but DO NOT set status to Cancelled."

COR Nomination Record Process

CO/CS – Rejects a Record

Click to collapse **CONTRACTING OFFICER**

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ Browse...

Contracting Officer Certifications:

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and 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's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR's files in the anniversary month of appointment using the Annual COR File Inspection
3/21/2011	<input checked="" type="checkbox"/> I certify	checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: Note: File size be

Appointment Date:

Please select from the following:

Reject but DO NOT set status to Cancelled.

Reject AND set status to Cancelled.

OK Cancel

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

- Select "OK" to confirm the rejection, without cancelling or
- Select "Cancel" if the rejection was submitted in error.

COR Nomination Record Process

CO/CS – Rejects a Record

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

COR Information <-Click to expand

Supporting Contracting Center

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

Contract Information

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

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

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

- Record now states “COR Nominee Record Rejected by Contracting Officer.”
- Record status changes to “Record rejected by PCO.”
- E-mail is sent to the COR advising of rejection.

COR Nomination Process

CO/CS – Rejects a Record

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

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

Dear KRISTINE PREECE,

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

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

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

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

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

Thank You.

Sample rejection email from CO.

COR Nomination Record Process

CO/CS – Rejects/Cancel a Record

Click to collapse-> **CONTRACTING OFFICER**

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ Browse...

Contracting Officer Certifications:

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and 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's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR's files in the anniversary month of appointment using the Annual COR File Inspection
3/21/2011	<input checked="" type="checkbox"/> I certify	checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: Note: File size below 10MB

Appointment Date: ⓘ

ACO DKO Name: ⓘ

Please select from the following:

Reject but DO NOT set status to Cancelled.

Reject AND set status to Cancelled.

- Select Contracting Officer Reject.
- Change default in dialogue box to “Reject AND set status to Cancelled.”
- Select “OK” to continue rejection and cancellation

COR Nomination Record Process

CO/CS - Reject/Cancel a Record

DoD COR: Nomination Process for HQ01020D1234

COR Contract Record Cancelled
[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HQ0102

Contract Information

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

Contract/Solicitation Number: HQ01020D1234
Record Status: CANCELLED

Contracting Officer

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

Contracting Specialist

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

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

- Record now states “COR Contract Record Cancelled.”
- Record status changes to “Cancelled.”
- Once cancelled, the Record is removed from CORT Tool.

COR Nomination Record Process- CO/CS – Approves a Record/Appoints COR

Click to collapse-> **CONTRACTING OFFICER**

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ

**Contracting Officer
Certifications:**

Cert. Activation ⓘ	All	Certification
3/21/2011	<input checked="" type="checkbox"/> I certify	I have prepared and signed an appointment/designation letter, and 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's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR
3/21/2011	<input checked="" type="checkbox"/> I certify	I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	<input checked="" type="checkbox"/> I certify	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

**Approval/Rejection
Comments:**

Appointment Letter: **Appointment Date:**

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

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

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

COR Nomination Record Process

CO/CS – Approves a Record/Appoints COR

COR Self Nomination for FY2333-08-M 0016-0000

COR Appointed

[View Complete COR Information](#)

Click to expand-> COR INFORMATION

Supporting Contracting Center

Contracting Center Department: DEFENSE
Contracting Center DODAAC: HQ0102

Contract Information

->Contract Number is Known ->Contract Number is NOT Known
Contract/Solicitation Number: FY2333 -08 -M -0016
Delivery/Task Order: 0000
Record Status: ACTIVE

Contracting Officer

Contracting Officer: BARTLEY, MAE
Commercial Phone: 7036028011

Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

Contracting Specialist: DOD, TEST
Commercial Phone: 7676128865

Email: TEST.8888@US.ARMY.MIL

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc

Description: Sample

Replace QASP Document: Browse...

