

AMT Mapping

Reference Guide

Homepage

EDA

Award Management Team

Navigation

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<p>Overview</p>	<p>An AMT Mapping is a set of conditions (mapping parameters) with associated members assigned to functional role(s) which is utilized by AMT logic in determining when to assign those members to an AMT Listing.</p> <p>An AMT Listing is the resulting team of cognizant personnel returned when you search by either award/order number or by CAGE code.</p>
<p>Mapping Ruleset Logic</p>	<p>Utilizing mappings and AMT logic to derive listings minimizes the maintenance required to keep the Award Management team information current. The alternative would require maintaining membership per each and every individual award/order number.</p> <p>AMT Mappings contribute AMT Listing membership in order of precedence starting with most specific (Level 1 – Exact Award/Order Number) to most broad (Level 7 – DoDAAC). Each functional role membership is determined independently from all other roles. This allows each role to be managed at the broadest level that is practical for that role without concern for the level(s) other functional roles are managed.</p> <p>Mapping Type 1 – Exact Award / Order Number</p> <p>Maps AMT personnel to a specific award/order number. This allows for a large award or award with special personnel needs to have a unique support AMT Listing. If an award is entered without an order, the AMT Search Results will display only mappings of awards without an order (base award).</p> <p>Mapping Type 2 – Partial Award Number and CAGE Code</p> <p>Maps AMT personnel to an award and all its orders for a specified CAGE. This allows for multiple orders to have the same support AMT for a given base award, or to set up a mapping for all of the awards with the same Issue By DoDAAC (first six characters of the award), and limits returned to a single CAGE.</p> <p>Mapping Type 3 – Partial Award Number and DoDAAC</p> <p>Maps AMT personnel to all orders on a given award. This allows for multiple delivery orders to have the same support AMT for a given base award or to set up a mapping for all the awards with the same Issue by DoDAAC (first six characters of the award), and limits returns to a CMO DoDAAC.</p> <p>Mapping Type 4 – ACO Code and CAGE Code</p> <p>Maps AMT personnel to all awards assigned to an ACO code for one CAGE. This provides for the case of a large CAGE split between multiple support AMTs based on the ACO code assigned in MOCAS and the CAGE of the award.</p>

Mapping Type 5 – CAGE Code

Maps AMT personnel to all awards for a CAGE. This allows for all awards for the same CAGE to have the same support AMT.

Mapping Type 6 – ACO Code

Maps AMT personnel to all awards assigned to an ACO code. This allows for all awards for the same ACO code to have the same support AMT.

Mapping Type 7 – DoDAAC

Maps AMT personnel to all awards assigned to a DoDAAC. This could potentially be different from the Administered By DoDAAC as specified in MOCAS (i.e. as is the case for Pay Only awards whereby MOCAS pays the award, but it is not administered by DCMA). This allows for functional assignments that were not captured by a lower-level mapping. At a minimum, DCMA highly recommends that the functional roles for ACO, QAR, ENG, and IS have personnel mapped at the DoDAAC level as well as the PA, SS, SP, EVS, and AO functional roles.

Mapping Membership Types

Within AMT, there are two kinds of Mapping Membership Roles, **Locally Managed** and **Other**. The **Locally Managed** role type is a grouping of different roles into a single category for the sake of registration. When a user is [registering for Functional roles](#), they select the role from the Functional Role list, which has each role marked as Locally Managed or Other.

For Mapping Managers establishing their [Functional Role Cognizance](#), when they select Locally Managed, they are automatically assigned cognizance over those roles. When a new Locally Managed role is added to the list, all Mapping Managers with cognizance over the Locally Managed roles will automatically gain cognizance over the new role. Subsequently, when a role is removed, all Mapping Managers with Locally Managed role cognizance will lose cognizance over that role.

The **Other** role type are non-Locally Managed roles that typically require Mapping Managers to register at a group level, giving them broad cognizance for roles. These roles are impacted individually by changes made to the Functional Role List per each role. The 'Other' roles afford the most flexibility for Mapping Managers.

Roles

Roles with the ability to access **AMT Mappings**:

- AMT Mapping Managers

AMT Mapping Managers

AMT Mapping Managers are users assigned to add/update/delete mapping(s) and/or maintain membership assigned on those mappings within their span of control. In AMT mappings, Mapping Managers may add, edit, and remove mapping members, as well as track activity within each specific mapping via the History tab.

NOTE: "Span of Control" is the ability to view, create, and edit content inside the PIEE Suite. The span of control is evaluated based on the user's role's registered Location Code/Group following the hierarchy.

