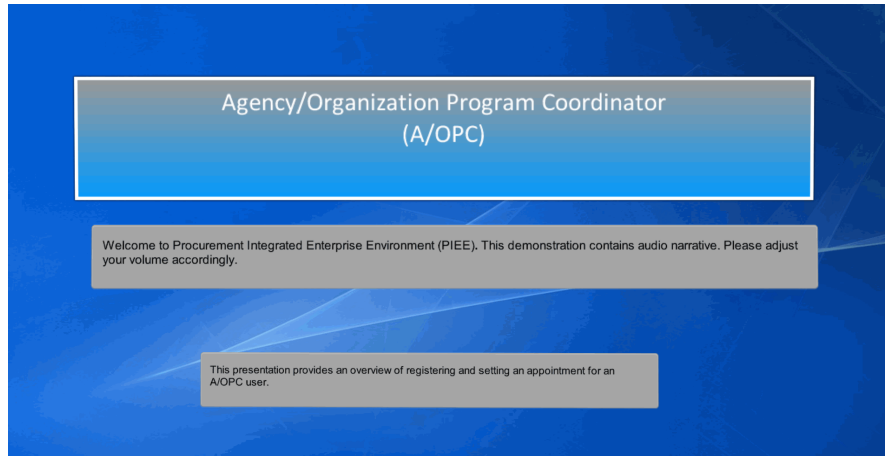


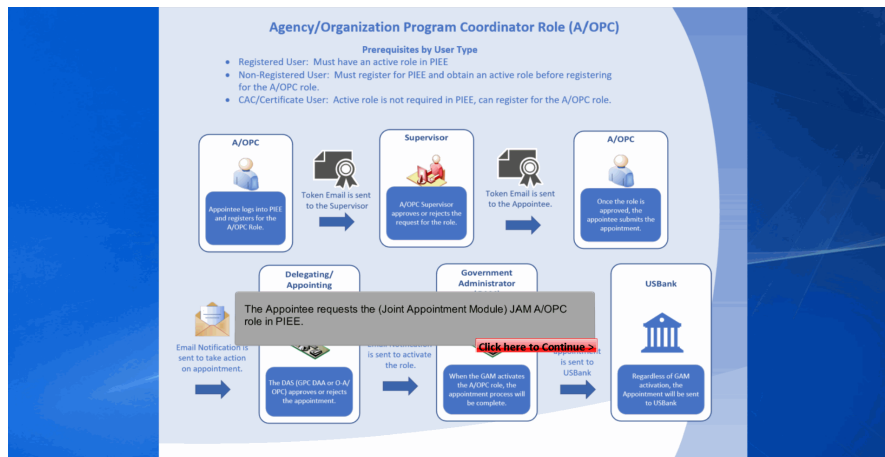
Intro



Agency/Organization Program Coordinator (A/OPC)

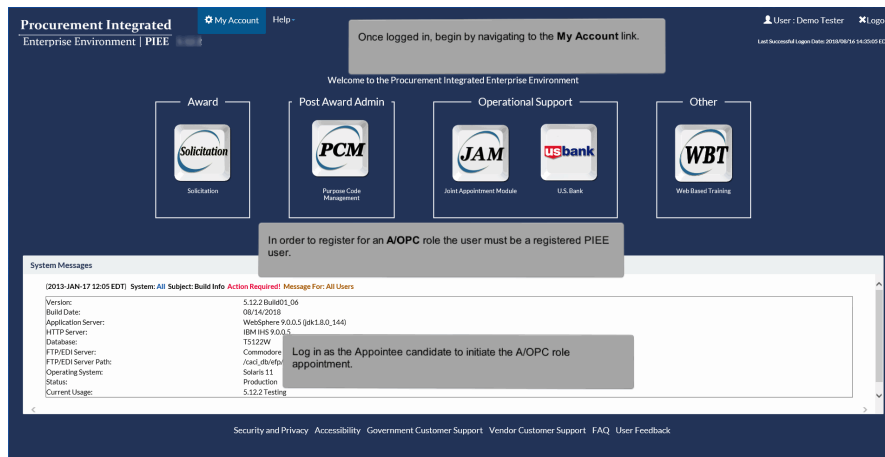
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of registering and setting an appointment for an A/OPC user.

Step 1



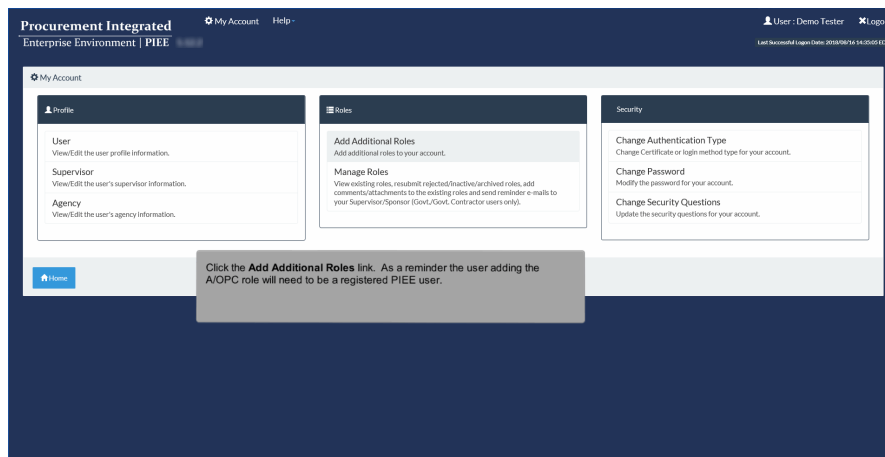
The Appointee requests the (Joint Appointment Module) JAM A/OPC role in PIEE.

Step 2



In order to register for an A/OPC role the user must be a registered PIEE user. Log in as the Appointee candidate to initiate the A/OPC role appointment. Once logged in, begin by navigating to the My Account link.

Step 3



Click the Add Additional Roles link. As a reminder the user adding the A/OPC role will need to be a registered PIEE user.

Step 4

Procurement Integrated Enterprise Environment | PIEE

User: Demo Tester Status: Active Logout

Last Successful Login Date: 2018/08/16 14:25:05 EDT

Add Roles

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

Add Roles

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

User Profile

First Name * Demo Middle Name Suffix Tester

Home Organization DoDAAC/FEDAAC * DoDAAC Lookup 50512A Organization * DCHA Job Series * 0006 Job Title * Correctional Institution Adm'l Grade/Rank * Top

Cyber Awareness Training Date * 2018/08/16

Commercial Telephone * 9045961000 Extension Intl Country Code and Phone Mobile Telephone DSN Telephone

Citizenship * US Designation * MILITARY

The existing user's information is displayed. This information should be kept up to date.

Verify all the information is correct and click Next button.

Next Previous Help

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

The existing user's information is displayed. This information should be kept up to date. Verify all the information is correct and click Next button.

Step 5

Procurement Integrated Enterprise Environment | PIEE

User: Demo Tester Status: Active Logout

Last Successful Login Date: 2018/08/16 14:25:05 EDT

Add Roles

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

Additional Profile Information

Supervisor Information

First Name * Last Name * Suffix * Tester

Email * lancy78@gmail.com

DSN Telephone Phone * 9045961000 Extension Intl Country Code and Phone

Agency Information

Agency Name * Address * Demo Builder 501 N Admin Street

City * Jacksonville State * FL Zip * 32222 Country * United States

Organization Office Symbol

The Additional Profile Information page is displayed. This information pertains to Supervisor's information and Agency information. This Supervisor will be approving the A/OPC role.

This information should be kept up to date. Please verify all information is correct and click Next button.

Next Previous Help

The Additional Profile Information page is displayed. This information pertains to Supervisor's information and Agency information. This Supervisor will be approving the A/OPC role. This information should be kept up to date. Please verify all information is correct and click Next button.

Step 6

Procurement Integrated Enterprise Environment | PIEE

My Account Help

User: Demo Tester Status: Active Logout

Last Successful Login Date: 2018/08/16 14:25:05 EDT

Add Roles

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

Roles

Select the appropriate Application from the list below

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

Click 'Add Roles'

User Roles for WAWF

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

To gain access to JAM, the user must register for PC Purchase Card. Select PC Purchase Card from the Step 1 dropdown to register for a JAM role.

The Roles page is displayed. This is where the user adding roles can select the new roles they wish to add.

The Roles page is displayed. This is where the user adding roles can select the new roles they wish to add. To gain access to JAM, the user must register for PC Purchase Card. Select PC Purchase Card from the Step 1 dropdown to register for a JAM role.

Step 7

Procurement Integrated Enterprise Environment | PIEE

My Account Help

User: Demo Tester Status: Active Logout

Last Successful Login Date: 2018/08/16 14:25:05 EDT

Add Roles

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

Roles

Select the appropriate Application from the list below

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

Click 'Add Roles'

User Roles for PC

- Agency/Organization Program Coordinator (A/OPC)
- Component Program Manager (CPM)
- GPC Delegating/Appointing Authority (GPC DAA)
- Overnight A/OPC (O-A/OPC)
- Admin Roles for PC

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.

Fill out the required information for the applicable applications

If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Help

For this demonstration we are adding the A/OPC role. Select the Agency/Organization Program Coordinator (A/OPC) role from the Step 2 dropdown.

Click the Add Roles button.

For this demonstration we are adding the A/OPC role. Select the Agency/Organization Program Coordinator (A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 8

Procurement Integrated Enterprise Environment | PIEE

My Account Help User: Demo Tester Status: Active Logout

Last Successful Login Date: 2018/06/16 14:25:05 EDT

Add Roles

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

Roles

Enter the DoDAAC for the location where you are performing your duties. This may or may not be the same as your home organizational DoDAAC.

Step 1: Select the appropriate Application from the list below

PC - Purchase Card

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

User Roles for PC

- Component Program Manager (CPM)
- OPC Delegating/Authorizing Authority (OPC DAA)
- Oversight A/OPC (O-A/OPC)
- Admin Roles for PC

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 JAM PBS BANKS	Agency/Organization Program Coordinator (A/OPC)	DoDAAC	80512A	N/A		Delete

Showing 1 to 1 of 1 entries

A Location Code is mandatory, please enter one here. This location code is important because it's tied to the DAA and Oversight A/OPC who will activate the user's A/OPC appointment. When the initiator creates the A/OPC appointment, the Oversight A/OPC and DAA within the group will be populated for the user to select.

Click the Next button to continue.

A Location Code is mandatory, please enter one here. This location code is important because it's tied to the DAA and Oversight A/OPC who will activate the user's A/OPC appointment. When the initiator creates the A/OPC appointment, the Oversight A/OPC and DAA within the group will be populated for the user to select. Click the Next button to continue.

