

# Reassign Pre-Award to Contract Number in JAM

PIEE Homepage

JAM Module

My Appointments

'COR Appointments Where I am the CO'

## JAM Roles

The Contracting Officer (CO) or Contract Specialist (CS) have access to perform the Reassign Process. However, the CS cannot sign the Designation Letter.

## Navigation

PIEE Portal > Login as CO or CS > JAM > My Appointments > Search for COR Appointments Where I am the CO/CS > Hyperlink for the Appropriate Pre-Award Number

Log into PIEE. Sign in as a CO or CS and then select the **JAM** (Joint Appointment Module).

NOTE: This guide shows the process for a CO.

## Reassigning Pre-Award



When the JAM home page displays, click on the **My Appointments** drop-down at the top of the page and select '**Search for COR Appointments where I am the CO**'.

Joint Appointment Module Create Appointment Search My Appointments COR Information COR Lookup Contract Surveillance My Training Warrants Exit User

SPM/JAM Documents

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

System Messages

Please start by selecting an option from the menu above.

Help

Search for GPC appointments that require my action

Search for GPC appointments where I am designated as the Appointee

Search for GPC appointments where I am designated as the Delegating/Appointing Signatory

Search for GPC appointments where I am designated as the Appointee or Delegating/Appointing Signatory

Search for COR appointments where my signature is required

Search for COR appointments where my approval is required

Search for COR appointments where I can request termination

Search for COR appointments where I am the COR

Search for COR appointments where I am designated as the COR

Search for COR appointments where my admin is required as the CO

Click on the **hyperlink** for the appropriate Pre-Award Number

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information COR Lookup Contract Surveillance My Training Warrants Exit User

My Appointments - Where I am the CO

Display 10 items Filter:

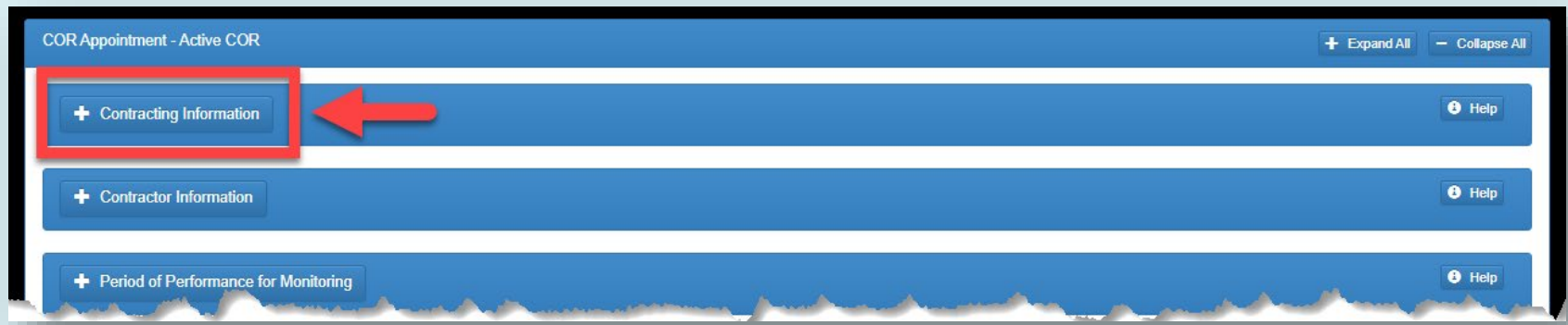
COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre-Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
Govt. Cora	S0512A	Primary	Inactive COR	<a href="#">FA442806C9999</a>	FA442806C9999	0002		mkgovcortco, mk		2021/01/20	N00024
Castle, Cory	S0512A	Primary	Active COR	<a href="#">N0002415C4442</a>	N0002415C4442			Govt, Cora		2021/04/21	N00024
Govt, Cora	S0512A		Pending PCO Review	<a href="#">FA442819R-A015</a>				Leung, Cora		2020/04/27	N00024
Govt, Cora	S0512A		Pending Supervisor Review		<a href="#">N0002409C2116</a>			Leung, Cora		2020/09/16	N00024

