

**User Manual for
Federal Awardee Performance
and Integrity Information System
(FAPIIS)**



November 2016
Current Version 5.0.5

[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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Suggestions for modifying the FAPIS application (problems, enhancements, and/or policy) may be submitted via the **Submit Suggestion** feature on the Main Menu of 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 FAPIIS 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 Federal Past Performance Information Retrieval System (PPIRS).

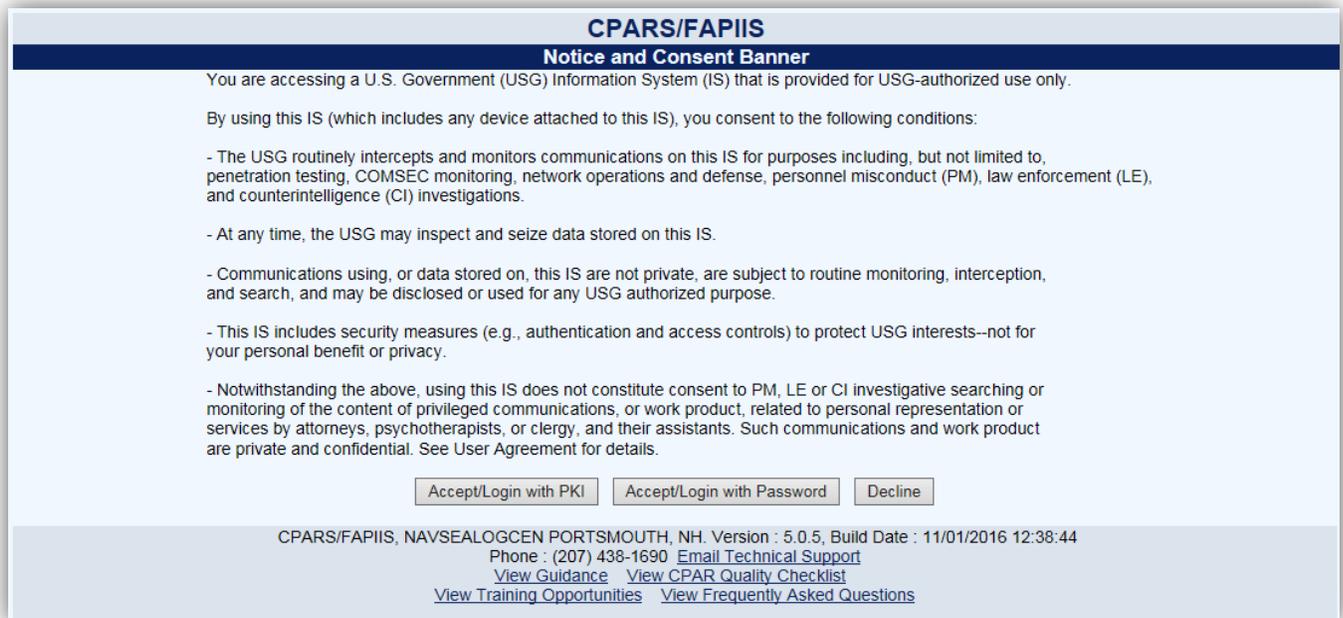
Step 4 – Available in PPIRS. When Save and Mark for Release is selected in Step 3, an email is sent to the contractor who is the subject of the completed FAPIIS Record. The email is sent to the primary past performance or the primary business point of contact that is identified at the System for Award Management (SAM) database. Note that the contractor will require access to PPIRS 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 at the PPIRS website <https://www.ppirs.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 PPIRS.

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 the FAPIIS reporting module in 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 FAPIIS Production System, click on the **FAPIIS Logon** button located on the left hand side of the page.



CPARS/FAPIIS
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/FAPIIS, NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.5, Build Date : 11/01/2016 12:38:44
Phone : (207) 438-1690 [Email Technical Support](#)
[View Guidance](#) [View CPAR Quality Checklist](#)
[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 a User ID and instructions to use the **Forgot Password** button to obtain a temporary password, when access has been granted by the Focal Point.

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

Enter your User ID and 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 User ID 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 ten 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. Care must be taken to keep the user's email address current/correct for the implementation of the electronic notification system. 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.

