



Contractor Profile

User Guide
23 May 2020

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Click link and the hold 'CTRL' key to follow link

FOREWARD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Contractor Profile is designed to work in concert with existing DoD and DON policies and processes. Its purpose is to assist users with the functionality of the PDREP-Contractor Profile application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

REFERENCES

1. [SECNAV 4855.3C](#)
2. [NAVSO P-3683](#)
3. [NAVSEA INST 4855.39](#)

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 Contractor Profile.

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. Instructions are available on the PDREP home page as linked above. Click on [User Access Request](#) for instructions on filling out an access request form. Follow additional directions on the form itself to submit the request for access to the PDREP team.

Existing PDREP users can submit an access change request. To do this, log into the PDREP-AIS and hover over '[Your Name]' in the upper right corner of the page and click 'Access Change Request'. Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

Requests for assistance, improvement, or changes to any of the PDREP applications or the NSLC Detachment Portsmouth PDREP 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/>

Hover over 'Help' link at the top of any PDREP page. Select the first option on the fly out to 'Contact Help Desk with comment, question, or feedback.'

If you wish to provide suggestions to change Contractor Profile or other PDREP-AIS modules, from the same Help menu, select the 'Suggest a Change' option. The Customer Service Request (CSR) form will open. Instructions for completion are located at the top of the form.

Also, visit our [FAQ Page](#) – your question(s) may be easily answered there.

NSLC Portsmouth Help Desk

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

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

E-Mail: WEBPTSMH@navy.mil

Mailing Address

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

1 LOGGING INTO PDREP

1.1 PDREP MAIN MENU

- A. Logging into PDREP: follow the link to <https://www.pdrep.csd.disa.mil/>
- B. Click 'PDREP Login' (See **Figure 1.1**).

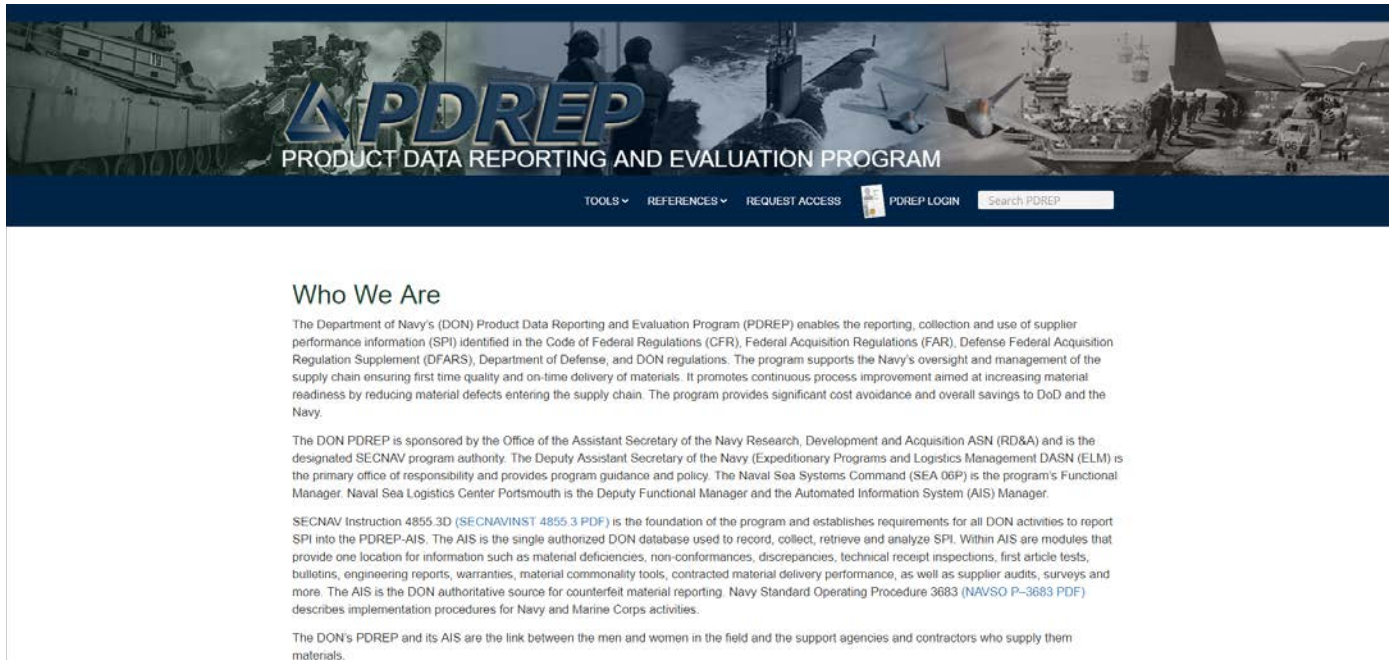


Figure 1.1

- C. On the DOD Warning and Consent Banner, select Accept (selecting decline will close the banner and you will have to start the login process over). And the application will direct you to the PDREP home page.

2 SEARCHING CONTRACTOR PROFILE

2.1 Accessing Contractor Profile

- A. Under PDREP Reports, select 'Contractor Profile' (See **Figure 2.1**). This will bring you to the Contractor Profile page (See **Figure 2.2**).

Welcome, PQDR (BETA) USER GUIDE Last Logon: MAY 19, 2020 09:31 AM
[User Profile](#) ▶ • [Logout](#)

[Home](#) • [Help](#) ▶

APPLICATIONS		Recently Accessed Record(s)		
		Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶				
Batch Upload ▶				
SPPI Bulletins (SB) ▶				
Contract Award and Delivery Data (CAD) ▶				
Controlled Industrial Material (CIM) Search ▶				
Customer Service Request (CSR) ▶				
Engineering Referral System (ERS)				
Material Inspection Record (MIR) ▶				
Product Quality Deficiency Report (PQDR)▶				
QALI/Letter of Delegation (LOD) ▶				
Receipt Inspection Management System (RIMS)				
Special Quality Data (SQD) ▶				
Supplier Audit Program (SAP) ▶				
Supply Discrepancy Report (SDR) ▶				
Survey (Pre/Post Award) ▶				
Test Records ▶				
Virtual Shelf (VSF)				
SEARCHES				
CAGE ▶				
DODAAC ▶				
DUNS ▶				
External Links ▶				
FSC ▶				
GIDEP ▶				
NAVSUP Level I/SUBSAFE Stock Search ▶				
NSN ▶				
PDREP Search				
Qualified Product List ▶				
Requisition ▶				
Routing Identifier Code ▶				
Ull Search				
User Search▶				
REPORTS				
Army PQDR Report				
Contractor Profile				
Material Profile				

PDREP-AIS Version : 6.0.18.45, Build Date : 05/15/2020
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.1

FOUO		UNCLASSIFIED		FOUO	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)					
Home		Help		Maintenance Message	
			User Profile: PQDR.(BETA) USER GUIDE		
			Logout		
APPLICATIONS			Contractor Profile		
ADMIN Links ▶ Batch Upload ▶ SPPI Bulletins (SB) ▶ Contract Award and Delivery Data (CAD) ▶ Controlled Industrial Material (CIM) Search ▶ Customer Service Request (CSR) ▶ Engineering Referral System (ERS) ▶ Material Inspection Record (MIR) ▶ Product Quality Deficiency Report (PQDR) ▶ QALI/Letter of Delegation (LOD) ▶ Receipt Inspection Management System (RIMS) ▶ Special Quality Data (SQD) ▶ Supplier Audit Program (SAP) ▶ Supply Discrepancy Report (SDR) ▶ Survey (Pre/Post Award) ▶ Test Records ▶ Virtual Shelf (VSF)			Instructions (M) denotes a mandatory field 1. Select or enter the End Date (MM/DD/YYYY) (default today) 2. Enter the CAGE Code 3. Select the Number of the year(s) (default 2 years) 4. Enter other optional qualifier(s) as desired 5. Click Run Report Based on the Report Parameters, this report may take several minutes to execute.		
SEARCHES			(M) End Date: 06/03/2020 <input type="text"/> (M) CAGE: <input type="text"/> <input type="button" value="Lookup"/> (M) For: <input checked="" type="radio"/> 1 Year <input type="radio"/> 2 Year <input type="radio"/> 3 Year FSC Code: <input type="text"/> <input type="button" value="Lookup"/> Reporting DODAAC: <input type="text"/> <input type="button" value="Lookup"/> SYSCOMs: <input checked="" type="checkbox"/> ALL or <input type="checkbox"/> 1-NAVSEA ▼ MIR/PQDR Data Type: <input type="checkbox"/> Nuclear <input checked="" type="checkbox"/> Material Level Summary <input type="checkbox"/> Non-Nuclear <input checked="" type="checkbox"/> Narratives <input checked="" type="checkbox"/> Delivery Details		
REPORTS			<input type="button" value="Run Report"/>		
Army PQDR Report Contractor Profile Material Profile					

PDREP-AIS Version : 6.0.18.59, Build Date : 06/02/2020
 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.2

B. All fields marked with **(M)** are mandatory information.

Figure 2.2 Data Fields

- **(M) End Date:** Enter the LAST date for the report (field defaults to current date).
- **(M) Enter Contractor and Government Entity (CAGE) Code:** See Cage Code lookup **Figure 2.3**.
- **(M) For:** Select Radial button for how many years of data (from the End Date) are requested. Default setting for radial range is 2 years.

NOTE: Depending on data size, the report could possibly not pull. In this case, set the years of data to a lower range.

- **FSC Code:** Input a FSC (Federal Supply Class) to only show information related to that FSC in the report – See FSC lookup **Figure 2.4**.
 - **Reporting DoDAAC:** (Department of Defense Activity Address Code) can be added to only show reports generated from the specified DoDAAC, leave blank to show reports from any DoDAAC. – See DoDAAC Lookup **Figure 2.5**.
 - **SYSCOM(s):** Select 'ALL' to display reports from all Syscom or select a specific selection in the dropdown to shows reports associated only to that Syscom.
- C. Ensure all boxes under MIR/PQDR Data Type are selected to show all available data type in the report or make specific selections if desired. Nuclear or Non-Nuclear selection will show MIR/PQDR information for materials ordered for Nuclear Systems or Nun-Nuclear Systems. Material Level Summary will display the material level codes. Selecting 'Narratives' will display the PQDR Description of Deficiency on the report without having to click the RCN number which displays another page to view the information. Deselecting 'Delivery Details' will remove all instances of delivered items per CAGE & FSC (deselecting this option will decrease the time it takes for data to populate).
- D. Upon completion of entering required data, select 'Run Report' and your data will populate.