Showing 21 to 24 of 24 items

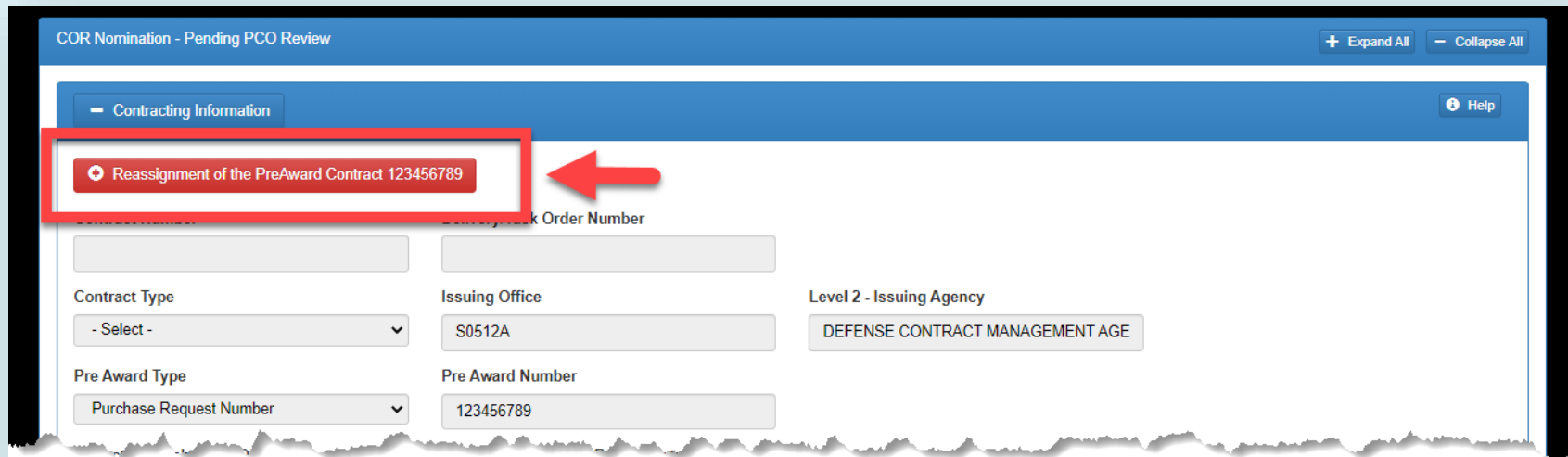
Previous 1 2 3 Next

Export (CSV) Help

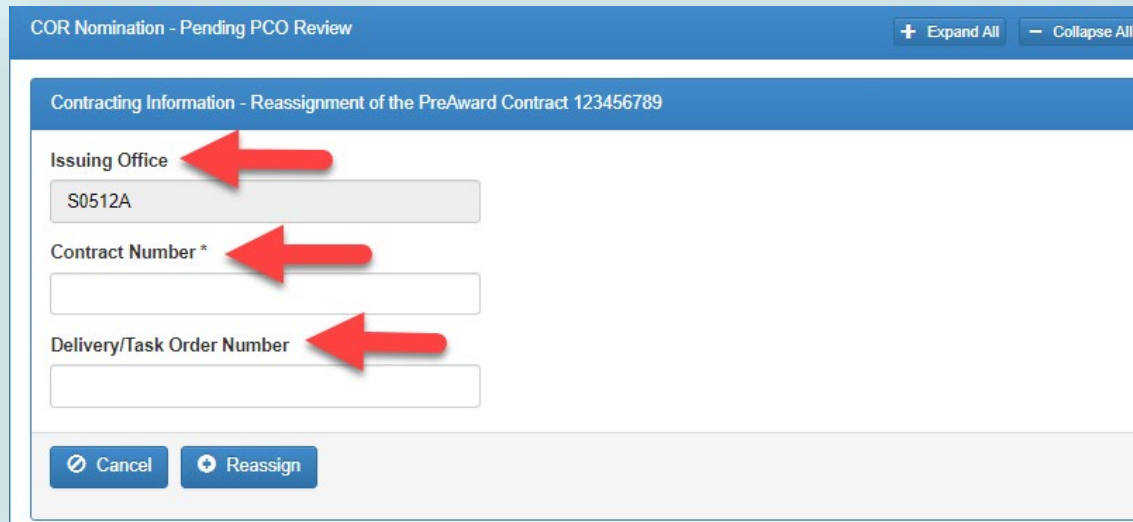
Click on the **Contracting Information** section to expand the information.



Click the '**Reassignment of the PreAward Contract**' button.





Enter the **Issuing Office DoDAAC**, the **Contract Number**, and the **Delivery/Task Order Number**.




COR Nomination - Pending PCO Review + Expand All - Collapse All

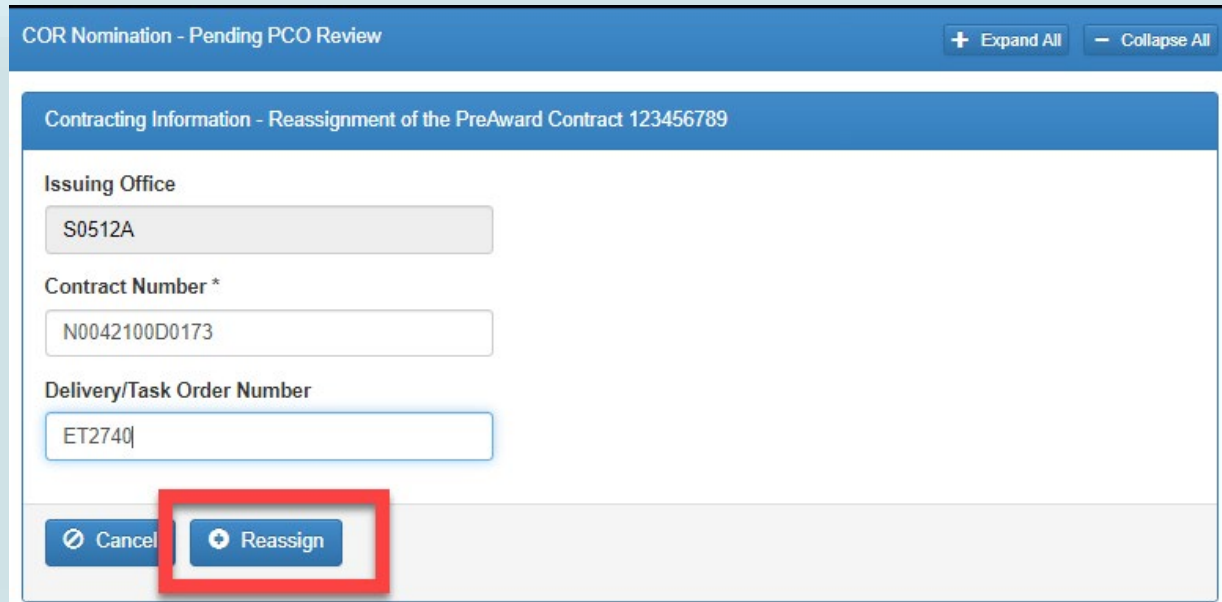
Contracting Information - Reassignment of the PreAward Contract 123456789

Issuing Office   
S0512A

Contract Number \* 

Delivery/Task Order Number 

When the required information is entered, click the **Reassign** Button.



COR Nomination - Pending PCO Review + Expand All - Collapse All

Contracting Information - Reassignment of the PreAward Contract 123456789

Issuing Office  
S0512A

Contract Number \*  
N0042100D0173

Delivery/Task Order Number  
ET2740

Fill in all required information.

NOTE: Required data is marked with an \*.

COR Nomination - Pending PCO Review

+ Expand All - Collapse All

Help

Contracting Information

Reassignment of the PreAward Contract 123456789

Contract Number: F0300019W0909

Delivery/Task Order Number: ET2740

Contract Type \*  
- Select -  
- Select -  
DoD Contract (FAR)  
DoD Contract (Non-FAR)  
Non-DoD Contract (FAR)  
Non-DoD Contract (Non-FAR)  
Uniform PIID (FAR 4.16)  
- Select -

Issuing Office: S0512A

Level 2 - Issuing Agency: DEFENSE CONTRACT MANAGEMENT AGEN

Pre Award Number: 1466789

Actual Number of CORs on Contract: 0

Contract Type \* (dropdown menu highlighted)

Actual Number of CORs on Contract (dropdown menu highlighted)

Contingency Environment \* (dropdown menu highlighted)

Is this a cost reimbursement type contract? \*  
- Select -

Is the COR required to view the cost vouchers?  
- Select -

Contracting Officer (Last, First): Haviland, Olivia

Contracting Officer Phone: 4444444444

Contracting Officer Email: midnightsky097+tpspmco@gmail.com

Contract Specialist (Last, First) \*: Howard, Leslie

Contract Specialist Phone: 9999999999

Contracting Specialist Email: midnightsky097+tpspmcs@gmail.com

Quality Assurance POC (Last, First): Reeves, George

Quality Assurance POC Phone: 4444444444

Quality Assurance POC Email: midnightsky097+tpspmqaoc@gmail.com

Administrative Contracting Officer (Last, First): - Select -

Administrative Contracting Officer Phone: [Empty]

Administrative Contracting Officer Email: [Empty]

Additional Signatory: - Select -

First Name: [Empty]

Last Name: [Empty]

Work Email Address: [Empty]

Note: The Reassignment button will remain until the submission. After reassignment is submitted and the Designation Letter is created, the CO cannot reassign the Pre-Award again.

Note: There are several drop-down boxes on the form.

1 Note: The Reassignment button will remain until the submission. After reassignment is submitted and the Designation Letter is created, the CO cannot reassign the Pre-Award again.

