

# CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)

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## Frequently Asked Questions

Version 5.7 Release

4/01/2015

The document contains frequently asked questions of users of the CORT Tool. This document will be updated periodically.

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# CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)

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## GENERAL INFORMATION

**Question: What is the Contracting Officer Representative Tracking Tool (CORT Tool)?**

**Answer:** The CORT Tool is a web management application designed to be used to nominate, appoint, track, and revoke an individual as a COR supporting a DoD contract. The CORT Tool allows a prospective COR to create a profile and process a nomination package for one or multiple contracts and orders. It provides DoD personnel a web-based portal for all relevant COR actions. The Tool allows a COR, COR Supervisor and Contract Specialist/Contracting Officer to electronically process nomination of CORs for one or multiple contracts. The Tool is CAC-enabled and available to all members of the DoD with internet access.

**Question: What are the benefits of using the CORT Tool?**

**Answer:** Benefits include:

- Electronic nomination process
- Review status of all COR nomination requests
- Identify CORs by name, career field, certification level and other contact information
- Identify COR supervisor by name and other contact information
- Identify contracting officer/specialist by name and other contact information
- Identify all training completed by the COR by complexity of the work/requirement (Type A/B/C), including basic and refresher training requirements
- Track contracts by COR
- Track CORs by contract
- Add, review, and store documents, such as a Status Report, COR trip report, correspondences and other miscellaneous documents to one or more of the COR appointed contracts
- Termination of COR appointment

**Question: What is the current location of the CORT Tool?**

**Answer:** The CORT Tool is located inside the Wide Area Workflow (WAWF) Portal at <https://wawf.eb.mil>.

**Question: What is IRAPT and where did WAWF go?**

**Answer:** The WAWF system was renamed to avoid confusion between the WAWF Invoicing system and WAWF sign-on entry portal. The new name for the WAWF application will be "Invoice, Receipt, Acceptance and Property Transfer (iRAPT)". The name for the portal is "Wide Area Workflow (WAWF) eBusiness Suite". Upon sign on into WAWF eBusiness Suite, users will select the "CORT Tool" application.

**Question: What is address for the CORT Tool website?**

**Answer:** <https://wawf.eb.mil>.

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**Question: How do I obtain access to the CORT Tool?**

**Answer:** You must create an account in WAWF at the address listed above. Once the account has been created, you must add a CORT Tool role. Access is granted once the role is activated.

**Question: What is the availability of the CORT Tool?**

**Answer:** The CORT Tool will be available Monday-Sunday 24/7. Maintenance times will be posted on the Web Site.

**Question: How do I contact the Help Desk?**

**Answer:** The Help Desk can be reached at 866-618-5988 or at [disa.ogden.esd.mbx.cscassig@mail.mil](mailto:disa.ogden.esd.mbx.cscassig@mail.mil).

## POLICY

**Question: Is there written policy governing the use of the DoD CORT Tool?**

**Answer:** The requirement to use the CORT Tool is currently contained in PGI 201.602-2(iii). The companion DFARS 201.602-2 is currently being revised to add in this coverage.

**Question: Our agency has a tool we use, can we use that instead?**

**Answer:** No, the WAWF CORT Tool is the DoD mandated tool to use. This is the tool all agencies will need to use.

**Question: Why should I use the CORT Tool if I have paper documents?**

**Answer:** The WAWF CORT Tool is the DoD mandated tool to use. This is the CORT Tool all agencies will need to use. The requirement to use the CORT Tool is currently contained in PGI 201.602-2(iii).

**Question: PGI 201.602-2(iii) does not defined service contracts. The broad definition is that the DoD contracts for either supplies or services. Is CORT Tool use required for all services, services defined in FAR 37.101, or are services defined in FAR 37.102 (a) (1) exempt?**

**Answer:** The CORT Tool is required on all service contracts above the micro purchase threshold.

**Question: Is a QASP required on all services as defined in FAR 37.101, or are services defined in FAR 37.102 (a) (1) exempt?**

**Answer:** The QASP is required on all services contract unless waived by the Contracting Officer.

**Question: What are the qualifications to be a COR?**

**Answer:** COR qualifications are addressed in the Undersecretary of Defense, Acquisition Technology & Logistics (USD, AT&L), March 29, 2010, memorandum entitled "COR Standard for Certification of Contracting Officers Representatives (CORS) for Service Acquisition. These

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qualifications are currently being incorporated into a COR DoD Instructions. Please contact your Department Administrator as each agency may require additional courses and qualification.

**Question:** When an option is exercised on a contract that was issued prior to the start of the CORT Tool does the COR have to complete a nomination in the CORT Tool to account for the new contract period?

**Answer:** Yes. Even though the contract was not loaded into the tool, the option years should be.

## SYSTEM AUTHORIZATION ACCESS REQUEST (DD 2875)

**Question:** Is the DD2875 a requirement for CORT Tool users?

**Answer:** Yes, providing the DD2875 is a mandatory requirement for CORT users.

**Question:** Do all CORT Tool users need the DD2875?

**Answer:** Yes, all CORT Tool users need to have a DD2875 on file.

## New Users

**Questions:** What is the new DD2875 process?

**Answer:** A DD2875 will be created from a new registration or when a user adds an additional role. The DD2875 must be reviewed and approved or rejected by the Supervisor. Once a role is approved, DAs can activate the role.

**Question:** The term Supervisor is confusing. Is this the same person as the COR's Supervisor?

**Answer:** No. The distinction is between a Supervisor of the user - the one creating the DD2875 who may be a COR, Supervisor, CO, CS, etc - and a COR's Supervisor on a nomination. **This is the user's Supervisor who will approve the DD2875 and may have nothing to do with a nomination in the CORT Tool.** The Supervisor of the DD2875 will not need to create a CORT Tool account. COR Supervisors who certify a COR on a nomination are part of the nomination process and will need a CORT Tool account. COR Supervisors will have their own Supervisor who approves the DD2875.

**Question:** What is the new CORT Tool registration process and how will my DD2875 be completed?

**Answer:** New users click on the "Register" button on the WAWF home page. As you fill in the data necessary to register, you will be prompted to fill in your Supervisor's information and the

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CORT Tool roles you need. This information will populate the online DD2875. After you "Sign" the document, an email will be sent to your Supervisor, with a link, to approve your DD2875.

**Question: Will my Supervisor and DA receive an email after completing the DD2875?**

**Answer:** Component DAs or his designee will receive an email entitled "Wide Area Workflow e-Business Suite - CORT User self-registered." It will state the following:

The following user role(s) will need activation upon Supervisor/Sponsor approval on the CORT application.

User: XXXXXXXXXXXXX self-registered on server: https://wawf.eb.mil

With Certificate: XXXXXXXXXXXXXXXXXXXXXXX and Userid: XXXXXXXXXXXXXx

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The user can be reached at:

E-Mail: xxxxxxxx.xxxxxx.@xxxx.xxxx

Phone: XXX-XXX-XXXX

Registered for Role: 204, Department: OSD, Location Code: XXXXXX

A separate email will be sent to the Supervisor for approval of the roles being requested. The Supervisor has 72 hours approve this request. Once the Supervisor approves the role, a DD2875 is created.

