**DEPARTMENT OF DEFENSE**
**Defense Contract Management Agency**

# INSTRUCTION

**Earned Value Management System Specialist**
**Certification Program**

**Engineering and Analysis Directorate**                           **DCMA-INST 206**
**OPR:  DCMA-EA**                                                      **January 4, 2013**

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**1.  PURPOSE.**   This Instruction:

   a.  Reissues DCMA Instruction (DCMA-INST), "Earned Value Management System Specialist Certification Program (ESCP)" (Reference (a)) to convert to the new instruction format and make administrative changes to the policy.

   b.  Establishes policy, assigns responsibilities, and provides instruction for DCMA personnel responsible for performing one or more of the three key DCMA Earned Value Management (EVM) functions, regardless of the specific job series of their position:  EVM Predictive Analysis, EVM System Surveillance, and/or Earned Value Management System (EVMS) Compliance Reviews. The Instruction is to enhance DCMA's performance as the Department of Defense Compliance Authority for Earned Value Management Systems (EVMS) by developing and deploying the necessary skills, knowledge, and abilities through a vigorous credentialing process for professional development.

   c.  Is in compliance with DoD Directive (DoDD) 5105.64, (Reference (b)).

**2.  APPLICABILITY.**   This Instruction applies to all DCMA personnel solely performing one or more of the three key DCMA EVM functions, regardless of the specific job series of their position: EVM Predictive Analysis, EVM System Surveillance, and/or EVMS Compliance Reviews.
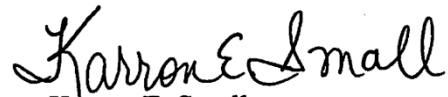
**3.  MANAGERS' INTERNAL CONTROL PROGRAM.**  In accordance with the DCMA-INST 710, "Managers' Internal Control Program" (Reference (c)), this Instruction is subject to evaluation and testing.   The process flowchart is located at Appendix A.

**4.  RELEASABILITY – UNLIMITED.**   This Instruction is approved for public release.

**5.  PLAS CODE.**  D070, ESCPI

**6.  POLICY RESOURCE WEB PAGE.**   https://home.dcma.mil/policy/206r

**7.  EFFECTIVE DATE.**  By order of the Director, DCMA, this Instruction is effective immediately.

Karron E. Small
Executive Director
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**REFERENCES**

(a) DCMA Instruction, "Earned Value Management System Specialist Certification Program (ESCP)," January 2011 (hereby canceled)
(b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," September 27, 2000
(c) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
(d) DCMA-INST 210, "Earned Value Management System (EVMS) – Standard Surveillance Instruction (SSI)," February 2012
(e) DCMA-INST 205, "Major Program Support," November 2010
(f) DCMA-INST 208, "Earned Value Management System Compliance Review," June 2011

**CHAPTER 1**

**POLICY**

**1.1. POLICY OVERVIEW.** The intention DCMA EVMS Specialist Certification Program instruction (ESCPI) is to enhance DCMA's performance as the DoD Compliance Authority for EVMS by developing and deploying the necessary knowledge, skills, and abilities through a vigorous credentialing process for professional development. The EVMS Specialist Certification Program (ESCP) is a comprehensive career development program required for DCMA personnel responsible for administering and overseeing EVMS and their products. For the purposes of this Instruction, a DCMA EVMS Specialist is defined as an employee who is responsible for performing one or more of the three key DCMA EVM functions, regardless of the specific job series of their position: (1) EVM Predictive Analysis, (2) EVM System Surveillance, and/or (3) EVMS Compliance Reviews. The ESCP employee is the person directly producing one or more of the products required of these three key EVM functions.

**1.2. FIVE VECTOR MODEL.** An EVMS specialist requires competence across EVMS Compliance Reviews, EVM System Surveillance, and EVM Predictive Analysis functionalities. The ESCP develops the EVMS specialist into a fully qualified and skilled EVM professional (the "full up round") through a Five Vector Model that emphasizes:

    1.2.1. Qualifications and Certifications – including Defense Acquisition Workforce Improvement Act (DAWIA) Business-Financial Management (BUS-FM) certifications and professional certifications.

    1.2.2. Leadership – including key roles on Compliance/Surveillance/Program Reviews and enrolling in leadership training courses.

    1.2.3. Professional Development – including internal and external based courses.

    1.2.4. Performance – including on-the-job training and a voluntary mentor program.

    1.2.5. Personal Development – including computer based training (CBT) and public speaking.

**1.3. EXPECTED OUTCOMES.** The outcome of the ESCPI is a highly qualified, capable, and credible DCMA EVMS specialist who possesses the ability to effectively perform the three key DCMA EVM functions on customer contracts and programs in accordance with the DCMA-INST 210, "Earned Value Management System (EVMS) – Standard Surveillance Instruction (SSI)" (Reference (d)), DCMA-INST 205, "Major Program Support" (Reference (e)), and DCMA-INST 208, "Earned Value Management System Compliance Review" (Reference (f)), as appropriate. EVMS Specialists make a significant impact on the DoD Acquisition Life-Cycle by their on-site analysis and surveillance. This ensures the acceptability of the supplier's EVMS and the accuracy and validity of supplier reported cost, schedule, and performance data.

