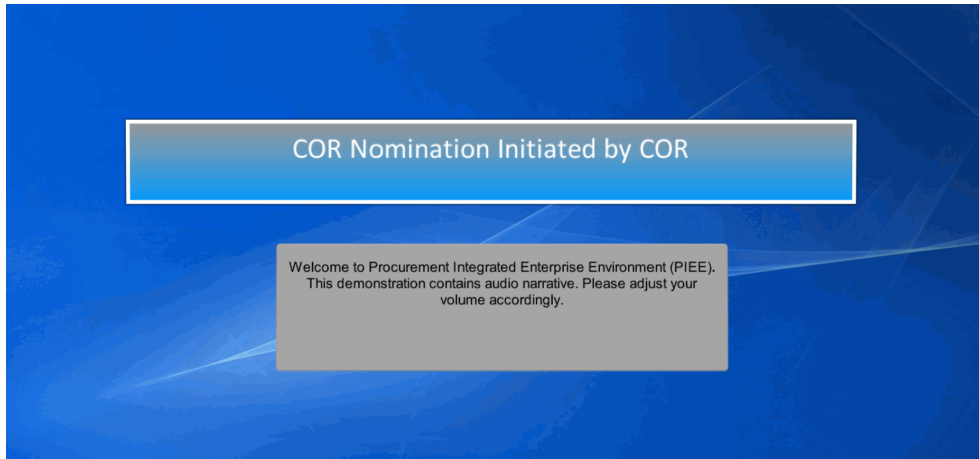
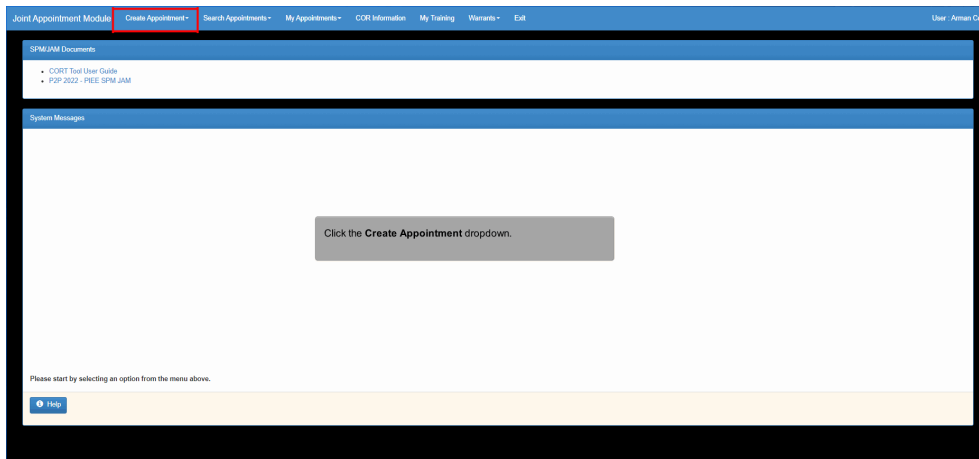


Intro



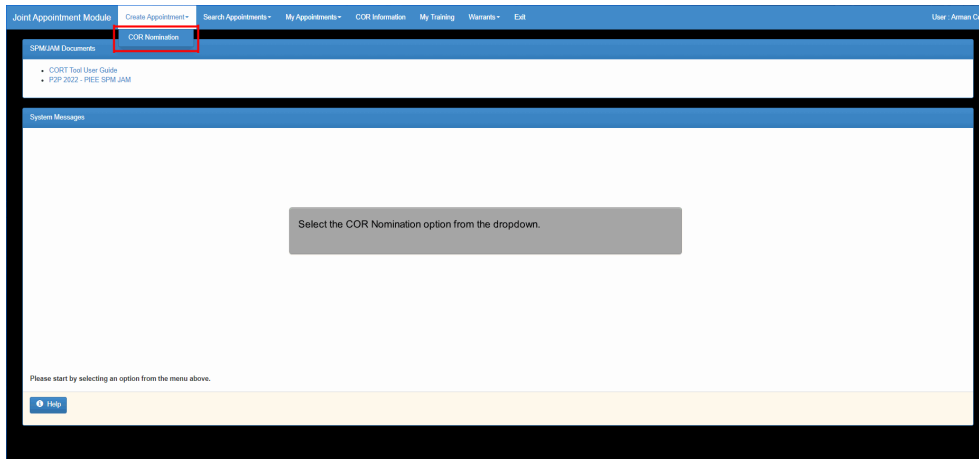
COR Nomination Initiated by COR
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