**Question: It has been a couple of days and my Supervisor has not approved my DD2875.**

**Answer:** A user can send a reminder email to their Supervisor. After signing into WAWF, go to your "Profile" and click on "Send Reminder to your Supervisor".

**Question: If a user adds more roles, will they have to complete another DD2875?**

**Answer:** Yes, when a user adds more roles, the DD2875 process will start again with an email sent to the Supervisor to approve.

**Question: How will the DA know if the user's DD2875 has been approved by their Supervisor?**

**Answer:** When the DA accesses Role Activation, the DD2875 status for the user referenced in the email will say "APPROVAL REQUIRED" next to the name. The status will remain "APPROVAL REQUIRED" until the Supervisor approves the role requested.

Once the Supervisor approves the roles, the DD2875 status will change to "REVIEW REQUIRED."

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**Question: As a DA how to I approve the user's role?**

**Answer:** Perform the following for each role you need to approve:

1. Access Role Activation
2. Scroll across screen to DD2875
3. Click on "REVIEW REQUIRED" (This should be hyperlinked)
4. Review the DD2875; and return to role activation
5. Go to actions and click on "Edit"
6. Scroll down to DD2875 and change DD2875 status to "Attached in WAWF"
7. Click on "Save DD2875"
8. Click on "Return" to go back to the previous screen
9. Select "change status" from drop down box under "Actions"
10. Click on "Save"

## Existing Users

**Question: I have completed my DD2875 specifically for the CORT Tool, how do I add this document into the CORT Tool?**

**Answer:** Upon logging into WAWF:

1. Select "User"
2. Select "View/Edit Roles", you should now be on the "Role Maintenance" page.
3. Select "View/Add" next to the role
4. Click "Browse" and find document
5. Click "Upload"

**Question: What is the DA process for Role Activation for users who added roles before the 5.6 deployment?**

**Answer:** Upon logging into WAWF:

1. Access Role Activation
2. Scroll across screen actions and click on "Edit"
3. Scroll down to the "Attachment" section and upload a copy of the DD2785
4. Scroll down to DD2875 and change DD2875 status to "Attached in WAWF or "STORED IN ANOTHER LOCATION"
5. If Attached in WAWF is selected, click on Save DD2875
6. If STORED IN ANOTHER LOCATION is selected, enter comments indicating location, and then click on SAVE DD2875
7. Click on "Return" to go back to the previous screen
8. Select "change status" from drop down box under "Actions"
9. Click on "Save"

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**Question: I do not have a DD2875 completed with CORT Tool, but I do have a DD2875 completed for WAWF? Is that acceptable?**

**Answer:** You will need to update the DD2875 to cover CORT Tool.

**Question: Does a separate DD2875 need to be submitted for the CORT Tool, or may we use a general one on file that covers Agency IT Systems?**

**Answer:** A separate DD2875 is required if the current DD2875 does not identify the CORT Tool or WAWF as one of the applicable systems and if the DD2875 is not attached in the CORT Tool. If a user's DD2875 only identifies Agency IT systems, a separate DD2875 is required for the CORT Tool.

**Question: Am I required to complete all sections of the form or just section I and II?**

**Answer:** The Program Office only requires sections 1 and 2 to be completed. However, each agency may require additional information. Please consult with your Department Administrator to determine if additional information is required.

**Question: What do I place in the Justification box?**

**Answer:** Your justification may include language that similar to the following: "Access is required to perform duties as COR" or CO, CS, Supervisor, etc.

## ROLES

**Question: What are the current roles available in to the CORT Tool?**

**Answer:** The current roles available in the CORT Tool are Department Administrator (DA), Contracting Officers (CO), Contract Specialists (CS), Contract Officer Representatives (CORs) Quality Assurance Points of Contact (QAPOC) and Administrative Contracting Officers (ACO). The Auditor and Manager role will be added in the 5.7 release.

**Question: May I register for one, a combination or all of these roles?**

**Answer:** You may only register for the role(s) that corresponds with the duties you perform.

**Question: Will the CORT Tool become available for non-role based users access?**

**Answer:** Yes. It is the government's intent to add non-role based user access, to include but not limited to, auditor and managers.

**Question: How does one get a new role added to the CORT TOOL?**

**Answer:** After logging into the WAWF Portal, complete the following steps:

1. Click on "Role Maintenance"
2. Click on "Add Role"
3. Click on "Add" next to "CORT Tool User Roles"
4. Complete the fields and save

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## CONTRACTING OFFICER REPRESENTATIVE (COR)

**Question: I am a COR who is also a Supervisor of employees. What role(s) should I register for in the CORT Tool?**

**Answer:** If you are only performing COR duties on a contract, register as a COR. If you are responsible for approving the COR, but will not be performing COR duties, register as Supervisor. If are performing COR duties on some contracts and approving CORs on other contracts, register as a COR and add the role for a Supervisor.

**Question: I am a COR whose COR Profile migrated from the legacy CORT Tool. May I go directly to COR Nomination Process to start a new nomination?**

**Answer:** Yes, as long as your profile migrated, you may go directly to the COR Nomination Process. If your Profile did not migrate, please contact the helpdesk for assistance.

**Question: I am a brand new COR. I have completed my registration and I now have access to the CORT Tool Menu. May I go directly to COR Nomination Process to start a new nomination?**

**Answer:** No. As new COR who just a created new registration, you will need to create a COR Profile. If the Profile is not created, you will receive an error message stating the following: "You must have a COR Profile to self-nominate" when you access the COR Nomination Process. From the menu, select COR Profile to begin.

**Question: How do I create a Profile in the CORT Tool?**

**Answer:** Log into CORT Tool and select "COR Profile" from the menu. Complete all data fields under COR Information, Supervisor Information and Training sections. For the "Training" section, you will need to list all of the required COR courses taken, provide the date the training was completed and upload a copy of your training certificate.

**Question: I have not competed all of my COR Training. May I create a Profile and self-nominate on a contract?**

**Answer:** Yes. You may create the Profile and perform a self-nomination on a contract, however, the nomination will not be approved until the required courses are completed and training certificate has been loaded in the CORT Tool. Once you have completed all of the required courses, you may update the Profile with your completed training.

**Question: I just completed my COR profile. When I selected save, I received the following warning messages:** Warning: DAU CLC 106 COR with a Mission Focus is a required training course. Warning: DAU COR 222, DAU CLC 222 COR Online Training, ALMC-CL COR Course or Equivalent is a required training course.

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**Answer:** Verify that the mandatory training courses are contained in your Profile. If they are present, you may disregard the warnings and save your Profile. If the required courses are not in your Profile, please add the courses as soon as possible.

**Question:** I have completed DAU COR 222 which qualifies me to be a COR on Type A, B or C contracts, but I have not completed DAU CLC 106. After completing my Profile, I get the warning message that state “Warning: DAU CLC 106 COR with a Mission Focus is a required training course.” Is that warning message correct? Do I also need to add in DAU CLC 106?.

**Answer:** DAU COR 222 will satisfy the COR Training requirements for Type A, B or C type contracts. If DAU COR 222 is listed in your Profile, you are not required to add DAU CLC 106 to your Profile. These warning messages will always be displayed when one the required course is not listed in your Profile. In these instances, you may disregard the warning and save your Profile. *This warning message will be modified in upcoming release.*

**Question:** In my COR Profile, I have listed “DAU CLC 106, COR with a Mission Focus” as one of my training course. After completing my Profile, I get the warning message that state “Warning: DAU COR 222, DAU CLC 222 COR Online Training, ALMC-CL COR Course or Equivalent is a required training course.” Is that warning message correct? Do I also need to add in DAU COR 222?

