



# Procurement Integrated Enterprise Environment GAM 101

Office of the Director, Defense Pricing and Contracting  
Contracting e-Business (CEB)

Office of the Under Secretary of Defense  
(Acquisition and Sustainment)

Co-Presented by Procurement Integrated Enterprise Environment (PIEE) PMO  
Defense Logistics Agency (DLA)

July 2021



# Defense Pricing and Contracting



## Who

*We work with...*



**Military Departments /  
Defense Agencies /  
Combatant Commands**



**Congress & Interagency**



**International Partners**



**Industry**



**Educational Institutions  
& Think Tanks**

## Defense Pricing and Contracting

- Contract Policy
- Contracting eBusiness
- Defense Acquisition Regulations System
- Pricing and Contracting Initiatives

### 2020 Focus

- Innovate and improve acquisition policies
- Enhance currency and efficiency of contracting regulations
- Improve eBusiness systems
- Analyze the effectiveness of current financial methods through Contract Financing Study
- Workforce outreach

## How

*by Innovating...*

- Policy
- Regulation
  - FAR, DFARS, PGI
- Processes
- eBusiness Standards, Capabilities, and Data

## Why

*We do this...*

- Meet National Defense Strategy (NDS) objectives
- Support & provide guidance to DoD's 30,000 contracting professionals who obligate over \$300 billion annually to bring world-class capability to the warfighter

## OSD (A&S) Priority #1.

Enable innovative acquisition approaches that deliver warfighting capability at the **speed of relevance**:

- Translate statute into streamlined acquisition policy and business processes that keep pace with technology
  - Access emerging technology through Other Transactions

- Enable contracting at the **speed of relevance**
  - Efficient contracting for all contracting lanes and major programs

<https://www.acq.osd.mil/dpap/>



# PIEE Module Overview



## 29 Current PIEE Modules

- Broken into seven key functional buckets of the Acquisition process.
- Two Buckets, Operational Support and Account and Access Management, support the overall PIEE infrastructure.
- DLA is the overall PIEE program manager responsible for the environment and for several of the modules within PIEE.
- Some modules use the common services available throughout PIEE (such as single-sign-on (SSO)) but are hosted outside of the PIEE hosting environment and/or managed by other than DLA.



# What is a GAM?

- **GAM = Government Administrator**
  - Previously referred to as “Group Administrator” and “Government Account Manager”
- **Why have GAMs?**
  - GAMs help manage your Organizations access controls to the system.
  - PEE is very large (~250K active users).
  - Role management must be decentralized to have access controls managed by someone with an organizational and maybe even personal knowledge of what access the user needs.
- **Who should be a GAM?**
  - This is largely a Service/ Agency unique decision. Organizations should understand what GAMs duties are before determining if an individual would be a good fit to serve as a PEE GAM.
  - Ideally, GAMs should have a familiarity with the individuals they will help manage.
- **How are GAMs appointed?**
  - A GAM appointment letter is generated in PEE when a users adds a GAM role.





# What is a GAM Con't?

- **Do I need to be a certain job series to be a GAMs?**
  - No. A GAM does not have to be a specific job series (2210, 0343, 1102, etc.) or have a specific functional background. Depending on your Organization's local policies, government support contractors (GSCs) are permitted to serve as GAMs.
- **Key aspects of a GAM's responsibility include:**
  - Activating/Deactivating/Archiving user roles within their location of responsibility (i.e., GAMs are appointed at the group level and are permitted to act on users in their group and those groups below them in the hierarchy).
  - Resetting passwords/certificates for users.
  - Service/Agency lead GAMs have additional responsibilities for maintaining the PIEE group structure and having GAMs in place at the appropriate lower levels within the Organization.



# GAM Responsibilities

- **The basic GAM duties are found in the GAM appointment letter generated by PIEE. Below is an excerpt of that letter that provides most of the GAM functions in the system.**
  - You accept the GAM role as a trusted agent for your agency. You will comply with all agency policies regarding security functions performed in support of your agency and the PIEE Program Office.
  - You are responsible for the following activities:
    - Establish and maintain organizational e-mail for each Location Code/Department of Defense Activity Address Code (DoDAAC) under your span of control.
    - Activate/Inactivate users in your group.
    - Establish the position of trust for non-CAC users.
    - Any GAM activating another GAM must maintain an appointment letter for the new GAM.
  - When determining privileges and profiles, you will comply with the principle of least privilege (Granting minimal access for that which the user needs).
  - As a GAM you will verify the identity of an individual by validating the access approval process within the PIEE application. In addition, you are responsible for ensuring compliance with the PIEE access control policy along with additional access control guidance issued by your Agency and/or Service.
  - You will ensure timely escalation and notification of suspected incidents in accordance with your agency's incident response policy.
  - You agree to have your first name, last name, phone number and email address as contact information for users under your administration listed on the PIEE web site.
- **Some Services/Agencies may require GAMs to have additional duties, including subject matter expertise on some PIEE modules or support of audit related tasks.**



# Registering for a GAM Role



# Role Registration Overview

Self  
Registration

Supervisor  
Approval

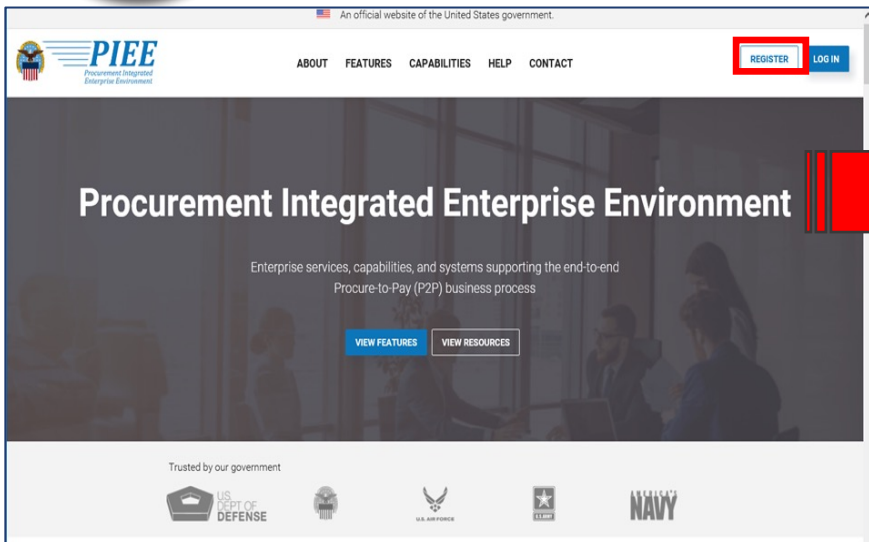
GAM  
Activation

- The following slides demonstrate how a user registers for a new PEE account with a GAM role
- The registration process is very similar to registering all other PEE roles
- GAMs should become familiar with this registration process to aid users in their organization with PEE registration





# Registering for a GAM Role: New PIEE User



PIEE 6.8.0 Procurement Integrated Enterprise Environment

Privacy Act Statement

**AUTHORITY:** Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act.

**LEGAL PURPOSE:** To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

**ROUTINE USES:** None

**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.

☒ Agree

- Read and understand the terms and conditions for use of this website. Then click

PIEE 6.8.0 Procurement Integrated Enterprise Environment

**Registration Steps**

1. Registration Home
2. Authentication
3. Profile
4. Supervisor / Agency
5. Registration Summary
6. Justification
7. Summary
8. Agreement

**Authentication**

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

Please follow the **Machine Setup** Instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

Please click on the Certificate Login button to select the appropriate certificate.

Get help with CAC / PIV Card Registration?

PIEE 6.8.0 Procurement Integrated Enterprise Environment

What type of user are you?

☒ Government - DoD

☐ Government - Non-DoD

☐ Government Support Contractor - Supporting DoD Organization

☐ Government Support Contractor - Supporting Non-DoD Organization

☐ Vendor

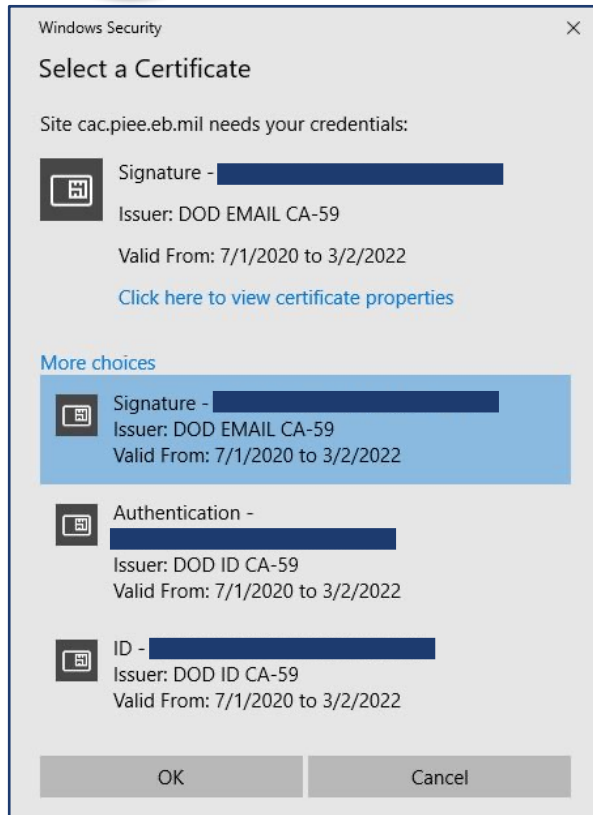
☐ State/Local Employee

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

- Select the "User Type" that fits the individual registering for a PIEE account



# Registration Step 2 & 3: Authentication and User ID



- Certificate options show. You should select the Authentication Cert if present. If not, you may select the ID Cert
- You **MUST NOT** use the Email certificate

- PIEE will generate a User ID for you; however, you may change it to a name that fits the User ID rules



# Registration Step 4: Profile

“Location Code” is used in PIEE to reference the code for a specific office. It is usually a DoDAAC for a DoD Activity and FEDAAC for a Non-DoD Federal Activity.

