



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
2713 MITSCHER ROAD, SW  
ANACOSTIA ANNEX, DC 20373-5802

CNICINST 4860.1  
N3

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CNIC INSTRUCTION 4860.1

From: Commander, Navy Installations Command

Subj: NOMINATION, TRAINING AND CERTIFICATION OF SENIOR  
PERFORMANCE ASSESSMENT REPRESENTATIVES (SPARS), ASSISTANT  
SPARS, AND PERFORMANCE ASSESSMENT REPRESENTATIVES (PARS)  
FOR SECURITY SERVICES CONTRACTS

Ref: (a) OPNAVINST 4860.7D  
(b) Naval Facilities Acquisition Supplement

Encl: (1) Glossary of Terms  
(2) Nominating Criteria  
(3) Waiver Request Form  
(4) Sample Appointment Letters  
(5) Training Requirements  
(6) Performance Assessment

1. Purpose. Per references (a) and (b), this instruction provides guidance for the nomination, training and certification of SPARS, Assistant SPARS, and PARS for contract security services. This instruction also identifies the roles and responsibilities of CNIC commands and activities throughout the post-award phase of the security services contracts, and will supplement a more comprehensive instruction of CNIC policy and procedures for all service contracts and all phases of the procurement cycle upon issuance.

2. Background. CNIC authorized contractor performance of the post-September 11, 2001 growth in security or guard functions currently being performed by military personnel in accordance with Public Law 107-314. Specifically:

a. 10 USC 2465 prohibits contracting of guard functions in CONUS, Hawaii and US territories after 24 September 1983.

b. Contracts awarded prior are considered grandfathered and can continue.

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c. PL 107-314 (NDAA 2003) waives 10 USC 2465 for post-September 11th military growth in security guard functions until 30 September 2004.

d. PL 108-375 (NDAA 2005) extends the waiver until 30 September 2006 provided a Report was delivered to Congress by 1 December 2005 on the need and use of this authority, and how the DOD intended to meet these requirements on a long-term basis.

e. NDAA 2007 extends the waiver until 30 September 2009 with a 10% reduction in contract full-time equivalents (FTEs) in FY08 and another 10% reduction in FY09.

f. NDAA 2008 extends the waiver until 30 September 2012 with additional 10% reductions in contract FTEs in FY10, FY11 and FY12.

3. Policy. The objective of this instruction is to provide proper oversight of all CNIC security services contracts by training and appointing qualified government personnel to assist the Contracting Officer (KO) in the administration of the contract, and to institute a program to validate the competency and work of those assigned. Enclosure (1) is a Glossary of Terms used in security services contracts. (Note: The abbreviation "KO" in this instruction is used to represent the Contracting Officer and to preclude confusion concerning the abbreviation, "CO", commonly reserved for the "Commanding officer").

a. Performance Assessment Representatives (PARs) shall be appointed by the KO, subject to the nominating criteria at enclosure (2) and the concurrence of the Commanding Officer (CO) of the receiving activity.

b. The Senior Performance Assessment Representative (SPAR) and Assistant SPAR nominations shall be appointed by the KO, subject to the nominating criteria at enclosure (2) and the concurrence of the Regional Operations Program Manager and the CNIC Force Protection (FP) Program Manager (CNIC N3AT).

c. Request for waivers for nominees who fall short of nominating criteria, must be made by the CO or Regional Operations Program Manager using enclosure (3) and approved by the CNIC N3AT.

d. NAVFAC letters of appointment, enclosure (4), must be issued by the KO prior to the SPARs, Assistant SPARs, and PARs

performing in their appointed position. Such waivers shall not exceed one year during which time the nominee must be given priority in scheduling and funding of the required training and certification. Required SPAR/PAR training is identified in enclosures (3), (4), (5) and (6).

e. The responsibilities of the SPAR, Assistant SPAR, and PARs will be delineated for the regional PL 107-314 contracts, grandfathered contracts, and A-76 security non-guard contracts, if any.

f. In accordance with reference (a) and trained to standards in reference (b), the CNIC N3AT and Regional Force Protection Program Managers are responsible for overseeing the planning, resourcing, training, and execution of the SPAR, Assistant SPAR, and PAR responsibilities for all security services contracts, applicable acquisition plans and contract administration procedures issued by the procurement agencies.

