Workaround:
Leveraging Legacy DSM eTool Functionality

Disclaimer: *This information has been documented to aid in working around known issues with the PIEE DSM application until permanent solutions are implemented. There may be instances where this information may not achieve the desired functionality. Users must consult the WBT in PIEE, review content on the Delivery Schedule Manager site or collaborate with contract management team members for potential solutions. If no success, users will need to initiate a Trouble Ticket.*

Contents

Purpose

The purpose of this guidance is to assist with navigating known issues in the PIEE DSM application. Users will be required to combine use of the legacy DSM eTool with the PIEE DSM application until fixes and enhancements can be implemented in the new application. This guidance will assist users with accessing the DCMA intranet and locating contract management team members. Some of the data fields may be grayed for security.

External Users (Customers)

External users or Customers are defined as representatives from the Air Force, DLA, Navy, Army, Marines, and other contracting activities as cited in PGI 202.1 Definitions.

Access to Legacy DSM Application in DCMA eTools

DCMA recommends maintaining or requesting access to the legacy DSM eTool to access two eTools: "Contract Management Team View (CMT Viewer)" and "Contract Viewer."
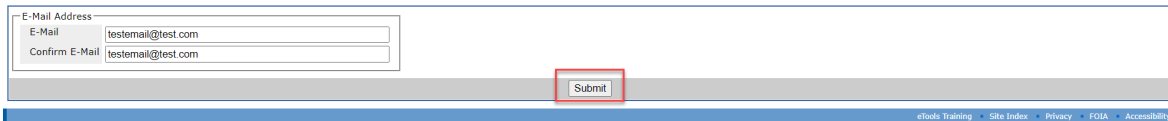
1. To maintain access, users will need to login once every 30 days. Otherwise, accounts will be deleted or deactivated.
2. To gain access to the legacy DSM eTool customer users will need to request access via EWAM:
   https://eadf.dcma.mil/ewam2/registration/setup.do
   a. Guidance on using EWAM is here: https://www.dcma.mil/WBT/ewam/

Requesting DSM via EWAM (New User)

1. Go here: https://eadf.dcma.mil/ewam2/registration/setup.do
2. Input email address and confirm email address, then select "Submit"

E-Mail Address.
Please enter your E-Mail Address.

E-Mail Address	
E-Mail	testemail@test.com
Confirm E-Mail	testemail@test.com

Submit

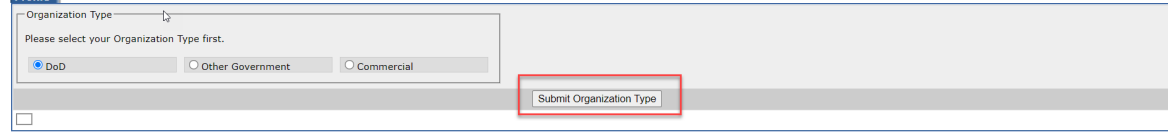eTools Training • Site Index • Privacy • FOIA • Accessibility

3. Select Organization Type and select "Submit Organization Type"

Registration
Please enter your information to request access to DCMA eTools applications.
IMPORTANT NOTE FOR DCMA EMPLOYEES: Please access your eTools applications using the DCMA Workspace Portal. If you need access to an application, contact your supervisor to provide you access through IWAM. Thank you.

Profile

Organization Type

Please select your Organization Type first.

● DoD   ○ Other Government   ○ Commercial

Submit Organization Type

4. Enter information required for registration. Fill in all areas in User Profile as they relate to user needs. At a minimum, all the items with a red asterisk (*) is required to be entered. In Toolset Detail, users will need to select

"Delivery Schedule Manager" to get DSM. When complete, select "Submit Registration."

Using Contract Management Team View (CMT Viewer) to Locate CMT Members

This is a method to use to pull CMT mappings individually.

1. As a Customer user, the only way to access the CMT View is through the legacy DSM eTool (it is called CMTViewer in DSM)
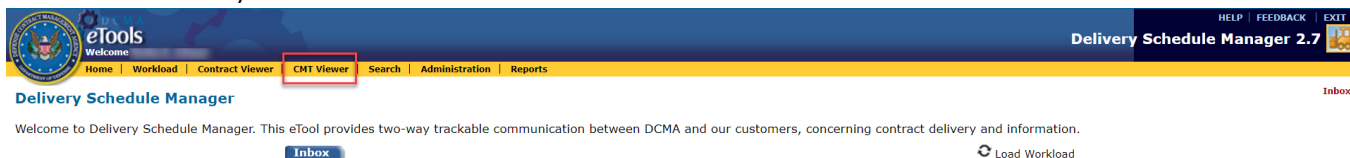
2. Selecting CMT Viewer on the yellow bar will take user to the next screen:

3. The CMT search will allow users to choose the DCMA team member email addresses to add to individualized PIEE DSM distribution lists. There are three ways to search for mappings:

   a. **Contract/Order Number** – Preferred method to narrow CMT to most specific team mappng (particularly at locations with mulitple specialists of the same type). Recommed this method if contract or order number is known.

      i. To perform this search, user will need to fill in the fields highlighted below and select "Search":

      ii. Sample of a contract with multiple contract management team members. This sample has 35 contract management team members, but the next example by cage for this same contractor

has 84 so it would be better to use the *contract search* to narrow the results.

b. **CAGE** – Not all contracts have a mapping, in that case, the CAGE will be the best option for searching. It will allow users to see the entire team versus individual job series.
    i. To perform this search user will need to enter the CAGE field and select "Search":

    ii. Sample of a contract with multiple contract management team members. There are 84 items over several pages of contacts vs the 35 in the example above. Note that it shows *all* the ACOs assigned administration activities for the facility and does not limit to the one responsible for administering the contract. Recommend choosing 2 ACOs for sending the Customer Request. If they are not the assigned ACO, they may be able to assist with forwarding the request to the designated ACO.

c. **CMO DoDAAC with Role** (Role is required for CMO DoDAAC search) – this will return results of all assigned job series (e.g. IS, ACO for the DoDAAC. This method will be appropriate if users have the DoDAAC and role and not the contract number or contractor cage. This option will allow users to copy a CMO's entire job series listing (e.g IS in this example). Users should cautiously utilize this method because everyone will not be assigned to administer the contract.
    i. To perform this search, users will need to enter in the red outlined fields below and select "Search":

ii.   Using the same CMO from the previous examples, they have 26 Industrial Specialists (IS) at their location.

Contract Management Team Membership

The following is a list of the CMT members for the ISs in CMO DoDAAC

User Name	▲ Acting Role	Job Series	E-Mail Address	Telephone
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		
	IS	1150		

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Using Contract Viewer

While sections of the contract viewer are available in the PIEE DSM application, it is only visible when a communication has been issued. There is not a separate feature in PIEE DSM to simply view a contract. The contract viewer function is a separate eTool in the DCMA eTool suite which is why it can be searched that way. The contract viewer in DCMA eTools pulls from SDW data which comes from MOCAS. Limited contract data is available in DSM in PIEE and more will become accessible as use of the application evolves.

When a user would like to search for a contract without creating an item, they can go back to the legacy DSM eTool and use the function there.

1.   First Screen in DSM and where user will find Contract Viewer:
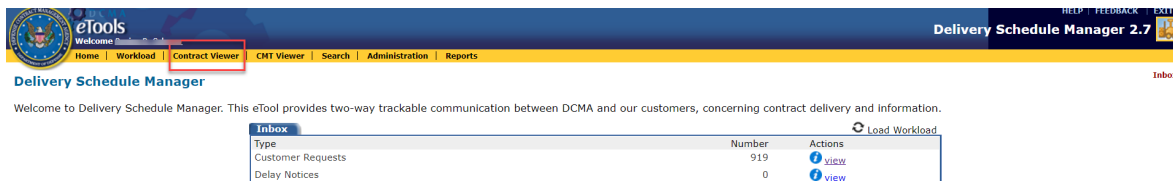
2.   Selecting Contract Viewer will bring up this screen:
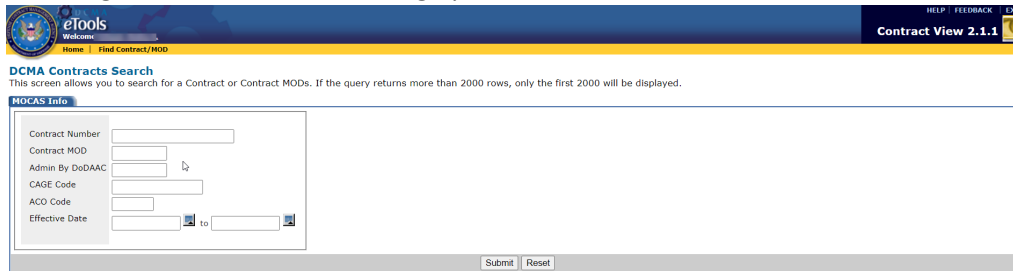
3.   Users can search by any of the options above and select submit. For the example, the contract number field will be used.
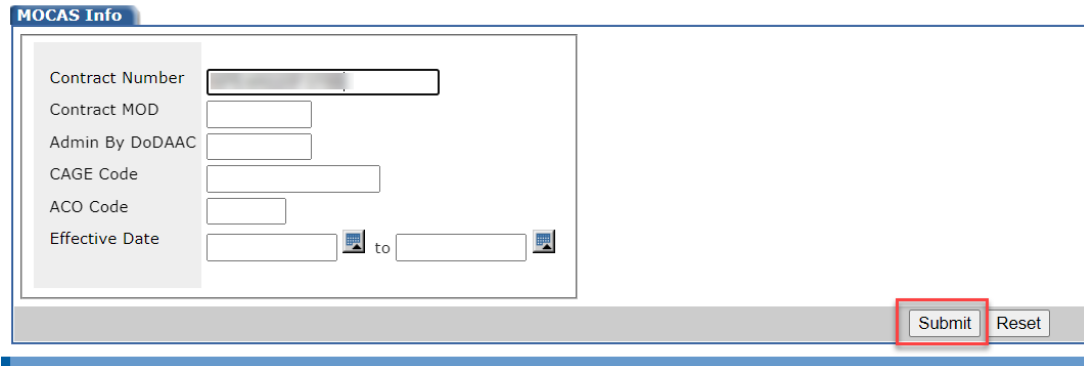
4. It brings up the following information (Anything with hyperlinks will open to another screen).

