

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2012-NOV-20) System: [WAWF/EDA](#) Subject: [WAWF and EDA All users](#) *Message For: All Users*

Test of all users inside logon for WAWF and EDA

(2012-NOV-20) System: [EDA](#)

Test of government for EDA

(2012-NOV-20) System: [All](#) Subject: [Test of all users](#) *Message For: All Users*

Test of all users

(2012-SEP-14) System: [WAWF](#) Subject: [Availability Action Required! Critical!](#) *Message For: All Users*

This presentation will demonstrate an Administrative Contracting Officer (ACO) using the menu options common to CORT Tool users.

This presentation contains audio narrative. Please adjust your volume accordingly.

All CORT users will have a CORT Tool menu option on sign on.
Select the CORT Tool menu link.

Workflow!
on links from the menu above.

Government and Government Support Contractor Messages

(2012-NOV-20) System: [WAWF/EDA](#) Subject: [WAWF and EDA All users](#) Message For: All Users

Test of all users inside logon for WAWF and EDA.

(2012-NOV-20) System: [EDA/CORT/BI](#) Subject: [government EDA, CORT BI](#) Message For: Government Users

Test of government for EDA, CORT, and BI for both inside and out

(2012-NOV-20) System: [All](#) Subject: [Test of all users](#) Message For: All Users

Test of all users

(2012-SEP-14) System: [WAWF](#) Subject: [Availability Action Required! Critical!](#) Message For: All Users

[Menu](#) [Exit](#)[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 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>.

Select an option from the CORT Menu on the left side of the page to begin

The CORT Tool Home page is displayed in a separate browser window.

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](#).

All Users

- All users that possess a Common Access Card (CAC) can utilize the site.

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

Menu

Exit

Home

Contract List / Status

All COR Submitted Documents

Local Forms and POCs

COR Related Links

Document Templates

My Organization

- [DoD COR Handbook](#)
- [Defense Contingency COR Handbook](#)

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

nomination of a Contracting Officer Representative (COR) against a contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

For more information and instruction, visit the [Defense Procurement Acquisition Policy website](#).

Select Menu to display the Administrative Contracting Officer role menu options. These menu options are common to other CORT Tool users.

Training Updates:

- Based upon current DoD policy, COR training levels are determined by the Contracting Officer and are based upon the complexity of the contract.
- For more information on COR training offered by DAU please click [here](#). This site also contains a list of equivalent providers for DAU COR 222.
- Combating Trafficking in Persons and Ethics Training are required courses for all CORs. The DoD site for the Combating Trafficking in Persons course is <http://ctip.defense.gov>

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- **Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- **COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- **Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- **Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- **Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

- **Create a Profile:** To create or update your profile, use the "Contract Specialist Profile" link from the menu. Select the "Add" button and complete the required fields for the contracting center(s).

Menu

Exit

Home

Contract List / Status

All COR Submitted Documents

Local Forms and POCs

COR Related Links

Document Templates

My Organization

- [DoD COR Handbook](#)
- [Defense Contingency COR Handbook](#)

Select the Contracting List/Status option.

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

Elimination of a Contracting Officer Representative (COR) against a contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

For more information and instruction, visit the [Defense Procurement Acquisition Policy website](#):

Training Updates:

- Based upon current DoD policy, COR training levels are determined by the Contracting Officer and are based upon the complexity of the contract.
- For more information on COR training offered by DAU please click [here](#). This site also contains a list of equivalent providers for DAU COR 222.
- Combating Trafficking in Persons and Ethics Training are required courses for all CORs. The DoD site for the Combating Trafficking in Persons course is <http://ctip.defense.gov>

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- **Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- **COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- **Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- **Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- **Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

- **Create a Profile:** To create or update your profile, use the "Contract Specialist Profile" link from the menu. Select the "Add" button and complete the required fields for the contracting center(s).

