

# **Federal Awardee Performance and Integrity Information System (FAPIIS)**

## **User Manual**

**July 2018**  
Current Version 6.0.0

**[HTTPS://WWW.CPARS.GOV](https://www.cpars.gov)**

## Foreword

The purpose of this user manual is to provide working-level procedures for entering, updating, revising, and viewing information in the Federal Awardee Performance and Integrity Information System (FAPIS) Automated Information System (AIS). This system was developed to support the electronic processing of Contractor Performance Information.

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing the automated FAPIS process. This manual was prepared by the Naval Sea Logistics Center Portsmouth (NSLC PTSMH). NSLC PTSMH continuously enhances the FAPIS AIS and the user manual to meet the needs of customers.

Please address any recommended modifications or improvements to:

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Naval Sea Logistics Center Portsmouth  
Bldg. 153, 2nd Floor  
Portsmouth Naval Shipyard  
Portsmouth, NH 03804-5000  
Email: [webptsmh@navy.mil](mailto:webptsmh@navy.mil)  
Phone: Customer Support at (207)438-1690  
Fax: (207)438-6535

Suggestions for modifying the FAPIS application (problems, enhancements, and/or policy) may be submitted via the **Submit Suggestion** feature each assigned level in FAPIS.

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## System Overview

FAPIIS is a web-enabled application that is accessed via the Internet website <https://www.cpars.gov>. The application consists of an Internet web server and a FAPIIS application server. By definition, FAPIIS information is Sensitive But Unclassified (SBU). To protect the security of FAPIIS information, all actual data entered into and retrieved from the application is encrypted using the security features incorporated into the web browser. Access to this system requires a browser that supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption), such as **Microsoft's Internet Explorer 4.01 or higher**. **Additional details on browser requirements and security are available at <https://www.cpars.gov>.**

The following paragraphs explain the steps in the business process:

Step 1 – **Access Granted**. A Focal Point grants access to a FAPIIS Data Entry user. This access allows the Data Entry user to enter FAPIIS Records.

Step 2 – **Enter FAPIIS Record**. Allows authorized individuals to enter specific records in FAPIIS. These include Termination for Default, Termination for Cause, DoD Determination of Contractor Fault, Termination for Material Failure to Comply (grants), Defective Cost or Pricing, Non-Responsibility Determination, Recipient Not Qualified Determination (grants), Subcontract Payment Issues, Information on Trafficking in Persons, and Administrative Agreements.

Step 3 – **Save and Mark for Release**. When authorized individuals complete the data entry process, he/she clicks **Save and Mark for Release** and the completed FAPIIS record is immediately available in the Past Performance Information Retrieval System (PIRS).

Step 4 – **Available in PIRS**. When Save and Mark for Release is selected in Step 3, an email is sent to the contractor who is the subject of the completed FAPIIS Record. The email is sent to the primary past performance or the primary business point of contact that is identified at the System for Award Management (SAM) database. Note that the contractor will require access to PIRS to review and comment on any completed FAPIIS records. There is no contractor access available in FAPIIS data entry. Contractors can view and enter comments in the Past Performance section of the CPARS/PIRS website <https://www.cpars.gov>.

Step 5 – **Modify a Completed Record**. A FAPIIS Data Entry user has the ability to modify a completed record. This allows the user to change the Termination Type, Convert to Termination for Convenience, select Record Withdrawn/Rescinded, enter a Reason Withdrawn/Rescinded or upload a new attachment, when applicable. Note that when a record is converted to Termination for Convenience, or when the record is Withdrawn/Rescinded, the record is then archived and no longer visible in PIRS.

Step 6 – **Available in FAPIIS Public Website**. In accordance with Federal Acquisition Regulation (FAR) 9.105-2, after a 14 day delay the FAPIIS record will be available in the FAPIIS Public website. This website provides the public access to integrity and performance information from CPARS and proceedings and exclusion information from the System for Award Management (SAM) database. The FAPIIS Public website is located at <https://www.fapiis.gov>.

## Accessing FAPIIS

The CPARS application is accessible from <https://www.cpars.gov>. The CPARS website offers links to CPARS and the Federal Awardee Performance and Integrity Information System (FAPIIS) and also provides various items of interest including reference material, training information, frequently asked questions, best practices, as well as other information. To enter the Production System, click on the **System Log In** button located on the right hand side of the page.

**CPARS/PPIRS**  
**Notice and Consent Banner**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

CPARS/PPIRS, NAVSEALOGCEN PORTSMOUTH, NH. Version : 6.0.0, Build Date : 06/29/2018 13:47:36  
Phone : (207) 438-1690 [Email Technical Support](#)  
[View Guidance](#) [View Training Opportunities](#) [View Frequently Asked Questions](#)

Read the Notice and Consent Banner and then click the applicable login category link that describes your Public Key Infrastructure (PKI) status. Either **Accept/Login with PKI** or **Accept/Login with Password** to proceed with the login process. For Department of Defense (DoD) users, the use of PKI Login is Mandatory. Federal and Contractor users can use the PKI login category if they have PKI. The use of PKI certificates is still a DoD requirement that is being waived for industry users only.

**NOTE:** All first time users will receive a system generated email providing instructions to use the **Forgot/Reset Password** button to obtain a temporary password, when access has been granted by the Focal Point.

Click on the **Forgot/Reset Password** link and the following screen displays.

Enter your Email Address and click **Submit**. The system will verify that the information entered matches what was entered when the account was created, and will send an email to that address with a temporary password. Return to the Login screen.

Enter your Email Address and the temporary password, and click the applicable **Login** button.

**NOTE:** Subsequent logons for PKI users will not require the use of a password.

Enter the temporary password in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last 24 passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words. Re-enter the new password in the **Confirm New Password** box.

Complete the user information. After all required information is entered, click the **Save User Password and Information** button and a confirmation pop-up screen displays. Click the **OK** button.

**NOTE:** Focal Points logging in for the first time will also be required to identify all Organization(s) which they have cognizance over.

**CPARS/PPIRS**

User: DOROTHY CRAWFORD | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

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**New User Information**

(fields identified with \* are required)

Email Address: dorothy.crawford@noemail.mil

\* User Name:  (alpha characters only; first and last name only)

\* Title:

\* Organization:

\* Citizenship:

\* Phone Number:

\* Current Password:

\* New Password:

\* Confirm New Password:

**Passwords must meet the following specifications:**

- must be 15-20 characters
- must contain at least two upper and lower case letters
- must contain at least two numbers
- must contain at least two special characters
- cannot reuse your last 24 passwords
- must differ from previous password by at least four characters
- must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words
- cannot be changed more than once in a 24 hour period

You will be brought to the Rules of Behavior page. Read through the rules and scroll down using either the down arrow on the right, or by using the **Scroll Down** button located under the Rules of Behavior. You can also scroll up using either the up arrow on the right, or by using the **Scroll Up** button located under the Rules of Behavior. Upon reaching the bottom of the rules, the **Accept** and **Decline** buttons will activate.

**Rules of Behavior**

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System Security Rules of Behavior/Acceptable Use Policy Training

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- \* You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.
- \* You consent to the following conditions:
  - The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
  - At any time, the U.S. Government may inspect and seize data stored on this information system.
  - Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
  - This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.

