Contractor Performance Assessment Reporting System

CPARS

Automated Information System User Manual

December 2003

Current Version v.2.0.08

http://cpars.navy.mil

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 process are contained in the applicable service CPARS Guide. The AIS was developed to support the electronic processing Contractor Performance Automated Report (CPAR) information.

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing the automated CPARS process. This User Manual was prepared by Naval Sea Logistics Center Detachment Portsmouth (NSLCDET PTSMH). NSLCDET PTSMH continuously enhances the Automated Information System and User Manual to meet the needs of its customers.

Please address any recommended modifications or improvements to:

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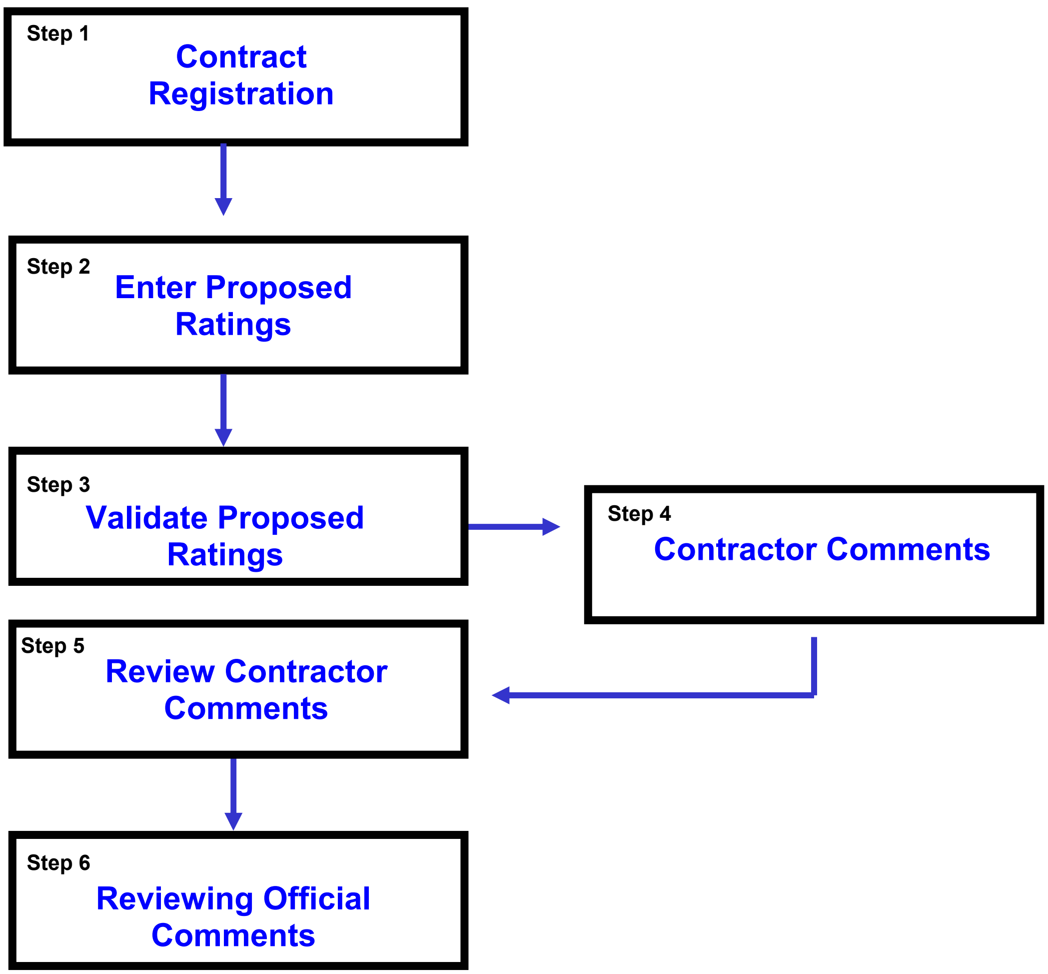
Suggestions for modifying the CPAR system (problems, enhancements, and/or policy) may also be submitted via the User Feedback selection located on the Main Menu screen of each assigned level in the CPAR system.

Table of Contents

System Overview

The CPARS AIS is a Navy Intranet application that is accessed via the internet web site, http://cpars.navy.mil. The AIS 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 system is encrypted using the security features incorporated into the web browser. Access to the system requires a browser, which supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption), **Netscape Communicator V 6.0 or higher or Microsoft's Internet Explorer 4.01 or higher . Additional details on browser requirements and security are available at http://cpars.navy.mil.**

BASIC CPARS WORKFLOW CHART



Major Commands, Direct Reporting Units, Wing Commanders, LGCs, Systems Command (SYSCOM) Commanders, Program Executive Officers (PEOs), Direct Reporting Program Managers (DRPMs), Headquarters Marine Corps, Commander Military Sealift Command, and other activity's heads of contracting are responsible for overseeing the implementation of CPARS process in their respective organizations.

Each segment has been assigned unique levels of access. CPARS focal points define a User Access Matrix that assigns individual access and responsibility on a contract by contract basis. The CPAR workflow diagram describes this process.

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

Step 1 – **Contract Registration**. This step allows general contract information to be entered by anyone assigned those responsibilities. Information must be entered within 30 days after contract award.

Step 2 – **Enter Proposed Ratings**. This step allows individuals assigned to management of specific contracts by an Assessing Official to enter proposed ratings and supporting narrative. These ratings are relative to the contractor's performance on a specific contract.

Step 3 –**Validate Proposed Ratings**. This step allows the Assessing Official to establish performance ratings and/modify proposed ratings for specific contracts. The Assessing Official is required to enter name and title and forward the CPAR to the contractor for review.

Step 4 – **Contractor Comments**. This step allows the contractor being evaluated to review the proposed ratings and comment on any elements that may require further review or explanation. After review the contractor returns the CPAR to the Assessing Official for completion.

Step 5 – **Review Contractor Comments.** This step allows the Assessing Official to accept and finalize the CPAR, or modify proposed ratings and forward the CPAR to a Reviewing Official. If ratings are modified, the original proposed ratings are archived and the modified proposed ratings are forwarded to the Reviewing Official for comment.

Step 6 –**Reviewing Official Comments**. This step allows the Reviewing Official (if required by activity) to review proposed ratings recommended by the Assessing Official and the response by the contractor to ensure that the ratings proposed are fair and supported by objective evidence. If the reviewing official is required, comments must be entered and the CPAR must be finalized.

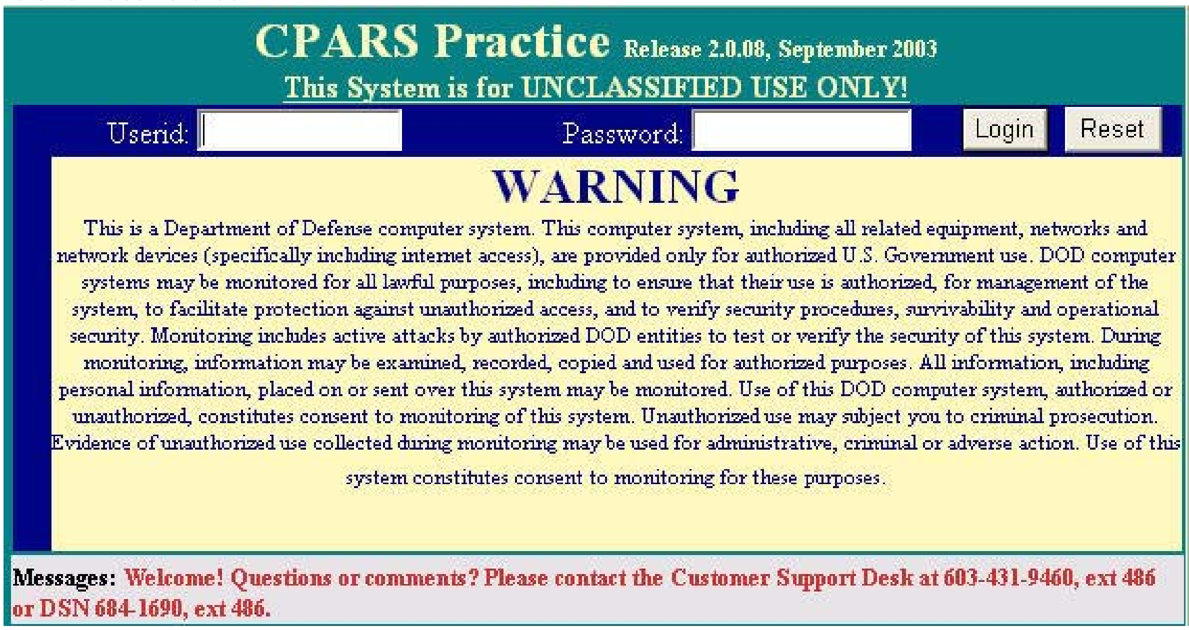
When information is processed within the CPARS AIS, the information is automatically entered into the CPARS database that maintains libraries for all CPARs. Completed CPARs are uploaded into the DoD Past Performance Information Retrieval System (PPIRS) database. The DoD PPIRS database may then be accessed by source selection officials for browsing and/or retrieval of all CPARs.

Accessing CPARS

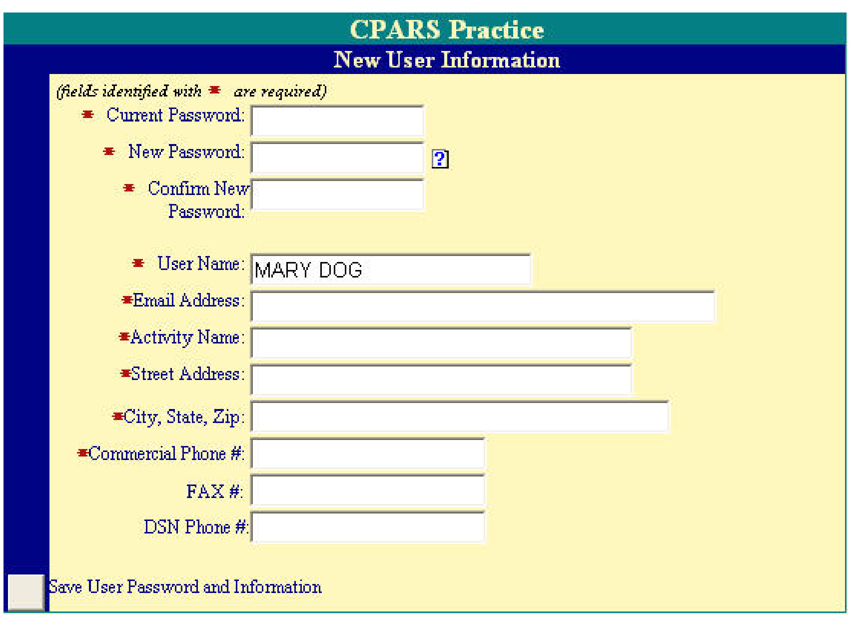
CPARS is accessed by logging onto **http://cpars.navy.mil**.   The website offers varied CPAR items of interest: reference material, frequently asked questions, best practices, etc. A CPAR practice system is also available. Instructions to use the practice system are provided. To enter the CPAR Practice System, click **Practice System** located on the left-hand side of the screen. After reading the practice system instructions, click **CPARS Online practicing** located at the center of the screen. The CPARS login practice screen displays.

To enter the CPARS Production System, click CPARS Production System.

Enter the appropriate userid and password (case sensitive). Click **Login** button. **Reset** button clears Userid and Password box.



When new and reset passwords are provided by the Focal Point, Command POC/CMB Member, or help desk, a New User Information screen will display after Login. Modify the pre-assigned password.

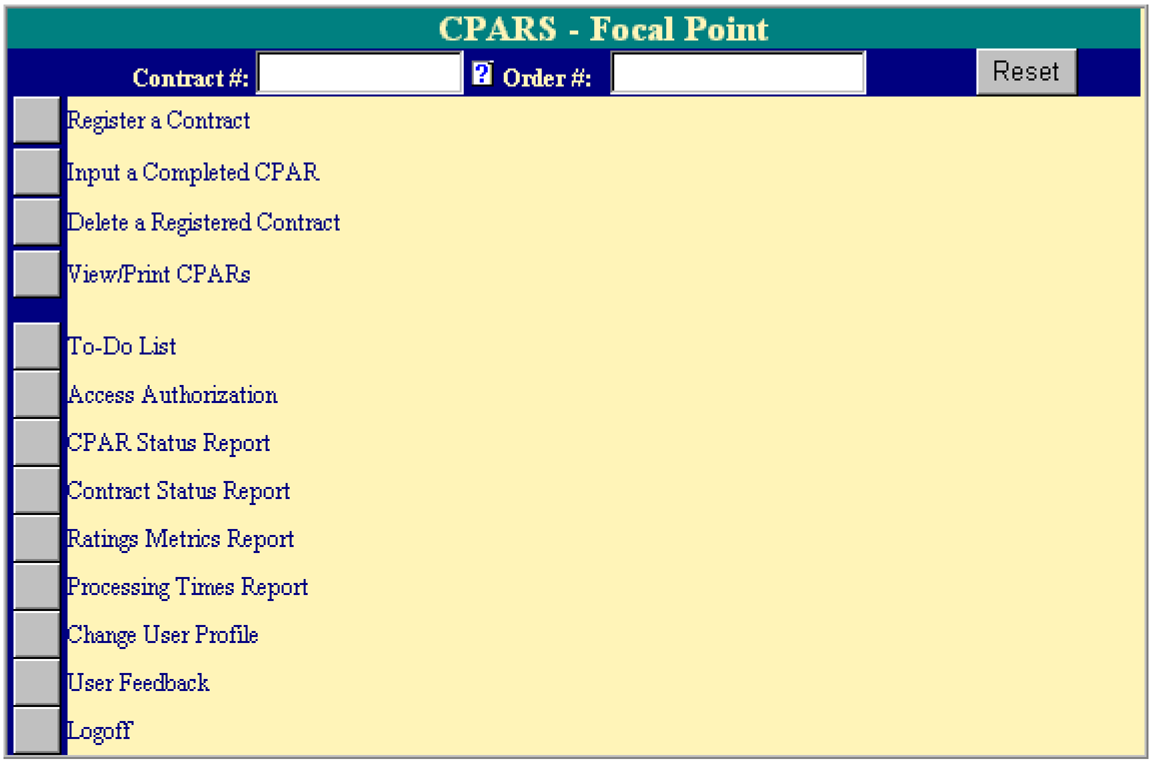


Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8-15 characters consisting of only letters and numbers. Re-enter the new password in the **Confirm New Password:** box. Complete and/or review the user information. Care must be taken to keep the user's E-mail address current/correct for the implementation of the electronic notification system. After the necessary modifications are entered, click **Save User Password and Information** button and a confirmation pop-up screen displays. Click **OK** button.

A list of all options available for a specified access level will appear on the User's Main Menu.

Focal Point

The Focal Point is responsible for the collection, distribution, and control of CPARs. Focal Points are key players in the success of the CPARS AIS. Focal Point access is granted only upon completion of a signed Focal Point Userid/Password Request Form. Focal Points coordinate CPARS access for a specifically assigned area of responsibility (assign userids/passwords) and have the authority to enter a manually completed CPAR form. The Focal Point is authorized to enter new contract information (register a contract). The CPAR Focal Point will assist the Assessing Official in implementing CPARS by providing training and other administrative assistance to ensure that reports are timely and of high quality.



Register a Contract: This option allows the Focal Point to input basic contract information into the database. Registering basic contract information is the only function that the Focal Point may perform in the **automated** CPAR workflow process. Basic contract information must be registered into the CPAR system within 30 days after contract award. To register the contract, the user must be logged on CPARS as a Focal Point and the Focal Point Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Register a Contract** button. When this option is selected, a Contract Registration Screen displays. Enter the CAGE Code or DUNS+4. If codes are unknown, click the Company Name drop-down box. Select one option and enter the appropriate characters into the adjacent field. Click **Continue with Contract Registration** button. If more than one DUNS number is assigned to the selected CAGE code, a listing of DUNS and CAGE codes with associated company names and address will be displayed. Click the appropriate DUNS number to assign that DUNS number to the contract. The Register a Contract input template displays pre-filled with the contractors name, address, CAGE code and DUNS+4. Required fields are designated with a red asterisk. The Blue Question Mark (**?**) designates online help availability. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the registration process.

Search links provide look-up capability for the correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

A Focal Point must complete all information designated with a red asterick before saving the information entered. Click **Validate and Save the Contract Data** button located at the bottom of the template. Click **OK** button. To return to the Focal Point Main Menu, click **Return to the Main Menu** button. I pop-up message appears, click desired response. **Return to the Main Menu** button does not save any information that has been entered.

Input a Completed CPAR: This option allows the Focal Point to input a manually completed CPAR. **It must be emphasized that the Focal Point is not part of the CPAR workflow process.** The Focal Point can only input a **manually completed** CPAR.

To input a manually completed CPAR, the Focal Point must be logged on CPARS as a Focal Point and the Focal Point Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Input a Completed CPAR** button. If the contract **has not been** registered, the Select Form Type Screen will display. Select the appropriate business sector, (Systems, Services/IT/Operations, Ship Repair/Overhaul) from the **Select a Form Type** menu. An input template will be displayed. The template will not be pre-filled with the contractors name, address, CAGE code and DUNS+4. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the Input a Completed CPAR process.

If the contract has been registered an input template will be displayed. The template will be pre-filled with the contractors name, address, CAGE code and DUNS+4. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the Input a Completed CPAR process.

The CPAR input template offers on-line help for all blocks displayed with a blue question mark. Clicking on any field containing the blue question mark will provide an explanation for the information required in that block. Click **Close** to close the help window. The CPAR input template displays required fields with a red asterisk.

Search links provide look-up capability for the correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

A Focal Point can save a partial manually completed CPAR for completion at a later date by clicking **Save Data** button. NOTE: **Period of Performance being Assessed** box must be entered before clicking the **Save Data** button.

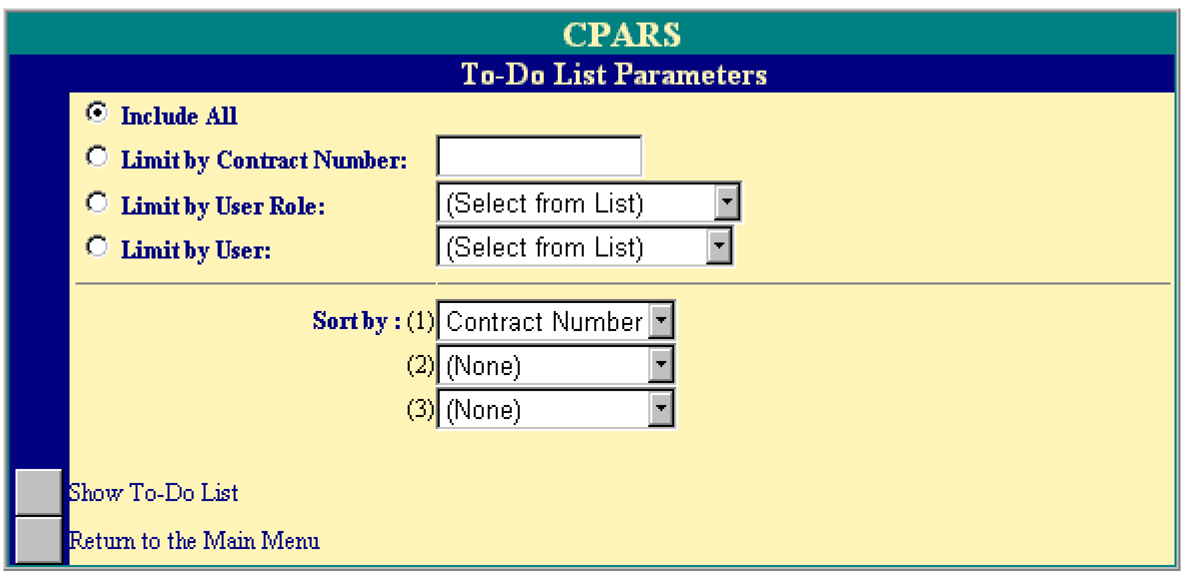
If the **Save Data** button was previously selected for this CPAR, and the Focal Point is now ready to finish inputting the saved CPAR, enter the contract number in the Contract # box and the order number (if applicable) in the Order # box located on the Focal Point Main Menu. Click **Input a Completed CPAR** button. A listing of CPARs to be updated for that contract number will be displayed if previous CPARS have been entered for that particular contract. Click the desired contract number to display the input template and complete the CPAR.

To return to the Focal Point Main Menu, click **Return to the Main Menu** button**. Return to the Main Menu** button does not save any information that has been previously entered. When the Focal Point has completed inputting the CPAR, click **Validate and Close the CPAR** button.

Delete a Registered Contract: This option allows the Focal Point to delete a registered contract. To delete a registered contract, enter the contract number in the Contract # box and the order number (if applicable) in the Order # box using the Focal Point Menu. Click **Delete a Registered Contract** button. The Delete **Contract Confirmation Screen** displays. Select **Confirm Delete** button to remove the contract registration from the CPAR database. Select **Cancel Delete and Return to the Main Menu** button to cancel deletion of the contract registration.

View/Print CPARs: This option allows the Focal Point to view a CPAR, but not modify any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as a Focal Point and the Focal Point Menu must be displayed. Enter a contract number in the box identified as Contract # and enter the order number (if applicable) in the box identified as Order #. Click **View/Print CPARs** button. When this option is selected, the CPAR will appear. If previous CPARs have been completed for that contract, a list of CPARs will display. Click the contract number of the CPAR to be viewed. The CPAR will display in HTML. Click **View CPAR as a PDF** button to view the in Adobe Acrobat Reader. Once the CPAR has been displayed, the user is able to scroll through the report and/or print the report on a local printer. To return to the Focal Point Main Menu, click **Close** button.

To-Do List: This option is a fast and efficient means for the Focal Point to monitor and check the status of pertinent CPARs in the system. Click **To-Do List** button from the Focal Point Menu. A To-Do List Parameters screen displays. The Focal Point can select **Include all** to build a list of all CPARS that have been registered or initiated and are within his/her area of responsibility. Select **Limit by Contract Number** and enter a contract number to limit the list to CPARs for a specific contract. The Focal Point can also limit the To-Do List to a specific role or user by making the appropriate selections. Select the desired parameters and the sort option (if required). Click **Show To-Do List** button.



A list of the Focal Point's selected CPARs in the system will display. To return to the To-Do List Paramenters Screen, click **Return to the To-Do List Parameters** button. To return to the Focal Point's Main Menu, click **Return to the Main Menu** button.

CPARS - To-Do List

CONTRACT NUMBER	CAGE CODE	PERIOD OF PERFORMANCE		ROLE	ACTION REQUIRED	REQUIRED SINCE	USER
FB614100C9999	71905	01/01/2000	12/31/2002	Assessing Official	Finalize Ratings		ROBERT COULUMBE
FB614101C1209	CPARS	02/01/2001	01/31/2002	Assessing Official	Finalize Ratings		AF CPAR3
FB614101C1300	71905	12/01/2001	12/01/2002	Assessing Official	Finalize Ratings	01/30/2003	AF CPAR3
FB614128C0009	71905	04/01/2002	12/31/2002	Assessing Official	Finalize Ratings	02/01/2003	ROBERT COULUMBE
FB614158C0002	92357	09/05/2001	09/04/2002	Assessing Official	Contractor Overdue, Finalize Ratings	11/23/2002	ROBERT COULUMBE
FB614158C0003	71905	05/07/2001	05/06/2002	Assessing Official	Contractor Overdue, Finalize Ratings	11/23/2002	ROBERT COULUMBE
FB614158C0004	11859	01/15/2001	12/31/2001	Assessing Official	Finalize Ratings		ROBERT COULUMBE
FB614158C0005	71905	11/23/2001	01/01/2002	Assessing Official	Contractor Overdue, Finalize Ratings	12/18/2002	ROBERT COULUMBE

Return to the To-Do List Parameters
Return to the Main Menu

Access Authorization: This option is used by Focal Points to provide access to CPARS, to modify user accounts by contract number or user name, to view existing users, to transfer CPARS access from one user to another and to assign an alternate Focal Point. To provide access to CPARS, the Focal Point completes an Access Authorization Matrix (described below). Completion of an Access Authorization Matrix is required for all personnel involved with contracts that are assigned to the Focal Point's area of control. The level of access is assigned based on information received from each program management office as new contracts are awarded or existing contracts are identified.

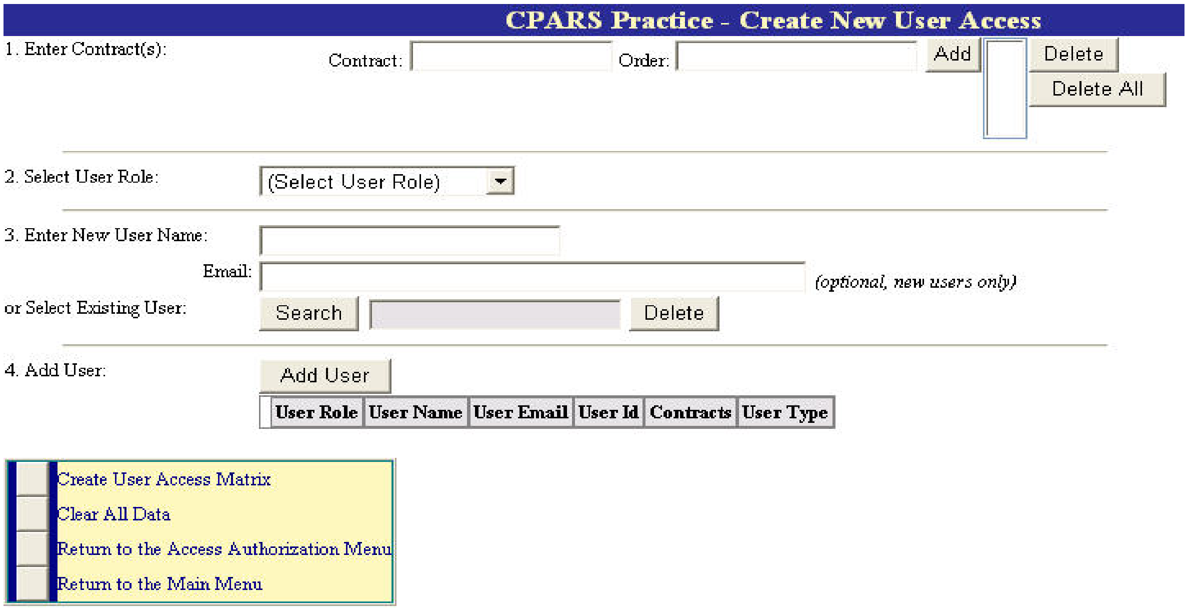
Create New User Access: To provide access to a new user or contract, click **Access Authorization** button from the Focal Point Main Menu. Click **Create New User Access** button from the Access Authorization Menu.

CPARS Practice

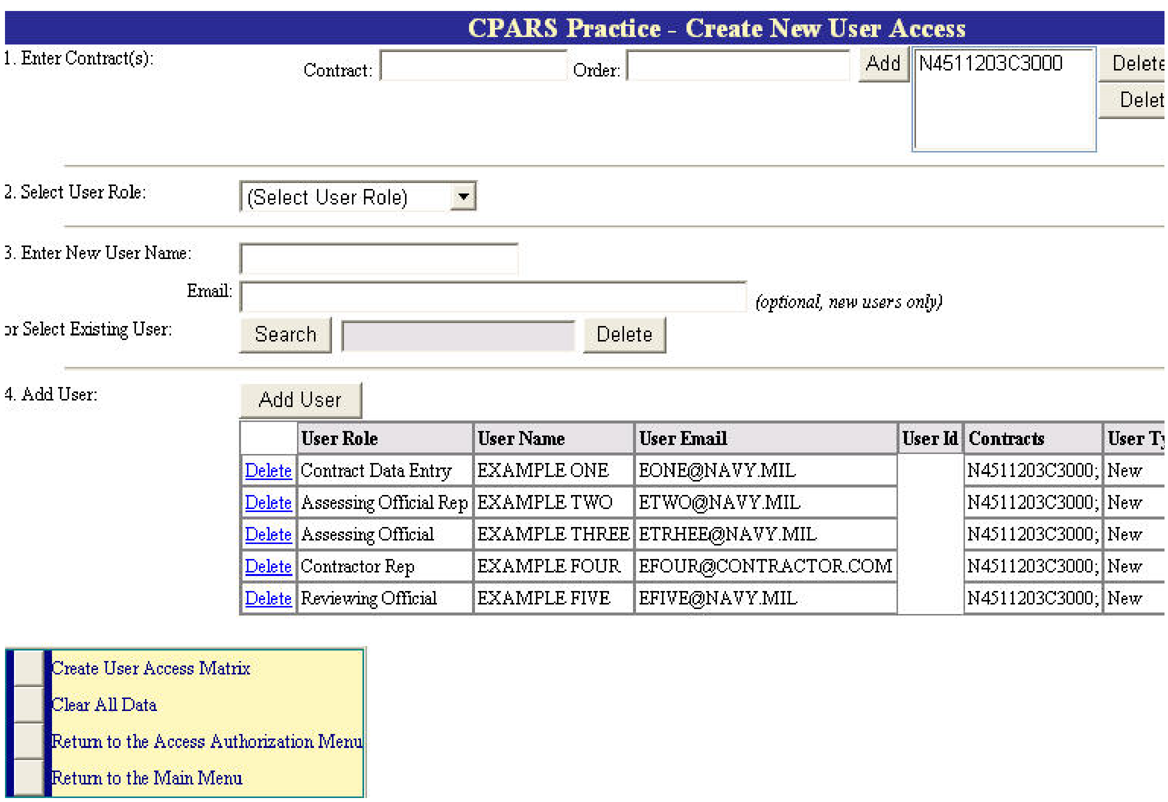
Access Authorization Menu

Create New User Access
Modify Existing User Access
View Existing User Access
Transfer User Access to Another User
Assign Alternate Focal Point
Return to the Main Menu

The Create New User Access screen displays.



The Focal Point must enter the contract number and order number (if applicable) and click **Add** button after each contract number is entered. Select the user role from the **Select User Role** drop-down box. Enter the appropriate new user's name and e-mail address if available, or select an existing user. Click the **Search** button and the **Search for existing Government/Contractor Users**: pop-up screen displays **(depending on User Role selection)**. Enter a full or partial last name and click **Search** button. A list of existing user names displays. Select the desired name and the name will appear in the **Select Existing User** box. The **Delete** button removes the selected user name from the **Select Existing User** box. Click the **Add User** button after entering all access authorization criteria for each user. A matrix will display containing each entry.



To Delete User information from the Matrix, click Delete (located to left of the user name), re-enter all the information and click **Create User Access Matrix** button. The **Clear All Data** button clears all data entered. After all entries have been entered, click **Create User Access Matrix** button. A User Access Authorization Matrix displays.

User Access Authorization Matrix

Please review the following User Matrix:

User Role	User Name	User Email	User Id	Contracts	User Type
Contract Data Entry	EXAMPLE ONE	EONE@NAVY.MIL		N4511203C3000;	New
Assessing Official Rep	EXAMPLE TWO	ETWO@NAVY.MIL		N4511203C3000;	New
Assessing Official	EXAMPLE THREE	ETRHEE@NAVY.MIL		N4511203C3000;	New
Contractor Rep	EXAMPLE FOUR	EFOUR@CONTRACTOR.COM		N4511203C3000;	New
Reviewing Official	EXAMPLE FIVE	EFIVE@NAVY.MIL		N4511203C3000;	New

Authorize Access to these Users

Modify Access Matrix to Correct Mistakes

Return to the Main Menu

Review the information displayed for accuracy. To modify incorrect information, click **Modify Access Matrix to Correct Mistakes** button and the previous Access Authorization Matrix will display. If all information is correct, click **Authorize Access to these Users** button. The Official User Access Authorization Matrix displays providing User Role, User Name, User Email, User-Id, Password, Status (indicates the access was successfully created), User Type and Contract number(s). It is advisable to print the matrix for future reference.

User Access Authorization Matrix

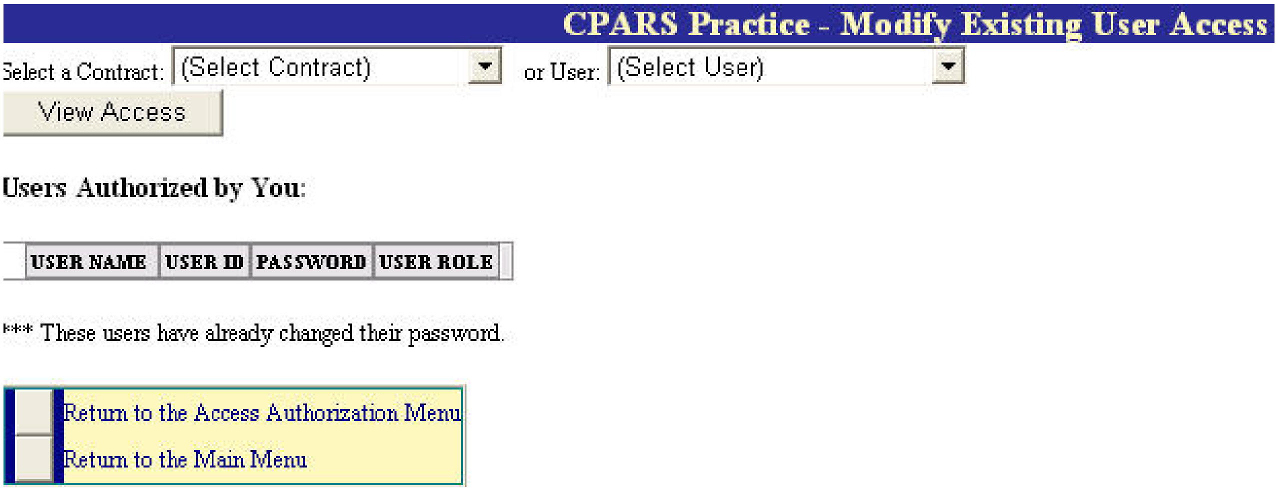
Access has been authorized for the following users to the associated Contracts.
Please print this page (in landscape) and inform the new users of their userid and password settings.
These users will be required to change their passwords the first time they login to the application.

