Welcome to the Federal Awardee Performance and Integrity Information System, or FAPIIS, Auto Initiate an Integrity Record tutorial. During this tutorial, you will learn how to navigate through the Auto Initiate an Integrity Record functionality.

The Auto Initiate an Integrity Record function available only to Integrity Data Entry users, provides Integrity Data Entry 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 Integrity Data Entry user is able to quickly initiate individual termination records. The termination must be coded as such in the Federal Procurement Data System, or FPDS, in order to display on the list.

Now, let’s log in to CPARS as the Integrity Data Entry user and take a closer look at the Auto Initiate an Integrity Record Function. At the Home screen, we will click on Initiate/Edit/Delete Record, then on Auto Initiate an Integrity Record. Users are able to query for eligible terminations by selecting at least one Contracting Office ID. Searching by Contracting Office ID will produce a list of eligible terminations that have been sent to FPDS by the applicable Contracting Office(s). If we are unaware of our Contracting Office ID, we should contact our FPDS administrator. Let’s select our Contracting Office ID from the Select Contracting Office ID drop-down and click Add to add the Contracting Office ID to the Selected Office ID(s) box. We can select to add as many Contracting Office IDs as we need. We can also use the Add All button to add all the Contracting Office IDs from the list. If we have made a mistake and need to remove a Selected Contracting Office ID we can highlight the incorrect Contracting Office ID and select the Remove button. The Remove All button will remove all contracting office ids from the Selected Contracting Office ID(s) box. If we want to save this report to run it again in the future, we enter a report name in the Report Name block and click the Save icon. The Auto Initiate an Integrity Record screen will refresh and a Select Saved Report drop-down will appear. To run the saved report in the future, we would select the report name from the drop-down and click Run Report. If we needed to change the parameters of a saved report, we would select the report name from the drop-down, update the desired parameters and click the Save icon. To delete a saved report, select the Report Name from the drop-down and click the Delete button. Once we have finished making our selections, it is time to run the report. We will do this by clicking the Run Report button at the bottom of the screen.

It is important to note that the examples used in this demo are fictitious and do not represent an actual agency or organization.

Let’s look at our Auto Initiate an Integrity Records eligible list. The parameters we selected on the previous screen will result in a list of terminations that are required to be entered into FAPIIS. The terminations displayed come from FPDS. CPARS receives a daily data feed from FPDS. We’ll start by looking at the Document Number column. The next column is the Record Type column. This column displays whether the record is a Termination for Default or Termination for Cause. It is populated from the FPDS data element 12C Reason for Modification. If this information is incorrect, it will need to be updated in FPDS. Let’s move on to the Unique Entity ID column. This is the Unique Entity ID of the awardee applicable to the action being reported. Let’s move on to the Reporting Office ID and Reporting Office columns. These columns identify the Reporting Office that placed the termination. Let’s move on to the Action Date column. The Action Date indicates the date the Contracting or Grants Officer terminated the contract. Let’s move on to the Available Date column. The Available Date indicates the date that the termination became available in Auto Initiate an Integrity Record. It’s important to remember that terminations be reported within three calendar days. Finally, we have the Spreadsheet function in the upper left corner of the screen. When we click the Spreadsheet function, our Auto Initiate an Integrity Record report will be displayed as a spreadsheet. Now we are ready to auto initiate our Integrity record.

It’s important to note that particular care should be taken when initiating terminations, as the user and the user’s Focal Point then assumes ownership and responsibility for that termination and makes that termination inaccessible to other users and Focal Points. We will click the applicable document number to be initiated from the column labeled Document Number. The system has now automatically initiated an Integrity Record and placed it on our To-Do list. When a termination is selected to auto initiate, FAPIIS pulls in the basic information from FPDS. This information includes the Action Date, the Contract Award ID Number, the Contract Referenced Award ID Number if applicable, Principal NAICS Code, Product/Service Code, Awardee Information, and Office ID. Any of the information on the Integrity Data Entry screen can be entered or changed manually if needed. For more information on how to finish processing the Integrity Record please take the Integrity Overview class available on the CPARS website.

Now, let’s look at the other way to auto initiate an Integrity record. Under Initiate/Edit/Delete Record, we'll click on Initiate an Integrity Record. We will select either the Termination for Cause or Termination for Default option from the Record Type drop-down. We will enter our Unique Entity ID in the Unique Entity ID 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 was described above.

If we accidentally auto initiated an Integrity record that does not belong to us, we can delete it. To do this we click on Delete an Integrity Record under the Initiate/Edit/Delete Record option. We click the Document Number of the record we wish to delete. The Delete Record Confirmation screen will display. We will verify the correct Contract Referenced Award ID Number and/or Contract Award ID Number that we want to delete is shown on the screen. If we are ready to delete this record, we will click the Confirm Delete button. When we delete this record, it will be returned to the Auto Initiate an Integrity Record list. At this point, we are ready to exit CPARS by clicking Log Out.

This concludes the Auto Initiate an Integrity Record tutorial. Congratulations on completing the tutorial and thank you for participating!