

COR Resending Supervisor Email

Reference Guide

Homepage

JAM Module

My Appointments

Search for COR Appointments Where I am the COR

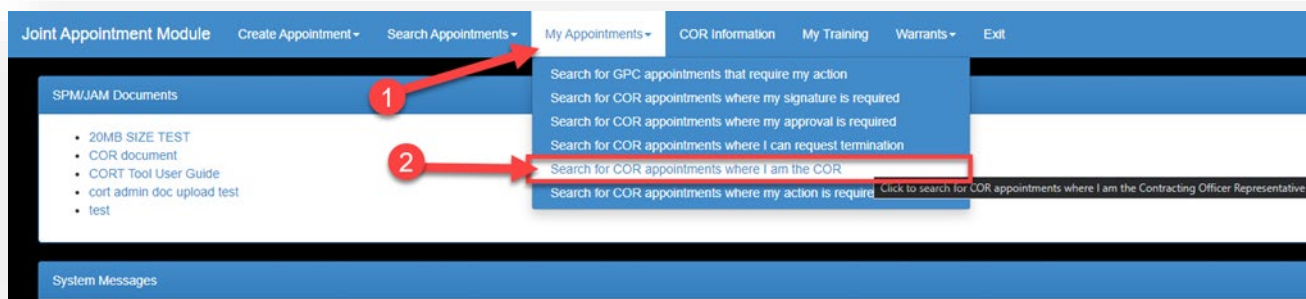
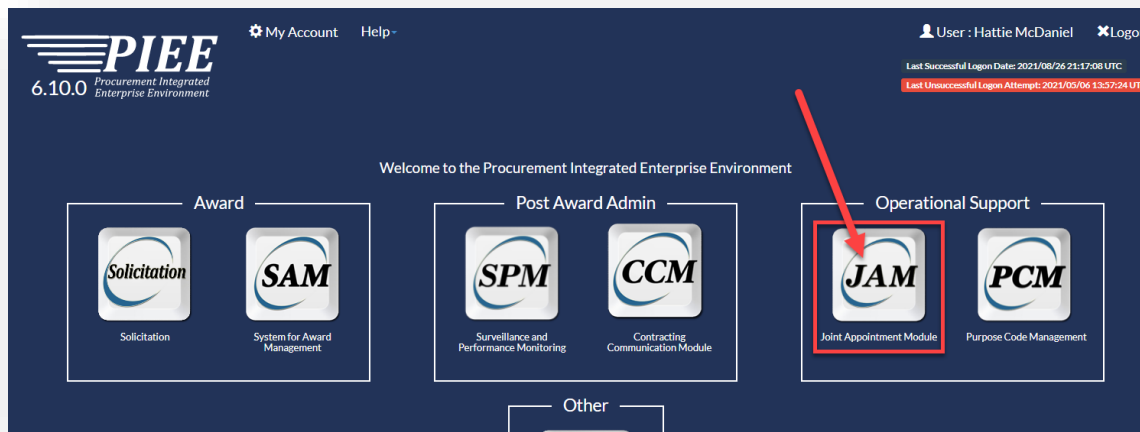
Roles

The role required to resend a Supervisor reminder email for a COR appointment in the JAM application.

- SPM - Contracting Officer Representative

Log into PIEE as a SPM - Contracting Officer Representative and access the JAM application. In the JAM application go to **JAM > My Appointments > Search for COR appointments where I am the COR**.

Access JAM in PIEE



On the Search Results screen for **Where I am the COR**, locate the appointment that is in the status **Pending Supervisor Review**. Click the hyperlink in the column(s) **Pre-Award Number** or **Contract Number**.

My Appointments - Where I am the COR

Display 10 items Filter:

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
McDaniel, Hattie	S0512A	Alternate	Pending Supervisor Review		W52PJ10C0047		VanPelt, Grace	Howard, Leslie	Winchester, Charles	2021/03/17	W560MY
McDaniel, Hattie	S0512A	Alternate	Cancelled		W52PJ10A0014		VanPelt, Grace	Haviland, Olivia	Winchester, Charles	2021/07/22	W560MY
McDaniel, Hattie	S0512A		Pending Supervisor Review		A1234560		Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/01/15	S0512A
McDaniel, Hattie	S0512A	Primary	Inactive COR		CON010212	13	Haviland, Olivia	Howard, Leslie	Winchester, Charles	2020/09/10	S0512A
McDaniel, Hattie	S0512A	Primary	Inactive COR		W52PJ10D0022	0004	Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/01/20	W560MY
McDaniel, Hattie	S0512A	Alternate	Draft		DAAB0702PF401		Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/01/06	S0512A
McDaniel, Hattie	S0512A		Pending PCO Review	123456789			Haviland, Olivia	Howard, Leslie	Winchester, Charles	2020/05/19	S0512A
McDaniel, Hattie	S0512A	Primary	Active COR		F0860397D0008	1017	VanPelt, Grace	Haviland, Olivia	Winchester, Charles	2021/05/14	S0512A
McDaniel, Hattie	S0512A	Primary	Active COR		N0024412D0016	8C03	Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/01/27	N50054
McDaniel, Hattie	S0512A		Draft		AQ0123452		Haviland, Olivia	Haviland, Olivia	Winchester, Charles	2020/10/07	S0512A

Showing 1 to 10 of 50 items

Previous 1 2 3 4 5 Next

Export (CSV) Help

Search Results - Where I am COR

The COR Nomination page will be displayed, click the **Send Email Reminder** button. Confirm that the User's Primary Supervisor and an Alternate Supervisor if available, information is up to date in the User's profile.

+ QA Surveillance Plan / Waiver

+ COR Information

+ Supervisor / Commander Information

+ COR Certifications

+ Designation Letter

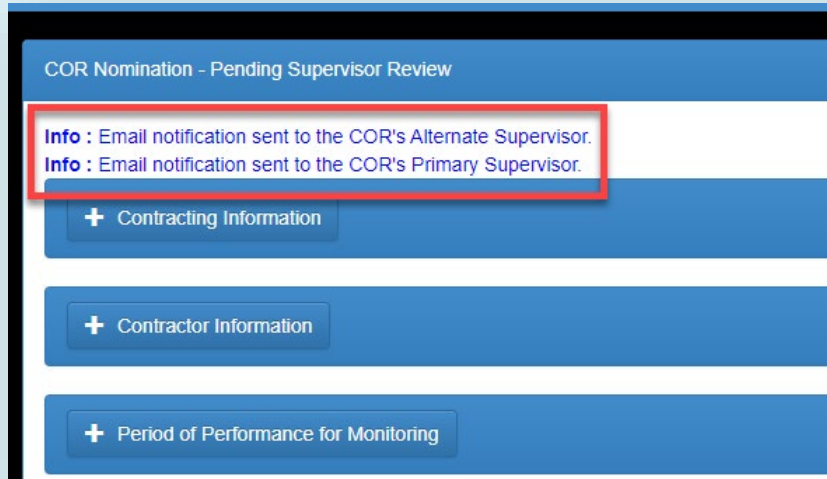
+ Workflow History

← Back **Send Email Reminder** Help

COR Nomination - Pending Supervisor Review

After clicking the **Send Email Reminder**, success message(s) will be displayed at the top of the page indicating that an email has been sent to the **Primary Supervisor** and if applicable an Alternate Supervisor for the user.

Email Success Messages



The example email below displays the message that the Primary and Alternate Supervisor will receive. The email provides instructions for approving the COR Appointment.

Email Example

COR Appointment 'Pending Supervisor Review' in Joint Appointment Module



EXTERNAL EMAIL - This email originated from outside of CACI. Do not click any links or attachments unless you recognize and trust the sender.

Dear Charles Winchester,

Hattie McDaniel has self-nominated as a COR on contract / preaward A1234560.

1. Please click on the link below to review the COR's nomination.
2. Complete the supervisor certification by clicking on 'certify all'.
3. To finalize, click the 'approve' button to send the nomination to the contracting officer or reject to send this nomination back to the COR.
4. Click on 'Exit' to leave the application.

Please click on the link below to review and certify the COR's nomination. No COR may be appointed until you complete your portion of the process.

<https://piee.eb.mil/jam/smartToken?email=bwonsamdi18%40gmail.com&token=dfacaa11f9d0bdbb38eaca865c938d8971210f137c0>

An Alternate Supervisor has been designated, and as such they have the power to take action in the event that the Supervisor is unavailable. The following Alternate Supervisor has also received their own notification to take action: Mary Charming

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.