



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(RESEARCH, DEVELOPMENT AND ACQUISITION)  
1000 NAVY PENTAGON  
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MAR 10 2014

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Update to the Department of Defense Contracting Officer Representative Tracking Tool

The attached Director, Defense Procurement and Acquisition Policy (DPAP) memorandum dated February 10, 2014, updates the Under Secretary of Defense memorandum dated March 21, 2011, entitled Deployment of the Department of Defense Contracting Officer Representative Tracking (CORT) Tool as follows:

1. Requires all Military Departments, Defense Agencies, and DoD Field Activities to use the CORT Tool for all contracts for which a Contracting Officer Representative (COR) has been designated. Assignment of CORs in the CORT Tool is also required for assisted acquisitions. Classified contracts are waived from this requirement. The requirement to use the CORT Tool for contracts "at the micro-purchase threshold" is deleted in its entirety.
2. Effective April 2013, the Wide Area Workflow (WAWF) platform at <https://wawf.eb.mil/> was designated as the permanent host site for the CORT Tool. DoD CORT Tool Resources and Current CORT Tool Users are listed in the attachment.

My point of contact is Molli Thacker at [marlene.thacker@navy.mil](mailto:marlene.thacker@navy.mil) or 703-693-2936.

*Elliott B. Branch*  
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DASN (AP)

Attachment: As stated

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ACQUISITION,  
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FEB 10 2014

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Update to the Department of Defense Contracting Officer Representative  
Tracking Tool

This memorandum updates the Under Secretary of Defense March 21, 2011, memorandum, entitled Deployment of the Department of Defense Contracting Officer Representative Tracking (CORT) Tool. In accordance with subpart 201.602-2 of the Defense Federal Acquisition Regulation Supplement Procedures, Guidance and Information, all Military Departments, Defense Agencies and DoD Field Activities shall now use the CORT Tool for all contracts for which a Contracting Officer Representative (COR) has been designated. Classified contracts are waived from this requirement. The requirement to use the CORT Tool for contracts "at the micro-purchase threshold" is deleted in its entirety. Assignment of CORs in the CORT tool is also required for assisted acquisitions.

With the release of Wide Area Workflow (WAWF) 5.4.1 in April 2013, the WAWF platform at <https://wawf.eb.mil/> has been designated as the permanent host site for the CORT Tool. Any agency that has not migrated to WAWF/CORT must submit a deployment plan within 60 days of this memorandum to my point of contact listed below. DoD CORT Tool Resources are listed in the attachment.

Questions concerning this memorandum should be directed to Ms. Mae Bartley at [mae.k.bartley.civ@mail.mil](mailto:mae.k.bartley.civ@mail.mil) or 703-697-4420.

  
Richard Ginman  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated

## DoD Contracting Officer Representation Tracking (CORT) Tool Resources

### CORT Tool Users Guide and Frequently Asked Questions

A CORT Tool user guide and frequently asked questions (FAQ) regarding WAWF hosting, system access, and other CORT Tool related pertinent data are available at the following link: <http://www.acq.osd.mil/dpap/pdi/eb/cor.html>.

### System Access

WAWF mandates that each user complete and submit a System Authorization Access Request (SAAR, DD Form 2875) to the user's Department Administrator. CORT Tool users were granted a one year waiver from this requirement until March 31, 2014. CORT Tool users may now submit the SAAR by attaching the SAAR to their Profile in WAWF or may submit the SAAR directly to the agency Department Administrator. Instructions for attaching the SAAR in WAWF and a list of agency Department Administrators are included in the CORT Tool Users' Guide.

### Help Desk

The WAWF Helpdesk has been designated as the permanent help desk to assist CORT Tool users. Users may contact the WAWF Helpdesk via telephone at 1-866-618-5988 or via email at [disa.ogden.esd.mbx.cscassig@mail.mil](mailto:disa.ogden.esd.mbx.cscassig@mail.mil).

### CORT Tool System Improvements

WAWF 5.5 is scheduled to deploy during this quarter and will contain additional CORT Tool changes detailed below:

- CORT Tool Courses - When Other, Refresher or Miscellaneous is selected, the COR will be provided a drop down box to add in the name of the course. Duplicate dates are allowed.
- Contract Specialist (CS) Update - CO/CS registered for a DoDAAC will be able to view the COR Online File from the View All Local COR Menu and the All COR Submitted Documents; when a nomination in the active, terminated or inactive status.
- View All Local COR Record Update – CO/CS are now able to edit the Contracting Information section for pending nomination.
- COR Profile Updates - Updates to COR Profile for supervisor (i.e. name and email address), are immediate and reflected in Contract List Status, All COR Submitted Documents, View All Local CORs and View All CORs (ADMIN). If the nomination are active, inactive or terminated, the COR must indicate whether to update.

**Current CORT Tool Users as if Jan 13, 2014**

<b>AGENCY</b>	<b>Total Users</b>	<b># of CORS</b>
Air Force	13,747	5,970
Army	1,511	1,041
DARPA	101	21
DCMA	1,226	576
DECA	1,709	1,189
DFAS	124	46
DHA	24	16
DHRA	66	30
DISA	1,107	630
DLA	1,427	735
DMA	45	15
DMEA	98	43
DoDDEA	286	127
DSCA	98	48
DSS	61	30
DTIC	7	4
DTRA	598	338
MDA	102	31
Navy	6,236	2,807
OSD	261	143
TMA	129	58
USSOCOM	199	112
USTRANSCOM	393	184
USUHA	10	1
WHS	372	149
Other**	1,255	674
<b>Total</b>	<b>31,192</b>	<b>15,018</b>
** Includes users with no specified department.		