2 Note: There are several drop-down boxes on the form.

A drop-down menu is available for **CO, CS, Quality Assurance POC, and Administrative Contracting Officer.**

Contracting Information Help

<b>Contract Number</b> FA3030130710	<b>Delivery/Task Order Number</b> FA3030130710		
<b>Contract Type</b> DoD Contract (Non-FAR)	<b>Issuing Office *</b> FA3030	<b>Level 2 - Issuing Agency</b> DEPT OF THE AIR FORCE	
<b>Pre Award Type</b> - Select -	<b>Pre Award Number</b> 5896320710		
<b>Projected Number of CORs on Contract *</b> - Select -	<b>Actual Number of CORs on Contract</b> 1		
<b>Type of COR *</b> N/A	<b>COR Training Type *</b> B	<b>Contingency Environment *</b> No	
<b>Is this a cost reimbursement type contract? *</b> No	<b>Is the COR required to view the cost vouchers?</b> No		
<b>Contracting Officer (Last, First) *</b> fuller, Kathryn	<b>Contracting Officer Phone</b> test	<b>Contracting Officer Email</b> wawf-test@caci.com	
<b>Contract Specialist (Last, First) *</b> fuller, Kathryn	<b>Contract Specialist Phone</b> test	<b>Contracting Specialist Email</b> wawf-test@caci.com	
<b>Quality Assurance POC (Last, First)</b> - Select -	<b>Quality Assurance Phone</b>	<b>Quality Assurance Email</b>	
<b>Administrative Contracting Officer (Last, First)</b> - Select -	<b>Administrative Contracting Officer Phone</b>	<b>Administrative Contracting Officer Email</b>	
<b>Additional Signatory</b> No	<b>First Name</b>	<b>Last Name</b>	<b>Work Email Address</b>

Save Cancel


The CO will also need to enter the **Period of Performance Monitoring** dates and **Contract Place of Performance**.

The screenshot shows the 'Contract Information' form with two sections highlighted by red boxes. The first section, 'Period of Performance for Monitoring', contains two input fields: 'Period of Performance for Monitoring Start Date' and 'Period of Performance for Monitoring End Date'. The second section, 'Contract Place of Performance', contains a table with columns: Country, City, State, Zip Code, NIA Event, Forward Operating Base, Unit, Sub Unit, U.S. Contractors, Local Nationals, Other Nationals, and Action. The table has one row with 'UNITED STATES OF AMERICA (THE)' in the Country column and '0' in the U.S. Contractors, Local Nationals, and Other Nationals columns. Below the table is a button labeled '+ Add Contract Place of Performance'.

Enter the **QA Surveillance Plan/Waiver** information.





The screenshot shows the 'QA Surveillance Plan / Waiver' section with a table containing one row: Delivery Order (PLAN), Type (test.PDF), Description, Service Type, Reporting Interval, Remarks, Plan Date (2020/05/19), and Action (View, Edit, Delete). Below the table is a button labeled '+ Add QASP'. The 'COR Information' section is highlighted with a red box and a red arrow pointing to it. It contains fields for First Name (Hattie), Last Name (McDaniel), Work Phone Number (777777777), and Work Email Address (midnightsky097+tpspmc@). Below these are dropdown menus for DEROs Date (No), Agency Experience (Between 6 to 12 months), and COR Competencies (B). A text area for Technical Experience Comments contains the word 'test'. A red box highlights a note: 'Note: COR Information section is pre-populated from the COR Information tab in JAM'.

The CO verifies that COR Training and Supervisor information is current.


**- COR Information**  Help


First Name Last Name Work Phone Number Work Email Address

**COR Training**

Training Course	Completion Date	Training Level	Certificate	Equivalency?	Hours	Provider	Source	Action
DAU CLM 003 Ethics Training or Agency Equiv	2021/01/04	ABC	CCO.pdf	No	0		MANUAL	 View
DAU COR 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent	2021/01/04	ABC	COR rejects.docx	No	0		MANUAL	 View
DAU DOD 002, DOD 0020, Combatting Human Trafficking for DoD Acquisition Professionals	2021/01/04	ABC	CO and CS workflow.jpg	No	0		MANUAL	 View
DAU CLC 106 COR with a Mission Focus	2021/01/04	A	Addendum process draft 2.docx	No	0		MANUAL	 View

**Training Waiver**

No 

**- Supervisor / Commander Information**  Help

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
Mary	Charming	77777777777777777777777777777777	midnightsky097+supervisor@gmail.com	Alternate	2021/08/27
Charles	Winchester	55555555555555555555555555555555	midnightsky097+winchester@gmail.com	Primary	2021/08/27

**Supervisor History**

First Name	Last Name	Work Phone Number	Work Email Address	Supervisor Type	Effective Date
Charles	Winchester	55555555555555555555555555555555	midnightsky097+winchester@gmail.com	Primary	2021/03/05



Click the '**Certify All**' button after reviewing the List of Certifications.

The screenshot shows the 'Contracting Officer Certifications' page. At the top right, there is a 'Help' icon. Below the header, there is a 'Certifications' section with a 'Certify All' button highlighted in a red box. The main content area contains several text boxes with the following text:

- I have reviewed the CORs courses and confirmed that all of the required courses for the type of contract selected has been completed by the COR.
- I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR.
- RON PCO CERT EFFECTIVE 160113 1643
- I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool.
- I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year.
- I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool.
- I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist.

Below the text boxes, there is a 'Comments' section with a text input field and a 'Date Certified' section with a date picker.

In the Designation Letter section, click the '**Add Designation Letter**' button to fill out and add the Designation Letter.

The screenshot shows the 'Designation Letter' page. At the top right, there is a 'Help' icon. Below the header, there is a table with the following columns: 'COR Name', 'Designation Letter', 'Designation Date', 'Draft Indicator', and 'Action'. The table is currently empty, with the text 'No Appointment / Designation Letter found.' displayed below it. Below the table, there is an 'Add Designation Letter' button highlighted in a red box. Below the table, there is a 'Workflow History' section with a 'Help' icon. The 'Workflow History' section contains a table with the following columns: 'Date', 'Action', 'Action By', and 'Status'. The table contains two rows of data:

Date	Action	Action By	Status
2020/05/19	Submitted by Contracting Officer Representative	McDaniel, Hattie	Pending Supervisor Review
2020/05/19	Approved by Supervisor / Commander	Hook, Emma	Pending PCO Review

At the bottom of the page, there is a navigation bar with buttons for 'Back', 'Approve', 'Reject', 'Save', 'Cancel', and 'Help'.

Once the required information is added to the Designation Letter form, click '**Add**' button.

**Add Designation Letter**

**Agency Name \*** Agency Address \* Effective Date

Agency Name 50 North Laura 2021/09/01

MEMORANDUM FOR: Hattie McDaniel  
SUBJECT: Designation of Contracting Officer's Representative  
Reference: (a) FAR 1.602-2, (b) DFARS Part 201.602-2, (c) DoDI 5000.72 , (d) Other

1. Pursuant to the authority of FAR 1.602.2, Hattie McDaniel, Correctional Institution Administration, you are designated as the Primary Contracting Officer Representative (COR) for the administration of the following contract/order:

2. Contract/Order:

Contract Number: F0300019W0909  
Order Number: ET2740  
Contractor Name: NORTHROP GRUMMAN SYSTEMS CORPORATION

3. You and your supervisor are required to acknowledge receipt of this designation. If you have any questions regarding this designation process, contact your contracting officer.