User Role	User Name	User Email	User Id	Password *	Status **	Contracts	User Type
Contract Data Entry	EXAMPLE ONE	EONE@NAVY.MIL	EXONE	9UPN4CBT	Authorized	N4511203C3000;	New
Assessing Official Rep	EXAMPLE TWO	ETWO@NAVY.MIL	EXTWO	786XCYNI	Authorized	N4511203C3000;	New
Assessing Official	EXAMPLE THREE	ETRHEE@NAVY.MIL	ETHRE	7IPG3RC3	Authorized	N4511203C3000;	New
Contractor Rep	EXAMPLE FOUR	EFOUR@CONTRACTOR.COM	EFOUR	H473MN5M	Authorized	N4511203C3000;	New
Reviewing Official	EXAMPLE FIVE	EFIVE@NAVY.MIL	EFIVE	IPKJQPV9	Authorized	N4511203C3000;	New

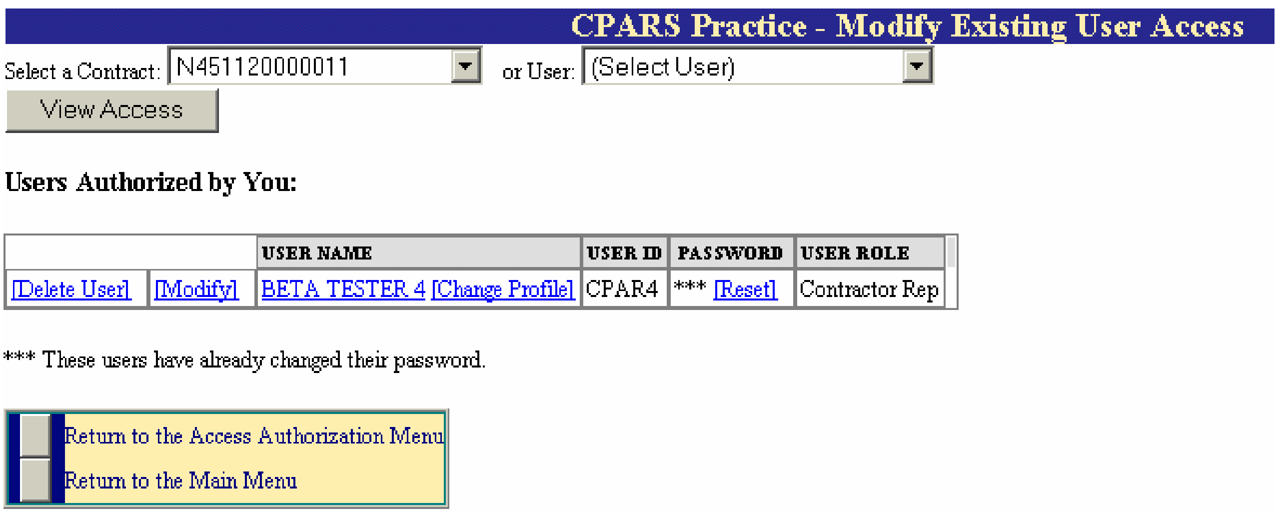
* Note: *** in the Password column indicates an existing user.
** Note: if the Status indicates Failed, please contact the customer support desk for assistance.

Return to the Main Menu

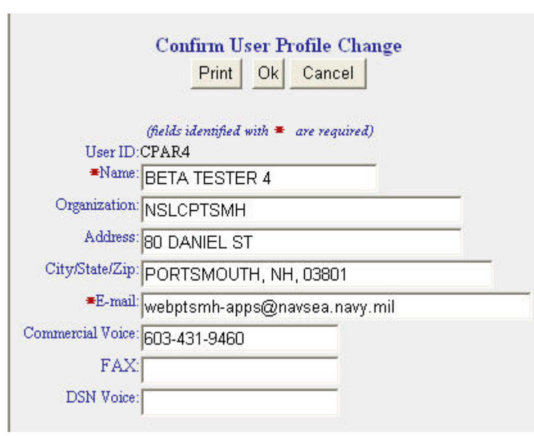
Modify Existing User Access by Contract/User: This option allows the Focal Point to change the role(s) of existing users, or to remove access of individual(s) who are reassigned and no longer involved with processing CPARs. **NOTE:** Changing user access for one contract changes the user's access for **all** contracts assigned access by the same Focal Point. Click **Access Authorization** button from the Focal Point Main Menu. Click **Modify Existing User Access** button from the Access Authorization Menu and the CPARS Access Authorization Screen displays.



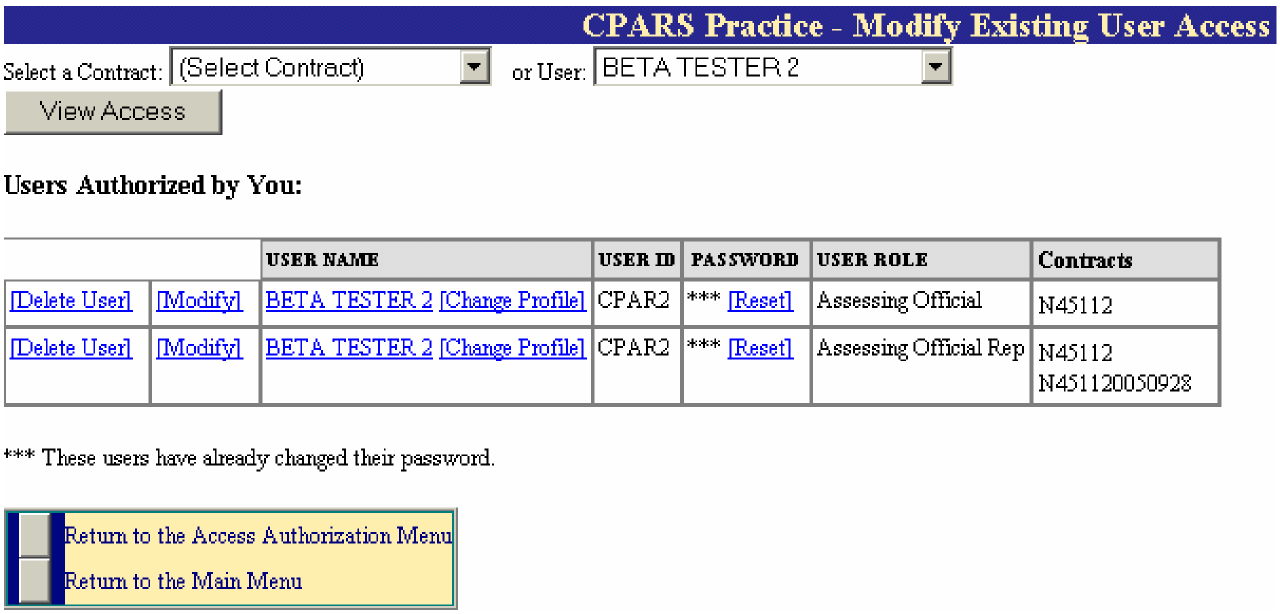
To modify existing user access by **contract**, click **Select a Contract** drop-down box and all contracts authorized by the activity focal point will display. Select desired contract and click **View Access** button. The **User Authorized by You:** matrix displays.



[Change Profile] under User Name in the matrix above allows the focal point to update profiles of users created by the focal point.



To modify user access by **User**, click **User** drop-down box and Users authorized by the activity focal point will display. Select desired User and click **View Access** button. The **Users Authorized by You:** matrix displays.



CPARS Practice - Modify Existing User Access

Select a Contract: (Select Contract) or User: BETA TESTER 2

View Access

Users Authorized by You:

		USER NAME	USER ID	PASSWORD	USER ROLE	Contracts
[Delete User]	[Modify]	BETA TESTER 2 [Change Profile]	CPAR2	*** [Reset]	Assessing Official	N45112
[Delete User]	[Modify]	BETA TESTER 2 [Change Profile]	CPAR2	*** [Reset]	Assessing Official Rep	N45112 N451120050928

*** These users have already changed their password.

Return to the Access Authorization Menu

Return to the Main Menu

Users Authorized by You: matrix:

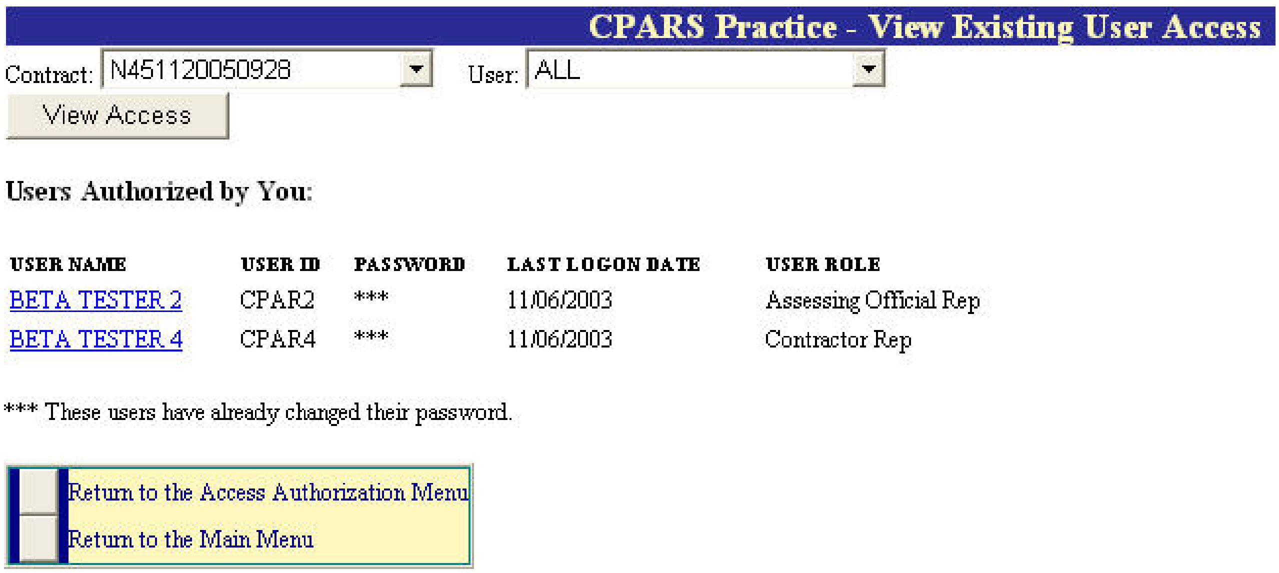
[Delete User] - Deletes user by role from the database. If a user is assigned multiple roles, each user role must be deleted. Click **[Delete User]**. **Return to the Access Authorization Menu** button allows the Focal Point to continue other access authorization options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

[Modify] – Allows the focal point to modify the existing user role. Click **[Modify]** and the **Modify User Access** displays. Select the appropriate new user role from the **New User Role** drop-down box and click **Modify User Access** button. **Return to the Access Authorization Menu** button allows the Focal Point to continue other access authorization options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

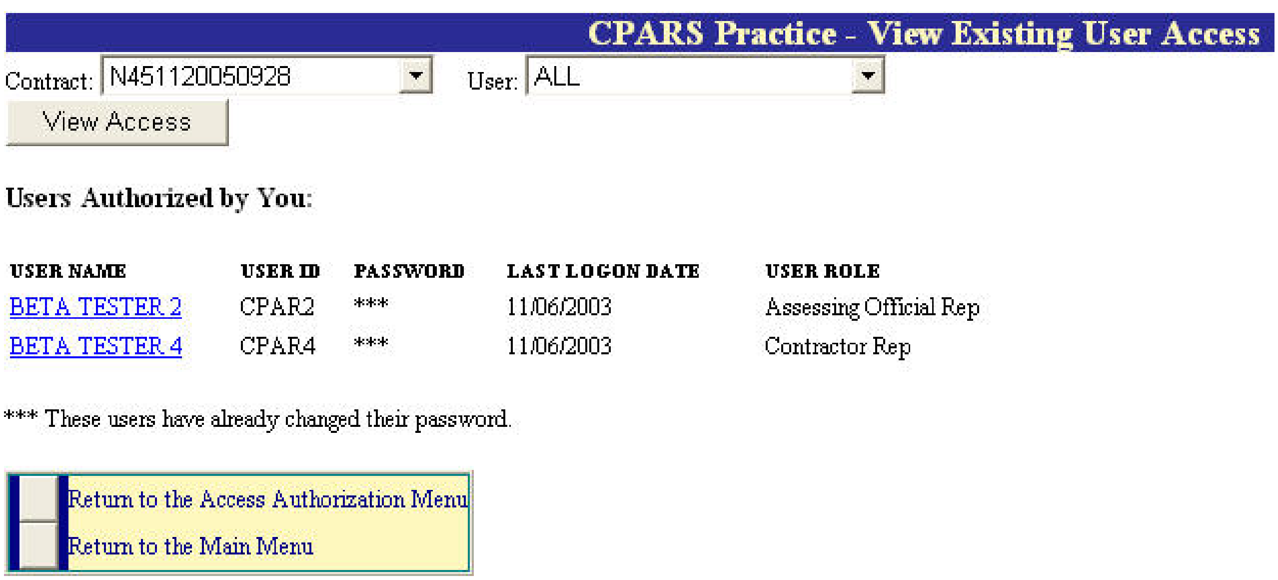
[User Name] – Allows the focal point to view the user profile. Click **[User Name]** to see the user profile. Click **Close** button.

[Reset] – Allows the focal point to reset the user password. Click **[Reset]** and Confirm Password Change pop-up screen displays containing the new password. Click **OK** button. A pop-up message "Password has been reset" displays, click **OK** button. **Return to the Access Authorization Menu** button allows the Focal Point to continue other access authorization options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

<u>View Existing User Access</u>: This option produces a list of users who have been granted CPARS access by a particular Focal Point. Click **Access Authorization** button from the Focal Point Main Menu. Click **View Existing User Access** button and the View Existing User Access screen displays.



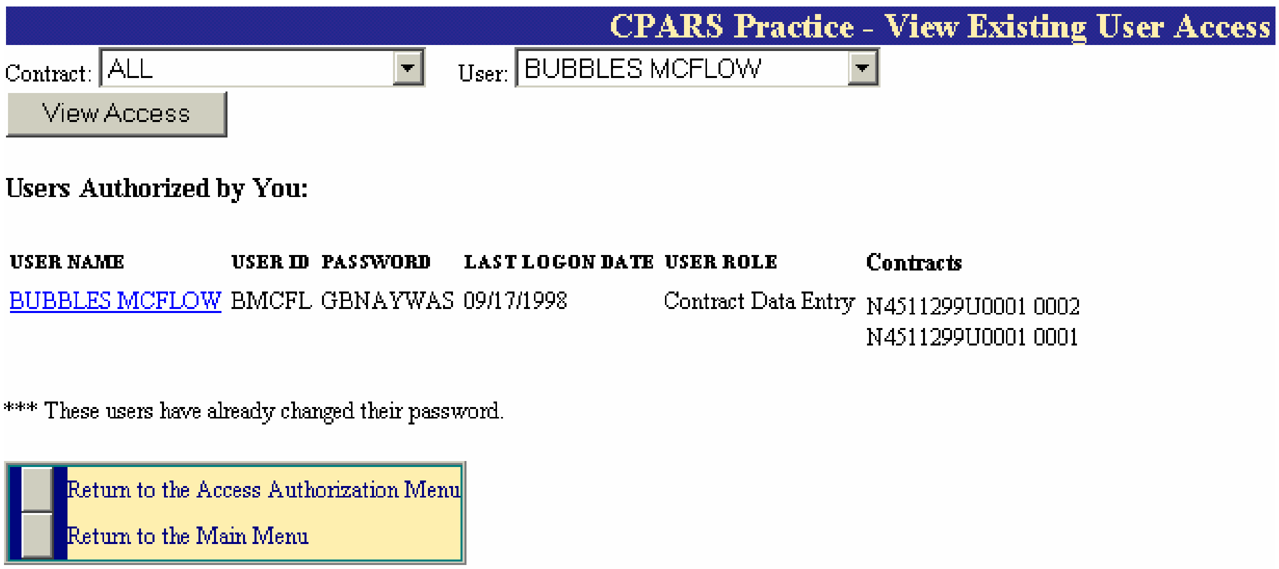
To view existing user access by **Contract**, click **Contract** drop-down box and all contracts authorized by the activity focal point will display. Select desired contract and click **View Access** button. The **Users Authorized by You:** report displays. Please note that the list provides each user's **initial** password. Passwords modified by the user will be displayed as three asterisks ***.



User Name – Allows the focal point to view the user profile. Click **User Name** to see the user profile. Click **Close** button.

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

To view existing user access by **User**, click **User** drop-down box and all users authorized by the activity focal point will display. Select desired User and click **View Access** button. The **Users Authorized by You:** report displays.

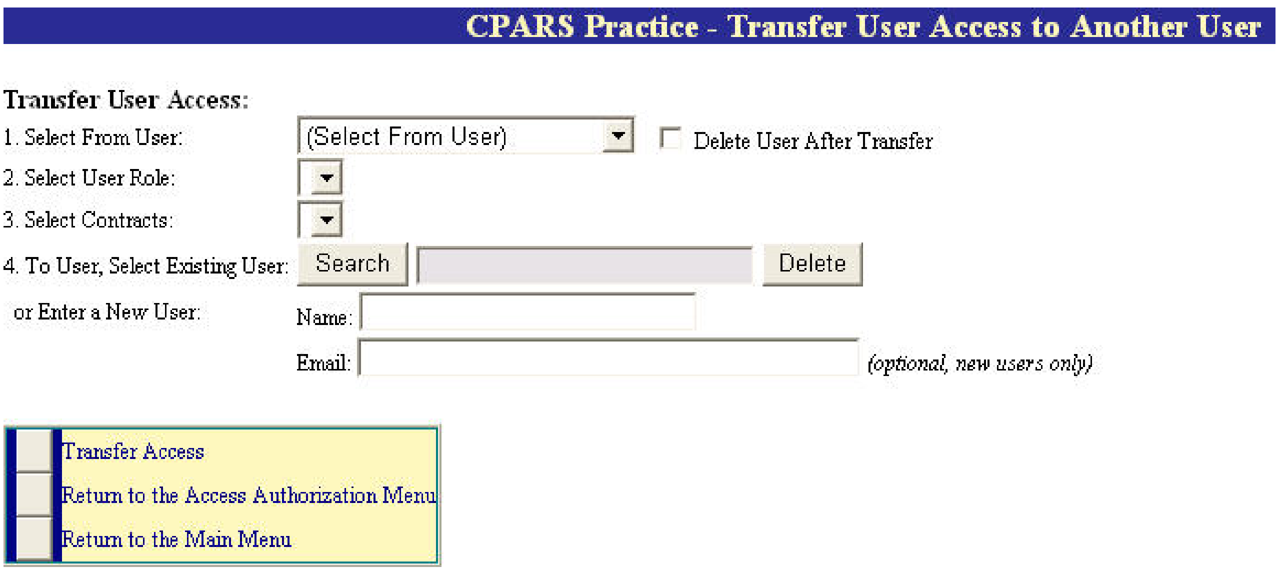


User Name – Allows the focal point to view the user profile. Click the **User Name** to see the user profile. Click **Close** button.

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

Transfer User Access to Another User: This option allows the Focal Point to transfer CPARS access from one user to another user. This function is particularly useful when individuals are reassigned and/or are no longer involved with processing CPARs.

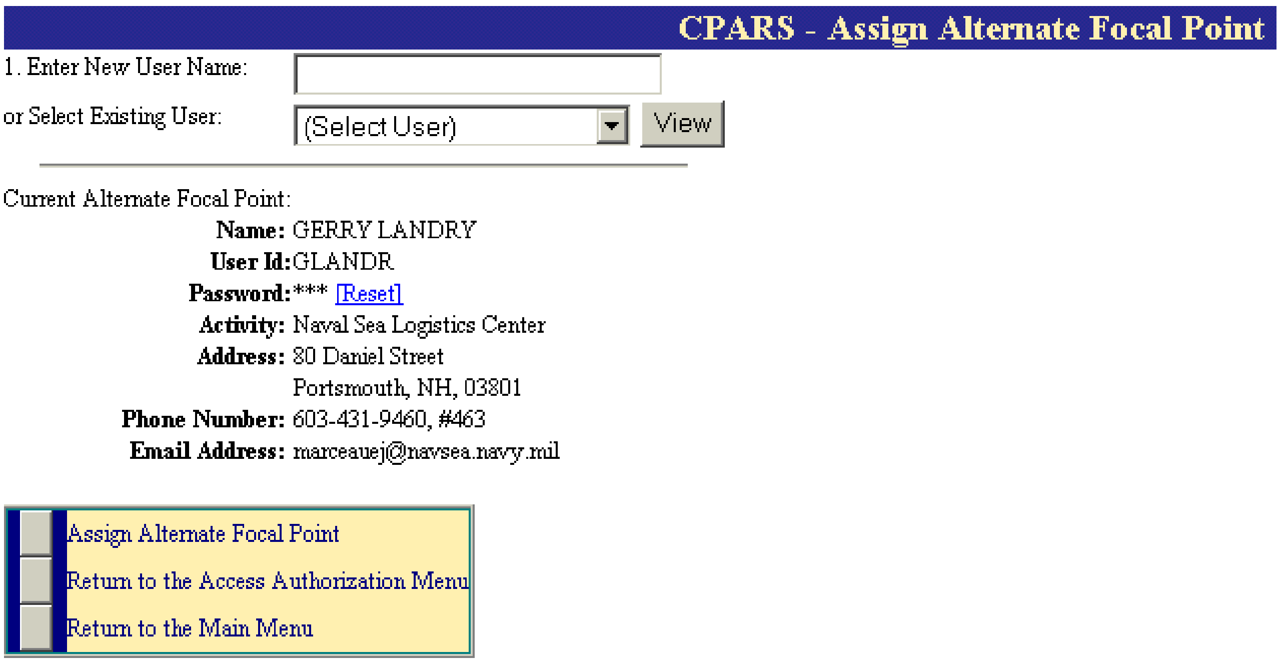
To transfer user access to another user, click **Access Authorization** button from the Focal Point Main Menu. Click **Transfer User Access to Another User** button and a CPARS Transfer User Access screen displays.



Select a user in the **Select From User** drop down box. If the user will no longer be involved with processing CPARS, click in the **Delete User After Transfer** box (a check should now appear in the box). This function will delete the user from the CPAR database. The **User Role** drop-down box expands. Select desired role option to be transferred. The **Contract** drop-down box expands. Select desired contract option to be transferred. To select an existing user, click **Search** button and the **Search for existing Government/Contractor Users**: pop-up screen displays **(depending on User Role selection)**. Enter a full or partial last name and click **Search** button. A list of existing user names displays. Select the desired name and the name will appear in the **Select Existing User** box. If the new user is not listed in the Search pop-up screen, enter the Name and Email address in the **New User** boxes. Click **Transfer Access** button to complete the process.

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

Assign Alternate Focal Point: This option allows the Focal Point to assign alternate Focal Points. To assign an alternate Focal Point, click **Access Authorization** button from the Focal Point Main Menu and the **Access Authorization Menu** displays. Click **Assign Alternate Focal Point** button and the Assign Alternate Focal Point Screen displays.



Enter the appropriate New User Name, or select an existing user from the **Select Existing User** drop-down box. A list of users assigned by the Focal Point will display. The **View** button provides user profiles. The profile information will display in a pop-up window. The information displayed is available for printing or viewing. Click **Assign Alternate Focal Point** button. The confirmation message appears. Click **OK** button. **Return to the Access Authorization Menu** button allows the Focal Point to continue other access authorization options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

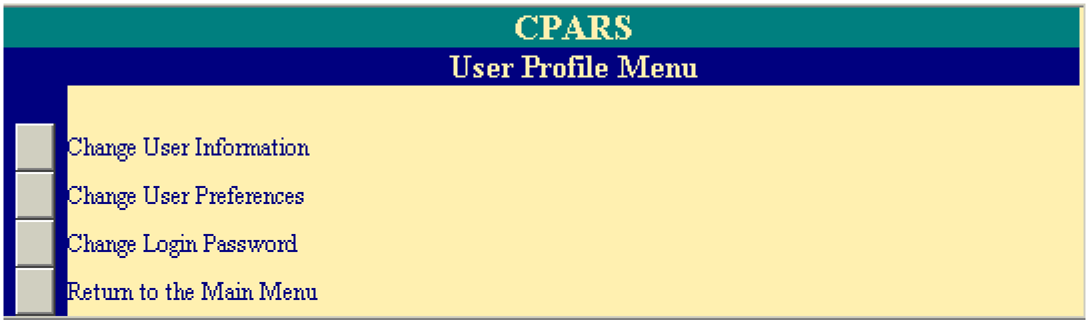
CPAR Status Report: This option allows the Focal Point to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

Contract Status Report: This option is designed for Focal Points to track the status of contracts. The report will show whether a CPAR is current, due, overdue, final, or undetermined for all contracts the user has in CPARS. It can be run to provide statistics (counts) or as a life cycle status report (list of CPARs). **(See CPAR Report Section.)**

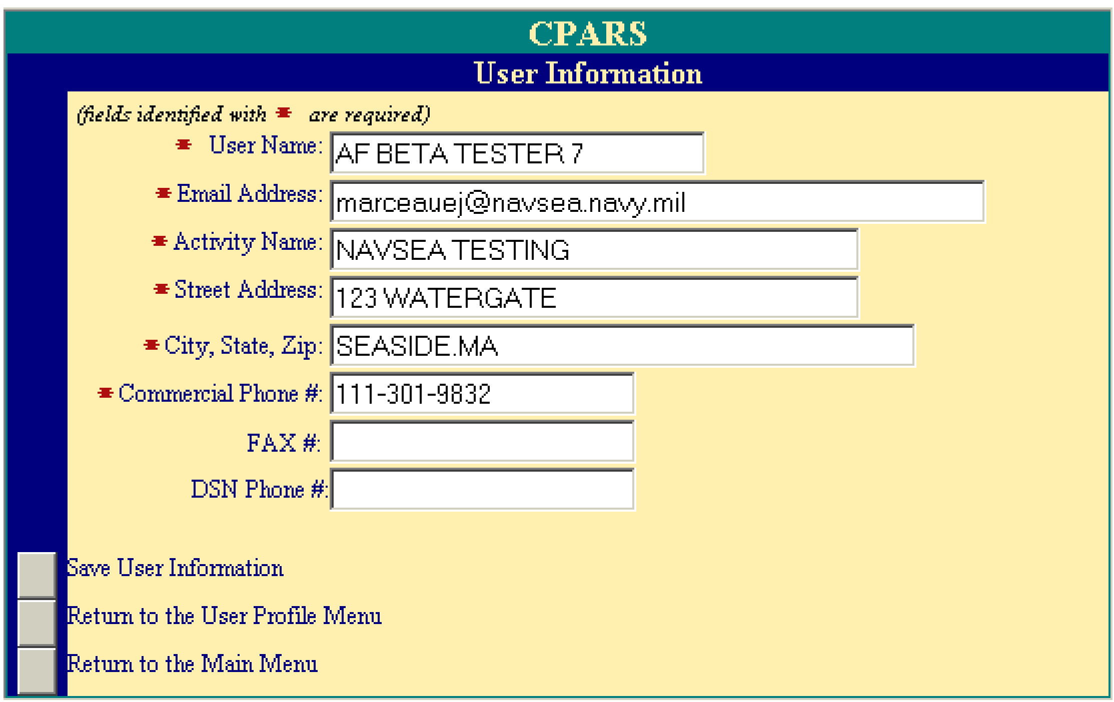
Ratings Metrics Report: This option allows the Focal Point to monitor completed CPAR ratings metrics for all business sectors. **(See CPAR Report Section.)**

Processing Times Report: This option allows the Focal Point to view a years worth of data pertaining to CPAR processing times. **(See CPAR Report Section.)**

<u>Change User Profile:</u> This option allows modification of user information, user preferences (allows users to choose optional e-mail notifications) and Change Login Password (required every 90 days). To modify user information, click **Change User Profile** button from the Focal Point Main Menu. The User Profile Menu will display.



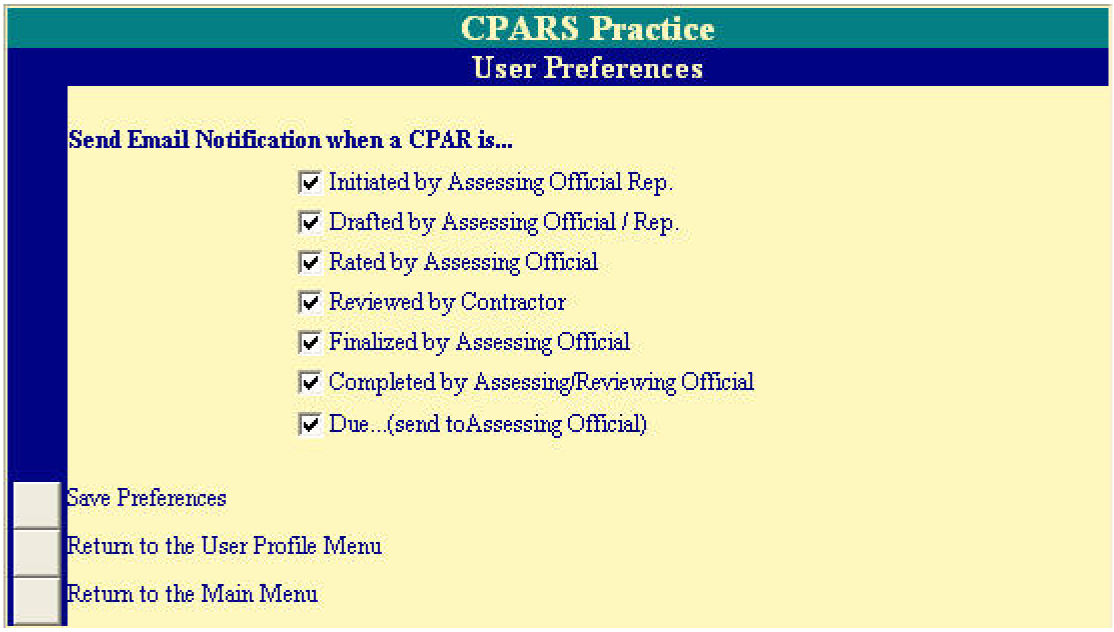
Click **Change User Information** button and the User Information Screen displays.



After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Focal Point to continue other change profile options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

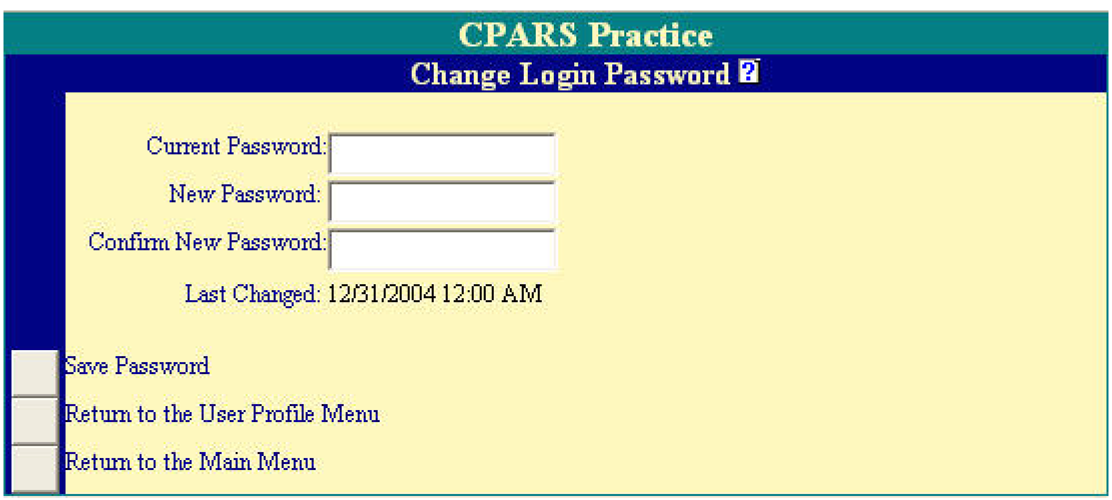
To receive e-mail notification as the CPAR moves through the workflow process, click **Change User Profile** button from the Focal Point Main Menu and the User Profile Menu display. Click **Change User Preferences** button and the User Preferences Screen displays.



Select the desired email notifications that the user would like to receive. A check will appear in all selected boxes. Click **Save Preferences** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Focal Point to continue other change profile options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

To change the Focal Point login password, click **Change User Profile** button from the Focal Point Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box.