- The fields with \* are required
- Populate your information
- Home Organization – is the Location Code for the office where you work, not necessarily where your PIEE roles are aligned
- Enter or update the name of your organization
- Job Series – Select your Job Series Number
- NOTE: Active-duty Service members, if your MOS is not listed in the drop down, please use the Job Series most closely aligned to your MOS. If you are unfamiliar with the Job Series list provided, select Job Series “9999.”



# Registration Step 5: Supervisor/Agency

Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

Additional Profile Information

Supervisor Information

First Name \* Last Name \* Job Title \*

Email \* Confirm Email \*

DSN Telephone Phone ! Extension Intl Country Code and Phone !

Alternate Supervisor Information (Optional) ⓘ

First Name ! Last Name ! Job Title !

Email ! Confirm Email !

DSN Telephone Phone ! Extension Intl Country Code and Phone !

Reason !

Agency Information

Agency Name \* Address \*

City \* Zip \* Country \*

Organization Office Symbol

- A Supervisor is required to Approve the role(s)
- Alternate Supervisor is only used if the Primary Supervisor is unavailable to approve the roles in a timely manner (e.g., TDY)
- Both the Primary and Alternate Supervisor listed will receive an email
- The Alternate Supervisor will be treated as a backup if they remain on a user's profile





# Registration Step 6: Roles

**PIEE 6.8.0** Procurement Integrated Enterprise Environment

**Registration Steps**

- 1. Registration Home
- 2. Authentication
- 3. User ID
- 4. Profile
- 5. Supervisor / Agency
- 6. Roles
- 7. Justification
- 8. Summary
- 9. Agreement

**1. Roles**

**Step 1:** Select the appropriate Application from the list below

PIEE - Procurement Integrated Enterprise Environment

**2.**

**Step 2:** Select One or More Roles from the list below (Ctrl+Click)

Admin Roles for PIEE  
Government Administrator

**3.**

**Step 3:** Click 'Add Roles'

+ Add Roles

**Step 4:** Fill out the required information for the applicable applications

**Tip:** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip:** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Next Previous Save Registration Help

! Symbol indicates situational entry, at least one is required.  
\* Asterisk indicates required entry.

Step 1 - Choose “PIEE- Procurement Integrated Enterprise Environment” from dropdown

Step 2 - Admin Roles for PIEE will show “Government Administrator”; click on it

Step 3 - Click on “+ Add Role” – Don’t forget this step!



# Roles Con't - Group Lookup

The screenshot displays the PIEE 6.8.0 Procurement Integrated Enterprise Environment interface. A 'Group Lookup' modal is open, showing a search bar and two options: 'Search By Group Name' and 'Search By Location'. The 'Search By Group Name' option is highlighted with a red box. Below the modal, the 'Roles' section shows a table with one entry for the 'Government Administrator' role. The 'Action' column for this role has a 'Group Lookup' link highlighted with a red box. The interface also includes a sidebar with 'Registration Steps' and a bottom navigation bar with buttons for 'Next', 'Previous', 'Save Registration', and 'Help'.

Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
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6. Roles
7. Justification
8. Summary
9. Agreement

Roles

Step 1. Select the appropriate role

PIEE - Procurement Integrated Enterprise Environment

NOTE: Maximum 200 results will be displayed.

Group Lookup

Group Search

Search By Group Name

Search By Location

Close

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
PIEE	Admin Group Government Administrator	N/A	N/A	N/A		Group Lookup Areas of Interest Delete

Showing 1 to 1 of 1 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

Tip You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Next Previous Save Registration Help

Step 4: A User registering for the GAM role will need to select the Group Lookup

- Click on "Group Lookup"; enter location code or the complete group name
- As you register to be a GAM, you need to decide what level is appropriate for you
- If you intend to support just your office – then you would need Group or Base level, for example: USAFA or FA7000
- If you intend to support your Command – then you would need something like: AFMC/AMC/ACC-ACCENT etc.
  - This would support all the bases within a specific command, e.g., AFMC = all six centers/subgroups within/PEO's, etc.
- If you intend to support an entire Service/Agency – then you would need Level 2 GAM access (e.g., Air Force)



# Roles Con't - Areas of Interest

**PIEE** 6.8.0 Procurement Integrated Enterprise Environment

**Registration Steps**

1. Registration Home
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9. Agreement

**Roles**

Step 1. Select the a  
PIEE - Procurement

**GAM Areas of Interest**

Select At Least One GAM Area of Interest

- ☐ Procurement
- ☐ Finance
- ☐ Logistics
- ☐ Program Management
- ☐ Security

Save Close Help

Step 4. Fill out the required information for the applicable applications

**Roles Summary**

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
PIEE	Admin Group Government Administrator	N/A	N/A	N/A	Group Lookup	<b>Areas of Interest</b> Delete

Showing 1 to 1 of 1 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

Tip You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Next Previous Save Registration Help

Within Step 4: Click on “Areas of Interest”; at least one selection is required

- Areas of Interests are used by Account Administrators to identify the functions of PIEE for which they can provide the best support



# What are Areas of Interest?



Procurement



Finance



Logistics



Program  
Management



Security

← GAMs pick area of interest; can manage any role within span of control →

## Areas of Interests:

- **Identify what emails go to a GAM for action**
- Capture GAM's primary function within organization
- Help align user's questions during GAM lookup to the correct GAM

## Areas of Interests are Not:

- Systematic prohibition against managing roles outside of area of interest
- Module Specific GAMs
  - e.g., Security GAM can still manage user's access request for a JAM role

Areas of Interest Matrix: <https://piee.eb.mil/xhtmll/help/areasOfInterestHelp.xhtmll>





# Area of Interest Examples

Role	Procurement	Finance	Logistics	PM	Security
Acceptor	X	X	X	X	
Acceptor View Only	X	X	X	X	
Admin By View Only	X	X			
Cost Voucher Administrator	X	X			
Cost Voucher Approver	X (DCAA/ DCMA)	X			
Cost Voucher Approver View Only	X (DCAA/ DCMA)	X			
Cost Voucher Reviewer	X (DCAA/ DCMA)				
Field Inspector	X (Navy)				
Field Inspector View Only	X (Navy)				
Grant Approver	X				
Grant Approver View Only	X				
IGT Originator		X		X	
IGT Originator View Only		X		X	
IGT Receiver		X		X	
IGT Receiver View Only		X		X	



# Area of Interest Examples (Cont)

Role	Procurement	Finance	Logistics	PM	Security
Auditor					X
Certifying Official	X				X
Certifying Official View Only	X				X
Contracting Officer	X				
Facility Branch Officer Reviewer					X
Facility Branch Officer Reviewer View Only					X
Group View All	X				X
NCCS Administrator					X
NID Control Agency Reviewer					X
NID Control Agency Reviewer View Only					X
NID Reviewer	X			X	X
NID Reviewer View Only	X			X	X
Originator	X			X	X
Originator View Only	X			X	X
Oversight View All					X
PMO					X
Reviewer					X
Reviewer View Only					X



# Registration Step 7 & 8: Justification and Summary

## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

## Justification / Attachments

**Info** Provide justification for access and upload any necessary attachments.

**Justification \***

**Attachments**

Browse...

Upload

**Warning!** Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Next

Previous

Help

- Enter Justification for the requested role(s)
- Upload any necessary attachments
- NOTE: PIEE does not require attachments, but some Organizations do for some roles so please check with your local PIEE Administrators
- Verify all information, you may edit a section if updates are required

## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

## Registration Summary - Please Verify All the Information

<b>User Information</b>		<b>User Profile</b>	
User ID	CASSELNAME	First Name	Middle Name
User Type	Government	Last Name	Suffix
Login Method	Common Access Card / Personal Identity Verification	Home Organization DODAAC/FEDAAC	Organization
		SL4705	DLA
		Grade/Rank	Job Series
		12	1102
		Designation	CIVILIAN
		Cyber Awareness Training Date	2011-07-01
Commercial Telephone	55555555	Extension	Int'l Country Code and Phone
Mobile Telephone	55555555	Mobile Telephone	Int'l Country Code and Phone
DSN Telephone	55555555	DSN Telephone	Int'l Country Code and Phone
<b>Supervisor Information</b>		<b>Agency Information</b>	
First Name	Last Name	Agency Name	Address
Supervisor		DLA	12345 Sunshine Way
Email		City	State
		PA	South Carolina
		Zip	00000
		Country	United States of America (incl)
		Organization	Office Symbol
<b>Alternate Supervisor Information</b>		<b>User Roles</b>	
First Name	Last Name	Role	Location Code Type
		Accettor	DODAAC
		Location Code	SL4705
		Group	DLA JH - INFORMATION OPERATIONS



# Registration Step 9: Agreement and GAM Appointment letter

- By signing the Agreement:
  - Accept the System User Agreement and Rules of Behavior/Acceptable Use Policy.
  - Acknowledge my appointment. I have read and understand my responsibilities and accountability as contained in this Appointment Letter. I have also been briefed on my specific roles and responsibilities as defined in this Appointment Letter. I further understand that this appointment will remain in effect until revoked in writing.

