Oversight A/OPC (O-A/OPC)
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

Appointee requests the Oversight A/OPC role.
Step 2

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

Step 3

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

After entering your information click the Login button.

Step 5

Begin by navigating to the My Account link.
Step 6

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

Step 7

Verify all of the information is correct and click Next button.
Step 8

Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information. This Supervisor will be approving the Oversight A/OPC role. This information should be kept up to date, please verify all of the information. If there are no updates, click Next button.

Step 9

Select PC - Purchase Card from the Step 1 dropdown.
Step 10

Select the Oversight A/OPC (O A/OPC) role from the Step 2 dropdown. Click the Add Roles button.

Step 12

An Info message is displayed and indicates the role may require additional information. The Group is important because it's tied to the GPC DAA who will activate the user’s Oversight A/OPC appointment. When the initiator creates the Oversight A/OPC appointment, the GPC DAA within the group will be populated for the user to select. Click the Group Lookup link to add a Group to the role.
Step 13

Group Lookup is displayed. Enter a Group Name or Group Location.

Step 14

For demonstration we will enter a Group Location and click the Search dropdown.
Step 15

Select Search By Location.

Step 16

Group Names will populate and allow the user to select from the list. Click the appropriate Group Name from the list.
### Step 17

Click the Next button to continue.

![Image of procurement form](image)

### Step 18

Justifications are mandatory for registering new roles, Attachments are not. Enter Justifications here.

![Image of procurement form](image)
Step 19

Click the Next button to continue.

Step 20

The Registration Summary page is displayed, review all of the information.
Step 21

After reviewing the information click the Next button.

Step 22

The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - 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. Click the Signature button to sign the document indicating you have read and agree.
Step 23

Enter the Password here.

Step 24

After entering your Password, click the Submit Registration button.
Step 25

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 26

An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval.
Appointee Supervisor approves the Oversight A/OPC role.

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 29

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 30

After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown.
Step 31

Enter Additional Justifications and check the check box indicating that you have read the user's Justifications. Click the Submit button.

Step 32

Select a Certificate from the Java Applet, then click the 'OK' button.
Step 33

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 34

An email notification will be sent to the registering user regarding the Supervisor/Sponsors decision regarding the appointee's application request.
Appointee will receive email with token link for appointment creation.

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.
Step 37

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.

Step 38

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. Agency/Organization Program Coordinator Appointment Letters, Approving/Billing Official Appointment Letters, and Cardholder Delegation of Authority Letters all of these fields are mandatory.
Step 39

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 40

Training also needs to be added. Click the Add Training button.
Step 41

The Add Training section is displayed

Step 42

Select a Course from the dropdown. Add a Certificate document by clicking the Choose File button.
Step 43

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 44

Click the Add button once all information has been entered.
Step 45

The Training is now displayed.

Step 46

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 47

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

Step 48

After entering in the information click the Continue button.
Step 49

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

Step 50

You can click Continue if you want to use the user still. Click the Continue button.
Step 51

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 52

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 53

The DAS that was selected from the list is now displayed.

Step 54

After entering the required information click the Submit button to finish creating the appointment for the new role.
Step 55

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

Step 56

You can enter Comments for the appointment.
Step 57

Click the Submit button to finish the appointment creation.

Step 58

A Success page and message will be displayed. An email notification will be sent to the Appointee Supervisor to approve the appointment.
Step 59

Appointee Supervisor approves the appointment.

Step 60

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 61

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

Step 62

As the appointee's Supervisor review the information for the appointment.
Step 63

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

Step 64

As the Supervisor review the Appointment Certifications and click the Approve button.
Step 65

Enter Comments for approval.

Step 66

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

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 69

Appointee assigned DAS (GPC DAA) activates the appointment.

Step 70

This next part will require the Delegating/Appointing Signatory, whom of which was selected by the Appointee when they created the appointment, to login. Login as the Delegating/Appointing Signatory.
Step 71

Click the JAM icon to access Joint Appointment Module.

Step 72

Inside of JAM click the My Appointments dropdown.
Step 73

Select Search for appointments that require my action from the dropdown to locate the appointments that require your attention.

Step 74

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 75

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

Step 76

If all of the information is correct click the Approve button for the appointment.
Step 77

As the Delegating/Appointing Signatory review the Appointment Certifications and click the Approve button.

Step 78

You can enter Comments and then click the Approve button.
Step 79

Enter a Password here.

Step 80

Click the Sign button to finish with approving the appointment.
Step 81

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

Step 82

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 83

GAM activates the Oversight-A/OPC role.

Step 84

A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the Oversight A/OPC role for. The GAM must be within the group of the DoDAAC.
Step 85

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

Step 86

Select PIEE Administration from the dropdown.
Step 87

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

Step 88

The GAM can search on any criteria. Here we will be entering the User ID of the appointee with the role that needs activated.
Step 89

Then click the Search button.

Step 90

Click the User Id from the list to review their role(s).
Step 91

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

Step 92

Locate the role(s) that need to be activated by the GAM.
**Step 93**

Select Activate from the Action dropdown.

**Step 94**

Click the Update button to continue.
Step 95

As the GAM enter Justifications for the role's activation.

Step 96

Click the Confirm button to continue.
Step 97

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 98

The new status will be indicated now. Click the Exit button once finished.
Step 99

Click the Logout button once finished.

Step 100

An email notification will be sent to the Appointee indicating the roles activation.
This concludes our demonstration.