
Procure-to-Pay Capability Summary

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

To improve management of official appointments impacting enterprise-wide procurement systems, procurement related appointments are being centralized in JAM. Initially deployed in FY18, users electronically initiate, review, approve, sign, store, and terminate delegations of authority to, and appointment of, Governmentwide Commercial Purchase Card (GPC) officials. With the 6.0.0 PIEE release targeted for Q3 FY19, appointments for Cardholders will also be made in JAM.

JAM will also be used to appoint Contracting Officer Representatives (CORs) starting with the 6.0.0 release. CORs will be electronically nominated and appointed on one or many contracts using JAM. JAM will support an appointment process initiated by either the COR or the Contracting Officer/ Specialist (a deficiency of the current CORT Tool) and result in a digitally signed, electronic appointment letter.

POLICY: 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.

FAR 1.602-2(d) establishes the requirement that all CORs shall be designated and authorized in writing. DFARS 201.602-2 and PGI 201.602-2 provides 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 both GPC and COR 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: All appointments must be initiated, reviewed, approved, signed, stored and terminated in the JAM module within PIEE. New PIEE roles require the appointment be active prior to a Government Account Manager activating that role. JAM also tracks training information specific to each appointee.

JAM will output the required appointment including an electronic DD577 and/or appointment letter. PIEE supports an interface to share the appointment data, including a push from PIEE to the designated 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 both the purchase card program and COR managed contracts.

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