

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

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.

## Government and G

(2012-NOV-20) Syst

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*

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

Workflow!  
on links from the menu above.

## Government and Government Support Contractor Messages

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

Test of all users inside logon for WAWF and EDA.

(2012-NOV-20) System: [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

# 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.

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

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 . 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.

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• **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

# Contracting Officer Representative Tracking (CORT) Tool

Menu	Exit
Home	
Menu (access key M)	
Contract List / Status	
COR Nomination Process	
All COR Submitted Documents	
Local Forms and POCs	
COR Related Links	
Document Templates	

Select Menu to display the COR role options.

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# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

### Contracting Officer Representative Information

Home Organization (DoDAAC) \*

Organization Name \*

72W1AK

DIR USAID AMEMBASSY W1AK

Work Address \*

City / APO \*

State \*

Zip Code \*

Country \*

DEROS Date

Unit

Certified Acquisition Official \*

No

Career Experience \*

Experience Level \*

Second Career Experience

Second Experience Level

Third Career Experience

Third Experience Level

Help

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

### Supervisor Information

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

### Contracting Officer Representative Information

Home Organization (DoDAAC) \*

Organization Name \*

72W1AK

DIR USAID AMEMBASSY W1AK

Work Address \*

1600 Pennsylvania Ave

City / APO \*

Washington

State \*

District of Columbia

Zip Code \*

20002

Country \*

United States

DEROS Date

2012/11/06

Unit

Certified Acquisition Official \*

No

Career Experience \*

CONTRACTING

Experience Level \*

10 YEARS

Second Career Experience

Second Experience Level

Third Career Experience

Third Experience Level

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

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

### Contracting Officer Representative Information

Home Organization (DoDAAC) \*

Organization Name \*

72W1AK

DIR USAID AMEMBASSY W1AK

Work Address \*

1600 Pennsylvania Ave

City / APO \*

Washington

State \*

District of Columbia

Zip Code \*

20002

Country \*

United States

DEROS Date

2012/11/06

Unit

Certified Acquisition Official \*

Yes

Predominant Acquisition Career \*

INFORMATION TECHNOLOGY

Level of Certification \*

Level 3

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

Name (Last, First) \*

SUPERVISOR130108, AUTO

Email \*

rdeleon580@COMCAST.NET

Organization \*

DIR USAID AMEMBASSY W1AK

Phone \*

904-596-1445

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

### Contracting Officer Representative Information

### Supervisor Information

Name (Last, First) \*

NONE

Email \*

Organization \*

Phone \*

Help

### Training Course Information

Course

Training  
Level

Equivalency?

Provider

Certificate

Completion  
Date

Hours

Actions

Add

No Training Courses found

Help

Save

Cancel

Help

Upon completing the Contracting Officer Representative Information, the COR may collapse this section by selecting the icon on the upper right corner.



# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

Contracting Officer Representative Information



Supervisor Information



Name (Last, First) \*

sup

- SUPERVISOR, AUTO (DIR USAID AMEMBASSY W1AF)
- SUPERVISOR, SAMMY (FU4417 1 SOCS SOCS ATTN BECO)
- SUPERVISOR, SAMMY (DEF PROCUREMENT/ACQUISITION POLICY )
- SUPERVISOR, SUE (DISTRIBUTION MGMT OFFICE)**
- SUPERVISOR 72W1AF, SURIE 1227 (DIR USAID AMEMBASSY W1AF)
- SUPERVISOR M67004, SANDRA (TRAFFIC MANAGEMENT OFFICE)
- SUPERVISOR S0512A, SANDRA (DCMA LOS ANGELES)
- SUPERVISOR-ADLER, SAMMY (DEF PROCUREMENT/ACQUISITION POLICY )
- SUPERVISOR130102, AUTO (DIR USAID AMEMBASSY W1AF)
- SUPERVISOR130104, AUTO (DIR USAID AMEMBASSY W1AK)
- SUPERVISOR130108, AUTO (DIR USAID AMEMBASSY W1AK)
- 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.

Organization \*

Phone \*

Provider

Certificate

Completion Date

Hours

Actions

Add

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

Contracting Officer Representative Information



Supervisor Information



Name (Last, First) \*

SUPERVISOR, SUE

Email \*

cort@caci.com

Organization \*

DISTRIBUTION MGMT OFFICE

Phone \*

888-596-7000

Help

Training Course Information



Course

Training  
Level

Equivalency?

