NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Product Data Reporting and Evaluation Program (PDREP)

Product Quality Deficiency Report (PQDR)

Local Purchase Processing

User Guide
Updated: 18 March 2013

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FORWARD

Local Purchase Defined – When an item is found to be defective due to a quality deficiency and that item was acquired locally rather than through the government supply system, any Product Quality Deficiency Report (PQDR) written as a result should be treated as a "local purchase" PQDR. In the case of local purchases, no Screening Point will participate in the investigation process and a representative of the buying activity will work directly with the supplier to investigate the PQDR and to identify appropriate corrective and preventive actions and disposition of the deficient item.

In this instance the buying or investigating activity typically fills the roles of both PQDR Originating Point and Action Point, with no Screening Point participating.

INTRODUCTION

This document is intended to guide for personnel in the use of PDREP and specifically in the process of entering and investigating Product Quality Deficiency Reports (PQDRs) for items that were purchased locally and not acquired through the defense supply system.

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

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 the PDREP application or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535, DSN 684-6535

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 LOGGING ON TO PDREP

a. Access the PDREP application from the NSLC Detachment Portsmouth's Home page: https://www.pdrep.csd.disa.mil.

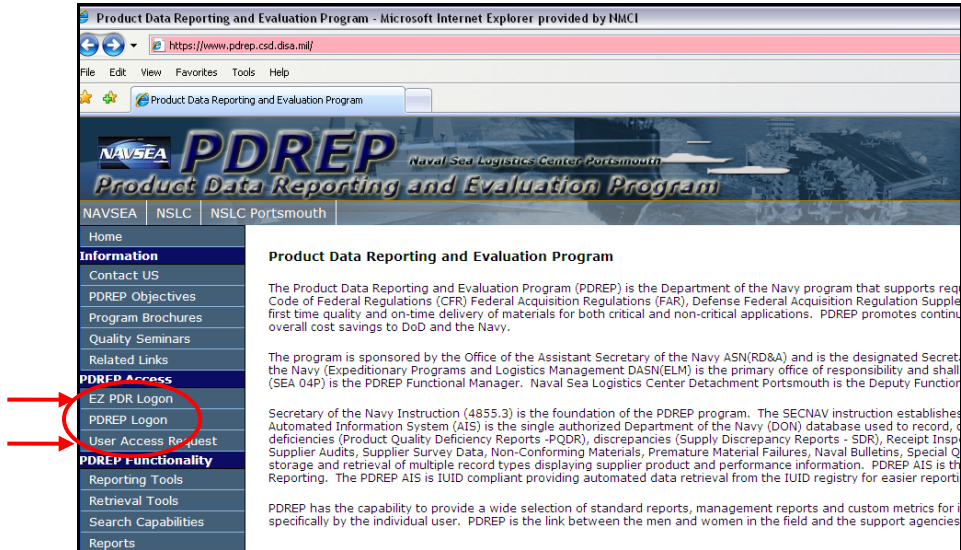b. On the left hand column under PDREP ACCESS click on PDREP Logon.

Figure 1.1

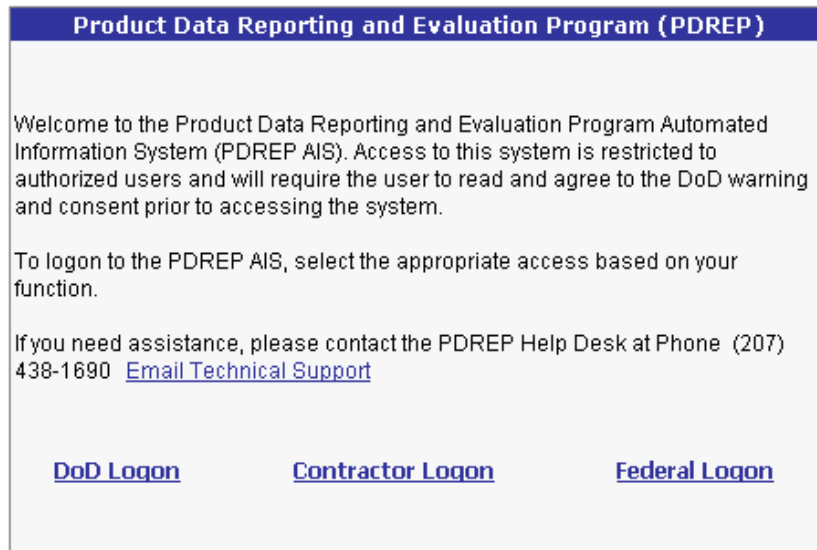c. The Log-on screen (Figure 1.2) displays.