Step 9

PIEE 6.17.1 Procurement Integrated Enterprise Environment

My Account Help User: Status: Active Logout

Last Successful Login Date: 2023/08/31 15:36:22 UTC

The user will be prompted to enter any required training courses that have not been previously added to their profile.

Training

Warning: or DoD 1 (CLG 0010) is a required training course.

Course Type	Component	Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
-------------	-----------	-------------	-----------------	-------------	-----------	----------	-------	----------	--------	--------

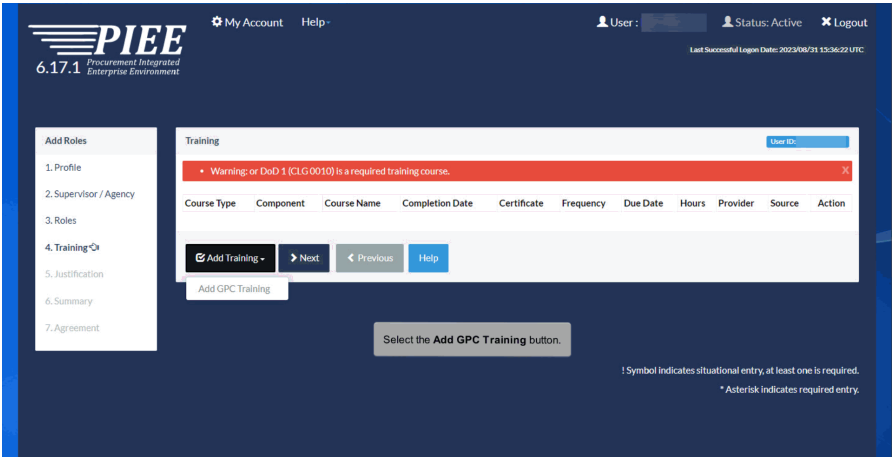
Add Training Next Previous Help

To add training courses, select the Add Training dropdown menu.

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

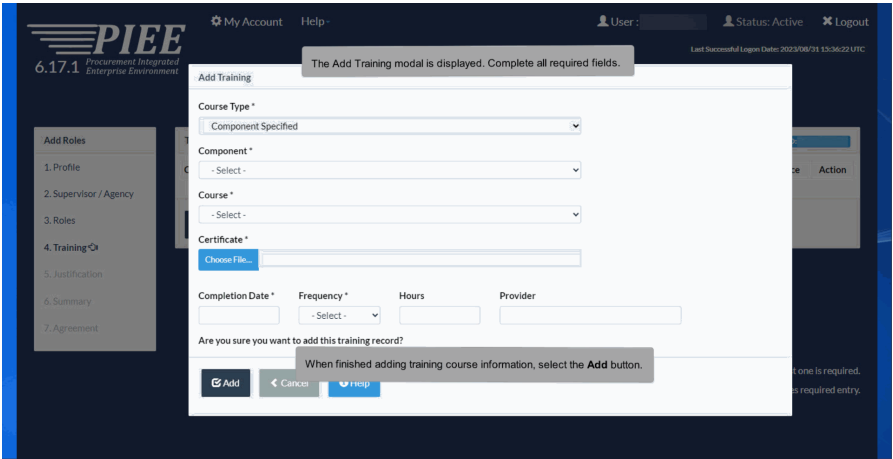
The user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

Step 10



Select the Add GPC Training button.

Step 11



The Add Training modal is displayed. Complete all required fields. When finished adding training course information, select the Add button.

Step 12

PIEE

6.17.1

Procurement Integrated Enterprise Environment

My Account

Help

User :

Status: Active

Logout

Last Successful Login Date: 2023/08/31 13:36:22 UTC

The training course information will be displayed on the Training page. The user may Edit or Delete the information using the **Action** buttons.

Add Roles

1. Profile

2. Supervisor / Agency

3. Roles

4. Training

5. Justification

6. Summary

7. Agreement

Training

User ID:

Course Type	Component	Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
Component Specified	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DoD 1 (CLG 0010)	2023/08/01	1.docx	2 Years	2025/07/31			Manual	<div>EditDeleteView</div>

Add Training

Next

Previous

Help

Select the **Next** button to continue.

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

* Asterisk indicates required entry.

The training course information will be displayed on the Training page. The user may Edit or Delete the information using the Action buttons. Select the Next button to continue.

Step 13

Procurement Integrated Enterprise Environment | PIEE

My Account

Help

User : Demo Tester

Status: Active

Logout

Last Successful Login Date: 2018/08/16 14:20:55 EDT

Add Roles

1. Profile

2. Supervisor / Agency

3. Roles

4. Justification

5. Summary

6. Agreement

Justification / Attachments

User ID: JAM APOC 31

Provide justification for access and upload any necessary attachments.

Justification *

Need for testing.

Attachments

Upload

Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.

Next

Previous

Help

Justifications are mandatory for registering new roles. Attachments are optional. Enter **Justifications** and click the **Next** button.

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

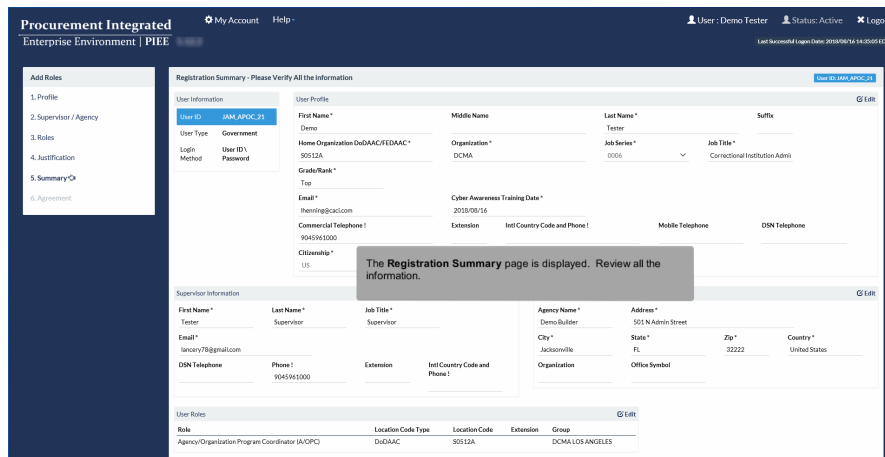
* Asterisk indicates required entry.

Justifications are mandatory for registering new roles. Attachments are optional. Enter Justifications and click the Next button.

Built with Tanida Demo Builder

www.demo-builder.com

Step 14



Procurement Integrated Enterprise Environment | PIEE

User: Demo Tester | Status: Active | Logout

Last Successful Login Date: 2018/08/16 14:05:05 EDT

Registration Summary - Please Verify All the Information

User Information

User ID: JAM_AOPC_21

User Type: Government

Login Method: User ID / Password

User Profile

First Name: Demo

Middle Name:

Last Name: Tester

Suffix:

Home Organization DuDAAC/FEDAAC: 50512A

Organization: DCMA

Job Series: 0005

Job Title: Correctional Institution Admin

Grade/Rank: Top

Cyber Awareness Training Date: 2018/08/16

Email: jdeming@cac.com

Commercial Telephone: 9045963000

Extension:

Intl Country Code and Phone:

Mobile Telephone:

DSN Telephone:

Citizenship: US

Supervisor Information

First Name: Supervisor

Last Name: Supervisor

Job Title: Supervisor

Agency Name: Demo Builder

Address: 505 N Admin Street

City: Jacksonville

State: FL

Zip: 32222

Country: United States

Organization:

Office Symbol:

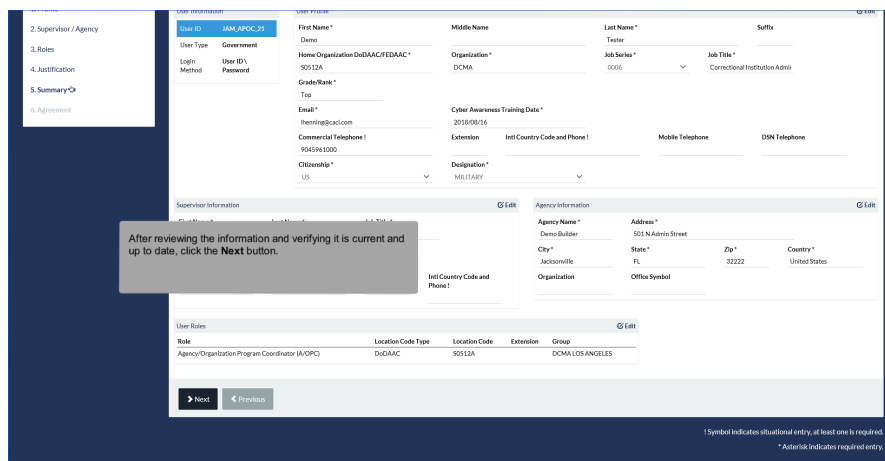
User Roles

Role	Location Code Type	Location Code	Extension	Group
Agency/Organization Program Coordinator (A/OPC)	DuDAAC	50512A		DCMA-LOS ANGELES

The Registration Summary page is displayed. Review all the information.

The Registration Summary page is displayed. Review all the information.

Step 15



Procurement Integrated Enterprise Environment | PIEE

User: Demo Tester | Status: Active | Logout

Last Successful Login Date: 2018/08/16 14:05:05 EDT

Registration Summary - Please Verify All the Information

User Information

User ID: JAM_AOPC_21

User Type: Government

Login Method: User ID / Password

User Profile

First Name: Demo

Middle Name:

Last Name: Tester

Suffix:

Home Organization DuDAAC/FEDAAC: 50512A

Organization: DCMA

Job Series: 0005

Job Title: Correctional Institution Admin

Grade/Rank: Top

Cyber Awareness Training Date: 2018/08/16

Email: jdeming@cac.com

Commercial Telephone: 9045963000

Extension:

Intl Country Code and Phone:

Mobile Telephone:

DSN Telephone:

Citizenship: US

Designation: MILITARY

Supervisor Information

First Name: Supervisor

Last Name: Supervisor

Job Title: Supervisor

Agency Name: Demo Builder

Address: 505 N Admin Street

City: Jacksonville

State: FL

Zip: 32222

Country: United States

Organization:

Office Symbol:

User Roles

Role	Location Code Type	Location Code	Extension	Group
Agency/Organization Program Coordinator (A/OPC)	DuDAAC	50512A		DCMA-LOS ANGELES

After reviewing the information and verifying it is current and up to date, click the Next button.

