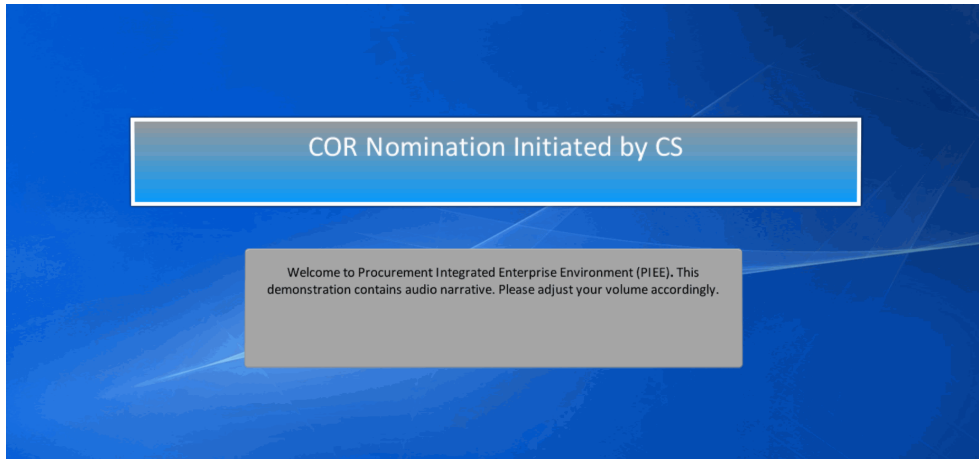


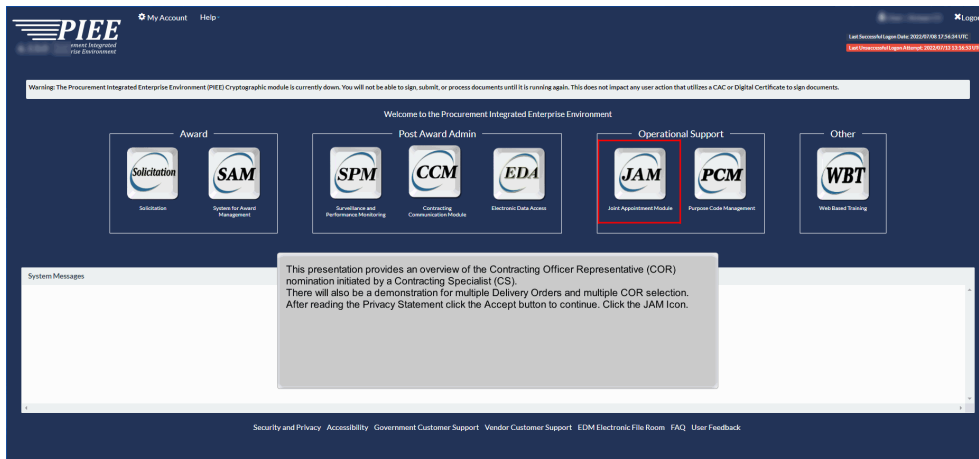
Intro



COR Nomination Initiated by CS

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

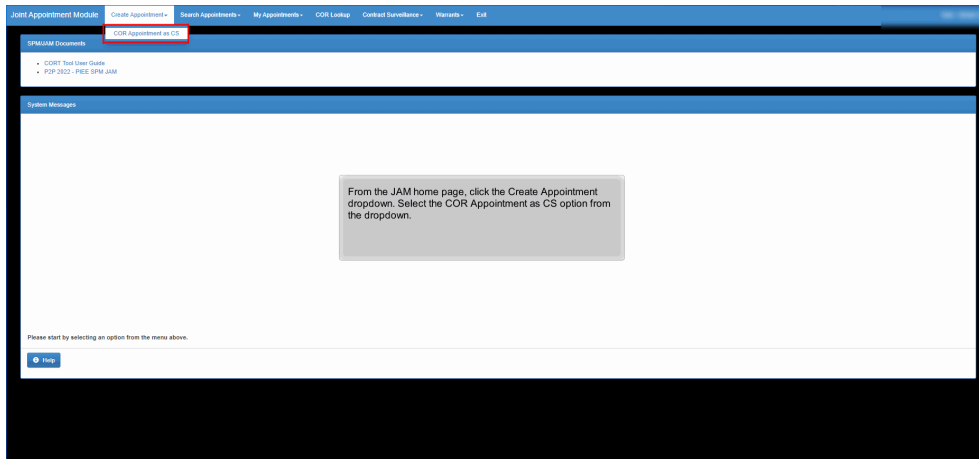
Step 1



This presentation provides an overview of the Contracting Officer Representative (COR) nomination initiated by a Contracting Specialist (CS).

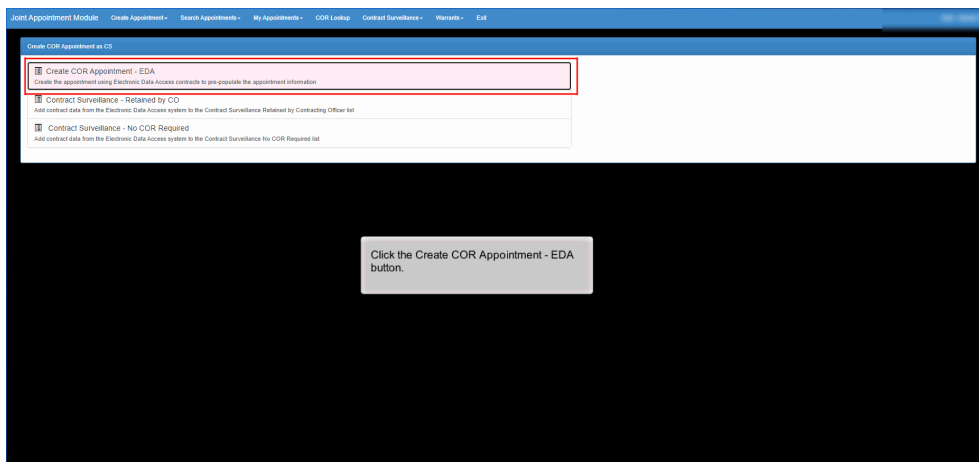
There will also be a demonstration for multiple Delivery Orders and multiple COR selection. After reading the Privacy Statement click the Accept button to continue. Click the JAM Icon.

Step 2



From the JAM home page, click the Create Appointment dropdown. Select the COR Appointment as CS option from the dropdown.

Step 3



Click the Create COR Appointment - EDA button.

Step 4

Joint Appointment Module Administration Create Appointment Search Appointments My Appointments COR Lookup Contract Surveillance Warrants Exit

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

Select an Issuing Office DoDAAC from the dropdown. This is a mandatory field.

Search

EDA Contract Search Results

Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
This table contains contract number and delivery order information				

+ Add Contract(s)

Selected EDA Contracts

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

Select an Issuing Office DoDAAC from the dropdown. This is a mandatory field.

Step 5

Joint Appointment Module Administration Create Appointment Search Appointments My Appointments COR Lookup Contract Surveillance Warrants Exit

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

Contract Numbers and Delivery/Task Order Numbers can be entered to further filter the search results, otherwise click the Search button.

Search

EDA Contract Search Results

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

+ Add Contract(s)

Selected EDA Contracts

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

Select All Deselect All Remove Contract(s)

Contract Numbers and Delivery/Task Order Numbers can be entered to further filter the search results, otherwise click the Search button.

Step 6

EDA Contract Search Results

Page Size: 25 items per page Page Number: Page 1 of 14

Item	Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
1	S0512A	0123456		<input type="checkbox"/>
2	S0512A	123	D003	<input type="checkbox"/>
3	S0512A	2		<input type="checkbox"/>
4	S0512A	3		<input type="checkbox"/>
5	S0512A	A1234560		<input type="checkbox"/>
6	S0512A	AC0123450		<input type="checkbox"/>
7	S0512A	CTR1230		<input type="checkbox"/>
8	S0512A	EDA1167	WIT1004	<input type="checkbox"/>
9	S0512A	EDATESTDEMO		<input type="checkbox"/>
10	S0512A	ET2498TEST1	WIT146	<input type="checkbox"/>
11	S0512A	F0300018E0210	EDA	<input type="checkbox"/>
12	S0512A	F0300018W11115		<input type="checkbox"/>
13	S0512A	F0300019E0202	TESTEDA	<input type="checkbox"/>
14	S0512A	F0300019E0626	EDA1937	<input type="checkbox"/>
15	S0512A	F0300019W0909	ET2740	<input type="checkbox"/>
16	S0512A	F0300019W11116	MADU	<input type="checkbox"/>

All EDA contracts will be displayed on the EDA Contract Search Results screen for the selected Issuing Office DoDAAC. Select one or more Contracts and/or Delivery Orders from the list.

All EDA contracts will be displayed on the EDA Contract Search Results screen for the selected Issuing Office DoDAAC. Select one or more Contracts and/or Delivery Orders from the list.

Step 7

11	S0512A	F0300018E0210	EDA	<input type="checkbox"/>
12	S0512A	F0300018W11115		<input type="checkbox"/>
13	S0512A	F0300019E0202	TESTEDA	<input type="checkbox"/>
14	S0512A	F0300019E0626	EDA1937	<input type="checkbox"/>
15	S0512A	F0300019W0909	ET2740	<input type="checkbox"/>
16	S0512A	F0300019W11116	MADU	<input type="checkbox"/>
17	S0512A	F0300020D0112	0001	<input type="checkbox"/>
18	S0512A	F0300020W0128	1667	<input type="checkbox"/>
19	S0512A	F0300020W		<input type="checkbox"/>
20	S0512A	F0963020C		<input type="checkbox"/>
21	S0512A	F0963020C		<input type="checkbox"/>
22	S0512A	F3365002D2000	0048	<input checked="" type="checkbox"/>
23	S0512A	FA226317C0013		<input checked="" type="checkbox"/>
24	S0512A	FA303022A1234		<input type="checkbox"/>
25	S0512A	FA303022A1234	S0512A18F1963	<input type="checkbox"/>

Once the Contract(s) have been selected, click the Add Contract(s) button.

Displaying 1 to 25 of 338 Items

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

Selected EDA Contracts

Once the Contract(s) have been selected, 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			<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.

Buttons: 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

Displaying 1 to 28 of 338 Items

+ Add Contract(s)

Selected EDA Contracts

Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
S0512A	0123456		<input type="checkbox"/>
S0512A	F3360002D2000	0048	<input type="checkbox"/>
S0512A	FA226317C0013		<input type="checkbox"/>

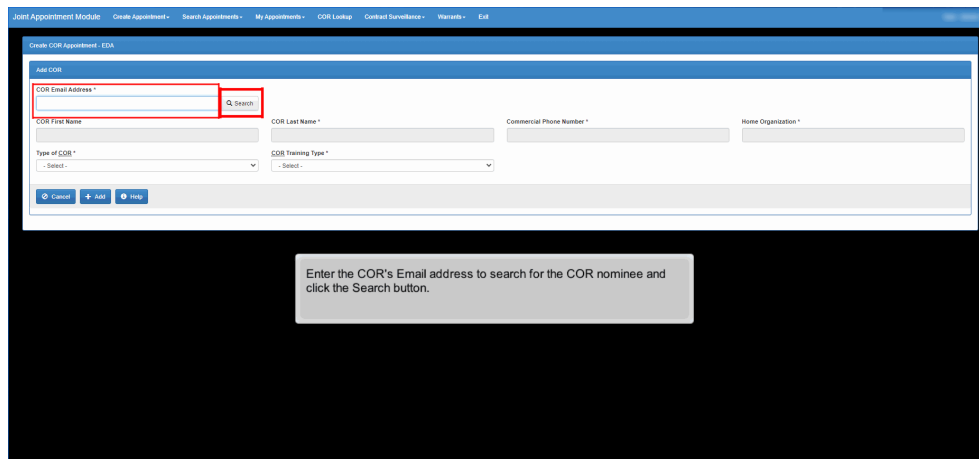
Use the **Select All** button to select the Contracts from the populated list. To clear the selected contracts, click the **Deselect All** button. To continue, click the **Next** button

Buttons: Select All, Deselect All, Remove Contract(s)

Navigation: 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 10



Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contact Surveillance | Warrants | Exit

Create COR Appointment - EDA

Add COR

COR Email Address * Search

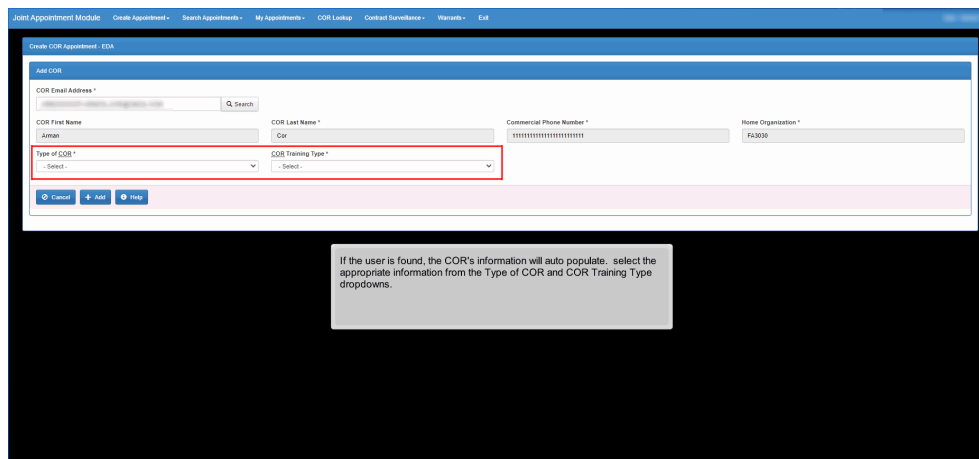
COR First Name * COR Last Name * Commercial Phone Number * Home Organization *

Type of COR * COR Training Type *

Enter the COR's Email address to search for the COR nominee and click the Search button.