Add Mappings

The Add Mapping functionality in AMT allows users to create new mappings within their span of control. They may later add functional specialists in a variety of roles to these mappings. To begin the **Add Mapping** process, begin by entering the applicable information in the **Mapping Details** section.

Mapping Details:

- Mapping Type *
 - 1 – Exact Award / Order Number *(Exact Award is a 13-character alphanumeric code. No special characters allowed.) (Order Number is a four-character alphanumeric code) (An FPIID (13-character alphanumeric code with "F" in the 9th position) may be entered in the Award or Order Number field when accompanied with a base award entry into the Award Number field.)*
 - 2 – Partial Award Number and CAGE Code *(Partial Award Number is a minimum of six characters and a maximum of 13 characters or more for non-DoD awards) (CAGE Code is a five-character alphanumeric code)*
 - 3 – Partial Award Number and DoDAAC *(Partial Award Number is a minimum of six characters and a maximum of 13 characters or more for non-DoD awards) (DoDAAC is a six-character alphanumeric code)*
 - 4 – ACO Code and CAGE Code *(ACO Code is a three-character alphanumeric code) (CAGE Code is a five-character alphanumeric code)*
 - 5 – CAGE Code *(Five-character alphanumeric code)*
 - 6 – ACO Code *(Three-character alphanumeric code)*
 - 7 – DoDAAC *(Six-character alphanumeric code)*
- Description *(Allows up to 100 characters)*

Mapping Parameters:

(Sections display when any option is selected in the 'Mapping Type' field)

Mapping Type: 1 – Exact Award / Order Number

- DoDAAC * *(Six-character alphanumeric code)*
- Award Number * *(13-character alphanumeric code. No special characters allowed.) (An FPIID (13-character alphanumeric code with "F" in the 9th position) may be entered in the Award or Order Number field when accompanied with a base award entry into the Award Number field.)*
- Order Number *(Four-character alphanumeric code) (An FPIID (13-character alphanumeric code with "F" in the 9th position) may be entered in the Award or Order Number field when accompanied with a base award entry into the Award Number field.)*

Mapping Details

Mapping Type *
 1 - Exact Award / Order Number

Description

Mapping Parameters

DoDAAC * Award Number * Order Number

Enter Award Number or FPIID Enter Order Number

NOTE: If the Award Number Type is [DoD Contract \(FAR\)](#), the Award Number 9th character must be an alpha character.

NOTE: If the Award Number Type is [DoD Contract \(FAR\)](#), the Order Number is only required when the 9th character of the Contract Number is A, D, or G and FY17 or prior.

Mapping Type: 2 – Partial Award Number and CAGE Code:

- DoDAAC * (Six-character alphanumeric code)
- Partial Award Number * (Partial Award Number is a minimum of six characters and a maximum of 13 characters or more for non-DoD awards) (An FPIID (13-character alphanumeric code with “F” in the 9th position) may be entered in the Award or Order Number field when accompanied with a base award entry into the Award Number field.)
- CAGE Code * (Five-character alphanumeric code)

Mapping Details

Mapping Type *
 2 - Partial Award Number and CAGE Code

Description

Mapping Parameters

DoDAAC * Partial Award Number * CAGE Code *

Enter Award Number or FPIID

Mapping Type: 3 – Partial Award Number and DoDAAC:

- DoDAAC * (Six-character alphanumeric code)
- Partial Award Number * (Minimum of six characters and a maximum of 13 characters or more for non-DoD awards) (An FPIID (13-character alphanumeric code with “F” in the 9th position) may be entered in the Award or Order Number field when accompanied with a base award entry into the Award Number field.)

Mapping Details

Mapping Type *
3 - Partial Award Number and DoDAAC

Description

Mapping Parameters

DoDAAC *

Partial Award Number *

Mapping Type: 4 – ACO Code and CAGE Code:

- DoDAAC * (Six-character alphanumeric code)
- CAGE Code * (Five-character alphanumeric code)
- ACO Code * (Three-character alphanumeric code)

Mapping Details

Mapping Type *
4 - ACO Code and CAGE Code

Description

Mapping Parameters

DoDAAC *

CAGE Code *

ACO Code *

Mapping Type: 5 – CAGE Code:

- DoDAAC * (Six-character alphanumeric code)
- CAGE Code * (Five-character alphanumeric code)

Mapping Details

Mapping Type *
5 - CAGE Code

Description

Mapping Parameters

DoDAAC *

CAGE Code *

Mapping Type: 6 – ACO Code:

- DoDAAC * (Six-character alphanumeric code)
- ACO Code * (Three-character alphanumeric code)

Mapping Details

Mapping Type *
6 - ACO Code

Description

Mapping Parameters

DoDAAC * ACO Code *

Mapping Type: 7 – DoDAAC:

- DoDAAC * *(Six-character alphanumeric code)*

Mapping Details

Mapping Type *
7 - DoDAAC

Description

Mapping Parameters

DoDAAC *

Buttons

- Save
- Reset

Once entry is made into the applicable fields, select the **Save** button to proceed with the mapping creation. After successfully saving the new mapping, a confirmation message appears at the top of the screen.

