User Manual for

Federal Awardee Performance and Integrity Information System (FAPIIS)

February 2010
Current Version 3.3.0

HTTPS://WWW.CPARS.CSD.DISA.MIL

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 (FAPIIS) 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 FAPIIS process. This manual was prepared by the Naval Sea Logistics Center Detachment Portsmouth (NSLCDET PTSMH). NSLCDET PTSMH continuously enhances the FAPIIS AIS and the user manual to meet the needs of customers.

Please address any recommended modifications or improvements to:

       FAPIIS Project Manager
       Naval Sea Logistics Center Detachment Portsmouth
       PO Box 2058
       Portsmouth, NH 03804-2058
       Email: webptsmh@navy.mil
       Phone: Customer Support at Commercial (207)438-1690 or DSN 684-1690
       Fax: Com. (207)438-6535 or DSN 684-6535

Suggestions for modifying the FAPIIS application (problems, enhancements, and/or policy) may be submitted via the **User Feedback** feature on the Main Menu of each assigned level in FAPIIS.
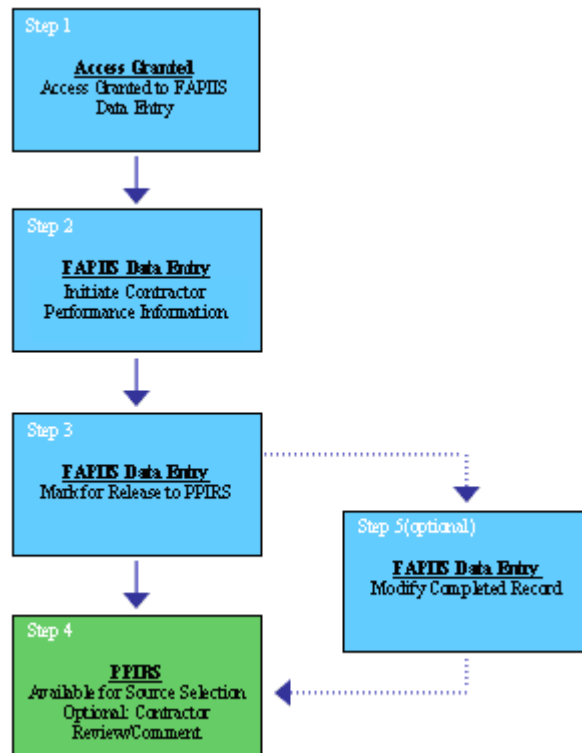
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System Overview

FAPIIS is a web-enabled application that is accessed via the Internet website **https://www.cpars.csd.disa.mil**. 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.csd.disa.mil**.

BASIC WORKFLOW

Step 1
Access Granted
Access Granted to FAPIIS
Data Entry

Step 2
FAPIIS Data Entry
Initiate Contractor
Performance Information

Step 3
FAPIIS Data Entry
Mark for Release to PPIRS

Step 5(optional)
FAPIIS Data Entry
Modify Completed Record

Step 4
PPIRS
Available for Source Selection
Optional: Contractor
Review/Comment

The following paragraphs explain the steps in the business process:

Step 1 – **<u>Access Granted</u>**. 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 –**<u>Enter FAPIIS Record</u>**. Allows authorized individuals to enter specific records in FAPIIS. These include Termination for Default, Termination for Cause, Termination for Material Failure to Comply (grants), Defective Cost or Pricing, Non-Responsibility Determination, and Recipient Not Qualified Determination (grants).

Step 3 – **<u>Save and Mark for Release</u>**. 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 – **<u>Available in PPIRS</u>**. 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 Central Contractor Registration (CCR) 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.

Step 5 – **<u>Modify a Completed Record</u>**. 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 Termination Withdrawn/Rescinded, or upload a new attachment, when applicable. Note that when a record is converted to Termination for Convenience, or Termination Withdrawn/Rescinded, the record is then archived and no longer visible in PPIRS.
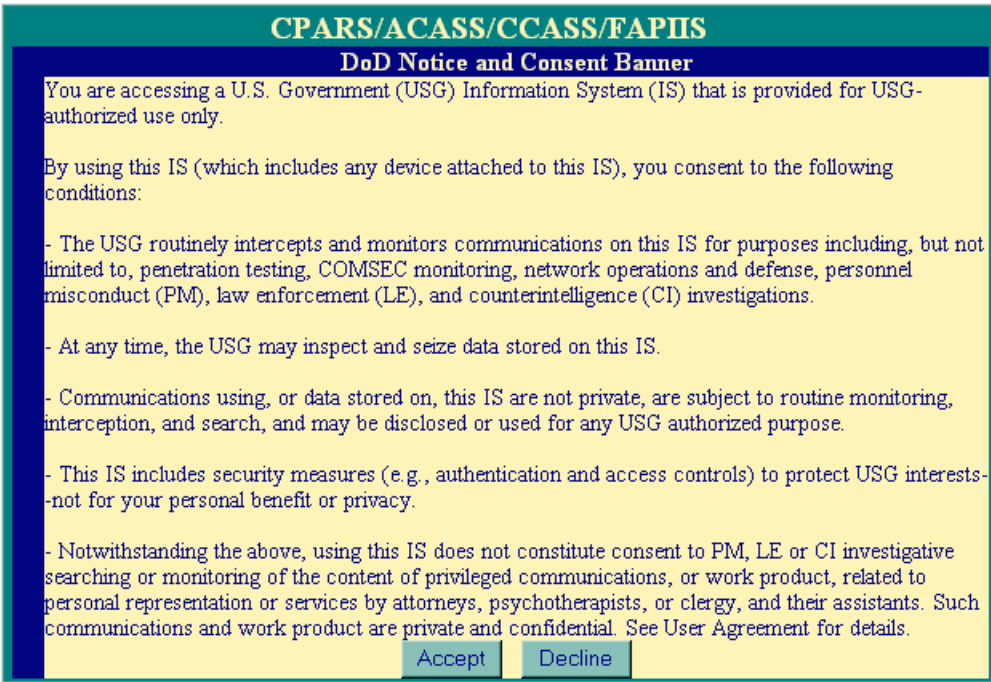
Accessing FAPIIS

