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## **EVM Central Repository Reviewer Guide**

**October 10, 2015**



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# REVIEWER GUIDE

The following document provides step-by-step illustrations of the major actions performed by Reviewers in the EVM-CR system:

- Obtaining an ECA Certificate
- Creating a DCARC Portal Account
- Assigning Reviewers/Submitters to your contract\*
- Reviewing EVM Submissions

\* Lead Reviewers only



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# ECA CERTIFICATE

- All users are required to have a valid CAC (Common Access Card) or ECA (External Certificate Authority) Certificate in order to establish an account on the DCARC Portal.
- The type of ECA Certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors, visit the ECA PKO Program Website at <http://iase.disa.mil/pki/eca/index.html>



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# CREATING AN ACCOUNT

To request access to the DCARC Portal, first go to <http://cade.osd.mil/EVM/EVMOverview.aspx> and choose the option to Request Portal Access as shown below:

A screenshot of the EVM-CR (Earned Value Central Repository) website. The page has a dark blue header with "EVM-CR" in large yellow letters and "Earned Value Central Repository" in white below it. Underneath is a "Home" section. On the left, there is a box titled "DCARC Portal" containing links for "Portal Login", "Access to EVM-CR, Visual Display", "Request Portal Access" (highlighted in yellow), and "Registration Instructions". Below this is a purple button labeled "EVM-CR Overview". On the right, there is a section titled "EVM Central Repository Overview" with a list of bullet points describing the repository's purpose. At the bottom, there is a navigation bar with "CPR, CFSR, IMS" and "EVM-CR" labels.

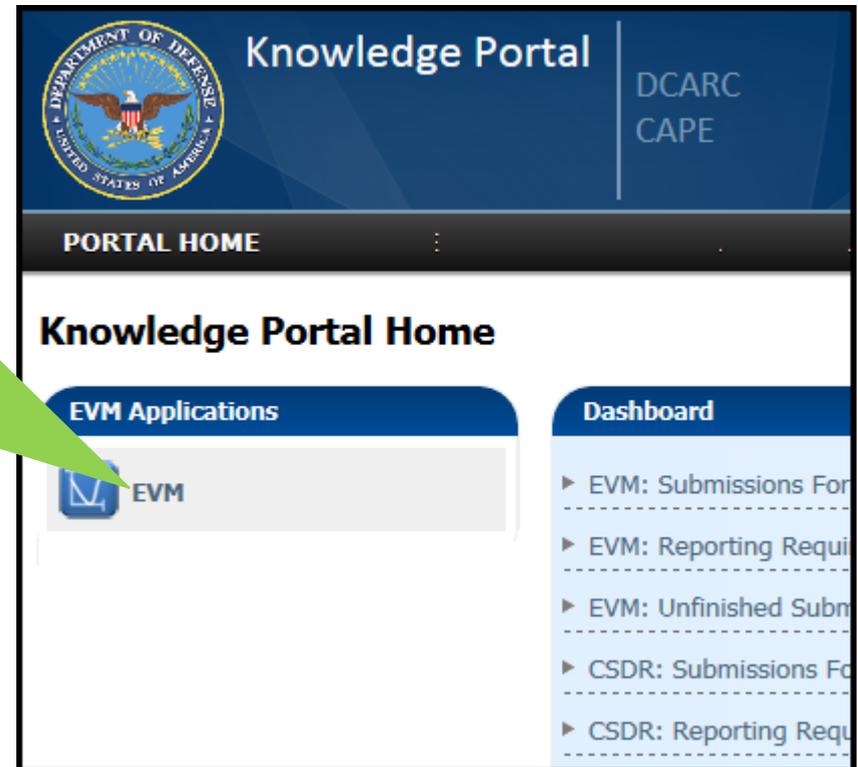
Please contact us at [DCARCSupport@Tecolote.com](mailto:DCARCSupport@Tecolote.com) if you already have a DCARC Portal account and require the EVM Reviewer role added to your user profile.



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# ACCESSING THE EVM WEBSITE

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.





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# REVIEWER HOME



# REVIEWER HOME: SUBMISSIONS

- When a Submitter uploads a Submission to your assigned contract, you will receive an email notification. This email will be sent to the email address you have supplied in your user profile.
- The screen shot below represents what you will see when going to Reviewer Home. Submissions in Pending status will be displayed by default.
- Click Submission ID Number to access Submission Detail.