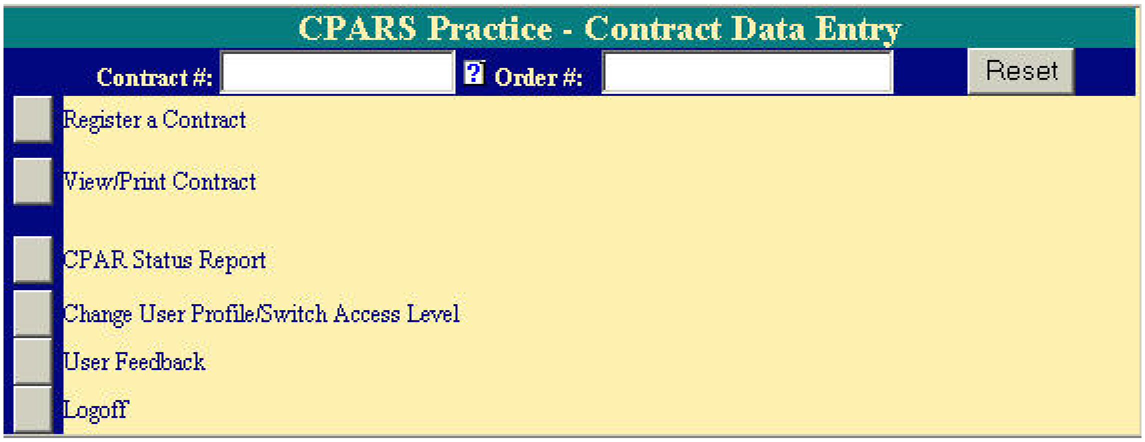
Note: Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password cannot be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Focal Point to continue other change profile options. **Return to the Main Menu** button returns to the Focal Point Main Menu.

The User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

Contract Data Entry

The Contract Data Entry level is authorized by the Focal Point to register new contracts. The contract must be registered in the CPAR system within 30 days after contract award.



Register a Contract: This option allows the Contract Data Entry user to input basic contract information into the database. Registering basic contract information is the only function that the Contract Data Entry user may perform in the automated CPAR workflow process. Basic contract information must be registered into the CPAR system within 30 days after contract award. To register the contract, the user must be logged on CPARS as a Contract Data Entry user and the Contract Data Entry Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Register a Contract** button. When this option is selected, a Contract Registration Screen displays. Enter the CAGE Code or DUNS+4. If codes are unknown, click the Company Name drop-down box. Select one option and enter the appropriate characters into the adjacent field. Click **Continue with Contract Registration** button. If more than one DUNS number is assigned to the selected CAGE code, a listing of DUNS and CAGE codes with associated company names and address will be displayed. Click the appropriate DUNS number to assign that DUNS number to the contract. The Register a Contract input template displays pre-filled with the contractors name, address, CAGE code and DUNS+4. Required fields are designated with a red asterisk. The Blue Question Mark (**?**) designates online help availability. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the registration process.

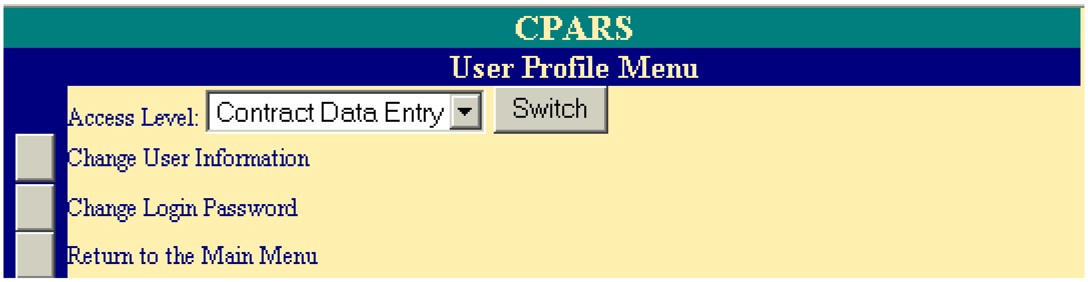
Search links provide look-up capability for correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

A Contract Data Entry user must complete all information denoted by a red asterisk before saving the information entered. Click **Validate and Save the Contract Data** button located at the bottom of the template. Click **OK** button. To return to the Contract Data Entry Main Menu, click **Return to the Main Menu** button. A pop-up message appears, click desired response. **Return to the Main Menu** button does not save any information that has been entered.

View/Print Contract: This option allows the Contract Data Entry user to view a CPAR, but not modify any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as an Contract Data Entry user and the Contract Data Entry Main Menu must be displayed. Enter a contract number in the box identified as Contract # and enter the order number (if applicable) in the box identified as Order #. Click **View/Print CPARs** button. If multiple CPARs have been generated, a list of CPARs displays. Click the contract number of the CPAR to be viewed. The CPAR will display in HTML format, click PDF button to display in Adobe Acrobat reader. Once the CPAR has been displayed, the user is able to scroll through the report and/or print the report on a local printer. To return to the Contract Data Entry Main Menu, click **Return to Main Menu** button.

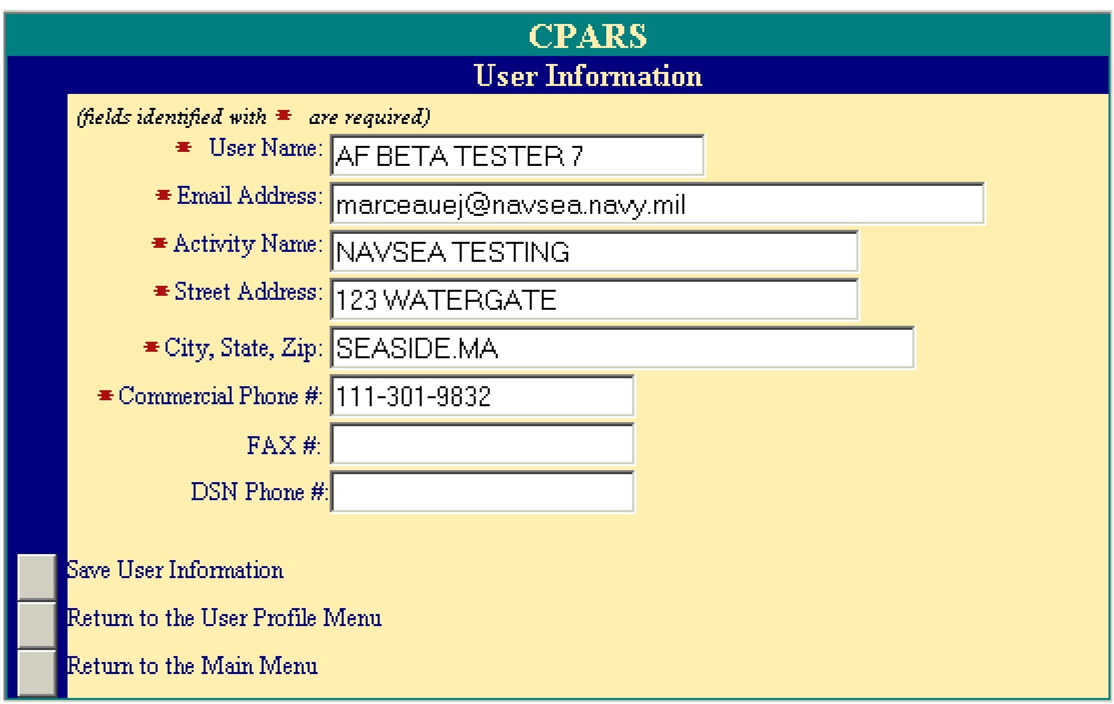
<u>CPAR Status Report:</u> This option is designed for the Contract Data Entry level to View, but not modify, a CPAR that has been entered into the CPAR system. Click **CPAR Status Report** button from the Contract Data Entry Main Menu. A list of CPARs will display. Select the contract number of the desired CPAR and the CPAR will display in a read only format. Click **Close** to select another contract number to view. To return to the Contract Data Entry Main Menu, click **Return to the Main Menu**.

<u>Change User Profile/Switch Access Level:</u> This option allows the user to switch roles (if assigned multiple user roles), to Change User Information, and to Change Login Password (required every 90 days). To change user information, click **Change User Profile/Switch Access Level** button from the Contract Data Entry Main Menu. The User Profile Menu will display.



Access Level drop-down box allows the user to switch user role. If the user is assigned multiple roles, the drop-down box will contain all assigned roles. To switch roles, select the desired role from the **Access Level** drop-down box and click **Switch** button. The new role will display. **NOTE:** The selected role will remain until a **<u>new</u>** role switch has been performed by the user.

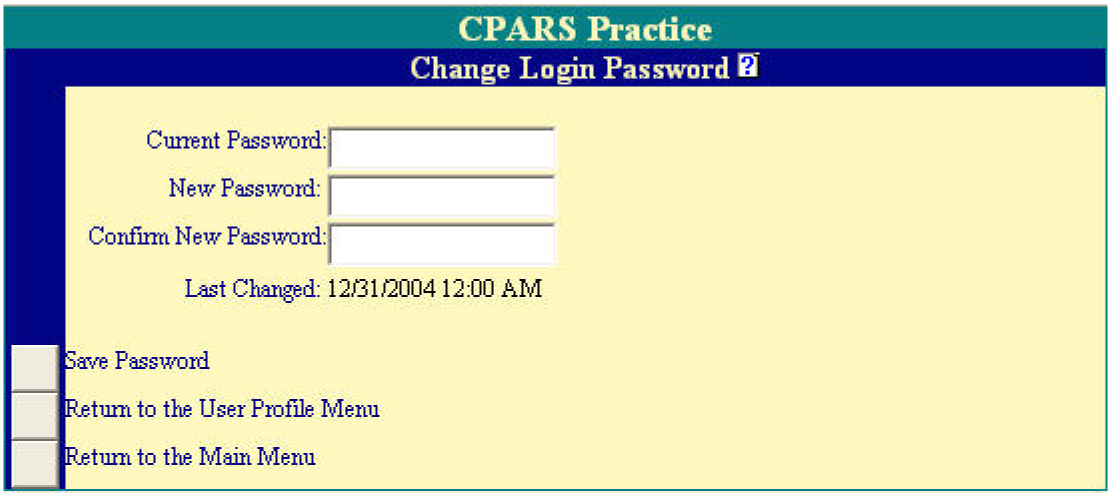
To change user information, click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Contract Data Entry to continue other change profile options. **Return to the Main Menu** button returns to the Contract Data Entry Main Menu.

To change the Contract Data Entry login password, click **Change User Profile/Switch Access Level** button from the Contract Data Entry Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



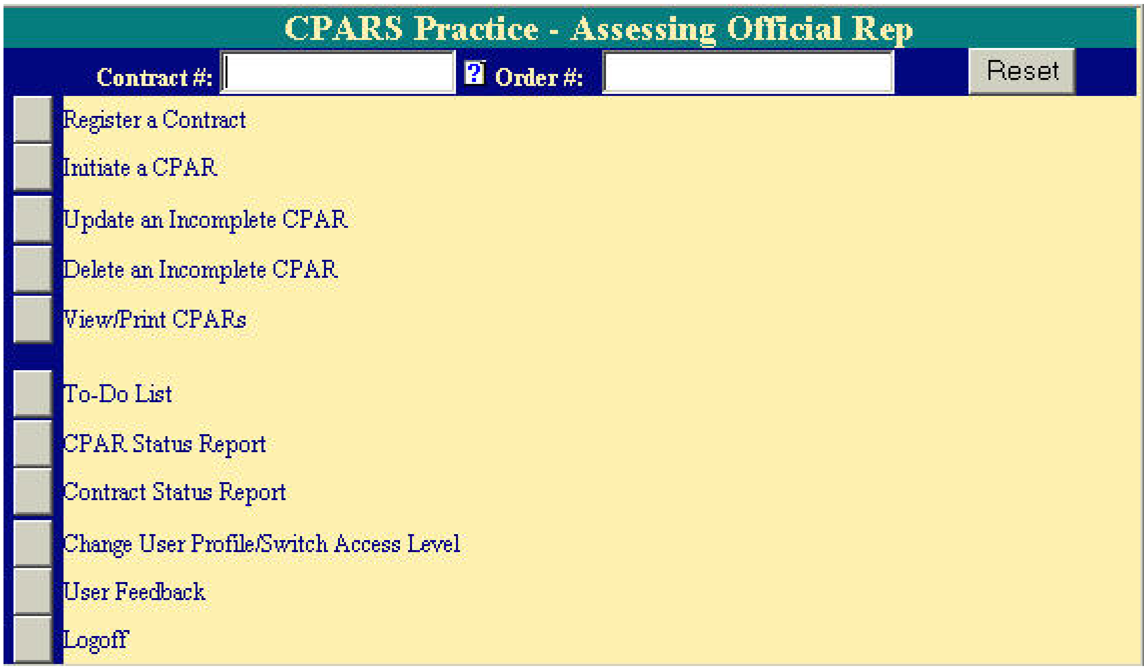
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password can not be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Contract Data Entry to continue other change profile options. **Return to the Main Menu** button returns to the Contract Data Entry Main Menu.

The User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

Assessing Official Representative

An Assessing Official Representative has the authority to enter proposed ratings/narratives or update CPAR information. An Assessing Official Representative **does not** have the authority to send the CPAR to the defense contractor or to finalize a CPAR. An Assessing Official Representative may not complete block 21.



<u>**Register a Contract:**</u> This option allows the Assessing Official Representative to input basic contract information into the database. Basic contract information must be registered into the CPAR system within 30 days after contract award. To register the contract, the user must be logged on CPARS as a Assessing Official Representative and the Assessing Official Representative Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Register a Contract** button. When this option is selected, a Contract Registration Screen displays. Enter the CAGE Code or DUNS+4. If codes are unknown, click the Company Name drop-down box. Select one option and enter the appropriate characters into the adjacent field. Click **Continue with Contract Registration** button. If more than one DUNS number is assigned to the selected CAGE code, a listing of DUNS and CAGE codes with associated company names and address will be displayed. Click the appropriate DUNS number to assign that DUNS number to the contract. The Register a Contract input template displays pre-filled with the contractors name, address, CAGE code and DUNS+4. Required fields are designated with a red asterisk. The Blue Question Mark (**?**) designates online help availability. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the registration process.

Search links provide look-up capability for correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

An Assessing Official Representative must complete all information denoted by a red asterisk before saving the information entered. Click **Validate and Save the Contract Data** button located at the bottom of the template. Click **OK** button. To return to the Assessing Official Representative Main Menu, click **Return to the Main Menu** button. A pop-up message appears, click desired response.   **Return to the Main Menu** button does not save any information that has been entered.

Initiate a CPAR: This option allows the Assessing Official Representative to provide the Assessing Official proposed CPAR ratings and narratives. **It must be stressed that if the Assessing Official has initiated the CPAR, the system will not allow the Assessing Official Representative to initiate or to have access to the CPAR.** To initiate a CPAR, the user must be logged on CPARS as an Assessing Official Representative and the Assessing Official Representative Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Initiate a CPAR** button. The input template displays pre-filled with the contractors name, address, CAGE code and DUNS+4, basic contract information and miscellaneous information (The information is entered during contract registration). **NOTE:** The contract must be registered before a CPAR can be initiated. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the Initiate a CPAR process.

The CPAR input template offers on-line help for all blocks displayed with a blue question mark. Any field containing the blue question mark will provide an explanation for the information required in that block. Click **Close** to close the help window. The CPAR input template displays required fields with a red asterisk.

Search links provide look-up capability for correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

An Assessing Official Representative may complete or partially complete the CPAR ratings and narratives. A red bar displayed under a **green tab** denotes information has been entered. If the Assessing Official Representative is not able to complete entering initial proposed ratings and narratives, click **Save Data** button.

If the proposed ratings and narratives are ready for the Assessing Official's review and comment, click **Validate and Send to the Assessing Official** button. **NOTE**: All rating narrative boxes must contain text or N/A must be selected from the **Ratings** drop-down box. Click **OK**. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. The Assessing Official will be notified via e-mail that a CPAR is ready for review and comment. A message will appear stating that the Assessing Official has been notified. The Assessing Official Representative is now locked out of the CPAR. The Assessing Official Representative may now only **view** the CPAR. To return to the Assessing Official Representative Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

Update an Incomplete CPAR: This option allows the Assessing Official Representative to update a partially completed CPAR. This option also allows multiple, authorized Assessing Official Representatives to access a partially completed CPAR to provide additional narrative on the contractor's performance. **REMEMBER: If the Assessing Official initiated the CPAR, the Assessing Official Representative(s) will not have access to the CPAR for editing purposes.**

To update an incomplete CPAR, the user must be logged on CPARS as an Assessing Official Representative and the Assessing Official Representative Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Update an Incomplete CPAR** button and the CPAR will display. Click each **green tab** to read or enter information. A red bar displayed under a tab denotes information has been entered. **Note: A partially completed CPAR can also be updated by clicking the To-Do List on the Assessing Official Representative Main Menu and clicking the contract number of the CPAR to be updated.**

If the proposed ratings and narratives are ready for the Assessing Official's review and comment, click **Validate and Send to the Assessing Official** button. **NOTE**: All rating narrative boxes must contain text or N/A must be selected from the **Ratings** drop-down box. Click **OK**. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. The Assessing Official will be notified via e-mail that a CPAR is ready for review and comment. A message will appear stating that the Assessing Official has been notified. The Assessing Official Representative is now locked out of the CPAR. The Assessing Official Representative may now only **view** the CPAR. To return to the Assessing Official

Representative Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

Delete an Incomplete CPAR: This option allows the Assessing Official Representative to delete a CPAR that has been initiated but not yet sent to the Assessing Official. To delete an incomplete CPAR, enter the contract number in the Contract # box and the order number (if applicable) in the Order # box using the Assessing Official Representative Main Menu. Click **Delete an Incomplete CPAR** button. The Delete **Record Confirmation Screen** displays. Select **Confirm Delete** button to remove the contract registration from the CPAR database. Select **Cancel Delete and Return to the Main Menu** button to cancel deletion of the CPAR.

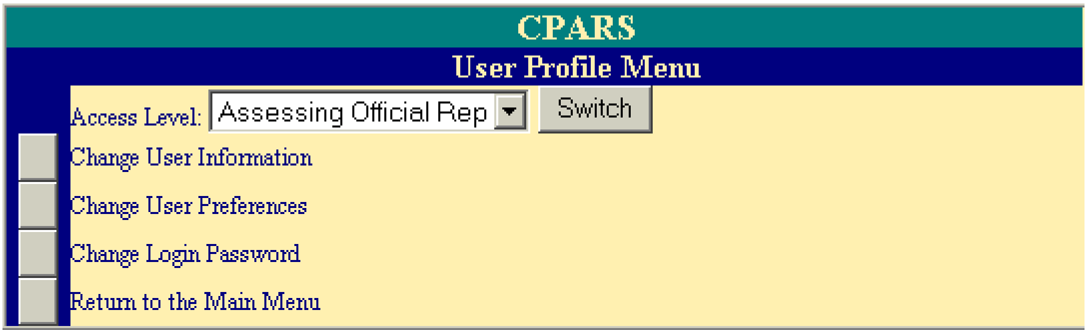
View/Print CPARs: This option allows the Assessing Official Representative to view a CPAR, but not modify any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as an Assessing Official Representative and the Assessing Official Representative Main Menu must be displayed. Enter a contract number in the box identified as Contract # and enter the order number (if applicable) in the box identified as Order #. Click **View/Print CPARs** button. If multiple CPARs have been generated, a list of CPARs displays. Click the contract number of the CPAR to be viewed. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. Once the CPAR has been displayed, the user is able to scroll through the report and/or print the report on a local printer. To return to the Assessing Official Representative Main Menu, click **Close** button.

To-Do List: This option is a fast and efficient means for the Assessing Official Representative to see the CPARs that need to be updated and sent to the Assessing Official for validation. The To-Do List will also include CPARs that have been returned by the Assessing Official for rework. Click **To-Do List** button from the Assessing Official Representative Main Menu. A list of CPARs will display. Select the appropriate contract number to complete the action required.

CPAR Status Report: This option allows the Assessing Official Representative to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

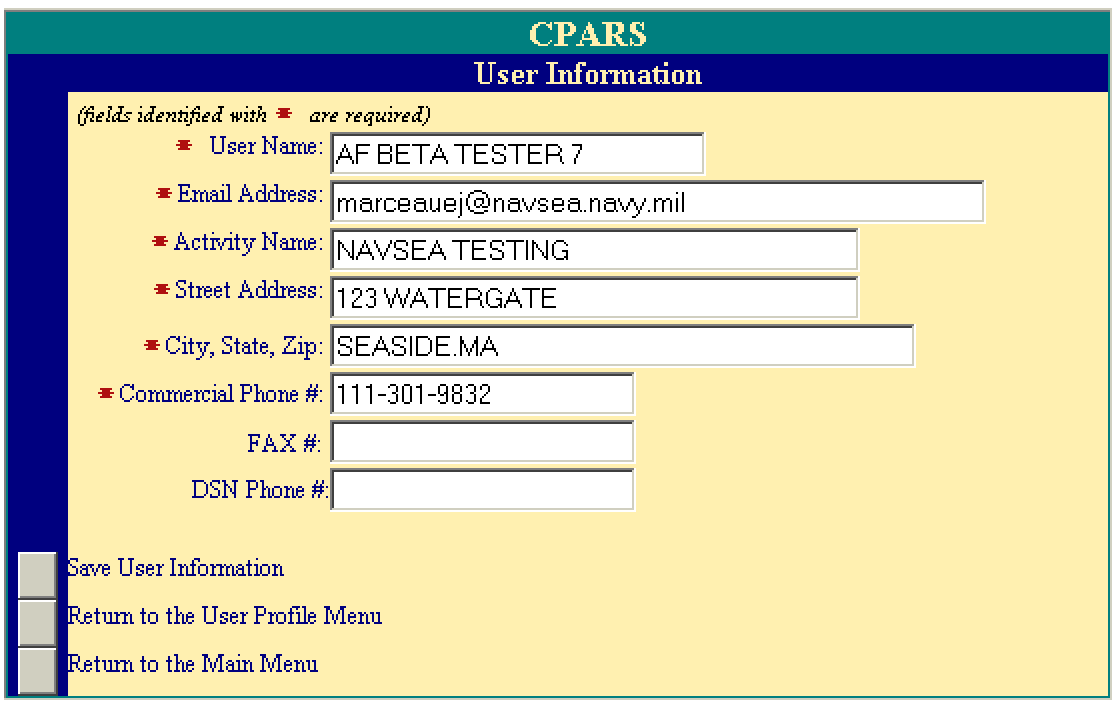
Contract Status Report: This option allows The Assessing Official Representative to build custom reports to help monitor CPAR status by contract number using various search options. **(See CPAR Report Section.)**

<u>Change User Profile/Switch Access Level:</u> This option allows the user to switch roles (if assigned multiple user roles), to Change User Information, Change User Preferences (allows users to choose optional e-mail notifications), and to Change Login Password (required every 90 days). To change user information, click **Change User Profile Switch Access Level** button from the Assessing Official Representative Main Menu. The User Profile Menu will display.



Access Level drop-down box allows the user to switch user role. If the user is assigned multiple roles, the drop-down box will contain all assigned multiple roles. To switch roles, select the desired role from the **Access Level** drop-down box and click **Switch** button. The switched role will display. **NOTE:** The selected role will remain until a **<u>new</u>** role switch has been performed by the user.

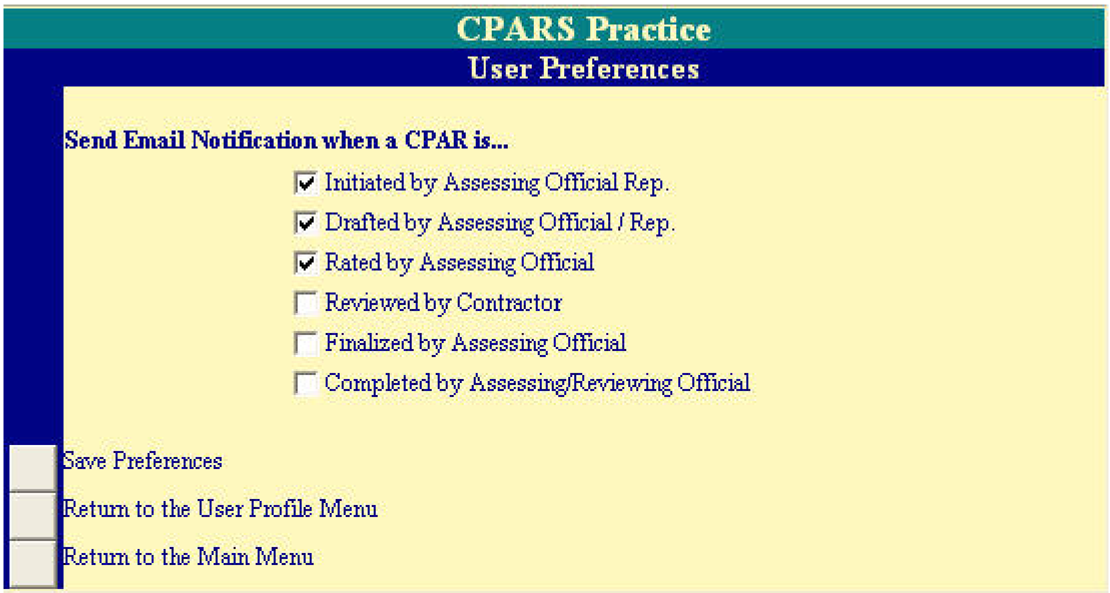
To change user information, click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click Save User Information button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Assessing Official Representative to continue other change profile options. **Return to the Main Menu** button returns to the Assessing Official Representative Main Menu.

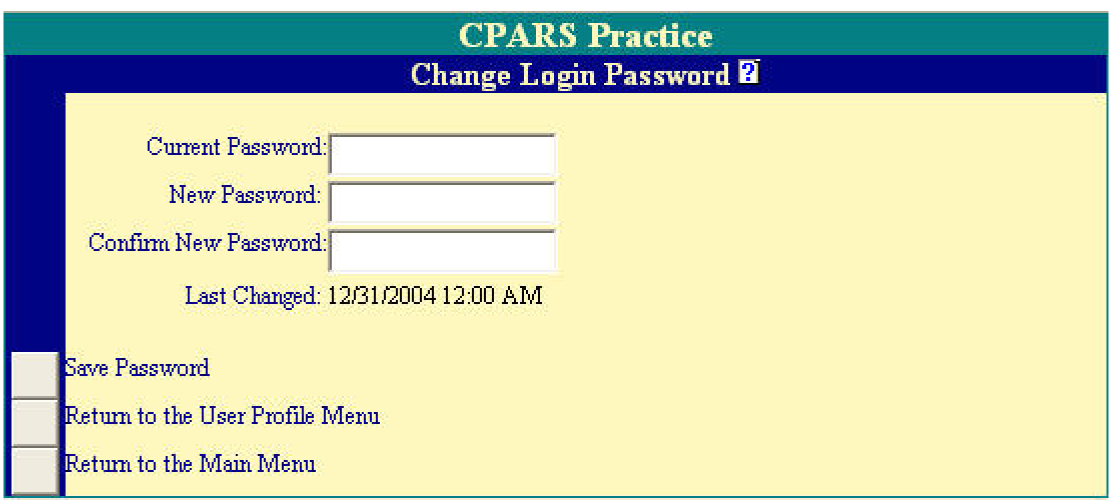
To receive e-mail notification as the CPAR moves through the workflow process, click **Change User Profile** button from the Assessing Official Representative Main Menu and the User Profile Menu displays. Click **Change User Preferences** button and the User Preferences Screen displays.



Select the desired email notifications that the user would like to receive. A check will appear in all selected boxes. Click **Save Preferences** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Assessing Official Representative to continue other change profile options. **Return to the Main Menu** button returns to the Assessing Official Representative Main Menu.

To change the Assessing Official Representative login password, click **Change User Profile** button from the Assessing Official Representative Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



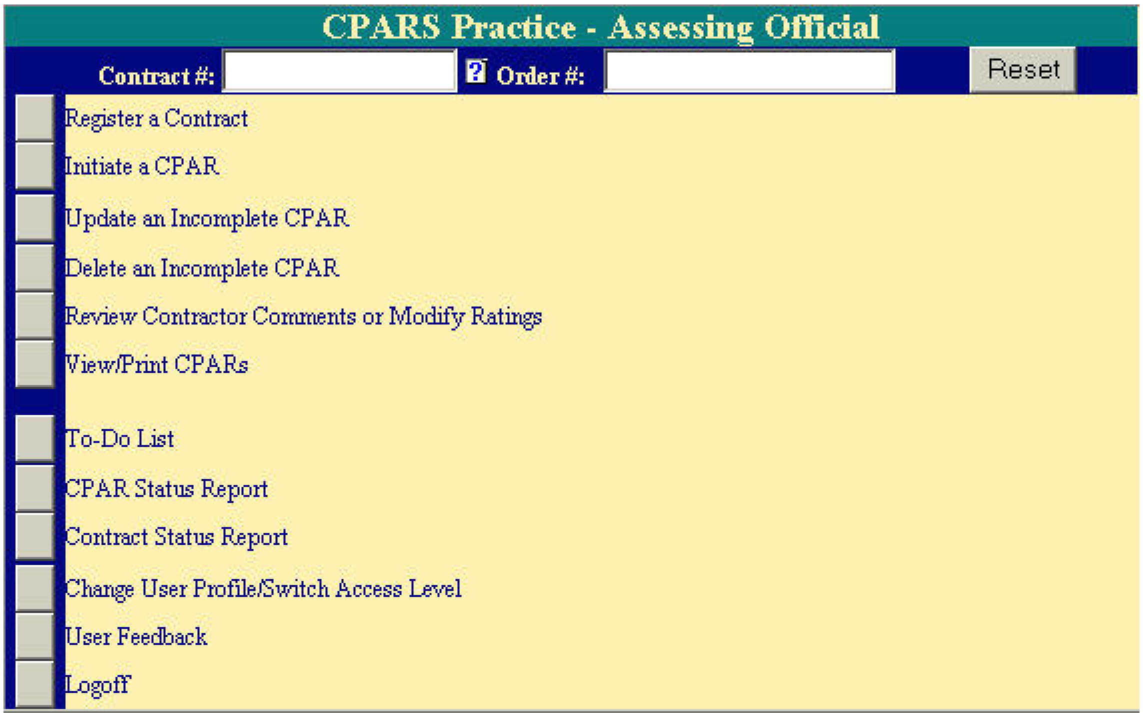
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password can not be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Assessing Official Representative to continue other change profile options. **Return to the Main Menu** button returns to the Assessing Official Representative Main Menu.

User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

Assessing Official

The Assessing Official is responsible for assessing contractor performance and validating proposed ratings. Assessing Officials have the authority to enter, modify and finalize the CPAR. Validated ratings are forwarded to the contractor for review. After receiving and reviewing contractor comments, the Assessing Official may either finalize or modify the ratings.



Register a Contract: This option allows the Assessing Official to input basic contract information into the database. Basic contract information must be registered into the CPAR system within 30 days after contract award. To register the contract, the user must be logged on CPARS as an Assessing Official and the Assessing Official Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Register a Contract** button. When this option is selected, a Contract Registration Screen displays. Enter the CAGE Code or DUNS+4. If codes are unknown, click the Company Name drop-down box. Select one option and enter the appropriate characters into the adjacent field. Click **Continue with Contract Registration** button. If more than one DUNS number is assigned to the selected CAGE code, a listing of DUNS and CAGE codes with associated company names and address will be displayed. Click the appropriate DUNS number to assign that DUNS number to the contract. The Register a Contract input template displays pre-filled with the contractors name, address, CAGE code and DUNS+4. Required fields are designated with a red asterisk. The Blue Question Mark (**?**) designates online help availability. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the registration process.

Search links provide look-up capability for correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

An Assessing Official must complete all information before saving the information entered. Click **Validate and Save the Contract Data** button located at the bottom of the template. Click **OK** button. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

Initiate a CPAR: This option allows the Assessing Official to provide proposed CPAR ratings and narratives. **It must be stressed that if the Assessing Official has initiated the CPAR, the system will not allow the Assessing Official Representative to initiate or to have access to the CPAR.** To initiate a CPAR, the user must be logged on CPARS as an Assessing Official and the Assessing Official Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Initiate a CPAR** button. The input template displays pre-filled with the contractors name, address, CAGE code and DUNS+4, basic contract information and miscellaneous information (The information is entered during contract registration). **NOTE:** The contract must be registered before a CPAR can be initiated. The **green tabs** provide additional data entry boxes. Click each **green tab** to complete the Initiate a CPAR process.

The CPAR input template offers on-line help for all blocks displayed with a blue question mark. Any field containing the blue question mark will provide an explanation for the information required in that block. Click **Close** to close the help window. The CPAR input template displays required fields with a red asterisk.

Search links provide look-up capability for correct Federal Supply Classification (FSC) and North American Industry Classification System (NAICS) code. Click the appropriate **Lookup** button to obtain the necessary information. Click **CLOSE** button to return to input template.

An Assessing Official may complete or partially complete the ratings and narratives. A red bar displayed under a **green tab** denotes information has been entered in the narrative box. After entering the initial proposed ratings, narratives and required Assessor tab information, click **Save Data** button.

When the proposed ratings and narratives are ready for the Contractor's review and comment, click **Validate and Send to the Contractor** button. **NOTE**: All rating narrative boxes must contain text or N/A must be selected from the **Ratings** drop-down box. Click **OK**. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. The Contractor Representative will be notified via e-mail that a CPAR is ready for review and comment. A message will appear stating that the Contractor Representative has been notified. **If a Contractor Representative has not been assigned by the Focal Point, the CPAR can not be forwarded to the contractor.** The Assessing Official is now locked out of the CPAR. The Assessing Official may now only **view** the CPAR. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

Update an Incomplete CPAR: This option allows the Assessing Official to update a partially completed CPAR and send the CPAR to the Defense Contractor Representative. **REMEMBER: If the Assessing Official initiated the CPAR, the Assessing Official Representative(s) will not have access to the CPAR for editing purposes.**

To update an incomplete CPAR, the user must be logged on CPARS as an Assessing Official and the Assessing Official Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Update an Incomplete CPAR** button and the CPAR will display. Click each **green tab** to read or enter information. A red bar displayed under a **green tab** denotes information has been entered. **Note: A partially completed CPAR can also be updated by clicking the To-Do List and clicking the contract number of the CPAR to be updated.**

When the proposed ratings and narratives are ready for the Defense Contractor Representative review and comment, click **Validate and Send to the Contractor** button. **NOTE**: All rating narrative boxes must contain text or N/A must be selected from the **Ratings** drop-down box. Click **OK**. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. The Contractor Representative will be notified via e-mail that a CPAR is ready for review and comment. The Assessing Official is now locked out of the CPAR. The Assessing Official may now only **view** the CPAR. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

The Assessing Official may return the CPAR to the Assessing Official Representative for additional comments and/or clarification if deemed necessary. The Assessing Official Representative will revise the CPAR as requested. This exchange between the Assessing Official and the Assessing Official Representative may occur until the Assessing Official is satisfied with the quality of the CPAR. When the Assessing Official is ready for the contractor to review and comment on the CPAR, click **Validate and Send to the Contractor** button. The Defense Contractor Representative will be notified via e-mail that the CPAR is ready for review and comment. A message will appear stating that the Defense Contractor Representative has been notified. The Assessing Official is locked out of the CPAR for editing purposes, but it is still available for viewing. Click **OK** button. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does save any information that has been entered.