Enter the COR's Email address to search for the COR nominee and click the Search button.

Step 11



Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contact Surveillance | Warrants | Exit

Create COR Appointment - EDA

Add COR

COR Email Address * Search

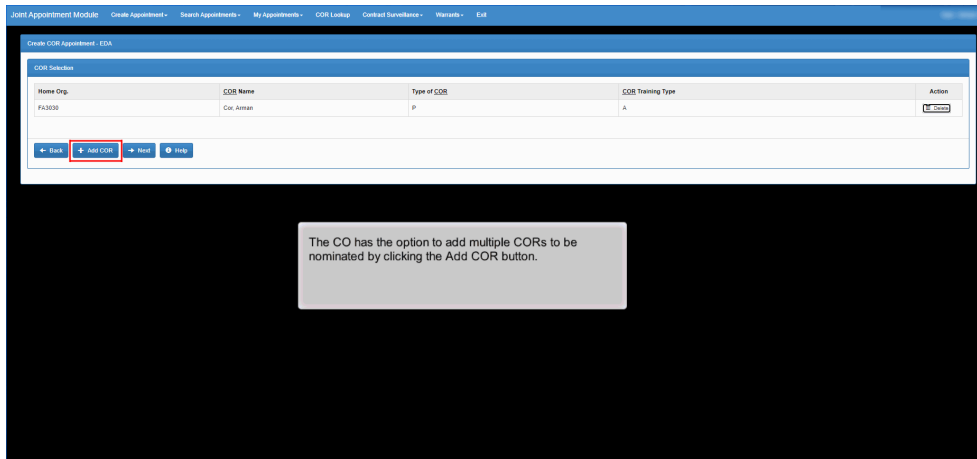
COR First Name * COR Last Name * Commercial Phone Number * Home Organization *

Type of COR * COR Training Type *

If the user is found, the COR's information will auto populate. select the appropriate information from the Type of COR and COR Training Type dropdowns.

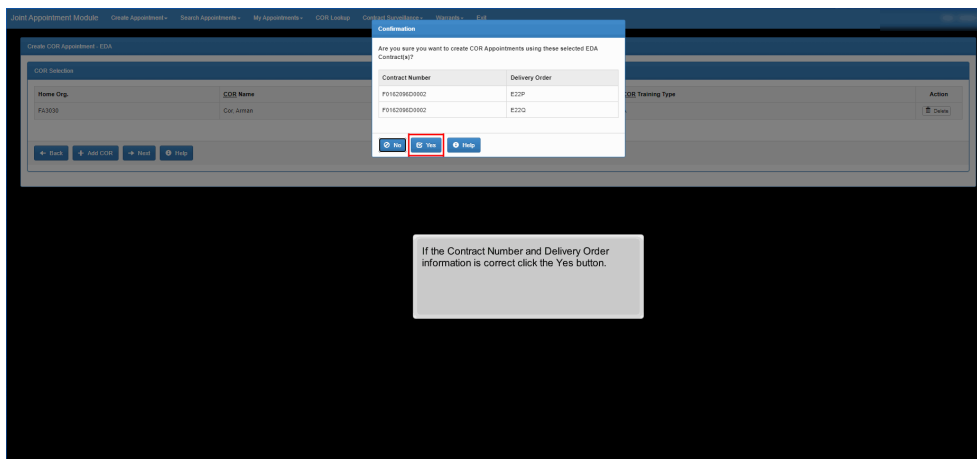
If the user is found, the COR's information will auto populate. select the appropriate information from the Type of COR and COR Training Type dropdowns.

Step 12



The CO has the option to add multiple CORs to be nominated by clicking the Add COR button.

Step 13



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

Step 14

The screenshot shows the 'CCR Appointment' form. The 'Contracting Information' section includes fields for Issuing Office (SR113A), Level 2 - Issuing Agency (DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)), Pre Award Type, Pre Award Number, Type of COR (Primary), COR Training Type (B), Contracting Officer (Last, First), Contracting Officer Phone, Contracting Officer Email, Contract Specialist (Last, First) (GSC_CBR 14, GJ Sete), Contract Specialist Phone (904-596-7000), and Contracting Specialist Email. A grey callout box says: 'Review the auto populated Contracting Information and fill in the remaining mandatory fields.' The 'Contract / Delivery/Task Order Information' section is 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. It lists three contract entries with their respective details.

Review the auto populated Contracting Information and fill in the remaining mandatory fields.

Step 15

The screenshot shows the 'Contractor Information' section with fields for CAGE Code (062204), EFT Indicator, Contractor Name (RAYTHEON DATA SYSTEMS), Contractor Address (2362 MCGRAW AVE), Contractor Country (USA), Contract Award Date (19970711), Contract Completion Date, and PSC Code. Below this is the 'Period of Performance for Monitoring' section, which has a dropdown menu for 'Are there different Period of Performance for Monitoring Dates per Delivery / Task Order?'. The 'Contract Place of Performance' section contains a table with columns: Delivery/Task Order, Country, City, State, Zip Code, N/A Event, Forward Operating Base, Unit, Sub Unit, U.S. Contractors, Local Nationals, Other Nationals, and Action. A grey callout box says: 'Add the Period of Performance for Monitoring.' Below that is the 'QA Surveillance Plan / Waiver' section with a table for tracking QA activities.

Add the Period of Performance for Monitoring.

Step 16

The screenshot shows the 'Contract Place of Performance' section of the application. It includes a table with columns: Delivery/Task Order, Country, City, State, Zip Code, N/A Event, Forward Operating Base, Unit, Sub Unit, U.S. Contractors, Local Nationals, Other Nationals, and Action. Below the table is a red-bordered button labeled 'Add Contract Place of Performance'. A grey callout box with the text 'Click the Add Contract Place of Performance button.' points to this button.

Click the Add Contract Place of Performance button.

Step 17

The screenshot shows the 'Add' form for 'Contract Place of Performance'. It contains two dropdown menus: 'Delivery/Task Order' and 'Country'. A red box highlights these two dropdowns. A grey callout box with the text 'Select a Delivery/Task Order from the dropdown and Select a Country from the dropdown.' points to the dropdowns. Below the form are 'Cancel' and 'Add' buttons.

Select a Delivery/Task Order from the dropdown and Select a Country from the dropdown.

Step 18

Additional Location information may be entered, but the Country Field is mandatory. Click the Add button to add the Contract Place of Performance information.

Additional Location information may be entered, but the Country Field is mandatory. Click the Add button to add the Contract Place of Performance information.

Step 19

The Contract Place of Performance has been added.

The QA Surveillance Plan (QASP) Waiver section is mandatory. Click Add QASP or Add QASP Waiver (Smart Form) button.

The Contract Place of Performance has been added. The QA Surveillance Plan (QASP) Waiver section is mandatory. Click Add QASP or Add QASP Waiver (Smart Form) button.

Step 20

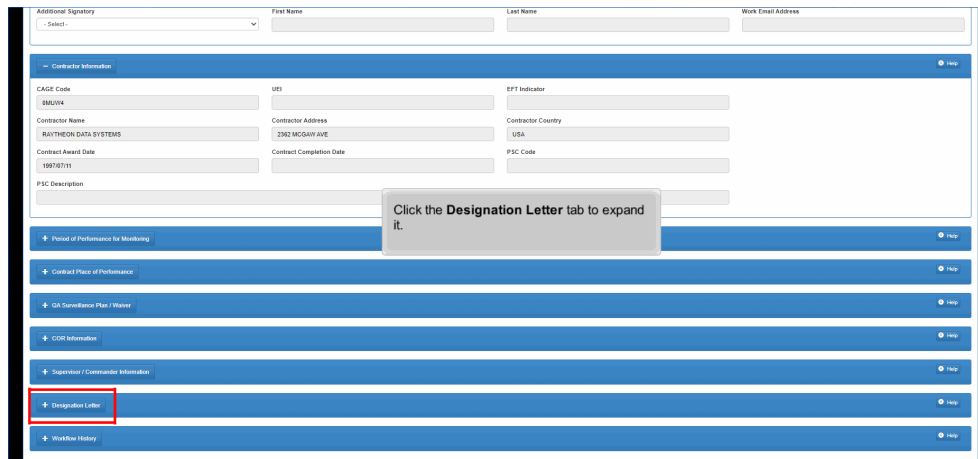
Enter the mandatory fields. Click the Add button.

Step 21

The QA Surveillance Plan has been added.

To view attachment, click the View button in the Action column. 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 22



Additional Signatory: First Name: Last Name: Work Email Address:

Contractor Information

CAGE Code: USI: EFT Indicator:

Contractor Name: Contractor Address: Contractor Country:

Contract Award Date: Contract Completion Date: PSC Code:

PSC Description:

Period of Performance for Monitoring:

Contract Type of Performance:

OS Surveillance Plan / Waiver:

COR Information:

Supervisor / Contender Information:

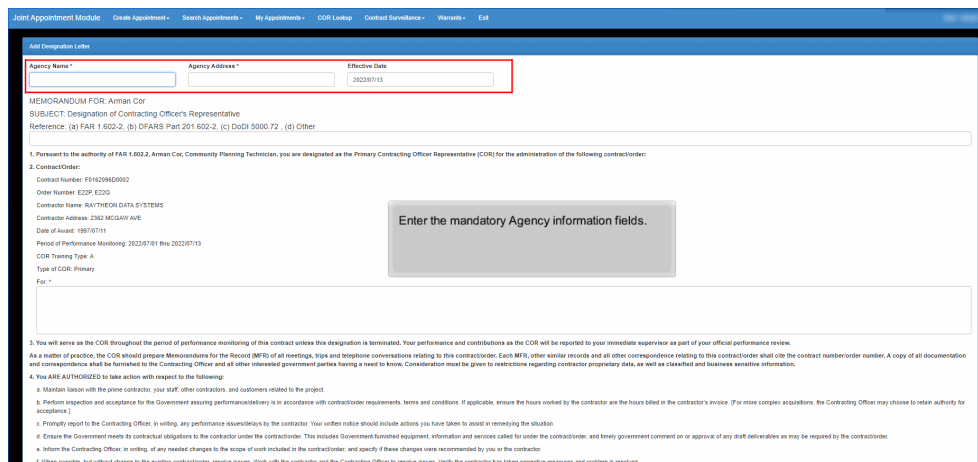
Designation Letter

Workflow History:

Click the **Designation Letter** tab to expand it.

Click the Designation Letter tab to expand it.

