



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

Orientation & Overview

AM&S CORT Tool Training Session

September 12, 2012

AGENDA

- Overview
- Benefits
- Frequently Asked Questions
- Tool Elements
- Roles and Responsibilities
- Time For Questions

OVERVIEW: THE “WHAT”

The CORT Tool is a web-based application designed to track COR and COR related actions within DoD.

- Nominate, appoint, revoke, and terminate a COR for a DoD contract or order issued on behalf of a DoD assisting agency
- Create a profile, document training and experience, and process a nomination package for one or multiple contracts
- Provide DoD personnel a web-based portal for all relevant COR documents
- Common Access Card (CAC) enabled and available to all members of the DoD with an Army or Defense Knowledge Online account (AKO/DKO)

BENEFITS: THE “WHY”

- Centralized repository of COR information
- Electronic nomination workflow process
- Identify and verify courses taken by the COR by complexity of work/requirement
- Track contracts by COR and CORs by contract
- Manage COR documents

THE MAIN MENU HAS TEN MODULES

COR Home

COR Profile

COR Nomination Process

Contracting Staff Registration

Contract List/Status

Awaiting My Approval

Document Templates

Local Forms and POCs

All COR Submitted Documents

COR Related Links

COR HOME

DoD COR: Home - Windows Internet Explorer

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

DoD COR: Home

User Name: [Logout](#)

Contracting Officer Representative Tracking (CORT) Tool

COR Home

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

DoD COR: Home

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

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

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

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

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

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

TRAINING STATUS UPDATE ⓘ

- Based on OSD/DPAP guidance, starting on 14 May 2012 for all new appointments, CORs are required to complete "Combating Trafficking in Persons" and ensure it is listed within their Profile. CORs with appointments already in place do not need to complete the subject course. The DoD site <http://ctip.defense.gov/> provides links to Trafficking in Persons (TIP) training, including mandatory general awareness course J3TA-US030, Combating Trafficking in Persons.
- Based upon DPAP Policy Guidance, COR training requirements are available via the mouseover . These training levels are determined by the Contracting Officer based upon the complexity of the contract.
- For more information on COR training offered by DAU, please click [here](#).

COR NOMINEES

- CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link from the menu and complete the required fields.
- CONTRACT NOMINATION:** Use the [COR Nomination Process](#) link from the menu on the left to begin the COR Nomination Process. Be sure to select your servicing contracting center prior to populating the required fields.
- NOMINATION STATUS REVIEW:** To view the status of an existing nomination, use the [Contract List/Status](#) link from the menu.

Done Trusted sites | Protected Mode: Off 100%

COR PROFILE

The COR Profile contains basic requirements data about the COR and should be entered by the COR.

- Once entered, the profile information does not need to be entered again and can be used to populate one or more different nomination packages.
- CORs are to log onto the AKO/DKO website @ <https://www.us.army.mil> to obtain their DKO Names and DKO Email Addresses prior to creating a CORT Tool Profile or completing the Nominating Process.

COR PROFILE

COR - COR Profile - Windows Internet Explorer
https://arc.army.mil/DODCOR/CORInfo.aspx

Convert Select
Favorites Suggested Sites
COR - COR Profile
User Name: Logout



Contracting Officer Representative Tracking (CORT) Tool

COR Profile

DoD COR: Profile
Note: All non-mandatory fields are marked with an asterisk (*)
COR Profile Updated
[View COR Contract List](#)
[New Nomination for this COR](#)

COR Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?: Yes No

Predominant Acquisition Career:

Level of Certification: Level 1

Email Address:

COR's Home Organization (DODAAC):

Organization Name:

Unit:

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

Enter your DKO Name and DKO Email Address along with other pertinent all data fields

COR PROFILE (continued)

Contracting Officials are to update DKO Mail Options to ensure CORT Tool Notifications are forwarded to official agency email accounts.

