



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

COR SUPERVISOR

(Requiring Activity, COR Management or
Higher Level Authority)

eBusiness
Defense Procurement and Acquisition Policy

MARCH 2011



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

- **AKO/DKO accounts required for each user of the CORT Tool**
 - AKO/DKO portal: www.us.army.mil
 - Contact the AKO/DKO helpdesk with issues
 - Annotate e-mail address
- **Common Access Card (CAC) required and must be registered to each AKO/DKO account**
 - Once logged in, click on "My Account" at the top of the page (next to the DKO logo).
 - Click on the "CAC/Cert Registration" option.
 - Click on the "Register" button.
 - Follow the prompts to complete the registration process.
 - When prompted , enter the password use to log on to DKO
 - Upon completion of the CAC registration, log out and log back in with CAC.

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

- **Each user will be provided with a “ us.army.mil” e-mail address**
 - E-mail generated from the CORT Tool will be sent to the us.army.mil account
 - Each user may have their e-mails forwarded to “daily” e-mail
 - Login in to AKO/DKO portal: www.us.army.mil
 - From the “My Account” menu at the top of the page click “Mail Preferences”
 - Select “Mail Options”
 - Click the “Forward Email” radio button
 - Enter the forwarding address information and click “SUBMIT”
 - Result in automatic forwarding of CORT Tool e-mail notifications
- If a user elects not to forward their e-mail; users will need to consistently check AKO/DKO e-mail accounts
- **Supervisors should provide AKO/DKO name and email address to each COR - ensures proper routing of emails**

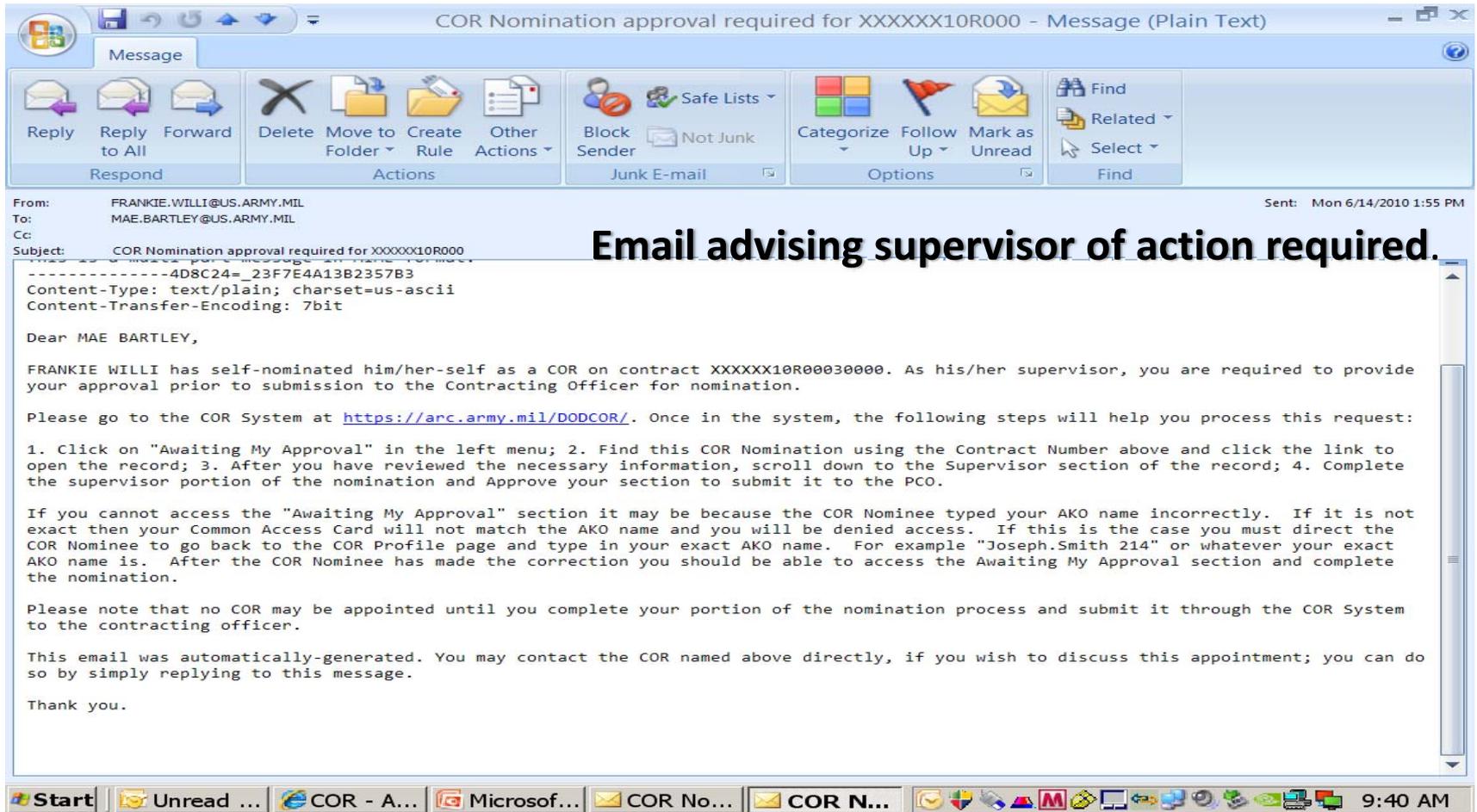
COR SUPERVISOR – Requiring Activity, Management or Higher Level Authority)

