

**Department of Defense  
Past Performance Information Retrieval System  
Report Cards  
(PPIRS-RC)**



**Software User's Manual**

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**PPIRS-RC 2.2.1 Document Acceptance**

The undersigned agree this Past Performance Information Retrieval System – Report Cards (PPIRS-RC) Software User’s Manual Version 2.2.1 accurately describes the PPIRS-RC and the activities surrounding its development.

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*Project Manager*

**RECORD OF VERSIONS AND CHANGES**

<b>Document Version #</b>	<b>Version Date</b>	<b>Detailed Description of Change</b>
1	MAR 2008	Baseline document
2	MAY 2011	Updates for V2.2.1

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## 1. WHAT IS PPIRS-RC?

*Background:* On July 1, 2002, the federal Past Performance Information Retrieval System (PPIRS) became a reality. It affords federal government contracting officers and Source Selection officials with a "one-stop shop" for retrieving a potential supplier's past performance history. This history is measured by report cards on existing contracts that have been completed by government program managers or contracting officials. PPIRS was designed to be easy to access by all authorized users.

Past Performance Information Retrieval System - Report Cards (PPIRS-RC) provides a query capability for authorized users to retrieve report card information detailing a contractor's past performance. Federal regulations require that report cards be completed annually by customers during the life of the contract. PPIRS functions as the central warehouse for completed report cards/assessments. In May, 2010, the Office of Federal Procurement Policy (OFPP) and the Acquisition Committee for eGovernment (ACE) determined that the Defense (DoD) Contractor Performance Assessment System (CPARS) will be utilized as the single past performance reporting system federal-wide to collect and transmit performance evaluations to PPIRS. Further, no new systems will be built. Agencies should not invest any resources into developing or improving a capability for past performance reporting. This decision was based on NIH's retirement of CPS, the on-going efforts to establish a standard method and criteria for conducting past performance reporting, and the recent implementation of Federal Awardee Performance and Integrity Information System (FAPIIS) which already requires Agency use of CPARS as the data entry module.

The Contractor Performance Assessment System (CPARS) program office may be contacted at 207-438-1690.

PPIRS also has performance assessment reports received from the following performance information collection systems obtained before the full transition to CPARS:

- NIH's Contractor Performance System (CPS)
- NASA's Past Performance Data Base (PPDB)
- DoD's Architect-Engineer Contract Administration Support System (ACASS)
- DoD's Construction Contractor Appraisal Support System (CCASS)
- The Department of Education (DOE)
- The National Geospatial-Intelligence Agency (NGA)

### 1.1 WHAT'S NEW IN VERSION 2.2.1?

PPIRS-RC is a web-enabled application accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at [www.PPIRS.gov](http://www.PPIRS.gov). Government users fill out an on-line request for an account in order to gain system access. After establishing a User Id/Password, access to the group is

granted, and each user may access the Government Main Page. The PPIRS-RC web page is located on the PPIRS home page. You must go to the Government Login to request a User Id and Password.

PPIRS was designed to be easy to access by all authorized users. Access authorization procedures were streamlined to reduce the need for complex access authorization forms from each user. Access to PPIRS is controlled by a group management structure. Each Agency/DOD Component determines the number and names of the individual groups. Each group is headed by a Group Owner who serves as the primary Point of Contact (POC) and a Group Manager (alternate POC). Group Owners and Managers then control access authorization to the PPIRS system by granting or denying membership in their respective groups. Access to the information in PPIRS is controlled by group membership. Group Owners and Managers in effect become access authorization agents for the PPIRS system.



## 1.2 DOCUMENT OVERVIEW

This software user's manual provides instructions and step-by-step procedures for the PPIRS-RC Version 2.2.1 functionality. It describes procedures for gaining access to PPIRS-RC, obtaining reports, providing feedback, and getting help. There is a Glossary of Terms provided in **Appendix A**. Dissemination of this document is approved for public release with unlimited distribution. The content of all data files referenced within this manual are sensitive but unclassified; many are controlled by the Privacy Act of 1974; and all must be handled accordingly.

## 2. PPIRS-RC USER ROLES AND RESPONSIBILITIES

There are four types of access in PPIRS-RC: Awardee/Contractor, Awardee/Contractor (Without PKI), Federal, and DoD. Government users (Federal and DoD) may also be set up in the role of group Administrator. This section describes each of these roles and the responsibilities that accompany them. A list of PPIRS-RC Terms And Definitions is contained in **Appendix B**.

### 2.1 AWARDDEE/CONTRACTOR:

As a contractor you will be able to:

- View ALL of your company Reports, including those in the PPIRS-SR and FAPIIS modules.

***NOTE:** Contractors can gain access by updating the company's profile at the Central Contractor Registration (CCR) [www.ccr.gov](http://www.ccr.gov). Contractors must identify a Past Performance Point of Contact and specify a Marketing Partner Identification Number (MPIN). This MPIN in combination with the company's Data Universal Numbering System (DUNS) number is used to log into the PPIRS-RC system*

#### **Contractor User Responsibilities:**

- Obtain a valid PKI Certificate (if necessary)
- Create a strong password if access established without PKI

### 2.2 GOVERNMENT (FEDERAL/DOD):

As a Government User you will be able to:

- View all Assessment Reports
- Modify Account Information
- Request Group Membership
- View DoD Termination List
- View Groups, Group Memberships, and Pending Group Memberships
- Access Help information
- Provide Feedback

Additionally Federal Users Have The Ability To Change/Update Their Own Password.

**2.3 ADMINISTRATOR (GROUP OWNER OR MANAGER):**

As an Administrator you will able to:

- View all company Reports
- Grant access to users in all Groups
- Manage Group Membership
- Terminate member accounts

### 3. ACCESSING PPIRS-RC

This section tells you how to modify your Internet Explorer settings for PPIRS-RC, how to log in and out of the application, how to change your password, and how to work in PPIRS-RC.

#### 3.1 MINIMUM ACTIVITY REQUIREMENTS

##### 3.1.1 Hardware Requirements for Activity

The hardware required for installing, configuring, maintaining, and running PPIRS-RC is listed below.

##### Minimum Client PC Requirements

Type	Recommended Minimum
CPU	Pentium II/800 Processor
Memory	256 Mb RAM
Video display	Per Navy guidelines, SVGA 800 x 600 resolution.

##### 3.1.2 Software Requirements

The software required for installing, configuring, maintaining, and running PPIRS-RC is listed below.

##### Required Software for Client PC

Software	Version	Source
Microsoft (MS)Windows Operating System	2000, XP	Appropriate vendor
Internet Explorer	The system shall be able to run on any operating system using Internet Explorer (IE) 6.0 or later, or on IE 5.5* running MS XML Parser 3.0 or later.	Appropriate vendor

#### 3.2 BEFORE YOU LOG INTO PPIRS-RC

Before you log into PPIRS-RC for the first time, you should adjust your screen resolution, disable AutoComplete, and set additional security measures. These changes will maximize your PPIRS-RC experience.

### 3.2.1 Changing Your Screen Resolution

A screen resolution of 800 X 600 is the minimum recommended for the best viewing results with a minimum of scrolling. Keep in mind that PPIRS-RC does work with resolutions smaller than this, but setting your screen to 800 X 600 will greatly enhance your experience with PPIRS-RC. If your screen is set to a larger resolution, such as 1024 x 768, you can use the following procedures to change your resolution:

#### To change your screen resolution:

- a. In an empty space on your computer desktop, right-click your mouse
- b. Select **Properties**
- c. Click the **Settings** tab
- d. In the Screen resolution area, move the arrow to the right until the resolution reads at least 800 by 600
- e. Click **OK** (screen goes black for a moment, then comes back on at the adjusted resolution)

### 3.2.2 Disabling AutoComplete

The AutoComplete feature saves previous entries you have made for Web addresses, forms, and passwords. For security purposes, it is recommended that you disable AutoComplete features in your browser in order to ensure personal information is not being saved to your PC.

#### To disable AutoComplete:

- a. In the Internet Explorer menu bar, click **Tools --> Internet Options**  
(Internet Options dialog box appears)
- b. Click the **Contents** tab
- c. In the Personal Information area, click **Auto Complete** (AutoComplete Settings dialog box appears)
- d. Verify that all check boxes are not checked
- e. Click **Clear Forms** and **Clear Passwords**
- f. Click **OK**

### 3.2.3 Setting Additional Security

If you are operating behind a proxy server, you also need to select the check box next to Use HTTP 1.1 through proxy connections.

Click **OK**.

***NOTE:** For Users with Citrix Servers, it may be necessary to check the following: **Tools/Internet Options/Advanced Tab:** Check to select "Browsing: Force off screen compositing even under Terminal Server." Click **OK**.*

## 3.3 LOGGING INTO PPIRS-RC

Once you complete the computer configurations discussed in Section 3.2, you are ready to log into PPIRS-RC. PPIRS-RC is accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at [www.PPIRS.gov](http://www.PPIRS.gov).

### To log into PPIRS-RC:

- a. Open Microsoft® Internet Explorer
- b. In the Address bar, type the uniform resource locator (URL) supplied above  
PPIRS HOME

Below is the **PPIRS home** page (the link listed above will get you to this page). The frame on the left of the home page provides a link to the **PPIRS-RC web page**. There are also links available on the PPIRS home page supplying various sources of information: DoD Past Performance Policy Guide (Policy), PPIRS Frequently Asked Questions (FAQs), Related Links (Links), PPIRS User Manual (Help) and numerous other reference links. Check this list of provided references first for any questions concerning PPIRS or DoD past performance policy.



**Figure 1: PPIRS Home Page**

When you are ready to set up your PPIRS-RC account, select [PPIRS System Logon](#) on the left side of the screen.

The Security warning appears. Contractor and Government login procedures are slightly different. Contractor access requires using a combination of the Data Universal Numbering System (DUNS) and Marketing Partner Identification Number (MPIN). MPIN numbers are created by the contractor and registered in Central Contractor Registry (CCR), which is available at [www.ccr.gov](http://www.ccr.gov). Government users log in with a User Id and Password that they establish themselves when requesting a new account.

