SUBJECT: Deployment of the Department of Defense (DoD) Contracting Officer Representative Tracking Tool (CORT Tool)

I am pleased to announce the deployment of the DoD CORT Tool. This capability, initially developed by U.S. Army, Communications and Electronics Command, and subsequently adopted by the Army leadership, has been adapted for use by the DoD. The Army will be the executive agent to maintain this electronic capability until further notice. This capability will allow components and defense agencies to electronically track Contracting Officer Representative (COR) nominations, appointments, terminations and training certifications across DoD.

The DoD CORT Tool is a Web-accessible management application designed to:

- Be Common Access Card-enabled and available to all members of the DoD with internet access and an Army or Defense Knowledge Online account (AKO/DKO).

- Nominate, appoint, track, and terminate, if necessary, an individual as a COR against a DoD contract or order or actions issued on behalf of a DoD assisting agency.

- Allow a prospective COR to create a profile, document their training and experience, and process a nomination package for one or multiple contracts and orders.

- Provide DoD personnel a Web-based portal for all relevant COR documents to include the posting of monthly status report and annual COR file checklist.
All Military Departments, Defense Agencies and DoD Field Activities are directed to
develop a CORT Tool deployment plan. As part of your plan, Components should address the
items in CORT Tool Guidance and Instructions, http://www.acq.osd.mil/dpap/pdi/cb/cor.html,
and include a schedule to implement the capability in accordance with the phased deployment
strategy. Components should identify individuals who will act as your Subject Matter Experts
(SMEs). The SMEs will have overall responsibility for training and deployment of the capability
within your component. Your plan should be submitted within 60 days of the signed date of this
letter to the Deputy Director, Program Development and Implementation, Defense Procurement
and Acquisition Policy, Ms. LeAntha Sumpter at LeAntha.Sumpter@osd.mil.

All Military Departments, Defense Agencies and DoD Field Activities shall use this tool
for all service contracts awarded with a value greater than the micro-purchase threshold and in
accordance with the deployment dates of their respective organizations identified in CORT Tool
Guidance and Instruction. This Tool may be used but is not required for other types of contracts
(i.e., construction) where a COR is required. The CORT Tool is designed for use by all Military
Departments and Defense Agencies for all contracts when a COR is assigned unless a specific
waiver is obtained from the component Senior Acquisition Executive.

My point of contact is Ms. Mae Bartley at Mae.Bartley@osd.mil or 703-602-8011.

[Signature]

Ashton B. Carter  PD, ACQ
3/21/11