

# ABO/CO Appointment Process

PIEE Homepage

Help/Training

JAM Module

ABO/CO Appointment

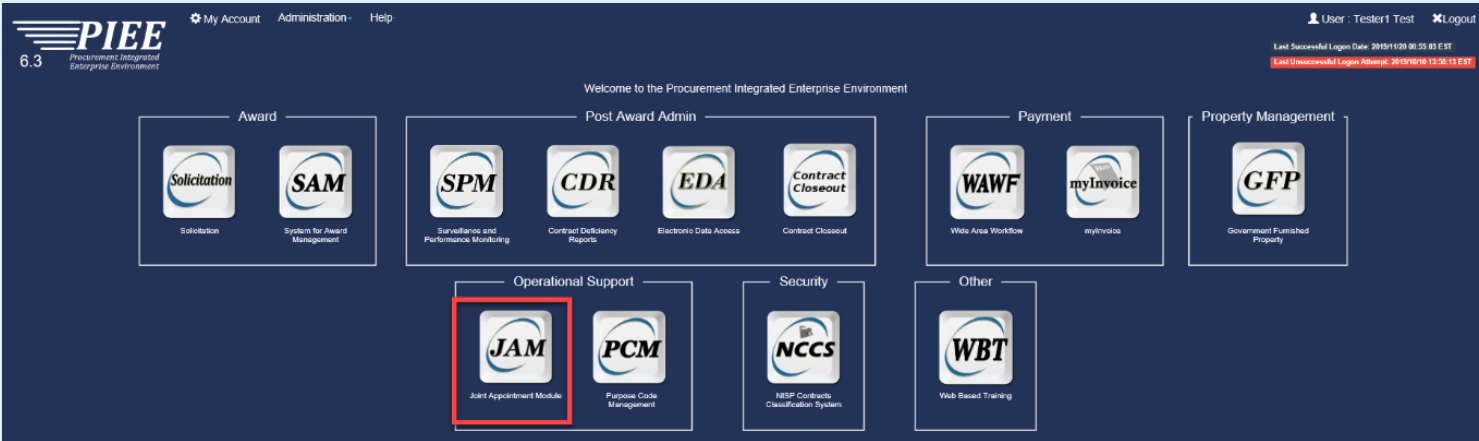
After a Supervisor has completed the Nominee's application process, an email notification is sent to the Nominee and Nominator informing them that they can now initiate the ABO/CO Appointment process.

<p><b>Jam Roles</b> Roles required for the ABO/CO Appointment Process</p>	<p>The Nominator (A/OPC or OA/OPC) and anyone in the span of control of the both the Nominator and the Nominee can start the appointment</p>
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<p><b>Navigation</b></p>	<p>PIEE Portal &gt; Login as Nominator &gt; JAM &gt; Both ABO and Certifying Officer Appointments</p>
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The Nominator will need to create the ABO/CO Combo appointment for the appointee at this time. Log into PIEE as the Nominator to continue the Appointment process.

