

# DCARC Defense Cost & Resource Center

## EVM Central Repository Reviewer Guide



4/10/2013



# Reviewer Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Reviewers in the EVM-CR system:
  - Obtaining an ECA Client Certificate
  - Requesting a DCARC Portal account
  - Assigning Reviewers/Submitters to your contract\*
  - Reviewing EVM Submissions

\* Lead Reviewers only



# ECA Certificate

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- 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

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



# Accessing the EVM Website

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- 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.

**For Official Use Only**  
When this document is printed, it needs to be stamped top and bottom with the appropriate classification.

Username: EVM Reviewer Roles: EVM\_Reviewer

Home [Contact Us](#)

## Knowledge Portal Home

**DCARC Applications**

- [EVM](#) - Submit & Review of CPR, CFSR, & IMS

**Account Actions**

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



# Reviewer Home: Submissions

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Username: EVM\_Reviewer Roles: EVM\_Reviewer

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 [Contact Us](#) | 
 [EVM Home](#) | 
 [Reviewer Home](#) | 
 [Search Contracts](#) | 
 [Reports & Metrics](#)

## Submission Review Home

[Submissions](#) | 
 [Contracts](#) | 
 [Submission History](#)

Pending Submissions

Submissions Filtered By My Review Decisions:

Submission ID	Prime Contract Number	Sub Contract Number	Contract Task	Submission Event	Program Name	Report Date	Submitter Name	Submitted Date	Role
<a href="#">18705</a>				<a href="#">Jun 12 CPR</a>		6/28/2012	John Smith	8/23/2012	Lead Reviewer

- When a submitter uploads a submission to your assigned contract, you will receive an email notification. (Sent to the email address you have supplied in your user profile.)
- Your role on the contract will be shown in the far right column.
- To review the submission, click the Submissions tab and then click on the Submission ID number to drill into the submission.



# Submission Detail: Contract

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- Once you click on a Submission ID number the Submission Detail will be displayed. The Contract tab shows the contract information.

Contract	Submission	Files	Reviewers
Contract Information			
<b>Cntr #:</b> [REDACTED] Ctr: [REDACTED] Division: [REDACTED] Location: [REDACTED] Cage Code: [REDACTED]	<b>Sub Cntr #:</b> Sub Ctr: [REDACTED] Division: [REDACTED] Location: [REDACTED] Cage Code: [REDACTED]	<b>Program</b> Program Name: [REDACTED] PNO: [REDACTED] Program Mgr: [REDACTED] Service: [REDACTED] Mil Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapon Sys: Electronic/Automated Software System	
<b>Contract Tasks:</b> Task 1			
<b>Contract Type:</b> Unknown <b>Start Date:</b> <b>End Date:</b> <b>Stops Contract Reporting?:</b> No <b>EDI Required On Contract?:</b> Yes			



# Submission Detail: Submission

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

<a href="#">Contract</a>	<a href="#">Submission</a>	<a href="#">Files</a>	<a href="#">Reviewers</a>
Submission Information			
<b>Submission Task:</b> Task 1	<b>Year:</b> 2012	<b>Month:</b> 2	<b>Report Type(s):</b> IPMR Cost, Formatted Cost
<b>Submission ID:</b> [REDACTED]	<b>Report Date:</b> 2/24/2012	<b>Submission Date:</b> 3/26/2012	
<b>Resubmit:</b> No	<b>Status:</b> Published	<b>Status Set By:</b> [REDACTED]	<b>Status Set Date:</b> 4/3/2012
<b>Historical PM:</b> unknown	<b>Submitter Name:</b> [REDACTED]	<b>Submitter Comment:</b> [REDACTED]	
Point of Contact Information			
<b>Name:</b> [REDACTED]	<b>Phone:</b> [REDACTED]		
<b>Fax:</b>	<b>Email:</b> [REDACTED]		

## Submission Detail: Files

OSD

- The Files tab will display all files uploaded with the submission. Click the file name to open or save the file.
- To view the data extract from the XML or TRN file click, the View Submission CPRs button.

