

NROTC Unit Supply Binder – Tab 3-1a

Date: June 2025

SUBJECT: Government Purchase Card (GPC) Initial Process: A/OPC PIEE/JAM Registration and Appointment

1. PURPOSE

This document provides guidance to NROTC Unit Agency/Organization Program Coordinators (A/OPCs) on the required registration 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) management.

2. OVERVIEW

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

- **Training Verification:** The 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 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 trainings is required before PIEE/JAM appointment approval and before submitting access requests to US Bank Access Online.

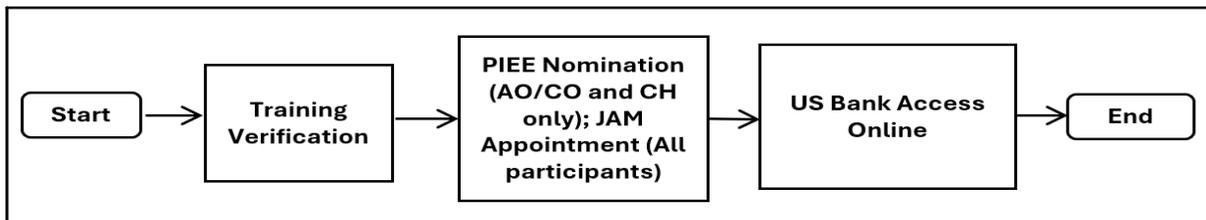


Figure 2.1. GPC Training, PIEE/JAM, and US Bank Access flowchart.

3. ACTION REQUIRED - A/OPC PIEE/JAM SELF-REGISTRATION/APPOINTMENT:

1. Request PIEE access for your A/OPC role.
2. Initiate the A/OPC Letter of Delegation from the PIEE/JAM 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.

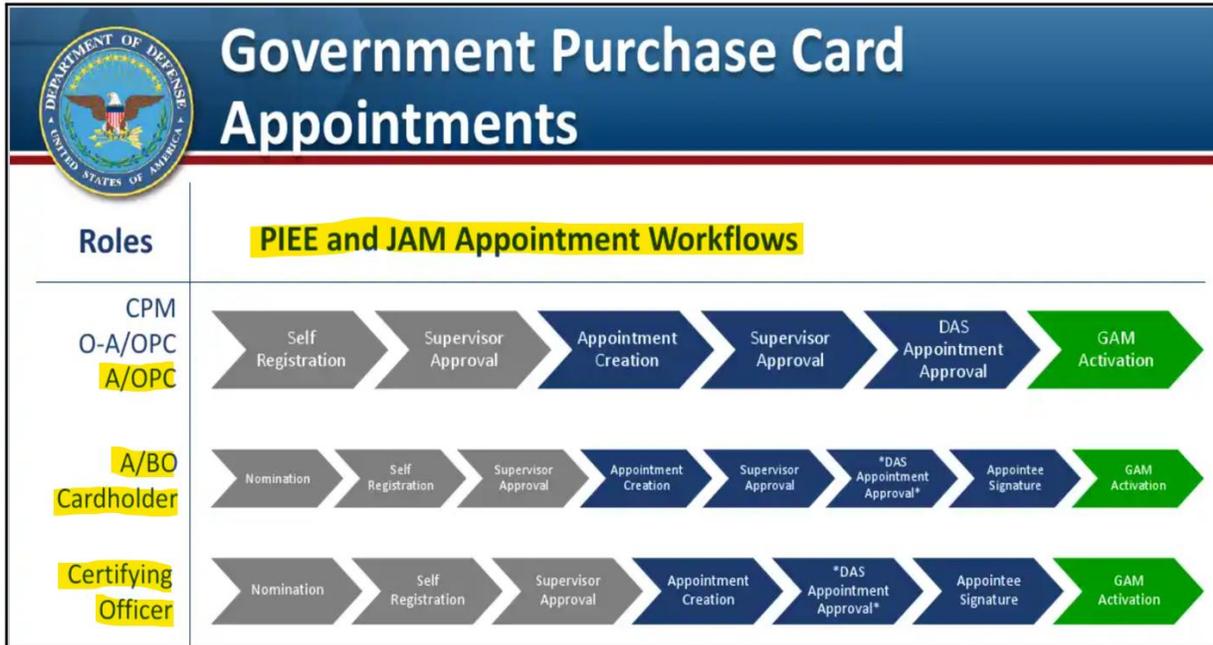


Figure 3.1. PIEE/JAM GPC participant appointment workflow.

