



Office of the Secretary of
Defense
Central Repository (CR) for
Earned Value
Management (EVM) Data

Office of the Under Secretary of Defense
(Acquisition, Technology and Logistics)



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FOREWORD

The Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) is responsible for management and oversight of all Major Defense Acquisition Programs (MDAPs). The Assistant Secretary of Defense for Networks and Information Integration (ASD(NII)) is responsible for management and oversight of Major Automated Information System (MAIS) programs that do not meet the statutory MDAP thresholds. These responsibilities require the USD(AT&L), the ASD(NII), and other acquisition officials to maintain situational awareness of all programs under their cognizance. Establishing such awareness requires that authoritative data be transparent, i.e., all Department of Defense (DoD) stakeholders are reviewing the same data.

To achieve this end, DoD established a single Central Repository (CR) where data can be carefully controlled and easily accessed. DoD identified Earned Value Management (EVM) products as the first series of data to be included in the CR. Data in the CR is actual cost and schedule data submitted directly by the contractors.

Pursuant to the USD(AT&L)'s direction (Reference (a)), this Manual establishes the specific policy and guidance for the submittal of all EVM data to the CR. The Manual serves as the primary reference for implementing the policy established in Reference (a) and the operation of the CR. This Manual also prescribes the CR procedures and instructions that DoD stakeholders shall follow.

The procedures in this Manual apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

The requirements in this Manual ensure that the data reported to the CR are authoritative and are quickly made available to Program Managers (PMs), Component Acquisition Executives (CAEs), and OSD.

Refer any questions, comments, or suggestions about this Manual to the Defense Cost and Resource Center (DCARC) via the DCARC web site at <http://dcarc.pae.osd.mil>.

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REFERENCES

- (a) Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, "Implementation of the Central Repository System," July 11, 2007
- (b) Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, "Improving Acquisition Situational Awareness Initiatives," August 25, 2006
- (c) DoD Instruction 5000.2, "Operation of the Defense Acquisition System," May 12, 2003
- (d) Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum "Revision to DoD Earned Value Management Policy," March 7, 2005
- (e) Data Item Description DI-MGMT-81466, "Contract Performance Report", current version
- (f) Data Item Description DI-MGMT-81468, "Contract Funds Status Report", current version
- (g) Data Item Description DI-MGMT-81650, "Integrated Master Schedule", current version
- (h) Defense Contract Audit Agency (DCAA) 7640.1, "DCAA Contract Audit Manual (CAM)," continuously updated
- (i) Federal Acquisition Regulation (FAR), current edition
- (j) Defense Federal Acquisition Regulation Supplement (DFARS), current edition
- (k) EVM Central Repository User Guide, current version (available at <http://dcarc.pae.osd.mil/EVM/Index.aspx>)

ABBREVIATIONS AND ACRONYMS

ACAT	Acquisition Category
ANSI	American National Standards Institute
CAE	Component Acquisition Executive
CAC	Common Access Card
CAIG	Cost Analysis Improvement Group
CCDR	Contractor Cost Data Reporting
CDRL	Contract Data Requirements List
CFSR	Contract Funds Status Report
CPR	Contract Performance Report
CR	Central Repository
CSDR	Cost and Software Data Reporting
CWBS	Contract Work Breakdown Structure
DACIMS	Defense Automated Cost Information Management System
DAES	Defense Acquisition Executive Summary
DAMIR	Defense Acquisition Management Information Retrieval
DCAA	Defense Contract Audit Agency
DCARC	Defense Cost and Resource Center
DCMA	Defense Contract Management Agency
DID	Data Item Description
DoD	Department of Defense
DoDI	Department of Defense Instruction
EDI	Electronic Data Interchange
EVM	Earned Value Management
EVMS	Earned Value Management System
FFRDC	Federally Funded Research and Development Center
FOUO	For Official Use Only
IMS	Integrated Master Schedule
MD	Materiel Developer
NNPI	Navy Nuclear Propulsion Information
NOFORN	No Foreign Nationals
OASD(NII)	Office of the Assistant Secretary of Defense (Networks and Information Integration)
OSD	Office of the Secretary of Defense
OUSD(AT&L)	Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)
PM	Program Manager
PMO	Program Management Office
MDAP	Major Defense Acquisition Program
SAR	Selected Acquisition Report
SOW	Statement of Work
SPI	Single Process Initiative
SRDR	Software Resources Data Reporting
SUPSHIP	Supervisor of Shipbuilding
XML	Extensible Markup Language

DEFINITIONS

DL1. Acquisition Category (ACAT). Definitions of ACATs ID, IC, IA, and so on, can be found in Reference (c).

DL2. Contract Requirement. An obligation to perform actions as contained in a Contract Data Requirements List (CDRL), Statement of Work (SOW), or other contractual document.

DL3. CR Study Team. The joint government and support contractor group assigned to the development, test, evaluation, and implementation of the EVM Central Repository.

DL4. Current Contract. A contract that was awarded prior to some pre-determined event, such as the issuance or revision of a policy, and is currently being executed. For reporting purposes, the term "contract" (or "subcontract") may refer to the entire standalone contract, to a specific task/delivery order, to a series of tasks/delivery orders, to a contract line item number, or to a series of line item numbers within a contract.

DL5. Form Factor. The specific output file (e.g., xml, trn, pdf) containing the required data.

DL6. Materiel Developer (MD). The prime contractor, associate contractors, and subcontractors that have contracts to develop or produce ACAT I systems.

DL7. Future Contract. A contract that was, or will be, awarded after some pre-determined event, such as the issuance or revision of a policy. For reporting purposes, the term "contract" (or "subcontract") may refer to the entire standalone contract, to a specific task/delivery order, to a series of tasks/delivery orders, to a contract line item number, or to a series of line item numbers within a contract.

DL8. Submitting Contractor. A contractor whose contract with the U.S. Government contains EVM reporting requirements that include mandatory submission to the CR.

