# 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: <u>https://my.navsup.navy.mil</u> 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.

OON CCPMD Purchase C	aru	
Overview		
Training	TRAINING	
Admin Notices	DON Government Purchase Card (GPC) Training	External Training Links
Policies	Training Requirements	Defense Acquisition University ( DAU) CLG0010 and CLG0     GSA Purchase Card web based training
Desk Guides	Training is available in a narrated audio or printable PDF format. Download times	My Navy Portal
Bank Guidance	vary by file size and connection speed. If you need assistance, please contact don ccpmd training@us.navy.mil	Annual Ethics Training
Audits and Metrics	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 you training needs. • Head of Activity (HA) - Audio or PDF • Cardholder (CH) - PDF • Agency/Organization Program Coordinator (A/OPC) - PDF • Agency/Organization Program Coordinator (A/OPC) - PDF • Agency/Organization Qfficial (A/BO) - PDF Knowledge Nuggets • PCKN 5 How Does Forced Authorization Work - PDF	DAU CLG 0010 and CLG 006 Training OCONUS/deployed personnel who cannot access DAU CLG 001 training can download the training slides below. Because you a training can download the training slides below. Because you a training online you will not be able to access the required test a from DAU. Your A/OPC or Supervisor should make a note in you that you completed the requirement by reviewing the training : certificate, the course test MUST be taken online when there is connectivity. If you need assistance, contact don_ccpnd_training@ • CLG006 - Certifying Officer Legislation Training for Purcha • CLG0010 - Governmentwide Commercial Purchase Card C
	<ul> <li>PCKN 8 Policy Guidance for the GPC - PDF</li> <li>PCKN 9 GPC Terms &amp; Conditions - PDF</li> <li>PCKN 14 Convenience Checks &amp; 1099 PRO - PDF</li> <li>PCKN 15 Training Education &amp; Professional Development - PDF</li> <li>PCKN 17 GPC Internal Operating Procedures - PDF</li> <li>PCKN 18 GPC Overseas (OCONUS) Shipments - PDF</li> <li>PCKN 20 Split Purchases - PDF</li> </ul>	Regional Training • No regional training scheduled at this time. RESTRICTED CCPMD Database Access (This is NOT trainin A/OPCS, Approving Officials, Commanding Officers, or Supervi retrieve certificates from the CCPMD training database, may se using this link. The first time you access the database you will b register as an authorized user. <u>https://my.navsup.navy.mil/apps/opsStraining.CCPMD_VI</u> 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 <a href="https://my.navsup.navy.mil/webcenter/portal/ccpmd">https://my.navsup.navy.mil/webcenter/portal/ccpmd</a>
  - (1) Under Access to CCPMD's Secure Website...." CLICK "Register your CAC/PKI, (2) Then CLICK "Continue."
  - (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 <u>DON\_CCPMD\_Training@navy.mil</u> 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 <a href="https://militarycac.com/window8.htm#window\_RT">https://militarycac.com/window8.htm#window\_RT</a> (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. <u>DAU COURSE'S (CLG006, CLG0010, CON237) – USE GOOGLE CHROME or</u> <u>MICROSOFT EDGE</u>

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

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Do you support the Department of Defense and have a Common Access Card (CAC)?		
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(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 <u>dauhelp@dau.edu</u> 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 <a href="https://dau.csod.com/">https://dau.csod.com/</a>
  - (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: <u>sidney.e.coleman.civ@us.navy.mil</u>

\*\*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 <u>https://piee.eb.mil/</u> 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.

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

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."

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Alternate Supervisor View/Edit the user's alternate supervisor information.	and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).		
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- 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 <u>your</u> unit's DODAAC which is your unit's UIC with an N in front of it.

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2. Supervisor / Agency	Advertise and the Ann Particle from the Participation		
3. Roles ∜I	Step 1. Select the appropriate Application from the list below	Step 2. Select One or More Roles from the list below (Ctrl+Click)	Step 3. Click 'Add Roles'
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4. Justification	To By selecting the Purchase Card Functional Capability, and a role in step 2, you will be granted access to the applicable purchase card applications. These	Approving/Billing Official (A/BO) Cardholder (CH)	
5. Summary	will be displayed in Step 4 below.	Certifying Officer Component Program Manager (CPM)	×
6. Agreement			
	Step 4. Fill out the required information for the applicable applications		
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If you need access to more than one UIC click ADD ROLES, then add the second UIC. Then select NEXT.

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6. Agreement	These will be displayed in		Data Mining Reviewer	
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6. Add and attach your required APC training certificates. If the training is not listed select "Other" and add that training:

- a. APC Role Training (every 2 years).
- b. DAU CLG001 or CLG0010 (every 2 years).
- c. DAU CLG006 (APCs initial only).
- d. Ethics (every year).
- e. IOP (every 2 years).
- f. IOD (once and done).

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7. You will get an option to review all the training you attached. Click NEXT and select the CAC certificate you will use for the site then submit.

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	OTHER - A/OPC Certification Course	2019/02/06	Kleinschmidt - APC training.pdf	2 Years	2021/02/05	4	DON CCPMD	Manual	Edit Delete View
ig "Di	OTHER - Insight on Demand	2018/12/12	IoD Training 12Dec18- Kleinschmidt.pdf	Initial		1	Oversight System	Manual	Edit Delete View
on	CLG006 - Certifying Officer Legislation Training for Purchase Card Payments	2018/10/26		1 Year	2019/10/26			MIGRATION	Edit
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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).

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You can initiate your Agency/Organization Program Coordinator Appointment workflow process within the Procurement Integrated Enterprise Environment (PIEE) by following these steps:	
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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

**<u>NOTE:</u>** Procurement DODAAC: Should be N00189 (which is your contracting site). DOD Organization: <u>Your</u> unit's UIC with a "N" in front.

