MEMORANDUM FOR DISTRIBUTION

Subj: ESTABLISHMENT OF AUTOMATED CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) MANAGEMENT BOARD

Ref: (a) Department of the Navy CPARS Guide – January 2000
(b) Department of the Air Force CPARS Guide - December 2000

Encl: (1) Charter - CPARS Management Board

The Department of the Navy established an automated CPAR system for the collection and storage of automated CPARs. More recently, the U.S. Air Force signed a Memorandum of Agreement to use the automated CPAR system as a collection method for gathering past performance data and electronically passing it on to the DoD Past Performance Automated Information System for retrieval by authorized DoD and contractor users. This joint Navy and Air Force paperless initiative provides an automated workflow and CPARS business process enabling both Services to be more efficient and effective.

References (a) and (b) have been issued for implementing the paperless processing of CPARs. However, periodic application enhancements may be required to provide additional functionality and jointly support automated CPARS users. Additionally, configuration management of the automated system and modifications to the CPARS Guides are critical to the success of this application. Accordingly, a joint Service CPARS Management Board (CMB) was established to prioritize joint requirements and provide configuration control oversight of the application.

We strongly support the CMB's goals as outlined in enclosure (1), and we ask for your full support for their efforts as well.

Daryl A. Scott, Brig Gen USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquistion)

G. H. Jenkins, Jr.
Rear Admiral, SC, U.S. Navy
Deputy for Acquisition and
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CHARTER
CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) MANAGEMENT BOARD (CMB)

Ref: (a) Department of the Navy CPARS Guide - January 2000
(b) Department of the Air Force CPARS Guide - December 2000

Encl: (1) CPARS Software Configuration Management Plan

Background:

Automation of collection and retrieval of Past Performance Information (PPI) is critical toward reducing the impact on limited resources, and for sharing PPI across the Services. The Naval Sea Logistics Center (NSLC) Detachment, Portsmouth, New Hampshire was tasked to automate the CPAR system for the Naval Sea Systems Command (NAVSEA). On April 9, 1998, the CPARS Automated Information System (AIS) was launched by the NAVSEA Chief Information Officer (CIO). Then on June 4, 1998, the CPARS AIS was centrally funded by the Assistant Secretary of the Navy (Research, Development & Acquisition) (ASN(RDA)) Paperless Acquisition Office, making it a Department of the Navy (DoN) system. On November 29, 2000, the Air Force signed a Memorandum of Agreement to use this automated CPAR system. The CPARS AIS is a paperless environment. The CPARS AIS has connectivity with DoD's Past Performance Automated Information System (PPAIS) so that PPI can be shared across the Services and retrieved by source selection officials. With the CPARS AIS, CPARs are prepared, submitted, and processed on an on-line, password protected, secure web site environment (128 bit encryption) at:

www.cpars.navy.mil

CPARS is a web-enabled application that collects and manages the library of automated CPARs. A network of CPARS Focal Points controls CPARS application access. The Focal Points provide access to authorized individuals, including program managers, evaluators, contractors, and government reviewing officials, to prepare automated CPAR forms and view completed forms. The application is managed by NSLC Detachment, Portsmouth for the EA-21 Office of PEO ARBS.

A CPARS Management Board (CMB) was established to manage and prioritize enhancements to the AIS. The board developed a Software Configuration Management Plan, attachment (1), to assure the integrity and continuity of "change management." Commands and Directorates from the Navy, Air Force, Marine Corps, Defense Logistics Agency, and other activities are represented on the Board with voting privileges. Representatives from all Services and interested field activities are invited to attend meetings. This Charter formally implements the CMB.

Strategic Goal:

Provide Configuration Management of the Automated CPARS application. Recommend/implement policy changes to the DoN and USAF CPARS Guides, references (a) and (b), to reflect implementation of the automated system. Identify requirements and provide a synchronized CPARS to PPAIS interface as changes are made to one system or the other.

Considerations: The CMB will:

- Control configuration of the automated CPARS application in accordance with attachment (1)
- Facilitate exchange and use of PPI within DoD by a) recommending enhancements to the PPAIS Application Manager, and b) inviting Army, Defense Information Systems Agency and other defense agencies supporting automated report card collection systems to attend CMB meetings
- Maximize ease of use, economy and efficiency of the AIS
- Solicit proposed changes to the CPARS application
- Evaluate and prioritize proposed changes to the CPARS application
- Forward recommended changes to the CPARS Application Manager for incorporation depending on resource availability
- Modify the DoN and USAF CPARS Guide, references (a) and (b), to reflect application and policy changes
- Provide policy guidance to CPARS users regarding ongoing changes to references (a) and (b)
- Resolve CPARS policy questions

Desired Outcome:

Configuration Management of automated CPARS and support of joint user requirements to the maximum extent possible. Modification of references (a) and (b) to reflect automation and changes from the "DoD Guide to Collection and Use of PPI." Recommendation and disposition of policy regarding automated CPARS.

