**NROTC Unit Supply Binder – Tab 3-1b**

**Date:** June 2025

**SUBJECT: Government Purchase Card (GPC): Unit A/OPC Creating PIEE/JAM Nomination and Appointment for Unit Approving Official (AO) / Certifying Officer (CO)**

**1. PURPOSE**

This document provides guidance to NROTC Unit Agency/Organization Program Coordinators (A/OPCs) on the required registration, nomination, and appointment processes within the Procurement Integrated Enterprise Environment (PIEE) and the Joint Appointment Module (JAM) to enable user access to US Bank Access Online for Government Purchase Card (GPC) participants.

**2. OVERVIEW**

Access to the GPC US Bank Access Online program requires the following steps:

* **Training Verification:** The Unit A/OPC must verify that all GPC program participants (including themselves) have completed the required training courses based on their role. See Tab 3-1.
* **PIEE/JAM Nomination/Appointments:** The Unit A/OPC must first complete their own PIEE/JAM appointment. Subsequently, they must initiate and manage PIEE nominations and JAM appointments for the Unit's Approving Official (AO), Certifying Officer (CO), and all Cardholders/Checkwriters (CH/CWs).
* **US Bank Access Online:** Completion of participant training is required before PIEE/JAM appointment approval and before submitting access requests to US Bank Access Online.

Diagram

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Figure 2.1. GPC Training, PIEE/JAM, and US Bank Access flowchart.

**3. ACTION REQUIRED - A/OPC GPC NOMINATING THE** **UNIT APPROVING OFFICIAL (AO) / CERTIFYING OFFICER (CO) IN PIEE**

1. The A/OPC must create the AO/CO nomination from the PIEE site.

**Note:** Complete the PIEE access and JAM Letter of Delegation process within 30 days to avoid role archiving. If the nomination exceeds 6 days, the role could expire and require you to begin the process again.

**Timeline

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Figure 3.1. PIEE/JAM GPC participant appointment workflow.

**3.1 Nominating the Unit Approving Official (AO) / Certifying Officer (CO):**

**Timeline

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Figure 3.2. PIEE/JAM AO/CO appointment workflow: Nomination.

**Note:** A/BO appointments start with the nomination by the HL5 (unit) A/OPC. New or existing PIEE users will get an error if they try to register for the AO/CO role without a nomination.

1. After launching PIEE at <https://piee.eb.mil/>
2. Complete the following:
   * Select “GPC Nominations” 
   * On the dropdown menu, select “Create Nomination " 
   * On the next screen, review and select “Agree" Text

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   * Ensure your role “Agency/Organization Program Coordinator” is noted under Nominator Role
   * Under “Nominee Email” add the AO-CO’s email address. Select “NEXT.”
   * If the Nominee (AO-CO) is registered within PIEE, their information will populate.
   * Nominating A/OPC will provide the details of the user’s home and role DoDAACs. Ensure the “Nominee Location Type Code” notes DODAAC then add your units UIC in the Nominee Location Code area, with an N in front of the UIC.
   * Review and add any missing training.
   * When you are nominating your AO-CO, **start with their A/BO role first.** The system will ask you if the AO is also a Certifying Officer (**confirm YES**), this will allow for the creation of the DD Form 577 (as a combo) with the AO nomination/appointment.
   * Once all information is added, select the Submit button.
3. A screen will appear notifying you that an email was forwarded to the nominee you just initiated a letter for.
4. Once the nominee completes their required actions notification will go to their supervisor for approval action. Once their supervisor completes their part an email will be sent to both the nominee and to you the Unit A/OPC.

**4. ACTION REQUIRED - UNIT APPROVING OFFICIAL (AO) / CERTIFYING OFFICER (CO) JAM APPOINTMENT CREATION**

1. After AO/CO nominee actions are completed (PIEE self-registration and supervisor approval), the Unit A/OPC must start the JAM appointment.

Diagram

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Figure 4.1. PIEE/JAM AO/CO appointment workflow: Appointment creation.

**4.1 Appointing the Unit Approving Official (AO) / Certifying Officer (CO) - Letter of Delegation:**

1. After logging into PIEE select the JAM icon on the PIEE home screen Text, icon

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2. Complete the following:
   * Select “Create Appointment” located at top/mid of page Text

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   * On the dropdown menu, select “**Both A/BO & Certifying Officer Appointments.**” (This is a COMBO appointment)
   * On the next screen, on the right, select the appointment Initiator information under the “Action" column.
   * On the next screen, the appointee information should populate, click the appointee’s “Select” button under the action column.
   * Review the appointee information and make corrections if needed.
   * Review the AO/CO training. Ensure all required trainings are uploaded.

Graphical user interface, text, application

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Figure 4.2. PIEE/JAM: AO-CO Required Training.

1. **Direct** **Oversight Agency/Organization Program Coordinator** – You must input/search for the HL4 O-A/OPC.
   * Input/Search for [sidney.e.coleman.civ@us.navy.mil](mailto:sidney.e.coleman.civ@us.navy.mil) and select "LOOKUP." Verify that the (Pensacola) A/OPC information is added. Then, click "SELECT."

Background pattern

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Figure 4.3. PIEE/JAM: Direct Oversight: O-A/OPC.

