Surveillance Schedule

Quick Reference Guide

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.

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

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.

Smart Form Selection	To create, edit of 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 Schedule Smart Form	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.