

Updating COR Information in SPM

PIEE Homepage

SPM Module

SPM Menu

COR Surveillance and Oversight

SPM Roles

The roles required to Update COR information in SPM:

- Administrator (DPAP)
- Administrator (Department)
- Contracting Officer (CO)
- Contract Specialist (CS)

Navigation

PIEE Portal > Login > SPM > SPM Menu > COR Surveillance and Oversight > Search as [User's Role] > Select COR > Contracting Information

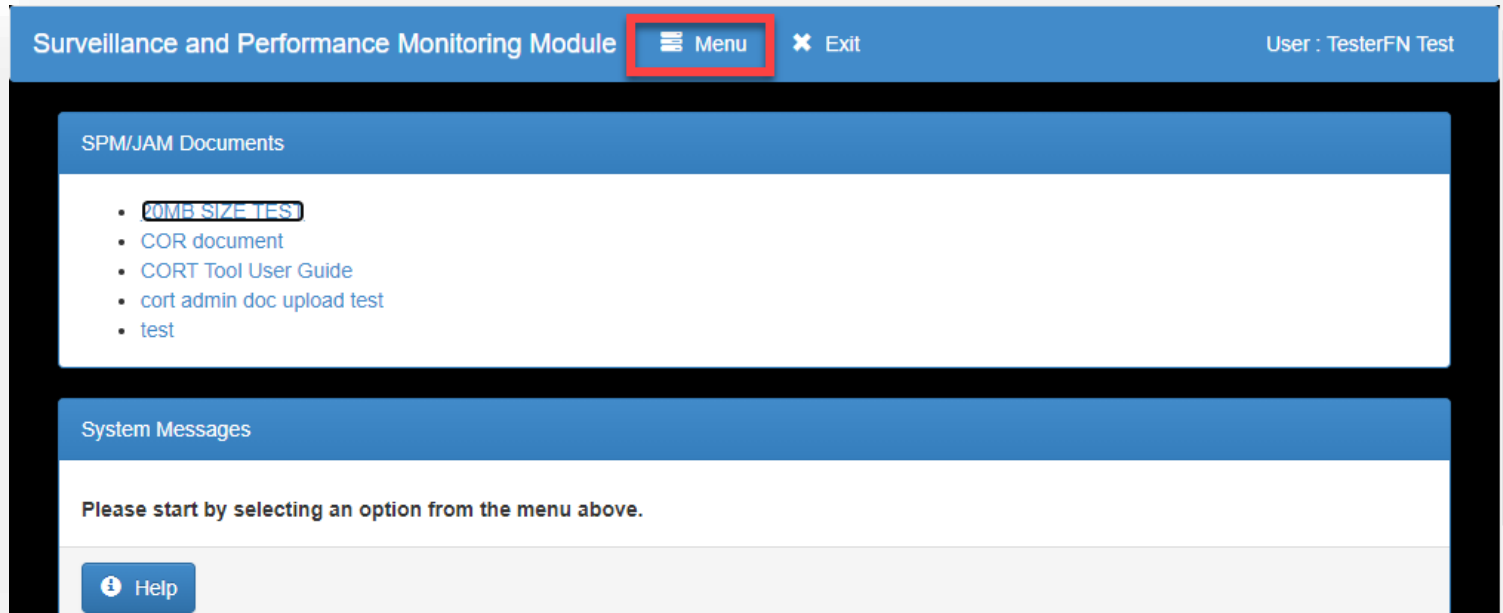
Access SPM in PIEE

Log in to PIEE as an appropriate SPM role to update a COR's information. Access **SPM (Surveillance and Performance Monitoring Module)** by clicking the SPM icon on the login page of PIEE.

NOTE: This guide shows the process for a CO.

