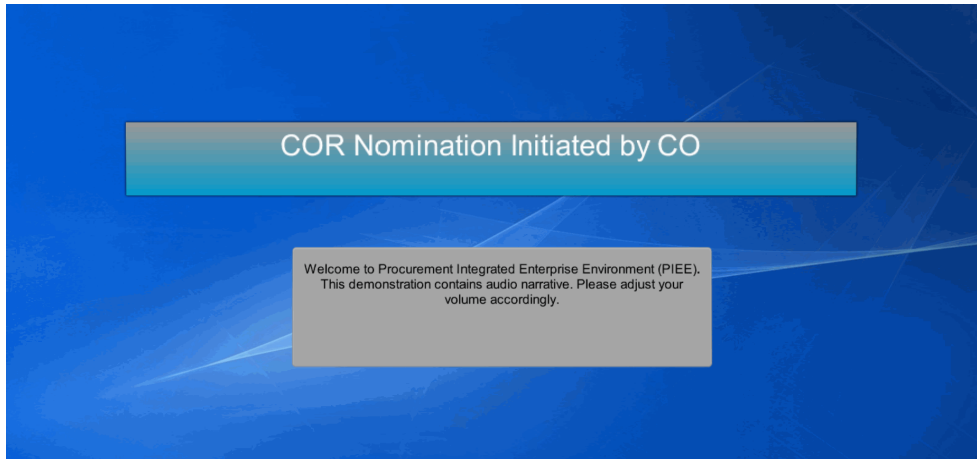


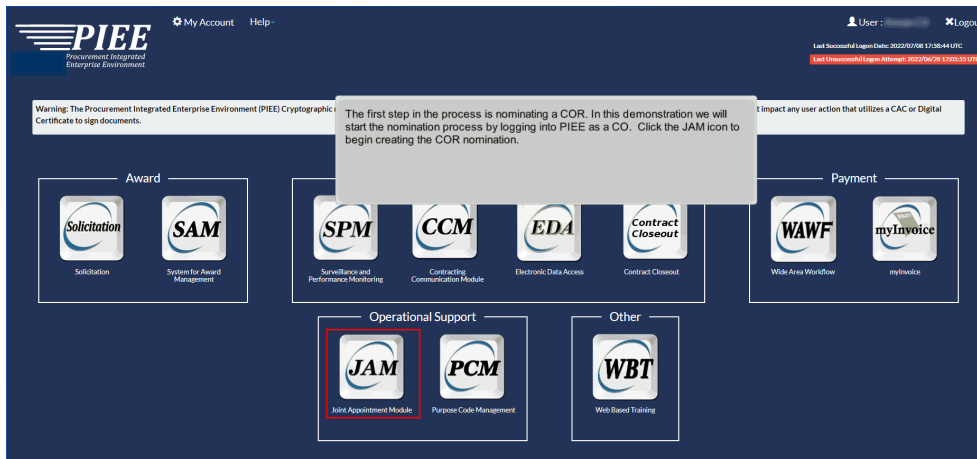
## Intro



## COR Nomination Initiated by CO

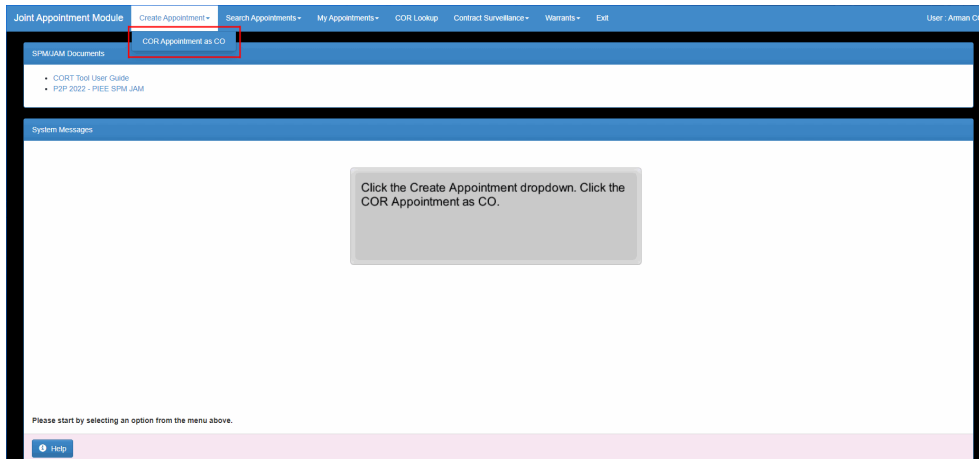
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

## Step 1



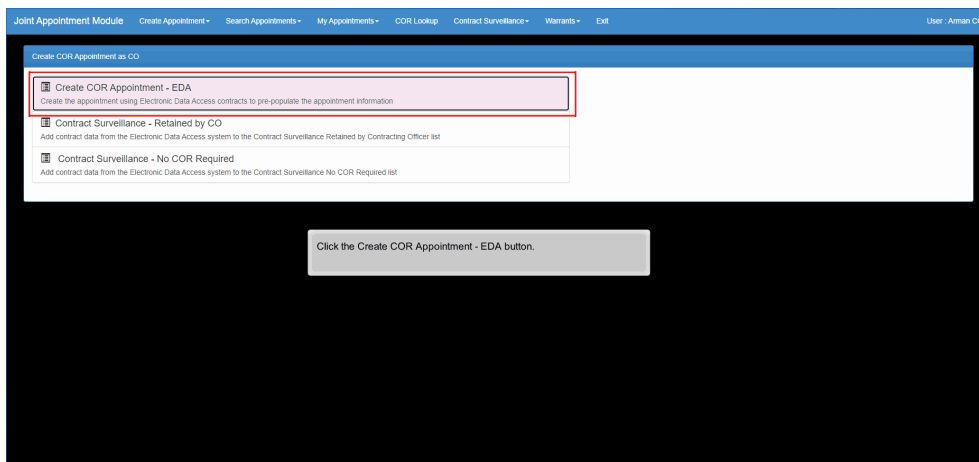
The first step in the process is nominating a COR. In this demonstration we will start the nomination process by logging into PIEE as a CO. Click the JAM icon to begin creating the COR nomination.

Step 2



Click the Create Appointment dropdown. Click the COR Appointment as CO.

Step 3



Click the Create COR Appointment - EDA button.

## Step 4

Create COR Appointment - EDA

EDA Contract Search

Issuing Office DoDAAC \*

- Select -

Contract Number

starts with

Delivery / Task Order Number

starts with

Note: It is recommended that the Delivery / Task Order Number field be used to help narrow down search results

Search

EDA Contract Search Results

Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
------	-----------------------	-----------------	------------------------------	--------

Select an Issuing Office DoDAAC from the dropdown.

## Step 5

Create COR Appointment - EDA

EDA Contract Search

Issuing Office DoDAAC \*

- Select -

Contract Number

starts with

Delivery / Task Order Number

starts with

Note: It is recommended that the Delivery / Task Order Number field be used to help narrow down search results

Search

EDA Contract Search Results

Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
------	-----------------------	-----------------	------------------------------	--------

Entry of a specific Contract Number or a partial entry of the first couple characters of the Contract Number can be entered to filter the search results.

Step 6

EDA Contract Search Results

Page Size: 25 items per page | Page Number: Page 1 of 7

Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
1	N00174	FA877016D0514	FA877016F0519	<input type="checkbox"/>
2	N00174	FA877016D0514	FA877016F0520	<input type="checkbox"/>
3	N00174	H9227719PSB00		<input type="checkbox"/>
4	N00174	H9227719PSB28		<input type="checkbox"/>
5	N00174	N0017400C0039		<input type="checkbox"/>
6	N00174	N0017401C0004		<input type="checkbox"/>
7	N00174	N0017401C0011		<input type="checkbox"/>
8	N00174	N0017401C0012		<input type="checkbox"/>
9	N00174	N0017401C0029		<input type="checkbox"/>
10	N00174	N0017401C0034		<input type="checkbox"/>
11	N00174	N0017401C0075		<input type="checkbox"/>

This table contains contract number and delivery order information

All EDA contracts will be displayed on the EDA Contract Search Results screen for the selected Issuing Office DoDAAC.

All EDA contracts will be displayed on the EDA Contract Search Results screen for the selected Issuing Office DoDAAC.

Step 7

24	N00174	N0017401D0003	0007	<input type="checkbox"/>
25	N00174	N0017401D0003	0008	<input type="checkbox"/>

Displaying 1 to 25 of 163 items

Select one or more Contract/Delivery Orders from the list and click the Add Contract(s) button.

**+ Add Contract(s)**

---

Selected EDA Contracts

Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
N00174	FA877016D0514	FA877016F0519	<input checked="" type="checkbox"/>
N00174	FA877016D0514	FA877016F0520	<input checked="" type="checkbox"/>

Select All | Deselect All | Remove Contract(s)

← Back | Next → | Help

Select one or more Contract/Delivery Orders from the list and click the Add Contract(s) button.

## Step 8

EDA Contract Search Results				
Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
1	W91CRB	W91CRB05D0033	0010	<input type="checkbox"/>
2	W91CRB	W91CRB05D0033	0012	<input type="checkbox"/>
3	W91CRB			<input type="checkbox"/>
4	W91CRB			<input type="checkbox"/>
5	W91CRB			<input type="checkbox"/>
6	W91CRB			<input type="checkbox"/>
7	W91CRB			<input type="checkbox"/>
8	W91CRB			<input type="checkbox"/>
9	W91CRB	W91CRB05D0033	0019	<input type="checkbox"/>

During the search, if the user enters a Contract Number and it has multiple Delivery Orders, then the options to Select or Deselect All are available in the EDA Contract Search Results table. If the user only searches via the Issuing Office DoDAAC or there is only one Delivery Order, then the option to Select or Deselect all is only available in the Selected EDA Contracts section.

Select All    Deselect All    Add Contract(s)

During the search, if the user enters a Contract Number and it has multiple Delivery Orders, then the options to Select or Deselect All are available in the EDA Contract Search Results table. If the user only searches via the Issuing Office DoDAAC or there is only one Delivery Order, then the option to Select or Deselect all is only available in the Selected EDA Contracts section.

