



PARCA

EVM Central Repository Reviewer Guide

JUNE 2016



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



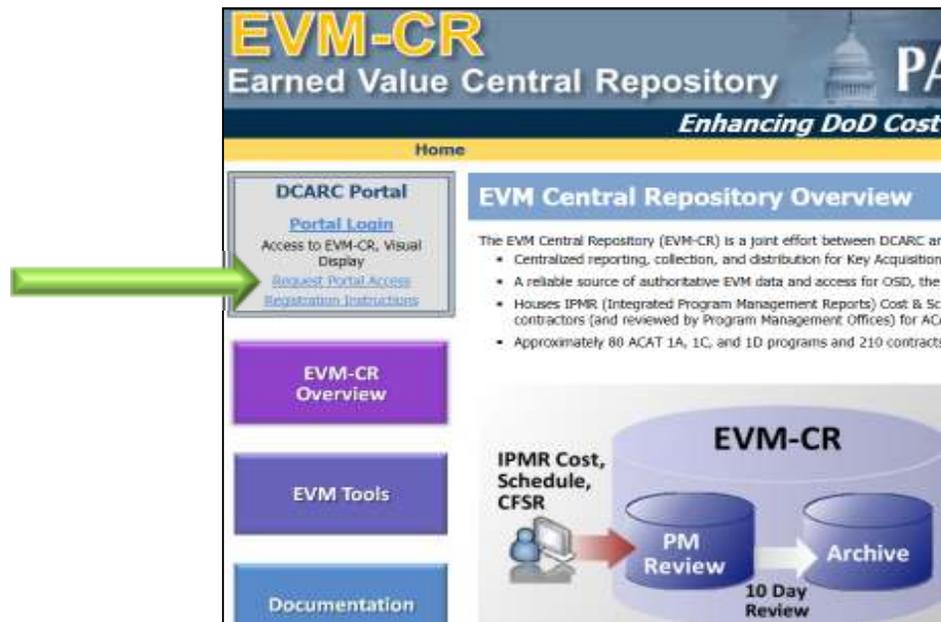
ECA CERTIFICATE

- 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/Pages/index.aspx>



CREATING AN ACCOUNT

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



Please contact us at CADESupport@Tecolote.com if you already have a CADE Portal account and require the EVM Analyst role added to your user profile.



ACCESSING THE EVM WEBSITE

Once your access is approved, log in to the CADE Portal and click the EVM Website link as shown here to access the EVM Central Repository.





REVIEWER HOME



REVIEWER HOME

The screenshot displays the CADE Portal interface. At the top left is the Department of Defense seal. The header includes 'CADE Portal' and 'PARCA'. A navigation bar contains the following items: CADE PORTAL, EVM HOME, EVM ADMINISTRATION, MY EVM, and CONTACT US. The main content area is titled 'Welcome to EVM Central Repository'. Below this is a 'User Guides' section with two entries: 'Submitter Guide' and 'Reviewer Guide'. On the right side, a dropdown menu is open, listing: Upload Home, Reviewer Home (highlighted with a green arrow), Analyst Home, Reports & Metrics, Search Contracts, and Search Submissions. The background of the page shows a blurred view of a dashboard with various data visualizations and labels like 'Level 1 CPR Data' and 'OSD AT&S'.



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.

A screenshot of the PARCA EVM web application interface. At the top left, there is a 'Back' button. Below it, the page title is 'Upload Home' with a subtitle '(*** EVM Data Only, No CSDR Data ***)'. A navigation bar contains five tabs: 'Submit', 'Task Submission Status', 'Assigned Contracts', 'Submission History', and 'Contract Request', with the last one being highlighted in blue. Below the navigation bar, the text 'Please enter the contract number of the request.' is displayed. Underneath this text is a text input field labeled 'Contract Number :'. Below the input field is a 'Send Request' button. A green arrow points from a green callout box to the 'Send Request' button. The callout box contains the text 'Enter contract number and click Send Request'.

Please contact us at CADESupport@Tecolote.com for help, if needed. Lead reviewers are responsible for adding additional Reviewers.



