

Contractor Performance Assessment Reporting System (CPARS) User Manual

November 2025

Current Version 8.1.0

[HTTPS://WWW.CPARS.GOV](https://www.cpars.gov)

Foreword

The purpose of this manual is to provide working-level procedures for entering, updating, revising, and viewing information in the Contractor Performance Assessment Reporting System (CPARS) Automated Information System (AIS). Detailed requirements of the CPARS business processes are contained in the Guidance for the Contractor Performance Assessment Reporting System. This system was developed to support the electronic processing of evaluations.

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing CPARS. This manual was prepared by Naval Sea Logistics Center Portsmouth (NSLC PTSMH). NSLC PTSMH continually enhances the AIS and the manual to meet the needs of customers.

Please address any recommended modifications or improvements to: CPARS Project Manager
Naval Sea Logistics Center Portsmouth, Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard Portsmouth, NH 03804-5000
Email: cpars-helpdesk@us.navy.mil

Suggestions for modifying the CPARS application (problems, enhancements and/or policy) may be submitted via the **Feedback** feature of each assigned level in CPARS.

Table of Contents

Foreword	2
System Overview	6
Accessing the System	7
Basic Workflow	10
CPARS	10
Access Levels	13
Focal Point	13
To-Do List	13
Dashboard	14
User Administration	14
Manage CPARS Access	14
Manage Integrity Access	20
Manage Alternate Focal Point(s)	22
Initiate/Edit/Delete Record	23
Auto Register Contracts	23
Record Management	26
Edit an Evaluation	26
View/Print Evaluations	27
Delete an Evaluation/Contract	27
Edit an Integrity Record	28
Register/Update a Contract	28
Update Organization on Contract(s)	29
Assessing Official Representative	31
Pending Actions/To-Do List	31
Initiate/Edit/Delete Record	33
Record Management	33
Delete an Evaluation/Contract	33
View/Print Evaluations	33
Register/Update a Contract	34
Initiate an Evaluation	34
Assessing Official	36
Pending Actions/To-Do List	36
Initiate/Edit/Delete Record	39
Record Management	39
Delete an Evaluation/Contract	39
View/Print Evaluations	40
Register/Update a Contract	40
Initiate an Evaluation	40
Take Over an Evaluation	41
View/Print Evaluations	42
Contractor Representative	43
Pending Actions/To-Do List	43
View/Print Evaluations	44
Reviewing Official	45
Pending Actions/To-Do List	45
View/Print Evaluations	46
Department Point of Contact	47
User Administration	47
Pending Access Requests	47
Create New Agency POC Access	48
Modify Existing Agency POC Access	49
Transfer Focal Point Access	51
Transfer Contract/Document Number	52
View Existing User Access	52

View/Print Evaluations	53
Agency Point of Contact	54
To-Do List.....	54
User Administration.....	55
Pending Access Requests	55
Transfer Focal Point Access	56
Transfer Contract/Document Number.....	57
View Existing Focal Points	57
View/Print Evaluations	59
Integrity Data Entry	60
Pending Actions/To-Do List	60
Initiate/Edit/Delete Record	60
Record Management.....	60
Delete an Integrity Record	61
Edit an Integrity Record	61
Auto Initiate an Integrity Record.....	62
Initiate an Integrity Record	63
Owner (View Performance)	66
View Performance Records	66
User Administration.....	66
Pending Access Requests	66
View Existing User Access	67
Manager (View Performance).....	68
View Performance Records	68
User Administration.....	68
Pending Access Requests	68
View Existing User Access	69
Access (View Performance)	70
View Performance Records	70
Assessment Reports.....	70
Integrity Reports.....	71
Integrity Data	72
Compliance Metrics Reports.....	74
Integrity Compliance Report	76
Government Integrity Records	78
All Awardee Proceedings Report.....	79
Senior Contractor Representative	81
To-Do List.....	81
View Performance Records	82
Assessment Reports.....	82
Integrity Reports.....	83
Integrity Data	84
View Contractor Reps	86
View/Print Completed Evaluations.....	86
Reports	88
Dashboard.....	88
Contract Based Reports.....	88
Registration	88
Status	89
Compliance	90
Auto- Register	91
Evaluation Based Reports.....	92
Status	92
Ratings	94
Processing Times.....	95
Metrics.....	95

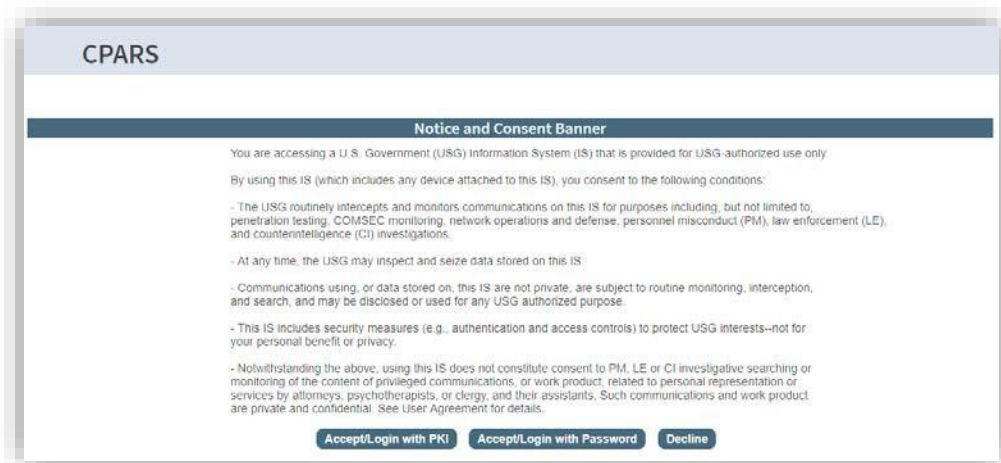
Evaluations/Contract Based Reports	96
Status	96
Integrity Based Reports.....	99
Status	99
Compliance	100
Reports (Admin).....	100
Ad Hoc Report.....	100
Report Scheduler	104
Status Tracker.....	105
Find My: (Focal Point/DPOC)	106
Account Details	106
Change Password.....	107
Feedback	108
Email Notifications	109
CPARS Email Notifications	109
Integrity Email Notifications	110
View Performance Records Email Notifications	110
Using CPARS Effectively	111
System Information	111
When Registering Contracts/Orders or Working on Evaluations.....	111
When Entering Records.....	111

System Overview

The CPARS system is a web-enabled application that is accessed via the Internet website <https://www.cpars.gov>. The application consists of an Internet web server and a dedicated CPARS application server. By definition, CPARS information is Sensitive But Unclassified (SBU). To protect the security of CPARS information, all actual data entered into and retrieved from the application is encrypted using the security features incorporated into the web browser. Access to this system requires a browser, which supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption), such as Microsoft's Internet Explorer. Additional details on browser requirements and security are available at <https://www.cpars.gov>.

Accessing the System

The CPARS application is accessible from <https://www.cpars.gov>. The CPARS website offers options to CPARS, the Federal Awardee Performance and Integrity Information System, View Performance Records, and also provides various items of interest including reference material, training information, as well as other information. To enter the CPARS Production System, click on the **Sign In** button located on the right hand side of the page. The Notice and Consent Banner will display.



The screenshot shows the CPARS website header with the title "CPARS". Below it is a dark blue banner titled "Notice and Consent Banner". The text inside the banner states: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:" followed by a list of conditions. At the bottom of the banner are three buttons: "Accept/Login with PKI", "Accept/Login with Password", and "Decline".

CPARS

Notice and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Accept/Login with PKI](#) [Accept/Login with Password](#) [Decline](#)

Read the Notice and Consent Banner and then click the applicable login category link that describes your Public Key Infrastructure (PKI) status. Either **Accept/Login with PKI** or **Accept/Login with Password** to proceed with the login process. For Department of Defense (DoD) users, the use of PKI Login is Mandatory. Federal and Contractor users can use the PKI Login category if they have PKI. The use of PKI certificates is still a DoD requirement that is waived for industry users only.

NOTE: All first time users will receive a system generated email providing instructions to use the **Forgot/Reset Password** button to obtain a temporary password, once access has been granted.



The screenshot shows the CPARS website header with the title "CPARS". Below it is a dark blue banner titled "This System is for UNCLASSIFIED USE ONLY!". In the center is a box titled "PKI Login w/". Inside the box are two input fields: "Email Address: (enter your email address)" and "Password: (enter your password)". Below the password field is a small icon of a person and a button labeled "Login With PKI". Below the box is a link: "Having problems logging in? [Forgot/Reset Password](#)". At the bottom of the box is a "Home" button.


CPARS

This System is for UNCLASSIFIED USE ONLY!

PKI Login w/

Email Address: (enter your email address)

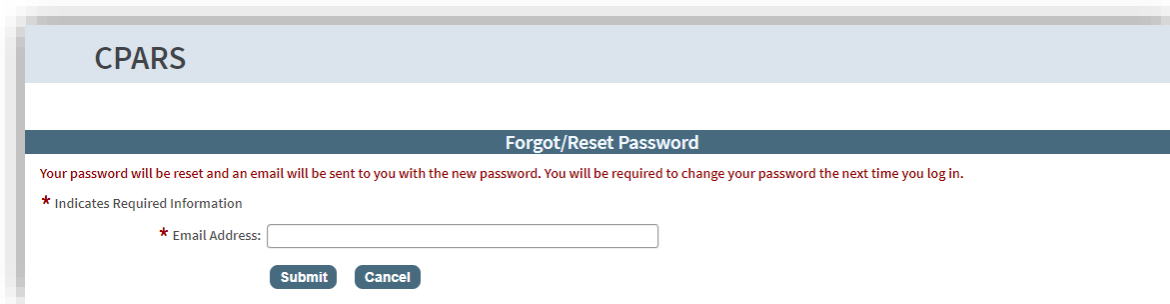
Password: (enter your password)

 [Login With PKI](#)

Having problems logging in? [Forgot/Reset Password](#)

[Home](#)

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



The screenshot shows the CPARS website header with the title "CPARS". Below it is a dark blue banner titled "Forgot/Reset Password". The text inside the banner states: "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 log in." Below this is a red asterisk and the text "Indicates Required Information". There is a red asterisk and the text "Email Address:" followed by an input field. At the bottom are two buttons: "Submit" and "Cancel".

CPARS

Forgot/Reset Password

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 log in.

★ Indicates Required Information

★ Email Address:

[Submit](#) [Cancel](#)

Enter your Email Address and click **Submit**. The system will verify the information entered matches what was

entered when the account was created, and will send a temporary password to that email address. Return to the Login screen.

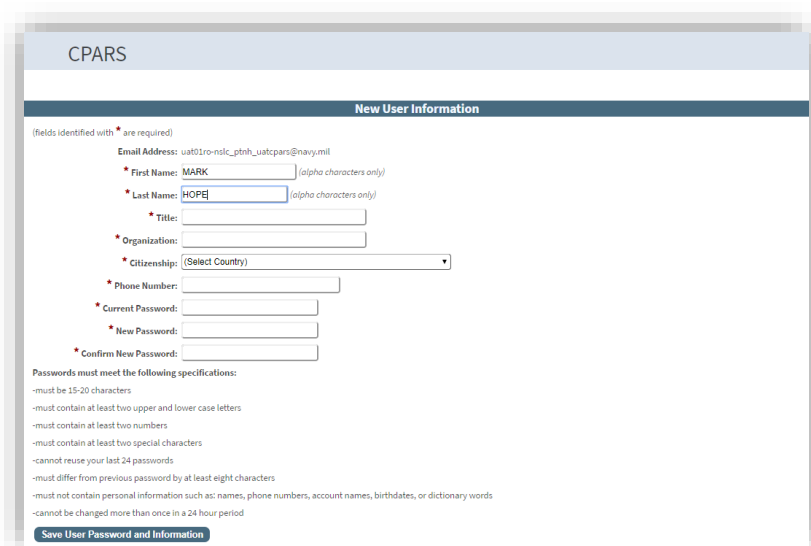
Enter your Email Address and the temporary password provided in the email, and click the applicable **Login** button.

NOTE: Subsequent logons for PKI users will not require the use of a password.

Enter the temporary password you received in the email in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. The password is case sensitive and must contain 15–20 characters, with at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last 24 passwords are kept and may not be reused. New passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words. Re-enter the New Password in the **Confirm New Password** box.

Complete the New User Information. After all the required information is entered, click the **Save User Password and Information** button and a confirmation pop-up screen displays. Click the **OK** button.

NOTE: 1. Focal Points logging in for the first time will also be required to identify all Organization(s) which they have cognizance of. 2. Corporate Senior Contractor's will be able to Add/Remove Unique Entity ID access.



The screenshot shows the 'CPARS New User Information' form. It includes fields for Email Address, First Name, Last Name, Title, Organization, Citizenship, Phone Number, Current Password, New Password, and Confirm New Password. A list of password specifications is provided below the password fields. At the bottom, there is a 'Save User Password and Information' button.

CPARS

New User Information

(fields identified with * are required)

Email Address: uat01ro-nslc_pnh_uatcpars@navy.mil

* First Name: MARK (alpha characters only)

* Last Name: HOPE (alpha characters only)

* Title:

* Organization:

* Citizenship: (Select Country)

* Phone Number:

* Current Password:

* New Password:

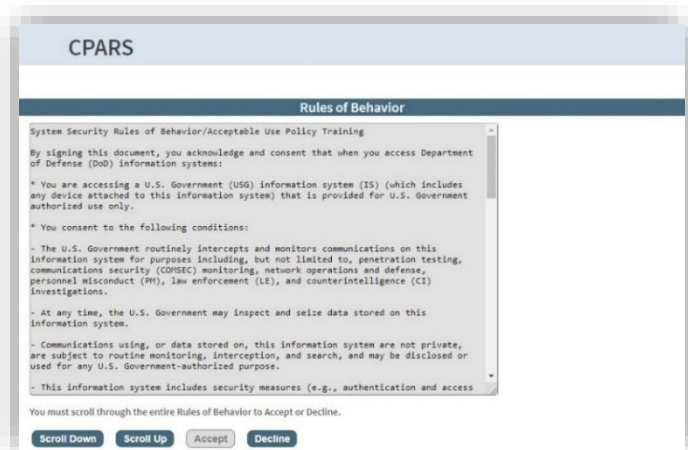
* Confirm New Password:

Passwords must meet the following specifications:

- must be 15-20 characters
- must contain at least two upper and lower case letters
- must contain at least two numbers
- must contain at least two special characters
- cannot reuse your last 24 passwords
- must differ from previous password by at least eight characters
- must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words
- cannot be changed more than once in a 24 hour period

Save User Password and Information

You will be brought to the Rules of Behavior screen. Read through the rules and scroll down using either the down arrow on the right, or by using the **Scroll Down** button located under the Rules of Behavior. You can also scroll up using either the up arrow on the right, or by using the **Scroll Up** button located under the Rules of Behavior. Upon reaching the bottom of the rules, the **Accept** and **Decline** buttons will activate.



The screenshot shows the 'CPARS Rules of Behavior' screen. It displays the 'System Security Rules of Behavior/Acceptable Use Policy Training' document. The document text is visible, and at the bottom, there are 'Scroll Down', 'Scroll Up', 'Accept', and 'Decline' buttons.

CPARS

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:

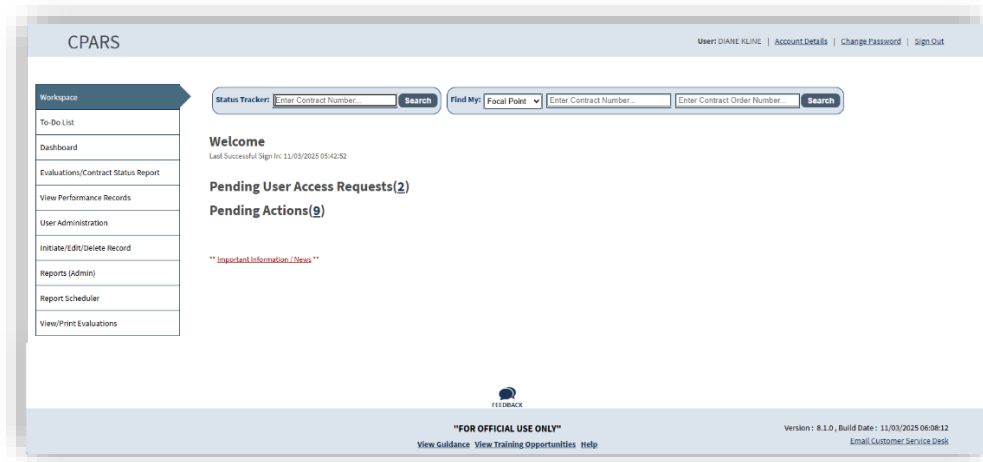
- * You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.
- * You consent to the following conditions:
 - The U.S. Government routinely intercepts and monitors communications 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

You must scroll through the entire Rules of Behavior to Accept or Decline.

Scroll Down Scroll Up Accept Decline

NOTE: You will be required to review and accept the Rules of Behavior annually.

Click **Accept** and the Workspace screen will display.



NOTE: You will only have access to items on the Workspace menu based on the access role(s) you have been granted.

Status Tracker

This option allows users to quickly view the status of an evaluation. (See [Status Tracker](#) Section for more specific information)

Find My: (Focal Point/DPOC)

This option allows users to find contact information for a Focal Point or their Department Point of Contact (DPOC). (See [Find My: \(Focal Point/DPOC\)](#) Section for more specific information)

Account Details

This option must be used whenever a user's name, title, organization, or phone number changes. (See [Account Details](#) Section for more specific information)

Change Password

This option must be used whenever a user needs to update their password. (See [Change Password](#) Section for more specific information)

Feedback

This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See [Feedback](#) Section for more specific information)

Basic Workflow

CPARS

To support the workflow, each user is assigned a unique level of access by the Focal Point. CPARS Focal Points define a User Access Matrix that restricts access on a contract-by-contract basis, based on an individual's assigned responsibility in the process.

Heads of contracting are responsible for overseeing the implementation of the CPARS process within their respective organizations.

The following paragraphs explain the correlation between defined access levels and the steps in the business process.

Step 1 – Contract Registration Contract Registration is the entry of basic contract/order award information, such as Contractor Name, Contractor Address, Product/Service Code (PSC), Dollar Value, Date Signed, etc. into CPARS. The Focal Point (FP) or Alternate Focal Point (AFP) may perform automated contract/order registration using the CPARS Auto Register function. The Auto Register function will populate CPARS with the basic contract/order information contained in the Federal Procurement Data System - Next Generation (FPDS-NG). Contract/order registration may also be performed by manually entering the basic contract/order information contained in the contract file. The Focal Point, Alternate Focal Point, Assessing Official Representative, and Assessing Official may perform manual registration. Contract/order registration should be performed within 30 days following contract/order award.

Step 2 – Enter Proposed Ratings Allows the Assessing Official Representative/Assessing Official to enter the proposed ratings and narratives to reflect the contractor's performance during the reporting period. If there is more than one Assessing Official Representative, the Assessing Official Representatives should coordinate to ensure that all proposed ratings and narratives have been entered prior to submitting the proposed evaluation to the Assessing Official.

Step 3 – Validate Proposed Ratings Allows the Assessing Official to review the proposed ratings and verifies that the narratives are detailed, comprehensive, complete, accurate, and supported by objective evidence wherever possible. The Assessing Official signs the evaluation and sends it to the Contractor Representative.

Step 4 – Contractor Comments Allows the Contractor Representative being evaluated to provide comments on the evaluation, indicate if they concur or do not concur with the evaluation, sign, and then return the evaluation to the Assessing Official. The Contractor Rep has a total of 60 days following the Assessing Official's evaluation signature date/time to send comments. If the Contractor Representative sends comments within the first 14 days following the Assessing Official's signature date and the Assessing Official or Reviewing Official closes the evaluation, the evaluation will become available for source selection within one day. On day 15 following the Assessing Official's evaluation signature date, the evaluation will become available for source selection with or without Contractor Representative comments and whether or not it has been closed by the Assessing Official or Reviewing Official. If no Contractor Representative comments have been sent and the evaluation has not been closed, it will be marked as "Pending". If the Contractor Representative sends comments at any time prior to 61 days following the Assessing Official's evaluation signature date, those comments will be reflected within one day. On day 61 following the Assessing Official's evaluation signature date, the Contractor Rep will be "locked out" of the evaluation and may no longer send comments.

Step 5 – Review Contractor Comments Allows the Assessing Official to close the evaluation (available only when Contractor concurs), modify and close the evaluation, send the evaluation to the Reviewing Official, or to modify and send the evaluation to the Reviewing Official. On day 61 following the Assessing Official's evaluation signature date, the evaluation is returned to the Assessing Official and the Contractor Representative may no longer send comments. If the Assessing Official closes the evaluation or modifies and closes the evaluation, the evaluation will be updated within one day and the "Pending" marking will be removed. If the Assessing Official sends the evaluation to the Reviewing Official or modifies the evaluation and sends it to the Reviewing Official, the evaluation will be updated within one day and will retain the "Pending" marking.

Step 6 – **Reviewing Official Comments** Allows the Reviewing Official (if applicable) to review the ratings established by the Assessing Official and the response by the Contractor Representative whenever the Contractor Representative indicates that they do not concur with the Assessing Official's evaluation and when the Assessing Official has sent the evaluation to the Reviewing Official for closure. The Reviewing Official should provide comments, sign, and close the evaluation. When the evaluation is closed by the Reviewing Official, it will be updated within one day and the "Pending" marking will be removed. The Reviewing Official also has the option to return the evaluation to the Assessing Official for additional changes if desired. In such a case, the Assessing Official should make changes as necessary, re-send the evaluation to the Reviewing Official, and the Reviewing Official should provide comments, sign, and close the evaluation. Once the Reviewing Official completes the actions of step 6, the evaluation is considered complete.

Integrity

To support the workflow, a user is assigned a unique level of access by the Focal Point. CPARS Focal Points define a User Access Matrix that restricts access.

The following paragraphs explain the steps in the business process:

Step 1 – **Access Granted**. A Focal Point grants access to an Integrity Data Entry user. This access allows the Data Entry user to enter Integrity Records.

Step 2 – **Enter Integrity Record**. Allows authorized individuals to enter specific integrity records. These include Termination for Default, Termination for Cause, DoD Determination of Contractor Fault, Termination for Material Failure to Comply (grants), Defective Cost or Pricing, Non-Responsibility Determination, Recipient Not Qualified Determination (grants), Subcontract Payment Issues, Material Failure to Comply with Closeout Requirements, Information on Trafficking in Persons, and Administrative Agreements.

Step 3 – **Save and Mark for Release**. When authorized individuals complete the data entry process, he/she clicks **Save and Mark for Release** and the completed Integrity record is immediately available for contractor comments and source selection retrieval (Contracts) or applicant risk review retrieval (Grants).

Step 4 – **Available for Comment and Retrieval**. When Save and Mark for Release is selected in Step 3, an email is sent to the contractor who is the subject of the completed Integrity Record. The email is sent to the primary past performance or the primary business point of contact that is identified at the System for Award Management (SAM) database. Note that the contractor will require access to CPARS to review and comment on any completed Integrity records. There is no contractor access available in Integrity data entry. Contractors can view and enter comments in the View Performance Records section of CPARS.

Step 5 – **Modify a Completed Record**. An Integrity Data Entry user has the ability to modify a completed record. This allows the user to change the Termination Type, Convert to Termination for Convenience, select Record Withdrawn/Rescinded, enter a Reason Withdrawn/Rescinded, or upload a new attachment, when applicable. Note that when a record is converted to Termination for Convenience, or when the record is Withdrawn/Rescinded, the record is then archived and no longer visible for contractor comments and source selection retrieval (Contracts) or applicant risk review retrieval (Grants).

Access Levels

Focal Point

The Focal Point is responsible for the collection, distribution, and control of evaluations and Integrity records. Focal Points are key players in the success of the CPARS and Integrity automated workflows. Focal Point access is granted only upon the completion of the Focal Point User Access Request available at <https://www.cpars.gov/access.htm>. Focal Points coordinate CPARS and Integrity access for a specifically assigned area of responsibility. The Focal Point is also authorized to register contracts/orders that will require a contractor performance evaluation. The Focal Point assists the workflow users in implementing the automated processes by providing training and helping with administrative matters to ensure that evaluations and records are completed in a timely manner and are of high quality.

The screenshot shows the CPARS homepage for a user named JOSEPH BUTLER. The user is logged in as a Focal Point. The page features a sidebar with navigation options: Workspace, To-Do List, Dashboard, Evaluations/Contract Status Report, User Administration, and Initiate/Edit/Delete Record. The main content area displays a 'Welcome' message, the last successful sign-in time (10/30/2025 15:43:44), and a prompt to 'Please choose an option from the Menu'. There are also search bars for 'Status Tracker' and 'Find My' (Focal Point), and a 'Workspace' icon in the top right corner.

To-Do List

This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent evaluations and Integrity records. Click the **To-Do List** button. A To-Do List Parameters screen displays. The Focal Point can select **Include All** to produce a list of all evaluations that have been started or are due to be started and require action within his/her area of responsibility and all Integrity records that have been started and not yet completed. Select **Document Number** and enter a contract number in the adjacent field to limit the list of evaluations/records to a specific contract number. The Focal Point can also limit the To-Do List to a specific **User Role** or **User** by making the appropriate selections. Select the desired parameter and then click the **Show To-Do List** button.

The screenshot shows the 'To-Do List Parameters' screen in the CPARS system. The user is logged in as JOSEPH BUTLER. The sidebar shows the 'To-Do List' option selected. The main content area has a title bar 'To-Do List Parameters' and a 'Workspace' icon. Below the title bar, there are radio buttons for 'Include All' (selected), 'Document Number', 'User Role', and 'User'. There are input fields for 'Document Number', 'User Role' (a dropdown menu), and 'User' (a dropdown menu). A 'Show To-Do List' button is located at the bottom of the form.

A list of evaluations will display based on the parameters selected by the Focal Point. The To-Do List identifies, for each evaluation/record, the Document Number, Record Type, Unique Entity ID, Period of Performance/Action Date, Role, the Action Required, the Assigned date, the Due Date, and the name of the individual responsible for completing the action.

To return to the To-Do List Parameters screen, click the **Return to the To-Do List Parameters** button.

CPARS									
User: JOSEPH BUTLER Account Details Change Password Sign Out									
WORKSPACE									
Workspace	To-Do List								
To-Do List	[Spreadsheet]								
Dashboard	(See below for the list of your users' outstanding actions.)								
Evaluations/Contract Status Report									
User Administration									
Initiate/Edit/Delete Record									
	Document Number	Record Type	Unique Entity ID	DoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
[Notes]	U9940517C0272	Evaluation	U99499999999	04/15/2022 - 04/14/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	08/12/2023	JOSEPH BUTLER
[Notes]	U9940517C0275	Evaluation	U99499999999	04/15/2022 - 04/14/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	08/12/2023	JOSEPH BUTLER
[Notes]	U9940517C0273	Evaluation	U99499999999	05/13/2022 - 05/12/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	09/09/2023	JOSEPH BUTLER
[Notes]	U9940517C0279	Evaluation	U99499999999	05/13/2022 - 05/13/2023	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	09/10/2023	JOSEPH BUTLER
[Notes]	U9940517C0681	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0684	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0687	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0690	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0448	Evaluation	U99499999999	04/22/2023 - 04/20/2024	Assessing Official	Finalize Ratings	02/02/2025	08/18/2024	JOSEPH BUTLER
[Notes]	U9940517C0683	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	08/21/2024	JOSEPH BUTLER
[Notes]	U9940517C0686	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	08/21/2024	JOSEPH BUTLER
[Notes]	U9940517C0689	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	08/21/2024	JOSEPH BUTLER
[Notes]	U9940517C0189	Evaluation	U99499999999	04/11/2024 - 05/11/2024	Assessing Official	Finalize Ratings	01/12/2025	09/08/2024	JOSEPH BUTLER
[Notes]	U9940517C0276	Evaluation	U99499999999	05/14/2023 - 05/13/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	09/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0278	Evaluation	U99499999999	06/16/2023 - 06/15/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	10/13/2024	JOSEPH BUTLER
[Notes]	U9940517C0258	Evaluation	U99499999999	02/21/2024 - 10/30/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	02/27/2025	JOSEPH BUTLER
[Notes]	U9940517C0191	Evaluation	U99499999999	11/07/2023 - 11/05/2024	Assessing Official	Finalize Ratings	01/04/2025	03/05/2025	JOSEPH BUTLER

Dashboard

This option provides the Focal Point with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS and Integrity records.

(See [Dashboard](#) Section for more specific information)

User Administration

This option allows the Focal Point to grant access to a new or existing user, change existing users' access level, remove users' access, update users' profile information, delete users, clone user accounts, transfer access from one user to another user when needed, and assign an Alternate Focal Point. Focal Points must grant access to all personnel involved in the automated workflows within the Focal Point's area of control. The "role" or level of access assigned to an individual is based on information that the Focal Point receives from project management teams (and the like) for the contracts/orders that require evaluating contractor performance. To access the User Administration options, click **User Administration**. The User Administration menu options display.

Manage CPARS Access

To grant access to contracts, the Focal Point clicks **Manage CPARS Access**. The Manage CPARS Access screen displays.

NOTE: If you have the ability to assign access on behalf of multiple Focal Points, you will need to select the Focal Point that is responsible for the contract when performing these actions. Select the Focal Point you will be representing from the drop-down. If you need to toggle to another Focal Point for more action(s), click **Manage CPARS Access** and start the process again.

CPARS									
User: JOSEPH BUTLER Account Details Change Password Sign Out									
WORKSPACE									
Workspace	Manage CPARS Access								
To-Do List									
Dashboard									
Evaluations/Contract Status Report									
User Administration									
Manage CPARS Access									
Manage Integrity Access									
Manage Alternate Focal Point(s)									
Initiate/Edit/Delete Record									

Manage By: ☒ Contract:

☐ User:

☐ User Role:

Contract Number: (Select a Contract Number to continue.)

To grant access to a contract, the Focal Point selects/enters a contract number from the **Contract** drop-down, selects or creates a user from the **User** drop-down, and selects a user role from the **User Role** drop-down. Once all fields have been completed, the Add Access to User button will be available.

NOTE: If the Focal Point selects Add New Contract from the Contract drop-down, they must click the confirm button to ensure that no other Focal Point owns the contract/order.

The Focal Point clicks the **Add Access to User** button. The user will be added to the specified contract at the specified role. They will receive an email notification with instructions for obtaining a password.

To Manage User Access by Contract: The Focal Point selects the **Contract** radio button and selects the applicable contract/order number from the drop-down. The contract/order number and users assigned will display along with options to Remove and Clone.

NOTES: 1. If the Focal Point previously registered or granted access to a contract/order, the contract/order can be selected from the **Contract** drop-down box. 2. It is recommended to Register a Contract through Manage CPARS Access, Add New Contract. When doing this the Focal Point will be able to add Users at the same time. If selected, the AOR will receive the Initiated Evaluation to enter Contract information prior to sending to the AO.

Remove – This option allows the Focal Point to remove one or more users' access to the contract/order that was selected from the drop-down. The Focal Point selects the applicable user(s) from the table or clicks **All** and then clicks **Remove**. The Confirm Remove User Access screen will display. The Focal Point clicks the **Confirm** button to remove the users' access to the displayed contract/order. The screen will refresh and a message will appear that the user(s) has been removed from the contract/order. Click **OK** to close the message. The list of users will automatically refresh to exclude the removed user(s). To cancel and return to the Manage CPARS Access screen, the Focal Point clicks **Cancel**.

Clone – This option allows the Focal Point to clone one or more users that are assigned to the contract/order that was selected from the drop-down to another contract/order. The Focal Point selects the applicable user(s) from the table or clicks **All** and then clicks **Clone**. The Confirm Clone Contract Access screen will display.

CPARS User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Confirm Clone Contract Access

Confirm Cancel

Clone to Contract: (Select or Add Contract) ▼

Note: The following contract access will be cloned:

User Name	User Role
JOSEPH BUTLER	Contractor Rep
JOSEPH BUTLER	Assessing Official Rep
JOSEPH BUTLER	Assessing Official
JOSEPH BUTLER	Reviewing Official

The Focal Point selects an existing contract or selects Add New Contract from the **Clone to Contract** drop-down. Once an existing contract or new contract has been entered, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user(s) have been cloned. To clone access to another contract, click the **Clone Again** button. To return to the Manage CPARS Access screen, the Focal Point clicks **Return to Manage User Access**.

The [\[Spreadsheet\]](#) function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

To Manage User Access by User: The Focal Point selects the **User** radio button. All users authorized by the Focal Point display in the drop-down. The Focal Point selects the desired user name from the drop-down, and a list of contracts/orders the user has access to and the role assigned will display. The available options for the Focal Point are: User Profile, Delete User, Transfer, Remove, Change Role, and Clone.

NOTE: If the Focal Point also holds a workflow role (i.e. Assessing Official Rep, Assessing Official, or Reviewing Official), they will not have the User Profile or Delete User options.

To search for a user granted access by a different Focal Point or a user who completed the **Self-Registry** in system click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

NOTE: If the Focal Point has already granted access to a user, the user can be selected from the **Select or Create User** drop-down box.

CPARS User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Confirm Clone Contract Access

Confirm Cancel

Clone to Contract: U9940517A0009 ▼

Note: The following contract access will be cloned:

User Name	User Role
JOSEPH BUTLER	Contractor Rep
JOSEPH BUTLER	Assessing Official Rep
JOSEPH BUTLER	Assessing Official
JOSEPH BUTLER	Reviewing Official

User Profile – This option allows the Focal Point to view and/or edit the user's profile information including the User's name, organization, title, email address, and phone number. Click **User Profile** and the Confirm User Profile screen will display. If the Focal Point needs to make changes to the profile, they make the necessary changes and click the **Confirm** button. The screen will refresh and a message will appear that the profile has been updated. To view or make no changes and be returned to the Manage CPARS Access screen, the Focal Point clicks **Cancel**.

Delete User – Clicking on this option allows the Focal Point to completely delete a user from the CPARS database. To delete a user, click the **Delete User** button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage CPARS Access screen, the Focal Point clicks **Cancel**.

Transfer– This option allows the Focal Point to transfer CPARS access from one user to another user when needed. This function is particularly useful when individuals are reassigned and no longer involved with initiating or completing evaluations. The Focal Point selects the applicable contract(s)/orders(s) from the table or clicks **All** and then clicks **Transfer**. The Confirm Transfer User Access screen will display.

Contract	User Role
U9940517A0009	Assessing Official Rep
U9940517A0009 U9940517F0001	Assessing Official Rep

The Focal Point selects an existing user or selects Create New User from the **Transfer to User** drop-down. If the Focal Point has selected Create New User, they must enter the First Name and Last Name in the applicable **Name** boxes and an email address in the **Email Address** box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. The Focal Point can choose to **Delete User After Transfer**. This action will delete the user from the CPARS database when the Focal Point clicks on the **Confirm** button, as long as no other Focal Points have assigned access to that user. Click the **Confirm** button to complete the transfer process. The screen will refresh and a message will appear that the access has been transferred. To return to the Manage CPARS Access screen, the Focal Point clicks **Return to Manage User Access**.

NOTE: When transferring to a **New User**, a system generated email will be sent to the user when he/she is assigned to a workflow role to inform the user of the temporary password procedures, responsibilities, and resources available.

If the Focal Point also holds a workflow role (i.e. Assessing Official Rep, Assessing Official or Reviewing Official), and they have selected to transfer contracts from one of these accounts to someone else, they will not have the ability to Delete User after transfer.

Remove Access – This option allows the Focal Point to remove access to one or more contracts/orders for the user that was selected from the drop-down. The Focal Point selects the applicable contract(s)/orders(s) from the table or clicks **All** and then clicks **Remove**. The Confirm Remove User Access screen will display.

Contract	User Name	User Email	User Role
U9940517A0009	JOSEPH BUTLER	uat05aor-joseph.butler@noemail.mil	Assessing Official Rep

The Focal Point clicks the **Confirm** button to remove the users' access to the displayed contracts/orders. The screen will refresh and a message will appear that the user has been removed from the contracts/orders click **OK**. The list of contracts will automatically refresh to exclude the removed contract(s). To cancel and return to the Manage CPARS Access screen, the Focal Point clicks **Cancel**.

Change Role – This option allows the Focal Point to modify the user's role. The Focal Point selects the applicable contract(s)/orders(s) from the table or clicks **All** and then clicks **Change Role** and the Confirm Change User Role screen will display.

Contract	User Role
U9940517A0009 U9940517F0001	Assessing Official

The Focal Point selects the new user role from the **New Role** drop-down box and clicks the **Confirm** button. The screen will refresh and a message will appear that the user role has been changed. To cancel and return to the Manage CPARS Access screen, the Focal Point clicks **Cancel**.

NOTE: The Change Role option is not available when a contractor representative is selected from the User drop-down.

Clone – This option allows the Focal Point to clone the access from one user to another user. The Focal Point selects the applicable contracts/orders from the table or clicks **All** and then clicks **Clone**. The Confirm Clone User Access screen will display.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Confirm Clone User Access

Clone to User: (Select or Create User) Search

Note: The following contract access will be cloned:

Contract	User Role
U9940517A0009 U9940517F0005	Assessing Official Rep

Confirm Cancel

The Focal Point selects an existing contract or selects Create New User from the **Clone to User** drop-down. If the Focal Point has selected Create New User, they must enter a first name in the **First Name** box, a last name in the **Last Name** box, and an email address in the **Email Address** box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. Once an existing user or new user has been entered, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user access has been cloned. To return to the Manage CPARS Access screen, the Focal Point clicks **Return to Manage User Access**.

NOTE: When cloning to a **New User**, a system generated email will be sent to the user when he/she is assigned to a workflow role to inform the user of the temporary password procedures, responsibilities, and resources available.

