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.

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