

Actions for New CORs

I. **PIEE MODULES / ROLES:** If you do not yet have a PIEE account, you will need one so that you can add roles in the Surveillance & Performance Monitoring (SPM) Module, WAWF, and EDA. If you already have a PIEE account, skip this section and see instructions below on adding roles in PIEE applications:

To register for a PIEE Account, see the attached screenshots, and begin registration at <https://piee.eb.mil>.

Note: Users need to enter a date (that is within the last 365 days) for Cyber Awareness Training. The system will then prompt them to enter a new date annually. The official course title is "DoD Cyber Awareness Challenge (DOD-IAA-V17.0)".

PIEE Applications:

As a COR, you will need access to the following applications (at a minimum) in PIEE:

- **JAM/SPM** – CORs request the COR role in the SPM and then have functionality in the JAM as well. COR profiles are populated within the COR's PIEE profile. Nominations are initiated and processed by the COR in the JAM; and reports are uploaded to the SPM.
- **WAWF** (Previously IRAPT) – Application used for review and acceptance of pay documents.
 - Role you will definitely need – Issue By View Only (the DoDAAC should align with the Issue By DoDAAC in the WAWF Routing Table of the DFARS WAWF Pymt Clause).
 - Role you may need – Acceptor (the DoDAAC should align with the Ship To or Accept By DoDAAC in the WAWF Routing Table of the DFARS WAWF Pymt Clause). This role is not needed for cost-type contracts.
- **EDA** - Application that houses contracts (inclusive of orders and modifications). Request the "Contracts" role, and the DoDAAC should align with the Contracts issuing office.
- **GFP Module** – Only needed when contracts include Government Furnished Property (GFP). Application for completing / routing the GFP attachment (CORs need the Initiator role in this module if they are responsible for completing the GFP attachment; CORs may not hold the Approver role).

Registering for roles in applications in PIEE:

- Go into PIEE: <https://piee.eb.mil>

- Go to the My Account link at the top
- Under the “Roles” section, select “Add Additional Roles”
- The next screen will prompt you to verify all info in your profile is accurate. Select “next” once done.
- The next screen will prompt you to verify / update supervisor / agency info. Select “next” once done.
- Roles:
 - Step 1: Select the appropriate application
 - Step 2: Select one or more roles to add under the application
 - Step 3: Select “+Add Roles”
 - Step 4:
 - Location Code Type – Remains as DoDAAC
 - Location Code – enter the 6 digit DoDAAC
 - Extension – LEAVE THIS FIELD BLANK
 - Select “next”, and on the following screen, enter the “Justification” and select “next”
- The next screen is a “Registration Summary” – verify all info and select “next”
- The next screen is the “Agreement” screen which requires you to digitally sign the request after entering your “Organization”. Once digitally signed, the request is routed to your supervisor for approval.

Download/Upload of SAAR Form: PIEE now has functionality to process the SAAR form electronically for its modules. When new users fill out their profile information it will be used to populate the electronic SAAR and email will be sent to the supervisor with a link to accept/reject access.

Your supervisor will receive a system-generated email alerting them that they need to go in and review your request and either approve or reject. They have 72 hours to do this. Once approved, your administrator is able to activate your role(s).

II. **COR PROFILE:** You can then start building your COR profile and nominating yourself under the appropriate contract / task order. If nominating at the task order level, a separate nomination is required for each task order. See the attached JAM slides for assistance with creating a COR profile and the nomination process in the JAM (starting on page 6).

The items required for a COR Nomination will depend on the type of work requirement. In accordance with DoDI 5000.72, Encl (6) Table 2, DoD Standard for Certification of CORs, there

are three categories of work requirements, each carrying different COR nomination requirements:

Type A - Fixed-price contracts without incentives and low performance risk. Agency experience requirement is a minimum of 6 months, unless waived. The waiver must be addressed in the JAM nomination (COR Information section). 8 hours of COR-specific refresher training are required every 3 years.

Type B - Fixed-price contracts with incentives, fixed-price contracts with other than low performance risk; and other than fixed-price contracts. This includes everything other than Types A and C. Agency experience requirement is a minimum of 12 months, unless waived. The waiver must be addressed in the JAM nomination (COR Information section). 16 hours of COR-specific refresher training are required every 3 years.

Type C - Unique contract requirements that necessitate the COR have a higher education or specialized training beyond the Type B requirements. Agency experience requirement is a minimum of 12 months, unless waived. The waiver must be addressed in the JAM nomination (COR Information section). 16 hours of COR-specific refresher training are required every 3 years.

REQUIRED ITEMS FOR COR NOMINATION:

1. **DAU Course Requirement** – COR/CLC 222 **or** CLC 106. This is a one-time requirement (prior to appointment) and the certificate should be uploaded to the COR's PIEE Profile.