Reviewers can upload files on this page if they have comments. To do this, click the Browse button to locate your file, select it and click the Upload button.

The screenshot displays the 'Files' tab of a submission detail page. It features a table of 'Submission Files' with the following columns: File Name, File Type, CPR Level, and File Comment. The table lists several files, including 'Formatted Cost' and 'IPMR Cost' files, along with 'Other' files. Below the table, there is a 'View Submission CPRs' button. Underneath, the 'Reviewer Files' section indicates that no reviewer files have been uploaded for this submission. At the bottom, there is a 'Select a file to Upload' section with a 'Browse...' button, a 'File Comment:' text input field, and an 'Upload' button. A caution note states: 'Caution: The total size of each file must be less than 300 mb.'

# Submission Detail: Reviewers

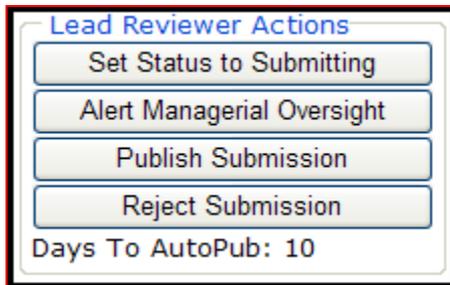
OSD

- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject the submission and enter their comments.

<a href="#">Contract</a>	<a href="#">Submission</a>	<a href="#">Files</a>	<a href="#">Reviewers</a>		
Submission Reviewers					
Reviewer	Organization	Role	Status	Status Date	Comment
[REDACTED]	[REDACTED]	Lead Reviewer	Pending	4/3/2012	<input type="text"/>
[REDACTED]	[REDACTED]	Lead Reviewer	Pending	4/3/2012	<input type="text"/>
[REDACTED]	[REDACTED]	Reviewer	Pending	4/3/2012	<input type="text"/>
[REDACTED]	[REDACTED]	Reviewer	Pending	4/3/2012	<input type="text"/>
[REDACTED]	[REDACTED]	Reviewer	Pending	4/3/2012	<input type="text"/>
[REDACTED]	[REDACTED]	Reviewer	Pending	4/3/2012	<input type="text"/>

# Lead Reviewer Actions Menu

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- The Lead Reviewer Actions Menu provides options for the Lead Reviewers to take several actions on a submission.
- Set Status to Submitting - This option allows the Lead Reviewer to return the submission to the Submitting status. This will allow the Submitter to access it and add/remove files as needed and then resubmit.
- Alert Managerial Oversight - The Managerial Oversight Reviewer 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 contractor's submission. The submitter can then upload another submission to the same submission event. The rejected submission cannot be viewed by Analysts.
- Days To AutoPub - If a Lead Reviewer does not Publish or Reject a submission within 10 calendar days of submission it will be automatically published to the EVM-CR.







# Contract Detail: Reviewers & Submitters

OSD

**Program:** [blurred] **Reporting Contractor:** [blurred] **Contract Type:** Unknown **EDI Required?:** Yes  
**Service:** ARMY **Contract Number:** [blurred] **Sub Contract Number:** [blurred] **Start Date:** [blurred] **End Date:** [blurred] **Reporting Stopped?:** No

[Contract Summary](#) | **[Reviewers & Submitters](#)** | [Received Submissions](#) | [Contract Attachments](#) | [EDI Waiver](#) | [Contract Events](#)

Contract Reviewers:

Reviewer Name	Organization	Role
[blurred]	[blurred]	Lead Reviewer
[blurred]	[blurred]	Lead Reviewer
[blurred]	[blurred]	Reviewer
[blurred]	[blurred]	Reviewer
[blurred]	[blurred]	Reviewer
[blurred]	[blurred]	Reviewer

[Manage Contract Reviewers](#)

Contract Submitters:

Submitter Name	Organization
[blurred]	[blurred]
[blurred]	[blurred]

[Manage Contract Submitters](#)

- The Reviewers & Submitters tab displays all users assigned to the contract.
- Lead Reviewers are responsible for maintaining these lists of users. Click Manage Contract Reviewers or Manage Contract Submitters to Add/Remove users from the contract.