The [\[Spreadsheet\]](#) function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

To Manage User Access by User Role: The Focal Point selects the **User Role** radio button, and the desired user role from the drop-down, a list of users and the contract/order number(s) they have access to will display. The only available option for the Focal Point is Remove.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Manage CPARS Access

Manage By: ☐ Contract: ☐ User: ☒ User Role:

To add access to a CPARS user, Select/Add a Contract Number, User, and User Role.

(Select or Add Contract) (Select or Create User) Search

Reviewing Official

Add Access to User

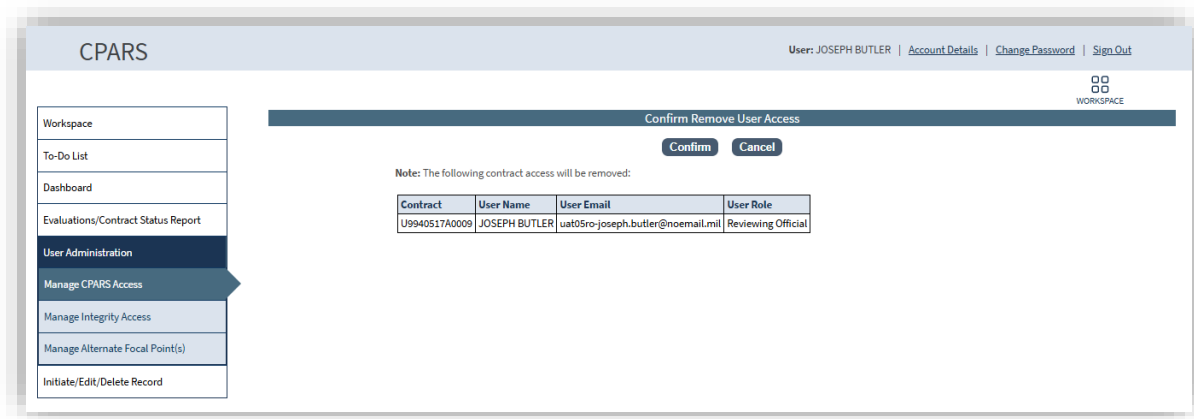
User Role: Reviewing Official

[\[Spreadsheet\]](#)

Users	Email Address	Contracts
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0001
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0002
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0003
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0004
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0005
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0006
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0007
<input type="checkbox"/> JOSEPH BUTLER	uat05ro-joseph.butler@noemail.mil	U9940517A0009 U9940517F0008

The [\[Spreadsheet\]](#) function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

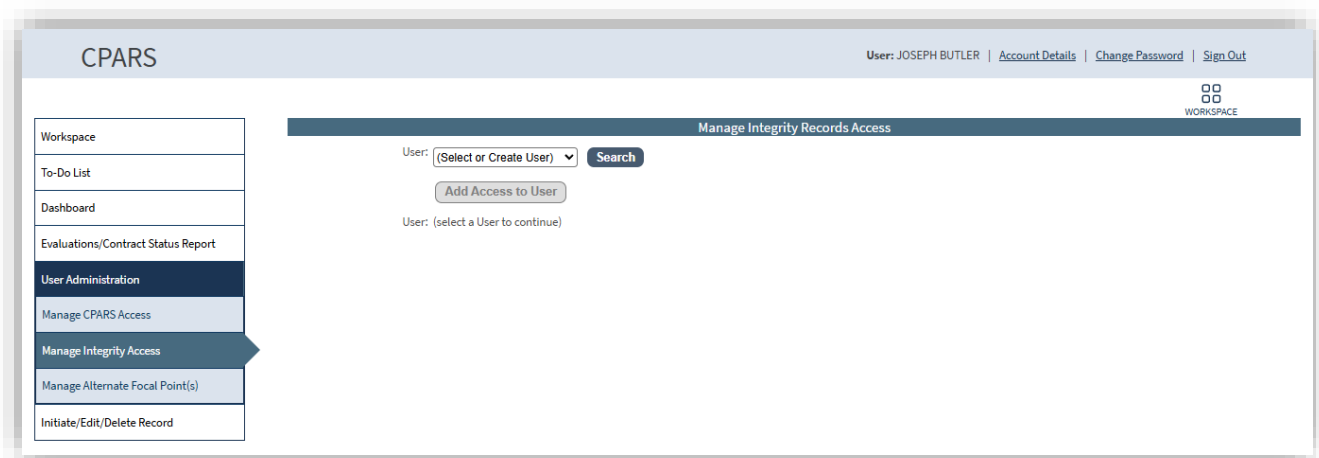
Remove Access – This option allows the Focal Point to remove access to one or more contracts/orders for the user role that was selected from the drop-down. The Focal Point selects the applicable user(s) from the table and then clicks **Remove**. The Confirm Remove User Access screen will display.



The Focal Point clicks the **Confirm** button to remove the users' access to the displayed contracts/orders. The screen will refresh and a message will appear that the user has been removed from the contracts/orders click **OK**. The list of users will automatically refresh to exclude the removed user(s). To cancel and return to the Manage CPARS Access screen, the Focal Point clicks **Cancel**.

Manage Integrity Access

To grant access to enter Integrity Records, the Focal Point clicks **Manage Integrity Access**. The Manage Integrity Access screen displays.



The Focal Point selects or creates a user from the **User** drop-down, and clicks the **Add Access to User** button. The user will be granted access and will receive an email notification with instructions for obtaining a password.

To search for a user granted access in CPARS or granted access by a different Focal Point in the system, click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

NOTE: When using the **Search** button to search for existing users, only existing Integrity users, or users with Alternate Focal Point, Assessing Official Representative, Assessing Official, and Reviewing Official access to CPARS will be visible. This includes users with access granted by a different Focal Point.

NOTE: If granting access to an Integrity Data Entry user and the email address entered appears to be non-government, the Focal Point will receive a warning to check the entered information.

To view or modify an existing user, the Focal Point selects the desired user name from the drop-down, a list of records the user has access to will display. The available options for the Focal Point are: User Profile, Transfer, Remove Access, and Delete User.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

WORKSPACE

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Manage Integrity Records Access

User: JOSEPH BUTLER [Search](#)

[Add Access to User](#)

User: JOSEPH BUTLER [User Profile](#) [Remove Access](#) [Delete User](#)

[Spreadsheet]

<input type="checkbox"/> All Document	Transfer	Record Type	Unique Entity ID
<input type="checkbox"/> Not Applicable		Administrative Agreement	
<input type="checkbox"/> Not Applicable		Administrative Agreement	U99499999999
<input type="checkbox"/> Not Applicable		Administrative Agreement	U99499999999
<input type="checkbox"/> Not Applicable		Administrative Agreement	
<input type="checkbox"/> Not Applicable		Administrative Agreement	U99499999999
<input type="checkbox"/> Not Applicable		Administrative Agreement	TST999999999
<input type="checkbox"/> U9940517C0819		Defective Pricing	U99499999999
<input type="checkbox"/> U9940517F0006 U9940517D0756		Defective Pricing	U99499999999
<input type="checkbox"/> U9940517F0007 U9940517D0756		Defective Pricing	U99499999999
<input type="checkbox"/> U9940517F0008 U9940517D0756		Defective Pricing	U99499999999
<input type="checkbox"/> U9940517F0009 U9940517D0756		Defective Pricing	U99499999999
<input type="checkbox"/> U9940517F0010 U9940517D0756		Defective Pricing	U99499999999
<input type="checkbox"/> U9940517C0764		DoD Determination of Contractor Fault	U99499999999

The [\[Spreadsheet\]](#) function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

User Profile – This option allows the Focal Point to view and/or edit the user’s profile information including the User’s name, title, organization, email address, and phone number. Click **User Profile** and the Confirm User Profile screen will display. If the Focal Point needs to make changes to the profile, make the necessary changes and click the **Confirm** button. The screen will refresh and a message will appear that the profile has been updated. To view or make no changes and be returned to the Manage Integrity Access screen, the Focal Point clicks **Cancel**.

Remove Access – Clicking on this option allows the Focal Point to remove the existing user’s access. To remove access, click the **Remove Access** button. The Confirm Remove User screen will display. If the Focal Point wants to Remove the user’s access the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user’s access has been removed. To cancel removing access and return to the Manage Integrity Access screen, the Focal Point clicks **Cancel**.

NOTE: If the user only has Integrity Data Entry access, the Remove User Access screen will display a notice that states "This User only has access to Integrity Records and will be deleted when access is removed. Note that all records created by this user will be retained and labeled "Unassigned" in reports."

Delete User – Clicking on this option allows the Focal Point to completely delete a user. To delete a user, click the **Delete User** button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage Integrity Access screen, the Focal Point clicks **Cancel**.

NOTE: If the Focal Point also has Integrity Data Entry access, and selects themselves from the drop-down, they will not have the ability to Delete User.

Transfer– This option allows the Focal Point to transfer access from one user to another. This function is particularly useful when individuals are reassigned and no longer involved with entering records. The Focal Point selects the applicable record(s) from the table or clicks **All** and then clicks **Transfer**. The Confirm Transfer User Access screen will display.

CPARS User: JOSEPH BUTLER | Account Details | Change Password | Sign Out

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Confirm Transfer User Access

Confirm Cancel

Transfer To User: (Select or Create User) Search

Delete User After Transfer: ☐ Yes ☒ No

Note: The following access will be transferred:

From User: JOSEPH BUTLER

Document	Record Type	Unique Entity ID
U9940517C0819	Defective Pricing	U994999999999
U9940517F0006 U9940517D0756	Defective Pricing	U994999999999

The Focal Point selects an existing user or selects Create New User from the **Transfer to User** drop-down. If the Focal Point has selected Create New User, they must enter a name (First Name and Last Name only) in the **Name** box and an email address in the **Email Address** box. The Focal Point can choose to **Delete User After Transfer**. This action will delete the user from the Integrity database when the Focal Point clicks on the **Confirm** button, as long as no other Focal Points have assigned access to that user.

To search for a user granted access in CPARS or granted access by a different Focal Point in the system, click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

Click the **Confirm** button to complete the transfer process. The screen will refresh and a message will appear that the access has been transferred. To return to the Manage Integrity Access screen, the Focal Point clicks **Return to Manage User Access**.

NOTE: When transferring to a **New User**, a system generated email will be sent to the user to inform the user of the temporary password procedures, responsibilities, and resources available.

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

Manage Alternate Focal Point(s)

This option allows the Focal Point to assign up to five individuals as an Alternate Focal Point. An Alternate Focal Point has the same privileges as the Primary Focal Point (except they cannot authorize an Alternate Focal Point from their account). The Primary and Alternate Focal Points are allowed to work in the automated system at the same time to create/manage user accounts and to run reports, etc. To assign an Alternate Focal Point, click **Manage Alternate Focal Point(s)**. The Manage Alternate Focal Point(s) screen displays.

CPARS User: JOSEPH BUTLER | Account Details | Change Password | Sign Out

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Manage CPARS Access

Manage Integrity Access

Manage Alternate Focal Point(s)

Initiate/Edit/Delete Record

Manage Alternate Focal Point(s)

User: (Select or Create User) Search

Assign Alternate Focal Point

Current Alternate Focal Point(s):

Name	Email Address	Phone Number	Delete
JOSEPH BUTLER	uat05afp-joseph.butler@noemail.mil	3334445555	(Delete)

To grant access, the Focal Point selects the Create New User option or by selecting an existing user from the **User** drop-down. If the Focal Point has selected Create New User, they must enter the First Name and Last Name in the applicable **Name** boxes and an email address in the **Email Address** box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. Once a new name is entered or an existing user selected, click the **Assign Alternate Focal Point** button.

NOTE: The Assign Alternate Focal Point button will not be available until an existing user or Create New User has been selected.

NOTE: To search for an existing user click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

To delete an Alternate Focal Point, click on the **[Delete]** button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage Alternate Focal Point screen, the Focal Point clicks **Cancel**.

NOTE: When the Alternate Focal Point is a **New User**, a system generated email will be sent to user when he/she is assigned as an Alternate Focal Point to inform them of the temporary password procedures, responsibilities, and resources available.

Initiate/Edit/Delete Record

This option allows the Focal Point to register or update contracts, edit evaluations, delete evaluations or contracts, or update the organization on contracts. To access the Initiate/Edit/Delete Record options, click the **Initiate/Edit/Delete Record option**. The Initiate/Edit/Delete Record menu options display.

Auto Register Contracts

This feature provides Focal Points the ability to produce and review a list of CPARS-eligible contracts/orders. From the list of eligible contracts/orders, the Focal Point is able to quickly auto-register individual contracts/orders in CPARS. Registering contracts/orders in CPARS is the process of entering basic contract award data and is required prior to initiating an evaluation. In February 2007, CPARS established an interface with FPDS-NG. This daily data feed is the basis for the Auto Register Contracts feature. The most recent three years of contract/order award information is available. Click the **Auto Register Contracts** option. The Auto Register Contracts screen will display.

NOTE: If you have the ability to Auto Register on behalf of multiple Focal Points, you will need to select the Focal Point that is responsible for the contract when performing these actions. Select the Focal Point you will be representing from the drop-down. If you need to toggle to another Focal Point for more action(s), click **Auto Register Contracts** and start the process again.

Focal Points are able to query for CPARS-eligible contracts/orders by selecting at least one Contracting Office ID or by entering the full or partial contract number. Contracts/orders previously removed from the CPARS-eligible list can be viewed and auto-registered by checking the box **Include Removed Contracts**. The Auto Register Report may also be sorted by up to seven sort options. Select the desired option from the **Sort By** drop-down box.

NOTE: If a contract/order meets the threshold and is in FPDS, the Focal Point must use the Auto Register function to register it. All changes and updates to the contract information on these contracts/orders must be made in FPDS-NG. This includes cases where the record was manually registered and initiated prior to CPARS ever receiving the FPDS record.

The screenshot shows the CPARS 'Auto Register Contracts' interface. On the left is a sidebar with a menu: Workspace, To-Do List, Dashboard, Evaluations/Contract Status Report, User Administration, Initiate/Edit/Delete Record, Auto Register Contracts (highlighted), Record Management, Register/Update a Contract, and Update Organization on Contract(s). The main content area is titled 'Auto Register Contracts'. It contains the following fields and controls:

- Select Saved Report:** A dropdown menu with '(Select Report)' as the placeholder.
- Report Name:** A text input field with a note '(Only required to Save Report)'.
- Select Contracting Office ID:** A dropdown menu with '(Select Contracting Office ID from FPDS)' as the placeholder. To its right are 'Add' and 'Add All' buttons.
- Selected Contracting Office ID(s):** A multi-select dropdown menu currently showing '(None Selected)'. Below it are 'Remove' and 'Remove All' buttons.
- or**: A text separator.
- Full or Partial Contract Number:** A text input field with a note '(Enter minimum of first 6 characters of Contract Number)'.
- Include Removed Contracts:** A checkbox.
- Sort By:** A dropdown menu with 'Contract Number' selected.
- Run Report:** A button at the bottom left of the form area.

At the top right of the page, there is a user profile section showing 'User: JOSEPH BUTLER' and links for 'Account Details', 'Change Password', and 'Sign Out'. Below this are icons for 'WORKSPACE' and 'SAVE'.

Contracting Office ID: To ensure that Focal Points are searching for contracts/orders in Auto Register belonging to them, search by the Contracting Office ID. The Contracting Office ID is a required field when processing data in FPDS-NG. If Focal Points are unaware of their Contracting Office ID, they should contact their FPDS-NG administrator. Running this query will produce a list of CPARS-eligible contracts/orders that have been sent to FPDS-NG by the applicable Contracting Office(s).

NOTE: Particular care should be taken when registering contracts/orders, as the Focal Point then assumes ownership and responsibility for that contract/order and makes that contract/order inaccessible to other Focal Points.

Full or Partial Contract Number: Focal Points should use this option when searching CPARS for a specific contract/order number or to produce a specific list of CPARS-eligible contracts/orders. For example, if a Focal Point would like to produce a list of CPARS-eligible contracts/orders that begin with DP43211, he/she would enter the value of DP43211.

If the user wishes to save a report to run it again in the future, the user enters a Report Name in the **Report Name** box and clicks the **Save** icon button. The Auto Register Report Parameters screen will refresh and a Select Saved Report drop-down will appear.

To run the saved report in the future, the user would select the **Report Name** from the drop-down and click **Run Report**.

To change the parameters of a saved report, select the **Report Name** from the drop-down, select/de-select the desired parameters and click the **Save** icon.

To delete a saved report, select the **Report Name** from the drop-down and click **Delete**.

Auto Register Contracts CPARS-Eligible List Screen: Queries run in the previous parameters screen will result in a list of contracts/orders that are eligible for reporting. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold. Contracts/orders not meeting the established minimum dollar threshold for CPARS reporting will not be displayed. To register contracts under the minimum dollar threshold, use the manual Register a Contract button. Also, contracts/orders that have already been registered in CPARS will not be displayed. If the base Indefinite Delivery Vehicle (IDV) has been registered in CPARS a ® symbol will be shown next to any task orders for that contract.

Mod Number is the modification number of the last contract action report CPARS received from FPDS-NG.

Contracting Office ID and Contracting Office identify the Contracting Office that placed the contract/order.

Reporting Value is based on the Business Sector and PSC displayed. Base and All Options Value is the aggregate value used to determine if the contract/order exceeds the minimum reporting dollar thresholds.

Date Signed indicates the date the contract/order was awarded. Completion Date/Last Date to Order indicates the end date of the contract/order. Available Date indicates the date that the contract/order became available in Auto

Register. Prepared by indicates the email address of the person who prepared the contract action report in FPDS-NG.

Auto Register Contracts

The Focal Point should review the data and select the appropriate **Organization** from the drop-down list. The Organization identifies the organization responsible for CPARS reporting and is specific to the Focal Point. For example, a Navy Focal Point will see the Navy Systems Commands, while a Department of Energy Focal Point will see their organizations. Clicking **view** adjacent to a contract/order number will display the contract award data.

To update a contract with the latest information in the Contract Data Record received from FPDS, click on the **Refresh Contract Data from FPDS** button, click the **Save** icon.

Check the applicable contracts/orders to be registered in the column labeled **Register**.

NOTE: It is recommended to Register a Contract through Manage CPARS Access, Add New Contract. When doing this the Focal Point will be able to add Users at the same time. If selected, the AOR will receive the Initiated Evaluation to enter Contract information prior to sending to the AO.

FPDS Update	View	CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	MOD NUMBER	CONTRACTING OFFICE ID	CONTRACTING OFFICE	BUSINESS SECTOR	PSC	REPORTING VALUE	BASE AND ALL OPTIONS VALUE	DATE SIGNED	COMPLETION DATE/LAST DATE TO ORDER	AVAILABLE DATE	PREPARED BY
Update	View	U99405170010	U99405170001	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$900,000	12/12/2023	12/12/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170002	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$400,000	11/07/2023	11/08/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170004	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$1,000,000	12/08/2023	12/08/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$900,000	12/12/2023	12/12/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$400,000	11/07/2023	11/08/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170008	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$1,000,000	12/12/2023	12/12/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170009	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$900,000	11/07/2023	11/08/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170010	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$400,000	11/14/2023	11/14/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170003	<input type="checkbox"/>	<input type="checkbox"/>	0	U99430	U994 OFFICE 30	Systems	1210	\$590,000	\$900,000	12/12/2023	12/12/2024	12/12/2024	USER@FPDS.GOV
Update	View	U99405170010	U99405170005	<input type="checkbox"/>	<input type="checkbox"/>	0	U99412	U994 OFFICE 12	Architect-Engineer	CHKA	\$48,000	\$99,000	02/14/2024	02/14/2025	12/12/2024	USER@FPDS.GOV

Once the appropriate contracts/orders have been checked for registration, the Focal Point then clicks the **Register/Remove Selected Contracts** button. A popup will appear asking you: "Are you sure you want to register/remove the selected contract(s)?" After selecting the **OK** button on the popup, the list of contracts/orders will automatically refresh to exclude the contract(s)/orders(s) that were registered and another popup will appear stating how many contract(s) were registered.

NOTES: 1. Contracting Officer Name and Email data is only available for Army and US Army Corps of Engineers contracts/orders and/or for any other Service/Agency adopting the use of Army Contracting Business Intelligence System (ACBIS). 2. When the contract/order is auto registered, the Contracting Officer name is pre-populated if available. 3. Dollar values for contract/order actions with multiple Contract Action Reports are aggregated in auto register.

Once the Focal Point obtains the list of contract(s)/order(s) available for Auto Registration and the Focal Point desires to have one or more contract(s)/orders(s) removed from this list, the Focal Point checks the contract(s)/order(s) slated for removal from the column labeled **Remove**. Once the appropriate contract(s)/order(s) have been checked for removal the Focal Point then clicks the **Register/Remove Selected Contracts** button. A popup will appear asking you: "Are you sure you want to register/remove the selected contract(s)?" After selecting the **OK** button on the popup, the list of contract(s)/order(s) will automatically refresh to exclude the contract(s)/order(s) that were removed and another popup will appear stating how many contract(s) were removed.

NOTE: 1. The Remove checkbox on Contracts/Orders requiring evaluations are greyed out if the Contract/Order cannot be removed. 2. This does not delete the data or absolve the Focal Point of reporting responsibility. This feature could be useful in the example of a contract with several orders. The Focal Point could choose to report on the base contract and remove the individual orders from the list. Contracts/orders that are removed from the list can be viewed and registered by checking the **Include Removed Contracts** box on the parameters screen.

Particular care should be taken when removing contracts/orders as this removes visibility on these contracts/orders for all Focal Points.

To return to the Auto Register Contracts Parameters screen, click the **Return to the Auto Register Contracts Parameters** button.

Record Management

This option is a quick and efficient way for the Focal Point to Edit, Delete and View an Evaluation. Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial contract/order number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then be able to Edit, View and Delete as needed. Please see Edit Evaluation, Delete an Evaluation/Contract, Edit an Integrity Record and View/Print Evaluation for instructions on how to perform each task.

CPARS

User: KELLY TESTER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Initiate/Edit/Delete Record

Auto Register Contracts

Record Management

Register/Update a Contract

Initiate an Evaluation

Take Over an Evaluation

Update Organization on Contract(s)

Record Management

[Spreadsheet]

- For Contracts and/or Evaluations, enter a full or partial Contract Number.
- For Integrity Records, enter a full or partial Document Number, Unique Entity ID, or Company Name.

U9920317C0305 **Search**

1 Evaluation(s) Found

- Assessing Officials can only delete Evaluations at Drafted status

Contract Number	Unique Entity ID	Period of Performance	Evaluation Type	Evaluation Status	Edit/View/Delete
U9920317C0305	U9929999999	10/26/2024 - 10/25/2025	Interim	Drafted	Edit View Delete

Edit an Evaluation

This option allows the Focal Point to change the Evaluation Type on an in-process or previously completed evaluation, to change the Status on an in-process evaluation, or to update an in-process evaluation at the Initiated or Drafted status with the latest information in the Contract Data Record, that CPARS has received from FPDS-NG. To edit an evaluation, Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then be able to click the **Edit** link adjacent to the applicable contract/order number. The Edit an Evaluation selection screen displays as a pop up.

Edit An Evaluation

Contract/Schedule Number: U9960717C0150

Order Number:

Period of Performance: 06/21/2024 - 06/20/2025

Evaluation Type: **Final** ⓘ

Status: **Assessing Official Rep (Initiated)** ▼

Business Sector-Subsector: Nonsystems - Facilities Services

Name/Address of Contractor:

Vendor Name: UAT996 COMPANY

Street: 44 VENDOR DRIVE

City: ARLINGTON

State: VA

Zip: 54321

Country: USA

Unique Entity ID: U99699999999

Product/Service Code: N048

Principal NAICS Code: 332911

Contract Office: U996 OFFICE 10

Date Signed: 06/21/2024

Period of Performance Start Date: 06/21/2024

Completion Date/Last Date to Order: 06/20/2025

Est./Actual Completion Date:

Funding Office ID:

Base and All Options Value: \$900,000

Action Obligation: \$900,000

Extent Competed: Not Competed

Type of Contract: Fixed Price Award Fee

Refresh Contract Data from FPDS* **Cancel** **Save Data**

* Results from FPDS may be delayed.

To change the Evaluation Type on an in-process or previously completed evaluation, select the correct Evaluation Type from the **Evaluation Type** drop-down. Click the **Save** icon. A pop-up will appear stating the evaluation has been saved.

NOTE: 1. Basic information is displayed to help the Focal Point choose the correct evaluation type. 2. When changing the Evaluation Type to Final or Addendum, the Focal Point will need to enter the Completion Date/Last Date to Order.

To change the Status on either an in-process or completed evaluation, select the correct Status from the Status drop-down. Click the **Save** icon. A popup will appear stating the evaluation has been saved.

To update an in-process evaluation at the Initiated or Drafted status with the latest information in the Contract Data Record received from FPDS, click on the **Refresh Contract Data from FPDS** button, click the **Save** icon. A popup will appear stating the evaluation has been saved.

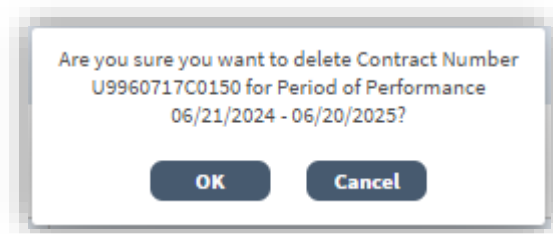
NOTE: 1. Basic information is displayed to help the Focal Point identify the fields being updated. 2. There is typically a three-day delay between the time a Contract Action Report (CAR) is entered in FPDS and the time the data on that CAR is reflected in CPARS.

View/Print Evaluations.

This option allows the Focal Point to view an evaluation in a read-only format. To view an evaluation, Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then be able to click on the **View** link adjacent to the applicable contract/order number to be Viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

Delete an Evaluation/Contract

This option allows the Focal Point to delete registered contracts/orders and/or evaluations at the initiated or drafted status. To delete a registered contract/order or an in-process evaluation, click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Contract Confirmation screen will display. Verify the correct contract/order is about to be deleted from the CPARS database. Select the **OK** button to confirm the deletion. Select the **Cancel** button to return to the Delete Record selection screen.



NOTE: 1. If a registered contract/order is deleted, all access to the contract/order will be delete. 2. Contracts/orders that have evaluations that are rated, reviewed, finalized, or completed cannot be deleted from the CPARS database and will not appear on the Delete Record selection screen.

NOTE: 2. Running an **Evaluations/Contract Status Report** will list all evaluations/contracts the Focal Point is able to **Delete**. (See [Evaluations/Contract Status Report](#) Section for more specific information)

Edit an Integrity Record

This option allows the Focal Point to modify a record that has been completed and marked for release and is available for source selection and public access. To edit a completed record, click **Record Management**, from there enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Document #, Unique Entity ID or Award Name) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then scroll down to the list of evaluations until they see a list of Integrity Records found available for editing will display. Click on the **Edit** link adjacent to the applicable Document Number to be edited. The **Edit a Completed Record** screen will display. The available fields that can be edited will depend upon the record type being edited. To save the edits to the record click the **Save** icon.

Types of edits that can be completed:

- PDF attachments can be uploaded/replaced in the record after it has been completed and marked for release.
- Add a Unique Entity ID to a completed Administrative Agreement where a Unique Entity ID was not provided.
- Terminations for Default and Terminations for Cause can be changed to a Termination for Convenience or Termination Type changed to Complete or Partial.
- Records may be Withdrawn/Rescinded by selecting Yes for Record Withdrawn/Rescinded and entering a Reason Withdrawn/Rescinded. This can be used in the event of a FAR 9.105-2(b)(2)(iv) request by contractor to remove information protected by the Freedom of Information Act.

All changes made while **Editing an Integrity Record** option are reflected immediately upon clicking the **Save** icon. When a record is changed to a Termination for Convenience or is Withdrawn/Rescinded, it is immediately archived and no longer visible for source selection.

Click on **Print** icon to view or print the record displayed on the screen.

Register/Update a Contract

This option allows a Focal Point to manually input and update basic contract/order information into CPARS that does not exist in FPDS. This option also allows a Focal Point to register a contract that exists in FPDS but is below the minimum dollar threshold required to exist in Auto Register.

The contract/order must be registered within 30 days after contract/order award. Registering and updating a contract/order are the only functions that the Focal Point may perform in the automated workflow process. To register or update a contract/order, click on **Register/Update a Contract**. The Contract Registration data entry screen will display. If the contract/order exists in FPDS, CPARS will populate the data available from FPDS and these fields will be locked down and can't be changed. If the contract/order does not exist in FPDS the Focal Point

will be required to enter the required data.

NOTE: If you have the ability to Manually Register on behalf of multiple Focal Points, you will need to select the Focal Point that is responsible for the contract when performing these actions. Select the Focal Point you will be representing from the drop-down. If you need to toggle to another Focal Point for more action(s), click the Register/Update a Contract option and start the process again.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract Number** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract Number** box and the order number in the **Order Number** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Unique Entity ID that is applicable to the contract/order to be registered and click on the **Look Up and Populate** button and the Contract Registration data entry screen will be updated with the contractor's Unique Entity ID, name and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **sections** provide additional data entry boxes. Click each **section** and enter data in of the required fields (*) to register and save the contract/order. Once all required information is provided, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box. Click the **Continue** button; the Contract Registration data entry screen displays and will display the previously registered information. Click each **section** and update the contract/order registration fields accordingly. If the contract was Auto Registered, fields originating from FPDS will be locked down and can't be changed. Once updated, click the **Save** icon. You will receive a popup indicating the record has been saved. Click the **OK** button.

If the contract was originally manually registered, but now exists in FPDS, you will also see a **Refresh Contract Data from FPDS** button. Clicking on this button will go to FPDS and get the current data to update the Contract Registration fields if applicable.

NOTE: Using the **Refresh Contract Data from FPDS** button will not update any evaluations in process.

Update Organization on Contract(s)

This option allows the Focal Point to change the organization on one or more contracts/orders within their Agency. To change the organization, click the **Update Organization on Contract(s)** button and the Select Organization(s) screen displays. Select the organization the contract/order(s) are currently mapped to and click **Add** to add the organization to the Selected Organization(s) block.

CPARS

User: KELLY TESTER | Account Details | Change Password | Sign Out

WORKSPACE

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Initiate/Edit/Delete Record

Auto Register Contracts

Record Management

Register/Update a Contract

Initiate an Evaluation

Take Over an Evaluation

Update Organization on Contract(s)

Select Organization(s)

Organization: (Select Organization) Add

Selected Organization(s):

UAT992 ORG 10

UAT992 ORG 30

Remove Remove All

Display Contract(s)

Once all applicable organizations have been added, click the **Display Contract(s)** button and the Update organization screen will display. Select the new organization from the **Organization** drop-down. Either use the Select All check box or select the individual check boxes next to the applicable contract/order number(s) needing the organization changed. Once all applicable contracts have been selected, click the **Update Organization** button.

CPARS

User: KELLY TESTER | Account Details | Change Password | Sign Out

WORKSPACE

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Initiate/Edit/Delete Record

Auto Register Contracts

Record Management

Register/Update a Contract

Initiate an Evaluation

Take Over an Evaluation

Update Organization on Contract(s)

Update Organization

Select new Organization.

Organization: UAT992 ORG 30

Update Organization

Return to Select Organization(s)

☐ Select All

Select		Contract Number	Order Number	Organization
<input checked="" type="checkbox"/>	View	U9920317A0010	U9920317F0004	UAT992 ORG 10
<input checked="" type="checkbox"/>	View	U9920317A0010	U9920317F0005	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0010	U9920317F0006	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0013	U9920317F0007	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0001	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0002	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0003	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0004	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0005	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0006	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0007	UAT992 ORG 10
<input type="checkbox"/>	View	U9920317A0015	U9920317F0008	UAT992 ORG 10

The Return to **Select Organization(s)** button will return the Focal Point to the Select Organization(s) screen.

NOTE: Focal Points will only see their own Contract(s)/Order(s) under their cognizance.

Assessing Official Representative

An Assessing Official Representative has the authority to initiate and update evaluations, but **does not** have the authority to send the evaluation to the Contractor Representative or to finalize an evaluation.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

Initiate/Edit/Delete Record

Status Tracker:

Find My:

Welcome

Last Successful Sign In: 10/30/2025 13:12:51

Pending Actions(56)

[** Important Information / News **](#)

FEEDBACK

Pending Actions/To-Do List

This option is a quick and easy method for the Assessing Official Representative to see all evaluations that are awaiting his/her action. Click the **number** next to Pending access or click **To-Do List**. The list includes evaluations that are due to be updated and sent to the Assessing Official, have been started and saved by an Assessing Official Representative, and those that have been returned by the Assessing Official. Click on the appropriate document number and the evaluation is opened in data entry format ready for the Assessing Official Representative to complete the required action. Each of the Assessing Official Representative's **Actions Required** from the To-Do List are described in further detail below.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

Initiate/Edit/Delete Record

To-Do List

[Spreadsheet](#)


(Select a Document Number below to complete the action required.)

	Document Number	Record Type	Unique Entity ID	PoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
[Notes]	U9940517C0272	Evaluation	U99499999999	04/15/2022 - 04/14/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	08/12/2023	JOSEPH BUTLER
[Notes]	U9940517C0275	Evaluation	U99499999999	04/15/2022 - 04/14/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	08/12/2023	JOSEPH BUTLER
[Notes]	U9940517C0273	Evaluation	U99499999999	05/13/2022 - 05/12/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	09/09/2023	JOSEPH BUTLER
[Notes]	U9940517C0279	Evaluation	U99499999999	05/13/2022 - 05/13/2023	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	09/10/2023	JOSEPH BUTLER
[Notes]	U9940517C0276	Evaluation	U99499999999	05/14/2023 - 05/13/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	09/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0278	Evaluation	U99499999999	06/16/2023 - 06/15/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	10/13/2024	JOSEPH BUTLER
[Notes]	U9940517C0258	Evaluation	U99499999999	02/21/2024 - 10/30/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	02/27/2025	JOSEPH BUTLER
[Notes]	U9940517C0257	Evaluation	U99499999999	02/11/2024 - 12/20/2024	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	04/19/2025	JOSEPH BUTLER

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

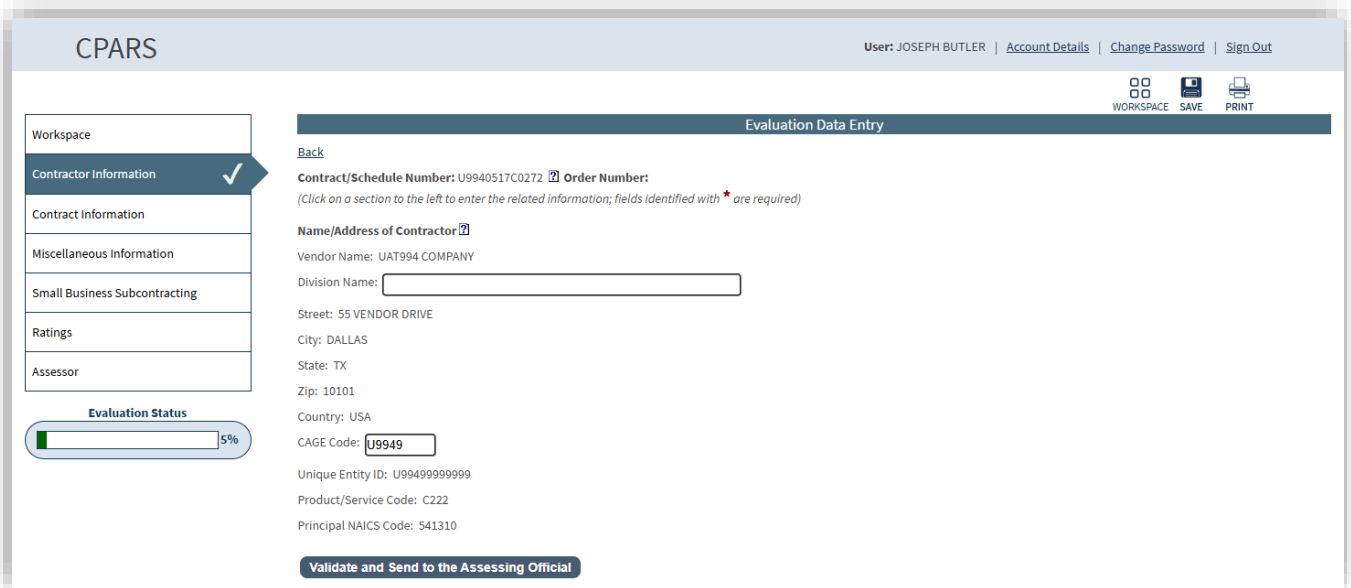
Action Required: "Update, Send to Assessing Official": Once the Focal Point has registered a contract/order and whenever an Interim evaluation for a contract/order is closed by the Assessing Official or Reviewing Official, that contract/order will automatically display on the Assessing Official Representative's To-Do List (if there is an Assessing Official Representative assigned) with an Action Required of **"Update, Send to Assessing Official"**. This option allows the Assessing Official Representative to review and process evaluations that have been automatically generated when a contract/order is registered or when an Interim evaluation for the contract/order is closed, as well as those evaluations previously initiated by an Assessing Official Representative or returned by the Assessing

Official.

NOTE: A red checkmark  next to Notes on the To-Do List located next to a Contract/Order Number indicates that a note has been generated for that Evaluation. Notes may be viewed or added by clicking on them.

Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official Representative to complete the required action.

NOTE: If the contract/order was Auto Registered by the Focal Point, the basic contract registration information cannot be manually edited. This includes cases where the record was manually registered but existed in FPDS and the Refresh from FPDS button was used. If these fields need to be updated, they will need to be updated in FPDS.



The Contractor Name/Address Section is open above. To initiate the evaluation, the Assessing Official Representative will need to fill out all the required sections and fields.

A status tracker and completion checkmarks will indicate where the user is in the process of writing the evaluation. These indicators will assist the AOR to quickly identify how far along they are in the workflow process and how much more needs to be completed before they will be able to send the evaluation to the next level in the workflow.

