

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



Software User's Manual

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PPIRS-RC 2.2.18 Document Acceptance

The undersigned agree this Past Performance Information Retrieval System – Report Cards (PPIRS-RC) Software User’s Manual Version 2.2.18 accurately describes the PPIRS-RC and the activities surrounding its development.

Project Manager

RECORD OF VERSIONS AND CHANGES

Document Version #	Version Date	Detailed Description of Change
1	MAR 2008	Baseline document
2	MAY 2011	Updates for V2.2.1
3	JAN 2014	Updates for V2.2.18

TABLE OF CONTENTS

WHAT IS PPIRS-RC? 1

 1.1 What’s New in Version 2.2.18? 1

 1.2 Document Overview 3

2. PPIRS-RC USER ROLES AND RESPONSIBILITIES..... 4

 2.1 Awardee/Contractor: 4

 2.2 Government (Federal/DoD): 4

 2.3 Administrator (group Owner or Manager): 5

3. ACCESSING PPIRS-RC..... 6

 3.1 Minimum Activity Requirements..... 6

 3.1.1 Hardware Requirements For Activity..... 6

 3.1.2 Software Requirements..... 6

 3.2 Before You Log into PPIRS-RC 7

 3.2.1 Changing Your Screen Resolution 7

 3.2.2 Disabling AutoComplete 7

 3.2.3 Setting Additional Security 8

 3.3 Government Access to PPIRS-RC 8

 3.3.1 Userid..... 8

 3.3.2 Password..... 8

 3.4 Logging into PPIRS-RC..... 9

 3.4.1 PPIRS Logon 11

 3.4.2 Requesting a New Account (Government Only)..... 14

 3.4.3 Requesting a New Account (Awardee/Contractor Logon Without PKI) 21

 3.4.4 Contractor Logon With PKI 22

 3.4.5 DoD Logon 23

 3.5 Invalid Login 25

 3.6 Forgotten UserID Or Password 25

 3.6.1 Forgotten Password 25

 3.6.2 Forgotten UserID 25

 3.7 Exiting PPIRS-RC..... 26

 3.8 Concurrent Sessions 26

4. WORKING IN PPIRS-RC 27

 4.1 Navigating in PPIRS-RC..... 28

 4.2 Account Menu Items 29

 4.2.1 Modify Account..... 29

 4.2.2 View Account..... 30

 4.2.3 Change Password (Federal Only)..... 31

 4.2.4 Request Membership 31

 4.2.5 Request SR Access 32

 4.3 Report Menu Items..... 33

 4.3.1 Assessment Reports 33

 4.3.2 DoD Terminationtermination List 39

 4.4 Group Menu Items 41

 4.4.1 Group Memberships 41

 4.4.2 Pending Group Memberships 42

4.4.3 View Groups..... 43

4.5 Services Menu Items 44

4.5.1 Help 44

4.5.2 Feedback..... 47

REFERENCED DOCUMENTS..... 49

APPENDIX A : GLOSSARY..... 1

APPENDIX B : PPIRS-RC TERMS AND DEFINITIONS..... 1

APPENDIX C : TROUBLESHOOTING HINTS AND TIPS 1

APPENDIX D : NAVIGATION FRAME ITEMS..... 1

TABLE OF FIGURES

Figure 1: PPIRS Home Page.....	10
Figure 2: Security Warning/Logon	11
Figure 3: PKI Certificate.....	12
Figure 4: ActiveCard Client Login	13
Figure 5: Security Warning.....	13
Figure 6: PPIRS Government Login Window	14
Figure 7: Non-Disclosure Agreement.....	14
Figure 8: Request Government Account.....	15
Figure 9: Request Group Membership 1.....	16
Figure 10: Request Group Membership 2.....	16
Figure 11: Request Group Membership 3.....	17
Figure 12: Justify Group Membership Request.....	17
Figure 13: Rules of Behavior.....	18
Figure 14: Accept Rules of Behavior.....	19
Figure 15: Government Main Page Limited Access.....	19
Figure 16: Government Main Page Full Access	20
Figure 17: Awardee/Contractor Login Without PKI	21
Figure 18: Awardee/Contractor Login Without PKI Password.....	21
Figure 19: PPIRS Awardee/Contractor Login Window (PKI)	22
Figure 20: Awardee/Contractor Main Menu.....	22
Figure 21: PPIRS DoD Login Window	23
Figure 22: Select Application Screen	23
Figure 23: PPIRS-RC Government Main Page	24
Figure 24: Forgot UserID Or Password.....	25
Figure 25: Switch Application Screen	26
Figure 26: Concurrent Session Notification	26
Figure 27: Working Order in PPIRS-RC	27
Figure 28: Modify Account	29
Figure 29: Awardee/Contractor View Account	30
Figure 30: Change Password (Federal Only).....	31
Figure 31: Request SR Access.....	32
Figure 32: Request SR Access Pop Up.....	32
Figure 33: Assessment Reports Selection.....	33
Figure 34: Assessment Reports List	34
Figure 35: Assessment Reports List - Specific Company	35
Figure 36: View Assessment Report Part 1	36
Figure 37: View Assessment Report Part 2	37
Figure 38: View Assessment Report Part 3	38
Figure 39: DoD Termination List	39
Figure 40: DoD Termination List Detail	40
Figure 41: Group Memberships.....	41
Figure 42: Pending Group Memberships.....	42
Figure 43: View Groups.....	43

Figure 44: Help Menu Item..... 44
Figure 45: Help Topics Popup 45
Figure 46: Help Topic Detail 46
Figure 47: Feedback Window 47
Figure 48: Feedback Window Dropdown..... 48

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 2.2.18?

PPIRS-RC is a web-enabled application accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at 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 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. 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 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 be 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. Internet Explorer (IE) is the preferred browser for PPIRS-RC, but others may work as well. Microsoft (MS) Windows is also the preferred operating system, but Apple systems may work if configured similarly.

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 GOVERNMENT ACCESS TO PPIRS-RC

PPIRS-RC allows access only to authorized Government users. Application access is determined from a combination of a Userid, Password, and Common Access Card PIN (DoD only). To access PPIRS-RC, you must be defined as a user within PPIRS-RC.

PPIRS-RC is accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at www.PPIRS.gov.

3.3.1 Userid

New Accounts/First Logon Access requires User ID and Password. The user is able to select his/her Userid. The Userid can be composed of 5 to 30 characters (letters and/or numbers only). For more information obtaining an account, refer to Section 3.4.2 - Requesting a New Account (Government Only).

3.3.2 Password

The user is able to select his/her Password. When creating a password, remember that passwords must contain: A combination of letters, numbers and symbols that includes at least fifteen characters.

- At least 2 UPPERCASE and 2 lower case letters.
- At least 2 numbers.
- At least 2 special characters
- Must be 15 - 20 characters
- Must differ from previous password by at least four characters
- Must not contain personal information such as:
names, phone numbers, account names, birthdates, or dictionary words
- Your last 10 passwords are kept and cannot be reused

3.4 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.

To log into PPIRS-RC:

- a. Open a browser session. Microsoft® Internet Explorer is preferred.
- b. In the Address bar, type the uniform resource locator (URL) supplied above to get access to the PPIRS Home page.

Below is the **PPIRS Home** page. The frame on the left of the home page provides a link to the **PPIRS System Logon web page**. There are also tabs available on the PPIRS home page supplying various sources of information: PPIRS Frequently Asked Questions (FAQs), Guidance, PPIRS User Manuals and Guides (Help), Related Links (Links), and other DoD Past Performance Policy Guides (Policy). Check this list of provided references first for any questions concerning PPIRS or DoD past performance policy.

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.

PPIRS Past Performance Information Retrieval System

HOME CONTACTS FAQs GUIDANCE LINKS POLICY REFERENCE TRAINING

Products/Services

[PPIRS Application Logon](#)

[FAPIIS Government](#)

[FAPIIS Public](#)

Links

[CPARS](#)

[PKI Information](#)

Providing Information for Best Value Awards!

Welcome to the Past Performance Information Retrieval System (PPIRS). In July 2002, DOD endorsed the Past Performance Information Retrieval System as the single, authorized application to retrieve contractor performance information. PPIRS is a web-enabled, enterprise application that provides timely and pertinent contractor past performance information to the Department of Defense and Federal acquisition community for use in making source selection decisions. PPIRS assists acquisition officials by serving as the single source for contractor past performance data. Confidence in a prospective contractor's ability to satisfactorily perform contract requirements is an important factor in making best value decisions in the acquisition of goods and services. PPIRS consists of three components, Report Card (RC), Statistical Reporting (SR) and Federal Awardee Performance and Integrity Information System (FAPIIS). These three components support the Federal Acquisition Regulation (FAR) requirement to consider past performance information prior to making a contract award (FAR Parts 9, 13, 15, 36 and 42).

Government access is restricted to those individuals who are working on source selections, to include contractor responsibility determinations. Contractors may view only their own data. A contractor must be registered in the "System for Award Management" (SAM) system and must have created a Marketing Partner Identification Number (MPIN) in the SAM profile to access their PPIRS information.

Access to FAPIIS is granted when approved for access to either PPIRS-RC or PPIRS-SR.

PPIRS RC and FAPIIS is sponsored by General Services Administration (GSA) and Integrated Acquisition Environment (IAE), PPIRS SR is sponsored by the Defense Logistics Agency (DLA) and administered by the Naval Sea Logistics Center Portsmouth.

Effective July 1, 2009, the FAR requires federal agencies to post all contractor performance evaluations in PPIRS.

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.