**You must scroll through the entire Rules of Behavior to Accept or Decline.**

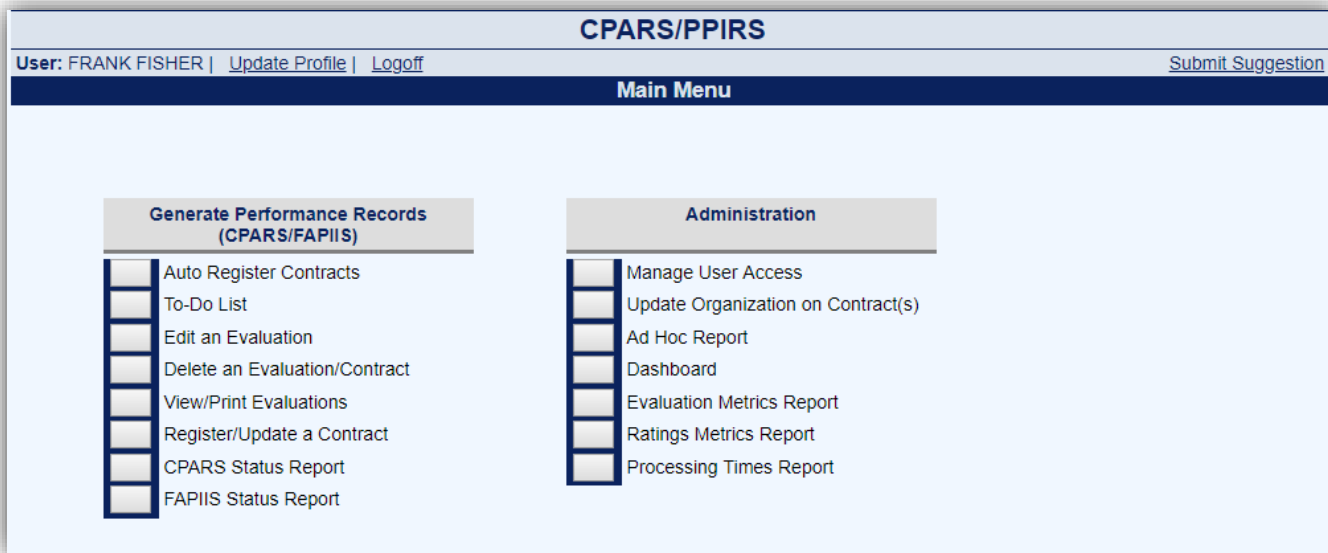
**NOTE:** You will be required to review and accept the Rules of Behavior annually.

Click **Accept** and the Main Menu will display.

A list of all options available for a specified access level will appear on the user's Main Menu.

## Focal Point

The Focal Point is responsible for providing access to FAPIIS and is a key player in the success of the FAPIIS automated process. Focal Point access is granted only upon the completion of a signed Focal Point User Access Request Form available at <https://www.cpars.gov>. Focal Points coordinate FAPIIS access for a specifically assigned area of responsibility. The Focal Point assists the FAPIIS Data Entry user in implementing the automated FAPIIS process by providing training and helping with administrative matters to ensure that records are completed in a timely manner.

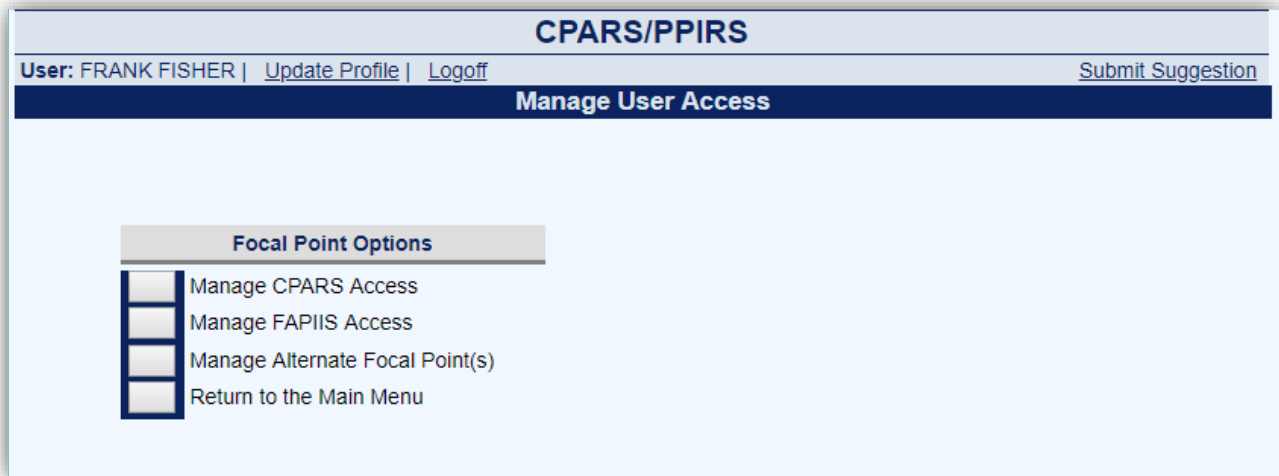


The Main Menu is grouped by functionality. For CPARS and FAPIIS users who are writing and editing performance and integrity records the majority of your permissions will be located under the Generate Performance Records column. For users who administer access, evaluations, and FAPIIS records, you will have permissions under the Administration column.

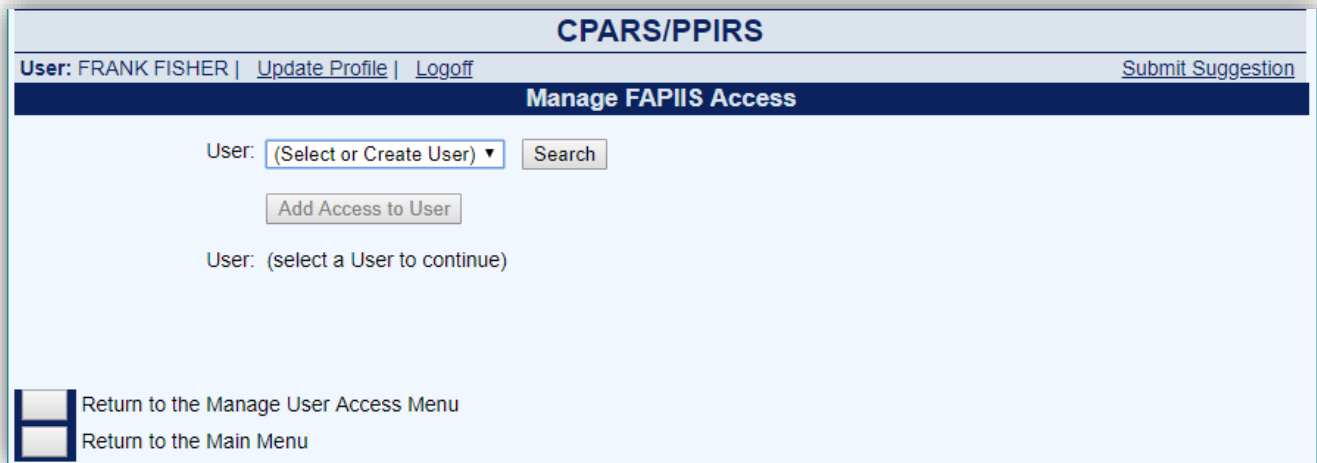
**Note:** You will only have access to items on the Main Menu based on the access role(s) you have been granted.

**Manage User Access:** This option allows the Focal Point to provide access to FAPIIS, remove users' access, update users' profile information, delete users, transfer FAPIIS access (records) from one user to another user when needed and assign an Alternate Focal Point. To access the **Manage User Access** option, click the **Manage User Access** button on the Focal Point Main Menu. The Manage User Access menu displays.





