

Warning: This form is to be provided to the customer. NDIA PMSC cannot protect from accidental discovery of the exact program situation due to the unique situation described.

Instructions for Completing the NDIA PMSC Clearinghouse Submission Form

Overview

The purpose of the NDIA PMSC Clearinghouse Submission Form is to gather facts and data regarding concerns that a company wants to raise through the NDIA PMSC Clearinghouse or Board of Directors for resolution. All submitted forms are to be sanitized of any company protected or proprietary information by the submitter to ensure the Company remains anonymous. Also see Warning above. All information such as program and company is kept confidential and linked to this form via a numbering system assigned by the NDIA PMSC. This form should be submitted through the company EVM Focal Point (if one is listed) as listed on the NDIA PMSC website and only submitted for issues verified to be outside the bounds of program responsibility.

Using the form: Drop down menus are provided for some boxes. Green-shaded boxes are to be used by NDIA PMSC for tracking, searching and to provide the latest status of the issue resolution. The form will accept cut-and-paste information of whatever length, and expand the boxes accordingly.

Submission Date: Select from the drop down calendar the date the completed form was sent to NDIA PMSC Clearinghouse Working Group Chair.

Date of the Incident: Date of the incident that generated the concern. Normally this is the date of the CAM interview, the out-briefing, the final report, or finding resolution.

Submitter name; phone; email.* Provided by the submitter, but removed after submission to maintain anonymity. If the issue is highly confidential, the submitter is to mark the issue 'confidential' per the drop down in the "submitter name; phone; email" box of the form. Confidential issues will be worked by the NDIA PMSC Board of Directors versus the Clearinghouse Working Group. *Submitter information will be extracted from this form and held in a separate private database once the NDIA ID tracking number has been assigned.

Company EVMS Lead: yes or no See overview above.

Process or Implementation: Is the concern related to process compliance with ANSI/EIA 748, or rather is the concern regarding the implementation of the approved process?

Customer Review: Used to categorize the issue and for addressing the concern through the Clearinghouse.

ANSI Guideline: If the concern is regarding a finding, please list the primary ANSI/EIA 748 guideline(s) the review is concerned about. This is also for reference.

Type of Review: Used to categorize the issue.

Acceptance is a System Acceptance or Validation of a new implementation.

Surveillance is any on-going routine customer or joint surveillance review.

Business System Disapprovals/Withholds is a DFARS process.

Nunn-McCurdy is limited to a review because of a recent program unit cost breach.

For Cause is a special review of process compliance due to deficiencies.

Other is limited to analysis or other reviews outside the reviews listed.

Type of Concern: Used to categorize the issue.

Interpretation is where the review team and the program disagree that a concern is against the internal EVM process or ANSI/EIA 748 or an associated DID.

Conduct refers to unprofessional methods or actions in conducting the reviews.

Out-Brief is concerns about the method, delivery, or content of the briefing at the end of the review.

Tools/People are for concerns specifically referring tools recommendations or usage outside the process requirement, or specific people recommendation or references that are not appropriate.

Provide a list of all parties/organizations involved in this issue: What Audit agency conducted the review – DCMA, DCAA, or other? If this is a DoD Intelligence Agency review, please identify NRO, NGA, NSA, DIA, or other. For Civilian Agency reviews, please put NASA, FAA, or any other federal agency. The submitter of the form is to provide Point of Contact (POC) for clarification and questions in this box if the submitter is not going to be the point of contact or the issue is marked “confidential”.

Concern/Finding for Clearinghouse to Address:

This section must provide information about the following:

1. Clearly and succinctly describe the issue or finding to include:
 - a. Where the issue came up
 - b. The review team’s concern(s) and interpretation(s) that are in question
2. The contractor’s position
3. Provide current status of how the issue is being handled
4. Describe prior actions taken to resolve this issue prior to submittal to the Clearinghouse

Note: The submitter is to clearly identify Company actions taken to resolve the issue prior to submitting the issue to the Clearinghouse Working Group. NDIA PMSC assumes the Company would try to resolve any issues with the customer or audit agency first and use the Clearinghouse Working Group if no satisfactory resolution could be reached.

Prompt Resolution Required? Yes or No. Include information regarding the impact of the issue not being resolved.

Process Description Quote/ANSI Intent Guide Applicable: This section is usually only relevant to interpretation type concerns. Please quote the process paragraphs (from the ANSI-748 or the NDIA PMSC Intent Guide) for the guideline that is at issue. For process compliance, this is the section the review team says is non-compliant. For implementations, it is the relevant section relating to the program.

Other Notes: Reserved for additional notes, if any, beyond the other sections.