

WAWF Local Processing Office (LPO) – JAM Registration

Reference Guide

Homepage

Self Registration

Supervisor Approval

DD577 AA Appointment Init

Appointee Approval

- **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

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.”

Registering for WAWF LPO with access to JAM

An official website of the United States government.

PIEE
Performance Integrated Enterprise Environment

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

LOG IN WITH CAC / PIV

Get help with CAC / PIV Login

FIND GAM/CAM

User ID

Password

CAPTCHA Image

AUDIO

RELOAD

Enter in text in image above.

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?

Authentication

How will you be accessing the Procurement Integrated Enterprise Environment applications? *

Common Access Card / Personal Identity Verification

Please follow the [Machine Setup](#) Instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

Please click on the Certificate Login button to select the appropriate certificate.

LOG IN WITH CAC / PIV

[CAC Help?](#)

Previous

Home

Help

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

User Profile

First Name *

Middle Name

Last Name *

Suffix

Home Organization
DoDAAC/FEDAAC * [DoDAAC Lookup](#)

Organization *

Job Series *

--- Please Sele

Job Title *

Grade/Rank *

Email *

Confirm Email *

Cyber Awareness Training Date *

Commercial Telephone !

Extension

Intl Country Code and Phone !

Mobile Telephone

DSN Telephone

Citizenship *

US

Designation *

--- Please Select ---

Next

Previous

Save Registration

Help

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) ⓘ

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.

Roles

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Approver View Only

Step 3. Click 'Add Roles'

+ Add Roles

Step 4. Fill out the required information for the applicable applications

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

> Next < Previous Save Registration Help

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.

Roles

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

- IGT Receiver
- IGT Receiver View Only
- IGT Requesting Activity View Only
- Inspector
- Inspector View Only
- Issue By View Only
- Local Processing Office

Step 3. Click 'Add Roles'

+ Add Roles

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
WAWF MINV JAM	Local Processing Office	DoDAAC	S0512A			Delete

Showing 1 to 1 of 1 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

> Next < Previous Save Registration Help

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'.

Training

- Warning: COLF - Certifying Officer Legislation Foundations is a required training course.
- Warning: COLCP - Certifying Officer Legislation Commercial Pay is a required training course.

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
-------------	-----------------	-------------	-----------	----------	-------	----------	--------	--------

Add Training +
Next
Previous
Help

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.

Training

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
COLCP - Certifying Officer Legislation Commercial Pay	2019/12/02	COLCP_Training.pdf	1 Year	2020/12/01			Manual	Edit Delete View
COLF - Certifying Officer Legislation Foundations	2019/12/02	COLF_Training.pdf	1 Year	2020/12/01			Manual	Edit Delete View

Add Training +
Next
Previous
Help

After adding training click the Next button.

Justification / Attachments

Info Provide justification for access and upload any necessary attachments.

Justification *

Attachments

Browse...
Upload

Warning! Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.

Next
Previous
Help

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

Registration Summary - Please Verify All the information

User Information

User ID AutoUserLPO1

User Type Government

Login Method User ID \ Password

User Profile [Edit](#)

First Name * Auto	Middle Name	Last Name * LPO	Suffix
Home Organization DoDAAC/FEDAAC * S0512A	Organization * DCMA	Job Series * 0006	Job Title * Correctional Ins
Email *	Grade/Rank * Top	Cyber Awareness Training Date * 2019/12/02	
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone
Citizenship * US	Designation * MILITARY	DSN Telephone	

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

Reason !

User Roles [Edit](#)

Role	Location Code Type	Location Code	Extension	Group
Local Processing Office	DoDAAC	S0512A		DCMA LOS ANGELES

> Next < Previous

After reviewing the information click the Next button.

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.

Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system.

Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or

☒ By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date
2019/12/02

Government Organization *
S0512A

☒ Signature

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: PIESSO-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.

Sign Agreement

By signing, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

i The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

☒ Submit Registration

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.

Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

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

Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.

- JAM - Joint Appointment Module
- WAWF - Wide Area Workflow
- myInvoice

The approval request will go to your Supervisor(s)/Sponsor.

Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.

If you have any questions, please contact the Customer Support.

 Home

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)

Approve Access Request for Auto LPO

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

Government user Auto LPO has updated profile information.

Your approval as the supervisor/sponsor is required.

You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link.

If you do not respond to either this email or the follow up email, Auto LPO's request for access will be rejected after 01/02/2020.

