

# Deleting a Termination Letter

JAM

Appointments

Confirmed Active Status

Termination Letter

A Termination Letter can be deleted by the following users:

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

The Appointment will remain in active status until another termination letter is added and the Contracting Officer has terminated the Appointment. In order to edit a previously submitted Termination Letter, it must be deleted from the Appointment and resubmitted.

1. The user navigates to the Joint Appointment Module.

## 2. The user clicks Search Appointments.

The screenshot shows the 'Joint Appointment Module' interface. The top navigation bar includes the following items: 'Joint Appointment Module', 'Create Appointment', 'Search Appointments' (highlighted with a red box), 'My Appointments', 'COR Lookup', 'Contract Surveillance', 'Warrants', and 'Exit'. Below the navigation bar, there are two main sections: 'SPM/JAM Documents' and 'System Messages'. The 'SPM/JAM Documents' section contains a list of links: '20MB SIZE TEST', 'CORT Tool User Guide', 'cort admin doc upload test', and 'test'. The 'System Messages' section is currently empty. At the bottom of the page, there is a message that reads 'Please start by selecting an option from the menu above.' and a 'Help' button.

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

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

4. The Appointment requiring the deletion of a Termination Letter must be in Active Status. The user selects the corresponding Contract Number to begin the deletion.

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
BURTON, WADE		N/A	Active COR		<a href="#">DAJB0389D0109</a>	O000	mkgovcortco, mk	govtest, mk	KAMAE, AL	2019/03/18	FA3030
Blajjan, Matthew	FU4417	Primary	Active COR		<a href="#">0123456</a>		CORT, Cora	CORT, Cora	Blajjan, Cora	2020/04/06	S0512A
Clarke, Mae	S0512A	Alternate	Active COR		<a href="#">0123456</a>		Newmar, Julie	Mattox, Matt	Hook, Emma	2020/07/22	S0512A
Lee, Ruta	S0512A	N/A	Active COR		<a href="#">123456</a>	D003	Newmar, Julie	Mattox, Matt	Hook, Emma	2020/07/13	S0512A
Lee, Ruta	S0512A	Alternate	Active COR		<a href="#">2208948331</a>	167	Newmar, Julie	Mattox, Matt	Hook, Emma	2020/07/15	FU4417
Castle, Cory	S0512A	Alternate	Active COR		<a href="#">DPAPACTIVE1114</a>		Pco 2, Paul	Pco 2, Paul	Summerfield, Sandra	2019/03/04	S0512A
COR, Kathryn	S0512A	Primary	Active COR		<a href="#">F4161402D0002</a>	0031	Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/16	FA3030
Lee, Ruta	S0512A		Active COR		<a href="#">FA303018M7608</a>		Donald, James	CORT, Cora	Hook, Emma	2020/05/07	FU4417
Clarke, Mae	S0512A	Primary	Active COR		<a href="#">FA303022A1234</a>	S0512A18F1983	Newmar, Julie	Mattox, Matt	Hook, Emma	2020/06/22	S0512A
Mylong, John	S0512A	Primary	Active COR		<a href="#">FA303022A1234</a>	S0512A18F1983	Newmar, Julie	Mattox, Matt	Connaughton, Tym	2020/06/25	S0512A

Showing 1 to 10 of 16 items   Previous   1   2   Next

Back   Export (CSV)   Help

## 5. The user clicks Termination Letter.



## 6. The user clicks Delete.

The screenshot displays a vertical list of document types, each with a plus sign on the left and a 'Help' icon on the right. The 'Termination Letter' item is expanded, showing a table with one row of data. The 'Delete' button in the 'Action' column of this row is highlighted with a red square.

Termination Letter	Termination Date	Draft Indicator	Action
COR Termination Letter (Smart Form)	2020/07/22	N	<a href="#">View</a> <a href="#">Delete</a>

## 7. The user clicks Delete for final confirmation of deletion of the Termination Letter.

Comments are required when reason for termination is 'Other'

**5. DoDI 50000.72 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 is 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) is 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:**

**Contracting Officer Name:** Contracting Officer, Kathryn  
**Signature:** Contracting Officer, Kathryn  
**Date:** 2020/07/22  
**Email:** kfpccowawf+KO@gmail.com  
**Telephone:** 5555555

**7. Distribution:**

cc: Contractor Cognizant  
 cc: Cognizant Contract Administration Office  
 cc: SPM Module (COR Surveillance File)  
 cc: COR Coordinator

Name	Email
<input type="text"/>	<input type="text"/>

8. When the Termination Letter is deleted the following information message will display and the deletion is complete. The Termination Letter can be added back by the CO/CS.

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

COR Appointment - Active COR + Expand All   - Collapse All

**Info** : Email notification has been sent to CO and CS.  
**Info** : Termination 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
- + COR Certifications Help
- + Supervisor / Commander Certifications Help
- + Contracting Officer Certifications Help
- + Designation Letter Help