Intro



JAM GPC Nomination Workflow Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

| | An official website of the | a United States government. | |
|--|--|--|---|
| PIEE | | | • VEV |
| Consont Required | | | |
| | | | |
| This presentation p | rovides an overview of nominatir | ng a Joint Appointment Module | (JAM) |
| Approving/Billing O | fficial, Certifying Officer, or Card | holder. | |
| interception, and search, and may be disclose Notwithstanding the above, using this IS doe by attorneys, psychotherapists, or clergy, and | ed or used for any USG-authorized purpose. This IS includes security me s not constitute consent to PM, LE or CI investigative searching or monit if their assistants. Such communications and work product are private an | easures (e.g., authentication and access controls) to protect USG interes toring of the content of privileged communications, or work product, reli in confidential. See User Arcement for details. | ts-not for your personal benefit or privacy. ated to personal representation or services |
| Warning: Use of Back Button | | | |
| Please DO NOT use the browser BACK BUTT Environment applications. Use of this button function as the back button, where they exist applications are Unclassified FOUO and below | ON within the Procurement Integrated Enterprise Environment applicatio will cause the loss of data not yet saved to the server and will result in to , use the PREVIOUS or CANCEL buttons to return to a previous page with , od on ck process, store, or transmit information classified above the ad- | ons, the use of the browser's BACK BUTTON is not supported within the he applications not performing as intended. DO NOT use the backspace print the Procurement Integrated Enterprise Environment applications. Th Ereditation level of this system. | Procurement Integrated Enterprise key in any uneditable field, as this will e security accreditation level of the |
| I have read and understand the terms and | conditions for use of this website. | | |
| | | | - ACCEPT |
| | 1 12 | Find My User ID Reset My Password | |
| A 64 m m | | | |
| After | reading the Privacy Statement, se | elect the Accept button to contin | ue. |
| | FIND MY ACCOUNT ADMINISTRATOR | | |
| | | | |

This presentation provides an overview of nominating a Joint Appointment Module (JAM) Approving/Billing Official, Certifying Officer, or Cardholder. After reading the Privacy Statement, select the Accept button to continue.

Step 2

| | An official website of the | he United States government. | |
|---------------------------------|---|---|--------------------------------|
| | | | VIEW SYSTE |
| The Nomination nomination for t | process begins with an A/OPC, O-A/OPC he applicable JAM role. | c, or AA user logging in to the PIEE | portal to initiate the |
| | Log in to your account with a Common Access Card (CAC | Personal Identity Verification (PIV) certificate or Use | r ID. |
| | Log in with Certificate | Log in with User ID |] |
| | DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV. | User ID | |
| | LOG IN WITH CAC / PIV | Password | |
| | Get help with CAC / PIV Login | LOG IN | |
| | Need hele with your eccentral | Find My User ID Reset My Password | |
| | Your Account Administrator can help you view or edit profile information, reset a password or certificate, activate or deactivate users, manage group structures, administer location codes, or look up group names. | New to PIEE? Start the registration process. New Federal Customer? See how to get started. | |
| | FIND MY ACCOUNT ADMINISTRATOR | | |

The Nomination process begins with an A/OPC, O-A/OPC, or AA user logging in to the PIEE portal to initiate the nomination for the applicable JAM role.

Step 3



Select GPC Nominations to expand the dropdown menu.



Select Create Nomination from the GPC Nominations dropdown.

Step 5

| | My Account GPC Nominations - Help - | | LUser : Susan Rice XLognu Lut Insensit cape Seit 2007/91 11 11 12 027 |
|--|-------------------------------------|--|--|
| 6.7.0 Procurement lotograted Enterprise Environment | • | | Last Unsucensethel Logion Atlanget. 202045/23:11:45:45 EQT |
| GPC Role Nomination | | | |
| Nominator Role * | | | |
| Oversight A/OPC (O-A/OPC) - Defense | se Contract Management Agency | ~ | |
| Nominee Email * | | On the CDC Bala Mentionation and a close th | - Norminator Dala farmatica Norminator |
| | | On the GPC Role Nomination page, select ti | he Nominator Role from the Nominator |
| > Next | | Kole dropdown menu. | |
| | | | * Astensk indicates required entry |
| | Enter the nom field. | inee's email address in the Nominee Email | 11 Syntoci indicales situational entry, al local one is required |
| | | | |
| | Se | elect the Next button to continue. | |
| | | | |

On the GPC Role Nomination page, select the Nominator Role from the Nominator Role dropdown menu. Enter the nominee's email address in the Nominee Email field. Select the Next button to continue.

