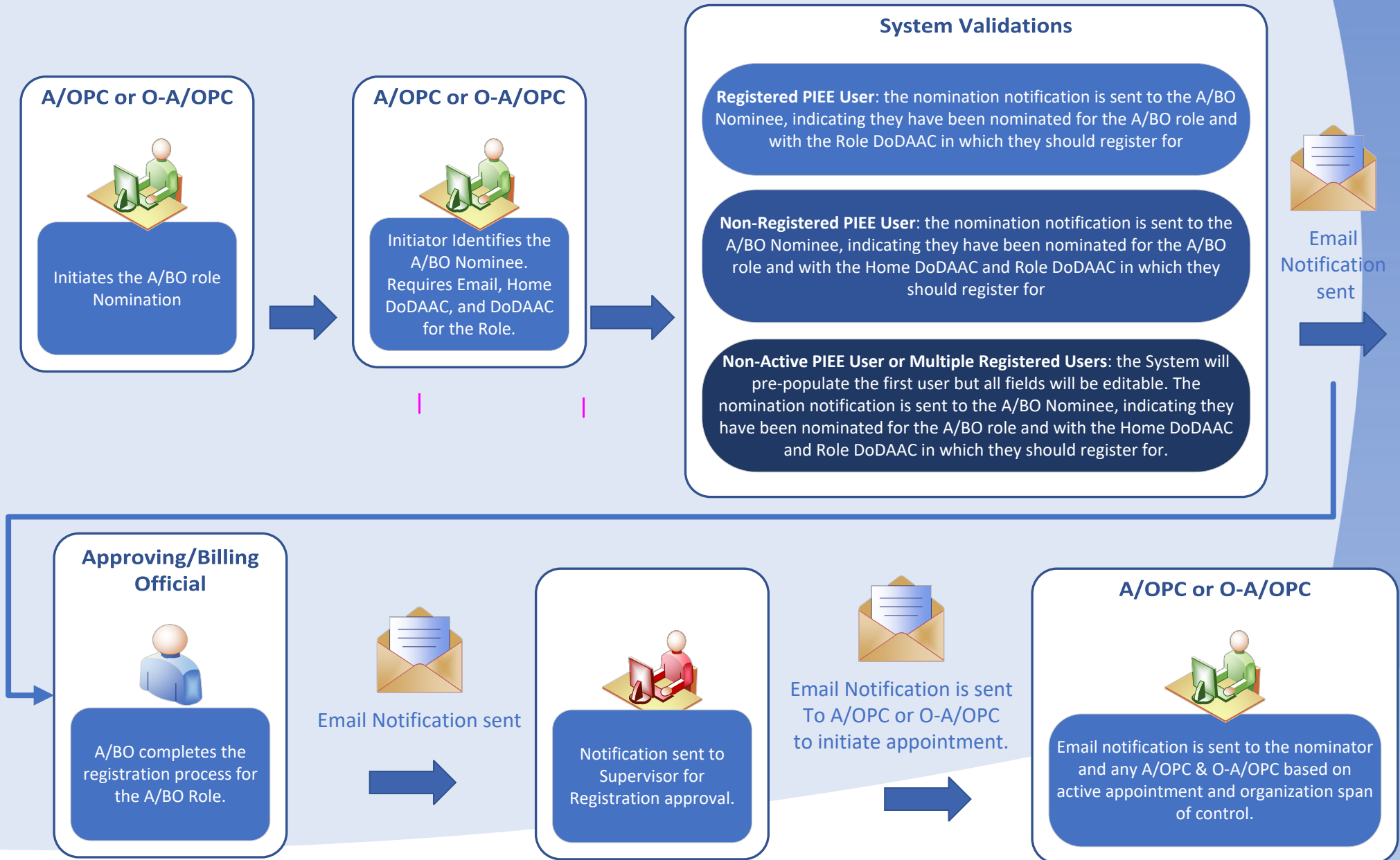


Approving/Billing Official (A/BO) Role Registration

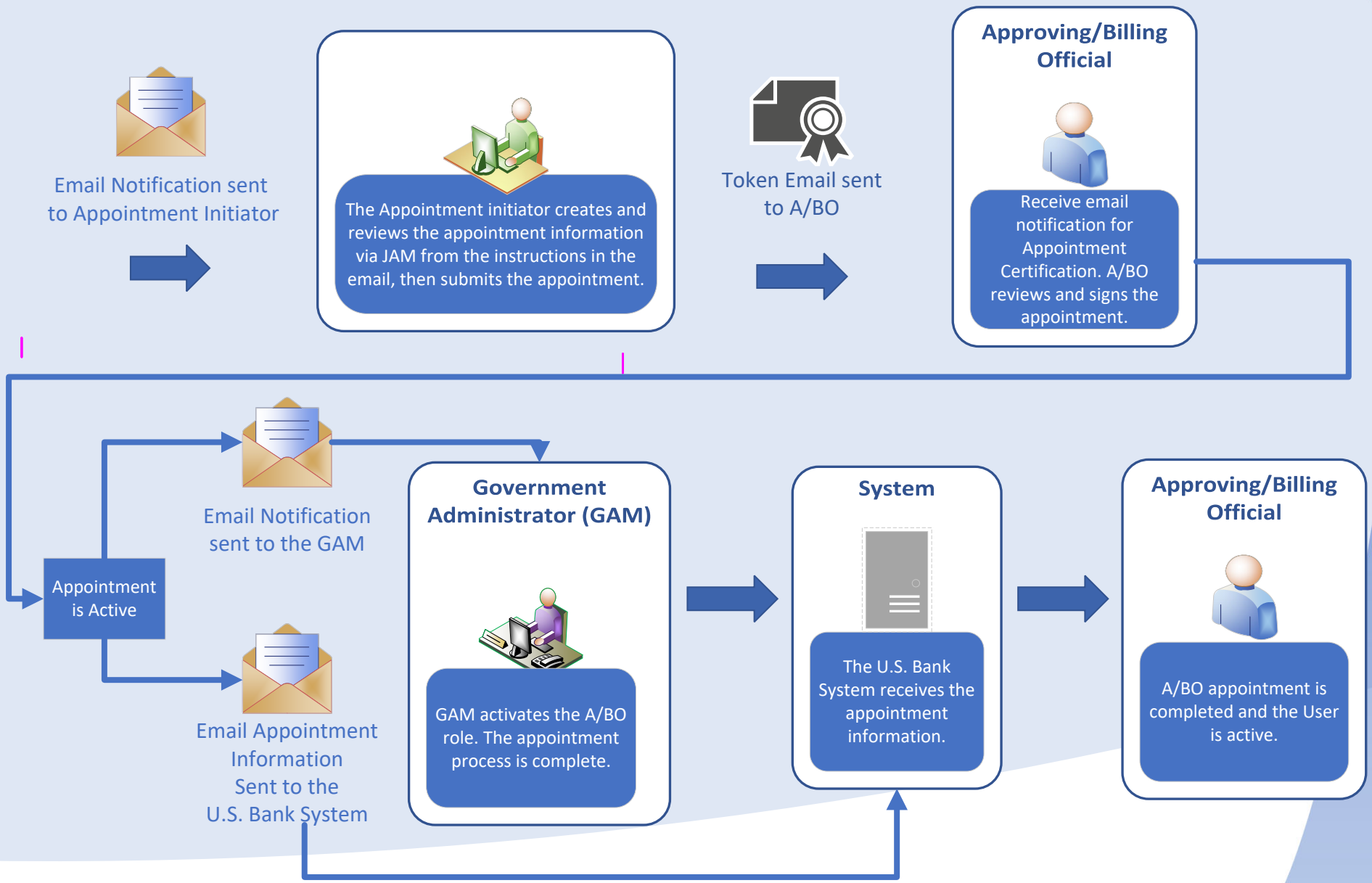
Prerequisites by User Type

- A/BO role registration CANNOT be self-initiated