The GAM Appointment Letter identifies all the duties the GAM agrees to perform

- Digitally signed at time the role is requested.
- Available for viewing in PIEE from user's profile.





# Sign Agreement and Successful Registration



## Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.

- PIEE - Procurement Integrated Enterprise Environment

The approval request will go to your Supervisor(s)/Sponsor.

Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.

If you have any questions, please contact the Customer Support.



Self  
Registration

Supervisor  
Approval

GAM  
Activation

- GAM request is routed to supervisor for approval via email
- After supervisor approves the request, existing active GAM must activate
- Roles may be rejected and can be resubmitted
- Active GAM must be equal to or above user in the PIEE hierarchy
- Level 2 GAMs will be approved by existing Level 2 GAMs or a PIEE Administrator



# Role Approval and Activation



# Supervisor Approval

Self  
Registration

Supervisor  
Approval

GAM  
Activation

- Supervisor receives email to Approve Role(s)
- Link expires after 72 hours
- Supervisor Approve/Reject
- User receives email of their Role Status
- Action on GAM to activate

Government user Laura Wallace has requested access to the following applications :

PIEE - Government Administrator for Group: DLA J6 PMO

Areas of Interest: Procurement

Your approval as the supervisor/sponsor is required.

You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link. If you do not respond to either this email or the follow up email, Laura Wallace's request for access will be rejected after 04/17/2021.

Please use the link below and follow the steps provided to approve or deny the request.

<https://wawf-gt.eb.mil/portal/applicationApproval?email=lwallace%40credence-LLC.com&token=d5ea3eadb89b46ea1b89e21058ca474aaa6eb8a9289714223dee07a4737f19ee>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

The following roles/profile data were approved/rejected by your Supervisor/Sponsor:

ADMIN - PIEE - Administrator (HAM) (PMO and Help Desk Personnel only) for Group: PROGRAM OVERSIGHT - Approved

-----  
You may resubmit any of the rejected roles through the Procurement Integrated Enterprise Environment, if you believe the rejection was done in error or something needed to be changed. To resubmit your rejected roles, you can log into the Procurement Integrated Enterprise Environment and select the 'My Account' option from the menu, and select 'Manage Roles'.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

## Approval/Denial for Application Request

**Tip:** Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, then click the Submit button.

**Applicant Requesting Access - Laura Wallace**

Email	laura.wallace.ctr@dla.mil ✉		
Organization	DLA		
Job Title	Other		
Commercial Telephone	555-555-5555	Mobile Telephone	
Grade/Rank	GS11	Designation	
Citizenship	US		

**Step 1:** Approve or Reject the requested roles based on the justification supplied.

**Tip:** Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

## GAM Role Approvals

Application	Role	Group Name	Additional Information	GAM Areas of Interest	Action
PIEE	<span>Admin</span> <span>Group</span> Government Administrator	DLA J6 PMO	<a href="#">View</a>	<a href="#">View</a>	<div></div>



# GAM Activation Email Notice

Self  
Registration

Supervisor  
Approval

GAM  
Activation

ACTION NEEDED - PIER - User Role Status Updated - SL4730



disa.ogden.eis.mbx.wawfnoreply@mail.mil

To [REDACTED]

The status for the following role(s) changed to 'Activation Required' and require(s) activation:

Status Update for Role: Contracts, Application: EDA, Group: DLA J6 - INFORMATION OPERATIONS, Location Code: SL4730: Approved - Requires Admin Activation

An administrator must activate the role(s) above for the user [REDACTED] to operate the application.

-----  
User ID: [REDACTED]

Name: [REDACTED]

User Type: Government

Email Address: [REDACTED]

Commercial Phone: [REDACTED]

User Type: Government

Email Address: [REDACTED]

Commercial Phone: [REDACTED]

THIS IS A SYSTEM GENERATED MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

- After Supervisor Approval:
  - GAM for the Location Code/DoDAAC will receive system email notification for the need to Activate role(s) for a user
  - Emails flow to next GAM in hierarchy after 48 hours of pending GAM action. No reminder email sent to GAMs



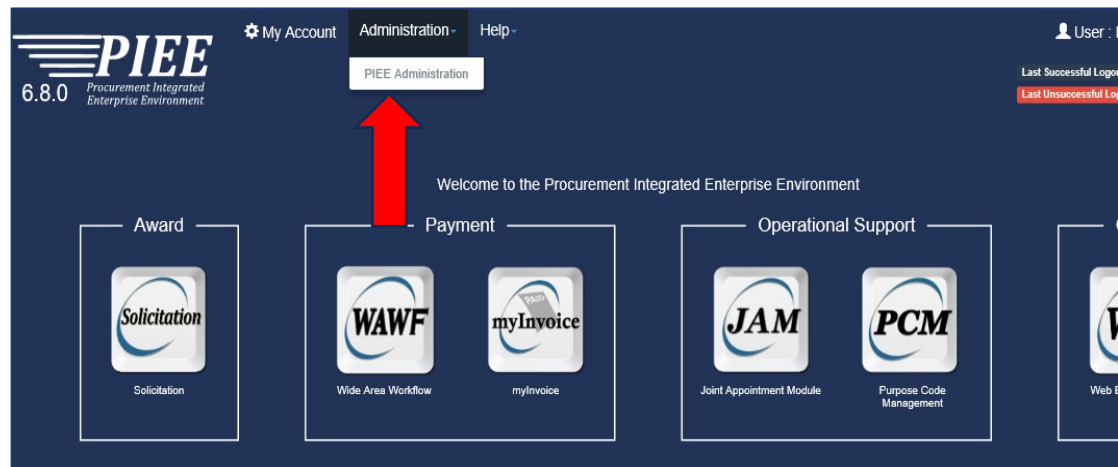
# GAM Role Activation

Self  
Registration

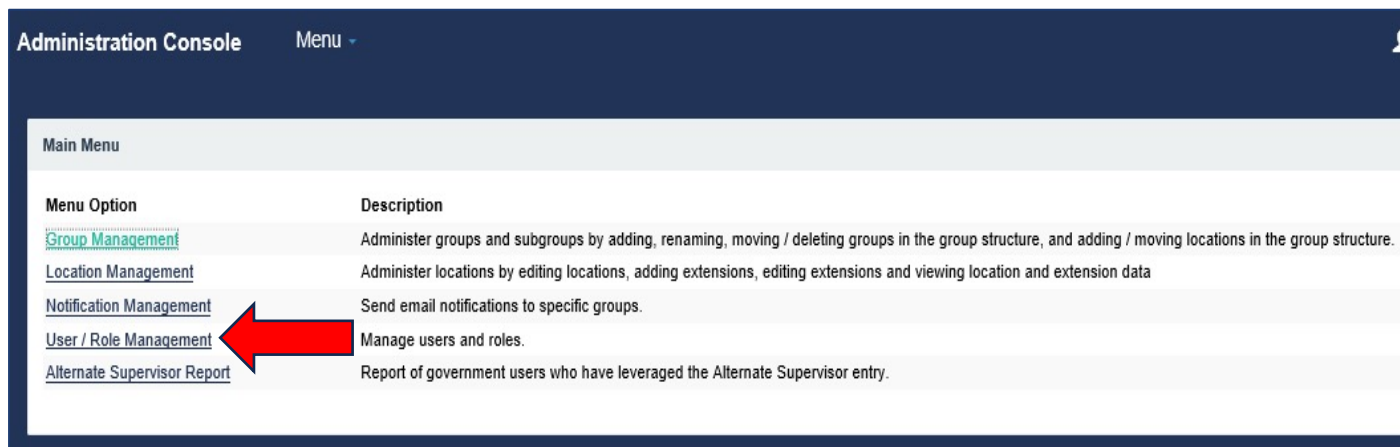
Supervisor  
Approval

GAM  
Activation

- Log in to PIEE
- Click on Administration
- PIEE Administration will populate
- Click on PIEE Administration



- Click User/Role Management





# GAM Role Activation Con't

Self  
Registration

Supervisor  
Approval

GAM  
Activation

- Use the User ID from the email notification
- Ability to search by name, email and such
- Ability to search by Equal To, Contains, Starts With, Ends With
- Click Search and results return
- Click on User ID link

Administration Console Menu

User / Role Management

Search by User Search by Role

User ID First Name Last Name

Equal To Equal To Equal To

E-Mail DoD ID X.509 Subject Name

Equal To Equal To Equal To

Search Return Reset

Search Result

Show 10 entries

Search:

User ID	First Name	Last Name	E-Mail	DoD ID	X.509 Subject Name	Application(s)
<a href="#">suv4me0615</a>						WAWF   EDA   CEDMS   MIPR   GFP

Showing 1 to 1 of 1 entries

Previous 1 Next

Back Download





# Additional Search Options for User/Roles

- Ability to Search by User or Search by Role
- Search by User – Search by User ID, First Name, Last Name, and E-Mail
- Search by Role – Ability to filter by Job Series, Location Code, Group Name, Application, Role, and Status

Administration Console Menu User

User / Role Management

**Search by User** Search by Role

User ID First Name Last Name

Equal To Equal To Equal To

E-Mail DoD ID X.509 Subject Name

Equal To Equal To Equal To

Search Return Reset

User / Role Management

Search by User **Search by Role**

User ID First Name Last Name

Equal To Equal To Equal To

E-Mail DoD ID X.509 Subject Name

Equal To Equal To Equal To

Job Series Location Code Group Name

Equal To Equal To Equal To

Application Status

CDR - Contract Deficiency Reporting  
CEDMS - Corporate Electronic Document Management  
CLOSEOUT - Contract Closeout  
CLS - Clause Logic Service  
CON-IT - Contracting Information Technology  
CSP - Contractor Submission Portal  
EDA - Electronic Data Access

Inactive  
Active  
Archived  
Deleted  
Blocked

Info Select one or more applications to view the applicable roles for the search criteria.



