

DD577 Appointment Process in PCOLS

Under the current Certifying Officers (CO) Appointment Process, the Certifying Officers (COs) are appointed by an Appointing Authority (AA) and a signed DD 577 (Appointment Record) is kept on file with the Defense Finance and Accounting Service (DFAS). Users filling the Approving/Billing Official (A/BO) role in PCOLS will normally also fill the Certifying Officer role. Until recently this process was handled outside of PCOLS. The Agency/Organization Program Coordinator (A/OPC) would indicate, via check box and date, on the Managing Account in AIM that all required appointments had been prepared and processed.

With the implementation of the Certifying Officer Appointment Process into PCOLS, the Appointment Process can now be performed in PCOLS. In most cases, this will eliminate the need for printing and filing a separate DD Form 577 (exceptions are covered in the following FAQs). PCOLS will capture the appointment information for each Certifying Officer (normally the A/BO). DFAS has been provided a CO verifier role which includes a search feature to view and print the completed Appointments. There are currently over 140 DFAS personnel provisioned into the CO verifier role.

The PCPO has addressed multiple questions regarding the implementation of the Appointment Process into PCOLS and the COL training requirements. Following are some FAQs the PCPO has addressed, as well as the new PCOLS functionality (in EMMA and AIM) for completing the Appointment process. Additional functionality will also be added to the system in future releases. For more information, refer to the EMMA and AIM Application User's Manuals or the "help" links within EMMA and AIM.

DD 577 Appointment Process FAQs -

1) Which GPC personnel must take the Certifying Officer's Legislation (COL) training required by DoD Charge Card Guidebook paragraph A.1.1.3 and FMR Volume 5 Chapter 5, paragraph 050304?

This training is **required** for all individuals appointed as **Certifying Officers**. Certifying Officers COL training shall occur prior to appointment and performance of GPC duties. All Certifying Officers must be appointed on a DD Form 577, "Appointment/Termination Record—Authorized Signature". Detailed procedures for appointing Certifying Officers are specified in Component procedures.

DFAS does not receive copies of Departmental Accountable Officials (DAO) appointments per the DoD FMR; the DAO Appointment Process is not currently automated in PCOLS.

2) Where can I find GPC Certifying Officer's Legislation (COL) training?

As of May 2015 "Certifying Officer's Legislation (COL) for Purchase Card Training" (CLG 006) is available on the DAU website at:

DAU WEBSITE LINK: <https://dap.dau.mil/career/cont/blogs/archive/2015/05/12/new-certifying-officers-training-for-purchase-card-clg-006.aspx#>

iCATALOG LINK: http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=2057
GPC

Because this course specifically addresses GPC content, Certifying Officers who have previously completed an alternate authorized COL training module are encouraged to take DAU CLG 006 as soon as practicable.

Current Certifying Officers are not required to take CLG 006 or an alternate approved course until their annual refresher training is required. As individual Defense Components may require completion of alternate or additional course materials, please consult Component procedures to ensure compliance.

The DoD Purchase Card On-Line System (PCOLS) has been enhanced to automatically record an individuals' CLG 006 training completion date in AIM. PCOLS will also generate training reminder emails to each individual as their annual training requirement date approaches.

**3) Is there an electronic capability to process and store Certifying Officer DD Form 577,
“Appointment/Termination Record—Authorized Signature”.**

Yes. In May 2015 the DoD Purchase Card Online System (PCOLS) was enhanced to support electronic processing and storage of Certifying Officer DD Form 577s. Additional information about this functionality can be found in the [AIM Release Notices page](#) - Release AIM 4.0 Release Notice 052815.

All DAO DD Form 577 appointments (required for Cardholders and A/BOs who are not designated as Certifying Officers), and DD Form 577 Certifying Officer appointments, **at Components that process paper-based payments**, must still be manually processed for approval and stored in accordance with Component procedures.

4) Who can serve as an Appointing Authority and can that individual delegate their appointing responsibilities to others?

The FMR establishes that the Appointing Authority rest with the Commander/Director of an Activity. The FMR allows the Commander/Director to delegate this authority. When the Commander/Director delegates this authority to another, they may also provide for that individual to delegate their appointing authority. This delegation may occur multiple times. If the authority to delegate to multiple levels is not passed down in the initial authority to delegate, then it may not be re-delegated at a later point in the process.

The CLG006 Certifying Officer Legislation Training for Purchase Card Payments Course can be accessed from the DAU PCOLS Training Page at <https://acc.dau.mil/pcols>

DAU Quick Links Help

ACC Practice Center > Contracting > Process and Mission Areas > Government Purchase Card > Purchase Card On-Line...

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- DAU Continuous Learning Module (CLG005)
- PCOLS Enhancement Request Form
- PCOLS Frequently Asked Questions (FAQs)
- PCOLS Overview Materials
- PCOLS Release Notices
- PCOLS Site Deployment Packet
- PCOLS User Manuals
- PCOLS Webinar Training Information

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Welcome

PCOLS is a DoD-wide, DoD-operated electronic system that Government Purchase Card (GPC) participants will use to improve the management and accountability of their GPC Program organizations. It is comprised of five web-enabled automated tools: Enterprise Monitoring and Management of Accounts (EMMA); Authorization, Issuance and Maintenance (AIM); Data Mining (DM); PCOLS Risk Assessment Dashboard (RAD); and PCOLS Reporting.

- The Purchase Card On-Line System is a response to a mandate by the OUSD(C)'s Management Initiative Decision 904. The initiative was created in response to more than 600 audits and reviews, which identified a system of internal management control deficiencies in Federal GPC Programs. PCOLS was not intended to respond to all MID 904 remediation requirements, but does represent closure to the final issues remaining to be addressed within DoD.
- To ensure a valuable and effective learning experience, several forms of PCOLS training are available. The official role-based training for PCOLS certification is the Defense Acquisition University CLG005 course. In addition, role-based webinar training sessions are offered on a regular basis. This approach will provide the right knowledge and skill sets using multiple modes delivered successively over time. Select the below links to access training information and materials.

[PCOLS Overview Materials](#)

[PCOLS Enhancement Request Form](#)

[PCOLS User Manuals](#) ****NEW**** [Data Mining User Manual v2.0 added Sep 9, 2015](#)

[PCOLS Release Notices](#) - ****NEW**** [Data Mining Build 3 Release, Dec 12, 2015](#)

[PCOLS DAU Continuous Learning Module \(CLG005\)](#) - Also links to CLG001, CLG004 and CLG006

[PCOLS Webinar Training Schedule and Access Instructions](#)

Drill down to the CLG courses from the main DAU page



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Continuous Learning Modules

- | | | | |
|-----|--|-----|---|
| All | All Continuous Learning Modules | CLM | Acquisition & Management |
| CLB | Business | CLR | Requirements |
| CLC | Contracts | CLV | Earned Value Management |
| CLE | Engineering & Technology | CLX | Contract Administration |
| CLG | Government Purchase Card Training | DOD | Department of Defense Sponsored |
| CLI | Int'l Armaments & Info Exchange Training | FAC | Federal Acquisition Institute courses and modules |
| CLL | Logistics | HBS | SHarvard Business School Publishing (HBSP) ManageMentor |
| | | SPS | Standard Procurement System Training |

- ALL
- CLB
- CLC
- CLE
- CLG
- CLI
- CLL
- CLM
- CLR
- CLV
- CLX
- DOD
- FAC
- HBS
- SPS

Course Number	Course name	CLPs	Last Modified Date
CLG 001	DoD Government Purchase Card	3	27-Mar-2014
CLG 004	DoD Government Purchase Card Refresher Training	3	27-Mar-2014
CLG 005	Purchase Card Online System (PCOLS)	4	27-Mar-2014
CLG 006	Certifying Officer Legislation Training for Purchase Card Payments	2	12-May-2015

Specific course information

NOTE - CLG006 is only required for Certifying Officers. It is not required for other program officials but course completion by the cardholders, approving officials, and AOPCs is highly recommended as a best practice.

