

Warrant Relocation

Reference Guide



EDA Homepage

Warrant Search

JAM

Upload Active Warrant

Roles

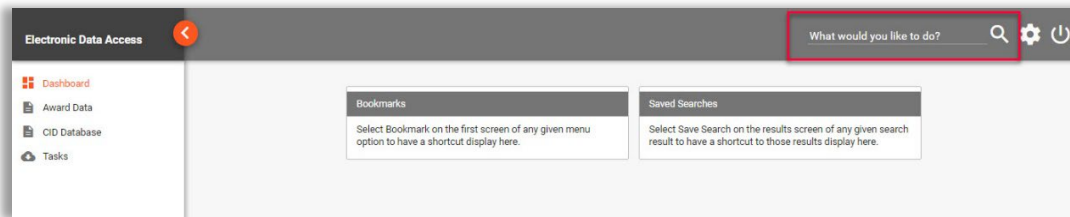
User types that will need to relocate their warrants from EDA to JAM:

- Government Users

Download Warrant from EDA

Warrants may be downloaded from EDA for upload into JAM.

1. Login to PLEE 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**.

Warrant Search

Warrant Details

Last Name
 Starts With

First Name
 Starts With

Middle Name
 Starts With

Suffix
 Select Suffix

Title
 Starts With

Status
 Select Status

Organization
 Starts With

DoDAACs
 Starts With

Warrant Number
 Starts With

Agency/Department
 Select Agency/Department

Limitations
 Starts With

Dates

Load Date
 Greater than or equal to to Less than or equal to

Signature Date
 Greater than or equal to to Less than or equal to

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

Warrant Search

Warrant Search Results

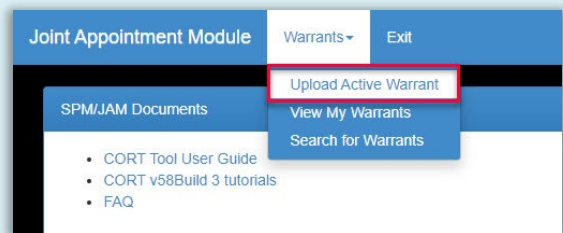
Last Name	First Name	Middle Name	Suffix	History	Title	Stat
Brown	Cody			View	Mister	ACT
Flaherty	Carol	Jean		View	SE	ACT
Spann	Carrie			View	JITC	ACT
Gigandet	Cam	L		View	JITC	ACT

Results: 1 to 4 4 Results Returned

Upload Warrant into JAM

Active Warrants may be upload into JAM for storage.

1. Access JAM and select **Warrants**.
2. Select **Upload Active Warrant**.



3. Enter warrant data elements and upload the SF1402.

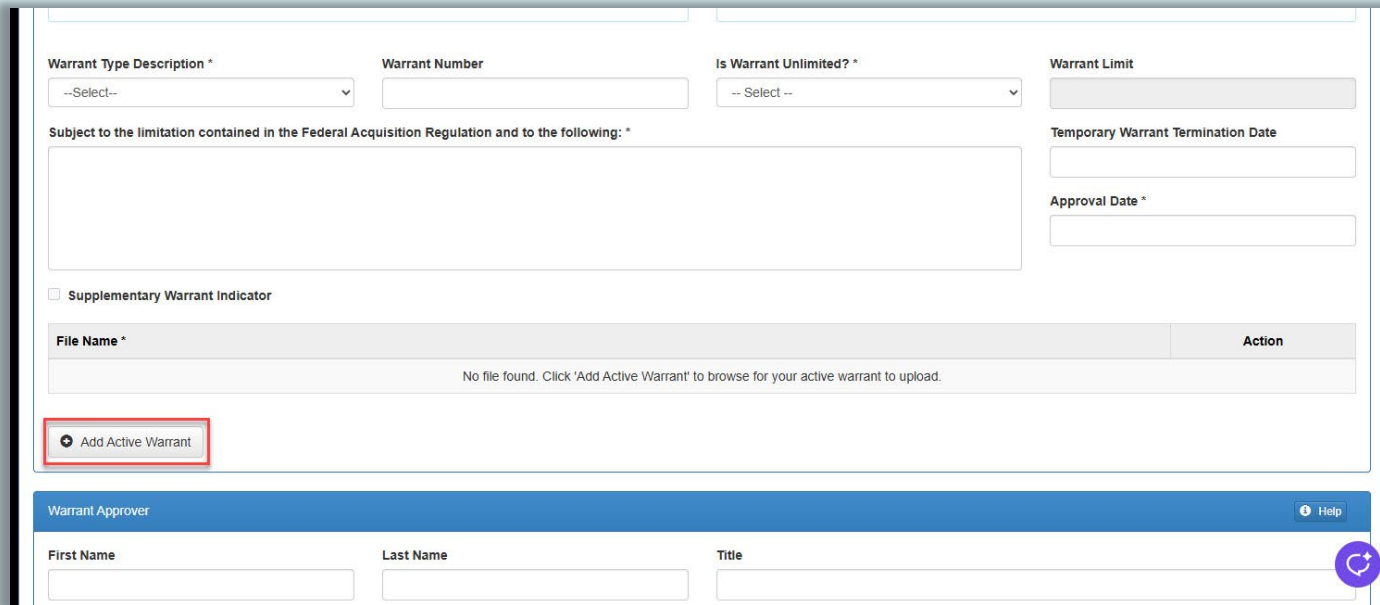
Edit DoDAACs

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 **Add** to add the DoDAAC(s) to the Warrant.

