

**DEPARTMENT OF DEFENSE
CONTRACTING OFFICER
REPRESENTATIVE TRACKING TOOL
(CORT TOOL)**

USER'S GUIDE

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I. INTRODUCTION

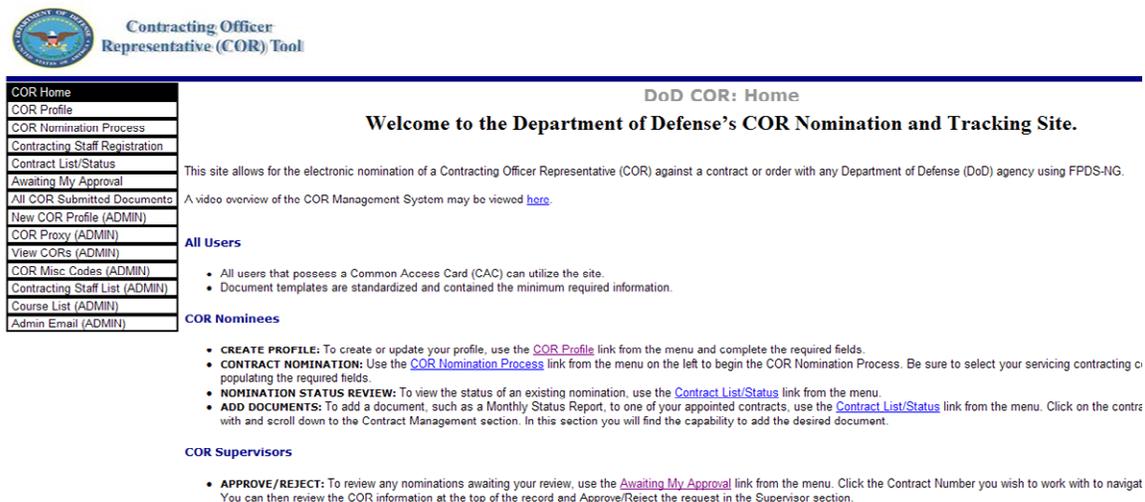
The Department of Defense (DoD) Contracting Officer Representative Tracking Tool (CORT Tool) is used to nominate, appoint, track, terminate and revoke an individual as a COR against a DoD contract or order; or a contract or order issued against on behalf of a DoD assisting agency. This Tool allows a perspective COR to create a profile and process a nomination package for one or multiple contracts and/or orders. It provides contracting personnel a web based portal for all relevant COR actions. This User's Guide has been prepared to assist new users in properly utilizing the CORT Tool. This Tool is guided by the Section 813 Contracting Integrity Panel. This panel, which Congress required in the Fiscal Year 2007 National Defense Authorization Act, has developed a **draft** DoD Instruction, or DoDI, which will establish uniform guidance for identification, development and management of CORs within DoD. It also establishes a requirement for component and defense agencies to use the DoD CORT Tool to track COR nominations, appointments, terminations and training certifications. The draft instruction is currently under review.

The CORT Tool is CAC enabled and available to all members of the DoD. To use, you must have internet access, registration with DKO, and a CAC reader. If you are reading this user's guide (within the Tool), you are already there!

Please use the "Print Layout" view setting to see embedded screenshots.

II. HOME PAGE

The CORT Tool homepage, at <https://arc.army.mil/DODCOR/>, contains top level information for each type of user involved in the nomination and appointment of CORs against DoD contracts and orders and links to navigate the site.



 Contracting Officer Representative (COR) 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 c 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 contr 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 navigat You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor section.

The links for the module are as follows:

Home – returns the user to the homepage

Profile – allows the COR to enter or edit their profile information.

Nomination Process – the link allows each level of user to complete their portion of the nomination process.

Contract List/Status – provides the logged in user access to their records both active appointments and those in process.

Contracting Staff Registration – allows the Contracting officer and Contract Specialist to enter to enter their registration information

Awaiting My Approval – provides the logged in user access to all records that are awaiting their approval/action.