NOTE: A warning message appears if the mapping being created already exists for your agency.

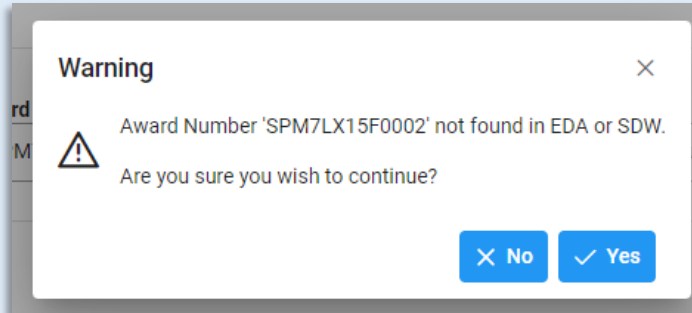
Certain warnings and errors occur if invalid entries were input into the fields. DoDAACs entered in any of these fields must be under the user’s span of control. There are additional parameters for the Award Number and Order Number entered, depending on if the Award Number Type is DoD Contract (FAR).

- ⊗ DoDAAC entered is not under your span of control.
- ⊗ If Award Number Type is DoD Contract (FAR), Award Number must be 13 positions in length.
- ⊗ If Award Number Type is DoD Contract (FAR), Award Number position 9 must be an alpha character.

⊗ DoDAAC '511100' not found within the PIEE Group Hierarchy.

⊗ If Award Number Type is DoD Contract (FAR), Order Number is required when the 9th position of the Contract Number is A, D, or G.

If an Award Number is entered, but cannot be found in either EDA or SDW, a warning message displays. Click **Yes** to continue.



Mass Updates

The Mass Update functionality in AMT allows users to add, remove, or replace mapping members on mappings in a broader capacity. For users registered at Level 2, the option to transfer mappings is available. Rather than making changes one mapping at a time, users may search by their desired mass action and update mappings in bulk via Member Email or Mapping DoDAAC.

Mass Update AMT Mapping(s):

- Mass Action *
 - Add Additional Member to All Mappings
 - Remove Member from All Mappings
 - Replace Current Member in All Mappings
 - Transfer Mapping

Buttons:

- Search
- Reset

Mass Action Type: Add Additional Member to All Mappings:

- Additional Member [Email](#) to Add *
 - Additional Member Acting [As Role](#) *
- Current Member [Email](#) *
 - Current Member Acting [As Role](#) *

Mass Update AMT Mapping(s)

Mass Action *

Add Additional Member to All Mappings

Additional Member Email To Add *

LindseyBlack@caci.com

Additional Member Acting As Role *

Select

Current Member Email *

LindseyBlack@caci.com

Current Member Acting As Role *

Select

Search Reset

Mass Action Type: Remove Member from All Mappings:

- Current Member [Email](#) to Remove *
- Current Member Acting [As Role](#) *

Mass Update AMT Mapping(s)

Mass Action *

Remove Member from All Mappings

Current Member Email To Remove *

LindseyBlack@caci.com

Current Member Acting As Role *

Select

Search Reset

Mass Action Type: Replace Current Member in All Mappings:

- Additional Member [Email](#) to Add *
- Additional Member Acting [As Role](#) *
- Current Member [Email](#) to Remove *
- Current Member Acting [As Role](#) *

Mass Update AMT Mapping(s)

Mass Action *

Replace Current Member in All Mappings

Additional Member Email To Add *

LindseyBlack@caci.com

Additional Member Acting As Role *

Select

Current Member Email To Remove *

LindseyBlack@caci.com

Current Member Acting As Role *

Select

Search Reset

Mass Action Type: Transfer Mapping:

- Transfer from DoDAAC * (*Six-character alphanumeric code*)
- Transfer to DoDAAC * (*Six-character alphanumeric code*)

Mass Update AMT Mapping(s)

Mass Action *

Transfer Mappings

Transfer From DoDAAC *

Transfer To DoDAAC *

Search

Reset

NOTE: DoDAAC used in Transfer Mapping process must fall within the user's span of control.

