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*Mission and Installation
Contracting Command*



***Virtual Contracting Enterprise
(VCE) COR Overview Training
MICC Center – Fort Sill
April 2011***



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VCE COR Overview

- Online tool for Nominating, Appointing, Tracking and Managing COR nominees, existing CORs, and their required documentation.
- CORs self-nominate
- COR supervisors approve nomination
- KO has final nomination approval & appointment
- CORs can upload
 - Training certificates
 - Monthly reports
- KO's upload Appointment /Term. Letters & File Reviews



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VCE WEBSITE

WEBSITE: <https://arc.army.mil/COR/>

REGULATION - [ACC Pam 70-1](#)

VIDEO: - https://arc.army.mil/COR/Templates/COR_Management_System_Overview.htm



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MICC Goes Live March 31, 2011!!!



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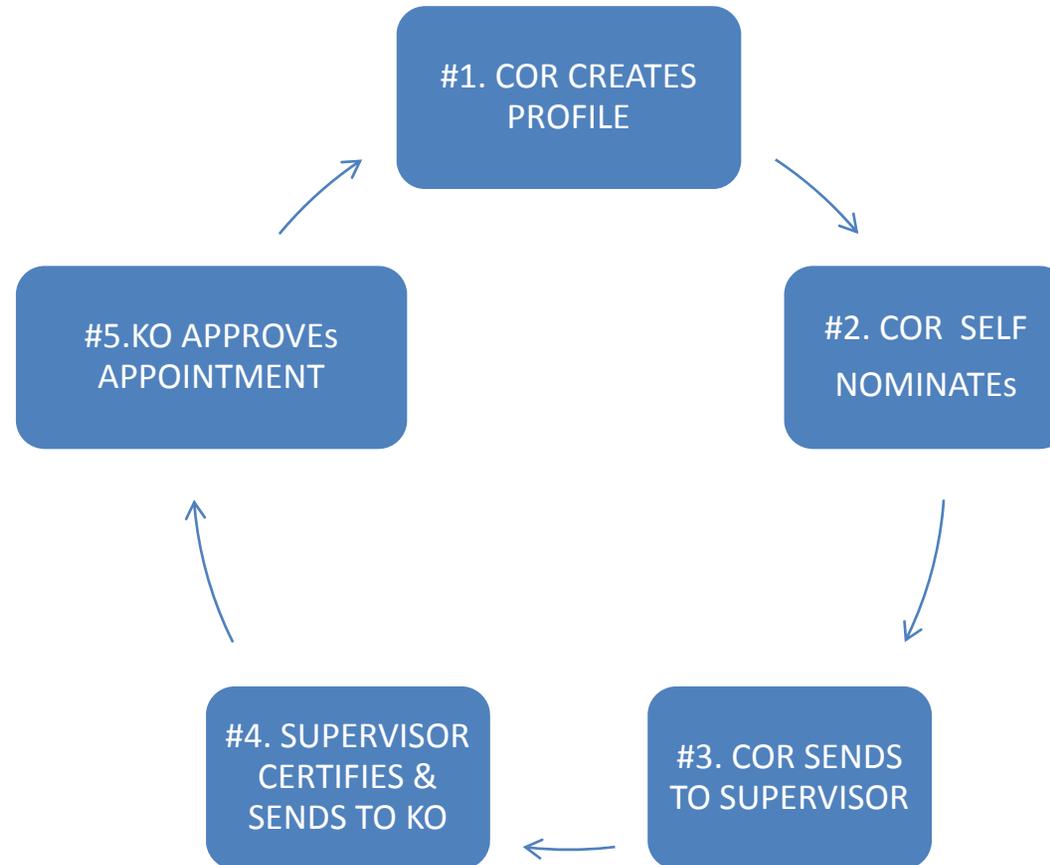


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PROCESS FLOW CHART



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STEP #1

CREATING THE COR PROFILE



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Step #1 – Basic COR Info

- CORs will initiate the process by creating their profile and self-nominating themselves as COR
- Basic COR Info is info that tells the KO the who and the where about the COR – name, location, phone, e-mail, supervisor info, COR training.
- CORs need their supervisor’s “AKO name” (i.e., portion of e-mail before the “@us.army.mil”)



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COR - COR Profile - Windows Internet Explorer

https://arc.army.mil/COR/CORInfo.aspx

Favorites | LSCC Black History Links | Free Hotmail | Internet Service \$9.95

COR - COR Profile

- COR Home
- COR Profile
- COR Nomination Process
- Contract List/Status
- Awaiting My Approval
- Document Templates
- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- New COR Profile (ADMIN)
- COR Proxy (ADMIN)

COR: Profile

[View COR Contract List](#)

COR Information

AKO Name: CAMILLA.TRAMUEL

Work Address: 2746 Harrison Loop

City/APO: Fort Eustis

State: VA

Zip Code: 23604

Country: United States

Predominant Career Field:

CONTRACTING

-Select-

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

CONTRACTING

FACILITIES ENGINEERING

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

INFORMATION TECHNOLOGY

LIFE-CYCLE LOGISTICS

MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE

NOT CURRENTLY CERTIFIED

PROGRAM MANAGEMENT

PURCHASING

SCIENCE AND TECHNOLOGY MANAGEMENT

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

TEST AND EVALUATION

Email Address: CAMILLA.TRAMUEL@US.ARMY.MIL

PEO/Command: MICC

PM/Directorate: MICC - EUSTIS

Office Symbol: Fort Eustis

Unit:

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	757	8783166	3384
Mobile Phone:			
DSN Phone:		8263166	3384

Country	Area Code	Phone Number	Extension
(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:	757	8783166	3386
DSN Phone:		8263166	3386

Training Courses <-Click to collapse

"Select Not Currently Certified"

Done | Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft Outlook | VCE | Microsoft PowerPoint - [...] | VCE FOR JEANETTE [Co...] | COR - COR Profile - W...





