**NAVSEA**

**NAVAL SEA SYSTEMS COMMAND**

**Naval Sea Logistics Center**

**Product Data Reporting and Evaluation Program (PDREP)**

**Product Quality Deficiency Report (PQDR)**

**Action Point PQDR Processing**

**User Guide**
**Updated: 4 March 2014**

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**FOREWORD**

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with Product Data Reporting and Evaluation Program (PDREP) – Automated Information System (AIS) Product Quality Deficiency Report (PQDR) application's functionalities only. The PDREP PQDR is designed to work in concert with existing DoD policy and processes for submitting PQDRs. Proper use of the PDREP application should facilitate compliance with DoD PQDR policy.

Refer to the appropriate PQDR instructions and manuals for information about DoD PQDR program requirements.

REFERENCES:

a. Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
b. Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
c. Defense Federal Acquisition Regulation Supplement Parts 209, 242 and 246
d. Defense Logistics Agency Regulations 4155.24
e. Secretary of Navy Manual M-5000.2
f. Secretary of Navy Instruction 5000.2E
g. Secretary of Navy Instruction 4855.3
h. Secretary of Navy Instruction 4855.5
i. DoD 5000.2
j. NAVSO P3683
k. AR 702-7
l. AF(I) 21-115

**INTRODUCTION**

This document is intended to guide DoD personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) and in the process of entering new Product Quality Deficiency Reports (PQDRs).

The PDREP application is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/

User access and login procedures can be located in the PDREP User Access and Login Procedures guide.  First time PDREP users will need to submit a User Access request form, available on the NSLC home page.  Click on User Access Request Form to download the form.  Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any PDREP application or any of the NSLC Portsmouth web pages should be submitted to:

**Customer Support Desk**
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535
Email: webptsmh@navy.mil

**Mailing Address**
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

**Online in the PDREP Application**

If already a PDREP User, log into PDREP and click on "Submit Feedback" at the top of most web pages.

There are two methods of entering a PQDR.  Both methods are accessible from the PDREP Home Page link provided above.

- Personnel can apply for a PDREP-AIS user account and enter and manage PQDRs directly in the PDREP-AIS.  Access to the PDREP-AIS allows the Originator to track the PQDR as it is processed, allows "Auto Fill" and "Lookup" options and validation of data entries when creating the PQDR, and allows access to PDREP data, search functions, reports and notifications.

- The Easy Product Data Reporting (EzPDR) application allows personnel to submit PQDRs without having a PDREP account or User ID.  Personnel can monitor the progress of the PQDRs they have submitted, but are not permitted access to the full power of PDREPs entire PQDR database.

# 1 LOGIN TO PDREP

a.  Please refer to PDREP User Access Request and Login Procedures.



**Figure 1**

## 2  VIEWING THE WORKLIST

Once you have logged in the PDREP Home page (Figure 1.6) will display.  You may not see all of the options listed depending on your level of access.

a. Click the "Product Quality Deficiency Report" link under "Deficiency Modules" toward the upper left portion of the screen.  The PQDR Worklist will display (Figure 2.1).



**Product Data Reporting and Evaluation Program (PDREP)**

PQDR Worklist | Create New PQDR | PQDR Search | PQDR Clone | PQDR Analysis Tool | Preview EZPQDR Entry

**PQDR Worklist**

**Instructions**
1. Select **Show Worklist for**
2. Select **Status** for the PQDR list
3. Enter **DODAAC** and/or **User Code**.
4. Add additional information as required to reduce the Worklist result set.
For additional help

Show Worklist For: ACTION POINT          Status: CURRENT WORKLIST

From Date: 05/30/2010          To Date: 05/30/2013

DODAAC:          User Code:

Sort: RECEIVED DATE - ASC          Organization Code:

Display Standard Worklist

*or select from your personalized PQDR Worklists below*

To use previously saved Worklists:
1. Select the worklist from **my Worklists**
2. Click **Open my Worklist**
3. To create a new worklist select **Create New Worklist**
4. To delete previously saved worklist select **Manage my Worklists**

my Worklists          Open my Worklist          Create New Worklist          Manage my Worklists

**Figure 2.1**

b. The Worklist settings will default as shown above, with the Activity set to your primary DoDAAC and the User Code set to your PDREP user ID.  Under "Show Worklist For", select the desired role; ORIGINATOR, SCREENING POINT, ACTION POINT, or SUPPORT POINT.  If you want to see only PQDRs currently assigned directly to you, click "Display Worklist" now.  If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code.

c. The "Status" setting of CURRENT WORKLIST will return only PQDRs currently assigned to the Action Point activity or individual for action.  Other available statuses include:

1. ALL: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.

2. OPEN: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but

where the PQDR has not yet been closed by the Screening Point.  This includes PQDRs forwarded to a Support Point but not yet returned.

3.  CLOSED: Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.

d.  The date range for the Worklist defaults to the present date minus three years but can be changed if needed.  The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.

e.  The Worklist can also be run for a specific team by entering the designator (Organization Code) for that team.  The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.

f.  When you have selected the criteria, click "Display Worklist" to view all PQDRs matching the criteria entered.  A sample set of results appears in (Figure 2.3).



**Figure 2.2**

g. The search results include the following fields.

1. **CAT (Category)**:  The category (I or II) of the PQDR. Category I PQDRs will be identified in red.

2. **Received**: The date when the PQDR was forwarded to the Action Point level.

3. **History & Correspondence**: Click the "View" link in this column to open a new window containing correspondence and forwarding history for this PQDR.

4. **RCN (Report Control Number)**:  Click the RCN in this column to open the Action Point page for the PQDR.  This is the page from which most Screening Point tasks will be performed.