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DoD GPC Inter/Intra-Governm Cardholder	mental Payment Official								
YES									
Course Name	Certificate		Completion Date	Frequency	Due Date	Hours	Provider	Source	View
eourse nume	es. anoate		Late	insquency	Dat Date			Jource	

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"

Jerry			.ast Name Long		Work Pho 847-688-		er		Work Email Address jerry.e.long@navy.mil		
elegating/Ap	ppointing Signatory										💿 нер
ot listed belo		lelegating/Appointing Signatory					ty. You must identify at least one DA then select up to two additional indivi				
Display 10	✓ items									Filter:	
Item	Name E	DoD Component	DoD Group Name	11	Work Phone Number	11.1	Vork Email Address	II PIEE R	ole	1	Action
1	BURNETT, SARAH	Department of the Navy	Chief of Naval Personnel (BUPE	RS) N00022	850-452-3996	8	ARAH.W.BURNETT@NAVY.MIL	Oversig	ht Agency/Organization Program C	Coordinator	Select
2	Swanson, Christopher	Department of the Navy	Chief of Naval Personnel (BUPE	RS) N00022	850-452-8957	c	hris.swanson@navy.mil	GPC D	elegating/Appointing Authority		Select
	demail Delegating/Appointing Signal	1								Previou	
Designat	tion Name	DoD Component	DoD Organization	DoD Organiz	ation Name	w	ork Phone Number	Work Em:	nil Address PIE	E Role	Action
Primary											
Compte	the Deregating/Appointing Signatory	Selection(s)									

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

Jerry			Last Name Long			Work Phone N 847-688-4141		Work Email Address jerry.e.long@navy.mil		
		External Delegating/Appol	iting Signatory							
Delegating	/Appointing Signatory	First Name *		Last Name *		Work Email Ad	idress *			O Help
	Primary Delegating/App	Michael		Riley		michael.b.rile	y@navy.mil ×			
	ect the individual(s) (prim elow, click the "Select Ex								DAS. If the desired Ss. Click the "Com	
Delegating	Appointing Signatory Se	Ø Cancel	inue 🚯 Help							
Display	10 🗸 items								Filter	
item	Name	📗 DoD Component	DoD Group	Name	11 Work Phon	e Number	Work Email Address	IT PIEE Role		Action
1	BURNETT, SARAH	Department of the	avy Chief of Nav	al Personnel (BUPERS) N	100022 850-452-39	96	SARAH.W.BURNETT@NAVY.MIL	Oversight Agency/Organization Pro	gram Coordinator	Select
2	Swanson, Christoph	ner Department of the	any Chief of Nav	al Personnel (BUPERS) N	100022 850-452-89	57	chris.swanson@navy.mil	GPC Delegating/Appointing Author	ty	Select
Showing 1	I to 2 of 2 items								Previous	s 1 Next
	External Delegating/Appointin	n Sinnatory								
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Designal	ted Delegating/Appointing	a Signatory								
Design	nation Name	DoD Component	DoD Org	anization	DoD Organization Name		Work Phone Number	Work Email Address	PIEE Role	Action
Priman					-					
		ignatory Selection(s)								

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".

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				2018/03/22								
OTHER - Internal Operating P			Kleinschmidt - IOP.pdf		2 Years	2020/03/21	1	NSTC	Manual	Edit	Delete	View
OTHER - DAU CLG 001 - DOI	O Government Purchase Card Tuto	ial	Kleinschmidt - CLG 001.pdf	2004/10/28	Initial		4	DAU	Manual	Edit	Delete	View
C Add Training C Show All T	rant External Delegating/Appointi											
			active PIEE account. Are you sure you war									
	First Name *	tot associated with an a	LastName *	Work Email Addr								
	Michael		Riley	michael.b.riley@								O Holp
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First Name												
Jerry	Ø Cancel	æ 🚯 Help										
Delegating/Appointing Signatory					=			_		_		• нар
			-	Work Phone Nurr	ber	-		Work Em	all Address			• нер
ERROR: A Primary Delegating/		ed.	-	Work Phone Nur	ber				all Address .b.riley@navy.mil			• Нар
ERROR: A Primary Delegating/ First Name Michael		ed. Last Name Riley	ne	Work Phone Num	ber							• нар
ERROR: A Primary Delegating/		ed. Last Name	ne		ber							<ul> <li>Heap</li> </ul>
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13. The next screen will how that your CO/HA's name and email address was added under the Delegating/Approving Signatory. Select "Submit".

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	Delegating/Appointing Signatory						Help	
	First Name Michael	Last Name Riley		Wo	rk Phone Number	Work Email Address		l
	DoD Component	DoD Group Name			E Role xternal DAS			
	Additional Details							
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15. A screen will appear with your AOPC Delegation of Procurement Authority and Appointment. Select "I concur with the Appointment Certification".



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

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Joint Appointment Module Exit				
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Appointee Comments	n.			Help
First Name Required App	iointment			navy.mil
DoD Component Department of the Are you sure you	ou want to submit this appointment?			n Program Coordin
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Delegation Authority *	Approving/Billing O	Official Appointment Letters *	Cardholder Delegation of Authori	ity Letters *
YES	✓ YES	~	YES	~
GPC Micro-Purchase Cardholder *	DoD GPC Micro-Put	rrchase Convenience Check Writer *	DoD GPC Micro-Purchase Contin Cardholder *	gency Contracting
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19. A screen will appear asking you to sign your Appointment. Click on "Sign".

