

NROTC Unit Supply Binder– Tab 3-1

SUBJECT: Government Purchase Card Initial Process for Procurement Integrated Enterprise Environment (PIEE) and Joint Appointment Module (JAM).

PURPOSE: To inform NROTC Unit AOPCs of the process for initial access and registration in PIEE, JAM for US Bank.

OVERVIEW: As part of becoming a GPC participant, individuals are required to complete mandatory training as listed below. **Training must be complete before approving/activating PIEE/JAM roles and US Bank access.**

ACTION REQUIRED:

REQUIRED TRAINING BY ROLE:

a. Head of Activity (HA)/ Commanding Officer:

- (1) Role Based Training – HA training (once and done).
- (2) Ethics Training – annually.

b. Agency Program Coordinator (A/OPC - APC).

- (1) Role Based Training – APC Training (every two years).
- (2) Defense Acquisition University (DAU) Course CLG001 or CLG0010, DOD Govt Purchase Card Tutorial (every two years).
- (3) DAU CLG006 – Certifying Officer Training for Purchase Card Participants (once and done).
- (4) Ethics Training – annually.
- (5) Unit GPC Internal Operating Procedures (IOP) /Standard Operating Procedures (SOP) Training – (every two years).
- (6) Insight on Demand Training (Once).

c. Approving Official (AO) / Certifying Official (CO)

- (1) Role Based Training – AO Training (every two years)
- (2) DAU Course CLG001 or CLG0010 – DOD Government Purchase Card Tutorial (every two years)
- (3) DAU Course CLG006 – Certifying Officer Training for Purchase Card Payments (annually)
- (4) Ethics Training – annually
- (5) Unit GPC Internal Operating Procedures (IOP)/ Standard Operating Procedures (SOP) Training – (every two years).
- (6) Insight on Demand Training (Once)

d. Cardholder (CH) – Convenience Check Holder (ConvCk Holder)

- (1) Role Based Training – CH Training (every two years)

- (2) DAU Course CLG001 or CLG0010 – DOD Government Purchase Card Tutorial (every two years)
- (3) Ethics Training – annually
- (4) Unit GPC Internal Operating Procedures (IOP)/Standard Operating Procedures Training – (every two years).
- (5) TE&PD Training – Required if paying for training using an SF 182 – (once and done)
- (6) DAU Course CON237 – Simplified Acquisition Procedures – required for Unit Ordering Officer only (sign blk 24 on DD 1155) – (once and done).

TRAINING WEBSITES:

Hierarchy levels: Some trainings require you to input HLs for certificate completion, see below.

Level 3 (00022), Level 4 (03560), Level 5 (Your Unit DoDAAC)

1. ROLE BASED TRAINING (HA; APC; AO; CH):

Currently, NAVSUP is having issues with the link mentioned on below instruction. Until resolve please copy and paste link: <https://my.navsup.navy.mil> once open, look at top tabs and select “**Sites**” then under “**Sites**” scroll down about 4 rows and click “**Consolidated Card Program Management Division (CCPMD)**,” and you should see (on the right side) “**Looking for Training? Use these direct links.**” Immediately below, click on “**Purchase Card Training**” from there should take you to the training. *Pls see screen snip below:

Screen snip shows “**Required Role Based Training** (Provides a Certificate)” and “**External Training Links**” also, other training requirements are listed. Let us know if you have issues getting to this page.

DON CCPMD Purchase Card

Overview
Training
 Admin Notices
 Policies
 Desk Guides
 Bank Guidance
 Audits and Metrics

TRAINING

DON Government Purchase Card (GPC) Training
 Training Requirements

Training is available in a narrated audio or printable PDF format. Download times vary by file size and connection speed. If you need assistance, please contact don_ccpmd_training@us.navy.mil

Required Role Based Training (Provides a Certificate)
PLEASE NOTE - The audio version for CH, A/OPC, and A/BO is currently being updated and unavailable at this time. Please use the PDF version for your training needs.

- Head of Activity (HA) - [Audio](#) or [PDF](#)
- Cardholder (CH) - [PDF](#)
- Agency/Organization Program Coordinator (A/OPC) - [PDF](#)
- Approving/Billing Official (A/BO) - [PDF](#)

Knowledge Nuggets

- PCKN 5 How Does Forced Authorization Work - [PDF](#)
- PCKN 8 Policy Guidance for the GPC - [PDF](#)
- PCKN 9 GPC Terms & Conditions - [PDF](#)
- PCKN 14 Convenience Checks & 1099 PRO - [PDF](#)
- PCKN 15 Training Education & Professional Development - [PDF](#)
- PCKN 17 GPC Internal Operating Procedures - [PDF](#)
- PCKN 18 GPC Overseas (OCONUS) Shipments - [PDF](#)
- PCKN 20 Split Purchases - [PDF](#)

External Training Links

- Defense Acquisition University (DAU) CLG0010 and CLG006
- GSA Purchase Card web based training
- My Navy Portal
- Annual Ethics Training

DAU CLG 0010 and CLG 006 Training
 OCONUS/deployed personnel who cannot access DAU CLG 0010 training can download the training slides below. Because you are training online you will not be able to access the required test and from DAU. Your A/OPC or Supervisor should make a note in your that you completed the requirement by reviewing the training slide certificate, the course test MUST be taken online when there is internet connectivity. If you need assistance, contact don_ccpmd_training@us.navy.mil.

- CLG006 - Certifying Officer Legislation Training for Purchase
- CLG0010 - Governmentwide Commercial Purchase Card Overview

Regional Training

- No regional training scheduled at this time.

RESTRICTED CCPMD Database Access (This is **NOT** training)
 A/OPCs, Approving Officials, Commanding Officers, or Supervisors retrieve certificates from the CCPMD training database, may search using this link. The first time you access the database you will be required to register as an authorized user. https://my.navsup.navy.mil/apps/ops/Training.CCPMD_VIE/
 Questions? Contact DON CCPMD Help Desk at don_ccpmd_training@us.navy.mil

If above is successful, skip to number (2) below for continued guidance. Or, see below if you are having CAC issues.

- a. **Register your CAC** by clicking on <https://my.navsup.navy.mil/webcenter/portal/ccpmd>
 - (1) Under **Access to CCPMD's Secure Website....** CLICK **"Register your CAC/PKI,"**
 - (2) Then CLICK **"Continue."**
 - (3) Input your User Type **"Civil Service Employee"** or **"Military."** Then enter the registration information and CLICK **"Next."** Enter Organization Information, **"USN, Duty Position, Grade/Rank** and **DODACC** (N-than unit UIC), then CLICK **"NEXT."**
 - (4) Verify information then click **"Finished."**
- b. **Once your CAC is registered, Access your training at** https://my.navsup.navy.mil/webcenter/portal/ccpmd_pc/Training
 - (1) Under **"GPC Required Training"** click on the screen icon next to your role (HA, APC, AO, CH)
 - (2) Review the **module's** then click on **Certification Test and Registration (hierarchy levels noted above).**
 - (3) Any difficulties contact the CCPMD Help Desk at [DON CCPMD Training@navy.mil](mailto:DON_CCPMD_Training@navy.mil) or 717-605-3065.
- b. **Tips if you have difficulty accessing the site at NROTC units:**
 - (1) Load your certificates from you CAC card to your university computer (may let you get through the firewall to the point where you can sign in with your CAC and pin.
 - (2) Go to https://militarycac.com/window8.htm#window_RT (for Windows 10 computers)
 - a. Download and save the two files on the university computer. Open up your "Downloads" page from files or if they are on your desktop, go there. Right click on the two cert files and install.
 - b. You may have to close out and restart your internet browser. For some NMCI websites, you will receive a warning - go to the "Advance" button, and click proceed to website.

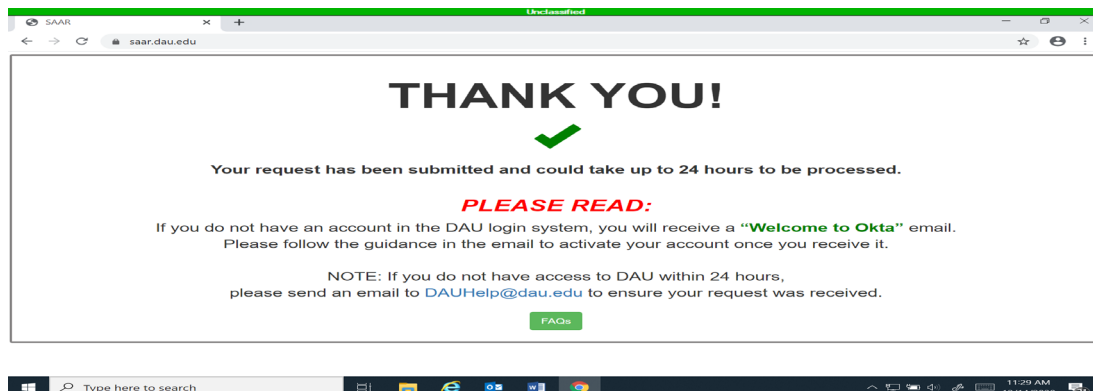
2. DAU COURSE'S (CLG006, CLG0010, CON237) – USE GOOGLE CHROME or MICROSOFT EDGE

- a. **New Students** (never accessed DAU site or accessed prior to Sep 2016) - Request access to the virtual campus.
 - (1) Complete a **DAU SAAR** – user Google Chrome or Microsoft Edge – go to <https://saar.dau.edu> and follow the guidance provided. At the bottom, click "I Agree" type in the code then select "Submit" once the form is complete.

The screenshot shows the DAU SAAR form in a web browser. The form is titled "SAAR" and includes the following sections:

- DoD Common Access Card (CAC) ASSOCIATION:**
 - Do you support the Department of Defense and have a Common Access Card (CAC)? ☒ Yes ☐ No
 - Do you know your DAUID? ☒ Yes ☐ No
- SYSTEM ASSOCIATION:**
 - Please select a system for which you are requesting access: (Virtual Campus (Online Training))
 - Reason you are requesting an account: Required Training
- PERSONAL DETAILS (EDIPI : 1017216324):**
 - Citizenship: US Citizen
 - Type: Designation: Civilian
 - SSN/EIN: DAU0830900252
 - DAUID: DAU0830900252
 - First Name: ELISABETH
 - Last Name: KLEINSCHMIDT
 - MI:
 - Suffix:
 - Organization: Navy
 - Sub Org.: Bureau of Naval Personnel | UM27
 - Telephone: (847)686-5855
 - Email: beth.kleinschmidt@navy.mil
- SUPERVISOR DETAILS:**
 - First Name: Jerry
 - Supervisor Email: jerry.e.long@navy.mil
 - Last Name: Long
 - Supervisor Phone: (847)686-4508
- USER AGREEMENT:**

(2) Your request for access could take up to 24 hours.