5. **SF-368**:  Click the link in this column to view the Standard Form 368 for the subject RCN in a new window.

6. **CAGE (Commercial and Government Entity)**:  The CAGE code of the contractor to whom the deficiency is attributed will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.

7. **CSI (Critical Safety Item)**:  Indicates whether the item reported deficient has been identified as a CSI.  Investigations of CSI items should be expedited according to the policies of the investigating activities.

8. **NSN (National Stock Number)**:  The NSN for the item reported deficient.  The NSN may have as many as four separate components:

   A. COG: (Optional) Two-character Cognizance Symbol of the deficient item.  When used, the COG identifies the inventory manager for the deficient item.

   B. FSC: (Required) Four-digit Federal Supply Class of the deficient item.

   C. NIIN: (Optional) Nine-digit National Item Identification Number of the deficient item.

   D. SMIC: (Optional) Two-character Special Material Identification Code for the deficient item.  When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

## Note:

**Click any component of the NSN to go to the NIIN/Contract Search page with the selected NIIN component pre-filled.  This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.**

9. **Nomenclature**:  Item description associated with the NIIN.

10. **Contact/Phone**: The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.

11. **Last Action**: Displays the last forwarding, release or closure action performed on the PQDR.

12. **Status**: Displays the current PQDR status.

13. **Days Overdue:**  This value is based on the "Show Work List For" level selected.  For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date.  A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires.  A positive number, e.g. 10 indicates the number of days since the current suspense expired.  A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.

## 2.1  Personalized PQDR Worklist

a.   Select Create New Worklist, to create a personalized PQDR worklist. Figure 2 .4.



**Figure 2.4**

b.  After selecting Create New Worklist select desired Data Element for the worklist.



**Figure 2.5**

c.  Selecting of Data Elements:

- Selecting one Data Element will give you only the results on that individual element.

- Multiple Data Elements may be selected in the column together by using the shift key. Multiple single elements may be selected by using the control key.

- Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box.  Data Elements can be removed from the Selected Data Elements box by selected them and clicking Delete Columns.

- Data Elements can be prioritized in the Selected Data Elements box by using the up and down arrows to the right of the box.

- Data Elements can be prioritized in the drop down next to the Add Where Button.

- After Data Elements have been selected click Add Where to go to the Worklist report screen.

At Worklist report screen a values must be place in to run query. Once query has been run it can be saved to your profile as a personalized worklist.

# 3 ACTION POINT ACTIONS

On receipt of a new PQDR, the Action Point can either enter the RCN directly on the PQDR Search > RCN Search page or look up the PQDR on the Work list page and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display as shown in Figure 3.1 (NOTE: if this is the first PQDR opened in this login session, the SF-368 will display. Select the appropriate level under "Choose Level" to access Base Page options.



**Product Data Reporting and Evaluation Program (PDREP)**

PQDR Worklist | Create New PQDR | PQDR Search | PQDR Clone | PQDR Analysis Tool | Preview EZPQDR Entry

**CHOOSE LEVEL**
Originator
Screening Point
Action Point
Support Point

**QUICK VIEWS**
View SF-368 (HTML)
View SF-368 (PDF)
View Exhibit Tag
View Points of Contact
History

**ATTACHMENTS**
View/Upload Files ( 0 )

**EXHIBIT TRACKING**
Exhibit Tracking
Create DD-1348

**USER INFORMATION**
User Profile

**Action Point Data Entry**

RCN: N45112-10-0070          NSN: 5925
Category: CATEGORY II          Status: EXHIBIT REQUESTED
Location of PQDR: ACTION POINT FROM SCREENING POINT     **Local Purchase**

**Action Point - Editable Fields**
You may enter Action Point data by selecting the link below
View/Edit Action Point Data
Edit Mandatory Origination Data
Edit Stock Screening Data
DLA Fields
Parent Child
Complete Action Point Investigation

View/Add Notes and Reference Briefs

Add Additional Information

**Correspondence**
Choose an option when you have completed entering in your data
Action Point Letters
Send Agency Action Notice to GIDEP

**Release PQDR**
Forward to Screening Point for Closing
Re-assign within Action Point Activity
Assign to another Action Point Activity
Forward to Support Point (DCMA)
Forward to Government Repair Facility for Support
Incorrect Recipient Activity - Return to Screening Point
(Note: Use only when PQDR does not belong to your activity)

**Send Message To**
Originator | Screening | Other

Session Tracking: N45112108002
                  N45112100070

**Figure 3.1**

The Action Point should initiate the investigation immediately upon receipt of the PQDR. In many cases the investigation may be conducted by direct contact with the supplier of the deficient item. If the deficient item was received from a contractor under SUPPORT POINT oversight or was overhauled by a repair facility then the PQDR may be forwarded to the appropriate Support Point or Repair Facility for investigation support. The Action Point will enter or add information or edit information supplied by the Support Point using the Action Point Editable Fields on the PQDR base page.

## 3.1 Action Point Editable Fields

### 3.1.1 View/Edit Action Point Data

This page allows the Action Point to enter supplemental information about the PQDR and the investigation.

    a.   To add or edit information, click the View/Edit Action Point Data link.

    b.   The PQDR – View/Edit Action Point page displays (Figure 3.2 and Figure 3.3).

