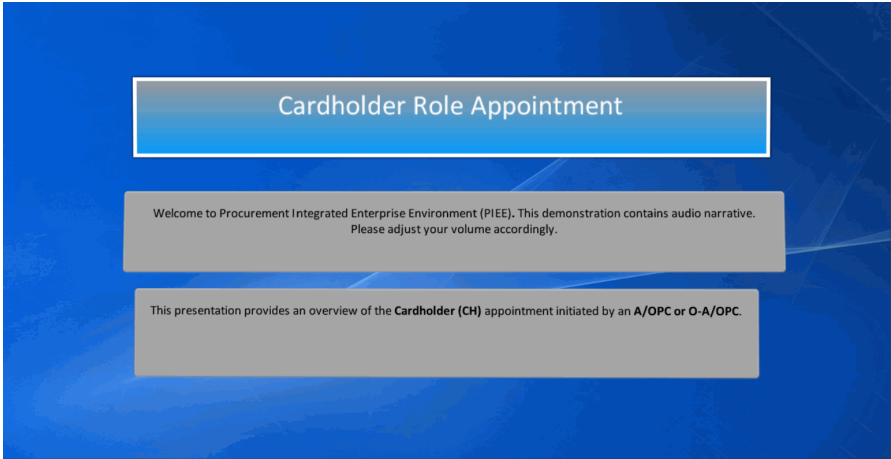
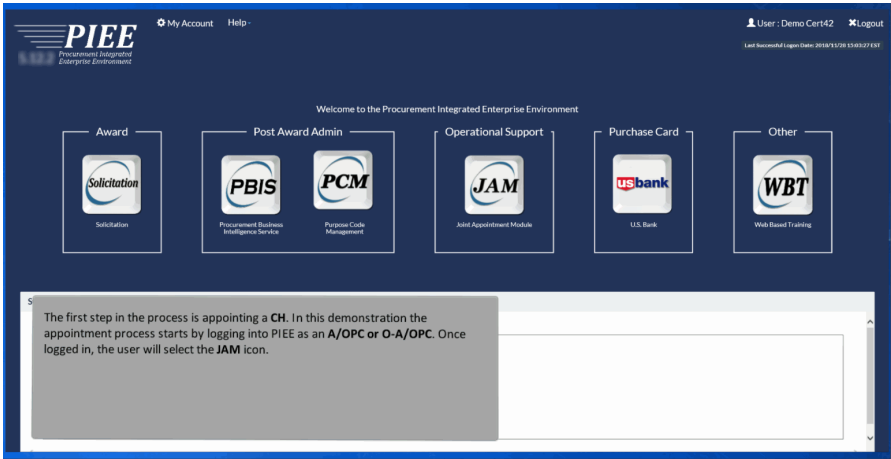


Intro



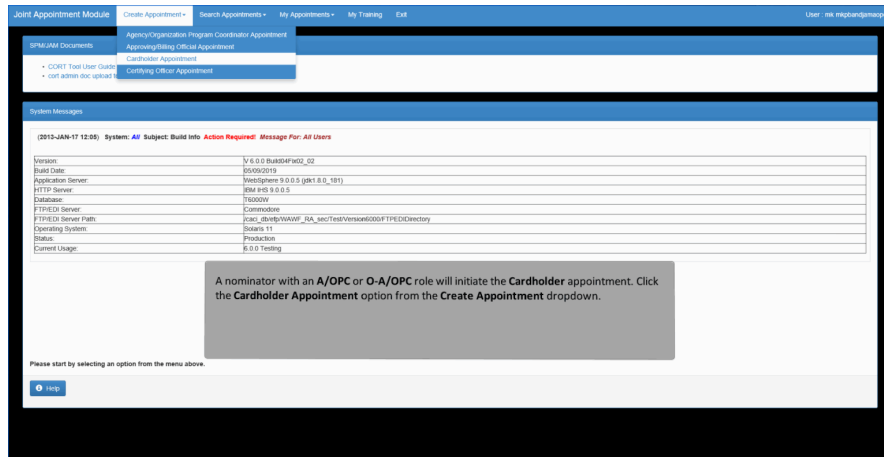
Cardholder Role Appointment
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly. This presentation provides an overview of the Cardholder (CH) appointment initiated by an A/OPC or O-A/OPC.