You should receive multiple emails with your (username, password and access granted. If you do not receive a response contact the DAU Helpdesk at dauhelp@dau.edu phone: 866-568-6924, # then Opt 1.

b. Returning Students (already registers on the DAU site since September 2016):

- (1) Login to the Virtual Campus at <https://dau.csod.com/>
- (2) Click **"I accept"** then **"Log in using your Smartcard"**
- (3) Locate the **"Search"** box in the upper right corner of the page.
- (4) Type in the specific course Prefix and Number (i.e. CLG 0010 (previously CLG 001); CLG 006; CON 237) ensure you put a space between the course prefix and number. Then "open curriculum".
- (5) Next to the title click on "Options" then "View Training Details."
- (6) Select **"Launch"** to begin the course, then the course exam.

3. UNIT GPC IOP/SOP TRAINING. Training in your units GPC Instruction, this must be documented (i.e., sign-in sheet or Memorandum for Record).

4. ANNUAL ETHICS TRAINING. Must be documented

- a. To complete within TWMS, click on <https://twms.dc3n.navy.mil/my.policy>
- b. Then click on the YELLOW highlighted **"Click Here for Self-Service/myTWMS"** then **"Continue"**
- c. Under **"Tools and Actions"** go to **"On Line Training and Notices"**, then **"Online TWMS"**
- d. In the Search Box (far right) type in ETHICS, you should see a number of course to choose from.

5. TE&PD TRAINING. CH who use the GPC to pay for training using an SF 182, must complete TE&PD training prior to paying with their GPC. Please see below link for required TE&PD training, this will get you trained to pay for training using SF182s and there is a cert at the end of the training.

https://my.navsup.navy.mil/webcenter/portal/ccpmd?adf.ctrl-state=w0ab1aslz_1

Look under: Looking for Training? Use these direct links. and click

- Purchase Card Training (PC)

- Under: Knowledge Nuggets, look for PCKN 15 Training Education & Professional Development - PDF (click the PDF link). Lastly, complete the training and follow the ending instructions to get the certificate.

For training questions contact Mr. Sidney Coleman - NSTC Level IV and V APC - 847-688-4141 x187 - email: sidney.e.coleman.civ@us.navy.mil

****See below and next pages for AOPC PIEE guidance, including GPC participant nomination and appointment process.**

**PIEE Registration Guidance for your GPC Role
A/OPCs / AO-COs/ CH/ConvCk Holders
(for those that do not have PIEE access)**

As part of the transition to US Bank Access Online, all program participants (A/OPCs, AO-COs, CH/ConvCk Holders) are required to gain access to the Procurement Integrated Enterprise Environment (PIEE) site <https://piee.eb.mil/> for their GPC role. Once you are approved for access in your role you will automatically have visibility of the US Bank Access Online Site and the GPC's Joint Appointment Module to complete the mandatory Single Sign On (SSO) process.

AOPC must first request PIEE access for their role. Once PIEE access is received, initiate the AOPC Letter of Delegation from the PIEE site (using the guidance below).

Once the AOPCs Letter of Delegation is completed, you may have to initiate your units Approving Official/Certifying Officials (AO-Cos) and Cardholder/Convenience Check Holders (CH/ConvCk) Letters of Delegation from within the JAM site. If the unit AO-CO or CH/ConvCk holder is already active in US Bank via PIEE, no need to re-create their letters. If the AO-CO or CH/ConvCk holder does not have access to PIEE, the AOPC will need to use this guidance to request PIEE access for their role.

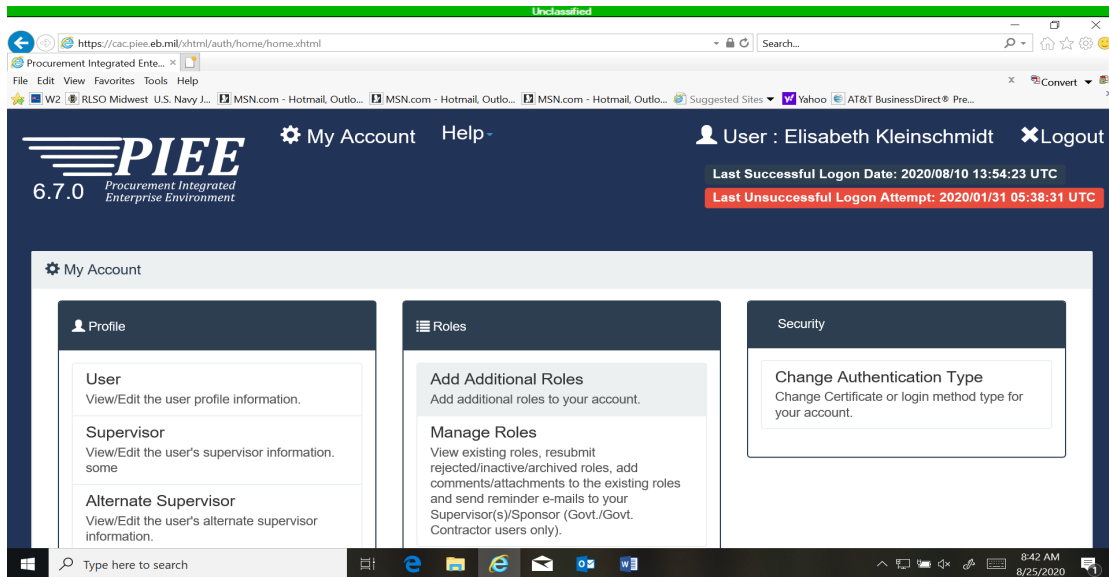
KEY NOTES:

1. Make every effort to complete the entire process (PIEE access and JAM Letter of Delegation) within 30 days to avoid role archiving and the need to reactive the role. If the nomination exceeds 6 days, the role could expire and require you to begin the process again.

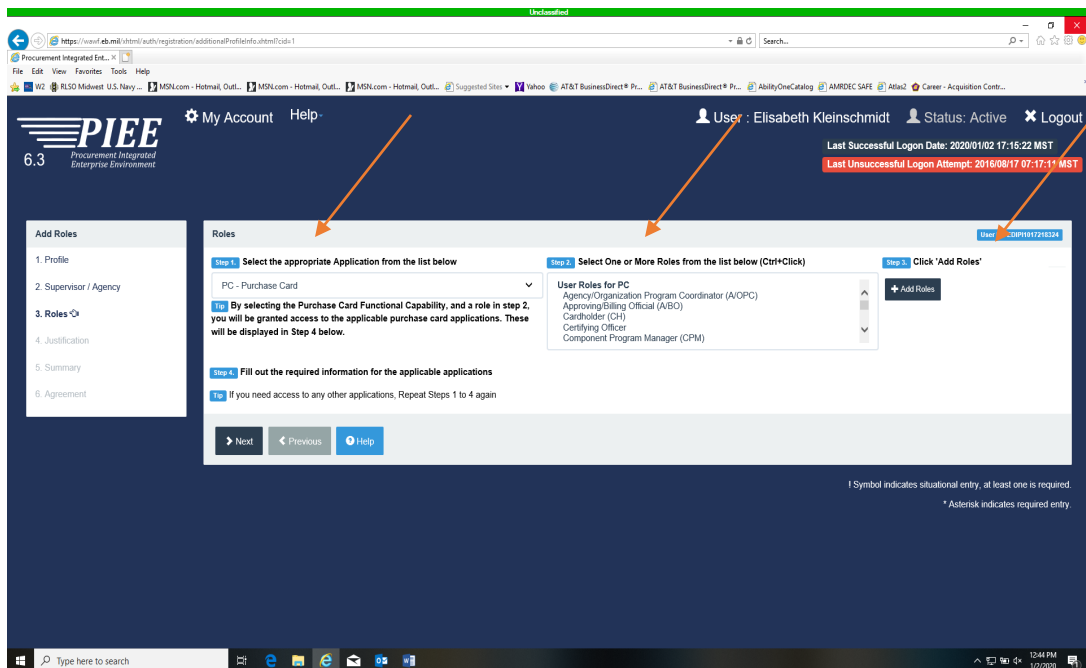
See below for PIEE – JAM – AOPC Guidance.

PIEE – JAM - AOPC – Initiating their Letter of Delegation
And
AO/BO and Certifying Officer (AO) and CH/ConvCk Letters of Delegation
As of: 28Apr23

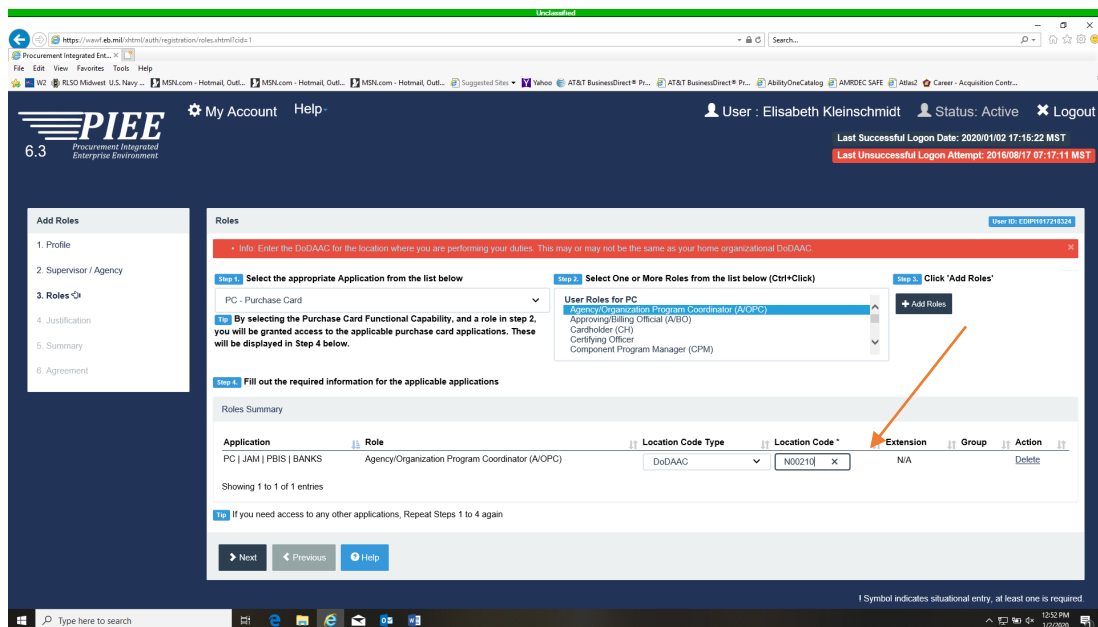
1. AOPC, once you are approved for access to PIEE you need to initiate your AOPC Letter of Delegation.
2. Select “My Account” then under Role, select “Add Additional Role.”



