

BUSINESS USER PROFILES
DOJ RAD R.1
FINANCIAL MANAGEMENT SERVICE

Collector Supervisor- The Collector Supervisor can manually select to request a case for DOJ referral. The Collector Supervisor can pull the Debts Pending Review Report, Active at DOJ Report, and the DOJ Rejection and Return Report as well as view case history.

Creditor Agency- The Creditor Agency can request to send a case to DOJ and view the case history to see information regarding the DOJ referral.

DMS Collector- The DMS Collector can request to send a case to DOJ. The DMS Collector can also view DOJ information in the case history.

DOJ Analyst- The DOJ Analyst is responsible for managing the case throughout the DOJ process from initial request to the return of the case from DOJ. The DOJ Analyst can determine a case to be eligible for DOJ referral, and approve or deny all DOJ request referrals. The DOJ Analyst is responsible for entering any DOJ information while the case is at DOJ. The DOJ Analyst receives notification of DOJ concurrence requests and financial transactions for cases at DOJ via the worklist. The DOJ Analyst enters the DOJ return information once the debt is returned from DOJ. The DOJ Analyst can pull the Debts Pending Review Report, Active at DOJ Report, and the DOJ Rejection and Return Report as well as view case history. The DOJ Analyst can view financial history as well as any financial report.

DOJ- DOJ is the party who actively pursues the case once the DOJ Analyst approves a case for DOJ referral. They communicate with the DOJ Analyst via telephone and fax. DOJ reports all financial transactions and relevant correspondence to the DOJ Analyst so that the information can be inputted into FedDebt.

Financial Analyst- The Financial Analyst is responsible for manually entering DOJ financial transactions received by the DOJ Analyst into FedDebt.

FMS Manager- The FMS Manager can view the Debts Pending Review Report, Active at DOJ Report, and the DOJ Rejection and Return Report as well as any DOJ information on the case.

PCA- The PCA can start the DOJ process by returning a debt to Birmingham Debt Management Operations Center (BDMOC) with reason of 'recommend litigation'.