**Answer:** DAU CLC 106 COR with a Mission Focus will satisfy the training requires for a Type A contract. If DAU COR 106 is listed in your Profile, you are not required to add DAU CLC 222 to your Profile unless you are being considered as COR on a Type B or C contract. This warning messages will always be displayed when one the required courses is not listed in your Profile. In these instances, you may disregard the warning and save your Profile. *This warning message will be modified in upcoming release.*

**Question:** My Supervisor is on TDY and I have an interim Supervisor. Whose name do I place in the in my Profile?

**Answer:** Enter the name of the interim Supervisor on your Profile. Update your Profile with your permanent Supervisor’s name upon his return. Be sure to transfer all of your active, inactive or terminated nominations to your permanent Supervisor by checking the box next to “Update Active Nomination”, “Update Inactive” or “Update Terminated”. Note that the interim Supervisor will need to have an active CORT Tool account access and a DD2875 on file.

**Question:** Now that I have completed my COR Profile, how do I nominate myself to be a COR on a contract?

**Answer:** From the menu select COR Nomination Process. Complete all of the fields. Select submit to send the nomination to your Supervisor.

**Question:** When I get to the DoDAAC field on the COR Nomination Process, what DoDAAC should I enter, my home location or the contracting officer/contract specialist DoDAAC.

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**Answer:** CORs should enter the contracting center DoDAAC or the DoDAAC where the contracting officer/specialist resides.

**Question: I have a few nominations for which the statuses are “Draft”, “Rejected by the Supervisor” and “Rejected by the PCO”. Am I required to take action on these nominations?**

**Answer:** Yes. For nominations in “Draft Status”, submit the nomination to your Supervisor for approval.

1. Select “Contract List Status”
2. Click “Search” and then select the contract number
3. Review the nomination for accuracy and completeness
4. Scroll down to the bottom of the nomination and click “Submit” to send the nomination to your Supervisor or select cancel to remove the nomination in its entirety if you are no longer being considered for the COR position

For nominations in any “Rejected” status, review the comments entered by the Supervisor or Contracting Officer. Make changes as needed. Select submit to resend nomination back to the Supervisor or select cancel, if the nomination is no longer required.

**Question: Where can I find the status of a nomination?**

**Answer:** On the nomination, the status will always be located in the in the “Contracting Information” section beneath the title “COR Nomination Status”. It will be also located on the “Contract List/Status” table beneath the title “Status.”

**Question: As a COR, how do I add reports to the online file?**

**Answer:** In order to enter a report to the online files, the status of the nomination must be “Active”.

1. Select “Contract List Status”
2. Search and select the contract number
3. Scroll down to the “COR Online File”
4. Click “Add” button next to “Action”
5. Select Month and Year
6. Click “Browse” under Status Report and Windows Explorer should open
7. Locate file within Explorer and double click it or click once and press “Open”
8. Click “OK” to add document

**Question: My Contracting Officer rejected my status report. Am I required to resubmit this report?**

**Answer:** Yes. The report must be resubmitted, until it is approved by the Contracting Officer or Contract Specialist or the Contracting Officer or Specialist advises that the report is no longer required.

**Question: How often does a COR need to add a status report?**

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**Answer:** The frequency of status report is based upon the requirements of the contracts. The CORT Tool is a vehicle to electronically collect those status reports mandated by the contract. If the PCO is requiring the COR per the contract to write a report each month for each order for twelve months, the then PCO is required to review each report for each order for twelve months. Frequency of status reports is dictated by the contract terms and conditions. The CORT Tool provides a venue for compliance with frequency of the submittal.

**Question: How do Alternate CORs view Primary COR's documents and vice versa?**

**Answer:** On the drop down menu, go to "All COR Submitted Documents" and search for the nomination.

**Question: How a COR can change their agency and DoDAAC from their home station to another DoDAAC.**

**Answer:** Go to the "My Organization" tab from the main menu. This section allows a user to correct or update their home organization DoDAAC, home organizational name or home department associated with the user role. Enter a valid six digit DoDAAC. The organization name associated with the DoDAAC will automatically populate. Select the correct department from the drop down menu. Click on Save.

**Question: I heard there are smart forms. What forms are available?**

**Answer:** Smart forms will become available in June 2015 to allow CORT Tool users to create and maintain the following contract nomination documents:

- COR Monthly Status Report
- Annual COR File Review Checklist
- COR Appointment Letter
- Quality Assurance Plan Waiver
- COR Termination Letter

Users can open the smart form, complete the blanks and save their data into these smart forms instead of uploading documents. Users can still create and upload contract nomination documents using desktop applications (MS Word, PDF, Text file, etc.).

**Question: I'm with a Federal Agency, can I use the CORT Tool?**

**Answer:** The CORT Tool provides assisted acquisition for non-DoD users. External agencies and their users will register in CORT Tool via user name and password and enter contracts for which CORs are assigned. To register and complete a nomination:

- Replace "DoDAAC" with external agency name.
- Federal users must register using their FEDAAC as the location code
- Federal users must select a federal agency from the Home Department dropdown list
- Federal users may register for any role OTHER THAN DPAP Administrator
- Federal users must be activated by DPAP Admin

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Federal agencies access will be available after June 2015.

## COR SUPERVISOR

**Question: Is there a difference between a COR Supervisor and the user's Supervisor?**

**Answer:** Yes. The distinction is between a Supervisor of the user and a COR Supervisor on a nomination. Every user (COR, Supervisor, CO, etc) of the CORT Tool must have a DD2875. New users or users adding roles will need to create a DD2875 within the WAWF portal. During the creation of the online DD2875, the user will enter in their Supervisor's information. **This is the user's Supervisor who will approve the DD2875 and may have nothing to do with a nomination in the CORT Tool.** The Supervisor of the DD2875 will not need to create a CORT Tool account. COR Supervisors who certify a COR on a nomination are part of the nomination process and will need a CORT Tool account. COR Supervisors will have their own Supervisor who approves the DD2875.

**Question: I am a COR Supervisor, do I need to complete a registration in the in WAWF or CORT Tool.**

**Answer:** Yes. If you do not have an existing WAWF account, you will need register for a WAWF account and CORT Tool and add the role for COR Supervisor. This registration is then used to develop a list of Supervisor to include in the CORT Tool module Supervisor selection on a COR Profile. The Supervisor's name will also be included on all nominations.

**Question: Does a COR Supervisor need to create a Profile in the CORT Tool?**

**Answer:** No. Supervisors are not required to create Profiles.

**Question: What is the role of the COR Supervisor?**

**Answer:** The Supervisor is responsible for approving or rejecting the COR's self-nomination. The Supervisor accesses all of the nominations of unapproved CORs and completes the applicable certifications. The Supervisor then approves, saves, or rejects the nomination.