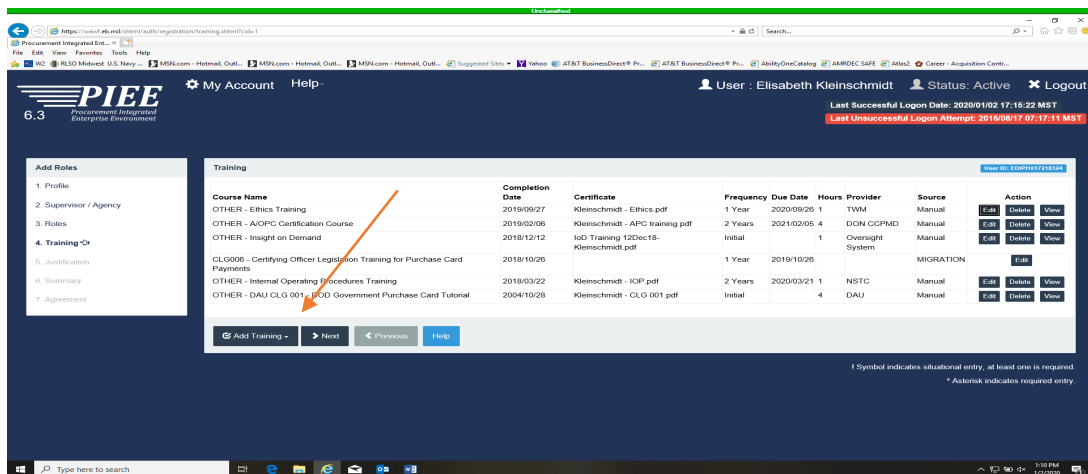
3. Review your profile and supervisor data.
4. Complete the following:
 - under Step 1 select “PC- Purchase Card
 - under Step 2 select “A/OPC
 - under Step 3 select “Add Role”.



5. Under Step 4, you should see your role A/OPC under Location Type, under Location Code Type ensure “DODAAC” is selected. Then under Location Code enter your unit’s DODAAC which is your unit’s UIC with an N in front of it.

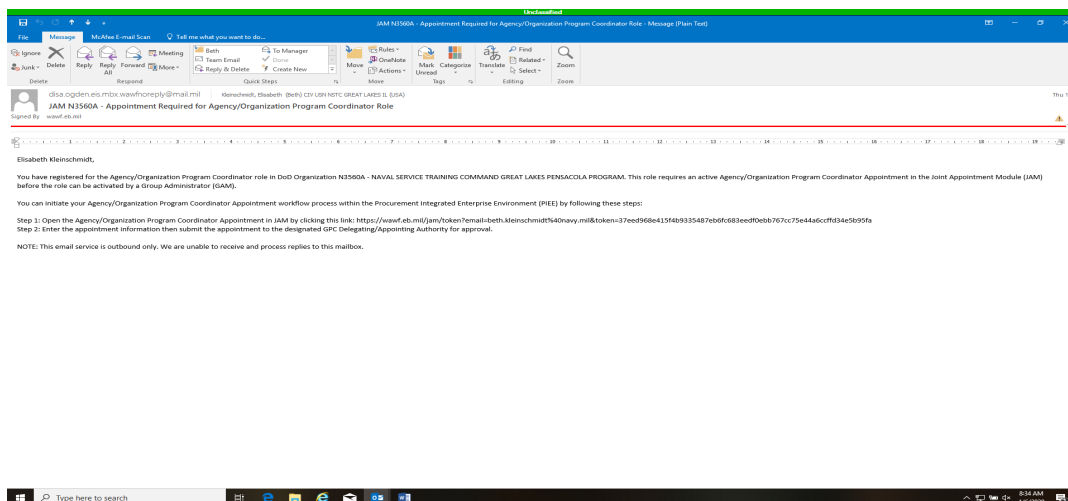


If you need access to more than one UIC click ADD ROLES, then add the second UIC. Then select NEXT.



8. You will receive an email with subject: JAM (your UIC) Appointment Required for (A/OPC).

You will need to initiate your Letter of Delegation in the system and forward the letter to your HA for signature. Open the website (token) noted in the email or copy and past the link into your browser (ensure you take out the no click).



9. Select the delegating authority your APC position will have, see my example below. I recommend 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 Check Writer – Yes if your unit has a ConvCk
- DOD GPC Micro-Purchase Emergency Type Operations Cardholder and/or Check writer – 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 YES
- 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 UIC with a "N" in front.

10. Review your information to ensure it is correct:

DELEGATING/APPOINTING AUTHORITY: This should be your 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"

11. Type in your CO/HA's name and email address then select "Continue".

First Name: Jerry, Last Name: Long, Work Phone Number: 547-555-4141, Work Email Address: jerry.e.long@navy.mil

External Delegating/Appointing Signatory

First Name: Michael, Last Name: Riley, Work Email Address: michael.b.riley@navy.mil

Buttons: Cancel, Continue, Help

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	BURNETT, SARAH	Department of the Navy	Chief of Naval Personnel (BUPERS) N00022	850-452-3596	SARAH.W.BURNETT@NAVY.MIL	Oversight Agency/Organization Program Coordinator	Select
2	Swanson, Christopher	Department of the Navy	Chief of Naval Personnel (BUPERS) N00022	850-452-8957	chris.swanson@navy.mil	GPC Delegating/Appointing Authority	Select

Showing 1 to 2 of 2 items

Select External Delegating/Appointing Signatory

Designated Delegating/Appointing Signatory

Designation	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
Primary								

Complete Delegating/Appointing Signatory Selection

12. 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”.

Appointed Supervisor: Jerry

External Delegating/Appointing Signatory

First Name: Michael, Last Name: Riley, Work Email Address: michael.b.riley@navy.mil

Buttons: Cancel, Continue, Help

ERROR: A Primary Delegating/Appointing Signatory must be selected.

First Name: Michael, Last Name: Riley, Work Phone Number: , Work Email Address: michael.b.riley@navy.mil

DoD Component: , DoD Group Name: , PIEE Role:

Additional Details:

Buttons: Submit, Cancel, Help

13. The next screen will show that your CO/HA's name and email address was added under the Delegating/Approving Signatory. Select “Submit”.

Delegating/Appointing Signatory

First Name: Michael, Last Name: Riley, Work Phone Number: , Work Email Address: michael.b.riley@navy.mil

DoD Component: , DoD Group Name: , PIEE Role: External DAS

Additional Details

Reset Delegating/Appointing Signatory

Submit, Cancel, Help

15. A screen will appear with your AOPC Delegation of Procurement Authority and Appointment. Select “I concur with the Appointment Certification”.

Appointment Certifications

Cancel, I concur with the Appointment Certifications, Help

Department of Defense
Government Purchase Card Program

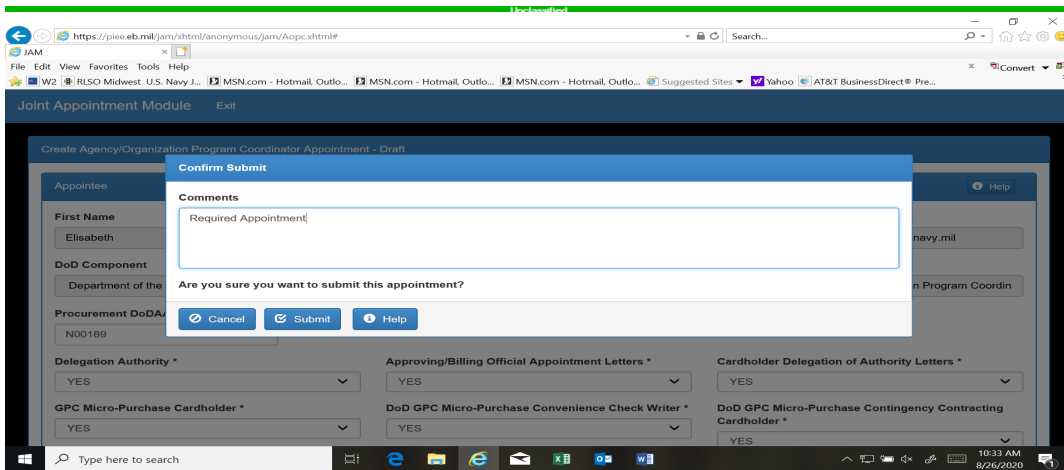
MEMORANDUM FOR: Elisabeth Kleinschmidt
N3560A: NAVAL AIR STATION
Management and Program Analyst

SUBJECT: Governmentwide Commercial Purchase Card (GPC) Agency/Organization Program Coordinator (A/OPC) Delegation of Procurement Authority and Appointment

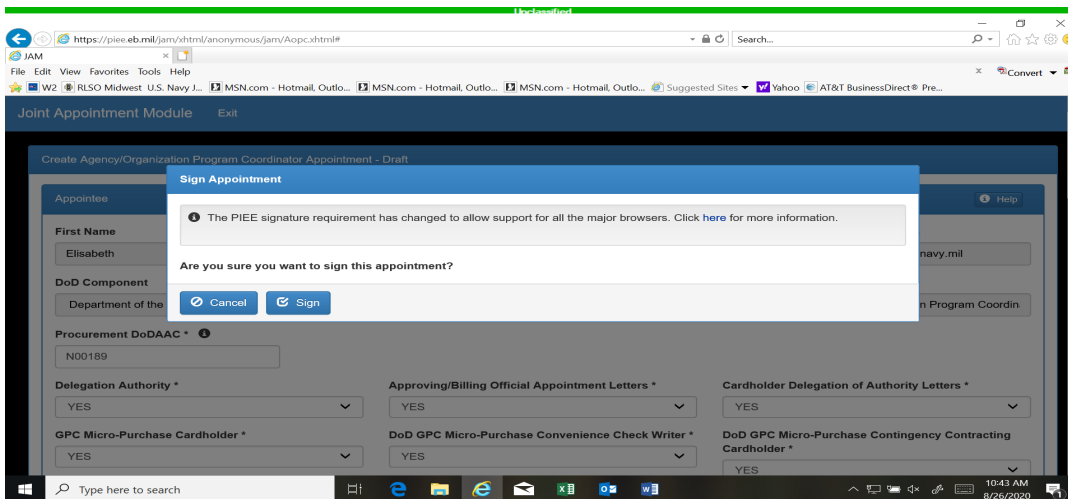
References:

- a. Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- b. Office of Management and Budget (OMB) Circular A-123, Appendix B

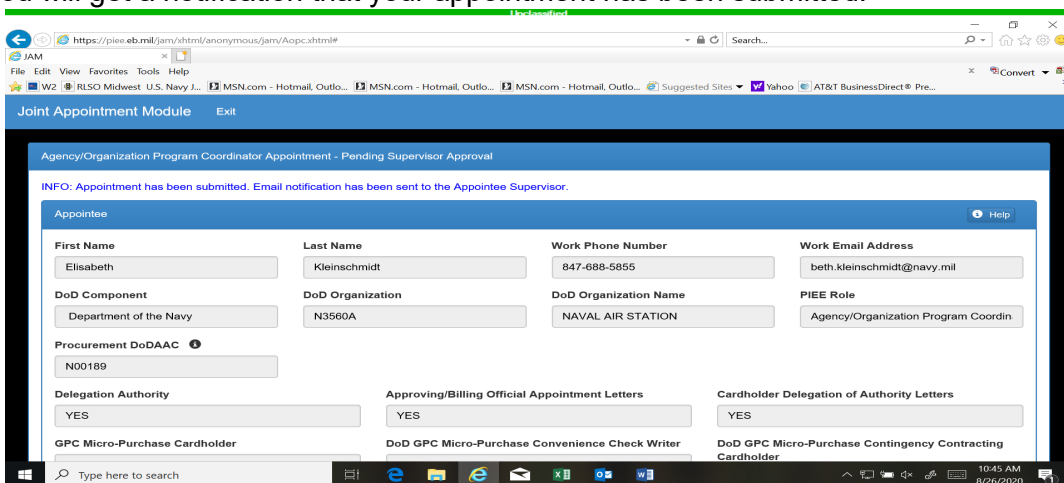
17. Add a comment in the Confirmation screen and select “Submit.”



