



DCMA Corrective Action Request (CAR) System

User Guide
29 January 2024

TABLE of CONTENTS

TABLE of CONTENTS.....	1
FOREWORD.....	5
REFERENCES.....	5
INTRODUCTION.....	6
1 USER ACCESS.....	8
1.1 PDREP Access Change Request - DCMA Specific Fields.....	8
1.2 User Access Roles.....	12
2 ACCESSING CAR.....	16
2.1 PDREP Home Page.....	16
2.2 Finding the Fly Outs.....	17
2.3 Selecting the Fly Out.....	17
2.4 CAR Access.....	17
3 CAR AD HOC REPORTS.....	18
3.1 Accessing Ad Hoc Reports.....	18
3.2 Using Ad Hoc Queries.....	19
4 CREATE NEW CAR.....	21
4.1 Initiating a New CAR.....	21
4.2 CAR Levels.....	24
4.3 CAR – Create/Edit.....	24
5 CAR – DEFICIENCY DATA ENTRY.....	32
5.1 Adding a Deficiency.....	32
5.2 Supervisor Review Required – Selected.....	42
5.3 Supervisor Review Required – NOT selected.....	43
6 LI & LII CAR - RESPONSE REQUIRED OPTIONS.....	44
6.1 No Response Required.....	45
6.2 Response Required.....	49
7 DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE (POP) NOTIFICATION.....	50
7.1 POP Notification Workflow.....	50
7.2 POP Deficiency Data Entry.....	55
7.3 Sending a POP Notification.....	61
7.4 Acknowledge POP Notification.....	63

7.5	Withdraw POP Notification.....	66
7.6	Linking POP Notifications to Prime CARs.....	66
7.7	Forwarding POP Notification to next FS	70
8	EXCEPTION TO DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE CAR (AS DESCRIBED IN DCMA POLICY)	76
8.1	Exception to Place of Performance Rule	76
9	REVIEW CAR.....	79
9.1	Forward to Reviewer	79
9.2	Reviewer Actions.....	82
9.3	Return to Originator.....	84
10	LEVEL III and IV CARs.....	87
10.1	Supervisor Review Box Checked.....	87
10.2	Forward to ACO	87
10.3	ACO Actions.....	90
10.4	ACO Actions- CBS Records.....	91
10.5	Generating a Draft CAR	92
10.6	ACO Page Button Descriptions.....	94
10.7	Return to Originator.....	96
11	SEND MESSAGE	99
12	TRANSMIT TO CONTRACTOR	100
13	CAR CONTRACTOR ACTIONS PAGE	106
13.1	Corrective Action Plan (CAP) – Contractor Submittal.....	108
13.2	CAP – Government Actions	111
13.3	CAP Buttons – Before CAP Rejection.....	114
13.4	CAP Buttons – After CAP Rejection.....	115
13.5	CAP Acceptable	115
13.6	CAP Rejected.....	118
13.7	Revised CAP Acceptable	120
13.8	Revised CAP Rejected.....	123
13.9	Rejecting a CAP After it Has Been Already Approved.....	125
13.10	CAR Closed.....	126
14	WITHDRAWING A CAR.....	128
14.1	Withdrawal Note	128
14.2	Withdrawing CAR	130

14.3	Withdrawing a Closed-Completed CAR	131
15	ESCALATE CAR	132
15.1	Escalated Records	132
15.2	Linking Escalated Records	135
16	CAR VIEW / ADD NOTES	138
16.1	To Enter a Note(s).....	138
16.2	Viewing a Record's Note(s).....	140
17	CAR SEARCH.....	141
17.1	Accessing CAR Search.....	141
17.2	CAR Search Parameters.....	142
18	CAR TRANSFER.....	146
18.1	Transfer Requirements - Region to Region Transfer.....	149
18.2	Transfer Requirements - Team to Team Transfer	149
18.3	Warranted 1102 Transfers	150
18.4	Transferring Records	150
19	CAR WORKLIST	151
19.1	Accessing the CAR Worklist	151
19.2	Worklist Search Results	155
19.3	Personalized Worklists	157
20	CAR HISTORY PAGE.....	162
20.1	Points of Contacts	164
20.2	Correspondence & History Table	164
21	OASIS CAR	165
21.1	OASIS Edit Page	166
21.2	OASIS Contractor Action Page	168
21.3	OASIS CB Response	170
	Accepting CB Response.....	170
	Rejecting CB Response- Level 2	172
	Rejecting CB Response- Level 3 and 4	175
21.4	OASIS CAR Transmitted	177
21.5	OASIS Feedback Ticket on Prime CAR	177
22	HOST NATION CAR	179
22.1	Host Nation Edit Page	180
22.2	Host Nation Deficiency Page.....	181

22.3 Host Nation CAR Contractor Actions Page	183
23 ADDITIONAL FUNCTIONALITY	188
23.1 Add / View Attachments	188
24 SUMMARY	188
APPENDIX I - TABLES	189
Status	189
Deficiency Classification (Def. Class)	190
Root Cause Table	190
APPENDIX II	192
CAR Process Flow	192
Overview, page 2	193
Overview, page 3	194
APPENDIX III	195
Days Active Table	195
APPENDIX IV	197
Data Dictionary	197

Click link to navigate to a specific section of the guide

FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Corrective Action Request (CAR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

REFERENCES

- Code of Federal Regulations, Title 48, Chapter 1 (FAR), April 1, 1984, as amended.
- Code of Federal Regulations, Title 48, Chapter 2 (DFARS), December 31, 1991, as amended.
- DCMA-INST 1091
'Management of Special Access Program (SAP) and Sensitive Compartmented Information (SCI),' July 21, 2014
- DCMA-MAN 2303-01
'Surveillance,' May 17, 2020
- DCMA-MAN 2301-05
'Navy Special Emphasis Programs' November 30, 2019
- DCMA-MAN 2301-06
'Discrepancy Processing,' April 1, 2019
- DCMA-MAN 2501-01
'Contract Receipt and Review,' March 24, 2019
- DCMA-MAN 3101-01
'Program Support,' August 1, 2019
- SECNAV Instruction 4140.2, DCMA INST CSI (AV)
'Management of Aviation, Critical Safety Items,' January 25, 2006

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Corrective Action Request (CAR) module.

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

Getting Access

- **First Time Users**

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are filled out completely. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

Contact us

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Additional contact information is below if you do not have an active PDREP-AIS account:

NSLC Portsmouth Help 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

Additional Resources available on the NSLC Portsmouth Homepage.

In order to aid PDREP-AIS users, reference these additional resources as needed:

[FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most common received inquiries. Your question(s) may be easily answered there.

[Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

[Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

1 USER ACCESS

1.1 PDREP Access Change Request - DCMA Specific Fields

PDREP has several Access Levels for CAR. Users seeking to modify their account privileges will need to make a formal request via the PDREP-AIS, System Authorization Access Request – PDREP (SAAR-P) form. When applying for an account, ensure all fields indicated as mandatory are completely filled out. Additional data fields will populate after Primary DODAAC entry (see **Figure 1.1**).

NOTE: *Mandatory fields are identified with a (M).*

The screenshot displays the 'SYSTEM AUTHORIZATION ACCESS REQUEST PDREP (SAAR-P)' form. At the top, there are instructions: '(M) denotes a mandatory field', '1. Change any editable field that needs to be updated', '2. Enter Comments to summarize your Account Change Request', '3. Click Submit Account Change Request to complete your Account Change Request', and '4. Click Cancel to cancel your Account Change Request'. Below the instructions, the form has two dropdown menus: 'TYPE OF REQUEST: UPDATE' and 'IAMA: U.S.G Employee'. The 'User Information' section contains several fields: '(M) Last Name: (BETA) USER GUIDE', '(M) First Name: (BETA)', 'Middle Initial: []', '(M) Primary DODAAC: S0101A', 'Additional DODAAC: []', and another 'Additional DODAAC: []'. The 'DOD Activity Name' is 'DEFENSE CONTRACT MANAGEMENT AGENCY', and the 'Office Address' is '1910 THIRD AVE N', 'City: BIRMINGHAM State: AL Zip Code: 35203-3514'. There are three more dropdown menus: '(M) Organizational Unit (Region): PH - HEADQUARTERS', '(M) Team Code: PH - AQBT', and '(M) Team Supervisor: PAMELA MITCHELL'. Below these is a text field for 'Team Lead (Not Supervisor) Email: []' and another dropdown for '(M) Job Title/Series: QA SPEC'. At the bottom, there are fields for '(M) Area Code: 207', '(M) Work Phone Number: 438 - 1690', 'Extension: []', 'DSN: 684-1690', 'Fax: []', and an 'International Phone Number' field.

Figure 1.1

Figure 1.1: Data Fields

- A. **(M) Organizational Unit (Region):** Select the Organizational Unit from the drop down box as shown in **Figure 1.2**.

(M) Organizational Unit (Region): -SELECT- ▼

- SELECT-
- P2 - TDX/IT
- P3 - INTERNATIONAL DIR.
- P4 - SPECIAL PROGRAMS DIR.
- P6 - EASTERN REGION CMD
- P7 - CENTRAL REGION CMD
- P8 - WESTERN REGION CMD
- PC - COST AND PRICING CMD
- PH - HEADQUARTERS

Figure 1.2

- A. **(M) Team Code:** After selecting a Region, the drop down box for Team Code will populate with a list of corresponding Team Codes based on the selected Region.
- B. **(M) Team Supervisor:** The name of the Team Supervisor will populate based on Organizational Unit, (Region) and Team Code selections.
- C. **Team Lead (Not Supervisor) Email:** Team Lead is not a mandatory field. Enter your Team Leads' Email. If the Team Lead entered does not have proper access, when you click the "Sign and Submit Account Change Request" button an error message will display (see **Figure 1.3**) and the request will not be processed.

• User null null does not have Team Lead Access.

Figure 1.3

- D. **(M) Job Title/Series:** The user will select their Job Title from the drop down list (see **Figure 1.4**).

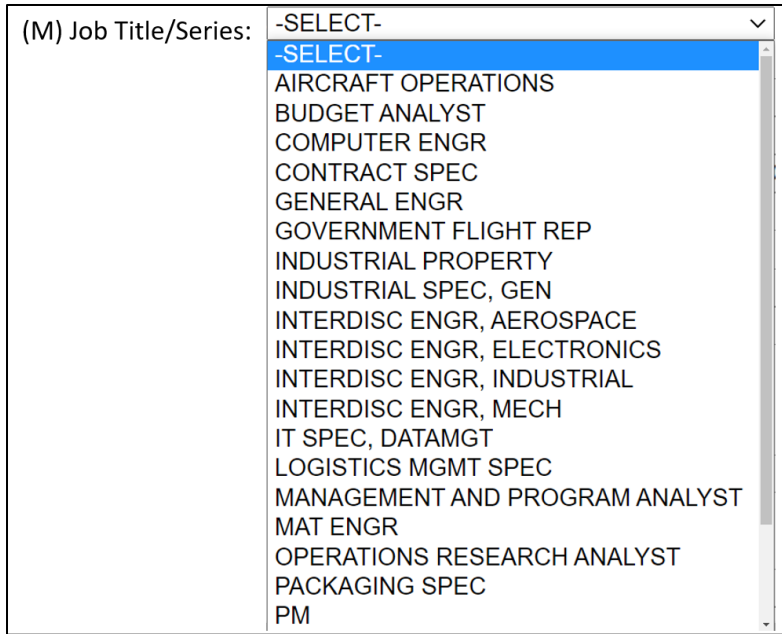


Figure 1.4

E. If Contract Specialist is selected as the Job Title, a Subcategory data field will generate as shown in **Figure 1.5**. Users will need to select the appropriate Subcategory from the drop-down.

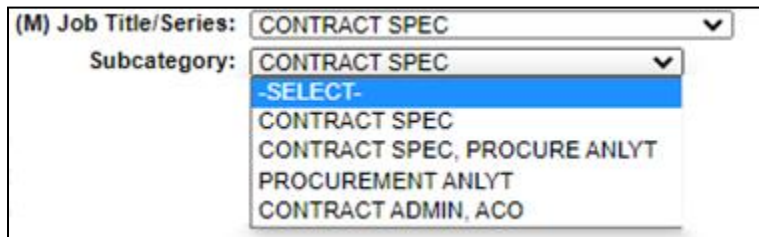


Figure 1.5

TYPE OF REQUEST: UPDATE ▾		I AM A: U.S.G Employee ▾	
User Information			
(M) Last Name:	USER		
(M) First Name:	GUIDE	Middle Initial:	
(M) Primary DODAAC:	S0101A	Additional DODAAC:	
DOD Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY			
Office Address: 1910 THIRD AVE N, STE 201			
City: BIRMINGHAM State: AL Zip Code: 35203-3514			
(M) Operational Unit (Region):	PD - PDREP-AIS PM ▾		
(M) Team Code:	PD - REP ▾		
(M) Team Supervisor:	user_guide@navy.mil ▾		
Team Lead (Not Supervisor) Email:	THIS FIELD IS NOT MANDATORY		
(M) Job Title/Series:	QA SPEC ▾		
(M) Area Code:	207	(M) Work Phone Number:	438 — 1690 Extension: <input type="text"/>
DSN:	<input type="text"/>	Fax:	<input type="text"/>
<input type="text"/> International Phone Number			
DoD Data Required			
(M) Submitter Email Address:	EMAIL OF USER REQUESTING ACCESS		
(M) Sponsor/Supervisor Email Address:	USERS SUPERVISOR EMAIL ADDRESS		
Security Manager Email Address:	USERS SECURITY MANAGER EMAIL ADDRESS		

Figure 1.6

Figure 1.6 Data Fields

- A. **(M) Submitter Email Address:** The name of the person who is requesting access to the module.
- B. **(M) Sponsor/Supervisor Email Address:** The Sponsor/Supervisor’s Email Address field should match the name listed in the (M) Team Supervisor drop down menu (see **Figure 1.6**). It is the user’s responsibility to identify their Supervisor. If by chance a Supervisor is not listed and the user selects -SUPERVISOR NOT LISTED- they will get the message in **Figure 1.7**. When a Supervisor requests access they will select their own name from the dropdown and put THEIR supervisor’s email address in the **(M) Sponsor/Supervisor Email Address** field, or a peer of the same grade and supervisor status.
 - a. For example, an Engineering Group Lead (NH4/GS14) may approve a Contracts Group Lead (NH4/GS14), etc.

- b. Access control and access approval follows the organizational level chain of command to the Commanders, Deputies, Functional Group Leaders level.

Please contact your immediate supervisor or team lead.
 Your Agency has not provided a supervisor related to your team code.
 PDREP-AIS cannot process a system authorization access request without
 this information due to DCMA policy.

Figure 1.7

- C. **Security Manager Email Address:** Refer to DCMA chain of command for the Security Manager’s Email and contact information.
- D. **User Role:** Corrective Action Request (CAR) has eight user access roles to choose from (see **Figure 1.8**). The User’s Access Level determines access to CAR functionality; see **Section 1.2** for additional details.

Figure 1.8

1.2 User Access Roles

User access to the CAR module will be determined based on functional areas listed in **Table 1.1** and the access level the user requires from **Table 1.2**. A supervisor will verify the request for access and access level prior to PDREP providing access to the user.

Table 1.1

Job Title	Abbreviated Listing
Computer Engineer	COMPUTER ENGR
Contract Specialist	CONTRACT SPEC
General Engineer	GENERAL ENGR
Government Flight Representative	GOVERNMENT FLIGHT REP

Job Title	Abbreviated Listing
Industrial Specialist - General	INDUSTRIAL SPEC, GEN
Interdisciplinary Engineer - Aerospace	INTERDISC ENGR, AEROSPACE
Interdisciplinary Engineer - Electronics	INTERDISC ENGR, ELECTRONICS
Interdisciplinary Engineer - Industrial	INTERDISC ENGR, INDUSTRIAL
Interdisciplinary Engineer - Mechanical	INTERDISC ENGR, MECH
Information Technology Specialist – Data Management	IT SPEC, DATAMGT
Logistics Management Specialist	LOGISTICS MGMT SPEC
Material Engineer	MAT ENGR
Packaging Specialist	PACKAGING SPEC
Project Manager	PM
Quality Assurance Specialist	QA SPEC
Safety – Occupational Health Manager	SAFETY, OCCUP HEALTH MGR
Industrial Property	INDUSTRIAL PROPERTY
Traffic Management Specialist	TRAFFIC MGMT SPEC
Transportation Assistant	TRANSPORTATION ASST

Table 1.2

Role	Functions
No Access	If a user does not have access to the PDREP-CAR application, the program link will not appear on the user's PDREP Main Menu
View Access (Non- DCMA)	All USG Gov. CAC and PDREP Account Users View CAR Data Search CAR Data * Cannot view proprietary data and/or DCMA only data
HQ/OU Access	View CAR Data Search CAR Data View Proprietary Data View DCMA Only Data (CAR Notes and messages)

Role	Functions
Prime Contractor Profiles	View CARs <ul style="list-style-type: none"> • Specific to users CAGE Code and DoDAAC *Cannot view Government-DCMA only data or proprietary data
Functional Specialist (FS) Access	Create CAR/Edit/Update/View <ul style="list-style-type: none"> • Team specific Search CAR Data Record Work/Edit Capabilities <ul style="list-style-type: none"> • Team specific Delete Draft CAR <ul style="list-style-type: none"> • Team Specific Input KTR comments Escalate & Close <ul style="list-style-type: none"> • LI & LII only *Cannot transmit/Close Level III & IV CARS to the Contractor
Team Lead Non-Supervisor Access	Functional Specialist Access- Additionally: Review Capabilities <ul style="list-style-type: none"> • Level I and Level II CARs - (if required) • Team specific *Cannot transmit/Close Level III & IV CARs to the Contractor
Warranted 1102 Access	Functional Specialist Access- Additionally: All Functionality <ul style="list-style-type: none"> • Region Specific Review/Edit Level III and IV CARs <ul style="list-style-type: none"> • Cost and Price ACOs are Exception to Region Specific Transmit Level III and IV CARs <ul style="list-style-type: none"> • Cost and Price ACOs are Exception to Region Specific Can Transfer Open (active) & Closed Level III and Level IV CARs <ul style="list-style-type: none"> • Team-to-team • Region-to-region, etc. Input/Edit KTR comments <ul style="list-style-type: none"> • LIII-IV Edit <ul style="list-style-type: none"> • ACO Tab Escalate & Close CAR – any Level

Role	Functions
<p>Supervisor Access</p>	<p>Functional Specialist Access- Additionally:</p> <p>All Functionality</p> <ul style="list-style-type: none"> • Team specific <p>Approves</p> <ul style="list-style-type: none"> • Team Lead Access • Warranted 1102 Access <p>Review – no level limitations</p> <p>Edit – no level limitations</p> <p>Can Transfer LI / LII OPEN CARs and LIII / LIV Closed CARs</p> <ul style="list-style-type: none"> • Team-to-Team • Region-to-Region <p>Withdraw transmitted CARs</p> <ul style="list-style-type: none"> • Stays in repository as withdrawn • Metrics applicable <p><i>*Cannot transmit/Close Level III & IV CARs to the Contractor</i></p>
<p>Contract Management Office (CMO) Access</p> <p><i>Group/Functional, Directors, Commanders & Deputy</i></p>	<p>Supervisor Access- Additionally:</p> <ul style="list-style-type: none"> • All Functionality <ul style="list-style-type: none"> ○ Prime CMO DODAAC Specific <p>Additionally Approves</p> <ul style="list-style-type: none"> • Supervisor Access request <p><i>*Cannot Delete CARs</i></p>
<p>Full Access</p>	<p>PDREP Administrators only</p>

NOTE: *If a user does not have access to the PDREP-CAR application, the application link will not appear on the user's PDREP Main Menu.*

2 ACCESSING CAR

2.1 PDREP Home Page

Once logged in, the PDREP Home Page will display as seen in **Figure 2.1**. Not all options are available to all users. Users must have permission to access each module in their profile or the module link will not be visible. The PDREP Home Page will also reflect a list of all recently accessed record types. These records will display on the right side of the page and are hyperlinked. When selected it will take the user to their intended selection.

NOTE: Please refer to PDREP User Access Request and Login Procedures for additional detail.



Figure 2.1

2.2 Finding the Fly Outs

Hover the mouse over any PDREP Application (located on the left side of the screen) to view a list of available tier two links for each application (see **Figure 2.2**). *Note: Fly-out menu options may differ based on your access level.*

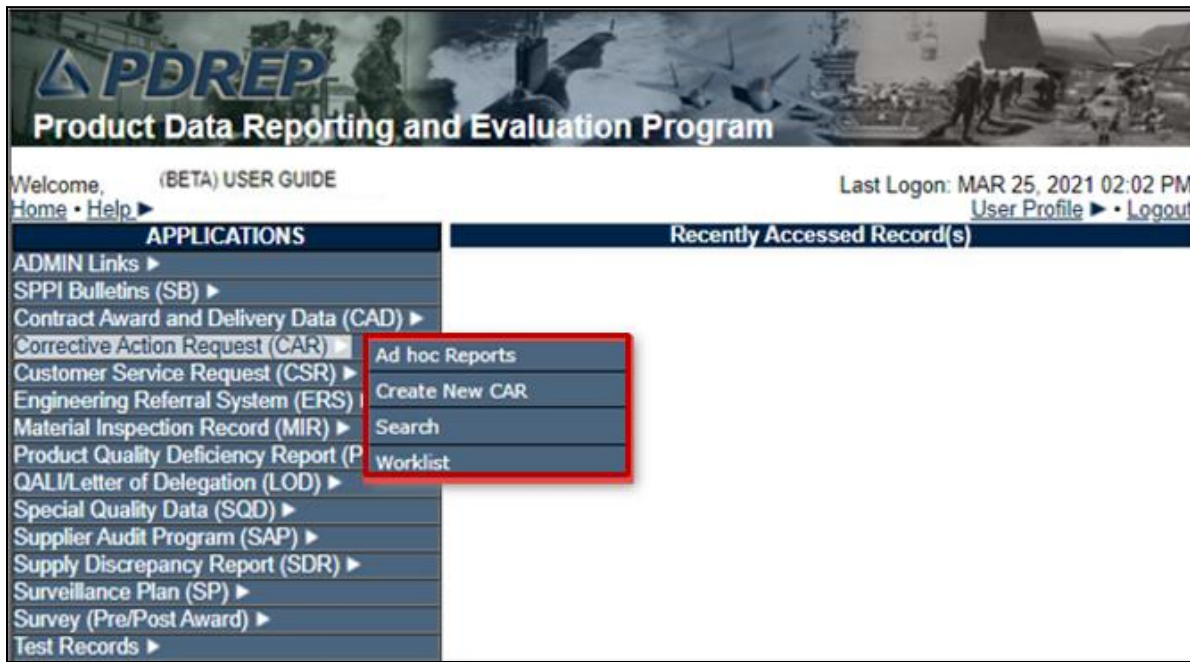


Figure 2.2

2.3 Selecting the Fly Out

Selecting a subsidiary link fly-out will allow the user to go directly to the indicated page within the application.

2.4 CAR Access

Users must have permission to access CAR in their profile for this link to be visible. To enter the CAR module, hover over the CAR program link on the left side of the PDREP Main Menu as displayed in **Figure 2.2**. Upon hovering over the link, the CAR fly-out menu will appear with **up to** five sub-link options to choose from, which can include (based on access level):

- CAR Access
 - Ad Hoc Reports
 - Create New CAR
 - Search
 - Transfer CAR
 - Worklist

3 CAR AD HOC REPORTS

3.1 Accessing Ad Hoc Reports

To access the CAR Ad hoc report, click the CAR 'Ad Hoc Reports' fly out on the PDREP Main menu or click the CAR 'Ad hoc' tab in the CAR module as shown in **Figures 3.1** and **Figure 3.2**.

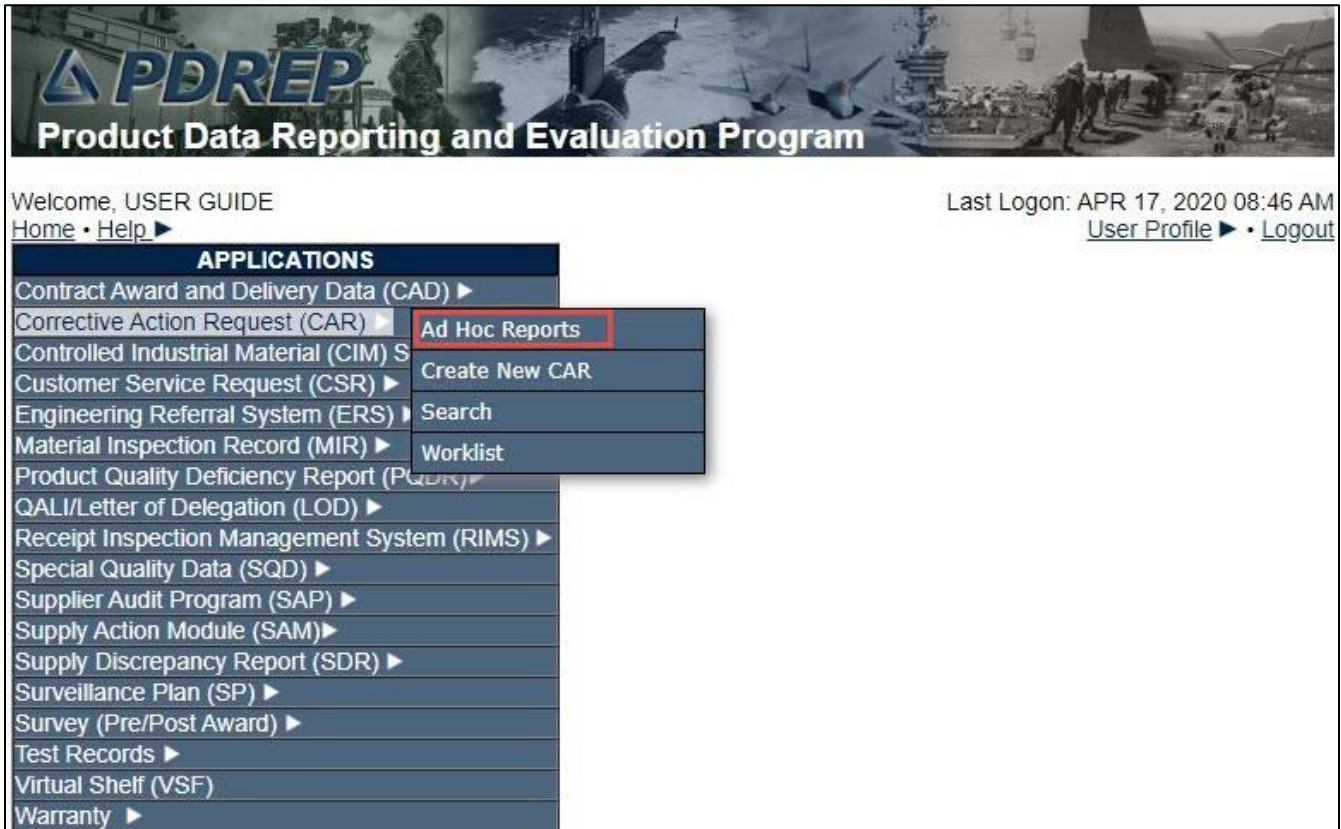


Figure 3.1

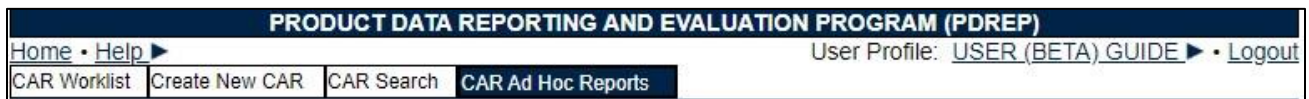


Figure 3.2

Figure 3.3 illustrates the default display of the CAR Ad Hoc Report interface. CAR Ad hoc also includes E-Tool data fields (see **Figure 3.4**). Instructions on the screen provide additional direction for using the interface for query development.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)			
Home • Help ▶	User Profile: USER GUIDE ▶ • Logout		
CAR Worklist	Create New CAR	CAR Search	CAR Ad Hoc Reports
CAR - Ad Hoc Report			
<p>Instructions To use a previously saved Ad Hoc report: 1. Select an ad hoc from My Ad Hocs 2. Click Open My Ad Hoc button 3. To share or delete a previously saved ad hoc, select Manage My Ad Hocs button</p> <p>Please follow these steps to create new ad hoc report: 1. Select a Data Record and click Get Data Element 2. Select one or more Data Elements 3. Click Add Columns and/or Delete Columns to set the Selected Data Elements List 4. Select Data Element and click Add Where to set the where condition(s) 5. Enter the Expression and Value in the Where clause 6. To add more then one where condition select a Logical Expression 7. Click on RUN QUERY</p>			
Select Data Record:	Corrective Action Requests ▼	<input type="button" value="Get Data Elements"/>	
Get Row Count:	<input type="checkbox"/>		
Set maximum rowcount:	20000	(Maximum size : 20,000)	

Figure 3.3

Select Data Record:	Corrective Action Requests ▼	<input type="button" value="Get Data Elements"/>
Get Row Count:	<input type="checkbox"/>	
Set maximum rowcount:	20000	(Maximum size : 20,000)

Figure 3.4

3.2 Using Ad Hoc Queries

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search tool user guide for assistance using the CAR Ad Hoc Tool.
- The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to a spreadsheet. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results.
- Users can make adjustments to queries by returning to the Ad Hoc Report page. Results can be downloaded into MS Excel when complete.

- The Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search Tool User Guide can be located at:
https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/ADHOC.pdf

The hyperlink will display the PDREP Guides and Manuals screen (see **Figure 3.6**) or may be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 3.5**).

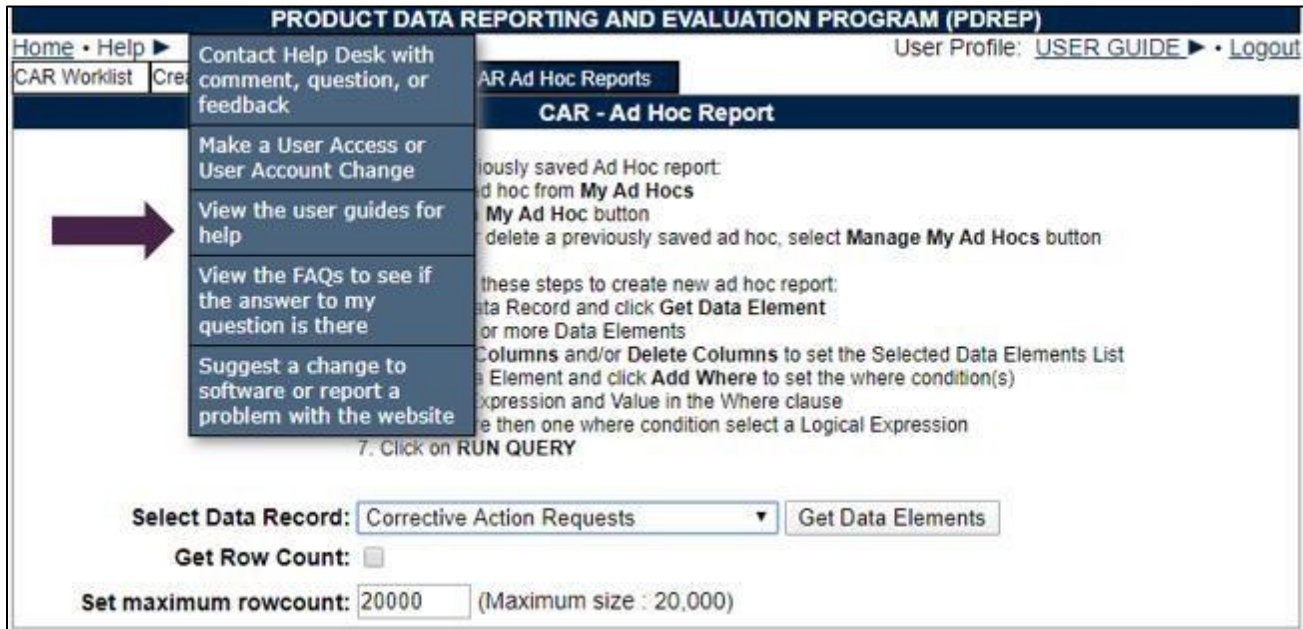


Figure 3.5

Home > Guides & Manuals

Guides and Manuals

PDREP Guides and Manuals

General

- [Attaching a file in PDREP](#)
- [Customer Service Request \(CSR\)](#)
- [Search Tools](#)
- [User Access Request](#)

PDREP Tools

- [ADHOC Search](#)
- [Contract Award & Delivery \(CAD\) Data Application](#)
- [Contractor Profile](#)
- [Engineering Referral System \(ERS\)](#)
- [Material Inspection Records \(MIR\)](#)
- [Quality Assurance Letter of Instruction \(QALI\)](#)
- [Receipt Inspection Management System \(RIMS\)](#)
- [SPPI Bulletin \(SB\)](#)
- [Supply Action Module \(SAM\)](#)
- [Supplier Audit and Assessment \(SAA\)](#)
- [Supply Discrepancy Report \(SDR\)](#)
- [Survey, Special Quality, & Test Records Applications](#)
- [Virtual Shelf \(VS\)](#)

Product Quality Deficiency Reports (PQDR)

- [Originator Documents](#)
 - [Originator Instructions](#)
 - [Local Purchase Instructions](#)
- [Screening Point Documents](#)
 - [Screening Point Instruction](#)
 - [Army Master Screener Instruction](#)
- [Action Point Documents](#)
 - [Action Point Instructions](#)
 - [Army Action Officer Instruction](#)
- [Support Point Documents](#)
 - [1227 Instructions](#)
 - [QAR Investigation](#)
 - [DRPM Investigation](#)

Other Programs

- [Exhibit & Shipment Tracking](#)
- [PDREP Prime Contractor](#)
- [Warranty & Source of Repair Tracking](#)

DCMA Tools

- [DCMA Corrective Action Request \(CAR\)](#)
- [DCMA Letter of Delegation \(LOD\)](#)
- [DCMA Supplier Risk System \(SRS\)](#)
- [DCMA Surveillance Plan \(SP\)](#)

Figure 3.6

4 CREATE NEW CAR

4.1 Initiating a New CAR

Under Applications, hovering over the CAR module and select 'Create New CAR' (see **Figure 4.1**). If already working in the CAR module, select the 'Create New CAR' tab (see **Figure 4.2**).

NOTE: Once a CAR is initiated, only members of the initiator's same Region and Team may edit and close the CAR, unless the CAR is transferred to a new team.

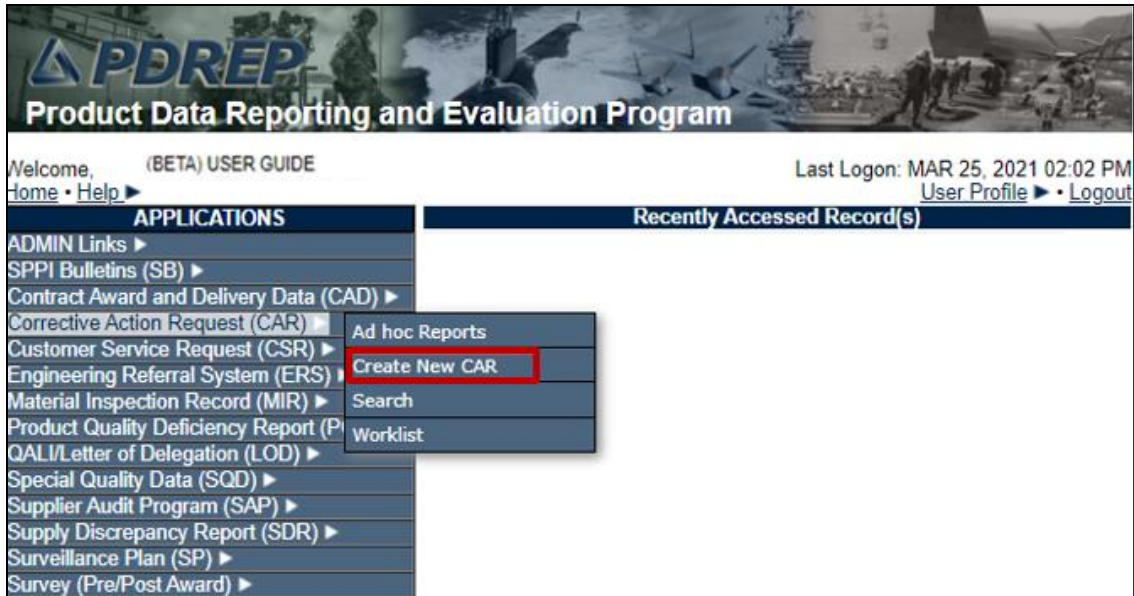


Figure 4.1

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile ▶ • Logout

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search

Corrective Action Request - New

Instructions
 (M) denotes a mandatory field
 1. Answer Question
 2. Enter CAGE Code of discrepancy discovery location
 3. Select Level Code

(M) Select CAR Type/Notification:

Prime Contractor CAR

Delegated Surveillance/Place of Performance Notification

Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

Host nation

OASIS CAR

(M) CAGE Code: **Year:** **Serial Number:** **Suffix:**

(M) CAR Level:

Figure 4.2

After accessing the Create New CAR page, complete all mandatory data fields and select the 'Create CAR' button to process entry. This section covers a Prime Contractor CAR.

