



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

***Orientation & Overview***

**AM&S CORT Tool Training Session**

**June 20, 2012**

# AGENDA

- Overview
- Benefits
- Frequently Asked Questions (to date)
- 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**

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



# HOMEPAGE

**DoD COR: Home**

**Contracting Officer Representative Tracking (CORT) Tool**

User Name: [Logout](#)  
MAE.BARTLEY

**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 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 upon DPAP Policy Guidance, COR training requirements are available via the mouseover 'i'. 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.
- 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 contract you wish to work with and scroll down to the Contract Management section. In this section you will find the capability to add the desired document.

**COR SUPERVISORS/COMMANDERS**

- 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 navigate to that nomination. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

**CONTRACTING OFFICERS/SPECIALISTS**

- 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 navigate to that nomination. You can then review the COR information at the top of the record and Approve/Reject the request in the PCO section.
- CREATE APPT/TERM LETTER:** To create an Appointment Letter or Termination Letter using one of the existing templates, use the [Document Templates](#) link from the menu. Scroll or use the link to go to the section you need to and use the document descriptions to determine which template to use. Once you have decided, click the icon next to that template to open or download the template. With the document opened in Microsoft Word, enter contract specific information in each field of the document. Once the document is completed, save the document and email it to the COR nominee for signature. Have the COR use the Approve menu to sign the document with their

**Left-hand Menu:**

- 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
- Admin Email (ADMIN)
- COR Misc Codes (ADMIN)
- COR Proxy (ADMIN)
- Course List (ADMIN)
- Link To Reports (ADMIN)
- New COR Profile (ADMIN)
- View All CORs (ADMIN)

**Annotations:**

- A red circle highlights the left-hand menu.
- A red arrow points from the text 'Links policy and user guide' to the 'Local Forms and POCs' link in the menu.

**CORT Tool Menu - Most users will see a combination of the first 10 menu items.**

# COR PROFILE

The COR Profile contains basic requirements data about 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.
- During the initial creation, the COR completes the COR Information Section.
- Email addresses should be an address provided during AKO/DKO registration.



# COR PROFILE (continued)



## 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
- COR Related Links

### COR Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

Are you a Certified Acquisition Official?:

Yes  No

Career Experience:

Career Experience Level:

### DoD COR: Profile

Note: All non-mandatory fields are marked with an asterisk (\*)

#### View COR Contract List

Email Address:

COR's Home Organization (DODAAC): [?](#)

Organization Name:

Unit: [?](#)

Country

(If applicable)

Area Code

(3 digits, no dashes)

Phone Number

(7 digits, no dashes)

Extension

(If applicable)

Commercial Phone:

DSN Phone:

Mobile Phone:

### 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

(If applicable)

Area Code

(3 digits, no dashes)

Phone Number

(7 digits, no dashes)

Extension

(If applicable)

Commercial Phone:

DSN Phone:

Once your profile is created you will be able to use this screen to manage your course certificates

Save Record

Trusted sites | Protected Mode: Off

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# COR PROFILE (continued)

The screenshot displays the AKO/DKO website interface. At the top, the browser address bar shows the URL <https://www.us.army.mil/suite/designer>. The navigation bar includes the 'DKO DEFENSE KNOWLEDGE ONLINE' logo and a series of icons for Email, Files, Discuss, Groups, IM, Forms, Video, **People** (highlighted with a red box), Help, and Logout. Below the navigation bar, the 'Find a Person' search interface is active. It features a search form with the following fields and options:

- Username:** is equal to [text input]
- Last Name:** is equal to [text input]
- First Name:** is equal to [text input]
- Current Region:** --Not Selected-- [dropdown menu]
- Current Organization:** [text input]
- Keywords:** [text input]

A 'Find' button is located below the search form. Below the button, there are search options:

Search Options	
Search	Basic / Advanced (beta)
Results	Normal / Expanded
<a href="#">Clear search criteria and results</a>	

Below the search options, a note states: "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."

On the right side of the page, a 'My Alerts' sidebar is visible, showing a 'Mail Inbox (2)' and various notification categories like 'Alerts (0)', 'Files (0)', and 'Logs (...)'. Below the sidebar, there are several promotional banners, including one for 'single sign-on to myPay now!' and another for 'Joint Knowledge Online'.

# COR PROFILE (continued)



## Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)

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 Information

DKO Name:

Work Address:

City/APO:

State:

Zip Code:

Country:

United States

Are you a Certified Acquisition Official?:

Yes  No

Career Experience:

Career Experience Level:

### DoD COR: Profile

Note: All non-mandatory fields are marked with an asterisk (\*)

**COR Profile Created** To start the Nomination Process for a contract use the link in the left menu

[View COR Contract List](#)  
[New Nomination for this COR](#)

Email Address:

COR's Home Organization (DODAAC):

Organization Name:

Unit:

Country  
(If applicable)

Area Code  
(3 digits, no dashes)

Phone Number  
(7 digits, no dashes)

Extension  
(If applicable)

Commercial Phone:

DSN Phone:

Mobile Phone:

### 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  
(If applicable)

Area Code  
(3 digits, no dashes)

Phone Number  
(7 digits, no dashes)

Extension  
(If applicable)

Commercial Phone:

DSN Phone:

Done

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# COR TRAINING COURSES

In this module, the COR enters their training courses.

