ABO/CO Combo Nomination/Initiate Registration

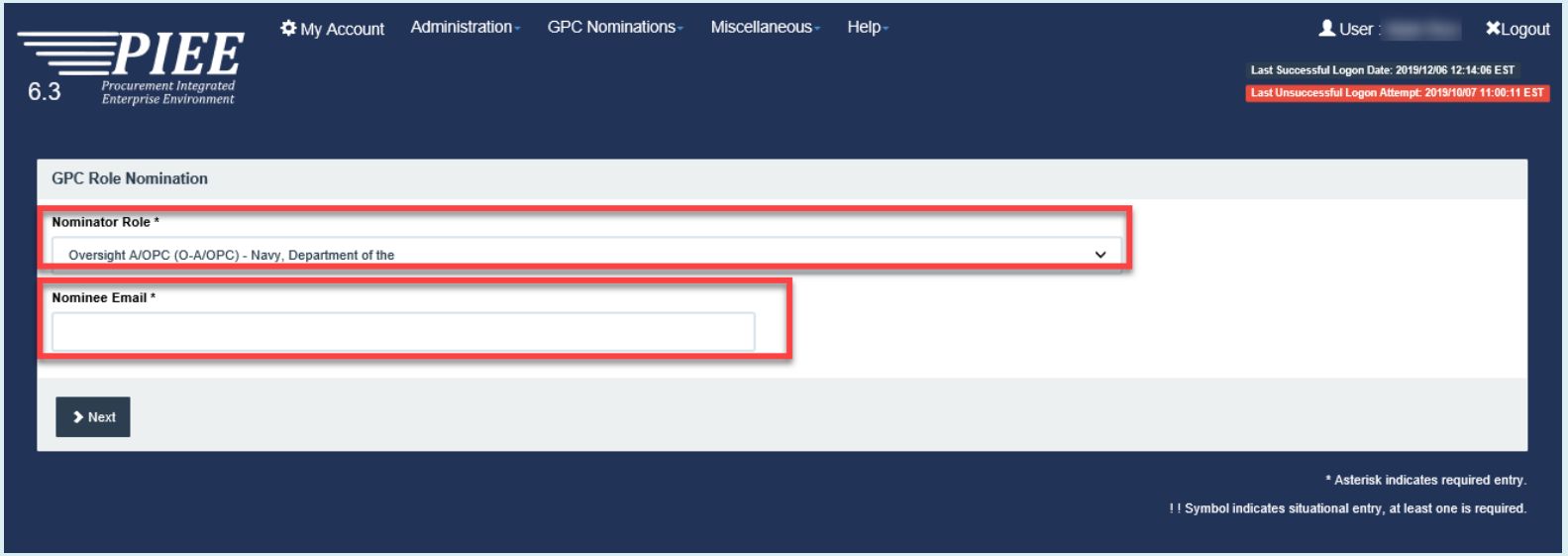
PIEE Homepage > Help/Training > JAM Module > ABO/CO Nomination

The Nomination process for the ABO/CO Roles begins with the A/OPC or OA/OPC will initiate the ABO/CO role.

