

COR Surveillance and Oversight

Quick Reference Guide

SPM Homepage

Menu

COR Surveillance and Oversight

- ❖ The COR Surveillance and Oversight search will only return the contracts relevant to the user's role, agency and DoDAAC.
- ❖ The user will only have rights to edit limited fields related to the contracts returned in the search.
- ❖ Through the COR Surveillance and Oversight Menu option the user will have the capability to add Smart Forms and manual documents.

COR Surveillance and Oversight



Step 1: After selecting COR Surveillance and Oversight 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 the results by role, agency and DoDAAC.

COR Surveillance and Oversight - Search Criteria

Search As Contracting Officer	Contract Number Equal To	Delivery / Task Order Number Equal To	Pre Award Number Equal To
COR First Name Equal To	COR Last Name Equal To	Nomination / Appointment Status Active - Select - Active Inactive Terminated Contract Closed	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To		Contract Specialist Last Name Equal To
Supervisor / Commander First Name Equal To	Supervisor / Commander Last Name Equal To	QA POC First Name Equal To	QA POC Last Name Equal To
ACO First Name Equal To	ACO Last Name Equal To	Issuing Office DoDAAC Equal To	Home Organization DoDAAC Equal To

Search Reset Help

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

COR Surveillance and Oversight - 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	Reports in Review
Mitchel, William	FU4417	Primary	Active COR		FA36291903363		Officer, Oliver			2010/03/14	FU4417	YES
Mitchel, William	FU4417	Primary	Active COR		W15P7711DG402	3333	Officer, Oliver			2010/03/08	FU4417	YES
Mitchel, William	FU4417	N/A	Active COR		W81QVN14D0035	W81QVN14D00350029	Officer, Oliver			2017/03/15	FU4417	NO

Showing 1 to 3 of 3 items Previous 1 Next

Back Export (CSV) Help

Once the user selects a Contract Number link, the Contract Management Guide will be displayed. The Contract Management Guide consists of the following sections:

Contract Management Guide

- 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
- Workflow History
- COR Contract Communications
- Surveillance Documents

Contract Management - Active + Expand All - Collapse

- + Contracting Information ? Help
- + Contractor Information ? 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
- + Designation Letter ? Help
- + Termination Letter ? Help
- + Workflow History ? Help
- + Surveillance Documents ? Help

Contracting Information

The Contracting Information as captured in JAM will be defaulted into SPM as view only. The users with the CO, CS, DA or DPAP Admin roles will have the Edit button available to edit the following fields only: Issuing Office DoDAAC, Contracting Officer Name, Contract Specialist Name, QA POC Name, and ACO Name.

Contracting Information

Contract Number: W15P7T1DG402

Delivery/Task Order Number: 3332

Contract Type: DoD Contract (Non-FAR)

Issuing Office: FUJ4417

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: NIA

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-est@caci.com

Contract Specialist (Last, First): Specialist, Susan

Contract Specialist Phone: 123 123-4567

Contract Specialist Email: wawf-est@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:

Edit

The Contractor Information as captured in JAM will be defaulted into SPM as read-only.

Contractor Information

Contractor Information

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 contract's data has been loaded in EDA (in accordance with DFARS FCI 204.2012(i)) to successfully auto-populate contract data in JAM.

CAGE Code: DUNJ4

Contract Name:

Contractor Address:

Contractor Country:

Contract Award Date:

Contract Completion Date:

PSC Code:

PSC Description:

The Contract Place of Performance as captured in JAM will be defaulted into SPM as read-only. A COR, CS or CO will have the ability to add a Contract place of Performance. Any changes made in SPM will automatically be updated to the corresponding record in JAM.