CLG 006 Certifying Officer Legislation Training for Purchase Card Payments

Description			
This continuous learning module covers the background, statutory requirements, and regulations governing Certifying Officers (COs) as well as their pecuniary liability for potential losses of funds due to erroneous payments they had certified, and their rights as an accountable official.			
Objectives			
Target Attendees			
DOD Purchase Card Certifying Officers (COs)			
Prerequisite(s)			
None			
Predecessor Course(s) (Acceptable substitutes for meeting current course prerequisite and certification standards)			
Predecessor	Predecessor Course Title	PDS Code	Accepted Until
None	None	None	None
Course Length			
Approximately 2 hours to complete			
Additional Course Information			
Delivery Mode	Continuous Learning	Current CEU, CLP and RRP	Click here for Previous Allocation
Equivalent Courses	N/A	Continuous Education Units	0
ACE Recommended Credits	N/A	Continuous Learning Points	2
PDS Code	ZYP	Reservist Retirement Points	1
Notes			
<ul style="list-style-type: none"> This training is MANDATORY for Levels 3 and 4 Agency/Organization Program Coordinators (A/OPCs), Prime or Alternate Approving/Billing Officials (A/BOs), Cardholders (CHs), Check Writers, and GPC Certifying Officers who are not Prime or Alternate A/BOs. (Click Here) for the technical requirements for this course. You have 60 calendar days to complete this course. All exams in the module that must be passed with a 100% score. After passing your exam, please be sure to complete the required Module Survey from the Table of Contents. You will not be graduated until you have completed the Survey. If you experience any difficulty in completing the Survey, please contact the DAU Help Desk to ensure that you receive proper credit. 			

PCOLS DD577 Certifying Officer Appointment Process:

New PCOLS roles - Two new PCOLS roles are provisioned into EMMA to support the DD 577 Appointment Process:

Appointing Authority (AA) – This new role will initiate the appointment records for the certifying officers in AIM. The AA role is provisioned by the A/OPC in EMMA and has access to the PCOLS AIM application only. There is a limit of 30 AAs provisionable per PCOLS organization. AAs are also encouraged to complete the CLG006 course.

NOTE - A determination of who will fill the Appointing Authority role is addressed in FAQ #4 above.

CO Verifier (DFAS role) – This new role will allow authorized DFAS personnel to search for, view and print appointment records. This role will be provisioned by a DFAS Representative and is not visible to the procurement roles.

The Appointing Authority role must be provisioned in EMMA by the A/OPC. The A/OPC logs on to EMMA under their desired A/OPC organization. The A/OPC then clicks on their role, selects the “Add Role” action and clicks “Go”. AAs can be provisioned in both the A/OPC organization and in A/BO Supervisor organizations (sub-orgs).

The screenshot displays the EMMA web application interface. At the top, there is a blue header with the DMDC logo on the left, the text "Enterprise Monitoring and Management of Accounts" in the center, and "Information and Technology for Better Decision Making" on the right. Below the header, there are links for "Home | Logoff | Help" and a user greeting: "Welcome, James Tew II. You last visited: 04 Jun 2015".

The main content area is titled "Provisioning for PCOLS as Agency/Organization Program Coordinator". Below the title, there is a section for selecting an organization or role. A list of roles is shown, with "Agency/Organization Program Coordinator" highlighted. A red arrow labeled "1" points to this role.

To the right of the role list is a "Role Details" form. It contains a "Select an action:" dropdown menu with options "Pick from list...", "Add Role", and "View User Details". A red arrow labeled "2" points to the "Add Role" option. Below the dropdown is a "Role Name:" field containing "Agency/Organization Program Coordinator". To the right of the dropdown is a "Go" button, with a red arrow labeled "3" pointing to it. Below the "Role Name" field is a "Users Provisioned:" field containing "Tew II, James".

The "Add Role" popup screen is displayed. Select the Appointing Authority role. Click the Submit button.

The screenshot shows the DMDC Enterprise Monitoring and Management of Accounts interface. The main page is titled "Provisioning for PCOLS as Agency/Organization Program Coordinator". It features a list of organizations on the left and a "Role Details" section on the right. The "Role Details" section shows the role name "Agency/Organization Program Coordinator" and the user "Tew II, James".

The "Add Role" popup screen is displayed in the foreground. It contains the following information:

- Role Information:** A dropdown menu labeled "Select a Role" with a red star (*) next to it. The dropdown is open, showing the following options: "Appointing Authority", "Approving/Billing Officials Supervisor", "Approving/Billing Official Pool", "Cardholders Supervisor", and "Appointing Authority" (highlighted). A red arrow labeled "1" points to the dropdown menu.
- Select the product:** Two checkboxes are checked: "AIM (389)" and "PCOLS-WEB (452)".
- Buttons:** "Submit" and "Cancel" buttons are located at the bottom left. A red arrow labeled "2" points to the "Submit" button.
- Text:** "Enter the following information for the role that you want to add and click Submit or click Cancel. Required fields are indicated by a red star (*) next to the field name." and "Select the name of role to be added" are present.

The browser window title is "https://pkidm.dmdc.osd.mil/?_afPfm=18q6qeufte.1&t=fred&vir=/pages/dialogs/roleAdd.xhtml&loc=e - Windows Internet Expl...". The browser status bar shows "Done", "Trusted sites | Protected Mode: Off", and "100%".

The AA role has been successfully added to the A/OPC Organization

Information and Technology for Better Decision Making

 Enterprise Monitoring and Management of Accounts

Home | Logoff | Help

Welcome, James Tew II.
You last visited: 04 Jun 2015

Provisioning for PCOLS as Agency/Organization Program Coordinator

Select an organization or role below to view/update information.

- 401914 - Account Migration ONLY Org
 - Agency/Organization Program Coordinator
 - Appointing Authority** ←
 - 401916 - ABO Supervisor Org - Account Migration

Role Details

Select an action:

Role Name: **Appointing Authority**

Users Provisioned:

The steps for adding the AA role to an A/BO Supervisor sub-org are the same as those just covered in the A/OPC organization above with one exception. The A/OPC will select the sub-org name where the AA role is being added vs. selecting the A/OPC role as was shown above.

Information and Technology for Better Decision Making

DMDC *Enterprise Monitoring and Management of Accounts* Home | Logoff | Help
Welcome, James Tew II.
You last visited: 04 Jun 2015

Provisioning for PCOLS as Agency/Organization Program Coordinator

Select an organization or role below to view/update information.

- 401914 - Account Migration ONLY Org
 - Agency/Organization Program Coordinator
 - Appointing Authority
- 401916 - ABO Supervisor Org - Account Migration
 - Approving/Billing Officials Supervisor
 - Approving/Billing Official Pool
 - Cardholders Supervisor
 - Appointing Authority

Role Details

Select an action:

Role Name: **Appointing Authority**

Users Provisioned:

This screen shows Appointing Authority roles that were added to the A/OPC org and an A/BO Supervisor org (sub-org). The AA role can be added to all organizations in a hierarchy or any combination of organizations as needed. Each AA role that is added can hold up to 30 AAs.

NOTE - Provisioning AA roles in A/BO Supervisor sub-orgs does not limit the available A/BOs to appoint to only those in the sub-org. The AA role will have access to all provisioned A/BOs within the A/OPC organization for appointment as a CO. It is recommended the A/OPC only provision the needed AAs in the role below their A/OPC role unless the number of provisioned AAs is going to exceed 30 individuals.

The EMMA Provisioning process no longer involves a token redemption action. Instead the individual being provisioned in EMMA is identified and provisioned into their role based upon their EDI/DOD Person ID number. Provisioning is not completed until the user has accepted their role via a link received in a no_reply email.

Provisioning a user in the role of “Appointing Authority”:

The A/OPC will select the AA role in the desired organization, select the “Add User” action and click “Go”.

