

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 login for WAWF and EDA

This presentation will demonstrate creating a Contracting Officer Representative (COR) profile in the CORT Tool.

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

(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-02) System: [All](#) Subject: [Mandatory CAC Signon](#) *Action Required! Critical! Message For: Government Users*

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

...a 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: [All](#) Subject: [Test of all users](#) Message For: All Users

Test of all users

(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-02) System: [All](#) Subject: [Mandatory CAC Signon](#) Action Required! Critical! Message For: Government Users

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.

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

Select an option from the CORT Menu at the top 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 '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](#).

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 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

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COR Nomination Process

All COR Submitted Documents

Local Forms and POCs

COR Related Links

Document Templates

My Organization

Select Menu to display the COR role options.

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:

[COR Handbook](#)

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).

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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.

and instruction, visit the Defense Procurement Acquisition Policy website:

The COR user then selects the COR profile option.

R Handbook

Training Updates:

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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).

COR Profile

Contracting Officer Representative Information

Work Address *
10 downing street

City / APO * london State * - Select -

Zip Code * SW1A 2AA Country * United Kingdom

DEROS Date Unit

The COR Profile page is displayed which includes the following:

- Work Address – enter COR physical location address
- City/APO – Location of City, or “FPO or APO”
- State – Select your state from drop down menu
- Zip Code – Enter 5 digit code
- Unit – Enter the organization name
- DEROS date - enter date via calendar

Certified Acquisition Official *

Certified Acquisition Official * No

Career Experience * US NAVY Experience Level * 12 YEARS

Second Career Experience NETWORK ENGINEER Second Experience Level 8 MOS

Third Career Experience QA ENGINEER Third Experience Level 9 YEARS

Help

Supervisor Information

Training Course Information

Save

Cancel

Help

COR Profile

Contracting Officer Representative Information

Work Address *

10 downing street

City / APO * State *

london - Select -

Zip Code * Country *

SW1A 2AA United Kingdom

DEROS Date Unit

Certified Acquisition Official *

No

Career Experience * Experience Level *

US NAVY 12 YEARS

Second Career Experience Second Experience Level

NETWORK ENGINEER 8 MOS

Third Career Experience Third Experience Level

QA ENGINEER 9 YEARS

Help

The Certified Acquisition Official dropdown is defaulted to "No" and will provide the following required fields:

- Career Experience: Indicate the COR area of expertise like Engineering Technician, Pilot
- COR Career Experience Level: Indicate the number of years like 11 Years; field allows up to 15 characters

Supervisor Information

Training Course Information

Save

Cancel

Help

COR Profile

Contracting Officer Representative Information

Work Address *

10 downing street

City / APO *

london

State *

- Select -

Zip Code *

SW1A 2AA

Country *

United Kingdom

DEROS Date

Unit

Certified Acquisition Official *

Yes

Predominant Acquisition Career *

LIFE-CYCLE LOGISTICS

Level of Certification *

Level 1

Help

When "Yes" is selected from the Certified Acquisition Official dropdown, the following required fields will be provided:

- Select the Predominant Acquisition Career from the drop down menu
- Select Level of Certification (1, 2 or 3)

Supervisor Information

Training Course Information

Save

Cancel

Help

COR Profile

Contracting Officer Representative Information

Collapse and uncollapse the various sections by selecting the icon on the upper right corner.

Supervisor Information

Name (Last, First) *

NONE

Email *

Organization *

Phone *

Update Active Contract Nominations

Update Inactive Contract Nominations

Update Terminated Contract Nominations

Help

Training Course Information

Save

Cancel

Help

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

Supervisor Information

Name (Last, First) *

SU

SUAREZ, STELLA SUPVUSERID002 (DCMA LOS ANGELES)

SULZBERGER, SUE SUPERVISOR2 (FA3030 17 CONS CC)

SUMMERFIELD, SANDRA SUPVUSERID001 (DLA DISTRIBUTION RICHMOND)

SUPER, SAMMY (DCMA LOS ANGELES)

SUPERVISOR/PCO, KATHRYN (FA3030 17 CONS CC)

NONE

Enter the supervisor's last name.
As the COR types, a list of supervisors whose
last name matches will appear. Select the
correct entry.

Training Course Information

Save

Cancel

Help

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

When selecting the supervisor, tab out of the textbox to populate the email, organization and phone number.