Next Previous

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

After reviewing the information and verifying it is current and up to date, click the Next button.

Step 16

PIEE 6.11.0

My Account GPC Notifications Help

User: [Name] Status: Active Logout

Add Roles

1. Profile

2. Supervisor / Agency

3. Roles

4. Training

5. Justification

6. Summary

7. Agreement

When self-registering in PIEE the system will populate the "Government Organization" field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile.

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/credentials. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

System Security Notice: Computer Use Policy (CUP) and Information Security Policy (ISP) Agreements 9 May 2008.

Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law 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 counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are otherwise exempt from automatic disclosure under applicable laws.

By using this system, you consent to the above and agree that your communications and data for any authorized purpose including personnel misconduct, law enforcement, or counter-intelligence investigation. However, consent to interception/capture or seizure of communications and data for any authorized purpose does not constitute consent to personnel misconduct, law enforcement, or counter-intelligence investigation. However, consent to interception/capture or seizure of communications and data for any authorized purpose does not constitute consent to personnel misconduct, law enforcement, or counter-intelligence investigation.

Government Organization *

P104517

On the Agreement page there is a Statement of Accountability Agreement.

* Asterisk indicates required entry.

On the Agreement page there is a Statement of Accountability Agreement. When self-registering in PIEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile.

Step 17

PIEE 6.11.0

Registration Steps

1. Registration Home

2. Authentication

3. User ID

4. Profile

5. Supervisor / Agency

6. Roles

7. Justification

8. Summary

9. Agreement

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/credentials. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

System Security Notice: Computer Use Policy (CUP) and Information Security Policy (ISP) Agreements 9 May 2008.

Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.

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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 counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are otherwise exempt from automatic disclosure under applicable laws.

By using this system, you consent to the above and agree that your communications and data for any authorized purpose including personnel misconduct, law enforcement, or counter-intelligence investigation. However, consent to interception/capture or seizure of communications and data for any authorized purpose does not constitute consent to personnel misconduct, law enforcement, or counter-intelligence investigation.

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date

2020/07/30

Government Organization

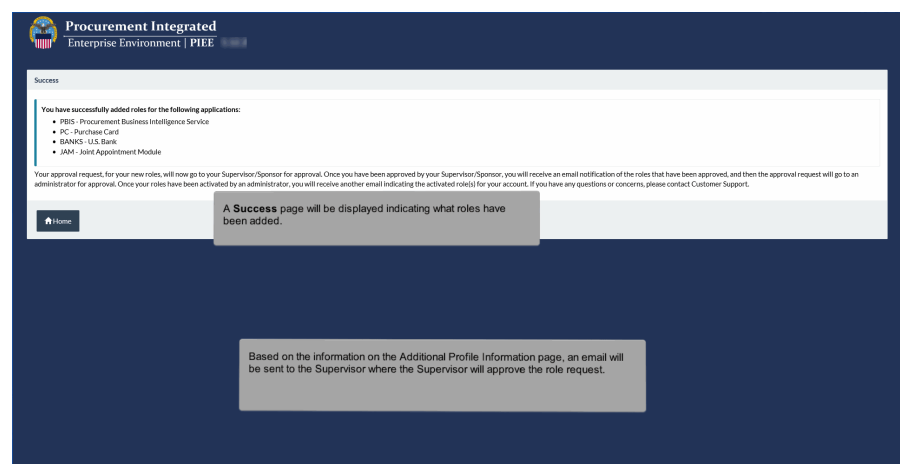
S0512A

Submit Registration Close

Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

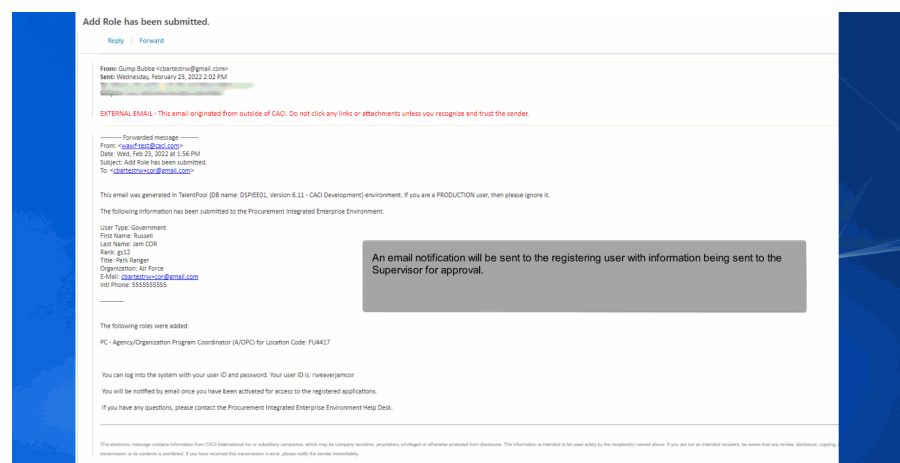
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 18



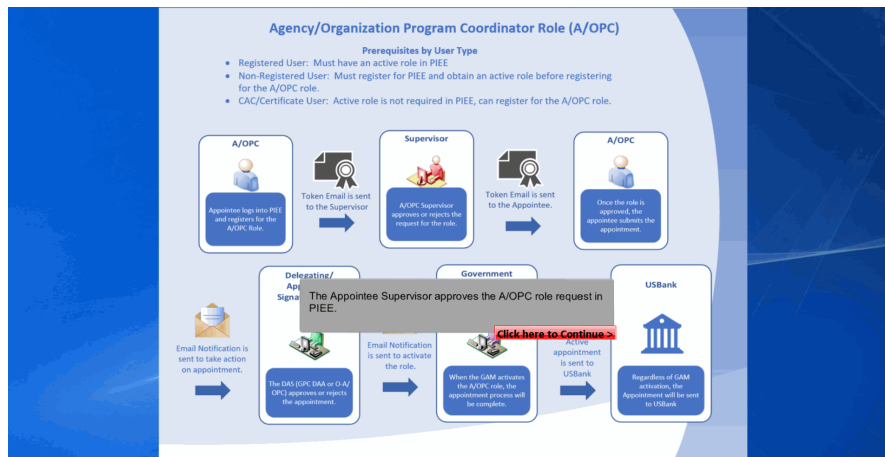
A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to the Supervisor where the Supervisor will approve the role request.

Step 19



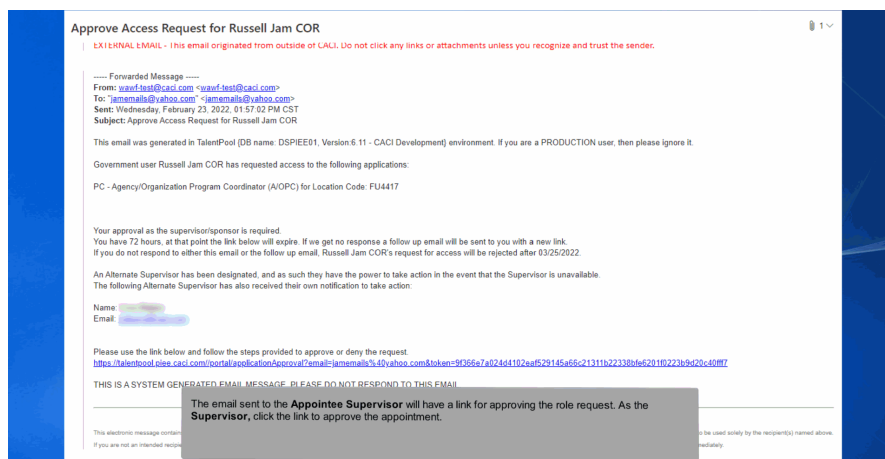
An email notification will be sent to the registering user with information being sent to the Supervisor for approval.

Step 20




The Appointee Supervisor approves the A/OPC role request in PIEE.

Step 21



The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor, click the link to approve the appointment.

Step 22


Enterprise Integrated
 Enterprise Environment | PIEE

Approval/Denial for Application Request

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification is acceptable. Then click the Submit button.

Applicant Requesting Access - Demo Tester

Email	[REDACTED]
Name	DCMA
Job Title	Correctional Institution Administration
Customer Chat Telephone	9045951000
Grade/Rank	Top
Citizenship	US

The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information.

View Account Justification

Designation

MILITARY

Approve or Reject the requested roles based on the justification supplied.

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
FC JAM PIIS BANKS	Agency/Organization Program Coordinator (A/OPC)	DCMA LOS ANGELES	50512A/NA	View	<input type="button" value="v"/>

The Supervisor will review the information.

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

Check this box to indicate that you have read the user's justification for access, and you therefore support the user's request. Then click the Submit button to distribute this form.

The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor will review the information.

Step 23

Step 1 Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve or disapprove the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Tester [View Account Justification](#)

Email	[REDACTED]		
Organization	DCMA		
Job Title	Correctional Institution Administration		
Commercial Telephone	904/951000	Mobile Telephone	
Grade/Rank	Top	Designation	MILITARY
Citizenship	US		

Step 2 Approve or Reject the requested roles based on the justification supplied.

Step 3 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
PC JAM PBS BANKS	Agency/Organization Program Coordinator (A/OPC)	DCMA LOS ANGELES	505.12A.NA	View <div> Approve Reject </div>

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

Additional Justification if Needed

After reviewing the information, the Supervisor will **Approve** or **Reject** from the action dropdown.

Step 3 Check the box to indicate you consent with what has been requested.

☐ Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Step 4 Click "Submit" to submit the request approval and digitally sign this form in agreement. [Click here](#)

After reviewing the information, the Supervisor will Approve or Reject from the action dropdown.

Step 24

Step 1 Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Tester				View Account Justification
Email				
Organization	DCMA			
Job Title	Correctional Institution Administration			
Commercial Telephone	9045941000	Mobile Telephone		
Grade/Rank	Top			
Citizenship	US	Designation	MILITARY	

Step 2 Approve or Reject the requested roles based on the justification supplied.

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	Additional Justifications	Action
PC JAM PBS BANKS	Agency/Organization Program Coordinator	<p>Additional Justifications are not mandatory. Check the check box indicating that you have read the user's Justifications for access.</p> <p></p>	<p>Approve </p>

Step 2 Continued Enter additional justification for the approval of the roles above.