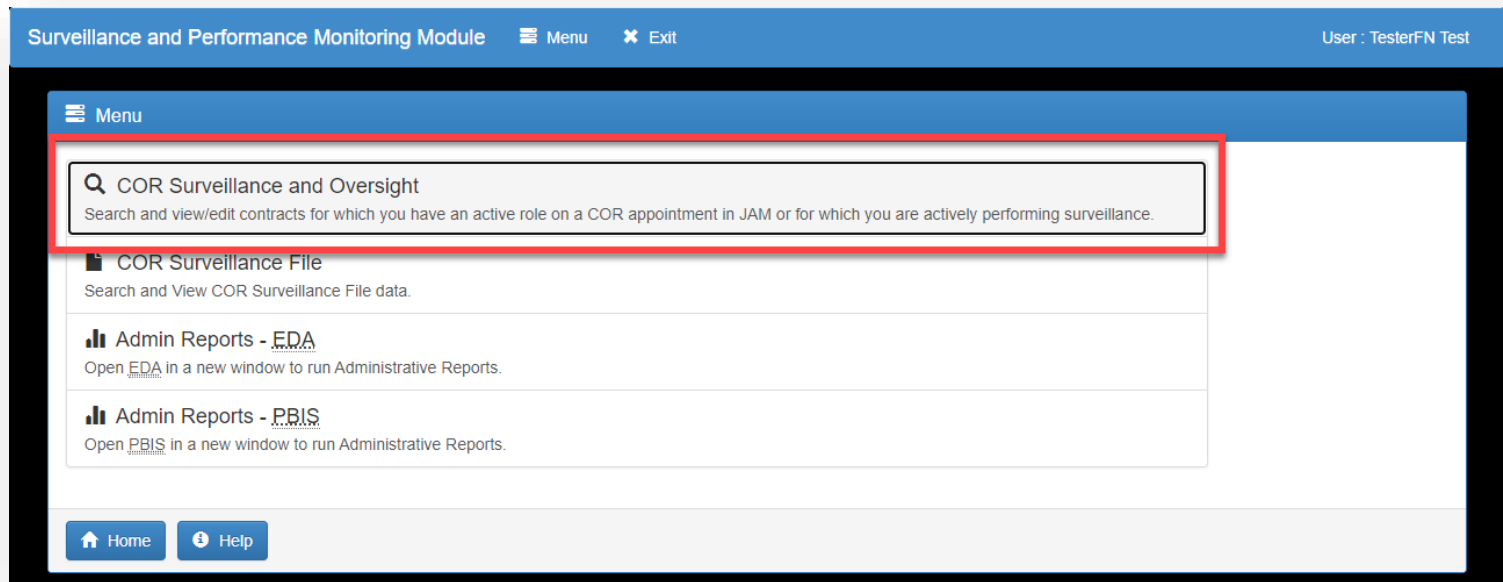


When the SPM home page displays, click on the **Menu** at the top of the page.



SPM Menu – COR Surveillance and Oversight

On the Menu page select the '**COR Surveillance and Oversight**' option.



COR Surveillance and Oversight – Search Criteria

The COR Surveillance and Oversight – Search Criteria page will be displayed.

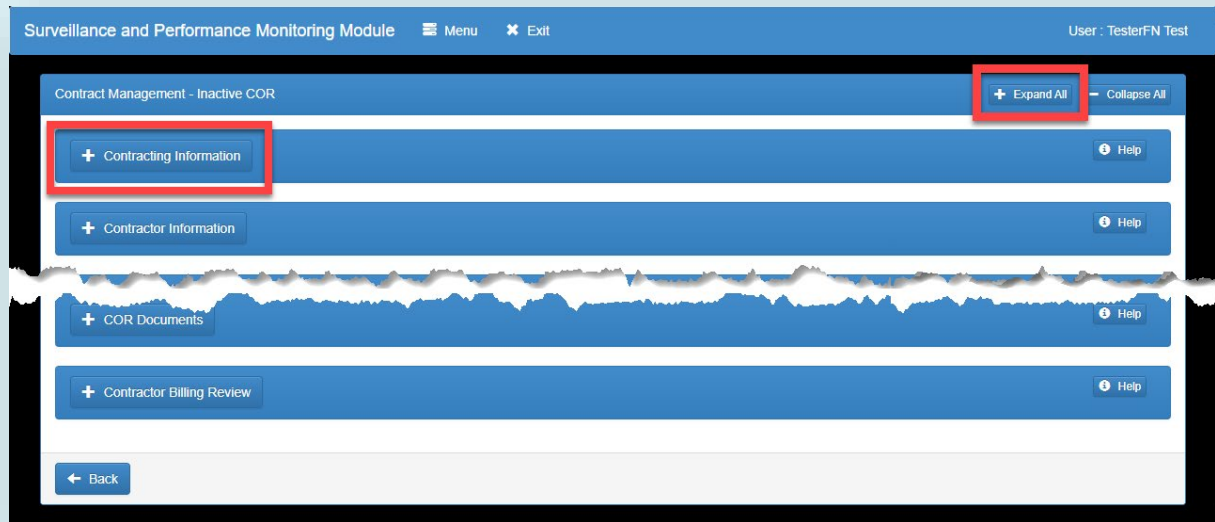
1. Select the role to search as from the **Search As** drop-down.
2. Select **Active** or **Inactive** from the **Nomination / Appointment Status** drop-down.
3. Click the **Search** button.

