

**Federal Procurement Data System
(FPDS)
System Administrator Training Manual - DoD**

November 16, 2024

Training Document

Document Change History

Date	Version Number	Submitted By	Change Reference
1/31/2007	2	Joan Lobato	Began initial review of the manual. Testing exercises and content.
7/29/2009	3	Linda Hornsby	Updated screen shots as appropriate.
08/13/2009	4	Jennifer Lou Strutt	Updated the contents and the screenshots as appropriate.
01/07/2010	5	Linda Hornsby	Added the updated Navigation and Delivery Order screens. Updated the My Favorites screen. Added the Vehicle and OT reports to the How and What categories respectively.
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			<p>‘Recipient’ to ‘Entity’.</p> <ul style="list-style-type: none"> Updating any instance of ‘Vendor Name’ data element name to ‘Legal Business Name.’ <p>2. Added new section 5.6 – Managing Authenticated DoD ATOM Feed System Accounts</p>
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11/16/2024	22	IBM	<ol style="list-style-type: none"> Added text explaining behavior of “Active Offices Only” checkbox for both Contracting Offices and Grants Offices. Replaced outdated screenshots for Contracting Offices and Grants Offices.

Stakeholders Acceptance Table

Version Number	Date Approved	*Project Stakeholders	Role/Responsibility

***All IBM projects have been reviewed and approved jointly with that project's stakeholders. Project stakeholders are clients and internal IBM employees who have an equal responsibility towards a project's success.**

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1 Introduction

This training manual is designed to act as a guide for authorized agency system administrators who operate the System Administration function within the Federal Procurement Data System (FPDS). To establish an authorized Agency System Administrator, the following form must be completed, signed by the Department/Agency authority, and sent to fpdscmanage@gsa.gov. [System Administrator Registration Form](#)

In addition to this training manual, further instruction is available via the following online tools:

- User Guide
- Help System

1.1 Manual Layout

This training manual provides how-to guides, exercises, and examples that describe FPDS System Administration functions and processes. As such, the training manual is a valuable resource tool for Agency trainers and other authorized users. System Administrator Class participants are encouraged to use this manual at their respective work locations as a reference and tool for Agency in-house training. Table 1-1 describes the training manual layout and design.

Table 1-1. Training Manual Structure

Manual Section	Section Purpose
Overview	Defines and explains the importance of each section.
How To	Provides answers to frequently asked questions with simple, easy to follow instructions.
Examples	Illustrates specific functions to provide understanding for section tasks.
Exercises	Exercises are used as a tool for class participants to gain hands-on experience. The course exercises are discussed in class to measure and reinforce the participant's comprehension.
Review	Summarizes topics that allow participants to work independently and provides feedback that is used as a performance measurement for training.

2 Common System Features

2.1 Login Screen

Government and Public users can register for an FPDS account by themselves via Login.gov. The users can access the initial FPDS login screen where they can click 'Login' to begin the login and registration process.

After registration:

- Public users are provided with the access to view records and generate queries within the FPDS system.
- Government users will not be able to log back into FPDS until the Agency System Administrator has approved the user profile and assigned the appropriate system roles.

If an existing FPDS Government user requires roles within an additional DoD Activity Address Code (DoDAAC) than those already assigned to the current user profile, their Agency System Administrator may create additional user profiles for the user.

Note: Agency and Non-Agency personnel that will not be entering data in FPDS may not have an Agency System Administrator.

2.2 Initial Login Screen


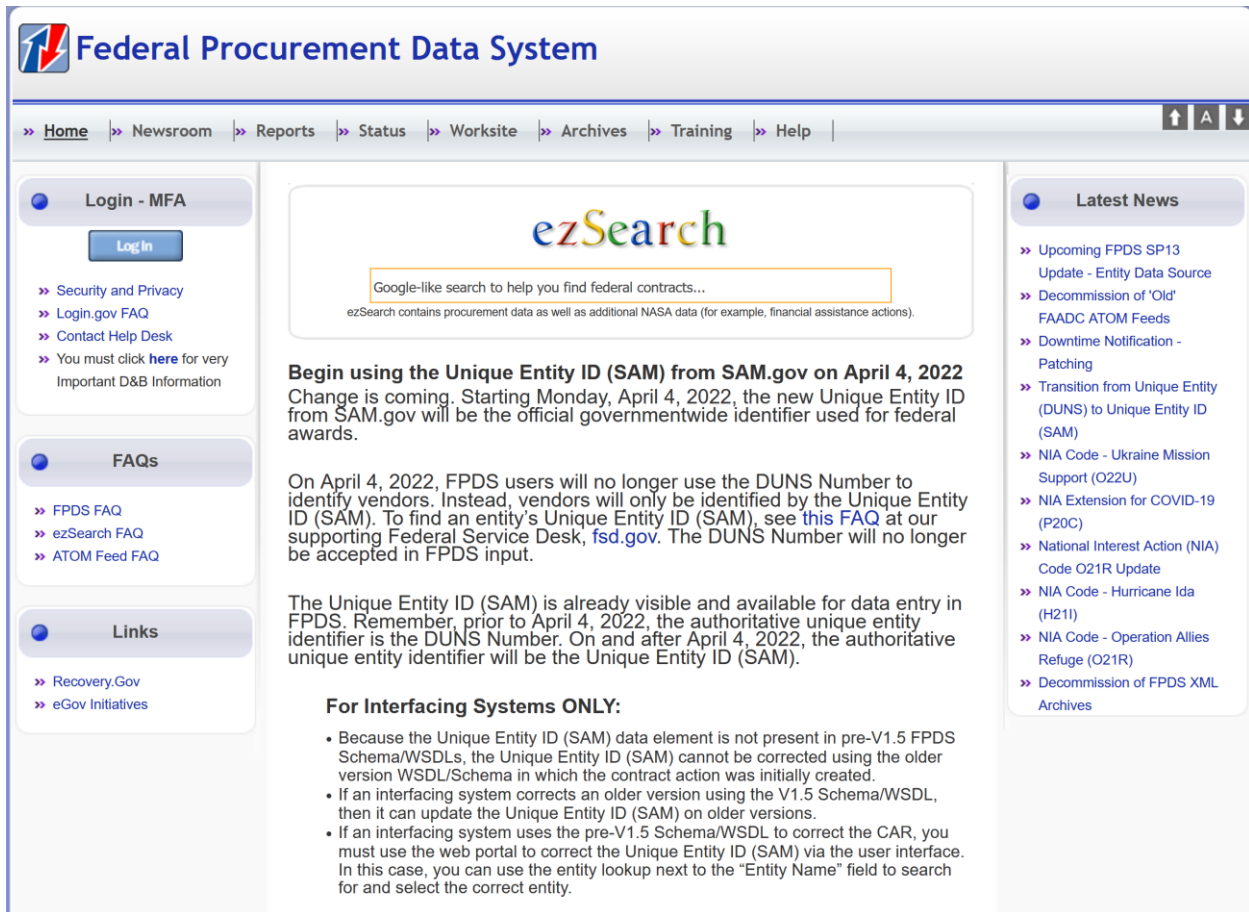
The following figure is the Login screen, which is the initial screen provided for the FPDS users. To log into FPDS, the users click on the  button. Upon clicking the ‘Login’ button, users will be redirected to Login.gov to begin the login process. The initial FPDS Login Screen is show below.

Figure 2-2. General Login Screen.



2.3 Expired Login Session


If the users stop using the FPDS system after 15 minutes, the FPDS system will automatically end the users’ sessions. The users will need to click on the  button to log into the FPDS system again. On a successful login, the FPDS system will open the Navigation Screen, which is shown in the following section.

Figure 2-1. Expired Login Screen



2.4 Navigation Screen

The FPDS Navigation Screen that is shown in the following figure is organized in five sections: Awards, Basic IDVs, Transactions/Modifications, System Administration, and Reports. Each section contains a list of tasks that are related to the section and each task links to a specific Web-based form on which users enter and submit data in FPDS. The Reports section allows the user to search for data within FPDS. Please note that the FPDS standard and ad-hoc reports functionality has been decommissioned and has been migrated into <https://www.sam.gov/>.

Figure 2-2. Navigation Screen



2.5 Web Form Toolbar

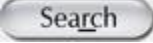
The search functions are available throughout the System Administration Section in FPDS. The Agency Administrators can use those functions to access their users' FPDS accounts and the Funding/Contracting Offices that belong to their agencies. The Agency Administrators have the privileges/authorities to create/update Funding/Contracting Offices for their agencies in the FPDS system.

A standard Toolbar, which is similar to the one shown in Figure 2-3, is available for each Web Form. For example, the following toolbar is located at the top of the Users Screen. The Agency Administrators will see the toolbar after clicking on the "Users" icon, which is located under the "System Administration" Section.


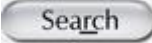
Figure 2-3. User Management Standard Toolbar



2.6 Search Function

The Search Function is one of the common features in the FPDS system. For example, to search for the users in the Web Forms, the Agency Administrators can click on the "Search" button  that is located on the Standard Toolbar that is shown in Figure 2-3. The Search Function is available for all the Administrators and other users who have the privileges to perform searches in the FPDS system.

Use the Search Function to Find a User

1. From the Navigation Screen, click on the "Users" icon  that is located under the System Administration Section.
2. Click on the "Search" button  that is located at the top of the User Management Screen on the Standard Toolbar.

The User Selection Screen will be displayed like what is shown in

Figure 2-4 and the user's own information will be displayed on the screen.

Figure 2-4. User Selection Screen with Existing Information

The screenshot shows a 'User Selection' window. At the top is a table with the following data:

Select	User ID	User Type	User Name	User Title
<input checked="" type="radio"/>	GSA_HELPDESK	GOVERNMENT	GCE HELPDESK	

Below the table is a scroll bar and the text '1 out of 1 items found'. At the bottom, there is a section titled 'Find items that match the following criteria:' with the following fields:

User ID:	<input type="text" value="GSA_HELPDESK"/>	First Name:	<input type="text" value="GCE"/>
User Type:	<input type="text" value="GOVERNMENT"/> ▼	Last Name:	<input type="text" value="HELPDESK"/>
Agency ID:	<input type="text" value="1900"/>	Contracting OfficeID:	<input type="text"/>
Organization Name:	<input type="text"/>	Rank ID:	<input type="text"/>
Routing Symbol:	<input type="text"/>	Supervisor User ID:	<input type="text"/>
Start Date:	<input type="text" value="03/10/2009"/>	End Date:	<input type="text"/>

On the right side of the window, there are buttons for 'Select', 'Cancel', 'Search', 'Clear', and 'Help'.

3. Click the “Clear” button located on the bottom right corner of the screen to remove the user’s own information. The original information will be deleted, and most of the fields will be blank.

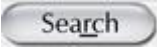
The “User Type” Field will always be defaulted to “GOVERNMENT” and the “Agency ID” Field may be defaulted to the user’s agency IDs that are listed on their FPDS account profiles.

Figure 2-5. User Selection Screen without existing information

The screenshot shows a window titled "User Selection". At the top is a table with the following columns: "Select", "User ID", "User Type", "User Name", and "User Title". The table is currently empty. Below the table, a status bar displays "0 out of 0 items found". To the right of the table are two buttons: "Select" and "Cancel". Below the table is a section titled "Find items that match the following criteria:" containing several search fields: "User ID", "User Type" (a dropdown menu currently showing "GOVERNMENT"), "Agency ID" (containing "1900"), "Organization Name", "Routing Symbol", "Start Date", "First Name", "Last Name", "Contracting OfficeID", "Rank ID", "Supervisor User ID", and "End Date". To the right of these fields are three buttons: "Search", "Clear", and "Help".

4. In the “User ID” Field that is located at the lower left corner of the screen, type in a user’s “User ID”.

For example, enter T% to find all User ID’s beginning with the letter T.

5. Click on the “Search” button  that is located at the lower right corner of the screen.

Note: The “%” sign is the wildcard character that may be used in the data entry fields; the agency administrators can use a wildcard to search for their users after entering the first part of the data string. For example, when the Agency Administrators enter “T%” in a “User ID” field, the search will return a list of the user IDs that start with “T”; for example, [Thomas.Brown@XXX.gov](#), [Todd.Smith@XXX.gov](#), Timharris...etc.

A list of the User IDs will be displayed on the “User Selection” Screen based on the search criteria that are used by the Agency Administrators; like what is shown in

6. Figure 2-6.

Figure 2-6. User Selection Defined

The screenshot shows a 'User Selection' window with a table of users and search criteria. The table has columns for 'Select', 'User ID', 'User Type', 'User Name', and 'User Title'. The first row is selected, with 'TEST_2643' in the 'User ID' column. Below the table is a search section with various criteria fields and buttons for 'Search', 'Clear', and 'Help'.

Select	User ID	User Type	User Name	User Title
<input checked="" type="radio"/>	TEST_2643	GOVERNMENT	A K	
<input type="radio"/>	TEST36161	GOVERNMENT	TEST TEST	
<input type="radio"/>	TEST_5700	GOVERNMENT	P S	
<input type="radio"/>	TEST_5700_AGENCY_USER	GOVERNMENT	TEST USER	
<input type="radio"/>	TEST_ACCOUNT_10	GOVERNMENT	TEST TESTER	
<input type="radio"/>	TEST_DOD_USER_1	GOVERNMENT	TEST TESTER	
<input type="radio"/>	TEST_DOD_USER_2	GOVERNMENT	TEST TEST	TESTER


7 out of 7 items found

Find items that match the following criteria:

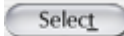
User ID: TEST
 User Type: GOVERNMENT
 Agency ID: 5700
 MACOM/SUBCOM ID:
 Contracting OfficeID:
 Organization Name:
 Supervisor User ID:

First Name:
 Last Name:
 Routing Symbol:
 Rank ID:
 Start Date:
 End Date:

Select
 Cancel
 Search
 Clear
 Help

After locating the user’s FPDS account, select the radio button  located in the “Select” column as shown in

7. Figure 2-6.

8. After selecting the account, click on the “Select” button  that is located at the top right corner to open the User Information.

The information based on the search criteria will be displayed on the “User Selection” screen, as shown in .

Figure 2-7.

Figure 2-7. User Selection Defined

User Information.		Select a User Type	
User ID:	TEST_11	<input type="button" value="Gov User"/>	
Start Date (mm/dd/yyyy):	07/09/2019	<input type="button" value="Public User"/>	
End Date (mm/dd/yyyy):		<input type="button" value="Sys User"/>	
Web Portal Access:	<input checked="" type="checkbox"/>		
Personal Information		Government User Information	
First Name/Initial:	T	Agency ID:	9700
Middle Name/Initial:		Organization ID:	9700
Family/Last Name:	U	Office ID:	
Phone No:		Rank ID:	
Phone Ext:		Routing Symbol:	
Fax:		Room No:	
Email Address:	testcase@gce.com	Supervisor ID:	
Receive Email Notification	<input checked="" type="checkbox"/>		
Title:			

Searching for a Locked/Disabled User

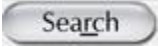
The users that are locked/disabled in the FPDS system will not be displayed in the search results without using the “End Date” Field on the Search Screen.

To search for the locked/disabled users in the FPDS system, a general date will need to be entered (mm/dd/yyyy) in the “End Date” field. The “End Date” value will need to be at least one day prior to the date that the users were created in the FPDS system.

