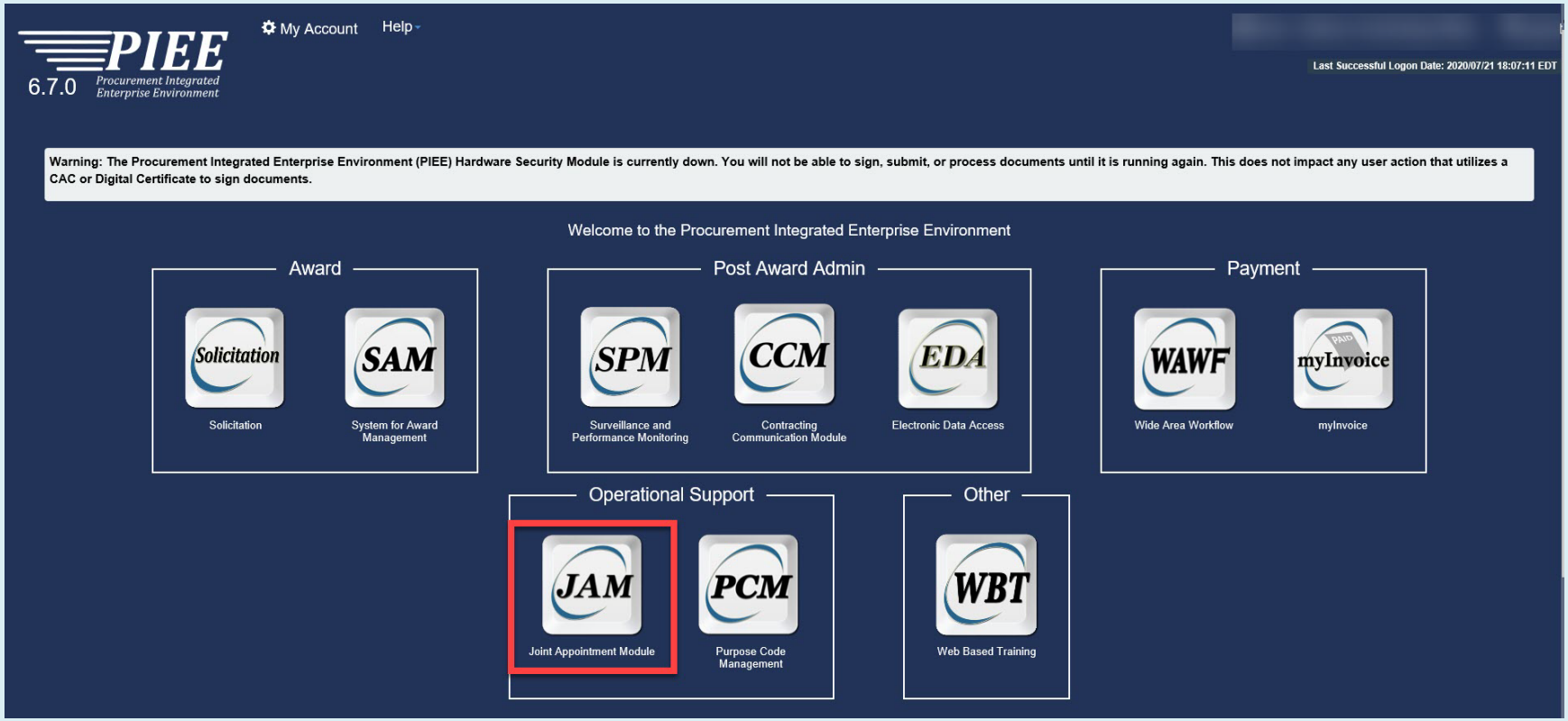
Deleting and Adding a Designation Letter