(For those without PIEE access)

All GPC program participants (A/OPCs, AO/COs, CH/CWs) must gain access to the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil/> for their GPC role.

Detailed registration guidance is also located at:

https://dodprocurementtoolbox.com/uploads/GPC_JAM_and_Fed_Mall_Training_Slides_bcbe51f9eb.pdf

4. A/OPC COMPLETING PIEE REGISTRATION

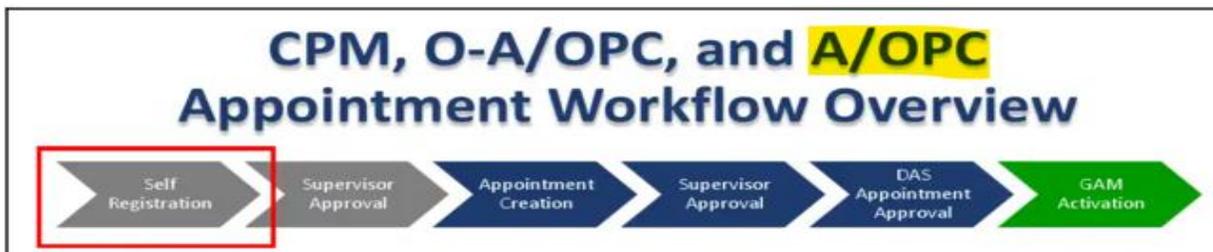
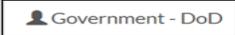


Figure 4.1. PIEE/JAM A/OPC appointment workflow: self-registration.

4.1 A/OPC PIEE Registration Guidance:

1. After launching PIEE at <https://piee.eb.mil/>
2. Complete the following:
 - Select “New User” 
 - On the next screen, select “Register” 
 - On the next screen, review and select “Agree” 
 - On the next screen, select “Government - DoD” 
 - On the next screen, select “Log In With CAC/PIV CARD” 
 - On the next screen, **Profile Page**, your **Home Organization** is your Unit DoDAAC; **Job Series** (military members must select other), **Job Title** and **Grade** (fill in accordingly). Select “Next” when all asterisk(*) fields are complete.
 - On the next screen, **Supervisor Page**, add your supervisor’s name and your agency information. Select “Next” when all asterisk(*) fields are complete.
 - On the next screen, **Roles Page**, Select **PC – Purchase Card**, then select your specific role - **Agency Program Coordinator (AOPC)**. **Location Code Type** is your unit DoDAAC starting with N (example: NXXXXX). Select “Next” when complete. Note: You can add your completed training certificates at this point or you can add and attach your required APC training certificates during the JAM self-appointment process.
 - On the next screen, **Justification Page**, enter a justification depending on your role, “Required for US Bank access.” Select “Next” when complete.
 - On the next screen, **Summary Page**, verify all information is correct then select Next. Select Previous if you need to make any changes.
 - On the next screen, **Agreement Page**, if Government Organization is blank, fill in. **Gov Org is your unit DoDAAC beginning with an N**. Verify all information is correct and select **Signature**. You are now complete with the registration process.
3. Your supervisor will receive an email that includes a link token to use to access PIEE and approve your registration.

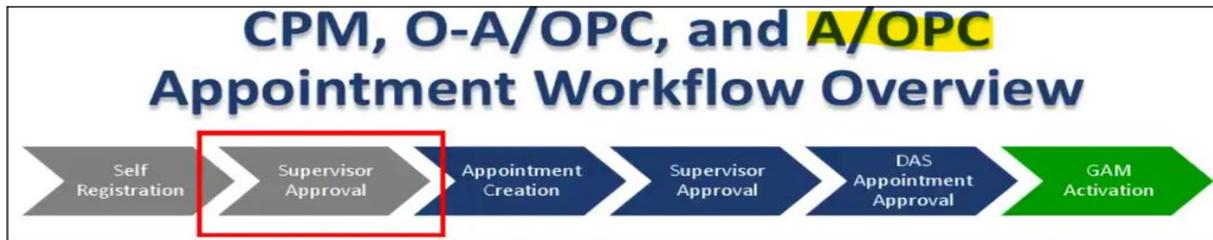


Figure 4.2. PIEE/JAM A/OPC appointment workflow: PIEE supervisor approval.