Part 1 - Roles & Responsibilities

COR SUPERVISOR ROLE

- **COR Supervisor will receive an email directing the COR supervisor to the CORT Tool site after a COR processes a nomination**
 - Click on “Awaiting my Approval.”
 - All unapproved nominees records will be displayed.
- **COR Supervisor will access the appropriate records,**
 - Review all the applicable nominations
 - Complete the certifications
- **Approve, save, reject or cancel the nomination**
 - “Approve” sends the nomination to the contracting officer/contract specialist
 - “Save” allows a COR supervisor to update the information at a later date
 - “Reject” requires the COR supervisor to add mandatory comments and return the package to the COR for corrective action
 - “Cancel record” removes the COR nomination from the CORT Tool

SUPERVISOR EMAILS



The screenshot shows an email client window titled "COR Nomination approval required for XXXXXX10R000 - Message (Plain Text)". The window includes a toolbar with various actions like Reply, Forward, Delete, and Move to Folder. The email header shows it is from FRANKIE.WILLI@US.ARMY.MIL to MAE.BARTLEY@US.ARMY.MIL, sent on Mon 6/14/2010 1:55 PM. The subject is "COR Nomination approval required for XXXXXX10R000". The main body of the email contains the following text:

-----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.

The taskbar at the bottom shows the Start button, several unread messages, and open windows for "COR - A...", "Microsof...", "COR No...", and "COR N...". The system clock shows 9:40 AM.

Email advising supervisor of action required.

HOME PAGE

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

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

File Edit View Favorites Tools Help

DoD COR: Home

User Name: MAE.BARTLEY Logout

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Home

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

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

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

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.

CORT Tool Menu
Most users will only see the first 8 tabs.

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)

Trusted sites 100%

Start S... R... s... R... s... G... S... D... C... M... 2:08 PM

HOME PAGE MENU

All Users

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

SUPERVISOR – Awaiting My Approval

DoD COR: Home

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Home

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

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

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

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

All Users

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

COR Nominees

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

COR Supervisors

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

From the menu, select "Awaiting My Approval"

SUPERVISOR – Awaiting My Approval

Contracting Officer Representative (COR) Tool

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor

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

COR Nominees Awaiting My Approval as Contracting Officer

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

Actions Awaiting Approval:

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

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

9:42 AM

A list of actions awaiting approval is displayed.

SUPERVISOR – Awaiting My Approval

Contracting Officer Representative Tracking (CORT) Tool

DOD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as

No Contracts Awaiting Your Approval

DOD COR: Awaiting my Approval as Contracting Officer

No Contracts Awaiting Your Approval

Navigation Menu:

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

Text:

If there are no actions assigned, the supervisor receives a message that there are “No Contract Awaiting Your Approval.”

SUPERVISOR - Contract List Status

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

1. Click on “Contract Status List” to see all actions.
2. If there are no actions assigned, the Supervisor will be advised that “You cannot view the COR Contract List unless you a COR, Supervisor or Contracting Officer . . .”

