

A/BO / CO Appointment Process

Training Document

PIEE Homepage

JAM Module

A/BO / CO Appointment

Table of Contents

JAM Roles 1

Navigation 1

Appointment Creation 1

Appointee Reset 3

Select DAS 3

Submit Appointment 5

DoDAAC for use in the PTQ 5

Appointment Certification 6

Comments 7

Sign Approving/Billing Official Appointment 7

Success 8

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 Approving/Billing Official (A/BO) / Certifying Officer (CO) Appointment process.

JAM Roles

Roles required for the A/BO / CO Appointment Process:

- Agency/Organization Program Coordinator (A/OPC)
- Oversight Agency/Organization Program Coordinator (O-A/OPC)

The Nominator (A/OPC or O-A/OPC) and anyone in the span of control of both the Nominator and the Nominee can start the Appointment.

Navigation

PIEE Portal > Login as Nominator > JAM > 'Create Appointment' > 'Both A/BO and Certifying Officer Appointments'

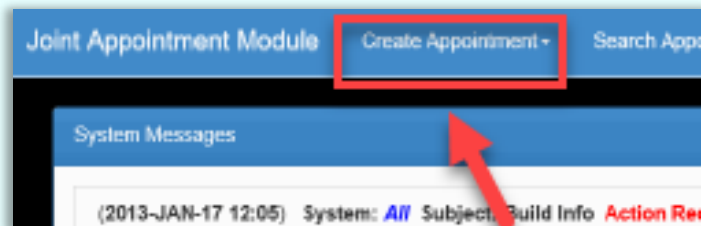
Appointment Creation

The Nominator will need to create the A/BO / CO Combo Appointment for the Appointee at this time.

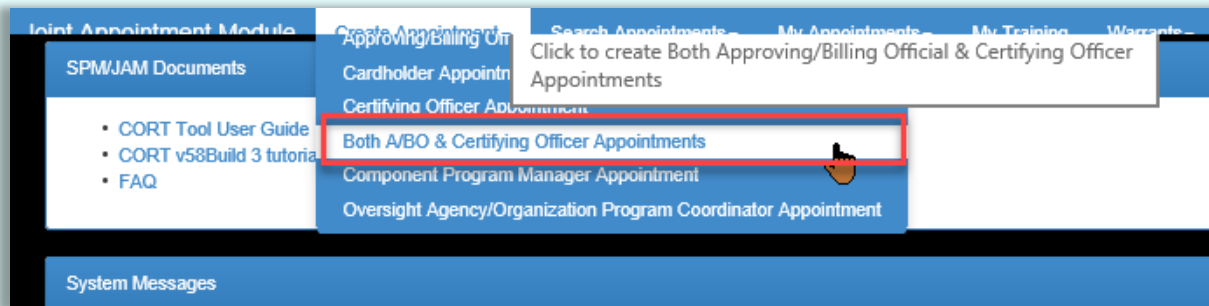
Log into PIEE as the Nominator to continue the Appointment process.



