Procurement Integrated Enterprise Environment GPC JAM and FedMall

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 FedMall PMO
Defense Logistics Agency (DLA)

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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

OUSD (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/

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PIEE Module Overview

28 Current PIEE Modules

- Broken into six 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 JAM?

SPM	us bank	PIEE	WAWF
Contracting Officer Representatives (CORs)	Government Purchase Card (GPC) Users	Contracting Officer Warrants	WAWF Local Processing Officers (LPO)

JAM Appointments

- **JAM = Joint Appointment Module.**
- JAM is used to initiate, review, approve, reject, sign, store, delete, track, and terminate appointments within DoD.
- Contracting Officer Representatives (CORs), and WAWF Local Processing Officers (LPO)s, and Governmentwide Commercial Purchase Card (GPC) program participants follow the full appointment process in the tool.
- JAM also provides Components with the ability to capture and retain previously issued Contracting Officer warrants.
- Appointments result in a digitally signed appointment letters
- Limited scope warrants are also issued for specific GPC Cardholder special designations.

Contracting Officer Representatives (CORs) Appointment

- **COR = Contracting Officer's Representative**
- A COR is designated in writing by a Contract Officer to conduct contract surveillance to verify that the contractor is fulfilling contract requirements and to document performance for the contract record.
- 2 Systems perform COR responsibilities:
  - Designated = Joint Appointment Module (JAM) - Allows the nomination/appointment 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.
  - Surveillance = Surveillance and Performance Monitoring Module (SPM) - Provide management, oversight, surveillance, and performance monitoring into the contract for which a COR had been appointed.
- Why are COR roles and appointments different than other PIEE roles?
  - Having a COR role just grants user the ability to be appointed as a COR. Without the appointment, CORs will not have the complete set of capabilities they need in SPM to perform surveillance on the contract.

Contracting Officer Warrants

- Contracting Officer Warrants are captured in two ways:
    - New PIEE registered user who identifies job series as 1102
    - Responses to this question will impact the 1102 job series roles automatically assigned
    - Existing PIEE users can navigate to JAM and upload an active warrant

- Warrant appointment process is managed by the Services. PIEE/JAM is just a repository.

- No GAM action expected to process Warrants in JAM.

PIEE and JAM Appointment Workflows

Self Registration → Supervisor Approval → Appointment Creation → Appointee Signature → GAM Activation

- Users will self register for LPO role and have a workflow that produces a DD577.
- JAM appointment is required for role activation.

PIEE Registration → JAM → GAM Activation

Government Purchase Card Appointments

Roles | PIEE and JAM Appointment Workflows

CPM O-A/OPC A/OPC

Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → DAS Appointment Approval → GAM Activation

A/BO Cardholder

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Certifying Officer

Nomination → Self Registration → Supervisor Approval → Appointment Creation → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Next slides will dive into each of these appointments, the registration and approval process, required training and what access an authorized user receives access to once active.

NOTE: DAS Appointment is only required when the Appointment is not created by a user with delegation authority

PIEE Registration → JAM → GAM Activation

JAM Roles – Component Program Manager: CPM

| Self Registration | Supervisor Approval | Appointment Creation | Supervisor Approval | DAS Appointment Approval | GAM Activation |

Role Description	Registration Process	Required Training	Access
GPC lead(s) for each Defense Component (Service, Defense Agency/Activity)	• CPM registers for PIEE access and requests role • CPM Appointment Letter is issued	• CLG 0010	• JAM • SPRS • PCOM (pending) • Bank EAS

- Appointed at Service/Agency level
- There must be at least one CPM for every Service/Agency
- CPMs do not have any approval functions in JAM

TIP: If your Organization requires the CPM to also approve appointments, that individual should also add an O-A/OPC role at the Service/ Agency Level.

JAM Roles – Oversight Agency/ Organization Program Coordinator (OA/OPC) and A/OPC

| Self Registration | Supervisor Approval | Appointment Creation | Supervisor Approval | DAS Appointment Approval | GAM Activation |

Role Description	Registration Process	Required Training	Access
• OA/OPCs: Primary and Alternate A/OPCs with responsibility for managing/overseeing other A/OPCs • A/OPCs: Primary and Alternate A/OPCs responsible for day-to-day management and oversight of CH accounts and Managing Accounts	• OA/OPC or A/OPC registers for PIEE Access and requests role • OA/OPC or A/OPC Appointment Letter is issued.	• CLG 0010 • IOD Case Management, Completing Monthly Checklist, and Performing Oversight Functions	• JAM • SPRS • Bank EAS

- For OA/OPCs and A/OPCs *with* delegating authority:
  - ➢ A warrant is issued.
  - ➢ GPC Delegation of Authority and Appointment Letter is equivalent to appointment on an SF-1402, Certificate of Appointment (i.e., Contracting Officer Warrant)

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JAM Roles – Cardholder

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Role Description	Registration Process	Required Training	Access
Individuals who have been issued GPC CH accounts • Includes carded, cardless, and convenience check accounts.	• OA/OPC or A/OPC nominates CH using JAM • CH responds to JAM-generated email direction to register for PIEE access • When CH uses identical email entered during nomination, role request and required DoDAACs are pre-populated • CH Appointment Letter is issued	• CLG 0010	• JAM • SPRS • FedMall • Bank EAS

- 10 types of "Special Use" CH delegations are available
- 2 of the 10 CH delegations are equivalent to issuance of a Standard Form 1402 Certificate of Appointment

JAM Roles – Approving/ Billing Official: A/BO

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Role Description	Registration Process	Required Training	Access
Program Officials responsible for reviewing and approving GPC MA Billing Statements (i.e., GPC Bank Invoices) and transaction-supporting data for compliance with applicable acquisition policies	• OA/OPC or A/OPC nominates A/BO using JAM • A/BO responds to JAM-generated email direction to register for PIEE access • When A/BO uses identical email entered during nomination, role request and required DoDAACs are pre-populated • A/BO Appointment Letter is issued	• CLG 0010 • CLG 006 (required for Primary and Alternate A/BOs who are also Certifying Officers) • IOD Case Management for A/BOs	• JAM • SPRS • Bank EAS

- It is possible to begin an individual's nomination and appointment that require both the A/BO and Certifying Officer appointments in unison by selecting the "A/BO – CO Combo" appointment in the nomination role selection. Two individual appointments are created, but this makes the appointing process more efficient and less prone to issues.

JAM Roles – Certifying Officer

| Nomination | Self Registration | Supervisor Approval | Appointment Creation | *DAS Appointment Approval* | Appointee Signature | GAM Activation |

Role Description	Registration Process	Required Training	Access
Program Officials responsible for reviewing GPC MA Billing Statements in accordance with DoD FMR requirements and certifying GPC Managing Account Billing Statements (i.e., GPC Bank Invoices) for payment	• OA/OPC, A/OPC, or DD 577 Appointing Authority nominates Certifying Officer using JAM • Certifying Officer responds to JAM-generated email direction to register for PIEE access • When Certifying Officer uses identical email entered during nomination, role request and required DoDAACs are pre-populated • DD Form 577, Certifying Officer Appointment, is issued	• CLG 006 (Required for Certifying Officers who are not A/BOs; e.g., USAF Financial Service Officers)	• JAM • SPRS • Bank EAS

- Individuals serving as Certifying Officers in every DoD Component except the USAF and a handful of sites authorized to use pay-and-confirm procedures are required to have both Certifying Officer and A/BO appointments.

CPM, O-A/OPC, and A/OPC Appointment Workflow Overview

| Self Registration | Supervisor Approval | Appointment Creation | Supervisor Approval | DAS Appointment Approval | GAM Activation |

The next slides will demonstrate the end to end workflow to appoint an O-A/OPC. The process is very similar for both CPMs and A/OPCs.

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

- CPM, O-A/OPC, and A/OPC Roles

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- 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

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Registration Step 4 & 5: Profile and Supervisor/ Agency

- "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.
- 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."

- 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

Step 1 - Choose "PC – Purchase Card" from dropdown
Step 2 – GPC Roles will be displayed. Select the role corresponding the correct role for your account; click on it
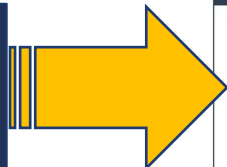Step 3 - Click on "+ Add Role" – Don't forget this step

How To Add roles to Existing PIEE Accounts

- Existing Users: Login to PIEE
- Select "My Account" on top menu
- Select "Add Additional Roles" under Roles menu
- Verify information on profile is accurate and progress to roles menu
- Select "PC – Purchase Card" Application and the appropriate role

Registration: Group Lookup

- **The user must select the Group Lookup action when registering for a CPM or O-A/OPC roles**

- **Group lookup can be by group name or DoDAAC/ Location Code**

💡 **TIP: If you are registering for a level 2 (Service/ Agency) or level 3 (Command) Group, use the Group Name search option**

GPC Training Requirements

Training

> • Warning: CLG001 - DoD Government Commercial Purchase Card Overview or CLG0010 - DoD Government Commercial Purchase Card Overview is a required training course.   X

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

☑ Add Training ▾   ❯ Next   ❮ Previous   Help

- **The user will be prompted to enter any required training after selecting their roles.**
  - The user may enter it now or may enter it later during the appointment process
  - If the course was taken via DAU, the course and completion data should automatically populate.
  - NOTE: Match is performed on email address so the PIEE profile email must match the email at DAU.

- **After entering training, user will complete registration.**

CPM, O-A/OPC, and A/OPC Appointment Workflow Overview

| Self Registration | Supervisor Approval | Appointment Creation | Supervisor Approval | DAS Appointment Approval | GAM Activation |

Supervisor Role Approval

Self Registration → **Supervisor Approval** → Appointment Creation → Supervisor Approval → DAS Appointment Approval → GAM Activation

- **User's supervisor will receive an email with a link to approve the requested role(s).**
  - Supervisor may Approve or Reject the Role(s)

- **After Supervisor action, the requesting CPM, O-A/OPC, or A/OPC will receive an email to start their appointment.**

Government user Matt Mattgovt has requested access to the following applications:

PC - Oversight A/OPC (O-A/OPC) for Group: DEPT OF THE ARMY

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, Matt Mattgovt's request for access will be rejected after 11/24/2021.

Please use the link below and follow the steps provided to approve or deny the request.
https://wawf-gt.eb.mil/portal/applicationApproval?email=Susan.L.Swaggerty.ct

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.

