

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

This presentation will demonstrate a DPAP Administrator using the frequently accessed menu options by the CORT Tool Admin users.

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

Government and Government

(2012-SEP-14) **System:**

WAWF will be unavailable accordingly.

(2012-SEP-12) **System:** [EDA](#) **Subject:** [Outage](#) *Message For: All Users*

Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

(2012-JUL-10) **System:** [All Systems](#) **Subject:** *Message For: Government Users*

[3] An vero vir amplissimus, P. Scipio, pontifex maximus, Ti. Gracchum mediocriter labefactantem statum rei publicae privatus interfecit; Catilinam orbem terrae caede atque incendiis vastare cupientem nos consules perferemus? Nam illa nimis antiqua praetereo, quod C. Servilius

CORT Tool (access key C)

Welcome to Wide Area Workflow!

Click the links from the menu above.

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

Select the CORT Tool menu link.

Government and Government Support Contractor Messages

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

WAWF will be unavailable all day Saturday March 31, 2012 beginning at 1000 ET (0800 MT), for scheduled maintenance. Please plan accordingly.

(2012-SEP-12) System: **EDA** Subject: **Outage Message For: All Users**

Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

(2012-JUL-10) System: **All Systems** Subject: **Message For: Government Users**

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Contracting Officer Representative Tracking (CORT) Tool

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 \uparrow . 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 Officer Representative Tracking (CORT) Tool

Menu Exit

- Home
- Admin Email (ADMIN)
- Local Forms and POCs
- COR Misc Codes (ADMIN)
- COR Related Links
- Course List (ADMIN)
- Document Templates
- Role Activation (ADMIN)
- Role Notification (ADMIN)
- Link to Reports (ADMIN)
- View All CORs (ADMIN)
- My Organization

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.

and instruction, visit the Defense Procurement Acquisition Policy website:

Select Menu to display the DPAP Administrator role menu options.

Differences with the Department Administrator role will be mentioned in the specific training slide.

The Department Admin role has the following Admin options only: Role Activation, Link to Reports and View All CORs.

R Handbook

icy, COR training lev
training offered by
sons and Ethics Train

nse.gov

All Users:

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- 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).

Contracting Officer Representative Tracking (CORT) Tool

Menu	Exit
Home	
Admin Email (ADMIN)	
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Document Templates	
Role Activation (ADMIN)	
Role Notification (ADMIN)	
Link to Reports (ADMIN)	
View All CORs (ADMIN)	
My Organization	

Select the Local Forms and POCs option.

Contracting Officer Representative Tracking (CORT) Tool

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...R Handbook

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...sons 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:

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- Select an option from the CORT TOOL Menu at the top of the page to begin

Contracting Officer Representatives (COR Nominees):

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Menu

Exit

Local Forms and POCs

Contracting Center Department

- Select -

- DTRA
- MDA
- NAVY
- OSD
- TMA
- USSOCOM
- USTRANSCOM
- USUHA
- WHS



A Contracting Center Department dropdown is displayed.

Select a Department from the dropdown and then tab out.

Contracting Officer Representative Tracking (CORT) Tool

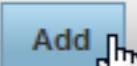
Menu Exit

Local Forms and POCs

Contracting Center Department

WHS 

COR HANDBOOKS

Item	Document Name	Action 
No Handbooks found		

COR POCs (Points of Contact)

Item	POC	ROLE	PHONE	EMAIL	Action 
No POCs found					

Help

The Local Forms and POCs page is displayed.
Select "Add" to display the dialog box to upload a handbook.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Local Forms and POCs

Contracting Center Department

WHS

COR HANDBOOKS

Item
No Handbooks found

COR POCs (Points of Contact)

Item	POC
No POCs found	

<input type="button" value="Add"/>
<input type="button" value="Action"/> <input type="button" value="Add"/>

Add Handbook

Choose a file from your local file system

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

Click Ok to add the handbook, click Cancel to stop the addition

Select "Browse" then navigate to the location of the handbook on the local drive.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Local Forms and POCs

Contracting Center Department

WHS

COR HANDBOOKS

Item
No Handbooks found

COR POCs (Points of Contact)

Item	POC
No POCs found	

Help

Add Handbook

Choose a file from your local file system

C:\attachments\pdfrest.pdf

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

Click Ok to add the handbook, click Cancel to stop the addition

Select "Ok" to upload the handbook.