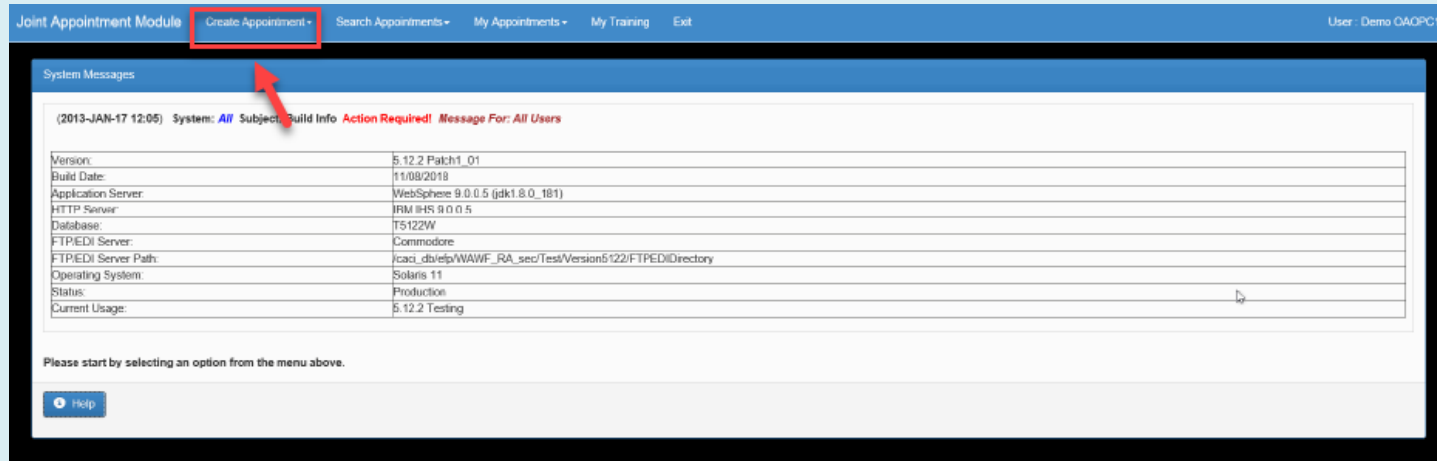
**Appointment**



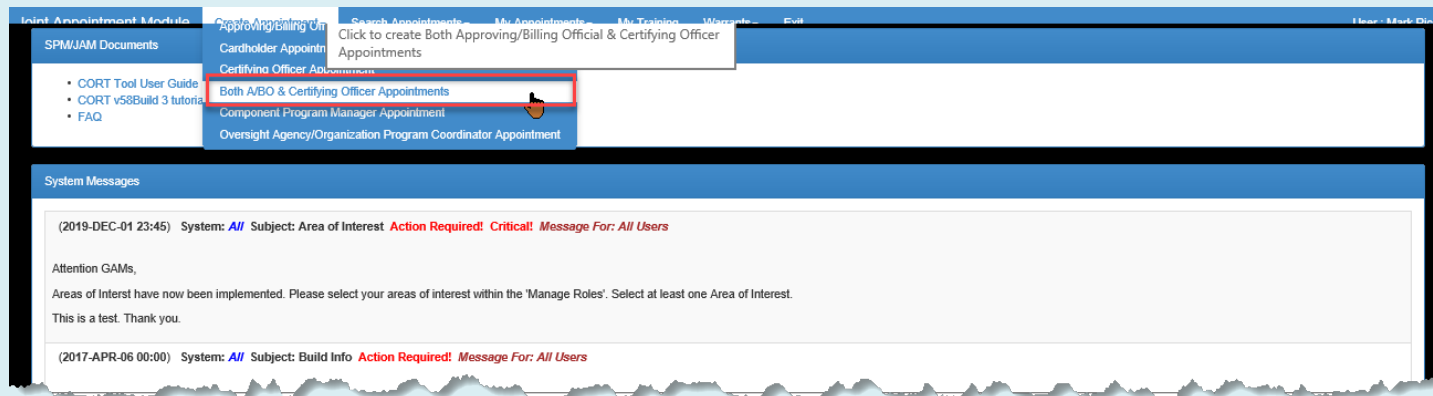
The screenshot shows the PIEE 6.3 dashboard with the following categories and modules:

- Award:** Solicitation, SAM (System for Award Management)
- Post Award Admin:** SPM (Surveillance and Performance Monitoring), CDR (Contract Deficiency Reports), EDA (Electronic Data Access), Contract Closeout
- Payment:** WAWF (Wide Area Workflow), myInvoice
- Property Management:** GFP (Government Furnished Property)
- Operational Support:** JAM (Joint Appointment Module - highlighted with a red box), PCM (Purpose Code Management)
- Security:** NCCS (NSP Contracts Classification System)
- Other:** WBT (Web Based Training)

JAM is now displayed. Click the Create Appointment dropdown to expand it.



