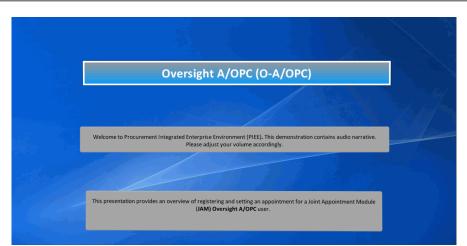
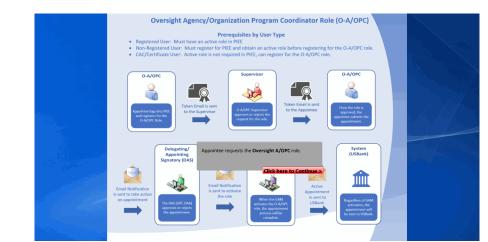
Intro

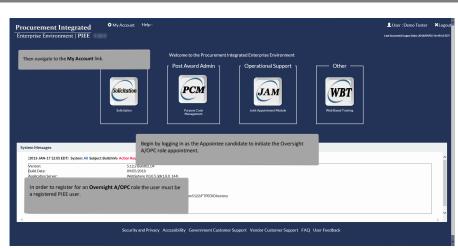


Oversight A/OPC (O-A/OPC) Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Oversight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

## Step 1



Appointee requests the Oversight A/OPC role.



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

curement Integrated My Account He rprise Environment   PIEE	₩p -	Last Successful Legen Deter 2016/07405 11
fy Account		
	Rote     Add Additional Rodes     Add additional Rodes     Add additional roles     Add add roles     Add roles     Add add roles     Add rol	Security Change Authentication Type Change Certificate or light method type for your account. Change Password for your account. Change Security Questions Update the security questions for your account.
	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.	he

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.

## Page 3 of 35

#### Step 4

Roles									
d Roles	User Profile								User ID: J
trofile ()	First Name *		Middle Name		Last Name *			Suffix	
upervisor / Agency	Demo	×			Tester				
toles	Home Organization DoDAAC/FE DoDAAC Lookup	DAAC' O BOPC	Organization *		Job Series *		Job Title *		Grade/Rank*
ustification	S0512A		DCMA		0006	×	Correctional In	stitution Admi	Тор
ummary greement	Email Verify all informa	tion is correct ar	nd click the <b>Next</b> butto	n.	Cyber Awarene 2018/08/16	ss Training Date *			
	Comm 9045961000			d Phone !		Mobile Telephor	w	DSN Telephone	
	Citizenship*		Designation *						
	US	~	MILITARY	×					
	> Next < Previous	Help							

Verify all information is correct and click the Next button.

#### Step 5

Procurement Integrate Enterprise Environment   PIE						ster 💄 Status: Active	
Add Roles	Additional Profile Information					Unor ID: JAM, A	
1. Profile	Additional Profile Information					Uner ID: JAM, A	20021
2. Supervisor / Agency 🛈	First Name*	Last Name *		Job Title *			
3. Roles 4. Justification	Tester	Supervisor		Supervisor			
4. Justification 5. Summary	Email *		Confirm Email *				
6. Agreement	DSN Telephone	Phone !	tance y/ oggin	Extension	Inti Country Code and Phone !		
		9045961000					
	Agency Information						
	Agency Name*	Additional Profile Informatio					
		and Agency information. This should be kept up to date, ple					
	City* Jacksonville						
	Organization						
							-
	Next						

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.

Procurement Integ	rated <sup>\$My Account Help-</sup>		Logour - User : Demo Tester 🔒 Status: Active 🛪 Logour
Enterprise Environment	PIEE		Last Successful Lagen Dates 2018/09/05 11:49:12 EDT
Add Roles	Roles		User ID: JAM, APOC, 21
1. Profile	Step 1. Select the appropriate Application from the list below	Step 2. Select One or More Roles from the list below (Ctrl+Click)	Sep3. Click 'Add Roles'
2. Supervisor / Agency		User Roles for PC Agency/Organization Program Coordinator (A/OPC)	Add Roles
3. Roles O	10 By selecting the Purchase Card Functional Capability, and a role in step 2, you w be granted access to the applicable purchase card applications. These will be displayed	Component Program Manager (C-PM)     GPC Delesating/Appointing Authority (GPC DAA)	
4. Justification	in Step 4 below.	Oversight A/OPC (O A/OPC) Admin Roles for PC	~
5. Summary	Sup 4. Fill out the required information for the applicable applications		
6. Agreement	To If you need access to any other applications, Repeat Steps 1 to 4 again	Click the	Add Roles button.
	► Next  Previous  Help		
			! Symbol indicates situational entry, at least one is required.
	Select the Oversight A/OPC (O-A/OF	<b>PC)</b> role from the Step 2 dropdown.	* Asterisk indicates required entry.
Select PC - Purchase Car	I from the Step 1 dropdown.		

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

Procurement Integrat		p -			👤 User :	Demo Tester	L Status: Active	¥ Logout
Enterprise Environment   Pl	EE					Last Sur	cessful Logon Dete: 2018/09/0	15 11/49:12 EDT
Add Roles	Roles						User ID: JAM,	APOC 21
1. Profile	Info: The Oversight A/OPC (O	-A/OPC) role may require additional information	to be added. You may click the Group	a Lookup link, for the role, to ad	id the required information			8
2. Supervisor / Agency	Step 1. Select the appropriate Appli	cation from the list below	Step 2. Select One or More Ro	les from the list below (Ctrl+C	lick)	Step 3. Click 'Ad	id Roles'	_
3. Roles O	PC - Pur		ation Pros	tram Coordinator (A/OPC)	^	+ Add Roles		
4. Justification	begranted additional inform	e is displayed and indicates the role nation.	may require gram Man /Appointle	ager (C-PM) ag Authority (GPC DAA)				
5. Summary	in Step 4 b		C (0-A/01	20	×			
6. Agreement	5mp4 Fill out the required information	tion for the applicable applications						
	Roles Summary							
	Application	15 Role	Lt Location Code Type	11 Location Code*	Extension	Group	ion	.17
	PC   JAM   PBIS   BANKS	Greep Oversight A/OPC (O-A/OPC)	N/A	N/A	N/A	Gro	up Lookup   Delete	
	Showing 1 to 1 of 1 entries							
	15 If you need access to any other a	upplications, Repeat Steps 1 to 4 again						
Oversight A/OPC appointm	ause it's tied to the GPC DAA w ent. When the initiator creates within the group will be popula	the Oversight A/OPC		Click t to the	the <b>Group Lookup</b> b e role.	outton to add	astonei	is required. tired entry.

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

Procurement Integrated		Group Lookup					
Add Roles	Roles	Group Search	× Q Search+			User ID: JAM,	APOC.21
1. Profile	Step 1. Select the appropriate Applie	tion fre	below (Ctrl+Click	)	Step 3. Click 'Ad	dd Roles'	
2. Supervisor / Agency 3. Roles ©	PC - Purchase Card By selecting the Purchase Card be granted access to the applicable p		Il be displayed. XClose x (A/OPC)	í	+ Add Roles		
4. Justification	in Step 4 below.	Admin Rol	es for PC		1		
5. Summary 6. Agreement	Roles Summary	Group Lookup is displayed. Enter a Group Nan	e or Group Location.				
	Application PC   JAM   PBIS   BANKS Showing 1 to 1 of 1 entries	For demonstration, a <b>Group Location</b> will be en	NA NA	N/A	i <mark>t Group It Act</mark> Gro	tion cup Lookup   Delete	11
	Next Previous	Help					

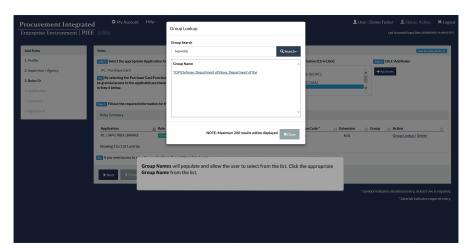
Group Lookup is displayed. Enter a Group Name or Group Location. For demonstration, a Group Location will be entered, and the Search dropdown will be selected.