**Submission Review Home**

Submissions | Task Submission Status | Contracts | Submission History | Contract Request

Pending Submissions

Submissions Filtered By My Review Decisions:

Click to access Submission Detail

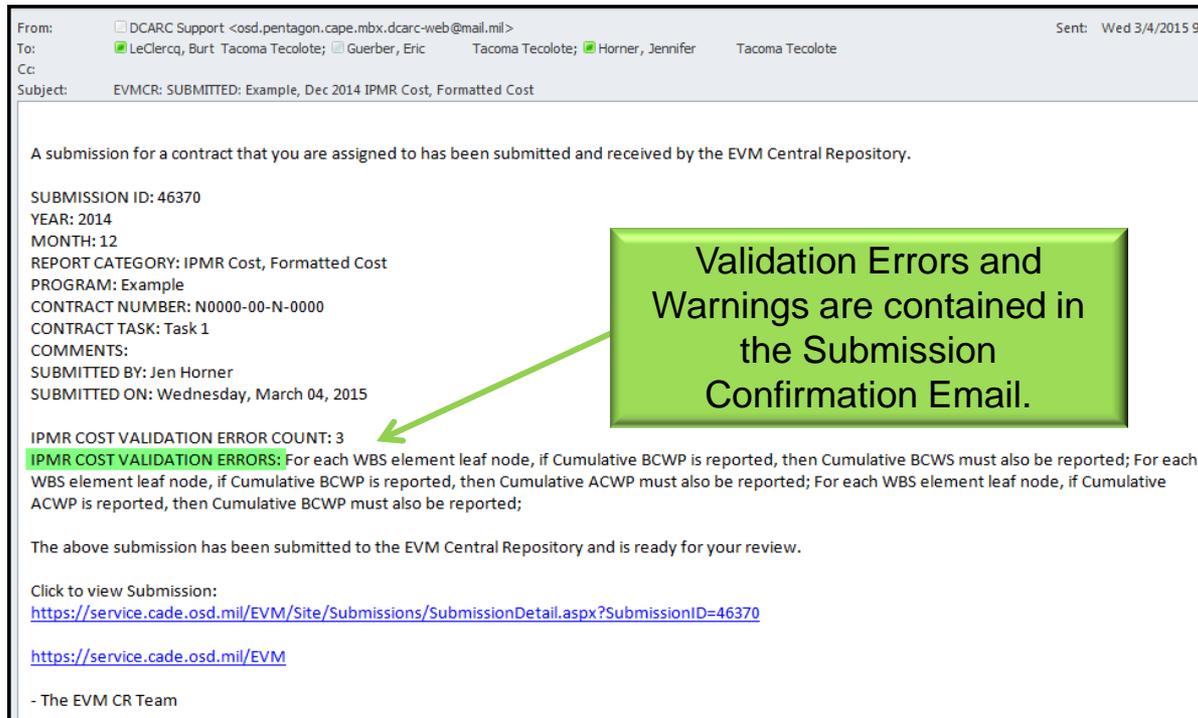
Your role on the contract

Program Name	Submission ID	Contract Number	Report Category(s)	Contract Task	Contains Admin Files	Report Date	Submission Date	Submitter Name	Role
Example	<a href="#">52975</a>	<a href="#">N0000-00-N-0000</a>	Electronic Cost	Test Task 2	No	2/28/2010	10/9/2015	Burt LeClercq	Lead Reviewer
Example	<a href="#">52721</a>	<a href="#">N0000-00-N-0000</a>	Electronic Cost	Test Task 2	No	8/1/2015	9/25/2015	Burt LeClercq	Lead Reviewer



# SUBMISSION CONFIRMATION EMAIL

- When a Submitter uploads a Submission to your assigned contract, all Reviewers and Submitters assigned to the contract will receive an email notification.
- When an Electronic file is contained in the submission, you will also see validation errors and warnings in the email message.





# SUBMISSION DETAIL: SUBMISSION

- The Submission tab will display information about the submission such as when it was submitted, current status and report type(s).

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### Submission Detail

PROGRAM	CONTRACT	Submission
<b>Program Name:</b> <a href="#">Example</a> <b>PNO:</b> <b>Service:</b> DOD <b>Military Handbook:</b> ELECTRONIC/AUTOMATED SOFTWARE <b>Weapons System:</b> OTHER	<b>Contract Number:</b> N0000-00-N-0000 <b>Reporting Contractor:</b> TBD <b>Service:</b> N/A <b>Contractor Location:</b> <b>Cage Code:</b>	<b>Submission ID:</b> 52975 <b>Contract Task:</b> Test Task 2 <b>Report Types:</b> Electronic Cost <b>Submission Status:</b> Pending

[Submission](#) | [Files](#) | [Reviewers](#) | [Comments](#)

---

Submission Information

<b>Year:</b> 2010	<b>Month:</b> 2	<b>Historical PM:</b> Unknown
<b>Report Date:</b> 2/28/2010	<b>Submission Date:</b> 10/9/2015	<b>Submission Errors:</b> 1
<b>Status Set By:</b> Jen Horner	<b>Status Set Date:</b> 10/9/2015	
<b>Submitter Name:</b> <a href="#">Burt LeClercq</a>	<b>Is Draft:</b> No	

Lead Reviewer Actions

- [Set Status to Submitting](#)
- [Alert Managerial Oversight](#)
- [Publish Submission](#)
- [Reject Submission](#)

Days To AutoPub: 10

Point of Contact Information

<b>Name:</b> Burt LeClercq	<b>Phone:</b> 253-564-1979	<b>Submitter Comment:</b>
<b>Fax:</b>	<b>Email:</b> bleclercq@tecolote.com	

**NOTE:** Users assigned as Lead Reviewers on the contract will see the Lead Reviewer Actions Menu. Details provided on slide #12.



