

Existing User Active Warrants

Reference Guide

Homepage

My Account

Add Roles

Register 1102

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Roles

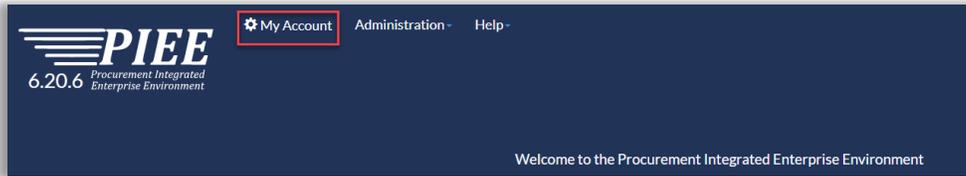
Users with the ability to upload warrants:

- Government Users registered with Job Series 1102

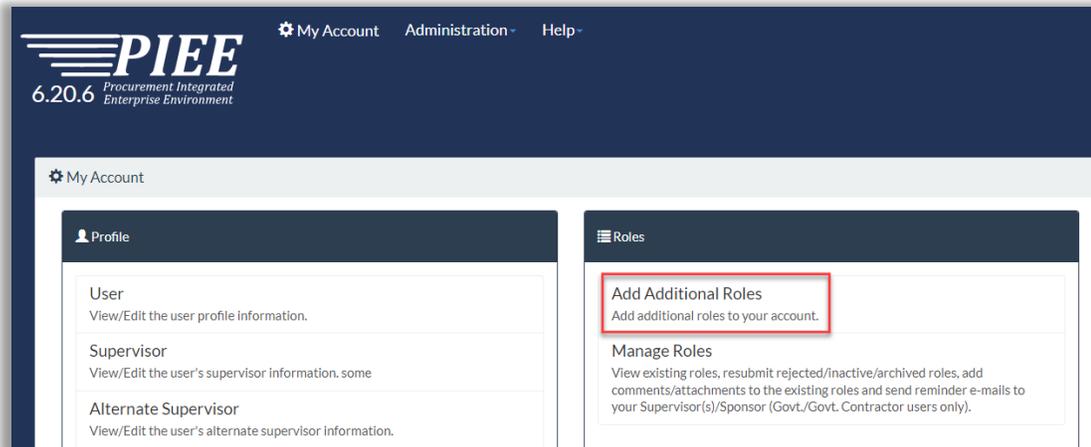
Registration Process for Existing Government Users

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

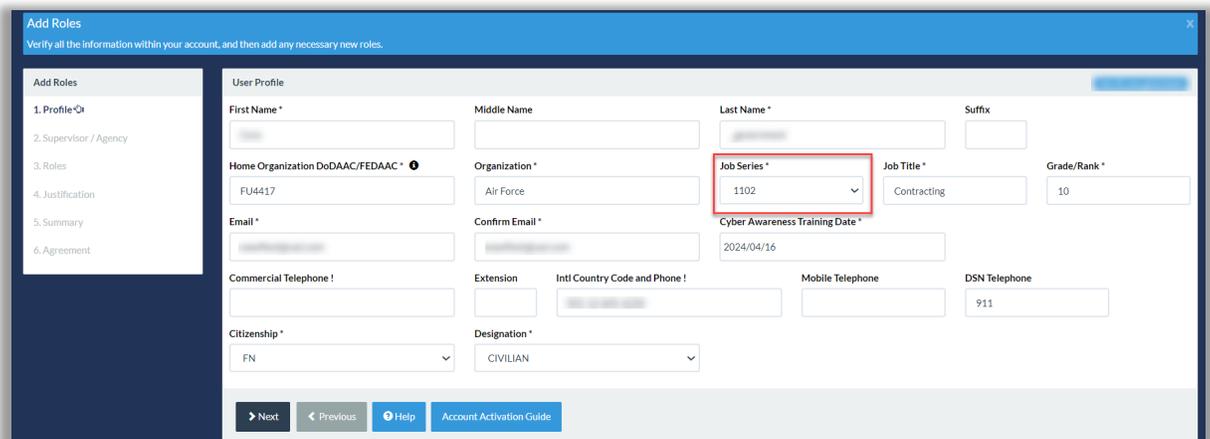
To register a role under the 1102 Job Series, log into PIEE and select the **My Account** button at the top of the screen.



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



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.



Add Roles
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

First Name * Middle Name Last Name * Suffix

Home Organization DoDAAC/FEDAAC * FU4417 Organization * Air Force Job Series * 1102 Job Title * Contracting Grade/Rank * 10

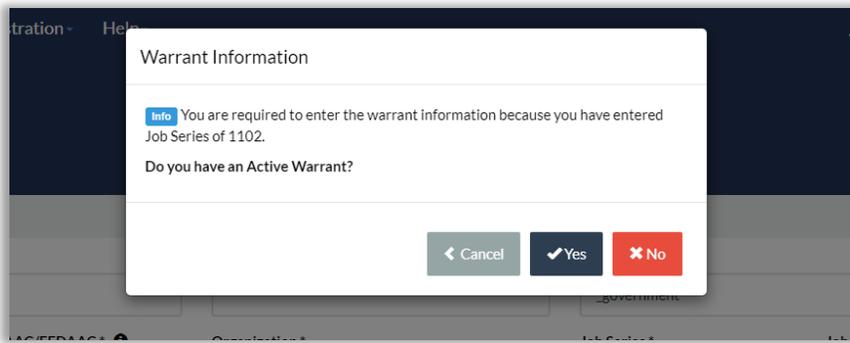
Email * Confirm Email * Cyber Awareness Training Date * 2024/04/16

Commercial Telephone ! Extension Intl Country Code and Phone ! Mobile Telephone DSN Telephone 911

Citizenship * FN Designation * CIVILIAN

[Next](#) [Previous](#) [Help](#) [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.