Figure 1.2

d. DoD personnel possessing Common Access Cards (CAC) should click DoD Logon. The Warning and Consent Banner (Figure 1.3) displays.
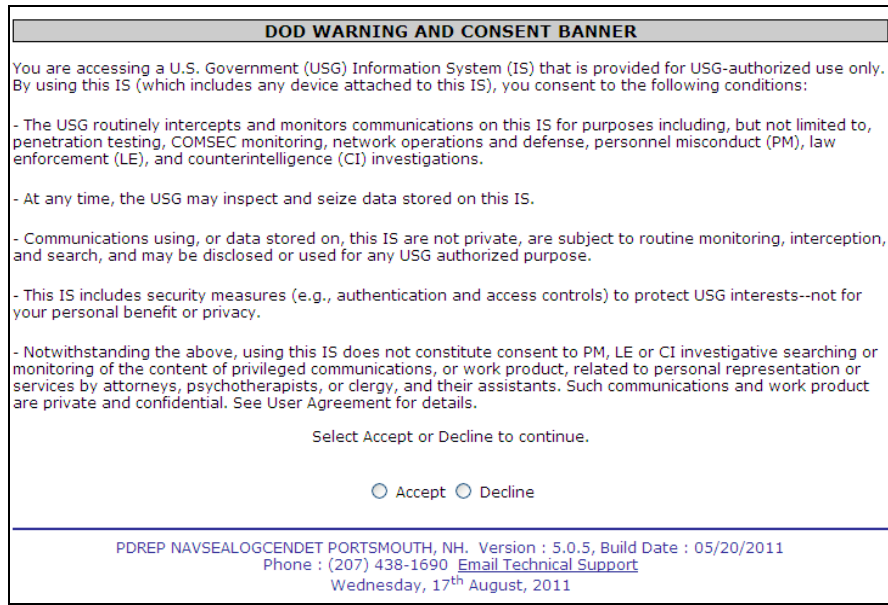
Figure 1.3

e. Click the Accept button or access will be denied.

f. The system will then prompt you to verify your identity from your CAC, or other DoD-issued Public Key Infrastructure (PKI) credentials as shown in Figure 1.4
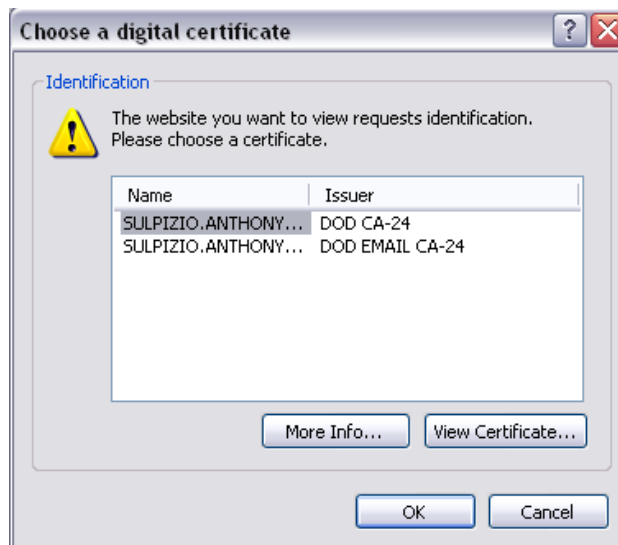

Figure 1.4

g. If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the correct certificate, click the OK button to continue logging into the system. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP Customer Support Desk.

h. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.

Figure 1.5

i. After successfully logging in, the PDREP Main Menu (Figure 1.6) will display.

Figure 1.6

2 USER PROFILE

Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of worklists and other features in PDREP.

a. To view your User Profile, click on User Profile at the top of the Main Menu page (Figure 1.6) toward the upper left corner to review and update your profile. Figure 2.1 shows the User Profile – View display.

Figure 2.1

b. Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed.

c. To edit or update any of this information, click on the "Click here" link above your contact information. The User Profile – Edit page will display (Figure 2.2).

User Information | Email Information | Points of Contact | Change Password

User Profile – Edit

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter known optional fields
3. To update User Profile, click **Save**

Changing Profile data will not update previously saved records

(M) First Name: TEST	**(M) Last Name:** PLAN
(M) Title: TEST	
P.O.Box:	
Address: 999 SOME STREET	
(M) City: SOME CITY	
State/Province: MI-MICHIGAN	**Zip/Postal Code:** 52888
Country: UNITED STATES	
Telephone Number: 555-555-5555	**Ext:**
DSN Telephone Number:	
(M) Email Address: test@aboutblank.com	
Organization Code: 0541	
Logo:	

Save   Cancel

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.0, Build Date : 05/13/2010
Phone : (207) 438-1690 Email Technical Support
Friday, 10th February, 2012

Figure 2.2

d. There are four tabs on the User Profile update page. The first tab contains the most critical User Information. You should ensure that your contact information is accurate, particularly phone and e-mail. Organization Code can be critical to the operation of the Worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate (not currently used by Originators).

e. Detailed instructions on maintaining your User Profile are covered in the PDREP User Profiles guide available at the website. Please contact the PDREP Customer Service desk if you need additional assistance.