# Contract Detail: Rec'd Submissions

OSD

- The Received Submissions tab displays all submissions that have been submitted on this contract.
- To drill into a submission, click on the underlined Submission ID number.

**Program:** ARMY **Reporting Contractor:** Boeing Simulation Systems **Contract Type:** Unknown **EDI Required?:** Yes  
**Service:** ARMY **Contract Number:** W56126-02-0000 **Sub Contract Number:** 0001 **Start Date:** 12/31/2011 **End Date:** 12/31/2011 **Reporting Stopped?:** No

[Contract Summary](#) | [Reviewers & Submitters](#) | **Received Submissions** | [Contract Attachments](#) | [EDI Waiver](#) | [Contract Events](#)

Received Submissions:

**Contract Task:** Task 1 **Report Categories:** All **Latest Submission Status:** All

Submission ID	Contract Task	Report Category(s)	Report Date	Submitted Date	Status Date	Status Set By	Status
<a href="#">00001</a>	Task 1	CFSR	3/30/2012	4/24/2012	5/30/2012	Boeing Simulation Systems	Published
<a href="#">00002</a>	Task 1	Native Schedule	3/30/2012	4/24/2012	4/25/2012	Boeing Simulation Systems	Published
<a href="#">00003</a>	Task 1	IPMR Cost, Formatted Cost	2/24/2012	3/26/2012	4/3/2012	Boeing Simulation Systems	Published
<a href="#">00004</a>	Task 1	Native Schedule	2/24/2012	3/21/2012	4/2/2012	Boeing Simulation Systems	Published
<a href="#">00005</a>	Task 1	IPMR Cost, Formatted Cost	1/27/2012	2/27/2012	3/13/2012	Boeing Simulation Systems	Published
<a href="#">00006</a>	Task 1	Native Schedule	1/27/2012	2/21/2012	2/24/2012	Boeing Simulation Systems	Published
<a href="#">00007</a>	Task 1	IPMR Cost, Formatted Cost, History	12/31/2011	1/30/2012	2/10/2012	Boeing Simulation Systems	Published
<a href="#">00008</a>	Task 1	CFSR	12/31/2011	1/25/2012	2/5/2012	Boeing Simulation Systems	Published
<a href="#">00009</a>	Task 1	Native Schedule	12/31/2011	1/25/2012	2/5/2012	Boeing Simulation Systems	Published
<a href="#">00010</a>	Task 1	Native Schedule	11/25/2011	1/3/2012	1/14/2012	Boeing Simulation Systems	Published

1 [2](#) [3](#) [4](#) [5](#) [6](#)



## Contract Detail: Contract Attachments

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- The Contract Attachments tab is where all CDRLs can be found (If a copy has been received).
- Any information we have about reporting will also be found here.

**Program:** [REDACTED] **Reporting Contractor:** [REDACTED] **Contract Type:** Unknown **EDI Required?:** Yes  
**Service:** ARMY **Contract Number:** [REDACTED] **Sub Contract Number:** [REDACTED] **Start Date:** [REDACTED] **End Date:** [REDACTED] **Reporting Stopped?:** No

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CDRL Attachment

File Name	File Comment	Approval Status	Upload Date	Upload By
[REDACTED].pdf	CPR CDRL	Approved	8/24/2010	[REDACTED]
[REDACTED].pdf	CFSR CDRL	None	8/24/2010	[REDACTED]
[REDACTED].pdf	IMS CDRL	None	8/24/2010	[REDACTED]



