DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office Of The Assistant Secretary

MAR 28 2001

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)
AFPEO/AT/FB/C2&CS/WP/SP

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

SUBJECT: Contractor Performance Assessment Reporting System (CPARS) and Past Performance Information Evaluation Requirements

This memorandum supersedes Contracting Policy Memo 98-C-05, Subject: Past Performance Information (PPI) Collection Requirements of 10 Apr 98. The Air Force recently adopted the use of the Navy CPARS paperless automated system to meet the mandatory past performance information collection requirements established by the Under Secretary of Defense (Acquisition and Technology) in November 1997, and implemented in Part 42 of the Federal Acquisition Regulation (FAR). This Navy capability supports the on-going Air Force Paperless Contracting initiatives. Each operational MAJCOM must immediately begin using the system for acquisitions meeting the prescribed thresholds contained in FAR 42.1502(a)(1). Air Force Materiel Command (AFMC) is currently piloting the Navy CPARS for their systems, logistics and test centers to validate the adequacy of the system. AFMC may continue to use the AFMC CPARS system during the pilot program phase. AFMC must fully implement Navy CPARS by Sep 01.

CPARS focal points are identified at all Air Force activities and are trained in the use of the Navy CPARS automated system. In addition, the Navy CPARS Guide was modified for use by Air Force activities and is available at the Navy CPARS website: http://www.cpars.navy.mil/

All Air Force personnel responsible for preparation and review of past performance evaluations through CPARS must thoroughly familiarize themselves with the requirements to accomplish the CPARS. Information from the reports is automatically transmitted to the DoD Past Performance Automated Information System (PPAIS), (URL: http://dodppais.navy.mil/), and is used to evaluate past performance in our competitive negotiated source selections. For this reason, we must make our CPARS database accurate and complete. All CPARS reports completed in calendar year 1999 through the present, and not already in PPAIS, should be added to the CPARS database not later than 15 Aug 01.

The PPAIS repository became fully operational in July 2000 and provides an invaluable source of information for past performance evaluation in source selection. The PPAIS system provides completed Air Force, Army, Navy and DISA reports. Access to the PPAIS system is

controlled within the Air Force by Air Force Group Owners and Group Managers identified for each MAJCOM and each AFMC center. These Group Owners and Group Managers can provide access to the database for individuals charged with reviewing and evaluating past performance information on Air Force source selections.

The Air Force's full implementation of the Navy's capability over the next several months will benefit not only Air Force acquisitions, but also all of the Department of Defense. Please refer your questions on CPARS and PPAIS to Mr. David Powell, SAF/AQCP, 703-588-7062, DSN 425-7062, email: david.powell@pentagon.af.mil or Ms. Mary Reynolds, SAF/AQCK, 703-588-7051, DSN 425-7051, email: mary.reynolds@pentagon.af.mil.

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