



Earned Value Management Systems Group (EVMSG) Business Practice 4 EVMS Surveillance

Effective Date:	November 4, 2025
DAI Code(s):	D2000 – Receive and Review Workload D4000 – Surveillance Planning D5460 – Execute Surveillance D6000 – Analyze Results (General) D6200 – Analyze Results (Corrective Actions)
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Purpose: Defines the process to evaluate continuing compliance of a contractor's EVMS in accordance with DCMA MAN 2301-01: Contractor Business Systems.

Applicability: This Business Practice (BP) applies to the following functional area: Earned Value Management System (EVMS). All EVMS 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. **Federal Acquisition Regulation (FAR)**
 - a. 34.201: Earned Value Management System Policy
 - b. 42.202(e)(2): Assignment of contract administration
2. **Defense Federal Acquisition Regulation Supplement (DFARS)**
 - a. 252.234-7002: Earned Value Management System
3. **Department of Defense Earned Value Management System Interpretation Guide (EVMSIG)**
4. **DCMA Manual**
 - a. 2301-01: Contractor Business Systems
 - b. 2303-05: Addressing Contractor Noncompliances and Corrective Action Requests
5. **Electronic Industries Alliance (EIA) 748**
 - a. EVMS Standard 32 Guidelines, section 2

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: EVMS reviews shall be conducted in accordance with DCMA MAN 2301-01: Contractor Business Systems, the EVMSIG, and the requirements of this business practice at all contractor sites where there is a contractual requirement for EVMS continuing compliance (i.e. surveillance). The responsibilities and procedures contained herein are equally applicable for assessing compliance for both prime contracts and subcontracts alike as defined in FAR 34.201. Except where specifically stated within this business practice, the term “contractor” applies equally to subcontractors as well as prime contractors, and specifically establishes a requirement for communication with the prime contractor associated with the subcontractor and the cognizant CO. The EVMS surveillance process can be summarized in four (4) phases (see Figure 1):

Plan: Plan surveillance	(steps 3-11)
Do: Conduct surveillance	(steps 12-15)
Check: Identify and Report non-compliances	(steps 16-22)
Act: Evaluate and adjust surveillance plan	(step 23)

The paragraphs below provide additional detailed steps for each phase.

2. Special Circumstances:

- a. For subcontractor situations where one or more DoD prime contract(s) with the EVMS DFARS 7002 clause do **not** exist elsewhere within the same company, the prime contractor may decide to support surveillance with its own contract with the Government by directing the subcontractor to comply with any direction by DCMA. In such a case, and with proper notice from the prime contractor, the EVMSG may work with the subcontractor on Government contract-related issues (i.e. EVMS compliance issues). When a prime contractor authorizes the EVMSG to conduct surveillance on the subcontractor's EVMS compliance, the EVMSG may communicate directly with the subcontractor and not all routine communications must necessarily pass first through the prime contractor. For subcontractor situations where one or more DoD prime contract(s) with the EVMS DFARS 7002 clause exist elsewhere within the same company, the EVMSG may directly conduct surveillance on the subcontractor's EVMS compliance.
- b. For Special Programs (SP) contract(s), if existing EVMSG surveillance is determined to be compliant with the intent of DCMA-MAN-2301-01 in addressing the risks of the system, the use of SP contract data to perform surveillance is optional at the direction of the SP Director or delegate. If there is no existing EVMSG system surveillance plan, SP may develop a System Surveillance Plan in accordance with this BP.
- c. When DCMA is not the Cognizant Federal Agency (CFA) for delegations such as NASA, SUPSHIP, DOE, etc., the EVMS Group provides the assessment of compliance to the appropriate CFA in accordance with specific delegation authority and the CFA takes all follow up actions.

PLAN:

3. Communicate and Identify Requirements – The Segment Lead maintains a portfolio of all contracts with EVMS surveillance requirements within their area of assigned responsibility. Segment Leads use all available information including input from:
 - a. Service Commands
 - b. Program Executive Officers (PEO)
 - c. Program Management Offices (PMO)
 - d. Procuring Contracting Officers (PCO)
 - e. DCMA Cost and Pricing Command CACO/DACO Division contracting officers
 - f. CMO Administrative Contracting Officers (ACO)
 - g. DCMA Program Support EV analysts (EV program analysis function)
 - h. Other supported agencies (NASA, SUPSHIP, USCG, MDA, DOE, etc)
 - i. Prime contractor (for subcontractor or applicable inter-company work authorization)
4. Identify Planned Contracts – One or more contracts with EVM requirements must be identified for assessing contractor EVMS compliance, focusing on areas of high risk. For contracts that are omitted from the system surveillance plan, supporting rationale should be recorded and retained by the EVMS Specialist.

