INSTRUCTIONS: Replace text in red and delete all instructional information when complete.

Use Official DOE Letterhead

[Date]

MEMORANDUM FOR [Example: NORBERT DOYLE

 ACTING DEPUTY ASSISTANT SECRETARY FOR

 OFFICE OF ACQUISITION AND PROJECT MANAGEMENT

 OFFICE OF ENVIRONMENTAL MANAGEMENT]

FROM: MICHAEL A. PEEK

 DIRECTOR

 OFFICE OF PROJECT MANAGEMENT

SUBJECT: Data Call Notification for Review of the [Contractor Name] Earned Value Management System for Certification of Compliance with EIA-748

With this data call letter, the Office of Project Management (PM) is beginning a review of the [Contractor Name and abbreviation] Earned Value Management System (EVMS) with an on-site visit currently planned for [Dates] to certify [Abbreviated name of contractor] EVMS compliance with EIA-748, the industry standard for EVMS. This EVMS Certification Review is being conducted in accordance with [Abbreviated name of contractor] contract and DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, requirements and will be based on EVMS data and artifacts from the [name of project(s)]. The basis for assessing EIA-748 compliance will be the NDIA documents (e.g., Intent Guide, Planning and Scheduling Excellence Guide, etc.) referenced in EIA-748, and supplemented by the GAO Planning and Scheduling Guide cited in DOE O 413.3B.

This EVMS Certification Review will follow an incremental process beginning with desktop data analysis and may require frequent communication between PM and [abbreviated name of contractor] leading up to the on-site visit. Clear communication to ensure alignment of expectations is key to the execution of the EVMS Certification Review in this timeframe. Upon completion of the EVMS Certification Review, PM will issue a final report to the Office of [Project Support Office Name] and cognizant contracting officer with conclusions and recommendations, including findings and requests for corrective action.

To support this review within this timeline, the data (including any specific formats) and documents identified in the attachment must be provided to PM according to the timetable specified, with ALL data being required no later than [date]. Incremental delivery of the monthly project data is required, and incremental delivery of the remaining documents immediately when available is encouraged. A collaboration site on PM-MAX will be used for delivery and receipt of the requested data.

Please identify the [Name] Federal Project Team and [Abbreviated name of contractor] contractor points of contact with whom my staff should coordinate in the planning and execution of this review. My point of contact for this review is Melvin Frank at (202) 586-5519. Any further ancillary data or document requests will be coordinated directly between the identified points of contact.