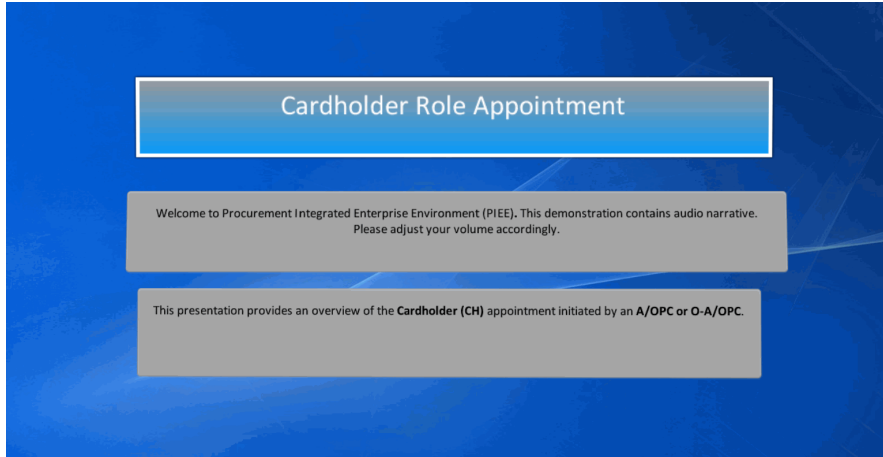


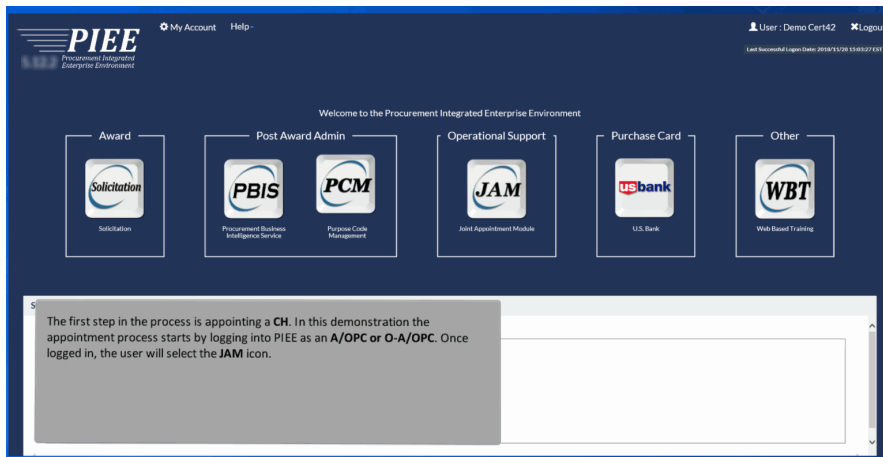
Intro



Cardholder Role Appointment

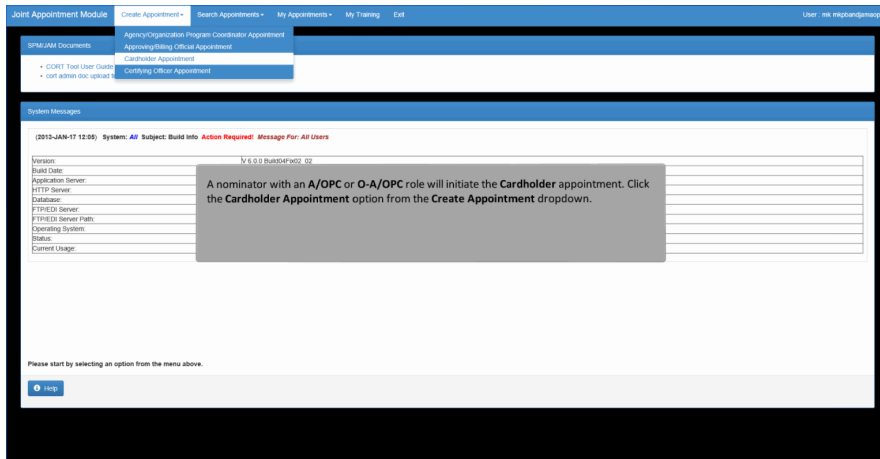
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of the Cardholder (CH) appointment initiated by an A/OPC or O-A/OPC.

