



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

DCMA-PIX[x]

[DATE]

Mr.\Mrs. [XXXXXXX XXXXXX]  
[Contractor Name]  
[Recipient Title]  
[Address]  
[City, State, Zip Code]

Dear [Mr.\Mrs.XXXXX]:

[Customers Name] has requested that the DCMA EVMSC support the Integrated Baseline Review (IBR) on [Program(s)/Contract Number(s)] that is scheduled for [Month Day, Year]. In preparation for the IBR, the DCMA EVMSC is requesting EVMS data to help support the verification of a technically sound and executable Performance Measurement Baseline (PMB).

Enclosure 1 contains a list of EVMS data items required to conduct this review. [Contractor Name] shall provide enclosed data items no later than 30 calendar days from receipt of this letter on [Month XX, 20xx]. The data provided should include EVM information through [Month 20xx, and] be submitted in electronic format to Mr./Mrs. [DCMA POC Name], email [xxxx.xxxx.civ@mail.mil], telephone [xxx-xxx-xxxx]. Similar data items provided in support of the Program Office Initial Baseline Review (IBR) may be used to support the DCMA EVMSC data call.

Questions concerning the requested documentation should be directed to [DCMA EVMSC POC Name] at [xxxxx.xxxxxx.civ@mail.mil] or phone number [(xxx) xxx-xxxx].

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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DCMA requests formal acknowledgment to this notification for the aforementioned effort. This formal acknowledgement is defined as written acknowledgement on company letterhead and signed by the cognizant authority within the company.

Sincerely,

**[GROUP LEAD NAME]**

Group Lead, DCMA EVMS Center  
DCMA Portfolio Management & Business  
Integration

Enclosure:  
EVMS Data Item List

cc:

**[Mr./Ms. First Last], [PMO IBR POC Title/Organization]**

**[Mr./Mrs./Ms. First Last], [Position (*ACO/DACO/CACO*)]**

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