Document Templates – allows the user to see all relevant 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.

Admin Links – these are available to the Agency System Administrators/Subject Matter Experts only and include being able to add a new COR Profile, creating a Proxy, and View the CORs.

COR Management System Video – a narrated tutorial video is available via the link in the center of the home page (*Army*).

III. COR PROFILE

The COR Profile contains basic requirements data as part of the COR. The profile information, once entered, does not need to be entered again (save any needed updates) and can be used to populate one or more different nomination packages.

On the initial build of the profile, the COR will complete the COR Information and select “Save Record”.

This is a screenshot of the COR Information area:

The COR will complete each required field and hit “Save Record”. There are blue “I”s that contain help information. This information can be accessed by “mousing” over the icons and clicking. Any mandatory field not entered will return an error message indicating the value that is missing.

Note: The “DKO Name” usually is first.last or first.middle.last. Take note of the “.” between the names. Check your DKO account for your DKO name.

Email addresses should be the us.army.mil address provided during AKO/DKO registration. If the supervisor’s email address is not a valid address you will receive an email when you try to submit nominations for approval. **Check with your supervisor for their correct DKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212) and/or email address.**

Email from DKO can be forwarded to desktop email.

Note: The site will error if the COR attempts to identify themselves as their supervisor.

IV. TRAINING

In this section the COR will enter their Training Courses. When the COR access the Training Courses area, they will see three items.

- Courses – This represents the course to be loaded.
- Course Compl Date – This represents the date the course was completed and is used to send automated training refresher reminders.
- Add Document – Use the Browse button to load the course certificate/transcript

Training is not required to complete the profile, nor is it required when the nomination package is submitted. Proof of training is required by the time the Contracting Officer appoints the COR or the Tool will error and identify the missing training courses.

Training is divided into three categories based on the complexity of the contract as determined by the Contracting Officer. These categories (A, B, and C) will dictate the courses the COR will be required to have completed for an official appointment. Course and category information is available within the “mouseover” in this section.

- Type A - Training required for fixed price, low performance risk requirements without incentives
- Type B - Training required for other than fixed price, low performance risk requirements without incentives
- Type C - For unique requirements that necessitate a professional license, technical license or addition function-specific education or training, such licensure/education or training shall be supplement the COR-specific training requirement addressed in Type B above.

Once the Profile is complete, the COR can then navigate to the next link “Nomination Process” to develop their package. See picture below.

Supervisor Information

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

Training Courses Click to collapse

Course	Train Lvl	Certificate	Course Compl. Date
DAU CLC 106 COR with a Mission Focus	A	Water lilies.jpg	10/11/2009
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Winter.jpg	10/15/2009
DAU CLC 106 COR with a Mission Focus	A	Blue hills.jpg	03/01/2010

Document:
 Course Compl. Date:
 Add Certificate:

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

[Click Here to Add Course Certificate](#)

V. CONTRACTING STAFF REGISTRATION

Each Contracting Officers and Contract Specialists should complete a contracting staff registration and identify the contracting center DoDAAC. This registration ties the contracting officer and specialist to their contracting center. It creates a drop menu for the CORS to select the appropriate contracting officer and specialist when processing a nomination. If the contracting officer/specialist you need to assign is not registered (name does not appear in drop down menu for the supporting contacting center DoDAAC), contact either the contracting officer/specialist or the Subject Matter Expert (SME) and request that a contracting staff registration be completed. You SME can add that person via the “Contracting Staff Registration” link. For example, Supervisor Daisy Duck wants to route a nomination package to CO Minnie Mouse. Minnie is not listed on the drop down menu of COs, so Minnie will need to complete a “Contracting Staff Registration.” If Minnie is not available, Daisy may contact the Agency SME and request that the SME enter Minnie’s information into the “Contracting Staff Registration.” Upon completion of registration, Minnie name will now appear in the drop down menu and Daisy will be able to approve/reject the nomination.