Step 1



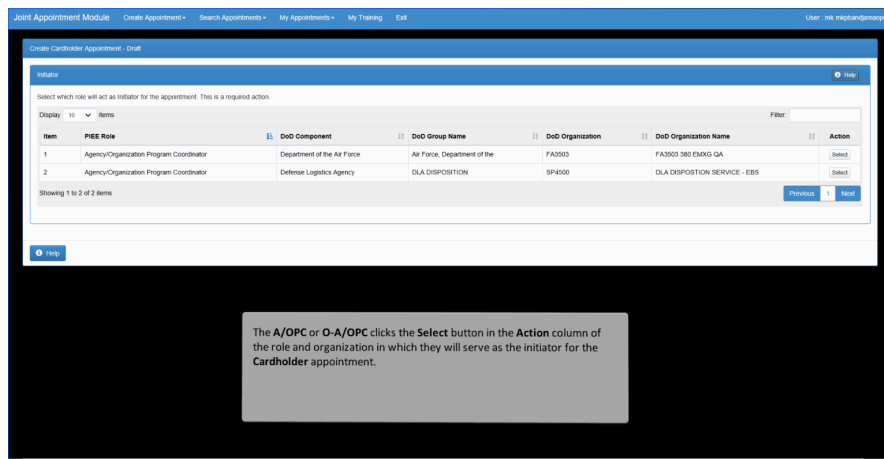
The first step in the process is appointing a CH. In this demonstration the appointment process starts by logging into PIEE as an A/OPC or O-A/OPC. Once logged in, the user will select the JAM icon.

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

Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | My Training | Exit | User: mk.murphy@jamc...

Create Cardholder Appointment - Draft

Initiator

First Name: mk | Last Name: mkpandjanc2 | Work Phone Number: 5555555555 | Work Email Address: wawuser01@mkpandjanc2@gmail.com

PEE Role: Agency/Organization Program Coordinator | DoD Group Name: Air Force, Department of the | DoD Organization: FA3503 | DoD Organization Name: FA3503 380 EMRG GA

Appointee

Select an Appointee. This is a required action.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PEE Role	Action
1	mkpandjanc2, mk	Department of the Air Force	FA3503	FA3503 380 CONNS CC	5555555555	wawuser01@mkpandjanc2@gmail.com	Cardholder	Select
2	mkpandjanc2, mk	Department of the Air Force	FA3525		5555555555	wawuser01@mkpandjanc2@gmail.com	Cardholder	Select
3	mkpandjanc2, mk	Department of the Air Force	FA3606	FA3606 32 CONNS DA LOC	5555555555	wawuser01@mkpandjanc2@gmail.com	Cardholder	Select

Showing 1 to 3 of 3 items

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.

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

Joint Appointment Module | Create Appointment | Search Appointments | My Appointments | My Training | Warns | Exit | User: Stern Admin

Create Cardholder Appointment - Draft

Initiator

First Name: mk | Last Name: mkpandjanc2 | Work Phone Number: 5555555555 | Work Email Address: wawuser01@mkpandjanc2@gmail.com

PEE Role: Agency/Organization Program Coordinator | DoD Group Name: Air Force, Department of the | DoD Organization: FA3503 | DoD Organization Name: FA3503 380 EMRG GA

Appointee

Select an Appointee. This is a required action.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PEE Role	Action
1	mkpandjanc2, mk	Department of the Air Force	FA3503	FA3503 380 CONNS CC	5555555555	wawuser01@mkpandjanc2@gmail.com	Cardholder	Select
2	mkpandjanc2, mk	Department of the Air Force	FA3525		5555555555	wawuser01@mkpandjanc2@gmail.com	Cardholder	Select
3	mkpandjanc2, mk	Department of the Air Force	FA3606	FA3606 32 CONNS DA LOC	5555555555	wawuser01@mkpandjanc2@gmail.com	Cardholder	Select

Showing 1 to 3 of 3 items

The A/OPC or O-A/OPC will then enter all the required information. Required fields are indicated with an asterisk.

First Name: Sherry | Last Name: Coulson | Work Phone Number: 5555555555 | Work Email Address: wawuser01@mkpandjanc2@gmail.com

DoD Component: Department of the Air Force | DoD Organization: FA3503 | DoD Organization Name: FA3503 17 CONNS CC | PEE Role: Cardholder

Card Mailing Address Line 1: 1611 PLUMMER STREET | Card Mailing Address Line 2: | Card Mailing Address Line 3: | Card Mailing Address Line 4: | Country: United States | Zip: 91343-2036 | DEROS Date: | Add Training

To add any relevant training which has been completed, select the Add Training button.

