Registering for Roles in the

PIEE Government Furnished Property Module – Government

May 2020

This quick start guide describes how to register for GFP Module roles for government and government support contractor users. A government support contractor functions on behalf of the government frequently in a subject matter expert or staff augmentation role. An industry member providing supplies or repair services to the government should register as "Vendor" and follow the Contractor registration guide at https://dodprocurementtoolbox.com/site-pages/gfp-resources.

If you DO NOT have a PIEE Account, you can self-register by following the instructions below.

If you DO have a PIEE Account and need to add roles in the GFP Module, please skip to Section 2.

Section 1 - New PIEE Users:

1. Go to piee.eb.mil

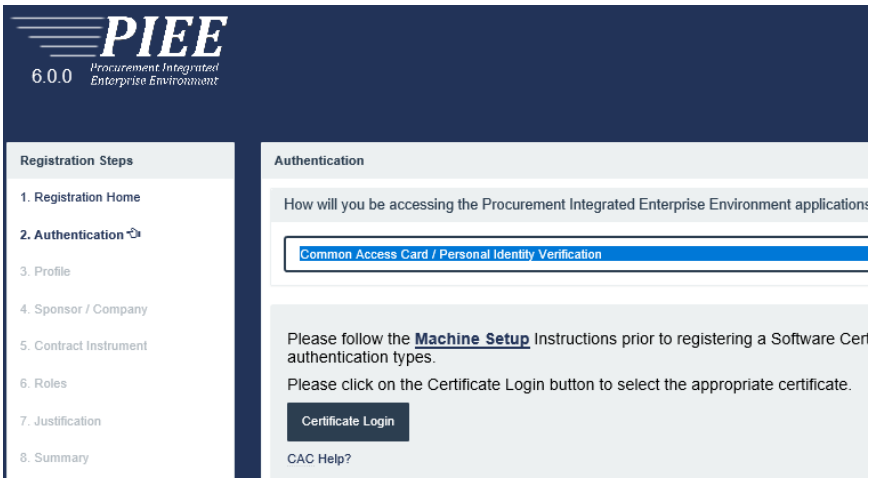
   Accept the security warning message, if presented

2. Click the "Register" icon on the top right corner:

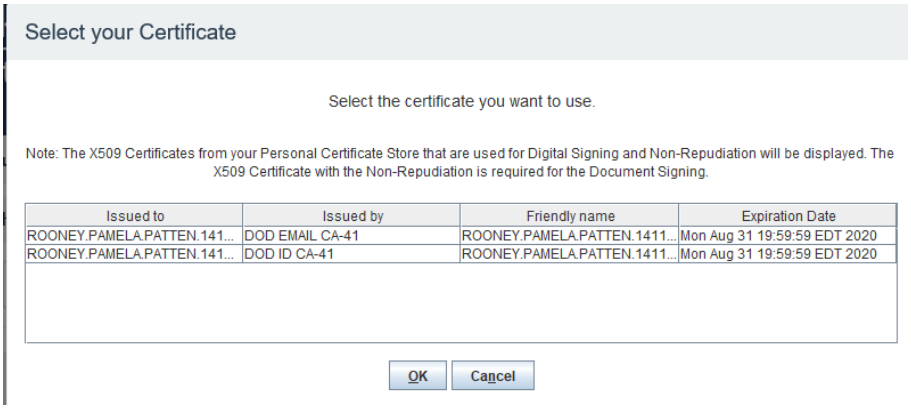
3. Agree to the Privacy Act statement
4. Identify whether you are DoD or DoD Support Contractor. Note that DoD Support Contractors cannot have the role of GFP Approver for GFP Attachments, Contracting Officer, Contracting Specialist, Government Property Administrator, Industrial Property Management Specialist, Plant Clearance Officer, or Support Plant Clearance Officer.

5. Identify how you will access PIEE. The options are CAC, Software Certificate, and User ID/Password. DoD and DoD Support Contractors generally access PIEE with their CAC card.

6. For CAC access:

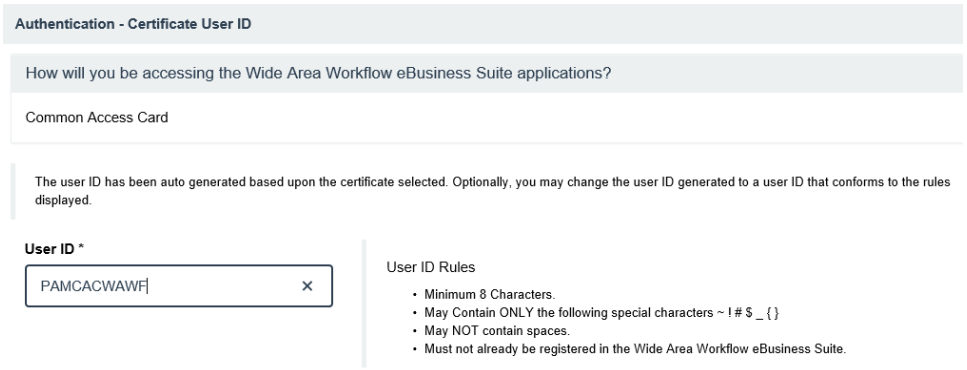


Click “Certificate Login”.
Run the PIEE Java applet.
Select your certificate (not the email one – the other one if you have two).