NOTE: *Mandatory fields are identified with a (M). Conditionally Mandatory fields (which become mandatory based on data entered in another field) are identified with a (CM).*

Figure 4.2 Data Fields

- (M) Select CAR Type
 - **Prime Contractor CAR:** Functional Specialist Users choose this selection for issuing CARs to Prime Contractors. Prime Contract CAR control numbers contain a "P" as the last character.
 - **Delegated Surveillance/Place of Performance Notification:** Choose this selection for notifying the delegator cognizance over the prime contractor of a deficiency and its description found at the sub-location. Notification RCNs contain a D as the last character ([see Section 7](#)).
 - **Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy):** Please see DCMA policy for when this should be selected. The last character of an exception CAR is an "E" ([see Section 8](#)).
 - **Host Nation CAR:** Host Nation will only populated for specific DoDAACs. Please see Section 22 for details.
 - **OASIS CAR:** Workflow for CARs involving the Online Aerospace Supplier Information System (OASIS) process. See section 21 for details.
- **CAGE Code:** CAGE (of the Contractor) for which the CAR is being created.
- **Year:** Auto-populates based on current year. Cannot be edited by the user.
- **Serial Number:** Non-editable, auto-populated four digits based on the next sequential number for the CAGE Code entered (within the current calendar year). Every New CAR whether or not you successfully created and saved the CAR you were working on will get a new Serial Number.
- **Suffix:** Ending alpha character indicates what type of CAR it is.
 - **P:** Identifies CAR issued to Prime Contractor.
 - **D:** Identifies notification of deficiency at the sub-location.
 - **E:** Exception to Delegated Surveillance/Place of Performance CAR.
 - **M:** Indicates a record migrated from E-TOOLS.
 - **O:** Identifies an OASIS CAR.
 - **H:** Identifies a Host Nation CAR.
 - **X:** Identifies a record that has been escalated with the same CAR number as the original record.

NOTE: *CAGE Code + Year + Serial Number + Suffix = RCN*

4.2 CAR Levels

Select the appropriate level of the CAR IAW DCMA Policy.

- Level I
- Level II
- Level III
- Level IV

4.3 CAR – Create/Edit

After selecting the Create CAR button, the Corrective Action Request – Create/Edit page will display. The originator must enter all mandatory fields in order to continue. Input additional fields when information is available (see **Figures 4.3** and **Figure 4.4**).

NOTE: *Images in this section relate to a Prime Contractor CAR. See [Section 7](#) for Delegated Surveillance/Place of Performance Notification, [Section 8](#) for Exception to Delegated Surveillance/Place of Performance CAR, [Section 20](#) for OASIS CAR, and [Section 21](#) for Host Nation CAR.*

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Create/Edit			
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O/O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>			
<p> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>			
General Information			
<input type="button" value="LEVEL I"/>		Cage Year S/N CAR Number: PDREP-2023-0020P	
Supervisor Review Required: <input type="checkbox"/> Contractor Business System Indicator: <input type="checkbox"/>			
Escalated: <input type="checkbox"/>			
Sub-Loc Notification: <input type="checkbox"/>			
(M)Originator Name: <input type="text" value="GUIDE (ALPHA) USER"/>			
(M)Phone Number: <input type="text" value="207-555-5555"/>			
(M)Email: <input type="text" value="User.Guide@navy.mil"/>			
DODAAC: S0101A			
Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY			
Address: 1910 THIRD AVE N			
City, State, Zip: BIRMINGHAM, AL 35203-3514			

Figure 4.3

Figure 4.3 Data Fields

- **CAR Level:** Selection populated is initially made via the 'Create New CAR' Tab and is editable via a dropdown while the record is in a draft status (**Figure 4.4**).

LEVEL:	<input type="text" value="1"/>
	<input type="text" value="-SELECT-"/>
	<input type="text" value="1"/>
	<input type="text" value="2"/>
	<input type="text" value="3"/>
	<input type="text" value="4"/>

Figure 4.4

- **CAR Number:** An auto-generated number combination from the CAGE, calendar year and number sequence from the initial 'Create New CAR' page.

NOTE: *There are times when the CAR Number is referred as the RCN or Notification Number for Delegated/Place of Performance records.*

- **Contractor Business System Indicator:** Check this box if the deficiency was found during a Contractor Business System (CBS) related audit. Checking this box will cause additional conditional mandatory (CM) items to be completed by the Warranted 1102 Reviewer if the CAR is a LIII or IV.
- **Supervisor Review Required:** Check this box when a review is required by local CMO procedures before it is transmitted to contractor, the status will change to DRAFT PENDING REVIEW when the CAR is forwarded to the Reviewer.
 - If the check box *is* selected, the transmit button used for LI & II CARs will not appear. The Forward to Reviewer button will then be displayed.
 - If Supervisor Review box *is not* checked the system will hide the forward to reviewer button and the transmit button will be the only selection available
- **Escalated:** Check this box to identify this CAR is a result of an escalation. You may link the original CAR(s) to this record.
- **Sub-Loc Notification:** Check this box if you are linking the Prime CAR to an associated POP Notification.
- **(M) Name, Phone, Email Address and DODAAC:** Auto-populated from originators Profile, will auto-populate CAR letterhead.

KTR Information	
(M) KTR POC:	<input type="text"/>
(M) KTR POC Title:	<input type="text"/>
(M) KTR Email Address:	<input type="text"/>
KTR POC Phone:	<input type="text"/>

Figure 4.5

Figure 4.5 Data Fields

- **(M) KTR POC:** The Contractor's Point of Contact. This information auto-populates the 'To' field of the CAR's letter.
- **(M) KTR POC Title:** The title associated with the Contractor's Point of Contact, i.e. Quality Manager, Production Manager, etc. The *KTR POC* field and the *KTR POC Title* field are populated on the CAR header above the KTR info when it's being transmitted (see **Figure 4.6**).

Correspondence

To: Contractor's Email Address

To:

CC:

Contractor's Email Address

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514 US
03/25/2021

March 25, 2021

JIMMY JOHNSON

GENERAL TOOL CO
101 LANDY LN
CINCINNATI, OH 45215-3441 US

Subject: LEVEL II CAR

TO: JIMMY

Summary: HIGH LEVEL DESCRIPTION OF THE ISSUE.

DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 03/25/2021 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): PUT IN CONTRACT NUM. The non-compliance(s) impact Cage Code(s): 96454. This CAR should be treated as a customer complaint.

Figure 4.6

- **(M) Email Address:** Enter the email address of the individual who is going to receive the CAR.
- **KTR POC Phone:** Enter the phone number of the individual who is going to receive the CAR.

Contract Information	
Operational Unit (Region and Team): PD - REP	
(M) Prime Contract CMO DoDAAC:	<input type="text"/>
(M) Contract Number:	<input type="text"/> <input type="button" value="Add Contract"/>
(M) Prime CAGE: PDREP	
Company Name: PDREP CO	
Address: NSLC PORTSMOUTH	
City, State, Zip Code: PORTSMOUTH, NH 03804	
Applicable Program List:	<input type="text" value="-SELECT-"/> ▼

Figure 4.7

Figure 4.7 Data Fields

- **Operational Unit (Region and Team):** Auto-populated based on user’s profile on new records. This field reflects the current Region and Team Code with edit capabilities for the record.
- **(M) Prime Contract CMO DODAAC:** Enter the DODAAC of the Contract Management Office. The Name and Address information from this DODAAC will appear on all correspondence generated from the CAR program.
- **(M) Contract Number:** Enter all contracts affected (see **Figure 4.8**). Use the ‘Add Contract’ button to add multiple contracts and the ‘Remove Contract’ button to remove contracts (see **Figure 4.9**). Dashes will be removed when the Contract is added.

(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>												
Contract Numbers:	<table border="1"> <tbody> <tr> <td>PNYBR9M2GR</td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td>MAR14583JK45</td> <td></td> </tr> <tr> <td>GYSJ234J4B2</td> <td></td> </tr> <tr> <td>ADFADF234234</td> <td></td> </tr> <tr> <td>123987F123KJH1</td> <td></td> </tr> <tr> <td>ERAER234234</td> <td></td> </tr> </tbody> </table>	PNYBR9M2GR	<input type="button" value="Remove"/>	MAR14583JK45		GYSJ234J4B2		ADFADF234234		123987F123KJH1		ERAER234234		
PNYBR9M2GR	<input type="button" value="Remove"/>													
MAR14583JK45														
GYSJ234J4B2														
ADFADF234234														
123987F123KJH1														
ERAER234234														

Figure 4.8

(M) Contract Number:	<input type="text"/>	Add Contract
Contract Numbers:	PNYBR9M2GR MAR14583JK45 GYSJ234J4B2 ADFADF234234 123987F123KJH1 ERAER234234	Remove

Figure 4.9

- **(M) Prime CAGE:** The CAGE Code on the Prime Contract, auto-populated based off CAGE used in the RCN.
- **Contractor Name, Address and Phone Information:** Auto-populated based on data entered in Prime CAGE data field.
- **Applicable Program List:** A drop down list of Applicable Programs (See **Figure 4.10**). Highlight the program selection and a second dropdown will populate with Program name options (see **Figure 4.11**). Click the 'Add Program' button to save entry in the Selected Programs field (see **Figure 4.12**). A program may be removed by highlighting the program and clicking the 'Remove' button. For a list of all programs, see Appendix I.

Applicable Program List:	-SELECT-	▼
	-SELECT-	
	DAI	
	NSEO	
	PMBI	

Figure 4.10

Applicable Program List:	NSEO	▼
Program Name:	-SELECT-	▼
		Add Program

Figure 4.11

Applicable Program List:	-SELECT-	▼
Selected Programs:	NSEO-Complex/Critical NSEO-NPM	Remove

Figure 4.12


Deficiency Information	
Executive Summary:	
<div style="border: 1px solid black; height: 100px;"></div>	
CAR POC:	<input type="text"/>
Corrective Action Plan Due Date:	<input type="text" value="10/22/2022"/> 
(M) Response Required	<input type="text" value="-SELECT-"/>
(M) Delivery Schedule Impact Possible:	<input type="text" value="-SELECT-"/>
(M) Repeat Finding:	<input type="text" value="-SELECT-"/>
Status:	DRAFT
Status Date:	09/07/2022

Figure 4.13

Figure 4.13 Data Fields

- **Executive Summary:** Optional input, Executive Summary is used to capture high level description of the overall CAR Data, if populated the information will auto-populate the Executive Summary in the CAR letter sent to the contractor. Field is 4000 characters max (**Figure 4.14**)

Executive Summary:
<div style="border: 1px solid black; padding: 5px;">High level description of the issue.</div>

Figure 4.14

- **CAR POC:** Enter the name of the Government representative if the point of contact is someone other than the person logged in.
- **Corrective Action Plan Due Date:** Auto-populated date that is 45 calendar days from the date that the CAR was created. The user may edit the date for a shorter period, but not allowed to go more than 45 days after the transmittal date, if more time is needed use extension date field on the KTR Actions Tab after the contractor responds. If this field is missing or omitted, you will NOT be able to transmit the CAR. This date also populates the (CM) CAP Due Date on the KTR Actions Tab.

- **Response Required:** Dropdown option to select if a response is required from the contractor. LEVEL I & II CAR's will be blank, for all other levels the dropdown is automatically YES. If YES, the Contractor's letter will state that there is a response required and list responses the contractor has to include. If this is left blank or NO, no response is required from the KTR and once the user has completed all the required fields, had it reviewed (if selected) and added the necessary CAP, the CAR will automatically close once transmitted. (See **Section 6.1** for LI & II CAR's with No Response Required.)
- **(M) Delivery Schedule Impact Possible:** This is a mandatory drop down that indicates a schedule impact due to the deficiency. This field may be edited at any time after the CAR has been transmitted to the contractor.
- **(M) Repeat Finding:** This is a mandatory drop down that indicates if the current deficiency is a 'repeat finding'.
- **(M) Status:** The status is auto-populated based on transactions within the CAR process; the status cannot be changed by manual input. For a list of statuses, see Appendix I.
- **(M) Status Date:** The date is auto-populated based on the last status update/change.
- **Transmitter Name:** The auto-populated name of the individual transmitting the CAR to the contractor. This data field will populate the contractor letter. Remains hidden until the CAR is transmitted to KTR.
- **Transmitted Date:** An auto-populated date generated when transmitting the CAR letter to the contractor. Remains hidden until the CAR is transmitted to KTR.

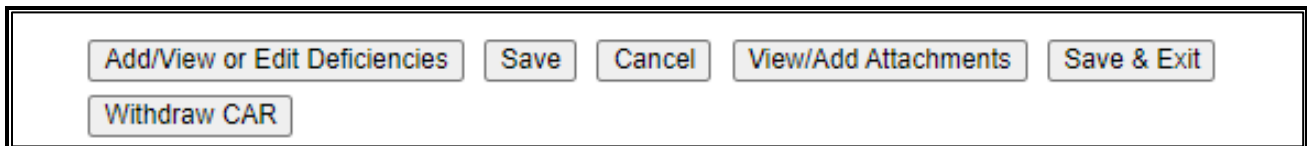


Figure 4.15

Figure 4.15 Buttons

- **Add/Edit or View Deficiencies:** Allows the user to access the deficiency page to view, add or edit deficiencies. Clicking this button acts as a save button and will display error messages if any are found on the Corrective Action Request Create/Edit page.

NOTE: *Mandatory (M) fields must be completed before adding deficiencies.*

- **Save:** The Save button may be used at any time to save the record as a draft. This allows users to return at a later time or perform occasional saves. There is currently ***no*** auto-save feature. Using the save button forces the system to check entries for errors

and generates an error message (*in red font at the top of the page*) when one is found. Error message(s) must be corrected before data will be saved. Successfully saved entries will generate the message 'CAR Data has been saved'.

- **Cancel:** When this button is used on unsaved records, the user will be return to the worklist page, deleting the CAR/CAR serial number and causing a hole in the serial number sequence. If Cancel is used on a record previously saved, the button will return the user to the worklist page and the record will maintain its status.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Save and Exit:** The Save and Exit button may be used at any time to save your work and exit the record.
- **Withdraw CAR:** Only available to user with Supervisor access to CAR module. See Section 14 of this guide for Withdraw CAR Instructions.

5 CAR – DEFICIENCY DATA ENTRY

Once all mandatory (M) data fields are complete on the Create/Edit CAR Tab, you will be able to navigate to the Deficiency Data Entry Page. To do this: Select the 'Add/View or Edit Deficiencies' button on the Create New CAR Tab as seen in **Figure 5.1** to access the Conformance Data Entry page.



Figure 5.1

5.1 Adding a Deficiency

- A. Clicking the 'Add/View or Edit Deficiencies' button will display the CAR-Deficiency Data Entry page (see **Figure 5.2**).

CAR Deficiency Data Entry					
<p>Instructions (M) denotes a mandatory field 1. Select Add Deficiency to add a new Deficiency 2. Complete all mandatory fields 3. Select Save or Save and Exit to add the Deficiency to the CAR 4. Select Delete Deficiency to delete the currently displayed Deficiency</p> <p>KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update. Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.</p>					
LEVEL I		CAR Number:	Cage	Year	S/N
			PDREP-2022-0204P		
Deficiency Number:	1	(M) NC Observation Date:			
The following is a list of DCMA Acquisition Functional areas adding deficiencies related to their field:					
(M) Assigned Functional Area:	-SELECT-				
(M) Key Contract Requirement:	-SELECT-				
(M) Critical Characteristic/Process:	-SELECT-				
Item Nomenclature:			Add Item Nomenclature		
Part Number:			Add Part Number		
COG (NSEO)	FSC	NIIN	SMIC (NSEO)	Nomenclature	
NSN:					Lookup FSC
(M) Def. Class:	-SELECT-				
(M) Category:	-SELECT-				
(M) Type:	-SELECT-				
(M) Non-compliance Description:	<div style="border: 1px solid black; height: 60px;"></div>				
Proprietary Information:	-SELECT-				
(M) Contractual Requirement:	<div style="border: 1px solid black; height: 60px;"></div>				
Contractor Procedure:	<div style="border: 1px solid black; height: 60px;"></div>				

Figure 5.2

Figure 5.2 Data fields

CAR Deficiency Data Entry:

- **CAR Level:** Selection populated is initially made via the 'Create New CAR' page.
- **CAR Number:** Selection populated is initially made via the 'Create New CAR' page.
- **Deficiency Number:** Drop down list of the numbers corresponding to the number of the deficiency. The list can contain up to 99 deficiency numbers. Click on the selected deficiency number (see **Figure 5.3**) to go directly to that deficiency.

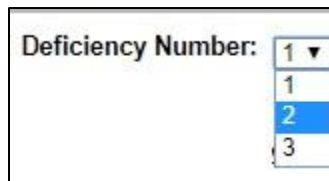


Figure 5.3

- **(M) NC Observation Date:** The date the government representative found or witnessed the deficiency.
- **(M) Assigned Functional Area:** The user's assigned functional area that found the deficiency.
- **(M) Function Area Details:** This field only populates when the Functional Area requires a sub level description and further defines the Assigned Functional Area.
- **(M) Key Contract Requirements:** The drop down list is based on the functional area selected. When a selection is made from the Assigned Functional Area field, a list containing the pertinent KCR section of the FAR will display.

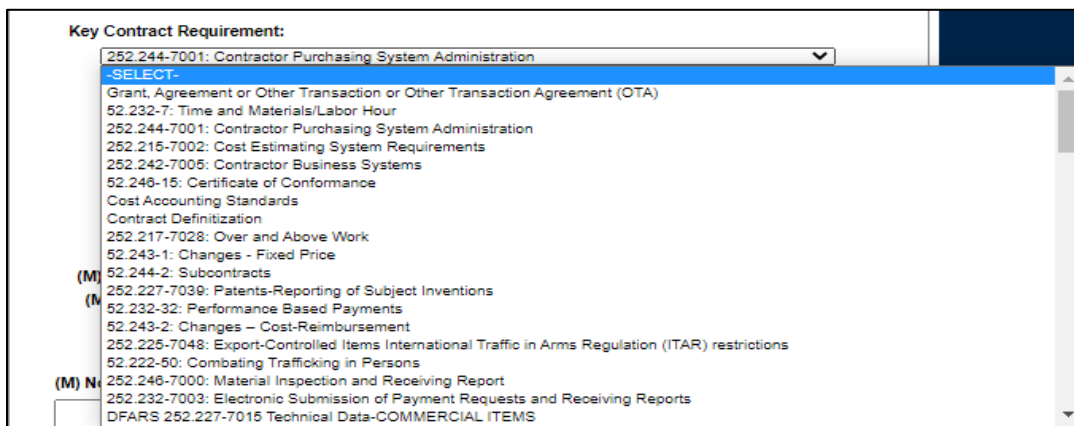


Figure 5.4

- Key Contract Event, Activity and Sub-Activity may be selected in cascading dropdowns based on the Key Contract Requirement selection. **All fields are Mandatory if populated.**
- **(M) Critical Characteristic/Process:** If item is a critical safety item select yes from the drop down list. Check 'Yes' if the item is an ESA (Engineering Support Activity) identified as a CSI.
- **Item Nomenclature:** Name of the part or document related to the deficiency. Multiple items may be stored; use the 'Add Item Nomenclature' button to add items and the 'Remove Item Nomenclature' button to remove saved items (see **Figure 5.5**). This field will accept up to 50 alphanumeric characters.

Figure 5.5

- **Part Number:** Is the part number related to the deficiency. Multiple part numbers may be stored, use the 'Add part Number' button to add items and the 'Remove Part Number' button to removed saved items. The part numbers listed will auto-populate on the contractor letter (see **Figures 5.6** and **Figure 5.7**). This field will accept up to 32 alphanumeric characters.

Figure 5.6

Figure 5.7

- **NSN:** Fill in the NSN, if available or type the NIIN and click the 'Lookup FSC' button to have the NSN auto-populate as shown in **Figures 5.8** and **Figure 5.9**.

Figure 5.8

- **COG (NSEO):** The dual cognizant (COG) code is a two-position alphanumeric code prefixed to NSN's (National Stock Numbers) for internal Navy management purposes to identify and designate the Inventory Control Point (ICP) office or agency that exercises supply management. It is not a component of the NSN for material identification purposes.
- **FSC:** Federal Supply Class, used to group products into logical families for management purposes.
- **NIIN:** National Item Identification Number, number given in place of a specific manufactured part number.
- **SMIC (NSEO):** Special Material Identification Code, Special code given by the Navy to identify a type of material.
- **Nomenclature:** Official name of a part, last part of the NSN

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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: 9999
 Name: _____
 Search Cancel

Code	Name	Select
9999	MISCELLANEOUS ITEM	Select View

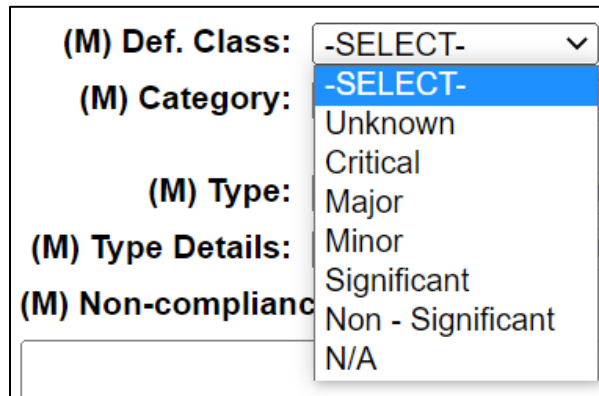
Figure 5.9

- **(M) Def Class:** The classification of the deficiency in accordance with FAR definitions. Selected from the drop down list. FAR definitions are available at https://www.acquisition.gov/far/part-46#FAR_46_101 (see Figure 5.10).

(M) Def. Class: -SELECT- ▼
 (M) Category: -SELECT- ▼
 (M) Type: Unknown ▼
 Critical ▼
 Major ▼
 Minor ▼
 (M) Non-compliance: N/A

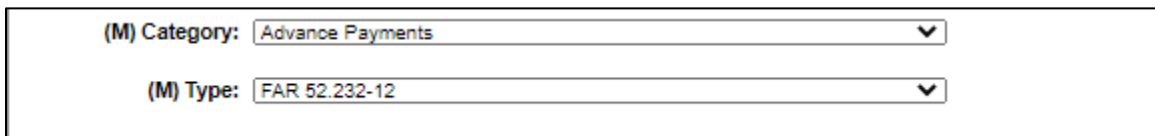
Figure 5.10

NOTE: Warranted 1102's will see the Deficiency Class as shown in **Figure 5.11** for Contractor Business System records. This allows a Warranted 1102 to make a change in Def Class when performing their function on the ACO page. When 'Significant' is selected, an additional dropdown will populate **after saving** for the Def. Class Sub. Class.



The screenshot shows a form with several dropdown menus. The first dropdown is labeled '(M) Def. Class:' and is currently set to '-SELECT-'. The second dropdown is labeled '(M) Category:' and is currently set to '-SELECT-'. The third dropdown is labeled '(M) Type:' and is currently set to 'Major'. The fourth dropdown is labeled '(M) Type Details:' and is currently set to 'Minor'. The fifth dropdown is labeled '(M) Non-compliance' and is currently set to 'N/A'. The dropdown menu for '(M) Category:' is open, showing the following options: '-SELECT-', 'Unknown', 'Critical', 'Major', 'Minor', 'Significant', 'Non - Significant', and 'N/A'.

Figure 5.11



The screenshot shows a form with two dropdown menus. The first dropdown is labeled '(M) Category:' and is currently set to 'Advance Payments'. The second dropdown is labeled '(M) Type:' and is currently set to 'FAR 52.232-12'.

Figure 5.12

Figure 5.12 Data Fields

- **(M) Category:** Select from the drop down list that is a high-level description of the deficiency based on the Functional Area selected.
- **(M) Type:** Select from the drop down list of detailed descriptions of the deficiency based on the Category selected (see **Figure 5.12**). Depending on the "Type" selected, the **Type Details** field may display. This allows the user to select a more detailed description of the type and category (see **Figure 5.13**).

(M) Category: Accounting System Administration

(M) Type: 252.242-7006

Type Details: -SELECT-

(M) Non-compliance: -SELECT-

Proprietary Information: -SELECT-

(M) Contractual Requirement: -SELECT-

DFARS 252.242-7006(1)

DFARS 252.242-7006(2)

DFARS 252.242-7006(3)

DFARS 252.242-7006(4)

DFARS 252.242-7006(5)

DFARS 252.242-7006(6)

DFARS 252.242-7006(7)

DFARS 252.242-7006(8)

DFARS 252.242-7006(8)

DFARS 252.242-7006(9)

DFARS 252.242-7006(10)

DFARS 252.242-7006(11)

DFARS 252.242-7006(12)

DFARS 252.242-7006(13)

DFARS 252.242-7006(14)

DFARS 252.242-7006(15)

DFARS 252.242-7006(16)

DFARS 252.242-7006(17)

DFARS 252.242-7006(18)

Figure 5.13

(M) Non-compliance Description:

Proprietary Information: -SELECT-

(M) Contractual Requirement:

Contractor Procedure:

Save Deficiency

Save Draft Deficiency

Delete Deficiency

CAR Review

View/Add Attachments

Back

Figure 5.14

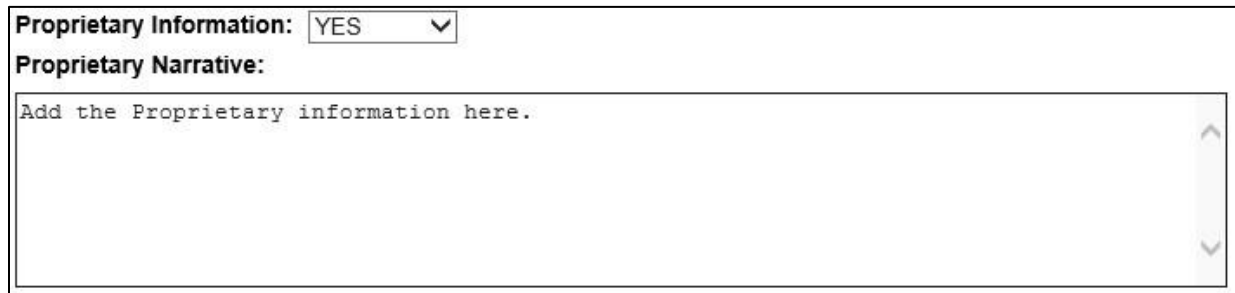
Figure 5.14 Data Fields

- **(M) Non-compliance Description:** A detailed description of the departure from the contractual requirements (see **Figure 5.14**).
- **Proprietary Info:** Select Yes or No from the drop list. Selecting 'Yes' will cause a Proprietary Narrative text box to display where users will add proprietary information related to the noncompliance (see **Figure 5.16**). The data entered will only be visible to DCMA and the data owner.



Proprietary Information: -SELECT- v
-SELECT-
YES
NO

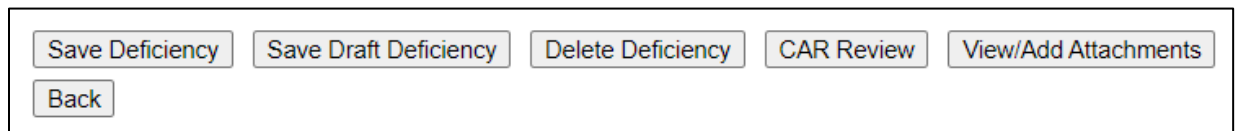
Figure 5.15



Proprietary Information: YES v
Proprietary Narrative:
Add the Proprietary information here.

Figure 5.16

- **(M) Contractual Requirement:** Text box to enter the contractual requirement; TDP, SOW FAR, etc. (see **Figure 5.14**).
- **Contractor Procedure:** Contractor's procedure that controls process or does not address contract requirements to produce expected outcome (see **Figure 5.14**).



Save Deficiency Save Draft Deficiency Delete Deficiency CAR Review View/Add Attachments
Back

Figure 5.17

Figure 5.17: Available Buttons
Buttons available before saving a deficiency:

- **Save Deficiency:** Allows the user to save a deficiency after all mandatory fields have been filled and populate workflow buttons including Transmit to Contractor, Forward to Reviewer, and Forward to ACO.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.
- **Delete Deficiency:** Allows the user to delete a deficiency prior to transmitting the CAR to the contractor. This is done by:
 - Select the correct deficiency number to remove from the dropdown list (see **Figure 5.18**).

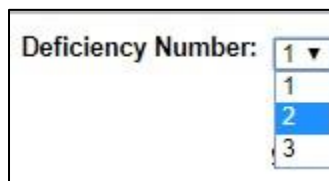


Figure 5.18

- Click the button to delete deficiency.
- System generated message of 'Are you sure you want to delete this deficiency?' will display
- Select 'Yes' to confirm the deletion and receive the confirmation message 'Deficiency number has been deleted from the CAR.' as shown in **Figure 5.19**.

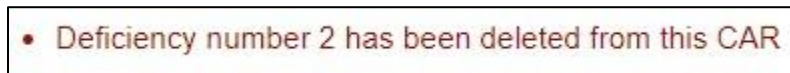


Figure 5.19

NOTE: This action cannot be undone. If a deficiency is deleted from the list, the deficiencies will not be renumbered (see **Figure 5.18**).

- **CAR Review:** Before using this button ensure the deficiency has been saved. CAR Review opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Functional Specialist the ability to review the letter's content prior to forwarding the CAR to the reviewer. The PDF may be downloaded or printed from this screen (see **Figure 5.20**).

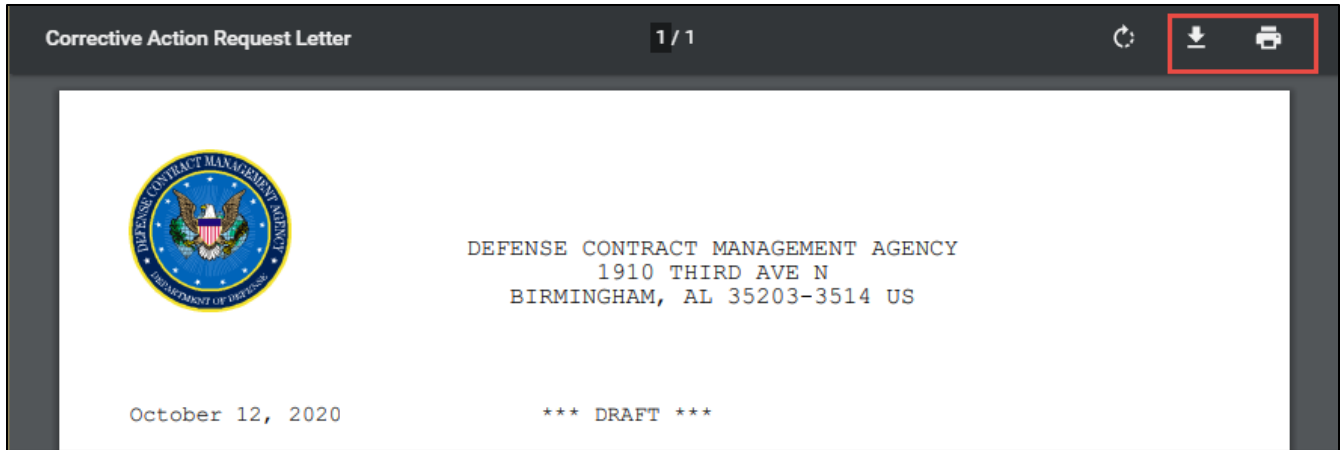


Figure 5.20

- **Back:** Allows the user to move from the current page to the previous page.

NOTE: If any of the mandatory (M) fields are missing, the entry will not save and an error message will populate (see **Figure 5.21**) indicating what field(s) require attention.

CAR-Non Conformance Data Entry	
Instructions	
(M) denotes a mandatory field	
1. Select Add Deficiency to add a new Deficiency	
2. Complete all mandatory fields	
3. Select Save or Save and Exit to add the Deficiency to the CAR	
4. Select Delete Deficiency to delete the currently displayed Deficiency	
	<ul style="list-style-type: none">• Assigned Functional Area is a mandatory field• Category is a mandatory field• Key Contract Requirement is a mandatory field• Type is a mandatory field• Def. Class is a mandatory field• Non-compliance Description is a mandatory field.• NC Observation Date is a mandatory field.• Contractual Requirement is a mandatory field.

Figure 5.21

When a deficiency has been successfully saved, a message of completion (as shown in **Figure 5.22**) will generate.

CAR-Non Conformance Data Entry
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> 1. Select Add Deficiency to add a new Deficiency 2. Complete all mandatory fields 3. Select Save or Save and Exit to add the Deficiency to the CAR 4. Select Delete Deficiency to delete the currently displayed Deficiency <p style="text-align: center; color: red;">• CAR Deficiency data has been saved.</p>

Figure 5.22

Buttons available after saving will be determined based on Supervisor Review and Response Required indicators. See **Section 5.3 – Section 6.2** for more information.

5.2 Supervisor Review Required – Selected

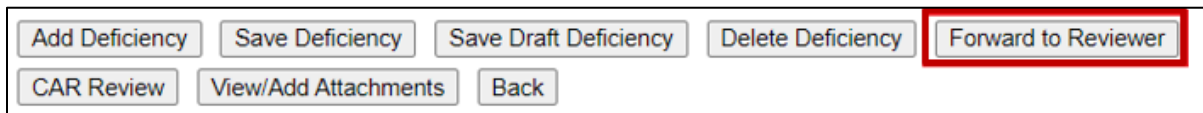


Figure 5.23

Figure 5.23: Available Buttons

Buttons available after saving a deficiency when the Supervisor Review Required box *is* selected:

- **Add Deficiency:** Creates a new deficiency page allowing the user to document more than one deficiency. The button will allow up to 99 deficiencies per CAR.
- **Forward to Reviewer:** Opens CAR Forward to Reviewer Message page. An auto-populated message will generate in the message box as seen in **Figure 5.24**. For a detailed description of this message, see **Section 11.1**.
- The emails intended recipient ('To:') must be an active PDREP user with user access privileges eligible to receive correspondences. If not, an alert will display instructing the intended recipients 'User with email (it will list email address entered by originator) does not have the required CAR Access Level for this action.' To avoid this situation, select a user that has Team Lead, Supervisor or ACO access.


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text" value="Email of Supervisor"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/>
	<input type="text" value="1910 THIRD AVE N"/>
	<input type="text" value="BIRMINGHAM, AL 35203-3514 US"/>
	<input type="text" value="01/24/2023"/>
<p>January 24, 2023</p> <p>Corrective Action Request (CAR) CAR# 71905-2023-0053P requires a review.</p> <p>Functional Area for Deficiency: Engineering</p> <p style="text-align: right;">Sincerely,</p> <p style="text-align: right;">USER GUIDE, DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 5.24

5.3 Supervisor Review Required – NOT selected

<input type="button" value="Add Deficiency"/>	<input type="button" value="Save Deficiency"/>	<input type="button" value="Save Draft Deficiency"/>	<input type="button" value="Delete Deficiency"/>	<input type="button" value="CAR Review"/>
<input type="button" value="Transmit to Contractor"/>	<input type="button" value="View/Add Attachments"/>	<input type="button" value="Back"/>		

Figure 5.25

Figure 5.25: Available Buttons

Buttons Available when the Supervisor Review Required *is not* selected:

- **Transmit to Contractor:** Allows user to transmit Level I and II CARS to the contractor when Response Required is YES. The CAR Correspondence page will open with the editable CAR template in the message box (see **Figure 5.26**). For a detailed description of this process, see **Section 12**. (Level III and IV CARS will not have this button unless you have the Warranted 1102 role.)

NOTE: When the Response Required box is **NO**, the 'Add Contractor Actions' button will populate instead of 'Transmit to Contractor' button. See **Section 6.1** for more information.

The screenshot displays two main sections: 'Correspondence' and 'Content'.
The 'Correspondence' section includes:
- A 'To:' field containing 'user.guide@navy.mil'.
- A 'CC:' field.
- An 'Add To Email list' button.
- An 'Add CC Email list' button.
- A dropdown menu showing 'user.guide@navy.mil'.
- A 'Delete' button.
The 'Content' section includes:
- A circular logo for the Defense Contract Management Agency (Department of Defense).
- A series of text input fields containing:
 - 'DEFENSE CONTRACT MANAGEMENT AGENCY'
 - '1910 THIRD AVE N'
 - 'BIRMINGHAM, AL 35203-3514 US'
 - '10/12/2020'
- A large text area with the following content:
 - Date: 'October 12, 2020'
 - Recipient: 'CONTRACTOR POC SUPERVISOR'
 - Address: 'NAVY UNITED STATES DEPARTMENT OF 110 VERNON AVE PANAMA CITY BEACH, FL 32407-7001 US'
 - Subject: 'Subject: LEVEL I CAR'
 - TO: 'TO: CONTRACTOR POC'
 - Summary: 'Summary: DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 10/12/2020 as detailed below. The non-compliance(s) documented in this corrective action request (car) impacts the prime contract numbers: 6YEUYU. The non-compliance(s) impact cage code(s): 07070. This CAR should be treated as a customer complaint.'

