



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
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MAR 07 2000

MEMORANDUM FOR PROGRAM EXECUTIVE OFFICERS
DIRECT REPORTING PROGRAM MANAGERS
COMMANDERS OF THE SYSTEMS COMMANDS

Subj: CONTRACTOR PERFORMANCE ASSESSMENTS

Ref: (a) ASN (RD&A) ABM memo of June 3, 1999
(b) DoD Guide to Collection and Use of Past Performance Information (May 1999)
(c) DON Contractor Performance Reporting System Guide (Feb 1998)

Encl: (1) PDUSD memo of August 24, 1999
(2) Example of CPAR Form

Enclosure (1) requires program managers to transmit quarterly status reports for each contract of greater than \$50 million to the corporate leadership of each contractor. The purpose of these reports is to provide contractor leadership (at the VP and CEO level) a succinct and timely awareness of the status of major programs on a path outside the traditional corporate organizational chain and without the delay and formality associated with the CPAR process of reference (c). It further refines and clarifies the guidance of reference (a).

Quarterly reports are separate from and not a substitute for the CPAR as described by references (b) and (c). To minimize effort, however, I have constructed enclosure (2) to use as the format for the quarterly report. It closely resembles the first page of the CPAR form but eliminates written comments from either the government or contractor program manager. Only the color code scheme of reference (a) is used as a rating mechanism. This should be all that is required to indicate a developing problem and stimulate more detailed communication.

I emphasize that these quarterly communications are informal. They are not to be included in source selection deliberations and therefore, do not require separate evaluation boards or process teams. Quarterly status reports should originate with the program manager and be routed via the cognizant PEO to the appropriate contractor VP/CEO within 10

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days of the end of the quarter. Copies should be provided to ASN (RD&A), DASN (PPR) and the appropriate contracting officer.

It is the responsibility of each program manager and PEO to assure that these quarterly communications are timely and that minimum formality and bureaucracy is attached to their preparation. My point of contact in this matter is Bob Johnson, at johnson.robert@hq.navy.mil or (703) 602-2805 (DSN 332-2805).



H. Lee Buchanan

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