



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

DEC 4 2006

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY CONTRACTOR PERFORMANCE ASSESSMENTS

Ref: (a) ASN(RDA) memo of January 19, 2001, Subj: Improving Consistency of Department of the Navy Contractor Performance Assessments
(b) ASN(RDA) memo of March 7, 2000, Subj: Contractor Performance Assessments
(c) ASN(RDA) memo of March 21, 2000, Subj: Contractor Performance Assessments

Program Managers, Program Executive Officers and Heads of Contracting Activities are responsible for gathering and distributing contractor performance data. Reference (a) outlined the specific reporting requirements for Informal Performance Assessment Reports (IPARs) and Contractor Performance Assessment Reports (CPARs) and the interrelationship between these two reports.

CPARs are part of the formal process, managed by OSD, of annually documenting contractor performance evaluations and making those evaluations available, through the Government-wide Past Performance Information Retrieval System, for source selection purposes. IPARs are required to be completed quarterly, and serve as a less formal means of communicating with senior management of our contractors.

References (b) and (c) provided formats and templates for conducting IPARs, which are required on all contracts over \$50M. Effective immediately, IPARs shall also be conducted on all contracts issued via Rapid Deployment Capability (RDC) and/or Rapid Acquisition Authorization (RAA) and Abbreviated Acquisition Process (AAP).

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Please re-emphasize to your organizations the need for, and the importance of, completing these reporting requirements. Also, in addition to reporting of IPAR data to the contractors, Program Managers are to ensure that IPAR data is provided concurrently to ASN(RDA) via DASN(ACQ). Currently there is a field provided in DASHBOARD to provide a PDF file reflecting the latest IPAR per contract. Please ensure this document is posted in DASHBOARD as well.

Please ensure compliance with the IPAR and CPAR data reporting. If there are any questions regarding this requirement, please let me know immediately. My point of contact for IPARs is Mr. Page Glennie, (703) 693-4019 or email page.glennie@navy.mil.



Delores M. Etter

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