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Edit	Delete	View
CLG001 - DOD Government Commercial Purchase Card Overview	Training 1.pdf	2020/05/28	2 Years	2022/05/28			Manual	[Edit]	[Delete]	[View]
CLG006 - Certifying Officer Legislation Training for Purchase Card Payments	Training 1.pdf	2020/05/28	1 Year	2021/05/28			Manual	[Edit]	[Delete]	[View]

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

The screenshot shows the 'Add Training' modal window in the JAM Cardholder Appointment system. The modal is titled 'Add Training' and contains the following fields:

- Course ***: A dropdown menu with 'CL0001 - DoD Government Commercial Purchase Card Overview' selected.
- Certificate ***: A text input field with 'Document.docx' entered.
- Completion Date ***: A date input field with '2019/05/10' entered.
- Frequency ***: A dropdown menu with '2 Years' selected.
- Hours**: A text input field.
- Provider**: A text input field.

Below the fields, there is a confirmation message: 'Are you sure you want to add this training record?'. At the bottom of the modal are three buttons: 'Cancel', 'Add', and 'Help'.

In the background, the main appointment form is visible, showing fields for 'First Name', 'Last Name', 'PIIE Role', 'Agency/Organization Program', 'Card Mailing Address Line 1', 'Country', 'City', 'State', 'Zip', 'DEROS Date', and 'Existing Warranted Contracting Officer (Non-GPC)'. A red error message is displayed at the bottom: 'ERROR: CL0001 - DoD Government Commercial Purchase Card Overview is a required training course'.

Click the Add button after entering Training information.

Step 7

The screenshot shows the 'Add Special Designation' modal window in the JAM Cardholder Appointment system. The modal is titled 'Add Special Designation' and contains the following fields:

- Special Designation ***: A dropdown menu with 'Micro-Purchase Cardholder' selected.
- Single Purchase Limit ***: A text input field with '\$5,000' entered.
- Cycle Limit ***: A text input field with '\$5,000' entered.
- Effective Date ***: A date input field.

Below the fields, there is a confirmation message: 'Are you sure you want to add this special designation?'. At the bottom of the modal are three buttons: 'Cancel', 'Add', and 'Help'.

In the background, the main appointment form is visible, showing fields for 'First Name', 'Last Name', 'Work Phone Number', 'Work Email Address', 'DoD Component', 'DoD Organization', 'DoD Organization Name', 'PIIE Role', 'Card Mailing Address Line 1', 'Country', 'City', 'State', 'Zip', 'DEROS Date', 'Course Name', 'Additional Details', and 'Special Designation'. A red error message is displayed at the bottom: 'ERROR: Appointment - DoD Government Commercial Purchase Card Overview is a required training course'.

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

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.

Item	Name	Email	PIRE Role	DoD Component	DoD Group Name	DoD Organization	DoD Organization Name	Action
1	amiasdamoapc, mk	wasufuser01+amiasdamoapc@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	Air Force, Department of the			[Select]
2	mkpbandamoapc, mk	wasufuser01+mkpbandamoapc@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	AETC			[Select]
3	mkpbandamoapc, mk	wasufuser01+mkpbandamoapc@gmail.com	Oversight Agency/Organization Program Coordinator	Defense Contract Audit Agency	Defense Contract Audit Agency			[Select]
4	mkpbandamoapc, mk	wasufuser01+mkpbandamoapc@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Air Force	Air Force, Department of the			[Select]
5	mkpbandamoapc1, mk	wasufuser01+mkpbandamoapc1@gmail.com	Oversight Agency/Organization Program Coordinator	Department of the Navy	Navy, Department of the			[Select]
6	mkpbandamoapc1, mk	wasufuser01+mkpbandamoapc1@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

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

First Name	Last Name	Work Phone Number	Work Email Address
mk	amiasdamoapc	5555555555	wasufuser01+amiasdamoapc@gmail.com

Showing 1 to 1 of 1 Items

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

Step 10

mk

amleademoacpc

555555555

amleademoacpc@gmail.com

PIER Role

Overnight Agency/Organization Program Coordinator

DoD Group Name

Air Force, Department of the

Appointee Supervisor

First Name

Last Name

Work Phone Number

Work Email Address

Renee

Scott

1

amleademoacpc@gmail.com

Delegating/Appointing Signatory

INFO: Recommended 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.