Independent Role Approvals

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC	SPRS	BANKS	PBIS	JAM	Group Oversight A/OPC (O-A/OPC)	DEPT OF THE ARMY		Q View	▼
					Approve
					Reject

Step 2 (Optional) Enter additional justification for the approval of the roles above.

Additional Justification if Needed

Step 3 Check the box to indicate you consent with what has been requested and the justification supplied is accurate.

CPM, O-A/OPC, and A/OPC Appointment Workflow Overview

Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → DAS Appointment Approval → GAM Activation

Appointment Creation

You have registered for the Oversight Agency/Organization Program Coordinator role DEPT OF THE ARMY. This role requires an active Oversight Agency/Organization Program Coordinator Appointment in the Joint Appointment Module (JAM) before the role can be activated by a Group Administrator (GAM).

You can initiate your Oversight Agency/Organization Program Coordinator Appointment workflow process within the Procurement Integrated Enterprise Environment (PIEE) by following these steps:

1: Open the Oversight Agency/Organization Program Coordinator Appointment in JAM by clicking this link: https://wawf-gt.eb.mil/jam/token?email=matthew.jacobs.ctr%40dla.mil&token=e644eeedaca5a4606478519ce41a1096651489e2c38977ed123a1676b6dbea44

2: Enter the appointment information.

3: Ensure for accuracy then submit the appointment. The appointment will be sent to your Supervisor for approval. Once approved by your Supervisor, the appointment will be sent to the designated GPC Delegating/Appointing Authority for approval.

Joint Appointment Module   Exit

Create Oversight Agency/Organization Program Coordinator Appointment - Draft

Appointee   ❶ Help

First Name	**Last Name**	**Work Phone Number**	**Work Email Address**
Matt	▮▮▮▮▮▮	▮▮▮▮▮▮	▮▮▮▮▮▮il

DoD Component	**DoD Group Name**	**PIEE Role**
DEPT OF THE ARMY	DEPT OF THE ARMY	Oversight Agency/Organization Progra

Appointment Creation (con't)

- OA/OPC and A/OPC self initiate their appointments and will enter their Procurement DoDAAC
- With A/BO and CH appointments, the Procurement DoDAAC defaults to the initiators Procurement DoDAAC (A/OPC or OA/OPC) .
- The Procurement DoDAAC field will remain editable by appointment initiator if a change is required, however PIEE must still validate it is a valid Procurement DoDAAC.
- Procurement DoDAAC is a displayed element on the appointment data and the designation letter.

Appointment Creation (con't)

First Name	Last Name	Work Phone Number	Work Email Address
Matt	▮▮▮▮	▮▮▮▮	▮▮▮▮

DoD Component	DoD Group Name	PIEE Role	
DEPT OF THE ARMY	DEPT OF THE ARMY	Oversight Agency/Organization Progra	

Procurement DoDAAC * ⓘ

_____

Delegation Authority *

- Select -

- Select -
YES
NO

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Archive	View
CLG0010 - DoD Government Commercial Purchase Card Overview	beaker.jpg	2021/10/25	2 Years	2023/10/25			Manual	Archive	View

☑ Add Training

What is Delegation Authority?

- Delegation Authority means that the individual is authorized to sign the appointment letter for an appointee (A/OPC, CH, A/BO)

💡 TIP: If you want your (O)-A/OPCs approving appointments for A/BOs and Cardholders, you should consider granting them Delegation Authority

Delegation Authority *

YES

Agency/Organization Program Coordinator Appointment Letters *

- Select -

Approving/Billing Official Appointment Letters *

- Select -

Cardholder Delegation of Authority Letters *

- Select -

- Grants the O-A/OPC the ability to be the DAS and appoint A/OPCs
- This is not present on A/OPC Appointments

- Grants the O-A/OPC the ability to be the DAS and appoint A/BOs
- Present on both O-A/OPC and A/OPC appointments

- Grants the O-A/OPC the ability to be the DAS and appoint cardholders
- Present on both O-A/OPC and A/OPC appointments
- Specific approval is needed for each Special Designation

Appointment Creation (con't)

Delegation Authority *
```
YES
```

Agency/Organization Program Coordinator Appointment Letters *
```
YES
```

Approving/Billing Official Appointment Letters *
```
YES
```

Cardholder Delegation of Authority Letters *
```
YES
```

GPC Micro-Purchase Cardholder *
```
- Select -
```

DoD GPC Micro-Purchase Convenience Check Writer *
```
- Select -
```

DoD GPC Micro-Purchase Contingency Contracting Cardholder *
```
- Select -
```

DoD GPC Micro-Purchase Higher Education Cardholder *
```
- Select -
```

DoD GPC Warranted Contingency Contracting Cardholder *
```
- Select -
```

DoD GPC Contract Ordering Official Cardholder *
```
- Select -
```

DoD GPC Overseas Simplified Acquisition Cardholder *
```
- Select -
```

DoD GPC Contract Payment Official Cardholder *
```
- Select -
```

DoD GPC Misc Payments Official Cardholder (SF-182 Training Payments) *
```
- Select -
```

DoD GPC Inter/Intra-Governmental Payment Official Cardholder *
```
- Select -
```

Each cardholder special designation must be answered.

- If an O-A/OPC or A/OPC has the authority to be the DAS for the special designations that match a cardholder's appointment, the O-A/OPC or A/OPC will be able to sign the appointment as the DAS.
- If the O-A/OPC or A/OPC does not have the authority for the special designations on the cardholder's appointment, the appointment will need to flow to a separate DAS for signature.

Appointment Creation (con't)

Appointee Supervisor   ❶ Help

First Name	Last Name	Work Phone Number	Work Email Address
▮	▮	▮	▮

Delegating/Appointing Signatory   ❶ Help

Please select the individual(s) (primary and alternate Delegating/Appointing Signatories (DASs)) who are authorized to approve this appointment / delegation of authority. You must identify at least one DAS. The first person you identify will be the primary DAS. If the desired primary DAS is not listed below, click the "Select External Delegating/Appointing Signatory" button to identify the appropriate primary DAS by entering his/her email address. You may then select up to two additional individuals from the list below to serve as alternate DASs. Click the "Complete Delegating/Appointing Signatory Selection(s)" when finished.

Display [10 ▼] items   Filter: [_____]

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	▮	DEPT OF THE ARMY	DEPT OF THE ARMY	▮	▮	GPC Delegating/Appointing Authority	Select
2	▮	DEPT OF THE ARMY	DEPT OF THE ARMY	▮	▮	GPC Delegating/Appointing Authority	Select

Showing 1 to 2 of 2 items   Previous | 1 | Next

☑ Select External Delegating/Appointing Signatory

There are two options for selection of the DAS, PIEE User or External DAS:

- **PIEE User:** PIEE will provide a list of existing users who are able to approve the appointment as the DAS based on their role and the user's requested role.
- **External:** If the user's on the list, or if none are listed, are the correct individual to sign the appointment, an External or non-PIEE account holder can be selected. External users cannot currently or previously have had active PIEE accounts under their email address.

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Appointment Creation (con't)

Designated Delegating/Appointing Signatory								
Designation	**Name**	**DoD Component**	**DoD Organization**	**DoD Organization Name**	**Work Phone Number**	**Work Email Address**	**PIEE Role**	**Action**
Primary	████████	DEPT OF THE ARMY		DEPT OF THE ARMY	████████████████		GPC Delegating/Appointing Authority	Delete
Alternate	████████	DEPT OF THE ARMY		DEPT OF THE ARMY	████████████████		GPC Delegating/Appointing Authority	Delete / Mark as Primary

☑ Complete Delegating/Appointing Signatory Selection(s)

There is an ability to select multiple DASs for an appointment. User have the ability to identify the primary. All other's are alternates.

- **Primary DAS:** Listed on in JAM Appointment Summary
- **Alternate DAS:** Not listed in JAM Appointment Summary but still permitted to sign the appointment
  - **NOTE: I**f an external DAS is selected, they may only be the primary.

Appointment Creation (con't)

- **JAM will render an appointment letter for the role.**
- **The user must concur with the appointment to sign the appointment.**
- **After signature, the appointment will flow to the appointee's supervisor for signature.**

CPM, O-A/OPC, and A/OPC Appointment Workflow Overview

| Self Registration | Supervisor Approval | Appointment Creation | Supervisor Approval | DAS Appointment Approval | GAM Activation |

Appointment Supervisor Approval

DoD Component	DoD Organization	DoD Organization Name	PIEE Role
DEPT OF THE ARMY		DEPT OF THE ARMY	GPC Delegating/Appointing Authority

Appointment Workflow   ⓘ Help

Date	Action	Status	Name	Signature	PIEE Role
2021/10/25 16:50:05	Submit	Pending Supervisor Approval	███████████		Oversight Agency/Organization Program Coordinator

☑ Approve   ☑ Reject   ⓘ Help

- **JAM will send another tokenized email to the Supervisor to approve the actual appointment.**
  - **The supervisor approved the role itself. This approval allows them to view the details of the appointment.**
- **After Approval the appointment will flow to the DAS for signature.**

CPM, O-A/OPC, and A/OPC Appointment Workflow Overview

Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → DAS Appointment Approval → GAM Activation

DAS Appointment Approval

Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → **DAS Appointment Approval** → GAM Activation

Joint Appointment Module
Search Appointments ▾   My Appointments ▾
SPM/JAM Documents
Search as Delegating/Appointing Authority

Search Appointments as GPC Delegating/Appointing Authority

DoD Group *
DEPT OF THE ARMY ▾

Appointment
Oversight Agency/Organization Prog ▾

Appointee Last Name
equals ▾

Delegating/Appointing Signatory Last Name
equals ▾

☑ Search   ❶ Help

- **Internal DAS:**
  - Login to PIEE
  - Navigate to JAM
  - Click "Search as Delegating/ Appointing Authority"
  - Use search criteria to find Appointment(s)
  - Select Appointment to review and sign
- **External DAS:**
  - Click link in email to be brought to the appointment to review and sign

DAS Appointment Approval

DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Appointment Workflow	Appointee History	Action
DEPT OF THE ARMY	Oversight Agency/Organization Program Coordinator Appointment	Pending Delegating/Appointing Signatory Approval	2021/10/26	███████████			Select	Select	Select

- **Will select the appointment they want to review and approve with the Select button in the "Action Column"**
- **We will review the details of the "Appointment Workflow" and "Appointee History" during the approval of a cardholder appointment later in the presentation.**

DAS Appointment Approval

Appointment Workflow

Date	Action	Status	Name	Signature	PIEE Role
2021/10/25 16:50:05	Submit	Pending Supervisor Approval	Matt Mattgovt	Mattgovt.Matt	Oversight Agency/Organization Program Coordinator
2021/10/26 19:13:50	Approve	Pending Delegating/Appointing Signatory Approval	Sue Swagg	Swagg.Sue	Appointee Supervisor

Back **Approve** **Reject** **Delete** **Help**

- **This process is the same for Internal or External DASs**
- **DAS will select the Approve option and follow the prompts to sign the appointment**
    - **Other Action Options are Reject and Delete**

CPM, O-A/OPC, and A/OPC Appointment Workflow Overview

Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → DAS Appointment Approval → **GAM Activation**

GAM Role Activation

Self Registration	Supervisor Approval	Appointment Creation	Supervisor Approval	DAS Appointment Approval	GAM Activation

- GAM Activation steps were shared with GAMs during GAM 101 and GAM 201 training sessions.
  - https://dodprocurementtoolbox.com/site-pages/procurement-integrated-enterprise-environment-piee
- GAMs were made aware of GPC workflows and instructed not to reject the GPC Appointed Role until you receive notification that it is ready for GAM action.
  - 💡 TIP: Premature action by the GAM can prevent the completion of the JAM appointment and make restarting the process very difficult.