Action

Contracting Officer Representative Tracking (CORT) Tool

 Info: Handbook added.

Menu Exit

Local Forms and POCs

Contracting Center Department

WHS 

COR HANDBOOKS

Item	Document Name	Action
1	pdfTest.pdf	View Delete

COR POCs (Points of Contact)

Item	POC	ROLE	PHONE	EMAIL	Action
No POCs found					

[Add](#)

Help

A confirmation message is displayed.
DPAP Administrators have add, view and delete options;
Department Administrators may only view.
Select "Add" to display the dialog box to add POCs.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Local Forms and POCs

Contracting Center Department

WHS

Select a point of contact from the dropdown box.

COR HANDBOOKS

Item
1

Action
Add
View Delete

COR POCs (Points of Contact)

Item	POC	Role
No POCs found		

Action
Add

Help

Add Point of Contact

Select your POC and Role

Point of Contact

- Select -

- Select -

Dept Adm72W1AF, Desmond 1227

Dpap Adm72W1AF, Adam 1227

Click Ok to add the point of contact, click Cancel to stop the addition

Ok Cancel

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Local Forms and POCs

Contracting Center Department

WHS

Select a role from the dropdown box.

COR HANDBOOKS

Item	Action
1	View Delete

COR POCs (Points of Contact)

Item	POC	Action
No POCs found		

Help

Add Point of Contact

Select your POC and Role

Point of Contact
Dept Adm72W1AF, Desmond 1227

Role
- Select -
POLICY
SYSTEM

Cancel

When you click the point of contact, click Cancel to stop the addition

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Local Forms and POCs

Contracting Center Department

WHS

Select "Ok" to add the point of contact.

COR HANDBOOKS

Item	Action
1	View Delete

COR POCs (Points of Contact)

Item	POC	Action
No POCs found		

Help

Add Point of Contact

Select your POC and Role

Point of Contact
Dept Adm72W1AF, Desmond 1227

Role
POLICY

Click Ok to add the point of contact, click Cancel to stop the addition

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

 Info: Point of Contact added.

Local Forms and POCs

Contracting Center Department

WHS 

COR HANDBOOKS

Item	Document Name	Action
1	pdfTest.pdf	View Delete

COR POCs (Points of Contact)

Item	POC	ROLE	PHONE	EMAIL	Action
1	Dept Adm72W1AF, Desmond 1227	POLICY	904-596-0924	deptadm_12270924@caci.com	Delete

Help

A confirmation message is displayed.
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Department Administrators may only view.

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View All CORs (ADMIN)	
My Organization	

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

Select the COR Related Links option.

contract or order with any DoD agency posted contract in the Electronic Document Access (EDA) system.

Position Policy website:

Policy, COR training levels are determined by the Contracting Officer and are based upon the complexity of the contract.

training offered by DAU please click [here](#). This site also contains a list of equivalent providers for DAU COR 222.

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:

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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

- [Electronic Document Access \(EDA\)](#)

Regulations/Processes

- [Contractor Manpower Reporting Application CMRA](#)
- [Contractor Performance Assessment Reporting System CPARs](#)
- [FAR/DFARS/AFARS](#)
- [FAR/DFARS/PGI](#)
- [System for Award Management \(SAM\)](#)
- [Defense Contract Management Agency \(DCMA\)](#)
- [Synchronized Predeployment and Operational Tracker \(SPOT\)](#)
- [Past Performance Information Retrieval System](#)

Help

Contracting Officer Representative Tracking (CORT) Tool

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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.

and in the DoD Contracting Officer Representative (COR) Nomination Policy website:

Select the Document Templates option.

R Ha

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Contracting Officer Representative Tracking (CORT) Tool

Menu

Exit

Document Templates

Document Templates

Sorted by Template in ascending order



Item

Template

Created By

Created On

Action

Add

No Templates found

The Document Templates page is displayed.
Select "Add" to display the dialog box to upload a template.

Document Templates

Document Templates

Sorted by Template in ascending order

Item	Template	Action
No Templates found		
		Add

Add Template

Choose a file from your local file system.

