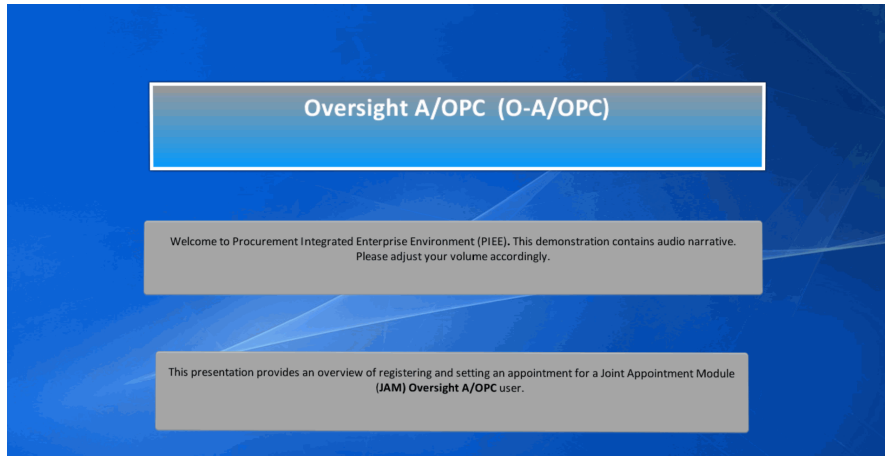


Intro



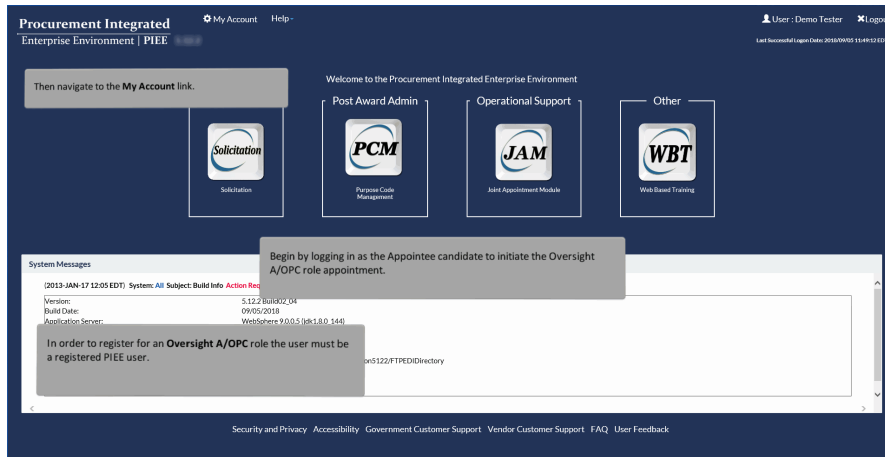
Oversight A/OPC (O-A/OPC) Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Oversight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

Step 1



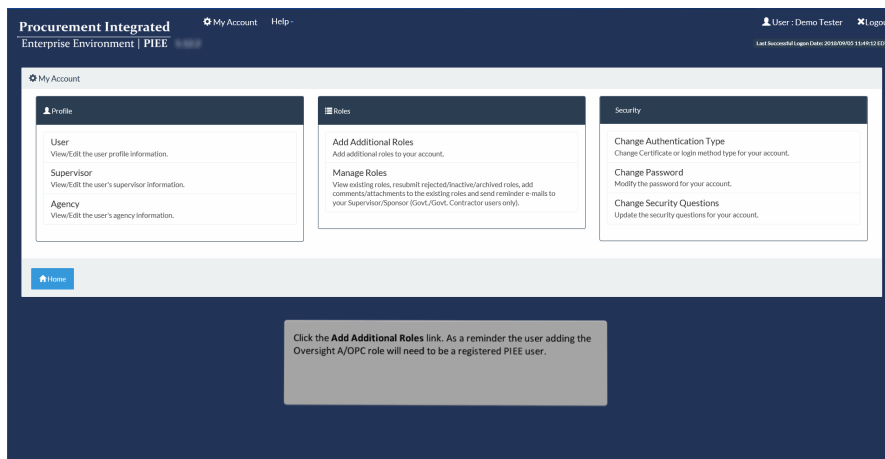
Appointee requests the Oversight A/OPC role.

Step 2



In order to register for an Oversight A/OPC role the user must be a registered PIEE user. Begin by logging in as the Appointee candidate to initiate the Oversight A/OPC role appointment. Then navigate to the My Account link.

Step 3



Click the Add Additional Roles link. As a reminder the user adding the Oversight 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

Last Successful Login Date: 2018/09/05 11:49:12 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 Last Name \* Tester Suffix

Home Organization DoDAAC/FEDAAC \* GPC Organization \* DCMA Job Series \* 0006 Job Title \* Correctional Institution Admi Grade/Rank \* Top

Email \* Cyber Awareness Training Date \* 2018/08/16

Phone 1 \* Mobile Telephone DSN Telephone

Citizenship \* US Designation \* MILITARY

Next Previous Help

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

Verify all information is correct and click the Next button.

Step 5

Procurement Integrated Enterprise Environment | PIEE

My Account Help User: Demo Tester Status: Active Logout

Last Successful Login Date: 2018/09/05 11:49:12 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 \* Job Title \* Supervisor Supervisor

Email \* Confirm Email \* tancery78@gmail.com tancery78@gmail.com

Phone 1 \* Extension \* Intl Country Code and Phone 1 \* 9045961000

**Agency Information**

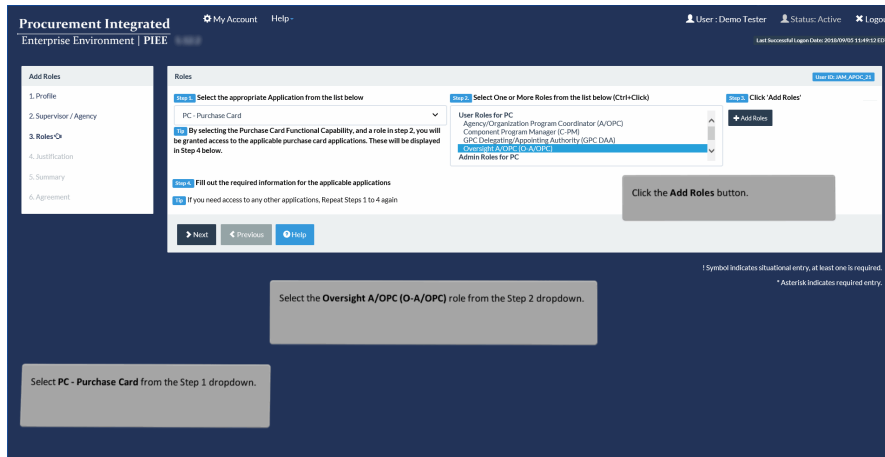
Agency Name \* Demo Builder City \* Jacksonville Organization \*

Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the Oversight A/OPC role. This information should be kept up to date, please verify all the information. If there are no updates, click Next button.

Next Previous Help

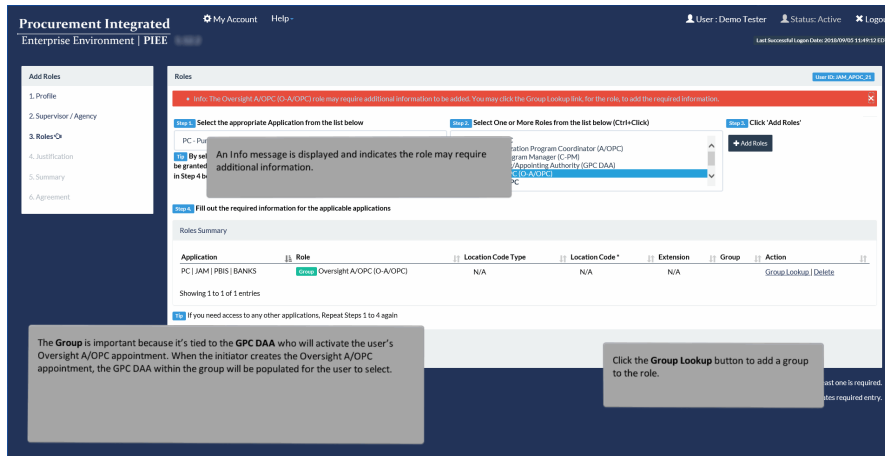
Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the Oversight A/OPC role. This information should be kept up to date, please verify all the information. If there are no updates, click Next button.

Step 6



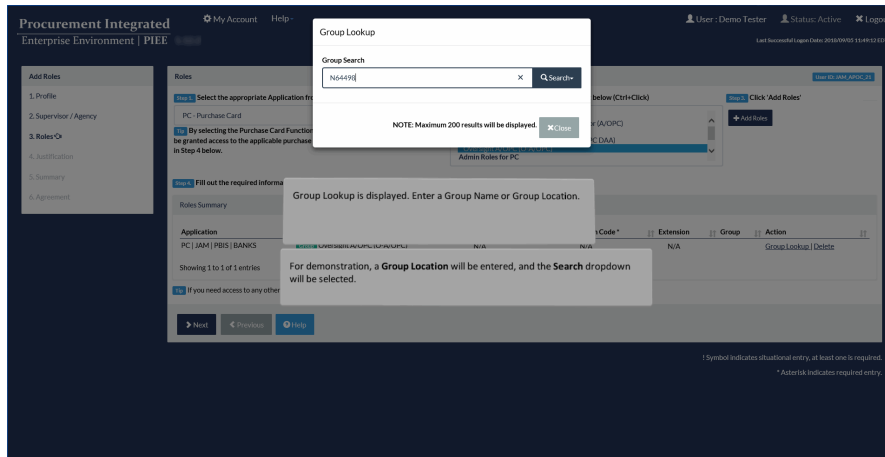
Select PC - Purchase Card from the Step 1 dropdown. Select the Oversight A/OPC (O-A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 7



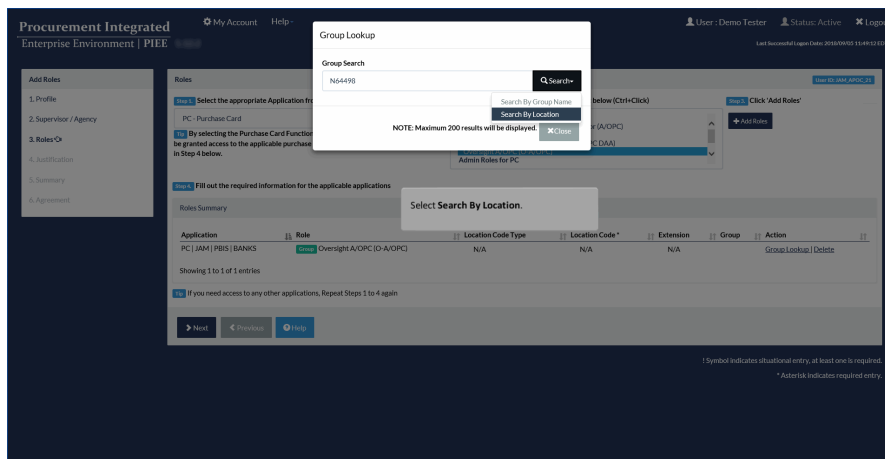
An Info message is displayed and indicates the role may require additional information. The Group is important because it's tied to the GPC DAA who will activate the user's Oversight A/OPC appointment. When the initiator creates the Oversight A/OPC appointment, the GPC DAA within the group will be populated for the user to select. Click the Group Lookup button to add a group to the role.