2.2 LOOKUP CAGE CODE, DODAAC, AND FSC

Lookup CAGE	
Instructions	
1. To search for an existing CAGE Code, enter one of the following:	
a. CAGE Code (must be A/N or #)	
b. Contractors Name (must be A/N)	
2. Click Search	
3. Select a CAGE Code by clicking corresponding Select CAGE Code	
4. Click Cancel to return to previous screen	
Code FOR: CAGE	
Code:	<input type="text"/>
Name:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Figure 2.3

- A. Selecting 'Lookup' on the CAGE Code will display the Lookup CAGE page. Follow the instructions on the page to perform a search of an existing CAGE Code.

Lookup FSC

Instructions

1. To search for an existing Code, enter one of the following:
 - a. Code or
 - b. Name
2. Click **Search**
 - a. Select a Code by clicking the **Select** button
3. Click **Cancel** to return to previous screen

Code FOR: FSC

Code:

Name:

Figure 2.4

B. Selecting 'Lookup' on the FSC Code will display the Lookup FSC page. Follow the instructions on the page to perform a search of an existing FSC Code.

Lookup DODAAC

Instructions

1. To search for an existing Code, enter one of the following:
 - a. Code or
 - b. Name
2. Click **Search**
 - a. Select a Code by clicking the **Select** button
3. Click **Cancel** to return to previous screen

Code FOR: DODAAC

Code:

Name:

Figure 2.5

C. Selecting 'Lookup' on the Reporting DoDAAC will display the Lookup DoDAAC page. Follow the instructions on the page to perform a search of an existing DoDAAC.

3 VIEWING THE CONTRACTOR PROFILE REPORT

```
Contractor Profile Report
Print Back Download PDF

PRODUCT DATA REPORTING AND EVALUATION PROGRAM
CONTRACTOR PROFILE
RUN 02-JUN-20

FOR PERIOD: 03-JUN-19 TO 03-JUN-20

NAME: TEST CAGE TEST <, >, &.          CAGE CODE: CPARS
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.
ADDRESS: TEST CAGE TEST <, >, &.      ENTITY:
TEST CAGE TEST <, >, &.              DUNS:
TEST CAGE TEST <, >, &.              PHONE:
TEST CAGE TEST <, >, &.              SYSCOM: ALL
CAO'S NAME:                            DODAAC:
GENERIC FSC: ALL                       FSC CODE: ALL
```

Figure 3.1

A. The Contractor Profile will appear similar to **Figure 3.1**.

Figure 3.1 Contractor Profile Data Fields

- **Run:** The date report was generated.
- **For Period:** The provided date range for the Contractor Profile report.
- **Name and Address:** Name and Address of the Company.
- **CAGE:** Contractor and Government Entity (CAGE) of the company.
- **Entity:** The type of work performed by the contractor.
- **DUNS:** Data Universal Number System (DUNS), DUNS is a unique nine-character number used to identify a company. The federal government uses the DUNS number to track how federal money is allocated.
- **Phone:** The phone number associated to the contractor.
- **SYSCOM:** Systems Command (SYSCOM), this populates from your search criteria. Either 'ALL' is selected or a specified SYSCOM (i.e. NAVSEA, NAVSUP, etc.).
- **DODAAC:** Department of Defense Activity Address Code (DoDAAC), left blank unless you specified in your search the Reporting DODAAC.
- **FSC CODE:** Federal Supply Class Code (FSC), defaults to 'ALL' unless specified to only search information with a specific FSC.
- **Generic FSC:** Generic Nomenclature for the specified FSC, defaults to 'ALL'.

- **CAO:** Contract Administration Office (CAO), the administrating or activity assigned to perform contract administration functions in accordance with 48 CFR **Section 1**.

```

.....
SURVEILLANCE PLAN
=====
SURVEILLANCE PLAN INFO
  Surveillance Plan Number:  CFARS-201501
  Frequent:                  Y

QUALITY ASSURANCE REPRESENTATIVE (QAR)
  Name:
  Activity:
  Activity Name:
  Address:
  Name:
  Phone Number:
  Email Address:

```

Figure 3.2

B. Contractor Profile Report – Surveillance Plan

1. **Surveillance Plan INFO:** The data is entered by DCMA and is pulled from Facility Oversight Plant (FOP) to show the Surveillance Plan Number. DCMA and the contractor must maintain an effective management system and must be able to change the system without significant government intervention.
2. **Quality Assurance Representative (QAR):** Provides the US Government QAR assigned to the Contractor and their applicable information (See **Figure 3.2**).

```

CONTRACTOR:
DODAAC
CAGE      POC Name                Phone Number
-----
CPARS     CPARS
          Email Address: TEST@NAVY.MIL
Associated CAGE Code(s): No associated CAGES(s) found

HIGHEST CONTRACTUALLY IMPOSED QUALITY ASSURANCE PROVISION
Provision:          01 - 52.246-2 - Standard Form 32

FSC(s): No associated FSC(s) found.

*****

```

Figure 3.3

C. The Contractor section shows the Department of Defense Activity Address Code (DoDAAC), Contractor and Government Entity (CAGE), Point of Contact information for the company, Highest Contractually Imposed Quality Assurance Provision, and Products supplied to the Naval Special Emphasis Program (NSEP) (See **Figure 3.3**).

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.1 CORRECTIVE ACTION REQUEST (CAR)

A. This result gives a basic view of CARs that have been issued to the Contractor (See **Figure 3.4**).

```

*****
CORRECTIVE ACTION REQUEST (CAR)
=====
CAR NUMBER      DEFECT ATTRIBUTE  CTR COMPLETE  CTR COMPLETE DATE  QAR ACCEPT/REJECT
-----
CPARS-2017-2    63                YES           22-MAR-17          YES
CPARS-2017-1    5AD              NO            25-MAR-17
CPARS-2017-4    63                YES           31-MAR-17          YES
CPARS-2017-5    63                YES           31-MAR-17
CPARS-2017-6    63                NO            31-MAR-17
CPARS-2017-3    63                YES           05-APR-17
*****

```

Figure 3.4

Figure 3.4 CORRECTIVE ACTION REQUEST Data Fields

- **CAR number:** The created and issued corrective action request number to the contractor, this number identifies a noncompliance or a violation that needs to be corrected. The number consists of the CAGE Code, four-digit year and a sequential number for that CARs issued for that CAGE and year.
- **Defect Attribute:** Type of deficiency that was identified.
- **CTR complete:** Yes/No if the contractor has completed the CAR and rectified the deficiency.
- **CTR complete date:** The response due date given to the contractor.
- **QAR Accept/Reject:** Yes/No if the QAR accepts or rejects the contractor's response to the issued CAR.

B. A Corrective Action is Defined as:

1. A Corrective Action Request (CAR) is issued to the contractor to identify and correct all instances of noncompliance with established methods for processing product, controlling quality systems or violation of contract/purchase order requirements.
2. A CAR is issued for the presentation of nonconforming product to the Government or Government observance of a nonconformance during process evaluation and surveillance and product inspections.

3. CARs shall be documented and issued for all NSEP non-conformances. Before issuing any CARs, the QAR will assure that the condition is a violation of a contract requirement or the contractor's established method and/or procedure. Assistance in reaching these conclusions may be obtained from the CMO NSEPM, DNSEPC, or the customer.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

- C. To get a detailed view, submit access request to 'Corrective Action Request' Application in PDREP and access the module through the main page of the PDREP AIS.

NOTE: Contractors that request access to CAR will only be able to view and answer CARs associated to their Cage Code and DoDAAC. Same rules apply to Contractors with access to this Report Tool (Contractor Profile).

3.2 QUALIFIED PRODUCTS LIST (QPL)

- A. The Qualified Products List (QPL) is a listing of products or family of products that have met the qualification requirements set forth in the applicable specification, including appropriate product identification, tests or qualification reference, and the name and plant address of the manufacturer and authorized distributor. A QPL listing is used by government activities to determine approved sources of supply for items they wish to procure (See **Figure 3.5**).

NOTE: Detailed QPL info is located at www.dsccl.dla.mil/programs/qmlqpl

```

*****
QUALIFIED PRODUCTS LIST (QPL)
=====
SPECIFICATION          FSC          ISSUE DATE
-----
MILS1222              9999         03-MAR-15

NOTE: DETAILED QPL INFO IS LOCATED AT www.dsccl.dla.mil/programs/qmlqpl
*****

```

Figure 3.5

Figure 3.5 Data Fields

- **Specification:** Lists the specification number created for the QPL that is associated to the CAGE code.
- **FSC:** The associated Federal Supply Class for the QPL.
- **Issue Date:** The date the QPL was added.

PDREP - QUALIFIED PRODUCTS LIST	
Date: 09/04/2019	
Record Control Number: CPARSTEST	Added Date: 03/03/2015
Issue Date: 03/03/2015	Update Date:
CAGE Code: CPARS	
FSC: 9999	
Commodity: MISCELLANEOUS ITEM	
Specification: MILS1222	

Figure 3.6

B. Clicking on the Specification number will bring you to the basic view page (See Figure 3.6).

Figure 3.6 QUALIFIED PRODUCTS LIST Data Fields

- **Record Control Number (RCN):** The created number for the report.
- **Issue Date / Added Date / Update Date:** Issue date is when the QPL was issued. Added date is the date the record was created. Update is any updates to the record.
- **CAGE Code:** The Contractor and Government Entity for which the QPL is associated to.
- **FSC:** The associated Federal Supply Class for the QPL.
- **Commodity:** Type of material.
- **Specification:** The specification number created for the QPL that is associated to the CAGE code.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.3 DELIVERY PERFORMANCE (DELIVERY SUMMARY and DELIVERY DETAIL)

- A. Information is derived from Contract Award and Delivery Data (CAD) (See **Figure 3.7**).
- B. PDREP receives contract award and delivery data by electronic data transfer from the DoD's Wide Area Work Flow (WAWF), Electronic Document Access (EDA), and the Defense Contract Management Agency (DCMA) Mechanization of Contracts Administration Services System (MOCAS) automated information technology systems. Data related to your organization may already be partially collected or collected in its entirety by PDREP (if your organization uses those systems).

