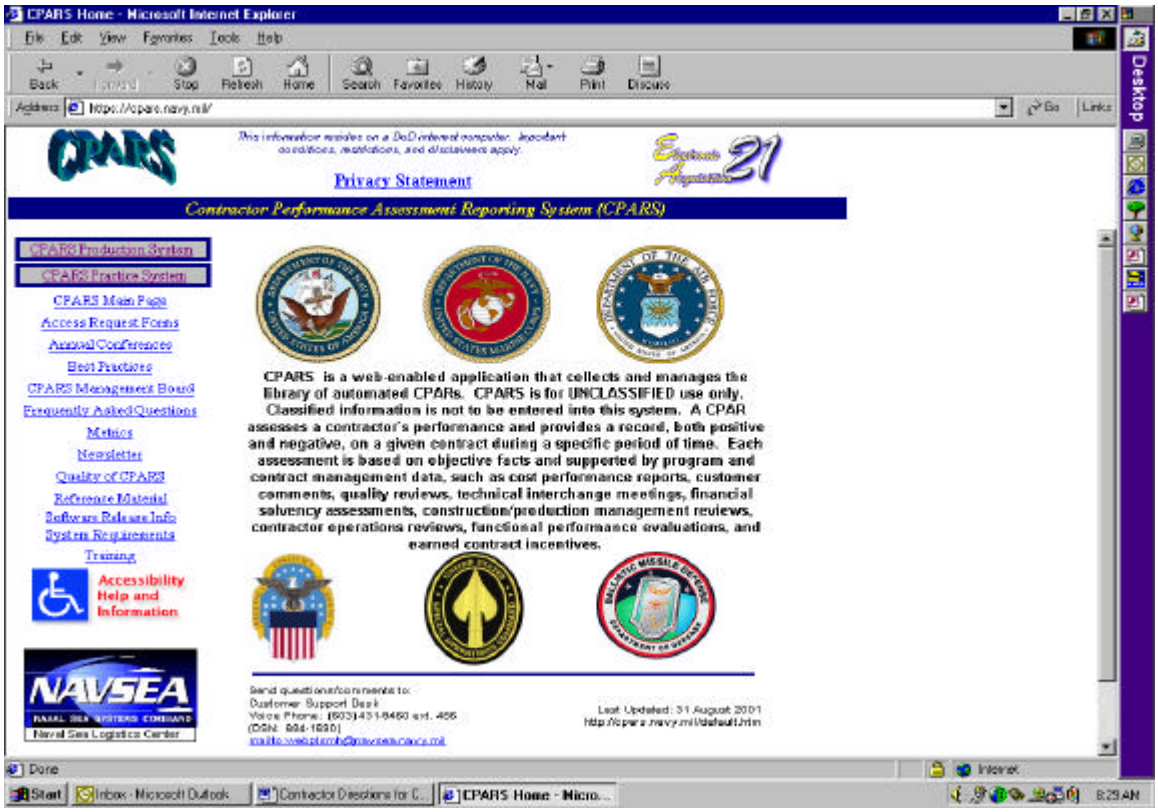
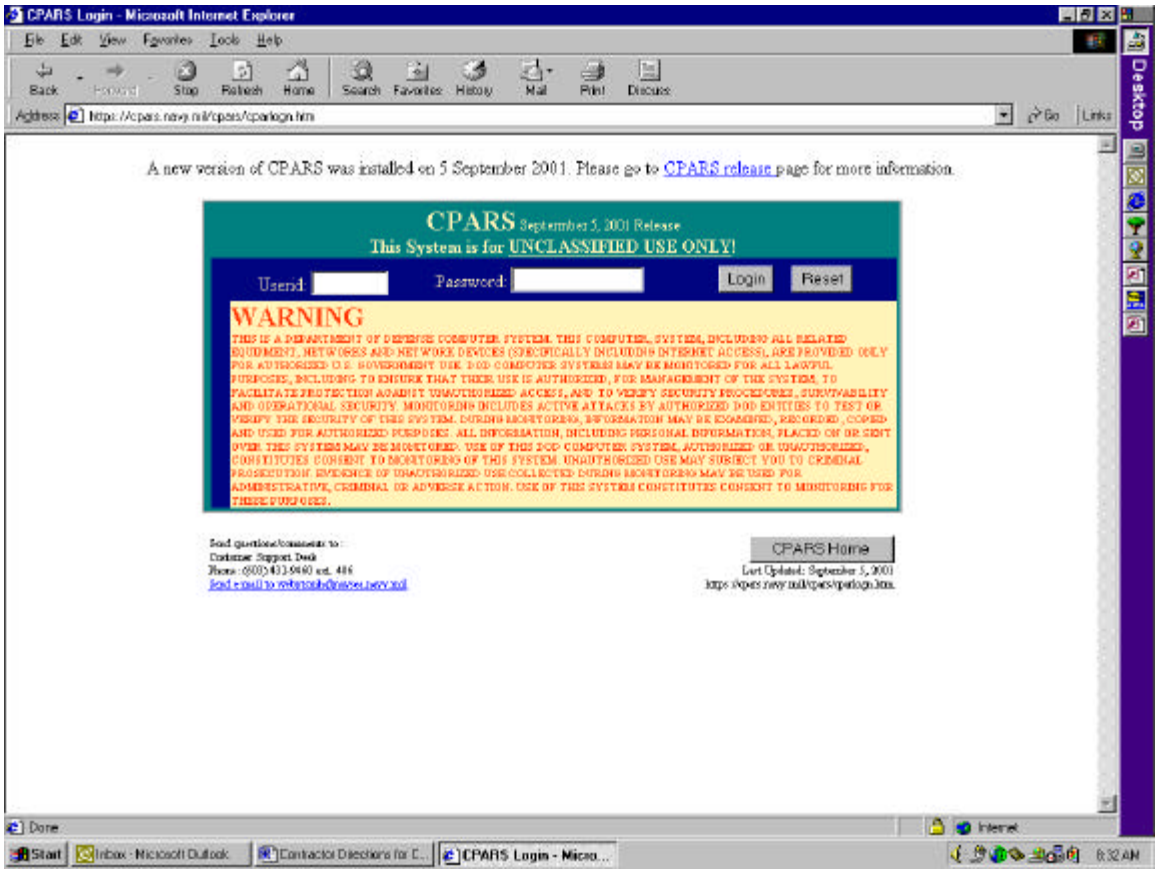
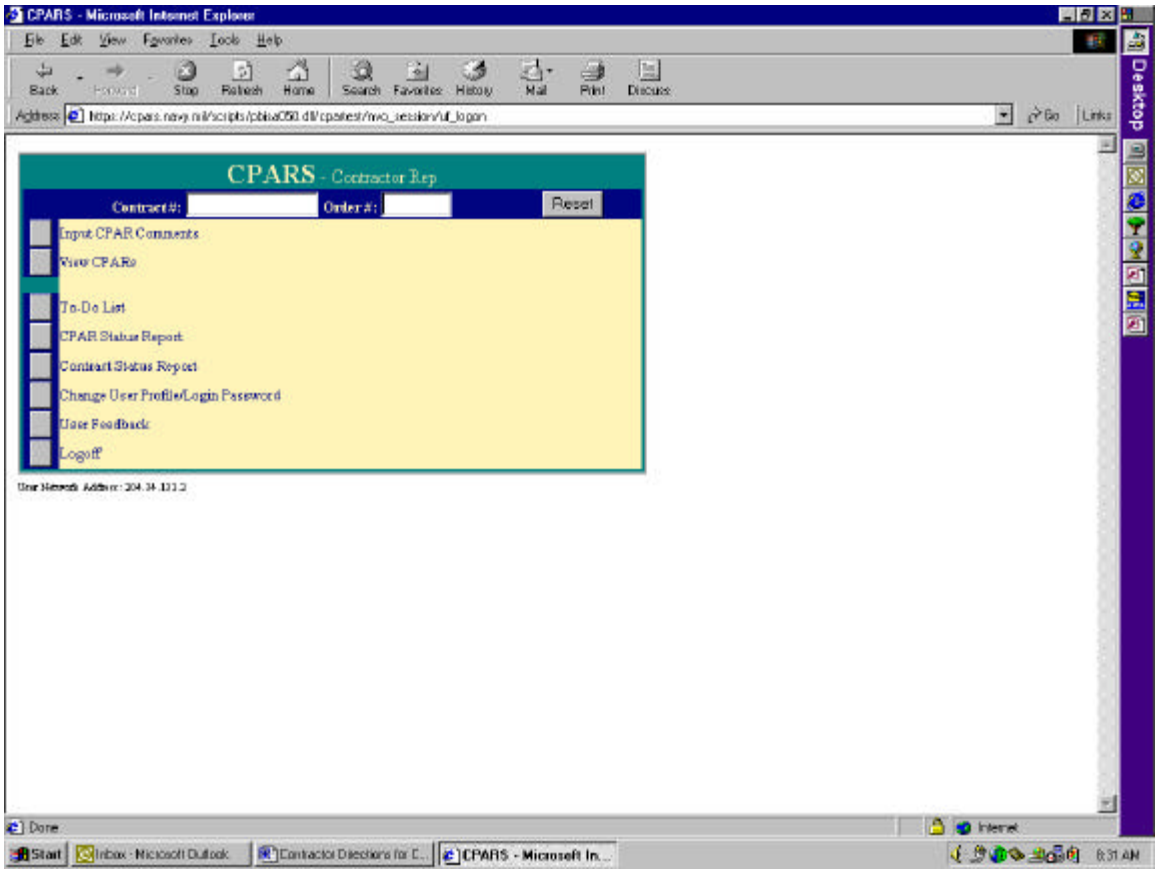
Please access the CPARS system at