New User Information

(fields identified with * are required)

* User Name:

* Email Address:

* Title:

* Organization:

* Citizenship:

* Street Address:

* City, State, Zip:

* 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 10 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

Save User Password and Information

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

System Security Rules of Behavior/Acceptable Use Policy Training

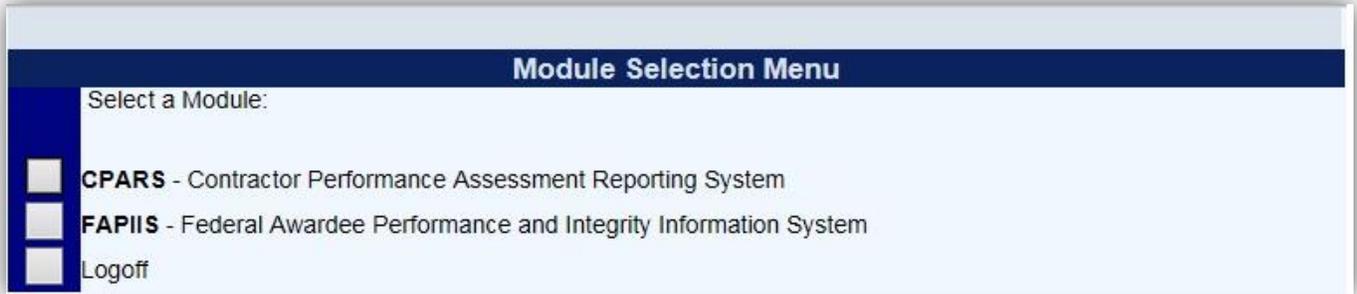
By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- * 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.

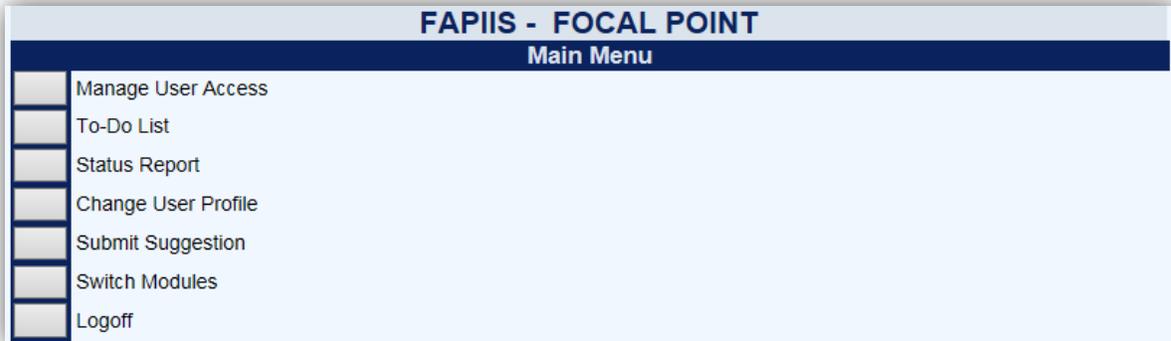
Click **Accept** and the Module Selection Menu will display. Click the **FAPIS** button to continue in the FAPIS module.



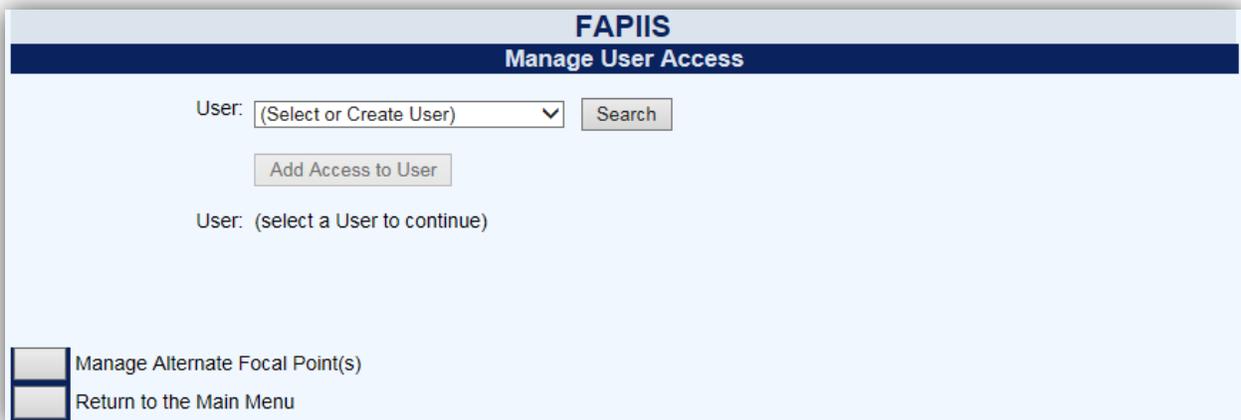
A list of all options available for a specified access level will appear on the user's Main Menu.

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 (create accounts/User IDs/passwords) for a specifically assigned area of responsibility. The Focal Point must be logged into the correct module (CPARS or FAPIIS) in order to provide access to that module. 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.



Manage User Access: This option allows the Focal Point to provide access to FAPIIS, remove users' access, reset passwords, 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 Screen displays.



To grant access to FAPIIS, 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 their User ID and 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, Reset Password, Transfer, Remove Access, and Delete User.

<input type="checkbox"/> (All) Document	Transfer	Record Type	DUNS
<input type="checkbox"/> GHHT566776		Non-Responsibility Determination	999999999
<input checked="" type="checkbox"/> DGF46677886678		Termination for Cause	999999999

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, address, email, 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**.

