

Approving/Billing Official (A/BO) Nomination and Role Registration

A/OPC or O-A/OPC Initiates the A/BO role Nomination

- A/BO role registration CANNOT be self-initiated
- A/OPC and O-A/OPC must have an active appointment to begin the role nomination
- Required information: Email, Home DoDAAC, DoDAAC for Role

System Validates if Email Maps to Existing PIEE User

Unique Match Found (Existing User)

Nomination Notification sent to A/BO (existing user)

Notification indicates:

- They have been nominated for the A/BO role and to register
- Role DoDAAC in which they should register

No Match Found (New User)

Nomination Notification sent to A/BO (non-existing user)

Notification indicates:

- They have been nominated for the A/BO role and to register for a PIEE Account
- Home DoDAAC
- Role DoDAAC in which they should register

Multiple Matches Found/ Match Non-Active

Initiator Identifies which Account Role/Appointment Required

The system will populate the nomination fields with the first account match found. Initiator will be permitted to make modifications.

Nomination Notification sent to the A/BO

Notification indicates:

- They have been nominated for A/BO role and to register
- Home DoDAAC
- Role DoDAAC in which they should register

A/BO Completes Registration Process for Cardholder Role

Notification sent to Supervisor for Registration Approval

Email sent to A/OPC or O-A/OPC to initiate Appointment

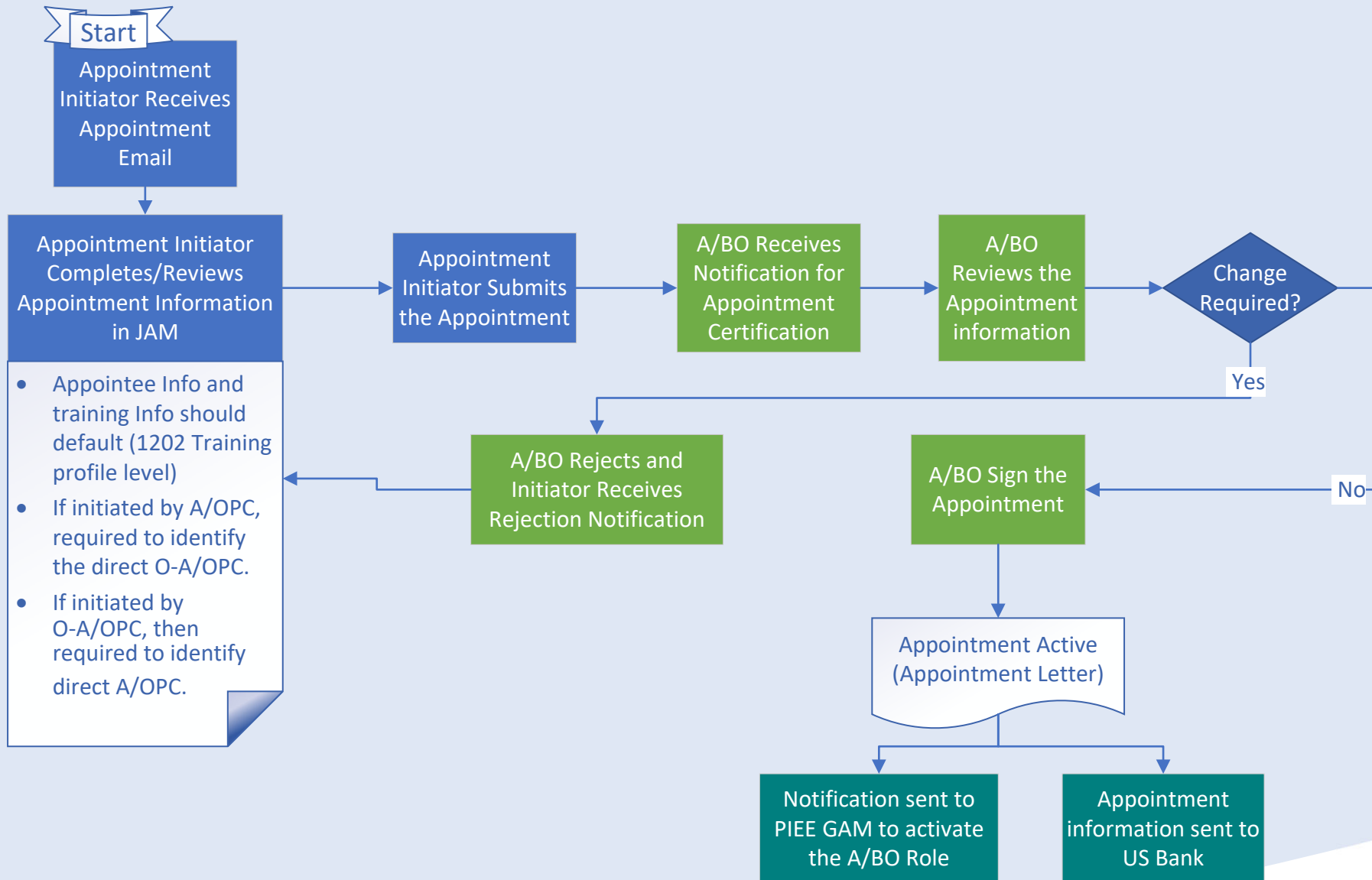
Sent to individual that initiated the role nomination