# SUBMISSION DETAIL: FILES

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### Submission Detail

<b>PROGRAM</b> <b>Program Name:</b> <a href="#">Example</a> <b>PNO:</b> <b>Service:</b> DOD <b>Military Handbook:</b> ELECTRONIC/AUTOMATED SOFTWARE <b>Weapons System:</b> OTHER	<b>CONTRACT</b> <b>Contract Number:</b> N0000-00-N-0000 <b>Reporting Contractor:</b> TBD <b>Service:</b> N/A <b>Contractor Location:</b> <b>Cage Code:</b>	<b>Submission</b> <b>Submission ID:</b> 52975 <b>Contract Task:</b> Test Task 2 <b>Report Types:</b> Electronic Cost <b>Submission Status:</b> Pending
---	---	--

Submission | **Files** | Reviewers | Comments

Submission Files

Cost Files

File Name	File Type	Contains Format 5 Data	File Comment
UAV_Development_20100201.xml	Electronic Cost		

[View Submission CPRs](#)

Format 6 Files  
There are no files of this type uploaded to this submission.

Format 7 Files  
There are no files of this type uploaded to this submission.

CFSR Files  
There are no files of this type uploaded to this submission.

Other Files  
There are no files of this type uploaded to this submission.

Reviewer Files  
There are no files of this type uploaded to this submission.

Select a file to Upload  
Caution: The total size of each file must be less than 300 mb

[ no files selected ]  File Comments:

Click to View data extract from the XML file

Files contained in the submission will be broken out by the identified report type

Reviewers can upload files here. This is intended for supporting documentation on why a submission may have been accepted or rejected. Also, any other supplemental information that applies to this submission can be provided here.

Lead Reviewer Actions

Days To AutoPub: 10



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# SUBMISSION DETAIL: VIEW SUBMISSION CPR

- Example of IPMR COST/CPR Data extract shown here. Red indicates that the cell contributes to the Error or Warnings displayed below.
- The Data Quality Validation Report displays all checks performed on the file.

DAMIR Validation Failures and Data Validation Warnings displayed

View	File Name	File Type	File Level	First Period	Latest Period	Number of Periods	Final CPR
	...	IPMR Cost	Total	6/29/2014	6/29/2014	1	381863

**File Details**

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

**Current Period Information**

**Current Period**  
Report From: 5/26/2014 To: 6/29/2014

**Processed Date**  
Processed: 1/7/2015

**Report Information**

Program Name	Phase	Contract Number	Contract Type
...	...	...	...

Contractor	Maximum WBS Level	CPR ID	Final CPR
...	4	381863	Yes <input type="button" value="Remove Final CPR"/>

**CPR Header** Dollars in

Quantity	Share Above	Share Below	Original NCC	NCC
	80	80		

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

**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.

- Management Reserve must equal TAB - PMB BAC

Data Validation Warnings  
Further warnings detected within the data.

- PMB costs must be explicitly reported
- 1 out of 51 WBS elements do not report a name
- PMB Cumulative BCWS must be less than or equal to PMB EAC

**Navigate File Periods**

« < 1 of 1 > »

View	Report To	Final CPR
	6/29/2014	Yes

**Report Links**

[Data Quality Validation](#)

Click to view the Data Quality Validation Report



# SUBMISSION DETAIL: REVIEWERS

- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject a submission and enter their comments.
- **NOTE:** your decision here does not change the status of the submission. The Lead Reviewer will need to reject or approve from the Lead Reviewer Actions Menu.

Click to vote on whether to Accept/Reject Submission, enter optional comments and click Save when you are finished

Contract	Submission	Files	Reviewers	Comments
Submission Reviewers				
Reviewer	Organization	Role	Status	
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	Pending	
Jen Horner	Tecolote Research, Inc. (SPSG)	Lead Reviewer	<input type="radio"/> Approved <input type="radio"/> Conditionally Approved <input type="radio"/> Rejected <input checked="" type="radio"/> Pending	
Burt LeClercq	Tecolote Research, Inc. (SPSG)	Reviewer	Pending	

Save



# SUBMISSION DETAIL: LEAD REVIEWER ACTIONS MENU

## Lead Reviewer Actions

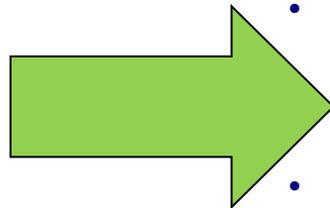
Set Status to Submitting

Alert Managerial Oversight

Publish Submission

Reject Submission

Days To AutoPub: 10



- The Lead Reviewer Actions Menu provides options for the Lead Reviewer to change the status of a submission.
  - Set Status to Submitting – This option allows the Lead Reviewer to return the submission to the Submitter to access it and add/remove files as needed and resubmit. (Or cancel the submission if needed).
  - Alert Managerial Oversight – Managerial Oversight Reviewers will not be notified of a submission ready for review unless the Lead Reviewer notifies them with this option.
  - Publish Submission – this option publishes the submission. The Submission will now be available for viewing by all approved Analysts.
  - Reject Submission – This option rejects the submission. The submitter can then upload a replacement submission for the requirement. The rejected submission cannot be viewed by Analysts.
- Days to AutoPub – Indicates how many days are remaining before the system will automatically publish the submission to the system and make data available to the Analyst community.