5. Selecting hyperlinks will allow users to view other screens and the contract number will remain visible. Listed below are samples of other screens potentially available as hyperlinks.

    a. ACRNs

        i. The ACRN is also hyperlinked and can be selected to see what CLIINS and accounting information can be viewed. This example has one ACRN, while other contracts may have multiple ACRNS and CLINS.

    b. Line Items

        i. CLIN on this page is hyperlinked to allow further drill down to get more CLIN Details, Schedules and Shipments.

ii. ACRN, Schedules and Shipments (if there are shipments) are also drill down options. In this example there are no shipments, so there will not be a hyperlink.

iii. Schedule: Note that in upper right there is a Contract Number and Line Item. The Line Item link takes users from the schedule level to the detailed line item information. There is an "info" icon under Action which links to another view of this information.

Contract--Line Item--Schedules--Browse Page

You are browsing

Contract Number
Line Item

This screen displays a list of Schedules associated with the Line Item.

Action	▲ NSN		Ship To	Mark For	Scheduled Quantity	Delivery Date
ℹ						

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iv. Shipment Example:

Shipments

Total: 1 Shipment(s)

Contract--Line Item--Shipments--Browse Page

You are browsing

Contract Number

This screen displays a list of Shipments associated with the Line Item.

▲ Shipment Number	Shipment Date	Shipment Quantity	Mark For

1 - 1 of 1

1. Shipment Number is hyperlinked and can be selected to activate:

Contract--Line Item--Shipment--View Page

This screen allows you to view a selected Shipment associated with the Line Item.

Shipment Information

Line Item Number
Shipment Number
Shipment Quantity
ACO
Mark For
Shipment Date
Scheduled Quantity
Milstrip Number

c. Payment Rate

Contract--Progress Payment Rate--View Page

This screen allows you to view Progress Payment Rates.

Progress Payment Rate

US Progress Payment Rate
FMS Progress Payment Rate
US Liquidation Rate
FMS Liquidation Rate

d. View Remarks/Closeout Information

Contract--Remarks/Closeout Information--View Page

You are browsing

Contract Number

This screen allows you to view Contract ACO Remarks and Closeout Dates.

ACO Remarks

R2 Overage Reason
R3 Remarks
R4 Remarks
R5 Remarks
R6 Remarks
R7 Remarks
R8 Remarks
R9 Remarks

Closeout Dates

Final Acceptance Date
Overage Date
Estimated Closing Date

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e. Contract Mods. If there are mods on the contract this area will have a hyperlink and users can select it to go to next screen:

Contract MODs
Total: 1 MOD(s)

Browse Contract MOD Page

This screen displays a list of Contract MODs associated with the Contract.

You are browsing
Contract Number
Contractor

download

▲ Date	Contract MOD	Type/Purpose of Modification	Obligated Amount Change	Cumulative Obligated Amount
	BASE			
	P00001			

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DCMA Users

Using the Contract Management Team View (CMTView) to Locate CMT Members

This is a method that can be used to obtain CMT mappings individually.

1. There are two ways a DCMA user can access this tool:
   a. Directly form the eTools Dashboard:

Applications	COGNOS Reports		EITS	Training	DAI

   Accountable Property System (APS) 1.2 — The Accountable Property System (APS) allows LAN Administrators to track property that has been issued to DCMA users.

   Contract Management Team View (CMTView) 1.5 — Allows querying and viewing of Contract Management Teams by Contract, CAGE and DoDAAC.

   Contract View 2.1.1 — Allows querying and viewing the details of Contracts and related entities.