REVIEWER HOME: SUBMISSIONS

- Upon receipt of e-mail notification of a submission, navigate to Reviewer Home in the EVM-CR (as shown in slide 5), or click the link provided in the notification e-mail.
- Pending Submissions will be displayed by default at *Reviewer Home*.
- Click a Submission ID number to review the *Submission Detail* page.

Submission Review Home

Submissions Task Submission Status Contracts Submission History Contract Request

Click to access Submission Detail

Submissions Filtered By My Review Decisions: Pending

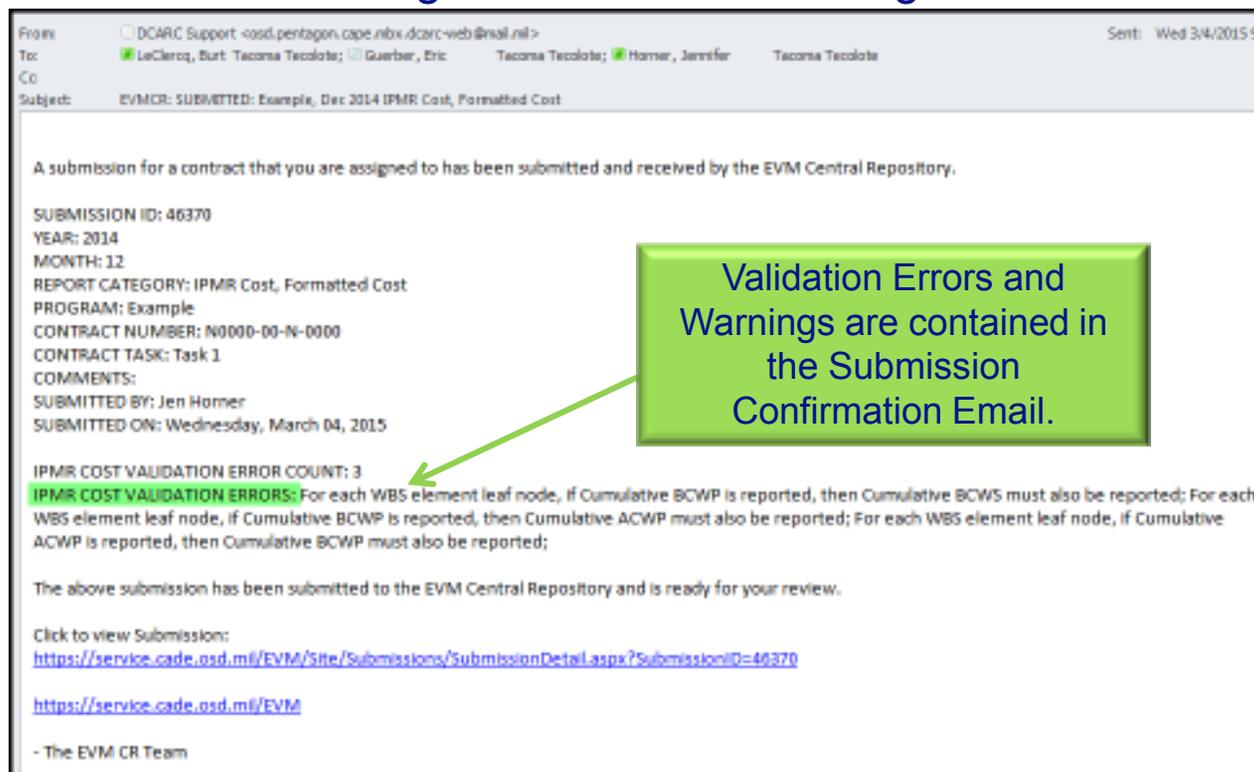
Your role on the contract

Program Name	Submission ID	Contract Number	Report Category(s)	Contract Task	Contains Admin Files	Report Date	Submission Date	Submitter Name	Role
Example	52975	N0000-00-N-0000	Electronic Cost	Test Task 2	No	2/28/2010	10/9/2015	Burt LeClercq	Lead Reviewer
Example	52721	N0000-00-N-0000	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 e-mail notification, sent to the e-mail address you have supplied in your user profile.
- When an Electronic file is contained in the submission, you will also see validation errors and warnings in the e-mail 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).