Step 23



Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Listing | Contract Surveillance | Reports | Exit

Add Designation Letter

Agency Name * Agency Address * Effective Date:

MEMORANDUM FOR: Arman Cui
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 Cui, Community Planning Technician, you are designated as the Primary Contracting Officer Representative (COR) for the administration of the following contractor(s):

2. Contract Order:
Contract Number: FH142960002
Order Number: E23P, E23Q
Contractor Name: RAYTHEON DATA SYSTEMS
Contractor Address: 2362 MCGRAW AVE
Date of Award: 1997/07/11
Period of Performance Monitoring: 2022/07/01 thru 2022/07/13
COR Training Type: A
Type of COR: Primary
For: *

3. You will serve as the COR throughout the period of performance monitoring of this contract unless this designation is terminated. Your performance and contribution 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, tips 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:

- Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.
- Perform inspection and acceptance for the Government assuring performance/deliverables is in accordance with contractor/contract requirements, terms and conditions. If applicable, ensure the hours worked by the contractor are the hours billed in the contractor's invoice. (For more complex acquisitions, the Contracting Officer may choose to retain authority for acceptance.)
- Promptly report to the Contracting Officer, in writing, any performance issues/risks by the contractor. Your written notice should include actions you have taken to assist in remedying the situation.
- Obtain the Government's needs by contractual obligations to the contractor under the contract. This includes Government furnished equipment, information and services called for under the contractor's, and timely government comment on or approval of any draft deliverables as may be required by the contractor.
- Inform the Contracting Officer, in writing, of any needed changes to the scope of work included in the contractor's, and specify if these changes were recommended by you or the contractor.
- When possible, but without change to the existing contractor's, resolve issues. Work with the contractor and the Contracting Officer to resolve issues. Verify the contractor has taken corrective measures and problem is resolved.

Enter the mandatory Agency information fields.

Enter the mandatory Agency information fields.

Step 24

After filling out the Designation Letter, click the Add button.

Step 25

The Designation Letter has been signed and added. Click the Submit Button.

Step 26

The screenshot shows the 'Submit COR Nomination' modal dialog. The dialog contains the following text: 'Are you sure you want to submit this nomination?'. Below the text are three buttons: 'No', 'Yes', and 'Help'. A callout box with the text 'Click the Yes button to continue.' points to the 'Yes' button. The background shows the 'Contracting Information' section of the form, including fields for Contract Number (F81620960002), Contract Type (D&C Contract (F&R)), Pre Award Type, Projected Number of COBs on Contract (1), Type of COB (Primary), and various contact information fields.

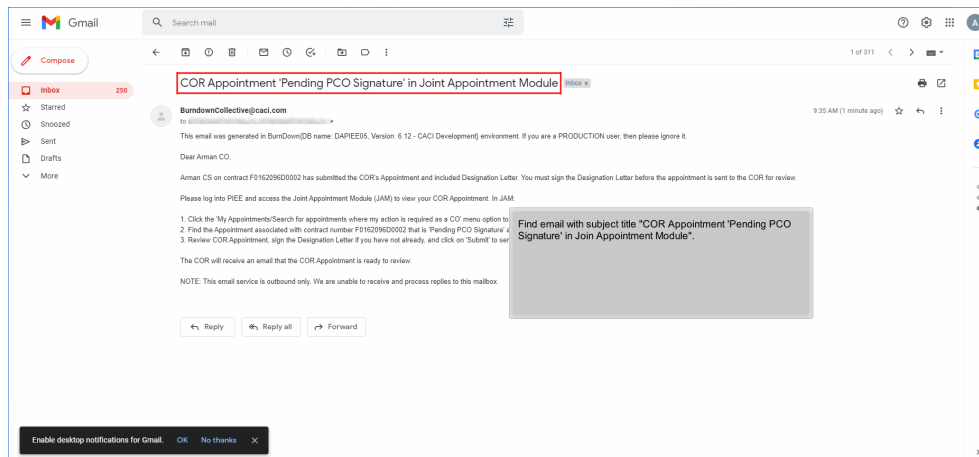
Click the Yes button to continue.

Step 27

The screenshot shows the 'Pending POC Signature' screen. A message box in the center states: 'The COR nomination has been submitted by the CS and an email notification will be sent to the COR(s)'. A red box highlights the notification text. The background shows the 'Contracting Information' section of the form, including fields for Contract Number (F81620960002), Contract Type (D&C Contract (F&R)), Pre Award Type, Projected Number of COBs on Contract (1), Type of COB (Primary), and various contact information fields.

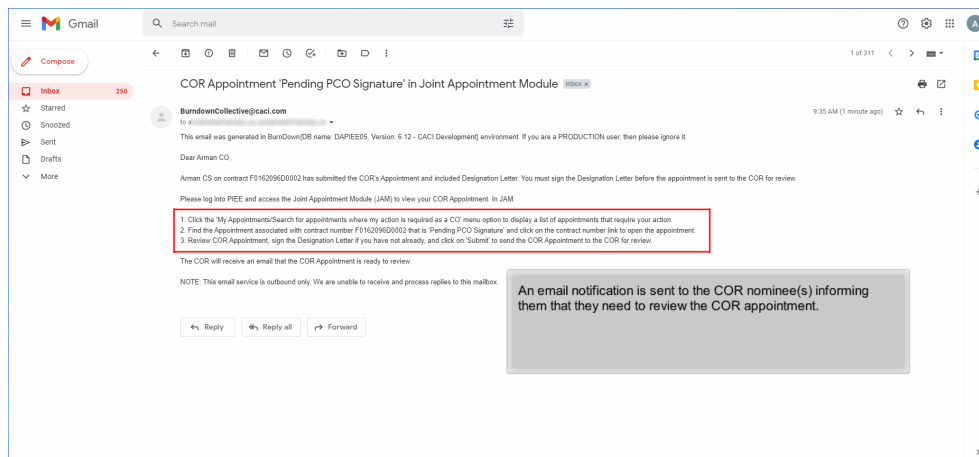
The COR nomination has been submitted by the CS and an email notification will be sent to the COR(s).

Step 28



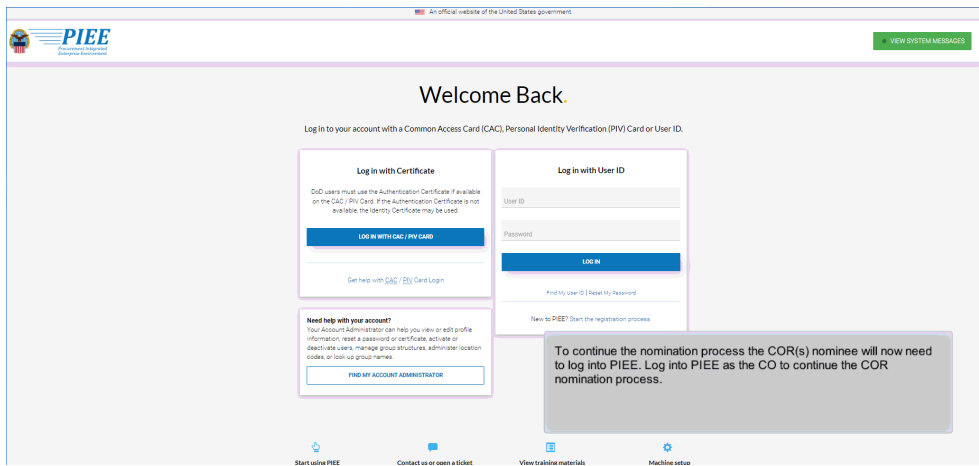
Find email with subject title "COR Appointment 'Pending PCO Signature' in Join Appointment Module".

Step 29



An email notification is sent to the COR nominee(s) informing them that they need to review the COR appointment.

Step 30



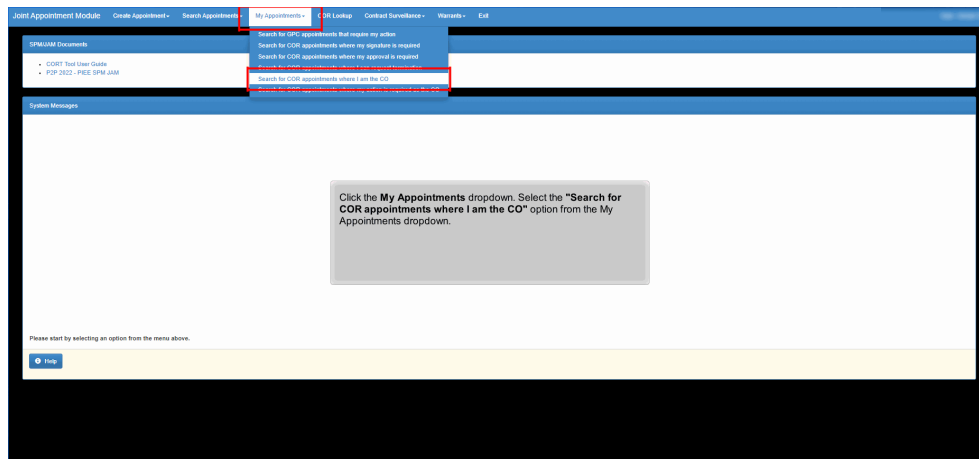
To continue the nomination process the COR(s) nominee will now need to log into PIEE. Log into PIEE as the CO to continue the COR nomination process.

Step 31



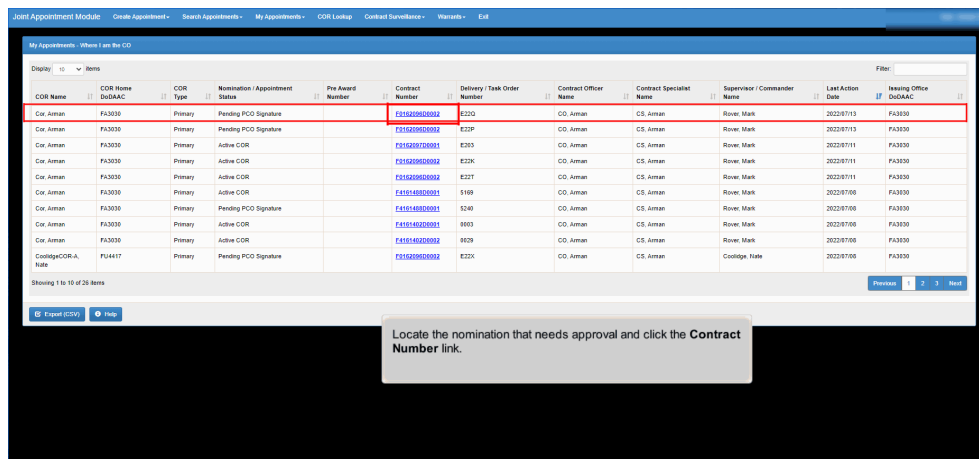
Click the JAM icon to access the COR nomination.

Step 32



Click the My Appointments dropdown. Select the "Search for COR appointments where I am the CO" option from the My Appointments dropdown.

Step 33



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

Step 34

Click the Signature Required Button to Review all the information for the Designation Letter.

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	20220713	N	View Draft Signature Required

Click the Signature Required Button to Review all the information for the Designation Letter.

Step 35

After reviewing the Designation Letter click the Sign button.

After reviewing the Designation Letter click the Sign button.

Step 36

Sign Designation Letter

As of 2022/07/13 15:32:33 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 here for more information.

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

If you are having issue with receiving One-Time Password(OTP), click here, 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 by visiting Setup Time-Based One-Time Password

OTP (One Time Password)*

Send OTP via E-Mail

Are you sure you want to sign this appointment?

Cancel Sign

When prompted, enter the PIN and the One Time Password sent to the email account. Then click the Sign Button.

When prompted, enter the PIN and the One Time Password sent to the email account. Then click the Sign Button.

Step 37

Administrative Contracting Officer (Last, First)

Administrative Contracting Officer Phone

Administrative Contracting Officer Email

ACOC_12_Accola

Additional Signatory

First Name

Last Name

Work Email Address

Contractor Information

Period of Performance for Monitoring

Contract Phase of Performance

On-Site/Remote Party (Water)

COR Information

Supervisor / Commander Information

Designation Letter

Info: Designation Letter updated

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Draft Form)	2022/07/13	N	View Delete

Workflow History

Start Submit Reject Help

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

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

Step 38

Joint Appointment Module - Create Appointment - Search Appointments - My Appointments - COR Lookup - Contract Surveillance - Alerts - Exit

COR Appointment - Pending POC Signature

Submit COR Nomination

Are you sure you want to submit this nomination?

Contract Number: F91029900002

Delivery/Task Order Numbers: E2DP, E2DQ

Contract Type: DoD Contract (FAR)

Issuing Office: FA300

Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Type: - Select -

Pre Award Number: -

Projected Number of CDBs on Contract: 1

Actual Number of CDBs on Contract: 0

Type of CDB: Primary

Is this a cost reimbursement type contract?: No

Is the COR required to view the cost vouchers?: - Select -

Contracting Officer (Last, First): CO, Aimean

Contracting Officer Phone: 1111111111111111111111

Contracting Officer Email: -

Contract Specialist (Last, First): CS, Aimean

Contract Specialist Phone: 1111111111111111111111

Contract Specialist Email: -

Quality Assurance POC (Last, First): GurCak, T2a, Gaskia

Quality Assurance POC Phone: -

Quality Assurance POC Email: -

Administrative Contracting Officer (Last, First): ACC, 6.12, Jacobs

Administrative Contracting Officer Phone: -

Administrative Contracting Officer Email: -

Click the Yes button to submit the COR nomination.