To grant access to FAPIIS, the Focal Point clicks on the **Manage FAPIIS Access** button. The Manage FAPIIS Access screen displays.



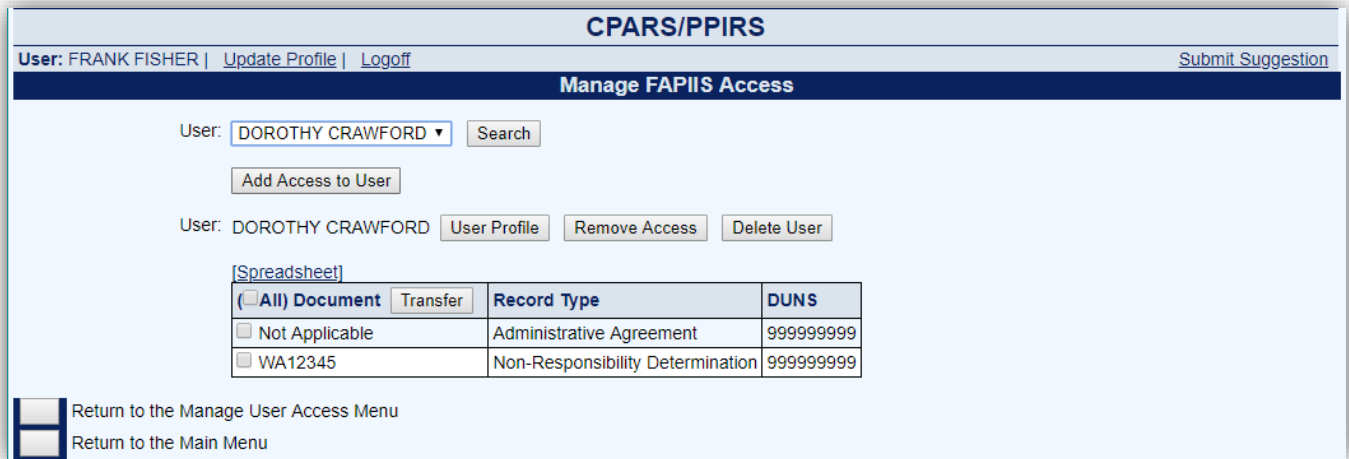
The Focal Point selects or creates a user from the **User** drop-down, and clicks the **Add Access to User** button. The user will be added granted access to FAPIIS and will receive an email notification with instructions for obtaining a password.

To search for a user granted access in CPARS or granted access by a different Focal Point in system click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

**NOTE:** When using the **Search** button to search for existing users, only existing FAPIIS users, or users with Alternate Focal Point, Assessing Official Representative, Assessing Official, and Reviewing Official access to CPARS will be visible. This includes users with access granted by a different Focal Point.

**NOTE:** If granting access to a FAPIIS Data Entry user and the email address entered appears to be non-government, the Focal Point will receive a warning to check the entered information.

**Manage Existing user Access:** To view or modify an existing user, the Focal Point selects the desired user name from the drop-down, a list of records the user has access to will display. The available options for the Focal Point are: User Profile, Transfer, Remove Access, and Delete User.



The [\[Spreadsheet\]](#) function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

**User Profile** – This option allows the Focal Point to view and or edit the user’s profile information including the User’s name, title, organization, email address, and phone number. Click **User Profile** and the Confirm User Profile screen will display. If the Focal Point needs to make changes to the profile, make the necessary changes and click the **Confirm** button. The screen will refresh and a message will appear that the profile has been updated. To view or make no changes and be returned to the Manage User Access screen, the Focal Point clicks **Cancel**.

**Remove Access** – Clicking on this option allows the Focal Point to remove the existing user’s access to FAPIIS. To remove access, click the **Remove Access** button. The Confirm Remove User screen will display. If the Focal Point wants to Remove the user’s access the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user’s access has been removed. To cancel removing access and return to the Manage User Access screen, the Focal Point clicks **Cancel**.

**NOTE:** If the user has access to FAPIIS only, the Remove User Access screen will display a notice that states "This User only has access to FAPIIS and will be deleted when access is removed. Note that all records created by this user will be retained and labeled "Unassigned" in reports."

**Delete User** – Clicking on this option allows the Focal Point to completely delete a user from the FAPIIS database. To delete a user, click the **Delete User** button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage User Access screen, the Focal Point clicks **Cancel**.

**NOTE:** If the Focal Point also has FAPIIS Data Entry access, and selects themselves from the drop-down, they will not have the ability to Delete User.

**Transfer**– This option allows the Focal Point to transfer FAPIIS access from one user to another, if needed. This function is particularly useful when individuals are reassigned and no longer involved with entering records. The Focal Point selects the applicable record(s) from the table or clicks **All** and then clicks **Transfer**. The Confirm Transfer User Access screen will display.

**FAPIIS**  
**Confirm Transfer User Access**

Transfer To User:

Delete User After Transfer:  Yes  No

**Note:** The following access will be transferred:

From User: STEPHANIE STORK (SSTORK)

| Document   | Record Type                      | DUNS      |
|------------|----------------------------------|-----------|
| GHHT566776 | Non-Responsibility Determination | 999999999 |

The Focal Point selects an existing user or selects Create New User from the **Transfer to User** drop-down. If the Focal Point has selected Create New User, they must enter a name (First Name and Last Name only) in the **Name** box and an email address in the **Email Address** box. The Focal Point can choose to **Delete User After Transfer**. This action will delete the user from the FAPIIS database when the Focal Point clicks on the **Confirm** button, as long as no other Focal Points have assigned access to that user.

To search for a user granted access in CPARS or granted access by a different Focal Point in the system, click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

Click the **Confirm** button to complete the transfer process. The screen will refresh and a message will appear that the access has been transferred. To return to the Manage User Access screen, the Focal Point clicks **Return to Manage User Access**.

**NOTE:** When transferring to a **New User**, a system generated email will be sent to the user to inform the user of the temporary password procedures, responsibilities, and resources available.

**NOTE:** If the user also has access to CPARS, the system will only provide the Focal Point with the option to remove FAPIIS access and the user will not be deleted.

**Assign Alternate Focal Point(s):** This option allows the Focal Point to assign up to five individuals as an Alternate Focal Point. An Alternate Focal Point has the very same privileges as the Primary Focal Point (except they cannot authorize an Alternate Focal Point from their account). The Primary and Alternate Focal Points are allowed to work in FAPIIS at the same time to create/manage user accounts and to run reports, etc. To assign an Alternate Focal Point, click the **Manage User Access** button from the Focal Point Main Menu. Click **Manage Alternate Focal Point(s)**. The Manage Alternate Focal Point(s) screen displays.

**CPARS/PPIRS**

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User: FRANK FISHER | [Update Profile](#) | [Logoff](#)
[Submit Suggestion](#)

Manage Alternate Focal Point(s)

User:

Current Alternate Focal Point(s):

| Name             | Email Address                | Phone Number | Delete                   |
|------------------|------------------------------|--------------|--------------------------|
| DOROTHY CRAWFORD | dorothy.crawford@noemail.mil | 555-555-555  | <a href="#">[Delete]</a> |

To grant access the Focal Point selects the Create New User option or by selecting an existing user from the **User** drop-down. If the Focal Point has selected Create New User, they must identify the designated Alternate Focal Point by entering a name (First Name and Last Name only) in the **Name** box and an email address in the **Email Address** box. The drop-down box includes a list of existing users that have been given access to FAPIIS by the Focal Point. Once a new name is entered or an existing user selected, click the **Assign Alternate Focal Point** button.