Additional Justification if Needed

Need for testing

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

☒ Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Step 4 Click "Submit" to submit the request approval and digitally sign this form in agreement. [Sign Here](#)

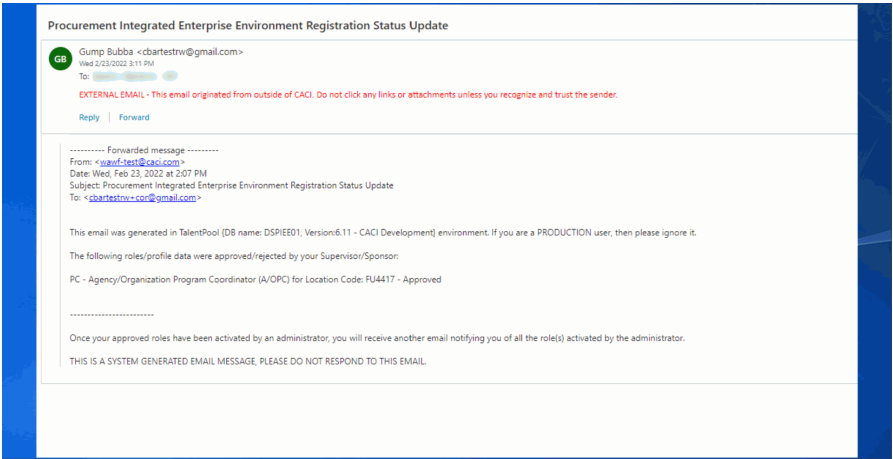
Additional Justifications are not mandatory. Check the check box indicating that you have read the user's Justifications for access. Click the Submit button.

Step 25

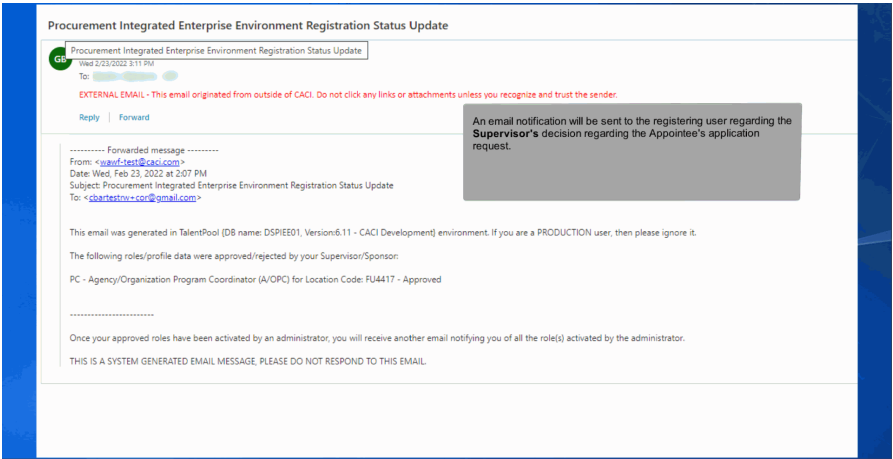
The image is a screenshot of a web application interface. At the top, there is a dark blue header bar. On the left side of the header is a circular logo featuring a globe and the text 'Procurement Integrated Enterprise Environment | PIEE'. To the right of the logo, the text 'Enterprise Environment | PIEE' is displayed. Below the header, the main content area has a light gray background. A white rectangular box is centered in the upper part of this area. Inside this box, the word 'Success' is at the top. Below it, a vertical line separates the title from the message: 'You have successfully finished the applicant's application process. Have a nice day!'. At the bottom of the white box is a dark blue button with a white house icon and the text 'Home'. Below the white box, there is a dark gray rectangular box containing white text that reads: 'A **Success** page will be displayed after the **Supervisor** has completed the applicant's application process for the role or roles in which the user requested access.'

A Success page will be displayed after the Supervisor has completed the applicant's application process for the role or roles in which the user requested access.

Step 26



Step 26



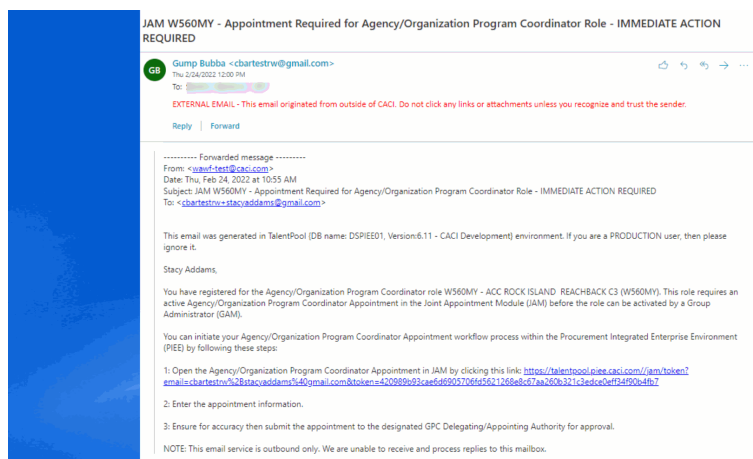
An email notification will be sent to the registering user regarding the Supervisor's decision regarding the Appointee's application request.

Step 27

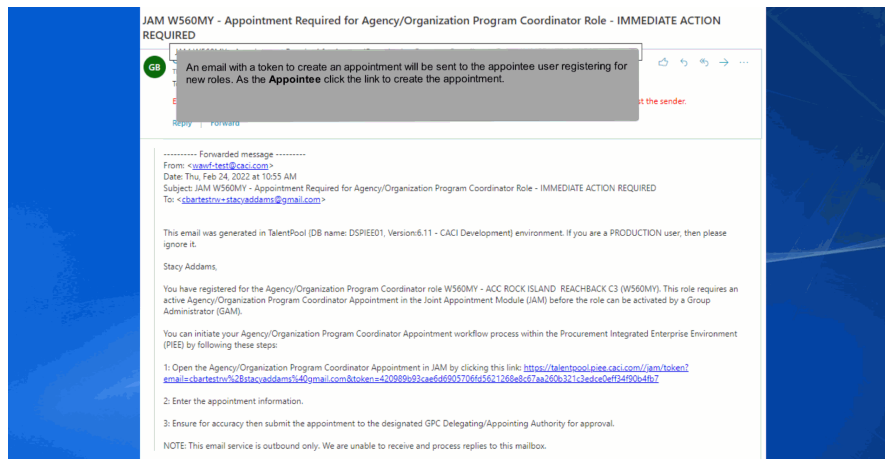


The Appointee will receive an email with a token link to create the appointment in JAM. Once the role is approved, the Appointee submits the appointment.

Step 28



Step 28

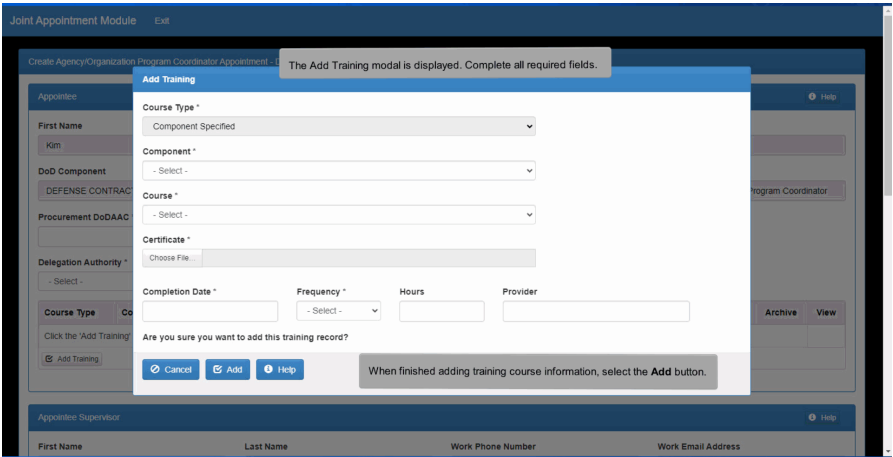


An email with a token to create an appointment will be sent to the appointee user registering for new roles. As the Appointee click the link to create the appointment.

Step 29

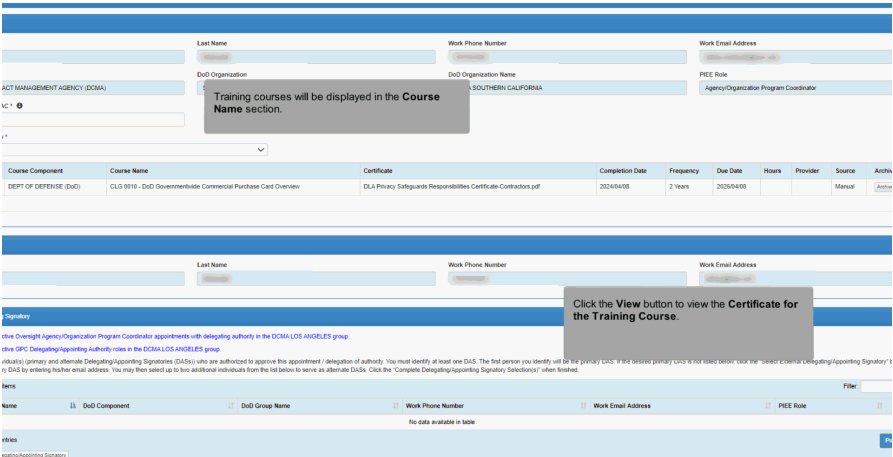
As the Appointee, review the appointment information and complete all required fields appropriately. Mandatory fields are indicated with an asterisk. To add any record of training courses, select the Add Training button.

Step 30



The Add Training modal is displayed. Complete all required fields. When finished adding training course information, select the Add button.

Step 31



Training courses will be displayed in the Course Name section. Click the View button to view the Certificate for the Training Course.

Step 32

The screenshot shows the 'Appointee Alternate Supervisor' section with fields for First Name (Boss) and Email Address (charstevn+ALTSUP@gmail.com). Below is the 'Delegating/Appointing Signatory' section. A callout box states: "The Appointee can select a DAS from the list provided, or to add an external DAS, click the Select External Delegating/Appointing Signatory button." The section includes a table of existing signatories and a 'Select External Delegating/Appointing Signatory' button.

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Overs, Raylan	DEPT OF THE ARMY	DEPT OF THE ARMY		charstevn+raylangivers@gmail.com	Oversight Agency/Organization Program Coordinator	Select

Showing 1 to 1 of 1 items

Select External Delegating/Appointing Signatory

Designated Delegating/Appointing Signatory

Designation	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
Primary								

Complete Delegating/Appointing Signatory Selections

Select Delegating/Appointing Signatory

The Appointee can select a DAS from the list provided, or to add an external DAS, click the Select External Delegating/Appointing Signatory button.

