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

Use Official DOE Letterhead

[Date]

MEMORANDUM FOR [Example: ROBERT B. RAINES

 ASSOCIATE ADMINISTRATOR FOR

 ACQUISITION AND PROJECT MANAGEMENT

 NATIONAL NUCLEAR SECURITY ADMINISTRATION]

 [Example: MICHAEL BOCSKOVITS

 CONTRACTING OFFICER

 UPF PROJECT OFFICE (UPO)

 NATIONAL NUCLEAR SECURITY ADMINISTRATION]

 [Example: JILL ALBAUGH

 CONTRACTING OFFICER

 NNSA PRODUCTION OFFICE

 NATIONAL NUCLEAR SECURITY ADMINISTRATION]

FROM: PAUL BOSCO

 DIRECTOR

 OFFICE OF PROJECT MANAGEMENT

SUBJECT: Contract [Number] Notice of [Contractor Name]), Earned Value Management System (EVMS) Certification of Compliance with EIA-748 EVMS Standard

The purpose of this memorandum is to inform you that [Contractor Name], contractor for the Department of Energy (DOE) [Project Management Office Name] at the [Name of Site] located in [City, State], has successfully demonstrated compliance of its Earned Value Management System (EVMS) with the EIA-748 EVMS Standard as required by contract and DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*. Please convey our congratulations to [Contractor Name].

Material deficiencies noted in the certification review report(s) issued in [enter Month/Year(s)] have been adequately addressed as demonstrated during the subsequent corrective action phase and on-site follow-up assessment visits in [enter Month/Year(s)]. [Add any information about any residual remaining actions if applicable.] The system provides credible and reliable information for determining current cost and schedule status and estimate at completion (EAC) updates, enabling management at all levels to make informed decisions in managing the [enter project name]. The final report provides more specifics and is attached for your use and information.

[Contractor Name] is expected to continue to address all remaining corrective actions and to maintain and execute its EVMS in accordance with its EVMS Description [and if appropriate: Self-Governance Procedure], and in compliance with the EIA-748 EVMS Standard without deviation. [Add any other helpful information, e.g. The robust self-governance model, based on compliance sustainability and continuous improvement, will go a long way in maintaining compliance. It is apparent that senior [Contractor Name] leadership will continue to champion EVMS compliance and promote its use as a key project management tool.]

The [FPD Project Office Name], as the on-site federal office overseeing continued EVMS compliance under [Contractor Name] [Enter: self-governance OR contractor’s annual surveillance efforts], should monitor closure of corrective actions and assess the continued compliance of the system using the data-driven testing protocols and tools available in the Project Assessment and Reporting System (PARS). [In the case of a contractor agreeing to Self-Governance, the following language may be appropriate: Given these automated tools and the qualified [FPD Project Office Name] staff, I am confident that the [DOE PMSO] staff is fully capable of performing the required surveillance oversight to ensure continued EVMS (EIA-748C) compliance moving forward, consistent with this certification. Given the unique automated data system and your team’s qualifications, I do not intend to conduct future EVMS surveillance reviews, either at any point during the course of this contract (project), or with a contract (project) extension, as is normally the case. Of course, if you ever find the need to call on me and my EVMS staff for a more comprehensive EVMS surveillance, we standby to support. If the contractor is not interested in self-governance, discussion of future contractor annual surveillance monitoring responsibilities, discussion of how PM-30 will monitor continued compliance via data driven reviews of PARS data.]

That said, given my corporate mission, [FPD Project Office Name] and [Contractor’s Name], shall continue to share EVMS information, to include appropriate artifacts upon request. In addition, [FPD Project Office Name] and [Contractor’s Name] are encouraged to continue our partnership in the sharing of lessons learned, continued development of consistent standards and requirements for EVMS compliance and the refinement of performance and compliance testing protocols and tools. Collectively, it is in all of our interests to optimize EVM systems in the most cost effective and efficient manner.

Surveillance reports shall be submitted directly to PM, [PMO APM], and the [FPD Project Office Name] contracting officer. Should [Contractor’s name] identify a need to make changes to its EVMS Description [Revision Number], dated [date], inclusive of associated implementing procedures, or operational exceptions outside of these established bounds for any reason, it is to coordinate these with [FPD Project Office Name] and PM in advance. PM in coordination with the [FPD Project Office Name] contracting officer will either approve, disapprove, or request more information within 30 calendar days of receiving the notification.

Please contact Melvin Frank, Director, Project Controls Division (PM-30), for continued coordination and collaboration during this post certification surveillance phase. Mr. Frank’s contact information is melvin.frank@hq.doe.gov or 202-586-5519.

Attachment

cc: (w/o attachment)

Deputy Secretary

NNSA Administrator