Reset Password – This option allows the Focal Point to reset a user’s password. Click **Reset Password** and the Confirm Password Change screen will display. To reset the password the Focal Point clicks the **Confirm** button. Clicking the Confirm button will automatically send the user an email with their new password. The screen will refresh and a message will appear that the password has been sent. To cancel the reset and return 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 the FAPIIS module only, the Remove User Access screen will display a notice that states "This User only has access to the FAPIIS module 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**.

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.

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**, FAPIIS will assign/identify the new user's User ID. A system generated email will be sent to the user to inform the user of their User ID, 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.

FAPIIS
Manage Alternate Focal Point(s)

User: (Select or Create User) Search

Assign Alternate Focal Point

Current Alternate Focal Point(s):

Name	User ID	Phone Number	Email Address	Password	Delete
SUSAN SMITH	SSMIT1		susan.smith@noemail.mil	[Reset]	[Delete]

Return to Manage User Access

Return to the Main Menu

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**.

To reset the Alternate Focal Point's password, click on the **[Reset]** button. The Confirm Password Change screen will display. To reset the password the Focal Point clicks the **Confirm** button. Clicking the Confirm button will automatically send the user an email with their new password. The screen will refresh and a message will appear that the password has been sent. To cancel the reset and return to the Manage Alternate Focal Point screen, the Focal Point clicks **Cancel**.

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**, FAPIIS will assign/identify the new user's User ID. A system generated email will be sent to user when he/she is assigned as an Alternate Focal Point to inform them of their User ID, 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 to PPIRS. Click the **To-Do List** button. The To-Do List displays.

FAPIIS					
To-Do List					
<i>(See below for the list of your users' outstanding actions.)</i>					
DOCUMENT NUMBER	RECORD TYPE/AWARDEE NAME	DUNS	ACTION DATE	ADDED DATE	USER
DP070115SAVE	Defective Pricing	999999999	07/01/2015	07/01/2015	BEN ALTERNATE
	TEST COMPANY WITH NINE 9'S				
TC07012015TC	Termination for Cause	999999999	06/30/2015	07/01/2015	BEN FRANKLIN
	TEST COMPANY WITH NINE 9'S				
TFC07062015	Termination for Cause	999999999	07/06/2015	07/06/2015	BEN FRANKLIN
	TEST COMPANY WITH NINE 9'S				

 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 User ID, name, title, organization, address, email, and phone number(s).

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

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 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.

Change User Profile: This option must be used whenever a user's name, address, email address, 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 User 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)**

Switch Modules: This option allows users to switch between CPARS and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

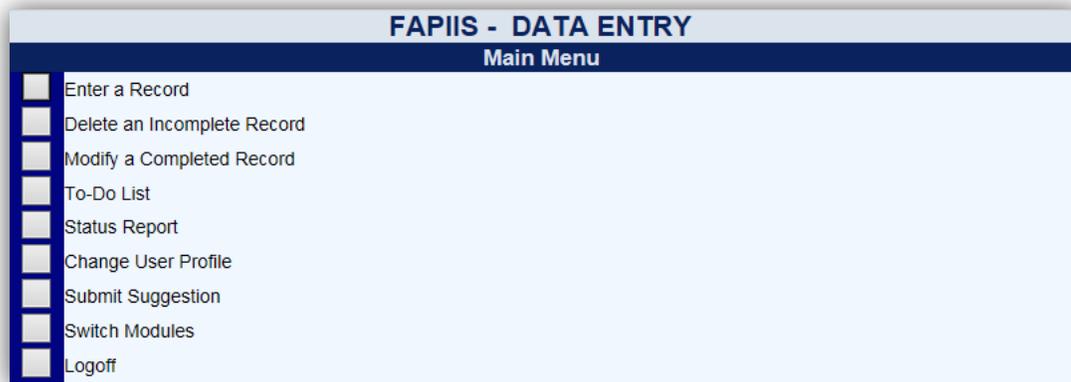
NOTE: The Alternate Focal Point Main Menu will contain additional menu options if the Alternate Focal Point has also been granted Data Entry access to FAPIIS. Those additional options will be described in the Data Entry section of this manual. Please refer to the Table of Contents to locate the Data 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 a 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, Predisclosure notification procedures for confidential commercial information.



Enter a Record: This option allows a user to enter the record information. To enter a record, click on **Enter a Record**. The record type selection drop-down will display. Select the applicable record type from the **Record Type** drop-down box. The Enter A 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 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 Record screen.

