AMT Mapping

Training Document

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Overview	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. An AMT Listing is the resulting team of cognizant personnel returned when you search by either award/order number or by CAGE code.
Mapping Ruleset Logic	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. 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. **Mapping Type 1 – Exact Award / Order Number** 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). **Mapping Type 2 – Partial Award Number and CAGE Code** 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. **Mapping Type 3 – Partial Award Number and DoDAAC** 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.

Mapping Type 4 – ACO Code and CAGE Code

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.

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, copy, 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. *NOTE: If an AMT Mapping Manager does not have a Locally Managed Cognizance role selected, they will not have access to the Add Mapping Functionality.* **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*) (*NOTE: 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 (*NOTE: 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*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- Award Number * (*13-character alphanumeric code. No special characters allowed.*) (*NOTE: 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.*) (*NOTE: Award Number Lookup is available via the magnifying icon*)
- Order Number (*Four-character alphanumeric code*) (*NOTE: 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.*)

Add Mappings
* Asterisk indicates required entry.

Mapping Details

Mapping Type *

| 1 - Exact Award / Order Number | ⌄ |

Description

Mapping Parameters

DoDAAC *

Award Number *
Enter Award Number or FPIID

Order Number
Enter Order Number

[💾 Save] [↻ Reset]

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*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- Partial Award Number * (*Partial Award Number is a minimum of six characters and a maximum of 13 characters or more for non-DoD awards*) (*NOTE: 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*) (*NOTE: Cage Code Lookup is available via the magnifying icon*)

Add Mappings

* Asterisk indicates required entry.

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 | |

[Save] [Reset]

Mapping Type: 3 – Partial Award Number and DoDAAC:

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- Partial Award Number * (*Minimum of six characters and a maximum of 13 characters or more for non-DoD awards*) (*NOTE: 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.*)

Add Mappings

* Asterisk indicates required entry.

Mapping Details

Mapping Type *

| 3 - Partial Award Number and DoDAAC | ⌄ |

Description

Mapping Parameters

| **DoDAAC** * | **Partial Award Number** * |
| | Enter Award Number or FPIID |

[Save] [Reset]

Mapping Type: 4 – ACO Code and CAGE Code:

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- CAGE Code * (*Five-character alphanumeric code*) (*NOTE: Cage Code Lookup is available via the magnifying icon*)
- ACO Code * (*Three-character alphanumeric code*)

Add Mappings
* Asterisk indicates required entry.

Mapping Details

Mapping Type *

| 4 - ACO Code and CAGE Code | ⌄ |

Description

Mapping Parameters

DoDAAC *   **CAGE Code** *   **ACO Code** *

[Save] [Reset]

Mapping Type: 5 – CAGE Code:

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- CAGE Code * (*Five-character alphanumeric code*) (*NOTE: Cage Code Lookup is available via the magnifying icon*)

Add Mappings

* Asterisk indicates required entry.

Mapping Details

Mapping Type *

5 - CAGE Code

Description

Mapping Parameters

DoDAAC *

CAGE Code *

Save   Reset

Mapping Type: 6 – ACO Code:

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- ACO Code * (*Three-character alphanumeric code*)

Add Mappings

* Asterisk indicates required entry.

Mapping Details

Mapping Type *

6 - ACO Code

Description

Mapping Parameters

DoDAAC *　　　　　　　　　　　　　　　　　　　　　**ACO Code** *

Save   Reset

Mapping Type: 7 – DoDAAC:

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)

Add Mappings

* Asterisk indicates required entry.

Mapping Details

Mapping Type *

7 - DoDAAC

Description

Mapping Parameters

DoDAAC *

Save   Reset

Button(s):

- 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.
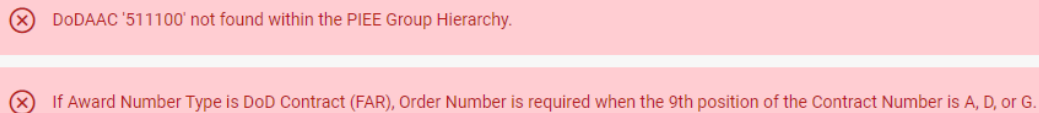
NOTE: A warning message appears if the mapping being created already exists for your agency and a link to the current mapping is provided.

*NOTE: A warning message appears if the ACO code entered is not found in MOCAS*

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

⊗ 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.

DoD Contract (FAR).

⊗ 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.
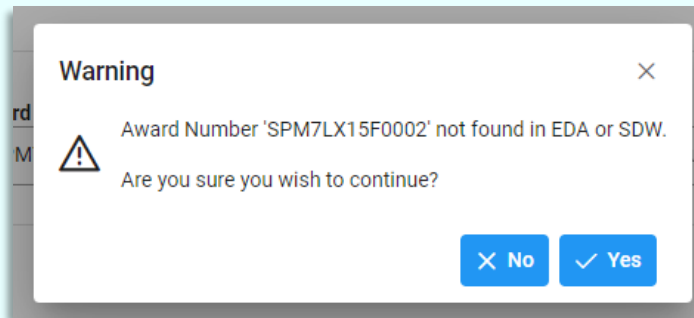
Mass Updates	The Mass Update functionality in AMT allows users to add, remove, or replace mapping members on mappings in a broader capacity. For users registered at Level 2, the option to transfer mappings is available. Rather than making changes one mapping at a time, users may search by their desired mass action and update mappings in bulk via Member Email or Mapping DoDAAC.
	
	Mass Update AMT Mapping(s):
	• Mass Action *
	   o Add Additional Member to All Mappings
	   o Remove Member from All Mappings
	   o Replace Current Member in All Mappings
	   o Transfer Mappings
	
	Button(s):
	• Search
	• Reset
	
	Mass Action Type: Add Additional Member to All Mappings:
	• Additional Member Email to Add * (***NOTE:*** Email Lookup *is available via the magnifying icon*)
	   o Additional Member Acting As Role *
	• Current Member Email * (***NOTE:*** Email Lookup *is available via the magnifying icon*)

o   Current Member Acting As Role *

Mass Action Type: Remove Member from All Mappings:

- Current Member Email to Remove * (*NOTE:* Email Lookup *is available via the magnifying icon*)
  - o   Current Member Acting As Role *

Mass Action Type: Replace Current Member in All Mappings:

- Additional Member Email to Add * (*NOTE:* Email Lookup *is available via the magnifying icon*)
  - o   Additional Member Acting As Role *
- Current Member Email to Remove * (*NOTE:* Email Lookup *is available via the magnifying icon*)
  - o   Current Member Acting As Role *

Mass Update AMT Mapping(s)

Mass Action *

Replace Current Member in All Mappings ▾

Additional Member Email To Add *

[   ] 🔍

Additional Member Acting As Role *

Administrative Contracting Officer (ACO) ▾

Current Member Email To Remove *

[   ] 🔍

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 *

S1002A

Transfer To DoDAAC *

SCN01A

🔍 Search   ↺ Reset

NOTE: The DoDAAC used in the 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 ▓▓▓▓▓▓▓▓ Please try another email address.