COR Surveillance and Oversight – Search Results

Click the **Contract Number** or **Pre Award Number** hyperlink to open the COR Nomination/Appointment to update information.

COR Name	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	Document Last Action Date	Issuing Office DoDAAC	Reports in Review	Selected for COR Checklist
BURTON, WADE		NIA	Terminated COR		DAJB0389D0109	OOOO	mkgovcortco, mk	govtest, mk		2020/07/02	2019/04/02	FA3030	YES	
Fuller, Kathryn	FA3030	NIA	Inactive COR	12345678910	12345670628	12345670628	fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/01/07	2013/07/10	FA3030	YES	<input type="checkbox"/>
Fuller, Kathryn	FA3030	NIA	Inactive COR	854796923	201207022147	201307022147	DeLeon, Ron	Specialist1, Stewart Air Force	fuller, Kathryn	2019/03/12		FA3030	NO	<input type="checkbox"/>
Fuller, Kathryn	FA3030		Inactive COR	4548754111	4548754111		fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/06/06		FA3030	NO	<input type="checkbox"/>
Fuller, Kathryn	FA3030	NIA	Inactive COR	5896320710	FA3030130710	FA3030130710	fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/01/07	2013/07/10	FA3030	NO	<input type="checkbox"/>
Fuller, Kathryn	FA3030	NIA	Terminated COR	7844968325148956	FA3030REVOAIT	0717	fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/01/07		FA3030	NO	<input type="checkbox"/>
Fuller, Kathryn	FA3030	NIA	Inactive COR		HQ033713C0828		fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/01/07	2013/05/28	FA3030	NO	<input type="checkbox"/>
Fuller, Kathryn	FA3030	NIA	Inactive COR	12454543	HQ033713W0613		fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/01/07		FA3030	NO	<input type="checkbox"/>
Fuller, Kathryn	FA3030	NIA	Inactive COR	12468218476	HQ337COR0531	HQ337COR0531	fuller, Kathryn	fuller, Kathryn	fuller, Kathryn	2014/01/07	2013/05/31	FA3030	YES	<input type="checkbox"/>
mkgovcortco2, mk	FA3030	NIA	Active COR		DAJB0389D0109	OOOO	mkgovcortco, mk	mkgovcortco, mk	visor, super	2020/12/10		FA3030	NO	<input type="checkbox"/>

Select the **Contracting Information** section or select 'Expand All'.



**Contract
Management –
Active/Inactive
COR**

The Contracting Information will open or expand. Click the **Edit** button.

The screenshot shows the 'Contracting Information' form. The form is titled '- Contracting Information' and has a 'Help' icon in the top right corner. The form contains several fields and dropdown menus:

- Contract Number:** FA3030130710
- Delivery/Task Order Number:** FA3030130710
- Contract Type:** DoD Contract (Non-FAR)
- Issuing Office *:** FA3030
- Level 2 - Issuing Agency:** DEPT OF THE AIR FORCE
- Pre Award Type:** - Select -
- Pre Award Number:** 5896320710
- Projected Number of CORs on Contract *:** - Select -
- Actual Number of CORs on Contract:** 1
- Quality Assurance POC (Last, First):** - Select -
- Quality Assurance Phone:** [Empty field]
- Quality Assurance Email:** [Empty field]
- Administrative Contracting Officer (Last, First):** - Select -
- Administrative Contracting Officer Phone:** [Empty field]
- Administrative Contracting Officer Email:** [Empty field]
- Additional Signatory:** No
- First Name:** [Empty field]
- Last Name:** [Empty field]
- Work Email Address:** [Empty field]

At the bottom left of the form, there is an 'Edit' button, which is highlighted with a red box.