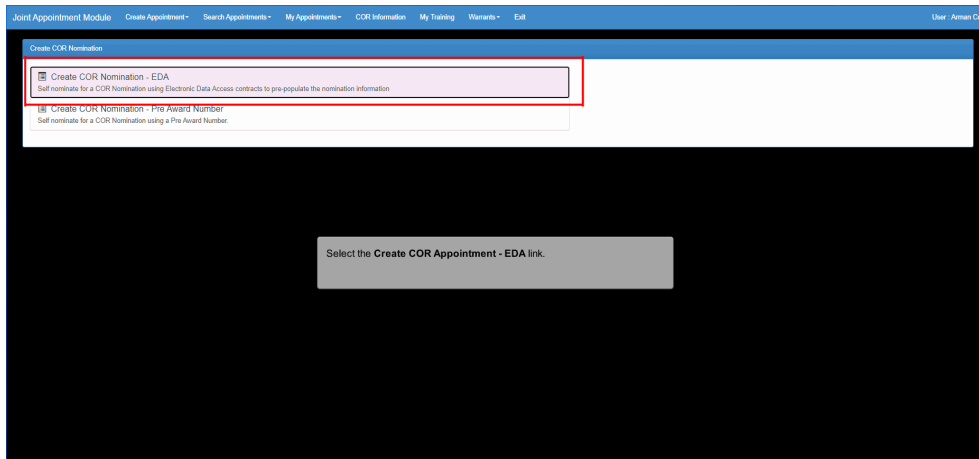
Click the Create Appointment dropdown.

Step 2



Select the COR Nomination option from the dropdown.

Step 3



Select the Create COR Appointment - EDA link.

Step 4

EDA Contract Search

Issuing Office DoDAAC *

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

+ Add Contract(s)

Selected EDA Contracts

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

Enter an Issuing Office DoDAAC. This field is mandatory to search for a Contract. Enter a Contract Number or a Delivery/Task Order Number to further filter the search results, otherwise click the Search button.

Step 5

EDA Contract Search

Issuing Office DoDAAC *

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

Page Size: 25 items per page

Page Number: Page 1 of 13

Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
1	FA3030	ECS2830300501	E203	<input type="checkbox"/>
2	FA3030	F016209600002	E22U	<input type="checkbox"/>
3	FA3030	F016209600002	E22V	<input type="checkbox"/>
4	FA3030	F016209600002	E22X	<input type="checkbox"/>
5	FA3030	F016209600002	E22Z	<input type="checkbox"/>

All EDA contracts will be displayed on the EDA Contract Search Results screen for the selected Issuing Office DoDAAC. The system allows for the selection of multiple Contracts with or without Delivery Orders.

Step 6

14	FA3030	F4161400MU001		<input type="checkbox"/>
15	FA3030	F4161400P0013		<input type="checkbox"/>
16	FA3030	F4161400P0017		<input type="checkbox"/>
17	FA3030			<input type="checkbox"/>
18	FA3030			<input type="checkbox"/>
19	FA3030			<input type="checkbox"/>
20	FA3030			<input type="checkbox"/>
21	FA3030			<input type="checkbox"/>
22	FA3030			<input checked="" type="checkbox"/>
23	FA3030	F4161402C0002		<input checked="" type="checkbox"/>
24	FA3030	F4161402C0003		<input type="checkbox"/>
25	FA3030	F4161402D0001	0003	<input type="checkbox"/>

Displaying 1 to 25 of 323 items

[+ Add Contract\(s\)](#)

Selected EDA Contracts			
Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select

Select one or more Contracts and/or Delivery Orders from the list to continue. Click the Add Contract(s) button.

Step 7

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	0011	<input type="checkbox"/>
3	W91CRB	W91CRB05D0033	0012	<input type="checkbox"/>
4	W91CRB	W91CRB05D0033	0013	<input type="checkbox"/>
5	W91CRB	W91CRB05D0033	0014	<input type="checkbox"/>
6	W91CRB	W91CRB05D0033	0015	<input type="checkbox"/>
7	W91CRB	W91CRB05D0033	0016	<input type="checkbox"/>
8	W91CRB	W91CRB05D0033	0018	<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 8

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.

Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
FA3030	F4161401MS012		<input type="checkbox"/>
FA3030	F4161402C0002		<input type="checkbox"/>

Select All Deselect All

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 9

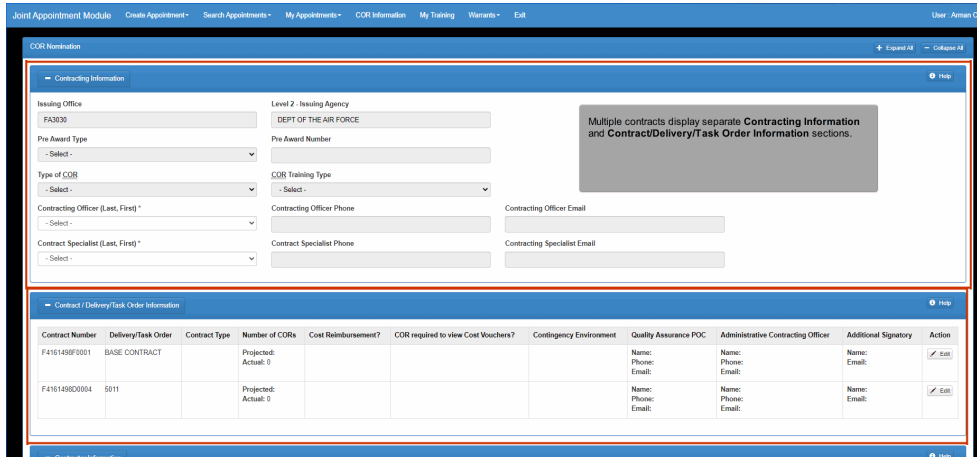
Are you sure you want to create COR Nominations using these selected EDA Contract(s)?