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RCN: TPLAN0-00-0001                    NSN: EE4444444444444E4
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: **SF-368 (HTML)**    **SF-368 (PDF)**

---

**PQDR-View/Edit Action Point**
**Instructions**
**(M) denotes a mandatory field**

[Save]   [Save and Exit]   [Cancel]

| | |
|---|---|
| **(M) Status:** | A -ACTIVE |
| **Support Point Release Date:** | N/A |
| **Support Point Due Date:** | [ ] |
| **Action Point Due Date:** | 01/07/1999 |
| **Action Point Activity:** | TPLAN0 |
| **Action Office:** | 0541 |
| **(M) Action Point Name:** | TEST PLAN |
| **(M) Action Point Phone:** | 555-555-5555 |
| **(M) Action Point Email:** | TEST@ABOUTBLANK.COM |
| **DLA Case Control Number:** | |
| **Exhibit Required Ship Date:** | [ ] |
| **ICP/RIC Code:** | N/A |
| **LAR#:** | [ ] |
| **Engineering Activity:** | [ ] |
| **Last Rework Activity (Repair Facility):** | TPLAN0 |

Entering a value (DODAAC) will allow you to forward this PQDR to a Repair Facility instead of a Support Point. The Repair Facility recipient will see a customized screen instead of the DCMA Support Point fields. Their investigation will be returned to a 1227 form.

| | |
|---|---|
| **DODIC/NALC (ammunition):** | [ ] |
| **Suspension Status:** | <SELECT>   [Add] |
| | |
| **Action Point Rebuttal Date:** | [ ] |
| **Action QDR:** | [ ] [ ] |
| **Previous RCN:** | [ ] [ ] |

**Figure 3.2**

Previous RCN:

Base Item Type:

Action Point Release Date:

Alert Notification: ☐

Alert Narrative:
(max 200 characters)

**NAVSUP**

LRC Code:

Findings:

AMC/AMSC CODE:

Credit Action: &lt;SELECT&gt;

Quantity Credited:

Credited Dollar Value:

Material Credit Date:

Quantity Post Investigation:

Cost Avoidance Dollar Value:

Cost Avoidance Date:

**ACTION POINT EXHIBIT REQUEST/RETURN ADDRESS**

Mark For:

Lookup CAGE/DODAAC Ship. Info          Autofill Shipment Info

Save    Save and Exit    Cancel

**Figure 3.3**

c. Most of the information on the PQDR – View/Edit Action Point page is maintained automatically by PDREP. Many fields are optional and not all fields will apply to your activity. Several fields on this page significantly affect other functions in PDREP and are described below. You should consult local policy for more detailed information regarding the use of these fields.

1. **Status**: This is the current status of the record.

2. **Support Point Release Date**: If the record has been sent to a Support Point and returned to the Action Point this date will be set to the date the Support Point released the PQDR back to Action Point.

3. **Support Point Due Date**: The Support Point due date is shown here.

4. **Action Point Due Date**: This is the Action Point due date and is not edible.

5. **Action Point Activity**: Shows the Activity assigned to the record.

6. **Action Office**: Local office number of organizations code (may auto fill).

7. **Action Point Name, Action Point Phone, and Action Point Email**: These are populated by the user profile for user assigned to record.

8. **DLA Case Control Number**: This is the Action Point's control number for the PQDR. In the case of a DLA investigation this will be either a CDCS or BSM control number. This field is only editable for DLA users. The PQDR Advanced Search can be conducted based on this unique number

9. **Exhibit Req. ship Date**: Date requested for shipping of exhibit, not system generated.

10. **ICP/RIC Code**: ICP/RIC (Routing Identifier Code) routing codes used

11. **LAR#:/ Engineering Activity**: These fields are used by NAVICP to send/note the Cognizant Design Activity and are used in the CDA letter.

12. **Last Rework Activity**: If a repair or overhaul facility will act as an investigation Support Point then the DODAAC of the overhaul facility should be entered here.

13. **DODIC/NALC**: Used to identify ammunition and ammunition components. Used by Army users.

d. These additional fields may be used by the Action Point but they are purely informational and will not affect any other PDREP functions:

1. **Suspension Status**: This function will allow you to display a message on the PQDR Base Page for all PQDR levels indicating that the investigation may be suspended for a particular period of time. This message is informational only and does not affect suspense dates. Choose a reason for the suspension and then click "Add" and the page will expand to allow you to enter starting and ending dates and to save the suspension message.

2. **Action Point Rebuttal Date**: If the Action Points rebuts the investigation to the Support Point the date is entered.

3. **Action QDR or Previous RCN**: If the reported deficiency has been previously investigated then the Action Point may choose to enter the RCN for the previously investigated PQDR here. This is informational only and does not change the investigation process in PDREP.

4. **Action Point Release Date**: Date the Action Point sends to Support Point.

5. **Alert Notification and Narrative**:  This optional indicator and narrative can be used to recommend to NAVSUPWSS that the deficiency be reported on the monthly Defective Material Summary.

6. **Action Point Exhibit Request/Return Address**:  This optional set of fields allows the Action Point to enter the address (es) that will automatically pre-fill on letters related to exhibit handling.

## Note

**The section titled "NAVSUP" is used by NAVSUP only**

The following buttons are on all data entry pages.

a. **Save** – will validate the mandatory entries and save the data, leaving the record at this page

b. **Save and Exit** – will validate the mandatory entries and save the data, returning the User to the PQDR base page.

c. **Cancel** – will return the User to the PQDR base page without validating or saving the data.

