SURVEILLANCE AND PERFORMANCE MOINTORING (SPM)/JOINT APPOINTMENT MODULE (JAM)

User Guide for JAM COR Appointments and SPM Contract Surveillance

JULY 4, 2019

DEFENSE PRICING AND POLICY
Contracting E-Business

Contents

INTRODUCTION

To address vulnerabilities identified by the Panel on Contracting Integrity, the Department of Defense (DoD) initiated the development of the DoD Contracting Officer Representative Tracking (CORT) Tool, a web-accessible application deployed across DoD in 2012 and designed to perform two primary functions: 1) conduct the nomination, designation and revocation of Contracting Officer Representatives (CORs) appointed to a contract awarded by a Department of Defense Agency; and 2) provide visibility into the COR contract monitoring and surveillance process for which a COR had been appointed. In 2018, the Procurement Business Requirements Operations Group (PBORG) determined that all appointment functions in the Procurement Integrated Enterprise Environment (PIEE) (including CORs) should occur in the Joint Appointment Module (JAM).

Based on feedback from theater and the user community, Defense Pricing and Contracting (DPC) initiated a redesign of the CORT Tool to separate its capabilities into two modules, JAM mentioned above, and a module named the Surveillance and Performance Monitoring (SPM) Module. SPM replaces the CORT Tool and is being deployed as a module in PIEE. It facilitates management, oversight, surveillance, and performance monitoring. All individuals, performing service contract surveillance will have access to and use of this capability.

Throughout this document and within the JAM and SPM system, the terms "nomination and appointment" will be used interchangeably and generally mean the same thing. The difference indicates the initiator of the process. Nominations are associated with COR initiated actions. Appointments are associated with Contracting Officer and Contract Specialist initiated action. The information contained in a both the "nomination and appointment" are the same.

The SPM and JAM modules are located at https://wawf.eb.mil/ . Both modules are available for both Department of Defense and non-Department of Defense employees.

JOINT APPOINTMENT MODULE (JAM) OVERVIEW

JAM is a web-based application designed to improve management of official appointments impacting enterprise-wide procurement systems, procurement related appointments. Phase I, initially deployed in FY18, users electronically initiate, review, approve, sign, store, and terminate delegations of authority to, and appointment of, Government wide Commercial Purchase Card (GPC) officials. Phase II – COR Appointments allows the nomination, appointment, revocation and termination of an individual as a COR against a DoD contract or a contract or order issued on behalf of a DoD assisting agency. CORs are electronically nominated and appointed on one or many contracts using JAM. JAM supports an appointment process initiated by either the COR or the Contracting Officer/Contract Specialist.

Contracting Officer Representative (COR) Role

Once a COR accesses JAM, the COR menu consists of the below options. If it is the COR's first time into JAM, the COR should skip down to the COR Information and My Training sections first. Once those sections are completed, the COR will be able to create and search for appointments.
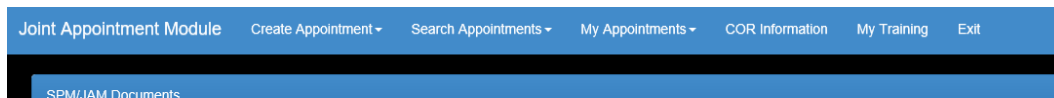
1. Log into PIEE and select Joint Appointment Module (JAM)
2. Click on the JAM icon
3. COR Menu consist of the following:
    a. Create Appointment
    b. Search Appointment
    c. My Appointments
    d. COR Information
    e. My Training

Create Appointment (formerly known as COR Nomination Process)

After logging into PIEE and clicking on the JAM Icon, perform the following:

1. Select Create Appointment
2. Select COR Nomination

3. Select Create COR Nomination – EDA when the COR has a contract number and that contract is listed in EDA, otherwise select Create COR Nomination – Pre Award Number.

4. **If Select Create COR Nomination – EDA** is selected, perform the following steps:
    a. Enter Issuing Office DoDAAC or FEDACC of the contracting officer making the appointment (should be the same as the contracting officer that will be appointing the COR)
    b. Enter the specified contract number and click Search or click Search to find all contracts issued by contracting officer DoDAAC or FEDAAC
    c. Check the box next to the applicable contract number and associated task order
    d. Click Next
    e. Click Yes to confirm
    f. When the COR Nomination Form is displayed, complete the fields
        i. Contracting Information Section
            1. Contracting Officer Name
            2. Contract Specialist Name
            3. Quality Assurance POC Name (Optional)
        ii. Contract Place of Performance
            1. Click Add
            2. Select the applicable county
                a. If United States is selected, enter Zip Code, National Interest Action(NIA) Event, when applicable and click Add
                b. For non-US country, select the country and enter the City Name
        iii. Quality Assurance Surveillance Plan /Waiver – When applicable add QASP, otherwise, leave for the contracting officer to complete. To add a QASP,
            1. Click add QASP
            2. Choose the file to upload
            3. Add description
            4. Click Add
        iv. COR Certifications
            1. Review certifications
            2. Click Certify All to accept certifications
        v. Click Submit to send to Supervisor for approval and click Yes to confirm or click Save to work on at a later date
        vi. Notice the workflow history at the bottom of the nomination

5. **If Select Create COR Nomination – Pre Award** is selected, perform the following steps:
   a. Enter issuing office DoDAAC or FEDAAC of the contracting officer making the appointment (should be the same as the contracting officer that will be appointing the COR)
   b. From the dropdown menu, select the Pre-Award Type: Agency Identifier, Purchase Request Number, Solicitation Number or Project Number
   c. Enter the number of specified Pre-Award Type
   d. Click Next
   e. Click Yes to confirm
   f. Follow the steps in 4f above
6. Once submitted, the COR can re-enter the nomination and to send reminders to the Supervisor to complete

COR Information (Formerly known as COR Profile)

After logging into PIEE and clicking on the JAM Icon, initially, the COR will be prompted to update this section. Click "COR Information" to ensure that the following are completed:

1. OGE 450 Filer (Yes/No)
   a. If a filer, select Yes, enter the Month and Year last OGE 450 filed
   b. If not a filer, select No
2. Certified Acquisition Official (Yes/No)
   a. If **yes,** choose the applicable career field, from the dropdown menu for "Predominant Acquisition Career" and select the applicable certification level from down menu
   b. If **no,** is selected, type your current Career Field in the text box
3. Agency Experience (Select one of the following from the dropdown menu)
   a. Less than 6 months
   b. Between 6 months – 12 months
   c. 12 months or more
4. Technical Experience (Free Text) – Using the space provide, described the experience you have acquired as a COR or attach a copy of a statement documenting your experience as a COR. The COR also has the option to upload a Word document.
5. *COR Competencies* – Base on training, experience, and personal assessment, please self-certify to the competency level. *Note: COR Competencies are different from COR Training type. Please review the FAQs for more details on the difference between COR Competencies and COR Training Type.*
   a. Type A
   b. Type B

    c.   Type C

    d.   Other – Applies to Federal Agencies Only

6.   Training Waiver Requested (Yes/No) - If yes is selected, choose the course being waived

    a.   CLC 106 - COR with a Mission Focus - System calculates waiver ending date - COR must complete all training within 21 days of COR designation

    b.   CLC 222 - Contracting Officer's Representative Course - System calculates waiver ending date - COR must complete all training within 35 days of COR designation

    c.   *Note: There are only two course that may be waived by a DoD COR. They are CLC 106 and COR 222. If there are other courses present, please ignore. The PMO is moving to correct.*

7.   *Supervisor Information* – The COR's Supervisor is pulled from the COR's PIEE user profile and automatically brought into the COR's Information page. *Note: COR Supervisors migrated from the CORT Tool will be given a role as Manager. Managers have read only access in JAM.*

8.   Training Information - Pulled from PIEE and My Training page

9.   Click Save to update

My Training

This menu displays the COR's current training. Additional training may be added by the COR and the COR's PIEE Training profile will be updated. Defense Acquisition University (DAU) training will continue to be shown.

My Training

Item	Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Action

COR Training

Item	Course Name	Training Level	Equivalency	Completion Date	Certificate	Hours	Provider	Source	Action
1	Other 1		No	2015/08/25	SSR information.docx	0		MANUAL	Edit Delete View
2	Advanced Source Selection		No	2019/01/02	White Paper Template v4a.docx	16		MANUAL	Edit Delete View
3	Ethics Training or Agency Equiv	ABC	No	2019/05/01	Certificate of Completion.doc	0		MANUAL	Edit Delete View
4	DAU DOD 002 Combatting Human Trafficking for DoD Acquisition Professionals	ABC	No	2015/08/03	SSR information.docx	0		MANUAL	Edit Delete View

Add Training ▾   Export (CSV) ▾   Help

Add GPC Training
Add COR Training

Additional training may be added by the COR:

1. Click Add COR Training
2. Follow the prompts and select the course
3. Upload a copy of the course certificate
4. Enter course completion date
5. Click on Add
6. When entering refresher training, add course name and number of hours. When adding an equivalent course, check the equivalency box and enter in the equivalency provider name.

Training Waiver

DoDI 5000.72 states that Contracting Officers may waive COR specific initial and refresher training requirements for COR nominees who have obtained a minimum of Level II "Certification in Contracting" (1102 job series), "Industrial Property Management" (1103 job series), or "Quality Assurance" (1910 job series), in accordance with sections 1701-1764 of Title 10, United States Code, also known and referred to in this instruction as "The Defense Acquisition Workforce Improvement Act (DAWIA)" (Reference (k)).

New entrant and annual DoD Component provided ethics and combating trafficking in persons (CTIP) training may not be waived.

- Standard Type A CORs must complete training within 21 days of COR designation, unless another specific timeframe is agreed to by the contracting officer.

- Standard Types B and C CORs must complete training within 35 days of COR designation, unless another specific timeframe is agreed to by the contracting officer.

- Verification of the training completion must occur within 7 days after completing training. Failure to complete and document the required training within the times prescribed above may result in termination of COR designation.

Note: Specialized training may not be waived. The COR shall upload a copy of the license or certificate for the required specialized training before the completion of appointment by the contracting officer.

