

Surveillance Schedule

Quick Reference Guide

SPM Homepage

Menu

COR Surveillance and Oversight

Surveillance Schedule Access

Create a Surveillance Schedule: COR, CO, CS, QAPOC, and ACO
Edit a Surveillance Schedule: COR, CO, CS, QAPOC, and ACO

Surveillance Schedule Workflow

COR/CO/CS creates the Surveillance Schedule 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.

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 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		FA302819D3363		Officer, Oliver			2019/03/14	FU4417	YES
Mitchell, William	FU4417	Primary	Active COR		W15P7T11DG462	3333	Officer, Oliver			2019/03/08	FU4417	YES
Mitchell, William	FU4417	N/A	Active COR		W91QVN14D0025	W91QVN14D00350029	Officer, Oliver			2017/03/15	FU4417	NO

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

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.

Smart Form Selection

The screenshot shows the 'COR Documents' interface. A dropdown menu is open for the '+ Add Smart Form' button, listing various document types. 'Surveillance Schedule' is highlighted with a red arrow. The background shows a table with columns for 'Year', 'Document', 'Document Description', 'Created By', 'Created On', 'Status', and 'Actions'. A 'View' button is visible next to a row in the table.

The required fields are: Month, Year, Functional Area, Surveillance Period Start, Surveillance Period End, Date Submitted, Date for Surveillance, Req Ref, and Are the delays/discrepancies noted above caused by the contractor.

Surveillance Schedule Smart Form

The screenshot shows the 'Add Smart Form - Surveillance Schedule' form. It includes fields for 'Month *' (March), 'Year *' (2020), 'Contract Number' (0123456), 'Order Number', 'Contractor' (NORTHROP GRUMMAN SYSTEMS CORPORATION), 'Functional Area *', 'Surveillance Period Start *', 'Surveillance Period End *', 'COR' (Lockhart, June), and 'Date Submitted *' (2020/03/06). There is a section for 'Date for Surveillance *' with a table for '(Req Ref) *' and 'Actions' (Add, Remove, Add Row). A question 'Are the Delays/Discrepancies noted above caused by the contractor? *' has radio buttons for 'Yes' and 'No'. A 'History' section at the bottom has columns for Date, Action By, Email, Phone, Role, Status, and Signature. Navigation buttons for Back, Submit, Save, and Help are at the bottom.