⊗ **No Acting Member Roles Found** No Acting Member Roles were found for the email address of ▓▓▓▓▓▓▓▓ 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.

Mass Update – Search Results:
- Mapping Type
- DoDAAC
- Parameters
- Roles Contributed

Button(s):

- 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.
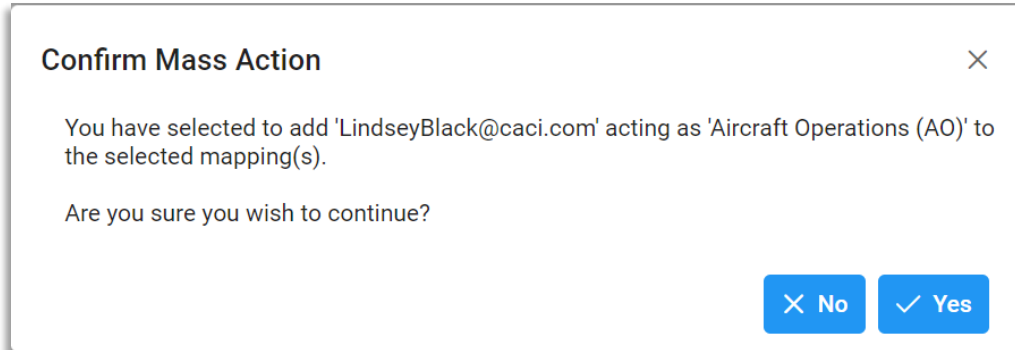
	From the returned search results, select the mapping(s) to implement the mass action to and select the **Submit** button. A confirmation pop-up appears. To proceed with the mass action, select **Yes** or select **No** to return to the previous page. **Confirm Mass Action** ✕ You have selected to add '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 change the field order to ascending or descending. 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 ascending or descending. 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, Program Code, and Mapping Parameter searches. **AMT Mapping Search Process:** 1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (**https://piee.eb.mil/**). 2. Access the Award Management Team (AMT) system by clicking the **'EDA'** icon. 3. Select **Search Mapping** under the AMT navigation section. 4. Select the desired search type from the Search Type dropdown; enter additional Search Criteria and click the **Search** button. 5. Search Results display on a new page. To begin a new search, select the back button. The AMT Search Mappings page is used to search for mappings within AMT. For each of the different Search Types, enter in the applicable data and select **Search** to display the Search Results page. To clear the fields and reset the page, select the **Reset** button. To save the search, click the **Bookmark** button.

NOTE: At least one search criterion is required to perform a search.

NOTE: An exclamation point next to a field indicates a situational entry. At least one is required.
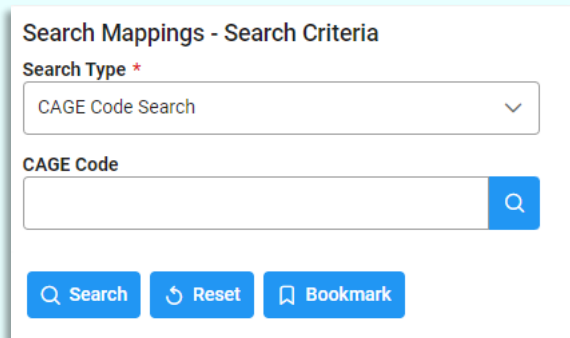
*NOTE: The asterisk * denotes a mandatory field.*

Search Mappings – Search Criteria:

CAGE Code Search:

- CAGE Code (*Five-character alphanumeric code*) (*NOTE:* Cage Code Lookup *is available via the magnifying icon*)

Button(s):

- Search
- Reset
- Bookmark

Search Mappings - Search Criteria

Search Type *

CAGE Code Search ⌄

CAGE Code

[   ] 🔍

🔍 Search   ⟲ Reset   🔖 Bookmark

Award Number Search:

- Award Number (*13-character alphanumeric code. No special characters allowed.*) (*NOTE*: *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.*) (*NOTE:* Award Number Lookup *is available via the magnifying icon*)
- Order Number (*Four-character alphanumeric code*) (*NOTE: 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.*)

Button(s):

- Search
- Reset
- Bookmark

Search Mappings - Search Criteria

Search Type *

Award Number Search ⌄

Award Number

Enter Award Number or FPIID 🔍

Order Number

Enter Order Number

🔍 Search   ⟳ Reset   🔖 Bookmark

User Email Search:

- Email (*NOTE:* Email Lookup *is available via the magnifying icon*)
  (*Fields display when the Lookup Email icon is selected on the Email field*)
    - o DoDAAC
    - o DoDAAC Name
    - o Office Symbol
    - o Last Name
    - o First Name
    - o Job Series

Button(s):

- Search
- Reset
- Bookmark

Search Mappings - Search Criteria

Search Type *

User Email Search ⌄

Email

🔍

🔍 Search   ⟳ Reset   🔖 Bookmark
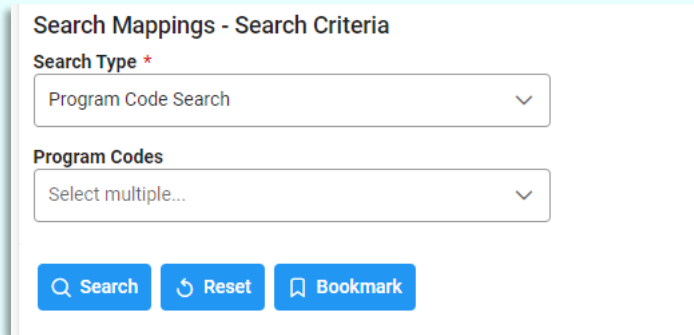
Program Code Search:

- Program Codes (*Field is a drop-down multi-select and a search bar*) (*NOTE: The multi-select contains Program Codes tied to awards that have mappings for awards tied to the user's agency*)

Button(s):

- Search
- Reset
- Bookmark

NOTE: Program Code searches yield only Level 1 mappings.

