

Purchase Card Termination

Quick Reference Guide

PIEE Login

JAM

Search for Appointment

Terminate Appointment

General Overview: To terminate an appointment, the user will need to search for the active appointment. After opening the appointment, the user will be able to terminate if the appointment is **within their span of control**. When the appointment is terminated, an email goes out to the appointee informing them that it has been terminated.

Roles and Termination Capability

Appointments						
Roles	ABO	CH	CO	A/OPC	O/AOPC	CPM
GPC HAMs can terminate	✓	✓	✓	✓	✓	✓
O/AOPC can terminate	✓	✓		✓		
AOPCs can terminate	✓	✓				
DD577AAs can terminate the following appointments within their span of control			✓			
GPC DAs can terminate	✓	✓	✓	✓	✓	✓

Steps for Terminating Appointment

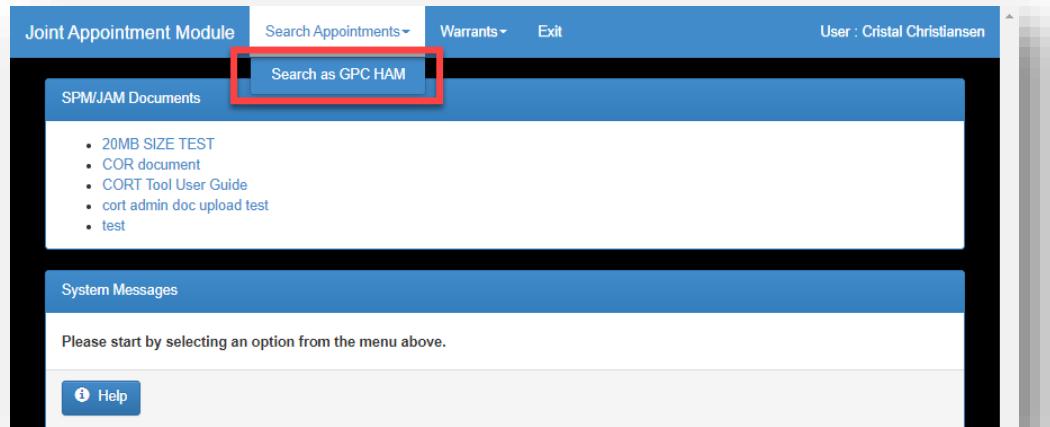
This is an example of the Termination Process for all Appointments. In this scenario the GPC DAA is terminating an active O/AOPC Appointment.

Step 1: Login to your PIEE account.

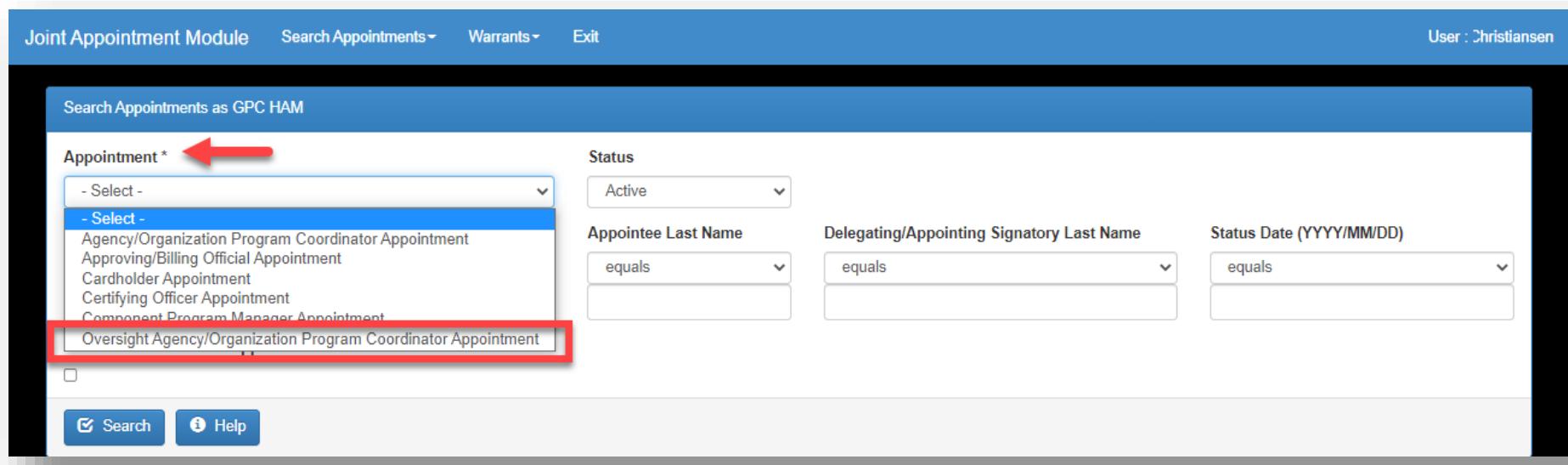
Step 2: Select **Joint Appointment Module (JAM)**.