Step 33

The screenshot shows the 'External Delegating/Appointing Signatory' form. A callout box states: "After entering in the information click the Continue button." The form has fields for First Name, Last Name, and Work Email Address. Below the form is a table of existing signatories. Another callout box states: "The External Delegating/Appointing Signatory section opens so that information can be entered for a DAS that is not in your Group." The table shows three existing signatories.

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Cat42, Cora	Department of the Navy	Navy, Department of the	904-596-1512	colung@icaci.com	GPC Delegating/Appointing Authority	Select
2	Test 5122, moigan_OAOPC1	Department of the Navy	Navy, Department of the	7773332222	testingmoigan+OAOPC1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
3	Tester, MSOPCDAA1	Department of the Navy	Navy, Department of the	9045622356	useraccount@icaci.com	GPC Delegating/Appointing Authority	Select

Showing 1 to 3 of 3 items

Select External Delegating/Appointing Signatory

The External Delegating/Appointing Signatory section opens so that information can be entered for a DAS that is not in your Group. After entering in the information click the Continue button.

Step 34

The screenshot shows the 'External Delegating/Appointing Signatory' form. A red error message box is displayed, stating: 'ERROR: This email address is associated with an active PEE account, but the user has not been granted authority to approve the appointment. Enter a new Work Email Address or click the 'Cancel' button, and select an entry from the Delegation/Appointing Signatory list.' The form fields include 'First Name' (Demo), 'Last Name' (Builder), and 'Work Email Address' (hca00110@gmail.com). Below the error message, a grey box states: 'An error message will be displayed if the entered Work Email Address has not been granted authority to approve the appointment.' Another grey box below that states: 'Either enter a different email address or click the Cancel button.'

An error message will be displayed if the entered Work Email Address has not been granted authority to approve the appointment. Either enter a different email address or click the Cancel button.

Step 35

The screenshot shows the 'External Delegating/Appointing Signatory' form. A grey box states: 'The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.' The form fields include 'First Name' (Demo), 'Last Name' (Builder), 'Work Phone Number', and 'Work Email Address' (hca00110@gmail.com). Below the error message, a grey box states: 'The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.'

The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.

Step 36

YES YES YES

DoD GPC InterIntra-Governmental Payment Official Cardholder *

YES

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Edit	Delete	View
CL0001 - DoD Government Commercial Purchase Card Overview	Tester_POC.docx	2018/10/25	2 Years	2020/10/25			Manual	Edit	Delete	View

+ Add Training

Appointing Supervisor

First Name Last Name Work Phone Number Work Email Address

Demio Super 9045961000 itrac0110@gmail.com

Delegating/Appointing Signatory

Please select the individual in your organization that will be approving your appointment. Identify the appropriate Delegating/Appointing Signatory.

Display 10 Items Filter:

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PDES Role	Action
1	Cert42, Cora	Department of the Navy	Navy, Department of the	904-596-1512	cokung@icaci.com	GPC Delegating/Appointing Authority	Select
2	Test 5122, msagan_OACPC1	Department of the Navy	Navy, Department of the	7773332222	testingmagan+OACPC1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
3	Tester, MSGPCDAA1	Department of the Navy	Navy, Department of the	9045622356	useraccount@icaci.com	GPC Delegating/Appointing Authority	Select

Showing 1 to 3 of 3 items

+ Select External Delegating/Appointing Signatory

Download Next

Help

The DAS section has reset, and the user can now select or enter a new DAS. Click the Select button next to the DAS that will activate the appointment.

Step 37

YES YES YES

DoD GPC InterIntra-Governmental Payment Official Cardholder *

YES

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Edit	Delete	View
CL0001 - DoD Government Commercial Purchase Card Overview	Tester_POC.docx	2018/10/25	2 Years	2020/10/25			Manual	Edit	Delete	View

+ Add Training

Appointing Supervisor

First Name Last Name Work Phone Number Work Email Address

Demio Super 9045961000 itrac0110@gmail.com

Delegating/Appointing Signatory

Please select the individual in your organization that will be approving your appointment. Identify the appropriate Delegating/Appointing Signatory.

Display 10 Items Filter:

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PDES Role	Action
1	Cert42, Cora	Department of the Navy	Navy, Department of the	904-596-1512	cokung@icaci.com	GPC Delegating/Appointing Authority	Select
2	Test 5122, msagan_OACPC1	Department of the Navy	Navy, Department of the	7773332222	testingmagan+OACPC1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
3	Tester, MSGPCDAA1	Department of the Navy	Navy, Department of the	9045622356	useraccount@icaci.com	GPC Delegating/Appointing Authority	Select

Showing 1 to 3 of 3 items

+ Select External Delegating/Appointing Signatory

Download Next

Help

The DAS that was selected from the list is now displayed. After entering the required information, click the Submit button to finish creating the appointment for the new role.

Step 38

Create Agency/Organization Program Coordinator Appointment - Draft

Appointee

First Name

Stacy

DoD Component

DEPT OF THE ARMY

Procurement DoDAAC *

WS66MY

Delegation Authority *

YES

GPC Micro-Purchase Cardholder

YES

DoD GPC Micro-Purchase High

YES

DoD GPC Overseas Simplified &

NO

DoD GPC InterIntra Government

YES

Course Name

CLG005 - Continuous Learning Module

CLG001 - DoD Government Commercial Purchase Card Overview

WS Add Training

Appointment Certifications

Cancel

I concur with the Appointment Certifications

Help

Department of Defense

Government Purchase Card Program

MEMORANDUM FOR: Stacy Adams

WS66MY - WS66K-ACC-Ri

Correctional Institution Admin

SUBJECT: Government Delegation of Government Purchase Card (GPC) & associated Delegation of Procurement Authority and Appointment Letters for WS66MY - WS66K-ACC-Ri

Review the Appointment Certifications and click the I concur with the Appointment Certifications button.

References:

a. Department Programs

b. Office of Management and Enterprise Services

c. Federal Acquisition Regulation (FAR)

d. Defense Federal Acquisition Regulation Supplement (DFARS)

e. DoD 7000.14-R - Department of Defense Financial Management Regulation (DoD FMR) Volume 10, Chapter 23: "Purchase Card Payments"

f. United States Code Title 28 and 31

You are hereby appointed as an AOPC for WS66MY - WS66K-ACC-Ri. Your authority to act as an AOPC shall be in accordance with the above references. AOPC roles and responsibilities are defined in Reference (b).

Additionally, under authority vested in the undersigned and in conformance with Subpart 1.6 of the FAR, you are appointed as a Contracting Officer for the United States of America subject to the limitations contained in the FAR and to the following:

You are delegated authority to sign the following GPC Delegation of Procurement Authority and Appointment Letters for individuals under the WS66MY - WS66K-ACC-Ri GPC program.

Review the Appointment Certifications and click the I concur with the Appointment Certifications button.

Step 39

Create Agency/Organization Program Certificate Appointment - Draft

Appointee

First Name

Last Name

DoD Component

DEPT OF THE ARMY

Procurement DoDAAC

WISDOM

Delegation Authority *

YES

NO

GPC Micro-Purchase Cardholder *

YES

NO

DoD GPC Micro-Purchase Higher Education Cardholder *

YES

NO

DoD GPC Micro-Purchase Emergency-Type Operations Cardholder *

YES

NO

Contract Payment Official Cardholder *

YES

NO

Comments

Are you sure you want to submit this appointment?

Cancel Submit Help

Approving/Issuing Official Appointment Letters *

YES

NO

Cardholder Delegation of Authority Letters *

YES

NO

DoD GPC Micro-Purchase Convenience Check Writer *

YES

NO

DoD GPC Micro-Purchase Emergency-Type Operations Cardholder and/or Check Writer *

YES

NO

DoD GPC Warranted Overseas Emergency-Type Operations Cardholder *

YES

NO

Contract Training Payment(s) *

YES

NO

Course Name

Certificate

Completion Date

Frequency

Due Date

Hours

Provider

Source

Archive

View

CLO005 - Continuous Learning Module

Nopacelle.docx

2022/03/24

4 Years

2022/12/31

Manual

Archive

View

CLO001 - DoD Government Commercial Purchase Card Overview

CCO.pdf

2020/12/31

2 Years

2022/12/31

Manual

Archive

View

Click the Submit button to finish the appointment creation.

Comments can be entered for the appointment but are not required.

Appointee Supervisor

Comments can be entered for the appointment but are not required. Click the Submit button to finish the appointment creation.

Step 40

Agency/Organization Program Coordinator Appointment - Pending Delegating/Appointing Signatory Approval

INFO: Appointment has been submitted. Email notification has been sent to the Delegating/Appointing Signatory.

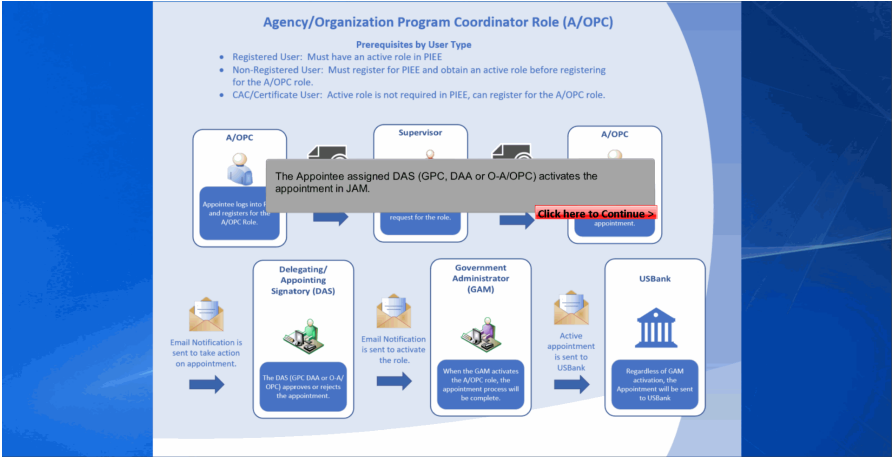
Appointee

First Name	Last Name	Work Phone Number	Work Email Address
Stacy	Addams	7777777777	cbartestw+stacyaddams@gmail.com
DoD Component	DoD Organization	DoD Organization Name	PIEE Role
DEPT OF THE ARMY	W560MY	WSGKACC-RI	Agency/Organization Program Coordinator
Procurement DoDAAC	An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment.		
W560MY			
Delegation Authority	Approving/Billing Official Appointment Letters	Cardholder Delegation of Authority Letters	
YES	YES	YES	
GPC Micro-Purchase Cardholder	DoD GPC Micro-Purchase Convenience Check Writer	DoD GPC Micro-Purchase Emergency-Type Operations Cardholder and/or Check Writer	
YES	YES	YES	
DoD GPC Micro-Purchase Higher Education Cardholder	DoD GPC Warranted Overseas Emergency-Type Operations Cardholder	DoD GPC Contract Ordering Official Cardholder	
YES	NO	YES	
DoD GPC Overseas Simplified Acquisition Cardholder	Delegating/Appointing Signatory (SF-182 Training Payments)		
NO			
DoD GPC InterIntra-Governmental Payment Official Cardholder			
YES			