Risk Assessment – Risk is an ongoing and continuous process. DCMA requires monitoring the policies, procedures and practices used by contractors with business system requirements and continuously evaluating risk based on those results.¹ The Segment Lead utilizes the Risk Prioritization Tool (RPT) which results in each event being given a prioritization score based on numerous factors, some of which are risk related. For each event authorized by the EVMS Group Director (or delegate) for execution in the new fiscal year, the event must be entered into the Product Data Reporting and Evaluation Program (PDREP) system and a Key Contract Requirement (KCR) ID generated. The RPT event score is translated into likelihood and consequence ratings that are assigned to the KCR ID. Once the KCR ID is created in PDREP, the [online Surveillance Checklist](#) must be initiated to ensure all steps are being performed in the surveillance process (the checklist does not get completed until later in this process). The authorized events in the RPT must feed the creation of and updates to the System Surveillance Plan.

5. Create/Update System Surveillance Plan – Prior to the start of a new fiscal year (FY) for currently “active” EVM Systems, the EVMS Specialist in conjunction with their assigned Segment Lead initiates the creation of a new System Surveillance Plan (SSP) (Attachment A) for the upcoming fiscal year. SSPs for the new fiscal year must be reviewed and digitally signed by the Segment Lead and approved and digitally signed by the Team Supervisor prior to October 1st each year. For emerging “active” EVM Systems (i.e. brand new contractor systems or previously inactive

¹ DCMA-MAN-2301-01: CBS - Sections 11.1 and 11.2

systems) throughout the fiscal year, the SSP must be reviewed and digitally signed by the Segment Lead and approved and digitally signed by the Team Supervisor at least 45 calendar days prior to the planned start date of the event. At a minimum, all plans are reviewed and updated annually. The plan:

- a. must contain a schedule based on RPT authorized event(s)
- b. must cover a 4-year review period aligned with the Contractor Business System (CBS) status review date
- c. must at a minimum review the 18 guidelines (1, 2, 6, 7, 8, 9, 10, 12, 14, 16, 21, 23, 24, 26, 27, 28, 29, and 32) using all associated Standard DCMA EVMS Compliance Metrics (DECMs) (and Conditional DECMs, as needed) over the course of the four-year cycle
- d. must include all 18 guidelines and all applicable Standard DECMs (and Conditional DECMs, as needed) within one event, where practical
 - i. For example, if surveillance has not been performed on the system before or if it is the start of a new 4-year cycle, then the EVMS Specialist must include all 18 guidelines within a single event
 - ii. As another example, if surveillance has already been performed and 5 of the 18 guidelines have been reviewed previously during the current 4-year cycle, then the EVMS Specialist must include the remaining 13 guidelines within a single event
- e. must only review the other 14 guidelines (3, 4, 5, 11, 13, 15, 17, 18, 19, 20, 22, 25, 30, and 31) using the associated Low Priority DECMs on a "by exception" basis. Some common exceptions include customer requests or reimbursable work situations
 - i. The EVMS Specialist must assume that the guideline "generally meets the intent" at the end of the surveillance cycle if no exceptions arise
- f. must be reviewed by Segment Lead
- g. must be approved by Team Supervisor (or designee)

The EVMS Specialist coordinates implementation of the SSP schedule and respective guidelines with the contractor to facilitate successful execution; however, inclusion of specific contracts used for surveillance in the SSP is not required. The Segment Lead will decide if contracts used for surveillance will be disclosed to the contractor prior to the data call phase. All "active" EVM Systems must have an SSP regardless of whether surveillance is planned in the current fiscal year. The initial SSP (but not subsequent revisions of the SSP) shall be processed through internal document control and must be reviewed and digitally signed by the Segment Lead and approved/digitally signed by the Team Supervisor (or designee) and be archived in the Agency system of record.