DL9. Subcontract. Any agreement, purchase order, or instrument other than a prime contract calling for work or for the material required for the performance of one or more prime contracts. It usually covers procurement of major components or subsystems that require the subcontractor to do extensive design, development, engineering, and testing to meet a prime contractor's procurement specifications.

C1. CHAPTER 1

INTRODUCTION AND BACKGROUND

C1.1. INTRODUCTION. This Manual, developed jointly by the Office of the Secretary of Defense (OSD) and the Military Services with industry participation, implements the mandatory Central Repository (CR) policies contained in Reference (a). It is the primary source of information about operation and use of the CR system. The focus of the CR is to improve the quality, utility, and availability of the Earned Value Management (EVM) data for the purposes of establishing acquisition situational awareness.

C1.2. BACKGROUND AND PURPOSE.

C1.2.1. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) is responsible for management and oversight of all Major Defense Acquisition Programs (MDAPs) (Acquisition Category (ACAT) ID and IC programs, and ACAT IA programs that meet the MDAP thresholds as defined in 10 U.S.C. 2430. The Assistant Secretary of Defense for Networks and Information Integration (ASD(NII)) is responsible for management and oversight of the ACAT IA programs that do not meet the MDAP thresholds. These responsibilities require the USD(AT&L), the ASD(NII), and other acquisition officials to maintain situational awareness of all programs under their cognizance. In August 2006, the USD(AT&L) announced his plan to improve acquisition execution situational awareness (Reference (b)).

C1.2.2. Establishing such awareness requires that data be transparent, i.e., all Department of Defense (DoD) stakeholders are reviewing the same authoritative data. To achieve this end, DoD established a single CR where data can be carefully controlled and easily accessed. DoD identified EVM products as the first series of data to be included in the CR. Specifically, all DoD contractors for ACAT I programs will forward their Contract Performance Reports (CPRs), Contract Funds Status Reports (CFSRs), and Integrated Master Schedules (IMSs) to a single CR. The CR provides capability for upload, review, approval, and download of all EVM reporting documents. This one new distribution point to the CR will replace all the multiple distribution points previously required.

C1.2.3. The purpose of the CR is to establish a source of authoritative data and to provide timely access to OSD, the Services, and the DoD Components. To be the authoritative source of contract EVM data, the data need to be provided directly by the contractor and reviewed and approved by the Program Management Office (PMO).

C1.2.4. The CR is administered by the Defense Cost and Resource Center (DCARC). Currently, DCARC also administers the separately maintained Defense Automated Cost Information Management System (DACIMS), which serves as the repository to receive Cost and Software Data Reports (CSDRs), including Contractor Cost Data Reports

(CCDRs) and Software Resources Data Reports (SRDRs). The CR and DACIMS currently have separate registration processes, user names, and passwords. At this time, all CSDR submissions must be uploaded to DACIMS only while all EVM submissions must be uploaded to the CR only.

C2. CHAPTER 2

REPORTING REQUIREMENTS

C2.1. INTRODUCTION. DoD Instruction (DoDI) 5000.2, Reference (c), establishes the Earned Value Management System (EVMS) reporting requirements. The USD(AT&L) revised those requirements in a March 7, 2005, policy memorandum (Reference (d)). It is important to note that the policy changes announced in March 2005 were not retroactive to existing contracts. These changes, however, must be applied to new cost and incentive contracts valued at or above prescribed thresholds that were awarded in response to solicitations or requests for proposals issued on or after April 6, 2005, and all existing and new contract awards. The CR requirement is not intended to add new or different requirements to “grandfathered” contracts, but new contracts must be complying with the current policy. The DCARC staff will review the Contract Data Requirements Lists (CDRLs) to ensure compliance with the applicable policy.

C2.2. GENERAL CR REQUIREMENTS.

C2.2.1. All current ACAT I program contracts with EVM requirements will commence reporting to the CR in accordance with the schedule prescribed in the July 11, 2007, USD(AT&L) policy memorandum (Reference (a)). The government PMs are responsible for initiating the appropriate (no-cost) contract administrative changes to add the CR as a distribution address. All future ACAT I program contracts with EVM requirements will be structured so that the CR is the sole addressee for the EVM reports. For the purposes of this Manual, current contracts are those with active EVM reporting that were awarded before July 11, 2007. Future contracts are those with EVM reporting that were awarded after July 11, 2007.

C2.2.1.1. Contractor/Subcontractor Requirements -- Current Contracts. If a contractor (prime or sub) is currently required to submit EVM data to the PMO, then they are now required to submit this data to the CR in addition to the PMO. This change shall be accomplished by a no-cost administrative change to the distribution list on the CDRL or other contract requirement. If a subcontractor currently submits EVM data to the prime contractor, and the prime submits them to the PMO as part of a CDRL-required deliverable, then the prime shall upload the data to the CR. If a subcontractor currently submits EVM data directly to the PMO, the subcontractor shall upload the data to the CR. The submissions to the CR shall adhere to the applicable EVM policy and individual contract requirements. These submissions will fulfill the contractual reporting requirements for the CPR, the CFSR, and the IMS, as applicable.

C2.2.1.2. Contractor/Subcontractor Requirements -- Future Contracts. For future contracts with the requirement to submit EVM data to the government, the contractor (prime or sub) is required to submit this data to the CR only. The PM shall specify the CR as the sole distribution address in the CDRL or other contract requirement. Whether

submitted by the prime contractor or directly by the subcontractor, the data shall be reported to the CR only.

C2.2.2. Stop Work Orders, Terminations, and Cessation of EVM Reporting. If the government contracting officer issues a stop work order on a contract, the contractor may cease EVM submissions to the CR until work resumes. The PMO and Component Acquisition Executive (CAE) staff shall notify the DCARC of the suspension of reporting, accompanied by supporting documentation and the expected resumption date.

C2.2.2.1. If a contract/program is given termination notice, the contractor is required to continue reporting to the CR as long as work continues. When work officially stops, the PMO and CAE staff shall notify the DCARC of the suspension of reporting, accompanied by supporting documentation.

