

Manage My Users

Reference Guide

Homepage

JAM

Warrants

Manage My Users

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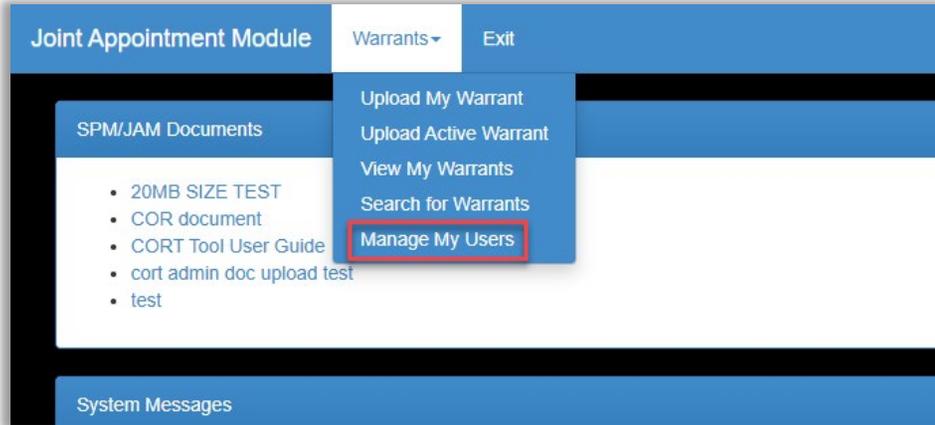
Roles

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**.



Search Criteria

Enter criteria to search for users in JAM and select the **Search** button to retrieve results. Warrant Managers may search for users within the Warrant Manager's level 2 Service/Agency.

Search Criteria:

- First Name
- Last Name
- Email
- Organizational Group
- Warrant DoDAAC

- This field is used to search for DoDAACs in addition to the Warrant Issuing Office DoDAAC
- Warrant Type
- Status
- Is Warrant Unlimited
- Warrant Limit

Search Modifiers:

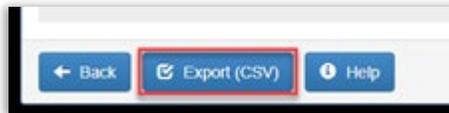
- Equal To: The data entered in the field will return results that are equal to the entered characters.
- Contains: The data entered in the field will return results that contain the entered characters.
- Starts With: The data entered in the field will return results that begin with the entered characters.
- Ends With: The data entered in the field will return results that end with the entered characters.
- Less than or equal to: The data entered in the field will return results that are less than or equal to the entered characters.
- Less than: The data entered in the field will return results that are less than the entered characters.
- Greater than or equal to: The data entered in the field will return results that are greater than or equal to the entered characters.
- Greater than: The data entered in the field will return results that are greater than the entered characters.
- Is null: The data search will return only results that have no value for the search criterion.
- Not null: The data search will return only results with a value for the search criterion.

Search Results

The search results screen will display any users that were returned from the query.

Warrant ID	Issued To	Warrant Type	Warrant Issuing Office	Additional Access	Agency / Department	Organization	Status	Status Date
S0512A875915		Administrative Contracting Officer	S0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/20
S0512A875921		Administrative Contracting Officer	S0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/20
S0512A875949		Other Transactions Type Details (prototypes, research, production)	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/31
S0512A875969		Grants Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/04/04

To export the search results to a CSV file, select the **Export** button.



Warrant Search Results Export File Columns:

- Warrant ID
- Issued To
- Warrant Type
- Warrant Issuing Office
- Additional Access
- Agency/Department
- Organization

- Status
- Status Date

Manage Additional DoDAAC/Group

Warrant Managers may edit the Additional DoDAAC and Additional Group information on a user's Warrant. Select an item in the Warrant ID column to view Warrant data.

Warrant ID	Issued To	Warrant Type	Warrant Issuing Office	Additional Access	Agency / Department	Organization	Status	Status Date
S0512A875915		Administrative Contracting Officer	S0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/20
S0512A875921		Administrative Contracting Officer	S0512A	N	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/20
S0512A875949		Other Transactions Type Details (prototypes, research, production)	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/03/31
S0512A875969		Grants Officer	S0512A	Y	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DCMA SOUTHERN CALIFORNIA	Active	2025/04/04

Additional Issue/Admin Offices and Groups may be edited by selecting the Edit DoDAACs and Edit Groups buttons, respectively. All other data is read-only.

