

# New User - Active Warrant

## Reference Guide

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New User

Registration

Active Warrant Upload

### Roles

User Types registering for the Job Series 1102 with an active warrant

- Government Users

### Registration for Government Users

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

Privacy Act Statement

**AUTHORITY:** Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

**PRINCIPAL PURPOSE:** To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

**ROUTINE USES:** None

**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.

Agree

! Symbol indicates situational entry, at least one is required.

What type of user are you?

Government - DoD Government - DoD (Access Key G)

Government - Non-DoD

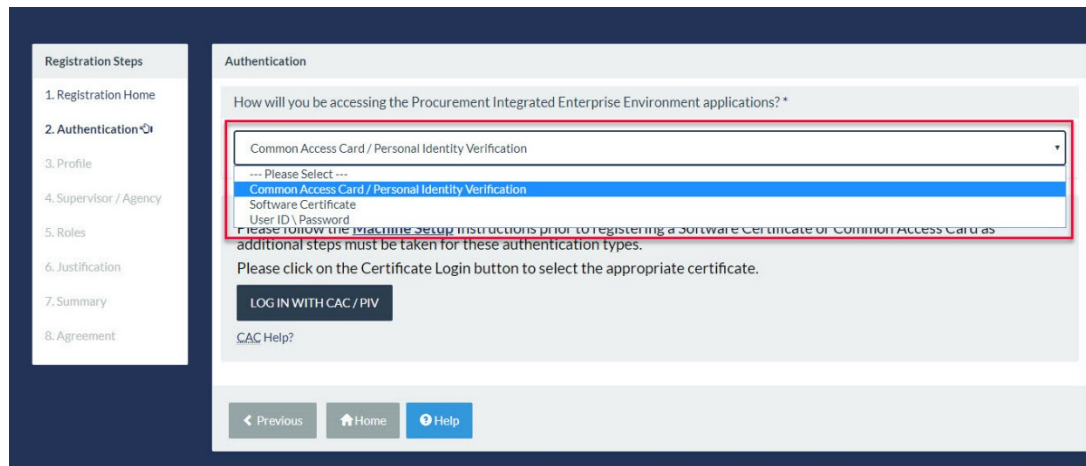
Government Support Contractor - Supporting DoD Organization

Government Support Contractor - Supporting Non-DoD Organization

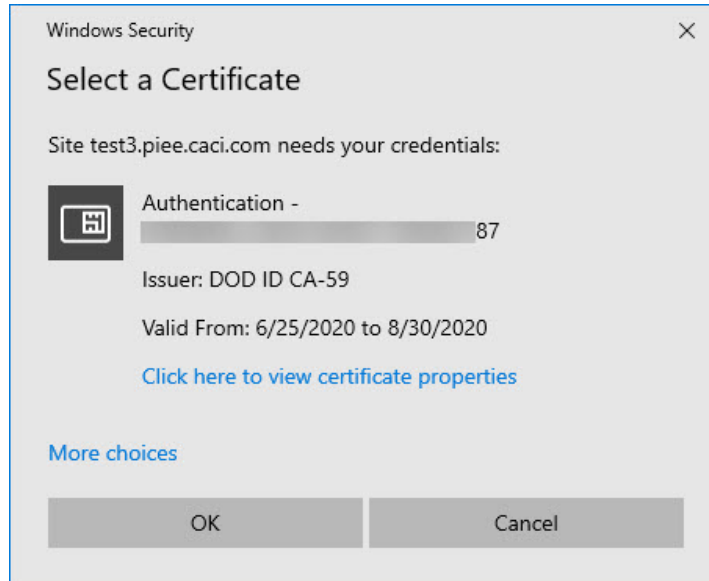
Vendor

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

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Select the appropriate Authentication method and continue with the registration process. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.



Using a User ID / Password the user will need to enter security questions and answers. After entering in the information click the Next button to continue.

**Registration Steps**

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

### Security Questions

WARNING: We suggest picking unique security questions/answers which cannot be looked up via the following means: Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.