## Step 9

24	N00174			<input type="checkbox"/>
25	N00174			<input type="checkbox"/>

Displaying 1 to 25 of 163 items

Add Contract(s)

Use the Select All button to select the Contracts from the populated list. To clear the selected contracts, click the Deselect All button. To continue, click the Next button

Selected EDA Contracts			
Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
N00174	FA877016D0514	FA877016F0519	<input checked="" type="checkbox"/>
N00174	FA877016D0514	FA877016F0520	<input checked="" type="checkbox"/>

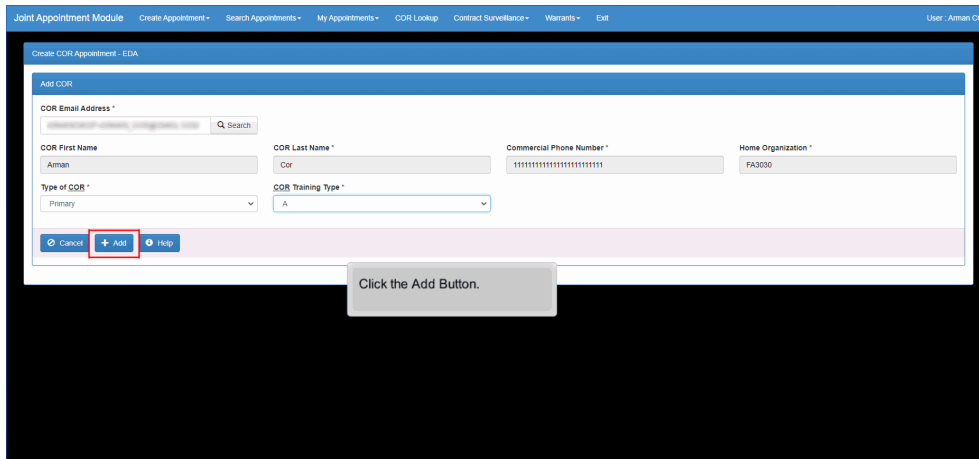
Select All    Deselect All    Remove Contract(s)

Back    Next    Help

Use the Select All button to select the Contracts from the populated list. To clear the selected contracts, click the Deselect All button. To continue, click the Next button

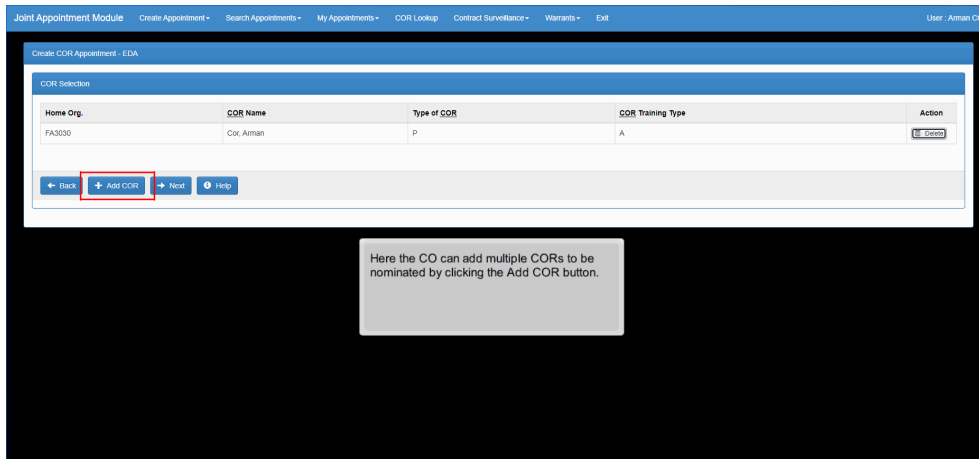


Step 12



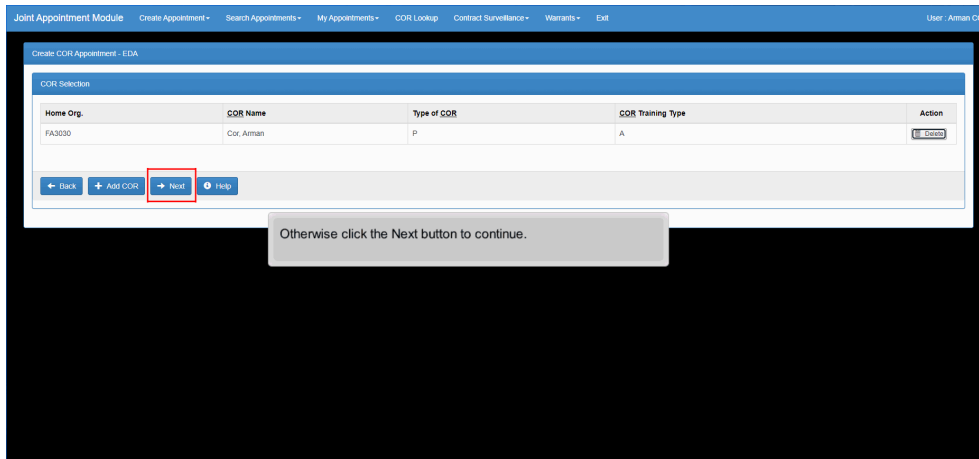
Click the Add Button.

Step 13



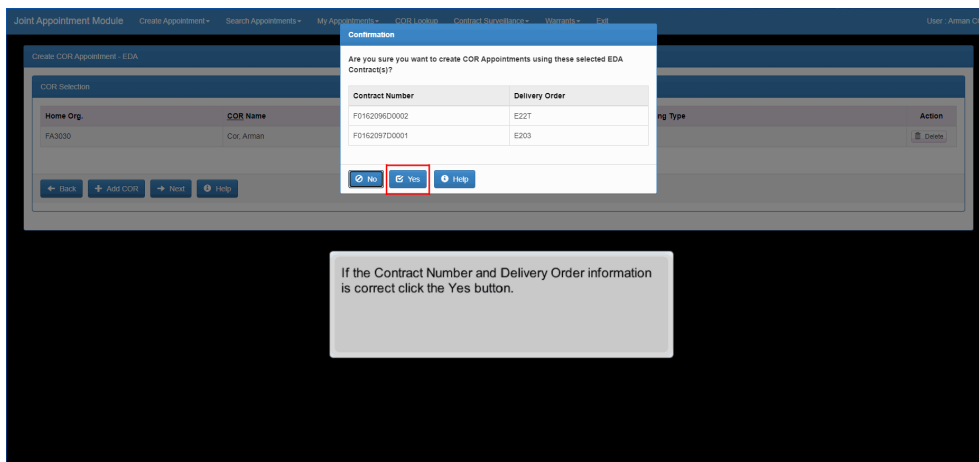
Here the CO can add multiple CORs to be nominated by clicking the Add COR button.

Step 14



Otherwise click the Next button to continue.

Step 15



If the Contract Number and Delivery Order information is correct click the Yes button.



Step 16

Because this nomination was for 2 different contracts, a new Contract / Delivery/Task Order Information section is displayed for entering different data for each item. This Information section will not show when the same contract for all orders were initiated for the nomination.

Because this nomination was for 2 different contracts, a new Contract / Delivery/Task Order Information section is displayed for entering different data for each item. This Information section will not show when the same contract for all orders were initiated for the nomination.

Step 17

Contractor Information is pre-populated based off the Contract Information entered.

Contract Number	CAGE Code	UEI	EFT Indicator	Contractor Name	Contractor Address	Contractor Country	Contract Award Date	Contract Completion Date	PSC Code	PSC Description
F0162097D0001	45615			INTERNATIONAL DATA PRODUCTS CORP	1206 SQUIRE CT	USA	1998/07/31			
F0162096D0002							1998/05/11			

Contractor Information is pre-populated based off the Contract Information entered.

Step 18

Contractor Information

Contract Number	CAGE Code	UEI	EFT Indicator	Contractor Name	Contractor Address	Contractor Country	Contract Award Date	Contract Completion Date	PSC Code	PSC Description
FD16209FD0001	45815			INTERNATIONAL DATA PRODUCTS CORP	1306 SQUIRE CT	USA	1996/07/31			
FD16209SD0002							1996/05/11			

Period of Performance for Monitoring

Are there different Period of Performance for Monitoring Dates per Contract Number / Delivery/Task Order? \*

No

Period of Performance for Monitoring Start Date \*

Period of Performance for Monitoring End Date \*

Add the Period of Performance for Monitoring information.

Contract Place of Performance

Contract Number	Delivery/Task Order	Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals	Action
No Places of Performance found.													

+ Add Contract Place of Performance

QA Surveillance Plan / Waiver

Add the Period of Performance for Monitoring information.

Step 19

Period of Performance for Monitoring

Are there different Period of Performance for Monitoring Dates per Contract Number / Delivery/Task Order? \*

No

Period of Performance for Monitoring Start Date \*

Period of Performance for Monitoring End Date \*

Contract Place of Performance

Contract Number	Delivery/Task Order	Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals	Action
No Places of Performance found.													

+ Add Contract Place of Performance

QA Surveillance Plan / Waiver

Contract Number	Delivery/Task Order	Type	Document	Monitoring Interval	Remarks	Plan Date	Action
No QASPs found.							

+ Add QASP

Contract Number	Delivery/Task Order	Type	Document	Description	Waiver Date	Draft Indicator	Action
No QASPs Waivers found.							

Click the Add Contract Place of Performance button.

Click the Add Contract Place of Performance button.

Step 20

Select Contract Number/Delivery/Task order from dropdown and then select Country.

Step 21

Edit Contract Place of Performance information as needed.

Step 22

The screenshot shows a web interface with three main sections. The top section, 'Contract Place of Performance', contains a table with columns: Contract Number, Delivery/Task Order, Country, City, State, Zip Code, NIA Event, Forward Operating Base, Unit, Sub Unit, U.S. Contractors, Local Nationals, Other Nationals, and Action. Below the table is a '+ Add Contract Place of Performance' button. The middle section, 'QA Surveillance Plan / Waiver', contains a table with columns: Contract Number, Delivery/Task Order, Type, Reporting Interval, Remarks, Plan Date, and Action. A '+ Add QASP' button is highlighted with a red box. A tooltip message is displayed over the table: 'Click the Add QASP button to add the Quality Assurance Surveillance Plan.' Below the table is a '+ Add QASP Waiver (Smart Form)' button. The bottom section, 'COR Information', contains form fields for First Name, Last Name, Work Phone Number, and Work Email Address, with values: Aman, Cor, 11111111111111111111111111111111, and amanaaiv+aman\_cor@gmail.com. There are also fields for DEROS Date and OGE 489 Filer.

Click the Add QASP button to add the Quality Assurance Surveillance Plan.

Step 23

The screenshot shows the 'QA Surveillance Plan - Add' form. It includes a dropdown menu for 'Contract Number / Delivery/Task Order', a dropdown menu for 'QASP Reporting Interval', and a 'Choose File' button for 'QASP Document'. Below these are text input fields for 'QASP Description' and 'QASP Remarks'. A tooltip message is displayed over the 'QASP Remarks' field: 'Provide all required QASP information and click the Add button.' At the bottom of the form are 'Cancel' and '+ Add' buttons, with the '+ Add' button highlighted by a red box. The 'COR Information' section at the bottom is identical to the one in Step 22.

Provide all required QASP information and click the Add button.

## Step 24

Contract Number	Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
F0162097D0001	E203	PLAN	QASP.docx			Annually		2022/07/11	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
F0162096D0002	E22T	PLAN	QASP.docx			Annually		2022/07/11	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

The QA Surveillance Plan has been added.

To view attachment, click the view button. Depending on browser settings, the attachment may display on a new browser/window or may download to the local drive to be view.

## Step 25

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
Mark	Rover	11111111111111111111111111111111		Primary	2022/04/26

Click the Add Designation Letter Button.

## Step 26

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Lookup Contract Surveillance Warrants Exit User: Arman CO

Add Designation Letter

Agency Name \* Agency Address \* Effective Date

MEMORANDUM FOR: Arman Cor  
SUBJECT: Designation of Contracting Officer's Representative  
Reference: (a) FAR 1.602-2, (b) DFARS Part 201.602-2, (c) DoDI 5000.72, (d) Other

1. Pursuant to the authority of FAR 1.602.2, Arman Cor, Community Planning Technician, (COR) for the administration of the following contractor order:  
2. Contract(s)/Order(s):

COR Training Type A  
Type of COR Primary

Enter the mandatory Agency information.