The screenshot shows the 'FAPIIS Enter A Record' screen. At the top, there is a header with 'FAPIIS' and 'Enter A Record'. Below the header, there is a 'Record Type:' label followed by a dropdown menu showing 'Termination for Default' and a small blue '?' icon. Underneath, there is a label 'Enter the following:' followed by another small blue '?' icon. Below this, there are three required fields, each marked with a red asterisk: '* DUNS:', '* Contract Award ID Number:', and 'Contract Referenced Award ID Number:'. Each field has a corresponding text input box. At the bottom left, there is a note '(fields identified with * are required)' and a 'Reset' button. At the very bottom, there are two buttons: 'Continue' and 'Return to the Main Menu', each with a small square icon to its left.

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.

FAPIIS
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: FAPIIS123456
Contract Referenced Award ID Number:
* NAICS: * Product/Service Code:
* Termination Type: (Select)

Awardee Information
* DUNS Number: 999999999 CAGE Code: T9999
* Awardee Name: TEST COMPANY 9
Doing Business As: 9999 COMPANY
* Address (1): 9 BEECH TRAIL
Address (2): SUITE 9
* City: CAROL STREAM
State/Province: ILLINOIS Postal/Zip Code: 601882450
* Country: UNITED STATES

Official Reporting Agency Information
Agency Name: DEPT OF THE NAVY
* Office Code: (Select)
* Contracting Officer Name: James Monroe
* Phone: 555-885-5555 x FAX:
* Email Address: james.monroe@noemail.mil

* Upload PDF Attachment: Browse...

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 PPIRS 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 an Incomplete 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 an Incomplete 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 Completed 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 Completed 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 Completed 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 Completed 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.

NOTE: The screen shot below depicts the To-Do List of a user that is both a Data Entry user and an Alternate Focal Point. Only the records that the Alternate Focal Point entered as a Data Entry user will be able to be opened in data entry format to complete. Records entered by other Data Entry users may not be accessed by the Alternate Focal Point from the To-Do List.

FAPIIS					
To-Do List					
<i>(Select a Document Number below to complete the record and send it to PPIRS for Source Selection.)</i>					
DOCUMENT NUMBER	RECORD TYPE/AWARDEE NAME	DUNS	ACTION DATE	ADDED DATE	
DP070115SAVE	Defective Pricing	999999999	07/01/2015	07/01/2015	
TEST COMPANY WITH NINE 9'S					
<i>(See below for the list of your users' outstanding actions.)</i>					
DOCUMENT NUMBER	RECORD TYPE/AWARDEE NAME	DUNS	ACTION DATE	ADDED DATE	USER
TC07012015TC	Termination for Cause	999999999	06/30/2015	07/01/2015	BEN FRANKLIN
TEST COMPANY WITH NINE 9'S					
TFC07062015	Termination for Cause	999999999	07/06/2015	07/06/2015	BEN FRANKLIN
TEST COMPANY WITH NINE 9'S					
<input type="button" value="Return to the Main Menu"/>					

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 Status Report Section for more specific information)**

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

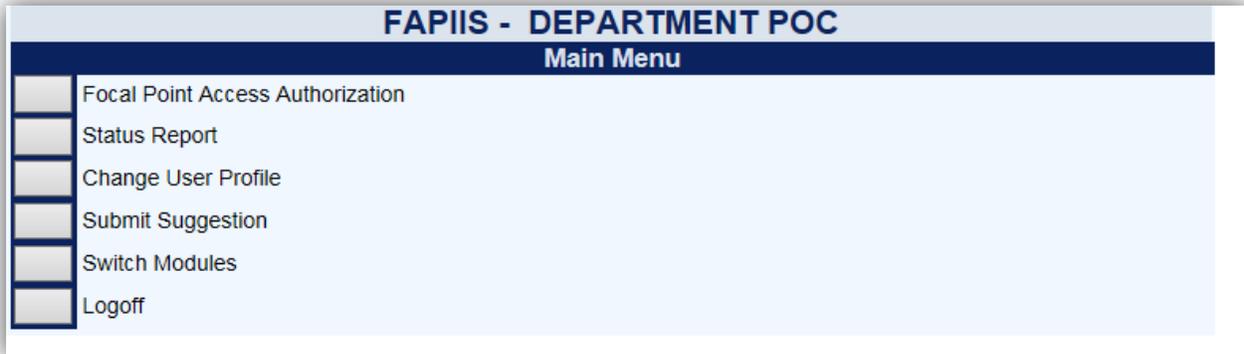
Submit Suggestion: This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Change Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between CPARS and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

NOTE: The Alternate Focal Point Main Menu will also include **Enter a Record**, **Delete an Incomplete Record**, and **Modify a Completed Record** options in addition to the Focal Point menu options (please refer to the Table of Contents to locate the Focal Point section) if the alternate has also been granted Data Entry access to FAPIIS.

