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

Software User’s Manual

Naval Sea Systems Command Det Portsmouth
PO Box 2058
Portsmouth, NH  03804-2058

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PPIRS-RC 2.2.18 Document Acceptance


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<thead>
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</tr>
</tbody>
</table>
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 Termination 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**

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1</td>
<td>PPIRS Home Page</td>
<td>10</td>
</tr>
<tr>
<td>Figure 2</td>
<td>Security Warning/Logon</td>
<td>11</td>
</tr>
<tr>
<td>Figure 3</td>
<td>PKI Certificate</td>
<td>12</td>
</tr>
<tr>
<td>Figure 4</td>
<td>ActiveCard Client Login</td>
<td>13</td>
</tr>
<tr>
<td>Figure 5</td>
<td>Security Warning</td>
<td>13</td>
</tr>
<tr>
<td>Figure 6</td>
<td>PPIRS Government Login Window</td>
<td>14</td>
</tr>
<tr>
<td>Figure 7</td>
<td>Non-Disclosure Agreement</td>
<td>14</td>
</tr>
<tr>
<td>Figure 8</td>
<td>Request Government Account</td>
<td>15</td>
</tr>
<tr>
<td>Figure 9</td>
<td>Request Group Membership 1</td>
<td>16</td>
</tr>
<tr>
<td>Figure 10</td>
<td>Request Group Membership 2</td>
<td>16</td>
</tr>
<tr>
<td>Figure 11</td>
<td>Request Group Membership 3</td>
<td>17</td>
</tr>
<tr>
<td>Figure 12</td>
<td>Justify Group Membership Request</td>
<td>17</td>
</tr>
<tr>
<td>Figure 13</td>
<td>Rules of Behavior</td>
<td>18</td>
</tr>
<tr>
<td>Figure 14</td>
<td>Accept Rules of Behavior</td>
<td>19</td>
</tr>
<tr>
<td>Figure 15</td>
<td>Government Main Page Limited Access</td>
<td>19</td>
</tr>
<tr>
<td>Figure 16</td>
<td>Government Main Page Full Access</td>
<td>20</td>
</tr>
<tr>
<td>Figure 17</td>
<td>Awardee/Contractor Login Without PKI</td>
<td>21</td>
</tr>
<tr>
<td>Figure 18</td>
<td>Awardee/Contractor Login Without PKI Password</td>
<td>21</td>
</tr>
<tr>
<td>Figure 19</td>
<td>PPIRS Awardee/Contractor Login Window (PKI)</td>
<td>22</td>
</tr>
<tr>
<td>Figure 20</td>
<td>Awardee/Contractor Main Menu</td>
<td>22</td>
</tr>
<tr>
<td>Figure 21</td>
<td>PPIRS DoD Login Window</td>
<td>23</td>
</tr>
<tr>
<td>Figure 22</td>
<td>Select Application Screen</td>
<td>23</td>
</tr>
<tr>
<td>Figure 23</td>
<td>PPIRS-RC Government Main Page</td>
<td>24</td>
</tr>
<tr>
<td>Figure 24</td>
<td>Forgot UserID Or Password</td>
<td>25</td>
</tr>
<tr>
<td>Figure 25</td>
<td>Switch Application Screen</td>
<td>26</td>
</tr>
<tr>
<td>Figure 26</td>
<td>Concurrent Session Notification</td>
<td>26</td>
</tr>
<tr>
<td>Figure 27</td>
<td>Working Order in PPIRS-RC</td>
<td>27</td>
</tr>
<tr>
<td>Figure 28</td>
<td>Modify Account</td>
<td>29</td>
</tr>
<tr>
<td>Figure 29</td>
<td>Awardee/Contractor View Account</td>
<td>30</td>
</tr>
<tr>
<td>Figure 30</td>
<td>Change Password (Federal Only)</td>
<td>31</td>
</tr>
<tr>
<td>Figure 31</td>
<td>Request SR Access</td>
<td>32</td>
</tr>
<tr>
<td>Figure 32</td>
<td>Request SR Access Pop Up</td>
<td>32</td>
</tr>
<tr>
<td>Figure 33</td>
<td>Assessment Reports Selection</td>
<td>33</td>
</tr>
<tr>
<td>Figure 34</td>
<td>Assessment Reports List</td>
<td>34</td>
</tr>
<tr>
<td>Figure 35</td>
<td>Assessment Reports List - Specific Company</td>
<td>35</td>
</tr>
<tr>
<td>Figure 36</td>
<td>View Assessment Report Part 1</td>
<td>36</td>
</tr>
<tr>
<td>Figure 37</td>
<td>View Assessment Report Part 2</td>
<td>37</td>
</tr>
<tr>
<td>Figure 38</td>
<td>View Assessment Report Part 3</td>
<td>38</td>
</tr>
<tr>
<td>Figure 39</td>
<td>DoD Termination List</td>
<td>39</td>
</tr>
<tr>
<td>Figure 40</td>
<td>DoD Termination List Detail</td>
<td>40</td>
</tr>
<tr>
<td>Figure 41</td>
<td>Group Memberships</td>
<td>41</td>
</tr>
<tr>
<td>Figure 42</td>
<td>Pending Group Memberships</td>
<td>42</td>
</tr>
<tr>
<td>Figure 43</td>
<td>View Groups</td>
<td>43</td>
</tr>
</tbody>
</table>
Figure 44: Help Menu Item.................................................................................................. 44
Figure 45: Help Topics Pop-up............................................................................................ 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
The 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 Awardee/Contractor:

As a contractor you will be able to:

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

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

**Contractor User Responsibilities:**

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

2.2 Government (Federal/DoD):

As a Government User you will be able to:

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

Additionally Federal Users Have The Ability To Change/Update Their Own Password.
2.3 **ADMINISTRATOR (GROUP OWNER OR MANAGER):**
As an Administrator you will able to:

- View all company Reports
- Grant access to users in all Groups
- Manage Group Membership
- Terminate member accounts
3. ACCESSING PPIRS-RC

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Recommended Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Pentium II/800 Processor</td>
</tr>
<tr>
<td>Memory</td>
<td>256 Mb RAM</td>
</tr>
<tr>
<td>Video display</td>
<td>Per Navy guidelines, SVGA 800 x 600 resolution.</td>
</tr>
</tbody>
</table>

3.1.2 Software Requirements

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

Required Software for Client PC

<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft (MS) Windows</td>
<td>2000, XP</td>
<td>Appropriate vendor</td>
</tr>
<tr>
<td>Operating System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>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.</td>
<td>Appropriate vendor</td>
</tr>
</tbody>
</table>
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.
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.

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).


The following site provides additional FAQs on the subject of ECAs: [http://iase.disa.mil/pki/eca/index.htm](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](http://example.com/pki_certificate.png)

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

Whatever Logon method you choose, a Government Warning and Consent Banner will display

When you have read the warning message, click your selection

You must click the radio button for Accept to continue

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](image)

b. The Non-Disclosure Agreement will display

![Figure 7: Non-Disclosure Agreement](image)

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

d. The Request Government Account screen will display
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](image)

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](image)

k. Continue in this manner until your chosen group is found
1. Click **Request Membership** for your chosen group

![Request Group Membership](image)

**Figure 11: Request Group Membership 3**

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

![Figure 13: Rules of Behavior](image)

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

<table>
<thead>
<tr>
<th>ACCOUNT MENU ITEMS</th>
<th>REPORT MENU ITEMS</th>
<th>SERVICES MENU ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Account</td>
<td>Assessment Reports</td>
<td>Help</td>
</tr>
<tr>
<td>Change Password</td>
<td>Del/D Termination List</td>
<td>Feedback</td>
</tr>
<tr>
<td>Request Membership</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Past Performance Information Retrieval System is a government-wide application that provides timely and pertinent contractor past performance information to the Federal acquisition community for use in making source selection decisions. PPIRS assists Federal acquisition officials making source selections 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.

For Official Use Only - to be used for deliberative source selection purposes only.

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](http://www.sam.gov) to request one.