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	Create Agency/Organization Program Coord		Draft			
	Appointee  The PIEE sig	gnature requirement h	as changed to allow support for	all the major browsers. Click he	re for more information.	() Help
	First Name Elisabeth					navy.mil
	Are you sure you DoD Component	ı want to sign this a	ppointment?			
	Department of the O Cancel	🕑 Sign				n Program Coordin
	Procurement DoDAAC *					
	Delegation Authority *		Approving/Billing Official Ap	pointment Letters *	Cardholder Delegation of Authori	ty Letters *
	YES	~	YES	· •	YES	· · · · · · · · · · · · · · · · · · ·
	GPC Micro-Purchase Cardholder *	~	DoD GPC Micro-Purchase Co	onvenience Check Writer *	DoD GPC Micro-Purchase Contin Cardholder *	gency Contracting
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21. You will get a notification that your appointment has been submitted.

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nt Appointment Module Exit				
Agency/Organization Program Coordinal	tor Appointment - Pending Supervisor Approval			
INFO: Appointment has been submitted.	Email notification has been sent to the Appointee	Supervisor.		
Appointee				<li>Help</li>
First Name	Last Name	Work Phone Number	Work Email Address	
Elisabeth	Kleinschmidt	847-688-5855	beth.kleinschmidt@navy.	mil
DoD Component	DoD Organization	DoD Organization Name	PIEE Role	
Department of the Navy	N3560A	NAVAL AIR STATION	Agency/Organization Pro	gram Coordin
Procurement DoDAAC				
N00189				
Delegation Authority	Approving/Billing Office	cial Appointment Letters	Cardholder Delegation of Authority Lette	ors
YES	YES		YES	
GPC Micro-Purchase Cardholder	DoD GPC Micro-Purcha	ase Convenience Check Writer	DoD GPC Micro-Purchase Contingency Cardholder	Contracting
P Type here to search		< 🕅 🗖 🖬	> □ = 4× Ø	10:45 AM

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."

ppointment Wor	kflow				• Негр
Date	Action	Status	Name	Signature	PIEE Role
2020/08/26 14:10:00	Submit	Pending Supervisor Approval	Elisabeth Kleinschmidt	KLEINSCHMIDT.ELISABETH.1017218324	Agency/Organization Program Coordinator
2020/08/26 14:21:17	Approve	Pending Delegating/Appointing Signatory Approval	Jerry Long	Long.Jerry	Appointee Supervisor
2020/08/26 15:36:38	Approve	Active	Michael Riley	Riley.Michael	External DAS
2020/08/26 15:37:16	Extracted	Active	Michael Riley	Riley.Michael	External DAS

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, iustification/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.

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

**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".

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Procurement Integrated Ente ×						
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	🌣 My Account	Administration	GPC Nominations -	Help-	👤 User : Beth Kleinschmidt	≭Logout
					Last Successful Logon Date: 2021/06/04 17	:38:15 UTC
6.8.6 Procurement Integrated Enterprise Environment					Last Unsuccessful Logon Attempt: 2020/01	/31 05:38:31 UTC
GPC Role Nomination						
						_
Nominator Role *						
Agency/Organization Program Cod	ordinator (A/OPC) - HQ	NAVAL SERVICE TR	AINING COMMAND NSTC -	N¥		
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Nominee Email *						
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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.

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JAM - Google Chrome								×	×
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Joint Appointment Module	Create Appointment -	Search Appointments -	My Appointments -	COR Information	My Training	Warrants <del>-</del>	Exit	Logou	ıt ^
	Agency/Organization P Approving/Billing Officia Cardholder Appointmer		tment			User :	Beth Kleinschmidt	пс 8:31 UTC	
Warning : You must complete you SPM/JAM Documents	Certifying Officer Appol Both A/BO & Certifying	ntment							
<ul> <li>GFP: Training Links</li> <li>Links: JAM and SPM Pall</li> <li>Policy: COR, JAM, and SI</li> <li>Technical: Non-Repuddati</li> <li>Technical: PIEE Browser- Training: SPM Surveilland</li> <li>Training: JAM for CORs</li> <li>Training: JAM for CORs</li> <li>Training: SPM for CORs</li> <li>User: Active Department/</li> <li>User: ECP and Release S</li> <li>User: Ler Grant</li> <li>User: Ler Grant</li> <li>User: Ser Grant</li> <li>User: User Gunde</li> <li>Workflow: COR Appointm</li> <li>Mtps://cac.pise.ds.mil/jan/dtm/Jant/Mem</li> </ul>	oy and Resources PM Links on Errors and CAC FAQs se File Vebinar Sildes ting Officer and Contract S Admins schedule	nization Program Coordinat						Ť	
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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					haney				
		andopri					, i				
ome Organization DoDAAC *	Nominee Role *		No	ominee Loca	tion Type Co	ode *		Nominee Loc	ation Code *		
N0580A	Cardholder (CH	I)	~	DoDAAC			~	N03560		×	
Course Name		Completion Date	Certificate	e Frequency		Hours			Source	Action	
Training		Completion									
			Certificate			Hours				Action	
CLG001 - DoD Government Commercial Overview		2021/05/11		2 Years	2023/05/11		University	Acquisition /	DAU		
CLG006 - Certifying Officer Legislation Tr Card Payments	aining for Purchase	2020/01/14		1 Year	2021/01/13		Defense University	Acquisition /	DAU		
CLG004 - DoD Government Purchase Ca Training	ard Refresher	2013/08/06		2 Years	2015/08/06				MIGRATION		