Description: Sample

Contractor

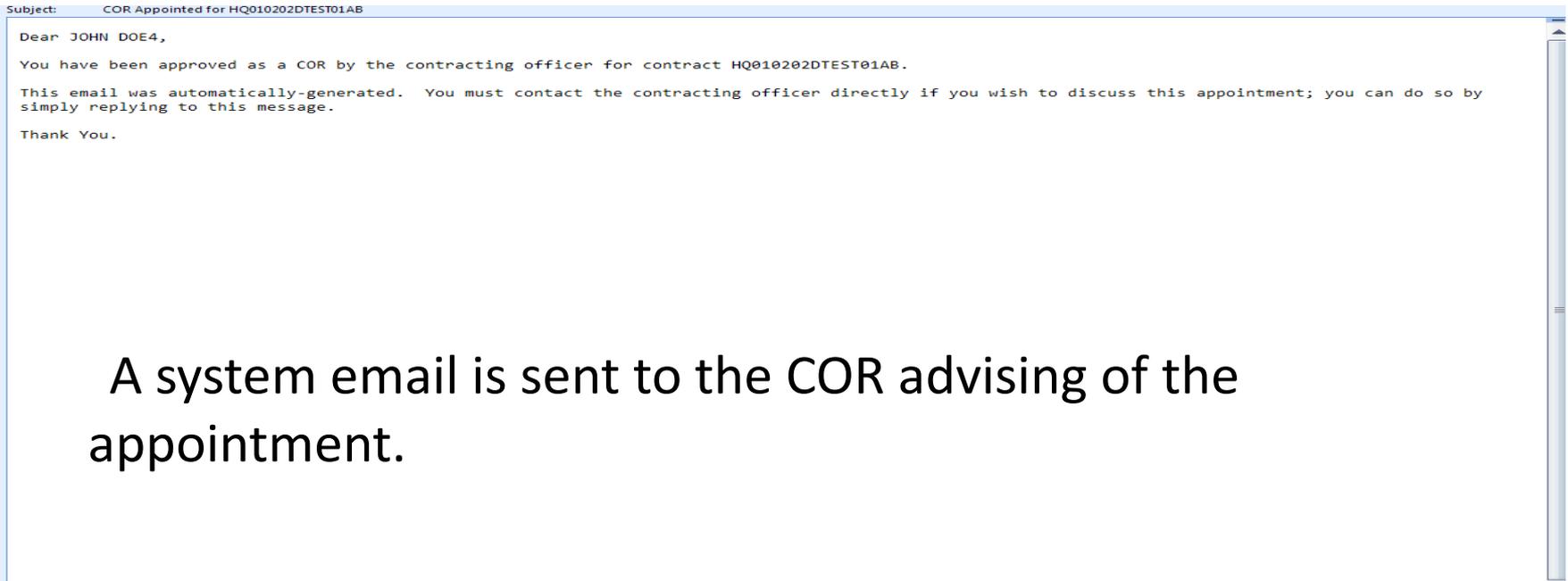
Cage Code: 884047838
Contractor Name: UNIVERSAL MEASUREMENT
Contractor City: SPRINGFIELD
Contractor Zip Code: 45502-9582
Contract Award Date:
Current Completion Date: 10/31/2008
PSC Description: 6635 - PHYSICAL PROPERTIES TEST EO

Contractor Address: 5780 URBANA RD
Contractor State: OH
Contractor Country: US

- Top of page states “COR Appointed.”
- The “Supporting Contracting Center and Contractor Information section is now frozen;
- The “record status” changes to “ACTIVE; and
- The “Contractor” section is populated with FPDS data.

COR Nomination Record Process

CO/CS – Approves a Record/Appoints COR



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

COR Nomination Record Process

Updates Record with ACO or QA POC

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

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

COR Training Type: ⓘ

Contingency Environment?:

Waive QASP?: ⓘ Browse...

Contracting Officer Certifications:

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

Approval/Rejection Comments:

Appointment Letter: Browse... Appointment Date: ⓘ

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

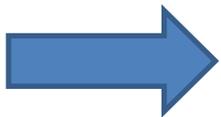
COR Revocation Letter: Browse... Revocation Date: ⓘ

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

Revoke COR

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ



- ❑ Select Contract List status and select applicable contract number
- ❑ Enter the DKO name of the Administrative Contracting Officer (ACO and/or the Quality Assurance Point of Contact (QA POC) .
- ❑ Click on “Save Record (without routing).”