**Question: I am COR Supervisor, who is also a COR. May I approve my own COR nominations?**

**Answer:** No, as Supervisor you will not be able to approve you own nominations. **A COR and a Supervisor cannot be the same person on a nomination.**

**Question: When may a Supervisor approve or reject a COR self-nomination?**

**Answer:** A Supervisor may only approve or reject a nomination when it is in the "Pending Supervisor Review" status.

**Question: How does a Supervisor approve or reject a COR self-nomination?**

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**Answer:** Upon receipt of an e-mail indicating that a COR nomination is awaiting the Supervisor's approval, enter the CORT Tool and select "Awaiting My Approval". Click on search and find the contract referenced in the email notification. Click on the contract number, review the nomination package to ensure all required documents are attached, and complete all of the certifications. Scroll down to the bottom of the nomination and either select "approve" to send the nomination to the contracting officer; "save" to update the nomination for future access or "reject" to return the nomination to the COR for corrections. Supervisors may also access these nominations using Contract List/Status to search for nominations.

**Question: I have a couple of COR nominations that need to be approved. However, when I select "Awaiting My Approval," I do not see those nominations. Why?**

**Answer:** After the Supervisor selects "Awaiting My Approval", enter contract number and click on search or leave all fields blank and just click on search. The list of all contracts awaiting approval will be viewable when the Supervisors click on the "Search" button.

**Question: As Supervisor, I went to "Awaiting My Approval. I entered contract number and clicked on search. I do not see the nomination. Next, I went to Awaiting My Approval and clicked on search. Again, I do not see the nomination. Why?**

**Answer:** The Supervisor may not see the nominations in awaiting my approval because the COR may have entered the wrong Supervisor in the COR Profile. In these instances, have the COR verify that he/she has entered the correct Supervisor name in their COR Profile (i.e *John Smith12 versus John Smith2*). Additionally, the Supervisor may have a second CORT Tool account and the nominations may be tied to the second account. In this case, contact the helpdesk and request verification of the existence of a second account. If verified, request that both accounts be merged and the records transferred to the preferred account.

**Question: I rejected my COR's nomination and requested several changes be made. How will the rejected nomination be sent to the Contracting Officer/Contract Specialist?**

**Answer:** The status of the nomination changes to "Rejected by Supervisor" and is return to the COR. The COR enters the CORT Tool to make the changes requested. When completed, the COR resubmits the rejected nomination to the Supervisor for approval. The status of the rejected nomination now changes to "Pending Supervisor Review". Upon your approval of the nomination, it will be sent to the Contracting Officer/Specialist.

**Question: My employee submitted a nomination to me several months ago to approve. The status of the nomination is "Pending Supervisor Review." This employee is no longer being considered for COR duties on this contract action. How I do cancel his nomination?**

**Answer:** When the nomination is in the "Pending Supervisor Review" status, you as Supervisor may cancel the nomination by scrolling down to the bottom of the nomination and selecting the "Cancel" button. Select "OK" when the dialogue box is presented.

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**Question:** As a Supervisor, am I able to cancel the nomination when it is in any other status, besides Pending Supervisor Review?

**Answer:** No. You may only cancel the nomination when it is in the Pending Supervisor Approval status.

**Question:** The PCO has just approved my employee as a COR on the contract. Will I be able to add any reports for my employee to the COR online file?

**Answer:** No. You will only be able to view the reports posted by your COR.

**Question:** How do I view reports posted by my CORs?

**Answer:** As a Supervisor, you will be able to view the reports submitted by you COR via Contract List/Status or All COR Submitted Documents for nominations in the Active and Inactive status.

**Question:** I am in the CORT tool as a COR for a number of contracts and am in the process of transferring those responsibilities to one of my subordinates in coordination with the Contracting Officers of those contracts. In order to establish himself as the new COR, the individual has set up an account, but needs to have me, as his Supervisor, approve his submission to the CORT tool. I added the "Supervisor" role to my account, but am unclear what is required or what more I should do to make this work.

**Answer:**

1. The COR must nominate himself as COR on your contracts. He must use the exact same contract numbers, NO DEVIATIONS.
2. Once the COR nominates himself, the Supervisor, you, must approve and send to Contracting Officer.
3. Once the Contracting Officer approves, the individual is now appointed as a COR on the contract.
4. Once appointed, the COR can then access all of the documents previously posted by you, by selecting the "ALL COR SUBMITTED DOCUMENT" menu item and then selecting the contract number. All documents posted by you and/or the new COR will be available from this menu option only.
5. Once the new COR has been appointed, your Contracting Officer should terminate your appointment on those contracts so that you do not receive emails from the CORT Tool.

## **CONTRACTING OFFICER/CONTRACT SPECIALIST**

**Question:** I am a Contracting Officer do I need to complete a registration in the CORT Tool?

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**Answer:** Yes. If you do not have a migrated CORT Tool account or an existing WAWF account, you will need register for a WAWF account and add the role for Contracting Officer. This registration is then used to develop a list of Contracting Officers to include in the CORT Tool module for Contracting Officer and Contract Specialist selection on nominations.

**Question: I am a Contract Specialist do I need to complete a registration in the CORT Tool?**

**Answer:** Yes. If you do not have a migrated CORT Tool account or an existing WAWF account, you will need register for a WAWF account and add the Contract Specialist role. This registration is then used to develop a list of Contract Specialist to include in the CORT Tool module for Contract Specialist selection on nominations.

**Question: I work in contracting and I was advised to register for a CORT Tool Role. Which role should I register for Contracting Officer, Contract Specialist or both?**

**Answer:** You may register for either the Contracting Officer or Contract Specialist Role. Register for the Contracting Officer role if you are a warranted Contracting Officer who has been granted authority to designate CORs; otherwise, register for Contract Specialist role. You should not register for both.

**Question: As Contracting Officer, my CORT Tool menu displays a Contracting Officer Profile Tab. Do Contracting Officers need to create a Profile in the CORT Tool?**

**Answer:** The Contracting Officer requires a Contracting Officer Profile. The Profile is now designated as the contracting officer registration for contracting center DoDAACs. Your primary contracting center DoDAAC is tied to your WAWF registration. Additional contracting center DoDAACs are added using the Contracting Officer Profile. If you have a migrated CORT Tool account, all contracting center DoDAACs associated with your registration were migrated to your Contracting Officer profile.

**Question: As Contract Specialist, my CORT Tool menu displays a Contract Specialist Profile Tab. Do Contract Specialist need to create a Profile in the CORT Tool?**

**Answer:** Yes. The Contract Specialist requires a Contract Specialist Profile. The Profile is now designated as the contracting specialist registration for contracting center DoDAACs. Your primary contracting center DoDAAC is tied to your WAWF registration. Additional contracting center DoDAACs are added using the Contract Specialist Profile. If you have a migrated CORT Tool account, all contracting center DoDAACs associated with your registration were migrated to your Contract Specialist profile.

**Question: As a Contracting Officer/Contract Specialist who provides support to various contracting commands, do I need to register for each contracting command's DoDAAC?**

**Answer:** Yes. Use the Contracting Officer or Contract Specialist Profile to add the contracting center DoDAAC for the each command.

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**Question:** I support thirteen DoDAACs. In legacy CORT, I could only register five of those DoDAACs at one time. Am I still being limited to the five DoDAACs?

