

# ABO/CO Combo Nomination/Initiate Registration

PIEE Homepage

Help/Training

JAM Module

ABO/CO Nomination

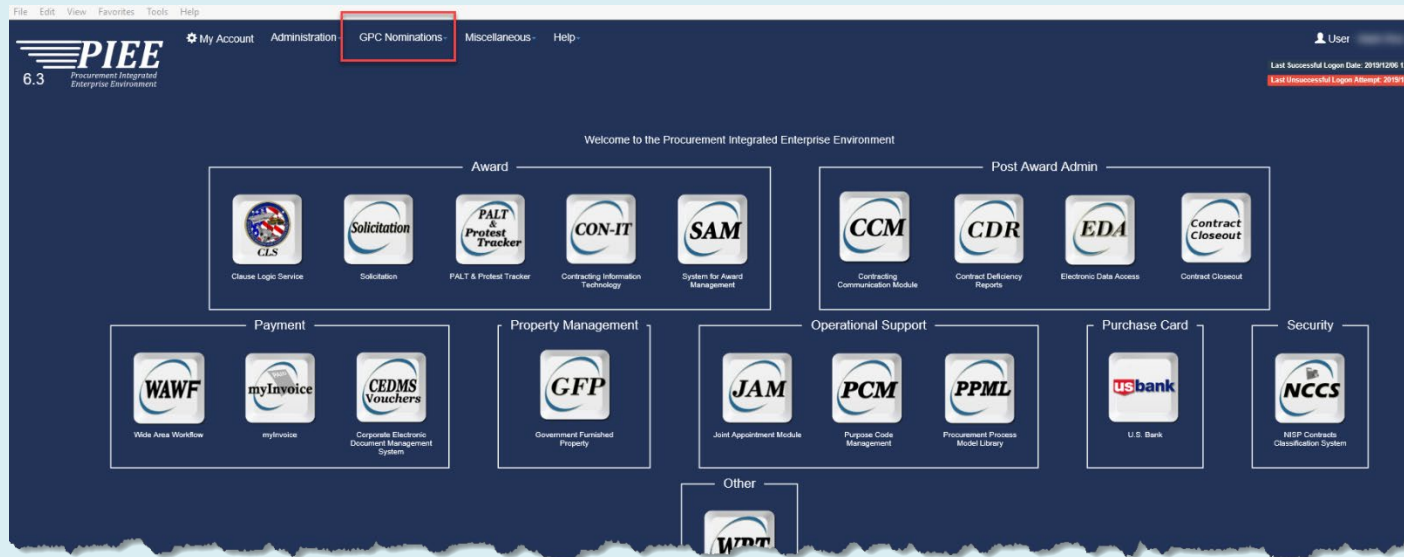
The Nomination process for the ABO/CO Roles begins with the A/OPC or OA/OPC will initiate the ABO/CO role.

<p><b>Jam Roles</b> Roles required for the ABO/CO Nomination Process</p>	<p>The Nominator (A/OPC or OA/OPC) and anyone in the span of control of the both the Nominator and the Nominee can start the nomination process.</p>
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<p><b>Navigation</b></p>	<p>PIEE Portal &gt; Login as Oversight A/OPC &gt; JAM &gt; GPC Nomination Drop down</p>
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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 logging into PIEE as an Oversight A/OPC

**Nomination**



Once the OA/OPC is logged into Piee to nominate a user, click the **GPC Nomination** dropdown.

Click **Create Nomination** from dropdown.

The screenshot shows the PIEE 6.3 Procurement Integrated Enterprise Environment dashboard. At the top left, the logo 'PIEE 6.3 Procurement Integrated Enterprise Environment' is displayed. The top navigation bar includes 'My Account', 'Administration', and a dropdown menu where 'Create Nomination' is highlighted with a red box. Other options in the dropdown are 'Manage Nominations' and 'View / Search Nominations'. The main content area is titled 'Welcome to the Procurement Integrated Enterprise Environment' and contains a grid of application icons. The categories and their respective icons are: Award (CLS, Solicitation, PALT & Protest Tracker, CON-IT, SAM); Post Award Admin (CCM, CDR, EDA, Contract Closeout); Payment (WAWF, myInvoice, CEDMS Vouchers); Property Management (GFP); Operational Support (JAM, PCM, PPML); Purchase Card (usbank); Security (NCCS); and Other (one partially visible icon).