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

Agency/Organization Program Coordinator (A/OPC) -	HQ NAVAL SERVICE TRAINING	COMMAND GREAT	LAKES PENSACOLA PR	OGRAM - N3560A		~				
Iominee Email *		Nominee First Na	ame "				Nominee	Last Name *		
randolph.chaney@navy.mil		Randolph					Chane	y		
iome Organization DoDAAC *	Nominee Role *			Nominee Locati	on Type Code '			Nominee Location	Code "	
N0580A	Cardholder (CH)		~	DoDAAC				× N03560		
Training										
Course Name		Completion Date	Certificate		Frequency	Due Date	Hours	Provider	Source	Action
OTHER - IOP-SOP Training		2021/05/20	Chaney - NSTC IOP tra	in 20May21.pdf	2 Years	2023/05/20	2	NSTC	Manual	Archive View
OTHER - TE&PD SF 182 Training		2021/05/19	Chaney -TE&PD- 19Ma	y21.pdf	Initial		3	DON	Manual	Archive View
CLG001 - DoD Government Commercial Purchase C	ard 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		DON CCPMD	Manual	Archive View
OTHER - Ethics		2021/05/11	Chaney - Ethics 11May	21.pdf	1 Year	2022/05/11	2	TWMS	Manual	Archive View
CLG006 - Certifying Officer Legislation Training for P	urchase Card Payments	2020/01/14			1 Year	2021/01/13		Defense Acquisition University	DAU	
CLG004 - DoD Government Purchase Card Refreshe	er Training	2013/08/06			2 Years	2015/08/06			MIGRATION	

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).

Unclassifier				
🖬 🕤 🗇 🕈 🤚 😨 JAM Appointment Required for Cardholder (CH) Role - Message (Plain Text)				
File Message Q Tell me what you want to do				
Regnore     Reply     Reply				~
disa.ogden.eis.mbx.wawfnoreply@mail.mil Populorum, Donna M CIV USN NSTC GREAT LAKES IL (USA); Kleinschmidt, Elisabeth (Beth) CIV USN NSTC GREAT LAKES IL (USA) - JAM Appointment Required for Cardholder (CH) Role Signet By pleachamil			1	8:48 AM
Donna Populorum,				
This email is for informational purposes only and you have no action at this time.				
Elisabeth Kleinschmidt,				
You nominated Donna Populorum for the Cardholder (CH) role. This role requires an active Cardholder Appointment in the Joint Appointment Module (JAM) before the role can be Administrator (GAM).	activated	by a Gro	up	
You can initiate the Cardholder Appointment workflow process within the Procurement Integrated Enterprise Environment (PIEE) by following these steps:				
1: Login to the Procurement Integrated Enterprise Environment (PIEE) application. https://no-click.mil/?https://piee.eb.mil				
2: Open the Joint Appointment Module (JAM) by clicking the 'JAM' icon.				
3: From the 'Create Appointment' menu, select the 'Cardholder Appointment' option.				
4: Select the role you wish to use to initiate the appointment.				
5: Select the appointee from the list of available individuals.				Ŧ
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7. Log into PIEE then JAM. Then select "**Create Appointment**" then "Approving/Billing Officer or **Cardhol**der Appointment". My example below is for Cardholder Appointment.



8. Select your role A/OPC.

					User : Elis	abeth Kleinschmid
reate Car	dholder Appointment - Draft					
Initiator						<li>Help</li>
Select w	hich role will act as Initiator for	the appointment. This is	s a required action.			
Display	10 V items				Filter:	
Item	PIEE Role	DoD Li Component 1	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	g 1 to 2 of 2 items				Previous	1 Next

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

Agency	//Organization Pr	ogram Coor	HQ NAVAL SERVICE	TRAINING CI N002	10	NAVAL SE	RVICE TRAINII	NG COMM
🕑 Rese	t Initiator							
Appointe	e							S Help
select ar	Appointee. This	is a required action.						
Display	10 🗸 item	s				Filter:		
ltem	Name 📙	DoD Component I	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								
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10. Review your Cardholders appointee information and make corrections if needed. In the field titled "Existing Warranted Contracting Officer (Non-GPC)" select "No".

