



CUI
DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

[Date]

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

SUBJECT: Notification of Compliance Assessment (CA) [Contractor Name City, State]

The Defense Contract Management Agency (DCMA) Earned Value Management Systems Center (EVMSC) has identified an Earned Value Management System (EVMS) requirement per the Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.234-7002 included in [Program(s) name for Contract(s) #XXX].

Due to potential EVMS concerns identified by [Stakeholder], the DCMA EVMS Center intends to conduct a Compliance Assessment on the [Program(s)/Contract Name(s)], at [Contractor City/State] facility on [Month Day-Day, YYYY]. The purpose of the Compliance Assessment is to evaluate the [Contractor Name] EVMS and assess compliance with the applicable Electronics Industry Alliance (EIA) 748 standard 32 guidelines. The review process provides an opportunity for [Contractor Name] to demonstrate a fully integrated and compliant EVMS.

The EVMSC requests you provide official notification to [Contractor Name] of the EVMSC intent to conduct the CA. In addition, the EVMSC requests you forward the attached CA Data Item List to [Contractor Name] to be provided to the EVMSC no later than [Date] along with your official notification. Upon issuance of your official notification, please copy the undersigned and include all addressees in the courtesy copy of this letter.

Controlled by: DCMA Controlled by: PIX[X]– EVMS Center CUI Category: General Procurement and Acquisition, General Proprietary Business Information Distribution/Dissemination Control: [FED ONLY] POC: [Originating DCMA Office or person name, telephone, and email]
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If you have any questions pertaining to this notification, please contact the undersigned at [XXX-XXX-XXXX] or [e-mail].

Sincerely,

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

Enclosure
EVMS CA data item list

cc:

[Mr. /Ms. First Last], Director, DCMA EVMS Center

[Mr. /Ms. First Last], Deputy Director, DCMA EVMS
Center

[Rank First Last], **[Commander/Director]**, DCMA **[CMO Name]**