The screenshot displays the EMMA web application interface. At the top, there is a blue header with the DMDC logo on the left, the text "Enterprise Monitoring and Management of Accounts" in the center, and navigation links "Home | Logoff | Help" on the right. Below the header, the page title is "Provisioning for PCOLS as Agency/Organization Program Coordinator".

The main content area is divided into two panels. The left panel, titled "Select an organization or role below to view/update information.", shows a tree view of organizations and roles. The "Appointing Authority" role under the "401916 - ABO Supervisor Org - Account Migration" organization is highlighted with a red box and a red line pointing to a red number "1".

The right panel, titled "Role Details", shows the details for the selected role. It includes a "Select an action:" dropdown menu with "Add User" selected, a "Go" button, and a "Role Name:" field. A red number "2" points to the "Add User" option, and a red number "3" points to the "Go" button. Below the dropdown, it shows "0 of 30 Maximum Users Provisioned" and "Users Provisioned: No users have been provisioned".

Enter the EDI/DOD Person ID Number (10 digit number located on the back of the users CAC) in the “Person ID” field on the Add User screen in EMMA



NOTE - your EDI/DOD Person ID Number is considered PII. Please ensure you are providing it to the person provisioning you in an encrypted email.

Select “Search” - Search results will populate the “User’s Information” field

You must select the appropriate “Personnel Category” from the drop down.

NOTE - Notice the boxed in statement in the below screen print referencing the email that will be sent to the user based upon the email address associated with their personnel category. You are encouraged to have users access RAPIDS Self Service (RSS), with the CAC they will use for PCOLS, and confirm the email address on their CAC is accurate. Update the email address in RSS if necessary.

CACs for Army users are created by rule with the DoD Enterprise Email address. Changes to this email address may result in network access issues for the user or the change of email address may not remain changed as updates to the users DEERS record occurs. If a legacy email address is in use, It may be necessary to establish a forwarding rule in the Outlook Web Application to get PCOLS related emails forwarded to the legacy mailbox.

Select "Submit"

Add User

This page will allow you to provision for the "Appointing Authority" role.

Required fields are indicated by a red star (*) next to the field name.

Person's Information

Enter the DoD ID number (EDI) of the person you are adding and click Search. Verify the user information to ensure this is the intended user.

* Person ID

1

User's Information

Name:	Demo Test
Birth Year:	1980
Gender:	F
User Account Code:	CX6J2JY
User ID:	91485
Status:	Active

Personnel Category

Select a personnel category to be associated with the position. to inform them of their new position assignment.

Personnel Category

2

This product suite has not defined any permissions for this role.

3

The user has been added to the role in EMMA, however the provisioning process is not complete until the provisioned user acts on the email they receive and accepts the role.

NOTE- You will notice it no longer says “Pending” next to the name of the newly provisioned user until they accept the role. There is a CR in place to resolve this with an expected implementation coming in Sep 2016.

The screenshot displays the EMMA (Enterprise Monitoring and Management of Accounts) interface. At the top, the header includes the DMDC logo, the text "Information and Technology for Better Decision Making", and "Enterprise Monitoring and Management of Accounts". Navigation links for "Home | Logoff | Help" and a user greeting "Welcome, Demo Test. You last visited: 20 Apr 2016" are also present.

Provisioning for PCOLS as Agency/Organization Program Coordinator

Select an organization or role below to view/update information.

- 401345 - PCOLS Level II EB Test
 - Agency/Organization Program Coordinator
 - Appointing Authority**
 - 401348 - EB 1 Test
 - Approving/Billing Officials Supervisor
 - Approving/Billing Official Pool
 - Cardholders Supervisor
 - 401349 - EB 2 Test
 - 401350 - EB 3 Test

Role Details

Select an action:

Role Name: **Appointing Authority**

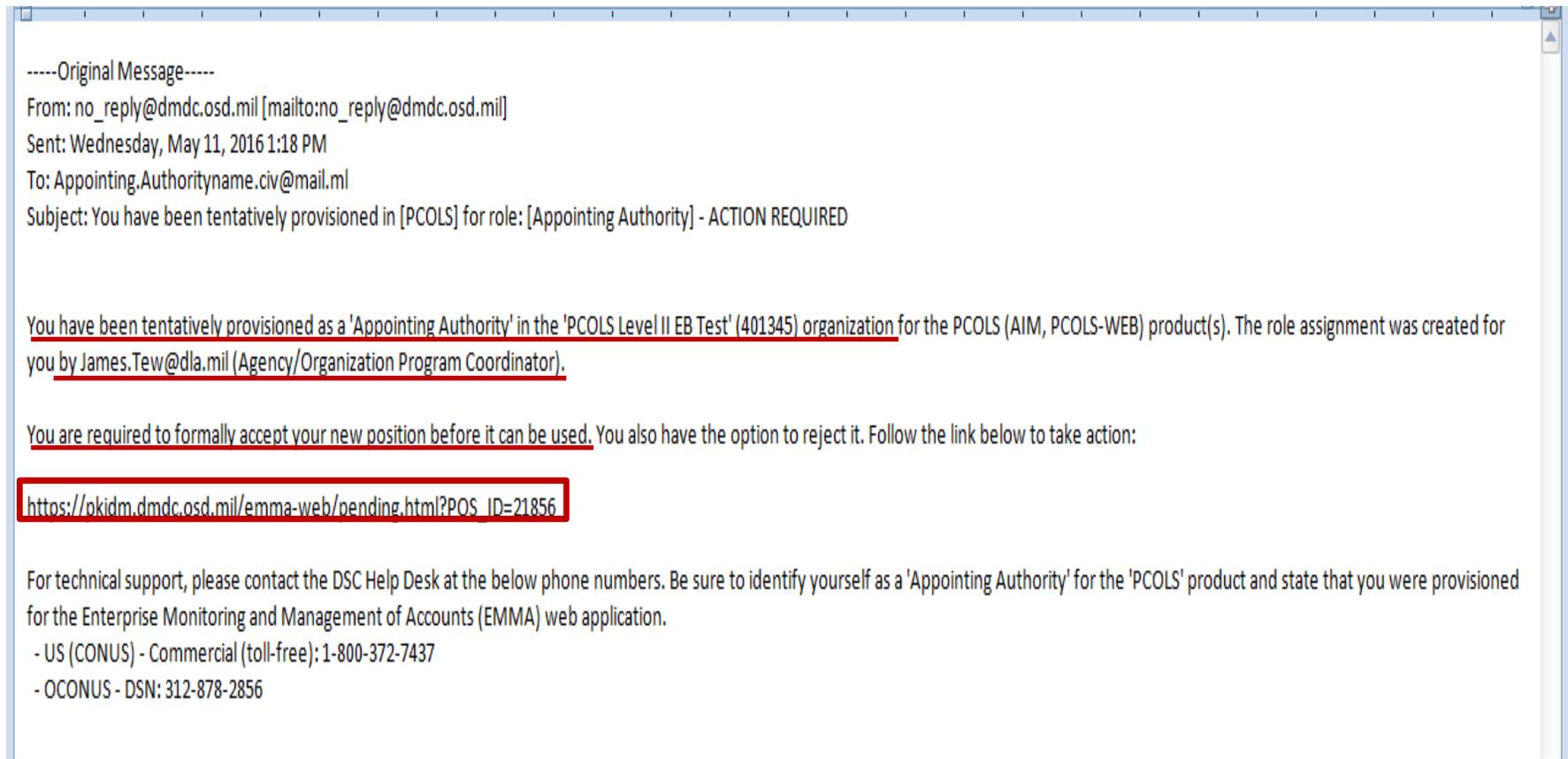
Users Provisioned: 1 of 30 Maximum Users Provisioned

