

Governmentwide Commercial Purchase Card Procurement Integrated Enterprise Environment Joint Appointment Module Overview and Guidance

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1. Overview

DoD GPC policy mandates use of specified enterprise tools to facilitate capture of, and access to, consistent, comprehensive DoD Governmentwide Commercial Purchase Card (GPC) program data. Several of these tools are hosted within the [Procurement Integrated Enterprise Environment](#) (PIEE) eBusiness suite. User access to other mandated commercial tools also is granted through PIEE using public key infrastructure (PKI) via Common Access Card (CAC) enabled, role-based single-sign-on (SSO).

PIEE Tools	Commercial Tools
Joint Appointments Module (JAM)	Card-issuing bank's electronic access system (EAS), U.S. Bank's Access® Online
Purchase Card Oversight Module (PCOM)	Data mining and oversight reporting, Mastercard's Insights On Demand® (IOD)

Individuals who need to view GPC appointments or require access to Access Online and IOD must register for a PIEE account and request the appropriate role for their duties. Some role requests result in issuance of a JAM appointment, while others (e.g., Resource Managers and Defense Finance and Accounting Service Department of Defense (DD) Form 577, "Appointment/Termination Record – Authorized Signature," View-Only Users) do not. Procedures for appointing Certifying Officers via DD Form 577 shall comply with [DoD Financial Management Regulation Volume 5, Chapter 5](#) and should be consistent with Components' existing procedures for appointing Certifying Officers.

JAM replaced previous, paper-based GPC Delegation of Authority / Appointment Letter and Certifying Officer DD Form 577 appointment creation, approval, and retention processes. Use of JAM has resulted in enterprise-standard processing of appointments, increased compliance with delegation of authority and appointment policy, and reduced paper.

2. What is PIEE?

PIEE is an information technology platform of enterprise services, capabilities, and systems grouped into modules with the objective of seamlessly supporting the end-to-end Procure-to-Pay (P2P) business processes for DoD. Leveraging role-based access, PIEE provides users with access to many of the critical enterprise capabilities used every day by hundreds of thousands of users spanning all Services, Defense Agencies, and industry, such as the Department's e-Invoicing, contracts repository, and contract surveillance tools. More information about PIEE is available in the [PIEE P2P Capability Summary](#) and the associated [P2P Capability Summaries](#).

3. What is JAM?

JAM is the PIEE module mandated for use to initiate, review, approve/reject, sign, retain, track, and terminate GPC appointments for GPC Component Program Managers (CPMs), Oversight Agency/Organization Program Coordinators (OA/OPCs),¹ Agency/Organization Program Coordinators (A/OPCs),² Approving/Billing Officials

¹ OA/OPCs are responsible for directly overseeing the work of their Component A/OPCs. Effective A/OPC oversight must be ensured, even if it requires the CPM to also be assigned an OA/OPC role (e.g., due to staffing constraints).

² A/OPCs are responsible for directly overseeing A/BOs and CHs.

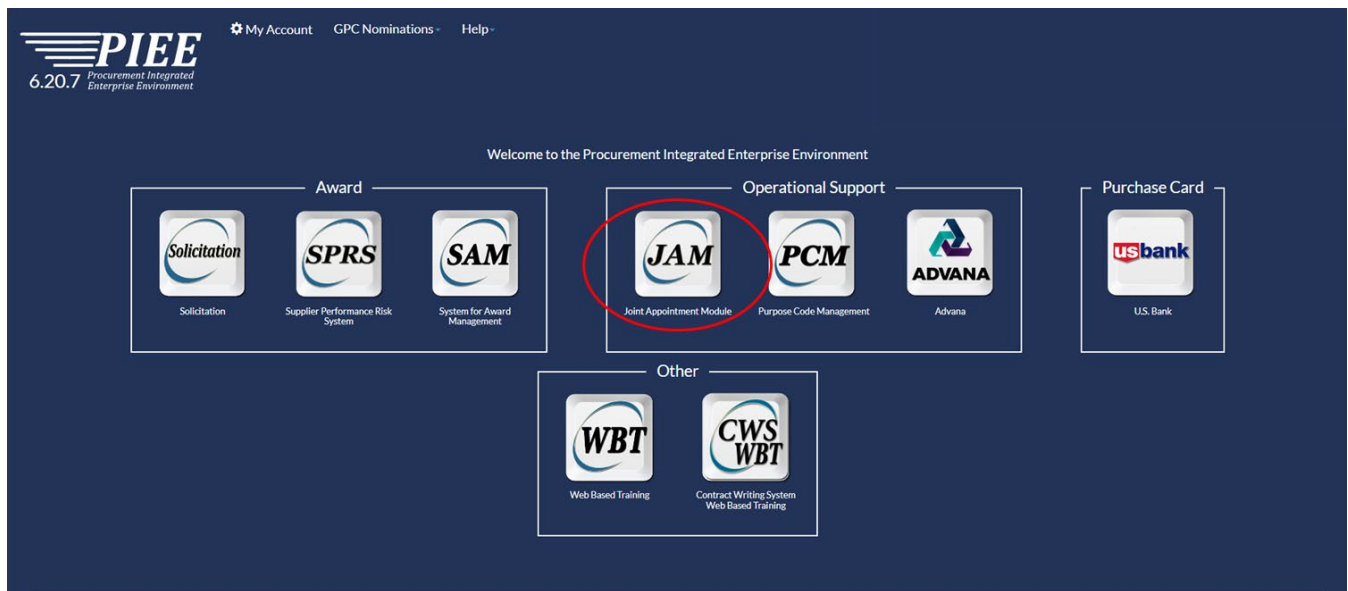
(A/BOs), Certifying Officers, and Cardholders (CHs). Paper-based appointments are not required when JAM is used to issue appointments.