**Answer:** No. All thirteen DoDAACs may be added your Profile.

**Question:** How does a Contracting Officer approve or reject a COR self-nomination?

**Answer:** Upon receipt of an e-mail indicating that a COR nomination is awaiting the contracting officer's approval, enter the CORT Tool and select "Awaiting My Approval". Click on "Search" and find the contract referenced in the email notification. Click on the contract number, complete the contract information section, attach the letter of designation/appointment letter, and complete the Contracting Officer section. Scroll down to the bottom of the nomination and either select "Approve" to appoint the COR, "Save" to update the nomination on a later date or "Reject" to return the nomination the COR for corrections.

**Question:** I am the Contract Specialist on the nomination, but I do not see the Awaiting My Approval tab on my menu. This was available to me in legacy CORT Tool. Why do I no longer have access to this menu item?

**Answer:** Awaiting My Approval for the Contract Specialist was removed to ensure compliance with the policies of FAR 1.602, which state that the "Contracting Officer . . . shall designate COR". Only the Contracting Officer is able to upload the appointment/designation letter and approve the nomination.

**Question:** Does this mean that the Contract Specialist will not be able to make COR appointments?

**Answer:** Yes. Appointments are the responsibility of the Contracting Officer. In this version of the CORT Tool that responsibility is being enforced.

**Question:** What exactly will I be able to complete as a Contract Specialist?

**Answer:** The Contract Specialist can perform all of same tasks as the Contracting Officer, except for COR designation and revocation.

**Question:** How will a Contract Specialist complete the nomination, without access to "Awaiting My Approval?"

**Answer:** The Contract Specialist will access the nomination using the "Contract List Status" tab. Once the nomination has been accessed, update the Contracting Officer section and select save. The Contracting Officer has final designation and revocation authority.

**Question:** As Contract Specialist will I be able to load the appointment letter or designation letter?

**Answer:** No. The Contract Specialist will not be able to upload the appointment or designation letter. This is the responsibility of the contracting officer.

**Question:** Where do I enter the Quality Assurance (QA) POC and the ACO?

## **CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)**

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**Answer:** These are optional data fields and provide read only access to holders of these role. Both are completed by the Contracting Officer/Contract Specialist during appointment. They may also be added to the nomination after the COR has been appointed by either the Contracting Officer or the Contract Specialist.

**Question: I have several CORs on one Delivery/Task Order contract. Do they all need to self-nominate and be appointed as CORs on the basic contract or on the individual task orders?**

**Answer:** Each COR must self-nominate and be appointed as a COR and/or alternate COR on each individual task orders.

**Question: I have ONE COR and alternate COR on the basic Delivery/Task Order contract. Does the COR and the alternate COR need to self-nominate and be appointed as COR and alternate COR on the basic contract or on each individual task orders?**

**Answer:** If only one COR and/or an alternate COR will be responsible for all of the individual task orders assigned to the basic contract, the COR and an alternate COR may self-nominate and be appointed as the COR and alternate COR for the basic contract and all task orders. Separate nomination for each task order is not required. The appointment letter or letter of designation shall indicate that the named COR will be the only COR appointed to the contract and the named COR will be responsible for all task orders resulting from the basic contract. The Contracting Officer may also require the COR and/or alternate COR to self-nominate and be appointed as a COR and/or alternate CORs on the individual task orders.

**Question: May the Contracting Officer or Contract Specialist on a nomination that has already been approved by a Supervisor be changed without canceling the nomination or starting over?**

**Answer:** Yes, the Contracting Officer and the Contract Specialist can both be changed ONLY by the Contracting Officer/Contract Specialist associated with the record. *Department Administrators will be provided this capability in a future release.*

**Question: As Contracting Officer or Contract Specialist, how do I cancel a nomination?**

**Answer:** If the nomination is in the "Pending PCO Review," and you are the Contracting Officer or the Contract Specialist on the nomination, you may cancel the nomination by scrolling down to the bottom of the nomination and selecting the "cancel" button. When the dialogue box opens, select "OK" to complete the cancellation.

**Question: As the Contracting Officer/Contract Specialist on the nomination, am I able to cancel the nomination in any of the other status besides pending supervisor review.**

**Answer:** No. You may only cancel the nomination when it is in the Pending PCO Approval status.

**Question: I heard there are smart forms. What forms are available?**

## **CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)**

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**Answer:** Smart forms will become available in June 2015 to allow CORT Tool users to create and maintain the following contract nomination documents:

- COR Monthly Status Report
- Annual COR File Review Checklist
- COR Appointment Letter
- Quality Assurance Plan Waiver
- COR Termination Letter

Users can open the smart form, complete the blanks and save their data into these smart forms instead of uploading documents. Users can still create and upload contract nomination documents using desktop applications (MS Word, PDF, Text file, etc.).

**Question: I'm with a Federal Agency, can I use the CORT Tool?**

**Answer:** The CORT Tool provides assisted acquisition for non-DoD users. External agencies and their users will register in CORT Tool via user name and password and enter contracts for which CORs are assigned. To register and complete a nomination:

- Replace "DoDAAC" with external agency name.
- Federal users must register using their FEDAAC as the location code
- Federal users must select a federal agency from the Home Department dropdown list
- Federal users may register for any role OTHER THAN DPAP Administrator
- Federal users must be activated by DPAP Admin

Federal agencies access will be available after June 2015.

**Question: Do DoD CORs have to add the nonDOD location code to their CORT accounts?**

**Answer:** No, DoD CORs should register with their home DoDAAC. Federal COs/CSs need to make sure to add their FEDAAC to their CO/CS Profile in the CORT Tool. This will enable the COR to pull the CO/CS name from the nomination drop down once the contracting center FEDAAC is entered.

## **QUALITY ASSURANCE POINT OF CONTACT (QA POC)/ADMINISTRATIVE CONTRACTING OFFICER (ACO)**

**Question: I am a QA POC or an ACO. Do I need to complete a registration in the CORT Tool?**

**Answer:** Yes. If you do not have a migrated CORT Tool account or an existing WAWF account, you will need register for a WAWF account and add the role for QA POC or ACO. This

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registration is then used to develop a list of QA POC/ACO to include in the CORT Tool module for QA POC/ACO selection on any nominations.

**Question: Does the QA POC and ACO need to complete a Profile in the CORT Tool?**

**Answer:** Yes. QA POC and ACO are now required to create Profiles in the 5.7 release.

**Question: What are the responsibilities QA POC/ACO within the CORT tool?**

**Answer:** The QA POC and the ACO may:

- Review the status of a COR Nomination
- View all COR submitted documents
- View only access to the documents contained in the COR's online files
- May access a nomination in any status using Contract List/ Status when their name is included on the nomination.

**Question: Should QA POC and ACO be assigned to one organization, multiple organizations, or just organizations with contracting authority?**

**Answer:** For CORT Tool use, only one organization is required and that organization is entered when the users creates the WAWF account.

**Question: How do you add a QA POC or an ACO role to the CORT TOOL?**

**Answer:** After logging into the WAWF Portal, complete the following steps:

1. Click on "Role Maintenance"
2. Click on "Add Role"
3. Click on "Add" next to "CORT Tool User Roles"
4. Complete the fields and save

**Question: Can the input of the QA POC and ACO names be a mandatory field to be populated by the CO/CS during completion of nomination process?**

**Answer:** These are optional field, because not every agency uses these roles. If these fields are required by an agency, it is recommended that communicate this requirement the Contracting Officers and Contract Specialists requesting completion of these fields on ALL nominations.