JAM → Search Appointments → Designation Letter

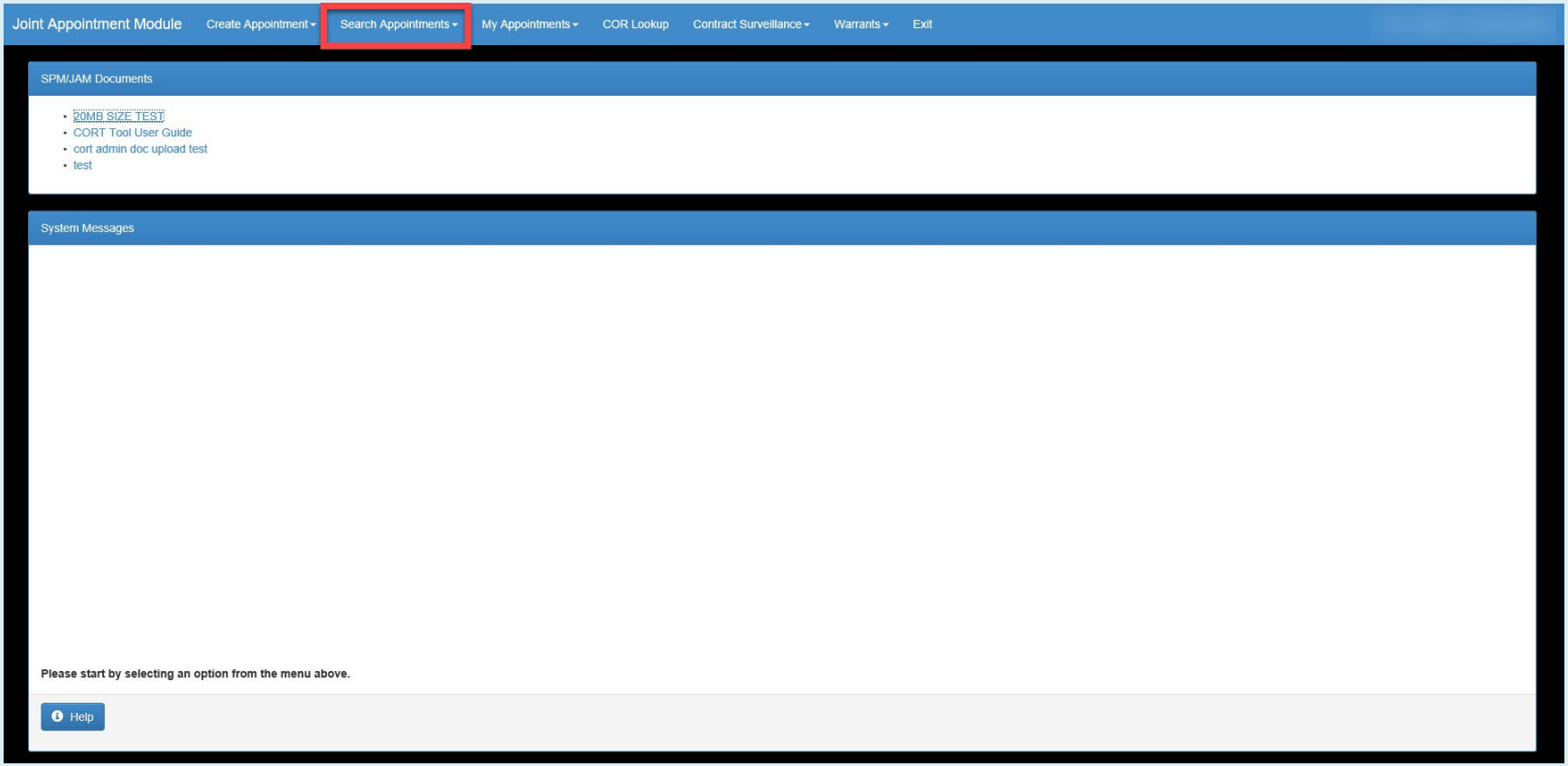
The following SPM users will be able to delete a Designation Letter:

- **Contracting Specialist on the Appointment**
- **Contracting Officer on the Appointment**
- **Department Admin**
- **DPC Admin**

1. **The user navigates to the Joint Appointment Module.**



2. **The user clicks Search Appointments.**



3. The Search folder is displayed; the user enters search criteria and clicks the Search button.

Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contract Surveillance | Warrants | Exit

Search as Contracting Officer - Search

Contract Number: Equal To	Delivery / Task Order Number: Equal To	Pre Award Number: Equal To	Nomination / Appointment Status: - Select -
COR First Name: Equal To	COR Last Name: Equal To	Home Organization DoDAAC: Equal To	COR Type: - Select -
Contract Officer First Name: Equal To	Contract Officer Last Name: Equal To	Contract Specialist First Name: Equal To	Contract Specialist Last Name: Equal To
Supervisor / Commander First Name: Equal To	Supervisor / Commander Last Name: Equal To	QA POC First Name: Equal To	QA POC Last Name: Equal To
ACO First Name: Equal To	ACO Last Name: Equal To	Issuing Office DoDAAC: Equal To	

Search | Reset | Help

4. The user must select an Appointment in Pending COR Review status. The user cannot delete a Designation Letter from an Appointment in any other status.

Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contract Surveillance | Warrants | Exit | User : Kathryn Contracting Officer

Search as Contracting Officer - Results

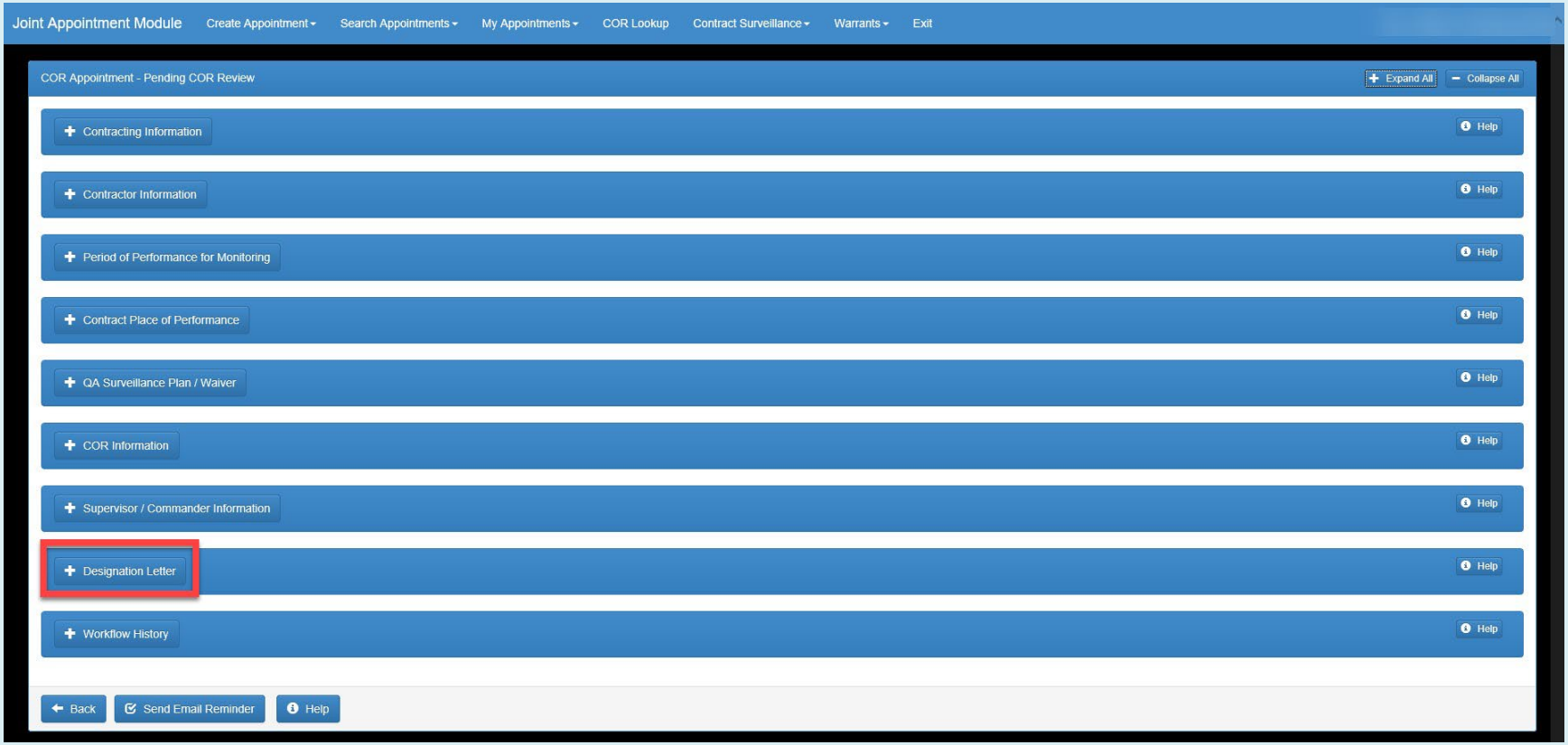
Display 10 items | Filter:

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
Smith COR, Kristin	FU4417	Primary	Pending COR Review		F0300018D1206	257	Smith CO, Kristin	Smith CS, Kristin	Last, First	2020/07/21	FU4417
COR 3, Kathryn	S0512A	Primary	Pending COR Review		N0038395D037D	001	Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/21	S0512A
COR 3, Kathryn	S0512A	Primary	Pending COR Review		SP046095MFV67		Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/21	S0512A