#### Step 9

Enterprise Environmen	:   PIEE	Group Lookup Group Search			Last Successful Logen Date: 2016	19905 11:49:12 EE
Add Roles	Roles	N64498		Q Search+	User 10: J	AM_APOC.21
1. Profile	Step 1 Select the appropriate Applicat	tion fre	Search By Gr		Sup 3. Click 'Add Roles'	
2. Supervisor / Agency	PC - Purchase Card		Search By Lo TE: Maximum 200 results will be displayed.	11 10 10 10	Add Roles	
3. Roles 🗘	By selecting the Purchase Card Fu be granted access to the applicable pur	anction	re, matemani 200 results will be displayed.	Close (CDAA)		
4. Justification	in Step 4 below.		Admin Roles for PC		¥	
5. Summary	Sup 4 Fill out the required information	n for the applicable applications				
6. Agreement	Roles Summary		Select Search By Location.			
		Role	11 Location Code Type		ension 👔 Group 👔 Action	11
	PC   JAM   PBIS   BANKS	Group Oversight A/OPC (O-A/OPC	) N/A	N/A	N/A Group Lookup   Delete	
	Showing 1 to 1 of 1 entries					
	16 If you need access to any other app	lications, Repeat Steps 1 to 4 again				
	> Next < Previous	Help				

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

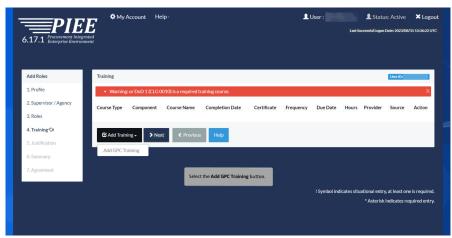
Procurement Integra Enterprise Environment   F		User : Demo Tester Status: Active KLogor
Add Roles	Roles	Uner Do JAMA APOC 21
1. Profile 2. Supervisor / Agency 3. Roles ©	Select the appropriate Application from the list below      Select the appropriate Application from the application from the list below      Select the application from the ap	Sees. Click Add Roles'
4. Justification 5. Summary 6. Agreement	In Step 4 below. Advantation for the applicable applications Texts Summary Texts Summary	, in the second
	Application         I]         Role         []         Location Code         []         Location Code         []         Extension         []           PC   JAM   PBIS   BANKS         Come Oversight A/OPC (D-A/OPC)         N/A         N/A         N/A           Showing 1 to 1 of tentries   <	Group If Action If     Navy, Department of the Group Lookup   Delete
	If you need access to any other applications. Repeat Step 5 for 4 again       Most     Chronology	
	Click the Next button to continue.	! Symbol indicates situational entry, at least one is required. * Auterisk indicates required entry.

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

6.17.1 Procurement Integ	urated							Last Successful Log	on Date: 2023/08	31 15:36:22 UT
<b>0.17.1</b> Enterprise Environ	Any e			e will be populated on ning courses that have						
Add Roles	Training								User ID:	
1. Profile	A Warping	or DoD 1/CLG	)010) is a required	tralolog course						×
2. Supervisor / Agency										
3. Roles	Course Type	Component	Course Name	Completion Date	Certificate	Frequency	Due Date	Hours Provide	r Source	Action
4. Training ℃	🕑 Add Train	ing - Ne	kt 🔍 🔍 Previou	is Help						
5. Justification	Add train	ing -	AL Previou	rieip						
6. Summary										
7. Agreement			o add training cou	urses, select the Add T	raining dropdow	/n menu.				
							! Symbol indic	ates situational en	try, at least on sk indicates re	

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

	🛱 My Account	Help- LUser: Status: Ac	tive 🗙 Logout
6.17.1 Procurement Integrated Enterprise Environment	Add Training	The Add Training modal is displayed. Complete all required fields.	923/08/31 15:36:22 UTC
	Course Type *		
Add Roles 7	Component Specified	v	
1. Profile	- Select -	~	e Action
2. Supervisor / Agency	Course *		
3. Roles	- Select -	~	
4. Training 이	Certificate *		
5. Justification	Choose File		
6. Summary	Completion Date *	Frequency * Hours Provider	
7. Agreement	Are you sure you want	Color: vi When finished adding training information, select the Add button.	
	🗹 Add 🛛 ⊀ Can	ol O Help	t one is required. es required entry.

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

#### Step 15

	C *My	Account Help-					LUser :			👤 St	atus: Active	🗙 Log
5.17.1 Procurement Integ	Parated								Last S	accessful Lo	gon Date: 2023/08/3:	15:36:22
<b>J. 17.1</b> Enterprise Environ	iment	The training cour The user may edi										
Add Roles	Training										User ID:	
1. Profile	Course Type	Component	Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action	
2. Supervisor / Agency 3. Roles	Component Specified	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DoD 1 (CLG 0010)	2023/08/01	1.docx	2 Years	2025/07/31			Manual	Edit Delete	View
4. Training 心												
5. Justification	🕑 Add Train	ning - 💙 Next < Pr	revious	Help								
6. Summary												
7. Agreement												
Select the Next button to continue.  1 Symbol indicates situational entry, at least one is required.												
										• Aster	isk indicates requ	uired ent

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

Procurement Integrated Enterprise Environment   PIEE		LUser : Demo Tester LS Status: Active X Logout
Add Roles	Justification / Attachments	User ID: JAM, APOC, 21
1. Profile	Provide justification for access and upload any necessary attachments.	
2. Supervisor / Agency	Justification *	
3. Roles		
4. Justification O		
5. Summary	Attachments Browse	
6. Agreement		
	Example Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information CNLY. Do NOT enter classified information in this system.	
	> Next         C Previous         O Help	
		! Symbol indicates situational entry, at least one is required.
		* Asterisk indicates required entry.
Click the <b>Next</b> button to continue	Justifications are mandatory for registering new roles. Enter Justifications here. Attachments are optional.	

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

## Step 17

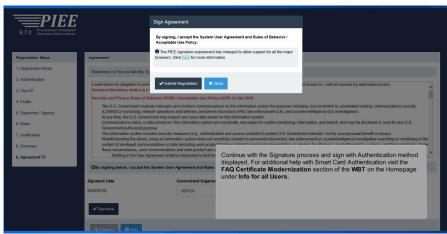
	User Information	UserProfile			Giat
2. Supervisor / Agency	UserID JAM_APOC_21	First Name*	Middle Name	Last Name *	Suffix
3. Roles	User Type Government	Demo		Tester	
	Login User ID \	Home Organization DoDAAC/FEDAAC *	Organization *		Title*
4. Justification	Method Password	S0512A Grade/Rank*	DCMA	Co	rrectional Institution Admin
5. Summary O		Тор			
6. Agreement		Fmail *			
		The	Registration Summary page is disp	layed. Review all the information	1.
		Commercial Telephone !			DSN Telephone
		9045961000			
		Citizenship*	Designation *		_
		US	MUDART		
	Supervisor Information		G Edit Agency Informat	ion	@ Edit
	First Nerr		Agancy Name*	Address *	
	Tester After reviewing	the information click the Next butto		501 N Admin Street	
	Email *		City*	State *	Zip* Country*
	lancery7		Jacksonville	FL	32222 United States
	DSN Tele	045961000 P	Organization	Office Symbol	
		045961000			
	User Roles			@ Edit	
	Role		tion Code Extension Group		
	Group Oversight AVOPC (O-A/OPC)		Navy, Department	of the	
	> Next < Previous				
				15.4	abol indicates situational entry, at least one is required.
				:391	noor indicates situational entry, at least one is required. * Asterisk indicates required entry

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

Procurement Integrated				LUser : Demo Tester	L Status: Active	
Add Roles	Agreement				User ID: JAM	4800.21
1. Profile	Statement of Accountability Agreement					
2. Supervisor / Agency 3. Roles	I understand my obligation to protect my password/co Standard Mandatory Notice & Consent Provision Fo Security and Privacy Rules of Behavior (ROB) / Acce	r All DoD Information System User Agreements 9 M		y authorized access.		^
4. Justification 5. Summary	The U.S. Government routinely intercepts and network operations and defense, personnel mis	monitors communications on this information system sconduct (PM), law enforcement (LE), and counter-int and seize data stored on this information system.		tion testing, communications security (C	COMSEC) monitoring,	
6. Agreement 🗘	This information system includes security meas Notwithstanding the above, using an informatic communications or data (including work produ and work product are private and confidential a Nothing in the User Agreement shall be i	Information system are not private, are subject to rou urus (e.g., authentication and access controloid to prot on system does not constitute consent to personnel in cl) that are related to personal representation or serv is further regulation below: Interpreted to limit the user's consent to, or in any oth the This Includes all communications and data on an in	ect U.S. Government interestsnot for your perso isconduct, law enforcement or counterintelligence locs by attorneys, psychotherapists, or clergy, and er way restrict or affect, any U.S. Government acti	inal benefit or privacy. e investigative searching or monitoring o I their assistants. Under these circumstar ions for purposes of network administra	of the content of privilege nces, such communication	nd ns
	By signing below, I accept the System User Agreen					
	Signature Date	Government Organization *				
	2018/09/05	S0512A		displayed. Review the Stater Organization DoDAAC will be ment Organization field.		bility
	Click the Signature button to sign the	e document indicating you have				
	read and agree.			! Symbol indicates situe	ational entry, at least one * Asterisk indicates req	

