WAWF Local Processing Office (LPO) – JAM Registration

Reference Guide

Homepage | Self Registration | Supervisor Approval | DD577 AA Appointment Init | Appointee Approval

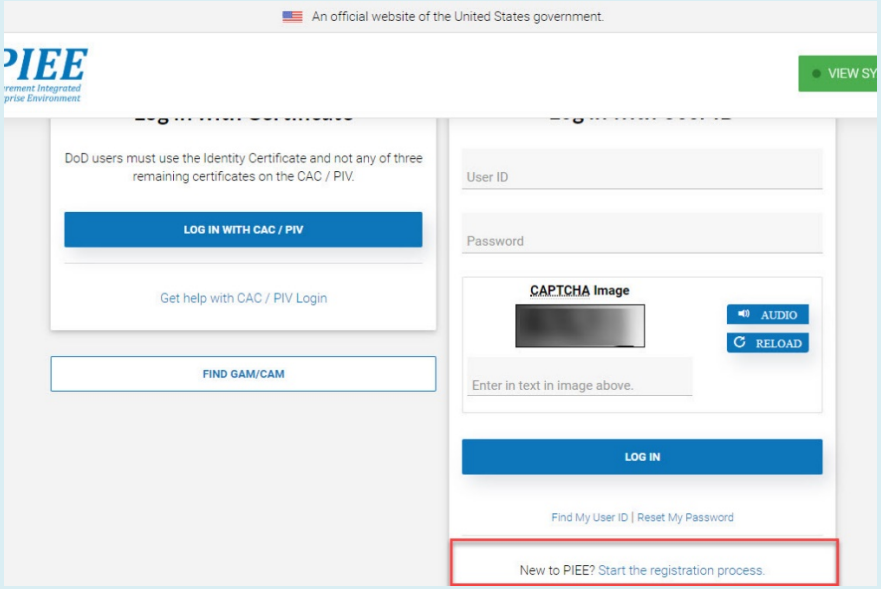
- **Existing WAWF LPO users prior to PIEE version 6.1.0** will automatically have an active CO Appointment and access to JAM.
- **New PIEE Users** will need to register for the WAWF LPO role and get an active CO Appointment for access to JAM.
- **Existing PIEE Users without the WAWF LPO role** may add the WAWF LPO role and get an active CO Appointment for access to JAM.

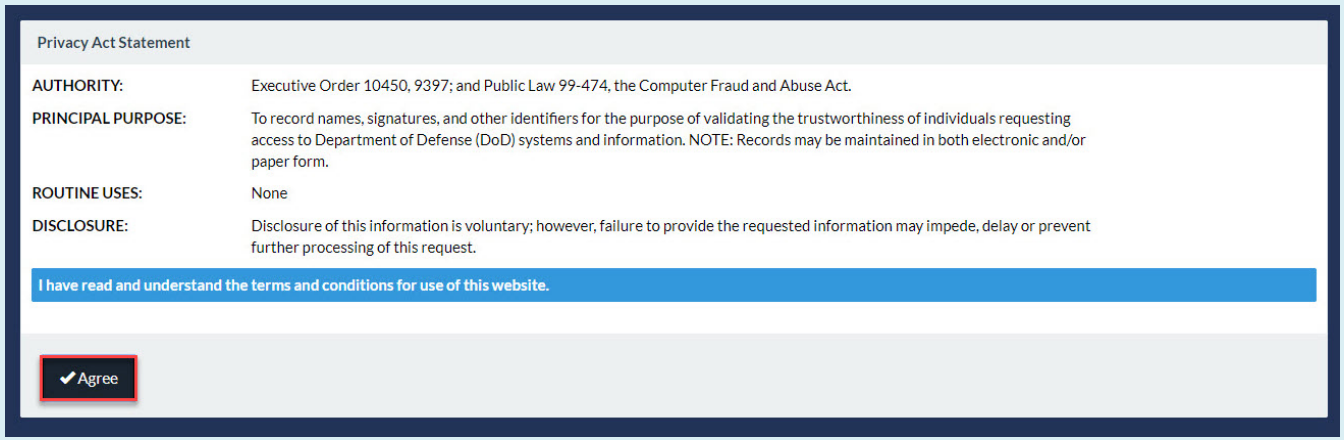
Registration and Appointment Steps	Steps required to register for a WAWF LPO role with a CO appointment. 1. WAWF LPO Self-Registration 2. Supervisor Approval 3. DD577 AA Initiates CO Appointment 4. WAWF LPO Approves Appointment 5. GAM Role Activation

WAWF LPO Self-Registration

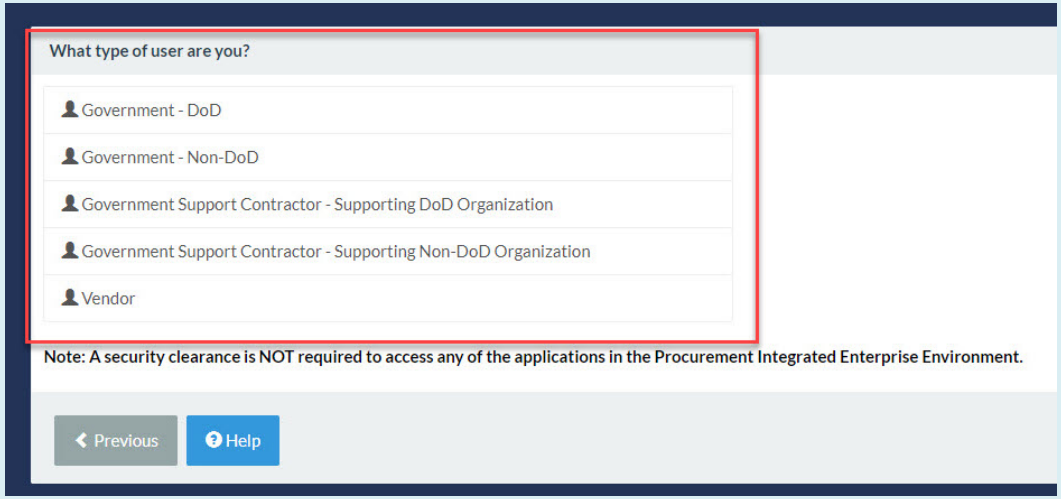
Registering for WAWF LPO with access to JAM

Access PIEE as a New User to begin the self-registration Process. In PIEE navigate to the **Homepage > "New to PIEE? Start the registration process."**

