1102 Job Series Registration					
		Reference Guide			
Homepage		New User		Registration	
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Users with the ability to register for an 1102 Job Series role:

Government

Roles automatically assigned to users registering as an ACO with an active warrant:

- SPRS/EDA: SPRS Acquisition Professional
- CDR: ACO Assignee
- CLS: Procurement Analyst/Policy Analyst
- EDA: Contracts
- EDA: EAF Admin
- EDA: CBAR ACO
- GFP: GFP Approver
- GFP: Contracting Officer
- PALT: Procurement Analyst
- PCM: Contractor DoDAAC Manager
- SOL: Solicitation Manager
- SPM/JAM/EDA: Administrating Contracting Officer
- SPM/JAM/EDA/CCM: Contracting Officer
- WAWF/Closeout/MINV/CCM: Admin by View Only

Roles automatically assigned to users registering as an ACO without an active warrant:

- SPRS/EDA: SPRS Acquisition Professional
- Closeout: CCO Contract Specialist
- CLS: Procurement Analyst/Policy Analyst
- EDA: Contracts

Roles

- EDA: EAF Administrator
- GFP: GFP Approver
- GFP: Contracting Specialist
- PALT: Procurement Analyst
- PCM: Contractor DoDAAC Manager
- WAWF/Closeout/MINV/CCM: Admin by View Only
- MDO Contracting Specialist

Roles automatically assigned to users registering as a PCO with an active warrant:

- CDR: PCO Assignee
- Closeout: CCO Contract Officer
- CLS: Procurement Analyst/Policy Analyst
- EDA: Contracts
- EDA: EAF Administrator
- EDA: CBAR Contracting Officer
- GFP: GFP Approver
- GFP: Contracting Officer
- PALT: Procurement Administration
- PCM: Contractor DoDAAC Manager
- SOL: Solicitation Manager
- SPM/JAM/EDA/CCM: Contracting Officer
- SPRS/EDA: SPRS Acquisition Professional
- WAWF/Closeout/MINV: Issue by View Only

Roles automatically assigned to users registering as a PCO without an active warrant:

- SPRS/EDA: SPRS Acquisition Professional
- Closeout: CCO Contracting Specialist
- CLS: Procurement Analyst/Policy Analyst
- EDA: Contracts
- EDA: EAF Administrator

	 GFP: GFP Approver GFP: Contracting Specialist PALT: Procurement Administration PCM: Contractor DoDAAC Manager SPM/JAM/EDA/CCM: Contract Specialist WAWF/Closeout/MINV/: Issue by View Only For more information concerning Job Series roles, refer to the <u>Job Series Role List</u> in the PIEE WBT.
1102 Job Series Auto- Grant Process	When registering for a role with an 1102 Job Series, the Home Organization DoDAAC/FEEDAC must meet certain criteria for the roles associated with the 1102 to be auto granted. Once the Home Organization DoDAAC/FEEDAC is entered, the system compares the entry to PCM. If the DODAAC is associated with a Procurement flag in PCM, then the user is assigned ACO roles. If the DoDAAC does not have a flag in PCM, but does have a CAO Indicator, then the user is assigned PCO roles. The ACO or PCO roles assigned to the user are dependent on whether there is a warrant.
Registration	To register as a government user with an 1102 Job Series, select the New User button on the PIEE landing page.

New User		
New Vendor Get	ting Started	
 New Vendor (Require Vendor Regis Inform 	Organization - Getting Started Help ed Setup and Registration steps for all new Vendor organizations stration information and demonstration ation and demonstration for new Vendor users for existing organizations in PIEE	
Government and	Government Support Contractors Getting Started	
WAWF - Gov WAWF - Supp EDA - Govern	ernment Getting Started Help port Contractor Getting Started Help ment Getting Started Help	
EDA - Suppor IUID - Govern	t Contractor Getting Started Help nment Getting Started Help	
Setup		
Machine Setu	qu	
L		

Selecting the **Register** button populates the Privacy Act Statement screen. Select **Agree** to continue with the registration process.

Privacy Act Statement	
AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474; the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form
ROUTINE USES:	None
DISCLOSURE:	Disclosure of this information is voluntary: however, failure to provide the requested information may impede, delay or prevent further processing of this request.
I have read and understand the terms and co	xaditions for use of this website.
✓Agree	

On the following page, select the user type.

NOTE: Only government users may register with the 1102 Job Series.

What type of user are you?
L Government - DoD
L Government - Non-DoD
& Government Support Contractor - Supporting DoD Organization
L Government Support Contractor - Supporting Non-DoD Organization
L Vendor
State/Local Employee
Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.
< Previous

Upon selecting the user type, the Authentication page displays. Select the desired Authentication method to continue.