16. Digital Signature/Contact Information:

17. Distribution:

cc: Contractor Cognizant  
 cc: Cognizant Contract Administration Office  
 cc: Other Name  
Other Email  
 cc: SPM Module (COR Surveillance File)

[← Back](#) [✉ Add](#) [↓ Save](#) [? Help](#)

CO enters required information in the pop-up modal and clicks the **'Sign'** button to sign the Designation Letter.

**Sign Designation Letter**

As of 2021/09/01 14:36:49 UTC, an email was sent to your email account [midnightsky097+tpspmco@gmail.com](mailto:midnightsky097+tpspmco@gmail.com) with a One-Time Password (OTP). This password will expire in 200 seconds.

- The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.
- If you have not setup your Digital PIN, click on [Manage Digital PIN](#) link to setup your PIN.
- If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting [Setup Time-Based One Time Password](#) page.

Pin \* [Manage PIN](#)

OTP (One Time Password) \* [Send OTP via E-Mail](#)

Are you sure you want to sign this appointment?

After clicking the Sign button, the CO will get a message that the Designation Letter has been added. At the bottom of the screen, select the **'Approve'** button.

**Designation Letter**

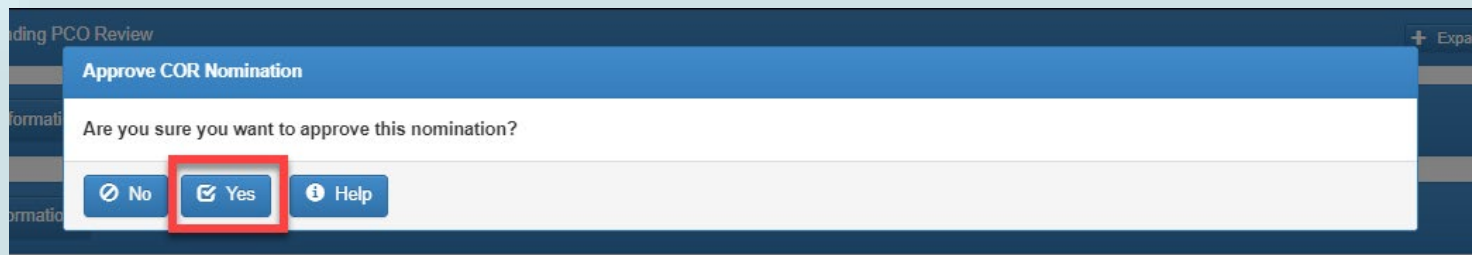
Info : Designation Letter added

CO Name	Designation Letter	Designation Date	Draft Indicator	Action
McDaniel, Hattie	Designation Letter (Smart Form)	2021/09/01	N	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

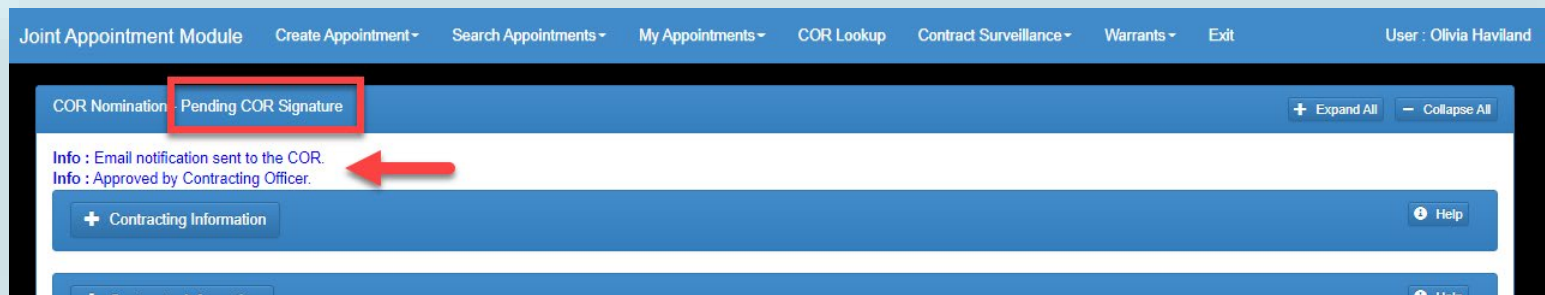
**Workflow History**

Date	Action	Action By	Status
2020/05/19	Submitted by Contracting Officer Representative	McDaniel, Hattie	Pending Supervisor Review
2020/05/19	Approved by Supervisor / Commander	Hook, Emma	Pending PCO Review

CO clicks 'Yes' button to approve the nomination.

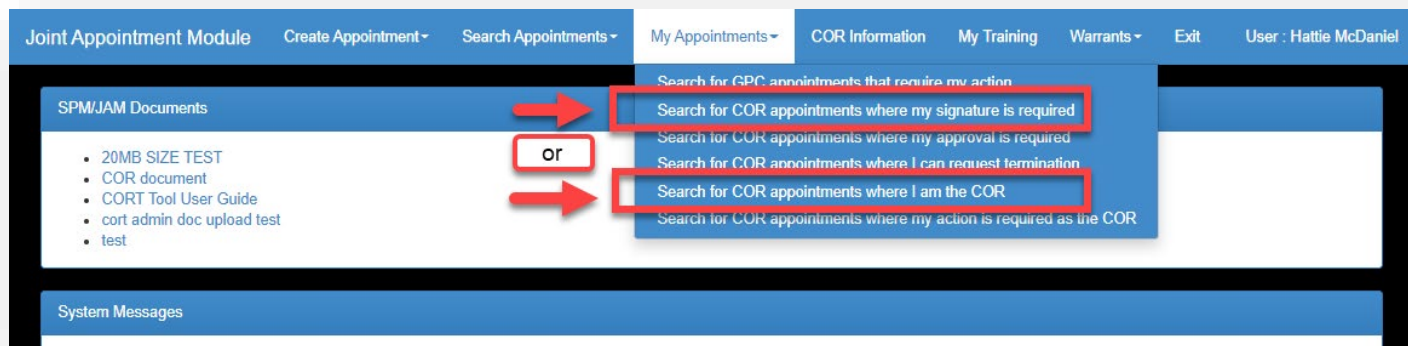


CO has re-assigned the Pre-award and the appointment is now pending the COR signature.



## COR Approval

The COR logs in to JAM and selects 'My Appointments' and then selects 'Search for COR appointments where I am the COR' or 'Search for COR appointments where my signature is Required' from the My Appointments drop-down list.



COR clicks on the **hyperlink** for the Pre-Award number pending COR signature.