1.3.1.  The ESCP:

- Helps standardize EVMS functionality within DCMA
- Builds EVMS competency within DCMA
- Promotes EVMS excellence across the DoD Government and industry EVMS teams
- Instills confidence in DCMA as the EVMS experts and standard upon which Government agencies and industry partners can depend for accurate, consistent, repeatable, and defendable results

**CHAPTER 2**

**ROLES AND RESPONSIBILITIES**

**2.1. ESCP BOARD.** The SCP Board executes the administrative processes set forth in the procedures section of this Instruction. The ESCP Board consists of three main components: an EVM headquarters (HQ) chairperson, board members, and an EVM HQ recorder. A full Responsibilities, Accountability, and Authority (RAA) document for the ESCP Board is available in ESCPI-117, ESCP Board RAA. The following is a summary of the ESCP Board responsibilities:

2.1.1. <u>EVM HQ Chairperson</u>. The EVM HQ chairperson:

2.1.1.1. Ensures timely decisions are made by the Board with respect to program applications, equivalency requests, and certification requests, and ensuring the timely input of ESCP Member progress into Metric Studio in accordance with the ESCP Execution Plan and Performance Indicator 152 guidance.

2.1.1.2. Ensures 80 percent of the ESCP Members are "Expert" level certified by December 2016 in accordance with the ESCP Execution Plan.

2.1.2. <u>Board Members</u>. Board members attend all Board meetings and review program applications, associated attachments/equivalency requests, and post-certification documentation as needed.

2.1.3. <u>EVM HQ Recorder</u>. EVM HQ records manages ESCP Board communications with ESCP Members, ESCP applicants and their training coordinators and supervisors, reviewing all documentation sent to the ESCP Board email inbox for completeness, coordinating Board meetings, documenting Board meeting minutes, tracking Board meeting actions to closure, recording ESCP Member documentation in the ESCP database, maintaining the ESCP database on a day-to-day basis, maintaining the ESCP Progress Tracker portlet, and generating tasking memos to update the ESCP Progress Tracker portlet.

**2.2. ESCP MEMBER'S SUPERVISOR.** ESCP Member's supervisor ensures:

2.2.1. All personnel performing one or more of the three key DCMA EVM functions, regardless of the specific job series of their position, apply for membership in the ESCP.

2.2.2. ESCP Member's Individual Performance Plan (IPP) contains at least one Contribution To Mission Accomplishment (CTMA) related to the ESCP.

2.2.3. ESCP Member's electronic Individual Development Plan (eIDP) contains all of the required ESCP courses, the courses are time-phased appropriately, and the courses are coded as priority 1.

2.2.4.  Applicable ESCP forms have proper digital signatures before the ESCP Member sends to the ESCP Board.

**2.3.  ESCP MEMBER.**  ESCP Member:

2.3.1.  Applies for membership in the ESCP if performing one or more of the three key DCMA EVM functions, regardless of job series.

2.3.2.  Completes all required forms/procedures and obtains digital signatures wherever necessary prior to sending to the ESCP Board.

2.3.3.  Records progress towards achieving the training course and work experience requirements using the ESCP Progress Tracker portlet.

2.3.4.  Achieves certification at the ESCP "Entry" level within 2 years, the "Journey" level within 4 years, and the "Expert" level within 6 years from the entry date into the program.

2.3.5.  Maintains certification at the "Expert" level after "Expert" level certification has been achieved.

**CHAPTER 3**

**PROCEDURES**

**3.1. ENROLLING IN THE ESCP.** A DCMA employee who is currently performing duties in one or more of the three key EVM functions (EVM Predictive Analysis, EVM System Surveillance, EVMS Compliance Reviews) is defined as an EVMS Specialist and shall be required to enroll in the ESCP regardless of job series. The ESCP employee is the person directly producing one or more of the products required of these three key EVM functions. Enrollment in the ESCP is voluntary for all other personnel regardless of job series. EVMS Specialists continue regular EVM duties as assigned while enrolled in the ESCP. For all ESCP processes, the EVM Division Director has final decision authority when the ESCP Board is unable to make final decisions prior to next quarter Performance Review. Refer to Appendix A for a flowchart of the ESCP Process.

   3.1.1. Complete Application Form. To start ESCP enrollment, an Enrollment Application (ESCPI-100) form shall be completed and submitted to the ESCP Board (ESCPBoard@dcma.mil) for approval decision.

      3.1.1.1. In order to complete the application form, the Applicant must first use the EVM History Matrix to determine which of the three certification levels (Entry, Journey, or Expert) he or she qualifies for. The EVM History Matrix (ESCPI-104) shall be completed and submitted as an attachment to the Enrollment Application.

      3.1.1.2. Based on the certification level for which the Applicant qualifies (from the output of the EVM History Matrix), the FIRST PAGE ONLY of the appropriate Master Development Plan (MDP) (Entry Level MDP [ESCPI-101], Journey Level MDP [ESCPI-102], or Expert Level MDP [ESCPI-103]) shall be completed and submitted as an attachment to the Enrollment Application.