Contract Place of Performance

Contract Place of Performance

Display: 10 items

Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals	Action
UNITED STATES OF AMERICA (THE)	JACKSONVILLE	FLORIDA	32257	GULF OIL SPILL 0410				0	0	0	<input checked="" type="checkbox"/> Edit

Showing 1 to 1 of 1 items

[Add Contract Place of Performance](#)

Previous 1 Next

Contract Place of Performance - Add

Country *
 UNITED STATES OF AMERICA (THE) ▼

Zip Code
 32202

City
 JACKSONVILLE

State
 FL

NIA Event
 HURRICANE WILMA, 2005 ▼

Cancel Add Help

The QA Surveillance Plan and Waiver Section will display the QASP or Waiver information as defined in JAM. A CO or CS for the contract can add or remove additional QASPs as required. However, the user will not be permitted to delete the original QASP entry defaulted from JAM.

QA Surveillance Plan / Waiver Help

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	2019/02/08	View Edit
PLAN	a3.jpg	Test		Not Required	Test	2017/08/20	View Edit

+ Add QASP

Add QASP

QA Surveillance Plan - Add

QASP Reporting Interval *
 - Select - ▼

QASP Document *
 Choose File...

QASP Description
 [Text Area]

QASP Remarks
 [Text Area]

QASP Remarks are required when the QASP Reporting Interval is 'Other' or 'Not Required'

Cancel Add Help

QA Surveillance Plan/Waiver

Add QASP Waiver – The Add QASP Waiver option will only be available if there is no QASPs on file.

+ Add Smart Form - Quality Assurance Surveillance Plan Waiver

WAIVER OF QUALITY ASSURANCE PLAN
MEMORANDUM FOR RECORD

Contract Number: W91QVNH4D0035 Delivery / Task Order: QASP Waiver Date *:

I, William Mitchell, hereby waive the requirements for a Quality Assurance Surveillance Plan (QASP) against the contracts/orders referenced above.

The QASP waiver is granted in accordance with one of the the following (choose one):
- Select -

Comments

Comments are required when waiver type is (OTHER) or (SUPPLY)

← Back Submit Help

This section includes the COR's information, supervisor, training and experience.

**COR
Information**

- COR Information Help

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

DEROS Date: 2019/01/30 OOE 450 Filer: Yes OOE 450 Filer Month: March OOE 450 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
certify1.jpg	2018/12/18	View

COR Training

Display: 10 items Filter:

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	2013/02/28	ABC	create0.jpg	False	0		MANUAL	View
DAU CLC 108 COR with a Mission Focus	2019/01/01	[A]	certify1.jpg	False	0		MANUAL	View
DAU CLM 003 Ethics Training or Agency Equiv	2018/06/10	ABC	add1.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][B][C]	certify1.jpg	False	0		MANUAL	View
Hope K Updates	2011/08/23		add3.jpg	False	0		MANUAL	View
CPSEC Course	2007/11/29		create3.jpg	False	0		MANUAL	View
WAWF Refresher	2018/11/30		course_cert.txt	False	12		MANUAL	View
Wide Area Workflow (WAWF) Training	2018/06/05		over1.jpg	False	0		MANUAL	View

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**Supervisor /
Contractor
Information**

- Supervisor / Commander Information Help

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type
Sammy	ARMY-SUP	123 123-4567	wawf-test@caoi.com	Primary

The Supervisor / Contractor Information as captured in JAM will be defaulted into SPM as read-only.

The COR Certifications as captured in JAM will be defaulted into SPM as read-only.

COR Certifications

The screenshot shows the 'COR Certifications' form. The title bar reads 'COR Certifications' with a 'Help' icon. The 'Certifications' section contains the following text: 'I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd 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://vauf.eb.mil> and will process payments when possible using iRAPT.' '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.' The 'Comments' section has a 'Text' input field. The 'Date Certified' field is set to '2017/06/20'.

The Supervisor/Commander Certifications as captured in JAM will be defaulted into SPM as read-only.