Customer Support Desk:
Voice Phone: (207) 438-1690 or DSN: 684-1690

Contact the Webmaster

Mailing Address:
Naval Sea Logistics Center Portsmouth
Bldg 153, 2nd Floor
Portsmouth Naval Shipyard Portsmouth, NH 03804-5000

[US Navy Web Site](#) | [Navy Jobs](#) | [Accessibility](#) | [FOIA](#) | [Please read our Privacy Policy](#)

This is an official website of the U.S. Government

Important Information

[Internet Explorer Settings](#)

[Improving Past Performance Compliance](#)

A Department Of Defense (DoD) PKI Certificate is required for all DoD employees accessing PPIRS. Contractors are also encouraged to obtain and use a certificate. Non-DoD Government users may continue to access PPIRS without a certificate. [<more>](#)

USA.gov
Government Made Easy

Figure 1: PPIRS Home Page

c. Click on PPIRS Application Logon on the left side.

3.4.1 PPIRS Logon

Below is the introductory page for PPIRS. This page is displayed when **PPIRS System Logon** is selected from the PPIRS home page. *See Figure 1: PPIRS Home Page*

NOTE: *Contractor and Government user Logon 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 the System for Award Management (SAM), which is available at www.sam.gov. Government users log in with a User Id and Password.*

PPIRS
PAST PERFORMANCE
INFORMATION RETRIEVAL SYSTEM

WELCOME

Welcome to the Past Performance Information Retrieval System (PPIRS). Access to this system is restricted to authorized users and will require the user to read and agree to the DoD warning and consent prior to accessing the system.

All DoD employees must have a DoD PKI certificate to access the PPIRS web site.

[Click here to determine if you have a valid DoD PKI Certificate](#)

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 are encouraged to obtain and use a certificate from an External Certificate Authority (ECA).

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>
IdenTrust <http://www.identrust.com/certificates/eca/index.html>

DO NOT ENTER CLASSIFIED DATA INTO PPIRS

For Official Use Only - to be used for deliberative source selection purposes within the Executive Branch and for source selection and other deliberative purposes within DoD.

Select one of the following links to proceed to the PPIRS Application.

[Awardee/Contractor Logon](#) [Awardee/Contractor Logon \(Without PKI\)](#) [Federal Logon](#) [DoD Logon](#) [Home](#)

PPIRS-RC-2.2.18 - Build Date: 01/03/2013 14:55:55

Figure 2: Security Warning/Logon

- a. A contractor looking to verify company information in PPIRS 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 information in PPIRS selects the **Federal Logon** link
- c. A Department of Defense Government user looking for information in PPIRS selects the **DoD Logon** link
- d. To return to the PPIRS home page select the **Home** link

NOTE: Any user accessing private DoD web sites may have a PKI certificate to access the site. PPIRS is a private DoD web site. PKI certificates offer added security, but are not necessary to access PPIRS.

PKI Information: All DoD employees (military and civilian) using Government Furnished Equipment (GFE) are eligible to obtain certificates from DoD PKI. DoD users are automatically assigned a certificate with their Common Access Card (CAC). Contractors who wish to use PKI may purchase on through an External Certificate Authority (ECA).

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 are Operational Research Consultants, Inc. (ORC) <http://www.eca.orc.com> and 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 ECAs:
<http://iase.disa.mil/pki/eca/index.htm>

If the user chooses to Logon using PKI a pop up similar to the one below for DoD users is displayed.

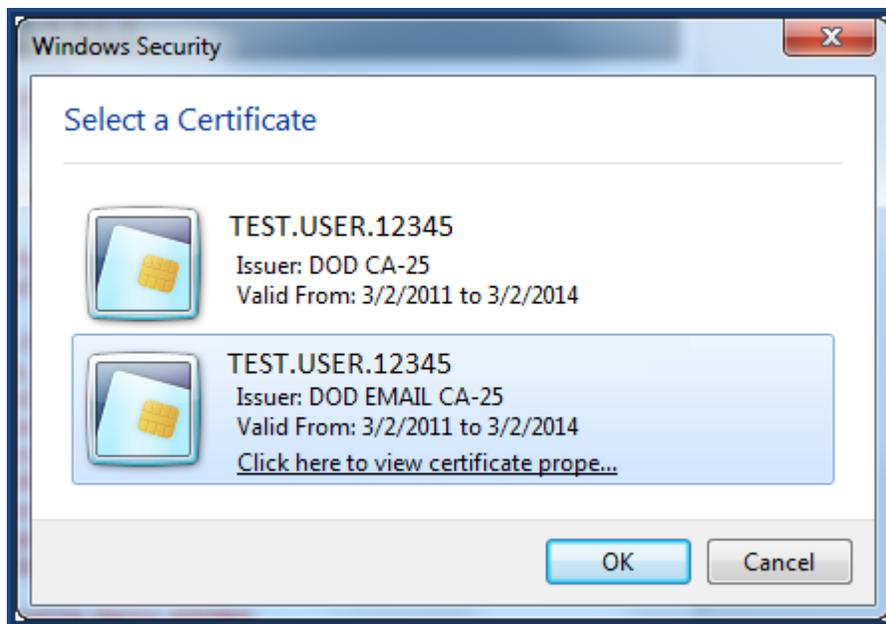


Figure 3: PKI Certificate

- e. If PKI is used select a certificate and click **OK**
- f. The following pop up will display

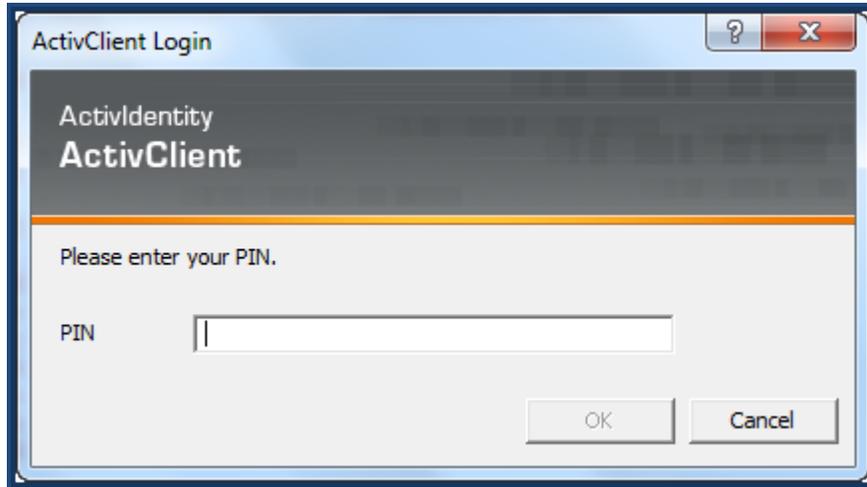


Figure 4: ActiveCard Client Login

- g. Enter PIN & click **OK**
- h. Whatever Logon method you choose, a Government Warning and Consent Banner will display

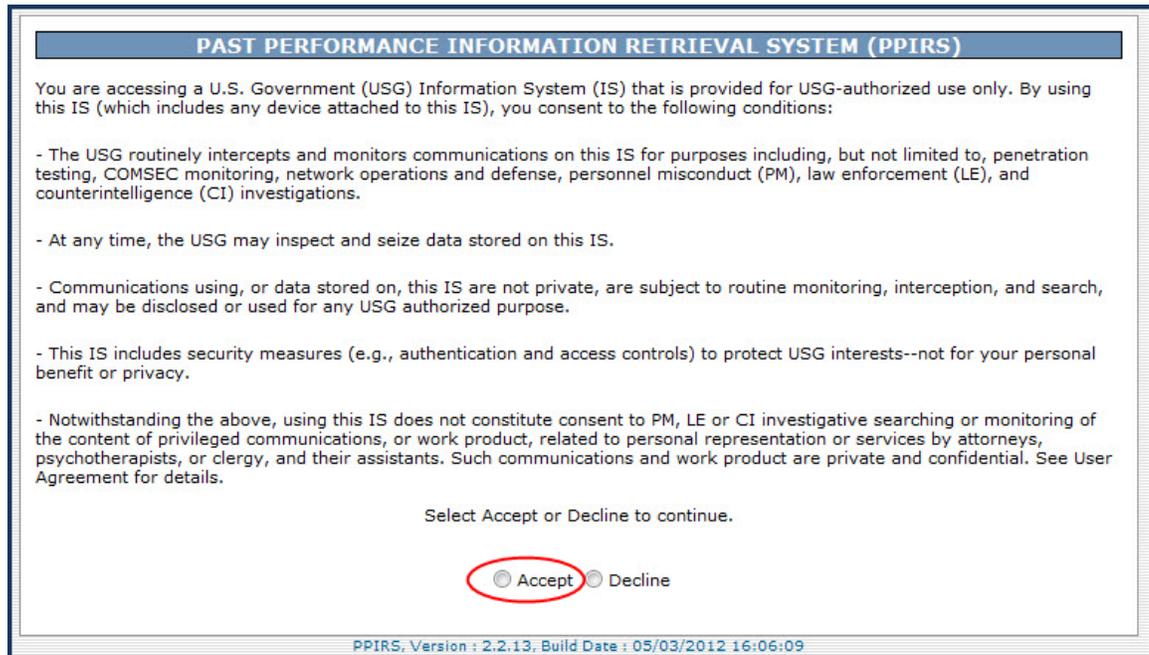


Figure 5: Security Warning

- i. When you have read the warning message, click your selection
- j. You must click the radio button for **Accept** to continue
- k. Instructions on how to Request Accounts will depend on the logon required (see the following sections)

3.4.2 Requesting a New Account (Government Only)

- a. Click the **Request Account** button

Figure 6: PPIRS Government Login Window

- b. The Non-Disclosure Agreement will display

Figure 7: Non-Disclosure Agreement

- c. When you have read the Non-Disclosure Agreement, click the **I Agree** button
 d. 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

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).
 Passwords must meet the following specifications:

1. - must be 15-20 characters
2. - must contain at least two upper and two lower case letters
3. - must contain at least two numbers
4. - must contain at least two special characters
5. - cannot reuse your last 10 passwords
6. - must differ from previous password by at least four characters
7. - must not contain personal information such as:
names, phone numbers, account names, birthdates, or dictionary words

REMEMBER YOUR USER ID AND PASSWORD.