			PC	HQ Naval Sea Systems Command (NAVSEA)	N00024	Inactive	Review Required
⚠ Note	Note — The appointment within the JAM application must be completed before this role can be activated.						

		Cardholder (CH)	PC	HQ Naval Sea Systems Command (NAVSEA)	N00024	Inactive	Review Required
Archive / Reject / Block							

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Cardholder Appointment Nomination

- Cardholder appointments start with the nomination by an O-A/OPC or A/OPC.
- Other users with the same role as the nominator will be able to create the cardholder's appointment at step 4, Appointment Creation.
- NOTE: New or existing PIEE users will get an error if they try to register for a Cardholder role without a nomination

Cardholder Appointment Nomination

- **Nominator Role:**
    - If the Nominator has more than one O-A/OPC or A/OPC roles, they must choose which one is the nominator for the user. If the user only has one O-A/OPC or A/OPC roles, PIEE will default the selection.
- O-A/OPC or A/OPC will nominate an individual nominee by email address.
- PIEE will determine if that user is already a PIEE user or if a new user will need to be created.

Cardholder Appointment Nomination: Need for a new PIEE User

- Info: No PIEE accounts found matching the information provided. User information must be manually entered. Any training listed below has been populated from the data received from DAU.

GPC Role Nomination

Nominator Role *

Oversight A/OPC (O-A/OPC) - DEPT OF THE ARMY

Nominee Email *	Nominee First Name *	Nominee Last Name *
▮▮▮▮▮		

Home Organization DoDAAC *	Nominee Role *	Nominee Location Type Code *	Nominee Location Code *
	Certifying Officer	DoDAAC	

Certifying Officer
Approving/Billing Official (A/BO)
Cardholder (CH)

Training

Course Name	Completion Date	Frequency	Due Date	Provider	Source

- Nominating O-A/OPC or A/OPC will provide the details of the user's information to include the first name, last name, role, and both home and role DoDAACs
  - Home DoDAAC = Where the user sits in their organization
  - Role DoDAAC = Where the user is performing their duties
  - These can be and are often the same location
  - Link to OnePager: 3OP018 (also available in backup)
    - https://www.acq.osd.mil/dpap/pdi/pc/docs/gpc-one-pagers/3OP018%20-%20What%20DoDAAC%20Should%20I%20Enter.pptx

- Info: One account found: User information has been populated.

GPC Role Nomination

Nominator Role *

Oversight A/OPC (O-A/OPC) - DEPT OF THE ARMY

Nominee Email *	Nominee First Name *	Nominee Last Name *
▓▓▓▓▓▓▓	Matt	▓▓▓▓▓▓▓

Home Organization DoDAAC *	Nominee Role *	Nominee Location Type Code *	Nominee Location Code *
W15P7T	Cardholder (CH)	DoDAAC	

Training

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
CLG001 - DoD Government Commercial Purchase Card Overview	2019/01/09	beaker.jpg	2 Years	2021/01/08			Manual	Archive View

- If the user's email is already associated with a PIEE role, the profile data will prepopulate and the nominator will only need to provide the Role and Nominee (Role) DoDAAC.
- In both new and existing PIEE nominees, both PIEE and DAU training will attempt to populate at this time.

GPC Role Nomination Confirmation

An email has been sent to [Email Address] indicating that [Name] has been nominated for the [PIEE JAM Role]. This nomination is for a role whose Location Code is [DoDAAC]

[Name] will be sent an email with specific instructions on how to obtain this role, either by creating a new PIEE account or adding this role to an existing account.

As the initiator, you will be able to start the role appointment after [Name] has had the above role approved by their supervisor.

Close

Managing Nominations

- O-A/OPCs or A/OPCs can manage existing nominations in PIEE
- From this link, O-A/OPCs and A/OPCs can:
  - View or Edit/ Update Training
  - Delete Nominations before the user has self-registered
  - View the Appointment Status workflow process

Appointment Visualization

- Helps users visualize actions already completed and next steps to include known users.
- Ability to send reminder email to the current role in the workflow.
- This visualization can be accessed from both the "Manage Appointments" menu at top of PIEE and from appointment search menu options in JAM

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

The Self-Registration process for the Cardholder role/appointment follows the same process as previously shared.

Reminder: How to Register

- Read and understand the terms and conditions for use of this website. Then click
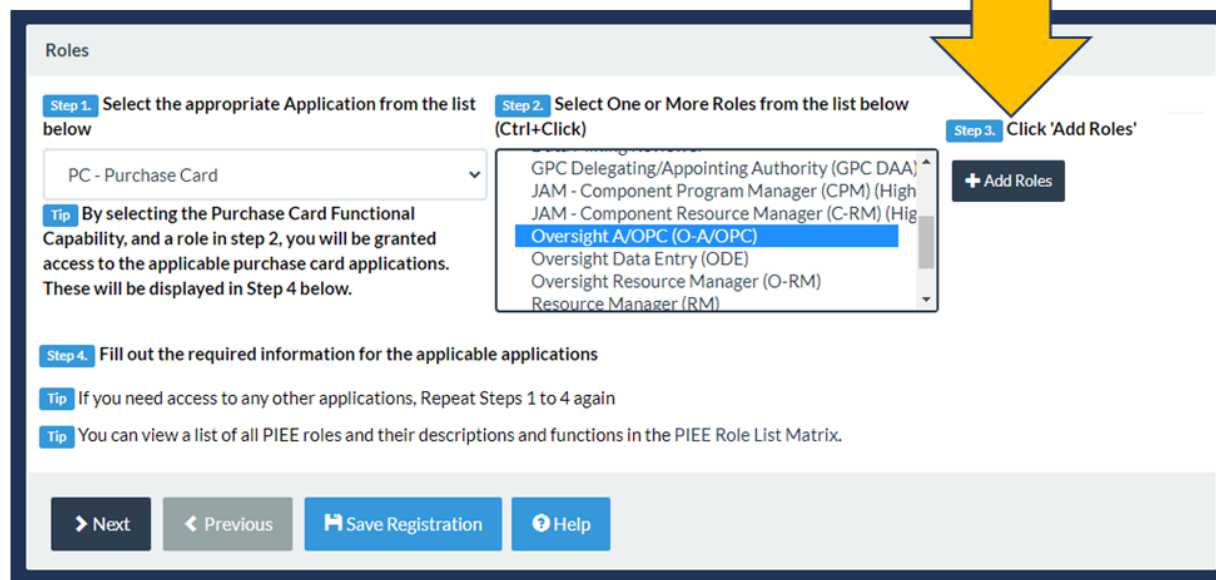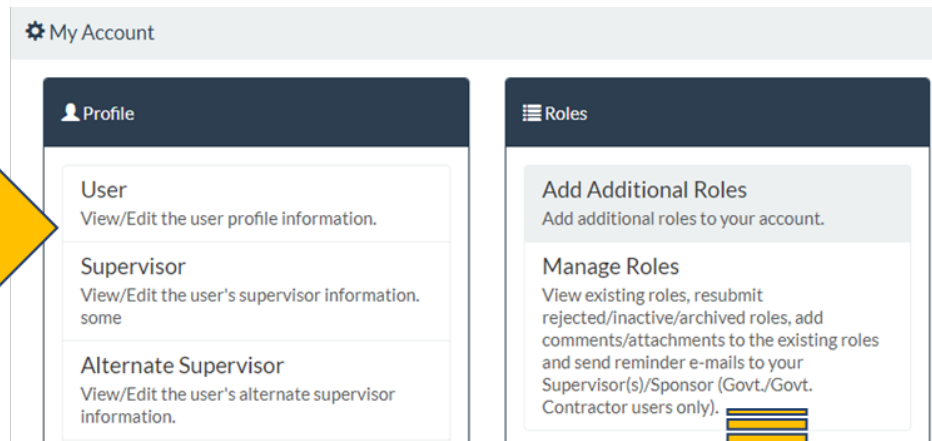
Reminder: How to Add Additional Roles

- Existing Users: Login to PIEE
- Select "My Account" on top menu
- Select "Add Additional Roles" under Roles menu
- Verify information on profile is accurate and progress to roles menu
- Select "PC – Purchase Card" Application and the appropriate role

PIEE 6.9.0 *Procurement Integrated Enterprise Environment*

⚙ My Account   Help ▾

⚙ My Account

👤 Profile

User
View/Edit the user profile information.

Supervisor
View/Edit the user's supervisor information. some

Alternate Supervisor
View/Edit the user's alternate supervisor 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 and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).

Roles

Step 1. Select the appropriate Application from the list below

PC - Purchase Card ⌄

Tip By selecting the Purchase Card Functional Capability, and a role in step 2, you will be granted access to the applicable purchase card applications. These will be displayed in Step 4 below.

