



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

[Date]

MEMORANDUM FOR [title, ADMINISTRATIVE CONTRACTING OFFICER], [name]

SUBJECT: Notification of Compliance Review at [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 names for contract numbers].

As the [contractor city/state] has not been reviewed for initial compliance, in accordance with DFARS 242.302 (S-71) the EVMSC intends to conduct a Compliance Review (CR) on the [programs or contract Names], at [contractor city and State] facility on [Date]. The purpose of the CR process 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 CR. In addition, the EVMSC requests you forward the attached CR 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.

If you have any questions pertaining to this notification, please contact the undersigned at [phone number] or [e-mail address].

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

[group lead name]

[corporate group name and city], EVMS Group

Lead

DCMA Portfolio Management & Business

Integration

Enclosure

EVMS CR data item list

cc:

[name], Director, DCMA EVMS Center

[name], Deputy Director, DCMA EVMS Center

[rank name], **[commander or director title]**, DCMA **[CMO name]**

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