   ![Figure 17: Awardee/Contractor Login Without PKI](image)

   c. Click the **Login** button

   ![Figure 18: Awardee/Contractor Login Without PKI Password](image)

   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

You will be prompted for a certificate. *(See Figure 3: PKI Certificate and Figure 4: ActiveCard Client Login)*

In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).

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](http://www.sam.gov) to request one.

c. Click the Login button
d. The Awardee/Contractor Main Menu will display
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](image)

The PPIRS-RC Government Main Page will display the following:

- **Main Menu Items**: Main, Logout, Switch User
- **Account Menu Items**: Modify Account, Change Password, Request Membership, Request SR Access
- **Report Menu Items**: Assessment Reports, DoD Termination List
- **Services Menu Items**: Help, Feedback

Welcome: [Username]
Last accessed: [Date]

The Past Performance Information Retrieval System (PPIRS) is a government-wide application that provides timely and pertinent contractor past performance information to the Federal acquisition community for use in making source selection decisions. PPIRS assists Federal acquisition officials making source selections 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. For Official Use Only - to be used for deliberative source selection purposes only.
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 Forgotten UserID Or Password button, the following screen will display.

![FORGOT USERID OR PASSWORD](image)

Figure 24: Forgot UserID Or Password

3.6.1 Forgotten Password
a. Enter Userid and Email Address
b. Click the Submit button
c. System will verify the information entered. Your password will be reset and an email will be sent to you with the new password.
d. You will be required to change your password the next time you login

3.6.2 Forgotten UserID
a. Enter Email Address
b. Click the Submit button
c. Your userid will be emailed to you at the address entered
3.7 EXITING PPIRS-RC

a. 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.

b. You may also click **Switch Apps** to exit the PPIRS-RC application and display the Switch Application Screen.

c. 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’.

a. Click the **No** button, or close the browser to have the previous session remain active

b. 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](image-url)
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.

![Change Password (Federal Only)](image)

**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.

![Request SR Access](image)

**Figure 31: Request SR Access**

a. The following Pop Up will be displayed

![Request SR Access Pop Up](image)

**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.

![Assessment Reports Selection]

Figure 33: Assessment Reports Selection

a. Search the Central Contractor Registration by clicking on the Look Up button across from CAGE Code or DUNSPlus4
b. Search the Federal Supply Group (FSG) or Federal Supply Class (FCS) by clicking on the Look Up button across from FSC
c. Search the Standard Industrial Classification (SIC) System by clicking on the Look Up button across from SIC
d. Search the North American Industry Classification System (NAICS) Index by clicking on the Look Up button across from NAICS
e. 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.

![Assessment Reports List](image)