* User Id:

* Password:

* Confirm Password:

* Select Application:

PPIRS-RC

PPIRS-SR

FAPIIS Only Access

Figure 8: Request Government Account

- e. Enter your information
- f. Click radio button in the Select Application box to select the application for which you are requesting access (PPIRS-RC).
- g. Click the **Submit** button

h. You are required to Request Group Membership



Figure 9: Request Group Membership 1

- i. Click the + to expand a Group Name
- j. If an incorrect group is selected click on the < to back up through the groups one level at a time



Figure 10: Request Group Membership 2

k. Continue in this manner until your chosen group is found

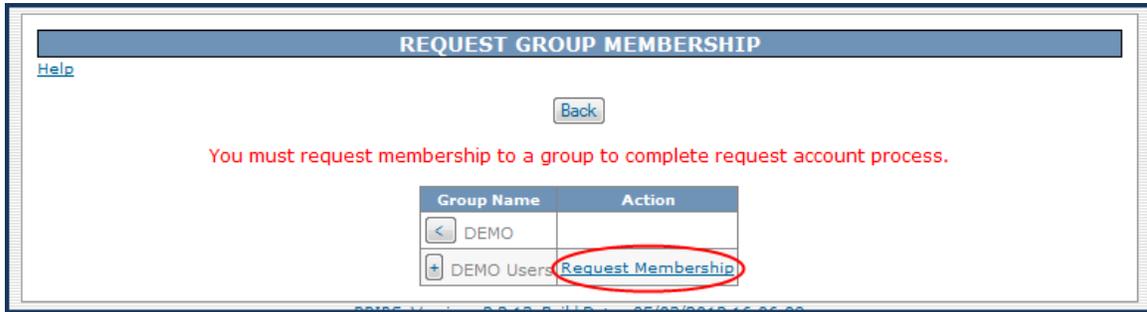


Figure 11: Request Group Membership 3

1. Click [Request Membership](#) for your chosen group

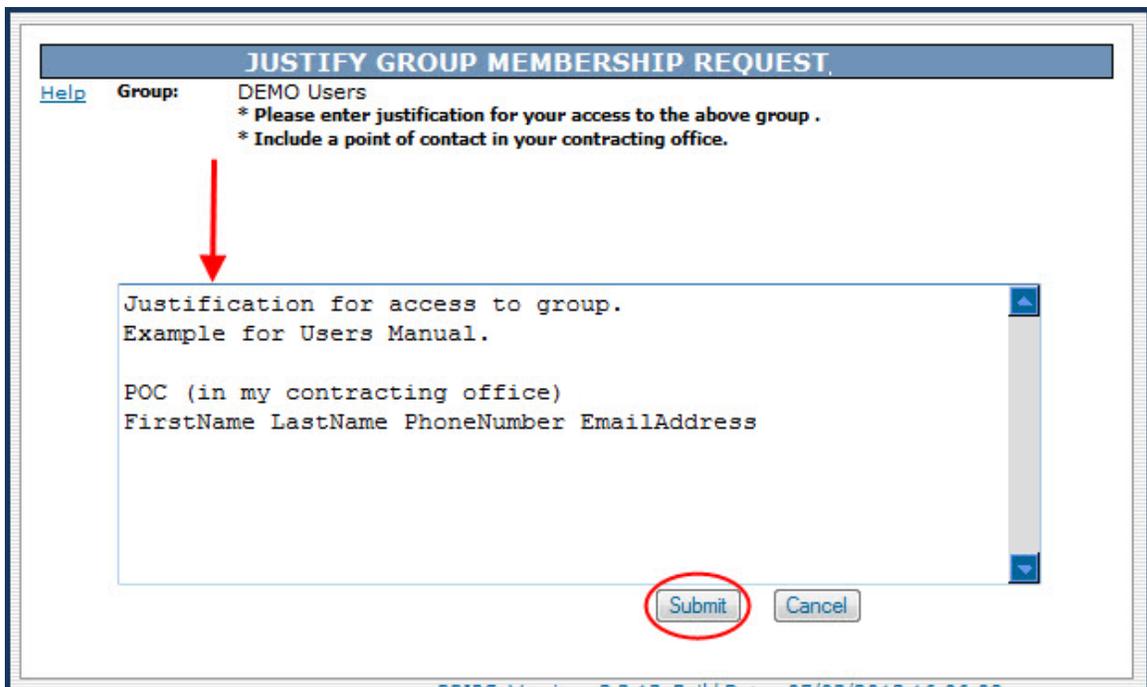


Figure 12: Justify Group Membership Request

- m. You must enter justification for access to your group
 - n. You must include a point of contact in your Contracting Office
 - o. Once your justification and POC have been entered, click the **Submit** button
- NOTE:** *You will receive an email advising the request was sent. Once the request is acted upon, you will receive an email advising if you were granted or denied access.*

- p. Rules of Behavior will display

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)

Rules of Behavior

System Security Rules of Behavior/Acceptable Use Policy Training

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

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

Please check the box below (or type Alt + R) to indicate that you have read these Rules of Behavior.

I have read these Rules of Behavior

Figure 13: Rules of Behavior

- q. When you have read the Rules of Behavior click the check box

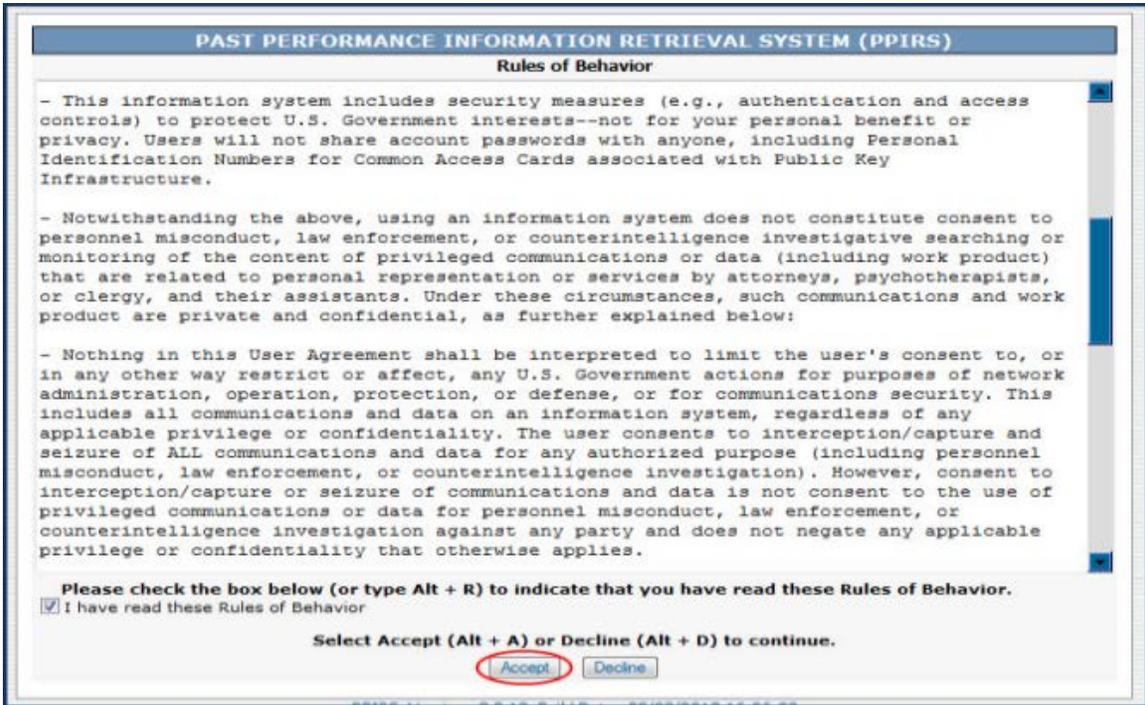


Figure 14: Accept Rules of Behavior

r. You must click the **Accept** button to continue

NOTE: *Until the Owner/Manager of your requested group takes action to grant you access to the system, you will only have limited access (Figure 15: Government Main Page Limited Access).*