Contracting Officer (CO)/Contract Specialist (CS) Roles

1. Log into PIEE
2. Click on the JAM icon
3. Contracting Officer (CO) and Contract Specialist (CS) menu consist of the following:
   a. Create Appointment
   b. Search Appointment
   c. My Appointments
   d. COR Lookup
   e. Contract Surveillance
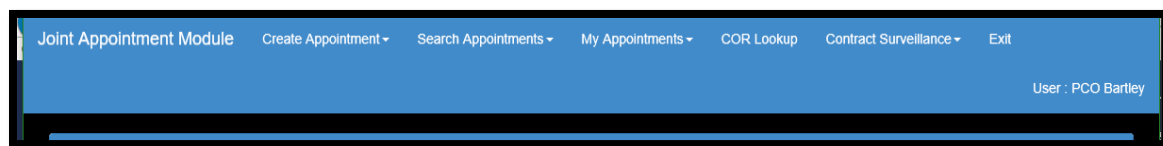
Create Appointment

This is the new CO/CS COR Appointment Process (Appendix A). After logging into PIEE, click the JAM Icon and click Create Appointment.   The menu below is displayed. Select Create Appointment and then select COR Appointment as CO or COR Appointment as CS.
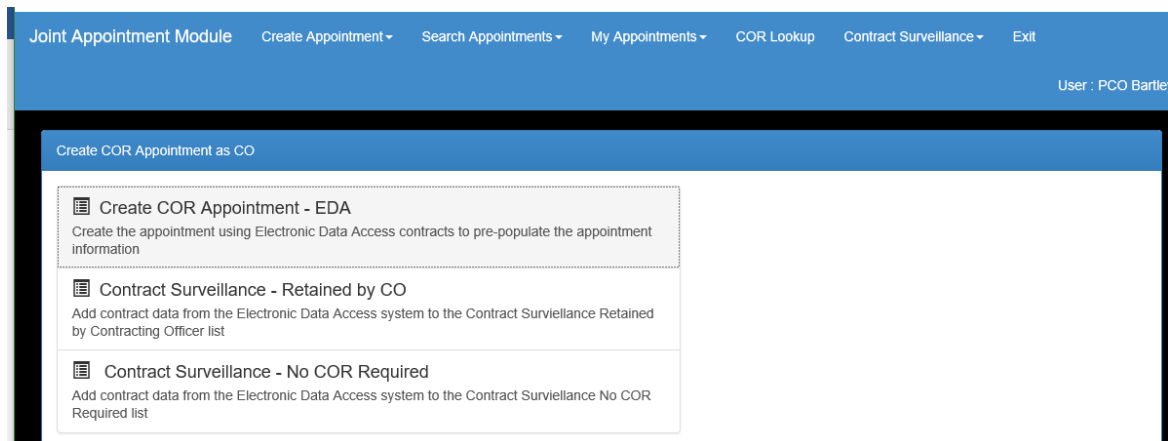
If the contract number is in EDA and the CO/CS want to appoint a COR to that contract, perform the following steps:

1. **Select Create COR Nomination – EDA**
   a. Enter your issuing office DoDAAC or FEDAAC
   b. Enter the applicable contract number, when known, and click Search or click Search to find all service contracts in EDA issued by your DoDAAC or FEDAAC.

Create COR Appointment - EDA

EDA Contract Search

Issuing Office DoDAAC
*
- Select -

Contract Number

← Back   🔍 Search   ⓘ Help

c. When displayed, check the box next to the applicable contract number
d. Click Next
e. Click Yes to confirm

Contract Surveillance - Retained by CO

Contract Search Results

Page Size: 10 items per page   Page Number: Page 1 of 2

Item	Issuing Office DoDAAC	Contract Number	Delivery Order	Select
1	HDTRA1	HDTRA107C0060		☑
2	HDTRA1	HDTRA108G0001	0005	☐
3	HDTRA1	HDTRA111D0009	0002	☐
4	HDTRA1	HDTRA111D0009	0007	☐
5	HDTRA1	HDTRA111D0009	0009	☑
6	HDTRA1	HDTRA111D0009	0010	☐
7	HDTRA1	HDTRA111D0009	0013	☐
8	HDTRA1	HDTRA111D0009	0015	☑
9	HDTRA1	HDTRA111D0009	0016	☐
10	HDTRA1	HDTRA111D0009	HDTRA117F0014	☐

Displaying 1 to 10 of 18 items.

← Back   + Submit   ☑ Select All   ⊘ Deselect All   ⓘ Help

f. Enter the COR email address and click Search
g. The COR name, phone, and organization is displayed

Create COR Appointment - EDA

Add COR

COR Email Address *
MKBARTLEY@AOL.(🔍 Search

COR First Name	COR Last Name *	Commercial Phone Number *	Home Organization *
COR	Bartley	540-891-2670	HQ0102

Type of COR *   COR Training Type *
- Select -   - Select -

⊘ Cancel   + Add   ⓘ Help

h. Select the Type of COR, Primary or Alternate
i. Select COR Training Type – For DoD select A, B or C; Federal agencies may use Other
j. Click Add

k. Click Next to continue or click Add COR to add another COR (i.e. alternate, multiple, etc.). The COR appointment process now allows the appointment of multiple CORs at the same time to multiple delivery orders. The CO/CS can add the Designation Letter, Place of Performance, and QASP for each COR under one contract appointment. If you wish to appoint multiple CORs at the same time, click the Add COR button and go through the COR process for each COR you wish to add. At this time, there is no edit or delete function once the CORs and contract/delivery orders are entered. If there is a mistake, the appointment will need to be canceled.
l. Click Yes to confirm
m. When the COR Appointment Form is displayed, complete the mandatory fields in each section:
   i. Contracting Information Section
      1. Contract Type
      2. Projected Number of CORs on Contract
      3. Contingency Environment
      4. Is this a Cost Reimburse Contract (Yes or No)
      5. If yes, Will the COR be required to Review Cost Vouchers (Yes or No)
      6. Contract Specialist Name
      7. Quality Assurance POC Name (Optional)
      8. ACO Name (Optional)
      9. Additional Signatory (Yes or No) – Select Yes when Head of the Contracting Agency signature is required on designation letter and enter the following for this signer
         a. First Name
         b. Last Name
         c. Email
   ii. Period of Performance for monitoring - Enter the beginning and ending dates for the COR designation period. *Note: This data element controls the status of the nomination and appointment in both JAM and SPM.   Any changes to*

the PoP shall be made in the JAM module. For active appointment, when the end date is reached, the status will change to inactive.

        iii. Contract Place of Performance
1. Click Add
2. Select the applicable county
3. If United States is selected, enter Zip Code, NIA Event, when applicable and click Add
4. For non-US country, select the country and enter the City Name

        iv. QA Surveillance Plan/Waiver – When applicable add QASP or Waiver
1. To add a QASP, click add QASP or
   a. Select the applicable QASP Reporting Interval
   b. Choose the file to upload
   c. Add description
   d. Click Add
2. To add a waiver, click add Waiver
   a. Enter date
   b. Select reason for the waiver
   c. Click on Add
   d. Click on Sign

        v. Click Add Designation Letter, complete and sign the letter

        vi. Click Submit

        vii. Nomination enters Pending COR Review Status and requires additional action by COR

n. Notice the workflow history at the bottom of the nomination

o. CO/CS has the ability to send reminder emails to the COR

2. Contract Surveillance Retained by CO (*Registers contract in JAM*)

If the Contracting Officer awards a services contract and is retaining contract surveillance, the CO or CS registers the contract here by performing the following:

a. From the dropdown, select your issuing office DoDAAC or FEDAAC
b. Enter the contract number or select search to see all available contracts

Item	Issuing Office DoDAAC	Contract Number	Delivery Order	Select
1	HDTRA1	HDTRA107C0060		☑
2	HDTRA1	HDTRA108G0001	0005	☐
3	HDTRA1	HDTRA111D0009	0002	☐
4	HDTRA1	HDTRA111D0009	0007	☐
5	HDTRA1	HDTRA111D0009	0009	☑
6	HDTRA1	HDTRA111D0009	0010	☐
7	HDTRA1	HDTRA111D0009	0013	☐
8	HDTRA1	HDTRA111D0009	0015	☑
9	HDTRA1	HDTRA111D0009	0016	☐
10	HDTRA1	HDTRA111D0009	HDTRA117F0014	☐

c. Check the box next to each applicable contract
d. Click submit to complete registration
e. Click Yes to confirm registration

3. Contract Surveillance – No COR Required (*Registers contract in JAM*)

If the Contracting Officer awards a services contract and they are not retaining contract surveillance or appointing a COR, register the contract here by following the steps above in the Contract Surveillance Retained by CO discussion.

Contract Surveillance

Contract Surveillance allows users to view all contracts previously registered by the CO/CS to both the "No COR Required" and "Contract Surveillance by CO" list. To view:

a. Select Contract Surveillance
b. Select Retain by CO or No COR Required
c. Search for contract using one or a combination of the criteria: Issuing Office DoDDAC or FEDAAC, Contract Number, Delivery Order Number, and click Search

d. The user may also click Search without any of the criteria listed above. Using this method, the user will have all results displayed.

