

Creating Delay Notices

Training Document

CSM

Create Delay Notice

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<p>Role Access</p>	<p>CSM roles with the capability to create Delay Notices:</p> <ul style="list-style-type: none"> • CSM Admin Office
<p>Status</p>	<p>Delay Notices display in the CSM Dashboard and Search tools in the following statuses:</p> <ul style="list-style-type: none"> • Unread – The Delay Notice or Response is sent and remains unopened, awaiting the user’s action. This status is only visible to the recipient of a Delay Notice or Response. • Sent – The Delay Notice or Response is sent. This status is only visible to the sender of a Delay Notice or Response. • Unsent, Saved Draft – The Delay Notice or Response is drafted or edited and saved, to be completed and sent later. This status is only visible to the initiator of the Delay Notice or Response. • Resolved – The Delay Notice is closed by a user. Responses are no longer accepted.
<p>Create Delay Notice Search</p>	<p>In the navigation panel, select Create Delay Notice to display the Create Delay Notice page. The EDA – Contract Data Search displays.</p> <p>EDA – Contract Data Search</p> <p><i>Contract Data Search Criteria:</i></p> <ul style="list-style-type: none"> • Contract Number (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>) • Delivery Order Number (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>) <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • Search <div data-bbox="373 1040 1871 1292" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>EDA - Contract Data Search</p> <p>Contract Number Delivery Order Number</p> <p>Starts With <input type="text"/> Starts With <input type="text"/></p> <p><input type="button" value="Search"/></p> </div> <p>Enter search criteria and select the Search button. The search results display on the same screen.</p> <p><i>Delay Notice Search Results:</i></p> <ul style="list-style-type: none"> • Contract Number

- Delivery Order
- Contractor Name
- CAGE Code
- Admin By DoDAAC
- Issue By DoDAAC
- Contract CSM History (*field is a hyperlink to a History pop-up with information on all actions taken on the Delay Notice for the Contract*)
- Create (*field is a button that leads to the Delay Notice – Create screen*)

Search Result

Contract Number	Delivery Order	Contractor Name	CAGE Code	Admin By DoDAAC	Issue By DoDAAC	Contract DSM History	Create
S0512A02D9300		PLEXSYS INTERFACE PRODUCTS, INC.	2AAE1	S0512A	FU4417	View	Create
S0512A02D9301		PLEXSYS INTERFACE PRODUCTS, INC.	2AAE1	FU4417	S0512A	View	Create
S0512A02D9303		PLEXSYS INTERFACE PRODUCTS, INC.	2AAE1	FU4417	W52P1J	View	Create
S0512A02D9304		PLEXSYS INTERFACE PRODUCTS, INC.	2AAE1	FU4417	S0512A	View	Create
S0512A15D1009	FU441723F0002	RAYTHEON CANADA LIMITED	36126	FU4417	S0512A	View	Create
S0512A15D1069	S0512A21F1013	RAYTHEON CANADA LIMITED	36126	FU4417	N00014	View	Create
S0512A15D1069	S0512A23F9901	RAYTHEON CANADA LIMITED	36126	FU4417	N00014	View	Create
S0512A20D0608	0001	NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A	View	Create
S0512A20D0608			6481	FU4417	FU4417	View	Create
S0512A20D1113	0001	TOWN OF DALE	69PP2	FU4417	S0512A	View	Create

Records: 1 to 25 25 Records Returned

Contract CSM History

Select the **View** hyperlink under the Contract CSM History to display a History screen displaying previous actions taken via Customer Requests, Delay Notices, and Deliverables & Communications for the Contract.

Contract Information Fields:

- CAGE Code
- Contract Number
- Vendor Name

History

Contract Information		
CAGE Code S0831	Contract Number F0865002C0031	Vendor Name RESPUBLIKANSKOJE GOSUDARSTVENNOE PREDPRIYATIE NA PRAVE KHOZYA.