A green check mark will display to the right of the box at each section when the mandatory and validated information on that screen has been entered and the user moves to another section. If the mandatory fields (identified with a red asterisk *****) are not completed and the user moves to another section, the green check mark will not appear. The green checkmark indicates that the mandatory and validated information on that section is complete.

The completion status bar, with a percentage of complete, will display under the list of sections in the Evaluation Data Entry Screens called "Evaluation Status". This status bar and percentage will update as the user moves through the different sections of the evaluation data entry process. If the mandatory fields are not completed and the user moves to another section, the status bar and percentage will not change. When the user completes all required information for that section and moves to the next section, the status bar increases and displays the applicable percentage.

If the Assessing Official Representative's proposed ratings and remarks are ready for the Assessing Official's review, the Assessing Official Representative will click the **Validate and Send to the Assessing Official** button.

NOTE: All required fields must be completed at this time.

The Assessing Official will be notified via email that an evaluation is ready for review. A message will appear stating that the Evaluation has been saved and a notice has been sent to the Assessing Official. Click on the **OK** button to view the Evaluation in HTML or click **Cancel** to close the message from the HTML view. The Assessing Official Representative is now locked out of the evaluation and may now only view the evaluation.

Dashboard

This option provides the Assessing Official Representative with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS process.

(See [Dashboard](#) Section for more specific information)

Initiate/Edit/Delete Record

This option allows the Assessing Official Representative to register/update contracts and initiate or delete evaluations. To access the Initiate/Edit/Delete Record options, click the **Initiate/Edit/Delete Record** option. The Initiate/Edit/Delete Record menu options display.

Record Management

This option is a quick and efficient way for the Assessing Official Representative to View and Delete Evaluation. Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then be able to View and Delete as needed. Please see Delete an Evaluation/Contract and View/Print Evaluation for instructions on how to perform each task.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

Initiate/Edit/Delete Record

Record Management

Register/Update a Contract

Initiate an Evaluation

Record Management

[\[Spreadsheet\]](#)

- For Contracts and/or Evaluations, enter a full or partial Contract Number.
- For Integrity Records, enter a full or partial Document Number, Unique Entity ID, or Company Name.

U9940517C0156 **Search**

1 Evaluation(s) Found

- Assessing Official Reps can only delete Evaluations at Initiated status

Contract Number	Unique Entity ID	Period of Performance	Evaluation Type	Evaluation Status	View/Delete
U9940517C0156	U99499999999	09/10/2024 - 09/09/2025	Final	Drafted	View Delete

Delete an Evaluation/Contract

This option allows the Assessing Official Representative to delete an evaluation that has been initiated, but not yet sent to the Assessing Official. To delete an incomplete evaluation, click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Contract Confirmation screen will display. Verify the correct contract/order is about to be deleted from the CPARS database. Select the **OK** button to confirm the deletion. Select the **Cancel** button to return to the Delete Record selection screen.

Are you sure you want to delete Contract Number
U9960717C0150 for Period of Performance
06/21/2024 - 06/20/2025?

OK **Cancel**

NOTE: Running an **Evaluations/Contract Status Report** will list all evaluations the Assessing Official Representative is able to **Delete**. (See [Evaluations/Contract Status Report](#) Section for more specific information)

View/Print Evaluations

This option allows the Assessing Official Representative to view an evaluation in a read-only format. To view an evaluation, Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the

user will then be able to click on the **View** link adjacent to the applicable contract/order number to be Viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

Register/Update a Contract

This option allows an Assessing Official Representative to manually input and update basic contract/order information into CPARS that does not exist in FPDS. This option also allows an Assessing Official Representative to register a contract that exists in FPDS but is below the minimum dollar threshold required to exist in Auto Register.

The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on **Register/Update a Contract**. The Contract Registration data entry screen will display. If the contract/order exists in FPDS, CPARS will populate the data available from FPDS and these fields will be locked down and can't be changed. If the contract/order does not exist in FPDS the Assessing Official Representative will be required to enter the required data.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract Number** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract Number** box and the order number in the **Order Number** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Unique Entity ID that is applicable to the contract/order to be registered and click on the **Look Up and Populate** button and the Contract Registration data entry screen will be updated with the contractor's Unique Entity ID, name, and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **sections** provide additional data entry boxes. Click each **section** and enter data in of the required fields (*) to register and save the contract/order. Once all required information is provided, click the **Save** icon located in the top right corner of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box. Click the **Continue** button; the Contract Registration data entry screen displays and will display the previously registered information. Click each section and update the contract/order registration fields accordingly. If the contract was Auto Registered, fields originating from FPDS will be locked down and can't be changed. Once updated, click the **Save** icon located in the top right corner of the data entry screen. Click the **OK** button.

To return to the Assessing Official Representative Workspace screen, click either the **Workspace** menu option or the **Workspace** icon. **Workspace** does not save any information that has been entered. If the contract was originally manually registered, but now exists in FPDS, you will also see a **Refresh Contract Data from FPDS** button. Clicking on this button will go to FPDS and get the current data to update the Contract Registration fields if applicable.

NOTE: Using the **Refresh Contract Data from FPDS** button will not update any evaluations in process.

Initiate an Evaluation


This option allows the Assessing Official Representative to initiate the evaluation process by entering proposed ratings and narratives. To initiate an evaluation, click on **Initiate an Evaluation**. The Initiate an Evaluation data entry screen will display. When the evaluation is to be completed at the contract level, enter the contract number in the **Contract Number** box and click the **Continue** button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract Number** box and the order number in the **Order Number** box and click the **Continue** button. In either case, the data entry screens display and are pre-filled with the basic contract/order information and any miscellaneous information entered during contract/order registration.

NOTE: The contract/order must be registered before an evaluation can be initiated. The **sections** provide additional data entry fields. Click each section to complete the Initiate an Evaluation process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official Representative is allowed to save a partially completed evaluation without addressing all the required fields. Clicking the **Save** icon will save the partially completed evaluation.

NOTE: **Report Type** and **Period of Performance** must be filled in to save a partially completed evaluation. When

the Assessing Official Representative is ready to continue working on the evaluation, simply Log in to CPARS, click on the **To-Do List** (see above) or **Pending Actions** and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated and saved will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark  located within any of the **rating sections** indicates that element has been rated for the specific performance area.

Assessing Official

The Assessing Official is responsible for evaluating contractor performance and for validating the proposed ratings and remarks entered by the Assessing Official Representative(s). Assessing Officials have “signature” authority and are allowed to forward evaluations to the Contractor Representative for review and comment. After receiving and reviewing contractor comments, the Assessing Official has the authority to close, modify, and/or forward the evaluation to the Reviewing Official.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

Initiate/Edit/Delete Record

Status Tracker: Find My:

Welcome

Last Successful Sign In: 10/30/2025 13:14:13

Pending Actions(177)

** Important Information / News **

FEEDBACK

Pending Actions/To-Do List

This option is a quick and easy method for the Assessing Official to see all evaluations that are awaiting his/her action. Click the **Number** next to pending Actions or click **To-Do List**. The list includes evaluations that are due to be Rated and sent to the Contractor, have been previously saved by an Assessing Official, evaluations that have been forwarded by the Assessing Official Representative, evaluations returned by the Contractor Representative, evaluations that have not been returned by the Contractor Representative within the 60-day comment period, and evaluations that have been returned by the Review Official. Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action. The evaluation status will determine the **To-Do Lists Action Required**. Each of the Assessing Official's **Actions Required** are described in further detail below.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

Initiate/Edit/Delete Record

To-Do List

[Spreadsheet]


(Select a Document Number below to complete the action required.)

	Document Number	Record Type	Unique Entity ID	PoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
[Notes]	U9940517C0681	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0684	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0687	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0690	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	07/10/2024	JOSEPH BUTLER
[Notes]	U9940517C0448	Evaluation	U99499999999	04/22/2023 - 04/20/2024	Assessing Official	Finalize Ratings	02/02/2025	08/18/2024	JOSEPH BUTLER
[Notes]	U9940517C0683	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	08/21/2024	JOSEPH BUTLER
[Notes]	U9940517C0686	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	08/21/2024	JOSEPH BUTLER
[Notes]	U9940517C0689	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	08/21/2024	JOSEPH BUTLER
[Notes]	U9940517C0189	Evaluation	U99499999999	04/11/2024 - 05/11/2024	Assessing Official	Finalize Ratings	01/12/2025	09/08/2024	JOSEPH BUTLER

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

Action Required: “Rate, Send to Contractor”: Once the Focal Point has registered a contract/order and whenever an Interim evaluation for a contract/order is closed by the Assessing Official or Reviewing Official, that contract/order

will automatically display on the Assessing Official's To-Do List (if there is No Assessing Official Representative assigned) with an Action Required of **“Update, Send to Contractor”**. This option allows the Assessing Official to review and process evaluations that have been automatically generated when a contract/order is registered, when an Interim evaluation for the contract/order is closed, as well as those evaluations previously saved by an Assessing Official. To save a partially complete evaluation, the Report Type and Period of Performance must have been filled in. Click on the appropriate document number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action.

NOTE: A red checkmark  next to Notes on the To-Do List located next to a contract/order number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

The evaluation screen shot below has the **Assessor Section** selected. The Assessing Official could return it to the Assessing Official Representative for further input by selecting the **Return to the Assessing Official Representative** button.

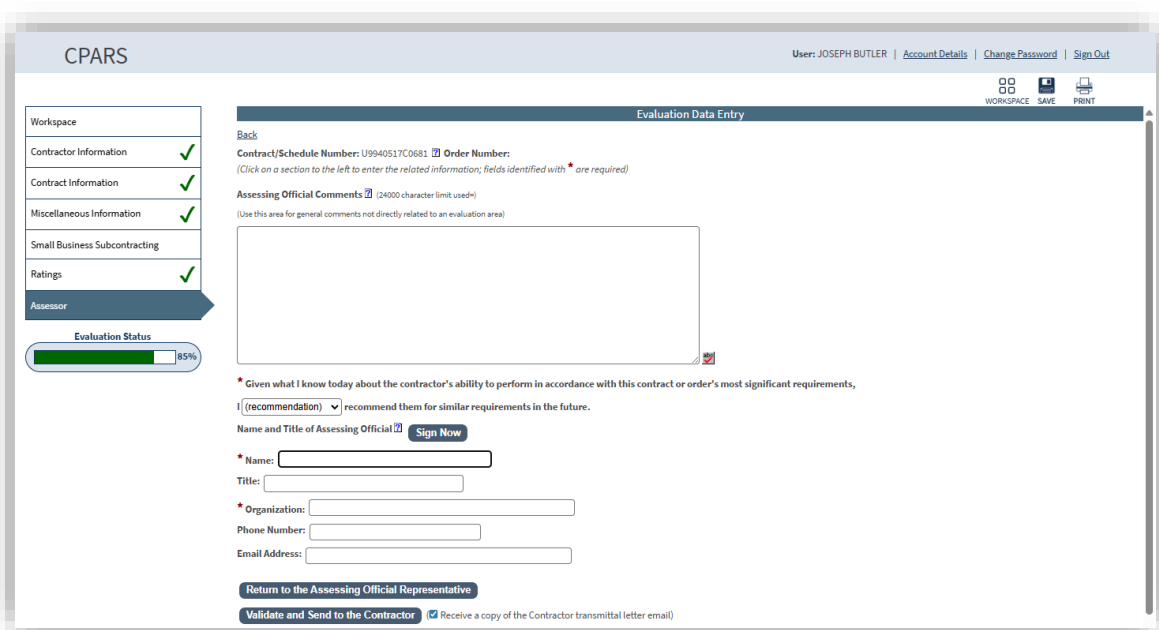
A status tracker and completion checkmarks will indicate where the user is in the process of writing the evaluation. These indicators will assist the AO to quickly identify how far along they are in the workflow process and how much more needs to be completed before they will be able to send the evaluation to the next level in the workflow.

A green check mark will display to the right of the box at each section when the mandatory and validated information on that screen has been entered and the user moves to another section. If the mandatory fields (identified with a red asterisk *****) are not completed and the user moves to another section, the green check mark will not appear. The green checkmark indicates that the mandatory and validated information on that section is complete.

The completion status bar, with a percentage of complete, will display under the list of sections in the Evaluation Data Entry Screens called “Evaluation Status”. This status bar and percentage will update as the user moves through the different sections of the evaluation data entry process. If the mandatory fields are not completed and the user moves to another section, the status bar and percentage will not change. When the user completes all required information for that section and moves to the next section, the status bar increases and displays the applicable percentage.

If the Assessing Official is satisfied with the Assessing Official Representative's ratings and remarks or has made his/her final edits and validations to the evaluation, then he/she will fill out all the required sections and fields below and select the **Validate and Send to the Contractor** button.


NOTE: If the contract/order was Auto Registered by the Focal Point, the basic contract registration information cannot be manually edited. This includes cases where the record was manually registered but existed in FPDS and the Refresh from FPDS button was used. If these fields need to be updated, they will need to be updated in FPDS.



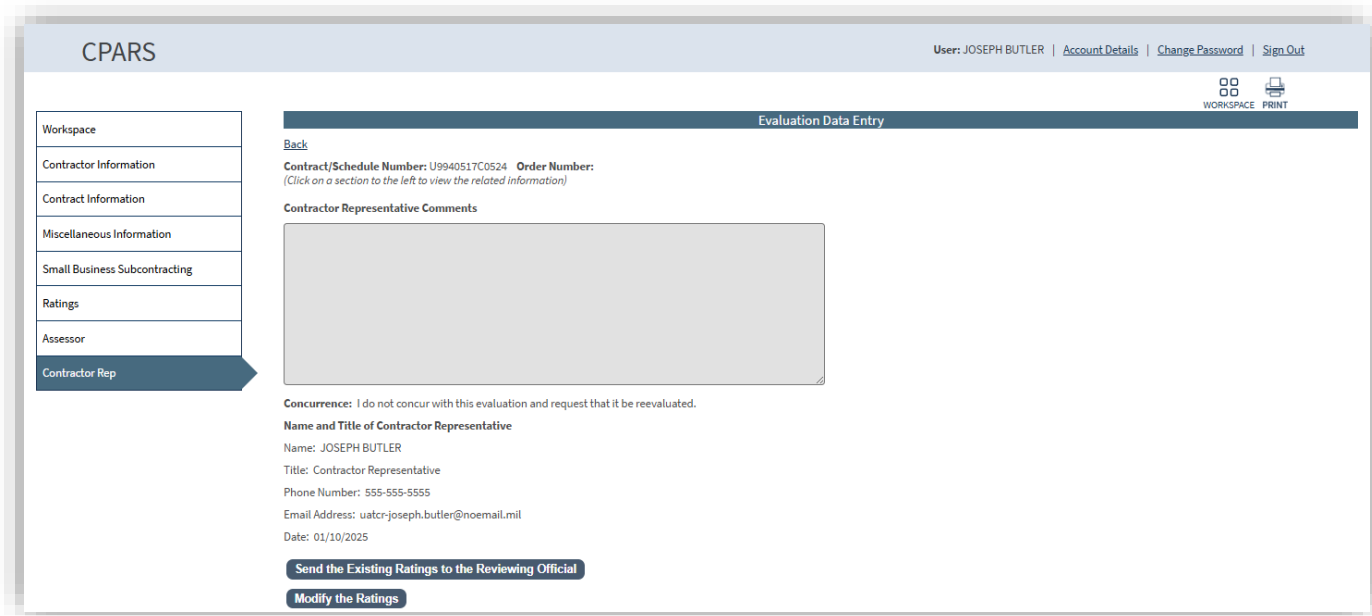
Action Required: “Finalize Ratings”: This option allows the Assessing Official to review evaluations that have

been returned by the Contractor Representative, are overdue from the Contractor Representative (60-day comment period expired), or have been returned by the Reviewing Official. The Assessing Official has the option to **Send the Existing Ratings to the Reviewing Official, Validate and Close the Evaluation** (if not contentious), or **Modify the Ratings**.

Click on the appropriate document number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action.

NOTE: A red checkmark  next to Notes on the To-Do List located next to a contract/order number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

The evaluation screen shot below has the **Contractor Rep Section** selected. The Assessing Official reviews the entire evaluation by clicking on each **section**. Review contractor comments by clicking on the ratings sections and Contractor Rep section.



CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

Contractor Information

Contract Information

Miscellaneous Information

Small Business Subcontracting

Ratings

Assessor

Contractor Rep

Evaluation Data Entry

[Back](#)

Contract/Schedule Number: U9940517C0524 Order Number:
(Click on a section to the left to view the related information)

Contractor Representative Comments

Concurrence: I do not concur with this evaluation and request that it be reevaluated.

Name and Title of Contractor Representative

Name: JOSEPH BUTLER

Title: Contractor Representative

Phone Number: 555-555-5555

Email Address: uatcr-joseph.butler@noemail.mil

Date: 01/10/2025

[Send the Existing Ratings to the Reviewing Official](#)

[Modify the Ratings](#)

Evaluations completed without contractor comment will be automatically annotated in the Contractor Comments section of the HTML view, with the following system-generated statement: "The report was delivered/received by the contractor on MM/DD/YYYY. The contractor neither signed nor offered comment in response to this evaluation." If the Contractor enters comments but does not return the evaluation within 60 days, the action required will reflect; "Finalize Ratings" and the Contractor Representative will no longer have access to enter comments. Partial contractor comments will be automatically removed from the evaluation and the system generated message above will be placed in the Contractor Comments section. The Assessing Official can close the evaluation or send it to the Reviewing Official.

After the Assessing Official reviews the entire evaluation, he/she has the option to **Send the Existing Ratings to the Reviewing Official, Validate and Close the Evaluation** (if not contentious), or **Modify the Ratings**.

When the **Send the Existing Ratings to the Reviewing Official** button is selected, the Reviewing Official will be notified via email that an evaluation is ready for review and comment. A message asking if you are sure you want to "Send the Existing Ratings to the Reviewing Official" appears. Click the **OK** button. A message indicating that a notice was sent to the Reviewing Official appears. Click the **OK** button

When the **Validate and Close the Evaluation** button is selected, a message asking if you are sure you want to "Validate and Close the Evaluation" appears. Click the **OK** button. A message indicating that the evaluation was closed appears. Click the **OK** button. The Contractor Representative will receive an automated email notification whenever an evaluation is completed and can subsequently retrieve the completed evaluation from CPARS. If the **Modify the Ratings** button is selected, both the original evaluation (including contractor comments) and the modified evaluation are stored in CPARS (notice sections in example below). Whenever a modified evaluation is viewed, users have the option to view/print the original evaluation (Original Ratings). If Modify the Ratings is selected, the Assessing Official will make the desired changes on the Modified Ratings section and provide

supporting narratives in the white spaces provided. Once completed with the Modified Ratings, the Assessing Official has the option to **Validate and Send to the Reviewing Official** or **Validate and Close the Evaluation** (if not contentious). The Contractor Representative will receive an automated email notification whenever an evaluation is completed and can subsequently retrieve the completed evaluation from CPARS.

Evaluation Data Entry

Contract/Schedule Number: U9980917C0243 [?](#) Order Number: [?](#)

(Click on a section to the left to enter the related information; fields identified with * are required)

* Evaluate: [?](#) (rate or select N/A for all major areas)

Quality [?](#)

Past Rating: Very Good Ratings: **VERY GOOD**

Assessing Official Comments (24000 character limit used=882)

Contractor successfully executed system recovery, exceeding requirements, and deployments of new releases were on schedule for this period. Per the Continuity of Operations Plan (COOP) the contractor had a 7-day timeframe for full restoration after sustaining the attack but was able to recover and bring on-line within 4 days resulting in cost and time benefits for not having to manually track data. This early recovery eliminated a work stoppage on engine configuration management at the customer sites. The contractor experienced a turnover with the senior developer during a development phase of the first upgrade, however, due to a replacement with a highly skilled senior developer that was able to program more quickly and efficiently, the contractor was able to bring the final release deployment back on track and no impact to the schedule.

This is only a SAMPLE!!

Does your narrative support the definition of **VERY GOOD** found in FAR 42.1503(h)(5), Table 42-1?

Definition of VERY GOOD: Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the Contractor were effective.

Note: To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.

Dashboard

This option provides the Assessing Official with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS process. (See [Dashboard](#) Section for more specific information)

Initiate/Edit/Delete Record

This option allows the Assessing Official to register/update contracts, initiate or delete evaluations, and take over an evaluation. To access the Initiate/Edit/Delete Record options, click the **Initiate/Edit/Delete Record option**. The Initiate/Edit/Delete Record menu options display.

Record Management

This option is a quick and efficient way for the Assessing Official to View and Delete Evaluation. Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then be able to View and Delete as needed. Please see Delete an Evaluation/Contract and View/Print Evaluation for instructions on how to perform each task.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Record Management

[\[Spreadsheet\]](#)

- For Contracts and/or Evaluations, enter a full or partial Contract Number.
- For Integrity Records, enter a full or partial Document Number, Unique Entity ID, or Company Name.

U9940517C0160 **Search**

1 Evaluation(s) Found

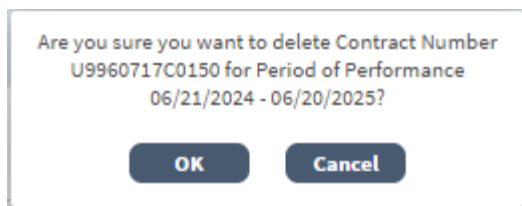
- Assessing Officials can only delete Evaluations at Drafted status

Contract Number	Unique Entity ID	Period of Performance	Evaluation Type	Evaluation Status	View/Delete
U9940517C0160	U99499999999	07/10/2024 - 07/09/2025	Final	Drafted	View Delete

Delete an Evaluation/Contract

This option allows the Assessing Official to delete an evaluation that has been drafted, but not yet sent to the Contractor Representative. To delete an incomplete evaluation, click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Contract Confirmation screen will display. Verify the correct

contract/order is about to be deleted from the CPARS database. Select the **OK** button to confirm the deletion. Select the **Cancel** button to return to the Delete Record selection screen.



NOTE: Running an **Evaluations/Contract Status Report** will list all evaluations the Assessing Official is able to Delete. (See [Evaluations/Contract Status Report](#) Section for more specific information)

View/Print Evaluations

This option allows the Assessing Official to view an evaluation in a read-only format. To view an evaluation, Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Search** button. Once Evaluation(s) are found the user will then be able to click on the **View** link adjacent to the applicable contract/order number to be Viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

Register/Update a Contract

This option allows an Assessing Official to manually input basic contract/order information into CPARS that does not exist in FPDS or is below the minimum dollar threshold requiring an evaluation. The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on **Register/Update a Contract**. The Register/Update a Contract data entry screen will display.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract Number** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract Number** box and the order number in the **Order Number** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Unique Entity ID that is applicable to the contract/order to be registered and click on the **Look Up and Populate** button and the Contract Registration data entry screen will be updated with the contractor's Unique Entity ID, name, and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **sections** provide additional data entry boxes. Click each **section** and enter data in of the required fields (*) to register and save the contract/order. Once all required information is provided, click the **Save** icon located in the top right corner of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box and click the **Continue** button. The Contract Registration data entry screen displays and will display the previously registered information. Click each **section** and update the contract/order registration fields accordingly. Once updated, click the **Save** icon button located in the top right corner. Click the **OK** button. To return to the Assessing Official Workspace screen, click either the **Workspace** menu option or the **Workspace** icon. **Workspace** does not save any information that has been entered


Initiate an Evaluation

This option allows the Assessing Official to initiate the evaluation process by entering proposed ratings and remarks. To initiate an evaluation, click on **Initiate an Evaluation**. The Initiate an Evaluation data entry screen will display. When the evaluation is to be completed at the contract level, enter the contract number in the **Contract Number** box and click the **Continue** button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract Number** box and the order number in the **Order Number** box and click the **Continue** button. In either case, the data entry screens display and are pre-filled with the basic contract/order information and any miscellaneous information entered during contract registration.

NOTE: The contract/order must be registered before an evaluation can be initiated. The **sections** provide additional data entry fields. Click each **section** to complete the Initiate an Evaluation process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official is allowed to save a partially completed evaluation without addressing all the required fields. Clicking the **Save** icon will save the partially completed evaluation.

NOTE: **Report Type** and **Period of Performance** must be filled in to save a partially completed evaluation. When the Assessing Official is ready to continue working on the evaluation, simply log into CPARS, click on the **To-Do List** (see above) or **Pending Actions** and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated and saved will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark  located within any of the **rating sections** indicates that element has been rated for the specific performance area.

The Assessing Official will click on the **Return to the Assessing Official Representative** button whenever the Assessing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official Representative. The Assessing Official Representative will revise the evaluation as requested. This exchange between the Assessing Official and the Assessing Official Representative may occur until the Assessing Official is satisfied with the level of detail and the quality of the evaluation.

NOTE: The evaluation will not be returned to the Assessing Official Representative if one has not been given access to the contract/order by the Focal Point. In this case, after selecting **Return to the Assessing Official Representative**, the Assessing Official will see a pop-up box stating that the record cannot be sent to the Assessing Official Representative because one has not been assigned and the Focal Point should be contacted to resolve the situation.

Prior to forwarding the evaluation to the Contractor Representative, the Assessing Official must enter their identifying information. Click the **Sign Now** button on the Assessor Section to populate the data from the User Profile. When the proposed ratings and remarks are ready for the Contractor Representative's review and comment, click the **Validate and Send to the Contractor** button. All required fields must be completed at this time.

If the Assessing Official would like to receive a copy of the Contractor Transmittal Letter, the adjacent check box should be checked. The Contractor Representative will be notified via email that an evaluation is ready for review and comment. A message will appear stating that the Evaluation has been saved and a notice has been sent to the Contractor Representative. Click on the **OK** button to view the Evaluation in HTML or click **Cancel** to close the message from the HTML view. The Assessing Official is now locked out of the evaluation and may only view the evaluation.

NOTE: The evaluation will not be forwarded if a Contractor Representative has not been given access to the contract/order by the Focal Point. In this case, after selecting **Validate and Send to the Contractor**, the Assessing Official will see a pop-up box stating that a Contractor Representative has not been assigned and the Focal Point should be contacted to resolve the situation.

Take Over an Evaluation

This option allows the Assessing Official to take over an evaluation that is at the Initiated status waiting for the Assessing Official Rep to process to the Drafted status. Taking over the evaluation will move the evaluation to the Drafted status allowing the Assessing Official to work on the evaluation and move forward in the workflow process.

To take over an evaluation, click **Take Over an Evaluation**. The Take Over an Evaluation screen displays. The evaluations available to take over will be displayed. Click on the Contract Number of the evaluation you wish to take over. When the evaluation opens, it will be in edit mode and will now appear on the To-do List for all Assessing Officials that have access to that contract number. If no evaluations display, there are none at the Initiated status that the Assessing Official has access to.

NOTE: Taking over the evaluation by the Assessing Official will lock out all Assessing Official Reps from editing the evaluation.

View/Print Evaluations

This option allows the Assessing Official to view an evaluation in a read-only format. To view an evaluation, click **View/Print Evaluations** and the View/Print Evaluations data entry screen displays. Enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box, and click the **Continue** button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

Contractor Representative

The Contractor Representative is responsible for reviewing and commenting on proposed ratings and remarks for all evaluations forwarded by the Assessing Official. An evaluation is required to be prepared by the Government to document contractor performance for each contract/order that exceeds specified dollar values. The Contractor Representative is allotted 60 days to review and comment on each evaluation forwarded to his/her company.

CPARS

User: HARRY TRUMAN | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

View/Print Evaluations

Status Tracker: Enter Contract Number...

Find My: Focal Point Enter Contract Number... Enter Contract Order Number...

Welcome

Last Successful Sign In: 11/10/2025 08:38:35

Pending Actions(11)

** Important Information / News **

FEEDBACK

Pending Actions/To-Do List

This option is used by the Contractor Representative to review and input comments on evaluations that have been forwarded by the Assessing Official. Click on the **Number** next to Pending Actions or click **To-Do List**. Then locate and click on the contract/order number of the evaluation that has been forwarded for review and comment. Each of the Contractor Representative's **Actions Required** are described in further detail below.

Action Required: "Input Comments", the Contractor Representative is allotted a 60-day review/comment period starting from the date and time the Assessing Official forwarded the evaluation. If the Contractor Representative does not provide comments within the 60-day period, the evaluation is then returned to the Assessing Official and the Contractor Representative no longer has access to enter comments. The Government will have to complete the evaluation without the Contractor Representative comments.

CPARS

User: HARRY TRUMAN | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

View/Print Evaluations


To-Do List

[Spreadsheet]

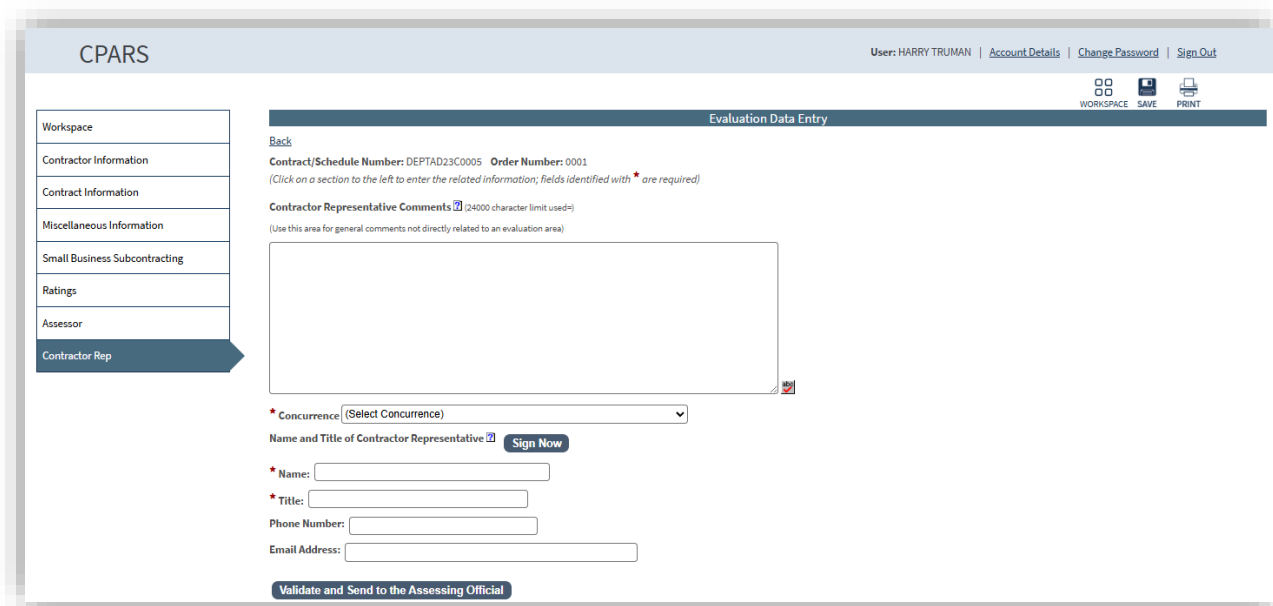
(Select a Document Number below to complete the action required.)

Document Number	Record Type	Unique Entity ID	PoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
N123452SD8856	Evaluation	TST999999999	05/06/2024 - 05/05/2025	Contractor Rep	Input Comments	09/25/2025	11/24/2025 12:11:54	HARRY TRUMAN
AG32SD24C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/15/2025	Contractor Rep	Input Comments	10/16/2025	12/15/2025 09:12:47	HARRY TRUMAN
AG32SD23C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/15/2025	Contractor Rep	Input Comments	10/20/2025	12/19/2025 11:12:25	HARRY TRUMAN
AG32SD24C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/19/2025	Contractor Rep	Input Comments	10/20/2025	12/19/2025 01:12:19	HARRY TRUMAN
DEPTAD23C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/19/2025	Contractor Rep	Input Comments	10/20/2025	12/19/2025 03:12:23	HARRY TRUMAN
DEPTAD23C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/19/2025	Contractor Rep	Input Comments	10/20/2025	12/19/2025 03:12:15	HARRY TRUMAN
AG32SD23C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/20/2025	Contractor Rep	Input Comments	10/21/2025	12/20/2025 09:12:51	HARRY TRUMAN
AG32SD25C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/19/2025	Contractor Rep	Input Comments	10/21/2025	12/20/2025 10:12:33	HARRY TRUMAN
AG32SD25C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/15/2025	Contractor Rep	Input Comments	10/21/2025	12/20/2025 10:12:05	HARRY TRUMAN
DEPTAD23C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/20/2025	Contractor Rep	Input Comments	10/21/2025	12/20/2025 10:12:25	HARRY TRUMAN
DEPTAD25C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/15/2025	Contractor Rep	Input Comments	10/21/2025	12/20/2025 10:12:50	HARRY TRUMAN

NOTE: The Due date is the date that contractor comments are due. The date is the Assessing Official signature date and time plus 60 days.

The evaluation will open in read-only format except for specific fields located on the Ratings and Contractor Rep sections. A red checkmark  located within any of the Rating Sections indicates the element has been rated for the specific performance area. Click on each of the Sections to review the proposed ratings and remarks. After the evaluation has been reviewed, the Contractor Representative clicks the Contractor Rep Section and enters their comments in the **Contractor Representative Comments** field and selects a Concurrence from the **Concurrence** drop-down box. Fields on the Contractor Rep section that are identified with a red asterisk (*) are mandatory and must be completed by the Contractor Representative. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. To save partially completed remarks and information, click the **Save** icon button in the top right corner. To return to the Contractor Representative Workspace screen, click either the **Workspace** menu option or the **Workspace** icon. **Workspace** does not save any information that has been entered.

Prior to forwarding, the Contractor Representative must enter their identifying information. Click on the **Sign Now** button to populate the data from the User Profile. When all required information located on the Contractor Rep Section has been completed, click the **Validate and Send to the Assessing Official** button to save the information and to return the evaluation to the Assessing Official. A notice will be sent to the Assessing Official. Click the **OK** button. A notice that the evaluation has been sent to the Assessing Official will appear with an option to **View the Evaluation**. Click **OK** to view the evaluation in HTML or **Cancel** to return Workspace.



Dashboard

This option provides the Contractor Rep with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS process.

(See [Dashboard](#) Section for more specific information)

View/Print Evaluations

This option allows the Contractor Representative to view/print an evaluation when it is in a Rated or Completed status. This option does not allow Contractor Representatives to enter comments on the evaluation. See the **To-Do List** below to determine how to enter comments on an evaluation. To view an evaluation, click the **View/Print Evaluations** button and the View/Print Evaluations data entry screen displays. Enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box, and click the **Continue** button. If more than one evaluation exists for the contract number, a list of evaluations will display. Click on the contract/order number of the evaluation to be viewed and/or printed. The evaluation will display in HTML format. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer.

Reviewing Official

The Reviewing Official is responsible for ensuring that the evaluation is a fair and accurate evaluation of the Contractor's performance for the specific contract/order and performance period. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

- To-Do List
- Dashboard
- Evaluations/Contract Status Report
- View/Print Evaluations

Status Tracker: Enter Contract Number...

Find My: Focal Point Enter Contract Number... Enter Contract Order Number...

Welcome

Last Successful Sign In: 10/28/2025 08:57:48

Pending Actions (29)

**** Important Information / News ****

FEEDBACK

Pending Actions/To-Do List

This option is used by the Reviewing Official to complete the evaluation process for all evaluations forwarded by the Assessing Official. Click on the Number next to Pending Actions or click **To-Do List**. Then locate and click on the contract/order number of the evaluation that has been forwarded for review and closure. Each of the reviewing Official's **Actions Required** are described in further detail below.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

- To-Do List
- Dashboard
- Evaluations/Contract Status Report
- View/Print Evaluations

To-Do List

[Spreadsheet]


(Select a Document Number below to complete the action required.)


	Document Number	Record Type	Unique Entity ID	PoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
[Notes]	U9940517C0541	Evaluation	U99499999999	11/13/2023 - 11/11/2024	Reviewing Official	Input Comments, Close Evaluation	01/10/2025	03/11/2025	JOSEPH BUTLER
[Notes]	U9940517C0544	Evaluation	U99499999999	11/13/2023 - 11/11/2024	Reviewing Official	Input Comments, Close Evaluation	01/10/2025	03/11/2025	JOSEPH BUTLER
[Notes]	U9940517C0547	Evaluation	U99499999999	11/13/2023 - 11/11/2024	Reviewing Official	Input Comments, Close Evaluation	02/14/2025	03/11/2025	JOSEPH BUTLER
[Notes]	U9940517C0550	Evaluation	U99499999999	11/13/2023 - 11/11/2024	Reviewing Official	Input Comments, Close Evaluation	02/14/2025	03/11/2025	JOSEPH BUTLER
[Notes]	U9940517C0211	Evaluation	U99499999999	11/14/2023 - 11/12/2024	Reviewing Official	Input Comments, Close Evaluation	01/09/2025	03/12/2025	JOSEPH BUTLER
[Notes]	U9940517C0214	Evaluation	U99499999999	11/14/2023 - 11/12/2024	Reviewing Official	Input Comments, Close Evaluation	01/09/2025	03/12/2025	JOSEPH BUTLER
[Notes]	U9940517C0217	Evaluation	U99499999999	11/14/2023 - 11/12/2024	Reviewing Official	Input Comments, Close Evaluation	01/16/2025	03/12/2025	JOSEPH BUTLER

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

Action Required: "Input Comments, Close Evaluation". This option allows the Reviewing Official to review evaluations that have been forwarded for review and closure by the Assessing Official. The Reviewing Official has the option to **Return to the Assessing Official** or **Validate and Close the Evaluation**.

Locate and click on the contract/order number of the evaluation that has been forwarded for review, comment, and completion. The evaluation will open in read-only format except for the fields located on the Reviewer Section. Fields on the Reviewer Section that are identified with a red asterisk (*) are mandatory and must be completed by the Reviewing Official. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red

checkmark  located within any of the **Rating Sections** indicates that element has been rated for the specific performance area.