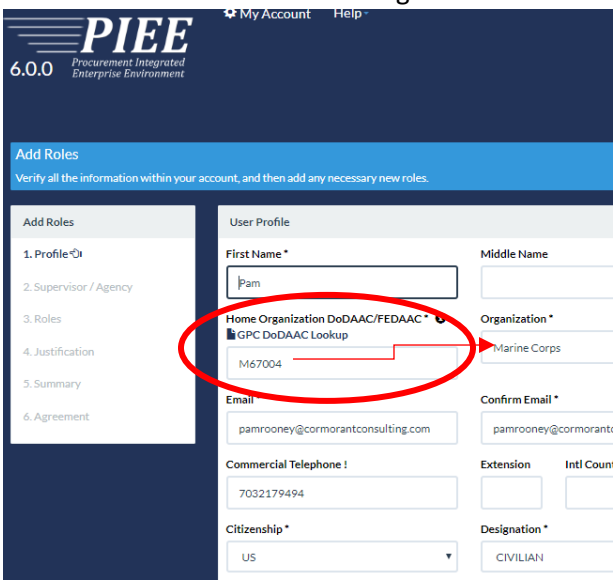


Enter your CAC PIN

The Default User ID will be the EDIPI fetched from your CAC. If you want a user ID that is easier to remember, you can change it:

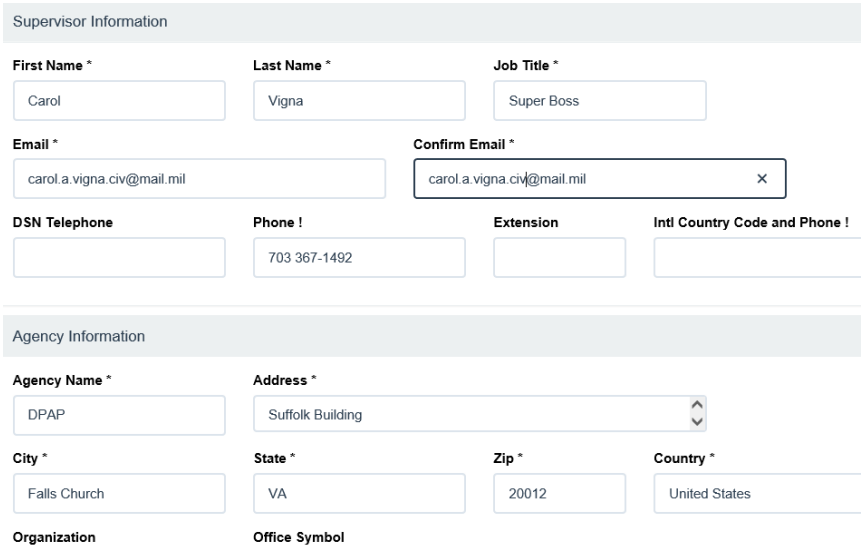


7. Complete the User Profile and click “Next”. Note that “Home Organization Location” is your DoDAAC and will auto fill the “Organization” field. Click “Next”.

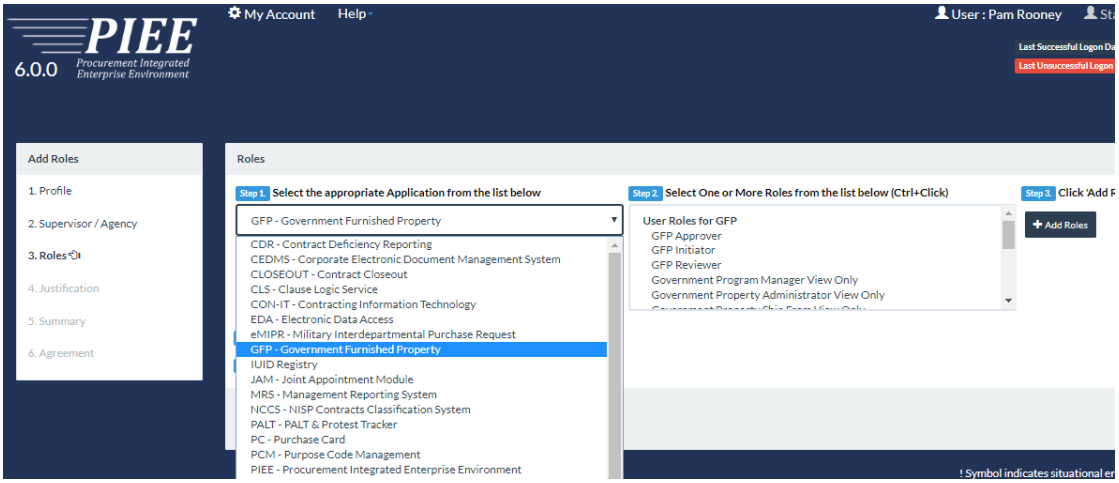


If you are a government support contractor, enter your sponsor and company info.