Display

10

Items

Filter

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIER Role	Action
1	govtest_mik	Department of the Air Force	511100000027	Air Force, Department of the	5555555555	waafuser01-mikgovtest@gmail.com	GPC Delegating/Appointing Authority	Select
2	mikpandamdas_mik	Department of the Air Force	511100000027	Air Force, Department of the	5555555555	waafuser01-mikpandamdas@gmail.com	GPC Delegating/Appointing Authority	Select
3	mikpandamdasacpc_mik	Department of the Air Force	511100000027		904101234	waafuser01-mikpandamdasacpc@gmail.com	Overnight Agency/Organization Program Coordinator	Select
4	mikpandamdasacpc1_mik	Department of the Air Force	511100000027		5555555555	waafuser01-mikpandamdasacpc1@gmail.com	Overnight Agency/Organization Program Coordinator	Select
5	Test 5122_migden_ACPC1	Department of the Air Force	FA3030	FA3030 17 CONS CC	5555555	mikamyar@usac.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.

Previous1Next

4 Previous

Help

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

Step 11

mk

amleademoacpc

555555555

amleademoacpc@gmail.com

PIER Role

Overnight Agency/Organization Program Coordinator

DoD Group Name

Air Force, Department of the

Appointee Supervisor

First Name

Last Name

Work Phone Number

Work Email Address

Renee

Scott

1

amleademoacpc@gmail.com

Delegating/Appointing Signatory

INFO: Recommended 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.

Display

10

Items

Filter

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIER Role	Action
1	govtest_mik	Department of the Air Force	511100000027	Air Force, Department of the	5555555555	waafuser01-mikgovtest@gmail.com	GPC Delegating/Appointing Authority	Select
2	mikpandamdas_mik	Department of the Air Force	511100000027	Air Force, Department of the	5555555555	waafuser01-mikpandamdas@gmail.com	GPC Delegating/Appointing Authority	Select
3	mikpandamdasacpc_mik	Department of the Air Force	511100000027		904101234	waafuser01-mikpandamdasacpc@gmail.com	Overnight Agency/Organization Program Coordinator	Select
4	mikpandamdasacpc1_mik	Department of the Air Force	511100000027		5555555555	waafuser01-mikpandamdasacpc1@gmail.com	Overnight Agency/Organization Program Coordinator	Select
5	Test 5122_migden_ACPC1	Department of the Air Force	FA3030	FA3030 17 CONS CC	5555555	mikamyar@usac.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.

Previous1Next

4 Previous

Help

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

Step 12

First Name: mk, Last Name: amadamsawpc, Work Phone Number: 5555555555, Work Email Address: awaUser01-amadamsawpc@gmail.com

PIE Role: Oversight Agency/Organization

DoD Group Name: FA3030

Appointing Supervisor: Retiree

External Designating/Appointing Signatory

First Name: Demo, Last Name: builder, Work Email Address: [redacted]

Buttons: Cancel, Continue, Help

Designating/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 appointing the appropriate Designating/Appointing Signatory.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIE Role	Action
1	grodnet, mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	awaUser01-vitgrodnet@gmail.com	GPC Designating/Appointing Authority	Select
2	mkpandamawpc, mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	awaUser01-vitgrodnet@gmail.com	GPC Designating/Appointing Authority	Select
3	mkpandamawpc1, mk	Department of the Air Force	S1110000027	FA3030 17 CONB CC	5555555555	awaUser01-vitgrodnet@gmail.com	Oversight Agency/Organization Program Coordinator	Select
4	mkpandamawpc1, mk	Department of the Air Force	S1110000027	FA3030 17 CONB CC	5555555555	awaUser01-vitgrodnet@gmail.com	Oversight Agency/Organization Program Coordinator	Select
5	Test 5122, morgan_AOPC1	Department of the Air Force	FA3030	FA3030 17 CONB CC	5555555555	reanyar@craci.com	Agency/Organization Program Coordinator	Select

Showing 1 to 5 of 5 Items

Select External Designating/Appointing Signatory

Buttons: Previous, Next, Help

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

Step 13

Additional Details

Direct Oversight Agency/Organization Program Coordinator

First Name: mk, Last Name: amadamsawpc, Work Phone Number: 5555555555, Work Email Address: awaUser01-amadamsawpc@gmail.com

PIE Role: Oversight Agency/Organization Program Coordinator

DoD Group Name: Air Force, Department of the

Appointing Supervisor: Retiree

First Name: Retiree, Last Name: Scott, Work Email Address: [redacted]

Designating/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 appointing the appropriate Designating/Appointing Signatory.