      3.1.1.3 If the Applicant has completed courses and/or work experience that are unlisted in the EVM History Matrix and the Applicant believes they would qualify as an "equivalency" to the courses and/or work experience that are listed in the EVM History Matrix, then the Applicant shall complete the Equivalency Request form (ESCPI-106, for non-Defense Acquisition University (DAU) courses) and submit as an attachment to the Enrollment Application. The ESCP Board may request further substantiating information prior to granting an equivalency request. If the equivalency request is granted, then the Applicant may be requested by the ESCP Board to revise or update the EVM History Matrix and/or appropriate MDP. Information regarding equivalency requests for DAU courses can be found on the DAU Web site.

      3.1.1.4. Enrollment in the ESCP is a significant commitment both in terms of training and work experience. A CTMA element shall be added by the Applicant's Supervisor to the Applicant's IPP to ensure that the Applicant's performance in the ESCP impacts their overall performance appraisal. This is documented as part of the Enrollment Application and an example CTMA is provided therein.

3.1.1.5.  The Applicant and the Applicant's supervisor shall ensure that the Applicant's eIDP has been updated to include all of the required coursework as specified in the ESCP Learning Maps (ESCPI-105).  Equivalency requests are granted by the ESCP Board, the Applicant's eIDP shall be updated to remove the relevant training course requirement.

3.1.1.5.1.  Applicants who are responsible for duties within one or more of the three key EVM functions (EVM Predictive Analysis, EVM System Surveillance, and EVMS Compliance Reviews) shall add all of the required courses from the Entry Level Learning Map, Journey Level Learning Map, and Expert Level Learning Map (see ESCP Learning Maps (ESCPI-105) to their eIDP and time phase accordingly).

3.1.1.6.  All Applicants, regardless of job series, who are currently performing duties in one or more of the three key EVM functions shall select "Mission Essential  (Priority 1)" in the application form.  All personnel identified as backups shall select "Skill Replacement (Priority 2)."  All personnel who are seeking career enhancement training or supporting other goals shall select "Career Enhancement (Priority 3)."  Individuals who select Priority 3 must have access to an acquisition program with EVMS on contract.  ESCP Members shall receive Priority 1 from the DCMA DAU quota manager for all BUS-FM courses required as participants in this program.

3.1.1.7.  If the ESCP Applicant's supervisor expects employee registration for DAU courses to receive Priority 1 in ACQTAS DAWIA course registration, the supervisor must identify the employee's Acquisition Position Category/Career Category as BUS-FM Career Code "K."  If the supervisor chooses not to change the Acquisition Career Code, the employee may still be enrolled in DAU courses, but will not receive Priority 1.

3.1.2.  Application Review by ESCP Board.  The ESCP Board shall review the enrollment application and the attachments and either accept or decline the application.  The ESCP Board shall provide rationale for declining an application to the Applicant.  The ESCP Board shall determine the Applicant's level (Entry, Journey, or Expert) in the ESCP by evaluating all attachments (EVM History Matrix, first page of MDP, and Equivalency Request, if any) to the enrollment application.

3.1.2.1.  Acceptance into the program is primarily based upon priority.  Priority 1 applications shall be accepted by the ESCP Board – provided that the form and its attachments are in order.  Applications coded as Priority 2 or Priority 3 are evaluated primarily based upon the availability of the required training courses and work experience opportunities.

3.1.2.2.  Upon acceptance, the Applicant is now called an "ESCP Member" for purposes of this Instruction.

3.1.3.  Assign a Mentor or Protégé(s).  ESCP Members entering the program at the Entry or Journey level may be assigned a Mentor by the ESCP Board, if available.  For ESCP Members entering the program at the Expert level, the ESCP Board may assign no more than six Protégés.  A Protégé is defined as an ESCP Member who is being guided by a Mentor.  The Mentorship program is voluntary and is further described in other paragraphs of this Instruction.

3.1.4.  Record to Database.  The ESCP Board shall record the accepted Member's information into the ESCP database and notify the Member of their acceptance.

**3.2.  ACHIEVING ESCP CERTIFICATION.**  The ESCP develops the EVMS Specialist into an employee who is fully skilled and qualified to execute all three key EVM functions ("the full-up round") through three levels of certification over six years. The three levels of certification are: Entry, Journey, and Expert. The ESCP Member should take no more than two years to achieve each certification level, without prior equivalency. The two years is measured from the date that the ESCP Member was granted access to that particular level by the ESCP Board. Access to a particular level is determined in one of two ways: either the date that the Enrollment Application was accepted by the ESCP Board, or the date that the ESCP Member was awarded certification at a prior level by the ESCP Board (see the Certification Request form, ESCPI-107).

3.2.1.  Entry Level.  Most DCMA employees, including DCMA Keystone Program members, enter the ESCP at this level.  ESCP Members who are responsible for duties within one or more of the three key EVM functions shall achieve Entry level certification.