**Figure 34: Assessment Reports List**

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

#### Table of Assessment Reports

<table>
<thead>
<tr>
<th>View</th>
<th>IDLE</th>
<th>Contract Number</th>
<th>Order Number</th>
<th>Assessment Date</th>
<th>CAGE Code</th>
<th>Business Sector</th>
<th>DUNS/IE</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>IDLE</td>
<td>CHS00100C0001</td>
<td></td>
<td>04/01/2008 - 03/31/2010</td>
<td>CPARS 1330</td>
<td>NONSYSTEMS</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>AMY0100C1111</td>
<td></td>
<td>09/01/2009 - 09/01/2010</td>
<td>CPARS 1234</td>
<td>NONSYSTEMS</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>N4S1100C2222</td>
<td></td>
<td>01/01/2010 - 04/30/2010</td>
<td>CPARS 1234</td>
<td>SYSTEMS</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>N4S1100C1111</td>
<td></td>
<td>01/01/2009 - 09/30/2010</td>
<td>CPARS 1234</td>
<td>NONSYSTEMS</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>N4S1100C0005</td>
<td></td>
<td>01/29/2010 - 01/29/2010</td>
<td>CPARS 1234</td>
<td>NONSYSTEMS</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>JN101011C0027</td>
<td></td>
<td>01/01/2010 - 01/01/2011</td>
<td>CPARS 1111</td>
<td>NONSYSTEMS</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>DOEACSS9080776654430221</td>
<td>ACAS99999999999999999</td>
<td>03/03/2004</td>
<td>ARCHITECT-ENGINEER</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>DOEAMCDEFGHJIKLNOQRSTU</td>
<td>ACAS99999999999999999</td>
<td>12/03/2010</td>
<td>ARCHITECT-ENGINEER</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>N4S11203C0020</td>
<td></td>
<td>10/29/2010</td>
<td>ARCHITECT-ENGINEER</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>DCECSS944666666666666666</td>
<td>CONSS22222222222222222222</td>
<td>03/05/2004</td>
<td>CONSTRUCTION</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>CHS00300C0034</td>
<td></td>
<td>04/27/2010</td>
<td>CONSTRUCTION</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>AMY00100D99999999999999999</td>
<td>MAKOUTTESTOF26CHARACTERS21</td>
<td>12/02/2010</td>
<td>CONSTRUCTION</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>N4S11203C0007</td>
<td></td>
<td>10/29/2010</td>
<td>CONSTRUCTION</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>JN101011C0040</td>
<td></td>
<td>04/27/2010</td>
<td>CONSTRUCTION</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>IDLE</td>
<td>DOEAMCDEFGHJIKLNOQRSTU</td>
<td>ACAS99999999999999999</td>
<td>12/03/2010</td>
<td>ARCHITECT-ENGINEER</td>
<td>99999999999999</td>
<td>TEST COMPANY LLC WITH THIRTEEN YS</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 35:** Assessment Reports List - Specific Company

h. Click **View** to view a specific Assessment Report
### CONTRACTOR PERFORMANCE ASSESSMENT REPORT

**For Official Use Only - (Source Selection Sensitive Information, See FAR 21.01 and 3.104)**

<table>
<thead>
<tr>
<th>Contractor Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: TEST COMPANY LLC WITH THIRTEEN 9'S</td>
</tr>
<tr>
<td>Street Address: PRIMARY ADDRESS FOR COMPANY CPARS LI</td>
</tr>
<tr>
<td>City, State, Zip Code: PORTSMOUTH BY THE SEA NH 03885-253</td>
</tr>
<tr>
<td>CAGE Code: CPARS</td>
</tr>
<tr>
<td>DUNS+4 Number: 999999999999</td>
</tr>
<tr>
<td>NAICS: 424210</td>
</tr>
<tr>
<td>FSC: 6505</td>
</tr>
<tr>
<td>SIC Code:</td>
</tr>
</tbody>
</table>

**Report Type:** INITIAL

**Period of Performance Being Assessed:** From: 2009-04-01 to: 2010-03-31

**Contract Number:** DHS00110C0001

**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.

---

**Figure 36: View Assessment Report Part 1**
**Key Subcontractor(s):**
- 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):

<table>
<thead>
<tr>
<th>Rating</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional (Dark Blue)</td>
<td>Performance meets contractual requirements and exceeds many requirements to the government’s benefit.</td>
</tr>
<tr>
<td>Very Good (Purple)</td>
<td>Performance meets contractual requirements and exceeds some to the government’s benefit.</td>
</tr>
<tr>
<td>Satisfactory (Green)</td>
<td>Performance meets contractual requirements.</td>
</tr>
<tr>
<td>Marginal (Yellow)</td>
<td>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.</td>
</tr>
<tr>
<td>Unsatisfactory (Red)</td>
<td>Performance does not meet contractual requirements and recovery is not likely in a timely manner. Contractor’s corrective actions to date are ineffective.</td>
</tr>
</tbody>
</table>

**Area Rated:**

<table>
<thead>
<tr>
<th>Quality of Product/Service</th>
<th>Past Rating</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>VERY GOOD (-)</td>
<td></td>
</tr>
<tr>
<td>Cost Control</td>
<td>SATISFACTORY (+)</td>
<td></td>
</tr>
<tr>
<td>Business Relations</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Management of Key Personnel</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Utilization of Small Business</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Other Areas:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 37: View Assessment Report Part 2**
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.

![Figure 39: DoD Termination List](image)

b. Click on any **blue underlined** DUNS for more information.
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.

