

1102 Job Series Registration

Reference Guide

Homepage

New User

Registration

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Roles

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
- 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 [Job Series Role List](#) in the PIEE WBT.

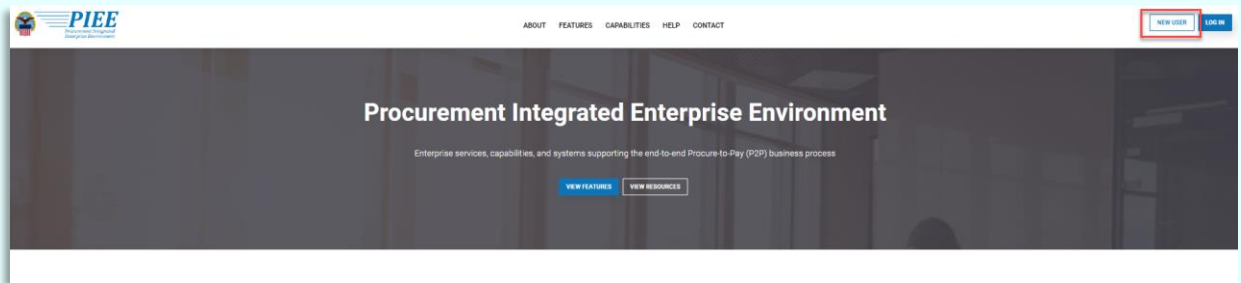
1102 Job Series Auto-Grant Process

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.

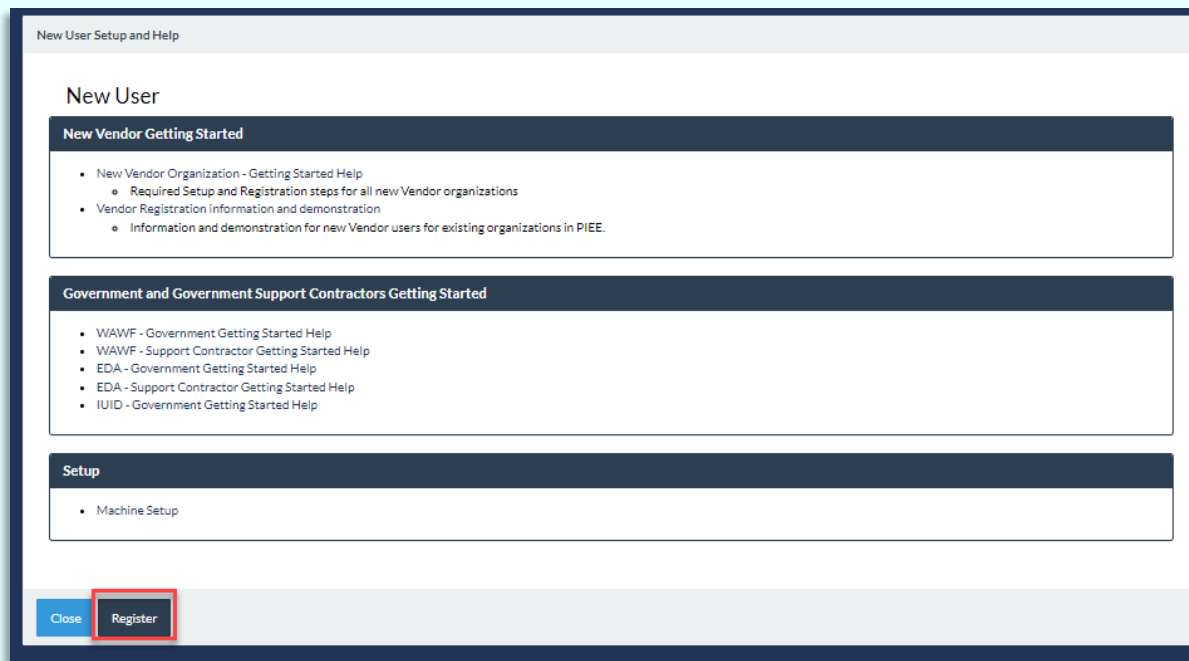
If there are no auto-granted roles by the end of the registration process, the Home DoDAAC entered does not meet the criteria.