Supervisor / Commander Certifications

The screenshot shows the 'Supervisor / Commander Certifications' form. The title bar reads 'Supervisor / Commander Certifications' with a 'Help' icon. The 'Certifications' section contains the following text: '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 DoDD5500 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 COR 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 COR Tool with a copy of the refresher course certificate and date of course completion.' 'The Nominee will complete yearly administrative review of the nominee's 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 (RAPT) online and taken the training at <https://vauf.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.' The 'Comments' section has a 'Text' input field. The 'Date Certified' field is set to '2017/06/20'.

The Contracting Officer Certifications as captured in JAM will be defaulted into SPM as read-only.

Contracting Officer Certifications

The screenshot shows the 'Contracting Officer Certifications' form. The title bar reads 'Contracting Officer Certifications' with a 'Help' icon. The 'Certifications' section contains the following text: '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 COR 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 COR 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.' The 'Comments' section has a 'Text' input field. The 'Date Certified' field is set to '2017/06/20'.

Designation Letter

The Designation Letter as captured in JAM will be defaulted into SPM as read-only.



Designation Letter	Designation Date	Action
#1.jpg	2017/08/20	View

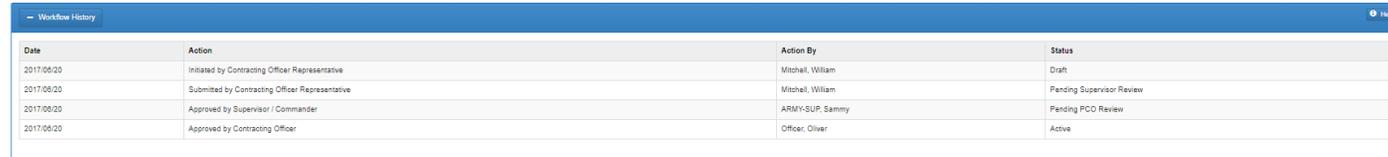
Termination Letter

The following roles have view only access to the Termination Letter: COR, CO, CS, QAPOC, ACO, Manager, Department Admin and DPAP Admin.



Termination Letter	Termination Date	Action
COR Termination Letter (Smart Form)	2019/02/19	View

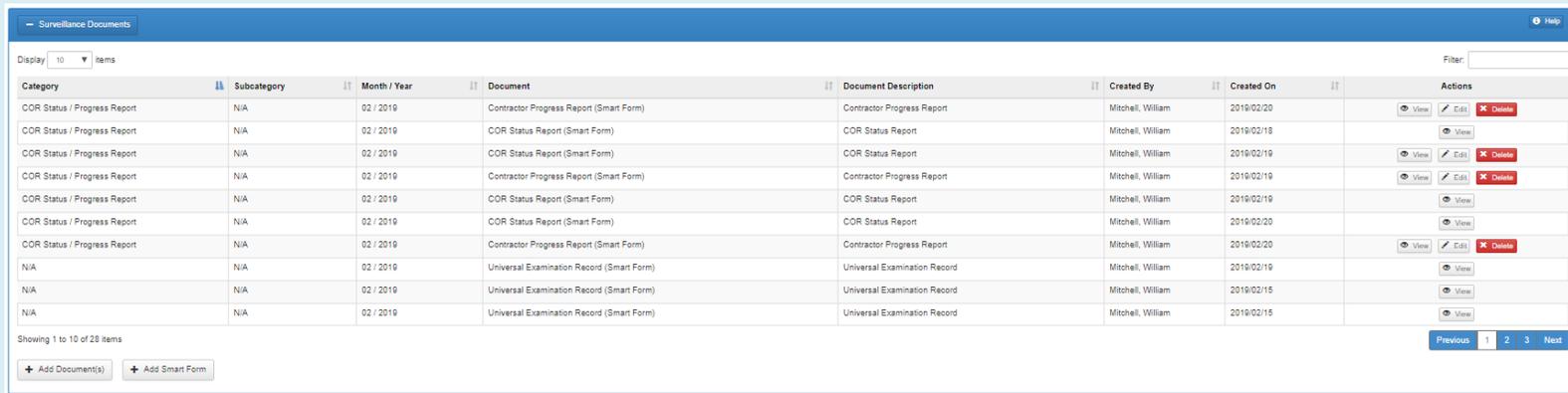
Workflow History



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

Surveillance Documents

In this section the user will be able to add smart forms and external documents for an individual contract, the access varies by the role and document.