Contract Number	Delivery/Task Order	Period of Performance for Monitoring	CAGE Code	Contractor Name	Contractor Address	Date of Award
F0162097D0001	E203	2022/07/01 thru 2022/07/12	45815	INTERNATIONAL DATA PRODUCTS CORP	1306 SQUIRE CT	1998/07/31
For:						
F0162096D0002	E22T	2022/07/01 thru 2022/07/12				1998/05/11
For:						

Enter the mandatory Agency information.

## Step 27

7. You may be held personally and financially liable for unauthorized actions.

8. Standards of Conduct and Conflict of Interests. You are reminded that Government employment, as a public trust, requires that DoD personnel place loyalty to country, ethical principles, and law above private gain and other interests. You must comply with DOD 8500.7-R, Joint Ethics Regulation. As a COR, you are directed to read and familiarize yourself with reference (b) to ensure that, in carrying out your responsibilities in your official capacity, you avoid any action which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You will not allow yourself to be placed in a position which conflict of interest might arise or might justifiably be suspected. You are reminded that throughout the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the Standards of Conduct, you will be subject to the full range of statutory and regulatory sanctions.

9. For this action, you (do) meet the qualification established in DoDI 8000.72 for this contract action.

10. For this action, you (have) been designated as a departmental accountable official.

11. For this action, you (have) been designated as an OGE 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OGE Form 450 Confidential Financial Disclosure Report each February.

12. For this action, you (are) required to submit a (Annually) report concerning performance of services rendered under this contract to the contracting officer.

13. If you are to be reassigned or to be separated from Government service, you must notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR.

14. Additional Duties: List all other duties not previously covered:

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:

17. Distribution:

cc: Contractor Cognizant  
 cc: Cognizant Contract Administration Office  
 cc: Other Name

Other Email

cc: SPM Module (COR Surveillance File)

After filling out the Designation Letter click the Add button. Note that in other scenarios where the Contracting Specialist (CS) initiates the COR nomination the Designation Letter would be routed to the associated CO for Signature.

Back Add Save Help

After filling out the Designation Letter click the Add button. Note that in other scenarios where the Contracting Specialist (CS) initiates the COR nomination the Designation Letter would be routed to the associated CO for Signature.

## Step 28

Joint Appointment Module

Add Designation Letter

Agency Name \*  
Testing

MEMORANDUM FOR: Arman  
SUBJECT: Designation of CO  
Reference: (a) FAR 1.602-2

1. Pursuant to the authority of FAR  
2. Contract(s) Order(s):

COR Training Type A  
Type of COR Primary

Contract Number Det  
F0162097D0001 E22T

Date of Award  
1998/07/31

For:  
X

Are you sure you want to sign this appointment?  
Cancel Sign

When prompted, provide your PIN and the One time Password included in the corresponding email. Click the Sign Button.

Contract Number	Delivery/Task Order	Period of Performance for Monitoring	CAGE Code	Contractor Name	Contractor Address	Date of Award
F0162096D0002	E22T	2022/07/01 thru 2022/07/12				1998/05/11

When prompted, provide your PIN and the One time Password included in the corresponding email. Click the Sign Button.

## Step 29

Training Waiver  
No

Supervisor / Commander information

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
Mark	Rover	11111111111111111111111111111111	mark.rover@army.mil	Primary	2022/04/26

Designation Letter

Info: Designation Letter added

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Arman Cor	Designation Letter (Smart Form)	2022/07/11	N	View Edit Delete

The Designation letter has been added. After reviewing nomination, click the Submit button.

Workflow History

Date	Action	Action By	Status
No Workflow History found.			

Back Submit Save Help

The Designation letter has been added. After reviewing nomination, click the Submit button.

## Step 30

Submit COR Nomination

Are you sure you want to submit this nomination?

No Yes Help

Click Yes button to submit the nomination.

Contracting Information

Issuing Office: FA3030

Pre Award Type: -Select-

Type of COR: Primary

Contracting Officer (Last, First): CO, Arman

Contract Specialist (Last, First): CS, Arman

Pre Award Number: [Empty]

COR Training Type: A

Contracting Officer Phone: 111111111111111111111111

Contract Specialist Phone: 111111111111111111111111

Contracting Officer Email: [Empty]

Contracting Specialist Email: [Empty]

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory	Action
F0162097D0001	E203		Projected: 1 Actual: 0	N	NONE	Y	Name: Godiva GovCor6.12a Phone: [Empty] Email: [Empty]	Name: Acosta ACO_6.12 Phone: [Empty] Email: [Empty]	Name: [Empty] Email: [Empty]	Est
F0162098D0002	E22T		Projected: 1 Actual: 0	N	NONE	Y	Name: Godiva GovCor6.12a Phone: [Empty] Email: [Empty]	Name: Acosta ACO_6.12 Phone: [Empty] Email: [Empty]	Name: [Empty] Email: [Empty]	Est

Click Yes button to submit the nomination.

## Step 31

Info: Email notification sent to the COR.  
Info: Nomination submitted by Contracting Officer.

Contracting Information

Issuing Office: FA3030

Pre Award Type: -Select-

Type of COR: Primary

Contracting Officer (Last, First): CO, Arman

Contract Specialist (Last, First): CS, Arman

Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Number: [Empty]

COR Training Type: A

Contracting Officer Phone: [Empty]

Contracting Officer Email: [Empty]

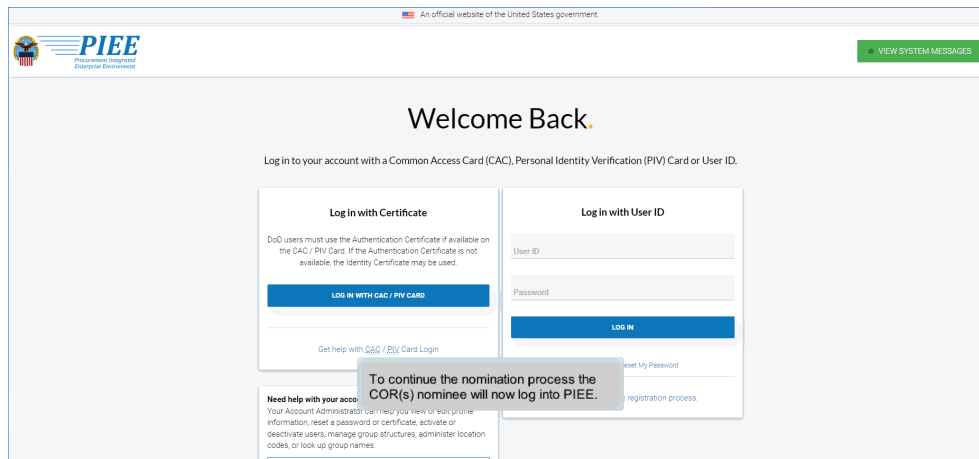
The COR nomination has been submitted by the CO and an email notification will be sent to the COR(s).

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory	Action
F0162098D0002	E22T	DoD Contract (FAR)	Projected: 1 Actual: 0	N		Y	Name: GovCor6.12a, Godiva Phone: 9045967000 Email: [Empty]	Name: ACO_6.12, Acosta Phone: 9045967000 Email: [Empty]	Name: [Empty] Email: [Empty]	

The COR nomination has been submitted by the CO and an email notification will be sent to the COR(s).

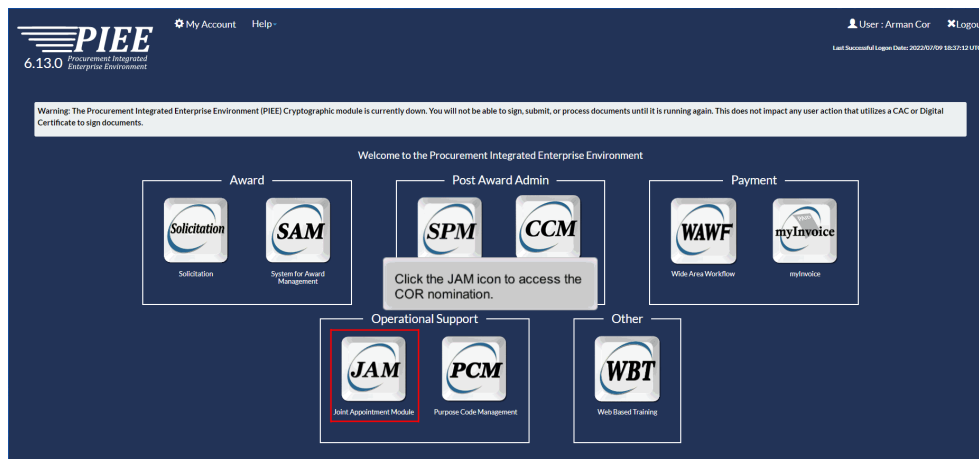


## Step 32



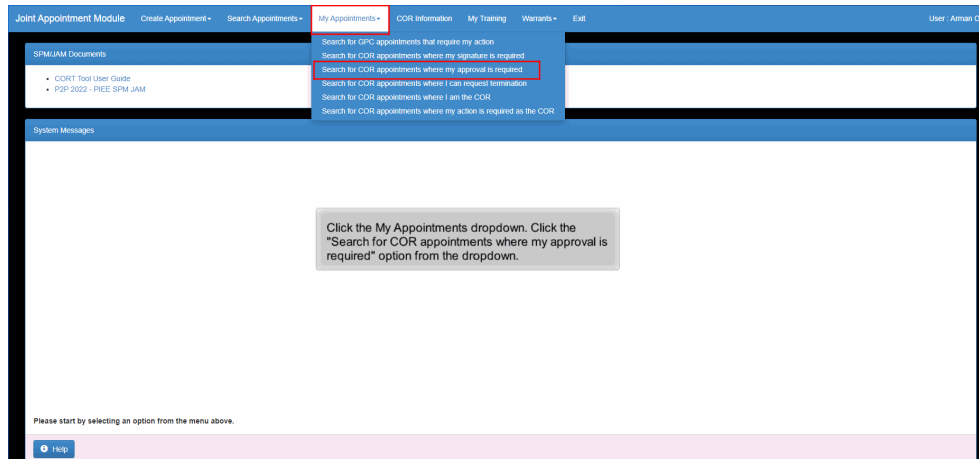
To continue the nomination process the COR(s) nominee will now log into PIEE.

## Step 33



Click the JAM icon to access the COR nomination.

