

Changing POPM Dates on COR Appointment

PIEE Homepage

JAM Module

Contract Search

Change Period of Performance Dates

JAM Roles DPC Admin

When Period of Performance Monitoring (POPM) dates are changed on a COR appointment, an Addendum will be generated and added to the Designation section of the appointment. The Addendum will be populated with the new POPM dates. If POPM dates are updated again prior to CS/CO signature the same Addendum will be updated. Once the Addendum is signed a new Addendum can be created.

Navigation

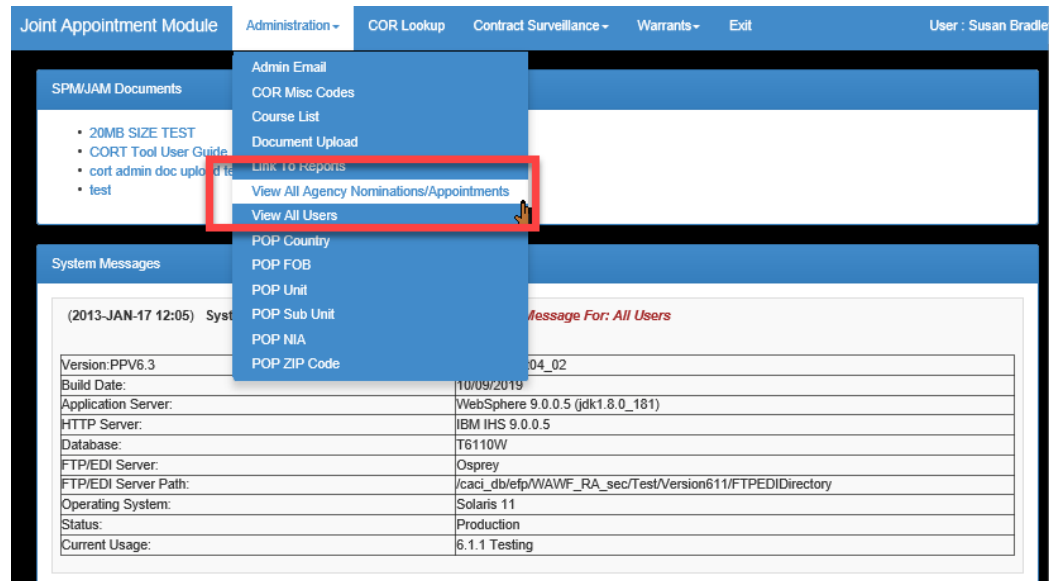
PIEE Portal > Login as DPC Admin, CO or CS > JAM > Search Contract > Change POPM Dates

For this guide, a user with the DPC Admin role will be changing the POPM Dates. Once the DPC Admin has logged in to PIEE, click on the **JAM** application icon button.

