

Overview

The Contracting Officer's Representative, Certification Information System (COR-CIS) tracks individuals certified as COR's. By entering the date of certification or re-certification and the expiration date of the certification, COR-CIS users can easily monitor an individual's status. Entering a reference date will provide a list of all persons whose certifications have expired as of that date.

Login

General users may login as USER, (password user). General users will only be able to search and view the database.

System Administrators have assigned logins and will be able to add/edit data.

Login to COR-CIS using your assigned ID and password.

Registered Users

Login
Password

Non-Registered Users

Reports not available at this time

Login and password is required for System Administrators to edit or update the database. [Request a login](#)

All other users may view information by entering **USER** as the login and **user** as the password. USERS will not be able to edit the database. Reports may be viewed without a login

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Search the COR Database

Search on any combination below Use * or % as wildcards

Name
Last
First

Office Code ~0~
any office

Reference Date mm/dd/yyyy
Will display CORs that have expired

Basic Search

After a successful login, you are presented with the search screen. Search the database by name, office, reference date or any combination.

The example below will list all last names in NM that start with "s." The example uses the * wildcard.

Name
Last S*
First

Office Code NM* ~0~
any office

Reference Date

By entering a "reference date" the system will list all persons whose certifications have expired as of that date.

Search Results

Use the navigation keys at the top and bottom of the listing to scroll through the search results. Clicking the COR-CIS logo on any page returns to the search screen.

Click on the hyperlinked name to bring up the edit screen. Only System Administrators will be allowed to make edits.



Contracting Officer's Representative
Certification Information System

Search Results: Records 26 to 50 of 1518

[First](#)
[Previous](#)
[Next](#)
[Last](#)

recno	Last Name	First Name	Office Code	Initial Certification	Refresh Begins	Expires	COR	PI	Comments
326	PRITCHARD	VERN	OR030	1/16/97		1/15/00	X	X	
327	HYDE	RANDY	OR030	1/16/97		1/15/00	X	X	
328	BRONSDON	ALICE	OR030	1/16/97		1/15/00	X	X	
329	DAVIS	JEANETTE	OR030	1/16/97		1/15/00	X	X	
330	DOUR	LEONARD	OR100	11/19/98	2/26/01	2/26/04	X		NON-PROFESSIONAL SERVICES
331	CLEARY	KEVIN	OR100	5/10/98	2/26/01	2/26/04	X		NON-PROFESSIONAL SERVICES

Individual edit/update screen

Only System Administrators will see this screen. Use this screen to make changes to a person's record. Click **Update Record** to write to the database or **Remove Record** to delete the person from the database.

Note, Remove Record cannot be undone.



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Update Person

Office:

Last Name:

First Name:

Enter dates as mm/dd/yyyy

Certification Start:

Expires:

Refresh Start:

3 years after Certification or Refresh start

Change Refresh Start and Expires dates as necessary

COR:

PI:

Comments:

Update Record

Remove Record

Adding to the Database

System Administrators will be able to write to the database using any of the three buttons shown below.



Add Person - Opens the Add Person window for adding one individual record.

Add Class - Allows the System Administrator to input all of the names from the same certification class (having the same certification or re-certification date).

Add System Administrator - Allows the COR-CIS Administrator to add additional System Administrators

COR-CIS Contracting Officer's Representative Certification Information System

Add Individuals to the database

Office:

Last Name:

First Name:

Enter dates as mm/dd/yyyy

Certification Start:

Expires:

Refresher Start: Expires: 3 years after Certification or Refresh start

Change Refresh Start and Expires dates as necessary

CCR: FI:

Comments:

Add Person

Certain fields require an entry. If left blank, the system will prompt for input.

Click Insert Record to write to the database. Clear will clear the fields and allow the user to re-enter the data.

Add Class

Use this feature when you want to enter several individuals having the same certification and expiration dates.

Enter the appropriate date(s) and click **Continue**.

Use the following screens to enter the person's information. Note that the certification and expires dates will be filled in for you.

Click **Done** at a blank screen to stop entering names.

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Input Class Data

Use this page to input dates for a particular date.
All persons entered during this session will use these same dates.

Initial Class Date:

Refresher Class Date:

Expires:

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Input Student Data

Office:

Last Name:

First Name:

Enter dates as mm/dd/yyyy

Certification Start: Expires:

Refresher Start: Expires: 3 years after Certification or Refresh start

Change Refresh Start and Expires dates as necessary

CCR: FI:

Comments:

Add System Administrators

Use this screen to add System Administrators to COR-CIS. Select the permission from the drop-down list.

COR-CIS Administrator - has full access to the system. The COR-CIS Administrator can add new System Administrators.

System Administrator - has read-write access.

User - has general read-only access. Note, this category is not required at this point. General users may log in as USER.



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Add Users

Login Name:

Password:

Permission:

Description:



Reports

Reports are not available at this time