Back

Submission Detail

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

Submission | Files | Reviewers | Comments

Submission Information

Year: 2010	Month: 2	Historical PM: Unknown
Report Date: 2/28/2010	Submission Date: 10/9/2015	Submission Errors: 1
Status Set By: Jen Horner	Status Set Date: 10/9/2015	
Submitter Name: Burt LeClercq	Is Draft: No	

Lead Reviewer Actions

- Set Status to Submitting
- Alert Managerial Oversight
- Publish Submission
- Reject Submission

Days To AutoPub: 10

Point of Contact Information

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

NOTE: Users assigned as Lead Reviewers on the contract will see the Lead Reviewer Actions Menu. Details provided on slide #15.



SUBMISSION DETAIL: FILES

[Back](#)

Submission Detail

PROGRAM	CONTRACT	Submission
Program Name: Example PN0: Service: DOD Military Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapons System: OTHER	Contract Number: N0000-00-N-0000 Reporting Contractor: TBD Service: N/A Contractor Location: Cage Code:	Submission ID: 52975 Contract Task: Test Task 2 Report Types: Electronic Cost Submission Status: Pending

Submission **Files** Reviewers Comments

Submission Files

Cost Files

File Name	File Type	Contains Format 5 Data	File Comment
UUV_Development_2010020.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:

Lead Reviewer Actions

-
-
-
-

Days To AutoPub: 10

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, supplemental information that applies to this submission can be provided here.



SUBMISSION DETAIL: VIEW SUBMISSION CPR

- Example of IPMR COST/CPR Data extract shown here.
- Red indicates the cell contributes to an Error or Warning displayed below.
- To view the Data Quality Validation report click the link (see image on slide 12)
- To view the Performance Over Time chart click the link (see image on slide 13)

The screenshot displays the following sections:

- File Details:** File Name, File Type, File Level.
- Current Period Information:** Current Period, Report From, Report To, Processed Date.
- Report Information:** Program Name, Phase, Contract Number, Contract Type, Contractor, Maximum WBS Level, CPRLD, Final CPR.
- CPR Header:** Dollars in Thousands. Includes Quantity, Allow Allow, Share Allow, Original WOC, MCC, CRB, TAB, ACWB, Contract Ceiling, Estimate, Best Case EAC, Worst Case EAC, Most Likely EAC, Target Price, Estimate.
- Variations:** All Complete, Cumulative Schedule, Cumulative Cost, Total Schedule, Total Cost.
- CPR Dates:** Contract Start, Contract Initialization, Planned Completion, Contract Completion, Estimated Completion.
- Performance Measurement Baseline (PMB):** MR, EAC, LAC, BCWS, BCWP, ACWP, CPI, SPI.
- Over Target Baseline (OTB):** OTB Date, BAC Adjustment, SV Adjustment, CV Adjustment, MR Adjustment.
- Calculated Fields:** DAMIR Validation Failures (Management Reserve must equal TAB - PMB EAC) and Data Validation Warnings (PMB costs must be explicitly reported; 1 out of 31 WBS elements do not report a name; PMB Cumulative BCWS must be less than or equal to PMB EAC).