http://www.cpars.navy.mil/. The screen will appear as follows:



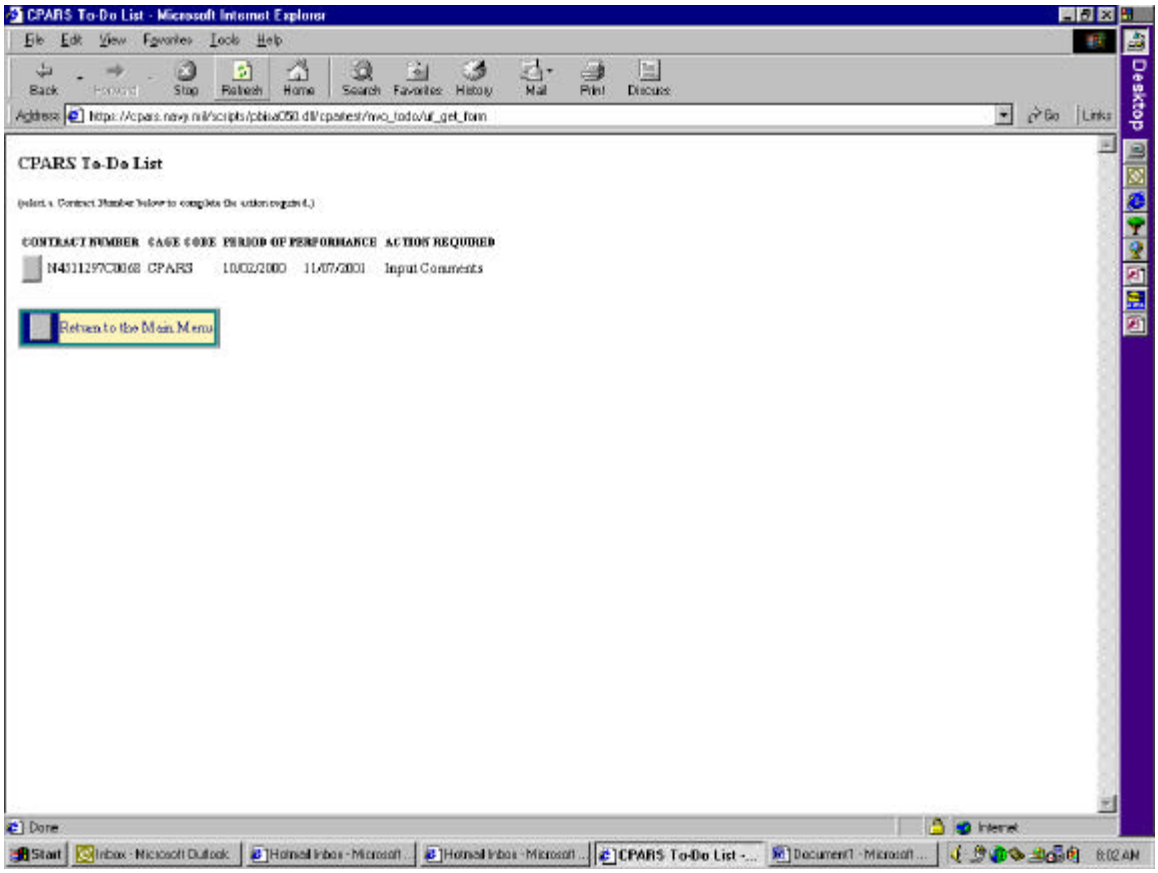
Please click on the gray box entitled "CPARS Production System" which