ACQUISITION OPERATING PROCEDURE (AOP)

FROM: Richard R. Jiron
Head of Contracting Activity Designee

SUBJECT: AOP No. 21 Contractor Performance Assessment Reporting System (CPARS) Reviewing Official

◆ PURPOSE: This Acquisition Operating Procedure is to identify at a level above the contracting officer the Reviewing Official that will complete the contractor’s performance assessment when there is a disagreement between the parties (e.g., Contracting Officer (CO), Contracting Officers Representative (COR) and Contractor) of an evaluation being reported in Contractor Performance Assessment Reporting System (CPARS).

◆ EFFECTIVE DATE: This AOP is effective on __July 10, 2014__.

◆ AUTHORITIES: Federal Acquisition Regulation 42.1503(d).

<table>
<thead>
<tr>
<th>CPARS Reviewing Officials</th>
<th>CPARS Evaluating CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Contracting Activity Designee (HCAD)</td>
<td>Branch Chiefs</td>
</tr>
<tr>
<td>Contracting Branch Chiefs</td>
<td>Within the Branches</td>
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</tbody>
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◆ PROCESS:

a) Reference the CPARS User Manual located at [www.cpars.gov](http://www.cpars.gov) for the procedures on how to enter, update, and review the information in CPARS.

b) The Reviewing Officials will ensure the performance ratings are fair and supported by objective evidence.

c) The ultimate conclusion on the performance evaluation is the decision of the Reviewing Official and the evaluation is considered complete.

d) Copies of the Reviewing Official’s evaluation, contractor response, and review comments, if any, shall be retained in the contract file by the CO.

◆ EXPIRATION DATE: This AOP will remain in effect until canceled.