



# 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)

November 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

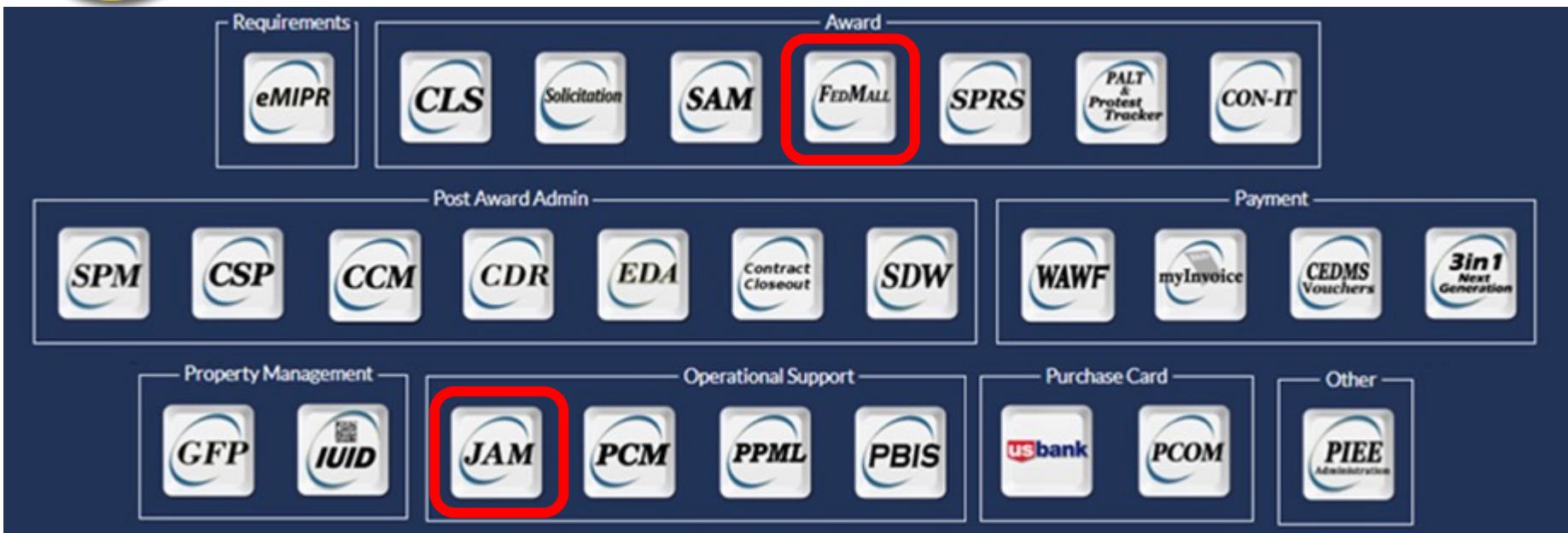
## OUSD (A&S) Priority #1.

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



# 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?



- **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 6.9.0 Procurement Integrated Enterprise Environment

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile

User Profile

First Name \* Matt

Home Organization DoDAAC/FEDAAC \* ⓘ GPC  
DoDAAC Lookup

Organization \* Air Force

Job Series \* 1102

Job Title

Warrant Information

Info You are required to enter the warrant information because you have entered Job Series of 1102.

Do you have an Active Warrant?

Cancel Yes No

Joint Appointment Module

Warrants Exit

Upload Active Warrant

View My Warrants

Search for Warrants

Click to upload an active warrant.

SPM/JAM Documents

- JAM and SPM FAQs

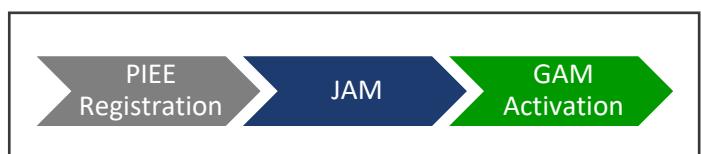


# WAWF Local Processing Officers (LPOs)

## PIEE and JAM Appointment Workflows

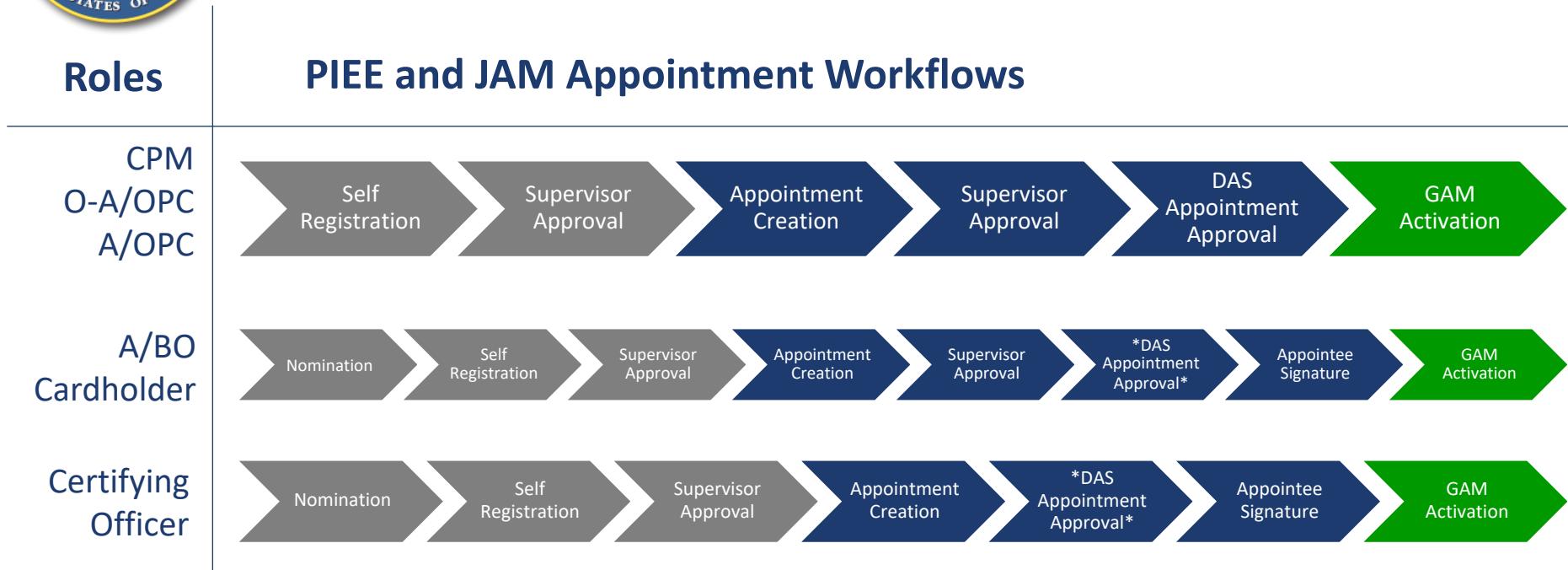


- Users will self register for LPO role and have a workflow that produces a DD577.
- JAM appointment is required for role activation.





# Government Purchase Card Appointments



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





# JAM Roles – Component Program Manager: CPM



Role Description	Registration Process	Required Training	Access
GPC lead(s) for each Defense Component (Service, Defense Agency/Activity)	<ul style="list-style-type: none"><li>CPM registers for PIEE access and requests role</li><li>CPM Appointment Letter is issued</li></ul>	<ul style="list-style-type: none"><li>CLG 0010</li></ul>	<ul style="list-style-type: none"><li>JAM</li><li>SPRS</li><li>PCOM (pending)</li><li>Bank EAS</li></ul>

- 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



Role Description	Registration Process	Required Training	Access
<ul style="list-style-type: none"><li>• OA/OPCs: Primary and Alternate A/OPCs with responsibility for managing/overseeing other A/OPCs</li><li>• A/OPCs: Primary and Alternate A/OPCs responsible for day-to-day management and oversight of CH accounts and Managing Accounts</li></ul>	<ul style="list-style-type: none"><li>• OA/OPC or A/OPC registers for PIEE Access and requests role</li><li>• OA/OPC or A/OPC Appointment Letter is issued.</li></ul>	<ul style="list-style-type: none"><li>• CLG 0010</li><li>• IOD Case Management, Completing Monthly Checklist, and Performing Oversight Functions</li></ul>	<ul style="list-style-type: none"><li>• JAM</li><li>• SPRS</li><li>• Bank EAS</li></ul>

- 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)



# JAM Roles – Cardholder



Role Description	Registration Process	Required Training	Access
Individuals who have been issued GPC CH accounts <ul style="list-style-type: none"><li>Includes carded, cardless, and convenience check accounts.</li></ul>	<ul style="list-style-type: none"><li>OA/OPC or A/OPC nominates CH using JAM</li><li>CH responds to JAM-generated email direction to register for PIEE access</li><li>When CH uses identical email entered during nomination, role request and required DoDAACs are pre-populated</li><li>CH Appointment Letter is issued</li></ul>	<ul style="list-style-type: none"><li>CLG 0010</li></ul>	<ul style="list-style-type: none"><li>JAM</li><li>SPRS</li><li>FedMall</li><li>Bank EAS</li></ul>

- 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



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	<ul style="list-style-type: none"><li>• OA/OPC or A/OPC nominates A/BO using JAM</li><li>• A/BO responds to JAM-generated email direction to register for PIEE access</li><li>• When A/BO uses identical email entered during nomination, role request and required DoDAACs are pre-populated</li><li>• A/BO Appointment Letter is issued</li></ul>	<ul style="list-style-type: none"><li>• CLG 0010</li><li>• CLG 006 (required for Primary and Alternate A/BOs who are also Certifying Officers)</li><li>• IOD Case Management for A/BOs</li></ul>	<ul style="list-style-type: none"><li>• JAM</li><li>• SPRS</li><li>• Bank EAS</li></ul>

- 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



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	<ul style="list-style-type: none"><li>• OA/OPC, A/OPC, or DD 577 Appointing Authority nominates Certifying Officer using JAM</li><li>• Certifying Officer responds to JAM-generated email direction to register for PIEE access</li><li>• When Certifying Officer uses identical email entered during nomination, role request and required DoDAACs are pre-populated</li><li>• DD Form 577, Certifying Officer Appointment, is issued</li></ul>	<ul style="list-style-type: none"><li>• CLG 006 (Required for Certifying Officers who are not A/BOs; e.g., USAF Financial Service Officers)</li></ul>	<ul style="list-style-type: none"><li>• JAM</li><li>• SPRS</li><li>• Bank EAS</li></ul>

- 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.



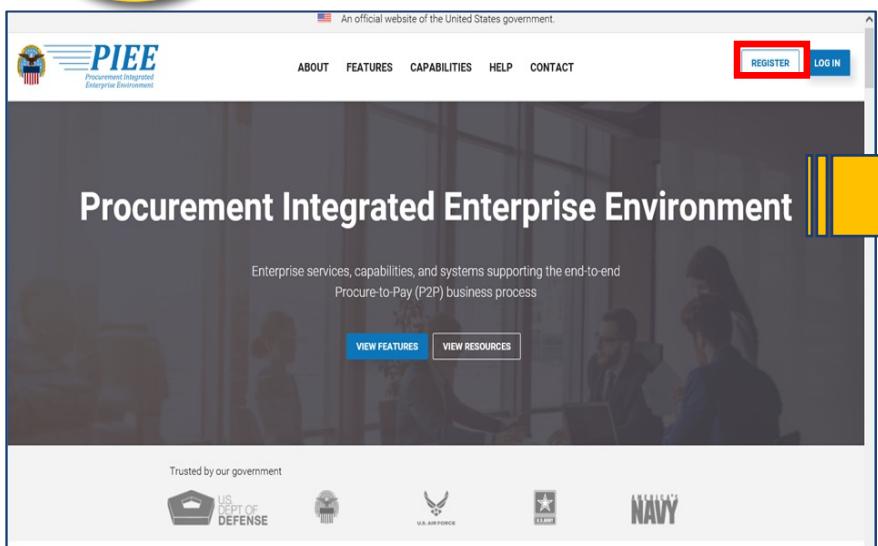
# CPM, O-A/OPC, and A/OPC Appointment Workflow Overview