Any user accessing PPIRS via the DoD login must have a DoD PKI certificate (CAC) to access the site. PPIRS is a private DoD web site.

PKI Information: All DoD employees (military and civilian), including DoD contractors that are working on site (military/government facilities) or contractors working offsite using Government Furnished Equipment (GFE) are eligible to obtain certificates from DoD PKI. If the contractor doesn't work onsite or with GFE they will need to obtain certificated from an External Certificate Authority (ECA).

***NOTE:** For contractors working exclusively with non-DoD, Federal agencies: If access to PPIRS is required, please contact the customer support desk at 603-431-9460, ext 486 for assistance with getting access to PPIRS information.*

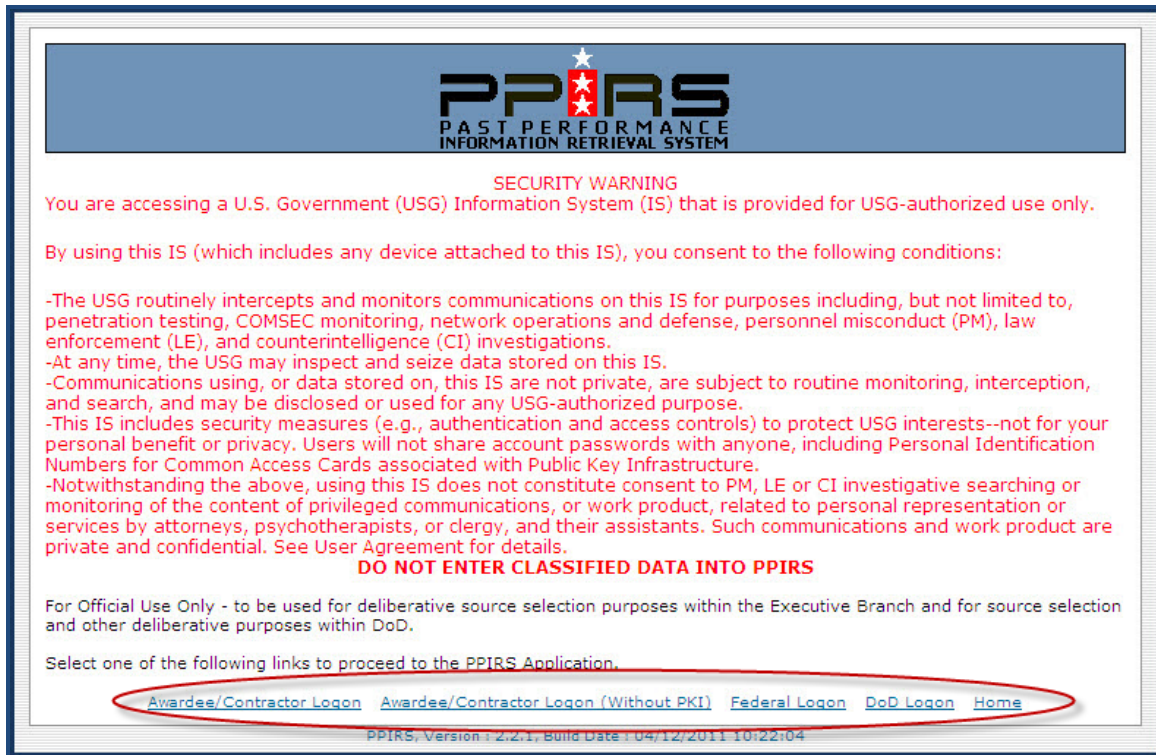
External Certificate Authority: External Certificate Authorities (ECAs) provide digital certificates to the DoD's private industry partners, contractors using their own equipment or working in non-government facilities, allied partners, and other agencies.

Approved ECA Vendors: Operational Research Consultants, Inc. (ORC) <http://www.eca.orc.com>

Verisign, Inc. <http://www.verisign.com/verisign-business-solutions/public-sector-solutions/ieca-eca-certificates/index.html>

The following site provides additional FAQs on the subject of ECA:  
<http://iase.disa.mil/pki/eca/index.htm>



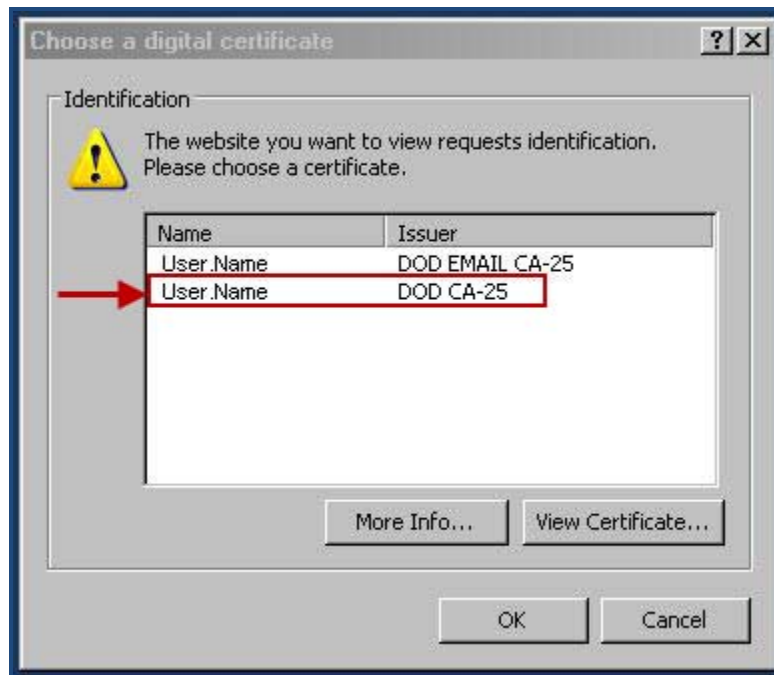


**Figure 2: Security Warning/Logon**

When you have read the Security Warning message, click on your selection.

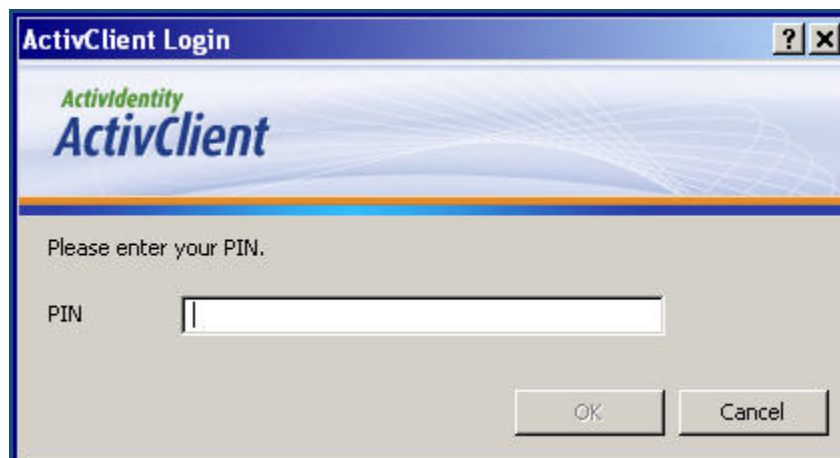
- a. A contractor looking to verify company information in PPIRS-RC may select either the [Awardee/Contractor Logon](#) link, or the [Awardee/Contractor Logon \(Without PKI\)](#) link
- b. A Federal user (government non-DoD) looking for available reports in PPIRS-RC selects the [Federal Logon](#) link
- c. A Government user looking for available reports in PPIRS-RC selects the [DoD Logon](#) link
- d. To return to the PPIRS home page select the [Home](#) link

- a. If the user chooses to Logon using PKI the following screen is displayed



**Figure 3: PKI Certificate**

Also, if you are a government user (DoD) you will be prompted to enter your PIN for your CAC card as in the window below. Enter PIN and click **OK**.



**Figure 4: ActiveCard Client Login**

- b. The DoD Warning and Consent Banner is displayed

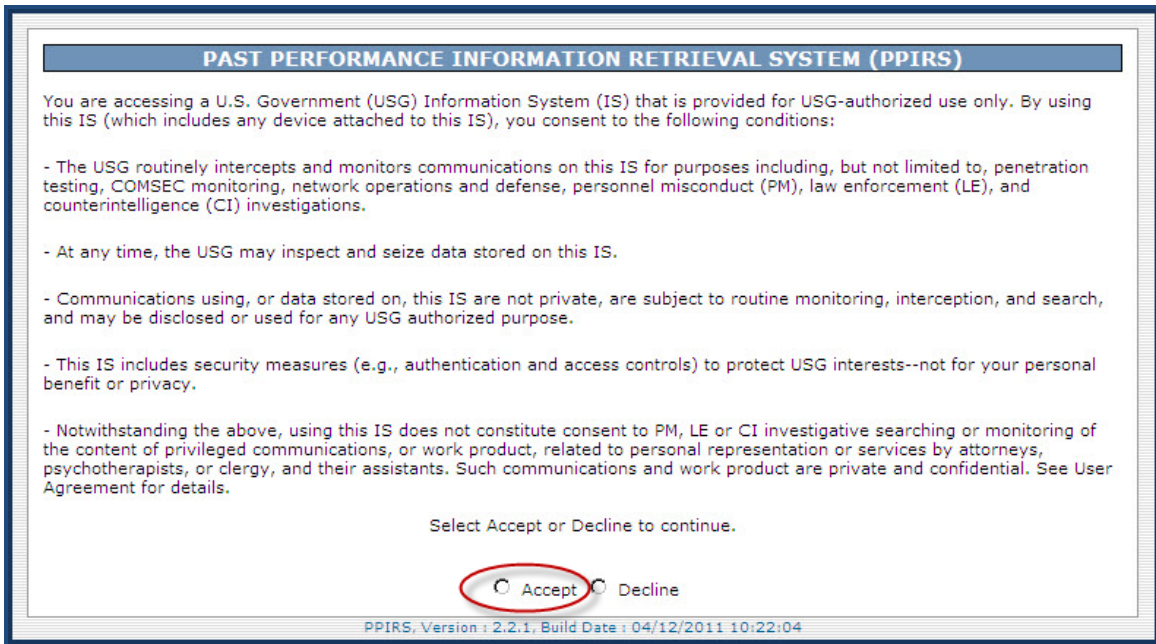


Figure 5: DoD Warning and Consent Banner

- c. You must select **Accept** to continue
- a. If the user selects **Awardee/Contractor Logon (Without PKI)** the following screen will display

