

Mission and Installation Contracting Command

Virtual Contracting Enterprise (VCE) COR Overview Training MICC Center – Fort Sill April 2011

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U.S.ARMY



VCE COR Overview

- Online tool for Nominating, Appointing, Tracking and Managing COR nominees, existing CORs, and their required documentation.
- CORs self-nominate
- COR supervisors approve nomination
- KO has final nomination approval & appointment
- CORs can upload
 - Training certificates
 - Monthly reports
- KO's upload Appointment /Term. Letters & File Reviews





VCE WEBSITE

WEBSITE: https://arc.army.mil/COR/

REGULATION - ACC Pam 70-1

VIDEO: - https://arc.army.mil/COR/Templates/COR_Management_System_Overview.htm





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MICC Goes Live March 31, 2011!!!



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PROCESS FLOW CHART







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STEP #1



CREATING THE COR PROFILE



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Step #1 – Basic COR Info

- CORs will initiate the process by creating their profile and self-nominating themselves as COR
- Basic COR Info is info that tells the KO the who and the where about the COR – name, location, phone, e-mail, supervisor info, COR training.
- CORs need their supervisor's "AKO name" (i.e., portion of e-mail before the "@us.army.mil")





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Step #1a - Adding The Supervisor's Info





Step #1b - Adding COR Training

- Allows COR to enter and upload training certificates from drop-down menu
- Training certs not required at creation of profile.
- However, it's Mandatory before KO can sign COR appointment letter!!
- For courses not listed, COR can select "Misc Training"
- CURRENT appointment letters "CAN" be scanned and uploaded to the VCE





Adding COR Training





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Adding COR Training

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Step #2



COR SELF-NOMINATION



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Step 2a – COR CERTIFICATION

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STEP #3 THE **COR's SUPERVISOR**





COR's Supervisor's Role

- Supervisor will receive e-mail notifications from COR
- Reviews, rejects/approves and certifies nomination
- Supervisor must check all blocks (COR nomination)
- Can save (as draft) and comeback later to complete
- After review, goes electronically to KO
- If rejected, must provide reason why in comment block





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Dear SHIRLEY POWELL,

E-mail notification from COR to his/her supervisor

CAMILLA TRAMUEL has self-nominated him/her-self as a COR for contract W911S0-10-R-0025. As his/her supervisor, you are required to provide your approval prior to submission to the Contracting Officer for nomination.

Please go to the COR System at https://arc.army.mil/cor. Once in the system, the following steps will help you process this request:

1. Click on "Awaiting My Approval" in the left menu; 2. Find this COR Nomination using the Contract Number above and click the link to open the record; 3. After you have reviewed the necessary information, scroll down to the Supervisor section of the record; 4. Complete the supervisor portion of the nomination and Approve your section to submit it to the PCO.

If you cannot access the "Awaiting My Approval" section it may be because the COR Nominee typed your AKO name incorrectly. If it is not exact then your Common Access Card will not match the AKO name and you will be denied access. If this is the case you must direct the COR Nominee to go back to the COR Profile page and type in your exact AKO name. For example "Joseph.Smith 214" or whatever your exact AKO name is. After the COR Nominee has made the correction you should be able to access the Awaiting My Approval section and complete the nomination.

Please note that no COR may be appointed until you complete your portion of the nomination process and submit it through the COR System to the contracting officer.

This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.



Mission and Installation Contracting Command

COR Supervisor Certification

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Mission and Installation Contracting Command

STEP #4 KO REVIEW, CERTIFICATION, AND APPROVAL





KOs Review and Certification

- KO & specialist will receive e-mail notifications that a COR nomination has been requested
- If a pre-award number (04-R-0010) is listed, the KO or specialist must enter the award number (04-D-0055) before KO approval
- KO Identify COR type (A, B or C) & verify training certs.
- KO can
 - Cancel before formal appointment
 - Terminate after formal appointment
 - COR & COR supervisor will get e-mail notifications





View All Local COR Records



Mission and Installation Contracting Command

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Mission and Installation Contracting Command

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Mission and Installation Contracting Command

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Mission and Installation Contracting Command

KOs Review and Certification

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Mission and Installation Contracting Command

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Mission and Installation Contracting Command

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Role of the Contract Specialist

- The contract specialist role is identical to that of the KO
 - They have full access to the record and can perform the same actions
- EXCEPT:
 - Contract specialist CANNOT sign the actual COR appointment letter.





