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

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

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

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

A/BO Completes Registration Process for A/BO 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

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

Approved/Billing Official (A/BO) Nomination and Role Registration
Start

Appointment Initiator Receives Appointment Email

Appointment Initiator Completes/Reviews Appointment Information in JAM

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

Appointee Info

Appointment Initiator Submits the Appointment

A/BO Supervisor receives email and task for appointment

Supervisor reviews appointment information

Change Required?

Yes

Supervisor Rejects and Initiator Receives Rejection Notification

No

A/BO Sign the Appointment

A/BO Receives Notification for Appointment Certification

A/BO Reviews the Appointment Information

Change Required?

Yes

Appointment Active (Appointment Letter)

No

A/BO Rejects and Initiator Receives Rejection Notification

Notification sent to PIEE GAM to Active the A/BO Role

Appointment Information sent to Bank

A/BO – Approving Official Role
A/OPC – Agency/Organization Program Coordinator Role
O A/OPC – Oversight Agency/Organization Program Coordinator Role
Approving/Billing Official (A/BO) Appointment (Initiated by Non-Delegating Authority)

A/BO workflow is initiated by an A/OPC or O/A/BOPC 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/BO.

Start

Appointment Initiator Receives Appointment Email

- Appointment Initiator Completes/Reviews Appointment Information in JAM

Supervisor Signs the appointment

- Supervisor reviews appointment information

DAS reviews appointment information

- Change Required?
  - Yes: Supervisor rejects and Initiator receives rejection notification
  - No: DAS signs the appointment

A/BO receives Notification for Appointment Certification

- Change Required?
  - No: A/BO signs the appointment
  - Yes: A/BO rejects and Initiator receives rejection notification

A/BO reviews appointment information

- Appointment Active (Appointment Letter)

Notification sent to PIEE GAM to Active the A/BO Role

Appointment Information sent to Bank

- 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.

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
### Initiated by Delegating Authority

- 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.
- 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

- 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 assigned. 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).