

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.

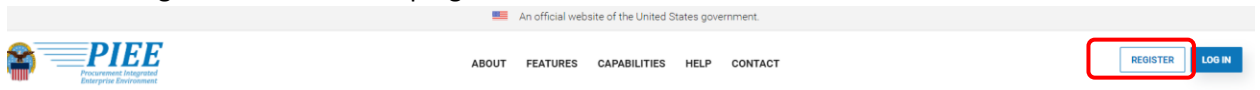
If you DO have a PIEE Account and need to add roles in the GFP Module, please skip to Section 2.

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.

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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

Note: A security clearance is NOT required to access any of the application

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:

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Registration Steps

1. Registration Home
2. Authentication
3. Profile
4. Sponsor / Company
5. Contract Instrument
6. Roles
7. Justification
8. Summary

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 Cert authentication types.

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

Certificate Login

[CAC Help?](#)

Click "Certificate Login".

Run the PIEE Java applet.

Select your certificate (not the email one – the other one if you have two).

Select your Certificate

Select the certificate you want to use.

Note: The X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed. The X509 Certificate with the Non-Repudiation is required for the Document Signing.

Issued to	Issued by	Friendly name	Expiration Date
ROONEY.PAMELA.PATTEN.141...	DOD EMAIL CA-41	ROONEY.PAMELA.PATTEN.1411...	Mon Aug 31 19:59:59 EDT 2020
ROONEY.PAMELA.PATTEN.141...	DOD ID CA-41	ROONEY.PAMELA.PATTEN.1411...	Mon Aug 31 19:59:59 EDT 2020

OK

Cancel

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:

Authentication - Certificate User ID

How will you be accessing the Wide Area Workflow eBusiness Suite applications?

Common Access Card

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 *

PAMCACWAWF

X

User ID Rules

- Minimum 8 Characters.
- May Contain ONLY the following special characters ~ ! # \$ _ { }
- May NOT contain spaces.
- Must not already be registered in the Wide Area Workflow eBusiness Suite.

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

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Procurement Integrated Enterprise Environment

My Account

Help

Add Roles

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

Add Roles

- Profile
- Supervisor / Agency
- Roles
- Justification
- Summary
- Agreement

User Profile

First Name *

Pam

Middle Name

Home Organization DoDAAC/FEDAAC *

GPC DoDAAC Lookup

M67004

Organization *

Marine Corps

Email

pamrooney@cormorantconsulting.com

Confirm Email *

pamrooney@cormorantc...

Commercial Telephone !

7032179494

Extension

Intl Coun

Citizenship *

US

Designation *

CIVILIAN

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

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

Supervisor Information			
First Name *	Last Name *	Job Title *	
<input type="text" value="Carol"/>	<input type="text" value="Vigna"/>	<input type="text" value="Super Boss"/>	
Email *		Confirm Email *	
<input type="text" value="carol.a.vigna.civ@mail.mil"/>		<input type="text" value="carol.a.vigna.civ@mail.mil"/>	
DSN Telephone	Phone !	Extension	Intl Country Code and Phone !
<input type="text"/>	<input type="text" value="703 367-1492"/>	<input type="text"/>	<input type="text"/>

Agency Information			
Agency Name *	Address *		
<input type="text" value="DPAP"/>	<input type="text" value="Suffolk Building"/>		
City *	State *	Zip *	Country *
<input type="text" value="Falls Church"/>	<input type="text" value="VA"/>	<input type="text" value="20012"/>	<input type="text" value="United States"/>
Organization	Office Symbol		
<input type="text"/>	<input type="text"/>		

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.

GFP Attachment Roles

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.

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

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

Roles

Step 1. Select the appropriate Application from the list below

GFP - Government Furnished Property

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

User Roles for GFP

- GFP Approver
- GFP Initiator
- GFP Reviewer
- Government Program Manager View Only
- Government Property Administrator View Only
- Government Property Ship From View Only

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

Next Previous Help

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.

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

Roles

Step 1. Select the appropriate Application from the list below

GFP - Government Furnished Property

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

- Government Program Manager View Only
- Government Property Administrator View Only
- Government Property Ship From View Only
- Government Property Ship To View Only
- Government Property Shipper
- Government Property Shipper View Only
- Government Receiver

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

Next Previous Help

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.

