

Contracting Officer Representative Tracking (CORT) Tool

TRICARE MANAGEMENT ACTIVITY ACQUISITION MANAGEMENT AND SUPPORT DEPLOYMENT PLAN

All Department of Defense (DoD) agencies with contracting-related responsibilities are required to comply with requirements outlined in Under Secretary of Defense's memorandum, *Deployment of the Department of Defense (DoD) Contracting Officer Representative Tracking Tool (CORT Tool)*, dated March 21, 2011. TRICARE Management Activity (TMA) and Acquisition Management and Support (AM&S) was directed to comply NLT than 2nd Quarter 2012.

This Deployment Plan outlines TMA's and AM&S's intentions and responsibilities, by answering the following questions, posed by Defense Procurement Acquisition and Policy (DPAP).

1. Plans to obtain Army or Defense Knowledge Online (AKO/DKO) accounts for each user of the DoD CORT Tool and to ensure that the user's CAC cards have been registered.

In the AM&S memorandum, *Contracting Officer Representative Tracking (CORT) Tool Deployment*, dated December 1, 2011, Subject Matter Experts (SMEs) were advised to ensure they had valid DKO user accounts prior to attending one of two Train the Trainer courses, scheduled for late January and mid-February.

The same memorandum stated that NLT December 9, 2011, program managers will provide a list of local CORT Tool SMEs to Ms. Mara Grissom at mara.grissom@tma.osd.mil. Ms. Grissom will provide detailed CAC card registration information to the SMEs. Prior to the compliance deadline of March 30, 2012, previously selected SMEs (including those at Uniformed Services University of Health Services (USUHS)) will ensure that all CORT Tool users have valid DKO accounts, registered their CACs, and have CORT Tool access. Program managers will provide a consolidated list of registered users to Ms. Mara Grissom at mara.grissom@tma.osd.mil, NLT the March 30, 2012 deadline.

2. Plans to train each COR, COR Supervisor, Contracting Officer and Contract Specialist in using the DoD CORT Tool.

All TMA and USUHS contracting-related personnel will be trained NLT March 30, 2012 by locally-designated representatives/SME's, who will attend a Train the Trainer course in either late January or mid-February, 2012. Program managers will provide a consolidated list of all trained personnel to Ms. Mara Grissom prior to the March 30, 2012 deadline.

3. Plans to register each Contracting Officer, Contract Specialist, and COR.

Program managers will ensure that all CORT Tool users, to include CORs they are responsible for, are registered NLT March 30, 2012.

4. Process to add current CORs into the CORT Tool, if applicable.

All current CORs will create an account and complete any required data entries. Upon completing these initial steps, CORs will notify their program manager, who will ensure data accuracy and integrity. Program managers will notify (via email) a consolidated list of all users, including CORs, to Ms. Mara Grissom prior to March 30, 2012.

5. Phased deployment schedule.

___ Nov 2011: All TMA, USUHS and United States Army Medical Research Acquisition Activity (USAMRAA) contracting-related personnel notified via memo of deployment requirements, SME solicitation for Train the Trainer courses, compliance deadline, and points of contact.

___ Jan 2012: First Train the Trainer convening in Falls Church, VA for Washington, DC-area TMA and USUHS contract-related personnel. USAMRAA personnel will be invited to participate on a space available basis.

___ Feb 2012: Second Train the Trainer convening in Aurora, CO for Aurora site TMA contracting-related personnel. Session will be webcast/video conferenced for remote attendees.

30 Mar 2012: Ms. Mara Grissom, deployment coordinator, in receipt of all TMA and USUHS contracting-related trained personnel with access to CORT Tool.

6. Identify all the elements in the attached Excel spreadsheet.

Ms. Mara Grissom will ensure that all elements will be identified and entered onto spreadsheet upon receipt of required information from program managers.