*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.*



# Registering for a GPC Program O-A/OPC Role: New PIEE User



PIEE  
Procurement Integrated Enterprise Environment

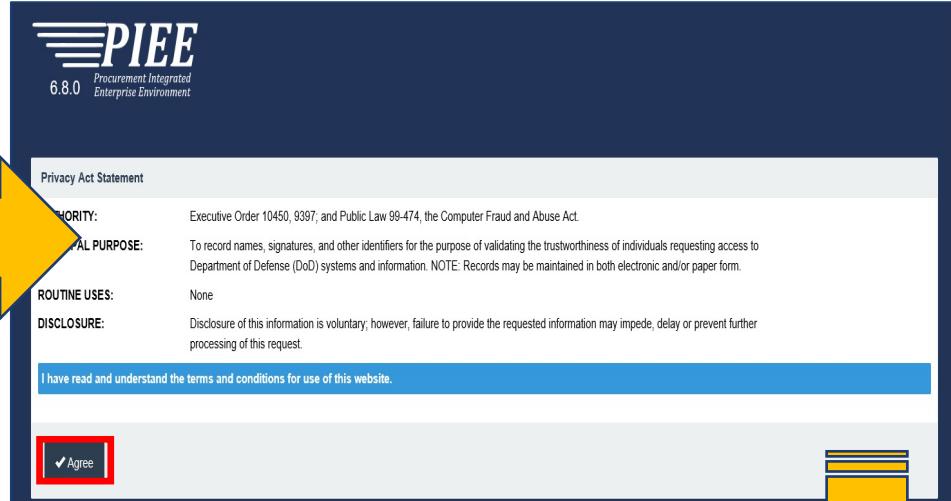
Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

VIEW FEATURES    VIEW RESOURCES

Trusted by our government

U.S. DEPT. OF DEFENSE    U.S. AIR FORCE    NAVY



PIEE  
6.8.0  
Procurement Integrated Enterprise Environment

Privacy Act Statement

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

**FINAL 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.

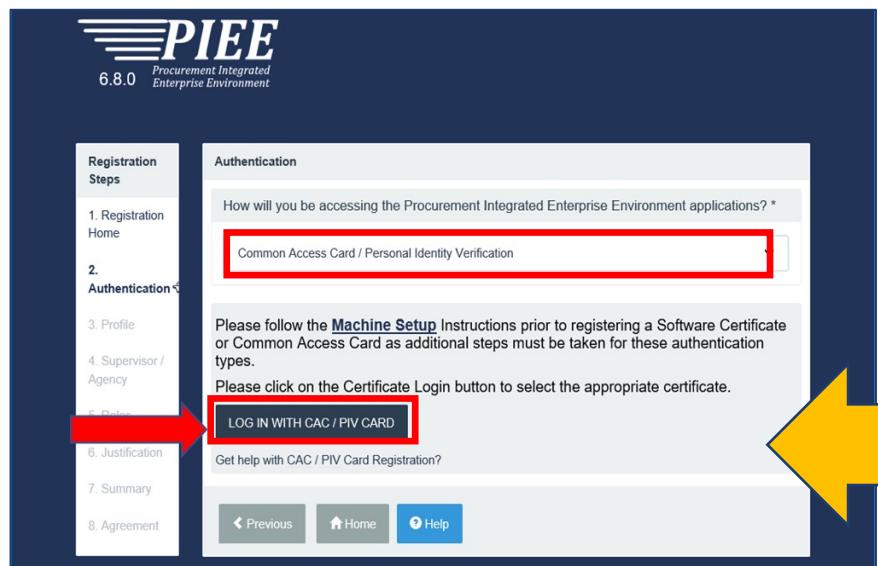
**ROUTINE USES:** None

**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. Roles
6. Justification
7. Summary
8. Agreement

Authentication

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

Common Access Card / Personal Identity Verification

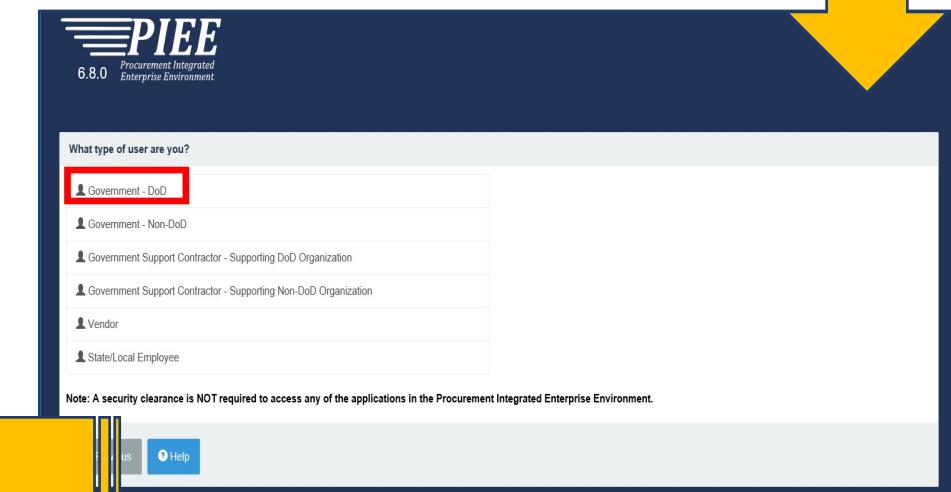
Please follow the [Machine Setup](#) Instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

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

**LOG IN WITH CAC / PIV CARD**

Get help with CAC / PIV Card Registration?

◀ Previous    Home    ⚡ Help



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

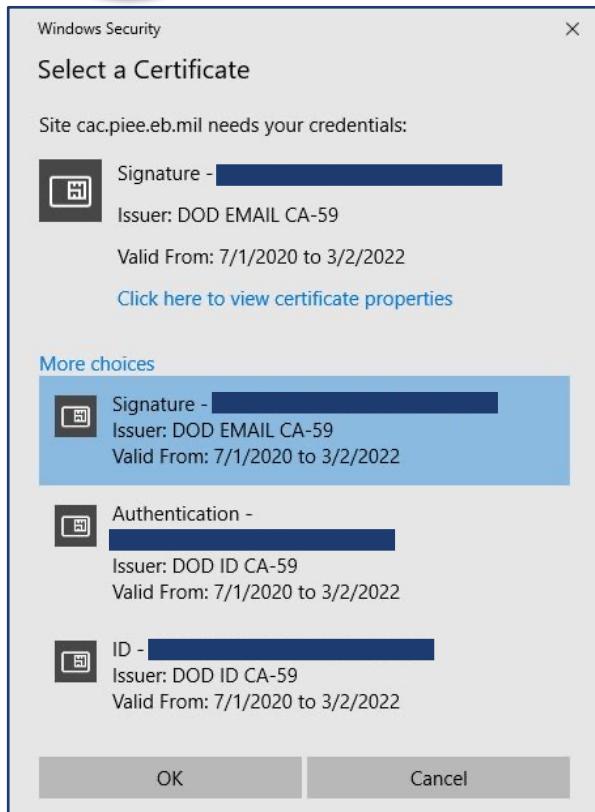
State/Local Employee

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

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



# Registration Step 2 & 3: Authentication and User ID



Registration Steps

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

Authentication - Certificate User ID

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

Common Access Card / Personal Identity Verification

The user ID has been auto generated based upon the certificate selected. Optionally, you may change the user ID generated to a user ID that conforms to the rules displayed.

User ID \*

User ID Rules

- Minimum 8 Characters.
- May Contain ONLY the following special characters ~ ! # \$ . \_ { }
- May NOT contain spaces.
- Must not already be registered in the Procurement Integrated Enterprise Environment.

Next Previous Help

- 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

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

- 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 & 5: Profile and Supervisor/ Agency

User Profile

First Name *	Middle Name	Last Name *	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Organization DoDAAC/FEDAAC * <input type="button" value="DoDAAC&lt;br/&gt;Lookup"/>	Organization *	Job Series *	Job Title *	Grade/Rank *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--- Please Select				
Email *	Confirm Email *	Cyber Awareness Training Date *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone	DSN Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Citizenship *	Designation *			
<input type="text"/>	<input type="text"/>			
US	--- Please Select			
<input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Save Registration"/> <input type="button" value="Help"/>				

- “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.”

Additional Profile Information

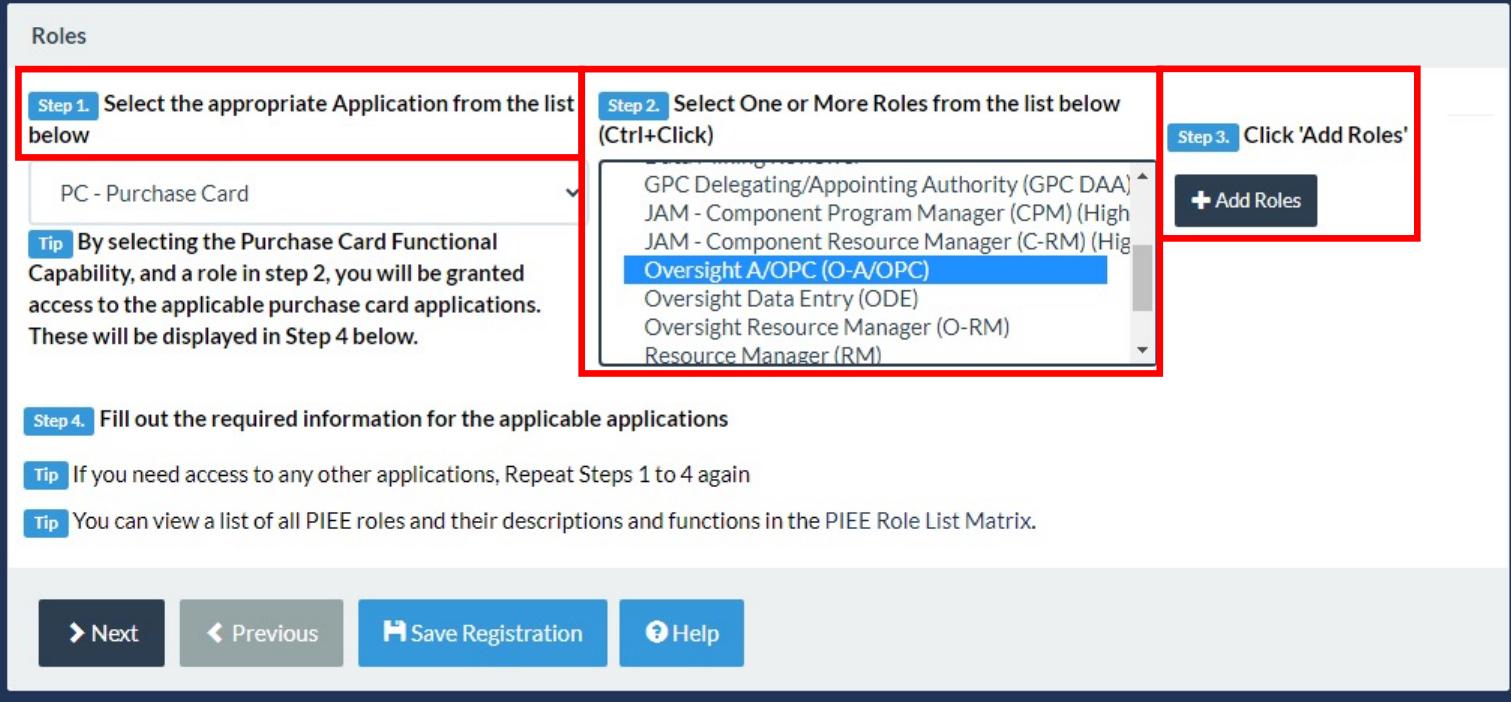
Supervisor Information

First Name *	Last Name *	Job Title *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email *	Confirm Email *		
<input type="text"/>	<input type="text"/>		
DSN Telephone	Phone !	Extension	Intl Country Code and Phone !
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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

1.   
2.   
3. 

**Registration Steps**

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

**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) (High)  
**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  Save Registration 

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

The diagram illustrates the process of adding roles to an existing PIEE account. It starts with a screenshot of the PIEE 6.9.0 interface showing the 'My Account' button in the top navigation bar. A large yellow arrow points from this screen to the 'Roles' section of the application. Within the 'Roles' section, another yellow arrow points to the 'Add Additional Roles' sub-menu. The final step is shown in a detailed screenshot of the 'Roles' application, specifically the 'Add Roles' screen. This screen includes three numbered steps: 1. Select the appropriate Application from the list below (with 'PC - Purchase Card' selected). 2. Select One or More Roles from the list below (with 'Oversight A/OPC (O-A/OPC)' selected). 3. Click 'Add Roles'. The 'Add Roles' button is highlighted with a blue box.

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

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

Step 3. Click 'Add Roles'

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.