NOTE: A red checkmark  next to Notes on the To-Do List located next to a contract/order number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

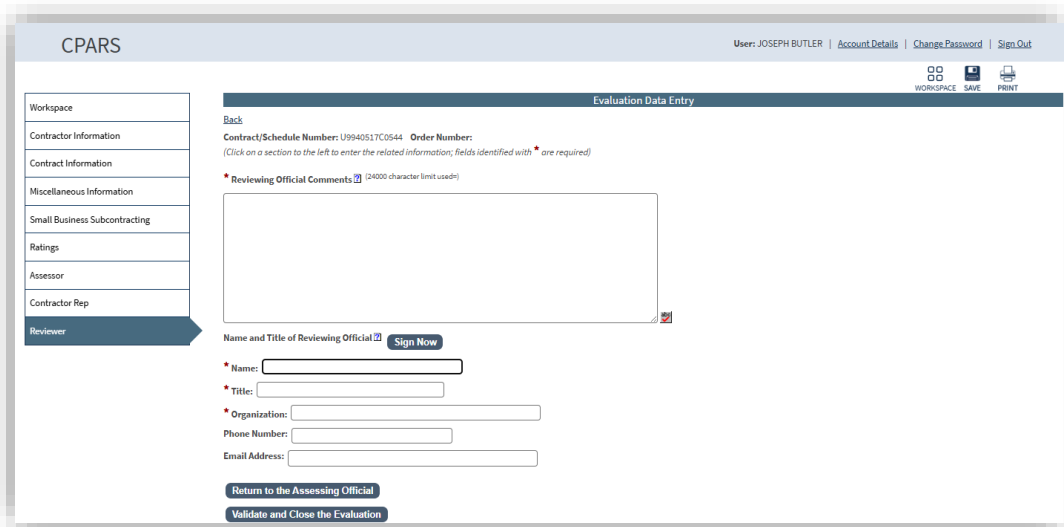
Click on each of the **Sections** to review the entire evaluation. The Reviewing Official has the option to click on the **Return to the Assessing Official** button whenever the Reviewing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official. The Assessing Official will revise the evaluation as requested. This exchange between the Reviewing Official and the Assessing Official may occur until the Reviewing Official is satisfied with the level of detail and the quality of the evaluation.

After the evaluation has been reviewed, the Reviewing Official clicks the Reviewer Section and enters their comments in the **Reviewing Official Comments** field. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks. To save partially completed remarks and information, click the **Save** icon in the top right corner.

To return to the Reviewing Official Workspace screen, click either the **Workspace** menu option or the **Workspace** icon. **Workspace** does not save any information that has been entered.

Prior to closing the evaluation, the Reviewing Official must enter their identifying information. Click on the **Sign Now** button to populate the data from the User Profile. When all required information located on the Reviewer Section has been completed, click the **Validate and Close the Evaluation** button to save and close the evaluation. A notice that the evaluation has been closed will appear with an option to **View the Evaluation**. Click **OK** to view the evaluation in HTML or **Cancel** to Return to the Workspace Screen. Click the **OK** button to confirm that the evaluation was closed. An automatic email notice is sent to the Contractor Representative. Click **Workspace** to return to the Reviewing Official Workspace Screen.

NOTE: If the Assessing Official modified the evaluation, the Contractor section is moved to the Original Ratings section.



Dashboard

This option provides the Reviewing Official with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS process.

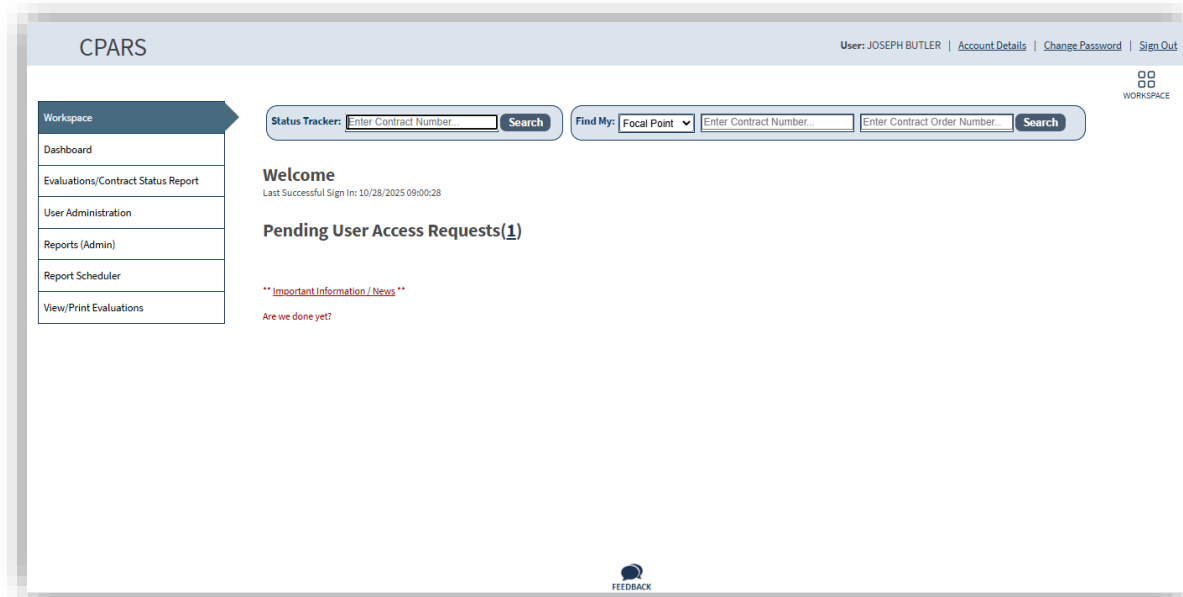
(See [Dashboard](#) Section for more specific information)

View/Print Evaluations

This option allows the Reviewing Official to view/print an evaluation, but not modify or change any of the information on the form. To view an evaluation, click **View/Print Evaluations** and the View/Print Evaluations data entry screen displays. Enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box, and click the **Continue** button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

Department Point of Contact

This access level offers a manager complete visibility of the CPARS and Integrity processes across an entire department. In addition, this level is used to give access to Agency Points of Contact (Agency POC) who require oversight of the CPARS process for specific organizations within the department. The Department Point of Contact (Department POC) is also able to view Status Reports, Evaluation Metrics Reports, Ratings Metrics Reports, Ad Hoc Reports, and Processing Times Reports. Department POC access is granted only upon completion of a CPARS Department POC Access Request located on the Access Info section on the CPARS website.



Dashboard

This option provides the Department POC with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS and Integrity processes.

(See [Dashboard](#) Section for more specific information)

User Administration

This option allows the Department POC to Approve/Deny Focal Point Access, transfer Focal Point Access, create and manage all Agency POC user accounts within the applicable department, and view existing Agency POCs and Focal Points. Each Agency POC will be given access to an Organization(s) within the department. To access the User Administration options, click the **User Administration** option. The User Administration menu options display.

Pending Access Requests

This option allows the Department POC to view a list of people requesting Focal Point access. The list will display: Role, User Name/Justification, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User's Name allows the Department POC to view the user's profile information, including role, name, email address, title, organization, phone number, requested date, and justification.

CPARS User: JOSEPH BUTLER | Account Details | Change Password | Sign Out

Workspace

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Create New Agency POC Access

Modify Existing Agency POC Access

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

Pending Access Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
<input type="checkbox"/>	Focal Point	JOSEPH BUTLER 2	uat05dpoc-joseph.butler@noemail.mil	111-1111-1111	10	02/20/2025 00:00	

By clicking "Approve Selected Users" I certify that the selected users are Government employees.

Approve Selected Users Deny Selected Users

To grant the Requestor Focal Point Access, the Department POC checks the select box next to the Requestor's name and clicks the **Approve Selected Users** button.

To deny the Requestor Focal Point Access, the Department POC checks the select box next to the Requestor's name, enters a Reason for Denial, and clicks the **Deny Selected Users** button.

Create New Agency POC Access

To provide access to a new Agency POC, the Department POC clicks **Create New Agency POC Access**. The CPARS Agency POC Authorization Matrix displays.

CPARS User: JOSEPH BUTLER | Account Details | Change Password | Sign Out

Workspace

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Create New Agency POC Access

Modify Existing Agency POC Access

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

Agency POC Authorization Matrix

1. Select Organization(s): (Select Organization) Add

Selected Organization(s): (None Selected)

Remove Remove All

2. Select an Existing User: (Select User) View

or Enter a New User:

First Name: (enter alpha characters only)

Last Name: (enter alpha characters only)

Email Address: (required for new users only)

3. Add the User: Add User

Remove	User Name	User Email	Organization(s)	User Type
--------	-----------	------------	-----------------	-----------

Create User Access Matrix

Clear All Data

Assign Organization Access To An Existing User: In step 1, select an Organization from the **Select Organization(s)** drop-down box and then click the **Add** button. To delete an Organization from the **Selected Organization(s)** box, highlight the Organization and then click the **Remove** button. To delete all Organizations in the box, click **Remove All**. In Step 2, the Department POC selects an existing user from the **Select User** drop-down box and then clicks the **Add User** button in Step 3. Repeat steps 1 and 2 as necessary.

Assign Organization Access To A New User: In step 1, the Department POC selects an Organization from the **Select Organization(s)** drop down box and then clicks the **Add** button. To delete an Organization from the **Selected Organization(s)** box, highlight the Organization and then click the **Remove** button. To delete all Organizations in the box, click **Remove All**. In Step 2, the Department POC enters the new user name (first and last name only) and email address. In step 3, click the **Add User** button to give the user access to the Organization(s). Steps 1 and 2 can be repeated as necessary.

NOTE: If granting access to an Agency POC, which is a Government only user access role, and the email address entered appears to be non-government, the Department POC will receive a warning to check the entered information.

The **View** button allows the Department POC to view the existing user's name, organization, email address, and phone number. The Department POC can remove a user from Step 3 by clicking in the box adjacent to the name to be removed and then click **Remove**. The **Clear All Data** button clears ALL names and Organizations entered on the Agency POC Authorization Matrix.

After entering the User Names and Organization(s), the Department POC should review the matrix carefully for accuracy. If the information is correct, the Department POC clicks the **Create User Access Matrix** button and an Agency POC Authorization Matrix displays providing User Name, Status, User Type, and Organization(s). A system generated email will be sent to users when they are assigned to inform them of the temporary password procedures, responsibilities, and resources available.

CPARS User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Create New Agency POC Access

Modify Existing Agency POC Access

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

Agency POC Authorization Matrix

Access has been authorized for the following Agency POC users to the associated Organization(s).
A system-generated email is sent to new users informing them of their responsibilities and resources, and providing instructions on how to obtain a temporary password.

User Name	Email Address	Status *	User Type	Organization(s)
GROVER CLEVELAND	grover.cleveland@noemail.mil	Authorized	New	UAT994 ORG 10

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

Modify Existing Agency POC Access

This option allows the Department POC to modify the access of his/her designated Agency POC(s), add or delete Organization(s) for an Agency POC or delete an Agency POC's user account when access is no longer required. Click **Modify Existing Agency POC Access** and the Modify Existing User Access screen displays.

CPARS User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Create New Agency POC Access

Modify Existing Agency POC Access

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

Modify Existing User Access

Agency POCs:

User Name	Email Address	Organization(s)	Actions
GROVER CLEVELAND	grover.cleveland@noemail.mil	UAT994 ORG 10	[Modify User] [Change Profile] [Delete User]
JOSEPH BUTLER	uat05apoc-joseph.butler@noemail.mil	UAT994 ORG 10	[Modify User] [Change Profile] [Delete User]
		UAT994 ORG 20	
		UAT994 ORG 30	

User Name – Click on the user's name to view the user's profile information, including name, title, organization, email address, and phone number. Click the **Close** button to return to previous screen.

[\[Modify User\]](#) – This option allows the Department POC to add or delete Organization(s) for an existing Agency POC. Click the [\[Modify User\]](#) link and the Agency POC screen displays. In step 1, Select an Organization from the **Select an Organization** drop-down box and click the **Add** button to give the Agency POC access to the selected Organization. The selected Organization will appear in the **New Organization(s)** box. If an incorrect Organization was added, highlight it in the **New Organization(s)** box and click the **Remove** button. Select the correct Organization from the **Select an Organization** drop-down box and click the **Add** button. In step 2, if the Agency POC has access to an Organization that is no longer required, highlight the Organization in the **Current Organization(s)** box and click the **Add** button. The removed Organization will appear in the **Removed Organization(s)** box. If the wrong Organization was selected for removal, highlight it in the **Removed Organization(s)** box and click the **Remove** button. The Organization will reappear in the **Current Organization(s)** box.

The screenshot shows the 'CPARS' interface with the 'Agency POC Authorization Matrix' for user 'GROVER CLEVELAND'. The left sidebar lists navigation options, with 'Modify Existing Agency POC Access' highlighted. The main area contains two steps for modifying access:

- To add an Organization for this user, select an Organization below and click Add.**
 - Select an Organization:** (Select Organization) [Add >>]
 - New Organization(s):** [Add >>] [Remove <<]
- To remove an Organization from this user, select an Organization below and click Add.**
 - Current Organization(s):** UAT994 ORG 10 [Add >>] [Remove <<]
 - Removed Organization(s):** [Add >>] [Remove <<]

A **Modify User Access** button is located at the bottom of the main area.

Review the authorization matrix to verify the information is correct. If the information is correct click the **Modify User Access** button. A confirmation screen will display identifying the Organization(s) the Agency POC has been authorized access to, and an email notification will be sent to the user notifying them of the change.

The screenshot shows the confirmation screen after clicking 'Modify User Access'. It displays the updated 'Agency POC Authorization Matrix' for user 'GROVER CLEVELAND'. The left sidebar remains the same. The main area shows a confirmation message and a table of authorized organizations:

Access has been authorized for the following Agency POC users to the associated Organization(s).
A system-generated email has been sent informing the user of these changes.

User Name	Status *	User Type	Organization(s)
GROVER CLEVELAND	Authorized	Existing	UAT994 ORG 10 UAT994 ORG 20

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

NOTE: If the Department POC also holds Agency POC access, the Department POC will not have the options of View Profile and Delete User next to their Agency POC account.

[\[Change Profile\]](#) – This option is used to update an Agency POC's profile. The Department POC can update the user's profile information including name, organization, title, email, and phone number. The Department POC must click the **OK** button after the change(s) is made in order for them to take effect.

[\[Delete User\]](#) – This option is used to delete an Agency POC from CPARS. Click the [\[Delete User\]](#) link and the following screen displays:

The screenshot shows the CPARS interface with a sidebar on the left containing a menu with options like Workspace, Dashboard, Evaluations/Contract Status Report, User Administration, Pending Access Requests, Create New Agency POC Access, Modify Existing Agency POC Access, Transfer Focal Point Access, Transfer Contract/Document Number, View Existing User Access, Reports (Admin), Report Scheduler, and View/Print Evaluations. The main content area is titled 'Access Authorization' and displays a message: 'Remove all access and delete the following user:'. Below this message is a table with three columns: 'User Name', 'Email Address', and 'Organization(s)'. The table contains two rows of data for 'GROVER CLEVELAND'. A 'Delete User' button is located below the table.

User Name	Email Address	Organization(s)
GROVER CLEVELAND	grover.cleveland@noemail.mil	UAT994 ORG 10
GROVER CLEVELAND	grover.cleveland@noemail.mil	UAT994 ORG 20

Click the **Delete User** button and a pop-up message displays confirming that the Agency POC has been deleted from CPARS. Click the **OK** button.

Transfer Focal Point Access

This option allows the Department POC to transfer contracts/orders and users from one Focal Point to another and also gives the Department POC the ability to delete a Focal Point. To transfer a Focal Point, click **Transfer Focal Point Access**. The Transfer Focal Point Access screen will display.

The screenshot shows the CPARS interface with the sidebar on the left. The main content area is titled 'Transfer Focal Point Access' and contains four steps: 1. Transfer From: (Select From User) with a dropdown arrow; 2. Select Contract(s): (None Selected) with an 'Add' button, an 'Add All' button, and a note '(Use CTRL-Click to Select Multiple Contracts)'; 3. Selected Contract(s): (None Selected) with a 'Remove' button and a 'Remove All' button; 4. Transfer To: (Select To User) with a dropdown arrow, and 4. Select Organization: (Use Existing Organization) with a dropdown arrow. A 'Transfer Access' button is located at the bottom of the form.

In Step 1, select a Focal Point name from the **Transfer From** drop-down box.

In Step 2, select the specific contract(s)/order(s) to be transferred from the **Select Contract(s)** box. Multiple contracts/orders can be selected by holding the CTRL key and clicking each contract to be transferred. To select multiple contracts that are adjacent, click on the first contract, hold the SHIFT key, and then click on the last contract to be transferred. Once contracts/orders are selected click **Add** or select **Add All** to transfer all contracts/orders. If an incorrect contract/order is selected after clicking **Add**, highlight the incorrect contract/order in the **Selected Contract(s)** box and click on the **Remove** button. The **Remove All** button will remove all contracts/orders from the **Selected Contract(s)** box.

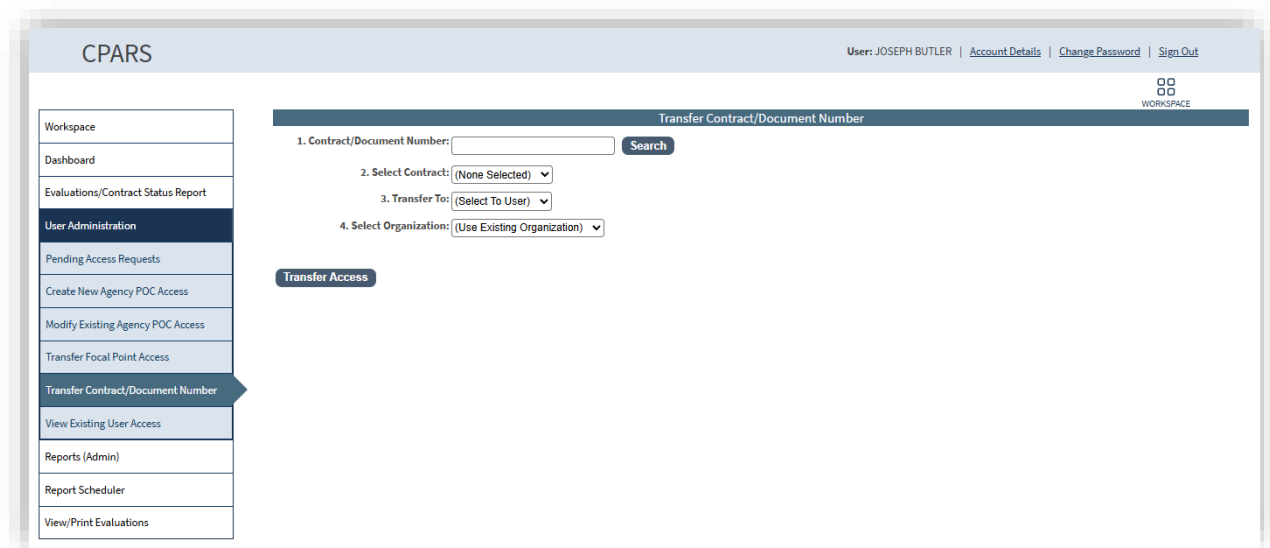
In Step 3, select a Focal Point name from the **Transfer To** drop-down.

In Step 4, if the organization on the contracts selected is changing, select the new organization from the **Select Organization** drop-down. Otherwise leave the default of Use Existing Organization selected.

In Step 5, the Department POC must choose Yes or No to delete the **Focal Point After Transfer**. This action will delete the user from the CPARS database, as long as the Focal Point has no other contracts or access assigned. Click the Transfer Access button to complete the transfer process.

Transfer Contract/Document Number

This option allows the Department POC the ability to transfer one Contract/Document Number at a time without having to scroll through contracts in the Transfer Focal Point option. This option allows to transfer a contract or Integrity record from one Focal Point to another Focal point.

The screenshot shows the CPARS application interface. On the left is a sidebar menu with options: Workspace, Dashboard, Evaluations/Contract Status Report, User Administration (highlighted), Pending Access Requests, Create New Agency POC Access, Modify Existing Agency POC Access, Transfer Focal Point Access, Transfer Contract/Document Number (highlighted with a blue arrow), View Existing User Access, Reports (Admin), Report Scheduler, and View/Print Evaluations. The main content area is titled 'Transfer Contract/Document Number'. It contains four steps: 1. Contract/Document Number: (text input field) with a 'Search' button; 2. Select Contract: (dropdown menu showing '(None Selected)'); 3. Transfer To: (dropdown menu showing '(Select To User)'); 4. Select Organization: (dropdown menu showing '(Use Existing Organization)'). At the bottom of the form is a 'Transfer Access' button. The top of the page shows the user 'JOSEPH BUTLER' and links for 'Account Details', 'Change Password', and 'Sign Out'. A 'WORKSPACE' icon is in the top right.

In Step 1, enter the Contract/Document Number you wish to transfer from an existing Focal Point to another in the **Contract/Document Number** field and click on the **Search** button. If there is a contract/document that matches that number, it will appear in the drop-down in Step 2. If there is no Contract/Document Number that matches the data you entered, you will receive a message indicating this.

In Step 2, select the Contract/Document Number in the **Select Contract** drop-down. Depending on the Document/Contract Number entered, there may be multiple options available in Step 2.

In Step 3, select the Focal Point to transfer the Contract/Document Number to in the **Transfer To** drop-down.

In Step 4, if the Organization associated with that Contract Number will not change, keep the default of Use Existing Organization. If the Organization needs to change with the Focal Point, select the Organization from the **Select Organization** drop-down.

Click on the Transfer Access button and the Contract/Document Number will transfer to the newly assigned Focal Point as well as all users associated with the Contract/Document Number.

View Existing User Access

This option allows the Department POC to view a list of Agency POCs or Focal Points. To view existing user access, click the **View Existing User Access** section. The list will default to show the Agency POCs. To see the Focal Points, select the Focal Point option from the **User Role** drop-down. When viewing Agency POCs, the list will display the Organization(s) the Agency POC has cognizance of, Role, User Name, Phone Number, Email Address, Approving Official, Granted Date, and Last Accessed Date. If viewing the Focal Points, the list will display: the Organization(s) the Focal Point has cognizance of, Role, User Role (Focal Point and their Alternates), User Name, Phone Number, Email Address, Approving Official, Granted Date, Last Accessed Date, and the system(s) they are Active In.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Focal Point List.

CPARS

User: JOSEPH BUTLER

Account Details

Change Password

Sign Out

Workspace

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Create New Agency POC Access

Modify Existing Agency POC Access

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

View Existing User Access - 11/12/2025

User Role: Agency POC

[Spreadsheet]

Organization	Role	User Name	Phone Number	Email Address	Approving Official	Granted Date	Last Accessed Date
UAT994 ORG 10	Agency POC	GROVER CLEVELAND		grover.cleveland@noemail.mil	uat05dpoc-joseph.butler@noemail.mil	11/10/2025	
UAT994 ORG 10	Agency POC	JOSEPH BUTLER	555444777	uat05apoc-joseph.butler@noemail.mil	uat05dpoc-joseph.butler@noemail.mil		11/12/2025
UAT994 ORG 20	Agency POC	JOSEPH BUTLER	555444777	uat05apoc-joseph.butler@noemail.mil	uat05dpoc-joseph.butler@noemail.mil		11/12/2025
UAT994 ORG 20	Agency POC	GROVER CLEVELAND		grover.cleveland@noemail.mil	uat05dpoc-joseph.butler@noemail.mil	11/10/2025	
UAT994 ORG 30	Agency POC	JOSEPH BUTLER	555444777	uat05apoc-joseph.butler@noemail.mil	uat05dpoc-joseph.butler@noemail.mil		11/12/2025

Reports (Admin)

Provides the Department POC with an Ad Hoc Report. This report is used to help monitor the status of the CPARS process. To access the Reports (Admin) options, click the **Reports (Admin)** option. The Report (Admin) menu options display.

Ad Hoc Report

This option allows the Department POC to perform Ad Hoc queries of their agency data with the following report options: Contracts Requiring Evaluation, Evaluation Activity Log, Evaluation Workflow Users, and Performance Evaluations-Agency Only. (See [Ad Hoc Section](#) for more specific information)

Report Scheduler

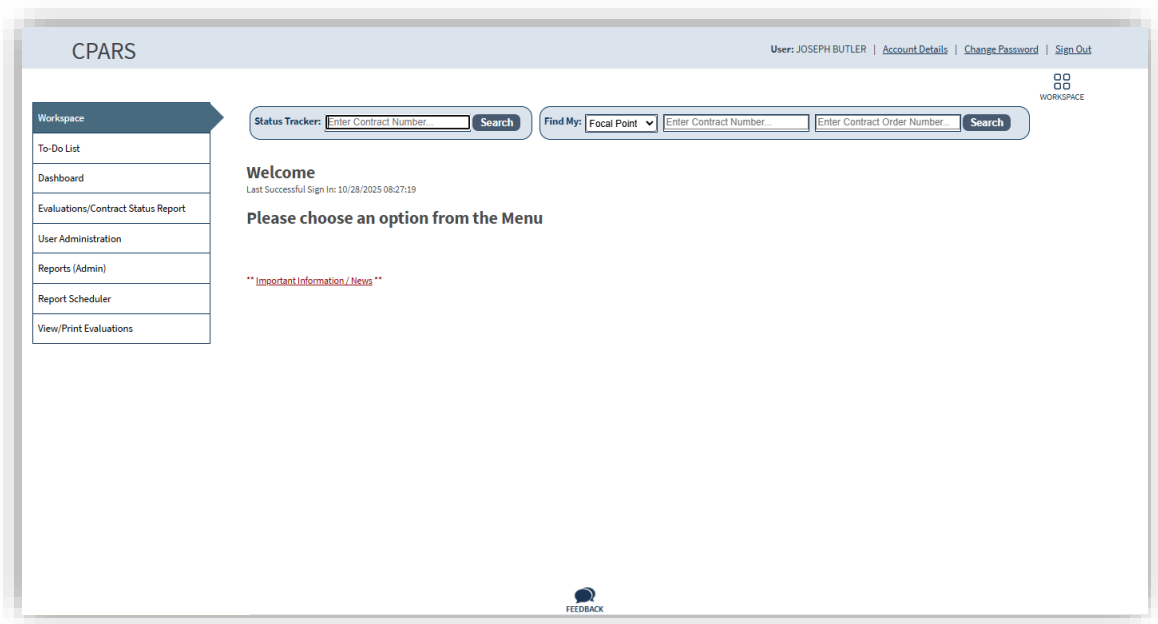
This tool allows Department POC users to request that certain reports be automatically run and sent to their email inbox as file attachments. Current available reports are the Evaluations/Contract Status Reports, Evaluation Metrics Reports, and Processing Times Reports. (See [Report Scheduler Section](#) for more specific information)

View/Print Evaluations

This option allows the Department POC to view an evaluation in a read-only format. To view an evaluation, click the **View/Print Evaluations** button and the View/Print Evaluations data entry screen displays. Enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box, and click the **Continue** button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

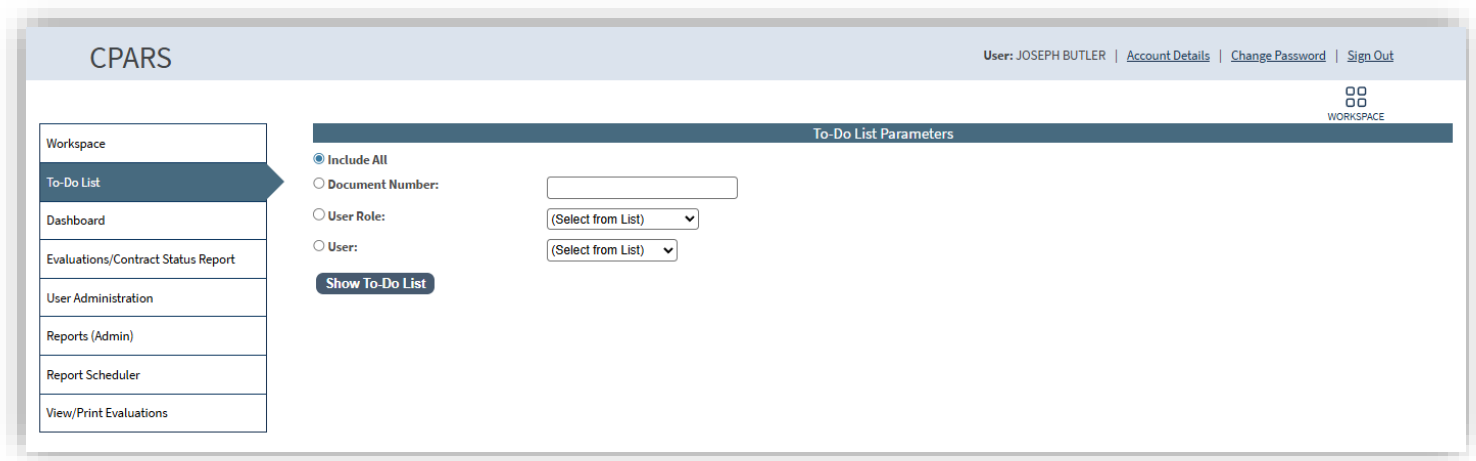
Agency Point of Contact

An Agency Point of Contact (Agency POC) is a senior level employee (or designated representative) who is a proponent of the CPARS application and process. This access level allows Agency POCs to quickly identify the status of contracts/orders and evaluations within their respective organization.



To-Do List

This option allows the Agency POC to quickly identify the actions within the organization that need to be taken to complete in-process evaluations. Click **To-Do List** and a To-Do List Parameters screen displays. Select the desired parameters and click the **Show To-Do List** button.



A list of evaluations for the Agency POC’s organization will display.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Reports (Admin)

Report Scheduler

View/Print Evaluations

To-Do List

[Spreadsheet]

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

Document Number	Record Type	Unique Entity ID	PoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
U9940517C0272	Evaluation	U99499999999	04/15/2022 - 04/14/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	08/12/2023	JOSEPH BUTLER
U9940517C0275	Evaluation	U99499999999	04/15/2022 - 04/14/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	08/12/2023	JOSEPH BUTLER
U9940517C0273	Evaluation	U99499999999	05/13/2022 - 05/12/2023	Assessing Official Rep	Update, Send to Assessing Official	01/09/2025	09/09/2023	JOSEPH BUTLER
U9940517C0279	Evaluation	U99499999999	05/13/2022 - 05/13/2023	Assessing Official Rep	Update, Send to Assessing Official	01/25/2025	09/10/2023	JOSEPH BUTLER
U9940517C0681	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	07/10/2024	JOSEPH BUTLER
U9940517C0684	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	07/10/2024	JOSEPH BUTLER
U9940517C0687	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	07/10/2024	JOSEPH BUTLER
U9940517C0690	Evaluation	U99499999999	03/14/2023 - 03/12/2024	Assessing Official	Rate, Send to Contractor	02/21/2025	07/10/2024	JOSEPH BUTLER
U9940517C0448	Evaluation	U99499999999	04/22/2023 - 04/20/2024	Assessing Official	Finalize Ratings	02/02/2025	08/18/2024	JOSEPH BUTLER
U9940517C0683	Evaluation	U99499999999	04/25/2023 - 04/23/2024	Assessing Official	Rate, Send to Contractor	01/10/2025	08/21/2024	JOSEPH BUTLER

This report displays the Document Number, Record Type, Unique Entity ID, Period of Performance/Action Date, Role, Action Required, Assigned Date, Due Date, and the name of the user responsible for the action.

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Agency POC To-Do List.

User – Allows the Agency POC to view the user's profile information, including name, title, organization, email address, and phone number. Click the **User** to see the user profile information. Click the **Close** button to return to the previous screen.

The **Return to the To-Do List Parameters** button allows the Agency POC to change the To-Do List Parameters and run additional reports.

Dashboard

This option provides the Agency POC with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS process.

(See [Dashboard](#) Section for more specific information)

User Administration

This option allows the Agency POC to Approve/Deny Focal Point Access, transfer Focal Point Access, and view existing Focal Points for the organization(s) that the Agency POC has cognizance of. To access the User Administration options, click the **User Administration option**. The User Administration menu options display.

Pending Access Requests

This option allows the Agency POC to view a list of people requesting Focal Point access. The list will display: Role, User Name/Justification, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User's Name allows the Agency POC to view the user's profile information, including role, name, email address, title, organization, phone number, requested date, and justification.

CPARS User: JOSEPH BUTLER | Account Details | Change Password | Sign Out

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

Pending Access Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
<input type="checkbox"/>	Focal Point	WOODROW WILSON	woodrow.wilson@noemail.mil	4447774444	UAT994 ORG 30	11/12/2025 11:41	

By clicking "Approve Selected Users" I certify that the selected users are Government employees.

Approve Selected Users Deny Selected Users

To grant the Requestor CPARS Focal Point Access the Agency POC checks the select box next to the Requestor's name and clicks the **Approve Selected Users** button.

To deny the Requestor CPARS Focal Point Access the Agency POC checks the select box next to the Requestor's name, enters a Reason for Denial, and clicks the **Deny Selected Users** button.

Transfer Focal Point Access

This option allows the Agency POC to transfer contracts/orders and users from one Focal Point to another and also gives the Agency POC the ability to delete a Focal Point for the organization(s) that the Agency POC has cognizance of. To transfer Focal Point access, click **Transfer Focal Point Access**. The CPARS Transfer Focal Point Access screen will display.

CPARS User: JOSEPH BUTLER | Account Details | Change Password | Sign Out

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

Transfer Focal Point Access

1. Transfer From: (Select From User) ▼

2. Select Contract(s): (None Selected) ▲ Add Add All
(Use CTRL-Click to Select Multiple Contracts)

Selected Contract(s): (None Selected) ▲ Remove Remove All

3. Transfer To: (Select To User) ▼

4. Select Organization: (Use Existing Organization) ▼

Transfer Access

In Step 1, select a Focal Point name from the **Transfer From** drop-down box.

In Step 2, select the specific contract(s)/order(s) to be transferred from the **Select Contract(s)** box. Multiple contracts/orders can be selected by holding the CTRL key and clicking each contract to be transferred. To select multiple contracts that are adjacent, click on the first contract, hold the SHIFT key, and then click on the last contract to be transferred. Once contracts/orders are selected click **Add** or select **Add All** to transfer all contracts/orders. If an incorrect contract/order is selected after clicking **Add**, highlight the incorrect contract/order in the **Selected Contract(s)** box and click on the **Remove** button. The **Remove All** button will remove all contracts/orders from the **Selected Contract(s)** box.

In Step 3, select a Focal Point name from the **Transfer To** drop-down.

In Step 4, if the organization on the contracts selected is changing, select the new organization from the **Select Organization** drop-down. Otherwise leave the default of Use Existing Organization selected.

In Step 5, the Agency POC must choose Yes or No to delete the **Focal Point After Transfer**. This action will delete the user from the CPARS database, as long as the Focal Point has no other contracts or access assigned. Click the Transfer Access button to complete the transfer process.

Transfer Contract/Document Number

This option allows the Agency POC the ability to transfer one Contract/Document Number at a time without having to scroll through contracts in the Transfer Focal Point option. This option allows to transfer a contract or Integrity record from one Focal Point to another Focal Point.

The screenshot shows the CPARS web application interface. On the left is a sidebar menu with options: Workspace, To-Do List, Dashboard, Evaluations/Contract Status Report, User Administration (highlighted), Pending Access Requests, Transfer Focal Point Access, Transfer Contract/Document Number (highlighted with a blue arrow), View Existing User Access, Reports (Admin), Report Scheduler, and View/Print Evaluations. The main content area is titled 'Transfer Contract/Document Number'. It contains four steps: 1. Contract/Document Number: [text input] [Search button]; 2. Select Contract: [None Selected] dropdown; 3. Transfer To: [Select To User] dropdown; 4. Select Organization: [Use Existing Organization] dropdown. A 'Transfer Access' button is located below the dropdowns. The top right of the page shows the user 'JOSEPH BUTLER' and links for Account Details, Change Password, and Sign Out.

In Step 1, enter the Contract/Document Number you wish to transfer from an existing Focal Point to another in the **Contract/Document Number** field and click on the **Search** button. If there is a contract/document that matches that number, it will appear in the drop-down in Step 2. If there is no Contract/Document Number that matches the data you entered, you will receive a message indicating this.

In Step 2, select the Contract/Document Number in the **Select Contract** drop-down. Depending on the Document/Contract Number entered, there may be multiple options available in Step 2.

In Step 3, select the Focal Point to transfer the Contract/Document Number to in the **Transfer To** drop-down.

In Step 4, if the Organization associated with that Contract Number will not change, keep the default of Use Existing Organization. If the Organization needs to change with the Focal Point, select the Organization from the **Select Organization** drop-down.

Click on the Transfer Access button and the Contract/Document Number will transfer to the newly assigned Focal Point as well as all users associated with the Contract/Document Number.