Step 8



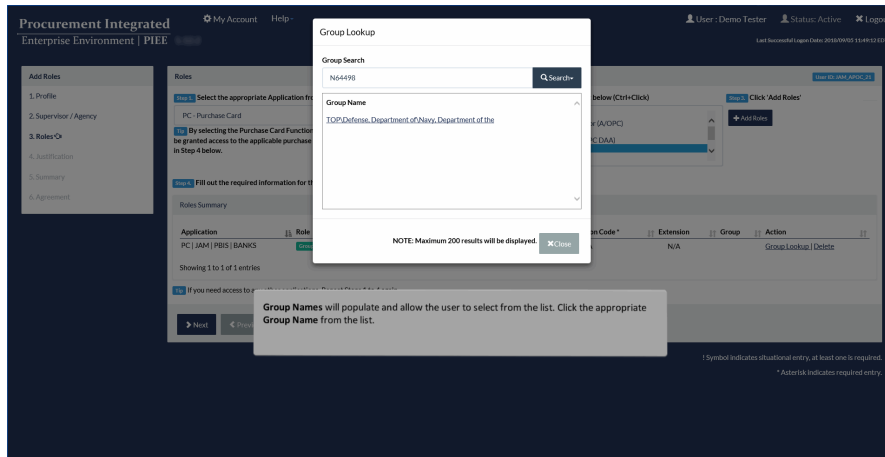
Group Lookup is displayed. Enter a Group Name or Group Location. For demonstration, a Group Location will be entered, and the Search dropdown will be selected.

Step 9



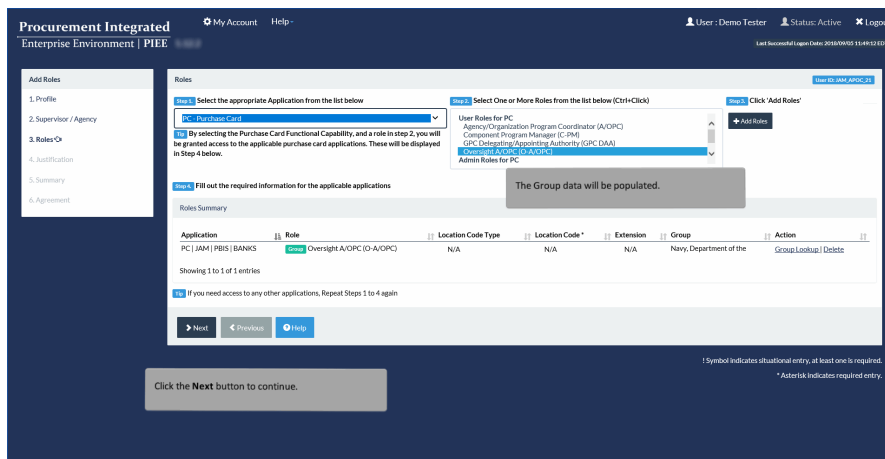
Select Search By Location.

Step 10



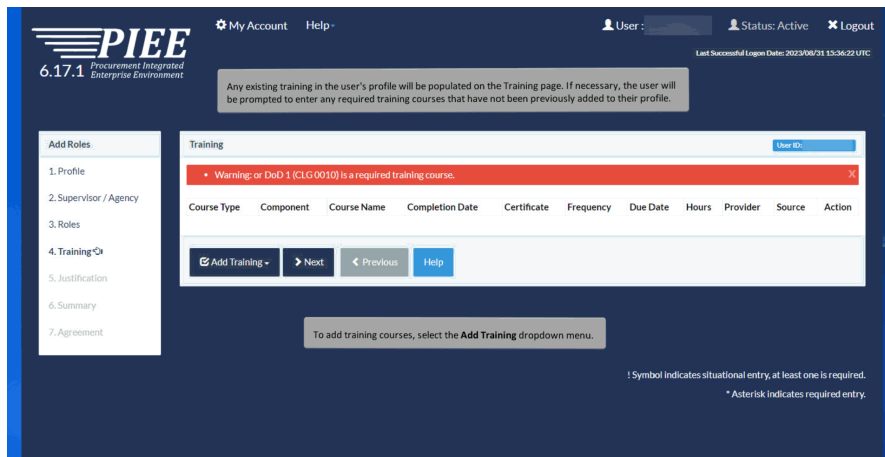
Group Names will populate and allow the user to select from the list. Click the appropriate Group Name from the list.

Step 11



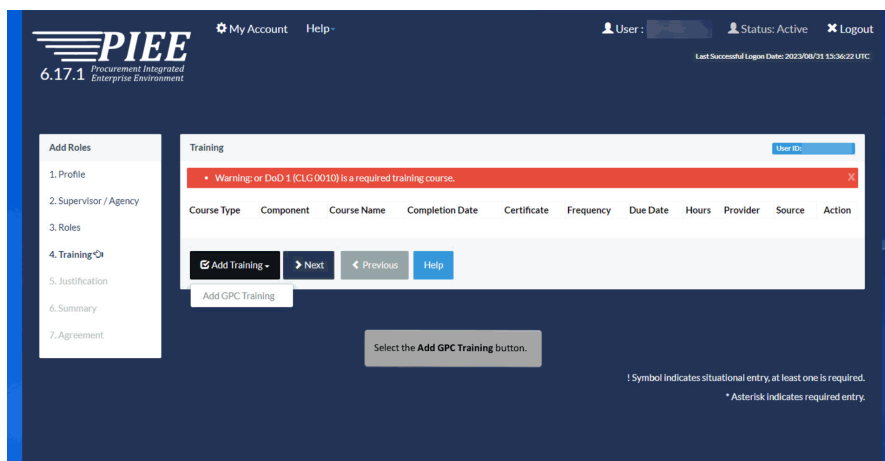
The Group data will be populated. Click the Next button to continue.

Step 12



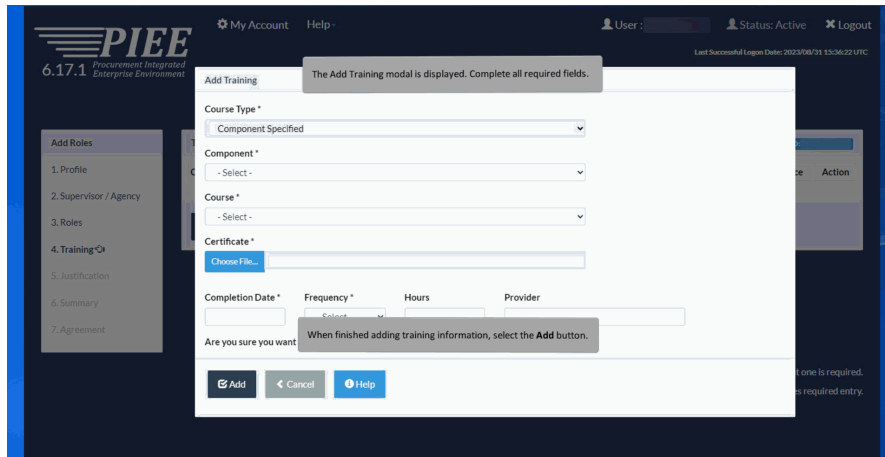
Any existing training in the user's profile will be populated on the Training page. If necessary, the user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

Step 13



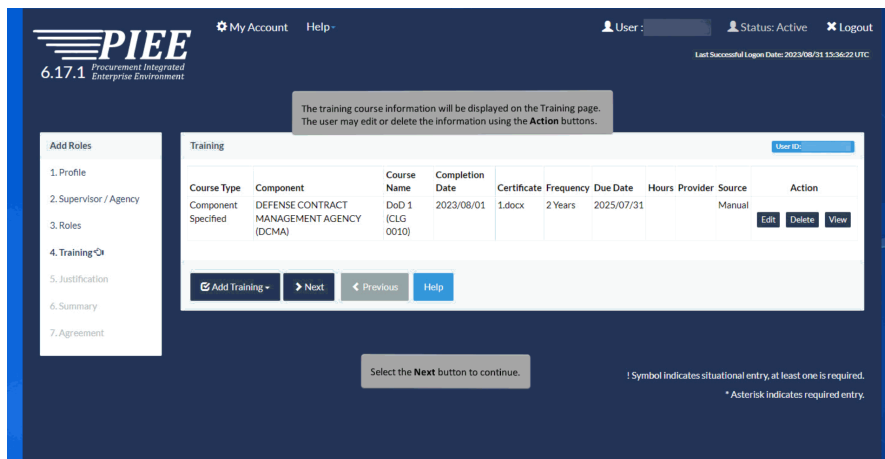
Select the Add GPC Training button.

Step 14



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

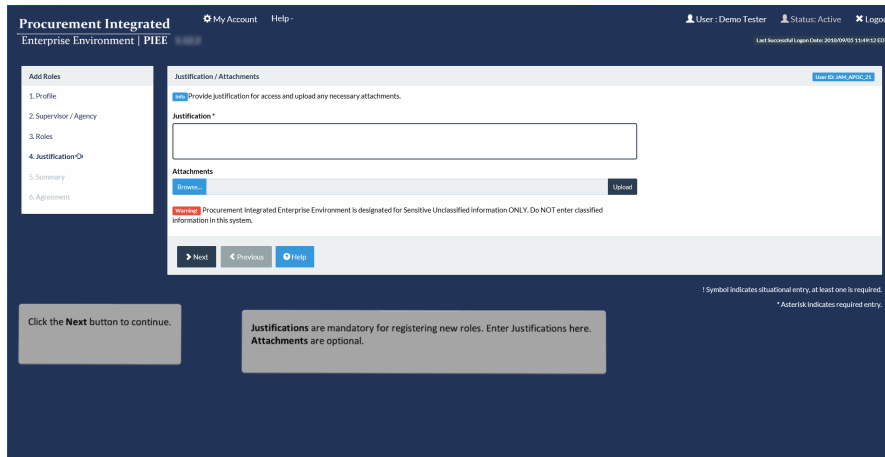
Step 15



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.