is located at the top of the list on the left hand side of the screen. You will then be prompted to log in at the following screen:



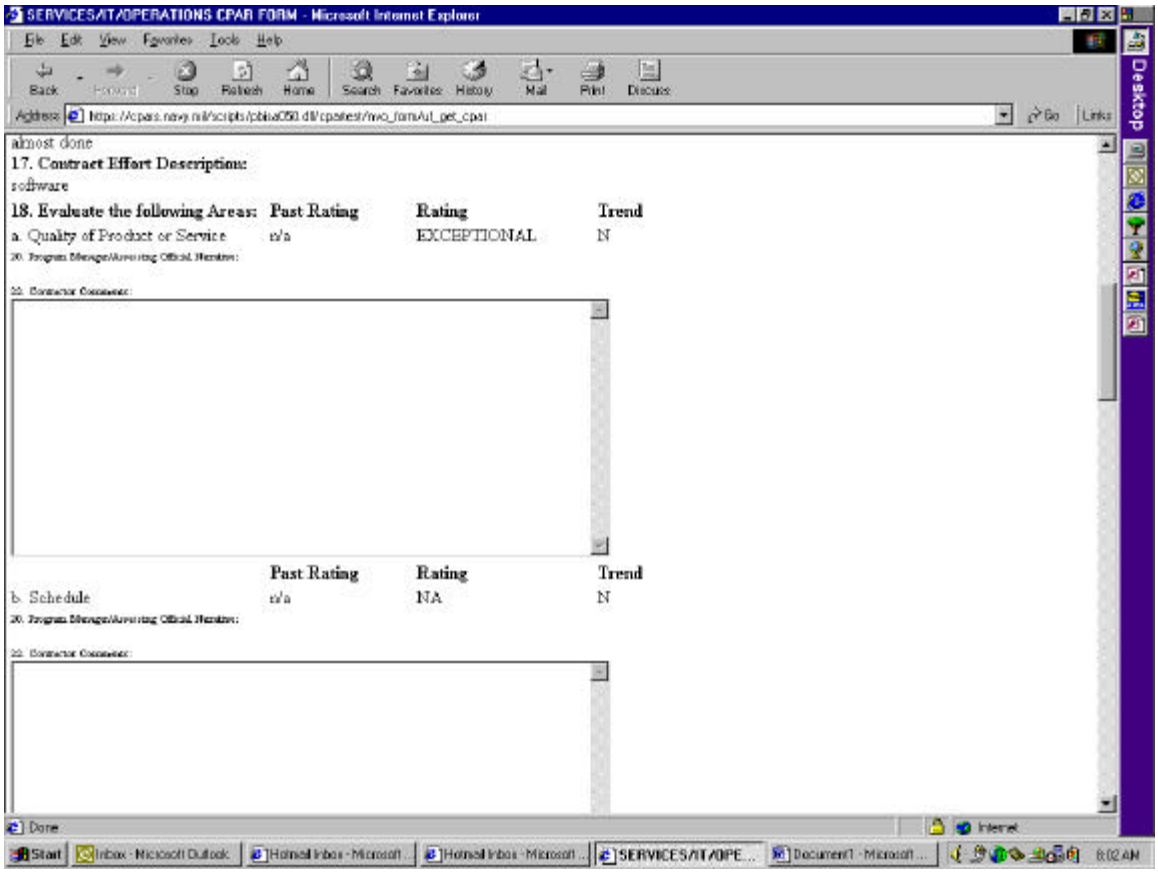
Please enter your UserID and Password – be sure to enter both your UserID and Password exactly since they are case sensitive. Then click on "Login".