19. A screen will appear asking you to sign your Appointment. Click on “Sign”.



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



23. An email will be sent to your Supervisor with a link to access PIEE and approve your appointment (example of the email sent to my supervisor below). 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. Example below:

From: piee.noreply@mail.mil <piee.noreply@mail.mil>
Sent: Wednesday, August 26, 2020 9:16 AM
To: Long, Jerry E CIV USN NSTC GREAT LAKES IL (USA) <jerry.e.long@navy.mil>
Subject: Supervisor Approval Required for Agency/Organization Program Coordinator Appointment - IMMEDIATE ACTION REQUIRED

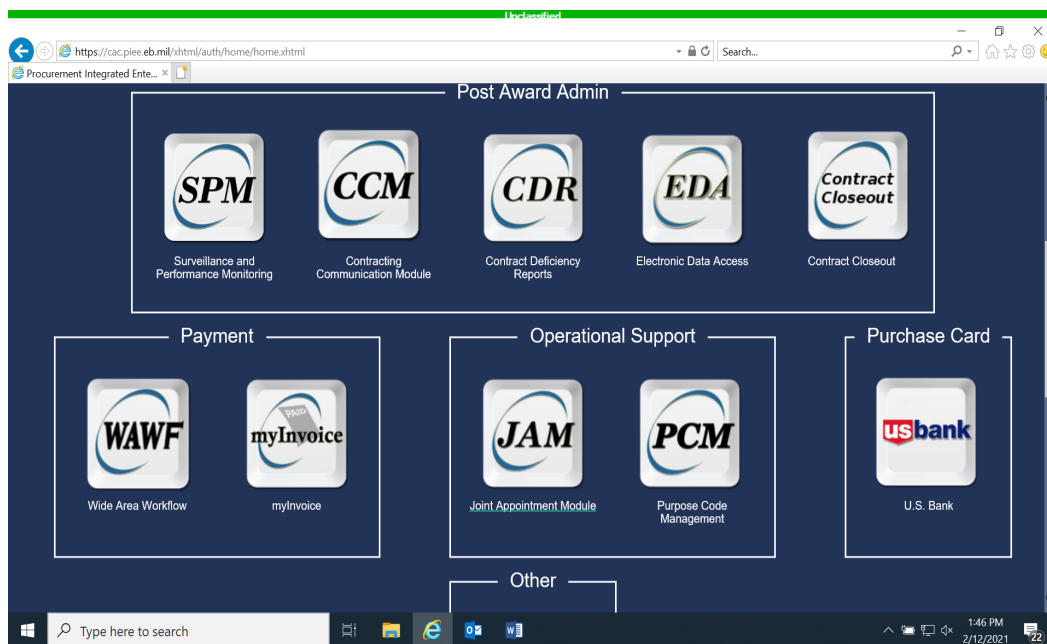
Jerry Long your immediate action is required.

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

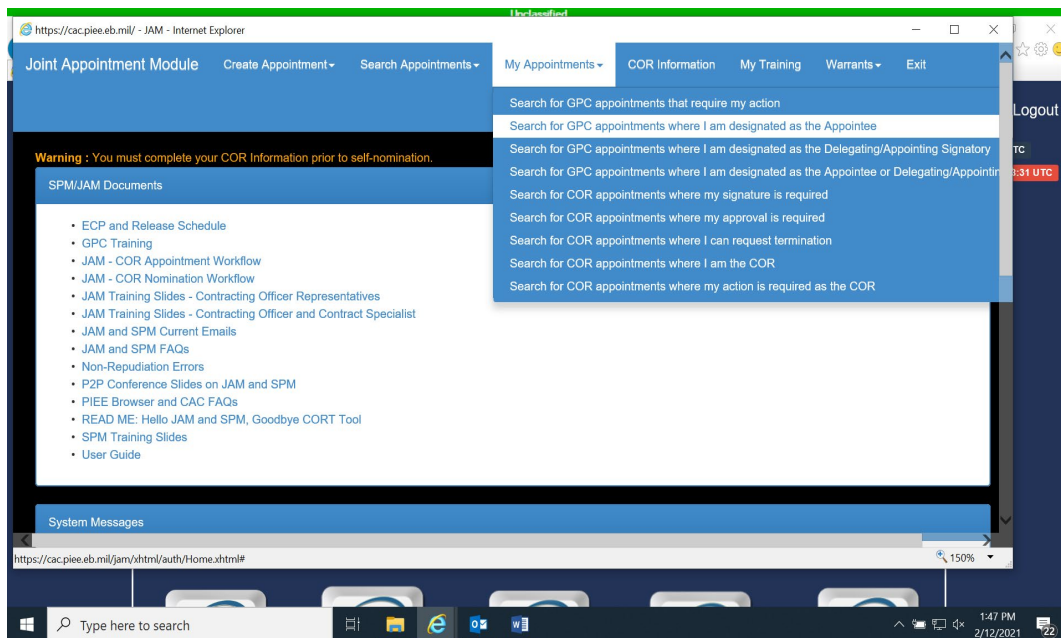
Appointment: Agency/Organization Program Coordinator Appointment
Component: Department of the Navy
Location DoDAAC: N00210 - NAVAL SERVICE TRAINING COMMAND
Appointee Name: Elisabeth Kleinschmidt

You can process this appointment within the Procurement Integrated Enterprise Environment (PIEE) by following these steps...

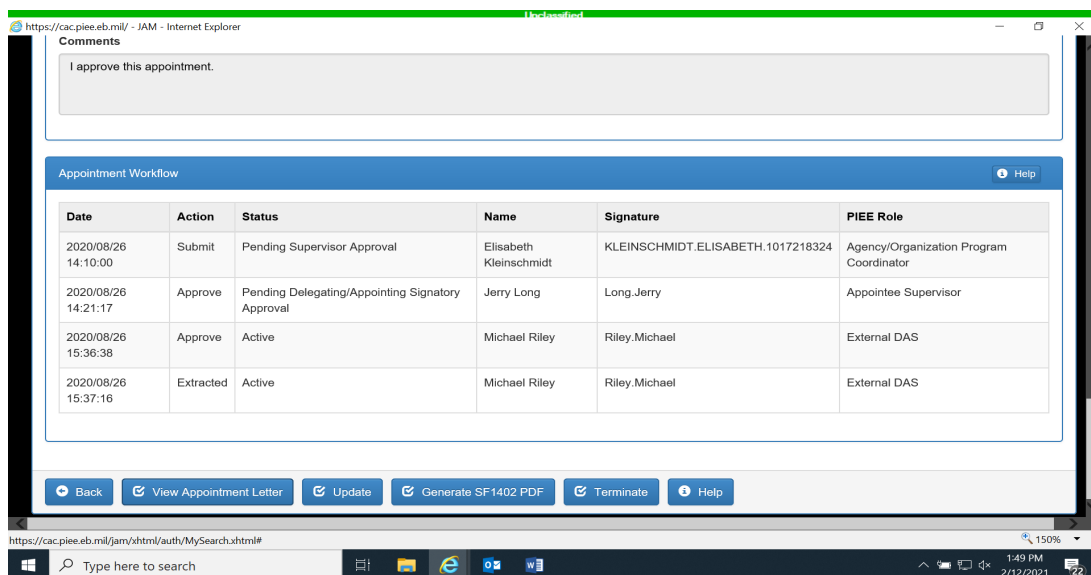
25. Once your Delegating/Appointing Signatory, CO/HA signs your letter the approval will go to the NSTC GAM for review and approval. Once they approve you should receive an email noting your appointment is approved. Once your appointment is approved you can go into the site and pull your signed letter. Go into PIEE then click on JAM.



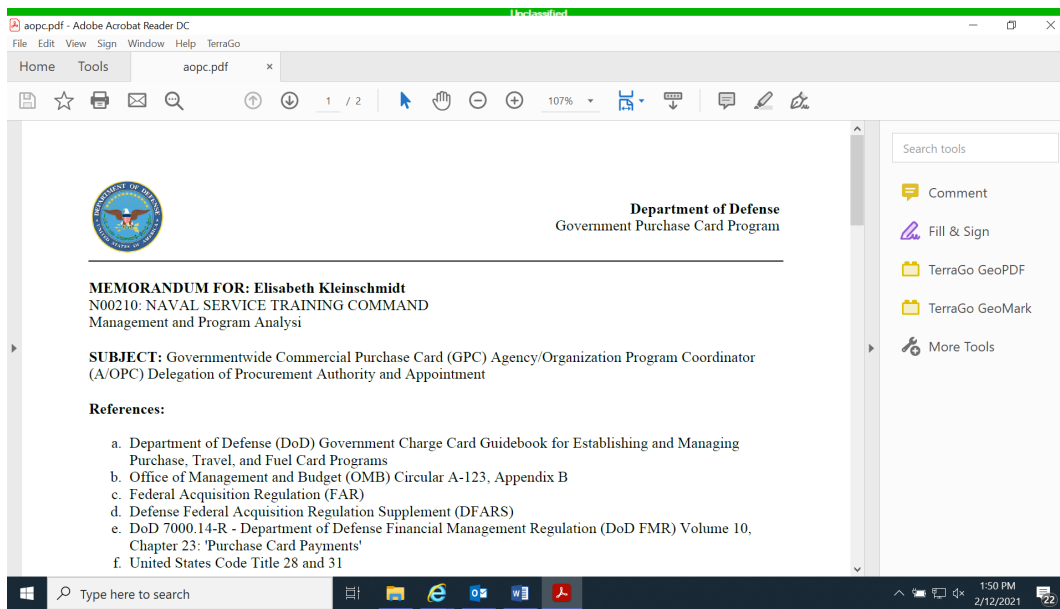
26. Under “My Appointment” select “Search for GPC appointments where I am designated as the Appointee.”



27. You should see you're 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."



28. You're A/OPC Appointment Letter should open, save and/or print for your files.



NOTES:

1. ARCHIVED:

- a. If your role is “Archived” complete the following:
 - log into PIEE, select “Manage Roles”
 - select the “Archived” role that requires reactivation (check box)
 - select “Request Activation,” verify profile, supervisor/agency information/ roles, justification/attachments.
 - a success page should be displayed when complete
 - your supervisor will receive an email with a link to approve.
 - once the nomination is accepted the AOPC should be able to immediately go into JAM and verify that the record is there and continue in the normal JAM appointment process (using attached guide).

2. INACTIVE STATUS:

- a. If you do not have an active appointment in JAM – The GAM will need to Archive your role to restart the appointment process otherwise, you will not be able to request activation. Once your status is in Archived follow the steps above in number 1.
- b. Inactive Status and the user has an active appointment in JAM.
 - (1) The GAM will need to activate your user role, by changing the status to Activate and click Update.
 - (2) Your Supervisor will receive an “approve access” email. Once the supervisor approves your access will be active.

