

Electronic Functional Input Template (eFIT) Guide v1.1

I. Overview

Purpose: The purpose of the eFIT is to standardize Program Support Team (PST) member input to the Program Integrator (PI) for the monthly Program Assessment Report (PAR).

Media: The eFIT is currently a Microsoft Excel document. Future versions will be part of eTools.

Policy and Guidance: Major Program Support (MPS) Section 7.6.1 requires all functional specialists on a Program Support Team (PST), except the Earned Value Management (EVM) analyst, to be responsible for contributing PAR technical input to the Program Integrator (PI) by using the eFIT.

Summary: The eFIT is a tool that is required for all PST members to create and submit their monthly functional inputs to the PAR. The eFIT standardizes inputs to ensure that all pertinent characteristics are addressed in a brief summary paragraph and in a standard format. The auto-generated summary paragraph can be attached to the PAR, or provided to senior leadership to succinctly address a significant subject. It also provides additional space to adequately address details that support the summary paragraph.

Using the Tool: The eFIT template is an Excel Workbook consisting of two worksheets. The eFIT is the first worksheet. An eFIT example is also provided on another worksheet to show an example of a completed eFIT. A tutorial has been created to show the steps for filling out an eFIT. Additionally, eFIT training will be given as part of Major Program Support (MPS) Program Integrator (PI) training.

Saving Records: Each eFIT should be saved with a file name that identifies the Program, Functional Area, PST member and Date (i.e. F35_SE_Santo_20120722_01v01).

II. eFIT Inputs

Background: The eFIT is composed of three major data input sections: Point of Contact (POC), Identifying Data, and Issues/Risks/Observations. Each section has multiple data elements. Note: All fields marked with an asterisk are mandatory fields. The fourth section, the automated PAR Paragraph, is generated from input in the third section. The individual fields are defined as follows:

1. POC:
 - a) Name*: Functional Area PST member submitting the PAR input.
 - b) Date*: Submission Date. The eFIT defaults to the current date, but the field can be overwritten if the submitter wants to backdate the submission.
 - c) IPT: Enter IPT if pertinent to any subject. This is an optional field.
 - d) Functional Area*: Enter functional area for the eFIT submitted. If a PST member is performing multiple roles, then additional eFITs will need to be created if there are inputs for other areas. Additionally, if there are multiple subjects for the same PAR, then multiple eFITs must be created. The eFIT is single functional area/single subject specific.

2. Identifying Data:
 - a) Contract Number*: Contract number that relates to the subject. If the subject also relates to other contracts, these can be listed in the detailed section of the “Impact” section.
 - b) Facility*: Facility related to the subject. If the subject also relates to other facilities, these can be listed in the detailed section of the “Impact” section. The PI should ensure all PST members use the exact same Facility Name.
 - c) Program*: Program related to the subject. If the subject also relates to other programs, these can be listed in the detailed section of the “Impact” section. The name in this field should be identical to the Program Name found in the PAR eTool.
 - d) Product/Subcomponent Nomenclature*: A field to identify the component and/or system/subsystem that is being addressed. Try to define to the lowest applicable level. If multiple, list all.
 - e) Prime CAGE Code*: Primary CAGE code of the facility related to the subject. If the subject also relates to other CAGEs, these can be listed in the detailed section of the “Impact” section.
 - f) Prime or Sub?*: Field that indicates whether this subject relates to the program’s Prime contractor or Subcontractor.

- g) Sub CAGE (optional): Field to indicate the Subcontractor's CAGE if the eFIT is being written for a Subcontractor. If the subject also relates to other CAGES, these can be listed in the detailed section of the "Impact" section.
- h) CAR Level: Dropdown list to indicate the CAR Level. If multiple CARs, choose the highest CAR level.
- i) CAR #: CAR number for the subject being addressed. If there are multiple CARs, you may list the additional CARs and specify their CAR levels if the additional information is relevant to the identified issue.
- j) Issue Assessment*: This is a rating for the issue/risk/observation being addressed. The rating is for the specific issue/risk/observation being addressed, and does not need to match either the overall Functional Area or the overall Program Assessment ratings. Issue Assessment definitions come from the Defense Acquisition Executive Summary (DAES) guidance, and there are two rating scales based on Functional Area:
 - i. Systems Engineering: The issue/risk/observation must be rated on a 0 – 10 (0 lowest, 10 highest) scale using only even numbers.
 - ii. All other Functional Areas: The issue/risk/observation must be rated Green, Yellow or Red.
- k) Issue Assessment Rating Definitions:
 - i. On-Track (SE: 8-10, All Others: Green) - For any specific issue or risk: Some minor problem(s) may exist, but appropriate solutions to those problems are available, and none are expected to affect overall contract cost, schedule and performance requirements, and none are expected to require managerial attention or action.
 - ii. Potential or Actual Problem (SE: 4-6, All Others: Yellow) For any specific issue or risk: Some event, action or delay has occurred or is anticipated that may impair progress against major contract objectives, and may affect the contractor's ability to meet overall cost, schedule and performance requirements or other major contract objective.
 - iii. Critical (SE: 0-2, All Others: Red) - For any specific issue or risk: An event, action or delay has occurred or will occur that, if not corrected, poses a serious risk to the contractor's ability to meet overall cost, schedule, and performance requirements or other major contract objective.
- l) SOW Paragraph #/Title: List the SOW paragraph and Title of the paragraph most pertinent to the subject being addressed. Multiple paragraphs can be listed if necessary, but try to avoid large character counts (greater than 255).
- m) CDRL/Title: List the CDRL number and Title of the CDRL most pertinent to the subject being addressed. Multiple CDRLs can be listed if necessary, but try to avoid large character counts (greater than 255).