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Step #1a - Adding The Supervisor's Info

Supervisor Information

Note: If the supervisor email address is not a valid address you will receive an email when you try to submit nominations for approval.

AKO Name:

SHIRLEY.POWELL

Note: Check with your supervisor for the correct AKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)

Country

(If applicable)

Area Code

(3 digits, no dashes)

Phone Number

(7 digits, no dashes)

Extension

(If applicable)

Commercial Phone:

Email Address: SHIRLEY.POWELL@US.ARMY.MIL

DSN Phone:





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Step #1b - Adding COR Training

- Allows COR to enter and upload training certificates from drop-down menu
- Training certs not required at creation of profile.
- However, it's Mandatory before KO can sign COR appointment letter!!
- For courses not listed, COR can select "Misc Training"
- CURRENT appointment letters "CAN" be scanned and uploaded to the VCE



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Adding COR Training

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Training Courses <-Click to collapse

No Courses Listed

Document: -Select-

Course Compl. Date:

Add Document:

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

[Click Here to Add Course Certificate](#)

Save Record

Save and Start Nomination Process

Trusted sites | Protected Mode: Off

Start | Inbox - Microso... | VCE | Microsoft Power... | COR - COR Pro... | Interactive serv... | 3:39 PM



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Adding COR Training

Country:

Commercial Phone:

Mobile Phone:

DSN Phone:

Predominant Career Field:

Level of Certification:

Supervisor Information

Note: If the supervisor email address is not a valid address you will receive an email when you try to submit nominations for approval.

AKO Name: Country: Area Code: Phone Number: Extension:

Email Address: Commercial Phone: Area Code: Phone Number: Extension:

Training Courses

	Course	Train Lvl	Certificate	Course Compl. Date
	ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)		neeb warrant.pdf	03/25/2002
	DAU CLC 106 COR with a Mission Focus	ABC	CLC106 8 HRS.pdf	09/06/2009

Document:

Course Compl. Date:

Add Document:

Note: File size being uploaded must not exceed 8 MB

Save Record

Save and Start Nomination Process

Misc training for courses not listed.





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COR - COR Self Nomination for W911S0-04-D-0002-0010 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=5655&id=8651

COR - COR Self Nomination for W911S0-04-D-0002-0...

ACC - VCE Virtual Contracting Enterprise

User Name: KENNETH.TYSON

COR Self Nomination for W911S0-04-D-0002-0010
COR Contract Record Updated

[View Complete COR Information](#)
 Cancel Record

COR Information <-Click to collapse

AKO Name: LISA.PALUS
PEO/Command: TRADOC
PM/Directorate: ARCIC

Predominant Career Field:
Level of Certification:

Course	Training Lvl	Certificate
Specialized Training/License/Certification - Type C	C	Masters Certificate in Government Contracting 1 .d
DAU CLC 106 COR with a Mission Focus	[A]	COR with a Mission Focus 11-19-09.jpg
Misc training as required by local center policy		Performance Work Statement.jpg
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Ethics Training CLM 003 10 08 10.doc
Misc training as required by local center policy		CLC 011 Contracting for the Rest of US Training Ce
Misc training as required by local center policy		CLE003 Technical Reviews.doc
ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	COR Course 5 Nov 10.ppt

Contracting Command / Center

Contracting Command: MICC
Contracting Center: MICC CENTER - FORT EUSTIS

Contract Information

->Contract Number is Known ->Contract Number is NOT Known

COR TRAINING

Start | Document1 - Microsoft ... | COR - COR Self Nomin... | 9:41 AM





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Step #2



COR SELF-NOMINATION



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COR - COR Nomination Process

[View Complete COR Information](#)
Cancel Record ⓘ

COR Information <-Click to collapse

AKO Name: CAMILLA.TRAMUEL **PEO/Command:** MICC

Predominant Career Field: **Level of Certification:**

Courses: **No Courses Listed**

Contracting Command / Center ⓘ

Contracting Command: MICC **Contracting Center:** MICC CENTER - FORT EUSTIS

Contract Information ⓘ

->Contract Number is Known ->Contract Number is NOT Known

Contract Number: -Select- - -Select- -

Delivery/Task Order: []

Record Status: Draft

Contracting Officer

Contracting Officer: -Select-

Commercial Phone: []

Contracting Specialist

Contracting Specialist: []

Commercial Phone: []

QA Surveillance Plan

Note: The file should have a file extension (doc, pdf, etc.).
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Contract List/Status

- COR Profile
- COR Nomination Process
- Contract List/Status
- Awaiting My Approval
- Document Templates
- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records

Contracting Officer List:

- Select-
- ADDISON, JANICE
- ALFORD, JACQUELINE
- BEUSCHEL, LANCE
- BLACK, DIANE
- BROADWAY, DIANE
- CELANO, DELPHA
- CHERRY, CYNTHIA
- COGOSSI, BRUCE
- DOWELL, SHIRLEY
- ELLIOTT, JANICE

Contracting Specialist List:

- Select-
- ADAMS, MICHAEL
- ADDISON, JANICE
- ALFORD, JACQUELINE
- ALLEN, VICKIE
- AUSTIN, T
- BARBIE, JOHN
- BEAGLE, KYLE
- BEDFORD, SCOTT
- BEUSCHEL, LANCE
- BLACK, DIANE
- BLAIR, BARBARA
- BLAIR, STEVEN
- BLAKE, LATISHA
- BROADWAY, DIANE
- BROWN, DEBRA
- BURK, MICHELE
- CALLOWAY, BARBARA
- CELANO, DELPHA
- CHERRY, CYNTHIA
- COGOSSI, BRUCE
- COLE, KEITH

COR will enter relevant info:

- Command
- Office
- Contract #
- KO info
- Specialist





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COR - COR Nomination Process

[View Complete COR Information](#)
Cancel Record

COR Information <-Click to collapse

AKO Name: CAMILLA.TRAMUEL **PEO/Command:** MICC **PM/Directorate:** FORT EUSTIS-CC

Predominant Career Field: **Level of Certification:**

Courses: **No Courses Listed**

Contracting Command / Center

Contracting Command: MICC **Contracting Center:** MICC CENTER - FORT EUSTIS

Contract Information

->Contract Number is Known ->Contract Number is Unknown

Contract Number: -Select-

Delivery/Task Order: -Select-

Record Status: -Select-

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan

Add QASP Document: Browse... **Description:**

Note: The file should have a file extension.
Note: File size being uploaded must be less than 8,000 KB.

MICC - FORT CAMPBELL
MICC - FORT CARSON
MICC - FORT DRUM
MICC - FORT GORDON
MICC - FORT HOOD
MICC - FORT IRWIN
MICC - FORT JACKSON
MICC - FORT LEAVENWORTH
MICC - FORT LEE
MICC - FORT LEONARD WOOD
MICC - FORT MEADE
MICC - FORT POLK
MICC - FORT RILEY
MICC - FORT RUCKER
MICC - FORT SILL
MICC - FORT STEWART
MICC - FORT WAINRIGHT
MICC - JOINT BASE LEWIS-MCCHORD
MICC - JOINT BASE MYER-HENDERSON HALL
MICC - WEST POINT
MICC - WHITE SANDS MISSILE RANGE
MICC CENTER - FORT BRAGG
MICC CENTER - FORT EUSTIS
MICC CENTER - FORT KNOX

ENTER:
-Command
-Office
- K / SOI #
- KO info
- Specialist

COR can add RFP
vice K #;
HOWEVER, MUST
HAVE
-Command
-Office
- KO name
- Specialist name



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COR - COR Self Nomination for W911S0-10-D-0003-0004 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=6301&id=9060

★ Favorites | LSCC Black History Links | Free Hotmail | Internet Service \$9.95

COR - COR Self Nomination for W911S0-10-D-0003-0...

COR Self Nomination for W911S0-10-D-0003-0004
COR Contract Record Updated
[View Complete COR Information](#)
 Cancel Record

COR Information <-Click to collapse

AKO Name: JAMES.TODT **PEO/Command:** TACOM **PM/Directorate:** AAD

Predominant Career Field: **Level of Certification:**

Courses:

Course	Training Lvl	Certificate
ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	Original COR Certification.pdf
Misc training as required by local center policy		COR Refresher Training Certificate.pdf
WAWF		WAWF Training Certificates.pdf
Misc training as required by local center policy		2011 Ethics Training Certificate.pdf

Contracting Command / Center

Contracting Command: MICC **Contracting Center:** MICC CENTER - FORT EUSTIS

Contract Information

->Contract Number is Known ->Contract Number is NOT Known

Contract Number: W911S0 - 10 - D - 0003

Delivery/Task Order: 0004

Record Status: COR Nominee - Supervisor Approved

Contracting Officer

Contracting Officer: HARRISON, RHODA **Email:** RHODA.HARRISON@US.ARMY.MIL

Commercial Phone:

Contracting Specialist

Trusted sites | Protected Mode: Off | 100%

Inbox - Microsoft Outlook | COR - COR Self Nomin... | VCE | Microsoft PowerPoint - [...]

1:23 PM

CAN BE
 "0000s",
 BUT NOT A
 BLANK





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COR - COR Nomination Process

COR Nomination Process

[View Complete COR Information](#)
Cancel Record ⓘ

COR Information <-Click to collapse

AKO Name: CAMILLA.TRAMUEL **PEO/Command:** MICC **PM/Directorate:** FORT EUSTIS-CC

Predominant Career Field: **Level of Certification:**

Courses: No Courses Listed

Contracting Command / Center ⓘ

Contracting Command: MICC **Contracting Center:** MICC CENTER - FORT EUSTIS

Contract Information ⓘ

->Contract Number is Known ->Contract Number is NOT Known

Contract Number: W911S0-10-D-0002

Record Status: Draft

Contracting Officer

Contracting Officer: CHERRY, CYNTHIA **Email:** CYNTHIA.CHERRY@US.ARMY.MIL

Commercial Phone:

Contracting Specialist

Contracting Specialist: EPPS, ELENOR **Email:** ELENOR.EPPS@US.ARMY.MIL

Commercial Phone:

QA Surveillance Plan (QASP)

Note: The file should have a file extension (doc, pdf, etc.).

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

Add QASP Document: Browse... **Description:**

KO/specialist must have a "contract award number" before the nomination can be approved by KO.