8. Enter your supervisor and agency info; click “Next”:



9. Select the GFP Module application.



10. Identify the roles you need:

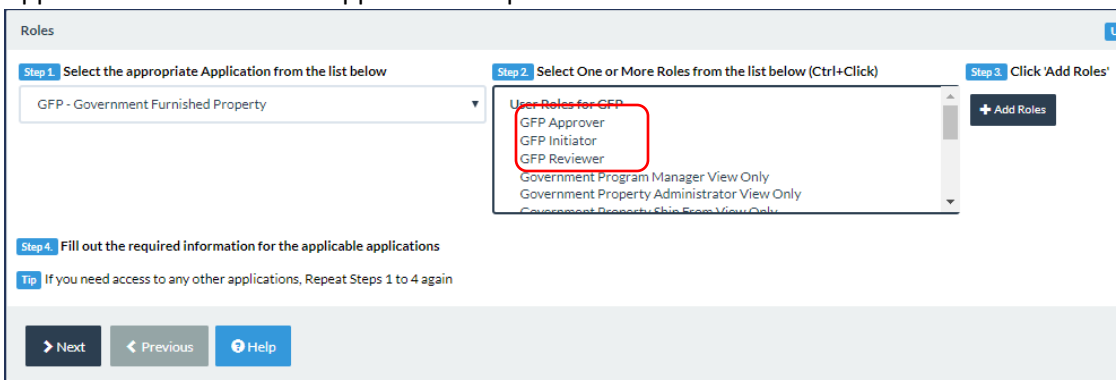
    You can select multiple roles within a DoDAAC and multiple DoDAACs for a specific role. You perform each role request fully before requesting the next role. You can request multiple roles in a single request session.

    <u>GFP Attachment Roles</u>

    If you will be working on GFP Attachments, you can select one role, two roles, or all three roles. Note that the Approver role can also create (or initiate) GFP Attachments. Note that Government Support Contractors cannot have the Approver role.

    a. Initiator – enables creation of GFP Attachment
    b. Reviewer – enables review of a GFP Attachment prior to approval

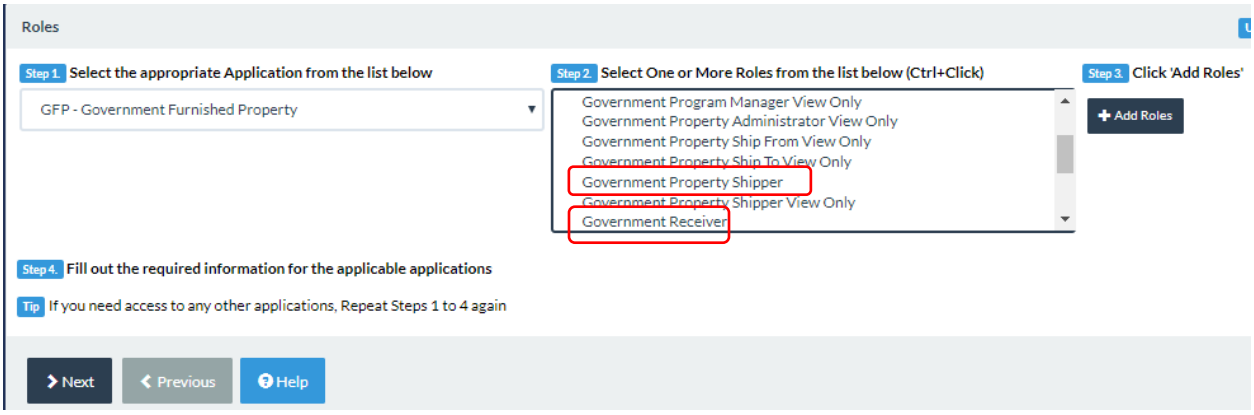
c. Approver – enables formal approval and upload of the GFP Attachment to EDA



Property Transfer Roles

If you will be entering shipping or receiving data of physical items of GFP, select the roles related to Property Transfer. There are many "view only" roles that will have visibility of the property transfer transactions when the identified DoDAAC is populated in the related field on a shipment or receipt document. The roles below are the "action" roles.

a. Government Property Shipper – provide shipment document to contractor (or other government user) of government property shipped to them
b. Government Receiver – acknowledge receipt of government property back into the custody of your organization



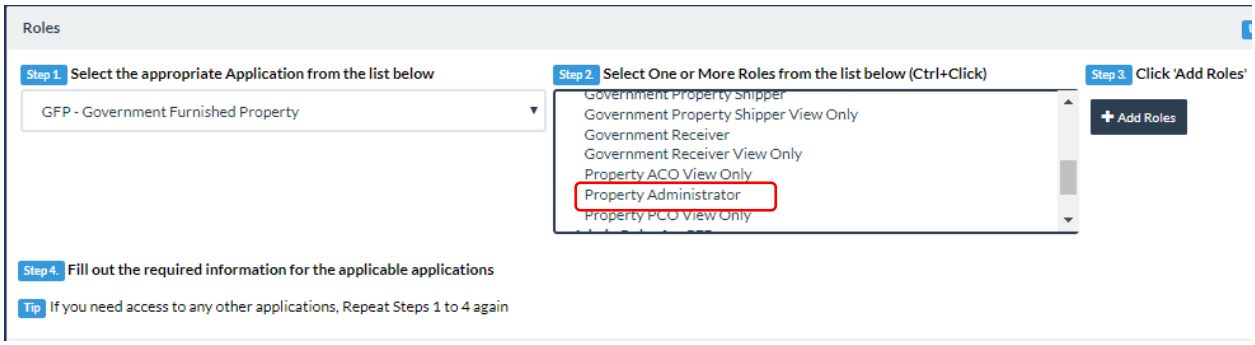
Property Loss Roles

If you will be participating in the adjudication of Property Loss cases, select the appropriate Property Loss role. There are also view only roles.

a. Property Administrator – (generally someone with the job series 1103 and a certificate of appointment). Receives and works property loss cases initiated by the contractor

property manager; can relieve contractor or liability, recommend to the contracting officer that the contractor be held liable, add documentation, and close the case.