Department POC

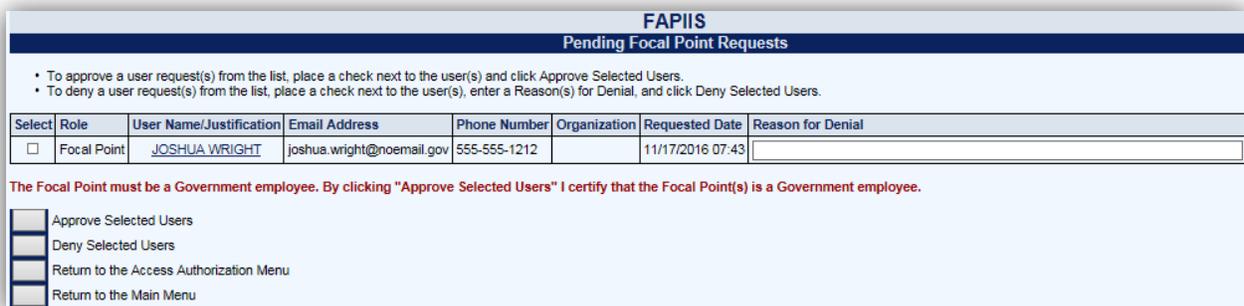
This access level offers the Department Point of Contact (POC) complete visibility of the FAPIIS process across an entire department Status Reports. The Department POC access is granted only upon completion of a signed Department POC Access Request Form obtained from contacting FAPIIS Customer Support.



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



Pending Focal Point 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, address, phone number, requested date, and justification.



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 Access Authorization 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 Focal Points: 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.

FAPIIS								
Focal Point List - 07/20/2015								
[Spreadsheet]								
Organization	Role	User Name	Phone Number	Email Address	Created Date	Last Accessed Date	Active In *	
							CPARS	FAPIIS
(-None Selected-)	Focal Point	AMANDA SMITHSONIAN	333-444-4444	amanda.smithsonian@noemail.mil	07/01/2015		N	N
ENG & DESIGN DIVISION	Focal Point	FRANK FOCAL	555-556-8787	frank.focal@noemail.mil	05/22/2015	07/20/2015	Y	Y
ENG & DESIGN DIVISION	Alternate	BEN ALTERNATE	5645441232	ben.alternate@noemail.mil	05/27/2015	07/20/2015		
ENG & DESIGN DIVISION	Alternate	BILL ALTERNATE	111-222-3333	bill.alternate@noemail.mil	07/06/2015	07/16/2015		
ENG & DESIGN DIVISION	Focal Point	AMANDA SMITHY	555-555-5555	amanda.smithy@noemail.mil	07/06/2015	07/20/2015	Y	Y
ENG & DESIGN DIVISION	Alternate	AMANDA GRAND	3332224444	amanda.grand@noemail.mil	07/14/2015	07/14/2015		
FAC MAINT & RELIABILITY	Focal Point	AMANDA MUSEUM	555-555-5555	doreen.powell@navy.mil	07/06/2015	07/16/2015	Y	N

* 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 Main Menu

The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

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 Status Report Section for more specific information)**

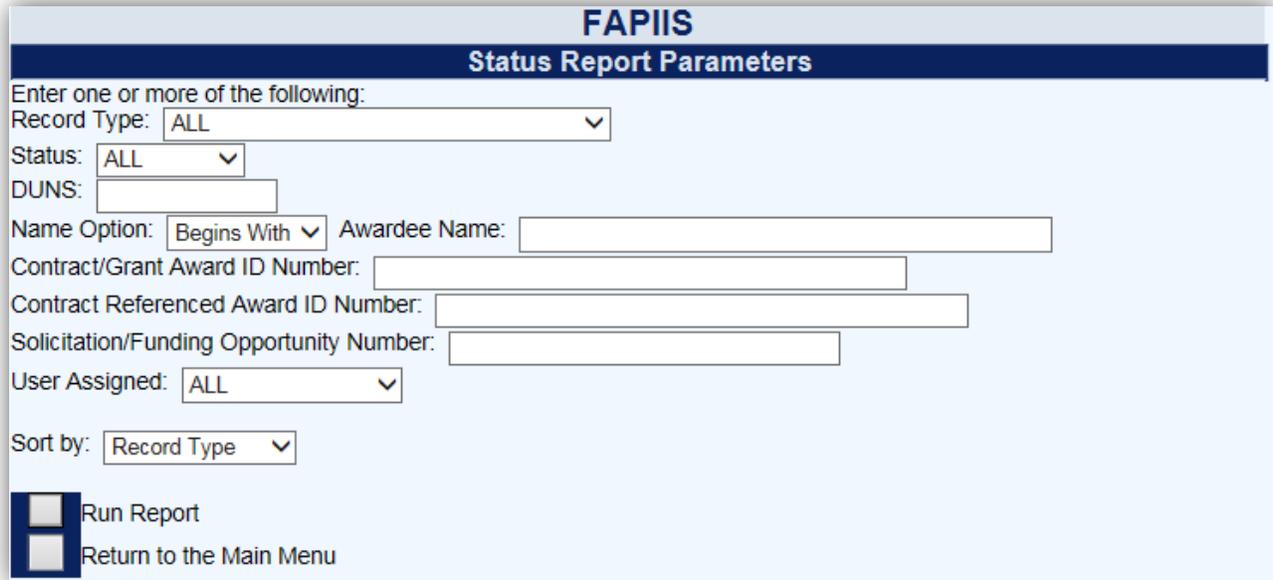
Change User Profile: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to change their FAPIIS password, if applicable. **(See User Profile Section for more specific information)**

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)**

Switch Modules: This option allows users to switch between CPARS and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Status Report

The 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 **Status Report** button from the Main Menu. The Status Report Parameters menu will display. The Focal Point 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.