COR can add QASP





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Step 2a – COR CERTIFICATION

COR - COR Self Nomination for W91150-10-D-0003-0004 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=6301&id=9060

QA Surveillance Plan (QASP)

Note: The file should have a file extension (doc, pdf, etc.).
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Add QASP Document: Browse... Description:

Contractor

DUNS Number: 003174273
Contractor Name: COLONNAS SHIP YARD, INCORPORATED
Contractor City: NORFOLK
Contractor Zip Code: 23523-1799
Contract Award Date: 9/29/2010
Current Completion Date: 7/1/2011

Contractor Address: 400 E INDIAN RIVER RD
Contractor State: VA
Contractor Country: US

COR (Nominee) Certifications:

Cert. Activation	Certification	Certification
5/18/2008	Certified	I HAVE THE NECESSARY CLEARANCE FOR THIS CONTRACT AND ANY RELEVANT INFORMATION
5/18/2008	Certified	I HEREBY UNDERSTAND THAT I AM REQUIRED, AS A COR, TO COMPLETE AND FILE THE OGE 450 FORM BY FEBRUARY OF EACH YEAR WHILE I AM A COR AND I WILL INCLUDE A STATEMENT IN THE FEBRUARY MONTHLY COR REPORT STATING THAT THIS HAS BEEN DONE.
5/18/2008	Certified	I HEREBY UNDERSTAND THAT I AM REQUIRED, AS A COR, TO COMPLETE THE MONTHLY COR REPORT AND SUBMIT IT WITHIN THE COR SITE BY THE 15TH OF EACH MONTH.
5/18/2008	Certified	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.
5/18/2008	Certified	I MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS IN ACCORDANCE WITH AFARS 5153.9001 PARAGRAPH 3.
5/18/2008	Certified	I WILL COMPLETE THE 8 HOUR ONLINE DEFENSE ACQUISITION UNIVERSITY COR TRAINING ENTITLED COR WITH A MISSION FOCUS (CLC 106) AT WWW.DAU.MIL BY THE ANNIVERSARY DATE OF THE LAST COURSE COMPLETION EVERY 3RD YEAR, AND PROVIDE CONFIRMATION OF COMPLETION IN THE MONTHLY COR REPORT TO THE PCO.
5/18/2008	Certified	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.

Submit Record to Supervisor Save Record (without routing)

KTR info is automatic

- COR certification
- Save



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STEP #3

THE COR's SUPERVISOR



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COR's Supervisor's Role

- Supervisor will receive e-mail notifications from COR
- Reviews, rejects/approves and certifies nomination
- Supervisor must check all blocks (COR nomination)
- Can save (as draft) and comeback later to complete
- After review, goes electronically to KO
- If rejected, must provide reason why in comment block



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Acc

This is a multi-part message in MIME format.

-----4D8C24=_23F7E4A13B2357B3

Content-Type: text/plain; charset=us-ascii

Content-Transfer-Encoding: 7bit

Dear SHIRLEY POWELL,

CAMILLA TRAMUEL has self-nominated him/her-self as a COR for contract W91150-10-R-0025. As his/her supervisor, you are required to provide your approval prior to submission to the Contracting Officer for nomination.

Please go to the COR System at <https://arc.army.mil/cor>. Once in the system, the following steps will help you process this request:

1. Click on "Awaiting My Approval" in the left menu;
2. Find this COR Nomination using the Contract Number above and click the link to open the record;
3. After you have reviewed the necessary information, scroll down to the Supervisor section of the record;
4. Complete the supervisor portion of the nomination and Approve your section to submit it to the PCO.

If you cannot access the "Awaiting My Approval" section it may be because the COR Nominee typed your AKO name incorrectly. If it is not exact then your Common Access Card will not match the AKO name and you will be denied access. If this is the case you must direct the COR Nominee to go back to the COR Profile page and type in your exact AKO name. For example "Joseph.Smith 214" or whatever your exact AKO name is. After the COR Nominee has made the correction you should be able to access the Awaiting My Approval section and complete the nomination.

Please note that no COR may be appointed until you complete your portion of the nomination process and submit it through the COR System to the contracting officer.

Rec

This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.

E-mail notification from COR to his/her supervisor





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COR Supervisor Certification

COR - COR Nomination Process - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=3611&new=1

Submit Record to Supervisor Save Record (without routing)