View Existing Focal Points

This option allows the Agency POC to view a list of the Focal Points and their Alternates for the organization(s) that the Agency POC has cognizance of. The list will display the Organization(s) the Focal Point has cognizance of, Role (Focal Point or Alternate Focal Point), User Name, Phone Number, Email Address, Approving Official, Granted Date, Last Accessed Date, and the system(s) they are Active In.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Pending Access Requests

Transfer Focal Point Access

Transfer Contract/Document Number

View Existing User Access

Reports (Admin)

Report Scheduler

View/Print Evaluations

View Existing User Access - 11/12/2025

User Role: Focal Point

(Spreadsheet)

Organization	Role	User Name	Phone Number	Email Address	Approving Official	Granted Date	Last Accessed Date	Active In *
								CPARS Integrity
UAT994 ORG 10	Focal Point	JOSEPH BUTLER	4445557777	uat05fp-joseph.butler@noemail.mil	Unknown		11/05/2025	Y Y
UAT994 ORG 10	Alternate	JOSEPH BUTLER	3334445555	uat05afp-joseph.butler@noemail.mil	Unknown		10/23/2025	Y Y
UAT994 ORG 20	Focal Point	JOSEPH BUTLER	4445557777	uat05fp-joseph.butler@noemail.mil	Unknown		11/05/2025	Y Y
UAT994 ORG 20	Alternate	JOSEPH BUTLER	3334445555	uat05afp-joseph.butler@noemail.mil	Unknown		10/23/2025	Y Y
UAT994 ORG 30	Focal Point	JOSEPH BUTLER	4445557777	uat05fp-joseph.butler@noemail.mil	Unknown		11/05/2025	Y Y
UAT994 ORG 30	Alternate	JOSEPH BUTLER	3334445555	uat05afp-joseph.butler@noemail.mil	Unknown		10/23/2025	Y Y

* Active In

Y - Under CPARS: indicates that user(s) have been assigned access. Under Integrity: indicates a record(s) has been entered.

N - Under CPARS: indicates that no users have been assigned access. Under Integrity: indicates no records have been entered.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Focal Point List.

Reports (Admin)

Provides the Agency POC with an Auto Register Report. This report is used to help monitor the status of the CPARS process. To access the Reports (Admin) options, click the **Reports (Admin)** option. The Report (Admin) menu options display.

Auto Register Report

This option allows the Agency POC to view a list of contracts/orders that are eligible for CPARS reporting by their Focal Point(s) within the 30-day registration parameter. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold as displayed below. Contracts/orders not exceeding the established minimum dollar thresholds for reporting will not be displayed. Contracts/orders that have already been registered in CPARS will not be displayed.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Reports (Admin)

Report Scheduler

View/Print Evaluations

Auto Register Report Parameters

Report Name:

(Only required to Save Report)

Select Contracting Office ID: (Select Contracting Office ID from FPDS)

Add

Add All

Selected Contracting Office ID(s): (None Selected)

Remove

Remove All

Full or Partial Contract Number:

(Enter minimum of first 6 characters of Contract Number)

☐ Include Removed Contracts

Sort By:

Contract Number

Run Report

After selecting the **Auto Register Report**, select a **Contracting Office ID** from the drop-down or enter a full or partial contract number in the space provided. If you wish to see the removed contracts you must select/check the **Include Removed Contracts** check box. The Auto Register Report may be sorted by up to seven sort options.

Select the desired option from the **Sort By** drop-down box.

If the user wishes to save this report to run it again in the future, the user enters a Report Name in the **Report Name** box and clicks the **Save** icon. The Auto Register Report Parameters screen will refresh and a Select Saved Report drop-down will appear.

To run the saved report in the future, the user would select the **Report Name** from the drop-down and click **Run Report**.

To change the parameters of a saved report, select the **Report Name** from the drop-down, select/de-select the desired parameters and click the **Save** icon.

To delete a saved report, select the **Report Name** from the drop-down and click **Delete**.

Click the **Run Report** button at the bottom of this screen and the list will run as shown below.

CONTRACT NUMBER	ORDER NUMBER	CONTRACTING OFFICE ID	CONTRACTING OFFICE	BUSINESS SECTOR	BASE AND ALL OPTIONS VALUE	DATE SIGNED	COMPLETION DATE/LAST DATE TO ORDER	AVAILABLE DATE	PREPARED BY	REMOVED BY
# U9940517A0010	U9940517F0001	U99430	U994 OFFICE 30	Systems	\$500,000	12/22/2023	12/20/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0002	U99430	U994 OFFICE 30	Systems	\$400,000	11/07/2023	11/05/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0004	U99430	U994 OFFICE 30	Systems	\$1,000,000	12/08/2023	12/06/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0005	U99430	U994 OFFICE 30	Systems	\$500,000	12/22/2023	12/20/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0006	U99430	U994 OFFICE 30	Systems	\$400,000	11/07/2023	11/05/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0008	U99430	U994 OFFICE 30	Systems	\$1,000,000	12/22/2023	12/20/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0009	U99430	U994 OFFICE 30	Systems	\$500,000	11/07/2023	11/05/2024	12/23/2024	USER@FPDS.GOV	
# U9940517A0010	U9940517F0010	U99430	U994 OFFICE 30	Systems	\$400,000	11/21/2023	11/19/2024	12/23/2024	USER@FPDS.GOV	
U9940517A0013	U9940517F0003	U99412	U994 OFFICE 12	Architect-Engineer	\$55,000	02/14/2024	02/12/2025	12/23/2024	USER@FPDS.GOV	
U9940517A0013	U9940517F0007	U99412	U994 OFFICE 12	Architect-Engineer	\$55,000	02/14/2024	02/12/2025	12/23/2024	USER@FPDS.GOV	
# U9940517A0014	U9940517F0002	U99420	U994 OFFICE 20	Architect-Engineer	\$45,000	12/08/2023	12/06/2024	12/23/2024	USER@FPDS.GOV	

The example above includes removed contracts. The **Removed By** column identifies the Focal Point who removed each contract/order, click on the Focal Point's name to view the Focal Point's profile information, including name, title, organization, email address, and phone number. Click the **Close button to return to the list of contracts**.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Auto Register Report list.

Report Scheduler

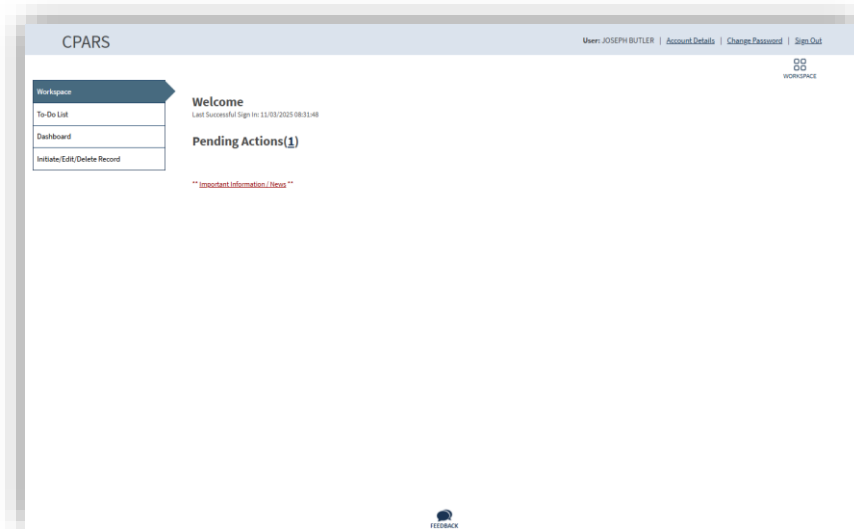
This tool allows Agency POC users to request that certain reports be automatically run and sent to their email inbox as file attachments. Current available reports are the Evaluations/Contract Status Reports, Evaluation Metrics Reports, and Processing Times Reports. (See [Report Scheduler](#) Section for more specific information)

View/Print Evaluations

This option allows the Agency POC to view an evaluation in a read-only format. To view an evaluation, click the **View/Print Evaluations** button and the View/Print Evaluations data entry screen displays. Enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box, and click the **Continue** button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer.

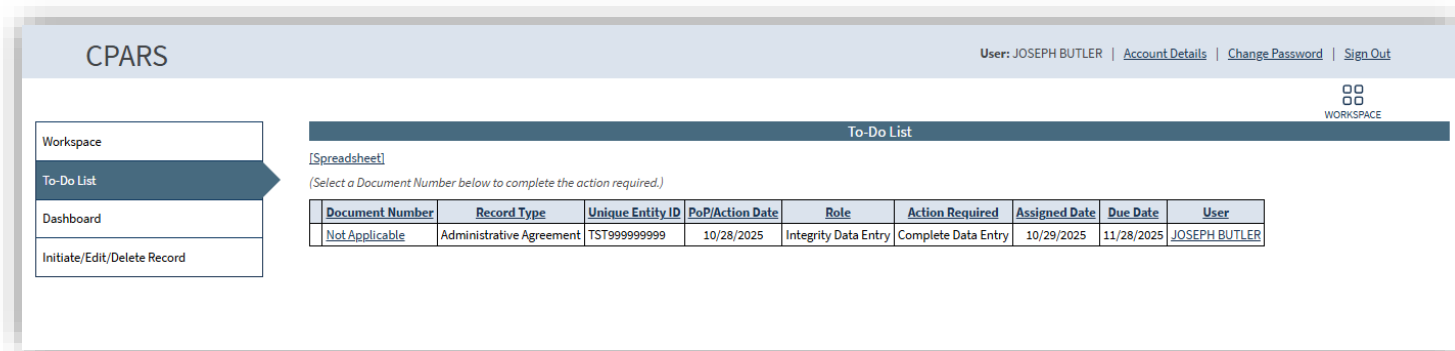
Integrity Data Entry

The Data Entry user is responsible for creating, updating, and completing Integrity Records. The following record types are available for processing: Termination for Default, Termination for Cause, DoD Determination of Contractor Fault, Termination for Material Failure to Comply (grants), Defective Pricing, Non-Responsibility Determination, Recipient Not-Qualified Determination (grants), Subcontract Payment Issues, Information on Trafficking in Persons, Material Failure to Comply with Closeout Requirements, and Administrative Agreement.



Pending Actions/To-Do List

This option is a quick and easy method for the Data Entry user to see all the records that he/she has started, but not completed. Click the number next to Pending Actions or click the **To-Do List** and a list of records that have been started and saved by the Data Entry user will display. Click on the appropriate document number and the record is opened in data entry format ready for the Data Entry user to complete.



Dashboard

This option provides the Integrity Data Entry user with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the Integrity process.

(See [Dashboard](#) Section for more specific information)

Initiate/Edit/Delete Record

This option allows the Integrity Data Entry user to initiate Integrity records, delete Integrity records, and edit completed Integrity records. To access the Initiate/Edit/Delete Record options, click the **Initiate/Edit/Delete Record** option. The Initiate/Edit/Delete Record menu options display.

Record Management

This option is a quick and efficient way for the Integrity Data Entry user to Edit and Delete an Evaluation.

Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Continue** button. Once Evaluation(s) are found the user will then be able to Delete and Edit as needed. Please see Delete an Evaluation/Contract and Edit Evaluation for instructions on how to perform each task.

Delete an Integrity Record

This option allows the Integrity Data Entry user to delete a record that has been started, but not completed and marked for release, or available for source selection and public access. To delete a record, Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Continue** button. Once Evaluation(s) are found the user will then be able to click on the **Delete** link adjacent to the applicable contract/order number. The Delete Record Confirmation screen will display. Select the **Confirm Delete** button to delete the record from the database.

The screenshot shows the CPARS Record Management interface. On the left is a sidebar with navigation links: Workspace, To-Do List, Dashboard, Initiate/Edit/Delete Record, Record Management (highlighted), Auto Initiate an Integrity Record, and Initiate an Integrity Record. The main area is titled 'Record Management' and contains a search section with instructions: 'For Contracts and/or Evaluations, enter a full or partial Contract Number.' and 'For Integrity Records, enter a full or partial Document Number, Unique Entity ID, or Company Name.' A search box contains 'TST' and a 'Search' button. Below the search box, a message states '1 Integrity Record(s) Found' with instructions: 'Allows the user to modify a record that has been completed and marked for release.' and 'Select a Document Number below to edit the completed record.' A table displays the search results:

Document Number	Record Type	Awardee Name	Unique Entity ID	Action Date	Added Date	Edit/Delete
Not Applicable	Administrative Agreement	TEST COMPANY (WITH) NINE 9'S	TST999999999	10/28/2025	10/29/2025	Delete

The screenshot shows a confirmation dialog box with the text: 'Are you sure you want to delete record Not Applicable for TEST COMPANY (WITH) NINE 9'S?'. Below the text are two buttons: 'OK' and 'Cancel'.

Edit an Integrity Record

This option allows the Data Entry user to modify a record that has been completed and marked for release, and is available for source selection and public access. To edit a completed record, Select Record Management and enter characters in the Keyword to Search (Minimum of 2 Characters, full or partial Contract/Order Number) in the Search box. Click the **Continue** button. Once Evaluation(s) are found the user will then be able to click the **Edit** link adjacent to the applicable contract/order number. The Edit an Evaluation selection screen displays as a pop up.

The screenshot shows the CPARS Record Management interface. On the left is a sidebar with navigation links: Workspace, To-Do List, Dashboard, Initiate/Edit/Delete Record, Record Management (highlighted), Auto Initiate an Integrity Record, and Initiate an Integrity Record. The main area is titled 'Record Management' and contains a search section with instructions: 'For Contracts and/or Evaluations, enter a full or partial Contract Number.' and 'For Integrity Records, enter a full or partial Document Number, Unique Entity ID, or Company Name.' A search box contains 'U9940517C0830' and a 'Search' button. Below the search box, a message states '1 Integrity Record(s) Found' with instructions: 'Allows the user to modify a record that has been completed and marked for release.' and 'Select a Document Number below to edit the completed record.' A table displays the search results:

Document Number	Record Type	Awardee Name	Unique Entity ID	Action Date	Added Date	Edit/Delete
U9940517C0830	Recipient Not-Qualified Determination	UAT994 COMPANY	U994999999999	11/07/2023	12/07/2023	Edit

Edit a Completed Record

Document Information
 Record Type: Information on Trafficking in Persons
 Action Date: 11/07/2023
 Violation Against: Subcontractor
 Contract Award ID Number: U9960717C0774
 Contract Referenced Award ID Number:
 Principal NAICS Code: S18210 Product/Service Code: RT02
 Record Withdrawn/Rescinded:
 Reason Withdrawn/Rescinded:

Awardee Information
 Unique Entity ID: U996099999999
 CADE Code: U9969
 Awardee Name: UAT996 COMPANY
 Doing Business As: VENDOR 22 INC
 Address (1): 22 VENDOR DRIVE
 Address (2):
 City: SAN DIEGO
 State/Province: CA Postal/Zip Code: 12345
 Country: USA

Subcontractor Information
 Unique Entity ID:
 CADE Code:
 Subcontractor Name: JONH KUNKLE
 Doing Business As:
 Address (1): 27 HOWE STREET
 Address (2):
 City: PHILADELPHIA
 State/Province: NY Postal/Zip Code: 13691
 Country: USA

Official Reporting Agency Information
 Agency Name:
 Office Code: U99610
 Contracting Officer Name: ASHLEY JONES
 Phone: 5555555555 FAX:
 Email Address: uside-ashley.jones15.civ@us.navy.mil
 Upload PDF Attachment: No file chosen

Types of edits that can be completed:

- PDF attachments can be uploaded/replaced in the record after it has been completed and marked for release.
- Add a Unique Entity ID to a completed Administrative Agreement where a Unique Entity ID was not provided.
- Terminations for Default and Terminations for Cause can be changed to a Termination for Convenience or Termination Type changed to Complete or Partial.
- Records may be Withdrawn/Rescinded by selecting Yes for Record Withdrawn/Rescinded and entering a Reason Withdrawn/Rescinded. This can be used in the event of a FAR 9.105-2(b)(2)(iv) request by contractor to remove information protected by the Freedom of Information Act.

All changes made using the **Edit an Integrity Record** option are reflected immediately upon clicking the **Save** icon. When a record is changed to a Termination for Convenience or is Withdrawn/Rescinded, it is immediately archived and no longer visible for source selection.

Click on **Print** icon to view or print the record displayed on the screen.

Auto Initiate an Integrity Record

The Auto Initiate an Integrity Record function provides Integrity Data Entry (IDE) users the ability to produce and review a list of required Termination for Default and Termination for Cause Records. From the list of eligible Terminations, the FDE user is able to quickly initiate individual termination records in Integrity. The ability to auto initiate terminations is only available to FDE users. The termination must be coded as such in the Federal Procurement Data System, or FPDS in order to display on the list.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Initiate/Edit/Delete Record

Record Management

Auto Initiate an Integrity Record

Initiate an Integrity Record

Auto Initiate an Integrity Record

To see all outstanding Integrity actions, select the Contracting Office ID(s) and Run Report.

NOTE: Only Terminations for Cause and Terminations for Default are available from FPDS and will appear in the report. All other Integrity records must be started using the Initiate an Integrity Record option from the Workspace Menu.

Report Name: (Only required to Save Report)

Select Contracting Office ID: (Select Contracting Office ID from FPDS)

Selected Contracting Office ID(s): (None Selected)

By using the “Select Contracting Office ID” you can either add (1), multiple or ALL of the Contracting Office IDs that are under their purview. After selecting the Contracting Office ID/s that you wish to search select “Run Report”. If there is an Integrity Record that needs action the below will be displayed. If there is nothing “No Records Found” will be returned as a message.

CPARS

User: JOSEPH BUTLER | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

To-Do List

Dashboard

Initiate/Edit/Delete Record

Record Management

Auto Initiate an Integrity Record

Initiate an Integrity Record

Auto Initiate an Integrity Record

[Spreadsheet]

- Only initiate records that are under your cognizance/area of responsibility.
- Clicking on an Integrity document below will automatically initiate an Integrity Record and place it on your To-Do list.

Return to the Auto Initiate an Integrity Record Parameters

DOCUMENT NUMBER	RECORD TYPE	UNIQUE ENTITY ID	REPORTING OFFICE ID	REPORTING OFFICE	ACTION DATE	AVAILABLE DATE
FAPIIS22C0001	Termination for Cause		N00019	NAVAL AIR SYSTEMS COMMAND	01/01/2021	02/22/2022
FAPIIS22C0003	Termination for Cause		N00019	NAVAL AIR SYSTEMS COMMAND	01/01/2021	02/22/2022
FAPIIS22C0004	Termination for Cause		N00019	NAVAL AIR SYSTEMS COMMAND	01/01/2021	02/22/2022
FAPIIS22C0011.0005	Termination for Default		N00019	NAVAL AIR SYSTEMS COMMAND	01/01/2021	02/22/2022
FAPIIS22C0011.0006	Termination for Default		N00019	NAVAL AIR SYSTEMS COMMAND	01/01/2021	02/22/2022
FAPIIS22C1116.0003	Termination for Cause		N00019	NAVAL AIR SYSTEMS COMMAND	11/10/2022	11/16/2022
FAPIIS22C1116.0003	Termination for Default		N00019	NAVAL AIR SYSTEMS COMMAND	11/10/2022	11/16/2022
FAPIIS22C1116.0004	Termination for Cause		N00019	NAVAL AIR SYSTEMS COMMAND	11/10/2022	11/16/2022
FAPIIS22C1116.0004	Termination for Default		N00019	NAVAL AIR SYSTEMS COMMAND	11/10/2022	11/16/2022
FAPIIS22C1116.0005	Termination for Cause		N00019	NAVAL AIR SYSTEMS COMMAND	11/10/2022	11/16/2022
FAPIIS22C1116.0005	Termination for Default		N00019	NAVAL AIR SYSTEMS COMMAND	11/10/2022	11/16/2022

By selecting the “Document Number” which is the only field that is hyperlinked on the report the user will be brought to the Integrity Data Entry page. The remaining mandatory fields to be filled out are only: Termination Type (Full or Partial) and attaching supporting documentation. Not completing the record during this process will move this to your To-Do list. Once it is saved and marked for release it will fall off.

Initiate an Integrity Record

This option allows a user to enter the record information. To enter a record, click on **Initiate an Integrity Record**. The record type selection drop-down will display. Select the applicable record type from the **Record Type** drop-down box. The “Auto Initiate” option can be used when a Unique Entity ID is entered to see if there are any available records that can be initiated. This **ONLY** applies to Terminations for Default and Terminations for Cause. If there are none to be completed. The User will have to continue to fill out the fields manually. If there is a record to be completed, you will be brought to the Integrity Data Entry page and follow the steps as usual with most of the fields already being entered minus the Termination Type field and the attachment being included.

The below screenshot is applicable when entering a Termination for Default, but note that the “Auto Initiate” button

ONLY applies to Terminations for Default and Terminations for Cause. Enter the Unique Entity ID in the block and click Auto Initiate. Any terminations that need to be entered for the Unique Entity ID entered will be displayed. This list functions the same as the “Auto Initiate an Integrity Record” section.

NOTE: For the Administrative Agreement record type, when an entity does not have a Unique Entity ID, click the Continue button to initiate the Administrative Agreement without a UEI.

The screenshot shows the 'Initiate an Integrity Record' form in the CPARS system. The left sidebar contains a navigation menu with options: Workspace, To-Do List, Dashboard, Initiate/Edit/Delete Record (highlighted), Record Management, Auto Initiate an Integrity Record, and Initiate an Integrity Record (highlighted). The main form area has a header 'Initiate an Integrity Record' and a sub-header 'Record Type: Termination for Default'. Below this, there are input fields for 'Unique Entity ID', 'Contract Award ID Number', and 'Contract Referenced Award ID Number'. There are 'Auto Initiate', 'Reset', and 'Continue' buttons. A note at the bottom states '(fields identified with * are required)'.

For a Termination for Default, enter the Unique Entity ID number, Contract Award ID Number, and Contract Referenced Award ID Number, if applicable, and click the **Continue** button. This will then search the Federal Procurement Data System (FPDS) for the specific Contract Award ID Number and Contract Referenced Award ID Number. If a match is found, the Principal NAICS Code, Product/Service Code and Awardee Information on the Data Entry screen will be prepopulated. If no match is found with FPDS, it will then search the System for Award Management (SAM) database for the specific Unique Entity ID and will prepopulate the Awardee Information if the Unique Entity ID is registered at SAM.

The screenshot shows the 'Integrity Data Entry' form in the CPARS system. The left sidebar is the same as the previous screenshot. The main form area has a header 'Integrity Data Entry' and a sub-header 'Document Information'. Below this, there are input fields for 'Action Date', 'Contract Award ID Number', 'Contract Referenced Award ID Number', 'Principal NAICS Code', 'Product/Service Code', 'Termination Type', 'Awardee Information', 'Unique Entity ID', 'CAGE Code', 'Awardee Name', 'Doing Business As', 'Address (1)', 'Address (2)', 'Country', 'State/Province', 'Postal/Zip Code', 'City', 'Official Reporting Agency Information', 'Agency Name', 'Office ID', 'Contracting Officer Name', 'Phone', 'FAX', 'Email Address', and 'Upload PDF Attachments'. There are 'Look Up' buttons for the NAICS and Product/Service codes. A 'Save and Mark for Release' button is at the bottom.

Document Information: Enter the Document Information in the spaces provided, if not prepopulated. The data entry screen identifies required fields with a red asterisk (*). However, the Data Entry user is allowed to save a partially entered record without addressing all the required fields. In order to save a partially entered Termination for

Default, enter the **Action Date**, **Contract Award ID Number**, **Unique Entity ID**, and then click the **Save** icon. Note that when the Data Entry user is ready to continue working on the record, simply log back in, click on the **To-Do List** or the **Pending Actions** option, and click on the document number for the record. To upload a PDF Attachment, click the **Browse** button. Locate and select the applicable PDF file and click **Open**. The file path will appear in the Upload PDF Attachment box, click the **Save** icon. To view the attached PDF, click the **View** button.

NOTE: PDF files may be uploaded/replaced after a record has been Saved and Marked for Release by using the Edit an Integrity Record option. When a record is marked for release the record is completed and available in the View Performance Records section of CPARS for source selection purposes. Edit an Integrity Record is explained in more detail below.

- There is no contractor access available in Integrity data entry. Contractors can view and enter comments in the View Performance Records section of CPARS.

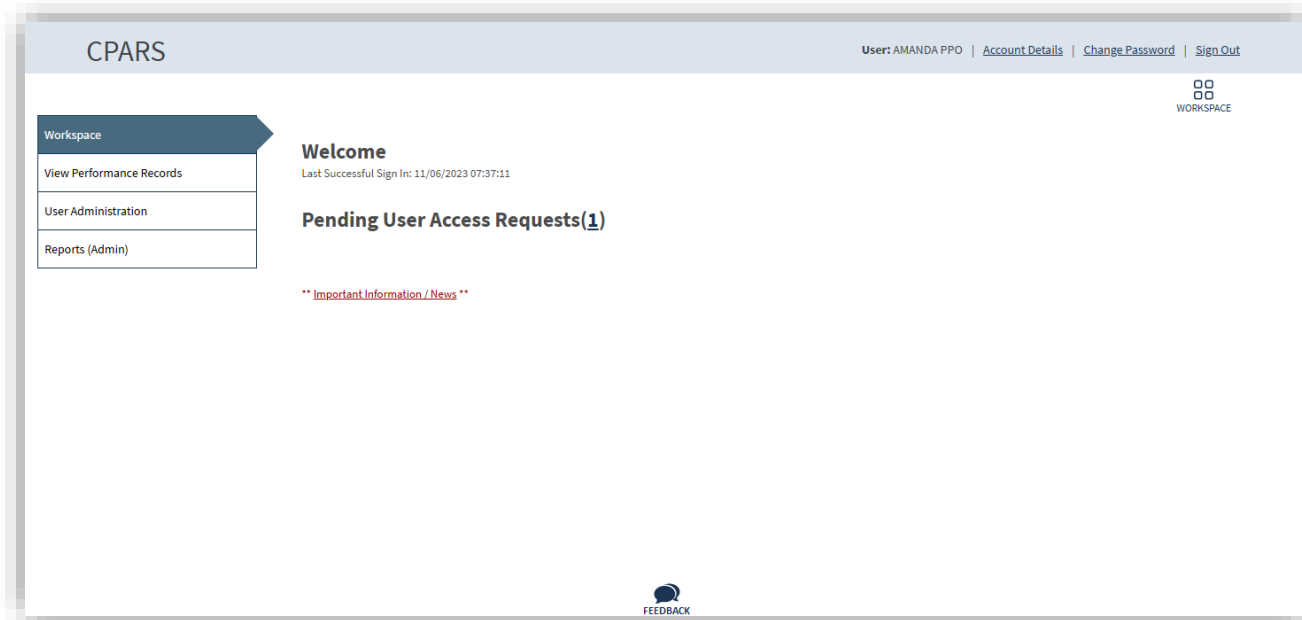
Awardee Information: Enter the Awardee Information manually if it was not available from FPDS or SAM. Note that State/Province and Postal/Zip Code become required fields when United States or Canada is selected in the **Country** drop-down arrow box.

Reporting Agency Information: Select the applicable Office ID from the **Office ID** drop-down box. The remaining data elements are prepopulated with information saved in the user's profile. Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field.

To save a record without marking for release click the **Save** icon. Click on the **Print** icon to view or print a record. When the record is ready to be completed and made available for source selection purposes and public access, click the **Save and Mark for Release** button. All required fields must be completed at this time. A message will display stating that "The Integrity record has been saved and marked for release." Click the **OK** button.

Owner (View Performance)

The Owner (View Performance) is responsible for administering access to view performance records. The Owner (View Performance), level is used to authorize/remove access to the following roles; Manager (View Performance) and Access (View Performance) users. The Owner (View Performance) is also able to view Assessment Reports, Integrity Reports, Integrity Records, Ad Hoc Reports, and Compliance Reports. Owner (View Performance) access is granted only upon the completion of an Owner (View Performance) User Access Request Form available at https://cpars.cpars.gov/cpars/app/accessrequestverify_input.action?role=PPO.



View Performance Records

This option allows the Owner (View Performance) user to view past performance evaluations for source selection purposes, Integrity Reports, compliance reports, all government entered Integrity Records, and all Awardee entered proceedings. To access the View Performance Records options, click the **View Performance Records** option. The View Performance Records menu options display.

NOTE: The View Performance Records Menu options are also applicable at the Access (View Performance) level. As such, each option is described in more detail in the [Access \(View Performance\)](#) section.

User Administration

This option allows the Owner (View Performance) to Approve/Deny Manager (View Performance) and Access (View Performance) requests, view existing users, and remove existing user access. To access the User Administration options, click **User Administration**. The User Administration menu options display.

Pending Access Requests

This option allows the Owner (View Performance) to view a list of people requesting Manager (View Performance) and Access (View Performance) access. The list will display The Role, Requestor's name, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User's Name allows the Owner (View Performance) to view the user's profile information, including role, name, email address, title, organization, phone number, requested date, and justification.

CPARS

User: AMANDA PPO | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

User Administration

Pending Access Requests

View Existing User Access

Reports (Admin)

Pending Access Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
<input type="checkbox"/>	Manager (View)	JUSTINE WATERS	justin.waters1@noemail.mil	555444888	test	11/12/2025 14:09	

By clicking "Approve Selected Users" I certify that the selected users are Government employees.

[Approve Selected Users](#) [Deny Selected Users](#)

To grant the Requestor access as a Manager (View Performance) or Access (View Performance), the Owner (View Performance) checks the select box next to the Requestor's name and clicks the **Approve Selected Users** button. To deny the Requestor access as a Manager (View Performance) or Access (View Performance), the Owner (View Performance) checks the select box next to the Requestor's name, enters the Reason for Denial and clicks the **Deny Selected Users** button.

View Existing User Access

This option allows the Owner (View Performance) to view a list of the Managers (View Performance), and Access (View Performance) users. This option also allows the Owner (View Performance) to Remove a Manager (View Performance) or Access (View Performance) user's access. The list will display the Organization, Role, User Name, Phone Number, Email Address, Approving Official, Granted Date, and Last Accessed Date.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Existing Users List.

The list will automatically default to the user role of Manager (View). The Owner (View Performance) can choose to view it as an Access (View Performance) user by selecting the Access (View) role from the **User Role** drop-down.

CPARS

User: AMANDA PPO | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

User Administration

Pending Access Requests

View Existing User Access

Reports (Admin)

View Existing User Access - 11/12/2025

User Role: [Manager \(View\)](#)

[\[Spreadsheet\]](#)

Organization	Role	User Name	Phone Number	Email Address	Approving Official	Granted Date	Last Accessed Date	
(-None Selected-)	Manager (View)	BRAD PPM	4447778888	brad.ppm@noemail.mil	Unknown			Remove Access
(-None Selected-)	Manager (View)	JIFANG TEST	5554444444	abcjifang@noemail.com	Unknown			Remove Access
NSLC	Manager (View)	KELLY MANAGER	2074381111	kelly.manager@noemail.mil	kelly.brennan@navy.mil	09/26/2025		Remove Access
NSLC	Manager (View)	JOHN DUNCAN	5554449999	j.duncan@noemail.mil	Unknown		10/20/2022	Remove Access
NSLCPMSMH	Manager (View)	BEVERLY WATERMAN	3335552222	beverly.waterman@noemail.mil	jifang.yin@navy.mil	11/20/2020		Remove Access

Remove Access – This option allows the Owner (View Performance) to remove a user's access. To remove a user's access, the Owner (View Performance) clicks the **Remove Access** button.

NOTE: The remaining Owner (View Performance) Menu options are also applicable at the other access levels. As such, the Reports (Admin) option is described in more detail in the [Ad Hoc](#) section.

Manager (View Performance)

The Manager (View Performance) is responsible for administering access to past performance information. The Manager (View Performance) approves/removes Access (View Performance) users. The Manager (View Performance) is also able to view Assessment Reports, Integrity Reports, Compliance Metrics Reports, Integrity Compliance Reports, Ad Hoc Reports, Government Integrity Records, and All Awardee Proceedings. Manager (View Performance) access is granted only upon the completion of a Manager (View Performance) User Access Request Form available at https://cpars.cpars.gov/cpars/app/accessrequestverify_input.action?role=PPM.



View Performance Records

This option allows the Manager (View Performance) user to view past performance evaluations for source selection purposes, Integrity Reports, compliance reports, all government entered Integrity Records, and all Awardee entered proceedings. To access the View Performance Records options, click the **View Performance Records** option. The View Performance Records menu options display.

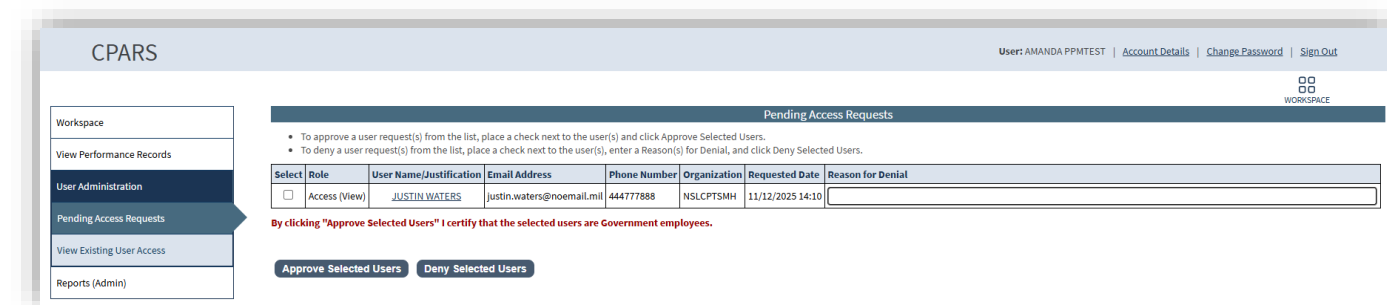
NOTE: The View Performance Records Menu options are also applicable at the Access (View Performance) level. As such, each option is described in more detail in the [Access \(View Performance\)](#) section.

User Administration

This option allows the Manager (View Performance) to Approve/Deny access to an Access (View Performance) users, view existing user access, or remove existing user access. To access the User Administration options, click **User Administration**. The User Administration menu options display.

Pending Access Requests

This option allows the Manager (View Performance) to view a list of people requesting the role of Access (View Performance). The list will display the Role, Requestor's name, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User's Name allows the Manager (View Performance) to view the user's profile information, including role, name, email address, title, organization, phone number, requested date, and justification.



To grant the Requestor the Access (View Performance) role, the Manager (View Performance) checks the select box next to the Requestor's name and clicks the **Approve Selected Users** button.

To deny the Requestor the Access (View Performance) role, the Manager (View Performance) checks the select box next to the Requestor's name, enters the Reason for Denial, and clicks the **Deny Selected Users** button.

View Existing User Access

This option allows the Manager role to view a list of the Access (View Performance) users. This option also allows the Manager (View Performance) to Remove an Access (View Performance) user's access. The list will display the Organization, Role, User Name, Phone Number, Email Address, Approving Official, Granted Date, and Last Accessed Date.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the Existing Users List.

CPARS User: AMANDA PPMTEST | Account Details | Change Password | Sign Out

Workspace

View Performance Records

User Administration

Pending Access Requests

View Existing User Access

Reports (Admin)

View Existing User Access - 11/12/2025

User Role: Access (View)

[Spreadsheet]

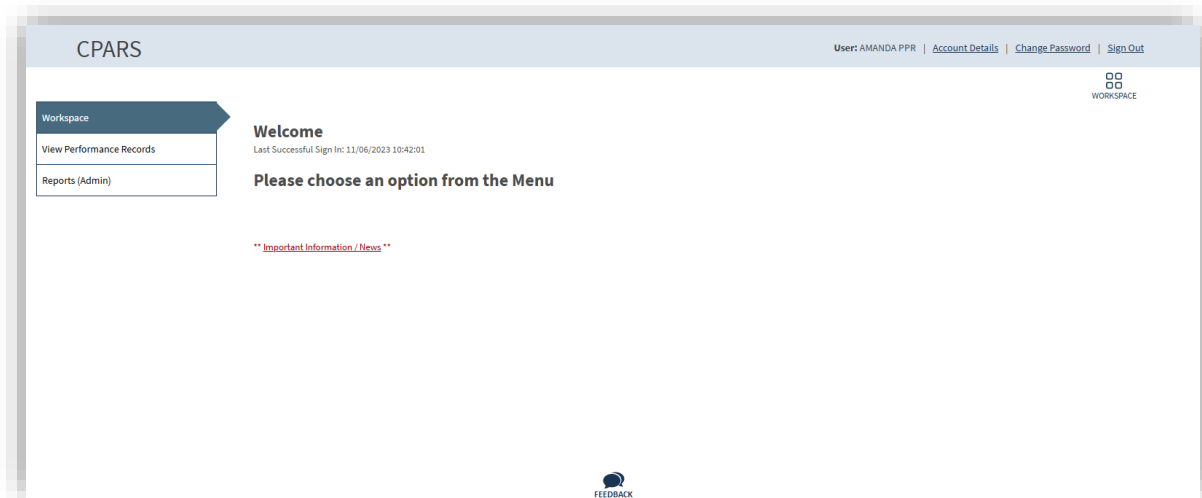
Organization	Role	User Name	Phone Number	Email Address	Approving Official	Granted Date	Last Accessed Date	
(None Selected)	Access (View)	BRAD PPR	555443333	brad.ppr@noemail.mil	Unknown			Remove Access
AIR-2.0	Access (View)	KELLY MARIE	2071111111		kelly.brennan@navy.mil	06/17/2025	10/21/2025	Remove Access
AIR-2.0	Access (View)	KELLY MARIE	2071111111		kelly.brennan@navy.mil	05/22/2024	10/21/2025	Remove Access
NAVY	Access (View)	KEN HAYES	207-438-6482		Unknown		11/10/2025	Remove Access
NSLC	Access (View)	LOGAN DOE	8885554444	logan.doe1@noemail.mil	jifang.yin@navy.mil	11/24/2020		Remove Access
NSLC	Access (View)	LOGAN DOE	8885554444	logan.doe3@noemail.mil	jifang.yin@navy.mil	11/24/2020		Remove Access

Remove Access – This option allows the Manager (View Performance) to remove a user's access. To remove a user's access, the Manager (View Performance) clicks the **Remove Access** button.

NOTE: The remaining Manager (View Performance) Menu options are also applicable at the other access levels. As such, the Reports (Admin) option is described in more detail in the [Ad Hoc](#) section.

Access (View Performance)

The Access (View Performance) user is able to view Assessment Reports, Integrity Reports, Compliance Metrics Reports, Integrity Compliance Reports, Ad Hoc Reports, Government Integrity Records, and All Awardee Proceedings. Access (View Performance) access is granted only upon the completion of an Access (View Performance) User Access Request Form available at https://cpars.cpars.gov/cpars/app/accessrequestverify_input.action?role=PPR.