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

The screenshot shows the 'GPC Role Nomination' form in the PIEE 6.3 Procurement Integrated Enterprise Environment. The form is titled 'GPC Role Nomination' and contains two main input fields: 'Nominator Role \*' and 'Nominee Email \*'. Both fields are highlighted with red boxes. The 'Nominator Role' dropdown menu is currently set to 'Oversight A/OPC (O-A/OPC) - Navy, Department of the'. Below the form, there is a 'Next' button. At the bottom right, there are two footnotes: '\* Asterisk indicates required entry.' and '!! Symbol indicates situational entry, at least one is required.'

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

PIEE 6.3 Procurement Integrated Enterprise Environment

My Account Administration GPC Nominations Miscellaneous Help

User Logout

Last Successful Login Date: 2019/12/06 12:14:06 EST  
Last Unsuccessful Login Attempt: 2019/10/07 11:00:11 EST

GPC Role Nomination

Nominator Role \*  
DD577 Appointing Authority (DD577-AA) - Army, Department of the

Nominee Email \*  
lhcacl0110@gmail.com

Next

\* Asterisk indicates required entry.  
!! Symbol indicates situational entry, at least one is required.

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

• Info: Multiple accounts found : User information has been populated.

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

• Info: No accounts found: User information must be manually populated.

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

PIEE 6.3 Procurement Integrated Enterprise Environment

My Account Administration GPC Nominations Miscellaneous Help

User Logout

Last Successful Login Date: 2019/12/06 12:28:42 EST  
Last Unsuccessful Login Attempt: 2019/10/07 11:00:11 EST

• Info: No accounts found: User information must be manually populated.

GPC Role Nomination

Nominator Role \*  
Oversight A/OFC (O-A/OFC) - Navy, Department of the

Nominee Email \*  
Jane

Nominee First Name \*  
Jane

Nominee Last Name \*  
Doe

Home Organization DoDAAC \*  
FU4417

Nominee Location Type Code \*  
DoDAAC

Nominee Location Code \*  
S0512A

Approving/Billing Official (A/BO)  
Certifying Officer  
Approving/Billing Official (A/BO)  
Caretaker (CH)

Submit Previous

\* Asterisk indicates required entry.  
!! Symbol indicates situational entry, at least one is required.

Click **Submit**.

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


The screenshot shows the 'GPC Role Nomination' form in the PIEE system. A red-bordered pop-up window titled 'GPC Role Nomination' is centered on the screen, asking: 'Does the nominee require both an ABO GPC Appointment Letter and a DO Form 577 Certifying Officer appointment?'. Below the question are two radio buttons: 'Yes' (which is selected) and 'No'. A red arrow points to the 'Yes' button. The background form is dimmed and contains the following fields: Nominator Role (Oversight A/OPC (O-A/OPC) - Navy, Department of the...), Nominee Email, Nominee First Name (Jane), Nominee Last Name (Doe), Home Organization DoDAAC (FU4417), Nominee Role (Approving/Billing Official (ABO)), Nominee Location Type Code (DoDAAC), and Nominee Location Code (S0512A). At the bottom left of the form are 'Submit' and 'Previous' buttons. At the bottom right, there is a footer note: '\* Asterisk indicates required entry. !! Symbol indicates situational entry, at least one is required.'