Once the dropdown is expanded, select the 'Both ABO & Certifying Officer Appointments'



A list of Appointees will be displayed. Select the appropriate Appointee. Click the Select button to create the Appointment.

Joint Appointment Module Create Appointment Search Appointments My Appointments My Training Warrants Exit User: Mark R

Create Approving/Billing Official & Certifying Officer Appointments - Draft

Initiator

First Name: Mark Last Name: Rice Work Phone Number: 9045967054 Work Email Address: dmcgarva@gmail.com

PIEE Role: Oversight Agency/Organization Program Coordinator DoD Group Name: Navy, Department of the

Appointee

Select an Appointee. This is a required action.

Display 10 items Filter:

Item	Name	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Anderson, Sam	Department of the Navy	N50054	MID ATLANTIC REG MAINT CTR	1111111111	midnightsky097+turgcaboco4@gmail.com	Approving/Billing Official & Certifying Officer	Select
2	Anderson, Sam	Department of the Army	W912NR	W7NB USPFO ACTIVITY LA ARNG	1111111111	midnightsky097+turgcaboco4@gmail.com	Approving/Billing Official & Certifying Officer	Select
3	Bryd, Dan	Department of the Navy	N50054	MID ATLANTIC REG MAINT CTR	5555555555	midnightsky097+turvavflpo@gmail.com	Approving/Billing Official & Certifying Officer	Select
4	Knight, Rocco	Department of the Navy	N50054	MID ATLANTIC REG MAINT CTR	9999999999	midnightsky097+turgcaboco2@gmail.com	Approving/Billing Official & Certifying Officer	Select

Showing 1 to 4 of 4 items Previous 1 Next

The ABO & CO Appointment page will be displayed as a draft. Verify the information. If the wrong Appointee was accidentally selected – the nominator can select the '**Reset Appointee**' button.

## Appointee Reset

Joint Appointment Module Create Appointment Search Appointments My Appointments My Training Warrants Exit User: Susan Rice

Create Approving/Billing Official & Certifying Officer Appointments - Draft

Initiator

First Name: Susan Last Name: Rice Work Phone Number: 8888888888 Work Email Address: eragovt017+jamoapoc@gmail.com

PIEE Role: Oversight Agency/Organization Program Coordinator DoD Group Name: Defense Contract Management Agency

Appointee

First Name: Taylor Last Name: Alcme Work Phone Number: 55555555555555555555 Work Email Address: eragovt018+LAOPC2@gmail.com

DoD Component: Defense Contract Management Agency DoD Organization: S0512A DoD Organization Name: DCMA LOS ANGELES PIEE Roles: Approving/Billing Official & Certifying Officer

Procurement DoDAAC \* S0504A

Course Name	Certificate	Completion Date	Frequency	Due Date	Hours	Provider	Source	Archive	View
CLG006 - Certifying Officer Legislation Training for Purchase Card Payments	Training 1.pdf	2020/07/01	1 Year	2021/07/01			Manual	Archive	View
CLG001 - DoD Government Commercial Purchase Card Overview	Training 1.pdf	2020/06/05	2 Years	2022/06/05			Manual	Archive	View

Add Training Show All Training

Reset Appointee

Direct Agency/Organization Program Coordinator for Approving/Billing Official Appointment

Scroll down the page to the DD 577 Appointing Authority for Certifying Officer Appointment.

The Nominator can select Primary and Alternate **Delegating/ Appointment Signatory** (DAS) from the list provided or click the 'Select External Appointing Authority' button to add an external DAS,

DD 577 Appointing Authority for Certifying Officer Appointment

Please select the individual(s) (primary and alternate Delegating/Appointing Signatories (DASs)) who are authorized to approve this appointment / delegation of authority. You must identify at least one DAS. The first person you identify will be the primary DAS. If the desired primary DAS is not listed below, click the "Select External Delegating/Appointing Signatory" button to identify the appropriate primary DAS by entering his/her email address. You may then select up to two additional individuals from the list below to serve as alternate DASs. Click the "Complete Delegating/Appointing Signatory Selection(s)" when finished.