#### 4. Concept of Operation

a. The KO receives written delegation of contract authority from the procurement agency and will retain same authority in all contract matters to preserve the integrity of the contracting process. However, the KO will delegate limited authority and guidance to the SPAR, Assistant SPAR, and PARs to assist in the administration of the contract on a day-to-day basis. A SPAR (and an Assistant SPAR, if required) shall be appointed for each regional contract, and (at a minimum) a PAR shall be appointed at each site or installation.

b. Contract security services require close and continuous coordination between the KO, the SPAR, the contractor, and the activity receiving the services. This coordination is a shared responsibility. The Region, however, has the primary responsibility via the SPAR to ensure that contract security services are adequately supporting the mission.

c. The SPAR maintains direct access to the KO for procurement matters, and relies on the PARs to apprise him/her day-to-day on contractor performance and other issues.

d. Contract performance assessment is performed monthly by the SPAR for each assigned contract. PARs are activity staff personnel who receive their authority and guidance for contract administration from the KO, although the day-to-day direction is provided by the SPAR. The PARs assess performance of the contractor at their activity to ensure compliance with contract

requirements and apprise the SPAR through written and oral communication. The SPAR considers the input from all the PARs in determining overall contractor performance, and if there is a systemic problem, discusses solutions with the contractor. If a contract modification is required, the SPAR will discuss the issue and potential solutions with the KO.

e. Grandfathered guard contracts are currently not regional contracts. Therefore the SPAR may have to work through and with other KOs for oversight of those contracts. To the extent deemed prudent, the KO may delegate more authority to the SPAR to allow for more flexibility in resolving issues at the activity level before elevating them to the KO. The latitude given to the PAR will be contract-specific and based on his/her qualifications, training, and prior experience as a PAR.

f. The Performance Assessment Board (PAB) will consist of no more than five members, including the Chairperson who is the SPAR, a procurement agency assigned technical representative, and at least one but no more than three PARs representing installations receiving services under the contract. The KO will appoint an advisor to work with the PAB.

5. Audit Procedures. CNIC and NAVFAC will share auditing responsibility of the SPAR and PAR performance. CNIC and the KO will jointly establish controls to ensure that SPARs and PARs are performing the duties outlined in their Letters of Appointment, and that effective oversight of each contract is being performed. The control system will include provisions for assuring that task orders are being issued by KOs and are within the scope of the contract, and payment verification procedures are adequate to ensure the contractor's invoices are reasonable and accurately reflect the work accomplished. CNIC N3AT will establish a program to periodically visit SPARs and PARs to assess the qualifications and certifications of the SPARs and PARs, the adequacy of the Performance Assessment Plan (PAP) and Functional Assessment Plans (FAPs), the quality of performance assessment documentation by the PARs and QC/QA inspections by the contractor, post mortem analysis of issues and resolutions, performance trends, effectiveness of performance incentives, PAR workload versus resources, need and justification for contract modifications; quality and accuracy of independent government estimates for contract modifications, payment withholdings for non-performed or unsatisfactory work; etc.

6. Ordering Controls. To ensure that procedures for placing task orders and issuing contract direction are well understood

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by the SPARs and PARs, KOs shall indoctrinate them in their responsibilities and authority in regard to each contract. SPARs and PARs must understand they do not have authority to alter the terms of the contract, or to incur obligations on behalf of the Government, or to waive any required performance by the contractor. They must recognize that those actions are reserved for the KO. No PAR is to be delegated authority to place orders or direct the contractor, which creates a binding obligation on behalf of the Government. All such orders and direction must be issued by the KO or his/her representative (typically designated as "Ordering Officers) through delegation of specific authority included in his/her contract warrant.

7. Invoice Verification. When a contractor submits an invoice for payment, the KO shall forward it to the SPAR for verification that it conforms to the terms of the contract and accurately reflects the work performed. In the event of non-performed or unsatisfactorily performed work, the SPAR shall forward recommended amounts for payment withholding, supported by appropriate documentation, to the KO. In the event of discrepancies in the invoice, the KO will resolve them with the contractor and secure a corrected invoice prior to payment.

8. Contracting Office Post-award Responsibilities. By agreement between NAVFAC and NAVSUP, security services contracts will normally be procured and administered by NAVFAC. However, some Base Operations Support (BOS) contracts include security services as one of several functions under contract and both NAVFAC and NAVSUP award and administer BOS contracts. The SPARs and PARs will receive their delegated authority from and work with the NAVFAC or NAVSUP KO for BOS contracts having security services. Post-award support from the KO will include:

- a. Resolve contractor claims and chair the Contract Claims Review Board.
- b. Review and approve requested contract work scope changes.
- c. Evaluate the desirability of exercising option provisions based on cost factors and contractor performance.
- d. Establish controls to ensure that SPARs and PARs are performing the duties outlined in their Letters of Appointment, and that effective oversight of each contract is being performed as set forth in Paragraph 6 (above).

