

AMT Manage Functional Role Matrix

Reference Guide

Homepage

EDA

Award Management Team

Manage Matrix

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<p>Overview</p>	<p>The Functional Role Matrix 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 add, edit, delete, or activate functional roles. The History tab captures all changes made within the Functional Role Matrix permitting administrators to view changes within their span of control.</p>
<p>Roles</p>	<p>The role(s) with the ability to access the Functional Role Matrix:</p> <ul style="list-style-type: none"> • Functional Role Matrix Administrator
<p>Functional Roles Tab</p>	<p>How to Access the Functional Role Matrix:</p> <ol style="list-style-type: none"> 1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (https://piee.eb.mil/). 2. Select the EDA Icon. 3. Locate the Manage Matrix link within the Award Management Team section in the navigation panel. 4. Click the link to populate the Functional Roles tab. <p>The Functional Roles table is populated with information for each functional role currently in the matrix.</p> <p>Functional Roles:</p> <ul style="list-style-type: none"> • Owner • Role <i>(Allows up to 100 characters)</i> • Role Code <i>(Alphanumeric text field allowing special characters (up to 10 characters))</i> • Role Type • Status • Action(s) <ul style="list-style-type: none"> ○ View / Edit Functional Role ○ Delete Functional Role <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • Add Functional Role • Clear • Export <p><i>NOTE: Functional Role Matrix Administrators can see all agency codes but cannot edit codes outside of their own organization.</i></p>

Manage Matrix

Functional Roles History

+ Add Functional Role Clear Export

Owner	Role	Role Code	Role Type	Status	Action(s)
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)		143	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Packaging Specialist	PKG	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Property Administrator	PA	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Plant Clearance Officer	PLCO	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Contract Safety Specialist	SS	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Small Business Specialist	SBS	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Termination Contracting Officer	TCO	Other	Active	
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Traffic Management Specialist	TMS	Other	Active	

25 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 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 bottom up or top down. 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.) (Best practice is for Role Codes to be 2, 3, 4, or 5 characters in length. Ex: SS, QAR, DRPM, ITSPC)
- [Owner](#) (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)) (Description should be succinct and users should avoid using sentences.)

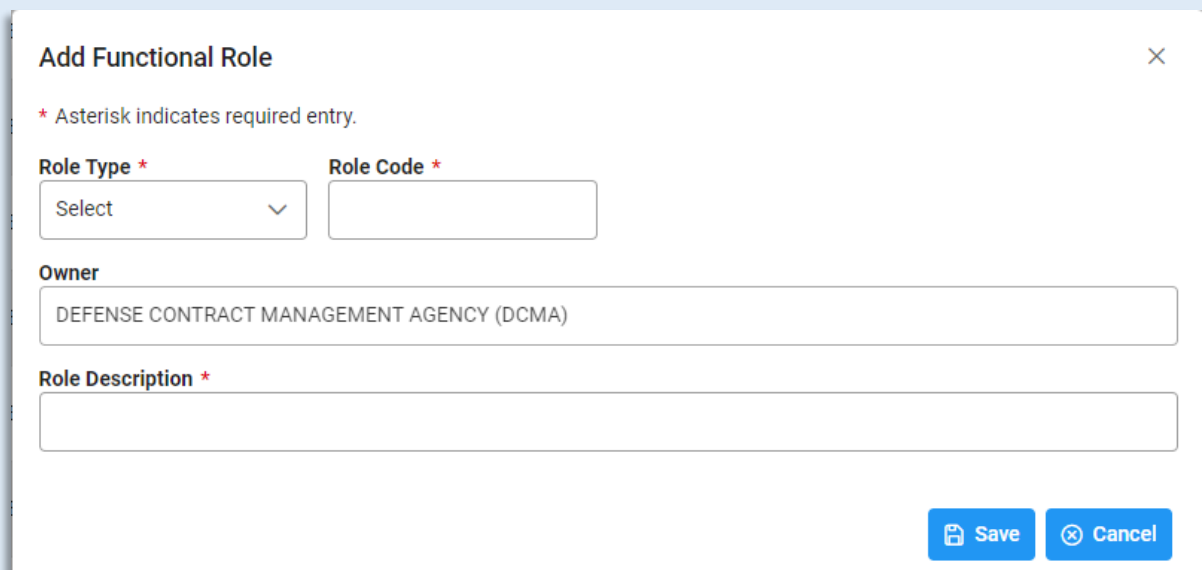
Buttons:

- 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 * **Role Code ***

Owner

Role Description *

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 *

Role Code *

Owner

Role Description *

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))

Buttons:

- Save
- Cancel

Edit Functional Role ✕

* Asterisk indicates required entry.