Search Mappings - Search Criteria

Search Type *

Program Code Search ⌄

Program Codes

Select multiple... ⌄

🔍 Search   ↻ Reset   🔖 Bookmark

Mapping Parameters Search:

- Mapping Type
  - All Mappings
  - 1 – Exact Award / Order Number
  - 2 – Partial Award Number and CAGE Code
  - 3 – Partial Award Number and DoDAAC
  - 4 – ACO Code and CAGE Code
  - 5 – CAGE Code
  - 6 – ACO Code
  - 7 - DoDAAC
- DoDAAC (*NOTE:* DoDAAC Lookup *is available via the magnifying icon*)
- CAGE code (*NOTE:* Cage Code Lookup *is available via the magnifying icon*)
- ACO Code
- Award Number (*NOTE:* Award Number Lookup *is available via the magnifying icon*)
- Order Number

Button(s):

- Search
- Reset
- Bookmark

Field Lookups

Within AMT, there are certain fields that have a lookup functionality that is noted by a magnifying icon. Select the icon to populate the lookup popup. Enter applicable information into the field(s) and select search. The Lookup - Search Results section displays with the information associated with the entered criteria. The first row of the Search Results section is the original field that the lookup was performed on. This data is hyperlinked. Click the desired result and it returns to the original search screen with the selected result populated in its field. To exit the lookup, select cancel.
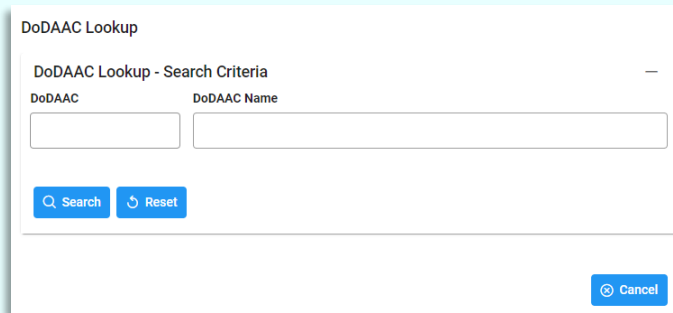

DoDAAC Lookup

DoDAAC Lookup - Search Criteria:

- DoDAAC (*Six-character alphanumeric code*) (*Field searches as Starts With*)
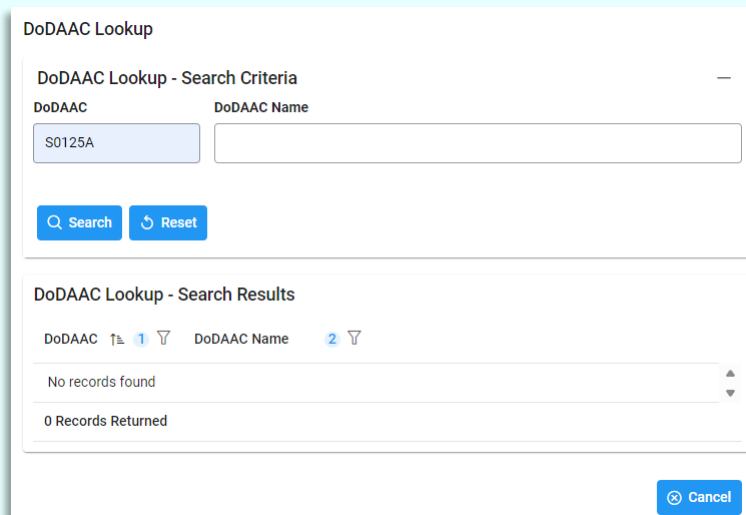- DoDAAC Name (*Field searches as Contains*)

Button(s):

- Search
- Reset
- Cancel

DoDAAC Lookup – Search Results:

- DoDAAC (*NOTE: Field is hyperlinked, when clicked the modal closes and the DoDAAC field on the screen auto-populates*)
- DoDAAC Name

CAGE Code Lookup

CAGE Code Lookup - Search Criteria:

- DCMA DoDAAC (*Six-character alphanumeric code*) (*Field searches as Starts With and a minimum of three characters must be entered*)

- CAGE Code (*Five-character alphanumeric code*) (*Field searches as Starts With and a minimum of one character must be entered*)
- Company Name (*Field searches as Contains and a minimum of three characters must be entered*)

Button(s):

- Search
- Reset
- Cancel

CAGE Code Lookup

CAGE Code Lookup - Search Criteria —

DCMA DoDAAC   CAGE Code   Company Name

[🔍 Search] [↻ Reset]

[⊗ Cancel]

CAGE Code Lookup – Search Results:

- CAGE Code (*NOTE: Field is hyperlinked, when clicked the modal closes and the CAGE Code field on the screen auto-populates*)
- Company Name
- CASD DoDAAC
- City
- State
- Country

CAGE Code Lookup

CAGE Code Lookup - Search Criteria —

DCMA DoDAAC   CAGE Code   Company Name

    022T1

[🔍 Search] [↻ Reset]

CAGE Code Lookup - Search Results

CAGE Code ⇅ 1 ▽	Company Name ⇅ 2 ▽	CASD DoDAAC ⇅ ▽	City ⇅ ▽	State ⇅ ▽	Country ⇅ ▽
022T1	BOEING COMPANY, THE	S0109A	FORT WALTON BEACH	FL	USA

1 Records Returned

[⊗ Cancel]

Award Number Lookup

Award Number Lookup - Search Criteria:

- Issue DoDAAC (*Six-character alphanumeric code*) (*Field searches as Exact Match and six characters must be entered*)
- Admin DoDAAC (*Six-character alphanumeric code*) (*Field searches as Exact Match and six characters must be entered*)
- CAGE Code (*Five-character alphanumeric code*) (*Field searches as Starts With and a minimum of one character must be entered*)
- ACO Code (*Field searches as Starts With and a minimum of one character must be entered*)
- Program Codes (*Field is a drop-down multi-select and a search bar*) (*NOTE: The multi-select contains Program Codes tied to awards that have mappings for awards tied to the user's agency*)
- Company Name (*Field searches as Contains and a minimum of three characters must be entered*)

Button(s):

- Search
- Reset
- Cancel

Award Number Lookup – Search Results:

- Award Number (*NOTE: Field is hyperlinked, when clicked the modal closes and the Award Number/Order Number fields on the screen auto-populates*)
- Order Number
- CAGE Code
- Company Name
- ACO Code
- Issue DoDAAC
- Admin DoDAAC

Award Number Lookup

Award Number Lookup - Search Criteria

Issue DoDAAC	Admin DoDAAC	CAGE Code	ACO Code
	S1002A		

Program Codes	Company Name
Select multiple...	

[🔍 Search] [↻ Reset]

Award Number Lookup - Search Results

Award Number ↑≡ 1 ▽	Order Number 2 ▽	CAGE Code ↑↓ ▽	Company Name ↑↓ ▽	ACO Code ↑↓ ▽	Issue DoDAAC 3 ▽	Admin DoDAAC ↑↓ ▽
DAAB0701DG601		3T705	POLARIS ALPHA ADVANCED SYSTE	CG1	W15P7T	S1002A
DAAB0701DG601	0081	3T705	POLARIS ALPHA ADVANCED SYSTE	CG1	W15P7T	S1002A
DAAB0701DG601	0086	3T705	POLARIS ALPHA ADVANCED SYSTE	CG1	W15P7T	S1002A
DAAB0701DG601	0100	3T705	POLARIS ALPHA ADVANCED SYSTE	CG1	W15P7T	S1002A

10,000 Records Returned

[⊗ Cancel]

Email Lookup

User Email Lookup - Search Criteria:

- 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 (*NOTE: 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 (*NOTE: Found on user's PIEE profile*)

Button(s):

- Search
- Reset
- Cancel

User Email Lookup – Search Results:

- Email (*NOTE: Field is hyperlinked, when clicked the modal closes and the Email field on the screen auto-populates*)
- Name
- DoDAAC
- DoDAAC Name
- [Job Series](#)
- Office Symbol

Search Mappings – Search Results

Search Results display on a newly populated page. A header section displays auto-populated information relevant to the Search Type selected and a table of the Mapping Search Results below.