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

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



# Registration: Group Lookup

Info: The Oversight A/OPC (O-A/OPC) role may require additional information to be added. You may click the Group Lookup link, for the role, X to add the required information.

Step 1. Select the role below

Tip By selecting the role, the user will be able to view the available capabilities and access to the application. These will be displayed in the Roles Summary table.

Step 4. Fill out the registration information

Group Lookup

Group Search

Search By Group Name

Search By Location

NOTE: Maximum 200 results will be displayed.

PC - Purchasing

PC | SPRS | BANKS | PBIS | JAM

Application	Role	Type	Code *	Extension	Group	Action
PC   SPRS   BANKS   PBIS   JAM	Group	Oversight A/OPC (O-A/OPC)	N/A	N/A		<a href="#">Group Lookup</a>    <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

- 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





# Supervisor Role Approval



- 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		<a href="#">View</a>	<input type="button" value="Approve"/> <input type="button" value="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





# 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=e644eededaca5a4606478519ce41a1096651489e2c38977ed123a1676b6dbea44>

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			
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 Program Coordinator	



# Appointment Creation (con't)

Appointee

First Name: Matt

Last Name: [REDACTED]

Work Phone Number: [REDACTED]

Work Email Address: [REDACTED]

DoD Component: DEPT OF THE ARMY

DoD Group Name: DEPT OF THE ARMY

Procurement DoDAAAC \*: [REDACTED] (This field is highlighted with a red box)

Delegation Authority \*: - Select -

Course Name: CLG0010 - DoD Government Commercial Purchase Card Overview

Add Training:

Help - Procurement DoDAAAC

A procurement purpose code, or "procurement flag" is assigned to the DoDAAAC Record of each organization that has authority to issue contracts (i.e., has procurement authority). When that happens, people may refer to it as a "Procurement DoDAAAC". For A/OPCs and O A/OPCs at organizations that award contracts, the "Home Organization DoDAAAC" and "Procurement DoDAAAC" are likely the same; it is the first 6 digits of the contract numbers the organization awards. For organizations that don't have authority to award contracts, the Home Org DODAAC of the Appointment Nominator's contracting office would most likely be entered in this field. If you are unsure, please contact the next level OA/OPC or your contracting office. Click [here](#) for more information about DoDAAACs.

Close

Archive	View
Archive	View

- OA/OPC and A/OPC self initiate their appointments and will enter their Procurement DoDAAAC
- With A/BO and CH appointments, the Procurement DoDAAAC defaults to the initiators Procurement DoDAAAC (A/OPC or OA/OPC) .
- The Procurement DoDAAAC field will remain editable by appointment initiator if a change is required, however PIEE must still validate it is a valid Procurement DoDAAAC.
- Procurement DoDAAAC 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 DoDAAAC *											
<input type="text"/>											
<b>Delegation Authority *</b>											
<input type="text" value="- Select -"/>	<input type="text" value="Certificate"/>	<input type="text" value="Completion Date"/>	<input type="text" value="Frequency"/>								
<input type="text" value="- Select -"/>	<input type="text" value="Due Date"/>	<input type="text" value="Hours"/>	<input type="text" value="Provider"/>								
<input type="text" value="Source Name"/>	<input type="text" value="Manual"/>	<input type="text" value="Archive"/>	<input type="text" value="View"/>								
CLG0010 - DoD Government Commercial Purchase Card Overview	beaker.jpg	2021/10/25	2 Years	2023/10/25						<input type="button" value="Archive"/>	<input type="button" value="View"/>
<input type="button" value="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



# Appointment Creation (con't)

**Delegation Authority \*****Agency/Organization Program Coordinator  
Appointment Letters \*****Approving/Billing Official Appointment Letters \*****Cardholder Delegation of Authority Letters \***

- 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)

<b>Delegation Authority *</b>	<b>Approving/Billing Official Appointment Letters *</b>	<b>Cardholder Delegation of Authority Letters *</b>
YES	YES	YES
<b>Agency/Organization Program Coordinator Appointment Letters *</b>	<b>DoD GPC Micro-Purchase Convenience Check Writer *</b>	<b>DoD GPC Micro-Purchase Contingency Contracting Cardholder *</b>
YES	- Select -	- Select -
<b>GPC Micro-Purchase Cardholder *</b>	<b>DoD GPC Warranted Contingency Contracting Cardholder *</b>	<b>DoD GPC Contract Ordering Official Cardholder *</b>
- Select -	- Select -	- Select -
<b>DoD GPC Micro-Purchase Higher Education Cardholder *</b>	<b>DoD GPC Contract Payment Official Cardholder *</b>	<b>DoD GPC Misc Payments Official Cardholder (SF-182 Training Payments) *</b>
- Select -	- Select -	- Select -
<b>DoD GPC Overseas Simplified Acquisition Cardholder *</b>		
- Select -		
<b>DoD GPC Inter/Intra-Governmental Payment Official Cardholder *</b>		
- 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

First Name: [REDACTED] Last Name: [REDACTED] Work Phone Number: [REDACTED] Work Email Address: [REDACTED]

Delegating/Appointing Signatory

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.

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	[REDACTED]	DEPT OF THE ARMY	DEPT OF THE ARMY	[REDACTED]	[REDACTED]	GPC Delegating/Appointing Authority	<input type="button" value="Select"/>
2	[REDACTED]	DEPT OF THE ARMY	DEPT OF THE ARMY	[REDACTED]	[REDACTED]	GPC Delegating/Appointing Authority	<input type="button" value="Select"/>

Showing 1 to 2 of 2 items

Select External Delegating/Appointing Signatory

1

**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.



# 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	[REDACTED]	DEPT OF THE ARMY		DEPT OF THE ARMY	[REDACTED]	[REDACTED]	GPC Delegating/Appointing Authority	<button>Delete</button>
Alternate	[REDACTED]	DEPT OF THE ARMY		DEPT OF THE ARMY	[REDACTED]	[REDACTED]	GPC Delegating/Appointing Authority	<button>Delete</button> <button>Mark as Primary</button>

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:** If an external DAS is selected, they may only be the primary.



# Appointment Creation (con't)

Appointment Certifications

I concur with the Appointment Certifications

Department of Defense  
Government Purchase Card Program

MEMORANDUM FOR: Matt Mattgovt  
Group: DEPT OF THE ARMY  
Correctional Institution Admin

SUBJECT: Governmentwide Commercial Purchase Card (GPC) Oversight Agency/Organization  
Program Coordinator (OA/OPC) Delegation of Procurement Authority and Appointment

References:

- Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- Office of Management and Budget (OMB) Circular A-123, Appendix B
- Federal Acquisition Regulation (FAR)

- 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





# 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					
Date	Action	Status	Name	Signature	PIEE Role
2021/10/25 16:50:05	Submit	Pending Supervisor Approval	[REDACTED]		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





# DAS Appointment Approval



Joint Appointment Module

Search Appointments

Search as Delegating/Appointing Authority

SPM/JAM Documents

Search Appointments as GPC Delegating/Appointing Authority

DoD Group \*

Appointment

Appointee Last Name

Delegating/Appointing Signatory Last Name

- 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						<input type="button" value="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						 Help
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**    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





# GAM Role 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.

Note	PC	HQ Naval Sea Systems Command (NAVSEA)	N00024	Inactive	Review Required	
<b>Archive</b>	Cardholder (CH)	PC	HQ Naval Sea Systems Command (NAVSEA)	N00024	Inactive	Review Required

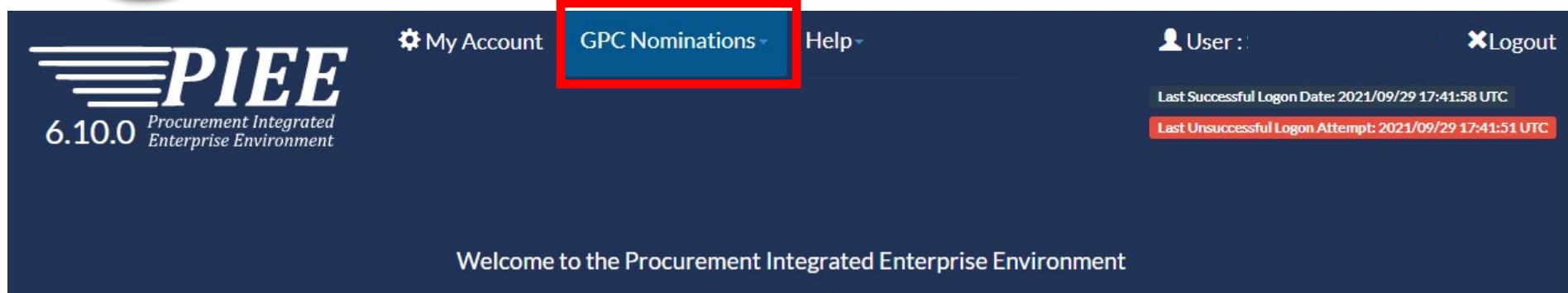


# Cardholder Appointment Workflow Overview





# Cardholder Appointment Nomination



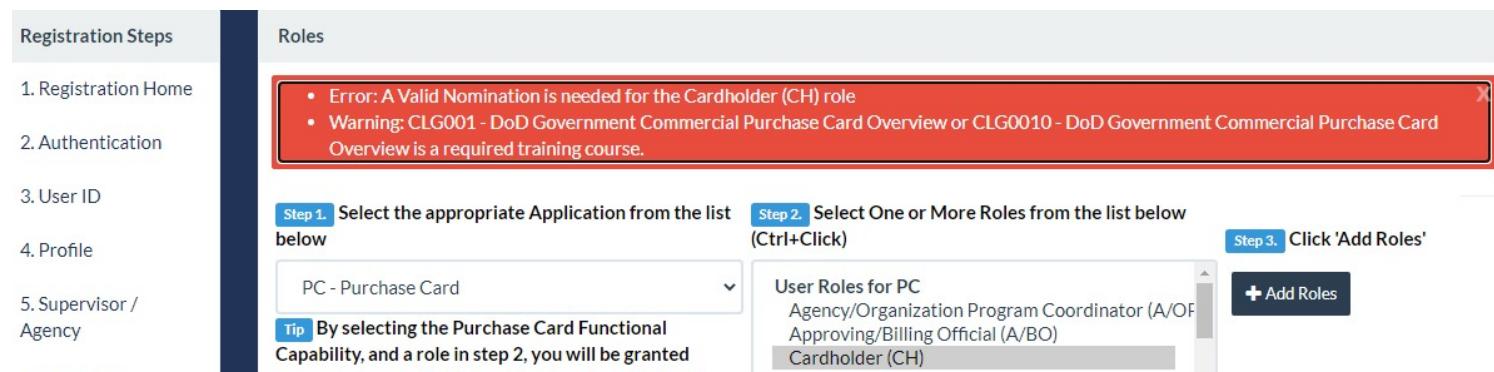
My Account GPC Nominations Help User : Logout

Last Successful Logon Date: 2021/09/29 17:41:58 UTC

Last Unsuccessful Logon Attempt: 2021/09/29 17:41:51 UTC

Welcome to the Procurement Integrated Enterprise Environment

- 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



Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency

Roles

- Error: A Valid Nomination is needed for the Cardholder (CH) role
- Warning: CLG001 - DoD Government Commercial Purchase Card Overview or CLG0010 - DoD Government Commercial Purchase Card Overview is a required training course.

Step 1. Select the appropriate Application from the list below

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

Step 3. Click 'Add Roles'

PC - Purchase Card

Tip By selecting the Purchase Card Functional Capability, and a role in step 2, you will be granted

User Roles for PC

Agency/Organization Program Coordinator (A/OPC)  
Approving/Billing Official (A/BO)  
Cardholder (CH)

+ Add Roles



# Cardholder Appointment Nomination

PIEE  
6.10.0 *Procurement Integrated Enterprise Environment*

My Account GPC Nominations Help

User : Logout

Last Successful Logon Date: 2021/09/29 17:41:58 UTC

Last Unsuccessful Logon Attempt: 2021/09/29 17:41:51 UTC

GPC Role Nomination

Nominator Role \*

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

Nominee Email \*

Next



- **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 \*

[REDACTED]

### Nominee First Name \*

[REDACTED]

### Nominee Last Name \*

[REDACTED]

### Home Organization DoDAAC \*

[REDACTED]

### Nominee Role \*

Certifying Officer

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

### Nominee Location Type Code \*

DoDAAC

### Nominee Location Code \*

[REDACTED]

### 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>



# Cardholder Appointment Nomination: Existing PIEE User

- 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 \*

[REDACTED]

### Nominee First Name \*

Matt

### Nominee Last Name \*

[REDACTED]

### Home Organization DoDAAC \*

W15P7T

### Nominee Role \*

Cardholder (CH)

### Nominee Location Type Code \*

DoDAAC

### Nominee Location Code \*

## 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	<button>Archive</button> <button>View</button>

- 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.



