OFFICE OF THE UNDER SECRETARY OF DEFENSE
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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

FEB 10 2014

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Update to the Department of Defense Contracting Officer Representative Tracking Tool

This memorandum updates the Under Secretary of Defense March 21, 2011, memorandum, entitled Deployment of the Department of Defense Contracting Officer Representative Tracking (CORT) Tool. In accordance with subpart 201.602-2 of the Defense Federal Acquisition Regulation Supplement Procedures, Guidance and Information, all Military Departments, Defense Agencies and DoD Field Activities shall now use the CORT Tool for all contracts for which a Contracting Officer Representative (COR) has been designated. Classified contracts are waived from this requirement. The requirement to use the CORT Tool for contracts "at the micro-purchase threshold" is deleted in its entirety. Assignment of CORs in the CORT tool is also required for assisted acquisitions.

With the release of Wide Area Workflow (WAWF) 5.4.1 in April 2013, the WAWF platform at https://wawf.eb.mil/ has been designated as the permanent host site for the CORT Tool. Any agency that has not migrated to WAWF/CORT must submit a deployment plan within 60 days of this memorandum to my point of contact listed below. DoD CORT Tool Resources are listed in the attachment.

Questions concerning this memorandum should be directed to Ms. Mae Bartley at mae.k.bartley.civ@mail.mil or 703-697-4420.

Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

DoD Contracting Officer Representation Tracking (CORT) Tool Resources

CORT Tool Users Guide and Frequently Asked Questions

A CORT Tool user guide and frequently asked questions (FAQ) regarding WAWF hosting, system access, and other CORT Tool related pertinent data are available at the following link: http://www.acq.osd.mil/dpap/pdi/eb/cor.html.

System Access

WAWF mandates that each user complete and submit a System Authorization Access Request (SAAR, DD Form 2875) to the user's Department Administrator. CORT Tool users were granted a one year waiver from this requirement until March 31, 2014. CORT Tool users may now submit the SAAR by attaching the SAAR to their Profile in WAWF or may submit the SAAR directly to the agency Department Administrator. Instructions for attaching the SAAR in WAWF and a list of agency Department Administrators are included in the CORT Tool Users' Guide.

Help Desk

The WAWF Helpdesk has been designated as the permanent help desk to assist CORT Tool users. Users may contact the WAWF Helpdesk via telephone at 1-866-618-5988 or via email at disa.ogden.esd.mbx.cscassig@mail.mil.

CORT Tool System Improvements

WAWF 5.5 is scheduled to deploy during this quarter and will contain additional CORT Tool changes detailed below:

- CORT Tool Courses - When Other, Refresher or Miscellaneous is selected, the COR will be provided a drop down box to add in the name of the course. Duplicate dates are allowed.

- Contract Specialist (CS) Update - CO/CS registered for a DoDAAC will be able to view the COR Online File from the View All Local COR Menu and the All COR Submitted Documents; when a nomination in the active, terminated or inactive status.

- View All Local COR Record Update – CO/CS are now able to edit the Contracting Information section for pending nomination.

- COR Profile Updates - Updates to COR Profile for supervisor (i.e. name and email address), are immediate and reflected in Contract List Status, All COR Submitted Documents, View All Local CORs and View All CORs (ADMIN). If the nomination are active, inactive or terminated, the COR must indicate whether to update.

Current CORT Tool Users as if Jan 13, 2014

AGENCY	Total Users		# of CORS
Air Force	13,747		5,970
Army	1,511		1,041
DARPA	101		21
DCMA	1,226		576
DECA	1,709		1,189
DFAS	124		46
DHA	24		16
DHRA	66		30
DISA	1,107		630
DLA	1,427		735
DMA	45		15
DMEA	98		43
DoDDEA	286		127
DSCA	98		48
DSS	61		30
DTIC	7		4
DTRA	598		338
MDA	102		31
Navy	6,236		2,807
OSD	261		143
TMA	129		58
USSOCOM	199		112
USTRANSCOM	393		184
USUHA	10		1
WHS	372		149
Other**	1,255		674
Total	**31,192**		**15,018**
** Includes users with no specified department.			