YOU CAN NOW INITIATE YOUR AO/CO AND CH LETTERS OF DELEGATION, SEE BELOW FOR GUIDANCE.

PIEE JAM – AOPC INITIATING THEIR AO/BO, CERTIFYING OFFICER (AO) AND CH-CONVCK HOLDER LETTERS

Key points to remember: AOPC initiates all their program participant's letters of delegation and AO DD Form 577.

- DODAAC – your units UIC (with N in front)
- Delegating/Appointing Authority should be the AOPC for everyone except the CO Appt
- Delegating/Appointing Authority for the CO DD form 577 should be your CO/HA by selecting the EXTERNAL DELEGATING AUTHORITY button under the names that appear as default
- Oversight AOPC – is Mr. Sidney Coleman, sidney.e.coleman.civ@us.navy.mil

1. Log into PIEE and selection “**GPC Nominations**” then “**Create Nomination**”. Ensure your role “Agency/Organization Program Coordinator” is noted under Nominator Role then under “Nominee Email” add either your AO-COs or CHs email address. Then select “NEXT”.

The screenshot shows the PIEE 6.8.6 Procurement Integrated Enterprise Environment interface. The user is logged in as Beth Kleinschmidt. The main form is titled "GPC Role Nomination". It has two required fields: "Nominator Role" and "Nominee Email". The "Nominator Role" dropdown menu is open, showing "Agency/Organization Program Coordinator (AOPC) - HQ NAVAL SERVICE TRAINING COMMAND NSTC - N" as the selected option. The "Nominee Email" field is empty. A "Next" button is at the bottom left of the form. A warning message at the bottom right states: "* Asterisk indicates required entry." The browser address bar shows the URL: https://cac.piee.eb.mil/jam/html/auth/user/myAccount.xhtml.

2. If the Nominee (AO-CO/CH-ConvCk holder) is registered within PIEE their information will populate. Update the “Nominee Role” based on the individual’s duty (A/BO-Certifying Officer-Cardholder). If you are nominating your AO-CO start with their A/BO role first, the system should ask you if that individual is also a Certifying Officer to complete their DD Form 577.

The screenshot shows the PIEE Joint Appointment Module interface. The user is logged in as Beth Kleinschmidt. The main menu on the left lists various appointment types: "Agency/Organization Program Coordinator Appointment", "Approving/Billing Official Appointment", "Cardholder Appointment", "Certifying Officer Appointment", "Both A/BO & Certifying Officer Appointments", and "Oversight Agency/Organization Program Coordinator Appointment". The "Oversight Agency/Organization Program Coordinator Appointment" option is highlighted with an orange arrow. The right side of the screen shows a list of links and resources, including "GFP: Training Links", "Links: JAM and SPM Policy and Resources", "Policy: COR, JAM, and SPM Links", "Technical: Non-Repudiation Errors", "Training: SPM Surveillance File", "Training: JAM for CORs", "Training: JAM for CORs Webinar Slides", "Training: JAM for Contracting Officer and Contract Specialist", "Training: SPM", "Training: SPM for CORs", "User: Active Department Admins", "User: ECP and Release Schedule", "User: FAQs", "User: System Emails", "User: User Guide", and "Workflow: COR Appointment". The browser address bar shows the URL: https://cac.piee.eb.mil/jam/html/auth/Home.xhtml.

3. Ensure the “Nominee Location Type Code” notes DODAAC then add your units UIC in the Nominee Locate Code area, with a N in front of the UIC. Then review and add any of your Nominees required training.

- a. Role Training (AO & CH every 2 years)
- b. DAU CLG0010 (APC, AO & CH every 2 years)
- c. DAU CLG006 (AO every year, APC initial only)
- d. Ethics (AO & CH every year)
- e. IOP (AO & CH every 2 years)
- f. IOD (AO once and done)

randolph.chaney@navy.mil Randolph Chaney

Home Organization DoDAAC * N0580A

Nominee Role * Cardholder (CH)

Nominee Location Type Code * DoDAAC

Nominee Location Code * N03560

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
CLG001 - DoD Government Commercial Purchase Card Overview	2021/05/11		2 Years	2023/05/11		Defense Acquisition University	DAU	
CLG006 - Certifying Officer Legislation Training for Purchase Card Payments	2020/01/14		1 Year	2021/01/13		Defense Acquisition University	DAU	
CLG004 - DoD Government Purchase Card Refresher Training	2013/08/06		2 Years	2015/08/06			MIGRATION	

Add Training Submit Previous

4. Once everything is added, selection the Submit button.

Nominator Role * Agency/Program Coordinator (A/PC) - HQ NAVAL SERVICE TRAINING COMMAND GREAT LAKES/PENSACOLA PROGRAM - N3560A

Nominee Email * randolph.chaney@navy.mil

Nominee First Name * Randolph

Nominee Last Name * Chaney

Home Organization DoDAAC * N0580A

Nominee Role * Cardholder (CH)

Nominee Location Type Code * DoDAAC

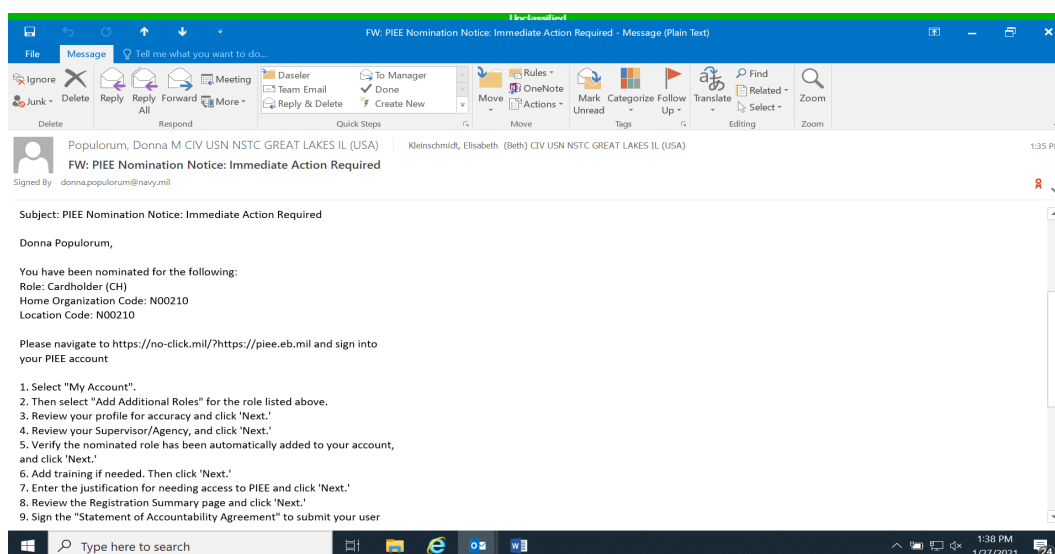
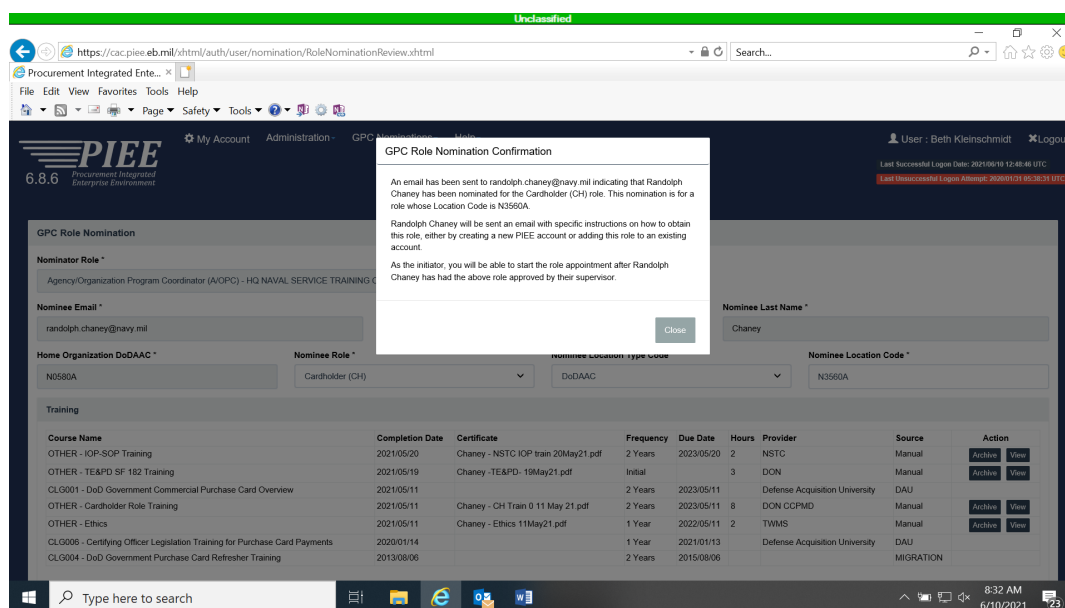
Nominee Location Code * N03560

Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
OTHER - IOP-SOP Training	2021/05/20	Chaney - NSTC IOP train 20May21.pdf	2 Years	2023/05/20	2	NSTC	Manual	Archive View
OTHER - TE&PD SF 182 Training	2021/05/19	Chaney - TE&PD - 19May21.pdf	Initial		3	DON	Manual	Archive View
CLG001 - DoD Government Commercial Purchase Card Overview	2021/05/11		2 Years	2023/05/11		Defense Acquisition University	DAU	
OTHER - Cardholder Role Training	2021/05/11	Chaney - CH Train 0 11 May 21.pdf	2 Years	2023/05/11	8	DON CPMID	Manual	Archive View
OTHER - Ethics	2021/05/11	Chaney - Ethics 11May21.pdf	1 Year	2022/05/11	2	TWMS	Manual	Archive View
CLG006 - Certifying Officer Legislation Training for Purchase Card Payments	2020/01/14		1 Year	2021/01/13		Defense Acquisition University	DAU	
CLG004 - DoD Government Purchase Card Refresher Training	2013/08/06		2 Years	2015/08/06			MIGRATION	

Add Training Submit Previous

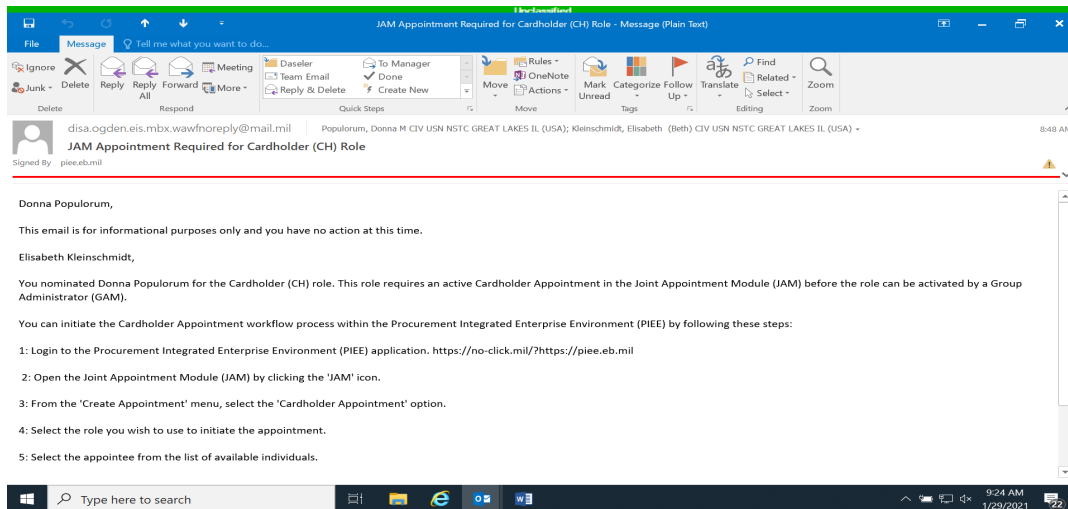
* Asterisk indicates required entry.
!! Symbol indicates situational entry, at least one is required.