### 3.1.2  Edit Mandatory Origination Data

This page allows the Action Point to quickly enter or edit some of the mandatory fields from the SF368 as entered by the Originator.  If for example a complete NSN was not entered then the Action Point can click the "Auto Fill NSN" button to complete as much of the NSN as exists in the PDREP database based upon the NIIN supplied.  This will also update the deficient item nomenclature, unit cost, etc. Note: block 22a Description of Deficiency can only be appended not changed. .  (NOTE: All of blocks 1-23 of the SF-368 can be edited by the Action Point by selecting the Originator link under Choose Level on the PQDR base page.)To enter or edit mandatory fields from the SF368 as entered by the Originator click the Edit Mandatory Origination Data link from the Action Point base page.

a. Click the Edit Mandatory Origination Data link on the Action Point Data Entry base page.

b. The PQDR Mandatory Fields page (Figure 3.4 and Figure 3.5) will display.

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RCN: FA3030-12-0011                                                          NSN: 9140
Location of PQDR:  SCREENING POINT FROM ORIGINATOR

View:  SF-368 (HTML)   SF-368 (PDF)

---

### PQDR Mandatory Fields

**Instructions**
**(M) denotes a mandatory field**
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save**
5. To cancel the process, click **Cancel**

[ Save ]   [ Save and Exit ]   [ Cancel ]

**ORIGINATOR FIELDS**

(M)        Category:          ○ CAT I   ● CAT II   ○ DLA QUALITY AUDIT

           Sub-Category:    <SELECT>                                        ▼

---

**ORIGINATOR CONTACT INFORMATION**

(M)  1b. Name:          NORMA RICE_GOVT

     Telephone No:      904-596-7000

     Email:             NRICE@CACI.COM

---

**SCREENING POINT CONTACT INFORMATION**

(M)  2b. Names:         TEST PLAN

     Telephone No:      555-555-5555

     Email:             TEST@ABOUTBLANK.COM

---

**ACTION POINT CONTACT INFORMATION**

(M)      Names:

         Telephone No:

         Email:

---

(M)  3.  Description of Deficiency:     Block 3 is not editable once the PQDR has left the Originator possession.
                                        Please use the Append Description button to add additional data.

                                        GOVT COMMENTS

[ Append Description ]

Note: If you append on the Description of Deficiency, you must Save before leaving
the page.

**Figure 3.4**

Append Description

Note: If you append on the Description of Deficiency, you must Save before leaving the page.

(M) **Defect Attribute Codes:**

**DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT?**  ○ YES  ◉ NO

| |
|---|
| 2AK - ELECTRONIC OPERATIONAL MALFUNCTION |
| 3AK - ELECTRONIC TESTING |
| 4AG - ESD |
| 4AA - EXPIRED SHELF-LIFE |

[ Add Defect Code ]

| Selected Defect Codes | Delete |
|---|---|
| 1AQ - BONDING | ☐ |

(M) **Material Level Code:**  `21-NOT APPLICABLE` ▾

(M) 4. **Date Deficiency Discovered:**  `04/26/2012`  📅 ?

(M) 5. **National Stock No. (NSN)**  [ Lookup FSC ]

   **(COG-(M)FSC-NIIN-SMIC):**  [ ] `9140` [ ] [ ]  [ Auto Fill NSN ]

Note: Clicking "Auto-fill NSN" will set the values for the NSN COG, FSC, NIIN, SMIC, Procurement Code, and Nomenclature based on the NSN NIIN given. It will also set the Unit Cost and Unit of Issue associated with the NIIN. If an FSC is entered but no NIIN is given, the FSC description will appear on Block 6 (Nomenclature).

(M) 6. **Nomenclature:**  `FUEL OILS`

8. **MFRS Part No.**  [ ]  (Required for Army)

9a. **MFRS. Code(CAGE):**  `1QU78`

9b. **Manufacturer Name:**  CACI INC FEDERAL
   **Address:**  14151 PK MEADOW DR
   **City, State, Zip:**  CHANTILLY, VA 20151-2218
   ☐ Vendor's CAGE Code (Please check if CAGE Code belongs to Vendor)
   ☐ Repair Facility's CAGE Code (Please check if CAGE Code belongs to Repair Facility)

(M) 10. **Quantity:**  a. (M) Received `1`  b. Inspected `0`
   c. (M) Deficient `1`  d. In-stock `0`

   **DoD Unique Item Identifier:**  ◉ Manual Entry  ○ Scan Barcodes

   [ ]  [ Add UII ]

| |
|---|
| D0AK8303698 |

[ View UII ]  [ Remove UII ]

12c. **Last Repair Facility:**  [ ]

13a. **Contract No:**  `N4592412W0426NR0I`  (do not include dashes)
   **Contract Line Item:**  [ ]
   ☐ Check if Contract No. is not provided or in unknown

13b. **Requisition No:**  `FU44170426NORM`  [ Generate Requisition No. ]  (do not include dashes)
   ☐ Check if Requistion No. is not provided or is unknown

15a. **Item Under Warranty**  15b. **Expiration Date**
   `N - No` ▾  [ ]  📅 ?

[ Save ]  [ Save and Exit ]  [ Cancel ]

**Figure 3.5**

### 3.1.3 Editing Stock Screening Data

    a. To edit Stock Screening data fields click the Edit Stock Screening Data link from the Action Point base page.

    b. The PQDR Stock Screening Fields page displays (Figure 3.6).

**Figure 3.6**

    c. The Stock screening page is broken down into 3 sections: Stock Screening Codes, Stock Screening Dates and Stock Screening Data. This page provides a means to track stock screenings that have been conducted based on the PQDR.

### 3.1.3.1 Stock Screening Codes

Stock Screening Codes include the Alert Type and Action Code.

a. The Alert Type (Figure 3.7) identifies the method the stock screening request was received. Choose the appropriate Alert Type from the list for the stock screening that is being initiated.