Registration

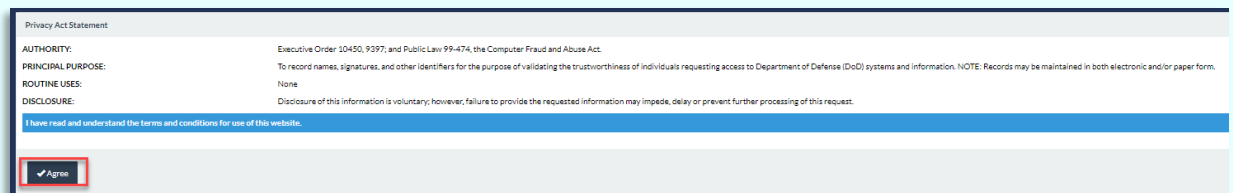
To register as a government user with an 1102 Job Series, select the **New User** button on the PIEE landing page.



The New User Setup and Help page populates. Select the **Register** button at the bottom of the page to continue.

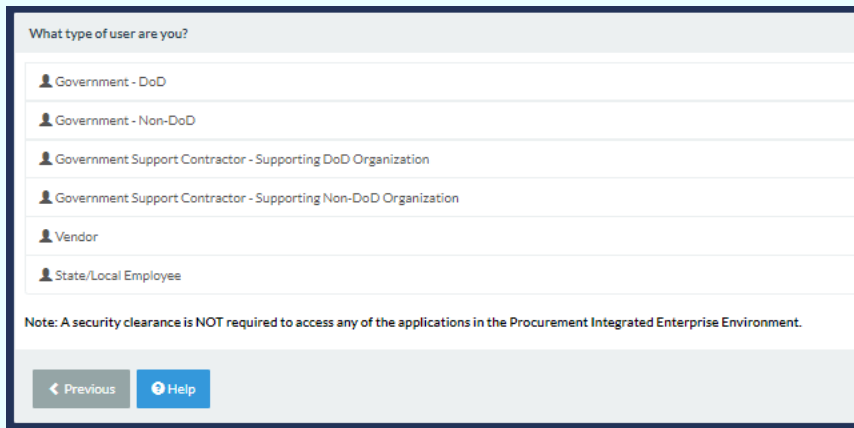


Selecting the **Register** button populates the Privacy Act Statement screen. Select **Agree** to continue with the registration process.



On the following page, select the user type.

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



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 [FAQ Certificate Modernization](#) section of the WBT Homepage under Info for all Users.

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.

The entry in the [Home Organization DoDAAC/FEDAAC](#) 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.

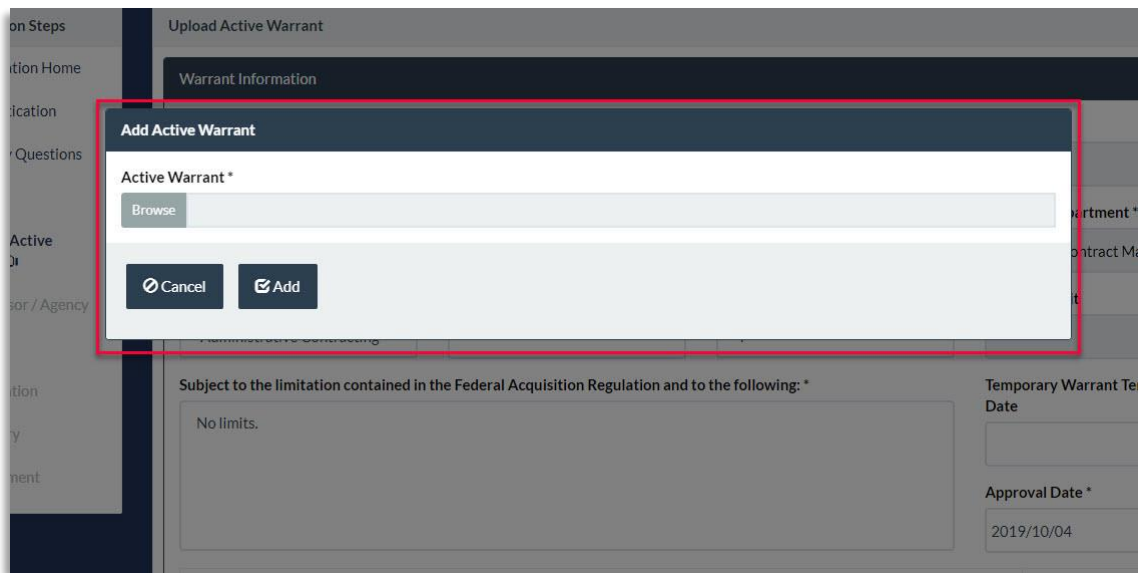
Select Cancel to return to the previous screen. Select **No** to move on to the [following screen](#). Enter the Warrant ID and select **Yes** to populate the [Upload Active Warrant](#). Selecting Yes or No to an active warrant auto grants different roles as indicated above.

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.