SUPERVISOR - Contract List Status

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

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

File Edit View Favorites Tools Help

COR - COR Contract List

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

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

Records to Filter Out:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
BENJAMIN.D.TREASURE	HQ0102-08-C-0003-0000	001002	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
PAUL.GAUGHAN	HQ0102-08-C-T001-0000	TEST222	Active COR	MAE.BARTLEY	DOD, TEST
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-C-TEST-0000	BENTEST	Active COR	MAE.BARTLEY	BARTLEY, MAE
BENJAMIN.D.TREASURE	HQ0102-08-D-TEST-TE01		COR Nominee - Submitted to Supervisor	MAE.BARTLEY	DOD, TEST
MARY.W.PEARSON	N00024-01-C-TEST-0000		Active COR	PAUL.GAUHAN	BARTLEY, MAE
BENJAMIN.D.TREASURE	N00190-09-C-0001-0000	TEST1999	Active COR	MAE.BARTLEY	GAUGHAN, PAUL
KRISTINE.PREECE	TEST - 999999	TEST - 999999	COR Nominee - Supervisor Approved	GARY.PUGLIANO	BARTLEY, MAE

3. If there are actions, a list and status of actions will be displayed.

Trusted sites 100%

Start Unread... Today's... Microso... COR - ... Microso... 11:14 AM

Contract List Status

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

SUPERVISOR CONTRACT LIST STATUS

Filter – “Active COR”

Contracting Officer Representative Tracking (CORT) Tool

User Name: MAE.BARTLEY

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

Records to Filter Out:

Terminated
 Draft
 Submitted to Supervisor
 Supervisor Approved
 Active COR
 Rejected

Apply Checkbox Filters...

COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
CLAUDE.WINTERS	8577MP-10-C-1238-0000	8577MPPEM01238	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-C-0031-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0046-0000	8577MPPEM01588	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0095-0000	SA470510Q0095	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-F-0152-0000	8574MPPEM1054	Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0046-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0078-0000		Active COR	MAE.BARTLEY	JULIAS, RYAN
CLAUDE.WINTERS	SA4705-10-M-0099-0000	SA470510Q0099	Active COR	MAE.BARTLEY	JULIAS, RYAN
FRANKIE.WILLI	SP4705-00-C-X1X1-0000	XXXXXX10PR007	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-AB01-0000	XXXXXX10R0001	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-AB01-0000	SPR70510R0005	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-01-C-X001-0000	SP470510R0004	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-10-F-0005-0000	SP470510PR0005	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	SP4705-10-F-0006-0000	SP470510PR0006	Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0009-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0010-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY
FRANKIE.WILLI	XXXXXX-10-C-0011-0000		Active COR	MAE.BARTLEY	KELLY, JIMMY

To only view Nominees in any status, (i.e. “Active COR”) use the “records to filter out” process; 1. Check all record types that you do not want to view; 2. Click on “Apply Checkbox Filters.”

SUPERVISOR COR Nomination Review

Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Supervisor

COR	Contract/PreAward Number	Contracting Officer
DANA.CHAN	HQ0102-08-C-9999-0000	DOD, TEST

COR Nominees Awaiting My Approval as Contracting Officer

COR	Contract/PreAward Number	Supervisor
BIG.MOUSE	SAMPLE	DANA.CHAN

1. Select "Awaiting My Approval" to see all nomination requiring supervisor approval.
2. Select the contract number.

SUPERVISOR

COR Nomination Review

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

[View Complete COR Information](#)

COR Information Click to expand

Supporting Contracting Center

Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number: - - -

Delivery/Task Order:

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

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

Commercial Phone: 8434121010

Contracting Specialist

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

Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Existing Document: Description: QASP

Replace QASP Document: Description:

Contractor

Review nomination.

SUPERVISOR COR Nomination Review

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/> I certify	I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.
9/20/2007	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/> I certify	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil, and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 513.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil, by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/> I certify	The Nominee's integrity and adherence to the Standards of Conduct DoDDS500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

Approval/Rejection Comments:

This COR Nonminee has extensive experience.

