

# AMT Manage Functional Role Matrix

## Training Document

Homepage

EDA

Award Management Team

Manage Matrix

## Table of Contents

<b>Overview .....</b>	<b>1</b>
<b>Roles .....</b>	<b>1</b>
<b>Functional Roles Tab .....</b>	<b>1</b>
How to Access the Functional Role Matrix: .....	1
Functional Roles: .....	1
<i>Button(s):</i> .....	1
Functional Role Edits: .....	2
<i>Add Functional Role:</i> .....	2
<i>Edit Functional Role:</i> .....	5
<i>Delete a Functional Role</i> .....	6
<i>Reactivate Functional Role</i> .....	7
<b>History Tab .....</b>	<b>8</b>
History: .....	8
<b>Export.....</b>	<b>9</b>
<b>Functional Roles.....</b>	<b>9</b>
How to Locate the Functional Role List: .....	9

<b>Overview</b>	The <b>Functional Role Matrix</b> contains all information concerning the functional roles to which authorized users may be assigned on an AMT mapping. Through the matrix, Functional Role Matrix Administrators may <b>add, edit, delete, or activate functional roles</b> . The History tab captures all changes made within the Functional Role Matrix permitting administrators to view changes within their span of control.
<b>Roles</b>	The role(s) with the ability to access the <b>Functional Role Matrix</b> : <ul style="list-style-type: none"><li>Functional Role Matrix Administrator</li></ul>
<b>Functional Roles Tab</b>	<p><b>How to Access the Functional Role Matrix:</b></p> <ol style="list-style-type: none"><li>Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<a href="https://piee.eb.mil/">https://piee.eb.mil/</a>).</li><li>Select the EDA Icon.</li><li>Locate the <b>Manage Matrix</b> link within the Award Management Team section in the navigation panel.</li><li>Click the link to populate the Functional Roles tab.</li></ol> <p>The Functional Roles table is populated with information for each functional role currently in the matrix.</p> <p><b>Functional Roles:</b></p> <ul style="list-style-type: none"><li>Owner</li><li>Role (<i>Allows up to 100 characters</i>)</li><li>Role Code (<i>Alphanumeric text field allowing special characters (up to 10 characters)</i>)</li><li><a href="#">Role Type</a></li><li>Status</li><li>Action(s)<ul style="list-style-type: none"><li>View / Edit Functional Role</li><li>Delete Functional Role</li></ul></li></ul> <p><i>Button(s):</i></p> <ul style="list-style-type: none"><li>Add Functional Role</li><li>Clear</li><li>Export</li></ul> <p><i>NOTE: Functional Role Matrix Administrators can see all agency codes but cannot edit codes outside of their own organization.</i></p>

**NOTE: Functional Role Matrix Administrators are only able to see Inactive roles from their own agency.**

Manage Matrix

Functional Roles

History

+ Add Functional Role

ClearExport

Owner	Role	Role Code	Role Type	Status	Action(s)
AIRFORCE	AA1	AAAAAAAA1	Locally Managed	Active	
AIRFORCE	LC- Air Force Other Role Testing WIT4372	LC_AFOTHER	Other	Active	
DEFENSE CONTRACT AUDIT AGENCY (DCAA)	LINDSEYS DCAA ROLE	DCAA	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Inactive	<div>↺</div>
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Aircraft Operations	AO	Locally Managed	Active	<div>✎🗑</div>
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Administrator	CA	Locally Managed	Active	<div>✎🗑</div>
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Management Assistant	CMA	Locally Managed	Active	<div>✎🗑</div>
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Deficiency Report Program Management	DRPM	Locally Managed	Active	<div>✎🗑</div>
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Earned Value Specialist	EVS	Locally Managed	Active	<div>✎🗑</div>

38 Records Returned

**NOTE:** Owner, Role, Role Code, Roles Type, and Status allow for filtering against Functional Role results. Select the filter symbol next to the column. In the populated field, enter specific criteria to further narrow the returned results. Additionally, the results can be ordered based on these columns. Select the two arrows next to the column title to order the results from bottom up or top down. Selected columns are numbered in the order they are selected, with an arrow next to the title noting whether it's ascending or descending. To select more than one column, hold the Control button and select additional columns.