Step 1



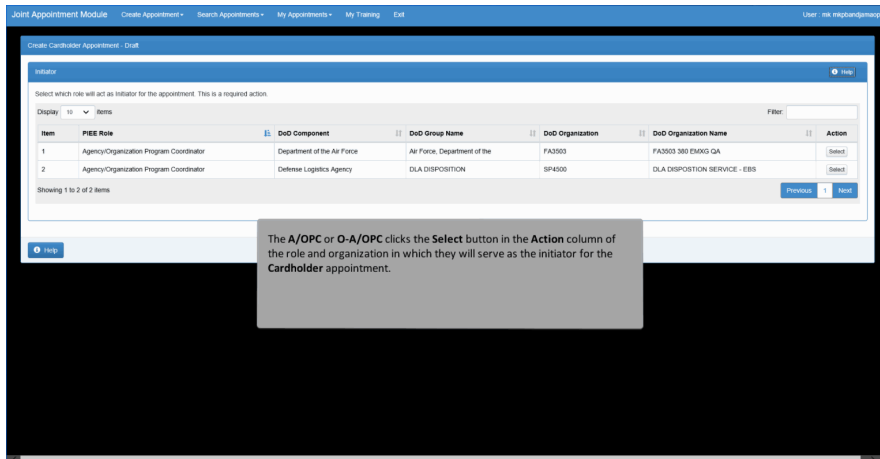
The first step in the process is appointing a CH. In this demonstration the appointment process starts by logging into PIEE as an A/OPC or O-A/OPC. Once logged in, the user will select the JAM icon.

Step 2



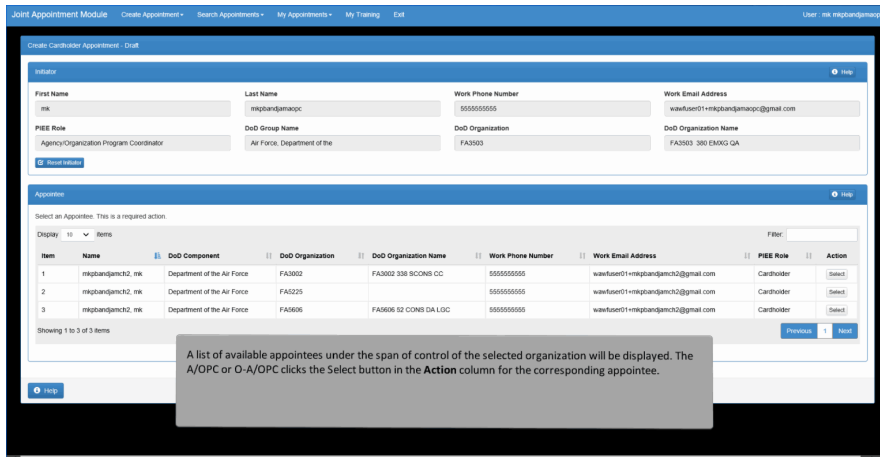
A nominator with an A/OPC or O-A/OPC role will initiate the Cardholder appointment. Click the Cardholder Appointment option from the Create Appointment dropdown.

Step 3



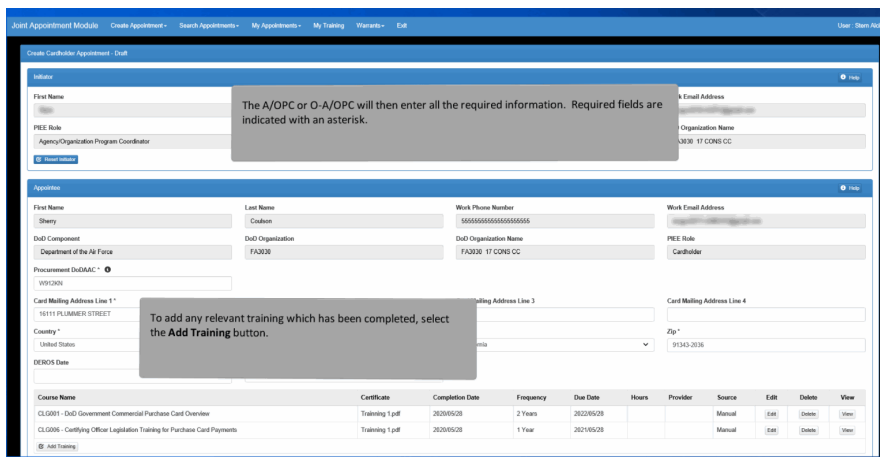
The A/OPC or O-A/OPC clicks the Select button in the Action column of the role and organization in which they will serve as the initiator for the Cardholder appointment.