Contract Number	Delivery Order
F4161498C0004	5011
F4161498F0001	

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

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

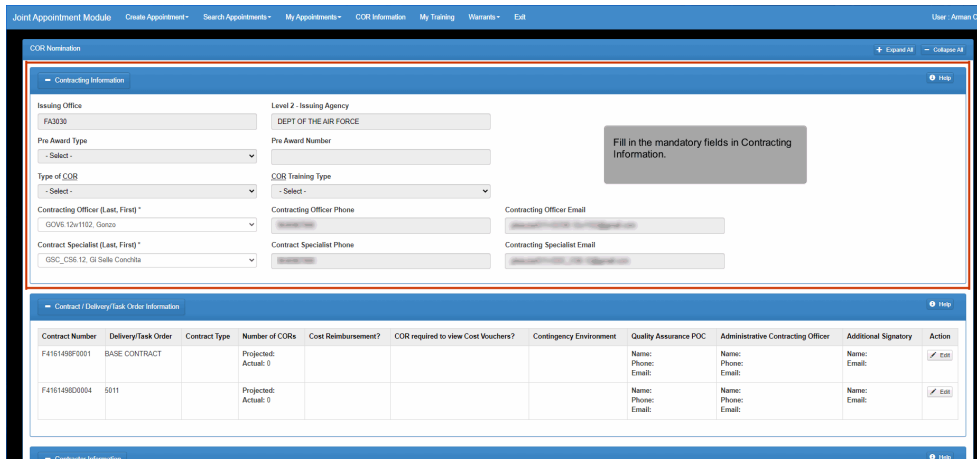
Step 10



The screenshot shows the 'COR Nomination' form with two main sections. The top section, 'Contracting Information', contains fields for Issuing Office (FA3030), Level 2 - Issuing Agency (DEPT OF THE AIR FORCE), Pre Award Type, Pre Award Number, Type of COR, COR Training Type, Contracting Officer (Last, First), Contracting Officer Phone, Contracting Officer Email, Contract Specialist (Last, First), Contract Specialist Phone, and Contract Specialist Email. The bottom section, 'Contract / Delivery/Task Order Information', contains a table with columns: 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, and Action. Two rows of contract data are visible.

Multiple contracts display separate Contracting Information and Contract/Delivery/Task Order Information sections.

Step 11



This screenshot is similar to Step 10 but highlights the 'Contracting Information' section with a red border. A callout box points to the 'Contracting Officer (Last, First)' and 'Contract Specialist (Last, First)' fields, stating: 'Fill in the mandatory fields in Contracting Information.' The 'Contract / Delivery/Task Order Information' table is also visible below.

Fill in the mandatory fields in Contracting Information.

Step 12

The screenshot shows the 'Contract/Delivery/Task Order Information' section of the COR Nomination system. It contains a table with the following columns: Contract Number, Delivery/Task Order, Contract Type, Number of CORs (Projected/Actual), Cost Reimbursement?, COR required to view Cost Vouchers?, Contingency Environment, Quality Assurance POC (Name, Phone, Email), Administrative Contracting Officer (Name, Phone, Email), and Additional Signatory (Name, Phone, Email). Two contracts are listed: F4161498F0001 (BASE CONTRACT) and F4161498D004 (5011). The 'Action' column for each contract contains a checkmark and an 'Edit' link, which are highlighted by a red box.

Below the table is the 'Contractor Information' section, which includes fields for Contract Number, CAGE, UEI, EFT Indicator, Contractor Name, Contractor Address, Contractor Country, Contract Award Date, Contract Completion Date, PSC Code, and PSC Description. A callout box points to the 'Action' column of the table above, stating: "In the Contract/Delivery/Task Order information section, select Edit in the Action column of each contract to provide additional information as needed."

In the Contract/Delivery/Task Order Information section, select Edit in the Action column of each contract to provide additional information as needed.

Step 13

The screenshot shows the 'Edit View' for a specific Contract Delivery/Task Order. The form includes the following fields: Contract Number (F4161498F0001), Contract Type (- Select -), Projected Number of CORs on Contract (- Select -), Actual Number of CORs on Contract (0), Contingency Environment (- Select -), Is this a cost reimbursement type contract? (- Select -), Is the COR required to view the cost vouchers? (- Select -), Quality Assurance POC (Last, First), Quality Assurance POC Phone, Quality Assurance POC Email, Administrative Contracting Officer (Last, First), Administrative Contracting Officer Phone, Administrative Contracting Officer Email, Additional Signatory (- Select -), First Name, Last Name, and Work Email Address. A callout box states: "In the Edit View for a Specific Contract Delivery/Task Order, provide additional information as needed. Click the Save button to continue." At the bottom of the form are 'Cancel' and 'Save' buttons.