Supervisor Information

Name (Last, First) *

SUAREZ, STELLA SUPVUSERID002

Email *

wawfuser+supv@gmail.com

Organization *

DCMA LOS ANGELES

Phone *

011-93-20-123-4567

Update Active Contract Nominations

Update Inactive Contract Nominations

Update Terminated Contract Nominations

Changing the supervisor will update the supervisor entry on existing nomination records that need supervisor approval.

To change the supervisor on Active, Inactive or Terminated Contract Nominations, COR must click the appropriate checkboxes.

Select Save when done with COR Profile changes.

Help

Training Course Information

Save

Cancel

Help

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information



Supervisor Information



Training Course Information



Course

Training
Level

Equivalency?

Provider

Certificate

Completion
Date

Hours

Actions

Add

No Training Courses found

Help

Save

Cancel

Help

Courses can be added in the Training Course Information section by clicking the 'Add' link.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course

Training
Level

No Training Courses found

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

- Select -

- Select -

DAU CLM 003 Ethics Training or Agency Equiv

DAU CLC 108 COR with a Mission Focus

DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent

Specialized Training/License/Certification - Type C

Misc training as required by local center policy

Contingency COR Training

Wide Area Workflow(WAWF) Training

Refresher Training

Select the Training course
from the drop down menu.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course	Training Level
No Training Courses found	

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

DAU CLM 003 Ethics Training or Agency Equiv

Completion Date *

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Next, add the course completion date.

Browse...

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

Ok

Cancel

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course	Training Level
No Training Courses found	

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

DAU CLM 003 Ethics Training or Agency Equiv

Completion Date *

2013/10/04

Equivalency

Provider

Certificate *

Browse...

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

Ok

Cancel

Choose the course Certificate to load by clicking the 'Browse' button.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course	Training Level
No Training Courses found	

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

DAU CLM 003 Ethics Training or Agency Equiv

Completion Date *

2013/10/04

Equivalency

Provider

Certificate *

C:\RubyProjects\5.50wswf\Attachments\Creativity.JPG

Browse...

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

When complete, select OK to add the course.

Ok

Cancel

Click to add training course.

Info: Training course added.

An info message confirming the course was added is displayed.

Repeat the previous steps to add more courses.



Menu Exit

COR Profile

Contracting Officer Representative Information +

Supervisor Information +

Training Course Information -

Course	Training Level	Equivalency?	Provider	Certificate	Completion Date	Hours	Actions
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input type="checkbox"/>		Creativity.JPG	2013/10/04	0	View Edit Delete

Help

Save Cancel Help

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course	Training Level
No Training Courses found	

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

DAU CLM 003 Ethics Training or Agency Equiv

Completion Date *

2013/10/04

Equivalency

Provider

Certificate *

NOTE: File size being uploaded must not exceed

Ok

Cancel

Selecting a course which includes the words "equivalent" or "equiv" will display an Equivalency checkbox and a Provider textbox.

Provider of training is required when Equivalency is checked.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

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Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course

DAU CLC 106 COR with a Mission Focus

Wide Area Workflow(WAWF) Training

DAU COR 222, DAU CLC 222 COR on-line training, ALM

DAU CLM 003 Ethics Training or Agency Equiv

Combating Trafficking in Persons

Sample Misc training

Ethics refresher

Sample Other training

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

Misc training as required by local center policy

Course Name *

Completion Date *

Certificate *

NOTE: File size being u

Ok

Cancel

Selecting "Misc training" will display a Course Name textbox.
Course Name is required when Misc Training is added.

Completion Date	Hours	Actions	Add
2013/09/13	0	View Edit Delete	
2013/09/11	0	View Edit Delete	
2013/08/07	0	View Edit Delete	
2013/08/02	0	View Edit Delete	
2013/08/01	0	View Edit Delete	
2013/07/02	0	View Edit Delete	
2013/07/02	180	View Edit Delete	
2013/07/01	0	View Edit Delete	

Contracting Officer Representative Tracking (CORT) Tool

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Supervisor Information

Training Course Information

Course

DAU CLC 106 COR with a Mission Focus

Wide Area Workflow(WAWF) Training

DAU COR 222, DAU CLC 222 COR on-line training, ALM

DAU CLM 003 Ethics Training or Agency Equiv

Combating Trafficking in Persons

Sample Misc training

Ethics refresher

Sample Other training

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

Other

Course Name *

Completion Date *

Certificate *

NOTE: File size being uplo

Ok

Cancel

Selecting "Other" will display a Course Name textbox.