The date the user was created in FPDS is listed in the “Start Date” field, which is reflected on the User Information Screen. **For Example:** If the user was created in the FPDS system on January 1, 2004 but is disabled in the system, the Agency Administrators can type a date of December 31, 2003 (12/31/2003) in the “End Date” Field.

If you are unsure when the users were created in the FPDS system, but you know it was before January 1, 2004, you can enter any prior date (i.e. 10/01/2003, or 12/10/2003) in the “End Date” Field. The FPDS system will display a list of locked and disabled user accounts that have been locked/disabled after the “End Date” value for your agency.

Note 1: Fewer search criteria will produce more results; however, to search the list of users without using a criteria selection, leave all fields blank in the search area that is shown at the bottom of

Figure 2-6 and then click the “Search” button . When the matching criteria fields are empty, the generated list contains a larger selection of the users.

Note 2: Due to the volume of data in FPDS, the search results are limited to a portion of the data available, such as the first 400 records. It is recommended that the Agency Administrators always enter search criteria to narrow down the search when possible.

2.7 Advanced Search




The Advanced Search Feature allows the users to perform complex searches for an Award or IDV by providing various search criteria. The users can use Procurement Instrument Identifier (PIID) number or other data fields to perform the Advanced Search. The PIID number is a unique number (in most cases the Contract Number) that is given to the document.

The Data Dictionary that is listed on the FPDS website has all the information for all the data elements in the FPDS system.

Figure 2-8. Advanced Search Screen

Document Search Criteria			
	Agy ID	PIID (How to find migrated documents?)	Mod No
Award ID:	9700	W15P7T18CDCA1	
Referenced IDV ID:			
Prepared By (User ID):			
Contracting Office ID:			
Contracting Office Name:			
Legal Business Name:			
NAICS Code:			
Funding Agency ID:			
Funding Office ID:			
Status:	Final		
Award/Indefinite Delivery Vehicle Type:	Award		
Action Obligation Range:	From:	To:	
Base And All Options Value (Total Contract Value) Range:			
Date Signed Range (mm/dd/yyyy) :			
Last Modified Date Range (mm/dd/yyyy) :			
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			
NOTE: The search may take about 5 to 10 minutes to return the results.			
Try new ezSearch (BETA)			

2.7.1 Advanced Search Procedure

- To use the detail Advanced Search Feature, the users will need to enter information in at least one or more of the following fields according to the search rules that are defined below.
Note: If the users do not enter information into at least one of the minimum fields, an error message will display: *At least one of these fields "Agency ID", "PIID", "Prepared By", or "Legal Business Name" is required.* If you use a wildcard (%) for Agy ID, PIID, or Prepared By (User ID) fields, you will still need to enter the minimum number of characters for the respective fields according to the rules below.
- Agy ID (Agency ID) - This value for the Agency ID field is defaulted to the users' agency ID that is listed on their FPDS account profiles. The users can use the "Ellipsis" button  to search for other agency IDs.
 For the DoD users, the Agency ID field is still defaulted to the users' Agency ID that is listed on their FPDS account profiles, but the DoD users will need to change that value from XXXX to 9700 in order to search for any DoD record.
- PIID - The users will need to use at least 4 characters in this field.
- Prepared By (User ID) - There is no minimum constraint on this field.
- Legal Business Name - You must enter at least 3 characters in this field. The users can use the "Ellipsis" button  to search for other entity names.
- In the remaining fields, you may enter other information to customize your search. For most fields, you may use the wildcard (%) or you may use the "Ellipsis" button  to search for the data from the existing list.
- The users can use the Contracting Office IDs to perform the searches.
- The users can use the Contracting Office Names to perform the searches.

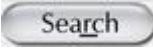
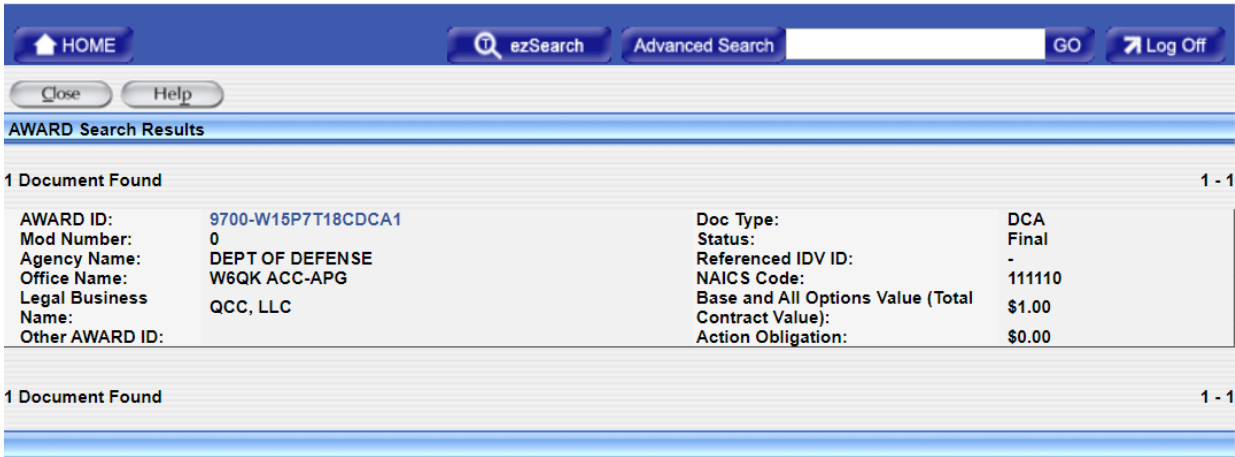
9. The users can use the NAICS Code to perform the searches.
10. The users can use the Funding Agency ID to perform the searches.
11. The users can use the Funding Office ID to perform the searches.
12. Select **“Final”** for the **“Status”** field if the users want to want to search for the FINAL records. The users can select one of the other statuses such as **“Draft”**, **“Void”** or **“Errored Out”** and search for records that are in one of those respective categories.
13. The users can use the **“Action Obligation”** value to search for records that match within a range of the dollar threshold.
14. The users can also use the **“Base and All Options Value”** field to search for records that match within a range of the dollar threshold.
15. The users can use the **“Date Signed”** field to perform the searches. The dates will need to be entered in mm/dd/yyyy format.
16. The users can use the **“Last Modified Date”** field to perform the searches. The dates will need to be entered in mm/dd/yyyy format.
17. Click the **“Search”** button  and a list of documents will be displayed on the screen that match with the search criteria the users have specified.
18. The users can click on the link of the document to view the detail information of the record.

Figure 2-9. Contract Search Results





The screenshot shows a web interface for searching awards. At the top, there are navigation buttons for HOME, ezSearch, Advanced Search, GO, and Log Off. Below these are Close and Help buttons. The main content area is titled "AWARD Search Results" and displays "1 Document Found" with a "1 - 1" indicator. The document details are as follows:

AWARD ID:	9700-W15P7T18CDCA1	Doc Type:	DCA
Mod Number:	0	Status:	Final
Agency Name:	DEPT OF DEFENSE	Referenced IDV ID:	-
Office Name:	W6QK ACC-APG	NAICS Code:	111110
Legal Business Name:	QCC, LLC	Base and All Options Value (Total Contract Value):	\$1.00
Other AWARD ID:		Action Obligation:	\$0.00

Below the table, another "1 Document Found" entry is visible with a "1 - 1" indicator.

2.7.2 Migrated Documents

1. To find a migrated document, click on the **“Advanced Search”** button  that is listed on the Main Navigation Screen. After clicking on the **“Advanced Search”** button , the Advanced Search Screen will be displayed.
2. For migrated IDVs, the PIID is the same as the original contract number. Enter the contract number in the PIID field.
3. For migrated Awards, enter the PIID as a combination of the following:
 - Contracting Office Code - This code must be 5 characters long. Add as many leading zeroes as needed.
 - Action Date - This date is in the format YYYYMM.
 - Contract Action Type - This is a single character (A, B, C, D) that represents the award type (A - BPA CALL, B - Purchase Order, C - Delivery/Task Order, D - Standalone Contract).
 - Order Number (if it exists), and


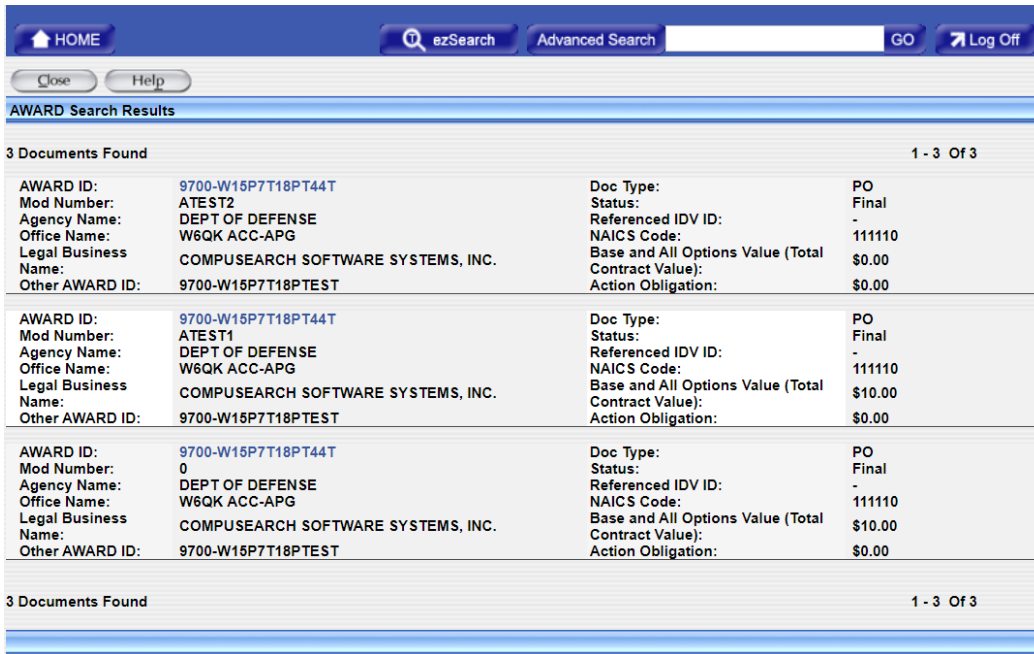
- Contract Number.
4. Then click the “Search” button  and a list of documents will be displayed.

Figure 2-10. Migrated PIID Search Results



The screenshot shows the 'AWARD Search Results' page with a navigation bar at the top containing 'HOME', 'ezSearch', 'Advanced Search', 'GO', and 'Log Off'. Below the navigation bar are 'Close' and 'Help' buttons. The main content area displays '3 Documents Found' and '1 - 3 Of 3'. Each document entry is presented in a table format with two columns of information.

Document 1		Document 2		Document 3	
AWARD ID:	9700-W15P7T18PT44T	AWARD ID:	9700-W15P7T18PT44T	AWARD ID:	9700-W15P7T18PT44T
Mod Number:	ATEST2	Mod Number:	ATEST1	Mod Number:	0
Agency Name:	DEPT OF DEFENSE	Agency Name:	DEPT OF DEFENSE	Agency Name:	DEPT OF DEFENSE
Office Name:	W6QK ACC-APG	Office Name:	W6QK ACC-APG	Office Name:	W6QK ACC-APG
Legal Business Name:	COMPUSEARCH SOFTWARE SYSTEMS, INC.	Legal Business Name:	COMPUSEARCH SOFTWARE SYSTEMS, INC.	Legal Business Name:	COMPUSEARCH SOFTWARE SYSTEMS, INC.
Other AWARD ID:	9700-W15P7T18PTEST	Other AWARD ID:	9700-W15P7T18PTEST	Other AWARD ID:	9700-W15P7T18PTEST
Doc Type:	PO	Doc Type:	PO	Doc Type:	PO
Status:	Final	Status:	Final	Status:	Final
Referenced IDV ID:	-	Referenced IDV ID:	-	Referenced IDV ID:	-
NAICS Code:	111110	NAICS Code:	111110	NAICS Code:	111110
Base and All Options Value (Total Contract Value):	\$0.00	Base and All Options Value (Total Contract Value):	\$10.00	Base and All Options Value (Total Contract Value):	\$10.00
Action Obligation:	\$0.00	Action Obligation:	\$0.00	Action Obligation:	\$0.00

5. The users can click on the link of the document to view the detail information of the record.

Example: To find a Delivery Order created in October 1995 based on the following criteria:

- Agency - U.S. Coast Guard
- Contracting Office – 23
- Order Number - DTCG2394FTACX01
- Contract Number - DTCG2391DTTMB12

The PIID would be calculated by the following:

- 00023 (Contracting Office ID with leading zeroes)
- + 199510 (Action Date in YYYYMM format)
- + C (Contract Action Type - Delivery Order)
- + DTCG2394FTACX01 (Order Number)
- + DTCG2391DTTMB12 (Contract Number)

The resulting PIID would be 00023199510CDTCG2394FTACX01DTCG2391DTTMB12. The users can use the complete PIID to perform the searches or the users can use a portion of the PIID with a trailing wildcard (%) to locate the documents.

2.8 Exercise: Login Screen

The Login Screen that is shown in Figure 2-11 is used to sign into the FPDS system. To begin the course exercises, the users can follow the steps below to log into the FPDS system.

1. To open the FPDS website, the users can go to the website’s URL that is provided by the instructor and enter the following information to get into the Navigation Screen.