# REQUEST: SET TO SUBMITTING

- Any Submitter on your assigned contracts has the ability to request a submission be returned to them in the Submitting status so that they can correct/edit/add items within the existing submission.
- When this type of request is submitted, you as Lead Reviewer, will receive an email notification like the one below to alert you to their request.

**SUBMISSION STATUS CHANGE REQUEST**

DCARC Support <osd.pentagon.cape.mbx.dcarc-web@mail.mil>

Sent: Fri 10/9/2015 6:28 AM

To:  Augsburger, David E. TAC Tecolote;  Guerber, Eric Tacoma Tecolote;  Horner, Jennifer Tacoma Tecolote

---

Jen Horner has requested that submission with id 52975 be returned to submitting status.

Program: Example  
Contract ID: N0000-00-N-0000

Task: Test Task 2  
SubmissionID: 52975

Please [REVIEW](#) this request.

Thank you;  
DCARC Support.

Click the REVIEW link to be taken to this submission in the EVM-CR



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## REVIEWER HOME: TASK SUBMISSION STATUS

- This tab displays delivery status of all assigned tasks.
- To view the submission contributing to a particular rating, click the box to navigate to the Submission Detail.

**Submission Review Home**
Submissions | **Task Submission Status** | Contracts | Submission History | Contract Request

**Contract Task Submission Status**

Program:  Contract Number:  Filter Tasks Clear Filter

[Legend](#)
[Previous Month](#)

			Jun 2015														Latest History File	Pct Complete																								
Program	Contract	Contract Task	Elect	Human	Form	Form	Native	CFSR	Form	Form	Elect	Elect	Human	Format 6 on Time	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance	Electronic Cost on Time	Electronic Cost Compl	Human Readable Cost	Format 6 on Time	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance	Electronic Cost on Time	Electronic Cost Compl	Human Readable Cost	Format 6 on Time	Format 6 Compliance	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance							
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	12/31/2014	97		
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	4/26/2015	80		
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	1/25/2015	96	
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7/26/2015	40	
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	1/25/2015	31
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	8/30/2015	73
			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	5/31/2015	64

Click to access Submission Detail.



# REVIEWER HOME: CONTRACTS

- The Contracts tab shows all contracts assigned to you and your role on each.
- If your contract is not listed, continue to next slide for information on how to request access.

**Submission Review Home**

Submissions Task Submission Status **Contracts** Submission History Contract Request

Assigned Contracts

<u>Prime Contract Number</u>	<u>Contract Task</u>	<u>Program Name</u>	<u>PM</u>	<u>Contractor</u>	<u>Contractor Division</u>	<u>Role</u>
<a href="#">N0000-00-N-0000</a>	Multiple (4)	<a href="#">Example</a>	Unknown	Prime: TBD Sub:	Prime: N/A Sub:	Lead Reviewer

Click Prime Contract Number to access Contract Detail.



# REVIEWER HOME: CONTRACT REQUEST

- To request access to a contract, simply enter the contract number on this page and click Send Request.
- An email message will be sent to the Lead Reviewer(s) assigned to the contract alerting them to your request.

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

Submit Task Submission Status Assigned Contracts Submission History **Contract Request**

Please enter the contract number of the request.

Contract Number :

Send Request

Enter contract number and click Send Request



# CONTRACT REQUEST

Lead Reviewers will receive an email notice when a Reviewer requests access to a contract.

**From:** DCARC Support [<mailto:osd.pentagon.cape.mbx.dcarc-web@mail.mil>]  
**Sent:** Friday, October 09, 2015 10:16 AM  
**To:** Augsburger, David E. TAC Tecolote; Guerber, Eric Tacoma Tecolote  
**Subject:** REVIEWER CONTRACT ASSIGNMENT REQUEST

Jen Horner has made a request to be added as a Reviewer to the following contract:

Example  
N0000-00-N-0000

Click to navigate to the EVM-CR for Review

Please [REVIEW](#) this request for approval.

The user will be listed on the Reviewers & Submitters tab. The Request column will be displayed.

- Click the + to accept.
- Click the x to reject.

Program: [Example](#) Reporting Contractor: TBD Division: N/A  
 Contract Number: N0000-00-N-0000 Contract Type: Unknown Service: DOD

Contract Summary **Reviewers & Submitters** Received S

Contract Reviewers:

Reviewer Name	Organization	Role	Request
David Augsburger	Tecolote Research, Inc. (SPSG)	Lead Reviewer	
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	
Jen Horner	Tecolote Research, Inc. (SPSG)	Reviewer	+ x
Burt LeClercq	Tecolote Research, Inc. (SPSG)	Reviewer	

[Manage Contract Reviewers](#)

NOTE: Submitters have the option to request access via the site as well and the process is same for Lead Reviewer approval.