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CL0005 - Continuous Learning Module	Nosacertfile.docx	2022/02/24	4 Years				Manual	[View]

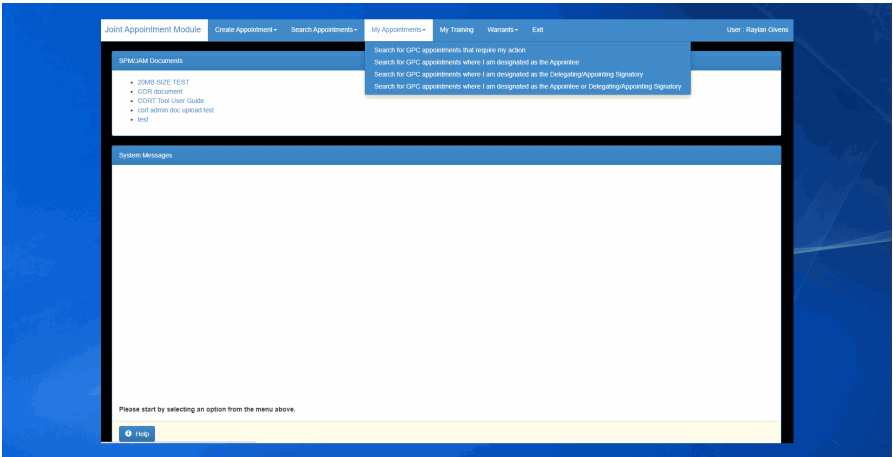
An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment. In the event the PIEE user profile is updated, the appointment will automatically be updated with the new administrative information and a new XML will be generated and signed.

Step 41

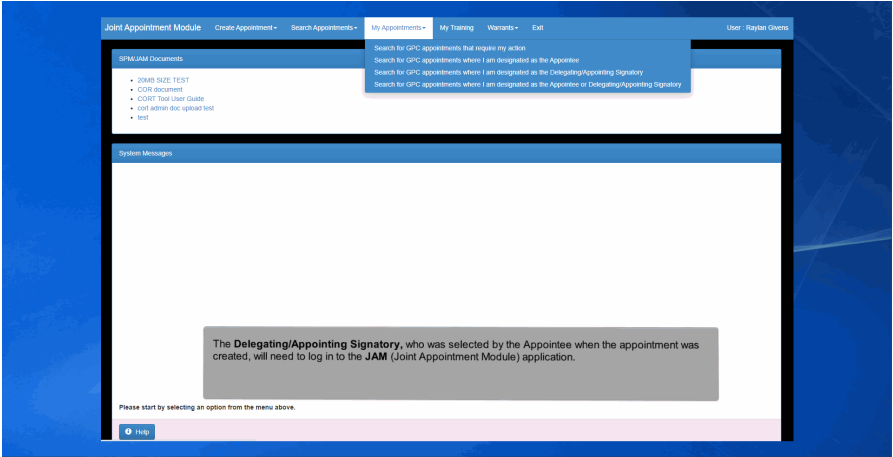


The Appointee assigned DAS (GPC, DAA or O-A/OPC) activates the appointment in JAM.

Step 42

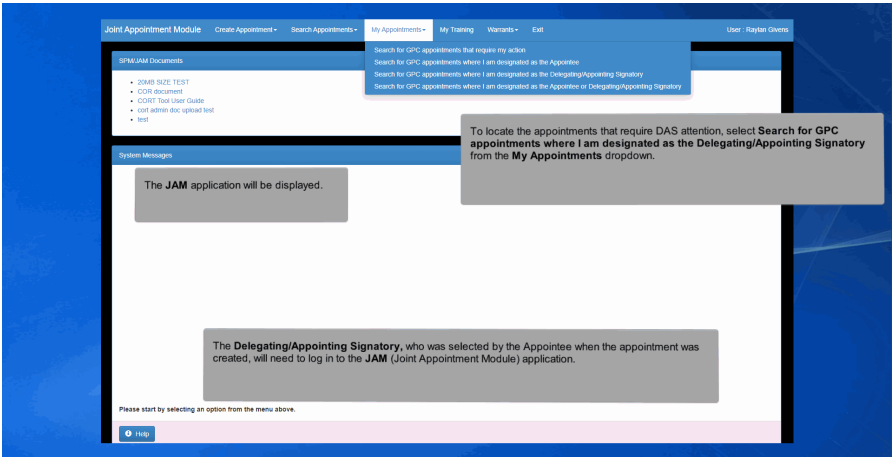


Step 42



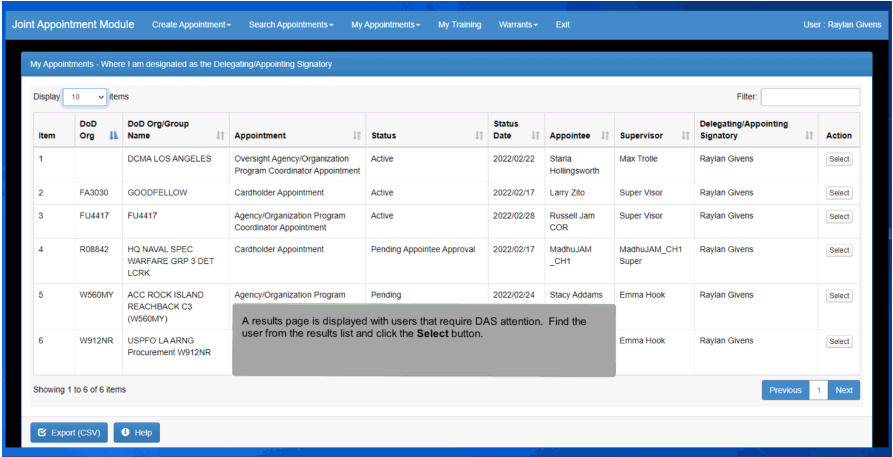
The Delegating/Appointing Signatory, who was selected by the Appointee when the appointment was created, will need to log in to the JAM (Joint Appointment Module) application.

Step 42



The JAM application will be displayed. To locate the appointments that require DAS attention, select Search for GPC appointments where I am designated as the Delegating/Appointing Signatory from the My Appointments dropdown.

Step 43



A results page is displayed with users that require DAS attention. Find the user from the results list and click the Select button.

Step 44

Joint Appointment Module

Search Appointments

My Appointments

Exit

2018-08-16 15:07:10

Agency/Organization Program Coordinator Appointment - Pending Delegating/Appointing Signatory Approval

Appointee

First Name

Demo

Last Name

Tester

Work Phone Number

5045961000

Work Email Address

ihemring@cacti.com

DoD Component

Defense Contract Management Agency

DoD Organization

50512A

DoD Organization Name

DCMA LOS ANGELES

PIEE Role

Agency/Organization Program Coordinator

Delegation Authority

YES

Approving Official (AO) & Approving/Billing Official Appointment Letters

YES

Cardholder Delegation of Authority Letters

YES

GPC Micro-Purchase Cardholder

YES

DoD GPC Micro-Purchase Convenience Check Writer

YES

DoD GPC Micro-Purchase Contingency Contracting Cardholder

YES

DoD GPC Micro-Purchase Higher Education Cardholder

YES

DoD GPC Warranted Contingency Contracting Cardholder

YES

DoD GPC Contract Ordering Official Cardholder

YES

DoD GPC Overseas Simplified Acquisition Cardholder

YES

DoD GPC Contract Payment Official Cardholder

YES

DoD GPC Miss Payments Official Cardholder (SF-182 Training Payments)

YES

DoD GPC InterIntra-Governmental Payment Official Cardholder

YES

Course Name

CLG001 - DoD Government Commercial Purchase Card Overview

PC Certificate.docx

2018/08/16

2020/05/15

20

Provider

Source

Manual

View

Comments

Need for testing

As the Delegating/Appointing Signatory, review the information for the appointment created by the appointee.

As the Delegating/Appointing Signatory, review the information for the appointment created by the appointee.

Step 45

First Name

Tester

Last Name

Supervisor

Work Phone Number

5045961000

Work Email Address

ihemring@cacti.com

Comments

Needs for testing

Delegating/Appointing Signatory

First Name

Gov

Last Name

Work Phone Number

5045967000

Work Email Address

waafuser+180808@gmail.com

DoD Component

Defense Contract Management Agency

PIEE Role

GPC Delegating/Appointing Authority

Additional Details

If the information is correct, click the Approve button for the appointment.

Appointment Workflow

Date	Action	Status	Name	Signature	PIEE Role
2018/08/16 15:02:30	Submit	Pending Supervisor Approval	Demo Tester	Hemring Lance 5010006533	Agency/Organization Program Coordinator
2018/08/16 15:07:10	Approve	Pending Delegating/Appointing Signatory Approval	Tester Supervisor	Hemring Lance 5010006533	Appointee Supervisor

Back

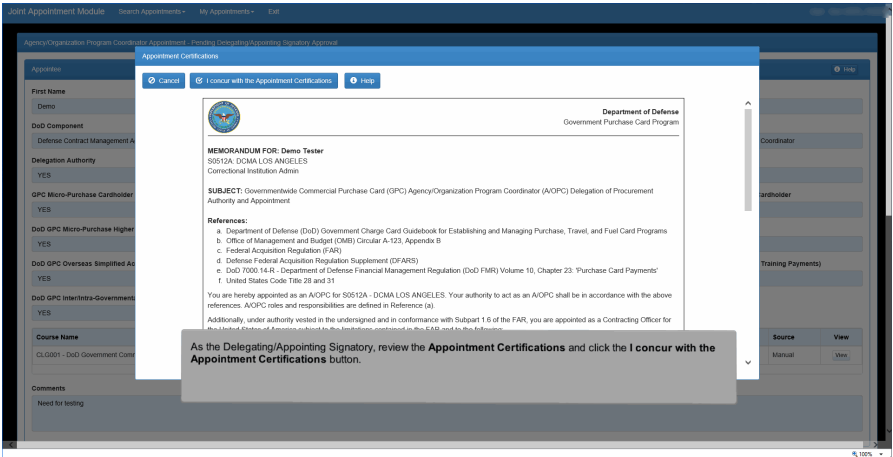
Approve

Reject

Help

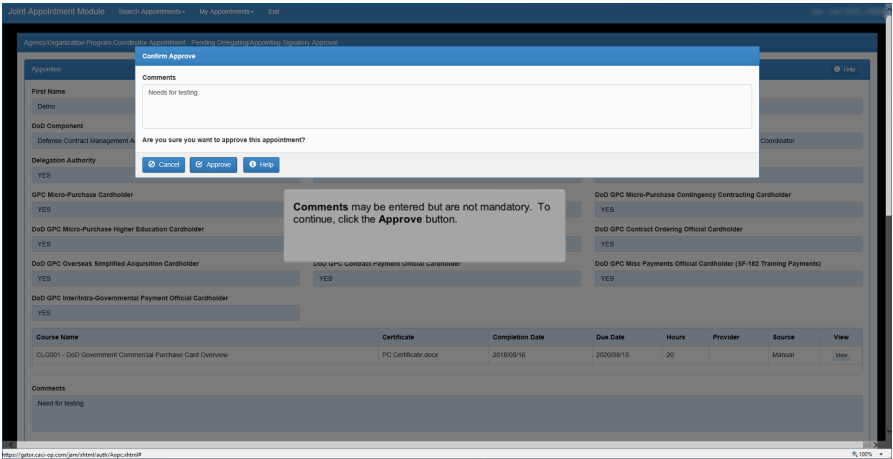
If the information is correct, click the Approve button for the appointment.