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

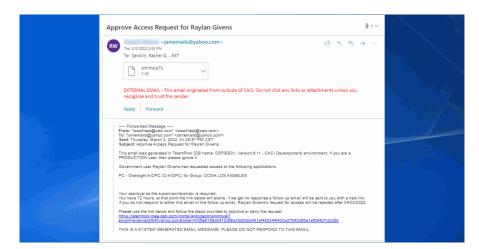


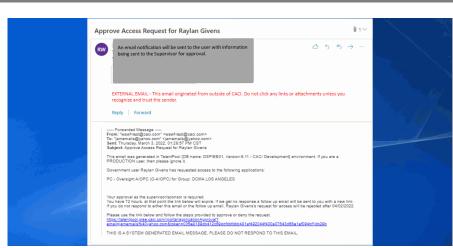
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Procurement Integrated Enterprise Environment   PIEE 5122	
Success	
You have successfully added roles for the hollowing applications: IRANSS: U.S. Bank IPRIS: Frougenet Blahavis Intelligence Service IPRIS: Frougenet Blahavis Intelligence Service IPRIS: Another Adaptiment Module	
Your approval request, for your new roles, will row go to your Supervises/Sponsor for approval. Once you have been approved by your Supervisor/Sponsor, you will receive an email notification of the roles that have been approved, and then the approval request will go to administrator for approval. Charge your roles have been additionable of the roles that have been approved, and then the approval request will go to administrator for approval. Charge your roles have been additionable of the roles that have been approved, you will receive another email indication of the roles that have been approved, and then the approval request will go to administrator for approval. Charge your roles have been additionable of the roles that have been additionable of the roles that have been approved, and then the approval request will go to administrator for approval. Charge your roles have been additionable of the roles that have been additio	sn
A Success page will be displayed indicating what roles have been added.	
Based on the information on the <b>Additional Profile Information</b> page, an email will be sent to your <b>Supervisor</b> responsible for approving the role request.	

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 responsible for approving the role request.

#### Step 21



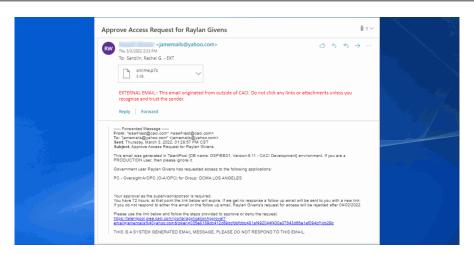


An email notification will be sent to the user with information being sent to the Supervisor for approval.

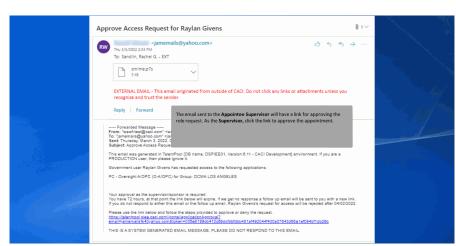
#### Step 22



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



#### Step 23



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.

Procurement Enterprise Enviro	Integrated onment   PIEE 5.12.2				
Approval/Denial for Application Requ	uest				
Te. Please review the applicant's infi justification, is accurate. Then click the		complete and valid. If it is not, additional information may be added in th	re text box below. Once you have finished, check the box say	ing you approve the user and agree that the justification	, including any supplemental
Applicant Requesting Access - E	Jemo Tester				Q View Account Justification
Email Organization Job Title Commercial Telephone Grade/Rank Citizenship	DCMA Correctional Institution Ad 904 Top US	Iministration 55961000	Mobile Telephone Designation	MILITARY	
	ed roles based on the justification supp Itional Information" to view each role's	alled. Justification and any other additional information for the role.			
Independent Role Approvals					
Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC   JAM   PBIS   BANKS	user an	proval/Denial for Application Request page is d their information. The Supervisor/Sponsor		g the registering	· ·
Step 3 Check the box to indicate you o	consent with what has been requested	and the justification supplied is accurate.			

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

Te: Please review the applicant's information justification, is accurate. Then click the Submit I		If it is not, additional information may be added in the text boo	x below. Once you	have finished, check the box saying	you approve the user and agree that the justit	fication, including any supplemental
Applicant Requesting Access - Demo Te	ester					Q View Account Justification
Email Organization Job Title Commercial Telephone Grade/Rank Citizenship	DCMA Correctional Institution Administration 9045963000 Top US		le Telephone mation	After reviewing the i from the action drop	nformation, the Supervisor v idown.	will Approve or Reject
Paper Approve or Reject the requested roles The Click the "View" link under "Additional in Independent Role Approvals	based on the justification supplied. formation" to view each role's justification and	any other additional information for the role.				
Application	Role	Group Name	Locati	ion Code/Extension	Additional Information	Action
PC   JAM   PBIS   BANKS	Crosp Oversight A/OPC (O-A/OPC)	Navy, Department of the			Q <u>View</u>	Approve Reject
Step2 (Optional Justification of Needed	The Approval/Rejection for Ap	plication Request page is displayed with tering user and their information. The rmation.	h			
Step3 Check the box to Indicate you consent						
Check this box to indicate that you have re			mit button	to digitally sign this form.		
Step4 Click "Submit" to submit the request a						
Submit O Cancel O Help						

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.

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

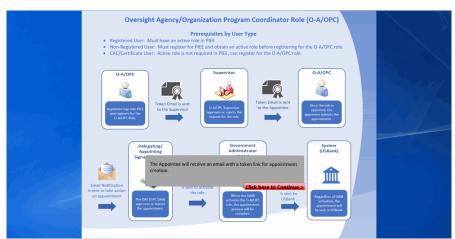
Procurement Integrated Enterprise Environment   PIEE		
Success		
You have successfully finished the applicant's application process. H	lave a nice day!	
₩Home		
	A Success page will be displayed after the Supervisor has completed the applicant's application process for the role the user requested access to.	

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	
	Byper     Image: Construction     <
	West Science 2017
	This email use generated in a lac TCST 5.12.2 environment. If you are a MIGDUCTION serv, then please agrow it.
	The following misciprofile data were approved/nejected by your Supervisor/Separator: PR - Descript ALGPC (JACRC) for Group, Havy, Department of the - Approved
	Junification: Needs for Intring. Once your approved risks hear activated by an administrator, you will receive another small notifying you of all the role(s) activated by the administrator. This is a system device Needs Needs Needs Activation Needs Needs Needs Needs Needs Needs Needs Needs Needs Needs Needs Needs Needs N
	ואס א אז מייניסומיא וערבאיא, אבאינע אינגאינן אינגע געראין אינגע אינגע אינגע אינגע אינגע אינגע אינגע אינגע אינגע
	An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision regarding the appointee's application request.

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

## Step 29

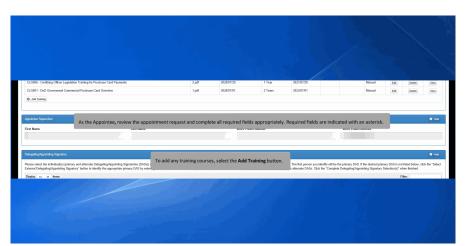


The Appointee will receive an email with a token link for appointment creation.

JAM Reminder Appointment Required for Oversight A/OPC (O-A/OPC) Role	
To: EXTERNAL EMAIL. This email originated fr EXTERNAL EMAIL. This email originated fr Repty   Forward user registering for new roles). As the Appointee click the link to create the appointment.	
Forwarded message Form: <u>spanf-tett@cast.com</u> > Date: Thu, Mar 2, 2022 at 224 PM Subject: JAM Reminder Appointment Required for Oversight A/OPC (O-A/OPC) Role To: <u>cgastecture regressions</u>	
This email was generated in TalentPool (DB name: DSPIEE01, Version:6.11 - CACI Development) environment. If you are a PRODUCTION user, then please ignore it. Ravian Givens.	
nayina tovera, You have registered for the Oversight A/OPC (D-A/OPC) role. This role requires an active Oversight Agency/Organization Program Coordinator Appointment in the Joint Appointment Module (JAM) Jefore the role can be activated by a Group Administrator (GAM).	
You can initiate your Oversight Agency/Organization Program Coordinator Appointment workflow process within the Procurement Enterprise Environment (PIEE) by following these steps:	
Step 1: Open the Oversight Agency/Organization Program Coordinator Appointment in JAM by clicking this link: <u>https://takentogo.lise.aci.com/Jam/Oken1</u> <u>mmal:coherthor/Wightpainourgin-Wightganai.com/acided/044as/7096/67/41613ab/9436c4805b210c422140055c2072844beb</u> Step 2: Enter the appointment information then submit the appointment to the designated GPC Delegating/Appointing Authority (GPC DAA) for approval.	
NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.	