Test, Demo

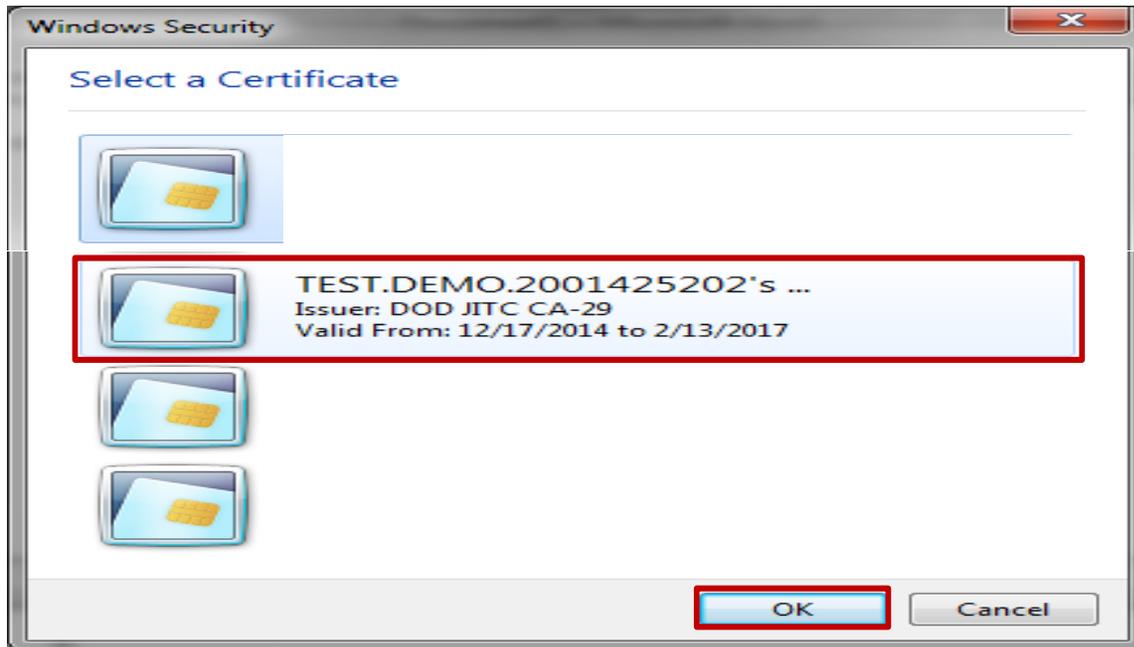
A red arrow points to the "Test, Demo" user name in the "Users Provisioned" list.

The provisioned user will receive the below email tailored to the specific role and organization they are being added to as well as who provisioned them into the role.

Activate the Position ID link in the body of the email OR copy and paste the link into a new Internet Explorer (IE) browser window.



Select your non-email certificate and “OK”



Enter your PIN if prompted

User is taken to the “Position Acceptance” screen

Select "Accept" to finalize being provisioned into the role

Select "Reject" if you should not be in the role and organization listed on the screen

The screenshot shows the top navigation bar with the DMDC logo on the left, the text "Information and Technology for Better Decision Making" in the center, and "Enterprise Monitoring and Management of Accounts" on the right. A "Help" link is in the top right corner. Below the navigation bar, the main heading is "Position Acceptance". The text below reads: "You have been provisioned in the Appointing Authority role for the PCOLS Level II EB Test organization to use the PCOLS product suite. This role requires that you formally accept or reject it." At the bottom, there are two buttons: "Accept" (highlighted with a red border) and "Reject".

After acceptance, the new role "Position Details" are displayed

The screenshot shows the top navigation bar with the DMDC logo on the left, the text "Information and Technology for Better Decision Making" in the center, and "Enterprise Monitoring and Management of Accounts" on the right. A "Help" link is in the top right corner. Below the navigation bar, the main heading is "Position Acceptance Status". The text below reads: "You have accepted this position. Your provisioner has been notified." Below this text is a box with a red border titled "Position Details" containing the following information: "Role name: Appointing Authority", "Organization: PCOLS Level II EB Test", "Product suite: PCOLS", "Products: AIM, PCOLS-WEB", and "EMMA access: No".

Certifying Officer Appointment Process in AIM

Once provisioned into the AA role, the Appointing Authority can access AIM at the following link
<https://pki.dmdc.osd.mil/appj/pcols-web/>

NOTE - The Appointing Authority (AA) role has no responsibility or functionality involved with Managing and Cardholder Account processes.

Only AAs can perform the first step in the Create Appointment workflow and it is their responsibility to do so.

At the role selection screen, click “Select” next to your Appointing Authority role. If you have multiple AA roles be sure to refer to the organization column to determine the correct AA role to select.

The screenshot shows the DMDC (Department of Defense Military Discount Card) system interface. At the top, there is a navigation bar with the DMDC logo, the tagline "Information and Technology for Better Decision Making", and links for "Message Board", "Help", "Contact", and "Logoff". The main header area is blue and contains the text "Purchase Card Authorization, Issuance and Maintenance". Below the header, a welcome message reads "Welcome James Tew II." followed by the section title "Role Selection". A brief instruction states: "Select a role to access AIM. To select a role, click Select next to the desired role name. You can also double-click the row." Below this is a table with three columns: "Role Name" and "Organization". The table lists three roles: "Agency/Organization Program Coordinator" (Organization: 110 FW), "Approving/Billing Official Pool" (Organization: 110 FW), and "Appointing Authority" (Organization: ABO Supervisor Org - Account Migration). Red arrows point to the "Select" button for the "Appointing Authority" role and the "Organization" column header. The "Select" button for the "Appointing Authority" role is also highlighted with a red box.

	Role Name	Organization
Select	Agency/Organization Program Coordinator	110 FW
Select	Approving/Billing Official Pool	110 FW
Select	Appointing Authority	ABO Supervisor Org - Account Migration

The first time log on to AIM will direct the AA to their “Profile” tab. If necessary, update your user information with the links within the screen. Otherwise, select the “Appointments” tab.

The screenshot shows the DMDC (Department of Defense Management and Decision Making) interface. At the top, there is a navigation bar with the DMDC logo, the text "Information and Technology for Better Decision Making", and links for "Message Board", "Help", "Contact", "Select Role", and "Logoff". Below this is a header section for "Purchase Card Authorization, Issuance and Maintenance". A secondary navigation bar contains tabs for "Task Inbox", "Appointments", "Training Dates", and "Profile", with "Profile" being the active tab. The main content area displays a welcome message: "Welcome James Tew II. You are logged in as the Appointing Authority." Below this is the "User Profile" section, which includes a sub-section titled "Your User Information". This section contains a warning: "If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete." The user information is listed as follows: Name: James Tew II; Work Address: 1234 Little Street, Big Town, U.S.A 11111; Work Phone: ; Fax Number: ; Email Address: James.tew@dla.mil; Organization ID: 401916; Organization Name: ABO Supervisor Org - Account Migration. There are two update links: "Update user information" and "Update email address".

Select the “Appointments” tab.

From this screen, the Appointing Authority can create a “New” or “Terminate” existing Certifying Officer Appointments

Appointments can be filtered by status. A “Search Appointments” feature is also available to display the Appointment Records (i.e., Active, Pending, and Terminated).

Appointments are only viewable by A/OPCs, A/BOs, and Appointing Authority (AAs).

Select the "Create New Appointment" button

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox **Appointments** Training Dates Profile

Welcome James Tew II. You are logged in as the Appointing Authority.

Certifying Officer Appointments

[Search Appointments](#)

Create New Appointment

To initiate a new Certifying Officer Appointment record, please click on the button below. You will be prompted to select the Approving/Billing Official you are appointing.

[Create New Appointment](#)

Appointment Records

To view an appointment record, click Select next to the appropriate row or double-click the row. To view Terminated appointments change the Status Filter.

Displaying 1 - 2 of 2 **Status Filter:** Active # To Display 10

	Certifying Officer ▲	Start Date	Termination	Appointing Authority	Status
Select	Striffler, Beatrice	06/29/2015		James Tew II	Active
Select	Tew II, James	06/04/2015		James Tew II	Active

This screen lists all of the provisioned A/BOs in EMMA that are available for creation of a Certifying Officer Appointment Record.