Supervisor Approve Save Record (without routing) Supervisor Reject

Trusted sites 100%

Start U... P... H... C... T... F... R... C... 3... 1:49 PM

1. Complete certification;
Check all that apply;

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

SUPERVISOR Approves A Nomination

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

The screenshot displays a web browser window titled "COR - DoD COR: Nomination Process for PR TEST- 12345 - Windows Internet Explorer provided by OSD-C...". The address bar shows the URL: <https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179&orgid=1>. The page content includes a "Supervisor Certifications:" section with a table of certification items, a "Windows Internet Explorer" dialog box asking "Are you sure you wish to approve this record?", and a "Supervisor Approve" button circled in red. The task instructions on the left side of the image correspond to the actions being performed in the screenshot.

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	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 have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/>	I will input the change of COR information into this system if the COR changes.
11/21/2007	<input checked="" type="checkbox"/>	If Applicable, this COR Nominee has registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil , and will process payments when possible using WAWF.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February Monthly COR Report. The COR will not provide a copy of the OGE to the Contracting Center.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no security violations.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with IIS Government credit cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil , by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
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Approval/Rejection Comments:

Supervisor Approve Save Record (without routing) Supervisor Reject

This COR Nonminee has extensive experience.

SUPERVISOR Approves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

COR Self Nomination for HQ0102-08-C-9999-0000
COR Nominee Record Approved and Submitted to Contracting Officer

[View Complete COR Information](#)
Cancel Record

COR Information

DKO Name: DANA.CHAN
COR's Home Organization DODAAC: HQ0102
Organization Name:

Courses: No Courses Listed

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

Contract/Solicitation Number: HQ0102 -08 -C -9999
Delivery/Task Order: 0000
Record Status: COR Nominee - Supervisor Approved

Contracting Officer

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

Contracting Specialist

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

8:07 AM

Record now states "COR Nominee Record Approved and Submitted to Contracting Officer" and an email is sent to the Contracting Officer.

SUPERVISOR - Saves A Nomination

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

Supervisor Certifications:

Cert. Activation	All	Certification
9/20/2007	<input checked="" type="checkbox"/>	I certify 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 have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
9/20/2007	<input checked="" type="checkbox"/>	I will input the change of COR information into this system if the COR changes.
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9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government credit cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has no violations with US Government purchase cards.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee has time available to adequately perform such duties.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the 8 hour online Defense Acquisition University COR Training entitled COR With A Mission Focus (CLC 106) at www.dau.mil, by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the Monthly COR Report to the PCO.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete the Monthly COR Report and place a copy of the COR Monthly Report in this system each month.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.
9/20/2007	<input checked="" type="checkbox"/>	The Nominee's integrity and adherence to the Standards of Conduct DoDDS500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

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

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

SUPERVISOR – Saves A Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

[View Complete COR Information](#)

COR Information <-Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

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

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

Delivery/Task Order: 0000

Record Status: Draft

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Record now states “COR Contract Record Updated.”

SUPERVISOR – Rejects A Nomination

1. To reject the nomination, select “supervisor reject.”

2. When dialogue box appears, Click “ok” to complete.

The screenshot shows a web browser window titled "COR - DoD COR: Nomination Process for PR TEST- 12345 - Windows Internet Explorer provided by OSD-C...". The address bar shows the URL: <https://arc-stg.army.mil/DoDCOR/CORContract.aspx?cor=2730&id=4179>. The page content includes a "Supervisor Certifications:" section with a table of certifications. A dialog box is open over the table, asking "Are you sure you wish to reject this record?" with "OK" and "Cancel" buttons. The "Supervisor Reject" button at the bottom of the page is circled in red. The task instructions on the left side of the image describe the steps to reject a nomination.