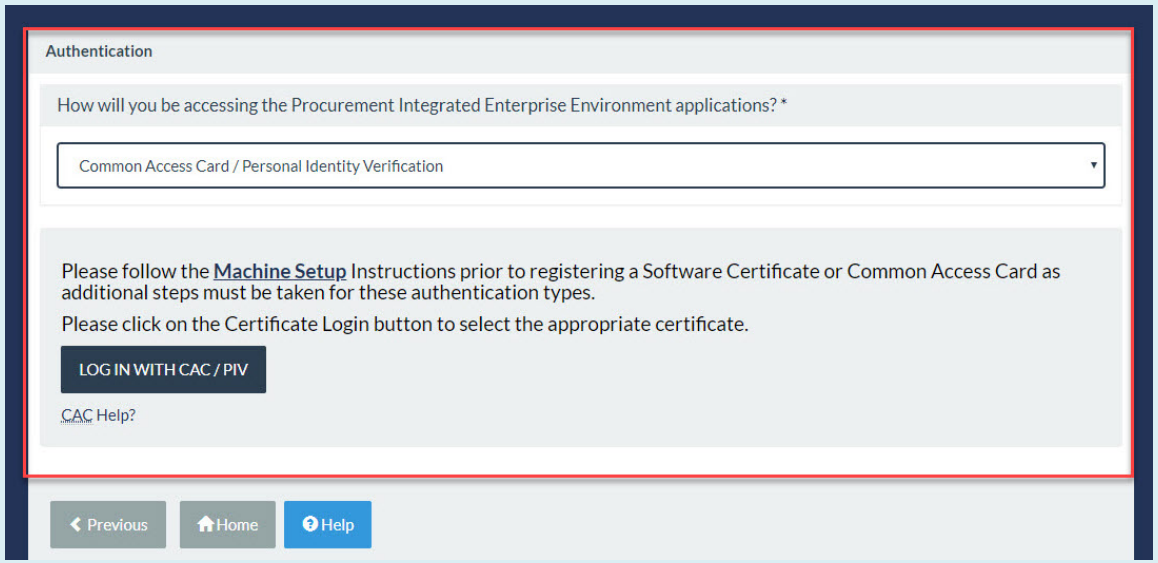




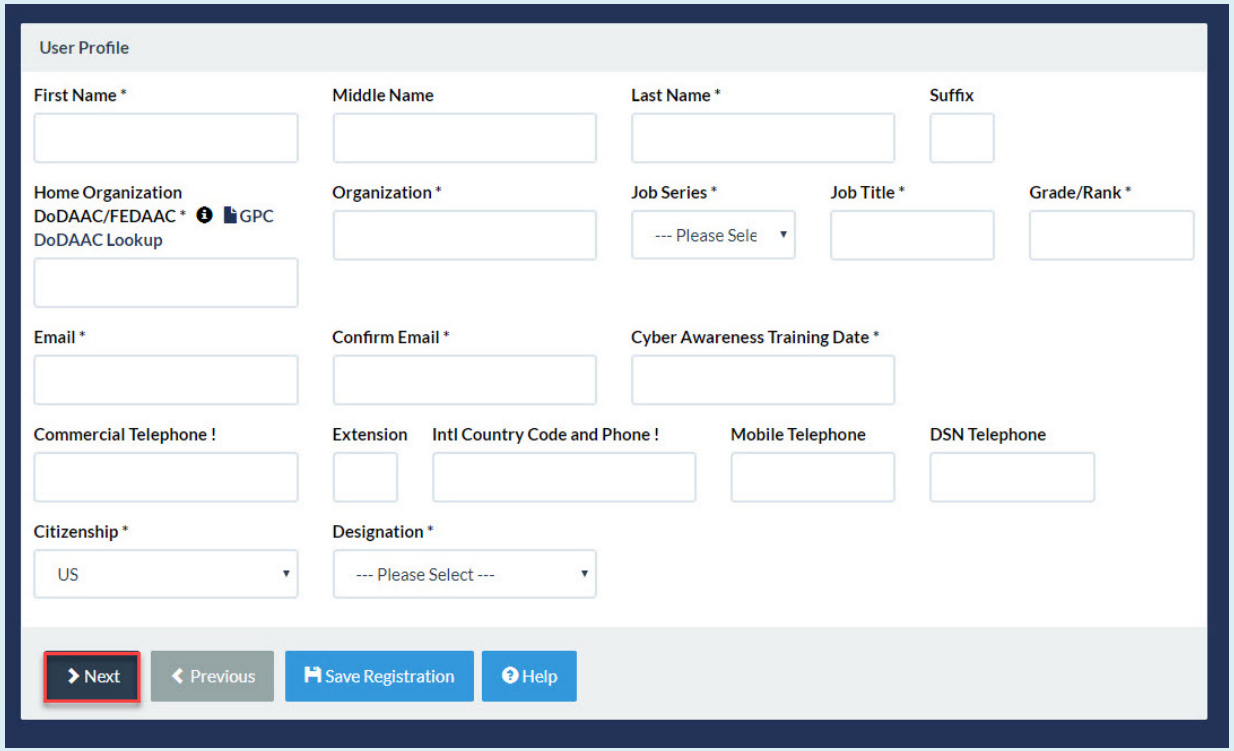
Click the Agree button to acknowledge that the Privacy Act Statement has been read and agreed upon.



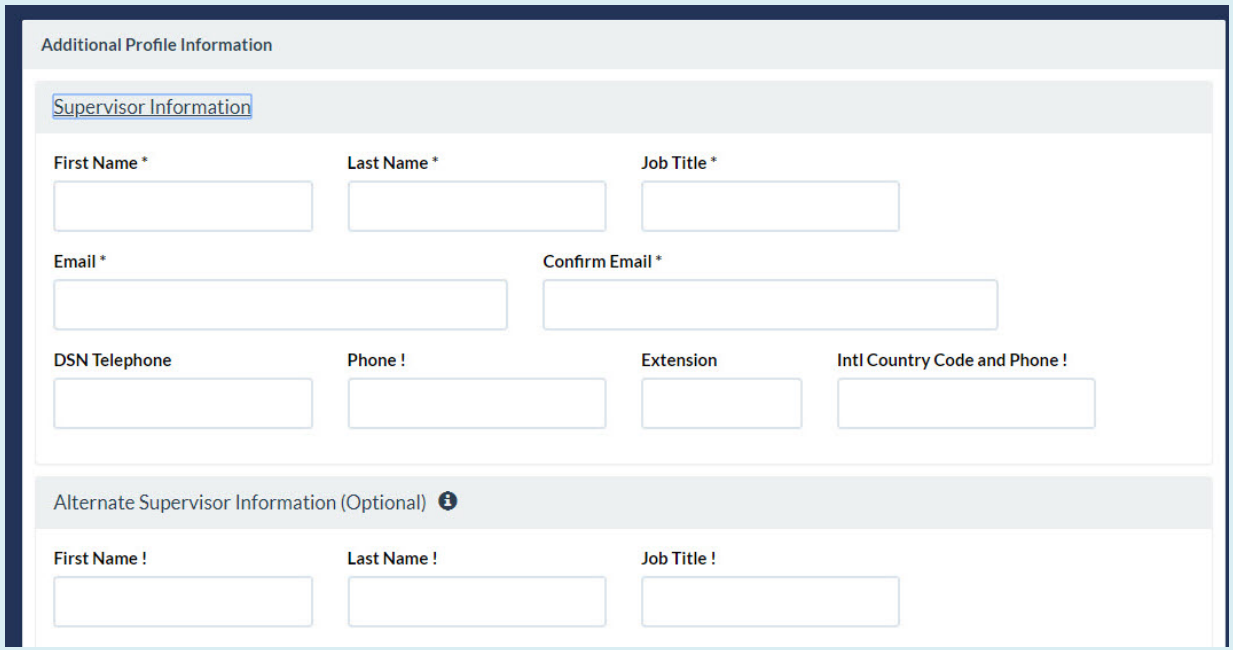
Select a type of user from What type of user are you?

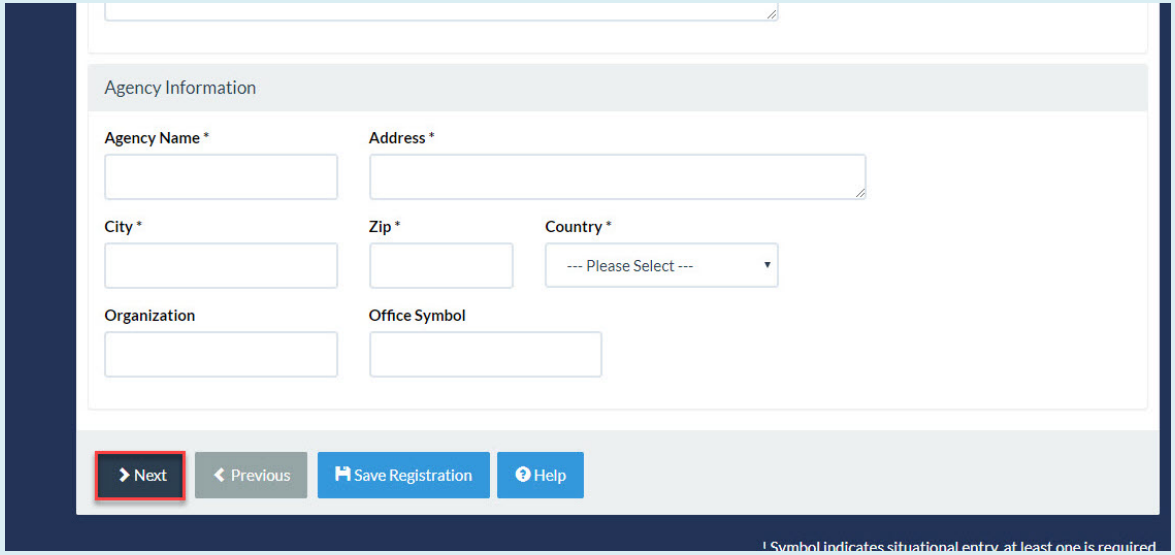


The Authentication page is displayed. Common Access Card / Personal Identity Verification is an available option. Click the dropdown to change the access method.

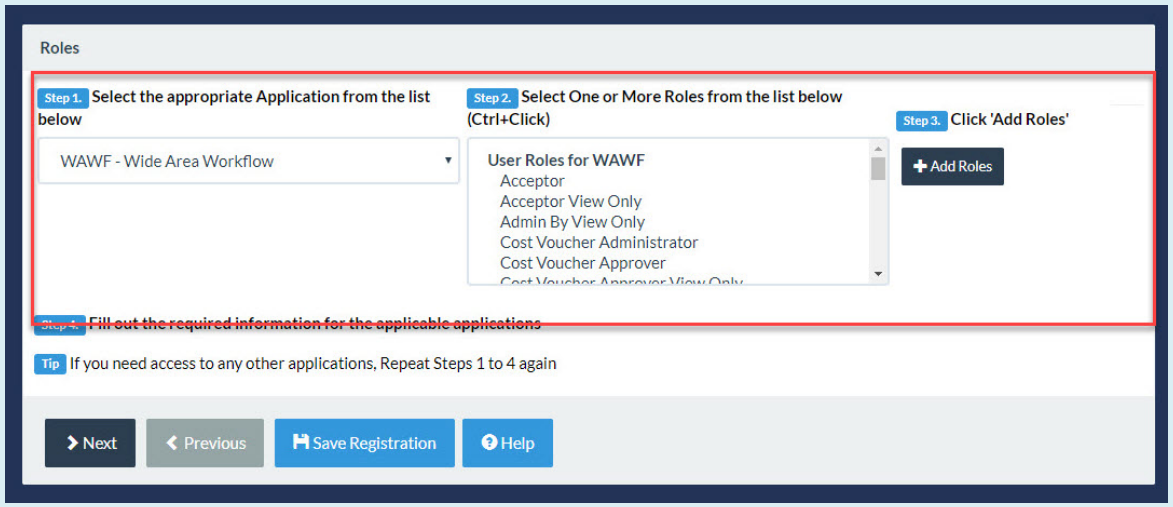


Enter Required Information on the User Profile page and click the Next button when finished.