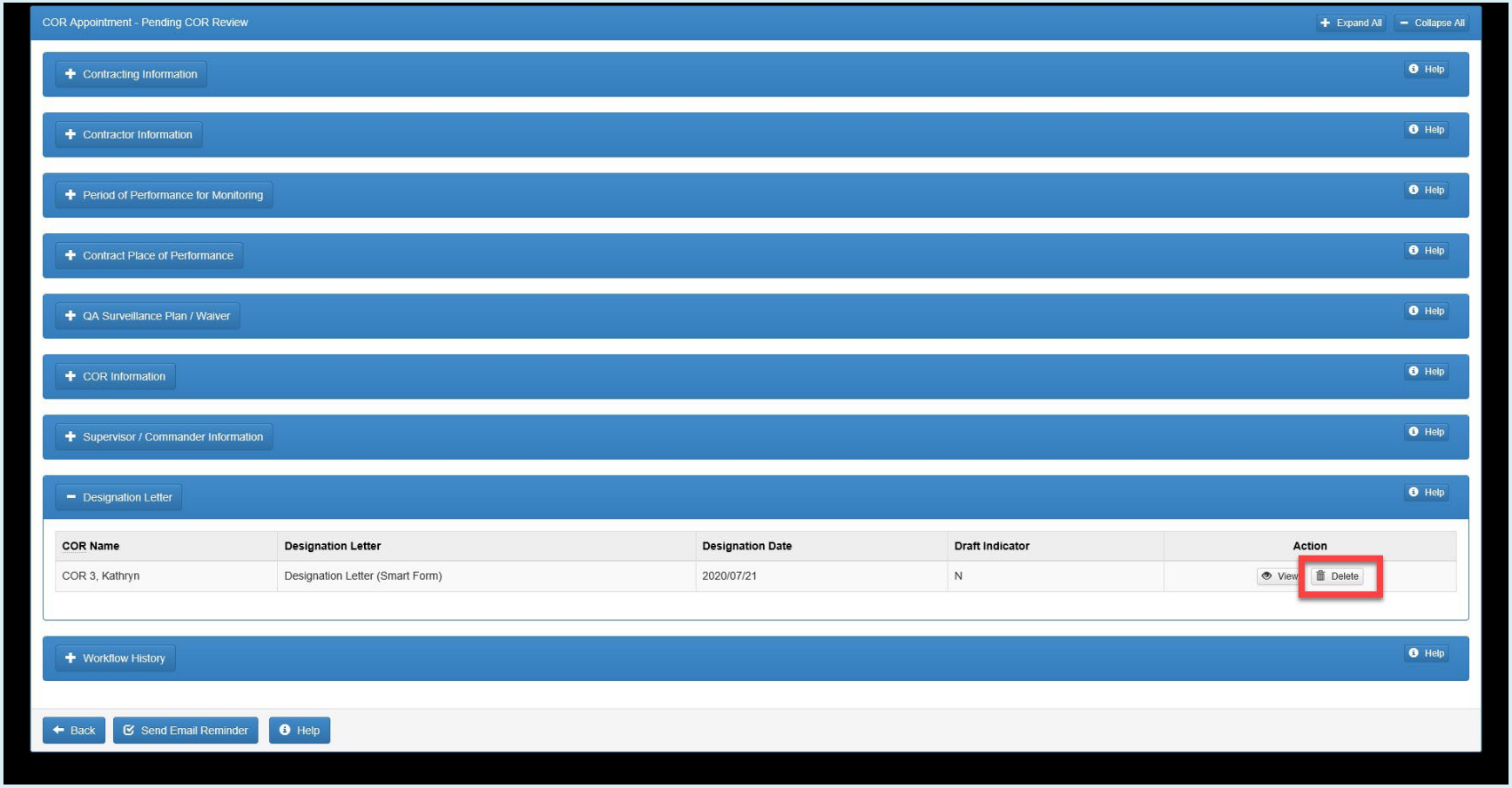
Showing 1 to 3 of 3 items | Previous | 1 | Next

Back | Export (CSV) | Help

5. The user clicks Designation Letter.



6. The user can delete the Designation Letter by selecting the Delete button.



7. The Designation Letter will display, and the user can delete the letter by clicking the Delete button.

a. Take any actions that would commit or change the contract/order price, quantity, quality, schedule/delivery, scope of work, place of performance, or any other term or condition of the existing contract. The COR neither misrepresents the limits of their authority in dealing with the contractor nor takes any action which may constitute an informal agreement or unauthorized commitment.

b. Direct or redirect any contract/order action. This can only be done by the Contracting Officer.

c. Advise the contractor HOW to perform but rather WHAT is required in the contract/order, including participating in any manner in the hiring process.

d. Direct the contractor or its subcontractor to operate in conflict with the contract terms and conditions.

e. Discuss acquisition plans, strategies or provide any advance information that might give one contractor an advantage over another contractor in forthcoming procurements.

f. Other:

6. This authority is not re-delegable and cannot be re-designated or transferred.

7. You may be held personally and financially liable for unauthorized actions.

8. Standards of Conduct and Conflict of Interests. You are reminded that Government employment, as a public trust, requires that DoD personnel place loyalty to country, ethical principles, and law above private gain and other interests. You must comply with DOD 5500.7-R, Joint Ethics Regulation. As a COR, you are directed to read and familiarize yourself with reference (b) to ensure that, in carrying out your responsibilities in your official capacity, you avoid any action which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You will not allow yourself to be placed in a position which conflict of interest might arise or might justifiably be suspected. You are reminded that throughout the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the Standards of Conduct, you will be subject to the full range of statutory and regulatory sanctions.

