



CUI  
**DEFENSE CONTRACT MANAGEMENT AGENCY**  
3901 ADAMS AVENUE, BUILDING 10500  
FORT GREGG-ADAMS, VA 23801-1809

[Date]

MEMORANDUM FOR **[Insert salutation and name, title (DIVISIONAL, CORPORATE) ADMINISTRATIVE CONTRACTING OFFICER]**

SUBJECT: Review for Cause at **[insert contractor name, city, state]** Assessment

The Defense Contract Management Agency (DCMA) Earned Value Management Systems Center (EVMSC) previously provided notification of our intent to conduct an Earned Value Management System (EVMS) Compliance Review (CR) to assess compliance to the included Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.234-7002 included in **[Insert program name(s) for Contract(s) (list contract numbers)]**.

As the **[Insert contractor name, city/state]** has not been reviewed for initial compliance, in accordance with DFARS 242.302 (S-71) the EVMSC conducted the CR on the **[Insert program or contract name(s)]**, at **[insert contractor city, state]** facility on **[Insert date of review Month Day-Day, YYYY]**. The purpose of the CR process was to evaluate the **[Insert contractor name]** EVMS and assess compliance with the applicable Electronics Industry Alliance (EIA) 748 standard 32 guidelines. The review process provides an opportunity for **[The contractor name]** to demonstrate a fully integrated and compliant EVMS.

The results of the conducted CR will be provided to you via the requisite Business System Analysis Summary (BSAS) and EVMS Compliance Review report. In addition, the EVMSC will also transmit the related Deficiency Reports (DRs) which document, in detail, the deficiencies cited in the associated BSAS.

If you have any questions pertaining to this notification, please contact the undersigned at **[Insert phone number]** or **[insert email address]**.

Controlled by: DCMA Controlled by: PIX[X]– EVMS Center CUI Category: General Procurement and Acquisition, General Proprietary Business Information Distribution/Dissemination Control: <b>[FED only/ FEDCON]</b> POC: <b>[Originating DCMA Office or person name, telephone, and email]</b>
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CUI

Sincerely,

**[Insert group lead name]**  
**[Insert corporate group name (City)], EVMS**  
Group Lead  
DCMA Portfolio Management & Business  
Integration

Enclosure  
Business Systems Analysis Summary  
EVMS Compliance Review Report

cc:

**[Insert Mr./Ms. Name]**, Director, DCMA EVMS Center  
**[Insert Mr./Ms. Name]**, Deputy Director, DCMA EVMS Center  
**[Insert Rank and Name]**, **[Insert title, Commander or Director]**, DCMA **[Insert CMO Name]**