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Earned Value Management System Center (EVMSC) Earned Value Management System (EVMS) Initial Visit Report

Controlled by: DCMA
Controlled by: PIX[X]– EVMS Center
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POC: [Originating DCMA Office or person name, telephone, and email]

Data Item Description	Report Data
DCMA EVMSC Specialist:	[Name]
Group Code:	[PIX(x)]
Email:	[xxxxx.civ@mail.mil]
Phone:	[xxx-xxx-xxxx]
Report Date:	[DD/MM/YYYY]
Contractor Name:	[Contractor Name]
Location:	[City, State]
CAGE Code:	[xxxxx]
Contract Number(s):	[Contract Number]

Executive Summary:

The DCMA EVMS Center conducted an EVMS Initial Visit (IV) on program(s)/contract(s) **[(List Program Name(s) and Contract Number(s))]** in accordance with the transmitted IV Notification Letter **[insert date of IV notification letter Month Day, YYYY]**. The IV provided an opportunity for early dialogue between DCMA and **[Contractor Name]** on the compliance review (CR) process, expectations, and questions regarding **[Contractor Name]**'s EVMS processes and procedures. During this IV guidelines **[list guidelines covered]** were evaluated covering **[list number of DCMA EVMS Compliance Metrics]** DCMA EVMS Compliance Metrics (DECMs) utilizing **[insert month end date for EVMS data Month YYYY]** EVMS data. The IV DECM results indicate the **[insert contractor name]** EVMS **[state has or does not have]** deficiencies that affect the ability of Government officials to rely upon the information produced by the system.

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Initial Visit Scope and Data Analysis:

The EVMSC provided a brief overview of its structure, mission, and execution before detailing the Compliance Review (CR) process. The government team discussed EVMSC CR related Business Practices and requirements including:

- Business Practice 2 – EVM System Description Review
- Business Practice 6 – EVMS Compliance Review
- CR Timeline from Data Call to expected Initial and Final Determinations with Contractor Response Dates
- Details of the data analysis results

DCMA EVMS Center specialist, **[Name]**, performed data analysis for this surveillance event covering a total of **[##]** DECMs from the following EVMS Guidelines: **[List the EVMS Guidelines]**.

The data used to execute the DECMs were from **[Program Name(s) and Contract Number(s)]**. The EVMSC discussed the data analysis results with **[Contractor Name]**.

[Contractor Name] provided an overview of EVM System and overview(s) of the **[Program Name(s) and Contract Number(s)]**.

[Contractor Name] provided results of recent findings, internal CARs and / or improvement opportunities. **[Insert narrative to describe any recent findings, internal CARs and / or improvement opportunities taken by the contractor to correct deficiencies found during the analysis, particularly those found during the contractor's self-assessment.]**

Findings:

The objective of the IV is to provide insight into the risk areas without follow-up interviews or explanations. **[Therefore, / However,]** the IV event identified **[no EVMS deficiencies or (# one, two...) EVMS deficiencies]** related to the data analysis. **Deficiencies resulted in [# one, two...] EVMS CAR(s). Details of each deficiency is listed below:**

1. **Deficiency 1 (Level [I/II] CAR [### CAR Number]) – Guideline [## (01...32)]: Discuss details of deficiency and results of follow up.**
2. **List all other deficiencies**

Overarching Risk: **[Insert narrative to describe any areas requiring contractor attention that may appear to be shortcomings that may materially affect the ability of DoD officials to rely upon information produced by the system.]**

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Based on automated DECM results that were identified as being Out-of-Threshold (OOT) in attachment B, DCMA discussions focused on the following risk areas:

- **GL#: [Insert EVMSIG Management Value]**

Impact/Conclusion:

[If any deficiencies were identified, discuss how those deficiencies impact the data and how it impacts the ability to use the data to manage the program.

Discuss the path forward with any CARs issued.

Discuss any risk items that may impact the EVMS that needs to be monitored.

Discuss the CR path forward.]

Appendix A: DECM Results

[Insert a section 508 compliant accessible DECM Tracking excel worksheet or an accessible table in this word document with minimum data attribute columns including but not limited to "Unique Test Metric ID", "Metric Threshold ", "Test Metric Numerator (X)", "Test Metric Denominator (Y)", "Result (X/Y) or (X)", "OOT/NoOOT", "If "OOT" Exception Okay?"]

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