3-3. Joint Appointment Module (JAM)

a. JAM is the PIEE module used to initiate, review, approve, store, and terminate required delegations of procurement authority and/or appointments. JAM GPC appointments result in issuance of GPC Delegation and/or Appointment letters and DD Form 577 Appointment/Termination Record (commonly referred to as a Certifying Officer Appointment). Personnel delegated the proper authority role identified in Table 3-1 can terminate the following appointments in PIEE and JAM.

Table 3-1: Roles and Termination Capability

Appointments						
Roles for your Organization/Activity	**A/BO**	**CH**	**Certifying Officer**	**A/OPC**	**OA/OPC**	**CPM**
GPC Help Administrator Manager (HAM) can terminate	**X**	**X**	**X**	**X**	**X**	**X**
OA/OPC can terminate	**X**	**X**		**X**		
A/OPC can terminate	**X**	**X**				
DD577 Appointing Authority (AA) can terminate			**X**			
GPC Delegating/Appointing Authority (DAA) can terminate	**X**	**X**	**X**	**X**	**X**	**X**

b. JAM is an application within PIEE that is mandated by DoD for use by GPC program participants. The Army is not required to issue or retain paper copies of appointments issued using JAM. The DPCAP Joint Appointment Module (JAM) GPC Role Descriptions Guide provides tables that identify GPC JAM roles and special designation authority types.

c. JAM is mandated as the enterprise tool for appointing and delegating authority to GPC personnel. JAM is the PIEE module used to initiate, review, approve, store, and terminate required delegations of procurement authority and/or appointments. Electronic delegation of authority and/or appointment letters must be granted for GPC program participants as indicated in the JAM GPC Role Descriptions , which also identifies CH delegation limits associated with each SD. Program participant nomination, registration, and appointment processes are described in the GPC Program One-Pagers .

d. **Tracking Training in JAM**. PIEE includes capabilities to track and report training course

completion, issue automatic training reminders for recurring requirements, and systemically promote compliance with requirements to complete training prior to appointment issuance. To promote compliance with training requirements, JAM system validations prohibit appointment of individuals who, if required for their roles, have not completed CLG 0010 and CLG 006. A system interface has been deployed to automatically record completion of all required and recommended DAU courses. When tracking training in JAM, GPC Program PIEE users are not required to manually load electronic copies of training certificates for courses that automatically were recorded via the DAU/PIEE system interface (i.e., DAU is listed as the "Source"). Data is displayed in the JAM application and available through EDA Advance Reporting with DAU listed as "DAU," as the source is directly from the system of record. Because DAU is the primary source for validating course completion, when training completion is recorded via the DAU interface, the trainee is not required to provide a copy (electronic or paper) to GPC program management, thereby reducing paperwork, improving auditability, and ensuring proper record retention. PIEE additionally includes the capability for GPC program participants to manually record completion of non-DAU training and provide/maintain an electronic copy of training certificates, which are then available to program managers and auditors as necessary. DoD GPC One-Pagers 3OP010 - Uploading Training Certificates to PIEE/JAM and 3OP038 - Tracking Training in PIEE, provide details on these capabilities.

Parent topic: CHAPTER 3 - GPC ELECTRONIC SYSTEMS