3.2.1.1.  Expected Outcomes for Entry Level Certification.  Upon successfully achieving the Entry Level, the EVMS Specialist should be capable of:

- Developing a Standard Surveillance Plan
- Completing all required ANSI/EIA-748 standard process groups surveillance activities within 12 months
- Developing a System Surveillance Report Developing a Corrective Action Request
- Providing EVM system status briefings to supplier or DCMA management
- Analyzing EV data using tools such as wInsight
- Analyzing program schedules using  the 14 Point Assessment
- Analyzing program cost and schedule performance and EVM system health in support of the Program Assessment Report (PAR)
- Participating in EVM Compliance reviews as a contributing Team Member

3.2.1.2.  Entry Level Certification Requirements.  The required courses and work experiences are aligned with the ESCP Five Vector model that emphasizes:  Qualifications and Certifications, Leadership, Professional Development, Performance, and Personal Development. The ESCP Learning Maps (ESCPI-105) identify how each of the required courses and work experiences align to each of these five vectors.  The ESCP Member shall complete all of the required courses (classroom and CBT), required certification, and all of the required work experience as specified in the Entry Level Learning Map (ESCPI-105).

3.2.1.2.1.  Progress Reports.  The ESCP Member shall use the ESCP Progress Tracker portlet to record completion of required training courses and work experiences during the months since the last progress tracker tasking memo release.

3.2.1.2.1.1.  The ESCP Board shall submit Tasking Memorandums to all ESCP Members to alert the ESCP Members that they are required to record their progress in the ESCP Progress Tracker portlet.

3.2.1.2.1.2.  The ESCP Board shall use the ESCP Progress Tracker portlet data to assess the progress of all ESCP Members.  Each assessment shall be compared to the ESCP Performance Standard using Metrics Studio.

3.2.1.2.2.  Mentorship Program.  The primary objectives of the Mentorship program in accordance with paragraph 3.1.3. for an ESCP Member at the Entry level are the following:

3.2.1.2.2.1.  The Mentor provides the Protégé assistance, when needed, in accomplishing Mentor-guided task lists and/or course/work experience requirements.

3.2.1.2.2.2.  Whenever possible, the Mentor partners with the Protégé to fulfill work experience requirements (i.e., serving on the same Compliance Review) and offers informal feedback regarding the Protégé's performance in fulfilling the work experience requirement.

3.2.1.2.2.3.  The Mentor works with the ESCP Board and the Protégé's Supervisory chain to seek out alternate opportunities to fulfill mentoring tasks that may not be available at the Protégé's duty station.

3.2.1.2.2.4.  The Mentor assists the Protégé in determining whether the required courses and work experience have been completed and notifies the Protégé's training coordinator and Supervisor when it is appropriate to send the completed Certification Request package forward to the ESCP Board.

3.2.1.2.3.  DAWIA Certification.  As soon as the DAWIA requirements for BUS-FM Level 1 Certification have been met, the ESCP Member and the ESCP Member's supervisor shall complete and submit the Acquisition Personnel Certification Form (ESCPI-108) to their training coordinator.

3.2.1.3.  Entry Level Certification Achievement.  After all of the required courses and work experiences are completed, the ESCP Member shall complete and submit the Certification Request form (ESCPI-107) to the ESCP Board.

3.2.1.3.1.  The ESCP Member shall ensure that all Entry level training course completion certificates (classroom and CBT) are included as attachments to the completed Certification Request form.  If equivalency has been previously granted by ESCP Board, there is no need to send a course completion certificate for that particular course.

3.2.1.3.2.  The ESCP Member shall ensure that all Entry level work experiences are documented using page 3 of the Entry Level MDP (ESCPI-101) and included as an attachment to the completed Certification Request form.  If equivalency has been previously granted by ESCP Board, state that the equivalency has been granted for that particular work experience requirement using page 3 of the Entry Level MDP.

3.2.1.3.3.  The ESCP Member shall ensure that the DAWIA BUS-FM Level 1 Certificate is included as an attachment to the completed Certification Request form.

3.2.1.3.4.  If the ESCP Member has completed courses and/or work experience that are unlisted in the Entry Level Learning Map (ESCPI-105) and the ESCP Member believes they would qualify as an "equivalency" to the courses and/or work experience that are listed in the Entry Level Learning Map, then the ESCP Member shall complete the Equivalency Request form (ESCPI-106) and submit as an attachment to the Certification Request form.

3.2.1.3.5.  After the Certification Request form has been received by the ESCP Board, the ESCP Board shall be responsible for sending the Learning Exam access information to the ESCP Member and the ESCP Member's supervisor and training coordinator.  The ESCP Board shall record the ESCP Member's completed Certification Request form and all its attachments into the ESCP database.

3.2.1.3.6.  The ESCP Member shall successfully complete the Entry Level Learning Exam before final approval of the Certification Request can be granted by the ESCP Board.  The Learning Exam shall not be substituted for the formal training and experience requirements as a means to expedite certification.

3.2.1.3.6.1.  Learning Exam.  The exam consists of 50 questions in various formats (multiple choice, fill in the blank, etc) and a score of 80 percent or better shall be obtained by the ESCP Member to successfully pass the exam.