Template File *

Browse

Select 'Ok' to add the template, select 'Cancel' to stop the addition.

Ok Cancel

Select "Browse" then navigate to the location of the template on the local drive.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Document Templates

Document Templates

Sorted by Template in ascending order

Item	Template	Action
No Templates found		Add

Add Template

Choose a file from your local file system.

Template File *

C:\attachments\SAMPLE_COR_Nomination_Letter_[MSWORD] - Copy.doc

Select 'Ok' to add the template, select 'Cancel' to stop the addition.

Select "Ok" to upload the template.



Info: Template added.

Menu

Exit

Document Templates

Document Templates

Sorted by Template in ascending order

Item	Template	Created By	Created On	Action
1	SAMPLE_COR_Nomination_Letter_[MSWORD].doc	admin, cort	2012/12/26	View Delete

A confirmation message is displayed and the Document Templates page is updated.

DPAP Administrators have add, view and delete options; Department Administrators may only view the template.

Contracting Officer Representative Tracking (CORT) Tool

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Department of Defense Contracting Officer Representative Tracking (CORT) Tool

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Select the Role Activation option.

R Handl

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Contracting Officer Representative Tracking (CORT) Tool

Menu

Exit

Role Activation (ADMIN)

Search Criteria

Search For Current Roles ▾	Userid <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>	Department - Select - ▾
Location Code <input type="text"/>	Role - Select - ▾	Email <input type="text"/>	DD 2875 Status - Select - ▾	Status Inactive ▾
Contract Number <input type="text"/>	Delivery Order <input type="text"/>	Contract Expiration - Start Date <input type="text"/> 	Contract Expiration - End Date <input type="text"/> 	

Search

Help

The Role Activation page is displayed. The Status dropdown has Inactive selected by default.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Role Activation (ADMIN)

Search Criteria

Search For Current Roles ▼	Userid <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>	Department DCMA ▼
Location Code <input type="text"/>	Role - Select - ▼	Email <input type="text"/>	DD 2875 Status - Select - ▼	- Select - ▲
Contract Number <input type="text"/>	Delivery Order <input type="text"/>	Contract Expiration - Start Date <input type="text"/> 📅	Contract Expiration - End Date <input type="text"/> 📅	AIR FORCE
<input type="button" value="Search"/>				ARMY
<input type="button" value="Help"/>				DARPA
				DCMA (selected)
				DECA
				DFAS
				DHRA
				DISA

The DPAP Admin role can select different Departments from the dropdown, this option is not available to the Department Admin role.

The Admin user can view all inactive users by selecting "Search" or limit the users to be viewed by choosing from the options provided.

Contracting Officer Representative Tracking (CORT) Tool

Menu

Exit

Role Activation (ADMIN)

Search Criteria

Search For Current Roles ▼	Userid <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>	Department DCMA ▼
Location Code <input type="text"/>	Role - Select - ▼	Email <input type="text"/>	DD 2875 Status - Select - ▼	Status Inactive ▼
Contract Number <input type="text"/>	Delivery Order <input type="text"/>	Contract Expiration - Start Date <input type="text"/> 	Contract Expiration - End Date <input type="text"/> 	
<input type="button" value="Search"/>	<input type="button" value="Help"/>			

The Admin user has selected DCMA from the department dropdown.
Select "Search" to view Inactive users.

Role Activation (ADMIN)

Search Results (1 items found)

Sorted by Last Name in ascending order

Item	User ID	Last Name	First Name	Role	Department	Location Code	Contract Number	Delivery Order	Contract Expiration Date	Registered	DD2875	Status	Actions
1	csuserid002	SPECIALIST2	STANLEY	Contract Specialist	DCMA	S0512A				2013/09/04	Review Required	Inactive	Change Status - Select - Change Status Send to Archive

Comments

[Change all Status](#) [Send all to Archive](#)

The Inactive user(s) will be displayed.
Select the appropriate choice from the Actions dropdown.
Change Status will switch Inactive users to Active and vice versa.
Send To Archive will inactivate and archive users.