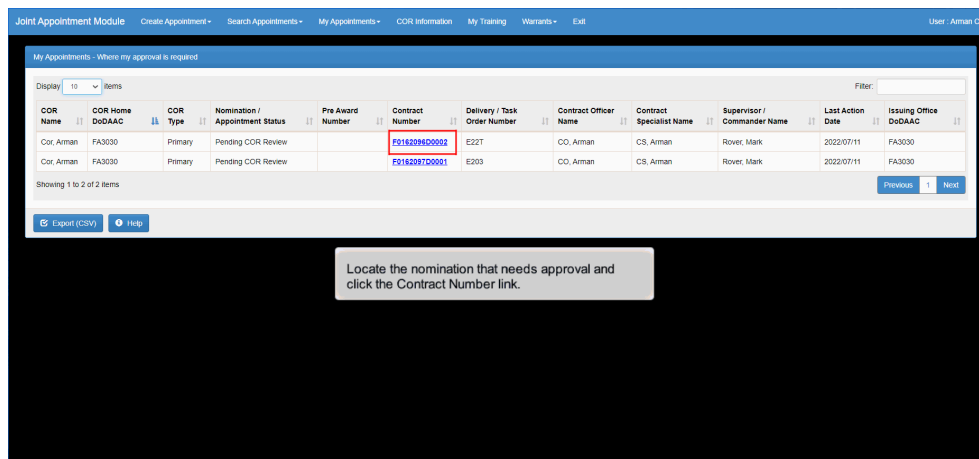
## Step 34



Click the My Appointments dropdown. Click the "Search for COR appointments where my approval is required" option from the dropdown.

Click the My Appointments dropdown. Click the "Search for COR appointments where my approval is required" option from the dropdown.

## Step 35



Locate the nomination that needs approval and click the Contract Number link.

COR Name	COR Home	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
Cor, Arman	FA3030	Primary	Pending COR Review		<a href="#">F0182095D0002</a>	E227	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030
Cor, Arman	FA3030	Primary	Pending COR Review		<a href="#">F0182097D0001</a>	E203	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030

Locate the nomination that needs approval and click the Contract Number link.

## Step 36

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit User / Arman Cor

COR Appointment - Pending COR Review + Expand All - Collapse All

- + Contracting Information Help
- + Contract / Delivery/Task Order 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
- + Designation Letter Help

Check all information as needed, and click the COR Certifications section.

Check all information as needed, and click the COR Certifications section.

## Step 37

COR Certifications Help

**Certifications** Certify All

I will complete the COR specific "refresher training" as required by "DOD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this SPM with a copy of the refresher course certificate and date of course completion.

I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the SPM as specified in the contract.

I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.

I have the necessary clearance for this contract and any relevant information

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at [https://wawf.dau.mil](#) and will make payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR.

I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February. Include a statement in the February Monthly COR Report stating that this has been submitted.

If required, I will complete and submit the initial OGE 450, and an annual OGE 450 thereafter in accordance with the component and contracting agency procedures. (Effective Date: 5/10/16).

If required, I will input my accomplishments of COR responsibilities into either my annual performance appraisal or my performance assessment. (Effective Date: 5/10/16).

Comments

Date Certified

+ Designation Letter Help

Click the Certify All button.

Click the Certify All button.

## Step 38

and date of course completion

I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the SPM as specified in the contract.

I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year.

I have the necessary clearance for this contract and any relevant information

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.

I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been submitted.

If required, I will complete and submit the initial OGE 450, and an annual OGE 450 thereafter in accordance with the component and contracting agency procedures. (Effective Date: 5/10/16).

If required, I will input my accomplishments of COR responsibilities into either my annual performance appraisal or my performance assessment. (Effective Date: 5/10/16).

Comments

All Certifications have been certified and the Date Certified is auto-populated.

Date Certified  
2022/07/11

+ Designation Letter Help

+ Workflow History Help

← Back Approve Reject Save Cancel Help

All Certifications have been certified and the Date Certified is auto- populated.

## Step 39

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.eb.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.

I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been submitted.

If required, I will complete and submit the initial OGE 450, and an annual OGE 450 thereafter in accordance with the component and contracting agency procedures. (Effective Date: 5/10/16).

If required, I will input my accomplishments of COR responsibilities into either my annual performance appraisal or my performance assessment. (Effective Date: 5/10/16).

Comments

Click the Signature Required button under the Designation Letter.

Date Certified  
2022/07/11

- Designation Letter Help

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor, Arman	Designation Letter (Smart Form)	2022/07/11	N	<span>View</span> <span>Signature Required</span>

+ Workflow History Help

← Back Approve Reject Save Cancel Help

Click the Signature Required button under the Designation Letter.

## Step 40

d. Direct the contractor or its subcontractor to operate in conflict with the contract terms and conditions.

e. Discuss acquisition plans, strategies or provide any advance information that might give one contractor an advantage over another contractor in forthcoming procurements.

f. Other:

6. This authority is not re-delegable and cannot be re-designated or transferred.

7. You may be held personally and financially liable for unauthorized actions.

8. Standards of Conduct and Conflict of Interests. You are reminded that Government employment, as a public trust, requires that DoD personnel place loyalty to country, ethical principles, and law above private gain and other interests. You must comply with OOD 5600.7-R, Joint Ethics Regulation. As a COR, you are directed to read and familiarize yourself with reference (b) to ensure that, in carrying out your responsibilities in your official capacity, you avoid any action which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You will not allow yourself to be placed in a position which conflict of interest might arise or might justifiably be suspected. You are reminded that throughout the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the Standards of Conduct, you will be subject to the full range of statutory and regulatory sanctions.

9. For this action, you do meet the qualification established in DoDI 5000.72 for this contract action.

10. For this action, you have been designated as a departmental accountable official.

11. For this action, you have been designated as an OGE 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OGE Form 450 Confidential Financial Disclosure Report each February.

12. For this action, you are required to submit a Annually report concerning performance of services rendered under this contract to the contacting officer.

13. If you are to be reassigned or to be separated from Government service, you must notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR.

14. Additional Duties: List all other duties not previously covered:

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:  
 Contracting Officer Name: Arman CO  
 Signature: Arman CO  
 Date: 2022/07/11  
 Email: armanwawarman\_co@gmail.com  
 Telephone: 11111111111111111111111111111111

17. Distribution:  
 No - cc: Contractor Cognizant  
 No - cc: Cognizant Contract Administration Office  
 Yes - cc: SPM Module (COR Surveillance File)

After reviewing the Designation Letter click the Sign button.

Back Sign Help

After reviewing the Designation Letter click the Sign button.

## Step 41

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Welcome Exit User: Arman CO

Sign Designation Letter

Testing, 1 test loop

MEMORANDUM FOR: Arman  
 SUBJECT: Designation of COR  
 Reference: (a) FAR 1.602-2

1. Pursuant to the authority of FAR  
 2. Contract(s) Order(s):

COR Training Type: A  
 Type of COR: Primary

Contract Number: F0162097D0001  
 For: x

Contract Number: F0162096D0002  
 For: x

Effective Date: 2022/07/11

Date of Award: 1990/07/31

Date of Award: 1988/05/11

Sign Designation Letter

As of 2022/07/11 15:52:39 UTC, an email was sent to your email account [redacted] with a One-Time Password (OTP). This password will expire in 200 seconds.

The DFE signature requirement has changed to allow support for all the major browsers. Click [redacted] for more information.

If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.

If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One Time Password page.

Pin \*

Manage PIN

If you are having issue with receiving OTP via E-mail, you can also setup OTP on your mobile device. Visit Setup Time-Based One Time Password

Send OTP via E-Mail

OTP (One Time Password) \*

Send OTP via E-Mail

Are you sure you want to sign this appointment?

Cancel Sign

When prompted, Enter your PIN and the One Time Password sent to the email account. Click the Sign Button.

3. You will serve as the COR throughout the period of performance monitoring of this contract unless this designation is terminated. Your performance and contributions as the COR will be reported to your immediate supervisor as part of your official performance review.

As a matter of practice, the COR should prepare Memorandums for the Record (MFR) of all meetings, trips and telephone conversations relating to this contractor. Each MFR, other similar records and all other correspondence relating to this contractor shall cite the contract number/order number. A copy of all documentation and correspondence shall be furnished to the Contracting Officer and all other interested government parties having a need to know. Consideration must be given to restrictions regarding contractor proprietary data, as well as classified and business sensitive information.

4. You ARE AUTHORIZED to take action with respect to the following:

a. Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.

When prompted, Enter your PIN and the One Time Password sent to the email account. Click the Sign Button.

## Step 42

I may be held personally liable for unauthorized acts.

If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.es.mil> and will process payments when possible using WAWF.

I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract.

I hereby understand that I am required, as a COR, to complete and file the OGE 450 Form by February of each year while I am a COR and I will include a statement in the February Monthly COR Report stating that this has been submitted.

If required, I will complete and submit the initial OGE 450, and an annual OGE 450 thereafter in accordance with the component and contracting agency procedures. (Effective Date: 5/10/16).

If required, I will input my accomplishments of COR responsibilities into either my annual performance appraisal or my performance assessment. (Effective Date: 5/10/16).

Comments

The Designation Letter has been signed by the COR nominee and updated. After reviewing the information click the Approve button to approve the nomination.

Date Certified  
2022/07/11

Designation Letter

Info: Designation Letter updated

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	2022/07/11	N	<a href="#">View</a>

Workflow History

Back Approve Reject Save Cancel Help

The Designation Letter has been signed by the COR nominee and updated. After reviewing the information click the Approve button to approve the nomination.

## Step 43

Joint Appointment Module

CREATE Appointment Search Appointments MY Appointments COR Information My Training Warrants Exit User: Arman Cor

COR Appointment - Pending COR Review

Approve COR Nomination

Are you sure you want to approve this nomination?

No Yes Help

Click the Yes button to approve the COR nomination.

Contracting Information

Contract / Delivery/Track On

Contractor Information

Period of Performance for Monitoring

Contract Place of Performance

QA Surveillance Plan / Waiver

COR Information

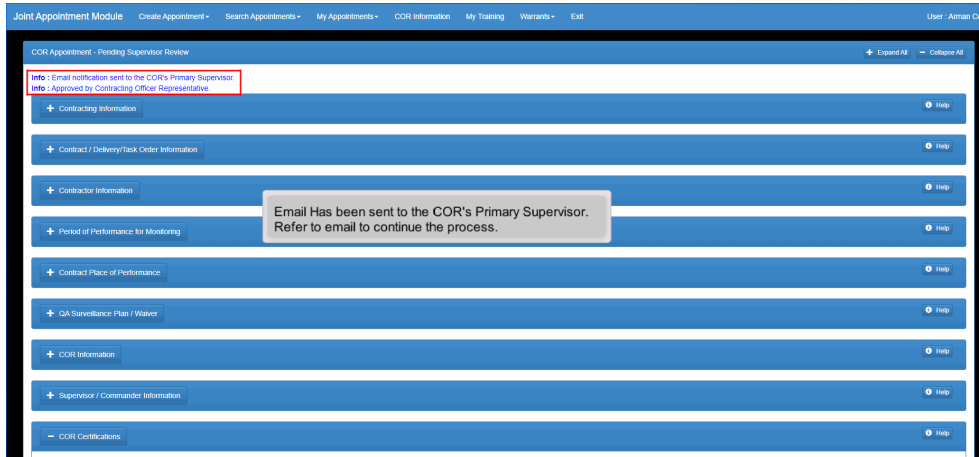
Supervisor / Commander Information

COR Certifications

Certifications

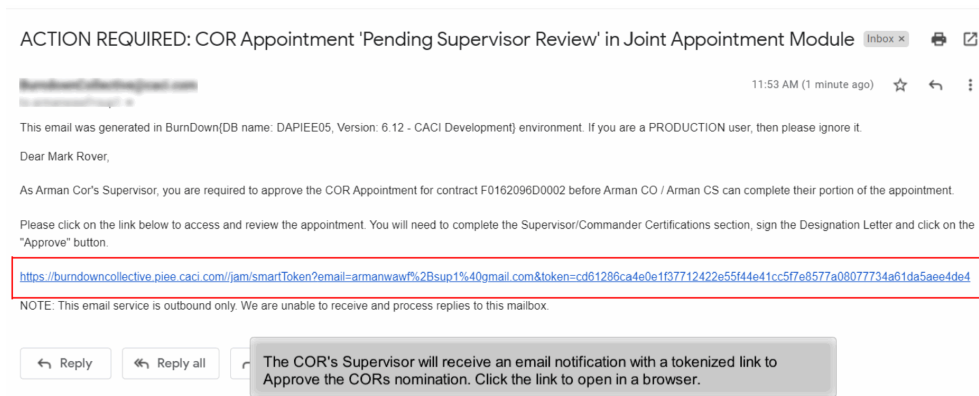
Click the Yes button to approve the COR nomination.

