



Purchasing Agent - Contract Specialist - Contracting Officer New Hire Checklist

User Name: _____
Supervisor: _____
Start Date: _____

See Page 2 for System definitions

Start up Checklist	Yes/ Attached	No or N/A	Comments
IAS – complete IAS-200 and attach form to checklist and send to APOB to create new account.	<input type="checkbox"/>	<input type="checkbox"/>	
ATS – complete REE-235 and attach form to checklist and send to APOB to create new account.	<input type="checkbox"/>	<input type="checkbox"/>	
CO Warrant (optional) – BSC sends CO Warrant request to APOB.	<input type="checkbox"/>	<input type="checkbox"/>	
FPDS-NG – APOB will use IAS-200 to create new account in FPDS-NG, if required.	<input type="checkbox"/>	<input type="checkbox"/>	
FedBizOpps – User self-registers at https://www.fbo.gov/ . Individual submits a Government User/Buyer registration. APOB will then approve request in FedBizOpps when completed.	<input type="checkbox"/>	<input type="checkbox"/>	
PPIRS – User self-registers at http://www.ppirs.gov/ . Follow the log on links (Click PPIRS System Logon, click Federal Logon, and click on Accept) and click on “Account Request.” APOB will then approve request in PPIRS when completed.	<input type="checkbox"/>	<input type="checkbox"/>	
CPARS – Send request to BSC Focal Point to create new account in CPARS when first performance assessment is assigned to user.	<input type="checkbox"/>	<input type="checkbox"/>	
Purchase Card (optional) – Approving Official submits request for Purchase Card to LAPC or AAPC. Include training certificates.	<input type="checkbox"/>	<input type="checkbox"/>	
FAITAS – Employee registers in FAITAS. If already registered in FATAS, user has updated profile to reflect new duty station, supervisor, etc.	<input type="checkbox"/>	<input type="checkbox"/>	

Send form with required attachments to APOB@ars.usda.gov

Integrated Acquisition System (IAS) - Automated contract management and acquisition system for all procurements over the micro-card purchase threshold. <https://ias.usda.gov/>

Acquisition Tracking System (ATS) - ARS tracking system for the Business Service Centers (BSCs) to track all assigned acquisition requests within the BSCs Acquisition Branches.
https://arisapp.ars.usda.gov/db_selection_sso.html

Federal Procurement Data System (FPDS-NG) – Next Generation (FPDS-NG) Congressional database to collect and report federal procurement spending above the micro-purchase threshold.
<https://www.fpds.gov/fpdsng/cms/>

Federal Business Opportunities (FedBizOpps) – Database for contracting officers, contract specialists, and purchasing agents to post solicitations, sources sought, award notices, sole source awards and other procurement related releases for all procurements estimated to cost over \$25,000.
<https://www.fbo.gov/>

Past Performance Information Retrieval System (PPIRS) - a data warehouse of past performance evaluations that detail a vendor's performance on current (or completed) contracts for source selection. Contracting officials and source selection team members are the only personnel with a need to access PPIRS. <http://www.ppirs.gov/>

Contractor Performance Assessment Review System (CPARS) – Database used to document contractor performance on systems and non-systems contracts including Services that is available in PPIRS.
<http://www.cpars.gov/>

Contracting Officer (CO) Warrant – Employees with delegated warrant authority are the only individuals legally authorized to bind or obligate the Government by executing contracts and signing determinations and findings required by the FAR
<http://www.afm.ars.usda.gov/acquisitions/pdffiles/COWarrantRequestForm.pdf> Federal Acquisition Institute Training Application System (FAITAS) – system for all Federal civilian agency employees to electronically submit training and Federal Acquisition Certification applications and manage their Federal acquisition career development through Individual Development Plans (IDPs). All members of the Acquisition Workforce (AWF) and their supervisors are required to register in FAITAS.
<https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas%2f>