

DSM – Respond to a Deliverable & Communication

Reference Guide

Homepage

DSM

Search

Deliverable & Communication

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This guide demonstrates how to respond to Deliverable & Communication within the DSM module as an Admin Office, Issuing/Pay Office, or WAWF Vendor via a Response form for the exchange of Communication between Agencies, Customers, and Vendors. This guide also includes information on how to resolve the Deliverable & Communication.

<p>Roles with Response Access</p>	<p>The role(s) required to Respond to a Deliverable & Communication document submitted for response by another DSM user in the Delivery Schedule Manager (DSM) application:</p> <ul style="list-style-type: none"> • DSM – Admin Office • DSM – Issuing/Pay Office • DSM – WAWF Vendor • DSM – Vendor
<p>How to – Respond to a Deliverable & Communication</p>	<p>How to Access:</p> <ol style="list-style-type: none"> 1. Log into PIEE and access DSM. 2. Select Search from the navigation bar. 3. Select Deliverables & Communications from the Document Type options. 4. Select a Deliverable & Communication from the results.
<p>Response – Deliverable & Communication Search</p>	<p>How to - Searching for the Delivery & Communications</p> <p>Use the Search page to find an active Delivery & Communication to respond to in DSM.</p> <p>Select Search from the navigation panel on the left-hand side of the screen. The DSM Search page displays, select the Deliverables & Communications option within the Document Type section.</p> <p><i>DSM Search Criteria:</i></p> <ul style="list-style-type: none"> • Document Type (<i>options: Customer Request / Delay Notice / Deliverables & Communications / Award Specific View (ASV)</i>) (<i>checkbox. Displays for government registered users</i>) • Document Active/Archive (<i>options: Active Documents / Archived Documents</i>) (<i>checkbox</i>) • CAGE Code (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>) • Contractor Name (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>) • Contract Number (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>) • Order Number (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>) • Date Sent (Start) (<i>with parameters: Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null</i>) • Date Sent (End) (<i>with parameters: Less than or equal to / Less than / Equal to</i>) • Latest Communication (Start) (<i>with parameters: Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null</i>) • Latest Communication (End) (<i>with parameters: Less than or equal to / Less than / Equal</i>) • Admin By DoDAAC (<i>with parameters: Starts With / Equal to / Is Null / Not Null</i>)

- Issue By DoDAAC (*with parameters: Starts With / Equal to / Is Null / Not Null*)

Deliverables & Communications Specific Search Fields:

- Due Date (Start) (*with parameters: Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Due Date (End) (*with parameters: Less than or equal to / Less than / Equal to*)
- Reminder Date (Start) (*with parameters: Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Reminder Date (End) (*with parameters: Less than or equal to / Less than / Equal to*)
- Latest Response Date (Start) (*with parameters: Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Latest Response Date (End) (*with parameters: Less than or equal to / Less than / Equal to*)
- Status (*options: Resolved / Sent / Unsent, Saved Draft / Unread*)
- Submission Type (*options: Communication / Deliverables/Reports/Attachments / Request Award Change(s) / Request Final Report(s) / Request Interim Report(s)*)
- Attachment Type (*options: Assignment & Release / Cost / Other Attachment / Other Deliverable / Patent / Patent Disclosure / Performance/equipment / Property / Request No Funds/Cost Extension / Request PI Change / Request Rebudget / Security / Subcontract / Technical*)

Buttons:

- Search
- Cancel

NOTE: At least one document type selection is required to perform a search.

DSM Search

Document Type

☒ Customer Request

☒ Delay Notice

☒ Deliverables & Communications

Document Active/Archive

☒ Active Documents

☐ Archived Documents

CAGE Code

Starts With

Contractor Name

Starts With

Contract Number

Starts With

Order Number

Starts With

Date Sent (Start)

Greater tha...

Date Sent (End)

Less than ...

Latest Communication (Start)

Greater tha...

Latest Communication (End)

Less than ...

The following search fields only apply to Deliverables & Communications

Due Date (Start)

Greater tha...

Due Date (End)

Less than ...

Reminder Date (Start)

Greater tha...

Reminder Date (End)

Less than ...

Latest Response Date (Start)

Greater tha...

Latest Response Date (End)

Less than ...

