

# JAM GPC Training Report

## Reference Guide



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**JAM GPC Training Report provides information on training and appointments tied to that training for any user selected training code.**

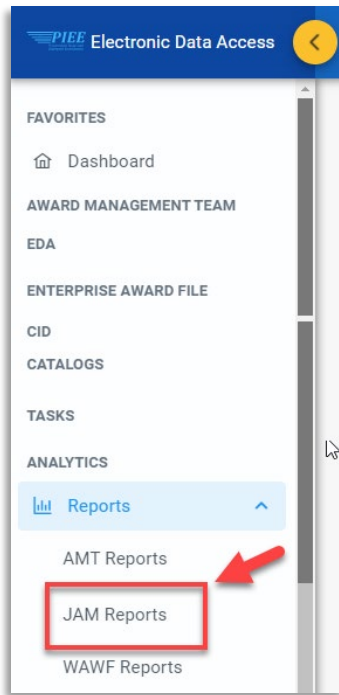
<b>EDA Roles</b>	Roles with the ability to access JAM GPC Training Report in EDA <ul style="list-style-type: none"><li>• Acquisition Sensitive Reporting</li><li>• Advanced Reporting</li><li>• EDA Executive Reporting User</li></ul>
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**Search Criteria** Log in to PIEE and select the EDA link.

The screenshot shows the PIEE dashboard with the following elements:

- Logo: **PIEE** Procurement Integrated Enterprise Environment
- Navigation: My Account, Administration, GPC Nominations, Miscellaneous, Help
- Header: Welcome to the Procurement Integrated Enterprise Environment
- Section: Post Award Admin
- Icons and Labels:
  - SPM**: Surveillance and Performance Monitoring
  - CCM**: Contracting Communication Module
  - CDR**: Contract Deficiency Reports
  - DFE**: Duty Free Entry
  - DSM**: Delivery Schedule Manager
  - EDA**: Electronic Data Access (highlighted with a red box and arrow)
  - Contract Closeout**: Contract Closeout

From the EDA Dashboard, select Reports from the Analytics section and click on **JAM Reports** from the drop down.



Select the **JAM GPC Training Report** from the JAM Reports page.

JAM Reports		
Report	Description	Documentation
COR Compliance Report	The COR Compliance Report provides information on COR Compliance for all EDA contracts.	<a href="#">VIEW REFERENCE GUIDE</a>
COR Post Award Surveillance Report	The COR Post Award Surveillance Report provides data on submission of Status Reports, Annual Reports, and compliance with WAWF Acceptance.	<a href="#">VIEW REFERENCE GUIDE</a>
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 training and appointments tied to that training for any user selected training code.	<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>

On the JAM GPC Training Report page, enter search criteria to retrieve desired data.

### **Appointment**

- Appointment Type
  - Component Program Manager Appointment
  - Agency/Organization Program Coordinator Appointment
  - Oversight Agency/Organization Program Coordinator Appointment
  - Certifying Officer Appointment
  - Approving/Billing Official Appointment
  - Cardholder Appointment
  
- Appointment Type Sub Filter
  - All
  - Micro-Purchase Cardholder
  - Micro-Purchase Convenience Check Writer
  - Micro-Purchase ETO Cardholder and Convenience Check Writer
  - Micro-Purchase Higher Education Cardholder
  - Warranted Overseas ETO Cardholder
  - Contract Ordering Official Cardholder
  - Overseas Simplified Acquisition Cardholder
  - Contract Payment Official Cardholder
  - Misc. Payments Official Cardholder (SF-182 Training Payments)
  - Inter/Intra-Governmental Payment Officer Cardholder
  
- Appointment Status
  - All
  - Draft
  - Pending Appointee Approval
  - Rejected by Appointee
  - Pending Appointing Authority Approval
  - Rejected by Appointing Authority
  - Pending Supervisor Approval
  - Rejected by Supervisor
  - Active
  - Inactive
  - Deleted
  - Update
  
- Appointment Status Date [Range]