b. Industrial Property Management Specialist – (generally someone with the job series 1103 who does not have a certificate of appointment). Receives and works property loss case; cannot relieve the contractor of liability or close the case. The name of the user with an IPMS role will appear on the "Property Administrator" drop down for the contractor to select during Property Loss case submission
c. Contracting Specialist – can work on a property loss case, but cannot make a final determination of liability. Coordination with the Contracting Officer (work effort request) is outside of the GFP Module workflow.
d. Contracting Officer – Contracting officer for a contract under which the loss case is identified. Receives recommendation of contractor liability from Property Administrator, adjudicates, may create and upload demand letter, concurs with liability or returns Case to Property Administrator



CAP Pre-Screening

If you will be deciding, or helping to decide, concurrence or non-concurrence with contractors' CAP Pre-Screening requests to buy back CAP, convert CAP to GFP, or to receive donation of CAP, select the appropriate role. Note that if you selected this role for Property Loss you will have access to CAP Pre-Screening. You may have the CAP Pre-Screening capability based on your 1102 job series recorded in PIEE.

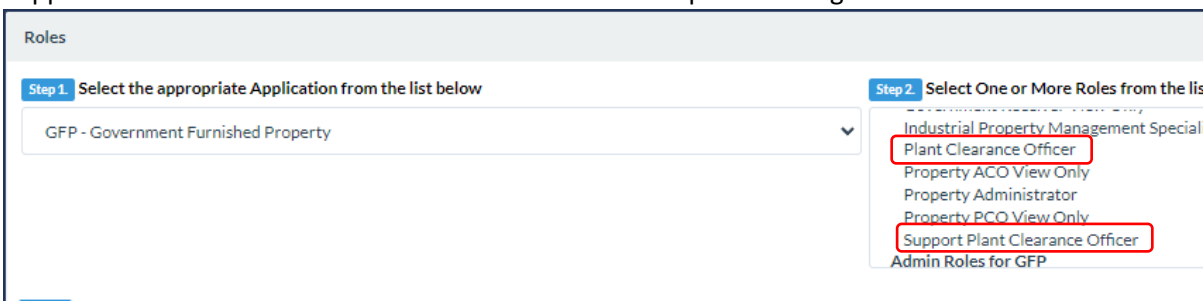
a. Contracting Specialist – can work on a CAP Pre-Screening request, but "Complete" (close) a request. Coordination with the Contracting Officer (work effort request) is outside of the GFP Module workflow.
b. Contracting Officer – Contracting officer for a contract under which the CAP was acquired or fabricate and under which the request is made. Receives email to alert of new pending CAP Pre-Screening request, concurs or non-concurs with requested CAP items. Completes (closes) request action.

Plant Clearance

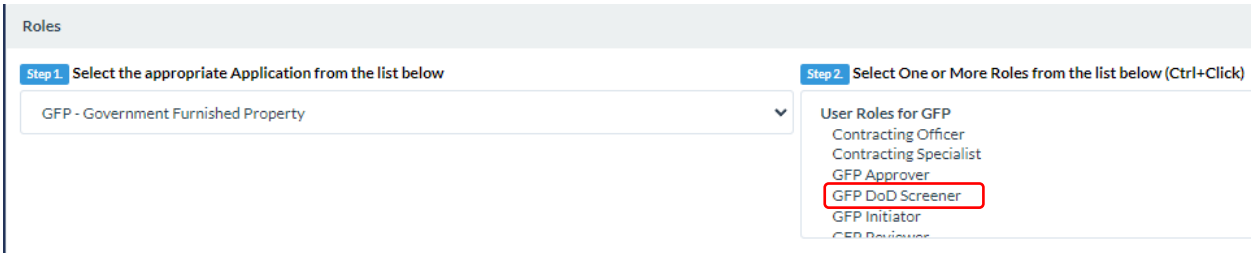
If you will be dispositioning CAP and/or GFP excess to the needs of the contract as identified by the Contractor Property Manager via an inventory disposal schedule, then select the role of Plant Clearance Officer or Support Plant Clearance Officer.

a. Plant Clearance Officer - can take all actions including close the case

b. Support Plant Clearance Officer - can take all actions except for closing the case.

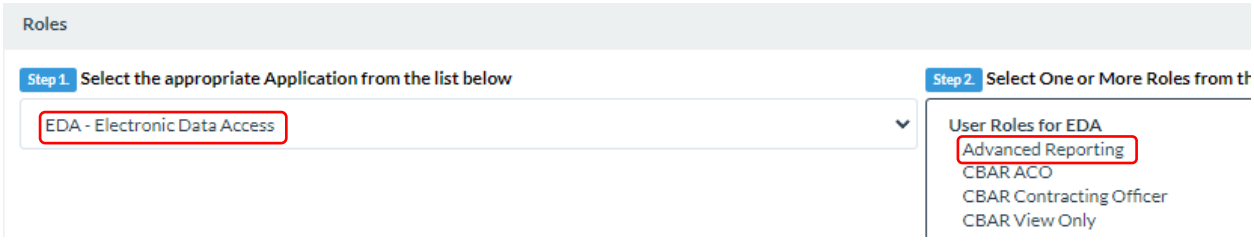


If you are a DoD user who wants to participate in the screening process and have access to GFP and Contractor Acquired Property items available to DoD for reutilization, request the role of DoD Screener. The DoD Screener role also enables the user to set up email notifications or "alerts" for items, contracts, or other criteria. When items meeting those criteria are submitted for DoD screening, an email will be transmitted by Plant Clearance to alert the user that items are available.



