



OFFICE OF THE SECRETARY OF DEFENSE
1800 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1800

COST ASSESSMENT AND
PROGRAM EVALUATION

May 27, 2020

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (ACQUISITION AND SUSTAINMENT)
ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS AND TECHNOLOGY)
ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT AND ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITIONS, TECHNOLOGY AND LOGISTICS)
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND COMPTROLLER)
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT AND COMPTROLLER)
ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL MANAGEMENT AND COMPTROLLER)
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: COVID-19 Cost and Performance Data Collection Guidance

Cost Assessment and Program Evaluation (CAPE) has coordinated with the Assistant Secretary of Defense for Acquisition (ASD(A)), and the Army, Navy, and Air Force Service Acquisition Executives to begin developing data collection guidance to understand the effects of the novel Coronavirus pandemic (hereinafter referred to as COVID-19) on contractor program execution. Experience has shown that planning for data collection and tagging is key to ensuring that collected information is useful for future analyses and decision support.

The Military Services and Buying Commands should engage with their respective suppliers to develop an approach to effectively capture the effects of COVID-19 in future Cost and Software Data Reporting (CSDR) deliverables, as well as in current performance reporting tools. Contractors required to submit CSDR deliverables prior to the issuance of more specific reporting guidance should consider including relevant information on COVID-19 effects (e.g., overhead rates, suppliers, or specific Work Breakdown Structure elements) in the Remarks sections of reports.

Recognizing strategies, approaches, and implementing guidance are still being developed by DoD, reporting entities should track and document COVID-19 effects separately--to be discernible from non-COVID-19 factors to the maximum extent practicable--to avoid obscuring cost and performance effects that existed prior to the onset of COVID-19 in the US. Program Offices should work with their contractors, suppliers, and other government activities to document the methodologies used to collect and segregate the cost and schedule impacts associated with COVID-19.

This memorandum does not imply a need for contractual changes and does not guarantee that costs associated with COVID-19 will be allowable or payable by the DoD. CAPE, in coordination with ASD(A), expects to issue more specific CSDR guidance when a better understanding of the quantifiable effects across the Department's major programs is available.

My point of contact for CSDR-related efforts is Mr. Kelly Hazel at kelly.p.hazel.civ@mail.mil, (703) 614-5397. My point of contact for Earned Value Management related efforts is Mr. John McGregor at john.s.mcgregor2.civ@mail.mil, (703) 697-3759.



Dr. Yisroel Brumer
Acting Director