Warrant Information

First Name * Middle Name Last Name * Suffix

DoD ID Warrant Issuing Office * Organization * Agency / Department *

DCMA SOUTHERN CALIFORNIA DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

Additional Issue/Admin Offices (DoDAACs)

Edit DoDAACs

FU4417 N00024

Add Group Level Warrant (will apply to all offices under hierarchy)

Edit Groups

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) DCMA SOUTHERN CALIFORNIA

Warrant Type Description * Warrant Number Is Warrant Unlimited? * Warrant Limit

Grants Officer RW0026 N 7777

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

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.

3. Enter the desired Group Name or Location Code in the **Group Search** field.
4. Select the **Search** button and select either **Group Name** or **Location** from the dropdown menu.
5. Make a selection from the populated list.
6. Select the **+Add** button to add the Group(s) to the Warrant.
7. Select the **Delete** button on any Group(s) to remove them from the Warrant.

Deactivate/Reactivate Warrants

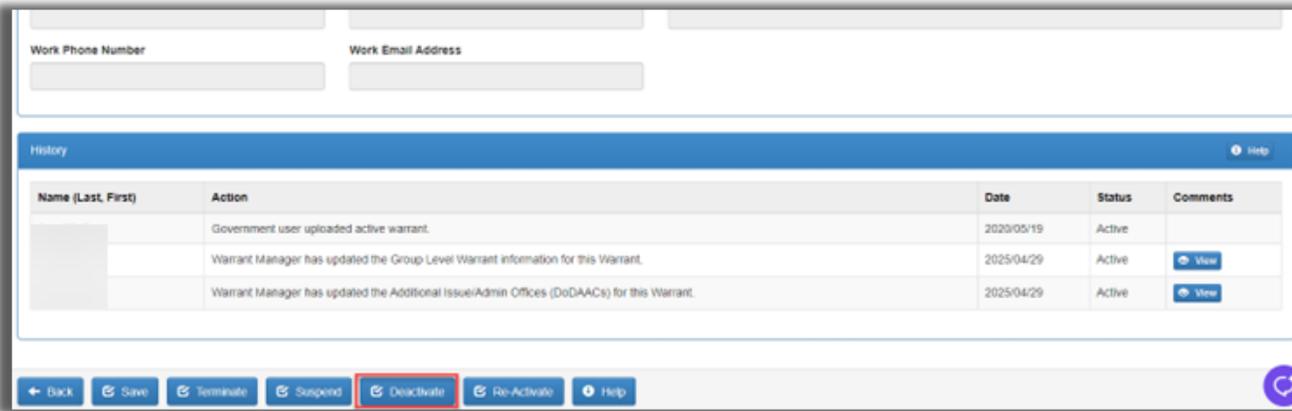
Warrants that are no longer valid may be deactivated as necessary.

From the Warrant ID column, select the **ID** of the Warrant to be deactivated.