**Figure 3.7**

b. Action codes (Figure 3.8) are associated with stock screening actions and determine the status of the stock screening during the process.



**Figure 3.8**

### 3.1.3.2 Stock Screening Dates

Stock screening dates provide status for the stock screening. See Figure 3.9.

a. **Requested Date**: The date when the stock screening request letter is sent to the IM (auto populated by PDREP)

b. **Status Date**: The date populated by the Action Point when status or results of ongoing screening action is received from the IM.

c. **Initiated Date**: The date populated by the Action Point upon notification from the IM of stock screening being initiated.



**Figure 3.9**

d.  **Declined Date**:  The date populated by Action Point upon notification from IM that the request for stock screening is deemed not necessary.

e.  **Completed Date**:  The date populated by Action Point upon notification from the IM of completion of all screening actions.

### 3.1.3.3      Stock Screening Data

This section provides the results of the stock screening performed, and is updated as the requested stock screenings are completed.  See Figure 3.10



**Figure 3.10**

a.  **Quality Inspected**:  A running total of Stock Screening information provided from IM (Item Manager)

b.  **Quantity Defective**: A running total of Stock Screening information provided from IM.

c.  **Narrative**: A narrative field populated by Action Point with details related to each response as needed. This field would also act as a journal to indicate and monitor the progression of the screening actions taken.

## NOTE

**Receive and review screening request responses from the IM and update the associated PDREP PQDR record appropriately. Continue to screen reports from the IM until the screening action is complete or cancelled. Update the PQDR records accordingly.  The PQDR can be in a Closed Status while the stock screening is in process.  The updates may still be entered in the record after the PQDR is closed.**

### 3.1.4  Complete Action Point Investigation (DLA Fields)

See Action Point Closing Actions.

### 3.1.5  Parent  Child

The Parent Child function allows the Action Point to link several PQDRs with the same deficiency. This allows for a single investigation to accommodate several PQDRs simultaneously. A precursor for linking PQDRs as Parent Child requires that the CAGE, NIIN, and Action Point DoDDAC of both PQDRs must be populated and must match.

There may be several Child PQDRs but only one Parent PQDR. The Child PQDRs must be at Action Point from Screening Point.
The Parent PQDR may be at Action Point, Support Point, and Screening Point from Action Point (investigation completed) or closed.

Once PQDRs are linked, the Child PQDR remains open and at Action Point and may not be forwarded except to Screening Point for closing and only after the Parent PQDR investigation is complete. Once the PQDRs are linked, the Parent PQDR may be forwarded to a Support Point for investigation but not to a new Action Point DoDAAC.

To link the two PQDRS, select "Parent Child" on the "Action Point Data Entry" page and this will take you to the "Parent Child" page.

If you're current PQDR is the Parent:
- Select the Parent check box under " My PQDR is a:"
- Enter the PQDR RCN of the intended Child PQDR under "link to:"
- Select "Add"
- Select "Save" to retain the link between the two PQDRs and copy any applicable investigation data to the Child PQDR, or select "Cancel" to dissolve the link between the two PQDRs and no data will be transferred
- You may repeat this process to add as many Child PQDRs as required

If you're current PQDR is the Child:
- Select the Child check box under " My PQDR is a:"
- Enter the PQDR RCN of the intended Parent PQDR under "link to:"
- Select "Add"
- Select "Save" to retain the link between the two PQDRs and copy any applicable investigation data to the Child PQDR, or select "Cancel" to dissolve the link between the two PQDRs and no data will be transferred
- You may only do this once as a Child PQDR may one Parent PQDR

After the PQDRs are connected, if the Parent investigation was completed, the investigation information is copied to all Child PQDRs, whether the Parent is at Action Point, Screening Point, or Closed. If the investigation is not completed (at Support Point or Action Point), then current information is copied and as the Parent investigation is updated, the Child PQDR investigation information is also updated.

**Figure 3.11**

### 3.1.6 View/Add Notes or Reference Briefs

Notes and reference briefs are internal to PDREP and do not appear on any reports or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to *all* PDREP users, not just the user who entered the note.

   a. To enter notes or reference briefs, click the View/Add Notes or Reference Briefs link on the Screening Point Data Entry base page. The form illustrated in Figure 3.12 displays.



**Figure 3.12**

   b. Click the Add Note/Brief to complete this action. The "Add Note/Reference" section (Figure 3.13) becomes visible and may be edited.

**Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.**

RCN: FA3030-12-0011                                                      NSN: 9140
Location of PQDR:  SCREENING POINT FROM ORIGINATOR

View: SF-368 (HTML)   SF-368 (PDF)

**View/Add Notes or Reference Briefs**

**Instructions**
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

**Add Note/Reference**

**Instructions**
1. Select Note Type.
2. Enter/Select Date.
3. Enter Note/Brief.
4. To save information click Save.
5. Click Cancel to cancel the process.

Note Type:  APPENDIX-PDREP NOTE

Date:  05/03/2012

Note/Brief:

[ Save ]  [ Cancel ]

PDREP NAVSEALOGCENDET PORTSMOUTH, NH.  Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690  Email Technical Support
Thursday, 3rd May, 2012

**Figure 3.13**

### 3.1.7   Add Additional Information

If information in block 22a (Description of Deficiency) needs to be added after the PQDR is released to the Screening Point then this link is used to add that information.

a.   Click the Add Additional Information link in the Screening Point Data Entry base page.

b.   The Description of Deficiency/Investigation Results screen (Figure 3.14) displays.

**Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.**

RCN: FA3030-12-0011                                                    NSN: 9140
Location of PQDR:  SCREENING POINT FROM ORIGINATOR

View:  SF-368 (HTML)   SF-368 (PDF)

---

**View/Add Notes or Reference Briefs**

**Instructions**
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

**Add Note/Reference**

**Instructions**
1. Select Note Type.
2. Enter/Select Date.
3. Enter Note/Brief.
4. To save information click Save.
5. Click Cancel to cancel the process.

Note Type:   APPENDIX-PDREP NOTE

Date:   05/03/2012

Note/Brief:

Save    Cancel

**Figure 3.14**

   c.   New additions to the Description of Deficiency are stamped with the date and name of
the user.

## 3.2  Correspondence

### 3.2.1  Action Point Letters

Several pre-formatted letters are available for the Action Point's use during the investigation
process.  Which letters are used will depend upon whether another agency is supporting the
investigation, which service or agency is serving as the Action Point and other factors.  You
should consult local policy for guidance on which letters may be applicable to a particular
investigation.

   a.   Click the Action Point Letters link from the Action Point Data Entry base page and the
PQDR Correspondence screen (Figure 3.1) will display.

**Figure 3.15**

### 3.2.2  Send Agency Action Notice to GIDEP:

Government Industry Reporting Program (GIDEP) reporting is required for issues reported on a PQDR that might affect other US Federal Government Agencies.  GIDEP reporting is done using GIDEP's Agency Action Notice (For Government Use Only) to notify Non-DoD federal agencies about material quality issues.  The "Send Agency Action Notice to GIDEP" link provides a method for DoD to share its material quality data with other federal agencies.



Figure 3.16

To send a GIDEP Agency Action Notice, click the Send Agency Action Notice to GIDEP" link under the Correspondence header on the Action Point web page.  PDREP then validates that the investigation results have been entered and that all codes entered on the PQDR meet the criteria for a record that GIDEP will accept.  A warning will be provided if any codes do not meet the GIDEP reporting criteria.  Use the "Complete Action Point Investigation" link to complete or correct any codes, if the record must be sent to GIDEP.
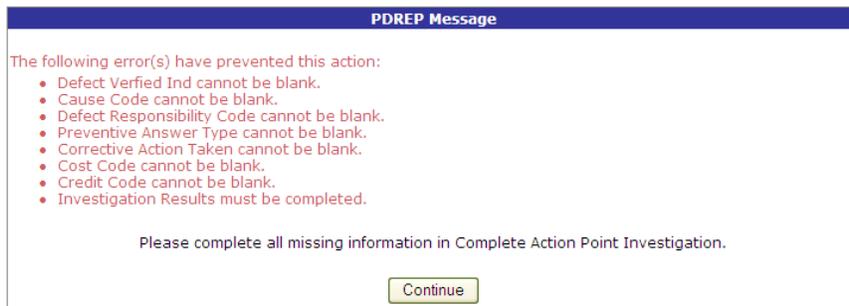
Figure 3.17

PDREP Warning

NOTE: If another agency has reported an issue for the same material in the last six months, PDREP will provide a warning that another GIDEP Agency Action notice is not required. If you feel the issue still needs to be reported due to the severity of the material quality issue you may send another GIDEP report anyway.
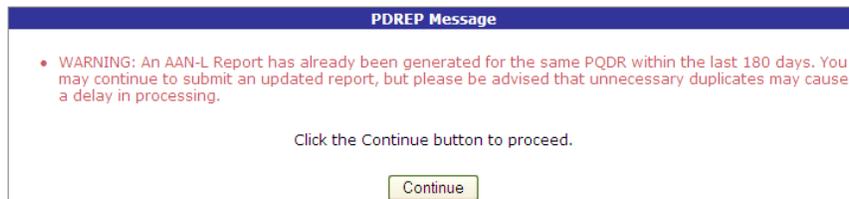


Figure 3.18

Once the investigation results are fully completed and the PQDR passes validation as being eligible for reporting to GIDEP, you'll be navigated to the GIDEP- Create Agency Action Notice web page. The Agency Action notice is completely auto filled with data from the PQDR. You may change any prefilled data if you desire. When you're done editing the AAN, clicking the **Send** button will forward an electronic copy of the AAN and complete copy of the SF368 to GIDEP. Click the **Print** button to retain a paper copy of the AAN. Click the **Cancel** button to exit the webpage without sending to GIDEP.

Figure 3.19

After sending the AAN you'll be prompted with the following webpage to confirm the transmission. Read the note carefully as it explains GIDEPs process for adding you're submitted AAN into their information system and returning a confirmation Agency Action Notice Serial Number.



Figure 3.20

A review the PQDR history will show a GIDEP transmission and subsequently a returned Agency Action Notice Serial Number to confirm that GIDEP added your submission to their database. Below is an example of the history entries made by the system when sending and receiving GIDEP Agency Action notices.

| Date Released | Senders Name and Email Address | From Activity DODAAC for Processing Level From PQDR That Is Transferred | To Activity DODAAC for Primary Message Recipient | Emailed Message To | Correspondence | Message |
|---|---|---|---|---|---|---|
| 05/06/2010 15:26:15 | | | | | GIDEP EXPORT | AGENCY ACTION NOTICE SENT TO GIDEP. |
| 05/12/2010 14:55:50 | | | | | GIDEP IMPORT/UPDATE | GIDEP AGENCY ACTION NOTICE INSERTED/UPDATED. (DOCUMENT NUMBER: AANL10010, ISSUE DATE: 2010-05-04) |

Figuire 3.21

NOTE: PDREP does not store GIDEP Agency Acton Notice until GIDEP has returned the Agency Action Notice Serial Number, at which time the GIDEP Agency Acton Notice is added to PDREPs database.