3 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 3.1).

Figure 3.1

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 Screening 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 Work List 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 3.2).

Figure 3.2

g. The search results include the following fields.

1. **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. **Report Control Number (RCN)**: 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. **Commercial and Government Entity (CAGE)**: 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. **Critical Safety Item (CSI)**: 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. **National Stock Number (NSN)**: 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 Worklist level.

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

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

13. **Overdue**: This value is based on the "Show Worklist 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.

4 INITIATING A NEW PQDR

The most common originator task is to enter new PQDRs into PDREP. Upon clicking the Product Quality Deficiency Report Link from the PDREP home page, the Worklist page displays with tabs across the top of the page. The DoDAAC and access level of the user determine whether all, or only some of the tabs shown in Figure 4.1 display.

Figure 4.1

4.1 Create New PQDR Tab

a. To enter a new PQDR, click the tab labeled "Create New PQDR".

b. The Create New PQDR page displays (Figure 4.2).

Figure 4.2

c. An **(M)** by any data field indicates it is a mandatory field.

d. Clicking the yellow question mark next to any field name links displays information about that data field.

e. The fields in the Create New PQDR tab are described as follows.

1. **RCN** - Enter a record control number (RCN); the system suggests the next available RCN for your DoDAAC. The RCN consists of your reporting activity DODAAC, Year, and Serial Number. These three fields are auto-filled, but can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically users start RCN serial numbering sequences with serial number '0001'when there are no previous RCNs for the current year in PDREP.

2. **Requisition Number** is optional, but is highly suggested as it speeds up processing of your PQDR. Enter the 14 character Requisition Number and when the Requisition Number has a Suffix; enter the Suffix as the15[th] character at the end of the Requisition Number. The Requisition Number field also assists in auto-populating data on the PQDR.

3. **FSC** and **NIIN** fields are optional on this page; however, FSC is a mandatory field when completing the PQDR form. The FSC and NIIN also assist in auto filling additional data fields in the PQDR in the event that the Requisition Number is unable to be located.

4. **DoD Unique Item Identifier** (UII) is an optional field. Item unique identification is a DoD requirement that enables life cycle traceability. All UIIs are maintained in the DoD's Item Unique Identification (IUID) Registry Database which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the QDR and that other similar markings or barcodes cannot be entered.

    A. To add a UII manually, select the Manual Entry radial button and enter the UII into the "DoD Unique Item Identifier" field, then click the "Add UII" button.

    B. To add an UII using a scanner, select the Scan Barcodes radial button, and then scan the 2D barcodes on the material or associated supply documentation.

    C. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request you to correct or remove the incorrect UIIs.

    D. There may be many barcodes on supply documentation, boxes, and material. So it is quite possible to scan incorrect marks that are not UIIs. This why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.

f. Click the Create New PQDR button to create and auto-populate the PQDR.

g. The PQDR will be auto-populated based on the Requisition Number, FSC-NIIN, and/or UII information provided. Please be patient as the system verifies the UIIs and auto-fills the new record.

4.2 Create New PQDR Web Page

a. The auto-populated PQDR submission screen appears as shown in Figure 4.3. Figure 4.4 and Figure 4.5.

Figure 4.3

Supporting Documentation

(M) **Defect Attribute Codes**
DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? ○ YES ⊙ NO

```
3AI - AUTOMATIC TEST EQUIPMENT
1AQ - BONDING
1AP - BRAZING
3AJ - CALIBRATION
```
[Add Defect Code]

Where Deficiency Discovered
[<SELECT> ▾]

(M) 4. **Date Deficiency Was Discovered**
[05/09/2012] [📅?]

5. **Deficient Item National Stock Number (NSN)**

COG   (M)FSC   NIIN   SMIC   Critical Safety Item
[GG] [6666] [666666666] [G6] [Lookup FSC]   N

(M) 6. **Deficient Item Nomenclature**
[MRE, YUMMY]

(M) **Material Level Code**
[21-NOT APPLICABLE ▾]

Procurement Group Code (PGC)   **DODIC/NALC (ammunition)**
[   ]   [   ]

Unit Cost   **Unit of Issue**   **Credit Card Buy Indicator**
[84]   [EA-EACH ▾]   ☐

Estimated Repair Cost   **Job Order-Keop**
[0]   [   ] - [   ]

MIR Serial No.
[   ] - [   ] [Add MIR]

Shipper's DODAAC/CAGE Code
[   ] [Lookup DODAAC] [Lookup CAGE]

GBL Number
[   ]

7. **Operating Time at Failure**
[   ] (Specify hours, days, cycles, etc.)