Team Membership: Team membership is listed below:

Wendell "Skip" Smith	NSLC DET Portsmouth	Chairperson
Bill McAninch	ASN (RDA)/ABM	Vice Chairperson
Mary Reynolds	SAF/AQCK	Vice Chairperson
Paul Couture	NSLC DET Portsmouth	Technical Manager
Melody Reardon	DLA	
Barbette Lowndes (CDR)	SPAWAR	
Columbus Key	NAVFAC	
Margaret Norris	USMC - SYSCOM	

Pamela Anderson	AFMC/AAC
Don Howard	AFMC WR-ALC
Margaret Gillam	AFSPC
Mike Stanio	NAVSEA
Doreen Powell	NAVAIR
Jim Kelly	ONR
Stephen Almeida	SPAWAR SCC, Newport Tactical Services
Cris Beveridge	SSP
Sue Lake	MSC
Beverly Wiese	HQ Marine Corps
Robert Desmarets	NAVSUP
George Bednar	NAVSEA

Management Plan:

Post automated system enhancements that have been submitted to and approved by the Configuration Management Board and incorporated into the CPARS program in accordance with the attached software configuration management plan on the CPARS web site. Notify users of changes via web site release history and e-mail to CMB members.

CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

Software Configuration Management Plan

Wendell (Skip) Smith
CPARS PROGRAM MANAGER

Paul A. Couture
IRM DIVISION HEAD

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics

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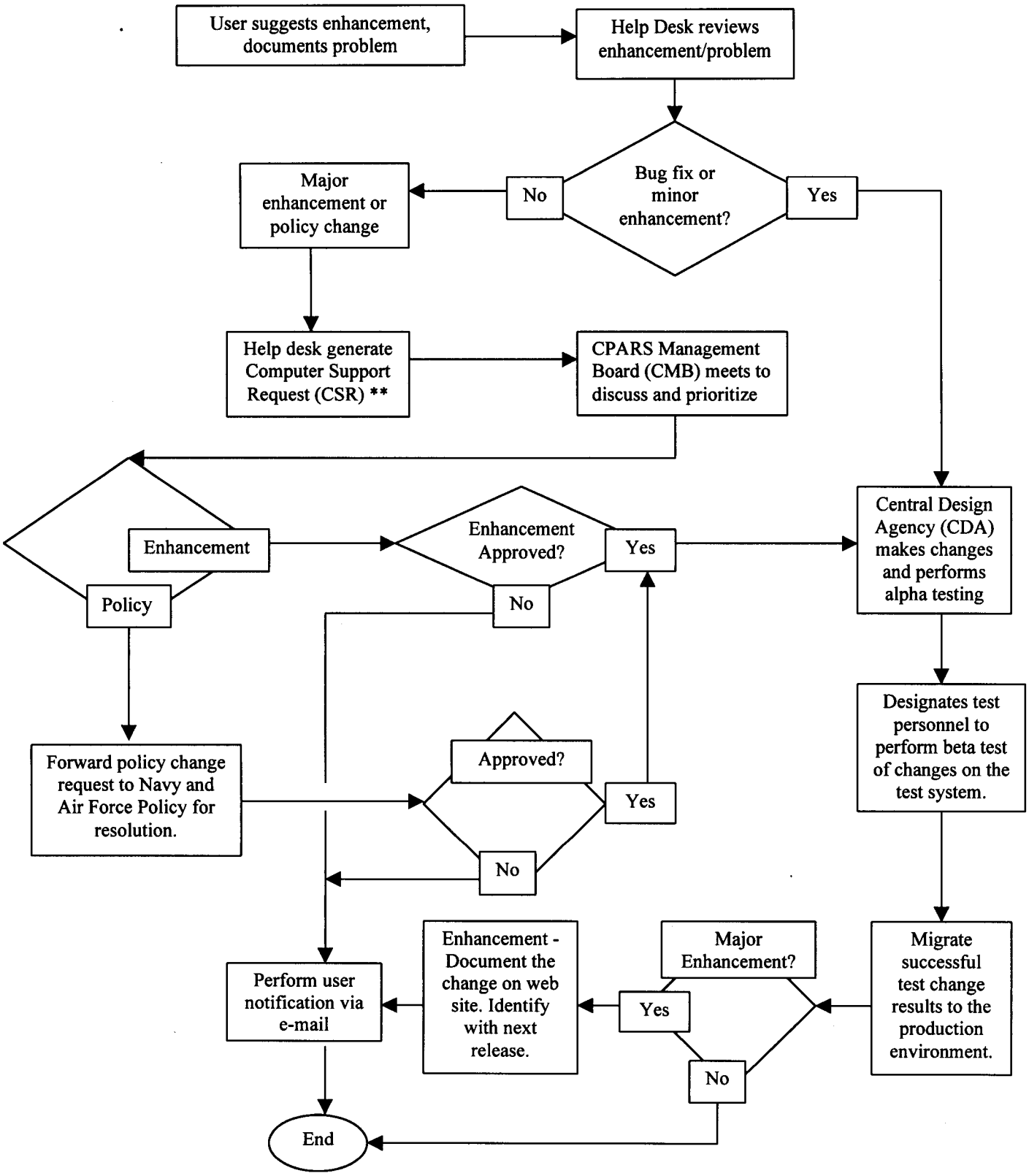
CPARS Configuration Management Flowchart