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e. Approve SPAR and PAR training courses and assist in the development and implementation of activity Performance Assessment (PA) programs.

10. Client Post-Award Responsibilities. The Region and activity receiving the services shall:

a. Provide performance assessment and day-to-day management of the contract, including preparation of Performance Assessment Evaluation Reports and routine correspondence.

b. Validate invoices for payment and provide payment withholding recommendations, with appropriate documentation and calculations, for unsatisfactory or non-performed work.

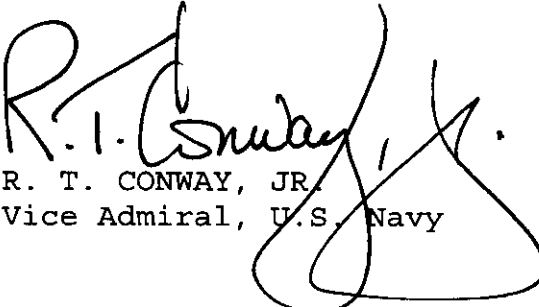
c. Conduct Performance Evaluation Meetings regularly and as necessary.

d. Conduct assessment on directed corrective actions.

e. Prepare the scope of work and an independent Government estimate for contract modifications.

f. Make recommendations to the KO regarding contract option periods and procurement time frames.

g. Make recommendations to the KO regarding issuance of Contract Discrepancy Reports (CDRs), Cure Notices and Show Cause Notices.



R. T. CONWAY, JR.  
Vice Admiral, U.S. Navy

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**Glossary of Terms**

ADVERTISED SOLICITATION - notifies potential sources that the Government is seeking to procure a specific service and is soliciting offers from sources capable of delivering or performing that service.

AWARD - the Government's acceptance of a bid in a sealed bid solicitation and the Government's acceptance of a proposer's offer in a negotiated procurement.

CLAIM - written demand by the contractor seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief arising under or related to the contract.

COMMERCIAL ACTIVITY (CA) - a product or service which is obtainable from a private commercial source that has been determined not to be inherently governmental.

CONTRACT DISCREPANCY REPORT (CDR) - a report, initiated by the SPAR and completed by the contractor, that is issued to the contractor whenever his performance is, or is about to become, unsatisfactory.

CONTRACT SPECIFICATION - detailed requirements and technical description of the product, work, or service the Government is seeking to procure.

CONTRACTING OFFICE - an office that awards or executes contracts for supplies, services or construction and performs post award functions.

CONTRACTING OFFICER (KO) - a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the KO acting within the limits of their authority as delegated by the KO.

CONTRACT OVERSIGHT - the process of making payments and assuring that a contractor provides that which is required under a contract included but not limited to monitoring and documenting contractor performance and progress, providing or obtaining technical reviews and approvals, and advising the KO and others on matters related to contractor performance.

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CURE NOTICE - delinquency notice used by the KO to notify the contractor that, within a designated number of days after receipt of the NOTICE, the contractor is to "cure" the unsatisfactory or non-performance or the Government may terminate the contract for DEFAULT. See FAR 49.607 for guidance.

INDEPENDENT GOVERNMENT ESTIMATE (IGE) - a Government developed cost estimate of what it should cost to perform work by a contractor. For a contract modification, the IGE is developed independently of the Contractor's modification cost proposal.

MODIFICATION - any bilateral or unilateral written change in the terms of a contract.

OPTION - a unilateral right in a contract by which, for a specific time, the Government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract.

PERFORMANCE ASSESSMENT (PA) - a planned and systematic methodology of assessing contractor performance in a manner to achieve adequate confidence that technical requirements are established, products and services conform to established technical requirements, and satisfactory performance is achieved.

PERFORMANCE ASSESSMENT BOARD (PAB) - a board that periodically convenes to review contractor performance documentation and prepare and forward a summary report of findings and recommendations to the KO. The PAB also supports Award Fee (AF) and/or Award Option (AO) determinations in accordance with the procedures set forth in the AF and/or AO plan.

PERFORMANCE ASSESSMENT PLAN (PAP) - a formal written plan that details how the requirements of a given contract are to be routinely evaluated by the activity. The PAP includes Functional Assessment Plans (FAPs) that outline the approach to be used to assess the Contractor's work against measurable performance standards.

PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR) - a representative of the installation receiving contract services given formal responsibility to assess and document contractor performance against the requirements of the contract; to assess the adequacy of the contract in meeting the needs of the installation mission; to assist in developing proposed performance work



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statements and independent government estimates to effect desired changes in a contract or to document the value of non-performed or unsatisfactorily performed work; and to assist the SPAR and KO in formalizing changes in the contract.