GFP Position Report

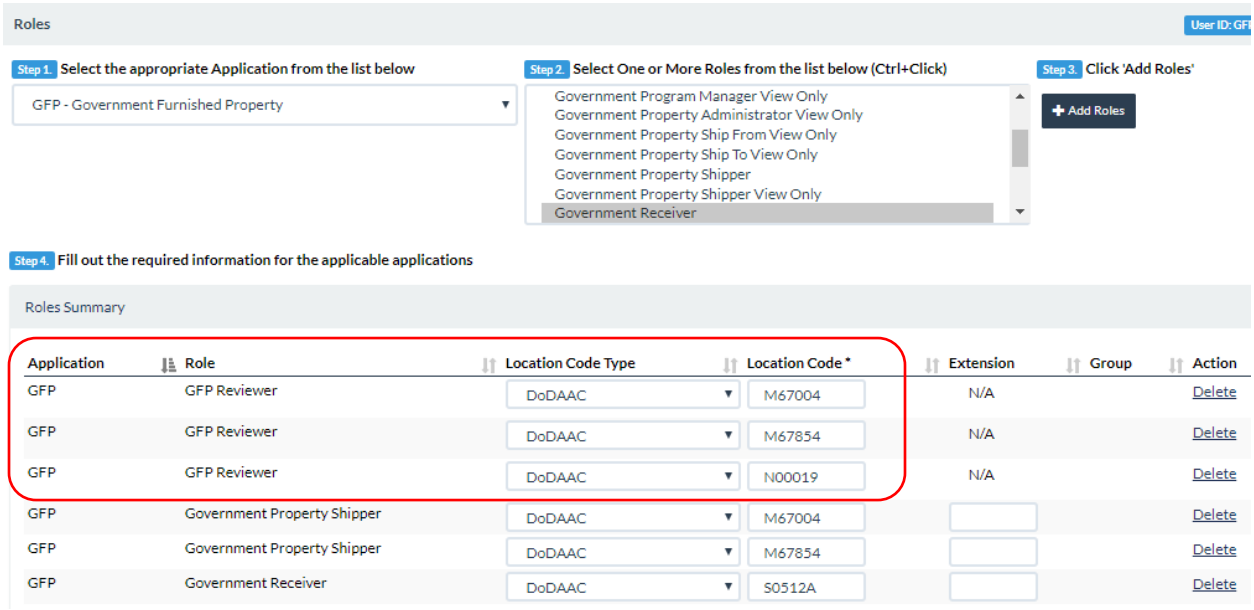
The GFP Position Report is available in EDA and shows in real time GFP items reported as receipted by the contractor less items shipped, items involved in a close Property Loss case, or items on a closed excess Inventory Schedule. The report can be run by either CAGE or Contract Number. Because the report is in EDA, an EDA role is required:



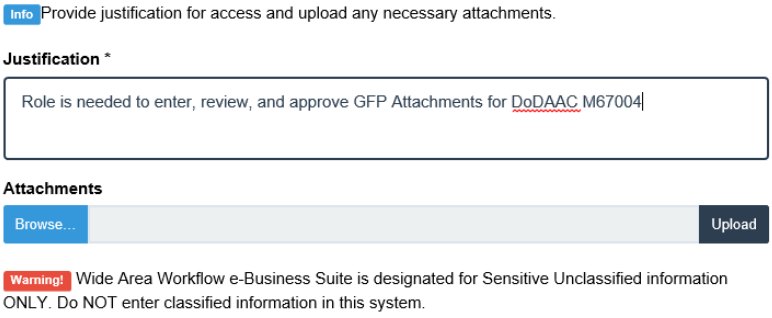
11. Click the "Add Roles" button

12. As the roles are selected, they are added to the Roles Summary at the bottom of the screen. The DoDAAC will default to the Home Organization DoDAAC. If you want the have the role for a DoDAAC other than the Home Organization DoDAAC, select the role multiple times and manually update the "Location Code" to reflect the DoDAAC(s) for which you are requesting the

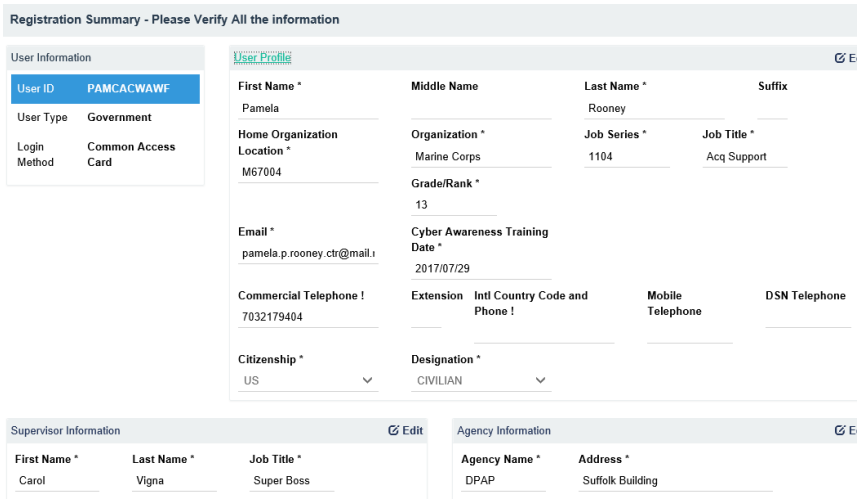
role. An example is shown below for a user that is requesting the GFP Reviewer for three different DoDAACs.