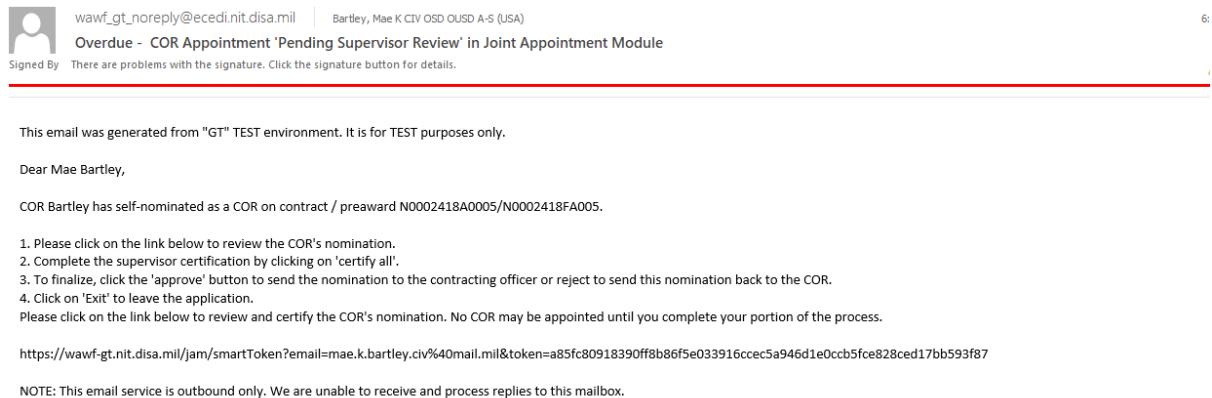| Contract Surveillance - Retained by Contracting Officer - Search Results			
Display 10 ∨ items			Filter:
Issuing Office DoDAAC	**Contract Number**	**Delivery / Task Order Number**	
HDTRA1	HDTRA107C0060		
HDTRA1	HDTRA111D0009	0009	
HDTRA1	HDTRA111D0009	0015	
HR0011	HR001111C0004		
N00019	N0001914D0016		
N00024	N0002414C4319		
N00024	N0002415C5551		
W31P4Q	W31P4Q12G0001	0010	
Showing 1 to 8 of 8 items			Previous 1 Next

← Back   ☑ Export (CSV)   ⓘ Help

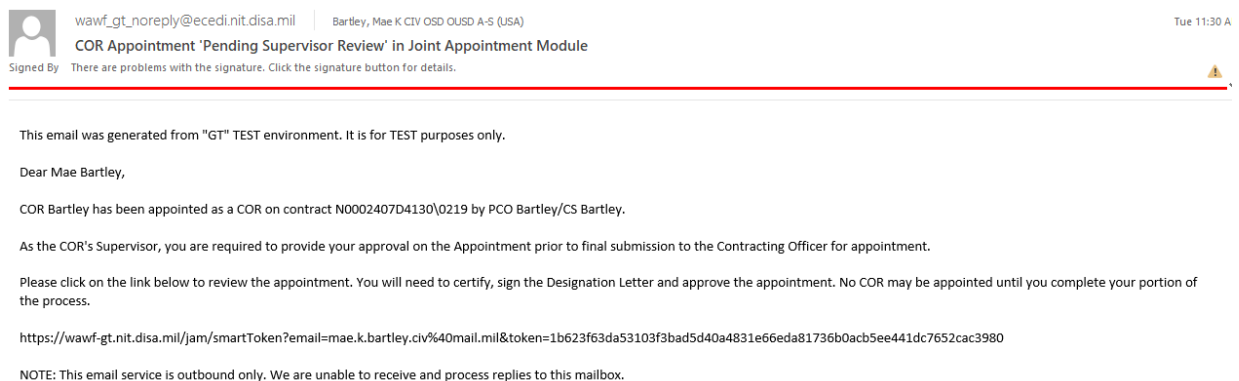e. The user has the ability to export this data into a CSV spreadsheet

Supervisor Role

COR Supervisors are responsible for approving all nomination and appointment on behalf of the requiring activity. Supervisor do not need to have PIEE access or an active role as a Supervisor in SPM/JAM. The COR Supervisors name are pulled from the COR's PIEE User Profile. The named supervisors will be sent emails that contain a link for them to certify and approve COR nominations/appointments. Examples of email being sent are listed below.
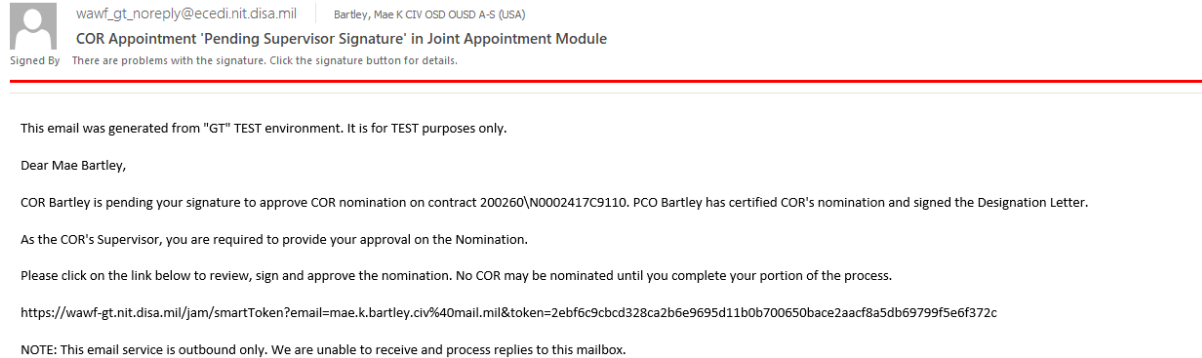
1. When a COR Self Nominates, the Supervisor will receive the following Pending Supervisor Review email.

wawf_gt_noreply@ecedi.nit.disa.mil   Bartley, Mae K CIV OSD OUSD A-S (USA)   6:

Overdue - COR Appointment 'Pending Supervisor Review' in Joint Appointment Module

Signed By   There are problems with the signature. Click the signature button for details.

This email was generated from "GT" TEST environment. It is for TEST purposes only.

Dear Mae Bartley,

COR Bartley has self-nominated as a COR on contract / preaward N0002418A0005/N0002418FA005.

1. Please click on the link below to review the COR's nomination.
2. Complete the supervisor certification by clicking on 'certify all'.
3. To finalize, click the 'approve' button to send the nomination to the contracting officer or reject to send this nomination back to the COR.
4. Click on 'Exit' to leave the application.
Please click on the link below to review and certify the COR's nomination. No COR may be appointed until you complete your portion of the process.

https://wawf-gt.nit.disa.mil/jam/smartToken?email=mae.k.bartley.civ%40mail.mil&token=a85fc80918390ff8b86f5e033916ccec5a946d1e0ccb5fce828ced17bb593f87

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

2. When the CO or CS appoints, the Supervisor needs to review the appointment before the CO/CS finalizes the appointment. The Supervisor will receive the following Pending Supervisor Review email.

wawf_gt_noreply@ecedi.nit.disa.mil   Bartley, Mae K CIV OSD OUSD A-S (USA)   Tue 11:30 A

COR Appointment 'Pending Supervisor Review' in Joint Appointment Module

Signed By   There are problems with the signature. Click the signature button for details.

This email was generated from "GT" TEST environment. It is for TEST purposes only.

Dear Mae Bartley,

COR Bartley has been appointed as a COR on contract N0002407D4130\0219 by PCO Bartley/CS Bartley.

As the COR's Supervisor, you are required to provide your approval on the Appointment prior to final submission to the Contracting Officer for appointment.

Please click on the link below to review the appointment. You will need to certify, sign the Designation Letter and approve the appointment. No COR may be appointed until you complete your portion of the process.

https://wawf-gt.nit.disa.mil/jam/smartToken?email=mae.k.bartley.civ%40mail.mil&token=1b623f63da53103f3bad5d40a4831e66eda81736b0acb5ee441dc7652cac3980

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

3. Pending Supervisor Signature email.

> This email was generated from "GT" TEST environment. It is for TEST purposes only.
>
> Dear Mae Bartley,
>
> COR Bartley is pending your signature to approve COR nomination on contract 200260\N0002417C9110. PCO Bartley has certified COR's nomination and signed the Designation Letter.
>
> As the COR's Supervisor, you are required to provide your approval on the Nomination.
>
> Please click on the link below to review, sign and approve the nomination. No COR may be nominated until you complete your portion of the process.
>
> https://wawf-gt.nit.disa.mil/jam/smartToken?email=mae.k.bartley.civ%40mail.mil&token=2ebf6c9cbcd328ca2b6e9695d11b0b700650bace2aacf8a5db69799f5e6f372c
>
> NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

Upon receipt of the email, copy and paste the link into your internet browsers. When nomination status is Pending Supervisor Review, complete the certifications, click Approve, click Yes to confirm and exit the application.

When status is Pending Supervisor Signature, scroll down to the Designation or Termination Letter section, click Signature Required, follow the prompts to Sign and Approve.

My Appointments

This menu item is available to users with COR, Contract Officer, and Contract Specialist roles. After logging into PIEE and clicking on the JAM Icon, the CO/CS/COR click My Appointment. Based on role the user is presented a set of menu items such as those display below.

CO Menu
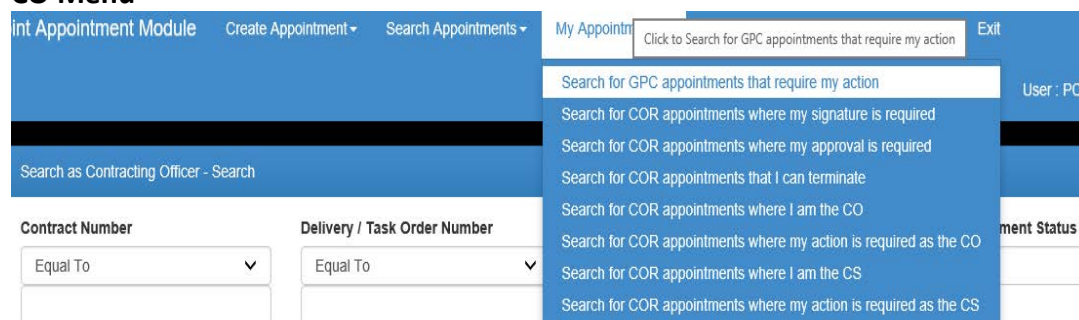
CS Menu

COR Menu
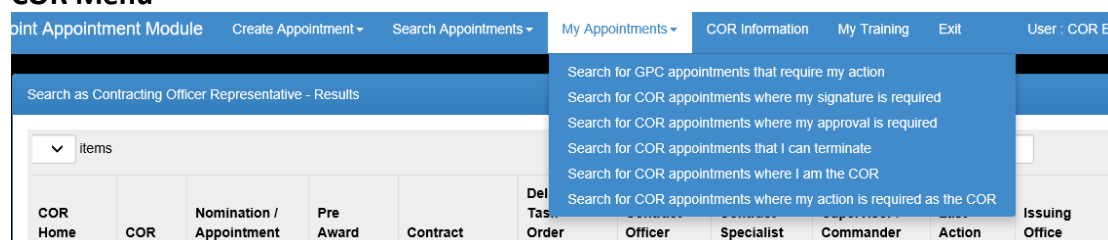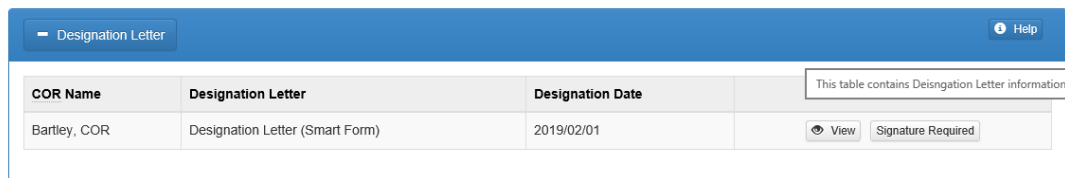
1. **Search for COR appointments where my signature is required (*CO or COR Roles*)**

The **CO** is provided a list of contracts that requires the Contracting Officer's signature. Status is Pending PCO Signature and may apply to COR Designation Letter or COR Termination Letter. From the list, select the contract number, scroll down to both sections and look for Signature Required.