In the Edit View for a Specific Contract Delivery/Task Order, provide additional information as needed. Click the Save button to continue.

Step 14

The Contractor Information section is shown for each segment.

Contract Number	CAGE	UEI	EFT Indicator	Contractor Name	Contractor Address	Contractor Country	Contract Award Date	Contract Completion Date	PSC Code	PSC Description
F4161498F0001							1999/03/03			
F4161498D0004	1BGT1	GGR2AKHDG04S		FEDERAL CONSTRUCTORS, INC.	13201 NW FREEWAY	USA	1999/01/21			

The Contractor Information section is shown for each segment.

Step 15

Contract Place of Performance is optional for the COR. To add a Contract Place of Performance, click the Add Contract Place of Performance button.

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.													

Contract Place of Performance is optional for the COR. To add a Contract Place of Performance, click the Add Contract Place of Performance button.

Step 16

Contract Number / Delivery/Task Order *

- Select -

Country *

- Select -

Cancel Add

Contract Number	Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASP's found.									

+ Add QASP

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

Select a Contract Number/Delivery/Task Order combination from the dropdown.

Step 17

Contract Number / Delivery/Task Order *

F416468F001 / BASE CONTRACT

Country *

UNITED STATES OF AMERICA (THE)

Zip Code

City

State

NIA Event

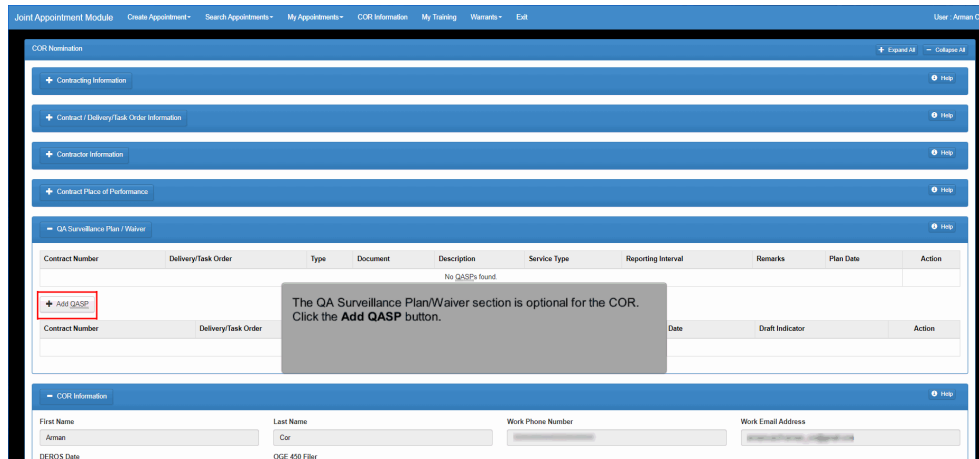
- Select -

Cancel Add

When Contract Place of Performance information has been completed, click the Add button.

When Contract Place of Performance information has been completed, click the Add button.

Step 18



Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Waivers Edit User: Arman Cor

COR Nomination Expand All Collapse All

- + Contracting Information Help
- + Contract / Delivery/Task Order Information Help
- + Contractor Information Help
- + Contract Place of Performance Help
- QA Surveillance Plan / Waiver Help

Contract Number	Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found									

+ Add QASP

The QA Surveillance Plan/Waiver section is optional for the COR. Click the Add QASP button.

Contract Number	Delivery/Task Order	Date	Draft Indicator	Action
-----------------	---------------------	------	-----------------	--------

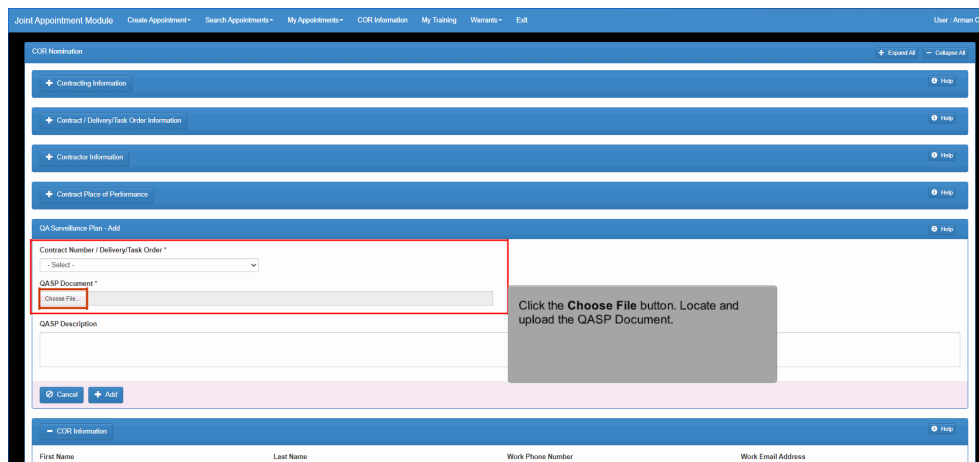
- COR Information Help

First Name: Arman Last Name: Cor Work Phone Number: Work Email Address: arman@cor.com

DEROS Date: OGE 450 Filer:

The QA Surveillance Plan/Waiver section is optional for the COR. Click the Add QASP button.