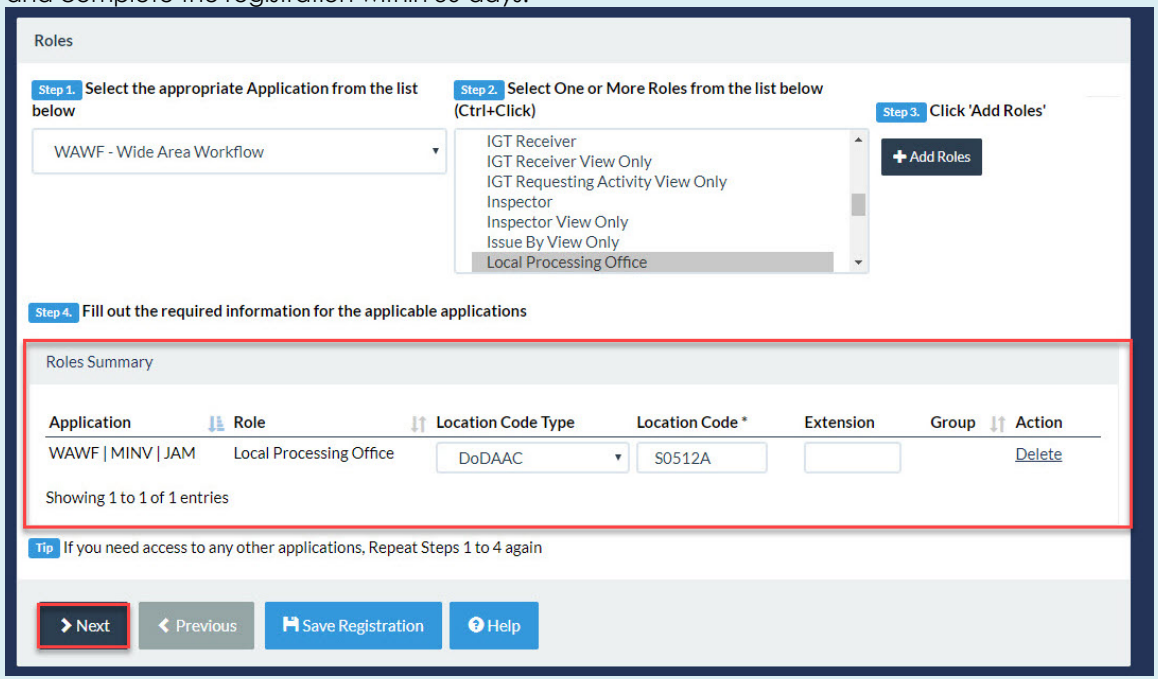




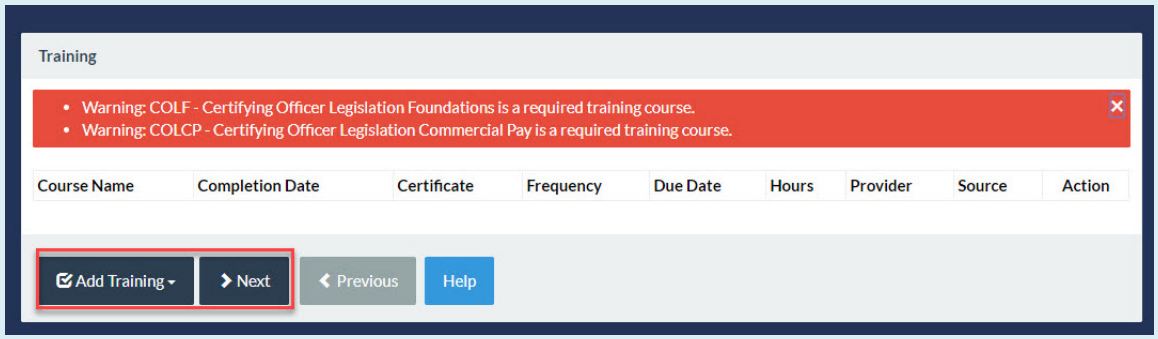
Additional Profile Information page is displayed, this information pertains to Supervisor's information and Agency information.
This Supervisor will be approving the role. This information should be kept up to date, please verify all the information. If there are no updates, click Next button.



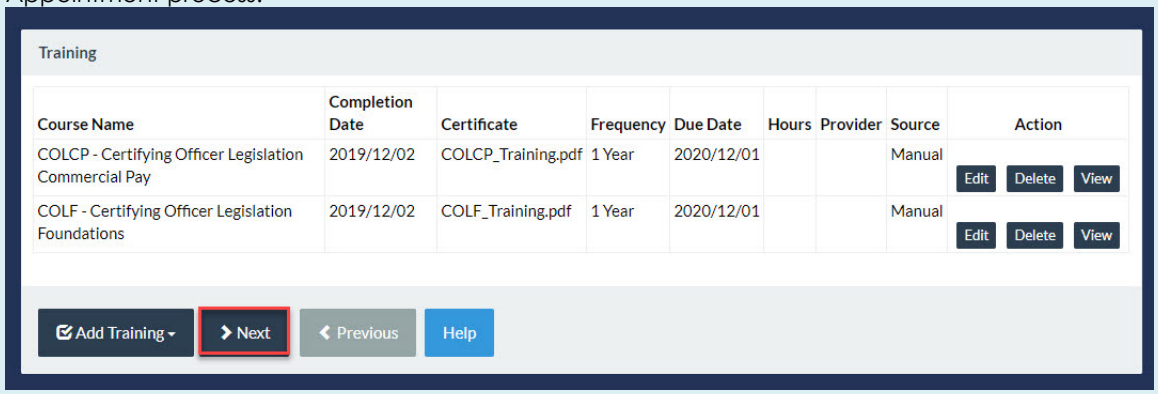
The Roles page is displayed. Click Save Registration to save all current progress if needed. The application will allow the user to Save the registration and complete the registration within 30 days.



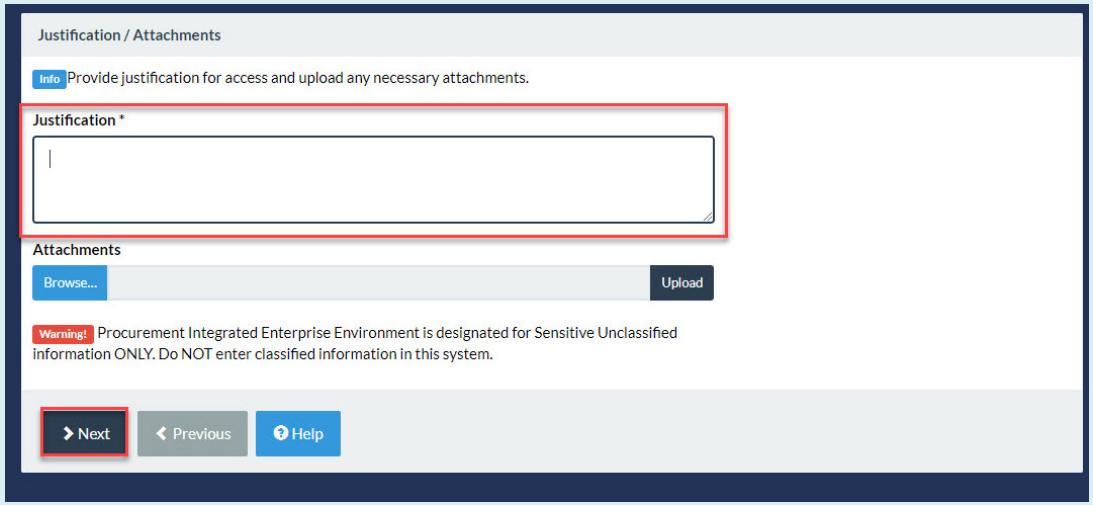
Step 1. Select the appropriate Application from the List. For this demonstration WAWF must be selected for the LPO role.
Step 2. Select One or More Roles from the list below. For this demonstration Select Local Processing Office role.
Step 3. Click 'Add Roles'.



A Training page will be displayed where training may be uploaded. The training is not mandatory at this point but will be required to finish the Appointment process.



After adding training click the Next button.



Enter a Justification. Attachments are available to be uploaded. Click the Next button to continue.