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

GPC Delegating/Appointing Authority (GPC DAA)
JAM - Component Program Manager (CPM) (High
JAM - Component Resource Manager (C-RM) (Hig
Oversight A/OPC (O-A/OPC)
Oversight Data Entry (ODE)
Oversight Resource Manager (O-RM)
Resource Manager (RM)

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**

Prepopulation of Cardholder Role

- **Nominee will add PIEE roles OR register for new account**

- **Nominated role and DoDAAC will automatically populate for user.**

- **Nominee may add additional, non-nominated, PIEE roles if applicable at this time.**

Pre-population of Cardholder Role

- **PIEE will automatically add an Acceptor role for Cardholders for the role location they are nominated and registered for.**

- **If your Service/ Agency Policy discourages this practice, the Supervisor or GAM can reject the Acceptor role.**

TIP: Have the Supervisor reject the Acceptor role if your Service/ Agency does not want Cardholder having acceptor roles. GAMs will often trust supervisor's approval.

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → **Supervisor Approval** → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

The Supervisor Approval process for the Cardholder role/appointment follows the same process as previously shared.

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → **Appointment Creation** → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Cardholder Appointment Creation

Nomination → Self Registration → Supervisor Approval → **Appointment Creation** → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Operational Support

JAM — Joint Appointment Module

PCM — Purpose Code Management

PBIS — Procurement Business Intelligence Service

Purchase Card

us bank — U.S. Bank

Other

WBT — Web Based Training

- **Nominator (or someone from their Organization) will login to PIEE JAM to initiate appointment**

Cardholder Appointment Creation

- **A list of users eligible to have an appointment created**

- **If multiple listed, select users one at a time to create appointments**

Cardholder Appointment Creation: Appointee Section

- **Appointee data populates from the user's nomination/ profile.**

- **Procurement DoDAAC: Populates from the Initiator's O-A/OPC or A/OPC Appointment. This is editable.**

- **Card Mailing Data: Will populate from the Role DoDAAC address but can be edited**

Cardholder Appointment Creation: Appointee Section

- **DEROS Date = Date user will return from overseas duty station, if applicable.**

- **Existing Warranted Contracting Officer (Non-GPC)**

  - Some special designations require the user to have a warrant issued outside of the GPC appointment process

Country *	City *	State *	Zip *
United States	ABERDEEN PROVING GROU	Maryland	21005-1846

DEROS Date | **Existing Warranted Contracting Officer (Non-GPC) * ⓘ**

| | - Select - |

Course Name	Certificate	Completion Date	Frequency	Due Da...
CLG001 - DoD Government Commercial Purchase Card Overview	beaker.jpg	2021/10/27	2 Years	2023/1(...

☑ Add Training

👤 Profile

User
View/Edit the user profile information.

Supervisor
View/Edit the user's supervisor information. some

Alternate Supervisor
View/Edit the user's alternate supervisor information.

Agency
View/Edit the user's agency information.

My Training
View/Add/Archive training information.

- **Initiator can view current and add additional training for the Appointee. The Appointee can also add their own training:**

  - Login to PIEE

  - Select My Account ➡ My Training and follow screen prompts to add training

Cardholder Appointment Creation: Special Designations

Special Designation	Single Purchase Limit	Cycle Limit	Effective Date	Edit	Delete	View
Click the 'Add Special Designation' button to add designations						

☑ Add Special Designation

Additional De

Add Special Designation

Special Designation *
- Select -

Single Purchase Limit *   Cycle Limit *   Effective Date *

Agency Specific Policy and Procedure

Additional Details

Are you sure you want to add this special designation?

⊘ Cancel   ☑ Add   ⓘ Help

- **Special Designation:**
  - Initiator must enter at least one but can enter multiple Special Designations.
  - A user receiving multiple cards would still have one appointment will all Special Designations included.
  - Rare exception if they are supporting multiple contracting offices

- **Single Purchase Limit:**
  - JAM will provide systematic limitation on each single purchase limit as identified in the GPC Guidebook.

Cardholder Appointment Creation: Special Designations

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
1	Micro-Purchase Cardholder	• Federal Acquisition Regulation (FAR) 1.603-3(b) • FAR 13.201 • Defense FAR Supplement (DFARS) 201.603-3(b)	$10K	• Grants authority to make authorized GPC purchases valued below the micro-purchase threshold (MPT) using simplified acquisition procedures (see FAR 2.101 "micro-purchase" definition). • Includes FedMall MarketPlace transactions. See paragraph 6 below. • Insufficient if intent is to authorize CH to place orders against any contract, including General Services Administration (GSA) Federal Supply Schedule (FSS) orders using GSA Advantage! and orders against FedMall contracts.	
2	Micro-Purchase Convenience Check Writer	• FAR 1.603-3(b) • FAR 13.201 • DFARS 201.603-3(b) • FY2018 National Defense Authorization Act (NDAA) Section 806(b) • FMR Vol. 10, Ch. 23 (update pending)	$5K	• Grants authority to make authorized convenience check purchases valued below the MPT using simplified acquisition procedures (see FAR 2.101 "micro-purchase" definition). • Convenience check threshold is limited to one-half the applicable MPT.	

Cardholder Appointment Creation: Special Designations

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
3	Higher Education Micro-Purchase Cardholder	• FAR 1.603-3(b) • FAR 13.201 • DFARS 201.603-3(b)	Unlimited	• Grants authority to make authorized open-market micro-purchases using the GPC up to the applicable "Higher Education" MPT (See MPT definition at FAR 2.101). • This authority is generally limited to $10K, but FAR 2.101 MPT definition allows for a higher threshold after appropriate Head of Contracting Activity (HCA) determination. • Insufficient if intent is to authorize CH to place orders against any contract, including GSA FSS orders using GSA Advantage! or orders against FedMall contracts.	
4	Micro-Purchase Contingency Contracting Cardholder This authority type includes Contingency Convenience Check Writers.	• FAR 1.603-3(b) • FAR 13.201 • FAR 13.201(g) • DFARS 201.603-3(b) • FMR Vol. 10, Ch. 23 (update pending)	• $35K	• Grants authority to make authorized open-market micro-purchases using the GPC up to the applicable "Contingency/Emergency Use" MPT (See MPT definition at FAR 2.101). Applicable MPTs are: Contingency/Emergency Card Inside U.S. – $20K Contingency/Emergency Card Outside U.S. – $35K Applicable Convenience Check Thresholds are: Contingency/Emergency Convenience Check Inside U.S. – $10K Contingency/Emergency Convenience Check Outside U.S. – $17.5K • Insufficient if intent is to authorize CH to place orders using GSA Advantage! or orders against FedMall contracts.	

Cardholder Appointment Creation: Special Designations

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?

5	Warranted Contingency Contracting Cardholder	• FAR 1.603-3(a)
		• FAR 2.101 MPT
		• FAR 2.101 SAT
		• DFARS 201.603-3(b)
		• DFARS 213.301(3)
			• $1.5M	• Grants Contingency Contracting Officers authority to make authorized GPC purchases outside the U.S. using simplified acquisition procedures up to the applicable Simplified Acquisition Threshold (SAT). (See FAR 2.101 definitions of MPT and SAT).
				Applicable SATs are:
				  Contingency/Emergency Inside U.S. – $800K
				  Contingency/Emergency Outside U.S. – $1.5M
				
				• The GPC authority may be delegated only to individuals who hold an SF 1402 Contracting Officer Warrant that was issued following established Component contracting procedures. Components are responsible for ensuring all required training is completed prior to issuance. JAM-issued GPC appointments/warrants are not sufficient to use this authority.	

Cardholder Appointment Creation: Special Designations

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
6	Contract Ordering Official Cardholder	• FAR 1.603-3(a) • FAR 2.101(b)(2)(1)(i) and (2)	$250K	Grants authority to place and pay for authorized GPC purchases against: • Indefinite Delivery, Time-and-Material, or Labor-Hour contracts that have firm fixed prices and prearranged terms and conditions that were awarded by a Warranted Contracting Officer who designated the CH, by name, to place orders. The Contracting Officer is responsible for performing compliance oversight and reporting any concerns to the A/OPC. • GSA FSS • Includes FedMall Commercial Ordering. See paragraph 6 below. • This appointment can be issued only if the Component has (1) issued policies and procedures that adequately address such use; (2) specified additional training requirements for utilizing the alternate special designation authority that are at commensurate with the authority to be delegated; and (3) mandated additional controls and oversight procedures to mitigate the increased risks associated with this use.	✓

Cardholder Appointment Creation: Special Designations

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
7	Overseas Simplified Acquisition Cardholder[10]	• FAR 1.603-3(a) > MPT • FAR 1.603-3(b) < MPT • DFARS 213.301(2)	$25K	• Grants authority to make authorized GPC purchases valued up to $25K using simplified acquisition procedures when the CH is outside the U.S. for items/services to be used outside the U.S., and that comply with the requirements of DFARS 213.301(2).	✓
8	Contract Payment Official Cardholder	• FAR 13.301(c)(2)	Unlimited	• Grants authority to make contract payments when authorized by the contract's terms and conditions.	
9	SF-182 Training Payments Cardholder	• DoD Charge Card Guidebook • DoD FMR Vol 10, Ch 12, Sec 120323 • DoD Instruction (DoDI) 1400.25, Volume 410	$25K	• Grants authority to make payments for commercial training requests using the SF 182, valued at or below $25K, in lieu of an employee reimbursement by miscellaneous payment in accordance with the procedures to directly pay the provider in DoD FMR Volume 10, Chapter 12, Section 120323, and DoDI 1400.25, Volume 410.	
10	Inter/Intra-Governmental Payment Official Cardholder	DoD FMR Vol 5, Ch 11, Sec 110303	$24,999	• Grants authority to make payments to another Federal Government entity in lieu of using a Military Interdepartmental Purchase Request (MIPR) or Inter-Governmental Payment and Collection (IPAC). • Includes, but is not limited to, payments to Defense Logistics Agency Document Services, Department of Agriculture offered training, GSA Global Supply, and FedMall GPC requisitioning.	

Warrant Issued as a Result of Appointment?