Figure 5.26

6 LI & LII CAR - RESPONSE REQUIRED OPTIONS

Check the Response Required checkbox if a written CAP is required by the KTR.

6.1 No Response Required

- A. If there is No Response Required from the Contractor, select NO on the dropdown or leave the dropdown on -SELECT- (see **Figure 6.0**).

The screenshot shows a form titled "Deficiency Information". Under the "Executive Summary:" heading, there is a large text area containing the text "HIGH LEVEL DESCRIPTION OF THE ISSUE.". Below this are several input fields: "CAGE Code:" with an empty text box and an "Add CAGE" button; "CAR POC:" with an empty text box; "Corrective Action Plan Due Date:" with a date picker set to "07/31/2022"; "(M) Response Required" with a dropdown menu set to "NO"; "(M) Delivery Schedule Impact Possible:" with a dropdown menu set to "NO"; and "(M) Repeat Finding:" with a dropdown menu set to "NO". At the bottom, the "Status:" is "DRAFT" and the "Status Date:" is "06/16/2022".

Figure 6.0

- B. The user will complete all the (M) fields on the CAR Deficiency Entry page and click 'Save Deficiency'.
- C. The button 'Add Contractor Actions' will appear at the bottom of the page (see **Figure 6.1**). This is your gateway to the Contractor Actions Plan Details where the user will add the Root Cause Code, Root Cause Description, Contractor CA Implementation Date, Corrective Action Plan Details and KTR Submitted Date fields.

NOTE: If the (CM) or (M) fields are incomplete, the user will not see the Transmit CAR button when they go back to the Non-Compliance Data Entry page.

The screenshot shows a row of buttons at the bottom of the form. The buttons are: "Add Deficiency", "Save Deficiency", "Save Draft Deficiency", "Delete Deficiency", "CAR Review", "Add Contractor Actions", "View/Add Attachments", and "Back". The "Add Contractor Actions" button is highlighted with a red rectangular border.

Figure 6.1

- D. Complete the (CM) and (M) fields and add the Corrective Action Plan Details if known. Then click the 'Save Contractor Action Plan Details Section' button (see **Figure 6.2**).

Corrective Action Plan (CAP)		
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p>		
LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0003P
Contractor Action Plan Details		
Deficiency Number: 1 Deficiency Classification: Major Category: Contractor Purchasing System Administration Type: DFARS 52-244-2 Critical Safety Item: NOT SELECTED Non-compliance Description: TEST Contractual Requirement: TEST Contractor Procedure: (CM) Root Cause Code: <input type="text" value="-SELECT-"/> (CM) Root Cause Description: <input type="text" value="-SELECT-"/>		
<p>Contractor's CAR Response Requirements:</p> <ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/protucts/services to be provided to the government for acceptance 		
(M) Contractor CA Implementation Date: <input type="text"/>		
Corrective Action Plan Details: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
(M) KTR Submitted Date: <input type="text"/>		
<input type="button" value="Save Contractor Action Plan Details Section"/>		

Figure 6.2

Figure 6.2 Editable fields

- **Root Cause Code:** Select the Root Cause code matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
 - **Root Cause Description:** Select the Root Cause Description matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
 - **(M) Contractor CA Implementation Date:** The date provided by the contractor to implement the corrective action. Note: when Response Required is NO, use the NC Observation Date in this field.
 - **Corrective Action Plan Details:** Text field addressing the Root Cause corrective actions and the contractor's CAP details.
 - **(M) KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record's history. Note: when Response Required is NO, use the NC Observation Date in this field.
- E. The 'Transmit to Contractor' button will show at the bottom of the page when all (M) and (CM) fields have been completed (see **Figure 6.3**).

LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0204P
Contractor Action Plan Details		
<p>Deficiency Number: 1 Deficiency Classification: Unknown</p> <p>Category: Failure Reporting, Analysis, and Corrective Action</p> <p>Type: Compliance: Other (details MUST be added in the comment section to submit)</p> <p>Critical Characteristic/Process: NO</p> <p>Non-compliance Description:</p> <p>TEST</p> <p>Contractual Requirement:</p> <p>TEST</p> <p>Contractor Procedure:</p> <p>(CM) Root Cause Code: <input style="width: 100px;" type="text" value="C.1-Machine"/> ▼</p> <p>(CM) Root Cause Description: <input style="width: 100%;" type="text" value="C.1.1-Machine or equipment related"/> ▼</p> <hr style="border-top: 1px dashed black;"/> <p>Contractor's CAR Response Requirements:</p> <ul style="list-style-type: none"> Root cause of the deficiency Actions taken to correct the current specific deficiency Corrective Action taken or planned to eliminate deficiency Action taken to prevent recurrence of the deficiency Determination of whether other processes are affected by the identified root cause Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance <hr style="border-top: 1px dashed black;"/> <p>(M) Contractor CA Implementation Date: <input style="width: 100px;" type="text" value="12/12/2022"/> </p> <p>Corrective Action Plan Details:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 80px; margin-top: 5px;"> <p>Corrective Action Plan Details.</p> </div> <p>(M) KTR Submitted Date: <input style="width: 100px;" type="text" value="12/12/2022"/> </p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Transmit to Contractor"/> </p>		

Figure 6.3

- F. If the user has also checked the 'Supervisor Review Required' box on the Create/Edit page (see **Figure 6.4**) then the 'Transmit to Contractor' button will not show until the review process is complete.

General Information			
LEVEL II	CAR Number:	Cage	Year S/N
		96454-2021-0076P	
OASIS Indicator:	<input type="checkbox"/>	(CM) OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required:	<input checked="" type="checkbox"/>	Contractor Business System Indicator:	<input type="checkbox"/>

Figure 6.4

6.2 Response Required

- When there is a response required from the contractor, select YES in the 'Response Required' dropdown (see **Figure 6.5**).

Deficiency Information	
Executive Summary:	
HIGH LEVEL DESCRIPTION OF THE ISSUE.	
CAGE Code:	<input type="text"/> <input type="button" value="Add CAGE"/>
CAR POC:	<input type="text"/>
Corrective Action Plan Due Date:	<input type="text" value="07/31/2022"/> <input type="button" value="Calendar"/>
(M) Response Required	<input type="text" value="YES"/> <input type="button" value="v"/>
(M) Delivery Schedule Impact Possible:	<input type="text" value="NO"/> <input type="button" value="v"/>
(M) Repeat Finding:	<input type="text" value="NO"/> <input type="button" value="v"/>
Status:	DRAFT
Status Date:	06/16/2022

Figure 6.5

- All the (M) fields on the Create/Edit page are to be completed.
- All the (M) fields on the CAR-Deficiency Data Entry page are to be completed.
- A CAR with the 'Response Required' selected YES does not auto close once it is transmitted to the contractor.
- After all the (M) fields are completed, the 'Transmit to Contractor' button will populate.

- If the Supervisor Review box is checked, the Transmit button will not show until that process is completed as seen in **Figure 6.6** (see **Section 9** for review process).

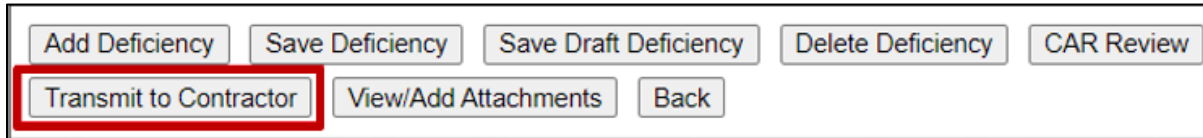


Figure 6.6

- After the CAR has been transmitted, the CAR Contractor Actions tab will be available to enter the Contractor Response. See [Section 13](#) for details.

7 DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE (POP) NOTIFICATION

7.1 POP Notification Workflow

A Place of Performance (POP) Notification (a.k.a. “D” CAR) is a Notification to the FS cognizant of the Prime KTR.

- To create a POP CAR, select the ‘Delegated Surveillance/Place of Performance Notification indicator (see **Figure 7.0**) while on the Create New CAR page.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: USER GUIDE ▶ • Logout

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search

Corrective Action Request - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter CAGE Code of discrepancy discovery location
3. Select Level Code

(M) Select CAR Type/Notification:

Prime Contractor CAR

Delegated Surveillance/Place of Performance Notification

Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

(M) CAGE Code: Year: 2022 Serial Number: Suffix:

(M) CAR Level:

Figure 7.0

- Enter the CAGE Code of the discrepancy discovery location. Then, select the appropriate CAR level for which the POP CAR should be issued.
- After all mandatory information has been entered on the Create New CAR page, click the 'Create CAR' button to navigate to the Create/Edit page (see **Figure 7.1**).

NOTE: For multi-tier delegations, the FS and Prime KTR refer to the next tier up in the supply chain.

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search			
Corrective Action Request - Create/Edit			
Instructions (M) denotes a mandatory field 1. Enter KTR/POC information for Transmit/Notification 2. Enter Prime CAGE, Subcontractor/PO Number, Contract Number, CAGE and CMO DoDAAC. Click Add after each item. 3. Select Add/View Deficiencies to add Deficiencies before Transmitting			
<input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save Draft"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/>			
General Information			
LEVEL I <input type="button" value="v"/>	Notification Number:	Cage Year BIN PDREP- 2024- 0001 D	
(M) Originator Name:	USER GUIDE		
(M) Phone Number:	2075551234		
(M) Email:	userguide@navy.mil		
DoDAAC:	S3620A		
Activity Name:	DEFENSE CONTRACT MANAGEMENT AGENCY		
Address:	3901 A AVE		
City, State, Zip:	FORT LEE, VA 23801-1809		
Place of Performance KTR Information			
(M) POP CAGE:	PDREP		
Company Name:	PDREP CO		
Address:	NSLC PORTSMOUTH		
City/State/Zip:	PORTSMOUTH, NH 03804		
Phone Number:			
Fax Number:			
SubContractor UEI:			
(M) KTR POC:			
(M) KTR POC Title:			
(M) KTR Email Address:			
KTR POC Phone:			
Contractor Business System Indicator:	<input type="checkbox"/>		
Applicable Program List:	-SELECT- <input type="button" value="v"/>		
Forward Notification To:			
F8 Name:	(M) F8 Email:		
<input type="text"/>	<input type="text"/>	<input type="button" value="Add FS"/>	
(M) Subcontract/Purchase Order Number:	<input type="text"/>	<input type="button" value="Add PO Number"/>	
(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>	
(M) CAGE:	<input type="text"/>	<input type="button" value="Add CAGE"/>	
(M) CMO DoDAAC:	<input type="text"/>	<input type="button" value="Add DoDAAC"/>	
Sender Information:			
(M) Subcontract/Purchase Order Number:	<input type="text"/>	<input type="button" value="Add PO Number"/>	
(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>	
(M) CAGE:	<input type="text"/>	<input type="button" value="Add CAGE"/>	
(M) CMO DoDAAC:	<input type="text"/>	<input type="button" value="Add DoDAAC"/>	
Notification Summary			
Notification Summary:			
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>			
Status: DRAFT SUB-LOC CAR NOTIFICATION		Status Date:	
<input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save Draft"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/>			

Figure 7.1

Figure 7.1: Data Fields

CAR Level is editable while in DRAFT status.

Place of Performance KTR Information:

- **POP CAGE:** Auto-populated from the Create New page, displays the CAGE of the subsidiary location where the discrepancy was found. This auto-populates the Company Name, Address, City/State/Zip, Phone Number and Fax Number in the fields below when available.
- **SubContractor UEI:** The subsidiary contractor Unique Entity Identifier (UEI) is used when a subcontractor does not have a registered CAGE code. The UEI is a unique number assigned to such contractors and is housed within the System for Award Management (SAM). Note: UEI replaced the DUNS number as of April 2022.
- **(M) KTR POC:** The Contractor's Point of Contact. This information auto-populates the 'To' field of the Notification's letter.
- **(M) KTR POC Title:** The title associated with the Contractor's Point of Contact, i.e. Quality Manager, Production Manager, etc. The KTR POC field and the KTR POC Title field are populated on the Notification header above the KTR info when it is being transmitted.
- **(M) Email Address:** Enter the email address of the individual who is going to receive the Notification.
- **KTR POC Phone:** Enter the phone number of the individual who is going to receive the Notification.
- **Contractor Business System Indicator:** Check this box if the deficiency was found during a Contractor Business System (CBS) related audit.
- **Applicable Program List:** A drop down list of Applicable Programs. Highlight the program selection and a second dropdown will populate with Program name options. Click the 'Add Program' button to save entry in the Selected Programs field. A program may be removed by highlighting the program and clicking the 'Remove' button.

Forward Notification To:

This section is used to enter the information of the user who will be receiving the notification.

- **FS Name:** The Functional Specialist (FS) who is receiving the Notification. Multiple FS can be input if the noncomplainece affects multiple delegated/POP contracts.

- **(M) FS Email:** The email address of the Functional Specialist(s) receiving the POP CAR Notification. The listed recipient MUST have a government email address and an active PDREP account. Click Add FS button.
- **(M) Subcontractor/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order or Interdivisional Work Transfer) used by the contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button. To remove a listed Subcontractor/ Purchase Order Number, select the entry to be eliminated and then click the 'Remove' button.
- **(M) Contract Number:** This data field relates to the Contract Number for which the deficiency found is being written against. After completing the Contract Number, click the 'Add Contract' button to register the entry. More than one Contract Number may be recorded. To remove a listed Contract Number, select the entry to be eliminated and then click the 'Remove' button.
- **(M) CAGE:** Enter the CAGE of the Contractor and click 'Add CAGE'. Multiple CAGE Codes may be entered.
- **(M) CMO DoDAAC:** Enter the DODAAC of the Contract Management Office. The Name and Address information from this DODAAC will appear on all correspondence generated from the CAR program.

Sender Information:

This section is used to enter the information of the user who is sending the notification.

- **(M) Subcontractor/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order or Interdivisional Work Transfer) used by the contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button. To remove a listed Subcontractor/ Purchase Order Number, select the entry to be eliminated and then click the 'Remove' button.
- **(M) Contract Number:** This data field relates to the Contract Number for which the deficiency found is being written against. After completing the Contract Number, click the 'Add Contract' button to register the entry. More than one Contract Number may be recorded. To remove a listed Contract Number, select the entry to be eliminated and then click the 'Remove' button.
- **(M) CAGE:** Enter the CAGE of the Contractor and click 'Add CAGE'. Multiple CAGE Codes may be entered.

- **(M) CMO DoDAAC:** Enter the DODAAC of the Contract Management Office. The Name and Address information from this DODAAC will appear on all correspondence generated from the CAR program.

Notification Summary:

- **Notification Summary:** Optional input, the Notification Summary box is a high level description of the problem(s) found. The remarks contained within this text box is NOT captured in the record itself. The field is 4000 characters max.

NOTE: *The CAR module does not contain an auto-save feature. Therefore, records do not automatically get backed up. Entries, edits and attachments must be manually saved.*

- **Status:** The current status of the record.
- **Status Date:** The date of the last change in status saved.

7.2 POP Deficiency Data Entry

Complete all the (M) fields on the CAR Deficiency Data Entry page (**Figure 7.2**) and fill in any other pertinent information that is available if you think it would help the Prime FS write their CAR based off your inputs.

Cage Year S/N
PDREP-2022-0205D

LEVEL II Notification Number:

Deficiency Number: (M) NC Observation Date:

Delivery Schedule Impact Possible: Repeat Finding (if known):

The following is a list of DCMA Acquisition Functional areas adding deficiencies related to their field:"

(M) Assigned Functional Area:

(M) Key Contract Requirement:

(M) Critical Characteristic/Process:

Item Nomenclature:

Part Number:

	COG	FSC	NIIN	SMIC	Nomenclature	
	(NSEO)			(NSEO)		
NSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup FSC"/>

(M) Def. Class:

(M) Category:

(M) Type:

(M) Non-compliance Description:

Proprietary Information:

(M) Contractual Requirement:

Contractor Procedure:

Figure 7.2

Figure 7.2: Data Fields

CAR Deficiency Data Entry Page:

- **CAR Level:** Selection populated is initially made via the 'Create New CAR' page.
- **Notification Number:** Selection populated is initially made via the 'Create New CAR' page.
- **Deficiency Number:** Drop down list of the numbers corresponding to the number of the deficiency. The list can contain up to 99 deficiency numbers. Click on the selected deficiency number (see **Figure 7.3**) to go directly to that deficiency.

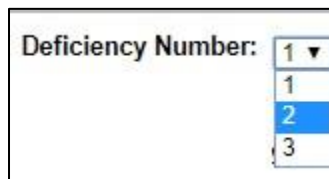


Figure 7.3

- **(M) NC Observation Date:** The date the government representative found or witnessed the deficiency.
- **Delivery Schedule Impact Possible:** A dropdown that indicates a schedule impact due to the deficiency.
- **Repeat Finding:** A dropdown that indicates if the current deficiency is a 'repeat finding'.
- **(M) Assigned Functional Area:** The user's assigned functional area that found the deficiency or originating the CAR.
- **(M) Function Area Details:** This field only populates when the Functional Area requires a sub level description and further defines the Assigned Functional Area.
- **(M) Key Contract Requirements (KCR):** The drop down list is based on the functional area selected. When a selection is made from the Assigned Functional Area field, a list containing the pertinent KCR section of the FAR will display. **All KCR fields are Mandatory if populated.**

NOTE: *KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update. Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.*

CAR Deficiency Data Entry Page (continued):

- **(M) Critical Characteristic/Process:** Select 'Yes' from the dropdown if the item is a Critical Safety Item (CSI) or if the item is an ESA (Engineering Support Activity) identified as a CSI.
- **Item Nomenclature:** Name of the part or document related to the deficiency. Multiple items may be stored; use the 'Add Item Nomenclature' button to add items and the 'Remove Item Nomenclature' button to remove saved items. This field will accept up to 50 alphanumeric characters.
- **Part Number:** The part number related to the deficiency. Multiple part numbers may be stored, use the 'Add part Number' button to add items and the 'Remove Part Number' button to removed saved items. The part numbers listed will auto-populate on the contractor letter. This field will accept up to 32 alphanumeric characters.
- **NSN:** Fill in the NSN, if available or type the NIIN and click the 'Lookup FSC' button to have the NSN auto-populate.
- **(M) Def Class:** The classification of the deficiency in accordance with FAR definitions. Selected from the drop down list. FAR definitions are available at https://www.acquisition.gov/far/part-46#FAR_46_101.

1. The Warranted 1102 role can edit the **Deficiency Class:** field, as shown in **Figure 7.4**. This allows the Warranted 1102 to make a change to the Def Class rating when performing their duties on the ACO page.

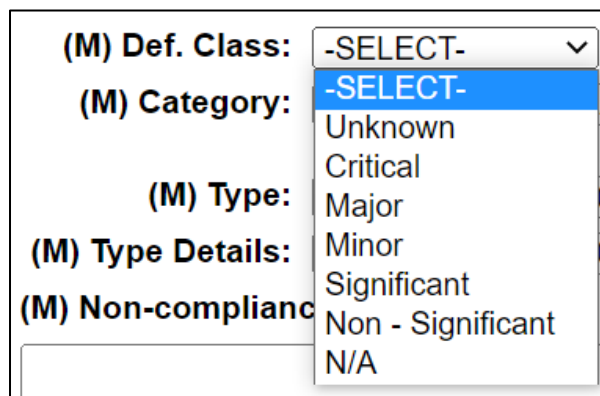


Figure 7.4

- **(M) Category:** Select from the drop down list that is a high-level description of the deficiency based on the Functional Area selected.
- **(M) Type:** Selected from the drop down list of detailed descriptions of the deficiency based on the Category selected. Depending on the "Type" selected, the **Type Details**

field may display. This allows the user to select a more detailed description of the type and category.

The image shows a form with the following sections:

- (M) Non-compliance Description:** A text box containing the text "SOP was inaccurate."
- Proprietary Information:** A dropdown menu with "YES" selected.
- Proprietary Narrative:** An empty text box.
- (M) Contractual Requirement:** A text box containing the text "Have a valid SOP."
- Contractor Procedure:** An empty text box.

Figure 7.5

Figure 7.5: Data Fields:

- **(M) Noncompliance Description:** A detailed description of the departure from the contractual requirements.
- **Proprietary Info:** Select Yes or No from the drop list. Selecting 'Yes' will cause a Proprietary Narrative text box to display where users will add proprietary information related to the non-compliance (see **Figure 7.6**).

Proprietary Information: YES ▾

Proprietary Narrative:

Add the Proprietary information here.

Figure 7.6

- **(M) Contractual Requirement:** Text box to enter the contractual requirement; TDP, SOW FAR, etc.
- **Contractor Procedure:** Contractor's procedure that controls process or does not address contract requirements to produce expected outcome.

Save Deficiency Save Draft Deficiency Delete Deficiency Review Draft View/Add Attachments

Back

Figure 7.7

Figure 7.7: Available Buttons (before the 'Save Deficiency' button is clicked):

- **Save Deficiency:** Saves the Deficiency you are currently working on.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.
- **Delete Deficiency:** Deletes the Deficiency you are currently on. Use the Deficiency Number dropdown to select a specific deficiency to delete (see **Figure 7.4**).
- **Review Draft:** Allows you to review the CAR before it is sent to the Prime FS.
- **View/Add Attachments:** Here you can upload & attach information pertaining to the CAR.
- **Back:** Send you back to the Create/Edit CAR Page.

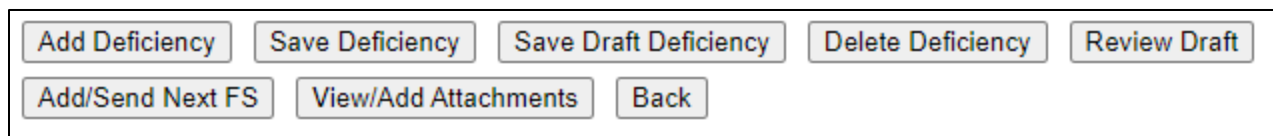


Figure 7.8

Figure 7.8: Additional Available Buttons (after the 'Save Deficiency' button is clicked)

- **Add Deficiency:** This allows you to add additional deficiencies to the CAR. You can add up to 99 deficiencies.
- **Add/Send Next FS:** Sends you to the correspondence page where you can send the D-CAR to the FS(s) entered on the CAR Edit page. This button will only populate once all Mandatory fields are entered and the Save Deficiency button has been pressed.
- Once the Deficiency Data Entry page is completed and all deficiencies have been successfully saved, the CAR may be TRANSMITTED to the Prime FS. Up to this point the CAR is considered to be in DRAFT SUB-LOC CAR NOTIFICATION status.
- When the CAR has been forwarded to the Prime FS it is considered to be in SUB-LOC CAR NOTIFICATION TRANSMITTED, status. **For all access levels, once the POP CAR is transmitted, the ability to edit or delete no longer exists.**
- The Supervisor role may open the record and will see the Withdraw CAR button (see **Figure 7.9**). See [Section 14](#) on how to withdraw a CAR.



Figure 7.9

7.3 Sending a POP Notification

Clicking Add/Send Next FS will bring populate the DCMA Correspondence page to send the notification to the listed FS. The notification can be send to additional users by adding email addresses to the TO and CC fields and clicking the correspondence Add button. The letter body text is fully editable before sending (**Figure 7.10**).

DCMA Correspondence

Instructions

1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the CAR Letter

Correspondence

To: ForwardToEmail@mail.mil

To:

Add To Email list

CC:

Add CC Email list

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVE

FORT LEE, VA 23801-1809 US

01/04/2024

January 04, 2024

Notification#: PDREP-2024-0001D LEVEL I

Deficiency(ies) were found at PDREP CO, NSLC PORTSMOUTH, PORTSMOUTH, NH 03804 that affects contract(s) under your cognizant. This record is provided to you for issuance and processing to the Prime Contractor.

See DCMA manual for further information on processing Sub-Contractor CARs.

SINCERELY,

USER GUIDE, DCMA
Region PD - PDREP-AIS PM
Team REP

List of attachments : 1 attachment(s) associated with this CAR.

All Attachments
PDREP-2024-0001D_Sub-Loc-Notification.pdf

To send all attachments select the first options 'All Attachments'.

To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.

Preview

Send

Back

Figure 7.10

7.4 Acknowledge POP Notification

Once the POP Notification has been transmitted to the Prime KTR receiving team, all members of the receiving team will get the 'Acknowledge' link on their worklist under that RCN (see **Figure 7.11**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
99999-2022-0009D	LEVEL III		Send Message Acknowledge	CONTRACT SUBORDER	S	07/18/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED		176	View	
PDREP-2022-0147D	LEVEL II		Send Message Acknowledge	CONTRACT SUBINFO	S	07/19/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED		175	View	
98897-2022-0010D	LEVEL I		Send Message Acknowledge	CONTRACT SUBLINEITEM	S	07/16/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED		178	View	
PDREP-2022-0182P	LEVEL IV	PDREP	Send Message	LETTER2	S	10/13/2022	DRAFT		91	View	Delete
PDREP-2022-0180P	LEVEL IV	PDREP	Send Message	NEWMESSAGE	S	10/05/2022	FORWARDED TO ACO		97	View	Delete
PDREP-2022-0155P	LEVEL IV	PDREP	Send Message	CONTRACT	S	08/23/2022	CAR TRANSMITTED		140	View	

Figure 7.11

- The Receiving team will click the 'Acknowledge' link, acknowledging receipt of the POP Notification. Click 'Acknowledge' hyperlink to enter the DCMA Correspondence Page in **Figure 7.12**.

DCMA Correspondence

Instructions

1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click Send to send the CAR Letter

Correspondence

To:

CC:

Content

DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

05/06/2022

May 06, 2022

Notification#: 71905-2022-0577D LEVEL III

Notification acknowledged by receiver.

SINCERELY,

USER GUIDE, DCMA

List of attachments : 2 attachment(s) associated with this CAR.

All Attachments

71905-2022-0577D.pdf : POP Notification Letter

71905-2022-0577D_Sub-Loc-Notification.pdf : Place of Performance Report

To send all attachments select the first options 'All Attachments'.
To select multiple attachments, press and hold CTRL key and click on attachment name.

Figure 7.12

- The “To:” line is auto-populated with the Originator’s email address. **Click the “Add To Email list” button to select the email address.** The email address will populate in a new table below the field (see **Figure 7.13**).

Correspondence				
To:	<input type="text"/> <input type="button" value="Add To Email list"/>			
	<table border="1"> <tr> <td>user.guide@navy.mil ▲</td> <td rowspan="2"><input type="button" value="Delete"/></td> </tr> <tr> <td>▼</td> </tr> </table>	user.guide@navy.mil ▲	<input type="button" value="Delete"/>	▼
user.guide@navy.mil ▲	<input type="button" value="Delete"/>			
▼				
CC:	<input type="text"/> <input type="button" value="Add CC Email list"/>			

Figure 7.13

- Additional email addresses may be entered in the “To:” or “CC:” lines.
- If you do not click this button, an error message will populate prompting you to submit the email to the list (see **Figure 7.14**).

DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
<ul style="list-style-type: none"> • To: Email is missing 	
Correspondence	
To:	USER.GUIDE@NAVY.MIL <input type="button" value="Add To Email list"/>
CC:	<input type="text"/> <input type="button" value="Add CC Email list"/>

Figure 7.14

At the bottom of the page, users have the option to include attachments, preview the letter, send the correspondence or go back to the Worklist.

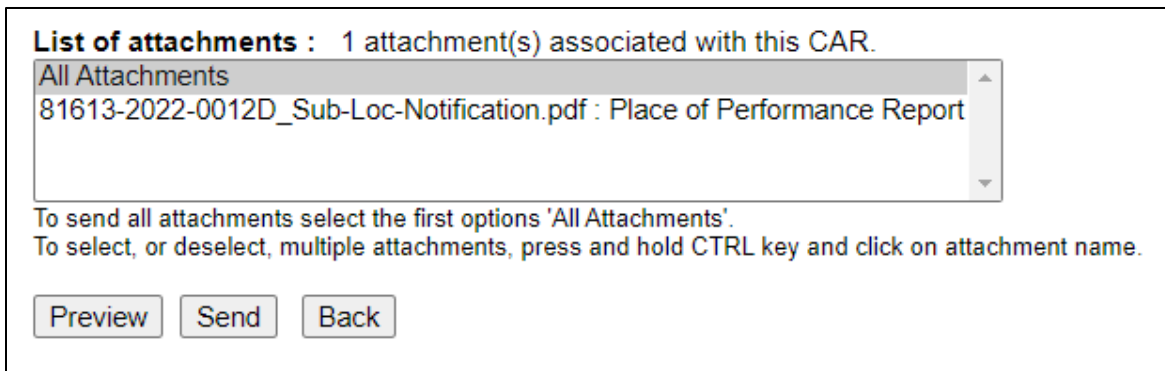


Figure 7.15

Figure 7.15 Fields

- List of Attachments table
 - Send with all attachments: highlight “All Attachments”.
 - Send with select attachments: hold the CTRL key on the keyboard and click the desired attachments.
 - Send with no attachments: hold the CTRL key and de-select the “All Attachments” line so no selection is made within the table (see **Figure 7.16**).

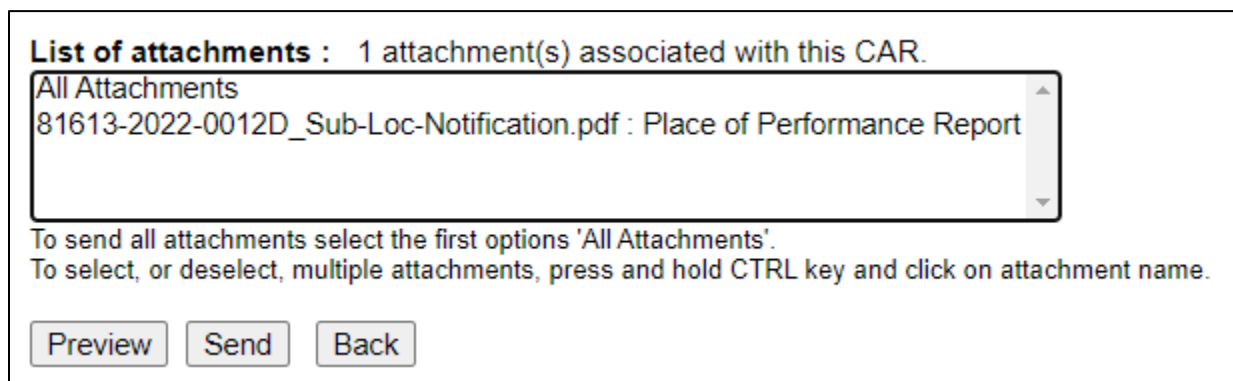


Figure 7.16

- Preview: Opens a new window with a Draft copy of the Acknowledgement letter. This can be downloaded or printed.
- Send: Sends message to the entered email address(es).
- Back: Returns the user to the Worklist.

After the acknowledgement of the POP Notification by the receiving team, the POP Notification workflow is completed.

7.5 Withdraw POP Notification

A Supervisor on the Receiving Team may withdraw the CAR at any time after it has been transmitted. The transmitting Region/Team Code no longer has privileges over the CAR and cannot withdraw it, unless the Supervisor transfers the CAR back into their Team Code.

To withdraw a POP CAR the supervisor on the receiving team uses the withdraw CAR process found in [Section 14](#).

NOTE: *The supervisor will NOT be able to add the required WN-Withdraw CAR Note if the CAR was not sent, or transferred, to their team code.*

7.6 Linking POP Notifications to Prime CARs

Prime CARs may be linked to an Acknowledged POP Notification. Records are available to link based on the Prime CAGE Code.

When creating a Prime CAR, a checkbox is available for “Sub-LOC Notification” (see [Figure 7.17](#)).

The screenshot shows a form titled "General Information" with the following fields and values:

	Cage	Year	S/N
LEVEL II			
CAR Number:	71905-	2023-	0817 P
Supervisor Review Required:	<input type="checkbox"/>		
Contractor Business System Indicator:	<input type="checkbox"/>		
Escalated:	<input type="checkbox"/>		
Sub-Loc Notification:	<input type="checkbox"/>		
(M)Originator Name:	USER GUIDE		
(M)Phone Number:	2074386491		
(M)Email:	user.guide@navy.mil		
DoDAAC:	S3620A		
Activity Name:	DEFENSE CONTRACT MANAGEMENT AGENCY		
Address:	3901 A AVE		
City, State, Zip:	FORT LEE, VA 23801-1809		

Figure 7.17

Check the box populates a dropdown menu with available records to link (see [Figure 7.18](#)). The dropdown will only populate POP Notifications that:

- have the same Prime CAGE Code as the Prime CAR CAGE Code, **and**
- are in a status of SUB-LOC CAR ACKNOWLEDGED.

General Information		
LEVEL II ▼	CAR Number:	Cage Year S/N 71905- 2023- 0817 P
Supervisor Review Required:	<input type="checkbox"/>	
Contractor Business System Indicator:	<input type="checkbox"/>	
Escalated:	<input type="checkbox"/>	
Sub-Loc Notification:	<input checked="" type="checkbox"/>	
(CM) Sub KTR Notification #:	-SELECT- ▼	<input type="button" value="Add Sub Loc"/>
(M)Originator Name:	USER GUIDE	-SELECT-
(M)Phone Number:	2074386491	52088-2022-0005D PDREP-2022-0081D
(M)Email:	user.guide@navy.mil	
DoDAAC:	S3620A	
Activity Name:	DEFENSE CONTRACT MANAGEMENT AGENCY	
Address:	3901 A AVE	
City, State, Zip:	FORT LEE, VA 23801-1809	

Figure 7.18

Select a record from the dropdown and click the Add Sub Loc button to link the records. Multiple records may be linked and linked records will populate in the Selected Sub-Loc Notification # table below the dropdown (see **Figure 7.19**).

General Information		
LEVEL II ▼	CAR Number:	Cage Year S/N 71905- 2023- 0817 P
Supervisor Review Required:	<input type="checkbox"/>	
Contractor Business System Indicator:	<input type="checkbox"/>	
Escalated:	<input type="checkbox"/>	
Sub-Loc Notification:	<input checked="" type="checkbox"/>	
(CM) Sub KTR Notification #:	-SELECT- ▼	<input type="button" value="Add Sub Loc"/>
Selected Sub-Loc:	52088-2022-0005D PDREP-2022-0081D	<input type="button" value="Remove"/>
(M)Originator Name:	USER GUIDE	
(M)Phone Number:	2074386491	
(M)Email:	user.guide@navy.mil	

Figure 7.19

To remove a linked record, select the record in the Selected Sub-Loc table to be removed and click the Remove button. Records can only be removed and/or added before the Prime CAR is transmitted. See **Figure 7.20** and **Figure 7.21** for an example.

General Information		
LEVEL II ▼	CAR Number:	Cage Year S/N 71905- 2023- 0817 P
Supervisor Review Required:	<input type="checkbox"/>	
Contractor Business System Indicator:	<input type="checkbox"/>	
Escalated:	<input type="checkbox"/>	
Sub-Loc Notification:	<input checked="" type="checkbox"/>	
(CM) Sub KTR Notification #:	-SELECT- ▼	Add Sub Loc
Selected Sub-Loc:	52088-2022-0005D PDREP-2022-0081D	Remove

Figure 7.20

General Information		
LEVEL II ▼	CAR Number:	Cage Year S/N 71905- 2023- 0817 P
Supervisor Review Required:	<input type="checkbox"/>	
Contractor Business System Indicator:	<input type="checkbox"/>	
Escalated:	<input type="checkbox"/>	
Sub-Loc Notification:	<input checked="" type="checkbox"/>	
(CM) Sub KTR Notification #:	-SELECT- ▼	Add Sub Loc
Selected Sub-Loc:	PDREP-2022-0081D	Remove

Figure 7.21

Deficiencies from linked Sub-Loc Notification will auto- copy onto the Prime CAR record **ONLY** when first creating the Prime CAR. Deficiencies are NOT automatically removed when a Sub-Loc Notification in un-linked (removed from (CM) Sub KTR Notification # block).

When you click Add/View Deficiencies, the first deficiency will be blank. Enter the non-compliance information per DCMA policy and click 'Save Deficiency'.

Any deficiencies from linked Sub-Loc Notification(s) will pre-populate as Deficiency 2, 3, etc. (**Figure 7.22**). Be sure to review all deficiencies before transmitting the CAR.

CAR Deficiency Data Entry

Instructions
(M) denotes a mandatory field
 1. Select **Add Deficiency** to add a new Deficiency
 2. Complete all mandatory fields
 3. Select **Save** or **Save and Exit** to add the Deficiency to the CAR
 4. Select **Delete Deficiency** to delete the currently displayed Deficiency

KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update.
 Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.

