

CO/CS Initiate Appointment Termination

Reference Guide

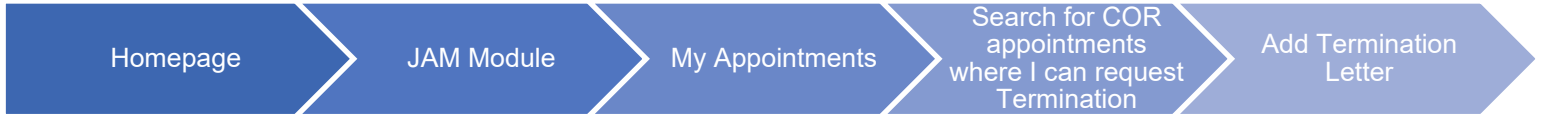



Table of Contents

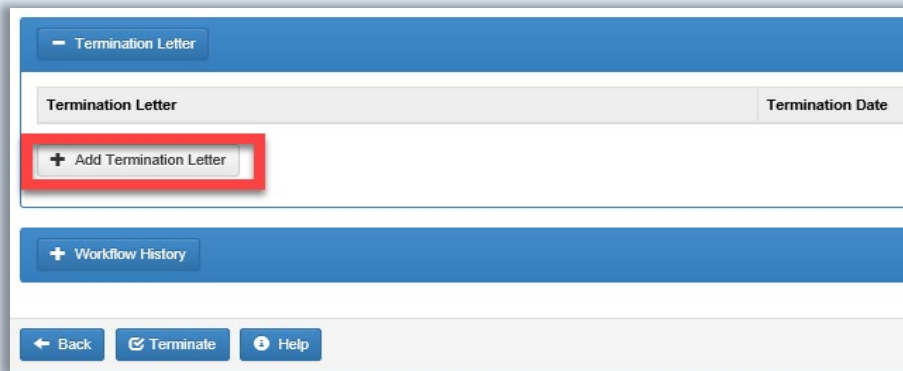
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|--------------------------------|---|
| Roles | 1 |
| Initiating a Termination | 1 |
| Add Termination Letter | 2 |
| Termination Confirmation..... | 4 |

| Roles | The role(s) required to Initiate an Appointment Termination: <ul style="list-style-type: none">Contracting Officer (CO)Contracting Specialist (CS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|---|---------------------------------|------------------------------|-----------------------|------------------------------|-----------------------|--------------------------|------------|--|-------------------------------|------|--------------------|-------------|------------|--|-------------------------------|------|--------------------|-------------|------------|--|-------------------------------|------|--------------------|-------------|------------|--|-------------------------------|------|--------------------|-------------|
| Initiating a Termination | <p>This guide provides an overview of how JAM/SPM users can Initiate a Termination.</p> <p>Log in to PIEE and access JAM. Select the 'Search for COR Appointments where I can request termination' from the 'My Appointment' dropdown in the header of JAM.</p>  <p>A list of applicable contracts is returned. Select the desired contract by clicking the hyperlinked Contract Number.</p> <table border="1" data-bbox="313 1633 1344 1990"><thead><tr><th>Nomination / Appointment Status</th><th>Pre Award Number</th><th>Contract Number</th><th>Delivery / Task Order Number</th><th>Contract Officer Name</th><th>Contract Specialist Name</th></tr></thead><tbody><tr><td>Active COR</td><td></td><td>F0960391D0999</td><td>YC07</td><td>O'Reilly, Bernardo</td><td>Purvis, Sam</td></tr><tr><td>Active COR</td><td></td><td>F0960391D0999</td><td>YC1E</td><td>O'Reilly, Bernardo</td><td>Purvis, Sam</td></tr><tr><td>Active COR</td><td></td><td>F0960391D0999</td><td>YC2W</td><td>O'Reilly, Bernardo</td><td>Purvis, Sam</td></tr><tr><td>Active COR</td><td></td><td>F0960391D0999</td><td>YC4U</td><td>O'Reilly, Bernardo</td><td>Purvis, Sam</td></tr></tbody></table> | Nomination / Appointment Status | Pre Award Number | Contract Number | Delivery / Task Order Number | Contract Officer Name | Contract Specialist Name | Active COR | | F0960391D0999 | YC07 | O'Reilly, Bernardo | Purvis, Sam | Active COR | | F0960391D0999 | YC1E | O'Reilly, Bernardo | Purvis, Sam | Active COR | | F0960391D0999 | YC2W | O'Reilly, Bernardo | Purvis, Sam | Active COR | | F0960391D0999 | YC4U | O'Reilly, Bernardo | Purvis, Sam |
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Clicking the Contract Number link populates the COR Appointment page.