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	Primary	Pending COR Signature	<a href="#">123456789</a>	<a href="#">F0300019W0909</a>	ET2740	Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/09/01	S0512A
McDaniel, Hattie	S0512A	Alternate	Active COR		<a href="#">A0000505D0099</a>		Rigsby, Wayne	Howard, Leslie	Winchester, Charles	2021/08/26	FU4417
McDaniel, Hattie	S0512A	Primary	Active COR		<a href="#">JRCTEST899</a>		Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/03/29	S0512A

Showing 1 to 10 of 50 items

Previous 1 2 3 4 5 Next

Export (CSV) Help

In the Designation Letter Section, the COR clicks '**Signature Required**' button to sign the Designation letter.

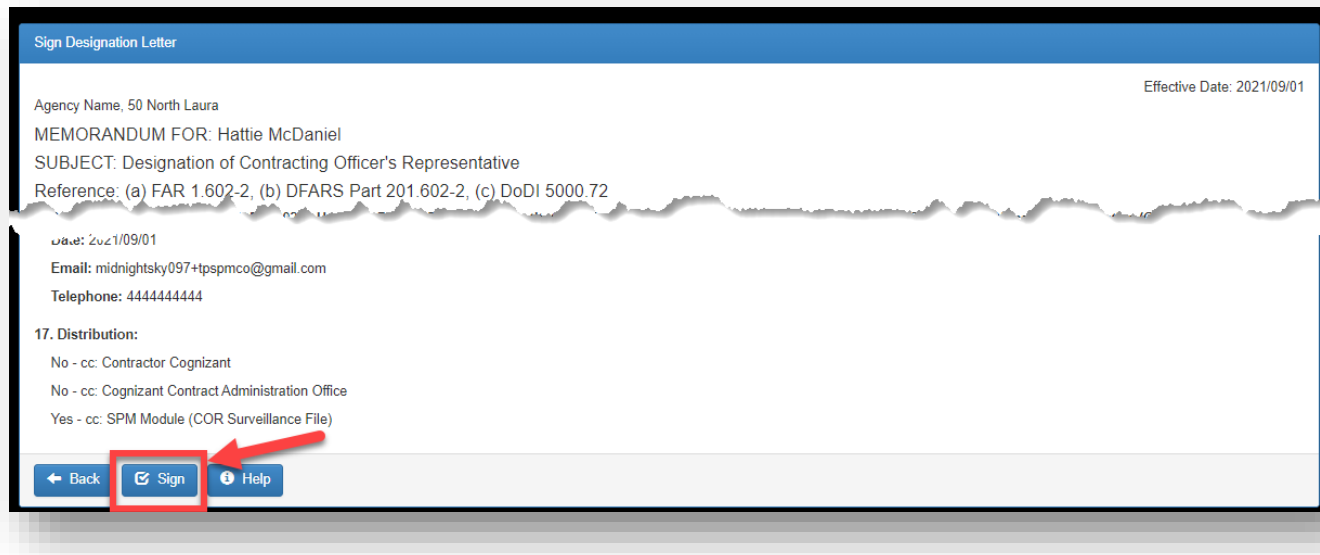
- Designation Letter Help

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
McDaniel, Hattie	Designation Letter (Smart Form)	2021/09/01	N	<a href="#">View</a> <a href="#">Signature Required</a>

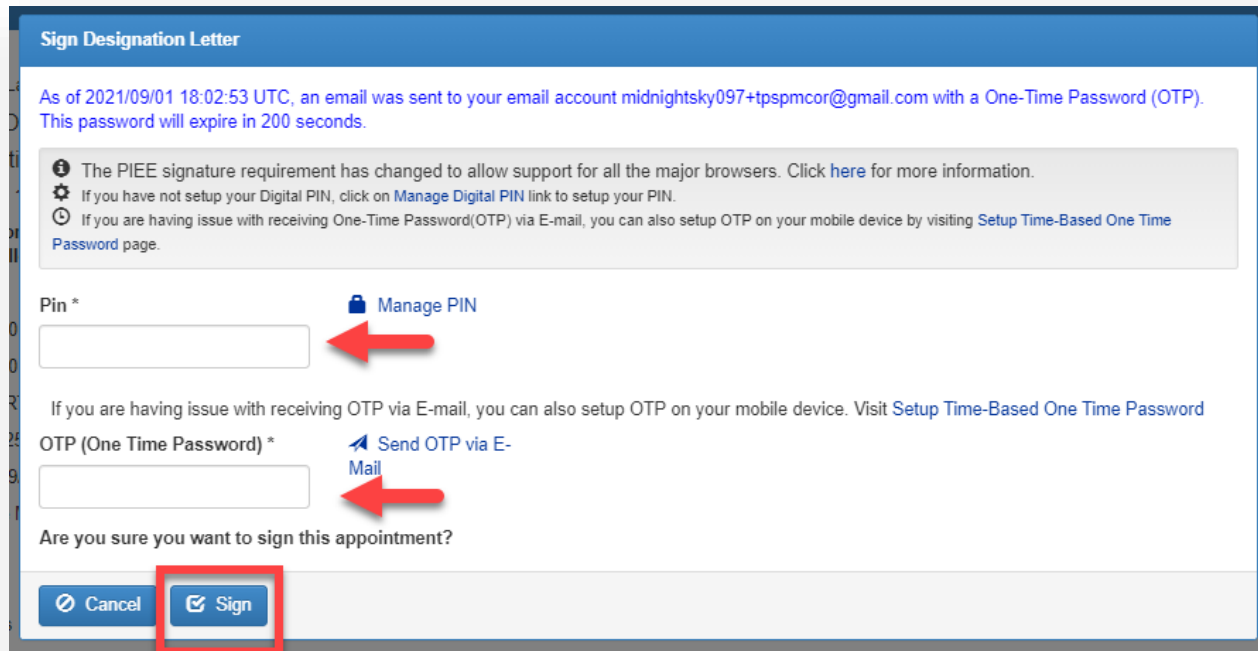
+ Workflow History Help

Back Approve Reject Save Cancel Help

COR clicks the 'Sign' button at the bottom of the Designation Letter.



COR enters the required information in the 'Sign Designation Letter' modal and clicks the 'Sign' button.



There will be a message that the Designation Letter has been updated. The COR will click on the **'Approve'** button.

The screenshot shows a software interface for a 'Designation Letter'. At the top, there is a blue header with a minus sign and the text 'Designation Letter', and a 'Help' icon. Below the header, a message box with a red border contains the text 'Info : Designation Letter updated'. Underneath is a table with the following data:

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
McDaniel, Hattie	Designation Letter (Smart Form)	2021/09/01	N	<a href="#">View</a>

Below the table is a blue bar with a plus sign and the text 'Workflow History', and another 'Help' icon. At the bottom, there is a navigation bar with buttons for 'Back', 'Approve', 'Reject', 'Save', 'Cancel', and 'Help'. The 'Approve' button is highlighted with a red box and a red arrow points to it.

The COR clicks **'Yes'** to approve the Nomination.

The screenshot shows a confirmation dialog box titled 'Approve COR Nomination'. The dialog has a blue header with the title and a plus sign. The main content area contains the question 'Are you sure you want to approve this nomination?'. At the bottom, there are three buttons: 'No', 'Yes', and 'Help'. The 'Yes' button is highlighted with a red box and a red arrow points to it.