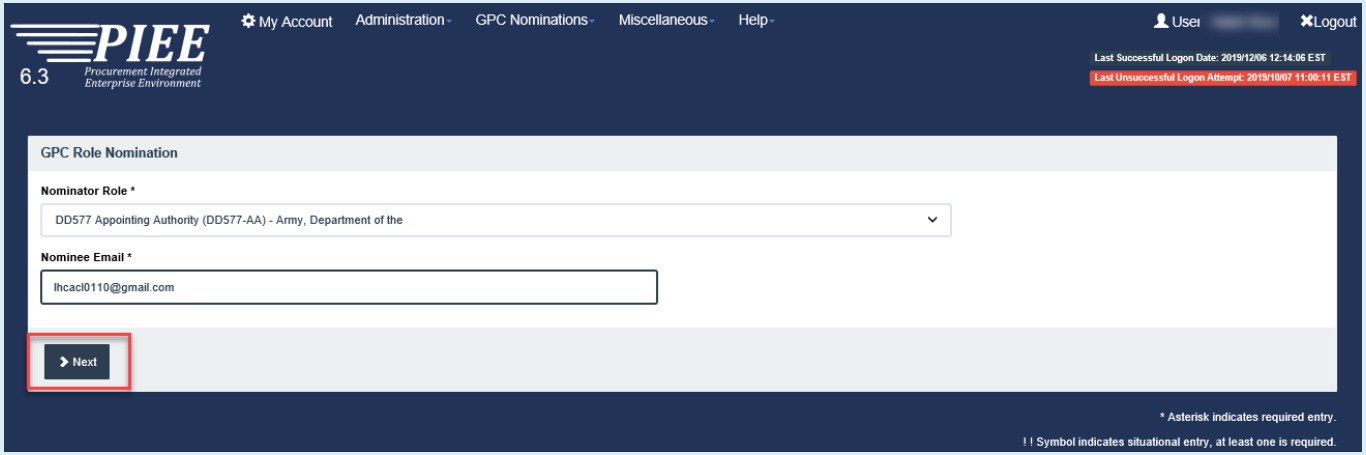
Jam Roles Roles required for the ABO/CO Nomination Process	The Nominator (A/OPC or OA/OPC) and anyone in the span of control of the both the Nominator and the Nominee can start the nomination process.
Navigation	PIEE Portal > Login as Oversight A/OPC > JAM > GPC Nomination Drop down
Nomination	The Nominator will need to create the ABO/CO Nomination for the appointee at this time. In this guide, the nomination process will start by loggin into PIEE as an Oversight A/OPC Once the OA/OPC is logged into Piee to nominate a user, click the **GPC Nomination** dropdown.

Click **Create Nomination** from dropdown.

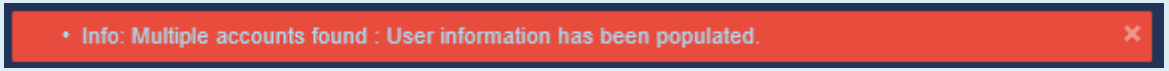
On the GPC Role Nomination page enter the **Nominator Role** selecting from the dropdown box and then enter the **Nominee's email.**



Once the Role and Email have been entered, click the **Next** button.

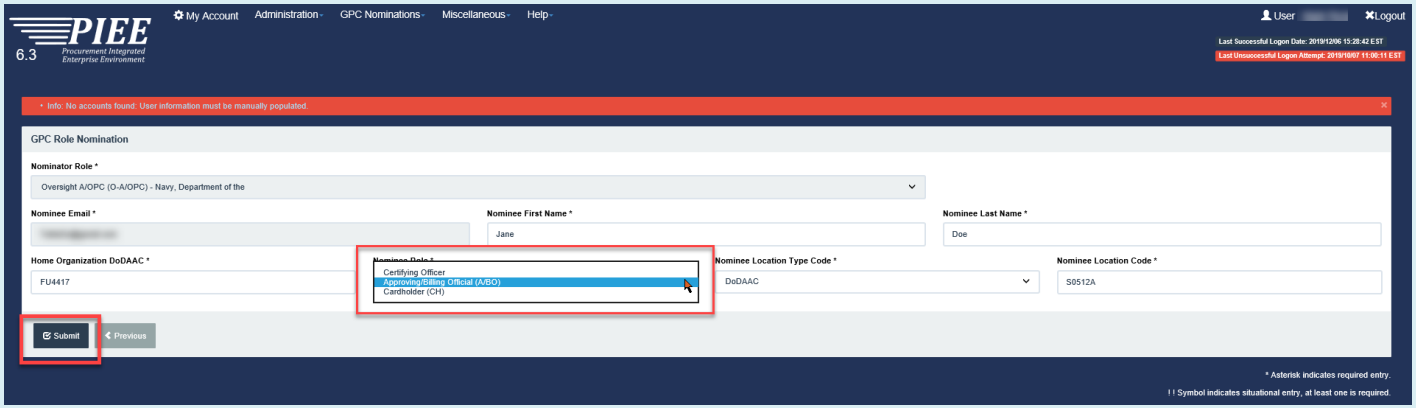


The GPC Nomination page displays the results and if one PIEE account matches, the User information will be populated.