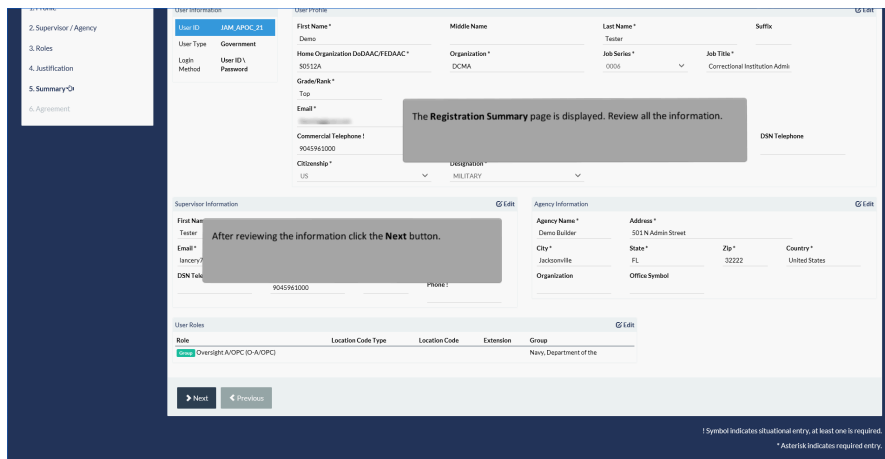


Step 16



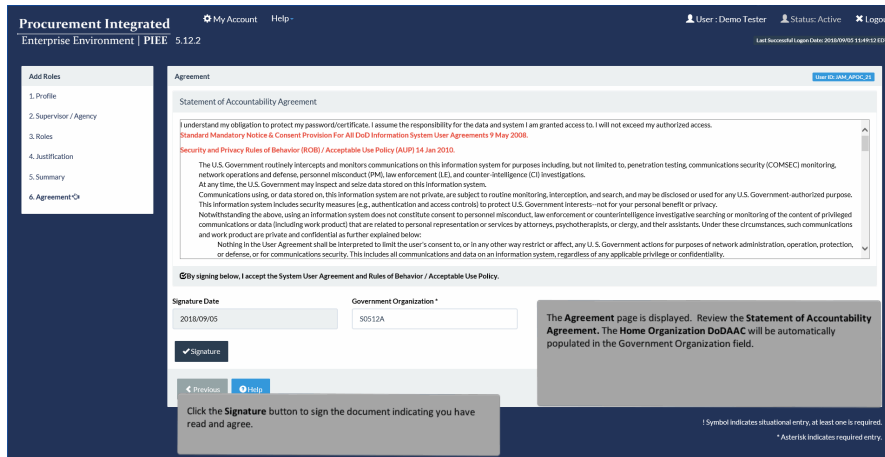
Justifications are mandatory for registering new roles. Enter Justifications here. Attachments are optional. Click the Next button to continue.

Step 17



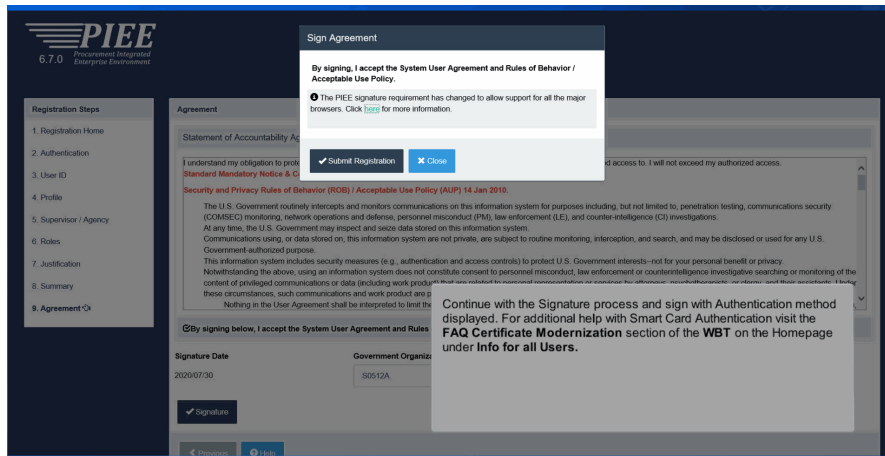
The Registration Summary page is displayed. Review all the information. After reviewing the information click the Next button.

Step 18



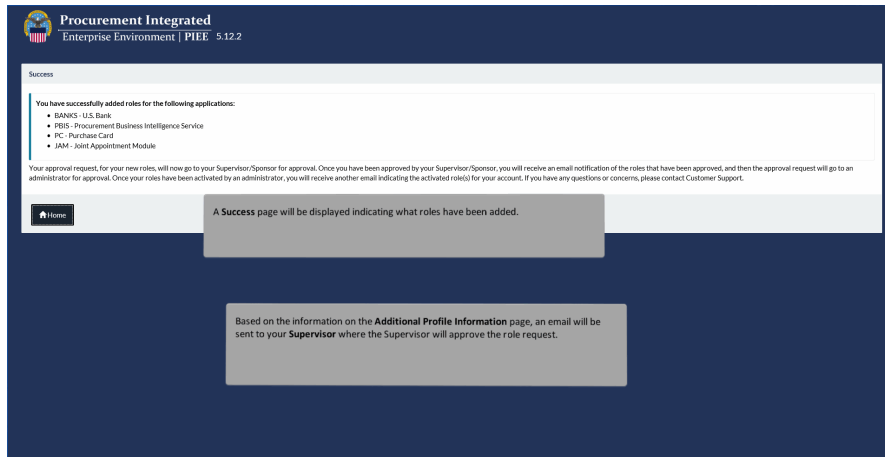
The Agreement page is displayed. Review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field. Click the Signature button to sign the document indicating you have read and agree.

Step 19



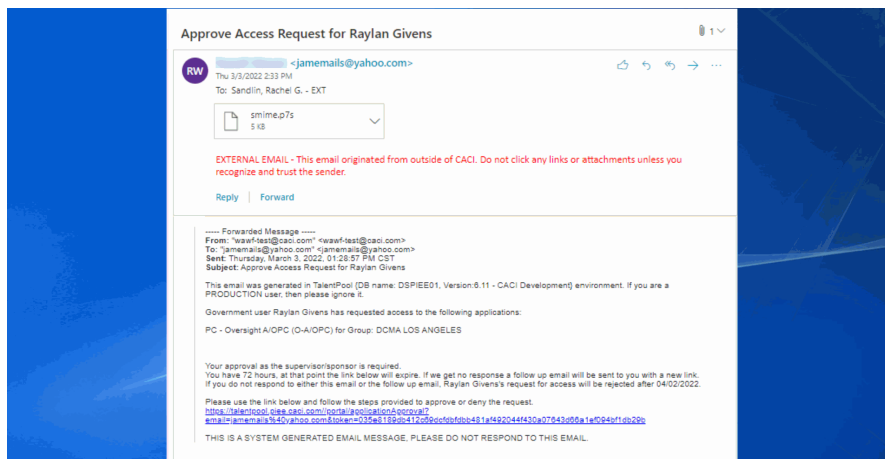
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 20

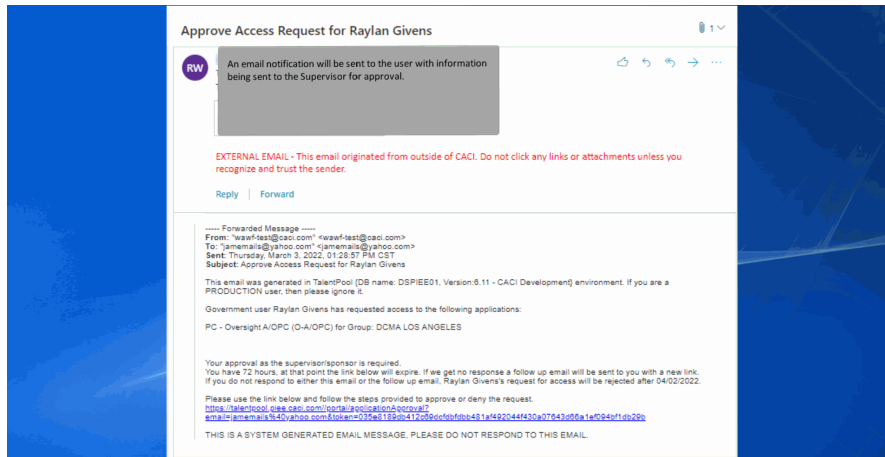


A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor where the Supervisor will approve the role request.

Step 21

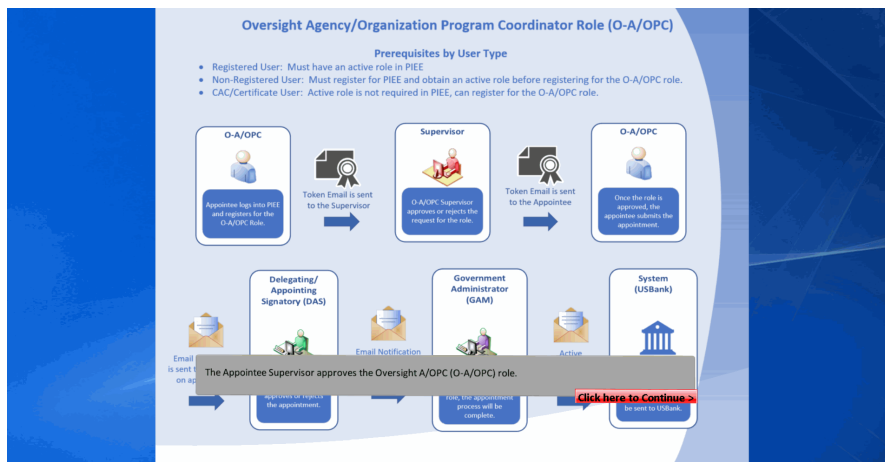


Step 21



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

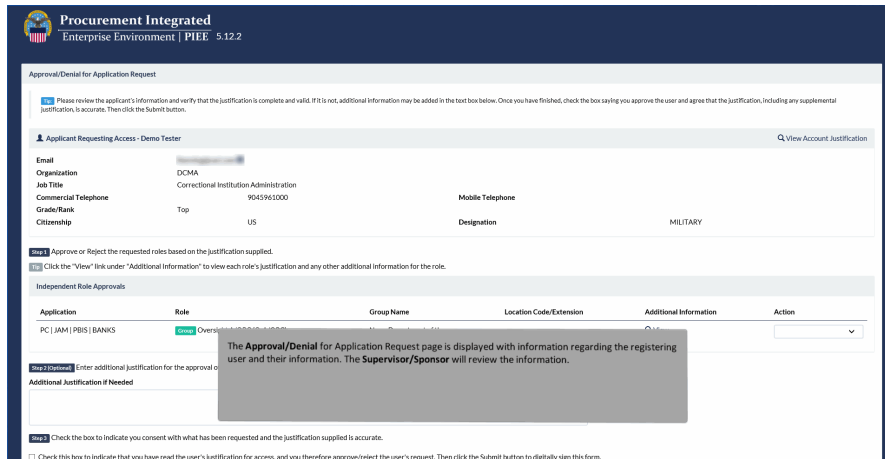
Step 22



The Appointee Supervisor approves the Oversight A/OPC (O-A/OPC) role.

