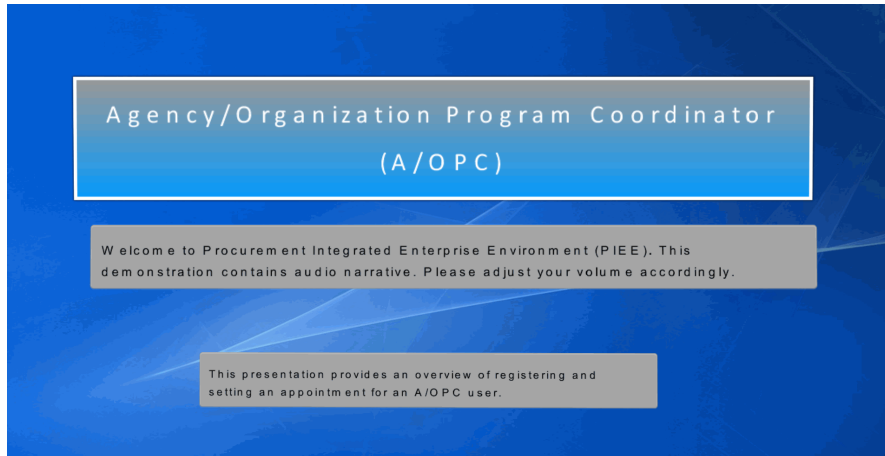


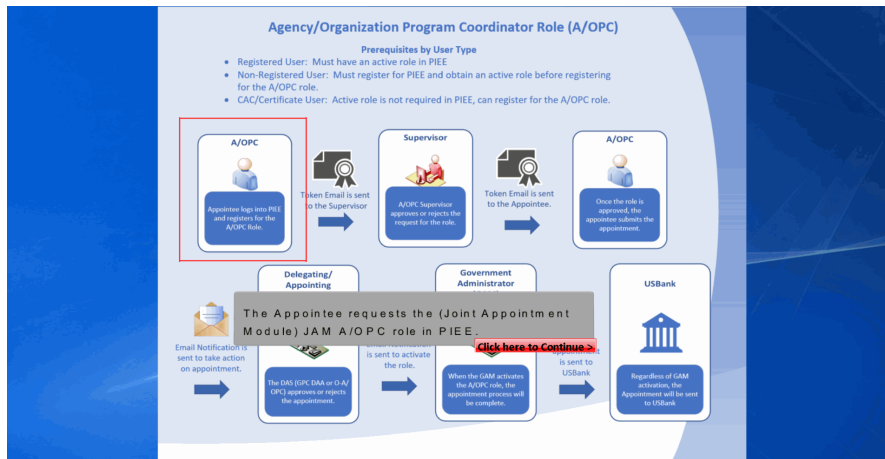
Intro



Agency/Organization Program Coordinator (A/OPC)

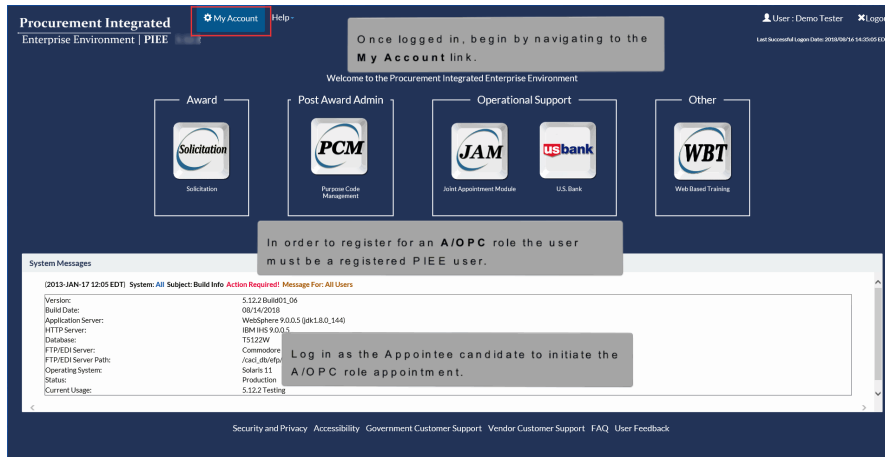
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of registering and setting an appointment for an A/OPC user.

Step 1



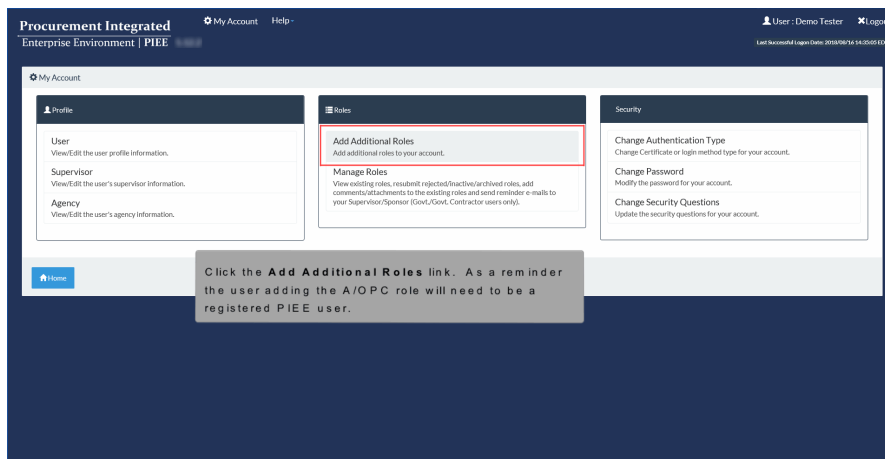
The Appointee requests the (Joint Appointment Module) JAM A/OPC role in PIEE.

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

My Account Help User: Demo Tester Status: Active Logout

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 * GPC Organization * DCMA Job Series * 0006 Job Title * Correctional Institution Adml 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

My Account Help User: Demo Tester Status: Active Logout

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

Additional Profile Information

Supervisor Information

First Name * Tester Last Name * Suffix * Tester

Email * tancery78@gmail.com

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

Agency Information

Agency Name * Demo Builder Address * 501 N Admin Street

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

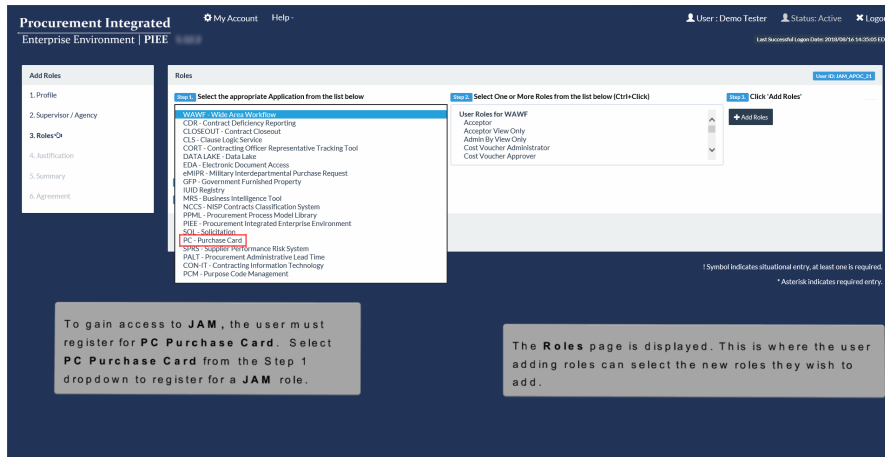
Organization Office Symbol

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

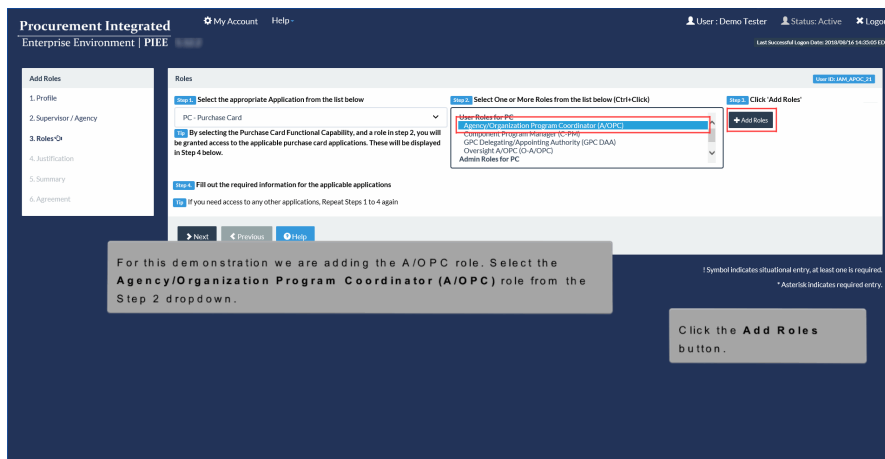
The Additional Profile Information page is displayed. This information pertains to Supervisor's information and Agency information. This Supervisor will be approving the A/OPC role. This information should be kept up to date. Please verify all information is correct and click Next button.

Step 6



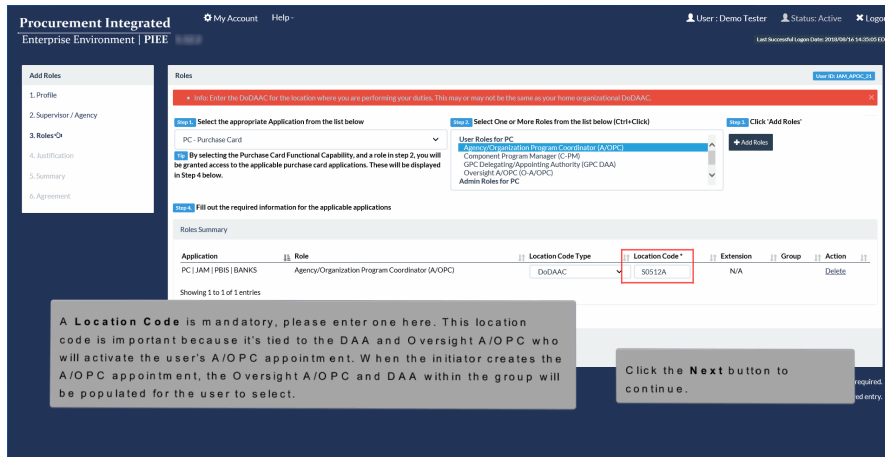
The Roles page is displayed. This is where the user adding roles can select the new roles they wish to add. To gain access to JAM, the user must register for PC Purchase Card. Select PC Purchase Card from the Step 1 dropdown to register for a JAM role.