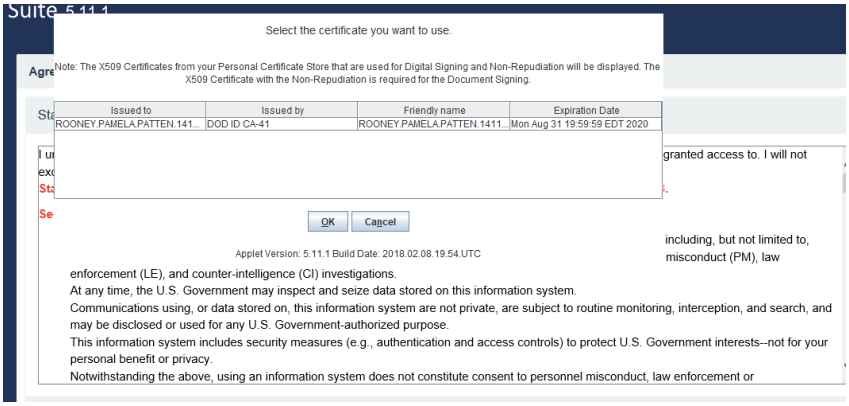
13. You must add a justification; a justifying document is optional.



14. Review the request summary screen:



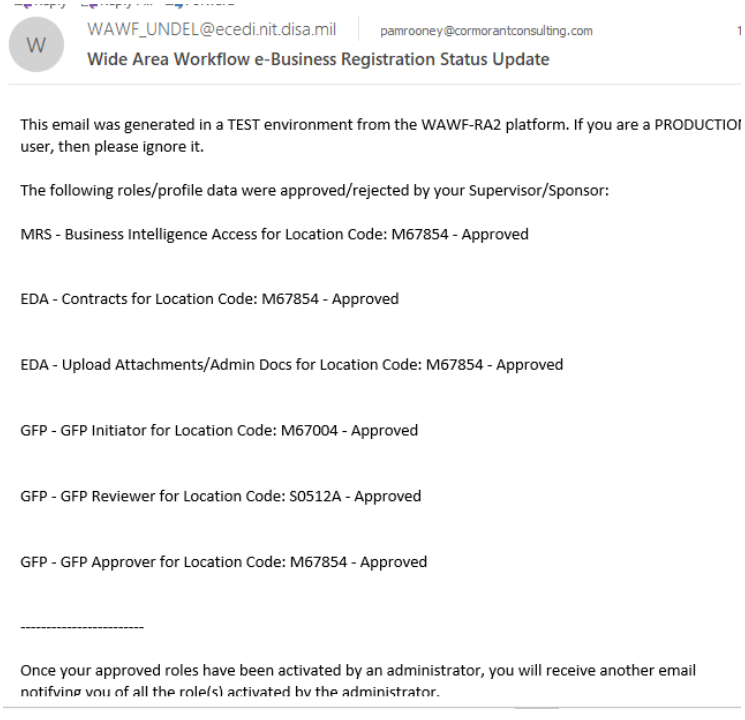
15. Enter your organization and click “Signature”. The system will pull your cert from your CAC; select the certificate click Ok. Then enter your PIN when prompted.



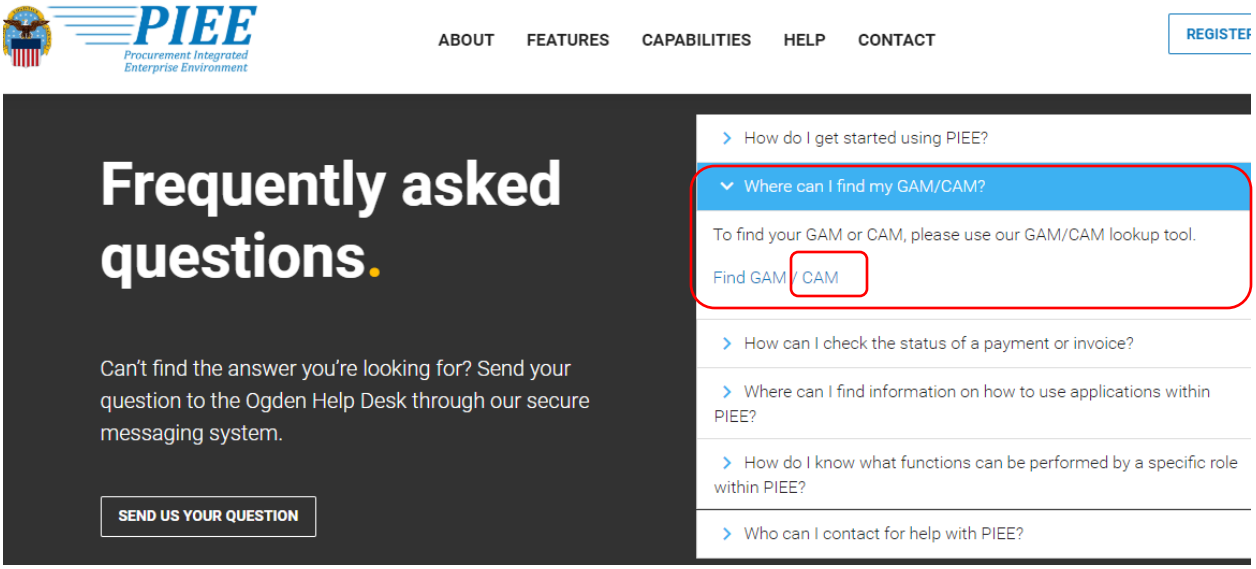
16. You will receive the confirmation screen:

17. You will receive an email that you have submitted a role request.

18. When your supervisor approves the roles, you will receive an email that looks like:

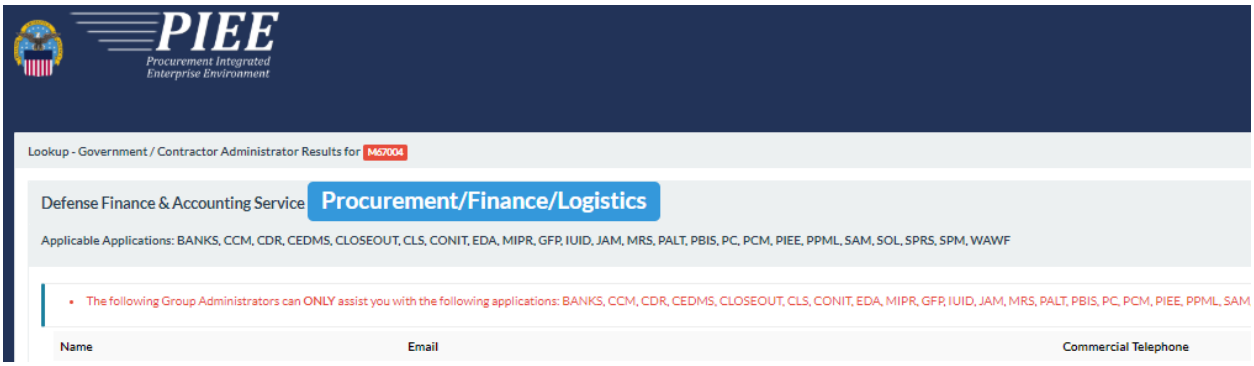


19. When the Government Administrator (GAM) activates the role, you will receive an email message indicating that you can now use that role. After GAM activation, you are ready to work in the GFP Module.
20. If you do not know who your GAM is, go to the PIEE landing page, scroll down to the FAQ section. Clcik “Where can I find my GAM/CAM” and select the GAM option.



Enter your DoDAAC and the Captcha and click “Submit”:

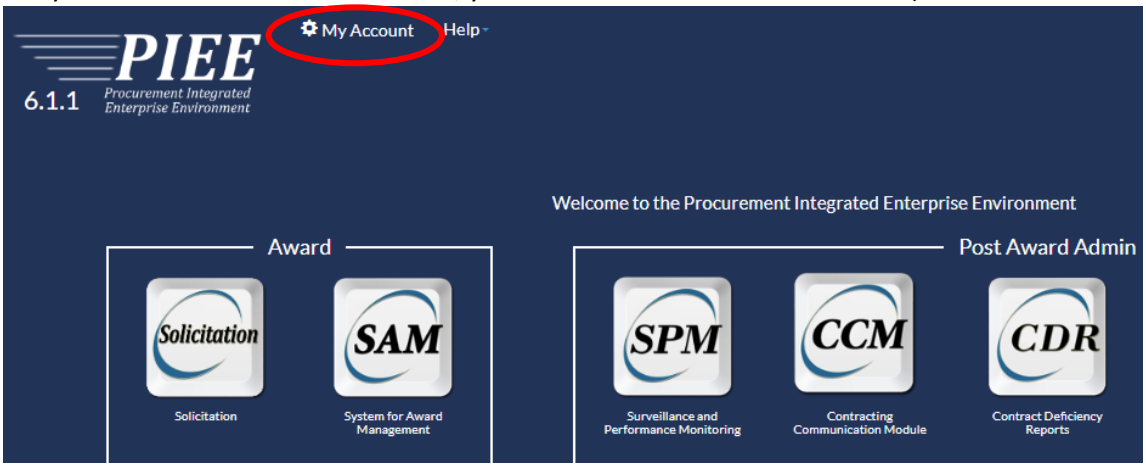
The GAMs for your organization will be listed and you can contact them to make sure they see your request:


PIEE
Procurement Integrated Enterprise Environment
Lookup - Government / Contractor Administrator Results for M67004
Defense Finance & Accounting Service
Procurement/Finance/Logistics
Applicable Applications: BANKS, CCM, CDR, CEDMS, CLOSEOUT, CLS, CONIT, EDA, MIPR, GFP, IUID, JAM, MRS, PALT, PBIS, PC, PCM, PIEE, PPML, SAM, SOL, SPRS, SPM, WAWF
The following Group Administrators can ONLY assist you with the following applications: BANKS, CCM, CDR, CEDMS, CLOSEOUT, CLS, CONIT, EDA, MIPR, GFP, IUID, JAM, MRS, PALT, PBIS, PC, PCM, PIEE, PPML, SAM
Name
Email
Commercial Telephone