Step 19



Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Waivers Edit User: Arman Cor

COR Nomination Expand All Collapse All

- + Contracting Information Help
- + Contract / Delivery/Task Order Information Help
- + Contractor Information Help
- + Contract Place of Performance Help
- QA Surveillance Plan - Add Help

Contract Number / Delivery/Task Order *
- Select -

QASP Document *
Choose File

QASP Description

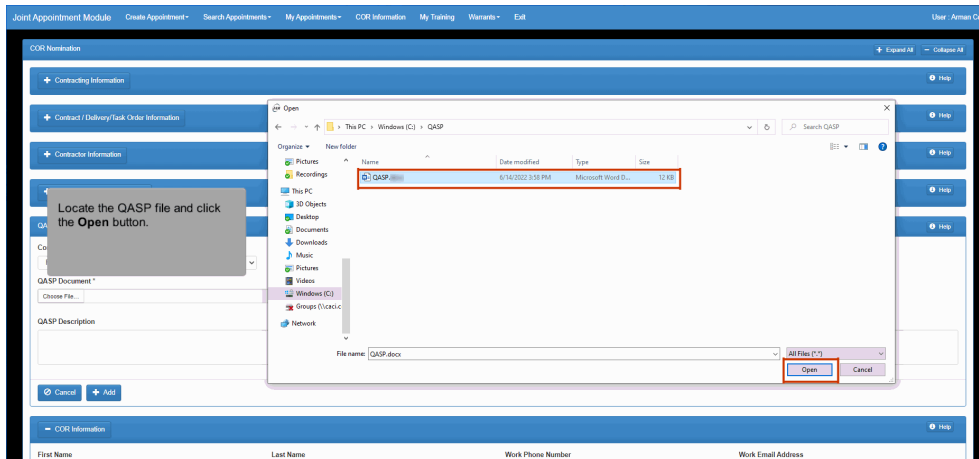
Cancel Add

- COR Information Help

First Name: Last Name: Work Phone Number: Work Email Address:

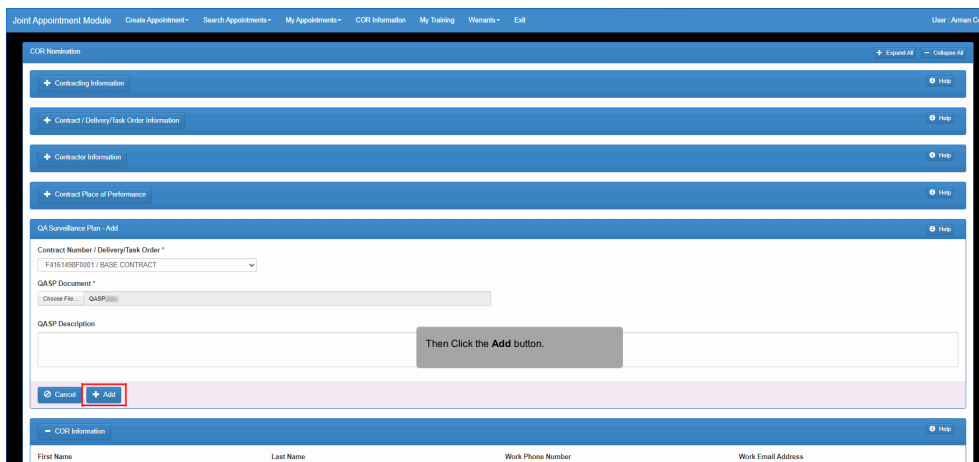
Click the Choose File button. Locate and upload the QASP Document.

Step 20



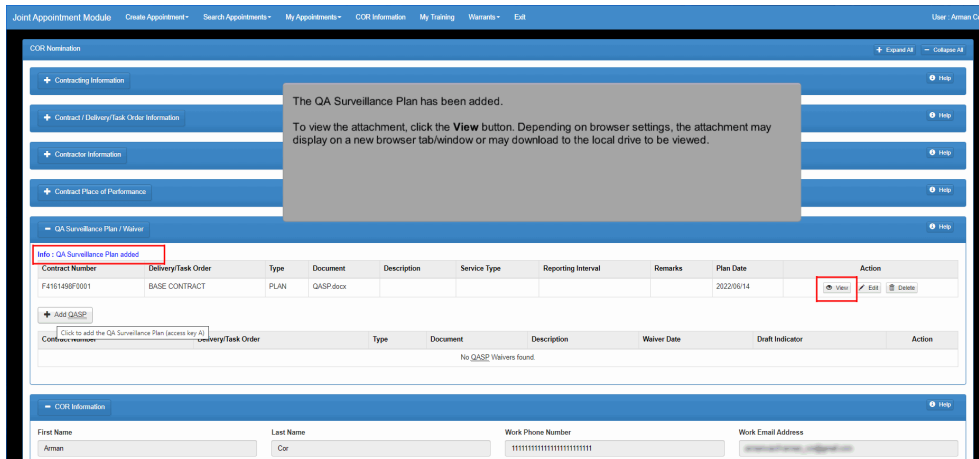
Locate the QASP file and click the Open button.