3.2.1.3.6.1.1.  If the ESCP Member fails the exam, the ESCP Member shall study the appropriate knowledge area(s) before re-taking the exam.  This process continues until the ESCP Member passes the Learning Exam.  There is no limit to the number of attempts to pass the exam.

3.2.1.3.7.  After the Certification Request and the Learning Exam have been successfully completed, the ESCP Board shall give final approval and issue an Entry Level Certification Certificate to the ESCP Member and record the ESCP Member's Learning Exam results and certification achievement in the ESCP database.

3.2.1.3.8.  Next, the ESCP Member shall begin to work towards Journey level certification. NOTE:  It is not required to achieve Entry level certification before completing Journey or Expert level training and/or work experience requirements.

3.2.2.  Journey Level.  ESCP Members, with the exception of Keystone Program members, who are responsible for duties within one or more of the three key EVM functions shall achieve Journey level certification.

3 2.2.1.  Keystone Program Member Exception.  The DCMA Keystone Program is a 3-year program.  As a result, Keystone Program members will likely graduate from the Keystone Program prior to reaching Journey level certification, which takes up to 4 years.  Keystone Program graduates are encouraged to continue their progression in the ESCP; however, it is only required if the Keystone Program graduate is placed into a position where they will be responsible for duties within one or more of the three key EVM functions.

3.2.2.2.  Expected Outcomes for Journey Level Certification.  Upon successfully achieving the Journey Level, the EVMS Specialist should be capable of:

- Completing all of the Entry level activities described in paragraph 3.2.1.1.
- Participating in EVMS Compliance Reviews as an Interview Team Lead or an Area Lead
- Providing detailed, predictive EVM analysis and reports to customers and DCMA management
- Creating, analyzing, and maintaining EVMS predictive analysis tools and related charts in support of the PAR
- Understanding critical path analysis
- Contributing to EVMS policy, guidance, training and tools development

3.2.2.3.  Journey Level Certification Requirements.  The required courses and work experiences are aligned with the ESCP Five Vector model that emphasizes:  Qualifications and Certifications, Leadership, Professional Development, Performance, and Personal Development.  The ESCP Learning Maps (ESCPI-105) identify how each of the required courses and work experiences align to each of these five vectors.  The ESCP Member shall complete all of the required courses (classroom and CBT), required certification, and all of the required work experience as specified in the Journey Level Learning Map (ESCPI-105).

3.2.2.3.1.  Journey Level MDP.  The ESCP Member and the ESCP Member's supervisor shall complete and sign (electronic signatures acceptable) the FIRST PAGE ONLY of the Journey Level MDP (ESCPI-102) and send as an email attachment to the ESCP Board, if not already completed per paragraph 3.1.1.2.

3.2.2.3.1.1.  Upon receipt, the ESCP Board shall record the attachment and its information into the ESCP database.

3.2.2.3.2.  Progress Reports.  The ESCP Member shall use the ESCP Progress Tracker portlet to record completion of required training courses and work experiences during the months since the last progress tracker tasking memo release date.

3.2.2.3.2.1.  The ESCP Board shall submit Tasking Memorandums to all ESCP Members to alert the ESCP Members that they are required to record their progress in the ESCP Progress Tracker portlet.

3.2.2.3.2.2.  The ESCP Board shall use the ESCP Progress Tracker portlet data to assess the progress of all ESCP.  Each assessment shall be compared to the ESCP Performance Standard using Metrics Studio.

3.2.2.3.3.  Mentorship Program .  The primary objectives of the Mentorship program in accordance with paragraph 3.1.3. for an ESCP Member at the Journey level are the following:

3.2.2.3.3.1.  The Mentor provides the Protégé assistance, when needed, in accomplishing Mentor-guided task lists and/or course/work experience requirements.

3.2.2.3.3.2.  Whenever possible, the Mentor partners with the Protégé to fulfill work experience requirements (i.e., serving on the same Compliance Review) and offers informal feedback regarding the Protégé's performance in fulfilling the work experience requirement.

3.2.2.3.3.3.  The Mentor works with the ESCP Board and the Protégé's Supervisory chain to seek out alternate opportunities to fulfill mentoring tasks that may not be available at the Protégé's duty station.

3.2.2.3.3.4.  After the Protégé has received 1-year of mentoring, the Mentor assists the Protégé in transitioning from the role of Journey level Protégé to the role of Journey level Mentor.

3.2.2.3.4.  <u>DAWIA Certification</u>.  As soon as the DAWIA requirements for BUS-FM Level 2 Certification have been met, the ESCP Member and the ESCP Member's supervisor shall complete and submit the Acquisition Personnel Certification Form (ESCPI-108) to their training coordinator.

3.2.2.4.  <u>Journey Level Certification Achievement</u>.  After all of the required courses and work experiences are completed, the ESCP Member shall complete and submit the Certification Request (ESCPI-107) form to the ESCP Board.

3.2.2.4.1.  The ESCP Member shall ensure that all Journey level training course completion certificates (classroom and CBT) are included as attachments to the completed Certification Request form.