View Performance Records

This option allows the Access (View Performance) user to view past performance evaluations for source selection purposes, Integrity Reports, compliance reports, all government entered Integrity Records, and all Awardee entered proceedings. To access the Manage User Access options, click the **View Performance Records** option. The View Performance Records menu options display.

Assessment Reports

Assessment Reports allows users to view past performance evaluations for source selection purposes. To run an Assessment Report, click the **View Performance Records** option. The View Performance Records menu options display click **Assessment Reports**. The Assessment Reports Parameters menu will display.

A screenshot of the 'Assessment Reports' parameters page in the CPARS application. The top header is identical to the previous screenshot. The sidebar on the left has 'Assessment Reports' highlighted. The main content area has a 'Help' link and a notice: 'Any information obtained through searching these records are considered Source Selection Sensitive and must be handled per FAR Subpart 9.1. Source Selection Officials should review the FAR 15.305(p)(2) for specific instructions for evaluating past performance information. Further, source selection officials are reminded to evaluate individual offers against the stated requirements, rather than evaluating offers against each other. Source selection officials should ensure that they aren't limiting their evaluation to just five entries, if applicable.' Below this are 'Instructions': 1. Enter one of the following qualifiers. 2. Click Show Report to list report cards for the qualifiers entered. The form includes a 'Vendor Name' field with a 'Begins with' dropdown and a text input. A 'Unique Entity ID' field with an 'Add' button is next to it. Below these is a 'Selected Unique Entity ID' dropdown currently showing '(None Selected)', with 'Remove' and 'Remove All' buttons. A link for 'Advanced Search Options' is below the dropdown. A 'Show Report' button is at the bottom right of the form area.

Assessment Reports selection allows users to enter specific qualifiers to view the evaluations for the qualifiers entered. You may enter Vendor Name, up to a combination of 5 Unique Entity ID SAM qualifiers, or use the Advanced Search Option. Enter the desired qualifiers and click the **Show Report** button.

NOTE: 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.

Click **List** to display the list of Assessment Reports for each Vendor Name.

View	Contract Number	Order Number	Period of Performance Being Assessed	CAGE Code	Product/Service Code	Business Sector	Unique Entity ID	Vendor Name	Quality	Schedule	Cost Control	Management	Small Business Subcontracting	Regulatory Compliance
<input type="checkbox"/> Chart HTML XML	AG325D23C0005	0001	01/01/2025 - 10/15/2025		C1B2	ARCHITECT-ENGINEER	TST999999999	ACME	EXCEPTIONAL	N/A	N/A	EXCEPTIONAL	N/A	SATISFACTORY
<input type="checkbox"/> Chart HTML XML	AG325D23C0006	0001	10/01/2025 - 10/20/2025		C1B2	ARCHITECT-ENGINEER	TST999999999	ACME	N/A	EXCEPTIONAL	N/A	SATISFACTORY	N/A	N/A
<input type="checkbox"/> Chart HTML XML	AG325D23C0007	0001	10/10/2025 - 10/15/2025		C1B2	ARCHITECT-ENGINEER	TST999999999	ACME	EXCEPTIONAL	N/A	N/A	EXCEPTIONAL	N/A	N/A
<input type="checkbox"/> Chart HTML XML	AG325D23C0008	0001	09/30/2025 - 10/15/2025		C1B2	ARCHITECT-ENGINEER	TST999999999	ACME	EXCEPTIONAL	N/A	N/A	N/A	N/A	N/A
<input type="checkbox"/> Chart HTML XML	AG325D23C0009	0001	01/01/2025 - 10/15/2025		C1KB	ARCHITECT-ENGINEER	TST999999999	ACME	EXCEPTIONAL	N/A	N/A	N/A	N/A	N/A
<input type="checkbox"/> Chart HTML XML	AG325D23C0010	0001	10/01/2025 - 10/15/2025		C1KB	ARCHITECT-ENGINEER	TST999999999	ACME	VERY GOOD	N/A	N/A	SATISFACTORY	VERY GOOD	N/A
<input type="checkbox"/> Chart HTML XML	AG325D23C0011	0001	10/10/2025 - 10/15/2025		C1KB	ARCHITECT-ENGINEER	TST999999999	ACME	N/A	N/A	N/A	SATISFACTORY	N/A	N/A
<input type="checkbox"/> Chart HTML XML	AG325D23C0012	0001	09/30/2025 - 10/15/2025		C1KB	ARCHITECT-ENGINEER	TST999999999	ACME	N/A	N/A	N/A	EXCEPTIONAL	N/A	VERY GOOD

Click **Spreadsheet** to create a Microsoft Excel version of the Assessment Reports (does not include the narratives).

To view the Integrity Report for the searched on UEI click the **Unique Entity ID: XXXXXXXXXX Click here to view the Integrity records(s) for Unique Entity ID: XXXXXXXXXX** link.

To view and save multiple Assessment Report files as HTML or PDF (limited to 5 assessments), you can select individual records with a check mark in the box next to the word Chart and either click **View (HTML, XML)** or use the Click **Here (HTML, PDF)** button above the table.

Chart- Click on **Chart** to view a compilation of data as a Pie Chart and bar graph depicting business ratings over a three or six-year period depending on the business sector.

View (HTML) – Click on **View (HTML)** to view the evaluation as an HTML document. **View (XML)** – Click on **View (XML)** to view the evaluation as an XML document.

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.

Integrity Reports

Integrity Reports allows users to view Integrity data, proceedings information, System for Award Management (SAM) exclusion data, and corporate relationships. To run an Integrity Report, click the **View Performance Records** option. Click **Integrity Report**. The Integrity Report Parameters menu will display.

Integrity Report Search

[Help\(HTML\)](#) [Help\(PDF\)](#)

Purpose: This report enables the viewing of Integrity Report records and allows contractor users the ability to input a comment to any posted record.

Search Instructions
Search by either Unique Entity ID or CAGE, or by selecting a filter from the dropdown list box.
Note that if you enter multiple search criteria that the Unique Entity ID will take precedence.

To search for an individual by name, search using the 'Contains' option and specify only the person's last name.

Unique Entity ID:

CAGE:

Entity Name:

Search

NOTE: It is possible in the Integrity application that an entity may not have a CAGE Code. If you search by CAGE and do not get the entity you are looking for, try using the 'Name' search option. Note that some of the extended

systems, such as the Performance Information section of SAM, do not require Unique Entity ID. If your search of the system does not produce a Performance Information section of SAM record, you can go directly to <https://www.sam.gov/> and use the 'Advanced Search' option to locate the entity of interest.

To search for an individual by name, search using the 'Contains' option and specify only the person's last name. Enter the desired qualifiers and click the Search button. The Integrity Search Results page will display.

NOTE: 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.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

- View Performance Records
- Assessment Reports
- Integrity Reports**
- Compliance Metrics Report
- Integrity Compliance Report
- Government Integrity Records
- All Awardee Proceedings
- Reports (Admin)

Entity: ACME
Unique Entity ID: TST999999999
CAGE: EEEEE
Date Integrity search conducted: 11/12/2025 15:42:15

Search Results

View Corporate Relationships

Integrity Data

Report Type	Records	Count
Administrative Agreement	Yes	12
Defective Pricing	Yes	7
DoD Determination of Contractor Fault	Yes	4
Information on Trafficking in Persons	Yes	3
Material Failure to Comply with Closeout Requirements	Yes	9
Non-Responsibility Determination	Yes	1
Recipient Not-Qualified Determination	Yes	3
Subcontractor Payment Issues	Yes	5
Termination for Cause	Yes	15
Termination for Default	Yes	9
Termination for Material Failure to Comply	Yes	3

Details of Selected Extended System Source

Proceedings Information as Entered by the Entity in SAM.gov

*** No Entity Management section of SAM records were found for Unique Entity ID TST999999999.

Performance Evaluations

Awardee	Unique Entity ID	Status/Count
ACME	TST999999999	243 Click here to view Performance Evaluations

SAM Exclusion Data

*** No matching SAM records were found based on the search criteria entered. You may want to search the Entity Information section of SAM directly at <https://www.sam.gov/> and use the 'Exclusions' option to locate the entity of interest.

Integrity Data

The Integrity Data table at the top of the screen displays the different types of Integrity records. If an awardee/contractor has an Integrity record of a particular type, the Records column in the table will display [Yes](#) and the Count column will display the number of records of that type.

To view a record of a particular type, click the [Yes](#) link in the table.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

- View Performance Records
- Assessment Reports
- Integrity Reports**
- Compliance Metrics Report
- Integrity Compliance Report
- Government Integrity Records
- All Awardee Proceedings
- Reports (Admin)

Entity: ACME
Unique Entity ID: TST999999999
CAGE: EEEEE
Date Integrity search conducted: 11/12/2025 15:42:15

Search Results

View Corporate Relationships

Integrity Data

Report Type	Records	Count
Administrative Agreement	Yes	12
Defective Pricing	Yes	7
DoD Determination of Contractor Fault	Yes	4
Information on Trafficking in Persons	Yes	3
Material Failure to Comply with Closeout Requirements	Yes	9
Non-Responsibility Determination	Yes	1
Recipient Not-Qualified Determination	Yes	3
Subcontractor Payment Issues	Yes	5
Termination for Cause	Yes	15
Termination for Default	Yes	9
Termination for Material Failure to Comply	Yes	3

Back

Details of Selected Report Type

Report Date	Report Type	Contract/Grant Funding Number
05/08/2024	Recipient Not-Qualified Determination	TEST435776879
06/25/2024	Recipient Not-Qualified Determination	ERFOSRT34646435
12/05/2023	Recipient Not-Qualified Determination	EUAEUIT435345

Details of Selected Extended System Source

Proceedings Information as Entered by the Entity in SAM.gov

*** No Entity Management section of SAM records were found for Unique Entity ID TST999999999.

If there are multiple records of that type, a Details of Selected Report Type table will display at the bottom of the screen. The table will indicate the Report Date and document number for each record.

To view an individual record, click on the [Report Type](#) link in the row for that record. The record will display at the bottom of the screen.

CPARS User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Entity: ACME
Unique Entity ID: TST99999999
CAGE: EEEEE
Date Integrity search conducted: 11/12/2023 15:42:15

Integrity Data

Report Type	Records	Count
Administrative Agreement	163	12
Defective Pricing	163	7
DuD Determination of Contractor Fault	163	4
Information on Trafficking in Persons	163	3
Material Failure to Comply with Closeout Requirements	163	9
Non-Responsibility Determination	163	1
Recipient Not-Qualified Determination	163	3
Subcontractor Payment Issues	163	5
Termination for Cause	163	15
Termination for Default	163	9
Termination for Material Failure to Comply	163	3

[Back](#) Selected Individual Occurrence Report Record

ATTACHMENT	Report Date	Report Type	Contract/Grant Funding Number
CLICK HERE	05/08/2024	Recipient Not-Qualified Determination	TEST435776879

Document Information

Data Field	Value
Record Type:	Recipient Not-Qualified Determination
Action Date:	05/08/2024
Funding Opportunity Number:	TEST435776879
Assistance Number:	10.763

Awardee Information

Data Field	Value
Unique Entity ID:	TST999999999
CAGE Code:	EEEEEE
Awardee Name:	TEST COMPANY (WITH) NINE 9'S
Doing Business As:	
Address (1):	PRACTICE COMPANY
Address (2):	38 KITTY STREET
City:	PORTSMOUTH

CLICK HERE- Click the [CLICK HERE](#) link to view the attachment that was upload to the Integrity Record.

Proceedings Information as Entered by the Entity in SAM.gov

This section will display whether the Entity has entered any Proceedings Information into SAM. If information has been entered, the information will display.

Performance Evaluations

This section will display whether the Entity has any performance evaluations entered in the system. To view the Performance Evaluations for the Entity, click the [Click here to view Performance Evaluations](#) link or use the Assessment Reports option. (See [Assessment Reports](#) Section for more specific information)

SAM Exclusion Data

This section will display any exclusion record from SAM.gov. Indicating that the individual or Entity listed is disqualified from receiving any federal government contracts.

Compliance Metrics Reports

The Compliance Metrics Report is used to review compliance with past performance reporting requirements by comparing contracts entered into the Federal Procurement Data System (FPDS) and completed evaluations. To run a Compliance Metrics Report, click the **View Performance Records** option. Click **Compliance Metrics Report**. The Compliance Metrics Report Parameters menu will display.

CPARS User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

- View Performance Records
- Assessment Reports
- Integrity Reports
- Compliance Metrics Report**
- Integrity Compliance Report
- Government Integrity Records
- All Awardee Proceedings
- Reports (Admin)

Compliance Metrics Report

[Compliance Metrics Report Logic \(HTML\) \(PDF\)](#)

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency ID
4. Click Run Report

Note: Data used in the compliance report only includes contracts at or above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Enter the desired qualifiers and click the **Run Report** button or to list all Agencies click the **Run Report** button. The Compliance Report will display.

CPARS User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

- View Performance Records
- Assessment Reports
- Integrity Reports
- Compliance Metrics Report**
- Integrity Compliance Report
- Government Integrity Records
- All Awardee Proceedings
- Reports (Admin)

Compliance Metrics Report

[Compliance Metrics Report Logic \(HTML\) \(PDF\)](#)

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency ID
4. Click Run Report

Note: Data used in the compliance report only includes contracts at or above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format

Last Run Date: Thursday, November 13, 2025, 10 PM Eastern Time

Action	Agency ID	Agency Name	Contract Count	Contract Completed Count	%
Get Detail	0500	GOVERNMENT ACCOUNTABILITY OFFICE	2	0	0
Get Detail	1145	PEACE CORPS	10	1	10
Get Detail	1152	OTHER	7	1	14.29
Get Detail	1200	AGRICULTURE, DEPARTMENT OF	121	0	0
Get Detail	1300	COMMERCE, DEPARTMENT OF	8	0	0
Get Detail	1400	INTERIOR, DEPARTMENT OF THE	6	0	0

Click the [Here](#) button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Agency's contract numbers and their individual compliance.

Click the applicable Agency ID to display the Compliance Metrics at the Contracting Office ID Level.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Compliance Metrics Report

Compliance Metrics Report Logic (HTML) (PDF)

Instructions

1. Enter 4-digit Fiscal Year of contract award.

2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.

3. Select Agency ID

4. Click Run Report

Note: Data used in the compliance report only includes contracts at or above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format

Last Run Date: Thursday, November 13, 2025, 10 PM Eastern Time

Action	Agency ID	Agency Name	Contract Count	Contract Completed Count	%
Get Detail	4700	DEPT OF THE NAVY	89	1	1.12
Get Detail	2100	DEPT OF THE ARMY	44	0	0
Get Detail	5700	DEPT OF THE AIR FORCE	18	1	5.56
Get Detail	9776	USTRANSCOM	2	0	0
Get Detail	97A6	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)	5	0	0
Get Detail	97A5	DEFENSE LOGISTICS AGENCY	232	0	0
Get Detail	97A2	DEFENSE COMMISSARY AGENCY (DECA)	2	0	0

Click the [Here](#) button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Agency's contract numbers and their individual compliance.

Click the applicable Agency ID to display the Compliance Metrics at the Contracting Office ID Level.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Compliance Metrics Report

Compliance Metrics Report Logic (HTML) (PDF)

Instructions

1. Enter 4-digit Fiscal Year of contract award.

2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.

3. Select Agency ID

4. Click Run Report

Note: Data used in the compliance report only includes contracts at or above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format

Last Run Date: Thursday, November 13, 2025, 10 PM Eastern Time

Agency ID	Agency Name	Contracting Office ID	Contracting Office	Contract Count	Contract Completed Count	%
5700	DEPT OF THE AIR FORCE	FA4484	87 CONS LGC	1	0	0
5700	DEPT OF THE AIR FORCE	FA2521	45 CONS LGC	1	0	0
5700	DEPT OF THE AIR FORCE	FA3020	82 CONS LGC	1	0	0
5700	DEPT OF THE AIR FORCE	FA8224	OL H PZI PZIM	1	0	0
5700	DEPT OF THE AIR FORCE	FA4497	436 CONS LGC	1	0	0
5700	DEPT OF THE AIR FORCE	FA8523	AFLCMC WNKD	1	0	0
5700	DEPT OF THE AIR FORCE	FA4417	1 SOCONS LGC	2	0	0
5700	DEPT OF THE AIR FORCE	FA8611	AFLCMC WWUK	4	0	0
5700	DEPT OF THE AIR FORCE	FA8124	AFLCMC LPK	1	0	0
5700	DEPT OF THE AIR FORCE	FA8534	AFLCMC WNKAC	1	0	0

Click the [Here](#) button above the table to export the data columns displayed, into a Microsoft Excel Spreadsheet.

Click the applicable Agency ID to display the Compliance Metrics at the Detailed Office ID Level.

75

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Compliance Metrics Report

Compliance Metrics Report Logic (HTML) (PDF)

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency ID
4. Click Run Report

Note: Data used in the compliance report only includes contracts at or above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format

Last Run Date: Thursday, November 13, 2025, 10 PM Eastern Time

Agency ID	Agency Name	Contracting Office ID	Contracting Office	Contract Number	Contract Order Number	Date Signed	Completion Date	Base and All Options Value	Unique Entity ID	Vendor Name	Compliant
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0001	05-APR-2023	03-APR-2024	\$160,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0002	19-APR-2023	17-APR-2024	\$175,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0003	06-MAY-2023	04-MAY-2024	\$1,000,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0004	20-MAY-2023	18-MAY-2024	\$2,500,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0005	05-APR-2023	03-APR-2024	\$160,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0006	19-APR-2023	17-APR-2024	\$175,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0007	06-MAY-2023	04-MAY-2024	\$1,000,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0008	20-MAY-2023	18-MAY-2024	\$2,500,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0009	05-APR-2023	03-APR-2024	\$160,000.00	U993999999999	UAT993 COMPANY	NO
U993	UAT993	U99320	U993 OFFICE 20	U9930417A0009	U9930417F0010	19-APR-2023	17-APR-2024	\$175,000.00	U993999999999	UAT993 COMPANY	NO

Click the [Here](#) button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Integrity Compliance Report

The Integrity Compliance Metrics is used to review compliance with Integrity reporting requirements for Terminations for Default and Cause. The Integrity Compliance Metrics compare contracts/orders entered into the Federal Procurement Data System (FPDS) with those contracts/orders reported in Integrity. To run an Integrity Compliance Report, click the **View Performance Records** option. Click **Integrity Compliance Report**. The Compliance Metrics Report Parameters menu will display.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Integrity Compliance Metrics Report

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency ID
4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Enter the desired qualifiers and click the **Run Report** button or to list all Agencies click the **Run Report** button. The Compliance Report will display.

76

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Integrity Compliance Metrics Report

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency ID
4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Integrity Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format
Last Run Date: Friday, November 7, 2025, 3 AM Eastern Time

Action	Agency ID	Agency Name	Contract Count	Contract Completed Count	%
Get Detail	1200	AGRICULTURE, DEPARTMENT OF	3	0	0
Get Detail	4700	GENERAL SERVICES ADMINISTRATION	3	0	0
Get Detail	9700	DEPT OF DEFENSE	30	8	26.67

Click the [Here](#) button above the table to export the data columns displayed, into a Microsoft Excel Spreadsheet

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Agency's contract numbers and their individual compliance.

Click the applicable Agency ID to display the Compliance Metrics at the Office ID Level.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Integrity Compliance Metrics Report

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency ID
4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Integrity Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format
Last Run Date: Friday, November 7, 2025, 3 AM Eastern Time

Action	Agency ID	Agency Name	Contract Count	Contract Completed Count	%
Get Detail	1700	DEPT OF THE NAVY	28	7	25
Get Detail	2100	DEPT OF THE ARMY	1	0	0
Get Detail	5700	DEPT OF THE AIR FORCE	1	1	100

Back

Click the [Here](#) button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Agency's contract numbers and their individual compliance.

Click the applicable Agency ID to display the Compliance Metrics at the Agency Level.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Integrity Compliance Metrics Report

Instructions

1. Enter 4-digit Fiscal Year of contract award.
 2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
 3. Select Agency ID
 4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Integrity Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format
 Last Run Date: Friday, November 7, 2025, 3 AM Eastern Time

Agency ID	Agency Name	Contracting Office ID	Contracting Office	Contract Count	Contract Completed Count	%
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	28	7	25

Back

Click the [Here](#) button above the table to export the data columns displayed, into a Microsoft Excel Spreadsheet.

Click the applicable Agency ID to display the Compliance Metrics at the Detailed Office ID Level.

CPARS

User: AMANDA PPR | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Integrity Compliance Metrics Report

Instructions

1. Enter 4-digit Fiscal Year of contract award.
 2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
 3. Select Agency ID
 4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

Fiscal Year: (Leave blank for all years - 4 digit year required)

Fiscal Quarter: (Enter: 1, 2, 3 or 4)

Agency ID:

Run Report

Integrity Compliance Report List Download: Click [here](#) to download data in Microsoft Excel Format
 Last Run Date: Friday, November 7, 2025, 3 AM Eastern Time

Agency ID	Agency Name	Contracting Office ID	Contracting Office	Contract Number	Contract Order Number	FPDS-NG Termination Type	Integrity Termination Type	Compliant
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0001		Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0002		Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0003		Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0004		Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011		Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011		Termination for Default		NO
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011	0001	Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011	0002	Termination for Default	Termination for Default	YES
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011	0003	Termination for Default		NO
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011	0004	Termination for Default		NO
1700	DEPT OF THE NAVY	N00019	NAVAL AIR SYSTEMS COMMAND	FAPIS21C0011	0005	Termination for Default		NO

Click the [Here](#) button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Government Integrity Records

This option allows users to view a list of all government entered Integrity records. Users can choose to obtain a list of all Government entered Integrity Records, All Government entered Contract Based Integrity Records, or All Government entered Grant Based Integrity Records. To run a Government-Entered Integrity Record listing, click the **View Performance Records** option. Click **Government Integrity Records**. The Government-Entered Integrity Records screen will display.

78

CPARS

User: AMANDA PPR | Account Details | Change Password | Sign Out

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Government-Entered Integrity Records

All Integrity Records

Search

Clicking this button will return a summary of All Government-entered Integrity Records:

1.) Termination for Default

2.) Termination for Cause

3.) Termination for Material Failure to Comply

4.) Non-Responsibility Determination

5.) Recipient Not-Qualified Determination

6.) Defective Pricing

7.) Administrative Agreement

8.) DoD Determination of Contractor Fault

9.) Subcontractor Payment Issues

10.) Information on Trafficking in Persons

11.) Material Failure to Comply with Closeout Requirements

Applicable regulations include Federal Acquisition Regulation (FAR) Subpart 9.105-2, 9.406-3, and 42.1503; and Defense FAR Supplement 209.105-270.

Data returned by this search will not contain suspensions or debarments.

Please access the Performance Information section of SAM at <https://www.sam.gov/> if you wish to download all suspension and debarment data.

All Contract Based Integrity Records

All Grant Based Integrity Records

Click on **Search** for the applicable list. The list of All Government-entered records for the selected list will display.

CPARS

User: AMANDA PPR | Account Details | Change Password | Sign Out

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

Integrity Records

Below is a summary of all Terminations for Default, Terminations for Cause, Terminations for Material Failure to Comply, Material Failure to Comply with Closeout Requirements, Non-responsibility Determinations, Recipient Not Qualified Determinations, Defective Pricing Determinations, Administrative Agreements, DoD Determinations of Contractor Fault, Subcontractor Payment Issues and Information on Trafficking in Persons reported to Integrity Records by federal government personnel. Applicable regulations include Federal Acquisition Regulation (FAR) Subpart 9.105-2, 9.406-3, and 42.1503; and Defense FAR Supplement 209.105-270. This list does not include suspensions or debarments. Please access the Performance Information section of SAM at <https://www.sam.gov/> if you wish to download all suspension and debarment data. Click the link below to download all data elements associated with each of the listed items.

Click download spreadsheet to see all of the report details or click on the Awardee Name to see the summary report for that Awardee

Download all Integrity Records: Click [here](#) to download data in Microsoft Excel format

Click on the column header to sort

CAGE Code	Unique Entity ID	Awardee Name	Record Type	Record Date	Contract/Grant Number	Referenced Number	Agency	Solicitation/Funding Number	Subcontract
3JZF0	CSYKL3H0QET7	NATIONWIDE POWER SOLUTIONS, INC	Termination for Cause	03/01/2023	N4511223D0005		DEPT OF THE NAVY		
4BF11	EMMTCC00M4K39	MUNICIPALITY OF SAN JUAN	Administrative Agreement	03/01/2024			DEPT OF THE NAVY		
	FGMSNBBDLE13	STITCH COMPANY	Administrative Agreement	05/14/2025			UAT991		
	GWFB0Y413N79	NORTHROP GRUMMAN GUIDANCE AND ELECT	Termination for Cause	04/13/2023	N6523608D2112		DEPT OF THE NAVY		
32B05	JKJ7JTLJH86	IGOV TECHNOLOGIES, INC.	Administrative Agreement	12/31/2021			DEPT OF THE NAVY		
32B05	JKJ7JTLJH86	IGOV TECHNOLOGIES, INC.	Administrative Agreement	06/17/2021			DEPT OF THE NAVY		
	KOWNAK2YME61	THE BOEING CO	Administrative Agreement	11/01/2024			DEPT OF THE NAVY		
3CU00	MUWCARQ2UHYC3	LOCKHEED MARTIN CORPORATION	Material Failure to Comply with Closeout Requirements	04/11/2024	FUNDID24C0007		DEPT OF THE NAVY		
3CU00	MUWCARQ2UHYC3	LOCKHEED MARTIN CORPORATION	Non-Responsibility Determination	04/11/2024			DEPT OF THE NAVY	FUNDID24C0009	
3CU00	MUWCARQ2UHYC3	LOCKHEED MARTIN CORPORATION	Non-Responsibility Determination	04/11/2024			DEPT OF THE NAVY	FUNDID24C0018	
	PGJUNOLEX05	NAVANTIA REPARACIONES SAN FERNANDO	Termination for Cause	02/02/2023	N0018913D0049		DEPT OF THE NAVY		
	56ZAF6QVQW171	TEST LLC	Administrative Agreement	07/25/2024			DEPT OF THE NAVY		
CPAR1	TST444444444	TEST COMPANY3 LLC	DoD Determination of Contractor Fault	06/16/2024	BETA123123		DEPT OF THE AIR FORCE		
CPAR1	TST444444444	TEST COMPANY3 LLC	Recipient Not-Qualified Determination	06/17/2024			DEPT OF THE AIR FORCE	TESTBETA123	
CPAR2	TST555555555	TEST COMPANY2 LLC	Termination for Cause	04/09/2024	N0001924DPSC2		DEPT OF THE NAVY		
	TST777777777	ACME	Termination for Cause	01/01/2021	FAPIS22C0001		DEPT OF THE NAVY		
CPAR5	TST999999999	TEST COMPANY LLC	Administrative Agreement	10/04/2021			ENERGY, DEPARTMENT OF		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Termination for Default	06/03/2024	123456789		DEPT OF THE AIR FORCE		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Defective Pricing	06/01/2025	BETATEST123456789		UAT990		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Material Failure to Comply with Closeout Requirements	11/02/2021	FAPISRECORDNEWTEST123		ENERGY, DEPARTMENT OF		
EEEE	TST999999999	ACME	Defective Pricing	04/01/2025	FUNDID25C0001		DEPT OF THE NAVY		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Defective Pricing	06/30/2025	GHSFH4436456456		DEPT OF THE NAVY		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Defective Pricing	06/18/2024	HYUUT17578587		DEPT OF THE NAVY		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Material Failure to Comply with Closeout Requirements	06/30/2025	JDFHJDHJKDVTYUTYU		UAT991		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Termination for Default	04/30/2024	MEDID24F0101		DEPT OF THE NAVY		
EEEE	TST999999999	TEST COMPANY WITH NINE 9'S	Termination for Cause	04/30/2024	MEDID24F0102		DEPT OF THE NAVY		

Click the [here](#) link at the top of the report to download data in Microsoft Excel format.

Click on the applicable CAGE Code, Unique Entity ID, or Awardee Name to view the Entity's Integrity Record. (See **Integrity Reports Section for more specific information**)

All Awardee Proceedings Report

This option allows users to view a list of all Awardee entered Proceedings. To run a list of All Awardee Proceedings, click the **View Performance Records** option. Click **All Awardee Proceedings**. The All Awardee Proceedings Records list will display.

Workspace

View Performance Records

Assessment Reports

Integrity Reports

Compliance Metrics Report

Integrity Compliance Report

Government Integrity Records

All Awardee Proceedings

Reports (Admin)

All Awardee Proceedings

Below is a summary of all the responses where potential federal government awardees have reported, via their registration in the Entity Management section of SAM database, in accordance with Federal Acquisition Regulation (FAR) clause 52.209-7, that they have answered 'yes' to Questions 1 and 2 shown below.

Question for Answer 1:

Does your business or organization (represented by the Unique Entity ID on this specific Entity Management section of SAM record) have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Question for Answer 2:

Within the last five years, has your business or organization (represented by the Unique Entity ID on this specific Entity Management section of SAM record) and/or any of its principals, in connection with the award to or performance by your business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Click download spreadsheet to see all of the report details or click on the Unique Entity ID to see the summary report for that Awardee

Download All Awardee-entered proceedings information: Click [here](#) to download data in Microsoft Excel format

Column heading for Proceedings information (html)

Click on the column header to sort

Unique Entity ID	Legal Business Name	Street Address	City	State/Province	Postal Code	Country Code	Answer1	Answer2	Instrument Number
MCCLANASKX26	TEAM APACHE SYSTEMS LLC	5600 SAND LAKE ROAD MP228	ORLANDO	FL	328198907	USA	Y	Y	"See registration for 02GJ5 - Third Proceeding"
DUDMFJW23VC8	TWO ANGELS ACADEMY LLC	8927 LEM TURNER RD	JACKSONVILLE	FL	322262266	USA	Y	Y	1
DUDMFJW23VC8	TWO ANGELS ACADEMY LLC	8927 LEM TURNER RD	JACKSONVILLE	FL	322262266	USA	Y	Y	1
GTRUJUMQNM4M7	LOCKHEED MARTIN CORPORATION	17100 MURPHY AVE	IRVINE	CA	926145916	USA	Y	Y	NOTAPPLICABLE
EJLUMCE59JD5	LOCKHEED MARTIN CORPORATION	9500 GOWIN DR 400043	MANASSAS	VA	201104166	USA	Y	Y	NOTAPPLICABLE
GWHYF37SG6L8	ROSELLE SENIOR CITIZENS HOUSING	250 W 2ND AVE STE A	ROSELLE	NJ	072031122	USA	Y	Y	9082415414
K177SKW9GUX6	HELICOPTER SUPPORT, INC.	110 E STEWART HUSTON DR	COATESVILLE	PA	193201646	USA	Y	Y	See registration for 02GJ5 - Third Proceeding
K177SKW9GUX6	HELICOPTER SUPPORT, INC.	110 E STEWART HUSTON DR	COATESVILLE	PA	193201646	USA	Y	Y	See registration for 02GJ5 - Second Proceeding
K177SKW9GUX6	HELICOPTER SUPPORT, INC.	110 E STEWART HUSTON DR	COATESVILLE	PA	193201646	USA	Y	Y	N/A
RCBELLPK6JL4	BLOOSM BEAUTY LLC	15776 WOODINGHAM DR	DETROIT	MI	482381250	USA	Y	Y	339113
RCBELLPK6JL4	BLOOSM BEAUTY LLC	15776 WOODINGHAM DR	DETROIT	MI	482381250	USA	Y	Y	335110
EQM9FHCENH3	VILLE PLATTE HOUSING AUTHORITY	724 N THOMPSON ST	VILLE PLATTE	LA	705863064	USA	Y	Y	2019
XJJBNNWKKM57	LOUIS BERGER GROUP, INC., THE	412 MOUNT KEMBLE AVE	MORRISTOWN	NJ	079606666	USA	Y	Y	XXXXXXX
YDVNCVFANH4	RALEIGH, CITY OF	222 W HARGETT ST	RALEIGH	NC	276011316	USA	Y	Y	DV-2017-0068
XBTSTPCDWL3	SACRAMENTO REGIONAL TRANSIT DIST.	1400 29TH ST	SACRAMENTO	CA	958166406	USA	Y	Y	CA-54-0039
PPLZG8J8ND4	RAYTHEON TECHNOLOGIES CORPORATION	870 WINTER ST	WALTHAM	MA	024511449	USA	Y	Y	Various
GNSAFL8QZ85	DISTRICT OF COLUMBIA, GOVERNMENT OF	1800 MARTIN LUTHER KING JR AVE SE	WASHINGTON	DC	200206900	USA	Y	Y	2011-PH-1005
QNIJRCFY7JDJ5	RAYTHEON TECHNOLOGIES CORPORATION	400 MAIN ST	EAST HARTFORD	CT	061183811	USA	Y	Y	F3365784C2014
K072YL834NT6	LOCKHEED MARTIN CORPORATION	100 GLOBAL INNOVATION CIR	ORLANDO	FL	328255002	USA	Y	Y	See Registration 02GJ5 - First Proceeding
K072YL834NT6	LOCKHEED MARTIN CORPORATION	100 GLOBAL INNOVATION CIR	ORLANDO	FL	328255002	USA	Y	Y	See Registration 02GJ5 - Second Proceeding
K072YL834NT6	LOCKHEED MARTIN CORPORATION	100 GLOBAL INNOVATION CIR	ORLANDO	FL	328255002	USA	Y	Y	See Registration 02GJ5 - Third Proceeding
W6G2ZARTADW3	NOVARTIS PHARMACEUTICALS CORPORATION	1 HEALTH PLZ	EAST HANOVER	NJ	079361016	USA	Y	Y	V79YD30268
HUP4JZG1FUL9	LOCKHEED MARTIN CORPORATION	1801 STATE RT 17 C	OWEGO	NY	138273900	USA	Y	Y	See registration for 02GJ5 - Third Proceeding

Click the [here](#) link at the top of the report to download data in Microsoft Excel format.

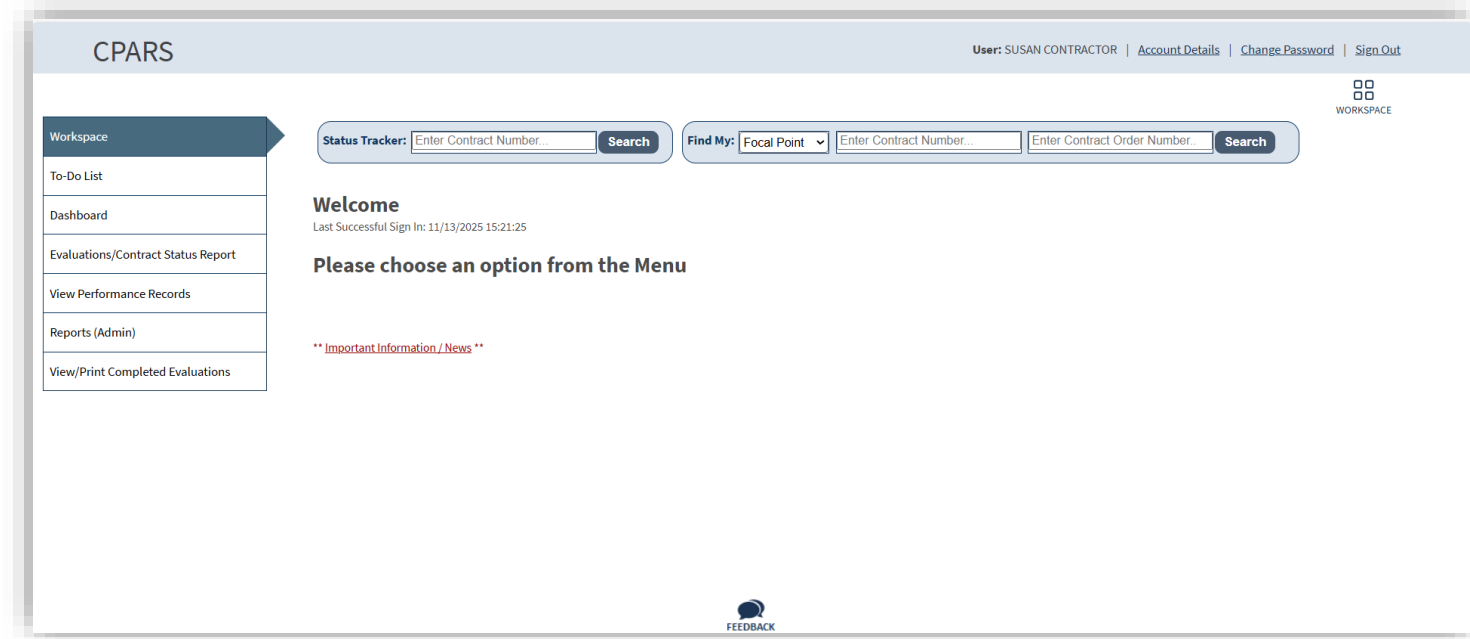
Click on the applicable Unique Entity ID or Legal Business to view the Entity's Integrity Record. **(See Integrity Reports Section for more specific information)**

NOTE: The remaining Access (View Performance) Menu options are also applicable at the other access levels. As such, the Reports (Admin) option is described in more detail in the [Ad Hoc](#) section.

Senior Contractor Representative

The Senior Contractor Representative access level allows a designated corporate official to view in-process evaluations when statused at the Contractor Representative level, and all completed evaluations. Additional features at this level allow the Senior Contractor Representative to quickly identify evaluations that have been sent to the company for comment and respond to Integrity Records. Senior Contractor Representative access is provided by submitting a request from the Access Info section at <https://cpars.gov/access.htm>.