NOTE: Individual Award Data is populated from both SDW and EDA.

The following sections are separated based on the Search Type selected during the search.

CAGE Code Details:
(*Section displays when the following is selected for Search Type: CAGE Code Search*)

- CAGE Code
- Company Name
- Location (City, State, and Country)
- CASD CAO
  (*Select the CASD CAO to display the Location Code Information popup*)
  - Location Code Information
    - CASD CAO
    - CASD CAO Name
    - CASD CAO Email
    - Service Agency
    - Address Line 1
    - Address Line 2
    - City
    - State
    - Zip Code
    - Country
    - Button(s)
      - Close

Location Code Information

Location Code Information

CASD CAO
S2401A

CASD CAO Name
DCMA TWIN CITIES

CASD CAO Email
[redacted]

Service Agency
DEFENSE CONTRACT MANAGEMENT
AGENCY (DCMA)

Address Line 1
5600 AMERICAN BLVD W.

Address Line 2
SUITE 600

City
BLOOMINGTON

State
MN

Zip Code
55437

Country
USA

✕ Close

- DCMA DoDAAC (*NOTE: Field is sourced from PIEE*)
  (*Select the DCMA DoDAAC to display the Location Code Information popup*)
  - Location Code Information
    - DCMA DoDAAC
    - DCMA DoDAAC Name
    - DCMA DoDAAC Email
    - Service Agency
    - Address Line 1
    - Address Line 2
    - City
    - State
    - Zip Code
    - Country
    - Button(s)
      - Close

Location Code Information

Location Code Information

DCMA DoDAAC	**DCMA DoDAAC Name**	**DCMA DoDAAC Email**
S2401A	DCMA TWIN CITIES	
Service Agency	**Address Line 1**	**Address Line 2**
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	5600 AMERICAN BLVD W.	SUITE 600
City	**State**	**Zip Code**
BLOOMINGTON	MN	55437
Country		
USA		

✕ Close

- ACO Code

Button(s):

- Refine Search
- New Search

CAGE Code Details

CAGE Code	**Company Name**	**Location (City, State, Country)**
13499	ROCKWELL COLLINS, INC.	CEDAR RAPIDS, IA, USA
CASD CAO	**DCMA DoDAAC**	**ACO Code**
S2401A	S2401A	No Information

Refine Search   New Search

Award Details:
(*Section displays when the following is selected for Search Type: Award Number Search*)

- Award Number
- Order Number
- Base Contract
- Program Code/Description
- CAGE Code
- Company Name
- Location (City, State, Country)
- Issue DoDAAC (*NOTE: Field is sourced from SDW or EDA. System prioritizes SDW for DCMA and EDA for all other agencies*)
  - (*Select the Issue DoDAAC to display the Location Code Information popup*)
    - o   Location Code Information
      - ▪ Issue DoDAAC

- ▪ Issue DoDAAC Name
- ▪ Issue DoDAAC Email
- ▪ Service Agency
- ▪ Address Line 1
- ▪ Address Line 2
- ▪ City
- ▪ State
- ▪ Zip Code
- ▪ Country
- ▪ Button(s)
  - ● Close

Location Code Information

Location Code Information

Issue DoDAAC	**Issue DoDAAC Name**	**Issue DoDAAC Email**
FA8213	FA8213 AFLCMC EBHK	No Information
Service Agency	**Address Line 1**	**Address Line 2**
DEPT OF THE AIR FORCE	CP 801 586 8482	6072 FIR AVE BLDG 1233
City	**State**	**Zip Code**
HILL AFB	UT	84056-5820
Country		
USA		

✕ Close

- ● Admin DoDAAC (*NOTE: Field is sourced from SDW or EDA. System prioritizes SDW for DCMA and EDA for all other agencies*)
  (*Select the Admin DoDAAC to display the Location Code Information popup*)
  - o Location Code Information
    - ▪ Admin DoDAAC
    - ▪ Admin DoDAAC Name
    - ▪ Admin DoDAAC Email
    - ▪ Service Agency
    - ▪ Address Line 1
    - ▪ Address Line 2
    - ▪ City
    - ▪ State
    - ▪ Zip Code
    - ▪ Country
    - ▪ Button(s)
      - ● Close

Location Code Information

Location Code Information

Admin DoDAAC	**Admin DoDAAC Name**	**Admin DoDAAC Email**
S2401A	DCMA TWIN CITIES	
Service or Agency	**Address Line 1**	**Address Line 2**
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	5600 AMERICAN BLVD W.	SUITE 600
City	**State**	**Zip Code**
BLOOMINGTON	MN	55437
Country		
USA		

✕ Close

- Payment Office (*NOTE: Field is sourced from SDW or EDA. System prioritizes SDW for DCMA and EDA for all other agencies*)
  (*Select the Payment Office to display the Location Code Information popup*)
  - o Location Code Information
    - Payment Office
    - Payment Office Name
    - Payment Office Email
    - Service Agency
    - Address Line 1
    - Address Line 2
    - City
    - State
    - Zip Code
    - Country
    - Button(s)
      - Close

Location Code Information

Location Code Information

Payment Office	**Payment Office Name**	**Payment Office Email**
HQ0339	DFAS - COLUMBUS CENTER	No Information
Service Agency	**Address Line 1**	**Address Line 2**
DEFENSE FINANCE & ACCOUNTING SERVICE (DFAS)	WEST ENTITLEMENT OPERATIONS	COLUMBUS OH 43218-2317
City	**State**	**Zip Code**
COLUMBUS	OH	43218-2381
Country		
USA		

[✕ Close]

- CASD CAO (*NOTE: Field is sourced from the CASD functionality in PCM*)
    (*Select the CASD CAO to display the Location Code Information popup*)
    - o   Location Code Information
        - CASD CAO
        - CASD CAO Name
        - CASD CAO Email
        - Service Agency
        - Address Line 1
        - Address Line 2
        - City
        - State
        - Zip Code
        - Country
        - Button(s)
            - Close

Location Code Information

Location Code Information

CASD CAO	**CASD CAO Name**	**CASD CAO Email**
S2404A	DCMA MANASSAS	
Service or Agency	**Address Line 1**	**Address Line 2**
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	14501 GEORGE CARTER WAY	CHANTILLY VA 20151
City	**State**	**Zip Code**
CHANTILLY	VA	20151
Country		
USA		

✕ Close

- DCMA DoDAAC (*NOTE: Field is sourced from PIEE*)
  (*Select the DCMA DoDAAC to display the Location Code Information popup*)
  o Location Code Information
    ▪ DCMA DoDAAC
    ▪ DCMA DoDAAC Name
    ▪ DCMA DoDAAC Email
    ▪ Service Agency
    ▪ Address Line 1
    ▪ Address Line 2
    ▪ City
    ▪ State
    ▪ Zip Code
    ▪ Country
    ▪ Button(s)
      • Close

Location Code Information

Location Code Information

DCMA DoDAAC
S2401A

DCMA DoDAAC Name
DCMA TWIN CITIES

DCMA DoDAAC Email
[redacted]

Service or Agency
DEFENSE CONTRACT MANAGEMENT
AGENCY (DCMA)

Address Line 1
5600 AMERICAN BLVD W.