**For Air Force suggestions, AF FRB approves AF-wide enhancements/requirements to the CMB.

I. INTRODUCTION

1. Purpose. The purpose of this Contractor Performance Assessment Reporting System (CPARS) Software Configuration Management Plan (CMP) is to provide a methodology by which Configuration Management practices and procedures are applied in a consistent and uniform manner. This plan is developed to define, document, control, implement, account for and audit changes that are submitted as a result of project software testing, independent verification and validation, life cycle modifications, enhancements, or by the user community.

2. Discussion. Configuration Management is a discipline to apply technical and administrative direction and surveillance to the CPARS application as follows:

a. Identify and document functional and physical characteristic components of the CPARS application.
b. Control changes to those characteristics.
c. Record and report change processing and implementation status.

3. Scope. This CMP is applicable for all CPARS participants (e.g., developers, users and servicing activities). It establishes procedures for CPARS Configuration Management to be applied during the software life cycle of CPARS computer programs, scripts and codes. It includes all software associated with web site support as well as the underlying database infrastructure used to store and retrieve essential CPARS information for all users. The principal element of the Configuration Management of the CPARS application is Configuration Control (see Section III).

The CMP will apply systematic administrative techniques to assure the integrity and continuity of "change management." A major objective will be to attain maximum efficiency in processing changes to the requirements with minimum cost incurred.

II. CHANGE PROCEDURES

1. Purpose. Change procedures provide a method for changing any configuration item. It includes the control of application software changes, revision, improvements, and maintenance. This CMP provides a standard vehicle for communicating configuration change requests among the CPARS Program Manager, Technical Manager, Central Design Agent (CDA) and users.

2. Applicability and Scope. This CMP establishes change procedures for CPARS users, CPARS Applications Program Manager, Technical Manager, and CDA to ensure optimum coordination of the efforts of each.

3. Change Requests. An automated process has been developed for the generation and distribution of change requests. A Computer Support Request (CSR) form has been developed for use in the process. The following is the flow of a change request from creation by the originator through the approval/disapproval process.

CSR Information Flow

Originator	Documents problem, suggests enhancement.
CPARS Help Desk	Reviews suggestion and determines need for CSR. Enhancements requiring little time and effort and within existing CPARS rules are considered minor and do not require a CSR.
Central Design Agency and Applications Program Manager	Determines technical feasibility, cost to implement, and impact on other systems.
Air Force Contracting Information Systems Functional Requirements Board (FRB)	Recommends approval/disapproval of Air Force requested changes, as applicable.
CPARS Management Board (CMB)	Prioritize and recommend approval/ disapproval of CSR, as applicable.
CSR Categories	Application 'bug fix', enhancement or policy change request

III. CONFIGURATION CONTROL

1. Purpose. The CPARS application configuration control provides for systematic evaluation, coordination, and approval or disapproval of all configuration changes that have been submitted. This section establishes the CMB and defines the procedures for configuration control.

2. Discussion. Configuration control is required during the entire life cycle of an application system from the establishment of the functional baseline through the development, test and implementation phases, and into the life cycle support of the system. As each identifiable product is verified through a formal review or audit, it is base-lined and placed under configuration control. Subsequent software changes must be approved using established CMB change request procedures before they are implemented.

3. CPARS Management Board (CMB). The CMB will evaluate proposed changes that will affect the CPARS application functional areas. The findings and recommendations will then be forwarded to the CPARS Program Manager for disposition. The CPARS Program Manager has cognizance over all facets of the program. The responsibility of this individual includes planning, monitoring and evaluating program progress, as well as managing cost/schedule and performance parameters of the program.