# Appointment Nomination Confirmation

## 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

PIEE  
6.10.0 Procurement Integrated Enterprise Environment

My Account GPC Nominations Help

User : Logout

Last Successful Logon Date: 2021/10/27 15:51:52 UTC

Last Unsuccessful Logon Attempt: 2021/09/29 17:41:51 UTC

Downward arrow pointing to the nomination table

nee Email	Nominee Name	Home Organization DoDAAC	Nominee Role	Nominee Group Name	Nominee Location Code	Create Date	Nomination Registration Date	Actions	Appointment Status
[REDACTED]	W91QE7	Certifying Officer	HQ ACC	W91QE7	2021-09-01 18:54:23	2021-09-01 19:17:21	<a href="#">Training</a>	<a href="#">View</a>	
[REDACTED]	W91QE7	Approving/Billing Official (A/BO)	HQ ACC	W91QE7	2021-09-01 19:18:58		<a href="#">Delete</a>	<a href="#">Training</a>	<a href="#">View</a>

- 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



Last Completed Task: Role Request Approved

J Mel on 08/27/2020

Current Task: Awaiting Appointment Initiation

Once the nominator or an individual with the proper authority initiates the appointment, the appointment will continue through the proper workflow. A reminder email can be sent to the appointment nominator by clicking the button below.

[Send Reminder Email](#)

- 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

Appointment Module   Create Appointment   Search Appointments   My Appointments   My Training   Warrants   Exit   User : Matt Matte

Search as Oversight Agency/Organization Program Coordinator

Search Appointments as Oversight Agency/Organization Program Coordinator

Click to search as an Oversight Agency/Organization Program Coordinator

Display 10 items   Filter:

Item	DoD Org	DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Appointment Workflow	Appointee History	Action
1		DEPT OF THE ARMY	Component Program Manager Appointment	Active	2018/08/16						<a href="#">Select</a> <a href="#">Select</a> <a href="#">Select</a>



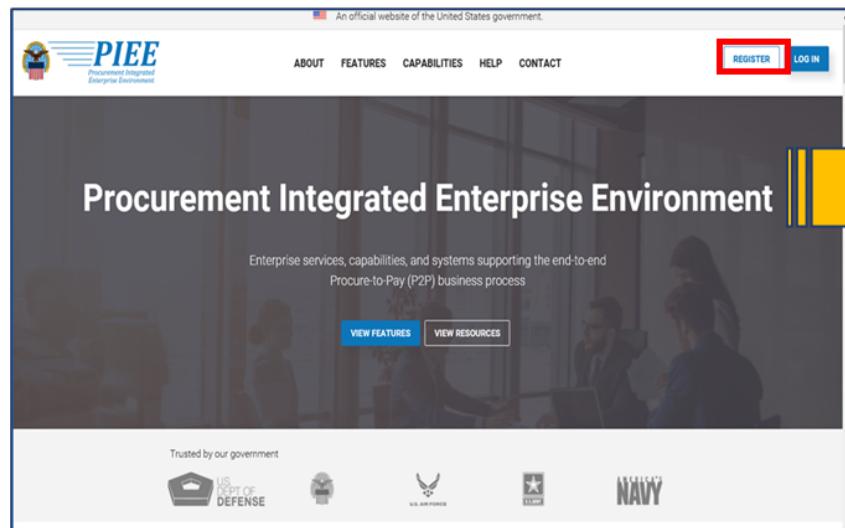
# Cardholder Appointment Workflow Overview



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



# Reminder: How to Register



An official website of the United States government.

PIEE Procurement Integrated Enterprise Environment

ABOUT FEATURES CAPABILITIES HELP CONTACT

REGISTER LOG IN

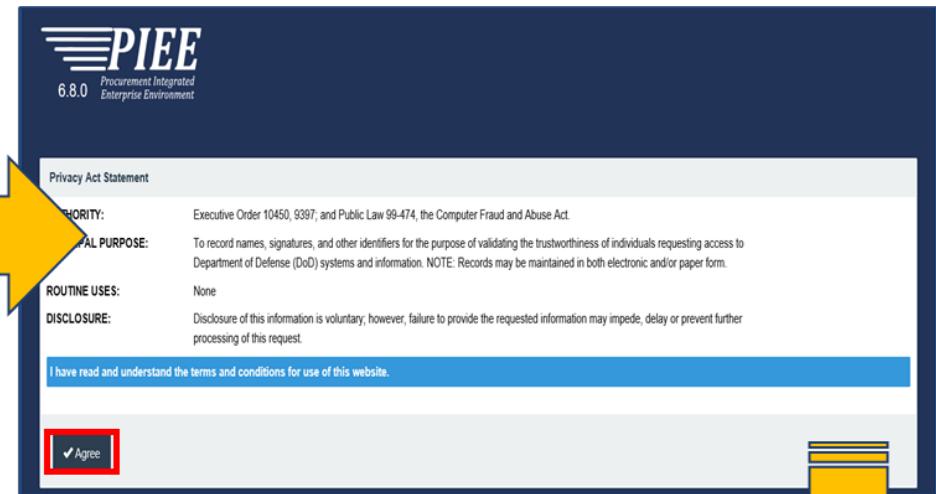
## Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

VIEW FEATURES VIEW RESOURCES

Trusted by our government

U.S. DEPARTMENT OF DEFENSE U.S. AIR FORCE U.S. NAVY



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.

Final 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.

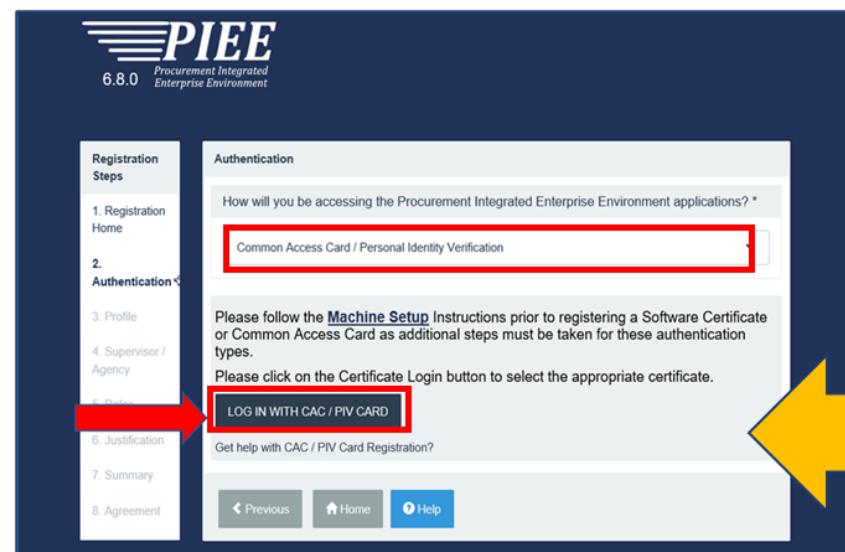
Routine Uses: None

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. Roles
6. Justification
7. Summary
8. Agreement

Authentication

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

Common Access Card / Personal Identity Verification

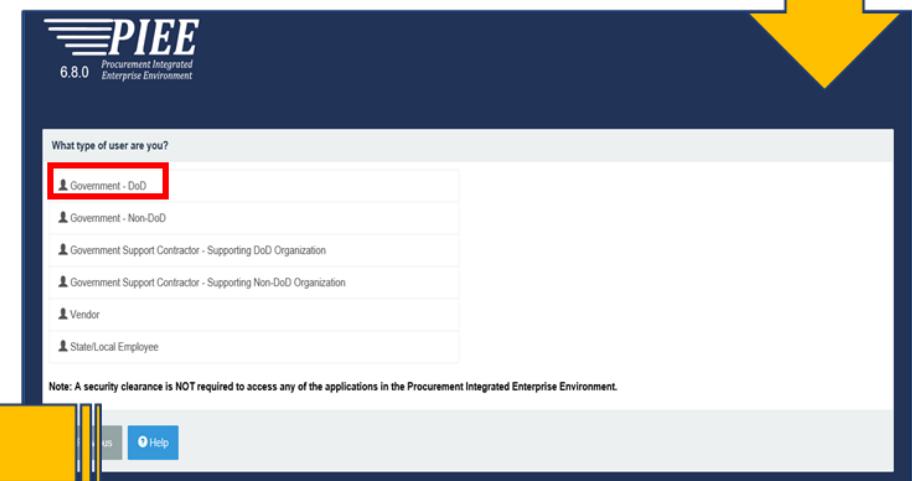
Please follow the [Machine Setup](#) Instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

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

**LOG IN WITH CAC / PIV CARD**

Get help with CAC / PIV Card Registration?

◀ Previous Home ⚡ Help



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.

Help



# 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

My Account

**Profile**

- User
- Supervisor
- Alternate Supervisor

**Roles**

- Add Additional Roles
- Manage Roles

Step 1. Select the appropriate Application from the list below

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

Step 3. Click 'Add Roles'

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

**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.

**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.



# Prepopulation of Cardholder Role

1. Profile

2. Supervisor / Agency

**3. Roles**

4. Justification

5. Summary

6. Agreement

**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'**

**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   FEDMALL   BANKS   JAM	Cardholder (CH)	DoDAAC	W15P7T	N/A		<a href="#">Delete</a>

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.

- 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

Add Roles

1. Profile
2. Supervisor / Agency
3. Roles
4. Training
5. Justification
6. Summary
7. Agreement

Training

User ID: GPCDAA03

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
CLG001 - DoD Government Commercial Purchase Card Overview	2021/10/27	beaker.jpg	2 Years	2023/10/27			Manual	

Add Training

- 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.



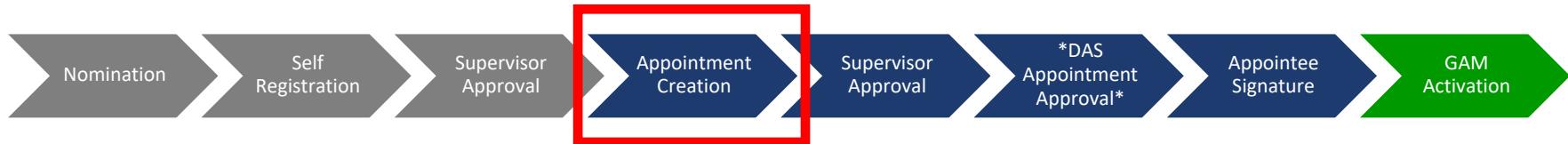
# Cardholder Appointment Workflow Overview



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



# Cardholder Appointment Workflow Overview





# Cardholder Appointment Creation



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



# Cardholder Appointment Creation

Joint Appointment Module

Create Appointment ▾

Search Appointments ▾

My Appointments ▾

My Training

Warrants ▾

Exit

Approving/Billing Official Appointment

Cardholder Appointment

Certifying Officer Appointment

Both A/BO & Certifying Officer Appointments

Oversight Agency/Organization Program Coordinator Appointment

SPM/JAM Documents

• JAM and SPM FAQs

- A list of users eligible to have an appointment created**
- If multiple listed, select users one at a time to create appointments**

Initiator

First Name: [REDACTED] Last Name: [REDACTED] Work Phone Number: [REDACTED] Work Email Address: [REDACTED]

PIEE Role: Oversight Agency/Organization Program DoD Group Name: DEPT OF THE ARMY

Appointee

Select an Appointee. This is a required action.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	GPCDAA03, Matt	DEPT OF THE ARMY	W15P7T	W6QK ACC-APG	97349739	mljacobs07@gmail.com	Cardholder	<input type="button" value="Select"/>

Showing 1 to 1 of 1 items

Previous 1 Next



# Cardholder Appointment Creation: Appointee Section

Appointee

First Name [REDACTED] Last Name [REDACTED] Work Phone Number [REDACTED] Work Email Address [REDACTED]

DoD Component DEPT OF THE ARMY DoD Organization W15P7T DoD Organization Name W6QK ACC-APG PIEE Role Cardholder

Procurement DoDAAC \* ⓘ W15QKN

Card Mailing Address Line 1 [REDACTED] Card Mailing Address Line 2 [REDACTED] Card Mailing Address Line 3 [REDACTED] Card Mailing Address Line 4 [REDACTED]

Country \* United States City \* [REDACTED] State \* Maryland Zip \* 21005-1846

DEROS Date [REDACTED] Existing Warranted Contracting Officer (Non-GPC) \* ⓘ - Select -

Course Name	Certificates	Completion Date	Frequency	Due Date	Hours	Provider	Sources	Archive	View

- 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

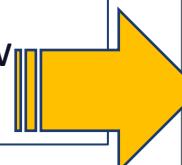


# Cardholder Appointment Creation: Appointee Section

- **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) * <small>?</small>			
	- Select -			
Course Name	Certificate	Completion Date	Frequency	Due Date
CLG001 - DoD Government Commercial Purchase Card Overview	beaker.jpg	2021/10/27	2 Years	2023/10/27
<input checked="" type="checkbox"/> Add Training				

- **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



**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.



# 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						
<input checked="" type="button"/> Add Special Designation						
Additional Details						
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?						
<input type="button"/> Cancel		<input checked="" type="button"/> Add		<input type="button"/> 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

Warrant Issued as a Result  
of Appointment?