Step 3: Under the **Search Appointments** tab, select **Search as GPC HAM**



Step 4: Select **Appointment** type.



Joint Appointment Module Search Appointments▼ Warrants▼ Exit User : Christiansen

Search Appointments as GPC HAM

Appointment * (Required)

- Select -
- Select**
- Agency/Organization Program Coordinator Appointment
- Approving/Billing Official Appointment
- Cardholder Appointment
- Certifying Officer Appointment
- Component Program Manager Appointment
- Oversight Agency/Organization Program Coordinator Appointment**

Status

Appointee Last Name

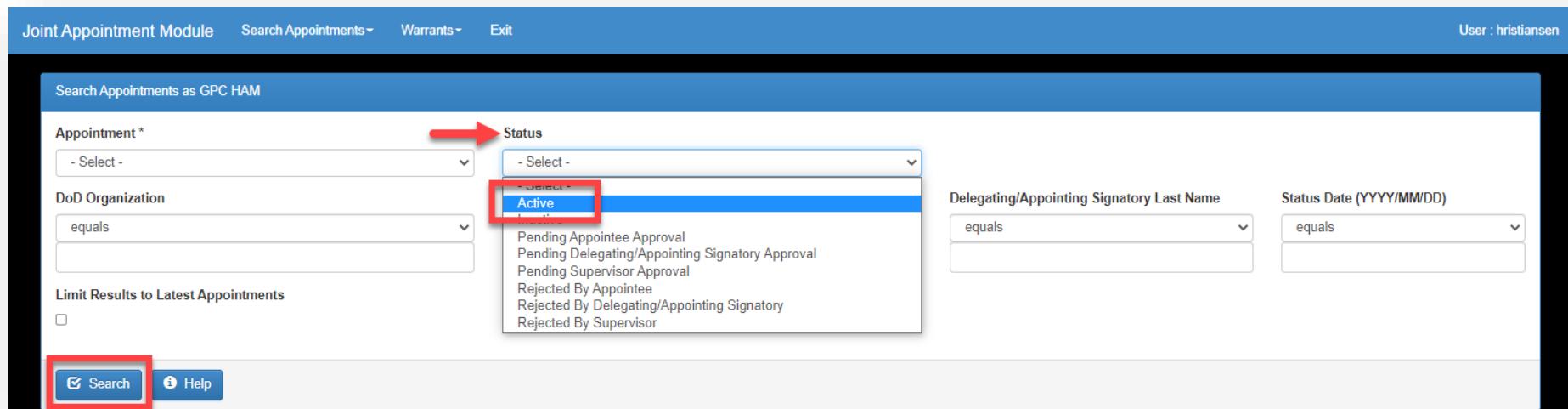
Delegating/Appointing Signatory Last Name

Status Date (YYYY/MM/DD)

Limit Results to Latest Appointments

Search Help

Step 5: Select **Active** from the Status dropdown. To continue, select the **Search** button.