Note: Minnie will still need to have a DKO account and a CAC card. Minnie can register for up to five contracting center DoDAAC.

The picture below shows the registration for Minnie Mouse.

Contracting Officer Representative (COR) Tool

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:

VI. NOMINATING AND APPOINTING A COR

The COR can begin their nomination process by completing their profile and clicking on “Nomination Process”. This will bring them to the nomination page.

The nomination page is broken into three primary areas (see picture below for details):

- **COR Information** – where the COR nominee completes their package.
- **Supervisor** – where the COR’s supervisor reviews and certifies their package.
- **Contracting Officer and Contracting Specialist** – where the contracting officer and contracting specialist will review and/or formally appoint the COR.

Organization Name: XYZ

Courses:

Course	Training Lvl	Certificate
DAU CLC 106 COR with a Mission Focus	A	
DAU CLM 003 Ethics Training or Agency Equiv	ABC	
DAU CLC 106 COR with a Mission Focus	A	

Supporting Contracting Center

Contracting Center DODAAC: HQ4567

Contract Information

Contract Number is Known Contract Number is NOT Known

Contract Number: 293840293

Record Status: Draft

Contracting Officer

Contracting Officer: DUCK, DAISY

Commercial Phone:

Email: DAISY.DUCK@OSD.MIL

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone: -Select-
DUCK, DAISY
DUCK, DONALD

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:

A. COR INFORMATION

The COR Information area has a number of requirements as part of package development. The COR Information area is broken into a number of distinct areas for nomination package completion.

COR Profile Information – Basic information from the profile page to include name, home organization, and courses completed.

Supporting Contracting Center – Refers to the DoDAAC of the agency awarding the contract or the procuring agency, which may be different from the COR agency name. For example, Navy awarded contract, but the COR works for the Army.

Contract Information – The COR shall identify whether they know the contract number they are to be appointed against, if yes, they will be required to enter it. **If the contract number is not known, a text box will be available** and the COR can enter a preaward, solicitation or identifying number as agreed upon between the COR and supporting contracting office. **CORs should refrain from entering a solicitation number as the contract number.** If the 9th digit of the solicitation is an “R”, “Q” or “T”, the COR should select “contract number is not known.”

Contracting Officer– the COR shall identify the Contracting Officer of their action.

Contract Specialist - the COR shall identify the Contract Specialist of their action.

Quality Assurance Surveillance Plan (QASP) – DFARS 237.172 ensures that quality assurance surveillance plans (QASP) are prepared in conjunction with the preparation of the statement of work or statement of objectives for solicitations and contracts for services.

The COR can submit a QASP as well as enter a description of the QASP, but a QASP is not required for the submission of the nomination package. The Contracting Officer is required at time of appointment to have a QASP attached to the package. QASP may be a word document with a “doc” extension and must be 8MB or less.

If the CO determines a QASP is not required, the CO may create a document stating why a QASP is not required and load that document into tool.

Contractor – This area is prepopulated at time of award, no data entry is required. (***This area will not be operational during initial deployment.***)

COR Certifications – Prior to submission of the package, the COR must certify to a number of requirements. This can be completed by clicking the block next to each certification requirement.

Once complete, the COR can then “Submit Record to Supervisor” which will send an email to the supervisor located on their profile with an embedded link to this module for their action or the COR can “Save Record (without routing)” and return at a later time. See picture below.

Contracting Specialist

Contracting Specialist:

Email:

Commercial Phone:

QA Surveillance Plan (QASP)

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

Add QASP Document:

Description:

Contractor

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

Contractor Address:
Contractor State:
Contractor Country:

COR

COR (Nominee) Certifications:

Cert. Activation		Certification
1/1/0001	<input checked="" type="checkbox"/> I certify	I have the necessary clearance for this contract and any relevant information
1/1/0001	<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 included in the February Monthly COR Report stating that this has been done.
1/1/0001	<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 first of each month.
1/1/0001	<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 Cont Officer in the anniversary month of the appointment each year.
1/1/0001	<input checked="" type="checkbox"/> I certify	I may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
1/1/0001	<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) www.dau.mil by the anniversary date of the last course completion every 3rd year, and provide confirmation of completion in the COR Report to the PCO.
1/1/0001	<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 process payments when possible using WAWF.