# Reports & Metrics

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- There are a few different options available from the Reports & Metrics tab:
  - CPR Data Report– The CPR Data Report allows you to view contract CPR Data for all available periods in a grid form.
  - \*EVM-CR DAES Assessment Report – This report displays a snap-shot view of EVM-CR DAES Assessments for all programs.
  - \*EVM-CR Dashboard – The EVM Dashboard report summarizes the data in the EVM-CR using colorful pie charts and stacked bar charts.
  - Packaged Submission Documents – Users can request a bulk download of submissions and retrieve it here.
  - Program Status – This report provides status of EVM-CR submissions.
- \* Selections are Analyst only.

## EVM Reports & Metrics

Welcome to the EVM Reports and Metrics, please select a report below to view it.

- [CPR Data Report](#)
- [EVM-CR DAES Assessment Report](#)
- [EVM-CR EVM Dashboard](#)
- [Packaged Submission Documents](#)
- [Program Status](#)



# Reports & Metrics: CPR Data Report

OSD

When selecting the CPR Data Report you will be presented with a search/filter screen similar to that shown to the right. Your programs will be displayed. Once you select the task name, you will be presented with the report below.

Year	Month	EffectiveDate	ReportFrom	StartDate	DefinitizationDate	CompletionDate	ECD	BudgetCompletionDate	Quantity	ShareAbove	ShareBelow	OriginalNCC	NCC	MostLikelyEAC	BestCaseEAC
2008	6	6/29/2008	5/26/2008	12/1/2001											
2008	7	7/27/2008	6/30/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2008	10	10/26/2008	9/29/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2008	11	11/30/2008	10/27/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2008	12	12/28/2008	12/1/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	1	1/25/2009	12/29/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	2	2/22/2009	1/26/2009	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	3	3/29/2009	2/23/2009	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	4	4/26/2009	3/30/2009	10/29/2001	10/26/2001	10/31/2013	10/31/2014								
2009	5	5/31/2009	4/27/2009	10/29/2001	10/26/2001	10/31/2013	10/31/2014								
2009	6	6/28/2009	6/1/2009	10/29/2001	10/26/2001	10/31/2013	10/31/2014								



# Reports & Metrics: Program Status

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- Select a month from the drop down menu (year is pre-populated with the current year and can be updated to previous year if necessary).
- \* Note if you are an Analyst you will be able to see all programs.
- Select either Generate Report – to have your results displayed on this screen or Download Report to download your results to Excel.

### Program Status

Please choose the last time period for reporting (reports are given in a 4 month span).

Month:  Year:

Select by

Service  Program  MilHandbook  Contractor  DAES Group  ACAT



# Reports & Metrics: Program Status

OSD

**Legend:**

On Time Scores *	Compliance Scores **	EDI Applied on CDRL
Submitted on Time	Processed	Correctly Applied
Submitted Late	Not Required	Unclear
Rejected - not re-submitted	Missing	Not correctly Applied
Submission in Submitting	No Data	No Data
Not Due Yet ****		
Missing		
Not Required this period		
Not required on this task		
No Data		

\* Applies to all On-Time scores, IPMR Cost, Formatted Cost, IPMR Schedule, Native Schedule, CFSR, and History  
 \*\* Applies to all EDI Compliance Scores, IPMR Cost, IPMR Schedule  
 \*\*\* Submission is Due, and has yet to be started by the submitter.

Program	Contract	Contract Task	EDI Applied on	Dec '2012			Jan '2013			Feb '2013			Latest History File	Pct Complete
				IPMR Cost on T	Formatted Cost	IPMR Schedule on T	IPMR Cost on T	Formatted Cost	IPMR Schedule on T	IPMR Cost on T	Formatted Cost	IPMR Schedule on T		
														98
														98
														99
														97
														80
														97
														13
														16
														66

- Results will be displayed in a grid similar to that shown above for the specified time period.
- Legend displays color coding for various columns.