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIE Role	Action
1	grodnet, mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	awaUser01-vitgrodnet@gmail.com	GPC Designating/Appointing Authority	Select
2	mkpandamawpc, mk	Department of the Air Force	S1110000027	Air Force, Department of the	5555555555	awaUser01-vitgrodnet@gmail.com	GPC Designating/Appointing Authority	Select
3	mkpandamawpc1, mk	Department of the Air Force	S1110000027	FA3030 17 CONB CC	5555555555	awaUser01-vitgrodnet@gmail.com	Oversight Agency/Organization Program Coordinator	Select
4	mkpandamawpc1, mk	Department of the Air Force	S1110000027	FA3030 17 CONB CC	5555555555	awaUser01-vitgrodnet@gmail.com	Oversight Agency/Organization Program Coordinator	Select
5	Test 5122, morgan_AOPC1	Department of the Air Force	FA3030	FA3030 17 CONB CC	5555555555	reanyar@craci.com	Agency/Organization Program Coordinator	Select

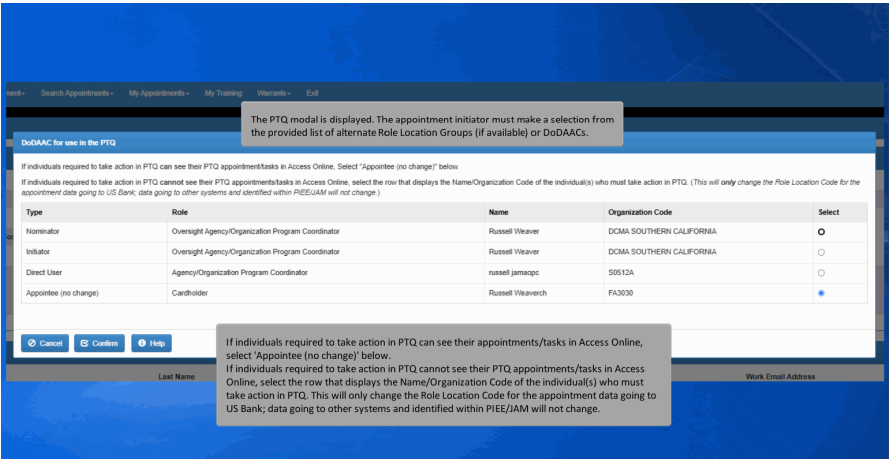
Showing 1 to 5 of 5 Items

Select External Designating/Appointing Signatory

Buttons: Previous, Submit, Cancel, Help

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

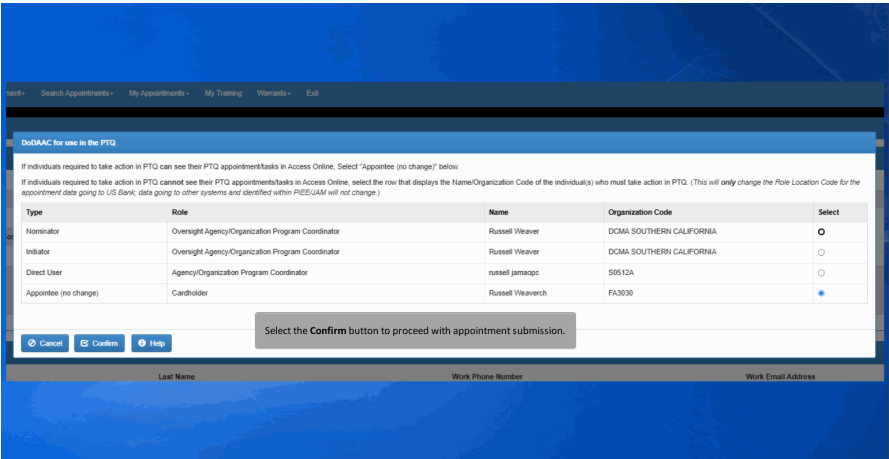
Step 14



The PTQ modal is displayed. The appointment initiator must make a selection from the provided list of alternate Role Location Groups (if available) or DoDAACs. If individuals required to take action in PTQ can see their appointments/tasks in Access Online, select 'Appointee (no change)' below.

If individuals required to take action in PTQ cannot see their PTQ appointments/tasks in Access Online, select the row that displays the Name/Organization Code of the individual(s) who must take action in PTQ. This will only change the Role Location Code for the appointment data going to US Bank; data going to other systems and identified within PEE/JAM will not change.

Step 15



Select the Confirm button to proceed with appointment submission.

Step 16

Appointment Certifications

Click the I concur with the Appointment Certifications button.