DELIVERY PERFORMANCE						

DELIVERY SUMMARY						

ACTIVITY NAME	TIME FRAME	CLINS RECD	CLINS DELINQUENT	% DELINQUENT		

DLA	6 MOS	0	0	0		
	1 YR	1	0	0		
DLA	6 MOS	1	0	0		
	1 YR	1	0	0		
AV	6 MOS	3	0	0		
	1 YR	3	0	0		
DCMA	6 MOS	297	208	70		
	1 YR	433	246	57		
DLA	6 MOS	69	30	43		
	1 YR	97	31	32		
DLA	6 MOS	21	5	24		
	1 YR	27	5	19		
NAVSHIPYD	6 MOS	1	0	0		
	1 YR	1	0	0		
NAVSUP	6 MOS	2	2	100		
	1 YR	2	2	100		
TOTALS	6 MOS	394	245	62		
	1 YR	565	284	50		

DELIVERY DETAIL						

DODAAC	FSC	CONTRACT NO. / ORDER NO.		CLIN	DUE DATE	DELIVERED

:	48			000	20-DEC-	OVERDUE
:	30			000	24-APR-	OVERDUE

Figure 3.7

C. The DELIVERY PERFORMANCE summary will appear. It will look similar to what is depicted in **Figure 3.7**.

Figure 3.7 DELIVERY PERFORMANCE Data Fields

- **Activity Name:** Location that performed the inspection.
- **Time Frame:** Time frame of the data.
- **Contract Line Item Number (CLINS) Received:** Number of Line Items received from a Contract.
- **Delinquent %:** Percent from the amount of CLINS received to the amount delinquent.
- **Department of Defense Activity Address Code (DoDAAC):** The activity code that placed a contract/order for items or services to be acquired.
- **Federal Supply Code (FSC):** A four-digit code used to group similar items together. Part of the National Stock Number for the material.
- **Contract No. / Order No.:** The contract number or order number which details an agreed up service or purchase.
- **Contract Line Item Number (CLIN):** Used to specify the commodities being acquired for traceable accounting classification on a federal government contract.
- **DUE DATE:** The agreed upon date to deliver the service or goods per the contract.
- **DELIVERED:** The date of delivery or overdue if it has not been received.

D. Clicking on the Contract No. / Order No. hyperlink will bring you to the Contract Award and Delivery Data – View Record page (See **Figure 3.8**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER GUIDE](#) ► • [Logout](#)

Contract Award and Delivery Data - View Record

Date: 09/05/2019

Contract Number: _____
 CAGE Code: _____
 Contract Admin Office: _____
 Award Date: 08/18/2017

Added Date: 07/30/2019
 Added Activity: _____
 Update Date: _____
 Update Activity: _____

Contract Item Number	FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Shipment#	Mat Code	Mat-JOKO	Mat Desc	Quantity	Units	Unit Price
	6105	011572436		02/05/2019	12/20/2018	12/20/2018						1	EA	\$16,401.72
	1105	011572436		02/05/2019	12/31/2018	12/31/2018						1	EA	\$16,401.72
	1105	011572436		08/18/2018	12/20/2018	12/20/2018						1	EA	\$16,401.72
	1105	011572436		02/05/2019	12/20/2018	12/20/2018						1	EA	\$16,401.72
	1105	011572436		08/18/2018	12/31/2018	12/31/2018						1	EA	\$16,401.72
	1105	011572436		02/05/2019	12/31/2018	12/31/2018						1	EA	\$16,401.72
	1105	011572436		08/18/2018	12/20/2018	12/20/2018						1	EA	\$16,401.72

Figure 3.8

Figure 3.8 View Record Data Fields

- **Date:** The date when the report was generated from Contractor Profile.
- **Contract Number:** Contract the material or service was ordered on.
- **CAGE Code:** Contractor and Government Entity (CAGE) Code.
- **Contract Admin Office:** The administrating or activity assigned to perform contract administration functions in accordance with 48 CFR **Section 1**.
- **Award Date:** The date the contract was awarded.
- **Added Date:** The date the contract information or record was added.
- **Added Activity:** The government activity that uploaded the information.
- **Update Date:** Date when an update or amendment was made to the information.
- **Update Activity:** The last activity to add any updates.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.4 MATERIAL INSPECTION RECORD (MIR)

- A. Whenever a technical receipt inspection is performed, an MIR is required to be recorded IAW SECNAV Instruction 4855.3. MIR is the record generated as the result

of a technical inspection of material or hardware. It is completed during source inspection or receipt inspection. A technical inspection is the performance of any test or inspection other than the routine check for count and damage. Activities must complete an MIR if material or hardware undergoes a technical receipt inspection, positive and negative. NAVSEA Shipyard Activities use the Receipt Inspection Management System (RIMS) within the PDREP-AIS to generate their MIRs. These MIRs, once complete, are documented in the PDREP-MIR System as well.

B. The INSPECTION ACTIVITY SUMMARY Data Fields appear in **Figure 3.9**.

MATERIAL INSPECTION RECORD (MIR)										

INSPECTION ACTIVITY SUMMARY										

ACTIVITY NAME	TIME	LOTS	LOTS	LOTS	PIECE	PIECE	PIECE	LOTS	GSI	
	FRAME	RECD	DEF	% DEF	RECD	DEF	% DEF	GSI	DEF	

NAVSEALOGCENDET	6 MOS	12	12	100	180	135	75	2	2	
	1 YR	13	12	92	181	135	75	2	2	
	2 YRS	13	12	92	181	135	75	2	2	
NAVSHIPYD	6 MOS	1	1	100	100	100	100	0	0	
	1 YR	1	1	100	100	100	100	0	0	
	2 YRS	1	1	100	100	100	100	0	0	
NAVSUP	6 MOS	1	1	100	100	100	100	0	0	
	1 YR	1	1	100	100	100	100	0	0	
	2 YRS	1	1	100	100	100	100	0	0	
TOTALS	% NUC 0%	6 MOS	14	14	100	380	335	88	2	2
	0%	1 YR	15	14	93	381	335	88	2	2
	0%	2 YRS	15	14	93	381	335	88	2	2

Figure 3.9

Figure 3.9 INSPECTION ACTIVITY SUMMARY Data Fields

- **Activity Name:** Location that performed the inspection.
- **Time Frame:** Period of the data.
- **Lots Received (Inspected Lots):** Number of Inspected Lots.
- **Lots Deficient (Rejected Lots):** Number of Rejected Lots.

- **Lots % Deficient:** The percentage of deficient lots compared to how many were received.
- **Piece Received (Inspected Units):** Number of Inspected individual units from within each lot.
- **Piece Deficient (Rejected Units):** Number of Rejected individual units from within each lot.
- **Piece % Deficient:** The percentage of deficient units compared to how many were received.
- **Lots GSI (Government Source Inspection (GSI) Inspect Lots):** Number of lots that were GSI (Government Source Inspection) Inspected. This is performed at the supplier location.
- **GSI Deficient GSI Reject Lots:** Number of lots inspected via GSI that were deficient.
- **Totals % Nuclear:** Total percentage that are Nuclear Lots. Nuclear Receipt Inspection is performed when the material is ordered for an end use within the scope of a Nuclear application.

C. The MATERIAL LEVEL SUMMARY Data Points are shown in **Figure 3.10**.

MATERIAL LEVEL SUMMARY									
MATERIAL LEVEL	TIME FRAME	LOTS RECD	LOTS DEF	LOTS % DEF	PIECE RECD	PIECE DEF	PIECE % DEF	LOTS GSI	GSI DEF
NOT APPLICABLE	6 MOS	0	0	0	0	0	0	0	0
	1 YR	1	0	0	1	0	0	0	0
QA-1, QC-22, LEVEL 1	6 MOS	37	0	0	363	0	0	34	0
	1 YR	68	7	10	745	12	2	61	5
QA-3, QC-77, NON-LEV	6 MOS	4	0	0	84	0	0	4	0
	1 YR	10	1	10	544	197	36	9	0

Figure 3.10

Figure 3.10 MATERIAL LEVEL SUMMARY Data Points

- **Material Level:** Type of material and its intended use.
- **Time Frame:** Time frame of the data.
- **Lots Received (Inspected Lots):** Number of Inspected Lots.
- **Lots Deficient (Rejected Lots):** Number of Rejected Lots.

- **Lots % Deficient:** The percentage of deficient lots compared to how many were received.
- **Piece Received (Inspected Units):** Number of Inspected individual units from within each lot.
- **Piece Deficient (Rejected Units):** Number of Rejected individual units from within each lot.
- **Piece % Deficient:** The percentage of deficient units compared to how many were received.
- **Lots GSI (Government Source Inspection (GSI) Inspect Lots):** Number of lots that were GSI (Government Source Inspection) Inspected. This is performed at the supplier.
- **GSI Deficient GSI Reject Lots:** Number of lots inspected via GSI that were deficient.
- **QA-1, QC-22, Level 1:** Material ordered as Level 1 is intended for an end use within the Level 1 boundary.
- **QA-2, QC-99, CIM:** Material ordered as Controlled Industrial Material has a wide variety of end uses.
- **QA-3, QC-77, Non-Level:** Material ordered as Non-Level is intended for an end use outside of the L1 boundary.
- **QA-A, Level 1 Nuclear:** Same as Level 1, intended for a Level 1 application that overlaps with the Nuclear boundary.
- **QA-C, Non-Level Nuclear:** Same as Non-Level 1, intended for a Nuclear application outside of the Level 1 boundary.
- **QA-D, Non-Level 2:** Non-Level Nuclear Material, material that has same name as QA-C material but does not require the technical receipt inspection for its end-use.

