

COR Surveillance File

Quick Reference Guide

All information in the COR Surveillance File is read-only.

SPM Homepage

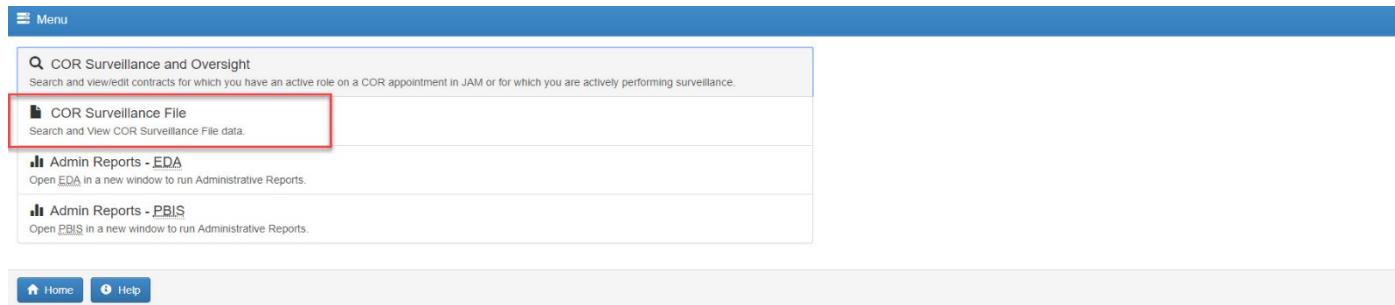
Menu

COR Surveillance File

Roles and Access

All roles having access to SPM can access the COR Surveillance File Menu. The search will be restricted by Role,

COR Surveillance File Menu



Step 1: After selecting COR Surveillance File from the menu, the following search page will be displayed. Enter in the desired search criteria. In this example, the Nomination / Appointment Status is set to Active. The search will restrict results by role, agency and DoDAAC.

A screenshot of the "COR Surveillance File - Search Criteria" page. The page contains a grid of search filters. The "Nomination / Appointment Status" dropdown menu is highlighted with a red box and shows the following options: "Active", "- Select -", "Inactive", "Terminated", and "Contract Closed". Other filters include "Search As", "Contract Number", "Delivery / Task Order Number", "Pre Award Number", "COR First Name", "COR Last Name", "Contract Officer First Name", "Contract Officer Last Name", "Supervisor / Commander First Name", "Supervisor / Commander Last Name", "QA POC First Name", "QA POC Last Name", "ACC First Name", "ACC Last Name", "Issuing Office DoDAAC", and "Home Organization DoDAAC". At the bottom are "Search", "Reset", and "Help" buttons.

Step 2: Click on a Contract Number link. Upon clicking on the Contract number link the Contract Management Guide will open.

COR Surveillance File - Search Results

Display 10 items Filter:

COR Name	COR Home Dodaac	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
Ivey, Almee	FU4417	N/A	Active		W15P7T11DG402	3332	Officer, Oliver	Specialist, Susan	ARMY-SUP, Sammy	2017/06/20	FJ4417
Mitchell, William	FU4417	Primary	Active		FA303019D3303		Blajian, Matthew	Giacchetto, Paul	Supervisor, Sammy	2019/03/08	FJ4417
Mitchell, William	FU4417	Primary	Active		W15P7T11DG402	3333	Officer, Oliver	Specialist, Susan	ARMY-SUP, Sammy	2019/03/08	FJ4417
Mitchell, William	FU4417	N/A	Active		W91QVN14D0035	W91QVN14D00350029	Officer, Oliver	Specialist, Susan	ARMY-SUP, Sammy	2017/03/15	FJ4417

Showing 1 to 4 of 4 items

Previous 1 Next

← Back Export (CSV) Help

Once the user selects a Contract Number link from the COR Surveillance File Menu will only have view only access. The COR Surveillance File will be displayed with the following sections:

COR Surveillance File

- Contraction Information
- Contractor Information
- Contract Place of Performance
- QA Surveillance Plan/Waiver
- COR information
- Supervisor/Commander Information
- COR Certifications
- Supervisor/Commander Certifications
- Contracting Office Certifications
- Designation Letter
- Termination Letter
- Workflow History
- WAWF Cost Vouchers
- COR Contract Communications
- Property Transfer Documents
- Government Furnished Property Attachments
- COR Documents

+ Contracting Information

Help

+ Contractor Information

Help

+ Period of Performance for Monitoring

Help

+ Contract Place of Performance

Help

+ QA Surveillance Plan / Waiver

Help

+ COR Information

Help

+ Supervisor / Commander Information

Help

+ COR Certifications

Help

+ Supervisor / Commander Certifications

Help

+ Contracting Officer Certifications

Help

+ Workflow History

Help

+ COR Documents

Help

Contracting Information

Contracting Information Help

Contract Number: W15P7T11DG402

Delivery/Task Order Number: 3332

Contract Type: DoD Contract (Non-FAR)

Issuing Office *: FU4417

Level 2 - Issuing Agency: Air Force, Department of the

Pre Award Type: - Select -

Pre Award Number:

Projected Number of CORs on Contract: 0

Actual Number of CORs on Contract: 1

Type of COR: N/A

COR Training Type *: A

Contingency Environment: No

Is this a cost reimbursement type contract?: No

Is the COR required to view the cost vouchers?: No

Period of Performance for Monitoring Start Date *: 2017/06/20

Period of Performance for Monitoring End Date *: 2022/06/30

Contracting Officer (Last, First) *: Officer, Oliver

Contracting Officer Phone: 123 123-4567

Contracting Officer Email: wawf-test@caci.com

Contract Specialist (Last, First) *: Specialist, Susan

Contract Specialist Phone: 123 123-4567

Contract Specialist Email: wawf-test@caci.com

Quality Assurance POC (Last, First): - Select -

Quality Assurance Phone:

Quality Assurance Email:

Administrative Contracting Officer (Last, First): - Select -

Administrative Contracting Officer Phone:

Administrative Contracting Officer Email:

Additional Signatory: No

First Name:

Last Name:

Work Email Address:

Contractor Information

Contractor Information Help

Info: The Electronic Data Access (EDA) system does not have sufficient information to pre-populate data for this contract number. While the contracting officer MAY STILL APPROVE THIS NOMINATION, users must ensure that the contractor's data has been loaded in EDA (in accordance with DFARS PGI 204.204(3)(1)) to successfully auto-populate contract data in JAM.

CAGE Code:

DUNS:

DUNS4:

Contractor Name:

Contractor Address:

Contractor Country:

Contract Award Date:

Contract Completion Date:

PSC Code:

PSC Description:

Contract Place of Performance

Contract Place of Performance Help

Display: 10 Items Filter:

Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals
UNITED STATES OF AMERICA (THE)	JACKSONVILLE	FLORIDA	32257	GULF OIL SPILL 0410				0	0	0

Showing 1 to 1 of 1 items

Previous 1 Next

QA Surveillance Plan/Waiver

The user may click the View link under Actions to view the QASP file.

Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
PLAN	TestAttachment.txt	This is a QASP Description		Annually	These are a QASP Remarks	2019/02/05	View
PLAN	a3.jpg	Test		Not Required	Test	2017/05/20	View

COR Information

COR Information

First Name: William, Last Name: Michal, Work Phone Number: 555-555-1234, Work Email Address: someone@somewhere.com

DEQ's Date: 2019/01/30, OGE 459 Filer: Yes, OGE 459 Filer Month: March, OGE 459 Filer Year: 2019

Agency Experience: Less than 6 months, COR Competencies: A

Technical Experience Comments: I have a lot of technical experience

Technical Experience Documents:

Document	Upload Date	Action
certif1.jpg	2018/12/16	View

COR Training

Training Course	Completion Date	Training Level	Certificate	Equivalency?	Hours	Provider	Source	Action
ALMC-CL COR Training	2018/11/30		course_cert.txt	False	0		MANUAL	View
Christmas Training	2018/12/02		course_cert.txt	False	0		MANUAL	View
Combating Trafficking in Persons	2019/02/28	ABC	certif1.jpg	False	0		MANUAL	View
DAU CLC 108 COR with a Mission Focus	2018/01/01	[A]	certif1.jpg	False	0		MANUAL	View
DAU CLM 003 Ethics Training or Agency Equip	2018/09/10	ABC	certif1.jpg	False	0		MANUAL	View
DAU COR 222 DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent	2019/01/01	[A]BC	certif1.jpg	False	0		MANUAL	View
Hope it Updates	2011/00/23		certif1.jpg	False	0		MANUAL	View
OPBEC Course	2007/11/29		certif1.jpg	False	0		MANUAL	View
WAWF Refresher	2018/11/30		course_cert.txt	False	12		MANUAL	View
Wide Area Workflow (WAWF) Training	2018/05/08		certif1.jpg	False	0		MANUAL	View

Supervisor / Commander Information

Supervisor / Commander Information

First Name: Sammy, Last Name: ARMY-SUP, Work Phone Number: 123 123-4567, Work Email Address: wawf.ref@aoi.com, Supervisor Type: Primary

COR Certifications

COR Certifications

I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 9th year. I will update the training section of this COR Tool with a copy of the refresher course certificate and date of course completion.

I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the COR Tool as specified in the contract.

I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.

I have the necessary clearance for this contract and any relevant information.

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Invoicing, Receipt, Acceptance and Property Transfer (RAPT) online and taken the training at <https://wawf.ab.mil> and will process payments when possible using RAPT.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.

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 submitted.

Comments:

Test

Date Certified: 2017/05/20

Supervisor / Commander Certifications

Supervisor / Commander Certifications Help

Certifications

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.

The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.

The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.

The Nominee's integrity and adherence to the Standards of Conduct DoDD6500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

The Nominee has time available to adequately perform such duties.

The Nominee will complete the applicable COR Reports and place a copy of these reports in this CORT Tool.

The Nominee will complete the COR specific "refresher training" as required by DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition every 3rd year and will update the training section of the CORT Tool with a copy of the refresher course certificate and date of course completion.

The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.

To the best of my knowledge, the Nominee has no violations with US Government credit cards.

To the best of my knowledge, the Nominee has no violations with US Government purchase cards.

To the best of my knowledge, the Nominee has no security violations.

The Nominee may be held personally liable for unauthorized acts.

I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.

If Applicable, this COR Nominee has registered as a user of Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) online and taken the training at <https://wawf1.eb.mil>, and will process payments when possible using IRAPT.

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 COR Report. The COR will not provide a copy of the OGE to the Contracting Center.

Comments

Text

Date Certified
2017/08/20

Contracting Officer Certifications

Contracting Officer Certifications Help

Certifications

I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.

I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.

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.

I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool.

I have reviewed the COR's courses and confirmed that all of the required courses for the type of contract selected has been completed by the COR.

Comments

Text

Date Certified
2017/08/20

The user may click on the View link under the Action column to view the Designation Letter.

Designation Letter

Designation Letter Help

Designation Letter	Designation Date	Action
a1.jpg	2017/08/20	View

Termination Letter

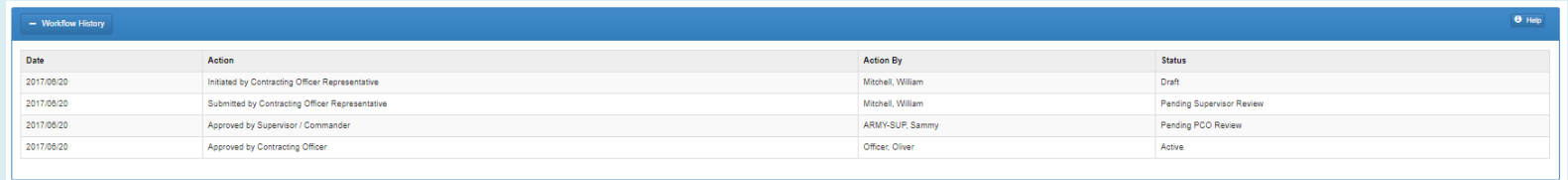
The user may click on the View link under the Action column to view the Termination Letter.