To view a GIDEP AAN, click the GIDEP Search link on the Main Menu.  You'll be navigated to the GIDEP Search page.  Here you can search by partial AAN serial number, a Submitting Agency DoDAAC, or by CAGE.  The results will appear below the Search criteria you entered. Clicking the link under the Serial Number column returns a view of the data returned by GIDEP and now stored in PDREP.



Figure 3.22



Figure 3.23

Figure 3.24

NOTE: If there are any questions about GIDEP Data of any kind, please consult GIDEP at http://www.gidep.org/.

## 3.3  Release PQDR

### 3.3.1  Forward to Screening Point for Closing

When the investigation is complete, with or without Support Point participation, this function will return the PQDR to the Screening Point for closure.  All mandatory investigation result fields must be completed in order to use this function.

### 3.3.2  Reassign within Action Point Activity

Use this function to reassign a PQDR to another individual within your Action Point activity.  If the PQDR needs to be redirected to a different Action Point Activity then use the "Assign to another Action Point Activity" function.

### 3.3.3  Assign to another Action Point Activity

Use this function to redirect a PQDR to another Action Point Activity entirely.

   a.  From the Action Point Data Entry base page, click the Re-Assign within Action Point Activity link.  The Forward PQDR from Action Point to another Action Point Activity form (Figure 3.16) will display.

**Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.**

RCN: TPLAN0-00-0001                              NSN: EE4444444444444E4
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (HTML)  SF-368 (PDF)

---

**Forward PQDR from Action Point to another Action Point Activity**

[ Forward PQDR ]  [ Cancel ]

**Send To**

Choose Action Point Activity:  <SELECT ONE>                                  [v]

**Send Copy**

CC: [                    ]  [ Add CC ]  [ Show Add CC List ]

Message: (This message will appear in the email that is sent but will not be saved in the database)

[                                                                          ]

Include Distribution List: ☐ Primary [v]

Attach SF-368: Yes [v]    Send in format  SF-368 (PDF Format) [v]

To add/view attachments Click here

[ Forward PQDR ]  [ Cancel ]

---

PDREP NAVSEALOGCENDET PORTSMOUTH, NH.  Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690  Email Technical Support
Monday, 21st May, 2012

**Figure 3.25**

b. Choose the activity (DoDAAC) of the individual Action Point.

c. Once the Action Point Activity has been selected, the Choose Action Point E-mail Address selection box will display beneath the Activity (Figure 3.16).

**Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.**

RCN: TPLAN0-00-0001                              NSN: EE4444444444444E4
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (HTML)   SF-368 (PDF)

---

**Forward PQDR from Action Point to another Action Point Activity**

[ Forward PQDR ]  [ Cancel ]

**Send To**

Choose Action Point Activity:      TPLAN0 - TEST PLAN                            [v]
Choose Action Point E-mail Address:  TEST PLAN - test@aboutblank.com            [v]

**Send Copy**

CC: [                    ]  [ Add CC ]  [ Show Add CC List ]

**Figure 3.16**

d. The system will default to the primary Action Point for each activity.  If redirecting to another activity it is usually best to accept the default rather than selecting an individual Action Point.  This is necessary so that the Action Point for the activity can review and appropriately assign the PQDR.

e. Use one of the following two methods for adding a CC address.

1. Click the Show Add CC List button.  The Choose CC Activity selection box will display (Figure 3.17).



**Figure 3.17**

2. Select an Activity from the Choose CC Activity list.

3. The Choose CC User selection box will display (Figure 3.18).



**Figure 3.18**

4. Click the user to CC from the Choose CC User list to highlight the selection.

5. Click the Add CC button.

6. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (Figure 3.19).



**Figure 3.19**

7. Alternatively, type the email address directly into the CC box.

8. Click the Add CC button.

9. The address will be added directly to the Selected CC Addresses table.

f. Once you have chosen your recipients, enter any desired message into the Message box.

g. Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).

h. Click "Forward PQDR" to complete the forwarding action and release the PQDR to the Screening Point.

i. Click the "Cancel" button to cancel this action.

### 3.3.4 Forward to Support Point (SUPPORT POINT)

If you have determined that an investigation should be conducted by a SUPPORT POINT activity then this function will complete the forwarding action. These functions in the same manner as the redirection actions documented above.

### 3.3.5 Forward to Government Repair Facility for Support:

If you have determined that a Government Repair Facility will support the investigation then this function will complete the forwarding action.

## NOTE

**This requires that a Last Rework Activity is specified on the "View/Edit Action Point Data" page previously discussed.**

### 3.3.6 Incorrect Recipient Activity - Return to Screening Point

This function should be used if the PQDR was forwarded to the wrong Action Point activity AND if you do not know the correct activity to which the PQDR should be reassigned. This functions in the same manner as the other forwarding actions but with the Screening Point activity and e-mail address pre-populated and not changeable.

## 3.4 SEND MESSAGE TO

The available recipients here will vary according to the level to which the PQDR has been previously forwarded. For example, upon receipt by the Action Point the available links would be Originator or Screening for direct messages to the PQDR Originator and Screening Point or "Other" for all other recipients. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After forwarding the available recipient links may include "Action", "Support", etc.

## NOTE

**The primary benefit of using the messaging features of PDREP is tracking of correspondence in PQDR History. All PQDR correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.**

## 3.5  SESSION TRACKING

Session tracking maintains a record of all PQDRs viewed during the current login session.  It also allows the User to quickly switch between records by selecting the linked RCN.