**Functional Role Edits:**

- [Add](#)
- [Edit](#)
- [Delete](#)
- [Reactivate](#)

**Add Functional Role:**

(Select the Add Functional Role button at the top of the table to populate this section)

- [Role Type](#) \* (Options: Locally Managed / Other)
- [Role Code](#) \* (Alphanumeric text field allowing special characters ("-" and "\_") (up to 10 characters.) (Must have at least one alpha or numeric character.) (NOTE: Best practice is for Role Codes to be 2, 3, 4, or 5 characters in length. Ex: SS, QAR, DRPM, ITSPC)

- Owner (*NOTE: Auto-populated based on user's Group (this should be the user's Agency)*)
- Role Description \* (*Alphanumeric text field allowing special characters (up to 100 characters)*) (*NOTE: Description should be succinct and users should avoid using sentences.*)

*Button(s):*

- Save
- Cancel

*NOTE: All Role Descriptions and Codes must be unique to their agency. When creating new roles in their agency, users should benchmark existing roles whenever possible (Ex: If DCMA already has a role for Administrative Contracting Officer (ACO) and Army needs to create a new Administrative Contracting Officer role, they should follow DCMA's example and use ACO for the role code, as well.)*

*NOTE: The **Locally Managed** role type is a grouping of different roles into a single category for the sake of registration. Mapping Managers with cognizance for Locally Managed will have oversight of all roles identified as Locally managed. The **Other** role type are non-Locally Managed roles that typically require Mapping Managers to register for each role separately (typically at a group level), giving them broad cognizance for particular roles.*

*NOTE: If uncertain which role type to select when creating a new role, always choose **Other** as it affords the most flexibility for mapping managers.*

### Add Functional Role

✕

\* Asterisk indicates required entry.

**Role Type \***  


Select


**Role Code \***

**Owner**  

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

**Role Description \***

 Save

 Cancel

To add the new role, select the **Save** button. Select **Cancel** to return to the previous page.

If the user enters a Role Code or Role Description that already exists for that owner, an error occurs.

Add Functional Role

\* Asterisk indicates required entry.

Role Code already exists for this Owner.

Role Description already exists for this Owner.

Role Type \*

Locally Managed

Role Code \*

022

Owner

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

Role Description \*

Test

Save

Cancel

### Edit Functional Role:

(Select the **Edit** button in the Action(s) column to populate this section)

- [Role Type](#) \* (Options: **Locally Managed** / **Other**)
- Role Code \* (**Alphanumeric text field allowing special characters (up to 10 characters)**)
- Owner
- Role Description (**Alphanumeric text field allowing special characters (up to 100 characters)**)

### Button(s):

- Save
- Cancel

×

Edit Functional Role

\* Asterisk indicates required entry.

Role Type \*

Other

Role Code \*

143

Owner

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

Role Description \*

Save

Cancel

To submit the edits, select the **Save** button. Select Cancel to return to the previous page.

### Delete a Functional Role

To delete a functional role, select the **Delete** button on the right-hand side of the table.

Manage Matrix

Functional Roles

History

+ Add Functional Role

Clear

Export

Owner	Role	Role Code	Role Type	Status	Action(s)
DEFENSE CONTRACT AUDIT AGENCY (DCAA)	LINSEYS DCAA ROLE	DCAA	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Inactive	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Aircraft Operations	AO	Locally Managed	Inactive	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Administrator	CA	Locally Managed	Active	

A confirmation message populates once the button is selected. To delete the role, select **“Yes”**, to return to the previous table, select **“No”**.

Manage Matrix

Functional Roles

History

+ Add Functional Role

Clear

Export

Owner	Role	Role Code	Role Type	Status	Action(s)
AIRFORCE	AA1	AAAAAAAAA1	Locally Managed	Active	
AIRFORCE	LC- Air Force Other Role Testing WIT4372	LC_AFOTHER	Other	Active	
DEFENSE CONTRACT AUDIT AGENCY (DCAA)		DCAA	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)		ACO	Locally Managed	Inactive	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)		AO	Locally Managed	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Administrator	CA	Locally Managed	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Management Assistant	CMA	Locally Managed	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Deficiency Report Program Management	DRPM	Locally Managed	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Earned Value Specialist	EVS	Locally Managed	Active	

38 Records Returned

×





Delete Functional Role

Are you sure that you want to delete Functional Role **Aircraft Operations (AO)** ?

