

Level 1 Procurement and Grants Purpose Code Manager

Self-Registration

DoDAAC HQ0102

Procurement and Grants Purpose Code Manager

The Level 1 Procurement and Grants Purpos Manager can submit updates to any DoDAAC in their span of control for the Payment Office Flag. The Level 1 Procurement and Grants Purpose Code Manager must register in the Level 1 DoD – Comptroller organization DoDAAC HQ1002. This Purpose Code Manager also manage all approvals for the Level 2 -7 Payment Office Purpose Code flag change requests.

1: Users self-registering for the role of Purpose Code Manager Procurement and Grants role against the Level 1 group is restricted to the DPC organization DoDAAC of HQ0102.



Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
- 4. Profile**
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

User Profile

First Name * Sally	Middle Name 	Last Name * Rider	Suffix 	
Home Organization DoDAAC/FEDAAC * GPC DoDAAC Lookup HQ0102	Organization * Help Desk	Job Series * 1102	Job Title * Contracting	Grade/Rank * Rank
Email * sally.rider@navy.mil	Confirm Email * sally.rider@navy.mil	Cyber Awareness Training Date * 2019/09/18		
Commercial Telephone ! 202-987-6543	Extension 	Intl Country Code and Phone ! 	Mobile Telephone 	DSN Telephone
Citizenship * US	Designation * CIVILIAN			

Next Previous Save Registration Help

! Symbol indicates situational entry, at least one is required.

* Asterisk indicates required entry.

Registration

2: Government Employees and Government Support Contractors will have the ability to self-register as a Purpose Code Manager Procurement and Grants role against the Level 1 group. Once registration is complete, the role must be approved and activated by the PIEE PMO.

PIEE 6.1.1 Procurement Integrated Enterprise Environment

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Roles

Step 1. Select the appropriate Application from the list below

PCM - Purpose Code Management

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

Admin Roles for PCM

- Contract Admin Purpose Code Manager
- Contractor Purpose Code Manager
- DCMA Contract Admin Office (CAO) Manager
- System Admin Purpose Code Manager
- Procurement and Grant Purpose Code Manager

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
PCM	Admin Group Procurement and Grant Purpose Code Manager	N/A	N/A	N/A	Defense, Department of	Group Lookup 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

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Wrong DoDAAC

3. When Procurement and Grants Purpose Code Manager is selected during the registration process and the user enters a DoDAAC that is not HQ0102, the user will be presented with an error message.

- Registration Steps**
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Roles

• Error: The Home Organization FUM417 provided is not authorized to request the Procurement and Grant Purpose Code Manager role you selected at the level requested (it is restricted to certain organizations). Please select another level to request the role or contact your supervisor for the correct information.

Step 1. Select the appropriate Application from the list below

PCM - Purpose Code Management

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

User Roles for PCM
Contractor DoDAAC Manager

Admin Roles for PCM
Contract Admin Purpose Code Manager
Contractor Purpose Code Manager
DCMA Contract Admin Office (CAO) Manager

Step 3. Click '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
PCM	Procurement and Grant Purpose Code Manager	N/A	N/A	N/A	Defense, Department of	Group Lookup Delete

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

Next
Previous
Save Registration
Help

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