Joint Appointment Module Search Appointments▼ Warrants▼ Exit User : Christiansen

Search Appointments as GPC HAM

Appointment * (Required)

Status

- Select -
- Select**
- Active**
- Pending Appointee Approval
- Pending Delegating/Appointing Signatory Approval
- Pending Supervisor Approval
- Rejected By Appointee
- Rejected By Delegating/Appointing Signatory
- Rejected By Supervisor

Delegating/Appointing Signatory Last Name

Status Date (YYYY/MM/DD)

Limit Results to Latest Appointments

Search Help

Step 6: Select an appointment to be terminated by choosing the **Select** button in the Action column.

Search Appointments as GPC HAM													
Display 10 items													
Item	DoD Org	DoD Org/Group Name	Appointment	Status	Status Date	Appointee	Supervisor	Delegating/Appointing Signatory	Appointment Workflow	Appointee History	Appointee	Action	
1		DCMA LOS ANGELES	Oversight Agency/Organization Program Coordinator Appointment	Active	2021/12/06	Jamming OAOPC	Supervisor Jamming	DAS-DAA Signer	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>		
2		GOODFELLOW	Oversight Agency/Organization Program Coordinator Appointment	Active	2021/11/29	Raylan Givens	Super Visor	Elvira Hughes	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>		
3		AVIATION SURVIVAL TRAINING CTR JACKSONVILLE FL	Oversight Agency/Organization Program Coordinator Appointment	Active	2018/08/10	Cora JAMDAA	Ron Johnson	Test_JAMDAA1	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>		
4		DEFENSE CONTRACT AUDIT AGENCY (DCAA)	Oversight Agency/Organization Program Coordinator Appointment	Active	2019/01/10	mk pbandjamoapc	Bat Man	mk mkpbandjamdaa	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>		
5		DEPT OF THE NAVY	Oversight Agency/Organization Program Coordinator Appointment	Active	2019/01/11	mk mkpbandjamoapc1	bat man	mk EXTERNAL	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>		

Step 7: Click **Terminate** button at the bottom of the screen.

Oversight Agency/Organization Program Coordinator Appointment - Active

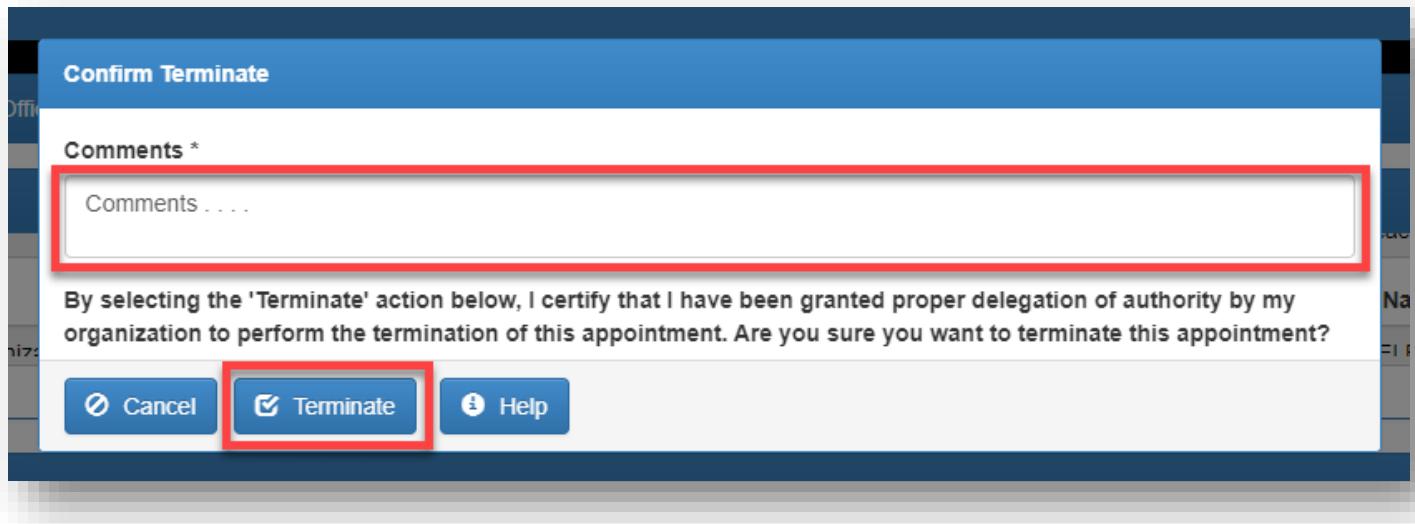
Appointee													
First Name	Last Name	Work Phone Number	Work Email Address										
Raylan	Givens		cbartestrw+raylangivens@gmail.com										
DoD Component	DoD Group Name	PIEE Role											
DEPT OF THE AIR FORCE	GOODFELLOW	Oversight Agency/Organization Program Coordinator											