Role Activation (ADMIN)

Search Results (1 items found)

Sorted by Last Name in ascending order

Item	User ID	Last Name	First Name	Role	Department	Location Code	Contract Number	Delivery Order	Contract Expiration Date	Registered	DD2875	Status	Actions
1	csuserid002	SPECIALIST2	STANLEY	Contract Specialist	DCMA	S0512A				2013/09/04	Review Required	Inactive	Change Status Edit

Comments

[Change all Status](#) [Send all to Archive](#)

[Save](#) [Previous](#) [Help](#)

DD2875 status is defaulted to Review Required. Change the status by selecting the appropriate status from the dropdown.

Role Activation (ADMIN)

Search Results (1 items found)

Sorted by Last Name in ascending order

Item	User ID	Last Name	First Name	Role	Department	Location Code	Contract Number	Delivery Order	Contract Expiration Date	Registered	DD2875	Status	Actions
1	csuserid002	SPECIALIST2	STANLEY	Contract Specialist	DCMA	S0512A				2013/09/04	Review Required	Inactive	Change Status Edit

Comments

[Change all Status](#) [Send all to Archive](#)

[Save](#) [Previous](#) [Help](#)

Select "Save" to keep the changes.

Role Activation (ADMIN)

Search Results (3 items found)

Sorted by Last Name in ascending order

Item	User ID	Last Name	Primary Order	Contract Expiration Date	Registered	DD2875	Status	Actions
1	EDIP11127709439	GREER			2013/02/13	Review Required	Inactive	- Select - Edit
2	01govt10	HAYS						- Select - Edit
3	DPAPCOR1	SPANN	CARRIE	Contracting Officer Representative	AIR FORCE	FU4417		- Select - Edit

Comments

[Change all Status](#) [Send all to Archive](#)

[Save](#) [Previous](#) [Help](#)

Administrators can enter activation/deactivation comments for multiple users by using the textbox below.

Select "Edit" to add comments and/or attachments specific only to a single user.

Click to edit t

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Role Activation (ADMIN)

Comments

UserId: EDIPI1401913030 Name: MADHURI MOGULLA Role: Supervisor / Commander

Type entries into the textbox then select "Add Comment".

Item	Date	Comment By	Comments
No records found.			

Click to add comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

Item	Date	Attachments	Actions
No records found.			

Note: File size being uploaded must not exceed 8 MB (8,000 KB). Attachments can only be deleted by a SAM, HAM or CORT Administrators (DPAP and Department). Select an attachment then click the 'Add Attachment' button to save the attachment.

Add comments and attachments, or click the 'Return' button to cancel and return to the previous page.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Role Activation (ADMIN)

Comments

UserId: EDIPI1401913030 Name: MADHURI MOGULLA Role: Supervisor / Commander

Comments are timestamped and saved into the database along with the user credentials that created the comment.

Item	Date	Comment By	Comments
1	2013/05/01	user id dpap	admin entered comments

Add Comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

Item	Date	Attachments	Actions
No records found.			

Browse

Add Attachment

Note: File size being uploaded must not exceed 8 MB (8,000 KB). Attachments can only be deleted by a SAM, HAM or CORT Administrators (DPAP and Department). Select an attachment then click the 'Add Attachment' button to save the attachment.

Add comments and attachments, or click the 'Return' button to cancel and return to the previous page.

Return

To upload attachments, "Browse" to the location of the file.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Role Activation (ADMIN)

Comments

UserId: EDIPI1401913030 Name: MADHURI MOGULLA Role: Supervisor / Commander

Item	Date	Comment By	Comments
1	2013/05/01	user id dpap	admin entered comments

Add Comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

Item	Date	Attachments	Actions
------	------	-------------	---------

No records found.

C:\attachments\zipTest.z

Note: File size being uploaded must not exceed 8 MB (8,000 KB). Attachments can only be deleted by a SAM, HAM or CORT Administrators (DPAP and Department). Select an attachment then click the 'Add Attachment' button to save the attachment.

Add comments and attachments, or click the 'Return' button to cancel and return to the previous page.

After selecting the file, click on "Add Attachment" to load the file.



Role Activation (ADMIN)

Comments

Userid: EDIPI1401913030 Name: MADHURI MOGULLA Role: Supervisor / Commander

A confirmation message will be displayed for successful addition of attachments.

Item	Date	Comment By	
1	2013/05/01	user id dpap	admin entered comments

Add Comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

Item	Date	Attachments	Actions
1	2013/09/04 1617 EDT	zipTest.zip	View Delete

Browse...