8. **Deficient Item Part Number**
[63A158097P1]

9a. **Manufacturer/Vendor CAGE Code**
[16331] [Lookup]
☑ **Vendors' CAGE Code** (Please check if CAGE Code belongs to Vendor)
☐ **Repair Facility's CAGE Code** (Please check if CAGE Code belongs to Repair Facility)

10. **Quantity**
(M) a. **Received**   b. **Inspected**   (M) c. **Deficient**   d. **In Stock**
[0]   [0]   [0]   [0]

DoD Unique Item Identifier
⊙ Manual Entry ○ Scan Barcodes
[   ] [Add UII]
```
D1633163A158097P1B333552
```
[View UII] [Remove UII]

11. **Serial, Lot, or Batch Number**   **Serial/Lot/Batch Type**
[B333552]   [S - Serial Number ▾]

(M) 12. a. **Item**   **Repairable Item**
[<SELECT> ▾]   [UNKNOWN ▾]

Figure 4.4

11. Serial, Lot, or Batch Number   Serial/Lot/Batch Type
    [B333552]   [S - Serial Number ▼]

(M) 12. a. Item   Repairable Item
    [<SELECT> ▼]   [UNKNOWN ▼]

    b. Date MFRD/Repaired/Overhauled   MFRD/Repaired/Overhauled
    [   ] [▦?]   [<SELECT> ▼]

    c. Last Repair Facility (CAGE or DoDAAC)
    [   ] [Lookup DODAAC] [Lookup CAGE]

13. a. Contract Number   Contract Line Item No.
    [N0010407CDA48]   [0001AA]

    b. Requisition/Document Number
    [   ] [Auto Fill]

    c. Purchase Order Number
    [   ]

(M) 14. Government Furnished Material
    [N - No ▼]

15. a. Item Under Warranty   b. Warranty Expiration Date
    [N - No ▼]   [   ] [▦?]

16. End Item EIC/WUC/TAMCN
    [   ]

17. a. Next Higher Assembly NSN

    COG   FSC   NIIN   SMIC
    [ ] [ ] [   ]   [ ]
    b. Nomenclature   c. Part Number   d. Serial Number
    [   ]   [   ]   [   ]

18. a. End Item NSN

    COG   FSC   NIIN   SMIC
    [ ] [ ] [   ]   [ ]
    b. Nomenclature   c. Type/Model   d. Serial Number
    [   ]   [   ]   [   ]

19. Current Disposition of Deficient Item (the Exhibit)
    [H-HOLDING EXHIBIT ▼]

20. Location of Deficient Material
    (DODAAC/CAGE)
    [   ]

    Location of Exhibit Narrative (Provide details as to where the material is currently stored.)
    [   ]

    Material Return Address
    [   ]

    Store as Hazardous Material ☐

21. Action Requested
    [<SELECT> ▼]

(M) Status
    [A -ACTIVE ▼]

    [Save Draft] [Add/View Attachments] [Submit PQDR] [Cancel]
                    [Switch to EZ View]

Figure 4.5

NOTE

It is extremely important to provide as much information as is available about any deficiency report. Mandatory fields in PDREP are marked with (M) and some additional fields may be required depending upon entries into other fields, but most fields are not mandatory. Without the information in those fields however, it may be impossible to conduct a thorough investigation. The end result may be recurrence of preventable defects, lack of credit or replacement for deficient items and potential failures of critical materiel after installation.

Where a data entry field corresponds to a block on the SF368 the block number is provided next to the field name.

4.2.1 DATA ENTRY FIELDS

- **Category**: This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel. When CAT I is selected a Category I Justification is required. Note: PQDRs submitted as a result of a DLA Audit are always CAT II.

- **Sub Category**: This field is used to describe the nature of PQDR or the record type associated the PQDR submission.

- **Report Control No.**: The RCN consists of the 6 character DoDAAC of the originating activity, the 2 digit year, and a four digit serial number. Each PQDR must have a unique RCN, no duplications are allowed. The page displays the last RCN created by you for your current activity, and by your activity's DoDAAC.

- **Block 1a From**: The SYSCOM Field defaults to the SYSCOM value of the originating activity's DoDAAC and can be edited, if needed. The activity name, address, city, state, and ZIP will default to the address for the activity (DoDAAC) in your User Profile. Also, if you have a different physical address in your User Profile than the default for the DoDAAC you may check "Use Originator's Profile address as Originator Address" and use the address from your User Profile instead.

- **Block 1b Originator Name, Phone Number & Email Address**: These will default to the information in your User Profile, but can be changed if you are entering a PQDR on behalf of another Originator.