### **Nominator**

- Nominator Location Code
  - Equal to
  - Starts with

### **Training**

- Training Course Type
  - All
  - DoD Specified
  - Component Specified
  
- Training Completion date [Range]
- Training Due Date [Range]
- Component
  - List of Agencies
- Course Description (dropdown list of training courses)
- Show Only Current Training? (checkbox)
- Show Only Expired Training? (checkbox)

### **Role**

- Role Status
  - All
  - Archived
  - Approver Rejected
  - Inactive
  - Pending Approval
  - Deleted
  - Active
  - Activation Required

### **User Organization**

- Organization Type
  - Organization Code
    - Equal to
    - Starts with
  - Organizational Group
    - Find Group (Organizational Group Selection for Appointee Organization (pop-up box))
    - Include Subgroups (toggle)

After the search criteria has been entered, select the **Search** button.

### JAM GPC Training Report Search Criteria

**Appointment**  
Appointment Type:   
Appointment Status:   
Appointment Type Sub Filter:   
Appointment Status Date From:   
to

**Nominator**  
Nominator Location Code:

**Training**  
Training Course Type:   
Training Completion Date:   
to  
  
Training Due Date:   
to  
  
Component:   
Course Description:   
Show Only Current Training?   
Show Only Expired Training?

**Role**  
Role Status:

**User Organization**  
Organization Type:   
Organization Code:

**Note:**

Recommended: Select 'All' from the Training Course Type dropdown to display and export results that include user data for both DoD- and Component-required courses.

Select a specific Component to display and export results that exclude user data for DoD-required courses (e.g., CLG 0010 and CLG 006). Only data for additional courses specified by the Component will be returned.

## Sample Search Results

JAM GPC Training Report Search Results will include the following fields:

- Service (DoD Component)
- Appointment First Name
- Appointment Workflow Status Date
- Training Other
- Course Component
- Appointment Last Name
- Training Type
- Course Type
- Appointment Type
- Training Description
- Organization Code
- Appointment Workflow Status
- Training Date

Sample Search Results:

**JAM GPC Training Report Search Results**

Export Results Save Search Refine Search New Search

Service (DoD Component) ↑↓	Course Component ↑↓	Course Type ↑↓	Organization Code ↑↓	Appointment First Name ↑↓	Appointment Last Name ↑↓	Appointment Type ↑↓	Appointment Workflow Status ↑↓	Appointment Date ↑↓
			N00024	Tester	788	Agency/Organization Program Coordinator Appointment	Active	2024/01/22 16:39:25
DEPT OF DEFENSE (DoD)	DoD	DoD	N00024	Tester	788	Agency/Organization Program Coordinator Appointment	Active	2024/01/22 16:39:25
DEPT OF DEFENSE (DoD)	DoD	DoD	N00024	Tester	788	Agency/Organization Program Coordinator Appointment	Active	2024/01/22 16:39:25
			N40080	Tester	788	Certifying Officer Appointment	Active	2022/09/01 15:17:21
DEPT OF DEFENSE (DoD)	DoD	DoD	N40080	Tester	788	Certifying Officer Appointment	Active	2022/09/01 15:17:21
DEPT OF DEFENSE (DoD)	DoD	DoD	N40080	Tester	788	Certifying Officer Appointment	Active	2022/09/01 15:17:21

Records: 1 to 10 Page 1 of 2 682 Records Returned

**JAM GPC Training Report Search Results**

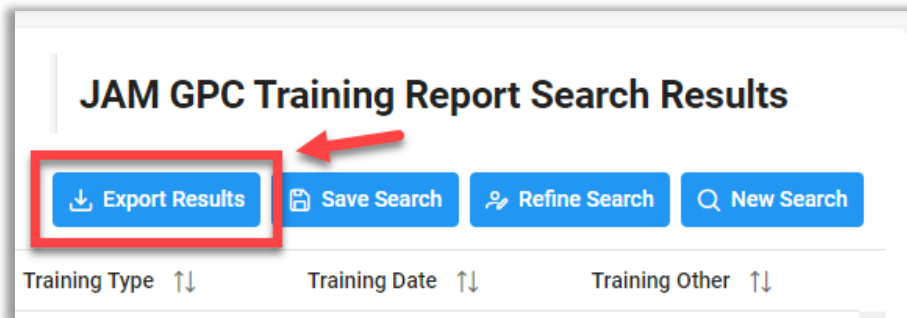
Export Results Save Search Refine Search New Search