The **COR** is also provided a list of contracts that requires signature on the Designation or Termination Letter in the status Pending COR Signature. *Note: These are actions for which the COR Self-Nominated.* From the list, select the contract number and scroll down to the Designation or Termination Letter.

Click on Signature required to open the document to review. Scroll to the bottom of the letter and click Sign to approve. Remember to click Approve on the nomination form to send letter to the next role in the workflow and click Yes to confirm. The COR may also reject, save or cancel.

2. **Search for COR appointments where my approval is required (*CO, CS or COR Roles*)**

The **CO and CS** are provided a list of contracts for which the COR has completed a self-nomination or the CO/CS has begun an appointment using the CO/CS Process. Status for both is Pending PCO Review. For nominations using the COR Nomination Process, the CO/CS shall complete all applicable section, i.e. Contracting Information, Place of Performance, Period of Performance Monitoring, QASP/Waiver. The CO/CS may also be required to complete certifications. Both roles have the ability to add the Designation Letter and save it. Only the CO has the authority and ability to sign the Designation Letter. For appointments using the CO/CS Process, the CO/CS finalize by completing the certifications and approving the appointment. *Note: The workflow history lets the CO/CS know which process was used in the nomination/appointment.*

The **COR** is provided a list of contracts that requires review by the COR. For the majority of these actions the status is Pending COR Review and requires the COR to take some action on the nomination – either signing the Designation or Termination Letter. *Note: These actions began using the CO/CS Appointment Process.* For these appointments, the COR shall the open the appointment and scroll down to the Designation or Termination letter section. After clicking on Signature Required to open the document, review the document, scroll to the bottom of the letter and click Sign to approve. Click Approve to send letter to the next role in the workflow and click Yes to confirm. COR may also click reject, save or cancel.

3. **Search for COR appointment where I can request termination (*COR, CS, or CO Roles*)**

The **CO and CS** are provided a list of contract numbers and Active CORs that may be terminated when needed. To terminate, click on the contract number for the Active COR. Scroll down to the termination section and click on Add Termination Letter.

Complete all fields in the letter and click add. Add your signature to the letter and sign.   Once the letter has been added, scroll to the bottom and click Request Termination. Click Yes to confirm. The COR will be informed that their signature is required on the Termination Letter.

The **COR** is provided the COR a list of contracts that the COR can request a termination**.** *Note: This process is still being developed.*

4. Search for COR appointments where I am the CO, CS or COR (*CO, CS or COR Roles*)

This menu provides the CO, CS, or COR a list of contracts in all status for which the COR, CO, or CS is listed on the applicable nominations/appointments.

5. Search for COR appointments where my action is required as the CO, CS or CO (CO, CS or COR Roles)

This menu provides the CO, CS, or COR a list of contracts in all status that require some action by the role CO, CS or COR listed on the applicable nomination/appointment.

All of the above menu options may not be available to all CORs. For example, a COR must have an Active or Inactive COR Appointment in order to receive the request a termination menu.

Search Appointments

This menu item is available to all roles. After logging into PIEE and clicking on the JAM Icon, the COR should click on Search Appointments and click on Search As…(your role i.e., COR, CS, CO, ACO, QAPOC).

Use Search appointments to search for nomination by specific or combinations of criteria listed below. User may search using Contains, Equal, Starts With, Ends with capabilities.

- Nomination/Appointment Status (all statuses available)
- COR Name (Last, First/Partial values are acceptable)
- Home Organization DoDAAC or FEDAAC
- COR Type (Primary, Alternate)
- Contract Number
- Delivery Order Number
- Pre-Award Number
- Contracting Officer Name (First and Last Name)
- Contract Specialist Name (First and Last Name)
- Supervisor Name (First and Last Name)
- QAPOC Name (First and Last)
- ACO Name (First and Last
- Issuing Office DoDAAC or FEDAAC
- Home Organization DoDAAC or FEDAAC

Using the any of the search criteria above, JAM will return the following information in the Search Results:

- COR Name
- COR Type
- Status
- Nomination/Appointment Status
- Pre-Award Number
- Contract Number
- CO Name
- CS Name
- Issuing Office DoDAAC or FEDAAC

The search results are restricted by role, agency and DoDAAC or FEDAAC. The user will have the ability to access the details of the nomination/appointment records returned.

COR Lookup

This menu item is available to all roles except the COR Role. This function allows a user to search for a registered COR in PIEE so that prior to appointment the user may review the COR's information to ensure that the COR is qualified to perform the surveillance requirements for the contacts they are being considered for appointment. To use, select COR Lookup and enter one or more of the search criteria or click Search to see all CORS.

A list of all CORs is displayed.

Click on the COR's name to see the information contained in the COR Profile.

Workflow History

The workflow history allows users to see where in the process each nomination/appointment resides. Nominations whose first actions are Initiated by the Contracting Officer Representative are those using the COR Self Nomination Process. The workflow using this process of normally follow the actions below.

Date	Action	Action By	Status
2013/05/13	Initiated by Contracting Officer Representative	Bartley, COR	Draft
2013/05/13	Submitted by Contracting Officer Representative	Bartley, COR	Pending Supervisor Review
2015/05/08	Approved by Supervisor / Commander	Bartley, Mae	Pending PCO Review
2017/10/31	Approved by Contracting Officer	Bartley, PCO	Active COR

Nominations whose first actions are Submitted by Contracting Officer are those using the CO/CS Process. The workflow using this process of normally follow the actions below.

Date	Action	Action By	Status
2019/04/30 11:34:22	Submitted by Contracting Officer	Bartley, PCO	Pending COR Review
2019/04/30 12:10:57	Approved by Contracting Officer Representative	Bartley, COR	Pending Supervisor Review
2019/04/30 12:16:37	Approved by Supervisor / Commander	Bartley, Mae	Pending PCO Review
2019/04/30 12:35:13	Approved by Contracting Officer	Bartley, PCO	Pending Signatory Review
2019/05/15 06:11:14	Approved by Additional Signatory	Bartley, Penny	Active COR

JAM Scenarios

Scenario: I need to add a user role.

1. Log into PIEE
2. Click on "My Account" and then "Add Additional Roles"
3. Previous CORT Tool roles will now be listed under the "SPM" Module
4. Continue with adding roles process

Scenario: I'm a COR and this is my first time into JAM since migration from CORT Tool.

1. Log into PIEE and the JAM module should be available on the homepage
2. Click on JAM
3. Click on "COR Information", make sure all data fields are completed, and click "Save"
4. Click on "My Training", make sure all relevant training is listed, adding if necessary
5. You can now create a nomination by clicking on "Create Appointment" and then "COR Nomination"

Scenario: I'm a COR, this is my first time into JAM, and I want to view my nominations/appointments.

1. Log into PIEE and the JAM module should be available on the homepage
2. Click on JAM
3. Click on "My Appointments" from top menu
4. Click on appropriate search as COR you wish to conduct – "Search for COR Appointments…"
5. A list of your COR nominations/appointments will be listed
6. Alternatively, you can click in "Search Appointments" and then "Search Appointments as Contracting Officer Representative" and search for specific nomination

Scenario: I'm a COR with an existing COR role in PIEE and was told to create a nomination in JAM.

1. Log into PIEE and the JAM module should be available on the homepage
2. Click on JAM
3. Click on "COR Information", make sure all data fields are completed, and click "Save"
4. Click on "My Training", make sure all relevant training is listed, adding if necessary
5. You can now create a nomination by clicking on "Create Appointment" and then "COR Nomination"
6. Complete mandatory fields and submit nomination which will send the nomination to your Supervisor listed on your PIEE User Profile for review

Scenario: I'm a CO or CS, this is my first time into JAM, and I want to view my appointments.

1. Log into PIEE and the JAM module should be available on the homepage
2. Click on JAM
3. Click on "My Appointments" from top menu
4. Click on appropriate search as CO/CS you wish to conduct – "Search for COR Appointments…"
5. A list of your appointments will be listed
6. Alternatively, you can click in "Search Appointments" and then "Search as Contracting Officer" and search for specific appointments

Scenario: I'm a CO or CS, this is my first time into JAM, and I want to create an appointment.

1. Log into PIEE and the JAM module should be available on the homepage
2. Click on JAM
3. Click on "Create Appointment" and then "COR Appointment as CO" (or CS)
4. Choose the type of COR Appointment you wish to create – most appointments will be option "a" below:
   a. Create COR Appointment - EDA - Create the appointment using Electronic Data Access contracts to pre-populate the appointment information
   b. Contract Surveillance - Retained by CO - Add contract data from the Electronic Data Access system to the Contract Surveillance Retained by Contracting Officer list
   c. Contract Surveillance - No COR Required - Add contract data from the Electronic Data Access system to the Contract Surveillance No COR Required list
5. Complete mandatory fields and submit nomination which will send the nomination to the COR.

Scenario: I'm a CO or CS, this is my first time into JAM, and I want to create an appointment, but I'm not sure if the COR has an active COR role.

1. Log into PIEE and the JAM module should be available on the homepage
2. Click on JAM
3. Click on "COR Lookup" and perform search for COR (if the COR is active, results will be returned)
4. Click on "Create Appointment" and then "COR Appointment as CO" (or CS)
5. Click on "Create COR Appointment – EDA"
6. Complete mandatory fields and submit nomination which will send the nomination to the COR.