If an email address is entered into any of the **Mass Update Email** fields and cannot be found within the system, the user receives an error.

⊗ **No Acting Member Roles Found** No Acting Member Roles were found for the email address of [redacted] Please try another email address.

⊗ **No Acting Member Roles Found** No Acting Member Roles were found for the email address of [redacted] Please try another email address.

If a DoDAAC is entered in the **Transfer** fields that is not under the user's span of control, the user receives an error.

⊗ **Error** 'Transfer From DoDAAC' must be under your span of control.

Mass Update AMT Mapping(s)

Mass Action *

Transfer Mappings

Transfer From DoDAAC *

N00189

Transfer To DoDAAC *

SCN01A

Search

Reset

Mass Update – Search Results:

- Mapping Type
- DoDAAC
- Parameters
- Roles Contributed





Buttons:

- Clear
- Submit

NOTE: The values for the Roles Contributed field are derived from mapping membership. Each functional role assigned to one or more members is displayed. If no mapping membership exists for a role, the role is not included in the values.

Mass Update - Search Results

 Clear

<input type="checkbox"/>	Mapping Type 	DoDAAC 	Parameters 	Roles Contributed 
<input checked="" type="checkbox"/>	1 - Exact Award / Order Number	S1403A	Award 'FA862115D6259', Order '0001'	CA
<input type="checkbox"/>	3 - Partial Award Number and DoDAAC	S1403A	Award 'FA8621'	CA

2 Records Returned

 Submit

From the returned search results, select the mapping(s) to implement the mass action to and select the **Submit** button. A confirmation pop-up appears. To proceed with the mass action, select **Yes** or select **No** to return to the previous page.

Confirm Mass Action ✕

You have selected to add 'LindseyBlack@caci.com' acting as 'Aircraft Operations (AO)' to the selected mapping(s).

Are you sure you wish to continue?

 No

 Yes

NOTE: Mapping Type, DoDAAC, Parameters and Roles Contributed allow for filtering against search results. Select the filter symbol next to the column. In the populated field, enter specific criteria to further narrow the returned search 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 top to bottom or bottom to top. Selected columns are numbered in the order in which they were selected, with an arrow next to the title noting whether the order selected is bottom up or top down. To select more than one column, hold the Control button and select additional columns.

Search Mapping

The **Search Mapping** functionality allows users access to mappings via CAGE Code, Award Number, User Email, and Mapping Parameter searches. For more information on the **Search Mapping** functionality, locate the [Search training](#) section on the AMT General Functions page.

Edit / View Mapping

To locate the Edit / View Mapping section, users must use the Search Mapping functionality to access the specific mappings they want to view. From the Mapping Search Results screen, locate the **Edit / View Mapping** button, select it to go to the Edit / View Mapping page.

Edit / View Mapping

Mapping Edit Actions:

- Mapping Details
- Mapping Parameters
- Mapping Members
 - Add
 - Edit
 - Delete

Mapping Details:

- Mapping Type * *(Field is auto-populated)*
- Description *(Allows up to 100 characters) (The description is internal notes for the Mapping Manager)*
- [Roles Specified](#) *(Field is auto-populated)*

Edit / View Mapping

* Asterisk indicates required entry.

Mapping Details

Mapping Type *
5 - CAGE Code

Description

cage = 13499

Roles Specified
ACO, CMA, DRPM, ENG, EVS, PA, PI, PKG, PLCO, QAR, SBS, SP, SS, SUP, TCO, TFL, TMS, TO

NOTES: The values for the Roles Specified field are derived from mapping memberships. Each unique functional role assigned to one or more members is displayed. If no mapping membership exists for that role, then the role is not included in the values.

Mapping Parameters:

(Fields are pre-populated and are dependent on the Mapping Type selected)

- DoDAAC * *(Six-character alphanumeric code)*
- Award Number *(13-character alphanumeric code. No special characters allowed.) (An FPIID may be entered in Award Number field or in the Order Number field when accompanied with a base award entry into the Award Number field.)*
- Order Number *(Four-character alphanumeric code) (An FPIID (13-character alphanumeric code with "F" in the 9th position) may be entered in the Award or Order Number field when accompanied with a base award entry into the Award Number field.)*
- Partial Award Number *(Minimum of six characters and a maximum of 13 characters or more for non-DoD awards)*
- ACO Code *(Three-character alphanumeric code)*
- CAGE Code * *(Five-character alphanumeric code)*

Mapping Parameters

DoDAAC *

CAGE Code *

Save
 Reset
 Back

Buttons:

- Save
- Reset
- Back
- [Delete](#)

NOTE: Mapping Parameters and Description are only editable by an AMT Mapping Manager with the span of control based on the DoDAAC for the mapping.