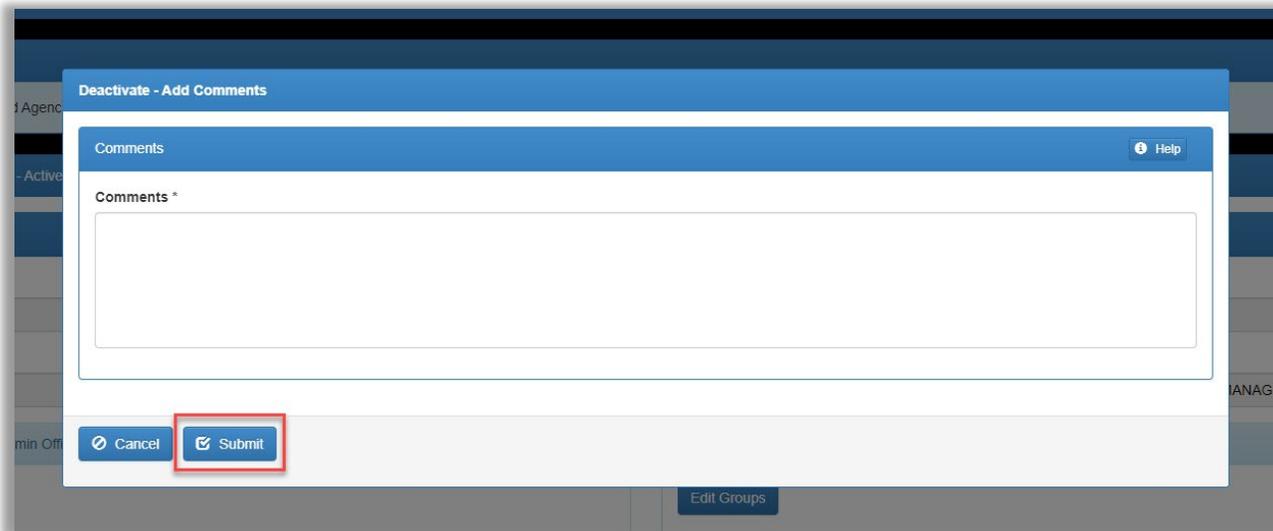
The screenshot shows the 'Joint Appointment Module' interface with the 'Warrants' page selected. The user is identified as 'Warrant Manager'. The page title is 'Manage My Users - Search Results'. There are controls for 'Page Size' (set to 10 items per page) and 'Page Number' (Page 1 of 12). The main content is a table with the following columns: Warrant ID, Issued To, Warrant Type, Warrant Issuing Office, Additional Access, Agency / Department, Organization, Status, and Status Date. The 'Warrant ID' column is highlighted with a red box. The table contains several rows of warrant data.

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 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

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



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



To reactivate an inactive Warrant, select the **Re-Activate** button on the Warrant Information page.

Name (Last, First)	Action	Date	Status	Comments
	Government user uploaded active warrant.	2025/04/21	Active	
	Warrant 'S0512A875963' replaced by warrant 'S0512A875964'.	2025/04/21	Terminated	
	Warrant Manager has updated the Additional Issue/Admin Offices (DoDAACs) and/or Group Level Warrant data for this Warrant.	2025/04/25	Terminated	
	Warrant Manager deactivated warrant.	2025/04/29	Inactive	View
	Warrant Manager deactivated warrant.	2025/04/29	Inactive	View
	Warrant Manager has updated the Additional Issue/Admin 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	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

Toolbar: Back, Save, Terminate, Suspend, Deactivate, **Re-Activate**, Help

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

Re-Activate - Add Comments

Comments *

Cancel Submit

Suspend Warrants

Warrants that are no longer valid may be suspended as necessary.

From the Warrant ID column, select the **ID** of the Warrant to be suspended.

Joint Appointment Module Warrants Exit User : Warrant Manager

Manage My Users - Search Results

Page Size: 10 Items per page Page Number: 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 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