D. An example of the REJECT INSPECTION REPORT SUMMARY Data Fields are shown in **Figure 3.11**.

REJECT INSPECTION REPORT SUMMARY							

INSP		INSP		PQDR		CRIT	
DODAAC	FSC	MIR NO.	DATE	CONTRACT NO.	SER NO.	/MAJ	DEFECTIVE

					GSI	/MIN	ATTRIBUTE(S)
	3040		29-SEP-17	1065		NO MAJ	DAMAGE
	3040		18-OCT-17	1065		YES MAJ	DAMAGE
	3040		15-AUG-17	1065		NO MAJ	DAMAGE
	3040		18-SEP-17	1065		YES MAJ	DIMENSIONS
	4730		18-SEP-17	1065		YES MAJ	MATERIAL IDENTIFICATION (MARKING)
						MAJ	DIMENSIONS
	4810		27-DEC-16	1065		YES MAJ	DIMENSIONS
	4820		16-MAY-17	1065	5040	YES VISUAL	
							MATERIAL IDENTIFICATION (MARKING)
	5310		03-FEB-17	1065		NO MAJ	TECHNICAL DATA

Figure 3.11

Figure 3.11 REJECT INSPECTION REPORT SUMMARY Data Fields

- **Inspecting DODAAC:** Location that performed the inspection.
- **FSC:** Federal Supply Code of the inspected item. A four-digit code used to group similar items together. Part of the National Stock Number for the material.
- **MIR Number:** Serial Number assigned to the MIR. The combination of DoDAAC and Serial Number comprise the MIR's Record Control Number (RCN). – Clicking this will bring you to the MIR.
- **Inspection Date:** Date of Inspection.
- **Contract Number:** Contract the material was ordered on.
- **PQDR Serial Number:** The serial number that MIR is related to.
- **Government Source Inspection Indicator:** If the material was inspected by a government representative or not.
- **Attributes (Critical, Major, Minor):** The effect of the issue or 'How bad is the issue'.
- **Defective Attributes:** The reported type of defect.

E. An example of the REJECTED ATTRIBUTE SUMMARY is seen in **Figure 3.12**.

REJECTED ATTRIBUTE SUMMARY									

ATTRIBUTE NAME	CODE	LOTS		CRITICAL		MAJOR		MINOR	
		DEF	PCS	LOT	PCS	LOT	PCS	LOT	PCS

DAMAGE	02	3	3	0	0	3	3	0	0
DIMENSIONS	15	3	6	0	0	3	6	0	0
MATERIAL IDENTIFICATI	05	2	1	0	0	1	1	0	0
TECHNICAL DATA	21	1	197	0	0	1	197	0	0
VISUAL	04	1	0	0	0	0	0	0	0

Figure 3.12

Figure 3.12 REJECTED ATTRIBUTE SUMMARY Rejected Data Fields

- **Attribute Name:** Inspection attributes.
- **Code:** Each attribute has its own code associated with it.
- **Lots Deficient:** Number of total lots deficient for that particular attribute.
- **Pieces Deficient:** Number of total units deficient for that particular attribute.
- **Critical (Lot & Pieces), Major (Lot & Pieces), and Minor (Lot & Pieces):** The total lots/total units are broken up by their deficiency level (Critical/Major/Minor).

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.5 PRODUCT QUALITY DEFICIENCY REPORTS (PQDR)

The purpose of preparing product quality deficiency reports is to determine the cause of discrepancies, effect corrective action and prevent recurrences. These reports provide support for adjustment of property and financial inventory accounting records; information as a basis for claims against contractors; required corrective and preventative actions; disposition instructions, information for management evaluations and performance evaluations used in source selection. PQDRs will be submitted for deficiencies detected on new or newly reworked government-owned products that do not fulfill their expected purpose, operation, or service due to deficiencies in design, specification, materiel, software, manufacturing process, and/or workmanship. This includes premature failure of items within an identified warranty period or specified level of performance.

A. The REPORTING ACTIVITY SUMMARY is displayed in **Figure 3.13**.


```

=====
REPORTING ACTIVITY SUMMARY
-----

```

ACTIVITY NAME	TIME FRAME	ACT CAT 1	ACT CAT 2	INFO	NUC	OPEN	NON-RESP	TOTAL
NAVSHIPYD NORFOLK	6 MOS	0	0	0	0	0	0	0
	1 YR	0	1	0	1	0	0	1
NAVSHIPYD	6 MOS	0	0	0	0	0	0	0
	1 YR	0	1	0	1	0	0	1
NAVSUP	6 MOS	0	0	0	0	0	0	0
	1 YR	0	3	1	0	0	0	4
NAVUNSEAWARCENDIV :	6 MOS	0	0	0	0	0	0	0
	1 YR	0	0	1	0	0	0	1
TOTALS	6 MOS	0	0	0	0	0	0	0
	1 YR	0	5	2	2	0	0	7

Figure 3.13

Figure 3.13 REPORTING ACTIVITY SUMMARY Data Fields

- **Activity Name:** The activity that reported the deficient material.
- **Time Frame:** The number of PQDRs reported against the CAGE code in the 6 months or 1-year time frame.
- **CAT 1:** (Category 1) Critical defect which may cause death, injury, or severe illness; would cause loss or major damage to a weapon system; critically restricts combat readiness. Not to be used to expedite replacement parts.
- **CAT 2:** (Category 2) Major or minor defect which does not meet the criteria set forth in Category 1.
- **INFO:** Number of PQDRs submitted as Information Only.
- **NUC:** Number of PQDRs submitted with a Nuclear Material Level Code.
- **Total:** Total number of PQDRs submitted with the listed timeframe. 'NUC' is a subset of the CAT 1 or CAT 2 column and does not add to the Total number.

B. The PQDR DETAIL VIEW may be seen in **Figure 3.14**.

```

PQDR DETAIL (*NO = CLOSED NON_RESPONSIVE)
-----
                                C
                                A  ACT/  PREP
RCN                               T  INFO  DATE      CONTRACT NO.  OPEN  SYSCOM
-----  - - - - -
      -1032   5998  2  ACT  03-MAY-18      -0001  YES  NAVSUP
MATERIAL DESC: CIRCUIT BOARD      DETAILED CAUSE CODES:
PROBLEM: TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST
ACTION:  TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
        TEST TEST

```

Figure 3.14

Figure 3.14 PQDR DETAIL Data Fields

- **Record Control Number (RCN):** The created number for the PQDR.
- **FSC:** The associated Federal Supply Class for the PQDR.
- **CAT:** The Category (CAT) type for the submitted PQDR, either CAT 1 or CAT2.
- **ACT / INFO:** States if the PQDR is submitted for Action or Information only purpose.
- **Prep Date:** Date when the PQDR was created.
- **Contract No.:** The contract number that the deficient product was ordered on.
- **Open:** Current status of the PQDR if it is still open or closed.
- **SYSCOM:** Systems Command (SYSCOM) that submitted or generated the PQDR.
- **Material Description:** Describes what the defective material.
- **Detailed Cause Codes:** Selected category on the type of deficiency. For an explanation of the Detailed Cause Codes, see [Appendix 1](#).

- **Problem:** The Problem describes the deficiency found.
- **Action:** Details the outcome of the investigation and to what type of corrective and preventative action will be taken on the Product Quality Deficiency Report.
- **Corrective Action:** actions taken to correct the reported deficient item, all other defective stocked items, and those items in the supply pipeline. Corrective Action includes repair, replacement, alert notification, and segregation/screening/disposition of existing materiel. Also included are restitution actions for the defective items, e.g. full/partial credit, substitution of a like product.
- **Preventive Actions:** Actions taken to prevent the deficiency's recurrence. This may include design/specification/drawing changes, changes to procurement technical data packages for future buys, issuance of Quality Assurance Letters of Instructions, notices to Contractors, and process changes.

C. Selecting a Record Control Number (RCN) on the PQDR Detail will bring you to another screen that displays additional information on the selected PQDR. The page is similar to Blocks 1-21 of a PQDR and has the Activity information assigned at Originator, Screening Point, Action Point, and Support Point (See **Figure 3.15**).

PDREP - PRODUCT QUALITY DEFICIENCY REPORTS			
Date: 09/11/2019			
RCN: N00102 - 180018	Category: 2	SYSCOM:	1-NAVSEA
Case Cntrl:		Update Date:	09/14/2018
		Def Disc:	06/07/2017
Originator:		Add Date:	04/03/2018 11:49:27
		Prep Date:	04/03/2018
Screening Pt:		Rel Date:	04/03/2018
Action Pt:		Action to Screen Date:	04/03/2018
		Action to Support Date:	
Support Pt:		Rel Date:	
Status:		Cls Date:	
Mfr:		Mfg Date:	
Shipping Activity:		Ship Date:	
Last Rework:			
Def Matl Loc:		Exh Shipped:	
NSN: KK-9999-999999999-K9		Name:	CANTEEN, BORING
Part No: 12345678901234567891234567891234		Serial/Batch:	1234
Contract:		PO No:	
Req No:		GBL No:	
WUC/EIC:		PQA Doc:	
Item: UNKOWN		Govt Furnished:	NO
Warranty: NO		Govt Owned:	
Warranty Exp:		Next Higher Assembly	
End Item:		Name:	
Type:		NSN:	---
NSN: ---		Serial:	
Serial #:			

Figure 3.15

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.6 SUPPLY DISCREPANCY REPORT (SDR)

A tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, including U.S. Government sources and contractors/manufacturers/vendors. SDR facilitates obtaining cost credit, replacement, or other disposition/contractual remedy for procurement related discrepancies resulting from incorrect item received, incorrect quantity of items received, or inappropriate packaging. It also provides timely feedback to activities responsible for supplying the material.

A. An example of a SDR SUMMARY may be seen in **Figure 3.16**.

SDR SUMMARY							
	TYPE			SDR			NUMBER OF
	SHIPPING	PACKAGING	BOTH	OPEN	CLOSED		
1 YR	17	2	1	5	15		20
2 YRS	29	5	1	5	30		35

Figure 3.16

Figure 3.16 SDR SUMMARY Data Fields

- **TYPE:** Type of Discrepancy Submitted (Shipping, Packaging, or Both). Number of submitted types of SDRs in the specified timeframe (1yr, 2yrs, or 3yrs depending on the search parameter for the contractor profile).
- **SDR:** Lists the number of SDRs that are currently open or closed and the total number for both.