Delete an Incomplete CPAR: This option allows the Assessing Official to delete a CPAR that has been initiated, but not yet sent to the Contractor Representative. To delete an incomplete CPAR, enter the contract number in the Contract # box and the order number (if applicable) in the Order # box using the Assessing Official Menu. Click **Delete an Incomplete CPAR** button. The Delete **Record Confirmation Screen** displays. Select **Confirm Delete** button to remove the contract registration from the CPAR database. Select **Cancel Delete and Return to the Main Menu** button to cancel deletion of the CPAR.

Review Contractor Comments or Modify Ratings: This option allows the Assessing Official to review contractor comments. It is the Assessing Official's decision whether or not to modify the CPAR if the contractor disagrees with the ratings. If the Assessing Official modifies the CPAR, both the original CPAR and the new CPAR are stored as separate records in CPARS AIS. The contractor is not allowed to review or comment on the modified ratings. The Assessing Official then submits the CPAR to the Reviewing Official (if required) for review.

To review contractor comments, the user must be logged on CPARS as an Assessing Official and the Assessing Official Menu must be displayed. Enter the contract number in the Contract # box and the order number (if applicable) in the Order # box. Click **Review Contractor Comments or Modify Ratings** button and a list of contract numbers will appear. **Note: For a quick and efficient way to produce the same list, click To-Do List button and each CPAR that has been reviewed by the Defense Contractor Representative will be identified with Finalize Ratings under the Action Required column.** Click the contract number of the CPAR to be reviewed or modified. The CPAR will display. The menu options available to the Assessing Official will vary depending on whether or not the contractor agreed with the ratings. See (1), (2) and (3) below for an explanation.

(1) If the contractor **agreed** with the ratings, the Assessing Official will be presented with the following menu options at the bottom of the CPAR**: Accept the Ratings and Send to the Reviewing Official**, **Accept the Ratings and Close the CPAR**, **Modify the Ratings** and **Return to the Main Menu**.

Review the Defense Contractor Representative's comments by selecting the **green Ratings tab**. If the CPAR ratings are acceptable, but the Assessing Official requires a review by a Reviewing Official, click **Accept the Ratings and Send to the Reviewing Official** button. The Reviewing Official will be notified via e-mail that a CPAR is ready for review and comment. If the CPAR ratings are acceptable and a Reviewing Official is not required, click **Accept the Ratings and Close the CPAR** button. In both cases, a CPAR rating accepted successfully message appears. Click **OK**. After accepting the ratings and clicking **OK** button, a CPAR Process Feedback screen appears. Select an entry from the **<select rating>** drop-down box to rate the effectiveness of the CPAR process in improving communication between the activity and the contractor evaluated. Click **Save Feedback and Return to the Main Menu** to return to the Assessing Official Main Menu.

The Assessing Official may opt to **Modify the Ratings** even though the Defense Contractor Representative agreed with the CPAR ratings. To modify the CPAR ratings, click **Modify the Ratings** button and a new **Original Ratings green tab** displays providing the Assessing Official with the original ratings and narratives in read only format. To modify the ratings, click **Ratings green tab** and input boxes are displayed containing the original ratings and narratives to be modified. The contractor's comments are displayed in read-only format. After all modifications have been made to the CPAR, and when a review by the Reviewing Official is required, click **Validate and Send to the Reviewing Official** button. The Reviewing Official will be notified by e-mail that a CPAR is ready for review and comment. A message will appear stating the Reviewing Official has been notified. Click **OK**. If the Assessing Official does not require a review by the Reviewing Official, complete the modification process and click **Validate and Close the CPAR** button. The CPAR is considered complete without further review. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. Return to the Main Menu button does not save any information that has been entered.

(2) If the contractor **disagreed** with the ratings, the Assessing Official will be presented with the following menu options: **Accept the Ratings and Send to the Reviewing Official, Modify the Ratings**, and **Return to the Main Menu**. **Note: These menu options will also be presented to the Assessing Official when the Defense Contractor Representative does not provide comments within 30 days and the government exercises its right to complete the CPAR without contractor comments.** In addition, the **green Original Ratings tab** will display.

The Defense Contractor Representative's comments may be **reviewed** by clicking either the **green Ratings tab** or **green Original Ratings tab**. If modifications are necessary, click **Modify the Ratings** button and then click the **green Ratings tab** and the input screen will display. If the Assessing Official **deems the ratings acceptable**, a review by a Reviewing Official is required and the Assessing Official must click **Validate and Send to the Reviewing Official** button. The Reviewing Official will be notified via e-mail that a CPAR is ready for review and comment. A message will appear stating the Reviewing Official has been notified. Click **OK** button.

However, if the Assessing Official begins modifying the CPAR, but is unable to complete all necessary changes, all entered data can be saved by clicking **Save Data** button. To return to the Assessing Official Main Menu without saving any information, click **Return to the Main Menu** button. The **Return to the Main Menu** button does not save any information that has been entered.

After sending the CPAR to the Reviewing Official and clicking **OK**, a CPAR Process Feedback screen appears. Select an entry from the **<select rating>** drop-down box to rate the effectiveness of the CPAR process in improving communication between the activity and the contractor evaluated. Click **Save Feedback and Return to the Main Menu** button to return to the Assessing Official Main Menu.

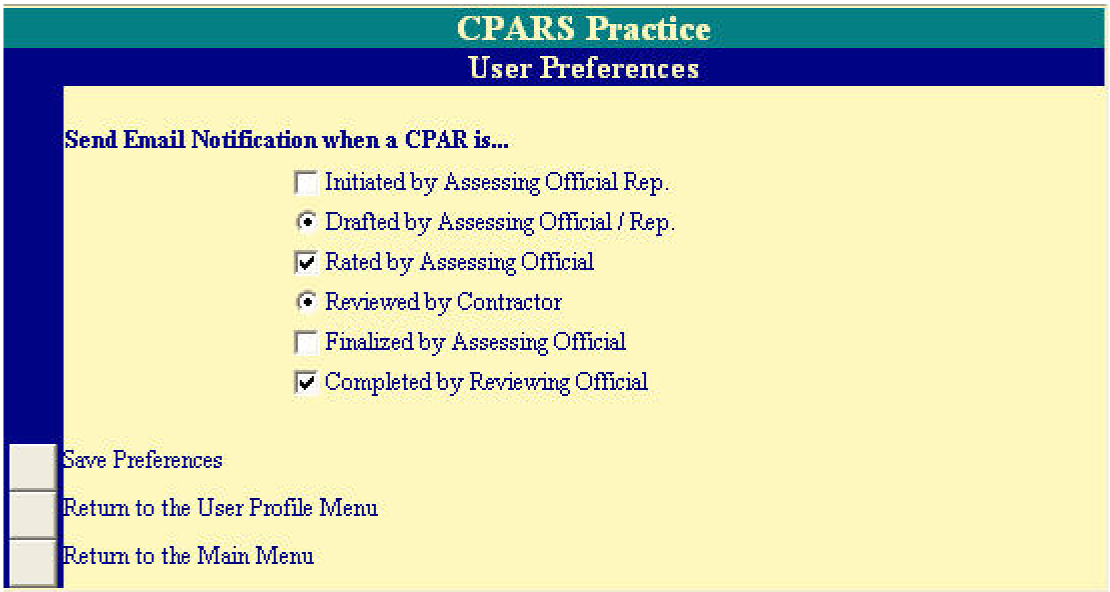
View/Print CPARs: This option allows the Assessing Official to view a CPAR, but not modify any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as an Assessing Official and the Assessing Official Main Menu must be displayed. Enter a contract number in the box identified as Contract # and enter the order number (if applicable) in the box identified as Order #. Click **View/Print CPARs** button. If multiple CPARs have been generated, a list of CPARs displays. Click the contract number of the CPAR to be viewed. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. Once the CPAR has been displayed, the user is able to scroll through the report and/or print the report on a local printer. To return to the Assessing Official Main Menu, click **Close** button.

To-Do List: This option is a fast and efficient means for the Assessing Official to see the CPARs that need to be updated and sent to the Contractor for review and comment. The To-Do List will also include CPARs that have been initiated by the Assessing Official Representative and need to be reviewed. Click **To-Do List** button from the Assessing Official Main Menu. A list of CPARs will display. Select the appropriate contract number to complete the action required.

CPAR Status Report: This option allows the Assessing Official to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

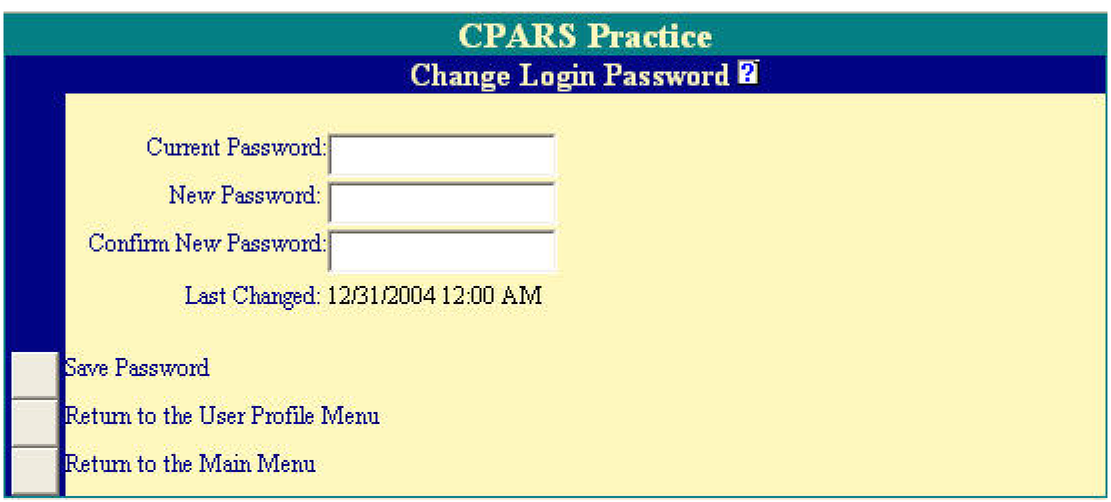
Contract Status Report: This option allows The Assessing Official to build custom reports to help monitor CPAR status by contract number using various search options. **(See CPAR Report Section.)**

<u>Change User Profile:</u> This option allows the user to switch roles (if assigned multiple user roles), to Change User Information, Change User Preferences (allows users to choose optional e-mail notifications), and to Change Login Password (required every 90 days). To change user information, click **Change User Profile** button from the Assessing Official Main Menu. The User Profile Menu will display.



Access Level drop-down box allows the user to switch user role. If the user is assigned multiple roles, the drop-down box will contain all assigned multiple roles. To switch roles, select the desired role from the **Access Level** drop-down box and click **Switch** button. The switched role will display. **NOTE:** The selected role will remain until a **<u>new</u>** role switch has been performed by the user.

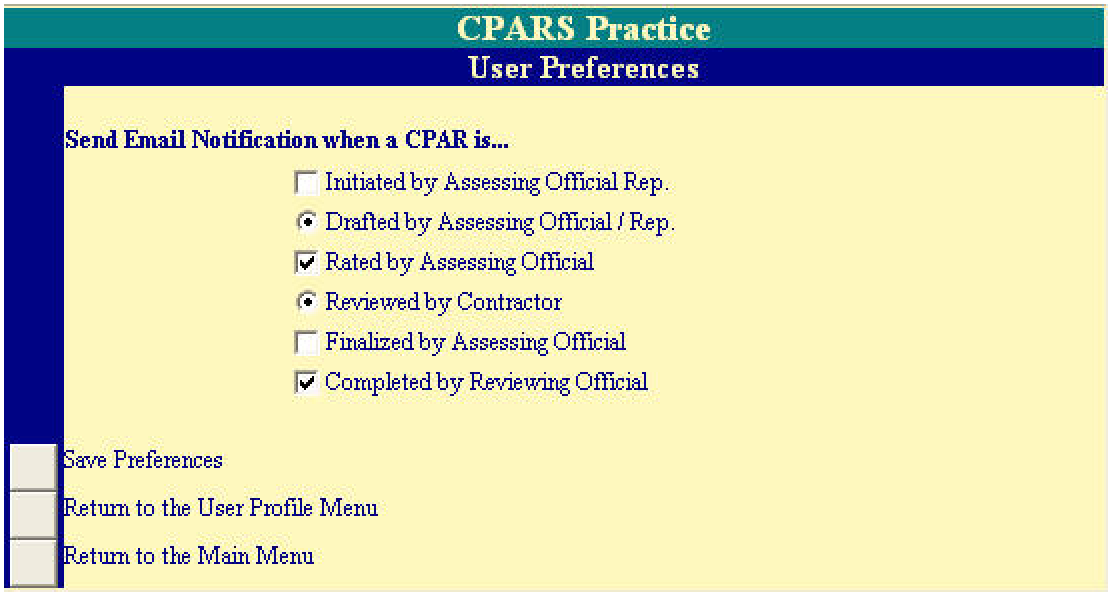
To change user information, click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Assessing Official to continue other change profile options. **Return to the Main Menu** button returns to the Assessing Official Main Menu.

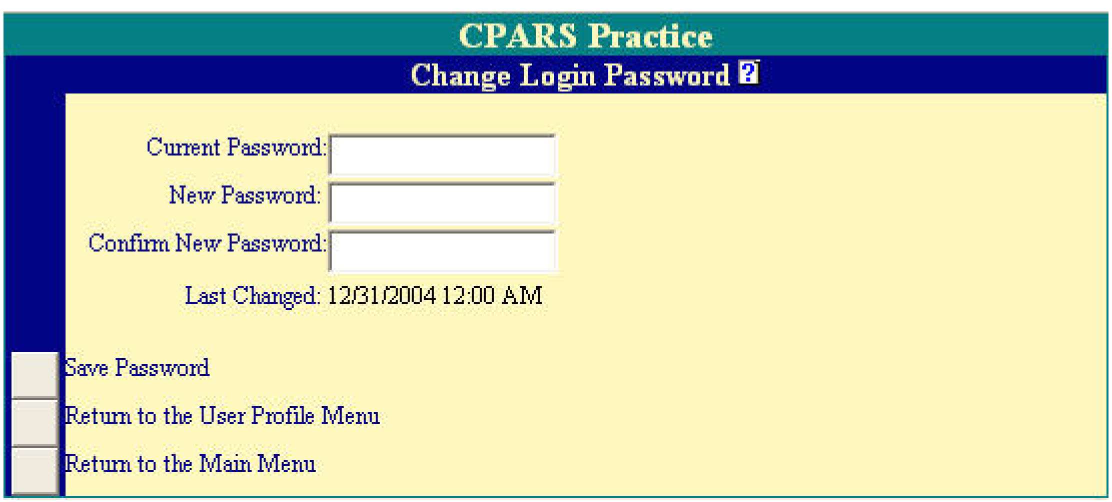
To receive e-mail notification as the CPAR moves through the workflow process, click **Change User Profile** button from the Assessing Official Main Menu and the User Profile Menu display. Click **Change User Preferences** button and the User Preferences Screen displays.



Mandatory notification is displayed with a pre-selected radio button (Drafted by Assessing Official/Rep. and Reviewed by Contractor). Select additional email notifications that the user would like to receive. A check will appear in all selected boxes. Click **Save Preferences** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Assessing Official to continue other change profile options. **Return to the Main Menu** button returns to the Assessing Official Main Menu.

To change the Assessing Official login password, click **Change User Profile** button from the Assessing Official Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



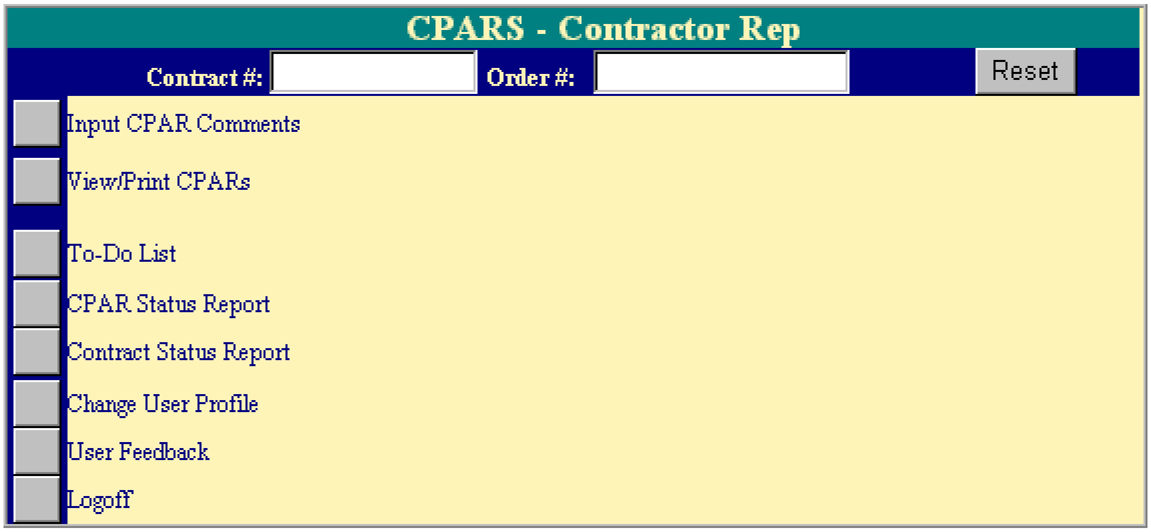
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password can not be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Assessing Official to continue other change profile options. **Return to the Main Menu** button returns to the Assessing Official Main Menu.

User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. (**See CPAR Report Section**.)

Defense Contractor Representative

The Defense Contractor Representative is responsible for reviewing and commenting on proposed ratings for CPARs submitted by the Assessing Official and pertaining to the work performed by the defense contractor's company. The Defense Contractor Representative has 30 days to respond.



<u>Input CPAR Comments:</u> This option allows a Defense Contractor Representative to review proposed ratings/narratives for CPARs forwarded by the Assessing Official. The Defense Contractor Representative should review and comment on proposed ratings/narratives no later than 30 days from the date the Assessing Official forwards the CPAR. If the Defense Contractor Representative does not provide comments within the 30 day period, the government may complete the CPAR without Defense Contractor Representative comments. Within seven days of receiving the CPAR, the Defense Contractor Representative may request a meeting with the government to discuss the CPAR.

To input comments the Defense Contractor Representative must be logged on CPARS as a Defense Contractor Representative and the Defense Contractor Representative Menu must be displayed. Enter the contract number in the Contract # box and the delivery order number (if applicable) in the Order # box. Click **Input CPAR Comments** button. A list of contract numbers will appear. **Note: For a quick and efficient way to produce the same list, click To-Do List button.**

When either option is selected, click the contract number of the CPAR to be reviewed and a copy of the CPAR will display (blocks 1-21 will display in read only format). Use the **green tabs** to review the proposed ratings and narratives. A red bar  displayed under the Ratings tab denotes areas to be reviewed. After reviewing the CPAR, the Defense Contractor Representative is able to comment on the Assessing Official's proposed ratings and narratives (input box is located directly under each Assessing Official narrative). After the CPAR has been reviewed and comments made, the Defense Contractor Representative clicks the **green Contractor Representative tab** and completes the required input boxes. If additional comments are deemed necessary, enter comments in **Contractor Representative Comments** box. It is required to make a selection from the **Select Concurrence** drop-down box and complete **Name and Title of Contractor Representative** input boxes.

When the Defense Contractor Representative has completed entering required information into the Contractor Representative tab, click **Validate and Send to the Assessing Official** button to save the information to the database and to return the CPAR to the Assessing Official.

The Assessing Official will be notified by e-mail that a CPAR is ready for review and comment. A message will appear stating that the Assessing Official has been notified. Click **Ok** button. The Defense Contractor Representative is now locked out of the CPAR until the CPAR process is completed.

To save partially completed comments and information in block 23, click **Save Data**. To return to the Defense Contractor Representative Main Menu, click **Return to the Main Menu**. **Return to the Main Menu** button does not save any of the information that has been entered.

View/Print CPARs: This option allows the Defense Contractor Representative to view **specific** CPARs such as CPARs ready for review and comment by the contractor, or completed CPARS. It does not allow changes to any of the information entered on the form.

To view a CPAR, the user must be logged on CPARS as a Defense Contractor Representative and the Defense Contractor Representative Menu must be displayed. Enter a contract number in the Contract # box and the delivery order number (if applicable) in the Order # box. Click **View/Print CPARs** button.

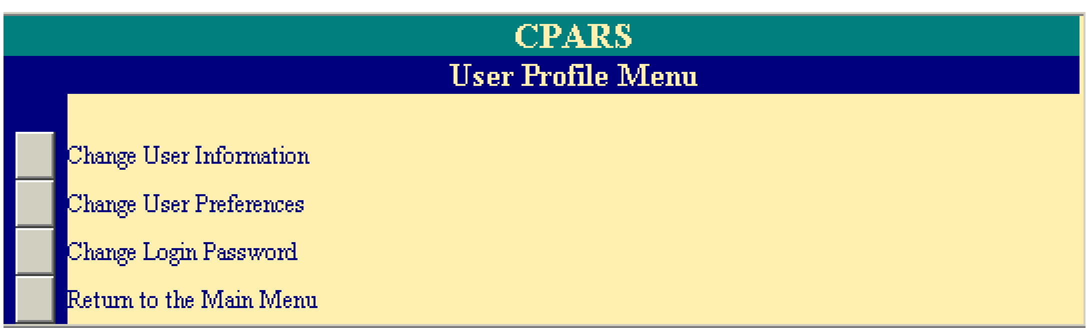
If multiple CPARs have been generated, a list of CPARs displays. Click the contract number of the CPAR to be viewed. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. Once the CPAR is displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Defense Contractor Representative Main Menu, click **Return to the Main Menu** button.

To-Do List: This option is a fast and efficient means for the Defense Contractor Representative to see what CPARs are ready for the Defense Contractor Representative's review and comment. Click **To-Do List** button from the Defense Contractor Representative Menu. A list of CPARs will display. Select the appropriate contract number to complete the action required.

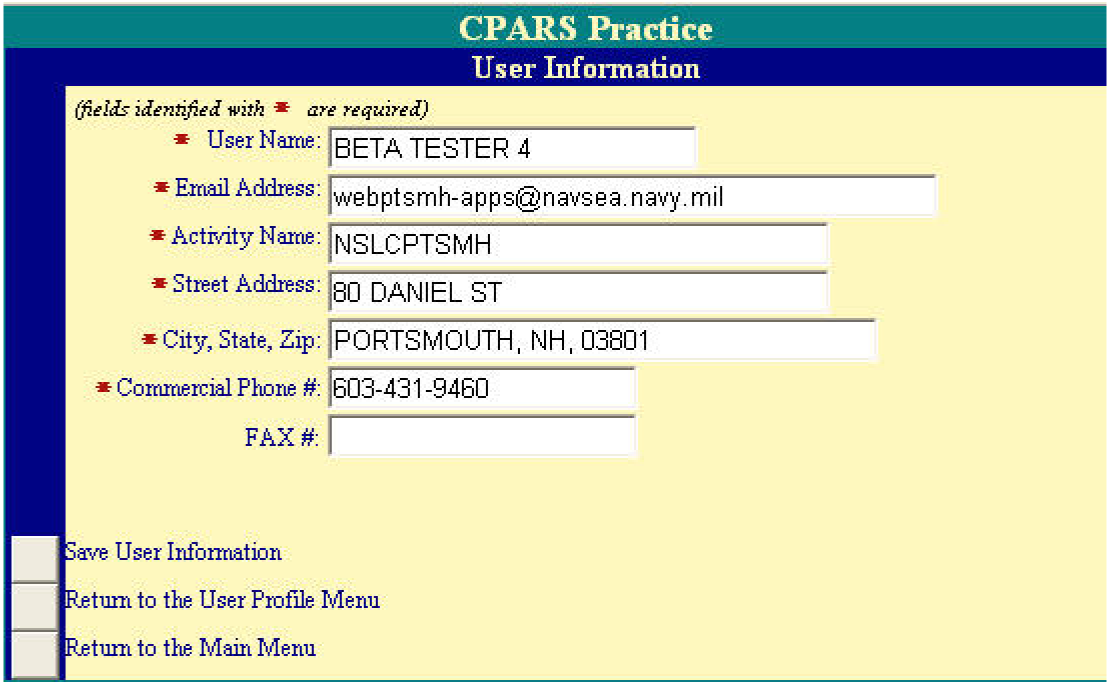
CPAR Status Report: This option allows the Defense Contractor Representative to track the progress of assigned CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

Contract Status Report: This option is designed to track the status of contracts. The report will show whether an assigned CPAR is current, due, overdue, final or undetermined for all contracts the user has in CPARS. It can be run to provide statistics (counts) or as a life cycle status report (list of CPARs). **(See CPAR Report Section.)**

Change User Profile: This option allows the user to Change User Information, Change User Preferences (allows users to choose optional e-mail notifications), and to Change Login Password (required every 90 days). To change user information, click **Change User Profile** button from the Defense Contractor Representative Main Menu. The User Profile Menu will display.



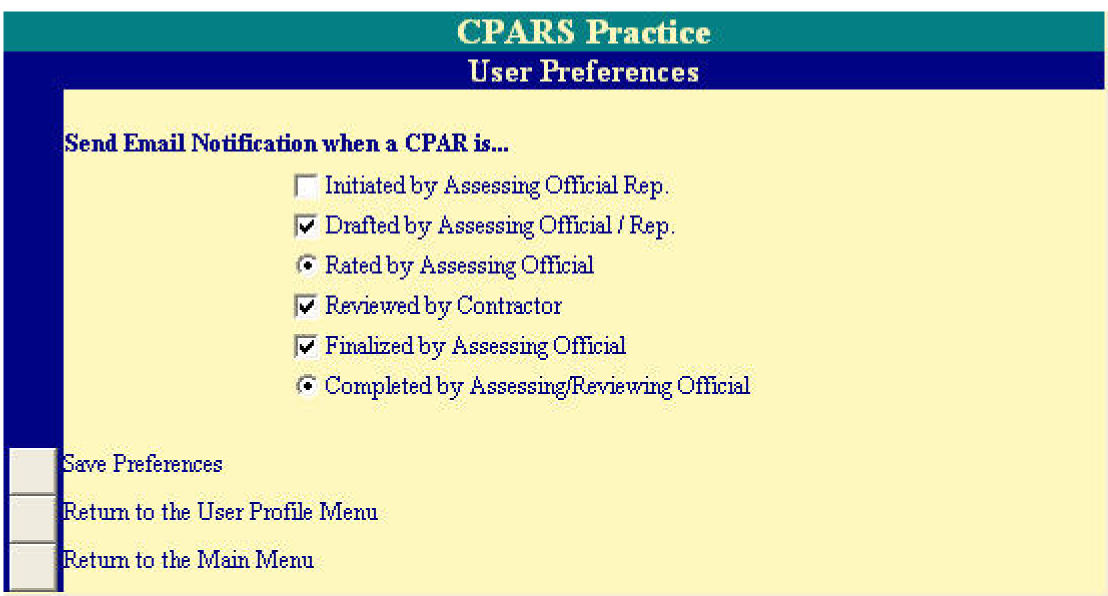
Click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Defense Contractor Representative to continue other change profile options. **Return to the Main Menu** button returns to the Defense Contractor Representative Main Menu.

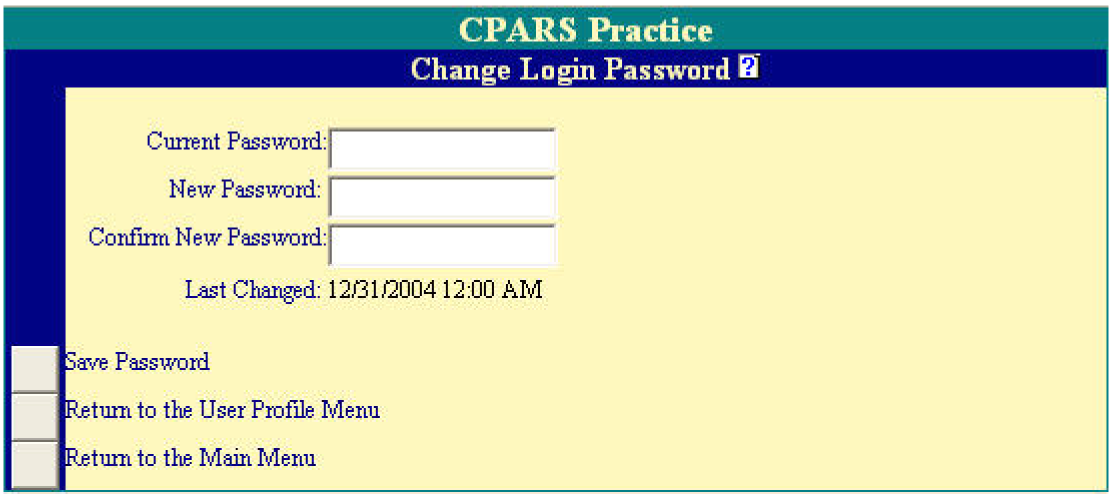
To receive e-mail notification as the CPAR moves through the workflow process, click **Change User Profile** button from the Defense Contractor Representative Main Menu and the User Profile Menu display. Click **Change User Preferences** button and the User Preferences Screen displays.



Mandatory notification is displayed with a pre-selected radio button (Rated by Assessing Official and completed by the Assessing Official/Reviewing Official). Select the desired email notifications that the user would like to receive. A check will appear in all selected boxes. Click **Save Preferences** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Defense Contractor Representative to continue other change profile options. **Return to the Main Menu** button returns to the Defense Contractor Representative Main Menu.

To change the Defense Contractor Representative login password, click **Change User Profile** button from the Defense Contractor Representative Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



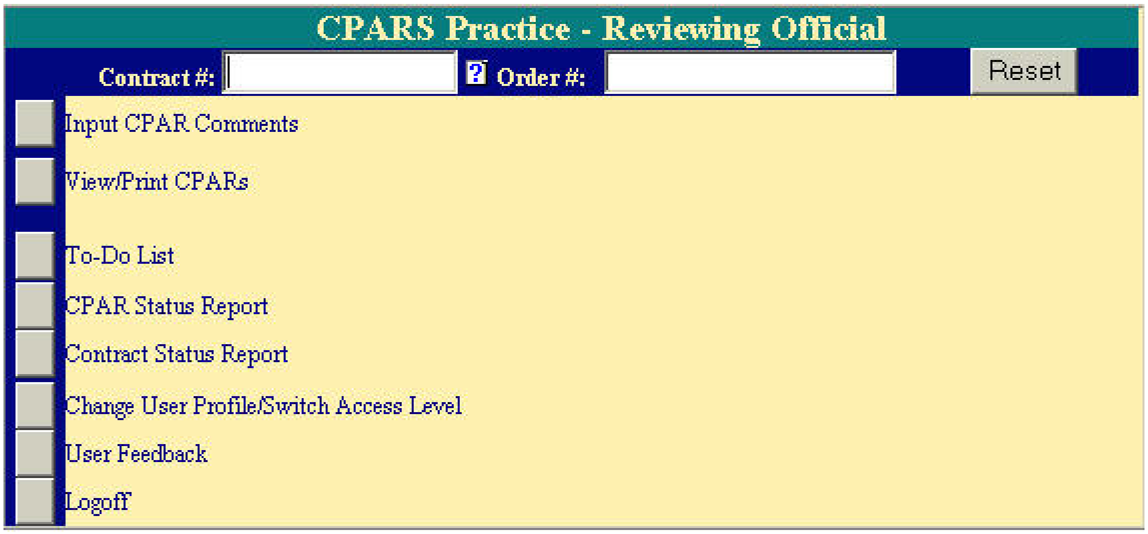
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password cannot be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Defense Contractor Representative to continue other change profile options. **Return to the Main Menu** button returns to the Defense Contractor Representative Main Menu.

User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

Reviewing Official

The Reviewing Official (if required by the activity) is responsible for ensuring that the CPAR is a fair and accurate assessment of the Defense Contractor's performance during the evaluated rating period. **This level is required if the Defense Contractor Representative does not concur with the ratings/narratives provided by the Assessing Official.**



Input CPAR Comments: This option allows a Reviewing Official to review proposed ratings/narratives provided by the Assessing Official and responses of the Defense Contractor Representative. The CPAR is forwarded to the Reviewing Official from the Assessing Official. The Reviewing Official reviews and comments on the ratings/narratives, and enters name, title, organization and code, and phone number to complete the CPAR process.

To review and input comments, the Reviewing Official must be logged on CPARS as a Reviewing Official and the Reviewing Official Menu must be displayed. Enter the contract number in the contract # box and the delivery order number (if applicable) in the Order # box. Click **Input CPAR Comments** button. The CPAR will display. **Note:** For a quick and efficient way to produce the CPAR, click **To-Do List** button from the Reviewing Official Main Menu. Required fields are denoted with a red asterisk. The Blue Question Mark (**?**) designates online help availability.