The screenshot shows a table titled "Termination Letter" with a blue header bar containing a "Help" icon. The table has three columns: "Termination Letter", "Termination Date", and "Action".

Termination Letter	Termination Date	Action
COR Termination Letter (Smart Form)	2019/02/10	View

Workflow History

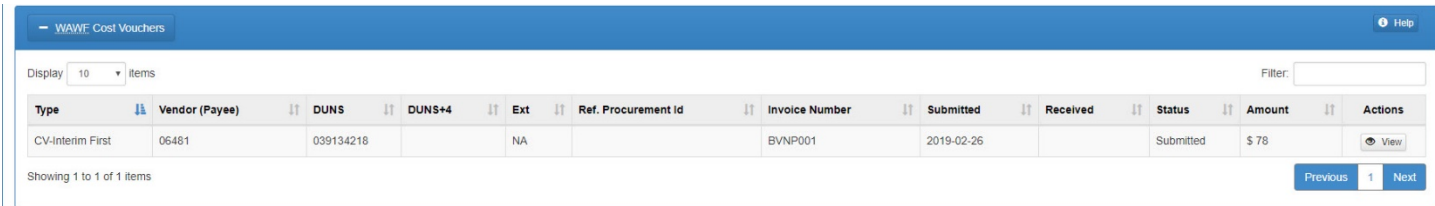


The screenshot shows a table titled "Workflow History" with a blue header bar containing a "Help" icon. The table has four columns: "Date", "Action", "Action By", and "Status".

Date	Action	Action By	Status
2017/08/20	Initiated by Contracting Officer Representative	Mitchell, William	Draft
2017/08/20	Submitted by Contracting Officer Representative	Mitchell, William	Pending Supervisor Review
2017/08/20	Approved by Supervisor / Commander	ARMY-SUP, Sammy	Pending PCO Review
2017/08/20	Approved by Contracting Officer	Officer, Oliver	Active

WAWF Cost Voucher

The user may click on the View link under the Action column to view the WAWF Cost Voucher.



The screenshot shows a table titled "WAWF Cost Vouchers" with a blue header bar containing a "Help" icon. It includes a "Display" dropdown set to "10" items and a "Filter" input field. The table has columns: "Type", "Vendor (Payee)", "DUNS", "DUNS+4", "Ext", "Ref. Procurement Id", "Invoice Number", "Submitted", "Received", "Status", "Amount", and "Actions".

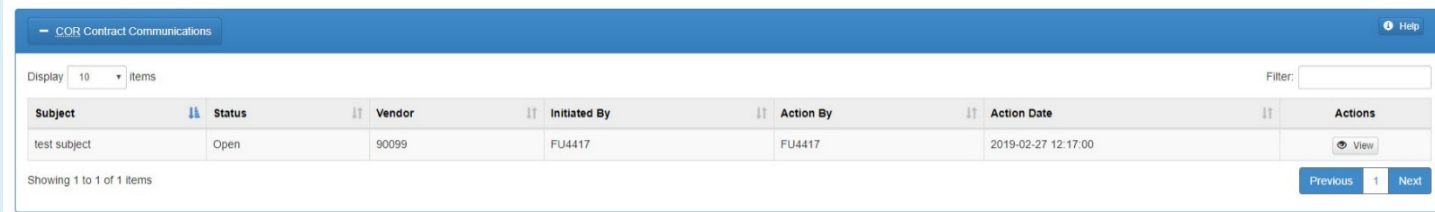
Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Invoice Number	Submitted	Received	Status	Amount	Actions
CV-Interim First	06461	039134218		NA		BVNP001	2019-02-26		Submitted	\$ 78	View

Showing 1 to 1 of 1 items

Previous 1 Next

COR Contract Communications

The user may click on the View link under the Action column to view the COR Contract Communications.