COR Nomination Record Process

Updates Record with ACO or QA POC

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

COR Information Click to expand

Supporting Contracting Center

Contracting Center Department: OSD
Contracting Center DODAAC: HC1028

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: HC1028 - 01 - C - TEST
Delivery/Task Order: 9999
Record Status: ACTIVE

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Add QASP Document: Browse... Description:

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

COR File Inspection Checklist

Appointment Letter: **Appointment Date:**

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

COR Revocation Letter: **Revocation Date:**

ACO DKO Name: ⓘ

QA POC DKO Name: ⓘ

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Add File: **Year:** ▼

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

- ❑ Contracting Officer may post Annual COR File Inspection Checklist (CO).
- ❑ Scroll down to the contracting officer section
- ❑ To add files
 - ❑ Using the browse feature, upload a copy of the checklist
 - ❑ Select the applicable year
 - ❑ Click on add checklist

COR File Inspection Checklist

COR Revocation Letter: **Revocation Date:** 

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

ACO DKO Name: 

QA POC DKO Name: 

Annual COR File Inspection Checklist

	Year	Document	Created By	Created On
  Edit Delete	2012	 CLOSEOUTCHECKLIST.docx	MAE.BARTLEY	06/27/2012 01:58 PM

Add File: **Year:** 

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

Top of the page now state, File Inspection Checklist Added.
Checklist is now available for viewing.

COR Nomination Record Process

CO/CS - Terminates/Revokes a COR

3/21/2011	Certified	Standards for Certification of Contracting Officer Representatives (COR) for Service Acquisition has completed by the COR.
3/21/2011	Certified	I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.
3/21/2011	Certified	I will prepare and sign a COR Revocation/Termination Letter following completion of the above contract/delivery order/purchase order. I will sign the Revocation/Termination Letter and have the COR sign the letter. I will then upload the signed COR Revocation/Termination Letter into the CORT Tool because I understand that this is the only way to turn off the e mail notifications and move this contract/delivery order/purchase order to the Inactive area of the CORT Tool.
3/21/2011	Certified	I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

Approval/Rejection Comments:

Appointment Letter: **Appointment Date:**

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

COR Revocation Letter: **Revocation Date:**

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

ACO DKO Name:

QA POC DKO Name:

Contract Management: [Click to return](#)

- Expand the Contracting Officer section.
- Load a copy of the COR Revocation Letter.
- Enter the revocation date.
- Select "Revoke COR."

COR Nomination Record Process

CO/CS - Terminates/Revokes a COR

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 "Certifications" table with columns for "Cert. Activation", "Certification", and "Certification". A "Windows Internet Explorer" dialog box is overlaid on the page, asking: "Are you sure you wish to terminate the COR for this contract?". The dialog box has "OK" and "Cancel" buttons. Below the dialog box, there is a "Revoke COR" button and a "Save Record (without routing)" button. The background page also shows fields for "Contingency Environment?", "Waive QASP?", "Contracting Officer Certifications:", "Approval/Rejection Comment", "Appointment Letter:", "COR Revocation Letter:", "ACO DKO Name:", and "QA POC DKO Name:". The "ACO DKO Name" field contains "DANA.CHAN" and the "QA POC DKO Name" field contains "WILLIAM.MACZEES".

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

When dialogue box opens, select "OK" to confirm termination.

COR Nomination Record Process

CO/CS - Terminates/Revokes a COR

COR Appointment Terminated
[View Complete COR Information](#)

COR Information - Click to expand

Supporting Contracting Center

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

Contract Information

Contract Solicitation Number: HQ010202DTEST01AB
Record Status: TERMINATED

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Existing Document: QUALITY ASSURANCE PLAN.doc
Description: SAMPLE

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

Contractor

- ❑ Record now states “COR Appointment Terminated.”
- ❑ Record Status changes to Terminated.

CORT Tool

Other Menu Items

Document Templates

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

DoD approved samples.

Local Forms and POCs

The screenshot shows a web application interface with a blue header bar containing the text "DoD COR: Local Guidance, Forms, and POCs". On the left side, there is a vertical navigation menu with the following items: COR Home, COR Profile, COR Nomination Process, Contracting Staff Registration, Contract List/Status, Awaiting My Approval, Document Templates, Local Forms and POCs (highlighted), All COR Submitted Documents, View All Local COR Records, COR Related Links, Admin Email (ADMIN), COR Misc Codes (ADMIN), COR Proxy (ADMIN), Course List (ADMIN), Link To Reports (ADMIN), New COR Profile (ADMIN), View All CORs (ADMIN), COR Profile Removal (ADMIN), and Site SME Management (ADMIN). To the right of the menu, there are two dropdown menus: "Please select a Contracting Command:" and "Please select a Contracting Site:". Below these are two red section headers: "COR HANDBOOKS" and "COR POCs (Point of Contacts)".

Allows components to have local handbooks and POC posted.

Local Forms and POCs

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

DoD COR: Local Guidance, Forms, and POCs

Please select a Contracting Command:

Please select a Contracting Site:

COR HANDBOOKS

	DOCUMENT NAME	DOCUMENT
<input type="button" value="Insert"/>	<input type="text"/>	<input type="button" value="Browse..."/>

COR POCs (Point of Contacts)

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

Local Handbooks and Forms will be posted here.