Department of Defense
Government Purchase Card Program

MEMORANDUM FOR: [Redacted]
SUBJECT: [Redacted] Appointment Letter

References:

- a. Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- b. Office of Management and Budget (OMB) Circular A-123, Appendix (Federal Acquisition Regulation (FAR) and Supplements
- c. Component and Local Government-wide Commercial Purchase Card (GPC) Policy and Guidance
- d. DOD 7000.14-R, Department of Defense Financial Management Regulation (DOD FMR) Volume 10, Chapter 23, "PURCHASE CARD PAYMENTS"
- e. United States Code Title 28 and 31

Under authority vested in the undersigned and in conformance with Subpart 1.6 of the FAR, you are hereby appointed as a GPC Cardholder for Department of the Air Force and granted the GPC Authority Type(s) and associated Single Purchase and Cycle Limit(s) listed below. Your authority to act as a Cardholder shall be in accordance with the above references.

As a CH you are an accountable official and are subject to personal financial liability (including reimbursing the Government for unauthorized or erroneous purchases through salary offset) or appropriate adverse personnel action (including removal or other punishment) if you violate applicable GPC use and control regulations, are negligent in performing GPC duties, or if you engage in GPC misuse, abuse, or fraud (10 U.S.C. 2784). For individuals subject to chapter 47 of the Uniform Code of Military Justice (UCMJ), violation of such regulations is punishable under section 952 of article

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CL046 - Better Identification, Development, and Oversight Needed for Personnel Involved in Acquiring Services	Document.docx	2019/05/10	2 Years	2021/05/09	18	CACI	Manual	View
CL0001 - DOD Government Commercial Purchase Card Overview	Document.docx	2019/05/10	2 Years	2021/05/09	18	CACI	Manual	View

Click the I concur with the Appointment Certifications button.

Step 17

Confirm Submit

Comments

Are you sure you want to submit this appointment?

Cancel Submit Help

Enter Comments if needed and click the Submit button.

Details Cardholder Appointment

First Name: Demo
Last Name: Butler
Work Phone Number: 1
Work Email Address: demobutler@jam.com

PEE Role: Cardholder

DOD Component: Department of the Air Force
DOD Organization: FA3030
DOD Organization Name: FA3030 - IT CONG CC

Work Address Line 1: 1611 PLUMMER STREET
Country: United States
DERO Date: NORTH HILLS
Existing Warranted Contracting Officer (Non-GPC): California
Warrant Unlimited: 11343-2036
Warrant Limit: 11343-2036

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
CL046 - Better Identification, Development, and Oversight Needed for Personnel Involved in Acquiring Services	Document.docx	2019/05/10	2 Years	2021/05/09	18	CACI	Manual	View
CL0001 - DOD Government Commercial Purchase Card Overview	Document.docx	2019/05/10	2 Years	2021/05/09	18	CACI	Manual	View

Enter Comments if needed and click the Submit button.

Step 18

The screenshot shows the 'Joint Appointment Module' interface. The 'Delegating/Appointing Signatory' section is highlighted. It contains fields for First Name, Last Name, Work Phone Number, and Work Email Address. Below these are fields for PEE Role, DOD Group Name, DOD Organization, and DOD Organization Name. A comment box at the bottom of this section states: '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. In the event the PEE user profile is updated, the appointment will automatically be updated with the new administrative information and a new XML will be generated and signed.

Step 19

The screenshot shows an email interface with a toolbar at the top. The email body contains the following text:

Subject: JAM - Delegating/Appointing Signatory Approval Required for Cardholder Appointment

Signed By: There are problems with the signature. Click the signature button for details.

This email was generated in a Jax TEST 5.0.0 environment. If you are a PRODUCTION user, then please ignore it.

Demo builder.

You have been designated as the Delegating/Appointing Signatory for the following appointment in the Joint Appointment Module (JAM):

Appointment: Cardholder Appointment
Component: Department of the Air Force
Location: DODAAC: FA3030 - FA3030 17 CONG CC
Appointee Name: Demo Builder
Status: Pending Delegating/Appointing Signatory 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 Cardholder Appointment by clicking this link: <https://jambuilder1.caci.com/jambuilder?email=recipient@demo-builder.com&token=6054613a3940613617614d1809c74197768c3748463949577d917913a38e0960c5>

Step 2: Complete the 'Delegating/Appointing Signatory' section of the appointment and Approve the appointment.

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

A grey box at the bottom of the email content states: 'The Delegating/Appointing Signatory receives an email with instructions and a link to approve the appointment.'