Provider

Certificate

Completion  
Date

Hours

Actions

Add

No Training Courses found

Help

Save

Cancel

Help

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

Upon completing the Supervisor Information, the COR may collapse this section by selecting the icon on the upper right corner.

# 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

Click to add a training

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

### Add Training Course

Training Course \*

- Select -

- Select -
- DAU CLM 003 Ethics Training or Agency Equiv
- DAU CLC 106 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 a Training Course and enter the applicable data.

Ok Cancel

Select the Training course from the drop down menu.

+

+

-

Actions Add

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

### Add Training Course

Training Course \*

Wide Area Workflow(WAWF) Training

Certificate \*

+ Choose

No file chosen

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

Completion Date \*

Select a Training Course and enter the applicable data.

Ok Cancel

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

+

+

-

Actions Add

Save Cancel Help

File Explorer window showing the contents of the 'attachments' folder on Local Disk (C:). The file 'textAttachment' is selected, and its properties are displayed in a tooltip:

Name	Date modified	Type	Size
almost8mb	11/3/2012 7:05 PM	TXT File	7,812 KB
bmpTest	11/1/2012 4:18 PM	Bitmap image	559 KB
DCMA COR Management Guide	1/9/2013 1:34 PM	Adobe Acrobat D...	482 KB
eicar2.s3db	11/3/2012 6:14 PM	S3DB File	1 KB
eicar2	11/3/2012 6:14 PM	Compressed (zipp...	1 KB
jpg7mb	6/22/2011 12:45 PM	JPEG image	7,091 KB
jpgTest	7/26/2012 11:03 PM	JPEG image	163 KB
justover8mb	11/3/2012 6:47 PM	TXT File	8,193 KB
pdfTest	11/1/2012 3:21 PM	Adobe Acrobat D...	80 KB
pngTest	11/1/2012 3:23 PM	PNG image	11 KB
SAMPLE_COR_Nomination_Letter_[MSW...	12/26/2012 3:23 PM	Microsoft Word 9...	30 KB
Sample_COR_Revocation_Ltr	12/26/2012 3:54 PM	Microsoft Word 9...	25 KB
<b>textAttachment</b>	<b>7/17/2012 3:44 PM</b>	<b>TXT File</b>	<b>1 KB</b>
WHS COR M	9/2013 1:34 PM	Adobe Acrobat D...	482 KB
Word97-200	/29/2012 4:56 PM	Microsoft Word 9...	22 KB
Word2010	/29/2012 4:58 PM	Microsoft Word D...	13 KB

File name: textAttachment

File type: All Files

Buttons: Open, Cancel

Tooltip for 'textAttachment':  
Type: TXT File  
Size: 15 bytes  
Date modified: 7/17/2012 3:44 PM

Yellow callout box: Browse to the location of the certificate on your local computer.

Provider \*

Select a Training Course and enter the applicable data.

Ok Cancel

Partial view of a software interface showing a list of items with plus (+) and minus (-) buttons, and an 'Add' button in an 'Actions' section.

# 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

Training Course \*

Wide Area Workflow(WAWF) Training

Certificate \*

+ Choose

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

textAttachment.txt

Completion Date \*

Jan 2013

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		

Applicable data.

Next, add the course completion date.

# 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

### Add Training Course

Training Course \*

Wide Area Workflow(WAWF) Training

Certificate \*

+ Choose

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

textAttachment.txt

Completion Date \*

2013/01/11

Select a Training Course and enter the applicable data.

Ok Cancel

Click to add training course.

When complete, select OK to add the course.

+

+

-

Actions Add

Save Cancel Help

## COR Profile

An info message confirming the course was added is displayed.  
Repeat the previous steps to add more courses.

User ID : 72W1AK\_cor130103  
Info: Training course added.



Contracting Officer Representative Information +

Supervisor Information +

Training Course Information -

Course	Training Level	Equivalency?	Provider	Certificate	Completion Date	Hours	Actions
Wide Area Workflow(WAWF) Training		<input type="checkbox"/>		textAttachment.txt	2013/01/11	0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Help

Save Cancel Help

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Profile

Contracting Officer Representative Information

Supervisor Information

Training Course Information

Course

Wide Area Workflow(WAWF) Training

Help

Save

Cancel

Help

### Add Training Course

Training Course \*

DAU CLM 003 Ethics Training or Agency Equiv

Certificate \*

+ Choose

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

bmpTest.bmp

Completion Date \*

1983/03/10

Equivalency \*



Provider \*

Columbia University

Select a Training Course and enter the applicable data.