All COR Submitted Documents

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

DoD COR: CORs By Name

Go To Page: Prev 1 Next of 9

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

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	MAE.BARTLEY	PAUL.GAUGHAN	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE02		MAE.BARTLEY	TEST.DOD	COR Nominee - Supervisor Approved
BENJAMIN.D.TREASURE	NO0190-09-C-0001-0000	TEST1999	MAE.BARTLEY	PAUL.GAUGHAN	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	MAE.BARTLEY	MAE.BARTLEY	Active COR
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		MAE.BARTLEY	TEST.DOD	Terminated
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	BEVERLY.MAYES	MAE.BARTLEY	Active COR
KRISTINE.PREECE	TEST -- 9-9-9999-0000	TEST - 999999	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - Supervisor Approved
KRISTINE.PREECE	TEST - KP	TEST - KP	GARY.PUGLIANO	MAE.BARTLEY	COR Nominee - KO Rejected
MAE.BARTLEY			LEANTHA.D.SUMPTER		
MARY.W.PEARSON	N00024-01-C-TEST-0000		PAUL.GAUGHAN	MAE.BARTLEY	Active COR
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	MAE.BARTLEY	TEST.DOD	Active COR

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

All COR Submitted Documents

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

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

Annual COR File Inspection Checklist

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

COR Trip Report

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

COR Correspondence Report

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

Miscellaneous Documents

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

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

View All Local COR Records

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 (ADMIN)
View All (ADMIN)



DoD COR: View All Local CORs							
Search Criteria:							
COR:	Contract #:	Supervisor/Commander:	PCO/Specialist:				
Please select the record types you are interested in:							
<input type="checkbox"/> ACTIVE	<input type="checkbox"/> DRAFT	<input type="checkbox"/> PENDING PCO REVIEW	<input type="checkbox"/> PENDING SUPERVISOR REVIEW	<input type="checkbox"/> RECORD REJECTED BY PCO	<input type="checkbox"/> RECORD REJECTED BY SUPERVISOR	<input type="checkbox"/> TERMINATED	
Please click here to select identified records							
COR	Contract Number	PreAward Number	Status	Supervisor / Commander	PCO	Specialist	Last Action Date
STEPHEN.P.COLVIN	FA20XX-11-C-0000-0000	FA20XX11C00001	ACTIVE	MAE.BARTLEY	DAVID,P.HILLS	DAVID,P.HILLS	05-13-2011
KIMBERLEE.C.WATTS	HC1028-01-C-TEST-0000	TEST CONTRACT	ACTIVE	BEVERLY.MAYES	MAE.BARTLEY	MAE.BARTLEY	03-15-2011
PAUL.GAUGHAN	HQ0102-01-C-BA12-0000	D0002	ACTIVE	MAE.BARTLEY	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-01-C-TEST-0000	TEST DATA 2	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	05-26-2011
WILLIAM.MACZEES	HQ0102-08-D-6998-0001	TEST DATA	ACTIVE	SHAUNA.J.DOVER	MAE.BARTLEY	MAE.BARTLEY	04-05-2011
WILLIAM.MACZEES	TEST-00011	TEST-00011	DRAFT	SHAUNA.J.DOVER	MAE.BARTLEY	PAUL.GAUGHAN	

- Provide access to records associated with a the contracting organization.
- Local contracting staff will be able to access these records

View all Local COR Record

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

DoD COR: Nomination Process for TEST 11

[View Complete COR Information](#)

COR Information ←Click to collapse

DKO Name: JOHN.DOE4

Supervisor/Commander: MAE.BARTLEY

Courses:

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

COR's Home Organization DODAAC: HQ0102

Supervisor/Commander Commercial Phone: 703-789-6541

Supporting Contracting Center

Contracting Center Department:

Contracting Center DODAAC:

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number:

Record Status: PENDING PCO REVIEW

Contracting Officer

Contracting Officer:

Commercial Phone:

Email: MAE.BARTLEY@US.ARMY.MIL

Contracting Specialist

Contracting Specialist:

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).

Existing Document:

Description: SAMPLE

Replace QASP Document:

Description:

May change CO or CS on a record in the "Pending PCO Approval Status or Active Status.

COR Proxy (Admin)

DoD COR: Proxy

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

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)

Enter the AKO/DKO name of the user to troubleshoot problems.