9. For this action, you do meet the qualification established in DoDI 5000.72 for this contract action.

10. For this action, you have been designated as a departmental accountable official.

11. For this action, you have been designated as an OGE 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OGE Form 450 Confidential Financial Disclosure Report each February.

12. For this action, you are required to submit a Annually report concerning performance of services rendered under this contract to the contacting officer.

13. If you are to be reassigned or to be separated from Government service, you must notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR.

14. Additional Duties: List all other duties not previously covered:

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:

Contracting Officer Name: Kathryn Contracting Officer

Signature: Kathryn Contracting Officer

Date: 2020/07/21

Email: kffpcowawf+KO@gmail.com

Telephone: 5555555

17. Distribution:

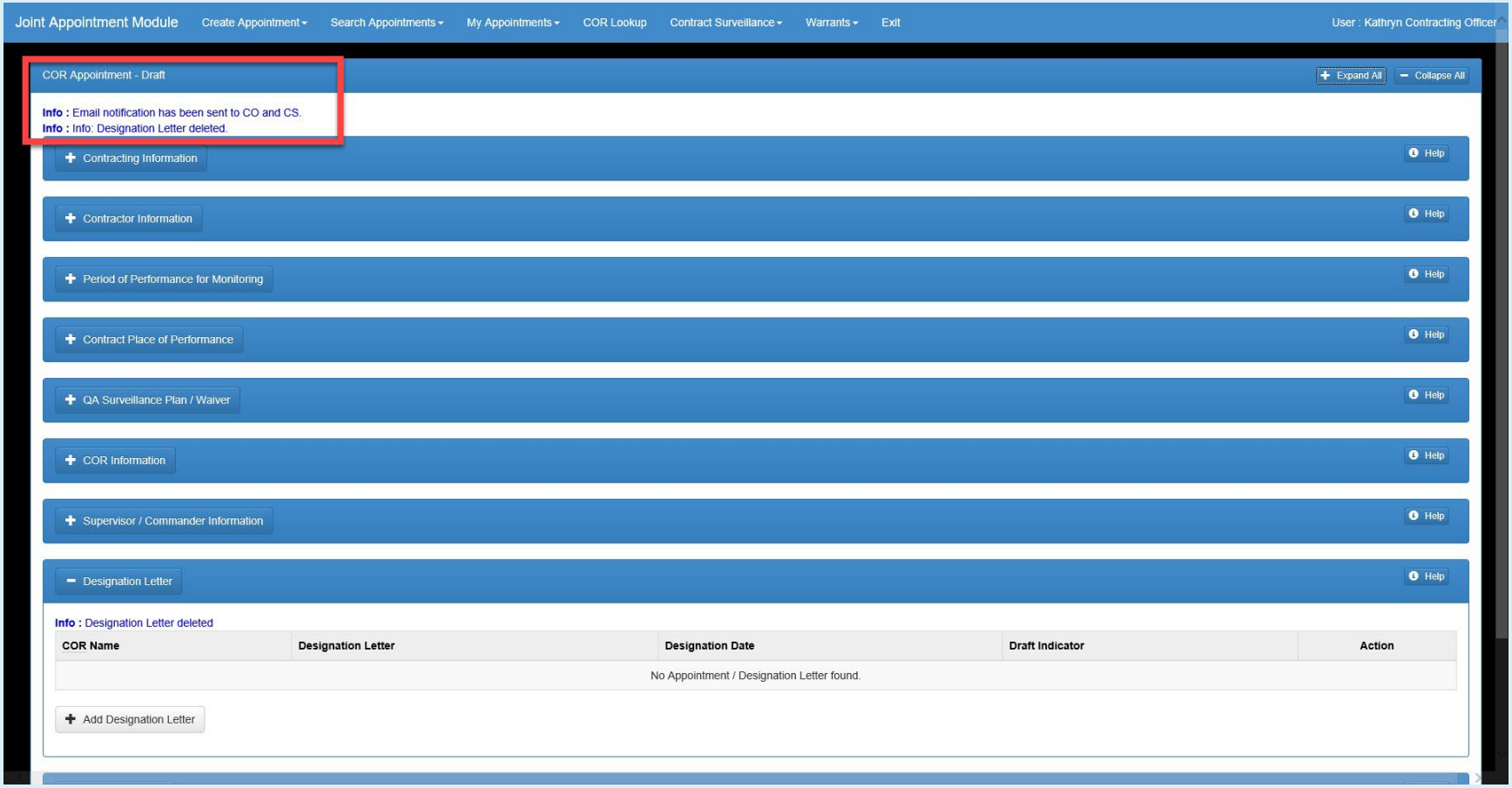
No - cc: Contractor Cognizant

No - cc: Cognizant Contract Administration Office

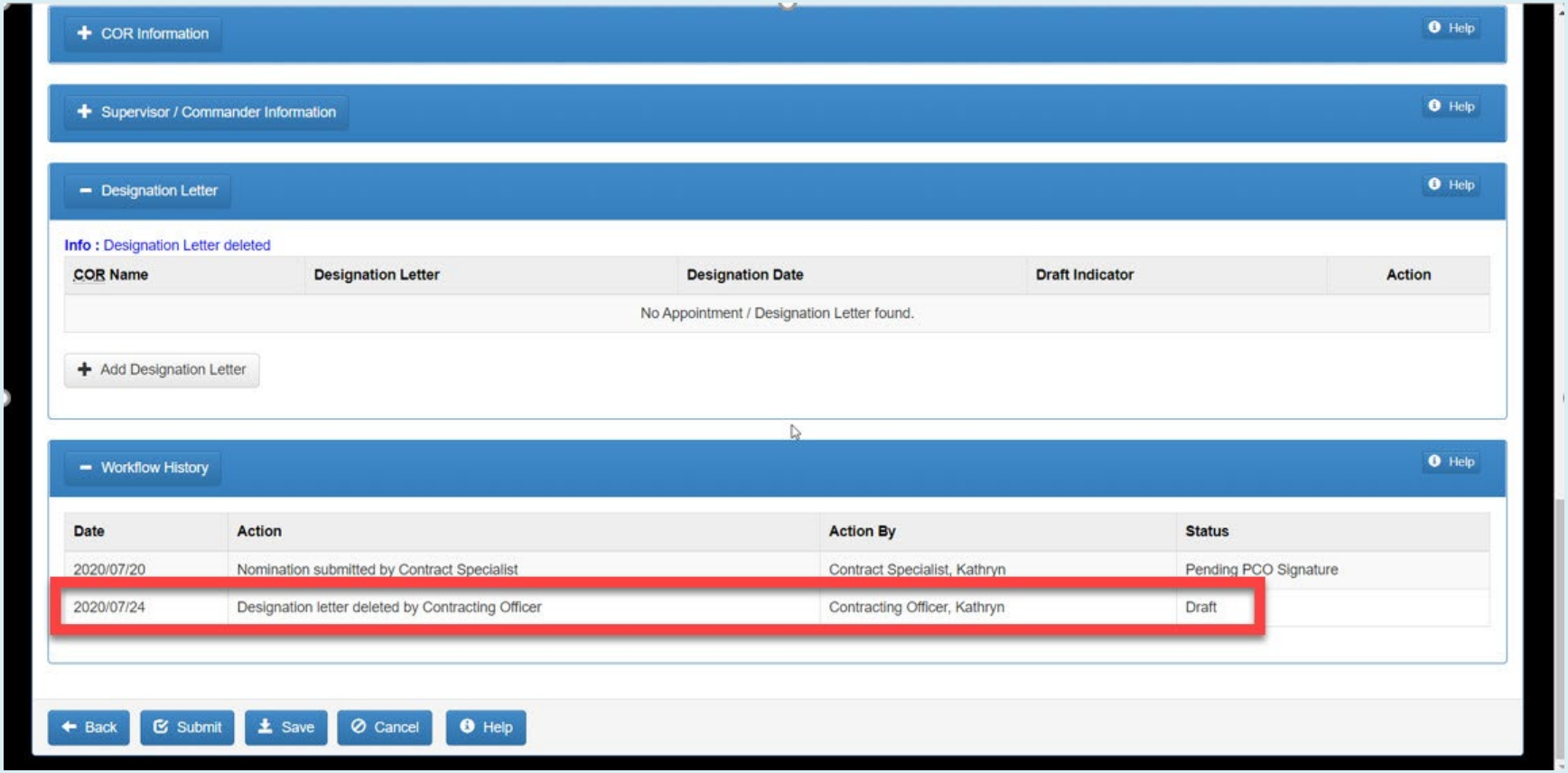
Yes - cc: SPM Module (COR Surveillance File)

Back | Delete | Help

8. When the Designation Letter is deleted, the Appointment will be in a Draft status.



9. The Appointment status will be updated to Draft after a Designation Letter has been deleted.



10. Appointment can be accessed by a Contact Specialist or Contracting Officer so a new Designation Letter can be added.

Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | COR Lookup | Contract Surveillance | Warrants | Exit