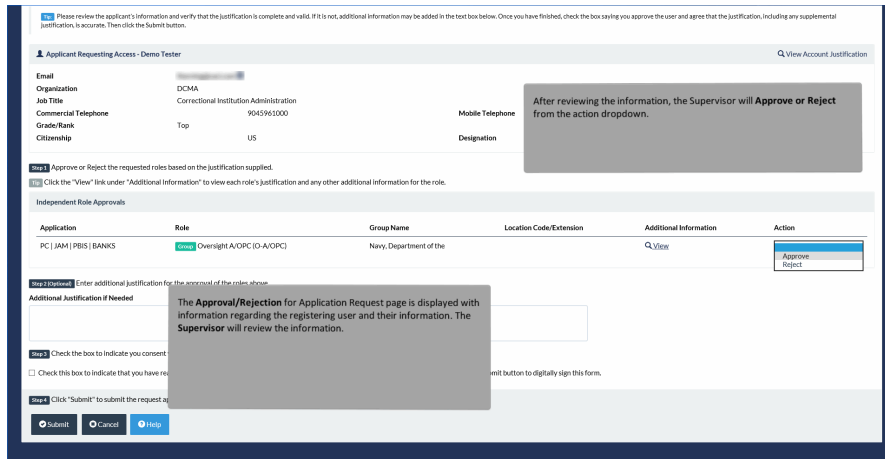


Step 24



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

Step 25



The Approval/Rejection for Application Request page is displayed with information regarding the registering user and their information. The Supervisor will review the information. After reviewing the information, the Supervisor will Approve or Reject from the action dropdown.

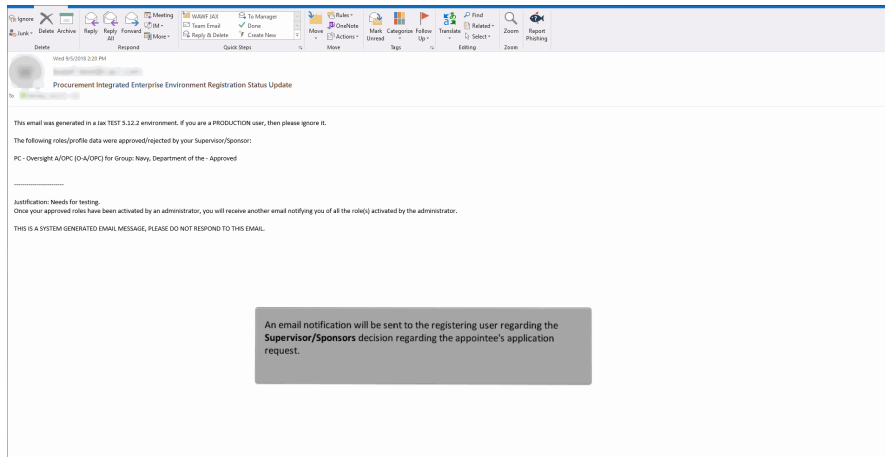
Step 26

As the Supervisor, enter Additional Justifications if needed. Check the box to indicate consent with request and that justification is accurate. Then, click the Submit button.

Step 27

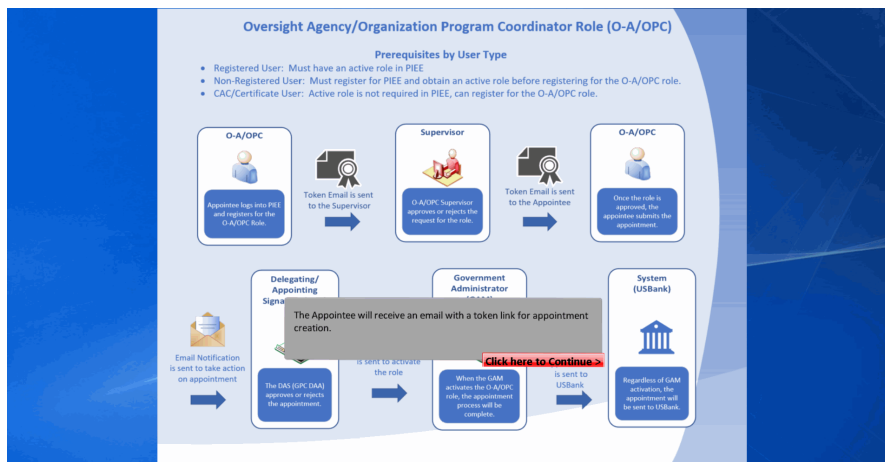
A Success page will be displayed after the Supervisor has completed the applicant's application process for the role the user requested access to.

Step 28



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

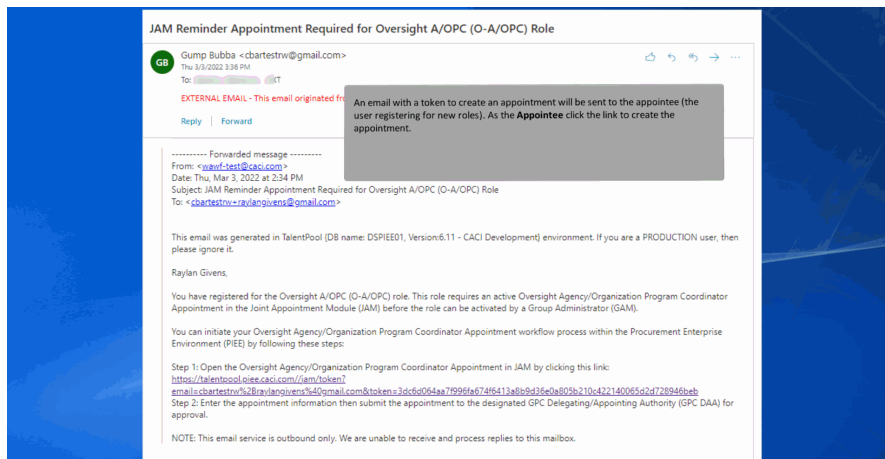
Step 29



The Appointee will receive an email with a token link for appointment creation.

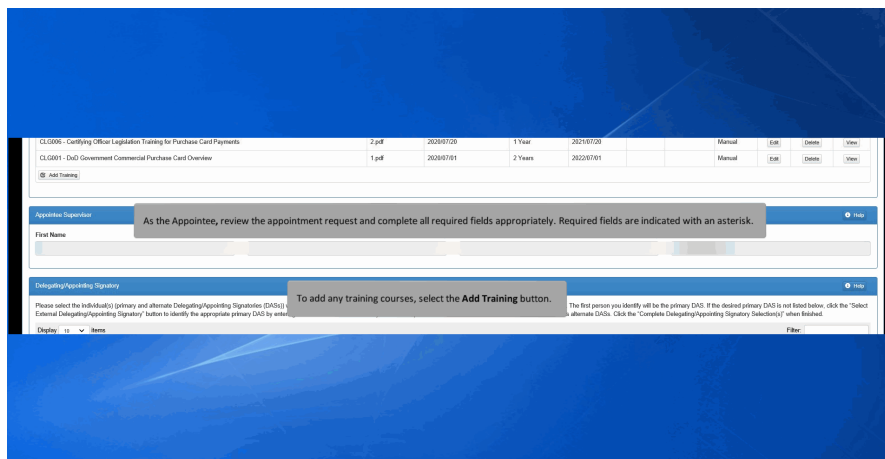


Step 30



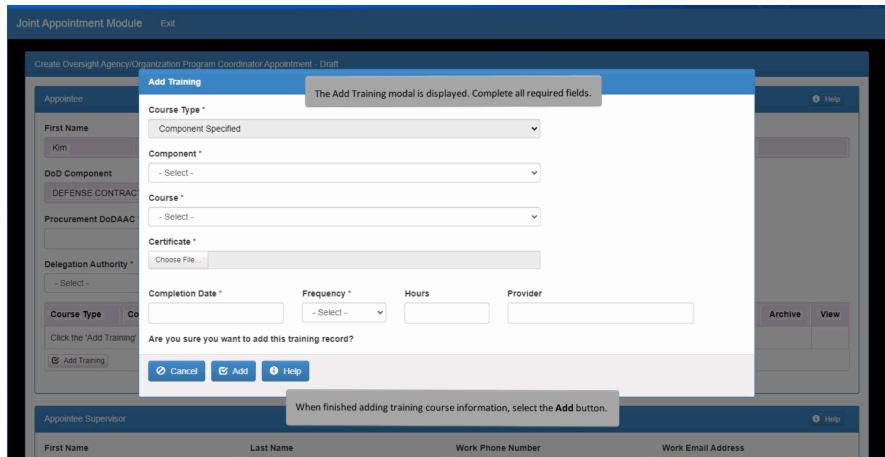
An email with a token to create an appointment will be sent to the appointee (the user registering for new roles). As the Appointee click the link to create the appointment.

Step 31



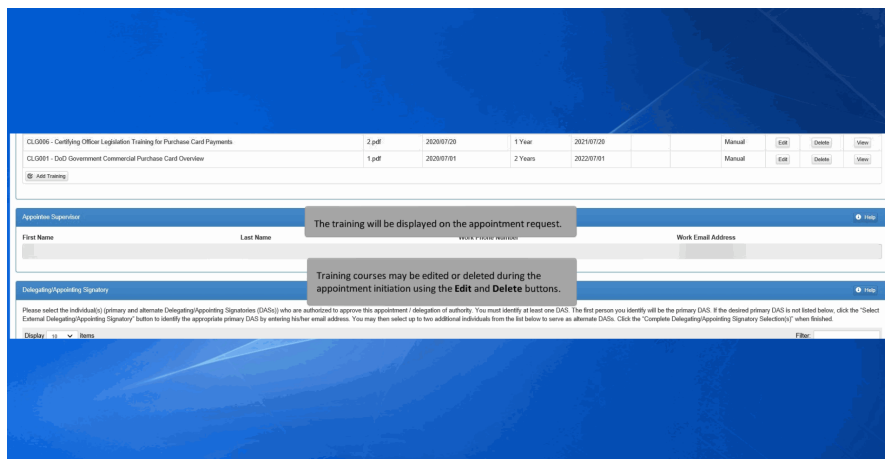
As the Appointee, review the appointment request and complete all required fields appropriately. Required fields are indicated with an asterisk. To add any training courses, select the Add Training button.

Step 32



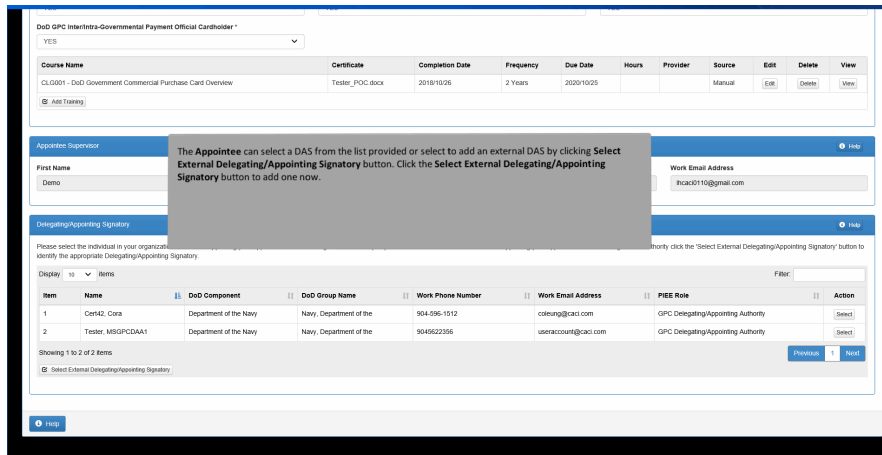
The Add Training modal is displayed. Complete all required fields. When finished adding training course information, select the Add button.

