

EVMS Center Business Practice 3

Effective Date: 28 February 2020
Subject: EVMS General Support
Process: EVMS General Support
Output: EVMS Continuing Compliance & Reporting
DAI Code(s): D5460 Execute Surveillance (Process Review)
Points of Contact: Policy Lead, Danielle Bemis
Policy Lead, Dean Nifakos

References: OMB Circular A-11, Supplement to Part 7; Capital Programming Guide; DoDI 5000.02; Department of Defense Instruction; Operation of Defense Acquisition System; FAR 42.302: Evaluation of Contract Administration Functions; FAR 34.2: Major System Acquisition, Earned Value Management System; FAR 52.234-2: Notice of Earned Value Management System-Pre-award Integrated Baseline Review; FAR 52.234-3: Notice of Earned Value Management System-Post-award Integrated Baseline Review; FAR 52.234-4: Earned Value Management System; DFARS 242.302 (S-71): Contract Administration Functions; DFARS 234.201: Earned Value Management System Policy; DFARS 252.234-7001: Notice of Earned Value Management System; DFARS 252.234-7002: Earned Value Management System; DFARS 252.242-7005: Contractor Business System; EIA-748 (current version) Standard for Earned Value Management Systems; NASA FAR Supplement Subpart 1834.2: NASA FAR Supplement Major System Acquisition EVMS Policy; NASA FAR 1852.234-1: Notice of Earned Value Management System; NASA FAR 1852.234-2: Earned Value Management System; DCMA Instruction 501-01 – Policy Issuance Procedures; DoD EVM System Interpretation Guide (EVMSIG); Contractor Business Systems 2301-01; Surveillance - Assess Risk 2303-01; Surveillance - Plan Events 2303-02; Surveillance - Execute with Standard Techniques 2303-03; Surveillance - Document Results, Corrective Actions & Provide Feedback-2303-04; DCMA EVMS Business Practices 0 – 8

Purpose: Defines the process for general EVMS general support requests as well as a uniform process for DCMA’s evaluation of a contractor’s Performance Management Baseline (PMB). For IBRs, BP3 outlines the process to support the IBR, an event led by the Program Management Office (PMO). For contracts valued (including all options if exercised) at \$100M and above, BP3 can also be executed following a major contractual modification, internal changes to the PMB, such as single point adjustments (SPA), Over Target Baselines (OTB), etc. This process uses quantitative analysis techniques to identify risks, and tests the reliability of the contractor’s PMB. The outcome of the process is a report detailing the PMB analysis, evaluation, and any actionable recommendations to the stakeholder. For general EVMS assistance requests, BP3 outlines the process to execute support for such requests.

Roles and Responsibilities:

Director, EVMS Center. Functions as the primary POC for execution of all EVMS efforts. Provides final adjudication and review of all products from this effort.

Group Lead, EVMS Center. Assigns responsibilities to his/her Team to perform the activities in

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this business practice; appoints a Team Lead to coordinate the effort. Provides oversight of the team's effort and supports communications with the cognizant Contracting Officer (CO), DCMA Contract Management Office (CMO), the PMO and the contractor. Provides final approval/disapproval of all efforts and products.

Team Lead, EVMS Center. Plans, schedules and executes this business practice in coordination with the Group Lead. Communicates status with the CO, CMO, PMO, and contractor, as applicable. Oversees the efforts of the assigned Team Member(s) in accordance with the process defined below.

Team Member, EVMS Center. Executes the process defined in this issuance as directed by the Team Lead and Group Lead.

Process:

Overview. EVMS assessments will be conducted in accordance with applicable overarching DCMA surveillance policies as well as the requirements of this business practice. DCMA EVMS Center support can be requested from any EVMS stakeholders, such as the PMO, the cognizant CO, the DCMA CMO, etc. General EVMS Support could be defined as request to support IBRs, requests from a PMO to review a cost report for data accuracy, a CO request to review a change request for compliance to the contractor's system description, etc.

General Support

1. If the DCMA EVMS Center is contacted for support for any reason other than an IBR, it will be considered general EVMS Support.
2. All general EVMS support requests will be escalated to the Group Lead to determine the extent the EVMS Center can provide support. This may include requests from Supervisor of Shipbuilding (SUPSHIP), Department of Energy (DOE) and/or other non-DoD organization requests for support.
 - a. If the request is for background information on the contractor to support source selection, for example, EVMS status, contract or Corrective Action Request (CAR) history, the EVMS Center will recommend the requestor provide a formal request for source selection support. The EVMS Center will provide a formal response using the BP1, Pre-Award EVM System Plan Review process.
 - b. If the request is to assess potential compliance concerns for an EVMS applicable contract under \$100M, the Team Lead will follow Business Practice 5 – Review for Cause.
 - c. For all requests, the EVMS Center will work with the requestor to satisfy their request by using an established Business Practice whenever possible.
 - d. Any analysis conducted for general EVMS support may be used to satisfy a BP4, Earned Value Management (EVM) System Surveillance event, provided all DCMA Earned Value Management System Compliance Metric (DECM) Tracking Log metrics (Refer to BP7 Compliance Test Metric Configuration Management attachments) were performed for an evaluated guideline(s).