LEVEL II

Deficiency Number: (M) NC Observation Date:

Cage Year S/N
 Notification Number: PDREP-2022-0162P

The following is a list of Acquisition Functional Areas writing CARs related to their field:

(M) Assigned Functional Area:

(M) Key Contract Requirement:

(M) Critical Characteristic/Process:

Item Nomenclature:

Part Number:

COG (NSEO) FSC NIIN SMIC (NSEO) Nomenclature

NSN:

Figure 7.22

Linked records will display on the worklist under the Linked Records column for both records (see **Figure 7.23**) and are available in Ad Hoc reports under data element Linked Records (see **Figure 7.24** for an example report).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records -	Days Active	History & Correspondence	Delete Record?
PDREP-2022-0212D	LEVEL II		Send Message	FORWARDTEST SUBTEST	R	12/30/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED	PDREP-2022-0213P	11	View	
PDREP-2022-0213P	LEVEL II	PDREP	Send Message		€	12/30/2022	DRAFT	PDREP-2022-0212D	11	View	Delete
99999-2022-0011D	LEVEL II		Send Message	DCARALPHA DIFFERENT	S	08/19/2022	SUB-LOC CAR ACKNOWLEDGED	PDREP-2022-0200P	0	View	

Figure 7.23

Ad hoc Query Result																
<input type="button" value="Print"/> <input type="button" value="Back"/>																
<input type="button" value="Save CAR Ad hoc to Profile"/>																
Row Count: 4																
Data Download: Click here to download data in spreadsheet																
Corrective Action Requests - Record																
*Record Control Number (RCN)	Linked Record	POP Locn Cage Code	POP Locn Cage City	POP Locn Cage Company Name	POP Locn Cage Country	POP Locn Cage State	POP Locn Cage Street	POP Locn Cage Zip	Prime KTR Cage Code	Prime KTR Cage City	Prime KTR Cage Company Name	Prime KTR Cage Country	Prime KTR Cage State	Prime KTR Cage Street	Prime KTR Cage ZIP Code	
PDREP-2022-0110P	3PQR220222D	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804	
3PQR2-2022-0002D	PDREP2022103P, PDREP2022110P, PDREP202293P	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804	
PDREP-2022-0093P	3PQR220222D	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804	
PDREP-2022-0103P	3PQR220222D, 719052022413D, CPARS20228D	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804	

Figure 7.24

7.7 Forwarding POP Notification to next FS

When necessary, a Functional Specialist (FS) may forward a PoP Notification to the next level/tier FS.

When a PoP Notification is in SUB-LOC ACKNOWLEDGED status, click the CAR# from the worklist, or search page, to enter the record.

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date -	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
98897-2022-0038D	LEVEL I		Send Message	CONTRACT234 SUBNUM	S	12/30/2022	SUB-LOC CAR ACKNOWLEDGED		0	View	

Figure 7.25

On the CAR Edit page, the Forward Notification To: and Sender Information sections will populate allowing the user to forward the notification to additional FS and a table that will display where the notification has been forwarded to/from. (Figure 7.26)

Forward Notification To:										
FS Name:		(M) FS Email:								
<input type="text"/>		<input type="text"/>							<input type="button" value="Add FS"/>	
(M) Subcontract/Purchase Order Number:		<input type="text"/>							<input type="button" value="Add P.O Number"/>	
(M) Contract Number:		<input type="text"/>							<input type="button" value="Add Contract"/>	
(M) CAGE:		<input type="text"/>							<input type="button" value="Add CAGE"/>	
(M) CMO DoDAAC:		<input type="text"/>							<input type="button" value="Add DoDAAC"/>	
Sender Information:										
(M) Subcontract/Purchase Order Number:		<input type="text"/>							<input type="button" value="Add P.O Number"/>	
(M) Contract Number:		<input type="text"/>							<input type="button" value="Add Contract"/>	
(M) CAGE:		<input type="text"/>							<input type="button" value="Add CAGE"/>	
(M) CMO DoDAAC:		<input type="text"/>							<input type="button" value="Add DoDAAC"/>	
Order	Date	Sender	Sender Dodaac	Sender CAGE	Sender Sub/PO Number	Receiving FS Email	Sub/PO Number	Contract Number	CAGE Code	CMO DoDAAC
1	01/03/2024	UGUIDE	S3620A	CPARS	PO123	NextFS@mail.mil	PURCHASE	CONTRACT	98897	S0101A

Figure 7.26

Figure 7.26 Active Fields

Forward Notification To section:

- **FS Name:** The Functional Specialist (FS) name who is receiving the Notification.
- **(M) FS Email:** The Functional Specialist (FS) email who is receiving the Notification. Multiple FS can be input if the noncompliance affects multiple delegated/POP contracts. Users MUST have an active PDREP account to be added.
- **(M) Subcontract/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order or Interdivisional Work Transfer) used by the prime contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button.

- **Contract Number:** This data field relates to the Prime Contract Number for which the deficiency found is being written against. After completing the Prime Contract Number, click the 'Add Contract' button to register the entry. More than one Prime Contract Number may be recorded.
- **(M) CAGE:** Enter the next level CAGE code and click Add CAGE. The CAGE will populate in the table below. More than one CAGE may be entered.
- **(M) CMO DoDAAC:** Enter the DODAAC of the Contract Management Office and click Add DoDAAC. More than one DoDAAC may be entered.

Sender Information section:

- **(M) Subcontract/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order or Interdivisional Work Transfer) used by the prime contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button.
- **Contract Number:** This data field relates to the Prime Contract Number for which the deficiency found is being written against. After completing the Prime Contract Number, click the 'Add Contract' button to register the entry. More than one Prime Contract Number may be recorded.
- **(M) CAGE:** Enter the next level CAGE code and click Add CAGE. The CAGE will populate in the table below. More than one CAGE may be entered.
- **(M) CMO DoDAAC:** Enter the DODAAC of the Contract Management Office and click Add DoDAAC. More than one DoDAAC may be entered.
- **Add/Send to Next FS:** This button will populate the new information within the DCMA Correspondence to send the notification to the next FS. All listed FS will be included on the correspondence and include all non-CUI attachments (**Figure 7.26**).

You MUST click the ADD button for each item before forwarding the notification. The added values will populate below the entry field as seen in **Figure 7.27**.

Reminder: (M) indicates a mandatory field.

Forward Notification To:	
FS Name:	(M) FS Email:
<input type="text"/>	<input type="text"/> <input type="button" value="Add FS"/>
FS:	user guide - user.guide@navy.mil <input type="button" value="Remove Prime FS"/>
(M) Subcontract/Purchase Order Number:	<input type="text"/> <input type="button" value="Add P.O. Number"/>
Sub Contracts:	SUBCONTRACT2 <input type="button" value="Remove P.O. Number"/>
(M) Contract Number:	<input type="text"/> <input type="button" value="Add Contract"/>
Contract Numbers:	CONTRACT2 <input type="button" value="Remove"/>
(M) CAGE:	<input type="text"/> <input type="button" value="Add CAGE"/>
Cage Codes:	35351 <input type="button" value="Remove CAGE"/>
(M) CMO DoDAAC:	<input type="text"/> <input type="button" value="Add DoDAAC"/>
CMO DoDAACs:	S4306A <input type="button" value="Remove DoDAAC"/>
Sender Information:	
(M) Subcontract/Purchase Order Number:	<input type="text"/> <input type="button" value="Add P.O. Number"/>
Sub Contracts:	PO123 <input type="button" value="Remove P.O. Number"/>
(M) Contract Number:	<input type="text"/> <input type="button" value="Add Contract"/>
Contract Numbers:	CONTRACT4 <input type="button" value="Remove"/>
(M) CAGE:	<input type="text"/> <input type="button" value="Add CAGE"/>
Cage Codes:	98897 <input type="button" value="Remove CAGE"/>
(M) CMO DoDAAC:	<input type="text"/> <input type="button" value="Add DoDAAC"/>
CMO DoDAACs:	S0101A <input type="button" value="Remove DoDAAC"/>

Figure 7.27

If all mandatory fields are not entered before clicking Add/Send Next Prime FS, an error message will populate listing this missing values (**Figure 7.28**).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - View							
<p>Instructions</p> <ol style="list-style-type: none"> 1. Select View Deficiencies to view Deficiencies for this CAR 2. Select View Attachments to view Attachments for this CAR 3. Select Cancel to return to the CAR Worklist <ul style="list-style-type: none"> • Prime FS is Mandatory for CAR Forward Notification. • Subcontract Order Number is Mandatory for CAR Forward Notification. • Cage code is Mandatory for CAR Forward Notification. • Dodaac is Mandatory for CAR Forward Notification. 							

Figure 7.28

Once all information has been entered, click the Add/Send Next Prime FS button. This will populate a correspondence page with the CAR information (**Figure 7.29**). The correspondence will populate the new FS email and additional email addresses may be entered.

DCMA Correspondence

Instructions

1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click Send to send the CAR Letter

Correspondence

To: r mil

To:

mil

CC:

Content

DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

12/30/2022

December 30, 2022

Notification#: 98897-2022-0038D LEVEL I

Deficiency(ies) were found at LOCKHEED MARTIN CORPORATION, 86 S COBB DR, MARIETTA, GA 30063-0001 US that affects contract(s) under your cognizant. This record is provided to you for issuance and processing to the Prime Contractor.

See DCMA manual for further information on processing Sub-Contractor CARs.

SINCERELY,

ALPHA (ALPHA) USER, DCMA
Region PD - PDREP-AIS PM
Team REP

List of attachments : 7 attachment(s) associated with this CAR.

All Attachments

98897-2022-0038D_Sub-Loc-Notification.pdf : Place of Performance Report

98897-2022-0038D.pdf : POP Notification Letter

98897-2022-0038D-POP-Acknowledgment.pdf : POP Notification Acknowledgment

To send all attachments select the first options 'All Attachments'
To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.

Figure 7.29

Once sent, the record status will update to SUB-LOC NOTIFICATION TRANSMITTED and the new (most recent) FS will follow Acknowledgement process outlined in Section 7.3 of this guide. **Figure 7.30** displays the Acknowledge hyperlink on the worklist. Also review the **Signature Block** to ensure it reflects the correct user.

35351-2023-0001D	LEVEL I	CPARS PDREP	Send Message Acknowledge	FORWARDME PO2 SUBCONT SUBCONT	USER2	05/25/2023	SUB-LOC CAR NOTIFICATION TRANSMITTED		1	View	
------------------	---------	-------------	--	--	-------	------------	--------------------------------------	--	---	----------------------	--

Figure 7.30

The To: Email field is editable to update with the forwarding FS email address. Enter the correct email address to send the acknowledgment and click Add To Email list (**Figure 7.31**)

DCMA Correspondence

Instructions

1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the CAR Letter

Correspondence

To:

CC:

Content



May 25, 2023

Notification#: 35351-2023-0001D LEVEL IV

Notification acknowledged by receiver.

SINCERELY,

GUIDE (ALPHA) USER, DCMA

Figure 7.31

Once updated, click Send and the CAR status will update back to SUB-LOC CAR ACKNOWLEDGED. ALL listed FS on the record will have the ability to forward to an additional FS, as needed, within DCMA workflow and policy.

The forwarding process may be reviewed and tracked within the History of the record (**Figure 7.32**).

Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2023-05-17 10:24:45.0	SUB-LOC CAR ACKNOWLEDGED	S	Ri @NAVY.MIL	SUB-LOC CAR ACKNOWLEDGMENT		S. VY.MIL @NA
2023-05-17 10:22:56.0	SUB-LOC CAR NOTIFICATION TRANSMITTED	S	S. @NAVY.MIL	CAR CORR FORWARD TO PRIME FS FNT		Ri @NAVY.MIL
2023-05-17 08:19:28.0	SUB-LOC CAR ACKNOWLEDGED	S	S. @NAVY.MIL	SUB-LOC CAR ACKNOWLEDGMENT		P @MAIL.MIL
2023-05-17 08:17:07.0	SUB-LOC CAR NOTIFICATION TRANSMITTED	P	P @MAIL.M	CAR CORR FORWARD TO PRIME FS FNT		S. VY.MIL
2023-05-17 08:13:10.0	SUB-LOC CAR ACKNOWLEDGED	P	P @MAIL.M	SUB-LOC CAR ACKNOWLEDGMENT		P @MAIL.MIL
2023-05-17 08:11:27.0	SUB-LOC CAR NOTIFICATION TRANSMITTED	P	P IV@MAIL.MIL	<u>SUB-LOC CAR NOTIFICATION</u>		P @MAIL.MIL
2023-05-17 08:09:24.0	DRAFT SUB-LOC CAR NOTIFICATION	P				

Figure 7.32

8 EXCEPTION TO DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE CAR (AS DESCRIBED IN DCMA POLICY)

8.1 Exception to Place of Performance Rule

A FS working at a Sub KTR location may use the same rules that apply to a Prime KTR to write a CAR on the Sub KTR at their location and issue the CAR directly to the Sub KTR without going through the Prime KTR.

This exception, when allowed by the DCMA manual & guidelines, allows a FS working at the Sub KTR location to maintain privacy of the sub-contractor proprietary data that is not releasable to the Prime KTR.

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
--------------	-----------------------	--------------------	------------

Corrective Action Request - New

Instructions
(M) denotes a mandatory field
 1. Answer Question
 2. Enter **CAGE Code** of discrepancy discovery location
 3. Select **Level Code**

(M) Select CAR Type/Notification:

Prime Contractor CAR
 Delegated Surveillance/Place of Performance Notification
 Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

(M) CAGE Code: **Year:** **Serial Number:** **Suffix:**

(M) CAR Level:

Figure 8.1

- A. Make the selection “Exception to Delegated Surveillance / Place of Performance CAR” on the CREATE NEW CAR Tab seen in **Figure 8.1**.
- B. The General Information section and the Contract Information section are the same as in Section 4.3 of this document.
- C. The next section called Place of Performance KTR Information is where you will add the Sub KTR location information (see **Figure 8.2**).

Place of Performance KTR Information

(M) POP CAGE:

SubContractor UEI:

(M) Subcontract/Purchase Order Number:

(M) KTR POC:

(M) KTR POC Title:

(M) KTR Email Address:

KTR POC Phone:

Figure 8.2

Figure 8.2: Data Fields

Place of Performance additional fields:

- **(M) POP CAGE:** Enter the CAGE of the subsidiary location where the discrepancy was found. This auto-populates the Company Name, Address, City/State/Zip, Phone Number and Fax Number when available.
 - To search for a CAGE:
 1. Select the 'Lookup CAGE' button. Once the Lookup CAGE page displays, enter the sub-contractors CAGE Code or Name and select the 'Search' button to populate results.
 2. The 'Select CAGE Code' button will apply the selection to the general information page.
 3. The 'View' button will populate the contractor's general information associated with the CAGE searched. To print the CAGE Code page, select the 'Print' button at the top of the screen. Selecting the 'Back' button will return to the Lookup CAGE page.
 4. The 'Cancel' button will navigate back to the General Information page.
- **SubContractor UEI:** The subsidiary contractor Unique Entity Identifier (UEI) is used when a subcontractor does not have a registered CAGE code. The UEI is a unique number assigned to such contractors and is housed within the System for Award Management (SAM).
- **(M) Subcontract/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order) used by the prime contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button. To remove a listed Subcontractor/ Purchase Order Number, select the entry to be eliminated and then click the 'Remove' button.

The next two sections, Executive Summary & Non Compliance Information are the same as in **Section 4.3** of this document, with one addition seen in **Figure 8.3**.

Deficiency Information	
Executive Summary:	
<div style="border: 1px solid black; height: 80px;"></div>	
CAGE Code:	<input type="text"/> <input type="button" value="Add CAGE"/>
CAR POC:	<input type="text"/>
Corrective Action Plan Due Date:	<input type="text" value="10/27/2022"/> <input type="button" value="Calendar"/>
(M) Response Required	<input type="text" value="YES"/>
(M) Delivery Schedule Impact Possible:	<input type="text" value="YES"/>
(M) Repeat Finding:	<input type="text" value="NO"/>

Figure 8.3

Figure 8.3: Additional Data Fields

Deficiency Information:

- **CAGE Code:** This field is available to add additional CAGE Codes pertaining to the record.

9 REVIEW CAR

Supervisor review of LI and LII CARs is dependent on DCMA local policy. The Supervisor will be *required* to complete a review based on a check mark in the ‘Supervisor Review Required’ on the Create New CAR page (see **Figure 9.1**).

General Information	
LEVEL III	CAR Number: <input type="text"/>
	Cage Year S/N: CPARS 2020 0063
OASIS Indicator: <input type="checkbox"/>	OASIS Ticket Number: <input type="text"/>
Supervisor Review Required: <input checked="" type="checkbox"/>	Contractor Business System Indicator: <input type="checkbox"/>

Figure 9.1

9.1 Forward to Reviewer

- When the user clicks the Forward to Reviewer button (see **Figure 9.2**), it opens the CAR ‘Forward to Reviewer Message’ page and an editable auto-populated message will be displayed in the message box to notify the Supervisor or Team Lead that the CAR needs to be reviewed.

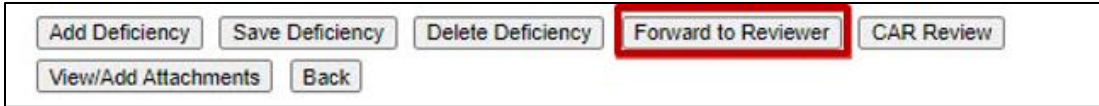


Figure 9.2

Figure 9.3

Figure 9.3: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 9.4**).

- **To:** Auto-populated with the Supervisor email that is in your PDREP profile. If there is not a supervisor, the field is blank.
- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

The screenshot shows an email composition interface. At the top, there is a 'To:' field with an empty text input and an 'Add To Email list' button to its right. Below this is a dropdown menu containing the email address 'user.guide@navy.mil'. To the left of the dropdown is the label 'toEmailList', and to the right is a 'Delete' button. Below the dropdown is another 'Delete' button. Underneath, there is a 'CC:' field with an empty text input and an 'Add CC Email list' button to its right. Below this is a dropdown menu containing the email address 'guide.user@navy.mil'. To the left of the dropdown is the label 'toEmailList', and to the right is a 'Delete' button. Below the dropdown is another 'Delete' button.

Figure 9.4

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 9.5**).

The screenshot shows the 'CC:' field from the previous figure. The text input field is empty, and the 'Add CC Email list' button is to its right. The dropdown menu is open, and the email address 'guide.user@navy.mil' is highlighted in blue. To the right of the dropdown menu is a 'Delete' button.

Figure 9.5

- **Address:** The DCMA address generated is auto-populated based on the user's log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully. Click 'Back' to cancel sending the correspondence.

The screenshot shows a notification box with a dark blue header containing the text 'PDREP MESSAGE'. Below the header, the text 'CAR Number 81316-2020-25' is displayed, followed by 'Message Data sent successfully'. At the bottom of the box, there is a blue underlined link that says 'Continue'.

Figure 9.6

- By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page.
- Once the email is sent, the status will automatically update to 'Draft Pending Review' status. The correspondence date and correspondence will be automatically recorded in the record's history.

9.2 Reviewer Actions

The Reviewer (Team Lead, Supervisor, Warranted 1102, or CMO) will review the CAR, input the required data and if acceptable, transmit the CAR to the contractor, as well as any stakeholders, or return the CAR to the Originator.

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	Review CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search
--------------	----------------	--------------	----------	-------------------	------------------------	-----------	--------------------	------------

Corrective Action Request - Review

Instructions

1. Complete all mandatory fields
2. Enter **Remarks** and change **Reviewed Date**, if needed
3. If CAR is acceptable, select YES
4. Select **Forward to ACO** to send CAR to the ACO

Cage Year S/N
71905-2021-0723P

LEVEL I **CAR Number:**

Reviewer's Activity: S0101A **Reviewer's Team Code:** REP

Reviewer Name: Reviewer Name

Reviewer Email: Reviewer Email

Reviewer Phone: 207- XXX-XXXX

Reviewed Date: **Supervisor Reviewed: Accepted?**

(CM)Reviewer Remarks:

RETURNING TO ORIGINATOR

Figure 9.7

Figure 9.7 Data Fields

- **Level:** Selection populated is initially made via the 'Create New CAR' page.

- **CAR Number:** Selection populated is initially made via the 'Create New CAR' page.
- **Reviewer's Activity:** The Activity found in the Reviewer's profile.
- **Reviewer's Team Code:** The Team Code found in the Reviewer's profile.
- **Reviewer Information:** Auto-populated based on users account settings.
- **Reviewed Date:** Select the date the CAR was reviewed.
- **Supervisor Reviewed: Accepted?:** The Reviewer has a choice of Yes or No.
 - If 'No' is selected the Reviewer's Remark block will become (M) mandatory. The Reviewer will provide comments on the required changes that will make the CAR acceptable. The Reviewer may notify the functional specialist via the 'Return to Originator' button on the Reviewer's page. This email notification and the Reviewers Remarks will be captured in the CAR history. Status will remain as Draft Pending Review until the Supervisor Review is completed and Returned to the Originator.
 - If 'Yes' is selected, click the 'Save' button to populate the 'Transmit to Contractor' button. Supervisors may also 'Return to Originator' so the FS may transmit the CAR or Forward to ACO. When the 'Return to Originator' button is utilized, the status will update to Draft Reviewed.
- **(CM) Reviewer Remarks:** Conditionally mandatory, a remark must be entered if the CAR review is not accepted.

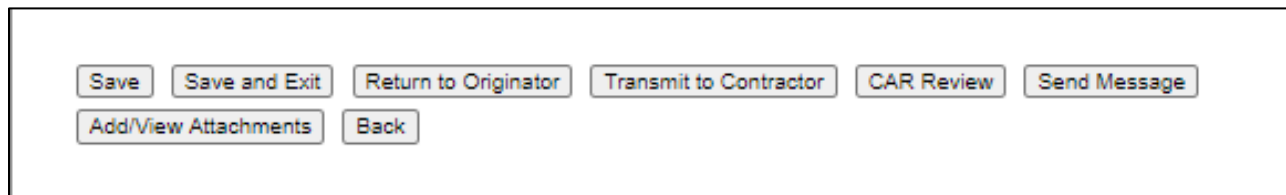


Figure 9.8

Figure 9.8 Data Fields: Buttons

- **Save:** The Save button may be used at any time to save the record as a draft. This allows the user to exit the CAR and return later without losing data.
- **Save and Exit:** The Save and Exit button may be used at any time to save work and exit the record.

- **Return to Originator:** A 'Return to Originator Message' will auto-populate in the correspondence and display in the message box.
- **Transmit to Contractor:** Allows the Reviewer to transmit the CAR directly to the contractor without returning it to the Originator. See Section 12 for additional details.
- **CAR Review:** Opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Supervisor the ability to review the letter's content. The PDF may be downloaded or printed from this screen (see **Figure 9.9**).

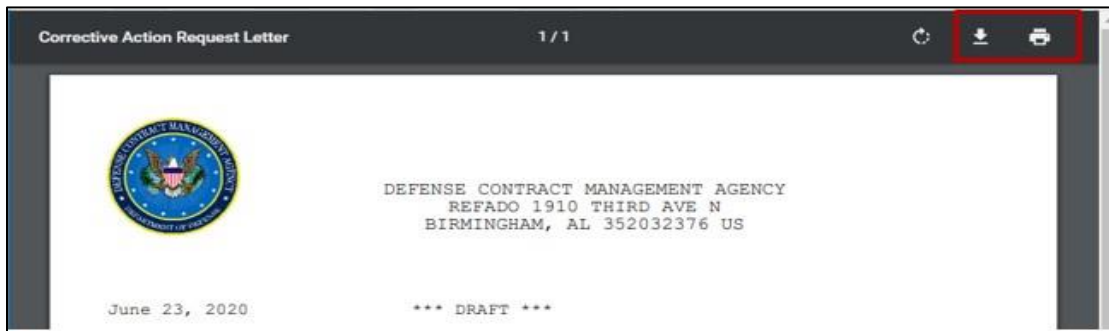


Figure 9.9

- **Send Message:** Opens CAR Send Message page. The user has the ability to modify the message. For a detailed description of this message, see **Section 11**.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. For a detailed description, see **Section 20.1**.
- **Back:** Allows the user to move from the current page to the CAR worklist. When selected this button does not save any data entered.

9.3 Return to Originator

This button opens the CAR's 'Return to Originator Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 9.10**). **Once the email is sent, the status will not change.** Correspondence and date will be automatically recorded in the record's history.

The letter will auto-populate base on the "Supervisor Reviewed: Accepted?:" dropdown. If YES is selected, the letter will show APPROVED. If NO is selected, REJECTED will populate (seen in **Figure 9.10**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: user.guide@navy.mil	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	12/28/2021
<p>December 28, 2021</p> <p>RE: CAR# 07070-2021-0146P</p> <p>TO: ALPHA (ALPHA) USER</p> <p>The above referenced corrective action request (CAR) was reviewed 12/28/2021 and has been REJECTED.</p> <p>Reviewer remarks: NONE</p> <p style="text-align: right;">Sincerely,</p> <p style="text-align: right;">ALPHA (ALPHA) USER, DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 9.10

Figure 9.10: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 9.11**).

- **To:** Enter the reviewer/supervisor’s email address and click the ‘Add To Email list’ button.

- **CC:** Type additional email addresses into the CC: box and click ‘Add CC Email List’ (this must be done one address at a time).

The screenshot shows an email composition interface. At the top, there is a 'To:' field with a dropdown menu containing 'user.guide@navy.mil'. To the right of this field is a button labeled 'Add To Email list'. Below the 'To:' field is a 'toEmailList' label and a 'Delete' button. Below that is a 'CC:' field with a dropdown menu containing 'guide.user@navy.mil'. To the right of this field is a button labeled 'Add CC Email list'. Below the 'CC:' field is a 'Delete' button.

Figure 9.11

To remove an email address, highlight the address to be removed and click the ‘Delete’ button (see **Figure 9.12**).

The screenshot shows the 'CC:' field from the previous figure. The email address 'guide.user@navy.mil' in the dropdown menu is highlighted in blue. The 'Delete' button is now positioned directly below the dropdown menu. The 'Add CC Email list' button remains to the right of the 'CC:' field.

Figure 9.12

- **Address:** The DCMA address generated is auto-populated based on the user’s log in information.
- **Message:** Enter a short message about the CAR.

Click ‘Send’ to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully. Click ‘Back’ to cancel sending the correspondence.

The screenshot shows a notification box titled 'PDREP MESSAGE'. Inside the box, the text reads: 'CAR Number 81316-2020-25' and 'Message Data sent successfully'. At the bottom of the box, there is a blue link labeled 'Continue'.

Figure 9.13

By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page.

The Originator can make the appropriate edits and follow the Forward to Reviewer steps outlined in **Section 9.1** to re-submit the CAR for review.

10 LEVEL III and IV CARs

Any Functional Specialist may create a Level III or Level IV CAR however, only a Warranted 1102 can transmit the CAR to a contractor. Warranted 1102s will see the ACO Tab once a LIII or IV CAR has been forwarded to them or when the CAR has been saved as a draft.

10.1 Supervisor Review Box Checked

To have the CAR reviewed before sending to the Administrative Contracting Officer (ACO), the Supervisor Review Required box needs to be selected (on the Create/Edit page). This option of 'Forward to Reviewer' (see **Figure 10.1**) allows users the ability for their Team Lead or Supervisor to review the CAR before it is sent to the ACO. The Reviewer will verify the CAR is correct, return the CAR to the Originator, before the Originator Forwards it on to the ACO (see **Figure 10.2**).

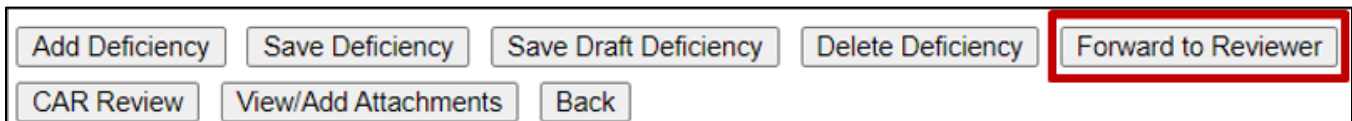


Figure 10.1

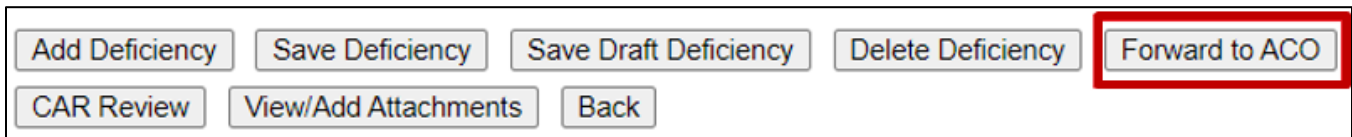


Figure 10.2

10.2 Forward to ACO

This button opens the CAR's 'Forward to ACO Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 10.3**).

DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	02/15/2022
February 15, 2022 CORRECTIVE ACTION REQUEST (CAR) CAR# CPARS-2022-0005P REQUIRES ACO ACTION. <p style="text-align: center;">SINCERELY,</p> <p style="text-align: center;">BETA (BETA) , DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 10.3

Figure 10.3: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 10.4**).

- **To:** Enter the Warranted 1102's email address and click the 'Add To Email list' button.
 - *Note: If the email address entered is not a user with Warranted 1102 access to CAR, an error message will populate.*
- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

The screenshot shows an email composition interface. At the top, there is a 'To:' field with an empty text input and an 'Add To Email list' button to its right. Below this is a dropdown menu containing the email address 'user.guide@navy.mil'. To the left of the dropdown is the label 'toEmailList', and to the right is a 'Delete' button. Below the dropdown is another 'Delete' button. Underneath, there is a 'CC:' field with an empty text input and an 'Add CC Email list' button to its right. Below this is a dropdown menu containing the email address 'guide.user@navy.mil'. To the left of the dropdown is the label 'toEmailList', and to the right is a 'Delete' button. Below the dropdown is another 'Delete' button.

Figure 10.4

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 10.5**).

The screenshot shows the 'CC:' field from the previous figure. The text input is empty, and the 'Add CC Email list' button is to its right. The dropdown menu is open, and the email address 'guide.user@navy.mil' is highlighted in blue. To the right of the dropdown is a 'Delete' button.

Figure 10.5

- **Address:** The DCMA address generated is auto-populated based on the user's log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully. Click 'Back' to cancel sending the correspondence.

The screenshot shows a notification box with a dark blue header containing the text 'PDREP MESSAGE'. Below the header, the text 'CAR Number 81316-2020-25' is displayed, followed by 'Message Data sent successfully'. At the bottom of the box, there is a blue underlined link that says 'Continue'.

Figure 10.6

- By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page.
- Once the email is sent, the status will automatically update to 'Forwarded to ACO'. Status, date and correspondence will be automatically recorded in the record's history.

10.3 ACO Actions

Level III and IV CARs that are not initiated by a Warranted 1102 must be reviewed and transmitted by a Warranted 1102 (applies to all commands). This is in addition to the Supervisor's Review process, if selected. The Administrative Contracting Office (ACO) will be responsible to input mandatory data fields based on the CAR's level and the Contractor Business System Indicator data fields (if selected). All boxes reflected in **Figure 10.7** must be complete to transmit to the contractor.







CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Review							
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Enter Remarks and change Reviewed Date, if needed 3. If CAR is acceptable, select YES 4. Select Forward to ACO to send CAR to the ACO</p>							
LEVEL III		CAR Number:		Cage Year S/N			
				CPARS-2022-0005P			
Reviewer's Activity: S0101A		Reviewer's Team Code: REP					
Reviewer Name: BETA (BETA)							
Reviewer Email: user.guide@navy.mil							
Reviewer Phone: 555-555-5555							
Reviewed Date: Supervisor Reviewed: Accepted Not Selected							
(CM)Reviewer Remarks:							
All Level III or Level IV							
(M) CMO Notification of Intent to Customers Completed				<input type="checkbox"/>	<input type="text"/>		
(M) Contracts Director Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) CMO Commander/Deputy Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) Region Commander Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) Agency Director Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) PMBI Notification:				<input type="checkbox"/>	<input type="text"/>		
(M) Communication Process Complete:				<input type="checkbox"/>			
<input type="button" value="Save"/>		<input type="button" value="Save and Exit"/>		<input type="button" value="Return to Originator"/>		<input type="button" value="CAR Review"/>	
<input type="button" value="Back"/>				<input type="button" value="Send Message"/>		<input type="button" value="Add/View Attachments"/>	

Figure 10.7

Figure 10.7: Data Fields- All Level III or Level IV

- **(M) CMO Notification of Intent to Customers Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) Contracts Director Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) CMO Commander/Deputy Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) Region Commander Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) Agency Director Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) PMBI Notification:** The reviewer will enter the date when the notification is completed.
- **(M) Communication Process Complete:** Box will be selected by reviewer when the process is completed.

After selecting the 'Save' button, the reviewer may transmit the CAR to the contractor via the 'Correspondence' button.

10.4 ACO Actions- CBS Records

The 'All CBS Level III and IV' Section (see **Figure 10.9**), is generated and visible based on the Indicator boxes for Contractor Business System (CBS) selected on the CAR-New/Edit page, as shown in **Figure 10.8**. When selected, an additional section displays on the ACO tab for data entry. Details of the CAR Create/Edit page are found in **Section 4.3** of this guide.

General Information	
LEVEL III	Cage Year S/N CPARS 2020 0063
CAR Number:	
OASIS Indicator: <input type="checkbox"/>	OASIS Ticket Number: <input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator: <input checked="" type="checkbox"/>

Figure 10.8






All CBS Level III or Level IV	
(M) Receipt of Business System Analysis Report (BSAR)/Audit:	<input type="text"/> 
(M) Initial Determination Sent (with Draft CAR):	<input type="text"/>  <input type="button" value="Generate Draft CAR"/>
(M) Contractor Response Due Date:	<input type="text"/> 
(M) HQ CBS Panel Review Completed:	<input type="text"/> 
(M) Final Determination Issued:	<input type="text"/> 
Withholds Implemented:	<input type="checkbox"/>

Figure 10.9

Figure 10.9: Data Fields

All CBS Level III or Level IV

- **(M) Business System Analysis Report (BSAR) Audit:** The date this step is completed. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **(M) Initial Determination Sent:** The date the initial determination is sent. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **(M) Contractor Response Due Date:** The date the contractor response is due. This date will auto-populate in the CAR notification letter.
- **(M) HQ CBS Panel Review Completed:** The date the panel review is completed. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **(M) Final Determination Issued:** The date the final determination step is completed. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **Withholds Implemented:** Check the box when withholds are implemented.

10.5 Generating a Draft CAR

The ACO must attach the unsigned draft level III or IV CAR clearly marked “draft” to the initial determination. The Generate Draft CAR button (see **Figure 10.9**) will be used to send the CBS Panel Review Board a draft of the CAR and/or KTR. The draft letter template may be edited. (See **Figure 10.10**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: (BETA) ▶ Logout

DCMA Correspondence

Instructions

1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click Send to send the CAR Letter


Correspondence

To:

To:

CC:

Content



October 13, 2020 *** DRAFT ***

SOMEONE
DA MAN
NAVY UNITED STATES DEPARTMENT OF
110 VERNON AVE
PANAMA CITY BEACH, FL 32407-7001 US

Subject: LEVEL IV CAR

TO: SOMEONE

Summary:

DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 10/13/2020 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): SOMECONTRACT. The non-compliance(s) impact Cage Code(s): 07070. This CAR should be treated as a customer complaint.

Figure 10.10

Additional email address may be added using the 'Add To Email list' and 'Add CC Email list' button's (see **Figure 10.11**).

The screenshot shows an email form with two main sections: 'To:' and 'CC:'. Each section has a text input field, a dropdown menu, and a 'Delete' button. The 'To:' section also includes an 'Add To Email list' button. The 'CC:' section includes an 'Add CC Email list' button. The dropdown menu for 'To:' contains the email address 'user.guide@navy.mil'. The dropdown menu for 'CC:' contains the email address 'guide.user@navy.mil'.

Figure 10.11

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 10.12**).

This screenshot is a close-up of the 'CC:' field. The dropdown menu is open, and the email address 'guide.user@navy.mil' is highlighted in blue. A 'Delete' button is positioned to the right of the dropdown menu. An 'Add CC Email list' button is visible in the top right corner of the form area.

Figure 10.12

10.6 ACO Page Button Descriptions

The screenshot shows a horizontal row of eight buttons: 'Save', 'Save and Exit', 'Return to Originator', 'Transmit to Contractor', 'CAR Review', 'Send Message', 'Add/View Attachments', and 'Back'.

Figure 10.13

Figure 10.13: Data Fields

ACO Page Button Descriptions

- **Save:** The Save button may be used at any time to save the record as a draft. This allows the user to return at a later time or perform occasional saves to data changes.
- **Save and Exit:** The Save and Exit button may be used at any time to save work and exit the record.

- **Return to Originator:** A 'Return to Originator Message' will auto-populate in the correspondence and display in the message box. For a detailed description of this message, see **Section 10.7**.
- **Transmit to Contractor:** Allows the ACO to transmit the CAR to the contractor. This function opens the CAR Correspondence page with the CAR template in the message box. The letter will be auto-populated from the CAR record. For a detailed description of this message, see **Section 12**.
- **CAR Review:** This function opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the ACO the ability to review the letter's content prior to forwarding the CAR to the reviewer. The PDF may be downloaded or printed from this screen (see **Figure 10.14**).