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

Step 20

Cardholder Appointment - Pending Delegating/Signatory Approval

First Name: mk

PIEE Role: Agency/Organization Program Coordinator

Agency/Organization Program Coordinator: Air Force, Department of the

FA3000

FA3000 380 EMRG GA

Comments

Click the Affirm button.

Appointee

First Name: Demo

Last Name: Builder

Work Phone Number: 1

Work Email Address: demo@demo.com

DoD Component: Department of the Air Force

DoD Organization: FA3000

DoD Organization Name: FA3000 1T CONE CC

PIEE Role: Cardholder

Work Address Line 1: 16111 PLUMMER 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

DEROS Date:

Existing Warranted Contracting Officer (Non-GPC): No

Warrant Unlimited: Yes

Warrant Limit:

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	View
-------------	-------------	-----------------	-----------	----------	-------	----------	--------	------

Click the Affirm button.

Step 21

PIEE Role: Oversight Agency/Organization Program Coordinator

DoD Group Name: Air Force, Department of the

Appointee Supervisor

First Name: Renee

Last Name: Scott

Work Phone Number: 1

Work Email Address: renee@demo.com

Comments

Delegating/Signatory

First Name: Demo

Last Name: Builder

Work Phone Number: 1

Work Email Address: demo@demo.com

DoD Component: Department of the Air Force

DoD Organization: FA3000

DoD Organization Name: FA3000 1T CONE CC

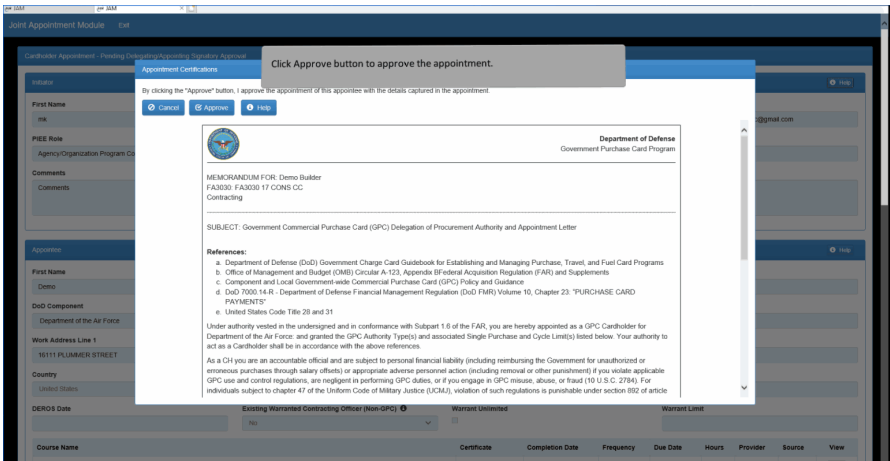
PIEE Role: External DAS

Appointment Workflow

Date	Action	Status	Name	Signature	PIEE Role
2019/05/10 13:30:31	Submit	Pending Supervisor Approval	mk.mkgbandana@jamcpc	Signature Not Required	Agency/Organization Program Coordinator
2019/05/10 13:41:30	Approve	Pending Delegating/Signatory Approval	Renee Scott	Scott Renee	Appointee Supervisor

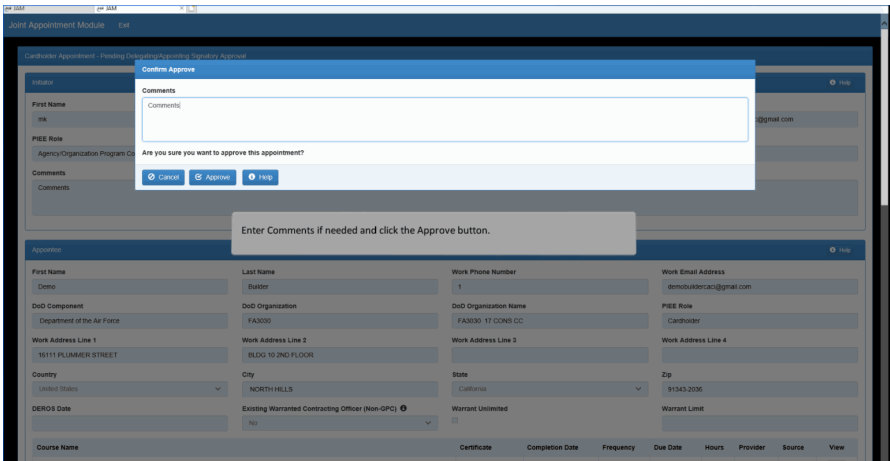
Review the information and click the Approve button at the bottom of the screen.