B. SDR DETAIL may be seen in **Figure 3.17**.

SDR DETAIL					
SERIAL NO.	REQUISITION NO.	TYPE	ORIG DATE	ACT PT	CLOSE DATE
D-1065		SHIPPING	10-JUN-17	71905	
DISCREPANCY CODE: D1					
DISPOSITION CODE:					
I-D-1065		SHIPPING	28-JUL-16	SW3117	28-JUL-16
DISCREPANCY CODE: U09					
DISPOSITION CODE: 144					
-D-1065		SHIPPING	26-JAN-17	N00391	26-JAN-17
DISCREPANCY CODE: U09					
DISPOSITION CODE: 144					
-D-1065		SHIPPING	19-JUN-17	N00391	
DISCREPANCY CODE: U09					
DISPOSITION CODE:					

Figure 3.17

Figure 3.17 SDR DETAIL Data Fields

- **Serial No:** Record Control Number (RCN) is the created number for the SDR.
- **Requisition No:** The number for a government to government transfer.
- **Type:** Type of Discrepancy Submitted (Shipping, Packaging, or Both).
- **Origination Date:** Date the SDR was created.
- **Action Point:** The activity (DoDAAC or CAGE code) assigned to investigate or the activity who the SDR is written against, or both.
- **Close Date:** Date the SDR was closed or blank if currently open.
- **Discrepancy Code:** Code identifying the type of Discrepancy (See [Appendix 2 Table 1](#)). Additional Sub Code is selected from the Main Code (See [Appendix 2 Table 2](#)).
- **Disposition Code:** Action Point Response Code is considered the Disposition Code (See [Appendix 2 Table 3](#)). Additional Sub Code is selected from the Main Code (See [Appendix 2 Table 4](#)).

- C. Selecting a Record Control Number (RCN) on the SDR Detail will bring you to another screen that displays additional information on the selected SDR (See **Figure 3.18**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)						
Home • Help ► Maintenance Message			User Profile: USER GUIDE ► • Logout			
<input type="button" value="Print"/>			<input type="button" value="Back"/>			
PDREP - SUPPLY DISCREPANCY REPORTS						
SUPPLY DISCREPANCY REPORT (SDR) SHIPPING		1. DATE OF PREPARATION 10/01/2018		2. REPORT NUMBER 18-0055		
3. TO (Name and address, include ZIP Code)			4. FROM (Name and address, include ZIP Code)			
5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)		
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) 123165849841651651		
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA		
(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE	(c) TOTAL COST
ORDERED						
9999-123456789		0	0	5		
TEST						
CIIC:						
RECEIVED						
		0	0	0		
(10d) DISCREPANCY CODES C1 - IN A CONDITION OTHER THAN SHOWN ON SUPPLY DOCUMENT OR ON THE SUPPORTING INSPECTION/TEST CERTIFICATE (IF HAZARDOUS MATERIEL USE CODE H1)						
11. ACTION CODES 1F - Replacement shipment requested.						
12. REMARKS Added by TEST USER\N45112 Mon Oct 01 14:33:06 EDT 2018: test						
13. FUNDING AND ACCOUNTING DATA						
14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL TEST USER 207-438-1690			14b. SIGNATURE			
15. DISTRIBUTION ADDRESSES FOR COPIES						
Close Date: 10/01/2018						
16. FROM (Action Point):				17. TO (Originator):		

Figure 3.18

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.7 SURVEY REPORTS

A. Survey application (also known as Supplier Survey) provides a method to collect and analyze data concerning a prime contractor’s capabilities to perform a particular contract, based upon an analysis of a broad range of areas such as financial resources, operational controls, technical skills, quality assurance system, and past performance.

Survey Types

- **Pre-Award:** Results used prior to an award of contract. These results are either a recommendation for award or no award.
- **Post-Award:** Results after award and contains marginal pre-award findings, critical items outside supplier’s competency, adverse history, new supplier, and first article requirements.
- **Product Oriented:** Discrepancies of the product or a review of production lines to reduce variability.
- **Special:** A non-typical survey not covered by other categories.
- **Quality System Review:** Survey of manufacturer’s quality system whether ISO or equivalent.
- **Inspection Capability Review:** Manufacturers inspection procedures to include repeatability and reproducibility studies.
- **Mandatory Inspection Requirement:** Supplier’s inspection compliance to include validation and verification to standards.

B. SURVEY REPORTS View is seen in **Figure 3.19**.

SURVEY REPORTS						
=====						
	SURVEY		REQUESTING ACTY		RELEASED	DODAAC
TYPE	DATE	FSC	/CONTRACT NO.	ASSESSMENT	STATUS	/SER#
----	-----	----	-----	-----	-----	-----
QUALITY SYSTEM	09-APR-17	3040	NAVSUP	CEPTABLE	OPEN	
						180001
<p>Quality Manual, dated 12 MAR 2016, has been found acceptable for meeting the requirements of ISO 9001:2008, based on a Desk Audit.</p>						

Figure 3.19

Figure 3.19 SURVEY REPORTS Data Fields

- **Type:** The type of survey performed on the contractor. For specific survey descriptions refer to **Paragraph 3.7.B**.
- **Survey Date:** Date the survey was performed.
- **FSC:** The Federal Supply Class for the surveyed product.
- **Requesting Activity / Contract No.:** Activity that is requesting or reporting the Survey. Contract Number will display if included.
- **Assessment:** Type of Assessment selected from the Survey. Assessment types include 1-AWARD / 2-NO AWARD / 3-ACCEPTABLE / 4-UNACCEPTABLE / 5-QUALIFIED / 6-NOT QUALIFIED / 7-QUAL WITHHELD / 8-ACCEPTABLE W/CORRECTION(S) / 9-PARTIAL AWARD / 10-UNKNOWN / 11-NO FORMAL SURVEY RECOMMENDED / 12-FORMAL SURVEY RECOMMENDED.
- **Released Status:** Open or Closed.
- **DoDAAC:** The reporting or requesting agency of the Survey.
- **SER#:** Serial Number of the survey. The Survey can be located by DODDAC and Serial Number.

C. Clicking on the Report Serial Number will open up the 'Survey – View Data' page (Figure 3.20).

Survey - View Data	
Date: 09/12/2019	
Reporting/Requesting Activity:	Added Date: 09/11/2019
Serial Number: 190883	Added Activity:
CAGE Code: CPARS	Update Date: 09/12/2019
Survey Type: POST-AWARD	Update Activity:
Report Issue Date: 09/02/2019	
Contractor Assessment Code: AWARD	
Material Level Code: QA-1, QC-22, LEVEL 1 NON-NUCLEAR	
External Control Number: 0010001	
Contract Number:	
Corrective Action Indicator: NO	
Corrective Action Completed Date:	
Navy Participation Indicator: YES	
Narrative: TEST FOR USER GUIDE	

FSC	
FSC	Material Description
9999	MISCELLANEOUS ITEM

Specification
MIL1222

Category		
Cat Reviewed	Literal	No of Deficiencies
11	PRODUCTION CAPABILITY	1

Attachments		
File Name	File Description	Comments
fractor.docx		

Figure 3.20

Figure 3.20 Survey View Data Fields

- **CAGE Code:** Contractor and Government Entity (CAGE) Code is the surveyed contractor.
- **Report Issue Date:** Date the report is issued.
- **Material Level Code:** Type of materials included in the survey.
- **External Control Number:** A transaction number from the corresponding database such as EBS, JDRS, etc.
- **Contract Number:** The contract number that details the specification and type of product or service agreed upon with the contractor.
- **Corrective Action Indicator:** Indicates if a Corrective Action Request was initiated because of the Survey Result or the CAR is the result of the Survey.
- **Navy Participation Survey:** Indicated if the U.S. Navy participated or involved in the Survey.

- **Narrative:** Any information the surveyor or creator of the report includes.
- **Added Date:** Date the report is created in the SURVEY application within PDREP.
- **Added Activity:** User code for the report generator. Do not confuse with a DoD Activity (DoDAAC).
- **Update Date:** Date a change or correction was made on the report.
- **Update Activity:** Last user to update the record.
- **FSC:** The associated Federal Supply Class for the product.
- **Specification:** Documented standard that specifies the material design.
- **Category:** Category of the performed Survey. Cat reviewed is the category number and Literal is the nomenclature. Number of deficiencies lists the amount of deficiencies found. Refer to [Appendix 3](#) for a list of Literals for the Category.
- **Attachments:** Lists any forms uploaded and attached to the report.

NOTE: *Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.*

3.8 TEST REPORTS

- A. Provides a method to collect data for First Article, Production Lot Testing, Periodic Sampling Test, Tear Down Inspection, Test Type Not Available, Waiver and Deviation data for analytical purposes (both positive and negative). During various stages of the acquisition life cycle, product testing is required for validation and verification of product.
1. **First Article Test:** The testing and evaluation of the first article for conformance with specified contract requirements before or in the initial state of production.
 2. **Production Lot Test:** A sample from a contractor's production lot that is randomly selected and forwarded to the designated test activity.
 3. **Periodic Sampling Test:** Performed to ensure that the required quality, reliability, and safety aspects of the product are maintained throughout production.
 4. **Tear Down Inspection:** A complete disassembly of the product for testing. Each part must conform to the type of design and be eligible for incorporation into the product for continued operation.
 5. **Test Type Not Available:** Type of test is unknown or unavailable.
 6. **Waiver and Deviation:** The contractor requests a deviation when, prior to manufacture, it is necessary to depart temporarily from the applicable approved configuration documentation for a specific quantity of deliverable

units. Normally, for the unit(s) affected, the different configuration will be permanent. Request for waiver. The contractor requests a waiver when, during or after manufacture, the contractor desires authorization to deliver nonconforming items to the Government which do not comply with the applicable technical requirements. For the unit(s) affected, the different configuration will normally be permanent.

B. An example of TEST REPORTS may be viewed in **Figure 3.21**.

TEST REPORTS					
=====					
TYPE OF REPORT	DATE	FSC	TECHNICAL ACTY	CONTRACT NO.	RESULTS
-----	-----	----	-----	-----	-----
FIRST ARTICLE	16-OCT-17	9999	NAVSEALOGCENDET		ACCEPTABLE
WAIVERS AND DE	14-NOV-17	9999	NAVSEALOGCENDET		ACCEPTABLE
FIRST ARTICLE	28-NOV-17	9999	NAVSEALOGCENDET		ACCEPTABLE
FIRST ARTICLE	18-JAN-18	1111	NAVSEALOGCENDET		UNACCEPTABLE

Figure 3.21

Figure 3.21 TEST REPORTS Data Fields

- **Type of Report:** The type of created Test report for the contractor.
- **Date:** Date the test was performed and not necessarily when the report was created.
- **FSC:** The associated Federal Supply Class for the product.
- **Technical Activity:** Reporting Activity that tested the product or created the Test Report.
- **Contract Number:** The contract number that details the specification and type of product agreed upon with the contractor.
- **Results:** Test outcome, Acceptable or Unacceptable.