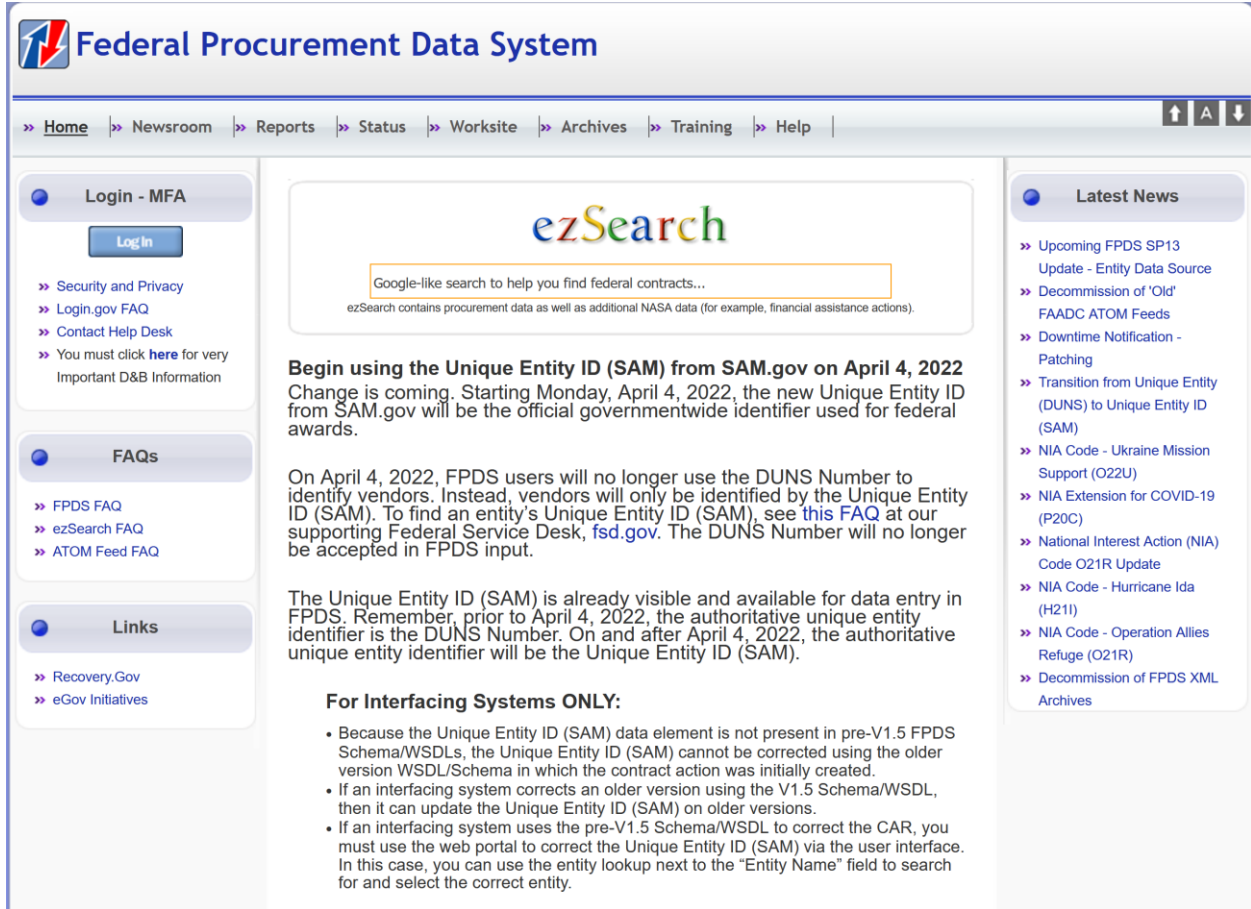
2. Click on the “Log In” button  to be redirected to the Login.gov login screen.
3. Enter your Login.gov username and password and click “Sign In”.
4. Enter your security code generated from your chosen authentication method and click “Submit” to be redirected to the Navigation Screen of the FPDS system.

Figure 2-11. FPDS Login Screen



Federal Procurement Data System

» [Home](#) » [Newsroom](#) » [Reports](#) » [Status](#) » [Worksite](#) » [Archives](#) » [Training](#) » [Help](#)

Login - MFA

[Log In](#)

- » Security and Privacy
- » Login.gov FAQ
- » Contact Help Desk
- » You must click [here](#) for very Important D&B Information

FAQs

- » FPDS FAQ
- » ezSearch FAQ
- » ATOM Feed FAQ

Links

- » Recovery.Gov
- » eGov Initiatives

ezSearch

Google-like search to help you find federal contracts...

ezSearch contains procurement data as well as additional NASA data (for example, financial assistance actions).

Begin using the Unique Entity ID (SAM) from SAM.gov on April 4, 2022
 Change is coming. Starting Monday, April 4, 2022, the new Unique Entity ID from SAM.gov will be the official governmentwide identifier used for federal awards.

On April 4, 2022, FPDS users will no longer use the DUNS Number to identify vendors. Instead, vendors will only be identified by the Unique Entity ID (SAM). To find an entity's Unique Entity ID (SAM), see [this FAQ](#) at our supporting Federal Service Desk, [fsd.gov](#). The DUNS Number will no longer be accepted in FPDS input.

The Unique Entity ID (SAM) is already visible and available for data entry in FPDS. Remember, prior to April 4, 2022, the authoritative unique entity identifier is the DUNS Number. On and after April 4, 2022, the authoritative unique entity identifier will be the Unique Entity ID (SAM).

For Interfacing Systems ONLY:

- Because the Unique Entity ID (SAM) data element is not present in pre-V1.5 FPDS Schema/WSDLs, the Unique Entity ID (SAM) cannot be corrected using the older version WSDL/Schema in which the contract action was initially created.
- If an interfacing system corrects an older version using the V1.5 Schema/WSDL, then it can update the Unique Entity ID (SAM) on older versions.
- If an interfacing system uses the pre-V1.5 Schema/WSDL to correct the CAR, you must use the web portal to correct the Unique Entity ID (SAM) via the user interface. In this case, you can use the entity lookup next to the “Entity Name” field to search for and select the correct entity.

Latest News

- » Upcoming FPDS SP13 Update - Entity Data Source
- » Decommission of 'Old' FAADC ATOM Feeds
- » Downtime Notification - Patching
- » Transition from Unique Entity (DUNS) to Unique Entity ID (SAM)
- » NIA Code - Ukraine Mission Support (O22U)
- » NIA Extension for COVID-19 (P20C)
- » National Interest Action (NIA) Code O21R Update
- » NIA Code - Hurricane Ida (H21I)
- » NIA Code - Operation Allies Refuge (O21R)
- » Decommission of FPDS XML Archives

3 System Administration



The “System Administration” Section can be accessed via the Navigation Screen of the FPDS system like what is shown in Figure 3-1. The System Administration Section allows the Agency System Administrators to add and modify their users’ FPDS accounts. The System Administration is divided into the following three administrative tasks:

1. Users
2. Organization
3. Funding & Contracting Offices

Figure 3-1. FPDS Navigation Screen

4 Organizations



The “Organizations” function allows the Agency System Administrators to create and organize hierarchy information that can be associated with the Agency and user profiles.

4.1 Organization

The existing hierarchy in the FPDS system can be described as follows: Department → Agency → Contracting Office Region → Contracting Office.

The DoD hierarchy includes a command structure, which consists of Major Commands and Sub Commands. Contracting Offices are assigned based on the command structure. Currently, the number of levels for the DoD hierarchy is seven.

The DoD hierarchy can be described as follows:

Department → Agency → MACOM (Major Command) → SUB COM 1 (Sub Command 1) → SUB COM 2 (Sub Command 2) → SUB COM 3 (Sub Command 3) → Contracting Office

The Organization function is used to update Major Commands and Sub Commands or move the commands from one hierarchy level to another hierarchy level. For example, a Major Command can be moved from Army to Air Force if the ownership of the Major Command is changed; a Sub Command can be moved from one Major Command to another Major Command if the ownership of the Sub Command is changed...etc.

The DoD’s Offices are loaded into the FPDS system through DoDAAD; the DoD’s offices cannot be created by the DoD department/Agency Administrators manually in the FPDS system.

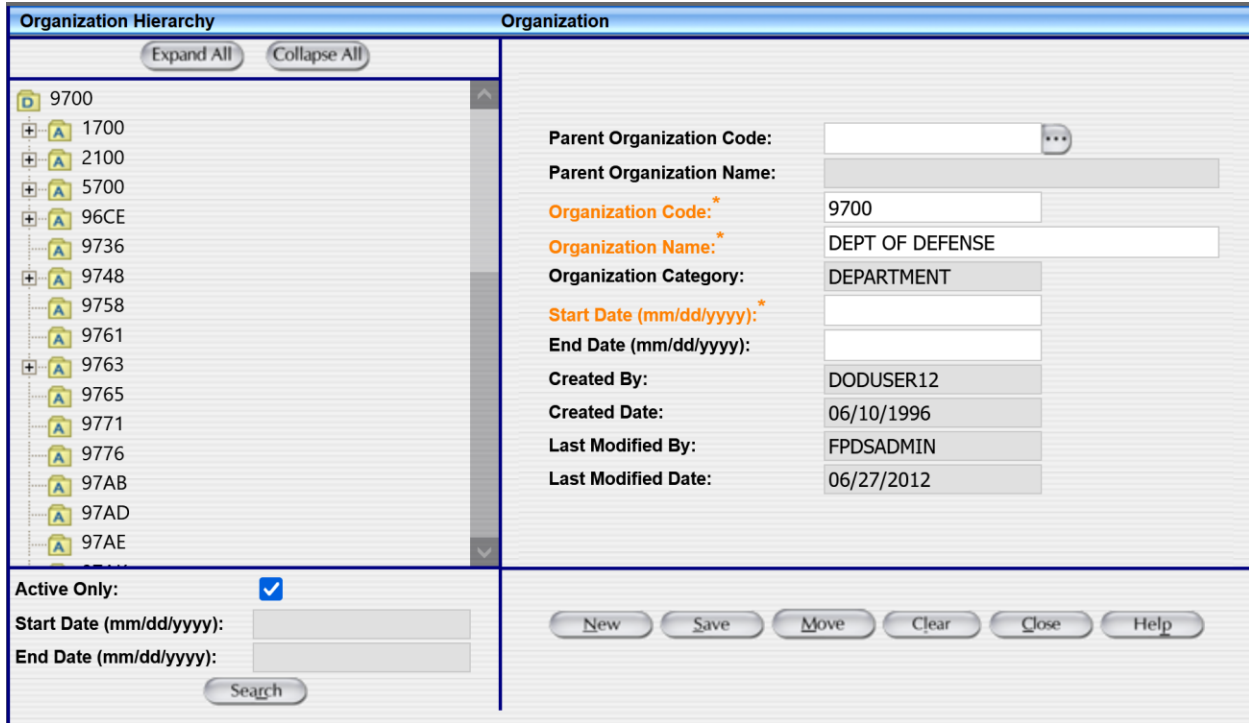
All the DoD’s Offices are loaded into the FPDS system through DoDAAD and all the offices are loaded into the FPDS system as Funding Offices initially. If the Funding Offices also need to be Contracting Offices, the DoD Agency Administrators will be able to update the Funding Offices’ information to set the Offices to be the Contracting Offices.

4.1.1 Accessing Organization

From the Home Screen:


1. Select Organization

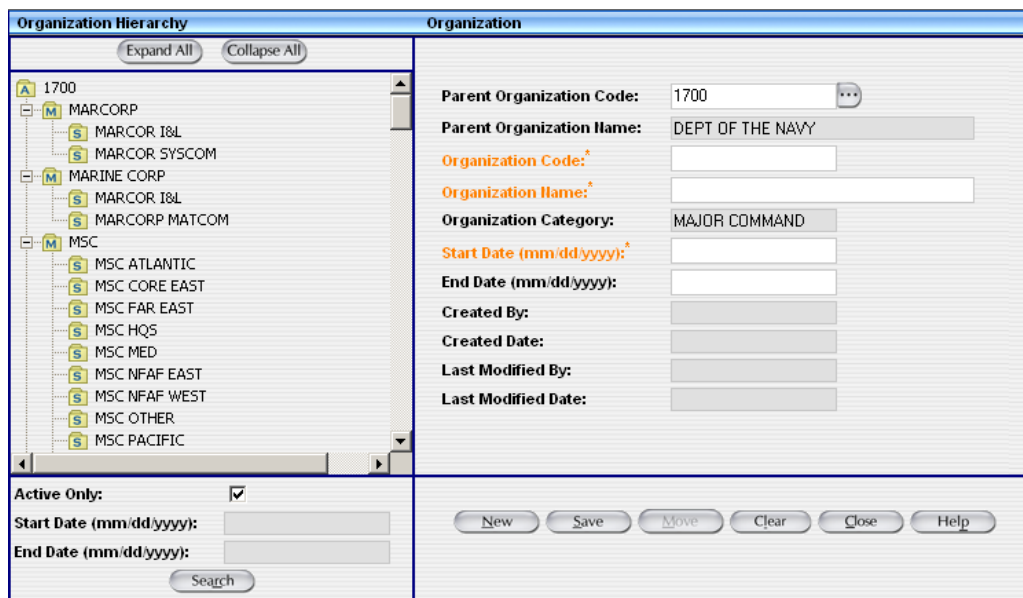
When you select “Organization” from the Home Screen, a page, which is similar to the following screen that is labeled “Organization Hierarchy”, will be displayed.

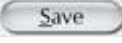


The Organization Name and Code will be displayed in the Organization data fields. The hierarchy tree that is displayed at the left shows the structures of the Organization Hierarchy. The Agency Administrators will be able to change/update the Organization Hierarchy information based on the changes that can happen within the agencies.














4.2 Creating a New Organization: MACOM or SUBCOM

1. Select the Agency that the new Organization will belong to from the Organization Hierarchy.
2. Click the “New” button  to create a new Organization.




- The values for the Parent Organization fields will be populated automatically.
3. Enter variable data (Mandatory fields are displayed on the screen in orange color.)
 - Organization Code
 - Organization Name
 - Start Date
 4. Click on the “Save” button  to save the information.

If the Organization is created as a Major Command, you will be able to locate the new Major Command under the agency. If the Organization is created as a Sub Command under the Major Command, you will be able to locate the new Sub Command under the corresponding Major Command. If the Organization is created as a Sub Command under another Sub Command, you will be able to locate the new Sub Command under the corresponding Sub Command.

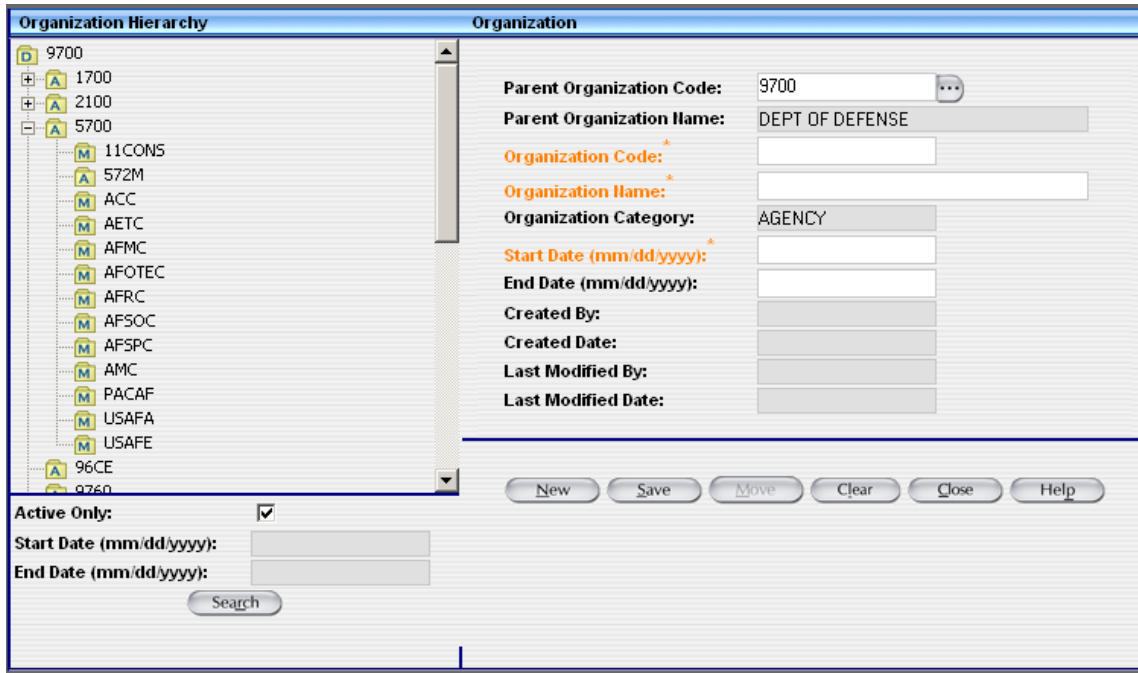
Organization Hierarchy	Organization
<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>	
<ul style="list-style-type: none">  1700  MARCORP  MARINE CORP  MSC  NAVAIR  NAVFAC  NAVSEA  NAVSUP  ONR  SPAWAR  SSP  TEST123 	<p>Parent Organization Code: <input type="text" value="9700"/> </p> <p>Parent Organization Name: <input type="text"/></p> <p>Organization Code: <input type="text" value="1700"/></p> <p>Organization Name: <input type="text" value="DEPT OF THE NAVY"/></p> <p>Organization Category: <input type="text" value="AGENCY"/></p> <p>Start Date (mm/dd/yyyy): <input type="text" value="10/01/1978"/></p> <p>End Date (mm/dd/yyyy): <input type="text"/></p> <p>Created By: <input type="text" value="DODUSER12"/></p> <p>Created Date: <input type="text" value="11/30/2004"/></p> <p>Last Modified By: <input type="text" value="DOD_FPDSNG"/></p> <p>Last Modified Date: <input type="text" value="12/19/2006"/></p>
<p>Active Only: <input checked="" type="checkbox"/></p> <p>Start Date (mm/dd/yyyy): <input type="text"/></p> <p>End Date (mm/dd/yyyy): <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p>	<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Move"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/>