Cardholder Appointment Creation: Special Designations

Direct Agency/Organization Program Coordinator

Help

Enter an Email Address and search. Select a user who will act as the direct A/OPC for the appointment. This is a required action.
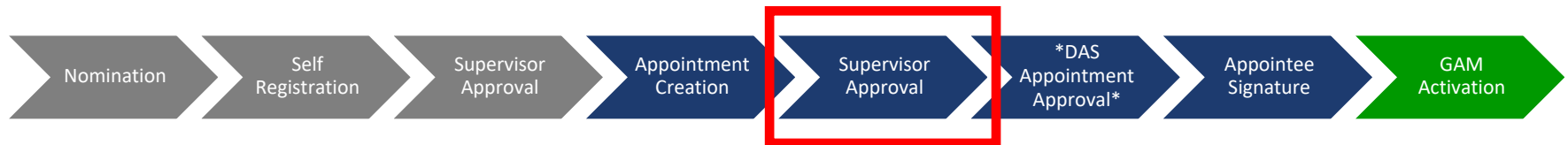
Email Address

[   ] [Lookup Direct A/OPC]

Item	Name	Email	PIEE Role	DoD Component	DoD Group Name	DoD Organization	DoD Organization Name	Action
1	JAM_AOPC1, Kim	Kimberly.a.fox14.ctr@mail.mil	Agency/Organization Program Coordinator	DEPT OF THE ARMY	HQ ACC ABERDEEN DIVISION B	W15P7T	W6QK ACC-APG	Select

- **Initiator must select a corresponding Direct User**
  - If the initiator is an A/OPC, they will select the O-A/OPC for the appointee
  - If the initiator is an O-A/OPC, they will select and A/OPC for the appointee

- **After selecting corresponding Direct User, initiator will submit and sign the document**

- **If the Initiator has Delegation Signatory Authority for the contents of the appointment, they will sign here as the DAS and that separate step in the workflow will not be necessary.**

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → **Supervisor Approval** → *DAS Appointment Approval* → Appointee Signature → GAM Activation

The Supervisor Approval of the Appointment process for the Cardholder role/appointment follows the same process as previously shared.

Cardholder
Appointment Workflow Overview

Nomination	Self Registration	Supervisor Approval	Appointment Creation	Supervisor Approval	*DAS Appointment Approval*	Appointee Signature	GAM Activation

The DAS Approval of the Appointment process for the Cardholder role/appointment follows the same process as previously shared for the O-A/OPC.

Since the Initiator (O-A/OPC) had delegation authority to approve this cardholder's appointment, this step would not be needed in this example.

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → **Appointee Signature** → GAM Activation

Cardholder Appointment Appointee Signature

Nominee Name

You have been designated as the Appointee for the following appointment in the Joint Appointment Module (JAM):

Appointment: Cardholder Appointment
Component: DEPT OF THE ARMY
Location DoDAAC: W15P7T - W6QK ACC-APG
Status: Pending Appointee Approval

Your immediate action is required to review and sign this appointment. You can sign this appointment within the Procurement Integrated Enterprise Environment (PIEE) by following these steps.

1: Open the Cardholder Appointment by clicking this link: https://wawf-gt.eb.mil/jam/token?email=mljacobs07%40gmail.com&token=879bf1039bf01356c614b58d039cca9a56f735dddeb2ae96d8450ab1c55756f8

2: Review the appointment information for accuracy then Approve or Reject the appointment. Approving the appointment will initiate the digital signature process and the appointment will be active. If rejected, the appointment will return to the initiator.

If difficulty is encountered, contact the initiator:

Name
Email
Phone

- **Nominee will receive an email from PIEE with instructions to open a link to countersign the appointment**
  - If the email includes the contact information from the initiator if the appointee has any issues and needs assistance.

Cardholder Appointment Appointee Signature

DoD Component
DEPT OF THE ARMY

DoD Group Name
DEPT OF THE ARMY

PIEE Role
Oversight Agency/Organization Program Co

Appointment Workflow   ℹ Help

Date	Action	Status	Name	Signature	PIEE Role
2021/10/28 19:17:28	Submit	Pending Supervisor Approval	▉▉▉▉▉▉▉▉		Oversight Agency/Organization Program Coordinator
2021/10/28 19:35:49	Approve	Pending Appointee Approval	▉▉▉▉▉▉▉▉		Appointee Supervisor

☑ Approve   ☑ Reject   ☑ Delete   ℹ Help

- **After reviewing the contents of the appointment, appointee will select approve.**

Cardholder Appointment Appointee Signature

- **PIEE will display a digital version of the appointment letter.**

- **The appointment letter will include the values and details from the data entered during the appointment creation process.**

- **The Appointee should select the Approve button and follow the system prompts to sign the appointment.**

Cardholder
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → **GAM Activation**

The GAM Approval of the PIEE Role is common for all roles.

GPC Cardholder PIEE Access

Welcome to the Procurement Integrated Enterprise Environment

- **After GAM activation Cardholders will have access to:**
  - Supplier Performance Risk System (SPRS)
  - FedMall
  - JAM
  - US Bank Access Online (AXOL)

A/BO
Appointment Workflow Overview

| Nomination | Self Registration | Supervisor Approval | Appointment Creation | Supervisor Approval | *DAS Appointment Approval* | Appointee Signature | GAM Activation |

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

A/BO Appointment Nomination

- A/BO appointments start with the nomination by an O-A/OPC or A/OPC.
- Other users with the same role as the nominator will be able to create the A/BO's appointment at step 4, Appointment Creation.
- NOTE: New or existing PIEE users will get an error if they try to register for an A/BO role without a nomination

A/BO Appointment Nomination

- O-A/OPC or A/OPC will nominate an individual by email address.
- PIEE will determine if that user is already a PIEE user or if a new user will need to be created.
- Nominating O-A/OPC or A/OPC will provide the details of the user's home and role DoDAACs
  - Home = Where the user sits in their organization
  - Role = Where the user is performing their duties
  - These can be and are often the same location
  - Link to OnePager: 3OP018
    - https://www.acq.osd.mil/dpap/pdi/pc/docs/gpc-one-pagers/3OP018%20-%20What%20DoDAAC%20Should%20I%20Enter.pptx

GPC Role Nomination

Does the nominee require both an A/BO GPC Appointment Letter and a DD Form 577 Certifying Officer appointment? ℹ

[✓ Yes] [✗ No]

GPC Role Nomination

This nominee already has a Certifying Officer role for location code (DoDAAC). A standalone nomination will be created for Approving/Billing Official (A/BO).

[OK]

- In addition to pulling in as much information as possible into the nomination for existing PIEE users, the system will check if the user has a CO role at the role location DoDAAC.
  - If the user does not have a CO appointment, the system will ask the Nominator if they would like to also start a CO appointment. (making it a combo appointment) – *This will be covered in a later slide.*
  - If the user has a CO appointment, the system tell the Nominator that a CO appointment already exists and that a Standalone (not a combo) A/BO nomination will be initiated.

A/BO Appointment Nomination

The nominator can view the status of a nomination once it has been submitted and perform subsequent actions such as send reminder emails for the supervisor to take an action.

A/BO
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

A/BO Self-Registration

- The nominee will follow the same registration process as the CPM, OA/OPC and A/OPC with the exception of the role selection.
- The A/BO role will be automatically populated for the nominee with the DoDAACs as identified by the nominator. These details cannot be modified.
  - It is possible to delete the nomination, but it is not recommended.

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

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'

➕ 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
PC | SPRS | BANKS | JAM	Approving/Billing Official (A/BO)	DoDAAC	W91M78	N/A	W91M78 W3VY USA MEDCOM	Delete

A/BO
Appointment Workflow Overview

Nomination → Self Registration → **Supervisor Approval** → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

The supervisor approval process for the A/BO role/appointment follows the same process as the CPM, OA/OPC and A/OPC.

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals
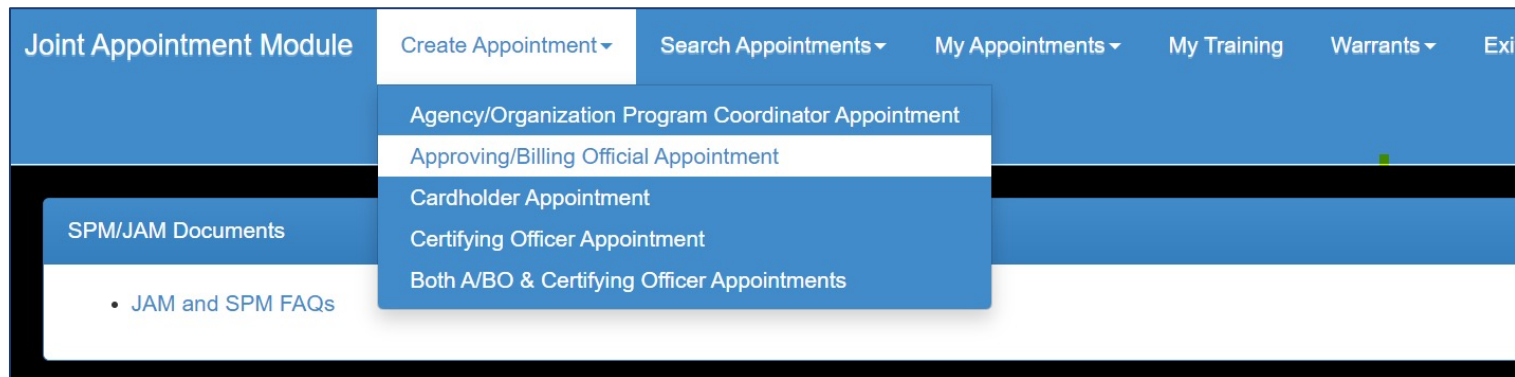
A/BO
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → **Appointment Creation** → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

A/BO Appointment Creation

- The nominator can navigate to JAM > Create Appointment > A/BO Appointment to start the appointment for the nominee.

- If the nominator has multiple roles, they must first select the role from which the nominee's appointment will be created.
- If the nomination has been approved by the Supervisor, it will be available for selection.

A/BO Appointment Creation

- Upon selection, most of the appointment details will be populated. Training can be updated, the Direct OA/OPC or A/OPC information will need to be populated and the Delegating/Appointing Signatory must be identified.
  - If the initiator has appointing authority, the system will automatically populate their information into the DAS section.
  - In case an OA/OPC started the appointment, the appointment will ask for the Direct A/OPC's email address to perform a search.

A/BO
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → **Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation**

The remainder of the process mirrors the CPM, OA/OPC and AOPC process.

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

CO (DD577)
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → Appointment Creation → *AA Appointment Approval* → Appointee Signature → GAM Activation

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

CO Appointment Nomination

- CO appointments start with the nomination by an O-A/OPC, A/OPC or AA.
- Other users with the same role as the nominator will be able to create the CO's appointment at step 4, Appointment Creation.
- NOTE: New or existing PIEE users will get an error if they try to register for an CO role without a nomination

CO Appointment Nomination

This nomination is being started by an AA, as such the only nominee role that can be selected in the CO.