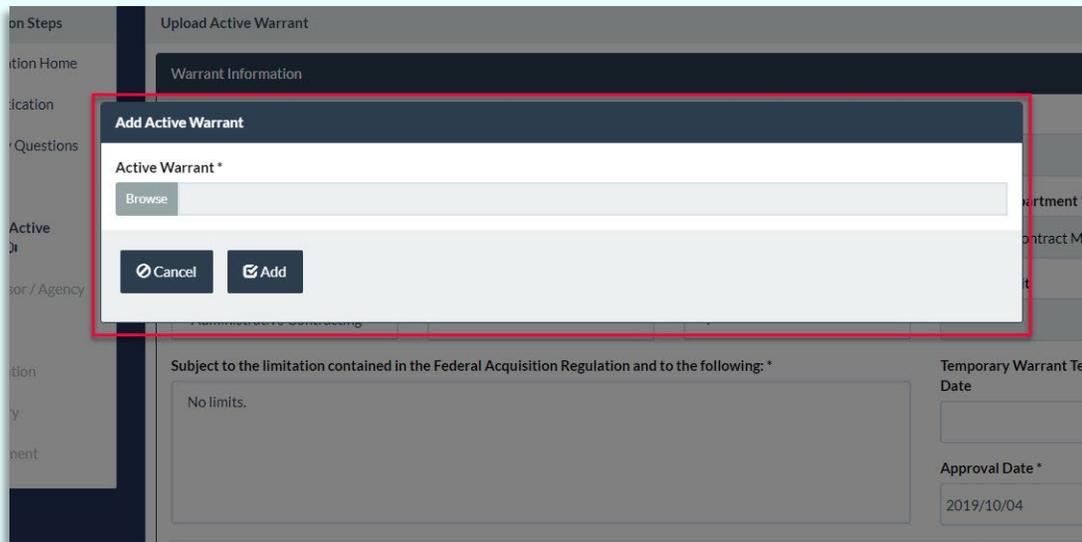
Upload Active Warrant

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.

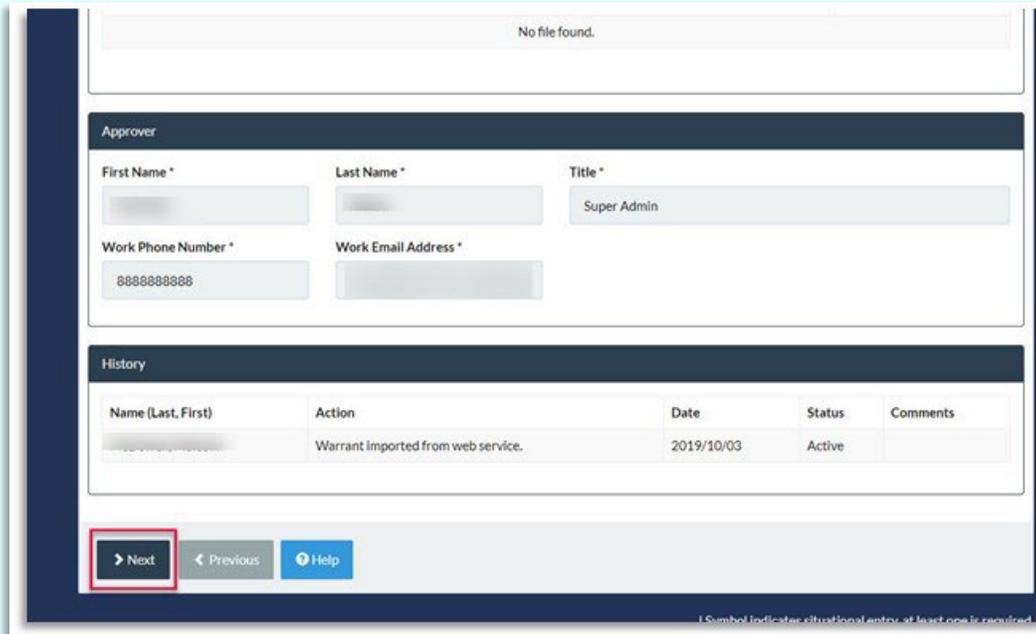
NOTE: [Upload warrants to JAM](#) via a web service to be associated with a user. If a warrant is uploaded for a user, they receive an email with a Warrant ID to use during registration of the 1102 Job Series.

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

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



Click **Next** to [proceed with the registration process](#).



Continue Registration Process

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

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	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

Next Previous Help

The Justification/Attachments page displays. Fill in the applicable fields and select **Next** to continue.

Justification / Attachments

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

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

Registration Summary - Please Verify All the Information

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

Supervisor Information				Agency Information			
First Name *	Last Name *	Job Title *		Agency Name *	Address *		
		Administrator		Sheriff's Office	5378 International Drive		
Email *				City *	State *	Zip *	Country *
				Jacksonville	Florida	32224	United State
DSN Telephone	Phone !	Extension	Intl Country Code and Phone !	Organization	Office Symbol		
	5555555555!						

Alternate Supervisor Information

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

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