When either option is selected, click the contract number of the CPAR to be reviewed and a copy of the CPAR will display (blocks 1-23 will be in read only format). Select the **green tabs** to review the proposed ratings and narratives. A red bar displayed under the **green Ratings tab** denotes areas to be reviewed. After reviewing the CPAR, the Reviewing Official is able to comment on the Assessing Official's proposed ratings and narratives and the Defense Contractor's comments. After the CPAR has been reviewed, the Reviewing Official clicks the **green Reviewer tab** and enters comments in the **Reviewing Official Comments** box. It is required to complete **Name,Title, Organization and Code** input boxes.

When required information has been entered, the Reviewing Official selects **Validate and Close the CPAR** button to save the Reviewing Official's comments to the database. The Focal Point will be notified via e-mail that the CPAR has been closed and is ready for source selection. A message will appear stating that the Focal Point has been notified. Click **Ok** button.

To save partially completed comments, click **Save Data** button. To return to the Reviewing Official Main Menu, click **Return to the Main Menu** button**. Return to the Main Menu** button does not save any of the information that has been entered.

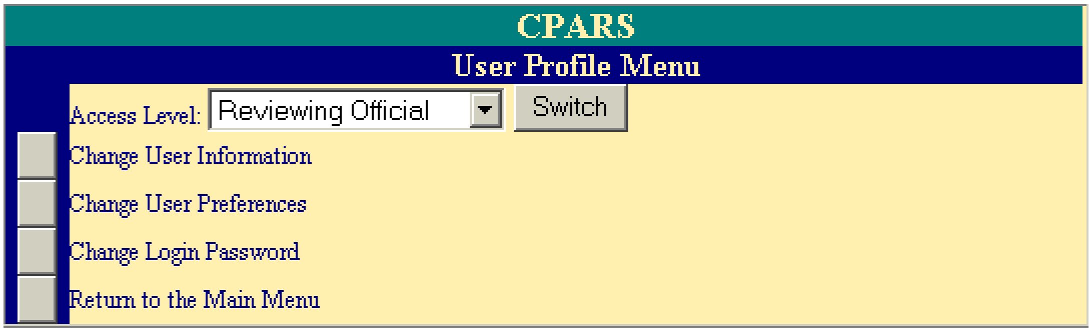
View/Print CPARs: This option allows the Reviewing Official to view a CPAR, but not change any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as a Reviewing Official and the Reviewing Official Menu must be displayed. Enter a contract number in the box identified as Contract # and enter the order number (if applicable) in the box identified as Order #. Click **View/Print CPARs** button. If multiple CPARs have been generated, a list of CPARs displays. Click the contract number of the CPAR to be viewed. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. Once the CPAR is displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Reviewing Official Main Menu, click **Return to the Main Menu** button.

To-Do List: This option is a fast and efficient means for the Reviewing Official to see what CPARs are ready for the Reviewing Official's review, comment, and closure. Click **To-Do List** button from the Reviewing Official Menu. A list of pertinent CPARs will display. Select the appropriate contract number to complete the action required.

CPAR Status Report: This option allows the Reviewing Official to track the progress of assigned CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

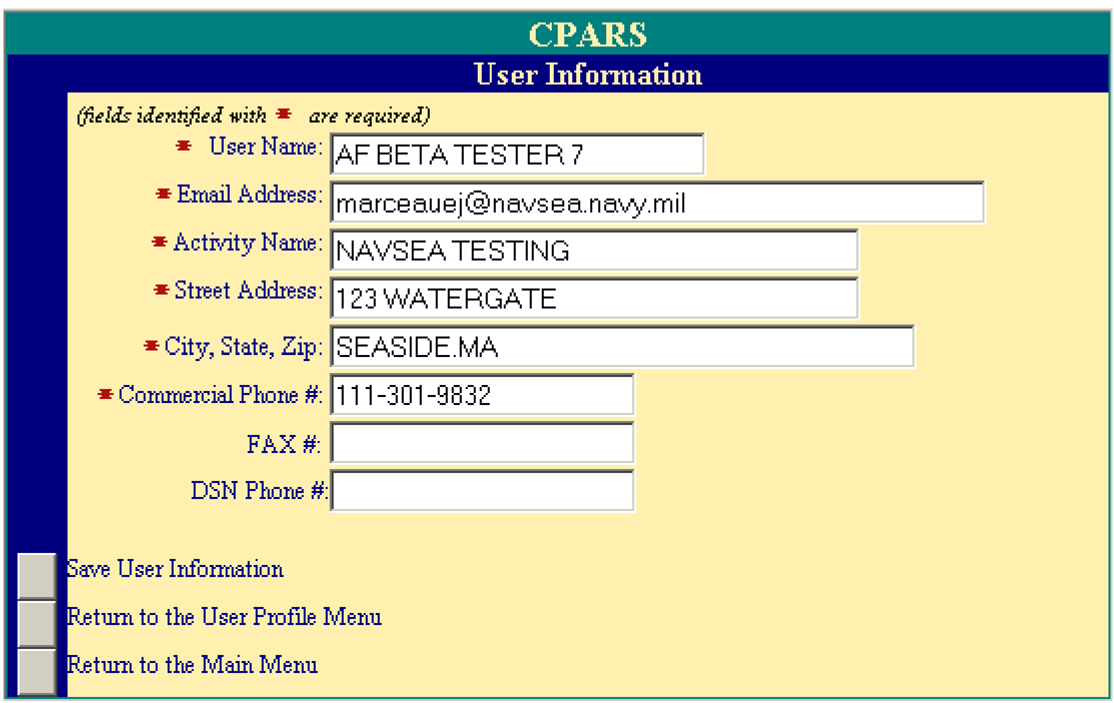
Contract Status Report: This option is designed to track the status of contracts. The report will show whether an assigned CPAR is current, due, overdue, final or undetermined for all contracts the user has in CPARS. It can be run to provide statistics (counts) or as a life cycle status report (list of CPARs). **(See CPAR Report Section.)**

<u>Change User Profile:</u> This option allows the user to switch roles (if assigned multiple roles), Change User Information, Change User Preferences (allows users to choose optional e-mail notifications), and to Change Login Password (required every 90 days). To change user information, click **Change User Profile** button from the Reviewing Official Main Menu. The User Profile Menu will display.



Access Level drop-down box allows the user to switch user role. If the user is assigned multiple roles, the drop-down box will contain all assigned multiple roles. To switch roles, select the desired role from the **Access Level** drop-down box and click **Switch** button. The switched role will display. **NOTE:** The selected role will remain until a **<u>new</u>** role switch has been performed by the user.

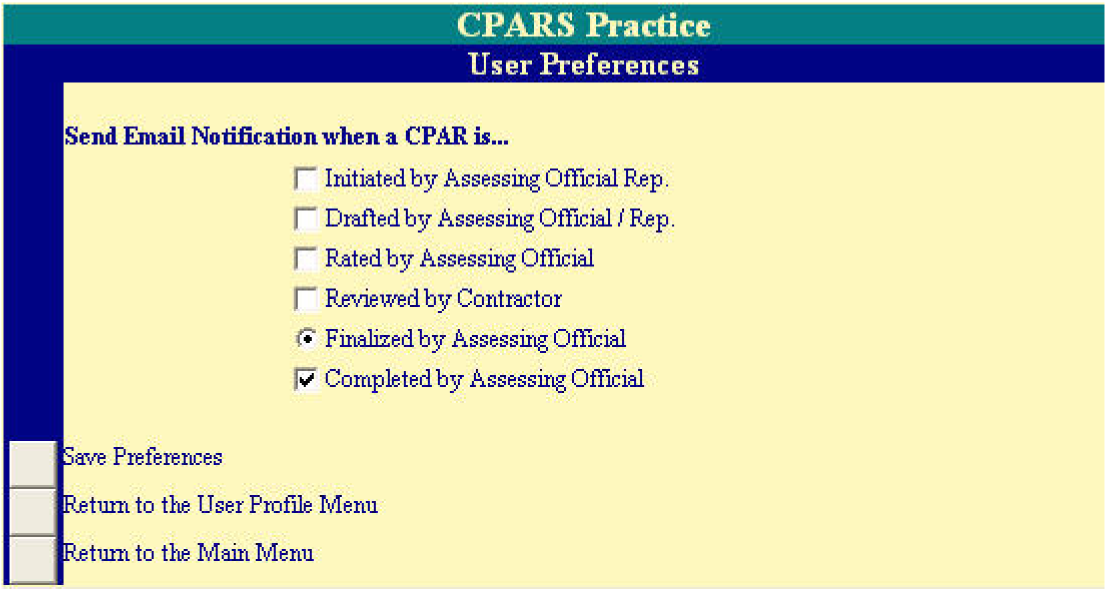
To change user information, click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Reviewing Official to continue other change profile options. **Return to the Main Menu** button returns to the Reviewing Official Main Menu.

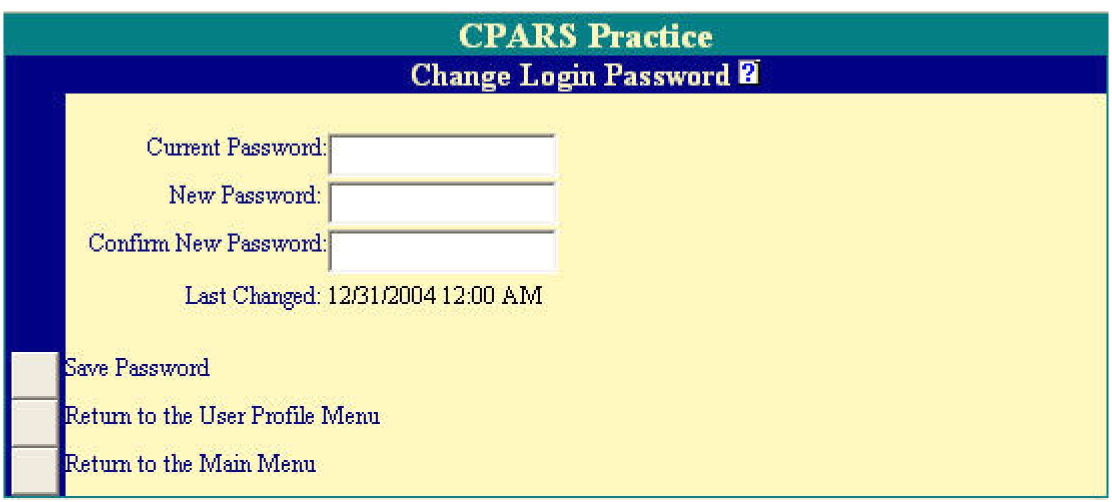
To receive e-mail notification as the CPAR moves through the workflow process, click **Change User Profile** button from the Reviewing Official Main Menu and the User Profile Menu display. Click **Change User Preferences** button and the User Preferences Screen displays.



Mandatory notification is displayed with a pre-selected radio button (Finalized by Assessing Official). The default is designated by a check (Completed by Assessing Official). Select the desired email notifications that the user would like to receive. A check will appear in all selected boxes. Click **Save Preferences** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Reviewing Official to continue other change profile options. **Return to the Main Menu** button returns to the Reviewing Official Main Menu.

To change the Reviewing Official login password, click **Change User Profile** button from the Reviewing Official Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



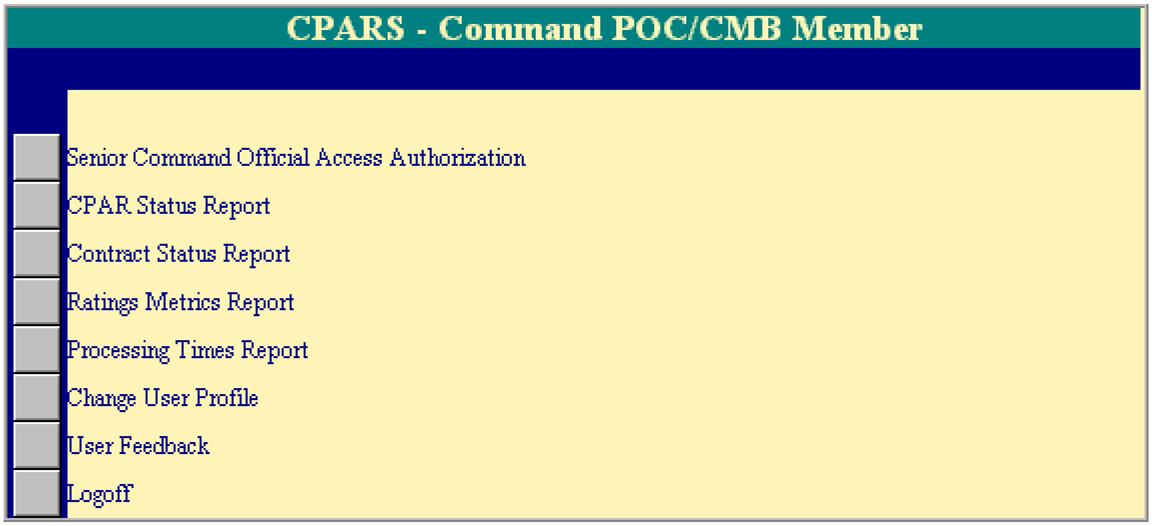
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password cannot be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Reviewing Official to continue other change profile options. **Return to the Main Menu** button returns to the Reviewing Official Main Menu.

User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

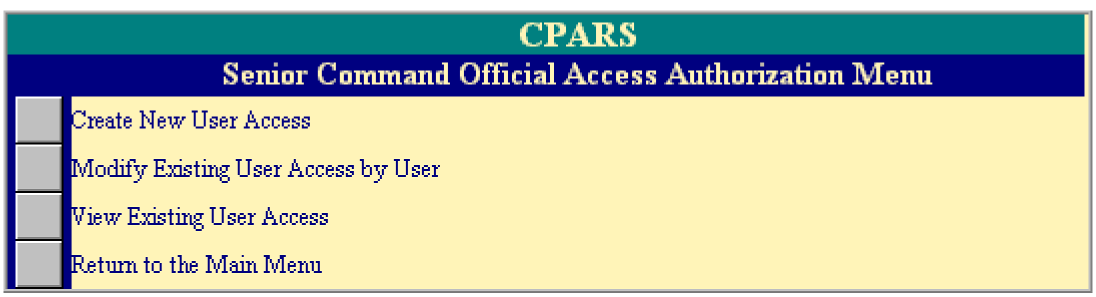
Command POC/CMB Board Member

This level of access allows the Command POC/CMB Member to assign userids and passwords to Senior Command Officials/Acquisition Program Managers. It also allows the Command POC/CMB to view status reports in CPARS. The Command POC/CMB Board Member access is granted only upon completion of a signed CPARS Command POC/CMB Member Access Request Form.

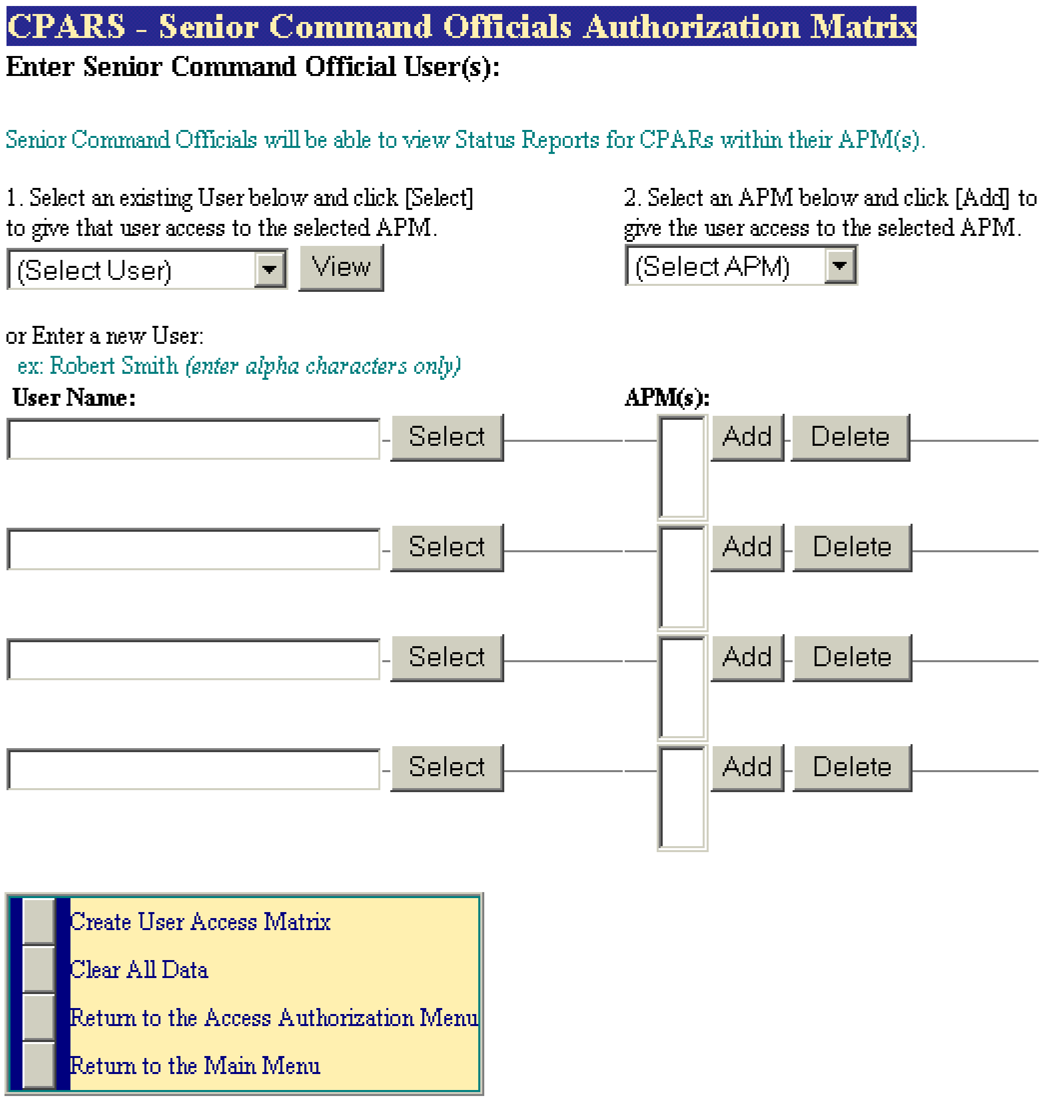


<u>Senior Command Official Access Authorization:</u> This option is used by Command POC/CMB Member to provide Senior Command Officials/Acquisition Program Managers (APMs) access to CPARS, modify existing user accounts by user name and to view existing users. To provide access to CPARS, the Command POC/CMB Member completes an Access Authorization Matrix (described below). Completion of an Access Authorization Matrix is required for all Senior Command Official Access Authorization personnel.

<u>Create New User Access</u>: To provide access to a new user or contract, click **Senior Command Official Access Authorization** button from the Command POC/CMB Member Main Menu. Click **Create New User Access** button from the Senior Command Official Access Authorization Menu.



The CPARS Senior Command Officials Authorization Matrix displays.



The Command POC/CMB Member may select an **existing** User from the (Select User) drop-down box. The **View** button provides user profile information on existing users listed in the drop-down box. Select desired existing user, and click **Select** button to give that existing user access to the selected APM. Select an APM from the (Select APM) drop-down box and click ADD button to the give the user access to the selected APM. Enter a **new** user name in the **User Name** box (DO NOT CLICK **Select** button) and select an APM from the (Select APM) drop-down box. Click ADD button to give the user access to the selected APM. To delete an APM from the APM box, highlight the APM and click **Delete** button.

After all entries have been selected/entered, click **Create User Matrix** button. A user Senior Command Official Authorization Matrix displays.

Senior Command Official Authorization Matrix

Please review the following Senior Command Official Matrix:

User Name	User Type	APM(s)
BABE RUTH	Existing	AFMC AAC;
NOLAN RYAN	Existing	AFMC AAC;
ROGER CLEMENS	Existing	AFMC AAC;
MARY DONOVAN	New	AFMC HSC;

Authorize Access to these Senior Command Officials

Modify Access Matrix to Correct Mistakes

Return to the Main Menu

Review the information for accuracy. To modify incorrect information, click **Modify Access Matrix to Correct Mistakes** button and the CPARS Senior Command Officials Authorization Matrix again displays. Make the necessary corrections. If the information entered is correct, the Command POC/CMB Member clicks **Authorize Access to these Senior Command Officials** and a Senior Command Official Authorization Matrix displays providing User Name, User Id, Password, Status, User Type and APM(s). It is advisable to print the information and notify users of CPARS generated Userid and Password. Click **Return to the Main Menu** to return to the Command POC/CMB Member Main Menu.

Senior Command Official Authorization Matrix

Access has been authorized for the following Senior Command Official users to the associated APMs.
Please print this page and inform the new users of their userid and password settings.
These users will be required to change their passwords the first time they login to the application.

User Name	User Id	Password	Status *	User Type	APM(s)
BABE RUTH	BRUTH	***	Authorized	Existing	AFMC AAC; AFMC ASC; AFMC WR-ALC;
NOLAN RYAN	NRYAN	***	Authorized	Existing	AFMC AAC; AFSPC;
ROGER CLEMENS	RCLEM	***	Authorized	Existing	AFMC AAC; AFMC ASC; AFMC SMC;
MARY DONOVAN	MDONOVA	RLEQXPKI	Authorized	New	AFMC HSC;

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

Return to the Main Menu

<u>**Modify Existing User Access by User:**</u> This option allows the Command POC/CMB Member to change the role(s) of existing users, or to remove access of individual(s) who are reassigned and no longer involved with CPARs. Click **Senior Command Official Access Authorization** button from the Command POC/CMB Member Main Menu. Click **Modify Existing User Access by User** button and CPARS Access Authorization Screen displays.

CPARS - Access Authorization

Senior Command Officials Authorized by You:

Users Authorized by You:

		USER NAME	USER ID	APM(s)
[Delete User]	[Modify User]	BABE RUTH	BRUTH	AFMC AAC AFMC ASC AFMC WR-ALC
[Delete User]	[Modify User]	MARY DONOVAN	MDONOVA	AFMC HSC
[Delete User]	[Modify User]	NOLAN RYAN	NRYAN	AFMC AAC AFSPC
[Delete User]	[Modify User]	ROGER CLEMENS	RCLEM	AFMC AAC AFMC ASC AFMC SMC

Return to the Access Authorization Menu
Return to the Main Menu

Users Authorized by You: matrix:

[Delete User] - Deletes user from the database. Click **[Delete User]** and a Remove all access and delete user matrix displays.

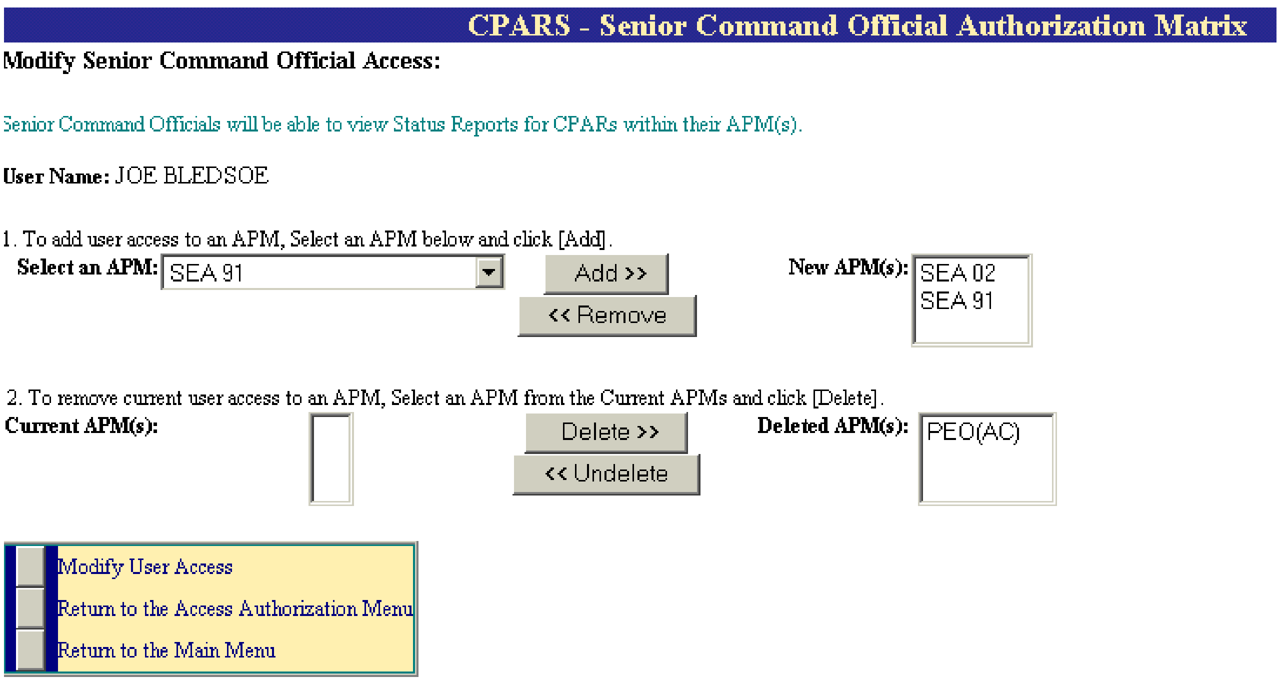
Remove all access and delete the following user from CPARS:

USER NAME	USER ID	APM(s)
BABE RUTH	BRUTH	AFMC AAC AFMC ASC AFMC WR-ALC

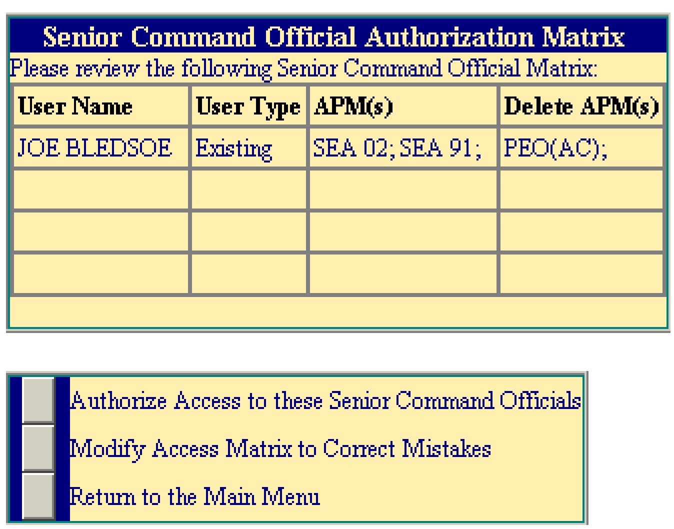
Delete User
Return to the Access Authorization Menu
Return to the Main Menu

Click **Delete User** button and a pop-up message displays. Click **OK** button returns user to the Modify Existing User Menu. **Return to the Access Authorization Menu** button allows the Command POC/CMB Member to continue other access authorization options. **Return to the Main Menu** button returns to the Command POC/CMB Member Main Menu.

[Modify User] – modifies the existing APM. Click **[Modify User]** and the **Senior Command Official Authorization Matrix** screen displays. Select the appropriate new APM from the **Select an APM** drop-down box and click **ADD** button to give the user access to the new selected APM. The new APM will appear in the **New APM(s)** box.   If the incorrect APM was selected, highlight the incorrect APM in the **New APM(s)** box and click **Remove** button. Reselect the correct APM from the **Select an APM** drop-down box and click the **Add** button. If the current APM is no longer desired, highlight the APM in the **Current APM** box and click **Delete** button. The deleted APM will appear in the **Deleted APM(s)** box. If an incorrect APM is selected for deletion, highlight and click **Undelete** button. The APM will reappear in the **Current APM(s)** box.



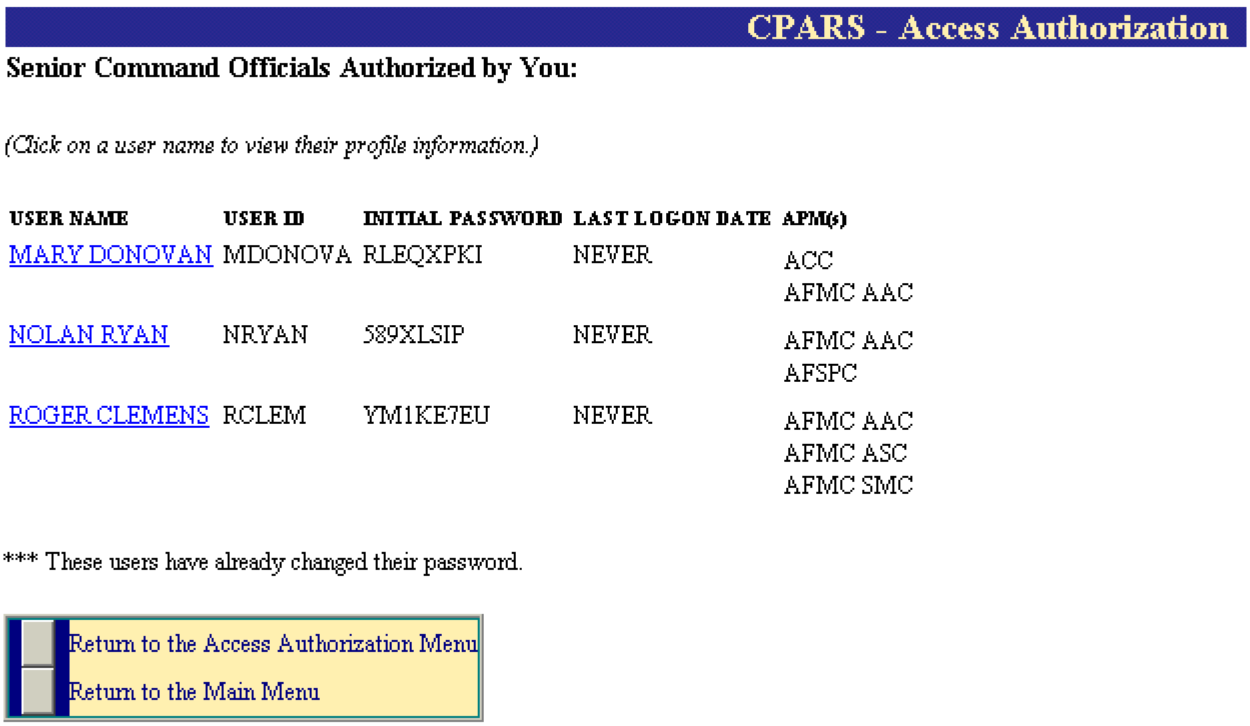
After all modifications have been entered, click **Modify User Access** button. The Senior Command Official Authorization matrix displays.



Review the Authorization matrix and if the information is correct, click Authorize Access to these **Senior Command Officials** button**.** To correct mistakes, click **Modify Access Matrix to Correct Mistakes** button and correct entries. **Return to the Main Menu** button returns to the Command POC/CMB Member Main Menu.

[User Name] – Allows the Command POC/CMB Member to view the user profile. Click **[User Name]** to see the user profile. Click **Close** button to return to previous screen.

View Existing User Access: This option produces a list of users who have been granted CPARS access by a particular Command POC/CMB Member. Click **Senior Command Official Access Authorization** button from the Command POC/CMB Member Main Menu. Click **View Existing User Access** button and the Senior Command Officials Authorized by You: report displays.


CPARS - Access Authorization

Senior Command Officials Authorized by You:

(Click on a user name to view their profile information.)

USER NAME	USER ID	INITIAL PASSWORD	LAST LOGON DATE	APM(s)
MARY DONOVAN	MDONOVA	RLEQXPKI	NEVER	ACC AFMC AAC
NOLAN RYAN	NRYAN	589XLSIP	NEVER	AFMC AAC AFSPC
ROGER CLEMENS	RCLEM	YM1KE7EU	NEVER	AFMC AAC AFMC ASC AFMC SMC

*** These users have already changed their password.

Return to the Access Authorization Menu

Return to the Main Menu

This report displays User Name, User Id, Initial Password, Last Logon Date and APM(s). Please note that the list provides each user's **initial** password. Passwords modified by the user will be displayed as three asterisks ***.

User Name – Allows the Command POC/CMB Member to view the user profile. Click **User Name** to see the user profile. Click **Close** button to return to previous screen.

Return to the Access Authorization Menu allows the Command POC/CMB Member to perform other access authorization options. **Return to the Main Menu** returns to the Command POC/CMB Member Main Menu.

