

Department of the Interior
U.S. Geological Survey

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USGS

Center for Earth Resources Observation & Science Enterprise EVM to Contractor Interface Control Document (ICD)

Version 2.2

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**USGS Enterprise Earned Value Management (EEVM)
EEVM to Contractor Interface Control Document**

October 2009

Prepared by:

Approved by:

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USGS EROS
Sioux Falls, South Dakota
Change Information Page

List of Effective Pages		
<i>Version</i> Number	Page Number	Issue
1.1	Pg 3	“Data Currency” Redefined
1.2	Pg 3	Software vendor name
1.2	Pg 4	Definition of ACWP
1.2	Pg 5	Corrected acronym typo for BCWP
1.2	Pg 6	Added caveat to required WBS reporting level
1.3	Pg 3	Data Currency Elaborated
1.4	Pg 3	Added XML input format option
1.4	Various	Removed TBD/TBC
1.4	Pg 5	Clarified Narrative requirement
1.4	Pg 7	Included PGP encryption option
2.0	Various	Changed EVM reporting method
2.1	Various	Changed EVM reporting date and version
2.2	Page 7	Contact Structure – Range – WBSNum & ElemDesc

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Scope

This document defines the interface protocol and data formats for Earned Value (EV) metrics submitted by contractors to the United States Geological Survey (USGS) in support of the Landsat Data Continuity Mission activity at the Center for Earth Resources Observation and Science (EROS) in Sioux Falls, SD. Earned value data represent periodic measures of acquisition status and cost/performance required for all Capital Planning and Investment Control (CPIC) Information Technology (IT) acquisitions as documented by Circular A-11 of the Office of Management and Budget (OMB). The Department of the Interior (DOI) must comply with OMB and Federal Acquisition Regulation (FAR) acquisition requirements related to this IT acquisition. The DOI has determined that selected high-value IT acquisitions within the Department, including the Landsat Data Continuity Mission, will report performance measures monthly.

This document defines the frequency, format, and method for reporting EV performance measures to the USGS.

1. Methodology

1.1 EVM System

The USGS is required to report performance and status on all activities and costs related to the Landsat Data Continuity Mission acquisition, monthly to Department of the Interior and quarterly to Office of Management and Budget. The USGS is using an EVM excel spreadsheet for performance reporting. Contractor data received under this ICD are directly used to produce these project-wide performance metrics. Reporting under the requirements of this ICD should not be burdensome.

Contractor data are to be submitted to USGS/EROS/EVM via email, with optional return receipt to the sender. EVM Operations Lead is available to answer specific questions not addressed by the following details.

1.2 Reporting Period

Contractor earned value performance and status data are measured and reported in synchronism with the Government's EVM fiscal calendar, namely on the last calendar day of the reporting month, e.g., January 31, February 28/29, March 31. All financial data are shown by current period of performance and cumulative from the beginning of the Government reporting period, unless otherwise noted. The reporting period is October 1 to September 30 through end of mission. Only 12 status periods are allowed in a calendar year.

1.3 Data Currency and Report Submission

The contractor will provide EV performance and status data together with actual costs monthly as noted in this section. Labor costs are to include a minimum of one-half-month of actual costs with the remainder accrued to the end of the month. All costs are to be

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provided electronically to the government (to the EEVM task, per Section 3) no later than COB of the fifth (5th) business day of the month via an Excel .xls workbook format conformal with the format described in Section 2.1, the contractor is providing monthly earned value data (BCWS, BCWP, ACWP, ETC, EAC and BAC).

2.0 Initial Contract Setup Data

Prior to submission of the first monthly performance data for the contract period, the Contractor shall submit summary data describing the contract. Separately, the contractor shall affirm that costs provided as part of its earned value submission adhere to Generally Accepted Accounting Procedures and are being reporting conformal with their organization’s Cost Accounting Standards Board Disclosure Statement as required by OMB.

In the Data Tables shown in Section 3, the term ACWP is understood to mean either Actual Cost or Actual-plus-Accrued Cost of Work Performed, as noted in the Contractor’s initial stipulation noted in the paragraph above.

2.1 Contract/Contractor Data

Prior to submission of the first monthly performance data, the Contractor shall provide pertinent summary contract details to include at least the information as indicated by the following three tables.