Actions:

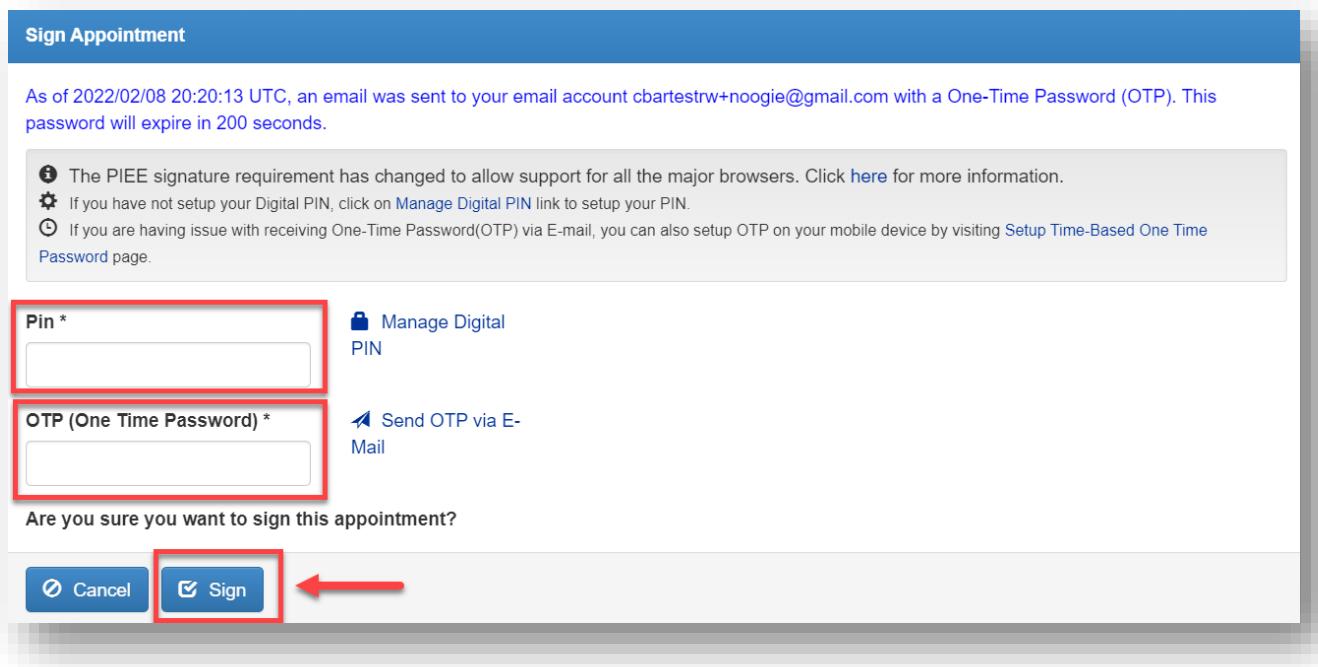
2021/11/29 15:42:00	Approve	Active	Elvira Hughes	Hughes Elvira	GPC Delegating/Appointing Authority
2021/11/29 19:53:31	Extracted	Active	Elvira Hughes	Hughes Elvira	GPC Delegating/Appointing Authority
2021/12/22 21:36:52	US Bank Resend	Active	Elvira Hughes	Hughes Elvira	GPC Delegating/Appointing Authority

Buttons:

Step 8: In the **Confirm Terminate** pop-up window, enter **Comments** and click the **Terminate** button.