	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
1	Micro-Purchase Cardholder	<ul style="list-style-type: none"><li>• Federal Acquisition Regulation (FAR) 1.603-3(b)</li><li>• FAR 13.201</li><li>• Defense FAR Supplement (DFARS) 201.603-3(b)</li></ul>	\$10K	<ul style="list-style-type: none"><li>• 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).</li><li>• Includes FedMall MarketPlace transactions. See paragraph 6 below.</li><li>• 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.</li></ul>	
2	Micro-Purchase Convenience Check Writer	<ul style="list-style-type: none"><li>• FAR 1.603-3(b)</li><li>• FAR 13.201</li><li>• DFARS 201.603-3(b)</li><li>• FY2018 National Defense Authorization Act (NDAA) Section 806(b)</li><li>• FMR Vol. 10, Ch. 23 (update pending)</li></ul>	\$5K	<ul style="list-style-type: none"><li>• Grants authority to make authorized convenience check purchases valued below the MPT using simplified acquisition procedures (see FAR 2.101 “micro-purchase” definition).</li><li>• Convenience check threshold is limited to one-half the applicable MPT.</li></ul>	



# Cardholder Appointment Creation: Special Designations

Warrant Issued as a Result  
of Appointment?



	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
3	Higher Education Micro-Purchase Cardholder	<ul style="list-style-type: none"><li>• FAR 1.603-3(b)</li><li>• FAR 13.201</li><li>• DFARS 201.603-3(b)</li></ul>	Unlimited	<ul style="list-style-type: none"><li>• 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).</li><li>• 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.</li><li>• 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.</li></ul>	
4	Micro-Purchase Contingency Contracting Cardholder  This authority type includes Contingency Convenience Check Writers.	<ul style="list-style-type: none"><li>• FAR 1.603-3(b)</li><li>• FAR 13.201</li><li>• FAR 13.201(g)</li><li>• DFARS 201.603-3(b)</li><li>• FMR Vol. 10, Ch. 23 (update pending)</li></ul>	<ul style="list-style-type: none"><li>• \$35K</li></ul>	<ul style="list-style-type: none"><li>• 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).  <u>Applicable MPTs are:</u> Contingency/Emergency Card Inside U.S. – \$20K Contingency/Emergency Card Outside U.S. – \$35K  <u>Applicable Convenience Check Thresholds are:</u> Contingency/Emergency Convenience Check Inside U.S. – \$10K Contingency/Emergency Convenience Check Outside U.S. – \$17.5K</li></ul>	



# Cardholder Appointment Creation: Special Designations

Warrant Issued as a Result  
of Appointment?

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
5	Warranted Contingency Contracting Cardholder	<ul style="list-style-type: none"><li>• FAR 1.603-3(a)</li><li>• FAR 2.101 MPT</li><li>• FAR 2.101 SAT</li><li>• DFARS 201.603-3(b)</li><li>• DFARS 213.301(3)</li></ul>	<ul style="list-style-type: none"><li>• \$1.5M</li></ul>	<ul style="list-style-type: none"><li>• 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). <u>Applicable SATs are:</u> Contingency/Emergency Inside U.S. – \$800K Contingency/Emergency Outside U.S. – \$1.5M</li><li>• 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.</li></ul>	



# Cardholder Appointment Creation: Special Designations

Warrant Issued as a Result  
of Appointment?

	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
6	Contract Ordering Official Cardholder	<ul style="list-style-type: none"><li>• FAR 1.603-3(a)</li><li>• FAR 2.101(b)(2)(1)(i) and (2)</li></ul>	\$250K	<p>Grants authority to place and pay for authorized GPC purchases against:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• GSA FSS</li><li>• Includes FedMall Commercial Ordering. See paragraph 6 below.</li><li>• 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.</li></ul>	✓



# Cardholder Appointment Creation: Special Designations

Warrant Issued as a Result  
of Appointment?



	Authority Type	Delegation Authority	Delegation NTE Limit	Scope of Authority Limits	W?
7	Overseas Simplified Acquisition Cardholder <sup>10</sup>	<ul style="list-style-type: none"><li>• FAR 1.603-3(a) &gt; MPT</li><li>• FAR 1.603-3(b) &lt; MPT</li><li>• DFARS 213.301(2)</li></ul>	\$25K	<ul style="list-style-type: none"><li>• 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).</li></ul>	✓
8	Contract Payment Official Cardholder	<ul style="list-style-type: none"><li>• FAR 13.301(c)(2)</li></ul>	Unlimited	<ul style="list-style-type: none"><li>• Grants authority to make contract payments when authorized by the contract's terms and conditions.</li></ul>	
9	SF-182 Training Payments Cardholder	<ul style="list-style-type: none"><li>• DoD Charge Card Guidebook</li><li>• DoD FMR Vol 10, Ch 12, Sec 120323</li><li>• DoD Instruction (DoDI) 1400.25, Volume 410</li></ul>	\$25K	<ul style="list-style-type: none"><li>• 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.</li></ul>	
10	Inter/Intra-Governmental Payment Official Cardholder	DoD FMR Vol 5, Ch 11, Sec 110303	\$24,999	<ul style="list-style-type: none"><li>• 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).</li><li>• 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.</li></ul>	



# 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.

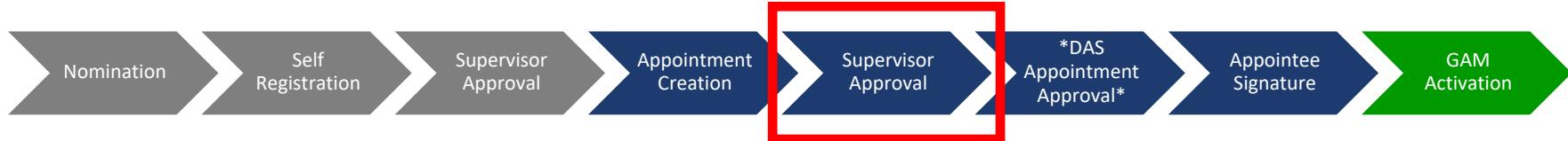
Email Address  Lookup Direct A/OPC

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	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="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



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



# Cardholder Appointment Workflow Overview



*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





# 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 [REDACTED]  
Email [REDACTED]  
Phone [REDACTED]

- **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

 Help

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

  Approve

  Reject

  Delete

 Help

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



# Cardholder Appointment Appointee Signature

Appointment - Pending Appointee Approval

Appointment Certifications

By clicking the "Approve" button, I approve the appointment of this appointee with the details captured in the appointment.

As a CPO you are an accountable official and are subject to personal financial liability (including reimbursing the Government for unauthorized or erroneous purchases through salary offsets) or appropriate adverse personnel action (including removal or other punishment) if you violate applicable GPC use and control regulations, are negligent in performing GPC duties, or if you engage in GPC misuse, abuse, or fraud (10 U.S.C. 2784). For individuals subject to chapter 47 of the Uniform Code of Military Justice (UCMJ), violation of such regulations is punishable under section 832 or article 32 of the UCMJ.

Authority Type	Single Purchase Limit	Cycle Limit	Effective Date
Micro-Purchase Cardholder	\$9,999	\$30,000	2021/10/28

If you have been delegated multiple Authority Types, you are responsible for ensuring that the value of each purchase/payment you make does not exceed the Single Purchase Limit applicable to the Authority Type you are using for that transaction.

1. Micro-Purchase Cardholder:

Your Micro-Purchase Cardholder delegation of procurement authority authorizes you to use the GPC account(s) issued to you to purchase commercially available, fixed-price supplies and services using simplified acquisition procedures to fulfill mission essential requirements.

In accordance with the FAR 2.101 Micro-purchase threshold definition, GPC purchases for construction

