

# Existing User Active Warrants

## Reference Guide



Homepage

My Account

Add Roles

Register 1102

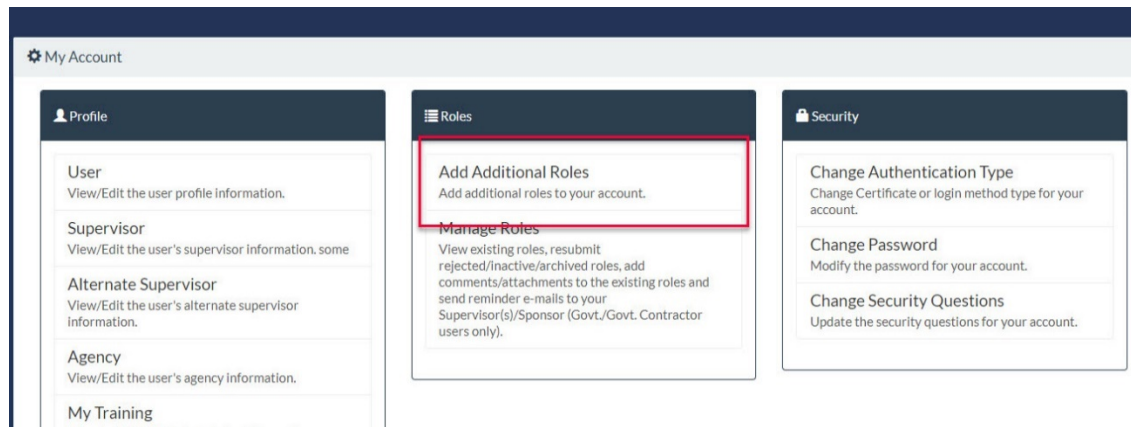
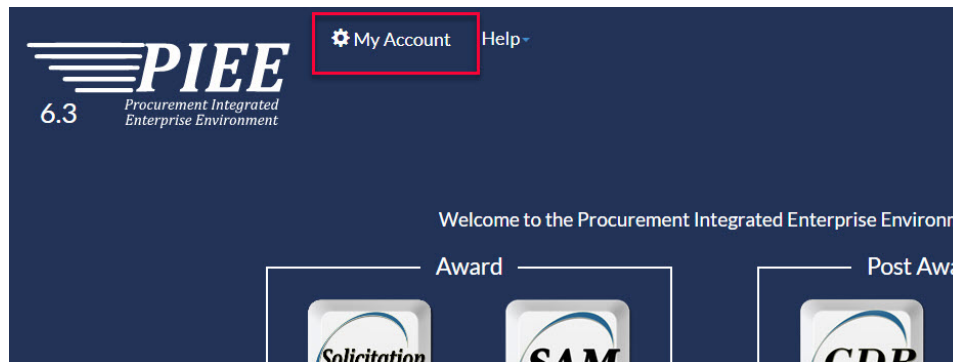
### Roles

User types with access to upload warrants

- Government Users adding job series 1102

### Registration for Existing Government Users

Registering for a Government user with the 1102 Job Series may upload an active warrant



**Add Roles** X

Verify all the information within your account, and then add any necessary new roles.

**Add Roles**

1. Profile
2. Supervisor / Agency
3. Roles
4. Justification
5. Summary
6. Agreement

**User Profile** User ID: jdturedacontracts

First Name *	Middle Name	Last Name *	Suffix
<input type="text" value="Cam"/>	<input type="text"/>	<input type="text" value="Gigandet"/>	<input type="text"/>

Home Organization DoDAAC/FEDAAC *	Organization *	Job Series *	Job Title *	Grade/Rank *
DoDAAC Lookup <input type="text" value="N50054"/>	<input type="text" value="NAVY"/>	<input type="text" value="0006"/>	<input type="text" value="Correctional Instit"/>	<input type="text" value="Grade"/>

Email *	Confirm Email *	Cyber Awareness Training Date *
<input type="text"/>	<input type="text"/>	<input type="text" value="2019/08/08"/>

Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone	DSN Telephone
<input type="text" value="4444444444"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Citizenship *	Designation *
<input type="text" value="US"/>	<input type="text" value="CIVILIAN"/>

**User Profile** User ID: jdturedacontracts

First Name *	Middle Name	Last Name *	Suffix
<input type="text" value="Cam"/>	<input type="text"/>	<input type="text" value="Gigandet"/>	<input type="text"/>

Home Organization DoDAAC/FEDAAC *	Organization *	Job Series *	Job Title *	Grade/Rank *
DoDAAC Lookup <input type="text" value="N50054"/>	<input type="text" value="NAVY"/>	<input type="text" value="1102"/>	<input type="text" value="Contracting"/>	<input type="text" value="Grade"/>

Email *	Confirm Email *	Training Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

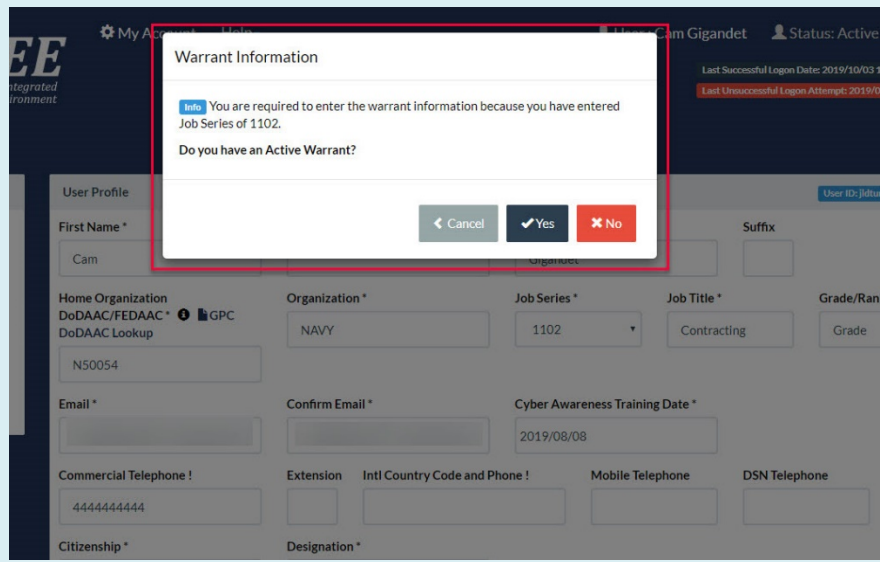
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone	DSN Telephone
<input type="text" value="4444444444"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Citizenship *	Designation *
<input type="text" value="US"/>	<input type="text" value="CIVILIAN"/>

Users registering for a 1102 Job Series may now upload an active warrant if they have one during registration.

## Active Warrant Upload

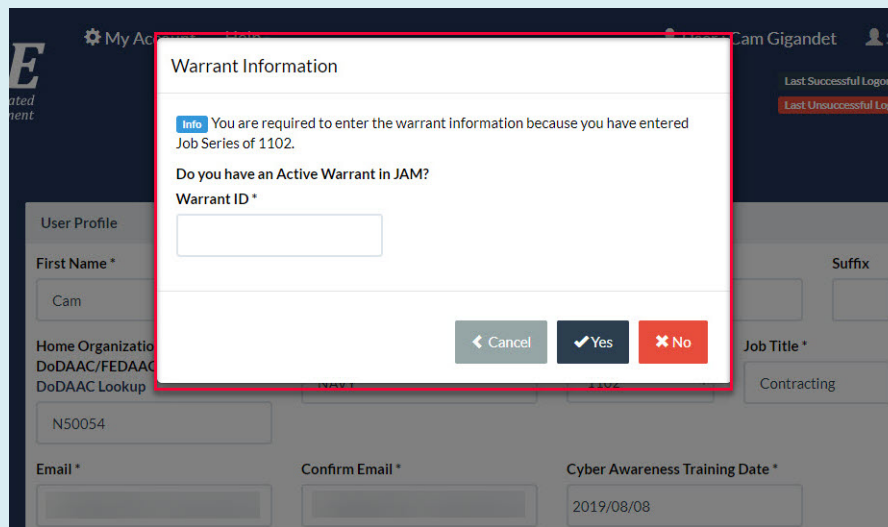
Registering with an active warrant for the 1102 Job Series