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.

		intment - Draft				
	Add Training	The Add Training m	nodal is displayed. C	omplete all required fields.		
uppointee	Course Type *					0 Help
irst Name	Component Specified			~		
Kim	Component *					
OD Component	- Select -			~		
DEFENSE CONTRAC	Course *					
rocurement DoDAAC	- Select -			~		
	Certificate *					
elegation Authority *	Choose File					
- Select -	Completion Date *	Frequency *	Hours	Provider		
Course Type Co		- Select - V			Archive	View
Click the 'Add Training'	Are you sure you want to add this	s training record?				

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

## Step 33

nerts	2.pdf	202	0/07/20	1 Year	2021/07/20		м	anual	Edt	Delete	View
	1.pdf	202	0/07/01	2 Years	2022/07/01		M	anual	Edit	Delete	View
ng Signatories (DASs)) who are autho	rized to approve this app	cointment / delegatio	n of authority. You must i	dentify at least one DA	S. The first person you	identify will be th	e primary DAS. If the d	lesired primary	DAS is not	listed below, cl	0 i lick the "S
epinity 0.00 by entiting instant en	an address. Too may o	an anact op to two i		UN ES DEDI DOTE	an and there become one	KUN CAILAN	condum di Abbranu d	organity See			
	Last Name	Last New Training will Training course Trainin	Last Name The training will be displayed Training courses may be edi appointment initiation using the second secon	Last Reserved Training will be displayed on the appoint Training courses may be edited or deleted di appointment initiation using the Edit and De	1pd         2000701         2 Years           Lear Name         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 buttors to appoint 2000 and appointment initiation using the Edit and Delete buttors to appoint 2000 and appointment initiation using the Edit and Delete buttors to appoint 2000 and appointment initiation using the Edit and Delete buttors to appoint 2000 and appointment initiation using the Edit and Delete buttors to appoint 2000 and appoint 2000 and appointment initiation using the Edit and Delete buttors to appoint appointment initiation using the Edit and Delete buttors to appoint 2000 and appointment initiation using the Edit and Delete buttors to appoint appointment initiation using the Edit and Delete buttors to appoint appointment initiation using the Edit and Delete buttors to appoint appointment initiation using the Edit and Delete buttors to appoint appointment initiation using the Edit and Delete buttors to appoint appoint appointment initiation using the Edit and Delete buttors to appoint appoint appointment initiation using the Edit and Delete buttors to appoint appoint appointment initiation using the Edit appointment initininininiti	1 pdf         2020701         2 Years         2020701           Last Name         The training will be displayed on the appointment request.         User Years Name           Training courses may be edited or deleted during the appointment inflation using the Edit and Delete buttors.         Section 2020	tpd     2020101     2 Yues     2020101       Last New     The training will be displayed on the appointment request.     Interview       Training courses may be edited or deleted during the appointment initiation using the Edit and Delete buttons.     Interview	1 pdf     20201761     2 Yhurs     20221701     M       Last Name     The training will be displayed on the appointment request.     Work Ereal Addres       Training courses may be edited or deleted during the appointment initiation using the Edit and Delete buttors.     Work Ereal Addres	Les Name     Training will be displayed on the appointment request.     West final Address       Training courses may be edited or deleted during the appointment request.     West final Address       Training courses may be edited or deleted during the appointment request.     West final Address	tpd     2201011     21hars     20201011     Mount     Image: Control of Control o	Last Name     Training will be displayed on the appointment request.     West Freed Address       Training courses may be edited or deleted during the

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.

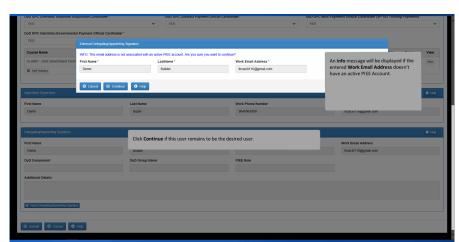
Course Na	ime				Certificate		Completion Date	Frequency	Due Date	Hours	Provider	Source	Edit	Delete	View
CLG001 - D	DoD Government Commercial	I Purchas	e Card Overview		Tester_POC.docx		2018/10/26	2 Years	2020/10/25			Manual	Edit	Delete	Vew
C Add Train	ining														
_		-													
		Т	ne Appointee can sele	ect a l	DAS from the list prov	vided	or select to add an	external DAS	by clicking Sele	ct					Heb Heb
irst Name					nting Signatory butto	n. Clic	ck the Select Exter	nal Delegati	ng/Appointing		Work Em	ail Address			
Demo		Si	gnatory button to add	d one	now.						Incaci01	10@gmail.com			
		_													
)elegating/A	oppointing Signatory														<b>O</b> Hup
Please select	t the individual in your organia										hority click the 'S	ielect External D	elegating/App	iointing Signa	
Please select			itory.								hority click the 'S	ielect External D	elegating/App	iointing Signa	
Please select dentify the ap	t the individual in your organia		itory.								hority click the 'S	ielect External D	elegating/App Filte		
Please select dentify the ap	t the individual in your organiz ippropriate Delegating/Appoin	ting Sign	tory. DoD Component	11	DoD Group Name	li	Work Phone Number		lork Email Address		hority click the 'S	ielect External D			
Tease select tentity the ap Display 10	t the individual in your organic oppropriate Delegating/Appoin	ting Sign		11	DoD Group Name Navy, Department of the	LT.	Work Phone Number 904-595-1512		fork Email Address		PIEE Role	ielect External D	Filte	¢	tory' button t
Please select dentity the ap Display so Item	t the individual in your organi ippropriate Delegating/Appoin ippropriate Delegating/Appoin items Name	ting Sign	DoD Component	II		11		0			PIEE Role GPC Delegation		File	¢	tory' button t Action
Please select dentity the ap Display 10 Item 1 2	t the individual in your organiz ppropriate Delegating/Appoin Name Cett42, Cora Tester, MSGPCDAA1	ting Sign	DoD Component Department of the Navy	ţī	Navy, Department of the	11	904-595-1512	0	oleung@caci.com		PIEE Role GPC Delegation	ig/Appointing Au	File	c	Action Select Select
Please select dentity the ap Display 10 Item 1 2 Showing 1 to	t the individual in your organic ppropriate Delegating/Appoint thems Name Cert42, Cora	ting Sign Ik	DoD Component Department of the Navy	11	Navy, Department of the	11	904-595-1512	0	oleung@caci.com		PIEE Role GPC Delegation	ig/Appointing Au	File	¢	Action Select

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

YES	overseas amplitied Acquisition Ca	Ironoider	V YES	ient omicial Gardnolder		V YES	Payments Omicial Caronolder (SP	-rez training:	Payments)	~
DoD GPC In	nteriIntra-Governmental Payment (	Official Cardholder *								
YES										
Course Nat	DoD Government Comr	ne "	Last Name *	Work Email Address Incaci0110@gmail.		×		Edit Edit	Delete Delete	View
🕲 Add Train	aning 🖉 Car	ncel 🕑 Continue 🛛 Help								
Appointee Su	upervisor									<b>0</b> Heb
opens :	xternal Delegating/Appo s so that you can enter info in your Group.	<b>Dinting Signatory</b> section formation for a DAS that		Work Phone Numbe S045951000	,		Work Email Address			
			an After entering the inf	formation click the <b>Continue</b> b	utton.	ment and/or delegation of a	authority click the 'Select External De	legating/Appoli	nting Signato	O Hop
Display 10	oo 🗸 items		an After entering the inf	formation click the <b>Continue</b> b	outton.	ment and/or delegation of a	authority click the "Select External De	legatingiAppoli Filter:	nting Signato	
Display 50 Item		1 DoD Component	an After entering the inf	formation click the <b>Continue</b> b	button.		suthonty click the "Select External De		nting Signato	
		DoD Component Department of the Navy	an After entering the init	formation click the <b>Continue</b> b	button.	il Address		Filter		ory" button to
	Name				coleung@c	il Address	PIEE Role	Filter:		ory' button to Action
Item 1 2 Showing 1 to	Name Cert42, Cora	Department of the Navy	II Navy, Department of the	904-595-1512	coleung@c	il Address	PIEE Role     GPC Delegating/Appointing Aut	Filter: hority hority		Action Select

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.