Please use the link below and follow the steps provided to approve or deny the request.

<http://ken=536056669cf25f819a3b3095cdccdb504ed931a6bae3f526bab40662e018c1d7>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

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.



Approval/Denial for Application Request

Tip: Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Auto LPO

[View Account Justification](#)

Email			
Organization	DCMA		
Job Title	Correctional Institution Administration		
Commercial Telephone		Mobile Telephone	
Grade/Rank	Top		
Citizenship	US	Designation	MILITARY

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.

Tip: Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Independent Role Approvals

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
WAWF MINV JAM	Local Processing Office	DCMA LOS ANGELES	S0512A/NA	View	Approve

Step 3 (Optional) Enter additional justification for the approval of the roles above.

Additional Justification if Needed

Step 4 Check the box to indicate you consent with what has been requested and the justification supplied is accurate.

☐ Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Step 5 Click "Submit" to submit the request approval and digitally sign this form in agreement. [CAC Help?](#)

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.



Success

You have successfully finished the applicant's application process. Have a nice day!



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**

An official website of the United States government.

PIEE
Procurement Integrated
Enterprise Environment

[VIEW SYS](#)

Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

[LOG IN WITH CAC / PIV](#)

[Get help with CAC / PIV Login](#)

[FIND GAM/CAM](#)

Log in with User ID

User ID

Password

CAPTCHA Image

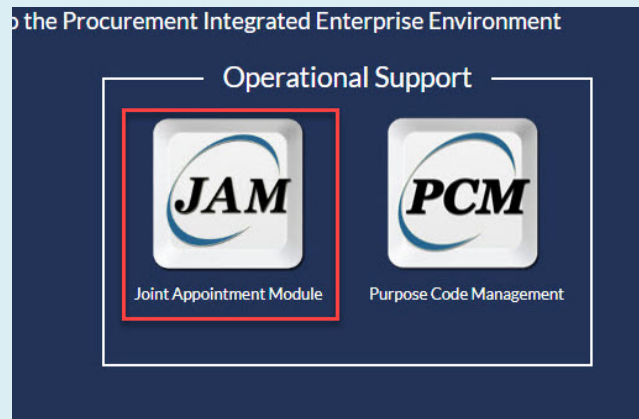
[AUDIO](#)

[RELOAD](#)

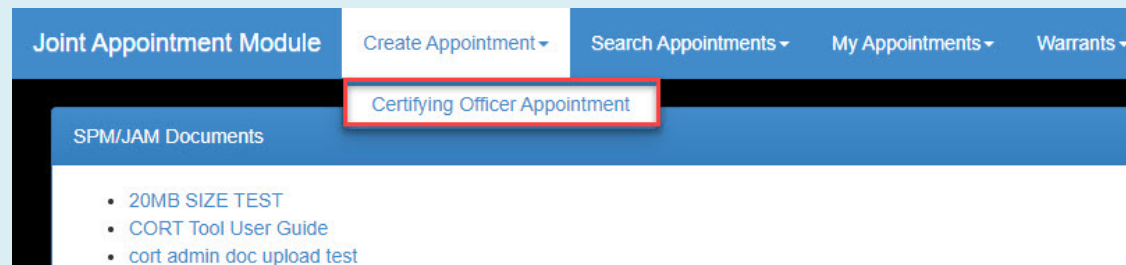
Enter in text in image above.

[LOG IN](#)

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.

Create Certifying Officer Appointment - Draft

Initiator Help

First Name: Chrissy Last Name: Cringle Work Phone Number: 9999999999 Work Email Address: [Redacted]

