

COR Initiating Appointment Termination

PIEE Homepage

Jam Module

My Appointments

Search for COR Appointments
Where I can Request Termination

Jam Roles COR

The Contracting Officer Representative (COR) initiates the termination of an Appointment.

Navigation

PIEE Portal > Login as COR > JAM > My Appointments Where I can Request Termination > Find Contract > Request Termination > Confirmation

Sign in as a COR and then select the JAM (Joint Appointment Module).

COR Initiates Termination

The screenshot shows the PIEE 6.5 Procurement Integrated Enterprise Environment dashboard. The user is logged in as Bernardo O'Reilly. The dashboard features several functional areas:

- Award:** Solicitation, SAM (System for Award Management)
- Post Award Admin:** SPM (Surveillance and Performance Monitoring), CCM (Contracting Communication Module), EDA (Electronic Data Access)
- Payment:** WAWF (Wide Area Workflow), myInvoice
- Operational Support:** **JAM (Joint Appointment Module)** (highlighted with a red box), PCM (Purpose Code Management)
- Other:** WBT (Web Based Training)

A System Messages window is open at the bottom, displaying the following information:

```

(2013-JAN-17 12:05 EST) System: All Subject: Build Info Action Required! Message For: All Users
Version: PPV6 3                               V 6.3_Sprint04_02
Build Date:                                   10/09/2019
Application Server:                           WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:                                  IBM IHS 9.0.0.5
Database:                                      T6110W
FTP/EDI Server:                               Osprey
FTP/EDI Server Path:                          icaci_dba\ftp\WAWF_RA_sec\Test\Version611\FTPEDI\Directory
Operating System:                             Solaris 11
Status:                                        Production
Current Usage:                                6.1.1 Testing
    
```

At the bottom of the dashboard, there are links for: Security and Privacy, Accessibility, Government Customer Support, Vendor Customer Support, EDM Electronic File Room, FAQ, and User Feedback.

When the JAM home page displays, click on the My Appointments tab at the top of the page and select 'Search for COR Appointments where I can request termination'.

Joint Appointment Module Create Appointment Search Appointments **My Appointments** COR Lookup Contract Surveillance Warrants Exit User : Bernardo O'Reilly

SPM/JAM Documents

- 20MB SIZE TEST
- CORT Tool User Guide
- cort admin doc upload test
- test

Search for GPC appointments that require my action
 Search for COR appointments where my signature is required
Search for COR appointments where I can request termination
 Search for COR appointments where I am the CO
 Search for COR appointments where my action is required as the CO

System Messages

(2013-JAN-17 12:05) System: **ALL** Subject: Build Info **Action Required!** Message For: All Users

Version:PPV6.3	V 6.3 _Sprint04_02
Build Date:	10/09/2019
Application Server:	WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:	IBM IHS 9.0.0.5
Database:	T6110W
FTP/EDI Server:	Osprey
FTP/EDI Server Path:	/cac_i_db/etfp/WAWF_RA_sec/Test/Version611/FTPEDIDirectory
Operating System:	Solaris 11
Status:	Production
Current Usage:	6.1.1 Testing

Please start by selecting an option from the menu above.

[Help](#)

Select a Contract Number from the list displayed.

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit User : June Lockhart

My Appointments - Where I can request termination

Display 10 items Filter:

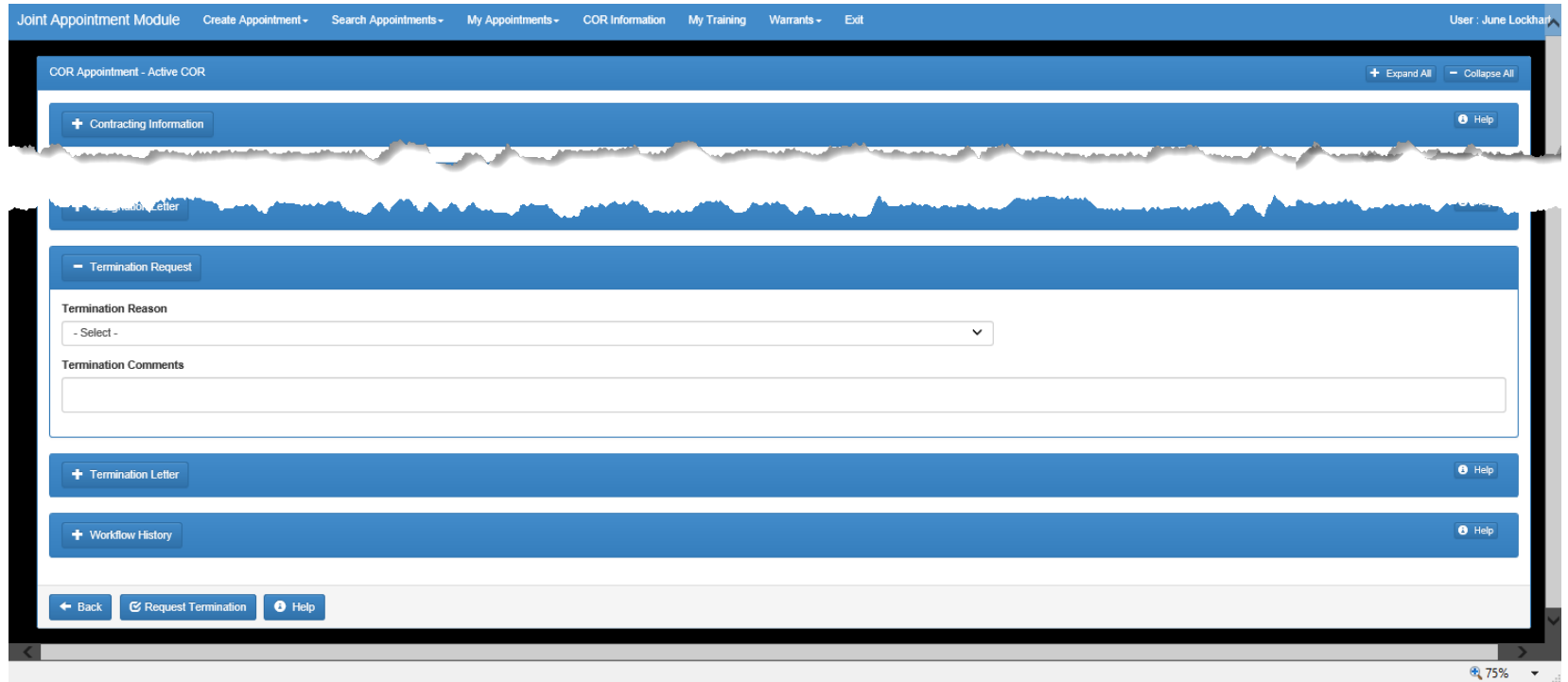
COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
Lockhart, June	S0512A	Primary	Active COR		GS07F0473M	W560MY12F7096	Daniels, Henry	Purvis, Sam	Richards, Carol	2020/02/11	W560MY
Lockhart, June	S0512A	Primary	Active COR		N0024412D0016	8C02	O'Reilly, Bernardo	Purvis, Sam	Richards, Carol	2020/02/11	N50054
Lockhart, June	S0512A	N/A	Active COR		WA01234567890123	031245687999846142	Daniels, Henry	Purvis, Sam	Richards, Carol	2020/03/04	S0512A
Lockhart, June	S0512A	Primary	Active COR		123456	D003	Daniels, Henry	Purvis, Sam	Richards, Carol	2020/02/27	S0512A
Lockhart, June	S0512A	Primary	Active COR		N0024412D0016	8C04	O'Reilly, Bernardo	Purvis, Sam	Richards, Carol	2020/02/07	N50054
Lockhart, June	S0512A	Primary	Active COR		A000050500099		O'Reilly, Bernardo	Daniels, Henry	Richards, Carol	2020/02/14	FU4417
Lockhart, June	S0512A	Primary	Active COR		0123456		Daniels, Henry	Daniels, Henry	Richards, Carol	2020/02/05	S0512A
Lockhart, June	S0512A	Primary	Active COR		W52P110D0106	0007	Daniels, Henry	Purvis, Sam	Richards, Carol	2020/02/13	W560MY
Lockhart, June	S0512A	Primary	Active COR		?		O'Reilly, Bernardo	Purvis, Sam	Richards, Carol	2020/02/27	S0512A
Lockhart, June	S0512A	Primary	Active COR		W52P110D0106	0004	Daniels, Henry	Purvis, Sam	Richards, Carol	2020/02/13	W560MY