<b>Question 1 *</b> <input type="text" value="Where is your high school located?"/>	<b>Answer 1 *</b> <input type="text"/>	<b>Answer Confirmation 1 *</b> <input type="text"/>
<b>Question 2 *</b> <input type="text" value="Where is your high school located?"/>	<b>Answer 2 *</b> <input type="text"/>	<b>Answer Confirmation 2 *</b> <input type="text"/>
<b>Question 3 *</b> <input type="text" value="Where is your high school located?"/>	<b>Answer 3 *</b> <input type="text"/>	<b>Answer Confirmation 3 *</b> <input type="text"/>

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**Registration Steps**

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### User Profile

<b>First Name *</b>	Middle Name	<b>Last Name *</b>	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Home Organization</b> DoDAAC/FEDAAC *  GPC DoDAAC Lookup	<b>Organization *</b>	<b>Job Series *</b>	<b>Job Title *</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="--- Please Select"/>	<input type="text"/>
<b>Email *</b>	<b>Confirm Email *</b>	<b>Cyber Awareness Training Date *</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Commercial Telephone !</b>	<b>Extension</b>	<b>Intl Country Code and Phone !</b>	<b>Mobile Telephone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Citizenship *</b>	<b>Designation *</b>		
<input type="text" value="US"/>	<input type="text" value="--- Please Select ---"/>		

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Save Registration
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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 box titled "Warrant Information". The modal contains an information message: "Info You are required to enter the warrant information because you have entered Job Series of 1102." Below the message is the question "Do you have an Active Warrant?". At the bottom of the modal are three buttons: "Cancel", "Yes", and "No". The background form is partially visible, showing fields for "First Name" (Hank), "Home Organization" (DoDAAC/FEDAAC), "Organization" (DCMA), "Job Series" (1102), "Job Title" (Contracting), "Email" (lhenning@caci.com), "Confirm Email" (lhenning@caci.com), "Cyber Awareness Training Date" (2019/10/04), "Commercial Telephone" (905-555-5555), "Citizenship" (US), and "Designation" (MILITARY).

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 box is titled "Warrant Information" and contains the question "Do you have an Active Warrant in JAM?". Below the question is a text input field labeled "Warrant ID \*". At the bottom of the modal are three buttons: "Cancel", "Yes", and "No". The background form is partially visible, showing fields for "First Name" (Hank), "Home Organization" (DoDAAC/FEDAAC), "Organization" (DCMA), "Job Series" (1102), "Job Title" (Contracting), "Email" (lhenning@caci.com), "Confirm Email" (lhenning@caci.com), "Cyber Awareness Training Date" (2019/10/04), "Commercial Telephone" (905-555-5555), "Citizenship" (US), and "Designation" (MILITARY).

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.

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**Upload Active Warrant**

**Warrant Information**

<b>First Name *</b> Hank	<b>Middle Name</b>	<b>Last Name *</b> Hill	<b>Suffix</b>
<b>DOD ID</b>	<b>Issue / Admin Office *</b> S0512A	<b>Organization *</b> DCMA LOS ANGELES	<b>Agency / Department *</b> Defense Contract Management
<b>Warrant Type Description *</b> --Select--	<b>Warrant Number</b>	<b>Is Warrant Unlimited? *</b> --Select--	<b>Warrant Limit</b>
<b>Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *</b>			<b>Temporary Warrant Termination Date</b>
No file found. Click 'Add Active Warrant' to browse for your active warrant to upload.			<b>Approval Date *</b>

**File Name \*** **Action**

**Add Active Warrant**

Enter all required information for the Warrant, click the "Add Active Warrant" button to upload the active warrant to the system.

**Add Active Warrant**

**Active Warrant \***

Browse

Cancel Add

**Subject to the limitation contained in the Federal Acquisition Regulation and to the following: \***

No limits.

**Temporary Warrant Termination Date**

2019/10/04

**Approval Date \***

2019/10/04

Browse the machine for the file and click the "Add" button to finish the upload.

Administrative Contracting  Y

Subject to the limitation contained in the Federal Acquisition Regulation and to the following: \*

No limits.

Temporary Warrant Termination Date

Approval Date \* 2019/10/04

File Name *	Action
Active_Warrnat.pdf	<input type="button" value="View"/> <input type="button" value="Delete"/>

The file will be displayed, if the wrong file was uploaded it may be deleted before completing the registration process.