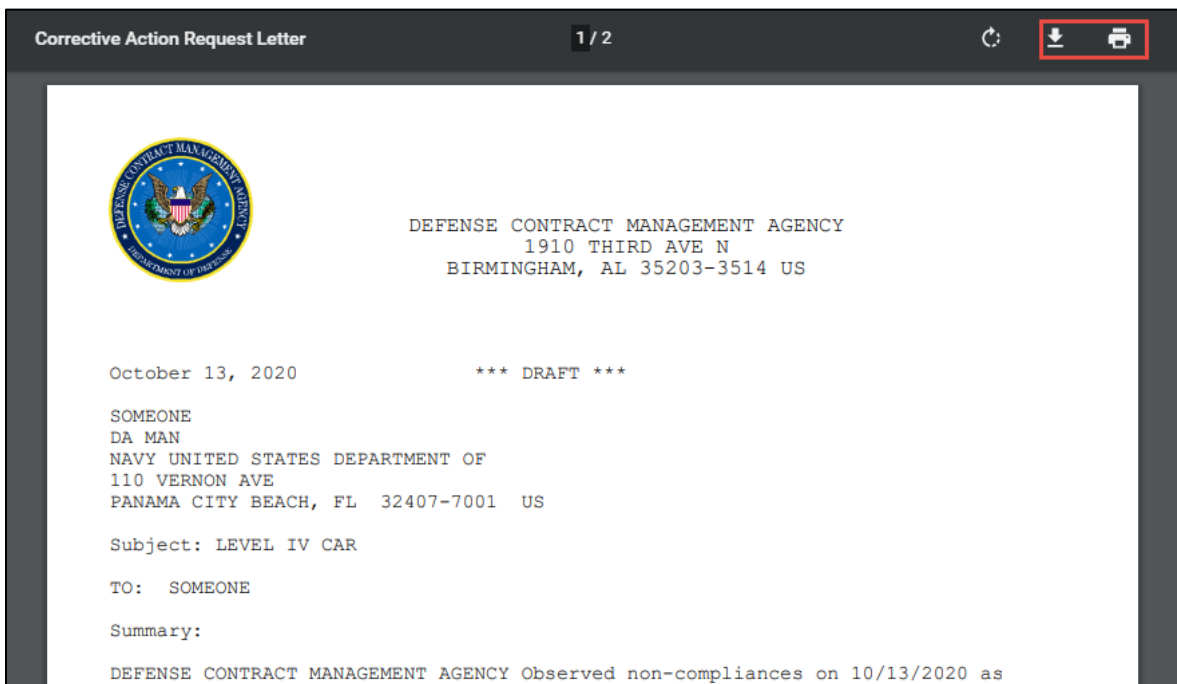


Figure 10.14

- **Send Message:** This function opens the CAR Send Message page. The user may modify message. For a detailed description of this message, see **Section 11**.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.

10.7 Return to Originator

This button opens the CAR's 'Return to Originator Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 10.15**).

Once the email is sent, the status will change to "Returned to Originator". Correspondence and date will be automatically recorded in the record's history.

DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/> <input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/> <input type="text" value="1910 THIRD AVE N"/> <input type="text" value="BIRMINGHAM, AL 35203-3514 US"/> <input type="text" value="12/28/2021"/>
<p>December 28, 2021</p> <p>RE: CAR# 07070-2021-0146P</p> <p>TO: ALPHA (ALPHA) USER</p> <p>The above referenced corrective action request (CAR) was reviewed and is being returned. Make appropriate corrections and return to ACO for approval.</p> <p>Reviewer remarks: NONE</p> <p>Sincerely,</p> <p>ALPHA (ALPHA) USER, DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

Figure 10.15

Figure 10.15: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 10.16**).

- **To:** Enter the reviewer/supervisor’s email address and **click** the ‘Add To Email list’ button.
- **CC:** Type additional email addresses into the CC: box and click ‘Add CC Email List’ (this must be done one address at a time).



The screenshot shows two sections for email address management. The top section is labeled 'To:' and contains an empty text input field followed by an 'Add To Email list' button. Below this is a dropdown menu with 'user.guide@navy.mil' selected and a 'Delete' button. The bottom section is labeled 'CC:' and contains an empty text input field followed by an 'Add CC Email list' button. Below this is a dropdown menu with 'guide.user@navy.mil' selected and a 'Delete' button. The text 'toEmailList' is visible to the left of the dropdown in the 'To:' section.

Figure 10.16

To remove an email address, highlight the address to be removed and click the ‘Delete’ button (see **Figure 10.17**).



The screenshot shows the 'CC:' section with the dropdown menu open. The email address 'guide.user@navy.mil' is highlighted in blue. The 'Delete' button is visible to the right of the dropdown. The 'Add CC Email list' button is visible to the right of the text input field above the dropdown.

Figure 10.17

- **Address:** The DCMA address generated is auto-populated based on the user’s log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully (see **Figure 10.18**). Click 'Back' to cancel sending the correspondence.



Figure 10.18

By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page. The record will now display with status 'Return to Originator' as seen in **Figure 10.19**.

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | CAR Search

PDREP - Corrective Action Request Worklist

Instructions (M) denotes a mandatory field

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Click Display Worklist

(M)Start Date: 01/01/2023 (M)End Date: 05/25/2023

CAGE CODE: [] LEVEL: ALL

NSN: [] Part Number: []

Contract Number: [] Status: RETURN TO ORIGINATOR

Operational Unit (Region): -SELECT- Org/Team Code: []

User Code: USER DoDAAC: S5102A

Display Worklist

Total number of rows: 1
Worklist Download: Click [here](#) to download data in spreadsheet format

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0046P	LEVEL II	71905	Send Message	KE4D9N6BDA	USER	01/24/2023	RETURN TO ORIGINATOR		0	View	

Figure 10.19

The Originator can make the appropriate edits and re-submit the record to the ACO via the Forward to ACO button on the deficiency page (as outlined in **Section 10.2**).

11 SEND MESSAGE

The Send Message button is available on the Review CAR tab and the ACO tab. This opens the editable CAR's 'Send Message' page (see **Figure 11.1**).

The screenshot shows a web form titled "Send Message". At the top, there is a dark blue header with the title. Below the header, there is an "Instructions" section with a numbered list of five steps: 1. Enter recipients email address in the TO field and click on Add Recipient. 2. (Optionally) Select an activity from Select TO/CC Recipient Activity: list, select an email address from the list displayed, click Add Recipient or Add CC Recipient button. 3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List. 4. Click on Send button to send email. 5. Click Cancel to return to previous page.

Below the instructions, there are two input fields: "TO:" and "CC:". Each field has a text input box and a button labeled "Add Recipient" and "Add CC Recipient" respectively.

Below the input fields, there is a dropdown menu labeled "(M) Choose Correspondence Type:" with "EMAIL NOTIFICATION" selected.

Below the dropdown menu, there is a large text area labeled "Type Message:".

Below the text area, there is a section titled "Include Attachments (1 attachment(s) associated with this record.)". It contains a dropdown menu with "All Attachments" selected and "SP Risk Table.JPG" listed below it.

Below the attachments dropdown, there is a paragraph of text: "To send all attachments select the first options 'All Attachments' To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name".

At the bottom of the form, there are two buttons: "Send" and "Back".

Figure 11.1

The page will auto-populate with a message that the record requires an action and additional detail may be entered.

Email address are into the To: field, one at a time, and click the "Add To Email list" button to apply the email as a recipient. Multiple emails may be entered in both the To: and CC: fields.

Attachments are auto-selected "All Attachments". To only send one, follow the instructions listed below the attachments box. If no attachments are available, this option will not display.

Once the email is sent, the users name, date and correspondence will be automatically recorded in the record's history.

12 TRANSMIT TO CONTRACTOR

- A. All users with edit capability may transmit Level I & II CARs, only Warranted 1102's may transmit Level III & IV CARs. The Transmit to Contractor button opens the CAR Correspondence page with the editable CAR template in the message box. The letter will be auto-populated from the CAR record and can be edited if necessary (see **Figure 12.1**).

NOTE: The Transmit button will be available based on the RESPONSE REQUIRED dropdown on the Edit CAR page. See [Section 6](#) for details.

- B. The logo on the page will only populate if a selection is made on your user profile. This is new as of January 2024 and applies to ALL correspondences. On the PDREP home page, hover over User Profile to populate the fly-out menu (**Figure 12.1**). Click on Edit Profile.

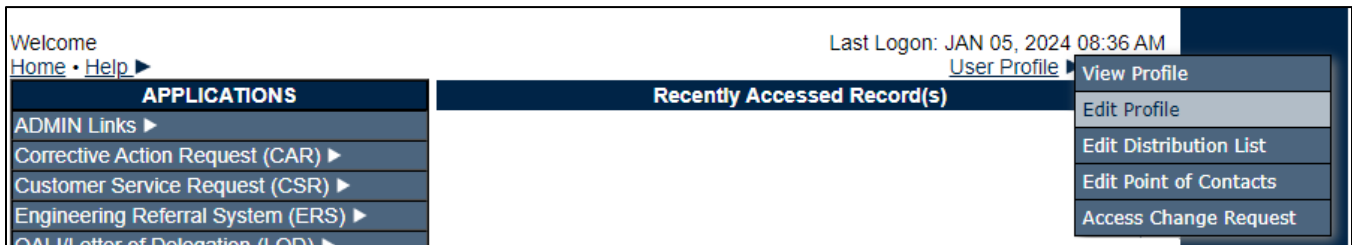


Figure 12.1

- C. On the User Profile- Edit page, select the appropriate logo from the Logo dropdown (**Figure 12.2**). The available Logos are based on your user profile SYSCOM. If no logo is selected, all information will still populate correctly within the module, but any PDF attachments will not include an agency logo.

User Information	Distribution Lists	Points of Contact	Access Change Request
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			
User ID: SDERI			
(M) First Name:	USER	(M) Last Name:	GUIDE
Title:	QUALITY ASSURANCE SPECLIAST		
P.O.Box:			
Address:	1910 THIRD AVE N STE 201		
(M) City:	BIRMINGHAM		
State/Province:	AL-ALABAMA	Zip/Postal Code:	35203-3514
Country:	UNITED STATES		
Activity Head Title:	COMMANDER		
(M) Work Phone Number:	2075551234	Extension:	
	North American Phone Number		
DSN Telephone Number:	555-1234		
Email Address:	user.guide@navy.mil		
	Please contact NSLC help desk if you need to change your email address.		
(M) Supervisor Email Address:	supervisor@navy.mil		
Organization Code:	REP		
Logo:	DCMA		
Default Application:	Home (Default)		
	Save	Cancel	

Figure 12.2

- D. Once the email is sent, it will automatically update the status to 'CAR TRANSMITTED' and recorded in the history.
- E. When the user receives the Email it will have a pdf attachment named 'RCN'-CAR-KTR-Transmit.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help User Profile: USER (BETA) GUIDE • Logout

DCMA Correspondence

Instructions

1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the CAR Letter

Correspondence

To: USER.GUIDE@NAVY.MIL

To:

CC:

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

October 13, 2020

October 13, 2020

USER GUIDE
QA EXPERT
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.,

TO: USER GUIDE

SUMMARY: TYPE EXECUTIVE SUMMARY HERE

DEFENSE CONTRACT MANAGEMENT AGENCY OBSERVED NON-COMPLIANCES ON 07/14/2020 AS DETAILED BELOW. THE NON-COMPLIANCE(S) DOCUMENTED IN THIS CORRECTIVE ACTION REQUEST (CAR) IMPACTS THE PRIME CONTRACT NUMBER(S): PLACEHOLDER12. THE NON-COMPLIANCE(S) IMPACT CAGE CODE(S): CPARS. THIS CAR SHOULD BE TREATED AS A CUSTOMER COMPLAINT.

DEFICIENCY: 1, **CLASSIFICATION:** Material; Material control inadequate

Figure 12.3

Figure 12.3: Data Fields

- **To:** The Recipient's email address is auto-populated. The user may enter additional recipients by typing their email address in the To: box and then clicking the 'Add To Email list' button.

NOTE: Adding additional recipients must be done one address at a time. The user should have the auto-fill functionality disabled in their browser, if it is enabled they may see multiple emails populate in the template header.

- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list button (see **Figure 12.4**).

Correspondence	
To: USER.GUIDE@NAVY.MIL	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>

Figure 12.4

To: <input type="text"/>	<input type="button" value="Add To Email list"/>
<div style="border: 1px solid gray; padding: 2px;"> user.guide@navy.mil ▲ </div>	
toEmailList	<input type="button" value="Delete"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
<div style="border: 1px solid gray; padding: 2px;"> guide.user@navy.mil ▲ </div>	
	<input type="button" value="Delete"/>

Figure 12.5

To remove an email address, highlight the address to be removed and click the 'Delete' button (see Figure 12.6).

CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
<div style="border: 1px solid gray; padding: 2px;"> guide.user@navy.mil ▲ </div>	
	<input type="button" value="Delete"/>

Figure 12.6

- **Message:** The CAR letter template is auto-populated in the message box with the required data fields for the letter. The content may be modified, if desired.
- **Preview Button:** Allows the user to preview the letter in PDF format before sending as seen in the example Figure 12.7.



DEFENSE CONTRACT MANAGEMENT AGENCY
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514 US

*** DRAFT ***

May 26, 2021

THE CONTRACTOR POC
MR. POC
GENERAL TOOL CO
101 LANDY LN
CINCINNATI, OH 45215-3441 US

Subject: LEVEL II CAR

TO: THE CONTRACTOR POC

Summary:

DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 05/26/2021 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): JL56987OPL. The non-compliance(s) impact Cage Code(s): 96454. This CAR should be treated as a customer complaint.

Deficiency: 1, Classification: Minor

Category: Certificate of Conformance; FAR 52.246-15

Contractual requirement: SOME REQUIREMENT

Non-compliance description: WRITE A DESCRIPTION.

A response to this corrective action request (CAR) must be received by close of business 07/10/2021.

The response must include:

- Root cause of the non-compliance
- Corrective action taken or planned to eliminate the cause(s) and prevent the recurrence of the non-compliance to include addressing people, process and/or tools as indicated
- Actions taken to correct the specific non-compliance
- Determination of whether other processes are affected by the identified Root Cause(s)
- Determination of whether other products are affected by the identified Root Cause(s), including products already delivered to the customer
- Action taken to correct the weakness which allowed deficient product to be presented to the government for acceptance
- Target date(s) for implementation of planned actions

Nothing in this CAR changes any terms or conditions of the contract or waives any rights the government has under the contract under the contract or in law. Please reference control number: 96454-2021-0073P in all correspondence. If you have any questions, please contact user.guide@navy.mil
user.guide@navy.mil 207-438-1690.

Figure 12.7

- Click 'Send' to complete the Transmittal action. A PDREP message will be returned to notify the user that the CAR has been sent successfully (see **Figure 12.8**). Click 'Back' to cancel sending the correspondence.

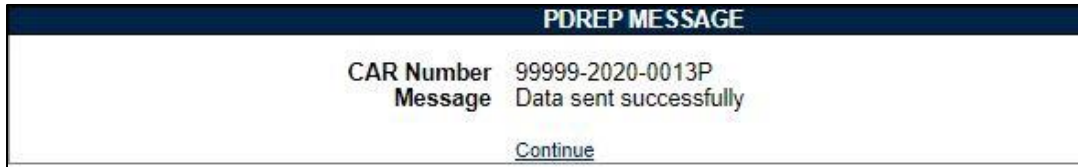


Figure 12.8

Clicking 'Continue' will return the user to the CAR Worklist page.

NOTE: When using the Google Chrome browser, active Pop Up blockers will need to be manually altered to view PDF's. To do this, click the hyperlink found in the right hand corner of the page as the example shows in **Figure 12.9**. Select the option 'Always allow pop-ups and redirect from <https://pdrep.csd.disa.mil>' then select 'Done'.

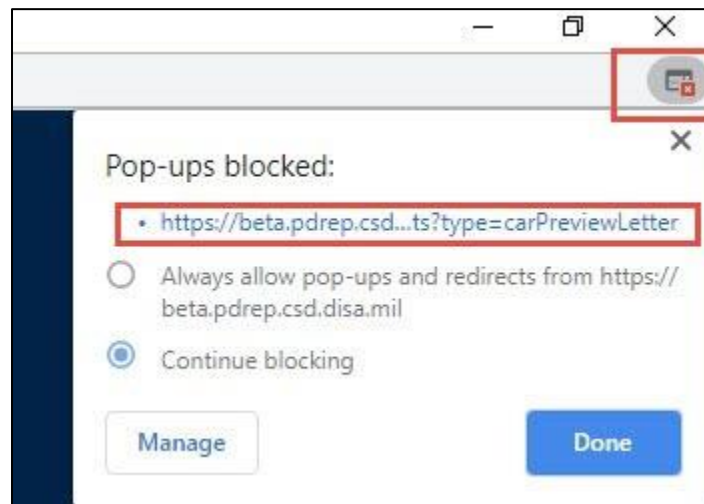


Figure 12.9

Additional webpage functionality located in the upper right corner as displayed in **Figure 12.10**.




-  **Rotate Clockwise:** Rotates the screen 90 degrees counter-clockwise.
-  **Download:** When selected, data will be received.
-  **Print:** This command will send document to the printer.



Figure 12.10

13 CAR CONTRACTOR ACTIONS PAGE

The current process requires a government representative to input the contractor's actions. In the future, a contractor may be able to enter their data after a reviewer or Functional Specialist has transmitted the CAR to them. The Contractor Action page is made up of several sections that require specific criteria to allow the section to be visible and editable (see **Figure 13.1** and **Figure 13.2**).

NOTE: Once a CAR is initiated, only members of the initiator's same Region and Team may edit and close the CAR, unless the CAR is transferred to a new team.

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search
--------------	----------------	--------------	----------	-----	------------------------	-----------	--------------------	------------

Corrective Action Plan (CAP)

Instructions
(M) denotes a mandatory field
1. Complete all mandatory fields
2. Select **Save** to save CAP Data
3. Select **Approve CAP** to send Approval Notification
4. Select **Reject CAP** to send Rejection Notification
5. Select **Close CAR** to send CAR Closed Notification

Cage Year S/N
98897-2021-0028P

LEVEL III **CAR Number:**

Contractor Action Plan Details

Deficiency Number: 1 Deficiency Classification: Unknown
Category: Electrostatic Discharge Control
Type: Output: Product Evaluation - Contractor's product does not conform to contractual requirement/specification
Critical Safety Item: NOT SELECTED
Non-compliance Description:

Contractual Requirement:

Contractor Procedure:

(CM) Root Cause Code:

(CM) Root Cause Description:

Request Extended CAP Due Date To:

CAP Extension Request Reason:

Contractor's CAR Response Requirements:

- Root cause of the deficiency
- Actions taken to correct the current specific deficiency
- Corrective Action taken or planned to eliminate deficiency
- Action taken to prevent recurrence of the deficiency
- Determination of whether other processes are affected by the identified root cause
- Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer
- Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance

(M) Contractor CA Implementation Date:

Corrective Action Plan Details:

(M) KTR Submitted Date:

Figure 13.1

GOV CAR-CAP Actions	
(CM) CAP Response	<input type="text"/>
Received by Gov. Date:	<input type="text"/>
(CM) CAP Acceptor POC:	<input type="text" value="USER.GUIDE@NAVY.MIL"/>
(CM) CAP Acceptable:	-SELECT- v
CAP Approved Date:	<input type="text"/>
(CM)	(CM) CAP Rejection Date: <input type="text"/>
CAP Due Date:	<input type="text" value="06/12/2022"/>
(CM) Revised CAP	Revised CAP Due Date: <input type="text"/>
Second Due Date:	(CM)
	CAP Extended Due Date: <input type="text"/>
CAP Rejection Details	
CAP Rejection	Revised CAP Due
Date:	Date:
(CM) CAP Rejection Explanation:	
<input type="text"/>	
(CM)	(CM)
Revised CAP Received Date:	Revised CAP Acceptable
(CM)	-SELECT- v
Revised CAP Acceptable	(CM) Revised CAP
Date:	Rejection Date: <input type="text"/>
Revised CAP POC: <input type="text" value="USER.GUIDE@NAVY.MIL"/>	
(CM) Revised CAP Rejection Explanation:	
<input type="text"/>	
Corrective Action Implementation	
Planned Verification Date:	(M) Verification Date: <input type="text"/>
Verification Results:	
<input type="text"/>	
Planned Validation Date:	(M) Validation Date: <input type="text"/>
Validation Results:	
<input type="text"/>	
<input type="button" value="Save All"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Approve CAP"/> <input type="button" value="Reject CAP"/> <input type="button" value="Escalate CAR"/> <input type="button" value="Close CAR"/>	

Figure 13.2

13.1 Corrective Action Plan (CAP) – Contractor Submittal

When the Contractor’s CAP is provided to the Functional Specialist (or any team member), the contractors comments will be documented on the Contractor Action page within the Corrective Action Plan Details section (see **Figure 13.3**).

Contractor Action Plan Details	
Deficiency Number: 1	Deficiency Classification: Unknown
Category: Electrostatic Discharge Control	
Type: Output: Product Evaluation - Contractor's product does not conform to contractual requirement/specification	
Critical Safety Item: NOT SELECTED	
Non-compliance Description:	
Contractual Requirement:	
Contractor Procedure:	
(CM) Root Cause Code:	<input type="text" value="-SELECT-"/>
(CM) Root Cause Description:	<input type="text" value="-SELECT-"/>
Request Extended CAP Due Date To:	<input type="text"/>
CAP Extension Request Reason:	
<div style="border: 1px solid gray; height: 80px;"></div>	
Contractor's CAR Response Requirements:	
<ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance 	
(M) Contractor CA Implementation Date:	<input type="text"/>
Corrective Action Plan Details:	
<div style="border: 1px solid gray; height: 80px;"></div>	
(M) KTR Submitted Date:	<input type="text"/>
<input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/>	

Figure 13.3

Figure 13.3: Data Fields

Corrective Action Plan

- **Deficiency Number:** When multiple deficiencies are present, be careful to properly enter the correct data in the correct deficiency number.
- **Deficiency Classification:** Selection populated is initially made via the 'Create New CAR' page.
- **Category:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Type:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Critical Safety Item:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the 'Root Cause Description' data field.
- **Non-compliance Description:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Contractual Requirement:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Contractor Procedure:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Root Cause Code:** Select the Root Cause code matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Root Cause Description:** Select the Root Cause Description matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Request Extended CAP Due Date To:** The date the contractor is requesting to serve as an extension of the due date.
- **CAP Extension Request Reason:** This text box is used to capture the contractor's reason for why an extension has been requested.

- **Contractor’s CAR Response Requirements:** A list of items the contractor must address within the contractor’s response.
- **(M) Contractor CA Implementation Date:** The date provided by the contractor to implement the corrective action.
- **Corrective Action Plan Details:** Text field addressing the Root Cause corrective actions and the contractor’s CAP details.
- **(M) KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record’s history. This date cannot be set to a future date (beyond the current date).

13.2 CAP – Government Actions

Contractor CAP’s are reviewed and approved by government representatives, who also verify and validate the CAP was implemented and effective.

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date:	<input type="text"/>
(CM) CAP Acceptor POC:	<input type="text" value="SARAH.DERICK@NAVY.MIL"/>
(CM) CAP Acceptable:	<input type="text" value="-SELECT-"/>
CAP Approved Date:	<input type="text"/>
(CM) CAP Rejection Date:	<input type="text"/>
CAP Due Date:	09/09/2022
(CM) Revised CAP Due Date:	<input type="text"/>
(CM) Revised CAP 2nd Due Date:	<input type="text"/>
(CM) CAP Extended Due Date:	<input type="text"/>
CAP Rejection Details	
CAP Rejection Date:	Revised CAP Due Date:
(CM) CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	
(CM) Revised CAP Received Date:	<input type="text"/>
(CM) Revised CAP Acceptable:	<input type="text" value="-SELECT-"/>
(CM) Revised CAP Acceptable Date:	<input type="text"/>
(CM) Revised CAP Rejection Date:	<input type="text"/>
Revised CAP POC:	<input type="text" value="SARAH.DERICK@NAVY.MIL"/>
(CM) Revised CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	

Figure 13.4

Figure 13.4: Data Fields

GOV CAR-CAP Actions:

- **(CM) CAP Response Received by Gov. Date:** Date the government representative received the CAP. This date cannot be set to a future date (beyond the current date).
- **(CM) CAP Acceptor POC:** The name of the POC is auto-populated based on login. The field is editable.
- **(CM) CAP Acceptable:** A drop down selection where the functional specialist will select either 'Yes' or 'No'.
- **(CM) CAP Approved Date:** The date the Functional Specialist concurs with the CAP. Status is updated to 'CAP Approved'. Status change and date are recorded in the worklist history. Entry in this field will display the 'CAP Acceptable' button that enables the correspondence page with CAP Acceptable letter auto-populated. This date cannot be set to a future date (beyond the current date).
- **(CM) CAP Rejection Date:** The date the Functional Specialist non-concurs with CAP when date is entered, the CAP Rejected Details section will be displayed. Status will update to 'CAP Rejected'. Status change and date will be recorded in the worklist history. Entry in this field will display the 'CAP Rejected' button that opens the correspondence page with CAP Rejected letter auto-populated. This date cannot be set to a future date (beyond the current date).
- **CAP Due Date:** Auto-populated based on the CAP Due Date on the CAR New/Edit Page. If more time is needed, use extension date field after the contractor responds.
- **(CM) Revised CAP Due Date:** Functional Specialist will enter a date the contractor is required to provide a revised CAP after rejection.
- **(CM) Revised CAP Second Due Date:** Functional Specialist will enter a date the contractor is required to provide a revised CAP after the revised CAP rejection.
- **(CM) CAP Extended Due Date:** The date the contractor is given as the extension due date if an extension is requested.

CAP Rejection Details Section:

- **(CM) CAP Rejection Date-** view only field: Auto-populated from CAP Rejection Date.
- **(CM) Revised CAP Due Date-** view only field: Auto-populated from Revised CAP Due Date.
- **(CM) CAP Rejected Explanation:** Text Box to enter reason why CAP is rejected, the explanation will auto-populate in the CAP Rejection letter.

- **(CM) Revised CAP Received Date:** The date the revised CAP is received by the government representative. This date cannot be set to a future date (beyond the current date).
- **(CM) Revised CAP Acceptable:** A drop down selection where the functional specialist will select either 'Yes' or 'No'.
- **(CM) Revised CAP Acceptable Date:** Add date if revised CAP is acceptable. Status will be updated to 'CAP Approved. Status change and date will be recorded in the worklist history. Entry in this field will display the Revise CAP Acceptable button that enables the correspondence page with CAP Acceptable letter auto-populated. This date cannot be set to a future date (beyond the current date).
- **(CM) Revised CAP Rejection Date:** Add date if revised CAP is Rejected. Status will update to 'CAP Rejected'. Status change and date will be recorded in the worklist history. This date cannot be set to a future date (beyond the current date).
- **Revised CAP POC:** The name of the POC is auto-populated based on login. The field is editable.
- **(CM) Revised CAP Rejection Explanation:** Text field that addresses why the revised CAP was rejected.

Corrective Action Implementation	
Planned Verification Date: <input type="text"/>	(M) Verification Date: <input type="text"/>
(CM) Verification Results/Comments:	
<div style="border: 1px solid black; height: 80px;"></div>	
Planned Validation Date: <input type="text"/>	(M) Validation Date: <input type="text"/>
(CM) Validation Results/Comments:	
<div style="border: 1px solid black; height: 80px;"></div>	

Figure 13.5

Figure 13.5: Data Fields

- **Planned Verification Date:** The date scheduled to perform the verification of the CAP. CAP must be accepted before entering date.
- **(M) Verification Date:** Enter the date the Corrective Action was verified. A Planned Verification Date should be entered prior to entering the Verification Date. Adding a date will update record status to CA Verified. The status change and date will be recorded in the worklist history. The Verification Date can be the same as the Validation date but it cannot be after the validation date or in the future.
- **(CM) Verification Results/Comments:** Enter the verification results in text box. Mandatory field once the Verification date has been entered.
- **Planned Validation Date:** The date that the Validation is planned should be entered prior to entering the Validation Date.
- **(M) Validation Date:** Enter the date the Corrective Action was validated. The Validation Date can be the same as the Verification Date but it cannot be before the verification date. Adding the Validation Date will update the status to CA Validated. The status change and date will be recorded in the worklist history.
- **(CM) Validation Results/Comments:** Enter the Validation results in text box. Mandatory field once the Validation date has been entered.

13.3 CAP Buttons – Before CAP Rejection

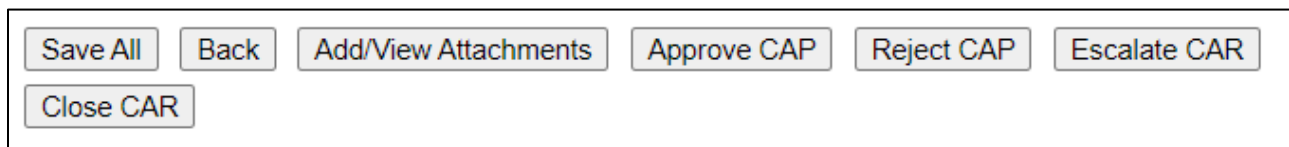


Figure 13.6

Figure 13.6: Buttons available (before Accepting/Rejecting CAP)

- **Save All:** The Save button may be used at any time to save the record as a draft, to allow the user to return to it later or perform occasional saves of data previously entered.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.

- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Approve CAP:** This button opens the CAR Correspondence page with the CAP Acceptable template in the message box. See Section 13.5 for details.
- **Reject CAP:** This button opens the CAR Correspondence page with the CAP Rejected template in the message box. See Section 13.6 for details.
- **Escalate CAR:** Closes the CAR record. Status is updated to Closed – Escalated. Status change is recorded in the history & opens create new CAR page. A Functional Specialist can escalate a CAR after transmitting it to the KTR using the CAR Contractor Actions Tab. Only Warranted 1102 users may escalate Level III or Level IV CARs. See Section 15 for more details.
- **Close CAR:** Closes the CAR record. Status is updated to CLOSED – COMPLETED and recorded in the history. See Section 13.10 for details.

13.4 CAP Buttons – After CAP Rejection

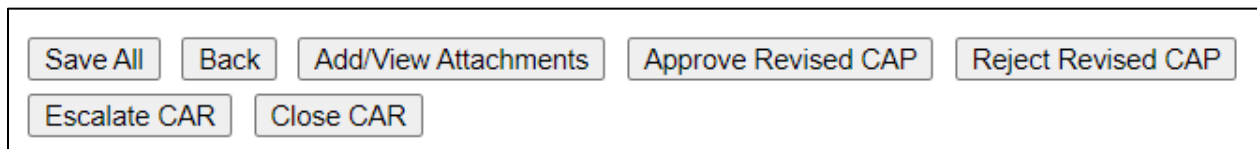


Figure 13.7

Figure 13.7: Buttons available (after Rejecting CAP)

- **Approve Revised CAP:** This button opens the CAR Correspondence page with the Revise CAP Acceptable template in the message box.
- **Reject Revised CAP:** This button opens the CAR Correspondence page with the Revised CAP Rejected template in the message box.

13.5 CAP Acceptable

To accept the CAP:

- A. The Gov. User first completes the (CM) fields, (M) fields and adds the CAP narrative in the Contractor Action Plan (CAP) Details Section with the Gray background, adding any attachments as necessary by clicking the Add/View Attachments. Finally, clicking the 'Save Contractor Action Plan Details Section' button.
- B. This changes the CAR Status to CAP SUBMITTED.

NOTE: *The Gov. User is simply acting as the voice of the KTR adding the information that was relayed to them and the Gov. User is NOT arbitrarily adding data to these fields.*

- C. The Gov. user will then add the following fields in the GOV CAR-CAP Actions Section:
 - (CM) CAP Response Received by Gov. Date: Date the Gov. User received the CAP from the KTR.
 - (CM) CAP Acceptable: This will be YES if accepting the CAP.
 - CAP Approved Date: Date CAP is Approved (may differ from CAP Response Received by Gov. Date).
 - Click the 'Save All' button at the bottom of the page.
- D. To complete the CAP Approval form, the Gov. User will then click the 'Approve CAP' button at the bottom of the page.
- E. A pop-up will display to confirm the action on the page:

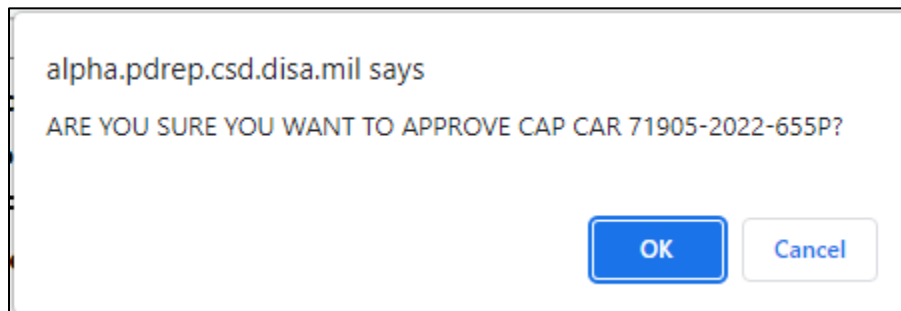


Figure 13.8

- Click 'OK' to approve the CAP and move to the correspondence page.
 - Click 'Cancel' to return to the Contractor Actions page without approving the CAP.
- F. To notify the contractor that the submitted CAP is approved:

1. After the user selects OK on the Acceptance pop-up, the correspondence page with the CAP Acceptable template in the message box.
2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.9**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
 Home • Help ► User Profile: USER (BETA) GUIDE ► • Logout


DCMA Correspondence

Instructions
 1. Enter **To Email Address** and click **Add To Email List**
 2. Enter **CC Email Address** and click **Add CC Email List** if required
 3. Enter/Modify the content if required
 4. Click **Send** to send the CAR Letter

Correspondence

To: USER.GUIDE@NAVY.MIL
To:
CC:

Content



October 13, 2020

SUBJECT: CORRECTIVE ACTION PLAN (CAP) - Acceptable
REFERENCE: CAR# CPARS-2020-0079

TO: USER GUIDE
 QA EXPERT
 TEST CAGE TEST <, >, &.
 TEST CAGE TEST <, >, &.
 TEST CAGE TEST <, >, &.,

DCMA accepts the submitted CAP for CAR# CPARS-2020-0079 received 07/14/2020. Closure of the CAR will occur upon successful completion of DCMA's verification and validation of corrective/preventive actions.

Please inform DCMA of any status and/or progress updates relevant to the subject CAP.

SINCERELY,

List of attachments : 1 attachment(s) associated with this CAR.
 All Attachments
 CPARS-2020-0079.pdf : Corrective Action Request : LEVEL II

To send all attachments select the first options 'All Attachments'.
 To select multiple attachments, press and hold CTRL key and click on attachment name.

Figure 13.9

3. When the email is sent, the status will automatically update to 'CAP Approved' and the transaction will be saved in the records history.
4. When the KTR receives the Email it will have a pdf attachment named 'RCN'-CAP-Accepted. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.

13.6 CAP Rejected

To Reject a CAP:

- A. The Gov. User rejects the CAP based off the information that the KTR relayed to them and as a result from the data that was added to the Contractor Action Plan (CAP) Details Section.
- B. The Gov. user will complete the following fields in the GOV CAR-CAP Actions Section:
 - (CM) CAP Response Received by Gov. Date: Date the Gov. User received the CAP from the KTR.
 - (CM) CAP Acceptable: 'NO', if the CAP is REJECTED.
 - (CM) CAP Rejection Date: Date the CAP is Rejected.
 - (CM) Revised CAP Due Date: Date the revised CAP is due. This can be no more than 10 days beyond the CAP Rejection Date.
 - (CM) CAP Rejection Explanation: Why the CAP is being rejected.
 - Click the 'Save All' button at the bottom of the page.
- C. To complete the CAP Rejection form, the Gov. user will then click the 'Reject CAP' button at the bottom of the page.
- D. A pop-up will display to confirm the action on the page:

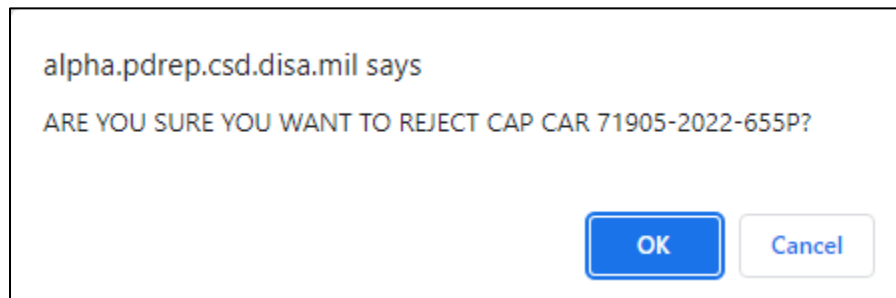


Figure 13.10

- Click 'OK' to reject the CAP and move to the correspondence page.
- Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.

To notify the contractor that the submitted CAP is rejected.

- E. After the user selects click OK on the Rejection pop-up, the correspondence page with the CAP Rejection template in the message box.
- F. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.11**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶
User Profile: USER (BETA) GUIDE ▶ • Logout

DCMA Correspondence

Instructions

1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click **Send** to send the CAR Letter


Correspondence

To: USER.GUIDE@NAVY.MIL

To: Add To Email list

CC: Add CC Email list

Content



October 13, 2020

SUBJECT: CORRECTIVE ACTION PLAN (CAP) - Rejection

REFERENCE: CAR# CPARS-2020-0079

TO: USER GUIDE
QA EXPERT
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.,

DCMA does not accept the submitted CAP for CAR# CPARS-2020-0079 received October 13, 2020. As such, DCMA is rejecting this CAP and requesting that a revised CAP be submitted.

