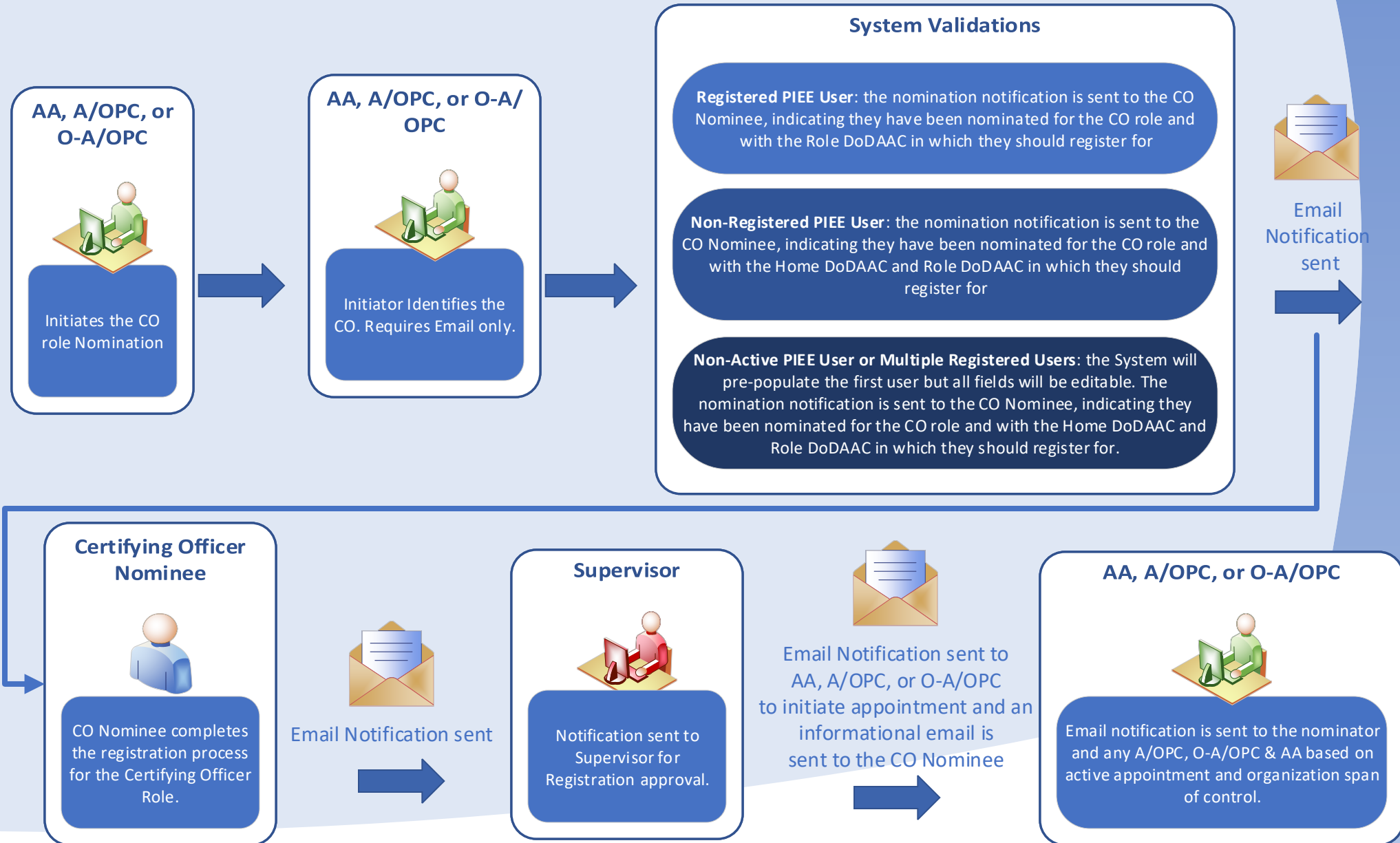


Certifying Officer (CO) Nomination and Role Registration

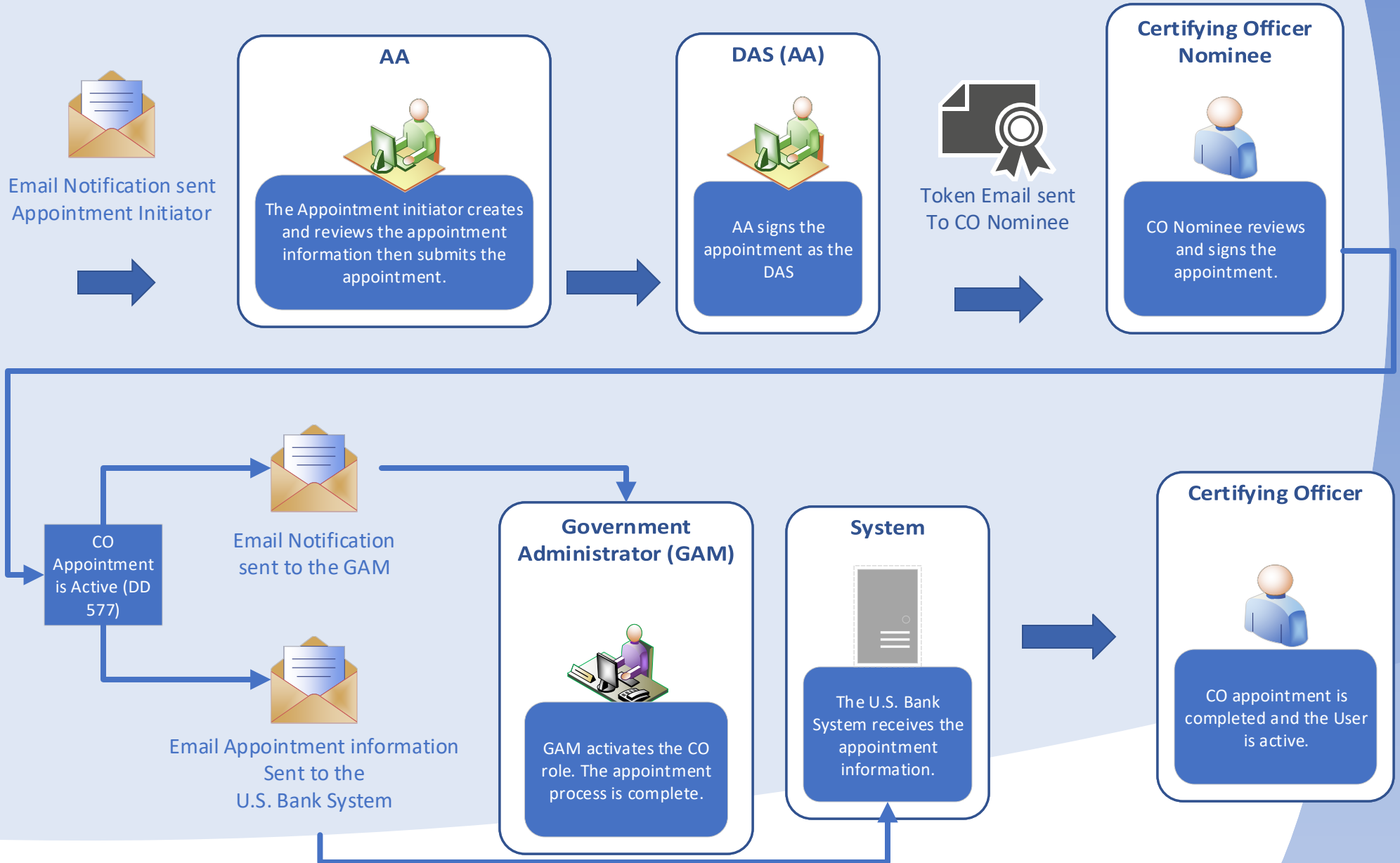
Prerequisites by User Type

- CO role registration CANNOT be self-initiated
- DD577 Appointing Authority (AA), Agency/Organization Program Coordinator (A/OPC) and Oversight Agency/Organization Program Coordinator (O-A/OPC) must have an active appointment to begin role nomination.



