

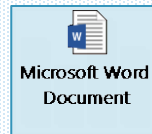
Agency/Organization Program Coordinators (A/OPCs), Oversight A/OPCs (OA/OPCs), and Component Program Managers (CPMs) were migrated to PIEE from PCOLS on 9/7/18.

- If you were migrated to PIEE from PCOLS and never had any other PIEE roles, your account will remain Active indefinitely. *This one-pager does not apply to you.*
- If you are an OA/OPC, A/OPC, or CPM who was not migrated to PIEE, see 3OP:003 (OA/OPCs and A/OPCs) or 3OP:004 (CPMs) for instructions on how to create your own PIEE account.

Users other than those described above (i.e., users who created their own PIEE accounts) must log into their PIEE account at least once every 60 days for their roles to stay Active.

- PIEE accounts will become **Inactive** after 60 days of inactivity. They will be **Archived** 30 days after becoming inactive (90 days total).
- *Hint: Respond to PIEE reminder emails or set an Outlook calendar reminder to log in to PIEE every 58 days.*

If you have not accessed the JAM module, *but you have accessed other roles in the PIEE suite*, your JAM role will stay Active regardless of how long it has been since you accessed JAM.



OA/OPCs, A/OPCs, CPMs



PIEE/JAM

How to Reactivate Inactive and Archived Accounts

- Contact your PIEE Group Administrator (GAM) and ask them to change the status of your account to Active.
- If you don't know who your GAM is, enter your DoDAAC in the lookup tool at <https://piee.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml>

If you need to update your information prior to Reactivation (e.g., if you have a new Supervisor):

- Ask your PIEE GAM to set your account to “Pending” status.
- Login to PIEE and click on “Manage Roles.”
- Select the role that needs to be reactivated by checking the box next to that role.
- Verify the information shown, make any needed updates, and enter any justification or attachments.
- After the Success page is displayed, an email will be sent to your Supervisor for approval. Once your Supervisor approves the electronic request, your role will become Active.

← 9/8/18 Migration Email Supplemental Guidance

See SP3 one-pagers [3OP:003](#) (OA/OPCs and A/OPCs) and [3OP:004](#) (CPMs) for details on the registration, role request, and JAM appointment processes.