Course Name is required when Other training is added.

Completion Date	Hours	Actions	Add
2013/09/13	0	View Edit Delete	
2013/09/11	0	View Edit Delete	
2013/08/07	0	View Edit Delete	
2013/08/02	0	View Edit Delete	
2013/08/01	0	View Edit Delete	
2013/07/02	0	View Edit Delete	
2013/07/02	180	View Edit Delete	
2013/07/01	0	View Edit Delete	

Contracting Officer Representative Tracking (CORT) Tool

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Training Course Information

Course

DAU CLC 106 COR with a Mission Focus

Wide Area Workflow(WAWF) Training

DAU COR 222, DAU CLC 222 COR on-line training, ALI

DAU CLM 003 Ethics Training or Agency Equiv

Combating Trafficking in Persons

Sample Misc training

Ethics refresher

Sample Other training

Help

Save

Cancel

Help

Add Training Course

Select a Training Course and enter the applicable data.

Training Course *

Refresher Training

Course Name *

Completion Date *

Hours *

Certificate *

NOTE: File size being upk

Ok

Cancel

Selecting "Refresher Training" will display a Course Name and Hours textbox.

Course Name and Hours of training are required when Refresher Training is added.

Completion Date	Hours	Actions	Add
2013/09/13	0	View Edit Delete	
2013/09/11	0	View Edit Delete	
2013/08/07	0	View Edit Delete	
2013/08/02	0	View Edit Delete	
2013/08/01	0	View Edit Delete	
2013/07/02	0	View Edit Delete	
2013/07/02	180	View Edit Delete	
2013/07/01	0	View Edit Delete	

Select "Save" and an info message confirming the saved profile changes will be displayed.



User ID : conuserid003
Info: Profile changes saved.

COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course	Training Level	Equivalency?	Provider	Certificate	Completion Date	Hours	Actions	Add
DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		CLC 106.jpg	2013/09/13	0	View Edit Delete	
Wide Area Workflow(WAWF) Training		<input type="checkbox"/>		wawf.txt	2013/09/11	0	View Edit Delete	
DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent	[A]BC	<input type="checkbox"/>		COR 222.docx	2013/08/07	0	View Edit Delete	
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input checked="" type="checkbox"/>	Georgia Tech	CLM003.bmp	2013/08/02	0	View Edit Delete	
Combating Trafficking in Persons	ABC	<input type="checkbox"/>		Combat Trafficking.pdf	2013/08/01	0	View Edit Delete	
Sample Misc training		<input type="checkbox"/>		Creativity.JPG	2013/07/02	0	View Edit Delete	
Ethics refresher		<input type="checkbox"/>		Ethics refresher.bmp	2013/07/02	180	View Edit Delete	
Sample Other training		<input type="checkbox"/>		WhatsNew.pdf	2013/07/01	0	View Edit Delete	

Help

Save

Cancel

Help

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ne

mina

d instruction, visit the Defense Procurement Acquisition Policy website:

R Handbook

Next we will demonstrate creating a Contracting Officer Representative nomination record in the CORT Tool.

Select Menu to display the COR role options.

Contracting (CORT) Tool

any DoD agency posted contract in 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.
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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.
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The COR user then selects the COR Nomination Process option.

For more information on the nomination process, visit the Defense Procurement Acquisition Policy website:

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COR Nomination Process

COR Information

COR Name: COR130108, AUTO
 COR Home Organization: DoDAAC 72W1AK
 Supervisor/Commander Name: SUPERVISOR, SUE
 Supervisor/Commander Phone: 888-596-7000

The COR user reviews the Training Courses section. If there are no courses listed, return to COR Profile and load all COR courses.

After reviewing the COR Information, you may collapse this section.