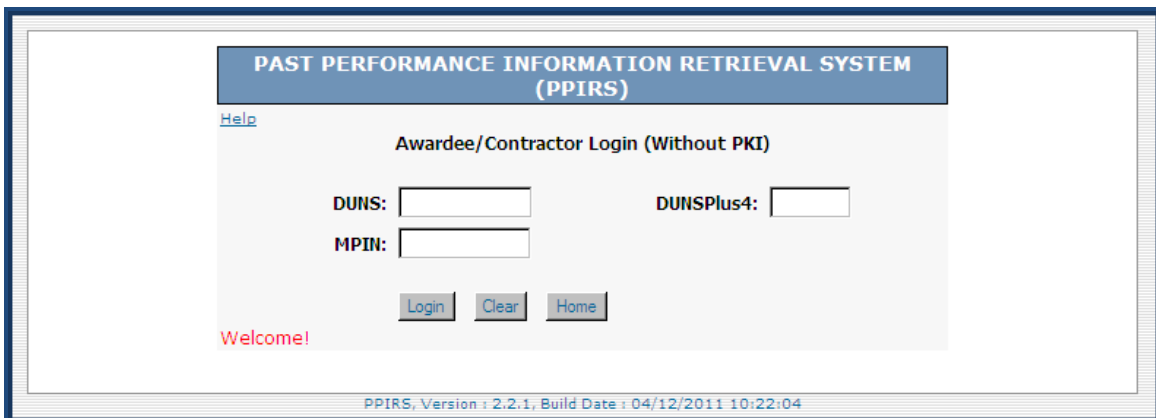
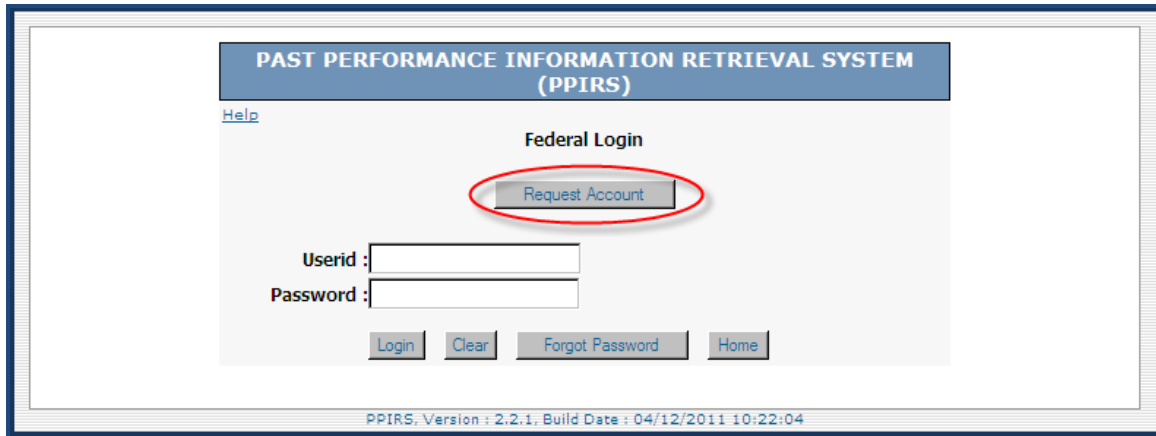


Figure 6: Awardee/Contractor Login Without PKI

### 3.3.1 Requesting a New Account (Government Only)

- a. Click the appropriate link for Logon (see **Figure 2: Security Warning**)
- b. Select **Accept** on the DoD Warning and Consent Banner (see **Figure 5: Warning and Consent Banner**)



**Figure 7: Government Login Window**

- c. The first time you will not have a User ID or password, click the Request Account button
- d. The Non-Disclosure Agreement will display

**Non-Disclosure Agreement**

1. I agree that I will not search any information on the PPIRS database other than information read to assess the particular acquisition to which I am assigned. I agree that I will not disclose any information from this system to: (a) any offerors or potential offerors (including subcontractors) except as authorized by the contracting officer as part of any discussions; (b) any person outside the Government (e.g., trade association representative, reporter); and (c) any person within the Government (including superiors, supervisors, and associates) unless, prior to any disclosure, I have obtained approval to disclose necessary information from the Contracting Officer assigned to the solicitation for which I am an evaluator.

2. To the best of my knowledge, neither I, my spouse, nor any minor children of mine or my spouse, currently has a direct or indirect financial interest in any of the firms or subcontractors of firms I am evaluating, nor am I negotiating for employment with any such firm. In the event I later become aware of such financial interest, I agree to report this fact immediately to the Contracting Officer associated with the acquisition for which I have been granted access to the database, particularly for the purpose of disqualifying myself from any further participation in this source selection.

3. If I am disqualified or otherwise removed from the source selection process, I agree that I will not disclose any information obtained through my review of the PPIRS database.

4. Further, I understand that unauthorized disclosure of source selection information, failure to disqualify myself from participation in a source selection in which I have a disqualifying financial interest, or use of the database for other than source selection specific reasons, may result in an investigation that could lead to disciplinary action and other consequences, including the loss of privileges for the PPIRS.

Do you accept the terms of the preceding Non-Disclosure Agreement?  
To continue you must agree.

PPIRS: Version : 2.2.1; Build Date : 04/12/2011 10:22:04

**Figure 8: Non-Disclosure Agreement**

- e. When you have read the Non-Disclosure Agreement, click the **I Agree** button
- f. The Request Government Account screen will display

REQUEST GOVERNMENT ACCOUNT

You must be a Government Employee to be granted access to this part of the application. You will not be granted full access to its features until this has been confirmed.

[Help](#)

\* Indicates Required Information

<b>Name</b>	* First Name: <input style="width: 100%;" type="text"/> Middle Name: <input style="width: 100%;" type="text"/> * Last Name: <input style="width: 100%;" type="text"/> Title: <input style="width: 100%;" type="text"/> Organization: <input style="width: 100%;" type="text"/>
<b>Mailing Address</b>	Address: <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> City: <input style="width: 100%;" type="text"/> State/Province: <input style="width: 100%;" type="text"/> Postal Code: <input style="width: 100%;" type="text"/> Country: <input style="width: 100%;" type="text"/>
<b>Contact Information</b>	* Email Address: <input style="width: 100%;" type="text"/> * Commercial Voice: <input style="width: 100%;" type="text"/> Commercial FAX: <input style="width: 100%;" type="text"/> DSN Voice: <input style="width: 100%;" type="text"/> DSN FAX: <input style="width: 100%;" type="text"/>
<b>Define Your UserId/Password</b>	<p style="font-size: x-small; margin: 0;">User Id may be 5-30 characters (letters and numbers only).                      Password is case sensitive.                      Password must be 9-15 characters                      Must contain 2 uppercase, 2 lowercase letters, 2 numbers and 2 special characters                      Password must begin with an alphabet                      REMEMBER YOUR USER ID AND PASSWORD.</p> * User Id: <input style="width: 100%;" type="text"/> * Password: <input style="width: 100%;" type="password"/> * Confirm Password: <input style="width: 100%;" type="password"/>

PPIRS, NH, Version : 2.0.00000, Build Date : 07/10/2007 12:00:00

**Figure 9: Request Government Account**

- g. Enter All Required Account Information, \* *Denotes Required Fields*
- h. Create a UserID and Password following the guidelines on the page

**NOTE:** The dropdown for Select Application contains PPIRS-RC, PPIRS-SR, and FAPIIS Only Access. FAPIIS access is a companion tool for source selection use. Access to FAPIIS is granted automatically with access to either PPIRS-RC or PPIRS-SR applications. You may request FAPIIS Only Access. See Figure 10: Request Government Account Dropdown.

**REQUEST GOVERNMENT ACCOUNT**

You must be a Government Employee to be granted access to this part of the application. You will not be granted full access to its features until this has been confirmed.

[Help](#)

**\* Indicates Required Information**

**Name**

\* First Name:

Middle Name:

\* Last Name:

Title:

Organization:

**Mailing Address**

\* Address:

\* City:

\* State/Province:

\* Postal Code:

\* Country:

**Contact Information**

\* Email Address:

\* Commercial Voice:

Commercial FAX:

DSN Voice:

DSN FAX:

**Supervisor Information**

First Name:

Middle Name:

Last Name:

Commercial Voice:

**Define Your UserId/Password**

User Id may be 5-30 characters (letters and numbers only).  
Password Format:  
Minimum 14 characters  
2 Uppercase  
2 Lowercase  
2 Numbers  
2 Special characters  
Special characters must be one of the following !@#%&^<'>|=][({}?'~`;/+/-  
REMEMBER YOUR USER ID AND PASSWORD.