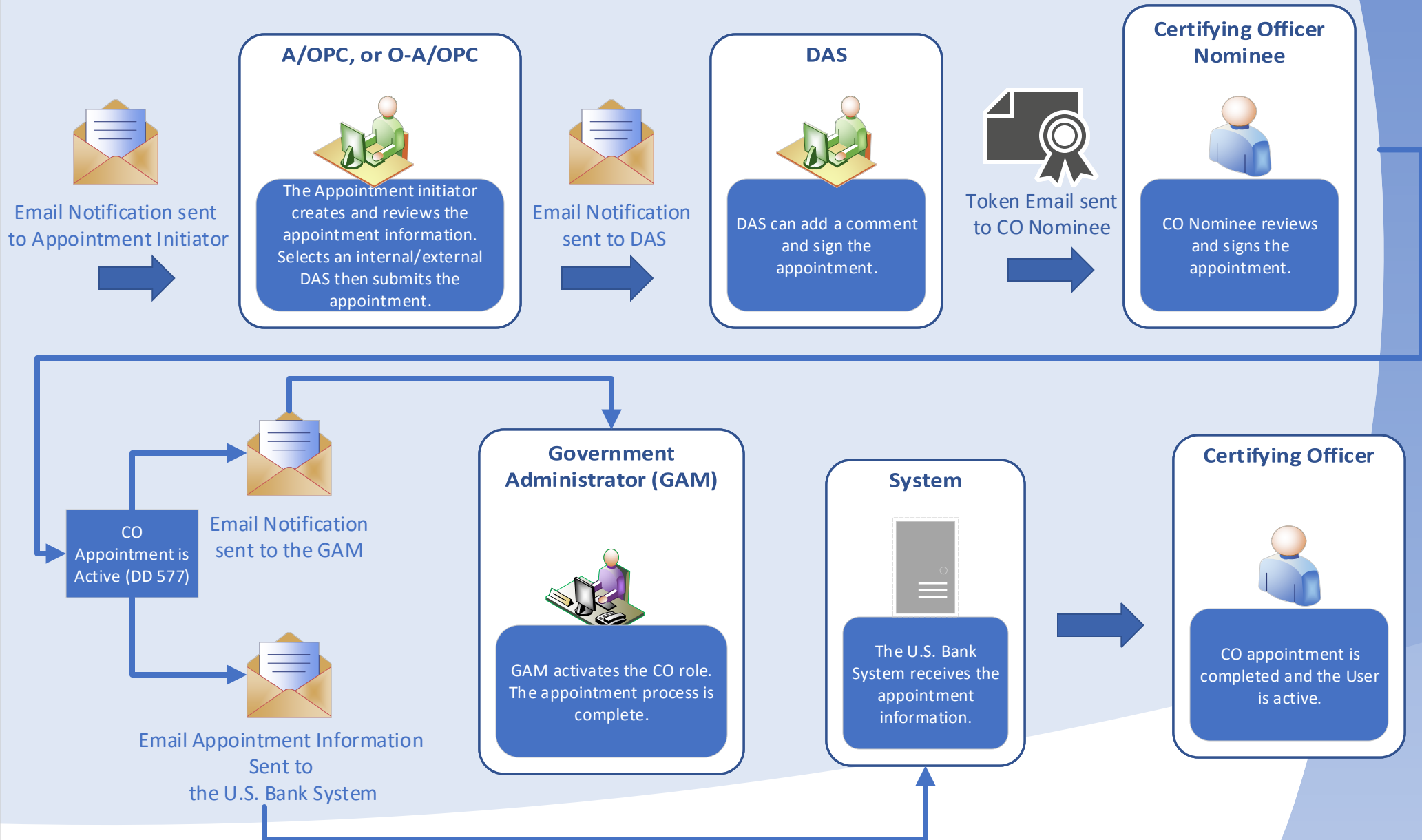
Certifying Officer (CO) Role Appointment (Initiator is AA)

- If initiator is AA – DD577 Appointing Authority Role, then AA should default as the DAS on appointment if they are in the span of control of the Nominee. DD577 Appointing Authority role will register at Group Level. DAS is all AA's to include those in group in which CO DoDAAC and parent resides.



Certifying Officer (CO) Role Appointment (Initiator is A/OPC or O A/OPC *and Not an AA*)

- If initiator is A/OPC or O A/OPC, then the system must provide selection for eligible Delegating/Appointing Signatory. DAS is all AA's to include those in group in which CO DoDAAC and parent resides.
- The DAS can add or update information entered by the initiator.



Certifying Officer (CO) JAM Notes

- If initiator is AA, then AA should default as the DAS on appointment if they are in the span of control of the Nominee. DD577 Appointing Authority role will register at Group Level
- If initiator is A/OPC or O A/OPC, then the system must provide selection for eligible DAS. DAS is all AA's to include those in group in which CO DoDAAC and parent resides.
- Additionally, there will be the ability to define external DAS (same procedures as Increment 1)
- AA can also have the A/OPC/O A/OPC role. However, if they are both it will be recommended as part of training to use the AA role to initiate the appointments. This way the user doesn't have to act twice (once A/OPC or O A/OPC and once AA) in the workflow.
- AA, 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 assigned. The notification will indicate that the appointment is active.
- AA, 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).

- CO – Certifying Officer Role
- A/OPC – Agency/Organization Program Coordinator Role
- AA – DD577 Appointing Authority Role
- O A/OPC – Oversight Agency/Organization Program Coordinator Role