Surveillance Checklist

Quick Reference Guide

Surveillance Checklist Access	**Create a Surveillance Checklist:** COR, CO, CS, QAPOC, and ACO **Edit a Surveillance Checklist:** COR, CO, CS, QAPOC, and ACO
Surveillance Checklist Workflow	COR/CO/CS creates the checklist and the system generates an email to the COR/CO/CS after it is created.
Steps to Smart Form Access	**Step 1**: After selecting COR Surveillance and Oversight from the Menu the following page will display. The user will enter in search criteria and click the Search button. The Search results will be restricted by role, agency and DoDAAC.

COR Surveillance and Oversight - Search Criteria

Search As	Contract Number	Delivery / Task Order Number	Pre Award Number
Contracting Officer Representative	Equal To	Equal To	Equal To

COR First Name	COR Last Name	Nomination / Appointment Status	COR Type
Equal To	Equal To	- Select -	- Select -

Contract Officer First Name	Contract Officer Last Name	Contract Specialist First Name	Contract Specialist Last Name
Equal To	Equal To	Equal To	Equal To

Supervisor / Commander First Name	Supervisor / Commander Last Name	QA POC First Name	QA POC Last Name
Equal To	Equal To	Equal To	Equal To

ACO First Name	ACO Last Name	Issuing Office DoDAAC	Home Organization DoDAAC
Equal To	Equal To	Equal To	Equal To

Search   Reset   Help

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

| Q COR Surveillance and Oversight - Search Results |

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
Hansen, Abby	N62649	Primary	Active COR		123	D003	West, Lisa	West, Lisa	Adams, Chris	2020/01/03	S0512A	YES
Hansen, Abby	N62649	Primary	Active COR		AQ0123452		West, Lisa	Jones, Betty	Adams, Chris	2020/02/03	S0512A	NO
Hansen, Abby	N62649	Primary	Terminated COR		F0960391D0999	YC2S	West, Lisa	West, Lisa	Adams, Chris	2020/02/03	S0512A	NO
Hansen, Abby	N62649	Primary	Terminated COR		N0002418C0140		West, Lisa	West, Lisa	Adams, Chris	2020/01/03	S0512A	NO

Showing 1 to 4 of 4 items
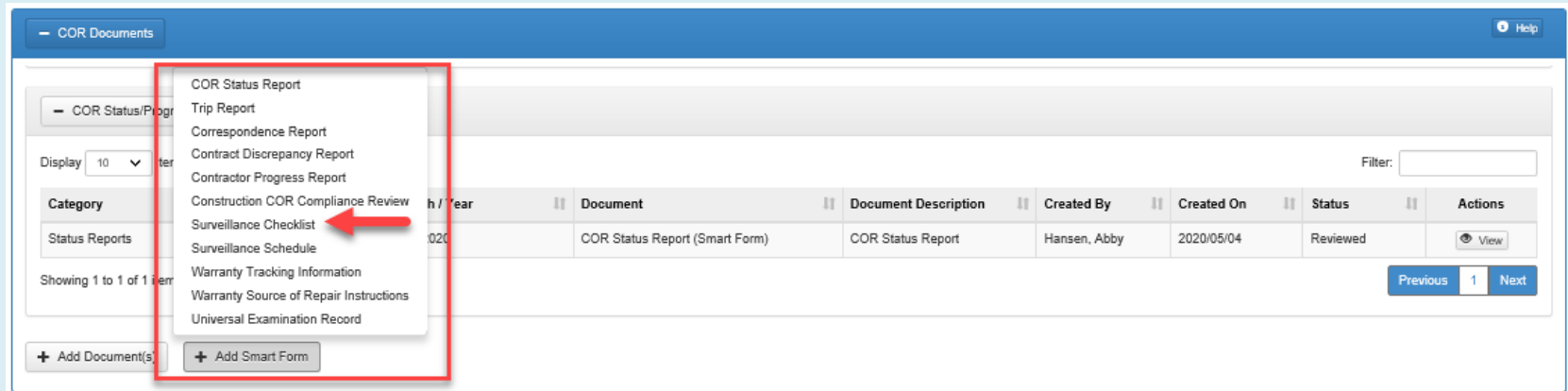
Previous **1** Next

← 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, 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, 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

Smart Form Selection	To create, edit or view Smart forms, the user will navigate to the Surveillance Documents section. The user will click on Add Smart Forms and select the appropriate Smart form.
Surveillance Checklist Smart Form	The required fields are: Month, Year, Date of Report, Item Number, Performance Standard/Requirement, SOW/SOO/PWS Reference, Performance Objective/Acceptable Quality Level (AQL), Method of Surveillance, Performance Threshold, Frequency, Findings, Is the contractor compliant with this requirement, Are the delays/discrepancies noted above caused by the contactor, Comments, and Recommended actions.