PERFORMANCE WORK STATEMENT (PWS) - type of contract specification that identifies the services the Government is seeking, establishes performance objectives and measurable standards to meet minimum requirements, and provides other related information such as frequency and workload, concepts of operation, and limitations.

PROCUREMENT - the process of selecting a contractor, awarding a contract, approving payments, issuing modifications and contract close out. Many of these duties may be performed only by a warranted KO.

SENIOR PERFORMANCE ASSESSMENT REPRESENTATIVE (SPAR) - performs day-to-day oversight of the contract, coordinating services procured between the KO, the contractor, and the activity receiving the services. One SPAR is appointed for each contract.

SHOW CAUSE NOTICE - a delinquency sent to the contractor for failure to perform. It provides the contractor with an opportunity to present, in writing, facts bearing on the question of the contractor's delinquency. Failure to respond is grounds for the Government to terminate the contract for default.

TERMINATION OF CONTRACT - actions by the Government in accordance with contract clauses to terminate, in whole or in part, work with the contractor.

a. Termination for Default (T for D) - a termination resulting from a Contractor's actual or anticipated failure to perform its contractual obligations.

b. Termination for Convenience (T for C) - a Government initiated termination that is the result of other than the Contractor's failure to perform.

WITHHOLDING - money withheld from the contractor's invoice for non-compliance with contract requirements and for deductive modifications issued to the contract.

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**Nominating Criteria for SPAR and Assistant SPAR**

The following is a list of the minimum qualifications for personnel to be assigned as SPARs:

- Grade: YC2 or E-7
- Experience: 5 years of law enforcement or physical security
- Education: Associates Degree in a law enforcement related discipline or an additional 5 years of experience
- Training: NAVFAC CTC 337 - Facilities Support Contracting Course, (refer to Enclosure (5)), Security Contract Services Performance Assessment Training Course (refer to Enclosure (6)), Annual Level I Antiterrorism/Force Protection Training, NAVFAC Safety Orientation Training for Employees #1293 using the Enterprise Safety Applications Management System (ESAMS), and annual DOD ethics refresher training.
- Nomination Approval: Installation Commanding Officer (Navy and USMC) and Regional Operations Officer (Navy)
- Waivers: The CNIC Chief Operating Officer or HQMC Head of Law Enforcement and Corrections may waive grade, experience, or education requirements at the request of the Installation Commanding Officer and Regional Commander. The contracting officer may waive the requirement for the training courses (or authorized equivalent) until the next available classes, if local training is conducted. (See Encl. 3).
- All SPARs will conform to the qualification standards within 90 days of policy promulgation.
- NAVFAC Contracting Officers will appoint, in writing, qualified candidates recommended by CNIC or USMC to perform technical oversight on security services contracts.

SPAR appointments, qualifications, and technical oversight plans will be jointly reviewed by CNIC and the NAVFAC Performance Management and Assistance Program (PMAP) team, as part of the contract audit process.

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**Nominating Criteria for PARs**

The following is a list of the minimum qualifications for personnel to be assigned as PARs:

- Grade: YA1/2 or E-5
- Experience: 5 years of law enforcement or physical security
- Education: Associates Degree in a law enforcement related discipline or an additional 5 years of experience
- Training: Security Contract Services Performance Assessment Training Course (refer to Enclosure (6)), Annual Level I Antiterrorism/Force Protection Training, NAVFAC Safety Orientation Training for Employees #1293 using the Enterprise Safety Applications Management System (ESAMS), and annual DOD ethics refresher training.
- Nomination Approval: Installation Commanding Officer (Navy and USMC) and Regional Operations Officer (Navy)
- Waivers: The CNIC Chief Operating Officer or HQMC Head of Law Enforcement and Corrections may waive grade, experience, or education requirements at the request of the Installation Commanding Officer and Regional Commander. The contracting officer may waive the requirement for the training courses (or authorized equivalent) until the next available classes, if local training is conducted. (See Encl. 3).
- All PARs will conform to the qualification standards within 90 days of policy promulgation.
- NAVFAC Contracting Officers will appoint, in writing, qualified candidates recommended by CNIC or USMC to perform technical oversight on security services contracts.

PAR appointments, qualifications, and technical oversight plans will be jointly reviewed by CNIC and the NAVFAC Performance Management and Assistance Program (PMAP) team, as part of the contract audit process.

