Agency/Organization Progress Coordinator (A/OPC)
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

The Appointee requests the JAM A/OPC role in PIEEE.
Step 2

This presentation provides an overview of registering and setting an appointment for an A/OPC user. The user registering for a JAM A/OPC role must read the Privacy Statement. After reading the Privacy Statement click the Accept button to continue.

Step 3

In order to register for an A/OPC role the user must be a registered PIEE user. Log as the Appointee candidate to initiate the A/OPC role appointment.
Step 4

Begin by navigating to the My Account link.

Step 5

Click the Add Additional Roles link. As a reminder the user adding the A/OPC role will need to be a registered PIEE user.
Step 6

The existing user’s information is displayed, this information should be kept up to date. Verify all of the information is correct and click Next button.

Step 7

Additional Profile Information page is displayed, this information pertains to Supervisor’s information and Agency information. This Supervisor will be approving the A/OPC role. This information should be kept up to date, please verify all of the information is correct and click Next button.
Step 8

The Roles page is displayed. Here is where the user adding roles can select the new roles they wish to add. To gain access to JAM the user must register for PC - Purchase Card. Select PC - Purchase Card from the Step 1 dropdown to register for a JAM role.

Step 9

For this demonstration we are adding the A/OPC role. Select the Agency/Organization Progress Coordinator (A/OPC) role from the Step 2 dropdown. Click the Add Roles button.
**Step 10**

A Location Code is mandatory, please enter one here. This location code is important because it's tied to the DAA and Oversight A/OPC who will activate the user's A/OPC appointment. When the initiator creates the A/OPC appointment, the Oversight A/OPC and DAA within the group will be populated for the user to select. Click the Next button to continue.

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**Step 11**

Justifications are mandatory for registering new roles, Attachments are not. Enter Justifications and click the Next button.
Step 12

The Registration Summary page is displayed, review all of the information.

Step 13

After reviewing the information and verifying it is current and up to date, click the Next button.
Step 14

On the Agreement page there is a Statement of Accountability Agreement. When self-registering in PIEE the system will populate the ‘Government Organization’ field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile.

Step 15

Click the Signature button to sign the document indicating you have read and agree.
Step 16

Enter your Password here.

Step 17

After entering your Password, click the Submit Registration button.
Step 18

A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor where the Supervisor will approve the role request.

Step 19

An email notification will be sent to the registering user with information being sent to the Supervisor/Sponsor for approval.
Step 20

The Appointee Supervisor approves the A/OPC role request in PIEE.

Step 21

The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor click the link to approve the appointment.
Step 22

The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor/Sponsor will review the information.

Step 23

After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown.
Step 24

Additional Justifications are not mandatory, check the check box indicating that you have read the user’s Justifications for access. Click the Submit button.

Step 25

Select a Certificate from the Java Applet, then click the 'OK' button.
Step 26

A Success page will be displayed after the Supervisor has completed the applicant's application process for the role(s) the user requested access to.

Step 27

An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision regarding the appointee's application request.
Step 28

The Appointee will receive an email with a token link to create the appointment in JAM.

Step 29

An email with a token to create an appointment will be sent to the appointee (user registering for new roles). As the Appointee click the link to create the appointment.
As the appointee review all of the information and fill in any required information. Please read through all of the questions that are mandatory and answer appropriately. For demonstration purpose we will answer Yes to all of the dropdowns indicated above. Select Yes for the dropdown of Delegation Authority, this field is mandatory.

After selecting Yes for Delegation Authority dropdown new fields become available. For demonstration purpose we will answer Yes to all of the dropdowns indicated above. Approving/Billing Official Appointment Letters and Cardholder Delegation of Authority Letters all of these fields are mandatory.
Step 32

If you select Yes to Cardholder Delegation of Authority Letters more dropdown fields will appear. These fields are also mandatory and will require the user’s attention. For demonstration purpose we will select Yes to all dropdown fields.

Step 33

Training also needs to be added. Click the Add Training button.
Step 34

Select a Course from the dropdown. Add a Certificate document by clicking the Choose File button. A Completion Date and Frequency mandatory, but Frequency is auto populated and is not editable if DoD Government Commercial Purchase Card Overview is the chosen Course.

Step 35

Click the Add button once all information has been entered.
Step 36

The Appointee can select a DAS from the list provided or select to add an external DAS by clicking Select External Delegating/Appointing Signatory button. Click the Select External Delegating/Appointing Signatory button to add one now.