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 Edit Delete
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 Edit Delete
COR Status / Progress Report	N/A	02 / 2019	Contractor Progress Report (Smart Form)	Contractor Progress Report	Mitchell, William	2019/02/19	View Edit Delete
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 Edit Delete
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

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[+ Add Document\(s\)](#) [+ Add Smart Form](#)

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Smart Forms

The Surveillance document can be one of the smart forms available in SPM. Please see the quick reference guides for the available smart forms. The guides will review the workflow and the specific users with access to the forms.

COR Status / Progress Report	COR Status Report	02
COR Status / Progress Report	Trip Report	02
COR Status / Progress Report	Correspondence Report	02
COR Status / Progress Report	Contract Discrepancy Report	02
COR Status / Progress Report	Contractor Progress Report	02
COR Status / Progress Report	Construction COR Compliance Review	02
Miscellaneous	Surveillance Checklist	03
N/A	Surveillance Schedule	02
	Warranty Tracking Information	02
	Warranty Source of Repair Instructions	
	Universal Examination Record	

Showing 1 to 10 of 30 items

Smart Form	Create	Edit	View
Annual COR File Inspection Checklist	CO, CS	CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
COR Status / Progress Report	COR	COR, CO, CS, QAPOC, ACO	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Contract Discrepancy Report	COR, QAPOC, ACO	COR, QAPCO, ACO, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Trip Report	CO, CS, QAPOC, ACO, Manager, DA, DPAP	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP only person who is "reviewer"	COR, CO, CS, QAPOC, ACO, Manager, DA
Memorandum for the Record	CO, CS, QAPOC, ACO, Manager, DA, DPAP	CO, CS, QAPOC, ACO, Manager, DA, DPAP	CO, CS, QAPOC, ACO, Manager, DA, DPAP
Contractor Progress Report	COR, CO, CS	COR, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Correspondence Report	COR	COR, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Construction COR Compliance Review	COR, QAPOC, ACO	COR, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Surveillance Checklist	COR, CO, CS, QAPOC, ACO	COR, CO, CS, QAPOC, ACO	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Surveillance Schedule	COR, CO, CS, QAPOC, ACO	COR, CO, CS, QAPOC, ACO	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Warranty Tracking Information	COR, CO, CS	COR, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Warranty Source of Repair Instructions	COR, CO, CS	COR, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP
Universal Examination Record	COR, QAPOC	COR, QAPOC, CO, CS	COR, CO, CS, QAPOC, ACO, Manager, DA, DPAP

Add Documents

+ Add Surveillance Document(s)

Month *

Year *

Document Type *

Document Description *

This is a short description

Select Surveillance Document(s) *

Choose File(s) ...

Queue *

File Name	Action
TestAttachment.bt	✖ Remove

single * = Required Fields.

[Upload](#)
[← Back](#)
[? Help](#)

Manual Uploads	Category	Subcategory
Deficiency Reports	Reports	Deficiency
Environmental Plan	Plan(s)	Environmental
GFE Inventory	Miscellaneous	Other
GFE Property Validation	Miscellaneous	Other
Maintenance Plan	Plan(s)	Maintenance
Other	Miscellaneous	Other
Quality Assurance Surveillance Plan	Miscellaneous	Other
Required Regulations	Miscellaneous	Other
Safety Plan	Plan(s)	Safety
Surveillance Check List	Surveillance	Checklist
Surveillance Schedule	Surveillance	Schedule
Test Reports	Reports	Test
Work Plan	Plan(s)	Work