# Overview Page

Self  
Registration

Supervisor  
Approval

GAM  
Activation

- Overview page displayed
- “Pending Supervisor/Sponsor Approval” shows roles needing approval
- “Pending Admin Approval” shows Roles needing to be Activated
- “Active Roles” shows users active roles

PIEE Access Approval for [Redacted] Request Type

**Overview**

Profile

Supervisor

Agency

Justification/Attachments

Reset Certificate

User Roles

Role History

Profile History

Print

**Overview**

Pending Supervisor/Sponsor Approval

**Info**  
No roles were found for Pending Supervisor/Sponsor Approval.

Pending Admin Approval

Application	Role	Group Name	Location Code	Extension	Status	Additional Information
MIPR	Financial Manager Reviewer	DLA J6 - INFORMATION OPERATIONS	SP1004	NA	Review Required	
EDA	Contract Deficiency Report (Legacy) - Reviewer	DLA J6 - INFORMATION OPERATIONS	SP1004	NA	Review Required	
MIPR	Financial Manager Reviewer	DLA J8 - FINANCE	SP1001	NA	Review Required	
CEDMS	CEDMS Vouchers - Accounting	DLA J8 - FINANCE	SP1001	NA	Review Required	
WAWF	Admin By View Only	DLA OTHER	S36121	NA	Review Required	

Active Roles

Application	Role	Group Name	Location Code	Extension	Status	Additional Information
GFP	Government Program Manager View Only	DLA J6 - INFORMATION OPERATIONS	SP1004	NA	Attached in PIEE	



# User Roles Page

Self  
Registration

Supervisor  
Approval

GAM  
Activation

- Click 'User Roles'
- Ability to Filter Roles by Status: All, Active, Inactive, Archived, Pending Approval, Rejected, and Blocked
- The GAM has filter options to narrow down the visible roles
  - Change All Status
  - Text Search

Administration Console Menu User: [ ] Exit

PIEE Access Approval for Lori Barnhill Request Type : Modification

Overview Profile Supervisor Agency Justification/Attachments Reset Certificate **User Roles** Role History Profile History Print

**User Roles**

Change All Status: [ ] Filter Roles By Status : ☐ All ☐ Active ☐ Inactive ☐ Archived ☐ Pending Approval ☐ Rejected ☐ Blocked

Show 10 entries Search: [ ]

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date
[ ]	[ ]	[ ]	[ ]	Acceptor	WAWF	DLA J6 - INFORMATION OPERATIONS	SL4801	Active	Attached in PIEE	2019/06/20
[ ]	[ ]	[ ]	[ ]	Acceptor	WAWF	DLA J6 - INFORMATION OPERATIONS	SL4792	Active	Attached in PIEE	2020/04/08
[ ]	[ ]	[ ]	[ ]	Acceptor	WAWF	DLA J6 - INFORMATION OPERATIONS	SW310S	Active	Attached in PIEE	2016/03/24
[ ]	[ ]	[ ]	[ ]	Contract Deficiency Report (Legacy)	EDA	DLA J6 - INFORMATION OPERATIONS	SW310S	Active	Attached in PIEE	2015/05/26
[ ]	[ ]	[ ]	[ ]	Contracting Officer Representative	SPM	DLA J6 - INFORMATION OPERATIONS	SL4792	Active	Attached in PIEE	2013/04/12
[ ]	[ ]	[ ]	[ ]	Contract Deficiency Report (Legacy) - Reviewer	EDA	DLA J6 - INFORMATION OPERATIONS	SW310S	Active	Attached in PIEE	2015/05/26



# Activate

Self  
Registration

Supervisor  
Approval

GAM  
Activation

- Under Action column, select Activate from the dropdown menu for each Role that requires activation
- Or as a shortcut, select Activate from the Change All Status dropdown menu, the Roles will automatically populate Active under the Action column
- Click 'Update'

PIEE Access Approval for [redacted] Request Type : Modification

Overview

Profile

Supervisor

Agency

Justification/Attachments

Reset Certificate

User Roles

Role History

Profile History

Print

User Roles

Change All Status: **Activate** | Filter Roles By Status : ☐ All ☐ Active ☒ Inactive ☐ Archived ☐ Pending Approval ☐ Rejected ☐ Blocked

Show 10 entries

Search:

Action	User ID	Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Info
<b>Activate</b>	[redacted]	[redacted]	[redacted]	Submission Approver	MIPR	DLA J6 - INFORMATION OPERATIONS	SL4792	Inactive	Review Required	2021/04/05	<a href="#">View</a>
<b>Activate</b>	[redacted]	[redacted]	[redacted]	Acceptor	MIPR	DLA J6 - INFORMATION OPERATIONS	SL4792	Inactive	Review Required	2021/04/05	<a href="#">View</a>

Showing 1 to 2 of 2 entries (filtered from 10 total entries)

Previous 1 Next

Tip: You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.



# Justification

- Some PIEE roles require Government Employee selection, if needed check mark that user is a Government Employee
- Enter Justification
- Click 'Confirm'
- System Email sent to user stating Roles are Activated

Role Status Change Confirmation

User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Current Role Status	Current Access Approval Status	New Role Status	New Access Approval Status	Government Employee?
[Redacted]			Submission Approver	MIPR	DLA J6 - INFORMATION OPERATIONS	SL4792	Inactive	Review Required	Active	Attached in PIEE	
[Redacted]			Acceptor	WAWF	DLA J6 - INFORMATION OPERATIONS	SL4730	Archived	Archived	Archived	Reactivation Approval Required	<input checked="" type="checkbox"/>
[Redacted]			Acceptor	MIPR	DLA J6 - INFORMATION OPERATIONS	SL4792	Inactive	Review Required	Active	Attached in PIEE	

**Justification \***

Activated after email notification



# Sub-Roles

- GSC EDA roles expand viewing capability by Location Code or Contract to view data:
  - Advanced Reporting
  - Contracts
  - Contract Load Notification DoDAACs
  - Executive Reporting
  - MIPRs
  - Update MIPR Attachments
  - Upload Attachments/Admin Docs
  - Upload Documents
  - Upload MIPR
  - Upload MIPR Acceptance
  - Upload/Inactivate Contracts

## Why have sub-roles?

- Born with the integration of EDA into the Suite
- Provides more specific access than other EDA roles which provide all or nothing access

- “Note” button shows there are Sub Roles
- Hover over “Note” for info on Sub Role
- Some roles GAMs are not permitted to update
  - e.g.: Executive Reporting role managed by PMO
- Click on “Manage Roles” to act

Note		DLA J6 - INFORMATION OPERATIONS	SL4796	Active	Attached in PEE	2018/06/20	<a href="#">Edit Contract</a> <a href="#">View</a>
The role has one or more sub roles. The role can be managed on the Sub Role Management page.		DLA J6 - INFORMATION OPERATIONS	SL4796	Active	Attached in PEE	2019/07/18	<a href="#">Edit Contract</a> <a href="#">View</a>

Note		DLA - EDA Executive Reporting User (High Level Agency Personnel only)	ADMIN	DLA J6 - INFORMATION OPERATIONS	SL4797	Active	Attached in PEE	2019/11/18	<a href="#">View</a>
You are not permitted to update this role.									





# Manage Sub Roles

- Two sections to manage:
  - Parent User Role
  - Sub Roles
    - by Contract Number
    - by DoDAAC
- Parent User Role, able to:
  - Update Action
  - Edit Contract
- Sub Roles, able to:
  - Add/Delete Contracts
  - Add/Delete DoDAACS
  - specify DoDAAC type
- Click Submit to update Parent and Sub Role

Parent User Role

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="text" value=""/>				Contracts	EDA	DLA J6 - INFORMATION OPERATIONS	SL4796	Active	Attached in PIEE	2018/06/20	<a href="#">Edit Contract</a> <a href="#">View</a>

**NOTE**  
In addition to role level action, you will need to also perform activation/deactivation at the individual Sub Role level.

Sub Roles

Contract Number

Contract Number	Action
SP470917D0034	<input type="button" value="Delete"/>
<input type="text" value=""/>	<input type="button" value="+ Add"/>

DoDAAC

DoDAAC	DoDAAC Type	Action
FA8732	Admin	<input type="button" value="Delete"/>
N62387	Pay	<input type="button" value="Delete"/>
<input type="text" value=""/>	<input type="text" value="Issue By"/>	<input type="button" value="+ Add"/>



# Adding Roles for a User



# GAM Add User Roles

- GAMs can add roles to registered users in PIEE
- This may be done when:
  - User has registered for the wrong role
  - Users is changing organizations
  - User needs access to a new PIEE feature and called GAM vs requesting via the web application
- On the User Roles page, GAM able to add roles to a user's profile
- HINT: Users can self request new roles or reactivation of old roles themselves from their "Roles" Menu in PIEE

Action	User ID	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Status	Access Approval Status	Create Date	Additional Information
<input type="button" value="v"/>				Acceptor	WAWF	DCMA LOS ANGELES	S0512A	Active	Attached in PIEE	2020/08/13	<a href="#">View</a>

Showing 1 to 1 of 1 entries

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.



Roles

### Add Additional Roles

Add additional roles to your account.

### Manage Roles

View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).