Locate the Termination Letter section within the COR Appointment Page and select the 'Add Termination Letter' button.

Add Termination Letter



Click the button to populate the Termination Letter.

Add Termination Letter

Agency Name * Agency Address * Effective Date *

MEMORANDUM FOR: COR6.14.0, Cory
SUBJECT: Termination of Contracting Officer's Representative
Reference: (a) FAR 1.602-2, (b) DoDI 5000.72

1. COR6.14.0, Cory, Correction, your designation as the Contracting Officer's Representative (COR) for the administration of the contract/order listed below is hereby terminated.

2. Contract/Order:

Contract Number: N0017401D0003
Order Number: 0001
Contractor Name: SRI INTERNATIONAL
Contractor Address: 333 RAVENSWOOD AVE

For: *

3. This termination of your COR responsibilities duties is hereby effective: *

4. The reason for the termination: *

- Select -

Comments

Comments are required when reason for termination is 'Other'

5. DoDI 5000.72 requires that all termination notices be executed by the contracting officer and acknowledged by the COR and COR Management. Should you have any questions regarding this termination please contact your contracting officer.

a. I certify that the COR

- Select -

 available to acknowledge this termination letter for the following reason: *

Comments

Comments are required when COR is not available to acknowledge termination letter.

b. I certify that the COR Management (COR Supervisor)

- Select -

 available to acknowledge this termination letter for the following reasons: *

Comments

Comments are required when COR Management is not available to acknowledge termination letter.

6. Signatures:

7. Distribution:

cc: Contractor Cognizant

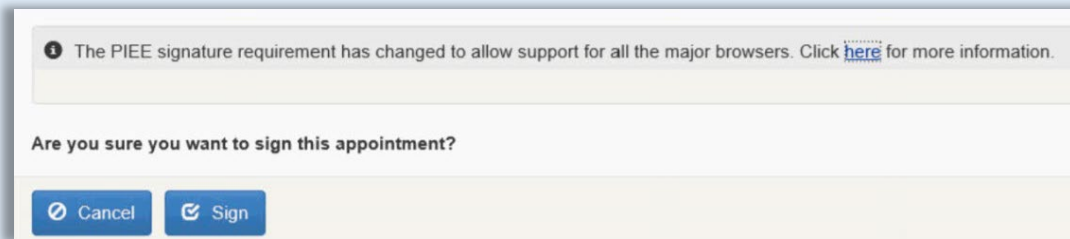
cc: Cognizant Contract Administration Office

cc: SPM Module (COR Surveillance File)

cc: COR Coordinator

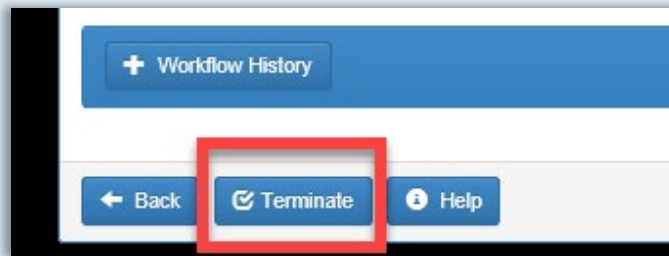
Name Email

Fill the form out with all necessary information. In the distribution section of the form, checking the 'Contractor Cognizant' box will populate a mandatory field prompting the user to enter the email address(es) of the Contractor Cognizant for the form. Once the form is complete, select the "Add" button.



Sign the document with the displayed Authentication method to proceed. For additional help with Smart Card Authentication visit the [FAQ Certificate Modernization](#) section of the WBT.

Once the Termination is signed, select the '**Terminate**' button at the bottom of the page to complete the process.



A confirmation message appears at the top of the screen upon completing the Termination Process. The COR and Supervisors also received notifications of the Terminations via email.



Termination Confirmation

NOTE: When the Contract Specialist (CS) is initiating the appointment termination, the termination letter will also go to the CO for final signature.

If the Supervisor rejects the request for Termination, a notification email is sent to the CO/CS and the appointment will be routed back to the Termination initiator. The Supervisor is required to add comments regarding the reason for rejection.