Step 37

The External Delegating/Appointing Signatory section opens so that you can enter information for a DAS that is not in your Group.
**Step 38**

After entering in the information click the Continue button.

**Step 39**

An info message will be displayed if the entered Work Email Address doesn’t have an active PIEE Account.
Step 40

You can click Continue if you want to use the user still. Click the Continue button.

Step 41

The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the current selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.
Step 42

The DAS section has reset, and the user can now select or enter a new DAS. Click the Select button next to the DAS that will activate the appointment.

Step 43

The DAS that was selected from the list is now displayed.
After entering the required information click the Submit button to finish creating the appointment for the new role.

Review the Appointment Certifications and click the I concur with the Appointment Certifications button.
Step 46

You can enter Comments for the appointment.

Step 47

Click the Submit button to finish the appointment creation.
Step 48

A Success page and message will be displayed. An email notification will be sent to the Appointee Supervisor to approve the appointment.

Step 49

The Appointee Supervisor approves the appointment in JAM.
Step 50

The email sent to the Appointee Supervisor will have a link for approving the appointment. As the Supervisor click the link to approve the appointment.

Step 51

As the appointee's Supervisor select your Certificate from the Java Applet and click the 'OK' button.
Step 52

As the appointee’s Supervisor review the information for the appointment.

Step 53

If there are no issues with the information provided click the Approve button to approve the appointment.
Step 54

As the Supervisor review the Appointment Certifications and click the I concur with the Appointment Certifications button.

Step 55

You can enter Comments and then click the Approve button.
**Step 56**

As the Supervisor select your Certificate from the Java Applet and click the 'OK' button to finish the approval process of the appointment.

**Step 57**

A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory with instructions on how to activate the appointment after the Appointee Supervisor approves the appointment for the DAS to review the appointment.
Step 58

The Appointee assigned DAS (GPC DAA or O-A/OPC) activates the appointment in JAM.

Step 59

This next part will require the Delegating/Appointing Signatory, whom of which was selected by the Appointee when they created the appointment, to login. As the Delegating/Appointing Signatory read the Privacy Statement click the Accept button to continue.
Step 60

Login as the Delegating/Appointing Signatory.

Step 61

Click the JAM icon to access Joint Appointment Module.
Step 62

The JAM application will be displayed.

Step 63

To locate the appointments that require your attention select Search as Delegating/Appointing Authority from the Search Appointments dropdown.
Step 64

Appointment Search page is displayed.

Step 65

Select Agency/Organization Program Coordinator Appointment from the Appointment dropdown to find the Appointee and their appointment.
Step 66

A results page is displayed with users that require your attention select the user from the list and click the Select button next to them.

Step 67

As the Delegating/Appointing Signatory review the information for the appointment created by the appointee.
Step 68

If the information is correct click the Approve button for the appointment.

Step 69

As the Delegating/Appointing Signatory review the Appointment Certifications and click the I concur with the Appointment Certifications button.
Step 70

You can enter Comments and then click the Approve button.

Step 71

Enter a Password and click the Sign button to finish with approving the appointment.
Step 72

A Success page and message will be displayed. An email notification will be sent to the Appointee.

Step 73

An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request a Government Administrator must activate your requested role.
**Step 74**

A GAM will activate the Appointee A/OPC role in PIEE.

**Step 75**

A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the A/OPC role for. The GAM must be within the group of the DoDAAC.
Step 76

As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role(s).

Step 77

Select PIEE Administration from the dropdown.
Step 78

Click the User / Role Management link from the Main Menu list to locate the user.

Step 79

The GAM can search on any criteria. Here we will be entering the User ID of the appointee with the role that needs activated. Now click the Search button.
Step 80
Click the User Id from the list to review their role(s).

Step 81
Click the User Roles tab on the left side to view all role(s) that need to be activated.
Step 82

Locate the role(s) that need to be activated by the GAM.

Step 83

Select Activate from the Action dropdown. Then click the Update button to activate the role(s).
Step 84

As the GAM enter Justifications for the role's activation and then click the Confirm button.

Step 85

A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role(s).
Step 86

The new status will be indicated now.

Step 87

Click the Exit button once finished.
An email notification will be sent to the Appointee indicating the roles activation.

This concludes our demonstration.