Step 33



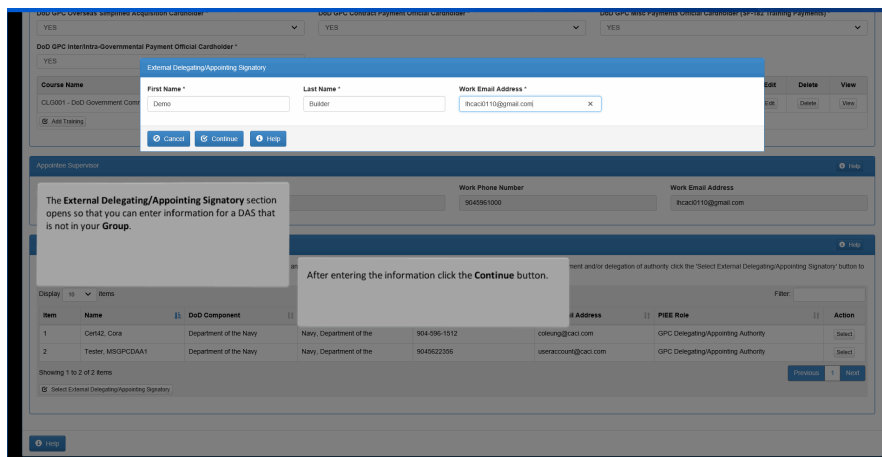
The training will be displayed on the appointment request. Training courses may be edited or deleted during the appointment initiation using the Edit and Delete buttons.

Step 34



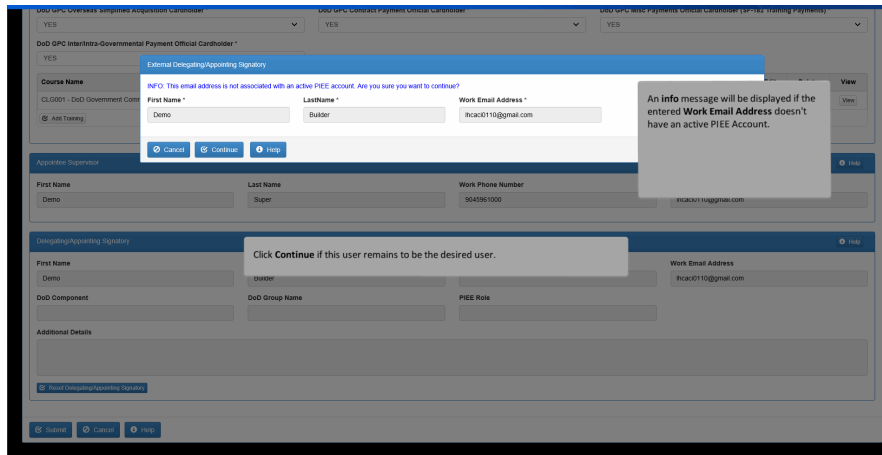
The Appointee can select a DAS from the list provided or select to add an external DAS by clicking Select External Delegating/Appointing Signatory button. Click the Select External Delegating/Appointing Signatory button to add one now.

Step 35



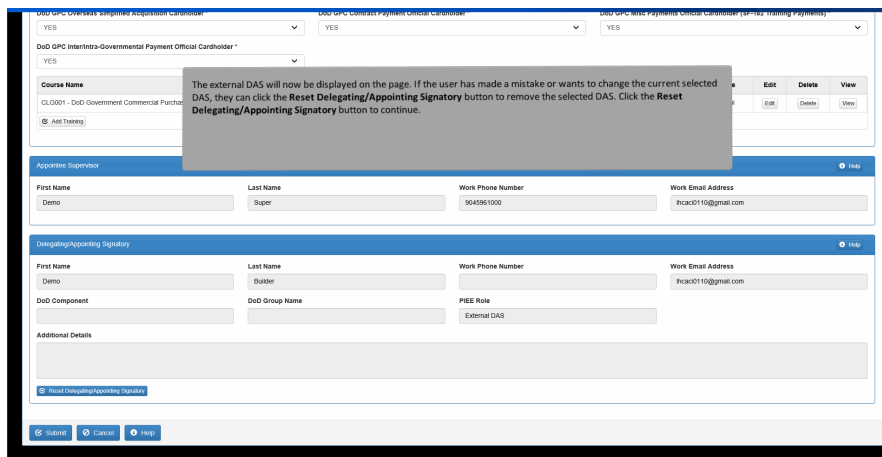
The External Delegating/Appointing Signatory section opens so that you can enter information for a DAS that is not in your Group. After entering the information click the Continue button.

Step 36



An info message will be displayed if the entered Work Email Address doesn't have an active PIEE Account. Click Continue if this user remains to be the desired user.

Step 37



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

Step 38

The screenshot shows a web form for creating an appointment. At the top, there are three dropdown menus for 'DoD GPC Oversight Simplified Acquisition Cardholder', 'DoD GPC Contract Payment Official Cardholder', and 'DoD GPC Inter-Intra-Governmental Payment Official Cardholder', all set to 'YES'. Below these is a table of courses:

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Edit	Delete	View
CLG001 - DoD Government Commercial Purchase Card Overview	Tester_POC.docx	2018/10/26	2 Years	2020/10/25			Manual	Edit	Delete	View

The 'Delegating/Appointing Signatory' section is highlighted with a callout box that says: "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." Below the callout is a table of potential signatories:

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Cert42, Cora	Department of the Navy	Navy, Department of the	904-596-1512	ccorung@cac.com	GPC Delegating/Appointing Authority	Select
2	Tester, MSGPCDAA1	Department of the Navy	Navy, Department of the	9045922056	useraccount@cac.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 39

The screenshot shows the same web form as in Step 38, but now the 'Delegating/Appointing Signatory' section is populated with the details of the selected signatory, Cora. A callout box says: "The DAS that was selected from the list is now displayed." The details are as follows:

First Name	Last Name	Work Phone Number	Work Email Address
Cora	Cert42	904-596-1512	ccorung@cac.com

Below this, the 'DoD Component' is 'Department of the Navy', the 'DoD Group Name' is 'Navy, Department of the', and the 'PIEE Role' is 'GPC Delegating/Appointing Authority'. There is also an 'Additional Details' section which is currently empty.

The DAS that was selected from the list is now displayed.

Step 40

The screenshot shows a web form for creating an appointment. At the top, there are three dropdown menus for 'DoD GPC Oversight Simplified Acquisition Cardholder', 'DoD GPC Contract Payment Official Cardholder', and 'DoD GPC Interagency Contract Cardholder (Affiliate Training Payments)', all set to 'YES'. Below these is a 'DoD GPC Interagency Governmental Payment Official Cardholder' dropdown, also set to 'YES'. A table lists a course: 'CLG001 - DoD Government Commercial Purchase Card Overview' with a completion date of 2019/10/26 and a frequency of 2 years. The 'Appointee Supervisor' section has fields for First Name (Demo), Last Name (Super), Work Phone Number (5045981000), and Work Email Address (rcac0110@gmail.com). The 'Delegating/Appointing Authority' section has fields for First Name (Cora), Last Name (Cortez), Work Phone Number (504-596-1512), and Work Email Address (ccortez@oicd.com). It also includes fields for DoD Component (Department of the Navy), DoD Group Name (Navy, Department of the), and PIEE Role (GPC Delegating/Appointing Authority). A 'Submit' button is at the bottom left. A grey callout box in the center reads: 'After entering the required information, click the Submit button to finish creating the appointment for the new role.'

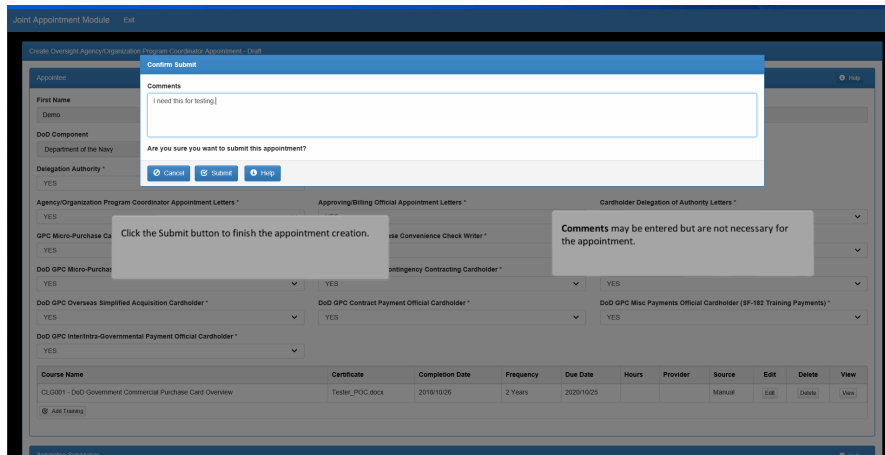
After entering the required information, click the Submit button to finish creating the appointment for the new role.

Step 41

The screenshot shows a 'Joint Appointment Module' window with an 'Appointment Certifications' dialog box open. The dialog box has a 'Cancel' button and an 'I concur with the Appointment Certifications' button. The main content is a memorandum from the Department of Defense, Government Purchase Card Program, addressed to Demo Builder. The subject is 'Governmentwide Commercial Purchase Card (GPC) Oversight Agency/Organization Program Coordinator (OAC/OPC) Delegation of Procurement Authority and Appointment'. The references listed include: 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). A grey callout box at the bottom of the dialog box reads: 'Review the Appointment Certifications and then click the I concur with the Appointment Certifications button.'

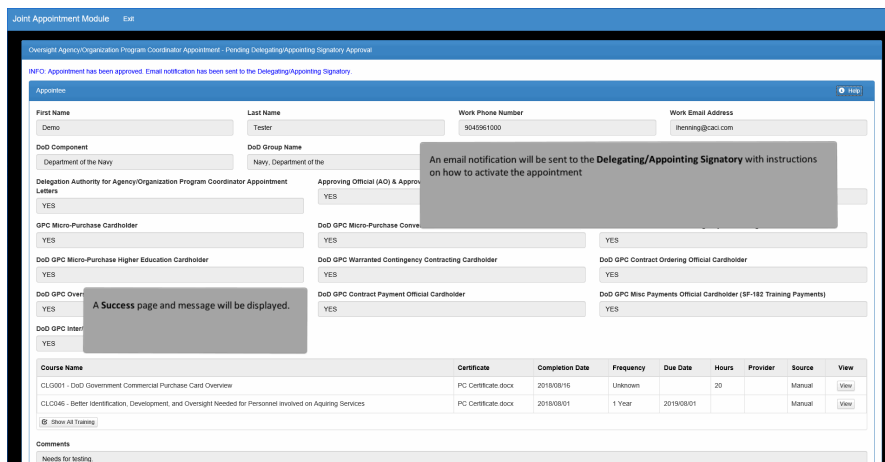
Review the Appointment Certifications and then click the I concur with the Appointment Certifications button.