Step 6

| 5.12.2 Processing Environment | 🌣 My Account | GPC Nominations - | Help - | | | | | Let Successful Lagen Date: 2018/11/28 15 Let Successful Lagen Date: 2018/11/28 15 | ¥Logou! :0253 EST /08 12:52:12 EST |
|------------------------------------|----------------------|-----------------------------|------------------------------------|----------------------|--|---------------------------------|------------------|--|--|
| Info: One account found: User Info | mation has been popu | lated. | | | | | | | × |
| GPC Role Nomination | | | | | | | | | |
| Nominee Email * | | | Nominee First Name * | | | Nominee Last Nam | •• | | |
| Ihcaci0110@gmail.com | | | Demo | | | Cert42 | | | |
| Home Organization DoDAAC * | | Role * | | | Role Location Code Type * | | Role Location Co | ide * | |
| N64498 | | | | ~ | DoDAAC | ~ | | | |
| 🕑 Submit 🔍 Previous | | | | | | | | | |
| | | | | | | | | * Asterisk Indicates req | uired entry. |
| | When | nominating nation will b | ; a user with an e populated on | emai the G | il registered in PIEE, SPC Role Nominati | , the user's on page. | | es situational entry, at least one | is required. |

When nominating a user with an email registered in PIEE, the user's information will be populated on the GPC Role Nomination page.

Step 7

| 5.12.2 Procurement Integrates | t My Account | GPC Nominations - | Help - | | | Luser : Demo OAOPC1 KLoge |
|--|-----------------------------|------------------------|-----------------------------|-------------------------------------|-------------------|--|
| Info: One account found: U | ser information has been po | pulated. | | | | × |
| GPC Role Nomination | | | | | | |
| Nominee Email * | | | Nominee First Name * | | Nominee Last Name | e* |
| Ihcaci0110@gmail.com | | | Demo | | Cert42 | |
| Home Organization DoDAAC * N64498 Submit | | Role * | (Officiai (A/BO) | Role Location Code Type * DoDAAC | ~ | Role Location Code * |
| | Select the a Location Co | pplicable role ode. | e from the Role drop | odown menu. Enter t | the Role | * Atteria indicatas regained only Indicatas situational entry al lead one is regained |

Select the applicable role from the Role dropdown menu. Enter the Role Location Code.

Step 8

| | | | | 부분 집에 집에 있는 | |
|--|--|-------------------------------|------------|--------------------------------|---|
| My Account GPC Nominations- Help- | | | | | LUser : Susan Rice ×Logou |
| | | | | | Last Successful Logon Date: 2020/07/15 15:16:52 EDT |
| 6.7.0 Exterprise Environment | | | | | Last Unseccessful Logon Attempt: 2020/05/29 12:09:45 E01 |
| | | | | | |
| Info: No PIEE accounts found matching the information provided. User information must be manually entered. Any train | ang listed below has been populated from | m the data received from DAI. | 1 | | × |
| GPC Role Nomination | | | | | |
| Nominator Role * | | | | | |
| Oversight A/OPC (O-A/OPC) - Defense Contract Management Agency | | | ~ | | |
| Nominee | | | | | |
| If the nominee's email address does not m | atch an existing | PIEE accourt | nt, an inf | o message will b | e displayed. |
| The nominator will be required to manually | v enter the nom | inee's infori | mation. | | |
| | | | | | |
| Training | | | | | |
| Course Name | Completion Date | Frequency | Due Date | Provider | Source |
| CLG004 - DoD Government Purchase Card Refresher Training | 2016/06/01 | Unknown | | Defense Acquisition University | DAU |
| | | | | | |
| | | | | | |
| C Submit | | | | | |
| | | | | | |
| | | | | 11 Symbo | ol indicates situational entry, at least one is required. |
| | | | | | |
| | | | | | |

If the nominee's email address does not match an existing PIEE account, an info message will be displayed. The nominator will be required to manually enter the nominee's information.

