



Office of Naval Research

ONR Regional Office Use of Delivery Schedule Manager

August 1, 2024



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



Delivery Schedule Manager (DSM)

- The Delivery Schedule Manager (DSM) is a module in DoD's Procurement Integrated Enterprise Environment (PIEE). PIEE is a platform that includes applications used by DoD awarding offices and their awardees, e.g.,
 - Wide Area WorkFlow (WAWF),
 - Electronic Data Access (EDA), and
 - Government Furnished Property (GFP) Module.
- DSM was initially developed by Defense Contract Management Agency (DCMA) as a tool to communicate with DoD buying activities about delivery schedule delays, particularly for major systems acquisitions.
- Recent enhancements to DSM were made to allow for its use as a DoD-wide portal for receiving “contractual” reports, notices, and communications from awardees.
- One of the goals for the DSM enhancements was to leverage the use of a DoD-wide, web-based portal, in lieu of using emails or office-specific portals, for report delivery and communications.



Delivery Schedule Manager (DSM) First ECP

- The first DSM Engineering Change Proposal (ECP) funded by ONR provided the following capabilities:
 - Portal for awardees/contractors to submit reports, requests and communications
 - Reports will auto file to the post-award file in PIEE
 - Communications to awardee with reminders, e.g., due dates or overdue notices
 - Implemented in August 2023 as part of PIEE version 6.17
- ONR successfully tested DSM (ECP #1) on ONR awards. We had approximately 20 universities volunteer to submit reports in DSM.
- Benefits: (1) reduce administrative burden, (2) help streamline the receipt & acceptance of contractual reporting requirements, and (3) provide clear audit trail for submissions that lowers chance of submissions getting lost or being sent to outdated POCs.
- ONR did not broadly implement DSM after the first ECP because at the time the only role that allowed awardees (vendors) access to DSM was the WAWF Vendor role, which also allows access to WAWF. Many universities indicated that they required their principal investigators to deliver certain reports to the Government, and they expressed concern with also providing them access to WAWF.



Second DSM ECP

- New Functionalities went live on April 26, 2024.
- New Functionalities in second ECP include capability for:
 - Government grant administrators to create a delivery schedule in DSM for an award that identifies: (1) required interim and final reports, (2) the due date of each report, and (3) email/org of gov't acceptor and other POCs.
 - Various partners of the award, e.g., awardee business office staff, principal investigator, and Gov't staff (AGO, GO, PM, IP office), to have the same ground truth on the delivery schedule dates, status of deliverable receipt, and status of acceptance.
 - Awardees to deliver reports within the overall delivery schedule, which allows them to easily review for past due reports, reports soon to be due, and overall compliance with reporting under award.
 - Awardees to provide DSM Vendor role to applicable staff. This new role allows awardees to provide DSM access to staff involved in the reporting process without also giving access to WAWF. Previously the WAWF Vendor role was the only role that provided DSM access. See [DSM Instructions for Awardees](#) document on ONR's website for more information on this topic.



ONR T&Cs Update for DSM

- Phase I Plan – Revise ONR Grant T&Cs (i.e., ONR Addendum) to:
 - Incorporate requirement to submit the following reports in DSM:
 - Final Financial Report
 - Final Patent Report and Subject Invention Disclosures
 - Interim & Final RPPRs (after submission in Army Research Office's (ARO) extranet site)
 - Encourage awardee use of DSM to request award changes, submit notices, or submit any communications to ONR Regional Offices.
 - Include ARO RPPR reporting for final RPPRs. Interim RPPRs were already required to be submitted to the ARO extranet site.
 - Plan I Plan is complete. The first awards including these changes will reference an ONR Addendum dated July 2024. The first ONR grants referencing that addendum would have been signed after July 26th. ONR is discussing with other DoD awarding offices the use of DSM for delivery of reports/communications to ONR Regional Offices and is requesting changes to their T&Cs.
- Phase II Plan – Update the ONR Addendum of existing ONR grants to include changes above. Exact date for this change has not been determined.