# SURVEILLANCE AND PERFORMANCE MONITORING (SPM) MODULE OVERVIEW

Effective Contract Surveillance allows the government to verify the contractor is fulfilling contract delivery and quality requirements and to document performance for the contract record. Contracting Officer Representatives (CORs) function as the "eyes and ears" of the Contracting Officer and liaison between the government and contractor when executing surveillance responsibilities (see FAR 2.101). However, contract surveillance is not solely the responsibility of the Contracting Officer and the COR; other individuals (i.e. *Administrative Contracting Officer (ACO), Quality Assurance (QA) Personnel,* etc.) may have designated surveillance responsibilities.

The ***DoD CORT Tool was redesigned and renamed.*** All nominations, designations and terminations will be conducted in the Joint Appointment Module (JAM). All other contract surveillance actions will be conducted in the Surveillance and Performance Monitoring (SPM) Module.

SPM replaces COR Working File and the COR Online file. It introduces the COR Surveillance Contract File concept. SPM also introduces the COR Surveillance and Oversight menu, which serves as a data entry point for all surveillance actions and document stored in the COR Surveillance File.

SPM provides a formalized process for the COR to inform the CO/CS/QA of any ambiguities or discrepancies encountered doing contract surveillance. SPM connects and shares data with other PIEE enterprise systems and modules (WAWF, GFP, EDA, and SPRS).

SPM menu is displayed below. Access is role base and each user will see at least two or more of the items below.
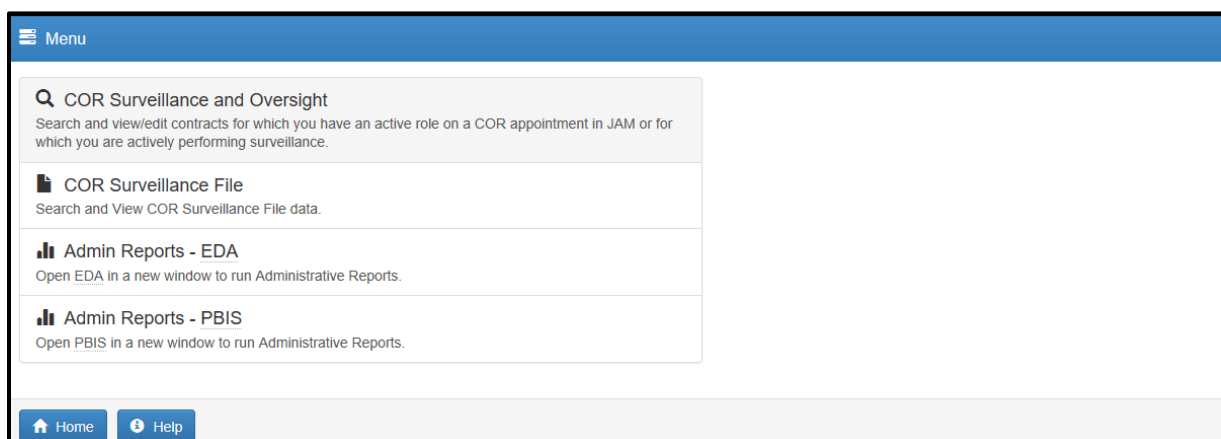
COR Surveillance and Oversight

The Contract Status/List in the former CORT Tool has been renamed to COR Surveillance and Oversight. This menu displays a list of the current active appointments for the user and/or those for which they are currently conducting surveillance. The COR Surveillance and Oversight menu of SPM will serve as a data entry point, allowing user with appropriate roles the ability to make updates.

Upon selection of the contract, the user will have the ability to view and enter specified Contract Management information to include COR Information, QASP, Place of Performance, Contracting Information, and supporting external documents. The user will be able to view and/or conduct the following:

Data in the following is sections are captured in JAM and are presented as read only in the COR Oversight and Surveillance menu. They include.

1. Contracting Information
2. Contractor Information
3. Period of Performance for Monitoring (*Any changes to these dates shall be made by the CO or CS in the JAM module)*
4. COR Information

Data in the following is these sections are captured in JAM and shall be updated or modified in the SPM COR Oversight and Surveillance menu. They include:

1. Data in Contracting Information Section

- A CO, CS, DA, or DPAP Admin user of SPM can edit the Department, Issuing Office, Admin ACO, QA POC, Contracting Officer Name and Contract Specialist Name.
  - Click Edit, to make changes.
  - Any edits to the Department, Issuing Office, Admin ACO, QA POC, Contracting Officer Name and Contract Specialist Name in SPM generates a notification to the COR and Supervisor indicating the changes.

  - History of the change is recorded in both SPM and JAM.

2. Contract Place of Performance

- The Contract Place of Performance as captured in JAM will default.

- A COR, CS, or CO user of SPM can add or remove Contract Place of Performance as required. If needed, The CO may also update the corresponding record in JAM.

3. QA Surveillance Plan /Waiver **–** This menu displays the QA Surveillance Plan and Waiver Section as captured in JAM

- COR, CO, or CS may and add additional QASPs as required in SPM. The added QASP is considered supplemental does not overwrite any QASP that was previously added.

- The CO or CS will have the ability to optionally add a QASP Waiver Smart Form.

- The original QASP entered in JAM cannot be deleted.

- QASPs that are added in SPM will be visible in JAM.

4. Attach external contract surveillance supporting documentation for a selected contract

- A user (*any role, except auditor*) will be able to add external documents (e.g. PDF, MSWord, Excel) for an individual contract in SPM for which they are the COR and/or performing surveillance.

- The system will display for each attached document at a minimum the month/year (as entered by user), name of the document, name of user that added the file and the date in which the file was added.

- The COR Correspondence category should also allow for a user to link correspondence from the Contractor Communication Module. (*under development*)

- The Contractor Billing Review category should also allow for a user to link to the Contractor Execution report in Data Lake. (*under development*)

- For any attachment added under the subcategory of 'Other' the system will provide a text field in which the user can provide a short description of the attachment.

- Only a CO or CS can add external documents to the Annual Inspection Checklist list category/subcategory.

5. Contract surveillance HTML/Smart forms for a selected contract

A list of the initial smart forms developed for SPM is listed below and is contained in Appendix A. A COR in **active or inactive** status may upload reports in SPM via the COR Surveillance Oversight menu. A Terminated COR is no longer able to upload reports in SPM.

To upload a report, select the COR Surveillance and Oversight menu. Search for the applicable contract using one or a combination of search criteria for the contract number and click on link. The COR Surveillance document page will be displayed.

Scroll down to and expand the Surveillance Document section. Click Add Documents to add an external document or click on Add Smart Form to add one of the forms found in Appendix B.

Note: Except for the QASP Waiver, SPM will not permit Smart Forms to be added to terminated appointments.

The user will select one of the Document Types and complete each field.

6. COR Status and Progress Report

The CO is responsible for approving COR Status and Progress report. To do so, perform the following after logging into SPM. Select "COR Surveillance and Oversight Menu and find the contract number the COR. Click on contract number and scroll down to Surveillance Document section. Find the status report and click on review. When the document opens, review and when ready to approve, click review at the bottom. Sign the document and click approve.

7. Annual File Inspection Checklist (COR Checklist)

CO and CS now have the ability to add the Annual COR File Inspection Checklist HTML Smart Form for one selected contract and move to the next selected contract to add the checklist information without having the re-query the contracts as they move between each. In addition, SPM will provide an automated email reminder to go to CO and CS on an annual basis (based on the appointment date) alerting them that an annual COR Surveillance Review is due.

COR Surveillance File

In SPM, a new COR Surveillance File concept is introduced. SPM users are provided a single display with the data and documentation related to a specific contract where a user can access in a single location the data and supporting documentation needed to conduct contract surveillance, divided by section, categories and subcategories. The surveillance file information is being presented in a view-only state. SPM provides the user a robust search capability to identify the contract to which they wish to view and then can drill-down to see all information pertaining to a contract.

The COR Surveillance file is a part of the official contract file and must be maintained accordingly. The COR Surveillance file attempts to organize the records in a way that allows for rapid access to information by the COR and inspection by the Contracting Officer and other authorized officials.

Each SPM contract will have a single display and will contain the following:
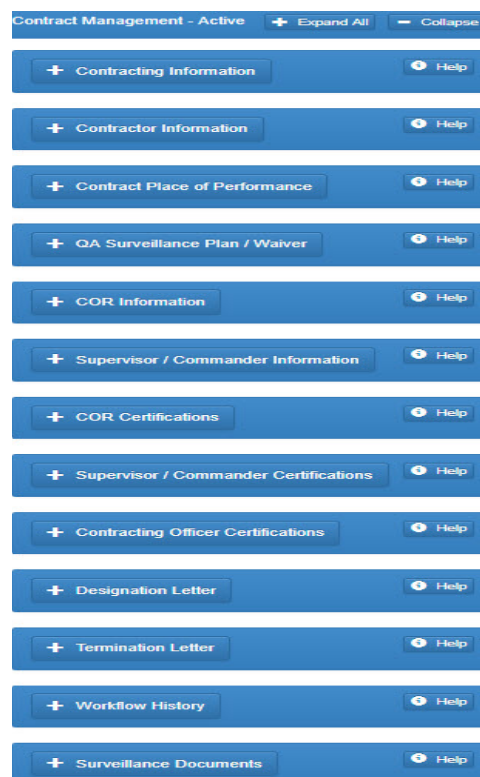
Surveillance Documents will contain the following:
- o   All external supporting documentation displayed their native format
- o   All smart form as PDF

Note: The surveillance document section will be divided into thirteen section and each document filled accordingly. This is currently under development.

Any user with access to SPM may view the contents of these files based on user access, role, DoDAAC (FEDAAC) or agency.

The COR Surveillance File will also have a link to the Government Furnished Property Module., and Contract Communications Module. Any communications within CCM that the user currently has access to will be available within SPM.

The COR Surveillance File will have a link to the relevant WAWF Cost Vouchers for the contract.

Admin Reports – EDA

In SPM, an Administration Reports capability has been added to provide more robust reporting. This functionality will continue to provide access to the existing MRS reports, but will also allow for access to specific Data Lake reports to support COR surveillance needs.

The Admin Reports – EDA menu link will open EDA in a new window to allow the user to run one or more of the following reports in EDA:

- COR Management Report
- COR Training Report
- Contract Document Report
- COR Contract List Status Report
- COR View all Locals Status Report
- User Report

To generate a report for your office, agency, command, or department log into SPM and select, Admin Reports – EDA, this will take you to Kibana and you will need to follow the instructions in Appendix C.