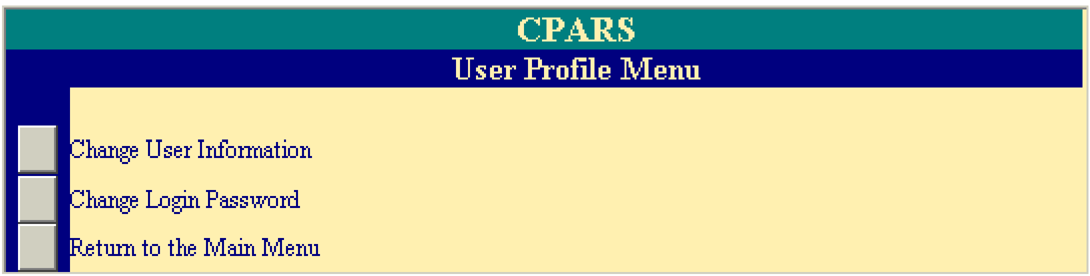
CPAR Status Report: This option allows the Command POC/CMB Member to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

Contract Status Report: This option allows Command POC/CMB Member to build custom reports to help monitor CPAR status by contract number using various search options. **(See CPAR Report Section.)**

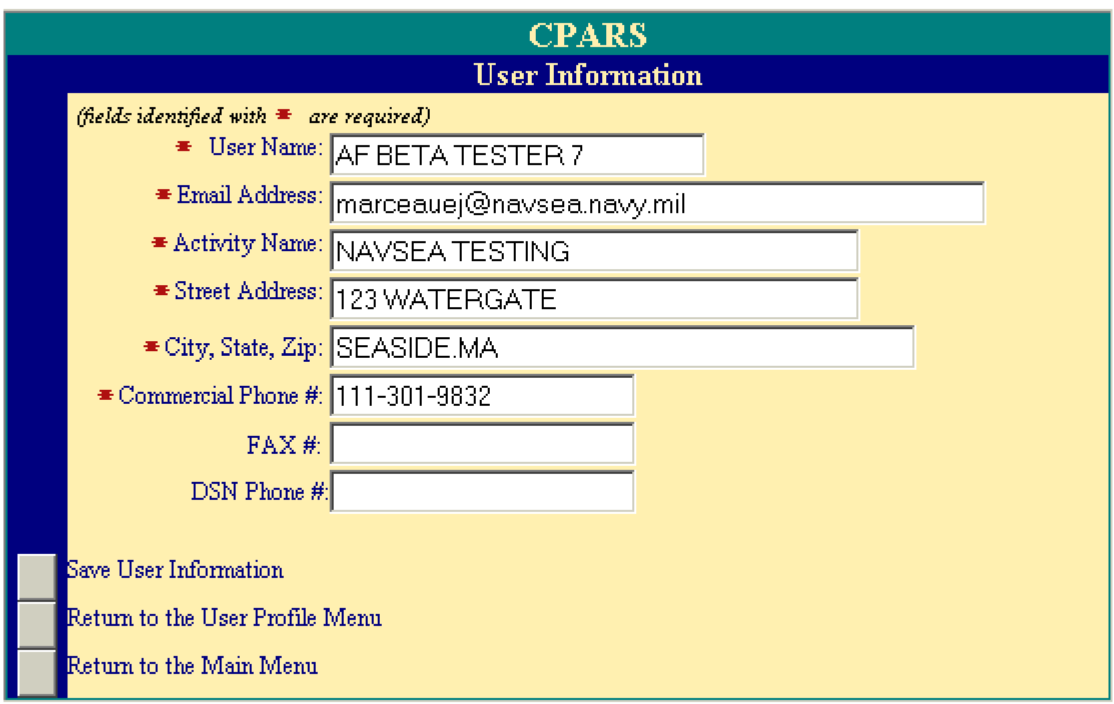
Ratings Metrics Report: This option allows the Command POC/CMB Member to monitor completed CPAR ratings metrics provided by the CPAR system. **(See CPAR Report Section.)**

Processing Times Report: This option allows the Command POC/CMB Member to view a years worth of data pertaining to CPAR processing times. **(CPAR Report Section.)**

Change User Profile: This option allows the user to Change User Information and to Change Login Password (required every 90 days). To change user information, click **Change User Profile** button from the Command POC/CMB Member Main Menu. The User Profile Menu will display.



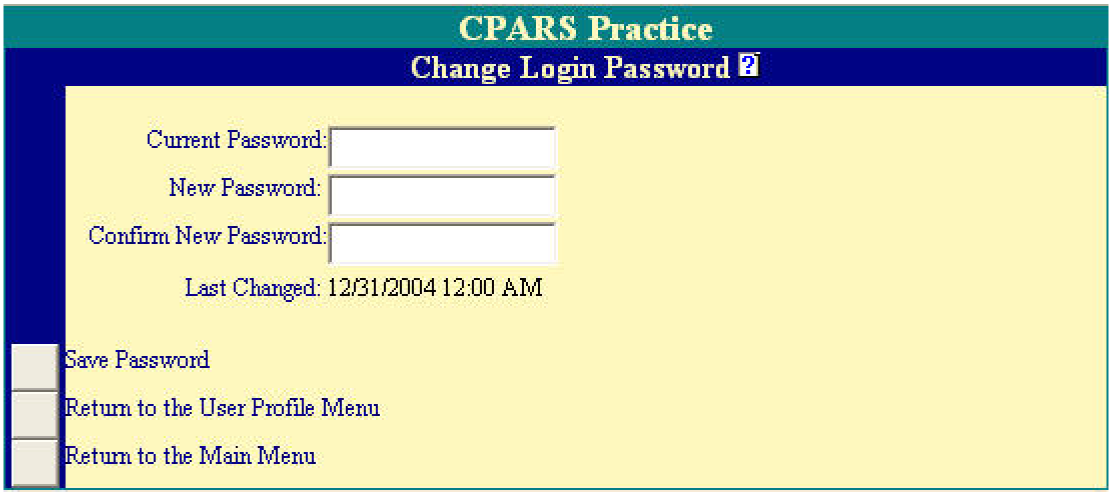
Click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Command POC/CMB Member to continue other change profile options. **Return to the Main Menu** button returns to the Command POC/CMB Member Main Menu.

To change the Command POC/CMB Member login password, click **Change User Profile** button from the Command POC/CMB Member Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



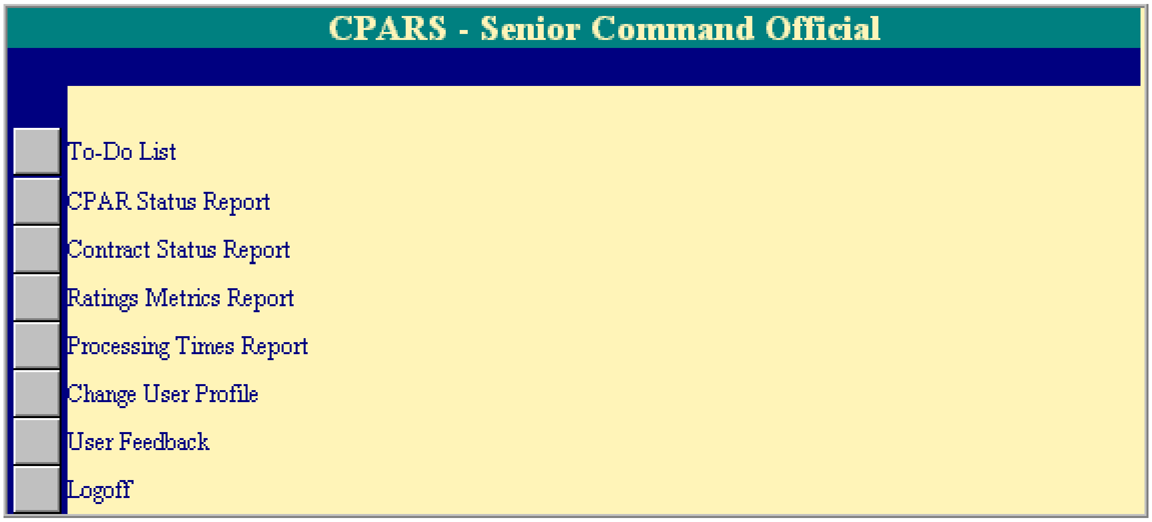
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password can not be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Command POC/CMB Member to continue other change profile options. **Return to the Main Menu** button returns to the Command POC/CMB Member Main Menu.

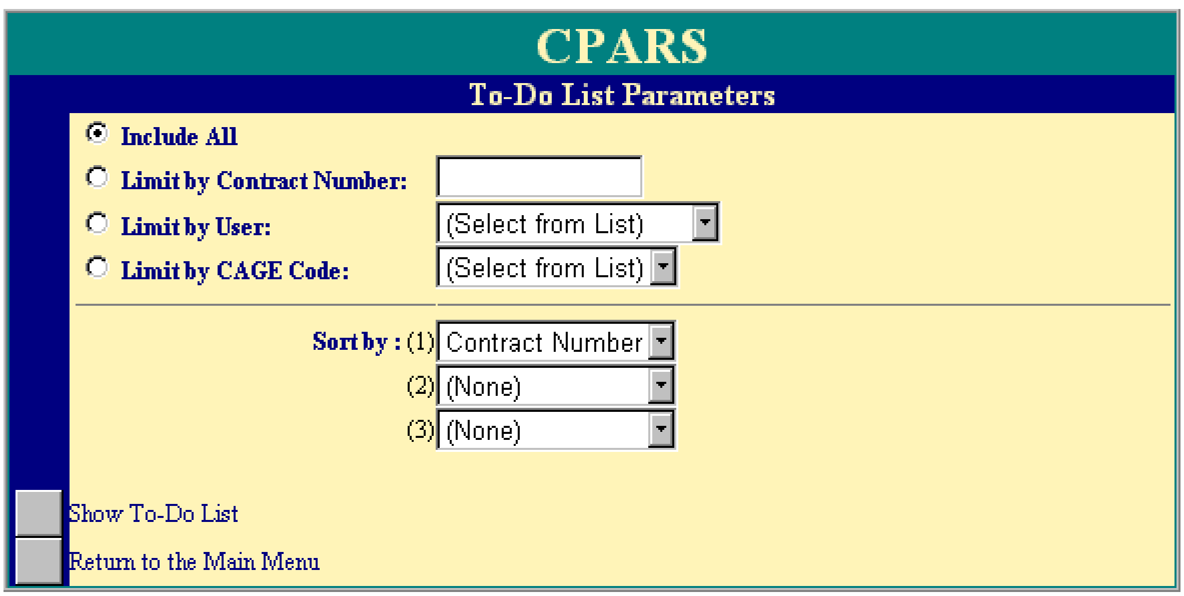
User Feedback: This option allows the system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

Senior Command Official or Designated Representative

A Senior Command Official or Designated Representative is a senior level position who manages acquisitions of major programs, products or services. This level includes the Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM), Systems Command Directorate, or Major field activity C.O. This access level allows Senior Command Officials to quickly view a list of CPARs pertaining to a specific APM or to see the status of a particular CPAR in the system.



<u>**To-Do List:**</u> This option is a fast and efficient means for the Senior Command Official to monitor the status of specific CPARs in the system. Click **To-Do List** button from the Senior Command Official Main Menu. A To-Do List Parameter screen displays. Select the desired parameters and sort option, if required, and click **Show To-Do List** button. **Return to the Main Menu** returns to the Senior Command Official Main Menu.



A list of the Senior Command Official's selected CPARs for the specific APM will display.

CPARS - To-Do List

CONTRACT NUMBER	CAGE CODE	PERIOD OF PERFORMANCE		ROLE	ACTION REQUIRED	REQUIRED SINCE	USER
FB614101C1209	CPARS	02/01/2001	01/31/2002	Assessing Official	Finalize Ratings		AF CPAR3
FB614158C0002	92357	09/05/2001	09/04/2002	Assessing Official	Contractor Overdue, Finalize Ratings	11/23/2002	ROBERT COULUMBE
FB614101C1301	71905	12/01/2001	12/31/2002	Contractor	Input Comments	01/30/2003	AF CPAR1
FB614101C1301	71905	12/01/2001	12/31/2002	Contractor	Input Comments	01/30/2003	MARY SMITH
FB614101B1209	CPARS	02/01/2001	01/31/2002	Reviewing Official	Input Comments, Close CPAR	01/30/2003	AF CPAR6
FB614101B1209	CPARS	02/01/2001	01/31/2002	Reviewing Official	Input Comments, Close CPAR	01/30/2003	WILLIAM BATHGATE
FB614101C1300	71905	12/01/2001	12/01/2002	Reviewing Official	Input Comments, Close CPAR	02/05/2003	AF CPAR6
FB614101C1300	71905	12/01/2001	12/01/2002	Reviewing Official	Input Comments, Close CPAR	02/05/2003	DOTTIE MARCEAU

Return to the To-Do List Parameters

Return to the Main Menu

This report displays Contract Number, CAGE Code, Period of Performance, Role, Action Required, Required Since and User.

User Name – Allows the Senior Command Official to view the user profile. Click **User Name** to see the user profile. Click **Close** button to return to previous screen.

Return to the To-Do-List Parameters button allows the Senior Command Official to generate additional reports. **Return to the Main Menu** returns to the Senior Command Official Main Menu.

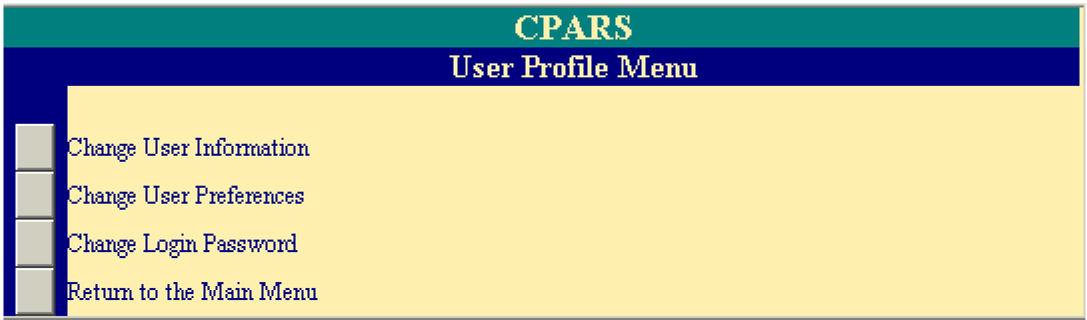
CPAR Status Report: This option allows the Senior Command Official to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

Contract Status Report: This option allows the Senior Command Official to build custom reports to help monitor CPAR status by contract number using various search options. **(See CPAR Reports Section.)**

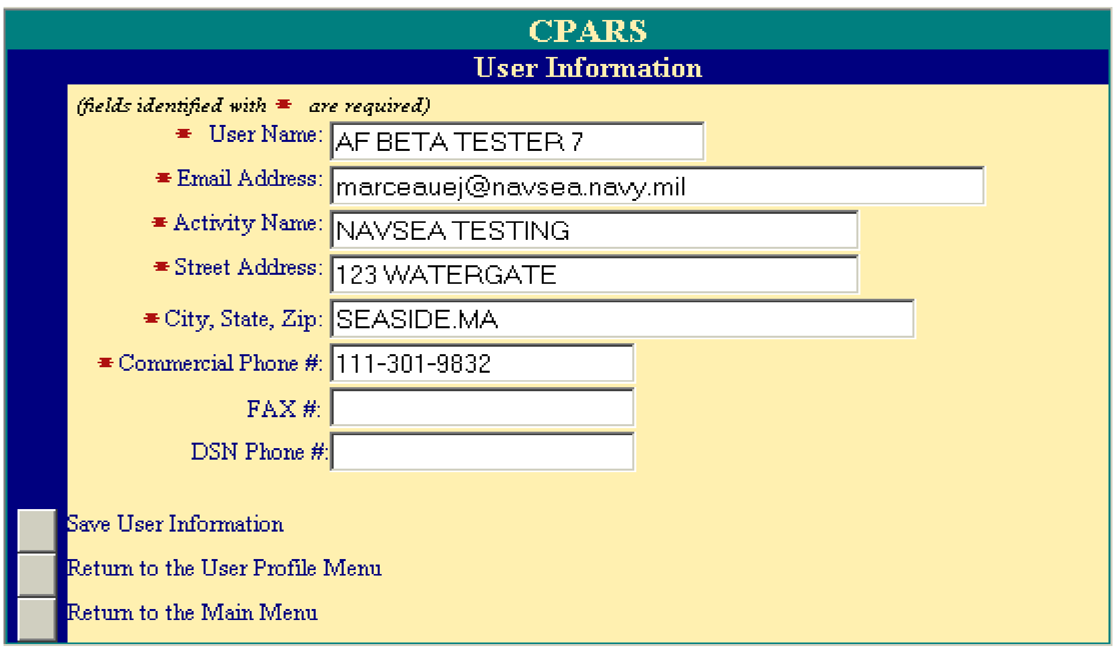
Ratings Metrics Report: This option allows the Senior Command Official to monitor completed CPAR ratings metrics provided by the CPAR system. **(See CPAR Report Section.)**

Processing Times Report: This option allows the Senior Command Official to view a years worth of data pertaining to CPAR processing times. **(See CPAR Report Section.)**

Change User Profile: This option allows the user to Change User Information, Change User Preferences (allows users to choose optional e-mail notifications), and to Change Login Password (required every 90 days). To change user information, click **Change User Profile** button from the Senior Command Official Main Menu. The User Profile Menu will display.



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

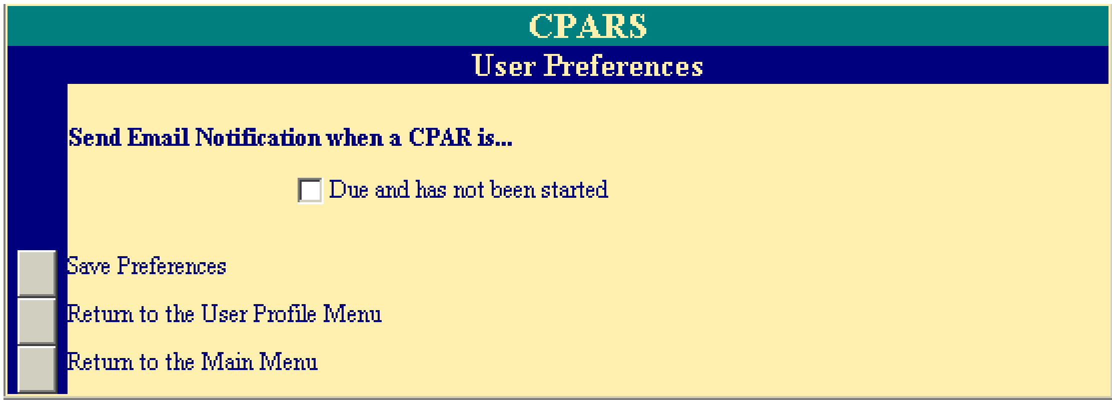


Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Senior Command Official to continue other change profile options. **Return to the Main Menu** button returns to the Senior Command Official Main Menu.

To receive e-mail notification as the CPAR moves through the workflow process, click **Change User Preferences** button from the Senior Command Official Main Menu and the User Profile Menu display. Click

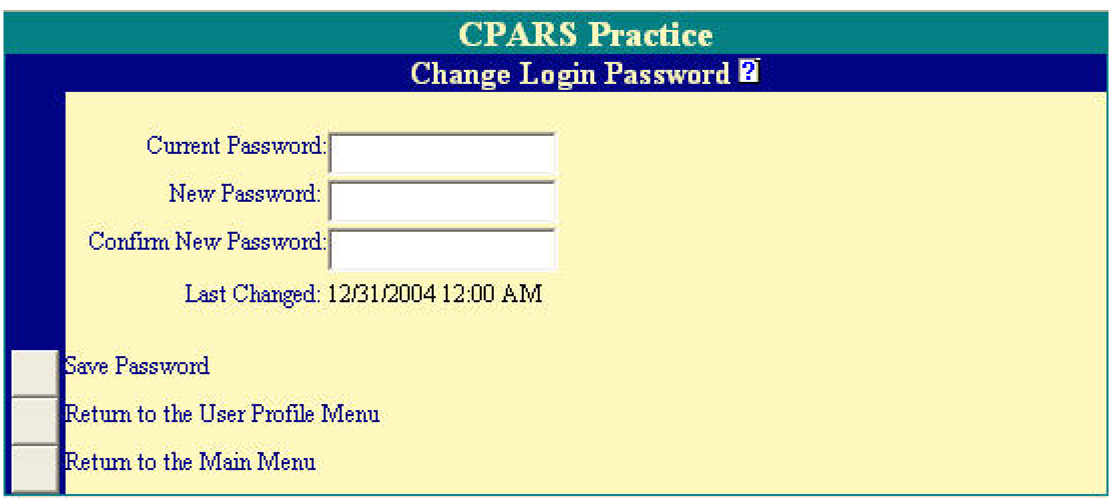
Change User Preferences button and the User Preference Screen displays.



Select the available email notification. A check will appear in the selected box. Click **Save Preferences** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Senior Command Official to continue other change profile options. **Return to the Main Menu** button returns to the Senior Command Official Main Menu.

To change the Senior Command Official login password, click **Change User Profile** button from the Senior Command Official Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Password Screen displays.



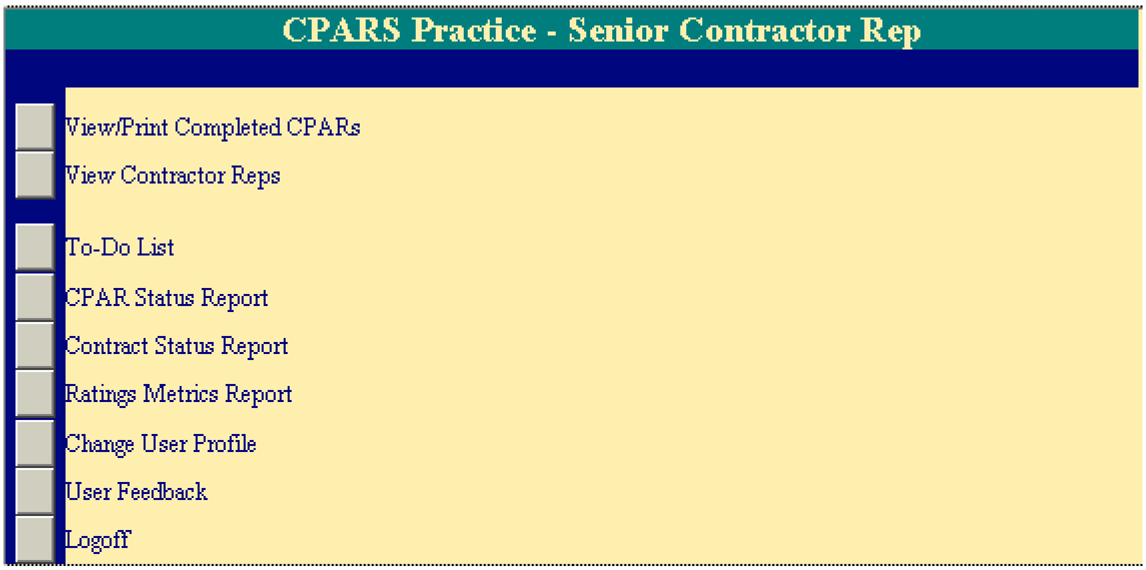
Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password can not be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Senior Command Official to continue other change profile options. **Return to the Main Menu** button returns to the Senior Command Official Main Menu.

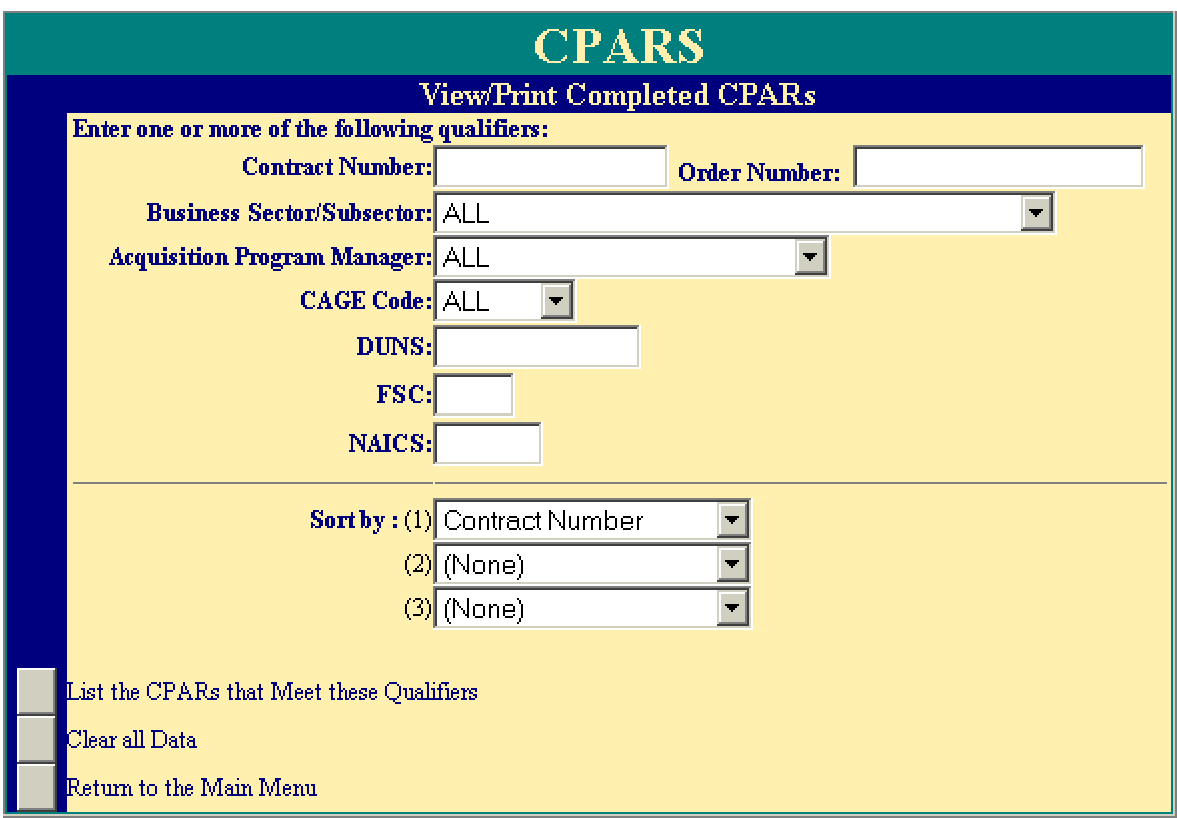
User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

Senior Contractor Representative

The Senior Contractor Representative level of access allows an authorized corporate official designated as the Senior Contractor Representative to view specific completed CPARs. CPARS access authorization for the Senior Contractor Representative must be initiated via written request by the company's corporate office to the Naval Sea Logistics Center Detachment Portsmouth New Hampshire.



<u>View/Print Completed CPARs:</u> This option allows the Senior Contractor Representative to view the corporation's completed CPARs. To view a completed CPAR, the user must be logged on CPARS as a Senior Contractor Representative and the Senior Contractor Representative Menu must be displayed. Click **View/Print Completed CPARs** button and the View/Print Completed CPARs qualifier screen displays.



Select the appropriate qualifiers and click **List the CPARs that Meet these Qualifiers** button. A list of completed CPARS will display. Click the contract number of the CPAR to be viewed and the completed CPAR will display.

CPARS Practice - View/Print Completed CPARs

(Select a Contract Number below to view/print the CPAR record)

CONTRACT NUMBER	PERIOD OF PERFORMANCE		CAGE CODE	DUNS	FSC	NAICS
FB614100Q2611	04/11/2001	09/30/2001	CPARS		5306	
FB614100Q2618	03/01/1998	02/28/1999	CPARS		5306	
FB614199D0123	03/01/1998	03/01/1999	CPARS		5306	
N4511200D0002 0001	12/01/2001	11/30/2002	CPARS	012435687	5306	54112
N4511298C3157	01/09/2002	06/01/2002	CPARS	1234567891234	5306	123456
N4511299C9011	06/01/2001	11/27/2002	CPARS	123456789	5306	

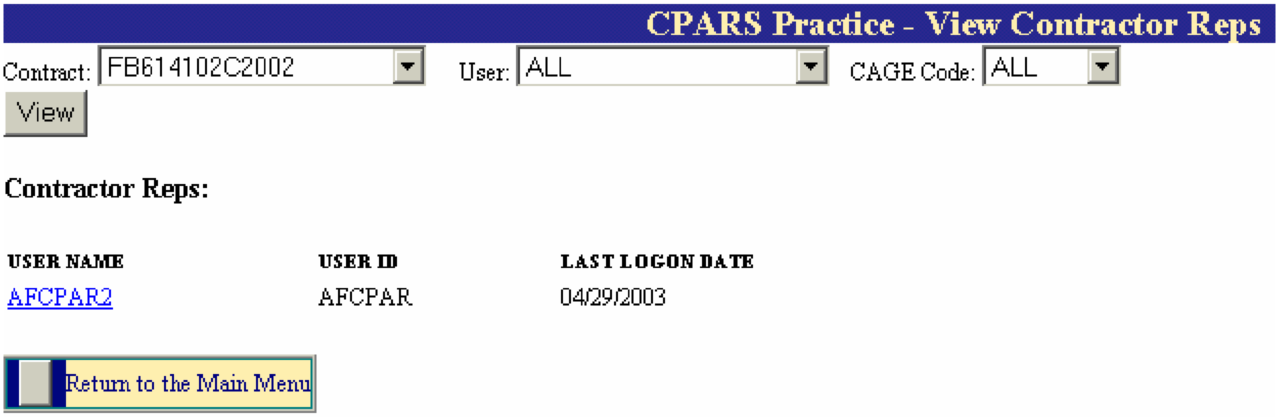
Count: 6

Return to the View/Print CPARs Qualifier Menu

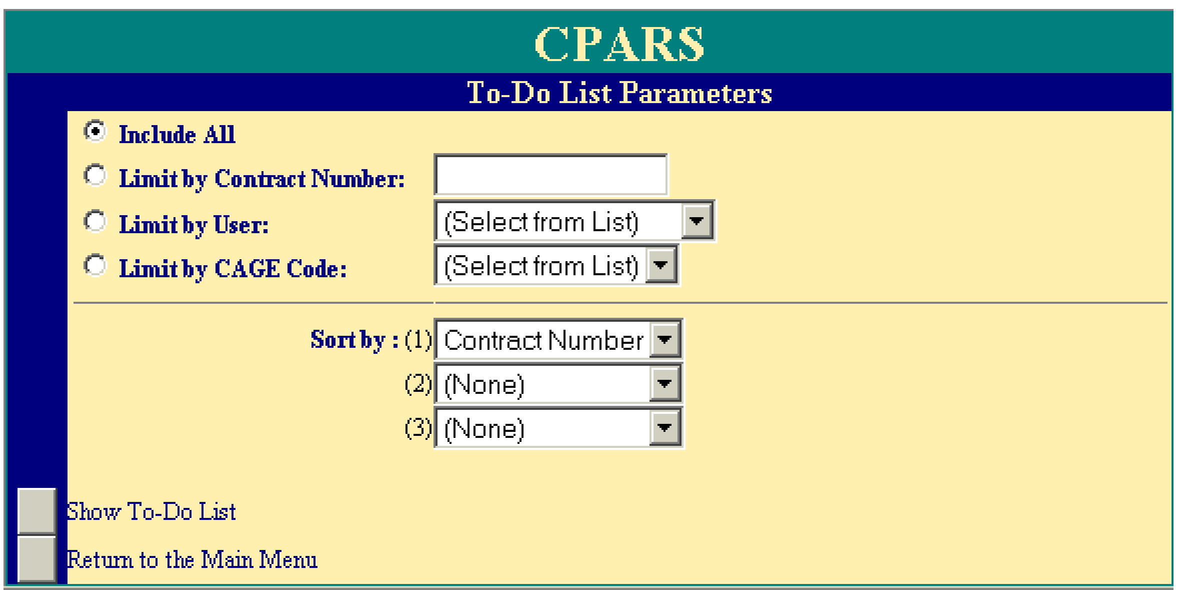
Return to the Main Menu

Click the contract number of the CPAR to be viewed. The CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. Once the CPAR is displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Senior Contractor Representative Main Menu, click **Return to the Main Menu** button.

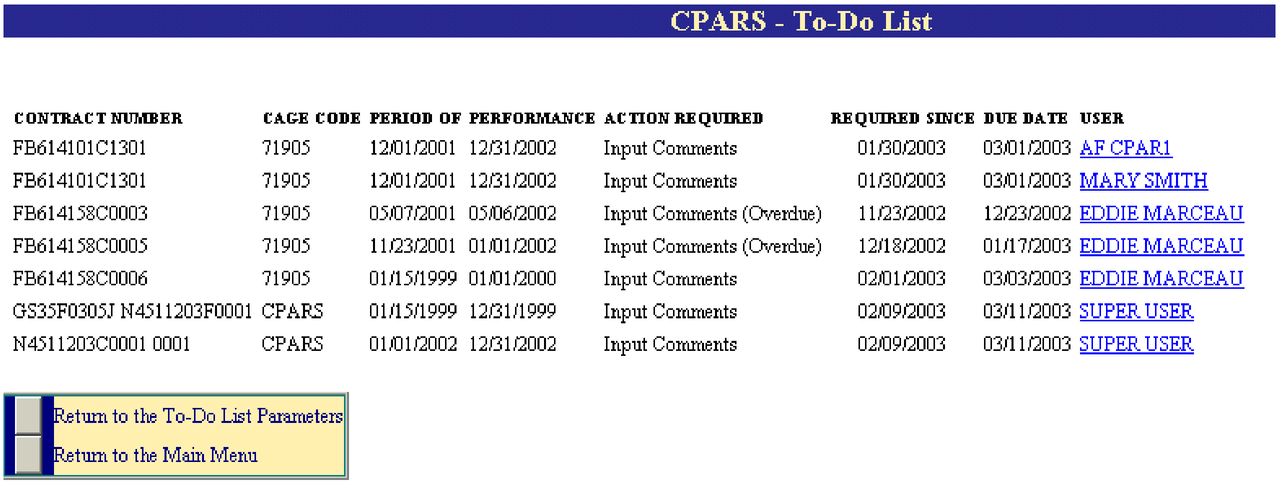
<u>View Contractor Reps:</u> This option allows the Senior Contractor Representative to view a list of Contractor Representatives authorized access to CPARs with the Senior Contractor Representative's CAGE Codes. Click **View Contractor Reps** from the Senior Contractor Representative Main Menu and the View Contractor Reps screen displays. Select the desired option(s) and click **View**. A list of contractor reps displays with User Name, User ID and Last Logon Date. To return to the Senior Contractor Representative Main Menu, click **Return to the Main Menu** button.



__To-Do List:__ This option is a fast and efficient means for the Senior Contractor Representative to monitor and check the status of pertinent CPARs in the system. Click **To-Do List** button from the Senior Contractor Representative Menu. A To-Do List Parameters screen displays.



