

DCARC Defense Cost & Resource Center

EVM Central Repository Submitter Guide



4/28/2014



Submitter Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the EVM-CR system:
 - Obtaining an ECA Client Certificate
 - Requesting a DCARC Portal account
 - Uploading Documents



ECA Certificate

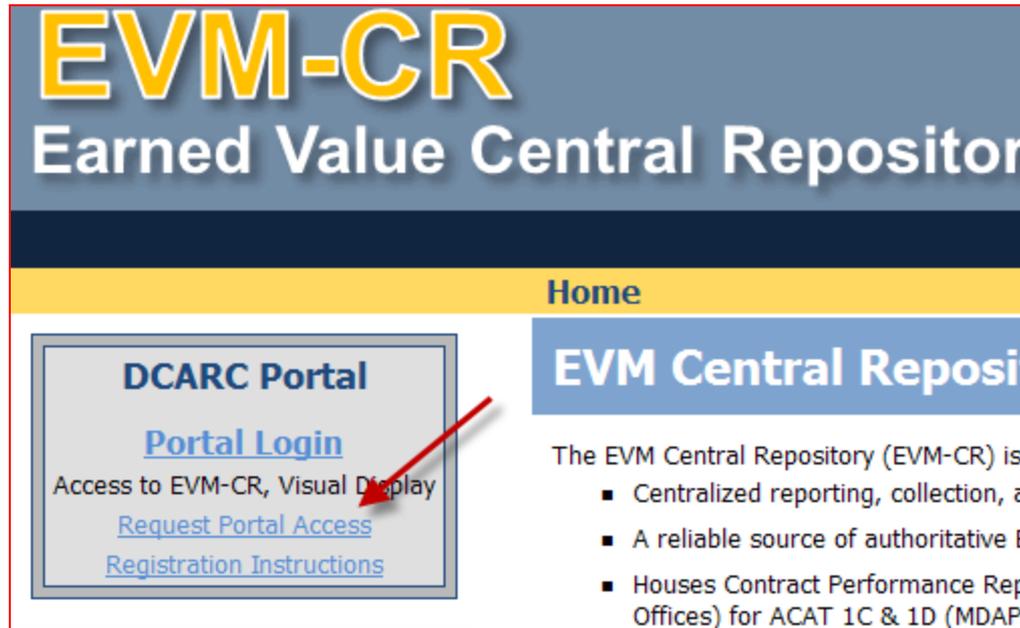
OSD

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>

Requesting an Account

OSD

- Please choose the request access link as shown below
<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>



EVM-CR
Earned Value Central Repository

Home

DCARC Portal

[Portal Login](#)
Access to EVM-CR, Visual Display

[Request Portal Access](#)

[Registration Instructions](#)

EVM Central Repository

The EVM Central Repository (EVM-CR) is

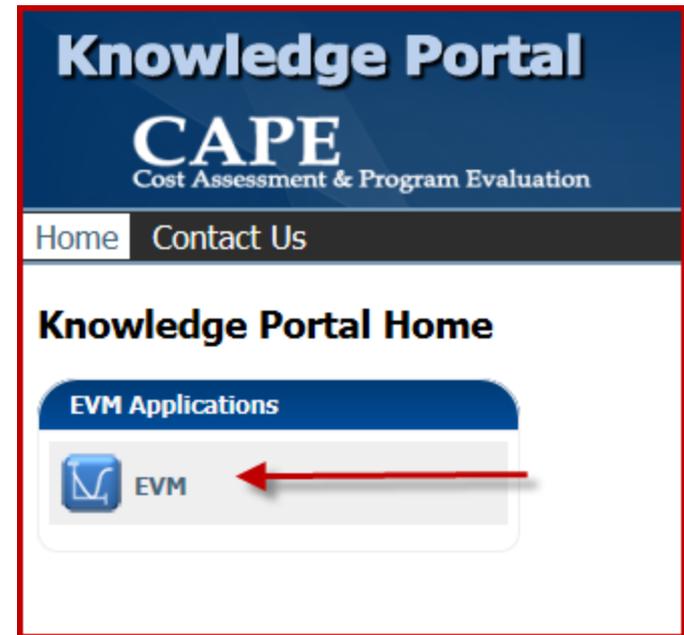
- Centralized reporting, collection, and analysis of EVM data
- A reliable source of authoritative EVM data
- Houses Contract Performance Reporting Offices (CPROs) for ACAT 1C & 1D (MDAP)

- Please contact us at DCARCSupport@Teclote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.

Accessing the EVM Website

OSD

- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.