Click the Yes button to submit the COR nomination.

Step 39

Joint Appointment Module - Create Appointment - Search Appointments - My Appointments - COR Lookup - Contract Surveillance - Alerts - Exit

COR Appointment - Pending COR Review

Info - Email notification sent to the COR.
Info - Disposition Letter signed by Contracting Officer

Contract Number: F91029900002

Delivery/Task Order Numbers: E2DP, E2DQ

Contract Type: DoD Contract (FAR)

Issuing Office: FA300

Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Type: - Select -

Pre Award Number: -

Projected Number of CDBs on Contract: 1

Actual Number of CDBs on Contract: 0

Type of CDB: Primary

Is this a cost reimbursement type contract?: No

Is the COR required to view the cost vouchers?: - Select -

Contracting Officer (Last, First): CO, Aimean

Contracting Officer Phone: 1111111111111111111111

Contracting Officer Email: -

Contract Specialist (Last, First): CS, Aimean

Contract Specialist Phone: 1111111111111111111111

Contract Specialist Email: -

Quality Assurance POC (Last, First): GurCak, T2a, Gaskia

Quality Assurance POC Phone: -

Quality Assurance POC Email: -

Administrative Contracting Officer (Last, First): ACC, 6.12, Jacobs

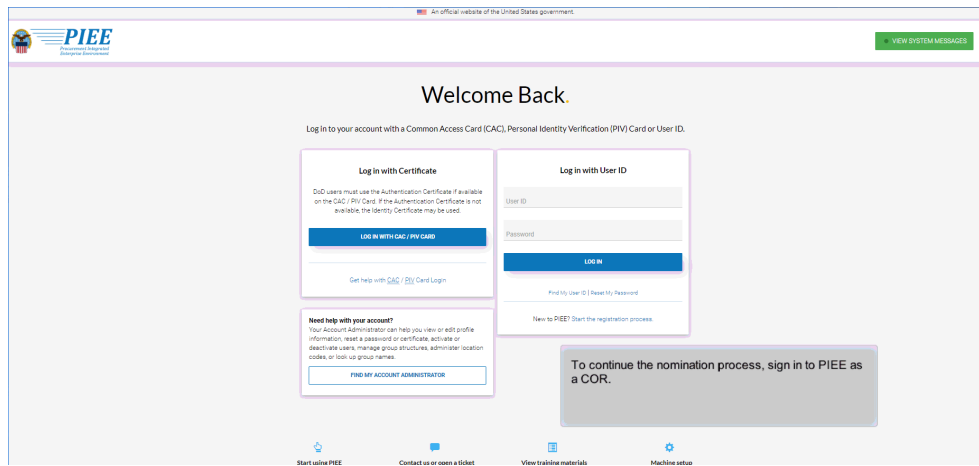
Administrative Contracting Officer Phone: -

Administrative Contracting Officer Email: -

The CO has approved the CS Initiated nomination and an email notification will be sent to the COR.

The CO has approved the CS Initiated nomination and an email notification will be sent to the COR.

Step 40



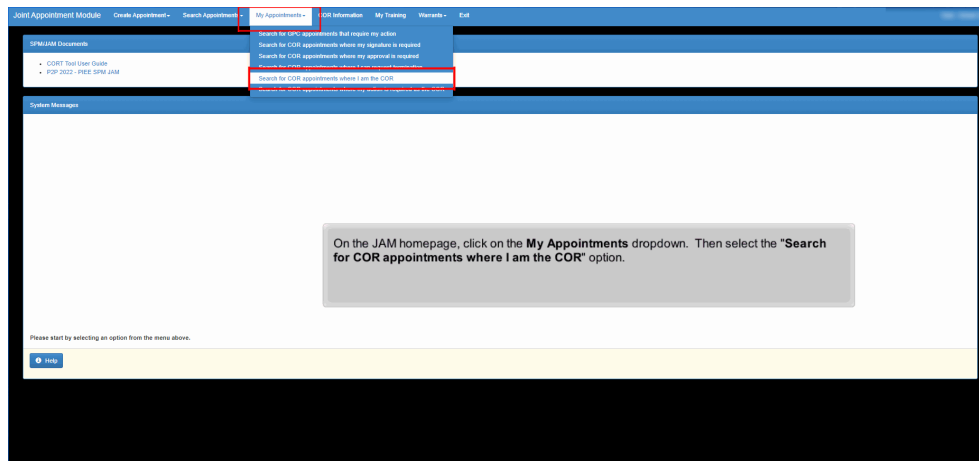
To continue the nomination process, sign in to PIEE as a COR.

Step 41



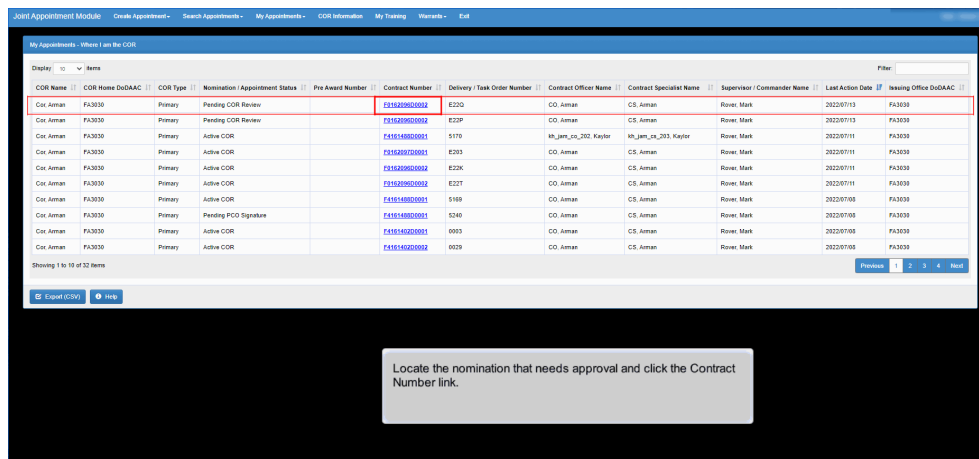
Click the JAM icon to access the COR nomination.

Step 42



On the JAM homepage, click on the My Appointments dropdown. Then select the "Search for COR appointments where I am the COR" option.

Step 43



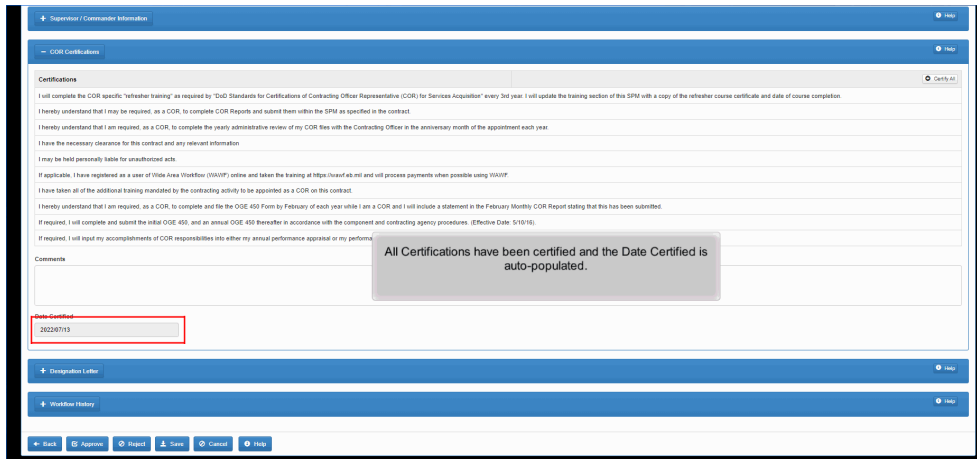
Locate the nomination that needs approval and click the Contract Number link.

Step 44



In the COR Certification Section, click the Certify All button.

Step 45



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

Step 46

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 Res 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 (WAFF) online and taken the training at <https://waaff.os.mil> and will 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 CO.

If required, I will complete and submit the initial OGE 450, and an annual OGE 450 thereafter in accordance with the component and if required, I will input my accomplishments of COR responsibilities into either my annual performance appraisal or my performance report.

Comments

Date Certified
2022/07/13

COR Name	Designation Letter	Designation Date	Drift Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	2022/07/13	N	Yes Signature Required

Workflow History

Back Approve Report Save Cancel Help

Click the Signature Required button in the Action column of the Designation Letter section.

Step 47

Unless or restrict any contractor action: this can only be done by the Contracting Officer.

Advise the contractor HOW to perform but rather WHAT is required in the contract/order, including participating in any manner in the hiring process.

Check the contractor or its successor to ensure no conflict with the contract terms and conditions.

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

Other:

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

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

Standards of Conduct and Conflict of Interest. 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 5500.7-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 expected. 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.

Order Number: EZZP
9. For this action, you do meet the qualification established in DoD 5500.72 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 biennial report concerning performance of services rendered under this contract to the contracting officer.

Order Number: EZZZ
9. For this action, you do meet the qualification established in DoD 5500.72 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 biennial report concerning performance of services rendered under this contract to the contracting officer.

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.

Additional Duties: List all other duties not previously covered.

You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation, please contact the Contracting Officer.

Digital Signature/Contact Information:
Contracting Officer Name: Arman CO
Signature: Arman CO
Date: 2022/07/13
Email: [REDACTED]
Telephone: 111111111111111111111111

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

Back Sign Help

After reviewing the Designation Letter, click the Sign button.

Step 48

Sign Designation Letter

As of 2022/07/13 15:35:20 UTC, an email was sent to your email account [redacted] with a One-Time Password (OTP). This password will expire in 200 seconds.

The PEE Signature requirement has changed to allow support for all the major browsers. Click for more information.

If you have not setup your Digital PIN code on Integrate/Digital PIN line to setup your PIN.

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

Pin* [Manage PIN](#)

If you are having issue with receiving OTP via Email, you can also 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?

When prompted, enter your PIN and the One Time Password sent to the email account. Then click the Sign Button.

When prompted, enter your PIN and the One Time Password sent to the email account. Then click the Sign Button.

Step 49

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 SEM as specified in the contract.

I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR file 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 "106e Area Workflow (106eAF)" online and taken the training at <https://hsaaf.us.mil> and will process payments when possible using "106eAF".

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 OIG 456 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 OIG 456, and an annual OIG 456 Reaffirmation in accordance with the component and contracting agency procedures. (Effective Date: 5/10/16).

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

Comments

Date Certified: 2022/07/13

The Designation Letter has been signed by the COR nominee and updated. Click the Approve button

Designation Letters

Info: Designation Letter updated				
COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	2022/07/13	N	<input type="button" value="View"/>

Workflow History

The Designation Letter has been signed by the COR nominee and updated. Click the Approve button

Step 50

JOBS Appointment Module - Create Appointment - Search Appointments - My Appointments - COR Information - My Training - Warnoffs - Exit

COR Appointment - Pending COR Review

Approve COR Nomination

Are you sure you want to approve this nomination?

Yes No Help

Click the **Yes** button to approve the COR nomination.

Contracting Information

Contractor Information

Period of Performance for Monitoring

Contract Phase of Performance

QA Surveillance Plan / Waiver

COR Information

Supervisor / Commander Information

COR Certifications

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 fees 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.af.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 OSE 404 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.

Click the Yes button to approve the COR nomination.

Step 51

JOBS Appointment Module - Create Appointment - Search Appointments - My Appointments - COR Information - My Training - Warnoffs - Exit

User: Admin Cor

COR Appointment - Pending Supervisor Review

Info - Email notification sent to the COR's Primary Supervisor.
Info - Approved by Contracting Officer Representative.

Contracting Information

Contractor Information

Period of Performance for Monitoring

Contract Phase of Performance

QA Surveillance Plan / Waiver

COR Information

Supervisor / Commander Information

COR Certifications

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 fees 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.