3.2.2.4.2.  The ESCP Member shall ensure that all Journey level work experiences are documented using page 3 of the Journey Level MDP (ESCPI-102) and included as an attachment to the completed Certification Request form.  If equivalency has been previously granted by ESCP Board, state that the equivalency has been granted for that particular work experience requirement using page 3 of the Journey Level MDP.

3.2.2.4.3.  The ESCP Member shall ensure that the DAWIA BUS-FM Level 2 Certificate is included as an attachment to the completed Certification Request form.

3.2.2.4.4.  If the ESCP Member has completed courses and/or work experience that are unlisted in the Journey Level Learning Map (ESCPI-105) and the ESCP Member believes they would qualify as an "equivalency" to the courses and/or work experience that are listed in the Journey Level Learning Map, then the ESCP Member shall complete the Equivalency Request (ESCPI-106) form and submit as an attachment to the Certification Request form.

3.2.2.4.5.  After the Certification Request form has received by the ESCP Board, the ESCP Board shall be responsible for sending the Learning Exam access information to the ESCP Member and the ESCP Member's supervisor and training coordinator.  Also, the ESCP Board shall record the ESCP Member's completed Certification Request form and all its attachments into the ESCP database.

3.2.2.4.6.  The ESCP Member shall successfully complete the Journey Level Learning Exam before final approval of the Certification Request can be granted by the ESCP Board.  The Learning Exam shall not be substituted for the formal training and experience requirements as a means to expedite certification.

3.2.2.4.6.1.  Learning Exam.  The exam consists of 50 questions in various formats (multiple choice, fill in the blank, etc.) and a score of 80 percent or better shall be obtained by the ESCP Member to successfully pass the exam.

3.2.2.4.6.1.1.  If the ESCP Member fails the exam, the ESCP Member shall study the appropriate knowledge area(s) before re-taking the exam.  This process continues until the ESCP Member passes the Learning Exam.  There is no limit to the number of attempts to pass the exam.

3.2.2.4.7.  After the Certification Request and the Learning Exam have been successfully completed, the ESCP Board shall give final approval and issue a Journey Level Certification Certificate to the ESCP Member and record the ESCP Member's Learning Exam results and certification achievement in the ESCP database.

3.2.2.4.8.  Next, the ESCP Member shall begin to work towards Expert level certification.  NOTE:  It is not required to achieve Journey level certification before completing Expert level training and/or work experience requirements.

3.2.3.  Expert Level.  ESCP Members who are responsible for duties within one or more of the three key EVM functions shall achieve Expert level certification.

3.2.3.1.  Expected Outcomes for Expert Level Certification.  Upon successfully achieving the Expert Level, the EVMS Specialist should be capable of:

- Completing all of the "Entry" and "Journey" level activities described in paragraphs 3.2.1.1. and 3.2.2.2. respectively
- Participating in EVM Compliance reviews as either an Area Lead, Review Chief, or Deputy
- Leading EVMS policy, guidance, training, and tools development
- Representing DCMA as an EVMS expert at various forums such as government or industry conferences, DoD meetings, or meetings external to DoD
- Providing EVMS briefings to senior level DCMA, DoD, or supplier management

3.2.3.2.  Expert Level Certification Requirements.  The required courses and work experiences are aligned with the ESCP Five Vector model that emphasizes:  Qualifications and Certifications, Leadership, Professional Development, Performance, and Personal Development. The ESCP Learning Maps (ESCPI-105) identify how each of the required courses and work experiences align to each of these five vectors.  The ESCP Member shall complete all of the required courses (classroom and CBT), required certifications, and all of the required work experience as specified in the Expert Level Learning Map (ESCPI-105).

3.2.3.2.1. <u>Expert Level MDP</u>. The ESCP Member and the ESCP Member's supervisor shall complete and sign (electronic signatures acceptable) the FIRST PAGE ONLY of the Expert Level MDP (ESCPI-103) and send as an email attachment to the ESCP Board, if not already completed per paragraph 3.1.1.2.

3.2.3.2.1.1. Upon receipt, the ESCP Board shall record the attachment and its information into the ESCP database.

3.2.3.2.2. <u>Progress Reports</u>. The ESCP Member shall use the ESCP Progress Tracker portlet to record completion of required training courses and work experiences during the months since the last progress tracker tasking memo release.

3.2.3.2.2.1. The ESCP Board shall submit Tasking Memorandums to all ESCP Members to alert the ESCP Members that they are required to record their progress in the ESCP Progress Tracker portlet.

3.2.3.2.2.2. The ESCP Board shall use the ESCP Progress Tracker portlet data to assess the progress of all ESCP Members. Each assessment shall be compared to the ESCP Performance Standard using Metrics Studio.

3.2.3.2.3. <u>Mentorship Program</u>. The primary objectives of the Mentorship program in accordance with paragraph 3.1.3 for an ESCP Member at the Expert level are the following:

3.2.3.2.3.1. The Mentor provides the Protégé assistance, when needed, in accomplishing Mentor-guided task lists and/or course/work experience requirements.