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

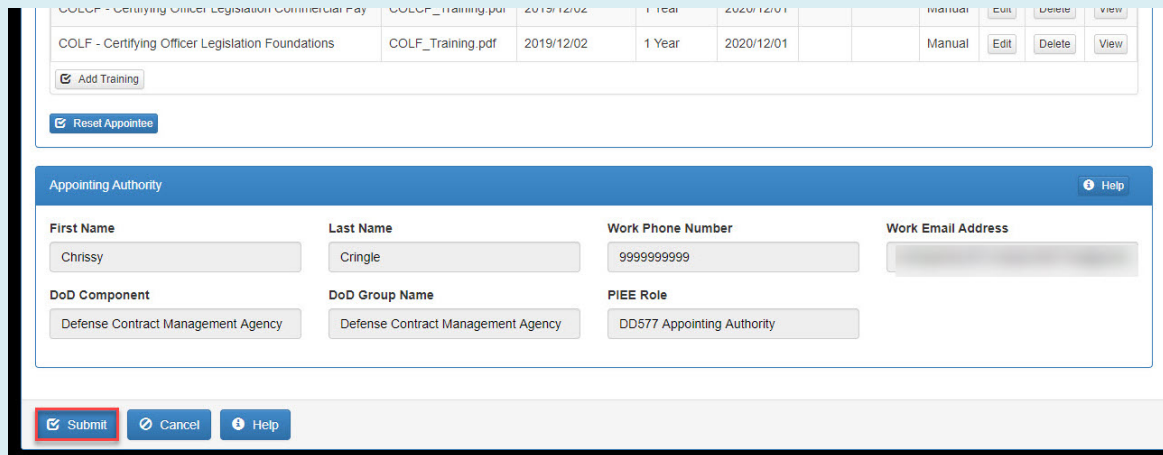
Appointee Help

Select an Appointee. This is a required action.

Display: 10 items Filter: [Redacted]

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	[Redacted]	Defense Contract Management Agency	S0512A	DCMA LOS ANGELES	9999999999	[Redacted]	Local Processing Office	Select
2	[Redacted]	Defense Contract Management Agency	S0512A	DCMA LOS ANGELES	999-9999	[Redacted]	Local Processing Office	Select
3	[Redacted]	Defense Contract Management Agency	S0512A	DCMA LOS ANGELES		[Redacted]	Local Processing	Select

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



The screenshot shows a web application interface for appointing an authority. At the top, there is a table with columns for training details. Below the table are buttons for 'Add Training' and 'Reset Appointee'. The main section is titled 'Appointing Authority' and contains several input fields for personal and organizational information. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Cancel', and 'Help'.

COLF - Certifying Officer Legislation Commercial Pay	COLF_Training.pdf	2019/12/02	1 Year	2020/12/01			Manual	Edit	Delete	View
COLF - Certifying Officer Legislation Foundations	COLF_Training.pdf	2019/12/02	1 Year	2020/12/01			Manual	Edit	Delete	View

☐ Add Training

Appointing Authority Help

First Name
Chrissy

Last Name
Cringie

Work Phone Number
9999999999

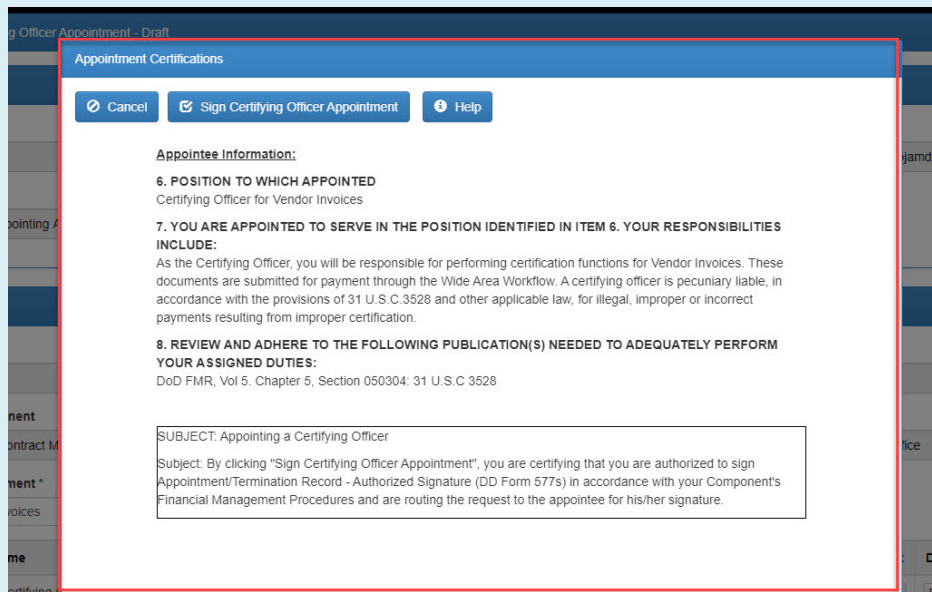
Work Email Address

DoD Component
Defense Contract Management Agency

DoD Group Name
Defense Contract Management Agency

PIEE Role
DD577 Appointing Authority

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



The screenshot shows a dialog box titled 'Appointment Certifications'. It contains a 'Cancel' button and a 'Sign Certifying Officer Appointment' button (highlighted with a red box). The text inside the dialog provides information about the appointee's position and responsibilities, and includes a subject line for the appointment.

