



Earned Value Management Systems Group (EVMSG) Business Practice 3 EVMS IBR Support

Effective Date:	September 12, 2025
DAI Code(s):	D5460 – Execute Surveillance D6000 – Analyze Results D3100 – General Customer/Contractor interface
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Purpose: Defines the process for support of the Integrated Baseline Review (IBR), an event led by the Program Management Office (PMO). Since the National Defense Authorization Act (NDAA) for Fiscal Year 2025 in section 823 requires an IBR whenever EVMS is required, the requirement for an IBR begins for contracts valued at \$50M and above (including all options if exercised). BP3 can also be executed following a major contractual modification, internal changes to the PMB, such as single point adjustments (SPA), Over Target Baselines (OTB), etc. This process uses quantitative analysis techniques to identify risks and tests the reliability of the contractor's PMB. The outcome of the process is a report detailing the PMB analysis, evaluation, and any actionable recommendations to the stakeholder(s).

Applicability: This Business Practice (BP) applies to the following functional area: Earned Value Management System (EVMS). All EVMS Functional Specialists must comply with this manual and other related issuances to the maximum extent practicable.

Policy: It is DCMA policy to:

- a. Perform risk-based surveillance in support of Contract Administration Services and in compliance with Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and other applicable regulations, supplements, directives and instructions, DCMA instructions and DCMA manuals (DCMA-MANs).
- b. Execute this Business Practice in a safe, efficient, effective, and ethical manner.

Reference(s):

1. **Electronic Industries Alliance (EIA) 748**
 - a. EVMS Standard 32 Guidelines, section 2
2. **DCMA Manual**
 - a. 2303-05: Addressing Contractor Noncompliances and Corrective Action Requests

Definition(s):

1. **Performance Measurement Baseline (PMB)**: A time-phased resourced plan against which the accomplishment of authorized work can be measured.
2. **Integrated Baseline Review (IBR)**: Review of a contractor's Performance Measurement Baseline (PMB). It is conducted within 6 months after contract award by Program Managers (PMs) and their technical staffs, or Integrated Product Teams (IPTs), on contracts requiring compliance with the EIA 748 EVMS 32 guidelines standard.

Roles and Responsibilities:

1. **EVMS Group Director**
 - a. Ensures organizational compliance with this BP.
 - b. Ensures locally developed training, guidance and tools support execution of this BP.
 - c. Ensures the EVMS Group has a process in place to review documentation and provide advice on identified weaknesses to the cognizant Contracting Officer (CO) and other relevant stakeholders.
2. **Team Supervisor**
 - a. Ensures team compliance with this BP.
 - b. Serves as the conduit between the Segment Lead and the Group Director to resolve gaps in policy/manuals/guidance.
 - c. Assists and mentors their team with the implementation of this BP.
 - d. Provides oversight of the team's effort and coordinates with all EVMS stakeholders in their assigned area of responsibility including but not limited to: the DCMA cognizant Contracting Officer (CO), DCMA Contract Management Office (CMO), the Program Management Office (PMO) and the contractor.
 - e. Ensures relevant files are routed through internal document control in accordance with this BP prior to distribution.
 - f. Ensures relevant files are retained in the Agency system of record.
 - g. Communicates and coordinates review results with appropriate stakeholders.
3. **Segment Lead**
 - a. Non-supervisory functional leader who ensures segment compliance with this BP.
 - b. Plans, schedules, and executes this BP in coordination with the Team Supervisor.

- c. Communicates status with the CO, CMO, PMO, and contractor, as applicable.
 - d. Oversees the efforts of the assigned EVMS Specialist(s) in accordance with the process defined in this BP, ensuring resources are properly allocated.
 - e. Coordinates with the CO on contractor EVMS business system status.
 - f. Ensures that submitted work products are timely, accurate and distributed appropriately.
4. **EVMS Specialist**
- a. Executes the process defined in this BP, including related direction received from chain of command.
 - b. Maintains communications with assigned Segment Lead and ensures submitted work products are timely and accurate.
5. **Contracting Officer** (referred to as “CO” in this issuance). Coordinates with the EVMS Group and appropriate team within the group for review of the contractor’s EVMS.