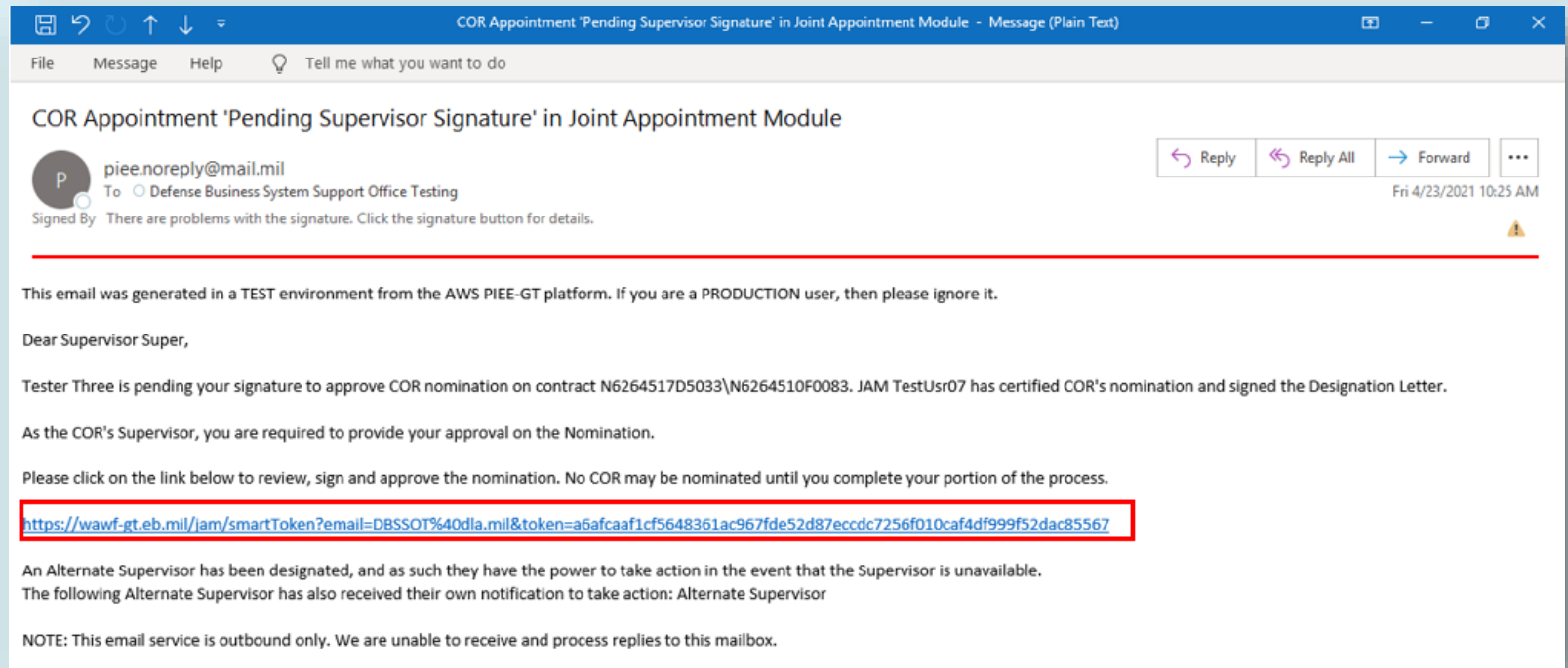
Once approved, an email is sent to the Primary and Alternate Supervisors and the COR.

The screenshot shows the top navigation bar of the system with the following items: 'Joint Appointment Module', 'Create Appointment', 'Search Appointments', 'My Appointments', 'COR Information', 'My Training', 'Warrants', 'Exit', and 'User : Hattie McDaniel'. Below the navigation bar is a blue header for a section titled 'COR Nomination - Pending Supervisor Signature', with '+ Expand All' and '- Collapse All' buttons. The main content area contains three lines of information:

- Info : Email notification sent to the COR's Primary Supervisor.
- Info : Email notification sent to the COR's Alternate Supervisor.
- Info : Approved by Contracting Officer Representative.

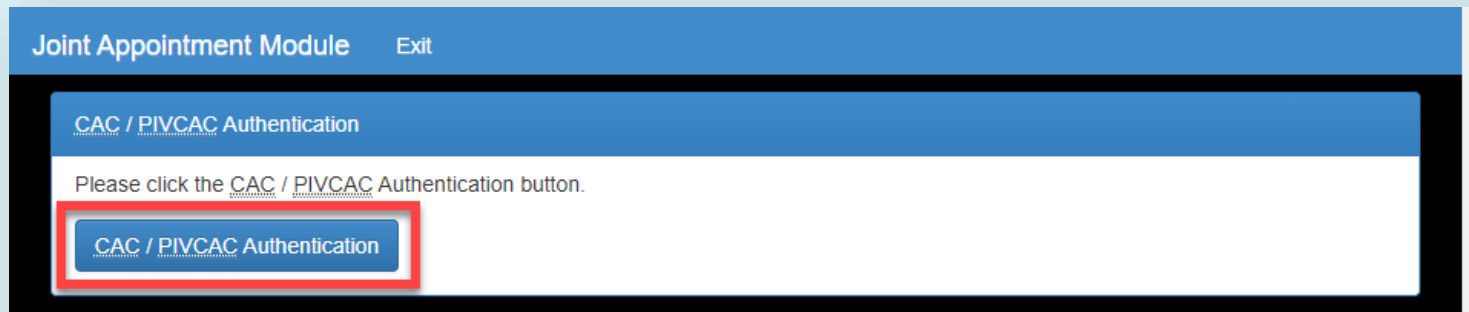
A red arrow points to the second line of information. At the bottom, there is a blue bar with a plus sign and the text 'Contracting Information', and a 'Help' icon.

The Supervisor clicks on the **link** in the email to approve the Nomination.



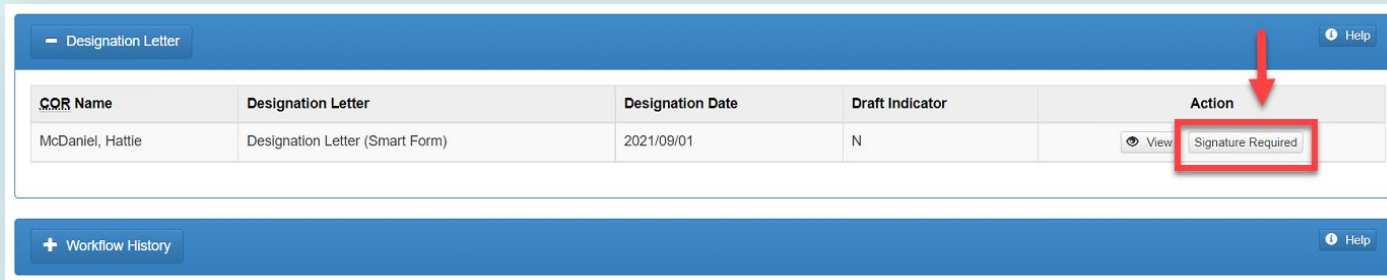
## Supervisor Approval

The email link takes the Supervisor to the CAC/PIVCAC authentication. Press the **CAC/PIVCAC Authentication** button to continue.





