



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND

16 DEC 2001

MEMORANDUM FOR AFSPC CES/CCs and CONS/CCs

FROM: HQ AFSPC/LGC
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4350

SUBJECT: Info. Ltr 2002-03, Joint Civil Engineering and Contracting Guidance for Ensuring Construction and Architect-Engineer (A-E) Past Performance Evaluations are Accomplished

REFERENCE: (a) Federal Acquisition Regulation (FAR) Parts 36.2 and 36.6
(b) Defense FAR Supplement (DFARS) 236.2 and 236.6
(c) DD2626, Performance Evaluation (Construction) Jun 94
(d) DD2631, Performance Evaluation (Architect-Engineer) Nov 92
(e) <https://www.nwp.usace.army.mil/ct/i>

1. The following information contained in INFO.LTR-2002-03 is directive with respect to ensuring past performance evaluations are submitted on construction contractors and A-E contractors for contracts awarded in AFSPC.

2. **Submission Guidelines.** In accordance with DFARS 236.2 and 236.6, past performance evaluations for construction contracts greater than \$500k and for A-E contracts greater than \$25k shall be submitted to the central electronic database maintained by the US Army Corps of Engineers (USACE), Portland, Oregon division upon project or design completion. To be considered timely, this process should be finalized within 120 days after the end of project or design completion. Construction evaluations are maintained in the Construction Contractor Appraisal Support System (CCASS); A-E evaluations are maintained in the A-E Contract Administration Support System (ACASS). Access to the electronic evaluation database is administered solely by the USACE-Portland, Oregon office. The process of inputting the evaluations into the database is the responsibility of the contracting squadron; the responsibility for providing the evaluation to contracting rests with the civil engineering squadron as they are the individuals most knowledgeable of the contractor's performance.

3. **DD2626/DD2631.** For construction contractor past performance evaluations, the USACE database uses the DD2626, dated Jun 94; for A-E contractor past performance evaluations, the DD2631, dated Nov 92 is used. Please note that the current electronic form filler for the DD2631 is dated Apr 99 so evaluators will need to ensure they use the attached Nov 92 version which can also be downloaded from the above USACE website.

4. AFSPC evaluating officials for construction and A-E past performance evaluations are designated as follows:

DD2626/CCASS

Block 12	Evaluated by	Functional Area Expert
Block 13	Evaluation Reviewed by	Contracting Flight Chief or Higher Contracting Organizational Element

DD2631/ACASS

Block 14a	Rating Official	Functional Area Expert
Block 15a	Reviewing Official	Contracting Flight Chief or Higher Contracting Organizational Element

5. **Submitting Evaluations.** The requirements for inputting evaluations for delivery order and requirements contracts are provided below. Please remember that although those paragraphs outline the mandatory input levels, you may input evaluations at dollar values below these amount.

6. **A-E Contracts and Delivery Orders (D.O.).** All individual A-E actions which exceed \$25k shall have separate evaluations accomplished. For D.O.s., evaluators shall ensure that they have included the D.O. number in block 5 of the DD2631, in addition to the specific project number in block 4. The project title, location and description in blocks 7a. and 7b. shall describe that specific design project and not the overall contract responsibilities. This description shall be of sufficient detail to ensure that future readers can ascertain the nature of the project and the A-E's duties. **It is important to note that evaluators are responsible for ensuring that evaluations are accomplished at both design completion and project/construction completion in accordance with Defense FAR Supplement 236.604(a)(2).** The DD2631 contains separate evaluation areas for design and construction—evaluators will need to ensure that they also include the construction project contract number (block 2) when they complete the evaluation on the A-E after construction of the project.

7. For those D.O.s which do not individually exceed \$25k, the issuing office (jointly, the functional/technical and contracting offices) shall, *at a minimum*, accomplish an *annual evaluation* on the contractor's performance for all D.O.s which were completed during the preceding year but which did not have individual evaluations accomplished. The evaluator shall ensure that block 20 includes the D.O. numbers being evaluated, title, description, project number and other pertinent information relative to the contractor's performance on each of those D.O.s.

8. **Construction Contracts and D.O.s.** Evaluators shall accomplish separate evaluations for all construction contracts or individual orders which exceed \$500k. For those D.O.s which do not individually exceed \$500k, the issuing office shall, *at a minimum*, accomplish an annual evaluation on the contractor's performance during the preceding year on those D.O.s which did not have individual evaluations accomplished. The evaluator shall ensure that block 20, "Remarks," includes the D.O. numbers being

evaluated, title, description, project number and other pertinent information relative to the contractor's performance.

