

# Correspondence Report

## Quick Reference Guide

SPM Homepage

Menu

COR Surveillance and Oversight

### Correspondence Report Access

**Create a Correspondence Report:** COR  
**Edit a Correspondence Report:** COR, CO, and CS  
**Reviewer:** None

### Correspondence Report Workflow

The COR creates the Correspondence Report, an email is generated and sent to the CO/CS after creation.

### Steps to Smart Form Access

**Step 1:** Select COR Surveillance and Oversight from the SPM Menu and the following page will display. After entering in search criteria, the user will click the Search button. Search results will be restricted by role, agency and DoDAAC.

Q COR Surveillance and Oversight - Search Criteria

Search As Contracting Officer Representative	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 - Select -	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To	Contract Specialist First 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

Q Search   C Reset   ? Help

**Step 2:** A list of relevant contracts will be returned.

COR Surveillance and Oversight - Search Results

Display 10 items

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
Mitchell, William	FU4417	Primary	Active COR		<a href="#">FA30301903203</a>		Officer, Oliver			2019/03/14	FU4417	YES
Mitchell, William	FU4417	Primary	Active COR		<a href="#">W15P711DQ402</a>	3333	Officer, Oliver			2019/03/08	FU4417	YES
Mitchell, William	FU4417	N/A	Active COR		<a href="#">W91QVN14D0033</a>	W91QVN14D00350029	Officer, Oliver			2017/03/15	FU4417	NO

Showing 1 to 3 of 3 items

Previous 1 Next

Back Export (CSV) Help

**Step 3:** After selecting the Contract Number link, the following page will be displayed. Each contract will have the following sections of information: Contracting 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, and COR Documents.

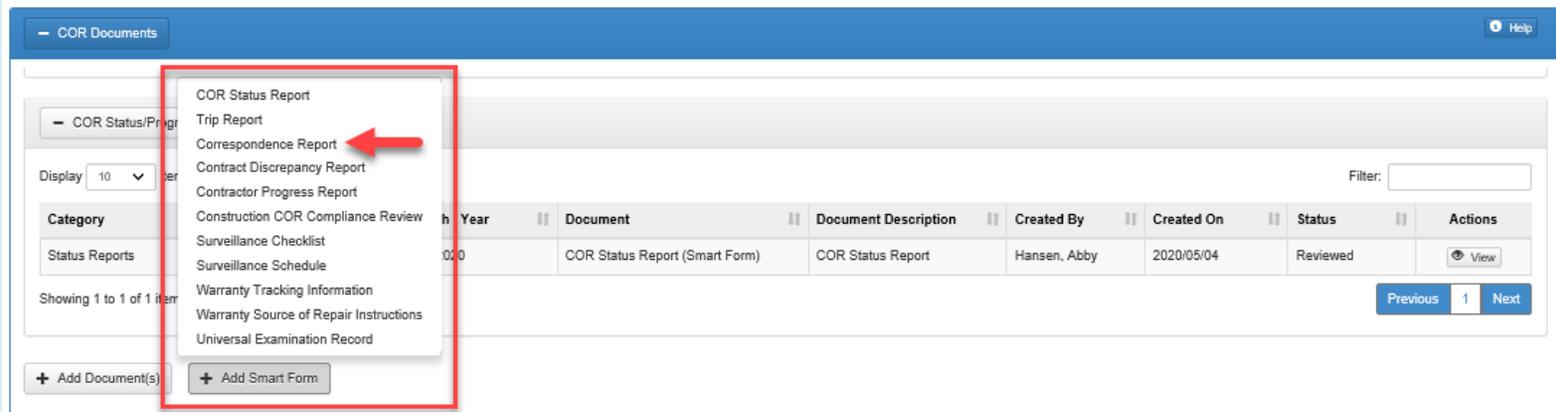
Contract Management - Active COR

Expand All Collapse All

+ 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
+ Designation Letter	Help
+ Termination Letter	Help
+ Workflow History	Help
+ COR Documents	Help

To create, edit or view Smart forms, the user will navigate to the COR Documents section. The user will click on Add Smart Forms and select the appropriate Smart form.

### Smart Form Selection



The required fields are: Month, Year, From, and Discussion.

### Correspondence Report Smart Form

**+ Add Smart Form - Correspondence Report**

Month \*  Year \*

Contract Number  Delivery/Task Order Number

From \*  To \*

Discussion \*

Attachments

Attachment Name	Actions
	<a href="#">+ Add</a>

Note: If the user has deleted attachment(s), they will be deleted from the system when the Smart Form is submitted/updated.

History

Date	Action By	Email	Phone	Role	Status	Signature

[← Back](#) [Submit](#) [Save](#) [Help](#)