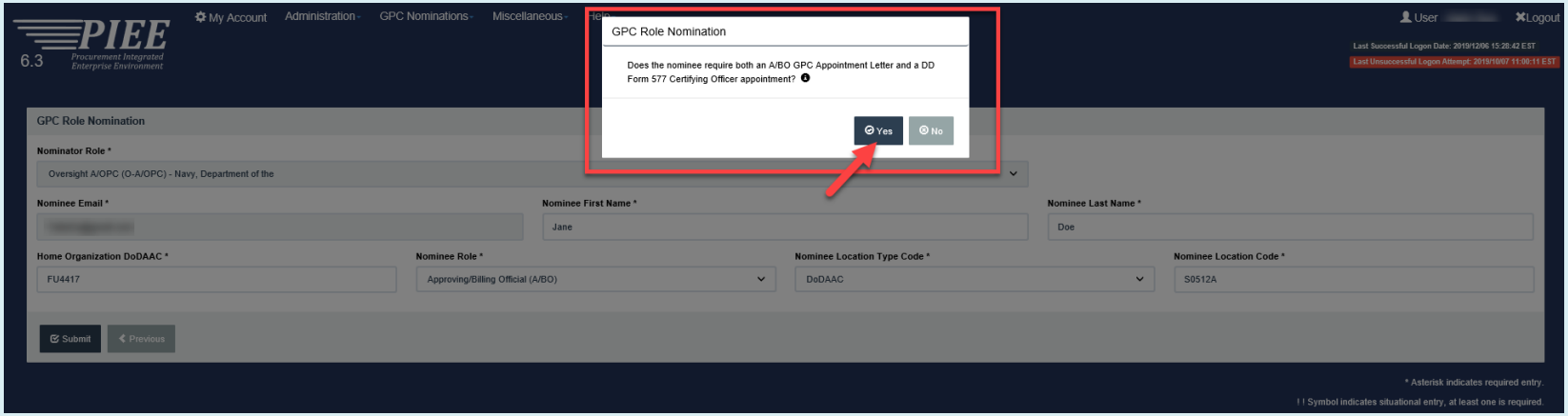
If no PIEE accounts match, the User information must be manually populated.

Select **Approving/Billing Official (A/BO)**

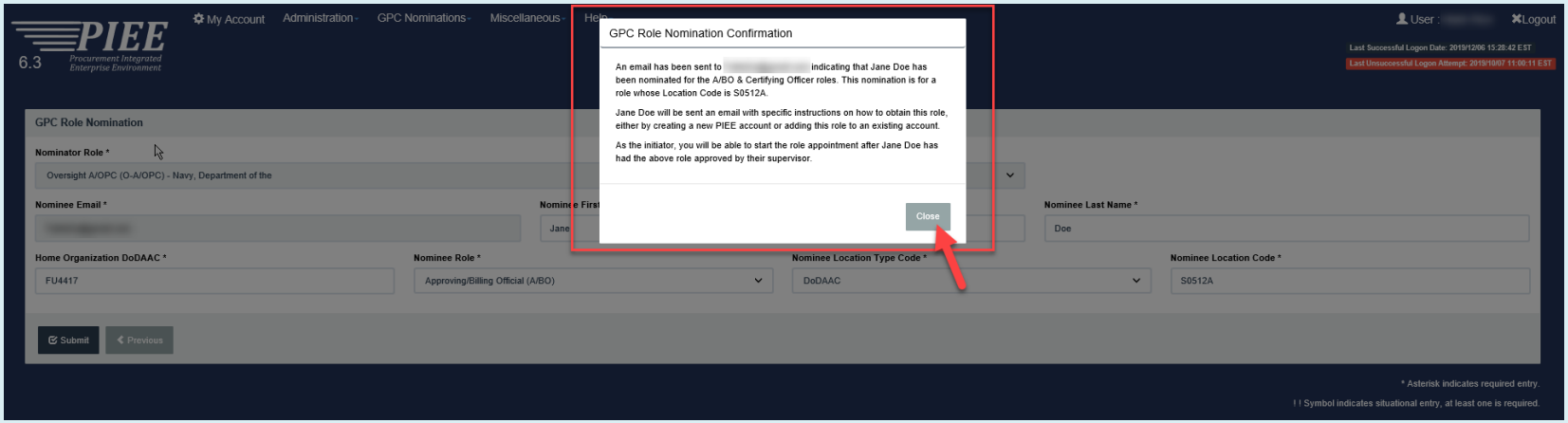


Click **Submit**.