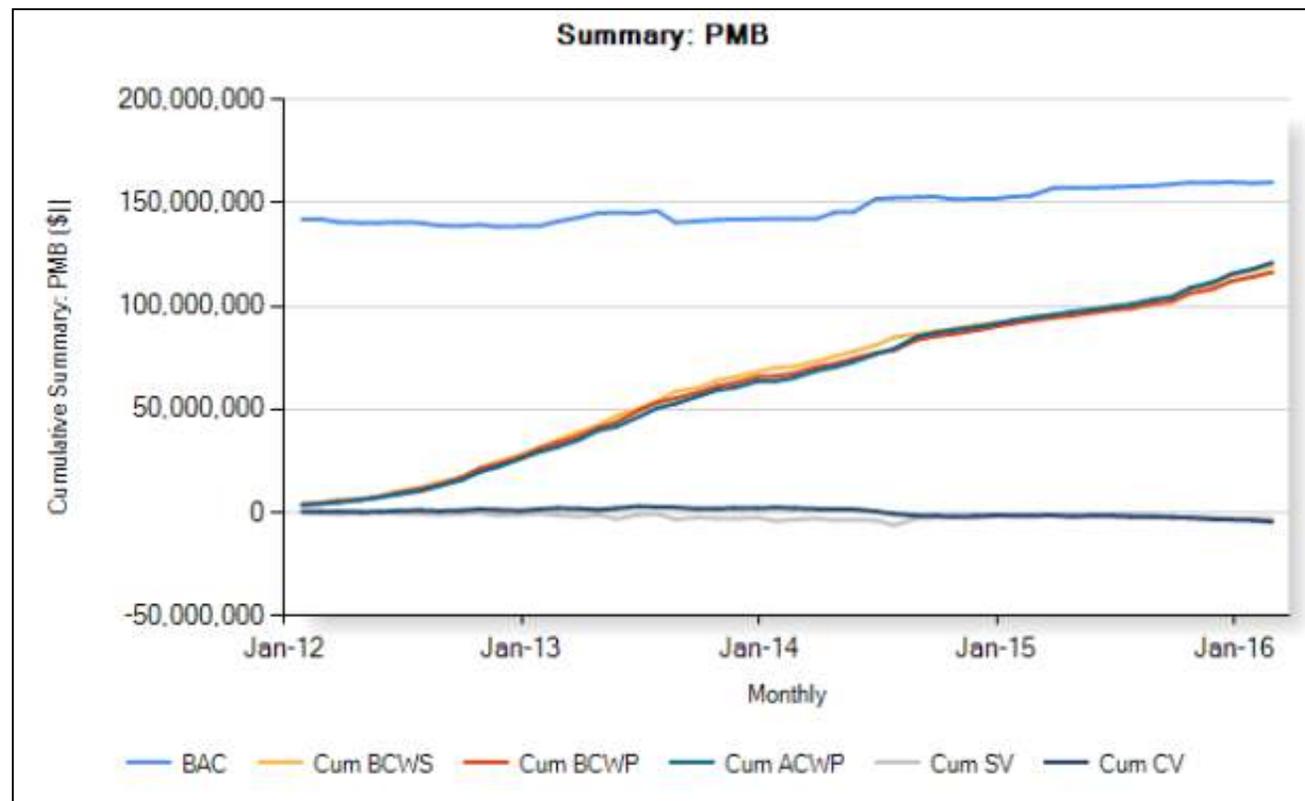
A green callout box on the right side of the screenshot contains the text: "Click to view Data Quality Validation Report or Performance Over Time Chart". An arrow points from this box to the "Data Quality Validation" link in the "Report Links" section.

DAMIR Validation Failures and Data Validation Warnings displayed



REVIEW SUBMISSION: PERFORMANCE OVER TIME CHART

The Performance Over Time (POT) Chart provides a graphical representation of the submitted Electronic Cost IPMR Data





SUBMISSION DETAIL: REVIEWERS

- Each Lead Reviewer and Reviewer assigned to the contract is listed.
- Vote to approve or reject a submission and enter your comments.

Contract	Submission	Files	Reviewers	Comments
Submission Reviewers				
Reviewer	Organization	Role	Status	
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	Pending	
Jan Homer	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

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

NOTE: Decisions made here do not change the status of the submission. The Lead Reviewer will need to reject or approve the submission from the Lead Reviewer Actions Menu.



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 – default setting is 10 days.



REQUEST: SET TO SUBMITTING

- Any Submitter on your assigned contract(s) has the ability to request a submission to be returned to *Submitting* status so they can correct/edit/add files within the existing submission.
- When this type of request is submitted, the Lead Reviewer will receive an e-mail 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; Horn, Jen 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

Update e-mail?