C2.2.2.2. If the government contracting officer suspends EVM reporting on a contract, the PMO and CAE staff shall notify the DCARC and OSD(AT&L) of the suspension of reporting, accompanied by supporting documentation and the expected resumption date.

C2.2.3. Classification of Submissions. The CR is housed on an unclassified computer system designed to control sensitive and proprietary contractor data. The system will accept only unclassified data including contracts with EVM data that are unmarked or marked as For Official Use Only (FOUO), Business Sensitive, Proprietary, or No Foreign Nationals (NOFORN). No classified material shall be submitted to the CR. The PM or Lead Reviewer shall advise the DCARC if they have any contracts with classified EVM data.

C2.3. SPECIFIC EVM REQUIREMENTS. The specific reporting instructions for the CPR, the CFSR, and the IMS are contained in the Data Item Descriptions (DIDs) (References (e), (f), and (g), respectively) and in individual contract requirements. This Manual provides further detail in distributing and processing the reports within the CR.

C2.4. CPR REQUIREMENTS.

C2.4.1. Although the CPR for current contracts may initially be submitted to both the PMO and the CR, this will change upon the issuance of a forthcoming Single Process Initiative (SPI) that will modify all applicable contracts to name the CR as the sole recipient of the CPR. All future contracts shall name the CR as the sole recipient of the CPR. As such, the CR will be the single authoritative data source for all CPRs. The contractor shall not be required to submit the CPR directly to the PMO, DCMA, or any other DoD organization. All DoD organizations that require the complete CPR will gain access to the report via the CR.

C2.4.2. All submissions to the CR shall adhere to the rules set forth in the CPR DID (Reference (e)). CPR submissions to the CR shall meet all CDRL or other contract requirements, and will be considered the official submission that fulfills the contractual requirement.

C2.4.3. The submission to the CR shall meet current EVM policy standards for file format, which dictates that Formats 1-4 be submitted in an electronically readable form factor. The American National Standards Institute (ANSI) X-12 standard (839 transaction set), or the XML equivalent, is the accepted Electronic Data Interchange (EDI) format. TRN and wInsight XML files meet the EDI requirements. In addition, the submission shall include one human readable backup (XLS, PDF, DOC, etc.) of Formats 1-4, as required by the PMO. To control submission size, the submission shall not have more than one backup of the formats unless PMO requirements dictate the need for multiple formats. Format 5 shall be submitted in a human readable form factor. The same human readable file may be used for Formats 1-5 (for example, a single PDF file with all five formats). Submissions shall not include macros, program executables, embedded objects, or external links.

C2.4.4. In addition to the monthly CPR, a periodic submission of a history file that contains the EVM data from inception to date is also required as per contract and/or PMO requirements. The wInsight equivalent to this is the WSA backup file. If wInsight software is used to prepare the CPR, include the requirement for the contractor to provide the WSA history file. If non-wInsight software is used to prepare the CPR, add the requirement to provide a history file if already being informally provided or, if not provided, add the requirement to provide a history file if the contractor can readily provide with no or minimal cost to the government. In all other instances, OSD/AT&L and DCARC will address each situation on a case by case basis. The first submission of the history file will coincide with the first CPR submission to the CR and will then be submitted on an annual basis and after each major program/contract re-baseline.

C2.4.5. If a contract does not comply with the requirements of the EVM policy in regards to the proper EDI format (even if the contract requirements allow an alternative that is not in compliance with policy), the contractor and PMO shall make whatever changes are necessary to comply with the policy within a reasonable time period. OUSD(AT&L) will be monitoring compliance and coordinating any needed corrective actions with the CAE staffs and the government PMs.

C2.4.5.1. Report Timing. CPRs are due to the CR as required by the EVM policy and individual contract requirements, usually 12-17 business days following the contractor's accounting period cutoff date (or 25 calendar days for contracts awarded prior to April 2005). The first CPR submission shall also include a history file that contains the EVM data to date.

C2.4.5.2. Report Frequency. The CPR is typically required no less than monthly as specified in the DID.

C2.5. CFSR REQUIREMENTS.

C2.5.1. Although the CFSR for current contracts may initially be submitted to both the PMO and the CR, this will change upon the issuance of a forthcoming SPI that will modify all applicable contracts to name the CR as the sole recipient of the CFSR. All future contracts shall name the CR as the sole recipient of the CFSR. As such, the CR will be the authoritative data source for all CFSRs. The CFSR shall not be submitted directly to the PMO, DCMA, or any other DoD organization. All DoD organizations that require the complete CFSR will gain access to the report via the CR.

C2.5.2. All submissions to the CR shall adhere to the rules set forth in the CFSR DID (Reference (f)). CFSR submissions to the CR shall meet all CDRL or other contract requirements, and will be considered the official submission that fulfills the contractual requirement.

C2.5.3. The CFSR shall be uploaded to the CR on the due dates required by the CDRL or other contractual requirements, usually on a quarterly basis. The proper file type is specified in the DID or CDRL, usually Excel or XML. Submissions shall not include macros, program executables, embedded objects, or external links.

C2.5.3.1. Report Timing. CFSRs are due to the CR as required by the EVM policy and individual contract requirements, usually 25 days after close of the quarter or contractor's accounting period nearest the end of the quarter.

C2.5.3.2. Report Frequency. The CFSR is typically required on a quarterly basis as specified in the DID.

C2.6. IMS REQUIREMENTS.

C2.6.1. Although the IMS for current contracts may initially be submitted to both the PMO and the CR, this will change upon the issuance of a forthcoming SPI that will modify all applicable contracts to name the CR as the sole recipient of the IMS. All future contracts shall name the CR as the sole recipient of the IMS. As such, the CR will be the authoritative data source for all IMSs. However, the IMS a tailored format with the level of detail defined by the PMO and contractor. Reference (a) tasks the CR study team to research the efficacy of revising the IMS DID to address the size and format issues. Until these issues are resolved, the contractor shall be required to submit the IMS to both the PMO, typically a monthly requirement, and to the CR on a quarterly basis.