- After supervisory approval, your request will automatically forward to the NSTC PIEE Group Administrators (GAMs), Mr. William Barton and Mr. John Bass. They will review and activate your request within PIEE. You will receive an email notification once your request has been approved.
 - Once the NSTC GAM approves your access to PIEE, you can go into JAM to initiate your Letter of Delegation.
4. You will receive an email with subject: "JAM (your UIC) Appointment required for (A/OPC)." You will need to create your Letter of Delegation in PIEE JAM. Open the website (token) noted in the email or copy and paste the link into your browser (you may have to alternate browsers...CHROME / EDGE).

5. PIEE - JAM - A/OPC - INITIATING LETTERS OF DELEGATION

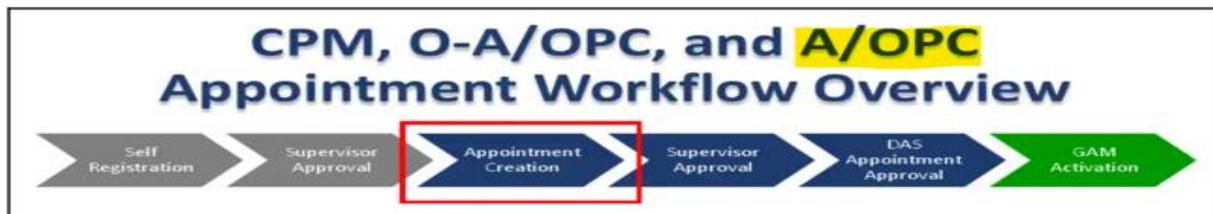


Figure 5.1. PIEE/JAM A/OPC appointment workflow: JAM appointment creation.

5.1 A/OPC JAM Letter of Delegation - Self-Appointment:

1. Once approved for PIEE access, initiate your A/OPC JAM Letter of Delegation. All GPC roles require an active A/OPC Appointment in the JAM before the role can be activated by a GAM.
2. After logging into PIEE select the JAM icon on the PIEE home screen 
3. Complete the following:
 - Select "Create Appointment" 
 - On the dropdown menu, select "[A/OPC] Appointment"

- On the next screen, select your information under “Action” **Action**
- On the next screen, select the delegating authority your A/OPC position will have, use selections below. It is recommended all A/OPC have the following Authorities when registering:
 - Delegation Authority – Yes
 - Approving/Billing Official Appointment Letters – Yes
 - Cardholder Delegation of Authority Letters – Yes
 - GPC Micro-Purchase Cardholder – Yes
 - DOD GPC Micro-Purchase Convenience Checkwriter – Yes, only if your unit has a ConvCk account
 - DOD GPC Micro-Purchase Emergency Type Operations Cardholder and/or Checkwriter – No
 - DOD GPC Micro-Purchase Higher Education Cardholder – No
 - DOD GPC Warranted Overseas Emergency Type Operations Cardholder – No
 - DOD GPC Contract Ordering Official – NROTCU Cardholders No
 - DOD GPC Overseas Simplified Acquisition Cardholder – No
 - DOD GPC Contract Payment Official Cardholder – Yes
 - DOD GPC Misc. Payments Official Cardholder (SF-182 Training Payments) – Yes
 - DOD GPC Inter/Intra-Government Payment Official Cardholder – Yes
- Note: Procurement DODAAC: Should be N00189 (which is your contracting site). DOD Organization: Your unit’s DoDAAC with an “N” in front.
- Review your selections to ensure they are correct before moving to the next step.

4. **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.”**

- Note: If you are the CO/HA, EXTERNALLY insert Captain Adams (**Director of Officer Development**) information. **“Christopher Adams christopher.w.adams5.mil@us.navy.mil”**

5. After clicking 

6. Complete the following:

- Type in your 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 your CO/HA's name and email address was added under the Delegating/Approving Signatory. Select "Submit."
- A screen will appear with your A/OPC Delegation of Procurement Authority and Appointment. Select "I concur with the Appointment Certification."
- Add a comment in the Confirmation screen and select "Submit."
- A screen will appear asking you to sign your Appointment. Click "Sign."