There will be a pop-up message that asks if Nominee requires both an ABO appointment and a CO appointment. Select '**Yes**'.

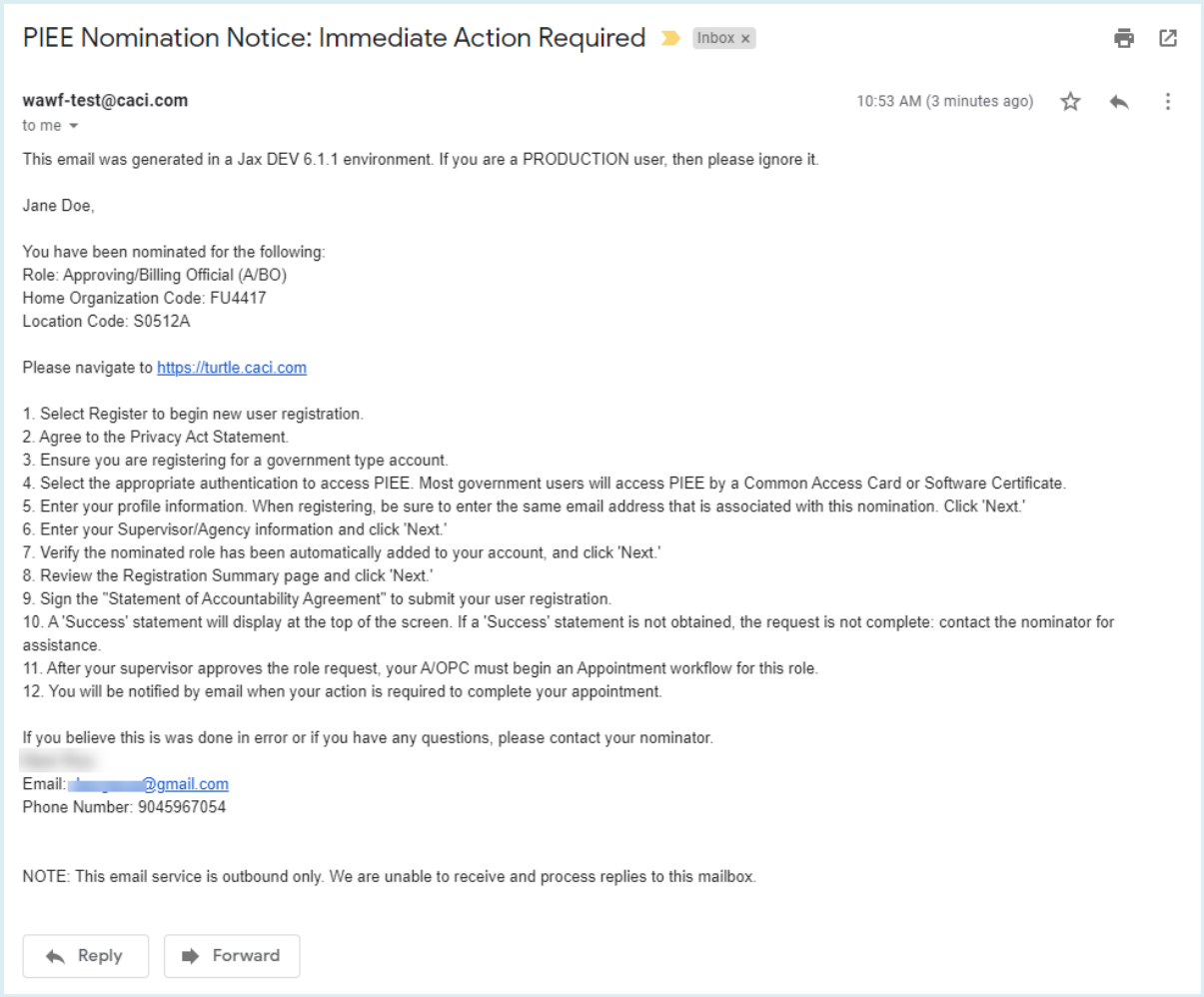


After 'yes' is selected, the GPC nomination confirmation page will display both ABO and CO nominations.



Select the '**Close**' button.