Admin Reports –PBIS

The Admin Reports – PBIS menu link will open PBIS URL in a new window to allow the user to login to PBIS and run one or more of the following reports:

- Service Contract with CORs Appointed in DoD CORT Tool
- Submission of Status Report to the Contracting Officer
- Contract 360 Report for a COCOM

SPM Scenarios

Scenario: I'm a COR and I want to view the documents in my online file for an existing nomination.

1. Log into PIEE and the SPM module should be available on the homepage
2. Click on SPM
3. Click on "Menu"
4. Click on "COR Surveillance File" - This is a **View Only** search
5. Make sure "Search As" in top left corner has "Contracting Officer Representative" listed if you have multiple roles
6. Perform search and click on contract number hyperlink
7. Scroll down to the bottom to see documents listed under "Surveillance Documents"

Scenario: I'm a CO or CS and I want to view the documents in a COR's online file for an existing nomination.

1. Log into PIEE and the SPM module should be available on the homepage
2. Click on SPM
3. Click on "Menu"
4. Click on "COR Surveillance File" - This is a **View Only** search
5. Make sure "Search As" in top left corner has "Contracting Officer" or "Contract Specialist" listed if you have multiple roles
6. Perform search and click on contract number hyperlink
7. Scroll down to the bottom to see documents listed under "Surveillance Documents"

Scenario: I'm a COR and need to add documents to my existing nomination brought over from CORT Tool.

1. Log into PIEE and the SPM module should be available on the homepage
2. Click on SPM
3. Click on "Menu"
4. Click on "COR Surveillance and Oversight"
5. Make sure "Search As" in top left corner has COR listed if you have multiple roles
6. Perform search and click on contract number hyperlink
7. Scroll down to the bottom to see "Surveillance Documents"
8. Click on "Add Documents" or "Add Smart Forms"

Scenario: I'm a COR Supervisor and this is my first time into SPM.

1. COR Supervisors have been migrated to a "Manager" role and will have read only view into nominations/appointments
2. Log into PIEE and SPM module should be available on the homepage
3. Click on SPM
4. Click on "COR Surveillance File"
    a. This is a **View Only** search
5. Make sure "Search As" in top left corner has "Manager" listed if you have multiple roles
6. Perform search and click on contract number hyperlink
7. Scroll down to the bottom to see documents listed under "Surveillance Documents"

FEDERAL AND SERVICING AGENCY USE OF SPM AND JAM

The non-DoD Contracting Officer (CO) shall work with the PIEE Program Management Office (PMO) to ensure that at least one individual in the Servicing Agency's organization has a PIEE role that permits uploading contracts to the Electronic Document Access (EDA) module and performing COR oversight within the PIEE. The CO, or a designated person in the Servicing Agency, shall upload a copy of the contract to EDA before appointing a Contracting Officer's Representative (COR) for a contract performed for DoD. The CO shall process the COR nomination and appointment in the PIEE Joint Appointment Module (JAM).

The CO shall ensure that the Servicing Agency or the COR uploads all contract modifications and task orders/delivery orders to EDA within one week of award of the order. The CO's appointment shall direct the CORs to upload copies of invoices (unless posted in WAWF) to the Surveillance and Performance Monitoring Module (SPM) for audit purpose. The CO shall require the COR to use SPM for contract administration of all contracts awarded on behalf of the DoD.

APPENDICES

Appendix A: Nomination/Appointment Processes

1. JAM COR Self-Nomination Process

Draft - 1

In JAM: COR creates an nomination, contract #/PR #, review COR info, training, experience

COR chooses CO/CS and completes contracting info and certifications

System routes nomination to Supervisor

→ Initial Email to Sup: Pending Super Review**

Pending Supervisor Review - 2

Via Email: Supervisor reviews nomination and completes certifications

System routes to CO/CS

→ Initial Email to CO/CS: Pending PCO Review**

Pending PCO Review - 3

In JAM: CO/CS completes contracting info, QASP, PoP

CO/CS certifies, creates and signs designation letter

System routes nomination and designation letter to COR

→ Initial Email to COR: Pending COR Signature**

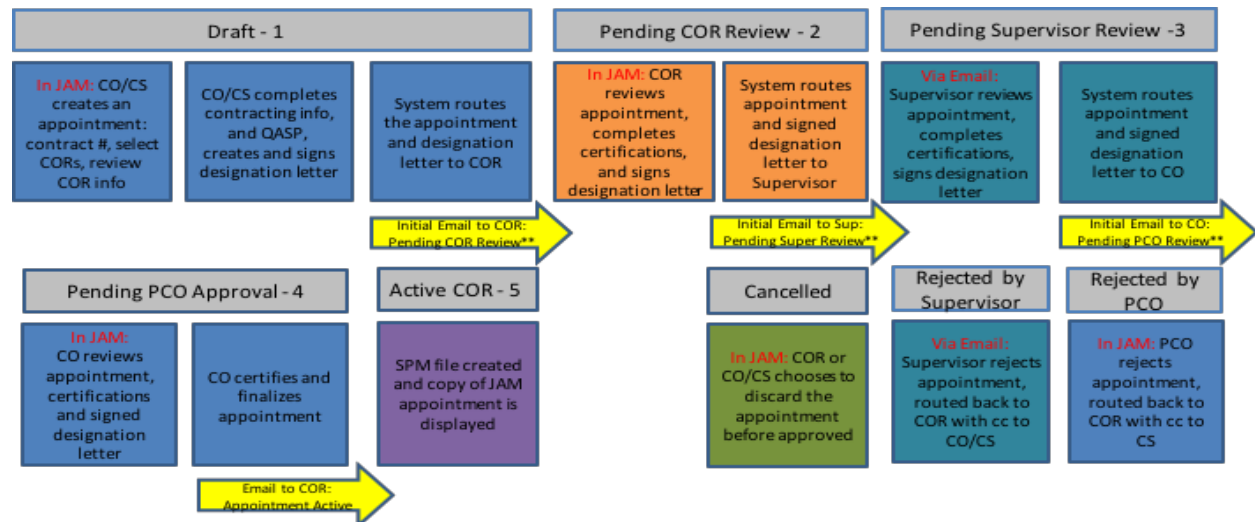**Pending COR Signature - 4**

In JAM: COR reviews nomination and signs designation letter

System routes nomination and signed designation letter to Supervisor

→ Initial Email to Sup: Pending Super Signature**

Pending Super Signature - 5

Via Email: Supervisor reviews nomination and signs designation letter

In JAM: Nomination complete

→ Email to COR: Appointment Active

Active COR - 6

SPM file created and copy of JAM appointment is displayed

Cancelled

In JAM: COR or CO/CS chooses to discard the nomination before approved

Rejected by Supervisor

Via Email: Supervisor rejects nomination, routed back to COR with cc to CO/CS

Rejected by PCO

In JAM: PCO rejects nomination, routed back to COR with cc to CS

2. JAM CO/CS Appointment Process

Draft - 1

In JAM: CO/CS creates an appointment: contract #, select CORs, review COR info

CO/CS completes contracting info, and QASP, creates and signs designation letter

System routes the appointment and designation letter to COR

→ Initial Email to COR: Pending COR Review**

Pending COR Review - 2

In JAM: COR reviews appointment, completes certifications, and signs designation letter

System routes appointment and signed designation letter to Supervisor

→ Initial Email to Sup: Pending Super Review**

Pending Supervisor Review -3

Via Email: Supervisor reviews appointment, completes certifications, signs designation letter

System routes appointment and signed designation letter to CO

→ Initial Email to CO: Pending PCO Review**

Pending PCO Approval - 4

In JAM: CO reviews appointment, certifications and signed designation letter

CO certifies and finalizes appointment

→ Email to COR: Appointment Active

Active COR - 5

SPM file created and copy of JAM appointment is displayed

Cancelled

In JAM: COR or CO/CS chooses to discard the appointment before approved

Rejected by Supervisor

Via Email: Supervisor rejects appointment, routed back to COR with cc to CO/CS

Rejected by PCO

In JAM: PCO rejects appointment, routed back to COR with cc to CS

Appendix B: COR Surveillance Categories and Subcategories

| Categories	Subcategories
COR Status/Progress Report	N/A
COR Trip Report	N/A
COR Correspondence	N/A
Surveillance	Checklist
	Schedule
Plan(s)	Environmental
	Maintenance
	Safety
	Work
	Drawing Specifications and Performance Parameters
Schedule	Integrated Master Schedule
Reports	Test
	Deficiency
	Discrepancy
	Other
Construction and A&E	N/A
Contractor Billing Review	N/A
Earned Value Management	N/A
Contractor Performance	Contract Deliverables
	Contractor Compliance
	Contractor Acceptance
Warranty	Warranty Tracking and Source or Repair Instruction
Miscellaneous	Memorandum for the Record
	Contractor Travel Request
	Other
Contracting Officer	Annual COR File Inspection Checklist
Universal Examination Record	Checklist