Step 7



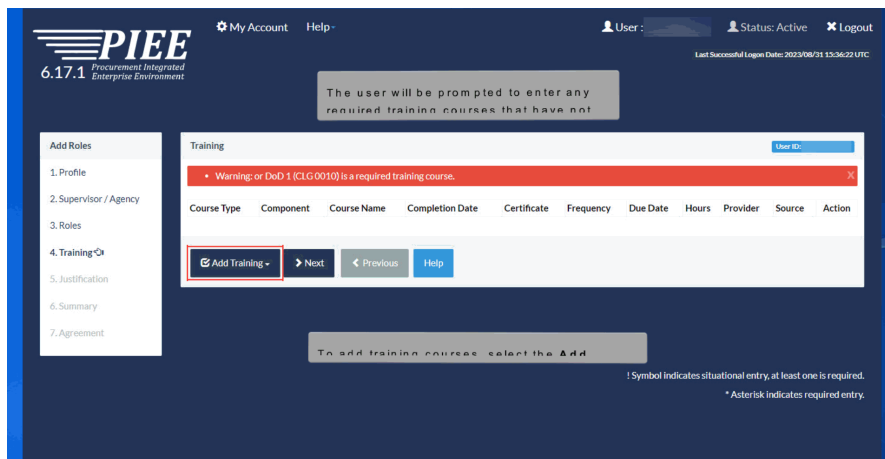
For this demonstration we are adding the A/OPC role. Select the Agency/Organization Program Coordinator (A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 8



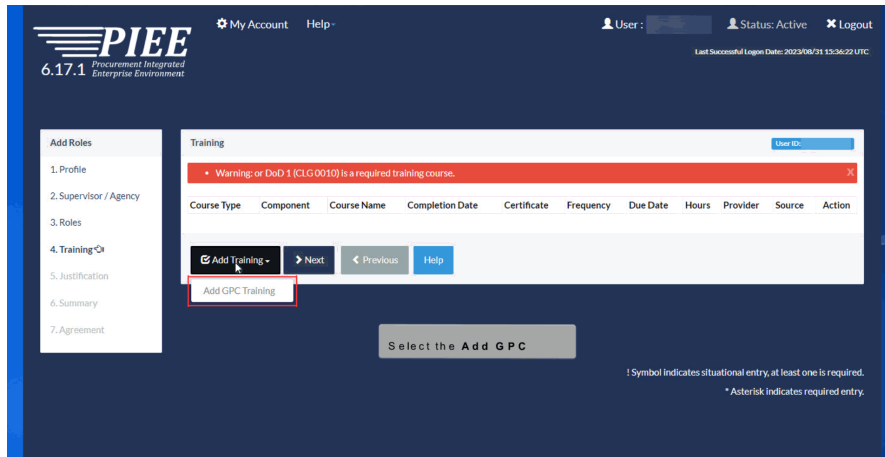
A Location Code is mandatory, please enter one here. This location code is important because it's tied to the DAA and Oversight A/OPC who will activate the user's A/OPC appointment. When the initiator creates the A/OPC appointment, the Oversight A/OPC and DAA within the group will be populated for the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

Step 9



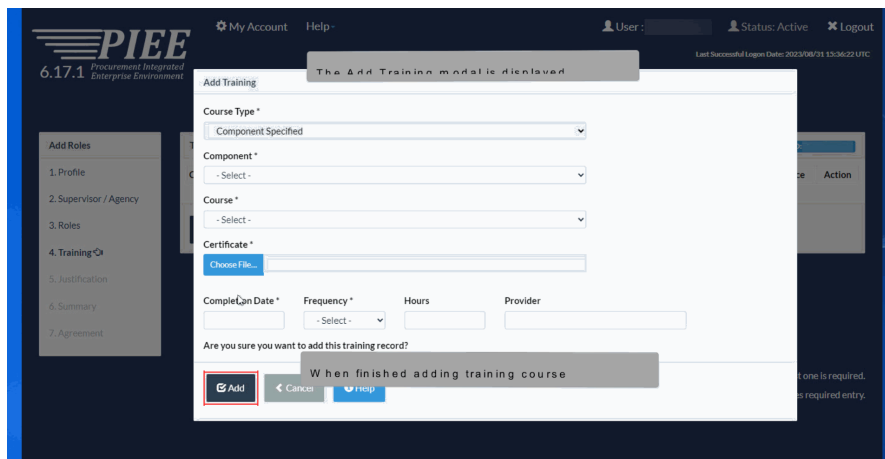
The user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

Step 10



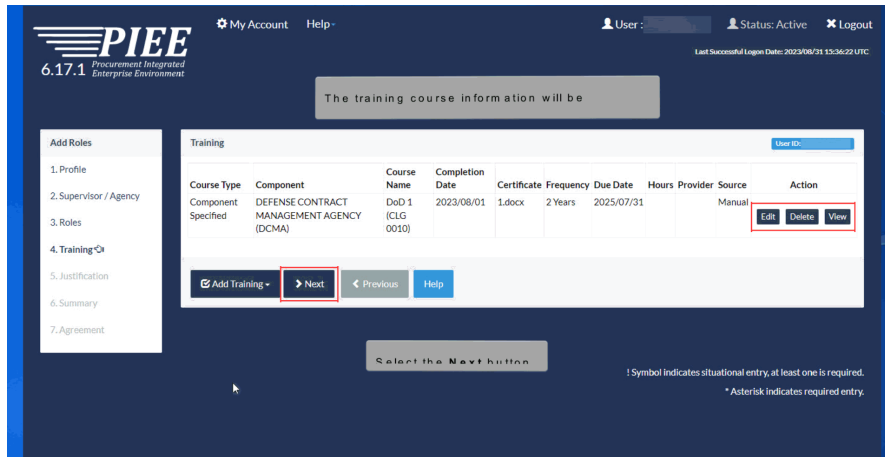
Select the Add GPC Training button.

Step 11



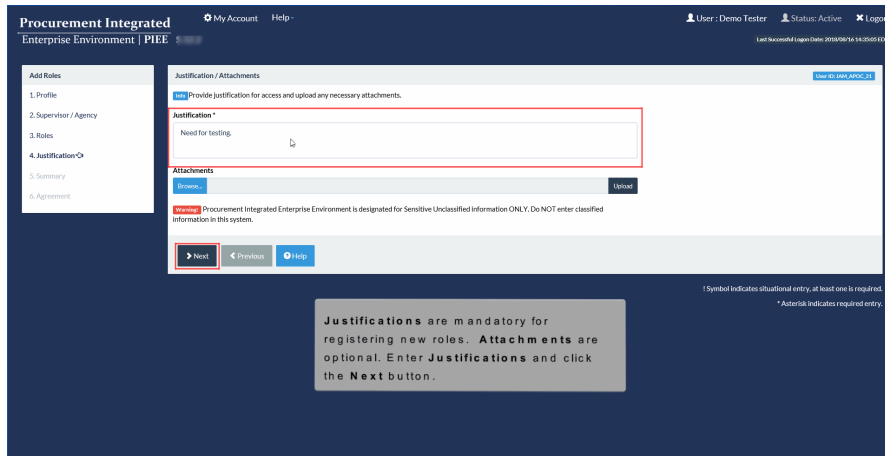
The Add Training modal is displayed. Complete all required fields. When finished adding training course information, select the Add button.

Step 12



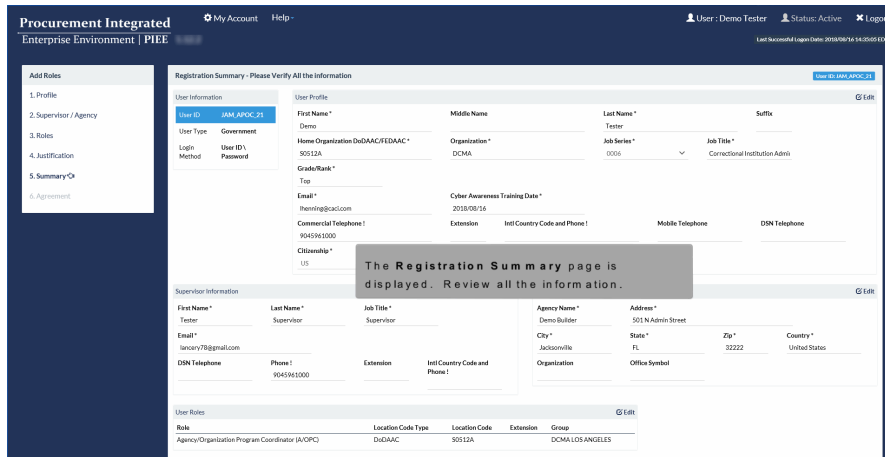
The training course information will be displayed on the Training page. The user may Edit or Delete the information using the Action buttons. Select the Next button to continue.

Step 13



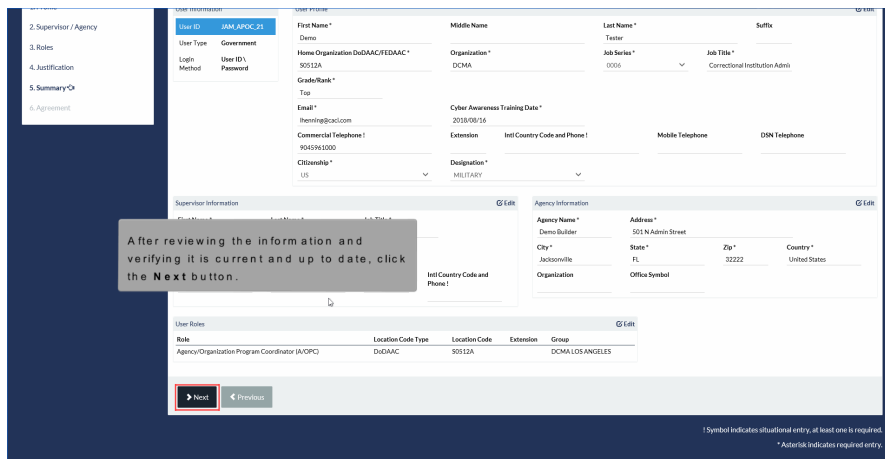
Justifications are mandatory for registering new roles. Attachments are optional. Enter Justifications and click the Next button.