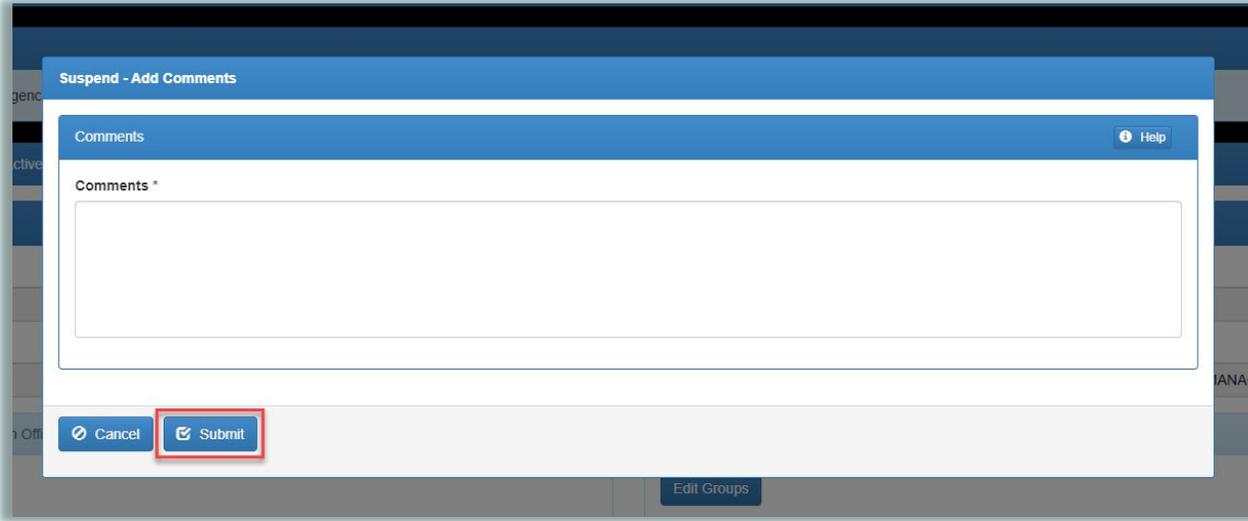
On the Warrant Information page, select the **Suspend** button.

History

Name (Last, First)	Action	Date	Status	Comments
	Government user uploaded active warrant.	2025/04/21	Active	
	Warrant 'S0512A875983' replaced by warrant 'S0512A875984'.	2025/04/21	Terminated	
	Warrant Manager has updated the Additional Issue/Admin Offices (DoDAACs) and/or Group Level Warrant data for this Warrant.	2025/04/25	Terminated	
	Warrant Manager deactivated warrant.	2025/04/29	Inactive	View
	Warrant Manager deactivated warrant.	2025/04/29	Inactive	View
	Warrant Manager has updated the Additional Issue/Admin 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	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

[Back](#) [Save](#) [Terminate](#) [Suspend](#) [Deactivate](#) [Re-Activate](#) [Help](#)

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



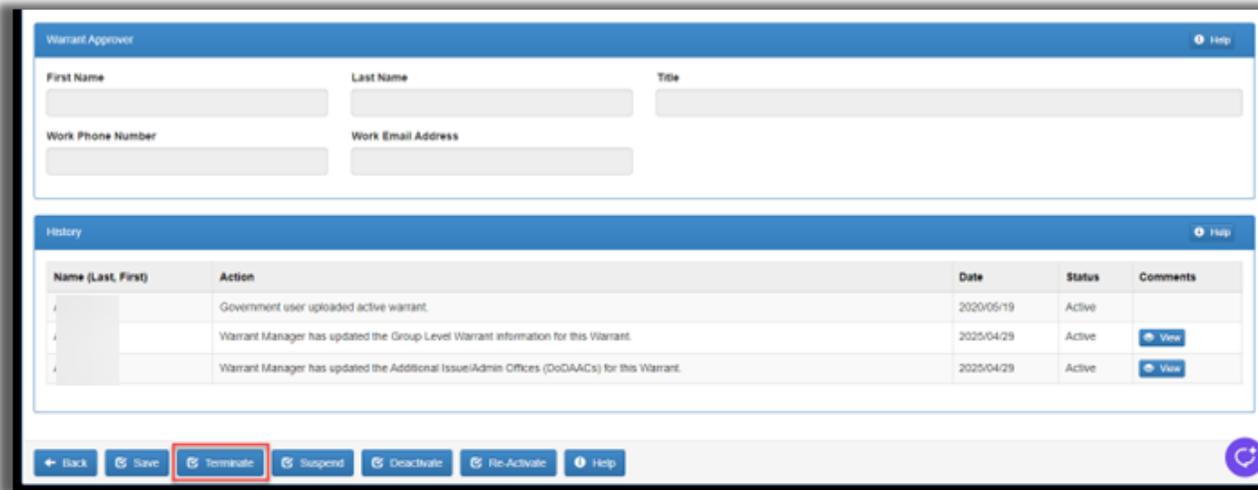
Terminate Warrants

Warrants that are no longer valid may be terminated as necessary.

From the Warrant ID column, select the **ID** of the Warrant to be terminated.

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 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

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



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