Step 21



Then Click the Add button.

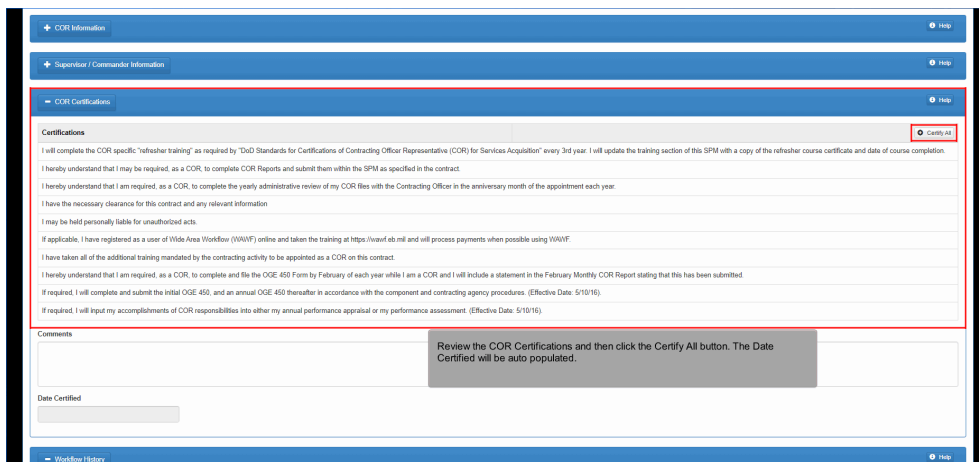
Step 22



The QA Surveillance Plan has been added.

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

Step 23



Review the COR Certifications and then click the Certify All button. The Date Certified will be auto populated.

Step 24

Certifications

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.ab.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

Date Certified
2022/06/17

Click the **Submit** button to begin the nomination process.

Workflow History

Date	Action	Action By	Status
No Workflow History found.			

Back Submit Save Help

Click the Submit button to begin the nomination process.

Step 25

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Reports Exit User: Admin Co

COR Nomination

Submit COR Nomination

Are you sure you want to submit this nomination?

No Yes Help

If all information is correct, click the **Yes** button.

Contracting Information

Contract / Delivery/Task Order Information

Contractor Information

Contract Place of Performance

QA Surveillance Plan / Waiver

COR Information

Supervisor / Commander Information

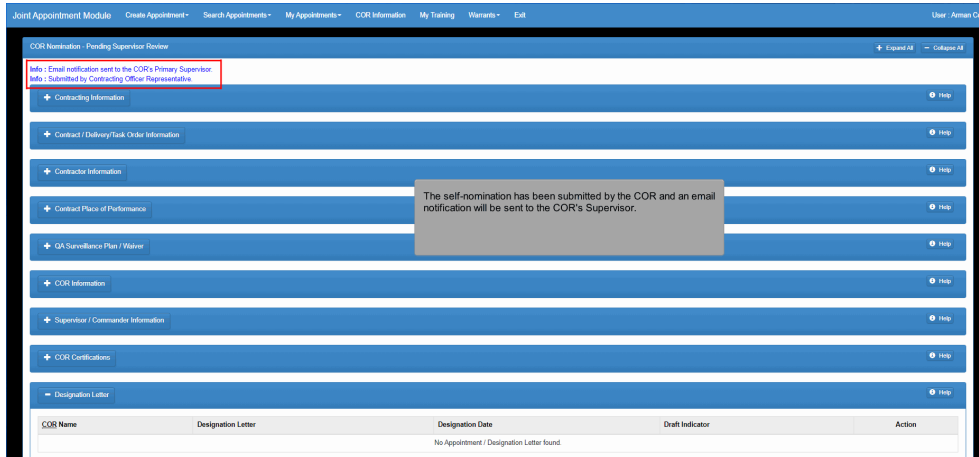
COR Certifications

Workflow History

Date	Action	Action By	Status
No Workflow History found.			