4.3 Searching the Organizations

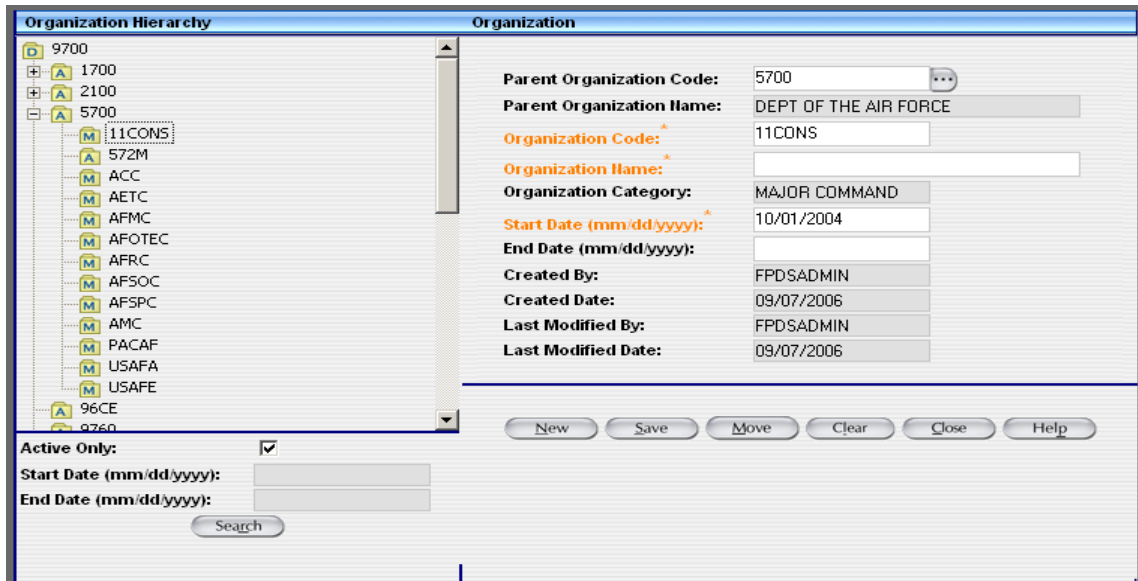
The Agency Administrators can search the Organizations using the following criteria:


1. If the Agency Administrators only want to locate active Organizations, they should check the “Active Only” checkbox. **Note: The “Active Only” checkbox is checked by default.**
2. If the Agency Administrators want to locate both active and inactive Organizations, they should uncheck the “Active Only”.
3. Click the “Search” button  to perform the search.

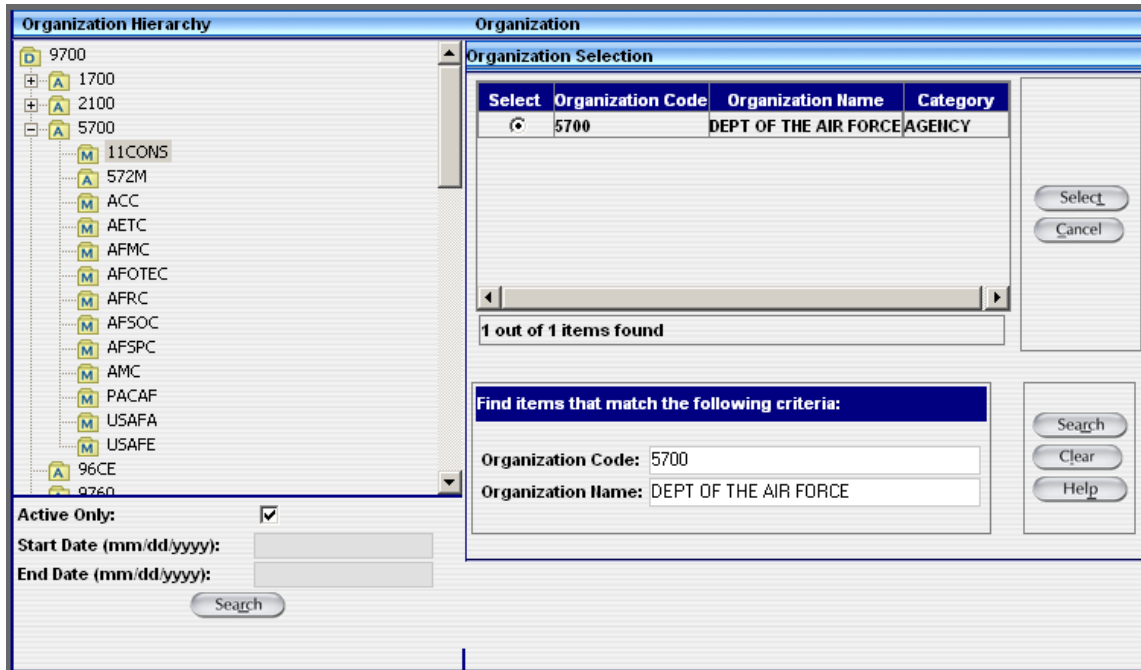
4.4 Moving Major Commands and Sub Commands



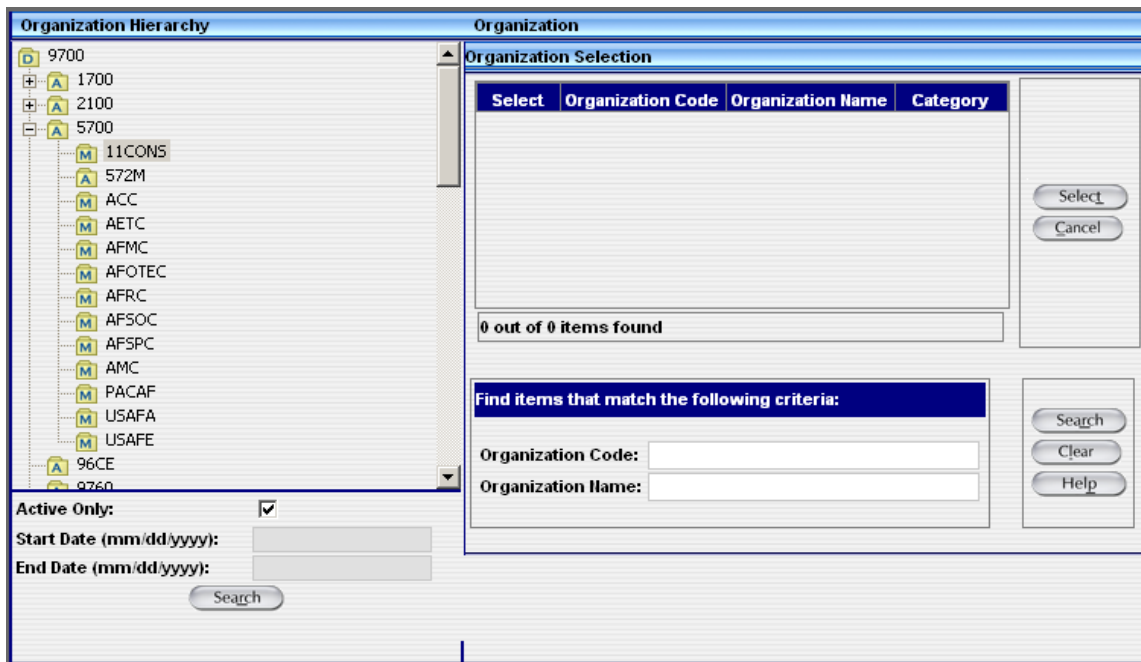
1. Click the Major Command or Sub Command that you want to move.





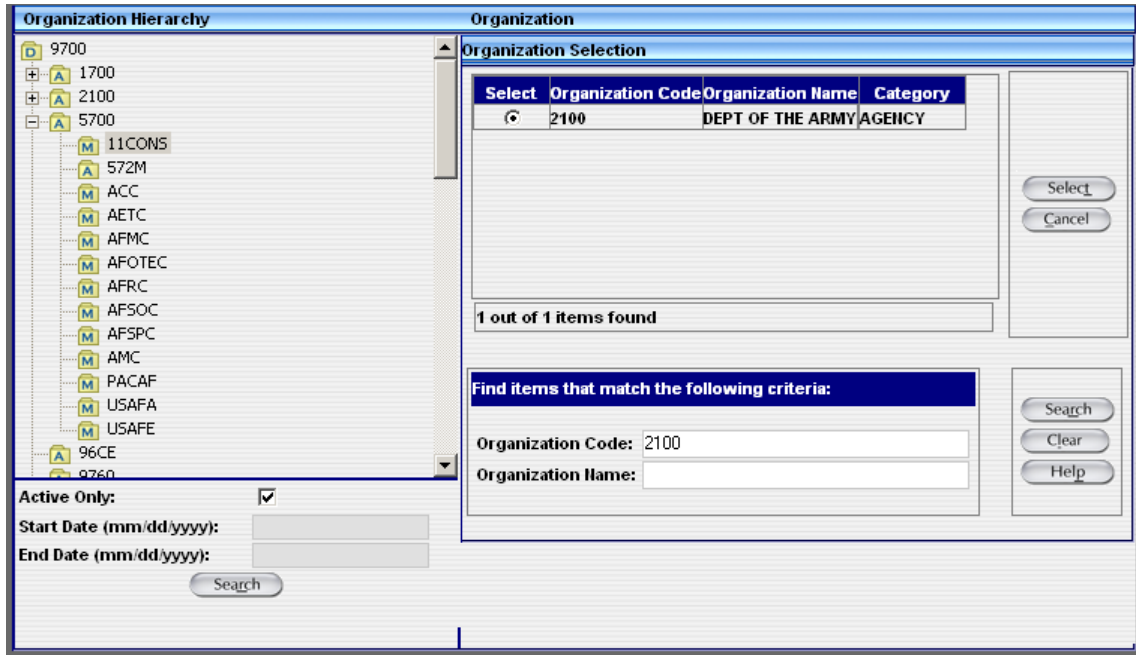
2. Click the “Ellipsis” button  to locate the current Organization Hierarchy information.



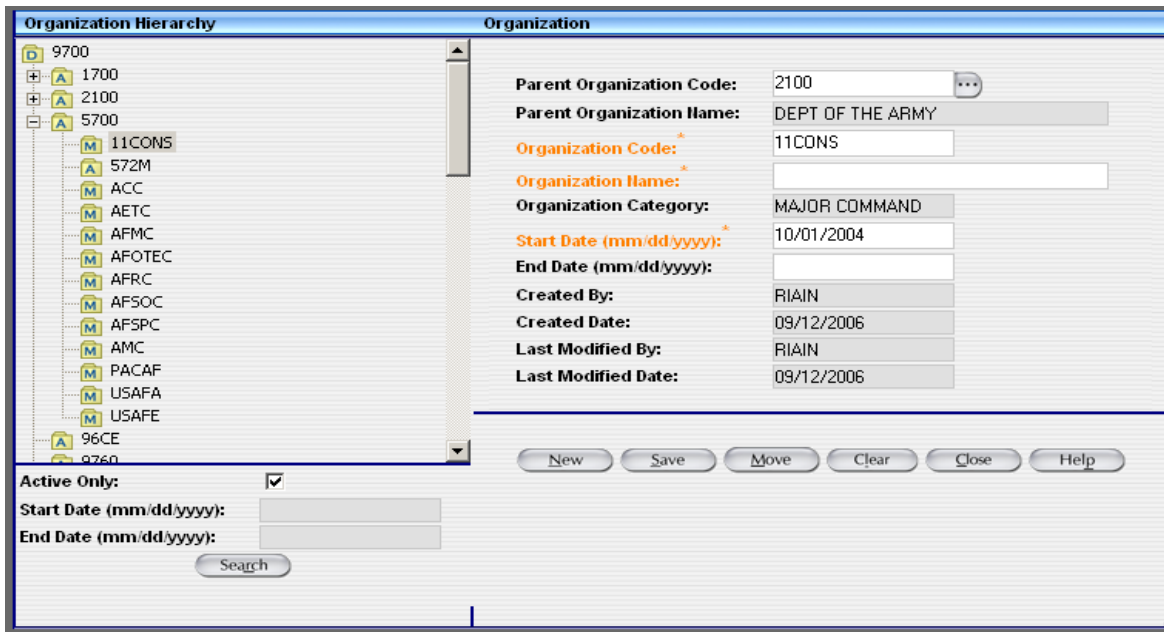
3. Click the “Clear” button  to remove the existing information.



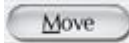
After the existing information is removed from the screen, enter the Organization Code of the Organization to which you want to move the Major/Sub Command in the Organization Code field and then click the “Search” button . If you do not know the Organization Code of the organization, you may leave the fields blank and click the “Search” button  directly. The organizations that you can move the Major/Sub Command to will be displayed on the screen.



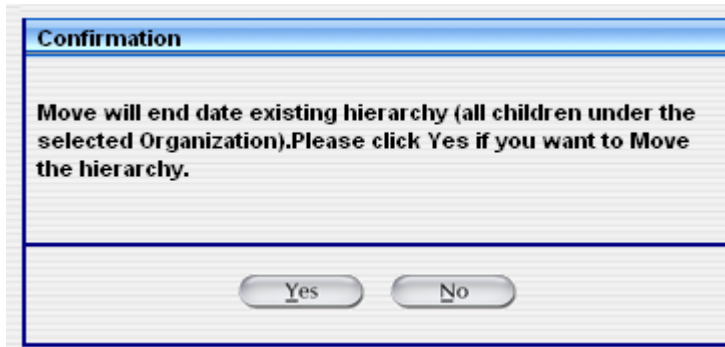
- Click the “Select” button  to select the new Organization Hierarchy information.