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.

The screenshot shows the 'Submission Review Home' interface. At the top, there are tabs for 'Submissions', 'Task Submission Status' (highlighted with a green circle), 'Contracts', 'Submission History', and 'Contract Request'. Below the tabs is a 'Contract Task Submission Status' section with input fields for 'Program' and 'Contract Number', and buttons for 'Filter Tasks' and 'Clear Filter'. A 'Legend' window is open on the right, detailing submission statuses and compliance requirements. The main area is a grid with columns for 'Previous Month' (Jun 2015) and 'Current Month' (Jul 2015). The grid contains various submission categories like 'Electronic Cost on Time', 'Human Readable Cost on Time', and 'Native Schedule on Time'. A green callout box with an arrow points to a cell in the grid, containing the text 'Click to access Submission Detail.' The bottom right of the grid shows 'Latest History File' and 'Pct Complete' columns.



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>
N0000-00-N-0000	Multiple (4)	Example	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.

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.

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 Tacom...
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

Please [Review](#) request for approval.

Click to navigate to the EVM-CR for Review

Update e-mail?

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.



CONTRACT DETAIL



CONTRACT DETAIL: CONTRACT SUMMARY

Contract Summary Page:

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

Links to:

- View CPR Data Report
- Download Data Package
- Report Data Quality Issue
- View Data Quality Issues
- View Analyst Packages

Contract Detail

Program: Reporting Contractor: Division:

Contract Number: Contract Type: CFF Service: NWT

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

Contract Summary:

Contract Task	Effort Number
000	
001	
002	
003	
004	
005	

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)	

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

Variation Values

Variation	Value
Cost Variance	
Schedule Variance	
Variance at Complete	
CV %	
SV %	

CPI

SPI

For currently selected contract task:

[View CPR Data Report](#)
[Download Data Package](#)
[Report Data Quality Issue](#)
[View Data Quality Issues](#)
[View Analyst Packages](#)

Legend

Contract Task	UN/CEFACT Ref	Electronic Cost on Time	Electronic Cost Compliance	Human Readable Cost on Time	Format 6 on Time	Format 6 Compliance	Native Schedule on Time	CFR 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	CFR on Time	Format 7 on Time	Format 7 Compliance	Latest History File	Pct Complete
CLIN 0701 - SMCTP																				7/30/2015	7



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

Contract Detail

Program: Reporting Contractor: Division:

Contract Number: Contract Type: OFF Service: NAVY

Reviewers & Submitters

Contract Reviewers:

Reviewer Name	Organization	Role
David Augburger	Tecolote Research, Inc. (SPSG)	Lead Reviewer
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer
Jen Homer	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 Augburger	Tecolote Research, Inc. (SPSG)
Deborah Burt	Tecolote Research
Eric Guerber	SPSG - Tecolote Research Inc.
Jen Homer	Tecolote Research, Inc. (SPSG)
James Kraft	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](#)



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](#).

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 mcgahan 10 Results per page

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

[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.

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



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

Submission ID	Report Category(s)	Contract Task	Contains Admin Files	Report Date	Submission Date	Status Date	Status
52447	Electronic Cost, Human Readable Cost, History	Increment 2 ECP3	No	8/27/2015	9/22/2015	8/30/2015	Published
52448	Electronic Cost, Human Readable Cost, Native Schedule, History	CLIN 0901 S2 AHS	No	8/27/2015	9/22/2015	10/1/2015	Published
52479	Native Schedule	ROUTE	No	8/27/2015	9/22/2015	8/30/2015	Published
52457	Electronic Cost, Human Readable Cost, Native Schedule	CLIN 0701 - SHCTF	No	8/24/2015	9/22/2015	10/1/2015	Published
52441	Electronic Cost, Human Readable Cost, Native Schedule, History	CLIN 0801 INC 2 (121)	No	8/27/2015	9/22/2015	8/30/2015	Published
52451	Electronic Cost, Human Readable Cost, History	Increment 2 ECP3	No	7/30/2015	8/24/2015	8/1/2015	Published
52450	Electronic Cost, Human Readable Cost, Native Schedule, History	CLIN 0801 INC 2 (121)	No	7/30/2015	8/24/2015	8/1/2015	Published
52449	Electronic Cost, Human Readable Cost, History	CLIN 0701 - SHCTF	No	7/30/2015	8/24/2015	8/1/2015	Published
52449	Native Schedule	CLIN 0701 - SHCTF	No	7/24/2015	8/24/2015	8/1/2015	Published
52447	Native Schedule	ROUTE	No	7/20/2015	8/24/2015	8/1/2015	Published