Appointment Certifications

Appointee Information:

6. POSITION TO WHICH APPOINTED
Certifying Officer for Vendor Invoices

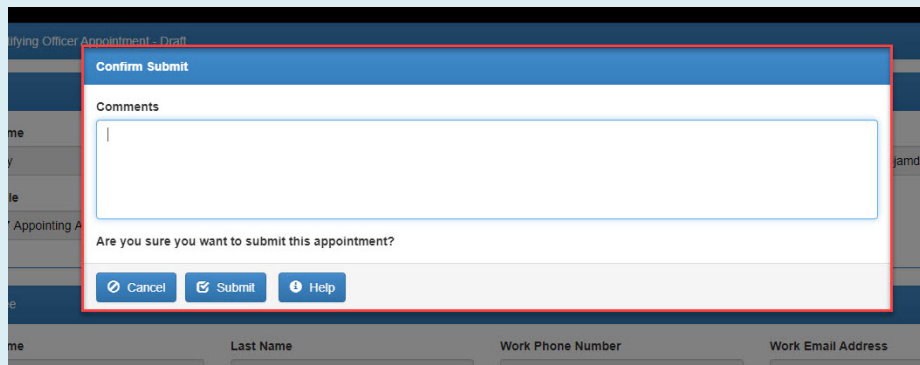
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:
As the Certifying Officer, you will be responsible for performing certification functions for Vendor Invoices. These documents are submitted for payment through the Wide Area Workflow. A certifying officer is pecuniary liable, in accordance with the provisions of 31 U.S.C. 3528 and other applicable law, for illegal, improper or incorrect payments resulting from improper certification.

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:
DoD FMR, Vol 5, Chapter 5, Section 050304; 31 U.S.C 3528

SUBJECT: Appointing a Certifying Officer

Subject: By clicking "Sign Certifying Officer Appointment", you are certifying that you are authorized to sign Appointment/Termination Record - Authorized Signature (DD Form 577s) in accordance with your Component's Financial Management Procedures and are routing the request to the appointee for his/her signature.

Review the Appointment Certifications and click the Sign Certifying Officer Appointment button.



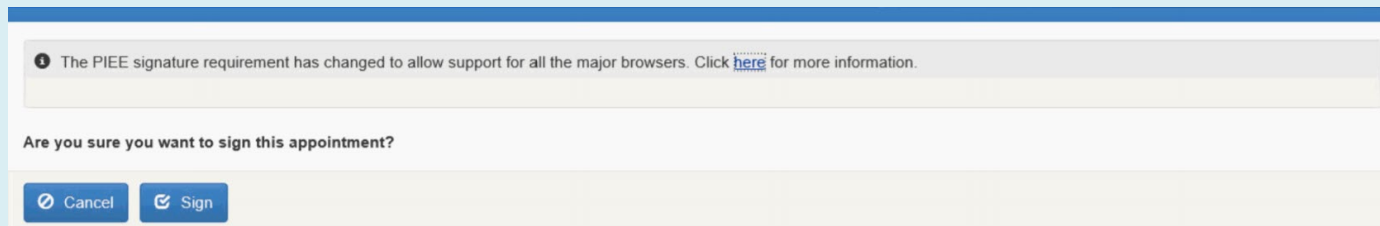
Confirm Submit

Comments

Are you sure you want to submit this appointment?

Cancel Submit Help

Comments can be entered with the appointment. Click the Submit button to complete the appointment creation.