6. Changes to the System Surveillance Plan – Changes to the schedule must follow current change control procedures. Assessing risk is a repetitive process and can occur during any stage of surveillance. Risk drives surveillance prioritization and approach. Risk assessment can necessitate changes to the SSP. Approved SSPs are subject to change for a variety of reasons, such as:

- a. Emergent risk (i.e., Over Target Baseline, Nunn-McCurdy, etc.)
 - b. Contract modifications
 - c. Stakeholder concerns
 - d. Surveillance feedback/results or repetitive deficiencies
 - e. Recently created CARs or CAP follow up
 - f. Adjacent surveillance/compliance assessment events such as formal compliance review completion, integrated baseline reviews, system description update reviews²
7. Change Approval – Prior to execution, changes to SSPs must be reviewed and digitally signed by the Segment Lead and approved/digitally signed by the Team Supervisor (or designee at the same grade level). Thereafter, the EVMS Specialist must communicate the changes to the contractor and other relevant stakeholders. SSP revisions during the FY are not required to go through internal document control but must be retained for record by the EVMS Specialist. Changes to the schedule must follow current change control procedures.
8. Corrective Action Plan Assessment – In the event a contractor has been issued a corrective action request (CAR) that requires a corrective action plan (CAP), the EVMS Specialist updates the SSP to include a CAP assessment event (if a CAP assessment event is appropriate pursuant to step 21 below) as changes to CAP/progress/status occurs. The execution of these events requires development of a CAP Surveillance Report (CSR) (Attachment I) that summarizes the details and results of the event. The CAP-specific report discusses the progress of the CAP, the status of each CAR, and any concerns to achieving successful CAP completion. The CSR is subject to the same internal documentation control and distribution requirements as the System Surveillance Report (SSR). When a CAP is submitted by the contractor, upon review and determination of acceptability of the CAP, the EVMS Specialist must update the associated CAR with this information in the Agency's official system of record.
9. Peer Review – To foster consistency across groups and share best practices across the group, Team Supervisors and Segment Leads should provide peer review and comments for at least one SSP outside their team/segment annually. Comments are for information and insight, but do not require the receiver to incorporate changes.
10. Contractor Internal Surveillance – Contractors are encouraged to perform self-assessments. A robust and effective contractor internal EVMS surveillance program is considered in the risk assessment and informs the DCMA system

² Not intended to be an exhaustive list. Any new information from other EVMS compliance assessments within the 4-year cycle can affect the previously agreed to 4-year plan. Adjustments to the 4-year plan including should be executed based on new information and emerging EVMS assessment results.

surveillance plan. Effective contractor internal oversight activities include but are not limited to:

- a. Produce consistent and reliable results and findings
- b. Demonstrate history of self-identifying and correcting deficiencies in the system
- c. Formally document activities through plans, reports, and supporting documentation
- d. Make documentation available for DCMA review

DO:

Surveillance is executed in accordance with (IAW) the SSP. If surveillance cannot be performed IAW the SSP, the EVMS Specialist must document rationale in the Agency system of record as to why the surveillance cannot be performed as planned and reschedule the planned surveillance if possible. Any surveillance that cannot be conducted as planned does not negate the requirement to cover the 18 guidelines (1, 2, 6, 7, 8, 9, 10, 12, 14, 16, 21, 23, 24, 26, 27, 28, 29, and 32) associated with the Standard DECMs within a 4-year period. The exception to covering these guidelines within a 4-year period is if the system is currently “Disapproved” in the Agency system of record.

11. Data Call – The EVMS Specialist or Segment Lead must contact the contractor by email (see Attachments G or H for recommended language) at least 45 calendar days in advance of each event to communicate:
 - a. Data requirements (content and timing)
 - b. Proposed dates for follow-up actions
 - c. Identify any additional requirements based on the risk profile

The EVMS Specialist must verify that the data received from the contractor is in accordance with the request and communicates any missing data elements back to the contractor to support the planned activities in a timely manner. Once the data call arrives, this represents the “actual start” of the BP4 event for performance tracking purposes.