Step 46



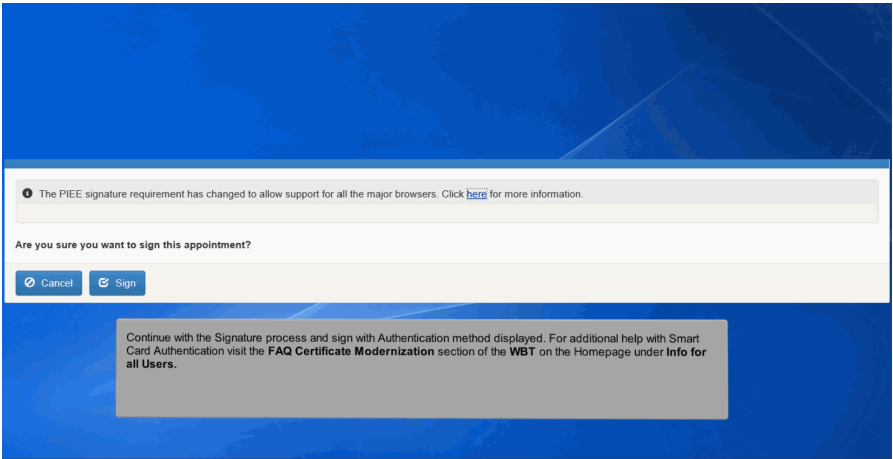
As the Delegating/Appointing Signatory, review the Appointment Certifications and click the I concur with the Appointment Certifications button.

Step 47



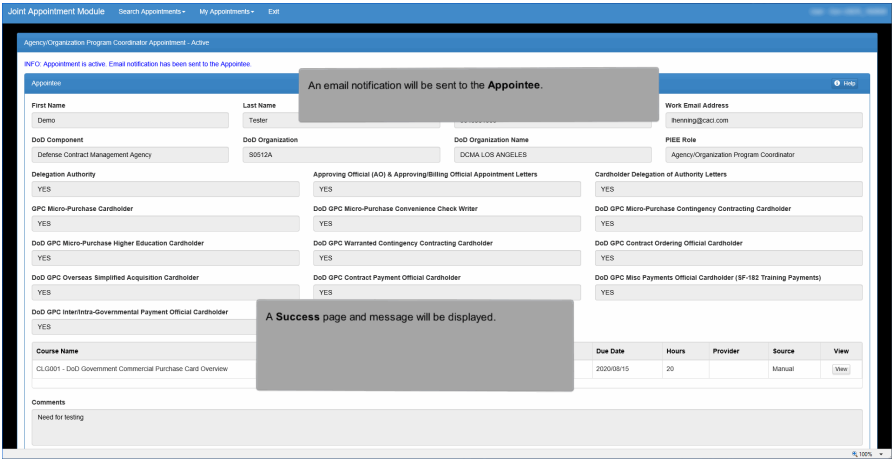
Comments may be entered but are not mandatory. To continue, click the Approve button.

Step 48



Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 49



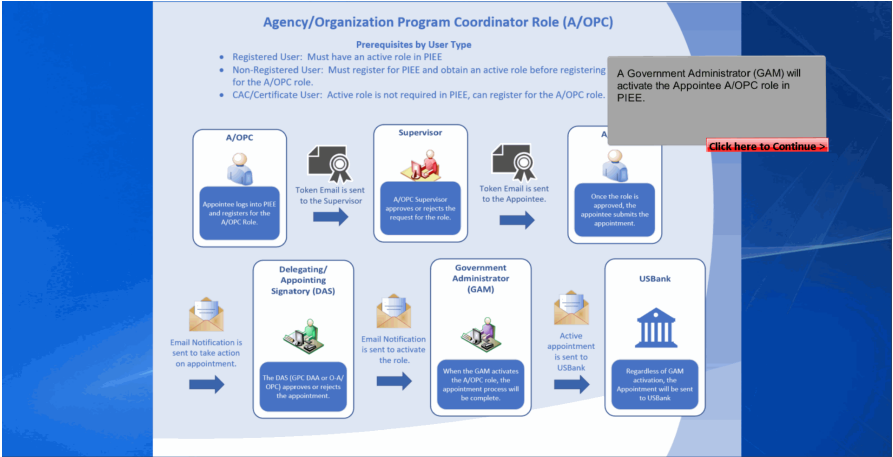
A Success page and message will be displayed. An email notification will be sent to the Appointee.

Step 50



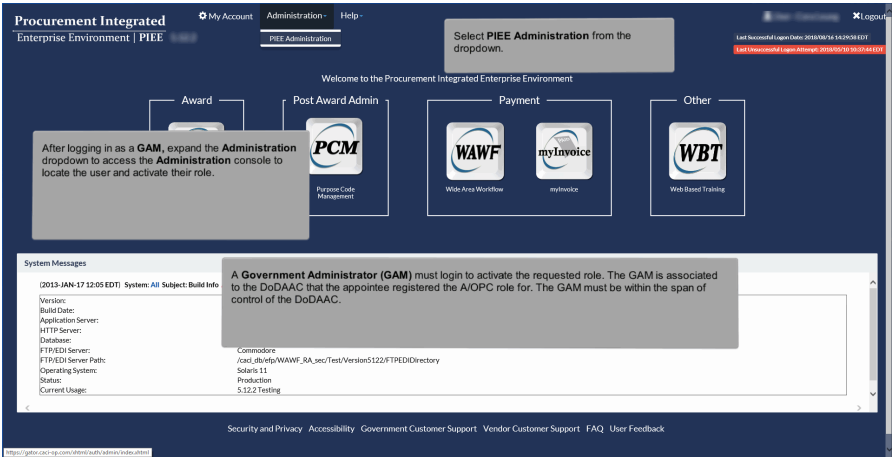
An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request, a Government Administrator must activate requested role.

Step 51



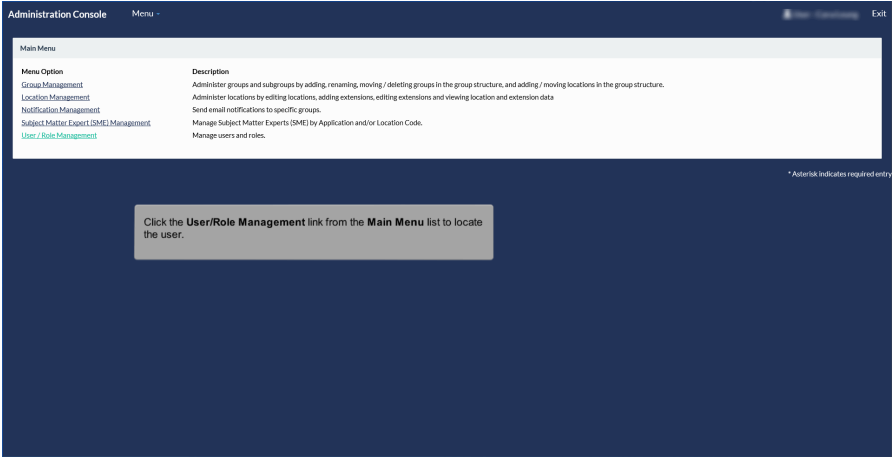
A Government Administrator (GAM) will activate the Appointee A/OPC role in PEE.

Step 52



A Government Administrator (GAM) must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the A/OPC role for. The GAM must be within the span of control of the DoDAAC. After logging in as a GAM, expand the Administration dropdown to access the Administration console to locate the user and activate their role. Select PIEE Administration from the dropdown.

Step 53



Click the User/Role Management link from the Main Menu list to locate the user.

Step 54

Administration Console

Menu

User / Role Management

Search by User

Search by Role

User ID

First Name

Last Name

E-Mail

DxD ID

X.509 Subject Name

Search

Return

Reset

The GAM can search on any criteria. The **User ID** of the Appointee with the role that needs to be activated is entered here. Then, click the **Search** button.

The GAM can search on any criteria. The User ID of the Appointee with the role that needs to be activated is entered here. Then, click the Search button.

Step 55

Administration Console

Menu

Search Result

Show

10

entries

User Id	First Name	Last Name	E-Mail	DxD ID	X.509 Subject Name	Application(s)
JAM_APOC_21	Demo	Tester	thennin@cad.com			PC

Showing 1 to 1 of 1 entries

Previous

1

Next

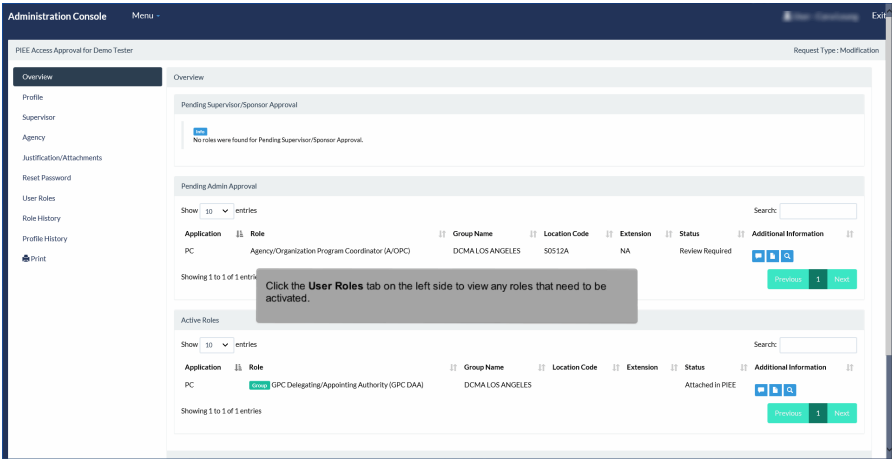
Back

Download

From the search result page, click the **User Id** from the list to review their role.