The screenshot shows a user profile form with a modal dialog box titled "Warrant Information". The dialog box contains the following text: "Info You are required to enter the warrant information because you have entered Job Series of 1102. Do you have an Active Warrant?". Below the text are three buttons: "Cancel", "Yes", and "No". The "Yes" button is highlighted with a blue checkmark icon, and the "No" button is highlighted with a red X icon. The background form shows fields for "First Name", "Suffix", "Home Organization", "Organization", "Job Series", "Job Title", "Grade/Rank", "Email", "Confirm Email", "Cyber Awareness Training Date", "Commercial Telephone", "Extension", "Intl Country Code and Phone", "Mobile Telephone", "DSN Telephone", "Citizenship", and "Designation".

Click the "Yes" button if the user has an active warrant otherwise click the "No" button.

Selecting the "No" option the user may not register for a Contracting Officer role and will be registered for a Contracting Specialist role.



The screenshot shows the same user profile form as above, but the modal dialog box is titled "Warrant Information" and contains the following text: "Info You are required to enter the warrant information because you have entered Job Series of 1102. Do you have an Active Warrant in JAM?". Below the text is a text input field labeled "Warrant ID \*". At the bottom of the dialog box are three buttons: "Cancel", "Yes", and "No". The "Yes" button is highlighted with a blue checkmark icon, and the "No" button is highlighted with a red X icon.

Warrants may be uploaded to JAM via a web service to be associated with a user later. If a warrant is uploaded for a user, they will receive and email with a Warrant ID to use during registration of the 1102 Job Series.

Upload Active Warrant User ID: jdturedacontracts

**Warrant Information**

<b>First Name *</b> Ron	<b>Middle Name</b>	<b>Last Name *</b> Swanson	<b>Suffix</b>
<b>DOD ID</b> 1234567851	<b>Issue / Admin Office *</b> N50054	<b>Organization *</b> NORFOLK SHIP SUPPORT AC	<b>Agency / Department *</b> Navy, Department of the
<b>Warrant Type Description *</b> GPC Overseas Officer	<b>Warrant Number</b>	<b>Is Warrant Unlimited? *</b> Y	<b>Warrant Limit</b>
<b>Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *</b> PKI Exempt Test			<b>Temporary Warrant Termination Date</b>
			<b>Approval Date *</b> 2019/08/26
<b>File Name *</b>		<b>Action</b>	
No file found.			

If the user has an active warrant in JAM and entered the Warrant ID the information will prepopulate from the active warrant in JAM. Otherwise, enter all required information for the Warrant, click the "Add Active Warrant" button to upload the active warrant to the system.

No file found.

**Approver**

<b>First Name *</b> Hawkeye	<b>Last Name *</b> Pierce	<b>Title *</b> Super Admin
<b>Work Phone Number *</b> 8888888888	<b>Work Email Address *</b>	

**History**

Name (Last, First)	Action	Date	Status	Comments
McDowell, Malcolm	Warrant imported from web service.	2019/10/03	Active	

➤ Next
⏪ Previous
🔗 Help

! Symbol indicates situations where entry of at least one is required



**Step 1.** Select the appropriate Application from the list below **Step 2.** Select One or More Roles from the list below (Ctrl+Click) **Step 3.** Click 'Add Roles'

WAWF - Wide Area Workflow

User Roles for WAWF

- ☑ Accepter
- ☑ Accepter View Only
- ☑ Admin By View Only
- ☑ Cost Voucher Administrator
- ☑ Cost Voucher Approver
- ☑ Cost Voucher Approver View Only