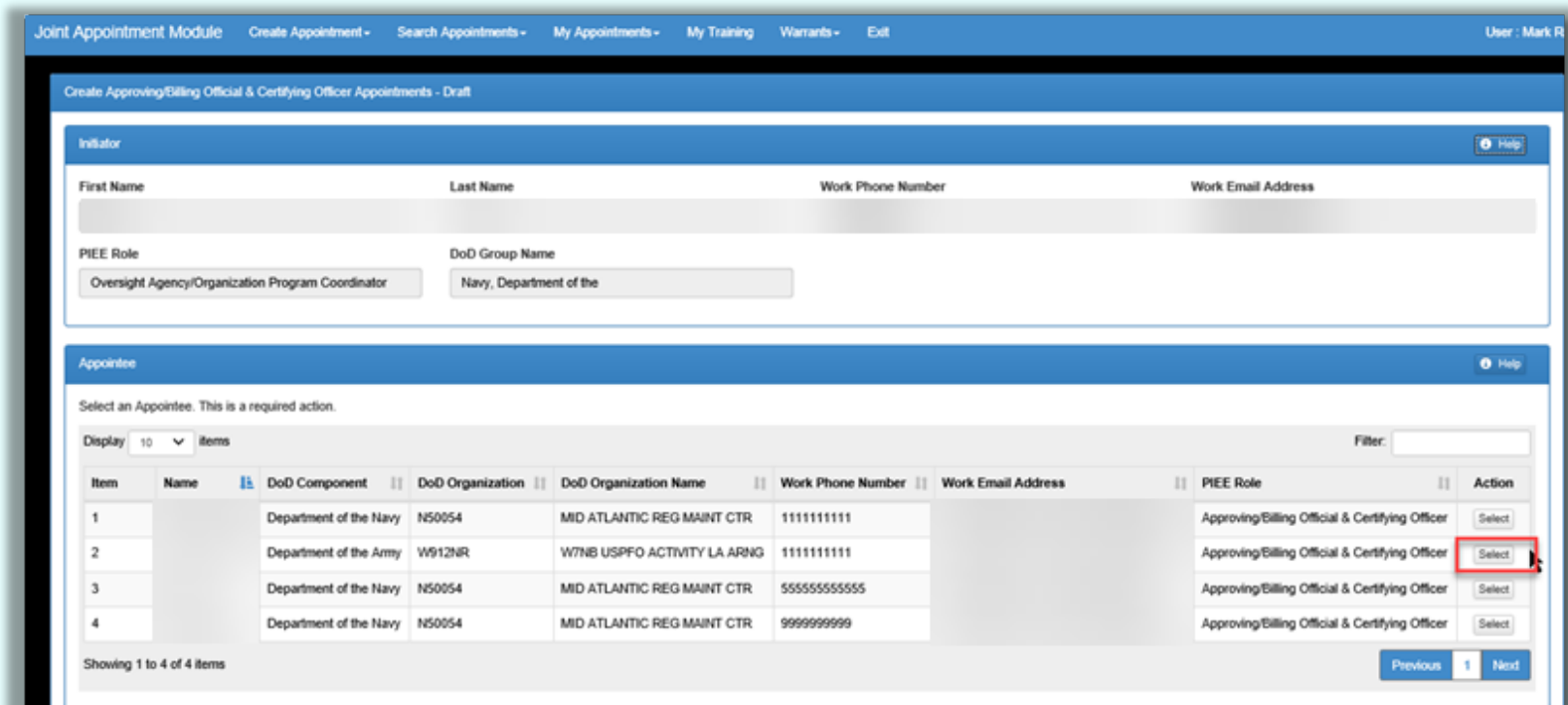
JAM is now displayed. Click the **Create Appointment** drop-down to expand it.



Once the drop-down is expanded, select **Both A/BO & Certifying Officer Appointments**.



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



Appointee Reset

The A/BO & 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.

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 Last Name Work Phone Number Work Email Address

PIIE Role DoD Group Name

Oversight Agency/Organization Program Coordinator Defense Contract Management Agency

Appointee

First Name Last Name Work Phone Number Work Email Address

DoD Component DoD Organization DoD Organization Name PIIIE Roles

Defense Contract Management Agency S0512A DCMA LOS ANGELES 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

Select DAS

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) using the **Select** button from the list provided or select 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		Department of the Navy	Navy, Department of the	0000000000		DD577 Appointing Authority	Select
2		Department of the Navy	Navy, Department of the	1		DD577 Appointing Authority	Select
3		Department of the Navy	Navy, Department of the	0000000000		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)

The Nominator has the option to delete the DAS or switch the 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		Department of the Navy	Navy, Department of the	1		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		Department of the Navy	Navy, Department of the	0000000000		DD577 Appointing Authority	Delete
Alternate		Department of the Navy	Navy, Department of the	0000000000		DD577 Appointing Authority	Delete Mark as Primary

Complete Delegating/Appointing Signatory Selection(s)

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

Submit Appointment

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

CO appointments: Upon approval of the appointment, the name, title, DoD Component/Organization, date, and signature of an external DAS will be automatically captured in 'Section II - Appointment Authority' of DD form 577.

DoDAAC for use in the PTQ

Upon selection of the Submit button, 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.

Appointment - Draft

DoDAAC for use in the PTQ

If individuals required to take action in PTQ **can** see their PTQ appointment/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 PIEE/JAM will not change.)