Appointee										6 Help
First Name	Last Name		Work Phone Nu	umber			Work Email Address			
Randolph	Chaney		8476885454				randolph.chaney@na	ivy.mil		
DoD Component	DoD Organizati	on	DoD Organizati	ion Name			PIEE Role			
DEPT OF THE NAVY	N3560A		NAVAL AIR STATION				Cardholder	Cardholder		
Procurement DoDAAC * 0										
N00189										
Card Mailing Address Line 1 *	Card Mailing Ad	Idress Line 2	Card Mailing A	ddress Line 3			Card Mailing Address	Line 4		
Naval Service Training Command	2601A Paul Jo	nes Street, Bidg 1, Rm 237								
Country *	City *		State *				Zip *			
United States V	Great Lakes		Illinois				← 60088-2845	_	_	
DEROS Date	Existing Warrar	nted Contracting Officer (Non-GPC) * 0	_							
	No	×								
						_				
Course Name		Certificate	Completion Date	Frequency	Due Sate	Hours	Provider	Source	Archive	View
Course Name OTHER - IOP-SOP Training		Certificate Chaney - NSTC IOP train 20May21.pdf	Completion Date 2021/05/20	Frequency 2 Years	Due Sate 2023/05/20	Hours 2	Provider	Source Manual	Archive	View
				· · ·						
OTHER - IOP-SOP Training		Chaney - NSTC IOP train 20May21.pdf	2021/05/20	2 Years		2	NSTC	Manual	Archive	View
OTHER - IOP-SOP Training OTHER - TE&PD SF 182 Training	<i>w</i>	Chaney - NSTC IOP train 20May21.pdf	2021/05/20	2 Years Initial	2023/05/20	2 3	NSTC DON	Manual	Archive	View
OTHER - IOP-SOP Training OTHER - TEAPD SF 182 Training CLG001 - DoD Government Commercial Purchase Card Overview	w	Chaney - NSTC IOP train 20May21.pdf Chaney -TE&PD- 19May21.pdf	2021/05/20 2021/05/19 2021/05/11	2 Years Initial 2 Years	2023/05/20 2023/05/11 2023/05/11	2 3	NSTC DON Defense Acquisition University	Manual Manual DAU	Archive	View
OTHER - IOP-SOP Training OTHER - TEAPD SF 182 Training CLG001 - DoD Government Commercial Purchase Card Overview OTHER - Cardholder Role Training		Chaney - NSTC IOP train 20May21.pdf Chaney -TE&PD- 19May21.pdf Chaney - CH Train 0 11 May 21.pdf	2021/05/20 2021/05/19 2021/05/11 2021/05/11	2 Years Initial 2 Years 2 Years	2023/05/20 2023/05/11 2023/05/11	2 3 8	NSTC DON Defense Acquisition University DON CCPMD	Manual Manual DAU Manual	Archive Archive Archive	View View View
OTHER-IOP-SOP Training OTHER-TEAPD SP 182 Training CLG001 - DoD Government Commercial Purchase Card Overvier OTHER - Cardholder Role Training OTHER - Ethios		Chaney - NSTC IOP train 20May21.pdf Chaney -TE&PD- 19May21.pdf Chaney - CH Train 0 11 May 21.pdf	2021/05/20 2021/05/19 2021/05/11 2021/05/11 2021/05/11	2 Years Initial 2 Years 2 Years 1 Year	2023/05/20 2023/05/11 2023/05/11 2022/05/11	2 3 8	NSTC DON Defense Acquisition University DON CCPMD TWMS	Manual Manual DAU Manual Manual	Archive Archive Archive	View View View
OTHER - IOP-SOP Training OTHER - TEAPO SP 182 Training CLOBO 1- DoD Government Commercial Parchase Card Overvier OTHER - Cardholder Role Training OTHER - Ethos CLOBOS - Centrying Officer Legislation Training for Parchase Card		Chaney - NSTC IOP train 20May21.pdf Chaney -TE&PD- 19May21.pdf Chaney - CH Train 0 11 May 21.pdf	2021/05/20 4 2021/05/19 2021/05/19 2021/05/11 2021/05/11 2021/05/11 2021/05/11	2 Years Initial 2 Years 2 Years 1 Year 1 Year	2023/05/20 2023/05/11 2023/05/11 2022/05/11 2022/05/11	2 3 8	NSTC DON Defense Acquisition University DON CCPMD TWMS	Manual Manual DAU Manual Manual DAU	Archive Archive Archive	View View View

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."

							Acquisition			
Officer Legislation Training for Purchase							University			
Card Payments										
OTHER - TE&PD TRAINING	DP-TEPD 24FEB1	7.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		
C Add Training Sho	ow All Training									·
Special Designation		Single Pu	rchase Limit	Cycle	e Limit	E	ffective Date	Edit Del	ete	View
Click the 'Add Special De	esignation' button to	add designations			_					
				-						
C Add Special Designation	1		_							
			/							
Add Special Designation										
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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".

Course Name	Add Special Designation				Archive	View	
OTHER - NSTC	Special Designation *				Archive	View	
GCPC IOP TRAIN	Micro-Purchase Cardholder			~			
OTHER - Cardhol					Archive	View	
Training	Single Purchase Limit *	Cycle Limit *	Effective D	ate *			
OTHER - Ethics	\$10,000	\$10,000	2021/01/2	9	Archive	View	
CLG0010 - DoD	Agency Specific Policy and	Procedure			Archive	View	
Government							
Commercial Purch							
Card Overview							
CLG001 - DoD							
Government	Additional Details						
Commercial Purch							
Card Overview							
CLG006 - Certifyir							
Officer Legislation							
Training for Purch	Are you sure you want to ad	d this special designation	1?				
Card Payments							
OTHER - TE&PD	🖉 Cancel 🕑 Add	Help			Archive	View	
OTHER - TEAPD					Archive	150%	

14. Select Special Designation and add the following roles for your Cardholder.

"Micro-Purchase Cardholder" - \$10,000 and/or "Micro-Purchase Convenience Check Holder" - \$5,000.

"Contract Payment Official Cardholder" - \$25,000.

"Misc Payment Ordering Officer (SF 182)" - \$24,999.

"Inter/Intra Government Payment Official Cardholder" - \$9,999.

All special designations should be added to the screen (see below).

piee.eb.mil/ - JAM - Internet Explorer		Unclassified								
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CLG001 - DoD Government Commercial Purchase Card Overview		2021/01/06	2 Years	2023/01/06		Defense Acquisition Univer	sity	DAU		
CLG0010 - DoD Government Commercial Purchase Card Overview	WB - CLG0010 - 6JAN21.pdf	2021/01/06	2 Years	2023/01/06	8	DAU		Manual	Archive	View
DTHER - NSTC GCPC IOP	WB - IOP - 15DEC20.pdf	2020/12/15	2 Years	2022/12/15	8	NSTC		Manual	Archive	View
OTHER - Ethics	WB - ETHICS NSTC - 14DEC20.pdf	2020/12/14	2 Years	2022/12/14	8	NSTC		Manual	Archive	View
DTHER - Cardholder Training	WB - CH -11DEC20.pdf	2020/12/11	2 Years	2022/12/11	8	CCPMD		Manual	Archive	View
DTHER - TE&PD	WB - TEPD - 8DEC20.pdf	2020/12/08	Initial		8	NAVSUP		Manual	Archive	View
C Add Training										
Special Designation		Single	Purchase Limit	Cycle	Limit	Effective Date	Edit	Dele	te	View
Micro-Purchase Cardholder			\$10,000	S1	0,000	2021/02/03	Edit	Deter	14	View
contract Payment Official Cardholder			\$25,000	\$2	5,000	2021/02/03	Edt	Dele	le	View
tisc Payments Official Cardholder (SF-182 Training Payments)			\$25,000	\$25,000 2021/02/03		Edit	Dele	le	View	
nter/Intra-Governmental Payment Official Cardholder			\$9,999	5	9,999	9 2021/02/03		Deter	14	View
	\$9,999 \$9,999			2021/02/03 Edit						
Add Special Designation										
G. Add Special Conjunction     Additional Oxfails     Titted According										
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	versignt AOPC for the apportment. This is a	equired action.								
	wenight ACPC for the appointment. This is a	equired action.								€, 100%