NOTE: For additional help with Smart Card Authentication visit the <u>FAQ Certificate Modernization</u> section of the WBT Homepage under Info for all Users.

Registration Steps	Authentication
1. Registration Home	How will you be accessing the Procurement Integrated Enterprise Environment applications?*
2. Authentication ව	
3. Profile	Common Access Card / Personal Identity Verification
4. Supervisor / Agency	Common Arcess Card / Personal Identity Verification Software Certificate
5. Roles	User ID\ Password Trease romow the <u>machine Setup</u> instructions prior to registering a Sortware Certificate or Common Access Card as additional topic of the following the following the setup of th
6. Justification	Please click on the Certificate Login button to select the appropriate certificate.
7. Summary	LOG IN WITH CAC / PIV
8. Agreement	CAC Help?
	Previous Previous Previous

NOTE: If the Authentication method selected is User ID/Password, the Security Questions page displays. Fill in the applicable fields and select Next to continue.

The User Profile page displays. Fill out the applicable fields. In the **Job Series** field, select 1102.

. Registration Home	First Name *	Middle Name	Last Name *		Suffix
. Authentication					
Security Questions	Home Organization	Organization *	Job Series *	Job Title *	Grade/Rank*
Profile 🖓	DoDAAC/FEDAAC* 🔮 🔤 GPC DoDAAC Lookup		Please	e Selec 🔹	
. Supervisor / Agency			L		
Roles	Email *	Confirm Email *	Cyber Awar	reness Training Date *	
Justification					
Summary	Commercial Telephone !	Extension Intl Country Code a	nd Phone !	Mobile Telephone	DSN Telephone
Agreement					
	Citizenship *	Designation *			
	US •	Please Select	٣		

The entry in the <u>Home Organization DoDAAC/FEDAAC</u> field dictates which roles are granted to the user.

Click the Next button to continue the process after entering the required information. The Warrant Information pop-up displays.

tration -	Help	
	Warrant Information	
	Note a required to enter the warrant information because you have e Job Series of 1102. Do you have an Active Warrant?	ntered
	≮ Cancel ✓ Yes	×No
		.:* 1-1

Select Cancel to return to the previous screen. Select **No** to move on to the <u>following screen</u>. Enter the Warrant ID and select **Yes** to populate the <u>Upload Active Warrant</u>. Selecting Yes or No to an active warrant auto grants different roles as indicated above.

The Upload Active Warrant page displays. The fields pre-populate if there is an active warrant in the system with a matching Warrant ID. If there is no associated warrant, fill out the applicable fields.

Warrant Information			
First Name *	Middle Name	Last Name *	Suffix
DODID	Issue / Admin Office *	Organization *	Agency / Department *
1234567851	N50054	NORFOLK SHIP SUPPORT AC	Navy, Department of the
Warrant Type Description *	Warrant Number	Is Warrant Unlimited?*	Warrant Limit
GPC Overseas Officer		Y	
Subject to the limitation contained in PKI Exempt Test	the Federal Acquisition Regulatio	n and to the following; *	Temporary Warrant Termination Date
			Approval Date *
			2019/08/26
File Name *			Action
		No file found.	

Warrant

Upload

Enter all applicable fields and click the Add Active Warrant button to upload the warrant to the system.

1. Registration Home				
	Warrant Information			
2. Authentication	First Name *	Middle Name	Last Name *	Suffix
Security Questions			100	
. Profile	DOD ID	Issue / Admin Office *	Organization *	Agency / Department *
i. Upload Active Warrant 🕄		50512A	DCMA LOS ANGELES	Defense Contract Management
5. Supervisor / Agency	Warrant Type Description *	Warrant Number	Is Warrant Unlimited?*	Warrant Limit
7. Roles	Select *		Select •	
L Justification S	Subject to the limitation contained in	the Federal Acquisition Regulation	n and to the following: *	Temporary Warrant Termination
Summary				
10. Agreement				Approval Date *
-				
	File Name *			Action
	,	No file found. Click 'Add Active War	rant' to browse for your active warrant to uploa	d.

Selecting the **Add Active Warrant** button displays the Add Active Warrant pop-up. Browse for the applicable file and select **Add** to continue.

on Steps	Upload Active Warrant	
ition Home	Warrant Information	
ication	Add Active Warrant	
Questions	Active Warrant *	
Active	Browse	artment *
)i	O Carrol 6 Add	ontract Ma
sor / Agency		r
ition	Subject to the limitation contained in the Federal Acquisition Regulation and to the following: *	Date
Y		
nent		Approval Date *
		2019/10/04

The selected file is displayed.

No limits.	Date	
	App	roval Date *
File Name *		Action
Active_Warrnat.pdf		♥View X Delete

At the bottom of the page, enter in the Approver's information. Click the Next button to continue.