Step 4



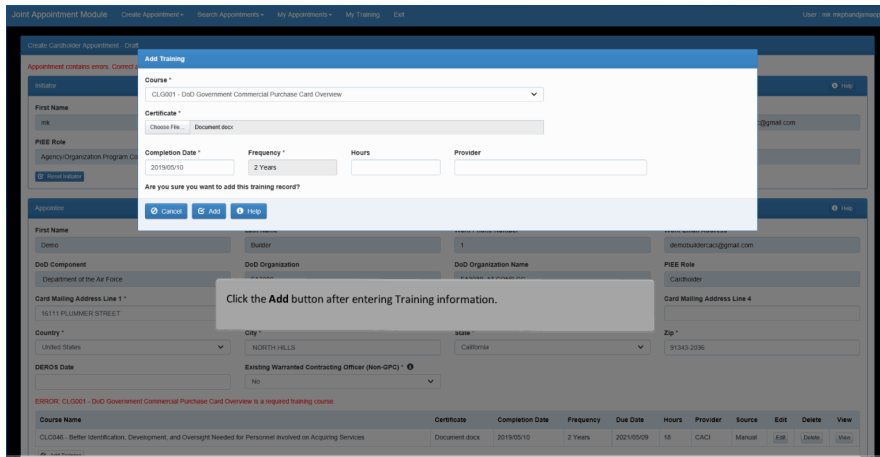
A list of available appointees under the span of control of the selected organization will be displayed. The A/OPC or O-A/OPC clicks the Select button in the Action column for the corresponding appointee.

Step 5



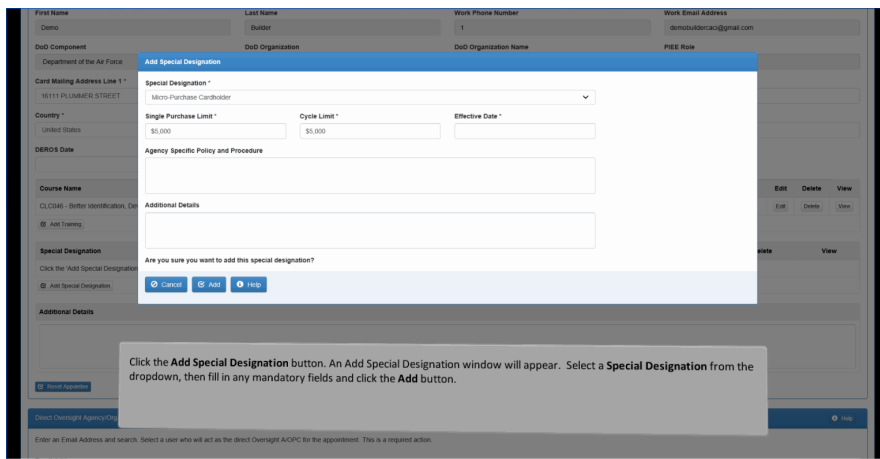
The A/OPC or O-A/OPC will then enter all the required information. Required fields are indicated with an asterisk. To add any relevant training which has been completed, select the Add Training button.

Step 6



Click the Add button after entering Training information.

Step 7



Click the Add Special Designation button. An Add Special Designation window will appear. Select a Special Designation from the dropdown, then fill in any mandatory fields and click the Add button.

Step 8

Additional Details

Enter an Email Address, then click the **Lookup Direct Oversight A/OPC** button. Select a user who will act as the direct Oversight A/OPC for the appointment by clicking the select button in the Action column. This is a required action.

Direct Oversight Agency/Organization Program Coordinator

Enter an Email Address and search. Select a user who will act as the direct Oversight A/OPC for the appointment. This is a required action.

Email Address

Lookup Direct Oversight A/OPC

Item	Name	Email	PIRE Role	DoD Component	DoD Group Name	DoD Organization	DoD Organization Name	Action
1	amaidamsaoapc_rnk	waafuser01+amaidamsaoapc@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	Air Force, Department of the			Select
2	mkpbandjmoapoc_rnk	waafuser01+mkpbandjmoapoc@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	AETC			Select
3	mkpbandjmoapoc_rnk	waafuser01+mkpbandjmoapoc@gmail.com	Oversight Agency/Organization Program Coordinator	Defense Contract Audit Agency	Defense Contract Audit Agency			Select
4	mkpbandjmoapoc_rnk	waafuser01+mkpbandjmoapoc@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	Air Force, Department of the			Select
5	mkpbandjmoapoc1_rnk	waafuser01+mkpbandjmoapoc1@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Navy	Navy, Department of the			Select
6	mkpbandjmoapoc1_rnk	waafuser01+mkpbandjmoapoc1@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	Air Force, Department of the			Select

Showing 1 to 6 of 6 items

Enter an Email Address, then click the Lookup Direct Oversight A/OPC button. Select a user who will act as the direct Oversight A/OPC for the appointment by clicking the select button in the Action column. This is a required action.