Mapping Members:

- Name
- Acting [Role\(s\)](#)
- [Job Series](#)
- Office Symbol
- Email
- Phone Number
- Action(s)
 - View/Edit Mapping Member
 - Delete Mapping Member

Mapping Members History

Add Member
 Clear
 Export

Name	Acting Role(s)	Job Series	Office Symbol	Email	Phone Number	Action(s)
Spain, Madrid	ACO, CMA, ENG	0050	CACI	[Redacted]	+34915200	
Spain, Madrid	CMA, PLCO, TCO, TMS	0006	Madrid Office	[Redacted]	+1INTERNATIONUM	

Buttons:

- Add Member *(Functionality is only available if the mapping is within the user's span of control)*
- Clear
- Export

NOTE: Name, Email, and Phone Number allow for filtering against search results. Select the filter symbol next to the column. In the populated field, enter specific criteria to further narrow the returned search 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 top to bottom or bottom to top. Selected columns are numbered in the order in which they were selected, with an arrow next to the title noting whether the order selected is bottom up or top down. To select more than one column, hold the Control button and select additional columns.

Add Mapping Member:

- Email *
- Acting [Role\(s\)](#) *

Buttons:

- Save
- Save and Add Another
- Reset
- Cancel

The screenshot shows a modal window titled "Add Mapping Member" with a close button (X) in the top right corner. Below the title is a note: "* Asterisk indicates required entry." There are two input fields: "Email *" which is a text box with a search icon (magnifying glass) on the right, and "Acting Role(s) *" which is a dropdown menu with the text "Select multiple..." and a downward arrow. At the bottom of the form are four buttons: "Save" (with a floppy disk icon), "Save and Add Another" (with a floppy disk icon), "Reset" (with an X icon), and "Cancel" (with an X icon).

In the Email field in the Add Mapping Member section, an error occurs if the user enters an email address that cannot be found within the system. Additionally, if the email address is valid, but has no assigned roles or falls outside of the user's span of control or agency, then the error message appears.

This screenshot shows the same "Add Mapping Member" modal window, but with an error message displayed. The error message is in a red box and reads: "Mapping Member ' [redacted] ' not found. Mapping Members must have an active PIEE account with at least one active AMT Viewer or AMT Mapping Manager role, and at least one assigned role which can be managed by the currently logged in Mapping Manager." Below the error message, the "Email *" field now has a red validation error message: "Email is required." The "Acting Role(s) *" dropdown and the buttons at the bottom remain the same as in the previous screenshot.

View / Edit Mapping Member:

- Email *(Field is auto-populated)*
- Acting [Role\(s\)](#)

NOTE: Acting Roles are the roles the user has selected within the “[My Functional Roles](#)” section within their PIEE user profile.

*Member Details:
(Section is auto-populated)*

- Name
- Phone Number
- Office Symbol
- DoDAAC *(Six-character alphanumeric code)*
- Organization
- [Job Series](#)
- Job Title

Buttons:

- Save
- Cancel

View / Edit Mapping Member ✕

Email



Acting Role(s)

Member Details

Name	Phone Number	Office Symbol	
<input type="text"/>	<input type="text"/>	CACI	
DoDAAC	Organization	Job Series	Job Title
S0512A	DCMA	0050	Funeral Directing

Delete Mapping Member:

To delete a mapping member, select the **Delete Mapping Member** button in the Action(s) column of the Mapping Members table.

Name	Acting Role(s)	Job Series	Office Symbol	Email	Phone Number	Action(s)
[Redacted]	ACO, CMA, ENG	0050	CACI	[Redacted]	[Redacted]	 

A pop-up screen displays. Select the **Delete** button to confirm the action or select cancel to return to the previous page.

Delete Mapping Member ✕

You have selected to delete Mapping Member [Redacted]

Are you sure you wish to continue?

✕ Cancel
✓ Delete

The History table is a log of all the actions performed by the Mapping Manager(s).