\* User Id:

\* Password:

\* Confirm Password:

\* Select Application:

- PPIRS-RC
- PPIRS-SR
- FAPIIS Only Access

PPIRS, Version : 2.2.00000; Build Date : 01/20/2011 12:00:00

**Figure 10: Request Government Account Dropdown**

- j. Select your choice from the dropdown
- k. Click the **Submit** button
- l. You are required to Request Group Membership



**Figure 11: Request Group Membership**

- m. Click the plus sign (+) next to the group to open for group selection. You can drill down to the specific group for your request



**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD**

**REQUEST GROUP MEMBERSHIP**

[Main](#)  
[Logout](#)  
[Switch Apps](#)

**ACCOUNT MENU ITEMS**  
[Modify Account](#)  
[Request Membership](#)

**REPORT MENU ITEMS**  
[Assessment Reports](#)  
[DoD Termination List](#)

**GROUP MENU ITEMS**  
[Group Memberships](#)  
[Pending Group Memberships](#)  
[View Groups](#)

**SERVICES MENU ITEMS**  
[Help](#)  
[Feedback](#)

[Help](#)

Group Name	Action
< Department of Defense	
+ Air Force	
+ Army	
+ Business Transformation Agency	
+ COUNTERINTELLIGENCE FIELD ACTIVITY (CIFA)	
+ DARPA	
+ Defense Commissary Agency	
+ Defense Contract Management Agency	
+ Defense Finance and Accounting Service	
+ Defense Information Systems Agency	
+ Defense Intelligence Agency	
+ Defense Logistics Agency	
+ Defense Microelectronics Activity (DMEA)	
+ DEFENSE SECURITY COOPERATION AGENCY (DSCA)	
+ Defense Security Service	
+ Defense Threat Reduction Agency	
+ DEMO	
+ Department of Defense Education Activity (DODEA)	
+ JOINT CHIEFS OF STAFF	
+ Joint Commands	
+ Missile Defense Agency	
+ National Geospatial-Intelligence Agency (NGA)	
+ National Reconnaissance Office	
+ Navy\USMC	
+ Office of Secretary of Defense (OSD)	
+ Special Operations Command	
+ TRICARE	
+ Uniformed Services Univ. of the Health Sciences	
+ Washington Headquarters Services	

PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04

**Figure 12: Request Group Membership 2**

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD**

**REQUEST GROUP MEMBERSHIP**

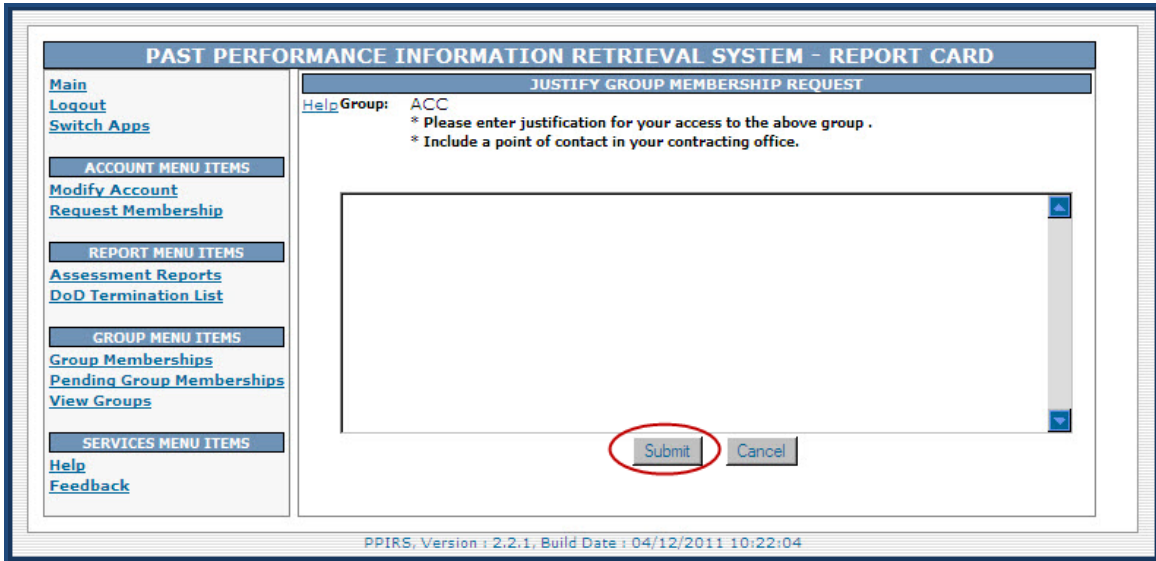
Help

Group Name	Action
< Air Force	
AAC	<a href="#">Request Membership</a>
ACC	<a href="#">Request Membership</a>
AEDC	<a href="#">Request Membership</a>
AETC	<a href="#">Request Membership</a>
AF COMBINED USERS	<a href="#">Request Membership</a>
AF HQ	<a href="#">Request Membership</a>
AFCA	<a href="#">Request Membership</a>
+ AFDW	<a href="#">Request Membership</a>
AFFTC	<a href="#">Request Membership</a>
+ AFMC	<a href="#">Request Membership</a>
AFOTEC	<a href="#">Request Membership</a>
AFRC	<a href="#">Request Membership</a>
AFSOC	<a href="#">Request Membership</a>
AFSPC	<a href="#">Request Membership</a>
AFSPC SMC	<a href="#">Request Membership</a>
AFTAC	<a href="#">Request Membership</a>
Air Force Academy	<a href="#">Request Membership</a>
Air Force Office of Scientific Research (AFOSR)	<a href="#">Request Membership</a>
AMC	<a href="#">Request Membership</a>
ASC	<a href="#">Request Membership</a>
ESC	<a href="#">Request Membership</a>
HSW	<a href="#">Request Membership</a>
OC-ALC	<a href="#">Request Membership</a>
OO-ALC	<a href="#">Request Membership</a>
PACAF	<a href="#">Request Membership</a>
SAFVAQ Users	<a href="#">Request Membership</a>
USAFE	<a href="#">Request Membership</a>
WR-ALC	<a href="#">Request Membership</a>

PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04

**Figure 13: Request Group Membership 3**

- n. Once you have drilled down to the appropriate level click on **Request Membership** next to the group name of your choice
- o. The justification window will open



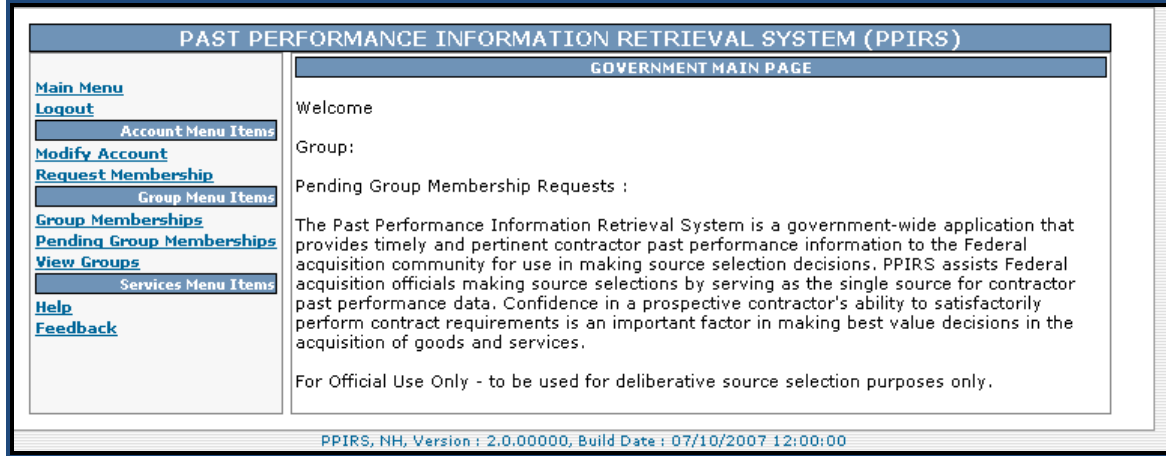
**Figure 14: Justify Group Membership Request**

- p. You must enter justification for access to your group
- q. You must include a point of contact in your Contracting Office
- r. Once your justification and POC have been entered, click the **Submit** button



**Figure 15: PPIRS Notification Example**

- s. You will be returned to the Government Main Page



**Figure 16: Government Main Page**

- t. You will receive an email with the Subject Line: PPIRS Notification when the Group Owner/Manager takes action on your request

### 3.4 FIRST LOGON (ALL GOVERNMENT USERS)

Once the Administrator has approved your account:

- Return to the PPIRS Home Page (see **Figure 1: PPIRS Home Page**)
- Click on PPIRS System Logon
- When you have read the Security Warning, select your appropriate logon (see **Figure 2: Security Warning**)
- Enter your Userid and Password
- Federal Users will continue with Userid and Password for subsequent logons

### 3.5 SUBSEQUENT LOGONS (DOD ONLY)

- Return to the PPIRS Home Page (see **Figure 1: PPIRS Home Page**)
- Click on PPIRS System Logon
- When you have read the Security Warning, select your appropriate logon (see **Figure 2: Security Warning**)
- Validate your PKI certificate (see **Figure 3: PKI Certificate**)
- Enter your PIN for your CAC and click OK (see **Figure 4: ActiveCard Client Login**)
- Enter your Userid – No Password – PPIRS will now authenticate to your CAC
- Click **Login**

### 3.6 FORGOTTEN PASSWORD

- a. Click **Forgot Password** in the Login window
- b. Enter your Userid and Email address
- c. Click **Submit** to reset
- d. Click **Cancel** to cancel request

### 3.7 INVALID LOGIN

If you enter an incorrect Userid or Password, a message warns you an invalid Userid or Password or both was entered. If your third attempt fails, PPIRS-RC locks your account. Before you can log in again, you must contact your site's PPIRS-RC Administrator to unlock your account and reset your password or the NSLC Help Desk (see **Section 5.21 - Help**). **Appendix C** contains Troubleshooting Hints and Tips.

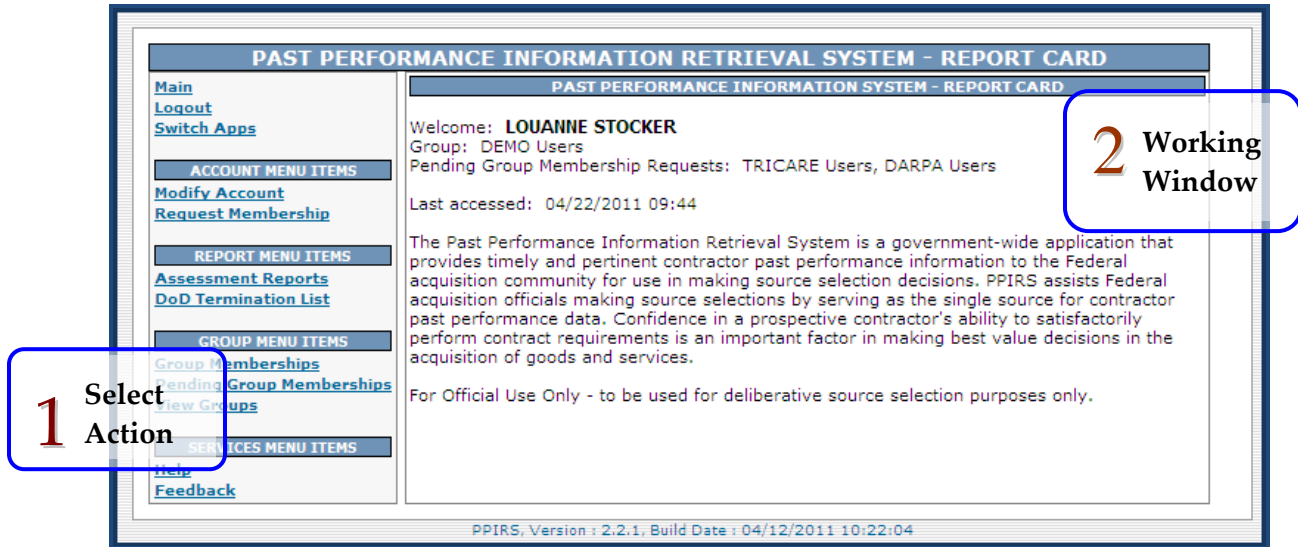
### 3.8 EXITING PPIRS-RC

To exit the PPIRS-RC system, select the **Logout** link in the left-hand frame of the web page. (See Figure 16: Government Main Page). This will return you to the PPIRS-RC login screen.