Step 9

Special Designation

Special Designation	Single Purchase Limit	Cycle Limit	Effective Date	Edit	Delete	View
Micro-Purchase Cardholder	\$5,000	\$5,000	2019/05/10	Edit	Delete	View

Appointment Supervisor

First Name: [Empty] Last Name: [Empty] Work Phone Number: [Empty] Work Email Address: [Empty]

PIRE Role: Oversight Agency/Organization Program Coordinator DoD Group Name: Air Force, Department of the

Next

After all mandatory information has been entered, click the Next button.

Step 10

Appointee Supervisor

Delegating/Appointing Signatory

INFO: Recommend using the Agency/Organization Program Coordinator role for DoD Organization: SP4500 to initiate the appointment since they have the authority to self approve as DAS.

Please select the individual in your organization that will be approving your appointment and/or delegation of authority. If you do not see the individual who will be approving your appointment and/or delegation of authority click the 'Select External Delegating/Appointing Signatory' button to identify the appropriate Delegating/Appointing Signatory.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIIE Role	Action
1	govtest_mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	waafuser01-mkgovtest@gmail.com	GPC Delegating/Appointing Authority	Select
2	mkgbandandaa_mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	waafuser01-mkgbandandaa@gmail.com	GPC Delegating/Appointing Authority	Select
3	mkgbandandaaopc_mk	Department of the Air Force	S1110000027		9041101234	waafuser01-mkgbandandaaopc@gmail.com	Oversight Agency/Organization Program Coordinator	Select
4	mkgbandandaaopc1_mk	Department of the Air Force	S1110000027		5555555555	waafuser01-mkgbandandaaopc1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
5	Test 5122_mkgband_AOPC1	Department of the Air Force	FA3030	FA3030 1F CONS CC	55555555	mkgamyar@icaci.com	Agency/Organization Program Coordinator	Select

Showing 1 to 5 of 5 Items

Select External Delegating/Appointing Signatory

If the initiator does not have Delegating/Appointing Signatory a Delegating/Appointing Signatory can be selected from the available list.

If the initiator does not have Delegating/Appointing Signatory a Delegating/Appointing Signatory can be selected from the available list.

Step 11

Delegating/Appointing Signatory

INFO: Recommend using the Agency/Organization Program Coordinator role for DoD Organization: SP4500 to initiate the appointment since they have the authority to self approve as DAS.

Please select the individual in your organization that will be approving your appointment and/or delegation of authority. If you do not see the individual who will be approving your appointment and/or delegation of authority click the 'Select External Delegating/Appointing Signatory' button to identify the appropriate Delegating/Appointing Signatory.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIIE Role	Action
1	govtest_mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	waafuser01-mkgovtest@gmail.com	GPC Delegating/Appointing Authority	Select
2	mkgbandandaa_mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	waafuser01-mkgbandandaa@gmail.com	GPC Delegating/Appointing Authority	Select
3	mkgbandandaaopc_mk	Department of the Air Force	S1110000027		9041101234	waafuser01-mkgbandandaaopc@gmail.com	Oversight Agency/Organization Program Coordinator	Select
4	mkgbandandaaopc1_mk	Department of the Air Force	S1110000027		5555555555	waafuser01-mkgbandandaaopc1@gmail.com	Oversight Agency/Organization Program Coordinator	Select
5	Test 5122_mkgband_AOPC1	Department of the Air Force	FA3030	FA3030 1F CONS CC	55555555	mkgamyar@icaci.com	Agency/Organization Program Coordinator	Select

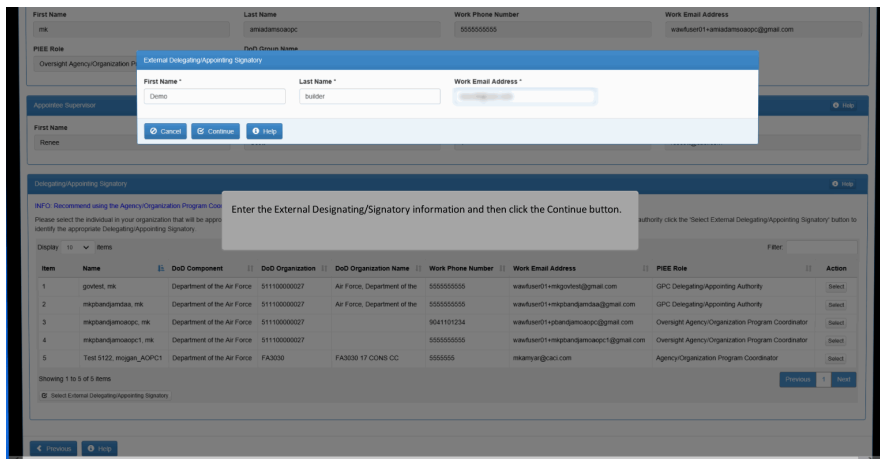
Showing 1 to 5 of 5 Items

Select External Delegating/Appointing Signatory

An External DAS can be entered as well. Click Select External Delegating/Appointing Signatory button.