- A/OPC and O-A/OPC must have an active appointment to begin the role nomination.



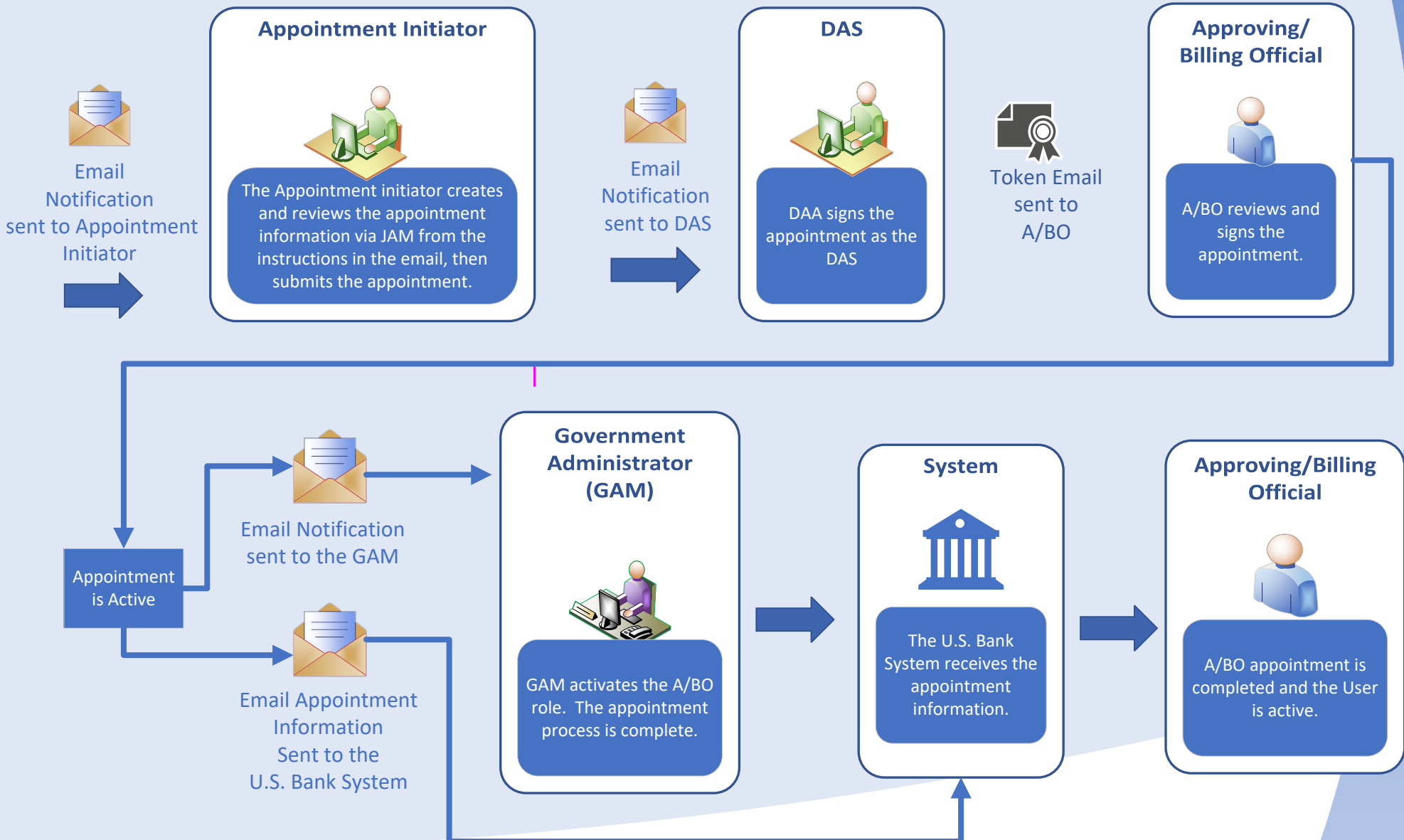
Approving/Billing Official (A/BO) Role Appointment (Initiated by Delegating Authority)