Step 44



Email Has been sent to the COR's Primary Supervisor. Refer to email to continue the process.

Step 45



The COR's Supervisor will receive an email notification with a tokenized link to Approve the CORs nomination. Click the link to open in a browser.

Step 46

Joint Appointment Module    Exit

COR Appointment - Pending Supervisor Review    + Expand All    - Collapse All

**Contracting Information**    Help

Issuing Office: FA3030    Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Type: - Select -    Pre Award Number: [Empty]

Type of COR: Primary    COR Training Type: A

Contracting Officer (Last, First): CO, Aman    Contracting Officer Phone: 11111111111111111111111111111111    Contracting Officer Email: [Empty]

Contract Specialist (Last, First): CS, Aman    Contract Specialist Phone: 11111111111111111111111111111111    Contract Specialist Email: [Empty]

**Contract / Delivery/Task Order Information**    Help

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory
F016209DC0002	E22T	DxD Contract (FAR)	Projected: 1 Actual: 0	N		Y	Name: GovCor6.12a, Godiva Email: [Empty] Phone: [Empty]	Name: ACO_6.12, Acosta Email: [Empty] Phone: [Empty]	Name: Email:
F0162097D0001	E203	DxD Contract	Projected: 1	N		Y	Name: GovCor6.12a, Godiva	Name: ACO_6.12, Acosta	Name:

As the Supervisor review the nomination information for the COR Appointment.

Step 47

**Certifications**    Certify (1)

The Nominee will complete the applicable COR Reports and place a copy of these reports in this COR Tool.

The Nominee may be held personally liable for unauthorized acts.

The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.

To the best of my knowledge, the Nominee has no violations with US Government purchase cards.

The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.

The Nominee will complete the COR specific "refresher training" as required by "DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition every 3rd year and will update the training section of the COR Tool with a copy of the refresher course certificate and date of course completion.

To the best of my knowledge, the Nominee has no security violations.

If Applicable, this COR Nominee has registered as a user of Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) online and taken the training at <https://wafv.eb.mil>, and will process payments when possible using IRAPT.

The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the POC of this using the February COR Report. The COR will not provide a copy of the OGE to the Contracting Center.

The Nominee has time available to adequately perform such duties.

To the best of my knowledge, the Nominee has no violations with US Government credit cards.

The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.

The Nominee will complete yearly administrative review of the nominees COR files with the [Empty] Representative.

I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nom [Empty] Representative.

**Comments**

Date Certified

Review the nomination information. Click the Certify Button

Review the nomination information. Click the Certify Button



Step 48

**Certifications** Certify All

The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance.

The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration.

The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties.

The Nominee's integrity and adherence to the Standards of Conduct DoD6500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach.

The Nominee has time available to adequately perform such duties.

The Nominee will complete the applicable COR Reports and place a copy of these reports in this COR Tool.

The Nominee will complete the COR specific "refresher training" as required by "DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition every 3rd year and will update the training section of the COR Tool with a copy of the refresher course certificate and date of course completion.

The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year.

To the best of my knowledge, the Nominee has no violations with US Government credit cards.

To the best of my knowledge, the Nominee has no violations with US Government purchase cards.

To the best of my knowledge, the Nominee has no security violations.

The Nominee may be held personally liable for unauthorized acts.

I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.

If Applicable, this COR Nominee has registered as a user of Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) online and taken the training at <https://wawf.eb.mil>, and will process payments when possible using IRAPT.

The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February COR Report. The COR will not provide a copy of the OGE to the Contracting Center.

**Comments**

Date Certified will auto-populate

**Date Certified**

2022/07/11

Date Certified will auto-populate

Step 49

To the best of my knowledge, the Nominee has no violations with US Government purchase cards.

To the best of my knowledge, the Nominee has no security violations.

The Nominee may be held personally liable for unauthorized acts.

I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.

If Applicable, this COR Nominee has registered as a user of Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) online and taken the training at <https://wawf.eb.mil>, and will process payments when possible using IRAPT.

The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February COR Report. The COR will not provide a copy of the OGE to the Contracting Center.

**Comments**

Click the Signature Required button under the Designation Letter to review and sign.

**Date Certified**

2022/07/11

— Designation Letter Help

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor, Arman	Designation Letter (Smart Form)	2022/07/11	N	<a href="#">View</a> <a href="#">Signature Required</a>

+ Workflow History Help

[Approve](#) [Reject](#) [Cancel](#) [Help](#)

Click the Signature Required button under the Designation Letter to review and sign.

## Step 50

License renewal/acquisition regulation supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the standards or conduct, you will be subject to the full range of statutory and regulatory sanctions.

9. For this action, you do meet the qualification established in DoD 8000.72 for this contract action.

10. For this action, you have been designated as a departmental accountable official.

11. For this action, you have been designated as an OGE 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OGE Form 400 Confidential Financial Disclosure Report each February.

12. For this action, you are required to submit a Annual report concerning performance of services rendered under this contract to the contacting officer.

13. If you are to be reassigned or to be separated from Government service, you must notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR.

14. Additional Duties: List all other duties not previously covered:

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:

Contracting Officer Name: Arman CO  
 Signature: Arman CO  
 Date: 2022/07/11  
 Email: [REDACTED]  
 Telephone: 11111111111111111111111111111111

COR/COR Management Acknowledgement and Digital Signature: I acknowledge receipt of my COR designation. I have received and understand the assigned duties and responsibilities. I certify that I have no personal or other conflict of interest with regard to this appointment.

COR Name: Arman Cor  
 Signature: Arman Cor  
 Date: 2022/07/11  
 Email: [REDACTED]  
 Telephone: 11111111111111111111111111111111

17. Distribution:  
 No - cc: Contractor Cognizant  
 No - cc: Cognizant Contract Administration Office  
 Yes - cc: SPM Module (COR Surveillance File)

As the COR nominee's Supervisor, review the Designation Letter and click the Sign button.

As the COR nominee's Supervisor, review the Designation Letter and click the Sign button.

## Step 51

Joint Appointment Module    Exit

Sign Designation Letter

Testing, 1 test loop

MEMORANDUM FOR: Arman  
 SUBJECT: Designation of Co  
 Reference: (a) FAR 1.602-2

1. Pursuant to the authority of FAR  
 2. Contract(s)/Order(s):

COR Training Type    A  
 Type of COR    Primary

Contract Number    Delivery/Task Order    Period of Performance for Monitoring    CAGE Code    Contractor Name    Contractor Address    Date of Award

F0162097D0001	E203	2022/07/01 thru 2022/07/12	45815	INTERNATIONAL DATA PRODUCTS CORP	1306 SQUIRE CT	1998/07/31
For: x						
Contract Number	Delivery/Task Order	Period of Performance for Monitoring	CAGE Code	Contractor Name	Contractor Address	Date of Award
F0162096D0002	E22T	2022/07/01 thru 2022/07/12				1998/03/11
For: x						

3. You will serve as the COR throughout the period of performance monitoring of this contract unless this designation is terminated. Your performance and contributions as the COR will be reported to your immediate supervisor as part of your official performance review.

As a matter of practice, the COR should prepare Memorandums for the Record (MFR) of all meetings, trips and telephone conversations relating to this contract/order. Each MFR, other similar records and all other correspondence relating to this contract/order shall cite the contract number/order number. A copy of all documentation and correspondence shall be furnished to the Contracting Officer and all other interested government parties having a need to know. Consideration must be given to restrictions regarding contractor proprietary data, as well as classified and business sensitive information.

4. You ARE AUTHORIZED to take action with respect to the following:

a. Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.

Click the Sign Button.

Click the Sign Button.

Step 52

To the best of my knowledge, the Nominee has no security violations.  
 The Nominee may be held personally liable for unauthorized acts.  
 I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative.  
 If Applicable, this COR Nominee has registered as a user of Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) online and taken the training at <https://wawf.eb.mil>, and will process payments when possible using IRAPT.  
 The Nominee has filed an OGE Form 450 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OGE Form 450 each February for the duration of this appointment and notify the PCO of this using the February COR Report. The COR will not provide a copy of the OGE to the Contracting Center.

Comments

After reviewing the remaining information click the Approve button.

Date Certified  
 2022/07/11

Designation Letter Help

Info : Designation Letter updated

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Col. Arman	Designation Letter (Smart Form)	2022/07/11	N	<a href="#">View</a>

Workflow History Help

Approve

After reviewing the remaining information click the Approve button.

Step 53

Joint Appointment Module - Exit

GOR Appointment - Pending Supervisor Review Expand All Collapse All

Approve COR Nomination

Are you sure you want to approve this nomination?

Contracting Information

Issuing Office: FA3030

Pre Award Type: . Select - Pre Award Number:

Type of COR: Primary GOR Training Type: A

Contracting Officer (Last, First): CO, Arman Contracting Officer Phone: 111111111111111111111111 Contracting Officer Email:

Contract Specialist (Last, First): CS, Arman Contract Specialist Phone: 111111111111111111111111 Contract Specialist Email:

Click the Yes Button.

Contract / Delivery/Task Order Information Help

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory
F01920960002	E22T	D&D Contract (FAR)	Projected: 1 Actual: 0	N		Y	Name: GovCor5.12a, Godiva	Name: ACO_5.12, Acosta	Name: Ebraic
F01920970001	E203	D&D Contract	Projected: 1	N		Y	Name: GovCor5.12a, Godiva	Name: ACO_5.12, Acosta	Name:

Click the Yes Button.

## Step 54

Joint Appointment Module    Exit

CCR Appointment - Pending PCO Review    [Expand All](#)    [Collapse All](#)

**Info** - Email notifications sent to the CO and CS.  
**Info** - Approved by Supervisor / Commander

**Contracting Information**    [Help](#)

Issuing Office: FA3030    Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Type: - Select -    Pre Award Number:

Type of COR: Primary    COR Training Type: A

Contracting Officer (Last, First): CO, Arman    Contracting Officer Phone: 111111111111111111111111    Contracting Officer Email:

Contract Specialist (Last, First): CS, Arman    Contract Specialist Phone: 111111111111111111111111    Contract Specialist Email:

**Contract / Delivery/Task Order Information**    [Help](#)

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory
F0162096D002	E22T	DoD Contract (FAR)	Projected: 1 Actual: 0	N		Y	Name: GovCor6.12a, Godiva Phone: <input type="text"/> Email: <input type="text"/>	Name: ACO_6.12, Acosta Phone: <input type="text"/> Email: <input type="text"/>	Name: <input type="text"/> Email: <input type="text"/>

Email has been sent to the CO and CS.