The FAPIIS application is accessible from **https://www.cpars.csd.disa.mil**. The CPARS website offers links to CPARS, ACASS, CCASS, and 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.

A Practice System is also available to help users practice, learn, and understand their roles. To use the Practice System, click on the **Practice System** button located on the left side of the FAPIIS web page. Follow the instructions provided to gain access to the Practice System. Practice System access is only granted upon request and for a limited duration.

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

Read the DoD Notice and Consent Banner and then click **Accept** to proceed with the login process.

NOTE: Contractors are not granted access to the FAPIIS module. To review and comment on completed records for their company, Contractors will require access to PPIRS at **https://www.ppirs.gov**.

Choose the logon category link that describes your employment status. For Government users, choose either DoD Logon or Federal Logon. For Department of Defense (DoD) users, the system will first validate that the user has a valid DoD Public Key Infrastructure (PKI) certificate.

The use of PKI certificates is a DoD requirement, but is not currently in force for industry users. DoD Government employees will use their Common Access Cards (CAC) when accessing FAPIIS.

If you have any questions, please don't hesitate to contact FAPIIS Customer Support at 207.438.1690 or webptsmh@navy.mil.

All first time users will have to use the **Forgot Password** button to obtain a temporary password.

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

Enter your User ID and Email Address and click **Submit**. 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 a temporary password. After you enter your User ID and the temporary password at the Main Login screen, click **Login**.

NOTE: Subsequent logons for DoD 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 14–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last five passwords are kept and may not be reused, and passwords are valid for a period of 60 days. 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.

New User Information
(fields identified with ✱ are required)

✱ Current Password:
✱ New Password:
✱ Confirm New Password:

Passwords must meet the following specifications:
must be changed every 60 days
are case sensitive
your last five old passwords are kept and cannot be reused.
must be 14-20 characters
must contain at least two uppercase letters
must contain at least two lowercase letters
must contain at least two numbers
must contain at least two special characters
Only the following special characters are allowed:
` ~ ! # $ % ^ * ( ) - _ = [ ] | ; : , .

✱ User Name:
✱ Email Address:
✱ Title:
✱ Organization:
✱ Citizenship: (Select Country)
✱ Street Address:
✱ City, State, Zip:
✱ Commercial Phone #:
FAX #:
DSN Phone #:

Save User Password and Information

CPARS/ACASS/CCASS/FAPIIS, NAVSEALOGCENDET PORTSMOUTH, NH. Version : 3.3.0, Build Date : 04/30/2009 15:00:00
Phone : (207) 438-1690 Email Technical Support
View Policy Guide: CPARS ACASS CCASS FAPIIS

You will then be brought to the Rules of Behavior page. Read through the rules and scroll down using the down arrow on the right hand side of the screen. Upon reaching the bottom of the rules, the **Accept/Decline** buttons will activate.

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 **FAPIIS** button to continue.

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.csd.disa.mil/accessforms/userforms.htm**. 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, ACASS, CCASS, 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.
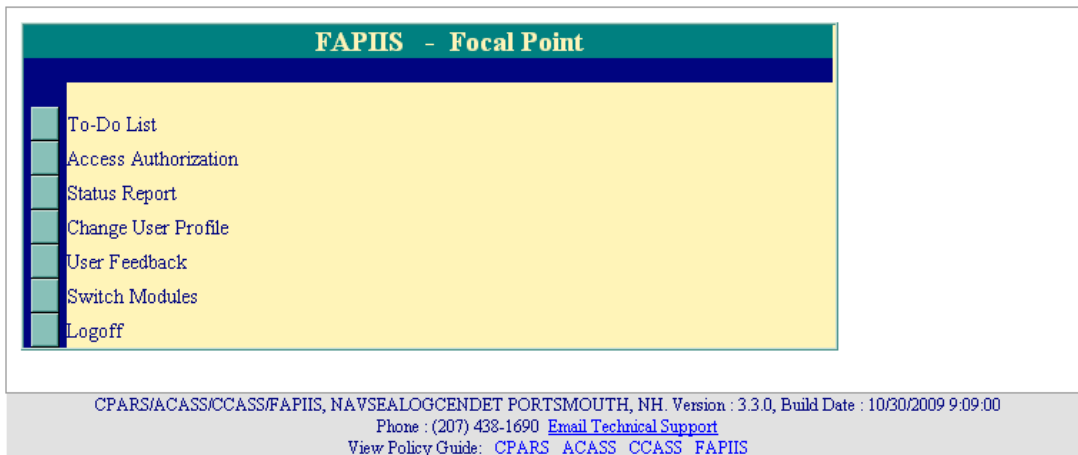
To-Do List: This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent records in FAPIIS that have been started but not yet completed and marked for release to PPIRS. Click the **To-Do List** button from the Focal Point Main Menu. The To-Do List displays.