- 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.
- 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
 - 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.
 - 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

The screenshot shows a 'Roles' configuration window with three steps:

- Step 1:** Select the appropriate Application from the list below. A dropdown menu shows 'GFP - Government Furnished Property'.
- Step 2:** Select One or More Roles from the list below (Ctrl+Click). A list of roles is shown, with 'Property Administrator' highlighted by a red rectangular box. Other roles include 'Government Property Shipper', 'Government Property Shipper View Only', 'Government Receiver', 'Government Receiver View Only', 'Property ACO View Only', and 'Property PCO View Only'.
- Step 3:** Click 'Add Roles'. A button with a plus icon and the text 'Add Roles' is visible.

At the bottom, there is a tip: 'If you need access to any other applications, Repeat Steps 1 to 4 again'.

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.

- 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.
- 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.

- 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.

The screenshot shows a 'Roles' selection window. On the left, under 'Step 1: Select the appropriate Application from the list below', a dropdown menu is open showing 'GFP - Government Furnished Property'. On the right, under 'Step 2: Select One or More Roles from the list below', a list of roles is displayed. The roles 'Plant Clearance Officer' and 'Support Plant Clearance Officer' are highlighted with red rectangular boxes.

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.

The screenshot shows the 'Roles' selection window. In Step 1, 'GFP - Government Furnished Property' is selected. In Step 2, the list of roles includes 'GFP DoD Screener', which is highlighted with a red rectangular box.

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:

The screenshot shows the 'Roles' selection window. In Step 1, 'EDA - Electronic Data Access' is selected and highlighted with a red rectangular box. In Step 2, the list of roles includes 'Advanced Reporting', which is also highlighted with a red rectangular box.

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 to 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.

Roles

User ID: GFP

Step 1: Select the appropriate Application from the list below

GFP - Government Furnished Property

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

Government Program Manager View Only

Government Property Administrator View Only

Government Property Ship From View Only

Government Property Ship To View Only

Government Property Shipper

Government Property Shipper View Only

Government Receiver

Step 3: Click 'Add Roles'

+ Add Roles

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

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
GFP	GFP Reviewer	DoDAAC	M67004	N/A		Delete
GFP	GFP Reviewer	DoDAAC	M67854	N/A		Delete
GFP	GFP Reviewer	DoDAAC	N00019	N/A		Delete
GFP	Government Property Shipper	DoDAAC	M67004			Delete
GFP	Government Property Shipper	DoDAAC	M67854			Delete
GFP	Government Receiver	DoDAAC	S0512A			Delete

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

Info

Provide justification for access and upload any necessary attachments.

Justification *

Role is needed to enter, review, and approve GFP Attachments for DoDAAC M67004

Attachments

Browse...

Upload

Warning! Wide Area Workflow e-Business Suite is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

14. Review the request summary screen:

Registration Summary - Please Verify All the information

User Information		User Profile			
User ID	PAMCACWAWF	First Name *	Middle Name	Last Name *	Suffix
User Type	Government	Pamela		Rooney	
Login Method	Common Access Card	Home Organization Location *	Organization *	Job Series *	Job Title *
		M67004	Marine Corps	1104	Acq Support
			Grade/Rank *		
			13		
		Email *	Cyber Awareness Training Date *		
		pamela.p.rooney_ctr@mail.i	2017/07/29		
		Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone
		7032179404			
		Citizenship *	Designation *		
		US	CIVILIAN		

Supervisor Information			Agency Information	
First Name *	Last Name *	Job Title *	Agency Name *	Address *
Carol	Vigna	Super Boss	DPAP	Suffolk Building

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.

Suite 5.11.1

Select the certificate you want to use.

Note: The X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed. The X509 Certificate with the Non-Repudiation is required for the Document Signing.

Issued to	Issued by	Friendly name	Expiration Date
ROONEY PAMELA.PATTEN.1411...	DOD ID CA-41	ROONEY PAMELA.PATTEN.1411...	Mon Aug 31 19:59:59 EDT 2020

