



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500
FORT GREGG-ADAMS, VA 23801-1809

MEMORANDUM FOR COMPONENT HEADS

April 23, 2025

SUBJECT: DCMA Policy-type Memorandum 24-002, "Changes to DCMA Manual 3101-01, 'Program Support'"

References: DCMA Manual 3101-01, "Program Support," April 14, 2021, as amended
DCMA Manual 4501-01, "Agency Issuance Program," March 18, 2024

Purpose.

This DCMA policy-type memorandum (DCMA-PTM) amends DCMA Manual (DCMA-MAN) 3101-01, "Program Support," as follows:

- Resolves the systemic issues with Earned Value Management (EVM) Analysis identified in the Inspection and Evaluation Team (IET) Finding #IET-23-023, Level III.
- Increases EVM requirements and accountability and changes the term "Contract Data Requirements List (CDRL) Analysis" to "CDRL Surveillance" to clarify that CDRL data integrity and variance analysis is in fact a surveillance activity, not an analysis activity.
- Changes "Other Publications" titles to comply with DCMA-MAN 4501-01, "Agency Issuance Program."

Applicability.

This DCMA-PTM applies to all DCMA activities producing a program assessment report with EVM requirements on contract.

Policy.

It is DCMA policy to:

- Deliver global acquisition insight for programs and high visibility commodities (HVCs) by providing objective, independent, relevant, timely, and actionable information to the Acquisition Enterprise.
- Conduct EVM CDRL document surveillance, cost analysis, and schedule analysis.

Responsibilities.

Paragraph 2.12.f. is amended as follows:

- 2.12.f. – The FLS [first level supervisor] must:
 - Previous Text:

Ensure Earned Value Management (EVM) Contract Data Requirements List (CDRL) document analysis are conducted as required.
 - Amended Text:

Ensure Earned Value Management (EVM) Contract Data Requirements List (CDRL) document surveillance, cost analysis, and schedule analysis are conducted as required.

Procedures.

The following sections are amended:

All Sections: Program Support User Guides are amended as follows:

- From PS-3101-UG-01, “PST Collaboration Site User Guide,” to PS-3101-GB-01, “PST Collaboration Site Guidebook”
- From PS-3101-UG-01S, “Program Support Offline Supplement,” to PS-3101-GB-01S, “Program Support Offline Supplement”
- From PS-3101-UG-02, “Program Support Forms User Guide,” to PS-3101-GB-02, “Program Support Forms Guidebook”
- From PS-3101-UG-03, “Program Support Planning User Guide,” to PS-3101-GB-03, “Program Support Planning Guidebook”
- From PS-3101-UG-04, “Program Support Reporting User Guide,” to PS-3101-GB-04, “Program Support Reporting Guidebook”
- From PS-3101-UG-05, “EVM Analysis User Guide,” to PS-3101-GB-05, “EVM Analysis Guidebook”
- From PS-3101-UG-06, “Program Support Predictive Analysis Accuracy,” to PS-3101-GB-06, “Program Support Predictive Analysis Accuracy”
- From PS-3101-UG-07, “Program Support Analytics and Reports,” to PS-3101-GB-07, “Program Support Analytics and Reports”

Section 5: Paragraph 5.6. is amended as follows:

- Previous Text:
 - c. CDRL Analysis.

The EVM Analyst must perform data integrity and variance analysis each month, unless risk rated to a reduced frequency per the PS-3101-UG-05. The FLS must verify completion of CDRL Analysis.

(2) Variance Analysis.

As part of the CDRL Analysis, the EVM Analyst must evaluate variances to ensure the contractor is reporting the correct variances, identify new RIOs [risk, issues, opportunities, and observations] and assist in determining the impact of existing RIOs.

- Amended Text:

c. CDRL Surveillance.

The EVM analyst must perform data integrity and variance analysis each month, unless risk rated to a reduced frequency pursuant to PS-3101-GB-05. The FLS must verify completion of CDRL .

(2) Variance Analysis.

As part of the CDRL surveillance, the EVM analyst must evaluate variances to ensure the contractor is reporting the correct variances, identify new RIOs, and assist in determining the impact of existing RIOs.

- Previous Text:

d. Cost and Schedule Analysis.