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.

Access Authorization: This option is used by Focal Points to provide access to FAPIIS, to view or modify existing user access, to transfer access (records) from one user to another, and to assign Alternate Focal Points. To provide access to FAPIIS, the Focal Point must complete an Access Authorization Matrix (described below).
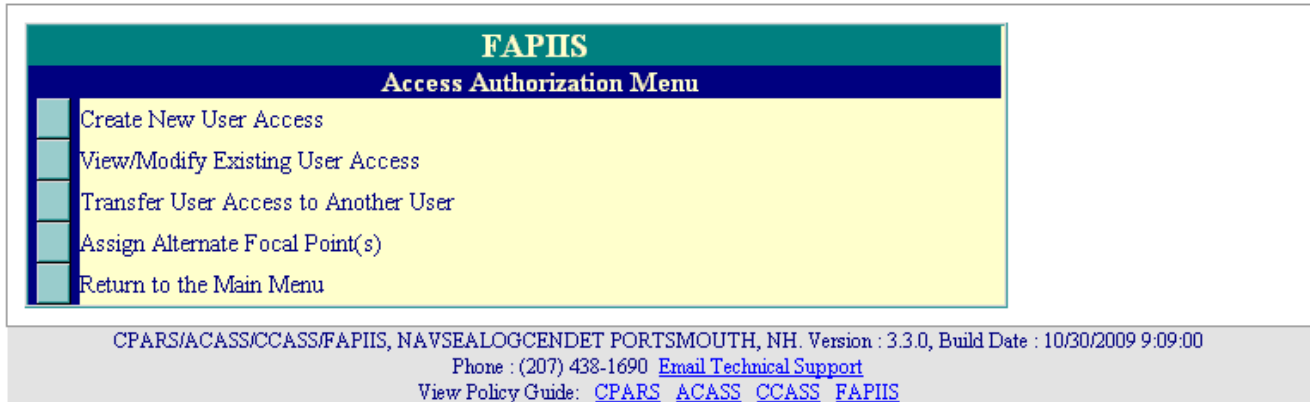
Create New User Access: To create a new user account or to give an existing CPARS, ACASS, or CCASS user access to FAPIIS, click on the **Access Authorization** button located on the Focal Point Main Menu. Click the **Create New User Access** button from the Access Authorization Menu. The Create New User Access screen displays.
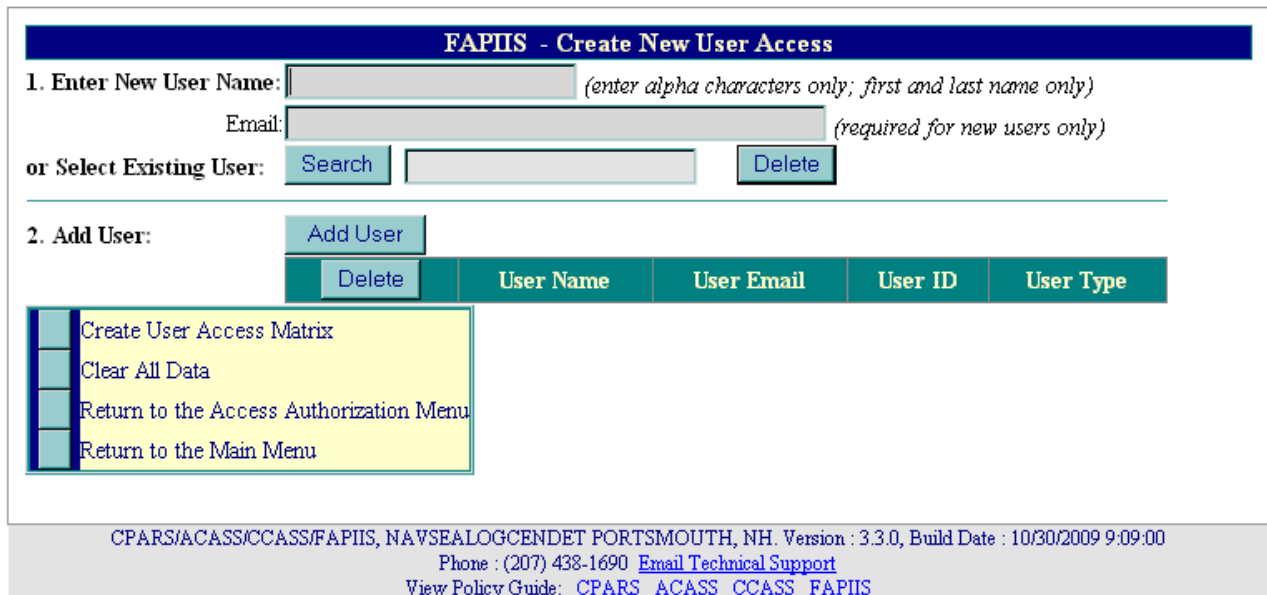
In step 1, the Focal Point can enter a **New User Name** (First Name and Last Name only) and **Email** (required for new users) or **Select Existing User**. To select an existing user, click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names that meet the search criteria will display. Click on the desired name and the name will appear in the **Select Existing User** box. The **Delete** button removes the selected user name from the **Select Existing 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, ACASS or CCASS will be visible.