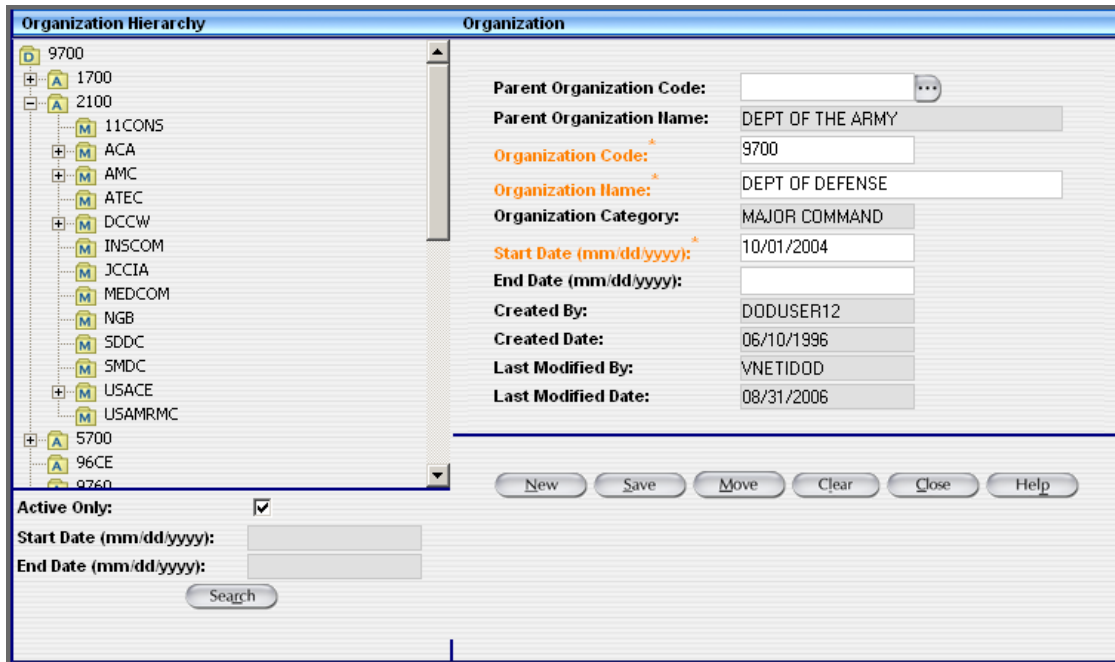
The new Parent Organization Code and Name will be displayed in the Organization fields.

- After the new information is displayed on the screen, click the “Move” button  to move the Major/Sub Command to the new Organization Hierarchy.

The following Warning Dialogue Box will be displayed to inform you that the Major/Sub Command and all the other commands that are associated with the Major/Sub Command will be moved to a different Organization Hierarchy and the old Organization Hierarchy will be disabled:



6. Click the "Yes" button  to accept the changes.



The Major/Sub Command will appear under the new Organization Hierarchy.

4.5 Funding and Contracting Offices

The Agency Administrators can update the Funding/Contracting Office information using the Government Office Selection screen, as shown in Figure 4-1 following figures.

Figure 4-1. Government Office Selection Screen (DOD Users)

The screenshot displays the 'Government Office Selection' interface. It features a table with columns for 'Select', 'Office ID', 'Office Name', 'Agency ID', 'Agency Name', and 'Parent Organization Code'. The first row is selected, showing Office ID 'W90BRJ' and Agency Name 'DEPT OF THE ARMY'. Below the table, a status bar indicates '400 out of 107307 items found'. A search criteria section includes fields for Office ID, Agency ID (set to 2100), Parent Organization Code, Region Code, and Zip Code. It also has checkboxes for 'Contracting Offices Only' (unchecked) and 'Active Offices Only' (checked). On the right side, there are buttons for 'New', 'Edit', 'Cancel', 'Search', 'Clear', and 'Help'.

Select	Office ID	Office Name	Agency ID	Agency Name	Parent Organization Code	
<input checked="" type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	2100	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OTHER_AMC	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OPM SANG	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNFI
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	SW_ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	PARC SOUTHWEST ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	408TH C.SR	KO I

400 out of 107307 items found. Please narrow your search to get complete results.

Find items that match the following criteria:

Office ID: Office Name:
 Agency ID: 2100 Agency Name:
 Parent Organization Code: City:
 Region Code: State:
 Zip Code:
 Contracting Offices Only: Grants Offices Only:
 Active Offices Only:

The "Active Offices Only" checkbox is checked by default, so only **active** Funding Offices appear. If the user unchecks this box, both **active and inactive** Funding Offices will be displayed. (Note: An **inactive** Funding Office has an End Date in the past.)


Figure 4-2. Government Office Screen (DoD Users)

Government Office			
Agency ID: *	2100	Agency Name:	DEPT OF THE ARMY
Office ID: *	W90BRJ	Office Name: *	W3ZL OFC PM SANG MOD PROG
Region Code:		Street Address: *	UNIT 61304
Parent Organization Code:	2100	Street Address2:	
Funding Office Start Date (mm/dd/yyyy): *	10/01/2003	Street Address3:	
Funding Office End Date (mm/dd/yyyy):		City: *	APO
Is Contracting Office:	<input checked="" type="checkbox"/>	State Code: *	AE
Contracting Office Start Date (mm/dd/yyyy):	10/01/1905	Zip Code: *	09803
Contracting Office End Date (mm/dd/yyyy):	09/30/2003	Country Code: *	USA
Is Grants Office:	<input type="checkbox"/>	Country Name:	UNITED STATES
Grants Office Start Date (mm/dd/yyyy):			
Grants Office End Date (mm/dd/yyyy):			
Created By:	MACOMMIGRATOR		
Created Date:	09/30/2003 00:00:00		
Last Modified By:	TANKHAN_DOD		
Last Modified Date:	12/13/2023 09:29:30		

Save Save As New Show Hierarchy Clear Close Help

4.5.1 How to Find and Modify a Government Office

Find a Government Office

1. From the FPDS Home Page, click the “Funding & Contracting Offices” icon  located in the System Administration section. The “Government Office Selection” screen will be displayed, resembling the screen below:

Government Office Selection

Select	Office ID	Office Name	Agency ID	Agency Name	Parent Organization Code	
<input checked="" type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	2100	UNP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OTHER_AMC	UNP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OPM SANG	UNP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNP
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	SW_ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	PARC SOUTHWEST ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	408TH CSR	KO I

400 out of 107307 items found. Please narrow your search to get complete results.

Find items that match the following criteria:

Office ID: Office Name:

Agency ID: 2100 Agency Name:

Parent Organization Code: City:

Region Code: State:

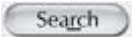
Zip Code:

Contracting Offices Only: Grants Offices Only:

Active Offices Only:

Buttons: New, Edit, Cancel, Search, Clear, Help

The “Active Offices Only” checkbox is checked by default, so only **active** Funding Offices appear. If the user unchecks this box, both **active and inactive** Funding Offices will be displayed. (Note: An **inactive** Funding Office has an End Date in the past.)

2. In the Office ID field, located at the bottom of the screen, type the Office ID W13PAX.
3. Click the “Search” button  located in the lower right corner of the screen.
4. The FPDS system will return the first 400 Offices (both Funding and Contracting) that match the search criteria entered.

The following screenshot shows the information returned after using the Search feature to search for Funding/Contracting Offices assigned to Agency 9700.

Government Office Selection

Select	Office ID	Office Name	Agency ID	Agency Name	Parent Organization Code	Street Address
<input checked="" type="radio"/>	W13PAX	W8A6 MAARNG ELEMENT, JF HQ	2100	DEPT OF THE ARMY	2100	HHD SUPPLY

1 out of 1 items found.

Find items that match the following criteria:

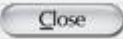
Office ID:	<input type="text" value="W13PAX"/>	Office Name:	<input type="text"/>
Agency ID:	<input type="text" value="2100"/>	Agency Name:	<input type="text"/>
Parent Organization Code:	<input type="text"/>	City:	<input type="text"/>
Region Code:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Grants Offices Only:	<input type="checkbox"/>
Contracting Offices Only:	<input type="checkbox"/>		
Active Offices Only:	<input checked="" type="checkbox"/>		

Buttons: New, Edit, Cancel, Search, Clear, Help


5. After the search results are displayed on the screen, click the radio button located in the “Select” column to select a specific office.
6. Click the “Edit” button located in the upper right corner to open the “Government Office” screen for that office

Government Office			
Agency ID: *	2100	Agency Name:	DEPT OF THE ARMY
Office ID: *	W13PAX	Office Name: *	W8A6 MAARNG ELEMENT, JF HQ
Region Code:		Street Address: *	HHD SUPPLY
Parent Organization Code:	2100	Street Address2:	2 RANDOLPH RD
Funding Office Start Date (mm/dd/yyyy): *	10/01/2003	Street Address3:	
Funding Office End Date (mm/dd/yyyy):		City: *	HANSCOM AFB
Is Contracting Office:	<input type="checkbox"/>	State Code: *	MA
Contracting Office Start Date (mm/dd/yyyy):		Zip Code: *	01731-3001
Contracting Office End Date (mm/dd/yyyy):		Country Code: *	USA
Is Grants Office:	<input type="checkbox"/>	Country Name:	UNITED STATES
Grants Office Start Date (mm/dd/yyyy):			
Grants Office End Date (mm/dd/yyyy):			
Created By:	FPDSADMIN		
Created Date:	04/14/2006 20:20:19		
Last Modified By:	FPDSADMIN		
Last Modified Date:	03/13/2024 20:41:39		

Save Save As New Show Hierarchy Clear Close Help

- After updating the information, click the “Close” button  to close the page.

4.6 Disable a Government Office

- From the FPDS Home page, click the “Funding & Contracting Offices” icon  located in the System Administration section. This will open the “Government Office Selection” screen, resembling the screen below:

Government Office Selection

Select	Office ID	Office Name	Agency ID	Agency Name	Parent Organization Code	
<input checked="" type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	2100	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OTHER_AMC	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OPM SANG	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNFI
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNFI
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	SW_ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	PARC SOUTWEST ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	408TH CSSR	KO I

400 out of 107307 items found. Please narrow your search to get complete results.

Find items that match the following criteria:

Office ID: Office Name:

Agency ID: Agency Name:

Parent Organization Code: City:

Region Code: State:

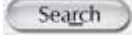
Zip Code:

Contracting Offices Only: Grants Offices Only:

Active Offices Only:

Buttons: New, Edit, Cancel, Search, Clear, Help

The “Active Offices Only” checkbox is checked by default, so only **active** Funding Offices appear. If the user unchecks this box, both **active and inactive** Funding Offices will be displayed. (Note: An **inactive** Funding Office has an End Date in the past.)

2. Type an Office Name in the “Office Name” field.
3. Click the “Search” button  located in the lower right corner of the screen.
4. A list of Government Offices’ information will be displayed on the “Government Office Selection” screen based on the search criteria entered. The screen will resemble the figure below:

Government Office Selection

Select	Office ID	Office Name	Agency ID	Agency Name	Parent Organization Code	Street Address
<input checked="" type="radio"/>	W15MCF	W8VQ NJ ARNG CSMS 2	2100	DEPT OF THE ARMY	2100	1299 PLEASANT VALLE
<input type="radio"/>	W5803Q	W8VQ NJ ARNG CSMS 2	2100	DEPT OF THE ARMY	2100	1299 PLEASANT VALLE
<input type="radio"/>	W81CFL	W8VQ NJ ARNG CSMS 2	2100	DEPT OF THE ARMY	2100	1299 PLEASANT VALLE
<input type="radio"/>	W90KBN	W8VQ NJ ARNG CSMS 2	2100	DEPT OF THE ARMY	2100	1299 PLEASANT VALLE

4 out of 4 items found.

Find items that match the following criteria:

Office ID: Office Name:

Agency ID: Agency Name:

Parent Organization Code: City:

Region Code: State:



Zip Code:

Contracting Offices Only: Grants Offices Only:

Active Offices Only:

New Edit Cancel Search Clear Help

With the “Active Offices Only” checkbox checked, only **active** Funding Offices are displayed. Only an **active** Funding Office can be disabled.

5. After the search results are displayed on the screen, click the radio button  located in the “Select” column to select a specific office.
6. Click the “Edit” button  located in the upper right corner to open the “Government Office” screen for the selected office.

Government Office			
Agency ID: *	2100	Agency Name:	DEPT OF THE ARMY
Office ID: *	W15MCF	Office Name: *	W8VQ NJ ARNG CSMS 2
Region Code:		Street Address: *	1299 PLEASANT VALLEY WAY
Parent Organization Code:	2100	Street Address2:	
Funding Office Start Date (mm/dd/yyyy): *	10/01/2003	Street Address3:	
Funding Office End Date (mm/dd/yyyy):		City: *	WEST ORANGE
Is Contracting Office:	<input type="checkbox"/>	State Code: *	NJ
Contracting Office Start Date (mm/dd/yyyy):		Zip Code: *	07052-0000
Contracting Office End Date (mm/dd/yyyy):		Country Code: *	USA
Is Grants Office:	<input type="checkbox"/>	Country Name:	UNITED STATES
Grants Office Start Date (mm/dd/yyyy):			
Grants Office End Date (mm/dd/yyyy):			
Created By:	FPDSADMIN		
Created Date:	04/14/2006 20:20:22		
Last Modified By:	FPDSADMIN		
Last Modified Date:	03/24/2023 21:43:13		

7. Enter the date you want the Office to become **inactive** in the “Contracting Office End Date” field.

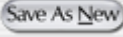
Government Office			
Agency ID: *	2100	Agency Name:	DEPT OF THE ARMY
Office ID: *	W15MCF	Office Name: *	W8VQ NJ ARNG CSMS 2
Region Code:		Street Address: *	1299 PLEASANT VALLEY WAY
Parent Organization Code:	2100	Street Address2:	
Funding Office Start Date (mm/dd/yyyy): *	10/01/2003	Street Address3:	
Funding Office End Date (mm/dd/yyyy):		City: *	WEST ORANGE
Is Contracting Office:	<input type="checkbox"/>	State Code: *	NJ
Contracting Office Start Date (mm/dd/yyyy):		Zip Code: *	07052-0000
Contracting Office End Date (mm/dd/yyyy):	09/30/2024	Country Code: *	USA
Is Grants Office:	<input type="checkbox"/>	Country Name:	UNITED STATES
Grants Office Start Date (mm/dd/yyyy):			
Grants Office End Date (mm/dd/yyyy):			
Created By:	FPDSADMIN		
Created Date:	04/14/2006 20:20:22		
Last Modified By:	FPDSADMIN		
Last Modified Date:	03/24/2023 21:43:13		

8. Click the “Save” button to save the changes for the Office.

4.7 Designating an Existing Funding Office as a Contracting Office

The Government Office function allows the Agency Administrators to designate a Funding Office to be a Contracting Office where the Start Date and (optional) End Date show the availability of the Contracting Office.

The Funding/Contracting Office will be assigned to a specific Organization Hierarchy based on its command level; the Funding/Contracting Office can belong to a Major Command or a Sub Command.

Note: The “Save As New” button  can only be used on the existing Contracting Office. The Agency Administrators can use this feature to create the Contracting Office for a different time frame, but before the Contracting Office can be created for a different time frame, the existing Contracting Office information must be disabled.

The FPDS system does not allow the same Contracting Office that belongs to a given Organization Hierarchy to exist in two different time frames.

The Parent Organization code defaults to the agency code of the command code (either Major Command or Sub Command) of the Funding Office.

The following table shows which search criteria fields are searchable by DoD users and which ones are searchable by Civilian users.

