WAWF Local Processing Office (LPO) – JAM Registration
Reference Guide

- **Existing WAWF LPO users prior to PIEE version 6.1.0** will automatically have an active CO Appointment and access to JAM.
- **New PIEE Users** will need to register for the WAWF LPO role and get an active CO Appointment for access to JAM.
- **Existing PIEE Users without the WAWF LPO role** may add the WAWF LPO role and get an active CO Appointment for access to JAM.

Registration and Appointment Steps	Steps required to register for a WAWF LPO role with a CO appointment. 1. WAWF LPO Self-Registration 2. Supervisor Approval 3. DD577 AA Initiates CO Appointment 4. WAWF LPO Approves Appointment 5. GAM Role Activation

WAWF LPO Self-Registration

Registering for WAWF LPO with access to JAM	Access PIEE as a New User to begin the self-registration Process. In PIEE navigate to the **Homepage > "New to PIEE? Start the registration process."** An official website of the United States government. **PIEE** *...rement Integrated ...prise Environment* ● VIEW SY... Log in with Certificate	Log in with User ID DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV. **LOG IN WITH CAC / PIV** User ID Password Get help with CAC / PIV Login **CAPTCHA Image** ◄) AUDIO ↻ RELOAD Enter in text in image above. **FIND GAM/CAM** **LOG IN** Find My User ID	Reset My Password New to PIEE? Start the registration process.

Privacy Act Statement

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USES: None

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.

✔ Agree

Click the Agree button to acknowledge that the Privacy Act Statement has been read and agreed upon.

What type of user are you?

👤 Government - DoD

👤 Government - Non-DoD

👤 Government Support Contractor - Supporting DoD Organization

👤 Government Support Contractor - Supporting Non-DoD Organization

👤 Vendor

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

❮ Previous   ❓ Help

Select a type of user from What type of user are you?

The Authentication page is displayed. Common Access Card / Personal Identity Verification is an available option. Click the dropdown to change the access method.

Enter Required Information on the User Profile page and click the Next button when finished.

Additional Profile Information

Supervisor Information

First Name *	Last Name *	Job Title *

Email *	Confirm Email *

DSN Telephone	Phone !	Extension	Intl Country Code and Phone !

Alternate Supervisor Information (Optional) ℹ

First Name !	Last Name !	Job Title !

Agency Information

Agency Name *	Address *

City *	Zip *	Country *
		--- Please Select --- ▼

Organization	Office Symbol

> Next   < Previous   💾 Save Registration   ❓ Help

! Symbol indicates situational entry, at least one is required

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

The Roles page is displayed. Click Save Registration to save all current progress if needed. The application will allow the user to Save the registration and complete the registration within 30 days.

Step 1. Select the appropriate Application from the List. For this demonstration WAWF must be selected for the LPO role.
Step 2. Select One or More Roles from the list below. For this demonstration Select Local Processing Office role.
Step 3. Click 'Add Roles'.

A Training page will be displayed where training may be uploaded. The training is not mandatory at this point but will be required to finish the Appointment process.

After adding training click the Next button.

Enter a Justification. Attachments are available to be uploaded. Click the Next button to continue.

The Registration Summary page is displayed, review all the information.

After reviewing the information click the Next button.

The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile. Click the Signature button to sign the document indicating you have read and agree.

Enter the Password here or other Credentials. After entering your Password, click the Submit Registration button.

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.

Supervisor Approval

Supervisor Approves Role(s)

An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval. The email sent to the Supervisor will have a link for approving the role request. As the Supervisor click the link to approve the appointment.

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.

After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown. If the role(s) is denied the registering user will need to resubmit the role(s) after updating the information. Enter Additional Justifications as needed and check the check box indicating that you have read the user's Justifications. Click the Submit button to finish the approval process.

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

DD577 AA Initiating Appointment

DD577 AA Initiates the Certifying Officer Appointment for the WAWF LPO user
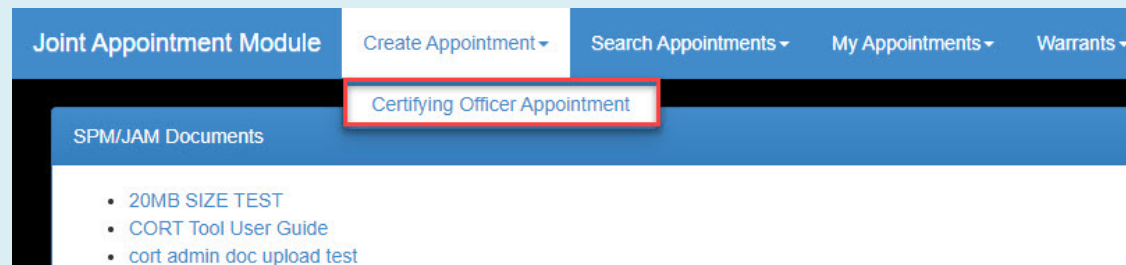

Log into PIEE as a DD577 AA user to initiate the Certifying Officer Appointment for the WAWF LPO user.

Click the JAM icon to begin.

In the Create Appointment dropdown click the Certifying Officer Appointment option.

Click the Select button next to the user that needs a CO Appointment.

After reviewing the information click the Submit button to initiate the CO Appointment.