## AUDITOR AND MANAGER

**Question: I see a role for Auditor and Manager. Are these new roles?**

**Answer:** Yes. With the 5.7 release CORT Tool now has the roles of Auditor and Manager.

These roles will have no role in the nomination process itself, but will have read only access to the nomination in the system and they may access to the documents currently being posted by CORs.

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**Question: Do Auditors and Managers need to register in the CORT Tool?**

**Answer:** Yes, non-participants in the nomination process also require COR Tool access to support audit and agency oversight.

**Question: What is the difference between Auditor and Manager?**

**Answer:** The auditor role is specifically for an individual responsible for conducting audits of contract, department, agency or COR. Auditors will be able to gain access to the records to assist in procurement fraud investigation. Each Auditor will register for certain DoDAACs via the Auditor Profile. Auditors will be granted view only contracts associated with that DoDAAC for a specified period of time. Access will be revoked upon date expiration. Manager's registration is similar to the Department Administrators, but will not be able to activate roles. Their access is read-only and are provided access to the CORT Tool Reports.

**Question: How do Managers and Auditor see document and nominations?**

**Answer:** A document is viewable using "All COR Submitted Documents" menu option. All documents in the Managers Home Department will be available. All documents that contain a contracting center that matches one of the Auditors contracting centers in their profile will be available. Nominations are viewable to the auditor using the "View All Local COR" menu option. Nominations are viewable to the Manger using the "View All COR (Admin)" menu option.

## DEPARTMENT ADMINISTRATORS (DA)

**Question: I do not see a registration for Subject Matter Expert. Where is my role?**

**Answer:** In the WAWF CORT Tool, Subject Matter Experts are called "Department Administrators (DA)". You will register for that role.

**Question: Are there different types of DAs?**

**Answer:** There are two types of DA. Component DA (CDA) and Local DA (LDA). CDA are responsible for the entire Service, Defense Agency or Federal Agency. CDA are the lead for the Service, Defense or Federal Agency. LDAs are responsible for a command, subcommand, agency or office within the Service, Defense Agency or Federal Agency.

**Question: What is the role of the CDA in the CORT Tool?**

**Answer:** The CDAs have overall responsibility for training and deployment of the CORT Tool within their Service, Defense or Federal Agency. The CDAs are responsible for the activation and approval of users of the CORT Tool. CDAs are also responsible for deactivation of CORT

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Tool users. Activation and deactivation responsibility may be designated to an LDA. Additionally, CDAs and LDAs are responsible for ensuring that each user within their department completes a DD2875 and that the DD2875 is either attached in WAWF or stored in another location.

**Question: Who activates and deactivates the roles in the WAWF CORT Tool?**

**Answer:** The CDA and LDA will activate and deactivate all of the CORT Tool roles via the link, "Role Activation". The ability to activate is dependent upon the user registration.

**Question: As a DA, can I create a registration for a new COR?**

**Answer:** No. Each new user will now create a new registration for the CORT Tool application.

**Question: Will the "COR Proxy" functions be restored?**

**Answer:** No. The purpose of the COR Proxy was to provide DA the ability to troubleshoot and to assist users as they began to use the CORT Tool application. As a stand-alone system this was a viable for troubleshooting. However, with the integration of WAWF, EDA and CORT Tool, the COR Proxy present a security risk. Troubleshooting will now be conducted by a fully staffed helpdesk.

**Question: I have a new COR from a non-DoD agency, that does not have a DoD CAC. Using the NEW COR (ADMIN) functionality in the legacy CORT Tool, I was able to enter the new COR information into the CORT Tool and process those nominations. Will a non-DoD COR be able to process nomination on DoD contracts?**

**Answer:** These individuals will be eligible for the CAC exemptions and may be granted access via user name and password. These users should contact the WAWF Helpdesk or the DPAP Administrator to apply for a CAC exemption. With release 5.7 external agencies and their users will have the ability to register via user name and password and enter contracts for which CORs are assigned. Department will be replaced with "Non DoD"

**Question: I no longer have a View ALL Local CORs why was this removed?**

**Answer:** In this application, the DA will be able to see their department by using the "View All CORs (Admin)". The "View ALL Local CORs" menu item is now reserved for the Contracting Officers and Contract Specialists.

**Question: A COR has submitted a nomination with multiple task orders. When I look at the contract list status, why do I only see one nomination for the base contract versus the individual task orders?**

**Answer:** The record for the individual orders will be viewable under contract list status once the Contracting Officer approves the nomination.

**Question: As a DA can I create roles for multiple DoDAACs?**

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**Answer:** DAs have access to all nominations at the agency level. Access by DoDAAC isn't necessary.

**Question: As a DA can I activate/deactivate roles for multiple DoDAACs?**

**Answer:** DAs may activate/deactivate roles for DoDAACs that are within their area of responsibility (AOR).

**Question: How do I cancel a nomination?**

**Answer:** DAs have ability to cancel any contract nomination in the system that is not "Active" and DAs have ability to recall any contract nomination in the system that is "Cancelled". Contract nominations must be recalled within 30 days of cancellation. Contract nominations older than 30 days will be permanently deleted from the database.

**Question: How do I change the location for a user?**

**Answer:** DAs have the ability to update the Location for every user in their Department. To update, follow the below steps.

1. On the menu list, click on "View All Users (Admin)".
2. Enter search criteria and perform search.
3. Update a record by clicking on the "Edit" link in the Action column.
4. Modify the location of the user. The location will be verified against the database table of valid location codes. If the location is invalid an error message will be displayed.
5. Press save.

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## CORT TOOL PROCESS

**Question: The wrong Supervisor, Contract Specialist and Contracting Officer are selected? How does one back out of the process?**

**Answer:** The ability to make correction is dependent upon the status of the nomination:

When the nomination is in the “**Draft**”, “**Rejected by Supervisor**” or “**Rejected by PCO**” status, the COR shall update the Supervisor’s name in the Profile and save the changes. The Supervisor’s name is corrected on the nomination and all applicable tables. If the wrong Contracting Officer or Contract Specialist is selected, the COR shall update the nomination with the correct name from the drop menu by the Contracting Officer and Contract Specialist roles.

When the nomination is in the “**Pending Supervisor Review**” status, the Supervisor must reject the nomination and return it to the COR. The COR shall update his Supervisor’s name in the Profile and save the changes made to the Profile. The Supervisor’s name will be corrected on the nomination and all applicable tables. If the wrong Contracting Officer or Contract Specialist is selected, the COR shall update the nomination with the correct name from the drop menu by the Contracting Officer and Contract Specialist roles.

When the nomination is in the “**Pending PCO Review**” status, the CO/CS must reject the nomination and return it to the COR. The COR shall update his Supervisor’s name in the Profile and save the changes made to the Profile. The Supervisor’s name will be corrected on the nomination and all applicable tables. If the wrong Contracting Officer or Contract Specialist is selected, the COR shall update the nomination with the correct name from the drop menu by the Contracting Officer and Contract Specialist roles.