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

## COR Profile

Contracting Officer Representative Information

Supervisor Information

### Training Course Information

Course

Wide Area Workflow(WAWF) Training

DAU CLM 003 Ethics Training or Agency Ethics Training

Help

Save

Cancel

Help

### Add Training Course

**Training Course \***

Refresher Training

**Certificate \***

+ Choose

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

pdfTest.pdf

**Completion Date \***

1981/02/20

**Hours \***

360

Select a Training Course and enter the applicable hours.

Ok Cancel

Selecting "Refresher Training" will display an Hours textbox.

Hours of training is required when Refresher Training is added.

+ Add

+ Add

- Remove

Hours Actions Add

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

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

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



User ID : 72W1AK\_cor130103  
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
Wide Area Workflow(WAWF) Training		<input type="checkbox"/>		textAttachment.txt	2013/01/11	0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input checked="" type="checkbox"/>	Columbia University	bmpTest.bmp	1983/03/10	0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Refresher Training		<input type="checkbox"/>		pdfTest.pdf	1981/02/20	360	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Help

Save Cancel Help

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Menu at the top of the page to begin

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# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## 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	<a href="#">View</a>
DAU CLM 003 Ethics Training or Agency Equiv	ABC	<input checked="" type="checkbox"/>	Columbia University	bmpTest.bmp	1983/03/10	0	<a href="#">View</a>
Refresher Training		<input type="checkbox"/>		pdfTest.pdf	1981/02/20	360	<a href="#">View</a>

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

Contracting Center DoDAAC \*

- Select -

Contracting Officer \*

Contracting Officer Phone\*

Contracting Officer Email \*

- Select -

Contract Specialist \*

Contract Specialist Phone \*

Contract Specialist Email \*

- Select -

Contract Number Known? \*

- Select -

COR Nomination Status

Draft

# Contracting Officer Representative Tracking (CORT) Tool

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

- 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

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Nomination Process

### COR Information

### Contracting Information

Review the Contract List / Status before starting this nomination. Ensure

Contracting Center Department \*

WHS

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

- Select -

Contracting Officer Phone \*

Contracting Officer Email \*

- Select -

Contract Specialist Phone \*

Contract Specialist Email \*

CONTRACTO, KARI  
P CONTRATTO, PAUL  
PCO 72W1AF, PAUL 1227

COR Nomination Status

Draft

Help

After entering the Contracting Center DoDAAC, the active Contracting Officer and Contracting Specialists for the DoDAAC are loaded into the dropdown boxes.

### 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

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS 

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL 

Contracting Officer Phone\*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

- Select - 

Contract Specialist Phone \*

Contract Specialist Email \*

Contract Number Known? \*

- Select - 

COR Nomination Status

Draft

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

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

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL

Contracting Officer Phone \*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

- Select -

Contract Specialist Phone \*

Contract Specialist Email \*

- Select -

ESPECIALISTA M67004, SALVADOR

SPECIALIST, SALLY



Draft

After selecting the Contract Specialist, the phone and email are populated from the Contract Specialist's profile.

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

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL

Contracting Officer Phone \*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

SPECIALIST, SALLY

Contract Specialist Phone \*

800-596-7000

Contract Specialist Email \*

specialist@caci.com

Contract Number Known? \*

- Select -

- Select -

YES

NO

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

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL

Contracting Officer Phone\*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

SPECIALIST, SALLY

Contract Specialist Phone \*

800-596-7000

Contract Specialist Email \*

specialist@caci.com

Contract 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 (this field allows up to 12 characters).