To build a list of all CPARS that have been registered or initiated and are within the Senior Contractor Representative's area of responsibility, the Senior Contractor Representative selects Include All. Select Limit by Contract Number and enter a contract number to limit the list to CPARs for a specific contract. The Senior Contractor Representative can also limit the To-Do List to a specific role or user by making the appropriate selections. Select the desired parameter(s) and the sort option (if required). Click **Show To-Do List** button. A list of the Senior Contractor Representative's selected CPARs will display.



CPARS - To-Do List

CONTRACT NUMBER	CAGE CODE	PERIOD OF PERFORMANCE		ACTION REQUIRED	REQUIRED SINCE	DUE DATE	USER
FB614101C1301	71905	12/01/2001	12/31/2002	Input Comments	01/30/2003	03/01/2003	AF CPAR1
FB614101C1301	71905	12/01/2001	12/31/2002	Input Comments	01/30/2003	03/01/2003	MARY SMITH
FB614158C0003	71905	05/07/2001	05/06/2002	Input Comments (Overdue)	11/23/2002	12/23/2002	EDDIE MARCEAU
FB614158C0005	71905	11/23/2001	01/01/2002	Input Comments (Overdue)	12/18/2002	01/17/2003	EDDIE MARCEAU
FB614158C0006	71905	01/15/1999	01/01/2000	Input Comments	02/01/2003	03/03/2003	EDDIE MARCEAU
GS35F0305J N4511203F0001	CPARS	01/15/1999	12/31/1999	Input Comments	02/09/2003	03/11/2003	SUPER USER
N4511203C0001 0001	CPARS	01/01/2002	12/31/2002	Input Comments	02/09/2003	03/11/2003	SUPER USER

Return to the To-Do List Parameters
Return to the Main Menu

This report displays Contract Number, CAGE Code, Period of Performance, Action Required, Required Since, Due Date and User.

User Name – Allows the Senior Contractor Representative to view the user profile. Click **User Name** to see the user profile. Click **Close** button to return to previous screen.

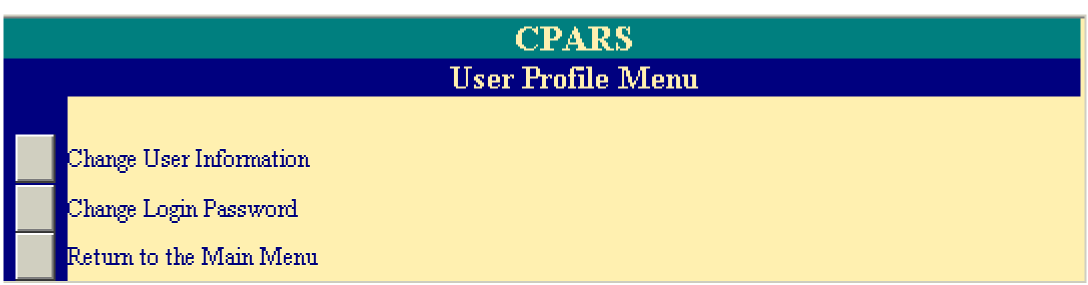
Return to the To-Do-List Parameters button allows the Senior Contractor Representative to generate additional reports. **Return to the Main Menu** returns to the Senior Contractor Representative Main Menu.

CPAR Status Report: This option allows the Senior Contractor Representative to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). **(See CPAR Report Section.)**

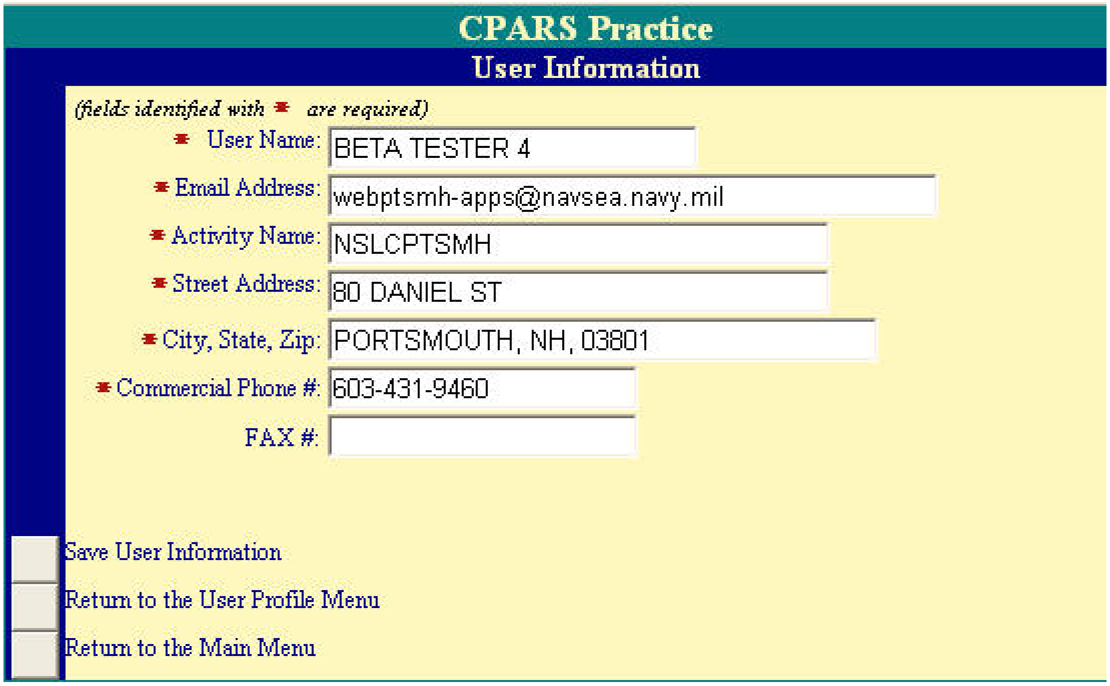
Contract Status Report: This option allows the Senior Contractor Representative to build custom reports to help monitor CPAR status by contract number using various search options. **(See CPAR Report Section.)**

Ratings Metrics Report: This option allows the Senior Contractor Representative to monitor completed CPAR ratings metrics provided by the CPAR system. **(See CPAR Report Section.)**

Change User Profile: This option allows the user to Change User Information and to Change Login Password (required every 90 days). To change user information, click **Change User Profile** button from the Senior Contractor Representative Main Menu. The User Profile Menu will display.



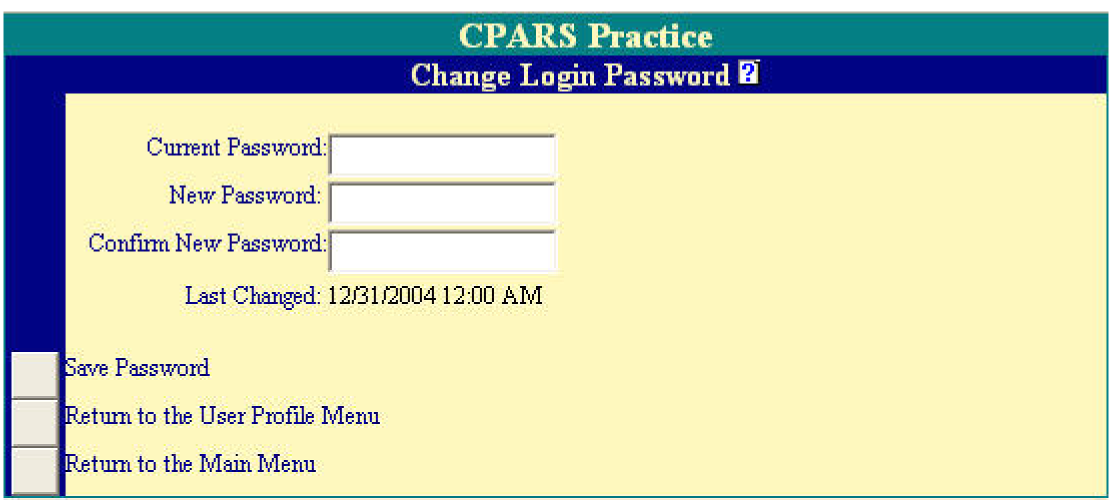
Click **Change User Information** button and the User Information Screen displays.



Review the user information for accuracy. After the necessary modifications are entered, click **Save User Information** button and a confirmation pop-up screen displays. Click **OK** button.

Return to the User Profile Menu button allows the Senior Contractor Representative to continue other change profile options. **Return to the Main Menu** button returns to the Senior Contractor Representative Main Menu.

To change the Senior Contractor Representative login password, click **Change User Profile** button from the Senior Contractor Representative Main Menu and the User Profile Menu display. Click **Change Login Password** button and the Change Login Password Screen displays.



Enter Current Password in the **Current Password:** box. Enter New Password in the New Password: box. The password will display as asterisks. The password is case sensitive and must contain 8 characters consisting of letters and numbers. Re-enter the new password in the **Confirm New Password:** box. **Note:** Last Changed: represents the last time the password was modified. **Remember** the password must be modified every 90 days. The Password can not be altered within 7 days of creation. **Click Save Password** button and the confirmation pop-up screen will display. Click **OK** button.

Return to the User Profile Menu button allows the Senior Contractor Representative to continue other change profile options. **Return to the Main Menu** button returns to the Senior Contractor Representative Main Menu.

User Feedback: This option allows system users to provide problem, enhancement and/or policy comments for the CPAR system. **(See CPAR Report Section.)**

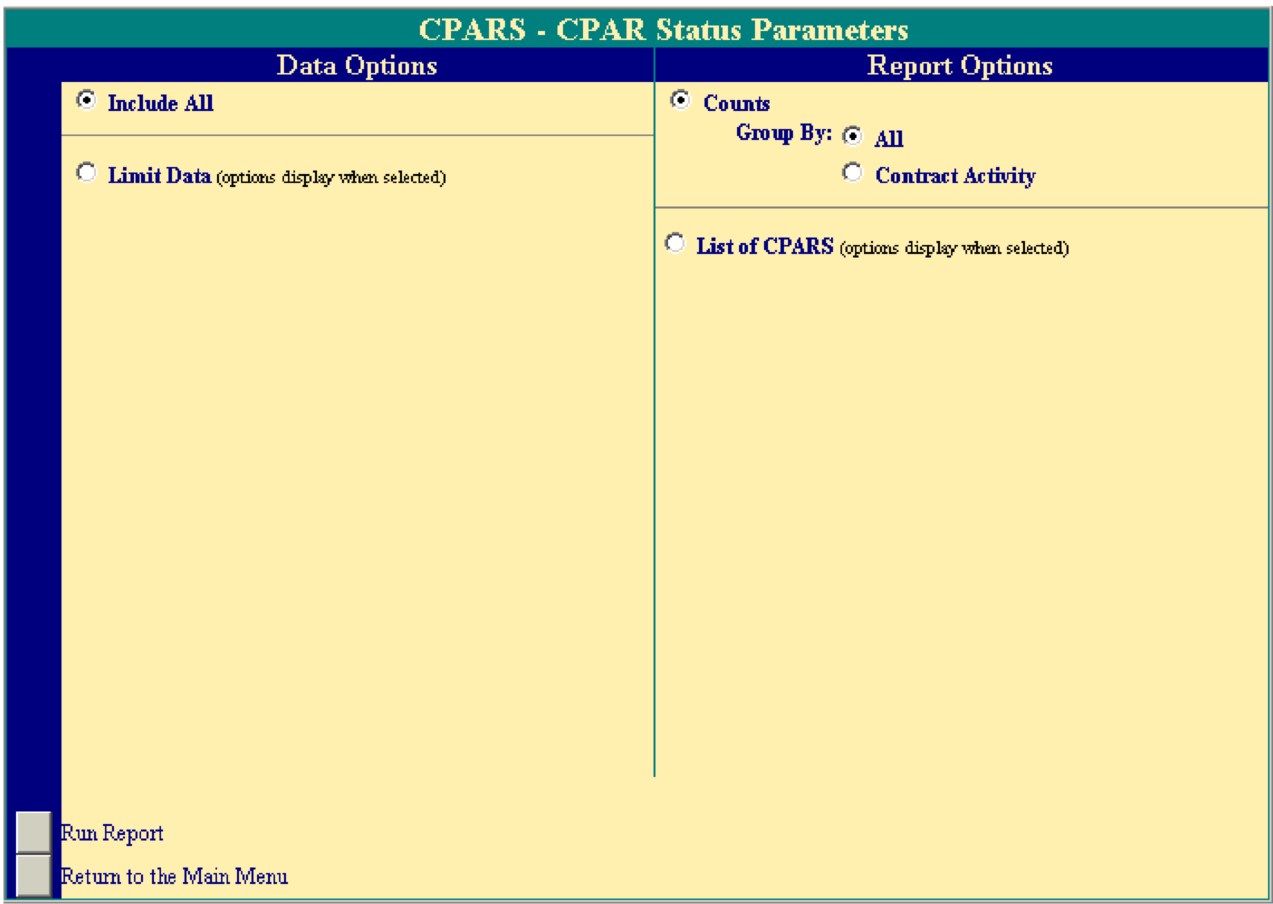
CPAR REPORTS

The CPAR System provides a variety of reports (CPAR Status Report, CPAR Contract Status Report, Ratings Metrics Report, Processing Times Report and a User Feedback option) depending on user authorization. Report parameters/options will vary depending on the level of user authorization.

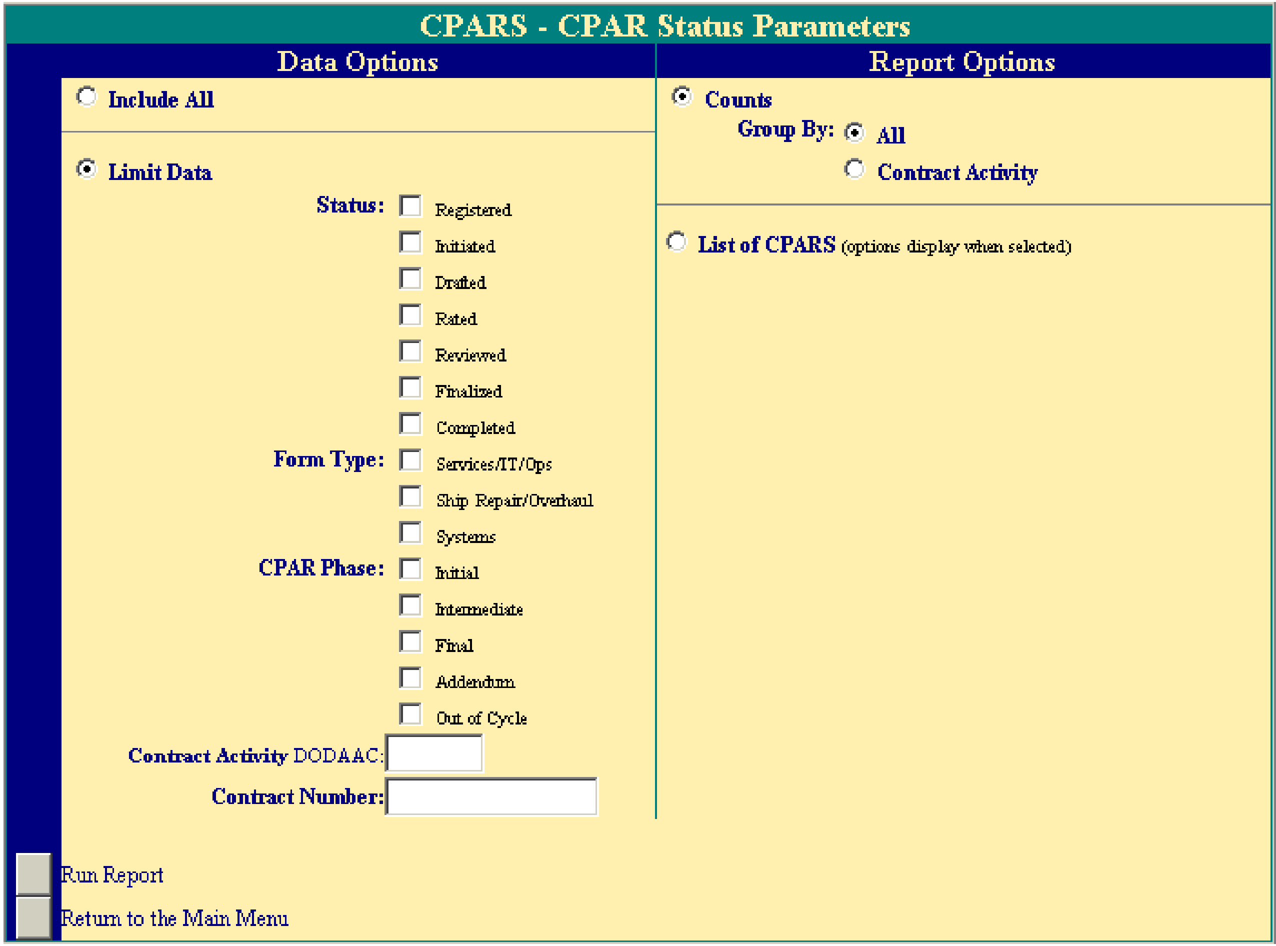
CPAR STATUS REPORTS

The Assessing Official Rep, Assessing Official, Defense Contractor Rep and the Reviewing Official CPAR Status Report screens are displayed in the following examples. Anomalies in the various authorization level parameters/options are described when necessary.

The CPAR Status Report allows the user to track the progress of CPARs. It will provide CPAR statistics (counts) or CPAR life cycle status reports (list of CPARs). To generate a CPAR statistical report, click **CPAR Status Report** button from the user's Main Menu. A CPARS Status Report Parameters menu will display.



A CPAR statistical report is generated by selecting **Counts** located under **Report Options**. Counts may be grouped by **All** or **Contract Activity**. **NOTE**: **Focal Point** group options include All, Contract Activity and APM; **Command POC/CMB Member** group options include All, Contract Activity, APM and Focal Point; **Senior Command Official** group options include All, Contract Activity and Focal Point; **Senior Contractor Representative** group options include All, Contract Activity, APM and CAGE Code. **All** is the default. This report may be further qualified by selecting **Limit Data** under **Data Options. Include All** is the default. **Include All** will provide a count of all the user's pertinent CPARs.



Select **Limit Data** parameters by clicking the box next to the desired parameter. A check will now display in the box. If a report by **Contract Activity DODAAC** is desired, enter the specific DODAAC in the box provided. The report can also be run for a specific contract by entering the contract number in the **Contract Number** box. **NOTE:** **Focal Point** report may be run by Contract Activity DODAAC, Contract Number and APM; **Command POC/CMB Member** report may be run by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** report may be run by Contract Activity DODDAC, Contract Number and APM; **Senior Contractor Representative** report may be run by Contract Activity DODDAC, Contract Number and CAGE Code. Click **Run Report** button to generate the report.

A CPAR Statistical Status Report displays providing counts and percentages based on the data parameters selected.

CPAR Status Report - 02/10/2003

DATA: ALL; GROUPED BY: All

All	Registered	Initiated	Drafted	Rated	Reviewed	Finalized	Completed	Totals
Counts	2	0	1	1	1	3	2	10
	20%	0%	10%	10%	10%	30%	20%	
TOTALS:	**2**	**0**	**1**	**1**	**1**	**3**	**2**	**10**
	20%	**0%**	**10%**	**10%**	**10%**	**30%**	**20%**	

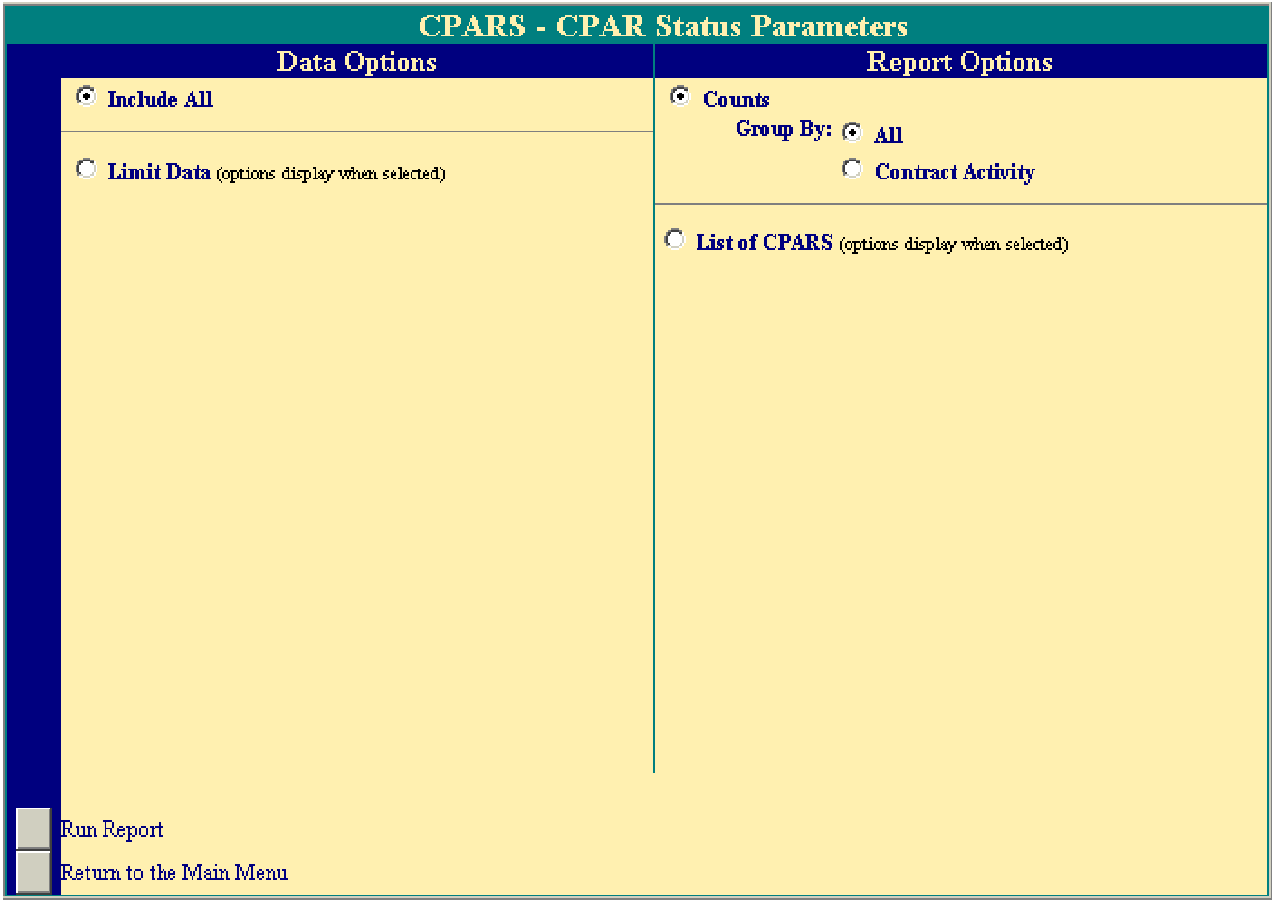
*** STATUS**

Registered: The Contract is registered, No CPARs have been initiated.
Initiated: CPAR initiated; waiting for Assessing Official Rep to send to Assessing Official.
Drafted: CPAR initiated; waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor comments.
Reviewed: Signed by Contractor; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The CPAR has been completed.

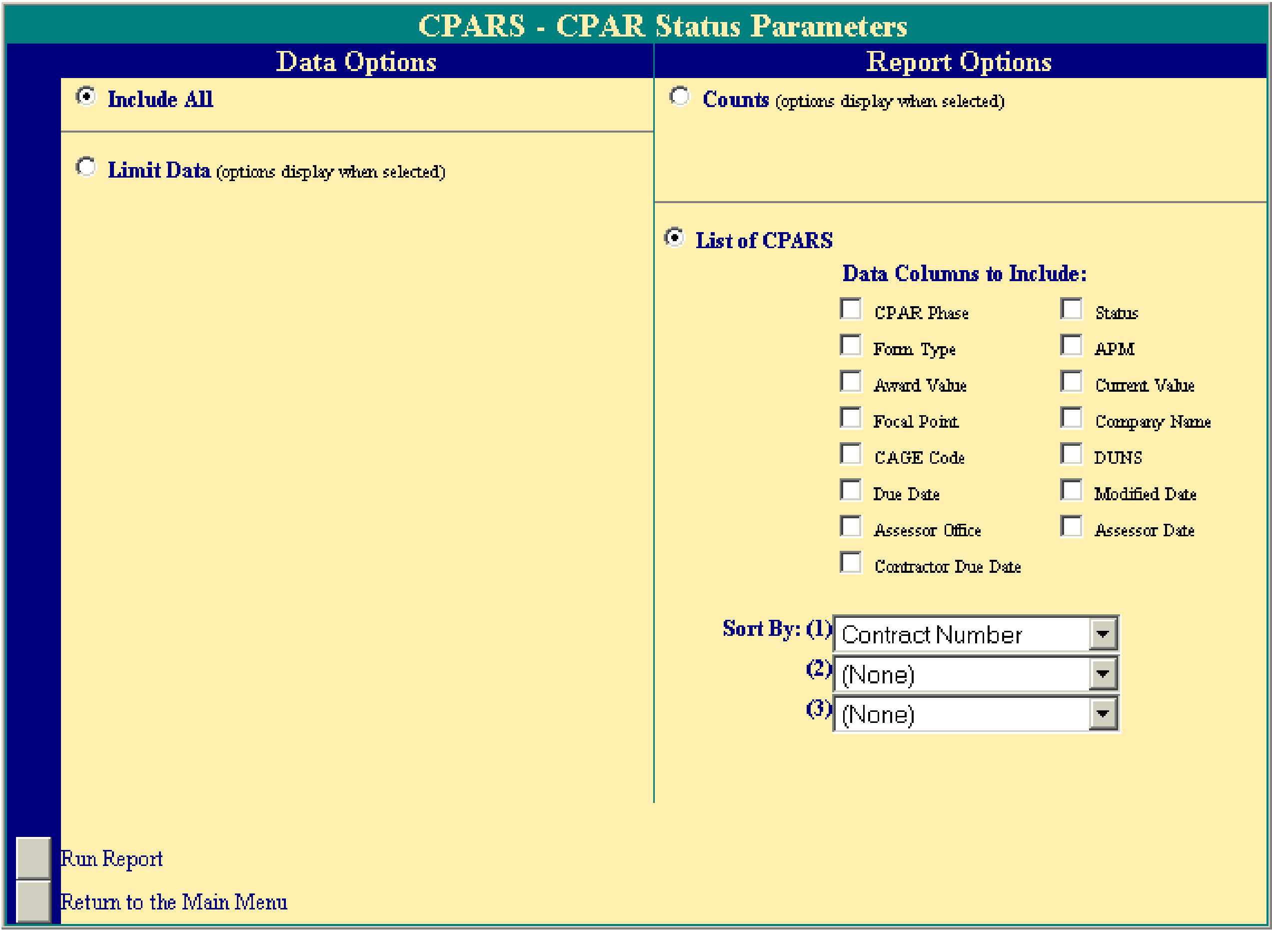
Run Another CPAR Status Report
Return to the Main Menu

To generate a new CPAR Statistical Status Report, click **Run Another CPAR Status Report** button. **Return to the Main Menu** button returns to the user access level Main Menu.

To generate a CPAR Life Cycle Status Report (List of CPARs), click **CPAR Status Report** button from the user access level Main Menu. A CPARS Status Report Parameters menu will display.



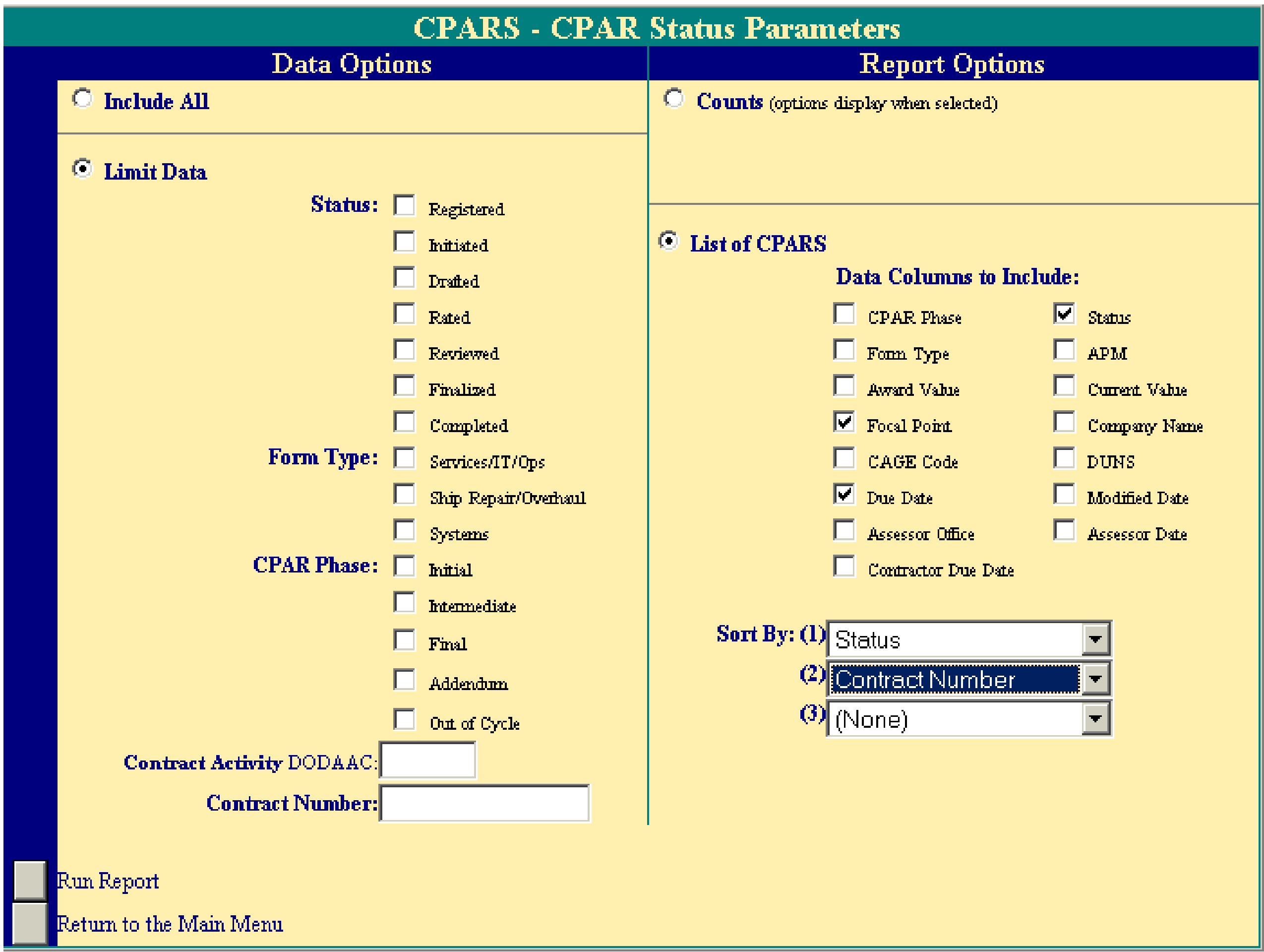
A Life Cycle CPAR Status Report is generated by selecting **List of CPARS** radio button under **Report Options**. A list of **Data Columns to Include:** displays.



Click the desired column name box. A check will display in the box next to the desired column. The CPAR report may be sorted by three sort options. Select the desired option from the three **Sort By:** drop down boxes. (The default columns are [Remarks], Viewed, Contract Number and Period of Performance.) **NOTE:** Default columns for reports Command POC/CMB Board Member, Senior Command Official, and Senior Contractor Representative **do not** include the [Remarks] column.

To include all the user's pertinent CPARs, select **Include All** radio button under **Data Options**. This report may be further qualified by selecting **Limit Data** under **Data Options. Include All** is the default.

Select **Limit Data** parameters by clicking the box next to the desired parameter. A check will now display in the box. If a report by **Contract Activity DODAAC** is desired, enter the specific DODAAC in the box provided. The report can also be run for a specific contract by entering the contract number in the **Contract Number** box. **NOTE:** **Focal Point** report may be run by Contract Activity DODAAC, Contract Number and APM; **Command POC/CMB Member** report may be run by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** report may be run by Contract Activity DODDAC, Contract Number and APM; **Senior Contractor Representative** report may be run by Contract Activity DODDAC, Contract Number and CAGE Code. Click **Run Report** button to generate the report.



A CPAR Life Cycle Status Report displays. The report will contain the data columns selected on the CPAR Status Parameter Screen. The example shown on the following page display additional selected data columns Focal Point, Due Date and Status.