- A/BO workflow is initiated by an A/OPC or O-A/OPC that has delegating authority (DA) and is in the span of control of the nominee. Therefore, the additional DA approval is not required.
- DA = O-A/OPC or A/OPC where Delegation Authority flag on their appointment is Yes and Delegation is for A/BO.
- If initiated by A/OPC, required to identify the direct O-A/OPC.
- If initiated by O-A/OPC, then required to identify direct A/OPC.



Approving/Billing Official (A/BO) Role Appointment (Initiated by a Non-Delegating Authority)

- A/BO workflow is initiated by an A/OPC or O-A/OPC that does not have delegating authority (DA).
- DA = O-A/OPC or A/OPC where Delegation Authority flag on their appointment is No or Delegation Authority Flag is Yes and is designation other than A/BO.
- The system will provide a list of eligible DAS. DAS is an A/OPC or O-A/OPC with A/BO delegating authority in the same DoDAAC and parent resides.
- Additionally, there will be the ability to define an external DAS.



Approving/Billing Official (A/BO) Role Appointment

Initiated by Delegating Authority

- A/BO workflow is initiated by an A/OPC or O-A/OPC that has delegating authority (DA). Therefore, the additional DA approval is not required.
- DA = O-A/OPC or A/OPC where Delegation Authority flag on their appointment is Yes and Delegation is for A/BO.
- If initiated by A/OPC, required to identify the direct O-A/OPC.
- If initiated by O-A/OPC, then required to identify direct A/OPC
- O-A/OPC and A/OPC will have access to view their own appointments as well as those within their organization and below.
- An email notification is sent to an individual when their action is required indicating the status of the appointment and the required action.
- The system will send a notification to all individuals participating in the appointment workflow once the final approver has signed. The notification will indicate that the appointment is active.
- A/OPC and O-A/OPC will have the ability to initiate appointments via the JAM “Create appointment” menus in the cases where a user already has the appointed role, but does not have an active appointment in relevant org (e.g. previous appointment was terminated).

Initiated by Non-Delegating Authority

- A/BO workflow is initiated by an A/OPC or O-A/OPC that does not have delegating authority (DA).
- DA = O-A/OPC or A/OPC where Delegation Authority flag on their appointment is No or Delegation Authority Flag is Yes and is designation other than A/BO.
- The system must provide selection for eligible DAS. DAS is A/OPC with A/BO delegating authority in same DoDAAC and parent, O-A/OPC with A/BO delegating authority or GPC DAA in group in which A/BO DoDAAC and parent resides.
- Additionally, there will be the ability to define external DAS.
- O-A/OPC, A/OPC and GPC DAA will have access to view their own appointments as well as those within their organization and below.
- An email notification is sent to an individual when their action is required indicating the status of the appointment and the required action.
- The system will send a notification to all individuals participating in the appointment workflow once the final approver has signed. The notification will indicate that the appointment is active.
- A/OPC and O-A/OPC will have the ability to initiate appointments via the JAM “Create appointment” menus in the cases where a user already has the appointed role, but does not have an active appointment in relevant org (e.g. previous appointment was terminated).