15. Scroll down to the bottom of the screen to the Direct Oversight Agency/Organization Program Field lookup search for sidney.e.coleman.civ@us.navy.mil and select LOOKUP. His information should be added then click SELECT.

In addition, the Appointee's Supervisor information should populate, select "Next."

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tps://cac.piee.eb.mil/ - JAM - Internet Explorer						-		$\times$
Contract Payment Ornicial Cardholder		320,000	320,000	2021/06/17	FOI	D61609	A16M	~
Misc Payments Official Cardholder (SF-182 Training Payments)	)	\$24,999	\$24,999	2021/06/17	Edit	Delete	View	
Inter/Intra-Governmental Payment Official Cardholder		\$9,999	\$9,999	2021/06/17	Edit	Delete	View	
C Add Special Designation								
Additional Details								
C Reset Appointee								
6 reset appanae								
Direct Oversight Agency/Organization Program Coordinator							O Help	
First Name	Last Name	Work Phone Number		Work Email Ad	dress			
First Name Beth	Last Name Kleinschmidt	Work Phone Number 847-688-5855		Work Email Ad				
Beth	Kleinschmidt	847-688-5855						
Beth PIEE Role	Kleinschmidt DoD Group Name	847-688-5855						
Beth PIEE Role Oversight Agency/Organization Program Coordinator	Kleinschmidt DoD Group Name	847-688-5855						
Beth PIEE Role Oversight Agency/Organization Program Coordinator	Kleinschmidt DoD Group Name	847-688-5855					• Нир	
Beth PIEE Role Oversight Agency/Organization Program Coordinator Q: Rand Crewd Oversight ACM'C:	Kleinschmidt DoD Group Name	847-688-5855			nidt@navy.mi		<b>6</b> Hitp	
Beth PEE Role Oversight Agency/Organization Program Coordinator @ Round Davadet ADDro Apporting Stupervisor	Klenschmidt Dob Group Name Hg NAVAL SERVICE TRAINING COMMAND I	847-688-5855		beth kleinschn	nidt@navy.mil dress		• Hilp	
Beth PIEE Role Oversight Agency/Organization Program Coordinator Q: data thread Oversight AGPC: Appointers Supervisor Pirst Name	Netschmid DoD Group Name HG NAVAL SERVICE TRAINING COMMAND I	B47-588-5855 GREAT LAKE Work Phone Number		beth kleinschr	nidt@navy.mil dress		Онир	
Beth PIEE Role Oversight Agency/Organization Program Coordinator Quisitant thread Developed AGNC Appointion Supervisor Pirst Name	Netschmid DoD Group Name HG NAVAL SERVICE TRAINING COMMAND I	B47-588-5855 GREAT LAKE Work Phone Number		beth kleinschr	nidt@navy.mil dress		<b>•</b> H40	
Beth PIEE Role Oversight Agency/Organization Program Coordinator Q: data thread Oversight AGPC: Appointers Supervisor Pirst Name	Netschmid DoD Group Name HG NAVAL SERVICE TRAINING COMMAND I	B47-588-5855 GREAT LAKE Work Phone Number		beth kleinschr	nidt@navy.mil dress		ОНИр	
Beth PEE Ros Oversight Agency/Organization Program Coordinator C. United Chere Coverand Active Appointers Supervisor Prist Name Timothy	Netschmid DoD Group Name HG NAVAL SERVICE TRAINING COMMAND I	B47-588-5855 GREAT LAKE Work Phone Number		beth kleinschr	nidt@navy.mil dress		• Hilp	
Beth PEE Role Oversight Agency/Organization Program Coordinator Claimed Oversight Agency/Organization Apportents Supervisor Prior Name Timothy	Netschmid DoD Group Name HG NAVAL SERVICE TRAINING COMMAND I	B47-588-5855 GREAT LAKE Work Phone Number		beth kleinschr	nidt@navy.mil dress		• Hep • 100%	

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.

s://cac.piee.eb.mil/ - JAM - Internet Explorer	UTU	assified		
Additional Details				
				<ul> <li>Help</li> </ul>
First Name	Last Name	Work Phone Number	Work Email Address	
Beth	Kleinschmidt	847-688-5855	beth.kleinschmidt@navy.mil	
PIEE Role	DoD Group Name			
Oversight Agency/Organization Program Coordinator	HQ NAVAL SERVICE TRAINING COMMAND GREAT LAKES P			
Appointee Supervisor				G Help
First Name Timothy	Last Name Daseler	Work Phone Number 850-452-9483	Work Email Address timothy.daseler@navy.mil	
renouty	Daseier	600-432-3463	unoury assertigitary init	
Delegating/Appointing Signatory				O Help
First Name	Last Name	Work Phone Number	Work Email Address	
Beth	Kleinschmidt	847-688-5855	beth.kleinschmidt@navy.mil	
DoD Component	DoD Organization	DoD Organization Name	PIEE Role	
DEPT OF THE NAVY	N3560A	NAVAL AIR STATION	Agency/Organization Program Coordinator	
← Previous				
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17. The appointment should pop up. Select "I concur with the Appointment Certification."