C2.6.1.1. Report Timing. IMSs are due to the CR as required by the EVM policy and individual contract requirements, which is usually concurrent with the CPR.

C2.6.1.2. Report Frequency. The IMS is typically required on a monthly basis as specified in the DID.

C2.6.2. In addition, on a quarterly basis starting with the first submission of the CPR and the historical CPR file to the CR, the contractor shall be required to upload the complete IMS to the CR. This submission shall include the IMS file and any other contractually required accompanying documents.

C2.6.3. It is recognized that the IMS may only be available in a contractor-specific application format. In some cases, the IMS native file format will be prohibitively large and burdensome for uploading to the CR. If the IMS native format is larger than 20 megabytes, or if the native format is deemed too cumbersome by the PMO/contractor, the PMO/contractor shall coordinate/shall be required to coordinate, respectively, with EVM CR Help Desk to revise the submission accordingly. If the contractor maintains a web-based IMS rather than submitting a file to the PMO, the submitting contractor shall be required to coordinate the quarterly submission of the IMS with the EVM CR Help Desk.

C2.6.5. All submissions to the CR shall adhere to the rules set forth in the IMS DID (Reference (g)). IMS submissions to the CR shall meet all CDRL or other contract requirements. Submissions shall not include macros, program executables, embedded objects, or external links.

C3. CHAPTER 3

STAKEHOLDER RESPONSIBILITIES

C3.1. OUSD(AT&L). OUSD(AT&L) is primarily responsible for the DoD EVM policy. OUSD(AT&L) will ensure that all EVM policy documentation such as the CPR, CFSR, and IMS DIDs accurately reflect CR requirements. OUSD(AT&L) is responsible for establishing CR procedures and processes including preparation of this Manual.

C3.2. COMPONENT ACQUISITION EXECUTIVE ORGANIZATIONS.

C3.2.1. The CAEs and their staffs are responsible for CR oversight to ensure that all Component programs subject to CR reporting requirements are complying with CR policies and procedures including those established in this Manual.

C3.2.2. CAE staffs will assist the DCARC and other DoD organizations in resolving compliance issues with individual programs, as appropriate.

C3.2.3. CAE staffs shall notify new programs or programs with new EVM reporting requirements within their organizations to submit to the CR.

C3.2.4. CAE staffs will also ensure that the PMO provides to the DCARC the name and contact information of at least one Lead Reviewer and one backup prior to the first submission.

C3.2.5. The CAE staffs for ACAT ID and IC programs and the comparable ASD (NII) staff for ACAT 1A programs are also responsible for coordinating the IT connection between the CR and the Service data system. This includes making sure they are receiving necessary data from the CR to meet their oversight and management responsibilities.

C3.3. DOD PROGRAM MANAGEMENT OFFICES.

C3.3.1. The PMO is responsible for ensuring compliance with the CR reporting requirements. The PMO shall identify the Lead Reviewer and an alternate for each EVM-submitting contract in their program and submit the information to the DCARC in accordance with the requirements in Chapter 4.

C3.3.2. If necessary, a program may have separate Lead Reviewers for different contracts or reports, but there shall be one Lead Reviewer and one alternate designated as the primary CR point of contact for the program.

C3.3.3. The PMO shall ensure that the Lead Reviewer carries out his/her assigned responsibilities as outlined below and in Chapter 4. Detailed information about the operation and use of the CR system can be found in the CR User Guide (Reference (k)).

C3.3.4. The Lead Reviewer shall perform the following functions:

C3.3.4.1. Serve as the PMO representative on all CR/EVM matters.

C3.3.4.2. Ensure that all EVM reports are submitted to the CR for all required contracts, subcontracts, and tasks.

C3.3.4.3. Define and manage submission events to which the contractor will submit. Identify and maintain contract Reviewers and submission events. Each contract/task will have a primary and backup Reviewer designated as Lead Reviewers.

C3.3.4.4. Form and manage the Reviewer and Submitter teams by listing approved contractor Submitters and PMO Reviewers for their contracts.

C3.3.4.4.1. Reviewers are PMO, Service, or support contractor personnel who will be able to see the data as soon as it is submitted. They have the ability to download, review, and comment on the report, though the final approval/publishing authority lies with the Lead Reviewer.

C3.3.4.4.2. Contractors shall be required to designate personnel in the contractor's office (usually the EVM point of contact or data manager) with responsibility for uploading the required reports. The Lead Reviewer will designate the proper Submitters for his/her contract(s). Submitters will have access to the submission during the review period. There shall be a primary Submitter and at least one backup registered in the CR.

C3.3.4.4.3. It is the responsibility of the Lead Reviewer to remove from the review team personnel who leave the program and are no longer involved in the review process.

C3.3.4.5. Provide startup documentation to the CR study team (as detailed in Chapter 4).

C3.3.4.6. Ensure submissions comply with the CDRL/contractual requirements, the EVM policy, and the mandatory guidance contained in this Manual.

C3.3.4.7. Complete final acceptance/publication of all submissions based on the PMO's established business practices.

C3.3.4.8. Ensure new EVM-reporting contracts in their program are included in the CR.

C3.3.5. The PMO shall notify contractors and subcontractors of their requirements to submit EVM data to the CR.

C3.4. DCARC.

C3.4.1. The DCARC has primary responsibility for administering the CR system for all ACAT I programs and to serve as the repository for all EVM data. In this capacity, the DCARC serves as the USD(AT&L) representative for day-to-day EVM CR matters.

C3.4.2. The DCARC shall:

C3.4.2.1. Coordinate with the CR stakeholders and develop detailed policies, procedures, and software for CR implementation and operation.

C3.4.2.2. Monitor PMO planning and execution responsibilities to ensure compliance with established policies and procedures.

C3.4.2.3. Work with the DoD Component acquisition staffs to coordinate new requirements and to resolve CR issues.

C3.4.2.4. Be the single office for final receipt and distribution of EVM reports that are required to be submitted to the CR.