Training Courses	Training Level	Equivalency?	Provider	Certificate	Completion Date	Hours	Actions
Wide Area Workflow(WAWF) Training		<input type="checkbox"/>		textAttachment.txt	2013/01/11	0	View
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input checked="" type="checkbox"/>	Columbia University	bmpTest.bmp	1983/03/10	0	View
Refresher Training		<input type="checkbox"/>		pdfTest.pdf	1981/02/20	360	View

Help

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department

- Select -

Contracting Center DoDAAC *

Contracting Officer *

- Select -

Contracting Officer Phone *

Contracting Officer Email *

Contract Specialist *

- Select -

Contract Specialist Phone *

Contract Specialist Email *

Contract Number Known? *

- Select -

COR Nomination Status

Draft

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department

- Select -
- Select -
AIR FORCE
DARPA
DCMA
DECA
DFAS
DHRA
DISA
DLA
Help

Contracting Center DoDAAC *

Contracting Officer Phone*

Contracting Officer Email *

Contract Specialist Phone *

Contract Specialist Email *

Select the Contracting Center Department from the dropdown provided.

Contractor Information -

CAGE Code	DUNS	DUNS+4
Contractor Name	Contractor Address	Contractor City
Contractor State	Contractor Zip	Contractor Country
Contract Award Date	PSC Description	

Help

 Error: No registered Contracting Officer is associated with the DoDAAC value you entered.

 Error: No registered Contract Specialist is associated with the DoDAAC value you entered.

COR Nomination Process

COR Information

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

WHS

Contracting Center DoDAAC *

72W1AF

Contracting Officer *

- Select -

Contracting Officer Phone*

Contracting Officer Email *

Contract Specialist *

- Select -

Contract

Contract Number Known? *

- Select -

COR Nomination Status

Draft

After entering the Contracting Center DoDAAC, the application searches for registered active Contracting Officers and Contracting Specialists for the DoDAAC.

An error message is displayed when there are no active Contracting Officers/Contract Specialists for the Contracting Center DoDAAC.

Help

Contractor Information

CAGE Code	DUNS	DUNS+4
Contractor Name	Contractor Address	Contractor City
Contractor State	Contractor Zip	Contractor Country
Contract Award Date	PSC Description	

Help

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

- Select - ▼

- Select -
- BICORT, CORA
- CHAN, DANA
- DPAP, USER ID
- PITT, BRAD
- SUPERVISOR130104, A...

Contracting Officer Phone*

Contracting Officer Email *

Active Contracting Officer and Contracting Specialists for the DoDAAC are loaded into the dropdown boxes after tabbing out of the Contracting Center DoDAAC textbox.

Select Contracting Officer from the dropdown box.

Help

Contractor Information -

CAGE Code	DUNS	DUNS+4
Contractor Name	Contractor Address	Contractor City
Contractor State	Contractor Zip	Contractor Country
Contract Award Date	PSC Description	

Help

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD ▼

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

- Select - ▼

Contract Specialist Phone *

Contract Specialist Email *

- Select -

BICORT, CORA

CHAN, DANA ▶

DPAP, USER ID

PITT, BRAD

SUPERVISOR130104, AUTO

After selecting the Contracting Officer, the phone and email are populated from the Contracting Officer's profile.

Select Contract Specialist from the dropdown box. Select the Contracting Officer if this person also acts as the Contract Specialist.

Contractor Information -

CAGE Code	DUNS	DUNS+4
Contractor Name	Contractor Address	Contractor City
Contractor State	Contractor Zip	Contractor Country
Contract Award Date	PSC Description	

Help

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD ▼

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA ▼

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

- Select - ▼

- Select -

YES

NO

Contract Status

The COR user then selects 'Yes' or 'No' from the Contract Number Known? dropdown.

Contractor Information -

CAGE Code

DUNS

DUNS+4

Contractor Name

Contractor Address

Contractor City

Contractor State

Contractor Zip

Contractor Country

Contract Award Date

PSC Description

Help

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD ▼

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA ▼

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

NO ▼

PreAward Number *

UNKNOWN

COR Nomination Status

Draft

When answering "NO" to "Contract Number Known," enter a "solicitation", PR or an identifying number in the PreAward Number textbox.

[Help](#)

Contractor Information -

CAGE Code	DUNS	DUNS+4
Contractor Name	Contractor Address	Contractor City
Contractor State	Contractor Zip	Contractor Country
Contract Award Date	PSC Description	

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD ▼

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA ▼

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES ▼

Contract / Solicitation Number *

Contract Completion Date

📅

When answering "YES" to "Contract Number Known," enter the Contract Number.