Supervisor

Contracting Officer

Contract Management

B. SUPERVISOR

The Supervisor (*Manager, Requiring Activity or Higher Authority*) is responsible for approving or rejecting the nomination before it is submitted to the contracting officer.

Once the COR has submitted their package to their supervisor, the supervisor will receive an email directing them to the COR site. (Supervisor should monitor their DKO account for e-mail). Once within the site, the supervisor will click on the link “Awaiting My Approval” and will see the record awaiting their action (shown below). The supervisor will click on the contract/preaward number to access the record. See picture below.

Once in the record, the supervisor can review everything submitted to date (next three screen shots). Once their review is complete, the supervisor then certifies to a number of requirements as well (fourth of four screenshots in section B Supervisors). Once the certification process is completed, the supervisor can elect to Approve (which forwards the package to the Contracting Officer), Save Record (without routing) for future review,

or Supervisor Reject. If the supervisor rejects the package, they must enter comments. These comments and the package are then returned to the COR via email for corrective action.

The picture below details what the Supervisor will see.

COR - Click to expand
 Supervisor - Click to collapse
 Supervisor Certifications:

Cert. Activation		Certification
1/1/0001	<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.
1/1/0001	<input checked="" type="checkbox"/> I certify	I have coordinated the Contract Manpower Reporting Application (CMRA) requirement with the Contracting Officer (if applicable)
1/1/0001	<input checked="" type="checkbox"/> I certify	I will input the change of COR information into this system if the COR changes.
1/1/0001	<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.
1/1/0001	<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.
1/1/0001	<input checked="" type="checkbox"/> I certify	The Nominee has no security violations.
1/1/0001	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government credit cards.
1/1/0001	<input checked="" type="checkbox"/> I certify	The Nominee has no violations with US Government purchase cards.
1/1/0001	<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.
1/1/0001	<input checked="" type="checkbox"/> I certify	The Nominee has time available to adequately perform such duties.
1/1/0001	<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.
1/1/0001	<input checked="" type="checkbox"/> I certify	The Nominee may be held personally liable for unauthorized acts in accordance with AFARS 5153.9001 Paragraph 3.
1/1/0001	<input checked="" type="checkbox"/> I certify	The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.
1/1/0001	<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.
1/1/0001	<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.
1/1/0001	<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.
1/1/0001	<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

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

Note: The certifications performed by the COR and/or COR Supervisor are not tied to the actual package status, if the package is rejected, the only action required is to correct the issues involved in the rejection.

C. CONTRACTING OFFICER/CONTRACT SPECIALIST

Once the COR's supervisor submits the package as approved, the Contracting Officer and Specialist identified on the record will receive an email directing them to the site. The Contracting Officer or Specialist will access the "Awaiting My Approval" link and access the record to review by clicking of the Contract/Preward Number field. Once within the record, they can review all information entered by the COR and COR's supervisor (identical to the screenshots in Section B).

The Contracting Officer and/or Specialist will have a number of actions to perform.

D. DOCUMENT TEMPLATES

During the nomination process, the parties involved in the nomination package may access various sample DoD document templates. To access these templates, click on the “Document Templates” tab. A list of the DoD templates will appear and include:

- Designation/Appointment Letter
- Revocation Letter
- Termination Letter

Note: Additional DoD sample templates may be posted.

VII. POST AWARD ACTIVITIES

Once a COR is appointed, there are a number of options to upload as well as view older COR documentation. The intent of the CORT Tool is to create an online COR file to replace the desk side version, accessible anywhere by the COR or Contracting Officer/Specialist.

To access an existing appointment, click on the link “CONTRACT LIST/STATUS” – this will provide the user a complete listing of all actions they are associated with either as a COR, COR Supervisor or Contracting Officer/Specialist. See example below.