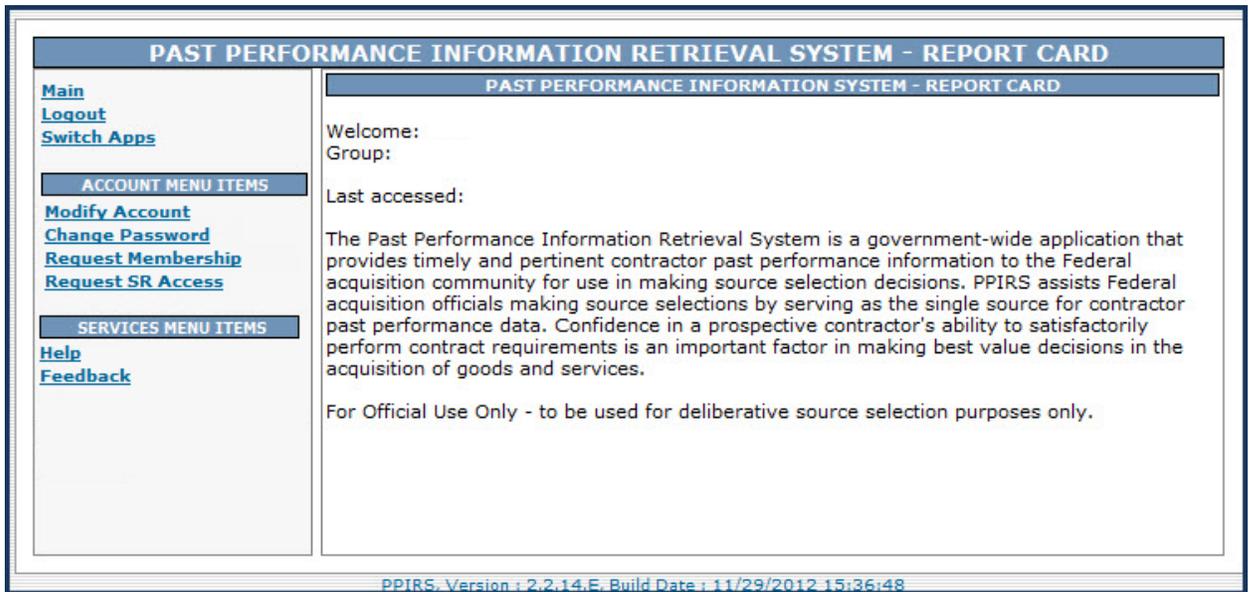


Figure 15: Government Main Page Limited Access

NOTE: *Once your access has been granted you will have access to all the functionality of the system (Figure 16: Government Main Page Full Access).*

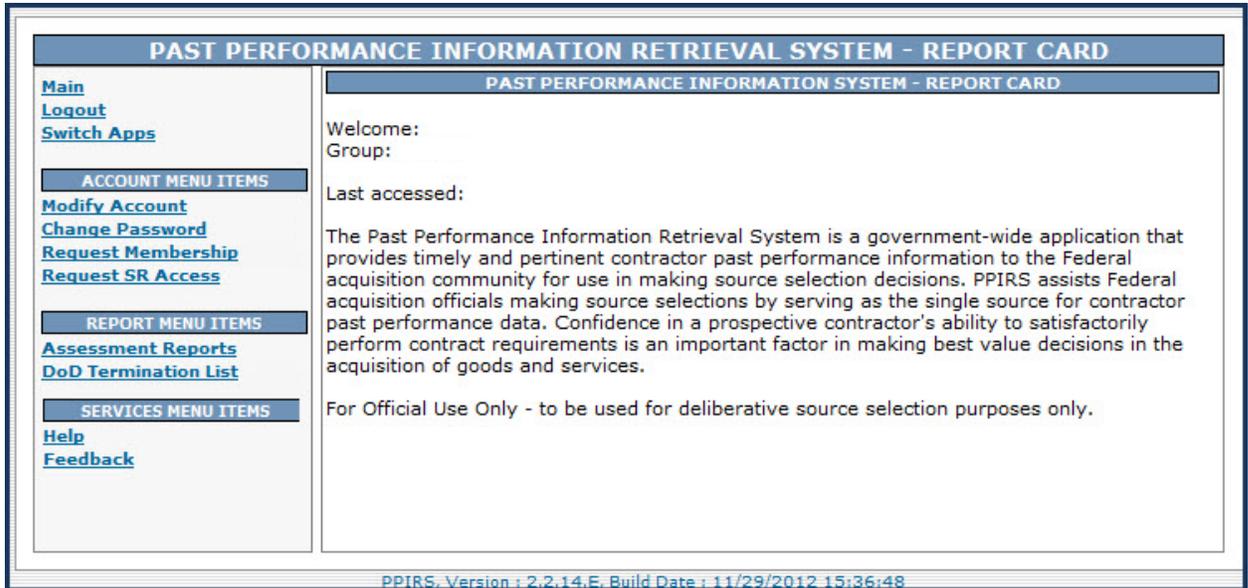


Figure 16: Government Main Page Full Access

3.4.3 Requesting a New Account (Awardee/Contractor Logon Without PKI)

- a. In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).
- b. In the MPIN field, type your MPIN number.

NOTE: If an MPIN number has not been assigned, go directly to the System for Award Management web site at www.sam.gov to request one.

Figure 17: Awardee/Contractor Login Without PKI

- c. Click the **Login** button

Figure 18: Awardee/Contractor Login Without PKI Password

- d. A strong password is required for Logon without PKI. Once the password has been entered correctly click **Enter Password & Logon**

NOTE: REMEMBER YOUR PASSWORD!

3.4.4 Contractor Logon With PKI

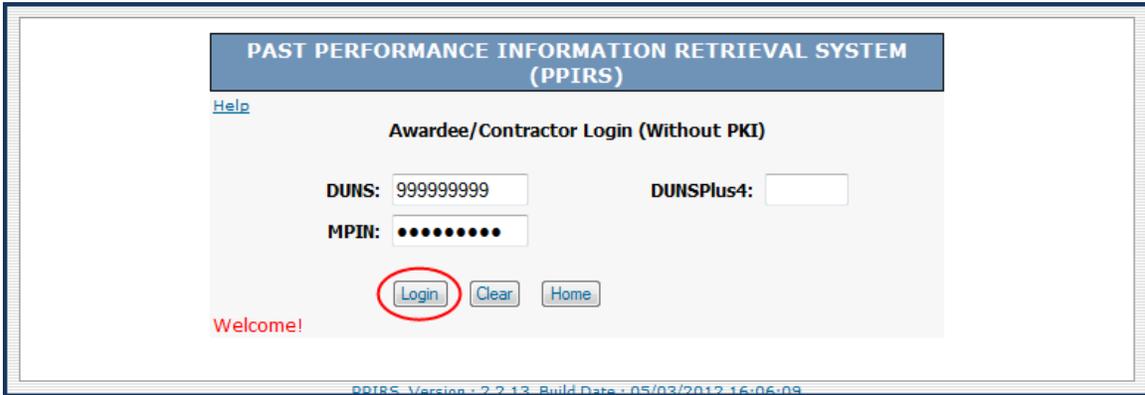


Figure 19: PPIRS Awardee/Contractor Login Window (PKI)

- a. You will be prompted for a certificate. (See *Figure 3: PKI Certificate and Figure 4: ActiveCard Client Login*)
- b. In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).
- c. In the MPIN field, type your MPIN number.

NOTE: If an MPIN number has not been assigned, go directly to the CCR web site at www.sam.gov to request one.

- d. Click the **Login** button
- e. The Awardee/Contractor Mani Menu will display

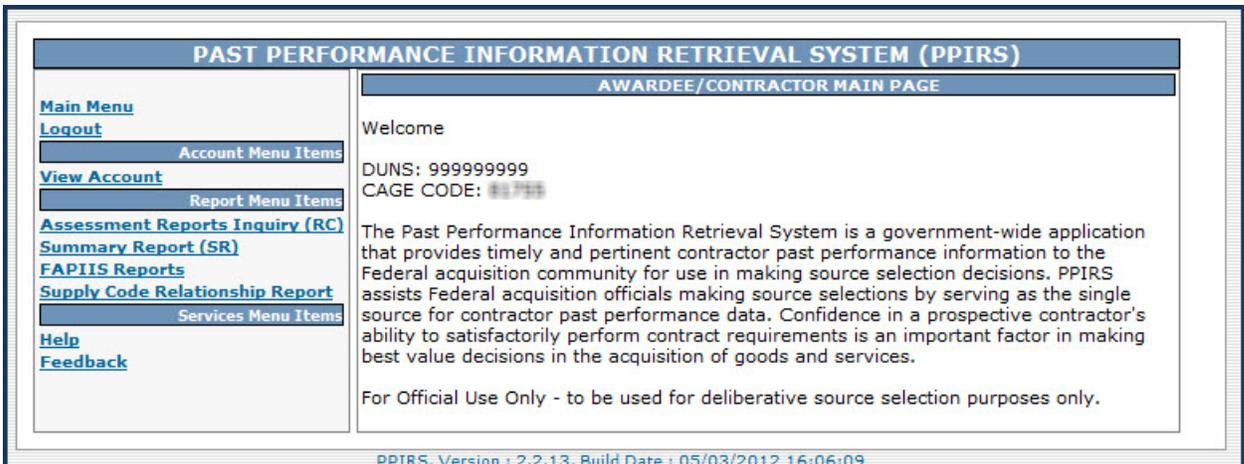


Figure 20: Awardee/Contractor Main Menu

3.4.5 DoD Logon

Figure 21: PPIRS DoD Login Window

- a. In the Userid field, type your Userid. You do not need to enter a password after your initial setup since your Userid will now automatically authenticate directly to your CAC. You may get a prompt to enter your CAC PIN, though.
- b. Click the **Login** button
- c. The Select Application Screen will display

Figure 22: Select Application Screen

- d. Click the radio button to select the Application

NOTE: *Only the Applications for which you currently have access will be displayed.*