COR Nomination Status

Draft

Help

Contractor Information -

CAGE Code

DUNS

DUNS+4

Contractor Name

Contractor Address

Contractor City

Contractor State

Contractor Zip

Contractor Country

Contract Award Date

PSC Description

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

COR Nomination Process

COR Information

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE 

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD 

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA 

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES 

Contract / Solicitation Number *

N4008008D0501

Contract Completion Date

 Delivery / Task Orders Action[Add](#)

(A maximum of 100 Delivery / Task Orders can be added)

COR Nomination Status

Draft

[Help](#)

After adding the Contract Number, the option to add Delivery /Task Orders is provided. Depending on the Contract, multiple Delivery / Task Orders can be added.

Contractor Information

CAGE Code

E4U72

DUNS

825244750

DUNS+4

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD ▼

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA ▼

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES ▼

This is an example of Contract Number without Delivery / Task Order option.

Contract / Solicitation Number *

N4008008C0501

Contract Completion Date

COR Nomination Status

Draft

Help

Contractor Information -

CAGE Code

DUNS

DUNS+4

Contractor Name

Contractor Address

Contractor City

Contractor State

Contractor Zip

Contractor Country

Contract Award Date

PSC Description

Contract not found in the Electronic Document Access (EDA) system.

COR Nomination Process

COR Information +

Contracting Information -

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE ▼

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD ▼

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA ▼

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES ▼

Contract / Solicitation Number *

N4008008H0501

Delivery / Task Order

Contract Completion Date



This is an example of Contract Number with single Delivery / Task Order option.

COR Nomination Status

Draft

[Help](#)

Contractor Information -

CAGE Code

DUNS

DUNS+4

Contractor Name

Contractor Address

Contractor City

Contractor State

Contractor Zip

Contractor Country

Contract Award Date

PSC Description

Contract not found in the Electronic Document Access (EDA) system.

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

COR Nomination Process

COR Information

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE 

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD 

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA 

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES 

Contract / Solicitation Number *

N4008008D0501

Contract Completion Date

Delivery / Task Orders Action

0001|

[Add](#)

0001

Delivery / Task Orders can be added)

Click to add this Delivery / Task Order

COR Nomination Status

Draft

[Help](#)

Enter the Delivery / Task Orders then select "Add".

Contractor Information

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

COR Nomination Process

COR Information

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE 

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD 

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA 

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES 

Contract / Solicitation Number *

N4008008D0501

Contract Completion Date

Delivery / Task Orders

0001

[Delete](#)

0002

[Delete](#)[Add](#) Click to delete this Delivery / Task Order

(A maximum of 100 Delivery / Task Orders can be added.)

COR Nomination Status

Draft

[Help](#)

Multiple Delivery / Task Orders can be entered for this Contract. Select "Delete" to remove a Delivery / Task Order.

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

COR Nomination Process

COR Information

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department *

AIR FORCE 

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD 

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA 

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES 

Contract / Solicitation Number *

N4008008D0501

Contract Completion Date

Delivery / Task Orders

0001

Action

[Delete](#)[Add](#)

(A maximum of 100 Delivery / Task Orders can

COR Nomination Status

Draft

[Help](#)

Next, the Contract Completion Date is added.

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Contractor Information

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

COR Nomination Process

COR Information

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already

After reviewing the Contracting Information, you may collapse this section.

Contracting Center Department *

AIR FORCE 

Contracting Center DoDAAC *

FU4417

Contracting Officer *

PITT, BRAD 

Contracting Officer Phone*

852-852-8522

Contracting Officer Email *

wawf@caci.com

Contract Specialist *

CHAN, DANA 

Contract Specialist Phone *

9045384667

Contract Specialist Email *

wawf@caci.com

Contract Number Known? *

YES 

Contract / Solicitation Number *

N4008008D0501

Contract Completion Date

2014/05/30 

Delivery / Task Orders **Action**

0001

[Delete](#)

[Add](#)

(A maximum of 100 Delivery / Task Orders can be added)

COR Nomination Status

Draft

[Help](#)

Contractor Information

COR Nomination Process

COR Information

Contracting Information

Contractor Information

CAGE Code	DUNS	DUNS+4
3G7Q9	135252950	
Contractor Name	Contractor Address	Contractor City
FSS ALUTIQ JOINT VENTURE	737 VOLVO PKWY STE 120	CHESAPEAKE
Contractor State	Contractor Zip	Contractor Country
VA	233201601	USA
Contract Award Date	PSC Description	
2008/10/01		

Contractor Information is populated from EDA once a valid contract number is entered by the COR.

