DEFENSE CONTRACT MANAGEMENT AGENCY

Earned-Value Management Specialist Certification

EVMS 105 - Compliance Review Training

		To Be Completed By Applicant	To Be Completed By ESCP Review Board		
	Objective	**Work Description/Justification (Include document citations where appropriate)**	**Objective Achieved?**		**Comments**
			Yes	**No**	
1.0	Define any role of an Earned Value Management Specialist in Contractor Compliance Reviews		☐	☐	
1.1	Identify the five organizational areas for assessment of the 32 GLs during a compliance review.		☐	☐	
1.2	Identify the elements of the review that help to determine compliance.		☐	☐	
2.0	Identify the Pre-Review Inputs and their functions.		☐	☐	
2.1	Define the purpose and procedures for Cross Reference Checklists (CRC).		☐	☐	
2.2	Provide an example of proper input procedure to create an effective EVM System Description (SD) CRC Form.		☐	☐	

2.3	Define the purpose and procedures for incorporating SD references into the Guideline Evaluation (GLE).		☐	☐	
2.4	Provide example of proper input procedure to create an effective GLE Form from CRC.		☐	☐	
2.5	Define the purpose of the Independent Data Traces and the team's responsibilities.		☐	☐	
2.6	Provide an example of proper trace procedures using the Guideline Verification document as a guide.		☐	☐	
2.7	Describe the relationship between the Data Trace and Discrepancy Reports (DRs) or Guideline Evaluation (GLE).		☐	☐	
2.8	Define the purpose of the Interview Findings Form (IFF) and the importance of pre-filling.		☐	☐	
2.9	Describe properly pre-filling the IFF using analysis and/or cost metrics and its relationship to the CAM interview.		☐	☐	

3.0	Identify the Review Execution Inputs and their functions.		☐	☐	
3.1	Define the role of the Interview Team lead and relationsihp to Control Account Manager (CAM) Interview.		☐	☐	
3.2	Describe the interview philosophy and steps involved in an effective CAM Interview		☐	☐	
3.3	Define the requirements and key elements of the IFF		☐	☐	
3.4	Identify the qualities of a "good IFF" vs. a "bad IFF," to include formatting and construction.		☐	☐	
3.5	Define the purposes of the Discrepancy Report (DR).		☐	☐	
3.6	Identify the two types of DRs and their similarities and differences.		☐	☐	
3.7	Identify the requirements for generating a DR.		☐	☐	
3.8	Describe the process for generating a DR.		☐	☐	
3.9	Describe the key elements and formatting of a DR.		☐	☐	

3.10	Define the purpose of and procedure for submitting the Document Request Form (DocReq).		☐	☐	
3.11	Describe the key elements and formatting of a Document Request Form.		☐	☐	
4.0	Describe the roles of the Area Lead, Interview Lead, and Team Members.		☐	☐	
4.1	Define the purpose of the Guideline Evaluation Form (GLE).		☐	☐	
4.2	Describe the key elements and the requirements for completing a GLE		☐	☐	
4.3	Describe the purpose of drawing conclusions, evaluating compliance, and providing area summaries.		☐	☐	
4.4	Define "materiality" and its impact on compliance.		☐	☐	
4.5	Define the "nature of the findings", its forms, and it's impact on compliance.		☐	☐	

Applicant Signature	
Supervisor Signature	

Instructions for completing this form:

CHECKLIST ATTACHED?: Complete attached checklist that corresponds to the class in which equivalency is being requested.

To be completed by Applicant: Applicant shall complete Work Description/Justification column of each objective. Applicant shall include examples or documentation where required by the objective (course certificates, transcripts, example Guideline Evaluation Form for EVMS 105, etc.). Applicant shall digitally sign at the bottom of the form.

To be completed by Supervisor: Supervisor shall digitally sign upon concurrence.

To be completed by ESCP Board: ESCP Board shall complete the Objective Achieved and Comments column.