Display 10 items Filter:

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	Richards, Carol	Department of the Navy	Navy, Department of the	9999999999	midnightsky097+turjamdd577aa@gmail.com	DD577 Appointing Authority	Select
2	trolle, max	Department of the Navy	Navy, Department of the	1	maxxocai458759+DD577-AA@gmail.com	DD577 Appointing Authority	Select
3	Widenhofer, Carl	Department of the Navy	Navy, Department of the	6666666666	midnightsky097+turgpoultimate@gmail.com	DD577 Appointing Authority	Select

Showing 1 to 3 of 3 items

Select External Appointing Authority

Designated DD 577 Appointing Authority

Designation	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
Primary							

Complete Delegating/Appointing Signatory Selection(s)

## Select DAS

Nominator can edit DAS with the ability to delete DAS or switch DAS from Alternate to Primary.

DD 577 Appointing Authority for Certifying Officer Appointment

Please select the individual(s) (primary and alternate Delegating/Appointing Signatories (DASs)) who are authorized to approve this appointment / delegation of authority. You must identify at least one DAS. The first person you identify will be the primary DAS. If the desired primary DAS is not listed below, click the "Select External Delegating/Appointing Signatory" button to identify the appropriate primary DAS by entering his/her email address. You may then select up to two additional individuals from the list below to serve as alternate DASs. Click the "Complete Delegating/Appointing Signatory Selection(s)" when finished.

Display 10 items Filter:

Item	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
1	trolle, max	Department of the Navy	Navy, Department of the	1	maxxocai458759+DD577-AA@gmail.com	DD577 Appointing Authority	Select

Showing 1 to 1 of 1 items

Designated DD 577 Appointing Authority

Designation	Name	DoD Component	DoD Group Name	Work Phone Number	Work Email Address	PIEE Role	Action
Primary	Richards, Carol	Department of the Navy	Navy, Department of the	9999999999	midnightsky097+turjamdd577aa@gmail.com	DD577 Appointing Authority	Delete
Alternate	Widenhofer, Carl	Department of the Navy	Navy, Department of the	6666666666	midnightsky097+turgpoultimate@gmail.com	DD577 Appointing Authority	Delete Mark as Primary

Complete Delegating/Appointing Signatory Selection(s)

Enter an External Appointment Authority information and select the **Continue** button.

Delegating/Appointing Signatory for Approving/Billing Official Appointment

External Appointing Authority

First Name \* John  
Last Name \* Doe  
Work Email Address \* johndoe@gmail.com

DoD Component Department of the Navy

Additional Details

Cancel Continue Help

After verifying the information on the page, click the **Submit** button

**Submit Appointment**

DD 577 Appointing Authority for Certifying Officer Appointment

First Name Carol  
Last Name Richards  
Work Phone Number 999999999  
Work Email Address midnightsky097+turjamd577aa@gmail.com

DoD Component Department of the Navy  
DoD Group Name Navy, Department of the  
PIEE Role DD577 Appointing Authority