## Step 55

An official website of the United States government

**PIEE**  
 Procurement Integrated Enterprise Environment

[VIEW SYSTEM MESSAGES](#)

## Welcome Back.

To continue the nomination process the CO will now log into PIEE to certify and finalize the appointment.

DoD users must use the Authentication Certificate if available on the CAC / PIV Card. If the Authentication Certificate is not available, the Identity Certificate may be used.

**LOG IN WITH CAC / PIV CARD**

Get help with CAC / PIV Card Login

**Log in with User ID**

User ID:

Password:

**LOG IN**

Find My User ID | Reset My Password

New to PIEE? Start the registration process.

**Need help with your account?**  
 Your Account Administrator can help you view or edit profile information, reset a password or certificate, activate or deactivate users, manage group structures, administer location codes, or look up group names.

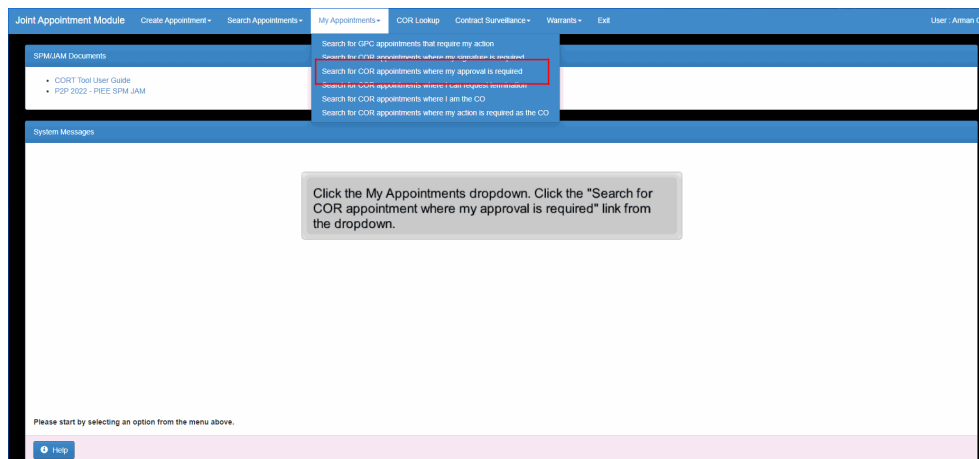
To continue the nomination process the CO will now log into PIEE to certify and finalize the appointment.

## Step 56



Click the JAM icon to continue.

## Step 57



Click the My Appointments dropdown. Click the "Search for COR appointment where my approval is required" link from the dropdown.

## Step 58

Joint Appointment Module   Create Appointment   Search Appointments   My Appointments   COR Lookup   Contract Surveillance   Warrants   Exit   User: Arman CO

My Appointments - Where my approval is required

Display 10 items   Filter:

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
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F0182097D0001</a>	E203	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F0182096D0002</a>	E22T	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181462P0146</a>	BASE CONTRACT	CO, Arman	CS, Arman	Rover, Mark	2022/07/07	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181462P0122</a>	BASE CONTRACT	CO, Arman	CS, Arman	Rover, Mark	2022/07/07	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181488D0001</a>	BASE CONTRACT	CO, Arman	CS, Arman	Rover, Mark	2022/07/01	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181462P0078</a>	BASE CONTRACT	CO, Arman	CS, Arman	Rover, Mark	2022/07/01	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181462D0002</a>	0034	CO, Arman	CS, Arman	Rover, Mark	2022/07/01	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181488D0004</a>	5004	CO, Arman	CS, Arman	Rover, Mark	2022/07/01	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181488D0003</a>	5106	CO, Arman	CS, Arman	Rover, Mark	2022/06/30	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4181487C0006</a>	BASE CONTRACT	CO, Arman	CS, Arman	Rover, Mark	2022/06/30	FA3030

Showing 11 to 13 of 13 items

Export (CSV)   Help

Locate the COR nomination that needs approval and click the Contract Number link.

Previous 1 2 Next

Locate the COR nomination that needs approval and click the Contract Number link.

## Step 59

Contracting Officer Certifications   Help

**Certifications**   [Certify All](#)

I have reviewed the COR's courses and confirmed that all of the required courses for the type of contract selected has been completed by the COR.

I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.

If an OGE Form 450 is required, I will ensure that the initial and all annual OGE Form 450 have been reviewed by appropriate personnel in accordance with the component and contracting agency procedures. (Effective Date: 5/10/16)

I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the COR Tool.

If required, I will provide feedback on the COR's performance to the COR's supervisor. (Effective Date: 5/10/16)

I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.

I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this COR Tool.

I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.

Comments

Review the information and click the Certify All Button.

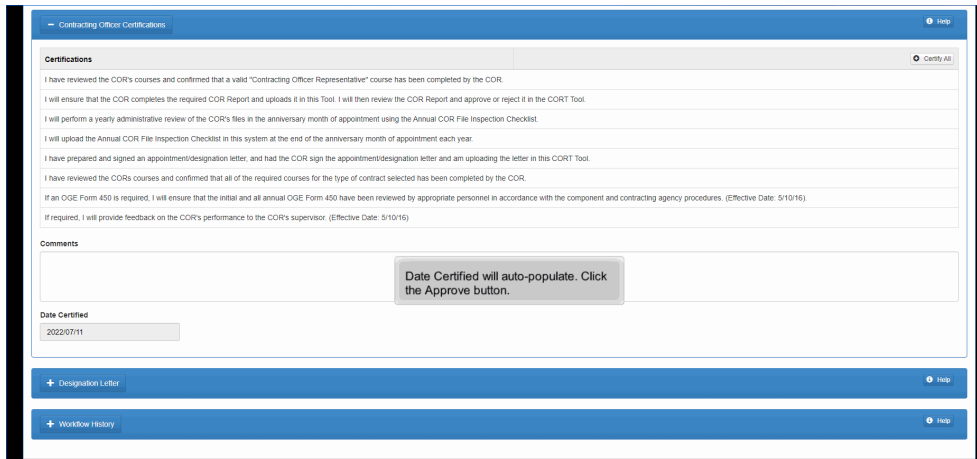
Date Certified

+ Designation Letter   Help

+ Workflow History   Help

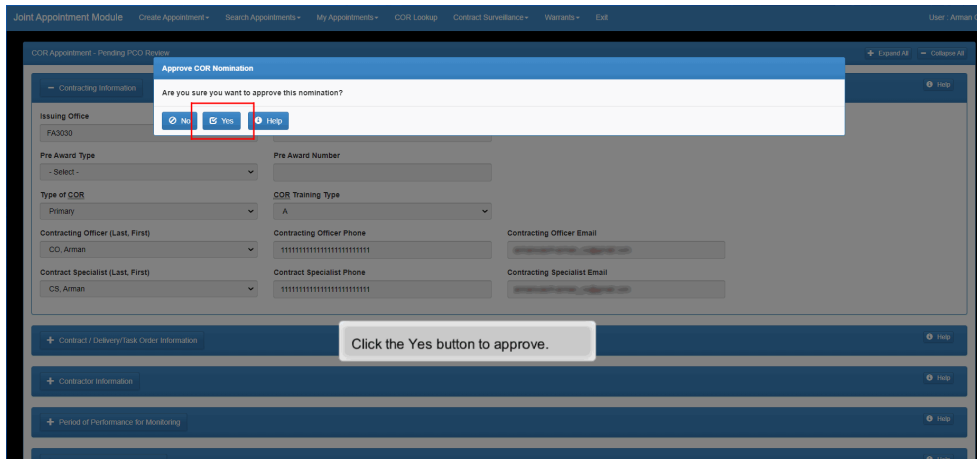
Review the information and click the Certify All Button.

Step 60



Date Certified will auto-populate. Click the Approve button.

Step 61



Click the Yes button to approve.

## Step 62

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Lookup Contract Surveillance Warrants Exit User: Arman CO

COR Appointment - Active COR

Info: Email notification sent to the COR.  
Info: Approved by Contracting Officer

Contracting Information

Contract Number	Delivery/Task Order Number	+ Add Delivery/Task Orders
F0162096D0002	E22T	
Contract Type	Issuing Office	Level 2 - Issuing Agency
DoD Contract (FAR)	FA3030	DEPT OF THE AIR FORCE
Pre Award Type	Pre Award Number	
- Select -		
Projected Number of GDRs on Contract	Actual Number of GDRs on Contract	
1	3	
Type of GDR	GDR Training Type	Agency Environment
Primary	A	
Is this a cost reimbursement type contract?	Is the COR required to view the cost vouchers?	
No	No	
Contracting Officer (Last, First)	Contracting Officer Phone	Contracting Officer Email
CO, Arman	11111111111111111111111111111111	
Contract Specialist (Last, First)	Contract Specialist Phone	Contracting Specialist Email
CS, Arman	11111111111111111111111111111111	
Quality Assurance POC (Last, First)	Quality Assurance POC Phone	Quality Assurance POC Email

The COR is now active.

The COR is now active.

## Step 63

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Lookup Contract Surveillance Warrants Exit User: Arman CO

COR Appointment - Active COR

Contracting Information

Contract Number	Delivery/Task Order Number	+ Add Delivery/Task Orders
F0162096D0002	E22T	
Contract Type	Issuing Office	Level 2 - Issuing Agency
DoD Contract (FAR)	FA3030	DEPT OF THE AIR FORCE
Pre Award Type	Pre Award Number	
- Select -		
Projected Number of GDRs on Contract	Actual Number of GDRs on Contract	
1	3	
Type of GDR	GDR Training Type	Agency Environment
Primary	A	
Is this a cost reimbursement type contract?	Is the COR required to view the cost vouchers?	
No	No	
Contracting Officer (Last, First)	Contracting Officer Phone	Contracting Officer Email
CO, Arman	11111111111111111111111111111111	
Contract Specialist (Last, First)	Contract Specialist Phone	Contracting Specialist Email
CS, Arman	11111111111111111111111111111111	
Quality Assurance POC (Last, First)	Quality Assurance POC Phone	Quality Assurance POC Email
GovCor. 129, Godiva		

For certain contracts, nominations can be initiated from an existing appointment by clicking the Add Delivery/Task Orders button.

For certain contracts, nominations can be initiated from an existing appointment by clicking the Add Delivery/Task Orders button.



