



## Earned Value Management Systems Group (EVMSG) Business Practice 5 EVMS Request for Compliance Assessment (RCA)

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<b>Effective Date:</b>	September 12, 2025
<b>DAI Code(s):</b>	D4000 – Surveillance Planning D5461 – EVMS System Compliance D6000 – Analyze Results (General)
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<b>Approved By:</b>	Ms. Donna Holden, Director, EVMS Group

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**Purpose:** Defines the process for the EVMS Group personnel to conduct stakeholder EVMS Request for Compliance Assessments (RCAs).

**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)** 34.201: Earned Value Management System Policy
  - a. 42.202(e)(2): Assignment of contract administration
2. **Defense Federal Acquisition Regulation (DFARS)**
  - a. 242.302 (S-71): Contract Administration Functions
  - b. 252.234-7002: Earned Value Management System
  - c. 234.203: Solicitation provisions and contract clause, EVMS Threshold Class Deviation Memo
3. **Department of Defense Earned Value Management System Interpretation Guide (EVMSG)**
4. **Electronic Industries Alliance (EIA) 748**
  - a. EVMS Standard 32 Guidelines, section 2
5. **DCMA Manual**
  - a. 2301-01: Contractor Business Systems

## **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 applicable overarching DCMA policies as well as the requirements of this business practice at all prime contractor

and subcontractor sites where a Request for Compliance Assessment (RCA) has been identified by the PM, EVMS Specialist, and/or other stakeholder organizations. 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.

An RCA is a focused assessment of a contractor’s EVMS, comprised of an EVM System Description (SD), command media, processes, related tools, and the contractor’s ability to implement the EVM system on contracts with a DFARS EVMS requirement. The RCA should be limited to only the system processes affected, to minimize programmatic disruptions and ensure the greatest return for resources expended. The RCA is applicable to EVMS contracts valued greater than \$50M where the stakeholder deems the reporting data quality appears problematic.

The primary objectives of the RCA are to:

- Ensure accuracy of performance data generated for government contracts.
- Determine if the system acceptance should be withdrawn.
- Assess and ensure correction of identified issues, including contracts between \$50M and \$100M, which do not require a formally accepted system nor continuing compliance (i.e. surveillance, see Business Practice 4).

#### **PLAN:**

2. Receive RCA – The stakeholder(s) initiates the RCA by contacting the DCMA EVMS Group regarding concerns on a contractor’s EVMS. Stakeholders may include but are not limited to: Procuring Contracting Officer (PCO), Program Management Office (PMO), DCMA cognizant Contracting Officer (CO), DCMA CMO Program Integrator (CMO-PI), Nunn-McCurdy Integrated Program Team (IPT), and prime contractor (for subcontractor issues).
3. Identify Stakeholder Concerns – The relevant Team Supervisor within the EVMS Group assigns a Segment Lead to coordinate with the RCA initiator to discuss the concerns and obtain a brief history of the program challenges and stakeholder interaction with the contractor. The Segment Lead must:
  - a. Ensure the RCA includes only contracts containing the applicable EVMS clauses or the commensurate flow-down clause from a prime contract to a subcontract. EVMSG does not conduct a review on contracts that do not have the DFARS 252.234-7002 EVMS clause.
  - b. Ascertain the status of the program, performance issues, technical concerns, or ongoing disagreements. Additional items to consider may include but are not limited to period of performance, percent complete, and cost/schedule performance. Identify actions already taken by the customer and CMO to address programmatic issues or potential weaknesses.
4. Document Stakeholder Concerns – The Segment Lead or delegated EVMS Specialist conducts a preliminary assessment of the stakeholder concerns and collects information

on the contractor's EVMS using Attachment A - Intake and Analysis Form (IAF). The assessment shall consider the following at a minimum:

- a. Determine if any contract data requirements list (CDRLs) have been rejected and if so, identify the reasons that were provided for the rejection and verify status of the contractor response.
  - b. Contact CMO PI and EVMS Specialist to obtain reports and discuss local concerns on the program and system.
  - c. Review applicable Contractor Business System (CBS) assessment(s) to examine CO entered system status.
  - d. Research any recently closed, or opened, EVM and EVMS related corrective action requests (CARs).
  - e. Determine the number of contracts for the facility that include the EVMS clause.
  - f. Identify whether the EVMSG has recently performed a compliance or surveillance event.
  - g. Inquire about major subcontractors (>\$50M) and determine subcontract value and if the EVMS clause was appropriately flowed down.
  - h. Utilize contractual deliverable data for the intake and analysis form. Make every effort to avoid requesting additional EVMS data from the supplier for the completion of the IAF.
  - i. Determine if the concerns identified can be associated with specific guidelines or process areas.
  - j. Identify potential system level issues and potential sources of these issues.
5. Risk Assessment – If applicable, the resulting risk assessment shall be evaluated per the relevant Business Practice.
6. Disposition on how to proceed with RCA – The EVMSG Segment Lead presents the results and recommendation to the Team Supervisor to perform one of the following courses of action (COA):
- a. COA 1: If the contract(s)/purchase orders in the RCA are scheduled for surveillance, the contract(s) do(es) not contain required DFARS clause, or if the stakeholder's concern is not a valid EVMS compliance issue, then no formal event is warranted:
    - i. The Team Supervisor sends the stakeholder notification letter (Attachment B). The stakeholder notification letter shall be processed through internal document control and must be reviewed by the Segment Lead and approved/digitally signed by the Team Supervisor (or designee) and be archived in the Agency system of record.
    - ii. If applicable, update the existing surveillance plan and risk assessment with the stakeholder concerns; and
    - iii. If applicable, address the areas of concern during EVMS surveillance (see Business Practice 4) based on available information.
  - b. COA 2: If the contract(s)/purchase orders in question have the applicable DFARS 252.234-7002 EVMS clause, the stakeholder concerns are valid EVMS compliance issues, the program is not currently scheduled for surveillance, and the issues are limited to a partial set of the guidelines, then a surveillance event is warranted:
    - i. The Segment Lead defines the scope of the event(s).

- ii. The Segment Lead assigns an EVMS Specialist to complete the event(s) using the Business Practice 4 process.
  - iii. The Team Supervisor sends an RCA notification memorandum (Attachment C) to the CO. The RCA notification memorandum shall be processed through internal document control and must be reviewed by the Segment Lead and approved/digitally signed by the Team Supervisor (or designee) and be archived in the Agency system of record.
- c. COA 3: If the contract(s)/purchase orders in question have the applicable DFARS 252.234-7002 EVMS clause, the stakeholder concerns are valid EVMS compliance issues, and the issues encompass a majority or all of the guidelines, then a Business Practice 6 event is warranted:
  - i. The Team Supervisor sends an RCA notification memorandum (Attachment C) to the CO. The RCA notification memorandum shall be processed through internal document control and must be reviewed by the Segment Lead and approved/digitally signed by the Team Supervisor (or designee) and be archived in the Agency system of record.

**CONDUCT:**

- 7. Conduct the event (COAs 2 or 3) per the relevant Business Practice identified in Step 6.

**REPORT:**

- 8. Report the event (COAs 2 or 3) per the relevant Business Practice identified in Step 6.
- 9. Document Naming Convention – All documents requiring archival shall use the naming convention CAGEDocTypeDAYMONYYYY.
- 10. 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.
- 11. 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 B: Stakeholder Notification Letter (No Event)
  - Attachment C: Notification of Compliance Assessment

Once digitally signed by the Team Supervisor, Attachments B and C 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](mailto: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. Intake and Analysis Form (IAF)
- B. Stakeholder Notification Letter (No Event)
- C. Notification of Compliance Assessment

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