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).

Signature
H. Lee Buchanan

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