Step 14



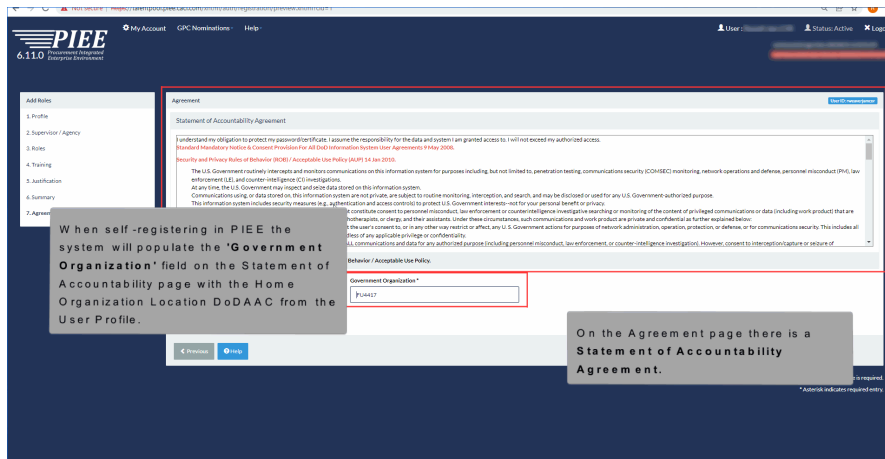
The Registration Summary page is displayed. Review all the information.

Step 15



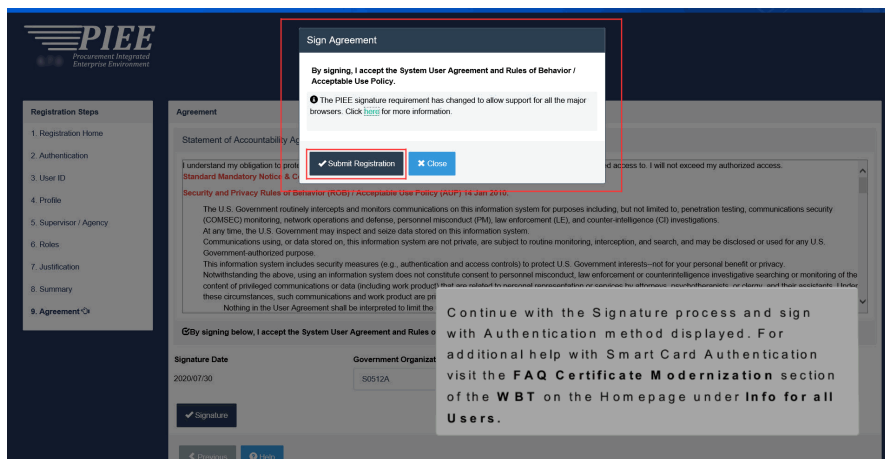
After reviewing the information and verifying it is current and up to date, click the Next button.

Step 16



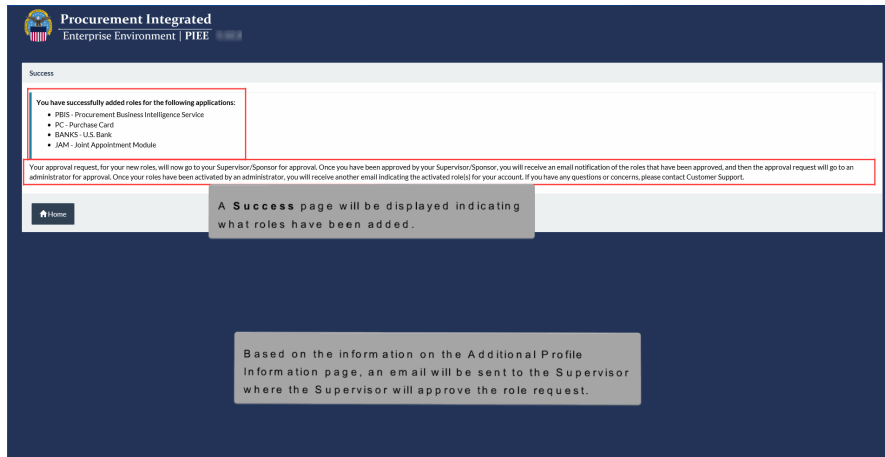
On the Agreement page there is a Statement of Accountability Agreement. When self -registering in PIEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile.

Step 17



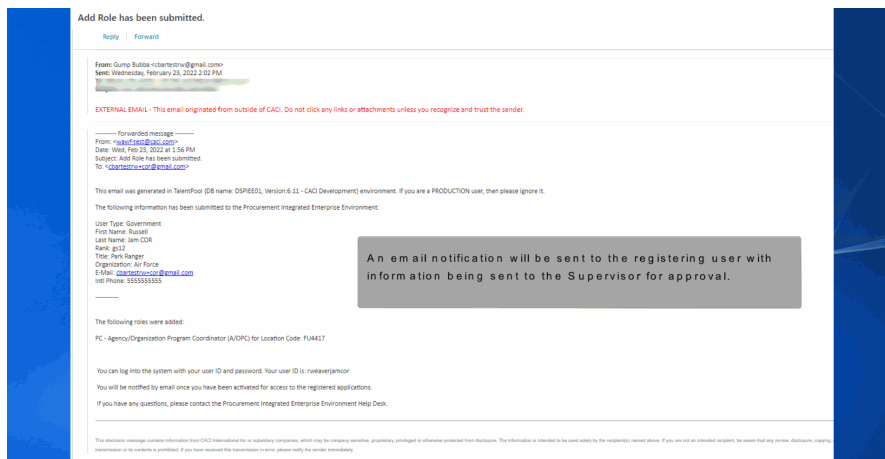
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 18



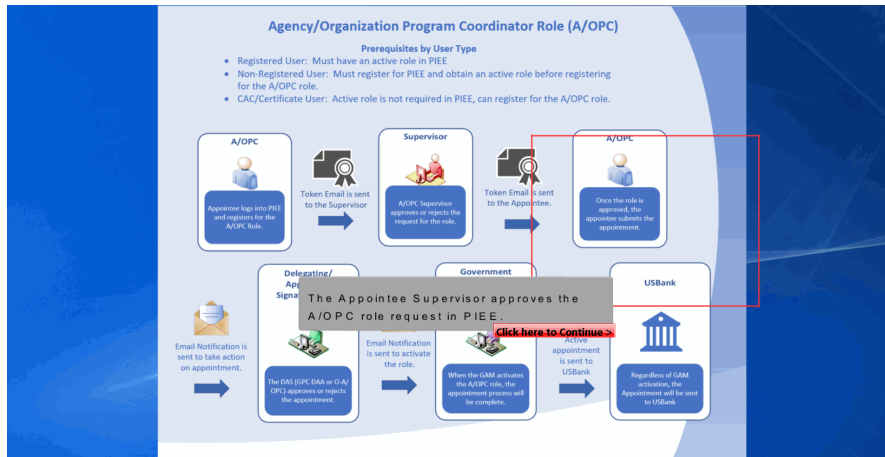
A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to the Supervisor where the Supervisor will approve the role request.

Step 19



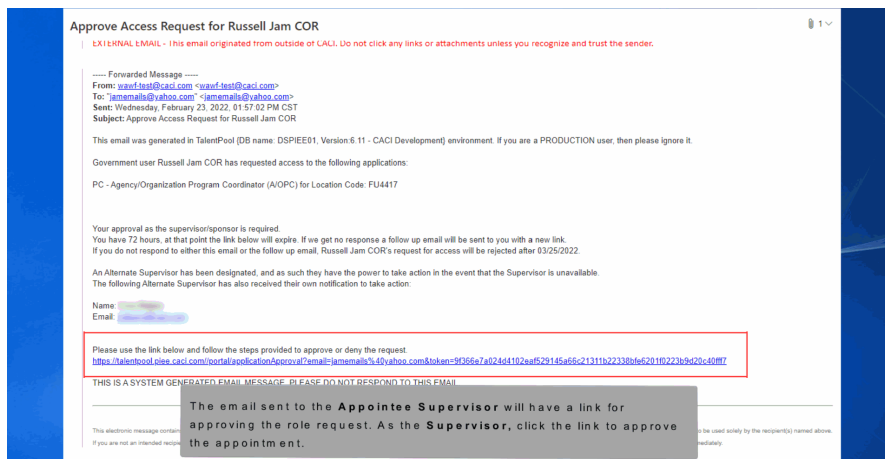
An email notification will be sent to the registering user with information being sent to the Supervisor for approval.

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

Procurement 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 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: 9043961000
 Grade/Rank: Top
 Citizenship: US
 Designation: MILITARY

Step 1: Approve or Reject the requested roles based on the justification supplied.
 Step 2: Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC JAM PBIS BANKS	Agency/Organization Program Coordinator (AOPC)	DCMA LOS ANGELES	50512A/NA	View	[Dropdown]

Step 3 (Optional): Enter additional justification for the approval of the roles above.
 Additional Justification if Needed: [Text Area]

Step 4: 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.

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

Submit Cancel Help

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

Step 24

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: [Redacted]
 Organization: DCMA
 Job Title: Correctional Institution Administration
 Commercial Telephone: 9043993300
 Mobile Telephone: [Redacted]
 Grade/Rank: Top
 Citizenship: US
 Designation: MILITARY

Step 1 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.

