



Office of Naval Research

Delivery Schedule Manager - November 2024

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O F F I C E O F N A V A L R E S E A R C H

What is the Delivery Schedule Manager (DSM)?

- The Delivery Schedule Manager (DSM) is a module in DoD's Procurement Integrated Enterprise Environment (PIEE).
- It is a DoD-wide portal for receiving award specific general communications, requests (no cost extensions, PI changes, rebudgets), and "contractual" reports from awardees.
- DSM issues reminders to awardees and government POC of delinquent Final Reports - **overdue notices 1, 31, 61, and 91 days after the due date.**

– For more detailed background on DSM, please see
<https://www.onr.navy.mil/media/document/onr-regional-office-use-delivery-schedule-manager>



How Can a Vendor Access DSM?

- DSM has two user roles, the **WAWF Vendor** role and **DSM Vendor** Role.
 - The WAWF Vendor role provides access to both WAWF and the DSM module
 - Awardee personnel that already have the WAWF Vendor role in PIEE will already have access to the DSM module.
 - The DSM Vendor role only provides access to DSM.
 - Awardee personnel who only need access to DSM for report submission or report monitoring purposes and don't need access to WAWF, should request the "DSM Vendor" role in PIEE.
- Detailed instructions for adding roles or creating a PIEE account may be found here:
<https://www.onr.navy.mil/media/document/delivery-schedule-manager-dsm-instructions-awardees>



How Does DSM Work?

- Upon registering for either the DSM Vendor or WAWF Vendor Role, DSM will appear in your PIEE Dashboard

PIEE
7.0.3 Procurement Integrated Enterprise Environment

Last Successful Logon Date: 2024/09/20 11:57
Last Unsuccessful Logon Attempt: 2024/08/12

Welcome to the Procurement Integrated Enterprise Environment

Award

- Solicitation

Post Award Admin

- DSM** (Delivery Schedule Manager)
- DIBNet (Defense Industrial Base Cybersecurity Program)

Operational Support

- PCM (Purpose Code Management)



How Does DSM Work?

- Upon Clicking the DSM Module icon you will be presented with this page, with the option of “Award Specific View”.

PIEE Delivery Schedule Manage

FAVORITES

- Dashboard
- DSM
- Award Specific View
- Search

DSM Dashboard [CLICK HERE](#)

Deliverable & Communication - Recent

Warning: All Communications and Reports must be submitted through the Award Specific View (ASV).

Filter By Status: Select Status

Filter By CAGE code: [Text Input]

Filter Submission Type: Select Submission Type

Filter By Due Date Range: [Text Input]

Filter By Admin By: [Text Input] [Search](#)

Status	CAGE Code	Contractor Name	Award Number	Order Number	Submission Type	Date Sent	Latest Response Date	Reminder Date	Due Date	Issue By	Admin By
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How Does DSM Work?

- You will then need to enter the award number for the specific award you have an inquiry/request for, or need to submit an interim or final report for.
 - A partial award number can be entered to show a full list of awards in DSM for that Command
- You will then need to select the award to be taken to the **Award Specific View**.

Delivery Schedule Management

FAVORITES

- Dashboard
- DSM
- Award Specific View**
- Search

Search for Award Specific View

Award Specific View Data Search

Award Number

Starts ...

Order Number

Starts ... if applicable

Search

FAVORITES

- Dashboard
- DSM
- Award Specific View**
- Search

Award Specific View Data Search

Award Number

Starts ... n000

Order Number

Starts ...

Search

Award Specific View Search Result

Award Number ↑↓	Order Number ↑↓	Contractor Name ↑↓
N0001:XXXXXXXX	0058	CXXXXXXXX-RATION, THE
N0001:XXXXXXXX	0049	CXXXXXXXX-RATION, THE
N0001:XXXXXXXX	0072	CXXXXXXXX-RATION, THE