History:

- Name
- Acting [Role](#)
- Action Taken
- Action By
- Action Date

Buttons:

- Clear



Mapping Members		History		
Name	Acting Role	Action Taken	Action By	Action Date
[Redacted]	TO	Deleted Mapping Member	[Redacted]	2023-10-27
[Redacted]	TMS	Added Mapping Member	[Redacted]	2023-10-27
[Redacted]	TO	Added Mapping Member	[Redacted]	2023-10-27

NOTE: Name, Acting Role, Action Taken, Action By, and Action Date allow for filtering against search results. Select the filter symbol next to the column. In the populated field, enter specific criteria to further narrow the returned search 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 top to bottom or bottom to top. Selected columns are numbered in the order in which they were selected, with an arrow next to the title noting whether the order selected is bottom up or top down. To select more than one column, hold the Control button and select additional columns.

AMT Mapping Managers may delete mappings within their span of control. To delete a mapping, locate the specific mapping via the [Search Mappings](#) functionality. From the mapping search results, find the desired mapping, and select the **View / Edit Mapping** button.

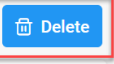
Mapping Search Results

[Clear](#) [Refine Search](#) [New Search](#) [Export](#)

Mapping Type	DoDAAC	Parameters	Roles Contributed	Action(s)
5 - CAGE Code	S2401A	CAGE '13499'	ACO, CMA, DRPM, ENG, EVS, PA, PI, PKG, QAR, SBS, SP, SS, SUP, TCO, TFL, TO	
7 - DoDAAC	S2401A		ACO, CMA, DRPM, ENG, EVS, IS, PA, PKG, PLCO, PT, SBS, SP, SS, SUP, TCO, TFL, TO	

The Edit / View Mapping page populates. Locate and select the **Delete** button in the top right corner of the screen.

Delete Mapping



Edit / View Mapping

* Asterisk indicates required entry.

Mapping Details

Mapping Type *
5 - CAGE Code

A confirmation pop-up displays. Press the **Cancel** button to return to the previous page or select the **Delete** button to confirm. After deleting the mapping, the user is returned to the last page they were on.

Delete Mapping ×

You have selected to delete this mapping and all associated membership.

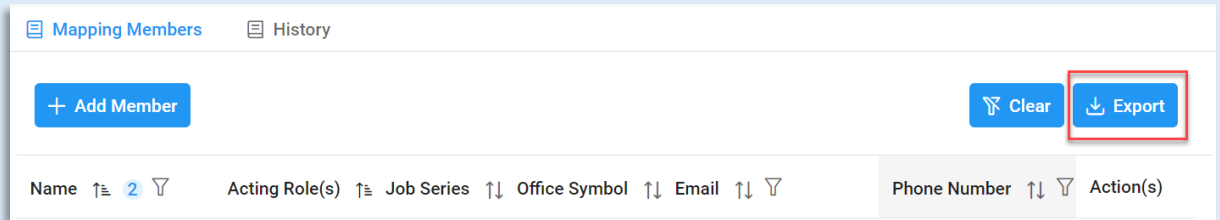
Are you sure you wish to continue?

[× Cancel](#) [✓ Delete](#)

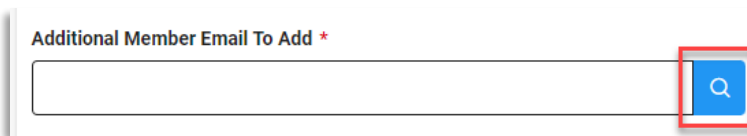
Additional Information

Export Mapping

Mapping search results and Mapping Member lists are both exportable to Excel. To download a specific table, locate the **Export** button at the top right side of the section. Click **Export** and the file appears at the top of the browser within the Downloads drop-down.



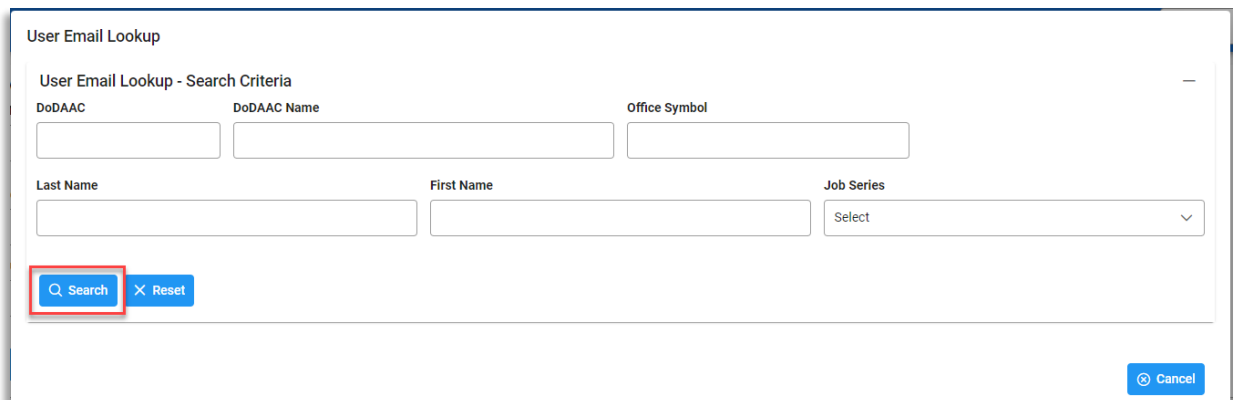
Within AMT, there are certain functionalities that require the entry of a user email. In the email fields, there is a User Email Lookup function that is accessed via the magnifying glass icon at the end of the field.