To ensure completion of DoD-mandated training prior to appointment issuance, PIEE integrates Defense Acquisition University course completion data into JAM appointment workflows. After appointment issuance, JAM interfaces with the Bank's EAS to ensure consistent enforcement of certain internal controls and facilitate role-based access to Access Online and IOD.

JAM also is used to appoint and/or track appointments of Contracting Officer's Representatives, Local Processing Officers, and Contracting Officers; these capabilities are beyond the scope of this document.

Figure 3-1 reflects the entry point to the JAM application on the PIEE user's launch screen.

Figure 3-1. PIEE Launch Screen



The Bank's EAS accepts data from JAM and:

- a. Initiates an Access Online workflow that allows the A/OPC to open a new GPC account using user and appointment data provided, or link an appointment to an existing account (e.g., a new A/BO is assigned to an existing Managing Account); and
- b. Uses the single-purchase and cycle limits specified in a user's JAM appointment as the not-to-exceed value for his/her Bank account(s). A/OPCs enter data necessary for account creation that was not sent by JAM (e.g., Merchant Category Codes and Functional Entitlement Groups) directly into Access Online.

4. What is the DoD Activity Address Directory?

The DoD Activity Address Directory (DoDAAD) is the authoritative database of codes used by DoD, participating Federal Agencies, authorized contractors, and authorized special program activities (e.g., State and local governments) to identify, route, and address information. The DoDAAD includes codes, such as DoD Activity Address Codes (DoDAACs), that correspond to organizational units. Consistent and accurate use of these codes aids in the delivery/movement of data, people, and physical assets to and from their proper point of

origin/destination. PIEE receives up-to-date DoDAAC information from the DoDAAD nightly to ensure the two systems remain synchronized.

5. What is a DoDAAC, and how does PIEE use it?

A DoDAAC is a six-character, alphanumeric code that uniquely identifies a unit, activity, or organization within the DoDAAD. Each activity that requisitions, contracts for, receives, has custody of, issues, ships DoD assets, or funds/pays bills for supplies or services is identified by a six-position alphanumeric DoDAAC.

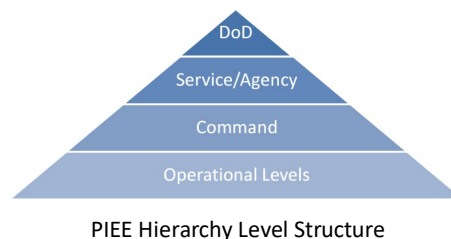
When individuals register for PIEE accounts, the Home Organization or Location DoDAAC (or Federal Activity Address Code for non-DoD users) they enter is saved to their PIEE User profile.