   Delivery Schedule Manager (DSM) 2.7 — To facilitate surveillance and analysis of contract delivery schedules, Delay Notifications, and Customer Requests.

   b. Or within the legacy DSM eTool (CMTViewer in DSM):

   HELP | FEEDBACK | EXIT
   eTools Welcome
   Delivery Schedule Manager 2.7
   Home | Workload | Contract Viewer | **CMT Viewer** | Search | Administration | Reports

   Delivery Schedule Manager   Inbox

   Welcome to Delivery Schedule Manager. This eTool provides two-way trackable communication between DCMA and our customers, concerning contract delivery and information.

   Inbox   ↻ Load Workload

2. Both options should allow users to reach the screen below:

   Contract Management Team Search

   Welcome to the Contract Management Team Viewer. This eTool provides the ability to view the CMT for a CAGE or Contract in MOCAS.

   Find Specific Mappings
   Contract/Order Number
   - or -
   CAGE
   - or -
   CMO DoDAAC   NOTE: Role is required for CMO DoDAAC search.
   Role
   [Search] [Clear]

3. The CMT search will allow users to locate email addresses to add to individual distribution lists in PIEE DSM. There are three ways to search for mappings:
   a. **Contract/Order Number** – Preferred method to narrow search for a CMT to a specific team mappng (particularly at a facility with mulitple specialists of the same type). If the contract or order number is known, use the search option below:
      i. To perform this search, users will need to complete fields outlined with the red text and select "Search".

      Find Specific Mappings
      Contract/Order Number   SAMPLESAMPLESAMPLE0001
      - or -
      CAGE
      - or -
      CMO DoDAAC   NOTE: Role is required for CMO DoDAAC search.
      Role
      [Search] [Clear]

ii. The following example has 35 CMT members assigned to a specific contract.

b. **CAGE** – Not all contract numbers have a mapping. In that case, the CAGE will be the best option for searching. It will allow users to retrieve the entire team rather individual job series.

   i. To perform the search, enter the CAGE and select "Search":

   ii. The following screenshot displays how information can be returned for 84 assigned CMT members on multiple pages. In this example, there are multiple assigned ACOs to the CAGE.

c. **Searching by CMO DoDAAC with Role** (Role is required for CMO DoDAAC search) –Results will display all job series on the list for the DoDAAC.

   i. To perform the search, users will need to enter information in the fields with the red outline and select Search.

   ii. Using the same CMO from the previous examples, they have 26 IS at their location.

Using the CMT Report from COGNOS

Only DCMA personnel can run reports in COGNOS. This method will enable access to pulling multiple CMT members in one report.

1. Go to COGNOS Reports, Team Content, Contract Management Team View, Reports, CMT Reports
2. Recommend CMT Team Management Report by Admin Office (Formerly CMT Team Management Report)
3. Apply desired filters:
   a. Division: Choose the relevant Division or Region or select all if everyone in the agency is required. E.g., DCMA Central Region Command, then select "Click here to select CMO."
   b. CMO: Select one or all (for example, using P7 – DCMA Chicago and the select "Click here to make further selections"
   c. The following fields are optional but available to tailor the report:
      i. User Name
      ii. Acting role (e.g., ACO, IS, etc.)
      iii. Job Series (e.g., 1150, 1102, etc.)
      iv. Mapping Type (select all or the type(s) only).
      v. Contractor (contractor name with the cage listed next to it)
   d. Once user has chosen all filters, select Finish.
   e. The report will be displayed in HTML and then user can choose the Run As function in the top left of the screen (it looks like an arrow pointing right) and will display options to run as HTML, PDF, Excel, Excel data, CSV.
   f. Once user selects an option a window will open to show "Your report is running".
   g. When the report is ready, a popup will display to save it and the user can choose the location and change the file name if desired.
   h. The report should save so that the user will be able to go to the location to open the report and continue to edit if necessary.

Using the Information

There are several ways that information can be used.

1. Use the application to pull emails/contact information as necessary for delay notices, customer requests or responses to either.
   a. Then copy and paste all or select emails into the TO or CC in the PIEE DSM communication.
   b. Note: Not all these CMT members may have registered for a DSM user role, however, they will receive an email notification. If the user would like to read the message, a role will be required to be added in PIEE.
2. Use a CMT report to copy and paste email addresses needed for communication. **(DCMA employees only)**
3. Create a distribution list in Excel by CAGE or contract number with a filter by IS code that can be copied and pasted in DSM for CMO use and update, as necessary.
4. Create Outlook distribution lists with all the personnel by CAGE or contract numbers that can be copied into DSM and used for other communications.
5. **Beyond the eTools CMT Data** - CMT eTool provides listing of DCMA employees only. Please review the applicable contract for customer POC contact information.
6. If the contract is NOT administered by DCMA, the CMT will not be beneficial. DCMA is not authorized to perform surveillance or provide status on contracts that are not delegated to the agency or CMO for administration.