C. Clicking on the Report Type will open the ‘Test - View Data’ page (See **Figure 3.22**).

Print Back

Test - View Data	
Date: 09/11/2019	
Reporting Activity:	Added Date: 04/05/2018
Serial Number: 180004	Added Activity:
CAGE Code: CPARS	Update Date: 04/05/2018
NSN: 5998-	Update Activity:
Issue Date: 04/03/2018	
Test Type Code: FIRST ARTICLE	
Final Disposition: REPAIR	
Contract Number:	
Satisfactory Results Ind: N	
Material Specification:	
Narrative: TEST test	

Figure 3.22

Figure 3.22 Data Fields

- **NSN:** National Stock Number (NSN) of the product if it is assigned one.
- **Issue Date:** Date the test was performed and not necessarily when the report was created.
- **Final Disposition:** Type of disposition or result of the inspection. Options could be Accept, Accept-Waived, Approve, Conditionally-Approve, Disapprove, Other, Repair, or Return to Vendor.
- **Material Specification:** Documented standard that specifies the material design.
- **Narrative:** Any information the inspector or creator of the report includes.
- **Added Activity:** User code for the report generator. Do not confuse with a DoD Activity (DoDAAC).
- **Update Date:** Date a change or correction was made on the report.
- **Update Activity:** Last user to update the record.
- **Attachments:** Lists any forms uploaded and attached to the report.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.9 SPECIAL QUALITY DATA

- A. Special Quality Data Records provide a method to collect and analyze data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special quality data types include: surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.
- B. SPECIAL QUALITY DATA view is displayed in **Figure 3.23**.

SPECIAL QUALITY DATA						
SYSCOM	ISSUE DATE	SERIAL NUMBER	REPORTING ACTIVITY	ALERT CLASS	FSC CODE	NSN NIIN
NAVSEA	29-NOV-17	<u>170018</u>	NAVSEALOGCENDET PORT	9999		
	TEST TEST TEST					
NAVSEA	18-JAN-18	<u>180001</u>	NAVSEALOGCENDET PORT	2222		

"Save & Add Attachment."

Figure 3.23

Figure 3.23 SPECIAL QUALITY DATA Data Fields

- **SYSCOM:** Systems Command (SYSCOM) that submitted or generated the Special Quality Data.
- **Issue Date:** Date the SQD record is created.
- **Serial Number:** Serial Number of the record. The Survey can be located by DODDAC and Serial Number.
- **Reporting Activity:** Activity (DoDAAC) that created the report.
- **Alert Class:** The Federal Supply Class (FSC) for the product included in the SQD.
- **FSC Code:** Same as Alert Class.
- **NSN / NIIN:** National Stock Number (NSN) is a 13-digit number consisting of the four-digit Federal Supply Class (FSC) and the nine-digit NIIN, National Item Identification Number (NIIN) is a nine-digit code that identifies each item of supply.
- **Narrative:** Any information the inspector or creator of the report includes.

C. Clicking on the Serial Number will open the 'Special Quality Data - View Data' page (See **Figure 3.24**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • [Help](#) ► [Maintenance Message](#) User Profile: [USER GUIDE](#) ► • [Logout](#)

Special Quality Data - View Data
Date: 09/11/2019

Reporting Activity: Serial Number: 170018 CAGE Code: CPARS Issue Date: 11/29/2017 Completion Date: Narrative: TEST TEST TEST	Added Date: 11/30/2017 Added Activity: Update Date: Update Activity:
--	---

FSC	
FSC	COMMODITY
9999	MISCELLANEOUS ITEM

Figure 3.24

Figure 3.24 Special Quality Data Data Fields

- **CAGE Code:** The SQD is created for the Contractor and Government Entity (CAGE) Code.
- **Issue Date:** Date the SQD was added and not necessarily when the report was created.
- **Completion Date:** Completed report or test date.
- **Added Activity:** User code for the report generator. Do not confuse with a DoD Activity (DoDAAC).
- **Update Date:** Date a change or correction was made on the report.
- **Update Activity:** Last user to update the record.
- **FSC:** The associated Federal Supply Class for the product.
- **Commodity:** Nomenclature for the FSC.
- **Attachments:** Lists any forms uploaded and attached to the report.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.10 BULLETINS

- A. Naval Bulletins are used to alert Navy activities of significant quality problems. The intent of the program is to implement the Secretary of Defense policy to maximize the sharing of unclassified information within the Department of Defense community and provide selective dissemination to the industrial community. A Bulletin may be issued for any significant quality problem pertaining to commodities, services or any contractor related problems. Naval Sea Logistics Center Portsmouth is responsible for initiating, issuing, updating, and ultimately completing/cancelling all NAVSEALOGCEN Portsmouth Bulletins.
- B. A view of BULLETINS may be seen in **Figure 3.25**.

BULLETINS			
ISSUE DATE	FSC CODE	SERIAL NUMBER	COMPLETION DATE
04-AUG-16	2222	3214323	
test			

Figure 3.25

Figure 3.25 BULLETINS Data Fields

- **Issue Date:** Date the Bulletin was added and not necessarily when the report was created.
- **FSC Code:** The associated Federal Supply Class for the product.
- **Serial Number:** Serial Number of the record.
- **Completion Date:** Date the issue from the Bulletin was corrected.

- C. Clicking on the Bulletin Serial Number will open the 'PDPREP – BULLETINS' view page (See **Figure 3.26**).

Serial Number: 3214323	Added Date: 08/30/2016
CAGE Code:	Added Activity:
Issue Date: 08/04/2016	Update Date:
Completion Date:	Update Activity:
Corrective Action Date:	
Classification: MAJOR	
Color:	
Narrative: test	
FSC 2222	Commodity UNKNOWN WEAPONRY
	SubContractor

Figure 3.26

Figure 3.26 PDPREP BULLETINS Data Fields

- **Serial Number:** Serial Number of the record.
- **CAGE Code:** The Bulletin is created for the Contractor and Government Entity (CAGE) Code.
- **Issue Date:** Date the Bulletin was added and not necessarily when the report was created.
- **Completion Date:** Date the issue from the Bulletin was corrected.
- **Classification:** Indicates the severity of the problem. Critical, Major, or Minor.
- **Corrective Action Date:** Date when a Corrective Action was taken.
- **Color:** 'This is no longer used'.
- **Narrative:** Any information the inspector or creator of the report includes.
- **Added Date:** Date the report was added.
- **Update Date:** Date the report was updated.
- **Update Activity:** The activity that updated the report.
- **FSC Code:** The associated Federal Supply Class for the product.
- **Commodity:** Type of material.
- **Subcontractor:** Contractor that is contracted by the Prime to perform work under the Prime Contract.
- **Naval Bulletin Issuance:** Recommendations for initiating a Bulletin shall be made by individuals cognizant of significant problems that are affecting or have the potential for negatively impacting the quality of materials or services provided to the Navy. Recommendations should be directed to NAVSEA 06P or NSLC Portsmouth. A Bulletin is issued when it has been determined that the problem warrants wider dissemination, urgent notification, or a higher level of concern than that originally identified by other means. All Bulletins shall be discussed with the appropriate NAVSEA technical code before issue.

Final determination as to whether a Bulletin should be issued is the responsibility of NAVSEA 06P (Supplier Quality).

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.11 PROCESS AUDIT REPORT

- A. Process Audit Report provides consistent oversight of the supplier base that delivers critical material to the Navy’s shipbuilding, ship repair, and fleet activities. It provides a cost-effective method of sharing supplier audit information between all participants in the program. Overall oversight for the program is NAVSEA 06P.
- B. An example of a PROCESS AUDIT REPORT is shown in **Figure 3.27**.

PROCESS AUDIT REPORT			
AUDIT ID NUMBER	AUDIT DATE	AUDIT RESULTS	CORRECTIVE ACTION COMP
<u>2017002</u>	22-SEP-17	UNSAT	NO
PROCESS (ES) AUDITED THIS DATE			RESULT
05 - INSPECTION AND TESTING			NOT APPLICABLE
07 - DOCUMENT AND DATA CONTROL			NOT APPLICABLE

Figure 3.27

Figure 3.27 PROCESS AUDIT REPORT Data Fields

- **Audit ID Number:** The ID number for the Supplier Audit Program report.
- **Audit Date:** Date the audit was performed.
- **Audit Results:** Outcome of the Audit (Satisfactory or Unsatisfactory).
- **Corrective Action Completed:** Yes, or No if the corrective action was completed.
- **Process(es) Audited This Date:** Type of audit process performed.
- **Result:** Result of the audited process.

C. Clicking on the Audit ID Number will display the Supplier Audit Program (SAP) view page (See **Figure 3.28**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)			
Home • Help ► Maintenance Message		User Profile: USER GUIDE ► • Logout	
Print		Back	
Supplier Audit Program - View			
Date: 09/11/2019			
Audit Originator:		Last Updated:	
Audit I.D. No.: N45112 - 2017 002		CAGE Code: CPARS	
Supplier Name: TEST CAGE TEST <, >, &.			
Address Audited: TEST CAGE TEST <, >, &.			
TEST CAGE TEST <, >, &.			
Date Audited: 09/22/2017			
Audited By:		Fax:	
Phone: 2074386471			
DCMA Participated? NO		DCMA Audit?	
DCMA Rep.:		E-Mail:	
Phone:			
Applicable Contract:			
Supplier Personnel Contacted:			
Name	Title	Phone	Fax
	MR	27787879977	
Process(es) Audited this Date	Result	Sub-Contractor CAGE	
05 - INSPECTION AND TESTING	NOT APPLICABLE		
07 - DOCUMENT AND DATA CONTROL	NOT APPLICABLE		
Inspection System Indicator: ISO 9000 / Calibration System Indicator: ISO 10012 / Supplier Product/Capability Overview: EST Auditor Overall Assessment: TEST Audit Results: UNSATISFACTORY Auditor's Date: 09/22/2017 Applicable Corrective Action Report Number(s): Response Due Date: Follow-up Required? NO Deficiency(ies) Requiring Corrective Action: TEST Corrective Action Complete? NO Alert-Indicate Systemic Problem: Alert Date: Alert Reason: Auditor's Notes: TEST			
Attachments			
File Name	File Description	Comments	Added Date
CTW.pdf			09/22/2017
Print		Back	

Figure 3.28

Figure 3.28 Supplier Audit Program Data Fields

- **Audit Originator:** User ID of the Audit report originator.