Approver			
First Name *	Last Name *	Title *	
Work Phone Number *	Work Email Address *		

dditional Profile Informatic	n		
Supervisor Information			
First Name *	Last Name *	Job Title *	
		Administrator	
Email*		Confirm Email *	
DSN Telephone	Phone !	Extension	Inti Country Code and Phone !
Alternate Supervisor Inf	ormation (Optional)		
First Name !	Last Name !	Job Title !	
Email !		Confirm Email !	

Fill in the applicable fields and click the **Next** button to continue the registration process.

nued	Agency Name *	Address *			
naoa	Sheriff's Office	5378 International Dr	rive		
	City*	State		Zip*	Country *
	Jacksonville	Florida	•	32224	United States of America (th
	Organization	Office Symbol			

The roles page displays, first select the Application from the Step 1 dropdown field. Then select the role(s) that are being registered for by selecting the role from the list and selecting the **Add Roles** button.

p1 Select the appropriate Application from the list below	(Ctrl+Click)	Step 3 Click 'Add Roles'
WAWF - Wide Area Workflow •	User Roles for WAWF Acceptor Acceptor View Only Admin By View Only Cost Voucher Administrator Cost Voucher Approver Cost Voucher Approver	+ Add Roles

Registration Home	Step 2. Select One or More Roles from the list below
Authentication Security Questions Profile Upload Active	Step 5. Select the appropriate Application from the list below (Ctrl+Click) Step 5. Select the appropriate Application from the list below (Ctrl+Click) Step 5. Click Add Roles' SPM - Surveillance and Performance Monitoring Modu Addition Contracting Officer Auditor Contract Specialist Contracting Officer Representative Contracting Officer Representative Contracting Officer Representative Contracting Officer Representative Contracting Officer Contr
farrant Supervisor / Agency Roles ପି।	Step 4. Fill out the required information for the applicable applications Roles Summary
Justification	Application
Summary	SPM CCM JAM EDA Contracting Officer DoDAAC • S0512A N/A Delete Showing 1 to 1 of 1 entries Delete <
). Agreement	Tip If you need access to any other applications, Repeat Steps 1 to 4 again > Next Previous

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

les	Justification / Attachments	
le	Info: Auto-registered EDA Role Advanced Reporting for N50054 from CLS Role Procurement Analyst/Policy Analyst	
ad Active	Inter Provide justification for access and upload any necessary attachments.	
rvisor / Agency	Justification *	
i		
ication 🗤	Attachments	
oary	Browse Upload	
ement	Winning 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 click the **Next** button to continue.

User Inform	mation	User Profile								Q,E
User ID	Jidturedacontracts	First Name*		Middle Name		Last Name *			Suffix	
User Type Login	User Government Type Login User ID \	Home Organization DoDAAC/FEDAAC * N50054		Organization NAVY	Organization * NAVY Grade/Rank * Grade		Job Series * Job Title * 1102 * Contractin			
Method	Passworu			Grade/Rank * Grade						
		Email *		Cyber Awares 2019/08/08	ness Training Date *					
		Commercial Te 4444444444	lephone !	Extension	Intl Country Code and	Phone !	Mobile Tel	ephone	DSN Telephone	
		Citizenship* US		Designation * CIVILIAN	2 (*)					
Supervisor	Information			G 'Edi	t Agency Informa	tion				G
First Nam	e* Last	Name *	Job Title * Administrator		Agency Name Sheriff's Office	Addre 5378	ess * Internationa	I Drive	4	
Email*					City* Jacksonville	State	• ida •	Zip* 32224	Country * United St	ste •
DSN Tele	phone Phon 555	ne ! 5555555555	Extension	Intl Country Code and Phone !	Organization	Office	Symbol			

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

les	Agreement	CO					
е	Statement of Accountab	lity Agreement					
ad Active t	I understand my obligation to authorized access.	o protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my					
visor / Agency	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.						
ication	The U.S. Government penetration testing, c (LE), and counter-inte	outinely intercepts and monitors communications on this information system for purposes including, but not limited to, immunications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement ligence (CI) investigations.					
nary	At any time, the U.S. C	overnment may inspect and seize data stored on this information system.					
ement∜	be disclosed or used f This information syste personal benefit or pr Notwithstanding the	r any U.S. Government-authorized purpose. m includes security measures (e.g., authentication and access controls) to protect U.S. Government interestsnot for your vacy. Jbove, 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	Government Organization *					
	2019/10/04	N50054					
	 ✓ Signature ♦ Previous ● Help 						

A success screen displays with the list of roles registered for.

Successful Registration
You have successfully registered for the following applications. You will receive an e-mail containing your User ID. MDD - Modifications and Delivery Orders
The approval request will go to your Supervisor(s)/Sponsor. Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator. Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated. You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information. If you have any questions, please contact the Customer Support.
✿Home