NOTE - Users in an AA role will have access to all A/BOs provisioned within the A/OPC organization.

The default display lists ten A/BOs. If you have more than ten A/BOs in your organization you can change the “# To Display” highlighted in the screen print.

Choose the “select” button next to the A/BO you want to appoint as a Certifying Officer.

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | **Appointments** | Training Dates | Profile

Welcome James Tew II. You are logged in as the Appointing Authority.
[Appointments](#) > Select CO

Select Certifying Officer for Appointment

You can create a Certifying Officer appointment record for the following Approving/Billing Officials in your organization. To select the Approving/Billing Official for whom you want to create a new appointment record, click Select next to the name of the individual. You can also double-click on the row.

Displaying 1 - 1 of 1

	Name ▲	Email	Phone	CO Training Date
	Tew II, James	James.tew@dla.mil		

To Display 10

The “Create Appointment Record” screen captures the Appointment information for the A/BO being appointed as the Certifying Officer. The fields highlighted with red boxes require information to be input by the Appointing Authority. Clicking “submit” will send a task to the A/BO for their approval and completion of the Appointment.

[Message Board](#) | [Help](#) | [Contact](#) | [Select Role](#) | [Logout](#)



Purchase Card

Authorization, Issuance and Maintenance

Task Inbox
Appointments
Training Dates
Profile

Welcome James Tew II. You are logged in as the Appointing Authority.
[Appointments](#) > [Select CO](#) > Create New

Create Appointment Record

Please enter values for the Appointment request. Required fields are indicated by a red star (*) next to the field name.
 The Privacy Act Statement related to the appointment record is available [here](#).

Acknowledgement of Certifying Officer Training

* Completion of Certifying Officer training is required prior to appointment. The most recent Certifying Officer training completion date for this Approving/Billing Official is shown below. You may update the training date and description, if needed. Training description is required if a training date is entered.

Name: Training Completion Date: (YYYYMMDD e.g.: 20120131)

Training Description:

Section I - Appointee

Name:

*Title:

*DoD Component/Organization:

Contact Information

Work Address:

Email Address:

Work Phone Number:

Position to Which Appointed:

Your responsibilities include:

- Your certifications attests to the accuracy of the facts on the purchase card vouchers you certify, as well as the legality of those payments. You also acknowledge that you have pecuniary liability for any illegal, improper, or incorrect payment that you have certified.

Review and adhere to the following publication(s) needed to adequately perform your assigned duties:

- DFARS, PGI, Charge Card Guidebook, DoD 7000, 14R Vol 5 Chapter 33

Section II - Appointing Authority

Name:

*Title:

*DoD Component/Organization:

* By clicking Submit, I certify that I am an authorized Appointing Authority and am electronically signing this Appointment Record.

Version: 4.00.023
USB: PROD

NOTE - The DAU training date auto feed for the CLG 006 course is enabled. The user must have completed this course by logging into DAU with their CAC vs. userid and password. If there is no "Training Date" and "Training Description" present it will need to be manually input to proceed with the Appointment.

The Appointment action was successful. If you receive a red banner with an error message you will need to fix the specified issue in the error message and resubmit.

The screenshot displays the OMDc (Information and Technology for Better Decision Making) interface for the Purchase Card system. The header includes the OMDc logo and the text "Information and Technology for Better Decision Making". The main title is "Purchase Card Authorization, Issuance and Maintenance". Navigation tabs include "Task Inbox", "Appointments", "Training Dates", and "Profile". A green banner at the top indicates a successful action: "Your action was successful". Below this, a welcome message reads "Welcome James Tew II. You are logged in as the Appointing Authority." The main section is titled "Certifying Officer Appointments". It features a "Create New Appointment" section with a button labeled "Create New Appointment" and a descriptive text: "To initiate a new Certifying Officer Appointment record, please click on the button below. You will be prompted to select the Approving/Billing Official you are appointing." Below this is an "Appointment Records" section with instructions: "To view an appointment record, click Select next to the appropriate row or double-click the row. To view Terminated appointments change the Status Filter." This section includes a table with columns for "Certifying Officer", "Start Date", "Termination Date", and "Appointing Authority". The table is currently empty. Above the table, there are navigation controls, a "Status filter" dropdown set to "Active", and a "# To Display" dropdown set to "10".

The Appointing Authority can view Appointments by using the highlighted “Status filter”. In this case we are viewing the “Pending” Appointment that was just submitted.

The screenshot displays the DMDC (Department of Defense Management and Information System) interface for Purchase Card management. The header includes the DMDC logo, the slogan "Information and Technology for Better Decision Making", and navigation links for Message Board, Help, Contact, Select Role, and Logoff. The main navigation bar contains "Task Inbox", "Appointments", "Training Dates", and "Profile".

The user is logged in as Erica Borden, the Appointing Authority. The page title is "Certifying Officer Appointments" with a "Search Appointments" link. A "Create New Appointment" section provides instructions and a button to initiate a new record.

The "Appointment Records" section shows a table with one record. The "Status Filter" dropdown is set to "Pending", and the "Status" column for the record is "Pending", highlighted with a red arrow. The record details are as follows:

Certifying Officer ▲	Start Date	Termination Date	Appointing Authority	Status
Select Tew II, James			James Tew II	Pending

Within a selected "Pending" Appointment, the AA has the ability to send a task reminder email to the A/BO being nominated as the Certifying Officer or the AA can Terminate the Workflow all together if they change their mind on nominating the individual.

DMDC Information and Technology for Better Decision Making Message Board | Help | Contact | Select Role | Logoff

Purchase Card Authorization, Issuance and Maintenance

Task Inbox **Appointments** Training Dates Profile

Welcome Erica Borden. You are logged in as the Appointing Authority.
[Appointments](#) > Appointment Detail Print Form

Appointment Record

Section I - Appointee

Name: James Tew II
Title: Primary Billing Official
DoD Component/Organization: DLA/J62

Contact Information

Work Address: 1600 N BEAUREGARD ST STE 100
ALEXANDRIA, VA 22311
Email Address: James.tew@dla.mil
Work Phone Number:

Position to Which Appointed: Certifying Officer for Purchase Card Invoices

You are appointed to serve in the position identified in item 6. Your responsibilities include:
Your certifications attests to the accuracy of the facts on the purchase card vouchers you certify, as well as the legality of those payments. You also acknowledge that you have pecuniary liability for any illegal, improper, or incorrect payment that you have certified.

Review and adhere to the following publication(s) needed to adequately perform your assigned duties:
DFARS, PGI, Charge Card Guidebook, DoD 7000, 14R Vol 5 Chapter 33

Section II - Appointing Authority

Name: James Tew II
Title: Site Director
DoD Component/Organization: DLA/J6

Section III - Appointee Acknowledgement

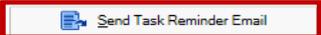
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions.

Name: James Tew II
Signature: _____ Date: _____

Section IV - Appointment Termination

The appointment of the individual named above is hereby revoked.

Name of Appointing Authority: _____
Title: _____
Signature: _____ Date: _____

A PCOLS_noreply task email is sent to the A/BO being appointed as a Certifying Officer.

NOTE - The task is generated in AIM, even if the email is not received by the A/BO. The A/BO can log into AIM and act on their task to accept the nomination and can then work on the email receipt issue separately.

From: PCOLS_noreply@dmdc.osd.mil
To: Tew, James II DLA CIV INFORMATION OPERATIONS
Cc:
Subject: [PCOLS Task] Assignment (Appointee: James Tew II)
Signed By: PCOLS_noreply@dmdc.osd.mil

Sent: Thu 6/4/2015 11:11 AM

As the Purchase Card Approving/Billing Official in organization (ABO Supervisor Org - Account Migration) you have been assigned the following Certifying Officer Appointment task by James Tew II:

- Review and accept appointment as Certifying Officer

A/BO Name: James Tew II

Comments:
No comments specified

You must perform the following steps to complete the task:

1. Logon using the link below.
<https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp>
2. Select Authorization, Issuance and Maintenance.
3. If prompted, select the appropriate role in organization ABO Supervisor Org - Account Migration for this task.
4. Select the task from the Task Inbox.
5. Complete the required fields.
6. Submit or cancel the Appointment.