- Proof of training is 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

# 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** 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: \_\_\_\_\_

## 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

No Courses Listed

Document:

Course Compl. Date:

Add Document:

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

 [Click Here to Add Course Certificate](#)

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Upload courses and completion dates

# COR TRAINING COURSES

**Zip Code:** \_\_\_\_\_ **Country** (If applicable) **Area Code** (3 digits, no dashes) **Phone Number** (7 digits, no dashes) **Extension** (If applicable)

**Country:** \_\_\_\_\_ **Commercial Phone:** \_\_\_\_\_ **DSN Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Are you a Certified Acquisition Official?:**  Yes  No

**Career Experience:** \_\_\_\_\_ **Career Experience Level:** \_\_\_\_\_

## 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:** \_\_\_\_\_ **Country** (If applicable) **Area Code** (3 digits, no dashes) **Phone Number** (7 digits, no dashes) **Extension** (If applicable)

**Email Address:** \_\_\_\_\_ **Commercial Phone:** \_\_\_\_\_ **DSN Phone:** \_\_\_\_\_

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

## Training Courses Click to collapse

Completed training section

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
 Edit	 Delete	DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>			10/25/2011	0

**Document:**

**Course Compl. Date:**

**Add Certificate:**

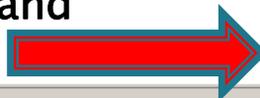
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

 [Click Here to Add Course Certificate](#)



Upload certificates

Select "Save Record" or "Save and Start Nomination Process"



# **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

DoD COR: Home - Windows Internet Explorer provided by OSD-CIO

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

File Edit View Favorites Tools Help

DoD COR: Home

User Name: [Logout](#)  
MAE.BARTLEY

## Contracting Officer Representative Tracking (CORT) 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](#).

To obtain a copy of the Contingency COR Handbook, please click [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 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.
- 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 contract you wish to work 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 navigate to that nomination. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor section.

https://arc.army.mil/DoDCOR/TDAPersonal-Single.aspx

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Select  
"Contracting  
Staff  
Registration"  
from the  
menu.

# 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 Information – 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 the 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



## Contracting Officer Representative Tracking (CORT) Tool

User Name: [Logout](#)

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- COR Related Links

### DoD COR: Nomination Process

[View Complete COR Information](#)

#### Click to collapse-> COR INFORMATION

**DKO Name:** \_\_\_\_\_ **COR's Home Organization DODAAC:** \_\_\_\_\_  
**Supervisor/Commander:** \_\_\_\_\_ **Supervisor/Commander Commercial Phone:** \_\_\_\_\_  
**Courses:** **No Courses Listed**

#### Supporting Contracting Center ⓘ

**Contracting Center:**   
**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:**  **Email:** \_\_\_\_\_  
**Commercial Phone:** \_\_\_\_\_

#### 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:**

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

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

Add QASP Document:  Browse...

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	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 3rd 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 completed the Wide Area Workflow (WAWF) online and taken the training at https://wawf.submit and will process payments when possible using WAWF.

Submit Record to Supervisor

Save Record (without routing)