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Waiver Request Form for SPAR/Assistant SPAR/PARs

Date of Request: \_\_\_\_\_ Region: \_\_\_\_\_

Installation: \_\_\_\_\_  
Installation (UIC) or Region (UIC) of Consideration: \_\_\_\_\_

Position title for waiver request: \_\_\_\_\_ SPAR \_\_\_\_\_ PAR

Type of Action:  
\_\_\_\_\_ New contract that requires SPAR, Assistant SPAR, or PAR  
\_\_\_\_\_ Replaces existing SPAR, Assistant SPAR, or PAR (name): \_\_\_\_\_

Requirements of SPAR/PAR

1. Grade: SPAR: YC2 or E-7 and above; PAR: YA1/2 or E-5
2. Experience: At least 5 years of law enforcement or physical security
3. Education: Associates Degree in a law enforcement related discipline or an additional 5 years of law enforcement or physical security experience
4. Training: Security Contract Services Performance Assessment, NAVFAC CTC 337 - Facilities Support Contracting, Performance Assessment Training Course, Annual Level I Antiterrorism/Force Protection Training, NAVFAC Safety Orientation Training for Employees #1293 using the Enterprise Safety Applications Management System (ESAMS), and annual DOD ethics refresher training.
5. Nomination Approval: Installation Commanding Officer and Regional Operations Officer
6. Waivers: The CNI Chief Operating Officer may waive grade, experience, or education requirements at the request of the Installation Commanding Officer and Regional Commander. The Contracting Officer may waive the requirement for the training courses (or authorized equivalent) until the next available classes, if local training is conducted

Waiver requested

Installation X and/or Commander, Navy Region X requests a waiver of [insert waiver desired: GRADE, EXPERIENCE, EDUCATION, and TRAINING for the SPAR and/or PAR for the security operations contract at [insert name and/or location of contract; e/g. NSA Athens, NAS Kingsville].

Reason for waiver request:

How will Region/Installation fulfill requirements if waiver disapproved?

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\_\_\_\_\_  
Signature of Installation Commanding Officer      Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contracting Officer      Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Regional Operations Program Manager      Date: \_\_\_\_\_

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Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Signature of CNIC N3AT Program Manager

Date: \_\_\_\_\_

**Basis for approval or disapproval:**  
\_\_\_\_\_

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**Sample Appointment Letter for SPAR/Assistant SPAR**

From: \_\_\_\_\_, Contracting Officer, AQ\_\_, NAVFAC Atlantic  
To: \_\_\_\_\_, NAVFAC Atlantic

Subj: APPOINTMENT AS SENIOR PERFORMANCE ASSESSMENT  
REPRESENTATIVE (SPAR) AND ACCOUNTABLE OFFICIAL

Ref: (a) DFARS 201.602-2  
(b) NFAS 1.602-2  
(c) DoD Financial Management Regulation, Volume 5, Chapter  
33

1. Pursuant to references (a) through (c), you are hereby appointed as the SPAR for:

N62470-\_\_\_\_\_, (Insert Contract Title)

Contractor: (Insert Contractor's Name)

2. As SPAR, your duties include functioning as the technical representative of the Contracting Officer (KO) in the administration of the contract cited above, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the performance of work under the contract. You are to perform your SPAR duties in accordance with references (a) through (c) and any amplifying instructions provided herein or in writing by the KO at a later date.

3. In accomplishing your duties as SPAR, you are cautioned to review carefully and comply with FAR 37.104 to ensure that the contract does not become a personal services contract through your actions or the actions of other Government personnel who may assist you in the performance of your duties.

4. You are responsible for bringing to the attention of the KO and the customer for whom the work is being performed any significant deficiency with respect to contractor performance or other action that might jeopardize contract performance.

5. You are not authorized, either by this letter or by references (a), (b), or (c) to take any action, whether directly or indirectly, that could result in a change in the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract; or to direct the accomplishment of effort which would exceed the scope of the

Enclosure (4)

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contract. Whenever there is the potential that discussions may impact these foregoing areas, contact the KO. The KO will determine whether formal modification of the contract is required. You must be especially cautious when providing an interpretation of specifications. If the contractor believes that the SPAR's interpretation is erroneous, the contractor shall be informed to notify the KO in writing of this position.

6. Your duties as SPAR also include the responsibilities of an accountable official. This is formal notification that you are hereby appointed as an accountable official to the KO. Reference (c) provides a description of your responsibilities and pecuniary liability as an accountable official. You should read and become thoroughly familiar with this responsibility and liability. As an accountable official, you will be responsible for supporting the certification of payment vouchers and documents for Vendor Payment Vouchers. You must acknowledge this appointment as an accountable official and that you have read and understand your responsibilities and liability by signing the enclosed statement of acknowledgement and returning it to the KO.