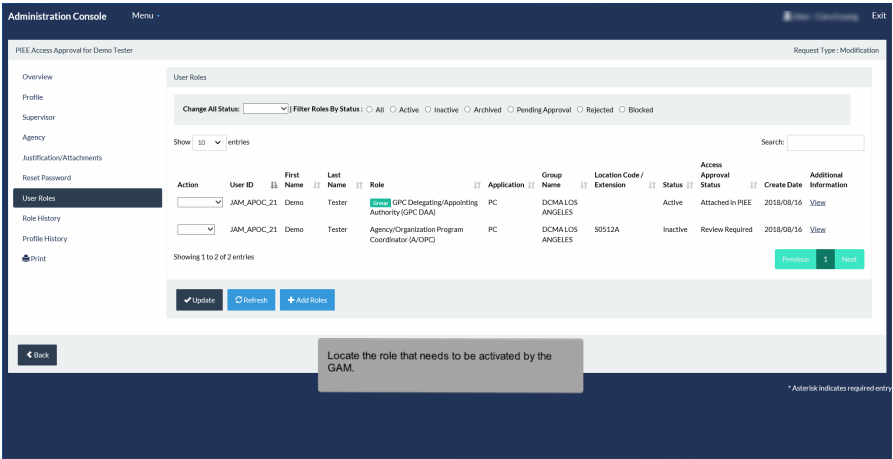
From the search result page, click the User Id from the list to review their role.

Step 56



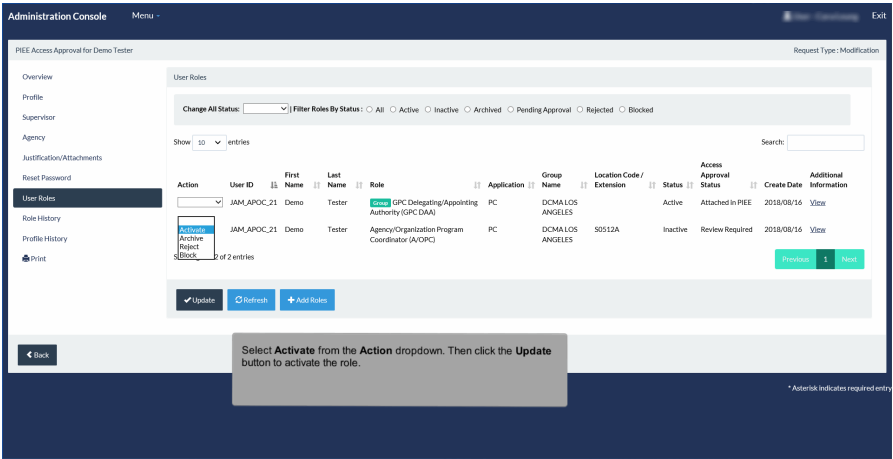
Click the User Roles tab on the left side to view any roles that need to be activated.

Step 57



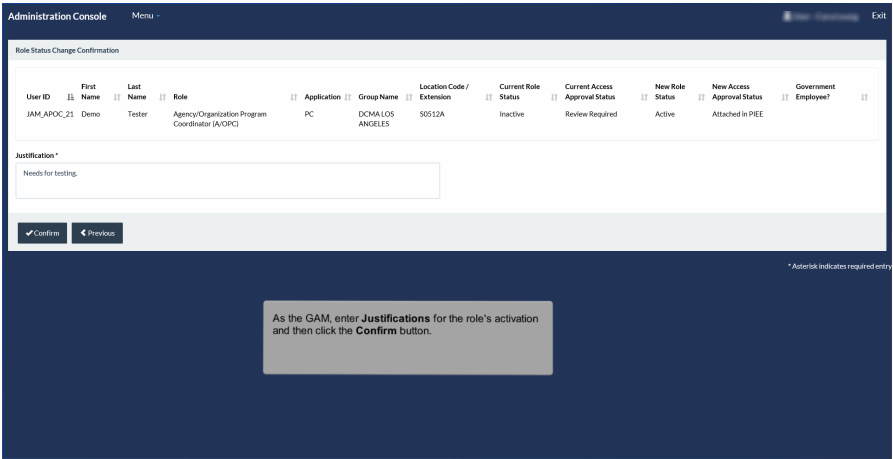
Locate the role that needs to be activated by the GAM.

Step 58



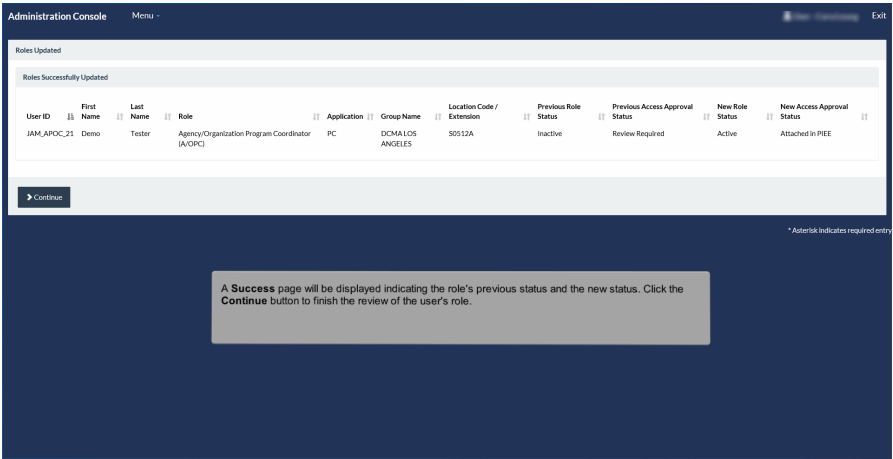
Select Activate from the Action dropdown. Then click the Update button to activate the role.

Step 59



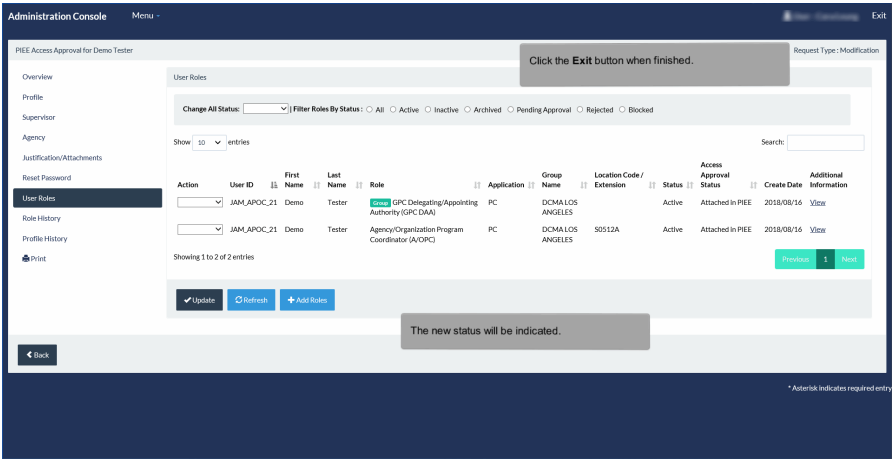
As the GAM, enter Justifications for the role's activation and then click the Confirm button.

Step 60



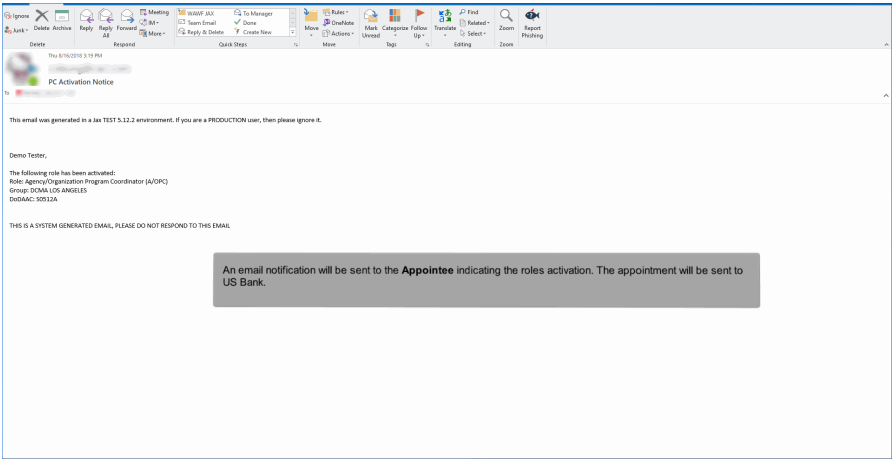
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role.

Step 61



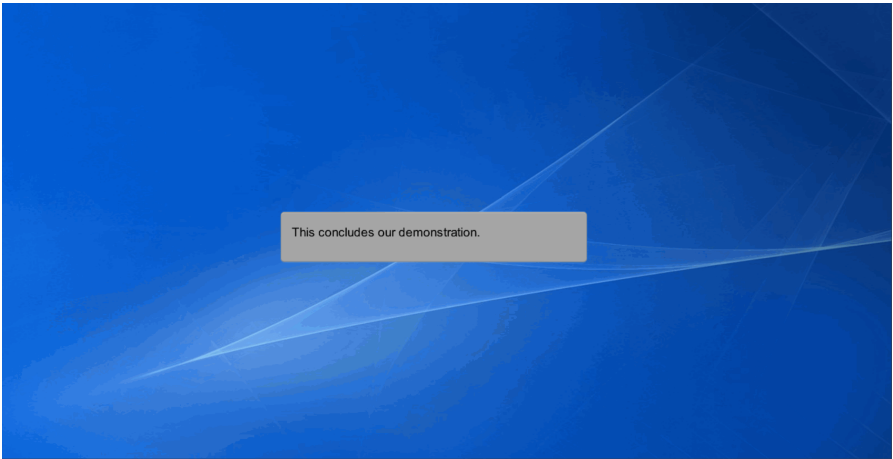
The new status will be indicated. Click the Exit button when finished.

Step 62



An email notification will be sent to the Appointee indicating the roles activation. The appointment will be sent to US Bank.

End



This concludes our demonstration.