**NOTE:** The Assign Alternate Focal Point button will not be available until an existing user or Create New User has been selected.

**NOTE:** To search for an existing user click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

To delete an Alternate Focal Point, click on the **[Delete]** button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage Alternate Focal Point screen, the Focal Point clicks **Cancel**.

The **Return to the Manage User Access Menu** button returns the user to the Manage User Access Menu. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

**NOTE:** When the Alternate Focal Point is a **New User**, a system generated email will be sent to user when he/she is assigned as an Alternate Focal Point to inform them of the temporary password procedures, responsibilities, and resources available.

**To-Do List:** This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent records in FAPIIS that have been started but not yet completed and marked for release. Click the **To-Do List** button. A To-Do List Parameters screen displays. The Focal Point can select **Include All** to produce a list of all records that have been started and but not yet completed. Select **Document Number** and enter the FAPIIS record number in the adjacent field to limit the list of records. The Focal Point can also limit the To-Do List to a specific **User Role** or **User** by making the appropriate selections. Select the desired parameter and then click the **Show To-Do List** button.

**CPARS/PPIRS**

User: FRANK FISHER | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

**To-Do List Parameters**

Include All  
 Document Number:   
 User Role: (Select from List) ▼  
 User: (Select from List) ▼

Show To-Do List  
 Return to the Main Menu

**CPARS/PPIRS**

User: FRANK FISHER | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

**To-Do List**

[Spreadsheet]

(See below for the list of your users' outstanding actions.)

| Document Number | Record Type                           | DUNS      | PoP/Action Date | Role              | Action Required                       | Assigned Date | Due Date   | User                             |
|-----------------|---------------------------------------|-----------|-----------------|-------------------|---------------------------------------|---------------|------------|----------------------------------|
| TEST123456632   | Termination for Cause                 | 999999999 | 06/13/2018      | FAPIIS Data Entry | Complete Data Entry, Release to PPIRS | 06/19/2018    | 07/19/2018 | <a href="#">DAKOTA FANNING</a>   |
| WA12345         | Non-Responsibility Determination      | 999999999 | 07/03/2018      | FAPIIS Data Entry | Complete Data Entry, Release to PPIRS | 07/03/2018    | 08/02/2018 | <a href="#">DOROTHY CRAWFORD</a> |
| Not Applicable  | Administrative Agreement              | 999999999 | 03/15/2017      | FAPIIS Data Entry | Complete Data Entry, Release to PPIRS | 07/03/2018    | 08/02/2018 | <a href="#">DOROTHY CRAWFORD</a> |
| SA12343455      | Recipient Not-Qualified Determination | 999999999 | 10/01/2017      | FAPIIS Data Entry | Complete Data Entry, Release to PPIRS | 07/03/2018    | 08/02/2018 | <a href="#">GEORGE JETSON</a>    |
| FAPIIS123456    | Termination for Default               | 999999999 | 07/09/2018      | FAPIIS Data Entry | Complete Data Entry, Release to PPIRS | 07/09/2018    | 08/08/2018 | <a href="#">GEORGE FRANKLIN</a>  |

- indicates notes have been entered

Return to the To-Do List Parameters  
 Return to the Main Menu

The To-Do List identifies, for each record, the Document Number, Record Type/Awardee Name, DUNS, Action Date, Added Date, and the User who is responsible for completing the record.

Clicking on a user's name allows the Focal Point to view the user's profile information including name, title, organization, email, and phone number(s).

The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

**FAPIIS Status Report:** This option allows the Focal Point to monitor the status of records that have been started or completed for each user the Focal Point has given access to. The Status Report will display information as a list of records that allows the Focal Point read-only access to each record. **(See FAPIIS Status Report Section for more specific information)**

**NOTE:** The remaining Focal Point Main Menu options are also applicable at various FAPIIS access levels. As such, each option is described in more detail in separate sections of this user manual. Please refer to the Table of Contents to locate and obtain additional information on the following menu options.

**Update Profile:** This option must be used whenever a user's name or phone number changes. Focal Points can also use this option to update the Organization(s) which they have cognizance over. This option also allows users to change their FAPIIS password, if applicable. **(See Update Profile Section for more specific information)**

**Submit Suggestion:** This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Change Control Board. **(See Submit Suggestion Section for more specific information)**

**NOTE:** The Alternate Focal Point Main Menu will contain additional menu options if the Alternate Focal Point has also been granted Data Entry access to FAPIIS. Those additional options will be described in the Data Entry section of this manual. Please refer to the Table of Contents to locate the Data Entry section.

## FAPIIS Data Entry

The Data Entry user is responsible for creating, updating, and completing FAPIIS Records. The following record types are available for processing: Termination for Default, Termination for Cause, DoD Determination of Contractor Fault, Termination for Material Failure to Comply (grants), Defective Pricing, Non-Responsibility Determination, Recipient Not-Qualified Determination (grants), Subcontract Payment Issues, Information on Trafficking in Persons and Administrative Agreement.

**NOTE:** Actions posted in FAPIIS on or after April 15, 2011, will be available to the public, as required by section 3010 of Pub. L. 111-212. Because information in FAPIIS will be made available to the public, Government officials should take appropriate steps to ensure they do not post information in the system that would create harm protected by a disclosure exemption under the Freedom of Information Act at 5 U.S.C. § 552(b). For example, heightened attention might need to be given to whether documentation supporting a non-responsibility determination or termination for default decision should be redacted before the determination or decision is posted.

Information posted prior to April 15, 2011, will only be subject to release in accordance with the Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600, Predisdisclosure notification procedures for confidential commercial information.



**Enter a FAPIIS Record:** This option allows a user to enter the record information. To enter a record, click on **Enter a FAPIIS Record**. The record type selection drop-down will display. Select the applicable record type from the **Record Type** drop-down box. The Enter A FAPIIS Record screen will display. The below screenshot is applicable when entering a Termination for Default, but note that each record type requires entry of different information at the Enter A FAPIIS Record screen. Click on the small blue "?" adjacent to **Enter the following:** to obtain online help regarding the information to be entered at the Enter A FAPIIS Record screen.

**CPARS/PPIRS**

User: GEORGE FRANKLIN | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

**Enter A FAPIIS Record**

Record Type:  ?

Enter the following: ?

\* DUNS:

\* Contract Award ID Number:

Contract Referenced Award ID Number:

(fields identified with \* are required)

For a Termination for Default, enter the DUNS number (DUNS+4, if applicable), Contract Award ID Number and Contract Referenced Award ID Number, if applicable, and click the **Continue** button. FAPIIS will then search the Federal Procurement Data System (FPDS) for the specific Contract Award ID Number and Contract Referenced Award ID Number. If a match is found, the NAICS, Product/Service Code and Awardee Information on the Data Entry screen will be prepopulated. If no match is found with FPDS, FAPIIS will search the System for Award Management (SAM) database for the specific DUNS and will prepopulate the Awardee Information if the DUNS is registered at SAM.

**CPARS/PPIRS**

User: GEORGE FRANKLIN | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

**FAPIIS Data Entry**

**Document Information**  
(fields identified with \* are required)

Record Type: Termination for Default

\* Action Date:  ? (e.g., date of termination, mm/dd/yyyy format)

\* Contract Award ID Number:  ?