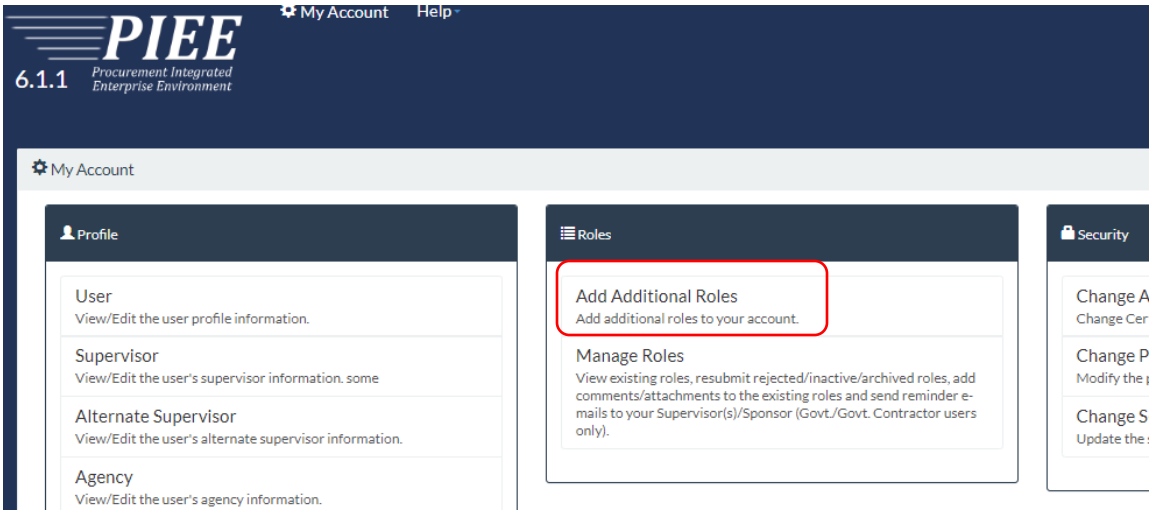
Section 2 – Existing PIEE Users:

If you have an account in PIEE for any other module, use the following directions:

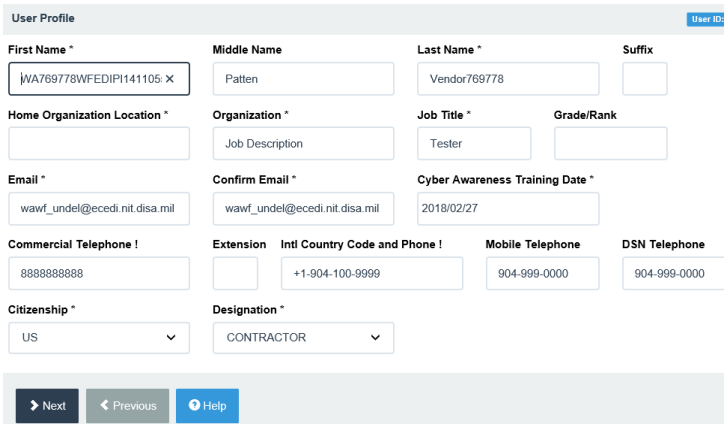
1. Log in to PIEE
2. Select “My Account” at the top (whether you already have GFP Module access or not). If you do not yet have a role in the GFP Module, you will not see the GFP Module icon)



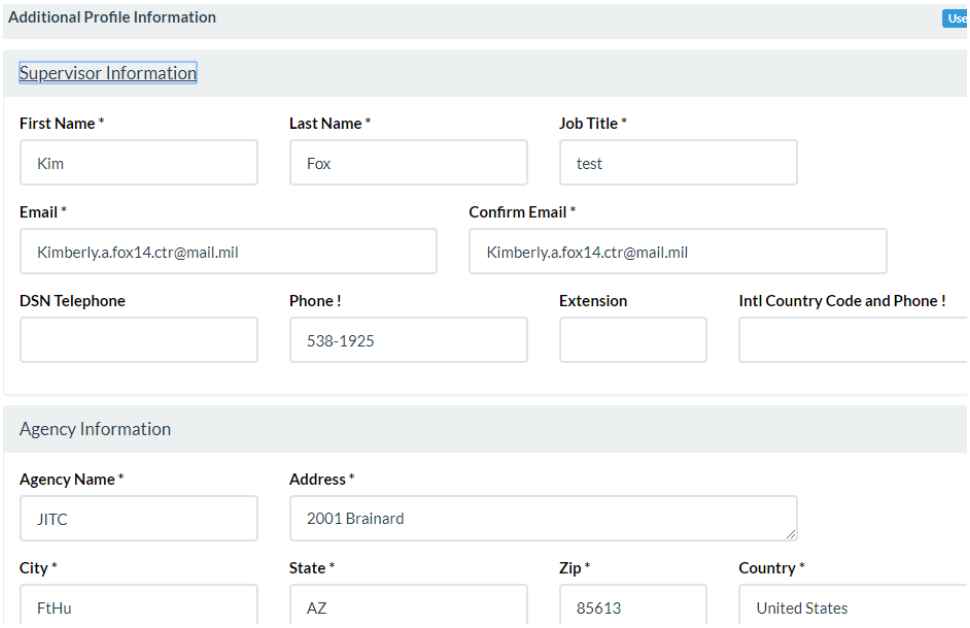
3. Click “Add Additional Roles”



4. Verify your profile and click “Next”



5. Verify your supervisor and agency info; click “Next”:



6. Go to Section 1, Step 9 and follow the instructions from there to the end of Part 1.