Reset Appointing Authority

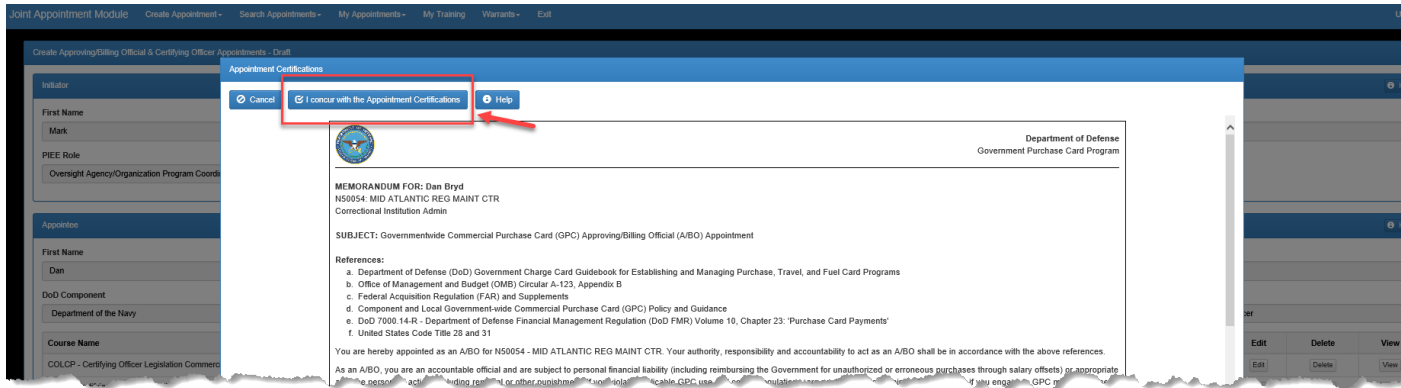
Appointee Supervisor

First Name Emma  
Last Name Hook  
Work Phone Number 55555555555555555555555555555555  
Work Email Address midnightsky097+sup@gmail.com

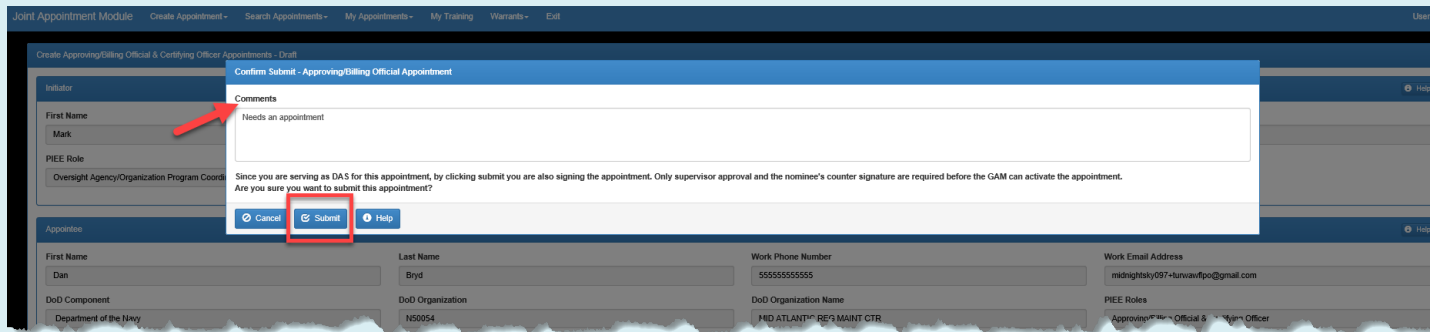
Submit Cancel

Select the 'I concur with the Appointment Certification' button.