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3. Documentation will include completing a report to describe the details of the request, the level of support provided, Group Lead/Director approval to perform the task, and Group and team member assigned to complete the task. If reimbursable, the number of hours approved and charging information will also be documented.
 - a. Use Attachment A to document general EVMS support.

IBR Support

1. The IBR support process can be executed either at award or after a major modification (e.g., an OTB or any modification requiring an IBR). The process begins when DCMA is notified of the IBR. There are three scenarios for the IBR support process.
 - a. Scenario 1 – DCMA is requested by the PMO to support the IBR with time to request all the data required to complete all the IBR support metrics from the contractor. This scenario requires that DCMA be notified at least 70 days in advance of the IBR so that the Process Flow in Figure 1 can be followed to request data. Results of completed Test Metrics may be documented in the DECM Tracking Log (Refer to BP7 attachments).
 - b. Scenario 2 – DCMA is requested by the PMO to support the IBR without time to request and evaluate required data, or the PMO requests DCMA use only the data that the PMO has requested to support the IBR. In this scenario, DCMA would only complete the metrics which can be run with the existing data set.
 - c. Scenario 3 – DCMA is not requested to support the IBR by the PMO but has knowledge of the IBR event. This scenario may require DCMA to update or initiate the site System Surveillance Plan. For this event refer to BP4, EVMS Surveillance.

Each scenario requires various levels of contractor data and Scenario 1 requires requesting data via a formal data notification request. Evaluating selected test metrics will be completed as required by each scenario. These selected metrics help assess baseline reliability. They may also help identify potential areas of concern with the contractor's EVMS processes and procedures most relevant to early planning stages of a contract, such as organizing and scheduling. In addition to evaluating the selected metrics, IBR support will ensure the appropriate procedures and program level directives/processes are put in place to facilitate successful implementation of the EVMS on the contract.

1. If DCMA is asked by a prime contractor or lower tier subcontractor to support a contractor-to-contractor IBR, DCMA involvement and participation will follow one of the three scenarios above based on the requested involvement, timeliness of the request and data availability.

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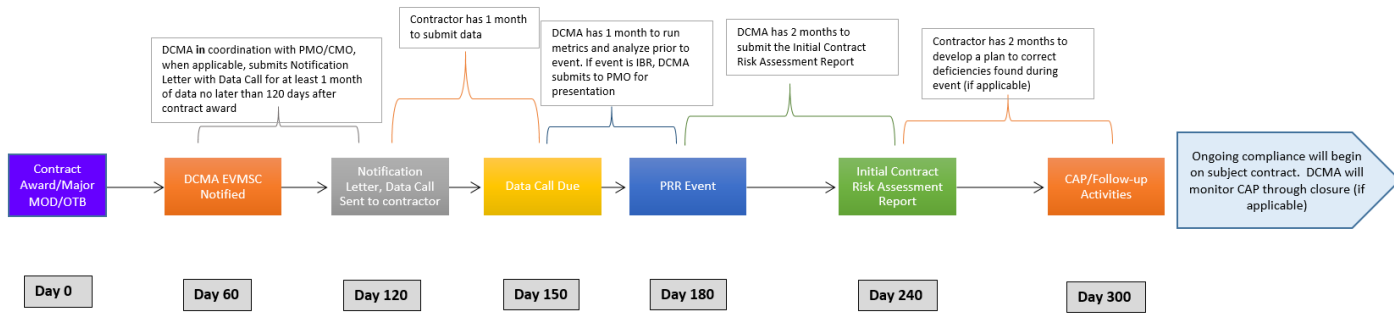


Figure 1: Integrated Baseline Review Support Process Flow

2. The Team Lead will be the main point of contact to perform this business practice, supported by appointed Team Members.
3. For IBR support, the steps are outlined in this business practice as follows:

Preparation	(steps 1-7)
Execution	(steps 8-9)
Close-Out	(steps 10 -13)

Preparation

1. Once the EVMS Group is notified of a contract award/OTB/Major Modification, they will coordinate with the CMO and the PMO to determine if the PMO would need IBR support from the DCMA EVMS Center.
2. If the PMO does not plan to conduct an IBR or does not request DCMA EVMS Center support, the team lead will coordinate with the CMO and the contractor to proceed with conducting surveillance in accordance with Business Practice 4, if applicable.
3. The Team Member will identify the contractor’s EVMS status in the Contract Business Analysis Repository (CBAR). The IBR support process will move forward regardless of the status of the contractor EVMS.
4. If the site does not have an Approved system, the team will initiate a Compliance Review in accordance with Business Practice 6, Compliance Review Process and in accordance with Business Practice 2, System Description Review.
5. If the site does not already have an active System Surveillance Plan (SSP) and the contract meets the requirements for surveillance, then continuing surveillance will be initiated in accordance with Business Practice 4, EVMS Surveillance.