Appointment Workflow Status Date ↑↓	Appointment Workflow Status Date ↑↓	Training Type ↑↓	Training Description ↑↓	Training Date ↑↓	Training Other ↑↓
2024/01/22 16:39:25		CLG001		2022/09/15	
2024/01/22 16:39:25		CLG006	CLG 006 - Certifying Officer Legislation Training for Purchase Card Payments (A/BOs who are Certifying Officers and DAF FSOs)	2024/01/04	
2024/01/22 16:39:25		IOD-AOPC_CPM	IOD A/OPC & CPM - Case Management, Completing Monthly Checklist, and Performing Oversight Functions	2024/01/24	
2022/09/01 15:17:21		CLG001		2022/09/15	
2022/09/01 15:17:21		CLG0010	CLG 0010 - DoD Governmentwide Commercial Purchase Card Overview	2024/01/04	
2022/09/01 15:17:21		CLG006	CLG 006 - Certifying Officer Legislation Training for Purchase Card Payments (A/BOs who are Certifying Officers and DAF FSOs)	2024/01/04	

Records: 1 to 10 Page 2 of 2 682 Records Returned

## Exporting Search Results

Once the search results are returned, the Export Results button will allow the user to export search results in CSV format for import to a spreadsheet.



Export Results Column Values:

- Appointment First Name
- Service (DoD Component)
- Role Status
- Organization Level
- Supervisor Email Address
- Direct User Email Address
- Direct User Group
- Training Description
- Training Frequency
- Training Provider
- Appointment Type (PIEE Role)
- Contract Ordering Official Cardholder
- Micro-Purchase Cardholder
- Micro-Purchase Higher Education Cardholder
- Warranted Overseas ETO Cardholder
- Appointment Last Name
- Home Organization
- Service/Org (DoD Organization Name)
- Supervisor First Name
- Direct User First Name
- Direct User Type
- Nominator Location Code
- Training Other
- Training Due Date
- Training Source
- Appointment Workflow Status
- Contract Payment Official Cardholder
- Micro-Purchase ETO Cardholder and Convenience Check Writer
- Misc. Payments Official Cardholder (SF-182 Training Payments)
- Course Component
- Appointment (Work Email Address)
- Role Location
- PIEE Group Path of Appointee
- Supervisor Last Name
- Direct User Last Name
- Direct User DoDAAC
- Training Code
- Training Date
- Training Hours
- Current Row
- Appointment Workflow Status Date
- Inter/Intra-Governmental Payment Official Cardholder
- Micro-Purchase Convenience Check Writer
- Overseas Simplified Acquisition Cardholder
- Course Type

The CSV report can be save to computer and opened with Excel.

Excel sample report:

Appointment First Name	Appointment Last Name	Appointment (Work E Service (DoD Component))	Home Organization	Role Location	Role Status	Service/Org (DoD Organization Name)	PIEE Group Path of Appointee	Organization Level	Supervisor First Name	Supervisor Last Name
Tester	788 ian.caci@hotmail.com		N40080	N00024	Active	HQ Naval Sea Systems Command (NAVSEA)	3a Systems Command (NAVSEA)	4	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N00024	Active	HQ Naval Sea Systems Command (NAVSEA)	3a Systems Command (NAVSEA)	4	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N00024	Active	HQ Naval Sea Systems Command (NAVSEA)	3a Systems Command (NAVSEA)	4	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Tester	788 ian.caci@hotmail.com		N40080	N40080	Active	HQ.COMNAVFACTSYSCOM WASHINGTON (WASH)	:SYSCOM WASHINGTON (WASH)	7	Sue	
Test1173	_1mreddy6@yahoo.com		FA3030	S0512A	Active		DCMA LOS ANGELES ONAL CMD\DCMA LOS ANGELES			
Test1173	_1mreddy6@yahoo.com		FA3030	S0512A	Active		DCMA LOS ANGELES ONAL CMD\DCMA LOS ANGELES	4	M	