Application	Role	Additional Information	Action
PC JAM FBIS BANKS	Agency/Organization Program Coordinate	View	Approve

Step 2 (Default) 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. [Help](#)

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

Procurement Integrated
 Enterprise Environment | PIEE

Success

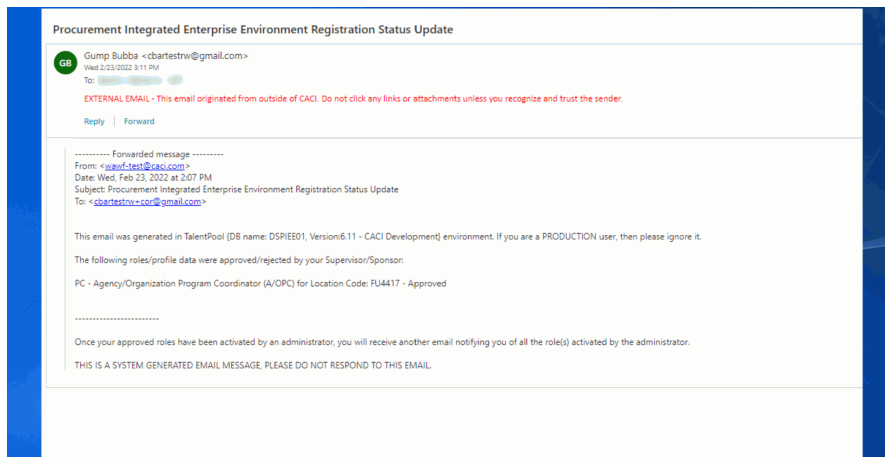
You have successfully finished the applicant's application process. Have a nice day!

[Home](#)

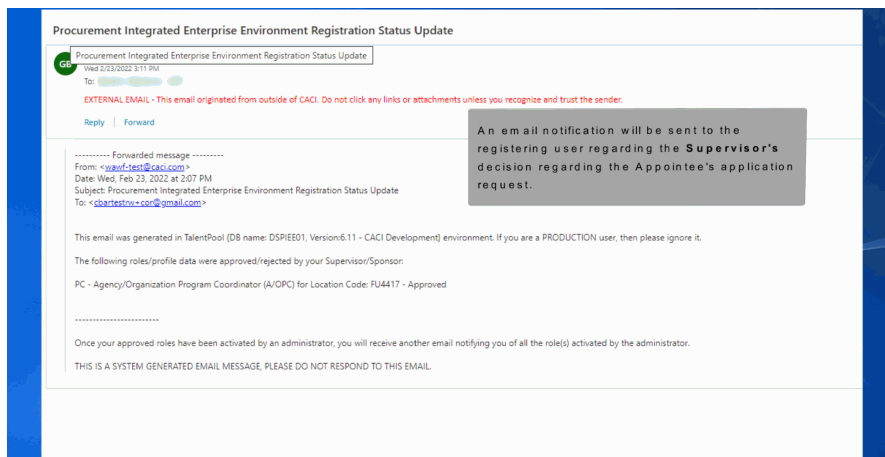
A **Success** page will be displayed after the **Supervisor** has completed the applicant's application process for the role or roles in which the user requested access.

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

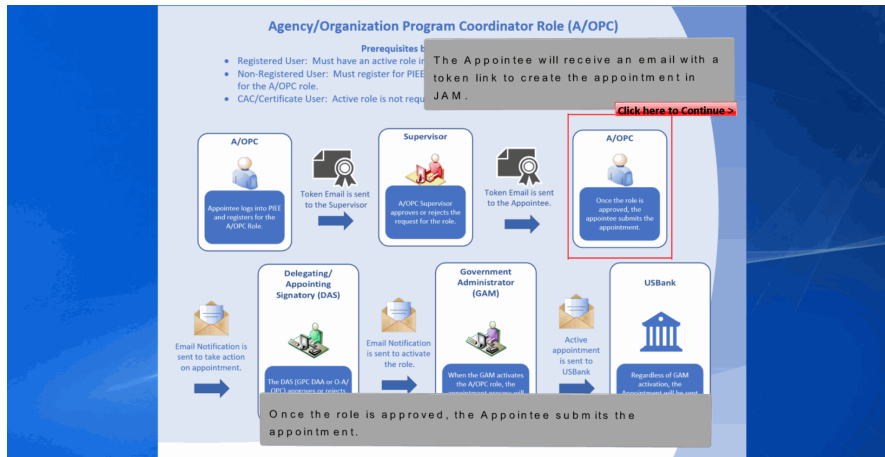


Step 26



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

Step 27

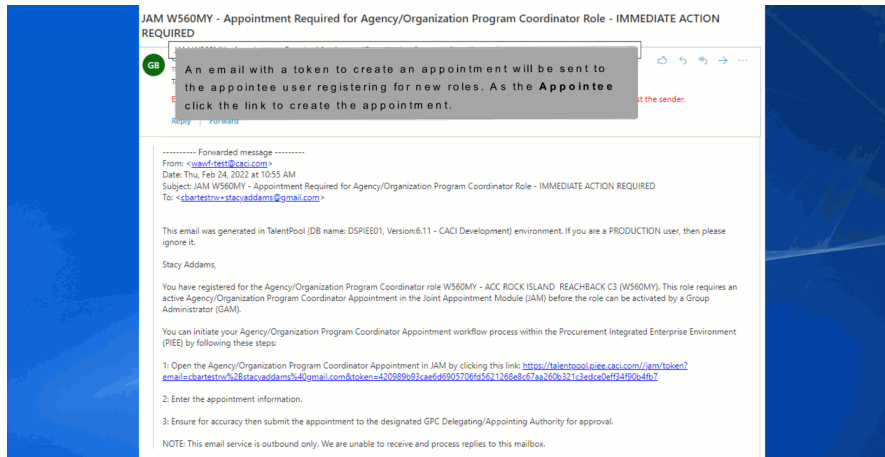


The Appointee will receive an email with a token link to create the appointment in JAM. Once the role is approved, the Appointee submits the appointment.

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 28



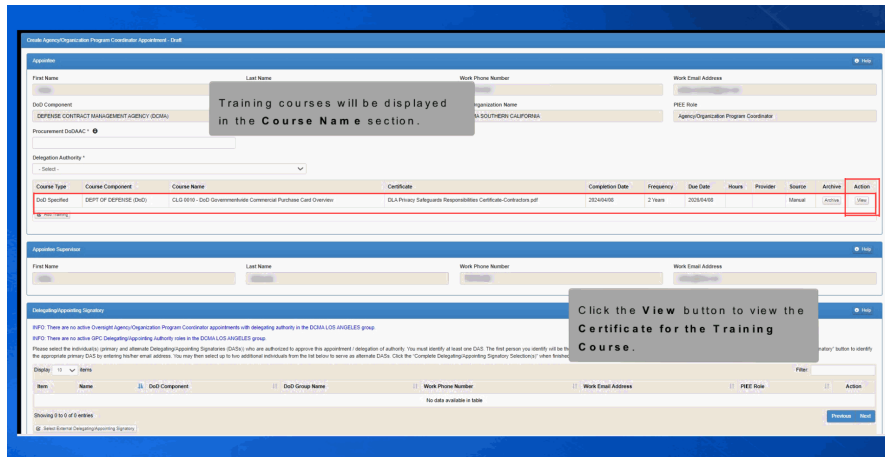
Step 29

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

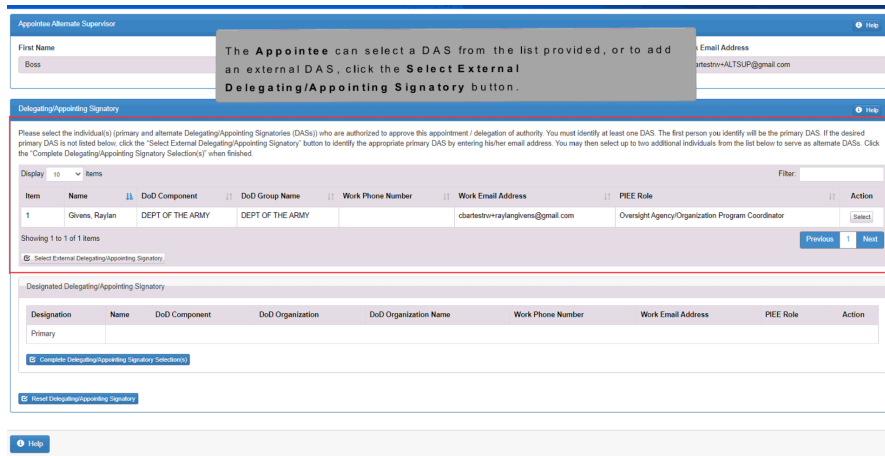
The Add Training modal is displayed. Complete all required fields. When finished adding training course information, select the Add button.

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

Step 32

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

Please select the individual(s) (primary and alternate Delegating/Appointing Signatories (DASs)) who are authorized to approve this appointment / delegation of authority. You must identify at least one DAS. The first person you identify will be the primary DAS. If the desired primary DAS is not listed below, click the "Select External Delegating/Appointing Signatory" button to identify the appropriate primary DAS by entering his/her email address. You may then select up to two additional individuals from the list below to serve as alternate DASs. Click the "Complete Delegating/Appointing Signatory Selection(s)" when finished.

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Givens, Raylan	DEPT OF THE ARMY	DEPT OF THE ARMY		cbartstvr+raylangivens@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 Selection(s)

Select Delegating/Appointing Signatory

Step 33

External Delegating/Appointing Signatory

First Name * Last Name * Work Email Address *

Cancel Continue Help

Appointment Supervisor

First Name Last Name Work Phone Number Work Email Address

Demo Super 9045961000 bcac2011@gmail.com

After entering in the information click the **Continue** button.

The External Delegating/Appointing Signatory section opens so that information can be entered for a DAS that is not in your Group.