- e. The PPIRS-RC Government Main Page will display

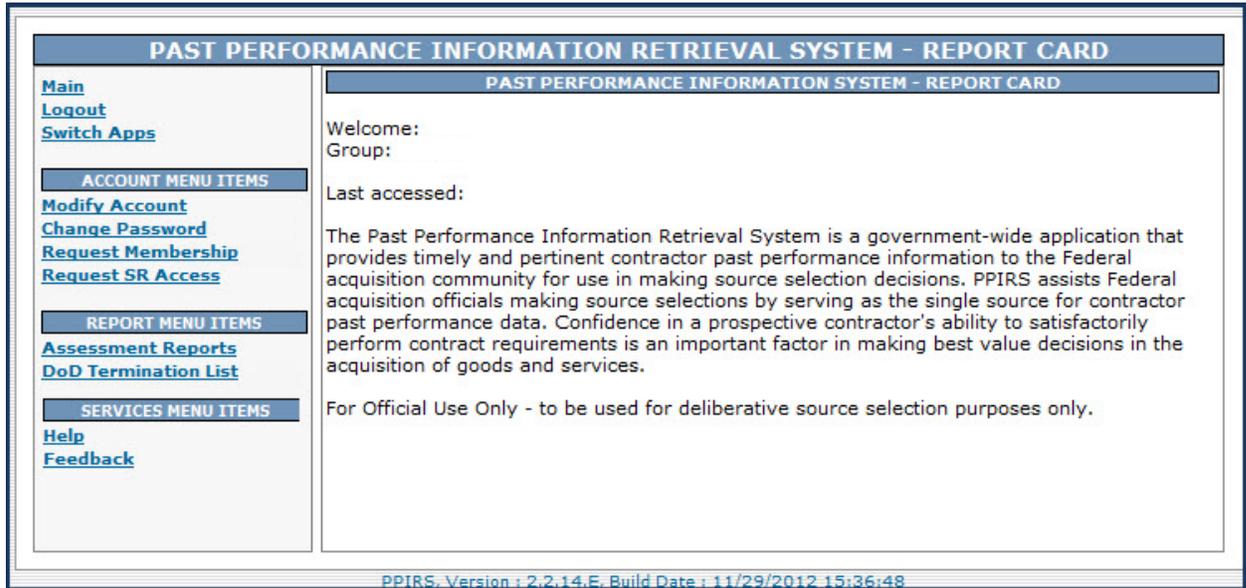


Figure 23: PPIRS-RC Government Main Page

3.5 INVALID LOGIN

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

3.6 FORGOTTEN USERID OR PASSWORD

Click on the **Forgot UserID Or Password** button, the following screen will display.

The screenshot shows a web form titled "FORGOT USERID OR PASSWORD". At the top, there is a legend: "* Indicates Required Information". The form is divided into two main sections by a horizontal line with "-- OR --" in the center. The first section is "Forgot Password". It contains a red message: "Your password will be reset and an email will be sent to you with the new password. You will be required to change your password the next time you login." Below this message are two input fields: "*Userid:" and "*Email Address:". A "Submit" button is located below the "Email Address" field. The second section is "Forgot UserID". It contains a red message: "Your userid will be emailed to you at the address entered below." Below this message is an input field for "*Email Address:". A "Submit" button is located below the "Email Address" field. At the bottom left of the form is a "Cancel" button. At the bottom of the form, there is a footer: "PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09".

Figure 24: Forgot UserID Or Password

3.6.1 Forgotten Password

- Enter Userid and Email Address
- Click the **Submit** button
- System will verify the information entered. Your password will be reset and an email will be sent to you with the new password.
- You will be required to change your password the next time you login

3.6.2 Forgotten UserID

- Enter Email Address
- Click the **Submit** button
- Your userid will be emailed to you at the address entered

3.7 EXITING PPIRS-RC

- To exit the PPIRS-RC system, click the [Logout](#) link in the left-hand frame of the page. (See *Figure 16: Government Main Page Full Access*). This will return you to the PPIRS login screen.
- You may also click [Switch Apps](#) to exit the PPIRS-RC application and display the Switch Application Screen.

Figure 25: Switch Application Screen

- To choose an application click the radio button next to that application

3.8 CONCURRENT SESSIONS

A PPIRS user is prevented from having concurrent login sessions within a user type, i.e. GOVT, CTR, or ADMIN. A user is permitted concurrent login across user type, i.e. can be logged in GOVT and CTR at the same time. When a user attempts a concurrent login, they are presented with the new ‘Concurrent Session Notification’.

Figure 26: Concurrent Session Notification

- Click the **No** button, or close the browser to have the previous session remain active
- Click **Yes** button to end the previous session and login to a new session

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.

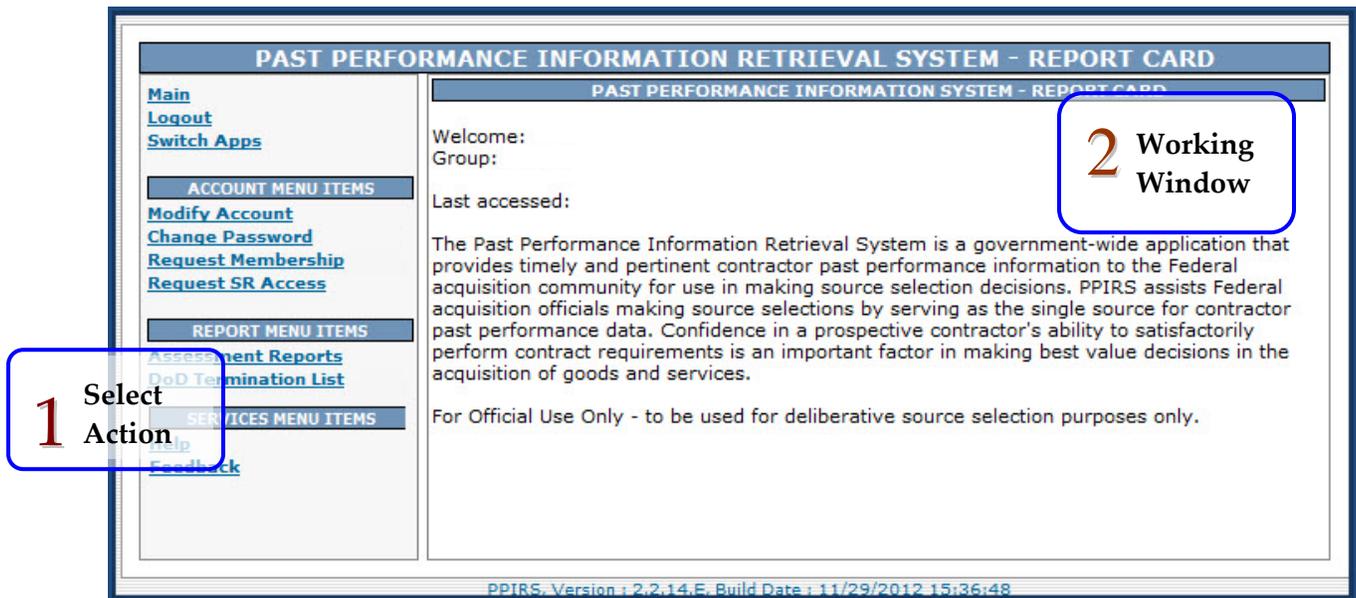


Figure 27: Working Order in PPIRS-RC

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
- Switch applications between PPIRS-SR, PPIRS-RC and PPIRS-FAPIIS
- View and update account information
- Change Password (if applicable)
- Request SR Access
- Review PPIRS-RC reports
- Submit feedback or suggestions about the application to the PPIRS-RC Program Manager

Appendix D lists the Navigation Frame Items.

4.2 ACCOUNT MENU ITEMS

4.2.1 Modify Account

To access Modify Account the user selects **Modify Account** in the Navigation frame. Modify Account allows the user to update / modify the contact information in his/her account.

Figure 28: Modify Account

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

4.2.2 View Account

NOTE: This selection available only to Awardee/Contractor Access.

To access View Account the user selects **View Account** in the Navigation frame. View Account allows the Awardee/Contractor user to verify their contact information.

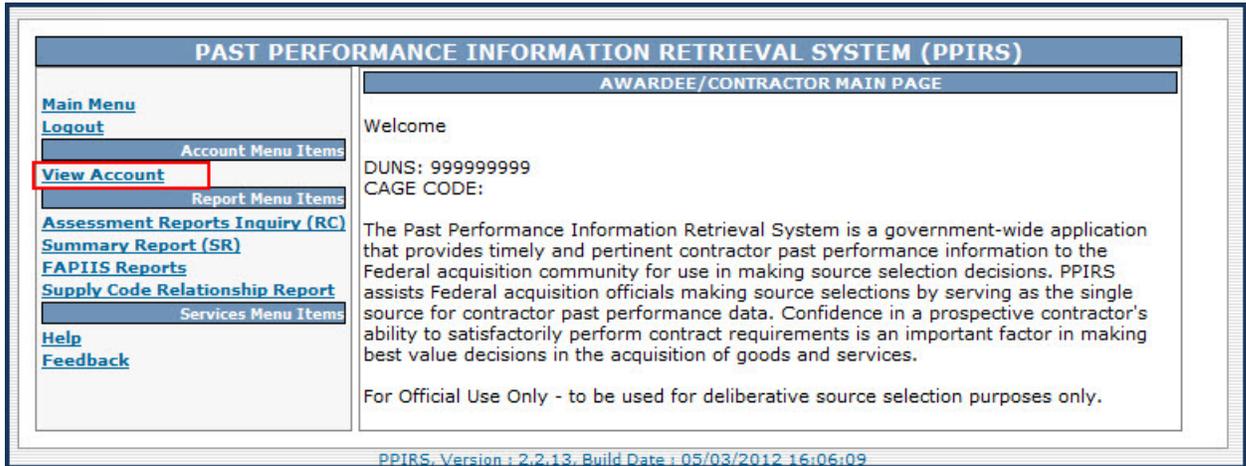


Figure 29: Awardee/Contractor View Account

4.2.3 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.