C3.4.2.5. Establish electronic reporting requirements after consultation and coordination with the CR stakeholders.

C3.5. SUBMITTING CONTRACTORS. Submitting contractors shall be required to:

C3.5.1. Prepare and submit EVM data according to contractual requirements. The contract requirements shall adhere to the applicable EVM policy as contained in the appropriate DIDs and the mandatory guidance in this Manual.

C3.5.2. Resolve promptly any transmission discrepancies the DCARC identifies during the submission process (e.g., upload to the wrong submission events, errors in submission labels, etc.).

C3.5.3. If subcontractors are required to submit EVM data to the PMO, direct subcontractors and other lower-tier subcontractors to submit their EVM reports directly to the CR only.

C3.5.4. Change contract requirements as directed by the PMO to facilitate submissions to the CR. The changes will be of an administrative nature.

C3.6. DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA). DCMA is the Department's executive agent for EVMS. DCMA is responsible for overseeing EVM implementation on DoD programs and contractor EVMS compliance in accordance with PMO support agreements. DCMA will utilize the CR as well as their access to the contractor's data systems to perform their oversight functions.

C3.7. SUPERVISOR OF SHIPBUILDING, CONVERSION, AND REPAIR (SUPSHIP). SUPSHIP is responsible for overseeing EVM implementation in shipyards in accordance with PMO support agreements. SUPSHIP will utilize the CR as well as their access to the contractor's data systems to perform their oversight functions.

C3.8. DEFENSE CONTRACT AUDIT AGENCY (DCAA). DCAA is responsible for the EVMS audit functions specified in Section 11-200 of DCAA 7640.1, "DCAA Contract Audit Manual," Volume 2 (Reference (h)). DCAA will utilize the CR as well as their access to the contractor's data systems to perform their oversight functions.

C3.9 OTHER DOD ORGANIZATIONS. One of the primary goals of the CR is to enable timely access to EVM data by Analysts across the DoD, including OSD, Service cost centers, and other Component organizations. Organizations within the DoD may request access for their analysts, though all analysts are subject to approval based on the access requirements outlined in Section 5.4. The organizations shall be responsible for updating and maintaining their list of approved analysts.

C4. CHAPTER 4

CR BUSINESS PROCESS, PLANNING, AND EXECUTION

C4.1. PLANNING: PROGRAM STARTUP ACTIVITIES AND INFORMATION.

C4.1.1. The following actions refer to Figure C4.F1, “Timeline for Actions Before First CR Submission.” These actions must be completed to properly set up each contract to submit data to the CR. Due dates represent goals that will normally be achievable with sufficient advance notice of CR participation. However, the timeline may be compressed to meet CR compliance dates established by the appropriate authorities (e.g., USD(AT&L)). The authority for establishing and implementing the transition plan, including the schedule for the CR, has been delegated to the CR study team.

C4.1.1.1. Item 1 (60 days prior to first submission). The PMO or CAE staff sends the DCARC the names of its Lead Reviewer and alternate. The DCARC informs the Lead Reviewer of the necessary steps for CR initiation and forwards all applicable documents.

C4.1.1.2. Item 2 (45 days prior). The PMO shall ensure that the CR is appropriately designated as the data recipient on the official distribution list on the contract requirements documents (with the target address <https://ders.dcarc.pae.osd.mil/DCARCPortal/>). The PMO shall also notify the contractors and subcontractors, as appropriate, of their requirement to submit to the CR and to solicit names and contact information for each contract’s Submitters (at least one primary and one backup per contract). In addition, the Lead Reviewer submits the following information to the EVM CR Help Desk via the DCARC Portal:

C4.1.1.2.1. CPR contract requirements document(s) for all direct reporting contracts, subcontracts, and tasks.

C4.1.1.2.2. CFSR contract requirements document(s) for all direct reporting contracts, subcontracts, and tasks.

C4.1.1.2.3. IMS contract requirements document(s) for all direct reporting contracts, subcontracts, and tasks.

C4.1.1.2.4. A list of all contracts, subcontracts, and tasks that report directly to the PMO and the frequency and file types of the CPR, CFSR, and IMS submissions to the PMO. Any work effort that has a distinct CPR report must be assigned to a contract/task, so that each contract/task has a single report.

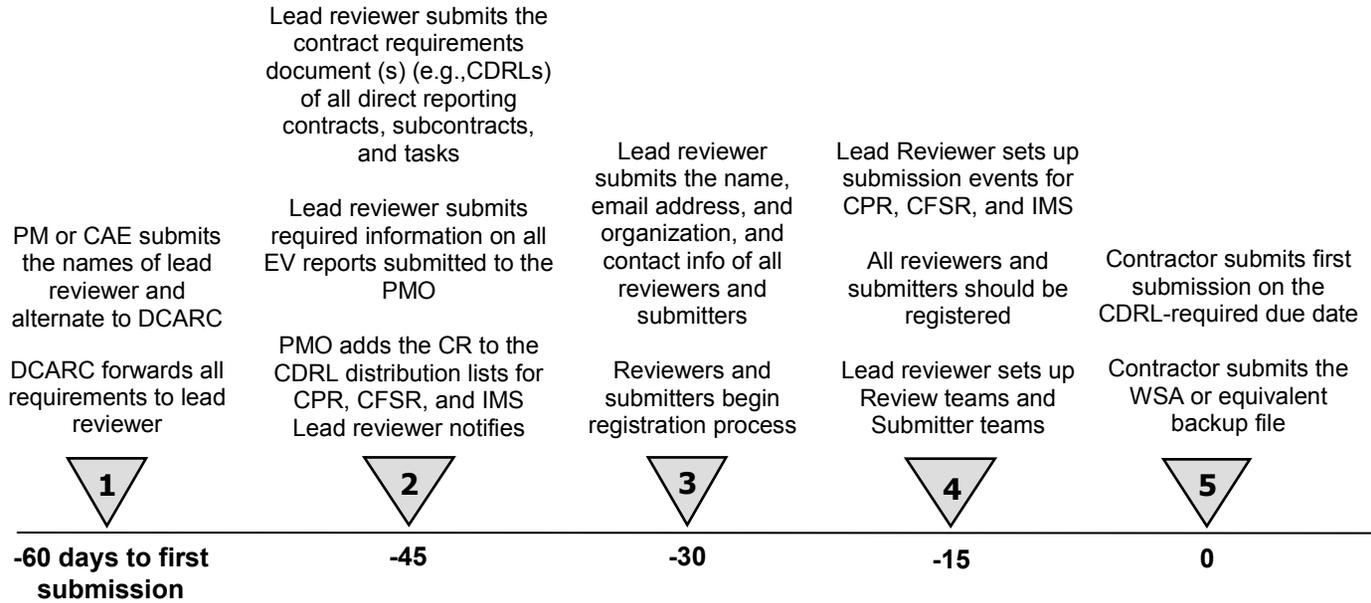
C4.1.1.3. Item 3 (30 days prior). The Lead Reviewer submits the following information to the EVM CR Help Desk via the DCARC Portal: the name, e-mail address, and organization of all Reviewers, Submitters, and managerial oversight personnel. This will help speed the registration process. All stakeholders must obtain certificates and register for the CR before they can perform the duties of their role. This is currently a different registration process than the