5. A screen should pop up notifying you that an email was forwarded to the nominee you just initiated a letter for. My example below shows I just nominated a CH, he will receive an email with guidance.

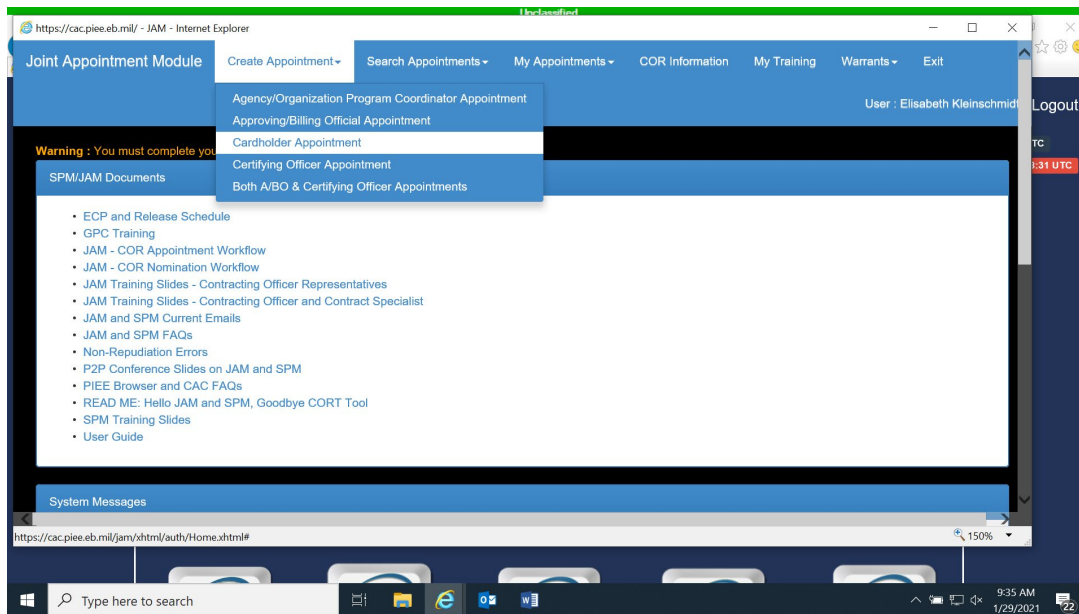


6. Once your nominee completes their requirements, notification will go to their supervisor for action. Once their supervisor completes their part an email will be sent to both the nominee and to you the AOPC. Below is an example of the email you the AOPC will receive for the nomination you initiated, my example is for the CH nomination I initiated.

The AOPC can now go into the PIEE JAM site to initiate your nominees Letter of Delegation (AO-CO or CH/ConvCk Holder).



7. Log into PIEE then JAM. Then select “**Create Appointment**” then “**Approving/Billing Officer or Cardholder Appointment**”. My example below is for Cardholder Appointment.



8. Select your role A/OPC.

https://cac.pieeb.mil/ - JAM - Internet Explorer

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit

User : Elisabeth Kleinschmidt

Create Cardholder Appointment - Draft

Initiator

Select which role will act as Initiator for the appointment. This is a required action.

Display 10 items Filter:

Item	PIEE Role	DoD Component	DoD Group Name	DoD Organization	DoD Organization Name	Action
1	Agency/Organization Program Coordinator	DEPT OF THE NAVY	HQ NAVAL SERVICE TRAINING COMMAND NSTC	N00210	NAVAL SERVICE TRAINING COMMAND	Select
2	Agency/Organization Program Coordinator	DEPT OF THE NAVY	HQ NAVAL SERVICE TRAINING COMMAND GREAT LAKES PENSACOLA PROGRAM	N3560A	NAVAL AIR STATION	Select

Showing 1 to 2 of 2 items

Previous 1 Next

9. Your Approving/Billing Official or Cardholders information should populate, select that individual.

https://cac.pieeb.mil/ - JAM - Internet Explorer

Agency/Organization Program Coord: HQ NAVAL SERVICE TRAINING C N00210 NAVAL SERVICE TRAINING COM

Reset Initiator

Appointee

Select an Appointee. This is a required action.

Display 10 items Filter:

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Populorum, Donna	DEPT OF THE NAVY	N00210	NAVAL SERVICE TRAINING COMMAND	847-688-4141	donna.populorum@navy.mil	Cardholder	Select

Showing 1 to 1 of 1 items

Previous 1 Next

Help

10. Review your Cardholders appointee information and make corrections if needed. In the field titled "Existing Warranted Contracting Officer (Non-GPC)" select "No".

https://cac.pieeb.mil/ - JAM - Internet Explorer

Unclassified

Appointee

First Name: Randolph
Last Name: Chaney
Work Phone Number: 847685454
Work Email Address: randolph.chaney@navy.mil

DoD Component: DEPT OF THE NAVY
DoD Organization: N3560A
DoD Organization Name: NAVAL AIR STATION
PIEE Role: Cardholder

Procurement DODAAC: N00189

Card Mailing Address Line 1: Naval Service Training Command
Card Mailing Address Line 2: 2601A Paul Jones Street, Bldg 1, Rm 237
Card Mailing Address Line 3:
Card Mailing Address Line 4:
Country: United States
City: Great Lakes
State: Illinois
Zip: 60088-2845

DEROS Date:
Existing Warranted Contracting Officer (Non-GPC): No

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Archive	View
OTHER - IOP-SOP Training	Chaney - NSTC IOP train 20May21.pdf	2021/05/20	2 Years	2023/05/20	2	NSTC	Manual	Archive	View
OTHER - TE&PD SF 182 Training	Chaney - TE&PD - 19May21.pdf	2021/05/19	Initial		3	DON	Manual	Archive	View
CLG001 - DoD Government Commercial Purchase Card Overview		2021/05/11	2 Years	2023/05/11		Defense Acquisition University	DAU		
OTHER - Cardholder Role Training	Chaney - CH Train 0 11 May 21.pdf	2021/05/11	2 Years	2023/05/11	8	DON CCPMD	Manual	Archive	View
OTHER - Ethics	Chaney - Ethics 11May21.pdf	2021/05/11	1 Year	2022/05/11	2	TWMS	Manual	Archive	View
CLG006 - Certifying Officer Legislation Training for Purchase Card Payments		2020/01/14	1 Year	2021/01/13		Defense Acquisition University	DAU		
CLG004 - DoD Government Purchase Card Refresher Training		2013/08/06	2 Years	2015/08/06			MIGRATION		

Add Training Show All Training

11. Then review their training and add any required training.

12. For a Cardholder Appointment you must add Special Designations to their Letter of Delegation. Select "Add Special Designation."

https://cac.pieeb.mil/ - JAM - Internet Explorer

Unclassified

Officer Legislation Training for Purchase Card Payments						Acquisition University			
OTHER - TE&PD TRAINING	DP-TEPD 24FEB17.pdf	2017/02/24	Initial		8	DON CCPMD	Manual	Archive	View
CLG004 - DoD Government Purchase Card Refresher Training		2015/02/11	2 Years	2017/02/10			MIGRATION		

Add Training Show All Training

Special Designation

Single Purchase Limit Cycle Limit Effective Date Edit Delete View

Click the 'Add Special Designation' button to add designations

Add Special Designation

Additional Details

Page 4 of 4 188 words

13. A new screen will appear. Add "Micro-Purchase Cardholder" role and note the single and cycle limits (current micro-purchase threshold is \$10,000) with today's date. Then select "Add".

https://cac.pieeb.mil/ - JAM - Internet Explorer

Unclassified

Contract Payment Official Cardholder	9/23/2020	9/23/2020	2021/05/17	0.00	UNRECEIVED	VIEW
Misc Payments Official Cardholder (SF-102 Training Payments)	\$24,999	\$24,999	2021/05/17	0.00	Delete	View
Inter/intra-Governmental Payment Official Cardholder	\$9,999	\$9,999	2021/05/17	0.00	Delete	View

[Add Special Designation](#)

Additional Details

[Reset Appointee](#)

Direct Oversight Agency/Organization Program Coordinator

First Name: Beth, Last Name: Kleinschmidt, Work Phone Number: 847-688-5855, Work Email Address: beth.kleinschmidt@navy.mil

PIEE Role: Oversight Agency/Organization Program Coordinator, DoD Group Name: HQ NAVAL SERVICE TRAINING COMMAND GREAT LAKE

[Reset Direct Oversight ADOP](#)

Appointee Supervisor

First Name: Timothy, Last Name: Daseler, Work Phone Number: 850-452-9483, Work Email Address: timothy.daseler@navy.mil

[Next](#) [Cancel](#) [Help](#)

16. Review all areas “Initiator”, “Appointee”, “Direct/Oversight Agency Coordinator” “Supervisor” and “Delegating Appointing Signature.” The unit’s A/OPC should be listed as the Delegating/ Appointing Signature for CH and AO roles. For the Certifying Officer (CO) role Delegating/Appointing Signature should be the unit’s HA / Commanding Officer. (In most cases, you will have to use the external link to insert your HA’s information –HAs will receive an e-mail from PIEE to approve the role). Then select “SUBMIT” at the bottom of the page.

https://cac.pieeb.mil/ - JAM - Internet Explorer

Unclassified

Additional Details

Direct Oversight Agency/Organization Program Coordinator

First Name: Beth, Last Name: Kleinschmidt, Work Phone Number: 847-688-5855, Work Email Address: beth.kleinschmidt@navy.mil

PIEE Role: Oversight Agency/Organization Program Coordinator, DoD Group Name: HQ NAVAL SERVICE TRAINING COMMAND GREAT LAKES P

Appointee Supervisor

First Name: Timothy, Last Name: Daseler, Work Phone Number: 850-452-9483, Work Email Address: timothy.daseler@navy.mil