Contractor:

Column ID	Content	Data Type	Range	Example
Name	Organization Name	Alpha	50 chars	“Acme Aero Corp.”
Abbr	Org. Acronym	Alpha	4 chars	“AAC”
Addr1	1 st Addr Line	Alphanumeric	35 chars	“Suite 101”
Addr 2	2 nd Addr Line	Alphanumeric	35 chars	“200 Industry St.”
City	City Addr Line	Alpha	30 chars	“Chicago”
State	State Addr Line	Abbr. Alpha	2 chrs	“IL”
Country	Country Code	Abbr. Alpha	3 chars	“US”
ZIP	Zip or Postal	Alphanumeric	11 chars	“60601”

Contract:

Column ID	Content	Data Type	Range	Example
ContName	Name of Contract	Alpha	50 chars	“LDCM Support”
ContrNum	Contract Number	Alphanumeric	30 chars	“CR08-10123”
ContrType	Contract Type	Alpha	10 chars	“CR”
ProgName	Name of Project	Alpha	80 chars	“LDCM”
Manager	Contract Mgr Name	Alpha	35	“TJones”
Analyst	Financial Anal. Name	Alpha	35	“JSmith”
TgtPrice	Contract Target Price	Decimal	-	“\$750,000.00”

Contract Structure (WBS):

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Column ID	Content	Data Type	Range	Example
WBSNum	Element WBS No.	Numeric	15 chars	"1.3.1"
ElemDesc	Element Description	Alphanumeric	50 chars	"Systems Engineering"
Level	Structure Level 1-4	Numeric	1 char	"3"
CAM/IPT (opt)	CAM/IPT Name (opt.)	Alpha	30 chars	"KAdams"

3.0 Monthly Status Data Submission

Contracts can use a simple Excel spreadsheet to provide monthly and cumulative planned value, earned value, actual costs, budget at completion, and estimate at completion (or latest revised estimate) for each WBS element. The format is described in Section 3.1.

3.1 Data Input

The earned value data includes BCWS (Planned Value), BCWP (Earned Value), ACWP (Actual Costs), ETC (Estimate to Complete), EAC (Estimate at Complete), and BAC (Budget at Complete). A Work Breakdown Structure (WBS) shall be provided by the Government to ensure uniform numbering to the roll up accounts.

3.2 Data Level

The Contractor shall report earned value cost and performance metrics aggregated from lower-level work packages to the lowest PWBS level, typically at the X.X.X level. This reporting level is contract-specific and will be communicated via contract terms.

3.3 Data Submission

Files will be emailed concurrently to the address of record for the: 1) USGS EROS Project Development Manager; and, 2) USGS EROS EVM Operations Lead. Data is due by close of business the fifth (5th) business day following month end. A EVM Calendar will be provided at the beginning of each new Government fiscal year by EVM Ops Lead.

The submitter may request a receipt return or receipt confirmation email from the Enterprise EVM Operations Lead.

3.5 Sample Files

Contractors may request sample .xls files as described in Section 3.1 from the Enterprise EVM Operations Lead to illustrate or clarify format layout and content. Sample files will be available by Contractor request, and the Government excel spreadsheet template is also available by request. Contractors can use this template to meet reporting requirements but it is not mandatory.

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4.0 Privacy

All Earned Value data submitted to the USGS are official data and are subject to verification through audit. All data submitted by Contractors are handled as sensitive private communications and are not provided to other parties other than official USGS, DOI, or OMB requestors. Data are maintained on physically firewalled and electronically password protected servers. System access is limited to appropriate personnel involved in project oversight or earned value processing. Every reasonable effort will be taken to ensure continuous privacy of all submitted data.

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Appendix – Acronyms

ACWP	Actual cost of Work Performed
BAC	Budget at Complete
BASIS+	Budget and Science Information System Plus
BCWP	Budgeted Cost of Work Performed
BCWS	Budgeted Cost of Work Scheduled
BOC	Budget Object Class
DOI	Department of the Interior
EAC	Estimate At Completion
ETC	Estimate To Completion
EPS	Enterprise Program Services
EROS	Earth Resources for Observing Science
EV	Earned Value
EVM	Earned Value Management
EEVM	Enterprise Earned Value Management
EVMS	Earned Value Management Systems
FFS	Federal Financial System
ITS	Information Technology Services
LDCM	Landsat Data Continuity Mission
LOE	Level of Effort
OBS	Organizational Breakdown Structure
OCIO	Office of the Chief Information Office (DOI)
PES	Project Enterprise System
PMT	Performance Management Technique
PWBS	Project Work Breakdown Structure
RBS	Resource Breakdown Structure
USGS	United States Geological Survey
WBS	Work Breakdown Structure