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# **CONTRACT DETAIL**



# CONTRACT DETAIL: CONTRACT SUMMARY

## Contract Summary Page:

- All tasks on the contract
- DAU Gold Card Metrics
- CPI/SPI
- 3 month Program Status Report

## Links to:

- CPR Data Report (data extracted from Electronic cost files)
- Report a Data Quality Issue
- View Data Quality Issues

Contract Detail

Program: [redacted] Reporting Contractor: [redacted] Division: [redacted]

Contract Number: [redacted] Contract Type: CPFF Service: NAVY

Contract Summary | Reviewers & Submitters | Received Submissions | Contract Attachments | Reporting Stream | Comments

Contract Summary:

Contract Task	Effort Number
00*	L
00*	L
00*	
00*	
00*	

DAU Gold Card Metrics by Contract Task (Single Dollars):

DoD Tripwires	Value
CPI	
SPI	

Key Metrics	Values
BCWP	
BCWS	
ACWP	
BAC	
EAC (reported)	
EAC (cpi)	
EAC (composite)	

Variances	Values
Cost Variance	
Schedule Variance	
Variance at Complete	
CV %	
SV %	

Metric Name	Values
% Schedule	82.89
% Complete	76.56
% Spent	87.24
TCPI eac	1.24

View CPR Data Report for currently selected contract task.  
 Report Data Quality Issue for currently selected contract task.  
 View Data Quality Issues for currently selected contract task.

Legend

Contract Task	Jul 2015							Aug 2015							Sep 2015							Latest History File	Pct Complet									
	UN/CEFACT Req	Electronic Cost on Time	Electronic Cost Compliance	Human Readable Cost on Time	Format 6 on Time	Format 6 Compliance	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance	Electronic Cost on Time	Electronic Cost Compliance	Human Readable Cost on Time	Format 6 on Time	Format 6 Compliance	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance	Electronic Cost on Time	Electronic Cost Compliance			Human Readable Cost on Time	Format 6 on Time	Format 6 Compliance	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance		
CLIN 0701 - SMCTP																															7/30/2015	7



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## CONTRACT DETAIL: REVIEWERS & SUBMITTERS

- The Reviewers & Submitters tab shows all users assigned to the contract and their corresponding roles.
- Users assigned as Lead Reviewer(s) will have the option to Manage Contract Reviewers & Manage Contract Submitters

Back | Previous | Next

### Contract Detail

Program:  Reporting Contractor:  Division:

Contract Number:  Contract Type: CPFF Service: NAVY

[Contract Summary](#) | **[Reviewers & Submitters](#)** | [Received Submissions](#) | [Contract Attachments](#) | [Reporting Stream](#) | [Comments](#)

Contract Reviewers:

Reviewer Name	Organization	Role
David Augsburger	Tecolote Research, Inc. (SPSG)	Lead Reviewer
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer
Jen Horner	Tecolote Research, Inc. (SPSG)	Lead Reviewer
Burt LeClercq	Tecolote Research, Inc. (SPSG)	Reviewer

[Manage Contract Reviewers](#)

Contract Submitters:

Submitter Name	Organization
Limited Analyst	Tecolote Research, Inc.
David Augsburger	Tecolote Research, Inc. (SPSG)
Deborah Buck	Tecolote Research
Eric Guerber	SPSG - Tecolote Research Inc.
Jen Horner	Tecolote Research, Inc. (SPSG)
James Kirst	Tecolote Research, Inc. (SPSG)
Burt LeClercq	Tecolote Research, Inc. (SPSG)
John McGahan	Tecolote Research, Inc. (SPSG)
Charlotte McIntosh	Tecolote Research, Inc. (SPSG)

[Manage Contract Submitters](#)

**Click to Manage Reviewers** (points to Manage Contract Reviewers)

**Click to Manage Submitters** (points to Manage Contract Submitters)





# MANAGE CONTRACT REVIEWERS

- Lead Reviewers can manage the Reviewers assigned to their contract by clicking the Manage Contract Reviewers link.
- A search box will be displayed. You can search by first letter of the users last name, their email address or by typing their last name in the search box.
- A list of results will be displayed. Once you have located the user you wish to add, select their role and put an X in the select box.
- Click Add Selected Reviewers.

**REVIEWER** – User responsible for reviewing reports delivered by the contractor while they are in the Pending status.

**LEAD REVIEWER** – User responsible for reviewing and approving reports as well as managing users assigned to the contract and acting as focal point for contract.

**MANAGERIAL OVERSIGHT** – This user will have access to submissions while in Pending but will not receive email notifications of submission status changes, unless Lead Reviewer specifically sends notification.