Appendix C - Kibana Generating CSV Report

This will list the necessary steps/screenshots to generate CSV reports within Kibana.
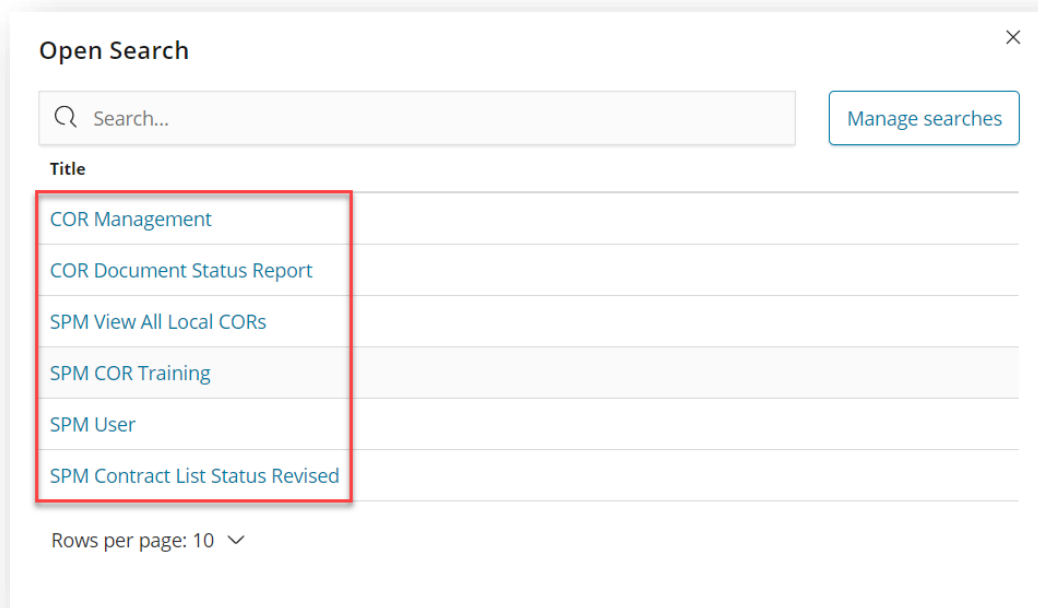
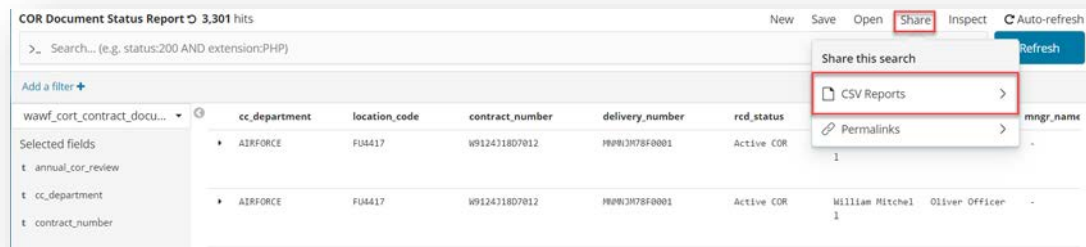1. After logging into Kibana, click on the '**Discover**' tab.
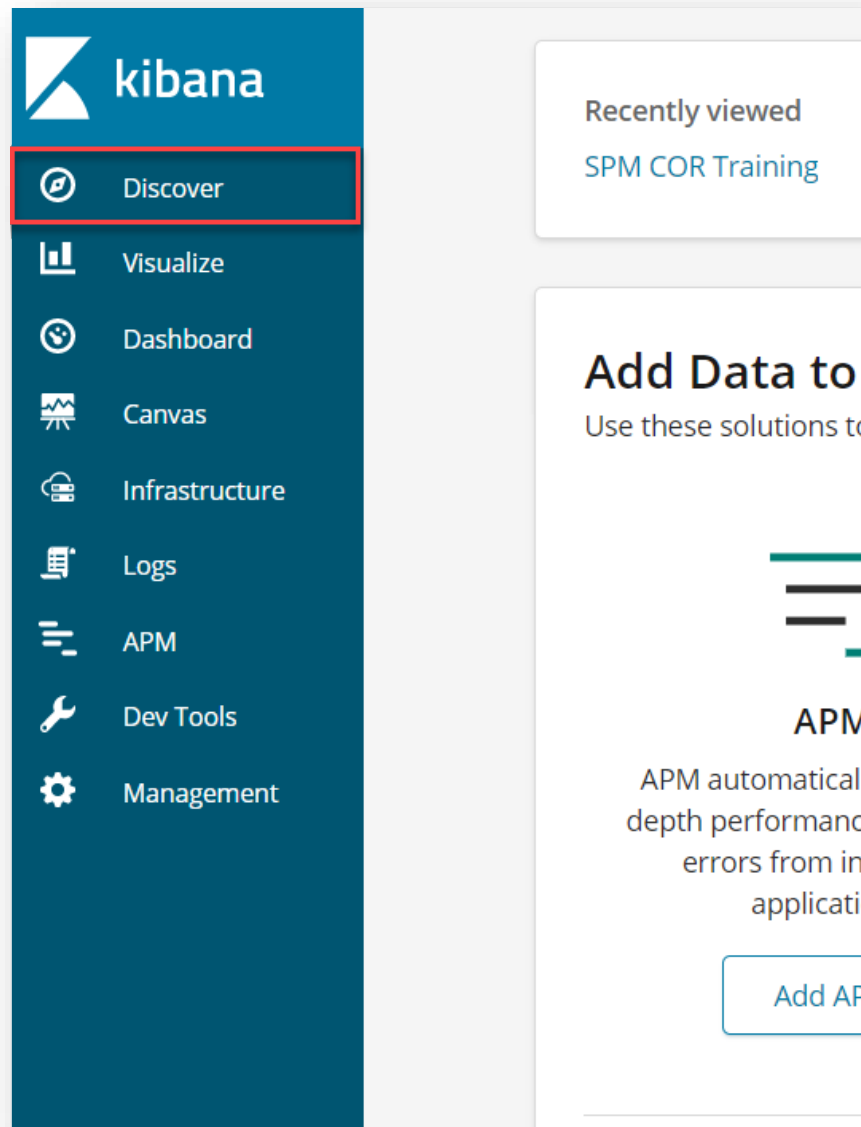
2. Click **Open** link at the top of the **Discover** page to find the necessary report that you would like to view.
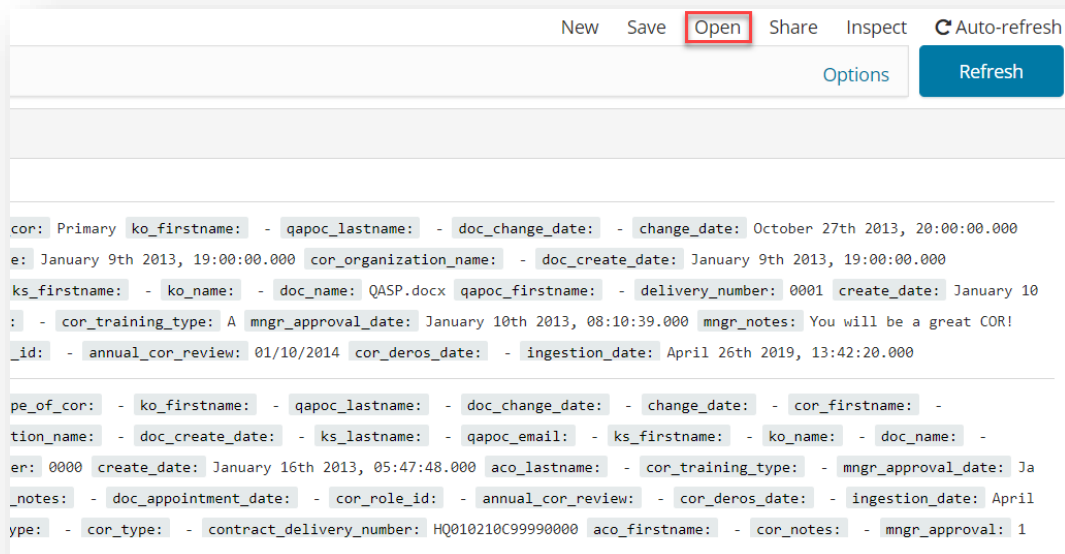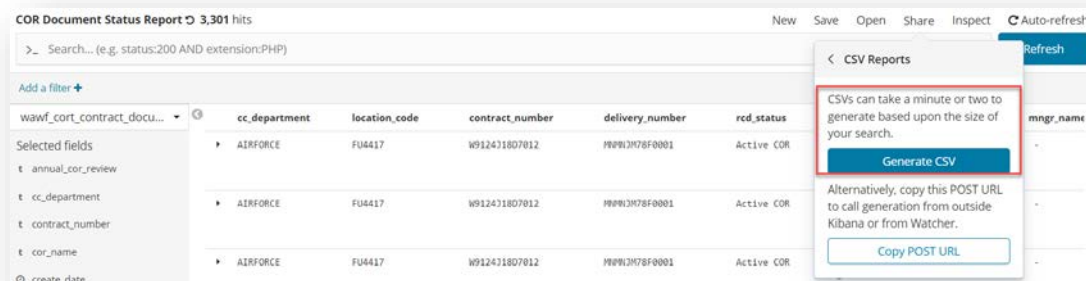

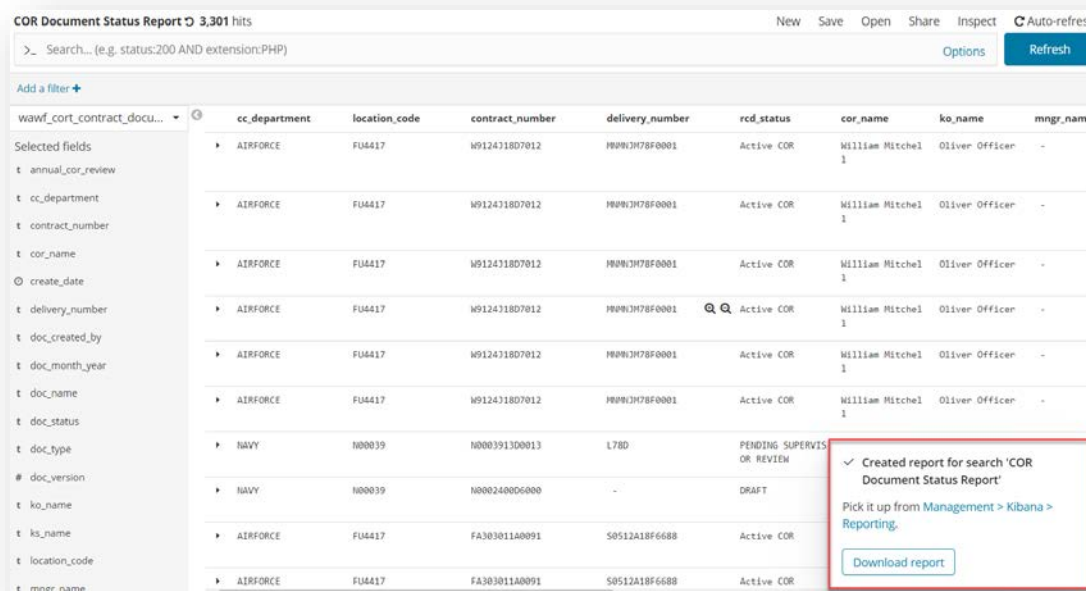3. Within the popup, click on the report you would want to view.

4. Once the report is displayed, you can click on the **Share** button at the top of the page, and then click **CSV Reports**.


5. Click the **Generate CSV** button to generate the CSV report.

6. The report would start building and once it has finished building you can click **Download Report** button that appears at the bottom of the page in a popup.