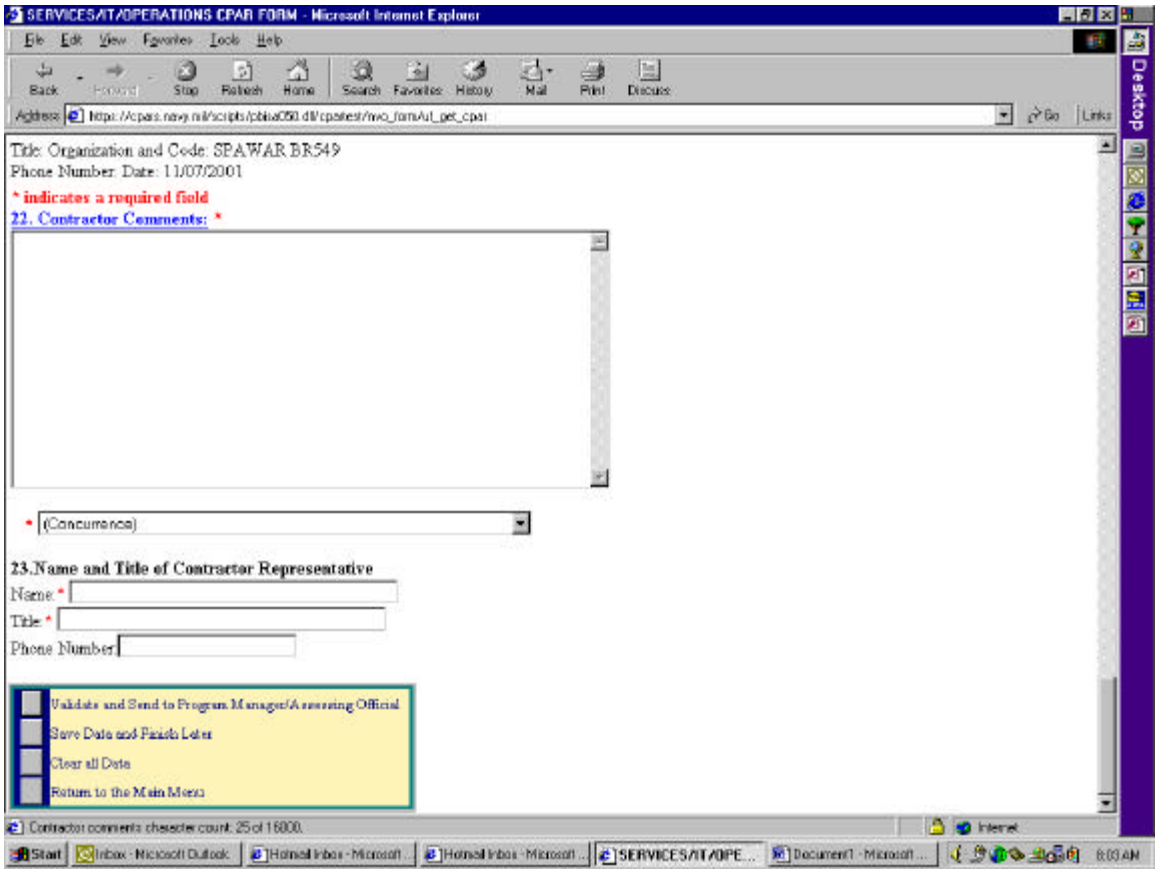
Upon successfully logging into the system, you will see the screen above. Please click on the gray box to the left of “To-Do List”. Although there are several ways to input your comments into CPARS, entering the system in this way is one of the simplest.



Your To-Do List should show the contract on which you need to make comments. Click on the gray box to the left of the appropriate contract number.