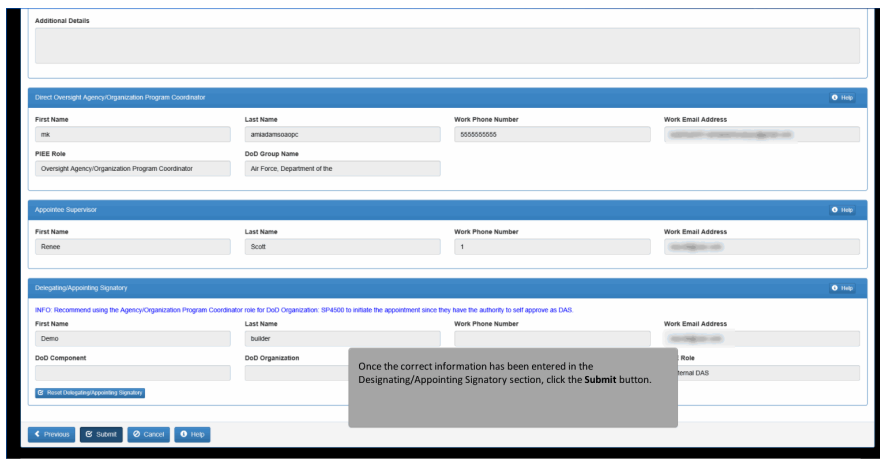
An External DAS can be entered as well. Click Select External Delegating/Appointing Signatory button.

Step 12



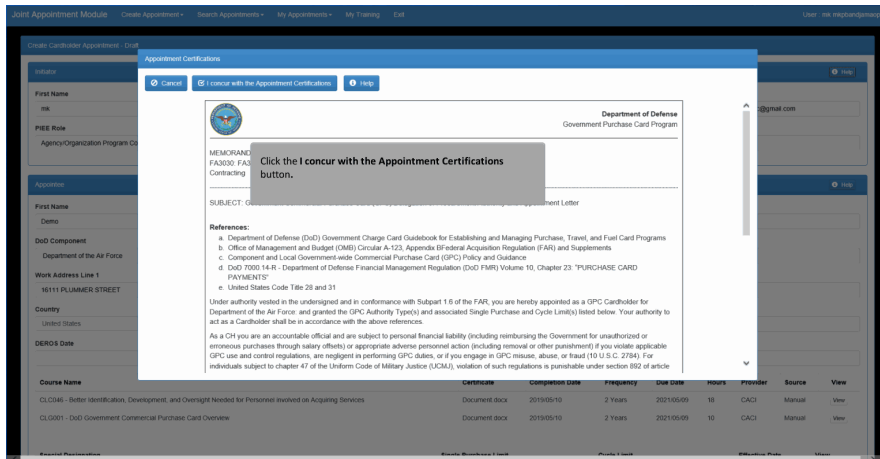
Enter the External Designating/Signatory information and then click the Continue button.

Step 13



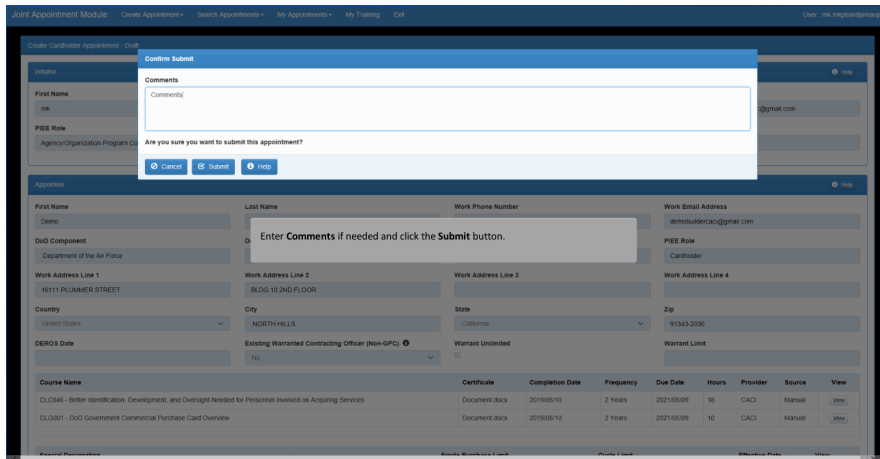
Once the correct information has been entered in the Designating/Appointing Signatory section, click the Submit button.

