

Existing User Active Warrants

Reference Guide

Homepage

My Account

Add Roles

Register 1102

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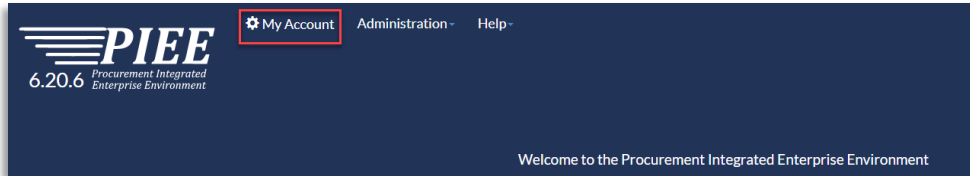
Roles

Users with the ability to upload warrants:

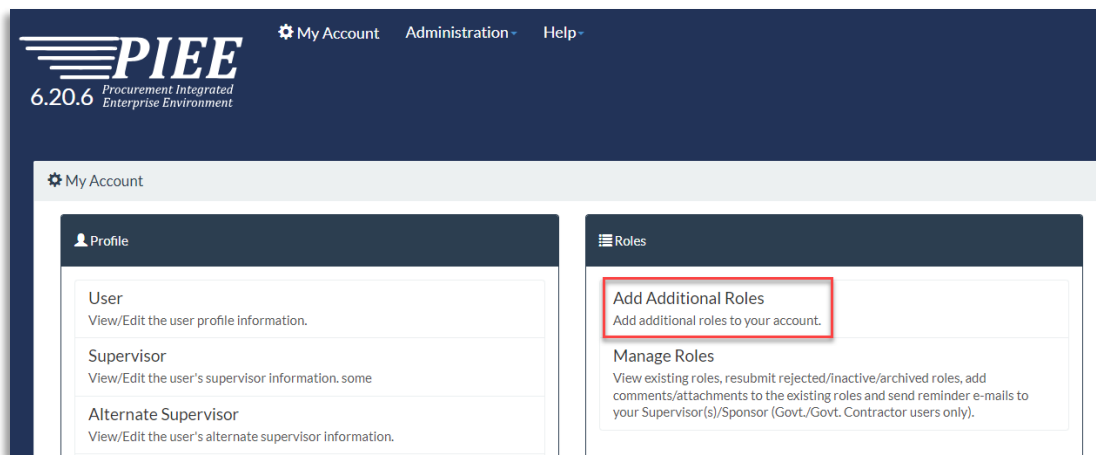
- Government Users registered with Job Series 1102

Government users must register with the 1102 Job Series to upload warrants.

To register a role under the 1102 Job Series, log into PIEE and select the **My Account** button at the top of the screen.