UPLOAD HOME: Current Requirements

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- The screen shot below represents what you will see when going to UPLOAD HOME. Submissions in Submitting Status will be displayed at the top of the page. The ability to start a new submission will be displayed under this as shown below.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit
Task Submission Status
Assigned Contracts
Submission History

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
			14842	2011	6	IPMR Cost, Formatted Cost	6/26/2011	Continue	Cancel
			19873	2012	6	CFSR	6/24/2012	Continue	Cancel
			23040	2009	1	IPMR Cost	Not set	Continue	Cancel
			23042	2009	1	IPMR Cost	Not set	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	History
			Start Submission	Start Submission	Start Submission	Start Submission
			Start Submission	Start Submission	Start Submission	Start Submission



UPLOAD HOME: Continue Existing Submissions

OSD

- Here you will find submissions which require action on your part. These are either submissions that have been started but not yet submitted or submissions that the Lead Reviewer in the government program office has returned to you for edit. Click Continue or Cancel as appropriate to deal with these submissions.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Click the appropriate link to
Continue or Cancel

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
			14842	2011	6	IPMR Cost, Formatted Cost	6/26/2011	Continue	Cancel
			19873	2012	6	CF5R	6/24/2012	Continue	Cancel
			23040	2009	1	IPMR Cost	Not set	Continue	Cancel
			23042	2009	1	IPMR Cost	Not set	Continue	Cancel



UPLOAD HOME: Starting a New Submission

OSD

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	History
ABC PROGRAM	ABCDE-Z-15-0002	TASK A	Start Submission	Start Submission	Start Submission	Start Submission
123 PROGRAM	12345-A-15-0001	TASK 1	Start Submission	Start Submission	Start Submission	Start Submission

The above image shows the assigned contract tasks. To start a submission for any report type, simply click the Start Submission link under the report type on the row for the contract/task you wish to submit against.

For Example: To submit CPR/IPMR Cost submission for ABC Program, simply click Start Submission as indicated by the red oval above.

If you have no current requirements and have a delivery to make, please contact DCARC SUPPORT at DCARCSupport@Tecolote.com.



UPLOAD HOME: Assigned Contracts

OSD

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Currently Assigned Contracts

Click to access contract detail information for this contract

Prime Contract Number	Contract Task	Program Name	Program Manager	Contractor	Contractor Division
JEN12-34-A-5678	Task 1	Example	Jen Horner	Prime: DCARC Corporation Sub:	Prime: N/A Sub:

- The Assigned Contracts tab under UPLOAD HOME provides a listing of all contracts assigned to you.
- If you are missing a contract assignment, please contact your government program office Lead Reviewer.
- If you do not know who that is, please contact the Help Desk at DCARCSupport@Teacolote.com.



UPLOAD HOME: Submission History

OSD

- The Submission History tab will list all submissions for your assigned contracts and the status of each.

Upload Home
 (***) EVM Data Only, No CSDR Data (***)

Search Submission History

Submission ID:
 Contract Number:
 Report Category:

Submission Status:
 Program:

Report Date After:
 Report Date Before:

1 2 3 4 5 6 7 8 9 10 ...								
Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
23704	IPMR Cost					4/29/2014	Nancy Childress	Submitting
23042	IPMR Cost					5/3/2013	Submitter EVM	Submitting
23040	IPMR Cost					5/3/2013	Submitter EVM	Submitting
22946	CFSR	12/31/2012	1/31/2013			4/3/2013	System	Published
22945	IPMR Cost, Formatted Cost	12/31/2012	1/31/2013			4/3/2013	System	Published
22943	CFSR	12/31/2012	1/31/2013			4/3/2013	System	Published
22942	IPMR Cost, Formatted Cost	12/31/2012	1/31/2013			4/3/2013	System	Published
22863	CFSR	12/31/2012	1/30/2013			4/3/2013	System	Published
22862	IPMR Cost, Formatted Cost, History	12/31/2012	1/30/2013			4/3/2013	System	Published
22861	CFSR	12/31/2012	1/30/2013			4/3/2013	System	Published
1 2 3 4 5 6 7 8 9 10 ...								



Uploading a Submission

OSD

- From the Upload Home tab, click the Submit tab.
- Click the underlined Start Submission link as shown here for the corresponding contract/task.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Continue Existing Submissions

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
			14842	2011	6	IPMR Cost, Formatted Cost	6/26/2011	Continue	Cancel
			19873	2012	6	CFSR	6/24/2012	Continue	Cancel
			23040	2009	1	IPMR Cost	Not set	Continue	Cancel
			23042	2009	1	IPMR Cost	Not set	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	Cost (CPR)	CFSR	Schedule (IMS)	History
			Start Submission	Start Submission	Start Submission	Start Submission
			Start Submission	Start Submission	Start Submission	Start Submission

Click here to start a CPR/IPMR Cost submission for the corresponding Contract/Task



Uploading a Submission

OSD

- Once you have selected the submission you intend to upload you will see the UPLOAD SUBMISSION page.
- Click Browse to search for your file and select a file type.
- Click Upload to upload your file.
- Click Next Step after all files are uploaded.

[Back](#) | [Cancel Submission](#)

Upload Submission

Program: **Patriot PAC-3 - Patriot Advanced Capability 3**
Contract Number / Task: **W31P4Q-07-G-0001 / SRM Obsolescence-0017**
Report: **IPMR Cost, Formatted Cost** Month, Year: **Mar, 2014** Submission ID: **23705**

Files

Unclassified Documents Only

Uploaded files may be of the following type(s):

- IPMR Cost files (839 EDI, wInsight XML, and CPR Format 1-4 UN/CEFACT XML) - At least 1 file is required before submit.
- Formatted Cost reports (CPR formats 1-5)

Select a file to Upload

Caution: The total size of each file must be less than 300 mb.