Users can search for user email addresses within their span of control by entering search criteria into the User Email Lookup pop-up and selecting the **Search** button.

User Email Lookup Search fields:

- DoDAAC *(Six-character alphanumeric code) (Field searches as Starts With and a minimum of three characters must be entered)*
- DoDAAC Name *(Field searches as Starts With and a minimum of three characters must be entered)*
- Office Symbol *(Found on user's PIEE Profile) (Field searches as Starts With and a minimum of one character must be entered)*
- Last Name *(Field searches as Starts With and a minimum of two characters must be entered)*
- First Name *(Field searches as Starts With and a minimum of two characters must be entered)*
- Job Series *(Found on user's PIEE profile)*

A screenshot of the 'User Email Lookup' pop-up form. The form has a title 'User Email Lookup' and a subtitle 'User Email Lookup - Search Criteria'. It contains several input fields: 'DoDAAC', 'DoDAAC Name', 'Office Symbol', 'Last Name', and 'First Name'. There is also a 'Job Series' dropdown menu. At the bottom left, there are 'Search' and 'Reset' buttons. The 'Search' button is highlighted with a red box. At the bottom right, there is a 'Cancel' button.

User Email Lookup

<p>Functional Roles</p>	<p>The list of functional roles is agency centric and is subject to frequent changes within the application.</p> <p>How to Locate the Functional Role List:</p> <ol style="list-style-type: none"> 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.
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<p>Mapping Types</p>	<p>Mapping Type Description:</p> <table border="1"> <thead> <tr> <th><i>Mapping Level</i></th> <th><i>Mapping Name</i></th> <th><i>Mapping Description</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Exact Award / Order Number</td> <td>Maps AMT personnel to a specific award/order. This allows for a large award or award with special personnel needs to have a unique support AMT. If an award is entered without an order, the AMT Search Results will display only mappings of awards without an order.</td> </tr> <tr> <td>2</td> <td>Partial Award Number and CAGE Code</td> <td>Maps AMT personnel to an award and all of its orders for a specified CAGE Code. This allows for a delivery order vehicle to have the same support AMT regardless of order, or to set up a mapping for all the awards with the same Issue By DoDAAC (first six characters of the award), and limits returns to a single CAGE.</td> </tr> <tr> <td>3</td> <td>Partial Award Number and DoDAAC</td> <td>Maps AMT personnel to all orders on a given award. This allows for a delivery order vehicle to have the same support AMT regardless of order number or to set up a mapping for all the awards with the same Issue By DoDAAC (first six characters of the award), and limits returns to a CMO DoDAAC.</td> </tr> <tr> <td>4</td> <td>ACO Code and CAGE Code</td> <td>Maps AMT personnel to all awards assigned to an ACO code for one CAGE Code. This provides for the case of a large CAGE Code split between multiple support AMTs based on the ACO code assigned in MOCAS and the CAGE Code of the award.</td> </tr> <tr> <td>5</td> <td>CAGE Code</td> <td>Maps AMT personnel to all awards for a CAGE Code. This allows for all awards for the same CAGE Code to have the same support AMT.</td> </tr> <tr> <td>6</td> <td>ACO Code</td> <td>Maps AMT personnel to all awards assigned to an ACO code. This allows for all awards for the same ACO code to have the same support AMT.</td> </tr> <tr> <td>7</td> <td>DoDAAC</td> <td>Maps AMT personnel to all awards assigned to a DoDAAC. This could potentially be different from the Administered By DoDAAC as specified in MOCAS (i.e. as is the case for Pay Only awards whereby MOCAS pays the award, but it is not administered by DCMA). This allows for all awards for the same DoDAAC to have the same support AMT. At a minimum, the roles for ACO, QAR, ENG, and IS must have personnel mapped at the CMO DoDAAC level, as well as the PA, SS, SP, EVS, and AO functional roles.</td> </tr> </tbody> </table>	<i>Mapping Level</i>	<i>Mapping Name</i>	<i>Mapping Description</i>	1	Exact Award / Order Number	Maps AMT personnel to a specific award/order. This allows for a large award or award with special personnel needs to have a unique support AMT. If an award is entered without an order, the AMT Search Results will display only mappings of awards without an order.	2	Partial Award Number and CAGE Code	Maps AMT personnel to an award and all of its orders for a specified CAGE Code. This allows for a delivery order vehicle to have the same support AMT regardless of order, or to set up a mapping for all the awards with the same Issue By DoDAAC (first six characters of the award), and limits returns to a single CAGE.	3	Partial Award Number and DoDAAC	Maps AMT personnel to all orders on a given award. This allows for a delivery order vehicle to have the same support AMT regardless of order number or to set up a mapping for all the awards with the same Issue By DoDAAC (first six characters of the award), and limits returns to a CMO DoDAAC.	4	ACO Code and CAGE Code	Maps AMT personnel to all awards assigned to an ACO code for one CAGE Code. This provides for the case of a large CAGE Code split between multiple support AMTs based on the ACO code assigned in MOCAS and the CAGE Code of the award.	5	CAGE Code	Maps AMT personnel to all awards for a CAGE Code. This allows for all awards for the same CAGE Code to have the same support AMT.	6	ACO Code	Maps AMT personnel to all awards assigned to an ACO code. This allows for all awards for the same ACO code to have the same support AMT.	7	DoDAAC	Maps AMT personnel to all awards assigned to a DoDAAC. This could potentially be different from the Administered By DoDAAC as specified in MOCAS (i.e. as is the case for Pay Only awards whereby MOCAS pays the award, but it is not administered by DCMA). This allows for all awards for the same DoDAAC to have the same support AMT. At a minimum, the roles for ACO, QAR, ENG, and IS must have personnel mapped at the CMO DoDAAC level, as well as the PA, SS, SP, EVS, and AO functional roles.
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<p>Job Series</p>	<p>The job series is a list of roles within PIEE that are associated with specific codes. Users must select their job series when registering in PIEE and their selected job series is available to view and change in the User</p>
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Maintenance section of their profile. The list is subject to change and the values are displayed in AMT are pulled from the profile selection and displayed in AMT as a convenience.