Contract Referenced Award ID Number:  ?

\* NAICS:   \* Product/Service Code:

\* Termination Type:

**Awardee Information** ?

\* DUNS Number:  CAGE Code:

\* Awardee Name:

Doing Business As:

\* Address (1):

Address (2):

\* City:

State/Province:  Postal/Zip Code:

\* Country:

**Official Reporting Agency Information** ?

Agency Name: SMITHSONIAN INSTITUTION

\* Office Code:

\* Contracting Officer Name:

\* Phone:  FAX:

\* Email Address:

\* Upload PDF Attachment:  No file chosen ?

**Document Information:** Enter the Document Information in the spaces provided, if not prepopulated. The data entry screen identifies required fields with a red asterisk (\*). However, the Data Entry user is allowed to save a partially entered record without addressing all the required fields. In order to save a partially entered Termination for Default, enter the **Action Date**, **Contract Award ID Number**, **DUNS** and then click the **Save as a Draft** button. Note that when the Data Entry user is ready to continue working on the record, simply log into FAPIIS, click on the **To-Do List** from the Main Menu, and click on the document number for the record. To upload a PDF Attachment, click the **Browse** button. Locate and select the applicable PDF file and click **Open**. The file path will appear in the Upload PDF Attachment box, click the **Save as a Draft** button (see **NOTE** below). To view the attached PDF, click the **View** button.

**NOTE:** PDF files may be uploaded/replaced after a record has been **Saved and Marked for Release** by using the **Modify a Completed Record** option. When a record is marked for release the record is completed and available in PPIRS for source selection purposes and the FAPIIS Public website. **Modify a Record** is explained in more detail below.

- There is no contractor access available in FAPIIS data entry. Contractors can view and enter comments in the CPARS website.
- After a 14 day delay, the FAPIIS record will be available in the FAPIIS Public website per FAR 9.105-2. The 14 day delay doesn't apply to the grants records.

**Awardee Information:** Enter the Awardee Information manually if it was not available from FPDS or SAM. Note that State/Province and Postal/Zip Code become required fields when United States or Canada is selected in the **Country** drop-down arrow box.

**Reporting Agency Information:** Select the applicable Office Code from the **Office Code** drop-down box. The remaining data elements are prepopulated with information saved in the user's profile.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field.

To save a record without marking for release to PPIRS click the **Save as a Draft** button.

Click on the **View/Print the Record** button to view or print a record.

When the record is ready to be completed and made available in PPIRS for source selection purposes and public access, click the **Save and Mark for Release** button. All required fields must be completed at this time. A message will display stating that "The FAPIIS record has been saved and marked to be sent to PPIRS." Click the **OK** button.

The **Return to the Main Menu** button returns the user to the Data Entry Main Menu. Clicking on this button does not save any information that has been entered.

**Delete a FAPIIS Record:** This option allows the Data Entry user to delete a record that has been started, but not completed and marked for release, or available in PPIRS for source selection and public access. To delete a record, click the **Delete a FAPIIS Record** button. A list of records that have been started and are available for deletion will display. Click the document number of the record to be deleted. The Delete Record Confirmation screen will display. Select the **Confirm Delete** button to delete the record from the FAPIIS database. Select the **Cancel Delete and Return to the Main Menu** button to cancel the deletion of the record.

**Modify a FAPIIS Record:** This option allows the Data Entry user to modify a record that has been completed and marked for release, and is available in PPIRS for source selection and public access. To modify a completed record, click the **Modify a FAPIIS Record** button. A list of completed records available for modification will display. Click the document number of the record to be modified. The **Modify a FAPIIS Record** screen will display. The available fields that can be modified will depend upon the record type being modified. To save the modifications to the record click the **Save Data** button.



**Types of modifications that can be completed:**

- PDF attachments can be uploaded/replaced in the record after it has been completed and marked for release to PPIRS.
- Terminations for Default and Terminations for Cause can be changed to a Termination for Convenience or Termination Type changed to Complete or Partial.
- Records may be Withdrawn/Rescinded by selecting Yes for Record Withdrawn/Rescinded and entering a Reason Withdrawn/Rescinded. This can be used in the event of a FAR 9.105-2(b)(2)(iv) request by contractor to remove information protected by the Freedom of Information Act.

**NOTE:** If a record has been Withdrawn/Rescinded and must be reposted to PPIRS and the FAPIIS Public website, contact the Customer Service Desk for assistance.

All changes made using the **Modify a FAPIIS Record** option are reflected in PPIRS immediately upon clicking the **Save Data** button. When a record is changed to a Termination for Convenience or is Withdrawn/Rescinded, it is immediately archived and no longer visible in PPIRS.

Click on **View/Print the Record** to view or print the record displayed on the screen. The **Return to the Main Menu** button returns the user to the Data Entry Main Menu. Clicking on this button does not save any information that has been modified.

**To Do List:** This option is a quick and easy method for the Data Entry user to see all the records that he/she has started, but not completed. Click the **To-Do list** button from the Data Entry Main Menu and a list of records that have been started and saved by the Data Entry user will display. Click on the appropriate document number and the record is opened in data entry format ready for the Data Entry user to complete.

| Document Number | Record Type             | DUNS      | PoP/Action Date | Role              | Action Required                       | Assigned Date | Due Date   | User            |
|-----------------|-------------------------|-----------|-----------------|-------------------|---------------------------------------|---------------|------------|-----------------|
| FAPIIS123456    | Termination for Default | 999999999 | 07/09/2018      | FAPIIS Data Entry | Complete Data Entry, Release to PPIRS | 07/09/2018    | 08/08/2018 | GEORGE FRANKLIN |

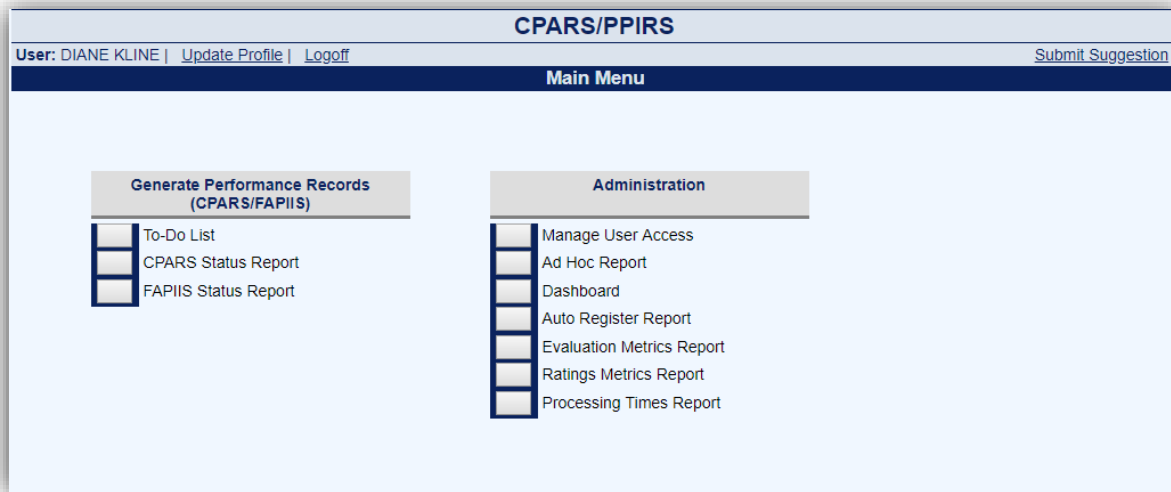
**FAPIIS Status Report:** This option allows the Data Entry user to monitor the status of records that he/she has started or completed. The Status Report will display information as a list of records that allows the Data Entry user read-only access to each record. **(See FAPIIS Status Report Section for more specific information)**