- O-A/OPC, A/OPC or the AA will nominate an individual by email address.
- PIEE will determine if that user is already a PIEE user or if a new user will need to be created.
- Nominating O-A/OPC, A/OPC or AA will provide the details of the user's home and role DoDAACs
    - Home = Where the user sits in their organization
    - Role = Where the user is performing their duties
    - These can be and are often the same location
    - Link to OnePager: 3OP018
        - https://www.acq.osd.mil/dpap/pdi/pc/docs/gpc-one-pagers/3OP018%20-%20What%20DoDAAC%20Should%20I%20Enter.pptx

- One submitted a context sensitive message will be displayed to the nominator.
- There is NO option to start a combo appointment when the role selected is CO.

GPC Role Nomination Confirmation

An email has been sent to ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ indicating that ▮▮▮▮ ▮▮▮▮▮ has been nominated for the Certifying Officer role. This nomination is for a role whose Location Code is HQ0102.
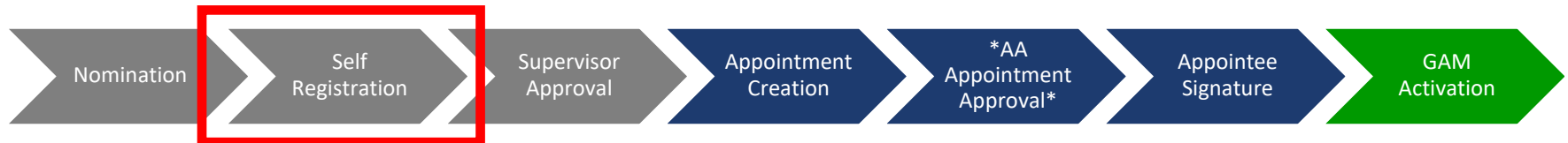
▮▮▮▮▮▮▮▮▮ will be sent an email with specific instructions on how to obtain this role, either by creating a new PIEE account or adding this role to an existing account.

As the initiator, you will be able to start the role appointment after ▮▮▮▮▮▮▮▮▮ has had the above role approved by their supervisor.

Close

CO (DD577)
Appointment Workflow Overview

Nomination	Self Registration	Supervisor Approval	Appointment Creation	*AA Appointment Approval*	Appointee Signature	GAM Activation

The Self Registration process for the CO role/appointment follows the same process as the A/BO with the exception that the CO role will automatically be populated in the role request instead of the A/BO role.

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

CO (DD577)
Appointment Workflow Overview

| Nomination | Self Registration | Supervisor Approval | Appointment Creation | *AA Appointment Approval* | Appointee Signature | GAM Activation |

The supervisor approval process for the CO role/appointment follows the same process as the A/BO.

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

CO (DD577)
Appointment Workflow Overview

Nomination → Self Registration → Supervisor Approval → **Appointment Creation** → *AA Appointment Approval* → Appointee Signature → GAM Activation

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

CO Appointment Creation

- Following the same procedures as the A/OPC did for the A/BO appointment, the appointer will select "Create Certifying Office Appointment" in JAM.

- Upon selecting the appointee, the appointment form will open populated with as much information as possible.

- If the appointer has the ability to approve the appointment, the system will tell them to select themselves as the approver.
- List of AAs will be provided for the appointer to select. They may choose to select an external AA if the AA does not exist in the list

- Multiple AAs can be selected. One of them will be marked as the Primary in which case they will get the email in the To line. Others will be in the CC line.

CO (DD577)
Appointment Workflow Overview

| Nomination | Self Registration | Supervisor Approval | Appointment Creation | *AA Appointment Approval* | Appointee Signature | GAM Activation |

The remainder of the process mirrors the A/BO process with the exception that an AA has to approve the appointment instead of a DAS.

For Pay and Confirm (Mainly Air Force) where the ABO and CO are two different individuals

A/BO and CO (Combo)* Appointment Workflow Overview

Combo   **A/BO**

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

AA Appointment Approval → Appointee Signature → GAM Activation

CO

For Confirm and Pay where the ABO and CO are the same individual

In a A/BO-CO combo appointment, the workflow splits into their respective processes once the appointment is created. Follow the process identified in their respective sections to understand the process as it remains the same.

A/BO and CO (Combo) Appointment Nomination

GPC Role Nomination

Nominator Role *

Agency/Organization Program Coordinator (A/OPC) - HQ Naval Sea Systems Command (NAVSEA) - N00024 ▾

Nominee Email *   Nominee First Name *   Nominee Last Name *

[redacted]   [redacted]   GPCAOPC06

Home Organization DoDAAC *   Nominee Role *   Nominee Location Type Code *   Nominee Location Code *

W91M78   Approving/Billing Official (A/BO) ▾   DoDAAC ▾

Training

GPC Role Nomination

Does the nominee require both an A/BO GPC Appointment Letter and a DD Form 577 Certifying Officer appointment? ❶
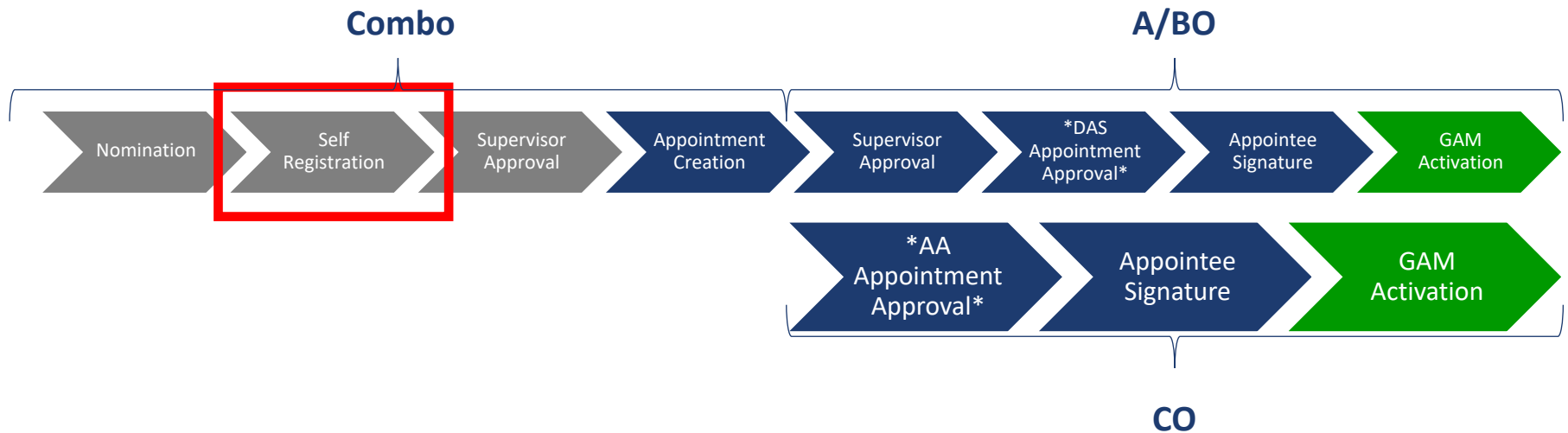
⊘ Yes   ⊗ No

- O-A/OPC or A/OPC will nominate an individual by email address
- PIEE will determine if that user is already a PIEE user or if a new user will need to be created.
- Nominating O-A/OPC or A/OPC will provide the details of the user's home and role DoDAACs
    - Home = Where the user sits in their organization
    - Role = Where the user is performing their duties
    - These can be and are often the same location
    - Link to OnePager: 3OP018
        - https://www.acq.osd.mil/dpap/pdi/pc/docs/gpc-one-pagers/3OP018%20-%20What%20DoDAAC%20Should%20I%20Enter.pptx
- When A/BO is selected as the nominee role, the system will ask if you would like to create a CO/DD577 appointment as well. Only OA/OPCs and A/OPCs have the ability to select the A/BO option. AAs can only select CO as nomination role.
    - If the nominee elects to also create a CO/DD577 nomination, the appointment will become a combo appointment.
    - If the nominee does not, then only the A/BO nomination will be created.
- NOTE: Under confirm and pay, where a single individual have both A/BO and CO roles, it is recommended that a combo appointment be created instead of starting the A/BO and CO appointments independently.

A/BO and CO (Combo)*
Appointment Workflow Overview

Combo

A/BO

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

AA Appointment Approval → Appointee Signature → GAM Activation

CO

For Confirm and Pay where the ABO and CO are the same individual

In a A/BO-CO combo appointment, the workflow splits into their respective processes once the appointment is created. Follow the process identified in their respective sections to understand the process as it remains the same.

A/BO and CO (Combo) Appointment Nomination

- Although the Self Registration process for the Combo appointment is the same as the A/BO and CO process, both the A/BO and CO roles will be populated into the role summary.
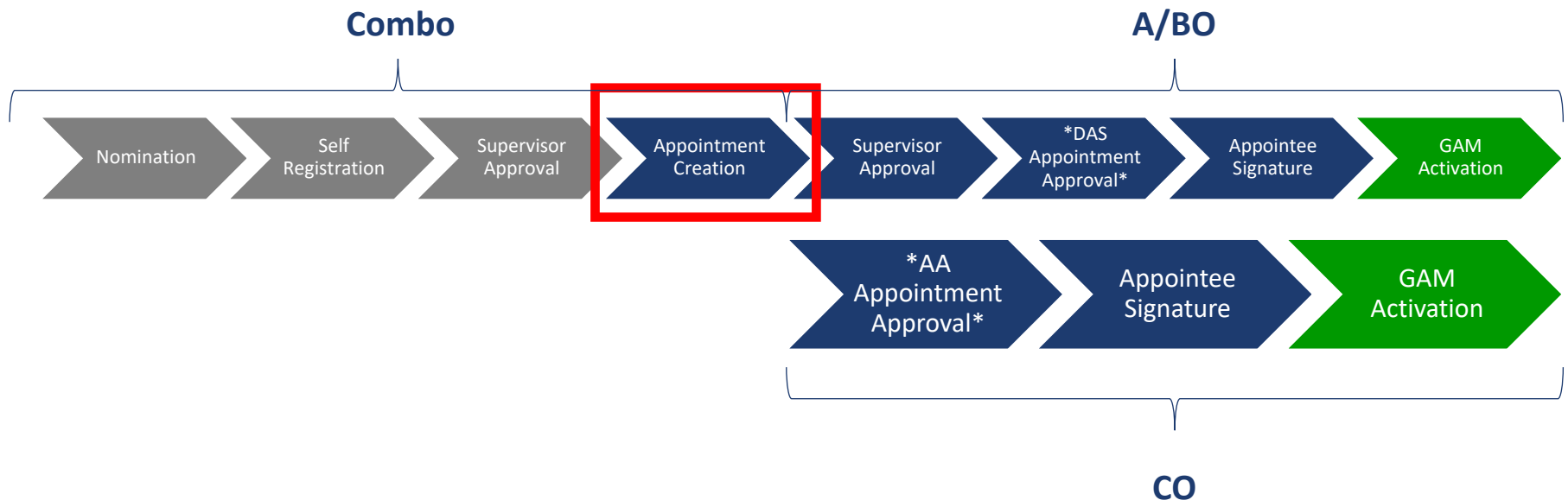
A/BO and CO (Combo)* Appointment Workflow Overview

Combo

A/BO

Nomination → Self Registration → Supervisor Approval → Appointment Creation → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

Supervisor approval process for the Combo appointment follows the same process as the A/BO process.