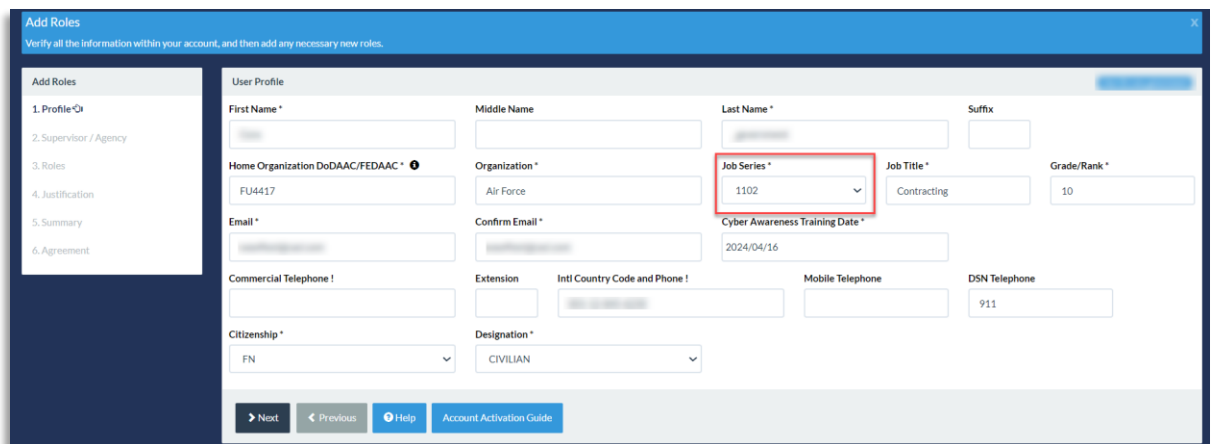


From the populated page, select the **Add Additional Roles** link within the Roles section on the page.

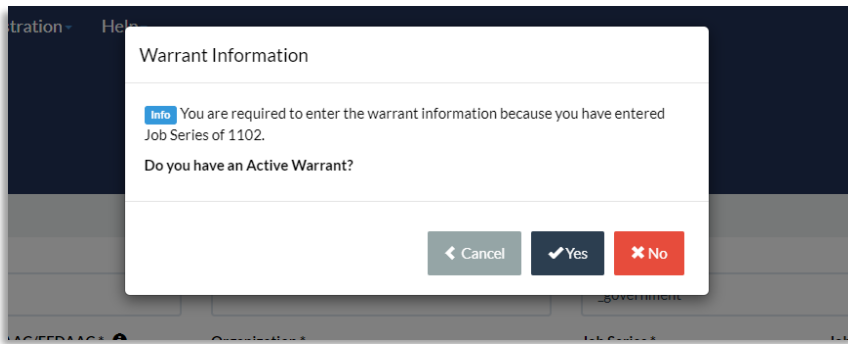


Registration Process for Existing Government Users

Selecting the Add Additional Roles link populates the Add Roles page. Fill out the applicable fields on this page. In the **Job Series** field, select 1102.

A screenshot of the 'Add Roles' page. The page has a blue header with the title 'Add Roles' and a sub-header 'Verify all the information within your account, and then add any necessary new roles.' On the left, there is a sidebar with a list of steps: 1. Profile (selected), 2. Supervisor / Agency, 3. Roles, 4. Justification, 5. Summary, and 6. Agreement. The main content area is a form with several fields: 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Home Organization DoDAAC/FEDAAC' (FU4417), 'Organization' (Air Force), 'Job Series' (dropdown menu with '1102' selected and highlighted with a red box), 'Job Title' (Contracting), 'Grade/Rank' (10), 'Email', 'Confirm Email', 'Cyber Awareness Training Date' (2024/04/16), 'Commercial Telephone', 'Extension', 'Intl Country Code and Phone', 'Mobile Telephone', 'DSN Telephone' (911), 'Citizenship' (FN), and 'Designation' (CIVILIAN). At the bottom, there are buttons for 'Next', 'Previous', 'Help', and 'Account Activation Guide'.

Once the necessary fields are filled out, select the **Next** button at the bottom of the screen to continue. Selecting this button displays a Warrant Information popup.



Select **Cancel** to return to the previous screen. Select **No** to move on to the [following screen](#). Enter the Warrant ID and select **Yes** to populate the [Upload Active Warrant](#).

NOTE: Users that do not have an Active Warrant are registered as Contracting Specialist. Only users with Active Warrants may register as Contracting Officers.

The Upload Active Warrant page displays. If the Warrant ID entered is associated with an active warrant in JAM, then the fields pre-populate with information associated with the active warrant. If there is no associated warrant within JAM, fill out the applicable fields.

Upload Active Warrant

NOTE: [Upload warrants to JAM](#) via a web service to be associated with a user. If a warrant is uploaded for a user, they receive an email with a Warrant ID to use during registration of the 1102 Job Series.

Once all the applicable fields are filled out, click **Add Active Warrant** to upload the active warrant to the system.