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Joint Appointment Module Cr								우 Share d ~ place
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Create Cardholder Ap	el 🕑 I concur with the Appointme	nt Certifications 3 Help				<b>9</b> Help		
First Name Elisabeth	$\bigcirc$	Governme	Department of Def nt Purchase Card Pro		s 2navy	amil		
PIEE Role Agency/Organiza	MEMORANDUM FOR: Donna Po N00210: NAVAL SERVICE TRAI Supply Program Management				lame TRAI	NING COM		
Appointee	SUBJECT: Government Commen Authority and Appointment Letter		gation of Procurement			9 Help		
First Name       Donna       DoD Component	and Managing Purchase, T	D) Government Charge Card G Travel, and Fuel Card Programs		ning	s @nav;			
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Page 7 of 7 340 words 3						1 %	10/00 /	+ 100%
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18. A confirmation page should pop up, select "Submit."

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	First Name							s		
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	Agency/Organiza	🖉 Cancel 🗹	Submit 3 Help					TRAINING COM		
	Appointee							<li>Help</li>		
	First Name		Last Name		Work Phone Nur	nber	Work Ema	il Address		
	Donna		Populorum		847-688-4141		donna.pc	opulorum@navy.mil		
	DoD Component		DoD Organization		DoD Organizatio	n Name	PIEE Role			
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Page 7 of 7	353 words							H = R -	- 1	+ 100%
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19. Sign appointment page should pop up, select "Sign."

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	The PIEE signature requirement has changed to allow support for all the major browsers. Click harr for more information.		te Cardholder Ap	First Name Are yo	ou sure you want to sign	this appointment?			.5		
			te Cardholder Ap		'he PIEE signature require	ment has changed to allow	support for all the major brow	sers. Click here for more	information.	Help	
reate Cardholder Ap			Sign Appointment	Create Cardholder Ap							

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

Appointment Module Create Ap			
			User : Elisabeth Kleinschr
ardholder Appointment - Pending Supervis	sor Approval		
FO: Appointment has been submitted. En	nail notification has been sent to the Appoint	tee Supervisor.	
			• Help
First Name	Last Name	Work Phone Number	Work Email Address
Elisabeth	Kleinschmidt	847-688-5855	beth.kleinschmidt@navy.mil
PIEE Role	DoD Group Name	DoD Organization	DoD Organization Name
Agency/Organization Program Coor	HQ NAVAL SERVICE TRAINING C	N00210	NAVAL SERVICE TRAINING COMM
Appointee			S Help
First Name	Last Name	Work Phone Number	Work Email Address
Donna	Populorum	847-688-4141	donna.populorum@navy.mil
			<b>150%</b>

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.



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Photos - CAC _ PIVG	AC Authentication.jpg											
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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)

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Delete Respond	Quick Steps	rs Move	Tags G	Editing Zoo	m	^
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Signed By donna.populorum@navy.mil						۶ 🗸
Appointment: Cardholder Appointment Component: DEPT OF THE NAVY Location DaDAAC: N35GA- NAVAL AR STATI Status: Pending Appointee Approval Your immediate action is required to review a can sign this appointment within the Procure Environment (PIEE) by following these steps.	nd sign this appointment. You					•
<ol> <li>Open the Cardholder Appointment by click https://no-clinee.eb.mil/pathy.i/lise.eb.mil/pathy.i</li></ol>	token?emailedonna.populorum%40 rfec317dd568da19775c7803f7ebe31ec curacy then Approve or Reject will initiate the digital a active. If rejected, the	-58c47		GRE Re: 1 Goo news	rnbloom, Scott A CIV USN NS EAT LAKES IL (USA) NSTC. News Clips February 03, J d Day, please find attached CH s clips and NSTC news clips bei NOTE IN CHINFO CLIPS:	2021 IINFO
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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".

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JAM	- Profile 1 - Microsoft Edge							-		×
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Joir	nt Appointment Module	Create Appointment <del>-</del>	Search Appointments -	My Appointments <del>-</del>	COR Information	My Training	Warrants <del>-</del>	Exit		^
			Search as Agency/Orga	nization Program Coordir	nator			User : Betl	h Kleinschr	nidt
			Search as Contracting C	office Representative						
Wa	arning : You must complete you	ur COR Information prior to	Search as Oversight Age	ency/Organization Progra	m Coordinator					
	SPM/JAM Documents		Search as DD577 Appoi	nting Authority						
	<ul> <li>GFP: Training Links</li> <li>Links: JAM and SPM Pol</li> <li>Policy: COR, JAM, and S</li> <li>Technical: Non-Repudiat</li> <li>Technical: PIEE Browser</li> <li>Training: JAM for CORs</li> <li>Training: JAM for CORs</li> <li>Training: SPM</li> <li>User: Active Department</li> <li>User: CACs</li> <li>User: FACs</li> <li>User: Guide</li> <li>Workflow: COR Appoint</li> <li>Workflow: COR Appoint</li> <li>Workflow: COR Nominati</li> </ul>	IPM Links ion Errors and CAC FAQs Webinar Slides titing Officer and Contract S Admins Schedule							€ 150%	
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2. Type in your participant's last name and select "Search."