After reviewing the Contractor Information, you may collapse this section.

Help

QA Surveillance Plan (QASP)

QASP Document

QASP Description

Actions

Add

No QA Surveillance Plan (QASP) found

Help

COR Certification

Certification

Certify All

COR Nomination Process

COR Information +**Contracting Information** +**Contractor Information** +

The Quality Assurance Surveillance Plan (QASP) and description can be added next. QASP is required for contracts over \$150K.

QA Surveillance Plan (QASP) -

QASP Document

QASP Description

Actions

Add

No QA Surveillance Plan (QASP) found

Help

COR Certification -

Certification

Certify All

I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.

I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract.

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.

I have the necessary clearance for this contract and any relevant information

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract

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

COR Nomination Process

[COR Information](#) +[Contracting Information](#) +[Contractor Information](#) +[QA Surveillance Plan \(QASP\)](#) -

QASP Document

No QA Surveillance Plan (QASP) found

[Help](#)[COR Certification](#) -

Certification

I will complete the COR specific "refresher training" and update the training section of this CORT Tool within every 3rd year. I will

I hereby understand that I may be required, as a

I hereby understand that I am required, as a COR

I have the necessary clearance for this contract and any relevant information

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract

Add QA Surveillance Plan (QASP)

QA Surveillance Plan (QASP) *

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

QASP Description

Click 'OK' to add the QA Surveillance Plan (QASP), click 'Cancel' to abort.

Choose the QASP document to upload by clicking the 'Browse' button.

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

COR Nomination Process

COR Information +**Contracting Information** +**Contractor Information** +**QA Surveillance Plan (QASP)** -

QASP Document

No QA Surveillance Plan (QASP) found

[Help](#)**COR Certification** -

Certification

I will complete the COR specific "refresher training" and update the training section of this CORT Tool within 30 days of my appointment every 3rd year. I will

I hereby understand that I may be required, as a COR on this contract, to complete training every 3rd year.

I hereby understand that I am required, as a COR on this contract, to complete training every 3rd year.

I have the necessary clearance for this contract and any relevant information

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract

Add QA Surveillance Plan (QASP)

QA Surveillance Plan (QASP) *

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

textAttachment.txt

QASP Description

text attachment test

Click 'OK' to add the QA Surveillance Plan (QASP), click 'Cancel' to abort.

Enter the description then select "Ok" to add QASP.

every 3rd year. I will

pointment each year.

COR Nomination Process

A confirmation dialog is displayed for the added QASP attachment.

After reviewing the QASP document, you may collapse this section.

User ID : 72W1AK_cor130103
Info: QA Surveillance Plan (QASP) added.

COR Information +

Contracting Information +

Contractor Information +

QA Surveillance Plan (QASP) -

QASP Document	QASP Description	Actions
textAttachment.txt	text attachment test	View Edit Delete

Help

COR Certification -

Certification	Certify All
I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.	<input type="checkbox"/>
I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I have the necessary clearance for this contract and any relevant information	<input type="checkbox"/>
I may be held personally liable for unauthorized acts.	<input type="checkbox"/>
If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.	<input type="checkbox"/>
I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.	<input type="checkbox"/>

COR Information **Contracting Information** **Contractor Information** **QA Surveillance Plan (QASP)** 

Complete all of the COR certifications. The 'Certify All' button may be clicked to certify all sections.

COR Certification 

Certification

I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.

I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract.

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.

I have the necessary clearance for this contract and any relevant information

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.

Certify All 

Date Certified

COR Comments

Help

Submit

Save

Previous

Cancel

Help

COR Information**Contracting Information****Contractor Information****QA Surveillance Plan (QASP)****COR Certification**

Certification	Certify All
I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.	<input checked="" type="checkbox"/>
I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I have the necessary clearance for this contract and any relevant information	<input checked="" type="checkbox"/>
I may be held personally liable for unauthorized acts.	<input checked="" type="checkbox"/>
If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.	<input checked="" type="checkbox"/>
I have taken all of the additional training mandated by the contract.	<input checked="" type="checkbox"/>

COR also has the option to add comments.