12. Analyze Data and Processes – An analysis of the contractor’s EVMS processes, system description, and data is conducted to evaluate the ability of the system to meet the intent of the EVMS EIA-748 Standard.

When available, the data analysis should include reviewing reports and findings from the contractor’s internal surveillance activities³. The results of a contractor’s internal surveillance activities should not be used to substitute the EVMSG’s independent analysis but can be used in conjunction with and to support the assessment conducted by the EVMS Specialist. If the EVMS Specialist leverages

³ Reports from other stakeholders such as DCAA and the program office should be considered.

contractor findings or results, those items should be identified in the System Surveillance Report (SSR).

DCMA EVMS Compliance Metrics (DECMs) are a first step in assessing an EVMS and working towards evaluating guideline compliance. DECMs provide indicators where a system may be producing unreliable data. The Guideline Evaluation Templates (GETs) (Attachment F) should be used to provide a complete guideline evaluation of the contractor's processes and EVMS implementation. Further investigation must be conducted to understand any potential non-compliance impacts. Surveillance analysis is not limited to DECM results as other indicators and data anomalies may exist and should be investigated. The EVMS Specialist has the obligation to perform independent inquiry and follow-up to assess compliance.

The EVMS Specialist must calculate the applicable DECMs and review the applicable contractor processes (EVM System Description and lower-level procedures) and must pre-fill any Interview Findings Form (IFF) questions that need to be asked of the contractor during the actual on-site or virtual event. The EVMS Specialist may use the IFF template in Business Practice 6 or an IFF format of their own choosing.

13. Follow-Up – The EVMS Specialist must follow-up on any concerns identified from the data artifacts provided by the contractor. Review of the contractor's EVM System Description for any potential deficiencies is required. Follow-up actions may include:

- Discussions with other stakeholders
- Requests for additional data to support an expanded sample size or to investigate other potential compliance issues
- Interviews with appropriate contractor personnel (e.g. program finance, schedulers, program manager (PM), Control Account Managers (CAMs))

Any concerns identified should be discussed with the Segment Lead and/or Team Supervisor prior to the scheduled surveillance event.

The surveillance event should begin with an introductory In-Brief presented by the EVMS Specialist. The In-Brief should cover the scope of the event (CAGE(s) Code, program(s)/contract(s), guidelines covered), agenda, and contractor personnel being interviewed. The intent of the surveillance event is to follow-up on any concerns resulting from the data and process analysis. At a minimum, all DECMs that resulted in an out-of-threshold (OOT) result must be addressed; however, this does not limit the EVMS Specialist from following up on other process/data concerns, nor does an out-of-threshold metric automatically result in a finding.

When DECM results or other indicators require follow-up, the EVMS Specialist must conduct interviews with one or more of the following contractor personnel: Control Account Managers (CAMs), program finance personnel, program scheduler, and/or

program manager to discuss any concerns that had resulted from data and process analysis. The EVMS Specialist must document the results in a finalized IFF for each interview.

At the completion of the surveillance event, the EVMS Specialist must pre-brief the Segment Lead or Team Supervisor to gain their concurrence of the preliminary results. After gaining concurrence, the EVMS Specialist must provide an out-brief on the last day of the on-site or virtual event (or soon thereafter, generally within 5 business days) to the contractor summarizing the preliminary results and any actions taken and/or required. The out-brief date begins the 45-calendar day requirement for completing and delivering the SSR. The detail and format of the out-brief is tailored to the events included in the review.

14. Closeout – After follow-up actions are complete, the EVMS Specialist takes one or a combination of the following steps to close out each identified concern:

- Issuance of a CAR to the contractor and a copy provided to the cognizant CO
- Acceptance of the condition as a compliant execution of the contractor's system
- Notation in the SSR and SSP of a risk with actions identified for a subsequent event (this may include potential issues with other guidelines or systems that require a deeper investigation than could not be accomplished within the scope of this event)

Regardless of which closeout approach is selected, all require documentation that is included within the narrative of the SSR.

CHECK:

15. Document and Communicate Results – Review activities must be documented using the System Surveillance Report (SSR) Template (Attachment B). If a CAP assessment review is warranted as described in step 8 above, the review must be documented using the CSR template (Attachment I). The Guideline Evaluation Templates (Attachment F) should also be used in conjunction with completing the SSR. The EVMS Specialist must pay attention to the SSR/CSR writing guidance contained within the report template and work closely with their assigned Segment Lead to develop insightful statements regarding the impact of any findings.

