



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR SEE DISTRIBUTION

28 MAR 2001


FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: AF e-Business Initiative for Contractor Performance Assessment Reporting

Over the past two years, Air Force Contracting pursued a number of e-Business initiatives that accelerated the speed of information sharing between our industry partners and the Air Force. We have embarked on another e-Business initiative--on line Contractor Performance Assessment Reports.

The Federal Acquisition Regulation (FAR) 42.1502 directs all Federal Agencies to prepare evaluations of contractor performance. The Air Force recently explored ways to prepare and collect these evaluations electronically. We determined that an existing Navy web based system, called Contractor Performance Assessment Report System (CPARS), with its automated workflow capability, greatly facilitates the evaluation and collection process. This system allows us to provide our evaluations to the contractor community electronically, and enables you to provide your comments back to us electronically in a safe and secure mode through the worldwide web. We are going to utilize the CPARS to meet the FAR requirement.

We believe this tool will streamline the report collection process as well as foster better communication between your company and the Air Force, ultimately resulting in providing the best support to our aerospace mission. I have attached a Fact Sheet and Brochure to provide you additional information on this past performance reporting capability. If you have any questions, please contact Mary Reynolds, SAF/AQCK, 703-588-7051, email Mary.Reynolds@pentagon.af.mil.


DARRYL A. SCOTT, Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

- Attachments:
1. Distribution List
 2. CPARS Fact Sheet
 3. CPARS Brochure

FACT SHEET ON NAVY CONTRACTOR PERFORMANCE ASSESSMENT REPORTS (CPARS)

1. CPARS allows both the government and the contractor to submit their portion of the Contractor Performance Assessment Report via the Internet (<http://www.cpars.navy.mil>). The system requires no special software or hardware and protects this sensitive information with a secure, password protected, 128-bit encryption. CPARS sends an automatic email notification to your company representative when the assessing official completes a report card for a contract. Your representative will be given the opportunity to respond to the assessment, and/or to request a meeting to discuss the evaluation before the Government finalizes the report. Once the CPAR is finalized, it is then fed into DoD's Past Performance Automated Information System (PPAIS)—a retrieval system for source selection teams to access the assessment(s) of contractors' performance.
2. As the CEO or senior manager of your company, you can view all completed CPARS for Contractor and Government Entity (CAGE) codes assigned to your corporation. Once the Navy has given you a password for senior level access for Navy CPARS, you can also use it to view your Air Force CPARS as well as CPARS submitted by the Navy. If you do not have a password, you may download the form at the CPARS website (under Access Forms), and fax to the Navy number given on the website. They will then issue you a password.
3. The CPARS website has a computer based training module and a practice session that you can use to familiarize yourself with the process. It also contains the Air Force Guide to CPARS that explains the criteria and procedures for collecting past performance information. Our Air Force Major Commands and Direct Reporting Units CPARS focal points will be conducting training for company representatives. A listing of the AF focal points can be found on the CPARS website as Attachment 4 to the Air Force Guide. In addition, the Electronic Commerce Resource Centers (ECRCs) are expected to provide CPARS training in the near future for both industry and government.
4. Implementation of the Navy CPARS is underway in our operational (post/camp/station) contracting business environment. The Air Force is conducting pilots in our logistics and weapon systems/science and technology business environments, but expects full implementation no later than 1 Oct 01.
5. AF POC is Mary Reynolds, SAF/AQCK, (703) 588-7051.

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