Add Attachment

Note: File size being uploaded must not exceed 8 MB (8,000 KB). Attachments can only be deleted by a SAM, HAM or CORT Administrators (DPAP and Department). Select an attachment then click the 'Add Attachment' button to save the attachment.

Add comments and attachments, or click the 'Return' button to cancel and return to the previous page.

Return

Click "Return" to display the previous page.

Click to return to search results

Contracting Officer Representative Tracking (CORT) Tool

Menu	Exit
Home	
Admin Email (ADMIN)	
Local Forms and POCs	
COR Misc Codes (ADMIN)	
COR Related Links	
Course List (ADMIN)	
Document Templates	
Role Activation (ADMIN)	
Role Notification (ADMIN)	
Link to Reports (ADMIN)	
View All CORs (ADMIN)	
My Organization	

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.

and instruction, visit the Defense Procurement Acquisition Policy website:

Select the Role Notification option.

Notifications of CORT registrations are controlled via the Role Notification option. This feature is only available to the DPAP Admin role.

<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).

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Role Notification (ADMIN)

Search Criteria

Department

WHS

Role

- Select -

First Name

Last Name

Search

The Role Notification search page is displayed.

View all Administrative users by selecting "Search" or limit the results by choosing from the options provided. In this case, the WHS Department was selected.

Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

Role Notification (ADMIN)

Search Results (2 items found)

Sorted by Department in ascending order

Department	Role	Name	Status	Notify	Check All
WHS	Administrator (Department)	Dept Adm72W1AF, Desmond 1227	Active	<input checked="" type="checkbox"/>	
WHS	Administrator (DPAP)	Dpap Adm72W1AF, Adam 1227	Active	<input type="checkbox"/>	

Save Previous

The Administrators for the department will be displayed.
Select the Check box under the "Notify" column then select "Save."
When a CORT user registers for the WHS Department, only the Department Admin will be notified.

Menu	Exit
Home	
Admin Email (ADMIN)	
Local Forms and POCs	
COR Misc Codes (ADMIN)	
COR Related Links	
Course List (ADMIN)	
Document Templates	
Role Activation (ADMIN)	
Role Notification (ADMIN)	
Link to Reports (ADMIN)	
View All CORs (ADMIN)	
My Organization	

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

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...d instruction, visit the Defense Procurement Acquisition Policy website:

...R Handbook

Select the Link to Reports (ADMIN) option.

...cy, ... are based upon the complexity of the contract.

...t tra ... of equivalent providers for DAU COR 222.

...sons and Ethics Training are required courses for all CORs. The DoD site for the Combating Trafficking in Persons course is <http://ctip.defense.gov>

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Contract Specialist:

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

Link to Reports (ADMIN)

Misc Reports (2 items found)

Sorted by Document in ascending order

Item	Document	Document Desc	Created By	Created On	Action
1	DCMA COR Management Guide.pdf	Misc Report	Dpap130104, Auto	2013/03/24	View Delete Add
2	WhatsNew.pdf	Misc Report	ham1, user id	2013/03/24	View Delete

[Help](#)

The Link to Reports (ADMIN) page is displayed.
Select "Add" to display the dialog box to upload a report.

Click to add report

Menu Exit

Link to Reports (ADMIN)

Misc Reports (2 items found)

Sorted by Document in ascending order

Item	Doc
1	DCMA COR Man
2	Whats

Help

Action Add

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

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

Add Misc Report

Report File *

Browse...

Choose a file from your local file system.

Select 'OK' to add the report, select 'Cancel' to stop the addition.

Ok Cancel

Select "Browse" then navigate to the location of the template on the local drive.

Select "Ok" to upload the report.

Menu Exit

Home

Admin Email (ADMIN)

Local Forms and POCs

COR Misc Codes (ADMIN)

COR Related Links

Course List (ADMIN)

Document Templates

Role Activation (ADMIN)

Role Notification (ADMIN)

Link to Reports (ADMIN)

View All CORs (ADMIN)

My Organization

Department of Defense Contracting Officer Representative Tracking (CORT) Tool

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R Handbook

Select the View All CORs (ADMIN) option.

View All CORs (ADMIN)

are based upon the complexity of the contract.