Customer Requests Table Columns:

- Initiator
- Initiated
- Responses
- Last Sent
- Contract Number
- Order Number

Customer Requests		Delay Notices	Deliverables & Communications			
Initiator	Initiated	Responses	Last Sent	Contract Number	Order Number	
> John Wick	2025/10/01	2	2025/10/01	F0865002C0031		
> John Wick	2024/09/30	1	2024/09/30	F0865002C0031		

Delay Notices Table Columns:

- Initiator
- Initiated
- Responses
- Last Sent
- Contract Number
- Order Number

Customer Requests		Delay Notices	Deliverables & Communications			
Initiator	Initiated	Responses	Last Sent	Contract Number	Order Number	

Deliverables & Communications Table Columns:

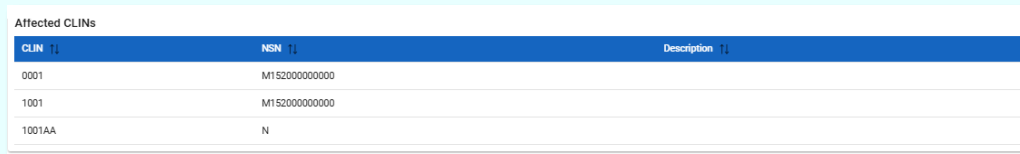
- Initiator
- Initiated
- Responses
- Last Sent
- Contract Number
- Order Number

Customer Requests		Delay Notices	Deliverables & Communications			
Initiator	Initiated	Responses	Last Sent	Contract Number	Order Number	

When a result is available in any of the three sections, the following tables display under the results.

Affected CLINs Table Columns:

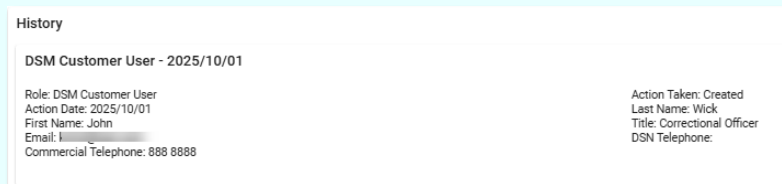
- CLIN
- NSN
- Description



CLIN	NSN	Description
0001	M152000000000	
1001	M152000000000	
1001AA	N	

History Fields:

- User Title / Date of Action
- Role
- Action Taken
- Action Date
- Last Name
- First Name
- Title
- Email
- DSN Telephone
- Commercial Telephone



History	
DSM Customer User - 2025/10/01	
Role: DSM Customer User	Action Taken: Created
Action Date: 2025/10/01	Last Name: Wick
First Name: John	Title: Correctional Officer
Email: [redacted]	DSN Telephone:
Commercial Telephone: 888 8888	

Customer Request – Delay Notice – CLIN and Schedule Section

From the returned results, select **Create** for the desired Contract Number. The Delay Notice – Create – Clin and Schedule Section page displays. If an existing Delay Notice (including any in Draft status) exists for the Contract, the system prompts to confirm creation of a new Delay Notice.

Delay Notice - Create – CLIN and Schedule Section

At the top of the page, Contract Information displays.

Contract Information Fields:

(fields are auto-populated and are not editable)

- Contract Number

- Delivery Order Number
- Contractor Name
- CAGE Code
- Issue By DoDAAC
- Admin By DODAAC

Delay Notice - Create - CLIN and Schedule Selection

Contract Number	Delivery Order Number	Contractor Name	CAGE Code	Issue By DoDAAC	Admin By DoDAAC
S0512A15D1009	FU441723F0002	RAYTHEON CANADA LIMITED	36126	S0512A	FU4417

Beneath the Contract Information, the CLIN Selection table displays. Select the desired CLIN from the options and select the **Get Schedules** button at the bottom of the table.

CLIN Selection

Select the **EDA/PDS** or **MOCAS/SDW** radio buttons to filter by data source. The selection defaults to EDA/PDS data. Alternatively, use the search bar on the right side of the table to search for specific CLINs.

CLIN Selection

EDA/PDS
 MOCAS/SDW

CLIN Selection Columns:

- CLIN
- Noun
- National Stock Number
- Part Number

Buttons:

- Get Schedules

Selecting the **Get Schedules** button displays a Schedules table. Select either **EDA/PDS** or **MOCAS/SDW** from the options. Available Schedules display in the table. Select the Schedule that matches the desired CLIN.