JAM GPC workflows, policy, and guidance refer to four DoDAAC perspectives:

- a. Home Organization DoDAAC: This is the DoDAAC of the organization where an individual works/sits. See [Section 7](#) for details.
- b. Role Location DoDAAC/Group: This is the DoDAAC(s) of the organization(s) for which the A/OPC or A/BO will be performing his/her duties. For example: I work/sit at Defense Logistics Agency (DLA) Headquarters at Fort Belvoir in Virginia, but I am the A/OPC for the Defense Contract Audit Agency (DCAA).
- c. Authority Location DoDAAC: This is the DoDAAC of the individual who grants a user GPC authority (i.e., signs his/her appointment letter). For all roles that have a formal appointment, the Authority Location DoDAAC will be captured when the Delegating and Approving Signatory (DAS)³ signs the letter. For the Delegating/Appointing Authority (DAA), the user will need to manually enter his/her Authority Location DoDAAC when requesting the role. For example, I am an A/OPC at DCAA, but the Director of Contracts at DLA signs my GPC Appointment Letter.
- d. Procurement DoDAAC: This is the DoDAAC of the organization from which the authorities for the appointment are granted. The Procurement DoDAAC will populate on an appointment based on the Procurement DoDAAC of the individual creating the appointment, but it can be changed as necessary.

6. What is the DoD PIEE Hierarchy?

The PIEE Hierarchy is a DoDAAC-based DoD organizational structure. PIEE uses the Home Organization / Location DoDAACs from users' PIEE profiles to identify each user's place within the PIEE Hierarchy. PIEE also aggregates DoDAAC data to group users by organization up the PIEE Hierarchy level structure to perform functions such as granting system access and generating reports at any DoDAAC or at any level.



³ The DAS could be the DAA or the OA/OPC with delegating authority. A/OPCs may have delegating authority to appoint A/BOs or CHs.

Each Component has formally instituted its Hierarchy Level 2 (Services/Agencies) and Level 3 (Major Command or equivalent) structures and provided them to the Office of the Secretary of Defense (OSD). Any changes to these structures must be formally coordinated with OSD. Each Component is solely responsible for management of its Hierarchy Levels 4 through 7; this process is managed by the Level 2 Group Administrator (GAM).⁴ Lower-level GAMs support the Level 2 GAM and are responsible for PIIIE user account management (i.e., activation and deactivation). Each Component must work with its existing PIIIE GAMs to determine how its GPC community will participate in the PIIIE account management process. More information is available in the [P2P Capability Summaries](#).

For the GPC program, U.S. Bank is required to develop and maintain a crosswalk between the DoD PIIIE and Bank Total Business Reporting (TBR) hierarchies. This mapping is important because it dictates:

- a. Users' role- and hierarchy-based systems access to Access Online through SSO;
- b. How program internal control metrics and data mining case data will be aggregated and presented to users for oversight purposes in both Access Online and PIIIE; and
- c. How U.S. Bank complies with the requirement to use the DoD Hierarchy for transaction roll-up reporting (in addition to the available TBR-based reporting).

7. How do I know what number to enter as part of my PIIIE profile?

Accurate DoDAAC entry by all users during PIIIE registration is **essential** for successful deployment. Users are asked to enter their Home Organization / Location DoDAAC when registering for access to PIIIE. The PIIIE Hierarchy ensures all DoDAACs are placed at the lowest level under any group in a branch of the hierarchy.

What if the user is a DAA, OA/OPC, A/OPC, or CPM who has a Home Organization / Location DoDAAC that is not identified as a Procurement DoDAAC? Regardless of whether the Home DoDAAC or the Role Location DoDAAC has procurement authority, the correct DoDAAC should be entered for the respective fields.

GPC One-Pagers [3OP018, What DoDAAC Should I Enter?](#); and [3OP019, Understanding How DoDAACs Are Used in PIIIE/JAM](#), provide additional information on identifying the appropriate DoDAAC.

8. What does the Bank do with this information?

Organizational and user profile information from the PIIIE Hierarchy and JAM delegations/appointments are passed to the Bank. The Bank uses this information to:

- a. Initiate A/OPC tasks to create new and maintain existing accounts. For example, after the Bank receives a new A/BO JAM appointment for John Smith at Organization A, the organization's A/OPC receives a task with "OPTIONS: Create new managing account (MA) – or – Assign John to an existing MA."
- b. Grant PKI-enabled, role-based access to Access Online through PIIIE, removing the need for separate usernames and passwords and increasing security.
- c. Identify CH special designations and associated limits for use in creating card accounts in Access Online.

⁴ The GAM is the individual(s) who, after Supervisor approval, activates the role granting the user access to Wide Area Workflow / PIIIE after registration.