REASON FOR REJECTION: CAP REJECTION EXPLANATION IS INSERTED HERE.

Please provide DCMA with a revised CAP by October 13, 2020

List of attachments : 1 attachment(s) associated with this CAR.

All Attachments

CPARS-2020-0079.pdf : Corrective Action Request : LEVEL II

To send all attachments select the first options 'All Attachments'.
To select multiple attachments, press and hold CTRL key and click on attachment name.

Preview
Send
Back

Figure 13.11

- G. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction in the history.

- H. When the KTR receives the Email, it will have a pdf attachment named 'RCN'-CAP-Rejected. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.
- I. Once the CAP has been rejected, the CAP Response section will be inactive. Any updated CAP submission must be entered with in the CAP Rejection Details section (**Figure 13.11a**).

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date: 08/09/2023	
(CM) CAP Acceptor POC: S @NAVY.MIL	(CM) CAP Acceptable: No <input type="button" value="v"/>
CAP Approved Date:	(CM) CAP Rejection Date: 08/16/2023 <input type="button" value="calendar"/>
CAP Due Date: 09/02/2023	(CM) Revised CAP Due Date: 08/23/2023 <input type="button" value="calendar"/>
(CM) Revised CAP 2nd Due Date: <input type="text" value=""/> <input type="button" value="calendar"/>	(CM) CAP Extended Due Date: <input type="text" value=""/> <input type="button" value="calendar"/>
CAP Rejection Details	
CAP Rejection Date: 08/16/2023	Revised CAP Due Date: 08/23/2023
(CM) CAP Rejection Explanation:	
<input type="text"/>	
(CM) Revised CAP Received Date: <input type="text" value=""/> <input type="button" value="calendar"/>	(CM) Revised CAP Acceptable: -SELECT- <input type="button" value="v"/>
(CM) Revised CAP Acceptable Date: <input type="text" value=""/> <input type="button" value="calendar"/>	(CM) Revised CAP Rejection Date: <input type="text" value=""/> <input type="button" value="calendar"/>
Revised CAP POC: <input type="text" value=""/>	
(CM) Revised CAP Rejection Explanation:	
<input type="text"/>	

Figure 13.11a

13.7 Revised CAP Acceptable

To Accept a Revised CAP.

- A. The CARs Status would be CAP REJECTED and the (CM) CAP Acceptable: field would be 'NO'.
- B. The user completes the following fields in the CAP Rejection Details SECTION:

- (CM) Revised CAP Received Date: Date of input.
- (CM) Revised CAP Acceptable: YES
- (CM) Revised CAP Acceptable Narrative: Text field to enter the reason the revised CAP is acceptable (**Figure 13.12**). This text will display on the correspondence.
- (CM) Revised CAP Acceptable Date: Date Revised CAP was accepted.

The screenshot shows a form with the following elements:

- (CM) Revised CAP Received Date:** A date input field containing "12/29/2022".
- (CM) Revised CAP Acceptable:** A dropdown menu set to "Yes".
- (CM) Revised CAP Acceptable Narrative:** A large text area containing the text "REASON REVISED CAP WAS ACCEPTED.".
- (CM) Revised CAP Acceptable Date:** A date input field containing "12/29/2022".
- (CM) Revised CAP Rejection Date:** An empty date input field.

Figure 13.12

C. User clicks the 'APPROVE REVISED CAP' button.

D. A pop-up will display to confirm the action on the page:

The screenshot shows a confirmation dialog box with the following text:

alpha.pdrep.csd.disa.mil says
 ARE YOU SURE YOU WANT TO APPROVE REVISED CAP CAR
 71905-2022-358P?

At the bottom right, there are two buttons: "OK" (highlighted in blue) and "Cancel".

Figure 13.12A

- Click 'OK' to approved the revised CAP and move to the correspondence page.
- Click 'Cancel' to return to the Contractor Actions page without approving the CAP.

E. To notify the contractor that the submitted Revised CAP is approved:

1. After the user selects click OK on the Approve Revised CAP pop-up, the correspondence page with the Revised CAP acceptable template in the message box.
2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.13**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: SARAH.DERICK@NAVY.MIL To: <input type="text"/> <input type="button" value="Add To Email list"/> CC: <input type="text"/> <input type="button" value="Add CC Email list"/> sarah.derick@navy.mil ▲ <input type="button" value="Delete"/>	
Content	
	<input type="text"/> <input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/> <input type="text" value="1910 THIRD AVE N"/> <input type="text" value="BIRMINGHAM, AL 35203-3514 US"/> <input type="text" value="12/29/2022"/>
December 29, 2022 SUBJECT: REVISED CORRECTIVE ACTION PLAN (CAP) - Adequate REFERENCE: CAR# 71905-2022-0871E TO: BOB BUILDER DERBYSHIRE MACHINE & TOOL CO 5100 BELFIELD AVE PHILADELPHIA, PA 19144-1733 US From: ALPHA (ALPHA) USER DCMA finds the revised submitted CAP for Corrective Action Request (CAR) 71905-2022-0871E received 12/29/2022 as adequate. Justification: TESTING TO MAKE SURE REVISED CAP ACCEPTABLE NARRATIVE DISPLAYS ON THE CORRESPONDENCE. The CAR will be closed upon completion of DCMA's verification and validation.	
List of attachments : 2 attachment(s) associated with this CAR. <input type="button" value="All Attachments"/> 71905-2022-0871E-CAR-Ktr-Transmit.pdf : Corrective Action Request : LEVEL III 71905-2022-0871E-CAP-Rejected.pdf : Corrective Action Request : LEVEL III	
To send all attachments select the first options 'All Attachments'. To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

Figure 13.13

- When the email has been sent, it will automatically update the status to the CAR as CAP APPROVED and the transaction will be saved in the records history.
- When the user receives the Email it will have a pdf attachment named RCN-CAP-Accepted.

13.8 Revised CAP Rejected

To Reject a Revised CAP:

- A. The CARs Status would be CAP REJECTED and the (CM) CAP Acceptable: field would be 'NO'
- B. The user completes the following fields in the CAP Rejection Details SECTION:
 - (CM) Revised CAP Received Date: Date of input.
 - (CM) Revised CAP Acceptable: NO.
 - (CM) Revised CAP Rejection Date: Date revised CAP is rejected.
 - (CM) Revised CAP Rejection Explanation: Narrative as to why it was rejected.
- C. User clicks the 'REJECT REVISED CAP' button.
- D. A pop-up will display to confirm the action on the page:

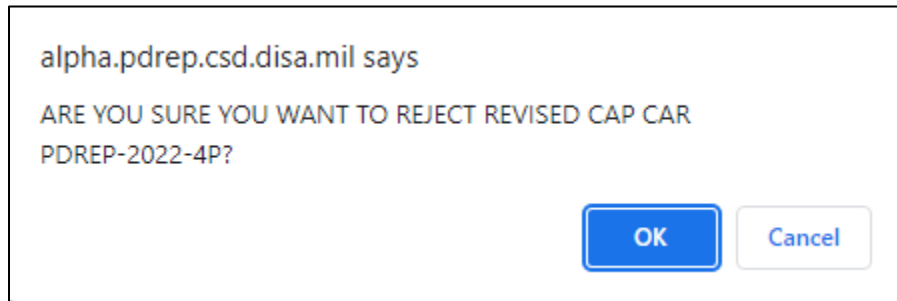


Figure 13.14

- Click 'OK' to reject the revised CAP and move to the correspondence page.
 - Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.
- E. To notify the contractor that the submitted Revised CAP is approved:
 1. After the user selects click OK on the Reject Revised CAP pop-up, the correspondence page with the Revised CAP rejection template in the message box.
 2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.15**).

DCMA Correspondence

Instructions

1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the CAR Letter

Correspondence


To: user.guide@navy.mil

To:

CC:

USER.GUIDE@NAVY.MIL ▲▼

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

10/14/2020

October 14, 2020

SUBJECT: Corrective Action Plan (CAP) - Rejection

REFERENCE: CAR# 07070-2020-0147P

TO: JOHN
 DA MAN
 NAVY UNITED STATES DEPARTMENT OF
 110 VERNON AVE
 PANAMA CITY BEACH, FL 32407-7001 US

DCMA does not accept the submitted CAP for CAR# 07070-2020-0147P received 09/15/2020. As such, DCMA is rejecting this CAP and requesting that a revised CAP be submitted.

REASON FOR REJECTION: TOO SLOW TO COME DOWN

Please provide DCMA with a revised CAP by 10/24/2020.

List of attachments : 2 attachment(s) associated with this CAR.

All Attachments
▲▼

07070-2020-0147P.pdf : Corrective Action Request : LEVEL II

07070-2020-0147P.pdf : Corrective Action Request : LEVEL II

To send all attachments select the first options 'All Attachments'.
 To select multiple attachments, press and hold CTRL key and click on attachment name.

Figure 13.15

3. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction will be saved in the records history.
4. When the user receives the Email it will have a pdf attachment named RCN-CAP-Rejected.

13.9 Rejecting a CAP After it Has Been Already Approved

To Reject an approved CAP.

- A. The CARs Status would be CAP APPROVED and the (CM) CAP Acceptable: field would be 'YES' and there would be a date in the CAP Approved Date: field.
- B. The user would have to change the fields that were previously *ACCEPTING* the CAR (outlined in Section 13.6) to reflect a CAP that is not approved:
 - Change the (CM) CAP Acceptable: dropdown to 'NO'.
 - Remove the date in the CAP Approved Date: field and add a date in the (CM) CAP Rejection Date: field.
 - Add (CM) Revised CAP Due Date: Date revised CAP is due.
 - Add the (CM) CAP Rejection Explanation: Why the CAP is being rejected.
 - Click 'Save All' and click the 'REJECT CAP' button.
- C. A pop-up will display to confirm the action on the page:

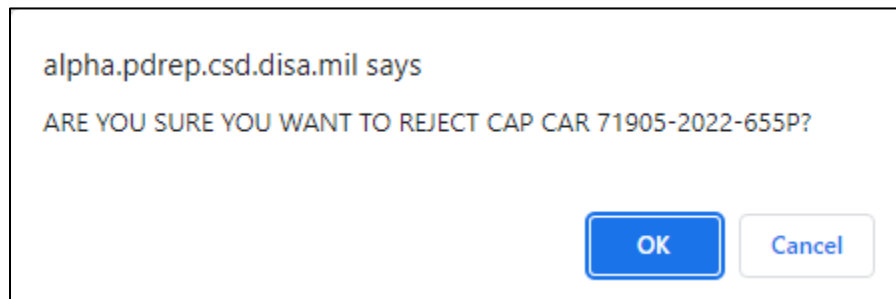


Figure 13.16

- Click 'OK' to reject the CAP and move to the correspondence page.
 - Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.
- D. After the user selects click OK on the Rejection pop-up, the correspondence page with the CAP Rejection template in the message box.
 - E. The letter will be auto-populated from the CAR record, but it is editable.

- F. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction in the history.
- G. When the KTR receives the Email, it will have a pdf attachment named 'RCN'-CAP-Rejected. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.

13.10 CAR Closed

To notify the contractor that the submitted CAP has been verified and validated

- A. Select the 'Close CAR' button to open the correspondence page with the closed CAR template in the message box.
- B. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.17**).
- C. When the email has been sent, it will automatically update the status to 'Closed – Complete' and the transaction will be saved in the records history.
- D. When the user receives the email it will have a pdf attachment named RCN-CAP-Completed.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ODIS J (BETA) WHITEHEAD ► • Logout

DCMA Correspondence

Instructions
 1. Enter **To Email Address** and click **Add To Email List**
 2. Enter **CC Email Address** and click **Add CC Email List** if required
 3. Enter/Modify the content if required
 4. Click **Send** to send the CAR Letter


Correspondence

To: user.guide@navy.mil

To:

CC:

Content



Team Mate
DEFENSE CONTRACT MANAGEMENT AGENCY
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514 US
10/14/2020

October 14, 2020

TEAM MATE
 LEADNAVY UNITED STATES DEPARTMENT OF
 110 VERNON AVE
 PANAMA CITY BEACH, FL 32407-7001 US

RE: CAR# 07070-2020-0174P

TO: TEAM MATE

This letter is to inform you that the CAP associated with the referenced CAR has been successfully verified and validated. DCMA considers this CAR officially closed.

SINCERELY,

 (BETA) DCMA
 Region PD - PDREP-AIS PM
 Team REP

List of attachments : 2 attachment(s) associated with this CAR.

All Attachments

07070-2020-0174P.pdf : Corrective Action Request : LEVEL III

07070-2020-0174P.pdf : Corrective Action Request : LEVEL III

To send all attachments select the first options 'All Attachments'.
 To select multiple attachments, press and hold CTRL key and click on attachment name.

Figure 13.17

Step-by-step instructions for this correspondence are the same as the 'Transmit to Contractor' correspondence (see **Section 12**).

14 WITHDRAWING A CAR

- Only a Supervisor may withdraw a CAR after it is transmitted and it requires a specific WN-Withdrawal Note type (see **Figure 14.1**) which is found in the CAR Notes, Note Type dropdown list.
- The Withdraw CAR button is located on the Edit CAR page. Withdrawing the CAR will close it and changes the status to 'CAR WITHDRAWN'.
- A supervisor may withdraw a CAR that is in any status after the Transmitted status including Closed-Completed status, so long as they are associated with the same Team Code as the record.

14.1 Withdrawal Note

- A. While in the CAR record being withdrawn, click on the 'CAR Notes' tab to add a Withdrawal Note (see **Figure 14.1**) and the CAR notes page will be displayed as shown in **Figure 14.2**.

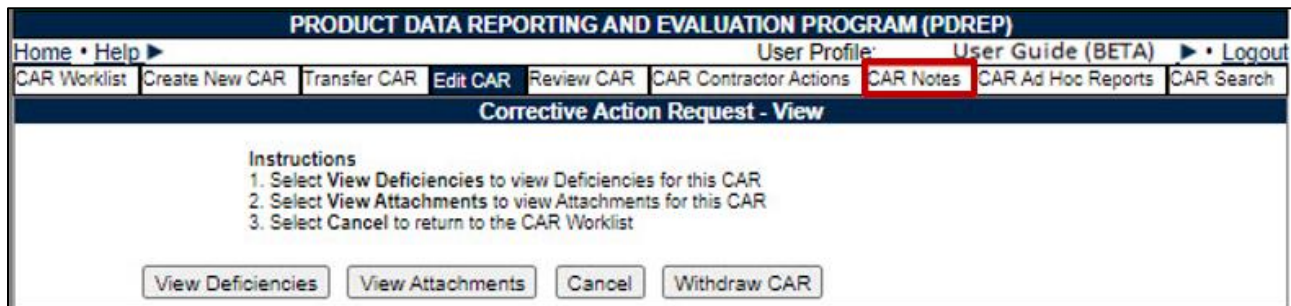


Figure 14.1

- B. Click on the 'Add Note/Brief' button in **Figure 14.2** and the Add Note/Reference page will appear as shown in **Figure 14.3** only when the Supervisor user is associated with the same Team Code as the record.

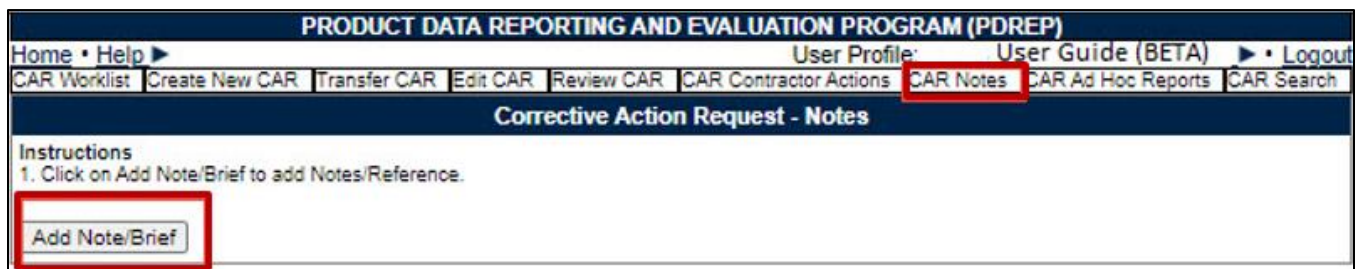


Figure 14.2

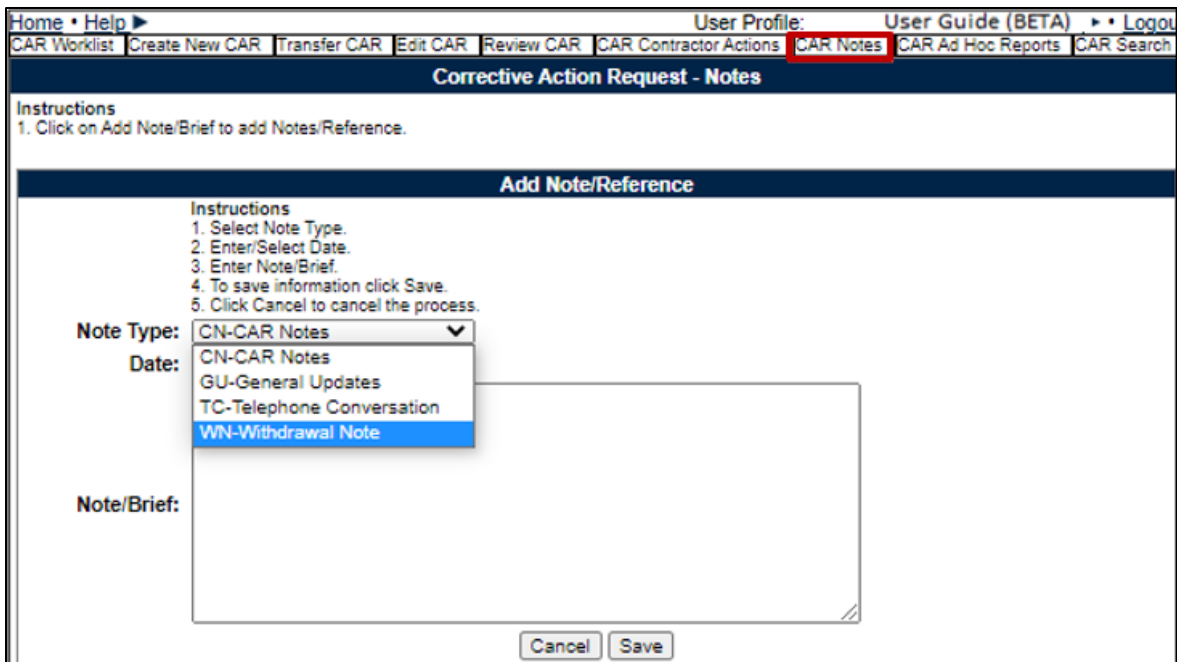


Figure 14.3

C. Select 'WN-Withdrawal Note' from the drop down list under Note Type.

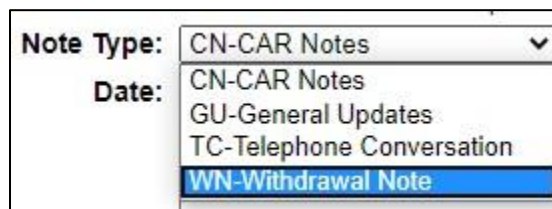


Figure 14.4

D. The date is auto-populated but editable. Enter the reason the CAR has been withdrawn and click 'Save' (see **Figure 14.5**).

CAR Worklist | Create New CAR | Transfer CAR | Edit CAR | Review CAR | CAR Contractor Actions | CAR Notes | CAR Ad Hoc Reports | CAR Search

Corrective Action Request - Notes

Instructions
1. Click on Add Note/Brief to add Notes/Reference.

Add Note/Reference

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

Note Type: WN-Withdrawal Note

Date: 05/25/2021

Note/Brief: why was CAR withdrawn?

Cancel Save

Figure 14.5

14.2 Withdrawing CAR

- A. The 'Withdraw CAR' button is located on the Edit CAR page. The CAR Note(s) available message is shown indicating the required CAR note has been written as a WN-Withdrawal Note Type (see **Figure 14.6**).

CAR Note(s) available

Add/View or Edit Deficiencies | Save | Cancel | View/Add Attachments | Save & Exit

Withdraw CAR

Figure 14.6

- B. Click on the 'Withdraw CAR' button and the Correspondence page will display with a withdrawal letter template that is editable (see **Figure 14.6**).
- C. If a Withdrawal Note has not been written, an error message will be displayed (see **Figure 14.7**).

• A Withdrawal Note must be entered with the reason for withdrawing this CAR.

Figure 14.7

Correspondence	
To: USER.GUIDE@NAVY.MIL	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	October 13, 2020
	October 13, 2020
	SUBJECT: CORRECTIVE ACTION REQUEST - WITHDRAWN

Figure 14.8

14.3 Withdrawing a Closed-Completed CAR

A Supervisor can withdraw a Closed-Completed CAR by using the same method and rules they would when they withdrew a CAR that was still in the CAR Module workflow and by using the RCN link in their worklist.

- A. The supervisor will find the RCN they want to withdraw within their worklist (see **Figure 14.9**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date ^	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
PDREP-2022-0210P	LEVEL I	PDREP	Send Message	CONTRACT	S	12/29/2022	CLOSED - COMPLETED		0	View	

Figure 14.9

- B. They will click on the RCN that is displayed as a link under the CAR # column.
- C. This will bring the supervisor to the Edit CAR page where they will see the Withdraw CAR button.
- D. Supervisor adds a WN-Withdrawal Note Type and returns to the Edit CAR page to click the Withdraw CAR button.
- E. Finally, the Supervisor will complete the correspondence and use the Email functionality to Email the WITHDRAWN CAR letter (see **Figure 14.10**).

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DCMA Correspondence

Instructions
 1. Enter To Email Address and click Add To Email List
 2. Enter CC Email Address and click Add CC Email List if required
 3. Enter/Modify the content if required
 4. Click Send to send the CAR Letter

Correspondence

To: user.guide@navy.mil
 CC: user.guide@navy

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
 1910 THIRD AVE N
 BIRMINGHAM, AL 35203-3514 US
 10/14/2020

October 14, 2020

SUBJECT: CORRECTIVE ACTION REQUEST - WITHDRAWN

REFERENCE: CAR# 07070-2020-0174P

TO: TEAM MATE
 LEAD
 NAVY UNITED STATES DEPARTMENT OF
 110 VERNON AVE
 PANAMA CITY BEACH, FL 32407-7001 US

This letter is to inform you that the CAR and/or CAP associated with the referenced CAR has been withdrawn. DCMA considers this CAR officially closed

SINCERELY,
 (BETA) DCMA

List of attachments : 2 attachment(s) associated with this CAR.

 07070-2020-0174P.pdf : Corrective Action Request : LEVEL III
 07070-2020-0174P.pdf : Corrective Action Request : LEVEL III

To send all attachments select the first options 'All Attachments'.
 To select multiple attachments, press and hold CTRL key and click on attachment name.

Figure 14.10

15 ESCALATE CAR

Any user may escalate a Level 1 or Level 2 CAR after transmitting it to the KTR using the CAR Contractor Actions Tab. Only Warranted 1102 users may escalate Level III or Level IV CARs.

15.1 Escalated Records

On the CAR Contractors Action page, when appropriate within DCMA policy, click the Escalate CAR button.

(CM) Validation Results/Comments:

Figure 15.1

A pop-up button will display to confirm you want to Escalate the CAR.

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ARE YOU SURE YOU WANT TO ESCALATE CAR 71905-2023-353P?

Figure 15.2

Click Cancel to return to the CAR Contractor Actions page, or OK to Escalate the CAR.

OK will return you to the CAR Edit Page. The record will be View Only and show the New Draft CAR under the “Selected Escalated CAR” dropdown (Figure).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - View									
<p>Instructions</p> <p>1. Select View Deficiencies to view Deficiencies for this CAR</p> <p>2. Select View Attachments to view Attachments for this CAR</p> <p>3. Select Cancel to return to the CAR Worklist</p> <p style="text-align: center;"> <input type="button" value="View Deficiencies"/> <input type="button" value="View Attachments"/> <input type="button" value="Cancel"/> </p>									
General Information									
LEVEL II			CAR Number:		Cage Year S/N				
Supervisor Review Required: <input type="checkbox"/>			Contractor Business System Indicator: <input type="checkbox"/>						
Escalated: <input type="checkbox"/>			Selected Escalated CAR: <input type="text" value="71905-2023-0353X"/>						
Sub-Loc Notification: <input type="checkbox"/>									

Figure 15.3

Return to the CAR Worklist and there will be 2 versions of the record:

- The original CAR in CLOSED-ESCALATED status
- A new DRAFT CAR with an X suffix to identify it is based on an escalated record.

Both Records will show as “Linked Records” on the worklist and in the ad hoc.

Worklist Download: Click [here](#) to download data in spreadsheet format

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0353P	LEVEL II	71905	Send Message		SDERI	04/18/2023	CLOSED - ESCALATED	71905-2023-0353X	0	View	
71905-2023-0353X	LEVEL II	71905	Send Message		SDERI	04/18/2023	DRAFT	71905-2023-0353P	1	View	Delete

Figure 15.4

The new X-suffix record will have the same Create/Edit CAR page information and all Deficiencies and Attachments from the original record. The CAR level can be edited to escalate the CAR to the next level, or re-issue the CAR at the same level.

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
--------------	----------------	--------------	-----------------	-----	-----------	--------------------	------------	-------------

Corrective Action Request - Create/Edit

Instructions
(M) denotes a mandatory field
 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known
 2. Enter Prime Contractor DODAAC
 3. Enter Contract/P.O./O.I information, if known
 4. Enter Contract Recipient POC and Email Address for Transmit/Notification
 5. Select **Add/View Deficiencies** to add up to 5 Deficiencies
 6. Enter/Select CAP Due Date in MM/DD/YYYY format
 (For CAR Level I, CAP Due Date is not required.)

General Information

Cage Year S/N
71905-2023-0353X
CAR Number:

Supervisor Review Required:
Contractor Business System Indicator:

Escalated:

(M)Originator Name:

(M)Phone Number:

(M)Email:

DoDAAC: S0101A

Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY

Address: 1910 THIRD AVE N

City, State, Zip: BIRMINGHAM, AL 35203-3514

Figure 15.5

The first Deficiency will be Blank to allow entering the reason for the escalation (**Figure 15.6**).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
CAR Deficiency Data Entry								
Instructions (M) denotes a mandatory field 1. Select Add Deficiency to add a new Deficiency 2. Complete all mandatory fields 3. Select Save or Save and Exit to add the Deficiency to the CAR 4. Select Delete Deficiency to delete the currently displayed Deficiency								
LEVEL II			CAR Number:	Cage	Year	S/N		
				71905-	2023-	0353X		
Deficiency Number:	<input type="text" value="1"/>	(M) NC Observation Date:	<input type="text"/>					
The following is a list of DCMA Acquisition Functional areas adding deficiencies related to their field:								
(M) Assigned Functional Area:	<input type="text" value="-SELECT-"/>							
(M) Key Contract Requirement:	<input type="text" value="-SELECT-"/>							

Figure 15.6

Follow the workflow based on the CAR level to process the Escalated CAR.

15.2 Linking Escalated Records

To link a new DRAFT CAR with an existing record in CLOSED-ESCALATED status, create the new record and locate the Escalated checkbox on the Edit CAR page (Figure)

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit								
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O./O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.) 								
Add/View or Edit Deficiencies			Save	Cancel	View/Add Attachments		Save & Exit	
General Information								
<input type="text" value="LEVEL II"/>			CAR Number:		Cage Year S/N 71905-2023-0345P			
Supervisor Review Required: <input type="checkbox"/>			Contractor Business System Indicator: <input type="checkbox"/>					
Escalated: <input type="checkbox"/>								
Sub-Loc Notification: <input type="checkbox"/>								

Figure 15.7

Check the box to populate a list of available records in CLOSED-ESCALATED status that have the same Prime CAGE as the current record.

General Information

LEVEL II
Cage Year S/N
CAR Number: 71905-2023-0345P

Supervisor Review Required:
 Contractor Business System Indicator:

Escalated:

Escalated CAR RCN:

Sub-Loc Notification:

(M)Originator Name:

(M)Phone Number:

(M)Email:

DoDAAC:

Activity Name:

Address:

City, State, Zip:

Figure 15.8

Select the appropriate record to be linked and click the Add button. The selected record will display in the Selected Escalated CAR dropdown list and on the Linked Records field in the worklist and ad hoc. Multiple records may be linked.

To remove a linked record, select the record in the Selected Sub-Loc table to be removed and click the Remove button. Records can only be removed and/or added before the Prime CAR is transmitted.

General Information

LEVEL II
Cage Year S/N
CAR Number: 71905-2023-0345P

Supervisor Review Required:
 Contractor Business System Indicator:

Escalated:

Escalated CAR RCN:

Selected Escalated CAR:

Sub-Loc Notification:

Figure 15.9

Similar to linking PoP Notifications, deficiencies from linked Closed-Escalated CAR will auto-copy onto the DRAFT record ONLY when first creating the CAR. Deficiencies are NOT automatically removed when an Escalated CAR is un-linked (removed from Selected Escalated CAR list).

When you click Add/View Deficiencies, the first deficiency will be blank. Enter the non-compliance information per DCMA policy and click 'Save Deficiency'.

Any deficiencies from linked Sub-Loc Notification(s) will pre-populate as Deficiency 2, 3, etc. Be sure to review all deficiencies before transmitting the CAR.

If you are linking multiple Escalated records, you may delete the unnecessary DRAFT records on the Worklist via the Delete hyperlink (**Figure 15.10**).

Worklist Download: [Click here to download data in spreadsheet format](#)

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0393P	LEVEL I	71905	Send Message	PNYBR9M2GR		05/16/2023	CLOSED - COMPLETED		0	View	
71905-2023-0395P	LEVEL II	71905	Send Message	PNYBR9M2GR		05/16/2023	CLOSED - ESCALATED	71905-2023-0395X	0	View	
71905-2023-0395X	LEVEL II	71905	Send Message	PNYBR9M2GR		05/16/2023	DRAFT	71905-2023-0395P	1	View	Delete

Figure 15.10

16 CAR VIEW / ADD NOTES

- The CAR 'View/Add Notes' page provides access to input or view additional content pertaining to the CAR record. The information is internal to DCMA and will not appear on any report or correspondence. This functionality was specifically developed as an area where workflow notes or telephone conversations could be documented.
- Any member of the same Region and Team Code as the CAR record can add/read Notes.

NOTE: *Although the information stored is not available to individuals outside of PDREP, content provided is not exclusive to the originator of the material.*

16.1 To Enter a Note(s)

- A. Click the 'View/Add Notes' tab as illustrated in **Figure 16.1**.
 - a. The 'Add Note/Brief' button will not populate unless your user profile is associated with the same Region and Team Code as the record.



Figure 16.1

- B. Click the 'Add Note/Brief' to add or view a note. The 'Add Note/Reference' section becomes visible and may be edited (see **Figure 16.2**).

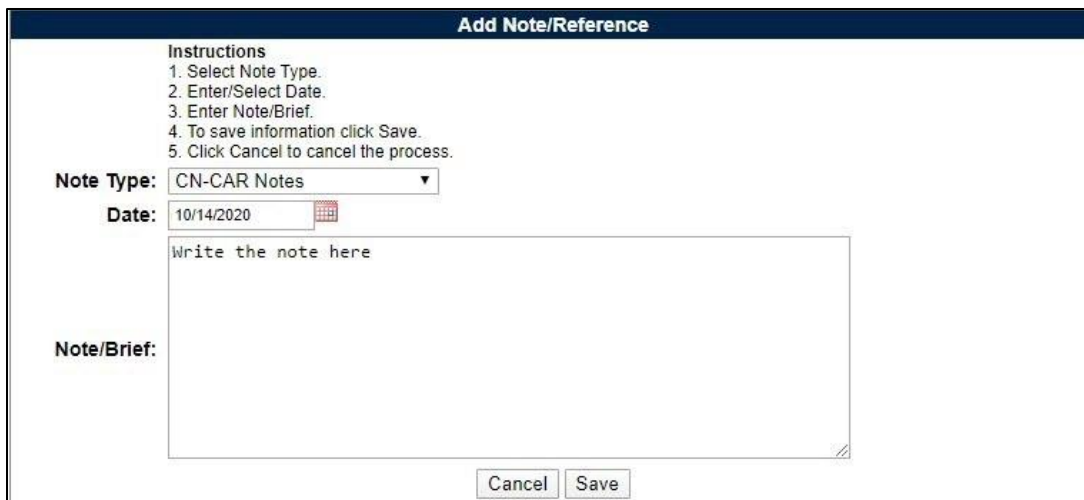


Figure 16.2

Figure 16.2: Data Fields

- A. **Note Type:** Select note option from the drop down. An example of this may be seen in **Figure 16.3**.

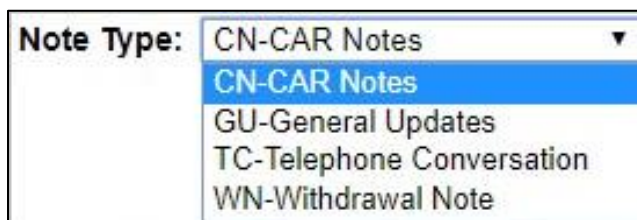


Figure 16.3

- B. **Date:** Default to entry date.

- C. **Note/Brief:** Write desired note in this area.
- D. Once all data fields have been selected, click the Save button to save the note. The note will be displayed in the 'View/Add Notes' page (see **Figure 16.4**).
- E. The 'Delete' button will only be available to the notes originator. All other users will have the capability to view the note.

Corrective Action Request - Notes				
Instructions				
1. Click on Add Note/Brief to add Notes/Reference.				
Reference Code	Date	Note/Brief	Added By	Delete
CAR Notes	23-JUN-20	WRITE THE NOTE HERE	RM1	Delete

Add Note/Brief

Figure 16.4

- F. To delete a note, click the 'Delete' button.
- G. A message will display confirming selection (see **Figure 16.5**).
- H. Selecting 'OK' will delete the note while selecting 'Cancel' will return the user to the previous screen.

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Are you sure you want to delete this item ?

OK Cancel

Figure 16.5

- I. The Updated Date will update on the worklist when a note is added to a record.

16.2 Viewing a Record's Note(s)

On the 'Edit' page, those records containing note(s) will be indicated through a display message stating 'CAR Note(s) available' as shown in **Figure 16.6**. To view an attachment, select the hyperlink that corresponds.

CAR Note(s) available

Figure 16.6

17 CAR SEARCH

The CAR module contains customized searches for users to easily access the record they need. In addition to this, the results displayed will have the CAR Record Control Number (RCN) in hyperlink form so that the user may directly access that record. Search criteria entered will be saved and kept for the entire user's session. Custom search queries shall be developed similar to the functionality that exists in other PDREP modules. Access to the Search webpage will be through the fly out menu or by clicking on the 'Search' tab. The user will be able to search based off a Date Range, CAGE Code, Company Name or CAR number. **Figure 17.1** represents the CAR search screen. **Figure 17.7** represents the result of a possible search.

17.1 Accessing CAR Search

To access CAR Search, click the 'CAR Search' tab in the CAR module. CAR Search can also be accessed through the CAR 'Ad Hoc Reports' fly out on the PDREP Main menu as shown in **Figures 17.1** and **Figure 17.2**.



Figure 17.1

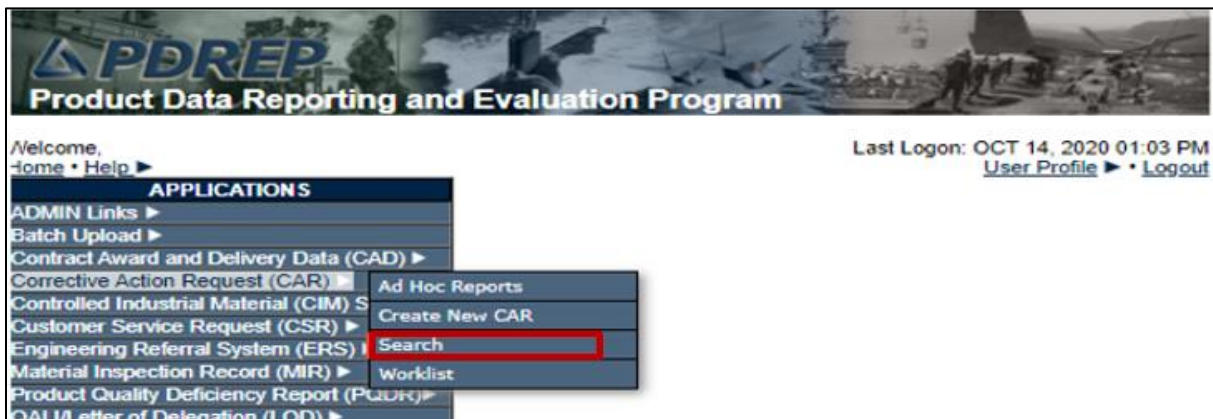


Figure 17.2

The Search settings will default as shown in **Figure 17.3**. The date range is a mandatory field that may be manually altered but defaults to the current calendar day minus three years. CAGE Code, Company Name and Control Number are also marked as mandatory fields, but only one is needed to generate search results.