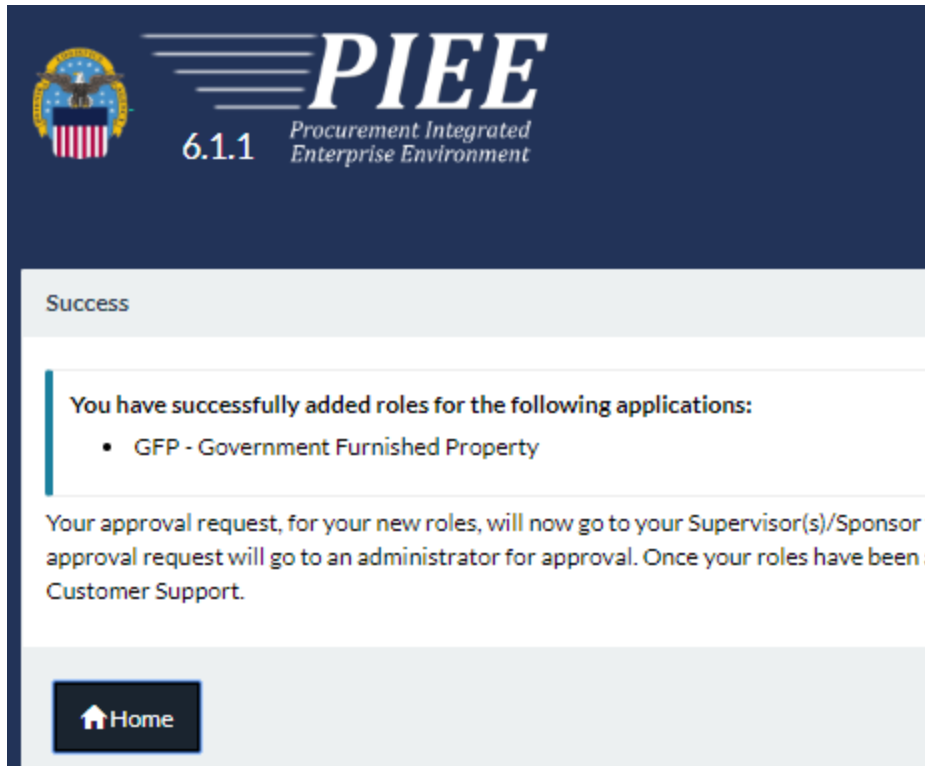
OK Cancel

Applet Version: 5.11.1 Build Date: 2018.02.08.19:54 UTC

enforcement (LE), and counter-intelligence (CI) investigations.
At any time, the U.S. Government may inspect and seize data stored on this information system.
Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.
Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or

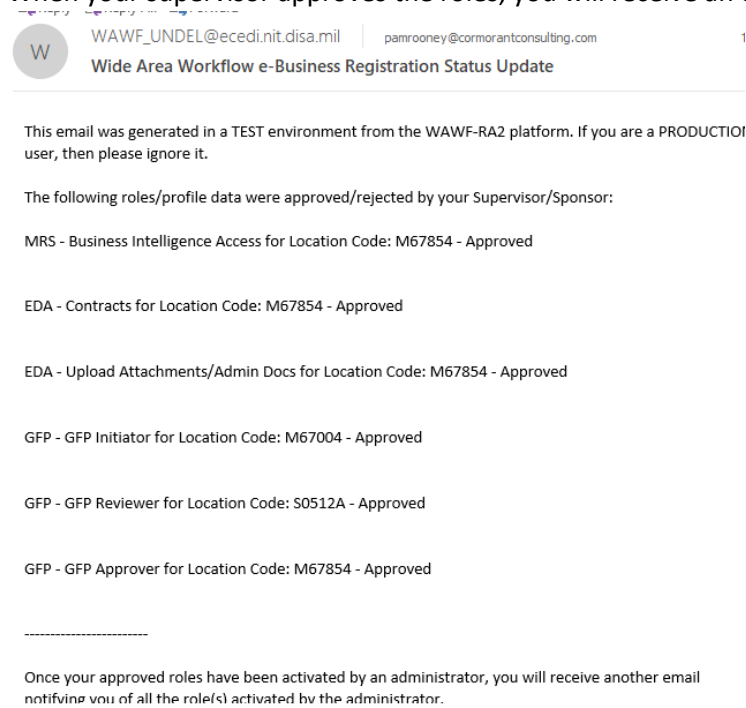
including, but not limited to, misconduct (PM), law

