OFFICE OF THE UNDER SECRETARY OF DEFENSE
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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OCT 13 2009

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION & LOGISTICS MANAGEMENT), ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONRACTING), SAF/AQC
DEFENSE LOGISTICS AGENCY (ATTN: ACQUISITION EXECUTIVE)
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Contractor Performance Assessment Reporting System (CPARS)

The Department of Defense Inspector General (DoDIG) Report No. D-2008-057, "Contractor Past Performance Information" dated February 29, 2008 recommended that DoD take appropriate action to reconcile databases to ensure excess and outdated information is deleted from the Contractor Performance Assessment Reporting System (CPARS). On January 9, 2009, the Undersecretary of Defense, Acquisition, Technology & Logistics (USD, AT&L) issued initial guidance, Past Performance Assessment Reporting, advising agencies to reconcile the CPARS database to ensure excess and outdated information is deleted.

This memorandum provides additional guidance to assist in reconciling CPARS to include the Architect-Engineer Contract Administration Support System (ACASS) and Construction Contractor Appraisal Support System (CCASS) modules and employ a standard reconciliation process across DoD.

Agencies shall review CPARS and ensure that Performance Assessment Reports (PARs) are completed or removed as indicated below. Agencies should ensure that PARs are completed on all registered contracts for contractor performance that (1) began in fiscal year 2008 or later and are now due or overdue or (2) began in fiscal year 2007 or earlier and are now due or overdue.

PARs are to be completed only if:

a) the individual assessing the contractor's performance (meaning the responsible task order monitor, Contracting Officer's Representative, etc) is available;
b) has sufficient knowledge of the contractor's performance for the period in question;
c) has documentation to support narratives and ratings for the period in question; and
d) has periodically communicated with the contractor regarding performance for the period in question.

PARs are to be completed on all construction and architect-engineering contracts registered prior to 2007, those that were still open in 2007, and if the conditions in a) through d) above applies. These PARs shall be completed in the ACASS and CCASS modules of CPARS.

PARs are to be deleted for all registered contracts for contractor performance that began in FY 2007 or earlier for which no action has been taken other than contract data entry and if conditions a) through d) do not apply.

For questions regarding this memorandum, please contact my action officers: Mae Bartley, mae.bartley@osd.mil, 703-602-8011, for CPARS Policy; Sandra Ross sandra.ross@osd.mil, 703-695-9774, for Past Performance Information.

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