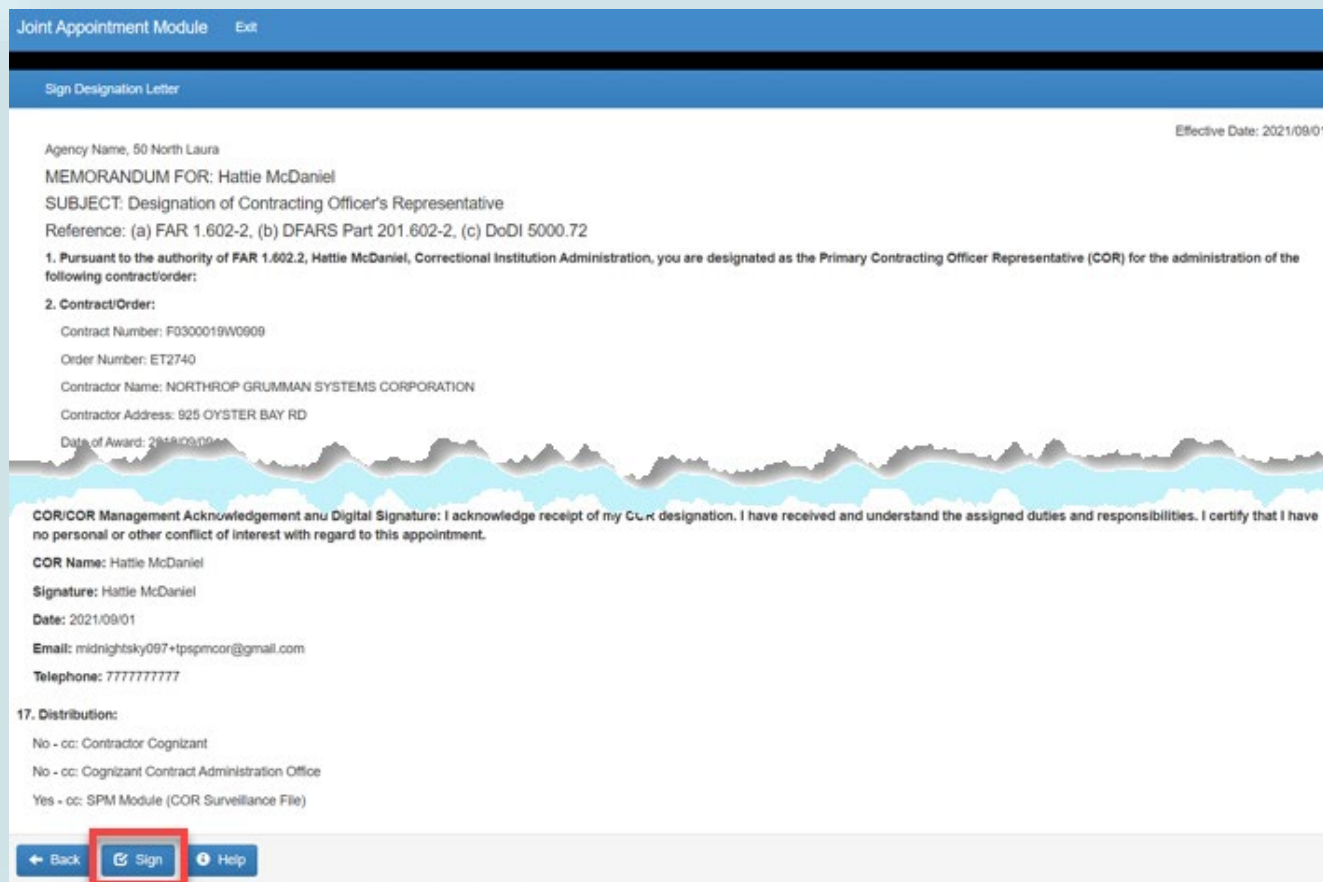
In the Designation Letter section, the Supervisor clicks the 'Signature Required' button to sign the Designation letter.



The screenshot shows a table with the following data:

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
McDaniel, Hattie	Designation Letter (Smart Form)	2021/09/01	N	<a href="#">View</a> <a href="#">Signature Required</a>

Supervisor clicks the 'Sign' button at the bottom of the Designation Letter



Joint Appointment Module    Exit

Sign Designation Letter

Effective Date: 2021/09/01

Agency Name: 50 North Laura

MEMORANDUM FOR: Hattie McDaniel

SUBJECT: Designation of Contracting Officer's Representative

Reference: (a) FAR 1.602-2, (b) DFARS Part 201.602-2, (c) DoDI 5000.72

1. Pursuant to the authority of FAR 1.602.2, Hattie McDaniel, Correctional Institution Administration, you are designated as the Primary Contracting Officer Representative (COR) for the administration of the following contract/order:

2. Contract/Order:

Contract Number: F0300019W0909

Order Number: ET2740

Contractor Name: NORTHROP GRUMMAN SYSTEMS CORPORATION

Contractor Address: 925 OYSTER BAY RD

Date of Award: 2018/03/09

COR/COR Management Acknowledgement and Digital Signature: I acknowledge receipt of my COR designation. I have received and understand the assigned duties and responsibilities. I certify that I have no personal or other conflict of interest with regard to this appointment.