Schedules Columns:

- CLIN
- Scheduled Delivery
- Ship to

- Mark For
- MILSTRIP
- Unshipped Quantity
- Prior RDF

EDA/PDS
 MOCAS/SDW
 Schedules

<input checked="" type="checkbox"/>	CLIN	Scheduled Delivery	Ship To	Mark For	MILSTRIP	Unshipped Quantity	Prior RDF
<input checked="" type="checkbox"/>	0001	2003-04-30	U			12	

Records: 1 to 1

1 Records Returned

Buttons:

- Back
- Create

After selecting the desired CLINs and Schedules, select the **Create** button at the bottom of the screen. The Delay Notice – Create page displays.

Delay Notice - Create

The Delay Notice – Create screen displays with three tabs: **Delay Notice**, **Attachments**, and **Contract CSM History**.

Delay Notice Tab

Enter in the applicable information on the Delay Notice tab.

Delay Notice Fields:

- From (*field is auto-populated with the creators username and is not editable*)
- To* (*field has an Add Email button available*)
- CC (*field has an Add Email button available*)
- Root Cause*
- Contractor Action*
- DCMA Action*
- DCMA Recommendation*
- Follow Up (*options: 15 Calendar Days / 30 Calendar Days / None / Once*)
- Suspense Date* (*calendar picker and defaults blank*) (*format: YYYY/MM/DD*)
- End Date (*calendar picker and defaults blank*) (*format: YYYY/MM/DD*)

Buttons:

- Add Email

The screenshot shows an email composition form. At the top is a 'From' field with a blurred email address. Below it are 'To*' and 'CC' fields, each with a search icon and an 'Add Email' button. The form is divided into three columns: 'Root Cause*', 'Contractor Action*', and 'DCMA Action*', each with a text area. Below these is a 'DCMA Recommendation*' text area.

Add Email

To add an email to the To or CC fields, select the **Add Email** button. A User Email Addresses pop-up displays. A dropdown list of email addresses is available, select one or more and select the **Add** button to proceed. Select the **Cancel** button to return to the previous screen.

The screenshot shows a 'User Email Addresses' pop-up dialog. It has a title bar, a dropdown menu with the text 'Select one or more user emails:', and two buttons at the bottom right: 'Add' and 'Cancel'.

Delay Details Fields:

- Caused By* (options: Contractor / Government)
- Delay Type* (check the Delay Notice Field Options section for option details)
- Delay Cause* (check the Delay Notice Field Options section for option details)
- Contract Number (field is a hyperlink to a Award Information pop-up) (field is auto-populated and is not editable)
- Delivery Order Number (field is auto-populated and is not editable)
- Contractor Name (field is a hyperlink to an Contractor Information pop-up) (field is auto-populated and is not editable)
- CAGE Code (field is auto-populated and is not editable)
- Admin By DoDAAC (field is auto-populated and is not editable)
- Issue By DoDAAC (field is auto-populated and is not editable)

Delay Details		
Caused By*	Delay Type*	Delay Cause*
Contractor	W - Delivery Documentation	2- Prepared incorrectly and/or missing required documentation
Contract Number	Delivery Order Number	Contractor Name
S0512A15D1009	FU441723F0002	RAYTHEON CANADA LIMITED
CAGE Code	Admin By DoDAAC	Issue By DoDAAC
36126	FU4417	S0512A

Award Information Pop-up

The Contract Number is a hyperlink to a pop-up that displays Award information.

Award Information Pop-up Fields:

- Contract
 - Contract Number
 - Delivery Order Number
 - Contractor
 - Administered By
 - Final Delivery Date
 - Payment Office
 - Kind of Contract
 - Inspection
 - Remittance Address
 - USD Total Contract Amount
 - USD Obligated Amount
 - USD ULO Amount
 - ACO
 - DMS Rating
 - Facility Code
 - Type of Contract
 - Acceptance
 - Discount 1
 - Discount 2
 - Foreign Total Contract Amount
 - Foreign Obligated Amount
 - Foreign ULO Amount
 - Currency Indicator
 - Effective Date
 - MOCAS Section
 - MOCAS Part
 - Production Surveillance Code
 - Criticality Designator
 - R9 Remarks