## Step 64

Joint Appointment Module   Create Appointment   Search Appointments   My Appointments   COR Lookup   Contract Surveillance   Warrants   Exit   User: Arman CO

JAM Appointment Search Results

Item	Issuing Office DoDAAC	Contract Number	Delivery Order	Select
1	FA3030	F0162096D0002	E22J	<input type="checkbox"/>
2	FA3030	F0162096D0002	E22K	<input checked="" type="checkbox"/>
3	FA3030	F0162096D0002	E22L	<input type="checkbox"/>
4	FA3030	F0162096D0002	E22M	<input type="checkbox"/>
5	FA3030	F0162096D0002	E22P	<input type="checkbox"/>
6	FA3030	F0162096D0002	E22Q	<input type="checkbox"/>
7	FA3030	F0162096D0002	E22R	<input type="checkbox"/>
8	FA3030	F0162096D0002	E22U	<input type="checkbox"/>
9	FA3030	F0162096D0002	E22V	<input type="checkbox"/>
10	FA3030		E22X	<input type="checkbox"/>
11	FA3030		E22Y	<input type="checkbox"/>
12	FA3030		E22Z	<input type="checkbox"/>
13	FA3030		E23A	<input type="checkbox"/>

Delivery orders that have the same EDA contract number will be displayed on the Search Results screen. Select one or more delivery orders from the list. Click the Next button

← Back   **Next**   Select All   Deselect All   Help

Delivery orders that have the same EDA contract number will be displayed on the Search Results screen. Select one or more delivery orders from the list. Click the Next button

## Step 65

Joint Appointment Module   Create Appointment   Search Appointments   My Appointments   COR Lookup   Contract Surveillance   Warrants   Exit   User: Arman CO

Document Information Selection

Check all appointment fields that require editing (e.g. different from the original appointment), otherwise information will auto-populate from the original appointment. Unchecked information may be updated before the appointment is submitted.

Contract Number	Delivery Order	Contract Specialist	QA/POC	ACO	Place of Performance	QA/SP Waiver	Period of Performance
F0162096D0002	E22K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

← Back   **Next**   Help

Check any fields that will require editing. Click Next.

Check any fields that will require editing. Click Next.

Step 66

The screenshot shows the 'Contracting Information' section of a 'COR Appointment' form. The form includes various input fields and dropdown menus for contract details. A grey callout box with the text 'Provide information as required in the contracting information dropdown.' is overlaid on the right side of the form.

Contract Number	Delivery/Task Order Number	
F0162096D0002	E22K	
Contract Type *	Issuing Office	Level 2 - Issuing Agency
DOD Contract (FAR)	FA3030	DEPT OF THE AIR FORCE
Pre Award Type	Pre Award Number	
- Select -		
Projected Number of QDRs on Contract *	Actual Number of QDRs on Contract	
1	5	
Type of COR *	COR Training Type *	Contingency Environment *
Primary	A	Yes
Is this a cost reimbursement type contract? *	Is the COR required to view the cost vouchers?	
No	- Select -	
Contracting Officer (Last, First)	Contracting Officer Phone	Contracting Officer Email
CO, Airman	11111111111111111111111111111111	airman@airforce.mil
Contract Specialist (Last, First) *	Contract Specialist Phone	Contract Specialist Email
CS, Airman	11111111111111111111111111111111	airman@airforce.mil
Quality Assurance POC (Last, First)	Quality Assurance POC Phone	Quality Assurance POC Email
GovCor6 128, Godiva		

Provide information as required in the contracting information dropdown.

Step 67

The screenshot shows two sections of the form: 'Contract Place of Performance' and 'QA Surveillance Plan / Waiver'. The 'QA Surveillance Plan / Waiver' section contains a table with columns for Delivery/Task Order, Type, Document, Description, Service Type, Reporting Interval, Remarks, Plan Date, and Action. A red box highlights the '+ Add QASP' button. A grey callout box with the text 'Review and update any information needed for the new Delivery/Task Order.' is overlaid on the table. Below this is the 'COR Information' section with fields for First Name, Last Name, Work Phone Number, Work Email Address, DERO's Date, and OGE 450 Filer.

Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U. S. Contractors	Local Nationals	Other Nationals	Action
UNITED STATES OF AMERICA (THE)								0	0	0	<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
E22K	PLAN	QASP-docx			Annually		2022/07/11	<input type="checkbox"/> View <input type="checkbox"/> Edit <input type="checkbox"/> Delete

Delivery/Task Order	Type	Document	Waiver Date	Draft Indicator	Action

First Name	Last Name	Work Phone Number	Work Email Address
Airman	Cor	11111111111111111111111111111111	airman@airforce.mil
DEROS Date	OGE 450 Filer		
	No		

Review and update any information needed for the new Delivery/Task Order.

## Step 68

Contract Place of Performance

Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals	Action
UNITED STATES OF AMERICA (THE)								0	0	0	<a href="#">Edit</a> <a href="#">Delete</a>

QA Surveillance Plan / Waiver

Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found.								
Delivery/Task Order	Type	Document	Description	Waiver Date	Draft Indicator			Action
5650	WAIVER	QASP Waiver (Smart Form)		2022/07/27	Y			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

COR Information

For Nominations that have a draft QASP Waiver, click the Edit button on the right side to update the document.

First Name: Aman, Last Name: CORN 12.0, DEROS Date: OGE 450 Filer, Agency Experience: 12 months or more, COR Competencies: C

For Nominations that have a draft QASP Waiver, click the Edit button on the right side to update the document.

## Step 69

Contract Place of Performance

Country	City	State	Zip Code	NIA Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals	Action
UNITED STATES OF AMERICA (THE)	JACKSONVILLE	FLORIDA	32212					0	0	0	<a href="#">Edit</a> <a href="#">Delete</a>

QA Surveillance Plan / Waiver

Error - Verify that a QA Surveillance Plan or QA Surveillance Plan Waiver is associated with each contractor. For each QASP Waiver added where the Draft Indicator is "Y", click on the "Edit" button, review the waiver, then press "Add" and sign the waiver.

Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found.								
Delivery/Task Order	Type	Document	Description	Waiver Date	Draft Indicator			Action
5AAM	WAIVER	QASP Waiver (Smart Form)		2022/08/17	Y			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

COR Information

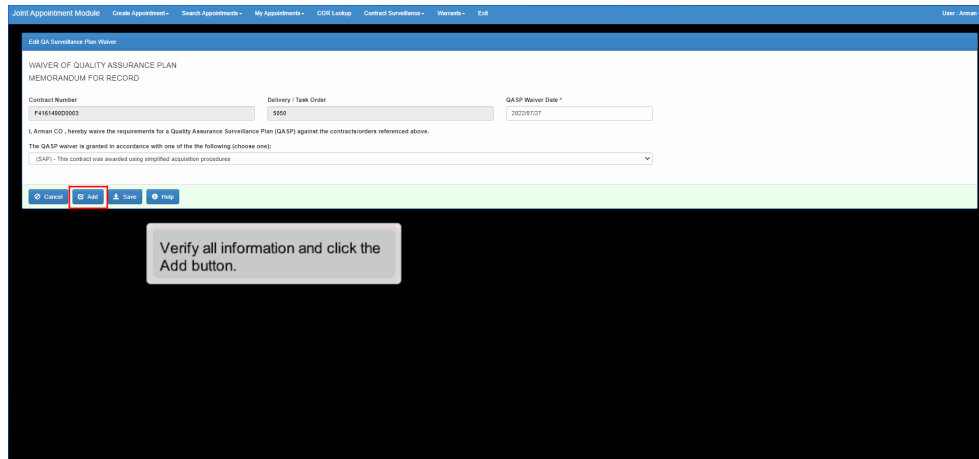
When JAM user attempts to submit appointment with a draft waiver, the following error will be displayed. Click the "Edit" Button on the right to review waiver, then press "Add" and sign the waiver.

First Name: Gor, Last Name: CORN 12.0, DEROS Date: OGE 450 Filer, Agency Experience: Less than 6 months, COR Competencies: A

When JAM user attempts to submit appointment with a draft waiver, the following error will be displayed.

Click the "Edit" Button on the right to review waiver, then press "Add" and sign the waiver.

## Step 70



JOHN Appointment Module - Create Appointment - Search Appointments - My Appointments - COR Lookup - Contract Surveillance - Waivers - Full

Full QA Surveillance Plan Waiver

WAIVER OF QUALITY ASSURANCE PLAN  
MEMORANDUM FOR RECORD

Contract Number: F41614800003 Delivery / Task Order: 3850 QASP Waiver Date: 2022/11/27

I, Arman CO, hereby waive the requirements for a Quality Assurance Surveillance Plan (QASP) against the contracts/orders referenced above.

The QASP waiver is granted in accordance with one of the following (choose one):

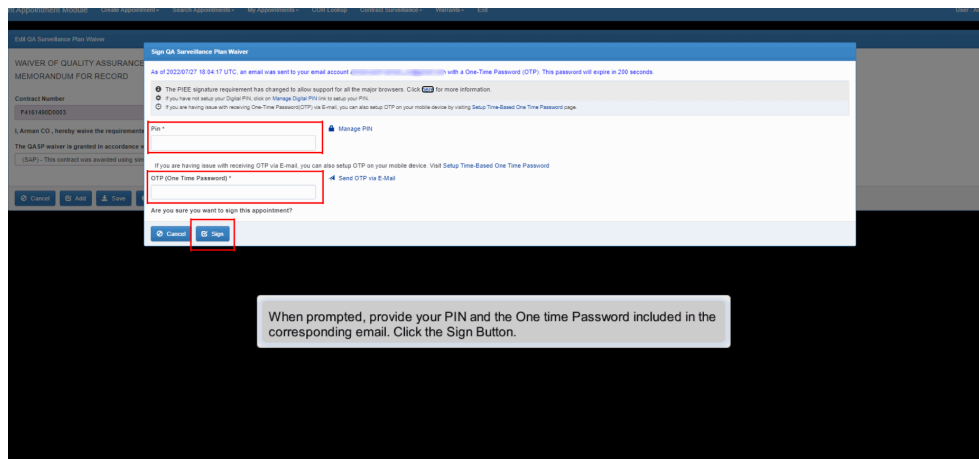
QASP - This contract was awarded using simplified acquisition procedures

Buttons: Cancel, Add, Save, Help

Verify all information and click the Add button.

Verify all information and click the Add button.

## Step 71



JOHN Appointment Module - Create Appointment - Search Appointments - My Appointments - COR Lookup - Contract Surveillance - Waivers - Full

Full QA Surveillance Plan Waiver

WAIVER OF QUALITY ASSURANCE PLAN  
MEMORANDUM FOR RECORD

Contract Number: F416148000003

I, Arman CO, hereby waive the requirements for a Quality Assurance Surveillance Plan (QASP) against the contracts/orders referenced above.

The QASP waiver is granted in accordance with one of the following (choose one):

QASP - This contract was awarded using simplified acquisition procedures

Buttons: Cancel, Add, Save, Help

Sign QA Surveillance Plan Waiver

As of 2022/11/27 18:54:17 UTC, an email was sent to your email account [redacted] with a One-Time Password (OTP). This password will expire in 200 seconds.

- The PREE signature requirement has changed to allow support for all the major browsers. Click [redacted] for more information.
- If you have not setup your Digital PIN, visit our Storage Digital PIN to setup your PIN.
- If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One-Time Password page.

Pin\*

Manage PIN

If you are having issue with receiving OTP via E-mail, you can [redacted] this setup OTP on your mobile device. Visit Setup Time-Based One-Time Password

OTP (One-Time Password)\*

Send OTP via E-Mail

Are you sure you want to sign this appointment?

Buttons: Cancel, Sign

When prompted, provide your PIN and the One time Password included in the corresponding email. Click the Sign Button.

When prompted, provide your PIN and the One time Password included in the corresponding email. Click the Sign Button.