- **Block 3 Description of Deficiency**: Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications.

- **Supporting Documentation**: Enter supporting information such as drawings, specifications, software, hardware, related data, or environmental conditions at the time of defect discovery, and other supporting information.

- **Category I Justification**: This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.

- **Defect Attribute Codes**: If you suspect counterfeit materiel, click "YES" doing so will automatically select the "5AS-COUNTERFEIT MATERIEL, SUSPECT". More than one Defect Attribute Code may be selected. Select a Defect Attribute Code(s) from the

drop-down list, click Add Defect Code button. To select multiple codes hold down the control <Ctrl> key while selecting. Click Delete next to any incorrect code to remove from the list.

- **Where Deficiency Discovered**: Select an appropriate code from the drop down list.

- **Block 4 Date Deficiency Discovered**: Defaults to the current date but can be edited.

- **Block 5 Deficient Item National Stock Number**: The NSN (National Stock Number) is made from the COG (Cognizance Symbol used by Navy only), FSC (Federal Supply Class), NIIN (National Item Identification Number) and SMIC (Special Material Identification Code used by Navy only). Can be auto-filled from the NIIN but can also be edited. At a minimum an FSC must be supplied in order to process a PQDR. The "Lookup FSC" button is a link to an external website that allows the Originator to research the FSC codes.

- **Critical Safety Item**: Auto-fills from the NIIN and may not be edited.

- **Block 6 Deficient Item Nomenclature**: Auto-fills based on the NIIN (or FSC if NIIN not filled in) and may be edited, if no nomenclature is auto-populated. Note: Required for Army PQDRs.

- **Material Level Code**: Select the Material Level Code (Navy only) Defaults to "Not Applicable".

- **Procurement Group Code (PGC)**: This is a DLA field that auto-fills from the NIIN if the deficient material is a clothing item.

- **DODIC/NALC**: Used to identify the Department of Defense Identification Code (DODIC) or Naval Ammunition Logistics Code (NALC) for ammunition components.

- **Unit Cost**: May be filled automatically from the NIIN if one was provided. Enter or edit the correct Unit Cost if known.

- **Unit of Issue**: Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided.

- **Credit Card Buy Indicator**: Check the credit card indicator if the deficient material was acquired through a local credit card purchase.

- **Estimated Repair Cost**: Enter an estimated repair cost, if known.

- **Job Order**: Enter the Job Order number and the designator for the operation KEOP if the material is designated for use in a specific job order. This is typically used by Navy Units.

- **MIR Serial Number**: To associate a Material Inspection Report (MIR) or Acceptance Inspection Discrepancy Report (AIDR) with the deficient item, enter the MIR/AIDR Serial Number and click Add MIR. To remove a MIR/AIDR, left click on the MIR number to highlight it and click the "Remove MIR" button.

- **Shipper's DoDAAC/CAGE Code**: Enter the Shipper's DoDAAC or CAGE Code if known or click Lookup CAGE or Lookup DoDAAC. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the shipper is known.

- **GBL No.**: Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided.

- **Block 7 Operating Time at Failure**: If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.).

- **Block 8 Deficient Item Part Number**: Enter if known. Mandatory for Army PQDRs.

- **Block 9a Manufacturer/Vendor CAGE Code**: Enter if known or click Lookup. This should be the CAGE of the manufacturer, vendor or repair facility that was most recently responsible for the deficient item. The Lookup button provides a search tool to find the CAGE if the Name of the Manufacturer or Vendor is known. If the CAGE refers to a Vendor or Repair Facility then check the appropriate checkbox under block 9b.

- **Block 10 Quantity a. Received b. Inspected, c. Deficient, d. In Stock**: Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).

- **Block 11 Serial, Lot, or Batch Number**: If a serial, batch, or lot number was supplied with the material then enter it here.

- **Serial/Lot/Batch Type**: Choose whether the number (if any) supplied in block 9 is a Batch, Lot, Serial or Heat number.

- **Unique Identification Identifier (UII)**: Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII).

- **Block 12a. Item**: Select whether the deficient item is New, Overhauled, Repaired, or choose Unknown.

- **Repairable Item**: Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy Activities. Note: Defaults to "Unknown" for Army users. Non-Navy activities are not required to supply this information.

- **Block 12b. Date MFRD/Repaired/Overhauled**: Enter if known.

- **MFRD/Repaired/Overhauled**: Select whether the date in Block 12b applies to when the item was Manufactured, Repaired, or Overhauled.

- **Block 12c**. Last Repair Facility: Enter the DoDAAC or CAGE of the last repair facility. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the last repair facility is known.

- **Block 13a. Contract Number and Contract Line Item No.**: Enter if known or check the box to indicate not provided/unknown.