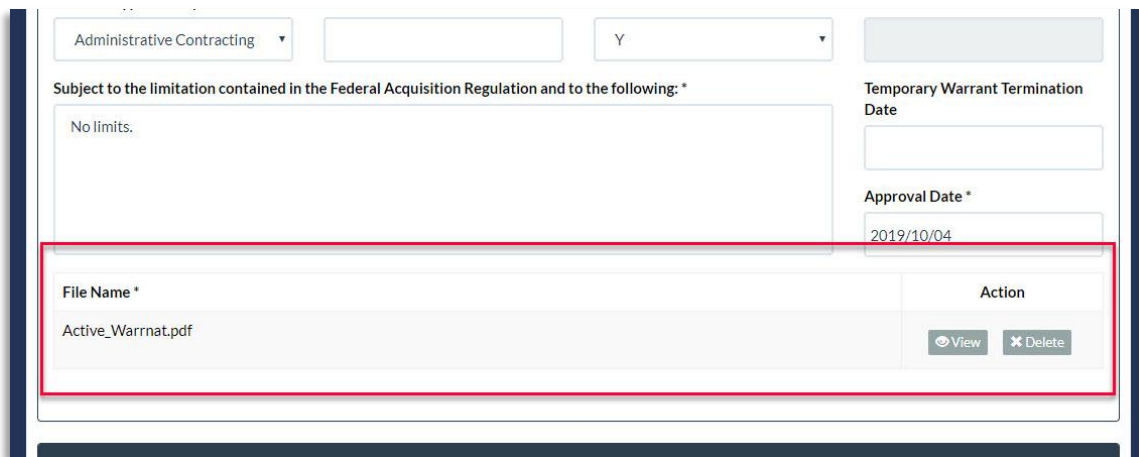
Warrant Upload

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

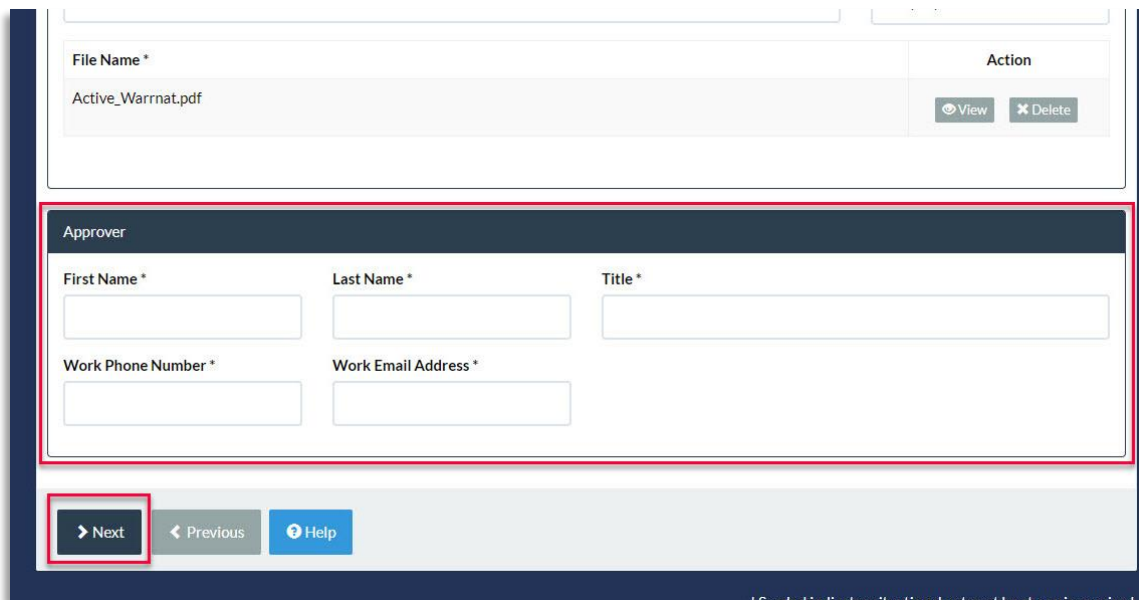
Selecting the **Add Active Warrant** button displays the Add Active Warrant pop-up. Browse for the applicable file and select **Add** to continue.



The selected file is displayed.



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



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

Additional Profile Information

Supervisor Information

First Name * Last Name * Job Title *
Administrator

Email * Confirm Email *

DSN Telephone Phone ! Extension Intl Country Code and Phone !
55555555555555555555

Alternate Supervisor Information (Optional) ⓘ

First Name ! Last Name ! Job Title !

Email ! Confirm Email !

DSN Telephone Phone ! Extension Intl Country Code and Phone !