# GAM Add User Roles Con't

- Verify Profile and Supervisor/Agency (Steps 1 and 2)
- Under “Roles” complete Steps 1-4 to add a Role for the user.
  - Step 1: Select Application
  - Step 2: Select the Role
  - Step 3: Click + Add Roles
  - Step 4: Verify/Add DoDAAC or Group
- Click Next to move to the next page, Justification
- Input Justification for role

**Admin Add Roles**  
Verify all the information within your account, and then add any necessary new roles.

**Add Roles**

- 1. Profile
- 2. Supervisor / Agency
- 3. Roles
- 4. Justification

**User Profile** User ID: Laura

First Name \*  Middle Name  Last Name \*  Suffix

Home Organization DoDAAC/FEDAAC \*  GPC DoDAAC Lookup

Organization \*  Job Series \*  Job Title \*  Grade/Rank \*

**Add Roles**

- 1. Profile
- 2. Supervisor / Agency
- 3. Roles
- 4. Justification

**Step 1:** Select the appropriate Application from the list below

**Step 2:** Select One or More Roles from the list below (Ctrl+Click)

**User Roles for WAWF**

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Approver View Only

**Step 3:** Click 'Add Roles'

**Step 4:** Fill out the required information for the applicable applications

**Roles Summary**

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
WAWF	Acceptor View Only	DoDAAC	3B0059			Delete

Showing 1 to 1 of 1 entries

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.



# GAM Add User Roles Con't

- Clicking on “PIEE Role List Matrix” will show all the Roles in PIEE and identify user type, Role Description, and the [role’s] Use of the Application

Application Role Location Code Type Location Code \* Extension


WAWF Acceptor View Only DoDAAC 3B0059

Showing 1 to 1 of 1 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

Tip You can view a list of all PIEE roles and their descriptions and functions in the **PIEE Role List Matrix.**

> Next < Previous ? Help

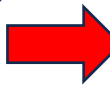
Suite Application	Role	Role Access	User Registered	Role Description	Use of the Application
Payment					
Role Activation: CAM - Vendor   GAM - Govt / Govt Support Contractor / State/Local Employee					
	Acceptor	User	<ul style="list-style-type: none"> <li>Government DoD</li> <li>Government Non-DoD</li> </ul>	Accepts the goods or services on behalf of the government. The Acceptor role is mandatory on certain documents in WAWF.	<ol style="list-style-type: none"> <li>1. Accept documents</li> <li>2. Place documents on hold</li> <li>3. View documents and check their status</li> <li>4. Create receiving reports</li> <li>5. Create misc. pay documents</li> <li>6. Correct and resubmit Receiving Reports you have submitted that have been rejected</li> <li>7. Void Receiving Reports you have submitted (in some cases)</li> <li>8. Recall documents you have submitted or worked on, make changes and resubmit them</li> </ol>
	Acceptor View Only	User	<ul style="list-style-type: none"> <li>Government DoD</li> <li>Government Non-DoD</li> <li>Government Support Contractor - Supporting DoD Organization</li> <li>Government Support Contractor</li> </ul>	<p>Government View Only roles have View Only Access to WAWF documents which contain their DoDAAC in the specified field for their role. The View Only role in WAWF allows a user to view documents in the system but not change or approve them.</p> <p>The documents a user may view are determined by the</p>	<ol style="list-style-type: none"> <li>1. Access to View only folder by Contract Number; View only folder by DoDAAC, View Only Pure Edge, View only Saved Documents Folder and View only Credit Invoice Folder</li> <li>2. Can search by SSN/EIN</li> <li>3. View Invoices, Receiving Reports, and Vouchers</li> <li>4. Check the status of documents in the History Folder</li> <li>5. View Saved documents in the Saved Folder</li> </ol>

Link to PIEE Role List:

<https://pieetraining.eb.mil/wbt/xhtml/wbt/portal/overview/PIEERoleList.xhtml>



# GAM Add User Roles Con't

- Success message displayed for the added roles
- The role will go through Supervisor Approval and GAM Activation.
- User's Overview page displays the "Pending Supervisor/Sponsor Approval" 
- GAMs can send approval reminders by clicking Send Reminder to Supervisor/Sponsor

Success


You have successfully added roles, for User LauraCAC, for the following applications:




- WAWF - Wide Area Workflow
- myInvoice

The approval request, for the new roles, will now go to the user's Supervisor(s)/Sponsor for approval. Once the roles have been approved by the user's Supervisor(s)/Sponsor, the user will receive an email notification of the roles that have been approved, and then the approval request will go to an administrator for approval. Once the roles have been activated by an administrator, the user will receive another email indicating the activated role(s) for the account.

[Close](#)

Overview

Pending Supervisor/Sponsor Approval  [Send Reminder to Supervisor/Sponsor](#)

Application	Role	Group Name	Location Code	Extension	Status	Additional Information
WAWF	Acceptor View Only	FedMall	3B0059	NA	Approval Required	  





# Job Series Based Access



# Job Series Auto-assigned Roles

- Some PIEE roles are automatically assigned to a user's profile based on their job series and home organization DoDAAC.
- Specifically, users who register as a contracting specialist (1102) are granted a set of PIEE roles
  - These roles are approved and activated in one step to ease the burden on users and GAMs and provide contracting professionals with the PIEE access they likely need.
  - Factors for access:
    - Does the user have an active warrant?
    - Does the user work at an ACO or PCO location?
- Job series 1105 (GFP Approver) and 905 (CLS – General Counsel) also result in automatic assignment of roles

Job Series	CCO Contract Specialist	CLOSEOUT	ENDIST LITTLE ROCK W9127S	W9127S	Active	Attached in PIEE
Job Series	Contract Specialist	SPM	ENDIST LITTLE ROCK W9127S	W9127S	Active	Attached in PIEE
Job Series	Contracting Specialist	GFP	ENDIST LITTLE ROCK W9127S	W9127S	Active	Attached in PIEE
Job Series	GFP Approver	GFP	ENDIST LITTLE ROCK W9127S	W9127S	Active	Attached in PIEE
Job Series	Issue By View Only	WAWF	ENDIST LITTLE ROCK W9127S	W9127S	Active	Attached in PIEE



# Job Series Auto-assigned Roles FAQ

- **What if a user does not need one of the roles automatically assigned?**
  - While every single PIEE access role will not apply to every single 1102, all users will be granted every of the defined roles. For example, some 1102s do not do Service Contracting and therefore do not have a need to be in SPM.
  - Supervisors and GAMs cannot reject just a single role. Any action taken to one job series role is applied to all job series roles.
- **What about active Service members in contract specialist positions?**
  - When registering as a Military user/Active Service member, MOS is not listed in the job series drop down. Please use the job Series that most closely aligns to your MOS. If your MOS job series equivalent is not listed, select Job Series 9999. If you select 1102, the contracting specialist roles will populate.
- **What about users who are in an 1102 job series but not in located at an active Contracting Office (HQ or Policy Offices)?**
  - If the user's home office DoDAAC is not an active Procurement or Admin Office, PIEE will not prepopulate roles for the user. The user must self register for all the specific roles they will need to perform their job by adding them one at a time.
- **What about users in an 1101 job series?**
  - Users with an 1101 job series are not automatically granted PIEE roles but can request whatever PIEE roles they require to perform their duties.

Job Series Contract Specialist



# Hierarchy Management Basics



# Appointing New GAMs

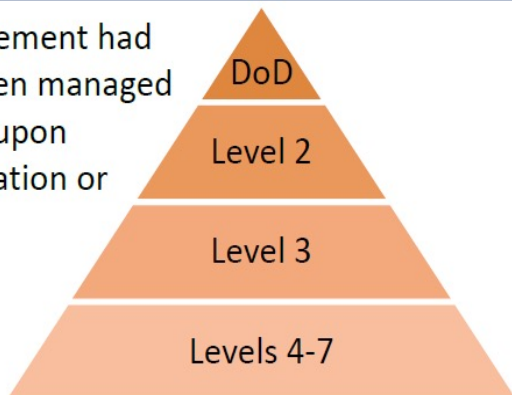
- **A GAMs authority comes from an appointment letter and are activated by GAMs above them in hierarchy.**
  - Identification and instruction on self registration of new GAMs vary by Organization.
  - PIEE appointment process is standardized though some organizations may require additional details, recommend checking with your Agency's PIEE Administrator to determine if additional information is required.
  - Before registering, new GAMs should know:
    - What a GAM does
    - What group(s) they will be managing
    - What Areas of Interest they are expected to align to
- **How are GAMs activated:**
  - The first Level 2 (Service/Agency) GAMs must be activated by the Helpdesk and approved by the PIEE PMO.
  - After a GAM self registers signing the appointment letter and their supervisor approves the role, a GAM at their level or above in the structure will have the ability to activate them.
- **As an active GAM, can I activate new GAMs below me in the structure?**
  - Yes. PIEE allows GAMs to approve any users or GAMs at their level or below in the hierarchy.
  - NOTE: Some Organizations retain GAM activation at levels 2 (Service/Agency) or 3 (Command).