9. CCASS Simplified Acquisition Base Engineering Requirements (SABER)

Contracts. Since SABER orders do not exceed \$500k (the CCASS threshold), evaluators shall ensure that an annual evaluation is accomplished on the contractor's performance during the preceding year. Evaluators shall ensure that block 7 of the DD2626 sufficiently describes the projects/orders completed by the contractor to ensure future readers can fairly ascertain the nature of the work performed under the SABER contract. If the SABER contract is used by more than one installation, the installation whose Procurement Instrument Identification Number (PIIN) is in the SABER contract number shall be responsible for coordinating a consensus evaluation between the users (functional/technical and contracting).

10. Evaluation Ratings. A summary of the rating scales on the paper DD2626/DD2631 and the electronic versions of the DD2626/2631 is found below:

DD Form 2626/Electronic CCASS Overall Rating (Block 11)	DD Form 2626/Electronic CCASS Evaluation of Performance Elements (Blocks 15-19))	DD Form 2631 (Nov 92)*/Electronic ACASS Overall Rating (Block 12)	DD Form 2631 (Nov 92)*/Electronic ACASS Individual Elements (Blocks 16-19)
Outstanding	Outstanding	Exceptional	Outstanding
Above Average	Above Average	Very Good	
Satisfactory	Satisfactory	Satisfactory	Satisfactory
Marginal	Marginal	Marginal	
Unsatisfactory	Unsatisfactory	Unsatisfactory	Unsatisfactory
Not Applicable	Not Applicable		

***Please note: the electronic ACASS uses the Nov 92 version of the DD2631; the electronic forms programs have an Apr 99 version of the form. Evaluators should use the Nov 92 version of the DD2631 which can be found at:**

<https://www.nwp.usace.army.mil/ct/i/#acass>

11. Use the DoD Guide to Past Performance, Appendix F definitions for the CCASS and ACASS evaluation rating system. The Guide is found at:

<http://www.cpars.navy.mil/cparsfiles/DODPPGUIDE2.pdf>

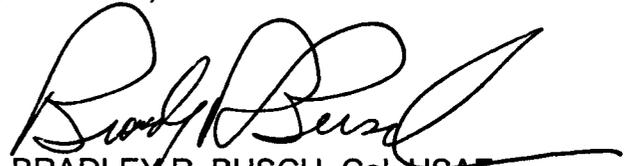
12. Narrative/Remarks. It is AFSPC policy that all contractors have the opportunity to review and comment on their past performance evaluations. Since neither the DD2626 nor the DD2631 have a specific area for this, evaluating officials and reviewing officials will ensure that the remarks section (Block 20) of each form includes the following: (a) contractor representative name and title; (b) date of review; and (c) contractor comments and concurrence/non-concurrence with the evaluation. __

13. It is important to remember that all future source selection officials have to consider the relevancy of past performance and how it relates to their instant source selection. An integral part of that assessment is based on the information provided in the narrative/remarks section of the past performance evaluation forms. Accordingly, each DD2626/2631 shall include a thorough narrative in the remarks (Block 20) section. Functional area experts and contracting personnel are responsible for ensuring that the information contained in the remarks section is comprehensive, thorough and descriptive of the nature of the contractor's work as well as the quality of their performance. Care shall be taken in ensuring that the remarks are consistent and back up the ratings provided for the individual performance elements provided by the evaluator and reviewing official.

14. Any questions you have concerning past performance evaluations for construction or A-E contractors may be directed to Margaret Gillam, HQ AFSPC/LGCM, e-mail: margaret.gillam@peterson.af.mil, phone: (719) 554-2652; DSN: 692-2652.



MICHAEL BRATLIEN
HQ AFSPC/CEC
Chief, Engineering Division



BRADLEY R. BUSCH, Col, USAF
HQ AFSPC/LGC
Chief, Contracting Division

cc: AFSPC CCASS/ACASS POCs

2 Attachments:

1. A-E Performance Evaluation form, dated Nov 92



dd2631.pdf

2. Construction Performance Evaluation form, dated Jun 94



dd2626.pdf

Distribution:

21 CES/CC

21 CONS/CC

721 CES/CC

30 CES/CC

30 CONS/CC

45 CES/CC

45 CONS/CC

50 CES/CC

50 CONS/CC

90 CES/CC

90 CONS/CC

341 CES/CC

341 CONS/CC

460 ABW/LGC

460 CES/CC

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SMC/PK