Registration Summary - Please Verify All the information

User Information

User ID	AutoUserLPO1
User Type	Government
Login Method	User ID \ Password

User Profile Edit

First Name * Auto
Middle Name
Last Name * LPO
Suffix
Home Organization DoDAAC/FEDAAC * S0512A
Organization * DCMA
Job Series * 0006
Job Title * Correctional Ins
Grade/Rank * Top
Email *
Cyber Awareness Training Date * 2019/12/02
Commercial Telephone !
Extension
Intl Country Code and Phone !
Mobile Telephone
DSN Telephone
Citizenship * US
Designation * MILITARY

The Registration Summary page is displayed, review all the information.

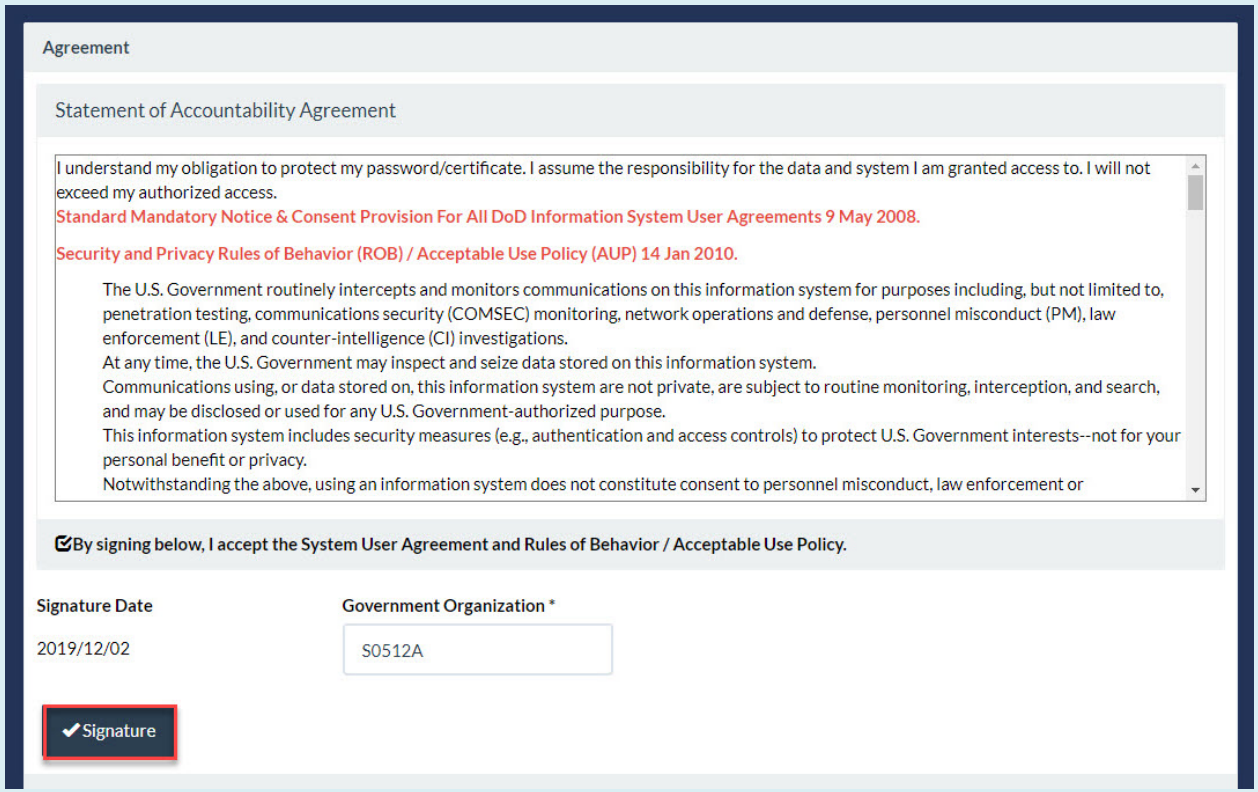
Reason !

User Roles Edit

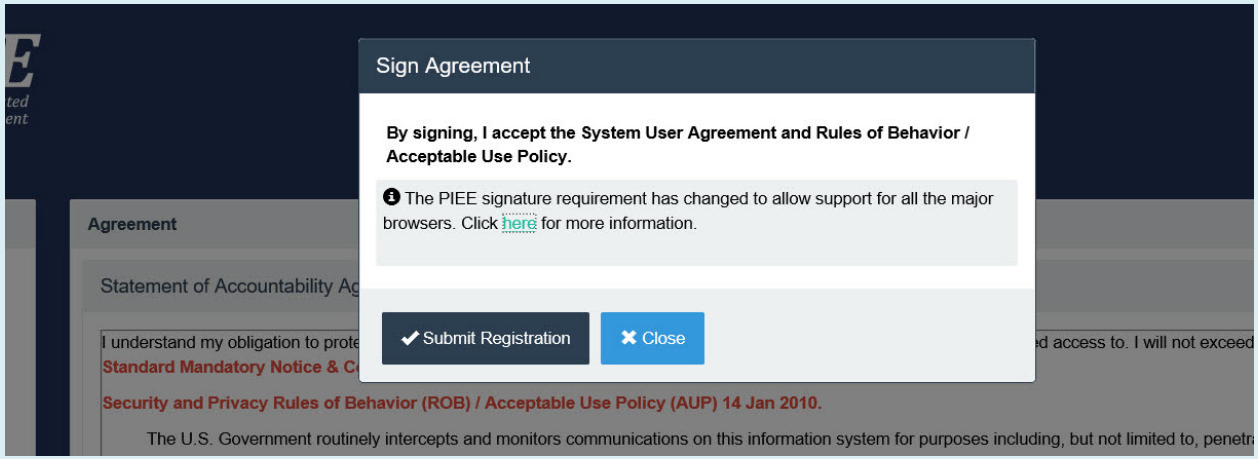
Role	Location Code Type	Location Code	Extension	Group
Local Processing Office	DoDAAC	S0512A		DCMA LOS ANGELES

Next Previous

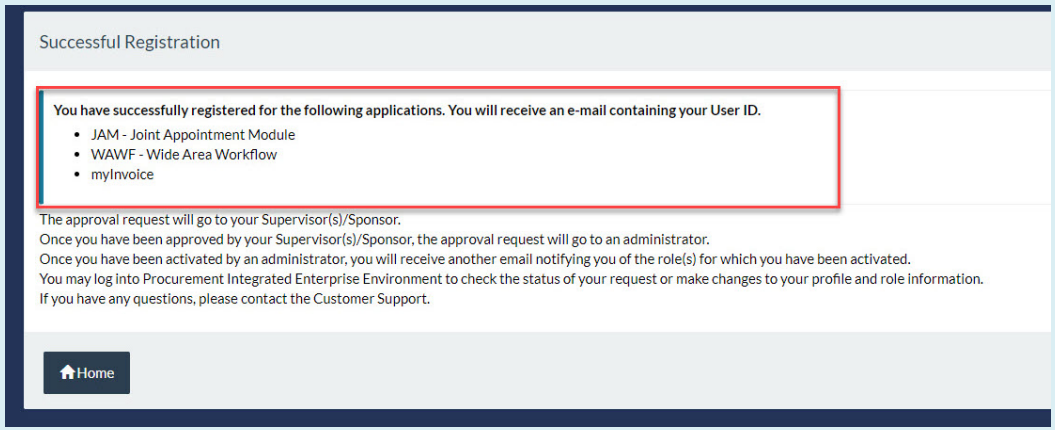
After reviewing the information click the Next button.



The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile. Click the Signature button to sign the document indicating you have read and agree.



Enter the Password here or other Credentials. After entering your Password, click the Submit Registration button.



Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.

- JAM - Joint Appointment Module
- WAWF - Wide Area Workflow
- myInvoice

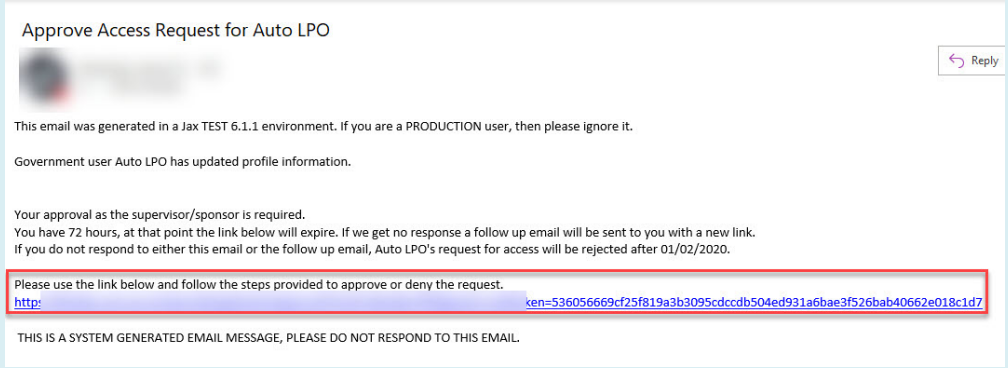
The approval request will go to your Supervisor(s)/Sponsor.
Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.
Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.
You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.
If you have any questions, please contact the Customer Support.

Home

A Success page will be displayed indicating what roles have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor where the Supervisor will approve the role request.