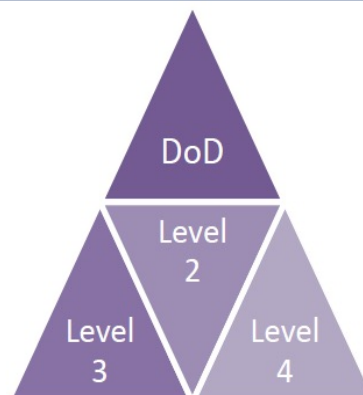
# Hierarchy Overview

Access management had historically been managed in silos based upon specific application or module

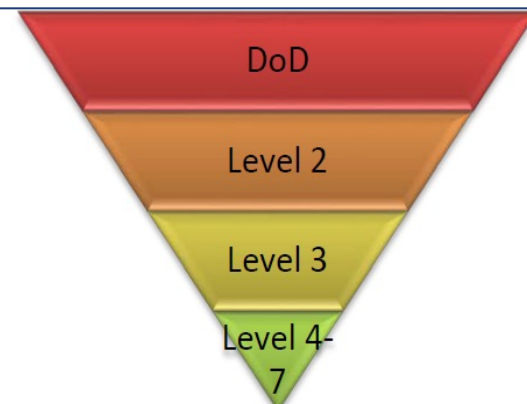
**No two hierarchies were alike!**



WAWF



EDA



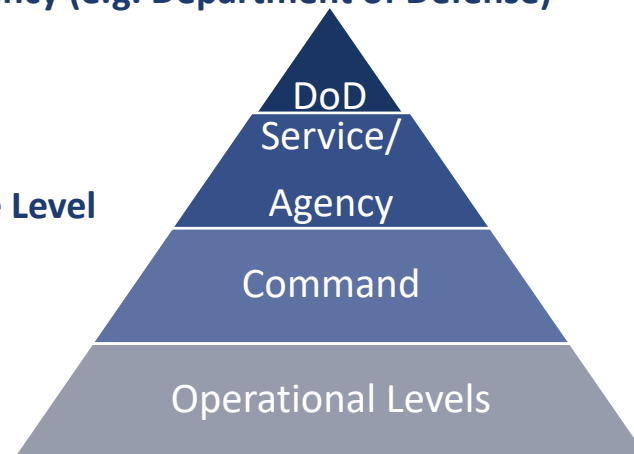
CORT

Agreed to and managed by Level 2 Leadership and OSD

**Level 1: Federal Department or Agency (e.g. Department of Defense)**  
**Level 2: Services and Agencies**

**Level 3: Major Commands or Office Level**  
**Level 4: Operational Level**  
**Level 5: Operational Level**  
**Level 6: Operational Level**  
**Level 7: Operational Level**

Managed by Level 2 GAMs to meet both PIIIE Access Management needs and Federal Reporting







# Helpful Hints on Creating/Managing a Group Structure

Level 2 GAMs are responsible for managing Service/Agency Hierarchy

## Things to Consider:

- Number of DoDAACs per Group
- Ratio of GAMs to Users
  - Large vs Small Organizations
- GAMs that are knowledgeable\* in the PIEE applications will likely request access for their span of control
- Backup GAMs (encouraged)
- Physical/Organizational Proximity
  - Virtual and Matrixed workforce considerations
- Organizational Turnover
  - Is the organizations user base static?
  - Do you have new users cycling in and out?



Reminder: GAM Span of Control = GAM's group and all groups below

\*Note: GAMs are not subject matter experts but should understand the roles and functions of the modules

Link to Hierarchy Guide:

[https://www.acq.osd.mil/dpap/pdi/eb/docs/PIEE/PIEE\\_Hierarchy\\_Guide\\_20190925.docx](https://www.acq.osd.mil/dpap/pdi/eb/docs/PIEE/PIEE_Hierarchy_Guide_20190925.docx)



# Organization GAM List

Electronic Data Access

What would you like to do?

Reports

- Award Reports
- CDR Reports
- MyInvoice Reports
- Contract Closeout Reports
- Destruction Reports
- GFP Reports
- IUID Reports
- PCM Reports
- JAM Reports
- NCCS Reports
- WAWF Reports
- Kibana Reports
- Access and Account Management

PCM Reports JAM Reports NCCS Reports WAWF Reports Kibana Reports Access and Account Management

Access and Account Management

Report	Description	Documentation
User Report	Report to search for a user/role combination across all of the PEE applications.	<a href="#">VIEW REFERENCE GUIDE</a>
User Audit Report	User Audit Report provides detail information for user and logon history.	<a href="#">VIEW REFERENCE GUIDE</a>
Active GAM Report	The Active GAM Report provides information on all active GAMs across PEE.	<a href="#">VIEW REFERENCE GUIDE</a>
GAM Activation/Deactivation Report	The GAM Activation-Deactivation Report provides information on what accounts have been activated and deactivated by a GAM across PEE.	<a href="#">VIEW REFERENCE GUIDE</a>
PIEE Hierarchy Report	The PIEE Hierarchy Report provides information on the types of users and number of users associated with each DoDAAC in the PIEE hierarchy.	<a href="#">VIEW REFERENCE GUIDE</a>
Active Vendor with Activity Name Report	Active Vendor with Activity Name Report will provide information on activities of active vendors.	<a href="#">VIEW REFERENCE GUIDE</a>

- Active GAM Report in EDA provides users with access to see the GAMs within PEE
- Report results will show the specific area of interests for each GAM
- Roles required to view report:
  - EDA Advanced Reporting
  - EDA Acquisition Sensitive Reporting
  - EDA Executive Reporting

Appropriate reporting role for nearly all users



# Changing a PIEE Group Name

- **Group Levels 2 and 3 are only changed by PIEE PMO after coordination with the Level 2 lead and DPC**
  - Should be very rare; only major organizational restructuring efforts
  - FPDS reporting impacts of these changes
- **Group Levels 4 through 7**
  - Changes are managed by Level 2 GAMs Only
  - Should be changed only when necessary
  - Please reach out to your Level 2 GAM/chain of command if you would like to request any modifications to your group structure



# Changing a DoDAAC's Attributes

- **PIEE is NOT the authoritative source for DoDAAC data, Defense Automatic Addressing System (DAAS) is**
- **PIEE gets a nightly feed of DoDAAC changes from DoD Activity Addressing Directory (DoDAAD)**
- **To request a change to a DoDAAC record in DoDAAD, users should:**
  - Updates to DoDAAC records, including entity name, address, and point of contact data, need to be done in the DoDAAD managed by DLA
  - Changes should be submitted to the Central Service Point (CSP) for your service or agency. The current CSP list can be found at:  
<https://www.transactionservices.dla.mil/eDoDAAD/csp.asp>
  - Please see “Instructions for Completing DoDAAC Forms” for guidance on data elements and related business rules
  - Updates will populate at PIEE in about 2 days



# Admin Console Overview



# PIEE Administration



My Account

Administration ▾

Help ▾

PIEE Administration

- Click Administration
- Click PIEE Administration
- A list of Menu Options is provided

## Menu Option

Group Management

Location Management

Notification Management

Subject Matter Expert (SME) Management

User / Role Management

Alternate Supervisor Report





# Group Management - Group Information

## Menu Option

Group Management

- Click group management to administer groups and subgroups

- Procurement / Finance / Logistics Group Information - Add, rename, move / delete groups and add / move locations codes

### Procurement / Finance / Logistics Group Information

Administer groups and subgroups in the PFL hierarchy by adding / renaming / moving / deleting groups as well as adding / moving location codes in the group structure.

### Group Lookup

Lookup a Group by Location Code and view active Government / Contractor Administrators.

### Group History

Look up the history of actions on groups.

## Group Root

TOP\Defense, Department of\Defense Contract Man

## Current Group Name

DCMA WESTERN REGIONAL COMMAND

## Current Group Path

TOP / Defense, Department of / Defense Contract M

## Actions

Location Action ▾

User Action ▾

- Location Action – View Location Codes
- User Action – View Archived and Current Users



# Group Management - Location Action

- Click Location Action



**Actions**  

Location Action ▾ User Action ▾

- Click View Location Codes for Current Group



**Actions**  

Location Action ▾ User Action ▾

View Location Codes for Current Group

- Click Org Email(s) under Action
- Select Application



Location Code	Location Code Type	Activity Name	Action
S0504A	DoDAAC	DCMA WESTERN REGIONAL COMMAND	<div>Org Email(s) ▾ CDR</div>

- Click Edit link under Action(s) to add up to four Organizational Email addresses



Application	Location Code	Extension	Location Type	Primary Org. Email	Secondary Org. Email(s)	Action(s)
CDR	S0504A	NA	DoDAAC			<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous1Next



# Organization Emails

## What is an Organizational Email?



Organizational emails are used in PIEE to send action and informational notifications as documents move through the workflows of the various modules.



Organizational emails are managed by location code for each of the PIEE modules



There can be up to four organization emails per DoDAAC



# Group Management - User Action

Actions

Location Action ▾ User Action ▾



- Click User Action

Actions


Location Action ▾ User Action ▾

Subgroups for DCM/ View Archived Users View Current Users



- Click View Archived Users or View Current Users

- Search results provided identifying list of Users
- Click Download for a .csv report of Archived and Current Users



User Id	First Name	Last Name	E-Mail	DoD ID	X.509 Subject Name	Application(s)
						PIEE
						PIEE
						WAWF

Showing 1 to 3 of 3 entries

Previous 1 Next

< Back Download



- 



55



# Group Lookup

- Group Lookup - Look up groups by Location Code to view active GAMs

**Procurement / Finance / Logistics Group Information**  
Administer groups and subgroups in the PFL hierarchy by adding / renaming / moving / deleting groups as well as adding / moving location codes in the group structure.