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

op GPC overseas simplined vicquisition cards	noider -	DOD GPC Contract Payment Orticial Can	anoider	DOD GPC MISC Paymer	its Omicial Cardnolder (Si	-162 Trainin	ng Paryments)	
YES	•	YES	~	YES				
oD GPC InterIntra-Governmental Payment Offi	icial Cardholder *							
YES	×							
Course Name			iser has made a mistake or wants to			Edit	Delete	View
CLG001 - DoD Government Commercial Purchas	DAS, they can click the Rese Delegating/Appointing Sign		tory button to remove the selected	DAS. Click the Res	et ,	Edit	Delete	Vew
Add Training	Delegating/Appointing Sign	actory button to continue.						
ppointee Supervisor								<b>0</b> IN
irst Name	Last Name		Work Phone Number		Work Email Address			
Demo	Super		9045961000		Incaci0110@gmail.com			
kiegating/Appointing Signatory								<b>6</b> H
irst Name	Last Name		Work Phone Number		Work Email Address			
Demo	Builder				Ihcaci0110@gmail.com			
oD Component	DoD Group Name		PIEE Role					
			External DAS					
dditional Details								
S Roost Delegating/Appointing Signatory								
8 Reset Dategating/Appainting Signatory								

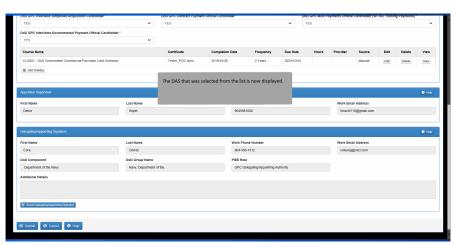
The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click the Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.

## Step 38

YES	overseas simplined Acquisitio	ii Galu	loider -			DOD GPC Contract Paym	ient O	metal Gardnolder					Payments Omc	iai caronoloer (s	e-tez traini	ng Payments;	
rea					×	YES					×	YES					
DoD GPC Ir	nteriIntra-Governmental Paym	ent Off	cial Cardholder *														
YES					<b>~</b>												
Course Na	lame					Certificate		Completion Date	Frequen	y Du	e Date	Hours	Provider	Source	Edit	Delete	View
CLG001 -	DoD Government Commercial F	urchas	e Card Overview			Tester_POC.docx		2018/10/26	2 Years	20	20/10/25			Manual	Edit	Daleta	Vew
C Add Tra	aining																
																	0 16
irst Name						n has reset, and the next to the DAS that				new DAS.	Click th	e	Work Er	nail Address			
Demo				select bu	rtton r	lext to the DAS that	L WII	ractivate trie appo	nument.				Incació	110@gmail.com			
)elegating//	Appointing Signatory																O He
Tease selec	ct the individual in your organiza			appointment	and/or de	elegation of authority. If you	do no	It see the individual who wi	be approving	your appointm	ent and/or	delegation of a	uthority click the	'Select External D	elegating:Ap	pointing Signa	
Tease selection dentity the a	ct the individual in your organiza appropriate Delegating/Appointin			appointment	and/or de	elegation of authority. If you	do no	t see the individual who wi	be approving	your appointm	ent and/or	delegation of a	uthority click the	'Select External D			
fease selecterity the a	ct the individual in your organiza			appointment	and/or de	elegation of authority. If you	do no	it see the individual who wi	be approving	your appointm	ent and/or	delegation of a	uthority click the	'Select External D	lelegating/Ap Fib		
fease selecterity the a	ct the individual in your organiza appropriate Delegating/Appointin	ig Sign				elegation of authority. If you Group Name		t see the individual who wi Work Phone Number		your appointm Work Email		-	uthority click the	'Select External D			
Tease select tentity the a Display 1	et the individual in your organiza appropriate Delegating/Appointin 10 v Items	ig Sign	story.	1	DoD						Address	-	PIEE Role	"Select External D	FID	н.	tory' buttor
Tease select dentity the a Display 9 Item	et the individual in your organiza appropriate Delegating/Appointin 10 V Items Name	ig Sign	DoD Component	1	DoD Navy	Group Name		Work Phone Number		Work Email	Address		PIEE Role GPC Delega		File	н.	tory' buttor
Please select dentity the a Display 9 Item 1 2	et the individual in your organiza appropriate Delegating/Appoints in terms Name Cert42, Cora Tester, MSGPCDAA1	ig Sign	DoD Component Department of the Na	1	DoD Navy	Group Name		Work Phone Number 904-595-1512		Work Email	Address		PIEE Role GPC Delega	ting:Appointing Au	File	11	Action Select
Please select dentity the a Display 1 Item 1 2 Showing 1	ct the individual in your organization organization organization of the individual in your organization of the individual of the individua	ng Sign Li	DoD Component Department of the Na	1	DoD Navy	Group Name		Work Phone Number 904-595-1512		Work Email	Address		PIEE Role GPC Delega	ting:Appointing Au	File	н.	Action
Please select dentity the a Display 1 Item 1 2 Showing 1	et the individual in your organiza appropriate Delegating/Appoints in terms Name Cert42, Cora Tester, MSGPCDAA1	ng Sign Li	DoD Component Department of the Na	1	DoD Navy	Group Name		Work Phone Number 904-595-1512		Work Email	Address		PIEE Role GPC Delega	ting:Appointing Au	File	11	Action 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



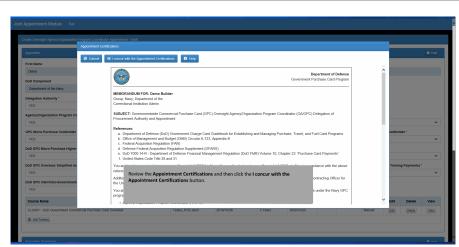
The DAS that was selected from the list is now displayed.

## Step 40

		DOD GPG CONtract Payme	ent Omicial Caronoloer				ayments Ornicia	il Calquolaer (Si	P-182 Trainin	ng Payments)	
YES	~	YES			×	YES					`
DoD GPC InteriIntra-Governmental Payment Offici	ial Cardholder *										
YES	~										
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	Vew
S Add Training											
Appointee Supervisor											O 166
First Name	Last Name		Work Pho					all Address			
Demo	Super		9045961	000			Incaci01	10@gmail.com			
Ö dan sön dilan alalan Ölenderi											- (
Delegating:Appainting Signatory											<b>O</b> Help
Detegating:Appetrting Signatory First Name	Last Name		Work Pho				Work Em	all Address			Она
	Last Name Cert42		Work Pho 904-596					ali Address @caci.com			<b>0</b> Hop
First Name											<b>O</b> Hog
First Name Cora	Cert42	he	904-596 PIEE Role		uthority						O Hos
First Name Cora DoD Component	Cerl42 DoD Group Name	he	904-596 PIEE Role	1512	uthority						O Hop
First Name Cora DoD Component Depariment of the Navy	Cert42 DoD Group Name Nany, Department of t	_	904-596 PIEE Role GPC De	1512 egating/Appointing A	uthority						<b>0</b> Hol
First Name Cora DoD Component Depariment of the Navy	Cent2 DoD Group Name Nany, Department of t	ng the required info	904-596 PIEE Role	1512 egating/Appointing A	uthority						<b>0</b> Hot
First Name Cora DoD Component Depariment of the Navy	Cent2 DoD Group Name Nany, Department of t	ng the required info	904-596 PIEE Role GPC De Dormation, click the Sul	1512 egating/Appointing A	uthority						<b>O</b> Hog
First Name Cora Dob Component Department of the Nany Additional Details	Cent2 DoD Group Name Nany, Department of t	ng the required info	904-596 PIEE Role GPC De Dormation, click the Sul	1512 egating/Appointing A	uthority						O Hol

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

## Step 41



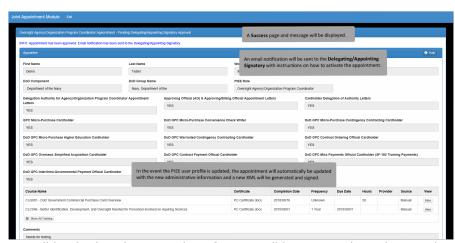
Review the Appointment Certifications and then click the I concur with the Appointment Certifications button.

