

Procure-to-Pay Capability Summary

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SUBJECT: Procurement Integrated Enterprise Environment (PIEE) Joint Appointment Module (JAM)

Background: To improve management of official appointments impacting Enterprise-wide procurement systems, procurement related appointments have been centralized in JAM. Use of JAM is mandated to electronically initiate, review, approve, sign, access, update, store, and terminate:

- 1) Governmentwide Commercial Purchase Card (GPC) Appointments. JAM workflows result in issuance of mandatory GPC Appointment and Delegation of Procurement Authority Letters (several of which result in issuance of an SF-1402, Contracting Officer Certificate of Appointment [Warrant]), and DD Form 577, Appointment/Termination Records.
- 2) Contracting Officer's Representatives (CORs) Appointments. JAM supports an appointment process initiated by either the COR or the Contracting Officer/ Specialist on one or more contracts.
- 3) Contracting Officer's Warrant Appointments. JAM also stores all Contracting Officer warrants. The warrant is presented as data and as a viewable image. While issuance and maintenance of the warrants are still a Component managed responsibility, JAM provides an Enterprise-wide view of Warrant data.

POLICY: The appointments listed above are covered in subpart 1.6 of the Federal Acquisitions Regulations (FAR). FAR 1.603-3 addresses delegation of procurement authority documentation requirements. DoD Financial Management Regulation Volume 5, Chapter 5, Paragraph 0504 addresses DD Form 577 appointments. The DoD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs Table A-1 summarizes delegation/appointment requirements by GPC role. DFARS 201.602-2 and PGI 201.602-2 provides additional guidance to the contracting office on how the COR appointments shall be completed. DoD Instruction 5000.72 provides uniform guidance for identification, development, certification, and management of CORs.

DATA STANDARDS: JAM processes for GPC, COR and Warrant appointments are integrated within the PIEE Procurement hierarchy. This establishes links between the appointed user and the procurement office that granted that authority, reusing existing standards in PIEE and strengthening internal controls.

SYSTEMS: JAM integrates data provided via PIEE's interface with Defense Acquisition University into appointment workflows to validate completion of required training prior to appointment issuance. PIEE supports an interface to share the appointment data, including a push from PIEE to the designated GPC bank or other system to support both account setup as well as single sign on from PIEE to other systems.

IMPACT: A centralized electronic appointment module strengthens the internal controls over and visibility into appointments across the purchase card program, COR managed contracts and warranted Contracting Officers.

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