The screenshot shows a web form titled "FAPIS Status Report Parameters". The form includes the following fields and options:

- Enter one or more of the following:
- Record Type: ALL (dropdown menu)
- Status: ALL (dropdown menu)
- DUNS: (text input field)
- Name Option: Begins With (dropdown menu) Awardee Name: (text input field)
- Contract/Grant Award ID Number: (text input field)
- Contract Referenced Award ID Number: (text input field)
- Solicitation/Funding Opportunity Number: (text input field)
- User Assigned: ALL (dropdown menu)
- Sort by: Record Type (dropdown menu)
- Run Report (button)
- Return to the Main Menu (button)

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), and Activity Log.

FAPIS							
FAPIS Status Report - 07/20/2015							
Record Type: All; Status: All; User Assigned: ALL; SORTED BY: Record Type; [Spreadsheet]							
(Click on a column name to re-sort the report.)							
Count: 12							
Viewed	Document Number	Record Type/Awardee Name	DUNS	Action Date	Status	User Assigned	Activity Log
	Not Applicable	Administrative Agreement TEST COMPANY WITH NINE 9'S	999999999	05/17/2015	Completed	BEN ALTERNATE	[Log]
	Not Applicable	Administrative Agreement TEST COMPANY WITH NINE 9'S	999999999	06/20/2015	Completed	BEN ALTERNATE	[Log]
	DP070115SAVE	Defective Pricing TEST COMPANY WITH NINE 9'S	999999999	07/01/2015	Initiated	BEN ALTERNATE	[Log]
	DP2512160 DP0612152	Defective Pricing TEST COMPANY WITH NINE 9'S	999999999	06/12/2015	Completed	BEN ALTERNATE	[Log]
	DPBFRAN070115	Defective Pricing TEST COMPANY WITH NINE 9'S	999999999	07/01/2015	Completed	BEN FRANKLIN	[Log]
	E3456YH	Recipient Not-Qualified Determination TEST COMPANY WITH NINE 9'S	999999999	06/22/2015	Completed	BEN ALTERNATE	[Log]
	RNQD070115	Recipient Not-Qualified Determination TEST COMPANY WITH NINE 9'S	999999999	07/01/2015	Completed	BEN FRANKLIN	[Log]
	070115TC TC070115	Termination for Cause TEST COMPANY WITH NINE 9'S	999999999	07/01/2015	Completed	BEN FRANKLIN	[Log]
	TFC061315	Termination for Cause TEST COMPANY X	AAAAAAAAA	06/12/2015	Completed	BEN ALTERNATE	[Log]
	TC07012015TC	Termination for Cause TEST COMPANY WITH NINE 9'S	999999999	06/30/2015	Initiated	BEN FRANKLIN	[Log]
	TFCBFRAN070115	Termination for Cause TEST COMPANY WITH NINE 9'S	999999999	07/01/2015	Completed	BEN FRANKLIN	[Log]
	TFC07062015	Termination for Cause TEST COMPANY WITH NINE 9'S	999999999	07/06/2015	Initiated	BEN FRANKLIN	[Log]
x - indicates the record has been selected for viewing							
<input type="checkbox"/>	Run Another Status Report						
<input type="checkbox"/>	Return to the Main Menu						

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 Defective Pricing records are initiated. To limit the report by these options, the user would select Defective Pricing from the **Record Type** drop-down box, Initiated from the **Status** drop-down box, and then click the **Run Report** button.

FAPIIS
Status Report Parameters

Enter one or more of the following:

Record Type: Defective Pricing

Status: Initiated

DUNS:

Name Option: Begins With Awardee Name:

Contract/Grant Award ID Number:

Contract Referenced Award ID Number:

Solicitation/Funding Opportunity Number:

User Assigned: ALL

Sort by: Record Type

The Status Report below contains the selections of Record Type: Defective Pricing, Status: Initiated, Sort by: Record Type from the Status Report Parameters screen displayed above.

FAPIIS
FAPIIS Status Report - 07/20/2015

Record Type: Defective Pricing; Status: Initiated; User Assigned: ALL; SORTED BY: Record Type;
[\[Spreadsheet\]](#)

(Click on a column name to re-sort the report.)

