

BUSINESS PROCESS MEMORANDUM (BPM) NO. 25-05

TO: Mission Directorate Resource Management Officers

FROM: Stephen A. Shinn, Chief Financial Officer (Acting)

SUBJECT: OCFO Agency Policy Guidance Memo for Earned Value Management (EVM) and Schedule Repository

DATE: August 15, 2025

1.0 Purpose

This Business Process Memorandum (BPM) replaces the “2019 Agency Policy Guidance to Enhance Earned Value Management (EVM) and Create a Schedule Repository” memo. The 2019 memo, and subsequently this BPM, documents the Agency’s implementation plan as addressed in the [2018 Corrective Action Plan](#).

1.1 Earned Value Management Policies

1. OCFO will provide guidance/support to programs/projects implementing the NASA EVM Capability. (See NPR 7120.5F requirement for NASA EVM Capability on in-house work).
2. Improve EVM flow-down for contracts by following the guidance in the NASA EVM Contract Requirements Checklist located at <https://www.nasa.gov/evm/regulations>.
3. Enhance in-house and contracted EVMS surveillance.
 - a. An annual EVMS surveillance plan will be developed to assess overall compliance with the EIA-748. Surveillance results shall be reported in accordance with the [Agency EVM Surveillance Plan](#).
 - b. For contracts, ensure that EVMS surveillance is delegated to DCMA.
 - c. All projects shall perform monthly EVM data anomaly assessments. Recurring EVM data anomalies shall be reported to Mission Directorates and OCFO/SIB and require corrective action plans for resolution of any issues.
4. Use NASA resources to conduct EVM surveillance on major suppliers such as JPL, APL, SwRI, etc. where DCMA does not have an existing presence.
5. Require monthly EVM reports be submitted to the NASA EVM Central Repository to enable additional independent analysis. Windchill is NASA’s EVM Central Repository for EVM data. All data shall be posted to the EVM central repository using Agency [instructions](#).

1.2 Schedule Repository Policies

1. Require submission of Program/project integrated master schedules in native scheduling tool formats (e.g., MS Project .mpp files and/or Primavera P6 files), including a fully integrated IMS or summary IMS with lower-level detailed schedules beginning July 1, 2019. Responsible Programs/projects include:
 - a. All NPR 7120.5 projects and single project programs over Life Cycle Cost (LCC) of \$50 Million dollars shall submit quarterly.
 - b. All 7120.8 projects over LCC of \$50 Million dollars shall submit quarterly.
 - c. All projects below the \$50 Million threshold are not required to submit.

2. For 7120.5 Programs/projects, IMS submissions are required starting after completion of System Requirements Review (SRR) through completion of Launch Readiness Review (LRD). For two-step AO process, where down-selection serves as KDP-B, schedules are required after down selection. For NPR 7120.8, Programs/projects with no SRR or LRD, IMS submissions are required starting after Project Approval for Implementation through completion of Closeout activities.
3. NASA HQ OCFO will provide resources for data archiving. Data access control will be conducted by NASA HQ OCFO. Data will not be broadly accessible, without project permission, before LRD. After LRD, schedule data will be made available to the larger NASA scheduling community.
4. All schedule submissions will coordinate with Schedule Community of Practice (SCoPe) Lead to setup a project-specific repository location.

1.3 Contact information

For questions on EVM implementation described above or the general EVM CAP, please contact the NASA EVM Program Executive, Mr. Jon Fleming , jon.f.fleming@nasa.gov. Additional supporting guidance can also be found on the NASA EVM website at <https://www.nasa.gov/ocfo/ppc-corner/evm/> . For questions on the Schedule Repository implementation described above please refer to the Schedule Repository [Frequently Asked Questions Document](#) or contact the Agency SCoPE Lead, Ms. Michele King, michele.t.king@nasa.gov .



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