7. Specific SPAR duties, in addition to those required by references (a) through (c), are as follows:

a. Control government technical interface with the contractor.

b. Assure that appropriate action is taken on technical correspondence pertaining to the instant contract/task order and that adequate files are maintained.

c. Promptly furnish documentation on any requests for change, deviation, or waiver to the KO for action and placement in the official contract file.

d. For contracts containing option period(s), determine whether there is a continuing need for contract services and, if so, provide timely written justification to the KO for option exercise.

e. Ensure that contractor invoices and supporting documentation are reviewed and timely input is provided to the invoice clerk regarding the reasonableness and technical necessity of invoiced costs and percentage of completion to facilitate the KO's certification and to ensure payment to the contractor is made within an applicable time frame.

Enclosure (4)

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f. Promptly notify the KO of potential performance problems. In the event of contractor delay or failure to perform, determine the cause and recommend appropriate corrective and/or preventive measures.

g. Periodically check contractor performance to ensure that individual contractor employees possess the skill levels required and are actually performing at the levels charged.

h. Attend pre/post-award conferences and participate as a member of the KO's negotiation team when requested.

i. Assess contractor compliance with safety and quality management requirements.

j. Ensure that contract deliverables are reviewed for acceptance.

k. Ensure the Contractor Performance Assessment Reporting System (CPARS) performance evaluation reports are prepared within a timely manner and inputted into the CPARS website. Insure that interim evaluations are prepared when formal communication with the contractor is necessary to inform parties of unsatisfactory performance.

l. Maintain SPAR files. Minimum file contents are as follows:

- (1) Signed copies of SPAR appointment letters
- (2) Copy of SPAR training certification
- (3) Copy of each contract and all modifications
- (4) Copies of all correspondence with the contractor, KO, or other Government officials involved in the contract (includes copies of any technical clarification/direction provided to the contractor)
- (5) Record of attendees and minutes of each contract meeting where the SPAR participates
- (6) Record of any actions taken with regard to actual or potential contractor performance problems.

m. You may be designated to nominate Performance Assessment Representatives (PARs). The KO will officially appoint PARs in writing.

8. The duties and responsibilities set forth herein are not intended to be all-inclusive. As specific individual situations arise that have not been covered or that have created a



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question, bring these to the attention of the KO and obtain advice on how to proceed.

9. This appointment shall remain in full force and effect, through the life of the contract unless sooner revoked, reassigned or employment terminated.

10. You are required to sign and return the original of this appointment to the KO. A copy should be retained for your file.

\_\_\_\_\_  
Contracting Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SPAR Signature

\_\_\_\_\_  
Date

(Constitutes acceptance of the SPAR appointment and conditions thereof and certifies that you possess the appropriate experience for the technical oversight and have completed the Security Contract Services Performance Assessment Course, CTC 337 - Facilities Support Contracting Course, Annual Level I Antiterrorism/Force Protection Training, NAVFAC Safety Orientation Training for Employees #1293 using the Enterprise Safety Applications Management System (ESAMS), and annual DOD ethics refresher training, or that you have received a waiver from the KO until training can be obtained at the next available class. If verification of training is not provided within the time allowed by the waiver, this appointment will be terminated.)

Attached:  
Acknowledgement Memorandum

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ACKNOWLEDGMENT

MEMORANDUM FOR CERTIFYING OFFICIAL

Subj: APPOINTMENT AS ACCOUNTABLE OFFICIAL

In accordance with your Memorandum of SPAR Appointment, I hereby execute the following statement:

"By signature hereon, I acknowledge my appointment as an accountable official. I have read and understand my responsibilities and pecuniary liability as described in Chapter 33, Volume 5, of the DoD Financial Management Regulation (FMR). I understand that I have the right to request relief of liability for any certification I supported that is determined to be an illegal, improper, or incorrect payment. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service."

---

Appointed Official

---

Date

**Sample Appointment Letter for PARs**

From: \_\_\_\_\_, PCO, AQ \_\_\_\_\_, NAVFAC Atlantic  
To: (PAR NAME AND CODE), NAVFAC ATLANTIC

Subj: APPOINTMENT AS PERFORMANCE ASSESSMENT REPRESENTATIVE  
(PAR) AND ACCOUNTABLE OFFICIAL

Ref: (a) DFARS 201.602-2  
(b) NFAS 1.602-2  
(c) Financial Management Regulation (FMR), Volume 5,  
Chapter 33

1. Pursuant to references (a) through (c), you are hereby appointed as a Performance Assessment Representative (PAR) for (insert contract number and title).

