COR Status Report Reference Guide SPM Homepage COR Surveillance and Oversight COR Documents COR Status/Progress Reports

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	Roles with the ability to Create a COR Status Report:										
	Contracting Officer Representative (COR)										
	Deles with the shilling to Edit a COD Status Departs										
	Roles with the ability to Edit a COR Status Report:										
Roles and Access	 Contracting Officer (CO) Contract Specialist (CS) Quality Assurance Person of Contact (QAPOC) Administrative Contracting Officer (ACO) 										
	Roles with the ability to Review a COR Status Report:										
	Contracting Officer (CO)										
	Contract Specialist (CS)										
	The COR Status Report Workflow works as follows:										
	1. The COR creates the Status Report and upon submission of the report. SPM generation	tes									
	an email to notify the CO/CS/QAPOC/ACO of the creation.										
COR Status Report	 The COR Status Report then goes to the assigned CO/CS's COR Documents section awaiting their review. 	ו									
Workflow	3. The Reviewer (CO or CS) reviews and signs the report by clicking the review button.	4 ha .									
	4. Once the Review is complete, the CO or CS approves or rejects the Status Report in COR Document section.	the									
	5. An email is then sent to the COR alerting them of the approval/rejection.										
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From the results, select the Contract Number link for the desired contract. Upon selecting the link, the Contract Management page displays.



On the page, select the desired tab to expand the section.

Contract Management Tabs:

- Contracting Information
- Contractor Information
- Period of Performance Monitoring
- Contract Place of Performance
- QA Surveillance Plan / Waiver
- COR Information
- Supervisor/Commander Information
- COR Certifications
- Supervisor / Commander Certifications
- Contracting Officer Certifications
- Designation Letter
- Workflow History
- COR Documents
- Contractor Billing Review

To access the Smart Forms, locate the COR Documents tab and expand. Locate the COR Status/Progress Reports section. In this section, all reports relevant to the user are available.

play 10 🗸	items							Filter:
ategory 📙	Subcategory 1	Year / Month 🗍	Document 1	Document Description	Created By	Created On 1	Status 1	Actions
rogress Reports	N/A	2019 / 04	Contractor Progress Report (Smart Form)	Contractor Progress Report	Test, MSCORTCS	2019/04/02	Submitted	👁 View 📝 Edit 🗱 Delete

To submit a new COR Status Report, select the **Add Smart Form** button at the bottom of the section.

play 10 🗸	items								Filte	r	
ategory 🕌	Subcategory	11 Year / Month	Document	$\downarrow \uparrow$	Document Description	lî	Created By	Created On	$\downarrow \uparrow$	Status 🕸	Action
atus Reports	N/A	2023 / 05	COR Status Report (Smart Form)		COR Status Report		generation in the	2023/05/26		Reviewed	View
ing 1 to 1 of 1	items	2023705	COR Status Report (Smart Form)		COR Status Report			2023/05/26		Previous	1
ing 1 to 1 of 1	nems									Previous	1 1

To create and submit a COR Status Report, search for the desired contract on the COR Surveillance and Oversight – Search Criteria page. From the returned results, select the desired Contract Number and the Contract Management page displays. Select the COR documents tab and expand. At the bottom of the section, select the **Add Smart Form** button and select **COR Status Report** option from the dropdown list that displays.

- COR Documents								O Help
- COR Trip Report(: Display 10 V iter	COR Status Report Trip Report Correspondence Report Contract Discrepancy Report							Filter:
Category Ii	Contractor Progress Report Construction COR Compliance Review Surveillance Checklist Surveillance Schedule	11	Document	Document Description	Created By	Created On 11 2020/01/24	Status II Submitted	Actions
Showing 1 to 1 of 1 item	Warranty Tracking Information Warranty Source of Repair Instructions Universal Examination Record							Previous 1 Next
+ Add Document(s)	+ Add Smart Form							

Creating a COR Status Report

The Add Smart Form - COR Status Report page displays.

COR Name	2. Contractor Name	3. Contract Number		4. Order Number
and the		W91QVN14D0035		W91QVN14D00350029
Period of Performance for Monitoring Start Date	Period of Performance for Monitoring End Date	6. Report Month *	7. Report Year *	
2017/03/15	2020/03/31	March	• 2019	*
8. Surveillance Method * (Choose all that apply)				
Surveillance Method		Frequency	QASP Re	ference
Metrics				
Periodic Sampling				
Random Sampling				
Periodic Inspection				
100% Inspection				
Validated Customer Complaints				
Unscheduled Visits				
Customer Feedback				
Third Party Audit				
Other: (Identify)				