The EVMS Specialist must send the SSR/CSR to the Segment Lead for review and to the Team Supervisor (or designee at the same grade level) for final review and approval. Once the Team Supervisor (or designee at the same grade level) is ready to approve the report, the Team Supervisor (or delegate) must follow internal document control procedures by having both the Segment Lead and Team Supervisor (or designee at the same grade level) digitally sign the report, and email (must use email communication template in Attachment D) the report to the cognizant CO, PMO, the contractor, and CMO POCs (emailing the report may be delegated to the Segment Lead or lower). Final SSR/CSR approval and

distribution to recipients must occur within 45 calendar days of the event out-brief to the contractor. If SSR approval and distribution occurs greater than 45 calendar days, the EVMS Specialist must record the reason in the “SSR Delay Codes” in the online Surveillance Checklist. Completion of the entire surveillance event is captured as the actual finish date in PDREP. The actual finish date is the date the report is delivered to the stakeholders.

When the 18 guidelines (1, 2, 6, 7, 8, 9, 10, 12, 14, 16, 21, 23, 24, 26, 27, 28, 29, and 32) associated with the Standard DECMs have been reviewed during the 4 year cycle, the Team Supervisor must issue a notification memo to the cognizant CO notifying of the completion of the EVMS compliance assessment, current system status, and any outstanding CARs or CAPs IAW the EVMS Recertification Memorandum Template (Attachment C). Once the Team Supervisor is ready to send the memo, the Team Supervisor must follow internal document control procedures followed by digitally signing the memo before forwarding to the cognizant CO.

For EVMS surveillance at sites with reportable programs, the EVMS specialist shall ensure the Business System Status section on the applicable Program Support Team (PST) collaboration site is updated monthly IAW DCMA Manual (DCMA-MAN) 3101-01.

- a. Provide supporting information concerning any EVMS CBS issues within the PST site
- b. Provide an impact statement for any EVMS CARs affecting a program, especially if a Level III or IV CAR is present

The information provided by the EVMS Specialist on the PST collaboration site may include but is not limited to surveillance event results/status, compliance review results, new CAR/CAPs issued and/or CAR/CAP status updates.

16. Corrective Action Request(s): Any identified contractor performance deficiencies are documented using a CAR(s) in accordance with DCMA Manual 2303-05 “Addressing Contractor Noncompliances and Corrective Action Requests.” A single CAR is issued per guideline for all identified deficiencies. Each CAR includes all the deficiencies identified for that particular guideline for Level I and Level II⁴. An exception may apply if a large-scale surveillance event is used whereby combining more than one guideline is included in one Level III CAR may be warranted. The CAR originator must distribute all Level II and higher CARs to the cognizant CO that oversees the EVM business system for the impacted Commercial and Government Entity (CAGE) code. If Level III CARs are warranted, then the issuance, CAP acceptance/rejection, and CAR closure authority resides solely with the cognizant CO in accordance with DCMA Manual 2303-05. If the cognizant CO issues the Level III/IV CAR(s), the EVMS Specialist will close the related Level I/II CAR(s). The EVMSG should support the CO throughout the aforementioned business system determination process (reference BP6). All Level I and Level II CAR(s) must be transmitted to the contractor and cognizant CO within 5

⁴ The Deficiency Report Template from BP6 may be used to document several instances of non-compliance found within one guideline.

business days of transmission of the SSR/CSR.