**Update Profile:** This option must be used whenever a user’s name, title, organization or phone number changes. This option also allows users to change their FAPIIS password, if applicable. **(See Update Profile Section for more specific information)**

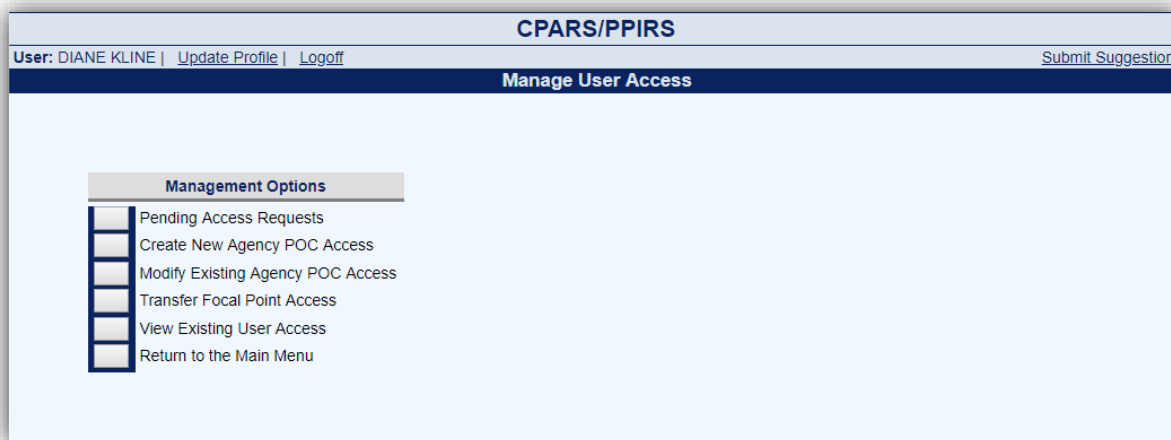
**Submit Suggestion:** This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Change Control Board. **(See Submit Suggestion Section for more specific information)**

## Department POC

This access level offers the Department Point of Contact (POC) complete visibility of the FAPIIS process across an entire department Status Reports. The Department POC access is granted only upon completion of a Department POC Access Request available at <https://www.cpars.gov/userforms.htm>.



**Manage User Access:** This option allows the Department POC to Approve/Deny Focal Point Access, transfer Focal Point Access, and view existing Focal Points.



**Pending Access Requests:** This option allows the Department POC to view a list of people requesting Focal Point access. The list will display: the Role, Requestor's name, Email Address, Phone Number, and Requested Date. Clicking on the User's Name allows the Department POC to view the user's profile information, including role, name, email address, title, organization, phone number, requested date, and justification.

**CPARS/PPIRS**

User: DIANE KLINE | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

**Pending Access Requests**

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

| Select                   | Role        | User Name/Justification | Email Address             | Phone Number | Organization | Requested Date   | Reason for Denial |
|--------------------------|-------------|-------------------------|---------------------------|--------------|--------------|------------------|-------------------|
| <input type="checkbox"/> | Focal Point | JOSHUA WRIGHT           | joshua.wright@noemail.mil | 555-444-7777 | NASA         | 07/09/2018 12:41 |                   |

By clicking "Approve Selected Users" I certify that the selected users are Government employees.

Approve Selected Users  
 Deny Selected Users  
 Return to the Manage User Access Menu  
 Return to the Main Menu

To grant the Requestor FAPIIS Focal Point Access the Department POC checks the select box next to the Requestor's name and clicks the **Approve Selected Users** button.

To deny the Requestor FAPIIS Focal Point Access the Department POC checks the select box next to the Requestor's name, enters the Reason for Denial and clicks the **Deny Selected Users** button.

**Return to the Manage User Access Menu** allows the Department POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

**View Existing User Access:** This option allows the Department POC to view a list of the organizations, Focal Points, and their Alternates. The list will display: the Organization(s) the Focal Point has cognizance over, Focal Point name, Phone Number, Email Address, Created Date, Last Accessed Date, and the system(s) they are Active In.

**[Spreadsheet]** – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Focal Point List.

**CPARS/PPIRS**

User: MOLLY OMALLEY | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

**View Existing User Access - 07/09/2018**

User Role:

[\[Spreadsheet\]](#)

| Organization          | Role        | User Name        | Phone Number | Email Address                | Created Date | Last Accessed Date | Active In * |        |
|-----------------------|-------------|------------------|--------------|------------------------------|--------------|--------------------|-------------|--------|
|                       |             |                  |              |                              |              |                    | CPARS       | FAPIIS |
| CONSTRUCTION DIVISION | Alternate   | FRANK FISHER     | 555-555-5555 | franky.fish@noemail.mil      | 05/07/2018   | 07/09/2018         |             |        |
| CONSTRUCTION DIVISION | Focal Point | MOLLY OMALLEY    | 555-555-5555 | molly.omalley@noemail.mil    | 05/07/2018   | 07/09/2018         | Y           | N      |
| CONSTRUCTION DIVISION | Focal Point | JON SNOW         | 555-555-5555 | jon.snow@noemail.mil         | 05/07/2018   | 07/03/2018         | Y           | N      |
| ENG & DESIGN DIVISION | Alternate   | FRANK FISHER     | 555-555-5555 | franky.fish@noemail.mil      | 05/07/2018   | 07/09/2018         |             |        |
| ENG & DESIGN DIVISION | Alternate   | DOROTHY CRAWFORD | 555-555-5555 | dorothy.crawford@noemail.mil | 07/03/2018   | 07/09/2018         |             |        |
| ENG & DESIGN DIVISION | Focal Point | JON SNOW         | 555-555-5555 | jon.snow@noemail.mil         | 05/07/2018   | 07/03/2018         | Y           | N      |
| ENG & DESIGN DIVISION | Focal Point | FRANK FISHER     | 555-555-5555 | franky.fish@noemail.mil      | 05/07/2018   | 07/09/2018         | Y           | Y      |

\* Active In  
**Y** - Under CPARS: indicates that user(s) have been assigned access. Under FAPIIS: indicates a record(s) has been entered.  
**N** - Under CPARS: indicates that no users have been assigned access. Under FAPIIS: indicates no records have been entered.

Return to the Manage User Access Menu  
 Return to the Main Menu

The **Return to the Manage User Access Menu** allows the Department POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

**FAPIIS Status Report:** This option allows the Department POC to monitor the status of records that have been started or completed within the respective department. The Status Report will display information as a list of records that allows the Department POC read-only access to each record. In addition, the Department POC will also have access to view the Activity Log for each record. **(See FAPIIS Status Report Section for more specific information)**

**Update Profile:** This option must be used whenever a user's name, title, organization, or phone number changes. This option also allows users to change their FAPIIS password, if applicable. **(See Update Profile Section for more specific information)**

**Submit Suggestion:** This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Change Control Board. **(See Submit Suggestion Section for more specific information)**

## FAPIIS Status Report

The FAPIIS Status Report feature allows users to monitor the status of records within their purview. The Status Report will display information as a list of records that provides the user with read-only access to each record. To run a status report, click the **FAPIIS Status Report** button from the Main Menu. The Status Report Parameters menu will display. The Focal Point FAPIIS Status Report screens are displayed in the following examples. Slight variations of this report occur at the different access levels and are described as applicable.