2. As a PAR, your duties include functioning as the technical representative to assist the appointed Senior Performance Assessment Representative (SPAR) in the administration of the contract cited above, providing technical input and discussion in coordination with the SPAR as necessary with respect to the specification or statement of work under the contract. Additionally, as PAR, you are an accountable official for purposes of certifying payments on the contract for which you are the designated PAR. You are to perform your duties in accordance with references (a) through (c) and any amplifying instructions provided herein or in writing by the Contracting Officer (KO) at a later date.

3. In accomplishing your duties as a PAR, you are cautioned to review carefully and comply with FAR 37.104 to ensure that the contract does not become a personal services contract through your actions or the actions of other Government personnel who may assist you in the performance of your duties.

4. You are responsible for bringing to the attention of the appointed SPAR, and the client (as appropriate) for whom the work is being performed any significant deficiencies with respect to contractor performance or other action that might jeopardize contract performance.

5. You are not authorized, either by this letter or by references (a) through (c) to take any action, whether directly or indirectly, that could result in a change in the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract, or to direct the

accomplishment of effort which would exceed the scope of the contract. Any requests for technical clarification shall be submitted in writing to the SPAR. Whenever there is the potential that discussions may impact these foregoing areas, contact the SPAR for guidance.

6. Your duties as PAR also include the responsibilities of an accountable official. This is formal notification that you are hereby appointed as an accountable official to the KO. Reference (c) provides a description of your responsibilities and pecuniary liability as an accountable official. You should read and become thoroughly familiar with this responsibility and liability. As an accountable official, you will be responsible for supporting the certification of payment vouchers and documents for Vendor Payment Vouchers. You must acknowledge this appointment as an accountable official and that you have read and understand your responsibilities and liability by signing the enclosed acknowledgement and returning it to the CO.

7. Specific PAR duties, in addition to those required by references (a) and (b), are as follows:

a. Contract assessment as required by the Performance Assessment (PA) plans and assessment schedules.

b. Submit inspection reports to the SPAR.

c. Make recommendations to the SPAR for the certification of satisfactorily completed work and for payment deductions and other administrative actions on poorly or non-performed work.

d. Assist the SPAR in identifying necessary changes to the contract, preparing government estimates, conducting PA meetings, approving submittals and maintaining work files.

e. Promptly furnish the SPAR any requests for change, deviation, or waiver (whether generated by government personnel or contractor personnel) of contract requirements.

f. Make recommendations to the SPAR regarding changes or revisions to the PWS and PAPS which will lead to an improved PWS or PA efforts and better meet the needs of the activity.

g. Review invoices and provide timely input directly to the SPAR regarding the reasonableness of invoiced costs to facilitate the KO's certification and to ensure payment to the contractor is made within applicable time frames.

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h. Assess contractor compliance with safety and quality control requirements.

i. In the event of the contractor's failure to perform, determine the cause and make recommendations for appropriate corrective and/or preventive measures to the SPAR.

j. Maintain files for each Task Order assigned to you. At a minimum files should contain:

- (1) Your letter of appointment as a PAR
- (2) Copy of contract with attachments, modifications and amendments
- (3) Performance Assessment Plans
- (4) Contractor's Quality Control Plan
- (5) List of Contractor's key personnel and the designated Contractor representative for the contract
- (6) Correspondence between the KO and the Contractor as relates to the contracts for which you are responsible
- (7) Minutes of the pre-performance conference, performance inspection meetings, other discussions
- (8) Copies of all your daily and monthly reports, summaries, contractor performance evaluations, notices to the contractor, assessment schedules, and other products of your daily activity

8. The duties and responsibilities set forth herein are not intended to be all-inclusive. As specific individual situations arise that have not been covered or that have created a question, bring these to the attention of the SPAR and obtain advice on how to proceed.

9. This appointment replaces all previous appointments and shall remain in full force and effect through the life of the contract(s) for which you are designated as a PAR, unless sooner revoked, reassigned or employment terminated.

10. Return the original of this appointment to the KO. A copy should be retained for your file.

\_\_\_\_\_  
Contracting Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PAR Signature

\_\_\_\_\_  
Date

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(Constitutes acceptance of the PAR appointment and conditions thereof and certifies that you possess the appropriate experience for the technical oversight and have completed the Security Contract Services Performance Assessment Training Course, Annual Level I Antiterrorism/Force Protection Training, NAVFAC Safety Orientation Training for Employees #1293 using the Enterprise Safety Applications Management System (ESAMS), and annual DOD ethics refresher training, or that you have received a waiver from the KO until training can be obtained at the next available class. If verification of training is not provided within the time allowed by the waiver, this appointment will be terminated.)