Address Line 2
SUITE 600

City
BLOOMINGTON

State
MN

Zip Code
55437

Country
USA

[✕ Close]

- ACO Code

Award Details

Award Number FA821313D0002	**Order Number** No Information	**Base Contract** FA821313D0002	**Program Code/Description** No Information
CAGE Code 13499	**Company Name** ROCKWELL COLLINS, INC.	**Location (City, State, Country)** CEDAR RAPIDS, IA, USA	
Issue DoDAAC FA8213	**Admin DoDAAC** S2401A	**Payment Office** HQ0339	
CASD CAO S2401A	**DCMA DoDAAC** S2401A	**ACO Code** GRE	

[⇄ Refine Search] [🔍 New Search]

Button(s):

- Refine Search
- New Search

Team Member Details:

(*Section displays when the following is selected for Search Type: User Email Search*)

- Name
- Phone Number
- Office Symbol
- Approved Roles
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- DoDAAC

  (*Select the DoDAAC to display the Location Code Information popup*)

- o Location Code Information
  - ▪ DoDAAC
  - ▪ DoDAAC Name
  - ▪ DoDAAC Email
  - ▪ Service or Agency
  - ▪ Address Line 1
  - ▪ Address Line 2
  - ▪ City
  - ▪ State
  - ▪ Zip Code
  - ▪ Country
  - ▪ Button(s)
    - • Close

Location Code Information

Location Code Information

DoDAAC	**DoDAAC Name**	**DoDAAC Email**
S0512A	DCMA SOUTHERN CALIFORNIA	

Service or Agency	**Address Line 1**	**Address Line 2**
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	18901 SOUTH WILMINGTON AVENUE	BUILDING DH2

City	**State**	**Zip Code**
CARSON	CA	90746-2856

Country		
USA		

✕ Close

- • Organization
- • [Job Series](#)
- • Job Title

Button(s):

- • Refine Search
- • New Search

Team Member Details

Name	Phone Number	Office Symbol		Approved Roles
	+1INTERNATIONUM			143, ACO, AO, CA, CMA, DRPM, ENG, EVS, IS, PA, PI, PKG, PLCO, PSP, PT, QAR, SBS, SP, SS, SUP, TCO, TFL, TMS, TO
Email	**DoDAAC**	**Organization**	**Job Series**	**Job Title**
	S0512A	DCMA	0006	Correctional Institution Administration

⇆ Refine Search   🔍 New Search

Program Code Details:

(*Section displays when the following is selected for Search Type: Program Code Search*)

Button(s):

- Refine Search
- New Search

Program Code Details   Refine Search   New Search

Mapping Parameter Details:

(*Section displays when the following is selected for Search Type: Mapping Parameter Search*)

Button(s):

- Refine Search
- New Search

Mapping Parameter Details   Refine Search   New Search

Mapping Search Results:

(*Section displays when any of the five search types are used*)

- Mapping Type
- DoDAAC
- Parameters
- Roles Contributed
- Program Codes / Description (*Field is only available when the Search Type is Program Code*)
- Action(s)
    - View / Edit Mapping

Button(s):

- Export
- Clear

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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Listing View
(*Section displays when CAGE Code or Award Number search is used for a Mapping type 1 or 5*)

DCMA Members:

(*Section displays when CAGE Code or Award Number search is used*)

- Name
- Acting Role(s)
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

CASD Members:

(*Section displays if the CASD CAO associated with the searched mapping is not a DCMA DoDAAC*)

- Name
- [Acting Role(s)](#)
- [Job Series](#)
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If the CASD CAO associated with the mapping searched is a DCMA DoDAAC, then the CASD Members tab does not display.

NOTE: If no mappings exist for the DoDAAC associated with the entered search criteria, then a warning message will appear stating, "No CASD mappings found. Members displayed are derived from Home Organization DoDAAC in the PIEE Profile." An Admin Members sub tab displays.

NOTE: If no CASD Mappings are found and there are no active members associated with the Home Organization DoDAAC a warning message stating, "No CASD mappings found. No active members from Home Organization DoDAAC in the PIEE profile" displays.

If no CASD Mappings are found, then member information derived from their Home Organization DoDAAC in their PIEE profile is displayed.

CASD Member Sub-Tab:
(*Section displays when no mappings are found associated with the CASD*)
- Name
- Warrant Information?
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):
- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Vendor:

(*Section displays when CAGE Code or Award Number search is used*)

- Name
- Source
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Source, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.
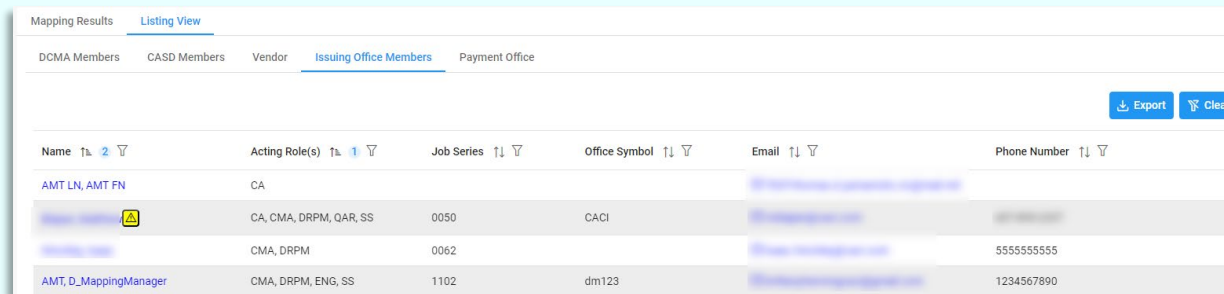
Issuing Office Members:

(**Section displays when Award Number search is used**)

- Name
- Acting Role(s)
- Job Series
- Office Symbol
- Email (**NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.**)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If a search is conducted via the Award Number search and no Issue Office mappings are found, an error message stating "No Issue Office mappings found. No active members from Home Organization DoDAAC in the PIEE profile." displays.