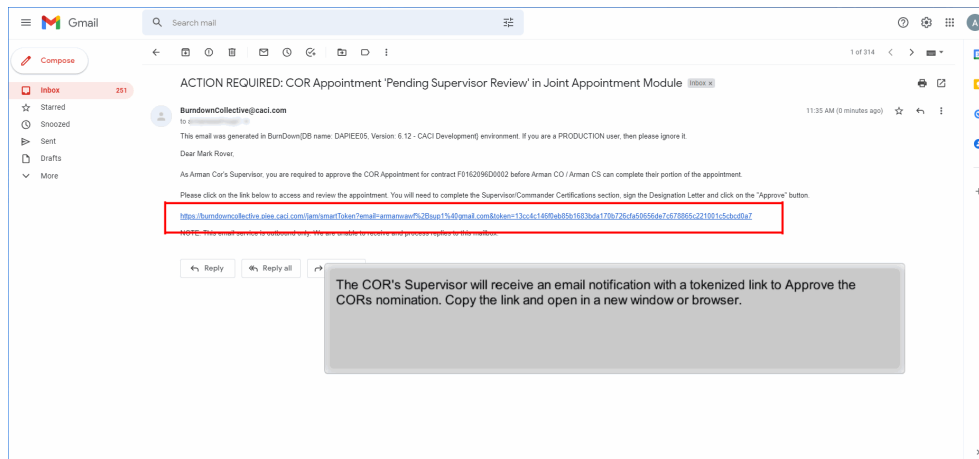
If applicable, I have registered as a user of Wide Area Workflow (WAWF) online and taken the training at <https://wawf.af.mil> and will process payments when possible using WAWF.

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

The COR has approved the COR nomination and an email notification will be sent to the COR's Supervisor.

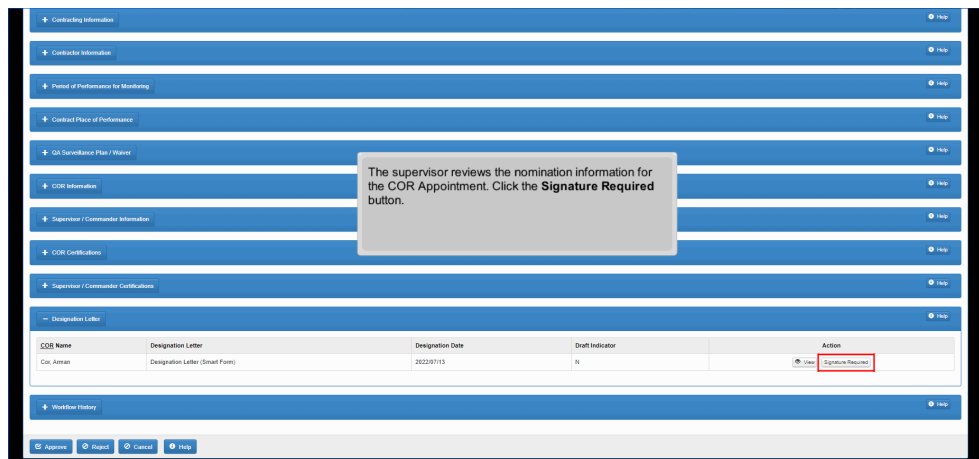
The COR has approved the COR nomination and an email notification will be sent to the COR's Supervisor.

Step 52



The COR's Supervisor will receive an email notification with a tokenized link to Approve the CORs nomination. Copy the link and open in a new window or browser.

Step 53



The supervisor reviews the nomination information for the COR Appointment. Click the Signature Required button.

Step 54

6. 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 50050627-0, 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.

Order Number: E23P

8. For this action, you do meet the qualification established in DoD 5005.72 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 OIG 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OIG 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.

Order Number: E23Q

8. For this action, you do meet the qualification established in DoD 5005.72 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 OIG 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OIG 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 the contracting officer to take appropriate action.

14. Additional Duties: List all other duties and 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 contract manager.

16. Digital Signature/Contact Information:

Contracting Officer Name: Jaman CO
 Signature: Jaman CO
 Date: 2022/07/13
 Email: [REDACTED]
 Telephone: 111111111111111111111111

COR/COR Management Acknowledgment 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: Jaman Cor
 Signature: Jaman Cor
 Date: 2022/07/13
 Email: [REDACTED]
 Telephone: 111111111111111111111111

17. Distribution:

To - cc: Contractor Cognizant
 To - cc: Cognizant Contract Administration Office
 To - cc: SPM Module (COR Surveillance File)

Buttons: [Back] [Sign] [Help]

After reviewing the Designation Letter click the Sign button.

After reviewing the Designation Letter click the Sign button.

Step 55

Sign Designation Letter

Testing: 1 last step

MEMORANDUM FOR: Jaman Cor
 SUBJECT: Designation of Contractor
 Reference: (a) FAR 1.602-2, (b) DPA

1. Pursuant to the authority of FAR 1.602-2,

2. Contract Order:
 Contract Number: F11HSDH0262
 Order Number: E23P E23Q
 Contractor Name: BAYTHEON DATA SYSTEMS
 Contractor Address: 2362 MCGAW AVE
 Date of Award: 19970711
 Period of Performance Monitoring: 2022/07/13 thru 2022/07/13
 COR Training Type: A
 Type of COR: Primary
 For: e23a

3. You will serve as the COR throughout the period of performance monitoring of this contract unless this designation is terminated. Your performance will be reviewed as a part of your official performance review.

As a matter of electronic, the COR should prepare Memorandums for the Record (MFR) of all meetings, site and telephone contractor's meeting.

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.

b. Perform inspection and acceptance for the Government assuring performance/delivery is in accordance with contractor order requirements, terms and conditions. If applicable, ensure the hours worked by the contractor are the hours billed in the contractor's invoice. For more complex acquisitions, the Contracting Officer may choose to retain authority for acceptance.

c. Promptly report to the Contracting Officer, in writing, any performance issues/delays by the contractor. Your written notice should include actions you have taken to assist in remedying the situation.

d. Ensure the Government meets its contractual obligations to the contractor under the contract/order. This includes Government-furnished equipment, information and services called for under the contractor/order, and timely government comment on or approval of any draft deliverables as may be required by the contractor/order.

e. Inform the Contracting Officer in writing, of any received changes to the scope of work included in the contractor/order, and specify if these changes were recommended by you or the contractor.

f. When possible, but without charge to the existing contractor/order, resolve issues. Work with the contractor and the Contracting Officer to resolve issues. Verify the contractor has taken corrective measures and problem is resolved.

g. Maintain a contractor/order files in the Surveillance and Performance Monitoring Module (SPM) of Procurement Integrated Enterprise Environment (PIEE); and include the following:

1) A copy of the contractor/order and all modifications (unless available in Electronic Data Access (EDA))
 2) This COR designation memorandum
 3) Correspondence between you and the contractor
 4) Copies of correspondence to or from the contracting officer

Buttons: [Cancel] [Sign]

Click the Sign button.

Click the Sign button.

Step 56

Certifications Certify All

The Nominee will complete the applicable COR Reports and place a copy of these reports in the CORIT 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 "whether 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 CORIT 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.

In the Certifications section, click the **Certify All** Button.

If Applicable, this COR Nominee has registered as a user of Invoicing, Receipt Acceptance and Property Transfer (RAPPT) online and taken the test.

The Nominee's integrity and adherence to the Standards of Conduct DoD5550.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (PIA) are above reproach.

The Nominee has filed an OGE Form 456 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 456 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.

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 Contracting Officer in the anniversary month of appointment each year.

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.

Comments

Date Certified

Designation Letter

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	20220713	N	View

In the Certifications section, click the Certify All Button.

Step 57

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 DoD5550.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (PIA) 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 the CORIT Tool.

The Nominee will complete the COR specific "whether 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 CORIT 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 (RAPPT) online and taken the test.

The Nominee has filed an OGE Form 456 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. 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.

The Certification Date will auto-populate.

Comments

Date Certified

Designation Letter

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	20220713	N	View

The Certification Date will auto-populate.

Step 58

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 the CORF Tool.

The Nominee will complete the COR specific, "Whether 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 CORF Tool with a copy of the refresher course certificate and date of course completion.

The Nominee will complete yearly administrative review of the nominee's COR file 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 (RAPT) online and taken the training at <https://navd.af.mil> and will process payments when possible using eRAPT.

The Nominee has filed an OIG Form 456 and there is no conflict of interest or apparent conflict of interest interfering with this appointment. The employee will be required to file an OIG Form 456 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 OIG to the Contracting Center.

Comments

Click the **Approve** button.

Date Certified
20220713

Designation Letter

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Designation Letter (Smart Form)	20220713	N	View

Workflow History

Approve | [Logout](#) | [Cancel](#) | [Help](#)

Click the Approve button.

Step 59

COR Appointment Module

COR Appointment - Pending Supervisor Review

Approve COR Nomination

Are you sure you want to approve this nomination?

[No](#) **Yes** [Help](#)

Contracting Information [Help](#)

Contractor Information [Help](#)

Period of Performance for Monitoring [Help](#)

Contract Phase of Performance [Help](#)

QA Surveillance Plan / Waiver [Help](#)

CORF Information [Help](#)

Supervisor / Commander Information [Help](#)

CORF Certifications [Help](#)

Supervisor / Commander Certifications [Help](#)

Certifications

The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government furnished property, termination, and the concepts of accessible 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 DoD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (PIA) are above reproach.

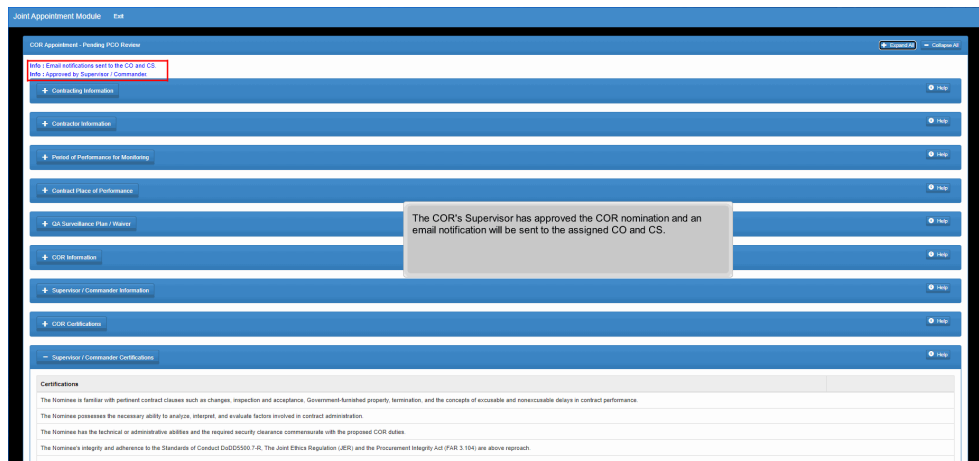
The Nominee has time available to adequately perform such duties.

<https://burndowncollective.pics.csl.com/jam/v/10m/anonymous/cor/coruh0101> [View results in the CORF Tool](#)

To approve the nomination, click the **Yes** button.

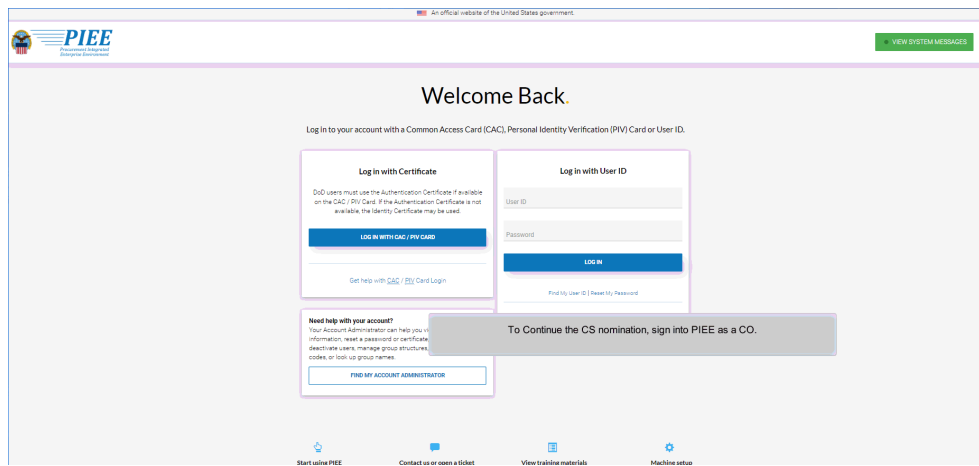
To approve the nomination, click the Yes button.