- n) Other Ref #1 and Title: List any other contract reference desired. Most common is WBS element.
- o) Other Ref #2 and Title: A field to identify a second reference document.

3. Issues/Risks/Observations:

- a) Issue/Risk/Observation*: This is the subject of the PAR input, and is the item being rated in the Issue Assessment. This field should briefly and clearly define the reason for the eFIT submittal. It's important to note that the submitter is not required to distinguish whether the submission is for an issue, risk or observation. As the field title suggests, the eFIT is not solely used for negative contractor performance. Additionally, because the eFIT can be used for routine surveillance, the results may not include any type of issue or risk. Although the definitions for issues, risks and observations are not rigid; here is a general guideline of the difference between the three for informational purposes only:
 - i. Issue. An event that has occurred and is being addressed in the monthly PAR input.
 - ii. Risk. Contractor performance that has not yet caused a problem, but puts successful performance in jeopardy.
 - iii. Observation. A surveillance event that that has not identified a Risk or Observation, but is noteworthy. Often, this definition is used to describe good performance by the contractor or something positive that the contractor has done to improve performance. Additionally, because the eFIT can be used to document surveillance outside of the monthly PAR inputs, an observation is simply used to characterize a surveillance event.
- b) Root Cause/Influence*: This is the underlying circumstance that is producing the contractor behavior. If cause is not known, simply put "Unknown". More than one can be listed, but generally only the most significant should be put in the summary box.
- c) New or Update*: This field indicates whether this is the first time the subject has been addressed, or if it is a follow up to a previous eFIT.
- d) Impact: This field addresses what the impacts of the subject. There may be multiple, but only the top one or two should be addressed in the summary box.
- e) Mitigation Activities & Predictive Analysis*: This section addresses any efforts to add activities to overcome the subject, and if any predictive analysis has been performed. Only the most significant should be listed in the summary box.
- f) Recommendations*: This is a section for the Functional user to put their recommendation on how DCMA should address the subject. When addressing "good" items, this can still refer to actions proposed to reward the contractor. If addressing a simple routine surveillance event, this field can contain "None".

- g) Potential Courses of Action*: This field builds on the previous field, and provides the ability to list actions that DCMA can take. When addressing “good” items, this can still refer to actions proposed to reward the contractor. If addressing a simple routine surveillance event, this field can contain “None”.
 - h) Source of Data*: This is a field to list all data (Government and Contractor) that have been used (if any). If data hasn’t been used, simply put “None”.
4. Automated “PAR Paragraph”: As the user makes inputs to the eFIT, the sentences in the summary sections are joined together to produce the “PAR Paragraph”. The purpose of the PAR paragraph is to standardize the length and content of Functional inputs. The user can view the actual PAR Paragraph building to the right of the eFIT. The user can edit summary section sentences to make the verbiage flow better. Alternatively, the entire PAR Paragraph can be copied from the eFIT and pasted into Word or any other word processing software. It is imperative that only grammar be changed, and that no functional content should be added. Keep in mind that the PAR Paragraph must remain brief and focused. Also, the eFIT itself is the document of record, because it contains both the summary sentences that comprise the PAR Paragraph and the details that are too lengthy for an executive summary.

III. eFIT Usage

Submitting the eFIT: After the eFIT has been completed, it should be saved with a file name that identifies the Program, Functional Area, PST member and Date. A recommended naming convention is:

Program_FunctionalArea_LastName_yyyymmdd_FITNumberWithVersion

Example: F35_SE_Santo_20120722_01v01

Any eFITs that are resubmitted should have an updated version number. The eFIT should be sent directly to the PI. If a Word-based Par Paragraph is included, it must be accompanied with the Excel eFIT itself.

Use outside of the PAR: Although the eFIT was created for PAR input, it can be used for daily surveillance activities as well. Systems Engineering is already using the eFIT to document routine surveillance. If the eFIT is used for non-PAR surveillance, be aware that the field headings may need to be reinterpreted. Some may in fact be N/A if the surveillance does not uncover any extraordinary findings.

Future State (eTool): The eFIT is designated to eventually become part of PAR eTool. This is expected to occur with the release of PAR v2.0 (Date TBD). The eTool will mimic the eFIT entirely, but will have features that are not easily adaptable to an Excel-based document. For example, some of the fields will be able to pre-populate based on the users IWAM profile. Another enhancement will be the ability to store and maintain eFIT submittals in a database for easier search and retrieval ability.

Problems or Questions: For questions about policy in regards to completing and submitting an eFIT, you may contact Gerry Caswell, EAPI. For questions regarding the actual mechanics of the eFIT itself, contact John Simeoni, EAPA.