CLICK ON AWARD

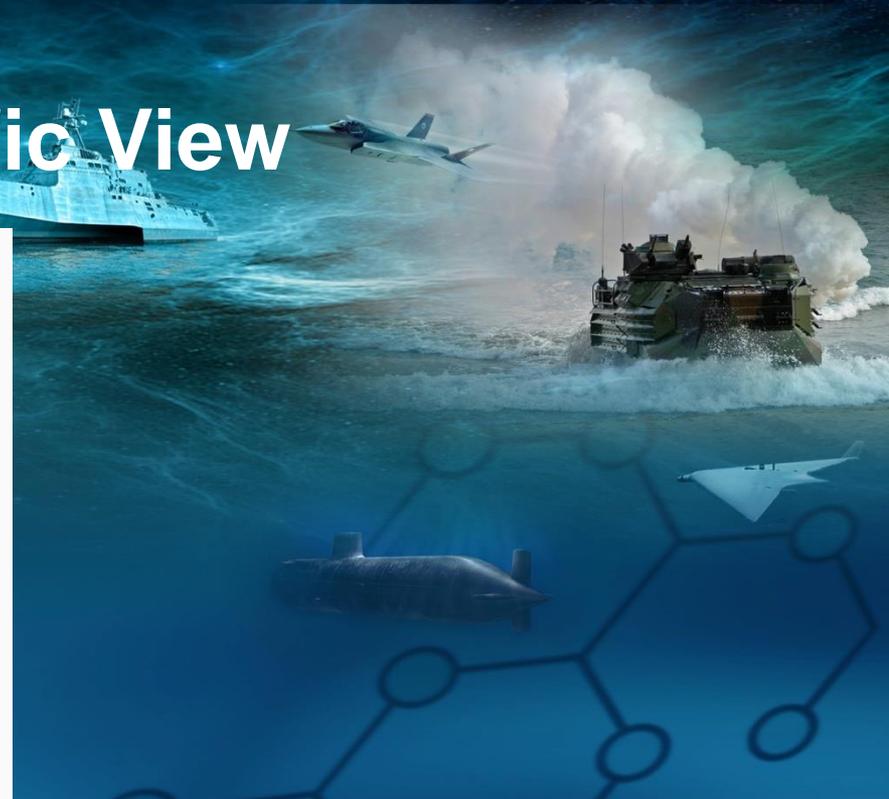


Award Specific View

- The Award Specific View (ASV) attempts to provide the partners of the award, e.g., awardee business office staff, principal investigator, and government staff (AGO, GO, PM, IP office), the same ground truth on the delivery schedule dates, status of deliverable receipt, and status acceptance.
- The ASV has five main parts
 - **Award Details:** the award number, order number (if applicable), contractor name, CAGE code, UEI, start date, end date, last modification, type of instrument, award status
 - **Submit Award Specific Request/Inquiry to Administration Office:** submission of new inquiry or request
 - **Interim Reports Due:** any interim report required to be delivered to the Field Administration Office
 - **Final Reports Due:** any final report required to be delivered to the Field Administration Office
 - **Communications with Government Administration Office:** history of general inquiries or requests



Award Specific View



Award Specific View

Award Details:

Award Number: N00XXXX33
Order Number: 0058
Contractor Name: XXXX CORPORATION, THE
Cage Code: XXXX
UEI: XXXX16H1
Start Date: 2022-04-01
End Date: 2024-04-19
Last Modification #: AY
Type of Instrument: DoD Contract (FAR)
Award Status: Expired

POC Details:

Awardee Program Manager:
Government Program Manager: Josh NavyTester147
Government Administration Office: N00014
Government Administration POC: Halyna NavyTester144

[Submit Award Specific Request/Inquiry to Administration Office](#)

Interim Reports Due

Report Type	Reporting Interval	Compliance	Interim Reports Due	Interim Reports Due - Outstanding	Action
Patent Report	Annually	0.00%	2	2	Submit/View Report(s)
Cost Report	Other	0.00%	1	1	Submit/View Report(s)
Security Report	Annually	0.00%	2	2	
Property Report	Annually	0.00%	2	2	

Final Reports Due

Report Type	Due Date	Days Until Due	Status	Action
Cost Report	2024-08-16	-41	Received Late	View
Security Report	2024-04-18	-161	Received Late	View
Patent Report	2024-07-17	-71	Delinquent	Submit/View Report(s)
Technical/Performance Report	2024-04-18	-161	Delinquent	Submit/View Report(s)
Property Report	2024-06-17	-101	Delinquent	Submit/View Report(s)

Communications with Government Administration Office

Request Type	Status	Date Submitted	Date Resolved
Other	Pending	2024/08/01	
Request PI Change	Pending	2024/08/14	



Award Specific View

- When the awardee clicks the link to submit award specific request/ inquiry to the administration office, another window opens allowing the awardee to: select a submission type, add email addresses, and type a message.

Delivery Schedule Manager

FAVORITES

- Dashboard

DSM

- Award Specific View

Search

Award Number: N000141 Order Number: Admin By: N62880 Issue By: N00014 CAGE:

Deliverable & Communication - Create

Communication Attachments

Award Number N000141	Order Number 0000	Contractor Name 0000000000	CAGE Code 0000
Admin By DoDAAC N62880	Issue By DoDAAC N00014	Initiator Vendor	Submission Type* -Select- -Select- Communication Request Award Change(s)

Communication

From: To*: Add Email

CC: Add Email

Message*

Cancel Back Save Save Delete

Award Specific View

- The awardee can attach a request and justification for a no funds extension, PI change, and a rebudget.