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

Approval/Rejection Comments:

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

SUPERVISOR Rejects A Nomination

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)
DANA.CHAN

COR Self Nomination for SP0600-10-C-0024-0000
COR Nominee Record Rejected by Supervisor

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

COR Information Click to expand

Supporting Contracting Center

Contracting Center DODAAC: SP0600

Contract Information

Contract Number is Known Contract Number is Not Known

Contract/Solicitation Number: SP0600 -10 -C -0024

Delivery/Task Order: 0000

Record Status: COR Nominee - Supervisor Rejected

Contracting Officer

Contracting Officer: BISSIG, MICHAEL
Commercial Phone:

Contracting Specialist

Contracting Specialist: BISSIG, MICHAEL
Commercial Phone:

Email: MICHAEL.BISSIG@US.ARMY.MIL

QA Surveillance Plan (QASP)

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

Done Trusted sites 100%

Start Unread Ma... COR - CO... H:\CORT T... Microsoft P... 8:18 AM

Record now states “COR Nominee Record Rejected by Supervisor.” Record Status changes and an email is sent to the COR.

SUPERVISOR Cancels A Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

[View Complete COR Information](#)

Cancel Record

Select cancel record.

COR Information - Click to expand

Supporting Contracting Center

Contracting Center DODAAC: HQ0102

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract/Solicitation Number: HQ0102 -08 -D -TEST

Delivery/Task Order: TE01

Record Status: COR Nominee - Submitted to Supervisor

Contracting Officer

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

Commercial Phone: 8434121010

Contracting Specialist

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

Commercial Phone: 7036993723

QA Surveillance Plan (QASP)

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

Existing Document: Description: QASP

SUPERVISOR Cancels A Nomination

Contracting Officer Representative Tracking (CORT) Tool

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

[View Complete COR Information](#)

Windows Internet Explorer

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

Contracting Officer
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).

Existing Document: QUALITY ASSURANCE PLAN.doc Description: QASP

11:37 AM

When dialogue box appears, select "ok" to continue with the cancellation.

COR SUPERVISOR – Requiring Activity, Management or Higher Level Authority)

Part 2 - Contract Management

CONTRACT MANAGEMENT

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

CONTRACT MANAGEMENT

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Proce...

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

No Monthly Status reports Listed

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

Miscellaneous Documents
No Miscellaneous Documents Listed

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

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

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

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

CONTRACT MANAGEMENT – Adding Reports

The screenshot displays a web browser window with the URL <https://arc.army.mil/DODCOR/CORContract.aspx?cor=538&id=4282&orgid=1>. The page is titled "COR - DoD COR: Contract Management for SA4705-10-F-0152-0000". The interface is divided into several sections, each with an "Add File" button and a "Browse..." button. A red circle highlights the "Add File" button and the "Month" and "Year" dropdown menus for the "Monthly Status Reports" section.

Monthly Status Reports
No Monthly Status Reports Listed
Month: Year:
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Annual COR File Inspection Checklist
No COR File Inspection Checklist File Listed
Year:
Add File: Browse...
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

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

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

Miscellaneous Documents
No Miscellaneous Documents Listed
Month: Year:
Document Type:
Add File: Browse...

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

CONTRACT MANAGEMENT

Monthly Status Report

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool' interface. The browser's address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page title is 'COR - DoD COR: Contract Management for N00030-09-C-9999-0000'. The main content area features a notification: 'DoD COR: Contract Management for N00030-09-C-9999-0000 Status Report Added'. Below this notification is a link: '[View Complete COR Information](#)'. A red circle highlights this notification and link. The interface includes a left-hand navigation menu with links such as 'COR Home', 'COR Profile', and 'Contracting Staff Registration'. The main content area is divided into sections: 'COR Information', 'Supporting Contracting Center', 'Contract Information', 'Contracting Officer', 'Contracting Specialist', and 'QA Surveillance Plan (QASP)'. The 'Contract Information' section shows fields for 'Contract/Solicitation Number' (N00030-09-C-9999) and 'Delivery/Task Order' (9999). The 'Contracting Officer' section lists 'Contracting Officer: DOD, TEST' and 'Commercial Phone: 7036028011'. The 'Contracting Specialist' section lists 'Contracting Specialist: DOD, TEST' and 'Commercial Phone: 7036028011'. The 'QA Surveillance Plan (QASP)' section includes a note: 'Note: The file should have a file extension (doc, pdf, etc.). Note: File size being uploaded must not exceed 8 MB (8,000 KB)'. The browser's status bar at the bottom shows '(1 item remaining) Downloading picture https://arc.army.mil/DoDCOR/imgs/redx_reject.gif...' and the system tray shows the time as 9:19 AM.