Step 42



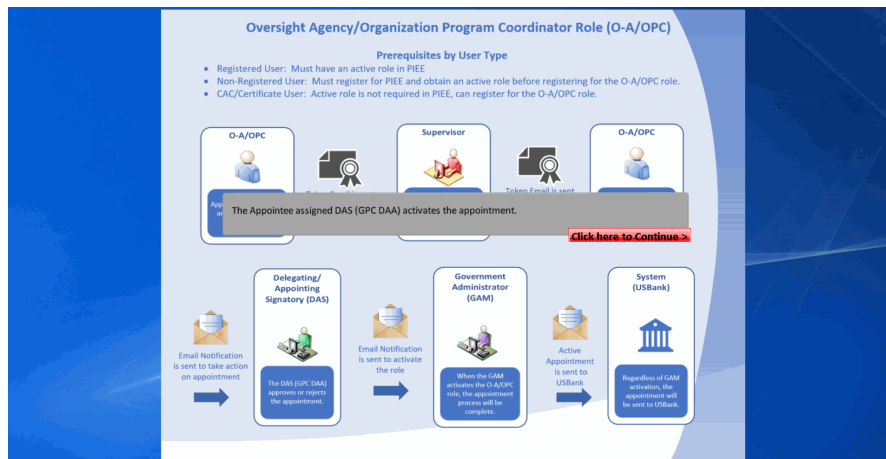
Comments may be entered but are not necessary for the appointment. Click the Submit button to finish the appointment creation.

Step 43



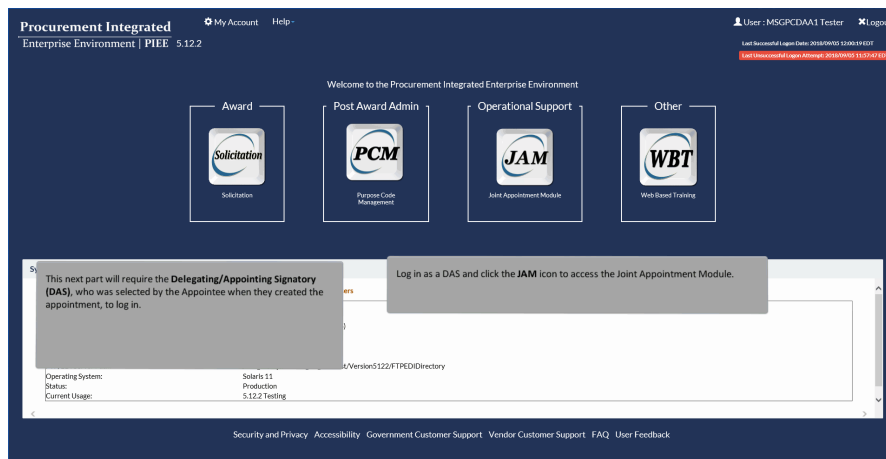
A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment

Step 44



The Appointee assigned DAS (GPC DAA) activates the appointment.

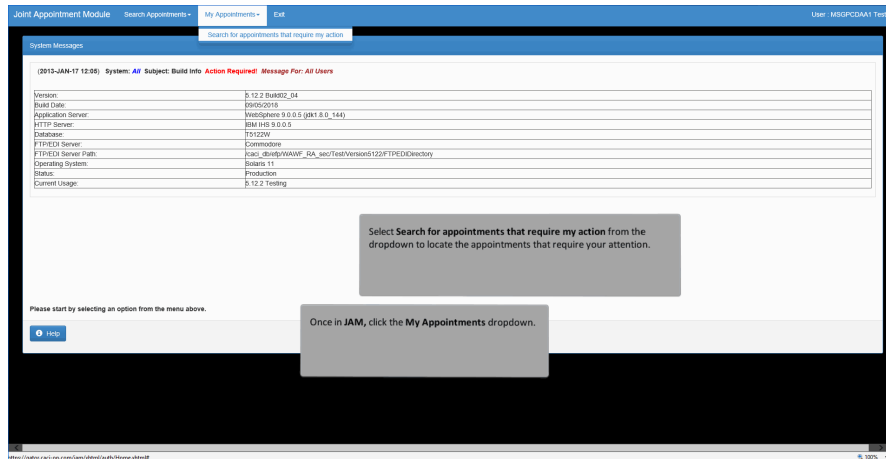
Step 45



This next part will require the Delegating/Appointing Signatory (DAS), who was selected by the Appointee when they created the appointment, to log in. Log in as a DAS and click the JAM icon to access the Joint Appointment Module.

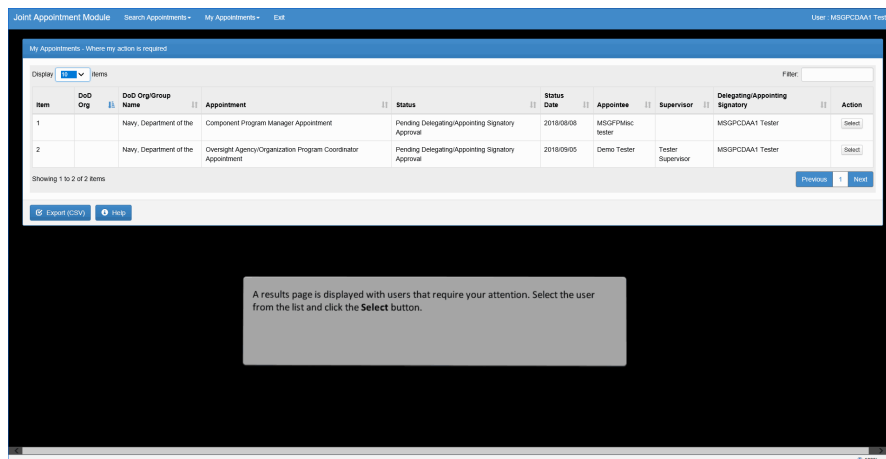


Step 46



Once in JAM, click the My Appointments dropdown. Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.

Step 47



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

Step 48

Course Name	Certificate	Completion Date	Frequency	Low Cost	Hours	Provider	Source	View
CLC046 - Better Identification, Development, and Oversight Needed for Personnel Involved on Acquiring Services	JAM 04	2018/09/03	6 Months	2019/03/02			Manual	<a href="#">View</a>
CLG001 - DOD Government Commercial Purchase Card Overview	PC Certificate.docx	2018/08/16	Unknown		20		Manual	<a href="#">View</a>

Comments  
Needs for testing

As the DAS, review the information for the appointment created by the appointee.

**Delegating/Appointing Signatory**

First Name: MRSRPCDA11      Last Name: Tester      Work Phone Number: 904622356      Work Email Address: useraccount@oact.com

DOD Component: Department of the Navy      DOD Group Name: Navy, Department of the      PIBE Role: GPC Delegating/Appointing Authority

Additional Details

**Appointment Workflow**

Date	Action	Status	Name	Signature	PIBE Role
2018/09/05 11:38:12	Submit	Pending Delegating/Appointing Signatory Approval	Demo Tester	Hemming Lance 9010005533	Component Program Manager

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

[Back](#) [Approve](#) [Reject](#) [Help](#)

As the DAS, review the information for the appointment created by the appointee. If all the information is correct, click the Approve button for the appointment.

Step 49

Appointment Certifications

By clicking the "Approve" button, I approve the appointment of this appointee with the details captured in the appointment.

[Cancel](#) [Approve](#) [Help](#)

**Department of Defense**  
Government Purchase Card Program

**MEMORANDUM FOR: Demo Tester**  
Group: Navy, Department of the  
Constitutional Institution Admin

**SUBJECT:** Governmentwide Commercial Purchase Card (GPC) Oversight Agency/Organization Program Coordinator (DA/OPC) 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. OIG Report: Governmentwide Commercial Purchase Card (GPC) Oversight Agency/Organization Program Coordinator (DA/OPC) Delegation of Procurement Authority and Appointment
- c. Fed
- d. Def
- e. DoD
- f. Use

You are h  
accordan

Additionally, under authority vested in the undersigned and in conformance with Subpart 1 f 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 Navy, Department of the GPC program:

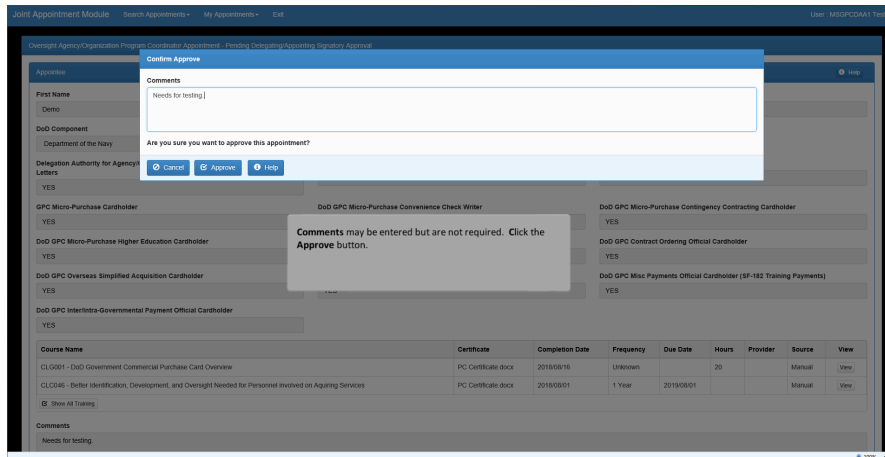
- Agency/Organization Program Coordinator (AOPC)

As the DAS, review the Appointment Certifications and click the **Approve** button.

Comments  
Needs for testing

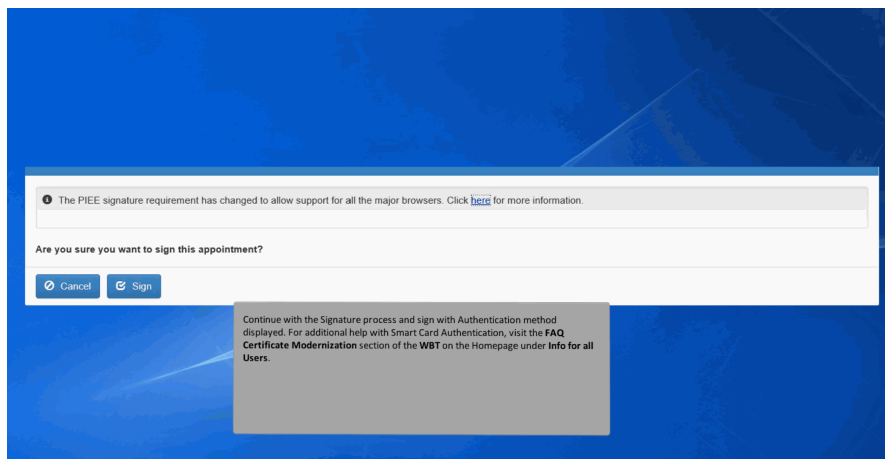
As the DAS, review the Appointment Certifications and click the Approve button.