When the nomination is in the “**Active**” “**Inactive**” or “**Terminated**” status, the COR should update the Supervisor’s name in the Profile and save the changes made to the Profile. Check the box that states “Update Active,” “Update Inactive” or Update Terminated” nomination. The Supervisor’s name will be corrected on the nomination and all applicable tables. CORs cannot update Contracting Officer or Contract Specialist on an Active nomination. If the wrong Contracting Officer or Contract Specialist is selected, the CO/CS shall update the nomination with the correct name from the drop menu by the Contracting Officer and Contract Specialist roles.

Changes may be not made to a cancelled nomination.

**Question: Who can cancel a nomination?**

**Answer:** A nomination can be cancelled by the DA, COR, the Supervisor, the Contract Specialist or the Contracting Officer. The ability to cancel is dependent upon the status of the nomination.

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**Question: Can the nomination be cancelled in all “statuses”?**

**Answer:** No. A nomination may only be cancelled when it is in the following status: Draft, Pending Supervisor Approval, Pending PCO Approval, Rejected by Supervisor and Rejected by PCO. A DA may now cancel a nomination in any status except Inactive and Active.

**Question: How do I delete or cancel a nomination?**

**Answer:** A nomination can only be cancelled. Nominations older than 30 days will then be deleted and removed from view. For the roles mentioned above, there is a “cancel button” at the bottom of each section. When the nomination is in the “Draft” or “Rejected” status, the COR has ability to cancel the nomination. When the nomination is in the “Pending Supervisor Review” status, the Supervisor has the ability to cancel the nomination. When the nomination is in the “Pending PCO Review” status, the Contracting Officer or Contract Specialist may to cancel the nomination.

**Question: How will nominations be cancelled if the user is unable to access the nomination i.e. COR has retired or left the DoD?**

**Answer:** Your DA can cancel the nomination.

**Question: What causes the status of appointed COR to change from “Active” to “Inactive”?**

**Answer:** Active and Inactive status for an appointed COR is tied to the contract completion date. When the contract completion date passes or is in the past, the nomination status is “Inactive.”

**Question: How do I change the status of the appointed COR from “Inactive” back to “Active” nomination?**

**Answer:** Only the Contracting Officer and Contract Specialist associated with the appointed COR may change the status on nomination from “Inactive” to “Active”. To change, the CO/CS shall access “Contract Modification”, select the applicable contract and change the date to a present or future date.

**Question: When I created my registration, I entered an incorrect Home Organization DoDAAC and Department. How do correct?**

**Answer:** If you have an active registration, then correct using the My Organization menu option. Select “My Organization” and update the Home Organization DoDAAC, Home Organization Name and the Department as need. Select save. If your nomination is pending, you will need to ask you DA to correct during the role activation process.

**Question: I keep getting these daily, annoying emails telling me I have something awaiting approval, how do I turn this feature off?**

**Answer:** Emails are sent to CORs when they have draft nominations that are over 30 days old, to Supervisor when they have nominations waiting to be approved over 30 days old and to

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Contracting Officer/Contract Specialist when they have nominations that are over 30 days old. To turn the emails off as COR, you must submit the nominations to the Supervisor to approve. As Supervisor or CO, you must approve or reject the nominations referenced in the email.

**Question: I am the COR on the nomination. The Supervisor associated with my nomination has retired and is no longer associated with my organization. I would really like to complete this nomination, but it is in Pending Supervisor Review status. How do I get this nomination rejected?**

**Answer:** Contact the helpdesk or DPAP administrator for assistance.

**Question: Can a CO/CS add a QASP to the CORT Tool when they are reviewing the COR Nomination Record? This would be especially relevant for CORs who are being nominated/approved and trained before all the contract documents are completed such as the QASP.**

**Answer:** Yes. QASP can also be loaded by CO at the time of the appointment. A QASP may also be loaded by the CS.

**Question: Can the COR keep their profile to be activated at a later date on a new contract?**

**Answer:** Yes, profiles remain unless deleted until archived.

**Question: If a contract is in closeout and a COR is no longer needed, must the CO do a Revocation letter to remove the COR?**

**Answer:** No. Revoking the COR is not a requirement for contract close out. Allow the contract to reach the inactive status. All Inactive actions will then be eligible for closeout.

**Question: Does the contract documents that was loaded by the COR stay in CORT (monthly reports, etc.) and if so, how is it accessed?**

**Answer:** Yes. Documents posted by CORs are maintained in the COR Online File in accordance with National Archive and Records Management (NARA) policy and procedures on records management. These documents will be kept for a period of 6 years, 3 months after contract closeout. During this period, documents can be accessed via All COR Submitted Documents. Click on the contract number and click on the icon to view the document.

**Question: If a COR's nomination is cancelled, (not revoked) what happens to the contract documents that was loaded by that COR?**

**Answer:** Documents that are associated with a cancelled nomination are available for 30 days. On day 31, those document are no longer available. Documents associated with Active, Inactive and Terminated nominations are maintained with revoked contract and will be available to any newly appointed COR on the same contract.

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When a nomination is in the Draft, Pending Supervisor Review, Pending PCO Review, Rejected by the Supervisor or Rejected by the PCO status, the record is removed from the CORT Tool in its entirety along with the QASP attachment. The training certificates displayed on the nomination are maintain in the COR's Profile and will be available for the future nomination.

**Question: How do I terminate a COR?**

**Answer:** Terminating a COR appointment is a process that only the CO can perform. First, in the nomination, scroll down to the "COR Revocation" section, select "Add" and upload the termination letter. At this point, the CO is provided the opportunity to "View, Edit, or Delete" the termination letter. As a future practice, recommend that the CO reviews the document, before moving to the second step. At this point in the process, the appointment is still "Active" and the CO can edit or delete an incorrect document.

To finalize the termination, the CO must next select "Revoke COR". The CO is then prompted with the question "Are you sure you want to terminate this COR appointment?"

If the CO selects "Cancel", they can replace the termination documents. If the CO selects "OK" the appointment is terminated. From this terminated status, a termination document cannot be replaced.

**Question: I terminated the COR and now I need to reappoint him to the same contract. May I appoint the COR twice on the same contract?**

**Answer:** No. There may only be ONE nomination per COR per contract. If you try to nominate the same COR on terminated nomination, the CORT Tool will provide a duplicate contract error. The terminated nomination is still in the system, it will remain in the system and it is still tied to the COR. You can appoint other CORs to same contract number, but not the COR you just terminated. You cannot reappoint the same COR on the terminated contract. Therefore, you should terminate wisely.

**Question: Why can't I enter a 13 digit solicitation number?**

**Answer:** In the legacy CORT Tool we found that 13 characters denoted a contract number and when users entered 13 characters as a preaward, the system begin looking for a contract number, keeping the user completing the nomination. To work around this lookup, the preaward number must either be 12 characters or less or more than 14 characters.

**Question: When a COR or CO/CS leaves the Command and a new COR or CO/CS takes over is there a way to link up the reports that the previous COR had loaded into the tool to create a situation of continuity? Do we automatically lose all historical data or is there a way to transfer that over?**

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**Answer:** Nominations are generated by COR, so if a COR leaves, a new nomination needs to be started. All Documents can be seen by going to “View All COR Submitted Documents” and searching on the contract number. If a CO/CS leaves, just access the nomination and change the CO/CS. The DA can do this. You can then deactivate the user via Role Activation if CORT Tool access isn't still needed.