Step 9: 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 10: Once signed, **message** confirms that the appointment was terminated and an email notification has been sent to the Appointee.

Oversight Agency/Organization Program Coordinator Appointment - Inactive

INFO: Appointment has been terminated. Email notification has been sent to the Appointee.

Appointee			Actions		
First Name	Last Name	Work Phone Number	Work Email Address	Comments	
Raylan	Givens		cbartestrw+raylangivens@gmail.com	2021/11/29 19:00:00	Elvira Hughes
2021/12/22 21:36:52	US Bank Resend	Active	Elvira Hughes	Hughes Elvira	GPC Delegating/Appointing Authority
2022/02/11 18:39:36	Terminate	Inactive			External DAS

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There is also an option to **View the Appointment Letter** at the bottom of the page.

Recommended Termination

To recommend termination for CO appointments initiated by DD577 AA, the O/AOPC and AOPC can search for appointments and select the Recommend Termination button and add comments. An email notification is sent to the AA to take action.

Certifying Officer Appointment - Active

Initiator		Actions			
First Name	Last Name	Work Phone Number	Work Email Address	Comments	
2019/02/26 13:28:40	Approve	Active	mk m kpbandjamco	mkpbandjamco.mk	Certifying Officer
2019/05/22 23:19:21	Extracted	Active	mk m kpbandjamco	mkpbandjamco.mk	Certifying Officer

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Once the Recommend Termination button is selected, a pop-up window will appear to Confirm Termination Recommendation. User can optionally add an Alternate DD577 Appointing Authority. Comments are required. After comments are entered, select the Recommend Termination button.

Confirm Termination Recommendation

Optionally add an Alternate DD577 Appointing Authority

No Additional DD577 Appointing Authority
 Internal DD577 Appointing Authority
 External DD577 Appointing Authority

Comments *

Are you sure you want to recommend termination for this appointment?

[Cancel](#) [Recommend Termination](#) [Help](#)

Example of Email Notification of Recommended Termination:

Reminder: JAM FA3030 - Recommend Termination notice for Certifying Officer Appointment

----- Forwarded message -----

From: [REDACTED]
Date: Wed, Feb 2, 2022 at 7:05 AM
Subject: Reminder: JAM FA3030 - Recommend Termination notice for Certifying Officer Appointment
To: <cbartestrw+bobsmith@gmail.com>

This email was generated in ScrumDogs{DB name: DAPIEE04, Version:6.11 - CACI Development} environment. If you are a PRODUCTION user, then please ignore it.

You have been identified as an eligible DD577 Appointing Authority for the following appointment in the Joint Appointment Module (JAM):

Appointment: Certifying Officer Appointment
Component: DEPT OF THE AIR FORCE
Location DoDAAC: FA3030 - FA3030 17 CONS CC
Appointee Name: Lashandra Ojeda
Action: Recommend Termination
Recommend Termination Reason: Agile 8968 Test for recommend External dd577 Termination.

The above appointment has been Recommended for Termination. Your immediate action may be required to review and terminate this appointment. You can access this appointment within the Procurement Integrated Enterprise Environment (PIEE) by following these steps.

1: Open the Certifying Officer Appointment by clicking this link: <https://scrumdogs.piee.caci.com//jam/token?email=cbartestrw%2Bbobsmith%40gmail.com&token=676dc74db6db837ce6d86425e1df15a1d957d472e34391874b3d45192ff174ea>

Step 2: Review the appointment information and then terminate the appointment if required. Comments entered by the AOPC or O/AOPC that recommended termination can be viewed by hovering over the information icon displayed in the Appointment Workflow section on the appointment.

If you encounter difficulty logging into PIEE contact your GAM.

Please disregard this notification if you are not a DD577 Appointing Authority designated to manage the above appointment.

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