Step 50



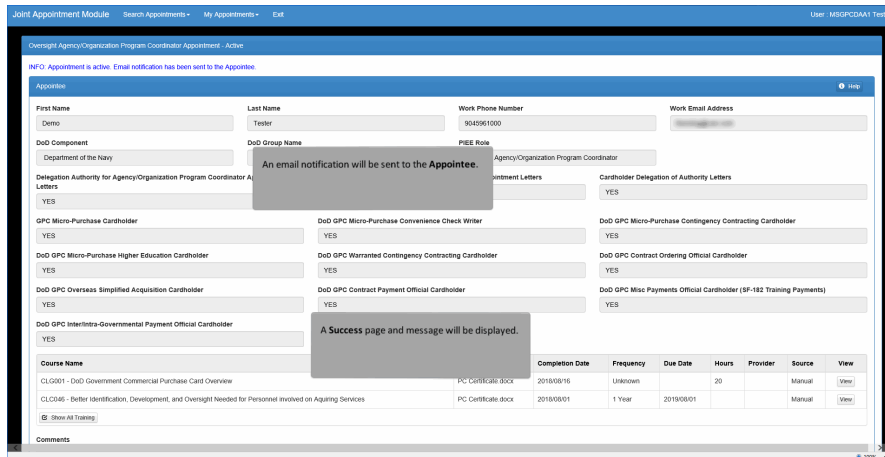
Comments may be entered but are not required. Click the Approve button.

Step 51



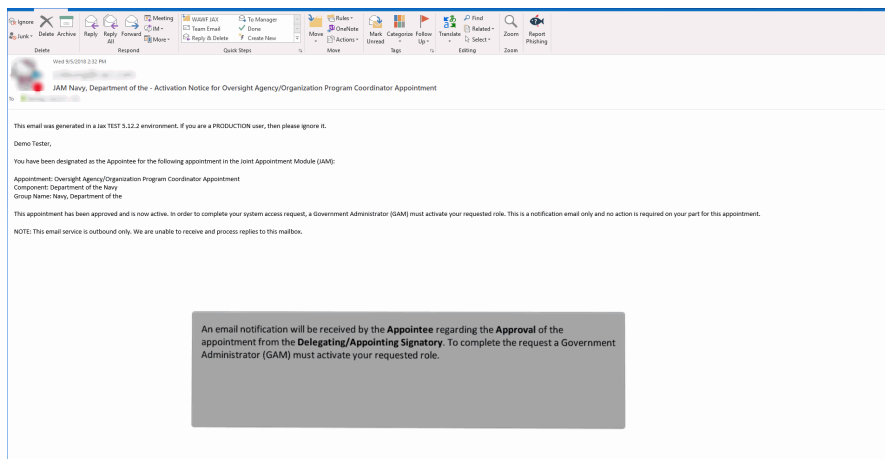
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication, visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 52



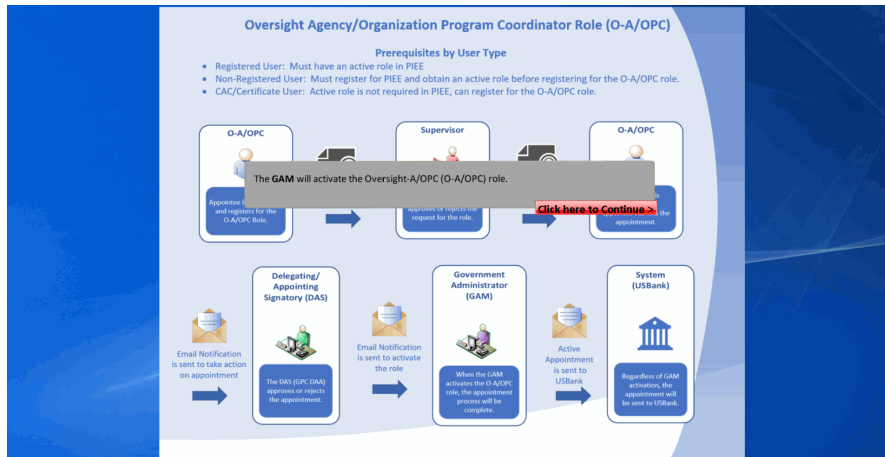
A Success page and message will be displayed. An email notification will be sent to the Appointee.

Step 53



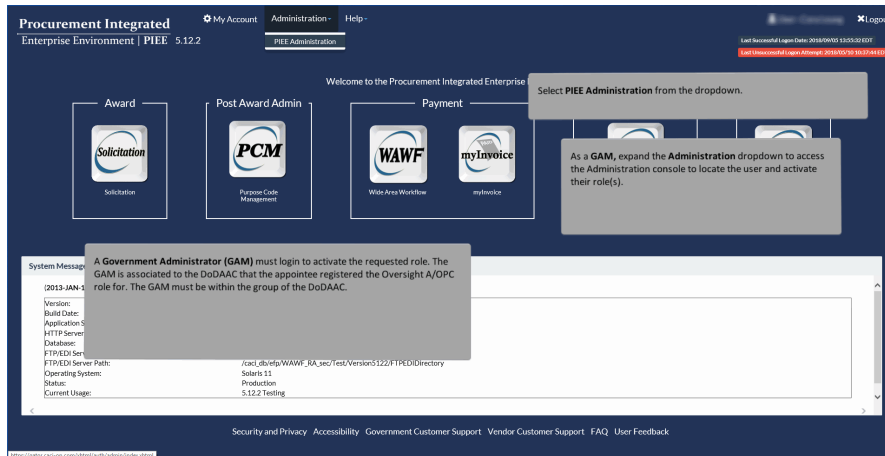
An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request a Government Administrator (GAM) must activate your requested role.

Step 54



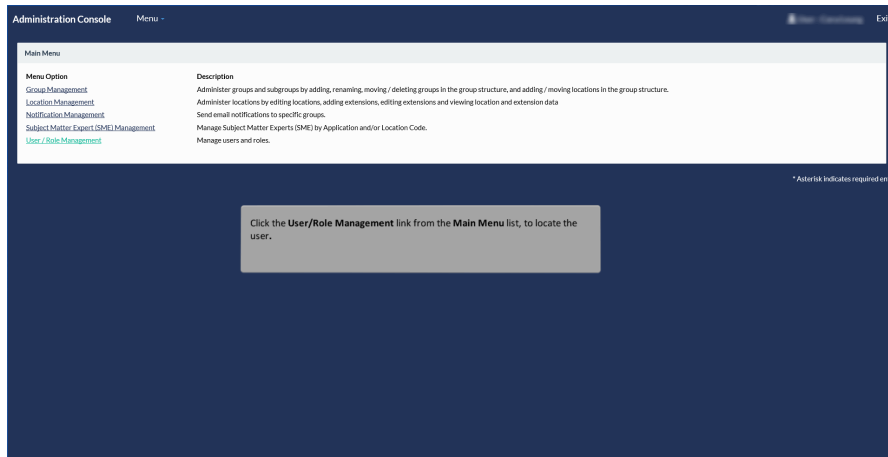
The GAM will activate the Oversight-A/OPC (O-A/OPC) role.

Step 55



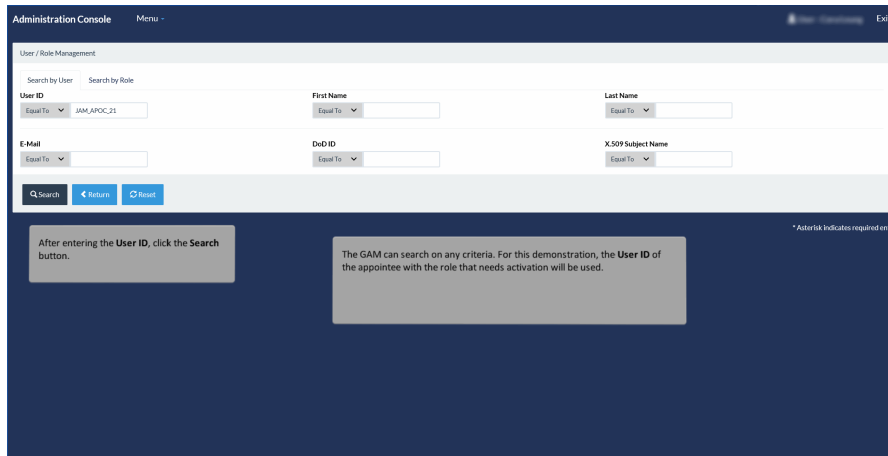
A Government Administrator (GAM) must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the Oversight A/OPC role for. The GAM must be within the group of the DoDAAC. As a GAM, expand the Administration dropdown to access the Administration console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

Step 56



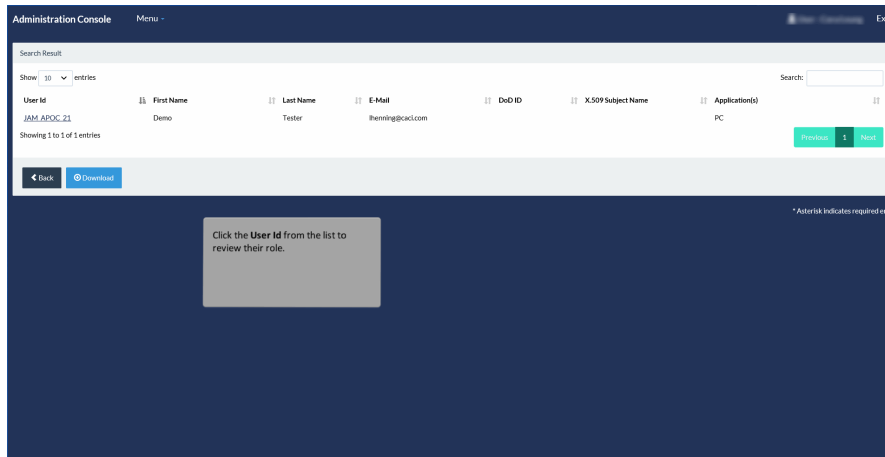
Click the User/Role Management link from the Main Menu list, to locate the user.