NOTE: If no Issuing Office Mappings are found and there are no active members associated with the Home Organization DoDAAC a warning message stating, "No Issuing Office mappings found. No active members from Home Organization DoDAAC in the PIEE profile" displays.

If no Issuing Office Mappings are found, then member information derived from their Home Organization DoDAAC in their PIEE profile is displayed.

Issuing Office Member Sub-Tab:
(Section displays when there are no mappings associated with the Issuing Office)

- Name
- Warrant Information?
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Admin Office Members:
(Section displays when Award Number search is used and the returned Admin by DoDAAC is not a DCMA DoDAAC or a CASD CAO)

- Name
- [Acting Role(s)](#)
- [Job Series](#)
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If the Admin by DoDAAC associated with the Award Number searched is a DCMA DoDAAC, then the Admin Office Members tab does not display.

NOTE: If no mappings exist for the DoDAAC associated with the Award Number searched, then a warning message will appear stating, "No Admin Office mappings found. Members displayed are derived from Home Organization DoDAAC in the PIEE Profile. An Admin Members sub tab displays.

NOTE: If no Admin Office Mappings are found and there are no active members associated with the Home Organization DoDAAC a warning message stating, "No Issuing Office mappings found. No active members from Home Organization DoDAAC in the PIEE profile" displays.

If no Admin Office Mappings are found, then member information derived from their Home Organization DoDAAC in their PIEE profile is displayed.

Admin Member Sub-Tab:

(Section displays when there are no mappings associated with the Admin Office)

- Name
- Warrant Information?
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Admin Office Members:

(Section displays when Award Number search is used and the returned Admin by DoDAAC is not a DCMA DoDAAC or a CASD CAO)

- Name
- Acting Role(s)

- [Job Series](#)
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If the Admin by DoDAAC associated with the Award Number searched is a DCMA DoDAAC, then the Admin Office Members tab does not display.

NOTE: If no mappings exist for the DoDAAC associated with the Award Number searched, then a warning message will appear stating, "No Admin Office mappings found. Members displayed are derived from Home Organization DoDAAC in the PIEE Profile. An Admin Members sub tab displays.

NOTE: If no Admin Office Mappings are found and there are no active members associated with the Home Organization DoDAAC a warning message stating, "No Issuing Office mappings found. No active members from Home Organization DoDAAC in the PIEE profile" displays.

If no Admin Office Mappings are found, then member information derived from their Home Organization DoDAAC in their PIEE profile is displayed.

Admin Member Sub-Tab:
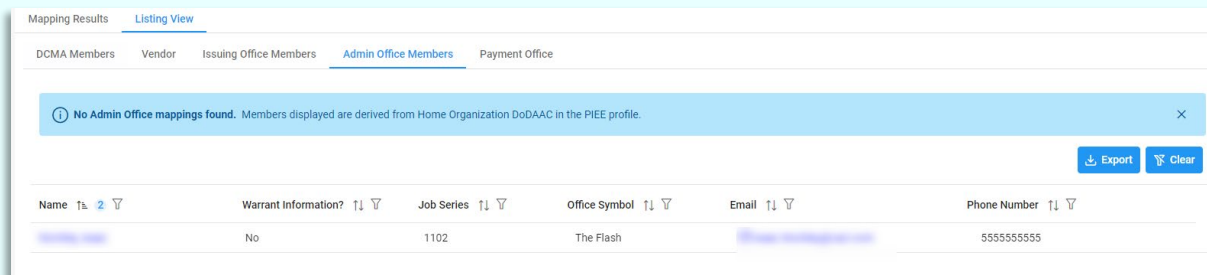*(Section displays when there are no mappings associated with the Admin Office)*

- Name
- Warrant Information?
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Payment Office:
(Section displays when Award Number search is used)

- Name
- Acting Role(s)
- Job Series
- Office Symbol

- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: If no Payment Office mappings exist for the searched Award Number and the Pay Office is either HQ0337, HQ0338, or HQ0339, then a warning message appears and directs users to the DFAS Customer Service tool for additional information.

Audit Office Members:
(*Section displays when Award Number Search is used*)

- Name
- Acting Role(s)
- *Job Series*
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

	NOTE: Name, Acting Roles, Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns. *NOTE: Additional Audit Office Information can be found by following the DCAA Locator Tool link provided.* *NOTE: If no Audit Office Mappings are found and there are no active members in the PIEE Hierarchy, a warning message stating, "No Audit Office mappings found. No active members from Home Organization DoDAAC in the PIEE profile" displays.*
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 Details:

- Mapping Type (*NOTE: Field is auto-populated and cannot be edited*)
- Role Description
- Roles Specified (*NOTE: Field is auto-populated and cannot be edited*)

Mapping Parameters:

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

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- 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 Award Number field or in the Order Number field when accompanied with a base award entry into the Award Number field.*) (*NOTE: Award Number Lookup is available via the magnifying icon*)
- 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*) (*NOTE: Cage Code Lookup is available via the magnifying icon*)

Button(s):

- Save
- Reset
- Back
- Copy Mapping Member
- Delete

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.

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 and locally managed role cognizance selected.

NOTE: DoDAAC Lookup is not available to users only registered with a non-group location code.

Copy Mapping Members

Select the **Copy Mapping Members** button on the top right side of the Edit / View Mapping Screen.

An Add Mappings screen displays with pre-populated information from the mapping the members are being copied from. If applicable, make edits to the fields, otherwise scroll to the **Mapping Members being Copied** section and select or deselect the applicable members. To copy the selected Mapping Members to a new mapping, select **Save.** To reset the Mapping Details section fields to their original values, select **Reset.** Upon successfully copying the new mapping members, a success message displays.

Success
Mapping was added successfully.
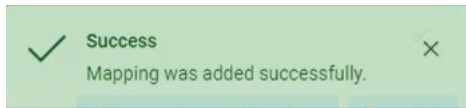
NOTE: If a duplicate mapping already exists for your agency, a warning message appears. In the message there is a hyperlink that leads to the existing mapping.

A duplicate mapping already exists for your agency using this Mapping Type and Mapping Parameters. Click here to edit the existing mapping.

NOTE: The Copy Mapping Member functionality is only available to users with Locally Managed Roles and a Span of Control over the mapping.

Add Mappings

Mapping Details:
(*Section pre-populates with information from the mapping the members are being copied from.*)
- Mapping Type
- Description

Add Mappings
* Asterisk indicates required entry.