Type A Requirement

- CLC 106 (Contracting Officer's Representative with a Mission Focus) - Go to: <https://icatalog.dau.edu/appg.aspx>. Go under "menu" and "Continuous Learning Modules", and click on "CLC"....and then "apply for this course" at the top.

Type B or C Requirement

- COR 222 or CLC 222 (Contracting Officer's Representative)
- CLC 222 Registration – Go to: <https://icatalog.dau.edu/appg.aspx>. Go under "menu" and "Continuous Learning Modules", and click on "CLC"....and then "apply for this course" at the top.

If you have difficulty registering for one of these classes, it may be because you do not yet have an Okta account set up. DAU went to a single sign-on system called Okta in 2020, and DAU students need to set-up an Okta account. Go to <https://www.dau.edu/faq/p/oktasso> and follow those instructions to set it up. If you have already set up the account, go to the below FAQs to see if the additional questions address your access issue. <https://www.dau.edu/faq/p/oktasupport>

2. **Ethics Training** – The initial and annual ethics training requirement is only required for OGE Form 450 filers or if mandated by your contracting office or agency.

3. **OGE 450 File Date** – When required, CORs should file an OGE 450 annually, and upload the confirmation page to their PIEE Profile prior to appointment, and annually thereafter, with the old ones remaining in the profile. The OGE 450 should be filed through the FDM system - <https://www.fdm.army.mil/> . Prior to filing, the COR's supervisor needs to initiate them in the system.

4. **Combat Trafficking in Persons (CTIP)** – DoD 0020 CTIP for Acquisition and Contracting is available at https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=12512. Required prior to appointment, and every three years thereafter. The COR should upload the completion certificate to their PIEE Profile, and when adding new certs, keep the old ones in their profile (for external audit purposes).

5. **Experience Write-up** – CORs may either upload an agency and technical experience write-up (prior to appointment) to the COR Information section of their JAM nomination; or they can enter the information into the system-provided data fields in the same section. This is a one-time requirement; examples of the write-ups for cost type and fixed price requirements are provided below.

- *Agency Experience* - (six months for FFP contracts and twelve months for CPFF Contracts)
- *Competencies and Technical Experience* - This is what one has done as a COR - The agency experience and competencies and technical experience can be on the same sheet of paper, and uploaded Once it's written you can upload to your COR profile under "Other" titled Agency & Competencies Exp.

Examples:

NAME: COR'S NAME

AGENCY EXPERIENCE: Depending on the contract type - Five years working as a COR with CPFF contracts.

COMPETENCIES AND TECHNICAL EXPERIENCE: I have been working as a COR for the Joint Strike Fighter Program for the last five years for CPFF contract. As the COR, I assisted in the acquisition planning. Established and maintained a COR file with all proper documentation. Identified/prevent unethical conduct and instances of fraud waste/abuse. Reviewed technical submittals with the Statement of work (perform technical monitoring and reporting in accordance with Quality Surveillance Plan; if one is in your contract). Per administrative monitoring and reporting responsibilities (handles security issues; attend meetings). Recommend monitor/proposed changes. Monitor contract expenditures/payments. Monitor contract schedules. I am the liaison between the Contracting Officer and the Contractor for management of this contract. Inspect, accept or reject deliverables during contract performance. Review and validate that contractor payment requests are commensurate with performance. Monitors control/disposition of Government furnished assets; if applicable.

I have had the following training:

COR 222 or CLC 222

DAU CLC 106, Contracting Officers Representative (BASIC)

Minimum of 1 hour Acquisition Ethics (CLM 003 or agency provided training annually)

Filed my OGE-450 on date (filed annually)

PIEE Training

Combat Trafficking in Persons

You can list any other training that you have taken related to COR duties.

If it's a FFP contract:

I have been working as a COR for the Joint Strike Fighter Program for the last five years with FFP contracts. As the COR, I assisted in the acquisition planning. Established and maintained a COR file with all proper documentation. Identified/prevent unethical conduct and instances of fraud waste/abuse. Reviewed technical submittals with the Statement of work (perform technical monitoring and reporting in accordance with Quality Surveillance Plan; if one is in your contract). Per administrative monitoring and reporting responsibilities (handles security issues; attend meetings). Recommend monitor/proposed changes. Monitor contract expenditures/payments. Monitor contract schedules. I am the liaison between the Contracting Officer and the Contractor for management of this contract. Inspect, accept or reject deliverables during contract performance. Review and validate that contractor payment requests are commensurate with performance. Monitors control/disposition of Government furnished assets; if applicable

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PIEE Training

Combat Trafficking in Persons

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