3.2.3.2.3.2. Whenever possible, the Mentor partners with the Protégé to fulfill work experience requirements (i.e., serving on the same Compliance Review) and offers informal feedback regarding the Protégé's performance in fulfilling the work experience requirement.

3.2.3.2.3.3. The Mentor works with the ESCP Board and the Protégé's Supervisory chain to seek out alternate opportunities to fulfill mentoring tasks that may not be available at the Protégé's duty station.

3.2.3.2.4. <u>DAWIA Certification</u>. As soon as the DAWIA requirements for BUS-FM Level 3 Certification have been met, the ESCP Member and the ESCP Member's supervisor shall complete and submit the Acquisition Personnel Certification Form (ESCPI-108) to their training coordinator.

3.2.3.3. <u>Expert Level Certification Achievement</u>. After all of the required courses and work experiences are completed, the ESCP Member shall complete and submit the Certification Request form (ESCPI-107) to the ESCP Board.

3.2.3.3.1. The ESCP Member shall ensure that all Expert level training course completion certificates (classroom and CBT) are included as attachments to the completed

Certification Request form.

       3.2.3.3.2.  The ESCP Member shall ensure that all Expert level work experiences are documented using page 3 of the Expert Level MDP (ESCPI-103) and included as an attachment to the completed Certification Request form. If equivalency has been previously granted by ESCP Board, state that the equivalency has been granted for that particular work experience requirement using page 3 of the Expert Level MDP.

       3.2.3.3.3.  The ESCP Member shall ensure that the DAWIA BUS-FM Level 3 Certificate is included as an attachment to the completed Certification Request form.

       3.2.3.3.4.  If the ESCP Member has completed courses and/or work experience that are unlisted in the Expert Level Learning Map (ESCPI-105) and the ESCP Member believes they would qualify as an "equivalency" to the courses and/or work experience that are listed in the Expert Level Learning Map, then the ESCP Member shall complete the Equivalency Request form (ESCPI-106) and submit as an attachment to the Certification Request form.

       3.2.3.3.5.  After the Certification Request form has been received by the ESCP Board, the ESCP Board shall be responsible for sending the Learning Exam access information to the ESCP Member and the ESCP Member's supervisor and training coordinator.  Also, the ESCP Board shall record the ESCP Member's completed Certification Request form and all its attachments into the ESCP database.

       3.2.3.3.6.  The ESCP Member shall successfully complete the Expert Level Learning Exam before final approval of the Certification Request can be granted by the ESCP Board.  The Learning Exam shall not be substituted for the formal training and experience requirements as a means to expedite certification.

       3.2.3.3.6.1.  <u>Learning Exam</u>.  The exam consists of 50 questions in various formats (multiple choice, fill in the blank, etc.) and a score of 80 percent or better shall be obtained by the ESCP Member to successfully pass the exam.

       3.2.3.3.6.1.1.  If the ESCP Member fails the exam, the ESCP Member shall study the appropriate knowledge area(s) before re-taking the exam.  This process continues until the ESCP Member passes the Learning Exam.  There is no limit to the number of attempts to pass the exam.

       3.2.3.3.7.  After the Certification Request and the Learning Exam have been successfully completed, the ESCP Board shall give final approval and issue an Expert Level Certification Certificate to the ESCP Member and record the ESCP Member's Learning Exam results and certification achievement in the ESCP database.

       3.2.3.3.8.  Next, ESCP Members shall maintain their Expert level certification in accordance with the process in paragraph 3.3, "Maintaining ESCP Certification."

**3.3.  MAINTAINING ESCP CERTIFICATION.**  The purpose of maintaining certification is to ensure that EVMS Specialists who have been certified continue to use the knowledge, skills, and abilities that they have attained.  It is important that ESCP Member graduates maintain their proficiency and continue to apply their EVMS knowledge, skills, and abilities and strive to learn new tools, techniques, concepts and methods.

   3.3.1.  ESCP Member graduates shall submit an Biennial Activity Report (ESCPI-109) to the ESCP Board, on the 2-year anniversary of the final certification date, that summarizes the EVMS-related efforts during the past 24 months such as surveillance and analysis work activities, training received, training provided, and any mentoring provided as they relate to the three key EVM functions of EVM Predictive Analysis, EVM System Surveillance, and EVMS Compliance Reviews.

   3.3.2.  The ESCP Board reviews the Biennial Activity Report and notifies the ESCP Member graduate if the current certification level status is to be continued for another 24 months and annotates this status in the official ESCP database.

   3.3.3.  If the ESCP Board does not renew an additional 24 months of certification for the ESCP Member graduate, then the ESCP Board uses the Certification Suspension form (ESCPI-110) to notify the ESCP Member graduate that his/her current certification level has been suspended, the reason(s) why it was suspended, and provide the ESCP Member graduate with a list of requirements necessary to restore his/her certification level.  The ESCP Board records the completed Certification Suspension form in the ESCP database.  Appeals may be emailed to the ESCP Board recommending official.

   3.3.4.  The ESCP Member graduate completes and submits the Certification Restoration form (ESCPI-111) to the ESCP Board when the required activities and/or training have been completed.

