Manage My Users Reference Guide Homepage JAM Warrants Manage My Users Table of Contents

Search Criteria

Roles	Roles with access to Manage My Users in JAM:Warrant Manager	
Manage My Users	Log into PIEE and access JAM. In JAM go to Warrants > Manage My Users. Joint Appointment Module Warrants Exit SPMJAM Documents Upload My Warrant Pload Active Warrant View My Warrants Search for Warrants CORT Tool User Guide Cort admin doc upload test test System Messages	
Search Criteria	Enter criteria to search for users in JAM and select the Search button to retrieve results. Warrant Managers may search for users with Warrant Manager's level 2 Service/Agency. Image: Search Criteria: • First Name • Last Name • Email • Organizational Group • Warrant DoDAAC	in the

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Search Results	The search results	screen will display any users	s that were re	turned fron	Agency / Department DeFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Organization DCAM SOUTHERN CALIFORMA DCAM SOUTHERN CALIFORMA DCAM SOUTHERN CALIFORMA DCAM SOUTHERN CALIFORMA	Status Active Active Active Active Active Active Active	Status Date 0 2025/03/20 2025/03/20 2025/03/20 2025/03/20 2025/03/20 2025/03/20	
	Warrant Search Re Warrant ID Issued To Warrant Ty Warrant Is Additional Agency/De Organizati	<i>esults Export File Columns:</i> /pe suing Office Access epartment on							

Manage Additional	Status Data Warrant Manage column to view W	oate ers may edit the Additional DoD Varrant data.	AAC and Add	ditional Gro	oup information on a us	er's Warrant. Se	elect a	n item in th	ie Warrar
DoDAAC/Group								_	
	Manage My Users - Search Results								
	Warrant ID 🔅 Iss	ssued To 💧 Warrant Type	Warrant Issuing Office	+ Additional Access	Agency / Department	Organization	t Status	Status Date	
	S0512A875915	Administrative Contracting Officer	\$0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/20	
	S0512A875921	Administrative Contracting Officer	\$0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/20	
	S0512A875949	Other Transactions Type Details (prototypes, research, production)	\$0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/31	
	S0512A875969	Grants Officer	\$0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/04/04	
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	Getter Getter	Admin Offices and Groups may	y be edited by	/ selecting	the Edit DoDAACs and	l Edit Groups bu	ttons,	respectivel	ly. All oth
	Additional Issue// data is read-only	Admin Offices and Groups may	y be edited by rart issuing organization.	∕ selecting	the Edit DoDAACs and	l Edit Groups bu	ttons,	respective	ly. All oth
	Contract State Stat	Admin Offices and Groups may	y be edited by	∕ selecting	the Edit DoDAACs and	l Edit Groups bu	ttons,	respective	ly. All oth
	Contract Information	Made Name	y be edited by	/ selecting	the Edit DoDAACs and	Edit Groups bu	ttons,	respective	ly. All oth

First Name *	Middle Name	Last Name *	Suffix
Dog IQ	Warrant Issuing Office *	Organization *	Agency / Department *
	S0512A	DCMA SOUTHERN CALIFORNIA	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)
Additional Issue/Admin Offices (DoDAACs)		Add Group Level Warrant (will apply to all offices under hierarchy)	
Edit DoDAACs		Edit Groups	
FU4417		DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	۵
N00024		DCMA SOUTHERN CALIFORNIA	
T			v
Warrant Type Description *	Warrant Number	Is Warrant Unlimited? *	Warrant Limit
Grants Officer 🗸	RW0026	N v	7777
Subject to the limitation contained in the Federal Acquisition Regulation and to the follow	ving: *		Warrant Termination Date

Edit DoDAACs

- 1. Select the Edit DoDAACs button to open the Additional Access DoDAACs modal.
- 2. Enter the desired DoDAAC in the Add DoDAAC field.
- 3. Select the **+Add** button to add the DoDAAC(s) to the Warrant.
- 4. Select the **-Delete** button on any DoDAAC(s) to remove them from the Warrant.

Edit Groups

- 1. Select the **Edit Groups** button to open the Additional Access Group(s) modal.
- 2. Select the Group Look Up button.