Select reviewers to add to this contract

Click one of the following links to display all users whose last name begins with that letter:  
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Otherwise use the controls below to search users by partial username, name or e-mail:

E-mail contains mcgahan Search 10 Results per page

Reviewer Name	Organization	Role	Select
McGahan, John	Tecolote Research, Inc. (SPSG)	Reviewer Lead Reviewer Managerial Oversight	<input type="checkbox"/>

[Add Selected Reviewers](#)

**NOTE: Lead Reviewer capability only**



# MANAGE CONTRACT SUBMITTERS

- Lead Reviewers can manage the Submitters assigned to their contract by clicking the Manage Contract Submitters link.
- A search box will be displayed. You can search by first letter of the users last name, their email address or by typing their last name in the search box.
- A list of results will be displayed. Once you have located the user you wish to add, put an X in the select box.
- Click Add Selected Submitters.

Select Submitters to add to this contract

Click one of the following links to display all users whose last name begins with that letter:  
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Otherwise use the controls below to search users by partial username, name or e-mail:

Last Name ▾ contains  Search  ▾

	Submitter Name	Organization	Select
	Horner, Jen	Tecolote Research, Inc. (SPSG)	<input type="checkbox"/>

[Add Selected Submitters](#)

**NOTE: Lead Reviewer capability only**



# PARCA EVM

# CONTRACT DETAIL: RECEIVED SUBMISSIONS

The Received Submissions will display all Published and Pending submissions on the contract. You can filter this list by:

- Contract Task (if more than one task on contract there will be a drop down option.)
- Report Categories (Electronic Cost, Formatted Cost, CFSR, Format 6, Format 7 or History)
- Current Status (Pending or Published)

Click Submission ID# to drill into the Submission Detail and access submitted files and view data extracts from the electronic files

Back | Previous | Next

### Contract Detail

Program: [REDACTED] Reporting Contractor: [REDACTED] Division: [REDACTED]

Contract Number: [REDACTED] Contract Type: CPFF Service: NAVY

Contract Summary | Reviewers & Submitters | **Received Submissions** | Contract Attachments | Reporting Stream | Comments

Received Submissions:

Contract Task: [All] Report Categories: [All] Latest Submission Status: [All] Admin Uploaded Only

Submission ID	Report Category(s)	Contract Task	Contains Admin Files	Report Date	Submission Date	Status Date	Status
<a href="#">52487</a>	Electronic Cost, Human Readable Cost, History	Increment 2 ECP3	No	8/27/2015	9/22/2015	9/30/2015	Published
<a href="#">52480</a>	Electronic Cost, Human Readable Cost, Native Schedule, History	CLIN 0901 S2 AAS	No	8/27/2015	9/22/2015	10/1/2015	Published
<a href="#">52478</a>	Native Schedule	RDT&E	No	8/27/2015	9/22/2015	9/30/2015	Published
<a href="#">52457</a>	Electronic Cost, Human Readable Cost, Native Schedule	CLIN 0701 - SMCTP	No	8/24/2015	9/22/2015	10/1/2015	Published
<a href="#">52341</a>	Electronic Cost, Human Readable Cost, Native Schedule, History	CLIN 0801 INC 2 (I2I)	No	8/27/2015	9/22/2015	9/30/2015	Published
<a href="#">51851</a>	Electronic Cost, Human Readable Cost, History	Increment 2 ECP3	No	7/30/2015	8/24/2015	9/1/2015	Published
<a href="#">51850</a>	Electronic Cost, Human Readable Cost, Native Schedule, History	CLIN 0801 INC 2 (I2I)	No	7/30/2015	8/24/2015	9/3/2015	Published
<a href="#">51849</a>	Electronic Cost, Human Readable Cost, History	CLIN 0701 - SMCTP	No	7/30/2015	8/24/2015	9/1/2015	Published
<a href="#">51848</a>	Native Schedule	CLIN 0701 - SMCTP	No	7/24/2015	8/24/2015	9/1/2015	Published
<a href="#">51847</a>	Native Schedule	RDT&E	No	7/20/2015	8/24/2015	9/1/2015	Published

1 2 3 4 5 6 7 8 9 10 ...





# CONTRACT DETAIL: CONTRACT ATTACHMENTS

Any files relevant to the contract are housed here. Form DD-1423 CDRL documents will be available on this tab.

Back | Previous | Next

### Contract Detail

Program: [redacted] Reporting Contractor: [redacted] Division: [redacted]

Contract Number: [redacted] Contract Type: CPFF Service: NAVY

[Contract Summary](#) |
 [Reviewers & Submitters](#) |
 [Received Submissions](#) |
 **[Contract Attachments](#)** |
 [Reporting Stream](#) |
 [Comments](#)

CDRL Attachment

File Name	File Comment	Approval Status	Upload Date	Upload By
[redacted]	CPR CDRL	Approved	9/18/2009	kileybran
[redacted]	CFSR CDRL	None	2/28/2011	dbuck
[redacted]	IMS CDRL	None	2/28/2011	dbuck
[redacted]	IMS CDRL	None	2/28/2011	dbuck
[redacted]	IPMR & CFSR CDRLS	Approved	2/26/2015	dbuck

Contract Attachment

File Name	File Comment
EVMCR New Contract Form.doc	New Contract form

Click the file name to open or save the file





# CONTRACT DETAIL: REPORTING STREAM

The Reporting Stream defines the reporting requirements for each contract task. Click the glasses icon to navigate between contract tasks and view corresponding requirements.