Count: 1

Viewed	Document Number	Record Type/Awardee Name	DUNS	Action Date	Status	User Assigned	Activity Log
x	DP070115SAVE	Defective Pricing TEST COMPANY WITH NINE 9'S	999999999	07/01/2015	Initiated	BEN ALTERNATE	[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 User ID, name, title, organization, address, 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.

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

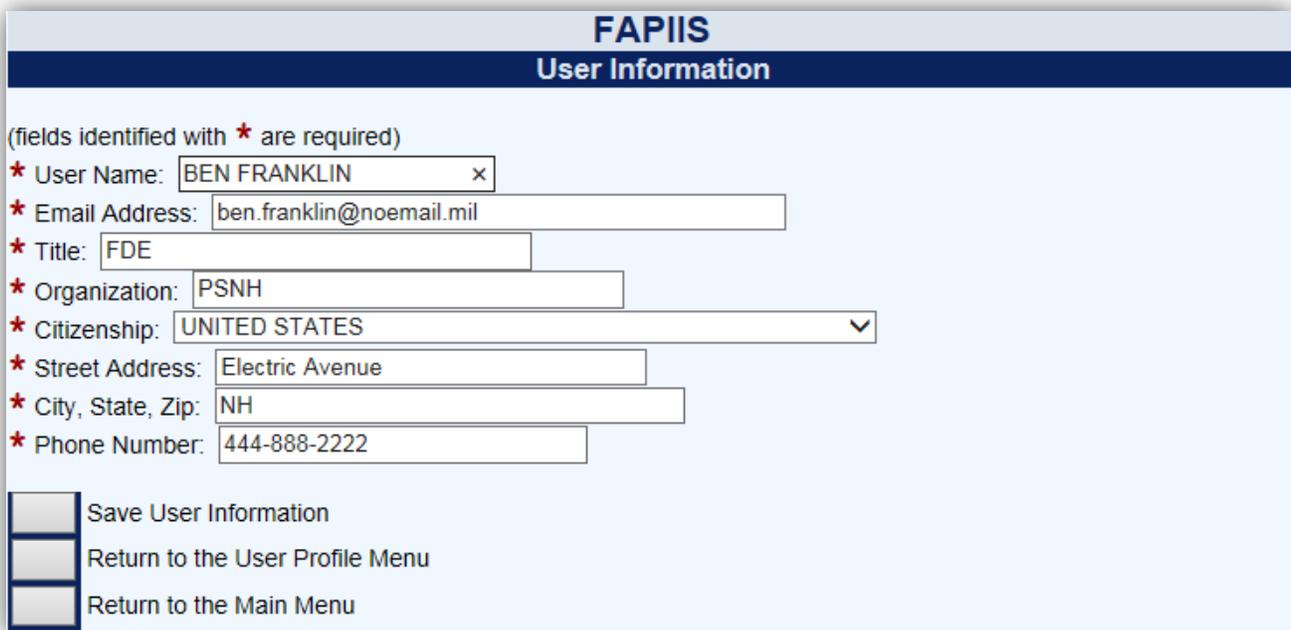
Change User Profile

The Change User 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 email address changes, the user would use the **Change User Profile** option to update the email address in FAPIIS. This option is also used to change a user's password, if applicable. To update user information, click the **Change User Profile** button from the Main Menu and the User Profile Menu displays.



The screenshot shows the 'User Profile Menu' in the FAPIIS system. It features a dark blue header with the text 'FAPIIS' and 'User Profile Menu'. Below the header, there are three menu items, each with a small square icon to its left: '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 in the FAPIIS system. It has a dark blue header with 'FAPIIS' and 'User Information'. Below the header, there is a note: '(fields identified with * are required)'. The form contains several fields, each with a red asterisk (*) indicating it is required: 'User Name' (value: BEN FRANKLIN), 'Email Address' (value: ben.franklin@noemail.mil), 'Title' (value: FDE), 'Organization' (value: PSNH), 'Citizenship' (value: UNITED STATES), 'Street Address' (value: Electric Avenue), 'City, State, Zip' (value: NH), and 'Phone Number' (value: 444-888-2222). At the bottom of the form, 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.

NOTE: Focal Points can also update the Organization(s) which they have cognizance over using this option.

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. If the password needs to be changed within a 24 hour period of time please contact the Focal Point or the Customer Support.

FAPIS
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 10 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

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.