Step 9

| My Account GPC Nominations - Help- | | | | | L User : Susan Rice | ×Logou |
|---|---|----------------------------|--------------|----------------------------|--|---------------------------------|
| 6.7.0 Processes Endogmand | | | | | Last Successful Legen Date: 2020/07/15 15 Last Sintecessful Legen Attempt: 2020/0 | 5 16 52 EDT 929 12 05 45 EDT |
| Info. No PIEE accounts found matching the information provided. User information must be manually entered. An | y training listed below has been populated from t | he data received from DAU. | | | | × |
| GPC Role Nomination | | | | | | |
| Nominator Role * | | | | | | |
| Oversight A/OPC (O-A/OPC) - Defense Contract Management Agency | | | · | | | |
| Nominee Email * DAU training rec | ords for the user will | be displayed in | ninee Last N | ime " | | |
| Home Granization DoDAAC. the Training sect | tion. | | | Nominee Location Cod | • | |
| Cettilying Officer | ♥ DoDAA |) | | · | | |
| Training | | | | | | |
| Course Name | Completion Date | Frequency | Due Date Pro | wider | Source | |
| GLOOM - DED GOVERNMER Parcelede Cara Herebrin I Hanning | 2010/00/01 | Chicobell | | ense Acquation Onitionally | 040 | |
| | | | | | | _ |
| C Submit C Previous | | | | | | |
| Select the Submit button : | to submit the nomination | | | | * Asterisk indicates rer | quired entry. |
| | | | | 11 Symbo | indicates situational entry, at least one | e is required. |
| | | | | | | |

DAU training records for the user will be displayed in the Training section. Select the Submit button to submit the nomination.

JAM GPC Nomination Workflow

Step 10



A GPC Role Nomination Confirmation message will be displayed with information regarding the user being nominated.

Step 11

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|--|--|---|
| The mail are generated is 1as INTELLIZ development, if you are a FROOCTON user, then please generate. Material case generated or Sub-Till LIZ development, if you are a FROOCTON user, then please generate. Where Segmentation Code: MARIES Where Segmentation Code: MARIES Please age in to proce account and where Till Account? Bue "Add Additional Noise" for the role label alson. The nonenated view will be advantationly added to proc account after completing this taps. The well be notified by email when your actions is requested to complete you appointment. If you believe a more of you have any questions, please contract you nonventure. Development Code: Till Account? The mail is notification is seent to the nomineee, instructing them to log into their account to continue the process. | his email was generated in a Jax TEST 5. | |
| Adverse bene certal; term Ogeneration Certa Treats The base bene included of the things: the concertainty of the things: the concertainty of the concertainty with the "Add Addressed Hole" for the noise label does. The nominated rais will be adverse/sale above concert after completing this stage. You will be notified by small when you action is negated to complete you appointment. The concertainty of the concertainty with the "Add Addressed Hole" for the noise label does. The nominated rais will be adverse/sale to you account after completing this stage. You will be notified by small when you action is negated to complete you appointment. The concertainty of the concertainty with the "Add Addressed Hole" for the noise label does. The nominated rais will be adverse/sale above/sale above/s | | 12.2 environment. If you are a PRODUCTION user, then please ignore it. |
| teere Operation Cate: V4499 This has been contracted for the following: the contract of the following: the contrel of the fo | Itention Demo Cert42, | |
| The base prove that for the base the term control of the base the term of term of term of the base the term of term of term of the base the term of te | ome Organization Code: N54498 | |
| These gain is to put account and seles "by Account" the "Add Additional Police" for the related above. The non-induced rule will be automatically added to pour account and seles "by row will be notified by small when your action is required to complete your appointment. These below this is and one to nor or if you have any question, places contact you commute: Demo CARNEL These instrained with the game and the seles of the trained above. The non-induced rule will be automatically added to pour account after completer gifts, day, "to will be notified by small when your action is negated to complete your appointment. These instrained with the game and the seles of the trained above. The non-induced rule will be automatically added to pour account after completer gifts, day, "to will be notified by small when your action is non-induced rule will be automatically added to pour account different account to continue the process. | ou have been nominated for the followi ole: Approving/Billing Official (A/BO) ocation Code: N64498 | ne - |
| f you believe this is an advent in our or f you have any questions, please contact you normator. There is not interval to tagen a contact of tagen a contact of the process. An email notification is sent to the nominee, instructing them to log into their account to continue the process. | lease sign in to your account and select | "My Account" then "Add Additional Roles" for the nole listed above. The nominated role will be automatically added to your account after completing this step. You will be notified by email when your action is required to complete your appointment. |
| The block data are or of you have any question, please contact you normalize. Book concerns the second of the second seco | | |
| An email notification is sent to the nominee, instructing them to log into their account to continue the process. | you believe this is was done in error or emo OADPC1 mail: corablajan2014@gmail.com | f you have any questions, please contact you nominater. |
| An email notification is sent to the nominee, instructing them to log into their account to continue the process. | | |
| An email notification is sent to the nominee, instructing them to log into their account to continue the process. | | |
| An email notification is sent to the nominee, instructing them to log into their account to continue the process. | | |
| account to continue the process. | | An email notification is sent to the nominee, instructing them to log into their |
| | | account to continue the process. |
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An email notification is sent to the nominee, instructing them to log into their account to continue the process.





This concludes our demonstration.