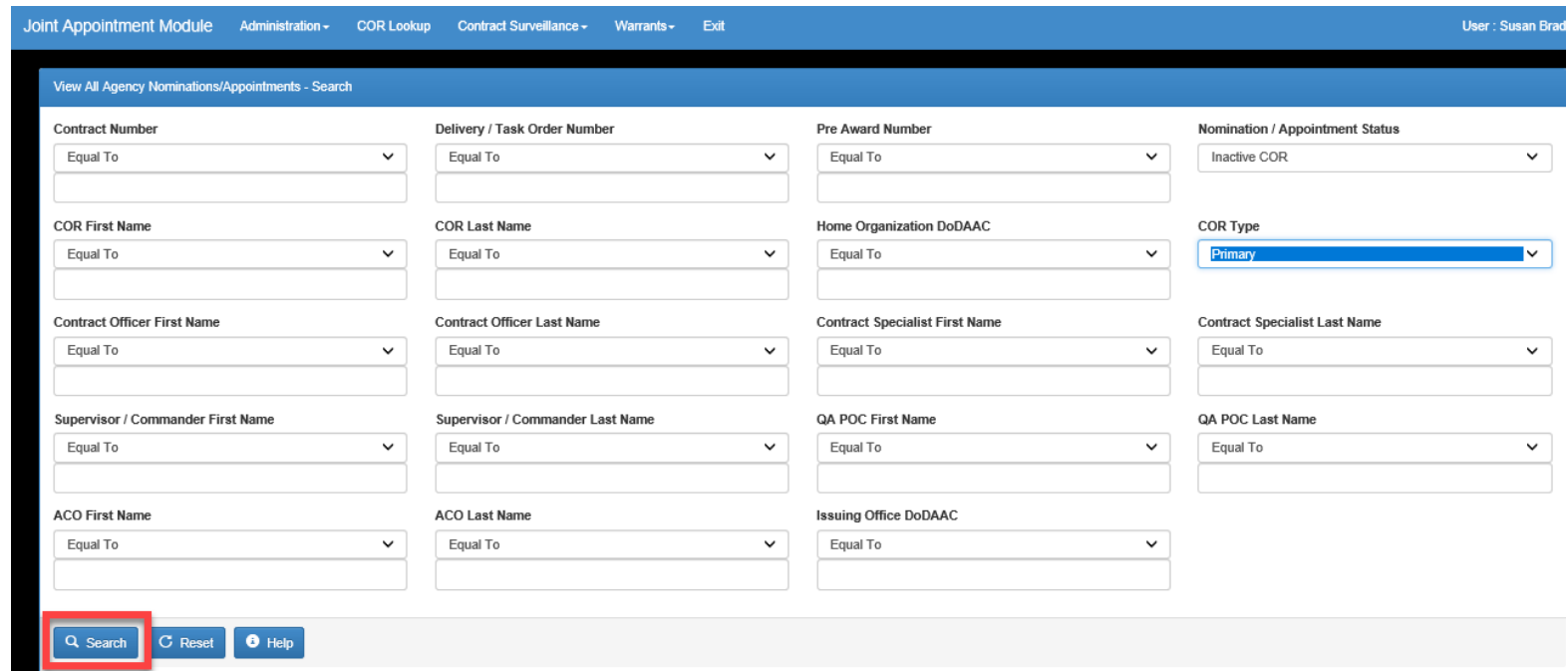
DPC Admin Changes the POPM Dates

The screenshot shows the PIEE 6.5 Procurement Integrated Enterprise Environment dashboard. At the top left is the PIEE logo with version 6.5. To the right are links for 'My Account' and 'Help'. The user is identified as 'Bernardo O'Reilly' with a 'Logout' option. Logon information is displayed: 'Last Successful Logon Date: 2020/03/25 11:48:05 EDT' and 'Last Unsuccessful Logon Attempt: 2020/02/13 10:35:00 EDT'. The main content area is titled 'Welcome to the Procurement Integrated Enterprise Environment' and features several application icons grouped into categories: 'Award' (Solicitation, SAM), 'Post Award Admin' (SPM, CCM, EDA), 'Payment' (WAWF, myInvoice), 'Operational Support' (JAM, PCM), and 'Other' (WBT). The JAM icon is highlighted with a red border.

In JAM, the DPC Admin User will select **View All Agency Nominations/Appointments** under the **Administration** tab.



Enter Search Criteria and click the **Search** button.



When the search results come up, click on the **Contract Number** in which the POPM dates need to be changed.

Joint Appointment Module Administration - COR Lookup Contract Surveillance - Warrants - Exit User : Susan Bradley

View All Agency Nominations/Appointments - Results

Info : This search result exceeded 2000 records. The first 2000 have been displayed, please modify search criteria to view remaining records.