IPMR Cost

Please select the level of the file: Component Total

Uploaded Files



UPLOADING: XML/TRN File

OSD

Back Cancel Submission

Upload Submission

Program: Patriot PAC-3 - Patriot Advanced Capability 3
 Contract Number / Task: W31P4Q-07-G-0001 / SRM Obsolescence-0017
 Report: IPMR Cost, Formatted Cost Month, Year: Aug, 2013 Submission ID: 23705

Files CPR Data Review & Submit

Processed File

Submission Options

Please review the processing results below and choose one of the 3 options before continuing.

Accept and upload another file
 Accept and continue
 Delete and upload a different file
 Continue

Choose an option and click continue

File Details

File Name	File Type	File Level
Test.xml	IPMR Cost	Total

Current Period Information

Report From: 10/1/2010 To: 8/25/2013

Report Information

Program Name	Phase	Contract Number	Contract Type
PAC-3 - Patriot Advanced Capability 3	SRM	W31P4Q-07-G-0001	SRM

Contractor	Maximum WBS Level	CPR ID	Final CPR
Raytheon	3	173110	Yes

CPR Header Dollars in Thousands

Quantity	Share Above	Share Below	Original NCC	NCC
	50	75		

CBB	TAB	AUW	Contract Ceiling	Estimated Ceiling

Best Case EAC	Worst Case EAC	Most Likely EAC	Target Price	Estimated Price

Variances

At Complete	Cumulative Schedule	Cumulative Cost	Total Schedule	Total Cost

CPR Dates

Contract Start	Contract Definition	Planned Completion	Contract Completion	Estimated Completion
10/1/2010	8/16/2011	4/30/2016	4/30/2016	4/30/2017

Performance Measurement Baseline (PMB)

MR	BAC	EAC	BCWS	BCWP	ACWP	CPI	SPI

Over Target Baseline (OTB)

OTB Date	BAC Adjustment	SV Adjustment	CV Adjustment	MR Adjustment

^ Calculated Fields

DAMIR Validation Failures

Any failures listed below may prevent this data from being sent to the DAMIR system.

- Contract Ceiling price must be greater than or equal to TargetPrice
- Estimated Contract Ceiling must be greater than or equal to Estimated Price

Data Validation Warnings

Further warnings detected within the data.

- 1 out of 27 WBS element leaf nodes report Cumulative BCWS less than 0
- 1 out of 27 WBS element leaf nodes report Cumulative BCWP less than 0
- 1 out of 27 WBS element leaf nodes report Cumulative ACWP less than 0

Navigate File Periods

View Report To Final CPR

Report Links

Data Quality Validation

- When you upload an XML or TRN file you will be brought to a screen that shows you the data extract from the file as shown here.
- Validation errors/warnings will be displayed in red.
- Please select the appropriate option and click Continue.



UPLOADING: Review & Submit

OSD

Back | Cancel Submission

Upload Submission

Program: Example
 Contract Number / Task: N0000-00-N-0000 / Task 1
 Report: IPMR Cost Month, Year: Jun, 2010 Submission ID: 23684

Files CPR Data **Review & Submit**

Submission Information

Contr #: N0000-00-N-0000 Ctr: DCARC Corporation Division: N/A Location: Cage Code:	Sub Contr #: Sub Ctr: Division: Location: Cage Code:	Program Program Name: Example PNO: Program Mgr: Unknown Service: DOD Mil Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapon Sys: OTHER
---	---	---

Contract Tasks: Task 1, test 2
Contract Type: Unknown **Start Date:** **End Date:** **Stops Contract Reporting?:** No **EDI Required On Contract?:** No

Submission Details Report Date: 6/23/2010 Is Draft: <input type="checkbox"/> Comment: (Max 256 chr.)	Point of Contact Information Name: test Jen Phone: 1234 Fax: 1233 Email: est@tc.c Update Contract Task POC
---	--

To change the POC information for this submission, update Name, Phone, Fax and email and click here to save your changes.

Save Submission

Uploaded Files

File Name	File Type	File Level	First Period	Latest Period	Final CPR
CPR_Sample - L2_Errors - 01.xml	IPMR Cost	Total	6/23/2010	6/23/2010	172896

Submit

- The Report Date will be pre-populated only if you have provided a processable file.
- If you are submitting any other file type you will be required to enter this date.
- Click Save Submission.
- Verify all information is correct.
- Click Submit.



Submission Confirmation

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Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

If you have any questions please contact
DCARC Support
DCARCSupport@Teclote.com



Resubmit

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- If you find an error with your submission and need to resubmit, you have two options. The Lead Reviewer in the government program office will need to be contacted.
 - If the submission is still in the Submitting status, they can Reject it which will allow you to create a brand new submission. Or they can return it to the Submitting status. This will allow you to access the initial submission and add or remove files as appropriate.
 - If the submission has already been Published the Lead Reviewer will need to contact the DCARC Portal Site Administrator at DCARCSupport@Tecolote.com and request that we change the status.