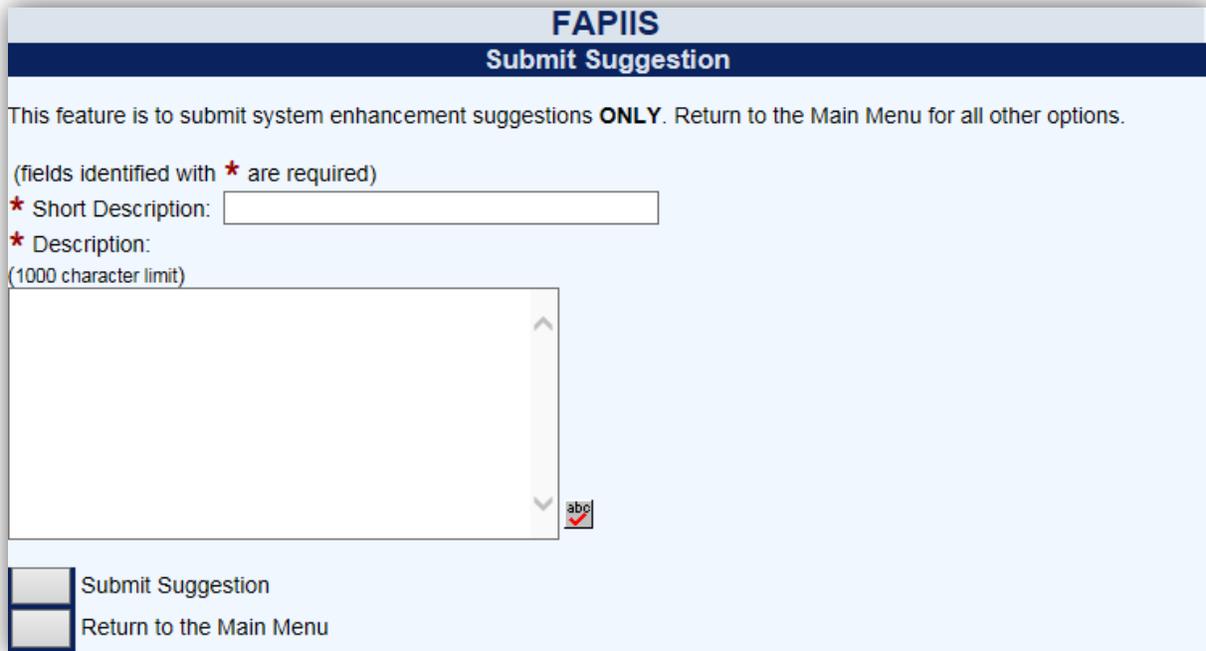
NOTE: The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last ten passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords 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 form titled "FAPIS Submit Suggestion". The form has a light blue background and a dark blue header. Below the header, there is a text instruction: "This feature is to submit system enhancement suggestions **ONLY**. Return to the Main Menu for all other options." Below this, a note in parentheses says "(fields identified with * are required)". There are two required fields: "Short Description:" followed by a single-line text input box, and "Description:" followed by a large multi-line text area with a vertical scrollbar. A note "(1000 character limit)" is placed to the left of the text area. At the bottom right of the text area is a small icon with the letters "abc" and a red checkmark. At the bottom of the form, there are two buttons: "Submit Suggestion" and "Return to the Main Menu".

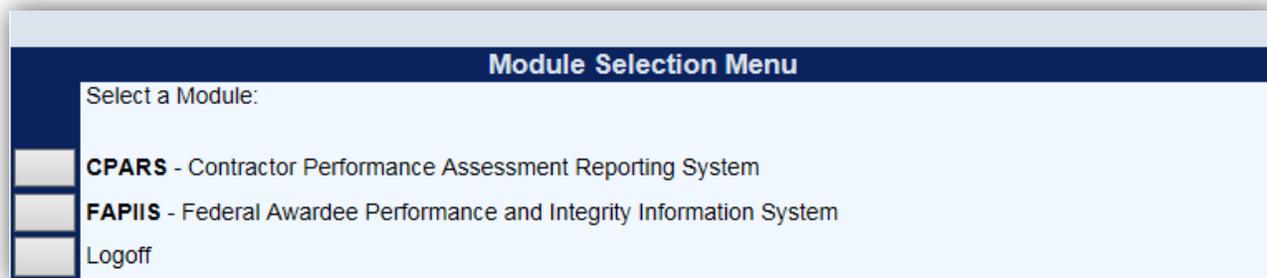
Enter a brief description in the **Short Description** box and a complete description in the **Description** box.

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."

Switch Modules

The **Switch Modules** feature is available at all access levels and allows users to switch between CPARS and FAPIIS without logging out of the system. To switch to another module, click the **Switch Modules** button from the Main Menu. The Module Selection Menu displays.



Click the applicable button indicating **CPARS** or **FAPIIS** to access that module.

NOTE: Although all module buttons, CPARS and FAPIIS are visible on the Module Selection Menu, access to those modules may be restricted based on the user's access level.

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. You will still have to remember your User ID. Your Focal Point and the Help Desk also have the ability to reset passwords.
- Use the Forgot User Id feature to receive a system-generated email with your user id. The system will verify that the information matches what was entered when your account was created, and will send an email to that address with your user id(s).
- 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).