If the user leaves the default values as **All** (under Record Type, Status, and User Assigned) and then clicks on the **Run Report** button, the report identifies the status of all users' records as shown below.

**NOTE:** Data Entry's Status Report does not include User Assigned search/sort option. The Department POC can search by Focal Point only under the User Assigned option.

The status report column names that are included are Viewed, Document Number, Record Type/ Awardee Name, DUNS, Action Date, Status, User Assigned (Focal Point and Alternate Focal Point only), Focal Point and Activity Log.

| Viewed | Document Number               | Record Type/Awardee Name        | DUNS      | Action Date | Status    | User Assigned                  | Focal Point                  | Activity Log |
|--------|-------------------------------|---------------------------------|-----------|-------------|-----------|--------------------------------|------------------------------|--------------|
|        | <a href="#">AT123415C0079</a> | Termination for Cause<br>ACME   | 999999999 | 10/01/2015  | Completed | <a href="#">GEORGE HURBERT</a> | <a href="#">FRANK FISHER</a> | [Log]        |
|        | <a href="#">BG123415C0081</a> | Termination for Default<br>ACME | 999999999 | 10/03/2015  | Completed | <a href="#">GEORGE HURBERT</a> | <a href="#">FRANK FISHER</a> | [Log]        |

Clicking on the blue column names of the report allows the user additional sort options. Note that when sorting by the Record Type/Awardee Name column, two sort options are available: Record Type or Awardee Name.

The Status Report can be qualified by selecting and/or entering the Record Type, Status, DUNS, Awardee Name, Contract/Grant Award ID Number, Contract Referenced Award ID Number, Solicitation/Funding Opportunity Number, and/or User Assigned. The Status Report can also be sorted by Record Type, Action Date, DUNS, or Awardee Name from the **Sort by** drop-down arrow box. For example, the user might be interested in how many Terminations for Cause records are completed. To limit the report by these options, the user would select Termination for Cause from the **Record Type** drop-down box, Completed from the **Status** drop-down box, and then click the **Run Report** button.

The Status Report below contains the selections of Record Type: Termination for Cause, Status: Completed, Sort by: Record Type from the Status Report Parameters screen displayed above.

| Viewed | Document Number | Record Type/Awardee Name      | DUNS      | Action Date | Status    | User Assigned  | Focal Point  | Activity Log |
|--------|-----------------|-------------------------------|-----------|-------------|-----------|----------------|--------------|--------------|
| x      | AT123415C0079   | Termination for Cause<br>ACME | 999999999 | 10/01/2015  | Completed | GEORGE HURBERT | FRANK FISHER | [Log]        |

x - indicates the record has been selected for viewing

**Document Number** - Click on the specific Document Number and the record will display in HTML format. Click the **Print** button to print the record. Click the **Close** button to return to the list of records. A green (x) appears in the Viewed column adjacent to the document number for the record(s) that were viewed.

**User Assigned** - Clicking on the user's name allows the Focal Point to view the user's profile information including name, title, organization, email, and phone number(s).

**Focal Point** - Clicking on the Focal Point's name allows the Focal Point to view the profile information including name, title, organization, email, and phone number(s).

[\[Spreadsheet\]](#) - Click on the [\[Spreadsheet\]](#) link in the upper right hand corner of the page to create a Microsoft Excel version of the report.

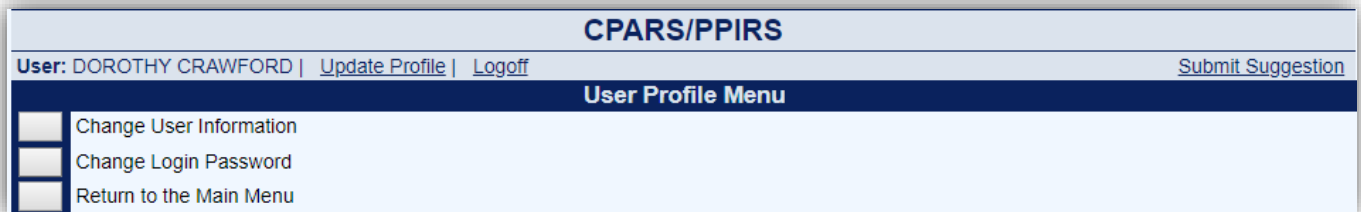
**Activity Log** - Click on the [\[Log\]](#) link and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the record.

Click the **Print** button to print the log. Click the **Close** button to return to the list of records.

To run a new Status Report, click the **Run Another Status Report** button. The **Return to the Main Menu** button returns the user to the Main Menu.

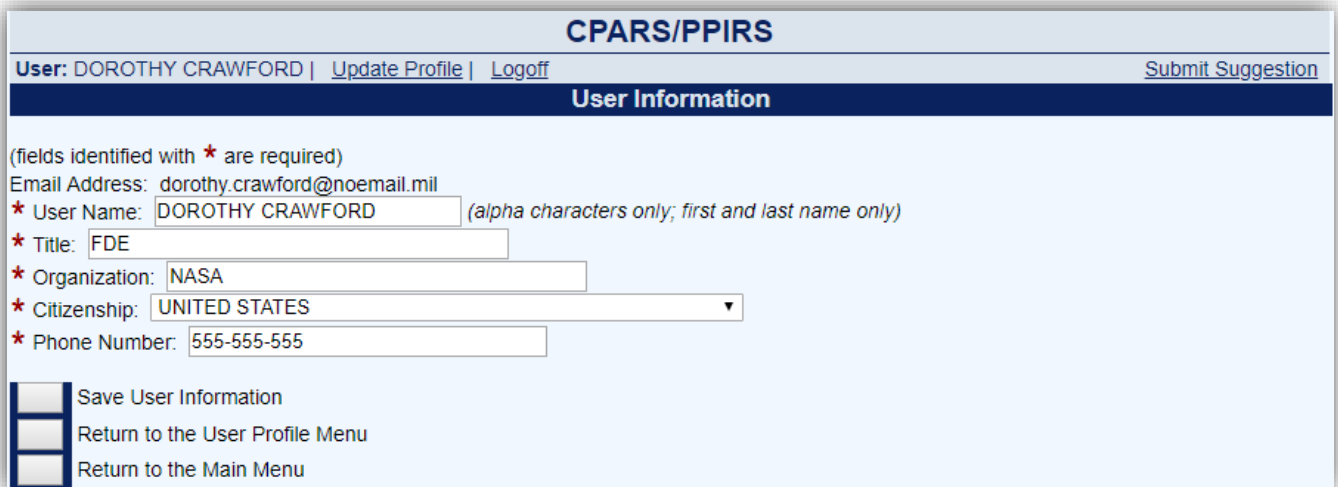
## Update Profile

The Update Profile option is very important as it is the primary method that users, at all access levels, keep their profile information up-to-date. For example, if a user's phone number changes, the user would use the **Change User Profile** option to update the phone number in FAPIIS. This option is also used to change a user's password, if applicable. To update user information, click the **Update Profile** button from the Main Menu and the User Profile Menu displays.



The screenshot shows the top navigation bar with the text "CPARS/PPIRS". Below it, the user's name "User: DOROTHY CRAWFORD" is displayed, along with links for "Update Profile" and "Logoff", and a "Submit Suggestion" link on the right. The main content area is titled "User Profile Menu" and contains three buttons: "Change User Information", "Change Login Password", and "Return to the Main Menu".