Review the Appointment Certifications and click the Sign Certifying Officer Appointment button.
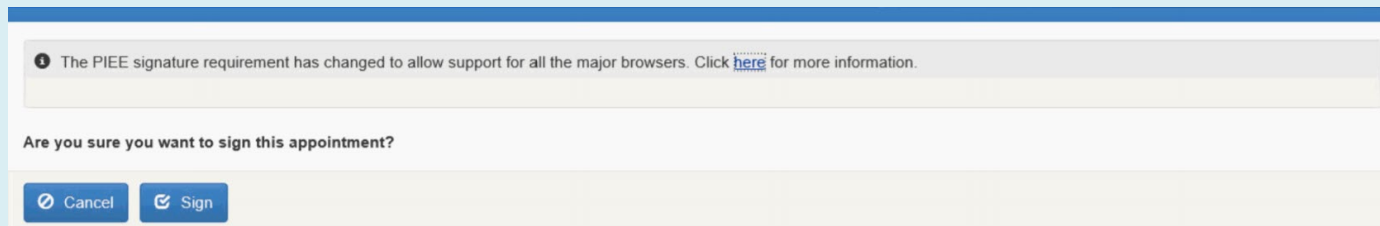
Comments can be entered with the appointment. Click the Submit button to complete the appointment creation.
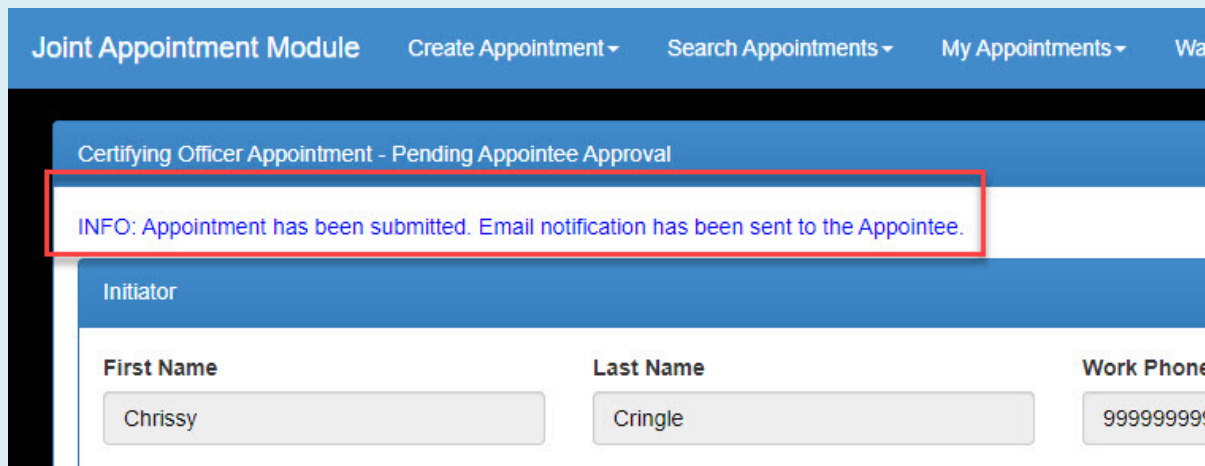
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under info for all Users.

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

WAWF LPO Approves CO Appointment

WAWF LPO Approves the Appointment

JAM S0512A - Appointee Approval Required for Certifying Officer Appointment

↩ Reply

ⓘ We removed extra line breaks from this message.

This email was generated in a Jax TEST 6.1.1 environment. If you are a PRODUCTION user, then please ignore it.

Auto LPO,

You have been designated as the Appointee for the following appointment in the Joint Appointment Module (JAM):

Appointment: Certifying Officer Appointment
Component: Defense Contract Management Agency Location DoDAAC: S0512A - DCMA LOS ANGELES
Status: Pending Appointee Approval

Your immediate action is required on this appointment. You can process this appointment within the Procurement Integrated Enterprise Environment (PIEE) by following these steps.

Step 1: Open the Certifying Officer Appointment by clicking this link: _____
40caci.com&token=4410311ec1dbc3c98d06236b11990b5114da15bfb1462f6dc8756eb604affbfb
Step 2: Review the appointment information for accuracy then Approve or Reject the appointment.

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

An email notification will be received by the Appointee to Approve the appointment. The user may click the link to access the appointment for approval or log into PIEE to access JAM and approve the appointment.

Certifying Officer Appointment - Pending Appointee Approval

Initiator ⓘ Help

First Name	Last Name	Work Phone Number	Work Email Address
Chrissy	Cringle	9999999999	

PIEE Role	DoD Group Name
DD577 Appointing Authority	Defense Contract Management Agency

Appointee ⓘ Help

First Name	Last Name	Work Phone Number	Work Email Address
Auto	LPO		

DoD Component	DoD Organization	DoD Organization Name	PIEE Role
Defense Contract Management Agency	S0512A	DCMA LOS ANGELES	Local Processing Office

DoD ID Number *

Type of Payment *	Entitlement System
Vendor Invoices	

The Pending Approval Appointment will be displayed. Review all information and click the Approve button.

The Appointment Certifications page is displayed. Review the information and click the Sign Certifying Officer Appointment button to approve the appointment.

Comments may be entered here with approval. Click the Approve button to continue.

A Success page and message will be displayed. An email notification will be sent to the Appointee, Initiator, and Delegating/Appointing Signatory indicating the appointment is active.

An email notification sample sent to the Appointee.

GAM Role Activation	
GAM Role Activation	A GAM may now activate the user's role(s). A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the role for. The GAM must be within the group of the DoDAAC.