



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND, (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND, (ATTN: ACQUISITION EXECUTIVE)
ASSISTANT SECRETARY OF THE ARMY
(ACQUISITION, LOGISTICS AND TECHNOLOGY)
ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE
(ACQUISITION)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Improving Contractor Past Performance Assessments

The Department of Defense Inspector General (DoDIG) recently issued Report No. DODIG-2017-081, Summary of Audits on Assessing Contractor Performance: Additional Guidance and System Enhancements Needed” dated May 9, 2017. The report identified shortcomings in the preparation of contractor performance assessment reports (PARs) and identified potential improvements for the Contractor Performance Assessment Reporting System (CPARS). Specifically, of the 238 PARs reviewed, 200 were insufficient because agency officials did not: prepare written narratives sufficiently to justify the ratings given; rate the required evaluation factors; or adequately describe the scope of work reviewed to enable source selection officials to use the information to determine if the PAR was relevant to their source selection. In order that source selection officials may rely on past performance information in CPARS to appropriately inform source selection decisions, we need all DoD components to re-emphasize with their acquisition officials the importance of submitting quality, timely written narratives in the system.

As a reminder, the Federal Acquisition Regulation requires agencies to assign responsibility and management accountability for the completeness of past performance submissions. Components should review their processes and procedures to ensure quality control and compliance with past performance reporting requirements. Assessing officials should complete the CPARS Quality and Narrative Writing training (see https://www.cpars.gov/webtrain_auto.htm) to periodically re-familiarize themselves with the requirements, with particular emphasis on describing, with a sufficient level of detail, justification of ratings that describe the contractor’s performance.

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