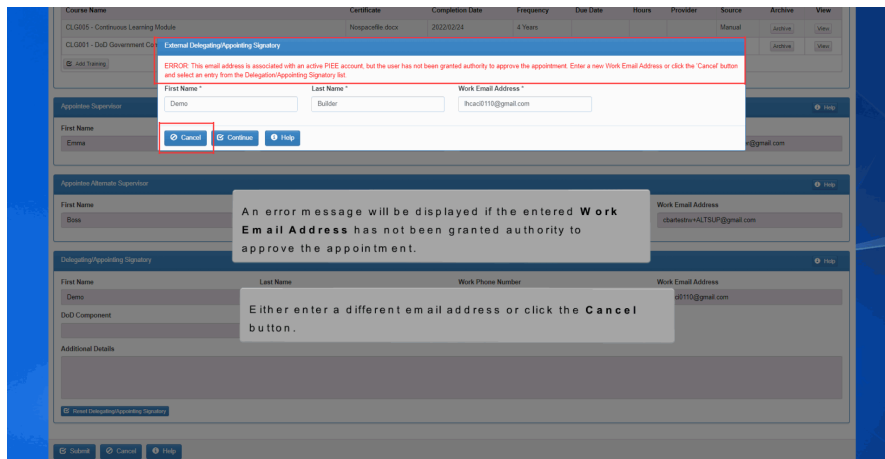
Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Cat42, Coia	Department of the Navy	Navy, Department of the	904-596-1512	colung@caci.com	GPC Delegating/Appointing Authority	Select
2	Test 5122, moigai, OAOPC1	Department of the Navy	Navy, Department of the	7773332222	test5122moigai+OAOPC1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
3	Tester, MSOPCDA41	Department of the Navy	Navy, Department of the	9045622356	useraccount@caci.com	GPC Delegating/Appointing Authority	Select

Showing 1 to 3 of 3 items

Select External Delegating/Appointing Signatory

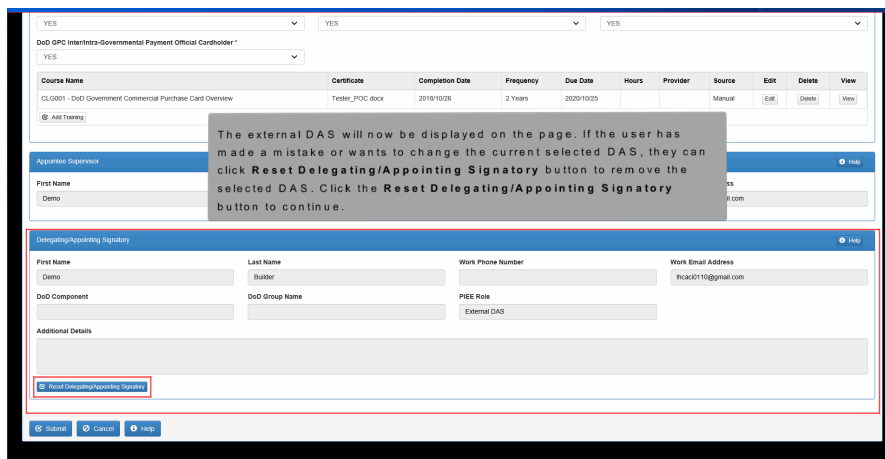
The External Delegating/Appointing Signatory section opens so that information can be entered for a DAS that is not in your Group. After entering in the information click the Continue button.

Step 34



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 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 Delegation/Appointing Signatory button to remove the selected DAS. Click the Reset Delegation/Appointing Signatory button to continue.

Step 36

The screenshot shows the 'Delegating/Appointing Signatory' section of the appointment form. A table lists three potential signatories. The 'Action' column for each row contains a 'Select' button, which is highlighted by a red box and a grey text box.

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEF Role	Action
1	Curt22, Core	Department of the Navy	Navy, Department of the	904-596-1512	cokung@oaci.com	GPC Delegating/Appointing Authority	Select
2	Test 5122, moadan_OACPC1	Department of the Navy	Navy, Department of the	777333222	testmoadan+OACPC1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
3	Tester, MSGPCDAA1	Department of the Navy	Navy, Department of the	904562236	usersaccount@oaci.com	GPC Delegating/Appointing Authority	Select

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

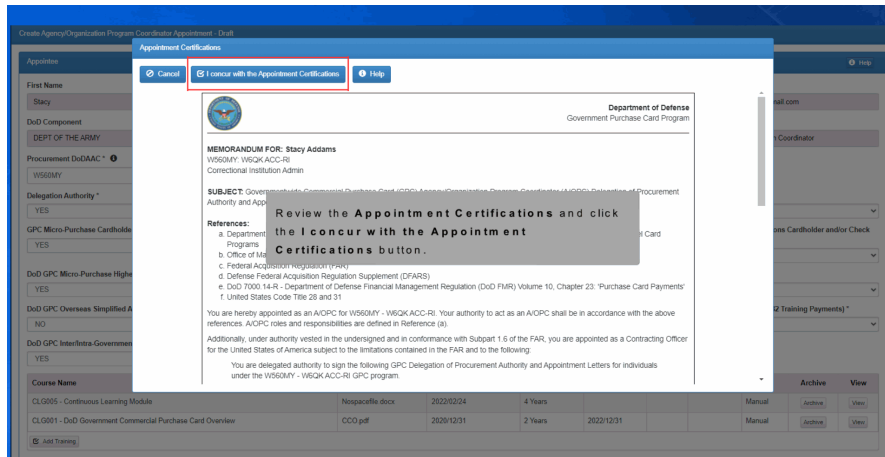
The screenshot shows the 'Delegating/Appointing Signatory' form with the following fields populated:

- First Name: Core
- Last Name: Curt22
- Work Phone Number: 904-596-1512
- Work Email Address: cokung@oaci.com
- DoD Component: Department of the Navy
- DoD Group Name: Navy, Department of the
- PIEF Role: GPC

The 'Submit' button at the bottom left is highlighted with a red box and a grey text box.

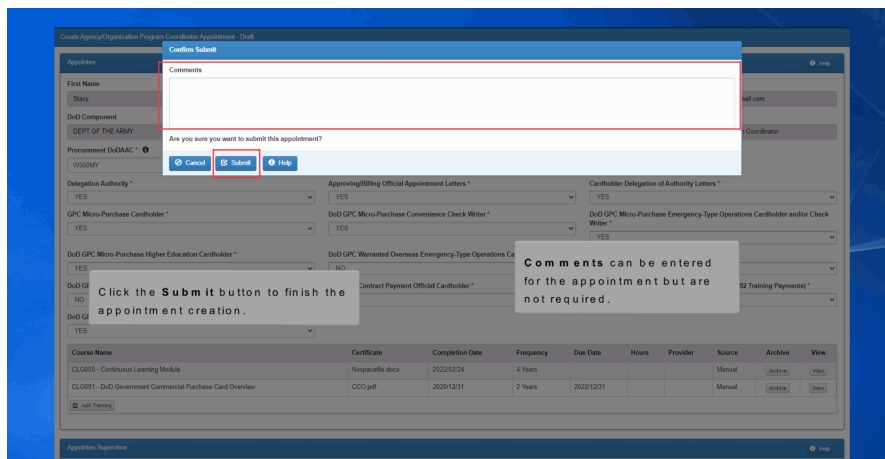
The DAS that was selected from the list is now displayed. After entering the required information, click the Submit button to finish creating the appointment for the new role.

Step 38



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

Step 39



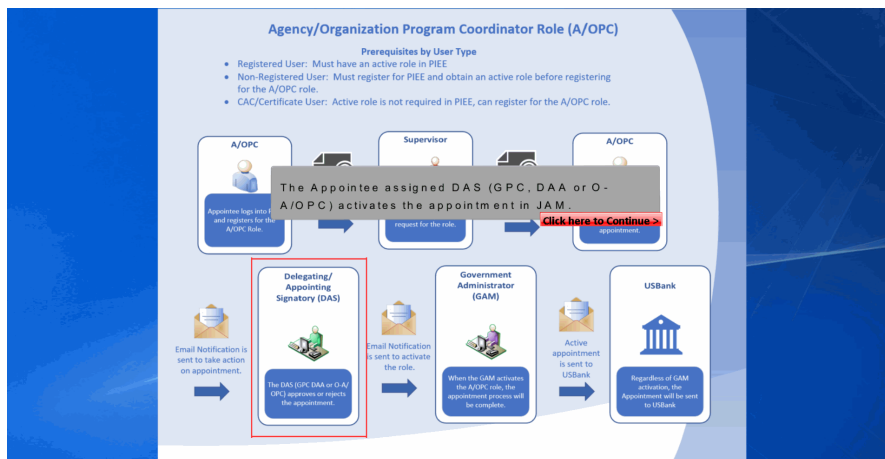
Comments can be entered for the appointment but are not required. Click the Submit button to finish the appointment creation.

Step 40

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CL0905 - Continuous Learning Module	Nospacefile.docx	2022/02/24	4 Years				Manual	(View)

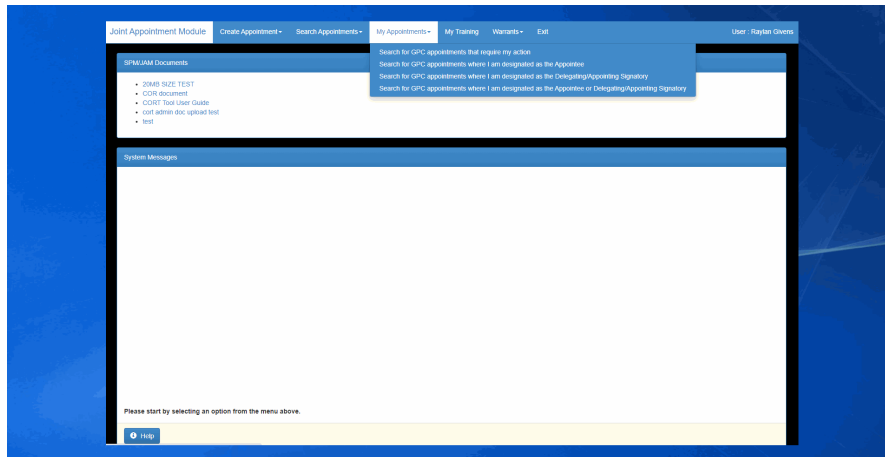
An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment.