- ACRN(s)
- Special Provisions
- Line Item(s)
 - CLIN
 - Noun
 - Order Quantity
 - Purchase Unit
 - USD Unit Price
 - Foreign Unit Price
 - USD Total Line Item Amount
 - Foreign Total Item Amount
- Schedule(s)
 - CLIN
 - NSN
 - Ship To
 - Mark For
 - Scheduled Quantity
 - Delivery Date
- Contract MOD(s)
 - Date
 - Contract MOD
 - Mod Type
 - Obligated Amount Change
 - Cumulative Obligated Amount
- Remarks/Closeout Info
 - ACO Remarks
 - Closeout Dates
- Shipments
 - CLIN
 - Shipment Number
 - Shipment Date
 - Shipment Qty
 - Mark For
 - ACO
 - Scheduled Qty
 - Milstrip Number

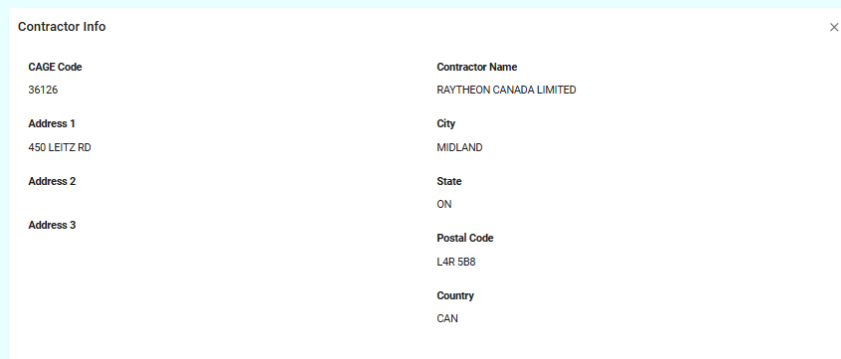
Award Information							
Contract	0 ACRN(s)	Special Provisions	0 Line Item(s)	0 Schedule(s)	Contract MOD(s)	Remarks / Closeout Info	Shipments
Contract Number	FA303011A0091				USD Total Contract Amount		Foreign Total Contract Amount
Delivery Order Number	S0512A18F6688				USD Obligated Amount	0.00	Foreign Obligated Amount
Contractor	NORTHROP GRUMMAN SYSTEMS CORPORATION				USD ULO Amount		Foreign ULO Amount
Administered By	FA3030				ACO	ARZ998	Currency Indicator
Final Delivery Date					DMS Rating		Effective Date
Payment Office	HQ0338				Facility Code		2024-05-17
Kind of Contract					Type of Contract		MOCAS Section
Inspection	See Individual CLIN				Acceptance	See Individual CLIN	MOCAS Part
Remittance Address					Discount 1		Production Surveillance Code
					Discount 2		Criticality Designator
							R9 Remarks

Contractor Information Pop-up

The Contractor field is a hyperlink to a pop-up that displays Contractor information.

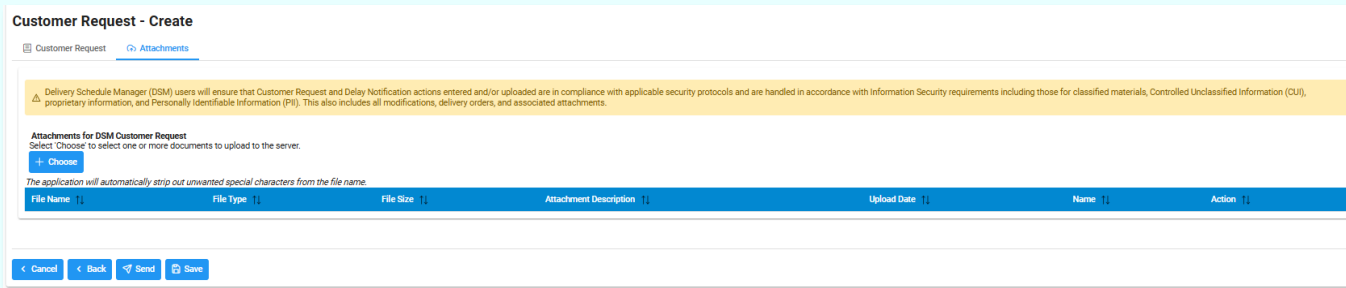
Contractor Information Pop-up Fields:

- CAGE Code
- Address 1
- Address 1
- Address 3
- Contractor Name
- City
- State
- Postal Code
- Country

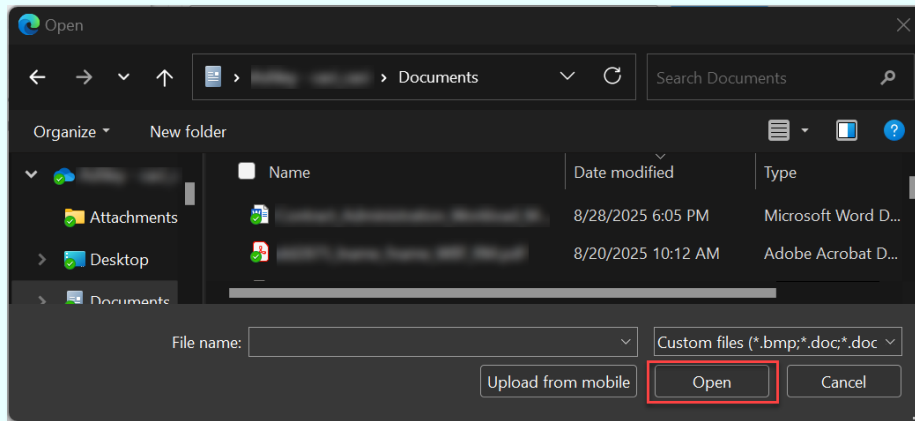


Attachments Tab

Selecting the **Attachments** tab at the top of the screen opens the Attachments page. This table allows for uploading attachments and saves information regarding the uploads in the table.



Select the **Choose** button to add additional files to the request. The local file explorer displays. Select the desired file and click the **Open** button to proceed with the upload.



The file information is available within the Attachment table upon upload.

Attachment Columns:

- File Name
- File Type
- File Size
- Attachment Description
- Upload Date
- Name
- Action

Delay Notice - Create

Delay Notice Attachments Contract DSM History

Delivery Schedule Manager (DSM) users will ensure that Customer Request and Delay Notification actions entered and/or uploaded are in compliance with applicable security protocols and are handled in accordance with Information Security requirements including those for classified materials, Controlled Unclassified Information (CUI), proprietary information, and Personally Identifiable Information (PII). This also includes all modifications, delivery orders, and associated attachments.

Attachments for DSM Delay Notice
Select 'Choose' to select one or more documents to upload to the server.

+ Choose

The application will automatically strip out unwanted special characters from the file name.

File Name	File Type	File Size	Attachment Description	Upload Date	Name	Action
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Cancel Back Send Save

Buttons:

- Cancel
- Back
- Save
- Send (*sends the new response to the recipients noted in the To field*)

Contract CSM History Tab

The Contract CSM History tab displays all actions taken on the Delay Notice for the Contract in CSM. During the creation process, the tab remains blank.

Delay Notice - Create

Delay Notice Attachments **Contract DSM History**

Cancel Back Send Save

Email Notifications

Following creation of a Delay Notice, email notifications are sent per the following rules:

1. At the time a Delay Notice is sent or reopened and edited, the initiating user receives an email notification confirming the creation of the Notice.
2. At the time a Delay Notice is sent, all contacts identified in the Customer, To, and CC fields receive email notifications informing them of the creation of the Notice.

Additional Information

Several of the Delay Notice fields have multiple options to select from. Find them listed below.