DCARC DACIMS system for CSDR reporting. A detailed description of the registration process can be found in the CR User Guide (Reference (k)).

C4.1.3.2. Item 4 (15 days prior). Each submission by the contractor shall be applied to a defined “Submission Event.” Typically, this is a single event per month for each contract/task. The Lead Reviewer shall set up and maintain the Events Submission page for each contract/task to which they are assigned. He/she shall define the expected documents (CPR, CFSSR, etc.), the expected submission dates based on the contract requirements, and the expected “As Of date.” These events shall be maintained and updated periodically. Additionally, all Reviewers and Submitters shall be registered for the CR by this time.

C4.1.3.3. Item 5 (First Submission). The Submitter uploads the first monthly submission on the proper Submission Event on the due date required by the contract requirements for the contract/task. The first CPR submission should also include a history file that contains the EVM data to date. The wInsight equivalent to this is the WSA backup file. This will provide an historical backdrop to EVM analysis for those in the Analyst role.

C4.F1. Timeline for Actions Before First CR Submission



C4.2. BUSINESS PROCESS.

C4.2.1. The requirements for submission to the CR follow the current processes of the EVM policy. Uploads of EVM data to the CR will be performed directly by the contractor in fulfillment of their contract-required submissions at the contract-defined due date, in addition to or in lieu of a submission to the PMO, as applicable.

C4.2.2. The following actions refer to Figure C4.F2, “Timeline for CR Submissions”. These actions must be completed to properly submit data to the CR.

C4.2.2.1. Item A. The report “As of date” is defined as the close of the accounting period, as recorded in the “Report Period To” block of the report. The contractor is required to submit reports to the CR on the contract-defined due date, typically 12-17 business days following the contractor’s accounting period cutoff date.

C4.2.2.2. Item B. The Submitter shall be required to upload the document(s) to a Submission Event defined by the Lead Reviewer. This submission event includes the expected reports, due date, and “As of date” for the contract. Once the document(s) is submitted, it moves to a holding area where assigned Reviewers can assess it for completeness and accuracy during a 10-day review period. Individual Reviewers can add comments and mark the submission approved or rejected, but final authority to publish the document once review is complete lies with the Lead Reviewer. The metadata and Contract Work Breakdown Structure (CWBS) Level 1 data from the CPRs will be extracted from the electronic file and forwarded to the Service data systems during this review period based on individual Service business practices.

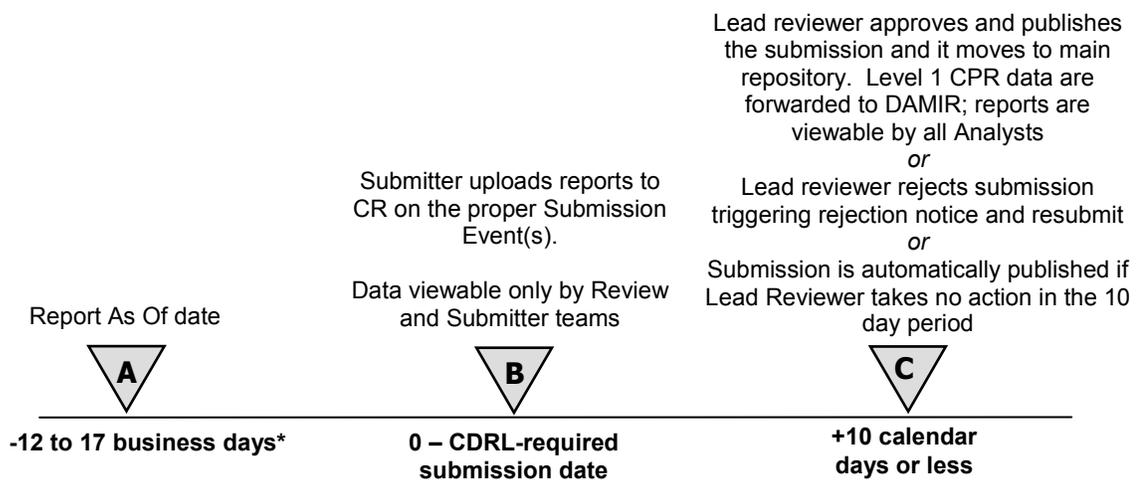
C4.2.2.3. Item C. After the reviewing team has viewed and commented on the submission, the Lead Reviewer shall either approve and publish the document or reject the document based on the PMO’s established business practices. If approved and published, the document moves into the main repository, where it can be accessed by approved DoD Analysts. Published documents can be approved without comment or, if desired, approved and published with qualifications and comments. Reviewer comments are maintained in the CR and made available to the DoD Analysts. If a submission is rejected by the Lead Reviewer and not published, the CR will send an e-mail notification to both the Submitter and Reviewer teams informing them of the rejection. This will likely require a resubmission of data. Note that this does not represent the official rejection of the submission, as the final rejection authority rests with the PMO contracting officer. Rejected submissions are then moved to the main repository but are not available to the DoD Analysts. If the Lead Reviewer takes no action in the 10-day review period, the submission is automatically published with a note that it was not formally approved.