[Menu](#) [Exit](#)

Contract List / Status

Search Criteria

Report Options

 REPORTS FOR REVIEW (YES)

Record Statuses

 ACTIVE DRAFT PENDING PCO REVIEW PENDING SUPERVISOR REVIEW REJECTED BY PCO REJECTED BY SUPERVISOR TERMINATED INACTIVE

Contract Number

N00140

Search

Click to search for contracts

Check the Reports For Review checkbox or check any combination of Record Statuses checkboxes. All checkboxes are optional and can be left unchecked. If the Reports For Review checkbox is checked the Record Statuses checkboxes are disabled. Click the Search button to display a list of matching contracts.

The Contract List Status page is displayed. The user can view all contracts by selecting "Search" or limit the contracts to be viewed by choosing from the options provided.

In this case, the user entered the first 6 characters of the contract number prior to selecting "Search".

Menu Exit

Contract List / Status

Search Result (1 items found)

If the COR Nominee uses a PreAward Number during self nomination, the Contract Number and the PreAward Number will be the same until the COR Nominee is successfully appointed as a COR. The Contract Number will update when the Contracting Officer assigns the Contract Number to the COR Nominee.

Sorted by Contract Number in ascending order

Item	COR	Contract Number	PreAward Number	Status	Supervisor / Commander	PCO	Specialist	Last Action Date	Reports For Review
1	Representative, Cory	N00140-06-D-0002-0012		ACTIVE	Supervisor, Sue	ContractO, Karl	Specialist, Sally	2012/12/19	NO

Select this contract

Previous

The Search Results page retrieves records where the first 6 characters matches the contract number.

Select the Contract Number link to review the nomination record.

Menu Exit

Contract Management for N0014006D00022012

COR Information

COR Name: REPRESENTATIVE, CORY
 COR Home Organization DoDAAC: M67001
 Supervisor/Commander Name: SUPERVISOR, SUE
 Supervisor/Commander Phone: 888-596-7000

The nomination record is displayed for the user to review.

Training Courses	Training Level	Equivalency?	Provider	Certificate	Completion Date	Hours	Actions
DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		textAttachment.txt	2012/11/27	0	View
Refresher Training		<input type="checkbox"/>		Word97-2003.doc	2012/11/12	12	View
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input checked="" type="checkbox"/>	Training provider	bmpTest.bmp	2012/11/05	0	View
Specialized Training/License/Certification - Type C	C	<input type="checkbox"/>		zipTest.zip	2011/12/18	0	View
Combating Trafficking in Persons	ABC	<input type="checkbox"/>		bmpTest.bmp	2009/12/04	0	View

Contracting Information

Contracting Center Department: NAVY
 Contracting Center DoDAAC: M67001
 Contracting Officer: CONTRACTO, KARL
 Contracting Officer Phone: 877-596-7000
 Contracting Officer Email: pco@caci.com
 Contract Specialist: SPECIALIST, SALLY
 Contract Specialist Phone: 800-596-7000
 Contract Specialist Email: specialist@caci.com

Contract Type: DoD Contract (FAR)
 Contract / Solicitation Number: N0014006D0002
 Delivery / Task Order: 2012
 Contract Completion Date: 2015/12/18
 COR Nomination Status: Active

Contractor Information

Menu

Exit

Home

Contract List / Status

All COR Submitted Documents

Local Forms and POCs

COR Related Links

Document Templates

My Organization

- [DoD COR Handbook](#)
- [Defense Contingency COR Handbook](#)

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

mination of a Contracting Officer Representative (COR) is the Electronic Document Access (EDA) system.

d instruction, visit the

Next we will demonstrate an Administrative Contracting Officer selecting the "All COR Submitted Documents" menu option.

the Electronic Document Access (EDA) system.

Training Updates:

- Based upon current DoD policy, COR training levels are determined by the Contracting Officer and are based upon the complexity of the contract.
- For more information on COR training offered by DAU please click [here](#). This site also contains a list of equivalent providers for DAU COR 222.
- Combating Trafficking in Persons and Ethics Training are required courses for all CORs. The DoD site for the Combating Trafficking in Persons course is <http://ctip.defense.gov>

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- **Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- **COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- **Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- **Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- **Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

- **Create a Profile:** To create or update your profile, use the "Contract Specialist Profile" link from the menu. Select the "Add" button and complete the required fields for the contracting center(s).