DCMA Cost and Schedule Estimates are of paramount importance to the acquisition community and must be performed at least once per quarter, unless risk rated to a reduced frequency per the PS-3101-UG-05. The analysis takes into account the contractor's root cause, feasibility of the corrective actions, estimated recoverability of variances, and any additional impacts to the contractor's values.

(1) The EVM Analyst must perform an assessment of the contract's cost performance to determine the DCMA Estimate at Completion (EAC_{DCMA}), DCMA Variance at Completion (VAC_{DCMA}) and DCMA Estimated Completion Date (ECD_{DCMA}) and days of schedule slippage per PS-3101-UG-05.

(2) Using the Program Support Team Collaboration Site, the EVM Analyst must enter the assessment results per PS-3101-UG-01.

(3) Each month, the EVM Analyst will make a determination whether the EAC_{DCMA} or ECD_{DCMA} needs to be reviewed outside of the scheduled analysis process. If any of the below conditions have occurred since the last time these values were calculated, perform an out-of-cycle analysis per Paragraph 5.6.d., review the risk assessment, and as needed update the associated risk rating and surveillance plan.

(a) Over Target Baseline or Over Target Schedule.

(b) Notable contractor Estimate at Completion EAC_{Ktr}) change without a corresponding Total Allocated Budget (TAB) change.

(c) Missed previously reported forecast date for milestone or contractually required event.

(d) Nunn-McCurdy Breach.

- Amended Text:

d. Cost and Schedule Analysis.

DCMA Cost and Schedule Estimates are of paramount importance to the acquisition community and must be performed at least once a quarter, unless risk rated to a reduced frequency pursuant to PS-3101-GB-05. The analysis must take into account the contractor's root cause, feasibility of the corrective actions, estimated recoverability of variances, and any additional impacts to the contractor's values.

(1) The EVM analyst must perform an assessment of the contract's cost performance to determine the DCMA Estimate at Completion EAC_{DCMA}) and DCMA Variance at Completion VAC_{DCMA}) using the Cost Analysis Workbook (CAW) Application (App) pursuant to PS-3101-GB-05.

(2) The EVM analyst must perform an assessment of the contract's schedule performance to determine the DCMA Estimated Completion Date (ECD_{DCMA}) and days of schedule slippage using the Deltek Acumen tool pursuant to PS-3101-GB-05.

(3) Using the Program Support Team Collaboration Site, the EVM analyst must enter the assessment results pursuant to PS-3101-GB-01.

(4) Each month, the EVM analyst will make a determination whether the EAC_{DCMA} or ECD_{DCMA} needs to be reviewed outside of the scheduled analysis process. If any of the below conditions have occurred since the last time these values were calculated, perform an out-of-cycle analysis pursuant to Paragraph 5.6.d. of this manual, review the risk assessment, and, as needed, update the associated risk rating and surveillance plan.

(a) Over Target Baseline or Over Target Schedule.

(b) Notable contractor Estimate at Completion EAC_{Ktr}) change without a corresponding Total Allocated Budget (TAB) change.

(c) Missed previously reported forecast date for milestone or contractually required event.

(d) Nunn-McCurdy Breach.

(5) The EVM analyst will ensure that the CAW and Deltek Acumen tool are used in their analysis. For programs that cannot use the Program Support Team Collaboration Site CAW App (i.e. Special Programs) or have a waiver, then the Excel CAW is still available with an exception provided by IT to utilize macros.

(6) The EVM analyst's FLS will ensure that these policy requirements are met.

Labor codes. Located on the resource page.

Resource Page. <https://play.apps.appsplatform.us/play/e/default-102d0191-eeae-4761-b1cb-1a83e86ef445/a/57f4ac71-a433-47c9-983f-db86558650ed?tenantId=102d0191-eeae-4761-b1cb-1a83e86ef445>

Releasability. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and will be incorporated into DCMA-MAN 3101-01. This DCMA-PTM will expire effective 12 months from the date of issuance.

EBRIGHT.SONYA
A.I.1117603411

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EBRIGHT.SONYA.I.1117603411
Date: 2025.04.23 13:07:48 -04'00'

Sonya I. Ebright
Deputy Director

Attachment(s):
None

Link(s):
None