Step 60



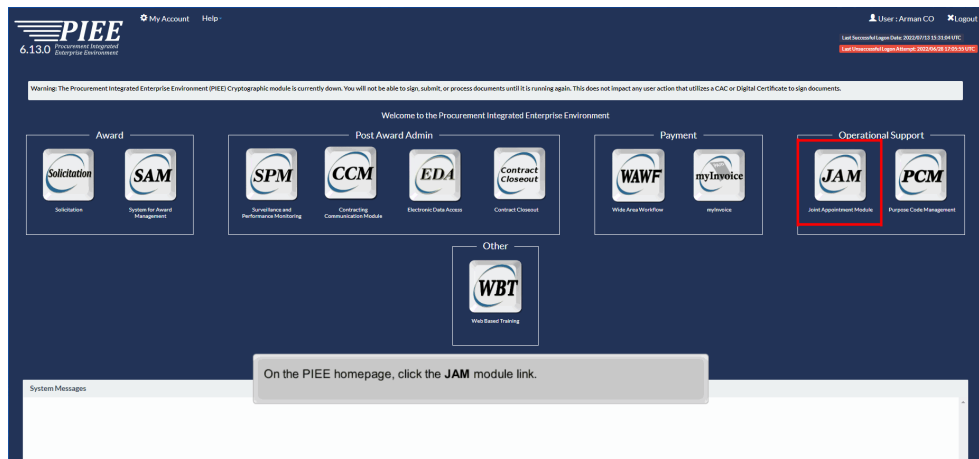
The COR's Supervisor has approved the COR nomination and an email notification will be sent to the assigned CO and CS.

Step 61



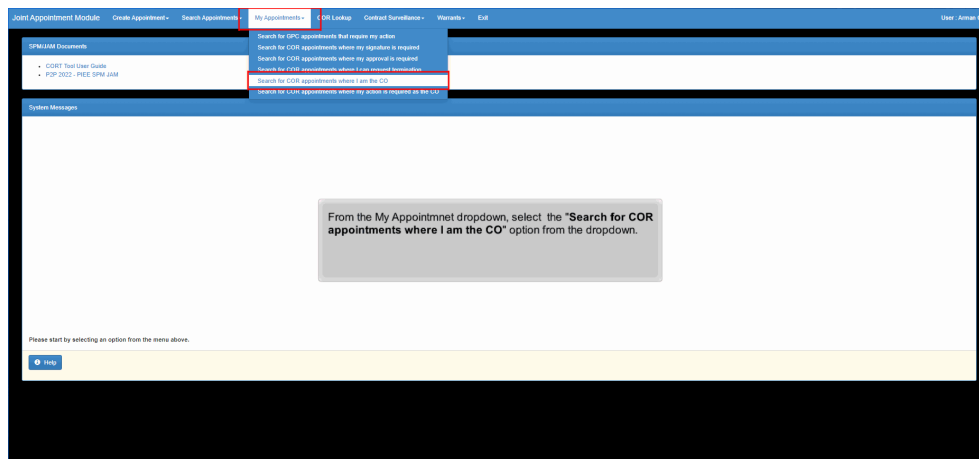
To Continue the CS nomination, sign into PIEE as a CO.

Step 62



On the PEEE homepage, click the JAM module link.

Step 63



From the My Appoinmnet dropdown, select the "Search for COR appointments where I am the CO" option from the dropdown.

Step 64

COR Name	COR Home	COR Type	Nomination / Appointment State	Pre Award Number	Contract Number	Delivery / Task Order	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Holding Office
Col. Aman	FA3350	Primary	Pending PCO Review		E04929600001	E220	CO. Aman	CS. Aman	Rose. Mark	2022/07/13	FA3350
Col. Aman	FA3350	Primary	Pending PCO Review		E04929600001	E22P	CO. Aman	CS. Aman	Rose. Mark	2022/07/13	FA3350
Col. Aman	FA3350	Primary	Active COR		E04929600001	E303	CO. Aman	CS. Aman	Rose. Mark	2022/07/11	FA3350
Col. Aman	FA3350	Primary	Active COR		E04929600001	E22K	CO. Aman	CS. Aman	Rose. Mark	2022/07/11	FA3350
Col. Aman	FA3350	Primary	Active COR		E04929600001	E22T	CO. Aman	CS. Aman	Rose. Mark	2022/07/11	FA3350
Col. Aman	FA3350	Primary	Active COR		E04929600001	S169	CO. Aman	CS. Aman	Rose. Mark	2022/07/08	FA3350
Col. Aman	FA3350	Primary	Pending PCO Signature		E04929600001	S240	CO. Aman	CS. Aman	Rose. Mark	2022/07/08	FA3350
Col. Aman	FA3350	Primary	Active COR		E04929600001	0903	CO. Aman	CS. Aman	Rose. Mark	2022/07/08	FA3350
Col. Aman	FA3350	Primary	Active COR		E04929600001	0929	CO. Aman	CS. Aman	Rose. Mark	2022/07/08	FA3350
Collegiate COR-A. Tate	FL0417	Primary	Pending PCO Signature		E04929600001	E22X	CO. Aman	CS. Aman	Colledge, Kate	2022/07/08	FA3350

Showing 1 to 10 of 28 items

Engage (CSV) Help

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

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

Step 65

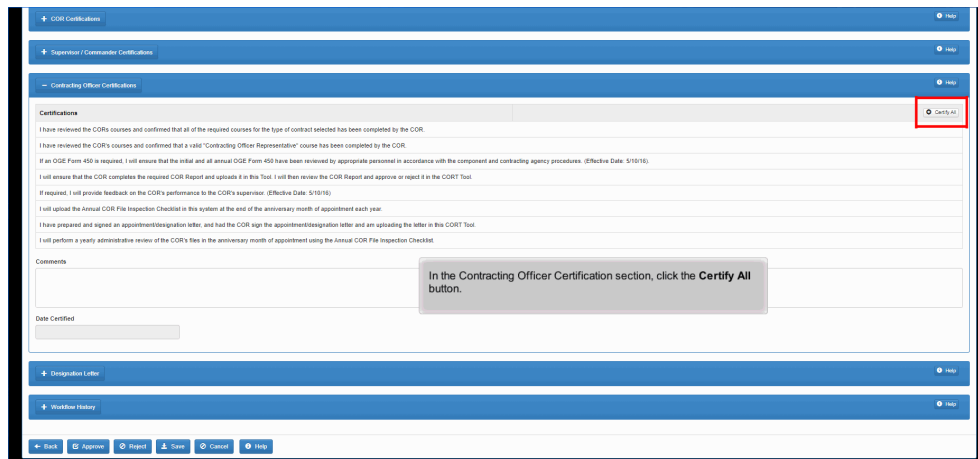
COR Appointment - Pending PCO Review

- Contracting Information
- Contractor Information
- Period of Performance for Monitoring
- Contract Place of Performance
- QA Surveillance Plan / Waiver
- COR Information
- Supervisor / Commander Information
- COR Certifications
- Supervisor / Commander Certification
- Contracting Officer Certification**
- Designation Letter
- Workflow History

Click the **Contracting Officer Certification** button to expand the section.

Click the Contracting Officer Certification button to expand the section.

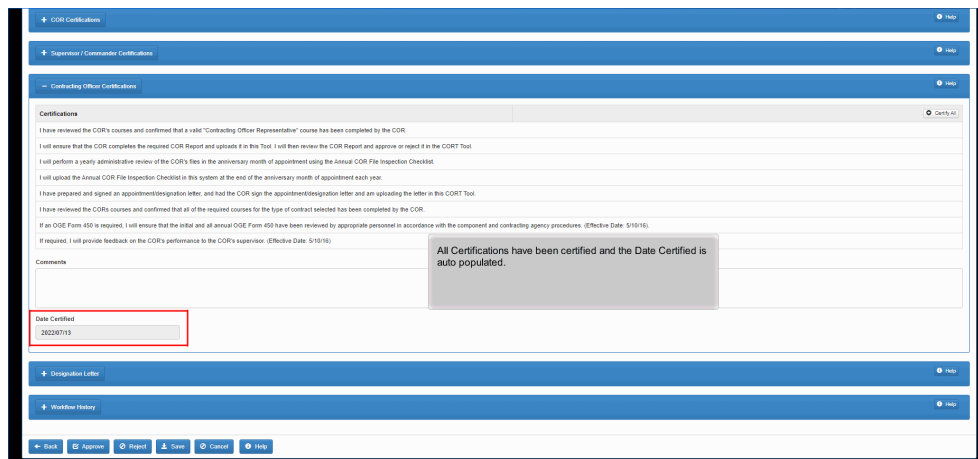
Step 66



The screenshot shows the 'Contracting Officer Certification' section of a web application. The 'Certify All' button is highlighted with a red box. A callout box points to the button with the text: "In the Contracting Officer Certification section, click the Certify All button."

In the Contracting Officer Certification section, click the Certify All button.

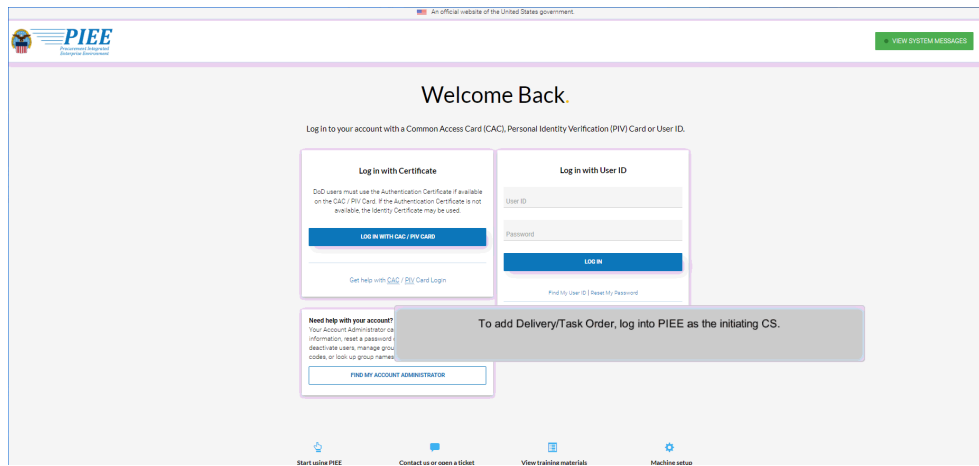
Step 67



The screenshot shows the 'Contracting Officer Certification' section after clicking 'Certify All'. The 'Date Certified' field is highlighted with a red box and contains the value '20220713'. A callout box states: "All Certifications have been certified and the Date Certified is auto populated."

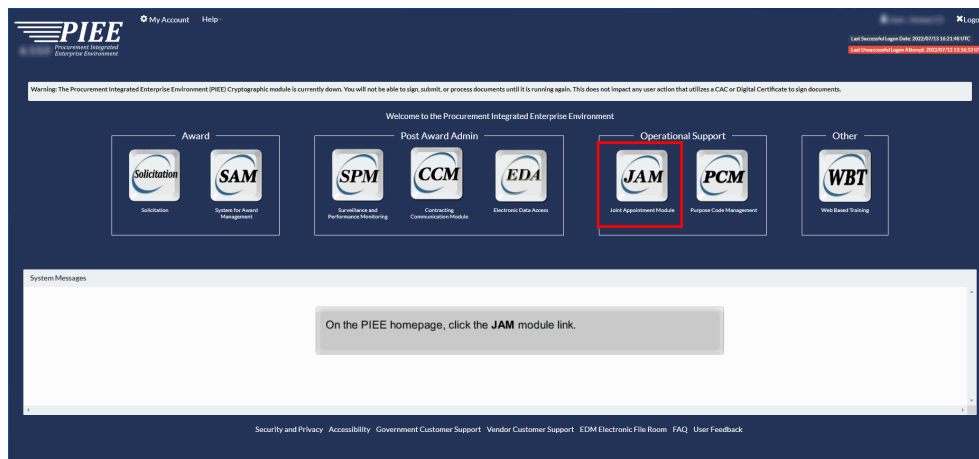
All Certifications have been certified and the Date Certified is auto populated.