- **Audit I.D No:** The ID number for the Supplier Audit Program report.
- **Supplier Name:** Material Supplier Name.
- **Address Audited:** Address where the audit was performed.
- **Date Audited:** Date the Audit was performed.
- **Audited by:** Name of the auditor.
- **Phone:** Phone number for the auditor.
- **Fax:** Fax number for the auditor.
- **Last Updated:** Date the audit was updated.
- **DCMA Participated:** Yes, or No if DCMA participated in the audit.
- **DCMA Rep:** DCMA representative that participated in the audit.
- **Phone:** Phone number for the DCMA representative.
- **Applicable Contract:** Contract number that the SAP is performed and associated with.
- **Supplier Personnel Contacted:** Point of Contact for the supplier that was contacted for the audit.
- **DCMA Audit:** Yes, or No if DCMA performed the audit.
- **E-mail:** DCMA representative's e-mail.
- **Process(es) Audited This Date:** Type of audit process performed, Result of the audit and Sub-Contractor CAGE if applicable.
- **Inspection System Indicator:** The quality management systems standard used on the Inspection.
- **Calibration System Indicator:** The measurement management systems requirements used for the Calibration.
- **Supplier Product / Capability Overview:** Narrative of Supplier Product and Capabilities.
- **Auditor Overall Assessment:** Assessment result of the Supplier by the Auditor.
- **Audit Result:** Satisfactory or Unsatisfactory result of the Audit.
- **Auditor's Date:** Date the SAP report was submitted in the system.
- **Applicable Corrective Action Report Number(s):** Lists any CAR numbers in response to the Audit if needed.
- **Response Due Date:** Required date for a response.
- **Follow-up Required:** Yes, or No if a follow up is requested.
- **Deficiency(ies) Requiring Corrective Action:** Narrative of deficiencies requiring a CAR if any.

- **Corrective Action Complete:** Yes, No, or N/A if a Corrective Action was completed.
- **ALERT Indicate Systemic Problem:** Indicates if a Systemic Problem was found and ALERT was created.
- **ALERT Date:** Date an ALERT was sent out.
- **Auditor's Notes:** Narrative of any additional information from the Auditor.
- **Attachments:** Lists any attachments associated to the SAP.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.12 SUPPLIER PERFORMANCE RISK SYSTEM (SPRS)

- SPRS is a web-enabled enterprise application that gathers, processes, and displays data about the performance of suppliers. SPRS is the Department of Defense's single, authorized application to retrieve suppliers' performance information. The Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 213.1 requires contracting officers to consider this data for supply contracts valued at less than or equal to \$1 million. SPRS enables procurement specialists to avoid overpaying for supplies and notifies procurement specialists of Federal Supply Class (FSC) specific risks and risk mitigations. SPRS's Supplier Risk Score provides procurement specialists with a composite score that considers each supplier's past performance in the areas of product delivery and quality.
- A contractor's delivery performance will be based by Federal Supply Classification (FSC) or North American Industry Classification System (NAICS). The contractor's delivery performance will be based on a weighted combination of the percentage of contract line items with on-time deliveries and the average days late for all deliveries.
- SPRS INFORMATION can be viewed in **Figure 3.29**.

```

.....
SPRS INFORMATION
=====

FOR OFFICIAL USE ONLY / SOURCE SELECTION SENSITIVE INFORMATION.  SEE FAR 2.101, 3.104, AND 42.1503.

FSC  DESCRIPTION                QUALITY PERFORMANCE  DELIVERY SCORE
-----
1045  LANCH TRF DEP CHS           GREEN                NO DATA AVAILABLE
4810  VALVES FWRD                  GREEN                NO DATA AVAILABLE
4820  VALVES NON FWRD             RED                  34
9999  MISCELLANEOUS ITEM          RED                  NO DATA AVAILABLE

NOTE:  FOR MORE INFORMATION REGARDING SPRS RATINGS, REFER TO THE SUPPLIER PERFORMANCE
RISK SYSTEM SOFTWARE USER'S MANUAL AT
https://www.sprs.csd.disa.mil/pdf/SPRS\_UserManual.pdf
.....

```

Figure 3.29

Figure 3.29 SPRS INFORMATION Data Fields

- **FSC:** the associated Federal Supply Class number based on type of product.
- **Description:** type of material under that FSC.
- **Quality Performance:** The 'Supplier Engine' ranks contractors based on contractor performance scores (based on all contractors who deliver under that FSC).

- Blue:** Top 5%
- Purple:** Next 10%
- Green:** Next 70%
- Yellow:** Next 10%
- Red:** Lowest 5%

Color scores are percentile ranked; it can change every time Supplier Engine is run. There can be a color change even when there is no numerical change.

- **Delivery Score:** is based on a weighted combination of the percentage of contract line items with on-time deliveries and the average days late for all deliveries.
- **No data available:** means that the contractor has not delivered anything in that FSC for the last three years. The score (based on zero to 100) is for the contractor's received deliveries.

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.13 CONTRACTORS PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

- A. The primary purpose of the CPARS is to ensure that current, complete and accurate information on contractor performance is available for use in procurement source selections. This is accomplished through the PPIRS-RC. Completed performance evaluations are used as a resource in awarding best value contracts and orders to contractors that consistently provide quality, and on-time products and services that conform to contractual requirements. Information collected from contracting officers in PPIRS-RC is used by agency source selection officials and contracting officers from across the government in making award decisions. It is imperative for the CPAR to include detailed, quality⁶ written information because each CPAR submitted to PPIRS-RC is used to effectively communicate contractor strengths and weaknesses to source selection officials. The Contracting Officer should use information available in PPIRS-RC and other sources of information outlined in FAR 9.105-1(c) to support responsibility determinations of prospective contractors. Senior Government officials and contractors may also use the information derived from the CPARS for their own management purposes.
- B. The CPAR collects the assessment of a contractor's performance, both strengths and weaknesses, providing a record of performance against a unique contract award or order.
- C. Responsibility for completing quality CPARs in a timely manner rests with the Assessing Official (AO) who will be designated in accordance with Agency policy. The AO may be a Contracting Officer, a Contract Specialist, Administrative Contracting Officer, Purchasing Agent, or Program Manager (PM), or the equivalent individual responsible for program, project, or task/job/delivery order execution. In some Agencies, the AO may also mean the Performance Evaluator, Quality Assurance Evaluator, Requirements Indicator, or COR or Alternate COR.
- D. An example of CPARS INFORMATION may be viewed in **Figure 3.30**.

CPARS INFORMATION

FOR OFFICIAL USE ONLY / SOURCE SELECTION SENSITIVE INFORMATION. SEE FAR 2.101, 2.104, AND 42.1503.

CONTRACT NUMBER: ABCDE1SD0703
ASSESSMENT TYPE: INTERIM
CONTRACT TYPE: COST PLUS AWARD FEE
COMPLETION DATE: 20-OCT-15
BUSINESS SECTOR: NONSYSTEMS
NAICS: 332211
AWARD VALUE: 45877414
QUALITY OF PRODUCT/SERVICE: N/A
SCHEDULE: N/A
COST: MARGINAL
MANAGEMENT: N/A
SMALL BUSINESS: EXCEPTIONAL

NOTE: FOR MORE INFORMATION REGARDING CPARS RATINGS, REFER TO THE CONTRACT PERFORMANCE ASSESSMENT REPORTING SYSTEM WEB SITE AT <https://www.cpars.gov>

Figure 3.30

Figure 3.30 CPARS INFORMATION Data Fields

- **Contract Number:** The contract number that details the specification and type of product agreed upon with the contractor.
- **Assessment Type:** Indicate whether the CPAR is an interim, final, or addendum report.
- **Contract Type:** Cost Plus Award Fee, Cost Plus Fixed Fee, Cost Plus Incentive Fee, Cost No Fee, Cost Sharing, Firm Fixed Price, Fixed Price Award Fee, Fixed Price Incentive, Fixed Price Level of Effort, Fixed Price Redetermination, Fixed Price with Economic Price Adjustment, Labor Hours, Order Dependent, Other, Time and Materials.
- **Completion Date:** last possible date of contract/order performance.
- **Business Sector:** Business Sector and Sub-Sector. Identify the Business Sector as Systems, Non- Systems, Architect-Engineer, or Construction. For Systems and Non-Systems contract/orders, identify the appropriate Sub-Sector. The Systems sub-sectors are: Aircraft, Shipbuilding, Space, Ordnance, Ground Vehicles, Training Systems, Other Systems and Science and Technology - Systems. The Non-Systems sub-sectors are: Professional/Technical and Management Support Services, Repair and Overhaul (excludes ship repair and overhaul), Facilities Services, Transportation and Transportation Related Services, Software, Hardware, Telecommunications Equipment or Services, Mechanical, Structural,

Electronics, Electrical, Ammunition, Personnel Support, Facilities Equipment and Supplies, Fuels, Vehicles and other Related Equipment, and Science and Technology - Non-Systems.

- **NAICS (North American Industrial Classification System):** North American Industry Classification System (NAICS) is used by businesses and governments to classify and measure economic activity in the United States, Canada, and Mexico. NAICS is 6-digit code system that is currently the standard used by federal statistical agencies in classifying establishments (individual business locations). NAICS organizes establishments into industries according to the similarity in the processes used to produce goods or services.
- **Award Value:** The total contract/order value.
- **Quality of Product/Service:** A quality written narrative is important, as it not only supports the rating assigned, but it also assists the source selection official in making an informed source selection and/or award decision. The narrative that supports the rating should be concise and provide sufficient supporting rationale that addresses questions about the performance that may be asked by a source selection team.
- **Schedule:** Timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements.
- **Cost:** Summary of the various ratings/grades (i.e., Exceptional, Very Good, Satisfactory, Marginal, Unsatisfactory).
- **Management:** Evaluation as Satisfactory or Unsatisfactory.
- **Small Business:** Evaluation Ratings (For the Small Business Evaluation Factor, when 52.219-9 is used).