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

CONTRACT MANAGEMENT – Monthly Status Report

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

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

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

Annual COR File Inspection Checklist

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

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

COR Trip Report
No COR Trip Reports Listed

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

CONTRACT MANAGEMENT – Monthly Status Report

Contracting Officer Representative Tracking (CORT) Tool

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

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

Record now states, "status report deleted"

Contract Information

Contracting Center DODAAC: SP0600

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

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

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

Commercial Phone:

Contracting Specialist

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

Commercial Phone:

QA Surveillance Plan (QASP)

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

CONTRACT MANAGEMENT – Monthly Status Report

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

The screenshot shows a web browser window displaying the DoD COR Contract Management interface. The browser title is "COR - DoD COR: Contract Management for SP0600-10-C-0022-0000". The address bar shows the URL: <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=64&id=4306&orgid=1>. The page content includes a "Contractor" section with fields for Cage Code, Name, City, Zip Code, Award Date, Address, State, and Country. Below this is a "Supervisor" section with expandable fields for Supervisor and Contracting Officer. The main section is "Monthly Status Reports", which contains a table with the following data:

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

Below the table, there is a "Replace File" section with a "Month" dropdown set to "June" and a "Year" dropdown set to "2010". The "Existing Report" is "STATUS REPORT.docx". A "Replace File" input field is present with a "Browse..." button. A note states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is an "Annual COR File Inspection Checklist" section with a "Year" dropdown set to "2010" and an "Add File" input field with a "Browse..." button. Another note states: "Note: File size being uploaded must not exceed 8 MB (8,000 KB)." The browser's status bar shows "Trusted sites" and "100%". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 10:08 AM.

CONTRACT MANAGEMENT – Monthly Status Report

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=40&id=4408>. The page title is "Contracting Officer Representative Tracking (CORT) Tool". The main content area displays "DoD COR: Contract Management for XXXXXX-10-C-0009-0000" and a notification: "Status Report Updated" with a link to "View Complete COR Information". A red circle highlights this notification. The left sidebar contains a navigation menu with items like "COR Home", "COR Profile", and "Contracting Staff Registration". The main content area also includes sections for "Contract Information", "Contracting Officer" (KELLY, JIMMY), and "Contracting Specialist" (KELLY, JIMMY). The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:48 PM.

Contracting Officer Representative Tracking (CORT) Tool

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

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

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

Contracting Specialist
Contracting Specialist: KELLY, JIMMY
Commercial Phone: 0000000000
Email: JIMMY.KELLY@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, “status report updated”

APPROVE/REJECT – Monthly Status Reports

Contracting Officers will approve or reject status reports.

1. To approve, click on “approve.”

Existing Document: QUALITY ASSURANCE PLAN.doc

Replace QASP Document: Browse...

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

Description: xxxx

Description: xxxx

Contractor Address: **Contractor State:** **Contractor Country:**

Monthly Status Reports

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

Month: Year: 2010

Add File: Browse...

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2010

APPROVE/REJECT – Monthly Status Reports

2. Click on
“OK” to
complete
approval.

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

Contractor Address:
Contractor State:
Contractor Country:

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

Month/Year	Version	Status	Document	Created By	Created On
08-2010	1	Rejected		MAE.BARTLEY	09/24/2010 08:30 AM
				BARTLEY	09/24/2010 08:29 AM
				DOD	09/24/2010 08:19 AM

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

Year: 2010
Add File: Browse...
Note: File size being uploaded must not exceed 6 MB (6,000 KB)

COR Trip Report
No COR Trip Reports Listed

Month: -Select- Year: 2010
Add File: Browse...
Note: File size being uploaded must not exceed 6 MB (6,000 KB)

