

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 affecting 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 a Standard Form 1402, Contracting Officer Certificate of Appointment [Warrant]) and Department of Defense (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 warrant issuance and maintenance are still Component-managed responsibilities, JAM provides an Enterprise-wide view of warrant data.

POLICY: The appointments listed above are covered in subpart 1.6 of the Federal Acquisition Regulation (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. Defense FAR Supplement 201.602-2 and Procedures, Guidance, and Information 201.602-2 provide additional guidance to the contracting office on how 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 integration establishes links between the appointed user and the procurement office that granted the authority, reusing existing standards in PIEE and strengthening internal controls.

SYSTEMS: JAM integrates data provided via PIEE's interface with the 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 bank or other system to support both GPC 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 DoD GPC Program, COR-managed contracts, and warranted Contracting Officers.

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