- **Block 13b. Requisition/Document Number**: Enter if known or check the box to indicate not provided/unknown. This will be populated by the information entered on the create PQDR screen.

- **Block 13c. Purchase Order Number**: Enter if known and applicable.

- **Block 14. Government Furnished Material**: Select whether the deficient item was furnished by the government to a contractor for use in the contractor's manufacturing or assembly process.

- **Block 15a. Under Warranty**: Select whether the item is Under Warranty if known.

- **Block 15b. Warranty Expiration Date**: This date is required if the deficient item is under warranty.

- **Block 16. EIC/WUC/TAMCN**: Enter the Navy Equipment Identification Code (EIC), Air Force Work Unit Code (WUC), or USMC Table of Authorized Materiel Control Number (TAMCN) where the deficient item is used.

- **Block 17a. Next Higher Assembly NSN**: If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly's (NHA) COG, FSC, NIIN and SMIC. If a next higher assembly NIIN is supplied then clicking "Auto Fill NSN" will complete the NSN if the complete NSN exists in PDREP.

- **Block 17b. Next Higher Assembly Nomenclature**: Enter description of the NHA.

- **Block 17c. Next Higher Assembly Part Number**: Enter the part number of the NHA.

- **Block 17d. Next Higher Assembly Serial Number**: Enter the serial number of the NHA.

- **Block 18a. End Item NSN**: Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g. SSN 706, USS Albuquerque, and F-16). If an end item NIIN is supplied then clicking "Auto Fill NSN" will complete the end item NSN if the complete NSN exists in PDREP.

- **Block 18b. Next Higher Assembly Nomenclature**: Enter description of the NHA.

- **Block 18c. Next Higher Assembly Type/Model**: Enter the type or model of the NHA.

- **Block 18d. Next Higher Assembly Serial number**: Enter the serial number of the NHA.

- **Block 19 Current Disposition of Deficient item (the Exhibit)**: Defaults to H- Holding. This can be changed if needed but in most cases if an investigation is expected then the Originator is directed to hold the deficient item(s) pending an exhibit request.

- **Block 20. Location of Deficient Material**: Enter the appropriate DODAAC or CAGE Code.

- **Block 21. Action Requested**: Select a code that best describes your expectations/ recommendation for the handling of this PQDR. Note: If material return or replacement is requested then please supply a detailed Material Return Address after selecting your recommendation.

- **Location of Exhibit Narrative**: Enter a narrative to assist in locating the material for investigation or disposition.

- **Material Return Address**: Enter a return address in the event that the exhibit is shipped to location other than the originator's location.

- **Store as Hazardous Material**: Check if material is stored as hazardous.

- **Status**: Defaults to A-ACTIVE. This can be changed. If the PQDR is for Information Only, the status should be set to AI. If the PQDR was entered as a result of Defective Material Summary or is a stock screening request, the status should be set to A9.

4.2.2 Buttons

Buttons available on the Create New PQDR form are described below. Click the Save Draft or Cancel button to exit the form.

a. **Switch to EZ View:** The Switch to EZ View button permits users to show only the fields listed on the SF368 and mandatory fields required by a service for PQDR submission. Please remember that as much info as possible should be submitted to assist PQDR personnel that receive the PQDR to provide the best chance to process your PQDR without having to contact you at some later date for more information. When clicked this button toggles the web page hiding the non-mandatory fields and fields that are not on the SF368. Also, the buttons display changes to read Switch to Standard View. Clicking the Switch to Standard View button again places all available fields for data entry back on the users display. The default view is the Standard View in PDREP.

b. **Add/View Attachment:** This button enables the user to attach typical word processing documents and pictures to the PQDR for submission.

c. **Save Draft**: The Save Draft button may be used at any time to save your work as a draft to return to it later or perform occasional saves of data previously entered. Once a PQDR has been submitted and is no longer a draft this button will change its display to a Save button. Save button permits the originator to make corrections or update fields they may have been left blank on the PQDR after it was already submitted.

d. **Submit PQDR:** This button is clicked when you're ready to complete the PQDR submission process. Clicking this button will lead you through the process of forwarding your PQDR to an appropriate screening point. This button changes its display to read Save and Exit after the PQDR is submitted to a screening point. The Save and Exit button permits the originator to make corrections or update fields they may have left blank on the PQDR after it is submitted and exit back to the Originators Point Data Entry base page.

e. **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save Draft button, any data typed on the page is NOT saved. If the Save Draft button had been clicked at any time, then any data entered before the Save Draft will have been retained.

5 PQDR Base Page

The PQDR Base Page (Figure 5.1) is the primary working page for a PQDR after it has been entered into PDREP. Originators may continue to update the information on a PQDR even after it has been released for screening and investigation. The base page also provides originators and others with a method of reviewing PQDR status, sending relevant correspondence and identifying the investigating parties. Actions available from the base page are described below.