- **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

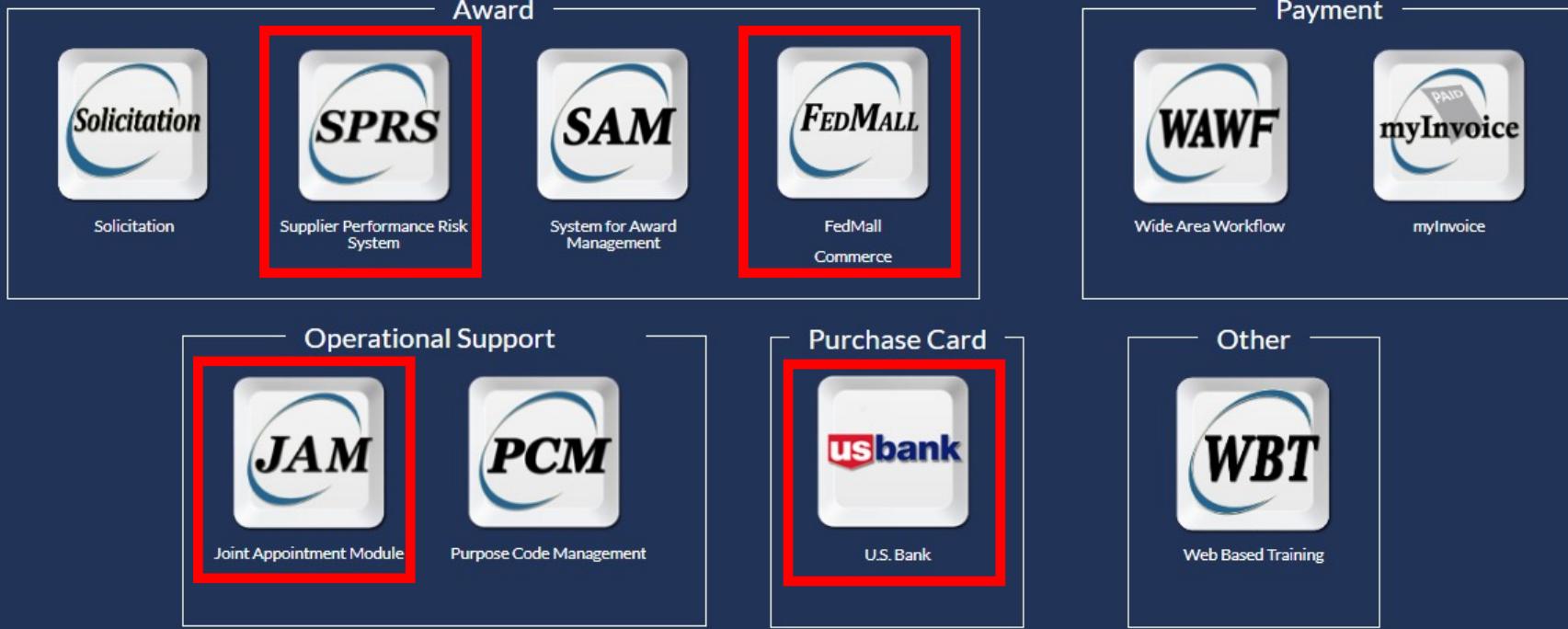


*The GAM Approval of the PIEE Role is common for all roles.*



# 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)



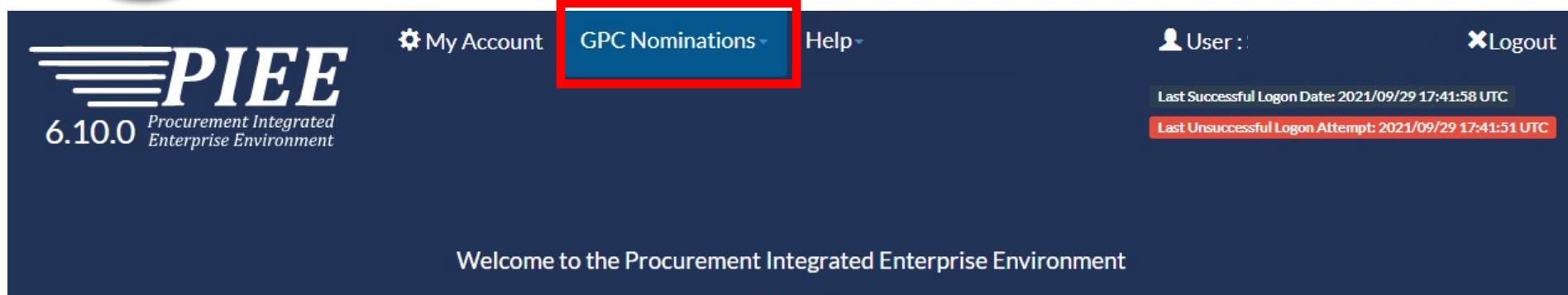
# A/BO Appointment Workflow Overview



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

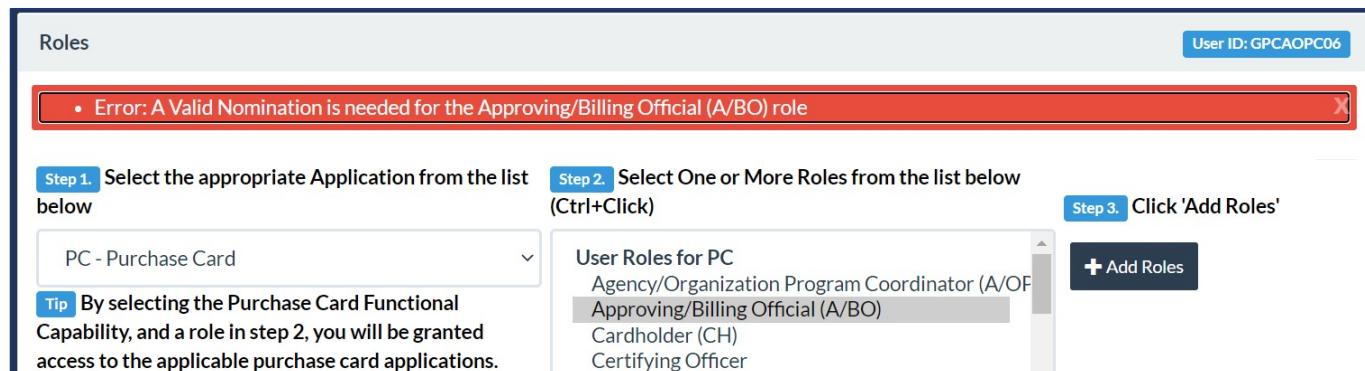


# A/BO Appointment Nomination



The screenshot shows the Procurement Integrated Enterprise Environment (PIEE) login page. At the top, there is a circular seal of the Department of Defense, United States of America. Below the seal, the PIEE logo is displayed with the text "Procurement Integrated Enterprise Environment" and the version "6.10.0". The top navigation bar includes links for "My Account", "GPC Nominations", "Help", "User", and "Logout". A red box highlights the "GPC Nominations" button. Below the navigation, a welcome message reads "Welcome to the Procurement Integrated Enterprise Environment".

- 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



The screenshot shows a user interface for selecting roles. At the top, a red error message box contains the text "Error: A Valid Nomination is needed for the Approving/Billing Official (A/BO) role". Below this, there are three steps: Step 1: "Select the appropriate Application from the list below", Step 2: "Select One or More Roles from the list below (Ctrl+Click)", and Step 3: "Click 'Add Roles'". Step 1 shows a dropdown menu with "PC - Purchase Card". Step 2 shows a list of "User Roles for PC" including "Agency/Organization Program Coordinator (A/OPC)", "Approving/Billing Official (A/BO)" (which is highlighted in grey), "Cardholder (CH)", and "Certifying Officer". A "Tip" message at the bottom left says: "By selecting the Purchase Card Functional Capability, and a role in step 2, you will be granted access to the applicable purchase card applications." A "Add Roles" button is located at the bottom right of the role list.



# A/BO Appointment Nomination

**PIEE**  
6.10.0 *Procurement Integrated Enterprise Environment*

My Account GPC Nominations Help

User : Logout

Last Successful Logon Date: 2021/09/29 17:41:58 UTC

Last Unsuccessful Logon Attempt: 2021/09/29 17:41:51 UTC

### 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 \*

██████████ ██████████ GPCAOPC06

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

W91M78 Approving/Billing Official (A/BO) DoDAAC

Training

- 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%20Enter.pptx>



# A/BO Appointment Nomination

## GPC Role Nomination

Does the nominee require both an A/BO GPC Appointment Letter and a DD Form 577 Certifying Officer appointment? [?](#)

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.

PIEE  
6.10.0 Procurement Integrated Enterprise Environment

My Account GPC Nominations Help

Create Nomination Manage Nominations

Manage GPC Role Nominations

Show 10 entries Search:

Nominator Name	Nominator Group Name	Nominator Location Code	Nominee Email	Nominee Name	Home Organization DoDAAC	Nominee Role	Nominee Group Name	Nominee Location Code	Create Date	Nomination Registration Date	Actions	Appointment Status
Kim JAM_AOPC1	Agency/Organization Program Coordinator (A/OPC)	DCMA LOS ANGELES	S0512A	[REDACTED]	W91M78	Approving/Billing Official (A/BO)	Defense Pricing and Contracting	HQ0102	2021-10-27 18:32:08	2021-10-27 19:00:28	<a href="#">Edit</a> <a href="#">Training</a>	<a href="#">View</a>

Appointment Status



NOMINATION (Green circle) → REGISTRATION (Green circle) → SUPERVISOR ACTION (Red circle) → APPOINTMENT (Red circle) → SUPERVISOR ACTION (Red circle) → DAS ACTION (Red circle) → APPOINTEE SIGNATURE (Red circle) → ROLE ACTIVATION (Red circle) → TERMINATION (Red circle)

KIM JAM\_AOPC1  
10/27/2021 C06  
10/27/2021 C06

Last Completed Task: Registration [REDACTED] GPCAOPC06 on 10/27/2021

Current Task: Awaiting Supervisor Approval of Role Request [REDACTED]

Once the Supervisor approves the role request, the appointment can be started by the nominator or an individual with the proper authority. A reminder email can be sent to your supervisor by clicking the button below.

[Send Reminder Email](#)



# A/BO Appointment Workflow Overview



*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

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

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
PC   SPRS   BANKS   JAM	Approving/Billing Official (A/BO)	DoDAAC	W91M78	N/A	W91M78 W3VY USA MEDCOM	<a href="#">Delete</a>



# A/BO Appointment Workflow Overview

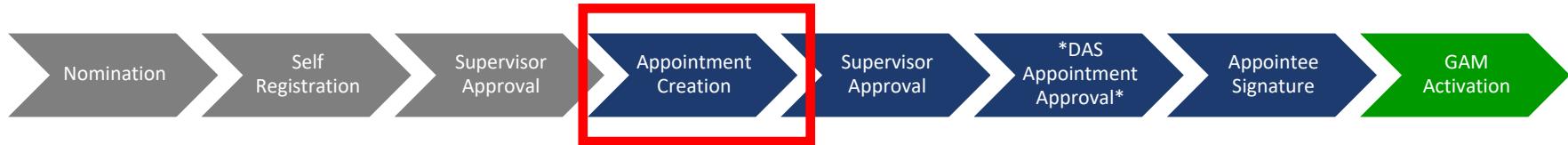


*The supervisor approval process for the A/BO role/appointment follows the same process as the CPM, OA/OPC and A/OPC.*

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



# A/BO Appointment Workflow Overview



*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.

Joint Appointment Module

Create Appointment ▾

Search Appointments ▾

My Appointments ▾

My Training

Warrants ▾

Exit

Agency/Organization Program Coordinator Appointment

Approving/Billing Official Appointment

Cardholder Appointment

Certifying Officer Appointment

Both A/BO & Certifying Officer Appointments

SPM/JAM Documents

• JAM and SPM FAQs

- 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.

Appointee

Select an Appointee. This is a required action.

Display 10 items Filter:

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	[REDACTED]	IMMEDIATE OFFICE OF THE SECRETARY OF DEFENSE	HQ0102	OUSD(AT&L)	[REDACTED]	[REDACTED]	Approving/Billing Official	Select



# 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.

Direct Oversight Agency/Organization Program Coordinator

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

Email Address  [Lookup Direct Oversight A/OPC](#)

Display 10 items Filter:

Item	Name	Email	PIEE Role	DoD Component	DoD Group Name	DoD Organization	DoD Organization Name	Action
No data available in table								

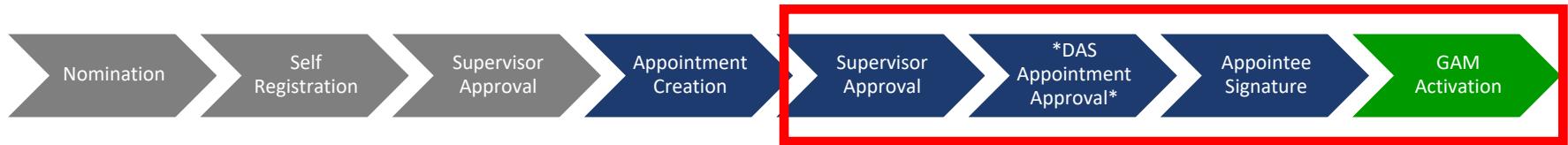
Showing 0 to 0 of 0 entries

Delegating/Appointing Signatory

First Name <input type="text" value="Kim"/>	Last Name <input type="text" value="JAM_AOPC1"/>	Work Phone Number <input type="text" value="332432"/>	Work Email Address <input type="text" value="il.mil"/>
DoD Component <input type="text" value="DEPT OF THE ARMY"/>	DoD Organization <input type="text" value="W15P7T"/>	DoD Organization Name <input type="text" value="W6QK ACC-APG"/>	PIEE Role <input type="text" value="Agency/Organization Program Co"/>
Additional Details <input type="text"/>			



# A/BO Appointment Workflow Overview



*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



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



# CO Appointment Nomination

My Account    GPC Nominations GPC Nominations    Help▼

User:    Logout

Last Successful Logon Date: 2021/09/29 17:41:58 UTC

Last Unsuccessful Logon Attempt: 2021/09/29 17:41:51 UTC

PIEE  
6.10.0 Procurement Integrated Enterprise Environment

Welcome to the Procurement Integrated Enterprise Environment

- 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

**PIEE**  
6.10.0 *Procurement Integrated Enterprise Environment*

My Account GPC Nominations Help

Create Nomination Manage Nominations

User : Logout

Last Successful Logon Date: 2021/09/29 17:41:58 UTC

Last Unsuccessful Logon Attempt: 2021/09/29 17:41:51 UTC

GPC Role Nomination

Nominator Role \*

DD577 Appointing Authority (DD577-AA) - FU4

Nominee Email \* Nominee First Name \* Nominee Last Name \*

██████████ ██████████ GPCCO1

Home Organization DoDAAAC \* Nominee Role \* Nominee Location Type Code \* Nominee Location Code \*

HQ0102 Certifying Officer DoDAAAC HQ0102

Training

Course Name	Completion Date	Frequency	Due Date	Provider	Source
-------------	-----------------	-----------	----------	----------	--------

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 DoDAAACs
  - 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%20DoDAAAC%20Should%20I%20Enter.pptx>



# CO Appointment Nomination

- 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 [REDACTED] indicating that [REDACTED]  
[REDACTED] has been nominated for the Certifying Officer role. This nomination is for a role whose Location Code is HQ0102.

[REDACTED] 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 [REDACTED] has had the above role approved by their supervisor.

**Close**



# CO (DD577) Appointment Workflow Overview



*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



*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



*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.

DD577 Appointing Authority

INFO: Recommend using the DD577 Appointing Authority role for DoD Organization: N00024 to initiate the appointment since they have the authority to self approve as DAS.

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.