#### 4. WORKING IN PPIRS-RC

PPIRS-RC uses two work areas: the menu bar, and the detail area. For most of the tasks you perform in PPIRS-RC, you follow this sequence:

- a. In the Navigation frame, select the action you want to perform.
- b. In the Detail area, work in the window that displays.



**Figure 17: Working Order in PPIRS-RC**

**NOTE:** Make sure you use only the menu items, buttons, and controls within the PPIRS-RC work areas. To move around in PPIRS-RC, do not use your browser's Back button or Forward button. Instead, make sure you use PPIRS-RC's Window menu and the Navigation frame.

## 4.1 NAVIGATING IN PPIRS-RC

**NOTE:** The content displayed depends on your PPIRS-RC access rights. For more information on access rights, refer to Section 2 - **PPIRS-RC USER ROLES AND RESPONSIBILITIES**.

In the navigation frame, you can perform the following actions:

- Return to the PPIRS-RC Government Main Page
- Log out of the system
- View and update account information
- Request Membership
- Review PPIRS-RC reports
- Get Help
- Submit feedback or suggestions about the application to the PPIRS-RC Program Manager

**Appendix D** lists the Navigation Frame Items.

### 4.1.1 Switch Apps

Switch Apps allows the user to switch between PPIRS systems without the need to logout of the current system and login to the related system.

**To Switch between applications:**

- a. In the navigation frame, click on [Switch Apps](#)
- b. The Select an Application Screen is displayed



**Figure 18: Select an Application Screen**

- c. Click on the radio button for your desired System choice

## 4.2 MODIFY ACCOUNT

To access Modify Account select [Modify Account](#) in the Navigation frame. Modify Account allows the user to update /modify the contact information in his/her account. The form will be pre-populated with the information you gave when the account was initially set up.

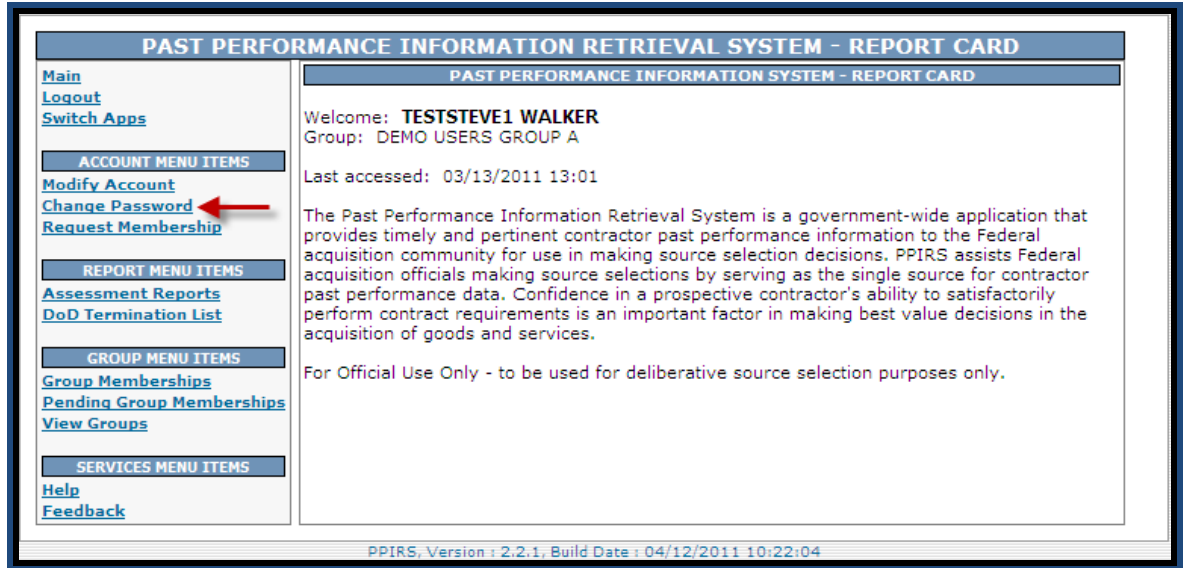
**Figure 19: Modify Account**

- a. Edit only the information that has changed and click the **Submit** button to save.



### 4.3 CHANGE PASSWORD (FEDERAL ONLY)

Federal Users (non DoD) have an additional menu item to Change Password. This may be used at the discretion of the Federal user.



**Figure 20: Change Password (Federal Only)**

### 4.4 REQUEST MEMBERSHIP

To Request Membership select [Request Membership](#) in the Navigation frame. Users may request membership to another group. If a user transfers to another department, service, or agency, the group Owner/Manager, if diligent, will remove that user from the old group. The user still has an account in PPIRS-RC, but since the user was removed from the old group, he/she will NOT be able to see any Report Menu Items (must belong to a group in order to use the reports). So, the user must Request Membership and apply to a new group in the same manner as the initial membership request. See Section 3.3.1 - Requesting A New Account (Government Only), specifically Figures 11 - 13: Request Group Membership for more information.

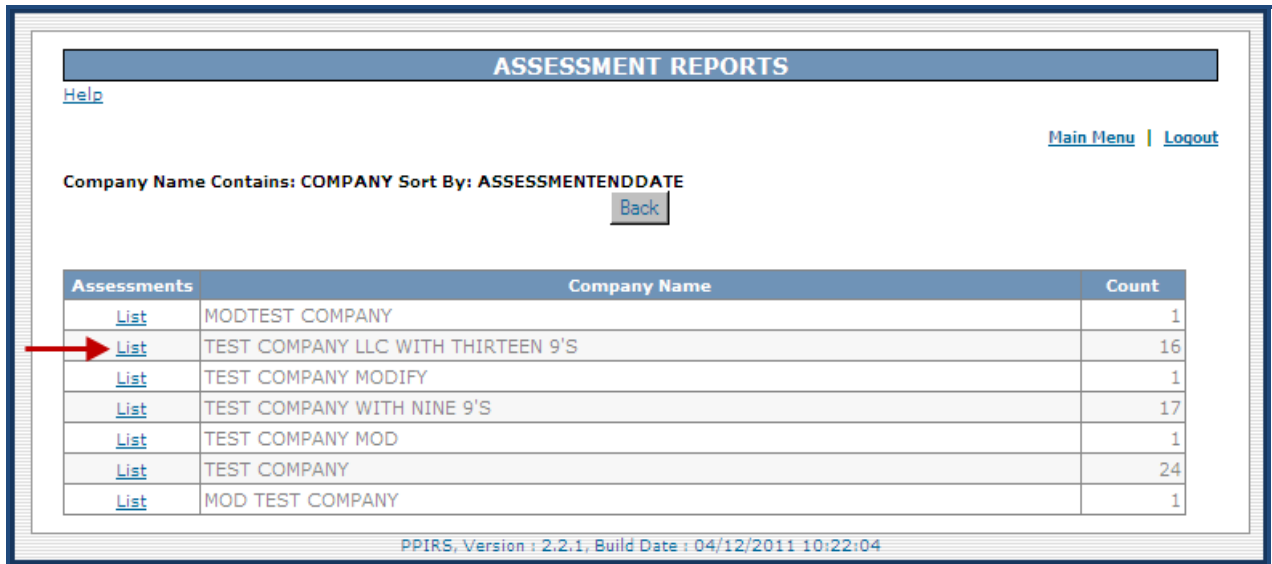
## 4.5 ASSESSMENT REPORTS

To access Assessment Reports, click [Assessment Reports](#) in the navigation frame. Assessment Reports Selection allows users to enter specific qualifiers to view the report cards for the qualifiers entered. You may enter one or more qualifiers. Entries with a down arrow include drop down menus for selections.

**Figure 21: Assessment Reports Selection**

- Search the Central Contractor Registration by clicking on the **Look Up** button across from CAGE Code or DUNSPlus4
- Search the Federal Supply Group (FSG) or Federal Supply Class (FCS) by clicking on the **Look Up** button across from FSC
- Search the Standard Industrial Classification (SIC) System by clicking on the **Look Up** button across from SIC
- Search the North American Industry Classification System (NAICS) Index by clicking on the **Look Up** button across from NAICS
- You may select the sort order for your report by clicking the arrow in the Select Sort Option(s) drop down menu
- Once you have entered one or more qualifiers click **Submit** to generate the report

If a filter that allows for more than one company to be selected is used, a list of companies matching the description will be displayed, along with the number of their associated assessment reports.



The screenshot displays the 'ASSESSMENT REPORTS' section of a web application. At the top, there is a header bar with the title 'ASSESSMENT REPORTS' and links for 'Help', 'Main Menu', and 'Logout'. Below the header, a search filter is applied: 'Company Name Contains: COMPANY' and 'Sort By: ASSESSMENTENDDATE'. A 'Back' button is located below the filter. The main content is a table with three columns: 'Assessments', 'Company Name', and 'Count'. Each row in the table has a blue 'List' link in the 'Assessments' column. A red arrow points to the 'List' link for the company 'TEST COMPANY LLC WITH THIRTEEN 9'S'. The footer of the page indicates the version and build date: 'PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04'.