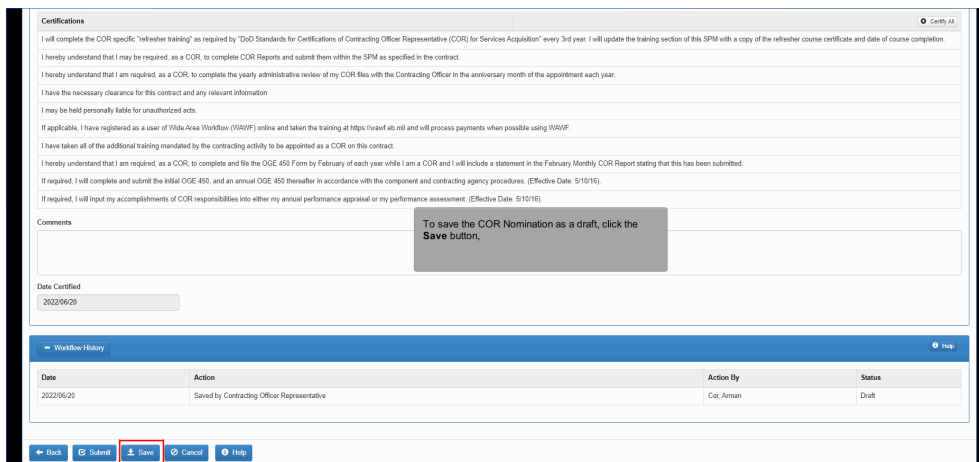
If all information is correct, click the Yes button.

Step 26



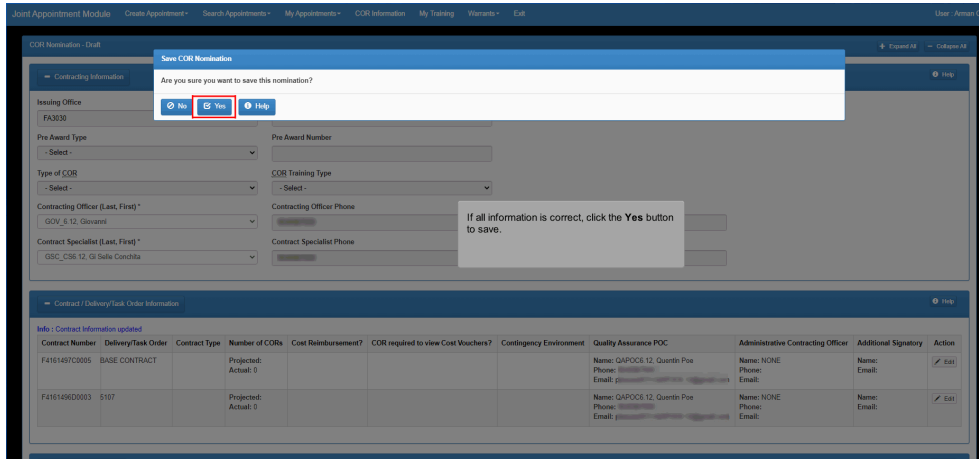
The self-nomination has been submitted by the COR and an email notification will be sent to the COR's Supervisor.

Step 27



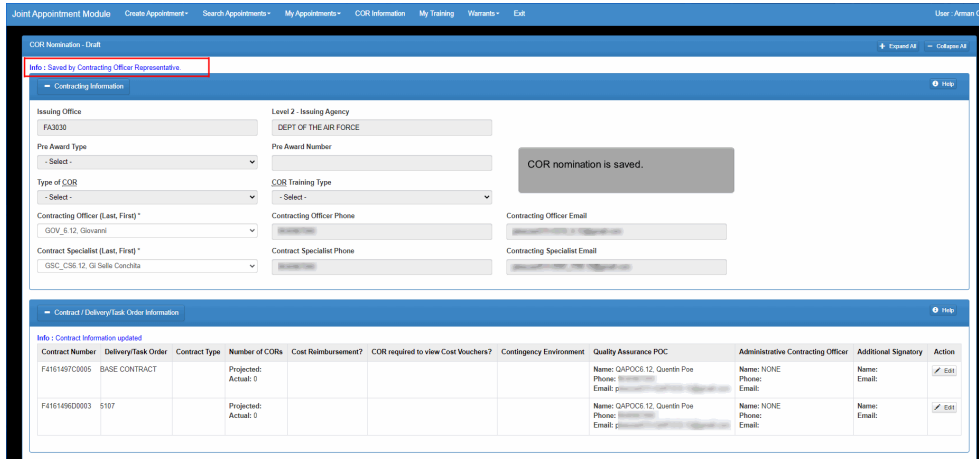
To save the COR Nomination as a draft, click the Save button,

Step 28



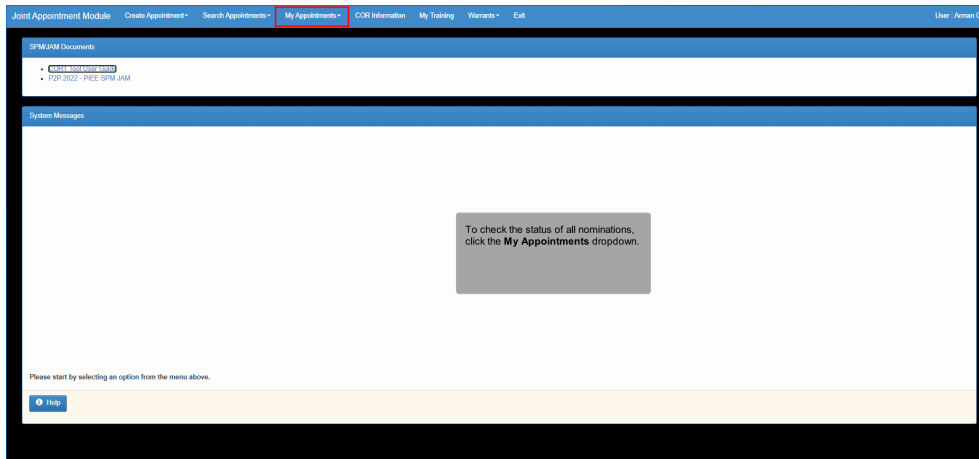
If all information is correct, click the Yes button to save.

