

**CPARS MANAGEMENT BOARD AGENDA  
CHARLESTON, SC  
9 MAY '02**

**1. CPARS Guide Committee – Capt. Barbette Lowndes (DCMA, chair)**

CMB provide completed Guide to ABM rep for staffing through signature chain.

Bob Johnson and Barbette will make a few more changes to clarify the “Responsibilities” section. Mary Donovan’s comments will also be reviewed and incorporated, if applicable. Bob expects to have ASN RDA approval by next CMB.

**2. CPARS DoD Forms – Mr. Ed Marceau (NSLC)**

NSLC will provide changes to the forms that need to be made as a result of CMB decisions and Guide changes. Dave Powell will take care of getting these approved through the DoD circuit. Ed Marceau will get you the forms with changes.

Forms provided to Dave Powell who will obtain DoD approval.

**3. Report Card Quality—Mr. Ed Marceau (NSLC)**

What are the services doing to assure report card quality? If applicable, how can we improve quality?

Board tabled making recommendations on this topic until next meeting due to time constraints. Ademar Toro and Margaret Gillam have already begun to work on this topic via email. Recommendations will be made to CMB.

**4. Discuss Options for Chairing CPARS Management Board—Mr. Skip Smith (NSLC)**

Board voted to install Ed Marceau (NSLC CPARS Program Analyst) as chairperson as Skip is now NSLC Director. Skip will continue to be informed of CPARS issues and will assist as needed.

**5. Eligible Contract Population – Mr. Skip Smith (NSLC)**

Recommend a CMB committee that gets one DoD source of contract info that we get access to, develops a file for CPARS that we can use how we want, or populates the system with registered contract actions eligible for a report card. Seems like we're all working on this in different ways with different databases. There must be a better way. Any ideas?

Board tabled this topic until next meeting due to time constraints.

**6. CPARS Enhancement Committee – Mr. Ed Marceau (NSLC)**

Go over enhancements since the last CMB that requires CMB approval.

Enhancements were reviewed and voted on. These will be included subsequent to the late summer '02 release. See separate attachment for listing of planned enhancements. NSLC will notify submitters of the CMB's actions.

**7. CPARS/PMRS Comparison for Navy – Mr. Stan Dewitt (NSLC)**

Board decides on course of action. NSLC to provide recommendations, including reports, frequency, future direction.

Discussion will continue on this Navy item. Mr. DeWitt will work with Messrs. Beveridge and Toro to clarify any questions or concerns. It was decided that reports would be distributed quarterly beginning July 01, 2002.

**8. Outstanding Action Items – Mr. Marceau (NSLC)**

-Post instructions on the web to assist contractors with accessing CPARS AIS. **Action** – NSLC will post instructions. **Instructions for contractor and assessing official complete—to be posted for next release.**

-NAPS change and discussion of draft SECNAVINST 5000.2C, Mr. Bob Johnson (ASN RDA ABM).

**Action** – NSLC will check version of last submittal to ensure it conforms to wording in the Guide. Note that NAPS change, which included many other items besides CPARS, was rejected by ASN RDA. Mr. Johnson to provide NSLC with specifics.

-Can PPAIS access be provided to conduct market research, check compliance, and performance monitoring? NSLC will refer this question to the DoD IPT and will provide a reply to CMB.

**9. Status of DLA CPARS Implementation. Ms. Melody Reardon (DLA)**

Tabled until next meeting as Melody Reardon was unable to attend conference/CMB meeting.

**10. Processing IDIQ contracts in CPARS--Ms. Doreen Powell (NAVAIR)**

Consider adding space on the CPAR to include basic contract/agreement award and completion dates and order award and completion dates. The CMB could define a policy for this situation so that focal points know what to do when people start calling about email notifications on individual orders. Also, need to address how this impacts archiving records in PPAIS. This kind of policy would also eventually have to go into the CPARS Guides.

Margaret Gillam was tasked with finding FAR definition for "contract" vice "order." Margaret has already reported her findings. NSLC will submit a draft proposal to the CMB to address how orders should be processed in CPARS.

**11. Training Options for CPARS – Mr. Ed Marceau (NSLC)**

Ed went over the training changes and options available at the CPARS web site. Also, advised CMB that there will be three additional seminars offered to government and industry this year. Information is posted to the CPARS web site and an e-mail notification will be sent to CPARS users when specific dates and locations are available.

**12. Discussion of Kollmorgen Rating Proposal—Mr. Stan DeWitt (NSLC)**

Consider the benefits and drawbacks. Stan will also discuss possible benchmarking of CPARS data. Board will review and discuss this proposal at the September meeting.

**13. Proposed Metrics for Summer 2002 Release—Mr. Steve Almeida (NSLC)**

Steve demonstrated the next release metrics and agreed to electronically distribute sample metrics (and how calculations are made) to CMB members for their input.

**14. List of Actions, Scheduling Next Meeting-All**

Next meeting recommended in Portsmouth, NH, 4 September. Ed will make arrangements for hotel and suitable meeting room and will notify CMB members when plans are finalized.