Supervisor Supervisor Certifications: ←Click to collapse

Cert. Activation		Certification
5/18/2008	Not Certified	I CERTIFY THAT I AM THE SUPERVISOR (OR HIGHER AUTHORITY) OF THE NOMINEE AND I SUBMIT THE NOMINEES NAME TO THE CONTRACTING OFFICER AS AN ACCEPTABLE CANDIDATE FOR CONTRACTING OFFICER'S REPRESENTATIVE.
5/18/2008	Not Certified	IF APPLICABLE, THIS COR NOMINEE HAS 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.
5/18/2008	Not Certified	THE NOMINEE HAS FILED AN OGE FORM 450 AND THERE IS NO CONFLICT OF INTEREST OR APPARENT CONFLICT OF INTEREST INTERFERING WITH THIS APPOINTMENT. THE EMPLOYEE WILL BE REQUIRED TO FILE AN OGE FORM 450 EACH FEBRUARY FOR THE DURATION OF THIS APPOINTMENT AND NOTIFY THE PCO OF THIS USING THE FEBRUARY MONTHLY COR REPORT. THE COR WILL NOT PROVIDE A COPY OF THE OGE TO THE CONTRACTING CENTER.
5/18/2008	Not Certified	THE NOMINEE HAS NO SECURITY VIOLATIONS.
5/18/2008	Not Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT CREDIT CARDS.
5/18/2008	Not Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT PURCHASE CARDS.
5/18/2008	Not Certified	THE NOMINEE HAS THE TECHNICAL OR ADMINISTRATIVE ABILITIES AND THE REQUIRED SECURITY CLEARANCE COMMENSURATE WITH THE PROPOSED COR DUTIES.
5/18/2008	Not Certified	THE NOMINEE HAS TIME AVAILABLE TO ADEQUATELY PERFORM SUCH DUTIES.
5/18/2008	Not Certified	THE NOMINEE IS FAMILIAR WITH PERTINENT CONTRACT CLAUSES SUCH AS CHANGES, INSPECTION AND ACCEPTANCE, GOVERNMENT-FURNISHED PROPERTY, TERMINATION, AND THE CONCEPTS OF EXCUSABLE AND NONEXCUSABLE DELAYS IN CONTRACT PERFORMANCE.
5/18/2008	Not Certified	THE NOMINEE MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS IN ACCORDANCE WITH AFARS 5153.9001 PARAGRAPH 3.
5/18/2008	Not Certified	THE NOMINEE POSSESSES THE NECESSARY ABILITY TO ANALYZE, INTERPRET, AND EVALUATE FACTORS INVOLVED IN CONTRACT ADMINISTRATION.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE THE 8 HOUR ONLINE DEFENSE ACQUISITION UNIVERSITY COR TRAINING ENTITLED COR WITH A MISSION FOCUS (CLC 106) AT WWW.DAU.MIL BY THE ANNIVERSARY DATE OF THE LAST COURSE COMPLETION EVERY 3RD YEAR, AND PROVIDE CONFIRMATION OF COMPLETION IN THE MONTHLY COR REPORT TO THE PCO.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE THE MONTHLY COR REPORT AND PLACE A COPY OF THE COR MONTHLY REPORT IN THIS SYSTEM EACH MONTH.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE YEARLY ADMINISTRATIVE REVIEW OF THE NOMINEES COR FILES WITH THE CONTRACTING OFFICER IN THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.
5/18/2008	Not Certified	THE NOMINEE'S INTEGRITY AND ADHERENCE TO THE STANDARDS OF CONDUCT DODDS500.7-R, THE JOINT ETHICS REGULATION (JER) AND THE PROCUREMENT INTEGRITY ACT (FAR 3.104) ARE ABOVE REPROACH.

Approval/Rejection Comments:

- Supervisor must certify by checking ALL blocks.
- Can approve or reject.
- If reject must say why in comments





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COR - Awaiting my Approval - Windows Internet Explorer

https://arc.army.mil/COR/AwaitingApproval.aspx

COR - Awaiting my Approval



- COR's Supervisors view

ACC - VCE

Virtual Contracting Enterprise



COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer ⓘ

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor</u>
LISA.PALUS	W911S0-04-D-0002	P.BEATTY
LISA.PALUS	W911S0-04-D-0002-0004	P.BEATTY
DEBRA.ANN.LAWSON	W911S0-04-D-0002-0005	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0001	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0101	P.BEATTY

- COR Home
- COR Profile
- COR Nomination Process
- Contract List/Status
- Awaiting My Approval**
- Document Templates
- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records





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STEP #4

KO REVIEW,



APPROVED

CERTIFICATION,
AND APPROVAL



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KOs Review and Certification

- KO & specialist will receive e-mail notifications that a COR nomination has been requested
- If a pre-award number (04-**R**-0010) is listed, the KO or specialist must enter the award number (04-**D**-0055) before KO approval
- KO Identify COR type (A, B or C) & verify training certs.
- KO can
 - Cancel before formal appointment
 - Terminate after formal appointment
 - COR & COR supervisor will get e-mail notifications



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COR - Awaiting my Approval - Windows Internet Explorer

https://arc.army.mil/COR/AwaitingApproval.aspx

Google

KO VIEW

COR - Awaiting my Approval



ACC - VCE

Virtual Contracting Enterprise



- COR Home
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- Document Templates
- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records

COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor</u>
LISA.PALUS	W911S0-04-D-0002	P.BEATTY
LISA.PALUS	W911S0-04-D-0002-0004	P.BEATTY
DEBRA.ANN.LAWSON	W911S0-04-D-0002-0005	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0001	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0101	P.BEATTY





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COR - View CORs (ADMIN) - Windows Internet Explorer

https://arc.army.mil/COR/ViewCORByName.aspx?ContractReports=1

File Edit View Favorites Tools Help

COR - View CORs (ADMIN)

ACC - VCE
Virtual Contracting Enterprise

User Name: [Logout](#)
JANICE.ELLIOTT

COR: CORs By Name

Go To Page: Prev **1** Next of 316

Direct Filters:

COR: Contract #:

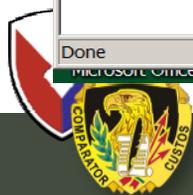
Supervisor: PCO:

Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected Inactive

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
GEORGE.ALAN.FISHER	W91QUZ-06-D-0012-1L61		SCOTT.MITCHELL	JANICE.ELLIOTT	COR Nominee - Supervisor Approved
IVY.GIBIAN	W74V8H-05-D-0039-0001		ROBERT.WEBSTER3	JANICE.ELLIOTT	Draft
LUBICA.ALBERTY	W912SU-07-P-0052-0000		MIKA.HOFFMAN	JANICE.ELLIOTT	Draft

Done

Trusted sites | Protected Mode: Off | 100%





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COR - COR Self Nomination for W911S0-04-D-0002-0010 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=5655&id=8651

U.S. Army logo

COR - COR Self Nomination for W911S0-04-D-0002-0...

