

COR Nomination

Reference Guide

Homepage

JAM

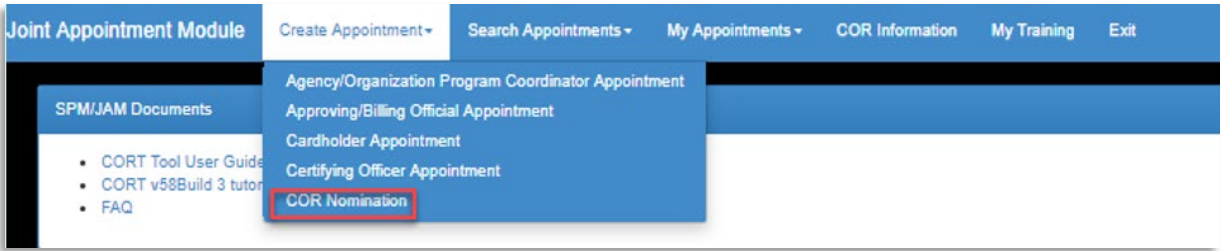
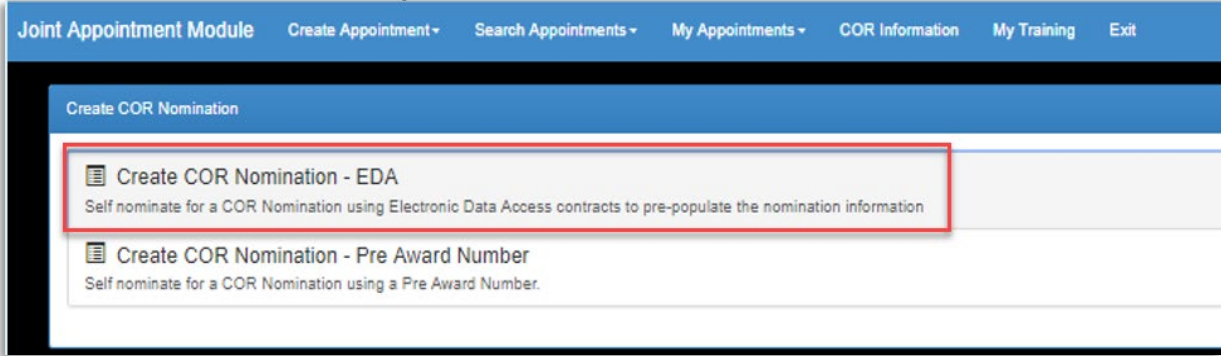
Create Appointment

COR Nomination

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Initiating a COR Nomination 1

Roles	The role(s) with the ability to Initiate a COR Nomination : <ul style="list-style-type: none">Contracting Officer Representative (COR)
Initiating a COR Nomination	<p>This guide provides an overview of how JAM/SPM users Initiate a COR Nomination.</p> <p>Log in to PIEE and access JAM. Select “COR Nomination” from the “My Appointment” dropdown in the JAM header.</p>  <p>From the populated page, select “Create COR Nomination – EDA”.</p>  <p>An EDA Contract Search page populates. Enter the search criteria to return the desired Contracts. Select the Search button to continue.</p>

Create COR Nomination - EDA

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

A list of applicable Contracts is returned. Select the desired contract(s) and click the **Add Contract(s)** button to move forward.

NOTE: 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.

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	W91CRB05D0033	0013	<input type="checkbox"/>
4	W91CRB	W91CRB05D0033	0014	<input type="checkbox"/>
5	W91CRB	W91CRB05D0033	0015	<input type="checkbox"/>
6	W91CRB	W91CRB05D0033	0016	<input type="checkbox"/>
7	W91CRB	W91CRB05D0033	0017	<input type="checkbox"/>
8	W91CRB	W91CRB05D0033	0018	<input type="checkbox"/>
9	W91CRB	W91CRB05D0033	0019	<input type="checkbox"/>

20	S0512A	F0960302D0073	LJ02	<input type="checkbox"/>
21	S0512A	F3360002D2000	0048	<input type="checkbox"/>
22	S0512A	FA226317C0013		<input type="checkbox"/>
23	S0512A	FA303022A1234		<input type="checkbox"/>
24	S0512A	FA303022A1234	S0512A18F1983	<input type="checkbox"/>
25	S0512A	FA558717P1357		<input type="checkbox"/>

Displaying 1 to 25 of 337 items

The selected contracts populate in the **“Selected EDA Contract”** section. Select all the contracts via the **Select All** button or clear the selected contracts by clicking the **Deselect All** button. Once the desired contracts are selected, click the **Next** button at the bottom of the page to continue.