Showing 1 to 10 of 12 items

[Previous](#) 1 2 [Next](#)

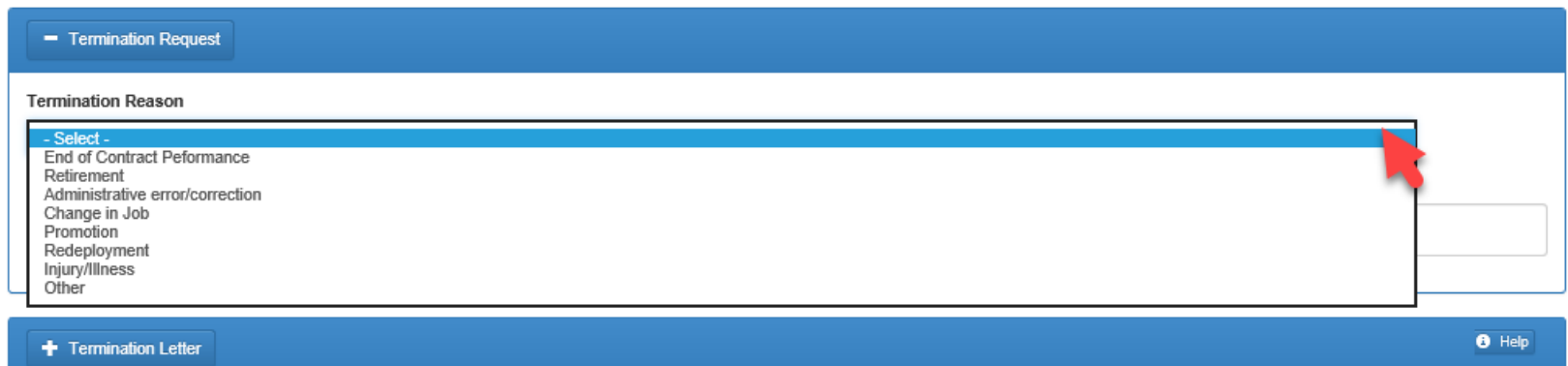
[Export \(CSV\)](#) [Help](#)

When the Appointment page opens, scroll down to the Termination Request section.



Termination Reason and Comments

Select a reason from the Termination Reason Drop down.



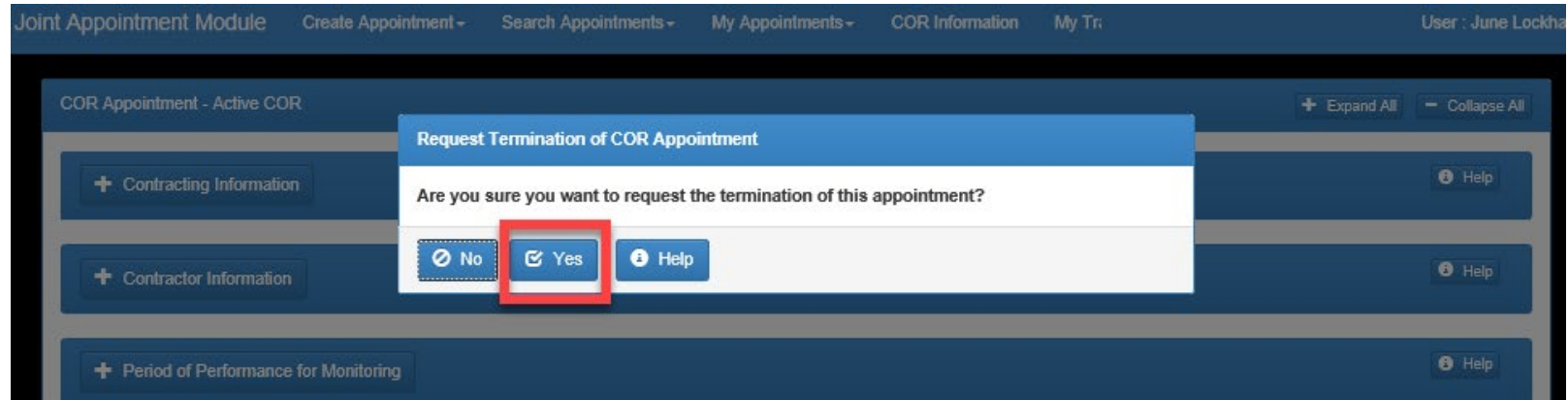
If 'Other' is selected for termination reason, comments are required.