+ Add Roles

**Step 4.** Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
CDR	Job Series PCO Assignee	DoDAAC	N50054	N/A		Delete
CLOSEOUT	Job Series CCO Contract Officer	DoDAAC	N50054	N/A		Delete
CLS	Job Series Procurement Analyst/Policy Analyst	DoDAAC	N50054	N/A		Delete
GFP	Job Series GFP Approver	DoDAAC	N50054	N/A		Delete
GFP	Job Series Contracting Officer	DoDAAC	N50054	N/A		Delete
NCCS	Job Series Contracting Officer	DoDAAC	N50054			Delete
NCCS	Admin Job Series Contracting	N/A	N/A	N/A		Delete
PALT	Job Series PALT Contracting Official	DoDAAC	N50054	N/A		Delete

GFP	Job Series Contracting Officer	DoDAAC	N50054	N/A		Delete
NCCS	Job Series Contracting Officer	DoDAAC	N50054			Delete
NCCS	Admin Job Series Contracting	N/A	N/A	N/A		Delete
PALT	Job Series PALT Contracting Official	DoDAAC	N50054	N/A		Delete
PCM	Job Series Contractor DoDAAC Manager	DoDAAC	N50054	N/A		Delete
SOL	Job Series Solicitation Manager	N/A	N50054	N/A		Delete
SPM   CCM   JAM   EDA	Job Series Contracting Officer	DoDAAC	N50054	N/A		Delete
WAWF	Job Series Issue By View Only	DoDAAC	N50054			Delete

Showing 1 to 12 of 12 entries

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

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Justification / Attachments User ID: jldturedacontracts

• Info: Auto-registered EDA Role Advanced Reporting for N50054 from CLS Role Procurement Analyst/Policy Analyst

**Info** Provide justification for access and upload any necessary attachments.

**Justification \***

**Attachments**

Browse... Upload

**Warning!** Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified information in this system.

> Next

< Previous ? Help

Registration Summary - Please Verify All the information User ID: jldturedacontracts

**User Information** User Profile [Edit](#)

<b>User ID</b> jldturedacontracts	<b>First Name *</b> Cam	<b>Middle Name</b>	<b>Last Name *</b> Gigandet	<b>Suffix</b>
<b>User Type</b> Government	<b>Home Organization DoDAAC/FEDAAC *</b> N50054	<b>Organization *</b> NAVY	<b>Job Series *</b> 1102	<b>Job Title *</b> Contracting
<b>Login Method</b> User ID \ Password	<b>Email *</b>	<b>Grade/Rank *</b> Grade	<b>Cyber Awareness Training Date *</b> 2019/08/08	
	<b>Commercial Telephone !</b> 4444444444	<b>Extension</b>	<b>Intl Country Code and Phone !</b>	<b>Mobile Telephone</b> <b>DSN Telephone</b>
	<b>Citizenship *</b> US	<b>Designation *</b> CIVILIAN		

**Supervisor Information** [Edit](#)

<b>First Name *</b> Emma	<b>Last Name *</b> Hook	<b>Job Title *</b> Administrator
<b>Email *</b>		
<b>DSN Telephone</b>	<b>Phone !</b> 5555555555	<b>Extension</b> <b>Intl Country Code and Phone !</b>

**Agency Information** [Edit](#)

<b>Agency Name *</b> Sheriff's Office	<b>Address *</b> 5378 International Drive		
<b>City *</b> Jacksonville	<b>State *</b> Florida	<b>Zip *</b> 32224	<b>Country *</b> United State
<b>Organization</b>	<b>Office Symbol</b>		

**Alternate Supervisor Information** [Edit](#)

Job Series	Issue By View Only	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	Contracting Officer	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	Contracting Officer	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Admin	Job Series Contracting			PROGRAM OVERSIGHT
Job Series	PCO Assignee	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	CCO Contract Officer	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	Procurement Analyst/Policy Analyst	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	GFP Approver	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	Contracting Officer	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	Solicitation Manager	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	PALT Contracting Official	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
Job Series	Contractor DoDAAC Manager	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY
	Advanced Reporting	DoDAAC	N50054	NORFOLK SHIP SUPPORT ACTIVITY

les
Agreement
User ID: jdituredacontracts

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**

**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system.

Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date

Government Organization \*

After signing the registration document a success screen will be displayed with the list of roles registered for. The user's Supervisor will now take action to continue the registration process.