ACC - VCE Virtual Contracting Enterprise

U.S. Army logo | ARMI logo | User Name: KENNETH.TYSON

- COR Home
- COR Profile
- COR Nomination Process
- Contract List/Status
- Awaiting My Approval
- Document Templates
- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records

COR Self Nomination for W911S0-04-D-0002-0010

COR Contract Record Updated

[View Complete COR Information](#)

Cancel Record

COR Information Click to collapse

AKO Name: LISA.PALUS **PEO/Command:** TRADOC **PM/Directorate:** ARCIC

Predominant Career Field: **Level of Certification:**

Courses:

Course	Training Lvl	Certificate
Specialized Training/License/Certification - Type C	C	Masters Certificate in Government Contracting 1 .d
DAU CLC 106 COR with a Mission Focus	[A]	COR with a Mission Focus 11-19-09.jpg
Misc training as required by local center policy		Performance Work Statement.jpg
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Ethics Training CLM 003 10 08 10.doc
Misc training as required by local center policy		CLC 011 Contracting for the Rest of US Training Ce
Misc training as required by local center policy		CLE003 Technical Reviews.doc
ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	COR Course 5 Nov 10.ppt

COR TRAINING

Contracting Command / Center

Contracting Command: MICC **Contracting Center:** MICC CENTER - FORT EUSTIS

Contract Information

->Contract Number is Known ->Contract Number is NOT Known

Done Trusted sites | Protected Mode: Off 100%

Start Document1 - Microsoft ... COR - COR Self Nomin... 9:41 AM





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Mission and Installation Contracting Command



COR - COR Nomination Process for W91QUZ-06-D-0012-1L61 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=3675&id=9376

File Edit View Favorites Tools Help

COR - COR Nomination Process for W91...

5/18/2008	Certified	I WILL COMPLETE THE 8 HOUR ONLINE DEFENSE ACQUISITION UNIVERSITY COR TRAINING ENTITLED COR WITH A MISSION FOCUS (CLC 106) AT WWW.DAU.MIL BY THE ANNIVERSARY DATE OF THE LAST COURSE COMPLETION EVERY 3RD YEAR, AND PROVIDE CONFIRMATION OF COMPLETION IN THE MONTHLY COR REPORT TO THE PCO.
5/18/2008	Certified	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.

Save Record (without routing)

Supervisor <-Click to expand
Contracting Officer <-Click to collapse

COR Training Type: ⓘ

PoP less than 90 Days?: ⓘ

Waive QASP?: ⓘ

Contracting Officer Certifications:

Cert. Activation ⓘ	All	Certification
5/18/2008	<input type="checkbox"/> I certify	EVERY MONTH I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED MONTHLY COR REPORT AND UPLOADS IT IN THIS SYSTEM. I WILL THEN REVIEW THE MONTHLY COR REPORT AND APPROVE OR REJECT IT IN THE COR MANAGEMENT SYSTEM.
5/18/2008	<input type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection Comments:

Appointment Letter: Browse... **Appointment Date:** 📅

Note: File size being uploaded must not exceed 8 MB (8,000 KB).
 Note: To review the list of Appointment Letter templates, please visit the [Document Templates page](#) and select your organization.

Contracting Officer Approve Save Record (without routing) Contracting Officer Reject

Contract Management <-Click to expand

Trusted sites | Protected Mode: Off | 100%

Microsoft Office 1483.rtf Backup of 1-0823 doc1 FRD memo for... Kelsey Rawlings MISSION TEAM D... OP171 Kennedy - NLC Sole source JA v1 DA7





KOs Review and Certification

Order:
Contracting Officer
Certifications:

KO will – approve/reject
- decides training type
- checks all blocks

Cert. Activation		Certification
5/18/2008	Not Certified	EVERY MONTH I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED MONTHLY COR REPORT AND UPLOADS IT IN THIS SYSTEM. I WILL THEN REVIEW THE MONTHLY COR REPORT AND APPROVE OR REJECT IT IN THE COR MANAGEMENT SYSTEM.
5/18/2008	Not Certified	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	Not Certified	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection
Comments:

COR Training Type:

 Appointment Letter:
 Note: File size being uploaded must not exceed 8 MB (8,000 KB).
 Note: To review the list of Appointment Letter templates, please visit the [Document Templates page](#) and select your organization.

Contingency Environment?:
 Synchronized Pre-deployment and Operational Tracker (SPOT) System Validation Authority will be assigned to:
 Appointment Date:

Contingency will be deleted

Contract Management <-Click to expand

Trusted sites | Protected Mode: Off | 100%

Microsoft PowerPoint - [...] | Inbox - Microsoft Outlook | COR - COR Nominatio...





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COR - COR Nomination Process for W911S0-04-D-0002 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=5655&id=8651

COR - COR Nomination Process for W911S0-04-D-0002

5/18/2008	Certified	I MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS IN ACCORDANCE WITH AFARS 5153.9001 PARAGRAPH 3.
5/18/2008	Certified	I WILL COMPLETE THE 8 HOUR ONLINE DEFENSE ACQUISITION UNIVERSITY COR TRAINING ENTITLED COR WITH A MISSION FOCUS (CLC 106) AT WWW.DAU.MIL BY THE ANNIVERSARY DATE OF THE LAST COURSE COMPLETION EVERY 3RD YEAR, AND PROVIDE CONFIRMATION OF COMPLETION IN THE MONTHLY COR REPORT TO THE PCO.
5/18/2008	Certified	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.