For appointment-related inquiries, please contact your designated Agency/Organization Program Coordinator or Appointing Authority.
For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at <mailto:dlacontactcenter@dla.mil>.

- . US (CONUS) - Commercial (toll-free): 1-800-376-7783
- . OCONUS - DSN: 661-7307
- . Direct dial: 269-961-7307

AIM Logon: <https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp>

PCOLS user manuals and training material can be downloaded from the Defense Acquisition University (DAU) website: <https://acc.dau.mil/pcols>

Follow the steps in the email or log into AIM through the Single Sign On URL and select your A/BO role. If you have multiple A/BO roles ensure you select the role for the organization shown in the email or you will not find the task in your task inbox.

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Logoff



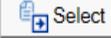
Purchase Card

Authorization, Issuance and Maintenance

Welcome James Tew II.

Role Selection

Select a role to access AIM.
To select a role, click Select next to the desired role name. You can also double-click the row.

	Role Name	Organization
	Approving/Billing Official Pool	DLA 1
	Approving/Billing Official Pool	DLA 4
	Approving/Billing Official Pool	110 FW



The A/BOs pending Certifying Official Appointment task is in the "Task Inbox". Select the task.

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Appointments | Training History | Profile

Welcome James Tew II. You are logged in as the Purchase Card Approving/Billing Official.

Task Inbox

James, you have **1** task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.

1 | Displaying 1 - 1 of 1 | # To Display 10

	Task Status	Acquired	Request Type	Account Holder	Office Name	Account Number	Task Description	Comments
 Select	New	06/04/2015	CO Appointment	Tew II, James			Review and accept appointment as Certifying Officer	

Selection of the CO Appointment task displays the “Appointment Acceptance” screen. This will appear on one screen in AIM but for this training it has been split into two screens. The A/BO will review the displayed information and can also view the “Privacy Act Statement” if they choose. If there are any corrections required for the appointee’s “Contact Information” please select your “Profile” tab and update through the available links.

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logout

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | **Appointments** | Training History | Profile

Welcome James Tew II. You are logged in as the Purchase Card Approving/Billing Official.
[Task Inbox](#) > Appointment

Appointment Acceptance

Review the appointment record created by the Appointing Authority and Accept or Reject the appointment below.
The Privacy Act Statement related to the appointment record is available [here](#).

Section I - Appointee

Name: James Tew II

Title: Primary Billing Official

DoD Component/Organization: DLA/J62

Contact Information

Work Address: 1600 N BEAUREGARD ST STE 100
ALEXANDRIA, VA 22311

Email Address: James.tew@dla.mil

Work Phone Number:

Position to Which Appointed: Certifying Officer for Purchase Card Invoices

You are appointed to serve in the position identified in item 6. Your responsibilities include:

Your certifications attests to the accuracy of the facts on the purchase card vouchers you certify, as well as the legality of those payments. You also acknowledge that you have pecuniary liability for any illegal, improper, or incorrect payment that you have certified.

Review and adhere to the following publication(s) needed to adequately perform your assigned duties:

DFARS, PGI, Charge Card Guidebook, DoD 7000, 14R Vol 5 Chapter 33

Continuation of the Appointment Acceptance screen

Review the two statements and select each check box.

The “Accept” Button will only be active after both check boxes are checked. Click the “Accept” button.

The “Reject” Button is available if you have been mistakenly appointed as a Certifying Officer.

Section II - Appointing Authority

Name: James Tew II

Title: Site Director

DoD Component/Organization: DLA/J6

Rejection Feedback

If you are rejecting this appointment, provide a reason for rejection in the comment field below.

Comments:

* I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions.

* By clicking Accept, I certify that I am electronically signing this Appointment.

Clicking Reject will return this appointment to the Appointing Authority for revision. The appointment is not complete and you are not authorized to act as a certifying officer or A/BO in PCOLS under this appointment.

Clicking Cancel will save the above information in your task inbox for future processing.

A/BO action successful. If you receive a red banner with an error message you will need to fix the specified issue in the error message and resubmit.

The screenshot displays the DMDC (Department of Defense Management and Decision Making) interface for the Purchase Card system. The header includes the DMDC logo and the slogan "Information and Technology for Better Decision Making". Navigation links for "Message Board", "Help", "Contact", "Select Role", and "Logoff" are present. The main title is "Purchase Card Authorization, Issuance and Maintenance". A menu bar contains "Task Inbox", "Managing Accounts", "Cardholder Accounts", "Accounts In Progress", "Appointments", "Training History", and "Profile". A green success banner reads "Your action was successful". A welcome message for James Tew II identifies the user as a "Purchase Card Approving/Billing Official". The "Task Inbox" section shows 0 tasks. A table with columns for Task Status, Acquired, Request Type, Account Holder, Office Name, Account Number, Task Description, and Comments is shown with "No Items".

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Appointments | Training History | Profile

✓ Your action was successful

Welcome James Tew II. You are logged in as the Purchase Card Approving/Billing Official.

Task Inbox

James, you have 0 task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.

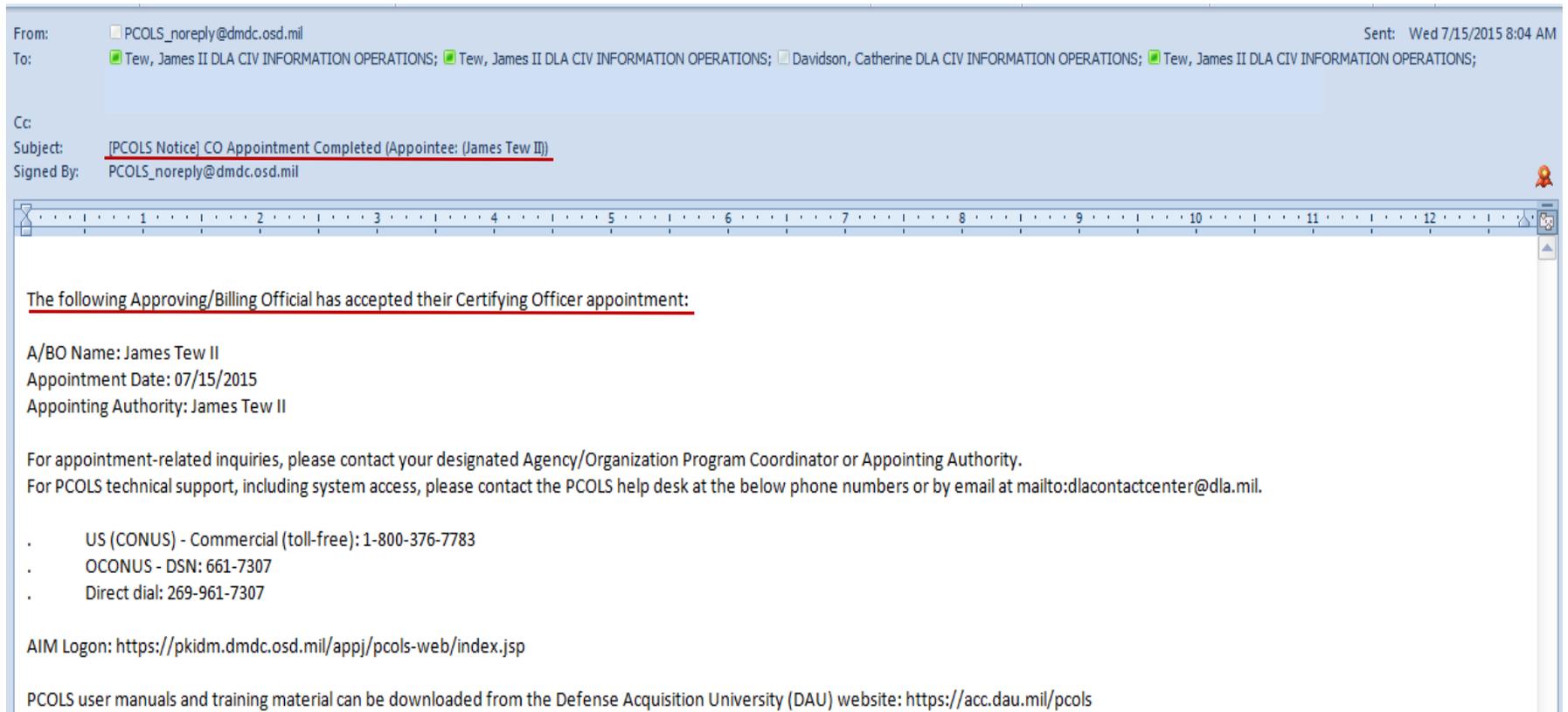
To Display 10

Task Status	Acquired	Request Type	Account Holder	Office Name	Account Number	Task Description	Comments
No Items							