Links to Reports (Admin)

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)	<h2 style="margin: 0;">DoD COR: Links To Reports (ADMIN)</h2>																																								
<p>Reports</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 5%;"></th> <th style="width: 30%;">Document</th> <th style="width: 30%;">Document Desc</th> <th style="width: 15%;">Created By</th> <th style="width: 20%;">Created On</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">August 2011 Metrics.xlsx</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>09/06/2011 03:41 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">CLS_-_Contracting_Center_DoDAAC_-_9.02.11.xls</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>09/06/2011 02:39 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">July 2011 Metrics.xlsx</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>08/05/2011 01:27 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">_DoD CORs_-_9.2.11.xls</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>09/06/2011 02:39 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">COR_Training_-_9.2.11.xls</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>09/06/2011 02:37 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">CONTRACTING_STAFF_REGISTRATION_-_9.02.11.xls</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>09/06/2011 02:37 PM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">Contract_Document_-_Status_9.02.11.xls</td> <td>Misc Report</td> <td>MAE.BARTLEY</td> <td>09/06/2011 02:37 PM</td> </tr> </tbody> </table>		Document	Document Desc	Created By	Created On		August 2011 Metrics.xlsx	Misc Report	MAE.BARTLEY	09/06/2011 03:41 PM		CLS_-_Contracting_Center_DoDAAC_-_9.02.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:39 PM		July 2011 Metrics.xlsx	Misc Report	MAE.BARTLEY	08/05/2011 01:27 PM		_DoD CORs_-_9.2.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:39 PM		COR_Training_-_9.2.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:37 PM		CONTRACTING_STAFF_REGISTRATION_-_9.02.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:37 PM		Contract_Document_-_Status_9.02.11.xls	Misc Report	MAE.BARTLEY	09/06/2011 02:37 PM	<p>Add File: <input type="text"/> <input type="button" value="Browse..."/></p> <p style="font-size: small; color: green;">Note: File size being uploaded must not exceed 8 MB (8,000 KB).</p>
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SMEs may check on the status of their CORs Profile and Contracting staff registrations.

New COR Profile (Admin)

COR Home	DoD COR: Profile			
COR Profile	<small>Note: All non-mandatory fields are marked with an asterisk (*)</small>			
COR Nomination Process	View COR Contract List			
Contracting Staff Registration	COR Information	DKO Name: MAE.BARTLEY	Email Address:	<input type="text"/>
Contract List/Status	Work Address:	<input type="text"/>	COR's Home Organization (DODAAC):	<input type="text"/>
Awaiting My Approval	City/APO:	<input type="text"/>	Organization Name:	<input type="text"/>
Document Templates	State:	-Select-	Unit:	<input type="text"/>
Local Forms and POCs	Zip Code:	<input type="text"/>	Country	<input type="text"/>
All COR Submitted Documents	Country:	United States	<small>(If applicable)</small>	Area Code
View All Local COR Records	Are you a Certified Acquisition Official?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<small>(3 digits, no dashes)</small>	Phone Number
COR Related Links	Career Experience:	<input type="text"/>	<small>(7 digits, no dashes)</small>	Extension
Admin Email (ADMIN)	<input type="text"/>	<input type="text"/>	<small>(If applicable)</small>	<input type="text"/>
COR Misc Codes (ADMIN)	Career Experience Level:	<input type="text"/>	Commercial Phone:	<input type="text"/>
COR Proxy (ADMIN)	<input type="text"/>	<input type="text"/>	<small>(If applicable)</small>	DSN Phone:
Course List (ADMIN)	Supervisor/Commander Information	<input type="text"/>	<small>(3 digits, no dashes)</small>	Phone Number
Link To Reports (ADMIN)	<small>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.</small>	<input type="text"/>	<small>(7 digits, no dashes)</small>	Extension
New COR Profile (ADMIN)	DKO Name:	<input type="text"/>	<small>(If applicable)</small>	<input type="text"/>
View All CORs (ADMIN)	Email Address:	<input type="text"/>	<small>(3 digits, no dashes)</small>	<input type="text"/>
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			<small>(If applicable)</small>	<input type="text"/>
			Commercial Phone:	<input type="text"/>
			<small>(If applicable)</small>	DSN Phone:
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			<small>(If applicable)</small>	<input type="text"/>
			Commercial Phone:	<input type="text"/>
			<small>(If applicable)</small>	DSN Phone:

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