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

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS 

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL 

Contracting Officer Phone \*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

SPECIALIST, SALLY 

Contract Specialist Phone \*

800-596-7000

Contract Specialist Email \*

specialist@caci.com

Contract 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

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS 

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL 

Contracting Officer Phone\*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

SPECIALIST, SALLY 

Contract Specialist Phone \*

800-596-7000

Contract Specialist Email \*

specialist@caci.com

Contract Number Known? \*

YES 

Contract / Solicitation Number \*

N0018902D0042

Contract Completion Date \*



Add Delivery / Task Orders \*

[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

3G7Q9

DUNS

135252950

DUNS+4

Contractor Name

Contractor Address

Contractor City

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL

Contracting Officer Phone \*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

SPECIALIST, SALLY

Contract Specialist Phone \*

800-596-7000

Contract Specialist Email \*

specialist@caci.com

Contract Number Known?

YES

Contract / Solicitation Number \*

N0018902D0042

Contract Completion Date \*

Add Delivery / Task Orders \*

[Add](#) (A maximum of 100)

COR Nomination Status

Draft

Help

Calendar for January 2014. The date 11 (Friday) is selected.

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, the Contract Completion Date is added.

### Contractor Information

CAGE Code

3G7Q9

DUNS

135252950

DUNS+4

# Contracting Officer Representative Tracking (CORT) Tool

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 \*

WHS 

Contracting Center DoDAAC \*

M67001

Contracting Officer \*

CONTRACTO, KARL 

Contracting Officer Phone \*

877-596-7000

Contracting Officer Email \*

pco@caci.com

Contract Specialist \*

SPECIALIST, SALLY 

Contract Specialist Phone \*

800-596-7000

Contract Specialist Email \*

specialist@caci.com

Contract Number Known?

YES 

Contract / Solicitation Number \*

N0018902D0042

Contract Completion Date \*

2014/01/03 

Add Delivery / Task Orders \*

0001

[Add](#)

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

The Delivery / Task Orders are added.

COR Nomination Status

Draft

Help

### Contractor Information

CAGE Code

3G7Q9

DUNS

135252950

DUNS+4

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Nomination Process

### COR Information

### Contracting Information

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



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

Contracting Center Department *	Contracting Center DoDAAC *	
<input type="text" value="WHS"/>	<input type="text" value="M67001"/>	
Contracting Officer *	Contracting Officer Phone*	Contracting Officer Email *
<input type="text" value="CONTRACTO, KARL"/>	<input type="text" value="877-596-7000"/>	<input type="text" value="pco@caci.com"/>
Contract Specialist *	Contract Specialist Phone *	Contract Specialist Email *
<input type="text" value="SPECIALIST, SALLY"/>	<input type="text" value="800-596-7000"/>	<input type="text" value="specialist@caci.com"/>

Contract Number Known? \*

Contract / Solicitation Number \*

Contract Completion Date \*



Add Delivery / Task Orders \*

[Add](#) (A maximum of 100 Delivery / Task Orders can be added)

[0001](#) [0002](#)

COR Nomination Status

Draft

### Contractor Information

CAGE Code	DUNS	DUNS+4
00700	105050050	

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## 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

# Contracting Officer Representative Tracking (CORT) Tool

Menu Exit

## COR Nomination Process

COR Information



Contracting Information



Contractor Information



QA Surveillance Plan (QASP)



QASP Document

QASP Description

Actions

Add

No QA Surveillance Plan (QASP) found

Help

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

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

# Contracting Officer Representative Tracking (CORT) Tool

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.

I hereby understand that I may be required, as a condition of my appointment, to complete additional training.

I hereby understand that I am required, as a condition of my appointment, to complete additional training.

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) \*

+ Choose

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.

Ok

Cancel

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

actions Add

Certify All

every 3rd year. I will

pointment each year.

# Contracting Officer Representative Tracking (CORT) Tool

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.

I hereby understand that I may be required, as a COR, to complete training on a regular basis.

I hereby understand that I am required, as a COR, to complete training on a regular basis.

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) \*

+ Choose

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.

Ok

Cancel

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

Certify All

every 3rd year. I will

pointment each year.

## COR Nomination Process

### COR Information

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.

### Contracting Information

### Contractor Information

### QA Surveillance Plan (QASP)

QASP Document	QASP Description	Actions
textAttachment.txt	text attachment test	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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 <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> 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 <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> and will process payments when possible using WAWF.	<input checked="" type="checkbox"/>
I have taken all of the additional training mandated _____ st.	<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 <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> 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

test con

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

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 Contracting 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

#### COR Information

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."



**i** Info: COR Nominee Record Saved and Submitted for Approval.

#### 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 <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> 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.**

## 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

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

Test of all users

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: [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*