

Warrant Relocation

Reference Guide



EDA Homepage

Warrant Search

JAM

Upload Active Warrant

Roles

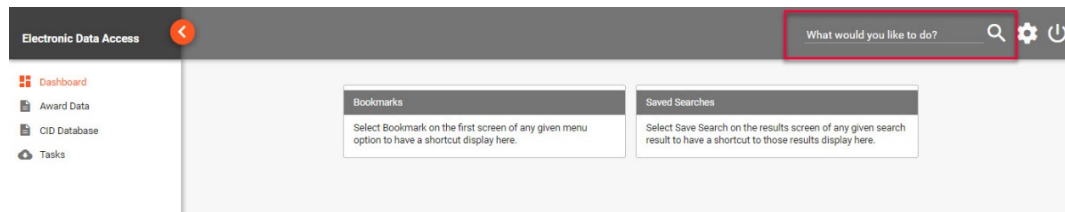
User types that will need to relocate their warrants from EDA over to JAM

- Government Users

Download Warrant from EDA

Warrants may be downloaded from EDA to upload them into JAM

1. Login to PIEE and access Electronic Data Access (EDA) module,
2. In the upper right-hand corner, enter Warrant Search in the "What would you like to do?" search field.



3. Enter user information in the search criteria and select "Search".

4. Select user Last Name displayed as a link.
5. Save the displayed SF1402 to desktop.

Warrant Search 🔍 ⚙️ 🔌

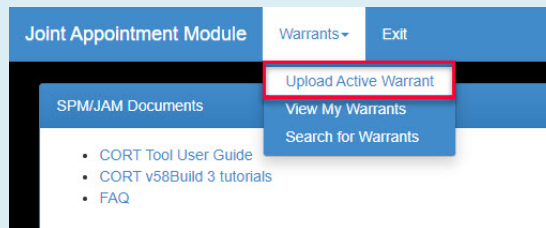
Warrant Search Results

📄 Export Results
💾 Save Search
🔍 Refine Search
🔍 New Search

Last Name	First Name	Middle Name	Suffix	History	Title	Stat
Brown	Cody			View	Mister	ACT
Flaherty	Carol	Jean		View	SE	ACT
Spann	Carrie			View	JITC	ACT
Gigandet	Cam	L		View	JITC	ACT

Results: 1 to 4 4 Results Returned

6. Access JAM and select Warrants.
7. Select "Upload Active Warrant".



8. Enter warrant data elements and upload the SF1402.

Upload Warrant into JAM

Active Warrants may be upload into JAM for storage

Upload Active Warrant

Warrant Information Help

First Name *	Middle Name	Last Name *	Suffix
Cam		Gigandet	
DoD ID	Issue / Admin Office *	Organization *	Agency / Department *
	NS0054	NORFOLK SHIP SUPPORT ACTIVITY	Navy, Department of the
Warrant Type Description *	Warrant Number	Is Warrant Unlimited? *	Warrant Limit
--Select--		-- Select --	

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

Temporary Warrant Termination Date

Approval Date *

Supplementary Warrant Indicator

File Name *	Action
No file found. Click 'Add Active Warrant' to browse for your active warrant to upload.	

Warrant Information

First Name *	Middle Name	Last Name *	Suffix
Cam			
DoD ID	Issue / Admin Office *	Organization *	Agency / Department *
Warrant Type Description *	Warrant Number	Is Warrant Unlimited? *	Warrant Limit
Administrative Contr			

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

Level III ? Award of contracts, delivery/task orders and modifications with no dollar limitation.

Temporary warrant termination Date

Approval Date *

2019/10/01

Supplementary Warrant Indicator

File Name *	Action
No file found. Click 'Add Active Warrant' to browse for your active warrant to upload.	

Add Active Warrant

Active Warrant *

Browse

9. Select "Submit".

Supplementary Warrant Indicator

File Name *
SF1402_DLA023402.pdf

Action
View Delete

Warrant Approver

First Name *
Last Name *
Title *

Work Phone Number *
Work Email Address *

Back Submit Help

10. The warrant will be stored in JAM as Active.

Joint Appointment Module Warrants - Exit

Upload Active Warrant

Info : Warrant Uploaded successfully

Warrant Information

First Name *
Cam

Middle Name

Last Name *
Gigandet

DoD ID

Issue / Admin Office *
N50054

Organization *
NORFOLK SHIP SUPPORT AC

Warrant Type Description *
Administrative Contracting Officer

Warrant Number
DLA023402

Is Warrant Unlimited? *
Y

Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *
Level III ? Award of contracts, delivery/task orders and modifications with no dollar limitation.

1. Access JAM and select Warrants.
2. Select "View My Warrants".

Joint Appointment Module Warrants - Exit

Upload Active Warrant

View My Warrants

Search for Warrants

Click to view my warrants.

SPM/JAM Documents

- CORT Tool User Guide
- CORT v58Build 3 tutorials
- FAQ

1. Click the "Warrant Number" link to view the warrant information.

View My Active Warrants in JAM

Users can view their warrants in JAM after they have been uploaded

View My Warrants

Display 10 items Filter:

Warrant Number	Issued To	Issue / Admin Office	Agency / Department	Organization	Status	Status Date
N50054874677	Gigandet, Cam	N50054	Navy, Department of the	NORFOLK SHIP SUPPORT ACTIVITY	Active	2019/10/05

Showing 1 to 1 of 1 items

Previous 1 Next

[Export \(CSV\)](#) [Help](#)

Warrant N50054874677 - Active

Warrant Information [Help](#)

First Name *	Middle Name	Last Name *	Suffix
Cam		Gigandet	
DoD ID	Issue / Admin Office *	Organization *	Agency / Department *
	N50054	NORFOLK SHIP SUPPORT ACTIVITY	Navy, Department of the
Warrant Type Description *	Warrant Number	Is Warrant Unlimited? *	Warrant Limit
Administrative Contracting Officer	DLA023402	Y	
Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *			Temporary Warrant Termination Date
Level III ? Award of contracts, delivery/task orders and modifications with no dollar limitation.			
<input type="checkbox"/> Supplementary Warrant Indicator			Approval Date *
			2019/10/01
File Name *		Action	
SF1402_DLA023402.pdf		View	