4. Board Membership

   a. CPARS Program Manager (Chairperson) NSLCDET
   b. ASN (RD&A) ABM Representative (Vice Chairperson)
   c. Deputy Assistant Secretary of the Air Force (Contracting) SAF/AQC (Vice Chairperson)
   d. Naval Air Systems Command (NAVAIR) representative
   e. Naval Facilities Engineering Command (NAVFAC) representative
   f. Naval Sea Systems Command (NAVSEA) representative
   g. Naval Supply Systems Command (NAVSUP) representative
   h. Headquarters Marine Corps representative
   i. Marine Corps Systems Command representative
   j. Military Sealift Command representative
   k. Office of Naval Research representative
   l. Space and Warfare Systems Command (SPAWARS) representative
   m. SPAWAR System Center, Charleston, Newport Technical Services
   n. Strategic Systems Program (SSP) representative
   o. Technical Manager (serves as recording Secretary), CDA Division Head
   p. Air Force Materiel Command, Air Armament Center (AFMC/AAC). Air Force Materiel Command, Air Logistics Center (AFMC/ALC)
   r. Air Force Space Command (AFSPC)
   s. Defense Logistics Agency (DLA)

   Field Activity representatives may attend as non-voting observers.

5. Voting Privileges

   a. The Chairperson will cast any necessary tie breaker vote
   b. Each member of the CMB will have one vote

6. Duties

   a. Duties of the CPARS Program Manager/Chairperson. The CPARS Applications Program Manager/Chairperson shall:

(1) Consider the recommendations of the Board members along with other pertinent factors such as resource constraints, priorities, design implications and cost, and render a final decision (approval, disapproval, or deferment) on change request and associated program baseline.

(2) Monitor program progress.

(3) Convene the CMB at a frequency dependent upon the number of change requests and their impact, or other business.

(4) Provide 30 days notice to the membership including date, time and place of meeting. Identify specific members whose attendance is mandatory based upon an initial analysis of the impact of the agenda item(s).

(5) Ensure timely resolution of all change-related issues and closure of action items.

(6) Coordinate and approve meeting agenda items and set priorities. Send approved agenda to membership 20 days prior to meeting date, including copies of change proposals to be considered.

(7) Utilize cyber space meetings via e-mail correspondence. All meeting materials will be distributed electronically to facilitate this cyber space approach. Investigate use and development of web-based approach.

(8) Ensure that all CSRs are reviewed expeditiously.

(9) Assign action items to the CMB members.

(10) The Chairperson will cast any tiebreaker vote, as necessary.

b. Duties of the Technical Manager/Recording Secretary. The Technical Manager/Recording Secretary shall:

(1) Ensure configuration change management procedures are established and followed.

(2) Attend CMB Meetings.

(3) Notify all Board members of meetings.

(4) Perform other duties as assigned by the CPARS Applications Program Manager.

(5) Record, duplicate and distribute appropriate agenda items.

(6) Maintain roster of meeting attendees.

(7) Record minutes of the meeting. Prepare and distribute formal meeting minutes while serving as the recording secretary at all CMB meetings.

(8) Distribute roster and typed minutes to all attendees within 14 days after meeting adjournment.

c. Duties of the Board Members. CMB members shall:

(1) Attend CMB meetings and provide technical assistance in meeting the objectives of the board, which may include the performance of tests or conducting of reviews and/or audits.

(2) Review specifications and change requests.

(3) Identify, recommend and prioritize specific component baselines.

(4) Review and comment on the feasibility, desirability, cost and time impact of change requests (including impact on operations, logistics, deployment and support). Disposal of baseline changes submitted to the CMB will be determined by consensus, with the following options:

a. Approved for implementation (as submitted)
b. Approved for implementation with conditions
c. Disapproved with reason(s)
d. Deferred for further study with description of action item and due date.

(5) Review and provide comments and recommendations on trouble reports, change requests and other actions as appropriate.

(6) Insure that Configuration Management is performed adequately by reviewing all functional and physical changes.

(7) Perform other duties as assigned by the CPARS Applications Program Manager.

d. Duties of the Central Design Agent

(1) Attend CMB meetings (not as a voting member) at the request of the Board.

(2) Assess total impact of any change requests to determine costs, schedules, interfaces, impact on product quality, technical feasibility, requirements for additional hardware/software and any possible impact on other standard systems. This is to be accomplished within 1 month of receipt of the CSR.

(3) Advise the Board relative to technical issues.

(4) Assist CMB members in conducting reviews and testing.

(5) Maintain the CSR library. Publish periodic status reports of outstanding CSR documents on a bi-monthly basis.

(6) Perform other duties as assigned by the CPARS Applications Program Manager or Technical Manager.