



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION
AND SUSTAINMENT

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COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Governmentwide Commercial Purchase Card Program Use of Procurement
Integrated Enterprise Environment Single Sign On and Task Queue – Transition
Memo #13

The purpose of this memo is to establish a deadline of December 31, 2021 for all DoD Governmentwide Commercial Purchase Card (GPC) personnel to use the Procurement Integrated Enterprise Environment (PIEE) Single Sign-On (SSO) capability to log in to U.S. Bank's Access Online, and for Agency/Organization Program Coordinators to use their PIEE Task Queue (PTQ) in Access Online to link Joint Appointments Module (JAM) appointments to Access Online user ID profiles, and managing and card accounts.

Component Program Managers (CPM) are responsible for ensuring compliance with these use requirements. To promote compliance, US Bank or Defense Pricing and Contracting will provide SSO and PTQ use statistics to CPMs monthly.

Use of PTQ improves internal controls by ensuring Cardholder account purchasing limits in Access Online cannot exceed the purchasing authority delegated to them in the JAM appointment. Use of SSO to Access Online via PIEE improves internal controls by reducing the risk of any accounts being accessed by individuals who have not been subjected to the rigorous review necessary to obtain a Common Access Card (CAC), and reduces the risk that individuals other than the CAC holder associated with the card or managing account will be able to take action in the bank system. Attachment 1 provides additional information about SSO and PTQ. Attachment 2 provides SSO and PTQ One Pager training documents.

Agencies previously granted waivers from use of PIEE are not required to take any action in response to this memo.

GPC policy questions should be directed to Ms. Sheila McGlynn, Defense Pricing and Contracting, 703-534- 3035, sheila.a.mcglynn.civ@mail.mil; GPC oversight questions should be directed to Ms. Pamela Talbott, Defense Contracting Management Agency, 804-609-4304, pamela.m.talbott.civ@mail.mil.

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J. Lisa Romney
Director, Contracting eBusiness
Defense Pricing & Contracting

Attachment:
As stated

Attachment 1 – SSO and PTQ Additional Information

SSO

In order to use PIEE SSO a user must have been granted a PIEE GPC role and, when required, issued a JAM appointment. Per SmartPay[®] 3 (SP3) Transition Memorandum #10 dated June 23, 2019, the suspense date for completing all GPC JAM appointments was October 31, 2019. Components who have not met this deadline must take immediate action to issue JAM appointments. PIEE SSO to Access Online is provided to all GPC roles as soon as the roles/appointments are activated in PIEE/JAM.

Program users benefit from use of PIEE SSO because they no longer have to separately maintain Access Online user names and passwords; all they need is their CAC. Additionally, users can immediately log-on to Access Online without having to wait for Multifactor Authentication (MFA) single-use passcodes. They can also switch between any their Access Online user accounts without having to logout and reinitiate the Access Online MFA login process for each.

Before first use, individuals need to ensure their first name, last name, and email address in PIEE match the information in Access Online. After that, users log-in to PIEE with their CAC and click on the US Bank icon. Upon clicking the US Bank icon, the user will be taken to the landing page in Access Online. If the user has more than one relationship or if the user has multiple accounts under the same relationship, the user will be presented with a screen to select the relationship/account to which he/she would like to login. There are no additional steps necessary to leverage the seamless integration from PIEE to Access Online.


PTQ

“SP3 Transition Memorandum #3,” dated November 16, 2018, establishes JAM as the mandatory enterprise tool for appointing and delegating procurement authority to GPC personnel. The next step required to implement / automate SP3 oversight and internal controls is to link the procurement authority, data, and purchase limitations from JAM appointments directly to user profiles, and managing and card accounts in Access Online. This action will ensure the Government has reliable data regarding GPC appointments, that the data is provided electronically to U.S. Bank for use in establishing or maintaining accounts, and will automate the application of existing internal controls related to purchase limits.

PTQ training is available via Access Online Web-Based Training in the “PIEE JAM User Guide (PIEE JAM Tasks),” and the PIEE Task Queue recorded class.