How to View the Job Series:

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 **User**.
4. **User Maintenance** page populates.
5. The **Job Series** field is available, with a dropdown that shows all job codes currently on the list.

For Award and Delivery Order numbers, there are standards that must be met according to the parameters for the standard DoD FAR validation.

DoD FAR Validation Standards:

Award Number DoD FAR validation:

- FY 18 and later
 - No special characters allowed.
 - Must be 13 characters in length.
 - First six characters must be a valid government DoDAAC.
 - Contract cannot contain "O" or "I" at any position.
 - Positions seven and eight (FY parameter) must be numeric and greater than or equal to 18 and less than 66.
 - Position nine must be alpha.
 - Position nine may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z
 - Position 10 through 13 in the Contract Number may not be "0000."
- FY 17 and Prior:
 - No special characters allowed.
 - Must be 13 characters in length.
 - First six positions must be a valid government DoDAAC.
 - Contract cannot contain "O" or "I" at any position.
 - Positions seven and eight (FY parameter) must be numeric and less than 18 or greater than 65.
 - Position nine must be alpha.
 - Position nine cannot be B, E, I, J, N, O, Q, R, T, U, or Y.
 - Position 10 through 13 in the Contract Number may not be "0000."

Delivery Order DoD FAR validation

- FY 18 and Later:
 - No special characters allowed.
 - Must be 13 characters in length.

DoD FAR Validation

- Delivery Order Number may not contain "O" or "I" at any position.
- Position one and two cannot both be numeric.
- Positions seven and eight (FY parameter) must be numeric and 18 or greater and less than 66.
- Position nine must be F.
- Position 10 through 13 in the Delivery Order Number may not be "0000" (all zeroes).
- Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, M, P, or V.
- FY 17 and Prior:
 - No special characters allowed.
 - Must be one, four, or 13 characters in length.
 - May not contain "O" or "I" at any position.
 - For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.
 - Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.
 - If the Delivery Order is four characters, the following edits will be applied:
 - The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number.
 - "0000" is not acceptable value.
 - If the Delivery Order is 13 characters, the following edits will be applied:
 - Position one and two cannot both be numeric.
 - Positions seven and eight must be numeric.
 - Position nine must be F.
 - Positions 10 through 13 cannot be all zeroes.