Submit Record to Supervisor Save Record (without routing)

KO
CERTIFY
AND
APPROVE

Supervisor <-Click to expand
Contracting Officer <-Click to collapse
Reassignment of the PreAward Contract W911S0-04-D-0002

Contract Number: W911S0 -04 -D -0002
 Delivery/Task Order:

Contracting Officer Certifications:

Cert. Activation	All	Certification
5/18/2008	<input checked="" type="checkbox"/> I certify	EVERY MONTH I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED MONTHLY COR REPORT AND UPLOADS IT IN THIS SYSTEM. I WILL THEN REVIEW THE MONTHLY COR REPORT AND APPROVE OR REJECT IT IN THE COR MANAGEMENT SYSTEM.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection Comments:

COR Training Type: B Contingency Environment?: No

Synchronized Pre-deployment and Operational Tracker (SPOT) System Validation Authority will be assigned to:
 Not Applicable to this contract

Appointment Letter: Browse... Appointment Date:

Note: File size being uploaded must not exceed 8 MB (8,000 KB).
 Note: To review the list of Appointment Letter templates, please visit the [Document Templates page](#) and select your organization.

Contracting Officer Approve Save Record (without routing) Contracting Officer Reject

Contract Management <-Click to expand

Done Trusted sites | Protected Mode: Off 100% 9:38 AM

KO
INSERT
APPT
LTR





- Document Templates
- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records

The following problems were encountered with the Contracting Officer Approve action

- QASP Document required
- Appointment Letter is required

The following problems were encountered with the Required Courses

- The COR candidate does not have all of the appropriate Courses, and the associated certificates, in their profile in order to Self Nominate
 - ACC COR Comprehension Training

The following problems were encountered with the Contracting Officer Section Contract Information

- Contract Type "A", "D" and "G" require a Delivery Order Number (which can NOT be '0000')

[View Complete COR Information](#)

Cancel Record ⓘ

COR Information <-Click to collapse

AKO Name: LISA.PALUS

PEO/Command: TRADOC

PM/Directorate: ARCIC

Predominant Career Field:

Level of Certification:

Courses:

Course	Training Lvl	Certificate
Specialized Training/License/Certification - Type C	C	Masters Certificate in Government Contracting 1 .d
DAU CLC 106 COR with a Mission Focus	[A]	COR with a Mission Focus 11-19-09.jpg
Misc training as required by local center policy		Performance Work Statement.jpg

Windows taskbar showing Start button, open applications (Document1 - Microsoft..., COR - COR Nominatio...), system tray (Trusted sites, Protected Mode: Off, 100%, 9:39 AM).





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Role of the Contract Specialist

- The contract specialist role is identical to that of the KO
 - They have full access to the record and can perform the same actions
- **EXCEPT:**
 - Contract specialist **CANNOT** sign the actual COR appointment letter.



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KO CONTRACT MANAGEMENT AND STATUS REPORTS



U.S. Army Contracting Command

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Mission and Installation Contracting Command



COR Monthly Status Reports

- COR must upload monthly status reports to the VCE
- COR must upload all surveillance reports to the VCE
- KO and specialist will receive e-mail notifications when reports have been received from COR
- KO "MUST" open documents to approve or reject
- KO can open and/or save documents
- Once contract expires, COR will do a final report



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Mission and Installation Contracting Command



COR Monthly Status Reports

- COR/KO/specialist will be able to see all documents as a chronological history of the contract until expiration
- KOs will be able to complete their COR performance review using the VCE
- KOs can view documents by contract number, COR, or COR supervisor



U.S. Army Contracting Command

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COR - Document Templates - Windows Internet Explorer

https://arc.army.mil/COR/Templates.aspx

File Edit View Favorites Tools Help

COR - Document Templates

U.S. ARMY ACQUISITION RESOURCE CENTER

User Name: MICHAEL.NEEB Logout

COR: Document Templates

[Appointment Letter](#) | [Revocation/Termination Letters](#) | [QA Surveillance Plan and Task Matrix](#) | [PCO's COR File Review/Inspection Checklist](#)

Appointment Letter [Back to Top](#)

For use by the Contracting Officer in appointing a COR to a specific contract/order

Document Template	Description	Target User
 COR Appointment Letter	For use by the Contracting Officer in appointing a COR to a specific contract/order	PCO

Revocation Letters [Back to Top](#)

Document Template	Description	Target User
 COR Revocation Letter	For use by the Contracting Officer in revoking the appointment of a COR from a specific contract/order	PCO
 COR Termination Request Letter	For use by the COR in requesting their COR appointment be revoked	COR

QA Surveillance Plan [Back to Top](#)

Document Template	Description	Target User
 Sample QASP Letter	The document should describe the key tasks and their performance standard, acceptable quality level, and surveillance method and assessment	COR
 Sample QASP Task Matrix	The document should describe the key tasks and their performance standard, acceptable quality level, and surveillance method and assessment	COR

Trusted sites | Protected Mode: Off | 100%

- KO document choices
 - KO can scan & upload appt ltr
 - KO will forward to COR for signature



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COR - COR Nomination Process

Validation Authority will be assigned to:

Appointment Letter:
Note: File size being uploaded must not exceed 8 MB (8,000 KB).
Note: To review the list of Appointment Letter templates, please visit the [Document Templates page](#) and select your organization.

Appointment Date:

Contract Management ←Click to collapse

Monthly Status Reports

No Monthly Status Reports Listed

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

COR Trip Report

No COR Trip Reports Listed

Add File **Month:** **Year:** **Add File:** **Browse...**
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

COR Correspondence Report

No COR Correspondence Reports Listed

Add File **Month:** **Year:** **Add File:** **Browse...**
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Miscellaneous Documents

No Miscellaneous Documents Listed

Add File **Month:** **Year:** **Document Type:** **Add File:** **Browse...**
Note: File size being uploaded must not exceed 8 MB (8,000 KB).