Figure 5.1

5.1 Origination Point – Editable Fields

5.1.1 Blocks 1-21

This link opens the same data entry page that was used to create the PQDR. Updates to the original PQDR information with the exception of block 22a (Description of Deficiency) can be made from this page even after PQDR release. Block 22a can be edited directly by the originator before the PQDR is released to the Screening Point.

5.1.2 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.

5.1.3 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. New additions are stamped with the date and name of the user.

5.2 CORRESPONDENCE

5.2.1 Assign Myself as Screening Point

The Assign Myself as Screening Point option is not used for processing Local Purchase PQDR's.

5.2.2 Process as Local Purchase PQDR

If the deficient item was acquired via a local purchase and not from the supply system then the originator may be both the Screening and Action Point and will conduct any required investigation and disposition activities directly with the local supplier.

a. Click the Process as Local Purchase PQDR link and the Process As Local Purchase form displays.

Figure 5.2

b. Click the Save button on this page to assign the Originator as both the Screening and Action Points for this PQDR.

c. Any required changes to contact information etc. can be made from the Action Point base page under the "Edit Mandatory Origination Data" link.

d. A Successful Save message (Figure 5.3) should be received after pressing the Save button

PDREP Message

Rcn_Activity	TPLAN0
Rcn_Number	107329
Message	Successfully promoted PQDR as Local Purchase

Continue

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690 Email Technical Support
Wednesday, 9th May, 2012

Figure 5.3

e. Clicking the Continue link will bring up the Action Point Data Entry page (Figure 5.4).

Home • Feedback • Links • User Profile • PDREP Manuals   User: TEST PLAN • logout

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 (1)

EXHIBIT TRACKING
Exhibit Tracking

USER INFORMATION
User Profile

Action Point Data Entry

RCN: TPLAN0-10-7329		NSN: 9B2530009732355	
Category: CATEGORY II		Status: ACTIVE	
Location of PQDR: ACTION POINT FROM SCREENING POINT		**Local Purchase**	

Note: This PQDR will be processed by a BSM Action Point

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
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

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: N45112120018
TPLAN0107329

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690 Email Technical Support
Wednesday, 9th May, 2012

Figure 5.4

5.3 Release PQDR

5.3.1 Forward to Screening Point

The Forward to Screening Point function is not used when processing as a Local PQDR.

5.4 Send Message To

Before the release of the PQDR for investigation, the only link available here is "Supervisor". After release the available recipient links will change to allow other types of correspondence.

Clicking one of the Send Message links will open up the Send Message form (Figure 5.5).

Figure 5.5

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.

5.5 Other PQDR Base Page Features

5.5.1 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.

5.5.2 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.

5.5.3 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.

5.5.4 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 INVESTIGATION ACTIVITIES

After designating this PQDR as Local Purchase, the system will redirect the user to the Action Point base page (Figure 5.4), from which all investigation and closure activities will be conducted. Notice that Local Purchase is highlighted in upper right side.

The Action Point should initiate the investigation immediately upon receipt of the PQDR. For local purchases the investigation will generally 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 for investigation support. The Action Point will enter or add information or edit information supplied by the Support Point.

6.1 Action Point Editable Fields

6.1.1 View/Edit Action Point Data

Click the View/Edit Action Point link and the PQDR View/Edit Action Point screen (Figure 6.1 and Figure 6.2) will display. This page allows the Action Point to enter supplemental information about the PQDR and the investigation.

Figure 6.1

Figure 6.2

Most of the information on this page is maintained automatically by PDREP. There are two fields on this page however that significantly affects other functions in PDREP.

    a. **DLA Case Control Number**: This is the DLA Action Point's control number for the PQDR it is used by DLA only. The PQDR Advanced Search can be conducted based on this unique number.

    b. **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.

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

a. **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.

b. **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.

c. **Alert Notification and Narrative**: The Alert Notification and Narrative field is not used for local purchase PQDRs.

d. **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.

6.1.2 Edit Mandatory Origination Data

This page allows the Action Point to quickly enter or edit 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. Click the Edit Mandatory Origination Data link and the PQDR Mandatory Fields page (Figure 6.3 and Figure 6.4) will display.

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

RCN: TPLAN0-10-7329   NSN: 9B2530009732355
Location of PQDR: ACTION POINT FROM SCREENING POINT

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:**   TEST PLAN
         Telephone No: 555-555-5555
         Email: WEBPTSMH-APPS@NAVY.MIL

SCREENING POINT CONTACT INFORMATION
(M) 2b. **Names:**   TEST PLAN
         Telephone No: 555-555-5555
         Email: TEST@ABOUTBLANK.COM

ACTION POINT CONTACT INFORMATION
(M)   **Names:**   TEST PLAN
         Telephone No: 555-555-5555
         Email: TEST@ABOUTBLANK.COM

(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.