17.2 CAR Search Parameters

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ALPHA (ALPHA) USER ▶ • Logout

CAR Worklist Create New CAR CAR Ad Hoc Reports **CAR Search**

PDREP - Corrective Action Request Search

Instructions (M) denotes a mandatory field
 1. Enter Start Date and End Date
 2. Enter optional fields, if information is known
 3. Remove any dashes from Control Number
 4. Click Search

(M) Start Date: (M) End Date:

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Control Number:

Status: -SELECT- ▼

Figure 17.3

Figure 17.3: Data Fields

- **CAGE Code:** This selection will display only records for the specified CAGE code (See Figure 17.4).

CAR Worklist Create New CAR Transfer CAR CAR Ad Hoc Reports **CAR Search**

PDREP - Corrective Action Request Search

Instructions (M) denotes a mandatory field
 1. Enter Start Date and End Date
 2. Enter optional fields, if information is known
 3. Enter partial or complete Control Number
 4. Click Search

(M) Start Date: (M) End Date:

(M) CAGE CODE: CPARS

OR (M) Company Name:

OR (M) Control Number:

Status: -SELECT- ▼

Total number of rows: 26
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR Search											
CAR # -	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence	
CPARS-2023-0001P	LEVEL I	CPARS		View PDF	ALPHATEST	S	01/09/2023	OASIS DRAFT	0	View	
CPARS-2022-0022P	LEVEL III	CPARS		View PDF	PLACEHOLDER12	R	11/10/2022	FORWARDED TO ACO	69	View	

Figure 17.4

- **Company Name:** This selection allows the user to search based on the company's name. A partial name will also provide a return (see **Figure 17.5**).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

PDREP - Corrective Action Request Search

Instructions (M) denotes a mandatory field
 1. Enter Start Date and End Date
 2. Enter optional fields, if information is known
 3. Enter partial or complete Control Number
 4. Click Search

(M) Start Date: 01/17/2020 (M) End Date: 01/17/2023

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Control Number:

Status: -SELECT-

Total number of rows: 3
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR Search											
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence	
5R497-2022-0001D	LEVEL II	PDREP		View PDF	1234234234 1234324234	A	04/20/2022	DRAFT SUB-LOC CAR NOTIFICATION	273	View	
5R497-2022-0003D	LEVEL II	PDREP		View PDF	ASDFWAW ASDFWSDFDS WAERWEFEWASDF	A	04/20/2022	DRAFT SUB-LOC CAR NOTIFICATION	273	View	
96214-2020-0006M	LEVEL II	96214		View PDF	N0001915C0116	D	03/01/2022	CLOSED - COMPLETED	0	View	

Figure 17.5

- **Control Number:** This selection allows the user to filter by the full RCN/CAR # or partial RCN/CAR #. When used, the Control Number will override the date range selected (see **Figure 17.6**).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

PDREP - Corrective Action Request Search

Instructions (M) denotes a mandatory field
 1. Enter Start Date and End Date
 2. Enter optional fields, if information is known
 3. Enter partial or complete Control Number
 4. Click Search

(M) Start Date: 01/17/2020 (M) End Date: 01/17/2023

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Control Number: PDREP20220002D

Status: -SELECT-

Total number of rows: 1
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
PDREP-2022-0002D	LEVEL I	999999		View PDF	PRIMENUMBER SUBNUMBER		01/18/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED	365	View

Figure 17.6

- **Status:** This function allows the user to filter for a specific status. Status criteria will default to ALL. At least one other filter is required for this search to generate results (see Figure 17.7).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

PDREP - Corrective Action Request Search

Instructions (M) denotes a mandatory field
 1. Enter Start Date and End Date
 2. Enter optional fields, if information is known
 3. Enter partial or complete Control Number
 4. Click Search

(M) Start Date: 01/17/2020 (M) End Date: 01/17/2023

(M) CAGE CODE: CPARS

OR (M) Company Name:

OR (M) Control Number:

Status: CLOSED - COMPLETED

Total number of rows: 10
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
CPARS-2020-0015P	LEVEL I	CPARS		View PDF		D	12/22/2020	CLOSED - COMPLETED	0	View
CPARS-2020-0022P	LEVEL I	CPARS		View PDF		D	12/22/2020	CLOSED - COMPLETED	0	View

Figure 17.7

- After the search criteria has been entered, select the ‘Search’ button to view all related CARs.
- The default Search will reflect the CARs by CAR #. You may sort ANY of the columns by clicking on the heading. In **Figure 17.8**, the column is sorted by the CAR Level from greatest to least.

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
98897-2022-0025E	LEVEL III	98897		View PDF	S5102AANDREP	S	09/29/2022	DRAFT	111	View
98897-2022-0024P	LEVEL III	98897		View PDF	PRIMETEST	S	09/29/2022	DRAFT	111	View
98897-2022-0019D	LEVEL III			View PDF	SAVETEST	S	09/08/2022	DRAFT SUB-LOC CAR NOTIFICATION	132	View
98897-2022-0017D	LEVEL III			View PDF	PRIMECAGE2 SUB	S	09/07/2022	DRAFT SUB-LOC CAR NOTIFICATION	133	View
98897-2022-0014P	LEVEL III	98897		View PDF	NEWFIELDS	S	08/19/2022	DRAFT	152	View
98897-2022-0037E	LEVEL II	99999		View PDF	TEST	S	12/22/2022	DRAFT	28	View
98897-2022-0036P	LEVEL II	98897		View PDF	CONTRACT	S	01/11/2023	ESCALATED	0	View
98897-2022-0035P	LEVEL II	98897		View PDF	LEVEL3TERST	S	01/09/2023	DRAFT PENDING REVIEW	28	View
98897-2022-0033D	LEVEL II			View PDF	SUB TEST	S	11/23/2022	DRAFT SUB-LOC CAR NOTIFICATION	57	View
98897-2022-0032D	LEVEL II			View PDF	SUBTEST TESTING	R	11/22/2022	SUB-LOC CAR ACKNOWLEDGED	0	View
98897-2022-0030P	LEVEL II	98897		View PDF	TEST TYPO	S	10/31/2022	DRAFT	79	View
98897-2022-0029P	LEVEL II	98897		View PDF	FUNCTAREA	S	10/17/2022	DRAFT	93	View
98897-2022-0028P	LEVEL II	98897		View PDF	EMAILTEST	S	11/21/2022	DRAFT	98	View
98897-2022-0026P	LEVEL II	98897		View PDF	CONTRACT	S	10/05/2022	DRAFT REVIEWED	110	View
98897-2022-0021D	LEVEL II			View PDF	ALLFIELDS MULTIPRIME SUBTEST	S	09/12/2022	SUB-LOC CAR ACKNOWLEDGED	0	View
98897-2022-0018D	LEVEL II			View PDF	BETALINK SUBLINK	S	09/08/2022	SUB-LOC CAR ACKNOWLEDGED	0	View
98897-2022-0016D	LEVEL II			View PDF	PRIMECAGE SUBCAGE	S	09/07/2022	DRAFT SUB-LOC CAR NOTIFICATION	133	View
98897-2022-0015D	LEVEL II	PDREP		View PDF	LINKDISPLAY SUBTESTLINK	S	09/06/2022	SUB-LOC CAR ACKNOWLEDGED	0	View
98897-2022-0012P	LEVEL II	98897		View PDF	CONTRACT	S	07/21/2022	DRAFT PENDING REVIEW	184	View
98897-2022-0011E	LEVEL II	98897		View PDF	CONTACT	S	07/18/2022	CLOSED - COMPLETED	0	View
98897-2022-0008D	LEVEL II			View PDF	CONTRACT SUBTEST	S	06/14/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED	218	View
98897-2022-0038D	LEVEL I			View PDF	CONTRACT234 SUBNUM	S	12/30/2022	SUB-LOC CAR ACKNOWLEDGED	0	View
98897-2022-0034D	LEVEL I			View PDF		S	11/28/2022	DRAFT SUB-LOC CAR NOTIFICATION	51	View
98897-2022-0023D	LEVEL I			View PDF	PRIMEC SUB	S	09/29/2022	DRAFT SUB-LOC CAR NOTIFICATION	111	View

Figure 17.8

18 CAR TRANSFER

CAR records may be transferred in certain circumstances. Two types of transfers are allowed:

- Region to region transfer.
- Team to team transfer.

An example of the CAR transfer page is shown in **Figure 18.1**. Ensure all Region and Team Code fields are entered before processing a record transfer.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ALPHA (ALPHA) USER ▶ • Logout

CAR Worklist Create New CAR Transfer CAR CAR Ad Hoc Reports CAR Search

Transfer - Corrective Action Plan

Instructions
(M) denotes a mandatory field

TO SEARCH FOR A RCN

1. User only needs to complete the FROM section to SEARCH for an RCN.
2. Select (M) Transfer: FROM Region to Region OR FROM Team to Team
3. Enter the (M) CAGE Code:
4. Enter the (M) DoDAAC:
5. Enter the current (M) Operational Unit (Region): (Region code that the RCN is in now)
6. Enter the current (M) ORG/Team: (Team code that the RCN is in now)
7. Click the SEARCH Button

TO TRANSFER A RCN

1. Select the box that correlates to the RCN being transferred or click the SELECT ALL button.
2. The following fields indicate where the RCN is being TRANSFERRED TO:
3. Enter the (M) DoDAAC:
4. Select a (M) Operational Unit (Region):
5. Select a (M) ORG/Team:
6. Click the TRANSFER SELECTED button.

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code:

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TO

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

Figure 18.1

Figure 18.1: Data Fields

Transfer Data Fields:

- **(M) Transfer:** Select either **FROM Region to Region** or **FROM Team to Team** depending on the transfer being performed.

FROM

- **(M) CAGE Code:** Enter the CAGE Code of a record that need to be transferred. Only one set of CAGE records will be transferred at one time.
- **(M) DoDAAC:** Auto-populated from user's login information.
- **(M) Operational Unit (Region):** Auto-populated from user's login information.
- **(M) ORG/Team:** Auto-populated from user's login information.
- **Search:** Search button will return the CAR records based on filters selected.

TO

- **(M) DoDAAC:** The receiving DODAAC.
- **(M) Operational Unit (Region):** Select from the drop down list the receiving Operational unit based on DODAAC.
- **(M) ORG/Team:** Selection from the drop down list based on Operational Unit selected.

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code: 07070

(M) DODAAC: S0101A

(M) Operational Unit (Region): PD - PDREP-AIS PM ▼

(M) ORG/Team: PD - REP ▼

Search

TO

(M) DODAAC: S5105A

(M) Operational Unit (Region): PH - HEADQUARTERS ▼

(M) ORG/Team: PH - AQBP ▼

TOTAL Result count: 8
SEARCH RESULTS

CAR #	Level	Status	Modification Date	Team Code	Select ALL
07070-2020-24	LEVEL I		05/21/2020	PD-REP	<input type="checkbox"/>
07070-2020-44	LEVEL I	PENDING APPROVAL		PD-REP	<input type="checkbox"/>
07070-2020-47	LEVEL I	CLOSED - ESCALATED	06/23/2020	PD-REP	<input type="checkbox"/>
07070-2020-14	LEVEL I	DRAFT	06/23/2020	PD-REP	<input type="checkbox"/>
07070-2020-13	LEVEL I			PD-REP	<input type="checkbox"/>
07070-2020-43	LEVEL II	CAR TRANSMITTED	06/09/2020	PD-REP	<input type="checkbox"/>
07070-2020-15	LEVEL II	PENDING APPROVAL		PD-REP	<input type="checkbox"/>
07070-2020-5	LEVEL II	DRAFT		PD-REP	<input type="checkbox"/>

Transfer Selected

Figure 18.2

Figure 18.2: Data Fields
Record Return Headings:

- **CAR #:** Hyperlink to view the record.
- **Level:** Displays the records level for the CAR.
- **Status:** Displays the last status for the CAR record.
- **Modification Date:** Displays the date of the CAR's last modification.
- **Team Code:** Team Code of the record.
- **Select All:** Clicking this button will select all records. A second click will deselect all records.
- **Transfer Selected:** Button transfers selected records.

18.1 Transfer Requirements - Region to Region Transfer

A Supervisor or CMO will perform the transfer of all open Level I and II and all closed records regardless of level. Once transferred the records will no longer be visible on the team's worklist.

- **Open Records:** The Contractor's CAGE code and address information will be editable to the receiving Functional Specialist. The Functional Specialist will be required to complete the contractor's CAGE Code (may be the same) and address information when first opening the record.
- **CAR Records:** Will be visible on the Receiving DODAAC, ORG-CODE (Region) and TEAM worklist. History and data reports will reflect the record transfer.
 - **Example:** DODAAC field – Transferred from [previous DODAAC]
 - **Example:** DODAAC field – Transferred to [receiving DODAAC]
- **Closed Records:** Data is not editable; CAR will be visible on Receiving DODAAC, ORG-CODE (Region) and TEAM worklist, and data reports. History and data reports will reflect the record transfer.

18.2 Transfer Requirements - Team to Team Transfer

A Supervisor or CMO will perform the transfer of all open Level I and II and all closed records regardless of level. Once transferred the records will no longer be visible on the team's worklist.

- **OPEN CARs:** The Receiving Functional Specialist data will be updated when the Functional Specialist edits the open record. CAR records will be visible on.
- **Receiving TEAM worklist:** History and data reports will reflect the record transfer.
 - **Example:** In the ORG/Team Code field – Transferred from (previous Team Code)
- **CLOSED CARs:** All data stays the same however, CAR will be visible on TEAM worklist, and data reports. History and data reports will reflect the record transfer.
 - **Example:** In the ORG/Team Code field – Transferred to [receiving Team Code].

18.3 Warranted 1102 Transfers

The Warranted 1102 role transfers all open Level III and IV CAR's. Records will appear on both Originator and Receiver's work list, only the receiver will have capabilities until record is completed. The record will reflect the Functional Specialist information at the time of editing. History and data reports will record all transfer(s).

18.4 Transferring Records

The user enters the mandatory fields to search for record(s) and select the records in need of transfer. The "Select All" button will select all records (see **Figure 18.3**). Clicking the Transfer Records button will cause a PDREP message box to display (see **Figure 18.4**). The user will verify that records can be transferred by clicking the OK.

Note that all fields must be entered in order to complete a Transfer.

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code:

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TO

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TOTAL Result count: 46
SEARCH RESULTS

CAR #	Level	Status	Modification Date	Team Code	Select ALL
07070-2020-0081	LEVEL II	DRAFT	08/19/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0113	LEVEL II	DRAFT	08/20/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0114	LEVEL II	DRAFT	10/14/2020	PD-REP	<input type="checkbox"/>
07070-2020-0138	LEVEL II	DRAFT	09/10/2020	PD-REP	<input type="checkbox"/>
07070-2020-0137	LEVEL II	DRAFT	09/15/2020	PD-REP	<input type="checkbox"/>
07070-2020-0141	LEVEL II	DRAFT	09/14/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0148	LEVEL II	DRAFT	09/15/2020	PD-REP	<input type="checkbox"/>
07070-2020-0184	LEVEL II	DRAFT	10/05/2020	PD-REP	<input type="checkbox"/>
07070-2020-0157	LEVEL I	DRAFT	10/14/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0183	LEVEL I	DRAFT	10/07/2020	PD-REP	<input type="checkbox"/>
07070-2020-0155	LEVEL I	DRAFT	10/07/2020	PD-REP	<input type="checkbox"/>
07070-2020-0188	LEVEL I	DRAFT	10/07/2020	PD-REP	<input type="checkbox"/>
07070-2020-0019	LEVEL II	CAP SUBMITTED	08/19/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0108	LEVEL II	CAP SUBMITTED	08/19/2020	PD-REP	<input type="checkbox"/>
07070-2020-0147	LEVEL II	CAP SUBMITTED	10/14/2020	PD-REP	<input type="checkbox"/>

Figure 18.3

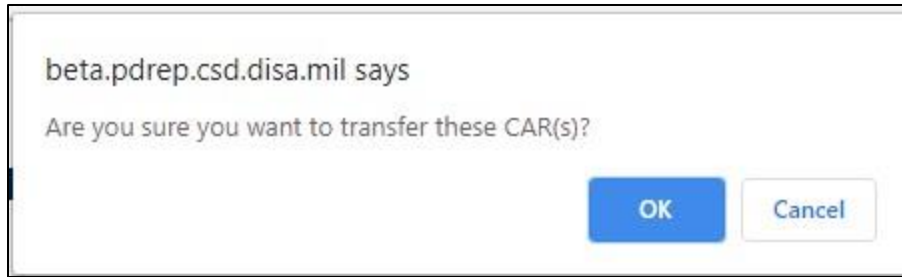


Figure 18.4

All TO fields must be entered to transfer a record. If all fields are not entered, an error message(s) will be populated indicating the missing values (**Figure 18.5**).

 A screenshot of a web application interface titled "SEARCH FOR RECORDS TO TRANSFER:". The interface has a dark blue header bar with the title in white. Below the header, there are three red bullet points:

- Please select a To: DODAAC.
- Please select a To: Region.
- Please select a To: Team/Org.

 Below the bullet points, there are two radio buttons for "(M) Transfer:":

- FROM Region to Region
- FROM Team to Team

 Under the "FROM" section, there are four fields:

- (M) CAGE Code: PDREP
- (M) DoDAAC: S0101A
- (M) Operational Unit (Region): PD - PDREP-AIS PM (dropdown menu)
- (M) ORG/Team: PD - REP (dropdown menu)

 A "Search" button is located below these fields. Under the "TO" section, there are three fields:

- (M) DoDAAC: (empty text box)
- (M) Operational Unit (Region): -SELECT- (dropdown menu)
- (M) ORG/Team: -SELECT- (dropdown menu)

 At the bottom left of the interface, it says "TOTAL Result count: 51" and "SEARCH RESULTS".

Figure 18.5

19 CAR WORKLIST

19.1 Accessing the CAR Worklist

To load the CAR Worklist, hover over the CAR program link and select 'Worklist' from the fly-out menu (see **Figure 2.2**). From there, the CAR Worklist will display. For those users already working in the CAR module, select the 'CAR Worklist' tab at the top of the page as seen in **Figure 19.1**.

- A. The Worklist User Code and DODAAC fields will automatically populate based on the user's profile settings. To populate search results for a team, select the users Region and Team Code and remove the User Code. Date range is the only mandatory field

when returning search results. The date range will default to the last 365 days but may be changed manually.

Figure 19.1

Figure 19.1 Data Fields

- **(M) Start Date:** Starting point of date range. This mandatory field automatically generates to one-year prior but is editable.
- **(M) End Date:** Ending point of date range. This mandatory field automatically generates to the current date but is editable.
- **CAGE CODE:** The CAGE code of the contractor to whom the Corrective Action has been attributed to. This field is restricted to five characters and does not validate against the PDREP database. (Only Field that is NOT Case Sensitive).
- **LEVEL:** The level (from I-IV) assigned to the CAR. This data field defaults to 'ALL' but users may also search by specified level.

- **National Stock Number (NSN):** National Stock Number of the material. Subsidiary fields are provided for the Cognizant symbol (COG), Federal Stock Class (FSC), National Item Identification Number (NIIN), and Special Material Identification Code (SMIC). A complete NSN is required to search.
- **Part Number:** Enter the complete part number of the material recorded, partial part numbers will not display records.
- **Contract Number:** The identification number of the contract. A full or partial contract number may be entered to return results.
- **Status:** This search field will pull results relating to the CAR's current status. A user may return results for all statuses by using the '-Select-' option or filter results by selecting one of the 36 available status:
 - **Draft:** preliminary creation of a corrective action.
 - **Draft Reviewed:** preliminary version reviewed by supervisor or team lead, then returned to originator or transmitted by reviewer.
 - **Draft Pending Review:** preliminary version awaiting review by supervisor or team lead.
 - **CAR Transmitted:** record has been sent/transmitted to KTR.
 - **CAP Submitted:** Corrective Action Plan has been sent by the KTR.
 - **CAP Rejected:** Corrective Action Plan has been rejected, new plan needed.
 - **CAP Approved:** Corrective Action Plan has been approved.
 - **CA Verified:** Follow up on CAP, Actions actually being taken by KTR.
 - **CA Validated:** Assure that positive results came from the CAP.
 - **CA Completed:** Corrective Action Plan has been completed by the KTR.
 - **CAR Withdrawn:** A decision was made by the Supervisor to rescind a CAR transmitted to the KTR.
 - **Closed – Escalated:** CAR level is escalated or de-escalated by one or more levels with the initial CAR closed and a new CAR to be written.
 - **Closed – Completed:** Data is not editable, record is visible and requires no further action.
 - **Forwarded to ACO:** Record is sent to Administrative Contracting Officer (ACO).
 - **Draft Sub-Loc CAR Notification:** preliminary notification version of a CAR written by a subsidiary location, also known as a sub-location (non-prime KTR).
 - **Sub-Loc CAR Notification Transmitted:** Corrective Action has been written by a sub-location (non-prime KTR) and sent/transmitted to the Prime Functional Specialist (FS) for acknowledgment.
 - **SUB-LOC CAR ACKNOWLEDGED:** Place of Performance Notification has been acknowledged by the Prime.

- **SUB-LOC CAR WITHDRAWN:** Supervisor has decided to withdraw the Place of Performance Notification.
 - **Return to Originator:** CAR has been reviewed by the Warranted 1102 (ACO) user and returned to the originator.
 - **OASIS Draft:** preliminary creation of an OASIS CAR.
 - **OASIS Draft Pending Review:** OASIS preliminary version awaiting review by supervisor or team lead.
 - **OASIS Draft Reviewed:** OASIS preliminary version reviewed by supervisor or team lead, then returned to originator or transmitted by reviewer.
 - **OASIS Draft I-W:** CAR has a ticket number input on the create/edit page.
 - **OASIS CAR Transmitted:** OASIS CAR has been transmitted to the Contractor because the CB Response was Rejected.
 - **OASIS CAP Submitted:** OASIS Corrective Action Plan has been sent by the KTR.
 - **OASIS CAP Rejected:** OASIS Corrective Action Plan has been rejected, new plan needed.
 - **OASIS CAP Approved:** OASIS Corrective Action Plan has been approved.
 - **OASIS CB Closed:** OASIS record has been closed by CB.
 - **OASIS DCMA Closed:** OASIS record has been closed after DCMA contractor action plan process complete.
 - **OASIS CA Verified:** OASIS Follow up on OASIS CAP, Actions actually being taken by KTR.
 - **OASIS CA Validated:** Assure that positive results came from the OASIS CAP
 - **OASIS Forwarded to ACO:** OASIS Record is sent to Administrative Contracting Officer (ACO).
 - **HN Draft:** preliminary creation of a Host Nation record.
 - **HN Pending Response:** status after a deficiency has been added to the Host Nation record.
 - **HN Closed-Completed:** Host Nation record has been closed and all information available entered.
- **Operational Unit (Region):** This field is selected by the user and populates results based on the selected Region. When no other data fields are included in the search parameters, results returned will include CARs written by all members within the Region selected.

- **Org/Team Code:** This field is selected by the user and populates based on the selected Region. When no other data fields are included in the search parameters, results returned will include CARs written by all members within the Team Code selected.
 - **User Code:** Auto-populated based on the users' profile. This field is editable or may be excluded. When the User Code is searched with no other filter, the worklist results will include all CARs written by the user.
 - **DODAAC:** The Department of Defense Activity Address Code is a six-position code that uniquely identifies a Department of Defense unit, activity, or organization. This field will automatically populate based off the user's profile and may be edited or excluded.
- B. Buttons on the Worklist:
- a. **Display Standard Worklist:** Will return a worklist based on the standard filter selections
 - b. **Open my Worklist:** Opens the selected saved worklist
 - c. **Create New Worklist:** Opens the QALI / LOD worklist page
 - d. **Manage my Worklist:** Opens the Save to Profile/Existing Reports page
- C. To initiate a CAR worklist data pull, a user will enter criteria for which they would like to yield results using a minimum of the (M) mandatory fields plus one other non-mandatory field. After desired entries have been completed, selecting the 'Display Worklist' button will then return all matching records. Results will reside beneath the worklist data fields and will remain there until another worklist is generated or the user logs out of PDREP. A sample set of results is shown in **Figure 19.2**.
- D. The Worklist automatically arranges returned records by Level and then by record numbers. Each column header may be selected to sort by ascending order. When the same header is selected again, results will populate in descending order.
- E. Personalized worklist can be created and saved. This is outlined in Section 19.3.

19.2 Worklist Search Results

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search

PDREP - Corrective Action Request Worklist

Instructions (M) denotes a mandatory field

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Click Display Worklist

(M) Start Date: 12/19/2022 (M) End Date: 12/19/2023

CAGE CODE: [] LEVEL: ALL

NSN: [] Part Number: []

Contract Number: [] Status: -SELECT-

Operational Unit (Region): -SELECT- Org/Team Code: []

User Code: USER DoDAAC: S3620A

Display Worklist

or select from your personalized CAR Worklists below

Instructions

To use previously saved Worklists:

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

my Worklists ACO Fields Open my Worklist Create New Worklist Manage my Worklists

Total number of rows: 144
Worklist Download: [Click here to download data in spreadsheet format](#)

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0822P	LEVEL II	71905	Send Message	PNYBR9M2GR	USER	12/14/2023	CLOSED - ESCALATED	71905-2023-0822X	0	View	
71905-2023-0822X	LEVEL II	71905	Send Message	PNYBR9M2GR	USER	12/14/2023	DRAFT	71905-2023-0822P	6	View	Delete
71905-2023-0821P	LEVEL II	71905	Send Message	PNYBR9M2GR	USER	12/14/2023	DRAFT		6	View	Delete
71905-2023-0820E	LEVEL IV	81316	Send Message	PNYBR9M2GR	USER	12/14/2023	CAP REJECTED		6	View	
71905-2023-0819E	LEVEL III	81316	Send Message	PNYBR9M2GR	USER	12/14/2023	CLOSED - COMPLETED		0	View	

Figure 19.2

Figure 19.2 Data Fields

- **Acknowledge:** This link is used by the Prime FS to acknowledge that they have received the POP CAR from the Sub KTR FS.
- **Action:** Send Message or Acknowledge
 - Selecting the 'Send message' link under the Action column, will open the Email correspondence application and allows the user to send the CAR (along with any attachments) to any recipient. This action will be documented in the worklist history.
 - The Acknowledge link used in the POP Notification workflow. Additional detail may be found in **Section 7.3**.
- **CAR #:** Each Corrective Action Request will be issued a unique record control number (RCN). It is made up of the CAGE Code, four-digit year, and sequential number with an alpha suffix and now standardized with hyphens. Clicking the CAR serial number link brings you to the Edit CAR Tab.
- **Contract Number:** The identification number of the contract for which the corrective action was issued.

- **Days Active:** The Days Active are updated based on the status of the record. The dates will update based on the table in [Appendix III](#).
- **Delete Record:** When the 'Delete' hyperlink is selected; a verification message box will display (see **Figure 19.3**). 'OK' will delete the record making it no longer accessible while 'Cancel' will return the user to the Worklist. The delete functionality is available to any member of the Originators team for DRAFT CARs until the CAR is transmitted. After transmittal, the hyperlink will no longer display.

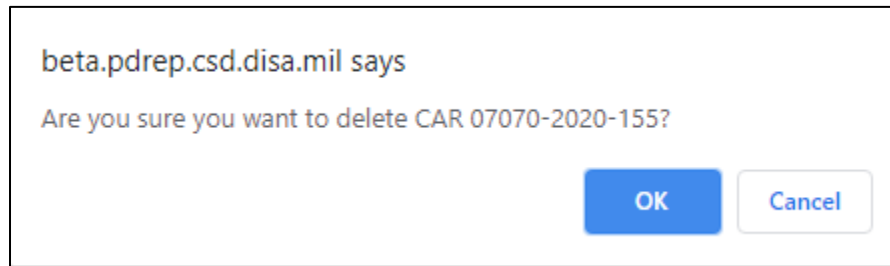


Figure 19.3

NOTE: *The Contract Management Office (CMO) role cannot delete CAR's, even if they have created them. However, their team members have the option to delete up to the point of Transmittal.*

NOTE: *DRAFT CARs that have the OASIS indicator checked can NOT be deleted.*

- **History & Correspondence:** Select the 'View' hyperlink to access the Corrective Action Request History & Correspondence page associated with the record (see **Section 20**).
- **Linked Records:** The RCN of any Prime CAR and POP Notification records that are linked to show causality.
- **Level:** The level (I-IV) assigned to the CAR as identified in DCMA's guidelines.
- **Updated Date:** The date the last update was made to the record.
- **Updated By:** User ID of the person who last updated the record.
- **Prime CTR CAGE:** The CAGE Code of the Prime Contractor for who the CAR is issued to.
- **Status:** Current status of the record. Additional detail may be found in **Section 3, Figure 3.1** Data Fields.

NOTE: Once deleted, a CAR cannot be re-opened. This is true for all access levels.

19.3 Personalized Worklists

- F. Users can save personalized worklists to their profile for regularly pulled reports, similar to an ad hoc report only accessible via the worklist. These worklists may be created based on specific data elements that return specialized data.
- G. Select a saved report from the my Worklists dropdown and click Open my Worklist to populate that report (seen in **Figure 19.4**).

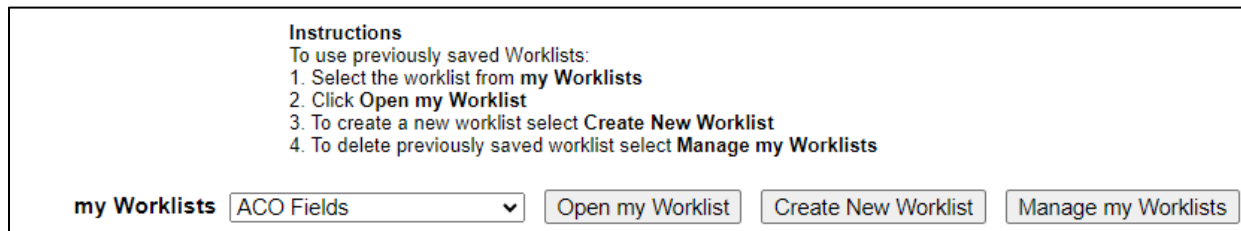


Figure 19.4

- H. To create a personalized QALI/LOD Worklist, click Create New Worklist (see **Figure 19.4**).
- I. If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you're ready to retrieve the actual data set.
- J. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 19.5**).

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search

CAR - Ad hoc Report

Instructions
 To use a previously saved Ad hoc report:
 1. Select an ad hoc from **My Ad hocs**
 2. Click **Open My Ad hoc** button
 3. To share or delete a previously saved ad hoc, select **Manage My Ad hocs** button

Please follow these steps to create new ad hoc report:
 1. Select a Data Record and click **Get Data Element**
 2. Select one or more Data Elements
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List
 4. Select Data Element and click **Add Where** to set the where condition(s)
 5. Enter the Expression and Value in the Where clause
 6. To add more than one where condition select a Logical Expression
 7. Click on **RUN QUERY**

Report Title:
Data Record: CAR
My Ad hocs: ACO Fields
Select Data Record: Corrective Action Requests
Row Count:
maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns:

Data Elements
*Record Control Number (RCN)
ACO User Code
ACO User SYSCOM Code
ACO User SYSCOM Literal
Added Date
Added User Code
Added User SYSCOM Code
Added User SYSCOM Literal
Additional Cage Code
Agency Dir Concur Date

Selected Data Elements
 No columns selected

Data Element:

Figure 19.5

K. Selecting of Data Elements:

- e. Selecting one Data Element will give you only the results on that individual element.
- f. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
- g. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (See **Figure 19.5**).
- h. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.
- i. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.
- j. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (See **Figure 19.6** and **19.7**).

CAR Worklist | Create New CAR | **CAR Ad Hoc Reports** | CAR Search

CAR - Ad hoc Report

Instructions
 To use a previously saved Ad hoc report:
 1. Select an ad hoc from **My Ad hocs**
 2. Click **Open My Ad hoc** button
 3. To share or delete a previously saved ad hoc, select **Manage My Ad hocs** button

Please follow these steps to create new ad hoc report:
 1. Select a Data Record and click **Get Data Element**
 2. Select one or more Data Elements
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List
 4. Select Data Element and click **Add Where** to set the where condition(s)
 5. Enter the Expression and Value in the Where clause
 6. To add more than one where condition select a Logical Expression
 7. Click on **RUN QUERY**

Report Title:
Data Record: CAR
My Ad hocs: ACO Fields | Open My Ad hoc | Manage My Ad hocs
Select Data Record: Corrective Action Requests | Get Data Elements
Row Count:
 maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns: **Data Elements**
 ACO User Code
 ACO User SYSCOM Code
 ACO User SYSCOM Literal
 Added User Code
 Added User SYSCOM Code
 Added User SYSCOM Literal
 Additional Cage Code
 Agency Dir Concur Date
 Agency Dir Concur Ind
 Alt Govt Poc

Selected Data Elements
 *Record Control Number (RCN)
 Added Date
 Contract Number
 Status Literal
 Team Code

Data Element: Added Date | Add Where

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	v
Added Date	DD-MMM-YY	BETWEEN	21-AUG-23 AND 31-AUG-2	- Select -	<input type="checkbox"/>	<input type="radio"/>	

Run Query | Reset

Figure 19.6

CAR Worklist | Create New CAR | **CAR Ad Hoc Reports** | CAR Search

Ad hoc Query Result

Print | Back

Save CAR Ad hoc to Profile

Row Count: 5

Data Download: Click [here](#) to download data in spreadsheet

Corrective Action Requests - Record

RCN	*Record Control Number (RCN)	Added Date	Contract Number	Status Literal	Team Code
07070-2023-52-P	07070-2023-0052P	08/31/2023	ARMYCONTRACT	DRAFT	REP
98897-2023-24-P	98897-2023-0024P	08/29/2023	CONTRACT	DRAFT	REP
99999-2023-20-P	99999-2023-0020P	08/21/2023	KCRERROR	CAR TRANSMITTED	REP
07070-2023-49-D	07070-2023-0049D	08/21/2023	KCRTEST2, TEST	DRAFT SUB-LOC CAR NOTIFICATION	REP
07070-2023-51-D	07070-2023-0051D	08/29/2023	PDFPDF	SUB-LOC CAR NOTIFICATION TRANSMITTED	REP

Print | Back

Save CAR Ad hoc to Profile

Row Count: 5

Data Download: Click [here](#) to download data in spreadsheet

Figure 19.7

- k. At Worklist report screen, values must be place in to run query. Once query has been run, it can be saved to your profile as a personalized Worklist (See **Figure 19.8**).
- l. Clicking the Save CAR Ad hoc to Profile button will bring the user to the Save to Profile page where the user will give the worklist a unique Report Title and save it to their profile. **Note: Do not use special characters in the Title.**

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Save to Profile			
<p>Instructions Please follow these steps to save Report to your Profile: 1. Enter a Report Title 2. click Save to Profile</p> <p>To delete existing reports: 1. Check the box for the report(s) to be deleted 2. Click the Delete button in the header of the table</p> <p>Share Ad hoc note Ad hocs with special characters in the title cannot be shared. Rename the Ad hoc so it does not contain any of these characters !@#%&*(){}?<> in the title. Click Back to CAR Ad hoc to return to previous page.</p> <p style="text-align: center;">Report Title: <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Save to Profile"/> <input type="button" value="Back to CAR Ad hoc"/> </p>			
Existing Reports			
Report Title	Last Run	Share Ad hoc	Delete
ACO Fields	04/13/2022	ACO Fields	<input type="checkbox"/>
ad hoc adds	04/13/2022	ad hoc adds	<input type="checkbox"/>
Added today team code	04/11/2023	Added today team code	<input type="checkbox"/>
CAGE Codes	09/12/2022	CAGE Codes	<input type="checkbox"/>
Contracts	01/18/2022	Contracts	<input type="checkbox"/>
D CARs	03/24/2022	D CARs	<input type="checkbox"/>
Deficiency 2 dropdown	08/25/2022	Deficiency 2 dropdown	<input type="checkbox"/>
Deficiency Report	03/17/2022	Deficiency Report	<input type="checkbox"/>
Indicator	03/01/2022	Indicator	<input type="checkbox"/>

Figure 19.8

- L. Buttons on Save to Profile page:
 - a. **Delete:** Deletes selected saved reports

- b. **Share Ad hoc:** Hyperlink will open a page to share the report with other users. See Ad hoc instructions for more information.
- c. **Save to Profile:** Will save the worklist to the user's profile
- d. **Back to CAR Ad hoc:** Returns user to QALI / Worklist page

20 CAR HISTORY PAGE

CAR history page will display a comprehensive history of all correspondences sent, all status changes for the subject CAR and Points of Contacts.