C4.2.3. At the time of publishing, the metadata and CWBS Level 1 data from the CPRs is extracted from the electronically readable file and sent to the Defense Acquisition Management Information Retrieval (DAMIR) system. If a submission is rejected, no data is passed to DAMIR. Rejections trigger an electronic notification to the

submitting team and frequently require a resubmittal . Frequent rejections may also lead to a DCMA and/or DCAA review of the submitting team’s EVMS.

C4.2.4. Analysts have access to all submissions that have been published to the CR. They can search for contracts, download files, and read accompanying comments. The Analyst role was created to give timely access to cost and performance data to DoD stakeholders who have traditionally had to collect program data reports from disparate sources.

Figure C4.F2. Timeline for CR Submissions



* -- Effective with new contracts beginning April 2005. Legacy contracts have up to 25 calendar days from As Of date

C4.3. EXECUTION: RECURRING AND PERIODIC ACTIONS.

C4.3.1. Recurring Operational Activities. The following recurring operational activities shall be performed on a monthly basis:

C4.3.1.1. Submitters: Upload the EVM data as required by the contract requirements to the proper Submission Event. Ensure that the submission includes the proper “As Of date,” which is the “Report Period To” date on the report.

C4.3.1.2. Reviewers:

C4.3.1.2.1. Review the data within the 10-day review period.

C4.3.1.2.2. Mark the submission as accepted, conditionally accepted (with comment), or rejected.

C4.3.1.2.3. Use the comment fields to add insight, commentary, or corrections. These comments will be attached to the published document. If the submission is marked conditionally accepted (with comment) or rejected, the comment field must be used.

C4.3.1.3. Lead Reviewers:

C4.3.1.3.1. Review the data and the Reviewers' assessments and accept, conditionally accept, or reject reports within the 10-day review period.

C4.3.1.3.1.1. If the contractor has submitted the wrong files or the submission is incomplete, the Lead Reviewer should set the document back to submitting status (see instructions contained in the CR User Guide (Reference (k))) and the contractor can resubmit it properly. The due date does not change, but the review period is restarted for another 10 days upon resubmitting the correct and complete file.

C4.3.1.3.1.2. If the reports have incorrect data, the Lead Reviewer has three options: conditionally accept the report (with comment), set the submission back to submitting status, or reject the submission. In a situation where the inaccuracy is minor, the Lead Reviewer can use the comment field to acknowledge/correct the incorrect data and accept the report as satisfying the CDRL/contract requirements but marking it as inaccurate. The Lead Reviewer may also note if the contractor will correct the mistake in the next submission. If the submission includes data that is not usable for management or analysis purposes, the Lead Reviewer may set the submission to submitting status for correction, or he/she may reject it, thus stating that the contractor has not fulfilled the contract requirements. This will likely require a resubmittal.

C4.3.1.3.2. Publish the submission when all reviews are complete and accepted.

C4.3.1.3.2.1. If the Lead Reviewer does not publish the submission after the 10-day review period, it is auto-published and marked as such.

C4.3.2. Periodic Operational Activities. The following operational activities are performed on a periodic basis to satisfy EVM and CR reporting requirements:

C4.3.2.1. Submitters:

C4.3.2.1.1. Coordinate with the Lead Reviewer to ensure that the Submission Events match required submissions.

C4.3.2.1.2. Submit the WSA or equivalent EVM history file annually and upon major change of the contract baseline (e.g., over target baseline).

C4.3.2.2. Lead Reviewers

C4.3.2.2.2.1. Check and update the list of approved Reviewers and Submitters.

C4.3.2.2.2.2. Keep the Submission Events up to date.

C4.3.2.2.2.3. Create Submission Events for the annual or event-driven submissions of the EVM history file.

C4.3.2.2.2.4. Add new contracts and tasks as necessary.

C4.3.2.2.2.5. Close out contracts when reporting ends.

C4.3.2.2.2.6. Notify the DCARC of the suspension of reporting, accompanied by supporting documentation and the expected resumption date.

C5. CHAPTER 5

CENTRAL REPOSITORY SYSTEM

C5.1. DESCRIPTION. The CR is a secure web-based information system that serves as the authoritative source of the EVM data for ACAT I programs.

C5.1.1. Content. The CR currently holds CPR, CFSR, and IMS data in various file formats, including TRN, XML, Excel, PDF, Word, and HTM. The data are uploaded monthly (or as required) directly by the submitting contractor.

C5.1.2. Flow of Data. Contractor personnel submit CPR, CFSR and IMS data directly to the CR via a secure web-based data upload facility. Submitting contractor(s) and approved PMO and DCMA personnel have access to the data as soon as it is submitted and through the 10-day review period. During this 10-day review period, the submitted documents can be accessed by Reviewers and Submitters in the CR Reviewers holding area. Metadata and CWBS Level 1 data from the submission are made available to the Service systems (Dashboard, AIM, and SMART) within this review period and then forwarded to DAMIR when the submission is published. The data from rejected submissions are not forwarded to DAMIR.

C5.1.3. Access to Data: Once the submission is approved and published (maximum of 10 calendar days after submission), authorized DoD users may view, search, and download the data and files from the CR via a secure connection using a certificate, user ID, and password or via a Common Access Card (CAC). For information about authorization to access the CR, see Section C5.3 of this Manual.

C5.2. RELATIONSHIP BETWEEN THE CR AND THE DAMIR AND SERVICE SYSTEMS.

C5.2.1. As the single authoritative source for EVM data on ACAT I programs, the CR system will feed EVM data to other OSD and Service management information systems. This ensures that all data systems are using the same EVM data submitted directly by the contractors. For this reason, all EVM data shall be submitted in an electronically-readable format complying with the appropriate DIDs.