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

Start | Unread Ma... | COR - Do... | Microsoft P... | H:\CORT T... | 9:47 AM

APPROVE/REJECT – Monthly Status Reports

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool'. The page title is 'DoD COR: Contract Management for SP0600-10-C-0022-0000'. A red circle highlights the notification: 'Status Report Approved' with a link to 'View Complete COR Information'. The user is identified as 'MICHAEL.BISSIG'. The page includes a navigation menu on the left, a 'COR Information' section with a 'Click to expand' link, and a 'Supporting Contracting Center' section with a 'Contracting Center DODAAC' field set to 'SP0600'. The 'Contract Information' section shows 'Contract/Solicitation Number: SP0600 -10 -C -0022', 'Delivery/Task Order: 0000', and 'Record Status: Active COR'. The 'Contracting Officer' and 'Contracting Specialist' sections both list 'BISSIG, MICHAEL' with an email address of 'MICHAEL.BISSIG@US.ARMY.MIL'. The 'QA Surveillance Plan (QASP)' section includes a note about file extensions and size. The browser's taskbar shows the Start button, 'Unread Ma...', 'Microsoft P...', 'H:\CORT T...', 'COR - Do...', and the system clock at 10:11 AM.

Contracting Officer Representative Tracking (CORT) Tool

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

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

User Name: [Logout](#)
MICHAEL.BISSIG

COR Information Click to expand

Supporting Contracting Center

Contracting Center DODAAC: SP0600

Contract Information

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

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

Delivery/Task Order: 0000

Record Status: Active COR

Contracting Officer

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

Contracting Specialist

Contracting Specialist: BISSIG, MICHAEL
Email: MICHAEL.BISSIG@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).

Report now states, status report approved. An email is generated and sent to COR.

APPROVE/REJECT – Monthly Status Reports

Existing Document: QUALITY ASSURANCE PLAN.doc

Replace QASP Document: Browse...

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

Supervisor, Contracting Officer, Contract Management

Monthly Status Reports

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

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

Year: 2010

Trusted sites 100%

Start | Unread Ma... | COR - Do... | Microsoft P... | H:\CORT T... | 9:32 AM

To reject the report, click on reject. Add a reason for rejection and an email is generated and sent to the COR.



APPROVE/REJECT – Monthly Status Reports

Click on “OK” to complete the rejection; “Cancel” to maintain.

Existing Document: Description:

Replace QASP Document: Description:

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

Contractor Address:
Contractor State:
Contractor Country:

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

Mon	Submitted	Created By	Created On
<input type="checkbox"/>	08-2010	MAE, BARTLEY	09/24/2010 08:30 AM
<input type="checkbox"/>			09/24/2010 08:29 AM
<input type="checkbox"/>			09/24/2010 08:19 AM

Enter Rejection Comments:
Add in award in fee receive for the month.

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

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

Year: 2010

Microsoft PowerPoint - [COR Tracking Tool Training Guide - Version 1
0 (SEPTEMB

9:39 AM

APPROVE/REJECT – Monthly Status Reports

The screenshot shows a web browser window displaying the 'Contracting Officer Representative Tracking (CORT) Tool'. The page title is 'DoD COR: Contract Management for N00030-09-C-9999-0000'. A red circle highlights the message 'Status Report Rejected' with a link to 'View Complete COR Information'. The page includes a navigation menu on the left, a 'COR Information' section with a 'Click to expand' link, and a 'Supporting Contracting Center' section with a 'Contracting Center DODAAC' field set to 'HQ0102'. Below this is the 'Contract Information' section, which includes fields for 'Contract/Solicitation Number' (N00030-09-C-9999), 'Delivery/Task Order' (0999), and 'Record Status' (Active COR). The 'Contracting Officer' section lists 'Contracting Officer: DOD, TEST' and 'Commercial Phone: 7036028011', with an 'Email' field set to 'DOD.TEST@US.ARMY.MIL'. The 'Contracting Specialist' section lists 'Contracting Specialist: DOD, TEST' and 'Commercial Phone: 7036028011', with an 'Email' field set to 'TEST.DOD@US.ARMY.MIL'. The 'QA Surveillance Plan (QASP)' section includes a note: 'Note: The file should have a file extension (doc, pdf, etc.). Note: File size being uploaded must not exceed 8 MB (8,000 KB)'. The browser's address bar shows the URL 'https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:41 AM.

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

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

Contracting Officer Representative Tracking (CORT) Tool

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

COR Information Click to expand

Supporting Contracting Center

Contracting Center DODAAC:

Contract Information

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

Contract/Solicitation Number: - - -

Delivery/Task Order:

Record Status: Active COR

Contracting Officer

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

Contracting Specialist

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

QA Surveillance Plan (QASP)

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

Record now states “Status Report Rejected.” An email is generated and sent to the COR.