Step 29



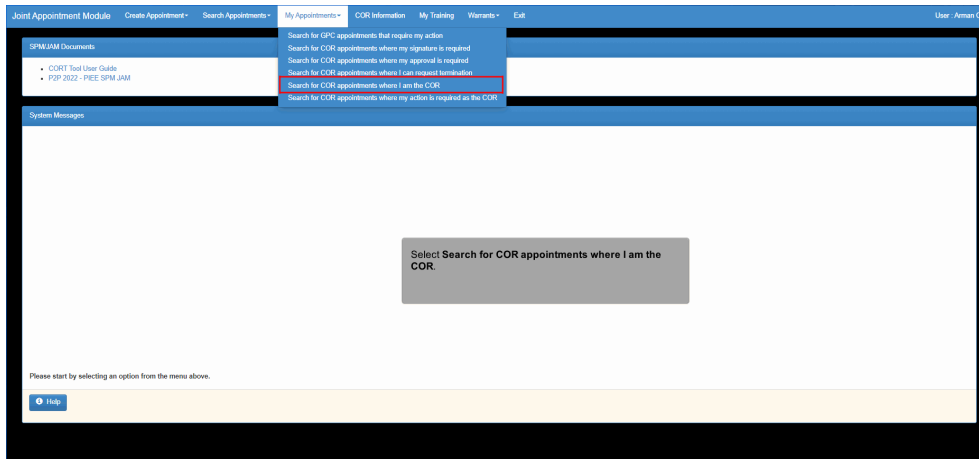
COR nomination is saved.

Step 30



To check the status of all nominations, click the My Appointments dropdown.

Step 31



Select Search for COR appointments where I am the COR.

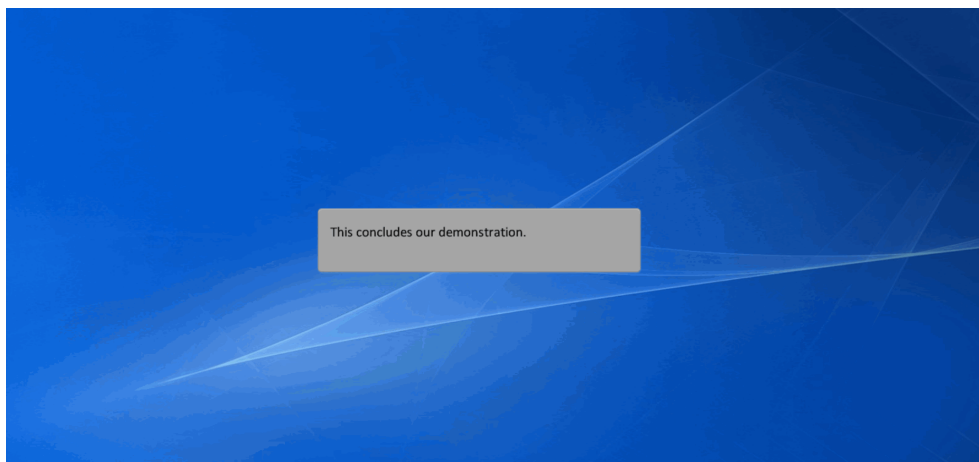
Step 32

The screenshot shows a web application interface with a table of COR nominations. The table has the following columns: COR Name, COR Home DoDAAC, COR Type, Nomination / Appointment Status, The Award Number, Contract Number, Delivery / Task Order, Contract Officer Name, Contract Specialist Name, Supervisor / Commander Name, Last Action Date, and Issuing Office DoDAAC. Two rows are visible, both for 'Cor. Arman' with 'FA3030' as the issuing office. The first row has a 'Draft' status, and the second row has a 'Pending Supervisor Review' status. A red box highlights the 'Nomination / Appointment Status' column. Below the table, there is a text box that reads: 'The Nomination/Appointment Status will display whether the Nomination has been submitted or is saved in draft.'

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	The Award Number	Contract Number	Delivery / Task Order	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
Cor. Arman	FA3030		Draft		E416149620003		GOV_6 12 Giovanni	GSC_C56 12, Gi Salle Conchita	Rever. Mark	2022/06/20	FA3030
Cor. Arman	FA3030		Pending Supervisor Review		E416149620004		GOV6 12a1102, Gonzo	GSC_C56 12, Gi Salle Conchita	Rever. Mark	2022/06/14	FA3030

The Nomination/Appointment Status will display whether the Nomination has been submitted or is saved in draft.

End



This concludes our demonstration.