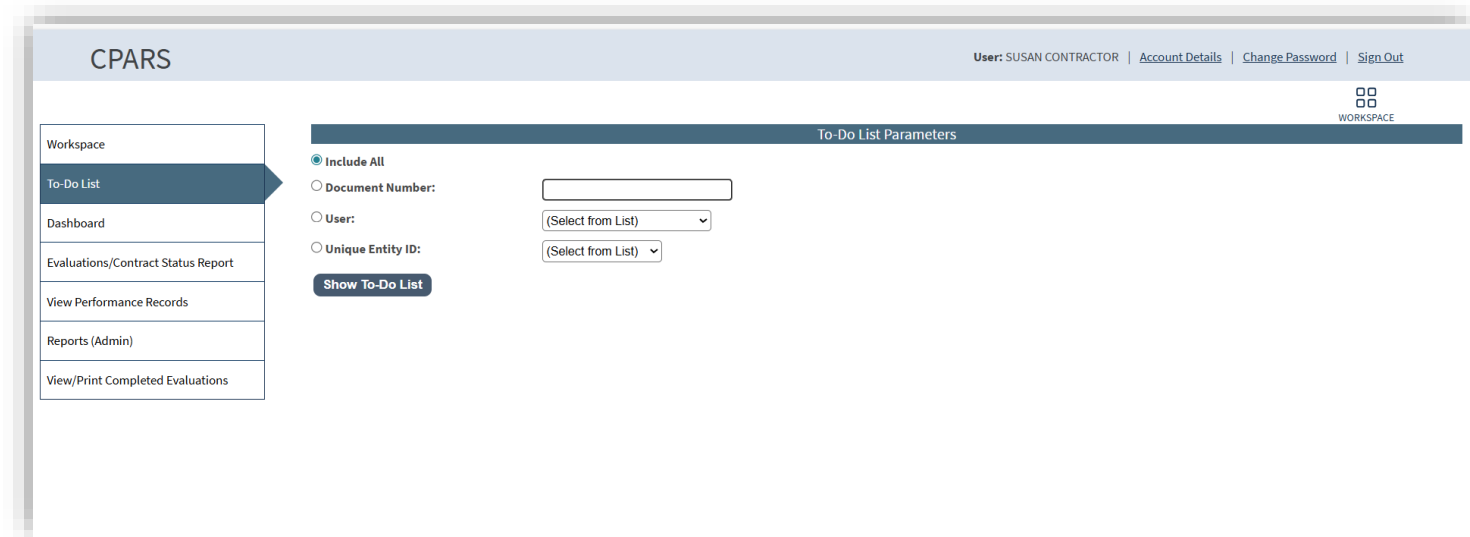
NOTE: This access level will **not** allow you to comment on a performance assessment or evaluation.



The screenshot shows the CPARS dashboard for a Senior Contractor Representative. The header includes the CPARS logo, user information (User: SUSAN CONTRACTOR), and links for Account Details, Change Password, and Sign Out. A left sidebar contains a menu with options: Workspace, To-Do List, Dashboard, Evaluations/Contract Status Report, View Performance Records, Reports (Admin), and View/Print Completed Evaluations. The main content area features a 'Status Tracker' and 'Find My' search bar, a 'Welcome' message with the last successful sign-in time, and a prompt to 'Please choose an option from the Menu'. A red link for '** Important Information / News **' is also visible. A 'FEEDBACK' icon is located at the bottom center.

To-Do List

This option allows the Senior Contractor Representative to identify all evaluations that have been forwarded to the corporation, its divisions or subsidiaries, for contractor review and comment. The evaluations identified on this list require contractor review and comment and should be returned to the Government by the required due date or they will be closed by the Government without contractor review and comment. Click **To-Do List** and the To-Do List Parameters screen displays.



The screenshot shows the 'To-Do List Parameters' screen in the CPARS system. The header is identical to the dashboard. The left sidebar is the same, but 'To-Do List' is highlighted. The main content area is titled 'To-Do List Parameters' and contains three radio button options: 'Include All' (selected), 'Document Number:', and 'User:'. Below these are input fields for 'Document Number:', 'User:', and 'Unique Entity ID:', each with a '(Select from List)' dropdown. A 'Show To-Do List' button is located at the bottom of the form.

To view a list of all evaluations within the Senior Contractor Representative's area of responsibility, the Senior Contractor Representative selects **Include All**. Select **Contract Number** and enter a specific contract number to

limit the search to one contract. The Senior Contractor Representative can limit the To-Do List to a specific Contractor Representative by selecting **User** and selecting the appropriate name from the drop-down box. Finally, the To-Do List can be limited to one of the corporation's assigned Unique Entity ID numbers by selecting **Unique Entity ID** and selecting the Unique Entity ID from the drop-down box. Select the desired parameter and then click the **Show To-Do List** button. A list of evaluations will display.

Document Number	Record Type	Unique Entity ID	PoP/Action Date	Role	Action Required	Assigned Date	Due Date	User
N4511223D2023	Evaluation	TST999999999	08/23/2022 - 08/22/2023	Contractor Rep	Input Comments	09/18/2025	11/17/2025 02:11:23	AMANDA TEST
N4511223D2023	Evaluation	TST999999999	08/23/2022 - 08/22/2023	Contractor Rep	Input Comments	09/18/2025	11/17/2025 02:11:23	AMANDA
N4511223D2023	Evaluation	TST999999999	08/23/2022 - 08/22/2023	Contractor Rep	Input Comments	09/18/2025	11/17/2025 02:11:23	ABRAHAM LINCOLN
AG32SD23C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 10:12:40	NICOLE
AG32SD23C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 10:12:56	NICOLE
AG32SD24C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 11:12:23	NICOLE
AG32SD24C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 11:12:51	NICOLE
AG32SD25C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/10/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 11:12:15	NICOLE
AG32SD25C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 11:12:47	NICOLE
DEPTAD23C0005 0001	Evaluation	TST999999999	01/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 01:12:32	NICOLE
DEPTAD23C0006 0001	Evaluation	TST999999999	10/01/2025 - 10/25/2025	Contractor Rep	Input Comments	10/27/2025	12/26/2025 02:12:55	NICOLE

This report displays Document Number, Record Type, Unique Entity ID, Period of Performance/Action Date, Role, Action Required, Assigned Date, Due Date, and User.

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper left hand corner to create a Microsoft Excel version of the To-Do List.

User – Allows the Senior Contractor Representative to view the Contractor Representative's profile information, including name, title, organization, email address, and phone number. Click the **User** to see the user profile information. Click the **Close** button to return to previous screen.

Return to the To-Do List Parameters button allows the Senior Contractor Representative to select new qualifiers and run another report.

Dashboard

This option provides the Senior Contractor Representative with a variety of reports depending on the user's access level. These reports are used to help users monitor the status of the CPARS process. (See **Dashboard Section for more specific information**)

View Performance Records

This option allows the Senior Contractor Representative to view their organization's past performance evaluations and Integrity Reports available for source selection purposes. To access the View Performance Records options, click the **View Performance Records** option. The View Performance Records menu options display.

Assessment Reports

This option allows Senior Contractor Representative users to view past performance evaluations available for source selection purposes for their organization. To run an Assessment Report, click the **View Performance Records** option. Click **Assessment Reports**. The Assessment Report Parameters menu will display.

CPARS User: SUSAN CONTRACTOR | Account Details | Change Password | Sign Out

Assessment Reports

Help

Any information obtained through searching these records are considered Source Selection Sensitive and must be handled per FAR Subpart 9.1. Source Selection Officials should review the FAR 15.305(a)(2) for specific instructions for evaluating past performance information. Further, source selection officials are reminded to evaluate individual offers against the stated requirements, rather than evaluating offers against each other. Source selection officials should ensure that they aren't limiting their evaluation to just five entries, if applicable.

Instructions:

1. Enter one of the following qualifiers.
2. Click Show Report to list report cards for the qualifiers entered.

Enter Contract Activity/DODAAC, Contract Number and/or Delivery Order Number.

Contract Activity/DODAAC:

Contract Number:

Delivery Order Number:

Enter Assessment End Dates After or Before or use both for inclusive.

Assessment End Dates - After: and/or Before: mm/dd/yyyy

Select one item from the Agency list (the agency that submitted the record).

Agency:

Select one item from the Business Sector or Subsector list.

Business Sector:

Business Subsector:

Select one item from the CAGE Code or Unique Entity ID list.

CAGE Code:

Unique Entity ID:

Enter either the Product/Service Code or Principal NAICS Code.

Product/Service Code: [Look Up](#)

Principal NAICS Code: [Look Up](#)

Enter Awarded Values Above or Below or use both for inclusive.

Awarded Value - Above: and/or Below:

[Show Report](#)

Assessment Reports selection allows users to enter specific qualifiers to view the evaluations for the qualifiers entered. Enter the desired qualifiers and click the **Show Report** button.

NOTE: The user can retrieve all reports by just clicking the Show Report button.

CPARS User: SUSAN CONTRACTOR | Account Details | Change Password | Sign Out

Assessment Reports

Back

TST999999999 (9)

View	XML	Contract Number	Order Number	Period of Performance Being Assessed	CAGE Code	Product/Service Code	Business Sector	Unique Entity ID	Vendor Name
view	XML	5D98568SH5D9856		04/12/2022 - 01/23/2023	EEEE	X1EE	NONSYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	HELPDESKPRAC2		08/25/2021 - 08/24/2022	EEEE	9999	NONSYSTEMS	TST999999999	LEARN CO
view	XML	HELPDESKPRAC4		09/05/2022 - 09/15/2022	EEEE	5825	SYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	LEHTEST0000001		12/14/2022 - 11/30/2023	EEEE	5306	NONSYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	N4511222D1234		10/02/2021 - 10/01/2022	EEEE	2090	SYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	N4511224S0001	0001	03/01/2022 - 02/28/2023	EEEE	4510	NONSYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	N4511225D0624		06/01/2024 - 05/31/2025	EEEE	1510	NONSYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	N4511225D8978		05/14/2024 - 05/13/2025	EEEE	1350	NONSYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S
view	XML	WEB23DTESTING		01/09/2022 - 01/08/2023	EEEE	R120	NONSYSTEMS	TST999999999	TEST COMPANY WITH NINE 9'S

View – Click on [View](#) to view the evaluation as an HTML document.

XML – Click on [XML](#) to view the evaluation as an XML document.

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.

Integrity Reports

Integrity Reports allows Corporate Senior Contractor users to view Integrity data, provide comments on Integrity records, view proceedings information, System for Award Management (SAM) exclusion data, and Corporate Relationships for the Unique Entity ID under their cognizance. To run an Integrity Report, click the **Integrity Report**

button from the View Performance Records Menu options. The Integrity Report Parameters menu will display.

NOTE: If the user has access to more than one Unique Entity ID, the user will need to select the Unique Entity ID they want to run the report for.

The screenshot shows the CPARS interface with the 'Integrity Reports' menu item selected. The main content area displays the 'Search Results' for the entity 'ACME' (Unique Entity ID: TST999999999). The 'Integrity Data' table lists various report types with their respective 'Records' and 'Count'.

Report Type	Records	Count
Administrative Agreement	Yes	7
Defective Pricing	Yes	13
DoD Determination of Contractor Fault	Yes	2
Information on Trafficking in Persons	Yes	1
Material Failure to Comply with Closeout Requirements	Yes	5
Non-Responsibility Determination	Yes	2
Recipient Not-Qualified Determination	Yes	1
Subcontractor Payment Issues	Yes	1
Termination for Cause	Yes	6
Termination for Default	Yes	6
Termination for Material Failure to Comply	No	0

Below the table, there is a section for 'Details of Selected Extended System Source' and a 'Performance Evaluations' table.

Awardee	Unique Entity ID	Status/Count
ACME	TST999999999	483

Integrity Data

The Integrity Data table at the top of the screen displays the different types of Integrity records. If an awardee/contractor has an Integrity record of a particular type, the Records column in the table will display [Yes](#) and the Count column will display the number of records of that type.

To view a record of a particular type, click the [Yes](#) link in the table.

This screenshot shows the same CPARS interface, but with the 'Details of Selected Report Type' table displayed at the bottom. This table provides more granular information about the records, including the 'Report Date' and 'Contract/Grant Funding Number'.

Report Date	Report Type	Contract/Grant Funding Number
12/28/2020	DoD Determination of Contractor Fault	SDERRDD456780
04/11/2024	DoD Determination of Contractor Fault	FUNDID24C0003

The 'Performance Evaluations' table at the bottom remains the same as in the previous screenshot.

Awardee	Unique Entity ID	Status/Count
ACME	TST999999999	483

If there are multiple records of that type, a Details of Selected Report Type table will display at the bottom of the screen. The table will indicate the Report Date and document number for each record.

To view an individual record, click on the [Report Type](#) link in the row for that record. The record will display at the

bottom of the screen.

CPARS User: SUSAN CONTRACTOR | Account Details | Change Password | Sign Out

Workspace
To-Do List
Dashboard
Evaluations/Contract Status Report
View Performance Records
Assessment Reports
Integrity Reports
Reports (Admin)
View/Print Completed Evaluations

Back Selected Individual Occurrence Report Record

ATTACHMENT	Report Date	Report Type	Contract/Grant Funding Number
CLICK HERE	12/28/2020	DoD Determination of Contractor Fault	SDERRDD4556780

Data Field	Document Information
Record Type:	DoD Determination of Contractor Fault
Action Date:	12/28/2020
Contract Award ID Number:	SDERRDD4556780
Contract Referenced Award ID Number:	
Principal NAICS Code:	332211
Product/Service Code:	1510

Data Field	Awardee Information
Unique Entity ID:	TST999999999
CAGE Code:	EEEE
Awardee Name:	TEST COMPANY WITH NINE 9'S
Doing Business As:	
Address (1):	PRACTICE COMPANY
Address (2):	38 KITTEY STREET
City:	PORTSMOUTH
Province/State:	NEW HAMPSHIRE
Postal/Zip Code:	03804
Country:	UNITED STATES

Data Field	Agency Information
Agency Name:	TRANSPORTATION, DEPARTMENT OF
Contracting Office:	DEPT OF TRANS/PIPELINE HAZ MAT SAF ADMIN
Contracting Officer Name:	FRANK FOCAL
Phone Number:	555-555-5555
FAX Number:	

[CLICK HERE](#)- Click the [CLICK HERE](#) link to view the attachment that was upload to the Integrity Record.

After the Integrity record has been reviewed, the Corporate Senior Representative scrolls down and enters their comments in the **Enter Optional Comment Section**. Fields that are identified with a red asterisk (*) are mandatory and must be completed by the Corporate Senior Representative. To save comments, click the **Save Comments** button. Contractors may provide an unlimited number of comments

CPARS User: SUSAN CONTRACTOR | Account Details | Change Password | Sign Out

Workspace
To-Do List
Dashboard
Evaluations/Contract Status Report
View Performance Records
Assessment Reports
Integrity Reports
Reports (Admin)
View/Print Completed Evaluations

as these records and your comments are publicly accessible it is imperative that past performance on government contracts/grants are not discussed in this forum.

Date Entered	Contractor	Comments
06/30/2025	AMANDA TEST 5553337777 amanda177@comcast.net	test comments

<

Enter Optional Comment Section
--In order to save comments, you must provide the following user information:

*Name: SUSAN CONTRACTOR
*Email: susan.contractor@noemail1.mil *Phone: 555-555-6544

*Enter comments here. Max 2000 characters. *Required fields

Save Comments Cancel Current character count: 0

Details of Selected Extended System Source

Proceedings Information as Entered by the Entity in SAM.gov

*** No Entity Management section of SAM records were found for Unique Entity ID TST999999999.

Performance Evaluations

Awardee	Unique Entity ID	Status/Count
ACME	TST999999999	483

SAM Exclusion Data

*** No matching SAM records were found based on the search criteria entered. You may want to search the Entity Information section of SAM directly at <https://www.sam.gov/> and use the 'Exclusions' option to locate the entity of interest.

Proceedings Information as Entered by the Entity in SAM.gov

This section will display whether the Entity has entered any Proceedings Information into SAM. If information has been entered, the information will display.

Performance Evaluations

This section will display whether the Entity has any performance evaluations entered in the system. To view the Performance Evaluations for the Entity, use the Assessment Reports option. (See [Assessment Reports Section](#) for more specific information)

SAM Exclusion Data

This section will display any exclusion record from SAM.gov. Indicating that the individual or Entity listed is disqualified from receiving any federal government contracts.

Reports (Admin)

This option allows the Senior Contractor Representative to run various reports such as Ad Hoc and contractor reps. To access the Reports (Admin) options, click the **Reports (Admin)** option.

Ad Hoc Report

This option allows the Senior Contractor Representative to perform Ad Hoc queries of their organization's data with the following report options: Integrity Records and Performance Evaluations-Source Selection. (See [Ad Hoc Section for more specific information](#))

View Contractor Reps

This option allows the Senior Contractor Representative to quickly identify all Contractor Representatives (and view their contact information) within the corporation who have been authorized to enter comments in CPARS evaluations. Click **View Contractor Reps**. The View Contractor Reps screen displays. The Senior Contractor Representative can view Contractor Representatives by Contract, User, or Unique Entity ID. Select the desired option(s) and click **View**. A list of Contractor Reps with the Contract Number(s) assigned, Unique Entity ID, User Name, and Last Logon Date displays. Click on the User Name to view the individual's profile information including name, title, organization, email address, and phone number.

[\[Spreadsheet\]](#) – Click on the [\[Spreadsheet\]](#) in the upper left hand corner to create a Microsoft Excel version of the Contractor Rep(s) list.

Contract Number	Unique Entity ID	User Name	User Email	Last Logon Date
BGXX15C0047	TST999999999	CONTRACTOR TWO	contractortwo@noemail.com	10/07/2021
N4511222B0000	TST999999999	CONTRACTOR TWO	contractortwo@noemail.com	10/07/2021
FUNDID21C0044	TST999999999	CONTRACTOR TWO	contractortwo@noemail.com	10/07/2021

View/Print Completed Evaluations

This option allows the Senior Contractor Representative to view evaluations that have been completed by the Government for contracts/orders awarded to the corporation or any of its divisions or subsidiaries. To view an evaluation, click **View/Print Completed Evaluations** from the Menu and the View/Print Completed Evaluations screen displays.

- Workspace
- To-Do List
- Dashboard
- Evaluations/Contract Status Report
- View Performance Records
- Reports (Admin)
- View/Print Completed Evaluations**

View/Print Completed Evaluations

Enter one or more of the following qualifiers:

Contract Number: Order Number: Organization: Unique Entity ID: CAGE Code: Product/Service Code: Principal NAICS Code: Sort by (1): (2): (3): **List the Evaluations that Meet these Qualifiers****Clear all Data**

The Senior Contractor Representative can search for completed evaluations by Contract Number/Order Number, Organization, Unique Entity ID, CAGE Code, Product/Service Code (PSC), and Principal NAICS Code. Select the appropriate qualifiers and then click the **List the Evaluations that Meet these Qualifiers** button. A list of completed evaluations will display. Click on the contract/order number of the evaluation to be viewed and a new window opens and displays the evaluation in HTML format. Once the evaluation is displayed, the user is able to scroll through the entire evaluation and/or print the evaluation on a local printer. The **Return to the View/Print Evaluations Qualifier Menu** button allows the Senior Contractor Representative to select new qualifiers and run another report.

- Workspace
- To-Do List
- Dashboard
- Evaluations/Contract Status Report
- View Performance Records
- Reports (Admin)
- View/Print Completed Evaluations**

View/Print Completed Evaluations

(Select a Contract Number below to view/print the Evaluation record)

Count: 70

CONTRACT NUMBER	PERIOD OF PERFORMANCE	Unique Entity ID	CAGE CODE	Product/Service Code	Principal NAICS Code
5D985685H5D9856	04/12/2022 - 01/23/2023	TST999999999	EEEE	X1EE	811198
AG32SD23C0011 0001	10/10/2025 - 10/25/2025	TST999999999		C1KB	611420
AG32SD23C0012 0001	09/30/2025 - 10/25/2025	TST999999999		C1KB	611420
AG32SD24C0011 0001	10/10/2025 - 10/25/2025	TST999999999		1325	611420
AG32SD24C0012 0001	09/30/2025 - 10/25/2025	TST999999999		1325	611420
AG32SD25C0011 0001	10/10/2025 - 10/25/2025	TST999999999		Y1NA	611420
AG32SD25C0012 0001	09/30/2025 - 10/25/2025	TST999999999		Y1NA	611420
AT133415C0008 0001	02/01/2013 - 01/31/2014	TST999999999		1005	296220
BARB0113C0001	01/01/2013 - 12/31/2013	TST999999999		H376	611420
BARB0113C0001	01/01/2014 - 12/31/2014	TST999999999		H376	611420
BARB0113C0001	01/01/2015 - 12/31/2015	TST999999999		H376	611420
BARB0113C0027	01/01/2013 - 05/01/2014	TST999999999		1045	611420
BARB0113C0027	05/02/2014 - 08/01/2015	TST999999999		1045	611420
BARB0113C0032	01/01/2013 - 05/31/2014	TST999999999		2420	611420

Reports

The CPARS application provides the functionality of a variety of reports (Dashboard and Ad Hoc Report) depending on the user's access level. These reports are used to help users monitor the status of the CPARS processes. You will note some of the report parameters or options vary slightly depending on the user's access level, but the reports function the same and as described in the following sections.

Dashboard

The Dashboard allows users to monitor the status of contracts and evaluations within their purview. The report will display results in the form of counts, a bar chart, or list if available. The Dashboard is broken down into three categories: Contract Based Reports, Evaluation Based Reports, and Integrity Reports. The Contract Based Report category contains the Registration Report, Status Report, Compliance Report and Auto-Register Report. The Evaluation Based Report category contains the Status Report, Ratings Metrics Report, Processing Times Report, and Evaluation Metrics Report. The Integrity Report category contains the Status Report, and Compliance Report. Slight variations of this report occur at different access levels and are described as applicable.

To run the Dashboard, click **Dashboard**. The Dashboard will display.



The DPOC's screens are displayed in the following examples. Slight variations of this report occur at different access levels and are described as applicable.

If the user wishes to save any Dashboard reports to run again in the future, the user selects the desired Report and parameters, enters a Report Name in the **Report Name** box and clicks the **Save** icon. The Dashboard screen will refresh and a Select Saved Report drop-down will appear. To Run the saved report in the future, the user would select the Report Name from the drop-down.

To change the parameters of a saved report, select the **Report Name** from the drop-down, select/de-select the desired parameters and click the **Save** icon.

To delete a saved report, select the **Report Name** from the drop-down and click **Delete**.

Contract Based Reports

Registration

The Registration option allows users to track the number of unregistered and registered contracts that are in current, due, and overdue status. Contract counts are provided in graphical format. Contract counts as well as a listing of contracts are available in spreadsheet format. The report is available at the Agency, Major Command, Sub-Command, and Contract Office levels and may be displayed by Date or Agency/Command/Office. Users will only see data for the Agency to which they are assigned. Users may view data for any of their Agency's Major Commands, Sub-Commands, or Contract Offices. The Registration report option is available to **Focal Points**,

Department POCs, and Agency POCs.



Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data either By Date for an Agency/Command/Office or By Agency/Command/Office for a Date.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data by Agency/Command/Office, or Date.

NOTE: The Agency/Command/ Office allows the user to view data at the Agency, Major Command, Sub-Command, or Contract Office level. Not all agencies will have Major Commands or Sub-Commands. The structure for the drop-down is determined by the agency's structure in the Federal Procurement Data System (FPDS). Major Commands, Sub-Commands, and Contract Offices with no contract counts to display are not listed.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Status

The Status option allows users to monitor the status of contracts within their purview. The report results in the status of all the user's contracts/orders by counting the number of contracts/orders that are current, due, overdue, or have a final evaluation. Users may view user assigned. The Status option is available to **Focal Points, Department POCs, Agency POCs, Assessing Official Representatives, Assessing Officials, Contractor Representatives, Reviewing Officials, and Senior Contractor Representatives.**

The screenshot displays the CPARS Dashboard for the date 11/14/2025. The left sidebar contains navigation links: Workspace, Dashboard, Evaluations/Contract Status Report, User Administration, Reports (Admin), Report Scheduler, and View/Print Evaluations. The main content area is titled 'Dashboard - 11/14/2025' and features a 'Refresh' button. Below this, there are sections for 'Report Name: (Only required to Save Report)', 'Report Type', 'Contract Based Reports', 'Evaluation Based Reports', 'Integrity Based Reports', 'Report Format', 'Group By', 'Filter By', and 'Additional Filters'. The 'Report Format' section includes radio buttons for 'Bar Chart', 'Counts Matrix', and 'List'. The 'Group By' section has a dropdown menu set to 'By All'. The 'Filter By' section includes dropdowns for 'Organization', 'Focal Point', 'Business Sector', and 'Contract Status'. The 'Additional Filters' section has a dropdown menu set to '(Select)'. The main data table shows counts and percentages for various contract statuses. The table has columns for 'Current', 'Due', 'Overdue', 'Final', 'Undetermined', and 'Totals'. The data is grouped by 'All' and shows counts and percentages for each status. The table also includes a 'Totals' row.

	Current	Due	Overdue	Final	Undetermined	Totals
All	Count	Pct	Count	Pct	Count	Pct
Counts	9	2%	0	0%	475	82%
TOTALS	5	2%	0	0%	475	82%

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data grouped by the selected option.

NOTE: **Focal Point** Group By options include All, Organization; Contract Activity, and Assessing Official; **Department POC** Group By options include All, Organization, and Contract Activity; **Agency POC** Group By options include All, Focal Point, and Contract Activity; **Assessing Official Representative, Assessing Official, Reviewing Official, and Contractor Representative** Group By options include All and Contract Activity; **Senior Contractor Representative** Group By options include All, Contract Activity, Organization, and Unique Entity ID. All is the default value.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data.

NOTE: **Focal Point** Filter By options include Organization, Business Sector, and Contract Status; **Department POC and Agency POC** Filter By options include Organization, Focal Point, Business Sector, and Contract Status; **Assessing Official Representative, Assessing Official, Reviewing Official, and Contractor Representative** Filter By options include Business Sector and Contract Status; **Senior Contractor Representative** Filter By options include Business Sector, Unique Entity ID, and Contract Status. All is the default value.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

If the List, Report Format option is selected. Users are able to view users assigned to the contract. To view users, select the required levels from the Include Assigned Users drop-down under Report Options,

NOTE: **Contractor Representative** access level **does not** include the User Roles of All, Assessing Official Rep, Assessing Official, Contractor Rep, or Reviewing Official. **Senior Contractor Representative** access level **does not** include the User Roles of All, Assessing Official Rep, Assessing Official, or Reviewing Official.

Compliance

The Compliance option is used to review compliance with reporting requirements by comparing contracts entered into the Federal Procurement Data System (FPDS) and completed evaluations. The Compliance report option is available to **Focal Points, Department POCs, and Agency POCs.**

CPARS

User:

Account Details

Change Password

Sign Out

Workspace

Dashboard

Evaluations/Contract Status Report

User Administration

Reports (Admin)

Report Scheduler

View/Print Evaluations

Dashboard - 11/14/2025

Saved Reports:

Refresh

Report Name: (Only required to Save Report)

Report Type:

Registration

Status

Compliance

Evaluation Based Reports:

Status

atings

Processing Times

etrics

Evaluations/Contract Based Reports:

Status

Compliance

Integrity Based Reports:

Status

Compliance

Report Format:

Bar Chart

Counts Matrix

List

Group By:

By Agency/Command/Office

Filter By:

Agency/Command/Office:

UAT995

Date:

ALL

Contracts - Compliance

Group By: Agency/Command/Office Filter By: Agency/Command/Office: UAT995, Date: ALL-QTR ALL:

Agency ID	Agency Name	Contract Count	Contract Completed Count	Percentage
U995	U995 OFFICE 12(U99512)	130	17	13.08%
U995	U995 OFFICE 20(U99520)	138	31	22.46%
U995	U995 OFFICE 80(U99580)	130	10	6.67%
U995	U995 OFFICE 11(U99511)	144	13	9.03%
U995	U995 OFFICE 10(U99510)	124	10	8.06%

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data by Agency/Command/Office.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data by Agency/Command/Office, or Date.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Auto- Register

This option allows the Agency POC to view a list of contracts/orders that are eligible for CPARS reporting by their Focal Point(s) within the 30-day registration parameter. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold as displayed below. Contracts/orders not exceeding the established minimum dollar thresholds for reporting will not be displayed. Contracts/orders that have already been registered in CPARS will not be displayed. The Auto-Register report option is available to **Agency POCs**.

CPARS

User:

Account Details

Change Password

Sign Out

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Reports (Admin)

Report Scheduler

View/Print Evaluations

Dashboard - 11/14/2025

Saved Reports:

Refresh

Report Name: (Only required to Save Report)

Report Type:

Registration

Status

Compliance

Auto-Register

Evaluation Based Reports:

Status

atings

Processing Times

etrics

Evaluations/Contract Based Reports:

Status

Compliance

Report Format:

List

Report Options:

Include Removed Contracts

Filter By:

Agency/Command/Office:

UAT995

Business Sector:

ALL

Additional Filters:

(Select)

Apply

Contracts - Auto-Registration

Filter By: Agency/Command/Office: UAT995, Business Sector: ALL:

Contract Number

Order Number

Contracting Office ID

Contracting Office

Business Sector

Base and All Options Value

Date Stopped

Completion Date Last Data to Order

Available Date

Prepared By

Removed By

U9950617A0016	U9950617P0001	U99510	U995 OFFICE 10	Construction	\$890,000	06/05/2023	04/03/2024	05/21/2024	USERBPFS.GOV	
U9950617A0016	U9950617P0004	U99510	U995 OFFICE 10	Construction	\$1,000,000	04/05/2023	04/03/2024	05/21/2024	USERBPFS.GOV	
U9950617A0016	U9950617P0007	U99510	U995 OFFICE 10	Construction	\$890,000	04/05/2023	04/03/2024	05/21/2024	USERBPFS.GOV	
U9950617A0016	U9950617P0008	U99510	U995 OFFICE 10	Construction	\$1,000,000	05/06/2023	05/04/2024	05/21/2024	USERBPFS.GOV	
U9950617C0093	U99510	U995 OFFICE 10	Architect-Engineer	Nonresidential	\$62,000	11/30/2023	11/24/2024	05/21/2024	USERBPFS.GOV	
U9950617C0094	U99510	U995 OFFICE 10	Architect-Engineer	Nonresidential	\$62,000	10/14/2023	10/12/2024	05/21/2024	USERBPFS.GOV	
U9950617C0097	U99510	U995 OFFICE 10	Architect-Engineer	Nonresidential	\$51,000	10/14/2023	10/12/2024	05/21/2024	USERBPFS.GOV	
U9950617C0098	U99510	U995 OFFICE 10	Architect-Engineer	Nonresidential	\$62,000	11/10/2023	11/08/2024	05/21/2024	USERBPFS.GOV	
U9950617C0801	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$620,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0802	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$741,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0803	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$620,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0804	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$741,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0805	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$620,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0806	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$741,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0807	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$620,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0808	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$741,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0809	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$620,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617C0810	U99510	U995 OFFICE 10	Nonresidential	Nonresidential	\$741,000	12/18/2023	12/16/2024	05/21/2024	USERBPFS.GOV	
U9950617D0006	U99510	U995 OFFICE 10	Architect-Engineer	Nonresidential	\$5,000,000	04/19/2023	04/17/2024	05/21/2024	USERBPFS.GOV	
U9950617D0006	U9950617P0001	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	06/05/2023	06/03/2024	05/21/2024	USERBPFS.GOV	
U9950617D0006	U9950617P0004	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	06/05/2023	06/03/2024	05/21/2024	USERBPFS.GOV	
U9950617D0006	U9950617P0007	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	06/05/2023	06/03/2024	05/21/2024	USERBPFS.GOV	
U9950617D0006	U9950617P0008	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	06/05/2023	06/03/2024	05/21/2024	USERBPFS.GOV	
U9950617D0756	U9950617P0001	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	10/08/2023	10/06/2024	05/21/2024	USERBPFS.GOV	
U9950617D0756	U9950617P0004	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	11/08/2023	11/06/2024	05/21/2024	USERBPFS.GOV	
U9950617D0756	U9950617P0008	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	10/08/2023	10/06/2024	05/21/2024	USERBPFS.GOV	
U9950617D0756	U9950617P0008	U99510	U995 OFFICE 10	Architect-Engineer	\$80,000	11/08/2023	11/06/2024	05/21/2024	USERBPFS.GOV	

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

91

Report Options – Check this option to include removed contracts.

Group By – Clicking on an option in the drop-down allows the user to display the data by Agency/Command/Office.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data by Agency/Command/Office, or Date.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Evaluation Based Reports

Status

The Status option allows users to monitor the status of evaluations within their purview. The report results in the status of the user's evaluations by displaying the number of evaluations statused at each step of the automated workflow process. Users have the ability to view the evaluation, view/add Notes, Delete Registered, Initiated, and Drafted evaluations, and view the Activity Log. The Status option is available to **Focal Points, Department POCs, Agency POCs, Assessing Official Representatives, Assessing Officials, Contractor Representatives, Reviewing Officials, and Senior Contractor Representatives.**

The screenshot shows the CPARS Dashboard interface. On the left is a sidebar with navigation links: Home, Workspace, My List, My Board, Evaluations/Contract Status Report, Administration, Reports (Admin), Report Scheduler, and Print Evaluations. The main content area is titled 'Dashboard - 11/14/2025'. It features a 'Saved Reports' section with a 'Refresh' button and a 'Report Name' field. Below this is the 'Report Type' section, which includes 'Contract Based Reports' (Registration, Status, Compliance, Auto-Register) and 'Evaluation Based Reports' (Status, Ratings, Processing Times, Metrics). The 'Status' option is selected. The 'Report Format' section has options for 'Bar Chart', 'Counts Matrix', and 'List'. The 'Group By' dropdown is set to 'By All'. The 'Filter By' section includes dropdowns for 'Organization' (ALL), 'Focal Point' (ALL), 'Business Sector' (ALL), and 'Evaluation Status' (Registered, Initiated, Drafted, Rated). The 'Additional Filters' section has a '(Select)' dropdown. The main data area displays a table titled 'Evaluations - Status' with columns for 'Registered', 'Initiated', 'Drafted', 'Rated', 'Reviewed', 'Finalized', and 'Completed'. The table shows counts and percentages for each status. A 'STATUS' section below the table provides detailed descriptions for each status: Registered (contract registered, no evaluations initiated), Initiated (waiting for assessing official rep to send to assessing official), Drafted (waiting for assessing official signature), Rated (signed by assessing official, waiting for contractor rep comments), Reviewed (signed by contractor rep or contractor rep comment period expired, waiting for assessing official to finalize), Finalized (ratings finalized, waiting for reviewing official comments), and Completed (evaluation has been completed).

	Registered	Initiated	Drafted	Rated	Reviewed	Finalized	Completed								
Counts	141	23%	87	14%	137	22%	2	0%	86	14%	30	5%	127	21%	630
TOTALS	141	23%	87	14%	137	22%	2	0%	86	14%	30	5%	127	21%	630

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data grouped by the selected option.

NOTE: **Focal Point** Group By options include All, Organization; **Contract Activity**, and **Assessing Official**; **Department POC** Group By options include All, Organization, and **Contract Activity**; **Agency POC** Group By options include All, Focal Point, and **Contract Activity**; **Assessing Official Representative, Assessing Official, Reviewing Official, and Contractor Representative** Group By options include All and **Contract Activity**; **Senior Contractor Representative** Group By options include All, **Contract Activity**, **Organization**, and **Unique Entity ID**. All is the default value.


Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data.

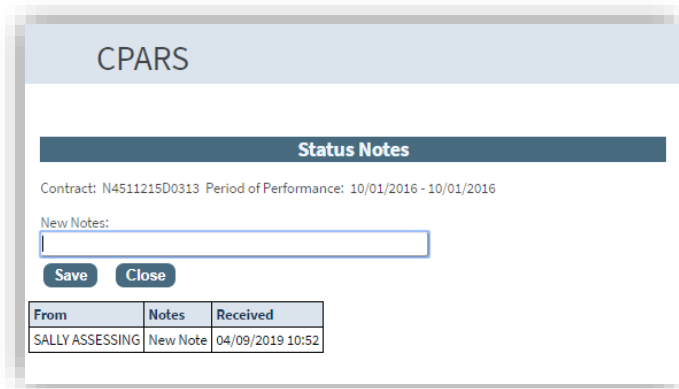
NOTE: **Focal Point** Filter By options include **Organization**, **Business Sector**, and **Evaluation Status**; **Department**

POC and Agency POC Filter By options include Organization, Focal Point, Business Sector, and Evaluation Status; **Assessing Official Representative, Assessing Official, Reviewing Official, and Contractor Representative** Filter By options include Business Sector and Evaluation Status; **Senior Contractor Representative** Filter By options include Business Sector, Unique Entity ID, and Evaluation Status. All is the default value.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

If the List, Report Format option is selected. The following additional options are available.

[Notes] – This option serves as “post-it notes” for each evaluation that has been started, but not completed. Click on the **[Notes]** to enter or view notes that have been entered by the Assessing Official Representative, Assessing Official, Reviewing Official, or Focal Point (this feature is only available at these levels). Click the **Save** button to save the new note. A red check mark  indicates notes have been entered in the Notes field. Click the **Close** button to return to the list of evaluations without saving new notes.



From	Notes	Received
SALLY ASSESSING	New Note	04/09/2019 10:52

Contract Number - Click on the specific Contract/Order Number and the evaluation will display in HTML format. If the Assessing Official modified the evaluation after it was returned from the Contractor Rep, the window contains a **View Original Evaluation** button or a **View Modified Evaluation** button. Click the **View Original Evaluation** button to view the original evaluation and click on the **View Modified Evaluation** button to view the modified evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the list of evaluations. A **green x** appears in the Viewed column adjacent to the contract number for the evaluation that was just viewed.