Step 57



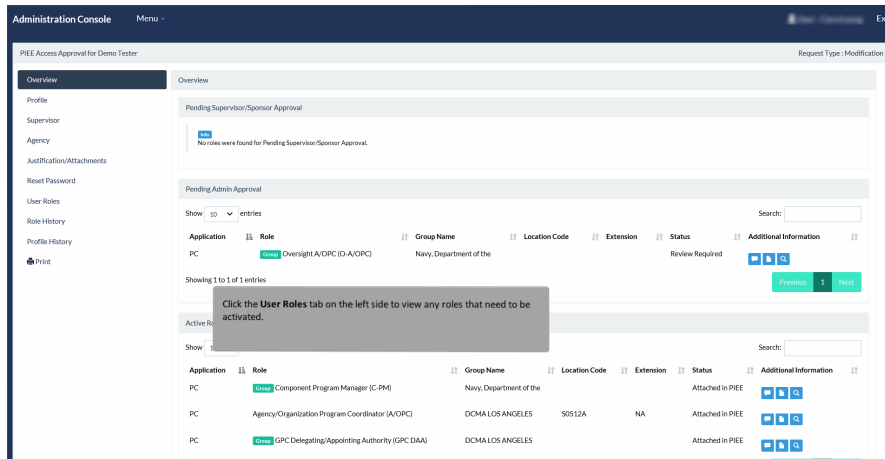
The GAM can search on any criteria. For this demonstration, the User ID of the appointee with the role that needs activation will be used. After entering the User ID, click the Search button.

Step 58



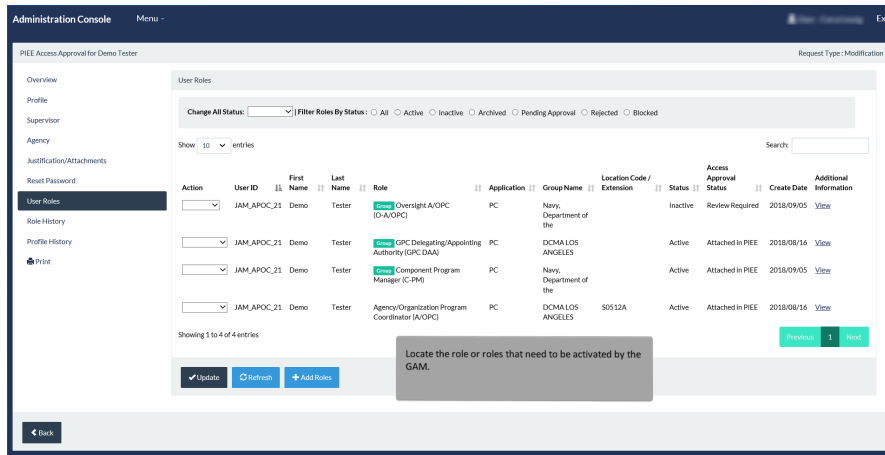
Click the User Id from the list to review their role.

Step 59



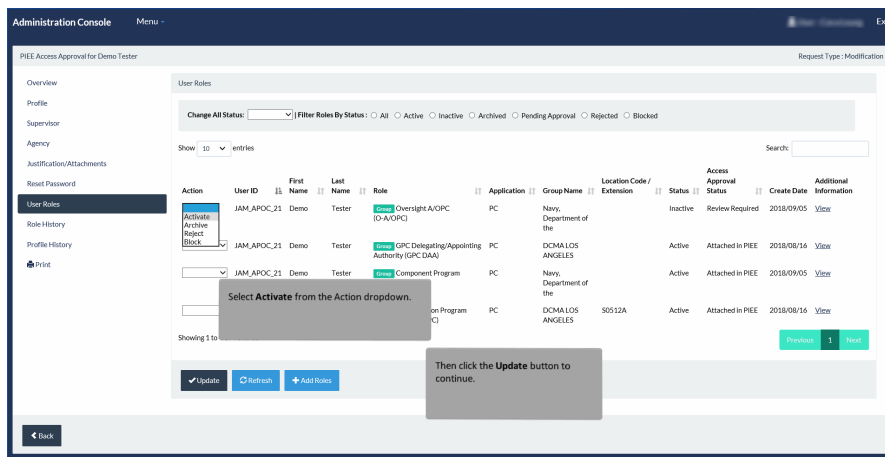
Click the User Roles tab on the left side to view any roles that need to be activated.

Step 60



Locate the role or roles that need to be activated by the GAM.

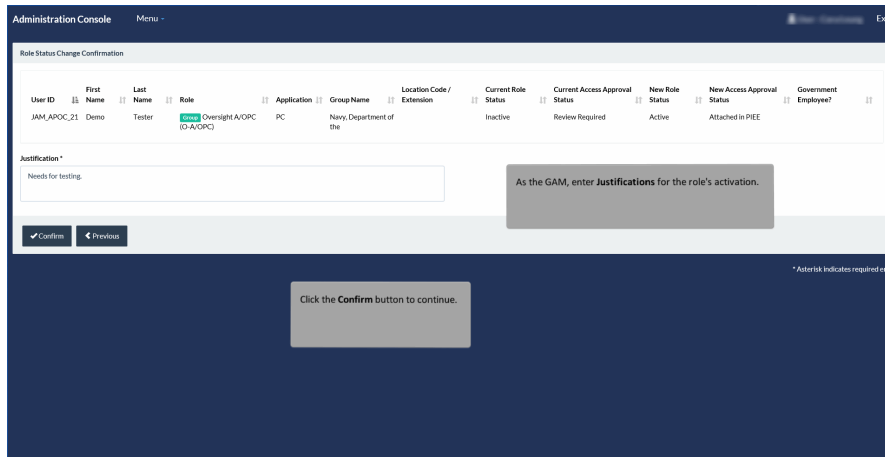
Step 61



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

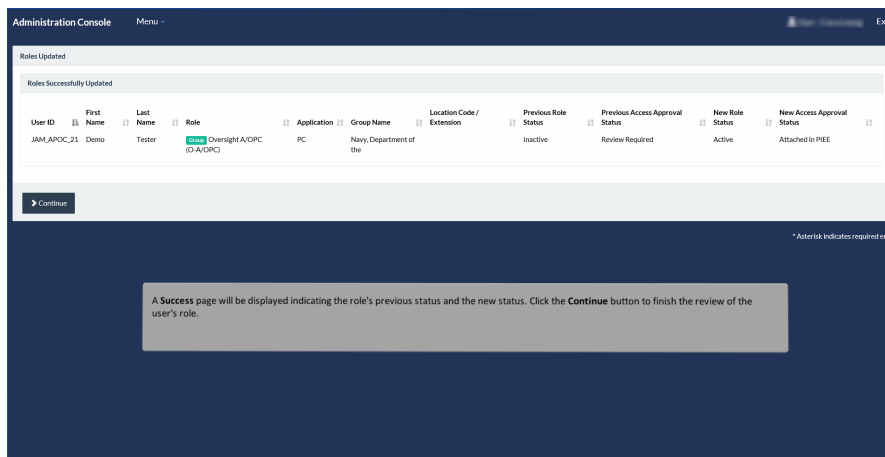


Step 62



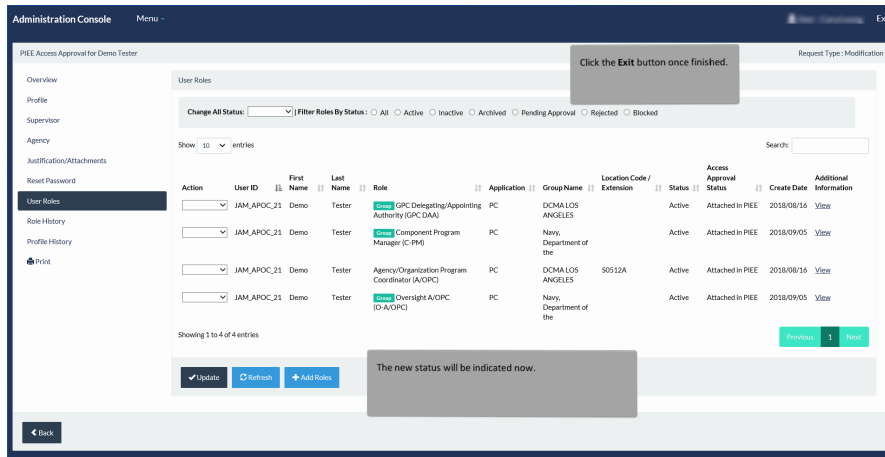
As the GAM, enter Justifications for the role's activation. Click the Confirm button to continue.

Step 63



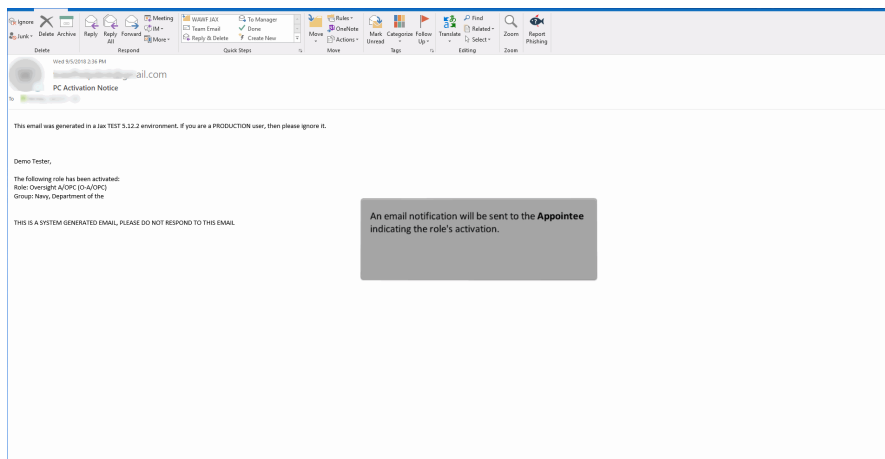
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role.

Step 64



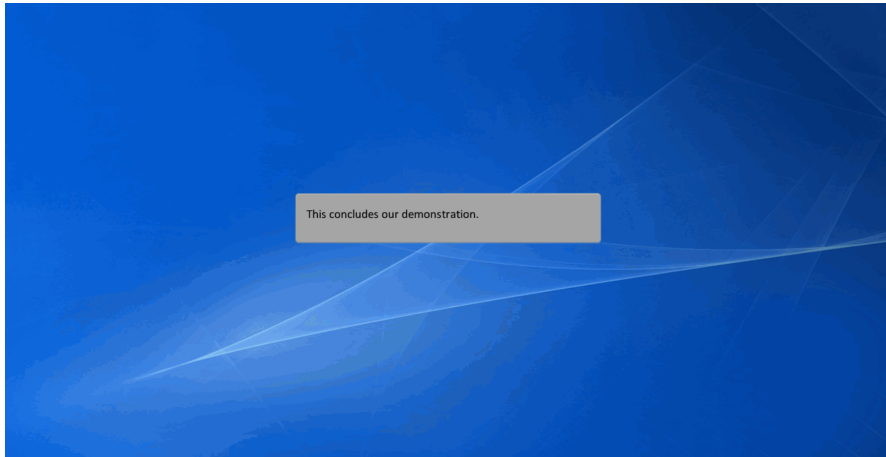
The new status will be indicated now. Click the Exit button once finished.

Step 65



An email notification will be sent to the Appointee indicating the role's activation.

End



This concludes our demonstration.