Step 14



Click the I concur with the Appointment Certifications button.

Step 15



Enter Comments if needed and click the Submit button.

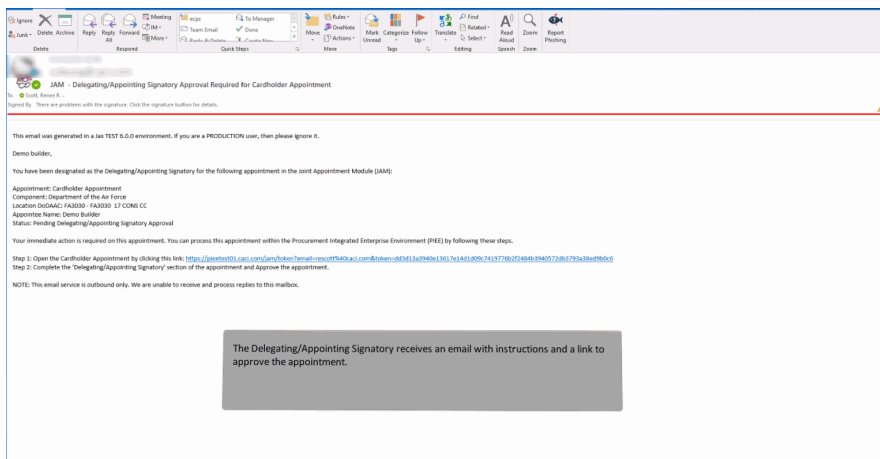


Step 16

The screenshot shows the 'Joint Appointment Module' interface. At the top, it says 'Cardholder Appointment - Pending Delegating/Appointing Signatory Approval'. Below this, there's an 'INFO' section with a message: 'Email notification has been sent to the Delegating/Appointing Signatory'. The interface is divided into two main sections: 'Initiator' and 'Appointee'. The 'Initiator' section includes fields for First Name (rephand@macpc), Last Name, Work Phone Number (5555555555), Work Email Address, PEE Role (Agency/Organization Program Coordinator), DOD Group Name (Air Force, Department of the), DOD Organization (FA3303), and DOD Organization Name (FA3303 380 EMXG GA). The 'Appointee' section includes fields for First Name (Demo), Last Name (Builder), Work Phone Number (1), Work Email Address, DOD Component (Department of the Air Force), DOD Organization (FA3303), DOD Organization Name (FA3303 17 CONG CC), PEE Role (Cardholder), Work Address Line 1 (16111 FLUMMER STREET), Work Address Line 2 (BLDG 10 2ND FLOOR), Work Address Line 3, Work Address Line 4, Country (United States), City (NORTH HILLS), State (California), Zip (91343 2036), DEROIS Date, Existing Warranted Contracting Officer (Non-GPC) (No), and Warrant Unlimited (No). A central grey box contains the text: 'An email notification will be sent to the Delegating/Appointing Signatory to approve the appointment.'

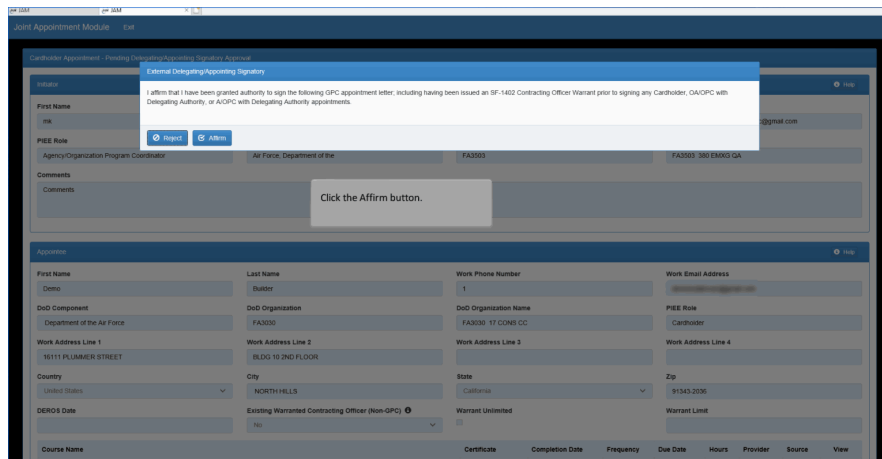
An email notification will be sent to the Delegating/Appointing Signatory to approve the appointment.