The screenshot shows the 'Contracting Officer Representative (COR) Tool' interface. The top right corner displays 'User Name: MICKEY.MOUSE'. The main heading is 'DoD COR: Contract List as Supervisor'. Below this, there are filter options: 'Records to Filter Out' with checkboxes for 'Terminated', 'Draft', 'Submitted to Supervisor', 'Supervisor Approved', 'Active COR', and 'Rejected'. An 'Apply Checkbox Filters...' button is also present. The main content area is a table with the following data:

COR	Contract Number	PreAward Number	COR Status	Supervisor	PKG
DANA.CHAN		293840293	COR Nominee - Submitted to Supervisor	MICKEY.MOUSE	DUCK, DAISY

On the left side, there is a navigation menu with the following items: COR Home, COR Profile, COR Nomination Process, Contracting Staff Registration, Contract List/Status (highlighted), Awaiting My Approval, All COR Submitted Documents, New COR Profile (ADMIN), COR Proxy (ADMIN), View CORs (ADMIN), COR Misc Codes (ADMIN), Contracting Staff List (ADMIN), Course List (ADMIN), and Admin Email (ADMIN).

From here, the user can select the record of their choosing and if the record is an active appointment, can navigate to the Contract Management Area.

Note: the record will retain all nomination package data which is available for review.

A. CONTRACT MANAGEMENT

This section is divided into a number of sections:

Monthly Status Reports – Allows the submission of the required monthly status report, identify the month and year of the report, the use the browse selection to load the report. Format and content of the report is between the Contracting Officer and COR. Once

loaded, the monthly status report can be approved or rejected by the Contracting Officer/Specialist.

- a. Annual COR File Inspection Checklist – Where the Contracting Officer/Specialist can load their yearly review of the COR’s file.
- b. COR Trip Reports – Where the COR can load trip reports.
- c. COR Correspondence Report – Where the COR can load any correspondence between them and the contractor.
- d. Miscellaneous Documents – Where the COR can load a host of other documents for their file.

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

COR Correspondence Report
No COR Correspondence Reports Listed

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

Miscellaneous Documents
No Miscellaneous Documents Listed

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

VIII. CONTRACT LIST STATUS

To see a list of all the nominations and list of contracts, click on the “Contract List Status”. From there the user can click on the preaward number or contract number (if known) to view the package. See picture below.



DoD COR: Contract List as COR and Supervisor and Contracting Officer					
Records to Filter Out:					
<input type="checkbox"/> Terminated <input type="checkbox"/> Draft <input type="checkbox"/> Submitted to Supervisor <input type="checkbox"/> Supervisor Approved <input type="checkbox"/> Active COR <input type="checkbox"/> Rejected					
Apply Checkbox Filters					
COR	Contract Number	PreAward Number	COR Status	Supervisor	PCO
DANA.CHAN		293840293	COR Nominee - Submitted to Supervisor	MICKEY.MOUSE	DUCK, DAISY

IX. AWATING MY APPROVAL

Supervisors and COs will find the nominations awaiting their approval in this section. To view if you have any pending nominations, click on “Awaiting My Approval”. You will see a list of nominations and can click on the Contract/Preaward Number to view the package. The picture below shows a nomination package for a supervisor (in this case Mickey Mouse) to approve.



DoD COR: Awaiting my Approval		
COR Nominees Awaiting My Approval as Supervisor		
COB	Contract/PreAward Number	Contracting Officer
DANA.CHAN	293840293	DUCK, DAISY

X. ALL COR SUBMITTED DOCUMENTS

If you want to view your or someone else’s nomination package, click on “All COR Submitted Documents”. Note: you can only see other packages if you are a Supervisor or CO.

On this page you are given a variety of search and filter functions. Query by what is most applicable to you. After you list is retrieved, you can click on the contract number to view the package.