Step 41

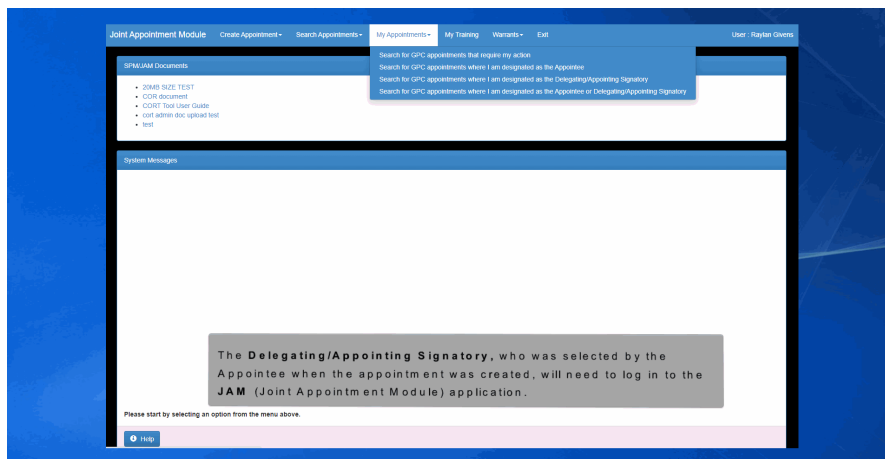


The Appointee assigned DAS (GPC, DAA or O-A/OPC) activates the appointment in JAM.

Step 42

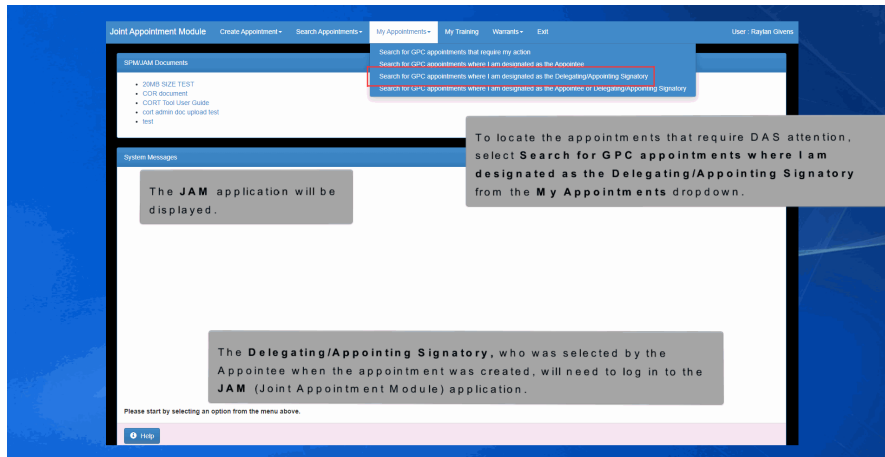


Step 42



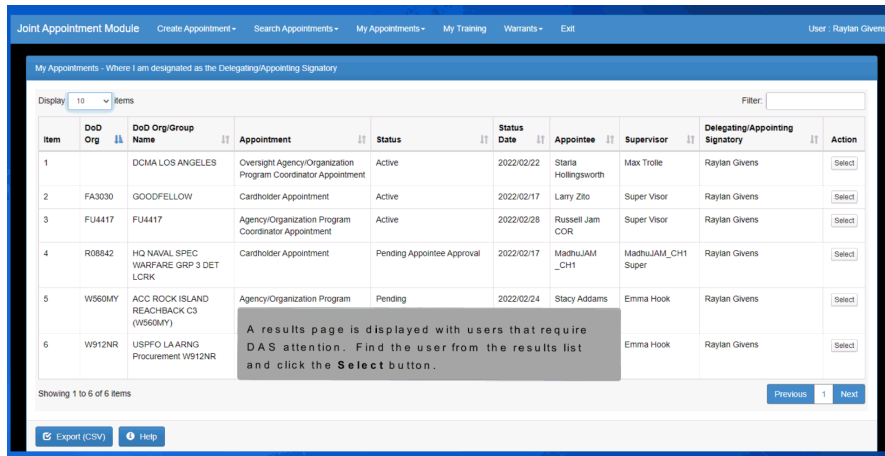
The Delegating/Appointing Signatory, who was selected by the Appointee when the appointment was created, will need to log in to the JAM (Joint Appointment Module) application.

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 43

Item	DoD Org	DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Action
1		DCMA LOS ANGELES	Oversight Agency/Organization Program Coordinator Appointment	Active	2022/02/22	Starla Hollingsworth	Max Trolle	Raylan Givens	Select
2	FA3030	GOODFELLOW	Cardholder Appointment	Active	2022/02/17	Larry Zito	Super Visor	Raylan Givens	Select
3	FU4417	FU4417	Agency/Organization Program Coordinator Appointment	Active	2022/02/28	Russell Jam COR	Super Visor	Raylan Givens	Select
4	R0842	HQ NAVAL SPEC WARFARE GRP 3 DET LCRK	Cardholder Appointment	Pending Appointee Approval	2022/02/17	MadhuJAM_CH1	MadhuJAM_CH1 Super	Raylan Givens	Select
5	W560MY	ACC ROCK ISLAND REACHBACK C3 (W560MY)	Agency/Organization Program	Pending	2022/02/24	Stacy Addams	Emma Hook	Raylan Givens	Select
6	W912NR	USPFO LAARNG Procurement W912NR					Emma Hook	Raylan Givens	Select

Step 44

Appointee

First Name: Demo, Last Name: Tester, Work Phone Number: 5045961000, Work Email Address: hening@caeci.com

DoD Component: Defense Contract Management Agency, DoD Organization: 92512A, DoD Organization Name: DCMA LOS ANGELES, PEE 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 Misc Payments Official Cardholder (SF-182 Training Payments): YES

DoD GPC InterIntra-Governmental Payment Official Cardholder: YES

Course Name: CL0001 - DoD Government Commercial Purchase Card Overview, PC Certificate.docx, 2018/08/16, 2020/09/15, 20, Manual, View

Comments: Need for testing

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: [redacted]

Comments: Needs for testing

Delegating/Appointing Signatory

First Name: Gov, Last Name: [redacted], Work Phone Number: 5045967000, Work Email Address: wawtuser18000@gmail.com

DOD Component: Defense Contract Management Agency, PSEE Role: GPC Delegating/Appointing Authority

Appointment Workflow

Date	Action	Status	Name	Signature	PSEE Role
2018/06/16 15:02:30	Submit	Pending Supervisor Approval	Demo Tester	Herring Lance 5010006533	Agency/Organization Program Coordinator
2018/06/16 15:07:10	Approve	Pending Delegating/Appointing Signatory Approval	Tester Supervisor	Herring Lance 5010006533	Appointee Supervisor

Buttons: Back, Approve, Reject, Help

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

Step 46

Buttons: Cancel, I concur with the Appointment Certifications, Help

MEMORANDUM FOR: Demo Tester
 50512A, DCMA LOS ANGELES
 Correctional Institution Address

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

References:

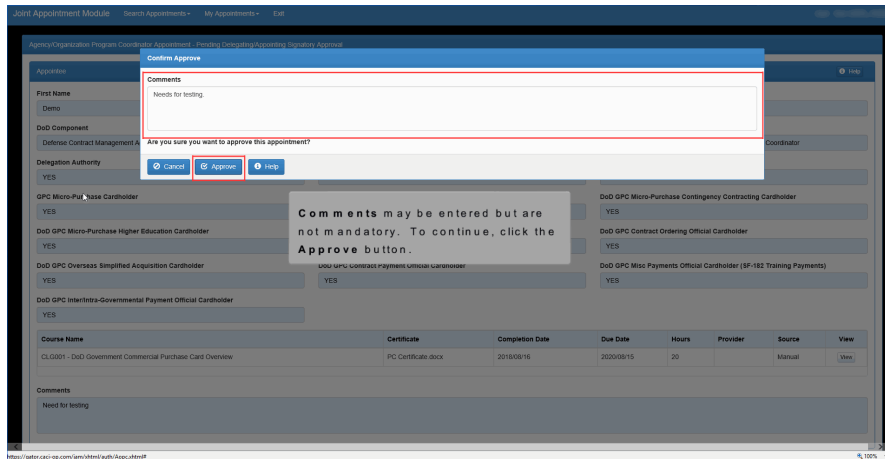
- a. Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- b. Office of Management and Budget (OMB) Circular A-123, Appendix B
- c. Federal Acquisition Regulation (FAR)
- d. Defense Federal Acquisition Regulation Supplement (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 50512A - DCMA LOS ANGELES. Your authority to act as an AOPC shall be in accordance with the above references. AOPC roles and responsibilities are defined in Reference (a). 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 [redacted] of [redacted] to the [redacted] in the [redacted] and to the [redacted].

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

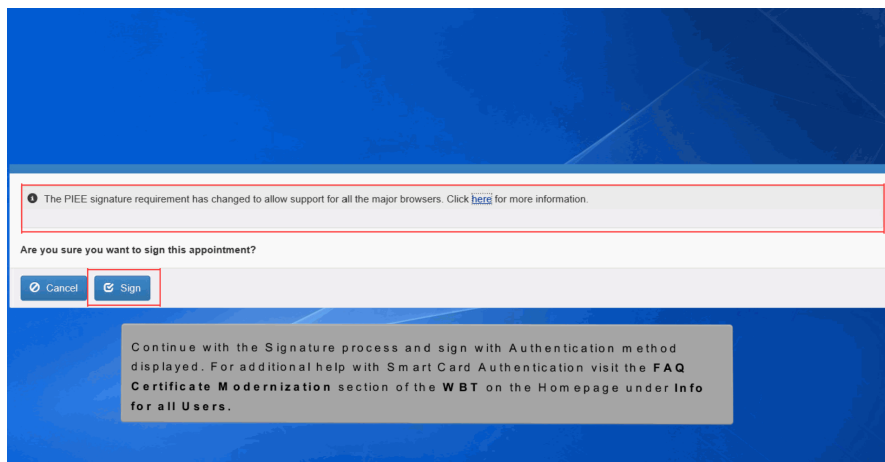
As the Delegating/Appointing Signatory, review the Appointment Certifications and click the I concur with the Appointment Certifications button.