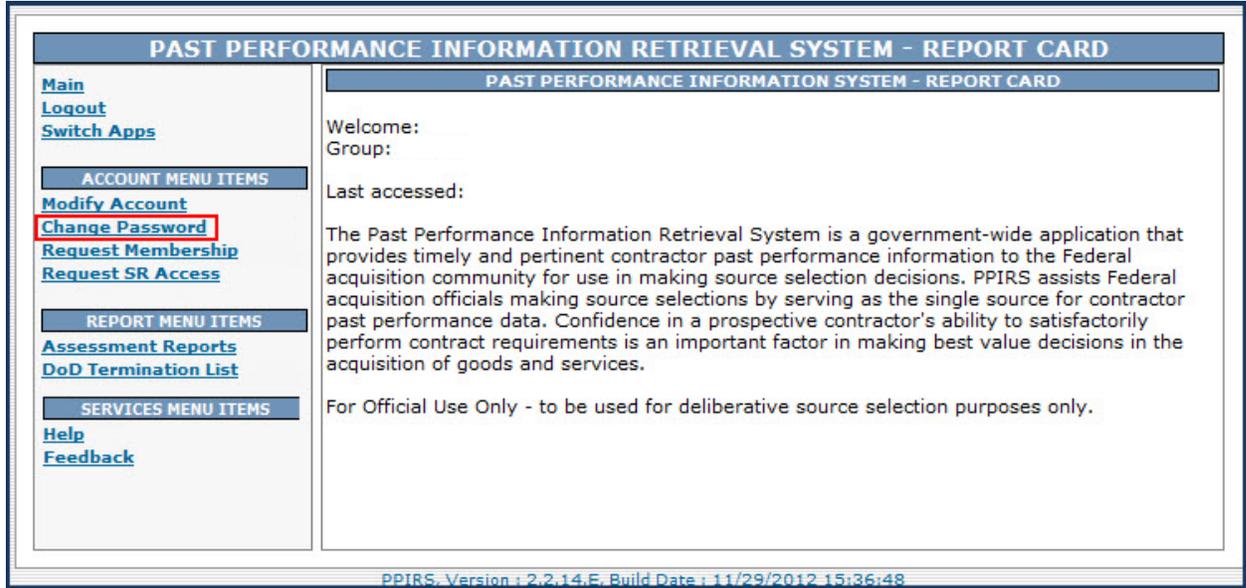


Figure 30: Change Password (Federal Only)

4.2.4 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 4.2.4 Request Membership, specifically Figure 9: Request Group Membership 1, Figure 10: Request Group Membership 2, & Figure 11: Request Group Membership 3* for more information.

4.2.5 Request SR Access

To request access to PPIRS-SR the user selects [Request SR Access](#) in the Navigation frame.

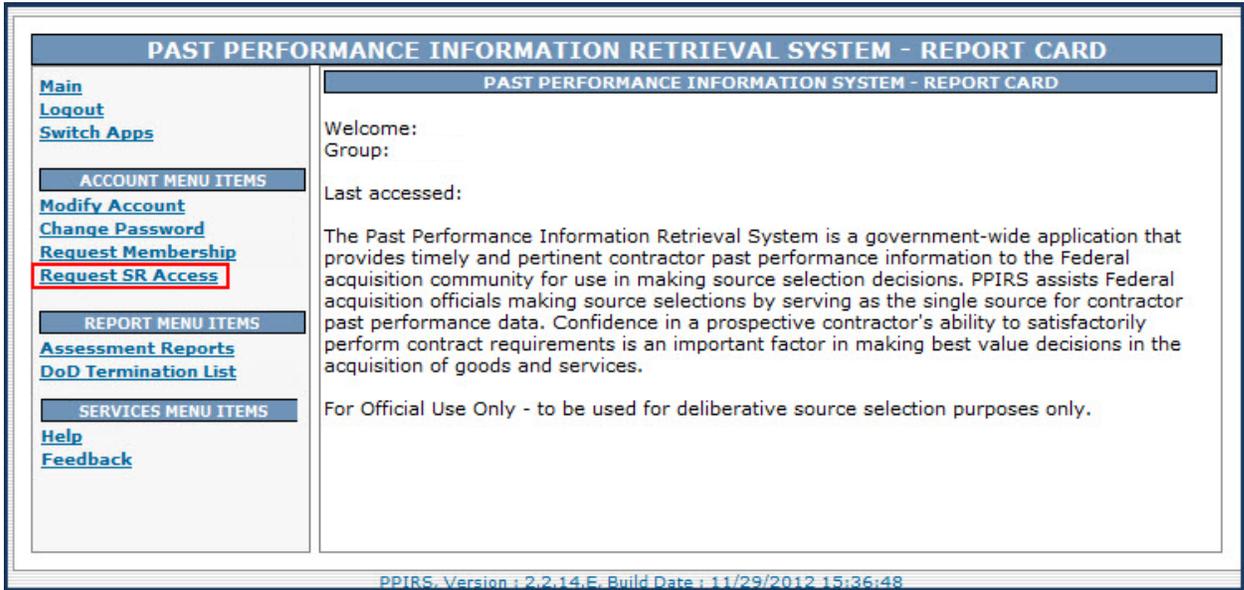


Figure 31: Request SR Access

- a. The following Pop Up will be displayed

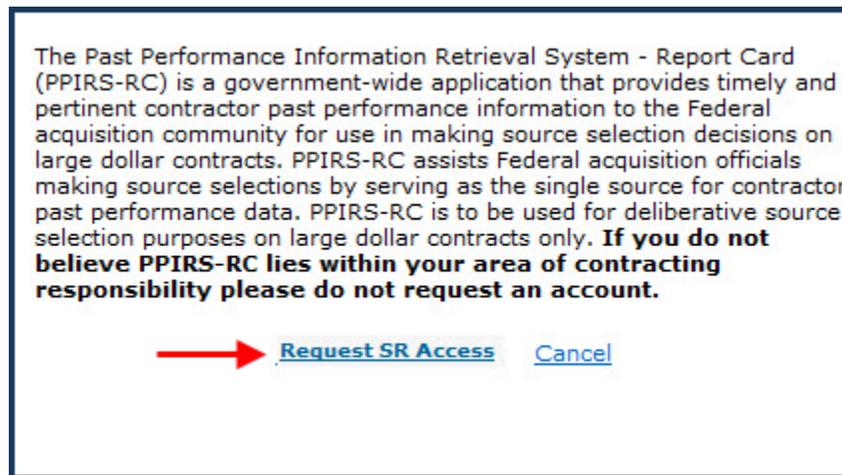


Figure 32: Request SR Access Pop Up

- b. Click [Request SR Access](#) in the pop up to continue or [Cancel](#) to return to the Main Page
- c. If SR access is requested refer to *Figure 9: Request Group Membership 1 Section 3.4.2 Requesting a New Account (Government Only)*

4.3 REPORT MENU ITEMS

4.3.1 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 33: 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

- f. 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' page. At the top, there is a blue header bar with the text 'ASSESSMENT REPORTS'. Below the header, there are links for 'Help', 'Main Menu', and 'Logout'. The search criteria are 'Company Name Contains: COMPANY' and 'Sort By: ASSESSMENTENDDATE'. A 'Back' button is located below the search criteria. The main content is a table with three columns: 'Assessments', 'Company Name', and 'Count'. The table contains seven rows of data. A red arrow points to the 'List' link in the first column of the second row.

Assessments	Company Name	Count
List	MODTEST COMPANY	1
List	TEST COMPANY LLC WITH THIRTEEN 9'S	16
List	TEST COMPANY MODIFY	1
List	TEST COMPANY WITH NINE 9'S	17
List	TEST COMPANY MOD	1
List	TEST COMPANY	24
List	MOD TEST COMPANY	1

At the bottom of the page, there is a footer: 'PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04'.

Figure 34: Assessment Reports List

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

ASSESSMENT REPORTS									
Help									
Main Menu Logout									
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	DUNSPlus4	Company Name
view	xml	DHS00110C0001		04/01/2009 - 03/31/2010	CPARS	6505	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	ARMY0199C1111		06/01/2009 - 06/01/2010	CPARS	1234	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	N4511200C2222		10/01/2009 - 09/30/2010	CPARS	1234	SYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	N4511200C1111		10/01/2009 - 09/30/2010	CPARS	1234	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	N4511263C0005		10/29/2010 - 10/29/2010	CPARS	3760	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	BUNNIK11C0027		01/01/2010 - 01/01/2011	CPARS	1111	NONSYSTEMS	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	DOEACASS99887766554433221	ACASS99887766554433221111	03/03/2004			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	DOEABCDEFHIJKLMNOPQRSTU	DOEABCDEFHIJKLMNOPQRSTU	12/03/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	N4511263C0006		10/29/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	DOECCASS6666666666666666	CCASS22222222222222222222	03/05/2004			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	DHS00310C0034	3333	04/27/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	ARMY0110D9999999999999999	MAXOUTTESTOF26CHARACTERS2	12/03/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	N4511263C0007		10/29/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	BUNNY140009		04/27/2010			CONSTRUCTION	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	DOEABCDEFHIJKLMNOPQRSTU	DOEABCDEFHIJKLMNOPQRSTU	12/03/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S
view	xml	DHS00210C0024	2222	04/27/2010			ARCHITECT-ENGINEER	9999999999999	TEST COMPANY LLC WITH THIRTEEN 9'S