Mapping Details

Mapping Type *
7 - DoDAAC

Description

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

- DoDAAC * (*Six-character alphanumeric code*) (*NOTE: DoDAAC Lookup is available via the magnifying icon*)
- 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 Award Number field or in the Order Number field when accompanied with a base award entry into the Award Number field.*) (*NOTE: Award Number Lookup is available via the magnifying icon*)
- 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*) (*NOTE: Cage Code Lookup is available via the magnifying icon*)

Mapping Parameters

DoDAAC *

S2404A 🔍

Mapping Members being Copied:

- Name
- Acting Role(s)
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):
- Clear
- Save
- Reset

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Mappings Members being Copied						
☐	Name ↑↓ ▽	Acting Role(s) ↑↓ ▽	Job Series ↑↓ ▽	Office Symbol ↑↓ ▽	Email ↑↓ ▽	Phone Number ↑↓ ▽
☑	AMT LN, AMT FN	ACO				
☑	AMT LN, AMT FN	TFL				
☑	AMT LN, AMT FN	PA				
☑	AMT LN, AMT FN	TFL				
☑	AMT LN, AMT FN	ENG				
☑	AMT LN, AMT FN	CA				
☑	AMT LN, AMT FN	PKG				
☑	AMT LN, AMT FN	DRPM				
☑	AMT LN, AMT FN	SUP				
☑	AMT LN, AMT FN	SUP				
☑	AMT LN, AMT FN	QAR				
☑	AMT LN, AMT FN	TO				

18 Records Returned

[Clear] [Save] [Reset]

Mapping Members:

- Name
- Acting Role(s)
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number
- Action(s)
  - View/Edit Mapping Member
  - Delete Mapping Member

Button(s):

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

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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Add Member

To add a mapping member, select the **Add Member** button within the Mapping Members tab. An Add Mapping Member pop-up displays. Enter the email address of the intended member into the Email field. Member Details associated with the entered email address display. From the Acting Role(s) dropdown, selected one or more roles. Click the **Save** or **Save and Add Another** button to complete the process. Select the **Reset** button to clear the fields and the cancel button to return to the previous screen.

Add Mapping Member:

- Email *
- Acting Role(s) * (*NOTE: Field is a dropdown*)

Member Details:
(*Section is auto-populated based on the email address entered in the Email field*)

- Name
- Phone Number
- Office Symbol
- DoDAAC
- Organization
- Job Series
- Job Title

Button(s):

- Save
- Save and Add Another
- Reset
- Cancel

NOTE: 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.

View / Edit Mapping Member

To view or edit a mapping member, select the **View / Edit Mapping Member** button in the Action(s) tab. A View / Edit Mapping Member pop-up displays. Information associated with the mapping member displays. To edit Acting Role(s) information, select the field drop-down and select or deselect roles. Click the **Save** button to proceed with those changes.

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
- Organization
- Job Series
- Job Title

Button(s):

- Save
- Remove Deactivated Role
- Cancel

Remove Deactivated Role

To remove a member mapped via a deactivated role, first locate the member in the mapping member's table. Members with deactivated roles have a warning message icon next to their name. Select the **View/Edit** button in the Action(s) column of the Mapping Members table.

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

Delete Mapping Member

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

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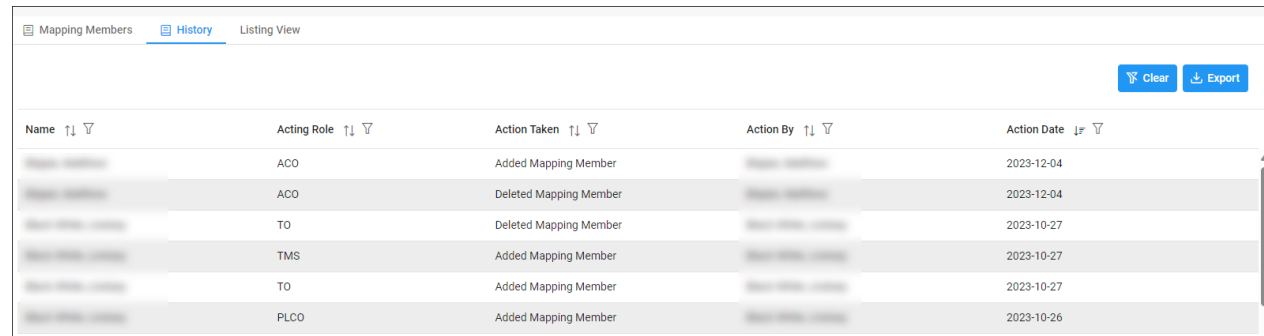
History Tab

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

Button(s):

- Clear
- Export

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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Listing View Tab

(*Section displays when CAGE Code or Award Number search is used for a Mapping type 1 or 5*)

DCMA Members:
(*Section displays when CAGE Code or Award Number search is used*)

- Name

- Acting Role(s)
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

CASD Members:
(*Section displays if the CASD CAO associated with the searched mapping is not a DCMA DoDAAC*)

- Name
- Acting Role(s)
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If the CASD CAO associated with the mapping searched is a DCMA DoDAAC, then the CASD Members tab does not display.

NOTE: If no mappings exist for the DoDAAC associated with the entered search criteria, then a warning message will appear stating, "No Admin Office mappings found. Members displayed are derived from Home Organization DoDAAC in the PIEE Profile. An Admin Members sub tab displays.

CASD Member Sub-Tab:
(*Section displays when no mappings are found*)

- Name
- Warrant Information?
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Vendor:
(**Section displays when CAGE Code or Award Number search is used**)

- Name
- Source
- Email (**NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.**)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Source, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Issuing Office Members:

(*Section displays when Award Number search is used*)

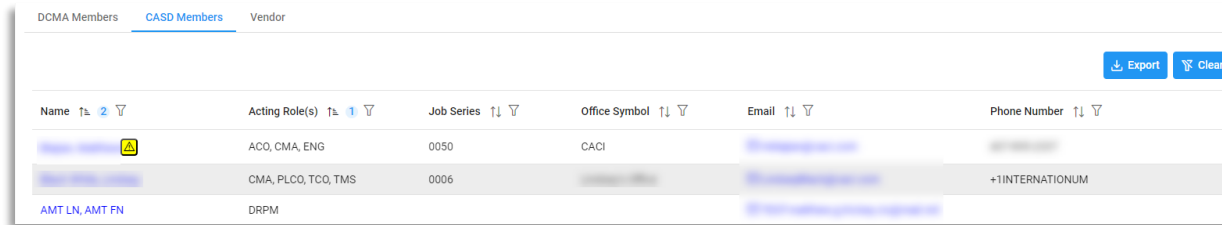- Name
- [Acting Role(s)](#)
- [Job Series](#)
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If a search is conducted via the Award Number search and no Issue Office mappings are found, an error message stating "No Issue Office mappings found. No active members from Home Organization DoDAAC in the PIEE profile." displays.