Delay Notice Fields with Listed Options:

- Delay Type*
 - A – Design & Engineering
 - B – Specification/Drawings/Technical Data
 - C – Production Facility & Equipment
 - D – Special Tooling or Test Equipment
 - E – Production
 - F – Personnel Resources
 - G – Management
 - H – GFM/Property/Information
 - J – Data/First Article/Prototype/Lot Sample
 - K – Financial Issues
 - M – Contract Issues
 - P – Acquisition Process Delinquencies
 - S – Other
 - T – Transportation
 - W – Delivery Documentation
- Delay Cause*
 - A – Design & Engineering
 - 1 – ECP/VECP waiver/deviation action pending
 - 2 – Software development, integration or redesign required
 - 3 – Hardware (computer)/software interface
 - 4 – Mechanical or electrical redesign required
 - 5 – Change in scope
 - 6 – Emerging Technology
 - B – Specification/Drawings/Technical Data
 - 1 - Submitted/approved late
 - 2 - Inadequate/defective data package
 - 3 – Change request for deviation or waiver
 - 4 – Specifications/drawings not received by contractor
 - 5 – Obsolete, incorrect or unavailable specifications/drawings
 - C – Production Facility & Equipment
 - 1 – Inadequate space/physical layout
 - 2 – Insufficient/inadequate equipment
 - 3 – Safety or health violation
 - 4 – Contractor moved/closed/out of business
 - D – Special Tooling or Test Equipment
 - 1 – Requested or received late
 - 2 – Manufactured in-house late
 - 3 – Inadequate or defective
 - 4 – Obsolete or not available
 - E – Production
 - 1 – Tooling/machinery breakdown

Delay Notice Field Options

- 2 – Non-conforming product
 - 3 – Items rejected by QAS. Rework required
 - 4 – Production floor process inadequate
 - 5 – Production planning and control system deficiencies
 - 6 – Shop overload
 - 7 – DPAS deficiencies
- F – Personnel Resources
 - 1 – Insufficient or inexperienced personnel
 - 2 – Loss of key personnel
- G – Management
 - 1 – Planning, unrealistic delivery schedule
 - 2 – Quality system deficiencies
 - 3 – Inadequate purchasing practices
 - 4 – Subcontractor/vendor management inadequate
 - 5 – Planning, unrealistic development schedule/cost estimate
 - 6 – Obsolete parts/materials
 - 7 – Software, COTS or GOTS licensing issues
- H – GFM/Property/Information
 - 1 – GFM/GFP/GFI requested/supplied late
 - 2 – GFM/GFP/GFI not received
 - 3 – GFM/GFP/GFI inadequate/defective
 - 4 – GFM/GFP/GFI lost, damaged or destroyed
 - 5 – GFM/GFP uneconomically repairable
 - 6 – Government installation/test site unavailable
- J – Data/First Article/Prototype/Lot Sample
 - 1 – Submitted or approved late
 - 2 – Rejected by the government
- K – Financial Issues
 - 1 – Bankruptcy
 - 2 – Withdrawal of financial backing
 - 3 – Inadequate cash flow
 - 4 – Vendor(s) not paid
- M – Contract Issues
 - 1 – Contract modifications/amendments, in process
 - 2 – Contract modifications/amendments, not received by contractor
 - 3 – Contract modification/amendments, contract requirements not definitized
 - 4 – Contract closeout issues
 - 5 – Termination/cancellation pending
 - 6 – Contract not in conformance with bid/proposal
 - 7 – Contractor misinterpreted contract requirements
 - 8 – Conflicting, ambiguous, or missing contract requirements
 - 9 – Stop work order issues
- P – Acquisition Process Delinquencies
 - 1 – Non-DD250/as required deliverable items
 - 2 – Contract/modification/shipping document not received/input
 - 3 – Data input or system generated errors
 - 4 – Data lost in transfer or migration
 - 5 – Schedule dates contingent upon other events

- 6 – Final voucher issues
- 7 – Physically complete – awaiting administrative actions
- S – Other
 - 1 – Non-responsive to request for information
 - 2 – Natural Disaster
 - 3 – Strike
 - 4 – Security Issues
 - Energy shortage
- T – Transportation
 - 1 – Government bill of lading (GBL) not requested, received or requested late
 - 2 – Carrier deficiencies
 - 3 – Shipping instructions not requested, received or requested late
 - 4 – Transportation control number (TCN) not requested, received, or requested late
 - 5 – Export or import issues
- W – Delivery Documentation
 - 1 – Shipped without source inspection and/or acceptance
 - 2 – Prepared incorrectly and/or missing required documentation
 - 3 – Inadequate distribution of receiving report (DD Form 250)
 - 4 – Acceptance at destination issues