	16. Additional COR Comments:			
	Attachments			
	Attachment Name	Actions		
		T 140		
	Note: If the user has deleted attachment(s), they will be deleted from the system when th 17. Reviewers Comments	e Smart Form is submitted/updated.		
	History			
	Date Action By Email	Phone Role Status	Signature Comm	ments
	← Back & Submit M Save ● Holp			
	5	~		,
	An email is sent to the CO/CS alerti	ng them to take action or	the Smart Form is subm	nitted Th
	smart form is then available in the C	OR Documents section	of the reviewing CO/CS.	
	To add a COD Status Depart acces	h for the desired control	ton the COD Sum willowers	ام مر
	To edit a COR Status Report, searc	n for the desired contrac	on the COR Surveillance a	and
	Oversight – Search Criteria page. F	rom the returned results,	select the desired Contract	t Number
	and the Contract Management page	e displays. Select the CO	R documents tab and expan	nd. Locat
	the COR Status/Program Banarta a	eation and calest the Ed	t button novt to the desired	loontroot
	the COR Status/Progress Reports s	ection and select the Eu	L DULION NEXT to the desired	i contract.
	 COR Status/Progress Report(s) 			
	Display 10 🗸 items		Filter:	
	Category 11 Subcategory 11 Year / Month 11 Document	↓↑ Document Description ↓↑ Create	d By 11 Created On 11 Status 11 Actions	
	Progress Reports N/A 2019 / 04 Contractor Progress	Report (Smart Form) Contractor Progress Report Test, M	SCORTCS 2019/04/02 Submitted View Feat	× Delete
	Showing 1 to 1 of 1 items		Previous	1 Next
Editing a COR	The colorised report displays and is	aditabla		
	The selected report displays and is	editable.		
Status Report	Edit Smart Form - Contractor Progress Report			
	Month * Year *			
	April V 2019 V			
	Contract Number Delivery/Task Order N	lumber Date of Report *		
	W9124713D0011 0003	2019/04/02		
	The COR must ensure that each progress report is factually accurate and complete	te and should check each progress report to determine the follo	wing:	
	The contractor will not v meet the delivery dates. *			
	Detail Problems Enreegen			
	Modify the desired fields and select	the Update button at the	bottom of the page to subr	mit the
	report changes			
	isport ondingoo.			

	Are the Delays/Discrepancies note	ed above caused by the con	tractor? *					
	History							
	Date	Action By	Email	Phone	Role	Status	Signature	
	2019-04-02 09:40:31	Test, MSCORTCS	and the cost of the set of	6696996	Contract Specialist	Submitted	Test, MSCORTCS	
	← Back 🕑 Update 🔮 H	qle						
								_
	If the report is be	ing rocubr	nitted for CO/CS re		oct the Pec	ihmit bi	itton at the h	ottom of
	the page.	ing resubli		eview, seie				
	🗲 Back 🕑	Update (3 Resubmit 🚺 He	lp				
					Paula	T		
	Selecting the Up	uate Dutto	n populates a Sign	lature form	i to display.	10 SUDP		nanges,
	to confirm the up	ina the OT	P sent to the emai	address a	associated	with the	account. Sele	ect Sign
	to confirm the up	dates.						
	Sign Contractor Progres	s Report						
	Info : As of 2024/05/07 16 seconds.	:37:17 UTC, an ema	il was sent to your email account	com	with a One-Time Pas	sword (OTP). Th	nis password will expire i	n 200
	 The PIEE signature r If you have not setup you 	equirement has char ır Digital PIN, click on M	nged to allow support for all the ma anage Digital PIN link to setup your PIN.	jor browsers. Click	here for more informa	ation.		
	If you are having issue w	ith receiving One-Time F	Password(OTP) via E-mail, you can also	setup OTP on your mo	bile device by visiting Set	tup Time-Based Or	e Time Password page.	
	Pin *		Manage Digital PIN					
	OTP (One Time Passwor	d) *	Send OTP via E-					
		Ma	bil					
	Are you sure you want to	sign this Contract	or Progress Report?					
	🖉 Cancel 🚺 🗹 Sigr							
		-				_		
	To review a COF	R Status Re	port, search for th	e desired	contract on	the COF	R Surveillanc	e and
	Oversight – Sear	ch Criteria	page. From the re	eturned res	sults. select	the desi	red Contract	Number
	and the Contract	Managem	ent page displays.	Select the	e COR docu	uments ta	ab and expar	nd. Locate
	the COR Status/	Progress R	eports section and	d select the	e Review b	utton in	the Actions of	column of
	the desired contr	act.						
Deviewing a COD								
Reviewing a COR		Онер						
Status Report	Filter							
	II Status II Action	15						
	Submitted View G	S Review						

The selected report displays.