PROCESS:

- 1. **Overview:** DCMA EVMS Group support can be requested from any EVMS stakeholder, such as the PMO, the cognizant CO, the DCMA CMO, etc.
- 2. **Risk Assessment:** Risk assessment is an ongoing and continuous process. All workload acceptance and participation in EVMS review events must be prioritized by an established risk assessment process. See Business Practice 4 for more details on the risk assessment process.

PLAN:

- 3. **IBR Support Scenarios**
 - a. The IBR support process can be executed either at award or after a major modification (e.g., an OTB or any modification requiring an IBR). The process begins when DCMA is notified of the IBR. There are three scenarios for the IBR support process:
 - i. **Scenario 1** – DCMA is requested by the PMO to support the IBR with enough time to request all data required to complete all IBR support metrics from the contractor. This scenario requires DCMA be notified at least 70 calendar days in advance of the IBR so that personnel have enough time to request data.
 - ii. **Scenario 2** – DCMA is requested by the PMO to support the IBR without enough time to request and evaluate required data, or the PMO requests DCMA use only the data that the PMO has requested to support the IBR. In this scenario, DCMA would only complete the DCMA EVMS Compliance Metrics (DECMs) which can be run with the data made available to DCMA.
 - iii. **Scenario 3** – DCMA is not requested to support the IBR by the

PMO but DCMA has knowledge of the IBR event. This scenario may require DCMA to update or initiate the site System Surveillance Plan (SSP). Refer to Business Practice 4, EVMS Surveillance.

- b. Each scenario requires various levels of contractor data and Scenario 1 requires requesting data via a formal data notification request (Attachment B). Evaluating selected DECMs must be completed as required by each scenario. The DECMs help assess baseline reliability and may also help identify potential areas of concern with the contractor's EVMS processes and procedures most relevant to early planning stages of a contract, such as organizing and scheduling. In addition to evaluating the selected metrics, IBR support must ensure the appropriate procedures and program level directives/processes are put in place to facilitate successful implementation of the EVMS on the contract.
- c. If DCMA is asked by a prime contractor or lower tier subcontractor to support a contractor-to-contractor IBR, DCMA involvement and participation must follow one of the three scenarios above based on the requested involvement, timeliness of the request and data availability.

4. IBR Preparation

- a. Once the EVMS Group is notified of a contract award/OTB/Major Modification, they must coordinate with the CMO and the PMO to determine if the PMO will need IBR support from the DCMA EVMS Group.
- b. If the PMO does not plan to conduct an IBR or does not request DCMA EVMS Group support, the applicable Team Supervisor must coordinate with the CMO and the contractor to proceed with conducting surveillance in accordance with Business Practice 4, as needed.
- c. The Segment Lead must identify the contractor's EVMS business system status (i.e. approved, disapproved, not evaluated). The IBR support process must move forward regardless of the status of the contractor's EVMS.
- d. If the site does not have an approved system, the Team Supervisor must initiate a Compliance Review in accordance with Business Practice 6, and in accordance with Business Practice 2, System Description Review.
- e. If the site does not already have an active SSP and the contract meets the requirements for surveillance, then continuing surveillance must be initiated in accordance with Business Practice 4, EVMS Surveillance.
- f. To establish the data call, the Segment Lead must:
 - i. Identify which scenario approach must be used to execute the IBR support.
 - 1. Scenario 1 is the only scenario that requires a data call (Attachment B). The data call for scenario 1 can request all artifacts required to complete the appropriate DECMs