GPC program officials with PIEE/JAM appointments can log into PIEE with their CAC to access U.S. Bank's Access Online application. This Single Sign On (SSO) capability eliminates the need to maintain separate usernames and passwords for each system and improves system security.

How does it work?

- Once a role/appointment are activated in PIEE/JAM, the U.S. Bank icon will appear on your PIEE landing page: 
- When you click the U.S. Bank icon, Access Online will try to match you with an existing Access Online account. If one is not found, you will receive an error message.
 - **If you have never previously logged into Access Online**, (1) ensure your First Name, Last Name and Email address match in both systems, and (2) check with your A/OPC or GAM to ensure your role/account are fully activated.
 - **If you have logged into Access Online previously but receive an error message**, try (1) clearing your cache and refreshing your browser, and (2) ensuring you are using a current version of the browser.
 - If you are still receiving an (internal) error message, contact your local technical support.



GPC Program Officials



Access Online

- If you are still receiving an (external or indeterminate) error message after contacting your local technical support, contact U.S. Bank Customer Service at 888-994-6722.
- If many users in your organization are experiencing the same issue, it should be escalated through your A/OPC to Access Online Technical Support at AccessOnlineSupport@USBank.com or 800-254-9855.
- After your SSO is activated, use PIEE's CAC-enabled SSO to access Access Online and conduct business as usual.

What should I keep in mind?

- In order for SSO to work, your first name, last name, and email address must be exactly the same in both systems. (Always be sure to use your official Government email address.)
- You can switch between various user IDs in Access Online without going back through SSO.
- For further information and training on this topic, go to the [Access Online Web-Based Training](#) portal, click "Training" and navigate to:
 - Get Started Using Access Online → Quick References → PIEE Login to Access Online

GPC program officials with an activated role in PIEE will also get SSO access to SPRS and FedMall. A future one-pager will address those applications.

The PTQ in Access Online is used by A/OPCs and Oversight A/OPCs to link Joint Appointments Module (JAM) appointments to Access Online User ID profiles, Managing Accounts and Card Accounts.

What are the benefits?

- Many Bank reports can be run to include data by either DoD organization or TBR hierarchy (e.g., transaction and spend data) as the DoDAACs from JAM appointments get associated with the User, Managing and Card Accounts once an action is completed from the appointment in the PTQ.
- JAM Card Holder (CH) Special Designations and their associated purchasing limits serve as ceiling limits against which accounts can be set up.
 - Multiple card accounts may be setup to better support operations and to control spend under limits as defined by the appointment.
- Appointment terminations, whether automated through DEERS integration or performed by a user in JAM are sent to the PTQ for action in Access Online.

What do I have to be aware of?

- (O)A/OPC, A/BO, and Certifying Officer appointments, once removed from the PTQ, cannot be retrieved.
- CH appointments that have been removed from the default PTQ view can be retrieved for use in future account maintenance activities.



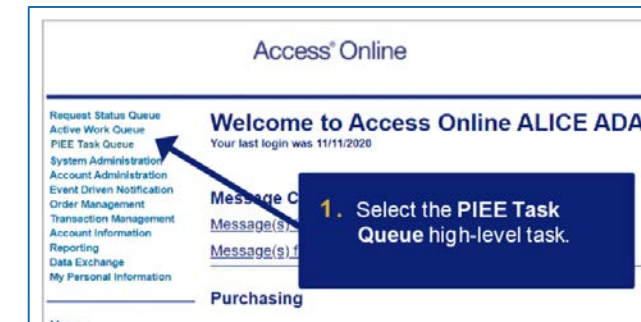
CPMs, A/OPCs, OA/OPCs



Access Online

How do I use the PIEE Task queue?

