

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.

The screenshot displays the PIEE 6.7.0 dashboard. At the top left is the PIEE logo with the text "6.7.0 Procurement Integrated Enterprise Environment". To the right are links for "My Account" and "Help". A warning message is visible: "Warning: The Procurement Integrated Enterprise Environment (PIEE) Hardware Security Module is currently down. You will not be able to sign, submit, or process documents until it is running again. This does not impact any user action that utilizes a CAC or Digital Certificate to sign documents." Below the warning, the text "Welcome to the Procurement Integrated Enterprise Environment" is centered. The dashboard is organized into five main categories, each with a group of icons: "Award" (Solicitation, SAM), "Post Award Admin" (SPM, CCM, EDA), "Payment" (WAWF, myInvoice), "Operational Support" (JAM, PCM), and "Other" (WBT). The JAM icon, labeled "Joint Appointment Module", is highlighted with a red rectangular border.

2. The user clicks Search Appointments.

The screenshot displays the 'Joint Appointment Module' interface. At the top, a navigation bar contains several menu items: 'Joint Appointment Module', 'Create Appointment', 'Search Appointments', 'My Appointments', 'COR Lookup', 'Contract Surveillance', 'Warrants', and 'Exit'. The 'Search Appointments' menu item is highlighted with a red rectangular box. Below the navigation bar, the main content area is divided into two sections. The first section, titled 'SPM/JAM Documents', contains a list of document links: '20MB SIZE TEST', 'CORT Tool User Guide', 'cort admin doc upload test', and 'test'. The second section, titled 'System Messages', is currently empty. At the bottom of the main content area, there is a message that reads 'Please start by selecting an option from the menu above.' and a 'Help' button with an information icon.

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

SPM/JAM Documents

- [20MB SIZE TEST](#)
- [CORT Tool User Guide](#)
- [cort admin doc upload test](#)
- [test](#)

System Messages

Please start by selecting an option from the menu above.

Help

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 ▾ <input type="text"/>	Delivery / Task Order Number Equal To ▾ <input type="text"/>	Pre Award Number Equal To ▾ <input type="text"/>	Nomination / Appointment Status - Select - ▾
COR First Name Equal To ▾ <input type="text"/>	COR Last Name Equal To ▾ <input type="text"/>	Home Organization DoDAAC Equal To ▾ <input type="text"/>	COR Type - Select - ▾
Contract Officer First Name Equal To ▾ <input type="text"/>	Contract Officer Last Name Equal To ▾ <input type="text"/>	Contract Specialist First Name Equal To ▾ <input type="text"/>	Contract Specialist Last Name Equal To ▾ <input type="text"/>
Supervisor / Commander First Name Equal To ▾ <input type="text"/>	Supervisor / Commander Last Name Equal To ▾ <input type="text"/>	QA POC First Name Equal To ▾ <input type="text"/>	QA POC Last Name Equal To ▾ <input type="text"/>
ACO First Name Equal To ▾ <input type="text"/>	ACO Last Name Equal To ▾ <input type="text"/>	Issuing Office DoDAAC Equal To ▾ <input type="text"/>	

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.

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

COR Appointment - Pending COR Review 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
- + Workflow History Help

Back Send Email Reminder Help

6. The Designation Letter is able to be deleted by selecting the Delete button.

COR Appointment - Pending COR Review + 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

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
COR 3, Kathryn	Designation Letter (Smart Form)	2020/07/21	N	View Delete

+ Workflow History Help

Back Send Email Reminder Help

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

ℹ Help

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

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

COR Appointment - Draft [+ Expand All](#) [- Collapse All](#)

Info : Email notification has been sent to CO and CS.
Info : Info: Designation Letter deleted.

[+ 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 deleted

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
No Appointment / Designation Letter found.				

[+ Add Designation Letter](#)

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

The screenshot displays a web application interface with several sections:

- + COR Information** (Help icon)
- + Supervisor / Commander Information** (Help icon)
- Designation Letter** (Help icon)
- Info : Designation Letter deleted**
- Table:**

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
No Appointment / Designation Letter found.				

+ Add Designation Letter

- Workflow History** (Help icon)
- Table:**

Date	Action	Action By	Status
2020/07/20	Nomination submitted by Contract Specialist	Contract Specialist, Kathryn	Pending PCO Signature
2020/07/24	Designation letter deleted by Contracting Officer	Contracting Officer, Kathryn	Draft

Buttons: Back, Submit, Save, Cancel, Help

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.

+ Contract Place of Performance Help

+ QA Surveillance Plan / Waiver Help

+ COR Information Help

+ Supervisor / Commander Information Help

- Designation Letter Help

COR Name	Designation Letter	Designation Date	Draft Indicator	Action
No Appointment / Designation Letter found.				

+ Add Designation Letter

+ Workflow History Help

[← Back](#) [Submit](#) [Save](#) [Cancel](#) [Help](#)

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

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

Add Designation Letter

Agency Name * Agency Address * Effective Date

MEMORANDUM FOR [REDACTED]

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, Kathryn COR, Patent Technician, you are designated as the Primary Contracting Officer Representative (COR) for the administration of the following contract/order:

2. Contract/Order:

Contract Number: F0162096D0002

Order Number: E22U

Contractor Name:

Contractor Address:

Date of Award: 1998/05/18

Period of Performance Monitoring: 2020/06/22 thru 2022/06/02

COR Training Type: B

Type of COR: Primary

For: *

3. You will serve as the COR throughout the period of performance monitoring of this contract unless this designation is terminated. Your performance and contributions as the COR will be reported to your immediate supervisor as part of your official performance review.

As a matter of practice, the COR should prepare Memorandums for the Record (MFR) of all meetings, trips and telephone conversations relating to this contract/order. Each MFR, other similar records and all other correspondence relating to this contract/order shall cite the contract number/order number. A copy of all documentation and correspondence shall be furnished to the Contracting Officer and all other interested government parties having a need to know. Consideration must be given to restrictions regarding contractor proprietary data, as well as classified and business sensitive information.

4. You ARE AUTHORIZED to take action with respect to the following:

- Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.
- Perform inspection and acceptance for the Government assuring performance/delivery is in accordance with contract/order requirements, terms and conditions. If applicable, ensure the hours worked by the contractor are the hours billed in the contractor's invoice. [For more complex acquisitions, the Contracting Officer may choose to retain authority for acceptance.]
- Promptly report to the Contracting Officer, in writing, any performance issues/delays by the contractor. Your written notice should include actions you have taken to assist in remedying the situation.

13. The user clicks the Add button.

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 meet the qualification established in DoDI 5000.72 for this contract action. *

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

11. For this action, you 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 required to submit a 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:

17. Distribution:

cc: Contractor Cognizant

cc: Cognizant Contract Administration Office

cc: Other Name

Other Email

cc: SPM Module (COR Surveillance File)

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
	Designation Letter (Smart Form)	2020/07/22	N	View Edit Delete

+ Workflow History Help

[Back](#) [Submit](#) [Save](#) [Cancel](#) [Help](#)