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 Quick Links

Contract Detail [Manage Contract Tasks](#) | [Program Status Report](#) | [Program Administration](#) | [Mass Edit Submissions](#) | [Email Lead Reviewers](#)

Program: Reporting Contractor: Division:

Contract Number: Contract Type: CPAF Service: AIR FORCE

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

CDRL Attachment

CDRLs	Task	File Comment	Cost	Schedule	CFSR	Upload Date	Upload By
IMS CDRL.pdf	All	IMS CDRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/18/2009	
CPR CDRL.pdf	All	CPR CDRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/18/2009	
CFSR CDRL.pdf	All	CFSR CDRL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/18/2009	

Other Attachment
No Other uploaded For this contract.

Reporting Complete Attachment
No Reporting Complete uploaded For this contract.

Waiver Attachment
No Waiver uploaded For this contract.

Program Change Info. Attachment
No Program Change Info. uploaded For this contract.

Contract Reporting Change Attachment
No Contract Reporting Change uploaded For this contract.

[Manage Contract Attachments](#)

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.

Contract Detail

Program: Reporting Contractor: Division:

Contract Number: Contract Type: CFP Service: N/A

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

ContractTask	EffortNumber	Start Date	End Date
		1/1/2012	12/31/2018
		3/1/2012	12/31/2018
		5/30/2013	12/31/2018
		12/12/2016	12/21/2017
		6/14/2008	12/31/2018

Reporting Stream	Effective Date
	2012-05-01

Cost

- Human Readable
- Electronic Cost
- 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

CFR

- Required

Frequency: Quarterly
Submit Days: 30, Calendar Day

Click the icon to view Reporting Stream for corresponding Contract Task



NEW CONTRACT REQUEST

- To establish a contract for reporting within the EVM-CR, a representative from the government program office will need to make a request via the CADE Portal
- The following slides describe this process