COR Name: Hattie McDaniel

Signature: Hattie McDaniel

Date: 2021/09/01

Email: midnightsky097+tpspmcor@gmail.com

Telephone: 7777777777

17. Distribution:

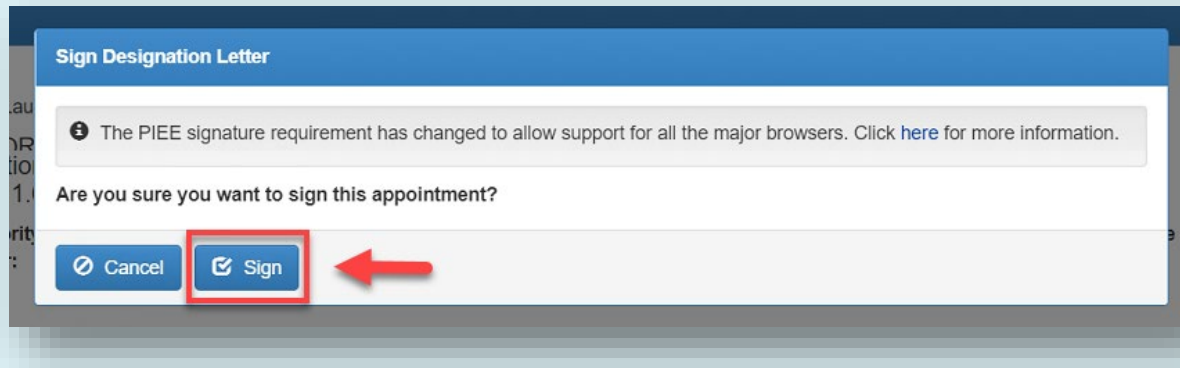
No - cc: Contractor Cognizant

No - cc: Cognizant Contract Administration Office

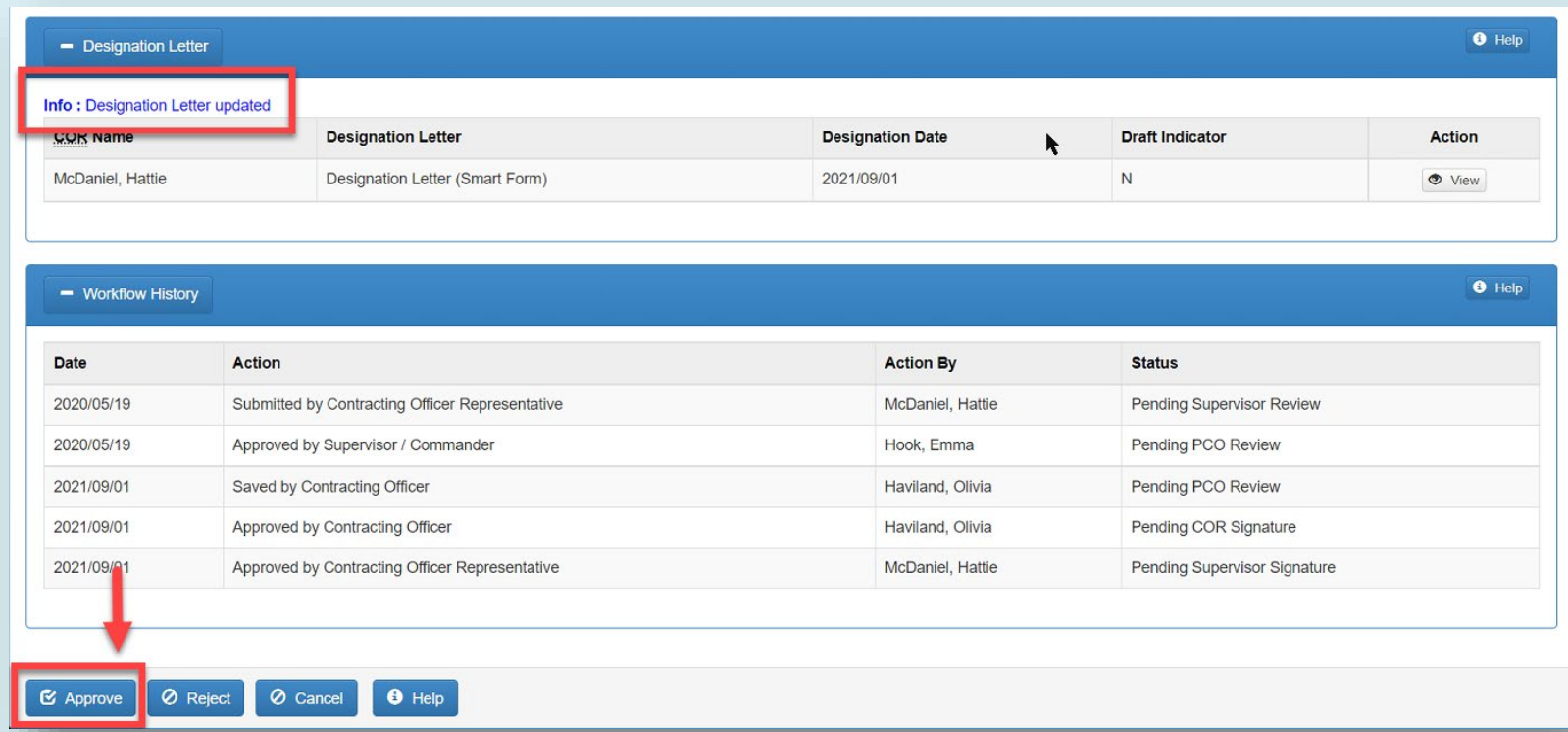
Yes - cc: SPM Module (COR Surveillance File)

← Back    **Sign**    Help

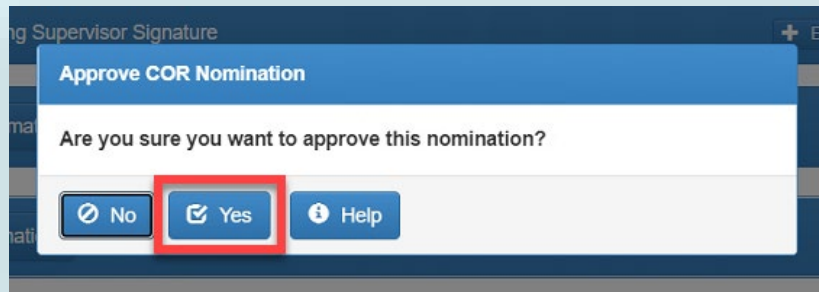
The Supervisor clicks the **'Sign'** button in the modal to sign the Designation letter.



An **Info Message** appears in the Workflow History section to acknowledge that the Designation Letter has been updated. Supervisor clicks the **'Approve'** button to approve the Nomination.



Supervisor clicks the 'Yes' button in the Approve COR Nomination modal to approve the Nomination.



An Info message will confirm that Supervisor has approved reassignment of the nomination.



In the Workflow section, it will show that the Status is 'Active COR'.

The screenshot shows the "Workflow History" section of the application. It contains a table with the following data:

Date	Action	Action By	Status
2020/05/19	Submitted by Contracting Officer Representative	McDaniel, Hattie	Pending Supervisor Review
2020/05/19	Approved by Supervisor / Commander	Hook, Emma	Pending PCO Review
2021/09/01	Saved by Contracting Officer	Haviland, Olivia	Pending PCO Review
2021/09/01	Approved by Contracting Officer	Haviland, Olivia	Pending COR Signature
2021/09/01	Approved by Contracting Officer Representative	McDaniel, Hattie	Pending Supervisor Signature
2021/09/01	Approved by Supervisor / Commander	Winchester, Charles	Active COR

The "Active COR" status in the final row is highlighted with a red rectangular box, and a red arrow points to it from the right.

The Search View will now show the Status as 'Active COR' and the Contract Number is populated.

Joint Appointment Module   Create Appointment ▾   Search Appointments ▾   My Appointments ▾   COR Lookup   Contract Surveillance ▾   Warrants ▾   Exit   User : Olivia Haviland

My Appointments - Where I am the CO

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	Primary	Active COR	123456789	F0300019W0909	ET2740	Haviland, Olivia	Howard, Leslie	Winchester, Charles	2021/09/01	S0512A
Lee, Bill	S0512A	Primary	Active COR		<a href="#">A0000505D0099</a>		Haviland, Olivia	Howard, Leslie	Hook, Emma	2021/08/31	FU4417
McDaniel, Hattie	S0512A	Primary	Pending PCO Review	<a href="#">4656DG46EW8</a>	<a href="#">F0960302D0073</a>	LJ02	Haviland, Olivia	Cho, Kimball	Winchester, Charles	2021/08/26	S0512A