7. You will get a notification that your appointment has been submitted.

8. An email will be sent to your supervisor with a link to access PIEE and approve your appointment.

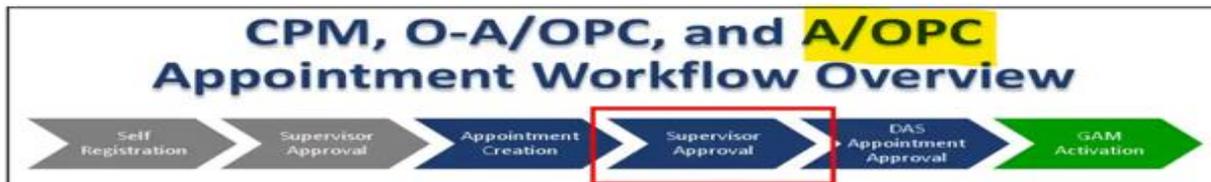


Figure 5.2. PIEE/JAM A/OPC appointment workflow: JAM supervisor approval.

9. Next, an email will be forwarded to your Delegating/Appointing Signatory, your CO/HA, who will also receive an email with a link to access PIEE to approve / sign your letter of delegation.

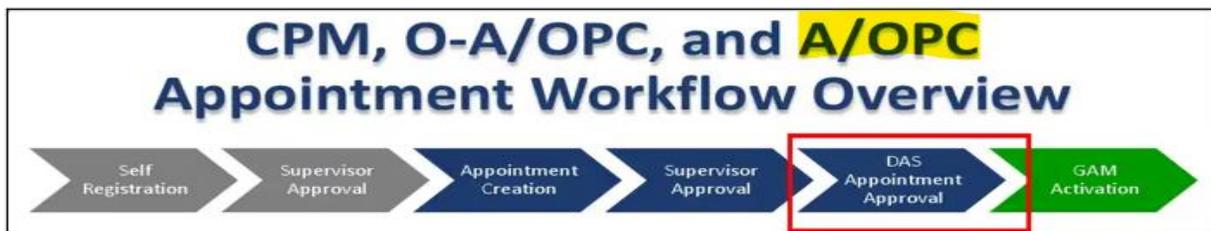


Figure 5.3. PIEE/JAM A/OPC appointment workflow: JAM (HA) appointment approval.

10. Once your Delegating/Appointing Signatory, CO/HA signs your letter the approval will go to the NSTC GAM for review and approval.

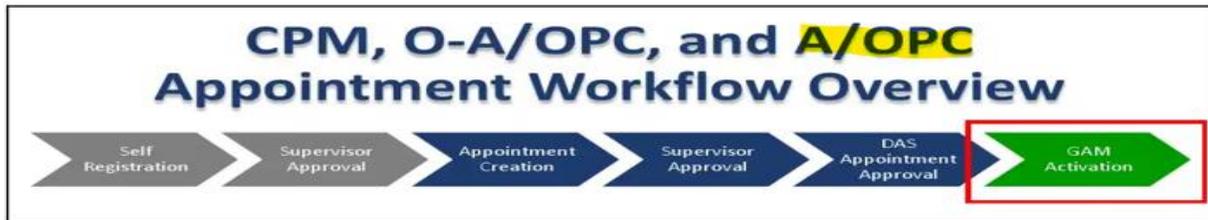


Figure 5.4. PIEE/JAM A/OPC appointment workflow: JAM NSTC GAM activation.

11. Once GAM approval completes you will receive an email noting your appointment is approved. Once your appointment is approved you can go into the site and pull your signed letter.

12. After logging into PIEE click on JAM. 

13. Complete the following:

- At top of next screen, under “My Appointments” select “Search for GPC appointments where I am designated as the Appointee.”
- You should see your A/OPC appointment, on the far right click the “Select” button. Then scroll down to the bottom of the screen and select “View Appointment Letter.”