[Menu](#) [Exit](#)

All COR Submitted Documents

Search Criteria

COR Last Name

REPR

Contract Number

Supervisor / Commander Last Name

PCO Last Name

Record Statuses

ACTIVE

DRAFT

PENDING PCO
REVIEWPENDING SUPERVISOR
REVIEWREJECTED BY
PCOREJECTED BY
SUPERVISOR

TERMINATED

INACTIVE

The "All COR Submitted Documents" page is displayed. The user can view all contracts by selecting "Search" or limit the contracts to be viewed by choosing from the options provided.

In this case, the user entered the first 4 characters of the COR's last name prior to selecting "Search".

[Menu](#) [Exit](#)

All COR Submitted Documents

Search Result (2 items found)

If the COR Nominee uses a PreAward Number during self nomination, the Contract Number and the PreAward Number will be the same until the COR Nominee is successfully appointed as a COR. The Contract Number will update when the Contracting Officer assigns the Contract Number to the nomination the COR Nominee is appointed against.

Sorted by Contract Number in ascending order

Item	COR	Contract Number	PreAward Number	Status	Supervisor / Commander	PCO	Specialist	Last Action Date
1	Representative, Cory	N00140-06-D-0002-2012		ACTIVE	Supervisor, Sue	ContractO, Karl	Specialist, Sally	2012/12/19
2	Representative, Cory	N00189-02-D-0042		RECORD REJECTED BY PCO	Supervisor, Sue	ContractO, Karl	Specialist, Sally	

[Previous](#)

The Search Results page retrieves records where the first 4 characters matches the COR's last name.

Select the Contract Number link to review the nomination record.

Menu Exit

The Contract Management Reports for the contract is displayed for the user to review.

Contract Management Reports for N00140-06-D-0002-2012

Monthly Status Reports

Month / Year	Version	Status	Document	Created By	Created On	Actions
12 / 2012	1	Submitted	textAttachment.txt	CORY REPRESENTATIVE	2012/12/19	View

Annual COR File Inspection Checklist

Year	Document	Created By	Created On	Actions
No Inspection Reports found				

COR Trip Reports

Month / Year	Document	Created By	Created On	Actions
No Trip Reports found				

COR Correspondence Reports

Month / Year	Document	Created By	Created On	Actions
12 / 2012	pngTest.png	CORY REPRESENTATIVE	2012/12/19	View

Miscellaneous Documents

Month / Year	Document	Document Type	Created By	Created On	Actions
12 / 2012	Word2010.docx	Deficiency Reports	CORY REPRESENTATIVE	2012/12/19	View
12 / 2012	Word97-2003.doc	Environmental Plan	CORY REPRESENTATIVE	2012/12/19	View

Previous

Menu

Exit

Home

Contract List / Status

All COR Submitted Documents

Local Forms and POCs

COR Related Links

Document Templates

My Organization

- [DoD COR Handbook](#)
- [Defense Contingency COR Handbook](#)

Training Updates:

- Based upon current DoD policy, COR training levels are
- For more information on COR training offered by DAU p
- Combating Trafficking in Persons and Ethics Training ar

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- **Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- **COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- **Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- **Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- **Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

- **Create a Profile:** To create or update your profile, use the "Contract Specialist Profile" link from the menu. Select the "Add" button and complete the required fields for the contracting center(s).

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

mination of a Contracting Officer Representative (COR) against a contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

d instruction, visit the

Next we will demonstrate an Administrative Contracting Officer selecting the "Local Forms and POCs" menu option.