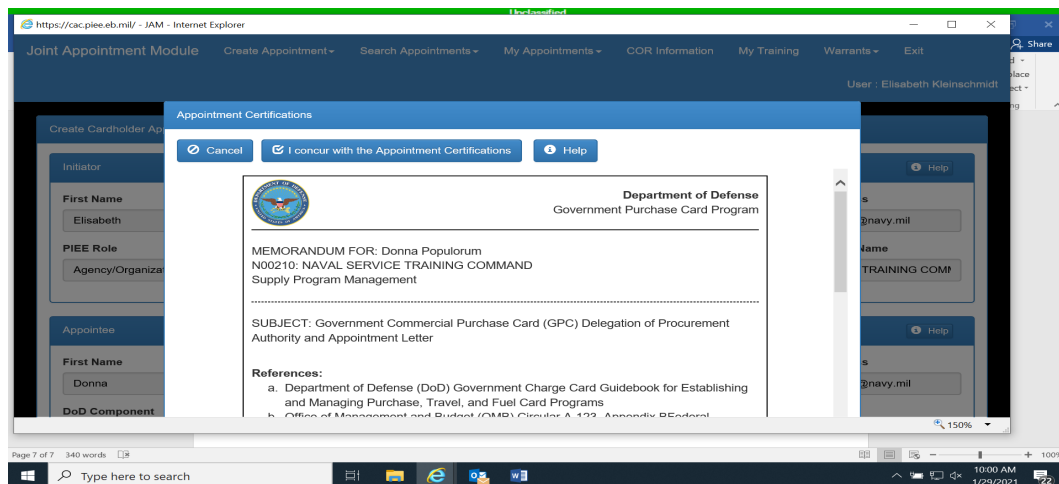
Delegating/Appointing Signatory

First Name: Beth, Last Name: Kleinschmidt, Work Phone Number: 847-688-5855, Work Email Address: beth.kleinschmidt@navy.mil

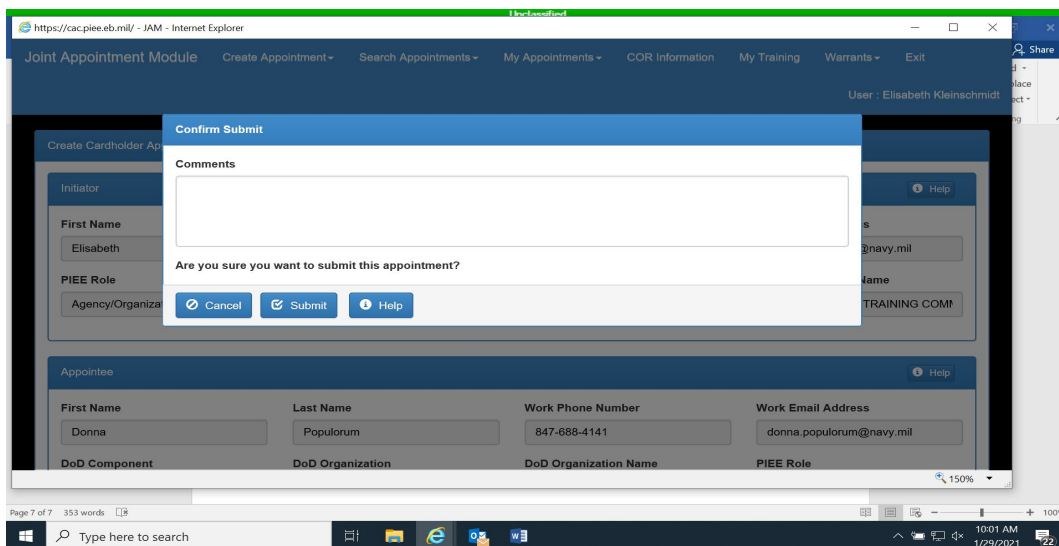
DoD Component: DEPT OF THE NAVY, DoD Organization: N3560A, DoD Organization Name: NAVAL AIR STATION, PIEE Role: Agency/Organization Program Coordinator

[Previous](#) [Submit](#) [Cancel](#) [Help](#)

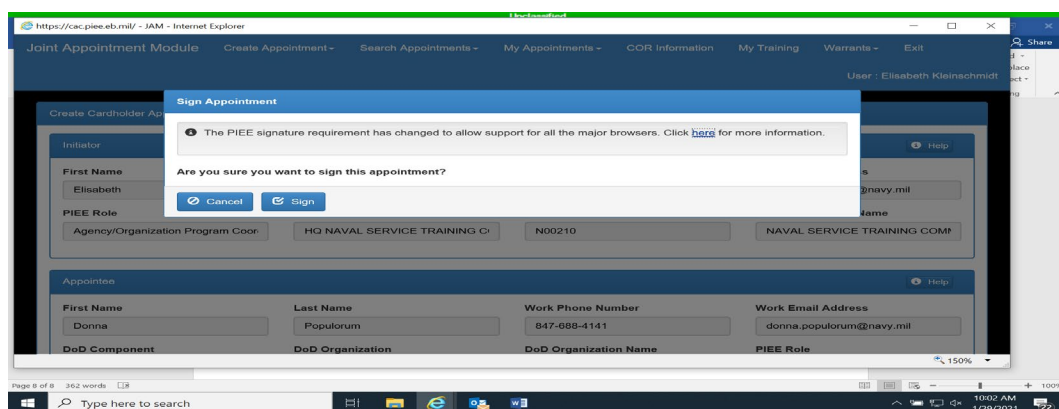
17. The appointment should pop up. Select “I concur with the Appointment Certification.”



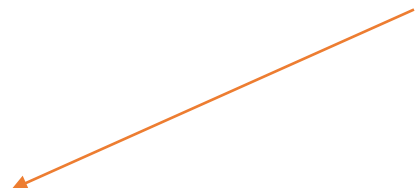
18. A confirmation page should pop up, select “Submit.”

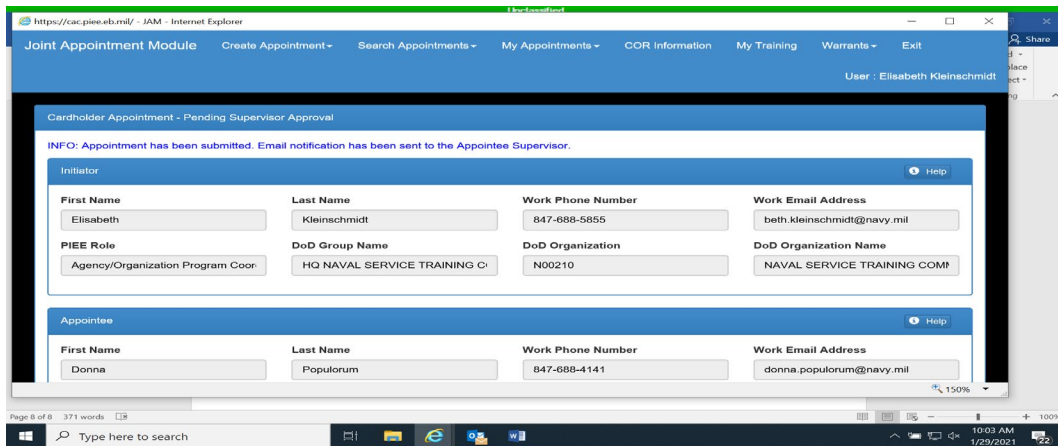


19. Sign appointment page should pop up, select “Sign.”

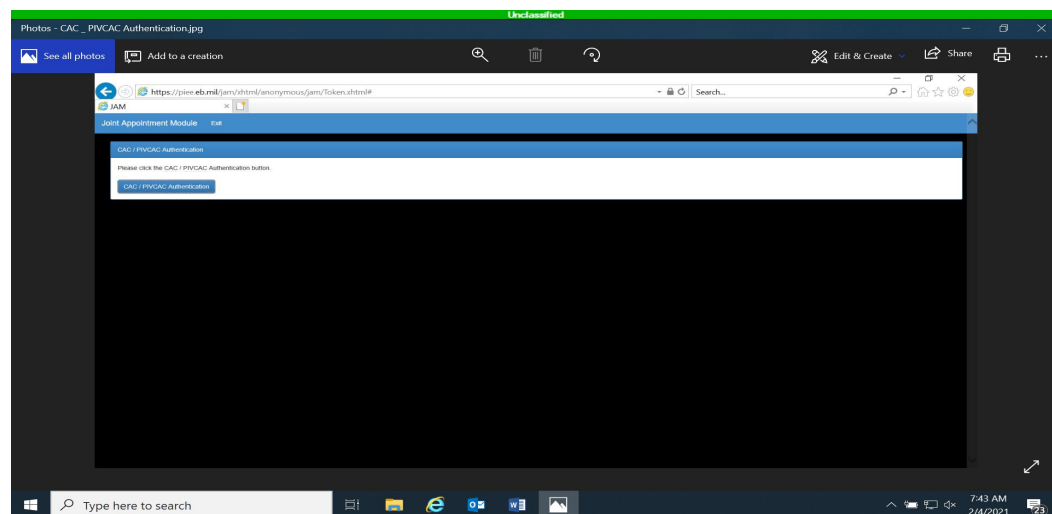
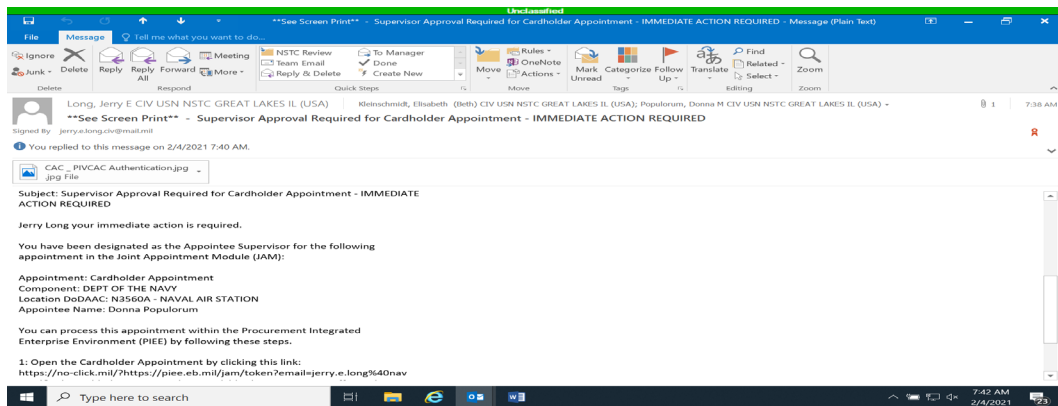


20. You will see a notification screen that states the appointment was submitted to the appointee’s supervisor.

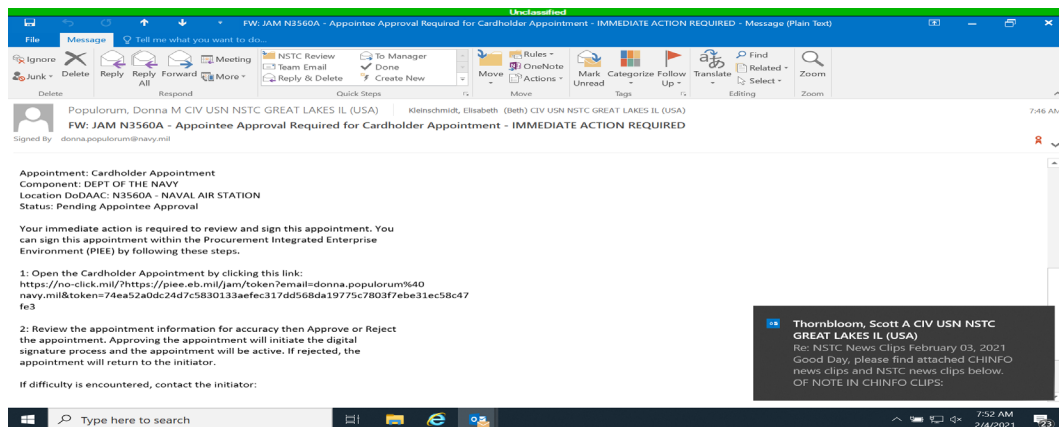




21. The CHs supervisor should receive an email similar to the below using the link provided in the email to go into PIEE, authenticate his CAC and sign the designation.