The Nominee will receive an email with instructions to complete the registration process for both ABO and CO roles. Nominees who do not have a PIEE account will be notified to register as a new user:



PIEE Nomination Notice: Immediate Action Required Inbox ×

wawf-test@caci.com 10:53 AM (3 minutes ago)

to me

This email was generated in a Jax DEV 6.1.1 environment. If you are a PRODUCTION user, then please ignore it.

Jane Doe,

You have been nominated for the following:
Role: Approving/Billing Official (A/BO)
Home Organization Code: FU4417
Location Code: S0512A

Please navigate to https://turtle.caci.com

1. Select Register to begin new user registration.
2. Agree to the Privacy Act Statement.
3. Ensure you are registering for a government type account.
4. Select the appropriate authentication to access PIEE. Most government users will access PIEE by a Common Access Card or Software Certificate.
5. Enter your profile information. When registering, be sure to enter the same email address that is associated with this nomination. Click 'Next.'
6. Enter your Supervisor/Agency information and click 'Next.'
7. Verify the nominated role has been automatically added to your account, and click 'Next.'
8. Review the Registration Summary page and click 'Next.'
9. Sign the "Statement of Accountability Agreement" to submit your user registration.
10. A 'Success' statement will display at the top of the screen. If a 'Success' statement is not obtained, the request is not complete: contact the nominator for assistance.
11. After your supervisor approves the role request, your A/OPC must begin an Appointment workflow for this role.
12. You will be notified by email when your action is required to complete your appointment.

If you believe this is was done in error or if you have any questions, please contact your nominator.

Email: [redacted]@gmail.com
Phone Number: 9045967054

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

Reply Forward

Nominees with an existing PIEE account will receive an email notification to add the nominated roles.

This email was generated in a Jax DEV 6.1.1 environment. If you are a PRODUCTION user, then please ignore it.

Kyle Stanton,

You have been nominated for the following:
Role: Approving/Billing Official (A/BO) & Certifying Officer
Home Organization Code: S0512A
Location Code: W912NR

Please navigate to https://turtle.caci.com and sign into your PIEE account

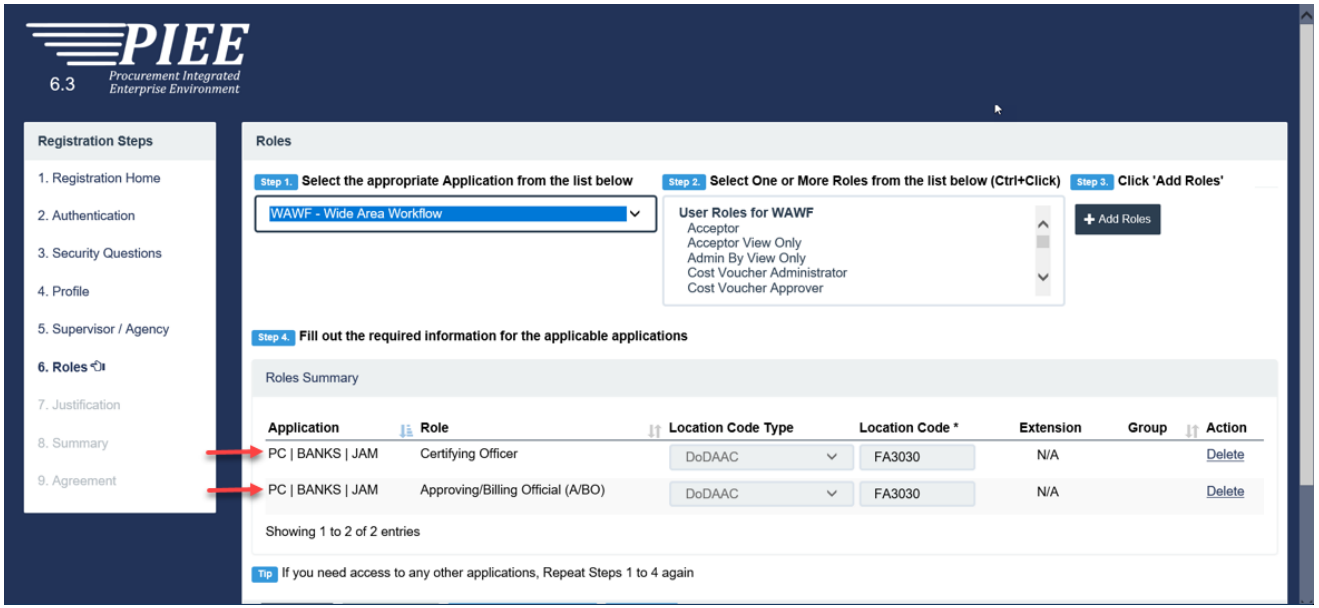
1. Select "My Account".
2. Then select "Add Additional Roles" for the role listed above.
3. Review your profile for accuracy and click 'Next.'
4. Review your Supervisor/Agency, and click 'Next.'
5. Verify the nominated role has been automatically added to your account, and click 'Next.'
6. Add training if needed. Then click 'Next.'
7. Enter the justification for needing access to PIEE and click 'Next.'
8. Review the Registration Summary page and click 'Next.'
9. Sign the "Statement of Accountability Agreement" to submit your user registration.
10. A 'Success' statement will display at the top of the screen. If a 'Success' statement is not obtained, the request is not complete: contact the nominator for assistance.
11. After your supervisor approves the role request, your A/OPC must begin an appointment workflow for this role.
12. You will be notified by email when your action is required to complete your appointment.

