



CUI  
**DEFENSE CONTRACT MANAGEMENT AGENCY**  
3901 A 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 [Insert contractor name, City, State] Corrective Action Plan  
Assessment

The Defense Contract Management Agency (DCMA) Earned Value Management Systems EVMS Center (EVMSC) conducted an assessment of the implementation of the approved Corrective Action Plan (CAP) for [Insert company name, City, State] ([Insert DoDAAC and CAGE Code]). The purpose of the CAP review was to determine the adequacy of the [Insert company name, City, State] CAP progress against the Level [insert CAR level] Corrective Action Request (CAR)(s) [Insert CAR numbers].

Specifically, the EVMSC evaluated [Insert company name, City, State] CAP for the following, which were assessed against the requirements of the Electronic Industries Alliance (EIA) 748 EVMS Standard:

- a. Root cause of the deficiency
- b. Actions taken to correct the current specific deficiency
- c. Corrective Action taken or planned to eliminate deficiency
- d. Action taken to prevent recurrence of the deficiency
- e. Determination of whether other processes are affected by the identified root cause
- f. Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer
- g. Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance

The CAP review results indicate [Insert company name, City, State] has corrected the EVMS compliance issues cited as deficient within the Final Determination dated [Insert date Month Day, YYYY]. For all material findings, the [Insert company name, City, State] EVMS demonstrated the ability to produce data which can be relied upon to make informed decisions.

Controlled by: DCMA Controlled by: PIX[X]– EVMS Center CUI Category: General Procurement and Acquisition, General Proprietary Business Information Distribution/Dissemination Control: [FED only/ FEDCON] POC: [Originating DCMA Office or person name, telephone, and email]
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The review of the individual deficiencies, as documented in the attached report, demonstrated corrective actions have successfully satisfied the exit criteria provided within the approved CAP. Based upon the EVMSC assessment, we recommend closure of the Level **[insert CAR level(s)] [inert CAR numbers] CAR(s)**.

Any questions regarding the subject review should be addressed to the undersigned at **[insert phone number]** or **[insert email address]**. A copy of the CAP Review Report is included for your review.

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

Enclosure  
Standard Surveillance Report

cc:

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

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

**[Insert rank and name]**, **[Insert title, Commander or Director]**, DCMA **[Insert CMO name]**

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