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

Registration Continued

Agency Information

Agency Name * Address *
Sheriff's Office 5378 International Drive

City * State Zip * Country *
Jacksonville Florida 32224 United States of America (th

Organization Office Symbol

Next Previous Help

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.

Roles

Step 1. Select the appropriate Application from the list below (Ctrl+Click)

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below

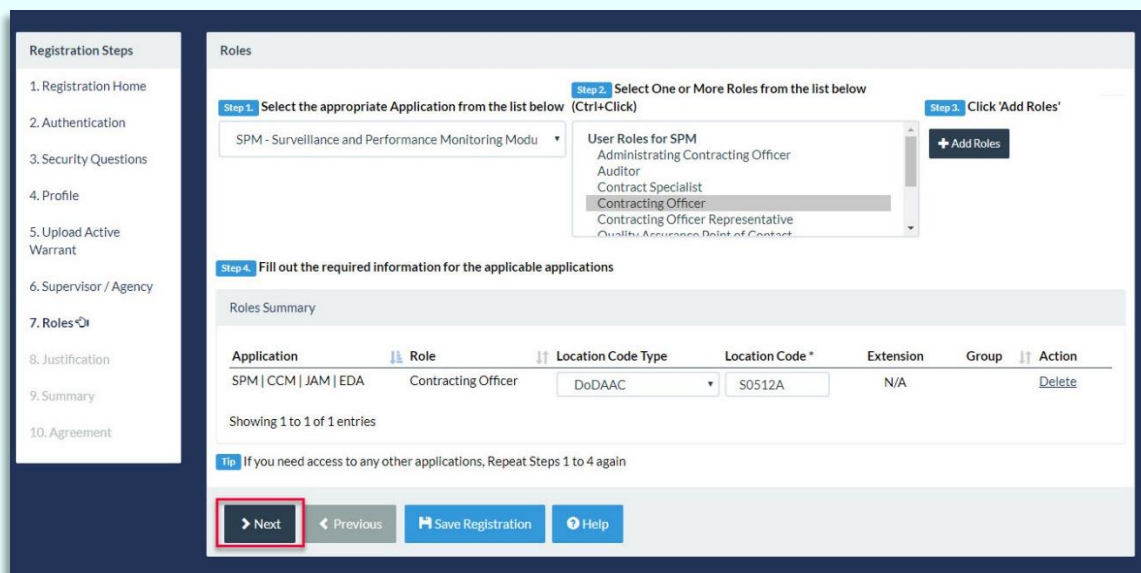
User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Approver View Only

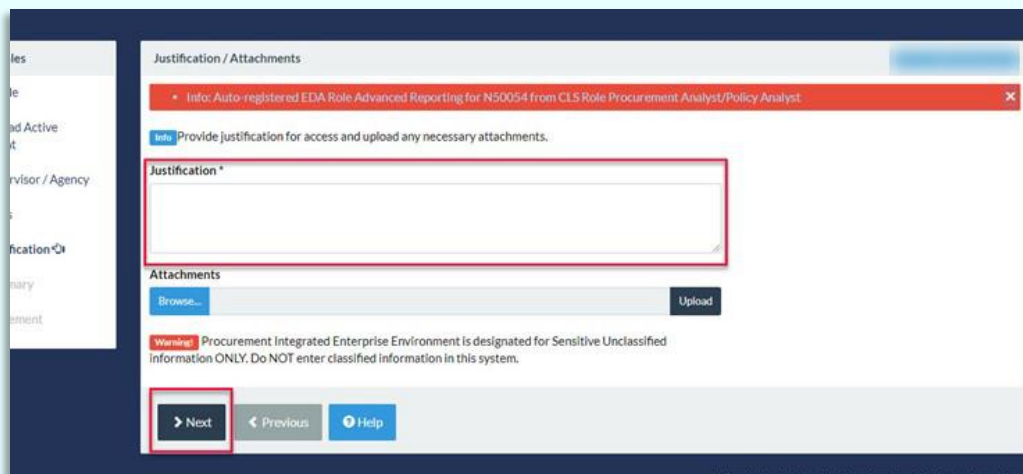
Step 3. Click 'Add Roles'

+ Add Roles

Click the **Next** button at the bottom of the page to continue.



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



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

Registration Summary - Please Verify All the information

User Information		User Profile			
User ID	jdturedacontracts	First Name *	Middle Name	Last Name *	Suffix
User Type	Government	Home Organization	Organization *	Job Series *	Job Title *
Login Method	User ID \ Password	DoDAAC/FEDAAC * N50054	NAVY	1102	Contracting
		Email *	Grade/Rank *		
			Grade		
		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 the **Signature** button 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

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.

- MDO - 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](#)