An email is sent to the Appointing Authority, the A/OPC and the A/BO informing them this CO Appointment is complete and will now be listed as an active Appointment in the “Appointment” tab in AIM.

This completes the CO Appointment Process for this A/BO.

NOTE - There is no notification sent to the DFAS CO verifiers when an appointment goes active in AIM. You have done all that is required once the appointment is active. DFAS is responsible for accessing PCOLS to search, view, verify and print appointments as necessary.



The screenshot shows an email client interface. The header area includes the following information:

- From:** PCOLS_noreply@dmdc.osd.mil
- Sent:** Wed 7/15/2015 8:04 AM
- To:** Tew, James II DLA CIV INFORMATION OPERATIONS; Davidson, Catherine DLA CIV INFORMATION OPERATIONS; Tew, James II DLA CIV INFORMATION OPERATIONS;
- Cc:**
- Subject:** PCOLS Notice] CO Appointment Completed (Appointee: James Tew II)
- Signed By:** PCOLS_noreply@dmdc.osd.mil

The main body of the email contains the following text:

The following Approving/Billing Official has accepted their Certifying Officer appointment:

A/BO Name: James Tew II
Appointment Date: 07/15/2015
Appointing Authority: James Tew II

For appointment-related inquiries, please contact your designated Agency/Organization Program Coordinator or Appointing Authority.
For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at <mailto:dlacontactcenter@dla.mil>.

- . US (CONUS) - Commercial (toll-free): 1-800-376-7783
- . OCONUS - DSN: 661-7307
- . Direct dial: 269-961-7307

AIM Logon: <https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp>

PCOLS user manuals and training material can be downloaded from the Defense Acquisition University (DAU) website: <https://acc.dau.mil/pcols>

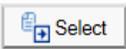
The AA, A/OPC or A/BO can view an active Appointment Record by sorting the status of “Active” and selecting the record they wish to view

The screenshot shows the DMDC Purchase Card system interface. At the top, there is a navigation bar with the DMDC logo and the text "Information and Technology for Better Decision Making". Below this, the main header reads "Purchase Card Authorization, Issuance and Maintenance". A secondary navigation bar contains tabs for "Task Inbox", "Appointments", "Training Dates", and "Profile". The "Appointments" tab is currently selected.

Below the navigation, a welcome message states: "Welcome James Tew II. You are logged in as the Appointing Authority." To the right of this message is a link for "Search Appointments".

The main content area is titled "Certifying Officer Appointments". It features a section for "Create New Appointment" with a button labeled "Create New Appointment". Below this is a section for "Appointment Records".

The "Appointment Records" section includes a table with the following columns: "Certifying Officer", "Start Date", "Termination Date", "Appointing Authority", and "Status". The table displays two records, both with a status of "Active". A red arrow points to the "Status Filter" dropdown menu, which is currently set to "Active". Another red arrow points to the "Select" button in the first row of the table.

	Certifying Officer ▲	Start Date	Termination Date	Appointing Authority	Status
	Striffler, Beatrice	06/29/2015		James Tew II	Active
	Tew II, James	06/04/2015		James Tew II	Active

View of a completed Appointment Record.

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Account Migration | **Appointments** | Training Dates | Profile

Welcome James Tew II. You are logged in as the Agency/Organization Program Coordinator.
[Appointments](#) > Appointment Detail

Appointment Record [Print Form](#)

Section I - Appointee

Name: James Tew II DoD ID Number: 1160173340
Title: Program Analyst
DoD Component/Organization: DLA/J62

Contact Information

Work Address: 1600 N BEAUREGARD ST STE 100
ALEXANDRIA, VA 22311
Email Address: James.tew@dla.mil
Work Phone Number:

Position to Which Appointed: Certifying Officer for Purchase Card Invoices

You are appointed to serve in the position identified in item 6. Your responsibilities include:
Your certifications attests to the accuracy of the facts on the purchase card vouchers you certify, as well as the legality of those payments. You also acknowledge that you have pecuniary liability for any illegal, improper, or incorrect payment that you have certified.

Review and adhere to the following publication(s) needed to adequately perform your assigned duties:
DFARS, PGI, Charge Card Guidebook, DoD 7000, 14R Vol 5 Chapter 33

Section II - Appointing Authority

Name: James Tew II
Title: Installation Commander OR Site Director OR other designated position
DoD Component/Organization: DLA/J6
Signature: Electronically signed in PCOLS by TEW II.JAMES.1160173340 Date: 20150604

Section III - Appointee Acknowledgement

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions.

Name: James Tew II
Signature: Electronically signed in PCOLS by TEW II.JAMES.1160173340 Date: 20150604

Section IV - Appointment Termination

The appointment of the individual named above is hereby revoked.

Name of Appointint: _____
Authority: _____
Title: _____
Signature: _____ Date: _____

Terminating an Appointment –

To manually terminate a CO Appointment the AA will go to the “Appointments” tab and select the Appointment you wish to terminate.

The screenshot shows a web browser window with the URL <https://pkidm.dmdc.osd.mil/aim/termAppointment.do?action=terminate>. The page header includes the DMDC logo and the text "Information and Technology for Better Decision Making". The main navigation bar has tabs for "Task Inbox", "Appointments", "Training Dates", and "Profile". The "Appointments" tab is selected.

Welcome James Tew II. You are logged in as the Appointing Authority.

Certifying Officer Appointments

[Search Appointments](#)

Create New Appointment
To initiate a new Certifying Officer Appointment record, please click on the button below. You will be prompted to select the Approving/Billing Official you are appointing.

Appointment Records
To view an appointment record, click Select next to the appropriate row or double-click the row. To view Terminated appointments change the Status Filter.

Displaying 1 - 2 of 2 Status Filter: Active # To Display 10

	Certifying Officer ▲	Start Date	Termination Date	Appointing Authority	Status
<input type="button" value="Select"/>	Striffler, Beatrice	06/29/2015		James Tew II	Active
<input type="button" value="Select"/>	Tew II, James	06/04/2015		James Tew II	Active
<input type="button" value="Select"/>	Tew II, James	06/04/2015		James Tew II	Active

Click the "Terminate Appointment" link

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | **Appointments** | Training Dates | Profile

Welcome James Tew II. You are logged in as the Appointing Authority.
[Appointments](#) > Appointment Detail

Appointment Record

[Print Form](#)

[Terminate Appointment](#) ←

Section I - Appointee

Name: James Tew II DoD ID Number: 1160173340

Title: Program Analyst

DoD Component/Organization: DLA/J62

Contact Information

Work Address: 1600 N BEAUREGARD ST STE 100
ALEXANDRIA, VA 22311

Email Address: James.tew@dla.mil

Work Phone Number:

Position to Which Appointed: Certifying Officer for Purchase Card Invoices

Enter your title as the Appointing Authority; Read the two statements and check the boxes.