TEST FOR ROBIN GILES.

[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

         3AL AUTOMATIC TEST EQUIPMENT

Figure 6.3

(M)   Defect Attribute Codes:

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

```
3AI - AUTOMATIC TEST EQUIPMENT
1AQ - BONDING
1AP - BRAZING
3AJ - CALIBRATION
```
[Add Defect Code]

Selected Defect Codes	Delete
1AB - POOR WORKMANSHIP	☐

(M)   Material Level Code: [21-NOT APPLICABLE ▾]

(M)   4.   Date Deficiency Discovered: [12/03/2008] [🔲?]

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

         (COG-(M)FSC-NIIN-SMIC):   [9B] [2530] [009732355] [   ]   [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: [LEVER,LEFT HAND BRAKE]

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

      9a.   MFRS. Code(CAGE):   [   ]

      9b.   Manufacturer Name:
            Address:
            City, State, Zip:

            ☐ 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 [100]   b. Inspected [0]

                      c. (M) Deficient [75]   d. In-stock [0]

          DoD Unique Item Identifier: ◉ Manual Entry   ○ Scan Barcodes

                      [   ]   [Add UII]

      12c.   Last Repair Facility: [   ]

      13a.   Contract No: [   ] (do not include dashes)

            Contract Line Item: [   ]

            ☑ Check if Contract No. is not provided or in unknown

      13b.   Requisition No: [N451128338U546]   [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 6.4

6.1.3 Edit Stock Screening Data

?

6.1.4 Complete Action Point Investigation

Refer to Section 7 CLOSING ACTIONS.

6.1.5 View/Add Notes and 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.

6.1.6 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. New additions are stamped with the date and name of the user.

6.2   Correspondence Functions

6.2.1 Action point Letters

Several pre-formatted letters are available for the Action Point's use during the investigation process.

Clicking the Action Point Letters link opens the PQDR Correspondence form (Figure 6.5). 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.

Figure 6.5

6.3 Release PQDR

The Release PQDR options are described in the following sections.

6.3.1 Forward to Screening Point for Closing

The Forward to Screening Point for Closing option is not used when processing a PQDR as a Local Purchase.

6.3.2 Re-assign within Action Point Activity

This function is seldom used for local purchase investigations, but you may use this function to reassign a PQDR to another individual Action Point with your activity.

6.3.3 Assign to another Action Point Activity

The Assign to another Action Point Activity option is not used when processing a PQDR as a Local Purchase.

6.3.4 Forward to 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. This option functions in the same manner as the redirection actions documented above.

6.3.5 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 as previously discussed.

6.3.6 Incorrect Recipient Activity – Return to Screening Point

In the case of local purchases, this function should only be used in case of an error where the deficient item is found not to be purchased locally. In order to redirect the PQDR into the proper investigating chain for the government supply system, the investigator would use this function and then the same function at the Screening Point level to return the PQDR to the Originator level for forwarding to an appropriate Screening Point.

6.4 Send Message To

Before the release of the PQDR for screening, the only links available here are "Supervisor" and "Other". The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After the PQDR is released the available recipient links will change to "Screening" for direct e-mail messages to the Screening Point and "Other" for all other recipients.

7 CLOSING ACTIONS

Upon completion of the PQDR investigation the local purchase investigator will enter closing codes and investigation results and close the PQDR all in a single step. If a Support Point investigation was conducted then the codes will be pre-populated for the investigator 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 investigator will base the PQDR investigation results narrative on this input. Click on "Complete Action Point Investigation" link and the Complete Action Point Investigation form (Figure 7.1) will display.

Figure 7.1

Fields in the Complete Action Point Investigation form are described below.

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

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

c. **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.

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

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

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

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

h. **DLA Credit Code (DLA only)**: The DLA Credit Code is not used for local purchase PQDRs.

i. **Investigation Results**: The narrative here should provide a comprehensive set of findings from any investigation conducted.

j. **Results of Depot Surveillance**: The Results of Depot Surveillance field is not used for local purchase PQDRs.

k. **Alert Notification and Narrative**: The Alert Notification and Narrative functionality is not used for local purchase PQDRs.

l. **Other fields**: The remainder of this page contains date and reference fields that are maintained by the system and generally should not be manipulated here.

Once the investigation results have been saved, the investigation is considered complete and the PQDR is considered closed.

8 Summary

This concludes the PQDR entry and investigation instructions local purchase PQDRs. For instructions on other PQDR investigation activities please consult the other documents provided in this series. 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:

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