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Contract Specialist:

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Menu Exit

View All CORs (ADMIN)

Search Criteria

COR Last Name

Contract Number

Supervisor / Commander Last Name

PCO Last Name

Record Statuses

ACTIVE DRAFT PENDING PCO REVIEW PENDING SUPERVISOR REVIEW

REJECTED BY PCO REJECTED BY SUPERVISOR

TERMINATED INACTIVE

Search

Help

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.

View All CORs (ADMIN)

Search Result (157 items found)

Sorted by Contract Number in ascending order

Item	COR	Contract Number	PreAward Number	Status	Supervisor / Commander	PCO	Specialist	Last Action Date
1	Cor130111, Auto		USERSHLDNOTPURGE	PENDING SUPERVISOR REVIEW	govt1, ron	Pco Supv 72W1A?, Test	Acceptor130104, Auto	
2	Cor121228, Auto		1301071104	DRAFT	Supervisor121228, Auto	Pco121230, Auto	Specialist121228, Auto	
3	Dpap130104, Auto		1301111700	RECORD REJECTED BY SUPERVISOR	Dpap130104, Auto	Dpap130104, Auto	Dpap130104, Auto	
4	Dpap130104, Auto		1301111702	RECORD REJECTED BY PCO	Dpap130104, Auto	Dpap130104, Auto	Dpap130104, Auto	
5	Dpap130104, Auto		1301111713	DRAFT	Dpap130104, Auto	Dpap130104, Auto	Dpap130104, Auto	
6	Cor130104, Auto					Dpap130104, Auto	Pco130104, Auto	
7	Cor130104, Auto					Pco130104, Auto	Specialist130104, Auto	
8	Cor130104, Auto					Pco130104, Auto	Specialist130104, Auto	
9	govt1, ron					Pco130104, Auto	Specialist130104, Auto	
10	Cor130104, Auto		02151347	RECORD REJECTED BY SUPERVISOR	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
11	Cor130104, Auto		02151350	PENDING SUPERVISOR REVIEW	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
12	Cor130104, Auto		0225PCO30DAYSO327	PENDING PCO REVIEW	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
13	Cor130104, Auto		0225SUPV30DAYSO327	PENDING SUPERVISOR REVIEW	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
14	Cor130104, Auto		1227SUPV90DAYSO327	RECORD REJECTED BY SUPERVISOR	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
15	Cor130104, Auto		130111	RECORD REJECTED BY PCO	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
16	Cor130104, Auto		1301150842	RECORD REJECTED BY PCO	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
17	Cor130104, Auto		1301211411	RECORD REJECTED BY SUPERVISOR	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
18	Cor130104, Auto		1301262221	RECORD REJECTED BY SUPERVISOR	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
19	Cor130104, Auto		1301262225	PENDING SUPERVISOR REVIEW	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	
20	Cor130104, Auto		1301281109	PENDING SUPERVISOR REVIEW	Supervisor130104, Auto	Pco130104, Auto	Specialist130104, Auto	

The Search Results page retrieves records that match the Search Criteria.
Select the PreAward Number link to review the nomination record.

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>

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Contract Specialist:

My Organization

Organization Information

Home Organization (DoDAAC) *

Home Organization *

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

Home Department *

Save

Cancel

Help

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

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

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) *

S0512A

Home Organization Name *

DCMA LOS ANGELES

Home Department *

DCMA

Save

Cancel

Help

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.

This concludes the demonstration of a DPAP Administrator using the frequently accessed menu options by the CORT Tool Admin users.

Government and Government Support

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

WAWF will be unavailable all day Saturday March 31, 2012 beginning at 1000 ET (0800 MT), for scheduled maintenance. Please plan accordingly.

(2012-SEP-12) **System:** [EDA](#) **Subject:** [Outage](#) **Message For:** [All Users](#)

Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

(2012-JUL-10) **System:** [All Systems](#) **Subject:** [Message For: Government Users](#)

[3] An vero vir amplissimus, P. Scipio, pontifex maximus, Ti. Gracchum mediocriter labefactantem statum rei publicae privatus interfecit; Catilinam orbem terrae caede atque incendiis vastare cupientem nos consules perferemus? Nam illa nimis antiqua praetereo, quod C. Servilius