Supervisor Approval

Supervisor Approves Role(s)



Approve Access Request for Auto LPO

Reply

This email was generated in a Jax TEST 6.1.1 environment. If you are a PRODUCTION user, then please ignore it.

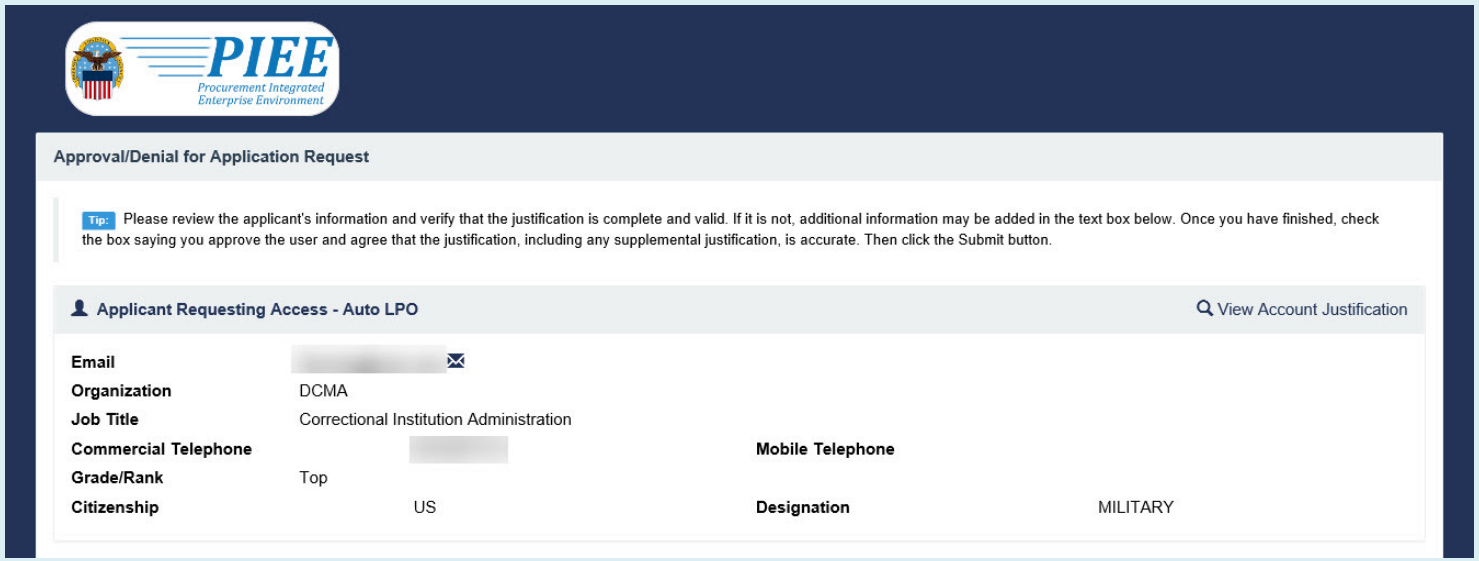
Government user Auto LPO has updated profile information.

Your approval as the supervisor/sponsor is required.
You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link.
If you do not respond to either this email or the follow up email, Auto LPO's request for access will be rejected after 01/02/2020.

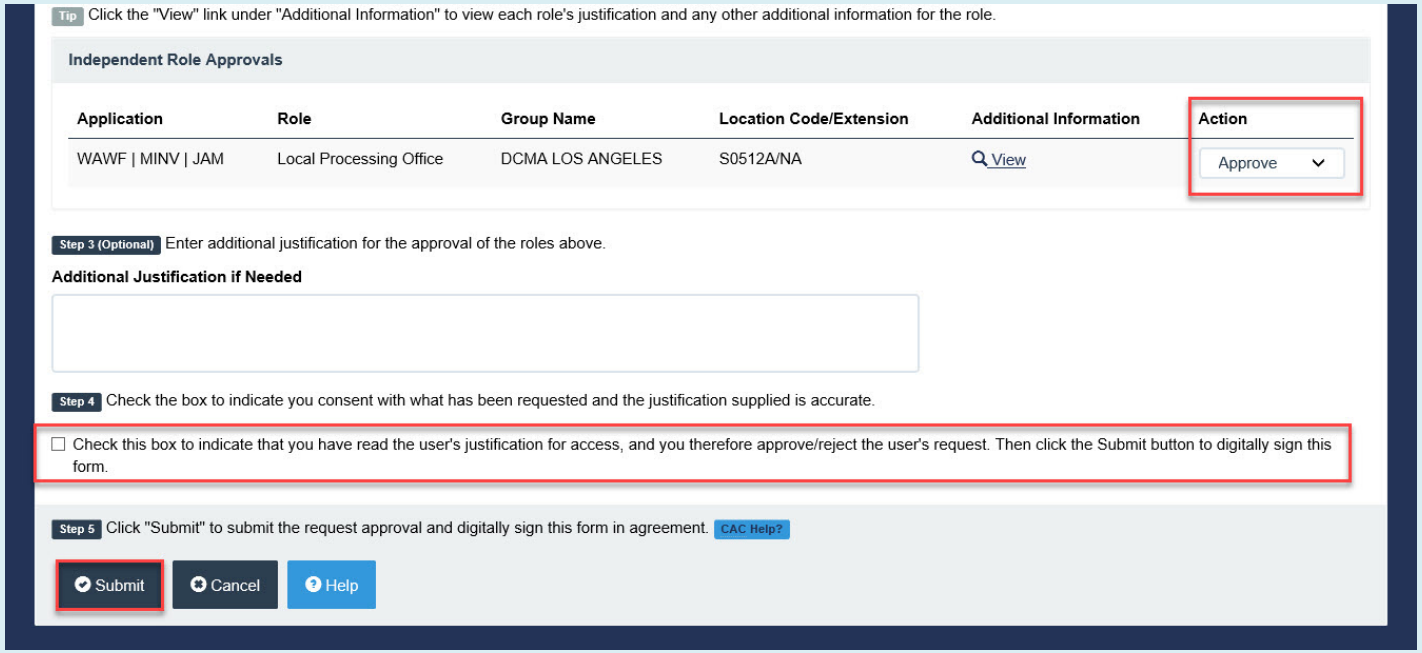
Please use the link below and follow the steps provided to approve or deny the request.
http: ken=536056669cf25f819a3b3095cdccdb504ed931a6bae3f526bab40662e018c1d7

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

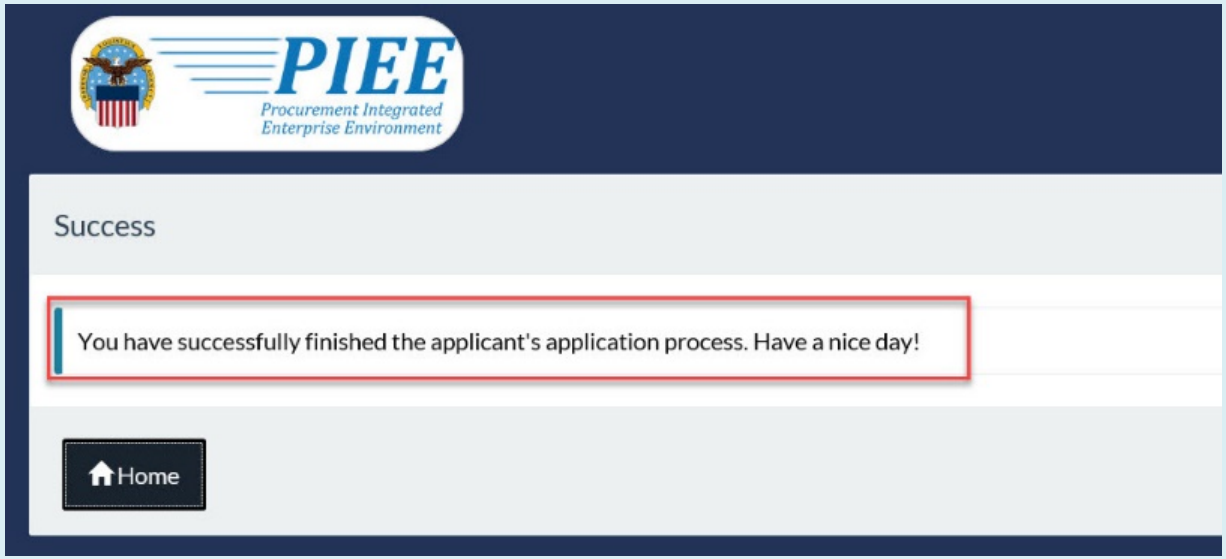
An email notification will be sent to the user with information being sent to the Supervisor/Sponsor for approval. The email sent to the Supervisor will have a link for approving the role request. As the Supervisor click the link to approve the appointment.



The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor/Sponsor will review the information.