Attached:  
Acknowledgement Memorandum

**ACKNOWLEDGMENT**

MEMORANDUM FOR CERTIFYING OFFICIAL

Subj: APPOINTMENT AS ACCOUNTABLE OFFICIAL

In accordance with your memorandum of PAR appointment, I hereby execute the following statement:

"By signature hereon, I acknowledge my appointment as an accountable official. I have read and understand my responsibilities and pecuniary liability as described in Chapter 33, Volume 5, of the DoD Financial Management Regulation (FMR). I understand that I have the right to request relief of liability for any certification I supported that is determined to be an illegal, improper, or incorrect payment. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service."

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Appointed Official

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Date

**Training Requirements for SPAR/Assistant SPAR**

**CTC 337 - Facilities Support Contracting Course Description**

This course provides the student with a general overview of service contracting for base operations, maintenance and support including contract types, acquisition planning and specification preparation, facility support contract clauses, modifications, pricing and execution, options, payments, and performance assessment methods.

**Course Objectives**

- Describe the events that occur and the responsibilities of the personnel involved in acquisition planning for Facilities Support Contracts
- Describe the Federal Government's policies and special procedures for commercial contracting
- Differentiate among contract types, formats and clauses utilized for Facility Support Contracts
- Given a scenario, identify what performance assessment utilizing Performance Base Service Contracts method(s) would be most appropriate
- Differentiate the components necessary in describing an agency's need
- Differentiate Davis-Bacon Act and McNamara O'Hara Service Contract Act (as amended) requirements and enforcement of these laws
- Describe the modification process and calculate wage adjustment
- Recognize the policies and regulations which govern contract financing and payments



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## Security Contract Services Performance Assessment (PA) Training Course Syllabus

This course is designed to train personnel responsible for the performance assessment of services received through a security contract. This training will provide the student with the foundation and confidence to conduct an effective quality management program.

### COURSE SUBJECTS

**Roles and Responsibilities:** Presents the roles and responsibilities of the acquisition process participants, with specific emphasis on the Navy Security Force Detachment performance assessment (PA) staff.

**Contract Content:** Describes the types of contracting methods typically used for security contracts and how contract requirements are described, how meaningful work quality and performance requirements are established, and how to state those performance requirements in a contract specification.

**Specification Review:** A complete review, including both the "technical" and "procurement" portions, of the Security Contract specification, emphasizing those clauses of importance to the performance assessment process.

**Assessment Methods:** Discusses the difference between PA and contractor quality control (QC). Describes the connection between the PWS performance standards and the resulting Performance Assessment Plan (PAP) and Functional Assessment Plan (FAP), the various types of assessment, the criteria used to select an appropriate method of assessment for a contract performance objective, and the requirement for appropriate performance documentation.

**Assessment Method Selection Exercise:** Provides the opportunity to select an appropriate assessment method for a particular contract service.

**Performance Assessment Plan (PAP):** Describes the purpose of a PAP, the typical Functional Assessment Plan (FAP) format, the assessment documentation worksheets, typical procedures for selecting services for assessment, the evaluation procedures, and the performance analyses.

**PAP Implementation:** Describes establishing assessment schedules, documenting contract performance, and subsequent required PA actions.

**PAP Results:** Describes the various remedies to implement in the event of unsatisfactory performance.

**Other PA Functions:** Covers the typical non-assessment duties assigned to the PAR.

**Documenting Performance Using IT:** Provides an opportunity to evaluate the potential of using the automated tools to schedule PA surveillance, document contract performance, perform trend analyses, prepare contract modifications and Independent Government Estimates (IGE), prepare performance assessment reports for Award Fee/Award Term determinations, and perform other post-award administration functions.

**Security Operations Performance Assessment Workshop:** Provides the opportunity to review and discuss implementation of each FAP included in the typical Security Operations contract PAP and methods of reporting PAR performance assessments to regional and higher Public Safety echelons, as well as to the KO.

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<b>Security Contract Services            Performance Assessment Training Course Schedule</b>								
DAY 1	0800 - 0900	Roles And Responsibilities	0900 - 1100	Contract Content	100-1200	1300-1500	1500 - 1600	
	0800-0900	Assessment Method Selection Exercise			0900-1000	1000-1100	1100 - 1200	1300 - 1400
DAY 2								
DAY 3	0800 - 1200	Security Operations Performance Assessment Workshop			Security Operations Performance Assessment Workshop			