![Group Memberships](image)

**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.

![Figure 42: Pending Group Memberships](image)
4.4.3 View Groups

To list the groups to which you belong

a. Click **View Groups** in the navigation frame.

![Diagram of View Groups]

**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.

![Help Menu Item](image)

**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.
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:

![Feedback Window](image)

**Figure 47: Feedback Window**

a. Click **Feedback** in the Navigation frame (form appears in the working window)
b. Make a selection from the drop down list.

![Feedback Window Dropdown](image)

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.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
APPENDIX A : GLOSSARY

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

**Acronyms and Abbreviations**

<table>
<thead>
<tr>
<th>ACRONYM/ABBREVIATION</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCR</td>
<td>Central Contractor Registration</td>
</tr>
<tr>
<td>CDA</td>
<td>Central Design Activity</td>
</tr>
<tr>
<td>DRS</td>
<td>Deficiency Reporting System</td>
</tr>
<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
</tr>
<tr>
<td>FAPIIS</td>
<td>Federal Awardee Performance and Integrity Information System</td>
</tr>
<tr>
<td>MPIN</td>
<td>Marketing Partner Identification Number</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>PPIRS-RC</td>
<td>Past Performance Information Retrieval System Report Card</td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
</tr>
<tr>
<td>SIS</td>
<td>Supplier Information Service</td>
</tr>
</tbody>
</table>
### APPENDIX B: PPIRS-RC TERMS AND DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Access</td>
<td>View your own company information by DUNS.</td>
</tr>
<tr>
<td></td>
<td>View company reports.</td>
</tr>
<tr>
<td>Government Access</td>
<td>View and modify your account information.</td>
</tr>
<tr>
<td></td>
<td>View PPIRS-RC Reports.</td>
</tr>
<tr>
<td></td>
<td>Provide customer feedback.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Common PPIRS-RC Issues</th>
<th>PROBLEM</th>
<th>DIAGNOSIS</th>
<th>POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password problems</td>
<td>Caps Lock key active or incorrect password.</td>
<td>Help Desk or PPIRS-RC Administrator</td>
<td></td>
</tr>
<tr>
<td>Locked account</td>
<td>Possible password expiration or incorrect password entered.</td>
<td>Help Desk or PPIRS-RC Administrator</td>
<td></td>
</tr>
<tr>
<td>PPIRS-RC doesn’t execute</td>
<td>Possible software or hardware changes to users PC.</td>
<td>Local IT personnel</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>Possible local PC issue or local network issues.</td>
<td>Local IT personnel*</td>
<td></td>
</tr>
</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main</strong></td>
<td>Returns the user to the PPIRS-RC Government Main Page.</td>
</tr>
<tr>
<td><strong>Logout</strong></td>
<td>Used to log out of the system.</td>
</tr>
<tr>
<td><strong>Switch Apps</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Modify Account</strong></td>
<td>Allows the user to view and update account information including changes in e-mail or mailing addresses.</td>
</tr>
<tr>
<td><strong>Request Membership</strong></td>
<td>Allows users to Request Group Memberships</td>
</tr>
<tr>
<td><strong>Change Password</strong></td>
<td>Allows users to Change Passwords (Federal Only)</td>
</tr>
<tr>
<td><strong>Request SR Access</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Assessment Reports</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>DoD Termination List</strong></td>
<td>Identifies any vendor that has been notified of &quot;termination for cause&quot; or &quot;termination for default&quot; by the DoD over the last three years, regardless of contract dollar value.</td>
</tr>
<tr>
<td><strong>Group Memberships</strong></td>
<td>List the Group Memberships a user has and his/her role in each group</td>
</tr>
<tr>
<td><strong>Pending Group Memberships</strong></td>
<td>List any Pending Group Memberships requests</td>
</tr>
<tr>
<td><strong>View Groups</strong></td>
<td>List the groups to which a user belongs</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Access the Help index</td>
</tr>
<tr>
<td><strong>Feedback</strong></td>
<td>Allows users to provide a customer feedback rating of the information provided by PPIRS-RC system.</td>
</tr>
</tbody>
</table>
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