Issuing Office Member Sub-Tab:
(*Section displays when there are no mappings associated with the searched Issue Office DoDAAC*)

- Name
- Warrant Information?
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Admin Office Members:
(*Section displays when Award Number search is used and the returned Admin by DoDAAC is not a DCMA DoDAAC or a CASD CAO*)

- Name
- Acting Role(s)
- Job Series

- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Acting Role(s), Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

NOTE: If the Admin by DoDAAC associated with the Award Number searched is a DCMA DoDAAC, then the Admin Office Members tab does not display.

NOTE: If no mappings exist for the DoDAAC associated with the Award Number searched, then a warning message will appear stating, "No Admin Office mappings found. Members displayed are derived from Home Organization DoDAAC in the PIEE Profile. An Admin Members sub tab displays.
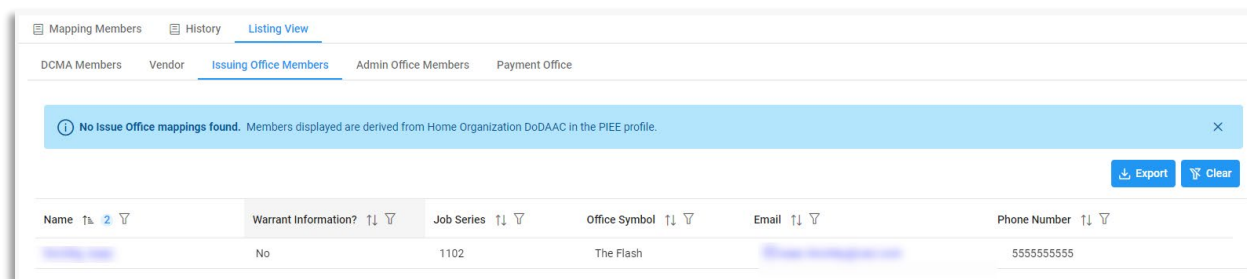
Admin Member Sub-Tab:

(*Section displays when there are no mappings associated with the searched DoDAAC*)

- Name
- Warrant Information?
- Job Series
- Office Symbol

- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

NOTE: Name, Warrant Information?, Job Series, Office Symbol, 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 change the field order to ascending or descending. 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 ascending or descending. To select more than one column, hold the Control button and select additional columns.

Payment Office:
(*Section displays when Award Number search is used*)
- Name
- Acting Role(s)
- Job Series
- Office Symbol
- Email (*NOTE: User email addresses in the Email column are hyperlinks that, when clicked, populate an email with the selected user's email address already in the "To" field.*)
- Phone Number

Button(s):

- Export
- Clear

| Mapping Members | History | Listing View |

| DCMA Members | Vendor | Issuing Office Members | Admin Office Members | Payment Office |

Export Clear

Name ↑↓ 2 ▽	Acting Role(s) ↑↓ 1 ▽	Job Series ↑↓ ▽	Office Symbol ↑↓ ▽	Email ↑↓ ▽	Phone Number ↑↓ ▽
	ENG	0132	The Penguin		5555555555

NOTE: If no Payment Office mappings exist for the searched Award Number and the Pay Office is either HQ0337, HQ0338, or HQ0339, then a warning message appears and directs users to the DFAS Customer Service tool for additional information.

ⓘ **No Payment Office mappings found.** Please visit askDFAS - A DFAS Customer Service Tool for further assistance.

Delete Mapping

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 Results | Listing View |

Mapping Search Results

Export Clear

Mapping Type ↑↓ 2 ▽	DoDAAC ↑↓ 1 ▽	Parameters ↑↓ 3 ▽	Roles Contributed ↑↓ 4 ▽	Action(s)
5 - CAGE Code	S1002A	CAGE '4C2V4'	ACO, DRPM, ENG, EVS, IS, PA, PKG, QAR, SUP, TFL, TO	✏️

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

Copy Mapping Members Delete

Edit / View Mapping
* Asterisk indicates required entry.

Mapping Details

Mapping Type *
5 - CAGE Code

Description

Roles Specified
ACO, DRPM, ENG, EVS, IS, PA, PKG, QAR, SUP, TFL, TO

	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
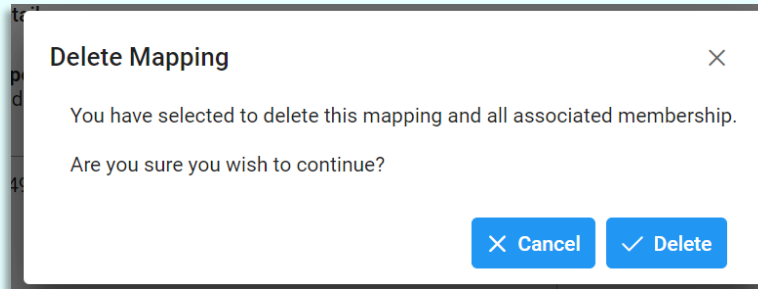
<table>
<tr><td colspan="2" align="center">Additional Information</td></tr>
<tr>
<td>Export Mapping</td>
<td>Mapping search results and Mapping Member lists are both exportable to Excel. To download a specific table, locate the Export button at the top right side of the section. Click Export and the file appears at the top of the browser within the Downloads drop-down.

▤ Mapping Members   ▤ History

+ Add Member   ▽ Clear   ⭳ Export

Name ↑≟ 2 ▽   Acting Role(s) ↑≟ Job Series ↑↓ Office Symbol ↑↓ Email ↑↓ ▽   Phone Number ↑↓ ▽ Action(s)</td>
</tr>
<tr>
<td>Functional Roles</td>
<td>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.</td>
</tr>
</table>
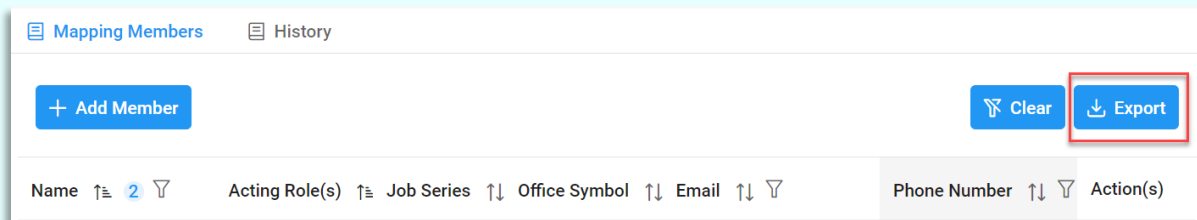
Mapping Types	**Mapping Type Description:**		
	Mapping Level	*Mapping Name*	*Mapping Description*
	1	Exact Award / Order Number	Maps AMT personnel to a specific award/order. This allows for a large award or award with special personnel needs to have a unique support AMT. If an award is entered without 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.
Job Series	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 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.
DoD FAR	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 o No special characters allowed. o Must be 13 characters in length. o First six characters must be a valid government DoDAAC. o Contract cannot contain "O" or "I" at any position. o Positions seven and eight (FY parameter) must be numeric and greater than or equal to 18 and less than 66. o Position nine must be alpha.

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

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