Figure 35: Assessment Reports List - Specific Company

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

Print Close		
	<p>CONTRACTOR PERFORMANCE ASSESSMENT REPORT For Official Use Only - (Source Selection Sensitive Information, See FAR 2.101 and 3.104)</p>	<p>NONSYSTEMS</p>
<p>Contractor Name and Address 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>Report Type: INITIAL Period of Performance Being Assessed: From: 2009-04-01 to: 2010-03-31 Contract Number: DHS00110C0001 Order Number: DoD Business Sector & Sub-Sector: NONSYSTEMS, PROF/TECH/MNG SUPPORT Location of Contract Performance: Contracting Office: DRUG PATROL Contracting Officer: Name: LARRY KING Phone: 555-1212 Contract Award Date: 2009-04-01 Contract Completion Date: 2012-04-01 Contract Percent Complete: Awarded Dollar Value: \$1,000,000.000 Current Dollar Value: \$250,000.000 Basis of Award: COMPETITIVE Type of Contract: FFP Program Title and Phase of Acquisition: DRUG PATROL FACILITY Contract Effort Description: 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 36: 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 37: View Assessment Report Part 2

Variance (contract to date)	Current	Completion
Cost Variance (%)	%	%
Schedule Variance (%)	%	%
Assessing Official Comments:		
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.		
Assessing Official:		
Name: MILAN LUCIC		
Title: AO		
Organization and Code: DHS		
Phone: 603-692-4442 FAX:		
Email: MLUCIC12@ML.ML.COM		
Date: 2010-04-27		
Contractor Comments:		
Overall Comments: thank you		
Contractor Representative:		
Name: GLEN DAVIS		
Title: CR		
Phone: 555-1212 FAX:		
Email: GDAVIS12@CD.COM		
Date: 2010-04-27		
Reviewing Official Comments:		
Review not required as Contractor and Assessing Official agree on assigned ratings.		
Reviewing Official:		
Name:		
Title:		
Organization and Code:		
Phone: FAX:		
Email:		
Date:		

Figure 38: View Assessment Report Part 3

- i. Click **xml** to obtain Extensible Markup Language for each Contract Number (see **Figure 35: 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

4.3.2 DoD Termination 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
061888111	6K404	BASIC RUBBER AND PLASTICS CO, INC	123456789	4820
12345	71905	RAJAN	1345	4730
UNKNOWN	00000		123441	
UNKNOWN	XXXXX	WERTWRT	101010	4820

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

Figure 39: DoD Termination List

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

The screenshot displays the 'PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD' interface. On the left is a navigation menu with categories: ACCOUNT MENU ITEMS (Modify Account, Request Membership, Change Password, Request Membership, Request SR Access), REPORT MENU ITEMS (Assessment Reports, DoD Termination List), GROUP MENU ITEMS (Group Memberships, Pending Group Memberships, View Groups), and SERVICES MENU ITEMS (Help, Feedback). The 'DoD Termination List' link is highlighted with a red box. The main content area is titled 'DOD TERMINATION LIST' and contains a 'Print' button at the top right. Below the button, the following details are listed:

- DUNS: 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

A 'Back' button is located at the bottom right of the main content area. At the very bottom of the page, the version and build information are displayed: 'PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04'.

Figure 40: DoD Termination List Detail

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

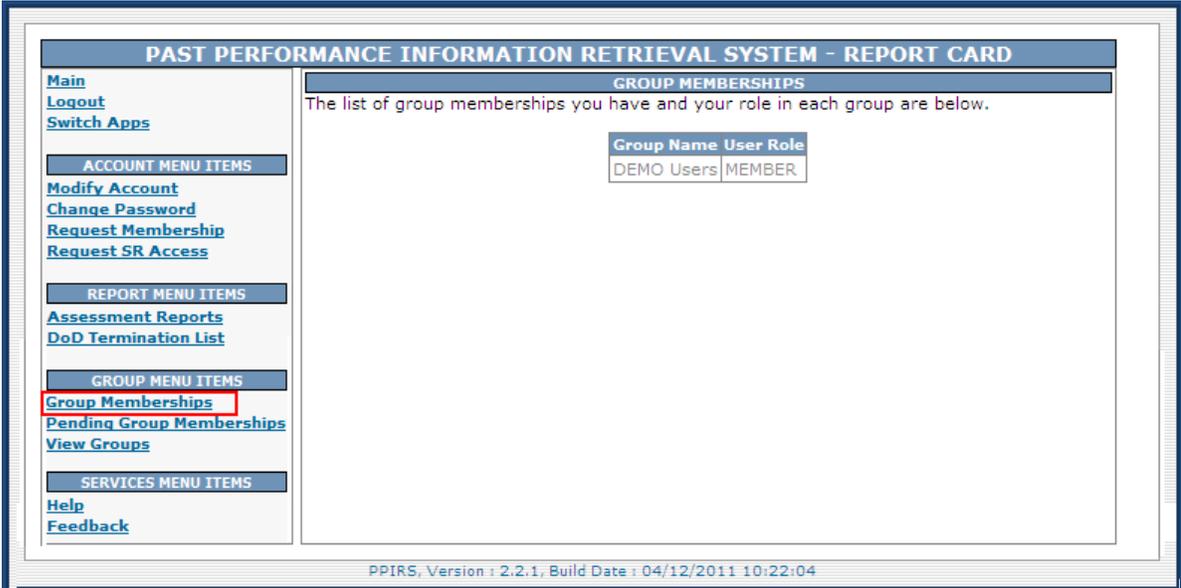
***NOTE:** The DoD Termination List was superseded by the Federal Awardee Performance and Integrity Information System (FAPIIS) on or around October, 2010. Terminations for Default after this date will be found in FAPIIS.*

4.4 GROUP MENU ITEMS

4.4.1 Group Memberships

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

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



PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD

GROUP MEMBERSHIPS

The list of group memberships you have and your role in each group are below.

Group Name	User Role
DEMO Users	MEMBER

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

Figure 41: Group Memberships

4.4.2 Pending Group Memberships

To list any Pending Group Memberships requests

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

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD

PENDING GROUP MEMBERSHIPS

The list of pending group membership requests, you have, are below.

Group Name
TRICARE Users
DARPA Users

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

Figure 42: Pending Group Memberships

4.4.3 View Groups

To list the groups to which you belong

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

Group Name	Owner	Manager
Department of Defense	JGREE	
Other Government Agencies		

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

Figure 43: 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.

4.5 SERVICES MENU ITEMS

4.5.1 Help

To access the Help index

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

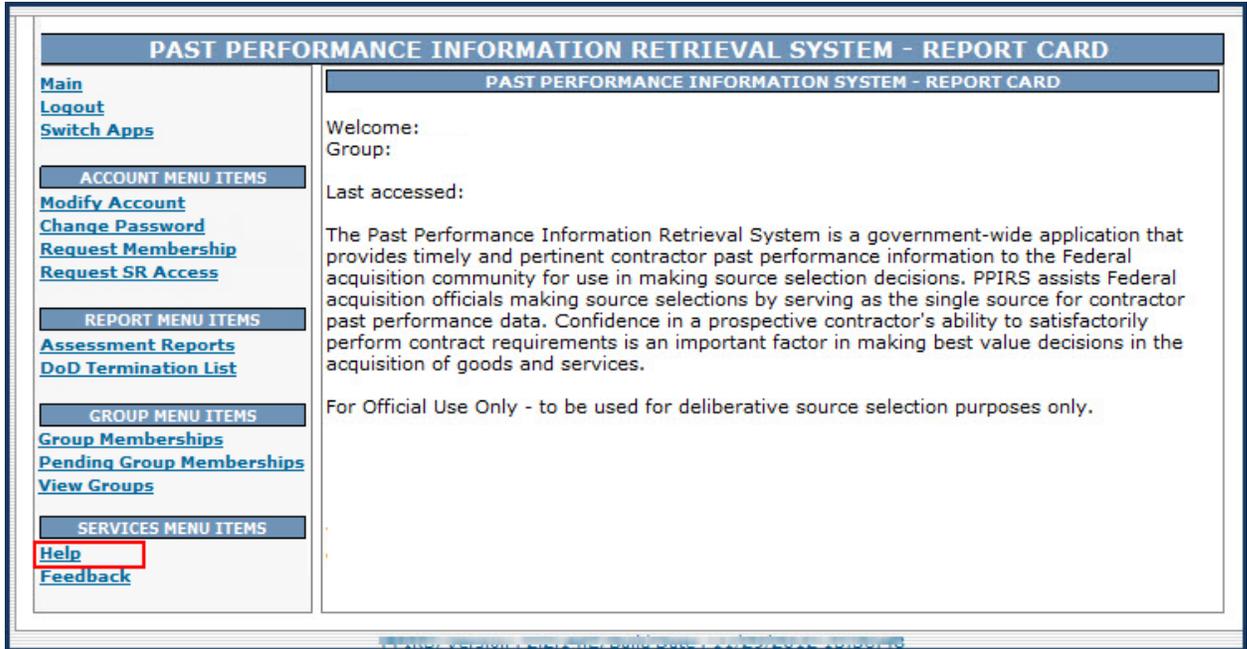


Figure 44: Help Menu Item

- b. An indexed list of help topics will pop up in a new window



Figure 45: Help Topics Popup

- 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 contains all topics, including those for Administrative Users. Some items may not be applicable to non-administrative users.*