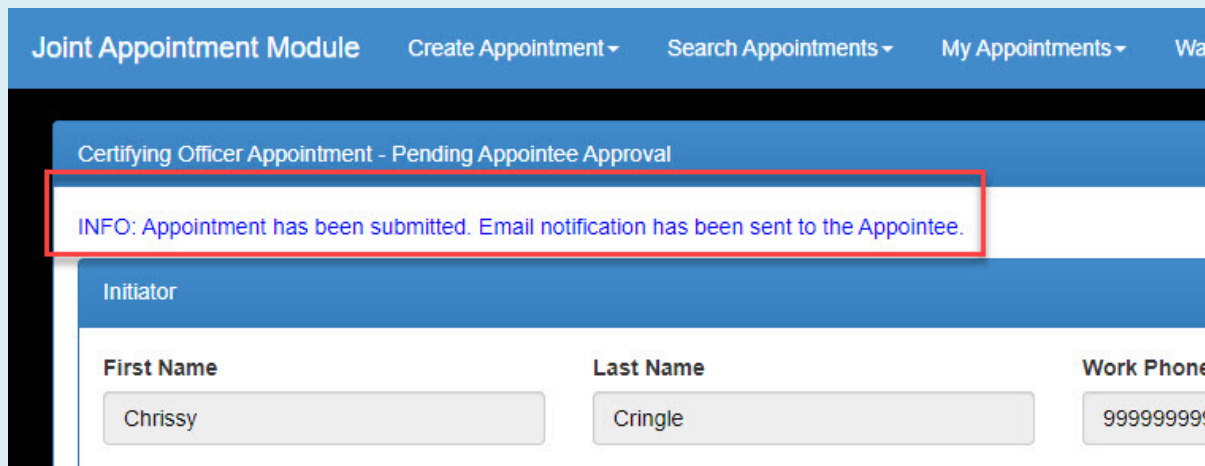


The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

Are you sure you want to sign this appointment?

Cancel Sign

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.



Joint Appointment Module Create Appointment Search Appointments My Appointments Wa

Certifying Officer Appointment - Pending Appointee Approval

INFO: Appointment has been submitted. Email notification has been sent to the Appointee.

Initiator

First Name	Last Name	Work Phone
Chrissy	Crigle	99999999

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

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.

**WAWF LPO
Approves the
Appointment**

Certifying Officer Appointment - Pending Appointee Approval

Initiator

Help

First Name

Chrissy

Last Name

Cringle

Work Phone Number

9999999999

Work Email Address

PIEE Role

DD577 Appointing Authority

DoD Group Name

Defense Contract Management Agency

Appointee

Help

First Name

Auto

Last Name

LPO

Work Phone Number

Work Email Address

DoD Component

Defense Contract Management Agency

DoD Organization

S0512A

DoD Organization Name

DCMA LOS ANGELES

PIEE Role

Local Processing Office

DoD ID Number *

Type of Payment *

Vendor Invoices

Entitlement System

Appointing Authority
Help

First Name
Chrissy

Last Name
Cringie

Work Phone Number
9999999999

Work Email Address

DoD Component
Defense Contract Management Agency

DoD Group Name
Defense Contract Management Agency

PIEE Role
DD577 Appointing Authority

Appointment Workflow
Help

Date	Action	Status	Name	Signature	PIEE Role
2019/12/03 09:52:34	Submit	Pending Appointee Approval	Chrissy Cringie	Cringie.Chrissy	DD577 Appointing Authority

Approve
Reject
Help

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

Certifying Officer Appointment - Pending Appointee Approval

Appointment Certifications
Cancel
Sign Certifying Officer Appointment
Help

Appointee Information:

6. POSITION TO WHICH APPOINTED
Certifying Officer for Vendor Invoices

7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:
As the Certifying Officer, you will be responsible for performing certification functions for Vendor Invoices. These documents are submitted for payment through the Wide Area Workflow. A certifying officer is pecuniary liable, in accordance with the provisions of 31 U.S.C. 3528 and other applicable law, for illegal, improper or incorrect payments resulting from improper certification.

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:
DoD FMR, Vol 5, Chapter 5, Section 050304; 31 U.S.C 3528

SUBJECT: Appointment as Certifying Officer

By clicking "Sign Certifying Officer Appointment", you are acknowledging and accepting the position and responsibilities defined above. You are also certifying that you understand you are strictly liable to the United States for all public funds or payment certification, as appropriate, under your control. Additionally you are certifying you have been counseled on your pecuniary liability applicable to this appointment and have been given written operating instructions.

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

Appointment - Pending Appointee Approval

Confirm Approve

Comments

Are you sure you want to approve this appointment?

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

Certifying Officer Appointment - Active

INFO: Appointment is active. Email notification has been sent to the Appointee, Initiator, and Delegating/Appointing Signatory.


Initiator

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		

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.

JAM S0512A - Activation Notice for Certifying Officer Appointment

Tue 12/3/2019 10:11 AM

 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

This appointment has been approved and is now active. In order to complete your system access request, a Government Administrator (GAM) must activate your requested role. This is a notification email only and no action is required on your part for this appointment.

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

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.