#### Step 42

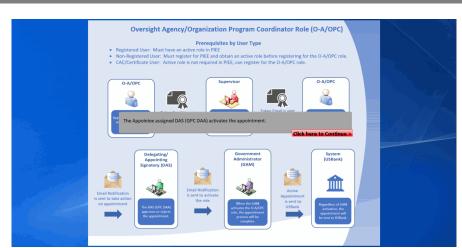
	Confirm Submit									
Appointee	Comments									 O Hat
First Name	I need this for testing.									
Demo										
DoD Component										
Department of the Navy	Are you sure you want to submit this appointment	2								
Delegation Authority *	Ø Cancel 🕼 Submit 🕕 Help									
YES	Cancel C Submit O Help									
Agency/Organization Prog	gram Coordinator Appointment Letters *	Approving/Billing Officia	al Accountment Latters *			Cardholder Dele	oation of Author	ity Letters *		
YES										~
	Click the Submit button to finish the appoin					ents may be e	ntered but a	ire not nece	essary for	~
	Click the Submit button to finish the appoin		se Convenience Check Writer*				ntered but a	re not nece	essary for	~
GPC Micro-Purchase Ca YES	Click the Submit button to finish the appoin	ntment creation.	se Convenience Check Writer *	dar *		ents may be e	ntered but a	ire not nece	essary for	
GPC Micro-Purchase Ca	Click the Submit button to finish the appoin	ntment creation.		der*		ents may be e	ntered but a	ire not neco	essary for	
GPC Micro-Purchase Ca YES DoD GPC Micro-Purchas YES	v	ntment creation.	se Convenience Check Writer* ntingency Contracting Cardhol	der *	the app	ents may be e pointment. YES				
GPC Micro-Purchase Ca YES DoD GPC Micro-Purchas YES		ntment creation.	se Convenience Check Writer *	der "	the app	e <b>nts</b> may be e pointment.				
GPC Micro-Purchase Ca YES DoD GPC Micro-Purchas YES DoD GPC Overseas Simpli YES	v Iffed Acquisition Cardholder * V	tment creation.	se Convenience Check Writer* ntingency Contracting Cardhol	der *	the app	ents may be e pointment. YES DoD GPC Misc I				
GPC Micro-Purchase Ca YES DoD GPC Micro-Purchas YES DoD GPC Overseas Simpli YES DoD GPC InterIntra-Goven	Wind Acquisition Cardholder*	tment creation.	se Convenience Check Writer* ntingency Contracting Cardhol	der*	the app	ents may be e pointment. YES DoD GPC Misc I				
GPC Micro-Purchase Ca YES DoD GPC Micro-Purchas YES DoD GPC Overseas Simpli YES	v Iffed Acquisition Cartholder * vmmenta Payment Official Cartholder *	tment creation.	se Convenience Check Writer* ntingency Contracting Cardhol	der*	the app	ents may be e pointment. YES DoD GPC Misc I				
GPC Micro-Purchase Ca YES DoD GPC Micro-Purchas YES DoD GPC Overseas Simpli YES DoD GPC InterIntra-Goven	v Iffed Acquisition Cartholder * vmmenta Payment Official Cartholder *	tment creation.	se Convenience Check Writer* ntingency Contracting Cardhol	der *	the app	ents may be e pointment. YES Dod GPC Mise I YES				

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

#### Step 43

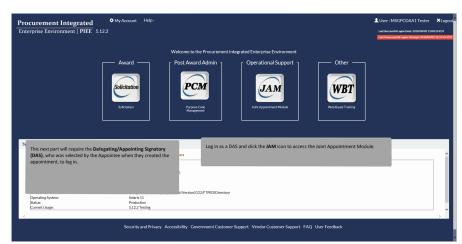


A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment. In the event the PIEE user profile is updated, the appointment will automatically be updated with the new administrative information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



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.

		ppointments - My App	ointments - E		
1912 Juli 1928) Spites & Source fails and source fail for a spontaneous source for appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown.		Search	1 for appointments	s that require my action	
Version     § 12 2 bits22,g4       half Date     0005016       half Date     0005016       Procession     100       Procession     100       Procession     000000       Procession     000000       Procession     0000000       Procession     0000000       Procession     0000000       Procession     000000000000000000000000000000000000					
Version     § 12 2 bits22,g4       half Date     0005016       half Date     0005016       Procession     100       Procession     100       Procession     000000       Procession     000000       Procession     0000000       Procession     0000000       Procession     0000000       Procession     000000000000000000000000000000000000					
han Date: 9000018 90000018 90000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 90000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 90000018 900000018 90000000000	(2013-JAN-17 12:05) System: All Su	ibject: Build Info Action	Required! Mess	lage For: All Users	
han Date: 9000018 90000018 90000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 90000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 9000018 90000018 900000018 90000000000	Constant .		E 40 0 Eve	#02.04	
Appendix how the weak year.					
HTTP Sever     Multip 88.0.5       HTTP Sever     Pro2000       Pro2000     Pro2000       Pro2000     Pro2000       Pro2000     Pro20000       Bank     Pro20000       Bank     Pro20000       Select Search for appointments that require my action from the dropdown to locate the appointments that require my action from the dropdown to locate the appointments that require your attention.					
TIPECD Some Immode TIPECD Some I	HTTP Server:				
TIPEOD innow Path:         local_developMontPile_QA_MONTPRODUctory           Decisional phatmin         Beams         Housson           Decisional phatmin         Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.           Select Search for appointments that require your attention.	Database:		T5122W		
Departing from the manu above.         Department of participation of the manu above.           Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.	FTP/EDI Server:		Commodor	re	
Name         Poderbin           Example Usage         § 12 2 Testing           Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.           Taxes start by selecting as option from the means above.   Once in JAM, click the My Appointments dropdown.				p/WAWF_RA_sec/Test/V	ersion5122FTPEDIDirectory
Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.					
Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.					
dropdown to locate the appointments that require your attention.	Current Usage:		5.12.2 Test	ang	
	Nease start by selecting an option from	the menu above.		_	
	0 Help			Once in J	AM, click the My Appointments dropdown.

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

Joint Appoin	itment Mo	dule	Search Appointments •	My Appointments -	Ext										User : P	ISGPCDAA1 Test
My Appoir	ilments - Wi	неге тту	action is required													
Display	10 v )	lems												Filte	c	
item	DoD Org	в	DoD Org/Group Name	Appointment		11	Status II		Status Date	Appointee	11	Supervisor	11	Delegating/Appointing Signatory	11	Action
1			Navy, Department of the	Component Program M	anager Appointment		Pending Delegating/Appointing Signatory Approval		2018/08/08	MSGFPMisc tester				MSGPCDAA1 Tester		Select
2			Navy, Department of the	Oversight Agency/Orga Appointment	nization Program Coordinator		Pending Delegating(Appointing Signatory Approval		2018/09/05	Demo Tester		Tester Supervisor		MSGPCDAA1 Tester		Select
Showing	1 to 2 of 2 ib	ems													Previous	1 Ned
🕑 Expe	art (CSV)	6 н	ep													
				Ares	ults page is displayed wit	:h u	isers that require your attention. S	Se	lect the use	r						
				from	the list and click the Sele	ct	button.									

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

Course Name					Certificate	Completion Date	Frequency	Due Date	Hours	Provider	source	view
CLC046 - Better identification,	Development, and Ove	rsight Needed 1	for Personnel involved on Aquir	ing Services	tid MAL	2018/09/03	6 Months	2019/03/02			Manual	View
CLG001 - DoD Government Co	mmercial Purchase Ca	ard Overview			PC Certificate docx	2018/08/16	Unknown		20		Manual	View
Comments				As the DAS, review the	lafaansalaa faasha		and her					
Needs for testing.				the appointee.	information for the	appointment crea	teu by					
Delegating/Appairting Signatory												<b>0</b> He
First Name			Last Name		Work Phone Number			Work Email	Address			
MSGPCDAA1			Tester		9045622356			useracco	unt@caci.com	n		
DoD Component			DoD Group Name		PIEE Role							
Department of the Navy			Navy, Department of the		GPC Delegating/App	ointing Authority						
Additional Details												
Appointment Workflow												<b>0</b> He
												0 14
opponing in worknow	Action	Status			Name	Signature			PIEE Role			
Date				onroval	Demo Tester	Henning Lance 9	010006533		Component	Program Mana	iger	
	Submit	Pending De										
Date 2018/06/05 11:38:12				If all the information is co	rrect, click the Appre	ove button for the	appointmer	it.				