REJECTED MONTHLY STATUS REPORT – COR View

Once rejected, CORs must add a new report, which . . .

Replace QASP Document: Browse...

Description: xxxx

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

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

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

Month: Year: 2010

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

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

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

COR Trip Report

Trusted sites 100%

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

REJECTED MONTHLY STATUS REPORT – COR View Revised

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

Contractor Address:
Contractor State:
Contractor Country:

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

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

Month: Year:

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

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

Year:

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

... will be replaced with a new version.

CONTRACT MANAGEMENT - Other COR Reports

Contracting Officer may upload Annual Inspection Checklist

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

The screenshot shows a web browser window with the URL <https://arc.army.mil/DoDCOR/CORContract.aspx?cor=57&id=4415&orgid=1>. The page displays four sections for uploading reports, each with a table of existing entries and an 'Add File' form below. Blue arrows point to the 'Add File' forms for each section.

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

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

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

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

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

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

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

Month: April Year: 2010

CONTRACT MANAGEMENT- Miscellaneous Documents

The screenshot shows a web browser window with the URL <https://arc.army.mil/DODCOR/CORContract.aspx?cor=53&id=4282&orgid=1>. The page contains several sections for uploading documents:

- Annual COR File Inspection Checklist**: Includes a form with 'Month' (April), 'Year' (2010), and 'Add File' (H:\DOD COR Tracking Too). A note states: "File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a status bar: "No COR File Inspection Checklist File Listed".
- COR Trip Report**: Includes a form with 'Year' (2010) and 'Add File'. A note states: "File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a status bar: "No COR Trip Reports Listed".
- COR Correspondence Report**: Includes a form with 'Month' (-Select-), 'Year' (2010), and 'Add File'. A note states: "File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a status bar: "No COR Correspondence Reports Listed".
- Miscellaneous Documents**: This section is circled in red. It includes a form with 'Document Type' (-Select-), 'Year' (2010), and 'Add File'. A note states: "File size being uploaded must not exceed 8 MB (8,000 KB)." Below this is a status bar: "No Miscellaneous Documents Listed".

A dropdown menu is open for the 'Document Type' field in the Miscellaneous Documents section, listing the following options:

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

A blue arrow points to the 'Document Type' dropdown menu.

Types of
Miscellaneous
documents that
can be added.

CONTRACT MANAGEMENT- View Previous COR's Documents

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

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

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)

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

DoD COR: CORs By Name

Go To Page: Prev 1 Next of 9

Direct Filters:

COR: Contract #:

Supervisor: PCO:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected

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

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

[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 Missions \(ADMIN\)](#)
[Course List \(ADMIN\)](#)
[Admin Error \(ADMIN\)](#)

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

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

Trusted sites 100%

Start H. C. 3:23 PM

CONTRACT MANAGEMENT- View Previous COR's Documents

Contracting Officer Representative Tracking (CORT) Tool

Contract Management Reports for HC102801CTEST0000

Monthly Status Reports

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

Annual COR File Inspection Checklist
No File Inspection Checklists Listed

COR Trip Report
No COR Trip Reports Listed

COR Correspondence Report
No COR Correspondence Reports Listed

Miscellaneous Documents
No Miscellaneous Documents Listed

An entire listing of all documents from any COR is available.
Documents are available to all roles.

COR SUPERVISOR – Requiring Activity, Management or Higher Level Authority)

Part 3 - Reminder Emails

Reminders Emails

- **Reminders emails will be sent on the following occasions:**
 - **CORS**
 - Refresher training needed
 - Late in taking Refresher training
 - Monthly report due
 - Late monthly report reminders
 - COR self nomination over 30 days
 - Annual 450 requirements due
 - **Supervisors**
 - COR nomination over 30 days waiting “supervisor approval
 - **Contracting Officers**
 - Annual COR Inspection
 - Late Annual COR Inspection
 - Contract Completion
 - Nomination over 30 days waiting on Contracting Officer approval
 - Contracts over 30 days old needing a termination