**Question: Can you explain the statuses?**

**Answer:** Status for an active CORT Tool user does not equal status for an active nomination. During Role Activation a user status may be active, inactive, pending, or archived. Active means the DA has approved the user’s request, the user has a WAWF Account and access to the CORT Tool has been granted.

Inactive means user has requested a WAWF account, but the Supervisor may or may not have approved the request (approved the DD2875). Inactive can also mean the DA has not approved the user’s request. Access to the CORT Tool has not been granted.

Pending means a user has requested a WAWF account, but has not been approved by the Supervisor yet. The DA has not approved the user request. Access to the CORT Tool is pending.

Archive means an active, inactive or pending user account has been deactivated. Access to CORT Tool has been removed.

During the COR nomination process a nomination may be in one of ten status. These status are detailed in the CORT User Guide.

A COR/CO/CS can be an inactive user, but have an active nomination or a COR/CO/CS can be an active user with an inactive nomination.

**Question: When a COR or CO/CS leaves the Command or obtains a new position within the Command and they are no longer associated with any of the contracts that they had been previously associated with, what is the correct procedure to close out his or her account?**

**Answer:** This depends on who is leaving. If the CO/CS, the DA should change the name on the nomination and deactivate the CO/CS’s role via Role Activation (if not using CORT anymore). If the COR leaves, the CO should terminate their nomination and the new COR will start a new nomination. The documents attached to the nomination should be available under View All COR Submitted Documents. If the user will still need access to CORT, the CO/CS should update their DoDAAC via My Organization menu and make sure their CO/CS profile accurately reflects what DoDAACs they should be available to be nominated on, deleting the command they have left.

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## FOREIGN/LOCAL NATIONAL

**Question:** I am a local national located in Italy. I do not have a CAC; will I still be able to use the CORT Tool?

**Answer:** There are currently exemptions for foreign nationals, covered by a Status of Forces Agreement. These users will be granted access via user name and password. These users should contact the WAWF Helpdesk or their agency DA to apply for CAC exemption.

**Question:** Who do Foreign Nationals send their name to?

**Answer:** Please send all requests to the WAWF helpdesk or agency DA.

**Question:** My agency has a list of people who will need access? Does each and every one of them have to contact the helpdesk?

**Answer:** No. If an agency wants to do a mass exemption contact the agency DA and/or DPAP Administrator for additional information.

## TRAINING

**Question:** Is there training on how to use the CORT Tool and when will it becomes available?

**Answer:** On the WAWF home page, there is a link on the right for Help/Training. Follow the links for CORT Tool WBT (Web Based Training). Web Based Training (WBT) for WAWF can be found at <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary.xhtml>

**Question:** What are the COR Training requirements?

**Answer:** The recommended COR certification includes specific DAU courses or equivalents.

- **Type A**
  - CLC 106, CORs with a Mission Focus, 8 Hours online
- **Type B/C**
  - COR 222, Contracting Officer Representative Course
- **Contingency (as applicable)**
  - CLC 206, CORs in the Contingency Environment, 2-3 hrs on-line
- **All CORS**
  - CLM 003 or agency equivalent on procurement ethics
- **COR Refresher**
  - Hours specified, no specific course, after initial training to maintain status as a COR

**Question:** Where can I find Equivalent Courses?

**Answer:** Please contact DAU for information on equivalent courses.

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**Question: Does CORT send out automatic reminders when a COR is supposed to take refresher training?**

**Answer:** No. The CORT Tool does not send out training reminders.

## REPORTS

**Question: Will the WAWF CORT Tool have reports?**

**Answer:** The WAWF PMO will be developing the reports that are currently in the CORT Tool.

**Question: Who can access the reports?**

**Answer:** Reports will be available to the DPAP Administrator. In addition one or two member of each department (i.e. Navy, Air Force, DLA,) may be given access to the Business Intelligence Reporting to run reports for the department.

**Question: Will I be able to run ad hoc reports?**

**Answer:** No, only standard reports are available at this time.

**Question: When will the reports be available?**

**Answer:** Standard reports will be available after CORT Tool migration.

**Question: Will reports access be available to users beyond the MAJCOM DAs?**

**Answer:** Individual within the MAJCOM, Commands and subcommand designated as Department Administrators can view and download the standard report from Link to Reports menu.

**Question: Currently, does anyone have the ability to pull custom reports?**

**Answer:** No, at this time only standard reports are available.

**Question: Will we have the ability to incorporate new data fields to meet the customer's needs in the future?**

**Answer:** Yes. However, these fields will have to go through the ORC process or be mandated by policy.

# CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)

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## MISCELLANEOUS

**Question:** I have some really great ideas on ways to improve the system, but I am not sure how to get my ideas submitted.

**Answer:** You must submit an Engineering Change Proposal (ECP) to your agency Department Administrator for approval before the ECP will be submitted to the CORT Tool PM and WAWF PMO. Please contact your DA for the ECP template.

## APPENDIX A

### CORT TOOL MIGRATION

**Question:** When did the CORT Tool migrate to the WAWF Portal?

**Answer:** The CORT Tool migrated to the WAWF in early April 2013.

**Question:** Was all of the data in the CORT Tool migrated?

**Answer:** Almost all of the data in the legacy CORT Tool migrated to the CORT Tool in WAWF. However, some data associated with invalid DoDAACs, email addresses and Supervisor's name did not migrate. Please contact the Help Desk if your data did not transfer.

**Question:** I currently have a WAWF account. Do I need to register for a CORT Tool account?

**Answer:** If you are performing COR or CO/CS functions on a contract, you must add the COR role to your WAWF account. To add a CORT Tool Role, complete the following steps:

1. Click on "Role Maintenance"
2. Click on "Add Role"
3. Click on "Add" next to "CORT Tool User Roles"
4. Complete the fields and save

**Question:** I am an existing CORT Tool user, but I do not have a WAWF account, do I need to create a WAWF account?

**Answer:** No, your data was migrated to the CORT Tool application and will be available upon logon. Please contact the Help Desk at 866-618-5988 if your data did not transfer.

**Question:** I was registered in the legacy CORT Tool when it was hosted by the Army and required an Army/Defense Knowledge Online (AKO/DKO) account to access. Do I need to re-register in WAWF to access my CORT Tool account?

**Answer:** Almost all legacy CORT Tool accounts were migrated to WAWF Portal. An account was established for those users who had a **VALID** legacy CORT Tool account

# **CONTRACTING OFFICER REPRESENTATIVE TRACKING TOOL (CORT TOOL)**

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**Question: Do I still need the AKO/DKO account now that migration to the new CORT Tool platform has occurred?**

**Answer:** No. The AKO/DKO account is not required to access the CORT Tool.

**Question: When completing the “User Profile”, there is a data element for my AKO/DKO email address. Do I need to enter my AKO/DKO email?**

**Answer:** No. The AKO/DKO email was helpful during migration. However, it is no longer a required data element. You may now begin using your external DoD .mil email or mail.mil address.

**Question: My nominations are still going to my DKO email, how do I update my email address?**

**Answer:** Log into the WAWF Portal and from the menu:

1. Select “User”
2. Select “Profile Maintenance”
3. Click “Edit”
4. Update your email address
5. Save the changes