Back | Previous | Next

### Contract Detail

Program: [blurred] Reporting Contractor: [blurred] Division: [blurred]  
 Contract Number: [blurred] Contract Type: CPFF Service: NAVY

Contract Summary | Reviewers & Submitters | Received Submissions | Contract Attachments | **Reporting Stream** | Comments

Contract Summary

ContractTask	EffortNumber	Start Date	End Date
	[blurred]	3/1/2012	12/31/2018
	[blurred]	3/1/2012	12/31/2018
	[blurred]	5/20/2013	12/31/2018
	[blurred]	12/12/2014	12/21/2017
	[blurred]	6/14/2004	12/31/2018

Reporting Stream	Effective Date
887	2012-03-01

Cost

- Human Readable
- ElectronicCost
- UNCEFACT
- Format 1
- Format 2
- Format 3
- Format 4
- Format 5

Frequency: Monthly  
Submit Days: 30, Calendar Day

- History

Frequency: Annual  
Submit Days: 30, Calendar Day

Schedule

- Native Schedule
- Electronic Schedule

Frequency: Monthly  
Submit Days: 30, Calendar Day

CFSR

- Required

Frequency: Quarterly  
Submit Days: 30, Calendar Day

Click the icon to view Reporting Stream for corresponding contract task





**PARCA  
EVM**

# NEW CONTRACT REQUEST

Slides 27-34 are from a separate presentation that was created to show Lead Reviewers the process for requesting a new contract addition to the EVM-CR.



If you have any questions, please contact  
DCARC SUPPORT  
[DCARCSupport@Tecolote.com](mailto:DCARCSupport@Tecolote.com)



## Automated New Contract Request

- ▶ The process to request a new contract has been changed in the Knowledge Portal.
- ▶ The following slides will describe this new process.
- ▶ Please contact the Help Desk at [DCARCSUPPORT@TECOLOTE.COM](mailto:DCARCSUPPORT@TECOLOTE.COM) if you have any questions.



# New Contract Request

To begin a new request:

1. Choose the Request New Contract Reporting option from the Account Actions Menu (Portal Home).
2. Click Create New Contract Reporting Request.
3. Choose the EVM radio button and click Next.

**Account Actions**

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [Request new contract reporting](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)

Choose this option from the Home Page to initiate request.

**Contract Reporting Request**

Click the link immediately below this line if you wish to begin a request for new contract reporting.  
[Create New Contract Reporting Request](#) +

Click here to continue.

The area below displays the status of requests you have already made or are currently working on. You can continue your work by selecting the pencil image or review already submitted requests by clicking on the glasses image.

**Contract Reporting Request**

[Return](#)

Create a new request for contract reporting by first selecting either EVM or CSDR for your reporting requirement. Then click "Next".

EVM (Earned Value Management)  CSDR (Cost and Software Data Reporting)

[Next](#)

Select EVM and click Next.



# New Contract Request

The screen shot to the right is a collapsed view of all items that can be entered when making a request. Required section for EVM reporting are:

1. Contract Summary
2. Prime Contractor
3. Lead Reviewer
4. Contract Task Info.
5. Contract CDRLs

**Contract Reporting Request**

**Instructions:**  
Please complete all of the following sections to complete your request. Clicking the arrow next to the name of each section will open it. Once all of the sections are finished, you will be able to submit the request. After saving each section, the status of that section will update. A section displaying a status of 'Not Started' or 'Incomplete' will need to be corrected. Areas on a form that need to be corrected will have a rose-colored background.

[Collapse All](#) or [Show All](#)

▶ Summary	Not Started
▶ Contractor	Not Started
▶ Lead Reviewers	Not Started
▶ Contract Reviewers	Optional
▶ Contract Submitters	Optional
▶ Contract Task	Not Started
▶ Contract Data Requirements Lists (CDRLs)	Not Started

*Items that are labeled Not Started are required*

**NOTE: CDRLs that should be submitted are the form DD-1423 for IPMR/CPR/CFSR/IMS (Any that are required).**



PARCA  
EVM

## Contract Summary Info.

Complete the Summary Information as shown here. Click SAVE.

Summary Not Started

Summary Information

The following items will search as you type. Select the item in the list that is displayed. If you enter a new item, also select it from the list.

Program Name:

Contract Number:

Weapon System Type:

Contract Type:

Select from the dropdown lists

Mil Standard:

Service:

Phase:

Type in the name of the program manager for this contract reporting.

Program Manager:

The top & bottom sections are text fields. Program name will prefill as you type and can then be selected from the

Middle section are drop down options. If you do not find your desired option, select Other and send us an email.