Mission and Installation Contracting Command

KO CONTRACT MANAGEMENT AND STATUS REPORTS



U.S. Army Contracting Command

UNCLASSIFIED 35



COR Monthly Status Reports

- COR must upload monthly status reports to the VCE
- COR must upload all surveillance reports to the VCE
- KO and specialist will receive e-mail notifications when reports have been received from COR
- KO "MUST" open documents to approve or reject
- KO can open and/or save documents
- Once contract expires, COR will do a final report





COR Monthly Status Reports

- COR/KO/specialist will be able to see all documents as a chronological history of the contract until expiration
- KOs will be able to complete their COR performance review using the VCE
- KOs can view documents by contract number, COR, or COR supervisor



🖉 COR - Document Templates - W	indows Internet Explorer		
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COR Profile COR Nomination Process	Appointment Letter Revocation/Term	ination Letters QA Surveillance Plan and Task Matrix PCO's COR File Review/Insp	ection Checklist
Awaiting My Approval	Appointment Letter For use by the Contracting Officer	in appointing a COR to a specific contract/order	Back to Top
COR Handbooks & POCs	Document Template	Description	Target User
All COR Submitted Documents New COR Profile (ADMIN) COR Proxy (ADMIN) View CORs (ADMIN)	COR Appointment Letter	For use by the Contracting Officer in appointing a COR to a specific contract/order	PCO
	Revocation Letters		Back to Top
	Document Template	Description	Target User
- KO document choices - KO can scan &	COR Revocation Letter	For use by the Contracting Officer in revoking the appointment of a COR from a specific contract/order	PCO
upload appt ltr - KO will	COR Termination Request Letter	For use by the COR in requesting their COR appointment be revoked	COR
forward to COR	QA Surveillance Plan		Back to Top
	Document Template	Description	Target User
	Sample QASP Letter	The document should describe the key tasks and their performance standard, acceptable quality level, and surveillance method and assessment	COR
	Sample QASP Task Matrix	The document should describe the key tasks and their performance standard, acceptable quality level, and surveillance method and assessment	COR
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Mission and Installation Contracting Command

COR - COR Nomination Process	🐴 🕶 🚍 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🖛	»
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to VCF	No COR Trip Reports Listed	
- Will be able to see all	Add File Month: -Select- T Year: 2011 T Add File Browse Note: File size being uploaded must not exceed 8 MB (8,000 KB).	
history	COR Correspondence Report	
	No COR Correspondence Reports Listed	
	Add File Add File Browse Note: File size being uploaded must not exceed 8 MB (8,000 KB).	
	Miscellaneous Documents	
	No Miscellaneous Documents Listed	
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Mission and Installation Contracting Command

Contract Management -- Click to collapse Monthly Status Reports 0

KO will receive
e-mail notification
from COR
KO MUST approve
or reject reports
before they can be
saved in the VCE

	Month/Year	Version	Status	Document	Created By	Created On
Edit Delete	04-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 31 - Apr 10.doc	MICHAEL.C.DOELLING	05/17/2010 08:40 AM
Edit Delete	03-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 30 - Mar 10.doc	MICHAEL.C.DOELLING	04/15/2010 11:00 AM
Edit Delete	02-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 29 - Feb 10.doc	MICHAEL.C.DOELLING	02/25/2010 08:12 AM
Edit Delete	01-2010	1	Submitted	COR MONTHLY REPORT - 0016 - 28 - Jan 10.doc	MICHAEL.C.DOELLING	02/25/2010 08:11 AM
Edit Delete	12-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 27 - Dec 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:33 AM
Edit Delete	11-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 26 - Nov 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:33 AM
Edit Delete	10-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 25 - Oct 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:32 AM
Edit Delete	09-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 24 - Sept 09.doc	MICHAEL.C.DOELLING	12/16/2009 08:31 AM
Edit Delete	08-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 23 - Aug 09.doc	MICHAEL.C.DOELLING	09/15/2009 03:09 PM
Edit Delete	07-2009	1	Submitted	COR MONTHLY REPORT - 0016 - 22 - July 09.doc	MICHAEL.C.DOELLING	08/17/2009 01:31 PM
	06-2009	1	Approved	COR MONTHLY REPORT - 0016 - 21 - June 09.doc	MICHAEL.C.DOELLING	07/15/2009 10:28 AM
	05-2009	1	Approved	COR MONTHLY REPORT - 0016 - 20 - May 09.doc	MICHAEL.C.DOELLING	05/20/2009 01:06 PM
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Mission and Installation Contracting Command

WHAT HQs





U.S. Army Contracting Command

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ACC/MICC HQs WATCH

- ACC/MICC HQs are Image: ACC/MICC HQS ACC/MIC
- ACC/MICC HQs will be able
 - To view COR status reports
 - Print COR status reports





Mission and Installation Contracting Command

What HQs Sees

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	-	ACC HQ COR Training Past Due by Office			Web Intelligence Report	
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COR TRAINING METRIC QTRLY REPORT

	NUMBER OF Ks	NUMBER CONTRACTS REQUIRING A COR	Ks WITH TRAINED CORs	% of Contracts With Trained CORs	CORs Trained This Quarter	Cumulative CORs Trained
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Mission and Installation Contracting Command

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