Function	DoD	Civilian
Office ID	Yes	Yes
Agency ID	Yes	Yes
Parent Organization Code	Yes	No
Region Code	Yes	Yes
Zip Code	Yes	Yes
Contracting Offices Only	Yes	Yes
Active Offices Only	Yes	Yes
Office Name	Yes	Yes
Agency Name	Yes	Yes
City	Yes	Yes
State	Yes	Yes
Grants Offices Only	Yes	Yes

Once the Agency Administrator executes the search, the results will be displayed on the “Government Office Selection” screen, as shown below.

Government Office Selection

Select	Office ID	Office Name	Agency ID	Agency Name	Parent Organization Code	
<input checked="" type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	2100	UNIP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OTHER_AMC	UNIP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	OPM SANG	UNIP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNIP
<input type="radio"/>	W90BRJ	W3ZL OFC PM SANG MOD PROG	2100	DEPT OF THE ARMY	ACC RI	UNIP
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912J7	W7M5 USPFO ACTIVITY ID ARNG	2100	DEPT OF THE ARMY	NGB	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	2100	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	SW_ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	PARC SOUTHWEST ASIA	KO I
<input type="radio"/>	W912D1	0408 AQ HQ KUWAIT	2100	DEPT OF THE ARMY	408TH CSR	KO I

400 out of 107307 items found. Please narrow your search to get complete results.

Find items that match the following criteria:

Office ID: Office Name:

Agency ID: Agency Name:

Parent Organization Code: City:

Region Code: State:



Zip Code:

Contracting Offices Only: Grants Offices Only:

Active Offices Only:

New Edit Cancel Search Clear Help

With the “Active Offices Only” checkbox checked, only **active** Funding Offices are displayed. Only an **active** Funding Office can be designated as a Contracting Office.

The Agency Administrator selects a specific office by clicking the radio button  located in the “Select” column for that office. The Administrator then clicks the “Edit” button  to update the information associated with the office.

The “Government Office” screen is then displayed. The “Edit” feature allows the Agency Administrator to designate a Funding Office to be a Contracting Office.


Click the “Is Contracting Office” checkbox and then enter a date for the “Contracting Office Start Date”; this date indicates the date that the Office will become an active Contracting Office (ie. the date must be within the range of the Funding Office dates).

Click the “Save” button  to save the changes.

(As per FPDS design, a DoD office can be a Funding Office only, or it can be both a Funding and a Contracting Office; the DoD office cannot be a Contracting Office only.)

4.8 Designating an Existing Funding Office as a Grants Office

The Government Office function allows the Agency Administrators to designate a Funding Office to be a Grants Office where the Start Date and (optional) End Date show the availability of the Grants Office. The Funding/Grants Office will be assigned to a specific Organization Hierarchy based on its command level; the Funding/Grants Office can belong to a Major Command or a Sub Command.

Note: The “Save As New” button  can only be used on the existing Grants Office. The Agency Administrators can use this feature to create the Grants Office for a different time frame, but before the Grants Office can be created for a different time frame, the existing Grants Office information must be disabled.

The FPDS system does not allow the same Grants Office that belongs to a given Organization Hierarchy to exist in two different time frames.

The Parent Organization code defaults to the agency code of the command code (either Major Command or Sub Command) of the Funding Office.

The following table shows which search criteria fields are searchable by DoD users and which ones are searchable by Civilian users.

Function	DoD	Civilian
Office ID	Yes	Yes
Agency ID	Yes	Yes
Parent Organization Code	Yes	No

Region Code	Yes	Yes
Zip Code	Yes	Yes
Contracting Offices Only	Yes	Yes
Active Offices Only	Yes	Yes
Office Name	Yes	Yes
Agency Name	Yes	Yes
City	Yes	Yes
State	Yes	Yes
Grants Offices Only	Yes	Yes

Once the Agency Administrator executes the search, the results will be displayed on the “Government Office Selection” screen, as shown.

The screenshot shows the "Government Office Selection" interface. It features a table with columns for selection, office ID, name, agency, and other details. The table lists various offices, with the entry "W11M9U 0250 EN CO MULTIROLE BRIDG" selected. To the right of the table are buttons for "New", "Edit", and "Cancel". Below the table, a status bar indicates "400 out of 107307 items found. Please narrow your search to get complete results." At the bottom, there is a search criteria section with fields for Office ID, Agency ID (set to 2100), Parent Organization Code, Region Code, Zip Code, Office Name, Agency Name, City, and State. There are also checkboxes for "Contracting Offices Only" (unchecked), "Active Offices Only" (checked), "Grants Offices Only" (unchecked), and "Grants Offices Only" (unchecked). Search, Clear, and Help buttons are located on the right side of the search criteria section.

	Office ID	Office Name	Agency	City	State	Selection
<input type="radio"/>	W912PQ	W7NR USPFO ACTIVITY NY ARNG	2100	DEPT OF THE ARMY	2100	KO 1
<input type="radio"/>	W912PQ	W7NR USPFO ACTIVITY NY ARNG	2100	DEPT OF THE ARMY	NGB	KO 1
<input type="radio"/>	W912L3	W7N9 USPFO ACTIVITY WY ARNG	2100	DEPT OF THE ARMY	2100	KO 1
<input type="radio"/>	W912L3	W7N9 USPFO ACTIVITY WY ARNG	2100	DEPT OF THE ARMY	NGB	KO 1
<input type="radio"/>	W912L3	W7N9 USPFO ACTIVITY WY ARNG	2100	DEPT OF THE ARMY	2100	KO 1
<input type="radio"/>	W912L3	W7N9 USPFO ACTIVITY WY ARNG	2100	DEPT OF THE ARMY	NGB	KO 1
<input type="radio"/>	W11G7V	0773 TC CO CO AA REAR DET	2100	DEPT OF THE ARMY	2100	ERN
<input type="radio"/>	W11GU1	W769 2D BN BCT 417TH RGT	2100	DEPT OF THE ARMY	2100	DAN
<input type="radio"/>	W11K0Y	0143 MP CO MP COMPANY (GS)	2100	DEPT OF THE ARMY	2100	700
<input checked="" type="radio"/>	W11M9U	0250 EN CO MULTIROLE BRIDG	2100	DEPT OF THE ARMY	2100	249
<input type="radio"/>	W11M9V	0118 MD BN MEDICAL BATTALI	2100	DEPT OF THE ARMY	2100	375
<input type="radio"/>	W11M9W	0141 MD CO MEDICAL COMPANY	2100	DEPT OF THE ARMY	2100	375
<input type="radio"/>	W11QLF	W8FG HQ 169TH REGT (LDR)	2100	DEPT OF THE ARMY	2100	38 S
<input type="radio"/>	W12G7W	W8GD HQ 240TH REGT (RTI)	2100	DEPT OF THE ARMY	2100	289

400 out of 107307 items found. Please narrow your search to get complete results.

Find items that match the following criteria:

Office ID: Office Name:

Agency ID: 2100 Agency Name:

Parent Organization Code: City:

Region Code: State:



Zip Code:

Contracting Offices Only: Grants Offices Only:

Active Offices Only:

Search, Clear, Help buttons are present on the right side of the search criteria section.

With the “Active Offices Only” checkbox checked, only **active** Funding Offices will be displayed. Only an **active** Funding Office can be designated as a Grants Office.

The Agency Administrator selects a specific office by clicking the radio button  located in the “Select” column for that office. The Administrator then clicks the “Edit” button  to update the information associated with the office.

The “Government Office” Screen is then displayed. The “Edit” feature allows the Agency Administrator to designate a Funding Office to be a Grants Office.

Click the “Is Grants Office” checkbox and then enter a date for the “Grants Office Start Date”; this date indicates the date that the Office will become an active Grants Office (ie. the date must be within the range of the Funding Office dates).

Government Office			
Agency ID: *	2100	Agency Name:	DEPT OF THE ARMY
Office ID: *	W11M9U	Office Name: *	0250 EN CO MULTIROLE BRIDG
Region Code:		Street Address: *	
Parent Organization Code:	2100	Street Address2:	
Funding Office Start Date (mm/dd/yyyy): *	10/01/2003	Street Address3:	
Funding Office End Date (mm/dd/yyyy):		City: *	NEW LONDON
Is Contracting Office:	<input type="checkbox"/>	State Code: *	CT
Contracting Office Start Date (mm/dd/yyyy):		Zip Code: *	06320-3999
Contracting Office End Date (mm/dd/yyyy):		Country Code: *	USA
Is Grants Office:	<input checked="" type="checkbox"/>	Country Name:	UNITED STATES
Grants Office Start Date (mm/dd/yyyy):	10/01/2024		
Grants Office End Date (mm/dd/yyyy):			
Created By:	FPDSADMIN		
Created Date:	04/14/2006 20:20:15		
Last Modified By:	FPDSADMIN		
Last Modified Date:	10/27/2023 20:54:56		

Buttons: Save, Save As New, Show Hierarchy, Clear, Close, Help

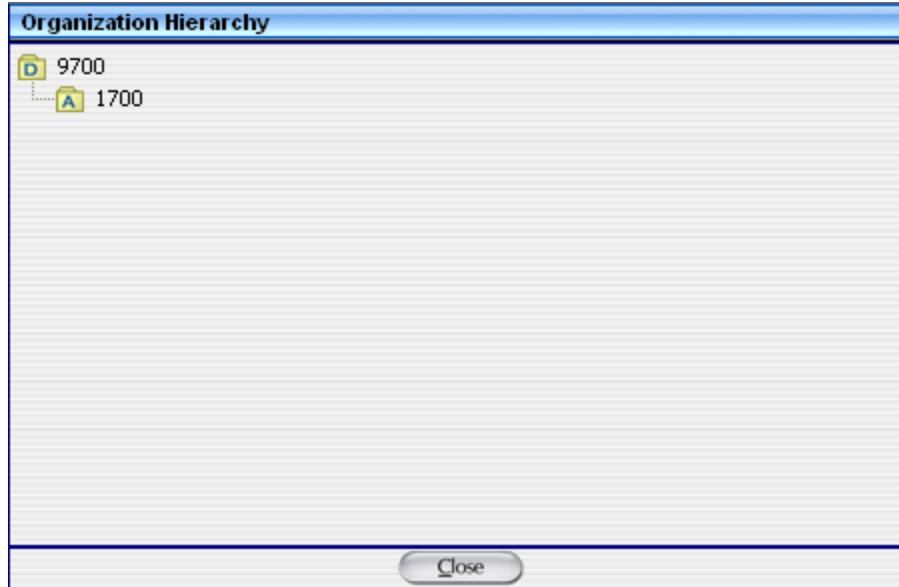
Click the “Save” button  to save the changes.

(As per FPDS design, a DoD office can be a Funding Office only, or it can be both a Funding and a Grants Office; the DoD office cannot be a Grants Office only.)

4.9 Viewing the Organizational Hierarchy





To view the current Organization Hierarchy that is associated with the office, including where the Contracting Office is attached, the Agency Administrators can click on the “Show Hierarchy” button






4.10 Exercises to Create and Move an Organization Code


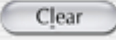



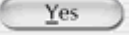

Create an Organization Code

1. From the Navigation Screen under System Administration, click the “Organization” icon .
 - From the Organization Hierarchy, select the Organization Code under which you want the new code to be created.
 - *Example: ONR*
 - Click the “New” button .
2. Enter the information for the new code
 - Enter the new Organization Code
 - *Example: ABCD*
 - Enter the new Organization Name
 - *Example: ABCDnew*
3. Enter the Start Date
 - *Example: enter today’s date*
4. Click the “Save” button .
5. Click the “Close” button .

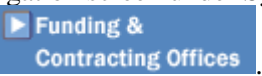
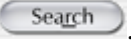



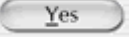

Move an Organization Code

1. From the Navigation screen under System Administration, click the “Organization” icon .
2. From the Organization Hierarchy, select the Organization Code to which you want to move the existing code.

➤ **Example: NEWORG**

3. Click the “Ellipsis” button  to search for the “Parent Organization Code”.
4. Click the “Clear” button  to remove the existing information displayed on the screen.
5. In the Organization Code field, which is located at the bottom of the screen, enter the Organization Code where you want to move the existing code to.
 - Enter the Organization Code
 - **Example: MSC**
6. Click the “Search” button .
7. Select the Organization Code that you want to move the existing code to and then click on the “Select” button .
8. Click the “Move” button .
9. Click the “Yes” button  to confirm the move.
10. Click on the Organization Hierarchy **MSC** and you will see the code **NEWORG** has been moved from the original Organization Hierarchy to the new Organization Hierarchy.
11. After completing the “Move” process, you can click on the “Close” button  to close the page.

4.11 Exercise to Create a Contracting Office from a Funding Office

1. From the Navigation screen under System Administration, click the “Funding and Contracting Offices” icon .
2. Enter an Office ID
 - **Example: H%** - The FPDS system will provide you the list of the Offices that start with the letter “H”.
3. Click the “Search” button .
4. The Agency Administrators can use the scroll bar to scroll over to the “Is Contracting Office” column and then choose an office that has “false” for the “Is Contracting Office” field.
5. Click the “Edit” button .
6. Enter the new information on the “Government Office” screen
 - Enter Contracting Start and/or End Dates
 - Check the “Is Contracting Office” checkbox
7. If the Parent Organization Code should be changed, click the “Ellipsis” button  to choose a different Parent Organization Code.
8. Select the new Organization Code and then click on the “Select” button .
9. Click the “Yes” button  to confirm the change.
10. Click the “Close” button .

5 User Management



The User Management Screen, shown in Figure 5-1, allows the Agency System Administrator to create, update, and enable/unlock/disable the users who belong to their agencies. The Agency System Administrators can also view and update their users' account profiles and assign privileges to their users' FPDS accounts.

Figure 5-1. User Management Screen

The screenshot shows a web-based user management interface. At the top, there are navigation buttons for 'HOME', 'ezSearch', 'Advanced Search', 'GO', and 'Log Off'. Below this is a toolbar with buttons for 'New', 'Search', 'Save', 'Enable', 'Disable', 'User Priv', 'Clear', 'Close', and 'Help'. The main content area is divided into sections: 'User Information' and 'Personal Information'. The 'User Information' section includes fields for 'User ID' (DOD_FPDSNG), 'Start Date' (10/09/2006), 'End Date', and 'Web Portal Access' (checked). To the right, there are buttons for 'Select a User Type' with options for 'Gov User', 'Public User', and 'Sys User'. The 'Personal Information' section is split into 'Personal Information' and 'Government User Information'. The 'Personal Information' part includes fields for 'First Name/Initial' (DOD), 'Middle Name/Initial', 'Family/Last Name' (FPDSNG), 'Phone No.', 'Phone Ext.', 'Fax', 'Email Address' (FPDS.testing.DOD@gmail.com), 'Receive Email Notification' (checked), and 'Title'. The 'Government User Information' part includes fields for 'Agency ID' (9700), 'Organization ID', 'Office ID', 'Rank ID', 'Routing Symbol', 'Room No.', and 'Supervisor ID'.

5.1 General Functions: User Types

The user types are defined in three categories as shown in Table 5-1. The Agency System Administrators can create, control, and monitor the FPDS accounts of users who belong to their agencies. Government Agency users are created as the “Gov User” type, and the Agency System Administrators can only create, control, and monitor the “Gov User” type. The “Sys User” type is created, controlled, and monitored by the FPDS System Administrator. When public users register with the FPDS system, their accounts are created as the “Public User” type.