## Step 72

Period of Performance for Monitoring Start Date \* 2022/07/26  
 Period of Performance for Monitoring End Date \* 2022/07/27

Contract Place of Performance

Country	City	State	Zip Code	N/A Event	Forward Operating Base	Unit	Sub Unit	U.S. Contractors	Local Nationals	Other Nationals	Action
UNITED STATES OF AMERICA (THE)								0	0	0	<a href="#">Edit</a> <a href="#">Delete</a>

+ Add Contract Place of Performance

QA Surveillance Plan / Waiver

Info: QA Surveillance Plan / Waiver added

Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found.								
Delivery/Task Order	Type	Document	Description	Waiver Date	Draft Indicator			Action
5555		SP Waiver (Smart Form)		2022/07/27	N			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

The QASP Waiver was added.

COE Information

First Name	Last Name	Work Phone Number	Work Email Address
Alman	Cor	111111111111111111111111	
DEROS Date	OGC 480 Filter		
	No		
Agency Experience	COR Competencies		
12 months or more	C		
Technical Experience Comments			
test			

The QASP Waiver was added.

## Step 73

Training Waiver

NO

Supervisor / Commander Information

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
Mark	Rover	111111111111111111111111		Primary	

Designation Letter

COE Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor, Alman	Designation Letter (Smart Form)	2022/07/11	N	<a href="#">View</a>
Alman Cor	Addendum to Designation Letter (Smart Form)		Y	<a href="#">View</a> <a href="#">Edit</a>

Workflow History

Date	Action	Status

If the same CO from the original appointment added the new order, Click Edit on the right to update and sign the Addendum.

If a Different CO from the original appointment added the new order, then a new Designation Letter is required to be signed by the new CO, and is routed through the normal workflow.

Back | Submit | Save | Help

If the same CO from the original appointment added the new order, Click Edit on the right to update and sign the Addendum.

If a Different CO from the original appointment added the new order, then a new Designation Letter is required to be signed by the new CO, and is routed through the normal workflow.

Step 74

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Lookup Contract Surveillance Warrants Exit User: Arman CO

Edit Addendum to Designation Letter

Agency Name \* Agency Address \*

MEMORANDUM FOR: Arman Cor  
SUBJECT: ADDENDUM TO DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE  
ADDENDUM NUMBER: 0001

1. The purpose of this addendum is to make the following changes to the COR Appointment Letter for: Arman Cor, Primary

2. ContractOrder:  
Contract Number: F0162056D0002  
Order Number: E22K  
Contractor Name:  
Contractor Address:

3. The effective date of this addendum is hereby \*

4. The reason for the addendum:  
 a. Change is Period of Performance Monitoring Dates:  
 b. Change is COR Training Type:  
 c. Change is Type of COR:  
 d. Other:

Fill out Addendum letter for all required Information.

Fill out Addendum letter for all required Information.

Step 75

e. Other:

e. Change is adding additional delivery/task orders: E22K

Are there additional duties to be performed by the COR on the new delivery/task order(s)?\* Yes

Additional duties to be performed by the COR on the new delivery/task order(s) are as follows:

Order Number: E22K - Additional Duties:

Extra Details

5. Except as provided herein, all other duties remain in full effect.

6. Digital Signature/Contract information:

7. Distribution:  
 cc: Contractor  
 cc: Cognizant Contract Administration Office  
 cc: SPM Module (COR Surveillance File)  
 cc: COR or ACOR

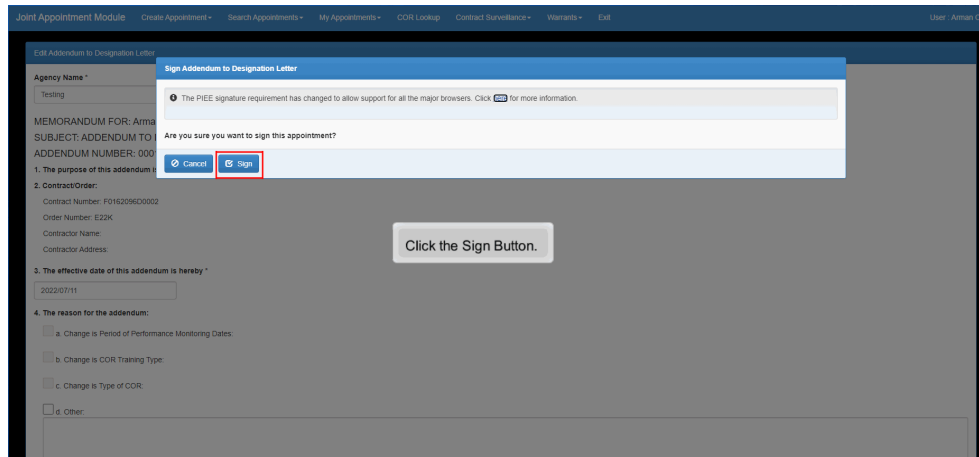
8. Additional Distribution Required:  
Name Email

Add any additional duties. Click Add Button.

Back Add Save

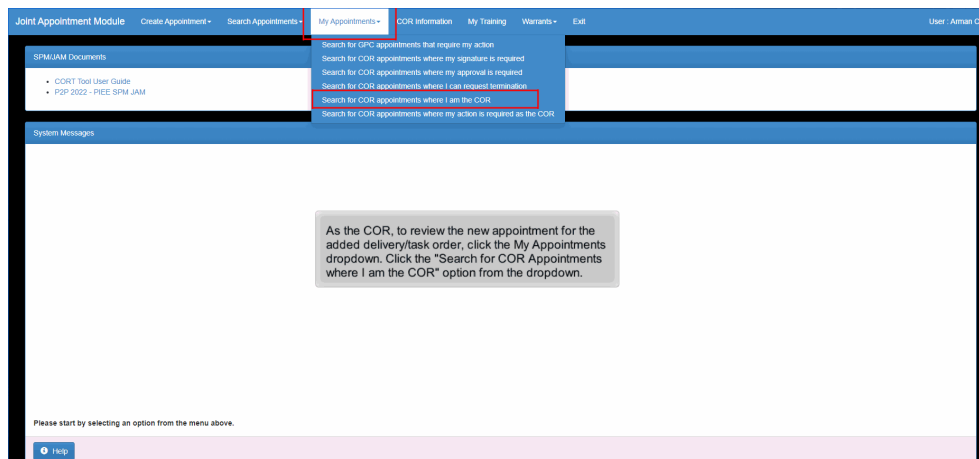
Add any additional duties. Click Add Button.

## Step 76



Click the Sign Button.

## Step 77



As the COR, to review the new appointment for the added delivery/task order, click the My Appointments dropdown. Click the "Search for COR Appointments where I am the COR" option from the dropdown.

## Step 78

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit User: Arman Cor

My Appointments - Where I am the COR

Display 10 Items Filter:

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
Cor Arman	FA3030	Primary	Active COR		<a href="#">F4161488D0001</a>	5170	kh_jam_co_202, Kaylor	kh_jam_cs_203, Kaylor	Rover, Mark	2022/07/11	FA3030
Cor Arman	FA3030	Primary	Active COR		<a href="#">F9162097D0001</a>	E203	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030
Cor Arman	FA3030	Primary	Active COR		<a href="#">F9162096D0002</a>	E22K	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030
Cor Arman	FA3030	Primary	Active COR		<a href="#">F9162096D0003</a>	E22T	CO, Arman	CS, Arman	Rover, Mark	2022/07/11	FA3030
Cor Arman	FA3030	Primary	Active COR		<a href="#">F4161488D0001</a>	5169	CO, Arman	CS, Arman	Rover, Mark	2022/07/08	FA3030
Cor Arman	FA3030	Primary	Pending PCO Signature		<a href="#">F4161488D0001</a>	5240	CO, Arman	CS, Arman	Rover, Mark	2022/07/08	FA3030
Cor Arman	FA3030	Primary	Active COR		<a href="#">F4161402D0001</a>	0003	CO, Arman	CS, Arman	Rover, Mark	2022/07/08	FA3030
Cor Arman	FA3030	Primary	Active COR		<a href="#">F4161402D0002</a>	0029	CO, Arman	CS, Arman	Rover, Mark	2022/07/08	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review		<a href="#">F4161402P0143</a>	BASE CONTRACT	CO, Arman	CS, Arman	Rover, Mark	2022/07/07	FA3030
Cor Arman	FA3030	Primary	Pending PCO Review						Rover, Mark	2022/07/07	FA3030

Showing 1 to 10 of 30 items

Click the contract number for the corresponding new Delivery/Task Order.

Previous 1 2 3 Next

Export (CSV) Help

Click the contract number for the corresponding new Delivery/Task Order.

## Step 79

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit User: Arman Cor

COR Appointment - Active COR

Contracting Information

Contract Number: F9162096D0002 Delivery/Task Order Number: E22K

Contract Type: DoD Contract (FAR) Issuing Office: FA3030 Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Type: - Select - Pre Award Number: Verify all information is correct.

Projected Number of CORs on Contract: 1 Actual Number of CORs on Contract: 6

Type of GDR: Primary GDR Training Type: A Contingency Environment: Yes

Is this a cost reimbursement type contract?: No Is the COR required to view the cost vouchers?: No

Contracting Officer (Last, First): CO, Arman Contracting Officer Phone: 111111111111111111111111 Contracting Officer Email: [redacted]

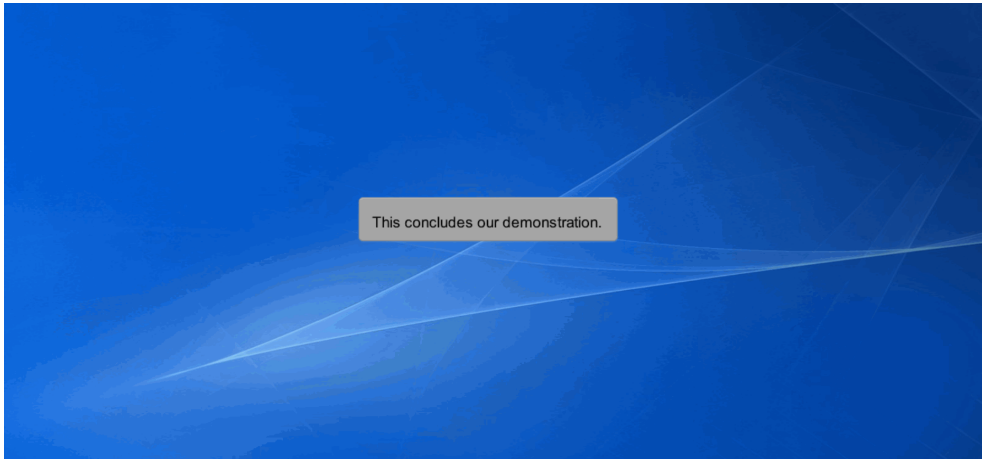
Contract Specialist (Last, First): CS, Arman Contract Specialist Phone: 111111111111111111111111 Contract Specialist Email: [redacted]

Quality Assurance POC (Last, First): GovCor. 12a, Godva Quality Assurance POC Phone: [redacted] Quality Assurance POC Email: [redacted]

Verify all information is correct.



End



This concludes our demonstration.