In step 2, click the **Add User** button after entering the information required in step 1. The Focal Point can repeat steps 1 and 2 as necessary to provide access to multiple FAPIIS Data Entry users. To delete one or more users from the matrix, click the box in the **Delete** column of the appropriate user(s), and then click the **Delete** button located in the left corner of the matrix. The **Clear All Data** button clears all data entered in the matrix. After all new and existing users have been added, click the **Create User Access Matrix** button and a User Access Authorization Matrix displays containing each entry as shown below.

User Name	User Email	User ID	User Type
ABRAHAM LINCOLN	abraham.lincoln@us.president.mil		New
GEORGE WASHINGTON	geroge.washington@us.president.mil		New
JOHN ADAMS	john.adams@us.president.mil		New

Authorize Access to these Users

Modify Access Matrix to Correct Mistakes

Return to the Main Menu

CPARS/ACASS/CCASS/FAPIIS, NAVSEALOGCENDET PORTSMOUTH, NH. Version : 3.3.0, Build Date : 10/30/2009 9:09:00
Phone : (207) 438-1690 Email Technical Support
View Policy Guide: CPARS   ACASS   CCASS   FAPIIS

The display presented above provides an opportunity for the Focal Point to review information for accuracy. If information has been entered incorrectly, click the **Modify Access Matrix to Correct Mistakes** button and the previous screen will display allowing the Focal Point to make the required changes. If all information is correct, click the **Authorize Access to these Users** button. The completed User Access Authorization Matrix displays providing User Name, User Email, User ID, Status ("Authorized" indicates the access was created), and User Type. A system generated email is sent to users during this step to inform them of their User ID, temporary password procedures, responsibilities, and resources available. Click on **Return to the Access Authorization Menu** or **Return to the Main Menu**, as applicable.

FAPIIS - User Access Authorization Matrix

Access has been authorized for the following users.
A system-generated email has been sent informing users of their User ID, responsibilities and resources, and providing instructions on how to acquire a temporary password, if applicable.

User Name	User Email	User ID	Status*	User Type
ABRAHAM LINCOLN	abraham.lincoln@us.president.mil	ALINC	Authorized	New
GEORGE WASHINGTON	geroge.washington@us.president.mil	GWASH	Authorized	New
JOHN ADAMS	john.adams@us.president.mil	JADAM	Authorized	New

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

Return to the Access Authorization Menu
Return to the Main Menu

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Phone : (207) 438-1690 Email Technical Support
View Policy Guide: CPARS ACASS CCASS FAPIIS

View/Modify Existing User Access: This option produces a list of user names that have been authorized access to FAPIIS by the Focal Point. It also allows the Focal Point to reset passwords, to remove users' access, to update users' profile information, and to delete users from the FAPIIS application. To access the View/Modify Existing User Access option, click the **Access Authorization** button from the Focal Point Main Menu. Click the **View/Modify Existing User Access** button from the Access Authorization Menu and the View/Modify Existing User Access Screen displays.

FAPIIS - View/Modify Existing User Access

User: ALL

View Users

Users Authorized by You:

Return to the Access Authorization Menu
Return to the Main Menu

CPARS/ACASS/CCASS/FAPIIS, NAVSEALOGCENDET PORTSMOUTH, NH. Version : 3.3.0, Build Date : 11/19/2009 06:00:00
Phone : (207) 438-1690 Email Technical Support
View Policy Guide: CPARS ACASS CCASS FAPIIS

To view a list of all users the Focal Point has given access to, simply click on the **View Users** button. To view or modify a single existing user's access, click the **User** drop-down box and all user names that have been authorized access to FAPIIS by the Focal Point will display. Select the desired user name and click the **View Users** button. The following View/Modify Existing User Access screen displays.

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The Focal Point can then choose to Reset Password, Remove Access, Change Profile, or Delete User, as required.

[User Name] – 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).