- related to PMB development.
- 2. Scenario 2 only uses data provided by the PMO.
- 3. Scenario 3 data call must follow the process defined in Business Practice 4.
 - a. If the contractor's EVMS requires internal corporate oversight to ensure compliance to the EIA 748 standard guidelines, DCMA must ask for the documentation and results of any internally conducted surveillance, including internally issued CARs, if applicable.
- g. Draft and submit the Notification Letter:
 - i. Identify which scenario approach must be used to execute the IBR support.
 - 1. If Scenario 1, the Team Supervisor must coordinate with the appropriate PMO personnel (applicable to IBR events) to draft and submit the Notification Letter with Data Call (Attachment B) to the contractor and PMO no later than 120 calendar days after contract award. At least one month of contractor EVM data is requested for the initial evaluation of the contract PMB.
 - a. The Team Supervisor must follow internal document control procedures and digitally sign the Notification Letter before sending to the contractor.
 - 2. If Scenario 2, DCMA may leverage the PMO data call to ensure there are no redundant data requests. Using the PMO data call in support of the IBR, DECMs must be executed to the greatest extent possible.
 - 3. If Scenario 3, the EVMS Specialist must follow the process defined in Business Practice 4.
- h. The Team Supervisor must ensure that a thorough analysis was performed, and the EVMS Specialist(s) is prepared to execute the IBR support.
- i. The Team Supervisor may send the preliminary findings to the PMO for inclusion into the IBR briefings.

CONDUCT:

- 5. During the IBR event:
 - a. If afforded the opportunity during Control Account Manager (CAM) and other personnel meetings/interviews, the EVMS Specialist must attempt to follow-up on DECM results that generated questions for follow-up with the CAM.
 - b. The EVMSG IBR participant(s) may inform the PMO of interview findings and present an overview during the Exit Brief (if requested).
- 6. After the IBR event: The EVMS Specialist must follow-up on any concerns that may be an EVM system issue after the IBR with the contractor. This

follow-up must require the EVMS Specialist to execute the analysis at the EVM system level to determine if there is an EVM system deficiency at the site. If it is determined there is a system deficiency, then the EVMS Specialist must follow the CAR procedures prescribed in DCMA MAN 2303-05.

REPORT:

7. Document: The EVMS Specialist must document all areas of concern and IBR results in the IBR Support EVMS Report Template (Attachment A). If applicable, this must include the disposition of each area of concern and any follow-up required or planned.
8. Report Processing: The EVMS Specialist must send the IBR Support EVMS Report (Attachment A) to the Segment Lead for review and to the Team Supervisor (or delegate) for approval. Once the Team Supervisor (or delegate) is ready to approve the report, the Team Supervisor (or delegate) must follow internal document control procedures, digitally sign the report, and forward to the PMO, the contractor, and CMO POCs (forwarding the report may be delegated to the Segment Lead).
9. Corrective Action Plan: If a Corrective Action Plan (CAP) is required, the EVMS Specialist must continue to communicate with the contractor and PMO regarding findings and open actions until the applicable CAP has been completed and verified for closure.
10. Document Naming Convention – All documents requiring archival shall use the naming convention CAGEDocTypeDAYMONYYYY.
11. Classification Markings – The author of any document(s)/attachments(s) related to this BP shall ensure appropriate classification IAW applicable laws, regulations, and Government-wide policies, and the safeguarding and protection requirements for each.
12. Documentation Control and Archival - The following documents must be routed through EVMS Group internal document control so they can be assigned a document control number prior to distribution outside of the EVMS Group:
 - a. Attachment A: IBR Support EVMS Report
 - b. Attachment B: IBR Notification Letter with Data Call

Once digitally signed by the Team Supervisor, Attachments A and B of this business practice must be archived within the Agency system of record.

Potential input, updates, edits, etc. to this BP may be considered during the annual re-assessment activity. Submissions for BP update consideration should be sent to dcma.lee.candp-cmd.mbx.pc-e-evms-team@mail.mil

NOTE – In compliance with DCMA manual 3101-04, communications containing reports or other deliverables that are sent outside of the agency must contain a statement and link to the DCMA Customer Satisfaction Survey (i.e. “We greatly appreciate your feedback to help us better support your needs, please complete a brief survey at: <https://www.dcmamil/Customers/Customer-Satisfaction-Survey/>”)

Attachments:

- A. IBR Support EVMS Report
- B. IBR Notification Letter with Data Call

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