## 4  ACTION POINT CLOSING ACTIONS

Upon completion of the PQDR investigation the Action Point will enter closing codes and investigation results and return the PQDR to the Screening Point for closure.  If a Support Point investigation was conducted then the codes will be pre-populated for the Action Point to review, edit or supplement as necessary.  The Support Point (if participating) will return a comprehensive Report of PQDR Investigation on a 1227 form and the Action Point will base the PQDR investigation results narrative on this input.

    a.  Click on the "Complete Action Point Investigation" link and the page shown in Figure 4.1 will display.

**Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.**

RCN: TPLAN0-00-0001            NSN: EE4444444444444E4
Location of PQDR:  ACTION POINT FROM SCREENING POINT

View:  SF-368 (HTML)   SF-368 (PDF)

**Complete Action Point Investigation**

**Instructions**
**(M) denotes a mandatory field**
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To save the record, click **Save**
5. To cancel the process, click **Cancel**

[ Save ]  [ Save and Exit ]  [ Cancel ]

(M) Defect Verified Ind:  <SELECT>
(M) Cause Code:  <SELECT>
(M) Defect Responsibility:  <SELECT>
(M) Preventive Answer Type:  <SELECT>
(M) Corrective Action Taken:  <SELECT>
(M) Cost Code:  <SELECT>
(M) Credit Code:  <SELECT>
DLA Credit Code:  <SELECT>

(M) Investigation Results:

Results of Depot Surveillance:

Alert Notification:  ☐

Alert Narrative:

NAVSUP Disposition Code:  <SELECT>

Material Disposition Narrative:

[ Save ]  [ Save and Exit ]  [ Cancel ]

**Figure 4.1**

a. **DLA Fields**:  If DLA conducted the investigation these fields will be populated when the record is returned to PDREP from EBS (Enterprise Business System) DLA's system.

b. **Defect Verified Ind**: Was the defect verified by the government investigator?

c. **Cause Code**:  This code should correspond with the broad cause of the deficiency.

d. **Defect Responsibility**:  Identifies the party found responsible for the deficiency.  Vendor or contractor liability is indicated solely by the code of "A- PRIVATE CONTRACTOR".  All other codes indicate some degree of government liability or that the responsibility is unknown.

e. **Preventive Answer Type**:  If the contractor's response included preventive action, was the preventive action satisfactory to the government investigator?

f. **Corrective Action Taken**:  Identifies the corrective action taken by the contractor and/or government investigators.

g. **Cost Code**:  This code should identify the party who will bear the cost of the deficiency.

h. **Credit Code**:  Identifies whether fiscal credit is granted to the Originator.

i. **DLA Credit Code** (DLA only): Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.

j. **Investigation Results**:  The narrative here should provide a comprehensive set of findings from any investigation conducted.  It is supplied by the Action Point but can be edited by the Screening Point.

k. **Results of Depot Surveillance**:  If a stock screen or depot surveillance was initiated as a result of this PQDR then the results may be recorded here.

l. **Alert Notification and Narrative**:  This optional indicator and narrative can be used to recommend to the Naval Inventory Control Point (NAVSUPWSS) that the deficiency be reported on the monthly Defective Material Summary.

m. **NAVSUPWSS Disposition Code and Narrative**:  This code and the supporting narrative are used for PQDRs where NAVSUPWSS is the Action Point.

**NOTE**

**Once the investigation results and codes have been entered here the PQDR is ready to be returned to the Screening Point for closure. Use the "Forward to Screening Point for Closing" link to move the record to the Screening Point.**

## 5  Other PQDR Base Page Features

### 5.1  QUICK VIEWS

The links in the "Quick Views" section of the PQDR Base Page provide a way to quickly review the various forms associated with a PQDR as follows:

a. View SF-368 (HTML):  Displays the SF-368 form in a new window as web-formatted text.  This is the quickest way to retrieve an SF-368 for review but may not be suitable for printing.

b.  View SF-368 (PDF):  Displays the SF-368 form in a new window as an Adobe Acrobat PDF document.  This is the version most representative of the paper SF-368 form and is suitable for printing.

c.  View 1227 (HTML):  This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as web-formatted text.  This is the quickest way to retrieve a 1227 for review but may not be suitable for printing.  This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.

d.  View 1227 (PDF):  This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document.  This is the version most representative of the paper 1227 form and is suitable for printing.  This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.

e.  View Exhibit Tag:  Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.

f.  View Points of Contact:  Displays all points of contact assigned to date who may be participating in the PQDR investigation.  This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.

g.  History:  Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR.  The text of all e-mail messages will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.

## 5.2  ATTACHMENTS

Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP.

Click the View/Upload files link to see any files that have been attached to the PQDR to date.  The number of currently attached files will appear in parentheses.  To attach new files, click the "View/Upload Files" link and then click "Add Attachments" and follow the instructions on the page.  The maximum file size for any single attachment is 10 megabytes.

## 5.3  DD Form 1348

A DD Form 1348 may be created for a PQDR by clicking the Create DD-1348 link on the left side of the PQDR (Figure 3.1).  If a 1348 was already created it can also be retrieved and edited using the DD-1348 link.

## 5.4  EXHIBIT TRACKING

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here.  Click the "Exhibit Tracking" link and follow the instructions on the page if you wish to track exhibits.

## 5.5 USER INFORMATION

The "User Profile" link here will redirect you to the same page as the "User Profile" link at the top of most PDREP pages and is placed here as a convenience.

# 6 SUMMARY

This concludes the PQDR processing instructions for non-DLA Action Points. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

| | |
|---|---|
| E-Mail: | webptsmh@navy.mil |
| Commercial: | (207) 438-1690 |
| DSN: | 684-1690 |
| Fax: | (207) 438-6535 |