- A/BO – Approving Official Role
- A/OPC – Agency/Organization Program Coordinator Role
- O-A/OPC – Oversight Agency/Organization Program Coordinator Role
- GPC DAA – GPC Delegating Appointing Authority Role
- DAS – Delegating Approving Signatory

Approving/Billing Official (A/BO) 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.

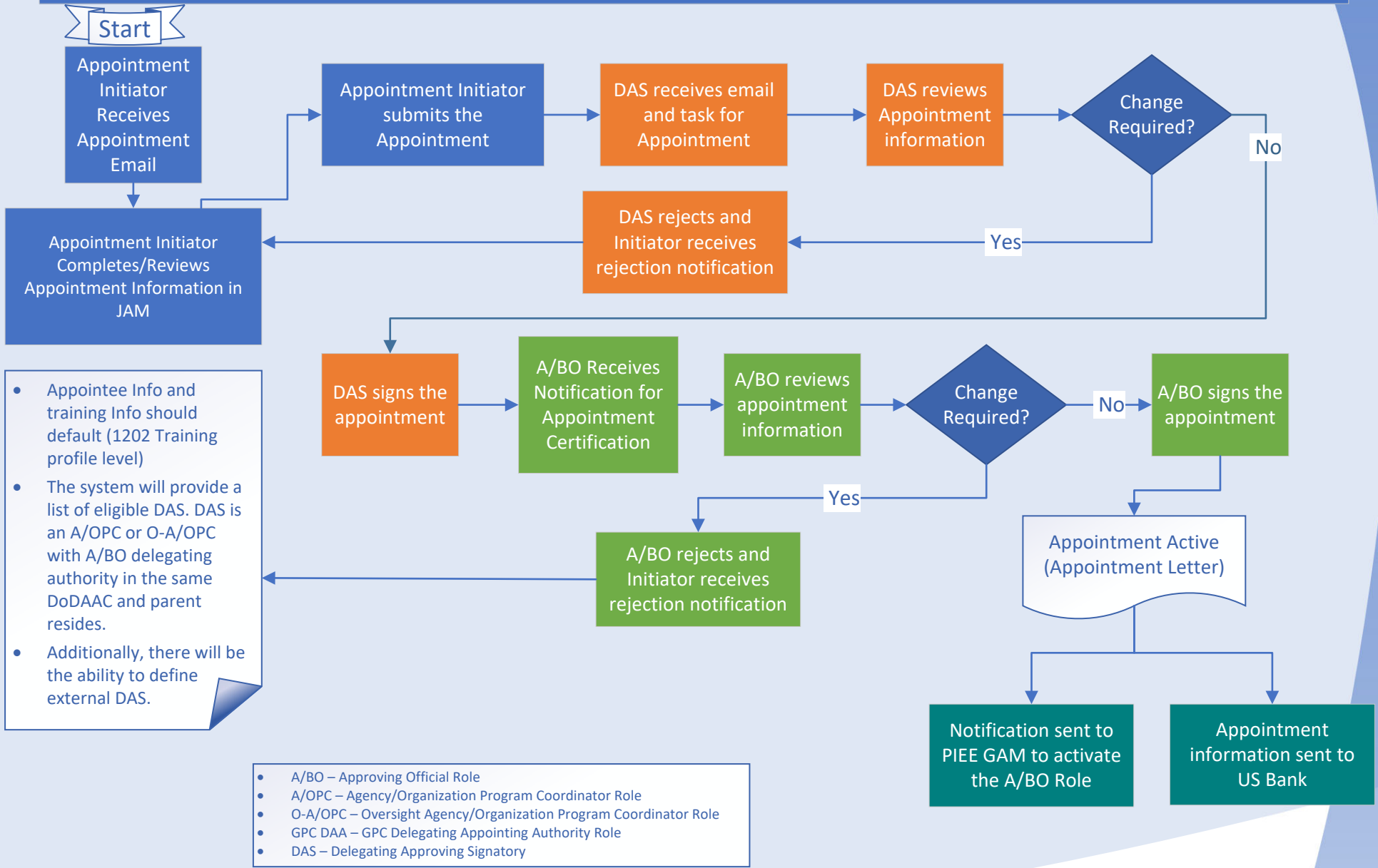


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Approving/Billing Official (A/BO) Appointment (Initiated by Non-Delegating Authority)

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.



- Appointee Info and training Info should default (1202 Training profile level)
- 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 external DAS.

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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).

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