

04/03/12

AM&S POLICY ALERT

No. 12-24

Department of Defense Contracting Officer Representative Tracking Tool

REFERENCES: Deployment of the Department of Defense Contracting Officer Representative Tracking Tool, dated March 21, 2011

TYPE OF ACTION: Procedures

EFFECTIVE DATE: Immediate

SUMMARY: The CORT Tool is a web management application designed to be used to nominate, appoint, track, and revoke an individual as a COR against a Department of Defense (DoD) contract. The Tool is Common Access Card-enabled and available to all members of the DoD with internet access and an Army or Defense Knowledge Online account. If you need an account, go to the following web page: <https://www.us.army.mil>. Under 'New User', Click on 'Register with a CAC' and fill out the "Account Registration" Form. The Tool allows a prospective COR, COR Supervisor and CO/CS to electronically process nominations of CORs for one or multiple contracts. A COR must be a government employee. Contractors cannot serve as CORs. Attached is the TRICARE Management Activity's CORT Tool Deployment Plan.

ACTION REQUIRED: All Contracting Officers (CO), Contract Specialists (CS), Contracting Officer's Representative (COR) and their Supervisors must create their profile in the COR Tracking (CORT) Tool in accordance with TRICARE Management Activity, Acquisition Management and Support's CORT Tool Deployment Plan. CORs are required to upload the following information in the CORT Tool:

- Status Reports - CORs shall submit any required status report.
- Annual COR File Inspection Checklist - CO/CS shall load their yearly inspection checklist of the COR's file.
- COR Trip Reports - CORs shall load trip reports associated with the contract or order.
- COR Correspondence Report - CORs shall load any correspondence between the COR and the contractor.

- Quality Assurance Surveillance Plan (QASP) - QASPs are required for service contracts over \$150k.

The CORT Tool can be accessed at <https://arc.army.mil/DoDCOR/>. COR nominations will not be approved until the required courses are completed and the training certificates have been loaded in the CORT Tool.

Additional information can be found in the DoD COR Handbook and the CORT Tool Guide available at:

http://www.acq.osd.mil/dpap/cpic/cp/docs/USA001390-12_DoD_COR_Handbook_Signed.pdf

http://www.acq.osd.mil/dpap/pdi/uid/docs/CORT_Tool_Users_Guide.pdf

For questions in reference to COR training requirements, contact Ms. Tammy Markham at (703) 691-5996. Contact Ms. Mara Grissom at (703) 681-8749 for issues relating to the CORT Tool.