Issuing Office DoDAAC	Contract Number	Delivery / Task Order Number	Select
S0512A	0123456		<input type="checkbox"/>
S0512A	123	D003	<input type="checkbox"/>

Select All
 Deselect All
 Remove Contract(s)

A confirmation pop-up appears. Select **No** to return to the Contract Search Result page or **Yes** to continue on to the next page.

Confirmation

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

Contract Number	Delivery Order
F3LNPA4198AG01	

Contracting Information for the selected contract(s) is then entered. Select the Contracting Officer and Contracting Specialist from the dropdown list. Selecting the CO and CS populates their information in the remaining fields.

Contracting Information

Issuing Office <input type="text" value="S0512A"/>	Level 2 - Issuing Agency <input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)"/>	
Pre Award Type <input type="text" value="- Select -"/>	Pre Award Number <input type="text"/>	
Type of COR <input type="text" value="- Select -"/>	COR Training Type <input type="text" value="- Select -"/>	
Contracting Officer (Last, First) * <input type="text" value="- Select -"/>	Contracting Officer Phone <input type="text"/>	Contracting Officer Email <input type="text"/>
Contract Specialist (Last, First) * <input type="text" value="- Select -"/>	Contract Specialist Phone <input type="text"/>	Contracting Specialist Email <input type="text"/>

The “**Contract/Delivery/Task Order Information**” section is pre-populated with information relevant to the selected contracts. To edit the populated information, select the **Edit** button on the far-right side of the table.

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory	Action
0123456	BASE CONTRACT		Projected: Actual: 0				Name: Phone: Email:	Name: Phone: Email:	Name: Email:	<input type="button" value="Edit"/>
123	D003		Projected: Actual: 0				Name: Phone: Email:	Name: Phone: Email:	Name: Email:	<input type="button" value="Edit"/>
2	BASE CONTRACT		Projected: Actual: 0				Name: Phone: Email:	Name: Phone: Email:	Name: Email:	<input type="button" value="Edit"/>
47QSEA20D008E	N0016922FG003		Projected: Actual: 0				Name: Phone: Email:	Name: Phone: Email:	Name: Email:	<input type="button" value="Edit"/>
47QDCC18F0062	S0512A22F0001		Projected: Actual: 0				Name: Phone: Email:	Name: Phone: Email:	Name: Email:	<input type="button" value="Edit"/>

Clicking the **Edit** button populates a new section, which allows the user to edit Contract Information for the selected contracts. Once all edits are complete, click the **Save** button to return to the original table.

Contract Information - Edit

Contract Number *
0123456

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)
- Select -

Quality Assurance POC Phone
[Text Field]

Quality Assurance POC Email
[Text Field]

Administrative Contracting Officer (Last, First)
- Select -

Administrative Contracting Officer Phone
[Text Field]

Administrative Contracting Officer Email
[Text Field]

Additional Signatory
- Select -

First Name
[Text Field]

Last Name
[Text Field]

Work Email Address
[Text Field]

[Cancel] [Save]

A success message appears at the top of the section.

Contract / Delivery/Task Order Information

Info: Contract Information updated

Contract Number	Delivery/Task Order	Contract Type	Number of CORs	Cost Reimbursement?	COR required to view Cost Vouchers?	Contingency Environment	Quality Assurance POC	Administrative Contracting Officer	Additional Signatory	Action
0123456	BASE CONTRACT		Projected: Actual: 0				Name: [Redacted] Phone: [Redacted] Email: [Redacted]	Name: [Redacted] Phone: [Redacted] Email: [Redacted]	Name: [Redacted] Email: [Redacted]	[Edit]
123	D003		Projected: Actual: 0				Name: [Redacted] Phone: [Redacted] Email: [Redacted]	Name: [Redacted] Phone: [Redacted] Email: [Redacted]	Name: [Redacted] Email: [Redacted]	[Edit]
2	BASE CONTRACT		Projected: Actual: 0				Name: [Redacted] Phone: [Redacted] Email: [Redacted]	Name: [Redacted] Phone: [Redacted] Email: [Redacted]	Name: [Redacted] Email: [Redacted]	[Edit]

A Contractor Information section provides pre-populated information on the Contractor's associated with the selected contracts.

Contractor Information

Contract Number	CAGE Code	UEI	EFT Indicator	Contractor Name	Contractor Address	Contractor Country	Contract Award Date	Contract Completion Date	PSC Code	PSC Description
0123456	26512	[Redacted]		[Redacted]	[Redacted]	USA	2019/01/22			
123		[Redacted]		[Redacted]	[Redacted]		2019/01/16			
2		[Redacted]		[Redacted]	[Redacted]		2019/01/08			
47QSEA20D008E	06481	[Redacted]		[Redacted]	[Redacted]	USA	2023/03/03			
47QDCC18F0062	4J423	[Redacted]		[Redacted]	[Redacted]	USA	2022/03/27			

The **Contract Place of Performance** table is empty until a Contract Place of Performance is added. To add a Place of Performance, select the **Add Contract Place of Performance** button on the bottom of the section.