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
cor3, Kori		Primary	Inactive COR	1115PENDINGPCO			govt1, ron	Specialist1, G. Sw0400	Summerfield, Sandra	2014/02/27	S0512A
Cor01071243, Auto		Primary	Inactive COR				Pco 2, Paul	Specialist2, Stanley	Supervisor01101418, Auto	2014/01/20	S0512A
cor2, Userid		Primary	Inactive COR				Pco 1, Paul	Specialist1, G. Sw0400	govt1, ron	2014/01/17	S0512A
cor3, Kori		Primary	Inactive COR	90PENDINGPCOBUILD3V550			Pco 1, Paul	Specialist1, G. Sw0400	Suarez, Stella supuserid002	2014/01/17	S0512A
Miller, Bob		Primary	Inactive COR	4533	00512A22G2015		Miller, Ann	Miller, Ann	Preston, Deray	2015/08/19	S0512A
cor3, Kori		Primary	Inactive COR	1307021733	0117CHGBYUNLISTEDCS	0117CHGBYUNLISTEDCS	Pco 2, Paul	Specialist2, Stanley	fuller, Kathryn	2014/01/23	S0512A
Spann, Carrie		Primary	Inactive COR		0120CHGACTIVEBYDPAP		Pco 2, Paul	Pco 2, Paul	fuller, Kathryn	2014/06/09	S0512A
Cor01071243, Auto		Primary	Inactive COR		0120PENDEPCOCHGBYCOR		govt1, ron	Specialist1, G. Sw0400	Supervisor01071707, Auto	2014/04/12	S0512A
Fuller, Kathryn		Primary	Inactive COR	12340000000801	12345000000801	12345000000801	Fuller, Kathryn	Fuller, Kathryn	Fuller, Kathryn	2014/08/01	SW0400
Munson, Donald		Primary	Inactive COR	6584654654	1234567890123		basic, p	basic, p	Deines, Brandon	2020/03/27	S0512A

Showing 1 to 10 of 2,000 items

Previous 1 2 3 4 5 ... 200 Next

Back Export (CSV) Help

When the COR Appointment opens, scroll down to the **Period of Performance Monitoring** section and enter the new POPM dates. Then click on the **Save Period of Performance Monitoring** button.

Joint Appointment Module Administration - COR Lookup Contract Surveillance - Warrants - Exit User : Susan Bradley

COR Appointment - Inactive COR + Expand All - Collapse All

+ Contracting Information Help

+ Contractor Information Help

- Period of Performance for Monitoring Help

Period of Performance for Monitoring Start Date: 2020/03/08
Period of Performance for Monitoring End Date: 2020/03/27

Save Period of Performance for Monitoring

+ Contract Place of Performance Help

When the updated POPM dates are saved, an Addendum form will open to add to the Designation Letter. Enter the required information and click the **Add** button.

Joint Appointment Module Administration - COR Lookup Contract Surveillance - Warrants - Exit User : Susan Bradley

Add Addendum to Designation Letter

Agency Name * Agency Address *

CACI

MEMORANDUM FOR: Bob Miller
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: Bob Miller, Primary

2. Contract/Order:
Contract Number: 00512A22G2015
Order Number:
Contractor Name:
Contractor Address:

3. The effective date of this addendum is hereby *
2020/04/02

4. The reason for the addendum:
 a. Change is Period of Performance Monitoring Dates:
Previous Dates: ,
Current Dates: 2020/03/08, 2020/03/27
 b. Other:

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

Back Add

Note: If 'Other' (4b) is checked on the POPM generated Addendum, the CO must sign the Appointment. Info message will display: Email notification has been sent to CS/CO.

When the **Add** button is selected, an email notification is sent to the CO/CS to indicate an Addendum is awaiting signature.

The screenshot displays the 'Joint Appointment Module' interface. At the top, there is a navigation bar with the following items: 'Administration', 'COR Lookup', 'Contract Surveillance', 'Warrants', and 'Exit'. The user is identified as 'User : Susan Bradley'. The main content area is titled 'COR Appointment - Inactive COR' and includes a '+ Expand All' button and a '- Collapse All' button. Below this, there are several expandable sections: '+ Contracting Information', '+ Contractor Information', '- Period of Performance for Monitoring', '+ Contract Place of Performance', and '+ QA Surveillance Plan / Waiver'. Each section has a 'Help' button. The 'Period of Performance for Monitoring' section is expanded, showing two date input fields: 'Period of Performance for Monitoring Start Date' with the value '2020/03/08' and 'Period of Performance for Monitoring End Date' with the value '2020/03/27'. Below these fields is a 'Save Period of Performance for Monitoring' button. A red rectangular box highlights a blue information message that reads: 'Info : New Period of Performance Monitoring Dates have been added and an Addendum is awaiting signature.'

The process is complete once the CO/CS signs the Addendum.