1. **Delegating/Appointing Signatory –** Since this is a COMBO (AO/CO) appointment: For the Approving Official (AO) profile, this section must list the HL5 (Unit) A/OPC information. **For the Certifying Officer (CO) profile**, the Delegating/Appointing Signatory must list as the Unit Commanding Officer (Head of Activity), who may not be registered within PIEE, so you must select the button under the names that appear **“Select External Delegating/Appointing Signatory.”**
2. After clicking ****
3. Complete the following:
   * Type in the Head of Activity - CO/HA’s name and email address then select “Continue.”
   * You will get a message that states, “The email address is not associated with an active PIEE account. Are you sure you want to continue?” **Select** **Continue.**
   * The next screen will show that the CO/HA’s name and email address was added under the Delegating/Approving Signatory. Select “Submit.”

**Note**: You must select/use the Select External tab to insert the HA’s information –the HA will receive an e-mail from PIEE, with a link to approve the role.

1. A**ppointee Supervisor** - The Appointee supervisor’s information should automatically populate (as listed during PIEE registration).
   * Select “Next.”
2. Review all areas “**Initiator**”, “**Appointee**”, “**Direct/Oversight Agency Coordinator**” “**Supervisor**” and “**Delegating Appointing Signatory**.” The unit’s A/OPC should be listed as the Delegating/ Appointing Signature for the AO role. For the **Certifying Officer (CO)** role, the Delegating/Appointing Signature **must list as** the unit’s Head of Activity / Commanding Officer.
3. **DELEGATING/APPOINTING AUTHORITY -** This section must list as your Commanding Officer (CO/HA), who may not be registered within PIEE so you would need to select the button under the names that appear **“Select External Delegating/Appointing Signatory.”**
4. Once all is inserted and you have submitted the appointment, a screen will appear with the **AO/CO Delegation of Procurement Authority and Appointment Letter**.
5. Select “I concur with the Appointment Certification.”
6. Add a comment in the Confirmation screen and select “Submit.”
7. Another screen will appear asking you to sign the Appointment. Click “Sign.”
8. You will get a notification that the appointment has been submitted.
9. An email will be sent to the appointee’s supervisor with a link to access PIEE and approve the appointment.

**5. PIEE JAM APPROVING OFFICIAL (AO) / CERTIFYING OFFICER (CO) – SUPERVISOR APPROVAL, DELEGATING SIGNATORY APPROVAL, APPOINTEE SIGNATURE, AND NSTC GAM ACTIVATION**

Diagram

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Figure 5.1. PIEE/JAM AO/CO appointment workflow: mirrors A/OPC process.

1. The remainder of the process mirrors the A/OPC appointment process.
2. Once the supervisor, approval signatories, and appointee completes their actions the appointment request will go to the NSTC GAMs (Mr. William Barton and Mr. John Bass) to complete the approval and activation in PIEE. The A/OPC will receive an email notification that the appointment is approved. The A/OPC must go back into JAM to print the Letter of Delegation for the participant’s GPC file.
   * At this point, notify the HL4 O-A/OPC of completion.

**In conclusion, this document outlines the required steps for the Unit A/OPCs to nominate and appoint Unit Approving Officials (AO) and Certifying Officers (CO) within the PIEE/JAM applications. Please ensure the following actions are completed:**

1. **PIEE Nomination:**Unit A/OPCs must initiate the PIEE nomination for the Unit AO/CO, ensuring accurate information and required trainings are documented.
2. **JAM Letter of Delegation:**Following the Unit AO/CO nominee actions, Unit A/OPCs must initiate and complete the JAM Letter of Delegation, verifying appointee information, training, and selecting the appropriate Delegating/Appointing Signatory (CO/HA).
3. **Monitor and Follow-Up:**Unit A/OPCs must monitor the status of the PIEE nomination and JAM appointment, promptly addressing any issues or requests for information to ensure timely completion of the process, including supervisor and signatory approvals, and NSTC GAM activation.



William Barton John Bass

NROTC Supply Management Specialist ELMS APO / ALT GAM

GAM ALT GPC Level IV Agency Program Coordinator 847-688-4141 ext. 143

847-688-4141 ext. 176 [john.l.bass.civ@us.navy.mil](mailto:john.l.bass.civ@us.navy.mil)

[william.g.barton.civ@us.navy.mil](mailto:william.g.barton.civ@us.navy.mil)

Jason Sheets Sidney Coleman

NROTC Supply Management Specialist GPC Level IV Agency Program Coordinator

847-688-4509 ext. 330 847-688-4141 ext. 187

[jason.d.sheets.civ@us.navy.mil](mailto:jason.d.sheets.civ@us.navy.mil) sidney.e.coleman.civ@us.navy.mil

LaTonya Langston Jerry Long

NROTC Supply Management Specialist N4 Logistics Director

847-688-4509 ext. 439 847-688-4509 ext. 388

[latonya.l.langston.civ@us.navy.mil](mailto:latonya.l.langston.civ@us.navy.mil) jerry.e.long.civ@us.navy.mil

Eurice Cotton

NROTC Supply Management Specialist

847-688-5454 ext. 184

[eurice.cotton.civ@us.navy.mil](mailto:eurice.cotton.civ@us.navy.mil)