14. Your A/OPC Appointment Letter should open, **save and/or print for your files.**

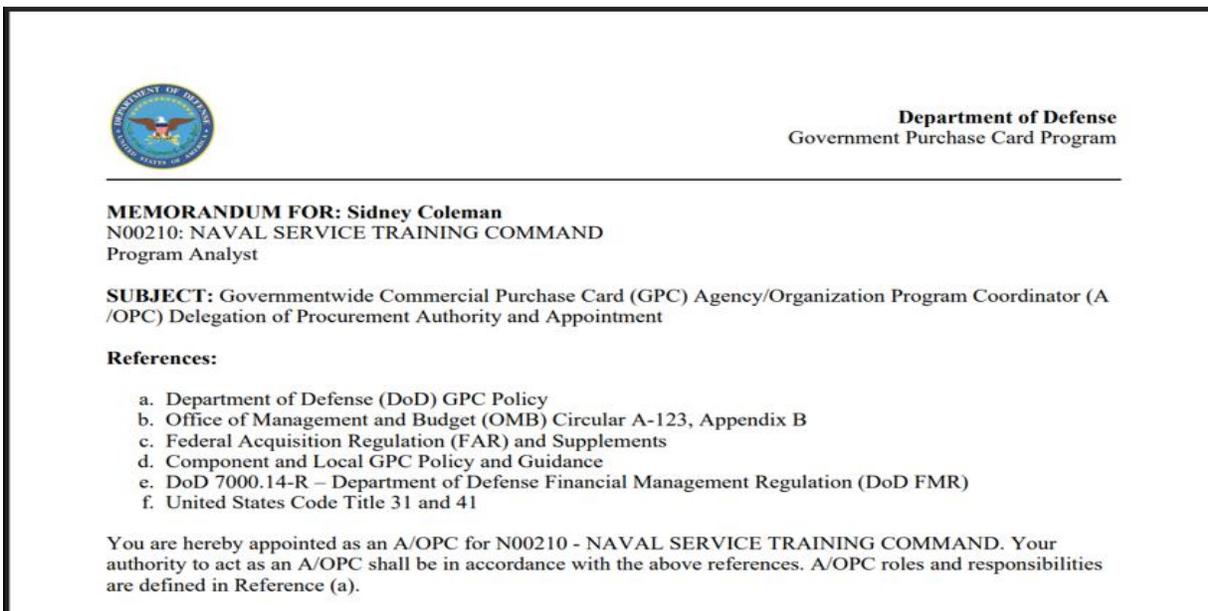


Figure 5.5. PIEE/JAM A/OPC Delegation of Procurement Authority and Appointment.

In conclusion, this document outlines the required steps for A/OPCs to self-register and obtain their PIEE/JAM appointment. Please ensure the following actions are completed:

1. **PIEE Registration:** A/OPCs must register for a PIEE account following the outlined guidance, selecting the appropriate roles and providing accurate information.
2. **JAM Letter of Delegation:** Upon PIEE access approval, A/OPCs must initiate and complete their JAM Letter of Delegation, ensuring correct delegation authorities are selected and the appropriate Delegating/Appointing Signatory (CO/HA) is identified.
3. **Monitor and Follow-Up:** A/OPCs should monitor the status of their PIEE registration and JAM appointment, promptly addressing any issues or requests for information to ensure timely completion of the process.

Points of Contacts:

William Barton
NROTC Supply Management Specialist
GAM
Coordinator
847-688-4141 ext. 176
william.g.barton.civ@us.navy.mil

John Bass
ELMS APO / ALT GAM
ALT GPC Level IV Agency Program
847-688-4141 ext. 143
john.l.bass.civ@us.navy.mil

Jason Sheets
NROTC Supply Management Specialist
847-688-4509 ext. 330
jason.d.sheets.civ@us.navy.mil

Sidney Coleman
GPC Level IV Agency Program Coordinator
847-688-4141 ext. 187
sidney.e.coleman.civ@us.navy.mil

LaTonya Langston
NROTC Supply Management Specialist
847-688-4509 ext. 439
latonya.l.langston.civ@us.navy.mil

Jerry Long
N4 Logistics Director
847-688-4509 ext. 388
jerry.e.long.civ@us.navy.mil

Eurice Cotton
NROTC Supply Management Specialist
847-688-5454 ext. 184
eurice.cotton.civ@us.navy.mil