Date Certified

2013/01/14

COR Comments

test cor nomination comments

Help

Submit

Save

Previous

Cancel

Help

COR Information



Contracting Information



Contractor Information



QA Surveillance Plan (QASP)



COR Certification



Certification	Certify All
I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.	<input checked="" type="checkbox"/>
I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I have the necessary clearance for this contract and any relevant information	<input checked="" type="checkbox"/>
I may be held personally liable for unauthorized acts.	<input checked="" type="checkbox"/>
If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.	<input checked="" type="checkbox"/>
I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.	<input checked="" type="checkbox"/>

Date Ce
2013/01
COR Co

Select "Save" to preserve entries for updates at a later date.
The record will not be routed to the supervisor.

test co

Help

Submit

Save

Previous

Cancel

Help

COR Information



Contracting Information



Contractor Information



QA Surveillance Plan (QASP)



COR Certification



Certification

Certify All

I will complete the COR specific "refresher training" as required by "Direct Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher training.



I hereby understand that I may be required, as a COR, to complete COR training every 3rd year.



I hereby understand that I am required, as a COR, to complete the year-end training every anniversary month of the appointment each year.



I have the necessary clearance for this contract and any relevant information.



I may be held personally liable for unauthorized acts.



If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.



I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.



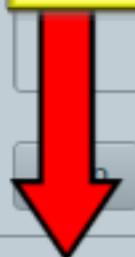
Submit Record to Supervisor

Are you sure you want to submit this record to your supervisor?

Ok

Cancel

Select "Submit" to send the nomination to the Supervisor.
A confirmation dialog will be displayed.



Submit

Save

Previous

Cancel

Help

COR Nomination Process

On submission, an info message is displayed; the Supervisor is notified by email and the nomination status is changed from "Draft" to "Pending Supervisor Review."




Info: COR Nominee Record Saved and Submitted for Approval.

COR Information
+

Contracting Information
+

Contractor Information
+

QA Surveillance Plan (QASP)
+

COR Certification
-

Certification	Certified
I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion.	<input checked="" type="checkbox"/>
I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I have the necessary clearance for this contract and any relevant information	<input checked="" type="checkbox"/>
I may be held personally liable for unauthorized acts.	<input checked="" type="checkbox"/>
If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at https://wawf.eb.mil and will process payments when possible using WAWF.	<input checked="" type="checkbox"/>
I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.	<input checked="" type="checkbox"/>

Date Certified
2013/01/14

COR Comments
test cor nomination comments

Help

Previous

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

Finally, we will demonstrate a COR adding reports to active record.

Government and Government

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

Select the Contract List/Status option.

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:

[COR Handbook](#)

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).

Contract List / Status

Search Criteria as COR and Supervisor / Commander

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

Click to search for contracts

The Contract List Status page is displayed.

Click the Active checkbox then select "Search".

Contract List / Status

Search Result as COR and Supervisor / Commander (3 Items found)

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	COR, Userid	N00140-02-C-N775		ACTIVE	Supervisor, Userid	Contract Officer, Userid	specialist s0512a, Userid	2013/03/07	NO
2	COR, Userid	N00189-02-D-0042-1410		ACTIVE	Supervisor, Userid	Contract Officer, Userid	specialist s0512a, Userid	2013/03/01	NO
3	COR, Userid	N68688-13-W-0412	1303011415	ACTIVE	Supervisor, Userid	Contract Officer, Userid	specialist s0512a, Userid	2013/04/12	NO

Select this contract

Previous

Help

The Search Results page displays active records.

Select the Contract Number link to which reports are to be added.

COR Information



Contracting Information



Contractor Information



QA Surveillance Plan (QASP)



COR Certification



Supervisor/Commander Certification



Contracting Officer



COR Online File



COR Status Reports

Month / Year

Version

Status

Document

Created By

Created On

Actions

Add

No Status Reports found

Click to add a Status Report

COR Trip Reports

Month / Year

Document

Created By

Created On

Actions

Add

No Trip Reports found

COR Correspondence Reports

Month / Year

Document

Created By

Created On

Actions

Add

The active record is displayed to the user. Collapse sections as needed and/or scroll down to the COR Online File section. Select Add for COR Status Reports.