[Reset Password] – This option allows the Focal Point to reset a user's password. Click **[Reset Password]** and the Confirm Password Change pop-up box will display and includes a new temporary, system-generated password. The Focal Point must click the **Submit** button to establish the new password in FAPIIS. It is the Focal Point's responsibility to convey the new temporary password to the user. Click the **OK** button and a pop-up message "Password has been reset" displays.

[Remove Access] – Clicking on this option allows the Focal Point to remove the existing user's access to FAPIIS. Click **[Remove Access]** and the Remove User Access view displays. 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." To remove access and delete the user click the **Remove Access and Delete the User** button, a confirmation pop-up will display stating "The user has been deleted." Click the **OK** button.

NOTE: If the user also has access to CPARS, ACASS, or CCASS and FAPIIS, the **Remove User Access from FAPIIS** button will remove the user's access to FAPIIS and a confirmation pop-up screen will display stating "Access to this module has been removed." Click the OK button. The user will still have access to CPARS, ACASS, or CCASS, as applicable.

[Change Profile] - Clicking on this option allows the Focal Point to update the user's profile information including name, title, organization, address, email, and phone number(s).

[Delete User] – Clicking on this option allows the Focal Point to completely delete a user from the FAPIIS database. Click **[Delete User]** and the Delete User Access view displays. If the user only has access to FAPIIS, with existing records, the screen will display a notice stating "All records created by this user will be retained and labeled "Unassigned" in reports." Click **Delete User** to delete the user from FAPIIS. A confirmation pop-up screen displays, click the **OK** button.

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

The **Return to the Access Authorization Menu** button allows the Focal Point to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

Transfer User Access to Another User: 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

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involved with entering records. To transfer user access to another user, click the **Access Authorization** button from the Focal Point Main Menu. Click the **Transfer User Access to Another User** button and the Transfer User Access to Another User screen displays.

In Step 1, select the name of the user from the **Select From User** drop-down box, of the user that the record(s) are being transferred from.

In Step 2, select the specific FAPIIS record to be transferred or select "All Records" from the **Select FAPIIS Record(s)** drop-down box, to transfer the record(s) from the Step 1 user.

In Step 3, select the name of the user from the **To User** drop-down box that the record(s) are being transferred to. Note that only users that the Focal Point has already given access to FAPIIS, are included in the list. To transfer access to a new user, the Focal Point must first provide FAPIIS access to the user by using the **Create New User Access** button at the Access Authorization Menu.

In Step 4, 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 **Transfer Access** button, as long as the user does not have access to CPARS, ACASS, or CCASS.

Click the **Transfer Access** button to complete the transfer process.

The **Return to the Access Authorization Menu** allows the Focal Point to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

Assign Alternate Focal Point(s): This option allows the Focal Point to assign up to three 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 **Access Authorization** button from the Focal Point Main Menu. Click the **Assign Alternate Focal Point(s)** button and the Assign Alternate Focal Point(s) screen displays.

The Focal Point must identify the designated Alternate Focal Point(s) with the following two options. If it is a new user, the Focal Point would enter the name (First Name and Last Name only) in the **Enter New User Name** box and an email address in the **Email** box. For existing users, select an existing user from the **Select Existing User** drop-down box. The drop-down box includes a list of existing users within the service or agency who have been given access to one of the modules by the Focal Point. The adjacent **View** button allows the Focal Point to view the existing user's profile information, including User ID, name, title, organization, address, email, and phone number(s). Once a new name and email is entered, or an existing user selected, click the **Assign Alternate Focal Point** button.

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 the user when he/she is assigned access as an Alternate Focal Point to inform them of their User ID, temporary password procedures, responsibilities, and resources available.

When an Alternate Focal Point is assigned, their name, User ID, phone number, and email address will be listed on the Assign Alternate Focal Point(s) screen shown above. Also included, are the abilities to reset their passwords and to delete the Alternate Focal Point access. To reset the Alternate Focal Point's password, click **[Reset]**. To delete an Alternate Focal Point's access, as an Alternate Focal Point, click **[Delete]**.