16. You will receive the confirmation screen:

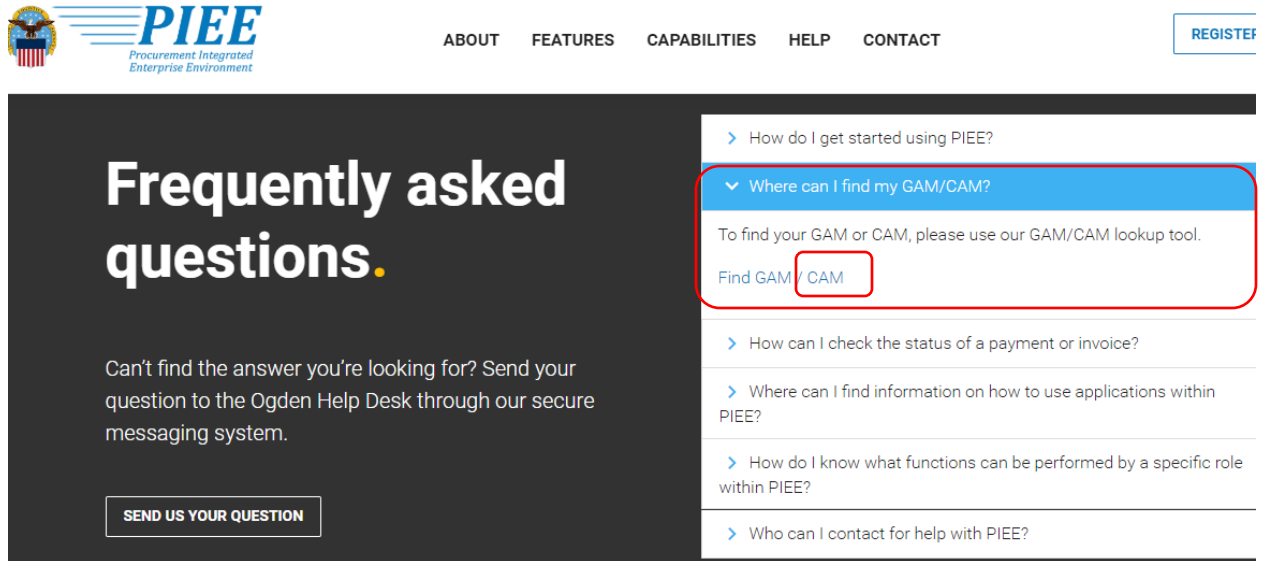


17. You will receive an email that you have submitted a role request.

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. Click “Where can I find my GAM/CAM” and select the GAM option.



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

The image shows the PIEE Lookup - Government / Contractor Administrator page. It features the PIEE logo at the top. Below the logo, there is a "Location Code" field with the value "M67004". A note states: "NOTE: Vendors, enter your five-character CAGE Code to find your company's CAM (Contractor Administrator). Do not enter a six-character government DoDAAC. GAMs (Government Administrators) cannot help vendors with their accounts. If there are further issues with your account, please use the Vendor Customer Support link to submit an issue or contact the help desk." Below the note is a CAPTCHA section with a CAPTCHA image showing the number "201926". There are "Audio" and "Reload" buttons next to the image. Below the image is a "Type in the code above" field with the value "201926". At the bottom, there are "Submit" and "Home" buttons.

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



Lookup - Government / Contractor Administrator Results for **MS7004**

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

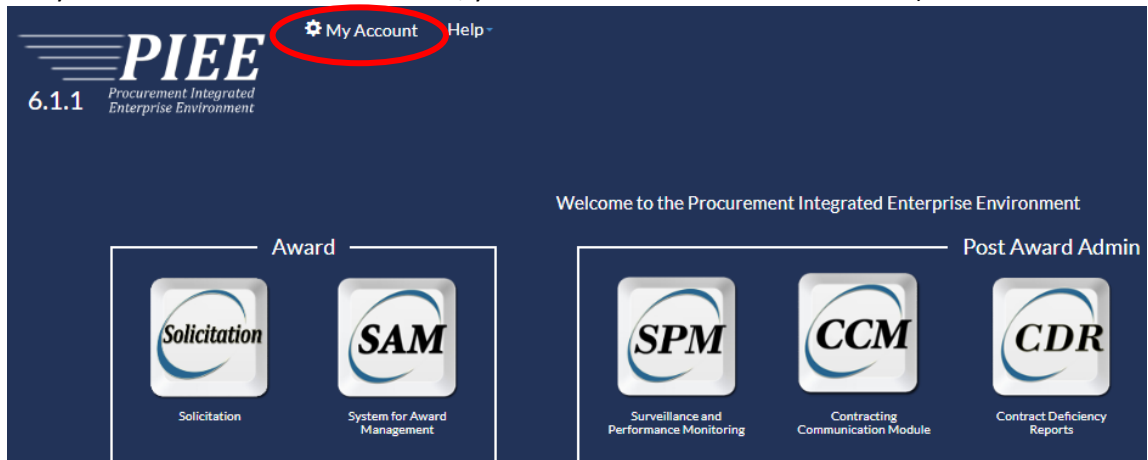
- The following Group Administrators can ONLY assist you with the following applications: BANKS, CCM, CDR, CEDMS, CLOSEOUT, CLS, CONIT, EDA, MIPR, GFP, IUID, JAM, MRS, PALT, PBIS, PC, PCM, PIEE, PPML, SAM