# PARCA EVM

## Contractor Information

Contractor Not Started

Prime Contractor Information

Type a few letters to find the contractor and select from the list. If the contractor cannot be found, type in the full name for the contractor and select it in the list that appears as you type up to add it.

Contractor:

- Raytheon Company
- Raytheon Systems Limited
- Raytheon/Lockheed Joint Venture

Division:

As you enter the Contractor Name the system will prefill as shown here. You can then select from the list.

After entering all required information, submit your request for review by Help Desk.

Prime Contractor Information

Type a few letters to find the contractor and select from the list. If the contractor cannot be found, type in the full name for the contractor and select it in the list that appears as you type up to add it.

Contractor:

To see all existing divisions, type in the name of the contractor you selected above. You may also type a division name, city, or the 2-letter state abbreviation. If the division is not found, enter the full name of the division and also enter the location field below (example: San Diego, CA).

Division:

Location:

- Raytheon Company: Airspace Management and Homeland Security, Fullerton, CA
- Raytheon Company: Combat Systems, N/A
- Raytheon Company: Electronic Systems, El Segundo, CA
- Raytheon Company: Electronic Warfare Systems, Goleta, CA
- Raytheon Company: Ground Sensor Development, Plano, TX
- Raytheon Company: Hughes Aircraft Company, Los Angeles, CA
- Raytheon Company: IDS - Integrated Defense Systems, St. Petersburg, FL
- Raytheon Company: IDS - Integrated Defense Systems, Portsmouth, RI
- Raytheon Company: IDS - Integrated Defense Systems, Sudbury, MA
- Raytheon Company: IDS - Integrated Defense Systems, San Diego, CA
- Raytheon Company: IDS - Integrated Defense Systems, Andover, MA
- Raytheon Company: IDS - Integrated Defense Systems, Woburn, MA
- Raytheon Company: IDS - Integrated Defense Systems, Tewksbury, MA
- Raytheon Company: IDS - Integrated Defense Systems, Pascagoula, MS
- Raytheon Company: IDS - Submarine & Undersea Systems, Portsmouth, RI
- Raytheon Company: IIS - Intelligence & Information Systems, Sterling, VA
- Raytheon Company: IIS - Intelligence & Information Systems, Aurora, CO
- Raytheon Company: Integrated Defense System, Tucson, AZ
- Raytheon Company: Largo Division, Largo, FL
- Raytheon Company: Missile Defense Center, Woburn, MA
- Raytheon Company: Missile Systems, Bedford, MA
- Raytheon Company: Missile Systems, Lowell, MA

Lead Reviewers:

After entering the Contractor Name, to select a division, begin typing in that Contractor Name again and select the division from the list.

**NOTE:** In the unlikely event that the sub-contractor is required to submit to the EVM-CR, repeat these same steps for the Sub Contractor section.



# Lead Reviewer Info.

▼ Lead Reviewers Not Started

---

### Lead Reviewer Information

Lead reviewers are responsible for reviewing submissions on their assigned contracts. They are the only users who have the capability of publishing a submission. Lead reviewers are also responsible for managing the reviewers and submitters for their assigned contracts.

Set the primary lead reviewer by typing a few characters of the last name to find him/her in the system. If you do not find the person you are searching for, enter their full name.

-----

Primary Lead Reviewer:

Email:

Phone:

Optionally add alternate lead reviewers in the same manner as the primary lead reviewer above.

-----

Alternate Lead Reviewer:

Email:

Phone:

-----

Alternate Lead Reviewer:

Email:

Phone:

A single Lead Reviewer Name, Email and Phone is required. You can optionally provide alternate Lead information here.





# Contract Task Information

▼ Contract Task
Not Started

**Contract Task Information**

Enter up to 3 task names (e.g. LRIP, DO 1234, CLIN 2, etc...) for this EVM reporting requirement. If more than 3 tasks are needed, they can be added later by contacting the help desk. The effort number should be a number from 1 to 999 as shown in the DAMIR system. The start and end dates should match what is indicated in the CDRL for each task.

---

Task Name:

Effort Number:

Start Date:

End Date:

---

Task Name:

Effort Number:

Start Date:

End Date:

---

Task Name:

Effort Number:

Start Date:

End Date:

For each task required to submit to the EVM-CR provide:

1. Task Name
2. Effort Number (if known)
3. Start Date
4. End Date

\*NOTE: Effort Number refers to the DAMIR Effort Number. This is needed for aligning EVM-CR Data for DAMIR/DAES. If you do not know it, it is OK. The Help Desk will work with your Service Lead to determine what this number should be.

\*\*NOTE: Effort Number doesn't apply for MDA contracts.



# Uploading CDRL Documents

▼ Contract Data Requirements Lists (CDRLs) Not Started

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Contract Data Requirements Lists (CDRLs)

Upload all CDRLs associated with this contract reporting requirement. To submit a file, first select a file to upload, enter a description for the file, and then click "Submit CDRL". There is a 100mb file size limit.

---

File:

Description:

Click to browse for file. Enter a description such as IPMR CDRL and click to submit.