

GPC Warrants (SF1402)

Reference Guide



Homepage

JAM

My Appointments

GPC Appointments as the Appointee

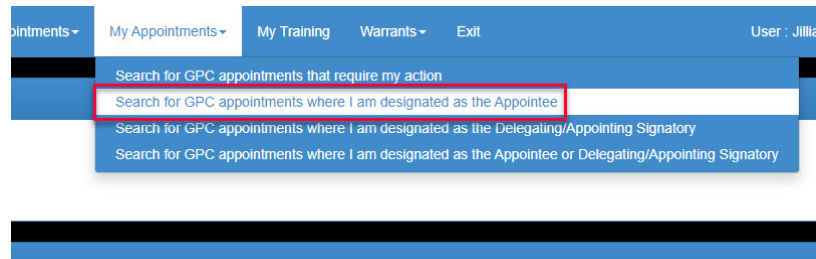
Roles

Roles that will have access to Generate a warrant (SF1402)

- JAM – A/OPC
- JAM – O-A/OPC
- Contract Ordering Official Cardholder
- Overseas SAT Cardholder

Generating Warrant (SF1402)

Log into PIEE as a JAM User with one of the roles listed and access JAM. In JAM go to My **Appointments > Search for GPC appointments where I am Designated as the Appointee**



My Appointments – Where I am designated as the Appointee

Select an active appointment

My Appointments - Where I am designated as the Appointee

Display 10 Items Filter:

Item	DoD Org	DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Action
1	N50054	NORFOLK SHIP SUPPORT ACTIVITY	Agency/Organization Program Coordinator Appointment	Active	2019/10/01	Jillian Johnston	Emma Hook	Carl Widenhofer	Select
2	N50054	NORFOLK SHIP SUPPORT ACTIVITY	Cardholder Appointment	Active	2019/10/01	Jillian Johnston	Emma Hook	Carl Widenhofer	Select
3	S0512A	DCMA LOS ANGELES	Cardholder Appointment	Pending Supervisor Approval	2019/09/27	Jillian Johnston	Emma Hook	Craig AOPC NonDA Godfrey	Select
4	S0512A	DCMA LOS ANGELES	Cardholder Appointment	Inactive	2019/09/18	Jillian Johnston	Emma Hook	Andrew Fleming	Select

Showing 1 to 4 of 4 items Previous 1 Next

Export (CSV) Help

Click the "Select" button to open the appointment that needs to generate a warrant (SF1402).

View Active Appointment – Generate SF1402

User may click the “Generate SF1402 PDF” button

Cardholder Appointment - Active

Initiator

First Name: Samantha, Last Name: Snow, Work Phone Number: 555555555, Work Email Address: [Redacted]

PIIEE Role: Agency/Organization Program Coordinator, DoD Group Name: DCMA LOS ANGELES, DoD Organization: S0512A, DoD Organization Name: DCMA LOS ANGELES

Appointee

First Name: Jillian, Last Name: Johnston, Work Phone Number: 333333333, Work Email Address: [Redacted]

DoD Component: Department of the Navy, DoD Organization: N50054, DoD Organization Name: MID ATLANTIC REG MAINT CTR, PIIIE Role: Cardholder

Work Address Line 1: 6230 VAN NUYS BLVD, Work Address Line 2: VAN NUYS CA 91401, Work Address Line 3: [Redacted], Work Address Line 4: [Redacted]

Country: United States, City: VAN NUYS, State: California, Zip: 91401

DEROS Date: [Redacted], Existing Warranted Contracting Officer (Non-GPC): Yes, Warrant Unlimited: [Checked], Warrant Limit: [Redacted]

Appointment Workflow

Date	Action	Status	Name	Signature	PIIEE Role
2019/10/01 11:02:28	Submit	Pending Supervisor Approval	Samantha Snow	Signature Not Required	Agency/Organization Program Coordinator
2019/10/01 11:05:01	Approve	Pending Delegating/Appointing Signatory Approval	Emma Hook	Hook,Emma	Appointee Supervisor
2019/10/01 11:12:42	Approve	Pending Appointee Approval	Carl Widenhofer	Widenhofer,Carl	Oversight Agency/Organization Program Coordinator
2019/10/01 11:12:59	Approve	Active	Jillian Johnston	Johnston,Jillian	Cardholder
2019/10/01 11:12:59	Approve	Active	Jillian Johnston	Johnston,Jillian	Cardholder

Buttons: Back, View Appointment Letter, **Generate SF1402 PDF**, Terminate, Help

Clicking the “Generate SF1402 PDF” button when download the file as a pdf to save on the machine.

Appointment Workflow

Date	Action	Status	Name	Signature	PIIEE Role
2019/10/01 11:02:28	Submit	Pending Supervisor Approval	Samantha Snow	Signature Not Required	Agency/Organization Program Coordinator
2019/10/01 11:05:01	Approve	Pending Delegating/Appointing Signatory Approval	Emma Hook	Hook,Emma	Appointee Supervisor
2019/10/01 11:12:42	Approve	Pending Appointee Approval	Carl Widenhofer	Widenhofer,Carl	Oversight Agency/Organization Program Coordinator
2019/10/01 11:12:59	Approve	Active	Jillian Johnston	Johnston,Jillian	Cardholder
2019/10/01 11:12:59	Approve	Active	Jillian Johnston	Johnston,Jillian	Cardholder

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SF1402_N50054.pdf

The file can be opened and viewed.