Step 47



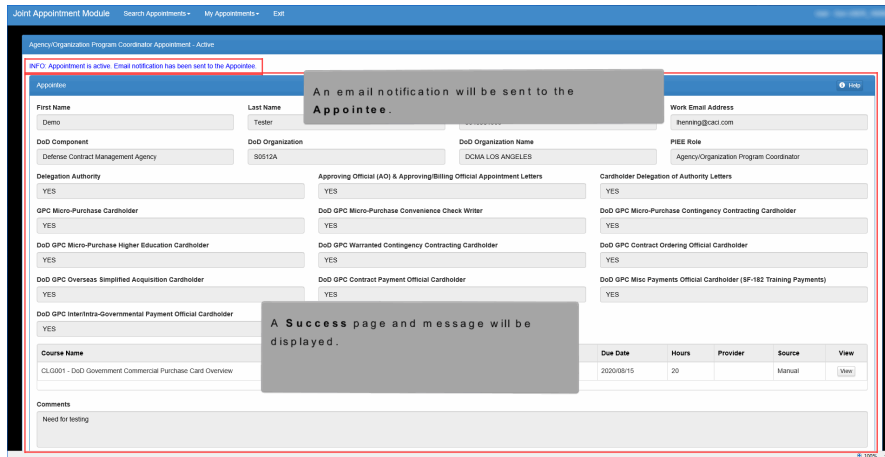
Comments may be entered but are not mandatory. To continue, click the Approve button.

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



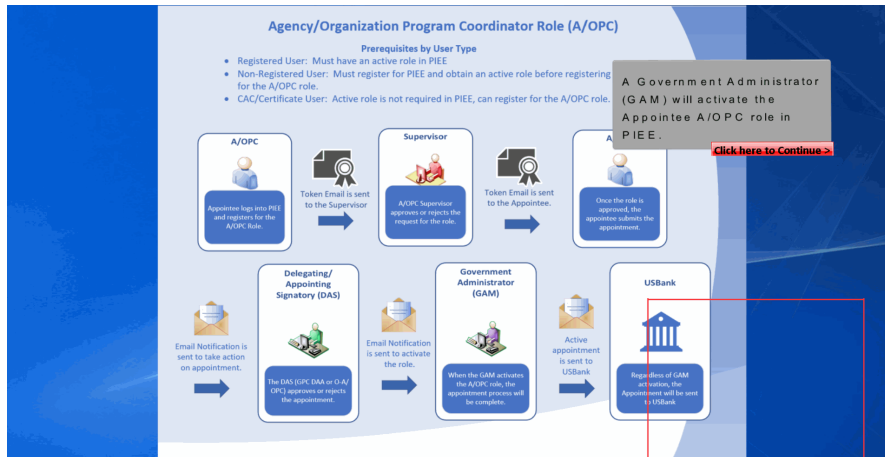
A Success page and message will be displayed. An email notification will be sent to the Appointee.

Step 50



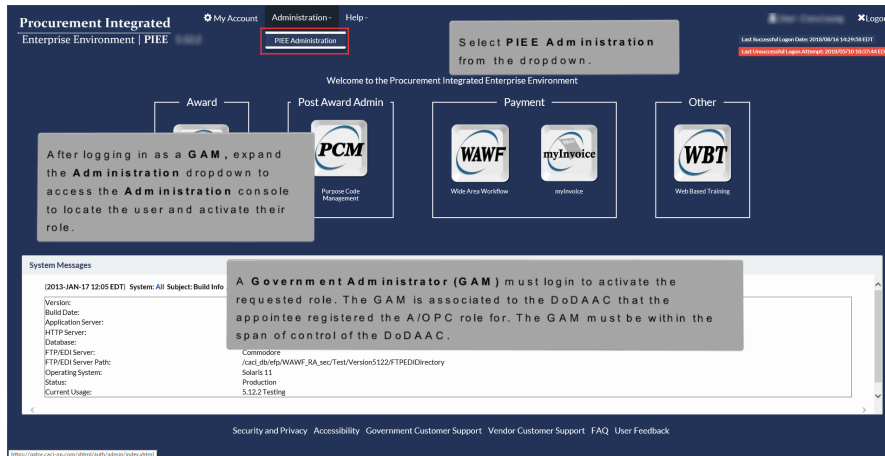
An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request, a Government Administrator must activate requested role.

Step 51



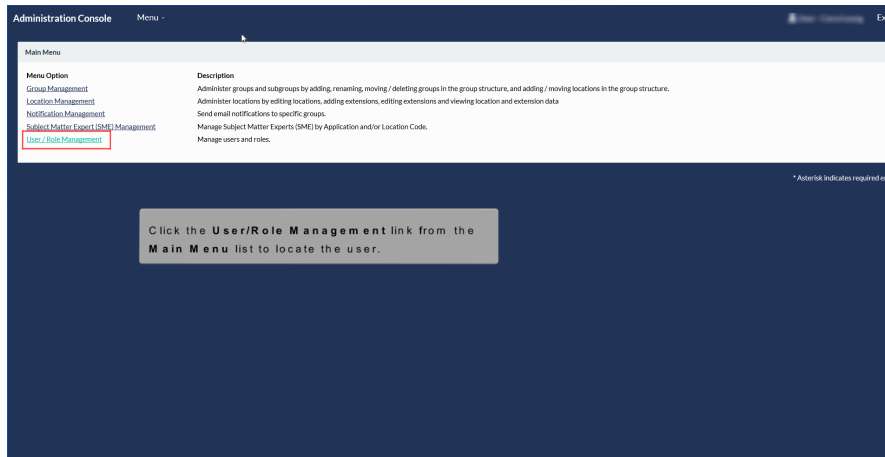
A Government Administrator (GAM) will activate the Appointee A/OPC role in PIEE.

Step 52



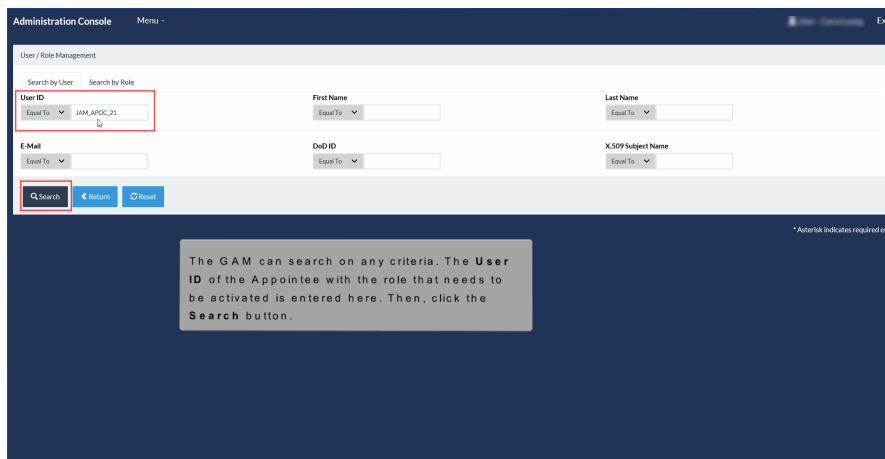
A Government Administrator (GAM) must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the A/OPC role for. The GAM must be within the span of control of the DoDAAC. After logging in as a GAM, expand the Administration dropdown to access the Administration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

Step 53



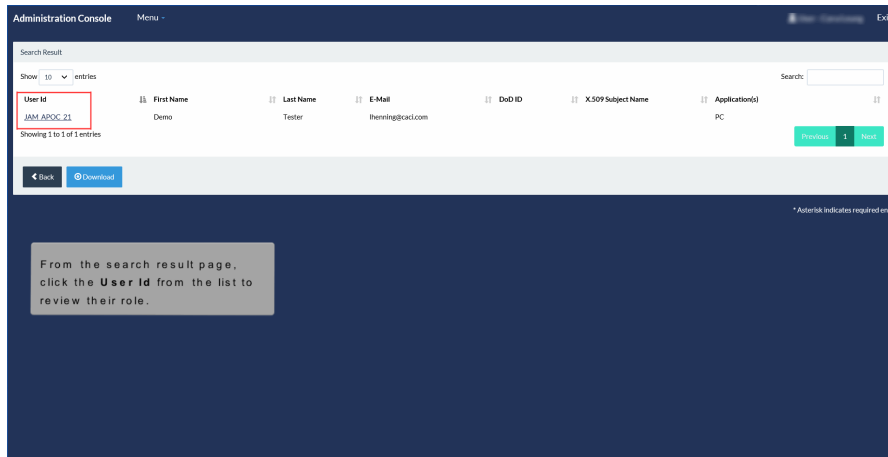
Click the User/Role Management link from the Main Menu list to locate the user.

Step 54



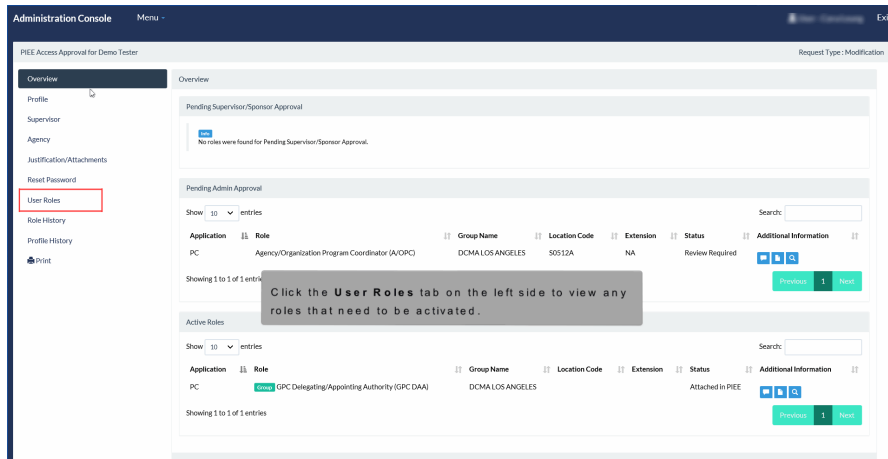
The GAM can search on any criteria. The User ID of the Appointee with the role that needs to be activated is entered here. Then, click the Search button.