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	AWS GT, EDIPI9530014324	DoD Component not found	DEPT OF DEFENSE	66	testingmojan@gmail.com	DD577 Appointing Authority	<input type="button" value="Select"/>
2	D, Katrin	DoD Component not found	DEPT OF DEFENSE	1231231234	dasn_ap_ebusiness@navy.mil	DD577 Appointing Authority	<input type="button" value="Select"/>
3	D, Katrin	DEPT OF THE NAVY	DEPT OF THE NAVY	1231231234	dasn_ap_ebusiness@navy.mil	DD577 Appointing Authority	<input type="button" value="Select"/>



# CO Appointment Creation

- 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

DD577 Appointing Authority

Select External Delegating/Appointing Signatory

commend using the DD577 Appointing Authority role for DoD Organization: N00024 to initiate the appointment since they have the authority to self approve as

Select the individual(s) (primary and alternate Delegating/Appointing Signatories (DASs)) who are authorized to approve this appointment / delegation of authority. 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	AWS GT, EDIPI9530014324	DoD Component not found	DEPT OF DEFENSE	66	testingmojgan@gmail.com	DD577 Appointing Authority	Select
2	D, Katrin	DoD Component not found	DEPT OF DEFENSE	1231231234	dasn_ap_ebusiness@navy.mil	DD577 Appointing Authority	Select

Designated DD 577 Appointing Authority

Designation	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
Primary	Mele, Jero	DEPT OF THE NAVY	DEPT OF THE NAVY	123 123 1234	jerolyn.melendez@ecedi.nit.disa.mil	DD577 Appointing Authority	Delete
Alternate	MORELI, DALE	DoD Component not found	DEPT OF DEFENSE	1234567890	bigmoz28@yahoo.com	DD577 Appointing Authority	Delete

Complete Delegating/Appointing Signatory Selection(s)



# CO (DD577) Appointment Workflow Overview

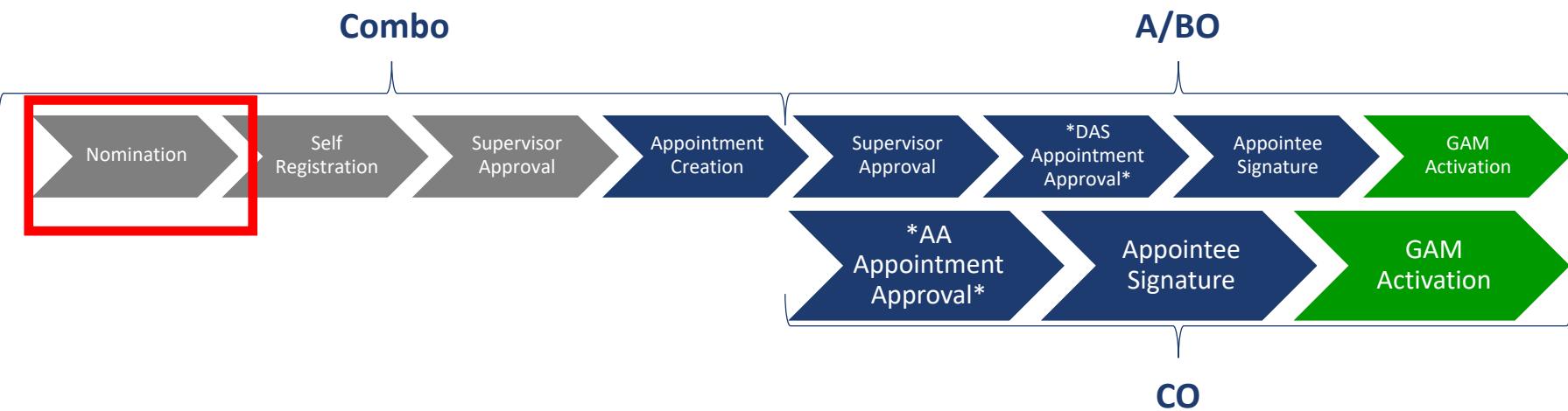


*The remainder of the process mirrors the A/BO process with the exception that an AA has to approve the appointment instead of a DAS.*

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



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



*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 \***

[REDACTED]

**Nominee First Name \***

[REDACTED]

**Nominee Last Name \***

GPCAOPC06

**Home Organization DoDAAC \***

W91M78

**Nominee Role \***

Approving/Billing Official (A/BO)

**Nominee Location Type Code \***

DoDAAC

**Nominee Location Code \***

Training

**GPC Role Nomination**

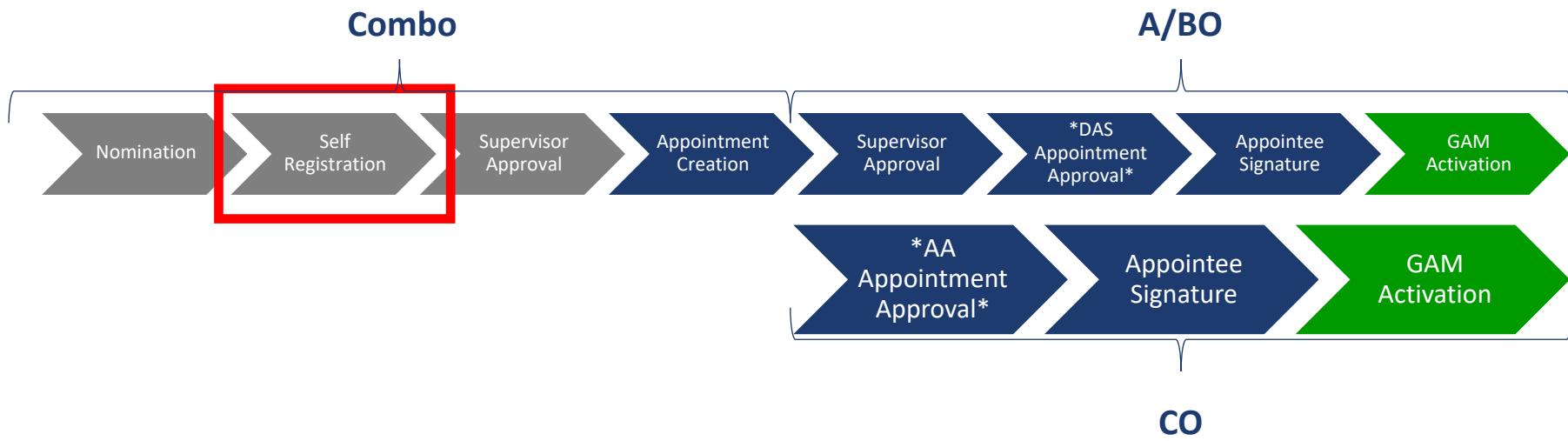
Does the nominee require both an A/BO GPC Appointment Letter and a DD Form 577 Certifying Officer appointment? i

Yes  No

- 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%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



*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

Roles User ID: GPCAOPC06

**Step 1.** Select the appropriate Application from the list below **Step 2.** Select One or More Roles from the list below (Ctrl+Click) **Step 3.** Click 'Add Roles'

WAWF - Wide Area Workflow

User Roles for WAWF

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

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

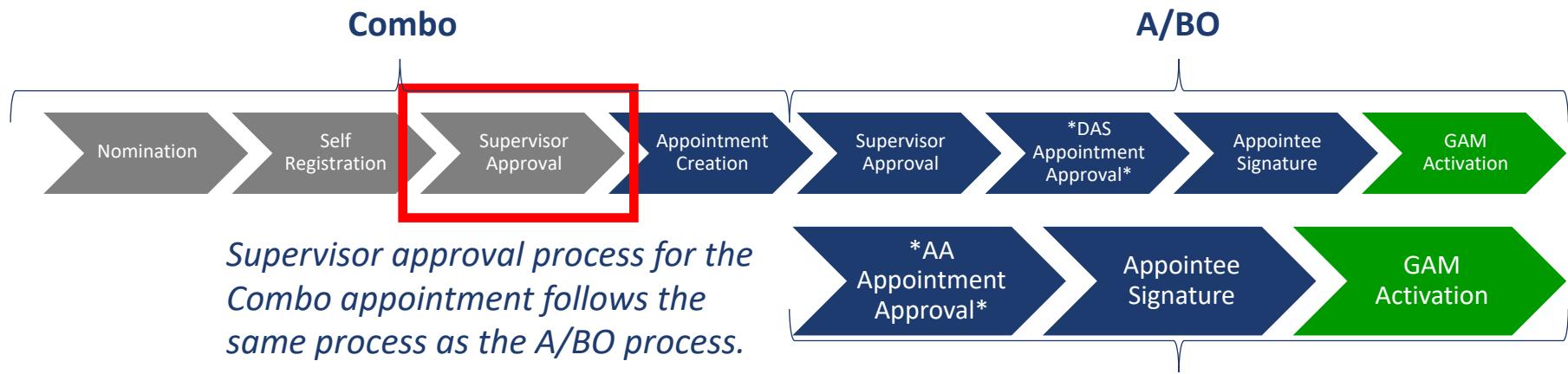
Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
PC   SPRS   BANKS   JAM	Approving/Billing Official (A/BO)	DoDAAC	FU4417	N/A	FU4	<a href="#">Delete</a>
PC   SPRS   BANKS   JAM	Certifying Officer	DoDAAC	FU4417	N/A	FU4	<a href="#">Delete</a>