Army Knowledge Online - (CAC Session) - Windows Internet Explorer
https://www.us.army.mil/suite/designer.jsessionid=1D7541112C4656F059EC44883DCC8A2D,appd04_2

This information system is approved for UNCLASSIFIED//FOUO data

U.S. ARMY AKO ARMY KNOWLEDGE ONLINE FOUO

Home My Account Favorites Quick Links Self Service

Search... AKO Content Search

My Account

myProfile Page
Account Settings
Account Information
Change Password
Security Questions
KBA Questions
Login Options
Set Homepage
CAC/Certificate Registration
Mail Preferences
Mail Options
Switch Email Address
Vacation Message
Notifications
My Notifications

Mail Options

Update Your Email Information

Select Delivery Option AKO Mail
 Forward Email (Non-AKO Account)

Forwarding Email Address

Confirm Forwarding Email Address

Webmail Choice Webmail
 Webmail Classic
 Webmail Lite

Display Name Reset display name to:

External Email Address:

Enable S/MIME

Submit

Forward all AKO/DKO Instructions:

- Select "My Account"
- Select "Mail Options"
- Select "Forward Email Address (Non-AKO Account)"
- Type "Forwarding Email Address"
- Confirm by retyping "Forwarding Email Address"
- Select "Webmail Classic"
- Enter "External Email Address"

COR TRAINING COURSES

In this module, the COR enters completed training courses and uploads course certificates.

- Course certificates serve as proof of training and are required by the time the Contracting Officer appoints the COR.
- When the COR access the Training Courses area, they will see three items:
 1. Courses
 2. Course Completion Date
 3. Add Document

COR TRAINING CATEGORIES

- Type A** Training required for fixed price, and low performance risk requirements without incentives
- Type B** Training required for other than fixed price, and low performance risk requirements without incentives
- Type C** Training for unique requirements that need professional licensure, a technical license, or function-specific education or training

COR TRAINING COURSES

City/APO: _____ Unit: [?](#)

State: _____

Zip Code: _____

Country: _____

Are you a Certified Acquisition Official?: Yes No

Career Experience: _____ Career Experience Level: _____

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

Commercial Phone: _____

DSN Phone: _____

Mobile Phone: _____

Enter Supervisor's DKO Name and DKO Email Address. To retrieve Supervisor's information conduct a search within DKO.

Supervisor/Commander Information

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

DKO Name: _____

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

Email Address: _____

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

Commercial Phone: _____

DSN Phone: _____

Training Courses <-Click to collapse

Enter courses and completion dates, and upload documents

No Courses Listed

Document:

Course Compl. Date:

Add Document:

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

Save Record OR
Save and Start Nomination Process

 [Click Here to Add Course Certificate](#)

COR TRAINING COURSES (continued)

Army Knowledge Online - (CAC Session) - Windows Internet Explorer
https://www.us.army.mil/suite/designer

DKO DEFENSE KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

Search... AKO Content Search

AKO Home > DoD Organizations > DKO Home

DoD Air Force Portal Army Portal Coast Guard Portal Marine Corps Portal Navy Portal

My Alerts

Find a Person

Please enter a username or a last name and/or keywords. To search by rank, please select 'Advanced Search' and then select a Service other than 'All.'

Username is equal to
Last Name is equal to
First Name is equal to

Current Region --Not Selected--
Current Organization

Keywords ?

Find

Search Options
Search Basic / Advanced (beta)
Results Normal / Expanded
Clear search criteria and results

Supervisor DKO Info Search Instructions:

- Click "People" Icon
- Enter "First Name"
- Enter "Last Name"
- Select "Find"

This search only returns registered AKO/DKO users. To search the DOD-wide directory, visit the JEDS site (CAC only).

For more information regarding AKO accounts, account policy, and account verification, please consult the AKO Account Policy document.

Trusted sites | Protected Mode: Off

CONTRACTING STAFF REGISTRATION

Each Contracting Officer and Contract Specialist should complete a contracting staff registration and identify the contracting center.

This registration ties the Contracting Officer and Specialist to their contracting center.