If you believe this is was done in error or if you have any questions, please contact your nominator.
Samantha Snow
Email: midnightsky097+turgpcaopc4@gmail.com
Phone Number: 5555555555

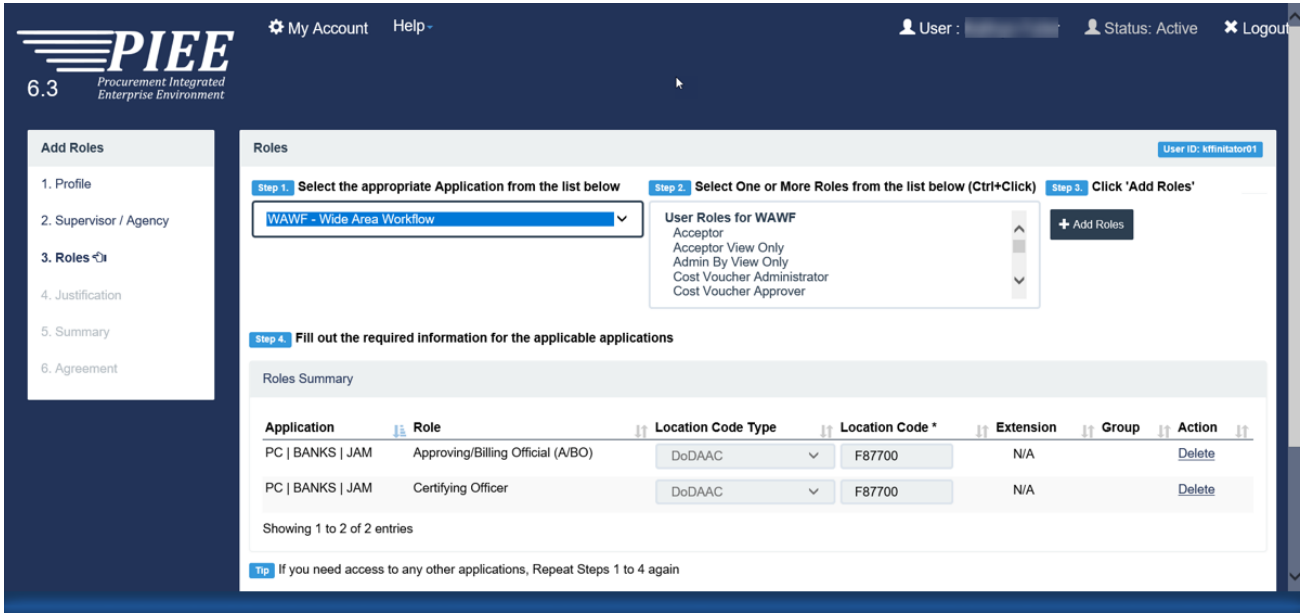
NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.

Registration

During new user registration, new users will have the A/BO and CO roles populated to their user profile.