COR - COR Nomination Process - Windows Internet Explorer

Trusted sites | Protected Mode: Off | 100%

Start | COR - COR Nominatio... | COR | Microsoft PowerPoint - [...]

-CORs must scan reports to VCE
- Will be able to see all history



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Contract Management - Click to collapse

Monthly Status Reports

	Month/Year	Version	Status	Document	Created By	Created On
	04-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 31 - Apr 10.doc	MICHAEL.C.DOELLING	05/17/2010 08:40 AM
	03-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 30 - Mar 10.doc	MICHAEL.C.DOELLING	04/15/2010 11:00 AM
	02-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 29 - Feb 10.doc	MICHAEL.C.DOELLING	02/25/2010 08:12 AM
	01-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 28 - Jan 10.doc	MICHAEL.C.DOELLING	02/25/2010 08:11 AM
	12-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 27 - Dec 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:33 AM
	11-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 26 - Nov 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:33 AM
	10-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 25 - Oct 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:32 AM
	09-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 24 - Sept 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:31 AM
	08-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 23 - Aug 09.doc	MICHAEL.C.DOELLING	09/15/2009 03:09 PM
	07-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 22 - July 09.doc	MICHAEL.C.DOELLING	08/17/2009 01:31 PM
	06-2009	1	Approved	COR MONTHLY REPORT - 0016 - 21 - June 09.doc	MICHAEL.C.DOELLING	07/15/2009 10:28 AM
	05-2009	1	Approved	COR MONTHLY REPORT - 0016 - 20 - May 09.doc	MICHAEL.C.DOELLING	05/20/2009 01:06 PM

- KO will receive e-mail notification from COR
 - KO MUST approve or reject reports before they can be saved in the VCE





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WHAT HQs



SEEs!



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ACC/MICC HQs WATCH

- ACC/MICC HQs are 
- ACC/MICC HQs will be able
 - To view COR status reports
 - Print COR status reports



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Mission and Installation Contracting Command



What HQs Sees

Acquisition Resource Center (ARC) Welcome: MICHAEL.NEEB

Home | Document List | Open | Send To | Dashboards | Help | Preferences | About | Log Out

New | Add | Organize | Actions | Search title | 1 of 1

Title	Last Run	Type
ACC HQ COR Portfolio by Contract		Web Intelligence Report
ACC HQ COR Portfolio by COR		Web Intelligence Report
ACC HQ COR Status Summary by Command Center		Web Intelligence Report
ACC HQ COR Training Past Due by Office		Web Intelligence Report
ACC HQ Service Contracts COR Status by Office		Web Intelligence Report

Total: 5 objects

Discussions

A tree node is expanded. Trusted sites | Protected Mode: Off | 100%



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COR TRAINING METRIC QTRLY REPORT

	NUMBER OF Ks	NUMBER CONTRACTS REQUIRING A COR	Ks WITH TRAINED CORs	% of Contracts With Trained CORs	CORs Trained This Quarter	Cumulative CORs Trained
MICC						
EUSTIS						





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Mission and Installation Contracting Command



COR - View All Local COR Records

COR: All Local CORs

Go To Page: Prev 1 Next of 311

Direct Filters: COR: Contract #: Supervisor: PCO:

Records to Filter Out: Terminated Draft Submitted to Supervisor Supervisor Approved Active COR Rejected Inactive

Apply Direct Filter(s) Apply Checkbox Filters...

COR	Contract Number	PreAward Number	Supervisor	PCO	COR Status
ANTHONY.J.KUDLICKI	W91150-10-D-0003-0004		STEPHEN.SHULTZ	RHODA.HARRISON	Draft
CHARLES.M.SMALL	W91150-10-D-0006-0001		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
DAVID.HILL4	W91150-10-P-0092-0000		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
DAVID.STEPP	W91150-10-D-0003-0005		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
DEBRA.ANN.LAWSON	W91150-04-D-0002-0005		P.BEATTY	KENNETH.TYSON1	COR Nominee - Supervisor Approved
DEBRA.ANN.LAWSON	W91150-04-D-0002-0003		P.BEATTY	KENNETH.TYSON1	Draft
FRANK.REEVES	W91QF1-10-D-0003-1L03		JERROLD.TWIGG	CYNTHIA.CHERRY	COR Nominee - Submitted to Supervisor
JAMES.E.SHARPE	W91150-10-D-0003-0004		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
JAMES.TODT	W91150-10-D-0003-0004		STEPHEN.SHULTZ	DEL.J.CELANO	COR Nominee - Supervisor Approved
JIM.E.DAVIS	W9125U-04-D-0014-0009		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
JIM.E.DAVIS	W91150-10-D-0011-0001		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
JUAN.M.RAMIREZ	W91150-10-P-0244-0000		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
KENNETH.BROWN6	W91150-10-D-0004-0004		STEPHEN.SHULTZ	DEL.J.CELANO	Draft
LISA.PALUS	W91150-04-D-0002-0002		P.BEATTY	KENNETH.TYSON1	Draft
LISA.PALUS	W91150-04-D-0002	W91150-04-D-0002	P.BEATTY	KENNETH.TYSON1	COR Nominee - Supervisor Approved
LISA.PALUS	W91150-04-D-0002-0004		P.BEATTY	KENNETH.TYSON1	COR Nominee - Supervisor Approved
LURICA ALBERTY	W9125U-07-B-0052-		MIKA.HOFFMAN	TANICE.ELLIOTT	Draft

COR Program Manager View