C5.2.2. Once the data is submitted to the CR, it will be transferred to the proper Service system (Dashboard, AIM, or SMART) via either a “push” web services or a “pull” web services.

C5.2.3. The CR provides a web service process to transfer CPR metadata and CWBS Level 1 CPR data to the Service systems. Timing of the transfer is based on individual Service business practices.

C5.2.4. To utilize this process, the Services will need to provide a DAMIR-compatible web service, which the CR can interface with to pass CPR data.

C5.2.5. The EVM CR will also provide a web service to allow the Services to pull data from the CR.

C5.2.6. To the extent lower-level data from the CPR can be made available, the Services will be able to pull whatever data it deems necessary for its oversight and reporting responsibilities.

C5.2.7. The CR pull-web service will be consistent with the DAMIR interface specification to the extent possible but is intended to provide access to the more detailed data available in the CR.

C5.2.8. The Services will use the EVM data extracted from the CR to complete their program estimates and assessment reports due to OSD for the Defense Acquisition Executive Summary (DAES) and the Selected Acquisition Reports (SARs).

C5.2.9. When a CPR is published by the Lead Reviewer or auto-published after 10 calendar days, the Level 1 data is forwarded to DAMIR.

C5.2.10. DAMIR provides DoD personnel with access to program and contract information.

C5.2.11. The EVM data extracted from the CR-provided CPR will then feed directly into the DAES and SAR reports in DAMIR, with the accompanying program-level information being forwarded by the Service systems.

C5.3. STAKEHOLDERS. The stakeholders in the CR are the Materiel Developers (MDs), DCMA personnel, DCAA personnel, DoD PMO staff, and DoD government Analysts¹. Each stakeholder category is described in the paragraphs that follow.

C5.3.1. Materiel Developers. MDs are the prime contractors, associate contractors, and subcontractors that have contracts to develop or produce ACAT I systems. They shall be required to submit CPR, CFSR, and IMS data to the CR in accordance with EVM policy and their individual contract requirements.

C5.3.2. DCMA Personnel. DCMA EVM Center and field representatives will have access to the CR data at the time of submissions so that they may complete their duties of monitoring and ensuring the quality of contractor EVM data and compliance of contractor EVMS.

¹ Support contractors can be granted access as a Reviewer to their specific program only. Support contractors will not be issued the Analyst role.

C5.3.3. SUPSHIP Personnel. SUPSHIP field representatives will have access to the CR data at the time of submissions so that they may complete their duties of monitoring and ensuring the quality of contractor EVM data.

C5.3.4. DCAA Personnel. DCAA is tasked with ensuring that contractors are providing accurate and reliable data to DoD. As necessary in the course of their audits, DCAA personnel will be able to access the data in the CR to ensure data accuracy and reliability.

C5.3.5. DoD PMO Staff. DoD PMO staff members are U.S. Government civilian or military personnel who are responsible for monitoring contractors' execution of approved programs. DoD PMO staff members have two roles in the CR process: Lead Reviewer and Reviewer. The information the DoD PMO provides in these roles specifies the reporting schedule and content of the EVM data that MDs submit. DoD PMO staff members may access the CR through the Internet to review and approve contract EVM submissions for their program.

C5.3.6. DoD Government Analysts. Analysts are U.S. Government civilian or military personnel who use cost and performance data, including CR data, primarily to analyze the costs and schedules of programs. They may be members of the OSD Cost Analysis Improvement Group (CAIG), OUSD(AT&L), a Service headquarters acquisition organization, a Component cost center, a Component commodity command, or a DoD PMO.

C5.4. ACCESS TO CR DATA. The guidelines regarding CR data access were established by the DCARC, coordinated with the CR stakeholders, approved by the CR study team, and reviewed and accepted by the OSD Office of General Counsel. The guidelines are based on guidance contained in Reference (i) and the DCARC operating environment. The objective is to provide ready and secure access to authorized users while safeguarding the proprietary interests of reporting contractors.

C5.4.1. Authorization for Access. The DCARC provides authorization to access CR data based on a valid need to use the data. DoD civilian and military personnel, and Federally Funded Research and Development Centers (FFRDCs), may obtain access to EVM data in the CR. FFRDCs must have contracts within DoD to substantiate the need for access to EVM data (see section 35.017 of Reference (i)). Authorized users may gain access to specific EVM data through the CR after registering with the DCARC and obtaining a certificate. Support contractors will only have data access if designated as a Reviewer by the DoD PM on a contract currently submitting data. They cannot be granted Analyst access. Only US Citizens will be granted access to the CR.

C5.4.2. Registering to Use the CR. Authorized users must register through the DCARC web site, <https://ders.dcarc.pae.osd.mil/DCARCPortal/>, to obtain a certificate that establishes a secure web session with the CR. The registration process differs for

stakeholders authorized to access data and for those authorized only to submit data, as explained in the following subparagraphs. This is a separate registration process than is used for the DCARC DACIMS system, and will use a different user name and password.

C5.4.3. Stakeholders Authorized To Access Data. DoD government Analysts, DoD PMO staff members, and DCMA and DCAA personnel may be authorized access to CR data by submitting user information about themselves and their organizations. After the registration information has been verified, the DCARC shall generate a digital certificate, create a CR user account and password, and send an e-mail message with instructions on how to load the certificate and access the CR. When established, CR users with a DoD-issued Common Access Card (CAC) shall be able to register their CAC with their DACIMS account, enabling CAC login (DCARC-issued certificates are not required for DoD CAC holders).

C5.4.4. Stakeholders Authorized To Submit Data. Since the goal of the CR is to create an authoritative data source directly from the contractor, MDs are the only stakeholders authorized to submit data. MDs shall submit all required data directly to the CR, including CPR, CFSR, and IMS documents. To submit against a contract, the Submitter must be registered in the CR and be designated by the contract Lead Reviewer as a member of the Submitter team.