Table 5-1. User Types Descriptions

User Types	Definition	Security Access
Sys User	System User Interface	Establishes a link between the Contract Writing Systems (CWS) and FPDS. “Sys User” accounts are created, controlled, and monitored by the FPDS System Administrator.
Gov User	Agency personnel	Government users’ FPDS accounts should be created by their administrators. The Agency System Administrators should create the accounts for their users and assign proper privileges to those accounts. The users can only access the FPDS system to perform certain tasks based on their user privileges, which are controlled by the Agency System Administrator.
Public User	All non-agency users	Public users can register with the FPDS system directly. They can only view the data and generate queries in the FPDS

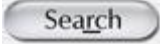
system; they cannot alter any data in the FPDS system.

5.1.1 How to Find, Add, and Modify User Accounts

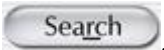
5.1.1.1 Find a User

1. Login to the FPDS system as yourself (the Agency System Administrator). You will see the main Navigation screen. From there, click on the “Users” icon  located in the “System Administration” section.



2. After clicking on the “Users” icon, you will see your own profile information. Click on the “Search” button  located on the top of the User Management screen.
3. The FPDS system will open the “User Selection” screen with your own information will be displayed.

4. Click on the “Clear” button  to remove your information as shown.

5. In the “User ID” field, enter the ID or the First Name and/or Last Name of the user you want to search for in the FPDS system and then click the “Search” button .

The screenshot shows the 'User Selection' window with a table of search results. The table has columns for 'Select', 'User ID', 'User Type', 'User Name', and 'User Title'. Two results are shown, both for 'MICHAEL SMITH' with 'GOVERNMENT' user type. The first result is selected with a radio button. Below the table is a search criteria section with fields for User ID, User Type (set to GOVERNMENT), Agency ID (1700), and others. Search, Clear, and Help buttons are on the right.

Select	User ID	User Type	User Name	User Title
<input checked="" type="radio"/>	MICHAEL.SMITH.N00019@NAVY.MIL	GOVERNMENT	MICHAEL SMITH	
<input type="radio"/>	MICHAEL.SMITH.N00421@NAVY.MIL	GOVERNMENT	MICHAEL SMITH	

2 out of 2 items found

Find items that match the following criteria:

User ID: First Name: MICHAEL
 User Type: GOVERNMENT Last Name: SMITH
 Agency ID: 1700 Routing Symbol:
 MACOM/SUBCOM ID: Rank ID:
 Contracting OfficeID: Start Date:
 Organization Name: End Date:
 Supervisor User ID:

Buttons: Select, Cancel, Search, Clear, Help

6. If you are searching for a specific user, that user’s account will be displayed on the screen. If you are not sure about the ID or the First Name/Last Name of the user, you can use the wildcard “%” to perform the search. When using the wildcard “%” to perform the search, a list of the users will be displayed on the screen based on the search criteria you have entered.

The screenshot shows the 'User Selection' window with a table of search results. The table has columns for 'Select', 'User ID', 'User Type', 'User Name', and 'User Title'. 13 results are shown, all for 'GOVERNMENT' user type and 'TRAIN[0-13] USER' names. The first result is selected with a radio button. Below the table is a search criteria section with fields for User ID, User Type (set to GOVERNMENT), Agency ID (9700), and others. Search, Clear, and Help buttons are on the right.



Select	User ID	User Type	User Name	User Title
<input checked="" type="radio"/>	TRAIN01.N61751@MAIL.MIL	GOVERNMENT	TRAIN01 USER	
<input type="radio"/>	TRAIN02.N61751@MAIL.MIL	GOVERNMENT	TRAIN02 USER	
<input type="radio"/>	TRAIN03.N61751@MAIL.MIL	GOVERNMENT	TRAIN03 USER	
<input type="radio"/>	TRAIN04.N61751@MAIL.MIL	GOVERNMENT	TRAIN04 USER	
<input type="radio"/>	TRAIN05.N61751@MAIL.MIL	GOVERNMENT	TRAIN05 USER	
<input type="radio"/>	TRAIN06.N61751@MAIL.MIL	GOVERNMENT	TRAIN06 USER	
<input type="radio"/>	TRAIN07.N61751@MAIL.MIL	GOVERNMENT	TRAIN07 USER	
<input type="radio"/>	TRAIN08.N61751@MAIL.MIL	GOVERNMENT	TRAIN08 USER	
<input type="radio"/>	TRAIN09.N61751@MAIL.MIL	GOVERNMENT	TRAIN09 USER	
<input type="radio"/>	TRAIN10.N61751@MAIL.MIL	GOVERNMENT	TRAIN10 USER	
<input type="radio"/>	TRAIN11.N61751@MAIL.MIL	GOVERNMENT	TRAIN11 USER	
<input type="radio"/>	TRAIN12.N61751@MAIL.MIL	GOVERNMENT	TRAIN12 USER	
<input type="radio"/>	TRAIN13.N61751@MAIL.MIL	GOVERNMENT	TRAIN13 USER	

64 out of 64 items found

Find items that match the following criteria:

User ID: First Name: T%
 User Type: GOVERNMENT Last Name: U%
 Agency ID: 9700 Routing Symbol:
 MACOM/SUBCOM ID: Rank ID:
 Contracting OfficeID: Start Date:
 Organization Name: End Date:
 Supervisor User ID:

Buttons: Select, Cancel, Search, Clear, Help

7. To select a user from the list, click the radio button  located in the “Select” column.
8. Click on the “Select” button  to access that user’s FPDS account information.

5.1.1.2 Add a Government User




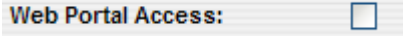

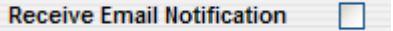

1. From the Navigation Screen, click on the “Users” icon  that is listed under the “System Administration” section.
2. Click on the “New” button  from the toolbar.
3. Click on the “Gov User” button  that is listed under the “Select a User Type” section so that the account can be created as a Government User Account.
4. The FPDS system will display a blank User Information Screen that corresponds to the User Type that has been selected. In
- 5.
6. Figure 5-2, the Government User Information Screen is displayed for a Government User.


Figure 5-2. Government User Type

7. The Government Users' profiles and privileges are used to access, maintain, track, and report contract awards in the FPDS system. The privileges that are assigned to the users' FPDS accounts will determine the level of access the users have in the FPDS system.
8. Enter the User Information in the fields that are displayed on the screen. The fields that are marked in orange color are mandatory fields and the Agency System Administrators will need to provide valid information for those fields.
9. In order to indicate whether the users have the right to log into the FPDS system directly from the website, the Agency System Administrators will need to check the "Web Portal Access" checkbox  .


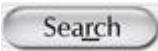


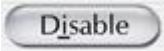
Note: If the Web Portal Access checkbox is not checked  , the users will not be able to log into the FPDS system directly from the website. This is the default.

10. In order to indicate whether the users will receive email notifications or not, the Agency System Administrators will need to check the "Receive Email Notification" checkbox  .

Note: If the Receive Email Notification checkbox is not checked  , the users will not receive notification about the account changes/updates that are sent out from out automatic system. This is the default.

11. After all the mandatory information is completed, click on the "Save" button  to save the information.


5.1.1.3 Disable a User

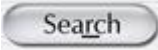
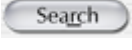

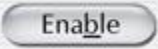
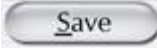
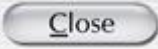
1. From the Navigation Screen, click on the "Users" icon  that is listed under the "System Administration" section.
2. Click on the "Search" button  that is located at the top of the User Management Screen.
3. The FPDS system will display the "User Selection" Screen.
4. You can use the user's User ID or the First Name/Last Name to perform the search. After entering the search information, click on the "Search" button  to perform the search.
5. After locating the user's information, click on the "Select" button  to open the "User Information" screen for that specific user.
6. Click on the "Disable" button  that is located at the top of the User Management Screen to disable the user's account.

Note: The system enters an End Date of today's date, which means the user's account becomes inactive from today.

7. Click on the "Save" button  to save the changes.
8. Click on the "Close" button  to close the User Information page.

5.1.1.4 Enable a User

1. From the Navigation Screen, click on the "Users" icon  that is listed under the "System Administration" section.

2. Click on the “Search” button  that is located at the top of the User Management Screen.
3. The FPDS system will display the “User Selection” Screen.
4. You can enter the user’s User ID or the First Name/Last Name to perform the search. To find disabled User IDs, a general date (ex: 01/01/2000) must be entered in the 'End Date' field. After entering the search criteria, click on the “Search” button  to perform the search.
5. After locating the user’s information, click on the “Select” button  to open the “User Information” screen for that specific user.
6. Click the “Enable” button  that is located at the top of the User Management Screen to enable the user’s account.
Note: The system removes the date value from the “End Date” field, and the user’s account becomes active from today.
7. Click the “Save” button  to save the changes.
8. Click the “Close” button  to close the User Information page.

5.2 User Privilege Groups

The user privilege groups are identified as a hierarchy. For example, in the following list of user groups, the users who are belonging to the Department System Administrator privilege group must also have all privileges of the Agency System Administrator privilege group. The higher-level user privilege groups will have all the privileges that are included in the lower-level user privilege groups.

The following is the information about the user privilege groups that the FPDS system has incorporated. The user privilege groups: MACOM System Administrator and SUBCOM System Administrator do not fall into the civilian organizational hierarchy. However, the civilian agencies may choose to include organizational hierarchy in future. The system must be implemented in a generic manner to include this requirement in future.

DEPARTMENT SYSTEM ADMINISTRATOR

Department System Administrators are the highest-level user groups in the chain of hierarchy; they can perform all actions for all Agencies and the hierarchy under each Agency under their Department.

AGENCY SYSTEM ADMINISTRATOR

Agency System Administrators are the second highest user groups in the chain of hierarchy; they can perform all actions for all MACOMs and the hierarchy under each MACOM under their Agency.

MAJOR COMMAND SYSTEM ADMINISTRATOR

MAJOR COMMAND System Administrators can perform all actions for all SUB COMMANDs and the hierarchy under each SUB COMMAND under their MAJOR COMMAND.

SUB COMMAND SYSTEM ADMINISTRATOR

SUB COMMAND System Administrators can perform all actions for all SUB COMMANDs and the hierarchy under each SUB COMMAND under their SUB COMMAND.

CONTRACTING OFFICE ADMINISTRATOR

Contracting Office System Administrators can perform all actions for that Contracting Office.

CONTRACTING OFFICER

Contracting Officer oversees the work of a Contracting Specialist.

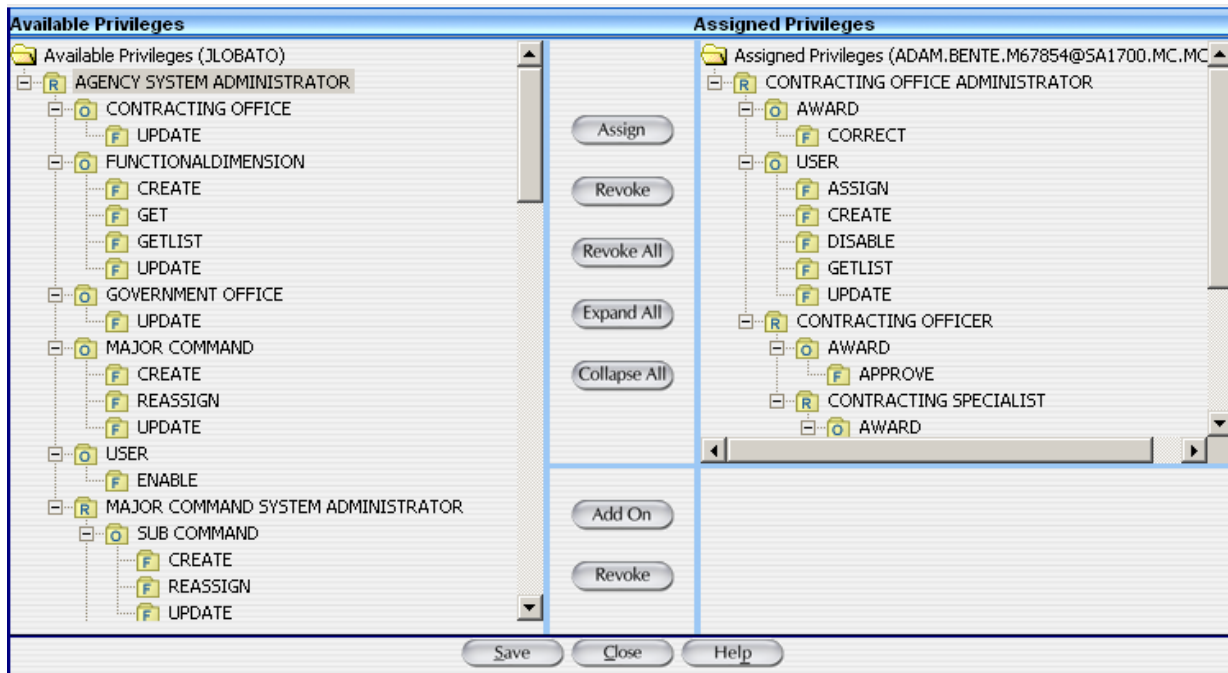
CONTRACTING SPECIALIST

Contracting Specialist performs contract reporting.

5.3 User Privileges

The User Privileges are located in the User Management Screen. The Available and Assigned User Privileges are shown in Figure 5-3. The user privileges determine the actions that the users can perform in the system. The privileges are assigned to the users based on the users’ user privilege groups that the users belong to. A user that is created under a Department System Administrator user privilege group will have privileges that are associated with the Department System Administrator user privilege group and all other user privilege groups under the Department System Administrator.

Figure 5-3. Available and Assigned User Privileges Screen



5.4 Available and Assigned Privileges

The selections in Available and Assigned Privileges are designated for the personnel that function in this capacity. These privileges allow modifications of the IDV (Indefinite Delivery Vehicle) and Award documents. The “Available Privileges” section includes the privileges that the System Administrators can assign to their users and the “Assigned Privileges” section included the privileges that the users have, which give them authorities to perform certain actions in the FPDS system.





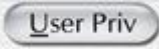
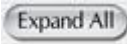



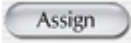


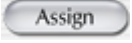

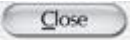
5.5 Roles and User Privileges

The user privileges that are shown in the users’ profiles provide the levels of privileges that the users can do in the FPDS system based on the roles that are assigned to the users’ FPDS accounts.


