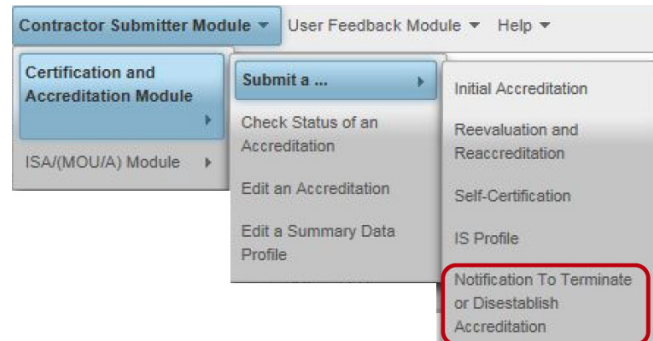




HOW TO TERMINATE/DISESTABLISH PLANS IN OBMS FOR THE SUBMITTER ROLE

1 Select the “Notification to Terminate or Disestablish Accreditation” item from the Contractor Submitter Module, Certification and Accreditation Module.



2 Select the UID to Terminate or Disestablish, Click the “Open Accreditation Package” button.



Note: Plan must have an active accreditation in the Approved status to send Notification to Terminate or Disestablish Accreditation.

3 Verify the selected plan to be Terminated or Disestablished. Check the “I verify the C&A package media has been disposed, declassified or retained in accordance with the SSP” check box and then click the “Submit for Review” button.

I verify the C&A package media has been disposed, declassified or retained in accordance with the SSP.

Submit for Review

4 The selected plan will be submitted to the Reviewer for acknowledgement.