Edit Groups

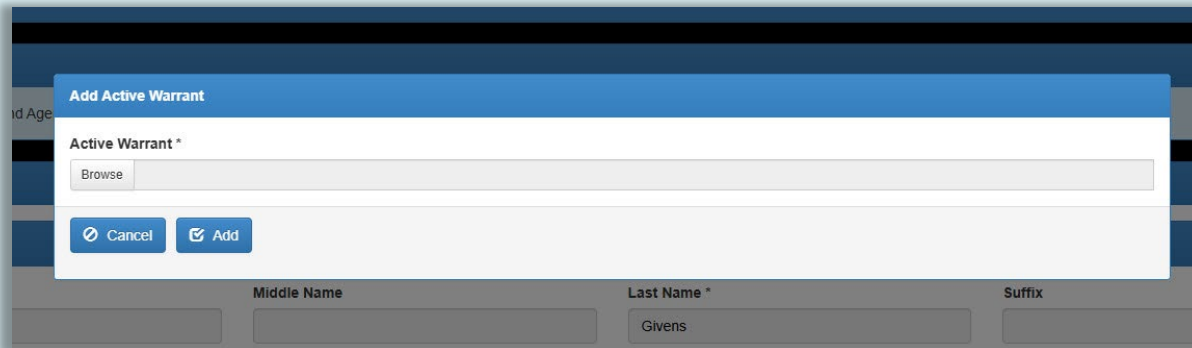
1. Select the **Edit Groups** button to open the Additional Access – Group(s) modal.
2. Select the **Group Look Up** button.
3. Enter the desired Group Name or Location Code in the **Group Search** field.
4. Select the **Search** button and select either **Group Name** or **Location** from the dropdown menu.
5. Make a selection from the populated list.
6. Select the **+Add** button to add the Group(s) to the Warrant.

Select **Add Active Warrant** to upload the warrant file.



The screenshot shows a web form for entering warrant information. At the top, there are four fields: 'Warrant Type Description *' (a dropdown menu with '--Select--'), 'Warrant Number' (a text input), 'Is Warrant Unlimited? *' (a dropdown menu with '-- Select --'), and 'Warrant Limit' (a text input). Below these is a large text area labeled 'Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *'. To the right of this area are two more text inputs: 'Temporary Warrant Termination Date' and 'Approval Date *'. Below the text area is a checkbox labeled 'Supplementary Warrant Indicator'. At the bottom of the form is a table with two columns: 'File Name *' and 'Action'. The table contains one row with the text 'No file found. Click 'Add Active Warrant' to browse for your active warrant to upload.' Below the table is a button labeled 'Add Active Warrant' with a circular arrow icon, which is highlighted with a red rectangle. At the bottom of the form is a blue header bar labeled 'Warrant Approver' with a 'Help' link. Below the header bar are three text inputs: 'First Name', 'Last Name', and 'Title'. A purple circular refresh icon is located to the right of the 'Title' input.

The Add Active Warrant modal displays. Click **Browse** to select the applicable file. Select **Add** to upload and proceed.



The screenshot shows a modal window titled 'Add Active Warrant'. Inside the modal, there is a text input field labeled 'Active Warrant *' with a 'Browse' button next to it. Below the input field are two buttons: 'Cancel' and 'Add'. The modal is overlaid on a background form that is partially visible, showing fields for 'Middle Name', 'Last Name *', and 'Suffix'. The 'Last Name *' field contains the text 'Givens'.

4. Select **Submit**.

Supplementary Warrant Indicator

File Name *	Action
SF1402_DLA023402.pdf	View Delete

Warrant Approver

First Name * Last Name * Title *

Work Phone Number * Work Email Address *

Back Submit Help

5. 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 * Middle Name

Cam

View My Active Warrants in JAM

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

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 ID** link to view the warrant information.

Attention

Military Departments and Agencies are responsible for issuance of warrants. Questions regarding a user's warrant shall be referred to the warrant issuing organization.

Search for Warrants - Search Results

Show 25 entries

Warrant ID	Issued To	Warrant Issuing Office	Agency / Department	Organization	Status	S
15F067874686	Talent, mojan_job_test1	15F067	DOJ	FBI Headquarters	Active	20
FA3020874518	Rosa, Marco	FA3020	DEPT OF THE AIR FORCE	SHEPPARD	Active	20
FA3020874520	Doe, Cora	FA3020	DEPT OF THE AIR FORCE	SHEPPARD	Active	20
FA3030874448	Test, Nicole	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Terminated	20
FA3030874514	Davis1102, Bobby	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20
FA3030874526	Fuller CCO, Kelli	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20
FA3030874566	Zito, Larry	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20
FA3030874568	Zito, Larry	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20
FA3030874569	Zito, Larry	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20
FA3030874570	Zito, Larry	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20
FA3030874571	Zito, Larry	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Terminated	20
FA3030874572	Zito, Larry	FA3030	DEPT OF THE AIR FORCE	GOODFELLOW	Active	20

Attention

Military Departments and Agencies are responsible for issuance of warrants. Questions regarding a user's warrant shall be referred to the warrant issuing organization.

Warrant 15F067874686 - Active

Warrant Information

Help

First Name *	Middle Name	Last Name *	Suffix
moigan_job_test1		Talent	
DoD ID	Warrant Issuing Office *	Organization *	Agency / Department *
	15F067	FBI Headquarters	DOJ
Warrant Type Description *	Warrant Number	Is Warrant Unlimited? *	Warrant Limit
Procurement Contracting Officer		N	1000000000
Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *			Temporary Warrant Termination Date
mk			
			Approval Date *
			2022/11/29

☐ Supplementary Warrant Indicator

File Name *	Action
test.txt	View

Warrant Approver

Help

First Name	Last Name	Title