Step 68



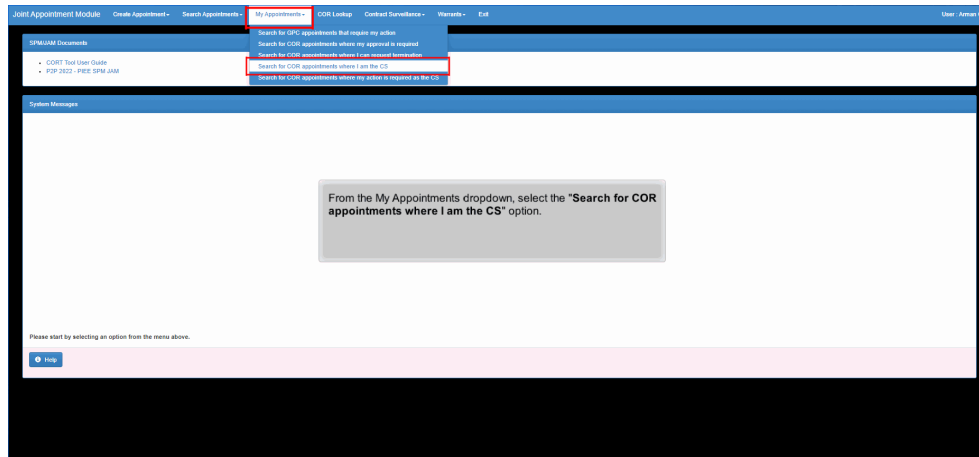
To add Delivery/Task Order, log into PIEE as the initiating CS.

Step 69



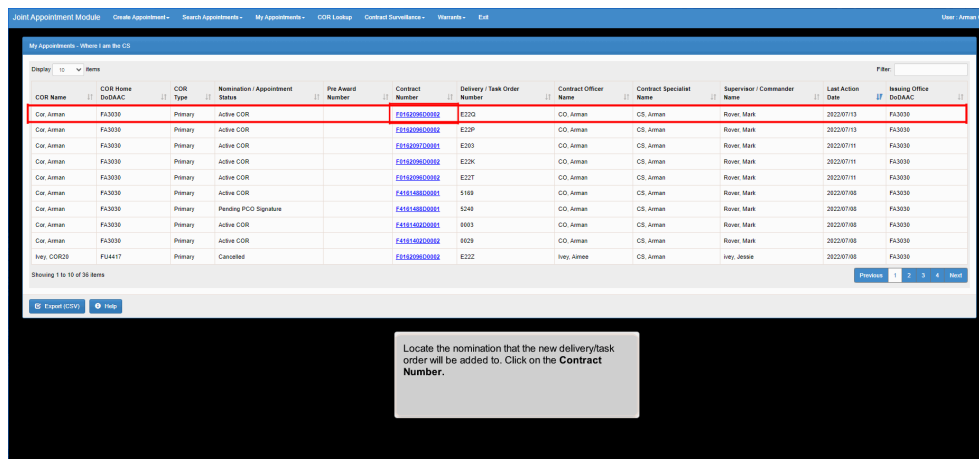
On the PIEE homepage, click the JAM module link.

Step 70



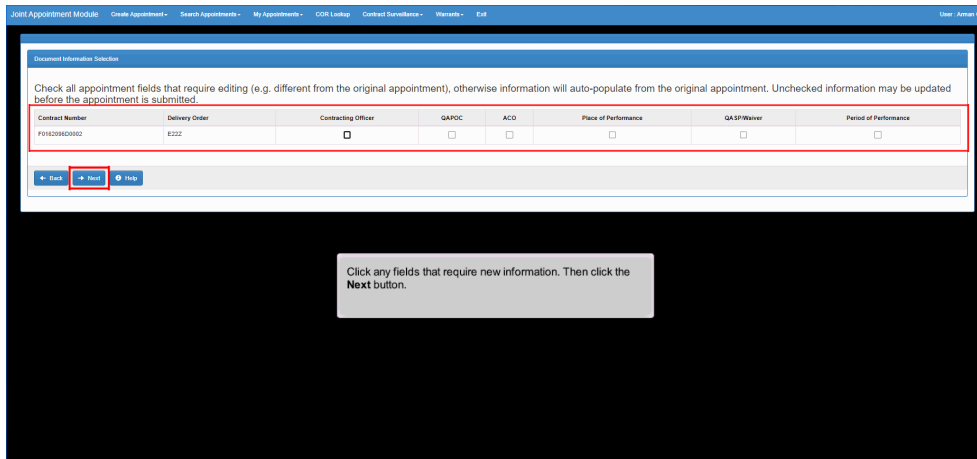
From the My Appointments dropdown, select the "Search for COR appointments where I am the CS" option.

Step 71



Locate the nomination that the new delivery/task order will be added to. Click on the Contract Number.

Step 74



JOINT Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contract Surveillance | Warnets | Exit | User: Arman CS

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.

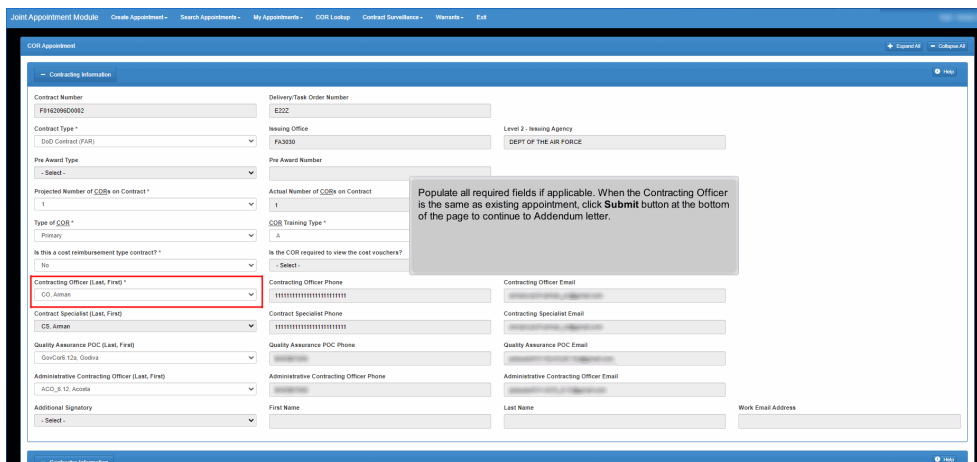
Contract Number	Delivery Order	Contracting Officer	GAPOC	ACO	Place of Performance	GA SP Waiver	Period of Performance
F916209600002	E322	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

← Back | **Next** | Help

Click any fields that require new information. Then click the Next button.

Click any fields that require new information. Then click the Next button.

Step 75



JOINT Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contract Surveillance | Warnets | Exit | User: Arman CS

COR Appointment

Contracting Information

Contract Number: F916209600002 | Delivery/Task Order Number: E322

Contract Type: DoD Contract (FAR) | Issuing Office: FA3330 | Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Type: - Select - | Pre Award Number:

Projected Number of COBs on Contract: 1 | Actual Number of COBs on Contract: 1

Type of COB: Primary | COB Training Type: A

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

Contracting Officer (Last, First): CS, Arman | Contracting Officer Phone: 11111111111111111111 | Contracting Officer Email:

Contract Specialist (Last, First): CS, Arman | Contract Specialist Phone: 11111111111111111111 | Contracting Specialist Email:

Quality Assurance POC (Last, First): GenCork 12a, Quobiv | Quality Assurance POC Phone: | Quality Assurance POC Email:

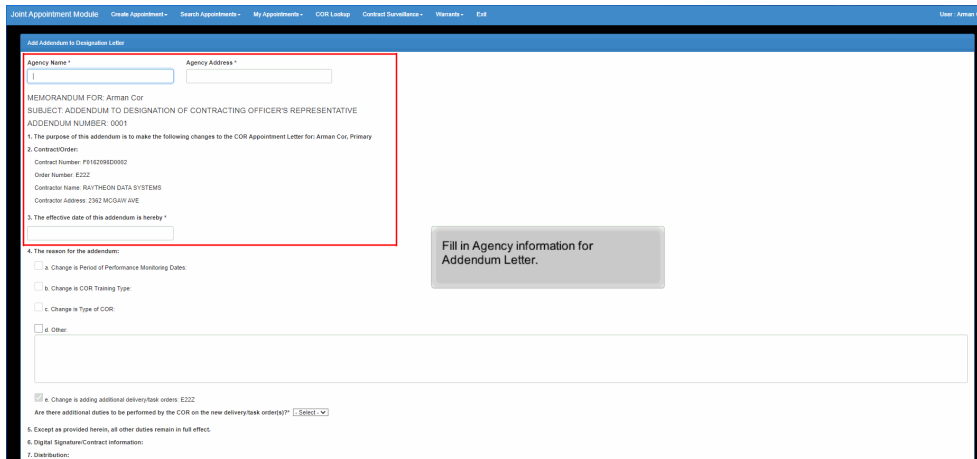
Administrative Contracting Officer (Last, First): ACCO, R12, Acosta | Administrative Contracting Officer Phone: | Administrative Contracting Officer Email:

Additional Signatory: - Select - | First Name: | Last Name: | Work Email Address:

Populate all required fields if applicable. When the Contracting Officer is the same as existing appointment, click Submit button at the bottom of the page to continue to Addendum letter.

Populate all required fields if applicable. When the Contracting Officer is the same as existing appointment, click Submit button at the bottom of the page to continue to Addendum letter.

Step 76



JPM Appointment Module Create Appointment Search Appointments No Appointments COR Lookup Contract Surveillance Warnets Exit User: Arman CS

Add Addendum to Disposition 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. Contract Order:
Contract Number: F916299D0002
Order Number: E222
Contractor Name: RAYTHEON DATA SYSTEMS
Contractor Address: 2362 MCGAW AVE

3. The effective date of this addendum is hereby *

4. The reason for the addendum:

a. Change in Period of Performance Monitoring Dates

b. Change in COR Training Type

c. Change in Type of COR

d. Other:

e. Change in adding additional delivery/task orders: E222

Are there additional duties to be performed by the COR on the new delivery/task orders?

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

6. Digital Signature/Contract Information:

7. Distribution:

Fill in Agency information for Addendum Letter.

Fill in Agency information for Addendum Letter.

Step 77



Contract Number: F916299D0002
Order Number: E222
Contractor Name: RAYTHEON DATA SYSTEMS
Contractor Address: 2362 MCGAW AVE

3. The effective date of this addendum is hereby *

2022/07/13

4. The reason for the addendum:

a. Change in Period of Performance Monitoring Dates

b. Change in COR Training Type

c. Change in Type of COR

d. Other:

e. Change in adding additional delivery/task orders: E222

Are there additional duties to be performed by the COR on the new delivery/task orders?

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:

Update any other information as needed and then click the Add button.

Update any other information as needed and then click the Add button.

Step 78

Contract Number: F1820960002

Contract Type: DoD Contract (FAR)

Pre Award Type: - Select -

Projected Number of COBs on Contract: 1

Actual Number of COBs on Contract: 1

Type of COB: Primary

Is this a cost reimbursement type contract?: No

Contracting Officer (Last, First): CO, Arman

Contract Specialist (Last, First): CS, Arman

Quality Assurance POC (Last, First): DonCaleb 12a, Goshir

Administrative Contracting Officer (Last, First): ACCO_8 12, Acosta

Additional Signatory: - Select -

Delivery/Task Order Number: E202

Issuing Office: F18300

Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Number: - Select -

Contracting Officer Phone: 11111111111111111111111111111111

Contract Specialist Phone: 11111111111111111111111111111111

Quality Assurance POC Phone: 11111111111111111111111111111111

Administrative Contracting Officer Phone: 11111111111111111111111111111111

Contracting Officer Email: 11111111111111111111111111111111

Contract Specialist Email: 11111111111111111111111111111111

Quality Assurance POC Email: 11111111111111111111111111111111

Administrative Contracting Officer Email: 11111111111111111111111111111111

First Name: Last Name: Work Email Address:

To submit the nomination, click the Yes button.

Step 79

Info - Email notifications sent to the CO.
Info - Nomination submitted by Contract Specialist

Contract Number: F1820960002

Contract Type: DoD Contract (FAR)

Pre Award Type: - Select -

Projected Number of COBs on Contract: 1

Actual Number of COBs on Contract: 2

Type of COB: Primary

Is this a cost reimbursement type contract?: No

Contracting Officer (Last, First): CO, Arman

Contract Specialist (Last, First): CS, Arman

Quality Assurance POC (Last, First): DonCaleb 12a, Goshir

Administrative Contracting Officer (Last, First): ACCO_8 12, Acosta

Additional Signatory: - Select -

Delivery/Task Order Number: E202

Issuing Office: F18300

Level 2 - Issuing Agency: DEPT OF THE AIR FORCE

Pre Award Number: - Select -

Contracting Officer Phone: 11111111111111111111111111111111

Contract Specialist Phone: 11111111111111111111111111111111

Quality Assurance POC Phone: 11111111111111111111111111111111

Administrative Contracting Officer Phone: 11111111111111111111111111111111

Contracting Officer Email: 11111111111111111111111111111111

Contract Specialist Email: 11111111111111111111111111111111

Quality Assurance POC Email: 11111111111111111111111111111111

Administrative Contracting Officer Email: 11111111111111111111111111111111

First Name: Last Name: Work Email Address:

Contingency Environment: Yes

Is the COR required to view the cost vouchers?: - Select -

A confirmation email has been sent to the CO.