NOTE: This is a view only option except for CORT Admins. Department Admins can add/delete Forms and POCs for their department; DPAP Admins can add/delete Forms and POCs for all Departments.

ov

Menu Exit

Local Forms and POCs

Please select a Contracting Center Department:

- Select -

- Select -
- NAVY
- AIR FORCE
- DLA
- DISA
- ARMY
- DFAS
- USTRANSCOM
- DMA

The Local Forms and POCs page is displayed. The user must select a Contracting Center Department from the dropdown menu.

[Menu](#)[Exit](#)

Local Forms and POCs

Please select a Contracting Center Department:

The Local Forms and POCs for the selected Contracting Center Department is displayed for the user to review.

NAVY COR Handbooks and POCs

The Strategic Sourcing Program POC is Sheila.Roche@ssp.navy.mil at 202-433-8426

Handbook Document	Description
SSP SAMPLE COR Nomination Letter [MSWORD].doc	SSP Sample Nomination of CORs for Navy Contracting Center Contracts (Strategic Sourcing Program Only)
SSP SAMPLE COR Designation Letter [MSWORD].doc	SSP Sample Designation Letters of CORs for Navy Contracting Center Contracts (Strategic Sourcing Program Only)

Menu

Exit

Home

Contract List / Status

All COR Submitted Documents

Local Forms and POCs

COR Related Links

Document Templates

My Organization

- [DoD COR Handbook](#)
- [Defense Contingency COR Handbook](#)

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

Elimination of a Contracting Officer Representative (COR) against a contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

For more information and instruction, visit the Defense Procurement Acquisition Policy website:

Next we will demonstrate an Administrative Contracting Officer selecting the "COR Related Links" menu option.

Training Updates:

- Based upon current DoD policy, COR training levels are determined by the Contracting Officer and are based upon the complexity of the contract.
- For more information on COR training offered by DAU please click [here](#). This site also contains a list of equivalent providers for DAU COR 222.
- Combating Trafficking in Persons and Ethics Training are required courses for all CORs. The DoD site for the Combating Trafficking in Persons course is <http://ctip.defense.gov>

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- **Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- **COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- **Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- **Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- **Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

- **Create a Profile:** To create or update your profile, use the "Contract Specialist Profile" link from the menu. Select the "Add" button and complete the required fields for the contracting center(s).

[Menu](#)[Exit](#)

COR Related Links

Training

- [Wide Area Workflow Training](#)
- [Defense Acquisition University Online Course Catalog](#)
- [Army Logistics University](#)
- [ATRRS Internet Training Application System](#)
- [United States Army Acquisition Support Center](#)

The COR Related Links are displayed for the user to review.

Contract Documentation

- [Wide Area Workflow](#)
- [Electronic Document Access \(EDA\)](#)

Regulations/Processes

- [Contractor Manpower Reporting Application CMRA](#)
- [Contractor Performance Assessment Reporting System CPARs](#)
- [FAR/DFARS/AFARS](#)
- [Central Contractor Registration \(CCR\)](#)
- [Contractor Verification System \(CVS\)](#)
- [Defense Contract Management Agency \(DCMA\)](#)
- [Synchronized Predeployment and Operational Tracker \(SPOT\)](#)
- [Past Performance Information Retrieval System](#)

- Menu
- Exit
- Home
- Contract List / Status
- All COR Submitted Documents
- Local Forms and POCs
- COR Related Links
- Document Templates**
- My Organization
 - DoD COR Handbook
 - Defense Contingency COR Handbook

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

Elimination of a Contracting Officer Representative (COR) against a contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

For more information and instruction, visit the Defense Procurement Acquisition Policy website:

Next we will demonstrate an Administrative Contracting Officer selecting the "Document Templates" menu option.

NOTE: This is a view only option except for DPAP Admins. DPAP Admins can add/delete Document Templates.

Training Updates:

- Based upon current DoD policy, COR training levels
- For more information on COR training offered by DA
- Combating Trafficking in Persons and Ethics Training

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

- Create a Profile:** To create or update your profile, use the "Contract Specialist Profile" link from the menu. Select the "Add" button and complete the required fields for the contracting center(s).