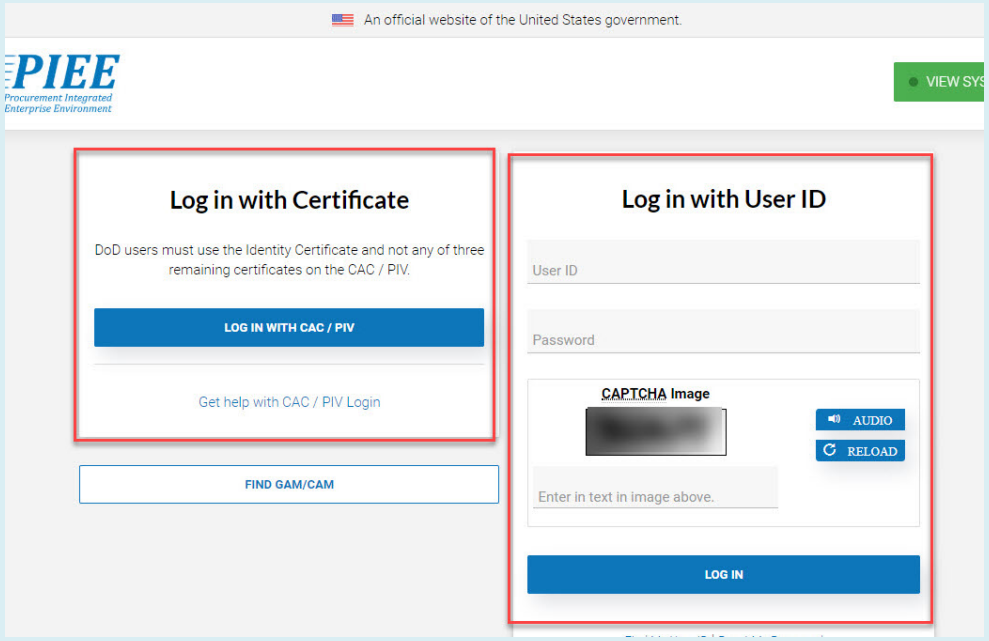
After reviewing the information Supervisor/Sponsor will Approve/Deny from the action dropdown. If the role(s) is denied the registering user will need to resubmit the role(s) after updating the information. Enter Additional Justifications as needed and check the check box indicating that you have read the user's Justifications. Click the Submit button to finish the approval process.



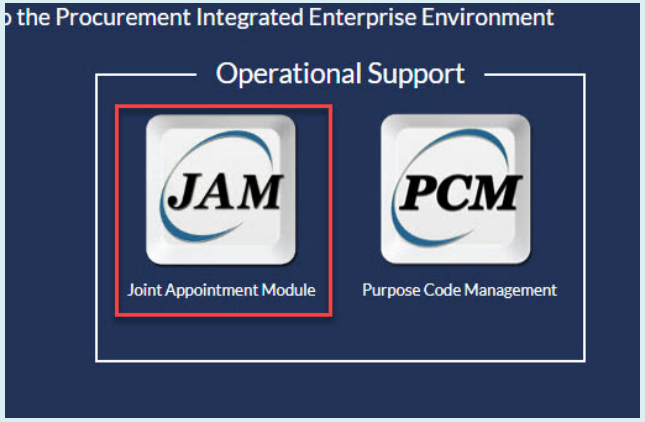
A Success page will be displayed after the Supervisor has completed the applicant's application process for the role(s) the user requested access to.

DD577 AA Initiating Appointment

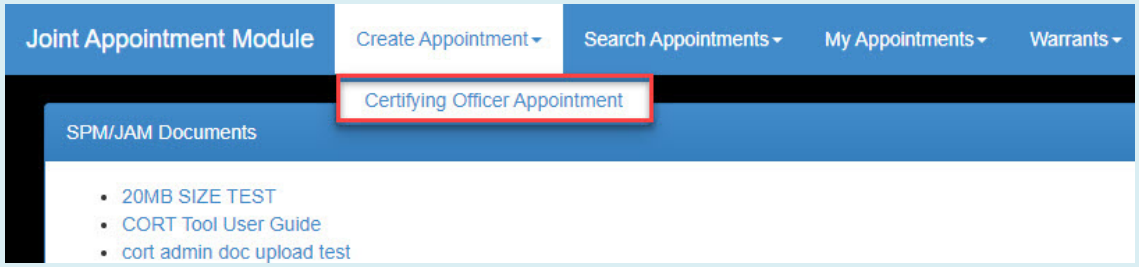
DD577 AA Initiates the Certifying Officer Appointment for the WAWF LPO user



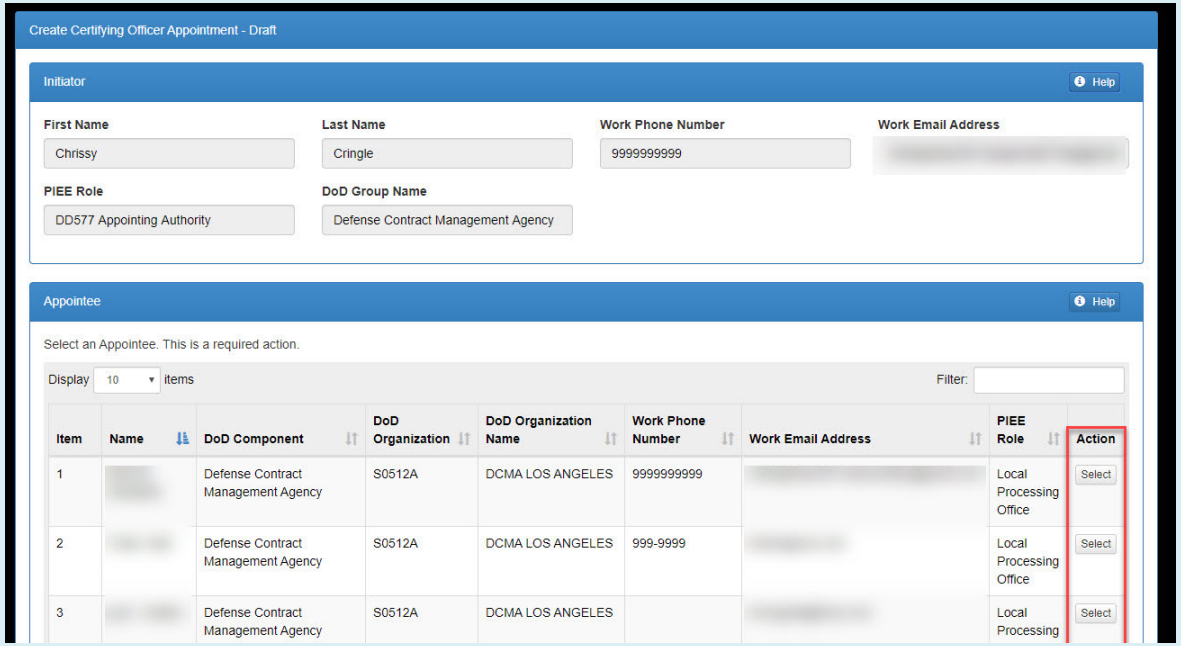
Log into PIEE as a DD577 AA user to initiate the Certifying Officer Appointment for the WAWF LPO user.



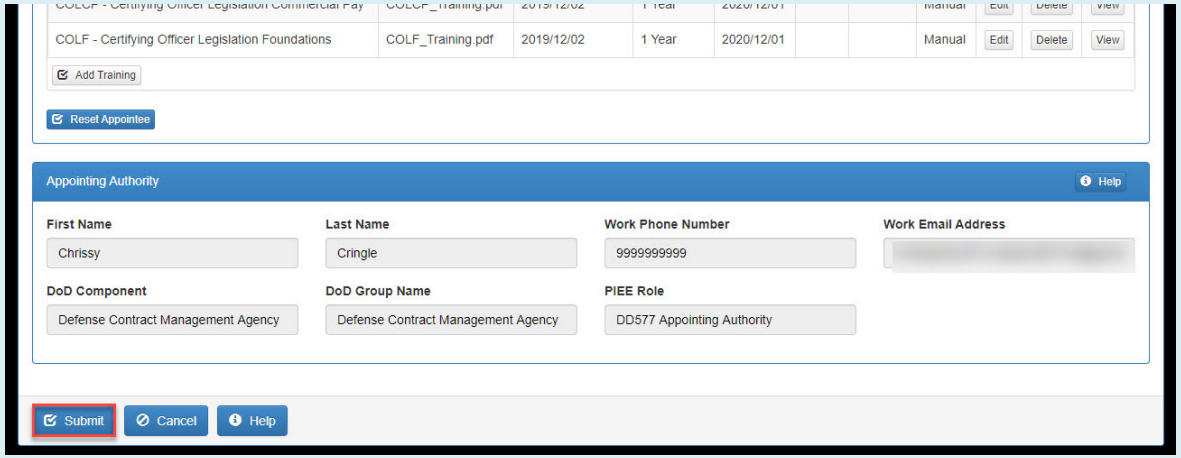
Click the JAM icon to begin.