## Appointment Certification

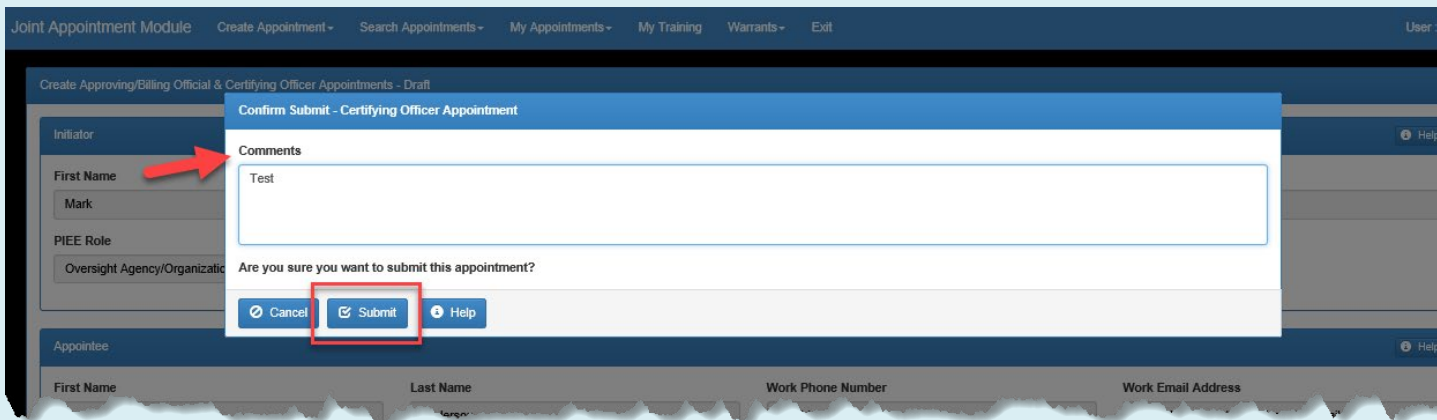


Comments can be entered for the ABO portion of the appointment. After comments are entered, click the **Submit** button.




## Comments

Then comment can be entered for the CO portion of the appointment. After comments are entered, click the **Submit** button.



## Sign the Appointment

### Sign Approving/Billing Official Appointment

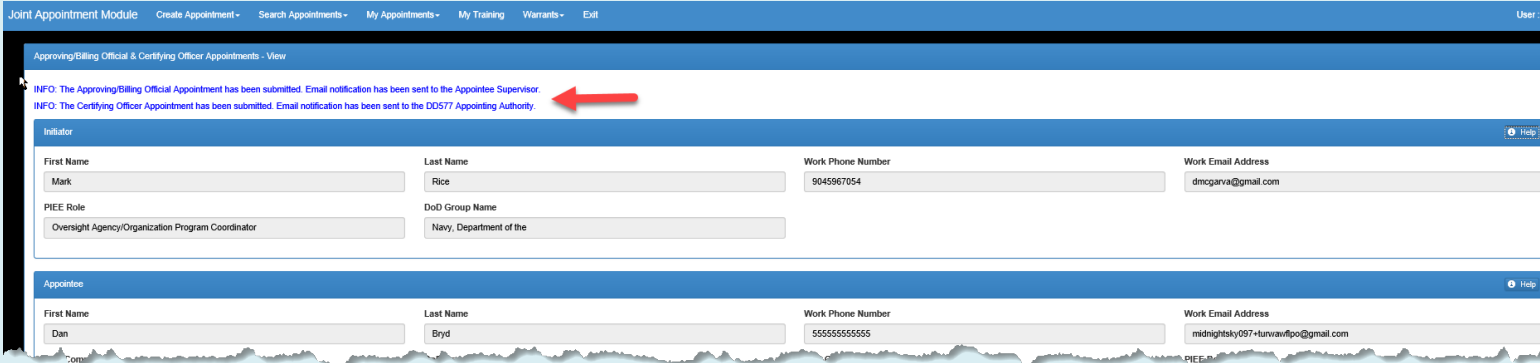
 The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

Are you sure you want to sign this appointment?

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. The CO Appointment email notification will be sent to the Delegating/Appointing Signatory for approval and the ABO Appointment email notification will go to the Supervisor for approval.

### Success



Joint Appointment Module   Create Appointment -   Search Appointments -   My Appointments -   My Training   Warrants -   Exit   User

Approving/Billing Official & Certifying Officer Appointments - View

INFO: The Approving/Billing Official Appointment has been submitted. Email notification has been sent to the Appointee Supervisor.  
INFO: The Certifying Officer Appointment has been submitted. Email notification has been sent to the DD577 Appointing Authority. 

Initiator

First Name	Last Name	Work Phone Number	Work Email Address
Mark	Rice	9045967054	dmcgava@gmail.com
PIEE Role	DoD Group Name		
Oversight Agency/Organization Program Coordinator	Navy, Department of the		

Appointee

First Name	Last Name	Work Phone Number	Work Email Address
Dan	Bryd	55555555555	midnightsky097-turvaawfpo@gmail.com

Both Appointments from this point will act independently.