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

Aspx				
pointee	cking the "Approve" button, I approve the appointment of this appointee with the details captured in the appointment.			
	Cancel & Approve 0 Hep			
bemo				
D Component	Department of Defense	<u></u>		
Department of the Navy	Government Purchase Card Program			
legation Authority for Agency/V	MEMORANDUM FOR: Demo Tester			
'ES	Group: Navy, Department of the Correctional Institution Admin			
C Micro-Purchase Cardholder	SUBJECT: Governmentwide Commercial Purchase Card (GPC) Oversight Agency/Organization Program Coordinator (OA/OPC) Delegation of Procurement Authority and Appointment		ardholder	
D GPC Micro-Purchase Higher 'ES D GPC Overseas Simplified Ac	References: a Digatimet of Deliving (bod) Bowernweit Charge Card Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Digatimeter of Deliving (bod) Bowernweit Charge Card Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Digatimeter of Deliving (bod) Bowernweit Card Dialdook for Establishing and Managing Purchaes, Tawel, and Faid b Digatimeter of Deliving (b Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Dialdook for Establishing (b Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Dialdook for Establishing (b Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Dialdook for Establishing (b Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Dialdook for Establishing (b Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Dialdook for Establishing (b Dialdook for Establishing and Managing Purchaes, Tawel, and Faid Card Programs b Dialdook for Establishing (b Dialdook for Establishing and Boling Boling And Faid Card Purchaes) b Dialdook for Establishing (b Dialdook for Establishing and Boling Boling And Faid Boling And Faid And Faid Boling And Faid And Fa		Training Payments	9
'ES	e. Dol d Payments' 1. Uni			
D GPC Interlintra-Government:	You are h shall be in accordant			
ES	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			
ourse Name	the United States of America subject to the limitations contained in the FAR and to the following:		der Source	View
LG001 - DoD Government Comr	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:		Manual	View
LC046 - Better Identification, Dev	Agency/Organization Program Coordinator (A/OPC)	Ý	Manual	View
Show All Training				

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

Step 50

	Confirm Approve									
pointee	Comments									<b>0</b> He
rst Name	Needs for testing									
Demo										
oD Component	L									
Department of the Navy	Are you sure you want to approve this appoint	vtment?								
elegation Authority for Agency/	Cancel & Approve 0 Help									
YES										
PC Micro-Purchase Gardholder		DoD GPC Micro-Purchase Convenie	Ince Check Writer		DoD GPC Micro-P	urchase Conting	ency Contra	cting Cardho	Ider	
YES		Comments may be entered but	t are not required. Click	k the	YES					
O GPC Micro-Purchase Higher	Education Cardholder	Approve button.	tare not required. Citch		DoD GPC Contrac	t Ordering Office	al Cardholde	u .		
YES					YES					
oD GPC Overseas Simplified Ac	quisition Cardholder				DoD GPC Misc Pa	yments Official C	Cardholder (	SF-182 Trainir	ng Payments)	
YES					YES					
D GPC Interlintra-Government	al Payment Official Cardholder									
YES										
Course Name			Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CLG001 - DoD Government Comr	mercial Purchase Card Overview		PC Certificate.docx	2018/08/16	Unknown		20		Manual	View
	velopment, and Oversight Needed for Personnel im	moution American Sansings	PC Certificate docx	2018/08/01	1 Year	2019/08/01			Manual	View

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

## Step 51

The PIEE signature required	irement has changed t	allow support for a	II the major browsers	s. Click here for more	e information.		
		allow support for a	II the major browsers	s. Click here for more	e information.		
tre you sure you want to si		o allow support for a	II the major browsers	s. Click <u>here</u> for more	e information.		
The PIEE signature requ Are you sure you want to si Cancel Sign	gn this appointment?						
tre you sure you want to si	in this appointment? Cont displ Certi	nue with the Signatu 1yed. For additional <b>ficate Modernizatic</b>	II the major browsers are process and sign v help with Smart Card n section of the WBT	with Authentication r	nethod the FAQ		
tre you sure you want to si	gn this appointment? Cont	nue with the Signatu 1yed. For additional <b>ficate Modernizatic</b>	ire process and sign \ help with Smart Card	with Authentication r	nethod the FAQ		

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

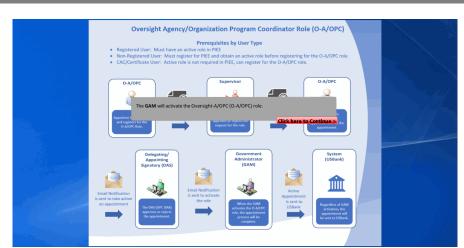
versight Agency/Organization Program Coordinator Appointment - Active											
FO: Appointment is active. Email notification has been sent to the Appoint	ntee.										
											O Hel
First Name	Last Name		Work Phon	e Number			Work Email	Address			
Demo	Tester		90459610	00			10000	(11)			
	DoD Group Name		PIEE Role								
Department of the Navy	An email	notification will be sent to the App	ointee.	Agency/Org	anization Program Coo	rdinator					
Delegation Authority for Agency/Organization Program Coordinator Letters	• • •			vintment Let	ters	Cardholder Delega	ation of Authorit	y Letters			
YES						YES					
GPC Micro-Purchase Cardholder		DoD GPC Micro-Purchase Convenience Ch	eck Writer			DoD GPC Micro-P	urchase Conting	ency Contri	acting Cardho	lder	
YES		YES				YES					
DoD GPC Micro-Purchase Higher Education Cardholder		DoD GPC Warranted Contingency Contrac	ting Cardholde	м		DoD GPC Contrac	t Ordering Offic	ial Cardhold	er		
YES		YES				YES					
DoD GPC Overseas Simplified Acquisition Cardholder		DoD GPC Contract Payment Official Cardh	older			DoD GPC Misc Pa	yments Official	Cardholder	SF-182 Traini	ing Payments)	
YES		YES				YES					
DoD GPC Interlintra-Governmental Payment Official Cardholder		A Success page and message v	vill be disp	laved.							
YES				,							
Course Name					Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CLG001 - DoD Government Commercial Purchase Card Overview			PC Certifica	le docx	2018/08/16	Unknown		20		Manual	View
GLC046 - Better Identification, Development, and Oversight Needed for	r Personnel involve	d on Aquiring Services	PC Certifical	le.docx	2018/08/01	1 Year	2019/08/01			Manual	View
Show All Training											

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

## Step 53

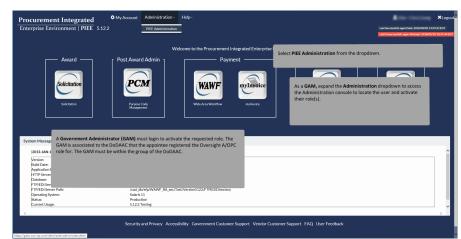
Skignere Sgilunk v Delete Archive Delete	E E S CM-	MUMUF JAX G To Manager □ Team Email G Reply & Delete Quick Reps 5	Move Move Move Move Move Move	olow Translate Related Zoorn	<b>Giv</b> Report Niching		
Sa	2018 2.32 PM avy, Department of the - Activatio	on Notice for Oversight Agency/Organi	zation Program Coordinator Appoin	tment			
Demo Tester,		If you are a PRODUCTION user, then please i					
-	ht Agency/Organization Program Coor ent of the Navy	g appointment in the Joint Appointment Mo dinator Appointment	dule (JAM):				
		rder to complete your system access reques receive and process replies to this mailbox.	t, a Government Administrator (GAM) ms	st activate your requested role. This is a	notification email only and no action is rec	uired on your part for this appointment.	
		appointment from the D	I be received by the Appoin elegating/Appointing Sign ust activate your requested	atory. To complete the red			

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.



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.