17. Subcontractor CAR(s): Refer to section 4.2 in DCMA MAN 2303-05 for procedures on how to process a subcontractor noncompliance. In cases of EVMS non-compliant deficiencies at the subcontractor and the subcontractor also has prime contract(s) with the DoD that have the EVMS requirement anywhere else within the company, the level I or II CAR(s) (i.e. “P-CAR⁵”) may be issued directly to the subcontractor by DCMA. In cases of EVMS non-compliant deficiencies at the subcontractor and the subcontractor does not also have prime contract(s) with the DoD that have the EVMS requirement anywhere else within the company, the level I or II CAR(s) (i.e. “D-CAR”) must be redacted and issued directly to the prime contractor since they are the only entity with legal authority to issue CARs directly to the subcontractor⁶. In this case, it is the prime contractor’s responsibility to ensure the government gets a viable corrective action plan and the subcontractor corrects the deficiency. Where proprietary subcontract data restrictions exist, the prime contractor may request the EVMSG to work with the subcontractor on corrections since the prime may not be able to see all evidence of correction due to the proprietary nature of the CAP data.
18. Surveillance Checklist: After the SSR, Recertification Memorandum (if applicable), and any CAR(s) have been distributed, the [online Surveillance Checklist](#) must be completed.
19. DECM Tracker: After the SSR has been distributed, within 30 calendar days the EVMS Specialist must upload the DECM results into the DECM tracker.
20. CAP Review and Acceptance⁷. With the issuance of a CAR, a CAP may be required. If a CAP is required, the Segment Lead must ensure it contains all the required CAP criteria per section 5.2 of DCMA Manual 2303-05.
21. CAP Assessment and Closure. The Segment Lead in conjunction with one or more EVMS Specialists within their assigned segment monitor and track CAP activities to closure. CAP assessments may be accomplished through different methods (i.e. desk audit, in conjunction with surveillance, CAP focused event, etc). The EVMS Specialist must update the SSP to include CAP assessment events.
 - a. Level I/II CAR(s): The Segment Lead is responsible for determining if the contractor is effectively implementing the CAP. Accordingly, when the contractor notifies the EVMSG in writing that all system deficiencies have been corrected, the Segment Lead (or delegate) shall review the corrections to determine if the deficiencies have been resolved. The assessment may include staff interviews, performance of tests, or

⁵ Reference DCMA CAR manual 2303-05 dated 6/9/2025

⁶ Reference DCMA action memo with “EVMS Privy Opinion” from DCMA Office of General Counsel dated 6/13/2024

⁷ CAR issuance and CAP monitoring is accomplished in the PDREP tool. In addition to this BP, PDREP training and guidance is used to accomplish the CAR issuance and CAP monitoring.

reviewing new procedures. If the CAP review indicates the deficiencies have been corrected, the Segment Lead (or delegate) closes the CAR(s). The Segment Lead (or delegate) must follow-up with an email to all stakeholders informing them of the CAR closure.

- b. Level III and higher CAR(s): In consultation with the EVMSG, the CO determines if the contractor is effectively implementing the CAP. The CO and the cognizant EVMSG team shall monitor the contractor's progress in correcting deficiencies as outlined in the contractor's CAP. Accordingly, when the contractor notifies the CO in writing that all system deficiencies have been corrected, the CO may request a final EVMSG review of the corrections to determine if the deficiencies have been resolved. The assessment may include staff interviews, performance of tests, or reviewing new procedures. If the CAP review indicates the deficiencies have been corrected, the Segment Lead (or delegate) drafts a memorandum for record and the Team Supervisor approves, routes through internal document control, and digitally signs a memorandum for record that is sent to the CO (Business Practice 6 Attachment M) indicating satisfactory correction for all documented issues and/or whether further actions are necessary along with requisite documentation.

ACT:

22. Evaluate & Adjust – The EVMS Specialist in conjunction with their assigned Segment Lead must evaluate the results of the surveillance event and make changes to the documented SSP as necessary based on adjusted risk.
23. Document Naming Convention – All documents requiring archival shall use the naming convention CAGEDocTypeDAYMONYYYY.
24. 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.
25. 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:
 - Attachment A: System Surveillance Plan (initial FY approval only, not revisions)
 - Attachment B: System Surveillance Report
 - Attachment C: EVMS Recertification Memorandum
 - Attachment I: CAP Surveillance Report

Once digitally signed, Attachments A, B, C, and I 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.dcma.mil/Customers/Customer-Satisfaction-Survey/>)

ATTACHMENTS:

- A. System Surveillance Plan Template
- B. System Surveillance Report Template
- C. EVMS Recertification Memorandum Template
- D. SSR Results Email Communication Template
- E. <Reserved>
- F. Guideline Evaluation Templates
- G. DoD Surveillance Email Notification Template
- H. NASA Surveillance Email Notification Template
- I. CAP Surveillance Report Template

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