CONTRACTING STAFF REGISTRATION (continued)

COR - Windows Internet Explorer
https://arc.army.mil/DODCOR/TDAPersonal-Single.aspx

Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)

DoD COR: Contracting Staff Registration

COR Home	First Name:	Middle Name:	Last Name:
COR Profile	<input type="text"/>	<input type="text"/>	<input type="text"/>
COR M...	DKO Name:	Phone:	Email:
Contracting Staff Registration	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract List/Status	Role:	Contracting Center's DODAAC: ⓘ	Organization:
Awaiting My Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>
Document Templates		Second Contracting Center's DODAAC: ⓘ	Second Contracting Center's DODAAC Organization:
Local Forms and POCs		<input type="text"/>	<input type="text"/>
All COR Submitted Documents		Third Contracting Center's DODAAC: ⓘ	Third Contracting Center's DODAAC Organization:
View All Local COR Records		<input type="text"/>	<input type="text"/>
COR Related Links		Fourth Contracting Center's DODAAC: ⓘ	Fourth Contracting Center's DODAAC Organization:
COR Proxy (ADMIN)		<input type="text"/>	<input type="text"/>
Link To Reports (ADMIN)		Fifth Contracting Center's DODAAC: ⓘ	Fifth Contracting Center's DODAAC Organization:
New COR Profile (ADMIN)		<input type="text"/>	<input type="text"/>
	Active Status:		
	<input type="text"/>		

Enter relevant data fields and update the "Active Status"

Done Trusted sites | Protected Mode: Off 100%

NOMINATING AND APPROVING A COR

The COR begins the nomination process by completing a profile and then selecting “Nomination Process.”

The nomination page is broken into three primary areas:

1. COR – where the COR nominee completes their package.
2. Supervisor – where the COR’s supervisor reviews and certifies their package.
3. Contracting Officer and Contracting Specialist – where the contracting officer and contracting specialist will review and/or formally approve the COR.

NOMINATING AND APPROVING A COR

(continued)

The COR Information area is broken into a number of distinct areas for nomination package completion:

- COR Profile Information
- Supporting Contracting Center
- Contract Information
- Contracting Officer
- Contract Specialist
- Quality Assurance Surveillance Plan (QASP)
- Contractor
- COR Certifications

NOMINATING AND APPROVING A COR

(continued)

Once the COR's Supervisor submits the package as approved, the Contracting Officer will receive an email notifying them of the submittal.

The Contracting Officer/Contract Specialist (CO/CS) may review all information entered by the COR and COR's supervisor.

The CO/CS may have a number of actions to perform:

- If the COR did not identify a contract number the CO/CS will need to enter the correct contract number and order.
- The CO/CS will need to certify to the set of COR requirements.

NOMINATING AND APPROVING A COR

(continued)

- The CO/CS will need to identify the Training Type COR should have in accordance with DoD policy.
- The CO/CS must then identify if the mission is in a contingency environment.
- To approve the COR package, the CO/CS must identify the appointment or letter of designation, and identify the appointment date.
- The CO may reject the record, but must enter pertinent notes in the approval/rejection comments section.

COR NOMINATION RECORD PROCESS: COR'S ROLE

User Name: [Logout](#)



Contracting Officer Representative Tracking (CORT) Tool

DoD COR: Nomination Process

[View Complete COR Information](#)

COR Home
COR Profile
COR Nomination Process
Contracting Staff Registration
Contract List/Status
Awaiting My Approval
Document Templates
Local Forms and POCs
All COR Submitted Documents
COR Related Links

Click to collapse -> COR INFORMATION

DKO Name:

Supervisor/Commander:

Courses:

No Courses Listed

COR's Home Organization DODAAC:

Supervisor/Commander Commercial Phone:

Supporting Contracting Center ⓘ

Contracting Center

-Select-

Department:

Contracting Center DODAAC:

Contract Information ⓘ

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

**Contract/Solicitation
Number:**

Record Status:

DRAFT

Contracting Officer

Contracting Officer:

-Select-

Email:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

-Select-

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:

- Enter Contracting Center Department Name
- Enter Contracting Center DoDAAC
- Enter Contract Number/Solicitation Number
- Enter Contracting Officer Name & Phone Number
- Enter Contracting Specialist Name and Phone Number

Trusted sites | Protected Mode: Off

COR NOMINATION RECORD PROCESS: COR'S ROLE (continued)

- Add QASP docs
- Enter Contractor Information
- Check Certifications
- Submit Record
- Or
- Save Record

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

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

File Edit View Favorites Tools Help

COR - DoD COR: Nomination Process

QA Surveillance Plan (QASP)
Note: The file should have a file extension (.doc, .pdf, .rtb.)
 Note: File size being uploaded must not exceed 5 MB (5,000 KB).