- The CPM and/or OA/OPC grants the PTQ Functional Entitlement Group to OA/OPCs and A/OPCs who need the capability.
- After the entitlement is granted, the OA/OPCs or A/OPCs will see the “PIEE Task Queue” link in the Navigation Bar in the upper left of Access Online.
- Appointments in the PTQ can be filtered by role, name, or appointment status (only appointments under the user’s span of control will be visible).
 - Available actions in the PTQ are to “create” or “modify” users/accounts.
 - For appointments for *existing* Access Online accounts, only the “modify” action is necessary.
 - For *new* individuals who are not already Access Online users, the “create” action is necessary to create a user ID and account.



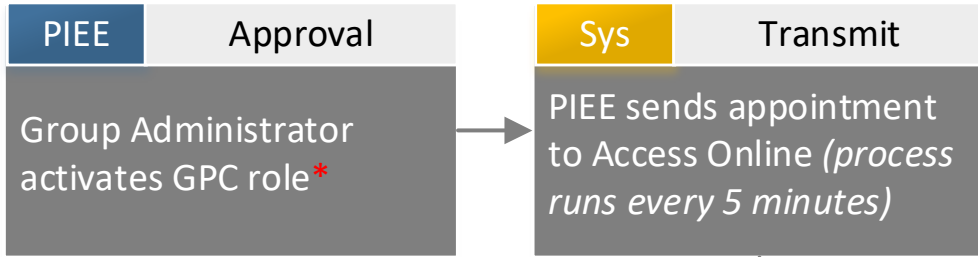


CPMs, A/OPCs, OA/OPCs



Access Online

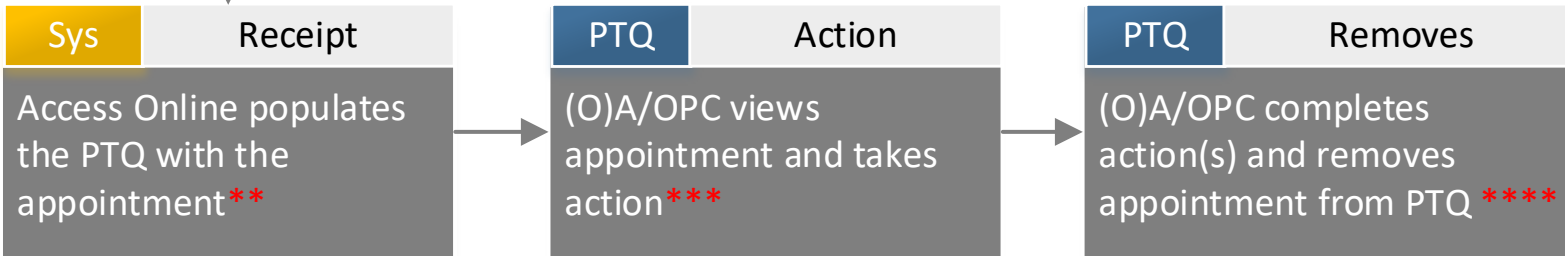
PIEE



*GPC roles are activated after the appointment is completed. Single Sign On (SSO) from PIEE to Access Online also becomes available at this time.

**All (O)A/OPCs within an organization will see all appointments under their span of control.

Access Online - PTQ



***At least one action must be completed before the appointment can be removed from the PTQ. When an action is taken the DoDAACs from the appointment will get associated with the respective Access Online Account(s). See Note about CH Accounts in the One Pager as well as in the referenced PTQ guide.

****Appointments will get purged from the PTQ if no action has been taken for 60 days. Once purged, they cannot be retrieved. However, all the actions available through the PTQ are also available via the normal processes and links in Access Online.

Where can I find additional information?

- This One Pager only covers, at a high-level, how the PTQ functions; please refer to the guides below in Access Online for training materials, including the recorded live training and user guide.
- [Access Online Web-based training \(link\)](#)

A screenshot of the Access Online navigation menu. The menu items are: System Administration, Order Management, Transaction Management, Account Information, Reporting, Data Exchange, My Personal Information, Home, Email Center, Contact Us, Training, Insights On Demand, and Government Services. A blue arrow points to the 'Training' item.

Click Training and navigate to the following:

Manage Accounts and Users → User Guides → PIEE JAM Tasks

Manage Accounts and Users → Videos → Request Status Queue