Step 22



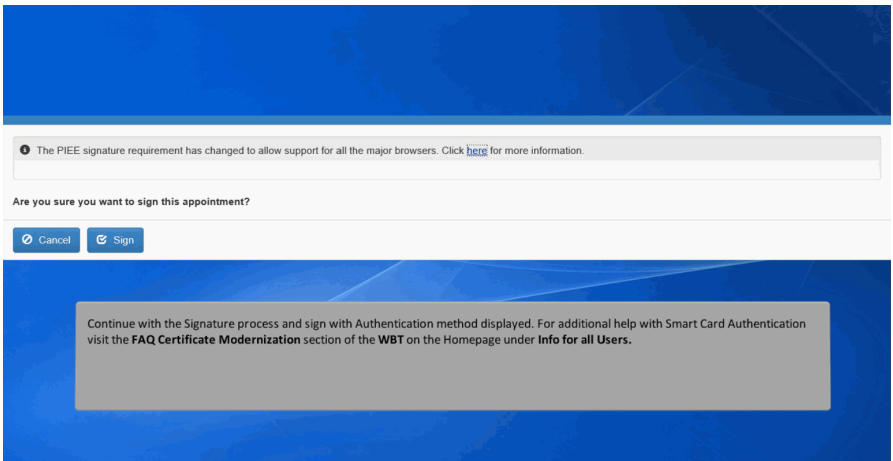
Click Approve button to approve the appointment.

Step 23



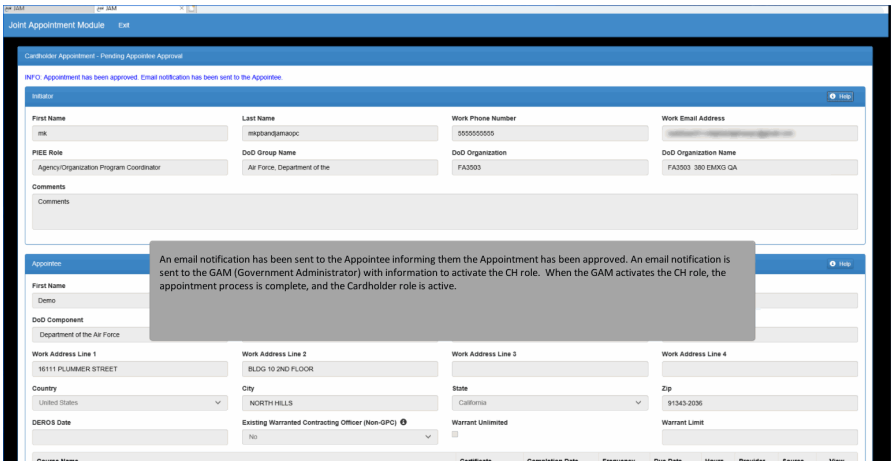
Enter Comments if needed and click the Approve button.

Step 24



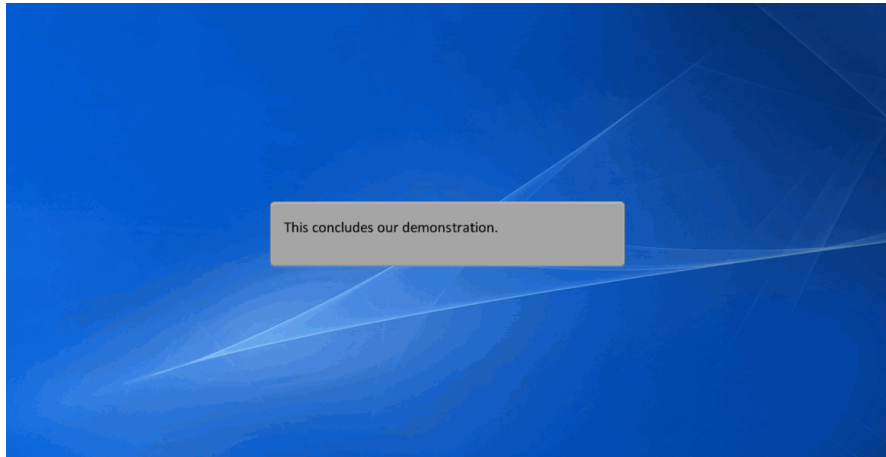
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 25



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.