	Joint Appointment Module Warrants - Exit User : Warrant Manager
Warrants	From the Warrant ID column, select the ID of the Warrant to be deactivated.
Deactivate/Reactivate	Warrants that are no longer valid may be deactivated as necessary.
	7. Select the Delete button on any Group(s) to remove them from the Warrant.
	6. Select the +Add button to add the Group(s) to the Warrant.
	5. Make a selection from the populated list.
	4. Select the Search button and select either Group Name or Location from the dropdown menu.
	3. Enter the desired Group Name or Location Code in the Group Search field.

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10 items per page	0 items per page							
Warrant ID	Issued To	Warrant Type	Warrant Issuing	Additional Access	Agency / Department	Organization	÷ Status	Status Date
S0512A875983		Administrative Contracting Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Inactive	2025/04/30
S0512A874644		Agreements Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Suspended	2025/04/30
SKR08A874591		Agreements Officer	SKR08A	Ν	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA KOREA	Active	2025/04/30
S0512A875957		Grants Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/31
S0512A875995		Grants Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/04/25
S0512A874498		Administrative Contracting Officer	S0512A	Ν	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2021/06/08
S0512A874410		Procurement Contracting Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/04/29
S0512A874829		Administrative Contracting Officer	S0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Terminated	2024/04/1
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On the Warrant Information page, select the **Deactivate** button.

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ame (Last, First)	Action	Date	Status	Comments
	Government user uploaded active warrant.	2020/05/19	Active	
	Warrant Manager has updated the Group Level Warrant information for this Warrant.	2025/04/29	Active	O View
	Warrant Manager has updated the Additional IssueiAdmin Offices (DoDAACs) for this Warrant.	2025/04/29	Active	• New

The Deactivate modal is displayed. Enter comments and select the **Submit** button to complete the Warrant deactivation.

	Comments	Help
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min Offi	Cancel C Submit	
	Edit Groups	

Name (Last, First)	Action	Date	Status	Comments
	Government user uploaded active warrant.	2025/04/21	Active	
	Warrant '50512A875963' replaced by warrant '50512A875964'.	2025/04/21	Terminated	
	Warrant Manager has updated the Additional IssueiAdmin Offices (DoDAACs) and/or Group Level Warrant data for this Warrant.	2025/04/25	Terminated	
	Warrant Manager deactivated warrant.	2025/04/29	Inactive	O View
	Warrant Manager deactivated warrant.	2025/04/29	Inactive	View
	Warrant Manager has updated the Additional IssueiAdmin Offices (DoDAACs) for this Warrant.	2025/04/29	Inactive	View
	Warrant Manager has updated the Group Level Warrant information for this Warrant.	2025/04/29	Inactive	O View
	Warrant Manager has updated the Group Level Warrant information for this Warrant.	2025/04/29	Inactive	 View
	Warrant Manager deactivated warrant.	2025/04/30	Inactive	· View

The Re-Activate modal is displayed. Enter comments and select the **Submit** button to complete the Warrant reactivation.

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d Warrants	rants that are no longer valid may be suspended as necessary.	
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Page Size							Page Number	
10 items per page	~						Page 1 of 12	
Warrant ID	Issued To	Warrant Type	Warrant Issuing Office	Additional Access	Agency / Department	Organization	÷ Status	Status Date
S0512A875983		Administrative Contracting Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Inactive	2025/04/30
S0512A874644		Agreements Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Suspended	2025/04/30
SKR08A874591		Agreements Officer	SKR08A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA KOREA	Active	2025/04/30
S0512A875957		Grants Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/31
S0512A875995		Grants Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/04/25
S0512A874498		Administrative Contracting Officer	S0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2021/06/08
S0512A874410		Procurement Contracting	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY	DCMA SOUTHERN	Active	2025/04/29

On the Warrant Information page, select the **Suspend** button.

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uovenimeni useri upikauesi alurve mandini.	2025/04/21	Active	
Warrant '\$0512A875963' replaced by warrant '\$0512A875964'.	2025/04/21	Terminated	
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Warrant Approver						• H
First Name		Last Name	Title			
Work Phone Number		Work Email Address				
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4	Government user uploa	ided active warrant.		2020/05/19	Active	
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The Terminate modal is displayed. Enter comments and select the **Submit** button to complete the Warrant termination.

	Comments	Help
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