DEFENSE CONTRACT MANAGEMENT AGENCY

Earned-Value Management Specialist Certification

EVMS 100 - EVM System Surveillance

		To Be Completed By Applicant	To Be Completed By ESCP Review Board		
	Competency	**Work Description/Justification (Include document citations where appropriate)**	**Competency Achieved?**		**Comments**
			Yes	**No**	
1.0	**Describe the organizational/reporting structure of the EVM Operations Division (EVMOD) and EVM Center (EVMC) within the DCMA.**		☐	☐	
	Describe the purpose of the Standard Surveillance Instruction (SSI).		☐	☐	
	Describe the basic process flow of the Standard Surveillance Process (SSP).		☐	☐	
2.0	**Identify and describe the six steps involved in the construction of the SSP.**		☐	☐	
	Identify and describe the seven primary steps in performing the SSP.		☐	☐	
2.1	**Describe the concept of the Risk-Based Approach to EVMS Surveillance, and the tools used.**		☐	☐	
	Identify common factors used in identifying risk and how total risk is equated.		☐	☐	
	Demonstrates proper construction and evaluation of a Risk Matrix.		☐	☐	

2.2	**Describe the process of Schedule Surveillance Development.**		☐	☐	
	Has a high-level understanding of the key processes and the guidelines, scope, and report frequency.		☐	☐	
	Demonstrates proper construction and evaluation of an Annual Surveillance Schedule.		☐	☐	
3.0	**Identifies and explains the expectations of EVMS Process Area Surveillance.**		☐	☐	
	Identify the two essential pre-review activities involved in the SSP.		☐	☐	
4.0	**Describe the Corrective Action Request (CAR) Overall Process.**		☐	☐	
	Identifies quantitative and qualitative considerations in determining non-compliance.		☐	☐	
	Identifies the three types of CARs, and quotes to be included in each.		☐	☐	
4.1	**Identify and describe each of the four CAR Levels, including criteria, similarities and differences.**		☐	☐	
	Demonstrates an understanding of CAR Level determination.		☐	☐	
	Has a high-level understanding of the CAR Responsibilities for the CMO, OD, and EVMC.		☐	☐	

	Identifies and defines major steps in the CAR lifecycle, from issuance to closure.				
5.0	**Describe the role of the Standard Surveillance Report (SSR) and the minimum content.**				
	Defines the SSR Executive Summary and identifies distinguishing characteristics.				
	Defines the SSR Scope.				
	Defines the SSR Surveillance Summaries, to include Independent Data Traces & Document Research as well as Interview Summaries.				
	Defines the SSR Surveillance Results.				
	Describes the importance and guidelines for the System Assessment Rating (SAR).				
6.0	**Identify and define elements of the End of Year (EOY) Rating Workbook.**				
	Identify and define EOY Correspondence elements.				
7.0	**Understands procedures for SSI Data Storage and Reporting.**				

Applicant Signature	
Supervisor Signature	