CPAR Status Report - 02/10/2003

DATA: SORTED BY: Status; Contract Number;

	Viewed Contract Number	Period of Performance Being Assessed	Current Status	* Focal Point	Due Date
	FB614101C1340	-	Registered	AF BETA TESTER 7	03/31/2003
	FB614101C1350	-	Registered	AF BETA TESTER 7	03/31/2003
[Remarks]	FB614101C1300	12/02/2001 - 11/30/2002	Drafted	AF BETA TESTER 7	03/30/2003
[Remarks]	FB614101C1301	12/01/2001 - 12/31/2002	Rated	AF BETA TESTER 7	04/30/2003
[Remarks]	FB614101C1209	02/01/2001 - 01/31/2002	Reviewed	AF BETA TESTER 7	05/31/2002
[Remarks]	FB614101A1209	02/01/2001 - 01/31/2002	Finalized	AF BETA TESTER 7	05/31/2002
[Remarks]	FB614101B1209	02/01/2001 - 01/31/2002	Finalized	AF BETA TESTER 7	05/31/2002
[Remarks]	FB614101C1300	12/01/2001 - 12/01/2002	Finalized	AF BETA TESTER 7	03/31/2003
[Remarks]	FB614101A1210	02/01/2001 - 01/31/2002	Completed	AF BETA TESTER 7	-
[Remarks]	FB614101C1330	12/01/2001 - 12/01/2002	Completed	AF BETA TESTER 7	-

Count: 10

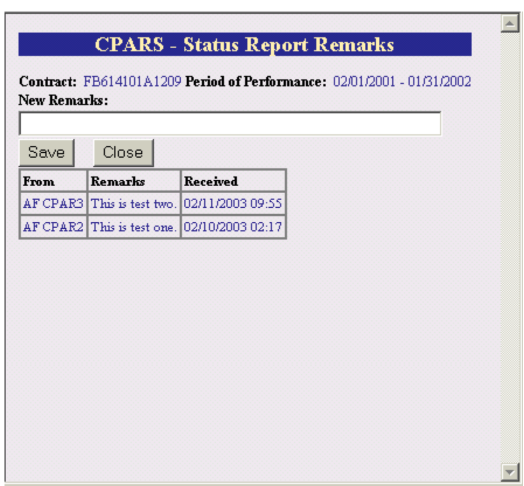
x - indicates the record has been selected for viewing

*** STATUS**

Registered: The Contract is registered, No CPARs have been initiated.
Initiated: CPAR initiated; waiting for Assessing Official Rep to send to Assessing Official.
Drafted: CPAR initiated; waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor comments.
Reviewed: Signed by Contractor; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The CPAR has been completed.

Run Another CPAR Status Report
Return to the Main Menu

[Remarks] – Allows the access level to enter or view remarks pertaining to the selected CPAR. Click **[Remarks]** to enter or view remarks and a CPAR Status Report Remarks pop-up screen displays. Enter remarks in **New Remarks:** box. Click **Save** button to save the new remarks. Click **Close** button to return to previous screen without saving new remarks. **(Remarks option available only for Focal Point, Assessing Official Rep, Assessing Official and Reviewing Official.)**



Contract Number – Allows the CPAR to be viewed. Click the **Contract Number** and the CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. If the CPAR has been modified, the pop-up screen contains a **View Original CPAR** button. Click **View Original CPAR** button to view the original CPAR. Click **Close** button to return to the Status report. A **green x** will now display (for the duration of this report) in the Viewed column next to the contract number viewed. **Note:** Contract Number if selected may display in **purple**.

Focal Point – Allows the access level to view the user profile. Click **Focal Point Name** to see the user profile. Click **Close** button to return to Status report.

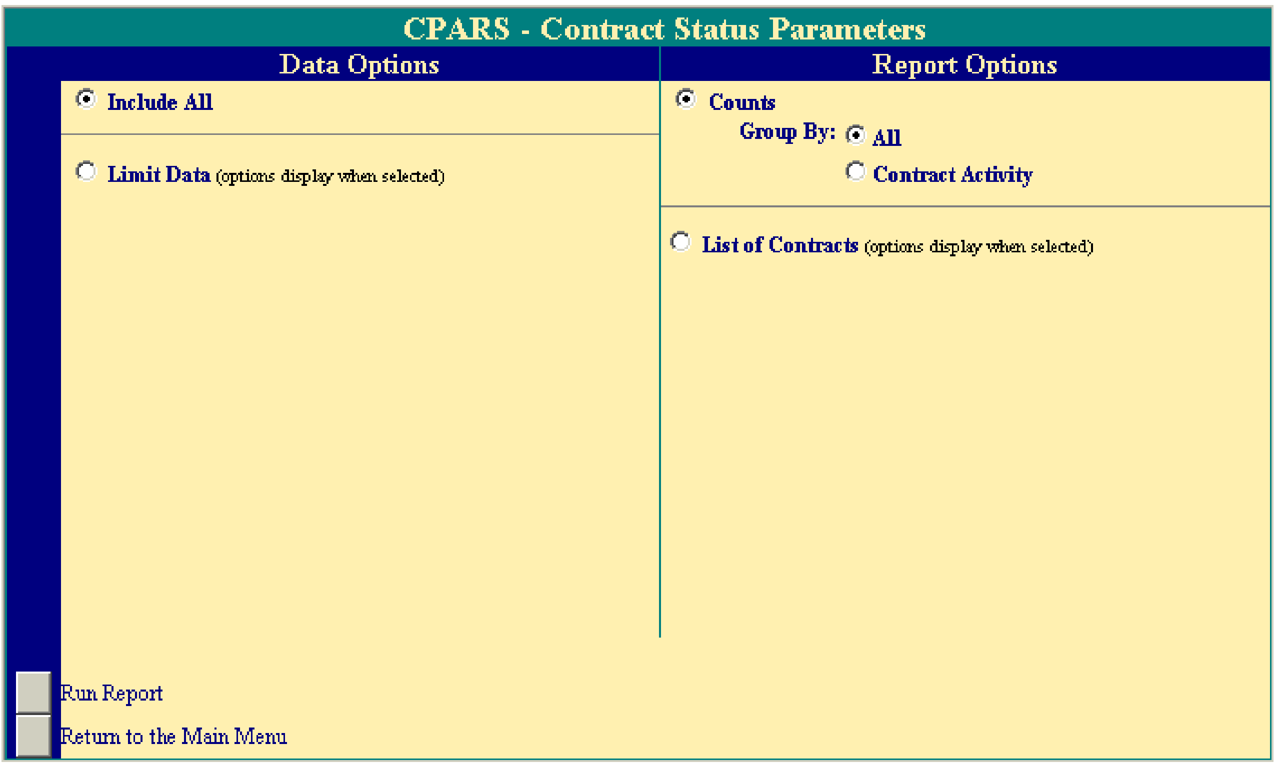
To generate a new CPAR Life Cycle Status Report, click **Run Another CPAR Status Report** button and select new parameters from the parameter screen. **Return to the Main Menu** button returns to the user access level Main Menu.

CONTRACT STATUS REPORTS

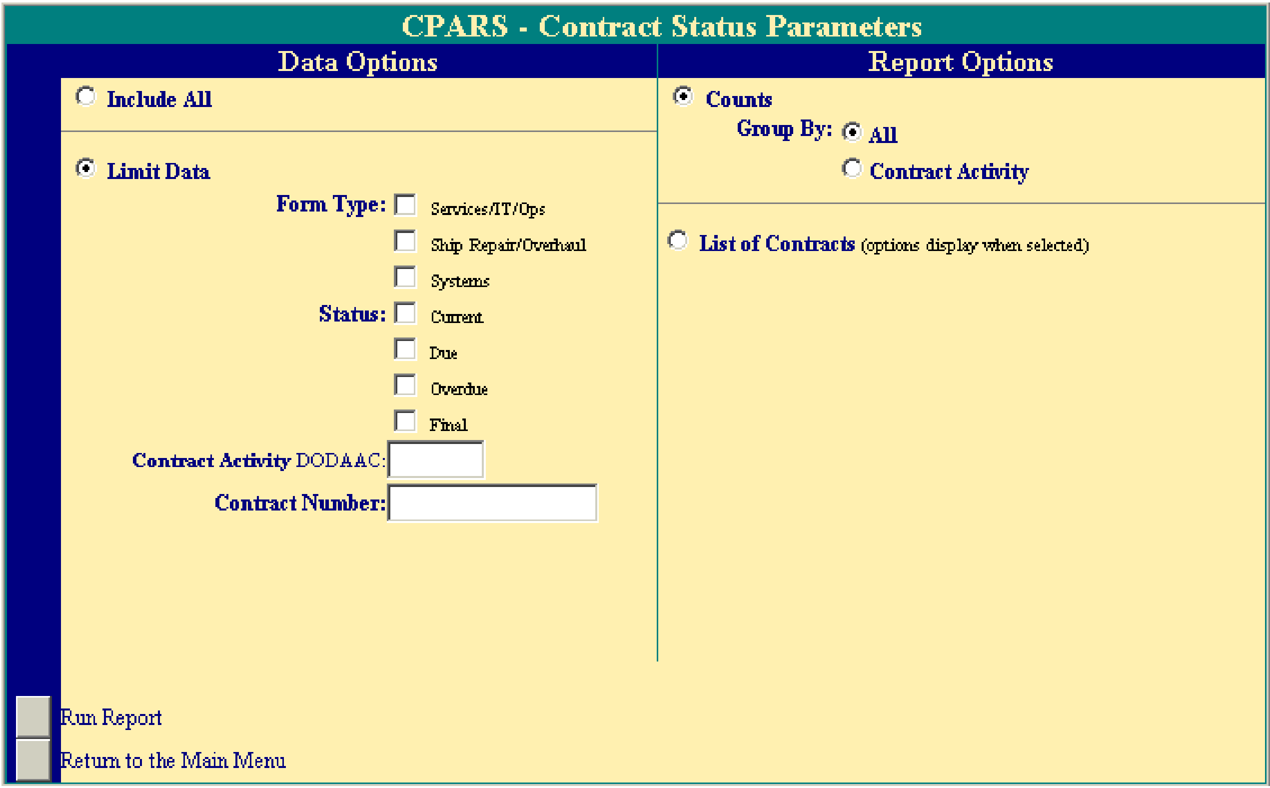
The Assessing Official Rep, Assessing Official, Defense Contractor Rep and the Reviewing Official CPAR Contract Status Report screens are displayed in the following examples. Anomalies in the various authorization level parameters/options are described when necessary.

The Contract Status Report is designed to track the status of contracts. This report will show whether a CPAR is current, due, overdue, final or undetermined for all contracts the user has in CPARS. It can be run to provide statistics (counts) or as a life cycle status report (list of CPARs).

To generate a CPAR Contract Statistical report, click Contract Status Report button from the user access level Main Menu. A Contract Status Report Parameters menu will display.



A CPAR Contract statistical report is generated by selecting **Counts** located under **Report Options**. Counts may be grouped by **All** or **Contract Activity**. **NOTE**: **Focal Point** group options include All, Contract Activity and APM; **Command POC/CMB Member** group options include All, Contract Activity, APM and Focal Point; **Senior Command Official** group options include All, Contract Activity and Focal Point; **Senior Contractor Representative** group options include All, Contract Activity, APM and CAGE Code. **All** is the default. This report may be further qualified by selecting **Limit Data** under **Data Options. Include All** is the default. **Include All** will provide a count of all the user's pertinent CPARs.



Select **Limit Data** parameters by clicking the box next to the desired parameter. A check will now display in the box. If a report by **Contract Activity DODAAC** is desired, enter the specific DODAAC in the box provided. The report can also be run for a specific contract by entering the contract number in the **Contract Number** box. **NOTE:** **Focal Point** report may be run by Contract Activity DODAAC, Contract Number and APM; **Command POC/CMB Member** report may be run by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** report may be run by Contract Activity DODDAC, Contract Number and APM; **Senior Contractor Representative** report may be run by Contract Activity DODDAC, Contract Number and CAGE Code. Click **Run Report** button to generate the report.

A CPAR Contract Statistical Status Report displays providing counts and percentages based on the data options selected.

Contract Status Report - 02/11/2003

DATA: GROUPED BY: All

All	**Current**	**Due**	**Overdue**	**Final**	**Undetermined**	**Totals**
Counts	1	6	3	0	0	10
	10%	60%	30%	0%	0%	
TOTALS:	**1**	**6**	**3**	**0**	**0**	**10**
	10%	**60%**	**30%**	**0%**	**0%**	

*** STATUS**

Current: All required CPARs for this contract have been completed or are not yet due.

Due: The latest CPAR for this contract should be in progress at this time.

Overdue: The latest CPAR for this contract has not been completed within the 120 day period.

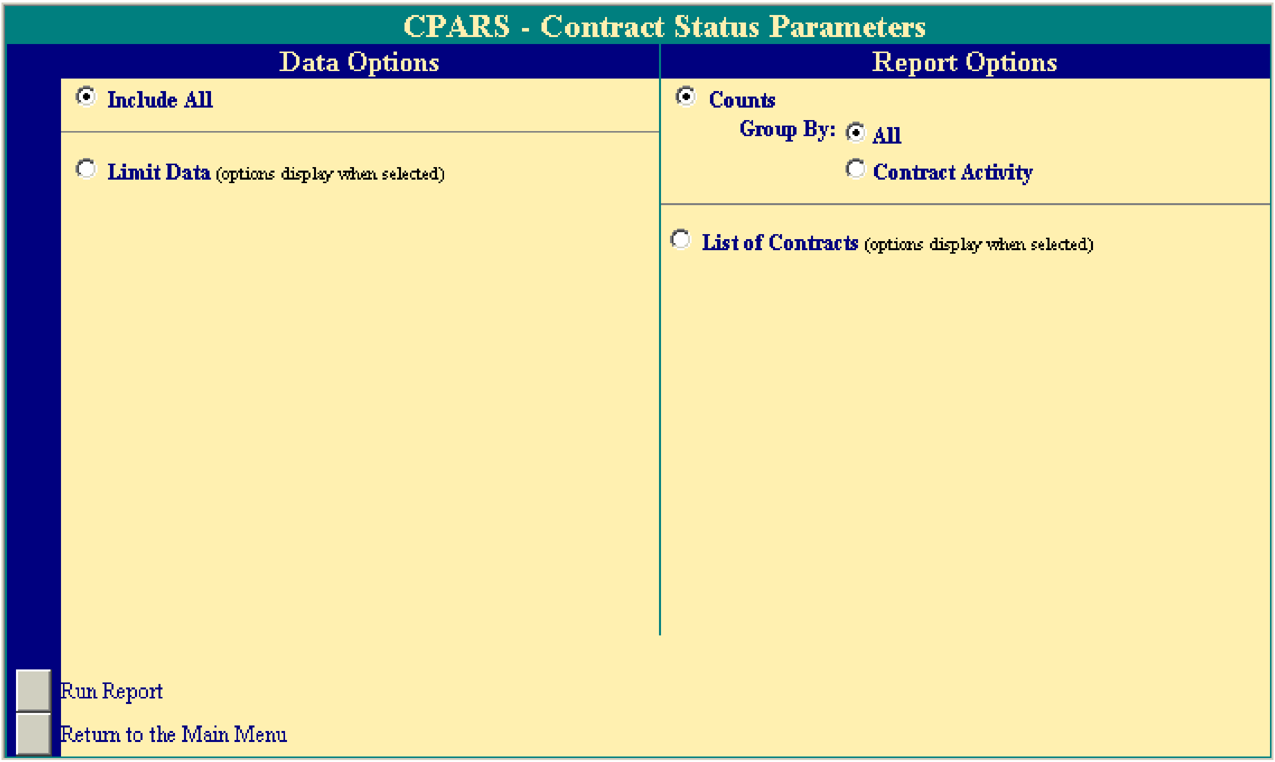
Final: The Final CPAR for this contract has been completed, no further CPARs are due.

Run Another Contract Status Report

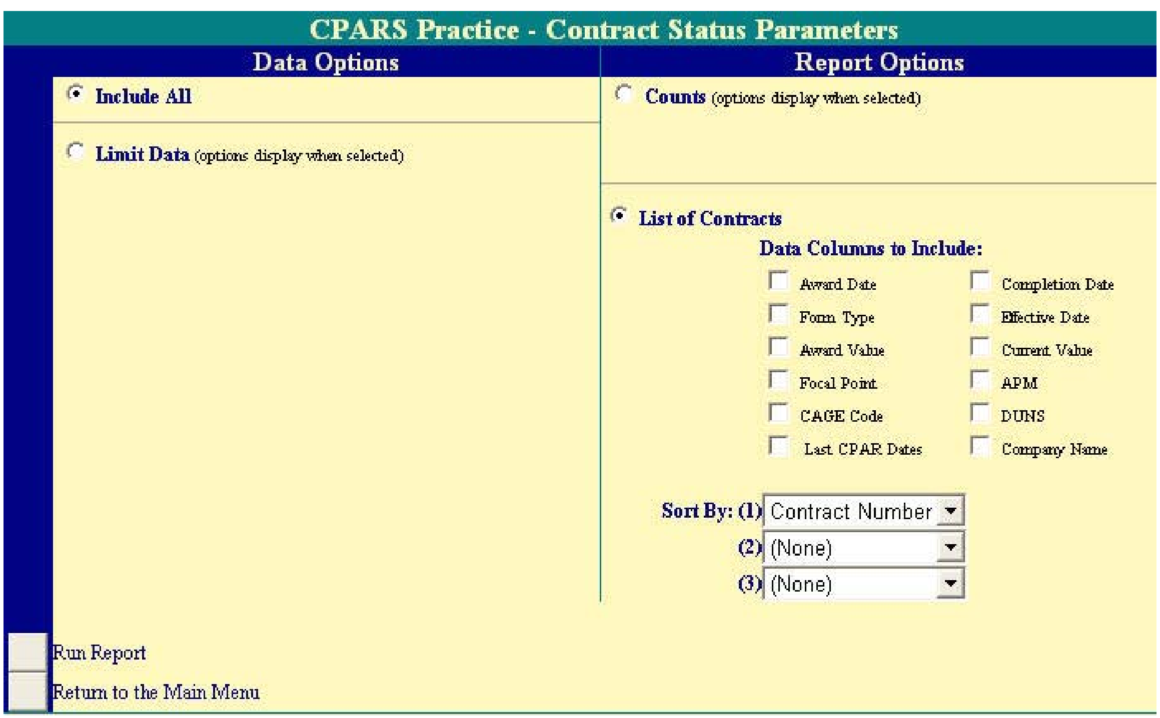
Return to the Main Menu

To generate a new CPAR Contract Statistical Status Report, click **Run Another CPAR Contract Status Report** button. **Return to the Main Menu** button returns to the user access level Main Menu.

To generate a CPAR Contract Status Life Cycle Report, click **Contract Status Report** button from the user access level Main Menu. A CPAR Contract Status Report Parameters menu will display.

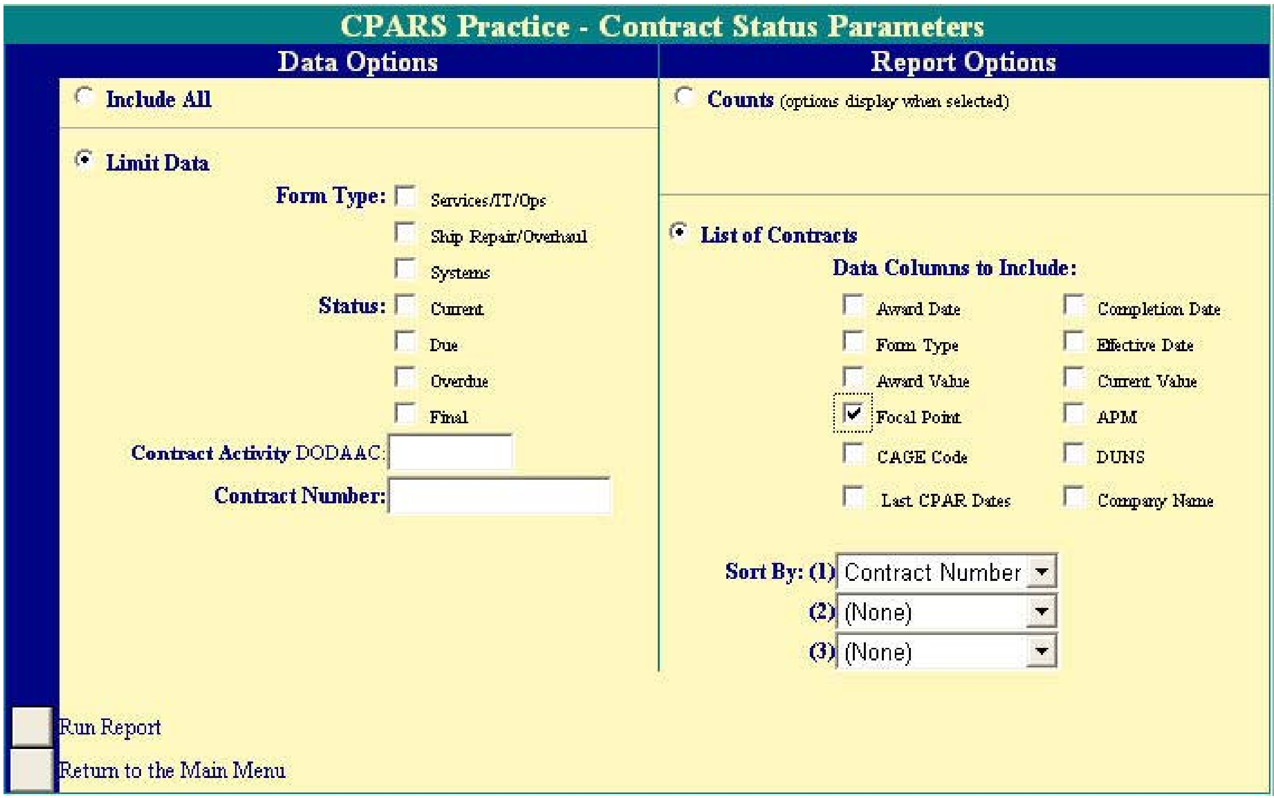


A Life Cycle CPAR Contract Status Report is generated by selecting **List of Contracts** radio button under **Report Options**. A list of **Data Columns to Include:** displays.



Click the desired column name box. A check will display in the box next to the desired column. The CPAR report may be sorted by three sort options. Select the desired option from the three **Sort By:** drop down boxes. (The default columns are [Remarks], Viewed, Contract Number and Period of Performance.) **NOTE:** Default columns for reports Command POC/CMB Board Member, Senior Command Official, and Senior Contractor Representative **do not** include the [Remarks] column.

To include all the user's pertinent CPARs, select **Include All** radio button under **Data Options**. **Include All** is the default. This report may be further qualified by selecting **Limit Data** under **Data Options.**



Select **Limit Data** parameters by clicking the box next to the desired parameter. A check will now display in the box. If a report by **Contract Activity DODAAC** is desired, enter the specific DODAAC in the box provided. The report can also be run for a specific contract by entering the contract number in the **Contract Number** box. **NOTE:** **Focal Point** report may be run by Contract Activity DODAAC, Contract Number and APM; **Command POC/CMB Member** report may be run by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** report may be run by Contract Activity DODDAC, Contract Number and APM; **Senior Contractor Representative** report may be run by Contract Activity DODDAC, Contract Number and CAGE Code. Click **Run Report** button to generate the report. The example shown on the following page depicts the additional data column of Focal Point.

Contract Status Report - 02/11/2003

DATA: SORTED BY: Contract Number;

Viewed	Contract Number	Status	Due Date	Last Completed CPAR Period of Performance	Focal Point
	FB614101A1209	Overdue	05/31/2002	-	AF BETA TESTER 7
	FB614101A1210	Due	05/31/2003	02/01/2001 - 01/31/2002	AF BETA TESTER 7
	FB614101B1209	Overdue	05/31/2002	-	AF BETA TESTER 7
	FB614101C1209	Overdue	05/31/2002	-	AF BETA TESTER 7
	FB614101C1300	Due	03/31/2003	-	AF BETA TESTER 7
	FB614101C1300	Due	03/30/2003	-	AF BETA TESTER 7
	FB614101C1301	Due	04/30/2003	-	AF BETA TESTER 7
	FB614101C1330	Current	03/30/2004	12/01/2001 - 12/01/2002	AF BETA TESTER 7
	FB614101C1340	Due	03/31/2003	-	AF BETA TESTER 7
	FB614101C1350	Due	03/31/2003	-	AF BETA TESTER 7

Count: 10

x- indicates the record has been selected for viewing

*** STATUS**

Current: All required CPARs for this contract have been completed or are not yet due.
Due: The latest CPAR for this contract should be in progress at this time.
Overdue: The latest CPAR for this contract has not been completed within the 120 day period.
Final: The Final CPAR for this contract has been completed, no further CPARs are due.

Run Another Contract Status Report
Return to the Main Menu

Contract Number - Allows the CPAR to be viewed. Click the **Contract Number** and a pop-up window will display containing a list of CPARS for that contract. Click desired CPAR and the CPAR will display in HTML format. Click **View CPAR as PDF** button to view in Adobe Acrobat Reader. If the CPAR has been modified, the pop-up screen contains a **View Original CPAR** button. Click **View Original CPAR** button to view the original CPAR. Click **Close** button to return to the contract status report. A **green x** will now display (for the duration of this report) in the Viewed column next to the contract number viewed. **Note:** Contract Number if selected may display in **purple**.

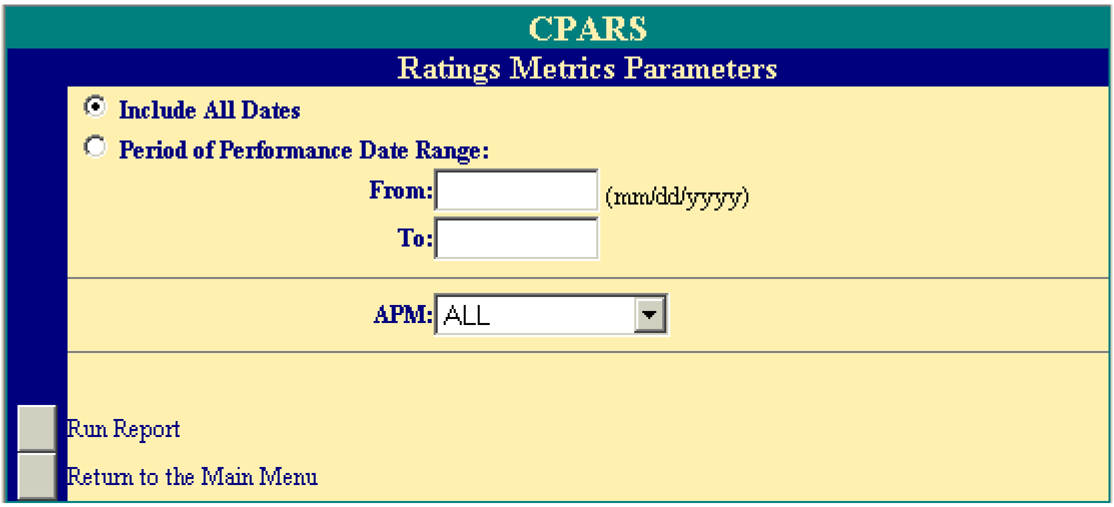
Focal Point – Allows the access level to view the user profile. Click **Focal Point Name** to see the user profile. Click **Close** button to return to contract status report.

To generate a new Life Cycle CPAR Contract Status Report, click **Run Another CPAR Contract Status Report** button and select new parameters from the parameter screen. **Return to the Main Menu** button returns to the user access level Main Menu.

RATINGS METRICS REPORTS

The Ratings Metrics Report: This option allows the Focal Points, Command POC/CMB Board Members, Senior Command Officials, or Senior Contractor Representatives to monitor completed CPAR ratings metrics for all business sectors.

To generate a Ratings Metrics Report, click **Ratings Metrics Report** button from the authorized user's Main Menu. A CPARS Ratings Metrics Parameters screen will display. Select the desired available options. **NOTE**: **Focal Points** and **Senior Command Officials** may group report by APM; **Command POC/CMB Member** may group report by APM and Focal Point; **Senior Contractor Rep** may group report by CAGE code.) Click **Run Report** button.



The Metrics Report will display. (Example does not show entire report.)

CPAR Ratings Metrics Report - 02/11/2003

Data: Period of Performance: ALL; APM: ACC;

AO Recommendation	Systems	Ship Repair/Overhaul	Services	Information Technology	Operations	Total
Definitely Would	0	1	0	0	0	1
Probably Would	0	0	0	0	0	0
Might or Might Not	1	0	0	0	0	1
Probably Would Not	0	0	0	0	1	1
Definitely Would Not	0	1	0	0	0	1
Technical (Quality of Product)	Systems	Ship Repair/Overhaul				Total
Exceptional(Dark Blue)	1	0				1
Very Good(Purple)	0	2				2
Satisfactory(Green)	0	0				0
Marginal(Yellow)	0	0				0
Unsatisfactory(Red)	0	0				0

To generate a new Ratings Metrics report, click **Run Another Ratings Metrics Report** button. **Return to the Main Menu** button returns to the authorized user's Main Menu.

PROCESSING TIMES REPORT

This option allows **Focal Points**, **Command POC/CMB Members** and **Senior Command Officials** to view a year's worth of data pertaining to CPAR processing times.

To generate a Processing Times Report, click the **Processing Times Report** button on the User's Main Menu. The Processing Times Report displays.

CPARs Processing Times Report - 02/13/2003

				Average Processing Times (Days)				
Month	**Number of CPARs**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
2002-Feb	0	0	0	0	0	0	0	0
2002-Mar	0	0	0	0	0	0	0	0
2002-Apr	0	0	0	0	0	0	0	0
2002-May	0	0	0	0	0	0	0	0
2002-Jun	0	0	0	0	0	0	0	0
2002-Jul	0	0	0	0	0	0	0	0
2002-Aug	0	0	0	0	0	0	0	0
2002-Sep	0	0	0	0	0	0	0	0
2002-Oct	0	0	0	0	0	0	0	0
2002-Nov	1	1	0	5	0	1	1	5
2002-Dec	3	3	0	22	16	2	3	3
2003-Jan	3	3	0	1	0	1	1	1

Select [Contract Activity] and click on a month above to see further details below.

[Return to the Main Menu]

The month displayed in **blue** contains additional CPAR information. Click the desired month to view a more detailed report. To further qualify the month, the authorized user may select Contract Activity, APM or Focal Point from the **Select** drop-down box and the specific Average Processing Times matrix displays. (Contract Activity is the default.)

Month: 2002-Nov

				Average Processing Times (Days)				
Contract Activity	**Number of CPARs**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
FB6141	1	1	0	5	0	1	1	5

Click on a Contract Activity above to see further details below.

Return to the Main Menu

To view the specific contract number, click Contract Number and the specific contract Processing Times matrix will display.

Month: 2002-Nov **Contract Activity: FB6141**

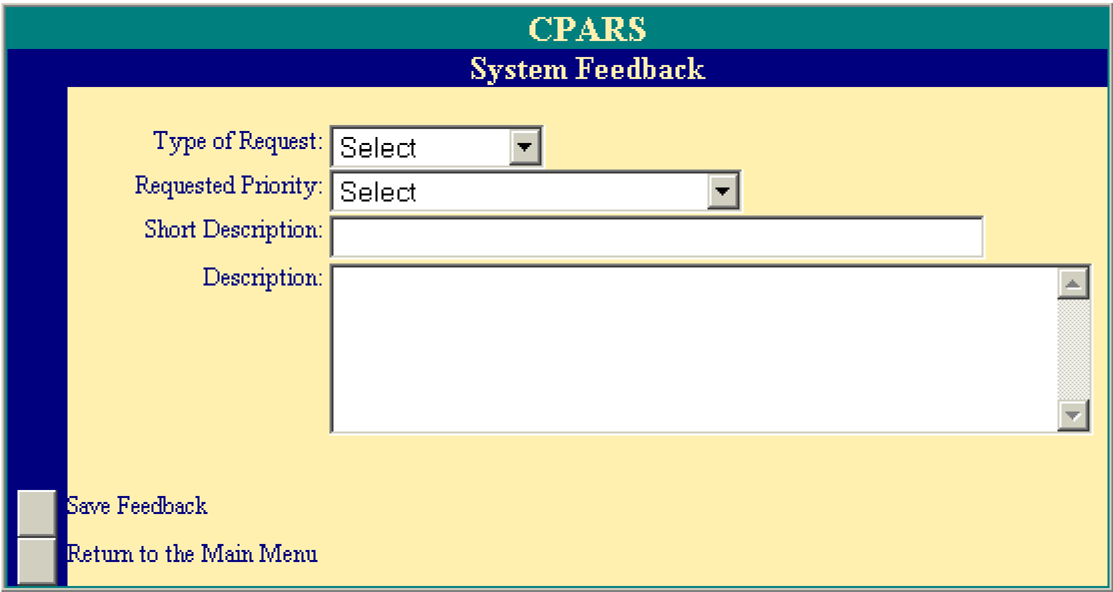
				Processing Times (Days)				
Contract Number	**Period of Performance**	**Focal Point**	**APM**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
FB6141DENNIS01	09/15/2002-11/21/2002	AF BETA TESTER 7 (AFCPAR7)	AFRC	5	0	1	1	5

Return to the Main Menu

Return to the Main Menu button returns to the User's Main Menu.

User Feedback (ALL LEVELS)

The User Feedback option allows all CPAR users to provide problem, enhancement and/or policy comments to the CPAR system. To comment, click **User Feedback** from the user's Main Menu and a User Feedback screen will display.



Select the type of request from the **Type of Request** drop-down box.   Select the priority of the request from the **Requested Priority** drop-down box. Enter a brief description in the **Short Description** box and a complete description of a problem, enhancement and/or CPAR policy concern in the **Description** box. Click **Save Feedback** button. Click **OK** when the Feedback Saved Successfully message displays. To return to the user's Main Menu, click **Return to the Main Menu** button.

USING CPARS EFFICIENTLY

- ? - Application Help available for designated fields
- Red Asterisk * designates mandatory fields
- Look up buttons available for FSC and NAICS Code
- Search capability available for CAGE Codes
- Calendar provided at date fields to ensure correct date format
- Drop-down boxes provided for quick data entry
- To-Do List provided for easy CPAR management
- Running character count for each narrative field located at bottom left of screen
- Cumulative character count for all narrative fields located above narrative boxes
- Running Elapsed Time Clock to prevent unintentional screen timeouts/loss of data located at bottom left of screen
- Red Bar located under Evaluation Categories rated in CPAR to show data entered in narrative field 
- Focal Point ability to reset user passwords and update user profiles
- User Profile Toggle switch provided for authorized multi-task assignments
- CPAR Status Reports and Contract Status Reports available to monitor CPAR process
- Ratings Metrics Report available for CPAR ratings trends
- Processing Times Report available for CPAR processing time trends