Add QASP Document:

Description:

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

Contractor Address:
 Contractor State:
 Contractor Country:

COR Click to collapse

COR (Nominee) Certifications:

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

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

Trusted sites 100%

POST AWARD PROCESS

CONTRACT LIST/STATUS

- Once a COR is appointed, there are a number of modules to open.
- To access an existing appointment, select “CONTRACT LIST/STATUS”

AWAITING MY APPROVAL

- Supervisors and COs will find the nominations awaiting their approval in this section.
- To view any pending nominations (or package), select “Awaiting My Approval.”

POST AWARD PROCESS

(continued)

COR SUBMITTED DOCUMENTS

- To view a nomination package, use the search and filter functions. Query by what is most applicable and after the list is retrieved, choose the contract number to view.
- A new COR can view the contract documentation of a previous COR.

REVOKE OR TERMINATE A 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.

ORDER OF REGISTRATION

Contracting Specialists, Contracting Officers, and Supervisors:

Complete "Contracting Staff Registration"



Contracting Officer Representatives :

Create Profile and Begin Nomination Process



Supervisors:

Forward Nomination to Contracting Officer



Contracting Officers:

Accept or Reject COR Nomination

RESOURCES

CORT Tool Helpdesk: cort@osd.mil

CORT Website: <https://arc.army.mil/DoDCOR/>

DPAP CORT Tool Training Material: [Additional Materials](#)

- [AT&L's full \(160+ slide\) Training Presentation](#)
- [CORT Tool User's Guide](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Contracting Officer Representative Tracking \(CORT\) Tool Guidance and Instruction](#)

* PowerPoint presentation must be in "slide show" mode to read hyperlinked documents *

FREQUENTLY ASKED QUESTIONS

1. “What are the first step in getting set up?”

- Obtain an AKO/DKO account @ <https://www.us.army.mil>
- AKO/DKO Help Desk (866) 335-2769, option #2
- Complete CORT Tool Registration @ <https://arc.army.mil/DODCOR/>
- CORT Tool Help Desk Email Address: cort@osd.mil
- Upload COR Nomination Letter, Appointment Letter, and Certifications

2. “What COR training courses are required?”

- < 3 years of COR experience *training* shall consist of the following courses:
COR 222 or CLC 222 and CLM 003 Ethics Course or Annual TMA Ethics Training
- > 3 years of COR experience *refresher training* shall consist of the following courses:
CLM 003 Ethics Course or Annual TMA Ethics Training (**every 3 years**)

FREQUENTLY ASKED QUESTIONS

(continued)

3. “Will contractor support personnel be allowed access to DKO?”
 - Contractor support personnel are allowed to register within AKO/DKO, but will not be granted CORT Tool access.
4. “Can multiple QASPs be uploaded under one COR Profile?”
 - Yes
5. “How often should CORT Tool data be updated?”
 - Contractor Reports shall be updated monthly, along with all other correspondence.
6. “What if my immediate supervisor is a Deputy CIO or Chief of Staff and is too busy to approve nominations, can someone else act as supervisor?”
 - Yes, but the acting supervisor must be someone in the management chain of the Requirement Activity, and it is It is the responsibility of the self-nominating COR to identify a suitable acting supervisor, explain the responsibility involved, and ensure the acting supervisor has completed the registration process.

FREQUENTLY ASKED QUESTIONS

(continued)

7. “ I have a new CAC Card and receive “HTTP 403 Forbidden” access error when trying to access CORT Tool what should be done to resolve this issue? Update certificates in DKO by logging onto <https://www.us.army.mil> to complete the following:
- Click on “I Accept”
 - Click on “FOUO Login”
 - Click on "My Account"
 - Click on "CAC/Certificate Registration“ to allow DKO to read and update your certificates
 - If old CAC Information appears, click on “Clear Registered Information”, and click on “Register CAC Certificate” Button
 - Log out of DKO
 - Log into the CORT Tool @ <https://arc.army.mil/DODCOR/> (access should be restored)



MORE QUESTIONS?