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Search Appointments as Agency/Organ Search For *	nization Program Coordinator DoD Organization	Appointment	Status
My Users and Organization	✓ - Select -	✓ - Select -	✓ - Select - ✓
Appointee Last Name	Delegating/Appointing Signatory L Name	ast Status Date (YYYY/MM/DD)	Limit Results to Latest Appointments
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3. Locate your participant (AOPC/AO-CO/CH-ConvCK) and click "Select" under Action.

ht App	ointment	Module Cr	eate Appointment <del>-</del>	Search A	opointments <del>-</del>	My Appointm	nents <del>-</del> COR Ir	nformation My Training	Warrants <del>-</del>	Exit	
										User : Bet	h Kleiner
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Search	Appointme	nts as Agency/Or	ganization Program	Coordinator							
Display	/ 10 🗸	items							Filter:		
Display	10 •								r inter.		
ltem	DoD Org 📙	DoD Org/Group Name มื†	Appointment 1	Status ↓†	Status Date ↓†	Appointee 1	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
Showir	ng 1 to 1 of	1 items							P	revious 1	Next
<									_		>

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

First Name Last Name Beth Kleinschmidt DoD Component DoD Organization				Work Phone Number	Work Email Address		
				847-688-5855	beth.kleinschmidt@navy.mil PIEE Role		
				DoD Organization Name			
DEPT OF THE NAVY	<i>,</i>	N3560A		NAVAL AIR STATION	Agency/Organization Program Coordi		
Appointment Workflow           Date         Action         Status				<b>.</b>	Help PIEE Role Agency/Organization Program Coordinator		
		Status	Name	Signature			
2021/06/17 15:33:12	Submit Pending Supervisor Approval		Beth Kleinschmidt	KLEINSCHMIDT.ELISABETH.1017218324			
2021/06/17 16:22:49	Approve	Pending Appointee Approval	Timothy Daseler	Daseler.Timothy	Appointee Supervisor		
2021/06/21 18:14:21	/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		

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

Unclassified	
Ar.pdf - Adobe Acrobat Reader DC (32-bit)	- 0 ×
File Edit View Sign Window Help TerraGo	
Home Tools Approved ITPR for ch.pdf ×	
Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. 🕖	$\fbox{Enable All Features} \times$
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:	<ul> <li>Search tools</li> <li>Comment</li> <li>Fill &amp; Sign</li> <li>TerraGo GeoPDF</li> <li>TerraGo GeoMark</li> <li>More Tools</li> <li>Convert and edit PDFs with Acrobat Pro DC</li> </ul>
<ul> <li>a. Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs</li> <li>b. Office of Management and Budget (OMB) Circular A-123, Appendix B</li> <li>c. Federal Acquisition Regulation (FAR) and Supplements</li> <li>d. Generate and Budget Computer Viel &amp; Card Kenner (CPC) Pulse and Curlerate Computer Control of Computer Control o</li></ul>	Start Free Trial
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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 After DoD GPC appointment letters have been be issued, it may CPMs, OA/OPCs, A/OPCs PIEE/JAM become necessary to update appointments to change their Special How do I update my own appointment? Designation (SD), Single Purchase Limit (SPL), or Cycle Limit. 1. Log into PIEE and go to JAM. Who can do this? 2. In the blue JAM ribbon, click My Appointments. The A/OPC and OA/OPC can update the appointments of 3. Select "Search for GPC appointments where I am designated as program officials below them in the hierarchy. the Appointee." o The A/OPC and OA/OPC also can update their own 4. Select the appropriate role with Active status. appointments, but these roles do not have a SD, SPL, or 5. Scroll to the bottom of the Appointee's profile page and click Cycle Limit. Update. o The A/BO and CH cannot update their own appointments. 6. Proceed with the steps on Page 2 for the appropriate task. The DD 577 role cannot be updated. How do I update someone else's appointment? 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.

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

Apr 24, 2023 Pege 1 of 2 PIEE DAU DPC/Purchase Card (Can be clicked in Slide Show mode) 3OP:042

How do I change the SPL or Cycle Limit?	💄 CPMs, OA/OPCs, A/OPCs 🛛 🖳 PIEE/JAM				
<ol> <li>Click Edit next to an existing SD to change SPL or Cycle Limit.</li> <li>Enter the new SD or SPL and update the Effective Date.</li> <li>Scroll to the bottom and click Edit.</li> </ol>	*For details about the 10 CH SDs and their NTE Limits, see <u>30P001</u> , Understanding CH Special Designations.				
<ol> <li>Scroll to the bottom and click Next.</li> <li>Scroll to the bottom and click Submit.</li> <li>Click "I concur with the Appointment Certifications."</li> <li>Enter any comments and click Submit.</li> <li>Click Sign.</li> </ol> How do I add a SD? <ol> <li>Scroll to the SDs and click Add Special Designation.</li> <li>Select the SD and enter the appropriate SPL, Cycle Limit, and</li> </ol>	<ol> <li>Scroll to the SDs and click Delete.</li> <li>Click Delete again.</li> <li>Scroll to the bottom and click Next.</li> <li>Scroll to the bottom and click Submit.</li> <li>Click "I concur with the Appointment Certifications."</li> <li>Enter any comments and click Submit.</li> <li>Click Sign.</li> </ol>				
<ul> <li>Effective Date,* plus any Agency-Specific Policy/Procedure and additional Details. Click Add.</li> <li>Scroll to the bottom and click Next.</li> <li>Scroll to the bottom and click Submit.</li> <li>Click "I concur with the Appointment Certifications."</li> <li>Enter any comments and click Submit.</li> <li>Click Sign.</li> </ul>	<ul> <li>If the appointment updater already has appropriate delegating authority, the DAS step in the workflow will be skipped.</li> <li>Appointees will need to countersign the updated appointments.</li> <li>Since this is an update to an existing appointment, there will be no action for the GAM as the role is already active.</li> <li>Once the appointment update has been completed, the old appointment will be inactivated, and the new appointment will become active.</li> <li>The new, updated, appointment will be sent to the Access Online PI</li> </ul>				

#### **Points of Contact:**

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