No

Yes

### Reactivate Functional Role

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Other to Local-Balloon Artist Convention Manager	143	Locally Managed	Active	 
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	123456789012345678901234567890		Other	Inactive	

A confirmation message populates once the button is selected. To activate the role, select **Yes**, to return to the previous table, select **No**.

*NOTE: All created codes still show on the agency's list, regardless of whether the code is deleted.*



*NOTE: If a new functional role is added to the Matrix and is associated with the role type “Locally Managed”, then all existing users that have Locally Managed Roles selected in their “Manage Functional Role Cognizance” section will automatically have cognizance over the new functional role. The opposite effect applies when a “Locally Managed” functional role is removed from the matrix.*

The History table captures all changes made within the Functional Role Matrix, including additions, deletions, and edits. The table is auto-populated and cannot be edited. Users only see changes made to their agency’s roles; any changes made to records outside of their span of control are not visible.

**History:**

- Owner
- Role
- [Role Code](#)
- Action Taken
- Action By
- Action Date

**History Tab**

Manage Matrix

Functional Roles

History

Clear

Export

Owner	Role ↑↓ ▾	Role Code ↑↓ ▾	Role Type ↑↓ ▾	Action Taken ↑↓ ▾	Action By ↑↓ ▾	Action Date ↑↓ ▾
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Small Business Specialist	SBS	Other	Updated	XXXXXXXXXX	2024-02-20
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Small Business Specialist	SBS	Other	Inactivated	XXXXXXXXXX	2024-02-20
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Property Administrator	PA	Other	Updated	XXXXXXXXXX	2024-02-19
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Small Business Specialist	SBS	Other	Updated	XXXXXXXXXX	2024-02-19
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Safety Specialist	SS	Other	Updated	XXXXXXXXXX	2024-02-19
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Procurement Tech	PT	Locally Managed	Updated	XXXXXXXXXX	2024-02-19
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Aircraft Operations	AO	Locally Managed	Inactivated	XXXXXXXXXX	2024-02-19
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Aircraft Operations	AO	Locally Managed	Updated	XXXXXXXXXX	2024-02-16
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Inactivated	XXXXXXXXXX	2024-02-16
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Aircraft Operations	AO	Locally Managed	Inactivated	XXXXXXXXXX	2024-02-16
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Safety Specialist	SS	Other	Inactivated	XXXXXXXXXX	2024-02-16
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Safety Specialist	SS	Other	Updated	XXXXXXXXXX	2024-02-16
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Safety Specialist	SS	Other	Inactivated	XXXXXXXXXX	2024-02-16

304 Records Returned

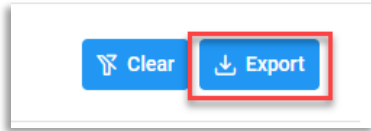
*NOTE: Role, Role Code, Roles Type, Action Taken, Action By, and Action Date allow for filtering against Functional Role results. Select the filter symbol next to the column. In the populated field, enter specific criteria to further narrow the returned results. Additionally, the search results can be ordered based on these columns. Select the two arrows next to the column title to order the results from bottom up or top down.*

*Selected columns are numbered in the order they are selected, with an arrow next to the title noting whether it's ascending or descending. To select more than one column, hold the Control button and select additional columns.*

## Additional Information

### Export

The **Export** button allows the user to export the results in Excel format.



Selecting the **Export** button automatically begins the download process, and the file will populate in the Downloads section at the top of the browser.

### Functional Roles

The list of functional roles is agency centric and is subject to frequent changes within the application.

#### How to Locate the Functional Role List:

1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>)
2. Click the **My Account** button in the top left corner of the screen.
3. On the populated page, in the Profile section, select **My Functional Roles**.
4. **My Functional Roles Maintenance** page populates.
5. The list of Functional Roles is available.