DoD COR: CORs By Name

Go To Page: Prev 1 Next of 3

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

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

Apply Direct Filter(s)

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
DANA.CHAN	293840293	293840293	MICKEY.MOUSE	DAISY.DUCK	COR Nominee - Submitted to Supervisor

XI. VIEWING PREVIOUS COR'S DOCUMENTATION

A new COR can view the documentation of a previous COR for a contract. The new COR can utilize the “All COR Submitted Documents” link and select the contract they wish to view. After selecting the contract the user wants to review, an entire listing of all documents from any COR is available. These documents are available to the COR, COR’s Supervisor, and Contracting Officer/Specialist.

XII. ADMIN ROLES

A. New COR Profile

As the agency administrator/subject matter expert you may use the “New COR Profile” to build a COR Profile for any COR within your agency.

B. COR Proxy

As an agency administrator/subject matter expert you may use the “COR Proxy” page to log in as a nominated COR. Simply type the DKO name of the person you wish to view and click “Set Proxy”.



DoD COR: Proxy

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

- 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)
- Contracting Staff List (ADMIN)
- Course List (ADMIN)
- Admin Email (ADMIN)

C. View CORS (ADMIN)

View the status of all COR within the agency.

XIII. REVOKING/TERMINATING A COR

To revoke/terminate an appointed COR, a CO must issue a formal revocation letter. The CO submits the letter to the COR for confirmation and the COR confirms and returns to the CO. Below is a screenshot of where to load the letter to formally revoke a COR appointment.

The revocation load capability is only available after a formal appointment, prior to a formal appointment, an in process record can be canceled by selecting the cancel button at the top of the record.

The screenshot shows a web browser window displaying the 'DoD COR: Contract Management' interface. The main content area is divided into several sections:

- Contracting Officer Certifications:** A table with columns for 'Cert. Activation', 'Certification', and 'Certification'. It lists several certification records with dates and descriptions of the certifying officer's duties.
- Approval/Rejection Comments:** A text field containing 'Test Case #14 (Shelley Deardorff)'. Below it are dropdown menus for 'COR Training Type' and 'Contingency Environment?'.
- Appointment Letter:** A section for uploading an appointment letter. It includes a file input field with the filename 'Phase 1 2 Trg Cert May08.doc' and a 'Browse...' button. The 'Appointment Date' is set to '04/22/2010'. A note states: 'Note: File size being uploaded must not exceed 8 MB (8,000 KB)'.
- COR Revocation Letter:** A section for uploading a revocation letter. It includes a file input field and a 'Browse...' button. The 'Revocation Date' is empty. A note states: 'Note: File size being uploaded must not exceed 8 MB (8,000 KB)'. A 'Revoke COR' button is located below this section.
- Contract Management:** A section with a 'Click to collapse' link and a 'Monthly Status Reports' link.
- Monthly Status Reports:** A section with a red header 'No Monthly Status Reports Listed'. It includes a 'Month' dropdown set to '-Select-', a 'Year' dropdown set to '2010', and an 'Add File' section with a file input field and a 'Browse...' button. A note states: 'Note: File size being uploaded must not exceed 8 MB (8,000 KB)'.

XIV. DATA BACKUP

All data is currently stored in the Procurement Data Warehouse in Huntsville, Alabama. This is a hot/live data warehouse that Army conducts all of its reporting against and where all Army procurement data from its various systems are stored.

There is a cold COOP at Fort Dix, NJ. Nightly, a tape back up is performed at the Huntsville location. The Army is also in the process of establishing a feed to BTA's data warehouse.

XV. EXPORT DATA

If you require an export of your COR data, please contact Mae Bartley at mae.bartley@osd.mil or your agency SME.

XVI. HELP DESK

The DoD CORT Tool helpdesk contacts at the DoD level are:

- Paul Gaughan: Paul.Gaughan@osd.mil Phone: 703-699-3723
- Mae Bartley: Mae.Bartley@osd.mil Phone: 703- 602-8011

For AKO/DKO related questions contact the AKO/DKO helpdesk <https://www.us.army.mil>. They are available 24/7.