Contract Place of Performance

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

Selecting the button populates a new section. Fill out the fields with the applicable information and select the **Add** button to continue.

Contract Place of Performance - Add

Contract Number / Delivery/Task Order *
0123456 / BASE CONTRACT

Country *
UNITED STATES OF AMERICA (THE)

Zip Code
37203

City
NASHVILLE

State
TN

NIA Event
HURRICANE EARL 2010

After adding the new Contract Place of Performance, a success message appears, and the entered information is populated within the table. To edit or delete this information, select the **Edit** and **Delete** buttons on the right side of the table.

Contract Place of Performance

Info : Contract Place of Performance added

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
0123456	BASE CONTRACT	United States of America (the)	NASHVILLE	Tennessee	37203	HURRICANE EARL 2010				0	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

+ Add Contract Place of Performance

The **QA Surveillance Plan / Waiver** table is empty until a QASP is added. To add a QASP, select the **Add QASP** button.

QA Surveillance Plan / Waiver

Contract Number	Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found.									
<input type="button" value="+ Add QASP"/>									
Contract Number	Delivery/Task Order	Type	Document	Description	Waiver Date	Draft Indicator	Action		
No QASP Waivers found.									

Selecting the **Add QASP** button populates the **QASP - Add** section. Fill out the required fields and select **Add** to apply the changes. Multiple QASPs are permitted.

QA Surveillance Plan - Add

Contract Number / Delivery/Task Order *
- Select -

QASP Document *
Choose File...

QASP Description
|

A success message appears and the QASP information is available within the **QA Surveillance Plan / Waiver** table. Users may add, edit, or delete uploaded QASPs by selecting one of the Action item buttons on the right-hand side of the table.

Info : QA Surveillance Plan added

Contract Number	Delivery/Task Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
123	D003	PLAN						2023/09/13	View Edit Delete
		PLAN						2023/09/13	View Edit Delete

+ Add QASP

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

COR information is pre-populated and is pulled from the initiating COR's PIEE profile. To view the COR Training Course Certifications, select the **View** button on the right-hand side of the table.

COR Information

First Name: [Text Field] Last Name: [Text Field] Work Phone Number: [Text Field] Work Email Address: [Text Field]

DEROS Date: [Text Field] OGE 450 Filer: [Dropdown: No]

Agency Experience: [Dropdown: Less than 6 months] COR Competencies: [Dropdown: A]

Technical Experience Comments: [Text Area: Test]

Technical Experience Documents

Document	Upload Date	Action
No Technical Experience Documents found.		

COR Training

Training Course	Completion Date	Training Level	Certificate	Equivalency?	Hours	Provider	Source	Action
	2022/01/09	ABC	documentation.pdf	No	0		MANUAL	View
	2022/01/09	[A]BC	CCM_Communication_awaiting_review.msg	Yes	0		MANUAL	View
	2021/12/08	BC	Certificate not required	No	0		DAU	View
	2021/02/10	[A]	contract_image.jpg	No	0		MANUAL	View
	2020/01/16	ABC	documentation.pdf	No	0		MANUAL	View

Training Waiver: [Dropdown: No]

Supervisor information is pre-populated and is pulled from the initiating COR's PIEE profile.

Supervisor / Commander Information

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
				Alternate	2023/09/12
				Primary	2023/09/11

Supervisor History

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
				Alternate	2023/09/11
				Primary	2023/08/21
				Alternate	2023/08/17
				Primary	2023/08/17
				Alternate	2023/08/17
				Primary	2023/07/17

Review the COR Certifications and click the **Certify All** button to move forward. Selecting the **Certify All** button automatically enters the current date into the **"Date Certified"** field.

COR Certifications

Certifications Certify All

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

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

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

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

I may be held personally liable for unauthorized acts.

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

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

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).

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).

Comments

Date Certified

2023/09/13

The Workflow History table is auto populated with the actions of the COR Nomination. It is blank during the creation process.

Date	Action	Action By	Status
No Workflow History found.			

To submit the nomination, select the **Submit** button. A confirmation pop-up appears.

Workflow History

Date	Action	Action By
No Workflow History found.		

← Back
✉ Submit
↓ Save
ℹ Help

Select the **Yes** button to complete the nomination. A tokenized email is then sent to the supervisor(s) prompting them to review and certify the nomination. The Nomination Status is set to 'Pending Supervisor Review'.

Submit COR Nomination

Are you sure you want to submit this nomination?

⊘ No
✉ Yes
ℹ Help

Number: 38AG01
 Delivery/Task Order Number:
 Issuing Office: Level 2 - Issuing Agency