COR Information



Contracting Information



Contractor Information



QA Surveillance Plan (QASP)



COR Certification



Supervisor/Commander Certification



Contracting Officer



COR Online File



COR Status Reports

Month / Year

Vers

No Status Reports found

Actions

Add

COR Trip Reports

Month / Year

No Trip Reports found

Actions

Add

COR Correspondence Reports

Month / Year

Document

Created By

Created On

Actions

Add

Add COR Status Report

Month *

April



Year *

2013



Status Report *

+ Browse



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

Click 'OK' to add the Status Report, click 'Cancel' to abort.

Ok

Cancel

The Add COR Status Report dialog box is displayed with current month and year. Choose a status report to load from your local machine by clicking the 'Browse' button.

COR Information



Contracting Information



Contractor Information



QA Surveillance Plan (QASP)



COR Certification



Supervisor/Commander Certification



Contracting Officer



COR Online File



COR Status Reports

Month / Year

Vers

No Status Reports found

COR Trip Reports

Month / Year

No Trip Reports found

COR Correspondence Reports

Month / Year

Document

Created By

Created On

Actions

Add

Add COR Status Report

Month *

April

Year *

2013

Status Report *

+ Browse

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

Sample status report.pdf

Click 'Ok' to add the Status Report, click 'Cancel' to abort

Ok Cancel

Click 'Ok' to Add COR Status Report.

Select "Ok" to add the status report to the record.



The addition of trip reports and correspondence reports works similar to the status report. A confirmation dialog is displayed after each report added.

COR can view, edit and delete existing reports except for approved status reports. When the Contracting Officer approves a status report, it can only be viewed by the COR.

Select Add for a Miscellaneous document.

COR Online File

COR Status Reports

Month / Year

04 / 2013

Created On

2013/04/12

Actions

Add

[View](#) [Edit](#) [Delete](#)

COR Trip Reports

Month / Year

04 / 2013

Document

Sample report Word2010.docx

Created By

COR, USERID

Created On

2013/04/12

Actions

Add

[View](#) [Edit](#) [Delete](#)

COR Correspondence Reports

Month / Year

04 / 2013

Document

Sample Word97-2003.doc

Created By

COR, USERID

Created On

2013/04/12

Actions

Add

[View](#) [Edit](#) [Delete](#)

Miscellaneous Documents

Month / Year

No Miscellaneous Documents found

Document

Document Type

Created By

Created On

Actions

Add

Click to add a Miscella

Help

Previous

COR Status Reports

Month / Year	Version
04 / 2013	1

COR Trip Reports

Month / Year	
04 / 2013	

COR Correspondence Reports

Month / Year	
04 / 2013	

Miscellaneous Documents

Month / Year	Doc
No Miscellaneous Documents found	

Help

Previous

Add Miscellaneous Document

Month *

April ▾

Year *

2013 ▾

Miscellaneous Document *

+ Browse

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

jpg test.jpg

Document Type *

- Select Document Type-
- Select Document Type-
- Quality Assurance Surveillance Plan
- Deficiency Reports
- Environmental Plan
- GFE Property Validation
- GFE Inventory
- Maintenance Plan
- Required Regulations

ent, click 'Cancel' to abort.

Unlike the other reports, the Add Miscellaneous Document dialog box has a Document Type dropdown box.



COR Online File

COR Status Reports

Month / Year	Version	Status	Document	Created By	Created On	Actions
04 / 2013	1	Submitted	Sample status report.pdf	COR, USERID	2013/04/12	View Edit Delete

This concludes the demonstration for a COR adding reports to an active record in the CORT Tool.

COR Trip Reports

Month / Year	Document	Created By	Created On	Actions
04 / 2013	Sample report word2010.docx	COR, USERID	2013/04/12	View Edit Delete

COR Correspondence Reports

Month / Year	Document	Created By	Created On	Actions
04 / 2013	Sample Word97-2003.doc	COR, USERID	2013/04/12	View Edit Delete

Miscellaneous Documents

Month / Year	Document	Document Type	Created By	Created On	Actions
04 / 2013	jpg test.jpg	Maintenance Plan	COR, USERID	2013/04/12	View Edit Delete

Help

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

This concludes the overview demonstration for creating a Contracting Officer Representative (COR) profile and a Contracting Officer Representative nomination record in the CORT Tool.

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

Test of all users

(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-02) System: [All](#) Subject: [Mandatory CAC Signon](#) *Action Required! Critical! Message For: Government Users*