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

The screenshot shows the 'GPC Role Nomination Confirmation' page. A red-bordered pop-up window is centered on the screen, containing the following text: 'An email has been sent to [redacted] indicating that Jane Doe has been nominated for the ABO & Certifying Officer roles. This nomination is for a role whose Location Code is S0512A. Jane Doe will be sent an email with specific instructions on how to obtain this role, either by creating a new PIEE account or adding this role to an existing account. As the initiator, you will be able to start the role appointment after Jane Doe has had the above role approved by their supervisor.' A red arrow points to the 'Close' button at the bottom right of the pop-up. The background form is dimmed and contains the same fields as the previous screenshot. At the bottom right, there is a footer note: '\* Asterisk indicates required entry. !! Symbol indicates situational entry, at least one is required.'

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 

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](mailto: [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](mailto: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.

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

**PIEE**  
6.3 Procurement Integrated Enterprise Environment

**Registration Steps**

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
- 6. Roles**
7. Justification
8. Summary
9. Agreement

**Roles**

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

+ Add Roles

Step 3. Click 'Add Roles'

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
PC   BANKS   JAM	Certifying Officer	DoDAAC	FA3030	N/A		Delete
PC   BANKS   JAM	Approving/Billing Official (A/BO)	DoDAAC	FA3030	N/A		Delete

Showing 1 to 2 of 2 entries

Tip: If you need access to any other applications, Repeat Steps 1 to 4 again

## Registration

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

**PIEE**  
6.3 Procurement Integrated Enterprise Environment

My Account Help -

User : Status: Active Logout

User ID: kffinitator01

**Add Roles**

1. Profile
2. Supervisor / Agency
- 3. Roles**
4. Justification
5. Summary
6. Agreement

**Roles**

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

+ Add Roles

Step 3. Click 'Add Roles'

Step 4. Fill out the required information for the applicable applications

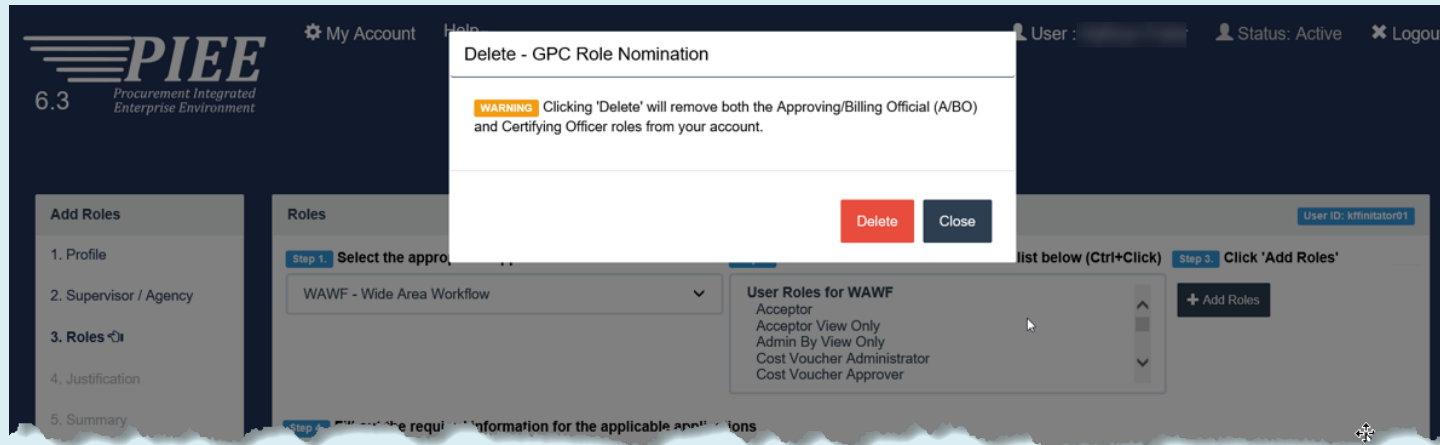
Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
PC   BANKS   JAM	Approving/Billing Official (A/BO)	DoDAAC	F87700	N/A		Delete
PC   BANKS   JAM	Certifying Officer	DoDAAC	F87700	N/A		Delete

Showing 1 to 2 of 2 entries

Tip: If you need access to any other applications, Repeat Steps 1 to 4 again

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



### Additional Notes

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