Menu Exit

Document Templates

Document Templates (2 items found)

Sorted by Template in ascending order

Item	Template	Created By	Created On	Action
1	SAMPLE COR Nomination Letter [MSWORD].doc	Administrator, Andrew	2012/12/17	View
2	Sample COR Revocation Ltr.doc	Administrator, Andrew	2012/12/17	View

The Document Templates are displayed for the user to review.

Menu	Exit
Home	
COR Profile	
Contract List / Status	
COR Nomination Process	
All COR Submitted Documents	
Local Forms and POCs	
COR Related Links	
Document Templates	
My Organization	

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

nomination of a Contracting Officer Representative (COR) against a contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

d instr

Finally, we will demonstrate a CORT user changing Home Organizations.
Select 'My Organization' from menu.

R Handbo

Training Updates:

My Organization

- Based upon current DoD policy, COR training levels are determined by the Contracting Officer and are based upon the complexity of the contract.
- For more information on COR training offered by DAU please click [here](#). This site also contains a list of equivalent providers for DAU COR 222.
- Combating Trafficking in Persons and Ethics Training are required courses for all CORs. The DoD site for the Combating Trafficking in Persons course is <http://ctip.defense.gov>

All Users:

- All users that possess a Common Access Card (CAC) can utilize the site.
- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

- **Create Profile:** To create or update your profile, use the "COR Profile" link from the menu and complete the required fields.
- **COR Nomination:** To nominate yourself as a COR on a contract, use the "COR Nomination Process" link from the menu. Be sure to select your servicing contracting center prior to populating the required fields.
- **Review Nomination Status:** To view the status of a nomination, use the "Contract List/Status" link from the menu.

Contracting Officer Representatives (Appointed/Active CORs):

- **Maintain COR Online Files:** To access the online file, use the "Contract List/Status" link from the menu. Click on the contract you wish to work with and scroll down to the COR's Online File section. CORs may add edit or delete the following COR documents: Status Reports, Trip Report, Correspondence and Miscellaneous Documents.

Supervisors/Commanders:

- **Approve/Reject Nomination:** To review any nominations awaiting your review/approval, use the "Awaiting My Approval" link from the menu. Click the Contract Number you wish to work. You can then review the COR information at the top of the record and Approve/Reject the request in the Supervisor/Commander section.

Contract Specialist:

[Menu](#) [Exit](#)

My Organization

Organization Information

Home Organization (DoDAAC) *

Home Organization *

Enter the Home Organization (DoDAAC), this is a required entry.

Home Department *

The Current Home Organization is displayed after selecting 'My Organization'.

Enter the new location code in the Home Organization (DoDAAC) textbox.

[Menu](#) [Exit](#)

My Organization

Organization Information

Home Organization (DoDAAC) *

Home Organization Name *

Home Department *

 ▼

The Home Organization Name updates after tabbing out of the Home Organization (DoDAAC) textbox.

My Organization

Organization Information

Home Organization (DoDAAC) *

S0512A

Home Organization Name *

DCMA LOS ANGELES

Home Department *

DLA

- Select -

AIR FORCE

ARMY

DARPA

DCMA

DECA

DFAS

DHRA

Help

Select the Home Department from the dropdown box.

Menu Exit

My Organization

Organization Information

Home Organization (DoDAAC) *

Home Organization Name *

Home Department *

Click to save organization changes

Select 'Save' to keep the Organization changes.

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2012-NOV-20) System: [WAWF/EDA](#) Subject: [WAWF and EDA All users](#) *Message For: All Users*

Test of all users inside logon for WAWF and EDA.

(2012-NOV-20) System: [EDA/CORT/](#)

Test of government for EDA, CORT, and

This concludes the demonstration of an Administrative Contracting Officer (ACO) using the menu options common to CORT Tool users.

(2012-NOV-20) System: [All](#) Subject: [Test of all users](#) *Message For: All Users*

Test of all users

(2012-SEP-14) System: [WAWF](#) Subject: [Availability Action Required! Critical!](#) *Message For: All Users*