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

Trusted sites 100%

1. Check all certifications.
2. Select: "Submit Record to Supervisor" OR "Save Record (without routing)."

# 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**

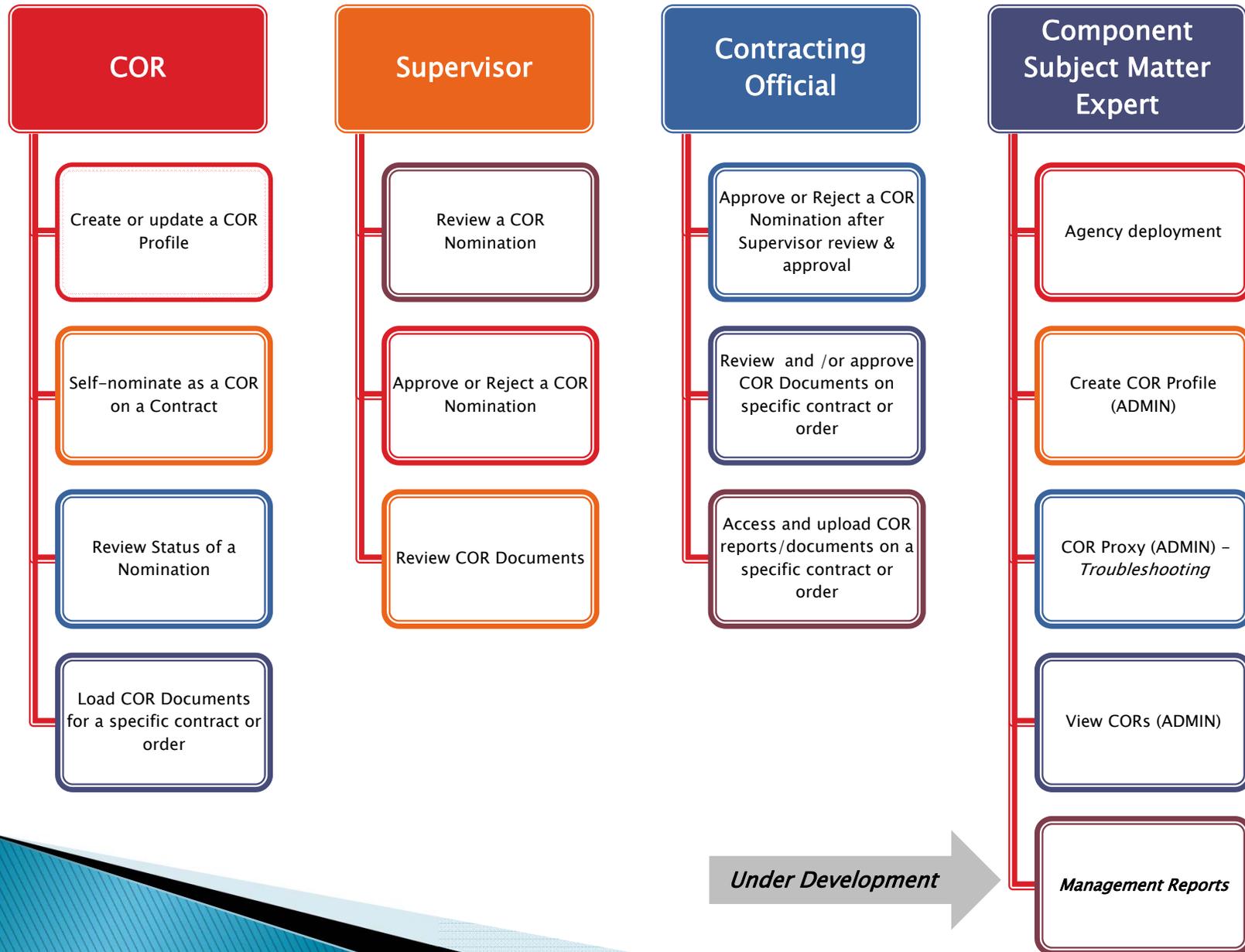
- To view a nomination package, use the search and filter functions. Query by what is most applicable and after the list is retrieved, choose the contract number to view.
- A new COR can view the contract documentation of a previous COR.

### **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.



# ROLES AND RESPONSIBILITIES



# ORDER OF REGISTRATION

Contracting Specialists, Contracting Officers, and Supervisors:

*Complete "Contracting Staff Registration"*



New and Existing CORs :

*Create Profile and Begin Nomination Process*



Supervisors:

*Forward Nomination to Contracting Officer*



Contracting Officers:

*Accept or Not Accept COR Nomination*

# RESOURCES

## AM&S POCs:

Genesta Belton [genesta.belton@tma.osd.mil](mailto:genesta.belton@tma.osd.mil) (policy)  
Tammy Markham [tammy.markham@tma.osd.mil](mailto:tammy.markham@tma.osd.mil) (career management)

**CORT Tool Helpdesk:** [cort@osd.mil](mailto: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](mailto: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

3. “When are we expected to establish the [CORT/DKO Tool User] accounts?”
  - CORT Tool Accounts must be established by April 30, 2012
  - AKO/DKO Accounts must be established prior to CORT Tool Accounts
4. “Is the CORT Tool for COD - awarded contracts only?”
  - CORT Tool is for all DoD - awarded contracts
5. “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.
6. “Can multiple QASPs be uploaded under one COR Profile?”
  - Yes
7. “How often should CORT Tool data be updated?”
  - Contractor Reports shall be updated monthly, along with all other correspondence.

# FREQUENTLY ASKED QUESTIONS

8. “ 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 “I Accept”
    - Click “FOUO Login”
    - Select "My Account" at the top of the page (next to the DKO logo)
    - Select “Login Options”
    - Click "CAC/Cert Registration" option - (DKO is reading and updating your certificates)
    - Log out of DKO
    - Log into the CORT Tool @ <https://arc.army.mil/DODCOR/> (access should be restored)

# FREQUENTLY ASKED QUESTIONS

9. “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.
  - 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.
10. “What if my contract ends in soon (i.e., 6 months) is it necessary to register within the CORT Tool?”
- Not as of now.





# **MORE QUESTIONS?**