Registration Steps

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

Upload Active Warrant

Warrant Information

First Name *	Middle Name	Last Name *	Suffix
Hank		Hill	
DOD.ID	Issue / Admin Office *	Organization *	Agency / Department *
	S0512A	DCMA LOS ANGELES	Defense Contract Management
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 *

File Name *

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

Action

Add Active Warrant

Selecting the **Add Active Warrant** button displays an Add Active Warrant popup. Browse for the applicable file and select **Add** to continue.

on Steps

Upload Active Warrant

Warrant Information

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

Approval Date *

2019/10/04

Click **Next** to proceed with the registration process.

No file found.

Approver

First Name * Last Name * Title *

Work Phone Number * Work Email Address *

8888888888

History

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

➤ Next ◀ Previous ? Help

! Symbol indicates optional entry; at least one is required.

The registration process continues after the Upload Warrant section is completed.

**Continue
Registration
Process**

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 !

Fill in the applicable fields on the populated page and select **Next** to continue the registration process.

Agency Information

Agency Name *
Sheriff's Office

Address *
5378 International Drive

City *
Jacksonville

State
Florida

Zip *
32224

Country *
United States of America (tr

Organization

Office Symbol

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The Roles page displays, select the role(s) that are being registered for by selecting the role from the list and selecting the **Add Roles** button.

Roles

Step 1. Select the appropriate Application from the list below
WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)
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

Once the desired roles have been selected, click the **Next** button at the bottom of the page to continue.

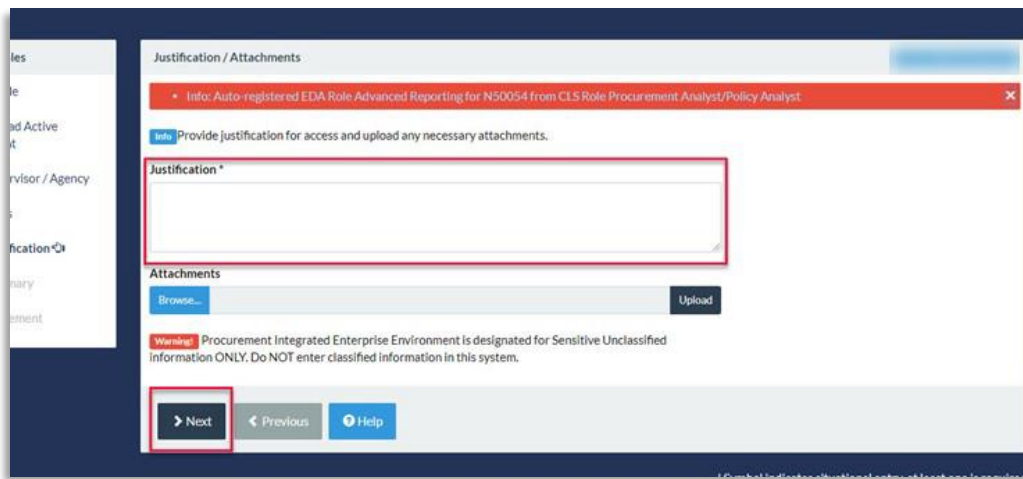
GFP	Job Series	Contracting Officer	DoDAAC	N50054	N/A	Delete
NCCS	Job Series	Contracting Officer	DoDAAC	N50054		Delete
NCCS	Admin Job Series	Contracting	N/A	N/A	N/A	Delete
PALT	Job Series	PALT Contracting Official	DoDAAC	N50054	N/A	Delete
PCM	Job Series	Contractor DoDAAC Manager	DoDAAC	N50054	N/A	Delete
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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The Justification/Attachments page displays. Fill in the applicable fields and select **Next** to continue.



The Registration Summary page displays. Verify all the information and select **Next** to continue.

The Agreement page displays. Read over the Statement of Accountability Agreement and click **Signature** to complete the registration process.

Agreement

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: 2019/10/04

Government Organization *: N50054

Signature

[← Previous](#) [Help](#)

Upon signing, a success screen displays with the list of roles registered for.