The **Return to the Access Authorization Menu** button allows the Focal Point to continue with other access authorization options. 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(s) changes. This option also allows users to change their FAPIIS password, if applicable. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Operational Requirements Committee. **(See User Feedback Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, 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, Termination for Material Failure to Comply (grants), Defective Pricing, Non-Responsibility Determination, and Recipient Not-Qualified Determination (grants).
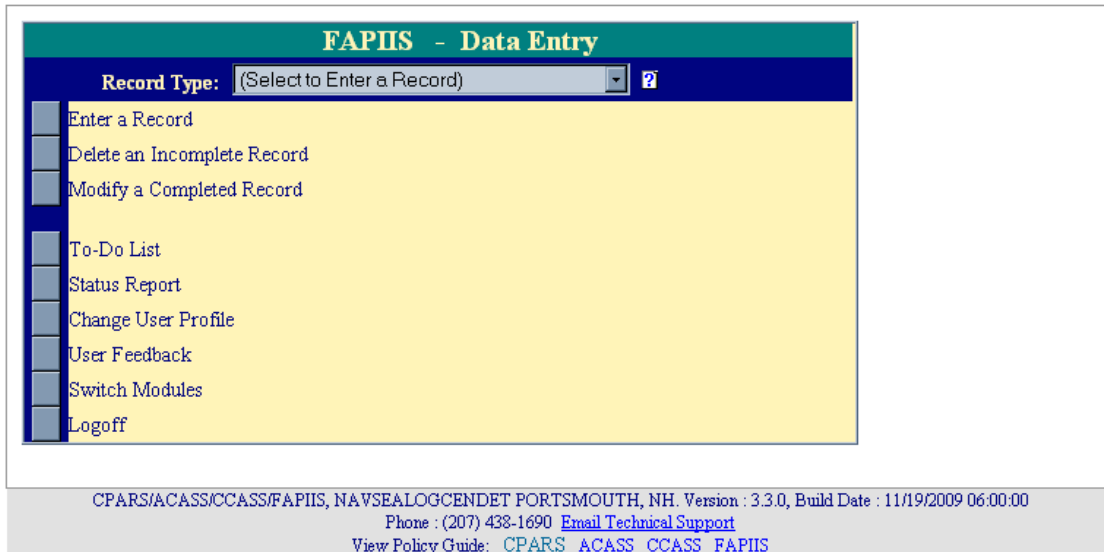
Enter a Record: This option allows a user to enter the record information. To enter a record, the user must be logged into FAPIIS at the Data Entry or Alternate Focal Point (w/Data Entry) level and the Main Menu must be displayed. When a record is to be entered, select the applicable record type from the **Record Type** drop-down box and click the **Enter a Record** button.
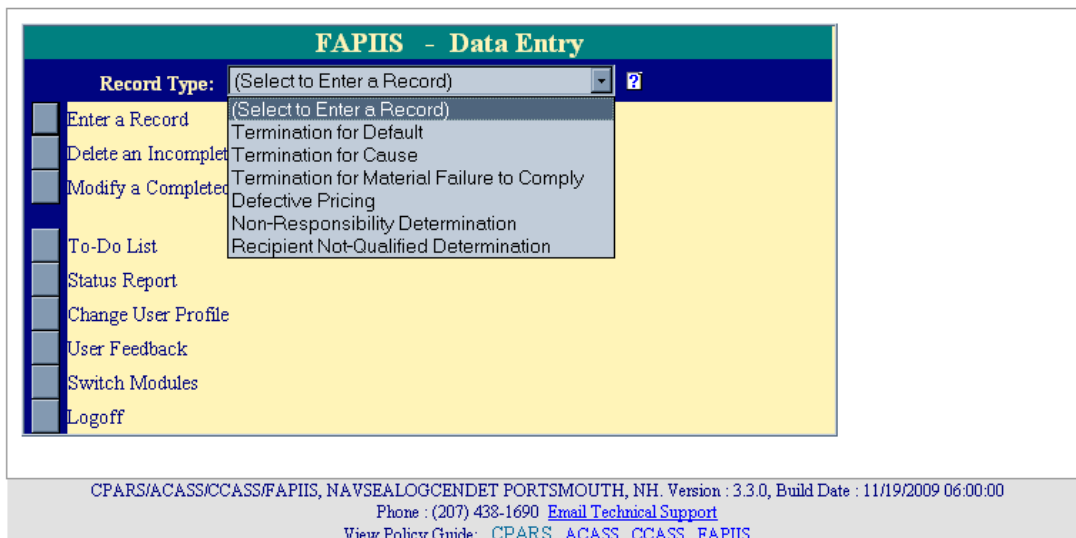
The Preliminary Information screen will display. The below screenshot is applicable when entering a Termination for Default, but note that each record type requires entry of different information at the Preliminary Information screen. Click on the small blue "?" adjacent to **Enter the following:** to obtain online help regarding the information to be entered at the Preliminary Information screen.

FAPIIS
Preliminary Information

Enter the following: [?]

Record Type: Termination for Default

* DUNS:

* Contract Award ID Number:

Contract Referenced Award ID Number:

(fields identified with ✱ are required)

Continue

Return to the Main Menu

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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 Central Contractor Registration (CCR) database for the specific DUNS and will prepopulate the Awardee Information if the DUNS is registered at CCR.

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 (this means the record is complete and available in PPIRS for source selection purposes) using the Modify a Completed Record option. This is explained in more detail below.

Awardee Information: Enter the Awardee Information manually if it was not available from FPDS or CCR. 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, 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. 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. 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.

NOTE: 1. PDF attachments can be uploaded/replaced in the record after it has been completed and marked for release to PPIRS through **Modify a Completed Record**. 2. Terminations for Default and Terminations for Cause can be changed to a Termination for Convenience, Termination Withdrawn/Rescinded, or Termination Type changed to complete or partial by using the **Modify a Completed Record** option. 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

(Select a Document Number below to complete the record and send it to PPIRS for Source Selection.)