Status

Select...

Submission Type

Select...

Attachment Type

Select...

Search

Cancel

After entering the search criteria, click the **Search** button.

Search Results

The search results display in a table below; new searches are performed without leaving the page.

Deliverable & Communication Search Results Columns:

- Status
- CAGE Code
- Contractor Name

- Contract Number
- Order Number
- Submission Type
- Date Sent
- Latest Response Date
- Reminder Date
- Due Date
- Action (*options: Respond / Open*)

Deliverable & Communication Search Result

Status	CAGE Code	Contractor Name	Contract Number	Order Number	Submission Type	Date Sent	Latest Response Date	Reminder Date	Due Date	Action
Sent	1HKQ6	LEIDOS, INC	FJ4417A1SD0001	FJ441715F0001	Request Final Report(s)	2024/04/18	2024/04/18	2024/04/19	2024/04/19	Respond
Sent	36126	RAYTHEON CANADA LIMITED	S0512A15D1069	S0512A21F1013	Communication	2025/09/24	2025/09/24	2025/10/03	2025/09/25	Respond
Sent	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	S0512A20D0608	0001	Request Final Report(s)	2024/01/17	2024/05/01	2024/01/23	2024/01/23	Respond
Sent	1HKQ6	LEIDOS, INC	FJ4417A1SD0001	FJ441715F0001	Communication	2024/04/25	2024/04/25	2024/05/03	2024/05/04	Respond
Sent	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	FA303011A0091	S0512A18F6688	Communication	2023/09/25	2024/04/30			Respond
Sent	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	FA248718D5300	FA248719F3304	Communication	2024/05/20	2024/05/20			Respond

Records: 1 to 6

1

10

6 Records Returned

From the search results, click the **Respond** button for the Deliverable & Communication.

Deliverable & Communication Document Information

The **Deliverable & Communication** Edit screen displays; and information for the **Deliverable & Communication** is entered on the tabs below.

D&C Response Tabs:

- Communication
- Response
- Deliverables/Reports/Attachments

The **Deliverable & Communication** pre-populated document information is available at the top of the creation screen and is visible on all tabs.

Header Information:

- Award Number
- Order Number
- Admin By
- Issue By
- CAGE

Buttons:

- Back
- Send (*button sends the updated Delivery & Communication to the next person in the workflow*)
- Resolve (*button is available when all communication for the Delivery & Communication is complete*)

NOTE: The Save button is available during creation/response of the Deliverable & Communication workflow process. The button saves all information currently input. Take note of the Contract/Order Number at the top of the page; this number is used to locate the saved document via the DSM Deliverable & Communication Search page. Refer to the Save training available on the DSM WBT under General Functions link for more details.

**Communication
Tab**

Communication Tab Information

Deliverable & Communication information in the fields listed below in their respective sections are read-only during **Response**.

Communication fields:

- Award Number (*hyperlink to a contract information popup*)
- Order Number
- Contractor Name (*hyperlink to a contractor information popup*)
- CAGE Code
- Admin By DoDAAC
- Issue By DoDAAC
- Initiator
- Submission Type
- Follow Up Reminder Date (*displays if government registered user initiated*)
- Reminder Date (*displays if government registered user initiated*)
- Due Date Follow Up (*displays if government registered user initiated*)
- Due Date (*displays if government registered user initiated*)

Communication Information:

- From
- To
- CC
- Message

Contract Number: FA810216D0005
Delivery Order Number: S0512A22F4111
Admin By: S0512A
Issue By: S0512A
CAGE: 06481

Deliverable & Communication - Response

Communication
Response
Deliverables/Reports/Attachments

Contract Number FA810216D0005	Delivery Order Number S0512A22F4111	Contractor Name NORTHROP GRUMMAN SYSTEMS CORPORATION	CAGE Code 06481
Admin By DoDAAC S0512A	Issue By DoDAAC S0512A	Initiator Government	Submission Type Communication
Reminder Date Follow Up None	Reminder Date	Due Date Follow Up None	Due Date 2023-07-13

Communication

From
standarddsml@dla.mil

To
vendordsm1@dla.mil

CC

Message
testing message 1

Back
Resolve

Buttons:

- Back
- Send (*button sends the updated Delivery & Communication to the next person in the workflow*)
- Resolve (*button is available when all communication for the Delivery & Communication is complete*)

Contract Information Popup

The Contractor field is a hyperlink to a popup that displays Contractor information.