Name	Email	Commercial Telephone
------	-------	----------------------

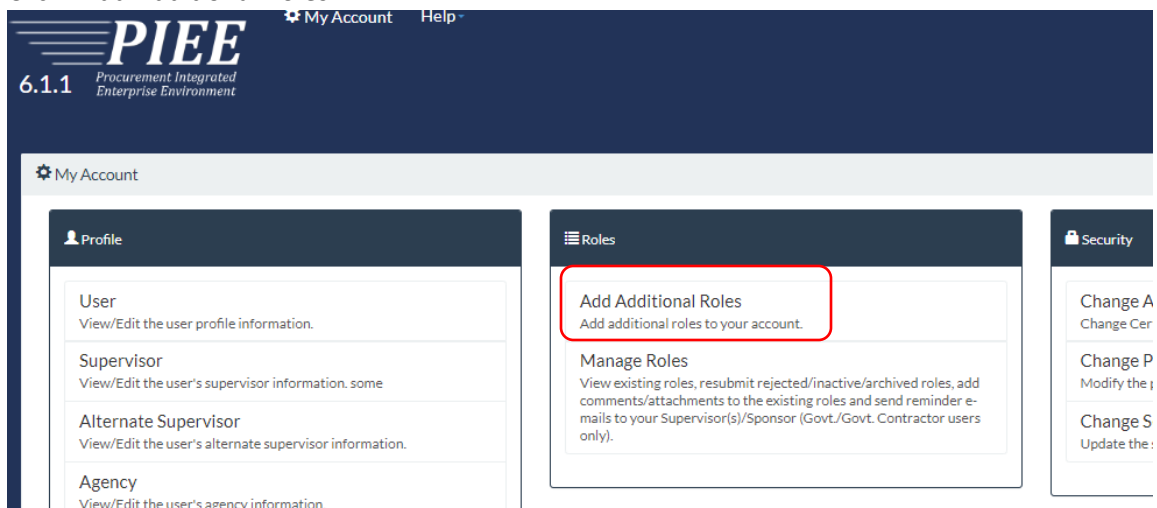
Section 2 – Existing PIEE Users:

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”

User Profile User ID: [redacted]

First Name *	Middle Name	Last Name *	Suffix
<input type="text" value="jWA769778WFEDIPI141105: X"/>	<input type="text" value="Patten"/>	<input type="text" value="Vendor769778"/>	<input type="text"/>
Home Organization Location *	Organization *	Job Title *	Grade/Rank
<input type="text"/>	<input type="text" value="Job Description"/>	<input type="text" value="Tester"/>	<input type="text"/>
Email *	Confirm Email *	Cyber Awareness Training Date *	
<input type="text" value="wawf_undel@ecedi.nit.disa.mil"/>	<input type="text" value="wawf_undel@ecedi.nit.disa.mil"/>	<input type="text" value="2018/02/27"/>	
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone
<input type="text" value="8888888888"/>	<input type="text"/>	<input type="text" value="+1-904-100-9999"/>	<input type="text" value="904-999-0000"/>
DSN Telephone	<input type="text" value="904-999-0000"/>		
Citizenship *	Designation *		
<input type="text" value="US"/>	<input type="text" value="CONTRACTOR"/>		

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

Additional Profile Information User ID: [redacted]

Supervisor Information

First Name *	Last Name *	Job Title *
<input type="text" value="Kim"/>	<input type="text" value="Fox"/>	<input type="text" value="test"/>
Email *		Confirm Email *
<input type="text" value="Kimberly.a.fox14.ctr@mail.mil"/>		<input type="text" value="Kimberly.a.fox14.ctr@mail.mil"/>
DSN Telephone	Phone !	Extension
<input type="text"/>	<input type="text" value="538-1925"/>	<input type="text"/>
Intl Country Code and Phone !		
<input type="text"/>		

Agency Information

Agency Name *	Address *
<input type="text" value="JITC"/>	<input type="text" value="2001 Brainard"/>
City *	State *
<input type="text" value="FtHu"/>	<input type="text" value="AZ"/>
Zip *	Country *
<input type="text" value="85613"/>	<input type="text" value="United States"/>

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