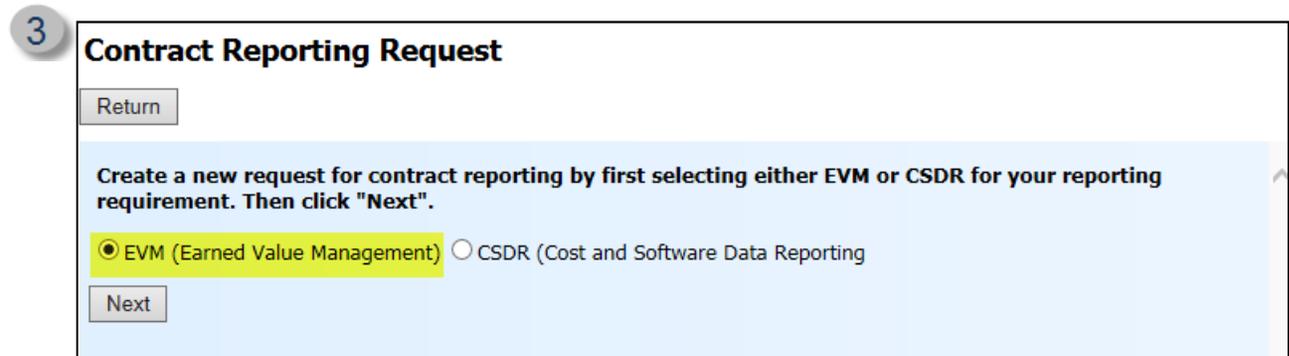
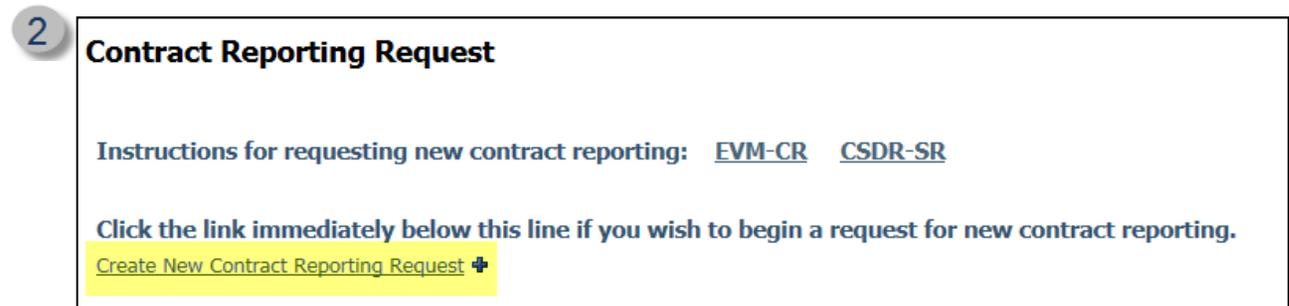
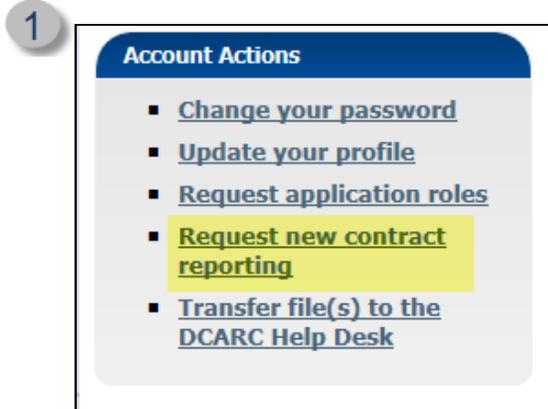
If you have any questions, please contact
CADESupport@Tecolote.com



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.





NEW CONTRACT REQUEST

The screen shot shows all items that can be entered when making a request. Required section for EVM-CR reporting are:

- Contract Summary
- Prime Contractor
- Lead Reviewer
- Contract Task Info.
- Contract CDRLs

NOTE: CDRL documents that must be submitted are form DD-1423 or equivalent for IPMR/CF SR (Any that are required).

▶ 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



CONTRACT SUMMARY INFORMATION

All Contract Summary Information is required:

- Program Name
- Contract Number
- Weapon System Type
- Contract Type
- Mil-Standard
- Service
- Phase
- Program Manager

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:



CONTRACTOR INFORMATION

Provide performing contractor name, division and location.

NOTE: If Sub-Contractor reporting is required, provide this information in a separate request.

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:

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:

Sub Contractor Information

Note: A subcontractor may be indicated for CSDR reporting. It is rare for EVM reporting to involve a subcontractor, except for cases where a joint venture is involved.

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:



LEAD REVIEWER INFORMATION

- A single Primary Lead Reviewer is required.
- Optionally provide an Alternate Lead on this screen.

When populating this request, all Reviewer and Submitter information can be entered but it is not required.

▼ 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:



CONTRACT TASK INFORMATION

Contract Task Information must be provided for each IPMR Reporting Requirement.

- Task Name
- Effort Number
- Start Date
- End Date

▼ 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: 

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

NOTE: Effort Number requirement doesn't apply for MDA contracts as the data is not sent forward to DAMIR



UPLOADING CDRL DOCUMENTS

Click Select a File option to upload CDRL documents for IPMR and/or CFSR

Contract Data Requirements Lists (CDRLs) Not Started

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: Select a file

Description:

Submit CDRL Cancel

NOTE: The term "CDRL" refers to the for DD-1423 or equivalent which defines IPMR or CFSR reporting requirements