Step 17



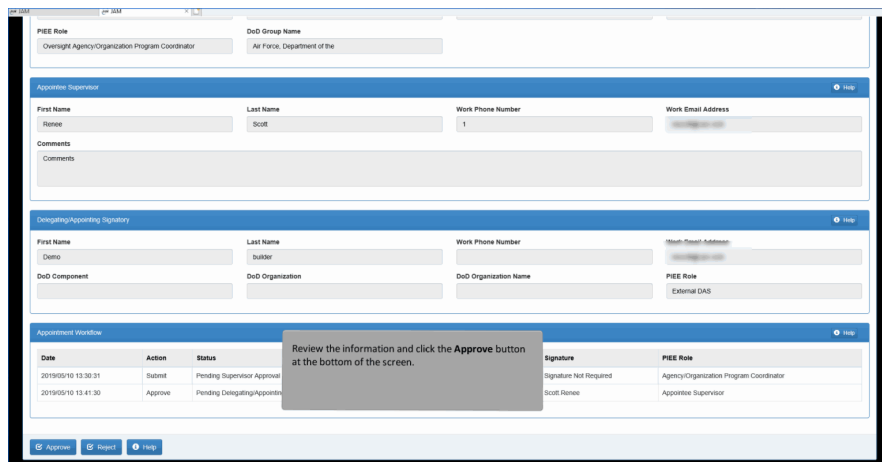
The Delegating/Appointing Signatory receives an email with instructions and a link to approve the appointment.

Step 18



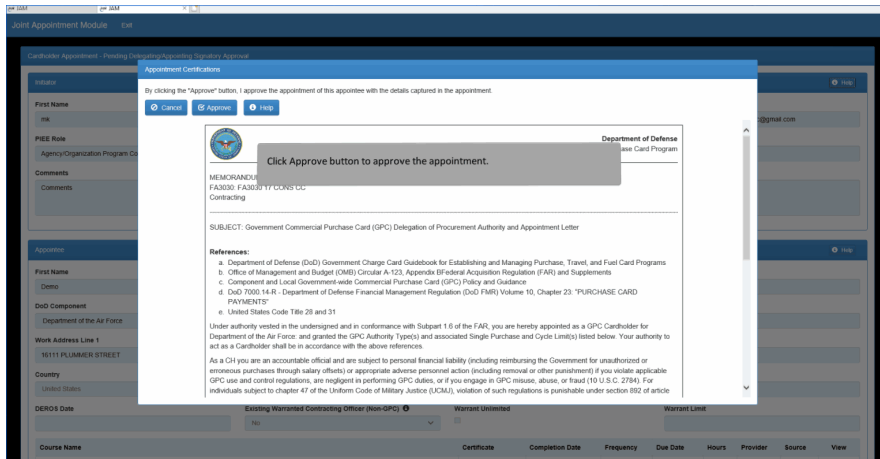
Click the Affirm button.

Step 19



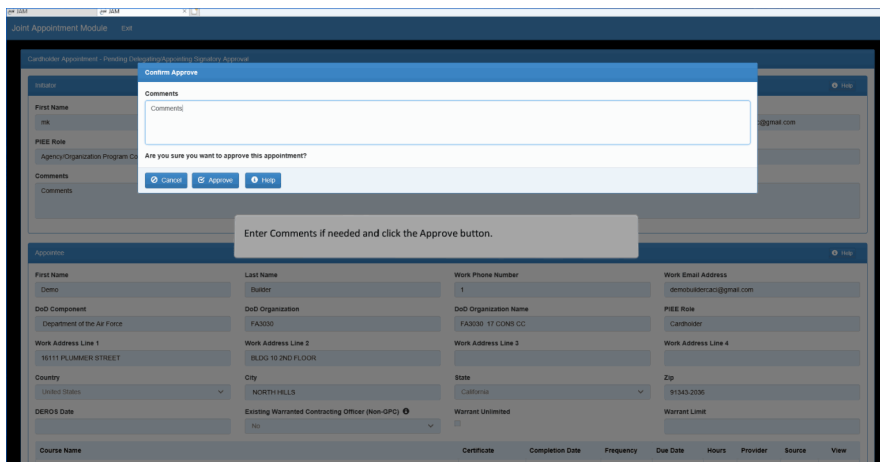
Review the information and click the Approve button at the bottom of the screen.