7. If you would like to pull a report that was generated earlier in the day, or the popup goes away too quickly, you may continue through steps 8 - 10.
8. Click **Management** tab on the right side of Kibana.
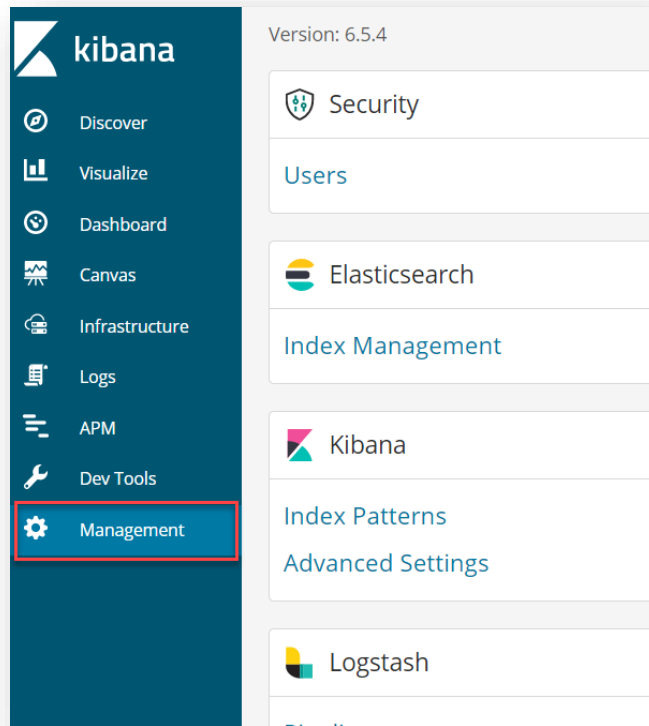
9. Click on the **Reporting** link under the **Kibana** box:
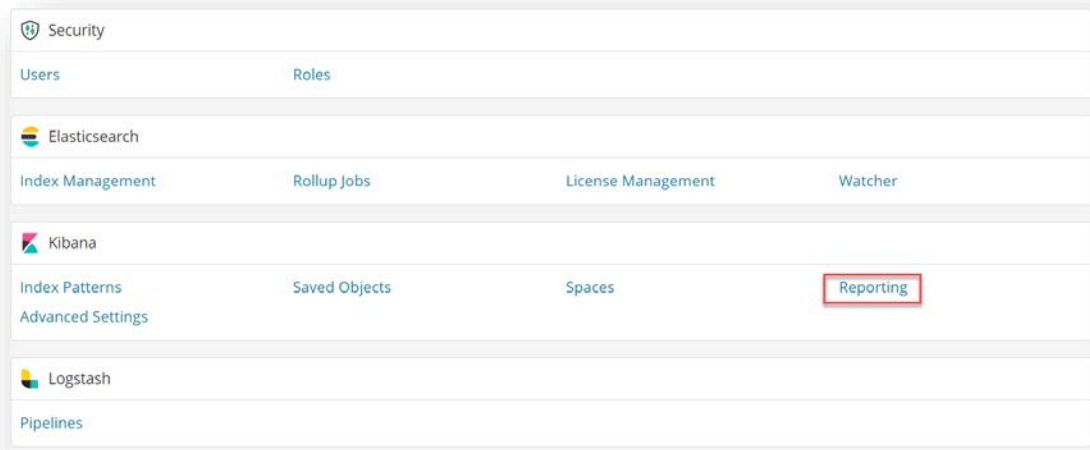
Find the report you would like to download, this would only contain your reports generated, and click on the download link to the right of the page.

Appendix D – Status

Active COR - For COR self-nomination, this status is set after the Supervisor signs the COR designation letter. For CO/CS initiated appointment, this status is set after the CO finalizes the appointment.

Inactive COR - JAM automatically sets this status when the Period of Performance for Monitoring End Date has lapsed.

Cancelled – This status is set when a user chooses to discard the nomination/appointment before final approval.

Contract Closed - Automatically updated based on EDA status of closed for the contract number.

Contract Archived - Automatically updated based on EDA status of archived for the contract number.

Draft - A nomination has been initiated and saved by the CO, CS, COR. This status is maintained until one of the other statuses is triggered.

Pending COR Signature - The nomination has been initiated by the COR and approved by both the Supervisor on behalf of the requiring activity, the contracting officer, and, when applicable, the HCA or higher level authority. The CO has completed the nomination fields, signed the COR designation, and has sent letter to the COR for signature. This status is set to inform the COR of the need to sign the designation letter, or when applicable, the termination letter.

Pending COR Review – This appointment has been **initiated by the CO/CS**. The CO completed all applicable fields, created and signed the designation letter, and submitted to the COR. This status is set to inform the COR of the need to review the appointment, complete the certifications, sign the designation letter, or when applicable, the termination letter and to approve the appointment.

Pending Supervisor Review:

- For COR initiated self-nomination, the COR completes all applicable nomination fields and submits to Supervisor. This status is set to inform the Supervisor of the need to review the appointment, complete the certifications, and approve the nomination on behalf of the requiring activity.

- For CO/CS initiated appointment, the supervisor reviews the appointment summited by the CO/CS and approved by the COR. This status is set to inform the Supervisor of the need to review the appointment, complete the certifications, sign the designation letter, or when applicable, the termination letter, and to approve the appointment on behalf of the requiring activity.

Pending PCO Review:

- For COR initiated self-nomination that have been approved by the Supervisor on behalf of the requiring activity, the CO is required to complete the applicable fields, complete the certifications, create, sign the send designation letter to the COR for signature; otherwise reject the nomination with comments.

- The nomination has been initiated by the CO/CS, approved by the COR and Supervisor on behalf of the requiring activity and COR designation letter have been signed by the CO, COR and Supervisor. This status is set to inform the Contracting Officer of the need to review the appointment, complete the certifications and finalize the appointment by approving or rejecting. The appointment become active for the COR unless, higher approval signature is required.

Pending (*Additional*) Signatory Review – The nomination has been initiated by the COR, approved by the Supervisor and CO requires review by the Head of the Contracting Agency or some other higher level review. If approving, the HCA or higher level authority review the nomination and approves.

Pending (*Additional*) Signatory Signature - For both COR self-initiated nomination approved by the all parties (COR, Supervisor, and CO) and CO/CS Appointment finalized, but still requiring additional signature (i.e. Head of the Contracting Agency or Higher Level Authority) on the COR designation letter. The appointment has been submitted to this individual for signature. Upon this signature, the appointment will become active.

Pending Supervisor Signature - The nomination has been initiated by the COR. The COR designation letter has been signed first by the Contracting Officer and second by the COR. This status is set to inform the Supervisor that they need to sign the designation letter or when applicable, the termination letter. Upon the Supervisor's signature on the designation letter, the COR will be designated as an Active COR if no higher authority signature is required.

Recall – A COR, CS, or CO can recall a nomination/appointment that is in Cancelled status. Recall can happen up to 30 days after cancellation. At the 31st day, the cancelled nomination/ appointment will be deleted. A recalled nomination/appointment will be restored in a draft status.

Rejected by the COR – The COR has rejected a nomination/appointment.

Rejected by PCO – The CO/CS has rejected the nomination/appointment.

Rejected by Signatory – The Head of the Contracting Agency or Higher Level Authority has rejected the nomination/appointment.

Rejected by Supervisor- The Supervisor has rejected the nomination/appointment.

Terminated COR – The CO has terminated an Active COR appointment. A termination letter has been issued and signed by the CO. COR and Supervisor should acknowledge the termination.

Appendix E – SPM and JAM Roles

Administrative Contracting Officer (ACO) - Limited to as many roles with different DoDAACs as needed. ACO is a view only role on an appointment in JAM. In SPM, the ACO may add and view documents on appointments associated with.

Contracting Officer Representative (COR) - Limited to one role and one DoDAAC. If the DoDAAC is incorrect, the GAM should reject the role and the COR needs to fix the DoDAAC and resubmit the COR role for approval.

Contracting Officer (CO) – Limited to as many roles with different DoDAACs as needed. Each CO role with a DoDAAC will populate the drop-down menu for the COR to assign a CO after placing in the Issuing Office DoDAAC.

Contract Specialist (CS) - Limited to as many roles with different DoDAACs as needed. Each CS role with a DoDAAC will populate the drop-down menu for the COR to assign a CS after placing in the Issuing Office DoDAAC.

Manager – Limited to one role at a DoDAAC level. Managers will be able to view appointments at their DoDAAC level and below in their agency's hierarcy.

Quality Assurance Point of Contact (QAPOC) - Limited to as many roles with different DoDAACs as needed. QAPOC is a view only role on an appointment in JAM. In SPM, the QAPOC may add and view documents on appointments associated with.

Department Administrator (DA) - Limited to Service, Command, and Office leads. Contract Support personnel serving as DA must have a non-disclosure agreement on file with the Contract Officer. A copy of the agreement to should be provided to the GAM in support of the justification for approval of role. Department Administrators have ability to edit the CO, CS, QAPOC, and ACO names and Cancel a nomination/appointment that is in a pending status. DAs have access to view all appointments in their hierarchy level and down and access to run reports in SPM.

DPAP Administrator - Limited to DPC Functional oversight lead and Helpdesk Support. SPM users may not register for this role.

Appendix F – Acronyms

ACO - Administrative Contracting Officer

CO – Contracting Officer

CO – Contract Specialist

COR – Contracting Officer Representative

CORT Tool - Contracting Officer Representative Tracking Tool

CTIP - Combating Trafficking in Persons

DAU – Defense Acquisition University

DPC – Defense Pricing and Contracting

DoD – Department of Defense

DoDAAC – Department of Defense Activity Address Code

FEDAAC – Federal Agency Activity Address Code

EDA – Electronic Data Access

GPC – Government Purchase Card

JAM - Joint Appointment Module

NIA - National Interest Action

QAPOC – Quality Assurance Point of Contact

QASP – Quality Assurance Surveillance Plan

OGE – Office of Government and Ethics

PCO – Procuring Contracting Officer

PIEE – Procurement Integrated Enterprise Environment

PBIS – Procurement Business Intelligence System

PBORG - Procurement Business Requirements Operations Group

SPAM – Surveillance and Performance Monitoring

WAWF – Wide Area Workflow