AA Appointment Approval → Appointee Signature → GAM Activation

CO

For Confirm and Pay where the ABO and CO are the same individual

In a A/BO-CO combo appointment, the workflow splits into their respective processes once the appointment is created. Follow the process identified in their respective sections to understand the process as it remains the same.
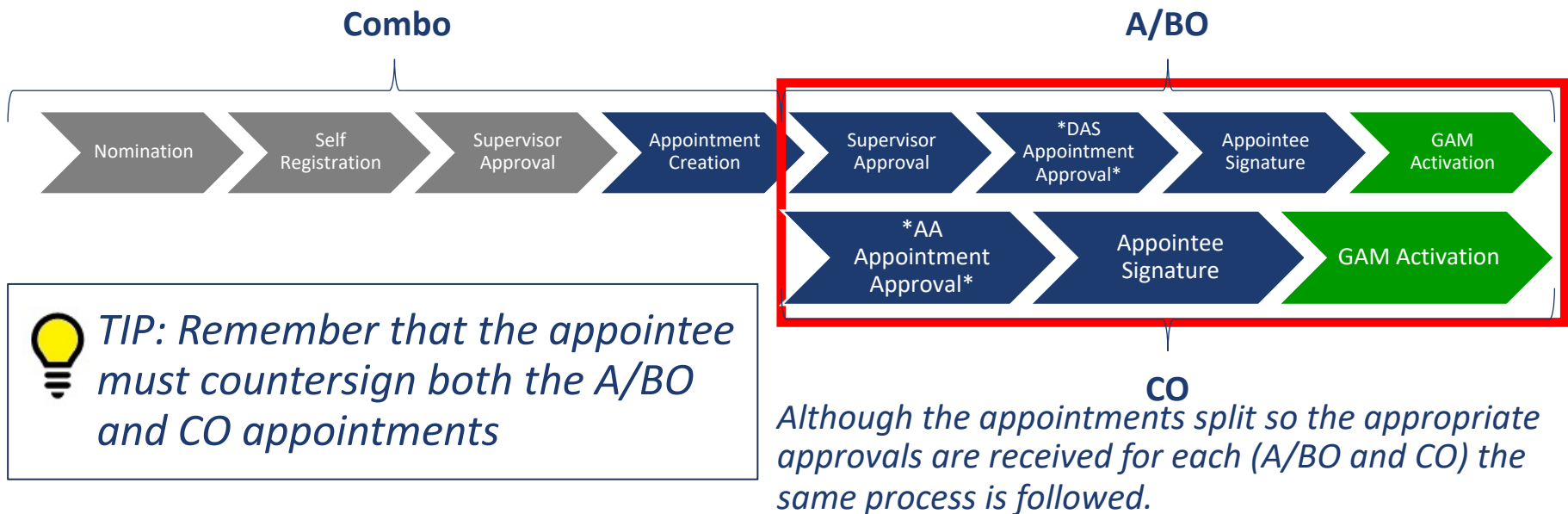
A/BO and CO (Combo)* Appointment Workflow Overview

Combo   **A/BO**

Nomination → Self Registration → Supervisor Approval → **Appointment Creation** → Supervisor Approval → *DAS Appointment Approval* → Appointee Signature → GAM Activation

AA Appointment Approval → Appointee Signature → GAM Activation

CO

For Confirm and Pay where the ABO and CO are the same individual

In a A/BO-CO combo appointment, the workflow splits into their respective processes once the appointment is created. Follow the process identified in their respective sections to understand the process as it remains the same.

A/BO and CO (Combo) Appointment Creation
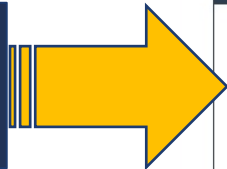
- The Appointer will start the appointment from the Create Appointment > "Both A/BO & CO Appointments" link in JAM.

- While the process remains the same as for the A/BO appointment, the appointment itself has the contents of both the A/BO and CO appointment so the appointments can be routed to the appropriate individuals.
    - Select the Direct user (for A/BO appointment)
    - Select the DAS (for A/BO Appointment)
    - Select the AAs
- Two individual appointments (one for A/BO and one for CO) will be created through this process.

A/BO and CO (Combo)* Appointment Workflow Overview

Combo

A/BO

Nomination	Self Registration	Supervisor Approval	Appointment Creation

Supervisor Approval	*DAS Appointment Approval*	Appointee Signature	GAM Activation

AA Appointment Approval	Appointee Signature	GAM Activation

CO

Although the appointments split so the appropriate approvals are received for each (A/BO and CO) the same process is followed.

💡 *TIP: Remember that the appointee must countersign both the A/BO and CO appointments*

For Confirm and Pay where the ABO and CO are the same individual

In a A/BO-CO combo appointment, the workflow splits into their respective processes once the appointment is created. Follow the process identified in their respective sections to understand the process as it remains the same.

GPC PIEE Reporting in EDA

How To Get Access to Reports

My Account

Profile

User
View/Edit the user profile information.

Supervisor
View/Edit the user's supervisor information. some

Alternate Supervisor
View/Edit the user's alternate supervisor 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 and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).

- Existing Users: Login to PIEE
- Select "My Account" on top menu
- Select "Add Additional Roles" under Roles menu
- Verify information on profile is accurate and progress to roles menu
- Select EDA Application and the "Advance Reporting" role
- Role will flow through supervisor approval and GAM activation like any other PIEE role
- New PIEE users should just add this role during registration

Roles

Step 1. Select the appropriate Application from the list below

EDA - Electronic Data Access

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

User Roles for EDA
Advanced Reporting
CBAR ACO
CBAR Contracting Officer
CBAR View Only
CDR POC
Contract Deficiency Report (Legacy)

Step 3. Click 'Add Ro

+ 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   ? Help

Where Are the EDA Reports?

- The left-hand menu in EDA provides the user with access to all the capabilities within EDA that they have access to.
  - E.g., Award Data, Commercial Item Determinations, Reports, etc.
- "Reports" has a drop-down menu providing 13 subcategories of reporting
  - Each subcategory has useful reports within that area of PIEE

PIEE Electronic Data Access

FAVORITES

⌂ Dashboard

EDA

▤ Award Data

⚙ Administration

ANALYTICS

▽ Create Query

▢ Saved Queries

▥ Reports ⌄

TASKS

Legacy Tasks

Scheduled Tasks

Task Download

PIEE Electronic Data Access

▢ Saved Queries

▥ 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

JAM Reports

- There are currently three GPC JAM reports in EDA
  - JAM Detailed GPC Appointment Status Report
  - JAM GPC Training Report
  - GPC PIEE Nomination Status Report

JAM Detailed GPC Appointment Status Report

- Can search on:
  - Appointment Type
  - Appointment Sub-Type = Special Delegation
  - Appointment Status
  - Dates
  - Organization

- When searching by group, use the Organizational Group and "Find Group" selections.
- Do not use the "Service/ Agency (DoD Component) Drop Down

Attention   ×

The maximum number of records you are permitted to view in the web report is **10,000**. However, up to **100,000** results can be downloaded by clicking 'Download' from the Search Criteria page. This search contains **50,569**.

Please refine your search criteria to reduce the number of results or utilize the Download functionality.

✓ Confirm

Find Group

◉ Organizational Group

Organizational Group ⓘ

🔍 **Find Group**

Include Subgroups?

🔵

🔍 Search   🔖 Bookmark   ⬇ Download   ⊗ Cancel

- If more than 10,000 records are returned, user may use the download option to retrieve data in CSV/ Excel.
- Do not use the "Service/ Agency (DoD Component) Drop Down

JAM GPC Training Report

- When searching by group, use the Organizational Group and "Find Group" selections.
- Do not use the "Service/ Agency (DoD Component) Drop Down

GPC PIEE Nomination Status Report

- When searching by group, use the Organizational Group and "Find Group" selections.
- Do not use the "Service/ Agency (DoD Component) Drop Down

Accessing FedMall

- **Users that have either an active Cardholder Appointment or have requested a FedMall Commerce role will get access to the FedMall icon.**
- **Users who were active in FedMall before the migration to PIEE in November will have an active FedMall role migrated to PIEE**

Accessing FedMall (con't)

- **New and existing FedMall users will be brought into FedMall.**
- **Select My Account to access My Account Summary and Settings.**
- **Users who were are active GPC Cardholders will need to add a method of payment before they can perform "Buyer" functions.**
  - Any users with access to FedMall can browse for items but users need to have a method of payment in FedMall to purchase.
  - Just having an active GPC Cardholder appointment does not result in the ability to buy in FedMall.

Adding Payment Methods in FedMall

- **Users will add a payment method by accessing My Payment Methods under My Account / SETTINGS.**
- **Users must know their Contracting Office DoDAAC to add a GPC as a payment method.**
  - The Contracting Office DoDAAC must have Procurement Authority: YES in the DoDAAD and PCM.
  - The Contracting Office DoDAAC must be in the Contracting Office List.

Adding Payment Methods in FedMall (con't)

Credit Card Label: *

Payment Option: * — Government Purchase Card

Credit Card Number: *

Credit Card Type: * — Master Card

Credit Card Expiration Date: * — 01 — 2021

Contracting Office DoDAAC: * (i)

Contracting Agency Code:

First Name: *

Middle Name:

Last Name: *

Email: *

Phone Number: *

Business Name:

Billing Address: — Select Address or Enter Address Fields Below

Billing Address 1: *

Billing Address 2:

Billing Address 3:

Billing City: *

Billing Country: * — Choose Billing Country

Billing State: — Choose Billing State

Province (Non US): — Choose Province (Non US)

Billing Postal Code: *

☐ Save as Default Payment

Submit   Cancel

- **Users will populate the mandatory fields to add their GPC.**
- **Contracting Office DoDAAC must pass validation to be used.**

Credit Card Expiration Date: * — 01 — 2021

Contracting Office DoDAAC: * (i)

The DoDAAC is the first six characters of all contracts awarded by your contracting office. If you do not know the DoDAAC click this link to find your contracting office DoDAAC. Contact your Supervisor, Billing Official, or A/OPC for further assistance.