**3.4.  QUICK START GUIDE AND FREQUENTLY ASKED QUESTIONS (FAQ).**  HAVE A QUESTION AND NEED HELP?  Try the Quick Start Guide (ESCPI-121), ESCP Instruction Frequently Asked Questions (FAQ) Guide (ESCPI-120), or send an email to the ESCP Board at ESCPBoard@dcma.mil**.**

# APPENDIX A

# ESCP PROCESS FLOW CHART

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DCMA EVM Specialist Certification Program (ESCP) Process
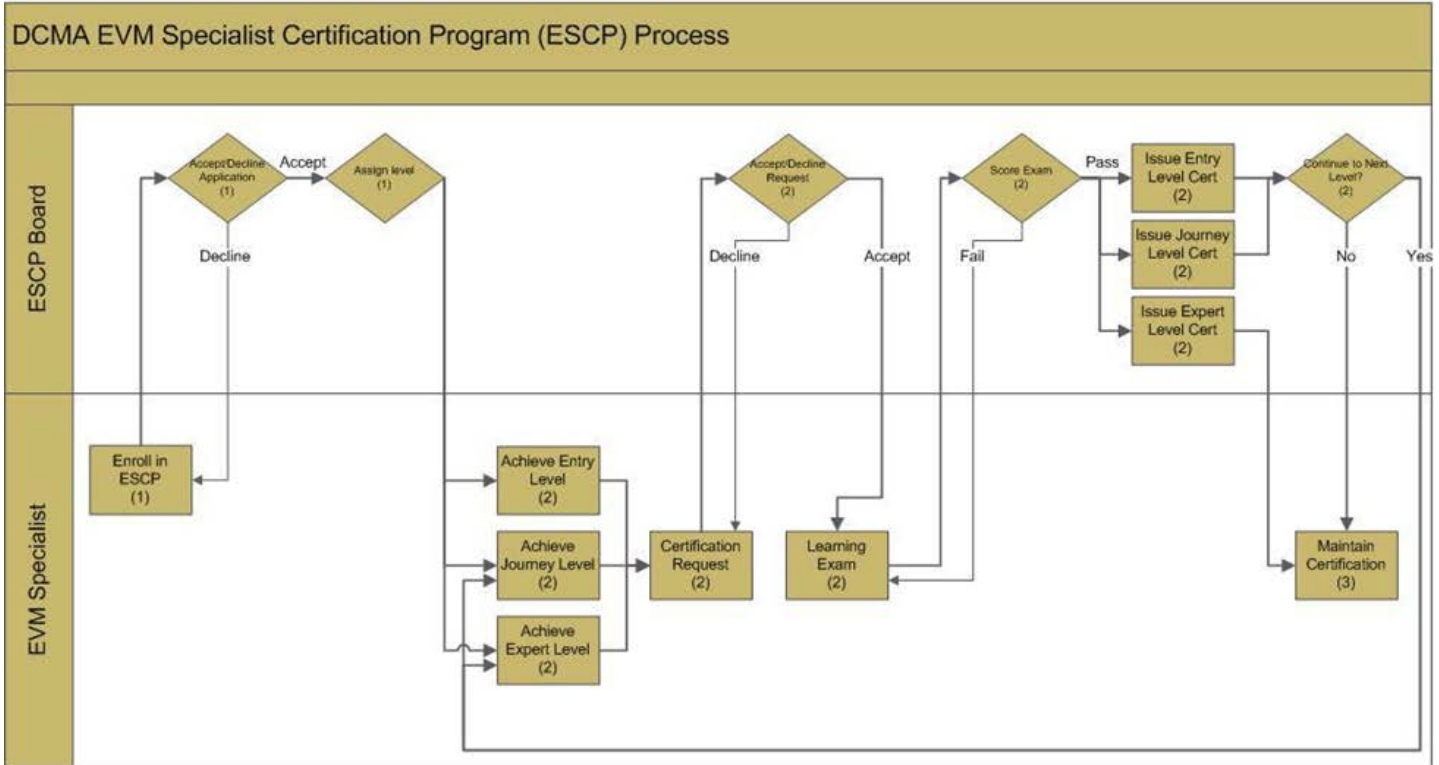
# GLOSSARY

## ACRONYMS

BUS-FM          Business-Financial Management

CBT          computer based training
CTMA          Contribution To Mission Accomplishment

DAU          Defense Acquisition University
DAWIA          Defense Acquisition Workforce Improvement Act
DCMA          Defense Contract Management Agency
DCMA-INST          DCMA Instruction
DoD          Department of Defense

eIDP          electronic Individual Development Plan
ESCP          EVMS Specialist Certification Program
ESCPI          ESCP Instruction
EV          Earned Value
EVM          Earned Value Management
EVMS          Earned Value Management System

FAQ          frequently asked questions

HQ          headquarters

IPP          Individual Performance Plan

MDP          Master Development Plan

PAR          Program Assessment Report
PLAS          Performance Labor Accounting System

RAA          Responsibilities, Accountability, and Authority