Step 55



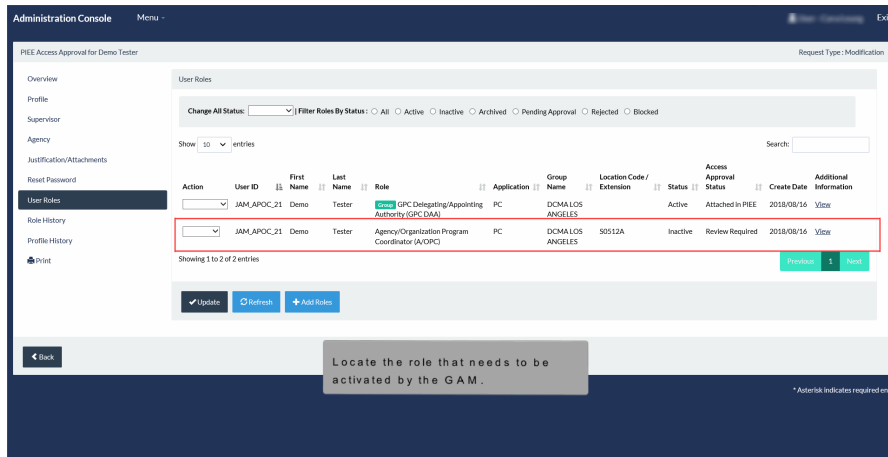
From the search result page, click the User Id from the list to review their role.

Step 56



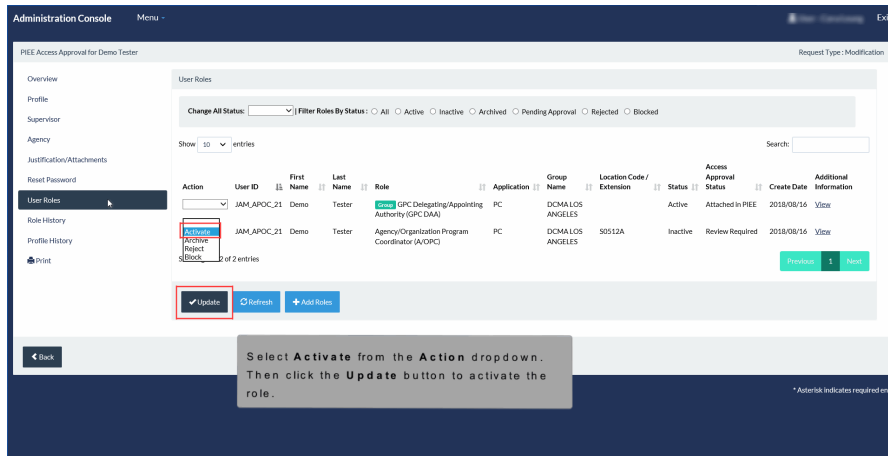
Click the User Roles tab on the left side to view any roles that need to be activated.

Step 57



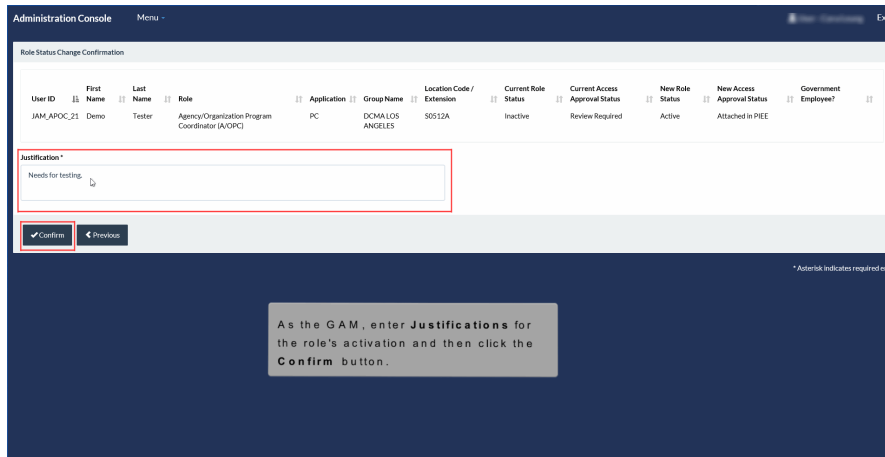
Locate the role that needs to be activated by the GAM.

Step 58



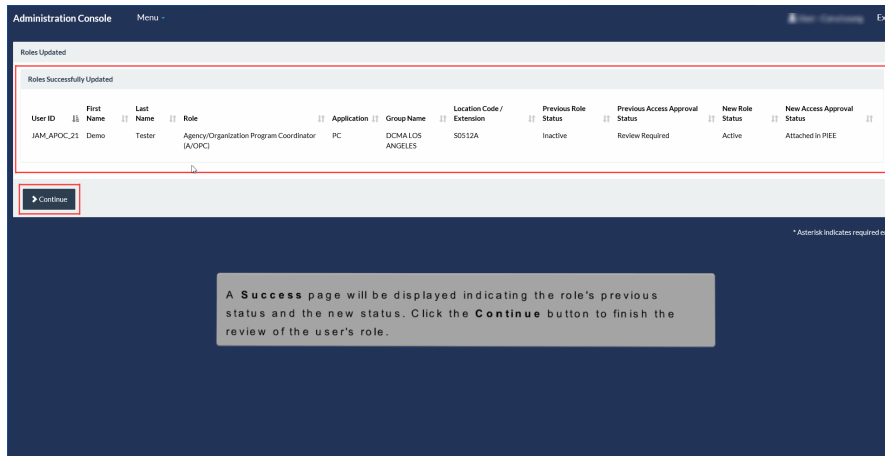
Select Activate from the Action dropdown. Then click the Update button to activate the role.

Step 59



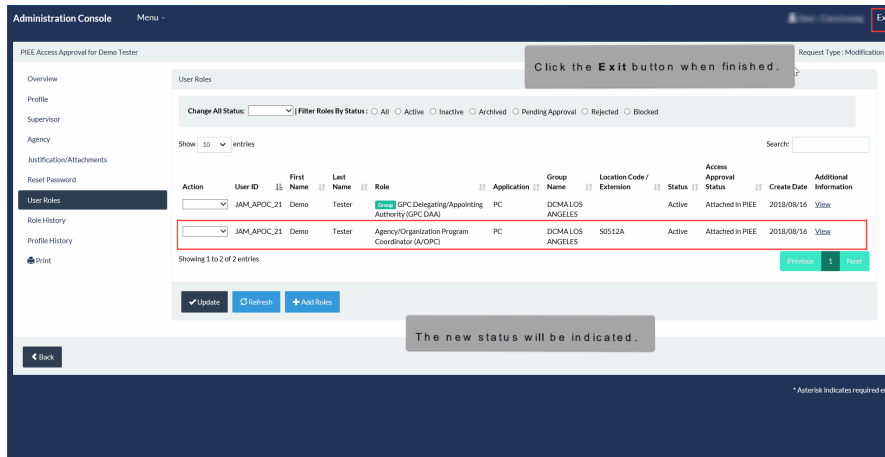
As the GAM, enter Justifications for the role's activation and then click the Confirm button.

Step 60



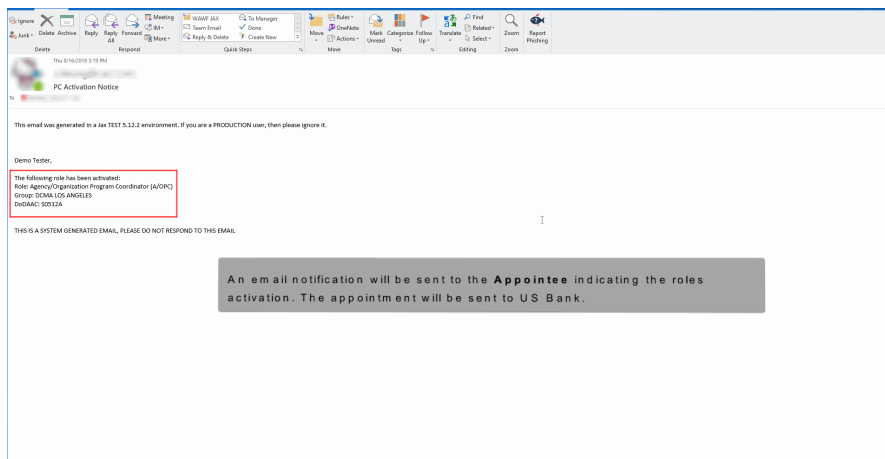
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role.

Step 61



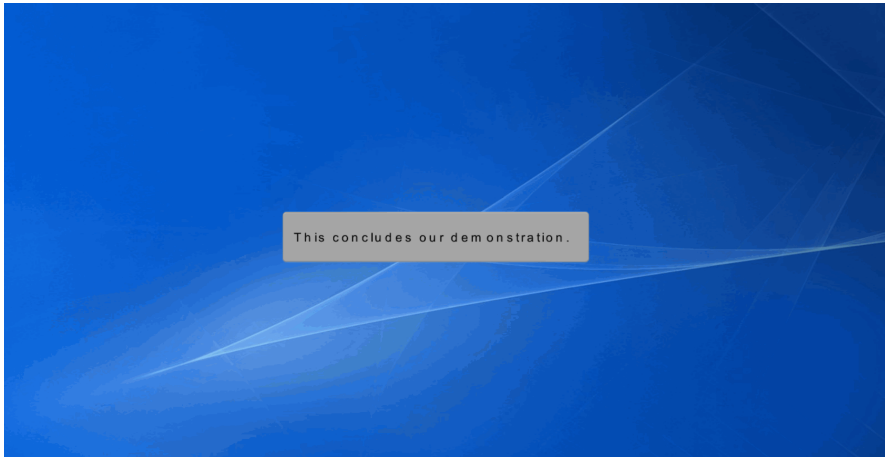
The new status will be indicated. Click the Exit button when finished.

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.