Role Type *

Role Code *

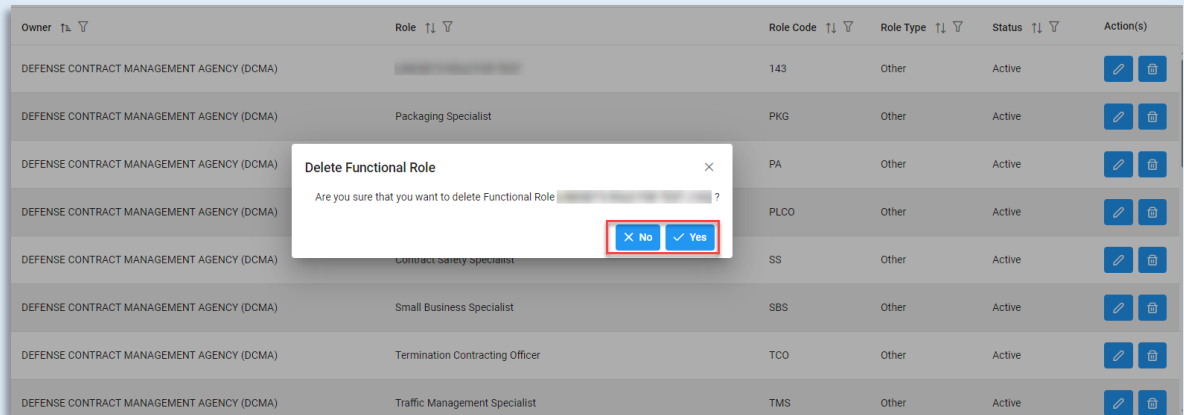
Owner

Role Description *

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

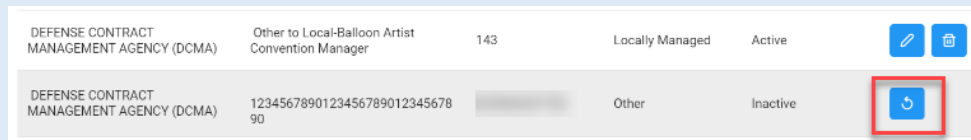
Delete a Functional Role

To delete a functional role, select the **Delete** button on the right-hand side of the table. A confirmation message populates once the button is selected. To delete the role, select “**Yes**”, to return to the previous table, select “**No**”.

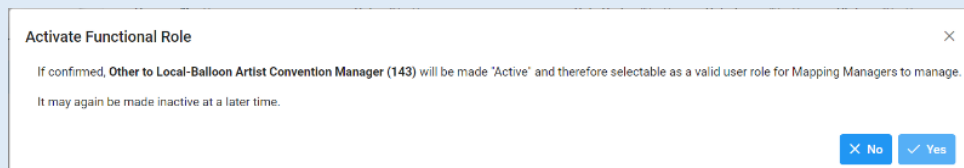


Reactivate Functional Role

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



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.

History Tab

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

Manage Matrix

Functional Roles History

Clear Export

Owner	Role	Role Code	Role Type	Action Taken	Action By	Action Date
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)		143	Other	Activated		2023-09-13
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Updated		2023-09-13
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Inactivated		2023-09-13
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Updated		2023-09-12
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Inactivated		2023-09-12
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Change this Other to Locally Managed, 8.28.23	1234567890	Locally Managed	Deleted		2023-09-08
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)		143	Locally Managed	Deleted		2023-09-08
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Deleted		2023-09-08
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Administrative Contracting Officer	ACO	Locally Managed	Activated		2023-09-08
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	Aircraft Operations	AO	Locally Managed	Deleted		2023-09-08

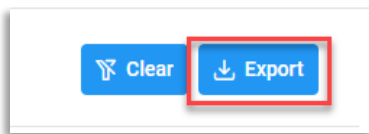
273 Records Returned

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 bottom up or top down. 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.