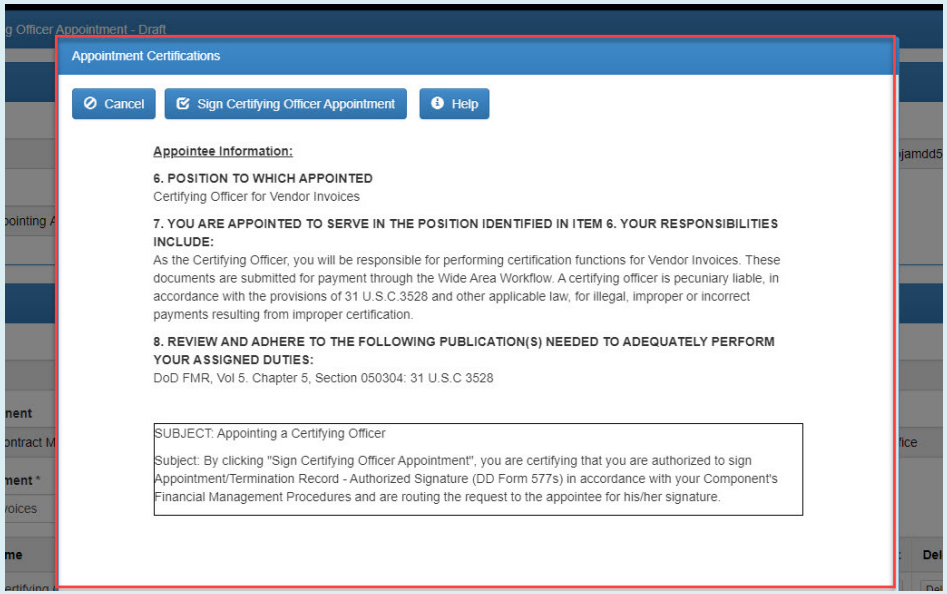
In the Create Appointment dropdown click the Certifying Officer Appointment option.



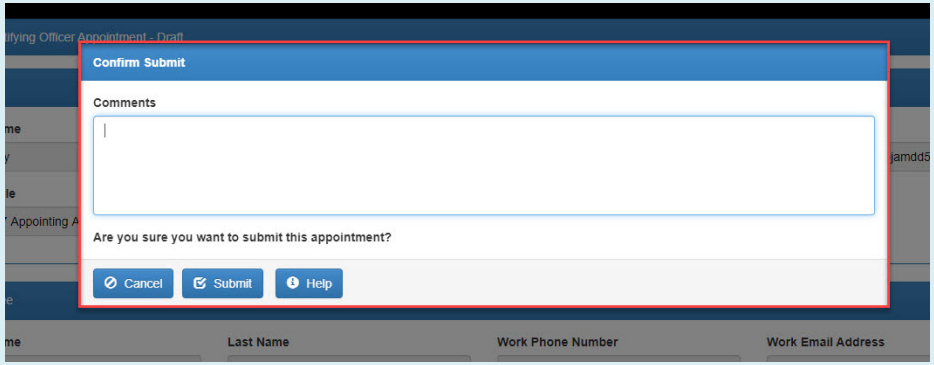
Click the Select button next to the user that needs a CO Appointment.



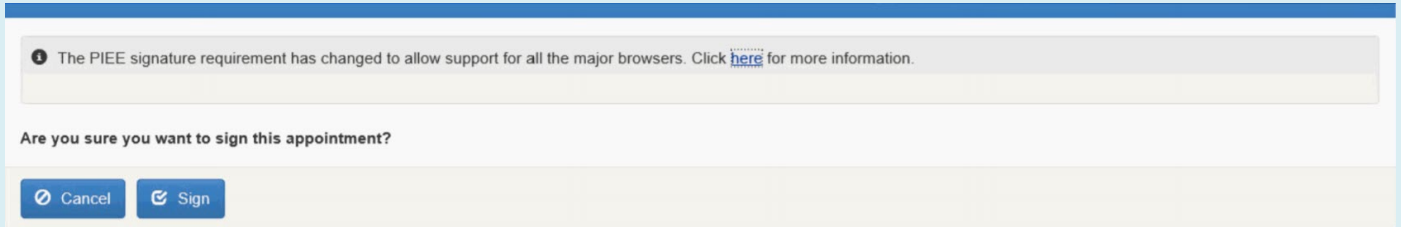
After reviewing the information click the Submit button to initiate the CO Appointment.



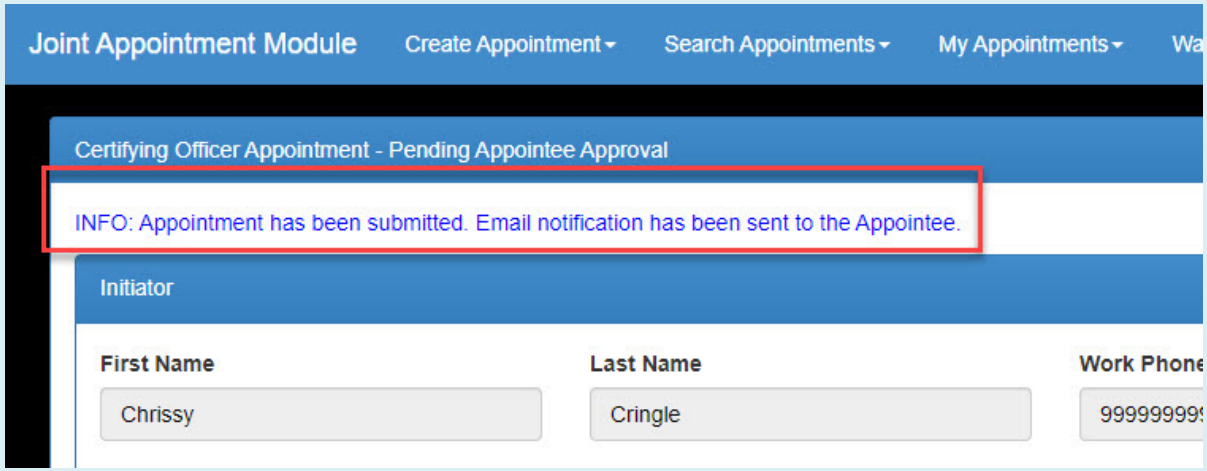
Review the Appointment Certifications and click the Sign Certifying Officer Appointment button.



Comments can be entered with the appointment. Click the Submit button to complete the appointment creation.



Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under info for all Users.



A Success page and message will be displayed. An email notification will be sent to the Appointee to approve the appointment.

WAWF LPO Approves CO Appointment

WAWF LPO Approves the Appointment

JAM S0512A - Appointee Approval Required for Certifying Officer Appointment

Reply

We removed extra line breaks from this message.

This email was generated in a Jax TEST 6.1.1 environment. If you are a PRODUCTION user, then please ignore it.

Auto LPO,

You have been designated as the Appointee for the following appointment in the Joint Appointment Module (JAM):

Appointment: Certifying Officer Appointment
Component: Defense Contract Management Agency Location DoDAAC: S0512A - DCMA LOS ANGELES
Status: Pending Appointee Approval

Your immediate action is required on this appointment. You can process this appointment within the Procurement Integrated Enterprise Environment (PIEE) by following these steps.

Step 1: Open the Certifying Officer Appointment by clicking this link:
40caci.com&token=4410311ec1dbc3c98d06236b11990b5114da15bfb1462f6dc8756eb604affbfb
Step 2: Review the appointment information for accuracy then Approve or Reject the appointment.

NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

An email notification will be received by the Appointee to Approve the appointment. The user may click the link to access the appointment for approval or log into PIEE to access JAM and approve the appointment.

Certifying Officer Appointment - Pending Appointee Approval

Initiator — Help

First Name	Last Name	Work Phone Number	Work Email Address
Chrissy	Cringle	9999999999	

PIEE Role	DoD Group Name
DD577 Appointing Authority	Defense Contract Management Agency

