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DEFENSE CONTRACT MANAGEMENT AGENCY
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<u>Controlled by:</u>	<u>DCMA</u>
<u>Controlled by:</u>	<u>PIX(X) – EVMS Center</u>
<u>CUI Category:</u>	<u>General Procurement and Acquisition, General Proprietary Business Information</u>
<u>Distribution/Dissemination Control:</u>	<u>FEDCON</u>
<u>POC:</u>	<u>Name, Phone, email</u>

[Date]

MEMORANDUM FOR [title, e.g., ADMINISTRATIVE CONTRACTING OFFICER], [name]

SUBJECT: Earned Value Management System Description (EVMSD) Assessment for
[contractor name, location]

Per your request on [date of request], the DCMA EVMS Center reviewed [contractor name]'s EVMSD submitted to you for acceptance. The EVMSD was assessed to determine its compliance with DFARS 252.234-7002. The submitted EVMSD Version (x) and dated [EVMSD date] is considered [compliant/not compliant].

For each applicable DFARS 252.234-7002 requirement, an assessment of the [contractor name] EVMSD follows: [select one of the following and delete the others]

Adequate as submitted

The changes submitted by [contractor name] were determined to not be significant. The EVMS Center recommends acceptance of this revised EVMSD. The changed process and procedures do not represent a significant difference from the contractor's current business practices.

Adequate and may require a follow up review

The changes submitted by [contractor name] were determined to be significant. The EVMS Center recommends that you consider requesting a system review once this new EVMSD is fully implemented. The changed process and procedures represent a significant difference from the contractor's current business practices.

Not adequate as submitted

The changes submitted by [contractor name] were determined to not be in compliance with DFARS 252.234-7002. It is recommended that these changes not be accepted until the below deficiencies have been corrected:

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- a. Issue 1
- b. Issue 2

A formal corrective action will not be requested as the EVMSD has not been approved for implementation. The EVMS Center will work with the contractor to evaluate changes to the issues noted above and will inform you once they are corrected.

[If there is any additional information that has not been captured above, but impacts your assessment of the risk, state it here in one short paragraph, i.e. EVMS experience, use of consultants, etc; otherwise, leave this blank]

Overall, the [contractor name] EVMSD [adequately/does not adequately] addresses the DFARS EVMS requirement and is considered [compliant/not compliant].

Please contact the undersigned at [group.lead]@mail.mil or [(xxx) xxx-xxxx] if you have any questions concerning this assessment.

[Group Lead Name]
[Group name] EVMS Group Lead
DCMA Portfolio Management & Business Integration

CC:
Donna Holden, Director, DCMA EVMS Center
Erik Berg, Deputy Director, DCMA EVMS Center

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