Assessments	Company Name	Count
<a href="#">List</a>	MODTEST COMPANY	1
<a href="#">List</a>	TEST COMPANY LLC WITH THIRTEEN 9'S	16
<a href="#">List</a>	TEST COMPANY MODIFY	1
<a href="#">List</a>	TEST COMPANY WITH NINE 9'S	17
<a href="#">List</a>	TEST COMPANY MOD	1
<a href="#">List</a>	TEST COMPANY	24
<a href="#">List</a>	MOD TEST COMPANY	1

**Figure 22: Assessment Reports List**


- g. Click **List** to display the list of Assessment Reports for each Company Name

ASSESSMENT REPORTS									
<a href="#">Help</a>									
<a href="#">Main Menu</a>   <a href="#">Logout</a>									
Company Name Contains: COMPANY Sort By: ASSESSMENTENDDATE									
<input type="button" value="Assessments"/> <input type="button" value="Back"/>									
View	XML	Contract Number	Order Number	Assessment Date	CAGE Code	FSC	Business Sector	DUNSPUs4	Company Name
<a href="#">view</a>	<a href="#">xml</a>	DHS00110C0001		04/01/2009 - 03/31/2010	CPARS	6505	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	ARMY0199C1111		06/01/2009 - 06/01/2010	CPARS	1234	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	N4511200C2222		10/01/2009 - 09/30/2010	CPARS	1234	SYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	N4511200C1111		10/01/2009 - 09/30/2010	CPARS	1234	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	N4511263C0005		10/29/2010 - 10/29/2010	CPARS	3760	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	BUNNIK11C0027		01/01/2010 - 01/01/2011	CPARS	1111	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	DOEACASS99887766554433221	ACASS99887766554433221111	03/03/2004			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	DOEABCDEFGHIJKLMNQRSTU	DOEABCDEFGHIJKLMNQRSTU	12/03/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	N4511263C0006		10/29/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	DOECCASS6666666666666666	CCASS2222222222222222222	03/05/2004			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	DHS00310C0034	3333	04/27/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	ARMY0110D9999999999999999	MAXOUTTESTOF26CHARACTERS2	12/03/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	N4511263C0007		10/29/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	BUNNY140009		04/27/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	DOEABCDEFGHIJKLMNQRSTU	DOEABCDEFGHIJKLMNQRSTU	12/03/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
<a href="#">view</a>	<a href="#">xml</a>	DHS00210C0024	2222	04/27/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S

PPIRS: Version : 2.2.1, Build Date : 04/12/2011 10:22:04

**Figure 23: Assessment Reports List - Specific Company**

h. Click **View** to view a specific Assessment Report

<input type="button" value="Print"/> <input type="button" value="Close"/>		
	<p><b>CONTRACTOR PERFORMANCE ASSESSMENT REPORT</b>                  For Official Use Only - (Source Selection Sensitive Information, See FAR 2.101 and 3.104)</p>	<p><b>NONSYSTEMS</b></p>
<p><b>Contractor Name and Address</b>                  Company Name: TEST COMPANY LLC WITH THIRTEEN 9'S                  Division Name:                  Street Address: PRIMARY ADDRESS FOR COMPANY CPARS LI                  City, State, Zip Code: PORTSMOUTH BY THE SEA NH 03885-253                  CAGE Code: CPARS                  DUNS+4 Number: 99999999999999                  NAICS: 424210                  FSC: 6505                  SIC Code:</p> <p><b>Report Type:</b> INITIAL  <b>Period of Performance Being Assessed:</b> From: 2009-04-01 to: 2010-03-31  <b>Contract Number:</b> DHS00110C0001  <b>Order Number:</b>  <b>DoD Business Sector &amp; Sub-Sector:</b> NONSYSTEMS, PROF/TECH/MNG SUPPORT  <b>Location of Contract Performance:</b>  <b>Contracting Office:</b> DRUG PATROL  <b>Contracting Officer:</b>                  Name: LARRY KING                  Phone: 555-1212  <b>Contract Award Date:</b> 2009-04-01  <b>Contract Completion Date:</b> 2012-04-01  <b>Contract Percent Complete:</b>  <b>Awarded Dollar Value:</b> \$1,000,000.000  <b>Current Dollar Value:</b> \$250,000.000  <b>Basis of Award:</b> COMPETITIVE  <b>Type of Contract:</b> FFP  <b>Program Title and Phase of Acquisition:</b>                  DRUG PATROL FACILITY  <b>Contract Effort Description:</b>                  PROVIDE A DESCRIPTION OF THE CONTRACT EFFORT THAT IDENTIFIES THE KEY REQUIREMENTS AND/OR TYPE OF EFFORT. THIS SECTION IS OF CRITICAL IMPORTANCE TO FUTURE SOURCE SELECTIONS. THE DESCRIPTION SHOULD BE DETAILED ENOUGH SO THAT IT CAN BE USED IN DETERMINING THE RELEVANCY OF THIS PROGRAM TO FUTURE SOURCE SELECTIONS. ALSO, KEEP IN MIND THAT USERS OF THIS INFORMATION MAY NOT UNDERSTAND PROGRAM JARGON. IT IS IMPORTANT TO ADDRESS THE COMPLEXITY OF THE CONTRACT EFFORT AND THE OVERALL TECHNICAL RISK ASSOCIATED WITH ACCOMPLISHING THE EFFORT. FOR TASK/DELIVERY ORDER CONTRACTS, STATE THE NUMBER OF ORDERS ISSUED DURING THE PERIOD.</p>		

**Figure 24: View Assessment Report Part 1**

**Key Subcontractor(s):**

Contractor Name:  
 CAGE Code:  
 DUNS+4 Number:  
 Effort Performed:

Contractor Name:  
 CAGE Code:  
 DUNS+4 Number:  
 Effort Performed:

Contractor Name:  
 CAGE Code:  
 DUNS+4 Number:  
 Effort Performed:

Small Business Utilization:	
Does this contract include a subcontracting plan? NO	
Is small business subcontracting under this contract included in a comprehensive small business subcontracting plan? N/A	
Is small business subcontracting under this contract included in a commercial small business subcontracting plan? N/A	
Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A	

**DOD**

DOD uses a common DOD assessment rating system to evaluate a contractor's past performance. Ratings range from "Unsatisfactory" to "Exceptional". On major system acquisitions, colors are used to rank assessments. Here's a breakdown of each category (with colors in parentheses)

Rating	Definition
Exceptional (Dark Blue)	Performance meets contractual requirements and exceeds many requirements to the government's benefit.
Very Good (Purple)	Performance meets contractual requirements and exceeds some to the government's benefit.
Satisfactory (Green)	Performance meets contractual requirements.
Marginal (Yellow)	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet implemented satisfactory corrective actions.
Unsatisfactory (Red)	Performance does not meet contractual requirements and recovery is not likely in a timely manner. Contractor's corrective actions to date are ineffective.

Area Rated:	Past Rating	Rating
Quality of Product/Service		VERY GOOD (-)
Schedule		SATISFACTORY (+)
Cost Control		N/A
Business Relations		N/A
Management of Key Personnel		N/A
Utilization of Small Business		N/A

Other Areas:

(1):  
 (2):  
 (3):  
 (4):  
 (5):  
 (6):  
 (7):  
 (8):

**Figure 25: View Assessment Report Part 2**

Variance (contract to date)	Current	Completion
Cost Variance (%)	%	%
Schedule Variance (%)	%	%
<b>Assessing Official Comments:</b>		
Quality of Product/Service: Quality Rating is Very Good.		
Schedule: Contractor is a bit behind schedule.		
Given what I know today about the contractor's ability to execute what he promised in his proposal, I DEFINITELY WOULD award to him today given that I had a choice.		
<b>Assessing Official:</b>		
Name: MILAN LUCIC		
Title: AO		
Organization and Code: DHS		
Phone: 603-692-4442 FAX:		
Email: MLUCIC12@ML.ML.COM		
Date: 2010-04-27		
<b>Contractor Comments:</b>		
Overall Comments: thank you		
<b>Contractor Representative:</b>		
Name: GLEN DAVIS		
Title: CR		
Phone: 555-1212 FAX:		
Email: GDAVIS12@CD.COM		
Date: 2010-04-27		
<b>Reviewing Official Comments:</b>		
Review not required as Contractor and Assessing Official agree on assigned ratings.		
<b>Reviewing Official:</b>		
Name:		
Title:		
Organization and Code:		
Phone: FAX:		
Email:		
Date:		

**Figure 26: View Assessment Report Part 3**

- i. Click **xml** to obtain Extensible Markup Language for each Contract Number (see **Figure 23: Assessment Reports List – Specific Company**)

**NOTE:** XML is a general-purpose markup language. It allows users to define their own tags. Its primary purpose is to facilitate the sharing of data across different information systems, particularly via the Internet.

- j. Click **Print** to print the entire Assessment Report
- k. Click **Back** to return to the Assessment Reports Selection window

#### 4.6 DOD TERMINATIONTERMINATION LIST

To access the DoD Termination List

- a. Click [DoD Termination](#) List in the navigation frame.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD**

**DOD TERMINATION LIST**

Print

DUNS:

CAGE CODE:

Search

DoD Termination List Download: Click [here](#) to download data in Microsoft Excel format

DUNS	CAGE CODE	Contractor Name	Contract Number	FSC
<a href="#">061888111</a>	6K404	BASIC RUBBER AND PLASTICS CO, INC	123456789	4820
<a href="#">12345</a>	71905	RAJAN	1345	4730
UNKNOWN	00000		123441	
UNKNOWN	XXXXX	WERTWRT	101010	4820

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**Figure 27: DoD Termination List**

- b. Click on any [blue underlined](#) DUNS for more information.



PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD	
<p><a href="#">Main</a> <a href="#">Logout</a> <a href="#">Switch Apps</a></p> <p><b>ACCOUNT MENU ITEMS</b> <a href="#">Modify Account</a> <a href="#">Request Membership</a></p> <p><b>REPORT MENU ITEMS</b> <a href="#">Assessment Reports</a> <a href="#">DoD Termination List</a></p> <p><b>GROUP MENU ITEMS</b> <a href="#">Group Memberships</a> <a href="#">Pending Group Memberships</a> <a href="#">View Groups</a></p> <p><b>SERVICES MENU ITEMS</b> <a href="#">Help</a> <a href="#">Feedback</a></p>	<p><b>DOD TERMINATION LIST</b></p> <p><input type="button" value="Print"/></p> <p>DUIIS: 061888111 CAGE Code: 6K404 Name: BASIC RUBBER AND PLASTICS CO, INC Address: 8700 BOULDER CT City/St/Zip: WALLED LAKE MI-483904104 Service Description: IUHIUHIUH Contract #: 123456789 D.O. #: 123456 FSC: 4820 Reason for Termination: TEST123 Est. Contract Value: \$ 111.00 Est. Termination Value: \$ 100.00 Officer Name: RAJAN Officer Address: TEST Officer City/St/Zip: TEST Officer Phone #: 123 Officer Email: 123 Other Info: Submitted Date: 08/04/2008</p> <p><input type="button" value="Back"/></p>
PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04	

**Figure 28: DoD Termination List Detail**

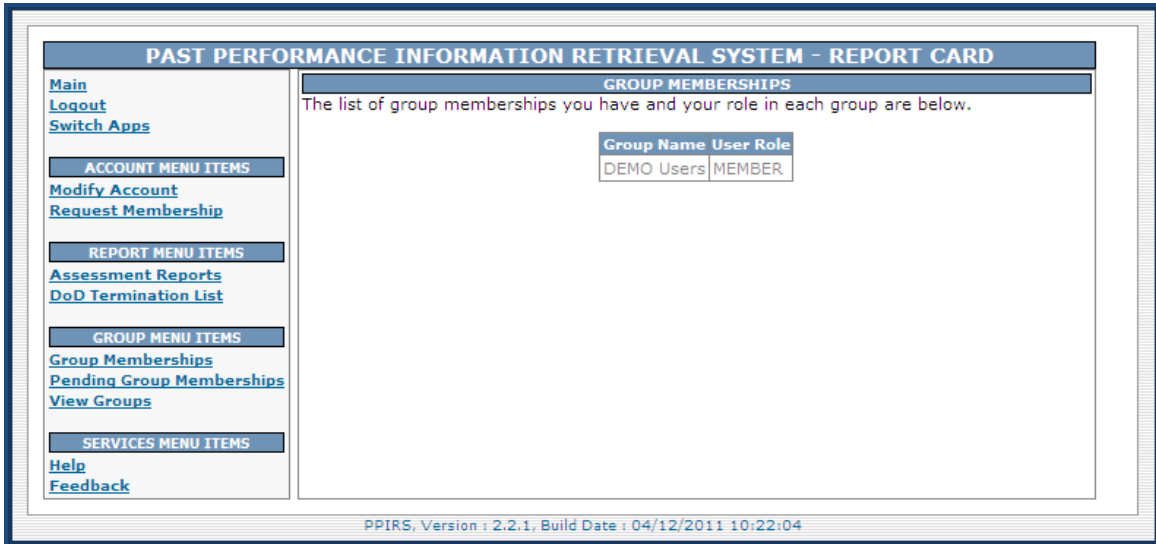
- c. Click **Print** to print the report
- d. Click **Back** to return to the DoD Termination List screen

***NOTE:** The DoD Termination List was superseded by the Federal Awardee Performance and Integrity Information System (FAPIIS) on or around October, 2010. All Terminations for Default after this date will be found in FAPIIS.*

## 4.7 GROUP MEMBERSHIPS

To list the Group Memberships you have and your role in each group

- a. Click **Group Memberships** in the navigation frame.



**Figure 29: Group Memberships**

#### 4.8 PENDING GROUP MEMBERSHIPS

To list any Pending Group Memberships requests

- a. Click [Pending Group Memberships](#) in the navigation frame.

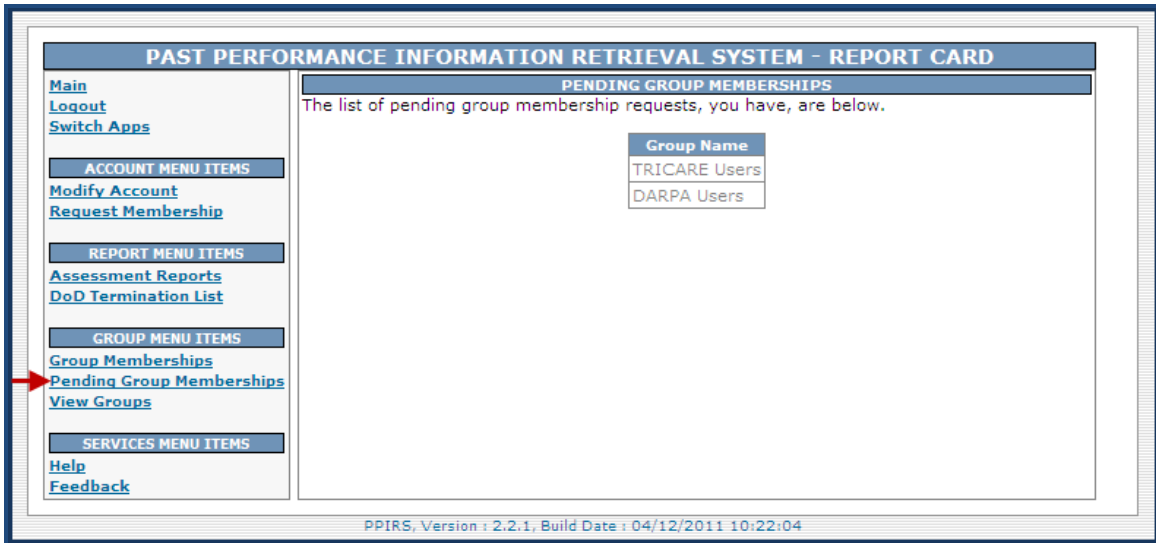
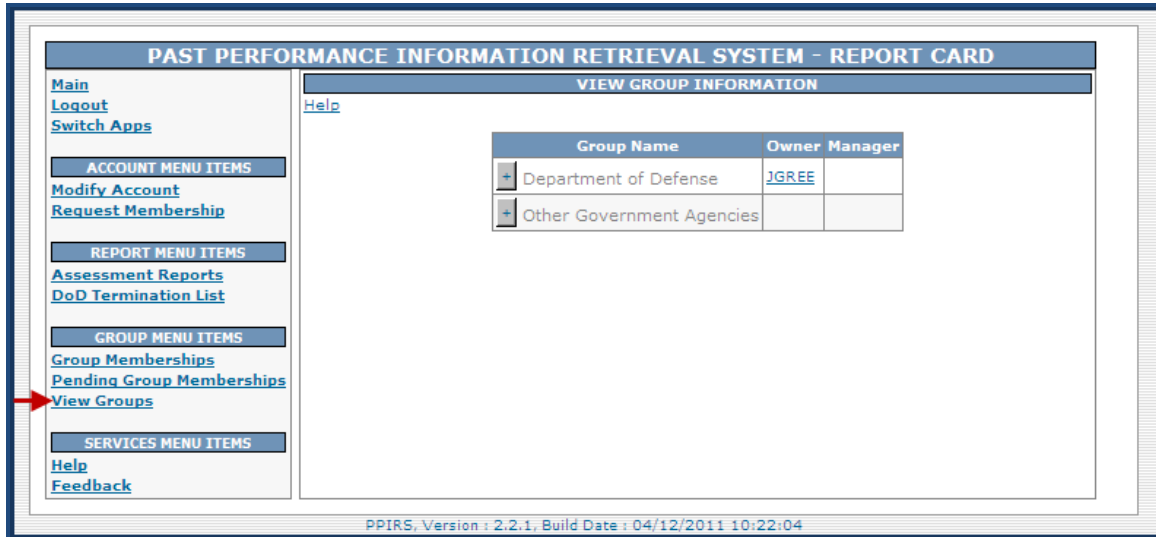


Figure 30: Pending Group Memberships

## 4.9 VIEW GROUPS

To list the groups to which you belong

- a. Click [View Groups](#) in the navigation frame.



**Figure 31: View Groups**

- b. Click on the [blue underlined](#) UserID under Owner or Manager next to a group if you wish to find information on the group Administrator for that department, activity, or agency.