Type	Role	Name	Organization Code	Select
Nominator	DD577 Appointing Authority	JAM DD577AA	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	<input type="radio"/>
Initiator	DD577 Appointing Authority	JAM DD577AA	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	<input type="radio"/>
Appointee (no change)	Certifying Officer	JAM KMCO	FA3030	<input checked="" type="radio"/>

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 PIEE/JAM will not change.

Appointment Certification

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

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

Create Approving/Billing Official & Certifying Officer Appointments - Draft

Appointment Certifications

Initiator

First Name
Mark

PIEE Role
Oversight Agency/Organization Program Coordinator

Appointee

First Name
Dan

DoD Component
Department of the Navy

Course Name
COLCOP - Certifying Officer Legislation Course

Department of Defense
Government Purchase Card Program

MEMORANDUM FOR: Dan Bryd
N50054 - MID ATLANTIC REG MAINT CTR
Correctional Institution Admin

SUBJECT: Governmentwide Commercial Purchase Card (GPC) Approving/Billing Official (A/B/O) Appointment

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 B
- c. Federal Acquisition Regulation (FAR) and Supplements
- d. Component and Local Governmentwide Commercial Purchase Card (GPC) Policy and Guidance
- e. DoD 7000.14-R - Department of Defense Financial Management Regulation (DoD FMR) Volume 10, Chapter 23: 'Purchase Card Payments'
- f. United States Code Title 28, and 31

You are hereby appointed as an A/B/O for N50054 - MID ATLANTIC REG MAINT CTR. Your authority, responsibility and accountability to act as an A/B/O shall be in accordance with the above references.

As an A/B/O, you are an accountable official and are subject to personal financial liability (including reimbursing the Government for unauthorized or erroneous purchases through salary offsets) or appropriate

Edit Delete View

Comments

Comments can be entered for the A/BO portion of the Appointment. After comments are entered, click the **Submit** button.

The screenshot shows a web application interface for the 'Joint Appointment Module'. A modal dialog box titled 'Confirm Submit - Approving/Billing Official Appointment' is open. It contains a 'Comments' section with a text area where 'Needs an appointment' has been entered. Below the text area is a confirmation message: 'Since you are serving as OAS for this appointment, by clicking submit you are also signing the appointment. Only supervisor approval and the nominee's counter signature are required before the GAM can activate the appointment. Are you sure you want to submit this appointment?'. At the bottom of the dialog are three buttons: 'Cancel', 'Submit' (highlighted with a red box), and 'Help'. A red arrow points to the 'Comments' text area. The background shows a form for creating an appointment with fields for Initiator, First Name, PIRE Role, and Appointment details.

Comments can then be entered for the CO portion of the Appointment. After comments are entered, click the **Submit** button.

The screenshot shows the same web application interface, but the modal dialog box is titled 'Confirm Submit - Certifying Officer Appointment'. The 'Comments' text area now contains the word 'Test'. The confirmation message and buttons are identical to the previous screenshot. A red arrow points to the 'Comments' text area. The background form is for creating a certifying officer appointment, with fields for Initiator, First Name, Mark, PIRE Role, and Appointment details.

Sign Approving/Billing Official Appointment

Sign the Appointment by selecting the **Sign** button.

i The PEE 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 the appropriate Authentication method. For additional help with Smart Card Authentication, visit the FAQ Certificate Modernization section of the WBT on the homepage under 'Info for all Users'.

Success

Upon successful signing, 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 A/BO Appointment email notification will go to the Supervisor for approval.

Joint Appointment Module Create Appointment Search Appointments My Appointments My Training View Exit User

Appointing/Signing Official & Certifying Officer Appointments - View

INFO: The Appointing/Signing Official Appointment has been submitted. Email notification has been sent to the Appointing Supervisor.

INFO: The Certifying Officer Appointment has been submitted. Email notification has been sent to the DCS/IT Appointing Authority.

Supervisor Help

First Name Last Name Work Phone Number Work Email Address

PEE Role DOD Group Name

Overnight Agency/Operations Program Coordinator Reno, Department of the

Appointing Help

First Name Last Name Work Phone Number Work Email Address

When the A/BO and CO roles are initiated as a combo, they may only be activated by the GAM once both Appointments are approved and must be activated or deactivated simultaneously.