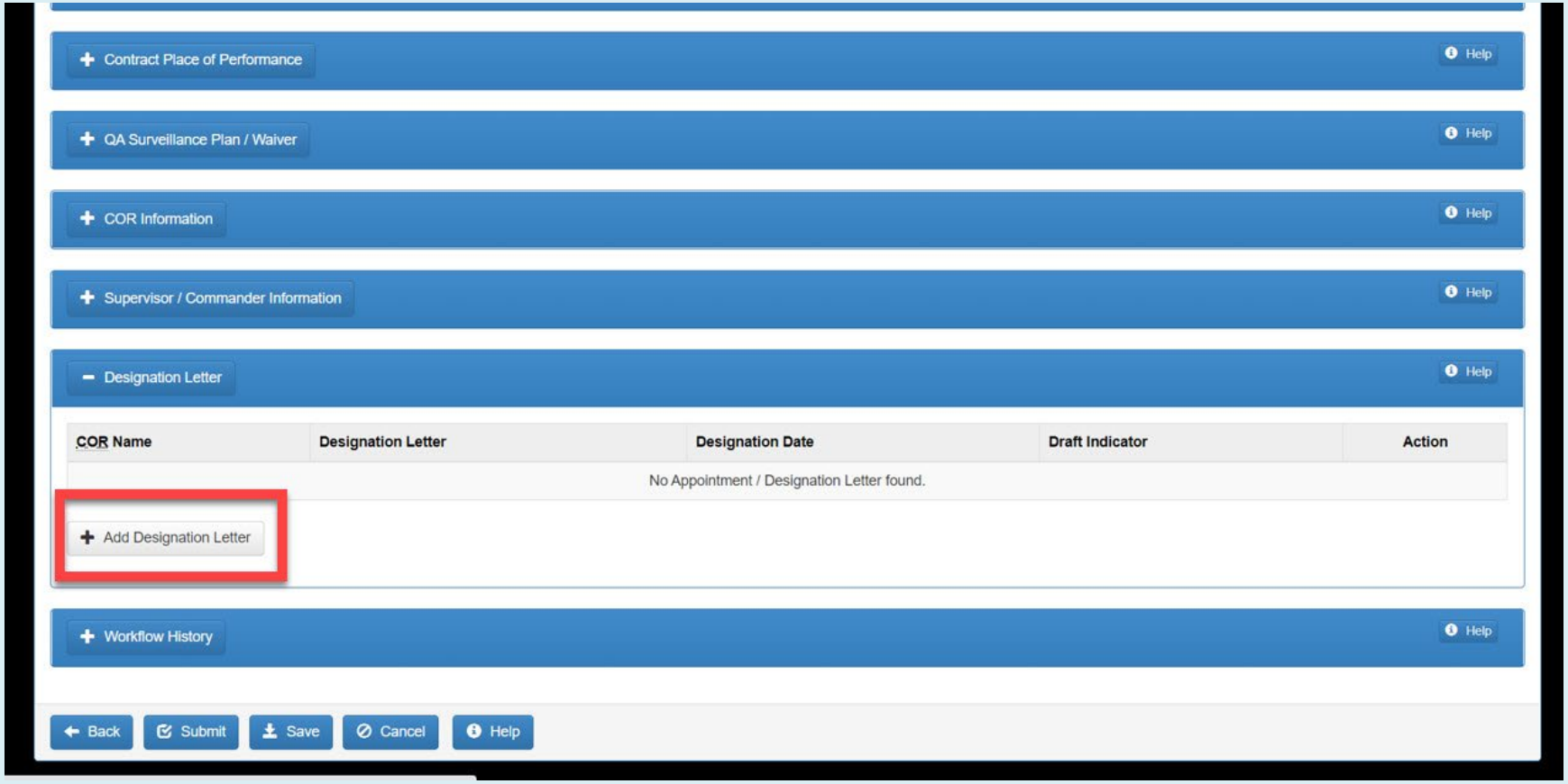
My Appointments - Where I am the CO

Display 10 items

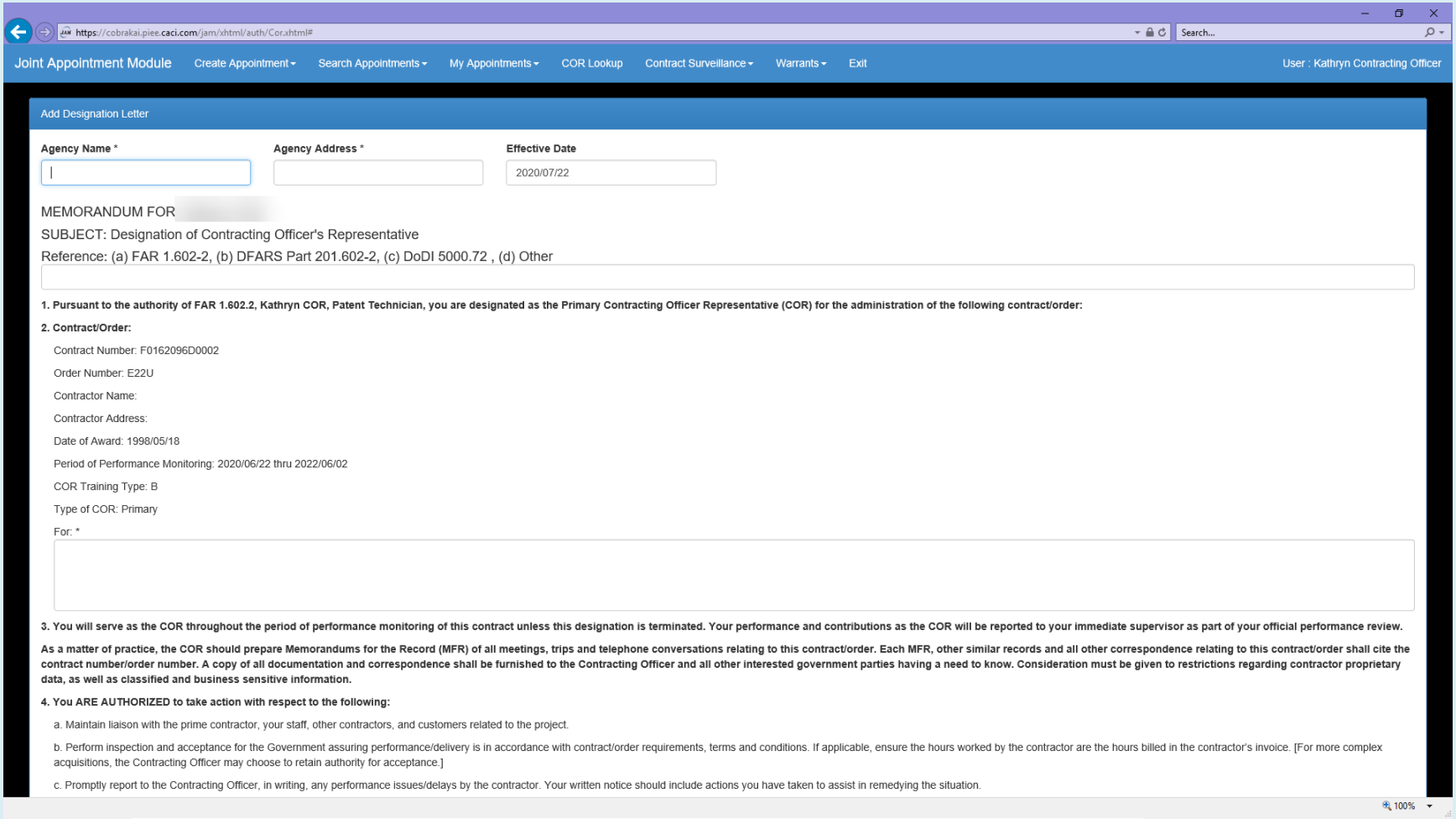
Filter:

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
	S0512A	Primary	Draft		FA303004D0008		Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/24	FA3030
	S0512A	Primary	Draft		SP046095MFV67		Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/22	S0512A
	S0512A	Primary	Draft		F0960391D0999	YC54	Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/22	S0512A
	S0512A	Primary	Draft		F0162096D0002	E22U	Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/22	FA3030
	S0512A	Primary	Draft		F4160897G0022	TY12	Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/22	S0512A
	S0512A	Primary	Rejected By COR		N6817215P8002		Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/21	FU4417
	S0512A	Primary	Draft		N0010408GA305	1287	Contracting Officer, Kathryn	Contract Specialist,	Super, Sammy	2020/07/21	S0512A

11. Contract Specialist or Contracting Officer can add a new Designation letter and submit the appointment. The appointment will go through the workflow based on what role added the new Designation Letter.



12. The user will enter the information for the Designation Letter.



13. The user clicks the Add button.

14. Additional Duties: List all other duties not previously covered:

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:

17. Distribution:

- [ ] cc: Contractor Cognizant
- [ ] cc: Cognizant Contract Administration Office
- [ ] cc: COR Coordinator Name

COR Coordinator Email

- [ ] cc: Other Name

Other Email

- [x] cc: SPM Module (COR Surveillance File)

Back | Add | Save | Help

14. The Designation Letter has been added.

COR Appointment - Draft

Expand All | Collapse All

+ Contracting Information — Help

+ Contractor Information — Help

+ Period of Performance for Monitoring — Help

+ Contract Place of Performance — Help

+ QA Surveillance Plan / Waiver — Help

+ COR Information — Help

+ Supervisor / Commander Information — Help

− Designation Letter — Help

Info : Designation Letter added

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
[illegible]	Designation Letter (Smart Form)	2020/07/22	N	View Edit Delete

+ Workflow History — Help

Back | Submit | Save | Cancel | Help