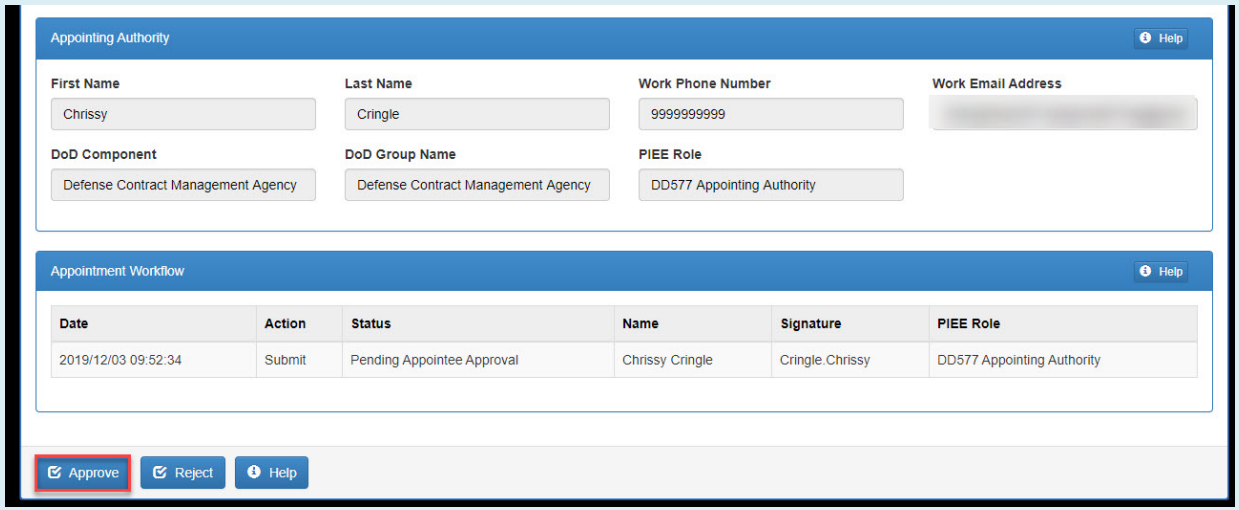
Appointee — Help

First Name	Last Name	Work Phone Number	Work Email Address
Auto	LPO		

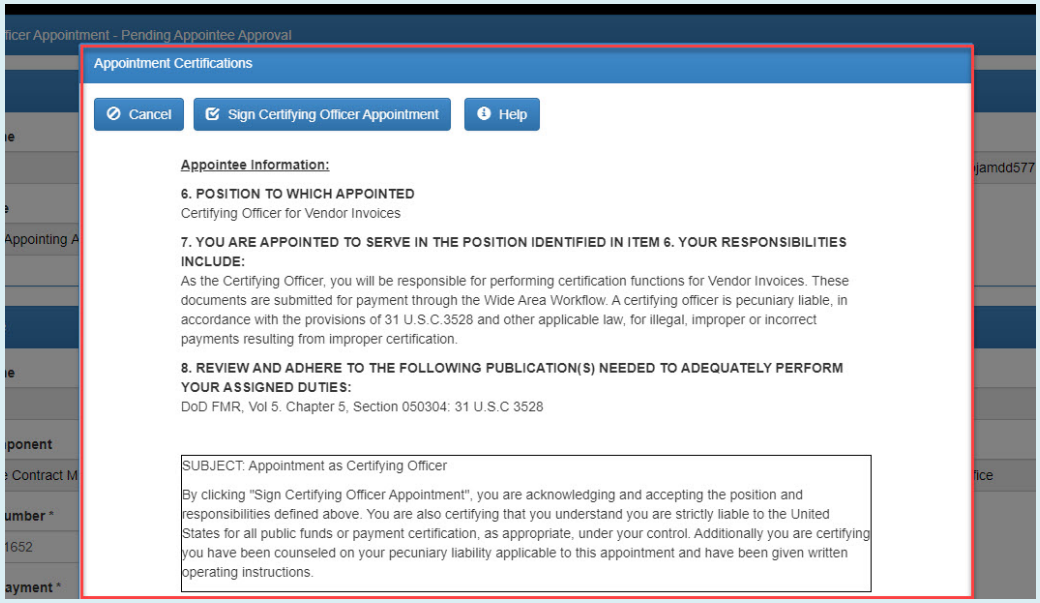
DoD Component	DoD Organization	DoD Organization Name	PIEE Role
Defense Contract Management Agency	S0512A	DCMA LOS ANGELES	Local Processing Office

DoD ID Number *

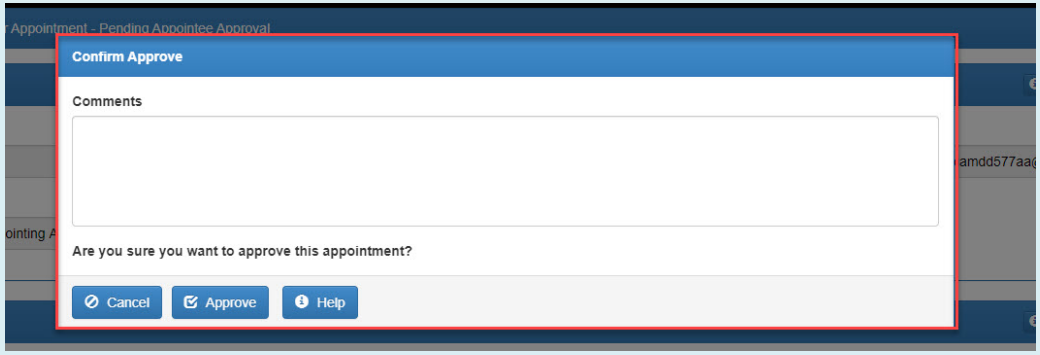
Type of Payment *	Entitlement System
Vendor Invoices	



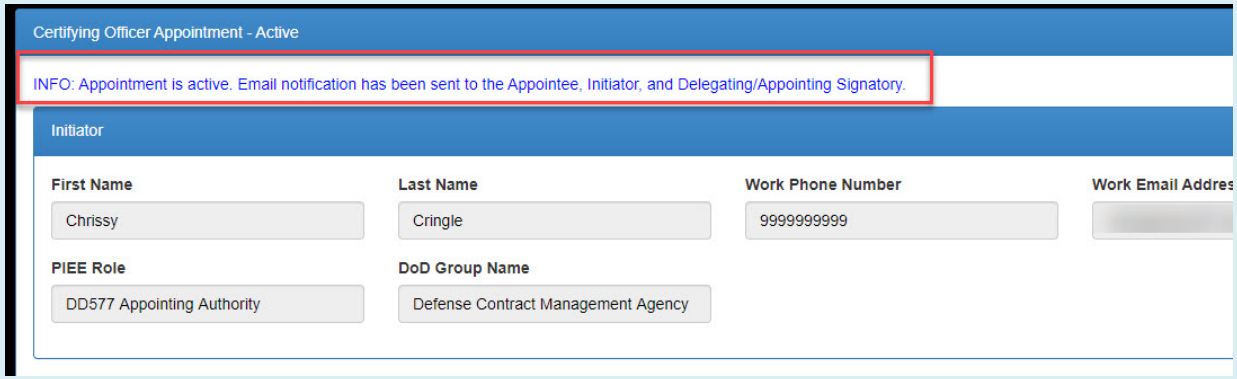
The Pending Approval Appointment will be displayed. Review all information and click the Approve button.



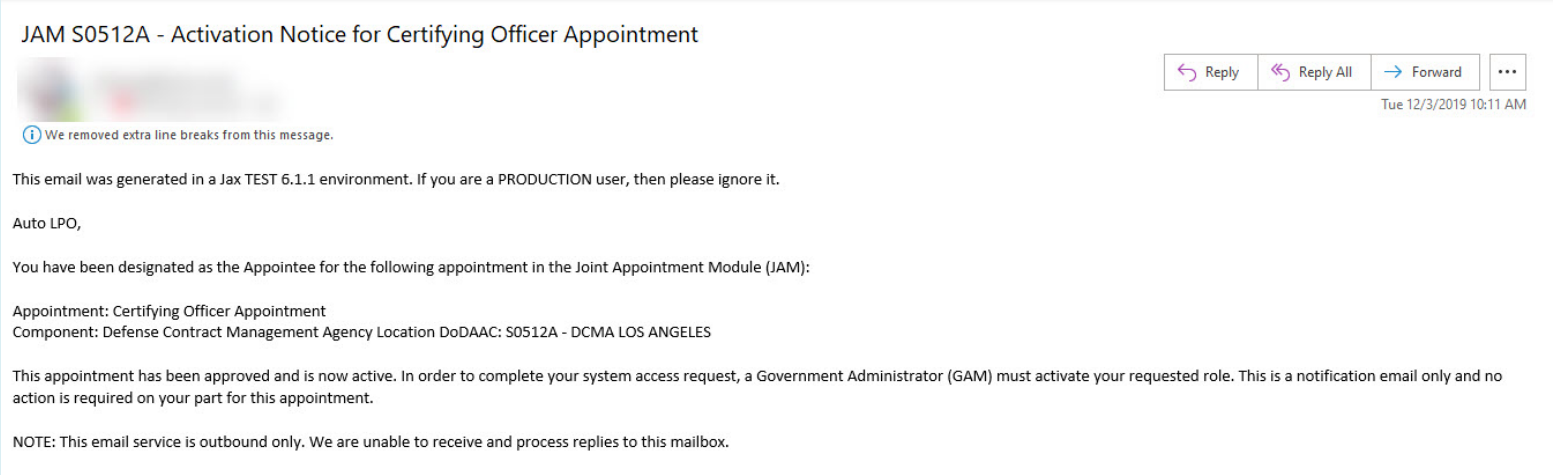
The Appointment Certifications page is displayed. Review the information and click the Sign Certifying Officer Appointment button to approve the appointment.



Comments may be entered here with approval. Click the Approve button to continue.



A Success page and message will be displayed. An email notification will be sent to the Appointee, Initiator, and Delegating/Appointing Signatory indicating the appointment is active.



An email notification sample sent to the Appointee.

GAM Role Activation

GAM Role Activation	A GAM may now activate the user's role(s). A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the role for. The GAM must be within the group of the DoDAAC.