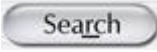













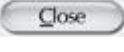
5.5.1 How to Assign and Modify User Privileges

5.5.1.1 Assign User Privilege

To Assign Privileges to Government Users

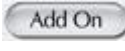
1. From the Navigation Screen, click on the “Users” icon  that is listed under the “System Administration” section.
2. Click on the “Search” button  that is located at the top of the User Management Screen.
3. The FPDS system will display the “User Selection” Screen.
4. You can use the user’s user ID or the First Name/Last Name to perform the search. After entering the search information, click on the “Search” button  to perform the search.
5. A list of users will be displayed on the screen based on the search criteria that you have specified.
6. To select a user from the list, click on the radio button  located in the “Select” column.
7. After locating the user’s information, click on the “Select” button  to open the User Information that you want to modify.
8. To assign or modify the user privileges for the selected user, click on the “User Priv” (User Privileges) icon .
9. Click on the “Expand All” button  to view all the “Available” privileges.
10. The System Administrators can add Available Privileges to the selected user’s Assigned Privileges area. The System Administrator can select the privileges from the “Available Privileges” list.
11. If you click on the “Role” icon  and then click on the “Assign” button , all the sub-privileges will be assigned to the users automatically. All the user privileges are assigned at the role level.
12. If you click on the “Object” icon  and then click on the “Assign” button , the specific privileges will be assigned to the user.
13. If you click on the “Function” icon  and then click on the “Assign” button , only that specific privilege/ function is assigned.
14. Overall, after the privileges that you want to assign to the user are selected, you can click on the “Assign” button  to add the privileges to the user’s “Assigned Privileges” area.
15. Click on the “Save” button  to save the users’ user privilege information.
16. Click on the “Close” button  to close the User Privilege Screen.

5.5.1.2 Revoke User Privilege

1. From the Navigation Screen, click on the “Users” icon  that is listed under the “System Administration” section.
2. Click on the “Search” button  that is located at the top of the User Management Screen.
3. The FPDS system will display the “User Selection” Screen.
4. You can use the user’s User ID or the First Name/Last Name to perform the search. After entering the search information, click on the “Search” button  to perform the search.
5. A list of users will be displayed on the screen based on the search criteria that you have specified.
6. To select a user from the list, click on the radio button  located in the “Select” column.
7. After locating the user’s information, click on the “Select” button  to open the User Information that you want to modify.
8. To assign or modify the user privileges for the selected user, click on the “User Priv” (User Privileges) icon .
9. Click on the “Expand All” button  to view all the “Assigned” privileges.
10. The System Administrators can remove Assigned Privileges from the selected user’s Assigned Privileges area.
11. If you click on the “Role” icon  and then click on the “Revoke” button , all the sub-privileges will be removed from the users automatically. All the user privileges are removed at the role level.
12. If you click on the “Object” icon  and then click on the “Revoke” button , the specific privileges will be removed from the user.
13. If you click on the “Function” icon  and then click on the “Revoke” button , only that specific privilege/ function is removed.
14. Overall, after the privileges that you want to remove from the user are selected, you can click on the “Revoke” button  to remove the privileges from the user’s “Assigned Privileges” area.
15. Click on the “Save” button  to save the users’ user privilege information.
16. Click on the “Close” button  to leave the User Privilege screen.


5.5.2 How to Add and Revoke Privileges Temporarily

To use the “Add On” Feature to add Privileges to the users’ accounts temporarily

1. Click on the privileges that you want to assign to the user at the “Available Privileges” area and then click on the “Add On” button .
2. The “Add On” privileges will be displayed under the “Assigned Privileges” section in the “Add On” area.

3. The “Add On” privileges are the privileges that are assigned to the users temporarily. The users will be able to use those privileges to perform certain tasks, but they will not be able to assign those privileges to other users.
4. The System Administrators can only assign the privileges that are higher than the user’s existing privileges to be among the “Add On” privileges.

To Revoke the Add On Privilege

1. To remove the Add On Privilege, select the privilege from the “Add On” area.
2. Click on the “Revoke” button  to remove the privilege.
3. The selected privilege will be removed from the user’s “Assigned Privileges” section in the “Add On” area.

5.6 Managing Authenticated DoD ATOM Feed System Accounts

5.6.1 ATOM Feed System Account Name Format

The following naming format will be used to create future Authenticated DoD ATOM Feed System users:





"DATAFEED"_"AGENCYCODE"_"OFFICE"_"SYSTEM"_"DATATYPE",


where:

- “AGENCYCODE” will determine if the agency is DoD or Civilian
- “OFFICE” will include from MAJCOM levels to DoDAAC/Office levels

Note: ATOM Feed System Account creation shall be managed by the FPDS team. Thus, users requesting access to DoD or FAADC ATOM Feeds will not need to specify a system account name for their account.

5.6.2 How to Assign and Modify System User Privileges

1. From the Navigation Screen, click on the “Users” icon  that is listed under the “System Administration” section.
2. Click on the “Search” button  that is located at the top of the User Management Screen.
3. The FPDS system will display the “User Selection” Screen.
4. You can enter the System User’s user ID to perform the search. Select “SYSTEM” for the ‘User Type’ search criteria.
5. After entering the search information, click on the “Search” button  to perform the search.
6. A list of users will be displayed on the screen based on the search criteria that you have specified.
7. To select the user from the list, click the radio button  located in the “Select” column.

8. After locating the user’s information, click on the “Select” button  to open the User Information that you want to modify.
9. You may choose from the following checkbox options to assign privileges to DoD System Users:
 - a. Web Portal Access: In order to indicate that the users have the right to use their System Account in the contract creation process, the Agency System Administrators will need to check the “Web Portal Access” checkbox.

Web Portal Access:

Note: If the Web Portal Access checkbox is not checked , the users will not be able to use their account for contract creation.

- b. FPDS Authenticated ATOM Feed: If this checkbox is checked, then the System Account shall have the capability to view Authenticated (DoD) ATOM Feed in FPDS, but the System Account will *NOT* have the capability to be used during the Contract creation process.

FPDS Authenticated ATOM Feed:

- c. FAADC Authenticated ATOM Feed: If this checkbox is checked, the System Account shall have the capability to view Authenticated (FAADC) ATOM Feeds in FPDS, but the System Account will *NOT* have the capability to be used during the Contract creation process.

FAADC Authenticated ATOM Feed:

Note: System Administrators may assign any checkboxes to the System Account holder. However, in case either of the ‘FPDS Authenticated ATOM Feed’ or ‘FAADC Authenticated ATOM Feed’ checkboxes are checked, the System Account cannot be used during the contract creation process, and will only be able to access ATOM feeds based on their assigned privilege.

Figure 5-4. System User Information Page

5.6.3 Accessible Feeds Based on ATOM Feed System User Privileges

Note: These checkboxes are applicable only to DoD/FAADC System Users. These systems users may have one or both below boxes selected.

- “FPDS Authenticated ATOM Feed”

FPDS Authenticated ATOM Feed:

- “FAADC Authenticated ATOM Feed”




FAADC Authenticated ATOM Feed:

- If “FPDS Authenticated ATOM Feed” is checked, the System Account shall have the capability to view Authenticated (DoD) ATOM Feed in FPDS.
 - FEEDNAME = DOD
- If “FAADC Authenticated ATOM Feed” is checked, the System Account shall have the capability to view Authenticated (FAADC) ATOM Feeds in FPDS.
 - FEEDNAME = ASSISTANCE
 - FEEDNAME = ASSISTANCEDELETED
 - FEEDNAME = ASSISTANCECLOSED
- If both “FPDS Authenticated ATOM Feed” and “FAADC Authenticated ATOM Feed” are checked, the System Account shall the capability to view BOTH Authenticated (DoD & FAADC) ATOM Feeds in FPDS.
 - FEEDNAME = DOD
 - FEEDNAME = ASSISTANCE
 - FEEDNAME = ASSISTANCEDELETED
 - FEEDNAME = ASSISTANCECLOSED

5.7 Exercise: Users – General Functions

5.7.1 Add a Government User

This exercise provides instructions for creating a Government User Account.

1. From the Navigation screen, click the “Users” icon  that is listed under the “System Administration” section.
 - To create a new User Account, click the “New” button  that is listed on the top of the User Management Screen.
 - Click the “Gov User” button  that is listed under the “User Type” section. The FPDS system defaults the selection to “Gov User”.
2. Enter the User Information for the new account.
 - User ID: You can enter a User ID by using the “first initial and last name” without any spaces.

Example: EJones

- Start Date: The “Start Date” field is populated with today’s date. Leave this date field with the default date.
- End Date: Leave this field blank. Entering an “End Date” will disable the user when the date is current.
- Web Portal Access: This field defaults with a check mark. Do not change the default setting unless the user will not access the FPDS system directly from the website.

Note: If the Web Portal Access box is not checked , the user will not be able to log into the FPDS system directly from the website.

3. Enter Personal Information for the user.

- First Name/Initial: Enter a “first name or initial” in this field.
- Middle Name/Initial: Enter a “middle name or initial” in this field. This field is optional.
- Last Name: Enter a “last name or initial” in this field.
- Phone No: Enter “703-555-5000”.
- Phone Ext: Enter “2532”.
- Fax: Enter “703-555-8700”.
- Email Address: Enter an email address. This address is the same email address used to sign into Login.gov and used by the FPDS system to send FPDS information to the user via email (i.e. user profile information, etc.).

Example: classuser@serendipitynow.com



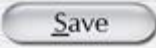

- Receive Email Notification: This field defaults with a check mark. Do not change the default setting.

Note: If the Receive Email Notification box is not checked , the user will not receive email notifications.

- Title: Enter the title of the user in this field. This field is optional.



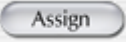
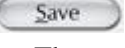
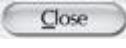


Example: Contracting Officer

4. Enter the Government User Information.

- Agency ID: The Agency ID is 1700.
- Organization ID: click the “Ellipsis” button  to select an Organization ID. The Organization ID is associated with the Major Command and Sub Command.
- Office ID: Enter a DoDAAC that belongs to the Organization ID in the Office ID field or click on the “Ellipsis” button  to select an existing ID.
- Rank ID: Enter “Rank ID” if applicable to the user’s account. This field is for Military personnel only.
- Routing Symbol: Enter “UVF”. This field represents an internal routing system for sending information to offices within an Agency.
- Room No: “102”.
- After entering the Government User Information and data in all the required fields, click on the “Save” button  to save the new account information.
- The User Management Screen will display the message that the user’s account is created successfully at the top of the screen.
- Click on the “Close” button  to get out of the User Management Screen.


5.7.2 Assign User Privileges







This exercise demonstrates how to add and modify User Privileges. The New User Accounts are created without privileges in the FPDS system initially. The user you just created in Exercise 5.7.1 will need privileges to be added to the Privilege list. You can follow the steps below to assign User Privileges to the new User's FPDS account.

1. To add Privileges for a new or existing user, click on the "User Priv" button  that is located on the top of the User Management Screen.
 - After clicking on the "User Priv" button , the FPDS system will take you to the Available Privilege Screen.
 - Available Privileges: Select the "Contracting Office Administrator" from the Available Privileges, which is listed on the left-hand side of the screen.
 - After selecting "Contracting Office Administrator" from the list, click on the "Assign" button  to add these privileges to the Assigned Privileges area, which is listed on the right-hand side of the screen.
 - Click on the "Save" button  that is located at the bottom of the screen to save the user privilege information. The message that the user privileges are successfully updated will be displayed at the top of the screen.
2. Follow the steps below to log into the FPDS system with the new user that you have just created and verify the privileges that have been assigned to the new account.
 - Click the "Close" button  that is located at the bottom of the screen to return to the User Management page.
 - Click the "Log Off" button  that is located at the top right corner of the User Management Screen to log off from the FPDS system.
 - After clicking the "Log Off" button, the FPDS system will take you back to the Main Login Screen.
 - Sign into the FPDS system by clicking on 'Login'.
 - The system will re-direct you to the interfacing authentication platform, Login.gov. Login with email address associated to the user profile you have created. If this email address does not have an associated Login.gov account, create an account and sign in.
 - The FPDS system will then take you to the main Navigation Screen.
 - The available features on the Navigation Screen are shown based on the user's user privileges. The users can only access certain features in the FPDS system based on their hierarchy and the user privileges.
 - You can try to access Contracting Office or Government Office under the Organization task and you will notice that you do not have privileges for this section of the FPDS system.
 - Click the "Log Off" button  to log off from the FPDS system.
 - Log back into the FPDS system with the Test User account that you were assigned at the beginning of class. You can log back into the FPDS system to update the user profile and the privileges of the new account that you have created.

5.7.3 Find a User


This exercise demonstrates how to find the existing User Accounts.

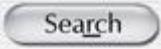




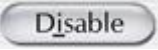
From the Navigation screen, click the “Users” icon  found in the “System Administration” section.


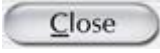
- Click the “Search” button  that is at the top of the User Management screen.
- The FPDS system will display the “User Selection” screen.
- Click the “Clear” button  to remove the existing information in the User Criteria Fields.
- Enter the User ID you have just created in the first exercise (section 5.7.1 Add a Government User) in the User ID field.
- Click the “Search” button  located in the lower right corner of the screen.
- If more than one account is displayed in the User Selection field, click the radio button  next to the User ID you want to select.
- Click the “Select” button  to open the User Selection information.
- The FPDS system will display the User Management screen with the User information selected.
- Click the “Close” button  to leave the User Management screen.

5.7.4 Disable Users

This exercise demonstrates disabling a user account. A user cannot be deleted in the FPDS system as soon as the account is saved/established. If you do not want the users to access the FPDS system directly or from your Contract Writing Systems (CWS), you will need to disabled the users’ FPDS accounts.


From the Navigation screen, click the “Users” icon  found in the “System Administration” section.

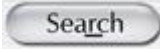

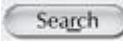


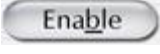

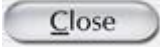
- Click the “Search” button  at the top of the User Management screen.
- The FPDS system will display the “User Selection” screen.
- Click the “Clear” button  to remove the existing information in the User Criteria fields.
- Enter the User ID you have just created in the first exercise (section 5.7.1 Add a Government User) in the User ID field.
- Click the “Search” button  located in the lower right corner of the screen.
- If more than one account is displayed in the User Selection field, click the radio button  next to the User ID you want to select.
- Click the “Select” button  to open the User Selection information.
- Click the “Disable” button  located at the top of the screen to disable the user’s FPDS account.
- The FPDS system will enter today’s date in the “End Date” field, which means the user’s account is disabled as of today.

- The User Management screen will display a message confirming the user’s account has been disabled.
- Click the “Save” button  to save the changes.
- The User Management Screen will display a message confirming the user is successfully updated.
- Click the “Close” button  to leave the User Management screen.

5.7.5 Enable Users

The User ID you previously added now has a disabled user profile status. This exercise demonstrates how to enable the user’s FPDS account for the user to regain access to the FPDS system.

From the Navigation screen, click the “Users” icon  found in the “System Administration” section.

- Click the “Search” button  at the top of the User Management Screen.
- The FPDS system will display the “User Selection” screen.
- Click the “Clear” button  to remove the existing information in the User Criteria fields.
- Enter the User ID you disabled in the previous exercise and then enter the date “01/01/2001” in the “End Date” field. Then, click the “Search” button  to search the disabled account in the FPDS system.
- Click the radio button  located in the “Select” column, if it is not already selected.
- Click the “Select” button  to open the User Selection information.
- Click the “Enable” button  located at the top of the User Management screen to re-enable the user’s FPDS account. The FPDS system will remove the “End Date” from the user’s profile and the account becomes active again.
- The User Management screen will display a message confirming the user’s account has been enabled
- Click the “Save” button  to save the changes.
- The User Management screen will display a message confirming the user’s account has been successfully updated.
- Click the “Close” button  to leave the User Management screen.