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


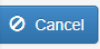
The screenshot shows a web form titled "Contracting Information". The form contains several fields for contract details. A red box highlights the "Contracting Officer (Last, First)" dropdown menu, which currently displays "fuller, Kathryn". Other fields include Contract Number (FA3030130710), Delivery/Task Order Number (FA3030130710), Contract Type (DoD Contract (Non-FAR)), Issuing Office (FA3030), Level 2 - Issuing Agency (DEPT OF THE AIR FORCE), Pre Award Type (- Select -), Pre Award Number (5896320710), Projected Number of CORs on Contract (- Select -), Actual Number of CORs on Contract (1), Type of COR (N/A), COR Training Type (B), Contingency Environment (No), Is this a cost reimbursement type contract? (No), and Is the COR required to view the cost vouchers? (No). There are also fields for Contracting Officer Phone, Contracting Officer Email, Contract Specialist, Contract Specialist Phone, Contract Specialist Email, Quality Assurance POC, Quality Assurance Phone, Quality Assurance Email, Administrative Contracting Officer, Administrative Contracting Officer Phone, Administrative Contracting Officer Email, Additional Signatory, First Name, Last Name, and Work Email Address. At the bottom, there are "Save" and "Cancel" buttons.

The current CO is auto populated. Use the **Contracting Officer drop-down** menu to select the new CO.

This screenshot shows the same "Contracting Information" form, but with the "Contracting Officer (Last, First)" dropdown menu open. The dropdown list shows the current selection "fuller, Kathryn" and three other options: "- Select -", "fuller, Kathryn", "Talent_CORTOfficer", and "test, test@N". A red box highlights the dropdown menu. To the right of the form, a red-bordered note box contains the text: "Note: If CO is not listed in the drop-down menu list, they will need the role added in PICEE." The "Save" and "Cancel" buttons are visible at the bottom.


After the new CO has been selected, click the **Save** button.

Contracting Officer (Last, First) * Test, TesterFN	Contracting Officer Phone 555-5555	Contracting Officer Email tgerevits@caci.com	
Contract Specialist (Last, First) * fuller, Kathryn	Contract Specialist Phone test	Contracting Specialist Email wawf-test@caci.com	
Quality Assurance POC (Last, First) - Select -	Quality Assurance Phone	Quality Assurance Email	
Administrative Contracting Officer (Last, First) - Select -	Administrative Contracting Officer Phone	Administrative Contracting Officer Email	
Additional Signatory No	First Name	Last Name	Work Email Address

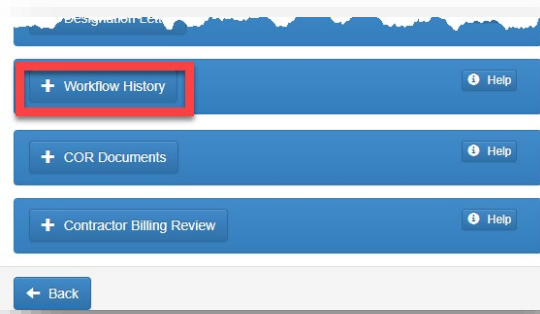
 

The new Contracting Officer is populated, and the **Edit** button will be available to edit other roles if needed.

Contracting Officer (Last, First) * Test, TesterFN	Contracting Officer Phone 555-5555	Contracting Officer Email tgerevits@caci.com	
Contract Specialist (Last, First) * fuller, Kathryn	Contract Specialist Phone test	Contracting Specialist Email wawf-test@caci.com	
Quality Assurance POC (Last, First) - Select -	Quality Assurance Phone	Quality Assurance Email	
Administrative Contracting Officer (Last, First) - Select -	Administrative Contracting Officer Phone	Administrative Contracting Officer Email	
Additional Signatory No	First Name	Last Name	Work Email Address



The CO update is complete. The **Workflow History** section displays an entry for the action taken by the user.



Workflow History
– Confirmation of
CO update

A screenshot of the expanded 'Workflow History' section. It features a blue header bar with a minus sign and the text 'Workflow History', and a 'Help' icon on the right. Below the header is a table with the following data:

Date	Action	Action By	Status
2021/08/30	Contracting Information updated in SPM by Contracting Officer	Test, TesterFN	Inactive COR