**Group Lookup**  
Lookup a Group by Location Code and view active Government / Contractor Administrators.

**Group History**  
Look up the history of actions on groups.

---

**Group Lookup - Search**

**Group Type**  
Procurement/Finance/Logistics ▼

**Search For \***  
Location Code ▼

**NOTE** Search for a group. Enter a location code then click 'Search'.

**Search** **Return** **Reset**

- Input Location Code under Search For, click Search
- A list of GAMs for the entered Location Code are displayed

Government Administrators:

Show 10 entries

First Name	Last Name	Job Description	Email	Commercial Telephone
		Air Force		
		DCMA		
		Air Force		





# Group History

- Group History - Look up the history of any actions taken on groups

**Procurement / Finance / Logistics Group Information**  
Administer groups and subgroups in the PFL hierarchy by adding / renaming / moving / deleting groups as well as adding / moving location codes in the group structure.

**Group Lookup**  
Lookup a Group by Location Code and view active Government / Contractor Administrators.

**Group History**  
Look up the history of actions on groups.

**Group History**

<b>Group Name</b> Equal To <input type="text"/>	<b>Group Type</b> Select One <input type="text"/>	<b>Action Code</b> Select One <input type="text"/>	<b>Group Level</b> Equal To <input type="text"/>
<b>Location Code</b> Equal To <input type="text"/>	<b>Location Type Code</b> Equal To <input type="text"/>	<b>User ID</b> Equal To <input type="text"/>	<b>Parent Group ID</b> Equal To <input type="text"/>
<b>Update Date</b> <input type="text"/> to <input type="text"/>		<input type="button" value="Search"/> <input type="button" value="Reset"/>	

- Input group search criteria, click Search
- A list of actions taken on a group is displayed



# Location Management



## Menu Option

[Group Management](#)

[Location Management](#)

[Notification Management](#)

[Subject Matter Expert \(SME\) Management](#)

[User / Role Management](#)

[Alternate Supervisor Report](#)

- **Location Management** is a direct link to the management of Org emails. This was previously shown by navigating through the Group Management Menu above.

Application	Location Code	Extension	Location Type	Primary Org. Email	Secondary Org. Email(s)	Action(s)
CDR	S0504A	NA	DoDAAC			<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous 1 Next



# Notification Management, SME Management & Alternate Supervisor Report



- **Notification Management** allows notices to be sent out to a specified set of emails by the PIEE application.
- **Subject Matter Expert (SME) Management** allows for the identification and publishing of module specific SMEs for a given organization
- **Alternate Supervisor Report** provides a list of accounts and information when an Alternate Supervisor has been added.
- **Notification Management, SME Management and Alternate Supervisor Report** will be covered in detail in a future GAM Training



# Archiving Roles

- GAMs are responsible for ensuring users are deactivated when account access is no longer required. A GAM should Archive roles if a user no longer has need for the roles (user transfers to another agency or service, user retires, etc.).
- To help ensure users' accounts are deactivated in a timely manner, PIEE will systematically deactivate roles that are not in use:
  - If an account is not logged into for 60 days, the system sets the roles to Inactive. If after an additional 30 days and the user has not worked with the GAM to update the account, the roles will be set to Archive.
  - System will send email reminders to the user to login before the roles status changes to Inactive or Archive. The first email is sent 14 days prior, and then daily at 7 days prior.
- Archived and Inactive roles can be reactivated if the access is still required:
  - Archived accounts require Supervisor approval and GAM reactivation for PIEE access.
  - Inactive roles may be reactivated by the appropriate GAM, Supervisor approval not required.
  - User can request reactivation by going to MyAccount, selecting Manage Roles, and click Request Activation. The GAM will receive an email notification requesting activation. Once role is activated, user will receive activation email confirmation.



# Archiving Roles Con't

- Click PEE Administration
- A list of Menu Options is provided
- Click User / Role Management



## Menu Option

[Group Management](#)

[Location Management](#)

[Notification Management](#)

[Subject Matter Expert \(SME\) Management](#)

[User / Role Management](#)

- Click Search by User or Search by Role, input user search criteria
- Click Search
- Click User Id link



Search by User		Search by Role	
<b>User ID</b>			
Equal To	▼	<input type="text"/>	
<b>E-Mail</b>			
Equal To	▼	<input type="text"/>	
<input type="button" value="Search"/>		<input type="button" value="Return"/>	<input type="button" value="Reset"/>

User Id	First Name	Last Name	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Archive Roles Con't

- Click on User Roles

Reset Password

**User Roles**

Role History

- Under the Action column, select Archive from the drop-down menu

Change All Status:  | Filter Roles By Status: ☐ All ☐ Active ☐ Inactive ☐ A

Show  entries

Action	User ID	First Name	Last Name	Role	Application
<input type="text" value=""/>				Inspector	WAWF
<input type="text" value=""/>				Inspector	WAWF
<input type="text" value=""/>				Inspector	WAWF

Deactivate  
Archive  
Reject  
Block

- Input Justification and click confirm
- Click Confirm
- Click Continue to finish the process

Justification\*

Role no longer needed due to user retirement.

✓ Confirm

Roles Successfully Updated

User	First Name	Last Name	Role	Application	Group Name	Location Code / Extension	Previous Role Status	Previous Access Approval Status	New Role Status
DAL			Inspector	WAWF	DCMA DENVER	S0602A	Active	Attached in PIEE	Archived

Continue





# Account Management and Access FAQs

Below are a few additional items that GAMs should be aware of and need to understand how this impacts a user's PIIIE Access:

- Cyber Awareness Training Date:

- PIIIE captures the user's cyber awareness training date as part of their profile.
- This date must be updated on an annual basis
- User will receive email reminders as date approaches

Cyber Awareness Training Date \*

2021/06/11

- Annual Revalidation:

- PIIIE requires users to assert that their current roles are still needed every year.
- Once user identifies the roles still required, either all or a subset, the approval request will flow to the supervisor for action.
- No GAM action is required to activate the annually revalidated roles.
- If a user or their supervisor fail to complete the annual revalidation in 30 days, PIIIE will suspend the user's account by putting all roles in an inactive status.



# Helping Users

- GAMs are often the first to receive user's questions or issues but are not always best positioned to provide the answers.
- The below Matrix will help identify roles and responsibilities for GAMs and users.

## Account Management:

- GAM is responsible for assistance to users
- Resources:
  - GAM Training
  - Web Based Training
  - Special User Manual
- Escalation:
  - Higher Level GAMs

## Application Specific:

- Service/Agency Specific Helpdesks
- PEE Helpdesk
- Service/Agency PEE Module Subject Matter Experts
- Resources:
  - Application Trainings
  - Web Based Training
- Escalation:
  - PEE Helpdesk Tickets will escalate if unable to be resolved by initial agent

## Functional Policy:

- Service/Agency Specific Helpdesks
- Service/Agency PEE Module Subject Matter Experts
- Resources:
  - Policy Guidance; both DoD or Service/Agency
- Escalation:
  - PEE Service/Agency Leads



# Additional Resources

- PEE Web Based Training (WBT):
  - PEE WBT provides workflow and reference guides, administration console demos, and details on group management
  - [Training - Procurement Integrated Enterprise Environment \(PIEE\) \(eb.mil\)](#)
- DoD Procurement Toolbox:
  - DoD Procurement Toolbox has a lot of good information on the Procurement IT footprint within DoD to include PEE
  - [DoD Procurement Toolbox](#)
- DISA Helpdesk
  - 866-618-5988
  - [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)



# Questions?

Defense Pricing and Contracting, Contracting eBusiness (CeB)  
Office of the Under Secretary of Defense (Acquisition and Sustainment)

Procurement Integrated Enterprise Environment (PIEE) PMO, Defense Logistics Agency (DLA)

Presented By:

Matt Jacobs – [Matthew.Jacobs.ctr@dla.mil](mailto:Matthew.Jacobs.ctr@dla.mil)

Sue Swaggerty – [susan.l.swaggerty.ctr@dla.mil](mailto:susan.l.swaggerty.ctr@dla.mil)



# Back Up

Defense Pricing and Contracting, Contracting eBusiness (CeB)  
Office of the Under Secretary of Defense (Acquisition and Sustainment)

Procurement Integrated Enterprise Environment (PIEE) PMO, Defense Logistics Agency (DLA)



# **Finding a User's (or Your Own) GAM Appointment Letter**





# How to Locate a User's GAM Appointment Letter

Administration Console Menu User : Dale GAM Exit

PIEE Access Approval for Dale GAM Request Type : Modification

Overview Profile Supervisor Agency Justification/Attachments Reset Password User Roles Role History Profile History

**GAM/CAM Letter** Print

Government/Contractor Admin Appointment Letter

1. You are hereby appointed as a Group Administrator (GAM) for the Procurement Integrated Enterprise Environment (PIEE). Your span of control includes the following group names: [DEPT OF DEFENSE], [DEPT OF THE AIR FORCE], [DEPT OF THE ARMY], [DEFENSE CONTRACT AUDIT AGENCY (DCAA)], [DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)], [DLA AVIATION], [AFDW], [NORTHEAST], [EMBASSY OF UNITED KINGDOM DUK002], [HQ NAVSUP WEAPON SYSTEMS SUPPORT PHIL]

2. As a GAM, you are a critical part of maintaining system security because you have the ability to grant/deny access to users.

3. You accept the GAM role as a trusted agent for your agency. You will comply with all agency policies regarding security functions performed in support of your agency and the PIEE Program Office.

4. You are responsible for the following activities:

- a. Establish and maintain organizational e-mail for each DoDAAC under your span of control.
- b. Activate/Inactivate users in your group.
- c. Establish the position of trust for non-CAC users.
- d. Any GAM activating another GAM must maintain an appointment letter for the new GAM.

5. When determining privileges and profiles, you will comply with the principle of least privilege (Granting minimal access for that which the user needs).