Supervisor Last Name	Supervisor Email Address	Direct User First Name	Direct User Last Name	Direct User Email Address	Direct User Type	Direct User DoDAAC	Direct User Group	Nominator Location Code	Training Code	Training Description	Training Other Training Date
	.com								CLG001		9/15/2021
	.com								CLG006 ng Officers and DAF FSOs)		1/4/2021
	.com								IOD-AOPC_CPM ming Oversight Functions		1/24/2021
	.com								CLG001		9/15/2021
	.com								CLG0010 I Purchase Card Overview		1/4/2021
	.com								CLG006 ng Officers and DAF FSOs)		1/4/2021
	.com								COLCP		8/29/2021
	.com								COLF		8/25/2021
	.com								CON 8300V		9/8/2021
	.com								COWT		9/6/2021
	.com								FSD101		8/30/2021
	.com								IOD-AOPC_CPM ming Oversight Functio		1/24/2021
	.com								ACQ0030 view of Acquisition Eth		11/20/2021
	.com								CLC046 ram (Green Procurement)		11/20/2021

Training Frequency	Training Due Date	Training Hours	Training Provider	Training Source	Current Row	Appointment Type (PIEE Role)	Appointment Workflow Status	Appointment Workflow Status Date	Contract Ordering Official Cardholder
2022	730	9/14/2024			Manual	Y1 Program Coordinator Appointment	Active	1/22/2024 16:39	Y
2024	365	1/3/2025	Defense Acquisition University		DAU	Y1 Program Coordinator Appointment	Active	1/22/2024 16:39	Y
2024	0	1/24/2024			Manual	Y1 Program Coordinator Appointment	Active	1/22/2024 16:39	Y
2022	730	9/14/2024			Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2024	730	1/3/2026	Defense Acquisition University		DAU	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2024	365	1/3/2025	Defense Acquisition University		DAU	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2022	365	8/29/2023			Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2023	365	9/7/2024			Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2023	365	8/29/2023			Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2023	730	9/5/2025	John Doe		Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2023	1825	8/28/2028			Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2024	0	1/24/2024			Manual	Y Certifying Officer Appointment	Active	9/1/2022 15:17	
2023	180	5/18/2024			Manual	Y1 Program Coordinator Appointment	Inactive	2/5/2024 16:04	Y
2023	0	11/20/2023			Manual	N1 Program Coordinator Appointment	Inactive	2/5/2024 16:04	Y



AutoSave ON jamTrainingStatusReportSearchResults (2).csv Search

Appointment First Name

	AI	AJ	AK	AL	AM	AN
1	Contract Payment Official Cardholder	Inter/Intra-Governmental Payment Official Cardholder	Micro-Purchase Cardholder	Micro-purchase ETO Cardholder and Convenience Check Writer	Micro-Purchase Convenience Check Writer	Micro-Purchase Higher Education Cardholder
2	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y
4	Y	Y	Y	Y	Y	Y
5						
6						
7						
8						
9						
10						
11						
12						
13						
14	Y	Y	Y	Y	Y	Y
15	Y	Y	Y	Y	Y	Y

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AutoSave ON jamTrainingStatusReportSearchResults (3).csv Search

Appointment First Name

	AM	AN	AO	AP	AQ	AR	AS	AT
1	Micro-Purchase Convenience Check Writer	Micro-Purchase Higher Education Cardholder	Misc Payments Official Cardholder (SF-182 Training Payments)	Overseas Simplified Acquisition Cardholder	Warranted Overseas ETO Cardholder	Course Component	Course Type	
2	Y	Y	Y	Y	Y	20	DoD	
3	Y	Y	Y	Y	Y	20	DoD	
4	Y	Y	Y	Y	Y	20	DoD	
5								
6								
7								
8								
9								
10								
11								
12								
13								
14	Y	Y	Y	Y	Y	0	DoD	
15	Y	Y	Y	Y	Y	0	DoD	

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