Administration Console Menu -		Exit
Main Menu Menu Option Giocop Janagement Loation Minaeement Subject Marker Expert (SARI) Management Subject Marker Expert (SARI) Management Uker / Bole Management	Description Administre program and subgroups by adding, remaining, moving/ deleting groups in the group structure, and adding / moving locations in the group structure. Administre incoloristic by editing locations, adding extensions, editing extensions and viewing location and extension data Serie and an acceleration to specific groups. Manages subject Matter Experts (SME) by Application and/or Location Code. Manage subject Matter Experts (SME) by Application and/or Location Code.	
	Click the User/Role Management link from the Main Menu list, to locate the user.	* Asterisk indicates required ent

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

## Step 57

Administration Console Menu -			Exit
User / Role Management			
Search by User Search by Role User ID Equal To Y JAM,APOC,21	First Name Equal To V	Last Name Equal To 🗸	
E-Mail EqualTo ❤	DoD ID Equal To 🗸	X.509 Subject Name Exact To V	
Q Search K Return S Reset			
After entering the User ID, click the Search button.	The GAM can search on any criteria. Fo the appointee with the role that needs a	r this demonstration, the <b>User ID</b> of activation will be used.	* Autorisk indicates required en

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

Administration Console	Menu -						Exi
Administration Console	menu -						EX
Search Result							
Show 10 🗸 entries							Search:
User Id	.↓h First Name	11 Last Name	11 E-Mail	11 DoD ID	11 X.509 Subject Name	11 Application(s)	11
JAM APOC 21 Showing 1 to 1 of 1 entries	Demo	Tester	Ihenning@caci.com			PC	Previous 1 Next
Back     O Download							
i i i i i i i i i i i i i i i i i i i							* Asterisk indicates required en
		Click the <b>User Id</b> from the list to review their role.	o de la companya de la				
	l						

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

## Step 59

Administration Console N	Menu - Ex
PIEE Access Approval for Demo Tester	Request Type : Modification
Overview	Overview
Profile	Pending Supervisor/Sponsor Approval
Supervisor	
Agency	Nor risks were found for Pending Supervisor Approval.
Justification/Attachments	
Reset Password	Pendira Admin Azoroval
User Roles	
Role History	Show 10 v entries Search
Profile History	Application 👫 Role    Group Name    Location Code    Extension    Status    Additional Information
de Print	PC Coop Oversight A/OPC (O-A/OPC) Navy, Department of the Review Required
	Showing 1to 1 of 1 entries 1 Next
	Click the User Roles tab on the left side to view any roles that need to be
	Active R: activated.
	Stow 1
	Application 11 Role 11 Group Name 11 Location Code 11 Extension 11 Status 11 Additional Information 11
	PC Component Program Manager (C-PM) Navy, Department of the Attached in PIEE a Q
	PC Agency/Organization Program Coordinator (A/OPC) DCMA LOS ANGELES S0512A NA Attached in PIEE
	PC Cress GPC Delegating/Appointing Authority (GPC DAA) DCMA LOS ANGELES Attached in PIEE

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

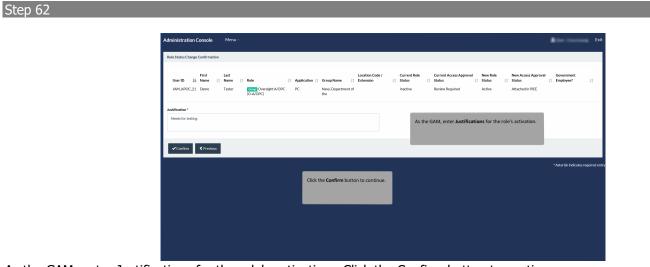
E Access Approval for Demo Tester											Req	uest Type : Modifie
Dverview	User Roles											
Profile Supervisor	Change All Sta	tus:	∽   Filter Ro	les By Status	: O All O Active O Inactive O A	rchived O Pendi	ing Approval OR	ejected O Blocked				
Agency Austification/Attachments	Show 10 🗸	entries									Search:	
Reset Password	Action	User ID 🕸	First Name 11	Last Name 🔄	Role I†	Application   †	Group Name 🕼	Location Code / Extension	Status 🕼	Access Approval Status It	Create Date	Additional Information
User Roles Role History	~	JAM_APOC_21	Demo	Tester	Group Oversight A/OPC (O-A/OPC)	PC	Navy, Department of the		Inactive	Review Required	2018/09/05	Vine
Profile History	~	JAM_APOC_21	Demo	Tester	Group GPC Delegating/Appointing Authority (GPC DAA)	PC	DCMA LOS ANGELES		Active	Attached in PIEE	2018/08/16	View
Print	~	JAM_APOC_21	Demo	Tester	Gross Component Program Manager (C-PM)	PC	Navy, Department of the		Active	Attached in PIEE	2018/09/05	View
	~	JAM_APOC_21	Demo	Tester	Agency/Organization Program Coordinator (A/OPC)	PC	DCMA LOS ANGELES	\$0512A	Active	Attached in PIEE	2018/08/16	View
	Showing 1 to 4 of	4 entries			Locate the role or	roles that nee	ed to be activa	ited by the			Previou	s 1 Next
	✔ Update	C Refresh	+ Add Rol	les	GAM.							

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

## Step 61

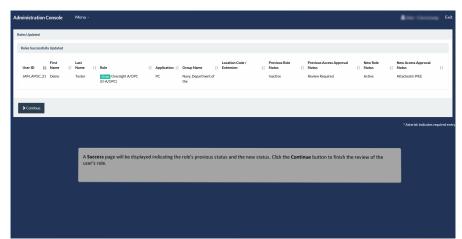
EE Access Approval for Demo Tester												Reg	est Type : Modifi
Overview	User Roles												
Profile	Change All Sta	tus:	∽   Filter Ro	les By Status	: O All O Active	○ Inactive ○ A	rchived O Pendi	ing Approval O R	elected O Blocked				
Supervisor Agency	Show 10 V	entries										Search:	
Justification/Attachments Reset Password	Action		First Name 🏦	Last Name	Role	L†	Application 1	Group Name 🕼	Location Code / Extension 1	Status 🕼	Access Approval	Create Date	Additional
laer Roles	Activate Archive Reject	JAM_APOC_21	Demo	Tester	Goog Oversight (O-A/OPC)	A/OPC	PC	Navy, Department of the		Inactive	Review Required	2018/09/05	View
Profile History		JAM_APOC_21	Demo	Tester	Group GPC Deleg Authority (GPC D		PC	DCMA LOS ANGELES		Active	Attached in PIEE	2018/08/16	View
Print .		JAM_APOC_21		Tester	Componer	nt Program	PC	Navy, Department of the		Active	Attached in PIEE	2018/09/05	View
						on Program °C)	PC	DCMA LOS ANGELES	50512A	Active	Attached in PIEE	2018/08/16	
	Showing 1 to											Previou	i 1 Next
	✔ Update	C Refresh	+ Add Ro	les		Then click t continue.	he Update bi	utton to					

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



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.

PIEE Access Approval for Demo Tester							Click	the Exit butto	on once fin	ished	Req	uest Type : Modificati
Overview	User Roles						ciici					
Profile Supervisor	Change All Sta	tus:	⊻   Filter R	oles By Status :	○ All ○ Active ○ Inactive ○ A	chived O Pendi	ing Approval OR	ejected O Blocked				
Agency	Show 10 🗸	entries									Search:	
Justification/Attachments Reset Password	Action	User ID 斗	First Name _::	Last Name	Role 11	Application 1	Group Name 👔	Location Code / Extension	† Status I†	Access Approval Status	Create Date	Additional
User Roles	~	JAM_APOC_21	Demo	Tester	Group GPC Delegating/Appointing Authority (GPC DAA)	PC	DCMA LOS ANGELES		Active	Attached in PIEE	2018/08/16	View
Profile History	~	JAM_APOC_21	Demo	Tester	Group Component Program Manager (C-PM)	PC	Navy, Department of the		Active	Attached in PIEE	2018/09/05	View
🖶 Print	~	JAM_APOC_21	Demo	Tester	Agency/Organization Program Coordinator (A/OPC)	PC	DCMA LOS ANGELES	\$0512A	Active	Attached in PIEE	2018/08/16	View
	×	JAM_APOC_21	Demo	Tester	Group Oversight A/OPC (O-A/OPC)	PC	Navy, Department of the		Active	Attached in PIEE	2018/09/05	View
	Showing 1 to 4 of	4 entries									Previou	s 1 Next
	✔ Update	© Refresh	+ Add Ro	les	The new status will be inc	licated now.						

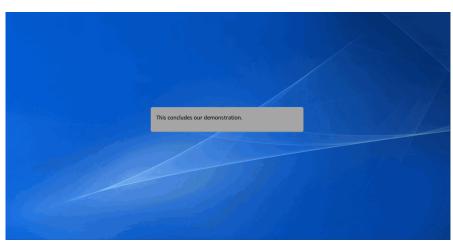
The new status will be indicated now. Click the Exit button once finished.

## Step 65

	CoseNete Mark Categories Fellow Translate D Related - Zoom Report Actions - Uper - D Select - Zoom Report	
Wed \$55079.33F R4 C Activation Notice		
This email was generated in a Jax TIST 5.12.2 endronment. If you are a PRODUCTION user, then please agrone it.		
Demo Tester,		
The following role has been activated: Role: Oversight AVOR (O.4.MOR) Group: Navy, Department of the		
THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT RESPOND TO THIS EMAIL	An email notification will be sent to the <b>Appointee</b> indicating the role's activation.	

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

End



This concludes our demonstration.