GAM Roles History

Audit Type	Role	Group Name	Action By	Action	Action Date
Admin - Status Change	Government Administrator	NORTHEAST	WOLFESAM	Attached in PIEE	2020-01-02 11:12:29
Admin - Status Change	Government Administrator	AFDW	WOLFESAM	Attached in PIEE	2020-01-02 11:12:29

- To locate the GAM Letter (whether for yourself or another individual) follow the below instructions:
  - Access the Administrative Console and select the User/Role Management option
  - Initiate a search for the desired account.
  - Open the account by clicking the User ID link.
  - Select the GAM/CAM Letter option from the left menu (as depicted in the screenshot).



# **How to Change Your Login Type from User ID/ Password to CAC or PKI**



# Change Authentication Type: Export Authentication Certificate

Changing Authentication Type allows users to bind their CAC card to an account where they previously used User ID/Password. Must have **Authentication Certificate** downloaded before continuing.

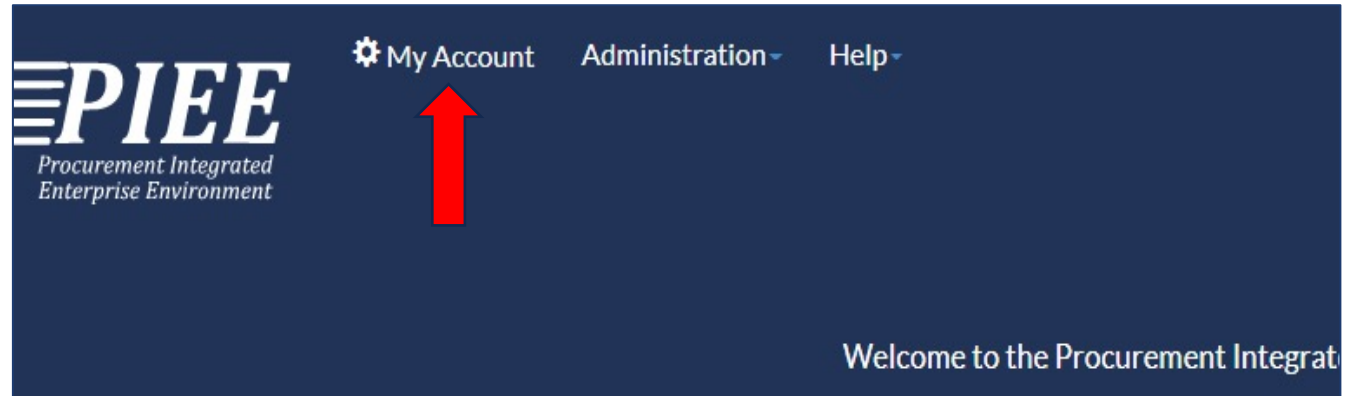
For instructions on how to export **Authentication Certificate** with ActivClient, Edge or Chrome can be found on PIEE Web Base Training:

[https://pieetraining.eb.mil/wbt/portal/documents/Certificates\\_Export\\_for\\_Registration.pdf](https://pieetraining.eb.mil/wbt/portal/documents/Certificates_Export_for_Registration.pdf)

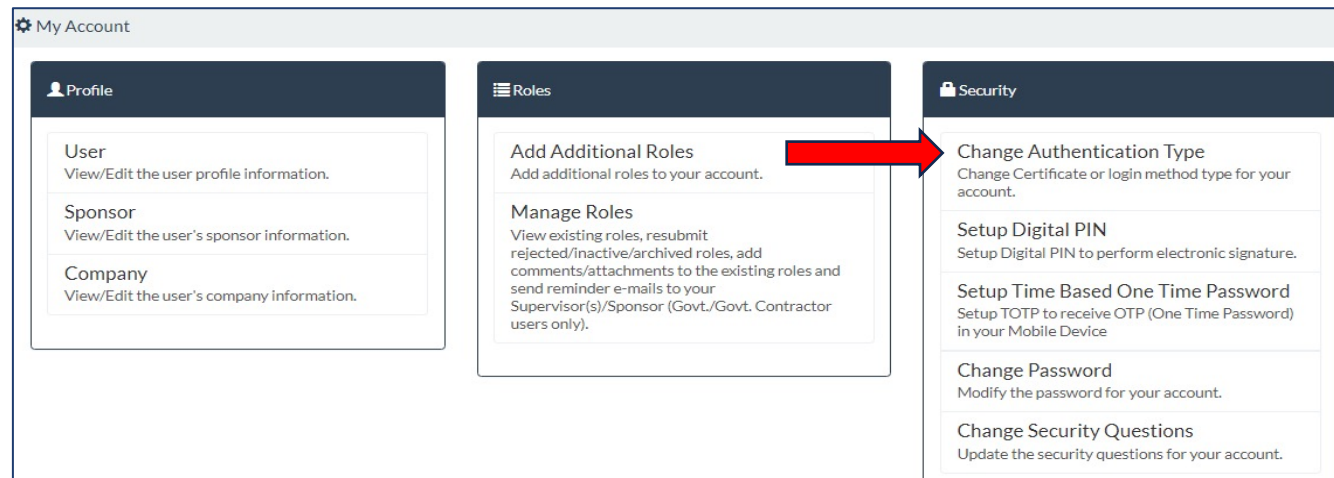


# Change Authentication Type: From User ID/Password to CAC

Click on “My Account”



Click on “Change  
Authentication Type”





# Change Authentication Type: Upload Certificate

In the dropdown,  
choose “Common  
Access Card/Personal  
Identity Verification”

Change Authentication Type

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

--- Please Select ---

--- Please Select ---

Software Certificate

Common Access Card / Personal Identity Verification

[Home](#) [Upload Cert](#) [Cancel](#) [Help](#)

Click “Choose File” and  
locate the exported  
Authentication  
Certificate

Change Authentication Type

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

Common Access Card / Personal Identity Verification

Please follow the [Machine Setup](#) Instructions prior to changing your Authentication Type from User ID / Password to Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

Please click on the Choose File button to select the appropriate public authentication certificate.

File Name \*

Choose File...

Get help with [CAC](#) / [PIV](#) Card Change Authentication Type?

[Home](#) [Upload Cert](#) [Help](#)

Click “Upload Cert” to  
continue



# Change Authentication Type: User ID/Password to CAC

New screen indicates  
that the CAC is now  
bound to the account.

Select “Submit”

Change Authentication Type

User ID	Valid From Date	Subject Common Name
WAWFgovt5	2020/08/19 00:00:00	-SWAGGERTV-SUSAN-LEE-1264549767-
Authentication Type	Valid To Date	Serial Number
Common Access Card / Personal Identity Verification	2021/08/06 23:59:59	03047C23

\* Asterisk indicates required entry.

Logout of PIEE

PIEE 6.8.8 Procurement Integrated Enterprise Environment

My Account Administration Help

Last Successful Logon Date: 2021/08/05 18:03:49 UTC  
Last Unsuccessful Logon Attempt: 2021/06/09 20:00:10 UTC

My Account

- Profile
  - User: View/Edit the user profile information.
  - Sponsor: View/Edit the user's sponsor information.
- Roles
  - Add Additional Roles: Add additional roles to your account.
  - Manage Roles: View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles.
- Security
  - Change Authentication Type: Change Certificate or login method type for your account.
  - Setup Digital PIN: Setup Digital PIN to perform electronic signature.

Future logins should  
now be done using the  
CAC login process.

Welcome Back.

Log in to your account with a Common Access Card (CAC), Personal Identity Verification (PIV) Card or User ID.

### Log in with Certificate

DoD users must use the Authentication Certificate if available on the CAC / PIV Card. If the Authentication Certificate is not available, the Identity Certificate may be used.

### Log in with User ID

User ID

Password





# **PIEE Annual Revalidation Requirement**



# Annual Revalidation\*

A screenshot of the Procurement Integrated Enterprise Environment (PIEE) user interface. The header includes the PIEE logo (6.8.8 Procurement Integrated Enterprise Environment) and navigation links: My Account, Administration, Help, User: WA32, and Logout. Two status messages are displayed: "Last Successful Logon Date: 2021/08/05 20:25:15 UTC" and "Last Unsuccessful Logon Attempt: 2021/07/19 19:48:59 UTC". A prominent warning message states: "You have 20 days remaining for your Access Approval annual validation. You must finish your annual validation process before that or your access to Procurement Integrated Enterprise Environment will be blocked. Please go to, and select, Annual Revalidation to complete this process. Click Here To Complete Your Annual Revalidation." A red arrow points to the "Click Here To Complete Your Annual Revalidation" link. Below the warning, the text "Welcome to the Procurement Integrated Enterprise Environment" is displayed, followed by a navigation bar with "Requirements" and "Award" sections, each containing a circular icon.

To complete your Annual Revalidation, click on “Click Here to Complete Your Annual Revalidation”. Clicking “Next” on each page to verify all information within the account is correct. Digital signature is needed on last page.

\* This will be covered more extensively during GAM 201 training



# Accessing PIEE Test Platforms



# PIEE Test Platforms

JITC host different test environments. One is aimed at test events for when new PIEE versions are released. Another allows PIEE users to practice on the different modules. The following URLs are used to access the testing and training sites:

Test environment: <https://wawf-gt.eb.mil>

Training environment: <https://wawf-nemo.eb.mil>

To be included in a test event or for more information on the training site, contact JITC POCs for more information:

Kim Fox [kimberly.a.fox14.ctr@mail.mil](mailto:kimberly.a.fox14.ctr@mail.mil)

Jerolyn Melendez [jerolyn.r.melendez.ctr@mail.mil](mailto:jerolyn.r.melendez.ctr@mail.mil)