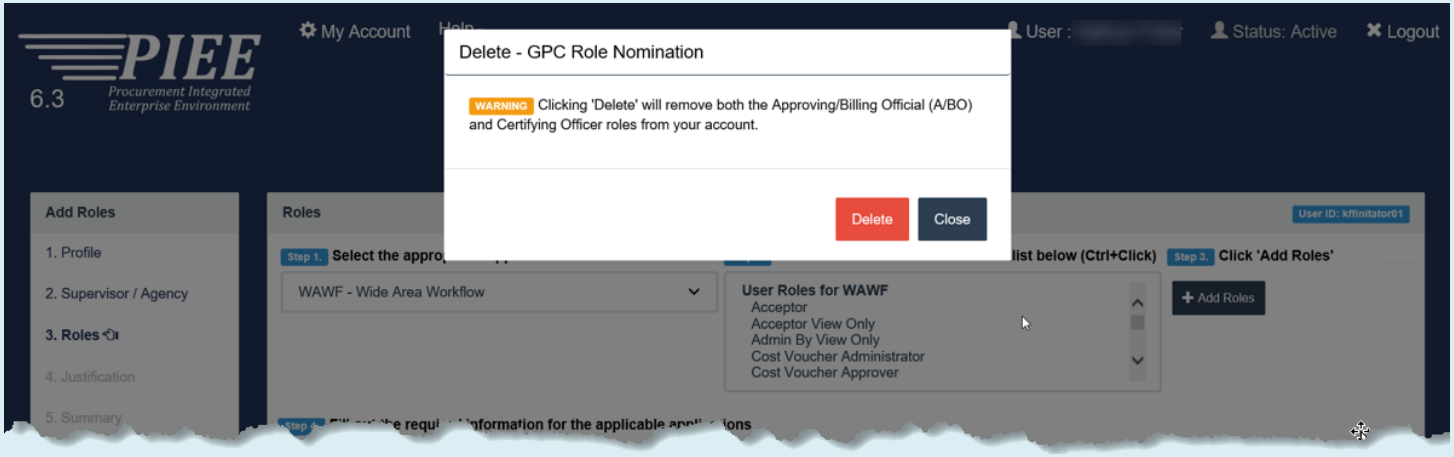
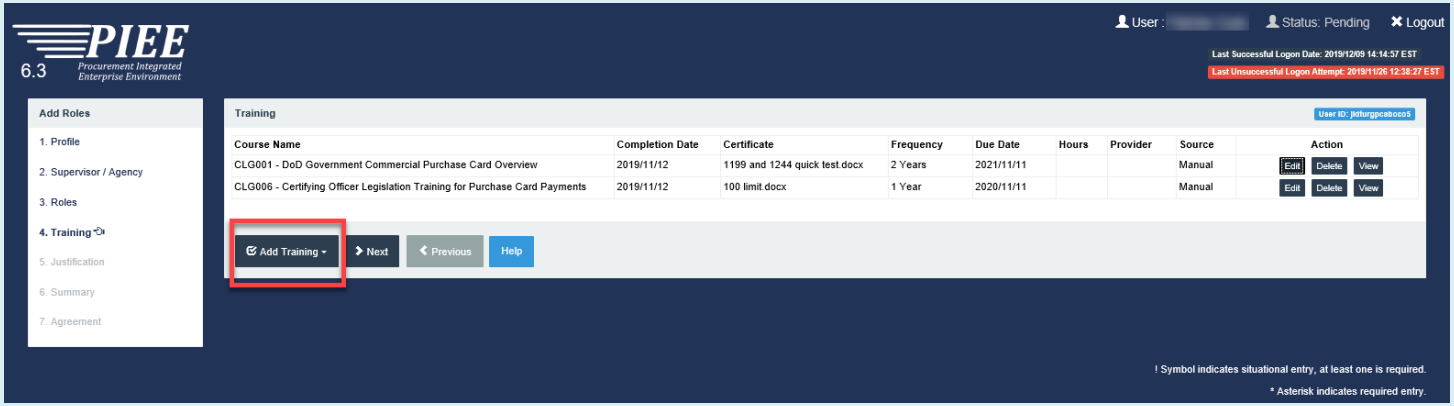


An active user will have the roles populated their user profile.



Additional Notes

NOTE: *If user attempts to delete one of the roles, both ABO and CO roles will be deleted.



**User should also make sure their required training in entered and submits role registration to Supervisor