NOTE: Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

4 SUMMARY

This concludes the Contractor Profile instruction. The PDREP Customer Service 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

5 APPENDIX 1 PQDR DETAILED CAUSE CODES

1AA	INCORRECT MATERIAL	3AF	IMPROPER TORQUE
1AB	POOR WORKMANSHIP	3AG	MRB
1AC	WELDING	3AH	COMPUTER (SOFTWARE) QUALITY ASSURANCE
1AD	PROTECTIVE COATING	3AI	AUTOMATIC TEST EQUIPMENT
1AE	IMPROPER MARKING	3AJ	CALIBRATION
1AF	IMPROPER INSTALLATION	3AK	ELECTRONIC TESTING
1AG	DIMENSIONAL NONCONFORMANCE	3AL	MECHANICAL TESTING
1AH	MANUFACTURING PROCESS	3AM	NDT
1AI	INADEQUATE SOLDERING	3AN	FINAL INSPECTION
1AJ	IMPROPER LUBRICATION	3AP	CHEMICAL ANALYSIS
1AK	DOCUMENTATION MISSING	4AA	EXPIRED SHELF-LIFE
1AL	MISSING HARDWARE	4AB	INAPPROPRIATE SHELF-LIFE
1AM	DAMAGED (VISUAL)	4AC	IMPROPERLY EXTENDED SHELF-LIFE
1AN	COMPONENT FAILURE	4AD	TECHNICAL MANUAL ERROR
1AP	BRAZING	4AE	IMPROPER FIELD FIX
1AQ	BONDING	4AF	NORMAL WEAR AND TEAR
1AR	PITTING	4AG	ESD
1AS	HEAT TREAT	5AA	PURCHASING
1AT	PLATING	5AB	VENDOR CERTIFICATION
1AU	CHEMICAL FILM	5AC	RECEIVING INSPECTION
1AV	IMPREGNATION	5AD	CORRECTIVE ACTION
1AW	KITTING	5AE	SEGREGATION OF NONCONFORMING MATERIAL
1AX	MACHINING (CUTTING, GRINDING, ETC.)	5AF	GEM/GFE/GFP
1AY	CLEANING	5AG	LACK OF CLEANLINESS
1AZ	CLEAN ROOM	5AS	COUNTERFEIT MATERIEL, SUSPECT

2AA	INCORRECT TECHNICAL DATA PACKAGE	9ZZ	NOT APPLICABLE
2AB	INCOMPLETE TECHNICAL DATA PACKAGE	3AP	CHEMICAL ANALYSIS
2AC	OUTDATED TECHNICAL DATA PACKAGE	4AA	EXPIRED SHELF-LIFE
2AD	INADEQUATE TEST PROCEDURES	4AB	INAPPROPRIATE SHELF-LIFE
2AE	INCORRECT MECHANICAL DESIGN	4AC	IMPROPERLY EXTENDED SHELF-LIFE
2AF	INCORRECT ELECTRICAL DESIGN	4AD	TECHNICAL MANUAL ERROR
2AG	INADEQUATE CONFIGURATION CONTROL	4AE	IMPROPER FIELD FIX
2AH	WORK INSTRUCTIONS	4AF	NORMAL WEAR AND TEAR
2AI	ELECTRICAL OPERATIONAL MALFUNCTION	4AG	ESD
2AJ	ELECTRICAL DEFECTIVE MATERIAL	5AA	PURCHASING
2AK	ELECTRONIC OPERATIONAL MALFUNCTION	5AB	VENDOR CERTIFICATION
2AL	ELECTRONIC DEFECTIVE MATERIAL	5AC	RECEIVING INSPECTION
2AM	MECHANICAL OPERATIONAL MALFUNCTION	5AD	CORRECTIVE ACTION
2AP	NON-ELECTRO/MECH DESIGN DEFICIENCY	5AE	SEGREGATION OF NONCONFORMING MATERIAL
2AR	PRESERV/PACKAGING	5AF	GEM/GFE/GFP
3AA	INADEQUATE QA REQUIREMENTS	5AG	LACK OF CLEANLINESS
3AB	WRONG ITEM	5AS	COUNTERFEIT MATERIEL, SUSPECT
3AC	PROCURED TO WRONG DRAWING REVISION	9ZZ	NOT APPLICABLE
3AD	IMPROPER MAINTENANCE PROCEDURE		
3AE	INCOMPLETE OVERHAUL		

6 APPENDIX 2 SDR CODES

6.1 DISCREPANCY CODES

Type of Discrepancy Codes

B	BILLING/FINANCIAL DISCREPANCIES (SECURITY ASSISTANCE ONLY)
C	CONDITION OF MATERIAL
D	SUPPLY DOCUMENTATION
F	FINANCIAL
H	HAZARDOUS MATERIAL
L	LUMBER
M	MISDIRECTED
O	OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL
P	PACKAGING DISCREPANCY
Q	PRODUCT QUALITY (ITEM) DEFINICENCY (SECURITY ASSISTANCE ONLY)
S	SHORTAGE OR NONRECEIPT
T	TECHNICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS
U	UNIQUE IDENTIFICATION
W	INCORRECT ITEM
Z	OTHER DISCREPANCIES

Table 1

Discrepancy Sub Codes

B1	Requisitioned material received. No record of billing
B2	Duplicate billing
B3	Wrong amount billed

Table 2

6.2 DISPOSITION CODES

Types of Dispositions

100	FINANCIAL RESOLUTION, MATERIAL DISPOSITION INSTRUCTIONS, OR OTHER APPROPRIATE INFORMATION
200	ADDITIONAL INFORMATION RELEVANT TO SECURITY ASSISTANCE
300	DISTRIBUTION DEPOT STATUS ON SDRs FORWARDED TO THE OWNER/MANAGER FOR ACTION
400	INDICATES THE SDR HAS BEEN CLOSED FOR THE REASON PROVIDED
500	INDICATES AN INTERIM REPLY
600	INDICATES AN ICP REPLY
700	INDICATES SDR REJECTION
800	PROVIDES ADDITIONAL REJECTION NOTICES RELEVANT TO SECURITY ASSISTANCE
900	INTENDED FOR SYSTEM/APPLICATION USE IN PROCESSING TRANSACTION

Table 3

Disposition Sub Codes

101	Credit authorized by source of supply/item manager.
102	Credit not authorized; see remarks.
105	Forward materiel received to location identified. Must use traceable and most economical means available.
106	Forward materiel received to contractor location identified (must use traceable and most economical means available).
109	Credit authorized by source of supply/item manager for repackaging costs.
110	Disposal authorized in accordance with local procedures.
111	Disposal authorized, monetary reimbursement from contractor.
112	Disposal authorized, contractor will provide replacement.
113	Provide disposal documentation as requested.
114	Provide disposal documentation by date indicated as requested. Credit will be authorized upon receipt.
115	Turn in materiel received to DLA Disposition Services Field Office.
116	Turn in hazardous materiel received to DLA Disposition Services Field Office (MIPR or bill-to DoDAAC provided to cover disposal costs).
117	Materiel will be billed if not returned by date indicated.
118	Debit authorized for materiel retained.
119	Retain materiel received at no charge.
120	Retain materiel with consideration from contractor.
121	Retain materiel without consideration from contractor.
122	Retain materiel for future supply decision.

123	Materiel will be shipped/reshipped (estimated date of shipment provided, when known).
124	Materiel is no longer procurable.
125	Incomplete part/missing component being forwarded.
126	Stock not available or will not be reshipped in response to SDR.
127	Contractor to reship.
128	Balance of contract materiel will not be shipped.
129	Reimbursement for repackaging discrepancy cannot be authorized until submitter provides cost for repackaging.
130	Place materiel in stock as is.
131	Remark/repackage materiel.
132	Inspect and place in depot stock.
133	Upgrade materiel to Condition Code A, correction made by government with reimbursement from contractor.
134	Upgrade materiel to Condition Code A, correction made by government without reimbursement from contractor.
135	Documentation/technical data is being forwarded.
136	Confirmed canceled requisition shipped.
137	Additional comments provided; see remarks.
138	Shipment shortage based on pieces, weight, and cube.
139	Warehouse denial total shipment.
140	Warehouse denial partial shipment.
141	Duplicate shipment from stock or procurement.
142	Proof of Delivery/Evidence of Shipment not available.
143	SDR canceled by submitter.
144	Recorded for information, trend analysis, and/or process correction where applicable.
145	No contractor liability found.
146	Material return acknowledged.
147	Corrected shipment document (DD Form 250) provided.
148	Representative will contact you for discussion concerning disposition.
149	Material will be picked up in number of days indicated.
150	Your requisition will be reinstated and placed on backorder.
151	Replacement/revised disposition/status; prior response is superseded.
152	Discrepancy validated by storage activity; credit processing associated with issue reversal

Table 4

7 APPENDIX 3 SURVEY CATEGORY CODES

1	ORGANIZATION
2	ENG & DWG CONTROL
3	MEAS/TEST EQUIP
4	PURCH/RECEIPT INSP
5	SPECIAL PROCESSES
6	MFG CONTROL/IN-PROCESS INSPECTION
7	FINAL INSPECTION
8	HDLG/STORAGE/PACKAGE/DELIVERY
9	NON-CONFORM SUPP/CORRECT ACTION
10	TECHNICAL CAPABILITY
11	PRODUCTION CAPABILITY
12	FINANCIAL CAPABILITY
13	ACCOUNTING SYSTEM
14	TRANSPORTATION
15	SECURITY
16	PLANT SAFETY
17	ENVIROMENTAL CONSIDERATION
18	OTHER
19	QUALITY SYSTEM
20	PROPERTY
21	PCO - TECHNICAL REPORT
22	FLIGHT OPERATIONS/FLIGHT SAFETY
23	OTHER-2
24	OTHER - SYSTEM WORKAROUND
25	OTHER - QUALIFIED SUPPLIERS LIST (QSL)
26	OTHER - INFORMAL