Award Number: N000 Order Number: 0 Admin By: N00014 Issue By: N00014 CAGE:

Deliverable & Communication - Create

Communication 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.

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	Action
	of	0.012049 MB	-Select-	-Select-		2024/09/19		

-Select-
Request No Funds/Cost Extension
Request PI Change
Request Rebudget



Award Specific View

- Communication with Government Administration Office display: communications and request types, status, date submitted, and date resolved.

Communications with Government Administration Office

Request Type	Status	Date Submitted	Date Resolved
Other	Pending	2024/08/01	
Request PI Change	Pending	2024/08/14	



Award Specific View

- The Interim Reports Due section identifies the report type, reporting interval, compliance percentage, remaining interim reports due, and days the current report due is outstanding (if applicable).
 - After clicking on the “Submit/View Report(s)” icon, awardee will be able to upload/submit interim reports for specific reporting due dates

Interim Reports Due

Report Type	Reporting Interval	Compliance	Interim Reports Due	Interim Reports Due - Outstanding	Action
Patent Report	Annually	0.00%	2	2	Submit/View Report(s)
Cost Report	Other	0.00%	1	1	Submit/View Report(s)
Security Report	Annually	0.00%	2	2	Submit/View Report(s)
Property Report	Annually	0.00%	2	2	Submit/View Report(s)

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Award Specific View

- The Final Reports Due section identifies the report type, due date, days until due, and the status.

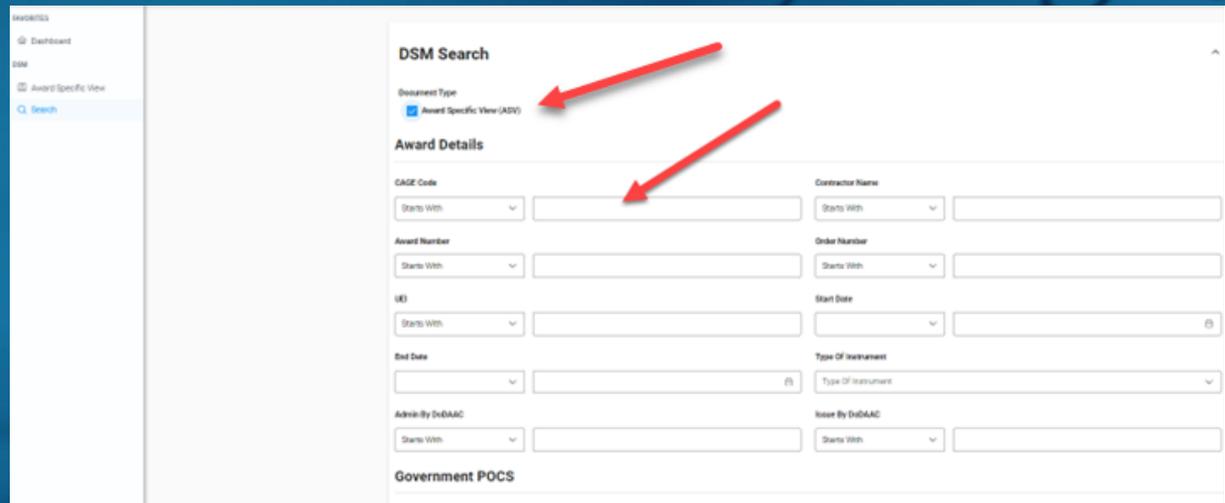
Report Type ¹	Due Date ¹	Days Until Due ¹	Status ¹	Action
Cost Report	2024-08-16	-41	Received Late	View
Security Report	2024-04-18	-161	Received Late	View
Patent Report	2024-07-17	-71	Delinquent	Submit/View Report(s)
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Property Report	2024-06-17	-101	Delinquent	Submit/View Report(s)

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How to Search for Reporting Requirements in DSM

- DSM allows the awardee and government users to search on numerous fields. The search results are returned on a downloadable excel spreadsheet.
- Since the results are on a spreadsheet, the results can be further filtered and manipulated. For example, the spreadsheet can be used to view the status of upcoming or previously due reports in DSM.



The screenshot displays the 'DSM Search' interface. On the left is a navigation menu with 'Dashboard', 'ASV', 'Award Specific View', and 'Search'. The main content area is titled 'DSM Search' and includes a 'Document Type' section with a checked 'Award Specific View (ASV)' checkbox. Below this is the 'Award Details' section, which contains several search criteria: 'CAGE Code', 'Contractor Name', 'Award Number', 'Order Number', 'UEI', 'Start Date', 'End Date', 'Type Of Instrument', 'Admin By DoDAAC', and 'Issue By DoDAAC'. Each criterion has a 'Starts With' dropdown and an input field. Two red arrows point to the 'Award Specific View (ASV)' checkbox and the 'CAGE Code' input field.