Contractor Information Popup Fields:

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

Contractor Info

CAGE Code

36126

Contractor Name

RAYTHEON CANADA LIMITED

Address 1

450 LEITZ RD

City

MIDLAND

Address 2

State

ON

Address 3

Postal Code

L4R 5B8

Country

CAN

Contractor Information Popup

The Award Number is a hyperlink to a popup that displays Contract information.

Contract Information Popup 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

Contract Information					
Contract	0 ACRN(s)	Special Provisions	0 Line Item(s)	0 Schedule(s)	Contract MOD(s)
Contract Number			USD Total Contract Amount		Foreign Total Contract Amount
Delivery Order Number			USD Obligated Amount		Foreign Obligated Amount
Contractor			USD ULO Amount		Foreign ULO Amount
Administered By			ACD		Currency Indicator
Final Delivery Date			DMS Rating		Effective Date
Payment Office	S0512A		Facility Code		MOCAS Section
Kind of Contract			Type of Contract		MOCAS Part
Inspection	See Individual CLIN		Acceptance		Production Surveillance Code
Remittance Address			Discount 1		Criticality Designator
			Discount 2		R9 Remarks

The Response tab allows for communications between sender and receiver and provides a conversation history.

Response Tab

Buttons:

- Respond

Deliverable & Communication - Response

☰ Communication **✉ Response** ⚙ Deliverables/Reports/Attachments

+ Respond

Original Communication - Jul 6, 2023, 9:46:14 PM

From standarddsm1@dla.mil	To vendordsm1@dla.mil
CC	

Message
testing message 1

Response Tab

New Message – Response Section:

- From (*field is auto-populated with the users email and is not editable*)
- To (*field pre-populates with email addresses from the original communication*) (*Add Email button is available and displays a popup with a list of applicable email addresses to choose from*)
- CC (*Add Email button is available and displays a popup with a list of applicable email addresses to choose from*)
- Message*

Deliverable & Communication - Response

☰ Communication **✉ Response** ⚙ Deliverables/Reports/Attachments

New Message

From waviftest@cedi.com	To* <input type="text"/>	<input type="button" value="Add Email"/>
	CC <input type="text"/>	<input type="button" value="Add Email"/>

Message*

New Message – Attachments Section:

NOTE: Delivery Schedule Manager (DSM) users ensures that Deliverable & Communication actions entered and/or uploaded are following 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 Deliverable & Communication

Select **'Choose'** to select one or more documents to upload to the server.

Buttons:

- Choose (*selecting the button displays the local file explorer*)

NOTE: The application automatically strips out unwanted special characters from the file name.

Attached File Columns:

- File Name
- File Type
- File Size (MB)
- Attachment Type (*options: Assignment & Release / Cost / Other Attachment / Other Deliverable / Patent / Patent Disclosure / Performance/Equipment / Property / Request No Funds/Cost Extension / Request Rebudget / Request PI Change / Security / Subcontract / Technical*)
- Submission Type (*options: Communication / Final / Interim / Request*)
- Notes
- Upload Date
- Name
- Action (*option: Delete*)

WARNING: If this award has an Award Specific View (ASV), upload all Interim and Final Reports under the applicable Report Section, Report Type, and Due Date of the ASV. Interim and Final reports uploaded here will not appear directly in the ASV.

Delivery Schedule Manager (DSM) users will ensure that Communication and Deliverable 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 Deliverables & Communications

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 Type	Submission Type	Notes	Upload Date	Name
MAC_Maintenance_2025-09-25_16-15-46.pdf	application/pdf	0.854433 MB	<div>~Select~</div>	<div>~Select~</div>	<div></div>	2025/09/25	

Cancel

Save

Send

Original Communication

All original communications are available at the bottom of the Response tab screen.

Original Communication Fields:

- From
- To
- CC
- Message



The screenshot shows a form titled "Original Communication - Apr 25, 2024, 4:26:45 PM". It has four main sections: "From" with a blurred input field, "To" with a blurred input field, "CC" with a blurred input field, and "Message" with a text area containing a small "x" icon.