Contracting Agency

First Name: *

Adding Payment Methods in FedMall (con't)

- **Users can add multiple credit cards to their profile.**
- **Users will choose their Payment Method during the Check Out process.**
- **Users must complete the FPDS-NG Questionnaire when using a GPC.**

Searching for Items in FedMall

- **Searching for Items within FedMall**
  - Users may use Basic Search by using the Search box at the top of the FedMall homepage.
  - Users can access Advanced Search by clicking on the Advanced Search button (to the right of the Search box). After you have a list of search results, you may further refine your search using the facets on the left side of the search results.

- **Basic Search**
  - For ready access to quick searches from anywhere in FedMall, there is a search bar in the top-right corner of the homepage, where you can enter valid search criteria.
  - To search for an exact phrase, use double quotes around your term. For example, you might enter "paper clips" (with the double quotation marks) to ensure that you get results that include that exact phrase, and not just results that include both the word paper and the word clips.

- **Searching for Items within FedMall**
  - Users may use Basic Search by using the Search box at the top of the FedMall homepage.
  - Users can access Advanced Search by clicking on the Advanced Search button (to the right of the Search box). After you have a list of search results, you may further refine your search using the facets on the left side of the search results.

- **Advanced Search**
  - In addition to using the basic Search bar on the FedMall homepage, you will also find an Advanced Search button to the right of the Search box. Clicking this will take you to the Advanced Search page, where you will be able to enter a product identifier or multiple search term(s).

Searching for Items in FedMall

Advanced Search
- Search by an identifier allows you to search by one of the following product identifiers:
  - NSN or Item ID
  - NIIN
  - PGC
- Search by term allows you to search by one or more of a set of parameters, which includes:
  - Product Name (also known as Nomenclature)
  - Description
  - Supplier Name
  - Supplier CAGE Code
  - Contract Number

Additional FedMall Information

Getting Started

Getting Started as a Shopper
If this is your first time on FedMall, start with the About FedMall page for an overview. More details about the registration process are available from our Customer Registration Quick Start Guide.

Once you have registered, log on using the link in the upper right hand corner.

Getting Started as a Supplier
FedMall Suppliers now have their own dedicated Supplier Portal for managing their catalogs and viewing purchase orders. Visit the FedMall Supplier Portal for more information.

Security Certificate
If your web browser says that the connection is untrusted or there is a problem connecting securely to the website, you will need to install the new CA Certificate. The necessary DOD certificates can be installed via InstallRoot or PKI CA Certificate Bundles both of which can be found at https://public.cyber.mil/pki-pke/pkipke-document-library/?_dl_facet_pkipke_type=tools under the "Trust Store" tab.

■ Quick Start Guides

Quick Start Guide - Contractor Contingency Store

Quick Start Guide - GSA Global Supply

Quick Start Guide - Custom Utilities

Quick Start Guide - Customer Registration

Quick Start Guide - FedMall Search

Quick Start Guide - Frequently Purchased Items

Quick Start Guide - Ordering with Multiple DoDAACs

Quick Start Guide - Exception Ship-To Address

Quick Start Guide - Registering with a Contracting Office

- **FedMall Getting Started, Quick Start Guides, and Self Help guides can be found on the FedMall landing page.**
- **Additional information can also be found at** FedMall Information Page (dla.mil)

FAQs

Q: Does the A/OPC or Cardholder role DoDAACs need to be Procurement DoDAACs?
A: No. They do not need to be Procurement DoDAACs but can be. There is a separate field to capture the Procurement DoDAAC on the appointment.

Q: How do I terminated the appointments for my users when the appointment is no longer required?
A: For CH, A/BO, A/OPC, and OA/OPC appointments, any user with the authority to approve the appointment can terminate it. The GPC Help Administrator (HAM) and DD577 Appointing Authority (AA) also can terminate appointments. Certifying Officer appointments must be terminated by the GPC HAM or DD577 AA.

Q: Does JAM data get exported to US Bank?
A: Yes. JAM data flows to US Bank and assists users in setting up accounts there. The PIEE Task Queue (PTQ) is where this can be accessed.

Additional Resources

- PIEE Web Based Training (WBT):
  - PIEE WBT provides information on all the JAM capabilities
  - General PIEE Web Based Training: https://pieetraining.eb.mil

- DoD Procurement Toolbox:
  - DoD Procurement Toolbox has a lot of good information on the Procurement IT footprint within DoD to include PIEE
  - DoD Procurement Toolbox- https://dodprocurementtoolbox.com/

- DISA Helpdesk
  - 866-618-5988
  - disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil

- DPC GPC Training Site:
  - https://www.acq.osd.mil/dpap/pdi/pc/training.html
  - QR Code:

Questions?

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

FedMall PMO, Defense Logistics Agency (DLA)

Presented By:

Matt Jacobs – Matthew.Jacobs.ctr@dla.mil

Richard Campagna - Richard.Campagna@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)

DPC One Pagers

OP#	System	Audience	Title	Date	Author
3OP001	PIEE/JAM, AxOL	OA/OPCs, A/OPCs	Understanding Cardholder Special Designations	3/10/21	CeB
3OP002	N/A	A/OPCs, RMs	Understanding Micro-Purchase Thresholds	12/5/18	CeB
3OP003	PIEE/JAM	OA/OPCs, A/OPCs	Registration, Role Request, and Appointment for OA/OPCs and A/OPCs	1/3/19	CeB
3OP004	PIEE/JAM	CPMs	Registration, Role Request, and Appointment for CPMs	1/3/19	CeB
3OP005	PIEE/JAM	DAAs	Registration and Role Request for DAAs	1/3/19	CeB
3OP006	PIEE/JAM	OA/OPCs, A/OPCs, CPMs	Reactivating Inactive and Archived PIEE Accounts/Roles	11/28/18	CeB
3OP007	PIEE/JAM	OA/OPCs, A/OPCs, CPMs	When Might I Need More than One Role/Appointment?	11/28/18	CeB
3OP008	PIEE/JAM	OA/OPCs, A/OPCs, DAAs	How Do I Enter Additional Details in an Appointment?	11/28/18	CeB
3OP009	PIEE/JAM	AAs	Registration and Role Request for AAs	1/3/19	CeB
3OP010	PIEE/JAM	All GPC Roles	Uploading Training Certificates to PIEE/JAM	6/24/19	CeB
3OP011	PIEE/JAM	Certifying Officers	Registration, Role Request, and Appointment for Certifying Officers	3/15/19	CeB

DPC One Pagers

OP#	System	Audience	Title	Date	Author
3OP012	PIEE	DD577 Verifiers	Registration for the DD577 View-Only Role	3/14/19	CeB
3OP013	N/A	CPMs, OA/OPCs, A/OPCs, RMs/FMs	Understanding Army / Air Force / Defense Agencies Refunds under SmartPay3	3/5/19	CeB
3OP014	PIEE/JAM	A/BOs	Nomination, Registration, and Appointment of A/BOs	3/15/19	CeB
3OP015	N/A	GPC Program Participants	Who is the Head of Activity?	6/2/20	CeB
3OP016	N/A	GPC Program Participants	What is the Semi-Annual HA review?	4/12/19	CeB
3OP017	PIEE/JAM	GPC Program Participants	PIEE/JAM Statuses	Pending	CeB
3OP018	PIEE/JAM	GPC Program Participants	What DoDAAC Should I Enter?	6/24/19	CeB
3OP019	PIEE/JAM	GPC Program Participants	Understanding How DoDAACs Are Used in PIEE/JAM	6/24/19	CeB
3OP020	PIEE/JAM	CHs	Nomination, Registration, and Appointment of CHs	6/24/19	CeB
3OP021	IOD	GPC Program Participants	SmartPay 3 DoD Data Mining Process (IOD 101)	10/10/19	CeB

DPC One Pagers

OP#	System	Audience	Title	Date	Author
3OP022	PIEE/JAM	GPC Program Participants	Selecting the Appropriate Delegation in JAM	11/14/19	CeB
3OP023	PIEE/JAM	GPC Program Participants	What Do SPRS Supplier Risk Scores Mean?	Pending	CeB
3OP024	Access Online, IOD	GPC Program Participants	Access Online and Insights on Demand – Validating Your Access	8/3/20	IOD/MC
3OP025	Access Online, IOD	GPC Program Participants	Case Assignment for DoD in Insights on Demand (IOD)	12/10/19	IOD/MC
3OP026	PIEE/JAM	GPC Program Participants	Terminating Appointments in JAM	4/19/21	CeB
3OP027	PIEE/JAM	GPC Program Participants	Access to GPC Reporting	1/23/20	CeB
3OP028	PIEE/JAM	OA/OPCs, A/OPCs	A/BO-CO Combo Appointments	2/3/20	CeB
3OP029	PIEE/JAM	Auditors, CPMs	Auditor Access	3/16/21	CeB
3OP030	PIEE/JAM, Access Online	GPC Program Participants	PIEE SSO for Access Online	8/9/21	CeB
3OP031	PIEE/JAM	RMs	RM Registration and Role Request	6/2/20	CeB

DPC One Pagers

OP#	System	Audience	Title	Date	Author
3OP032	Access Online, IOD	CHs, CPMs, A/OPCs	Record Retention in Access Online and IOD	12/14/20	CeB
3OP033	IOD	CPMs, A/OPCs, OA/OPCs	Running Monthly A/OPC, Findings & Determinations, and Semi-Annual HA Reports in IOD	12/29/20	CeB
3OP034	IOD	CPMs, A/OPCs, OA/OPCs	Tier 2 Tailoring in Insights On Demand (IOD)	3/23/21	CeB
3OP035	PIEE	GPC Support Individuals	Registration for the GPC Support View-Only Role	8/10/21	CeB
3OP036	PIEE/JAM, Access Online	CPMs, A/OPCs, OA/OPCs	Using the PIEE Task Queue in Access Online	8/9/21	CeB
3OP037	PIEE/JAM, SPRS, FedMall, PCOM, Access Online	GPC Program Officials	Role-Based Access to GPC Systems	9/24/21	CeB