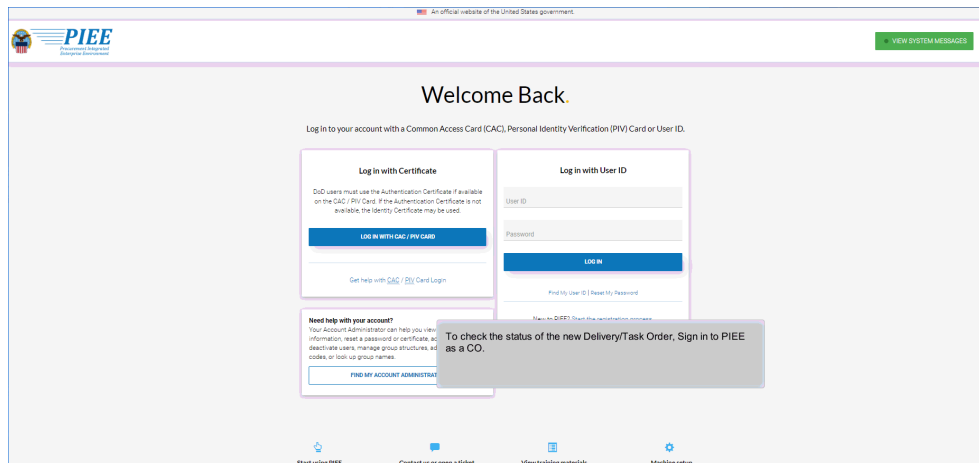
Step 80

When the Contracting Officer is different than the existing appointment, click Submit at the bottom of the page to continue to Designation letter.

Step 81

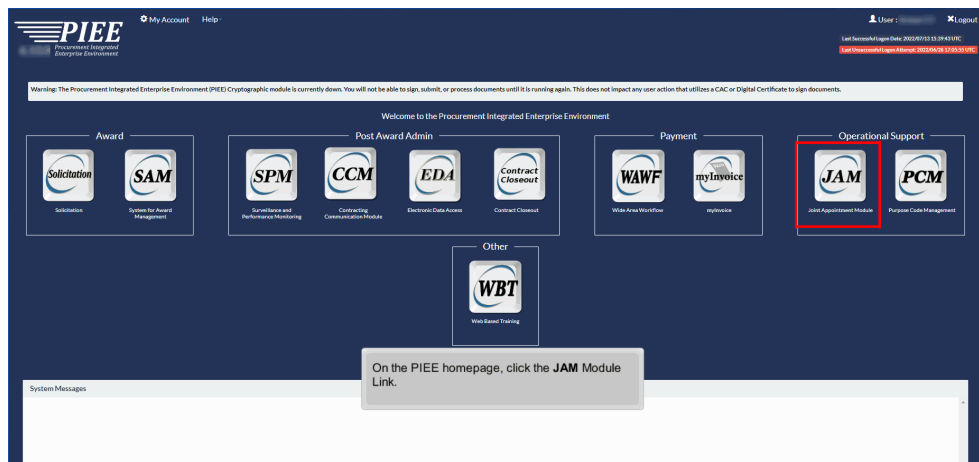
Fill in all information for Designation letter, and click Submit button at the bottom of page to add.

Step 82



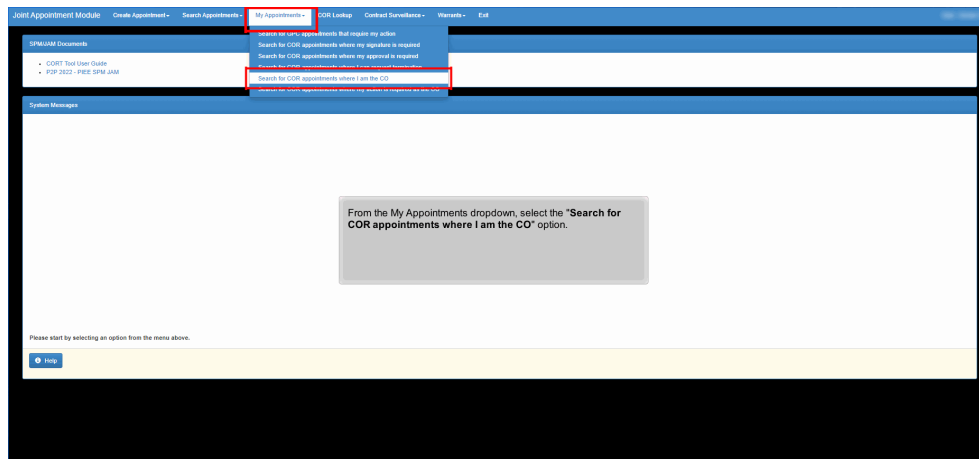
To check the status of the new Delivery/Task Order, Sign in to PIEE as a CO.

Step 83



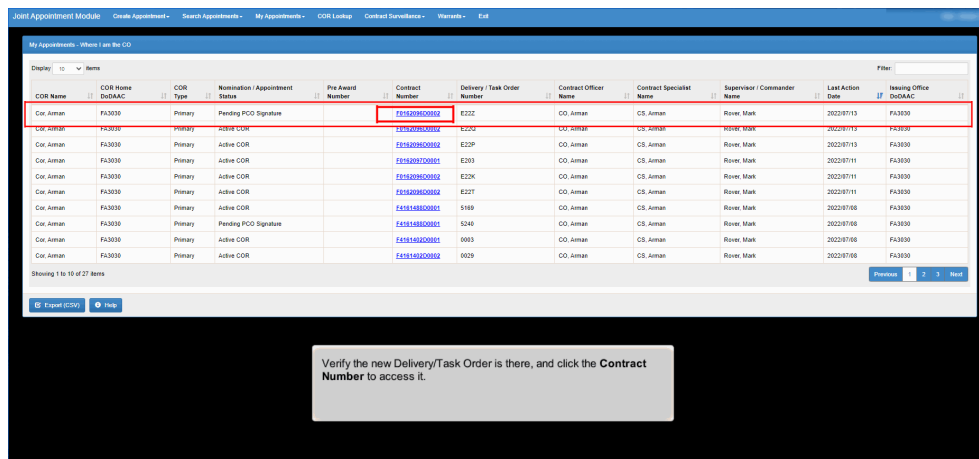
On the PIEE homepage, click the JAM Module Link.

Step 84



From the My Appointments dropdown, select the "Search for COR appointments where I am the CO" option.

Step 85



Verify the new Delivery/Task Order is there, and click the Contract Number to access it.

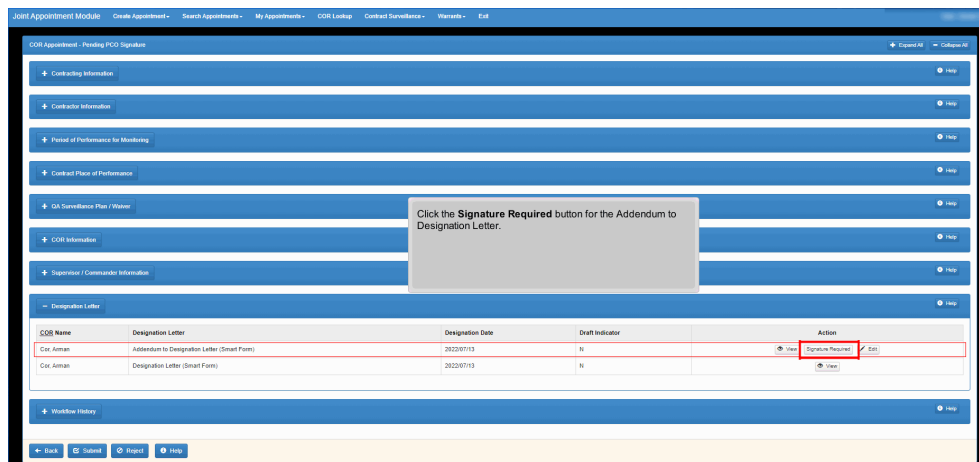
Step 86



Click the Designation Letter button to expand that section.

Click the Designation Letter button to expand that section.

Step 87



Click the Signature Required button for the Addendum to Designation Letter.

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cdr. Arman	Addendum to Designation Letter (Smart Form)	20220713	N	View Signature Required Edit
Cdr. Arman	Designation Letter (Smart Form)	20220713	N	View

Click the Signature Required button for the Addendum to Designation Letter.

Step 88

Contract Number: F5162598E0002
Order Number: E222
Contractor Name: RAYTHEON DATA SYSTEMS
Contractor Address: 7055 MCCANN AVE

3. The effective date of this addendum is hereby *

20220713

4. The reason for the addendum:

- a. Change in Period of Performance Monitoring Dates
- b. Change in COR Training Type
- c. Change in Type of COR
- d. Other

e. Change in adding additional delivery/task orders E222
Are there additional duties to be performed by the COR on the new delivery/task order(s)? No

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 SPN Module (COR Surveillance File)
- cc COR or ACOR

8. Additional Distribution Required:

Name: _____ Email: _____

Back Sign

Verify all the information on the Addendum Letter and click the Sign button.

Verify all the information on the Addendum Letter and click the Sign button.

Step 89

Sign Addendum to Designation Letter

The PREE signature requirement has changed to allow support for all the major browsers. Click here for more information.

Are you sure you want to sign this appointment?

Cancel Sign

To sign the appointment, click the Sign button.

Testing | Test Log
MEMORANDUM FOR: Arman Cor
SUBJECT: ADDENDUM TO DESIGNATION LETTER
ADDENDUM NUMBER: 0001

1. The purpose of this addendum is to make:

2. Contract Order:
Contract Number: F5162598E0002
Order Number: E222
Contractor Name: RAYTHEON DATA SYSTEMS
Contractor Address: 7055 MCCANN AVE

3. The effective date of this addendum is hereby *

20220713

4. The reason for the addendum:

- a. Change in Period of Performance Monitoring Dates
- b. Change in COR Training Type
- c. Change in Type of COR
- d. Other

e. Change in adding additional delivery/task orders E222
Are there additional duties to be performed by the COR on the new delivery/task order(s)? No

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

6. Digital Signature/Contract Information:
Contract Specialist/Contracting Officer: Arman CO
Signature: Arman CO
Date: 20220713

To sign the appointment, click the Sign button.

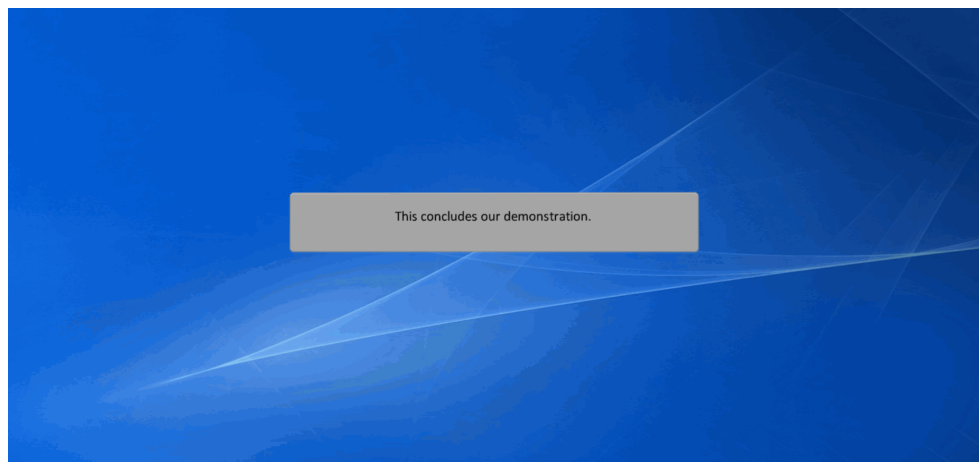
Step 90

The Designation letter has been updated and an email has been sent to the COR. Click **Approve**, at the bottom of the page.

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
Cor. Arman	Addendum to Designation Letter (Smart Form)	2022/07/15	NI	View
Cor. Arman	Designation Letter (Smart Form)	2022/07/15	NI	View

The Designation letter has been updated and an email has been sent to the COR. Click **Approve**, at the bottom of the page.

End



This concludes our demonstration.