DOCUMENT NUMBER	RECORD TYPE/AWARDEE NAME	DUNS	ACTION DATE	ADDED DATE	USER
5236265252	Non-Responsibility Determination TEST COMPANY WITH NINE 9'S	999999999	12/05/2008	10/16/2009	ABRAHAM LINCOLN
DLA05L25456	Termination for Default TEST COMPANY WITH NINE 9'S	999999999	10/11/2007	11/11/2009	ABRAHAM LINCOLN
DLA11111	Termination for Default Test company with nine 9's	999999999	10/08/2007	10/15/2009	ABRAHAM LINCOLN
DLA894568984	Defective Pricing Test company with nine 9's	999999999	04/25/2003	10/16/2009	ABRAHAM LINCOLN

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

DOCUMENT NUMBER	RECORD TYPE/AWARDEE NAME	DUNS	ACTION DATE	ADDED DATE	USER
7553312345	Recipient Not-Qualified Determination TEST COMPANY LLC with thirteen 9's	9999999999999	07/08/2009	10/16/2009	GEORGE WASHINGTON

Return to the Main Menu

CPARS/ACASS/CCASS/FAPIIS, NAVSEALOGCENDET PORTSMOUTH, NH. Version : 3.3.0, Build Date : 11/19/2009 06:00:00
Phone : (207) 438-1690 Email Technical Support
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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(s) changes. This option also allows users to change their FAPIIS password, if applicable. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Operational Requirements Committee. **(See User Feedback Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, 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.

Command POC/ORC Member

This access level offers the Command Point of Contact (POC)/Operational Requirements Committee (ORC) Member complete visibility of the FAPIIS process across an entire service, agency, or major command using Status Reports. The Command POC/ORC Member access is granted only upon completion of a signed Service/Command/ORC Member Access Request Form obtained from contacting FAPIIS Customer Support.
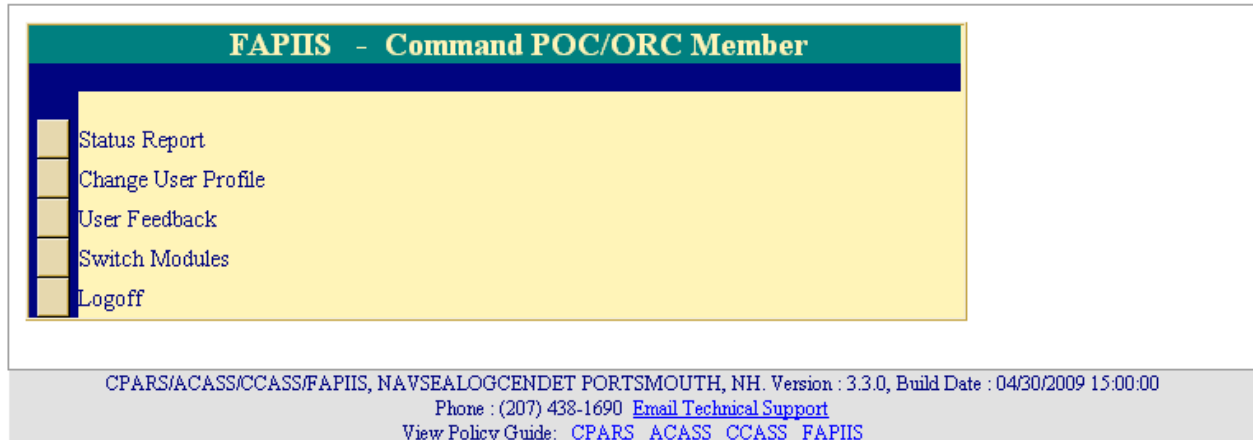
Status Report: This option allows the Command POC/ORC Member to monitor the status of records that have been started or completed within the respective service, agency, or major command. The Status Report will display information as a list of records that allows the Command POC/ORC Member read-only access to each record. In addition, the Command POC/ORC Member 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(s) changes. This option also allows users to change their FAPIIS password, if applicable. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested FAPIIS improvements, policy comments, and problems to system administrators and the Operational Requirements Committee. **(See User Feedback Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, 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.

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 Command POC/ORC Member 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.

FAPIIS Status Report - 11/16/2009

Record Type: All; Status: All; User Assigned: ALL; SORTED BY: Record Type;   [Spreadsheet]
(Click on a column name to re-sort the report.)