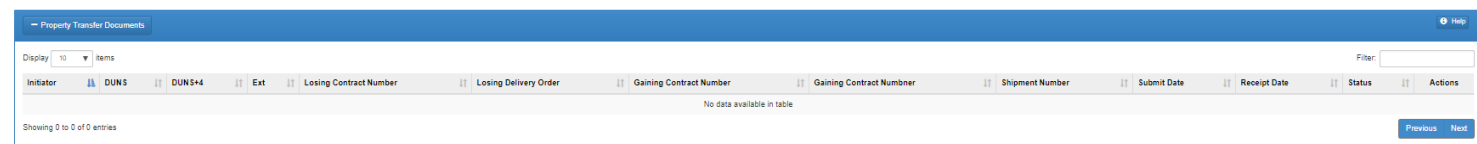
The screenshot shows a table titled "COR Contract Communications" with a blue header bar containing a "Help" icon. It includes a "Display" dropdown set to "10" items and a "Filter" input field. The table has columns: "Subject", "Status", "Vendor", "Initiated By", "Action By", "Action Date", and "Actions".

Subject	Status	Vendor	Initiated By	Action By	Action Date	Actions
test subject	Open	90099	FU4417	FU4417	2019-02-27 12:17:00	View

Showing 1 to 1 of 1 items

Previous 1 Next

Property Transfer Documents



The screenshot shows a table titled "Property Transfer Documents" with a blue header bar containing a "Help" icon. It includes a "Display" dropdown set to "10" items and a "Filter" input field. The table has columns: "Initiator", "DUNS", "DUNS+4", "Ext", "Losing Contract Number", "Losing Delivery Order", "Gaining Contract Number", "Gaining Contract Number", "Shipment Number", "Submit Date", "Receipt Date", "Status", and "Actions".

Initiator	DUNS	DUNS+4	Ext	Losing Contract Number	Losing Delivery Order	Gaining Contract Number	Gaining Contract Number	Shipment Number	Submit Date	Receipt Date	Status	Actions
No data available in table												

Showing 0 to 0 of 0 entries

Previous Next

Government Furnished Property Attachments

The user may click on the View link under the Action column to view the Government Furnished Property Attachments.

Attachment Desc.	Modification No.	Attachment No.	Attachment Date	Contract CAGE Code	Actions
Contract Award		3	2019-02-14		View
Contract Award		1	2019-02-15		View
Contract Award		1	2019-02-15		View
Contract Award		2	2019-02-06		View

COR Documents

The last section in the COR Surveillance File will contain all documents uploaded by the COR sorted by Category / Subcategory. The user may view the document by clicking the View button under the Actions column.

Category	Subcategory	Month / Year	Document	Document Description	Created By	Created On	Actions
COR Status / Progress Report	N/A	02 / 2019	Contractor Progress Report (Smart Form)	Contractor Progress Report	Mitchell, William	2019/02/20	View
COR Status / Progress Report	N/A	02 / 2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/02/18	View
COR Status / Progress Report	N/A	02 / 2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/02/19	View
COR Status / Progress Report	N/A	02 / 2019	Contractor Progress Report (Smart Form)	Contractor Progress Report	Mitchell, William	2019/02/19	View
COR Status / Progress Report	N/A	02 / 2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/02/19	View
COR Status / Progress Report	N/A	02 / 2019	COR Status Report (Smart Form)	COR Status Report	Mitchell, William	2019/02/20	View
COR Status / Progress Report	N/A	02 / 2019	Contractor Progress Report (Smart Form)	Contractor Progress Report	Mitchell, William	2019/02/20	View
N/A	N/A	02 / 2019	Universal Examination Record (Smart Form)	Universal Examination Record	Mitchell, William	2019/02/19	View
N/A	N/A	02 / 2019	Universal Examination Record (Smart Form)	Universal Examination Record	Mitchell, William	2019/02/15	View
N/A	N/A	02 / 2019	Universal Examination Record (Smart Form)	Universal Examination Record	Mitchell, William	2019/02/15	View