Step 20



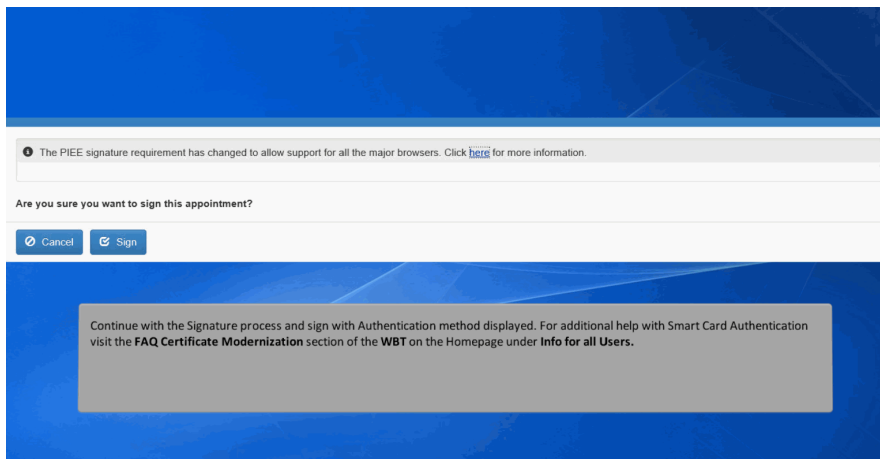
Click Approve button to approve the appointment.

Step 21



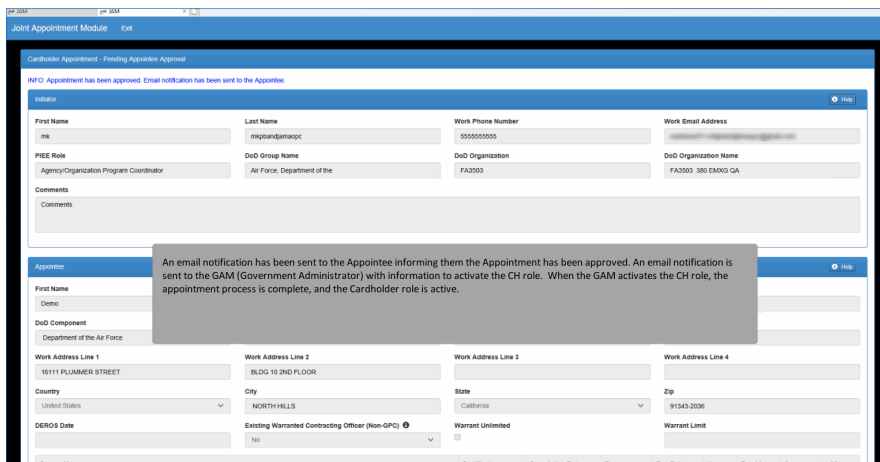
Enter Comments if needed and click the Approve button.

Step 22



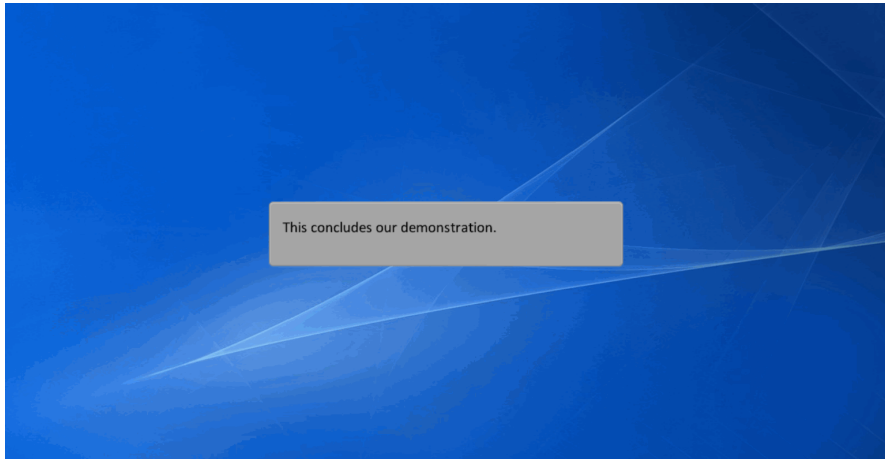
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 23



An email notification has been sent to the Appointee informing them the Appointment has been approved. An email notification is sent to the GAM (Government Administrator) with information to activate the CH role. When the GAM activates the CH role, the appointment process is complete, and the Cardholder role is active.

End



This concludes our demonstration.