A Martin Contraction of the Cont	A Contractor Name		2 Contract Number			A Contra Marchan	
R Name	2. Contractor Name		3. Contract Number			4. Order Number	
			AQ0123452				
riod of Performance for Monitoring Start Date	Period of Performance for Monitoria	ng End Date	6. Report Month *		7. Report Year *		
20/02/03	2021/05/27		May	~	2020	~	
Surveillance Method * (Choose all that apply)							
surveillance method		Frequency			QASP Reference		
Metrics							
Periodic Sampling							
Random Sampling							
Periodic Inspection							
100% Inspection							
Validated Customer Complaints							
Unscheduled Visits							
Customer Feedback		Yearly		~	serdztt		
Third Party Audit							
Other: (identify)							
The contractor is up to date in submitting or performing the following * (Cho-	ose all that apply)						
Manifelia	- 0	at Meethan			- C. Annata da Information		
workey modes		or vouries					
Required Deliverables	SE Co	intractor Status Reports			Contractor Progress Repo	orts	
Contract Manpower Reporting (CMRA)	III SP	OT LOA Personnel Updates					
Other: (identify)							
Other: (identify)							
) Other: (duntify) 0. Employees							
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) Other (dentify) 0. Employees Number of employees currently on the contract			b. Number of new employees (if any)	that were placed on	contract in the last month		
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Other (dentify) E Employees Number of employees currently on the contract			b. Number of new employees (if any)	that were placed on	contract in the last month		
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Once reviewed, scroll down to the bottom of the report and select the **Review** button.

. Are there any disorepancies to re Yes No	sport? *		If yes, identify the discrepancies	c					
b. Actions being taken by the contractor to correct discrepancies:			If yes on (a), identify actions bei	ng taken:					
Customer Complaints *			a. The number of customer comp	laints		b. The number of valid	l customer complaints		
* No									
 Not Applicable Were all items in the QASP addres 	ssed? *		If no, provide rationale:						
® Yes									
Not Applicable									
Are the Delays/Discrepancies not	ed above caused by the contractor	2*							
© Yes									
Not Applicable									
Additional COR Comments:									
ttachment Name				Actions					
e: If the user has deleted attachme	ent(s), they will be deleted from the	e system when the Smart Form is submitte	d/updated.						
Reviewers Comments									
listory									
History					MINING .				
Eistory Date	Action By	Email		Phone	Contraction Officer Decomposition		Status	Signature	Comments

Selecting the **Review** button populates a **Sign COR Status Report** popup. Reviewers are required to sign their review via password. To move forward with the review, enter the password and select **Sign**. If the report does not pass the review, select back. Additional edits may be made by the COR Status Report creator prior to the approval or rejection of the report.

	COR Status Report Sign COR Status Report Password* By signing. I verify that I have reviewed this COR Status Report. Do and J. Clin To and J. Clin
	To approve/reject a COR Status Report, search for the desired contract on the COR Surveillance and Oversight – Search Criteria page. From the returned results, select the desired Contract Number and the Contract Management page displays. Select the COR documents tab and expand. Locate the COR Status/Progress Reports section and find the desired contract. In the Actions column, select the Approve or Reject buttons.
	Display 10 v Items Filter. Category 11 Subcategory 11 Year / Month 11 Document 11 Document Description 11 Created By 11 Created On 11 Status 11 Actions Status Reports N/A 2023 / 05 COR Status Report (Smart Form) COR Status Report 2023/05/28 Reviewed View. © Approv @ Regist. Showing 1 to 1 of 1 items
	If the report is approved, the process is complete. Selecting the Approve button populates a Sign and Approve COR Status Report screen. Enter in the PIN and OTP that was emailed to the address associated with the account. Click the Sign button to complete the process.
Approving/Rejecting	Sign and Approve COR Status Report Info : As of 2024/05/07 16:29:05 UTC, an email was sent to your email account wawflest@caci.com with a One-Time Password (OTP). This password will expire in 200 seconds. The PIEE signature requirement has changed to allow support for all the major browsers. Click @@ for more information. The VIEE signature requirement has changed to allow support for all the major browsers. Click @@ for more information.
the COR Status Report	O If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One Time Password page. Pin * Im A Manage Digital PIN OTP (One Time Password) * A Send OTP via E-Mail
	Are you sure you want to sign and approve this COR Status Report?
	Cancel C Sign
	If the report is rejected, it shows back up on the initiating COR's dashboard with a Rejected status. Click the Reject button to send the report back. Clicking the button populates a Sign and Reject COR Status Report screen. Enter a comment and select the OK button to proceed.
	Sign and Reject COR Status Report Comments *
	Cancel C OK