Viewed	Document Number	Record Type/Awardee Name	DUNS	Action Date	Status	User Assigned	Activity Log
	DLA4526245	Defective Pricing TEST COMPANY WITH NINE 9'S	999999999	11/04/2007	Completed	ABRAHAM LINCOLN	[Log]
	DLA894568984	Defective Pricing Test company with nine 9's	999999999	04/25/2003	Initiated	ABRAHAM LINCOLN	[Log]
	5236265252	Non-Responsibility Determination TEST COMPANY WITH NINE 9'S	999999999	12/05/2008	Initiated	ABRAHAM LINCOLN	[Log]
	454545454545	Non-Responsibility Determination TEST COMPANY	999999999	11/10/2009	Completed	ABRAHAM LINCOLN	[Log]
	565455656	Recipient Not-Qualified Determination TEST COMPANY WITH NINE 9'S	999999999	03/02/2005	Completed	ABRAHAM LINCOLN	[Log]
	7553312345	Recipient Not-Qualified Determination TEST COMPANY LLC with thirteen 9's	9999999999999	07/08/2009	Initiated	GEORGE WASHINGTON	[Log]
	DLA456G55524	Termination for Cause TEST COMPANY WITH NINE 9'S	999999999	11/05/2009	Completed	ABRAHAM LINCOLN	[Log]
	DLA05L25456	Termination for Default TEST COMPANY WITH NINE 9'S	999999999	10/11/2007	Initiated	ABRAHAM LINCOLN	[Log]
	DLA45GH456789	Termination for Default TEST COMPANY WITH NINE 9'S	999999999	03/15/2008	Completed	ABRAHAM LINCOLN	[Log]
	DLA11111	Termination for Default Test company with nine 9's	999999999	10/08/2007	Initiated	ABRAHAM LINCOLN	[Log]
	DLA45444444FFFF	Termination for Material Failure to Comply TEST COMPANY WITH NINE 9'S	999999999	11/12/2003	Completed	ABRAHAM LINCOLN	[Log]

Count: 11

x -indicates the record has been selected for viewing

Run Another Status Report
Return to the Main Menu

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Phone : (207) 438-1690 Email Technical Support
View Policy Guide: CPARS ACASS CCASS FAPIIS

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

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

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. A list of actions recorded in the Activity Log is provided below:

- Record initiated
- Record updated
- Attachment updated
- Attachment deleted
- Record initiated/available in PPIRS
- Record completed/available in PPIRS
- Restatused by Customer Support Desk
- Termination Type updated to Partial
- Termination Type updated to Complete
- Record Converted to Termination for Convenience
- Record Withdrawn/Rescinded

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.

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

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

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

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

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 new password in the **Confirm New Password** box. The password is case sensitive and must contain 14–20 characters, at least two uppercase letters, two lowercase letters, two numbers and two special characters. The last five passwords are kept and may not be reused, and passwords are valid for a period of 60 days.

NOTE: If a user logs into FAPIIS 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 Main Menu** button returns the user to the Main Menu. Clicking on this button does not save any information that has been entered.

User Feedback

The **User Feedback** 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 **User Feedback** button from the Main Menu and a User Feedback screen will display.

Select the type of request from the **Type of Request** drop-down box. If "Other" is selected from **Type of Request**, then you will be required to enter information in the **Other** field. Select the priority of the request from the **Requested Priority** drop-down box. Enter a brief description in the **Short Description** box and a complete description in the **Description** box. Click the **Submit Feedback** button. Click **OK** when the confirmation message displays. The help desk monitors and responds to all FAPIIS feedback submitted. Requests for enhancements and policy changes are routed through the Operational Requirements Committee (ORC) for review, discussion, and disposition. The ORC currently meets three times a year. Users submitting feedback requests for enhancements, may be asked to provide additional information used to support the feedback suggestion and will receive a response and an explanation of the ORC's decision on whether or not an enhancement or change will be accepted. The **Return to the Main Menu** button returns the user to the Main Menu.

NOTE: The system limitation for User Feedback is 1000 characters.

Switch Modules

The **Switch Modules** feature is available at all access levels and allows users to switch between the different modules of CPARS, ACASS, CCASS, 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.
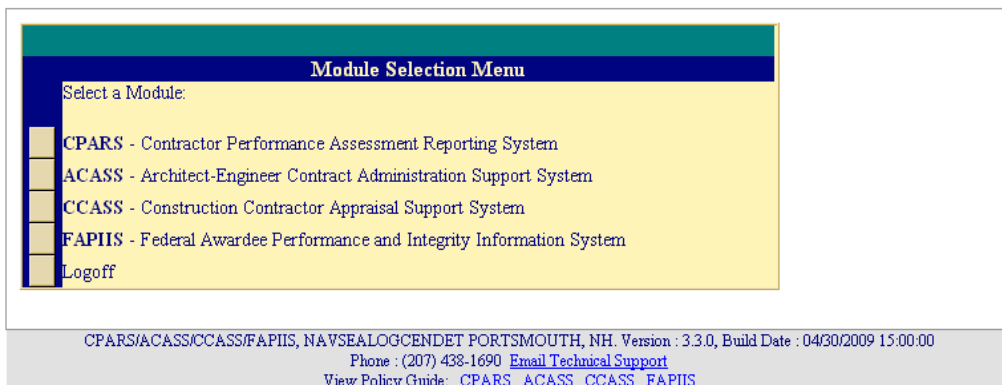
Click the applicable button indicating **CPARS**, **ACASS**, **CCASS**, or **FAPIIS** to access that module.

NOTE: Although all module buttons, CPARS, ACASS, CCASS, 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:

- Command POC/ORC Member 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. 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.

- 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).