Buttons:

- Back
- Send (*button sends the updated Delivery & Communication to the next person in the workflow*)
- Resolve (*button is available when all communication for the Delivery & Communication is complete*)

Deliverables / Reports / Attachments Tab

Deliverable & Communication information in the fields listed below in their respective sections are read-only during Response.

NOTE: Delivery Schedule Manager (DSM) users ensures that Deliverable & Communication actions entered and/or uploaded are following 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.

Deliverables/Reports/Attachments

File Table Columns:

- File Name (*hyperlink downloads file*)
- File Type
- File Size (MB)
- Attachment Type
- Submission Type

- Notes
- Upload Date
- Name
- Action (*option: Delete*)

NOTE: Attachments are deleted from this tab by the uploader.

Deliverable & Communication - Response

Communication Response Deliverables/Reports/Attachments

⚠ WARNING: If this award has an Award Specific View (ASV), upload all Interim and Final Reports under the applicable Report Section, Report Type, and Due Date of the ASV. Interim and Final reports uploaded here will not appear directly in the ASV.

⚠ Delivery Schedule Manager (DSM) users will ensure that Communication and Deliverable 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.

File Name	File Type	File Size	Attachment Type	Submission Type	Notes	Upload Date	Name	Action
13257Notes_2024-05-03_16-48-58.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	0.011872 MB	Cost	Interim	<input type="text"/>	2024/05/03		

Buttons:

- Back
- Send (*button sends the updated Delivery & Communication to the next person in the workflow*)
- Resolve (*button is available when all communication for the Delivery & Communication is complete*)

Send Response

After the information is input on the Response tab, the document's response is ready to send. Click the **Send** button to continue the workflow process. Document validation runs displaying soft warnings/errors; make necessary corrections before sending.

Send Success

Successfully **Sending** a Delivery & Communications Response a success message displays and the response is editable. The document is in the '**Sent**' status and assigned to the selected **DSM users**. An email is sent to the users associated with the document, informing them the document has been **responded** to. A success message appears stating, "Send Success: Message was sent"

What Happens Next?

The document is sent to the receivers indicated on the document and is ready for their response. The document is still editable for the initiator and the responses are also editable by the initiators. For more information on locating a Sent Delivery & Communications document review the Search training on the WBT for DSM documents under General Information.

Resolving a Deliverable & Communication

After all communication is satisfied and the Delivery & Communication is resolved by the government User. Open the Delivery & Communication and click the **Resolved** button to finish the workflow for the D&C document. Clicking the **Resolve** button displays a confirmation window asking the user to confirm they would like to close the Deliverable & Communication. Click the **Yes** button to continue.

Responses are no longer accepted, and the Deliverable & Communication is locked down.

Both Issuing/Pay Office and Admin Offices may close the request for their registered DoDAAC, it does not have to be the initiator. After resolving, the document is placed in archive status after 15 calendar days.

NOTE: If the document is currently being edited by someone, a warning displays indicating it is currently being edited and therefore, is not Resolvable. Please wait for them to finish before resolving.

Additional Information

Additional Information

Allowable Attachment Type and Submission Type Selections:

Attachment Type	Submission Type Allowed
Cost	Interim Final
Patent	Interim Final
Technical	Interim Final
Property	Interim Final
Subcontract	Interim Final
Security	Interim Final
Performance/Equipment	Interim Final
Assignment & Release	Final
Patent Disclosure	Interim Final
Request No Funds/Cost Extension	Request

Request Rebudget	Request
Request PI Change	Request
Other Deliverable	Interim Final
Other Attachment	Communication

Notes Pre-Pop based on Attachment Type and Submission Type Selection:

Attachment Type	Submission Types	Notes Pre-Pop
Subcontract	Interim	Interim Subcontract
Security	Interim	Interim Security
Performance/Equipment	Interim	Interim Performance/Equipment
Request No Funds/Cost Extension	Request	No Funds/Cost Extension
Patent Disclosure	Final	Patent Disclosure
Request PI Change	Request	PI Change
Other Attachment	Communication	
Other Deliverable	Interim	Interim
Other Deliverable	Final	Final

NOTE: The pre-pop information is not removable.