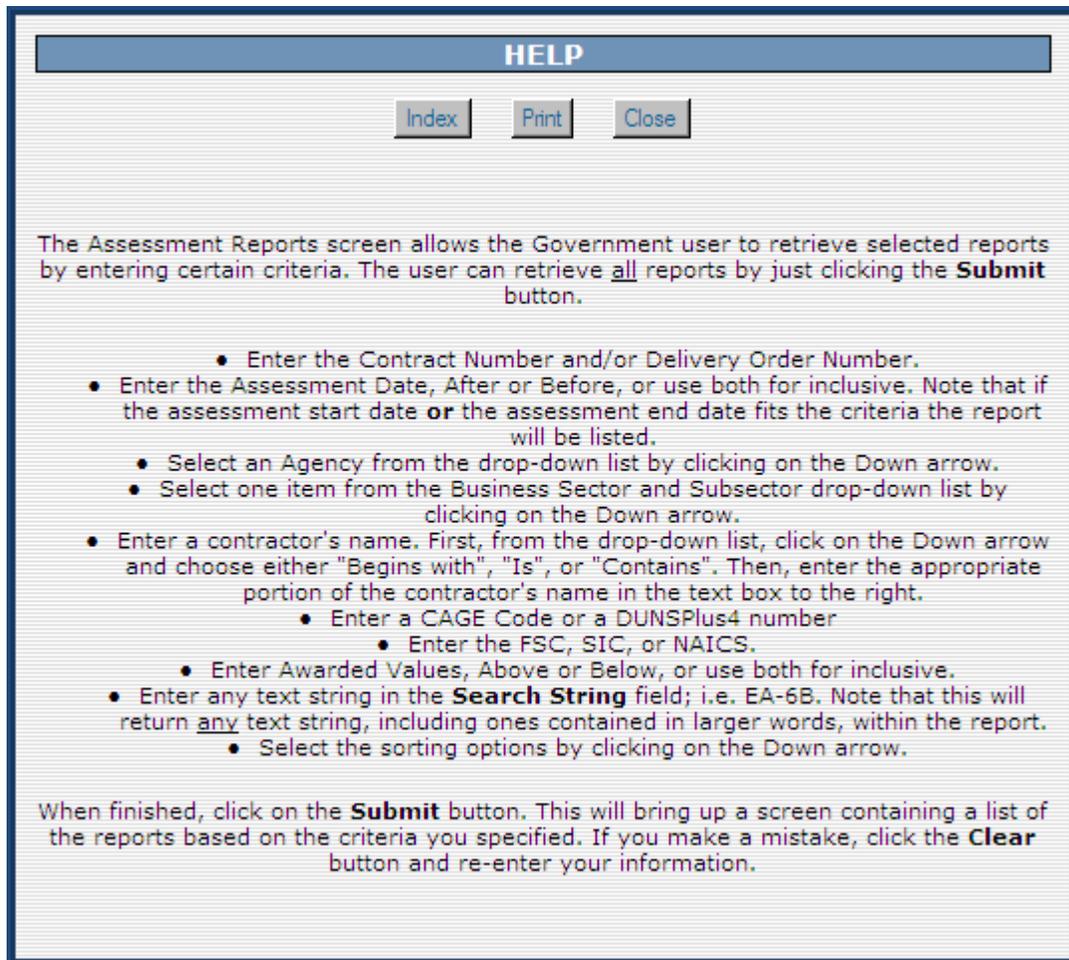


Figure 46: Help Topic Detail

- 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

4.5.2 Feedback

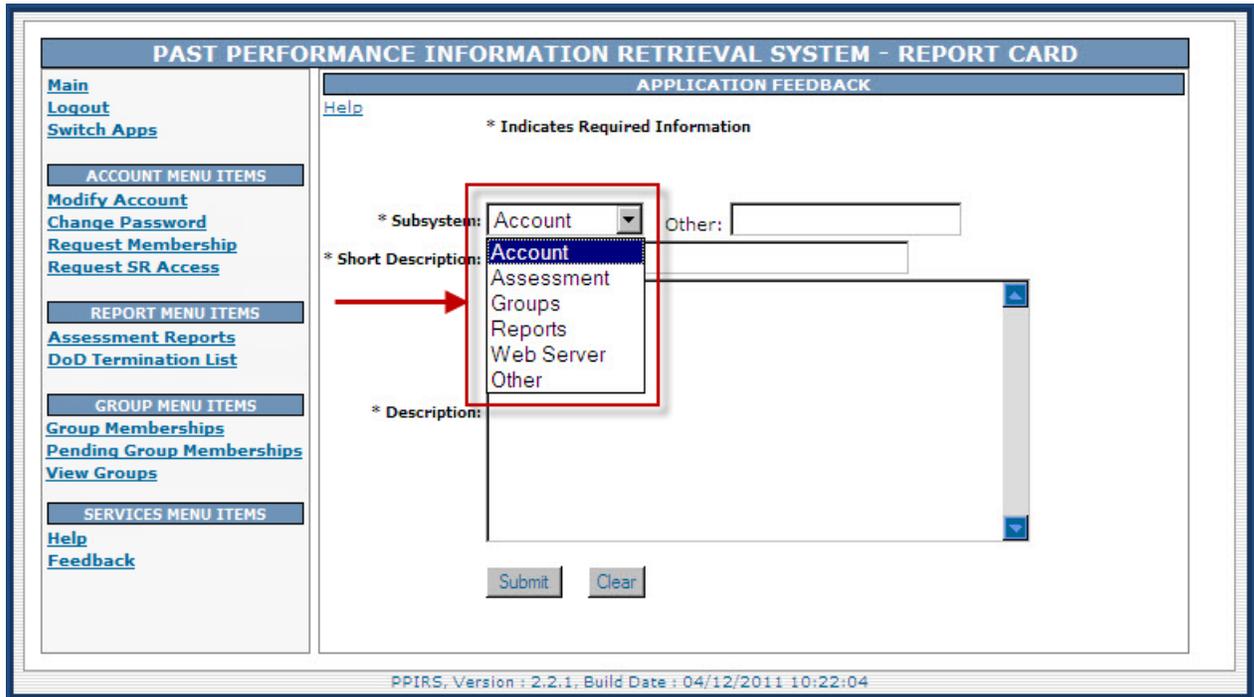
Feedback allows the user to submit feedback or suggestions about the application to the PPIRS-RC Program Manager. To access Feedback

The screenshot shows the 'APPLICATION FEEDBACK' form within the 'PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD' interface. The form includes a navigation menu on the left with categories: ACCOUNT MENU ITEMS (Modify Account, Change Password, Request Membership, Request SR Access), REPORT MENU ITEMS (Assessment Reports, DoD Termination List), GROUP MENU ITEMS (Group Memberships, Pending Group Memberships, View Groups), and SERVICES MENU ITEMS (Help, Feedback). The main form area contains a 'Help' link, a note '* Indicates Required Information', and fields for '* Subsystem:' (a dropdown menu with 'Account' selected and an 'Other:' text box), '* Short Description:', and '* Description:' (a large text area with a vertical scrollbar). At the bottom of the form are 'Submit' and 'Clear' buttons. The footer of the window displays 'PPIRS, Version : 2.2.1, Build Date : 04/12/2011 10:22:04'.

Figure 47: Feedback Window

- Click [Feedback](#) in the Navigation frame (form appears in the working window)

- b. Make a selection 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 several menu categories: 'ACCOUNT MENU ITEMS' (Modify Account, Change Password, Request Membership, Request SR Access), 'REPORT MENU ITEMS' (Assessment Reports, DoD Termination List), 'GROUP MENU ITEMS' (Group Memberships, Pending Group Memberships, View Groups), and 'SERVICES MENU ITEMS' (Help, Feedback). The main content area contains a 'Help' link and a legend: '* Indicates Required Information'. Below this, there are three required fields: '* Subsystem:' with a dropdown menu currently showing 'Account', '* Short Description:' with a text input field, and '* Description:' with a larger text area. A red arrow points to the dropdown menu, which is open to show a list of options: 'Account', 'Assessment', 'Groups', 'Reports', 'Web Server', and 'Other'. 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 48: 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.

Documents Referenced in this User's Manual	
DOCUMENT	DESCRIPTION
Privacy Act of 1974	http://www.usdoj.gov/foia/privstat.htm

APPENDIX A : GLOSSARY

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

Acronyms and Abbreviations

ACRONYM/ ABBREVIATION	DEFINITION
CCR	Central Contractor Registration
CDA	Central Design Activity
DRS	Deficiency Reporting System
DUNS	Data Universal Numbering System
FAPIIS	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
SAM	System for Award Management
SIS	Supplier Information Service

APPENDIX B : PPIRS-RC TERMS AND DEFINITIONS

TERM	Definition
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.

Common PPIRS-RC Issues		
PROBLEM	DIAGNOSIS	POC
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

ITEM	DESCRIPTION
<u>Main</u>	Returns the user to the PPIRS-RC Government Main Page.
<u>Logout</u>	Used to log out of the system.
<u>Switch Apps</u>	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.
<u>Modify Account</u>	Allows the user to view and update account information including changes in e-mail or mailing addresses.
<u>Request Membership</u>	Allows users to Request Group Memberships
<u>Change Password</u>	Allows users to Change Passwords (Federal Only)
<u>Request SR Access</u>	
<u>Assessment Reports</u>	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
<u>DoD Termination List</u>	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.
<u>Group Memberships</u>	List the Group Memberships a user has and his/her role in each group
<u>Pending Group Memberships</u>	List any Pending Group Memberships requests
<u>View Groups</u>	List the groups to which a user belongs
<u>Help</u>	Access the Help index
<u>Feedback</u>	Allows users to provide a customer feedback rating of the information provided by PPIRS-RC system.

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