#### 4.10 HELP

To access the Help index

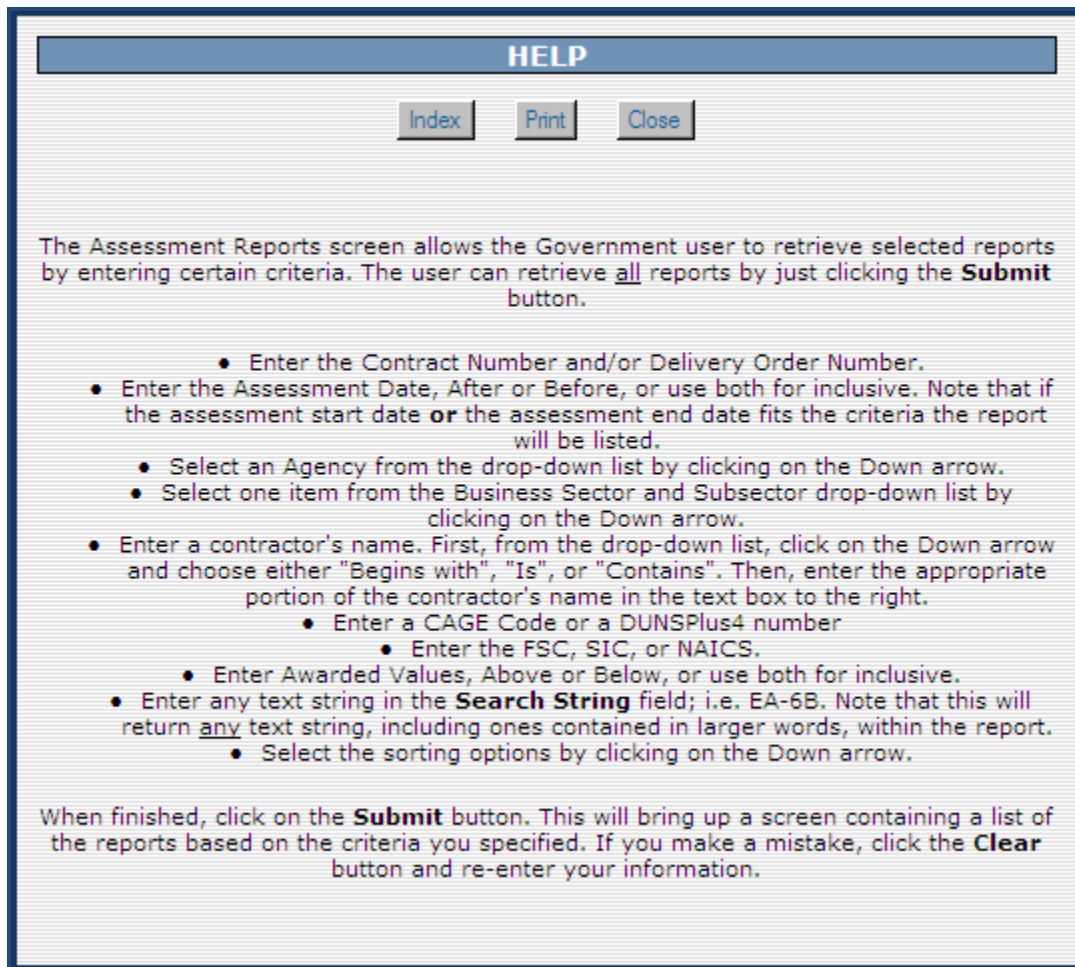
- a. Click [Help](#) in the Navigation frame.



**Figure 32: Help Topics Popup**

- b. An indexed list of help topics will pop up in a new window
- c. Click on any **blue underlined** topic for more information
- d. Click **Print** to print the Index list
- e. Click **Close** to return to the main window

***NOTE:** Help index includes all topics, including those for Administrative Users. Some items may not be applicable to non-administrative users.*



**Figure 33: Help Topic Detail**

- f. Click **Index** to return to the index list items
- g. Click **Print** to print the selected Help topic
- h. Click **Close** to return to the main window

## 4.11 FEEDBACK

Feedback allows the user to submit feedback or suggestions about the application to the PPIRS-RC Program Manager. To access Feedback

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD

APPLICATION FEEDBACK

Help

\* Indicates Required Information

\* Subsystem: Account Other:

\* Short Description:

\* Description:

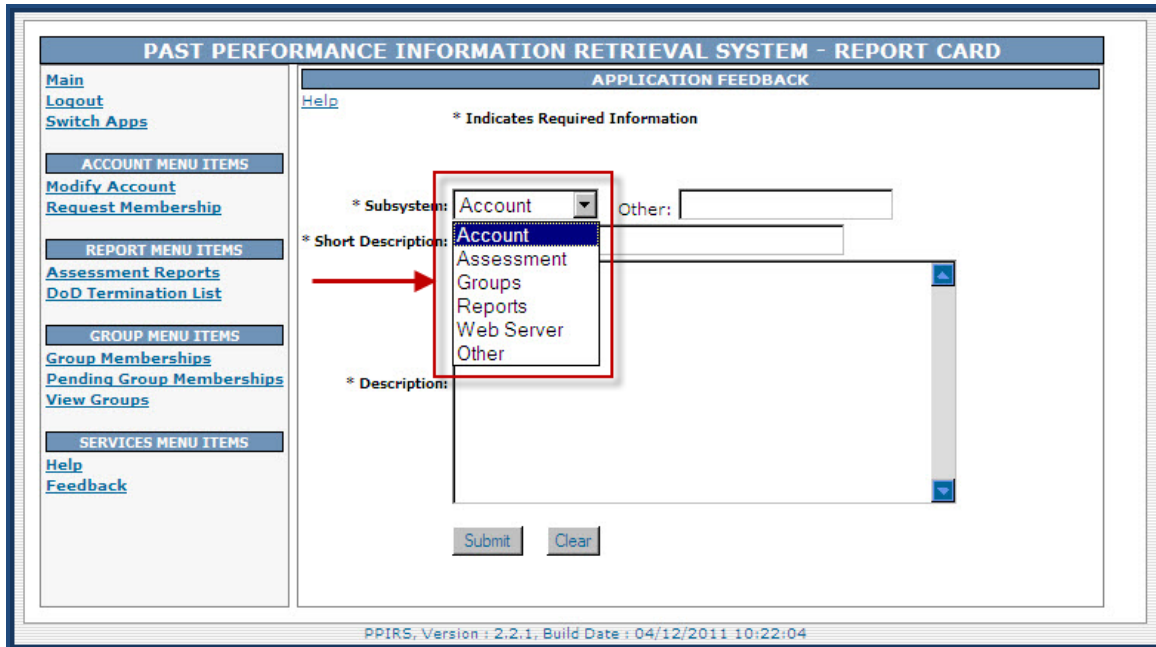
Submit Clear

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**Figure 34: Feedback Window**

- Click **Feedback** in the Navigation frame (form appears in the working window)

- b. Select desired rating from the drop down list.



The screenshot displays the 'APPLICATION FEEDBACK' window within the 'PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD'. The window is divided into a left navigation pane and a main content area. The navigation pane includes links for 'Main', 'Logout', 'Switch Apps', and three menu categories: 'ACCOUNT MENU ITEMS' (with links for 'Modify Account' and 'Request Membership'), 'REPORT MENU ITEMS' (with links for 'Assessment Reports' and 'DoD Termination List'), and 'GROUP MENU ITEMS' (with links for 'Group Memberships', 'Pending Group Memberships', and 'View Groups'). Below these are 'SERVICES MENU ITEMS' (with links for 'Help' and 'Feedback'). The main content area features a 'Help' link and a note '\* Indicates Required Information'. It contains three required fields: '\* Subsystem:' with a dropdown menu currently showing 'Account' and a list of options (Account, Assessment, Groups, Reports, Web Server, Other); '\* Short Description:' with a text input field; and '\* Description:' with a larger text area. A red arrow points to the dropdown menu. At the bottom of the form are 'Submit' and 'Clear' buttons. The footer of the window reads 'PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04'.

**Figure 35: Feedback Window Dropdown**

- c. Add comments to the comment section and click the **Submit** to send your comments to the PPIRS-RC Program Manager

**Logout:** To exit the PPIRS- RC system, select Logout in the Navigation frame (see **Figure 16: Government Main Page**). This will return you to the PPIRS login screen.



**REFERENCED DOCUMENTS**

The following documents of the exact issue shown form a part of this document to the extent specified herein.

<b>Documents Referenced in this User's Manual</b>	
<b>DOCUMENT</b>	<b>DESCRIPTION</b>
Privacy Act of 1974	<a href="http://www.usdoj.gov/foia/privstat.htm">http://www.usdoj.gov/foia/privstat.htm</a>

**APPENDIX A : GLOSSARY**

This section provides definitions for acronyms, abbreviations and terms used in PPIRS-RC.

**Acronyms and Abbreviations**

<b>ACRONYM/ ABBREVIATION</b>	<b>DEFINITION</b>
CCR	Central Contractor Registration
CDA	Central Design Activity
DRS	Deficiency Reporting System
DUNS	Data Universal Numbering System
FAPIS	Federal Awardee Performance and Integrity Information System
MPIN	Marketing Partner Identification Number
POC	Point of Contact
PPIRS-RC	Past Performance Information Retrieval System Report Card
SIS	Supplier Information Service

**APPENDIX B : PPIRS-RC TERMS AND DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
Contractor Access	View your own company information by DUNS. View company reports.
Government Access	View and modify your account information. View PPIRS-RC Reports. Provide customer feedback.

### APPENDIX C : TROUBLESHOOTING HINTS AND TIPS

Should you need assistance with PPIRS-RC, read the following troubleshooting hints and tips to help you determine your point of contact (POC) for assistance.

<b>Common PPIRS-RC Issues</b>		
<b>PROBLEM</b>	<b>DIAGNOSIS</b>	<b>POC</b>
Password problems	Caps Lock key active or incorrect password.	Help Desk or PPIRS-RC Administrator
Locked account	Possible password expiration or incorrect password entered.	Help Desk or PPIRS-RC Administrator
PPIRS-RC doesn't execute	Possible software or hardware changes to users PC.	Local IT personnel
PPIRS-RC is not running efficiently. Is the trouble isolated or widespread? Is everyone having the same problem or just one person or one group of people?	Possible local PC issue or local network issues.	Local IT personnel*
* When local network engineers are involved, a trace route or a set of pings or both would be very helpful to have when calling.		

If you have any problems or questions while using the system, call the Help Desk at (207) 438-1690 or DSN 684-1690 for assistance.

**APPENDIX D : NAVIGATION FRAME ITEMS**

<b>ITEM</b>	<b>DESCRIPTION</b>
<b><u>Main</u></b>	Returns the user to the PPIRS-RC Government Main Page.
<b><u>Logout</u></b>	Used to log out of the system.
<b><u>Switch Apps</u></b>	Switch Apps allows the user to switch between PPIRS systems without the need to logout of the current system and login to the related system.
<b><u>Modify Account</u></b>	Allows the user to view and update account information including changes in e-mail or mailing addresses.
<b><u>Assessment Reports</u></b>	Allows users to enter specific qualifiers to view report cards for the qualifiers entered. Enter one or more qualifiers. Entries with a down arrow include drop down menus for selections
<b><u>DoD Termination List</u></b>	Identifies any vendor that has been notified of "termination for cause" or "termination for default" by the DoD over the last three years, regardless of contract dollar value.
<b><u>Group Memberships</u></b>	List the Group Memberships a user has and his/her role in each group
<b><u>Pending Group Memberships</u></b>	List any Pending Group Memberships requests
<b><u>View Groups</u></b>	List the groups to which a user belongs
<b><u>Help</u></b>	Access the Help index
<b><u>Feedback</u></b>	Allows users to provide a customer feedback rating of the information provided by PPIRS-RC system.

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