The screenshot shows a 'Termination Request' form. At the top, there is a blue header with a minus sign and the text 'Termination Request'. Below this, the 'Termination Reason' dropdown menu is open, and 'Other' is selected. A red box highlights the 'Other' option, and a red arrow points to the 'Termination Comments' text area below it. The text area contains the message: 'If Reason for Termination is 'Other', comments are required'.

Click the 'Request Termination' button.

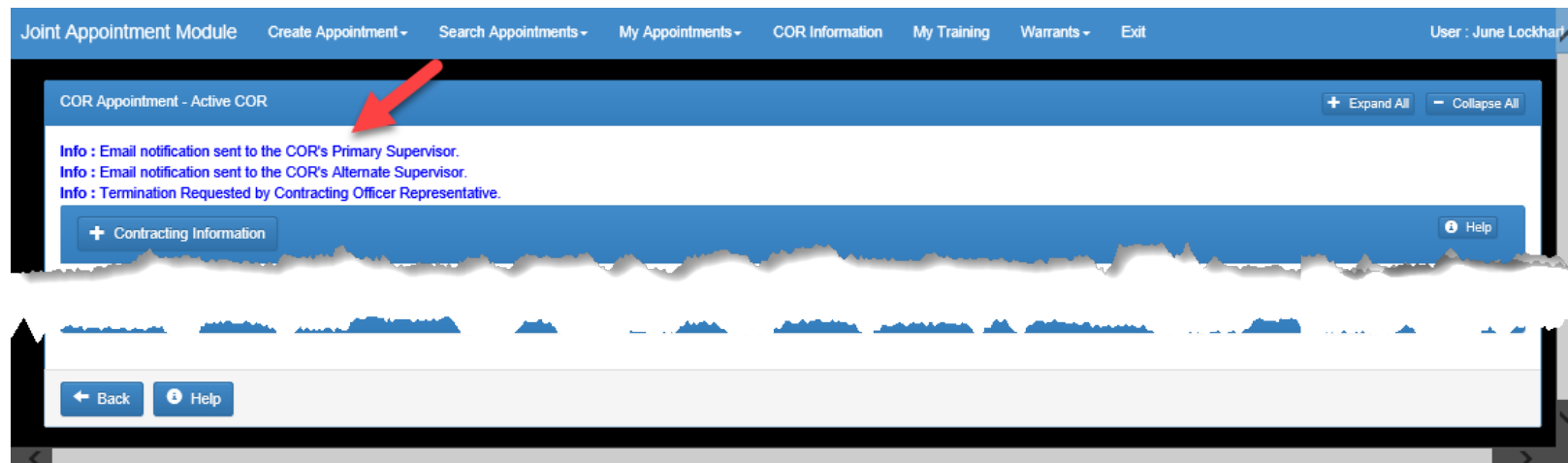
This screenshot shows the full 'Termination Request' form. The 'Termination Reason' dropdown is set to 'End of Contract Performance'. Below the form, there are three blue buttons: '+ Contractor Information', '+ Termination Letter', and '+ Workflow History', each with a 'Help' icon. At the bottom, there is a navigation bar with three buttons: 'Back', 'Request Termination', and 'Help'. The 'Request Termination' button is highlighted with a red box.

A pop up box will appear asking to verify COR user wants to request termination of the Appointment. To continue, select the 'Yes' button.



Info messages will indicate that email Notifications went to the COR's Primary Supervisor, COR's Alternate Supervisor and that the termination was requested by Contracting Officer Representative (COR).

Confirmation



- If the Primary (or Alternate) Supervisor approves the request to Terminate appointment, request will then go to the CO to sign and terminate and a notification will go to the COR.
- If the CO rejects the request, the COR will be notified.
- If the Supervisor rejects the COR request for Termination, the COR will be sent a notification email and the appointment will be routed back to the COR. The Supervisor is required to add comments regarding reason for rejection.

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