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6. To establish the data call, the Team Member will:
 - a. Identify which scenario approach will be used to execute the IBR support.
 - i. Scenario 1 is the only scenario that will require a data call. The data call for scenario 1 should request all artifacts required to complete the metrics.
 - ii. Scenario 2 only uses data provided by the PMO.
 - iii. Scenario 3 data call will follow the process defined in Business Practice 4.
 - b. If the contractor's EVMS requires internal corporate oversight to ensure compliance to the EIA 748 standard guidelines, DCMA will ask for the documentation and results of any internally conducted surveillance, including internally issued CARs, if applicable.

7. Draft and submit the Notification Letter:
 - a. Identify which scenario approach will be used to execute the IBR support.
 - i. If Scenario 1, the Team Lead will coordinate with the appropriate PMO personnel (applicable to IBR events) to draft and submit the Notification Letter with Data Call (Attachment B) to the contractor and PMO no later than 120 days after contract award. At least one month of data is requested for the initial evaluation of the contract PMB.
 - ii. If Scenario 2, DCMA should leverage the PMO data call to ensure there are no redundant data requests. Using the PMO data call in support of the IBR, metrics will be to the extent possible.
 - iii. If Scenario 3, the team will follow the process defined in Business Practice 4.

Execution

8. Prior to the IBR support event, the team will perform the following:
 - a. In the interest of not overburdening the contractor during their preparation for the IBR, the Team should coordinate communications directly with the PMO whenever possible.
 - b. If applicable, the Team Member will review the Business Practice 2 findings, if any, to identify open System Description issues and consider potential impacts on the contract PMB.
 - c. If the contractor EVMS status is Approved in CBAR, the Team Member will review all EVMS related program instructions which exist below the approved system level documentation (e.g., Program directives, program instructions etc.) to ensure they are in alignment with the approved system processes.
 - d. The team will review the results from internal contractor surveillance for the program being reviewed (if applicable).
 - e. The team may assess EVMS test metrics. Any areas of risk or indicators of potential deficiencies identified by the metrics will be documented for follow-up and/or interview questions during the IBR.
 - f. The team will then consolidate the analysis, results and required follow-up and present them to the Group Lead; this should be accomplished prior to the event.
 - g. The Group Lead will ensure that a thorough analysis was performed, and the team is prepared to execute the IBR support.

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- h. The Team Lead should send the preliminary findings to the PMO for inclusion into the IBR briefings.
9. During the IBR event:
- a. If afforded the opportunity during Control Account Manager (CAM) and other personnel meetings/interviews, the team will attempt to follow-up on metric findings (sample a trace, discussion, document request, etc.).
 - b. The team may inform the PMO of interview findings and present an overview during the Exit Brief (if requested).

Close-Out

- 10. The team will follow-up on any concerns that may be an EVM system issue after the IBR with the contractor. This follow-up will require the team to execute the analysis at the EVM system level to determine if there is an EVM system issue at the site. If it is determined there is a system issue, then a CAR may be issued.
- 11. The team will document all areas of concern and IBR results in the Report Template (Attachment A). If applicable, this will include the disposition of each area of concern and any follow-up required or planned.
- 12. The Team Lead will send the Report (Attachment A) to the Group Lead for concurrence. Once the Group Lead has approved the report, the Team Lead will submit it to the PMO, the contractor, and CMO POCs and upload to DCMA Integrated Workload Management System (IWMS).
- 13. If a Corrective Action Plan (CAP) is required as a result of this business practice, the team will continue to communicate with the contractor and PMO regarding findings and open actions until the applicable CAP has been completed and verified for closure.

This business practice will remain in effect until further notice.

Attachments:

- A. EVMS Report - Template
- B. Notification Letter with Data Call - Template

James Winbush
Director, EVMS Center
Portfolio Management & Business Integration
Defense Contract Management Agency

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<i>Rev Number</i>	<i>Description of Change</i>	<i>Sections Affected</i>	<i>Date</i>
V1.0	Initial version		2/28/2018
V2.0	Change PRR to strictly IBR support (contract focused)	Multiple	5/10/2019
V3.0	Changed PRR to apply to IBR support as well as OTB and Major MODs	Multiple	5/22/2019
V4.0	Updated nomenclature and program support process	Multiple	2/28/2020
V5.0	Title update		4/1/2020