



# DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

NAVSEAINST 4355.8  
Ser 02B/037  
29 Jul 99

## NAVSEA INSTRUCTION 4355.8

From: Commander, Naval Sea Systems Command

Subj: NAVAL SEA SYSTEMS COMMAND CONTRACTOR PERFORMANCE  
ASSESSMENT REPORTING SYSTEM (CPARS)

Ref: (a) ASN(RD&A) memo of 2 Feb 1998; Implementation of  
CPARS  
(b) ASN(RD&A) memo of 13 Mar 1998; Use of Contractor Past  
Performance in Source Selection

1. Purpose. To provide procedures and assign responsibilities for the collection and use of Contractor Performance Assessment System (CPARS) Reports.

2. Background. The Department of the Navy (DoN) Past Performance Integrated Product Team (IPT) was established to develop guiding principles for the collection and use of past performance information. The DoN Past Performance IPT developed a DoN CPARS guide, reference (a), for the collection of past performance information. Reference (b) outlines areas for consideration in developing plans for using past performance information in source selection.

### 3. Policy

a. CPARS Reports shall be collected, in accordance with reference (a), on all NAVSEA contracts meeting the following dollar thresholds:

(1) Systems (new development and major modifications)	≥ \$5,000,000
(2) Ship Repair and Overhaul	> \$500,000
(3) Services	≥ \$1,000,000
(4) Information Technology	> \$1,000,000
(5) Operations Support	≥ \$5,000,000

b. CPARS Reports shall be used in source selections in accordance with the guidance of reference (b).

c. CPARS Reports shall be retained in the NAVSEA CPARS Library WEB site for a period of three years after completion of contract.

4. Scope. This instruction applies to all contracts that meet the thresholds identified in paragraph 3a above at NAVSEA headquarters, NAVSEA affiliated Program Executive Offices (PEOs), and NAVSEA field activities.

5. Actions

a. Deputy Commanders, Program Executive Officers, and NAVSEA field activities shall:

(1) Manage the collection of CPARS for their programs.

(2) Designate a CPARS Focal Point to NAVSEA 04, and update the list of CPARS Focal Points as changes occur. Responsibilities of the Focal Point are listed in reference (a).

(3) Collect past performance information in accordance with the procedures of reference (a). CPARS data shall be collected electronically using the WEB enabled CPARS Automated Information System. Procedures for entering CPARS electronically may be obtained from the NAVSEA CPAR WEB site at <http://www.nslcptsmh.navsea.navy.mil/cpars.htm>.

(4) Register all new contracts meeting the thresholds identified in paragraph 3a above in the NAVSEA CPARS WEB site within 30 days after contract award, with the following information: contract number, awarded dollar value, business sector and sub-sector, CPARS focal point of contact, program office code, contract award date, and estimated CPARS Report completion date.

(5) Use past performance information in source selections in accordance with guidance provided by NAVSEA 02.

b. Program managers shall:

(1) Provide CPARS Reports on contracts in accordance with the requirements of reference (a). CPARS Reports shall be prepared and submitted electronically via the CPARS WEB site: <http://www.nslcptsmh.navsea.navy.mil/cpars.htm>.

(2) Use past performance information in source selections in accordance with guidance provided by NAVSEA 02.

c. NAVSEA 02 shall:

(1) Provide oversight of the NAVSEA CPARS process.

(2) Provide guidance to NAVSEA headquarters, affiliated PEOs, and field activities on how to use CPARS Reports in source selection to satisfy the requirements of reference (b).

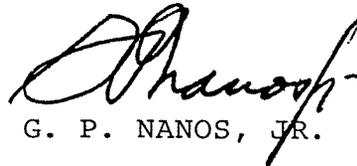
(3) Review CPARS Reports as part of the source selection process and provide feedback to program managers regarding the usability of specific CPARS Reports in the source selection process.

(4) Provide recommendations for improving CPARS Reports relative to source selection.

(5) Maintain a list of NAVSEA Procuring Contracting Officers (PCOs) authorized to obtain CPARS data for source selection purposes.

(6) Provide guidance for the release of CPARS information to source selection officials.

d. NAVSEA 04 shall manage the CPARS automation processes and procedures including maintenance of the following: (1) system software, (2) the CPARS web site, (3) the CPARS help desk, (4) tools to track CPARS metrics, and (5) a system to release CPARS data to source selection officials.



G. P. NANOS, JR.

NAVSEAINST 4355.8

Distribution:

SNDL C84 COMNAVSEASYSCOM Shore Based Detachments (less 84J)  
C84B COMNAVSEASYSCOM Detachments  
FKP COMNAVSEASYSCOM Shore Activities (Less FKP6B &  
FKP24)

Copy to:

SNDL A1J1G PEO/DRPM (Less A1J1A, A1J1B, A1J1C, A1J1D, A1J1I &  
A1J1O)

C21 AA UNSECNAVDET  
FT88 EDOSCOL

Defense Printing Detachment  
1401 South Fern St.  
Arlington, VA 22202-2899

Stocked: COMNAVSEASYCOM (SEA 09A1) (5 copies)