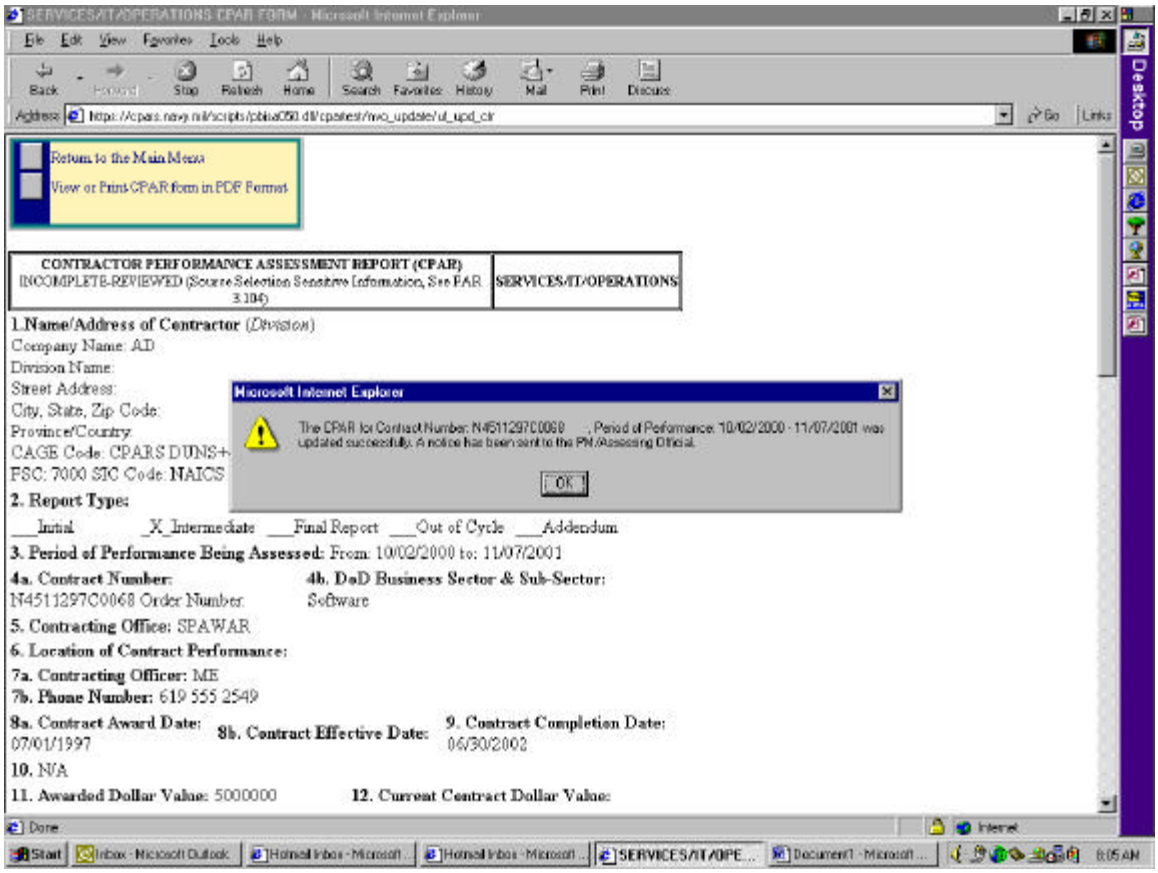


You should now be able to review the CPARS report in its entirety. You will not be able to make changes to the report itself, but you will have the opportunity to enter your comments in the textboxes entitled “Contractor Comments” such as blocks 22a, 22b, etc. shown above. As you scroll down the screen, you will notice red print near the end of the report as shown in the screen below:



All of these areas that are annotated with a red asterisk are mandatory fields. If you do not complete these fields, your record will not be saved. Therefore, you must enter data for Contractor Comments Block 22 (the final box for comments) even if you have made comments in the boxes (22a, 22b, etc.) preceding this box. You must also complete the box for concurrence (located in between boxes 22 and 23). Please click on the drop down arrow on the right hand side of this "(Concurrence)" box and it will give you the option to concur with the report or not concur with the report. Highlight your appropriate option. You must then complete Block 23 with your name and title.

When you have completed the form, click on the gray box to the left of the option "Validate and Send to Program Manager/Assessing Official". If for some reason you choose not to submit the report to the Government yet, you may save your comments and finish later by clicking on the box next to "Save Data and Finish Later". If you choose to validate the form and send it to the Program Manager/Assessing Official, you will see this screen:



Please click “OK”. You may then print the report or return to the main menu by choosing the appropriate menu option in the upper, left hand corner of the screen. When you have finished using the system, please return to the main menu and click on “Log Off” from the main menu list.

If you have any questions or concerns regarding the technical aspects of this system, please contact Julie Gordon at NRCC Naples, Phone: 081-568-4040 x346, mailto:julie.gordon@nrcc.naples.navy.mil.