Select the "Terminate Appointment" button to complete the Appointment termination

Select the "Return to View" link if you determine you don't want to terminate the Appointment

DMDC Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | **Appointments** | Training Dates | Profile

Welcome James Tew II. You are logged in as the Appointing Authority.
[Appointments](#) > Appointment Detail

Appointment Record

[Return to View](#) Print Form

Appointing Authority Name: James Tew II
Appointing Authority Title: Installation Commander

* The appointment of the individual named below is hereby revoked.
 * By clicking Terminate, I certify that I am an authorized Appointing Authority and am electronically signing this Appointment Record Termination.

Section I - Appointee

Name: James Tew II DoD ID Number: 1160173340
Title: Program Analyst
DoD Component/Organization: DLA

Contact Information

Work Address: 1600 N BEAUREGARD ST STE 100 ALEXANDRIA, VA 22311
Email Address: James.tew@dia.mil
Work Phone Number:

Position to Which Appointed: Certifying Officer for Purchase Card Invoices

You are appointed to serve in the position identified in item 6. Your responsibilities include:

Your certifications attests to the accuracy of the facts on the purchase card vouchers you certify, as well as the legality of those payments. You also acknowledge that you have pecuniary liability for any illegal, improper, or incorrect payment that you have certified.

Review and adhere to the following publication(s) needed to adequately perform your assigned duties:

DFARS, PGI, Charge Card Guidebook, DoD 7000, 14R Vol 5 Chapter 33

Once the Termination of the CO Appointment is successful, the Appointment is displayed as “Inactive”

NOTE - Auto Termination of an Appointment will occur if a change is reported in DEERS that ends the Certifying Officers personnel record (**due to retirement or separation only**). An email will be sent to the AA, the A/OPCs and the Certifying Officer if this occurs.

The screenshot shows the DMDC AIM Web Application interface. The browser address bar displays the URL: https://pkidm.dmdc.osd.mil/aim/termAppointment.do?_action=terminate. The page header includes the DMDC logo and the text "Information and Technology for Better Decision Making". The main navigation bar features "Purchase Card Authorization, Issuance and Maintenance" and links for "Message Board", "Help", "Contact", "Select Role", and "Logoff". The "Appointments" tab is selected in the sub-navigation. A green banner at the top of the content area states "Your action was successful". Below this, a welcome message reads "Welcome James Tew II. You are logged in as the Appointing Authority." The main section is titled "Certifying Officer Appointments" with a "Search Appointments" link. Under the "Create New Appointment" heading, there is a button labeled "Create New Appointment". The "Appointment Records" section includes a table with columns for "Certifying Officer", "Start Date", "Termination Date", "Appointing Authority", and "Status". The table displays two records, both with a status of "Active".

Appointment Records

To view an appointment record, click Select next to the appropriate row or double-click the row. To view Terminated appointments change the Status Filter.

	Certifying Officer ▲	Start Date	Termination Date	Appointing Authority	Status
Select	Striffler, Beatrice	06/29/2015		James Tew II	Active
Select	Tew II, James	06/04/2015		James Tew II	Active

Training Dates Tab

Either the Appointing Authority or the A/OPC can manually input or update COL training for A/BOs if they do not take the CLG 006 COL course

This is a view of the AA role “Training Dates” tab which will only display A/BOs. The A/OPC role will have to sort their tab by A/BOs before proceeding to CO Training updates

Select the A/BO who’s training you want to add/update

DMDc Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Appointments | **Training Dates** | Profile

Welcome James Tew II. You are logged in as the Appointing Authority.

The training information for Approving/Billing Officials in your organization assigned to an Active or Suspended account is shown below. To select the Approving/Billing Official whose training information you want to edit, click Select next to the name of the individual. You can also double-click on the row.

The Department of Defense requires refresher training every two (2) years. Approving/Billing Officials are also required to complete Certifying Officer training annually. These requirements are used to calculate the training due dates below. For specific Service-level requirements, contact your Agency/Organization Program Coordinator.

Displaying 1 - 4 of 4 # To Display 10

GPC Training Due Date ▼	CO Training Due Date	Name	Email	Phone	Role
Select 08/12/2017		lakeisha gill			A/BO
Select 06/04/2017	06/04/2016	Catherine Davidson			A/BO
Select 10/10/2016	07/13/2016	James Tew II			A/BO

View of individual A/BOs Training Dates tab. If manually entering the training add the completion date, the training description and click the “save” button.

DMDC | Information and Technology for Better Decision Making | Message Board | Help | Contact | Select Role | Logoff

Purchase Card Authorization, Issuance and Maintenance

Task Inbox | Appointments | **Training Dates** | Profile

Welcome James Tew II. You are logged in as the Appointing Authority.
[Training Dates](#) > Training History

Training History: A/BO lakeisha gill

Add Training Date [Show/Hide](#)

Enter new training information and add it to the below training history. The most recent training that meets the Certifying Officer training requirement will also be reflected on the Training Dates tab. All fields are required.

Training Completion Date: (YYYYMMDD e.g.: 20120131)

Training Description:

This training meets the Certifying Officer annual training requirement

Training History

GPC Required Initial and Refresher Training [Show/Hide](#)

The following training meets the GPC training requirement:

Completion Date	Training Description	Source	Actions
08/12/2015	Local GPC refresher training	Manual Entry	
08/12/2015	Security training	Manual Entry	
12/12/2011	GPC Required Initial or Refresher Training	Manual Entry	

Certifying Officer Required Initial and Refresher Training [Show/Hide](#)

The following training meets the Certifying Officer training requirement:

Completion Date	Training Description	Source	Actions
No Items			

Additional Training [Show/Hide](#)

The following training, including locally required training, has been completed, but does not meet the GPC training requirement:
 * This type of training may be optional for some sites.

Completion Date	Training Description	Source	Actions
No Items			

The COL training date populated in the Certifying Officer Training section.

NOTE – this is the only training the AA role can add/update. The A/OPC role can add/update training in all three training sections (GPC Training, Certifying Officer Training, and Additional Training)

Only training that meets the Certifying Officer annual training requirement can be added. All other training must be added by the A/OPC.

DMDC Information and Technology for Better Decision Making

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Task Inbox | Appointments | **Training Dates** | Profile

✓ Your action was successful

Welcome James Tew II. You are logged in as the Appointing Authority.
[Training Dates](#) > Training History

Training History: A/BO lakeisha gill

Add Training Date Show/Hide

Enter new training information and add it to the below training history. The most recent training that meets the Certifying Officer training requirement will also be reflected on the Training Dates tab. All fields are required.

Training Completion Date: (YYYYMMDD e.g.: 20120131)

Training Description:

This training meets the Certifying Officer annual training requirement

Training History

GPC Required Initial and Refresher Training Show/Hide

The following training meets the GPC training requirement:

Completion Date	Training Description	Source	Actions
08/12/2015	Local GPC refresher training	Manual Entry	
08/12/2015	Security training	Manual Entry	
12/12/2011	GPC Required Initial or Refresher Training	Manual Entry	

Certifying Officer Required Initial and Refresher Training Show/Hide

The following training meets the Certifying Officer training requirement:

Completion Date	Training Description	Source	Actions
08/16/2015	CLG 006 COL Course	Manual Entry	Update, Delete

Additional Training Show/Hide

The following training, including locally required training, has been completed, but does not meet the GPC training requirement:
 * This type of training may be optional for some sites.

Completion Date	Training Description	Source	Actions
No Items			

As part of the Certifying Officer Appointment Process, PCOLS captures the CO Training completion date. CO Training is required annually. CO Training taken through DAU (CLG 006) will automatically feed into PCOLS and update the training completion date. We will track the next due date in the system based upon the training completion date and PCOLS will send a reminder email to the CO at 60 and 30 days prior to the annual training due date as well as on the training expiration date.

This concludes the DD 577 Appointment Process training document.