File Name *	Action
Active_Warrnat.pdf	<input type="button" value="View"/> <input type="button" value="Delete"/>

**Approver**

First Name \*  Last Name \*  Title \*


Work Phone Number \*  Work Email Address \*

Enter a Warrant Approver's information, then click the "Next" button.

**Continue  
Registration  
Process**

Normal registration continues after the Upload Active Warrant Section is completed

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**Additional Profile Information**

**Supervisor Information**

First Name \*      Last Name \*      Job Title \*

Email \*      Confirm Email \*

DSN Telephone      Phone !      Extension      Intl Country Code and Phone !

**Alternate Supervisor Information (Optional) ⓘ**

First Name !      Last Name !      Job Title !

Email !      Confirm Email !

DSN Telephone      Phone !      Extension      Intl Country Code and Phone !

Reason !

**Agency Information**

Agency Name \*      Address \*

City \*      Zip \*      Country \*  
--- Please Select ---

Organization      Office Symbol

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**Roles**

**Step 1:** Select the appropriate Application from the list below (Ctrl+Click)

WAWF - Wide Area Workflow

**Step 2:** Select One or More Roles from the list below

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Approver View Only

**Step 3:** Click 'Add Roles'

+ Add Roles

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

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

Next Previous Save Registration Help

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**Roles**

**Step 1:** Select the appropriate Application from the list below (Ctrl+Click)

SPM - Surveillance and Performance Monitoring Modu

**Step 2:** Select One or More Roles from the list below

User Roles for SPM

- Adminstrating Contracting Officer
- Auditor
- Contract Specialist
- Contracting Officer
- Contracting Officer Representative
- Online Resources Point of Contact

**Step 3:** Click 'Add Roles'

+ 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
SPM   CCM   JAM   EDA	Contracting Officer	DoDAAC	S0512A	N/A		Delete

Showing 1 to 1 of 1 entries

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

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### Justification / Attachments

**Info:** Auto-registered WAWF Role Issue By View Only for S0512A from CORT Role Contracting Officer

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

**Attachments**

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

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### Registration Summary - Please Verify All the information

**User Information**

User ID: AutoUserCO1102

User Type: Government

Login Method: User ID \ Password

**User Profile** ✎ Edit

First Name *	Middle Name	Last Name *	Suffix
Hank		Hill	
Home Organization DoDAAC/FEDAAC *	Organization *	Job Series *	Job Title *
S0512A	DCMA	1102	Contracting
	Grade/Rank *		
	Top		
Email *	Cyber Awareness Training Date *		
	2019/10/04		
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone
905-555-5555			
Citizenship *	Designation *		
US	MILITARY		

**Supervisor Information** ✎ Edit

First Name *	Last Name *	Job Title *
Bwonsamdi	Azeroth	Supervisor
Email *		
DSN Telephone	Phone !	Extension
	910-555-5555	
		Intl Country Code and Phone !

**Agency Information** ✎ Edit

Agency Name *	Address *		
Demos	506 South Hampton		
City *	State *	Zip *	Country *
Jacksonville	Florida	32222	United States
Organization	Office Symbol		

DSN Telephone	Phone !	Extension	Intl Country Code and Phone !
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason !			
<input type="text"/>			

Role	Location Code Type	Location Code	Extension	Group
Contracting Officer	DoDAAC	S0512A		DCMA LOS ANGELES
Issue By View Only	DoDAAC	S0512A		DCMA LOS ANGELES

! Symbol indicates situational entry, at lea

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**Agreement**

Statement of Accountability Agreement

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 investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential as further explained below.

Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all

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

Signature Date:  Government Organization \*:



### Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.

- CCM - Contracting Communication Module
- EDA - Electronic Data Access
- JAM - Joint Appointment Module
- SPM - Surveillance and Performance Monitoring Module
- WAWF - Wide Area Workflow
- myInvoice

The approval request will go to your Supervisor(s)/Sponsor.

Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.

If you have any questions, please contact the Customer Support.

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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.