- 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

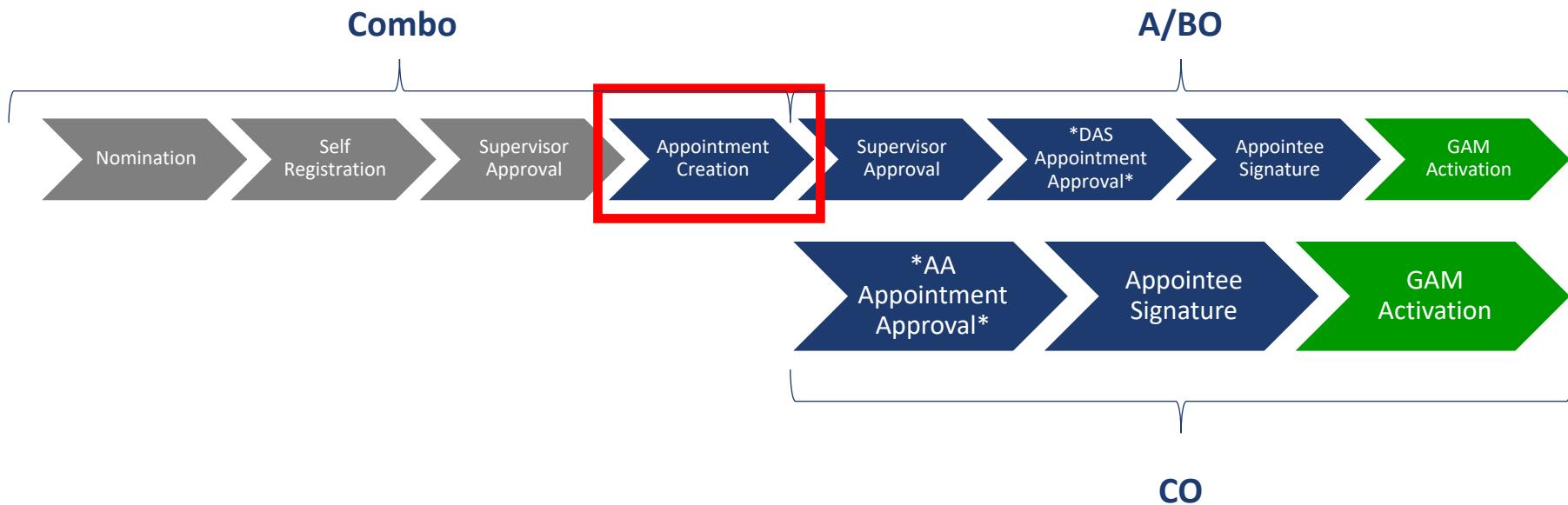


*For Confirm and Pay where the ABO and CO are the same individual*

*\*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



*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

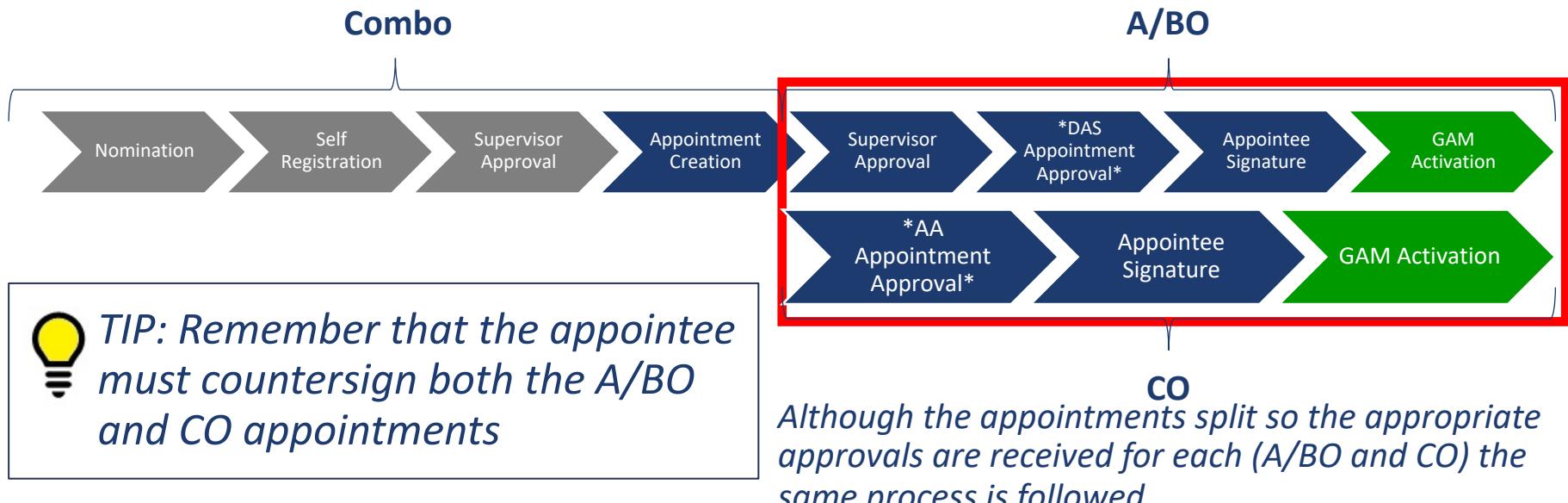
- The Appointer will start the appointment from the Create Appointment > “Both A/BO & CO Appointments” link in JAM.



- 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



*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



- 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

**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  
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 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 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
- 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

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# JAM Reports

PIEE Electronic Data Access

REPORTS

Destruction Reports      GFP Reports      IUID Reports      PCM Reports      **JAM Reports**      NCCS Reports      WAWF Reports      Kibana Reports      Access and Account Management

**JAM Reports**

Report	Description	Documentation
JAM Detailed GPC Appointment Status Report	The JAM Detailed GPC Appointment Status Report provides information on all Appointments made, their status and other associated details.	<a href="#">VIEW REFERENCE GUIDE</a>
JAM GPC Training Report	JAM GPC Training Report provides information on appointments and training.	<a href="#">VIEW REFERENCE GUIDE</a>
GPC PIEE Nomination Status Report	The GPC PIEE Nomination Status Report provides information to include nominees, role type and appointment status.	<a href="#">VIEW REFERENCE GUIDE</a>

- 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

PIEE Electronic Data Access > ⚙️

JAM Detailed GPC Appointment Status Report Search Criteria

Appointment Type	Appointment Type Sub Filter	Appointment Status	Appointment Status Date
<input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="All"/>	<input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="All"/>	<input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="All"/>	<input style="width: 50px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="From"/> to <input style="width: 50px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="To"/>

Service/Agency (DoD Component)

<input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="All"/>	Search by	Organization Code
<input checked="" type="radio" value="Organization Code"/> Organization Code	<input style="width: 50px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="Eq..."/> <input style="width: 150px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="text"/>	
<input type="radio" value="Organizational Group"/> Organizational Group		

Search Bookmark Download Cancel

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



# JAM Detailed GPC Appointment Status Report

PIEE Electronic Data Access > ⚙️

JAM Detailed GPC Appointment Status Report Search Criteria

Appointment Type	Appointment Type Sub Filter	Appointment Status	Appointment Status Date
All	All	All	<input type="text"/> <span style="float: right;">✖️</span>

Service/Agency (DoD Component) ✖️

Search by  Organization Code  Organizational Group

Organizational Group ⓘ

Find Group

Include Subgroups?

Search Bookmark Download

Organizational Group Selection for Appointee Organization ✖️

ⓘ Find Appointee Organization by the organizational group name, or select your specific group that you would like to use

Appointee Organization Find Organizational Group by Group Name Select

OR

Appointee Organization PIEEE Level 2 Select Appointee Organization PIEEE 2 Group

✓ Save ✖️ Cancel ✖️ Cancel

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



# JAM Detailed GPC Appointment Status Report

Attention X

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

ce/  
nize  
Find Group

Organizational Group

Organizational Group ①

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

PIER Electronic Data Access >

Appointment Type	Appointment Type Sub Filter	Appointment Status	Appointment Status Date
All	All	All	<input type="text"/> to <input type="text"/>

Training Frequency	Training Completion Date	Training Due Date	Service/Agency (DoD Component)
All	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>	All 

Role Status	Training Type	Show Current Training?
All	CLG001 - DoD Government Commercial Purchase Card Overview	<input checked="" type="checkbox"/>

Search by

Organization Code  
 Organizational Group

Organizational Group 

**Find Group**

Include Subgroups?

- 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

PIEE Electronic Data Access >

**Nominee**

Nominee Role Type	Nominee Registration Date	Home Organization DoDAAC	Service/Agency (DoD Component)
All	<input type="button" value="From: &lt;date&gt;"/>	Equal to <input type="button" value=""/>	All <input type="button" value=""/>
to		<input type="button" value=""/>	
PIEE Role Status	Appointment Status	Search by	Nominee Location Code
All	All <input type="button" value=""/>	<input checked="" type="radio"/> Organization Code <input type="radio"/> Organizational Group	Equal to <input type="button" value=""/>
<b>Nominator</b>		Nominator Location Code	
Create Nomination Date		Search by	<input type="button" value=""/>
<input type="button" value="From: &lt;date&gt;"/>		<input checked="" type="radio"/> Organization Code <input type="radio"/> Organizational Group	Equal to <input type="button" value=""/>
to		<input type="button" value=""/>	
<input type="button" value=""/>		<input type="button" value=""/>	
<input type="button" value="Search"/>		<input type="button" value="Bookmark"/>	
<input type="button" value="Download"/>		<input type="button" value="Cancel"/>	

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



# Accessing FedMall

My Account Help

Last Successful Logon Date: 2021/10/06 18:23:0

Welcome to the Procurement Integrated Enterprise Environment

Award

Solicitation

SAM

FedMall Commerce

Operational Support

JAM

PCM

- 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



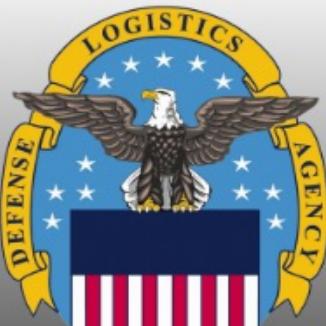
# Accessing FedMall (con't)

Corridor | Tools

Search | Entire Site | Advanced Search

My Account | FedMall Tester | 15

Accessed as **USER273.FEDMALL.9602501220** from **10.21.2.231** on **2021-10-26 23:34** Last Access on **2021-10-26 23:32** | You will be logged in for **43:26**



Welcome to  
**FEDMALL**

- 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



My Account

FedMall Tester

15

Corridor Tools

Search

Entire Site



Advanced Search

My Account Accessed as **USER273.FEDMALL.9602501220** from **10.21.2.231** on **2021-10-26 23:38** Last Access on **2021-10-26 23:32** | You will be logged in for **42:03**

## My Account

### SETTINGS

Personal Information

My Permissions

My Payment Methods

### ORDERS

## My Account Summary

Welcome, FedMall Tester

This is your account summary. You can change your personal information and manage the options available for your account.

### Personal Information

Name	FedMall Tester
------	----------------

- **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: \*

Credit Card Number: \*

Credit Card Type: \*

Credit Card Expiration Date: \* 01 2021

Contracting Office DoDAAc: \*

Contracting Agency Code:

First Name: \*

Middle Name:

Last Name: \*

Email: \*

Phone Number: \*

Business Name:

Billing Address:

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

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

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.



# Adding Payment Methods in FedMall (con't)

Accessed as **USER273.FEDMALL.9602501220** from **10.21.2.231** on **2021-10-26 14:53** Last Access on **2021-10-26 14:28** | You will be logged in for **43:44**

**Corridor Tools** | **My Account** | **FedMall Tester** | **0**

**Search** | **Entire Site** | **Advanced Search**

**My Account**

**Credit Cards**

**My Payment Methods**

**Credit Card Label** **Payment Type** **Credit Card Number** **Exp Date**

Test CC	Government Purchase Card	*****7890	01/2025	<a href="#">Edit - Remove</a>
---------	--------------------------	-----------	---------	-------------------------------

**SETTINGS**

- Personal Information
- My Permissions
- My Payment Methods

**ORDERS**

[Add New](#)

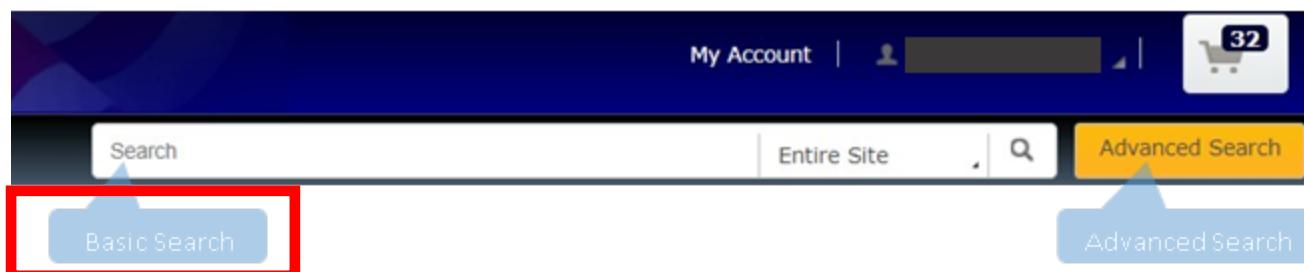
- **Users can add multiple credit cards to their profile.**
- **Users will choose their Payment Method during the Check Out process.**
- **Users must complete the FPDS-NG Questionnaire when using a GPC.**



# 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 in FedMall (con't)

- **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 either by an identifier (NSN, NIIN, etc.) or by one or more item attributes (name, supplier, etc.)

- Enter a product identifier (use the radio buttons to select what to search by)

Identifier

Enter part or all of the identifier; no need to include wild cards.

\* NSN or item ID

National Stock Number is a 13-digit number; commercial item ID is in the form CAGE-Contract-Part, e.g. 12345-SPMLW112A1234-XYZ999

○ NIIN

NIIN is a 9-digit number (corresponds to the last 9 digits of the NSN)

○ PGC

PGC is a 5-digit number to identify a Clothing & Textiles item

OR

- Enter search term(s) in one or more of the boxes below

Product name

Item nomenclature; if you include more than one word, then the product name must contain all of them.

Description

Will search for matches in the short description; if you include more than one word, then the description must contain all of them.

Supplier name

Legal business name of the supplier as listed in SAM.gov; if you include more than one word, then the supplier name must contain all of them.

Supplier CAGE code

Contractor and Government Entity code is 5 letters and/or numbers

Contract number

Enter letters and numbers only (no hyphens)

Only look in corridor

Select "All of FedMall" for no corridor restrictions, or limit to a particular corridor

Number of records per page

Return up to either 20, 40, or 60 items per page of search results

Search

## 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](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 terminate 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](mailto: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)

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



# DPC One Pagers

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



# DPC One Pagers

OP#	System	Audience	Title	Date	Author
3OP022	PIEE/JAM	GPC Program Participants	<a href="#">Selecting the Appropriate Delegation in JAM</a>	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	<a href="#">Terminating Appointments in JAM</a>	4/19/21	CeB
3OP027	PIEE/JAM	GPC Program Participants	<a href="#">Access to GPC Reporting</a>	1/23/20	CeB
3OP028	PIEE/JAM	OA/OPCs, A/OPCs	<a href="#">A/BO-CO Combo Appointments</a>	2/3/20	CeB
3OP029	PIEE/JAM	Auditors, CPMs	<a href="#">Auditor Access</a>	3/16/21	CeB
3OP030	PIEE/JAM, Access Online	GPC Program Participants	<a href="#">PIEE SSO for Access Online</a>	8/9/21	CeB
3OP031	PIEE/JAM	RMs	<a href="#">RM Registration and Role Request</a>	6/2/20	CeB



# DPC One Pagers

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