Click the **Change User Information** button and the User Information screen displays.



The screenshot shows the "User Information" form. At the top, it says "CPARS/PPIRS" and "User: DOROTHY CRAWFORD" with "Update Profile" and "Logoff" links, and a "Submit Suggestion" link on the right. The form title is "User Information". Below the title, it says "(fields identified with \* are required)". The form contains the following fields: "Email Address: dorothe.crawford@noemail.mil", "\* User Name: DOROTHY CRAWFORD (alpha characters only; first and last name only)", "\* Title: FDE", "\* Organization: NASA", "\* Citizenship: UNITED STATES (dropdown menu)", and "\* Phone Number: 555-555-555". At the bottom, there are three buttons: "Save User Information", "Return to the User Profile Menu", and "Return to the Main Menu".

The user is able to update any of the profile information fields noted above. Fields identified with a red asterisk (\*) are required. After all necessary changes are made, click the **Save User Information** button and a confirmation pop-up screen displays. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu. Clicking on these buttons does not save any information that has been modified.

To change a FAPIIS login password, click the **Change User Profile** button from the Main Menu and the User Profile Menu will display. Click the **Change Login Password** button and the Change Login Password screen displays.

**NOTE:** Passwords cannot be changed more than once in a 24-hour period.



**CPARS/PPIRS**

User: DOROTHY CRAWFORD | [Update Profile](#) | [Logoff](#) [Submit Suggestion](#)

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**Change Login Password**

Current Password:

New Password:

Confirm New Password:

**Passwords must meet the following specifications:**

- must be 15-20 characters
- must contain at least two upper and lower case letters
- must contain at least two numbers
- must contain at least two special characters
- cannot reuse your last 24 passwords
- must differ from previous password by at least eight characters
- must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words
- cannot be changed more than once in a 24 hour period

Save Password

Return to the User Profile Menu

Return to the Main Menu

Enter the current password in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. Re-type the password in the **Confirm New Password** box.

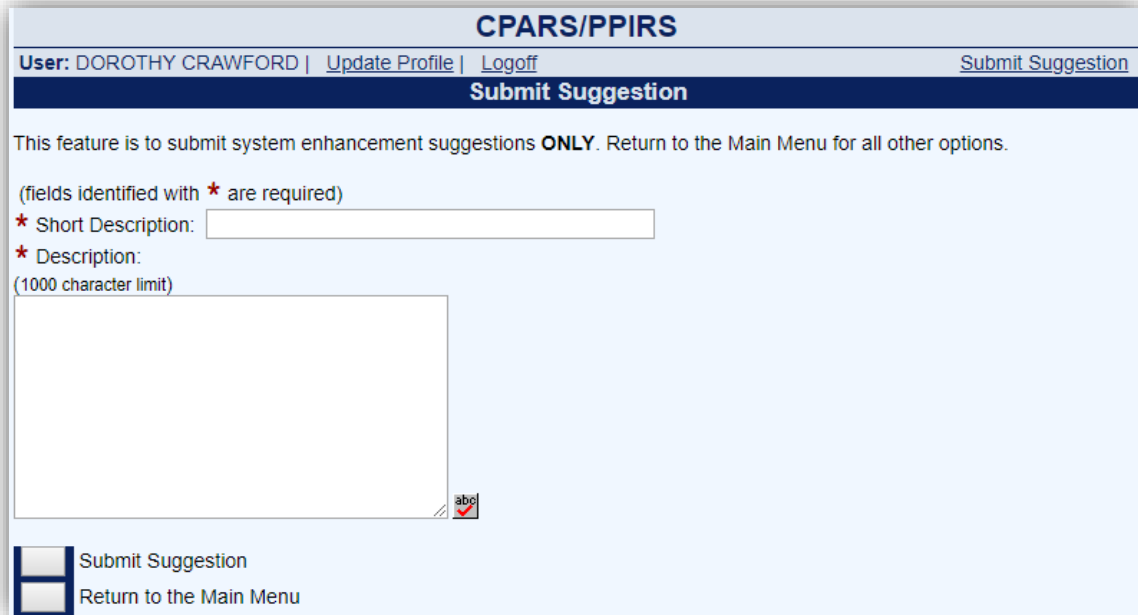
**NOTE:** The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last 24 passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates or dictionary words. If a user logs onto CPARS with an expired password, the Change Login Password screen is presented and the user will be required to establish a new password.

Click the **Save Password** button and a confirmation pop-up will display. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu. Clicking on this button does not save any information that has been entered.

## Submit Suggestion

The **Submit Suggestion** feature is available at all access levels and allows FAPIIS users to identify and submit system problems, make suggestions for system improvements, or recommend changes in policy. To submit comments, click the **Submit Suggestion** button from the Main Menu and a Submit Suggestion screen will display.



The screenshot shows a web interface for submitting suggestions. At the top, it says "CPARS/PPIRS". Below that, the user is identified as "DOROTHY CRAWFORD" with links for "Update Profile" and "Logoff", and a "Submit Suggestion" link. The main heading is "Submit Suggestion". A note states: "This feature is to submit system enhancement suggestions **ONLY**. Return to the Main Menu for all other options." Below this, a note says "(fields identified with \* are required)". There are two required fields: "Short Description:" with a text input box, and "Description:" with a larger text area. A note below the description box says "(1000 character limit)". At the bottom left, there are two buttons: "Submit Suggestion" and "Return to the Main Menu".

Enter a brief description in the **Short Description** box and a complete description in the **Description** box.

**NOTE:** The system limitation for Submit Suggestion is 1000 characters.

Click the **Submit Suggestion** button. Click **OK** when the confirmation message displays. The Customer Support Desk monitors CPARS for all suggestions submitted. Requests for enhancements and policy changes are routed through the Change Control Board (CCB) for review, discussion, and disposition. The **Return to the Main Menu** button returns the user to the Main Menu."

## **FAPIIS Email Notifications**

THE FAPIIS application will send the following email notifications:

- Department POC assigned
- Focal Point assigned
- Alternate Focal Point assigned
- FAPIIS Data Entry assigned
- FAPIIS Data Entry assigned/records transferred
- Overdue notification (record incomplete)
- Contractor notification that FAPIIS record is available in PPIRS

## Using FAPIIS Effectively

### When Entering Records:

- The small blue question mark (?) indicates online help is available for the adjacent field. Click on the blue question mark and the online help window opens.
- A red asterisk (\*) designates a required field. All required fields must be completed to save and mark a record for release to PPIRS for source selection and public access. However, records can be started and saved without all required fields being completed.
- A small calendar link is located adjacent to a date field allows the user to populate the date field with the use of a mouse. Click on the calendar and select the correct date. This will assure the date is entered in the correct format.
- FAPIIS has a time-out feature of 20 minutes. The time-out clock is located at the bottom of data entry screens and appears whenever the system is idle (user not typing). If the user has a data entry screen open and no work is performed for 20 minutes, the system will perform an automatic save. The time-out clock is re-set whenever the user performs a save.

### General System Information:

- Use the To-Do List to open and work on all records requiring your action.
- Use the Forgot/Password feature to receive a system-generated, temporary password.
- The FAPIIS Status Reports are available to help monitor the status of records.
- Run a FAPIIS Status Report to identify who has responsibility for a record (User Assigned, Focal Point and Alternate Focal Point only) or to find out the history of the record (Activity Log).