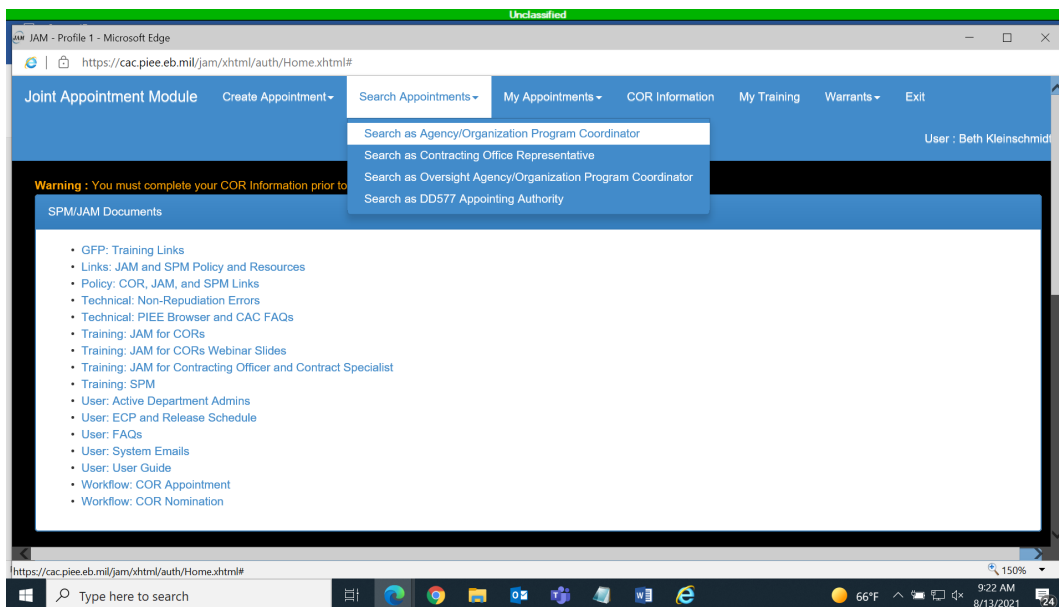
22. A notification will be sent to the Cardholder with a link and guidance to sign the designation. Make sure when they copy the link they do not copy the https://no-click.mil/?/ (if displayed)



23. Once Cardholder completes their actions it will go to the NSTC GAM (Ms. Melanie Armstrong) to complete the approval and activation. You will receive an email notification that the appointment is approved. The AOPC should go back into JAM to print the Letter of Delegation for the CHs and/or AO/BO file.

LOCATING PARTICIPANTS (AOPC/AO-CO/CH-CONVCK) LETTER OF DELEGATION FOR YOUR FILES

1. To locate your participants Letter of Delegation (AO-CO and CH/ConvCk), go into JAM, at the top select “Search Appointment” then “Search as A/OPC”.



2. Type in your participant’s last name and select “Search.”

Unclassified

JAM - Profile 1 - Microsoft Edge

https://cac.pieeb.mil/jam/xhtml/auth/Home.xhtml#

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit

User : Beth Kleinschmidt

Search Appointments as Agency/Organization Program Coordinator

Search For * DoD Organization Appointment Status

My Users and Organization - Select - - Select - - Select -

Appointee Last Name Delegating/Appointing Signatory Last Name Status Date (YYYY/MM/DD) Limit Results to Latest Appointments

equals equals equals ☐

Chaney

Search Help

3. Locate your participant (AOPC/AO-CO/CH-ConvCK) and click “Select” under Action.

Unclassified

JAM - Profile 1 - Microsoft Edge

https://cac.pieeb.mil/jam/xhtml/auth/Home.xhtml#

Joint Appointment Module Create Appointment Search Appointments My Appointments COR Information My Training Warrants Exit

User : Beth Kleinschmidt

Search Appointments as Agency/Organization Program Coordinator

Display 10 items Filter:

Item	DoD Org	DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Appointment Workflow	Appointee History	Action
1	N3560A	HQ NAVAL SERVICE TRAINING COMMAND GREAT LAKES PENSACOLA PROGRAM	Cardholder Appointment	Active	2021/06/21	Randolph Chaney	Timothy Daseler	Beth Kleinschmidt	Select	Select	Select

Showing 1 to 1 of 1 items

Previous 1 Next

4. Scroll down to the bottom and click on “View Appointment Letter” then “Open.”

JAM - Profile 1 - Microsoft Edge

https://cac.piee.eb.mil/jam/xhtml/auth/Search.xhtml#

First Name Beth	Last Name Kleinschmidt	Work Phone Number 847-688-5855	Work Email Address beth.kleinschmidt@navy.mil
DoD Component DEPT OF THE NAVY	DoD Organization N3560A	DoD Organization Name NAVAL AIR STATION	PIEE Role Agency/Organization Program Coordin

Appointment Workflow [Help](#)

Date	Action	Status	Name	Signature	PIEE Role
2021/06/17 15:33:12	Submit	Pending Supervisor Approval	Beth Kleinschmidt	KLEINSCHMIDT.ELISABETH.1017218324	Agency/Organization Program Coordinator
2021/06/17 16:22:49	Approve	Pending Appointee Approval	Timothy Daseler	Daseler.Timothy	Appointee Supervisor
2021/06/21 18:14:21	Approve	Active	Randolph Chaney	CHANEY.RANDOLPH.MILES.1243030800	Cardholder
2021/06/21 18:17:16	Extracted	Active	Randolph Chaney	CHANEY.RANDOLPH.MILES.1243030800	Cardholder

[Back](#)
[View Appointment Letter](#)
[Terminate](#)
[Update](#)
[Help](#)

5. Your CH letter should open so that you can print and save for your files.

ch.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help TerraGo

Home Tools Approved ITPR for ... ch.pdf x

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Enable All Features](#)

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Comment

Fill & Sign


TerraGo GeoPDF

TerraGo GeoMark

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 **Department of Defense**
Government Purchase Card Program

MEMORANDUM FOR: Randolph Chaney
N3560A: NAVAL AIR STATION
Supply Clerical and Technician

SUBJECT: Government Commercial Purchase Card (GPC) Delegation of Procurement Authority and Appointment Letter

References:

- Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- Office of Management and Budget (OMB) Circular A-123, Appendix B
- Federal Acquisition Regulation (FAR) and Supplements

6. Participant is now pending for US Bank role activation. AOPC Level 5 can now activate the user within US BANK PIEE TASK QUEUE.

***See below for updating JAM appointments after above is completed.**

GPC ONE-PAGER

Updating Appointments in JAM

CPMs, OA/OPCs, A/OPCs

PIEE/JAM

After DoD GPC appointment letters have been issued, it may become necessary to update appointments to change their Special Designation (SD), Single Purchase Limit (SPL), or Cycle Limit.

Who can do this?

- The A/OPC and OA/OPC can update the appointments of program officials below them in the hierarchy.
 - The A/OPC and OA/OPC also can update *their own* appointments, but these roles do not have a SD, SPL, or Cycle Limit.
 - The A/BO and CH cannot update their own appointments.
- The DD 577 role cannot be updated.
- If the A/OPC or OA/OPC who initiated the update has the delegating authority (DA) required for the update, then he/she automatically signs off and the DA step is skipped in the approval process.

What else do I need to know?

- Specific policies, regulations, and SPLs are associated with each SD. Details can be found in the [JAM GPC Role Descriptions document](#).
- It is important to note that, with the implementation of, or increases to, MPTs or (less frequently) SATs, the SPLs of all CHs should not automatically be increased across the board.

30P:042

PIEE

DAU

DPC/Purchase Card

(Can be clicked in Slide Show mode)

Apr 24, 2023
Page 2 of 2

How do I update my own appointment?

- Log into PIEE and go to JAM.
- In the blue JAM ribbon, click My Appointments.
- Select "Search for GPC appointments where I am designated as the Appointee."
- Select the appropriate role with Active status.
- Scroll to the bottom of the Appointee's profile page and click Update.
- Proceed with the steps on Page 2 for the appropriate task.

How do I update someone else's appointment?

- Log into PIEE and go to JAM.
- In the blue JAM ribbon, click Search Appointments.
- Select the appropriate Organization, Appointment, and Active status.
- Click Search.
- Use the up- and down-arrows next to "Appointee" to sort alphabetically, then click Select under the Action column for the appropriate Appointee.
- Scroll to the bottom of the Appointee's profile page and click Update.
- Proceed with the steps on Page 2 for the appropriate task.

GPC ONE-PAGER

Updating Appointments in JAM

CPMs, OA/OPCs, A/OPCs

PIEE/JAM

How do I change the SPL or Cycle Limit?

- Click Edit next to an existing SD to change SPL or Cycle Limit.
- Enter the new SD or SPL and update the Effective Date.
- Scroll to the bottom and click Edit.
- Scroll to the bottom and click Next.
- Scroll to the bottom and click Submit.
- Click "I concur with the Appointment Certifications."
- Enter any comments and click Submit.
- Click Sign.

How do I add a SD?

- Scroll to the SDs and click Add Special Designation.
- Select the SD and enter the appropriate SPL, Cycle Limit, and Effective Date, plus any Agency-Specific Policy/Procedure and additional Details. Click Add.
- Scroll to the bottom and click Next.
- Scroll to the bottom and click Submit.
- Click "I concur with the Appointment Certifications."
- Enter any comments and click Submit.
- Click Sign.

***For details about the 10 CH SDs and their NTE Limits, see 30P001, Understanding CH Special Designations.**

How do I remove a SD?

- Scroll to the SDs and click Delete.
- Click Delete again.
- Scroll to the bottom and click Next.
- Scroll to the bottom and click Submit.
- Click "I concur with the Appointment Certifications."
- Enter any comments and click Submit.
- Click Sign.

- If the appointment updater already has appropriate delegating authority, the DAS step in the workflow will be skipped.
- Appointees will need to countersign the updated appointments.
- Since this is an update to an existing appointment, there will be no action for the GAM as the role is already active.
- Once the appointment update has been completed, the old appointment will be inactivated, and the new appointment will become active.
- The new, updated, appointment will be sent to the Access Online PTQ.

30P:042

PIEE

DAU

DPC/Purchase Card

(Can be clicked in Slide Show mode)

Apr 24, 2023
Page 2 of 2

Points of Contact:

William Barton
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GAM
847-688-4141 x 176
william.g.barton.civ@us.navy.mil

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Sidney Coleman
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Jerry Long
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