[Log] – Click on **[Log]** and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the evaluation. For example, it identifies when the applicable contract/order was registered, when the evaluation was initiated, and who took the action(s).

Edit- Column to the right of the **Contract Number** displays an **Edit** link if the evaluation/contract meets the requirement to be edited. This option is available to Focal Points.

Delete – Column to the right of the **Contract Number** displays a **Delete** link if the evaluation/contract meets the requirement to be deleted. This option is available to Focal Points, Assessing Official Representatives, and Assessing Officials.

NOTE: To **Delete**, The Focal Point must have access to the contract number as a Focal Point and the record must be in the **Initiated, Drafted, or Registered** Status. The Assessing Official Representative must have access to the contract number and it must be in the **Initiated** status. The Assessing Official must have access to the contract number and it must be in the **Drafted** status.

When the Focal Point clicks the **Delete** link for a registered contract, the Focal Point will receive the following warning:

Delete Contract Confirmation

Warning! You are about to delete the following registered contract:

Contract Number: N1234515D0127

Note: All access will be removed when you delete the registered contract.

Confirm Delete
Cancel

Clicking on **Confirm Delete** will return the Focal Point to the previous **Dashboard** page.

When the user clicks the **Delete** link for an in-process evaluation, the user will get the following warning:

Delete Evaluation Confirmation

Warning! You are about to delete the following Evaluation:

Contract Number: N1234515D0127

Period of Performance: 08/02/2014 - 08/01/2015

Confirm Delete
Cancel

Clicking on **Confirm Delete** will return the user to the previous **Dashboard** page.

NOTE: Clicking on **Confirm Delete** is irreversible and the deleted evaluation will add an entry to the **Activity Log**.

Ratings

The Ratings option helps users monitor the distribution of ratings for completed evaluations. The Ratings option is available to **Focal Points**, **Department POCs**, **Agency POCs**, and **Senior Contractor Representatives**.

CPARS
User: [Name] | Account Details | Change Password | Sign Out

Dashboard

Evaluations/Contract Status Report

User Administration

Reports (Admin)

Report Scheduler

View/Print Evaluations

Dashboard - 11/14/2025

Refresh

Report Name: (Only required to Save Report)

AD Would Recommend
AD Would Not Recommend

110
17

Contract Based Reports:

☐ Registration ☐ Status ☐ Compliance ☐ Auto-Register

Evaluation Based Reports:

☐ Status ☒ Ratings ☐ Processing Times ☐ Metrics

Evaluations/Contract Based Reports:

☐ Status ☐ Compliance

Integrity Based Reports:

☐ Status ☐ Compliance

Report Format:

☐ Bar Chart ☒ Counts Matrix

Group By:

By All

Filter By:

Date: ALL

Organization: ALL

Focal Point: ALL

(Sorted latest)

Evaluations - Ratings Metrics

Group By: All Filter By: Date: ALL; Organization: ALL; Focal Point: ALL;

Rating Area	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable
QUALITY	38	52	24	8	5	0
SCHEDULE	26	58	28	9	5	1
COST CONTROL	20	38	26	10	4	29
MANAGEMENT	45	45	20	8	9	0
SMALL BUSINESS	8	37	25	16	4	37
REGULATORY	19	44	46	15	3	0

Report Format – Clicking on an option allows the user to display the data as a Bar Chart or Counts.

Group By – Clicking on an option in the drop-down allows the user to display the data grouped by the selected option.

NOTE: **Focal Point** Group By options include Organization; **Department POC and Agency POC** Group By options include All, Organization, and Focal Point; **Senior Contractor Representative** Group By options include All, Contract Activity, Organization, and Unique Entity ID. All is the default value.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data.

NOTE: Focal Point Filter By options include Date and Organization; **Department POC and Agency POC** Filter By options include Date, Organization, and Focal Point; **Senior Contractor Representative** Filter By options include All, Contract Activity, Organization, and Unique Entity ID. All is the default value.

[\[Spreadsheet\]](#) – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Processing Times

The Processing Times option is used to help users monitor the evaluation processing times for evaluations completed within their organization. The Processing option is available to **Focal Points**, **Department POCs**, and **Agency POCs**.

Month	Number of Evaluations	Average Processing Times (Days)		Total	Rate	Contractor Comments	Finalize	Review
		≤ 120 Days	> 120 Days					
2024-05	5	5	0	50	50	0	1	1
2024-06	85	67	18	91	91	9	-8	1
2024-07	37	28	9	121	120	0	1	0

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data grouped by the selected option.

NOTE: Focal Point Group By options include All, Contract Activity, and Organization; **Department POC and Agency POC** Group By options include All, Contract Activity, Organization, and Focal Point. All is the default value.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data.

NOTE: Focal Point Filter By options include Date and Organization; **Department POC and Agency POC** Filter By options include Date, Organization, and Focal Point. All is the default value.

[\[Spreadsheet\]](#) – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Metrics

The **Evaluation Metrics Report** option is available to **Focal Points**, **Department POCs**, and **Agency POCs**. This report is provided to help users identify the number of contracts, in process, completed, and total (completed and in process), broken down by Agency/DoD Service to the organization level.

CPARS

User: [redacted] | Account Details | Change Password | Sign Out

WORKSPACE

SAVE

Workspace

To-Do List

Dashboard

Evaluations/Contract Status Report

User Administration

Reports (Admin)

Report Scheduler

View/Print Evaluations

Dashboard - 11/14/2025

Saved Reports:

Refresh

Report Name: (Only required to Save Report)

Report Type:

Contract Based Reports:

☐ Registration
☐ Status
☐ Compliance
☐ Auto-Register

Evaluation Based Reports:

☐ Status
☐ Ratings
☐ Processing Times
☒ Metrics

Evaluations/Contract Based Reports:

☐ Status
☐ Compliance

Integrity Based Reports:

☐ Status
☐ Compliance

Report Format:

☐ Bar Chart
☒ Counts Matrix

Filter By:

Organization:

ALL

Focal Point:

ALL

Business Sector:

ALL

[Spreadsheet]

Evaluations - Metrics

Group By: All Filter By: Organization: ALL; Focal Point: ALL; Business Sector: ALL;

Agency Name	Organization	Contracts(1)	In-Process(2)	Completed(3)	Total(4)
UAT995	UAT995 ORG 10	533	327	91	418
UAT995	UAT995 ORG 20	9	6	3	9
UAT995	UAT995 ORG 30	38	9	33	42

(1) Contracting Actions Registered in CPARS.

(2) Evaluations In-Process.

(3) Evaluations Complete.

(4) Total Evaluations In-Process and Complete.

Report Format – Clicking on an option allows the user to display the data as a Bar Chart or Counts.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data.

NOTE: **Focal Point** Filter By options include Organization and Business Sector; **Department POC and Agency POC** Filter By options include Organization, Focal Point, and Business Sector. All is the default value.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Evaluations/Contract Based Reports

Status

The Status option allows users to monitor the status of contracts and evaluations within their purview. The report will display information as a list of contracts/evaluations that identifies the status of each contract/order available that provides the user read-only access to each evaluation. Users have the ability to view the evaluation, view/add Notes, Delete Registered, Initiated, and Drafted evaluations, and view the Activity Log. The Status option is available to **Focal Points**, **Department POCs**, **Agency POCs**, **Assessing Official Representatives**, **Assessing Officials**, **Contractor Representatives**, **Reviewing Officials**, and **Senior Contractor Representatives**.

From	Notes	Received
SALLY ASSESSING	New Note	04/09/2019 10:52

Contract Number - Click on the specific Contract/Order Number and the evaluation will display in HTML format. If the Assessing Official modified the evaluation after it was returned from the Contractor Rep, the window contains a **View Original Evaluation** button or a **View Modified Evaluation** button. Click the **View Original Evaluation** button to view the original evaluation and click on the **View Modified Evaluation** button to view the modified evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the list of evaluations. A **green x** appears in the Viewed column adjacent to the contract number for the evaluation that was just viewed.

[Log] - Click on **[Log]** and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the evaluation. For example, it identifies when the applicable contract/order was registered, when the evaluation was initiated, and who took the action(s).

Edit - Column to the right of the **Contract Number** displays an **Edit** link if the evaluation/contract meets the requirement to be edited. This option is available to Focal Points.

Delete - Column to the right of the **Contract Number** displays a **Delete** link if the evaluation/contract meets the requirement to be deleted. This option is available to Focal Points, Assessing Official Representatives, and Assessing Officials.

NOTE: To **Delete**, The Focal Point must have access to the contract number as a Focal Point and the record must be in the **Initiated, Drafted, or Registered** Status. The Assessing Official Representative must have access to the contract number and it must be in the **Initiated** status. The Assessing Official must have access to the contract number and it must be in the **Drafted** status.

When the Focal Point clicks the **Delete** link for a registered contract, the Focal Point will receive the following warning:

Clicking on **Confirm Delete** will return the Focal Point to the previous **Dashboard** page.

When the user clicks the **Delete** link for an in-process evaluation, the user will get the following warning:

Clicking on **Confirm Delete** will return the user to the previous **Dashboard** page.

NOTE: Clicking on **Confirm Delete** is irreversible and the deleted evaluation will add an entry to the **Activity Log**.

Integrity Based Reports

Status

The Status option allows users to monitor the status of Integrity records within their purview. The report results in the status of the user's Integrity Record by displaying the number of records statused at each step of the automated workflow process. Users can view the record and activity log. The Status option is available to **Focal Points**, **Department POCs**, and **Integrity Data Entry users**.

The screenshot shows the CPARS Dashboard for the date 11/14/2025. On the left is a sidebar menu with options: Workspace, To-Do List, Dashboard (highlighted), Evaluations/Contract Status Report, User Administration, Reports (Admin), Report Scheduler, and View/Print Evaluations. The main content area is titled 'Dashboard - 11/14/2025' and contains the 'Integrity - Status' report. The report has a 'Refresh' button and a 'Report Name' field. Below these are sections for 'Report Type' (Contract Based, Evaluation Based, Integrity Based), 'Report Format' (Bar Chart, Counts Matrix, List), 'Group By' (By All), 'Filter By' (Focal Point, Status, Record Type), and 'Additional Filters'. A table titled 'Integrity - Status' shows counts for 'Initiated' and 'Completed' records. The table has columns for 'All', 'Count', '2nd', 'Count', '2nd', and 'Totals'. The data shows 0 initiated and 65 completed records. A legend indicates that 'Initiated' means 'waiting for user to save and mark for release' and 'Completed' means 'The Integrity record has been completed and is available'.

	Initiated	Completed
All	0	65
Count	0	65
TOTALS	0	65

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data grouped by the selected option.

NOTE: **Focal Point** and **Integrity Data Entry** Group By options include All and Record Type; **Department POC** Group By options include All, Record Type, and Focal Point. All is the default value.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data.

NOTE: **Focal Point** and **Integrity Data Entry** Filter By options include Status and Record Type; **Department POC** Filter By options include Focal Point, Status, and Record Type. All is the default value.

[Spreadsheet] – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

If the List, Report Format option is selected. The following additional options are available.

Document Number - Click on the specific Document Number and the record will display in HTML format. Click the **Print** button to print the record. Click the **Close** button to return to the list of records. A **green (x)** appears in the Viewed column adjacent to the document number for the record(s) that were viewed.

Updated By - Clicking on the user's name allows the Focal Point to view the user's profile information including name, title, organization, email, and phone number(s).

Focal Point - Clicking on the Focal Point's name allows the Department POC to view the profile information including name, title, organization, email, and phone number(s).

Activity Log - Click on the [\[Log\]](#) link and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the record.

Compliance

The Compliance option is used to review compliance with Integrity reporting requirements for Terminations for Default and Cause. The Integrity Compliance Metrics compare contracts/orders entered into the Federal Procurement Data System (FPDS) with those contracts/orders reported in Integrity. The Compliance report option is available to **Focal Points and Department POCs**.

Agency ID	Agency Name	Contract Count	Contract Completed Count	Percentage
1700	NAVAR	40	20	44.44%

Report Format – Clicking on an option allows the user to display the data as a Bar Chart, Counts, or List.

Group By – Clicking on an option in the drop-down allows the user to display the data by Agency/Command/Office.

Filter By Options – Selecting Filter by options from the available drop-downs, allows users to filter the data by Agency/Command/Office, or Date.

[\[Spreadsheet\]](#) – Clicking on this link allows the user to download counts data or the list data into spreadsheet format.

Reports (Admin)

The CPARS application provides the Ad Hoc Report functionality depending on the user's access level. The Ad Hoc report is used to help users monitor the status of the CPARS processes. You will note some of the report parameters or options vary slightly depending on the user's access level, but the report function the same and as described in the following sections.

Ad Hoc Report

The **Ad Hoc Report** option is available to **Department POCs, Owner (View Performance), Manager (View Performance), Access (View Performance), and Senior Contractor Representatives**. The Ad Hoc Report allows the user to generate reports used for management and oversight of their agency or organizations data. Department POCs may display data on Contracts Requiring Evaluation, Evaluation Activity Log, Evaluation Workflow Users, and Performance Evaluations-Agency Only. Owner (View Performance), Manager (View Performance), Access (View Performance), and Senior Contractor Representatives may display data on Integrity Reports and Performance Evaluations-Source Selection.

NOTE: Senior Contractor Representatives only have access to their organization's data.

These reports can help the Agency/Organization ensure they are complying with all requirements. The Ad Hoc Reports feature allows users to save successful reports to run in the future as well as sortable options. Users will

only see data for the Agency/Unique Entity ID to which they are assigned. This functionality can be used to provide data for oversight agencies such as the Inspector General (IG) offices and internal management.

To run the Ad Hoc Report, click the **Reports (Admin)** option. Click **Ad Hoc Report**. The Ad Hoc Report screen will display.

The Department POCs Ad Hoc Report screens are displayed in the following examples.

The screenshot shows the CPARS Ad Hoc Report interface. On the left is a sidebar menu with options: Workspace, To-Do List, Dashboard, Evaluations/Contract Status Report, User Administration, Reports (Admin), Ad Hoc Report (highlighted), Auto Register Report, Report Scheduler, and View/Print Evaluations. The main content area is titled 'Ad Hoc Report'. It features a 'Report Name' text field with a placeholder '(Only required to Save Report)'. Below it is a 'Select Report Type' dropdown menu currently showing '(Select Report Type)'. To the right of the dropdown are buttons 'Add >>' and 'Add All >>'. Below the dropdown is a 'Select Data Element(s):' list box, which is currently empty. To its right are buttons '<< Remove' and '<< Remove All'. Below the list box are fields for 'Where(s) (none selected)' and 'Order By(s) (none selected)'. At the bottom left of the main area is a 'Run Report' button. In the top right corner, there are links for 'User: [username]', 'Account Details', 'Change Password', and 'Sign Out', along with 'WORKSPACE' and 'SAVE' icons.

The **Select Report Type** drop-down box allows the user to choose the type of Ad Hoc Report they want to run. Available Options are: Contracts Requiring Evaluation, Evaluation Activity Log, Evaluation Workflow Users, and Performance Evaluations-Agency Only. Choose the desired report type from the drop down menu. The data elements associated with the selected report type will display in the **Select Data Elements** box.

This screenshot shows the same CPARS Ad Hoc Report interface, but with the 'Select Report Type' dropdown menu set to 'Contracts Requiring Evaluation'. The 'Select Data Element(s):' list box now contains a scrollable list of data elements: Action Obligation, Added Date, Agency ID, Agency Name, Award Type, Award Value, Base and All Options Value, Business Sector, Business Subsector, and City. The 'Add >>' and 'Add All >>' buttons are still present to the right of the list box, as are the '<< Remove' and '<< Remove All' buttons. The 'Where(s)' and 'Order By(s)' fields remain empty. The 'Run Report' button is still at the bottom left. The top navigation bar and sidebar menu are identical to the previous screenshot.

Select the applicable data elements to include in the report from the **Select Data Elements** box. Multiple elements can be selected by holding the CTRL key and clicking each element to be included. To select multiple elements that are adjacent, click on the first element, hold the SHIFT key, and then click on the last element to be included.

CPARS

User: [redacted] | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace | To-Do List | Dashboard | Evaluations/Contract Status Report | User Administration | Reports (Admin) | **Ad Hoc Report** | Auto Register Report | Report Scheduler | View/Print Evaluations

Ad Hoc Report

Report Name: [text field] (Only required to Save Report)

Select Report Type: Contracts Requiring Evaluation

Select Data Element(s):

- Action Obligation
- Agency ID
- Award Type
- Award Value
- Base and All Options Value
- Business Sector
- Business Subsector
- City
- Completion Date
- Contract Number

Added Date
Agency Name
Contract Order Number
Date Signed
Product Service Code
Unique Entity ID

Logical Condition: WHERE | Data Element: (Select Data Element) | Comparison: (Select Comparison) | Data Value: [text field]

Data Element: (Select Data Element) | Order: (Select Order)

Buttons: Add Where, Add Order, Add, Add All, Remove, Remove All

Run Report

Once all desired data elements have been selected, click the **Add** button to add the data elements to the selected data elements box. To remove elements from the selected data elements box, highlight an element and select the **Delete** button.

To set the criteria for what records will appear in the results of the report, select one of the available Data Elements from the Data Element drop-down box to the right of the Logical Condition box. Select the comparison from the **Comparison** drop-down, and enter the applicable data value in the **Data Value** field.

CPARS

User: [redacted] | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace | To-Do List | Dashboard | Evaluations/Contract Status Report | User Administration | Reports (Admin) | **Ad Hoc Report** | Auto Register Report | Report Scheduler | View/Print Evaluations

Ad Hoc Report

Report Name: [text field] (Only required to Save Report)

Select Report Type: Contracts Requiring Evaluation

Select Data Element(s):

- Action Obligation
- Agency ID
- Award Type
- Award Value
- Base and All Options Value
- Business Sector
- Business Subsector
- City
- Completion Date
- Contract Number

Added Date
Agency Name
Contract Order Number
Date Signed
Product Service Code
Unique Entity ID

Logical Condition: WHERE | Data Element: Unique Entity ID | Comparison: EQUALS | Data Value: TST999999999

Data Element: (Select Data Element) | Order: (Select Order)

Buttons: Add Where, Add Order, Add, Add All, Remove, Remove All

Run Report

Select the **Add Where** button and a table will appear below with the element in the first row for the first element. Continue to build query table as required. To delete a where clause, check off the clause and click the **Delete** button.

CPARS

User: | Account Details | Change Password | Sign Out

Workspace
To-Do List
Dashboard
Evaluations/Contract Status Report
User Administration
Reports (Admin)
Ad Hoc Report
Auto Register Report
Report Scheduler
View/Print Evaluations

Ad Hoc Report

Report Name: (Only required to Save Report)

Select Report Type: Contracts Requiring Evaluation

Select Data Element(s):

Add >> Add All >>

<< Remove << Remove All

Added Date
Agency Name
Contract Order Number
Date Signed
Product Service Code
Unique Entity ID

Logical Condition Data Element Comparison Data Value

(Select Condition) (Select Data Element) (Select Comparison)

Add Where

Where(s)

Logical Condition	Data Element	Compare Condition	Data Value	Delete
	Unique Entity ID	EQUALS	TST999999999	<input type="checkbox"/>

Data Element Order

(Select Data Element) (Select Order)

Add Order

Run Report

If the user wishes to add a specific order when displaying the Ad Hoc results, the user would select a data element from the **Data Element** drop-down in the Add Order section. From the **Order** drop-down, the user would select either Ascending or Descending. Select the **Add Order** button and a table will appear below with the element in the first row for the first element. Continue to build order table as required. To delete an order, place a check the applicable order box and click the **Delete** button.

If the user wishes to save this report to run it again in the future, the user enters a Report Name in the **Report Name** box and clicks the **Save** icon. The Ad Hoc Report screen will refresh and a Select Saved Report drop-down will appear. To run the report, click the **Run Report** button.

To run the saved report in the future, the user would select the Report Name from the drop-down and click **Run Report**.

To change the parameters of a saved report, select the **Report Name** from the drop-down, select/de-select the desired parameters, and click the **Save** icon.

To delete a saved report, select the **Report Name** from the drop-down and click **Delete**.

CPARS

User: | Account Details | Change Password | Sign Out

Workspace
To-Do List
Dashboard
Evaluations/Contract Status Report
User Administration
Reports (Admin)
Ad Hoc Report
Auto Register Report
Report Scheduler
View/Print Evaluations

Ad Hoc Report

[Spreadsheet]

Return to the Ad Hoc Report Parameters

Previous Page Next Page Row 1 to 689 of 689

ADDED_DATE	AGENCY_NAME	CONTRACT_NUMBER	CONTRACT_ORDER_NUMBER	DATE_SIGNED	PRODUCT_SERVICE_CODE
2024-05-21 13:45:39.0	UAT995	U9950617C0333		2023-11-05 00:00:00.0	1540
2024-05-21 13:45:39.0	UAT995	U9950617D0001	U9950617F0001	2023-04-05 00:00:00.0	1510
2024-05-21 13:45:40.0	UAT995	U9950617D0001	U9950617F0005	2023-04-05 00:00:00.0	1510
2024-05-21 13:45:39.0	UAT995	U9950617D0001	U9950617F0006	2023-05-06 00:00:00.0	1510
2024-05-21 13:45:39.0	UAT995	U9950617C0335		2023-10-19 00:00:00.0	1540
2024-05-21 13:45:40.0	UAT995	U9950617C0339		2023-11-05 00:00:00.0	1540
2024-05-21 13:45:39.0	UAT995	U9950617D0001	U9950617F0009	2023-05-06 00:00:00.0	1510
2024-05-21 13:45:39.0	UAT995	U9950617D0001		2023-04-05 00:00:00.0	1510
2024-05-21 13:45:40.0	UAT995	U9950617D0001	U9950617F0002	2023-05-06 00:00:00.0	1510
2024-05-21 13:45:39.0	UAT995	U9950617D0001	U9950617F0003	2023-06-05 00:00:00.0	1510
2024-05-21 13:45:40.0	UAT995	U9950617D0001	U9950617F0008	2023-04-05 00:00:00.0	1510
2024-05-21 13:45:40.0	UAT995	U9950617D0001	U9950617F0007	2023-06-05 00:00:00.0	1510
2024-05-21 13:45:40.0	UAT995	U9950617C0332		2023-10-19 00:00:00.0	1540
2024-05-21 13:45:40.0	UAT995	U9950617C0336		2023-11-05 00:00:00.0	1540
2024-05-21 13:45:40.0	UAT995	U9950617D0001	U9950617F0004	2023-04-05 00:00:00.0	1510
2024-05-21 13:45:40.0	UAT995	U9950617C0338		2023-10-19 00:00:00.0	1540
2024-05-21 13:45:39.0	UAT995	U9950617D0001	U9950617F0010	2023-06-05 00:00:00.0	1510
2024-05-21 13:45:39.0	UAT995	U9950617D0018	U9950617F0003	2023-06-05 00:00:00.0	1520
2024-05-21 13:45:39.0	UAT995	U9950617D0018	U9950617F0007	2023-04-05 00:00:00.0	1520
2024-05-21 13:45:40.0	UAT995	U9950617D0018	U9950617F0008	2023-05-06 00:00:00.0	1520

[\[Spreadsheet\]](#) – Click on [\[Spreadsheet\]](#) in the upper left hand corner of the report to create a Microsoft Excel version of the Ad Hoc report.

To run a new Ad Hoc Report, click the **Return to Ad Hoc Parameters** button.

Report Scheduler

This tool allows Agency POC and Department POC users to request that certain reports be automatically run and sent to their email inbox as file attachments. Current available reports are the Ad Hoc Reports and the Registration, Contract Status, Compliance, Evaluation Status, Evaluation Metrics, Evaluation Processing Times, Integrity Status, and Integrity Compliance report from the Dashboard.

To begin a scheduled job, select either Ad Hoc or Dashboard from within **Report Type**. This selection will change the **Options** portion of the page. New jobs will require a **Job Name**. **Saved Jobs** can be selected from the drop down and edited and saved, or deleted.

Choose the saved report name from the Select Saved Report drop-down. For information about saving an Ad Hoc or Dashboard Report, refer to that section of the manual.

The screenshot shows the CPARS Report Scheduler interface. On the left is a sidebar with navigation links: Workspace, Dashboard, Evaluations/Contract Status Report, User Administration, Reports (Admin), Report Scheduler (highlighted), and View/Print Evaluations. The main content area is titled 'Report Scheduler Parameters' and is divided into three sections: 'Report Scheduler Parameters', 'Report Options', and 'Scheduling'. In the 'Report Scheduler Parameters' section, there is a 'Report Type' dropdown set to 'Dashboard', a 'Saved Job' dropdown set to '(New Job)' with a 'Delete Job' button, and a 'Job Name' field with a placeholder '(Only required to save a new job)'. The 'Report Options' section contains instructions to 'Select a saved report to be run.', a 'Select Saved Report' dropdown set to '(Select Report)', and an 'Export File Type' dropdown set to 'Excel Spreadsheet .xlsx'. The 'Scheduling' section includes a note about the 'Save & Run' button, a 'Is the Report Active?' dropdown set to 'Yes', a 'Frequency' dropdown set to 'Daily', an 'Initial Run Date' field, and a 'CC Email Address' field. A checkbox for 'I certify that the owner of the email address to whom I am sending this report has a valid need-to-know.' is present. At the bottom is a 'Save & Run' button. The top right of the interface shows the user 'JOSEPH BUTLER' and links for 'Account Details', 'Change Password', and 'Sign Out'. There are also icons for 'WORKSPACE' and 'SAVE'.

The user can have their jobs sent as either Excel (.xlsx), .xml, or .json file attachments. If a bar chart has been saved and selected to be sent, it can only be sent as a .jpg.

In the Scheduling portion of the Report Scheduler, users can set existing jobs as inactive by checking **No** in the **Is the Report Active?** Dropdown and clicking the **Save** icon in the top right of the page.

This section is also where users select **Frequency** and **Initial Run Date**. Both of these fields are used to calculate when a job is to be run.

The CC Email Address block, allows users to send a copy of the scheduled report to another email address. The email address must be a government email address. To send the report to another email, enter the email address in the **CC Email Address** block. Users must then check the box to certify that the email address copied has a valid need to know.

When finished selecting job options, select **Save & Run**. The user will receive a notification that the job has been sent and they can validate their report data immediately as the job commences its regularly scheduled runs.

Status Tracker

This search bar allows all roles, except View Performance, to view the status of an evaluation that the user has access to. To search, users must enter a full contract number. If a user has access to multiple orders on the same contract number, they will be brought to a selection screen to specify the order number.

The screenshot displays the CPARS Status Tracker interface. At the top, the header shows 'CPARS' on the left and user information 'User: JOSEPH BUTLER | Account Details | Change Password | Sign Out' on the right. A 'Workspace' sidebar on the left contains links: 'To-Do List', 'Dashboard', 'Evaluations/Contract Status Report', 'User Administration', and 'Initiate/Edit/Delete Record'. The main content area shows 'Contract Number: U9940517C0180' and 'Period of Performance: 06/06/2024 - 01/09/2025'. Below this is an 'Evaluation Status' progress bar with stages: Drafted, Rated, Reviewed, Finalized, and Completed. The 'Completed' stage is highlighted in blue and indicates '-188 days remaining'. The 'EVALUATION STATUS' section provides definitions for each stage: Initiated (waiting for Assessing Official Rep), Drafted (waiting for signature), Rated (signed by Assessing Official), Reviewed (signed by Contractor Rep), Finalized (ratings finalized), and Completed (evaluation completed). The 'EVALUATION STATUS KEY' section uses color-coded boxes: Green (in process/completed within 120 days), Yellow (in process but at risk), Red (in process/completed more than 120 days), and Blue (evaluation archived). A 'FEEDBACK' icon is located at the bottom right.

The results page lists all steps in the evaluation process, displays the most recent evaluation for the searched contract number, and shows the current evaluation status. The results also display the days remaining to complete an evaluation on time. A key is provided to explain each status and color code.

Find My: (Focal Point/DPOC)

This search bar allows users to view the contact details for a Focal Point/Alternate Focal Point(s) or Department Point of Contact (DPOC). To search, users need to select either “Focal Point” or “DPOC” from the dropdown menu. When “Focal Point” is selected the user will enter a valid contract number then click on “Search”. When “DPOC” is selected the user will click on “Search”. Focal Point and Alternate Focal Point(s) will display for all CPARS roles. DPOC will display for all roles with the exception of Department Point of Contact (DPOC), Contractor Rep (CR), and Senior Contractor Rep (SCR). This will not display for users with View Performance or Integrity Data Entry only roles.

The screenshot shows the CPARS application interface. At the top, the user is identified as JOSEPH BUTLER with links for Account Details, Change Password, and Sign Out. A left sidebar contains a 'Workspace' menu with options: To-Do List, Dashboard, Evaluations/Contract Status Report, User Administration, and Initiate/Edit/Delete Record. The main content area features a 'Find My' search bar with a dropdown menu currently showing 'Focal Point', 'Focal Point', and 'DPOC'. To the right of the dropdown are two input fields: 'Enter Contract Number...' and 'Enter Contract Order Number...', each followed by a 'Search' button. Below the search bar, a 'Welcome' message is displayed, followed by a prompt to 'Please choose an option from the Menu' and a link for 'Important Information / News'.

The results page will list the contact details for the Focal Point and Alternate Focal Point(s) of the contract entered or for the DPOC associated with that user’s profile.

Account Details

The Account Details option is very important, as it is the primary method that users, at all access levels, keep their profile information up-to-date. For example, if a user’s phone number changes, the user would access the **Account Details** button to update the phone number. Additionally, users may view their currently assigned application roles below the **Save User Information** button. To update user information, click **Account Details**. The User Information screen displays.

The screenshot displays the 'User Information' form within the CPARS application. The user is identified as AMANDA PPO. The form includes a sidebar with 'Workspace' and 'Reports (Admin)'. The main form area contains fields for: Email Address (amanda.ppo1@noemail.mil), First Name (AMANDA), Last Name (PPO), Title (test), Organization (test), Citizenship (UNITED STATES), and Phone Number (4447778888). Fields marked with a red asterisk (*) are required. A 'Save User Information' button is located below the form. At the bottom, the user's role is listed as 'Owner (View Performance)'.

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

Change Password

The Change Password option is very important as it is the primary method that users, at all access levels, change their password. To change a login password, click **Change Password**. The Change Login Password screen displays.

NOTE: Passwords cannot be changed more than once in a 24-hour period.

CPARS

User: AMANDA PPO | [Account Details](#) | [Change Password](#) | [Sign Out](#)

Workspace

View Performance Records

User Administration

Reports (Admin)

Change Sign In Password

Password Last Set Date:

Current Password:

New Password:

Confirm New Password:

Passwords must meet the following specifications:

- ✗ -must be 15-20 characters
- ✗ -must contain at least two lower case letters
- ✗ -must contain at least two upper case letters
- ✗ -must contain at least two numbers
- ✗ -must contain at least two special characters

-cannot reuse your last 24 passwords

-must differ from previous password by at least eight characters

-must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words

-cannot be changed more than once in a 24 hour period

[Change Password](#) [Clear](#)

Enter the current password in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. Re-type the password in the **Confirm New Password** box. As criteria is met, the requirements will change from X's to check marks and the color will change from red to green.

NOTE: The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last 24 passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words. If a user logs onto CPARS with an expired password, the Change Login Password screen is presented and the user will be required to establish a new password.

Click the **Save Password** button and a confirmation pop-up will display. Click the **OK** button.

Feedback

The **Feedback** feature is available at all access levels and allows users to do such things as identify and submit system problems, make suggestions for system improvements, or recommend changes in policy. To submit comments, click the **Feedback** icon from the Workspace and the Feedback screen will display.

The screenshot shows the CPARS Feedback form. At the top, the header includes 'CPARS' on the left and user information 'User: AMANDA PPO | Account Details | Change Password | Sign Out' on the right. A 'Workspace' menu is on the left with options: 'Workspace', 'View Performance Records', 'User Administration', and 'Reports (Admin)'. The main content area is titled 'Feedback' and contains the following text: 'We welcome you to provide feedback on this site.', 'This feature is to submit system changes or improvements **ONLY**.', and 'If you have a technical issue or need a question answered, please go to the [CPARS Helpdesk](#).'. Below this, a note states '(fields identified with * are required)'. There are two required fields: '* Short Description:' followed by a text input box, and '* Description: (1000 character limit used=)' followed by a larger text area. A 'Submit' button is at the bottom left of the form. A small 'absl' logo is visible in the bottom right corner of the description text area.

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

NOTE: The system limitation for Feedback is 1000 characters.

Click the **Submit** button. Click **OK** when the confirmation message displays. The Customer Support Desk monitors CPARS for all feedback submitted. Requests for enhancements and policy changes are routed through the Change Control Board (CCB) for review, discussion, and disposition.

Email Notifications

CPARS Email Notifications

- An automatic notification is sent to users when they are assigned access to CPARS.
- An automatic notification is sent whenever the Focal Point provides access to new or existing users. Users will also receive an email when the Focal Point transfers user access to another user.
- An automatic notification is sent to the Assessing Official Representative, Assessing Official, Alternate Focal Point, and Focal Point 30 days before the evaluation is due to be started. This email is weekly and continues until the evaluation is started.
- An automatic notification is sent to the Assessing Official, Alternate Focal Point, and Focal Point when an evaluation is not completed within the 120-day objective (overdue). This email is weekly and continues until the evaluation is completed.
- When the Focal Point or Alternate Focal Point registers a contract/order, but no Assessing Officials or Contractor Representative users have been assigned. This email is weekly and continues until users are assigned to the contract/order.
- When the Focal Point or Alternate Focal Point assigns users to a contract/order and the contract/order is available in auto-register, but has not been registered. This email is weekly and continues until the contract/order is registered.
- When the Assessing Official Representative initiates an evaluation.
- When the Assessing Official Representative forwards an evaluation to the Assessing Official.
- When the Assessing Official returns an evaluation to the Assessing Official Representative.
- When the Assessing Official drafts an evaluation.
- When the Assessing Official forwards an evaluation to the Contractor Representative.
- When the Contractor Representative returns an evaluation to the Assessing Official.
- When the Assessing Official sends an evaluation to the Reviewing Official.
- When the Reviewing Official returns an evaluation to the Assessing Official.
- The Focal Point, Alternate Focal Point and Contractor Representative receive an email notification when the evaluation is completed.
- An automatic notification is sent to the Contractor Representative identifying evaluations that have been forwarded to the Contractor Representative for comment, but the Contractor has not started entering comments. This email is daily and continues until the Contractor enters comments or until the evaluation is available for source selection after 14 days.
- An automatic notification is sent to the Contractor Representative identifying evaluations that have been forwarded to the Contractor Representative for comment, but the Contractor Representative has not responded. This email is weekly, starts 15 days after the evaluation is sent to the Contractor Representative and continues until the Contractor Representative enters comments or until the evaluation returns to the Assessing Official after 60 days.
- An automatic notification is sent to the Assessing Official when the Contractor 60-day comment period expires. This email is weekly and continues until the evaluation is closed by the Assessing Official.
- An automatic notification is sent to Agency POC(s) when the Department POC provides access to new/existing Organization(s).
- An automatic notification is sent to Agency POC(s) when the Department POC provides access to additional Organization(s).
- An automatic notification will be sent to all users that have not logged in within two years, notifying them to log into the system to retain their account.
- An automatic notification is sent to users who have requested Focal Point and Department POC access.
- An automatic notification is sent to the Department POC or Agency POC when they have a pending Focal Point access request.
- An automatic notification is sent when a Focal Point, Department POC, or Senior Contractor Rep receives access.
- An automatic notification is sent when a Focal Point request is denied.

Integrity Email Notifications




- Department POC assigned
- Focal Point assigned
- Alternate Focal Point assigned
- Integrity Data Entry assigned
- Integrity Data Entry assigned/records transferred
- Overdue notification (record incomplete)
- Contractor notification that Integrity record is available for source section/comment

View Performance Records Email Notifications




- Owner (View Performance) assigned
- Manager (View Performance) assigned
- Access (View Performance) assigned
- An automatic notification is sent to the Owner (View Performance) or Manager (View Performance) when they have a pending access request.
- An automatic notification is sent when a request is denied.

Using CPARS Effectively

System Information

- A small calendar link is located adjacent to a date field and allows the user to populate the date field with the use of a mouse. Click on the calendar and select the correct date. This will assure the date is entered in the correct format.
- The small blue question mark (?) indicates online help is available for the adjacent field. Click on the blue question mark and the online help window opens.
- At the bottom of every page in the CPARS application there are links to the CPARS Guidance and Training Opportunities.
- The system has a time-out feature of 10 minutes. If the user has a data entry screen open and no work is performed for 8 minutes, the system will perform an automatic save. The time-out clock is re-set whenever the user performs a save or click between tabs in the evaluation at the Initiated or Drafted status.
- Clicking  icon will return the user to their Workspace screen. Clicking this icon will not save any information entered.
- Clicking  icon will save the in-process records or evaluations. It will also save various reports for future use.
- Clicking  icon will open an HTML view for the user to print.

When Registering Contracts/Orders or Working on Evaluations

- The ABC button  located next to data entry fields offers a spell checker. When clicked, possible misspellings in the block of text are identified and replacement options are offered.
- A red asterisk (*) designates a required field. All required fields must be completed to register a contract/order. However, evaluations can be started and saved without all required fields being completed. Required fields must be completed whenever evaluations are validated and sent to the next workflow step.
- There is a character counter located at the top of data entry screens that help users identify how many characters they have entered in text fields. Keep an eye on the character field to determine how many characters have been entered.
- A red checkmark  next to Notes on the To-Do List located next to a Contract/Order Number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.
- A red checkmark  located within any of the **Rating Sections** indicates that element has been rated for the specific performance area.

When Entering Records

- A red asterisk (*) designates a required field. All required fields must be completed to save and mark a record for release for source selection and public access. However, records can be started and saved without all required fields being completed.