The page is accessible by the hyperlink on the worklist (**Figure 20.1**) or the History Tab available within the record (**Figure 20.2**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2022-0875P	LEVEL I	71905	Send Message	F9003591SZ	S	12/30/2022	DRAFT		11	View	Delete
98897-2022-0038D	LEVEL I		Send Message	CONTRACT234 SUBNUM	S	12/30/2022	SUB-LOC CAR ACKNOWLEDGED		0	View	
99999-2023-0001P	LEVEL I	99999	Send Message		S	01/04/2023	OASIS DRAFT		0	View	
CPARS-2023-0001P	LEVEL I	CPARS	Send Message	ALPHATEST	S	01/09/2023	OASIS DRAFT		0	View	
PDREP-2022-0210P	LEVEL I	PDREP	Send Message	CONTRACT	S	12/29/2022	CLOSED - COMPLETED		0	View	
07070-2023-0001D	LEVEL II		Send Message	DCARTEST SUBTEXT	P	01/04/2023	SUB-LOC CAR NOTIFICATION TRANSMITTED		6	View	
98897-2022-0035P	LEVEL II	98897	Send Message	LEVEL3TERST	S	01/09/2023	DRAFT PENDING REVIEW		20	View	Delete

Figure 20.1

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
--------------	----------------	--------------	-----------------	------------------------	-----------	--------------------	------------	--------------------

Figure 20.2

Figure 20.3 represents CAR history & correspondence page.

Corrective Action Request - History & Correspondence						
<input type="button" value="Print"/> <input type="button" value="Back"/>						
Points of Contact						
CAR Control Number: 71905-2022-0872E						
Functional Specialist: ALPHA (ALPHA) 207 S.						
Reviewer:						
Prime Contractor: 81316 PORTSMOUTH NAVAL SHIPYARD 207-438-4570						
Sub Contractor:						
Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2022-12-29 08:35:02.0			S MIL	TRANSMIT TO CONTRACTOR		S .MIL
2022-12-29 08:35:01.0	CAR TRANSMITTED	S				
2022-12-29 08:23:56.0			S MIL	FORWARD TO ACO	DECEMBER 29, 2022 CORRECTIVE ACTION REQUEST (CAR) CAR# 71905-2022-0872E REQUIRES ACO ACTION. FUNCTIONAL AREA FOR DEFICIENCY: ENGINEERING SINCERELY, ALPHA (ALPHA) USER, DCMA REGION PD - PDREP-AIS PM TEAM REP	S MIL
2022-12-29 08:23:55.0	FORWARDED TO ACO	S				
2022-12-29 08:20:01.0	DRAFT	S				

Figure 20.3

20.1 Points of Contacts

The section of the page will contain points of contact for the CAR. It will provide names and email addresses of those individuals (see **Figure 20.4**).

Points of Contact	
CAR Control Number: 07070-2020-0169P	
Functional Specialist:	FRANKLIN ROSE 207-438- user.guide@navy.mil
Reviewer:	FRANKLIN ROSE 207-438- user.guide@navy.mil
Prime Contractor:	07070 NAVY UNITED STATES DEPARTMENT OF 850-234-4301
Sub Contractor:	

Figure 20.4

20.2 Correspondence & History Table

The history table displays in descending order the status updates and correspondences sent for the record (see **Figure 20.5**).

Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2022-12-29 08:35:02.0			S MIL	<u>TRANSMIT TO CONTRACTOR</u>		S .MIL
2022-12-29 08:35:01.0	CAR TRANSMITTED	S				
2022-12-29 08:23:56.0			S MIL	FORWARD TO ACO	DECEMBER 29, 2022 CORRECTIVE ACTION REQUEST (CAR) CAR# 71905-2022-0872E REQUIRES ACO ACTION. FUNCTIONAL AREA FOR DEFICIENCY: ENGINEERING SINCERELY, ALPHA (ALPHA) USER, DCMA REGION PD - PDREP-AIS PM TEAM REP	S MIL
2022-12-29 08:23:55.0	FORWARDED TO ACO	S				
2022-12-29 08:20:01.0	DRAFT	S				

Figure 20.5

Figure 20.5 data fields:

- **Date:** Date and time stamp of the history entry.
- **Status:** Records any status change on the record.
- **Status changed by:** User ID that made the change to the record.
- **Sender's Email:** Sender's email address for correspondence or messages.
- **Correspondence:** Correspondence hyperlink for any DCMA Correspondence sent.
 - Any Correspondence letters sent from the CAR module are found in the Correspondence column as a link and when clicked are displayed as a pdf that can be printed or downloaded (see **Figure 20.6**).

NOTE: Historical letters prior to the May 22, 2021 publish may not show up in the history as a viewable link.

Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2022-12-29 09:29:46.0			S MIL	CAP EXTENDED DUE DATE	CAP DUE DATE EXTENDED TO 01/06/2023. REASON: EXTENSION REQUEST REASON ENTERED HERE.	N/A
2022-12-29 08:35:02.0			S MIL	TRANSMIT TO CONTRACTOR		S MIL

Figure 20.6

- **Message:** Displays messages sent from within the application.
- **Recipient's Email:** Email address of the recipient's email for any correspondence or messages.

21 OASIS CAR

Use OASIS when the CAR is going into Online Aerospace Supplier Information System (OASIS). Follow your local DCMA policy and guidelines when contracts with AS91XX series QMS deficiencies are identified.

To create an OASIS CAR, select OASIS CAR on the create new page (**Figure 21.1**). Enter the CAGE Code, select the CAR Level, then click Create CAR. The new CAR will be in OASIS DRAFT status.

CAR Worklist	Create New CAR	Transfer CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - New				
<p>Instructions (M) denotes a mandatory field 1. Answer Question 2. Enter CAGE Code of discrepancy discovery location 3. Select Level Code</p>				
(M) Select CAR Type/Notification:				
<input type="radio"/> Prime Contractor CAR <input type="radio"/> Delegated Surveillance/Place of Performance Notification <input type="radio"/> Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy) <input checked="" type="radio"/> OASIS CAR				
(M) CAGE Code: <input type="text" value="PDREP"/> Year: <input type="text" value="2023"/> Serial Number: <input type="text" value="0005"/> Suffix: <input type="text" value="0"/>				
(M) CAR Level: <input type="text" value="LEVEL II"/>				
<input type="button" value="Create CAR"/>				

Figure 21.1

21.1 OASIS Edit Page

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Create/Edit			
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O/O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>			
<input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/>			
General Information			
LEVEL: <input type="text" value="2"/>		CAR Number:	Cage Year S/N PDREP-2023-0005O
OASIS Indicator: <input checked="" type="checkbox"/> (CM)		OASIS Ticket Number: <input type="text"/>	
Supervisor Review Required: <input checked="" type="checkbox"/>		Contractor Business System Indicator: <input type="checkbox"/>	

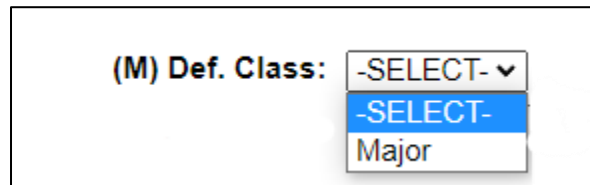
Figure 21.2

Fields on the OASIS CAR Edit Page (**Figure 21.2**):

- **OASIS Indicator:** Pre-selected checkbox indicating OASIS CAR.
- **OASIS Ticket Number:** Input the OASIS ticket number after receiving it from OASIS. The OASIS ticket number becomes mandatory if the OASIS indicator box is checked. The user has 30 days from creating the CAR to enter an OASIS ticket number. On the 31st day, the OASIS DRAFT status turns red on the worklist.
- **Supervisor Review Required:** Supervisor review is always required. This checkbox is automatically selected on OASIS CARs.

The other available fields match those available on a Prime Contractor CAR.

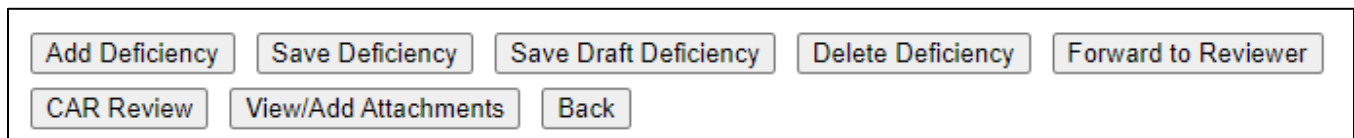
On the Deficiency page, only “Major” will be available in the (M) Def. Class dropdown (**Figure 21.3**). The other available fields match those available on a Prime Contractor CAR.



The image shows a dropdown menu for the field "(M) Def. Class:". The menu is open, displaying three options: "-SELECT-" (highlighted in blue), "-SELECT-", and "Major".

Figure 21.3

After entering Create/Edit page information and Deficiency information, follow the Forward to Reviewer process outlined in Section 9 of this guide by selecting the Forward to Reviewer button in **Figure 21.4**. The status will update to DRAFT PENDING REVIEW.



The image shows a row of action buttons. The top row contains: "Add Deficiency", "Save Deficiency", "Save Draft Deficiency", "Delete Deficiency", and "Forward to Reviewer". The bottom row contains: "CAR Review", "View/Add Attachments", and "Back".

Figure 21.4

Once the Supervisor Review is Complete, the record will be in OASIS DRAFT REVIEWED status. Next, enter the OASIS Ticket Number on the CAR Edit Page and click Save. A confirmation message will appear (see **Figure 21.5**) and the status will update to OASIS DRAFT I/W.

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit									
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O./O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.) <p style="color: red;">• CAR Data has been saved</p>									
General Information									
LEVEL II			CAR Number:		Cage Year S/N				
					PDREP-2023-00050				
OASIS Indicator:		<input checked="" type="checkbox"/>	(CM) OASIS Ticket Number:		<input type="text" value="123456"/>				
Supervisor Review Required:		<input checked="" type="checkbox"/>	Contractor Business System Indicator:		<input type="checkbox"/>				

Figure 21.5

On the Deficiency page, the Add Contractor Actions button will be available (**Figure 21.6**) along with the CAR Contractor Actions Tab at the top of the page (**Figure 21.7**).

<input type="button" value="Add Deficiency"/>	<input type="button" value="Save Deficiency"/>	<input type="button" value="Save Draft Deficiency"/>	<input type="button" value="Delete Deficiency"/>	<input type="button" value="CAR Review"/>	<input type="button" value="Add Contractor Actions"/>
<input type="button" value="View/Add Attachments"/>	<input type="button" value="Back"/>				

Figure 21.6

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit								

Figure 21.6a

21.2 OASIS Contractor Action Page

The Contract Action Plan Details section will populate on the page with the Contractor Actions Plan Details and OASIS CB Response section (**Figure 21.7**).

Corrective Action Plan (CAP)		
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p>		
LEVEL II	CAR Number:	Cage Year S/N PDREP-2023-00060
Contractor Action Plan Details		
Deficiency Number: 1 Deficiency Classification: Major Category: Process / Contractor Technical Assessment Type: AS/ISO/PP&C Process Existent - Adequate (Not Followed) Critical Characteristic/Process: NO Non-compliance Description: TEST Contractual Requirement: TEST Contractor Procedure: (CM) Root Cause Code: <input type="text" value="-SELECT-"/> <input type="button" value="v"/> (CM) Root Cause Description: <input type="text" value="-SELECT-"/> <input type="button" value="v"/> Request Extended CAP Due Date To: <input type="text"/> <input type="button" value="mm"/> CAP Extension Request Reason: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
<p>Contractor's CAR Response Requirements:</p> <ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance 		
(M) Contractor CA Implementation Date: <input type="text"/> <input type="button" value="mm"/> Corrective Action Plan Details: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
(M) KTR Submitted Date: <input type="text"/> <input type="button" value="mm"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Back"/> <input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Add/View Attachments"/> </div>		
OASIS CAR Response		
(M) CB Response <input type="text" value="-SELECT-"/> <input type="button" value="v"/> CB Response Date: <input type="text"/> <input type="button" value="mm"/> (CM) CB Rejection Reason: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Save All"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/> </div>		

Figure 21.7

21.3 OASIS CB Response

The screenshot shows a web form titled "OASIS CAR Response". It includes the following elements:

- (M) CB Response:** A dropdown menu with a downward arrow, currently showing "-SELECT-". The dropdown is open, displaying "Accept" and "Reject" as options.
- CB Response Date:** A date input field with a calendar icon to its right.
- (CM) CB Rejection Reason:** A large, empty text area for entering a reason for rejection.
- Buttons:** Three buttons at the bottom: "Save All", "Back", and "Add/View Attachments".

Figure 21.8

Figure 21.8 data fields:

- **(M) CB Response:** Dropdown to select Accept or Reject for the CB response.
- **CB Response Date:** Enter the date of the CB Response.
- **(CM) CB Rejection Reason:** Text box to enter reason the CB Response is Rejected. Field is required when Reject is selected under CB Response.

Accepting CB Response

When Accept is selected under CB Response, the Correct Action Implementation fields will populate to enter Verification and Validation information (Figure 21.9). You must enter the Verification Date, Verification results/Comments, Validation Date, and Validation Results/Comments in order to Close the CAR.

OASIS CAR Response

(M) CB Response ▼

(CM) CB Rejection Reason:

CB Response Date: 📅

Corrective Action Implementation

Planned Verification Date: 📅

(CM) Verification Results/Comments:

(M) Verification Date: 📅

Planned Validation Date: 📅

(CM) Validation Results/Comments:

(M) Validation Date: 📅

Figure 21.9

Buttons available in **Figure 21.9**:

- **Save All:** Saves the whole page.
- **Back:** Return user to the Edit Page of the record.
- **Add/View Attachments:** Opens page to add and view attachments for the record.
- **Close CAR:** Click Close CAR button to close the record. A pop-up will display to confirm you choice (**Figure 21.10**). Click OK to close the CAR and update the status to OASIS CB CLOSED. Click Cancel to remain on the CAR Contractor Actions page.

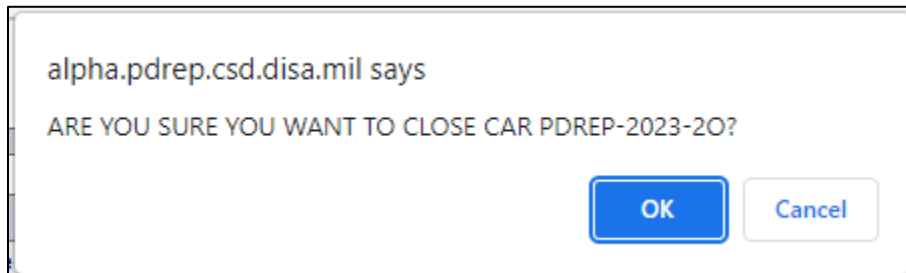


Figure 21.10

If any mandatory fields are missing, and error message will populate outlining the required fields in order to close the record (**Figure 21.10a**).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	Review CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Plan (CAP)										
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p> <ul style="list-style-type: none"> • Root Cause must be selected. • Root Cause Description must be selected. • KTR Submit Date is a mandatory field. • Contractor CA Implementation Date is a mandatory field. 										
LEVEL III			CAR Number:		Cage Year S/N PDREP-2023-00020					
Contractor Action Plan Details										

Figure 21.11

Rejecting CB Response- Level 2

When Reject is selected under CB Response, the Transmit to Contractor button will populate within the grey Contractor Action Section (Figure 21.12)

Back Save Contractor Action Plan Details Section Add/View Attachments Transmit to Contractor

OASIS CAR Response

(M) CB Response Reject CB Response Date: 01/18/2023

(CM) CB Rejection Reason:

Enter Reason for Rejection.

Figure 21.12

Clicking Transmit to Contractor will open the DCMA Correspondence page to transmit to OASIS CAR to the Contractor (**Figure 21.13**). Once sent, the CAR will update to OASIS CAR TRANSMITTED status.


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: DCMA@DCMA.MIL	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	01/20/2023
<div style="border: 1px solid gray; padding: 5px;"> <p>January 20, 2023</p> <p>POC CONTRACTOR BARTENDER PDREP CO NSLC PORTSMOUTH PORTSMOUTH, NH 03804</p> <p>Subject: LEVEL III CAR# PDREP-2023-00020</p> <p>TO: POC CONTRACTOR</p> <p>Summary:</p> <p>DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 01/11/2023 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): REJECT1. The non-compliance(s) impact CAGE Code(s): 07070, PDREP. This CAR should be treated as a customer complaint.</p> </div>	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

Figure 21.13

Buttons available in **Figure 21.13**:

- **Preview:** Opens a new window with a preview of the CAR.

- **Send:** Transmit the CAR to the contractor
- **Back:** Return to the Edit page of the CAR.

Rejecting CB Response- Level 3 and 4

Only users with Warranted 1102 access will have the Transmit to Contractor button on Level 3 and Level 4 OASIS CARs when the CB Response is Rejected (**Figure 21.12**). Other use access levels will have the Forward to ACO button as seen in **Figure 21.14**.

The screenshot displays a web interface for managing an OASIS CAR response. At the top, a grey header bar contains the text "(CM) KTR Submitted Date:" followed by a date input field showing "04/18/2023" and a calendar icon. Below this are four buttons: "Back", "Save Contractor Action Plan Details Section", "Add/View Attachments", and "Forward to ACO". A dark blue horizontal bar below the header is labeled "OASIS CAR Response". Underneath, the "(M) CB Response" is set to "Reject" in a dropdown menu, and the "CB Response Date:" is "04/13/2023" with a calendar icon. The "(CM) CB Rejection Reason:" is followed by a large text area containing the text "REJECTED AND FORWARDING TO ACO.".

Figure 21.14

This will populate the DCMA Correspondence page to forward the OASIS CAR to the ACO for action. Be sure to enter the ACO e-mail address then click 'Add to Email list' (**Figure 21.15**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	04/18/2023
<p>April 18, 2023</p> <p>OASIS CORRECTIVE ACTION REQUEST (CAR) CAR# 07070-2023-00240 REQUIRES ACO ACTION.</p> <p>Functional Area for Deficiency: Small Business</p> <p style="text-align: center;">SINCERELY,</p> <p style="text-align: center;">ALPHA (ALPHA) USER, DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 21.15

Buttons available in **Figure 21.15**:

- **Send:** Send message to the ACO.
- **Back:** Return to the Edit page of the CAR.

The ACO follows the same steps outlined in Section 10 of this guide before transmitting the OASIS CAR to the Contractor.

21.4 OASIS CAR Transmitted

Once transmitted, the OASIS CAR will follow the steps outlined in Section 13 of this guide to Accept, or Reject, Verify and Validate the CAR. The status will update based on the actions taken and include OASIS at the beginning (see Appendix I – Status table for a list of all statuses). When complete, the record will display on the worklist in OASIS DCMA CLOSED status (**Figure 21.16**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status ^	Linked Records	Days Active	History & Correspondence	Delete Record?
PDREP-2023-0005O	LEVEL II	PDREP	Send Message	FIRSTOASIS	SDERI	01/20/2023	OASIS DCMA CLOSED		0	View	
PDREP-2023-0006O	LEVEL II	PDREP	Send Message	OASISFINAL	SDERI	01/20/2023	OASIS CB CLOSED		0	View	

Figure 21.16

21.5 OASIS Feedback Ticket on Prime CAR

On Prime CARs, when the following parameters are met, an OASIS Ticket Number will populate on the Deficiency page:

- CAR Level is **II, III, or IV**,
- Assigned Functional Area is **Quality Assurance**,
- Key Contract requirement is **KCR-QA-0008-09 – Higher-Level Contract Quality Requirement**,
- Key Contract Event is **AS9100 REV. C** or **AS9100 REV. D**, and
- Def. Class is **MAJOR**

When the Def. Class is the final selection with all other parameters met, a OASIS Feedback Ticket number will populate (**Figure 21.17**).

22 HOST NATION CAR

On the Create New CAR page, select the radio button for Host Nation. Host Nation CARs are data entry for Level I and Level II only.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help • Logout

CAR Worklist **Create New CAR** CAR Ad Hoc Reports CAR Search

Corrective Action Request - New

Instructions
 (M) denotes a mandatory field
 1. Answer Question
 2. Enter CAGE Code of discrepancy discovery location
 3. Select Level Code

(M) Select CAR Type/Notification:

Prime Contractor CAR

Delegated Surveillance/Place of Performance Notification

Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

Host nation

OASIS CAR

(M) CAGE Code: PDREP Year: 2023 Serial Number: 0025 Suffix: H

(M) CAR Level: LEVEL I

Create CAR

Figure 22.1

The radio button for creating Host Nation CARs will only display for users with on of the following DoDAACs on their profile (Table 22.1):

Table 22.1

S3620A	SGR18A
SZA01A	SJP10A
S4803A	SKR08A
SSU01A	SKW01A
SCN01A	SUK12A
SCN02A	SSN05A
SSR01A	

22.1 Host Nation Edit Page

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Create/Edit			
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>			
<p> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>			
General Information			
<input type="text" value="LEVEL I"/>	Notification Number:	Cage Year S/N PDREP- 2023- 0101 H	
<p> (M)Originator Name: <input type="text" value="USER GUIDE"/> (M)Phone Number: <input type="text" value="2074352525"/> (M)Email: <input type="text" value="user.guide@navy.mil"/> DoDAAC: S3620A Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY Address: 3901 A AVE City, State, Zip: FORT LEE, VA 23801-1809 </p>			
Place of Performance KTR Information			
<p> (M) POP CAGE: <input type="text" value="PDREP"/> <input type="button" value="Lookup CAGE"/> </p>			
<p> SubContractor UEI: <input type="text"/> </p>			
<p> (M)Subcontract/Purchase Order Number: <input type="text"/> <input type="button" value="Add P.O Number"/> </p>			
<p> Country PoP: <input type="text"/> </p>			
<p> KTR POC: <input type="text"/> </p>			
<p> KTR POC Title: <input type="text"/> </p>			
<p> KTR Email Address: <input type="text"/> </p>			
<p> KTR POC Phone: <input type="text"/> </p>			
Contract Information			
<p> Operational Unit (Region and Team): PD - REP </p>			
<p> (M) Prime Contract CMO DoDAAC: <input type="text"/> </p>			
<p> (M) Contract Number: <input type="text"/> <input type="button" value="Add Contract"/> </p>			
<p> (M) Prime CAGE: <input type="text"/> <input type="button" value="Add CAGE"/> </p>			
<p> Delivery Schedule Impact Possible: <input type="text" value="-SELECT-"/> </p>			
<p> Repeat Finding: <input type="text" value="-SELECT-"/> </p>			
<p> Status: HN Draft </p>			
<p> Status Date: </p>			
<p> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>			

Figure 22.2

22.2 Host Nation Deficiency Page

This page matches the Deficiency page found in [Section 5](#) of this guide.

CAR Worklist Create New CAR Edit CAR CAR Notes CAR Ad Hoc Reports CAR Search

CAR Deficiency Data Entry

Instructions
(M) denotes a mandatory field
1. Select Add Deficiency to add a new Deficiency
2. Complete all mandatory fields
3. Select Save or Save and Exit to add the Deficiency to the CAR
4. Select Delete Deficiency to delete the currently displayed Deficiency

KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update. Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.

LEVEL I CAR Number: Cage Year S/N
PDREP-2023-0021H

Deficiency Number: (M) NC Observation Date:

The following is a list of DCMA Acquisition Functional areas adding deficiencies related to their field:

(M) Assigned Functional Area:

(M) Key Contract Requirement:

(M) Critical Characteristic/Process:

Item Nomenclature:

Part Number:

COG	FSC	NIIN	SMIC	Nomenclature
(NSEO)			(NSEO)	

NSN:

(M) Def. Class:

(M) Category:

(M) Type:

(M) Non-compliance Description:

Proprietary Information:

(M) Contractual Requirement:

Contractor Procedure:

Figure 22.3

Figure 22.3: Available Buttons

- **Save Deficiency:** Allows the user to save a deficiency after all mandatory fields have been filled and populate workflow buttons including Transmit to Contractor, Forward to Reviewer, and Forward to ACO.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.
- **Delete Deficiency:** Allows the user to delete a deficiency prior to transmitting the CAR to the contractor. This is done by:
 - Select the correct deficiency number to remove from the dropdown list (see **Figure 22.4**).

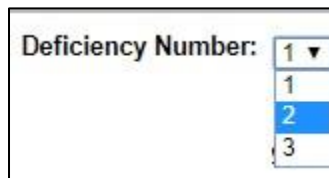


Figure 22.4

- Click the button to delete deficiency.
- System generated message of 'Are you sure you want to delete this deficiency?' will display
- Select 'Yes' to confirm the deletion and receive the confirmation message 'Deficiency number has been deleted from the CAR.' as shown in **Figure 22.5**.

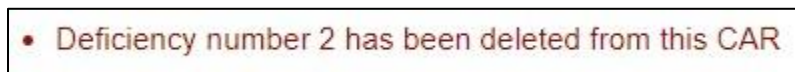


Figure 22.5

- **Add/View Attachments:** Navigates the user to the attachments page for the record.
- **Back:** Returns the user to the Edit Page of the CAR.

Once a Deficiency has been saved to the record, the Add Contractor Actions button will populate at the bottom of the page and the record's status will update to HN Response Pending (**Figure 22.6 & 22.7**).

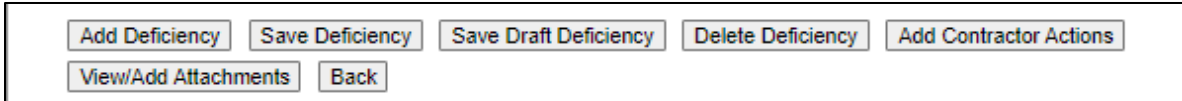


Figure 22.6

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
98897-2023-0011H	LEVEL I	07070	Send Message	H0STNATIION	SDERI	04/07/2023	HN Response Pending		0	View	

Figure 22.7

Click the Add Contractors Actions button to navigate to the CAR Contractor Actions page.

22.3 Host Nation CAR Contractor Actions Page

The Host Nation CAR Contractor Actions page has 2 sections: Contractor Action Plan Details (**Figure 22.8**) and Corrective Action Implementation (**Figure 22.9**).

CAR Worklist	Create New CAR	Edit CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search
Corrective Action Plan (CAP)					
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p>					
LEVEL I		CAR Number:	Cage	Year	S/N
			98897-2023-0011H		
Contractor Action Plan Details					
Deficiency Number: 1 Deficiency Classification: Unknown Category: Contractor Purchasing System Administration Type: DFARS 252.244-7001 Critical Characteristic/Process: NO Non-compliance Description: TEST Contractual Requirement: TEST Contractor Procedure: Root Cause Code: <input type="text" value="-SELECT-"/> Root Cause Description: <input type="text" value="-SELECT-"/>					
Contractor's CAR Response Should Include:: <ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance 					
Contractor CA Implementation Date/Remarks: <input type="text"/>					
Corrective Action Plan Details/Remarks: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>					
KTR Submitted Date: <input type="text"/>					
<input type="button" value="Back"/> <input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Add/View Attachments"/>					

Figure 22.8

Figure 22.8: Data Fields - Corrective Action Plan

- **Deficiency Number:** When multiple deficiencies are present, be careful to properly enter the correct data in the correct deficiency number.
- **Deficiency Classification:** Selection populated is initially made via the 'Create New CAR' page.
- **Category:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.

- **Type:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Critical Safety Item:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the 'Root Cause Description' data field.
- **Non-compliance Description:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Contractual Requirement:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Contractor Procedure:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Root Cause Code:** Select the Root Cause code matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Root Cause Description:** Select the Root Cause Description matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Contractor's CAR Response Should Include:** A list of items the contractor must address within the contractor's response.
- **Contractor CA Implementation Date/Remarks:** The date provided by the contractor to implement the corrective action.
- **Corrective Action Plan Details/Remarks:** Text field addressing the Root Cause corrective actions and the contractor's CAP details.
- **KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record's history.

Figure 22.9

Figure 22.9: Data Fields

- **Planned Verification Date:** The date scheduled to perform the verification of the CAP. CAP must be accepted before entering date.
- **Verification Date:** Enter the date the Corrective Action was verified. A Planned Verification Date should be entered prior to entering the Verification Date. Adding a date will update record status to CA Verified. The status change and date will be recorded in the worklist history. The Verification Date can be the same as the Validation date but it cannot be after the validation date or in the future.
- **Verification Results/Comments:** Enter the verification results in text box. Mandatory field once the Verification date has been entered.
- **Planned Validation Date:** The date that the Validation is planned should be entered prior to entering the Validation Date.
- **Validation Date:** Enter the date the Corrective Action was validated. The Validation Date can be the same as the Verification Date but it cannot be before the verification

date. Adding the Validation Date will update the status to CA Validated. The status change and date will be recorded in the worklist history.

- **Validation Results/Comments:** Enter the Validation results in text box. Mandatory field once the Validation date has been entered.

Figure 22.9: Buttons available

- **Save All:** The Save button may be used at any time to save the record as a draft, to allow the user to return to it later or perform occasional saves of data previously entered.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Close CAR:** Closes the CAR record. A pop-up window will appear to confirm the closure. Click OK and the status will update to HN CLOSED – COMPLETED and be recorded in the history. See Section 20 for history details.

23 ADDITIONAL FUNCTIONALITY

23.1 Add / View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found [here](#) (see **Figure 23.1**).

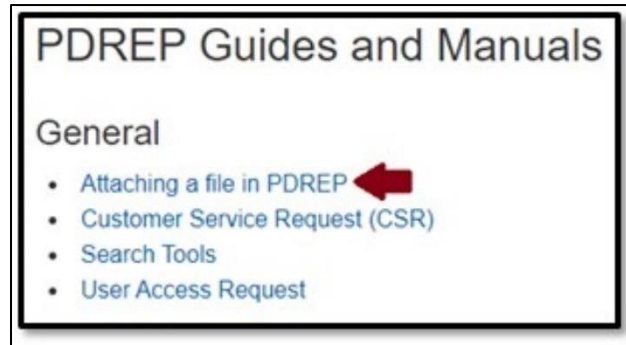


Figure 23.1

24 SUMMARY

This concludes the Corrective Action Request (CAR) user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

The CAR user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the CAR module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

E-Mail: webpmsmh@navy.mil
Commercial: 207.438.1690
DSN: 684.1690
Fax: 207.438.6535

APPENDIX I - TABLES

Status

Status
DRAFT
DRAFT REVIEWED
DRAFT PENDING REVIEW
CAR TRANSMITTED
CAP SUBMITTED
CAP REJECTED
CAP APPROVED
CA VERIFIED
CA VALIDATED
CA COMPLETED
CAR WITHDRAWN
CLOSED - ESCALATED
CLOSED - COMPLETED
FORWARD TO ACO
DRAFT SUB-LOC CAR NOTIFICATION
SUB LOC CAR NOTIFICATION TRANSMITTED
OASIS DRAFT
OASIS DRAFT I-W
SUB-LOC CAR ACKNOWLEDGED
SUB-LOC CAR WITHDRAWN
RETURN TO ORIGINATOR
OASIS DRAFT PENDING REVIEW
OASIS DRAFT REVIEWED
OASIS CB CLOSED
OASIS CAP SUBMITTED
OASIS CAP REJECTED
OASIS CAP APPROVED
OASIS DCMA CLOSED
OASIS CAR TRANSMITTED
OASIS CA VERIFIED
OASIS CA VALIDATED
HN DRAFT
HN RESPONSE PENDING
HN CLOSED-COMplete

Deficiency Classification (Def. Class)

Deficiency Classification (Def. Class)
Major
Minor
Critical
Significant
Non-Significant
Unknown

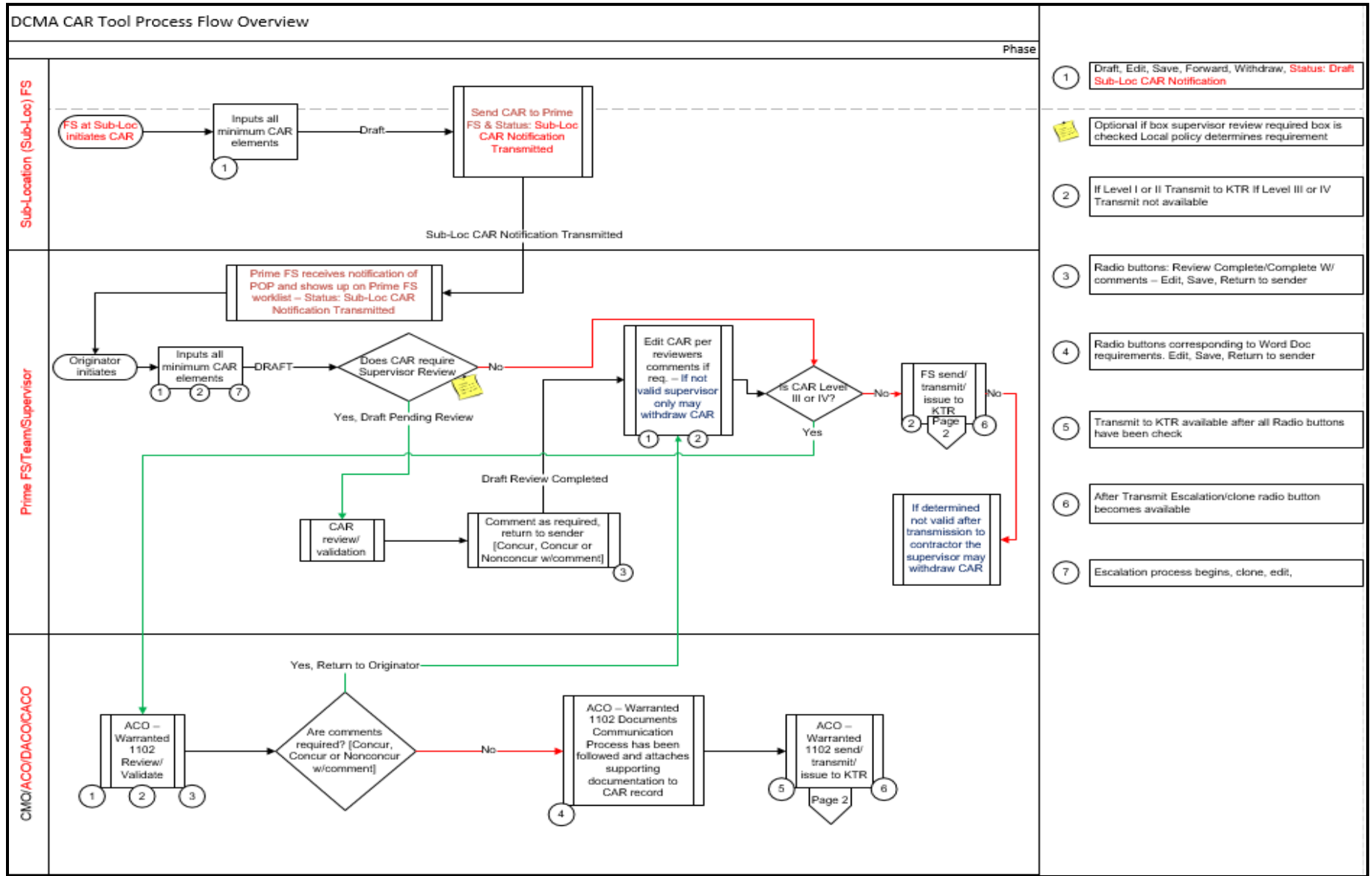
Root Cause Table

Root Cause Code (RCC)	RCC Literal		Description RCC	Description Literal
C.1	Machine	C.1 Machine	C.1.1	Machine or equipment related
			C.1.2	Fixture related
			C.1.3	Tool related
C.2	Management	C.2 Management	C.2.1	Training was insufficient or inadequate
			C.2.2	Responsibilities not defined or not understood
			C.2.3	Resources competencies were inadequate
			C.2.4	Communication issues
			C.2.5	Planning and controls were insufficient
			C.2.6	Instructions or requirements were insufficient or inadequate
C.3	People	C.3 People	C.3.1	Instruction or requirements were not followed
			C.3.2	Wrong decision was made
			C.3.3	A reading error was made
			C.3.4	Material handling error
			C.3.5	Known defect or issue not reported or inadequately reported
C.4	Material	C.4 Material	C.4.1	Material did not comply with specification
			C.4.2	Material shelf life expired
			C.4.3	Contamination of product
C.5	Method	C.5 Method	C.5.1	Validation of process was insufficient
			C.5.2	Manufacturing process capability was insufficient or inadequate

Root Cause Code (RCC)	RCC Literal		Description RCC	Description Literal
			C.5.3	Packaging, labeling, or identification of material was inadequate
			C.5.4	Design process was inadequate
			C.5.5	Procedure/work instruction is not clear; contains errors or missing
C.6	Environment	C.6 Environment	C.6.1	Natural disaster
			C.6.2	Information technology system failure
			C.6.3	Fire or power outage
			C.6.4	Unpredictable event
			C.6.5	Environmental conditions were inadequate
			C.6.6	Lighting conditions were inadequate
			C.6.7	Ergonomic conditions were poor
C.7	Measurement	C.7 Measurement	C.7.1	Inspection tool inadequate
			C.7.2	Un-calibrated inspection tool used
			C.7.3	Calibration error
			C.7.4	Instruments, displays, or controls were inadequate
			C.7.5	Transcription error while recording result
			C.7.6	Verification method was inadequate
			C.7.7	Inspection criteria was inappropriate or unclear

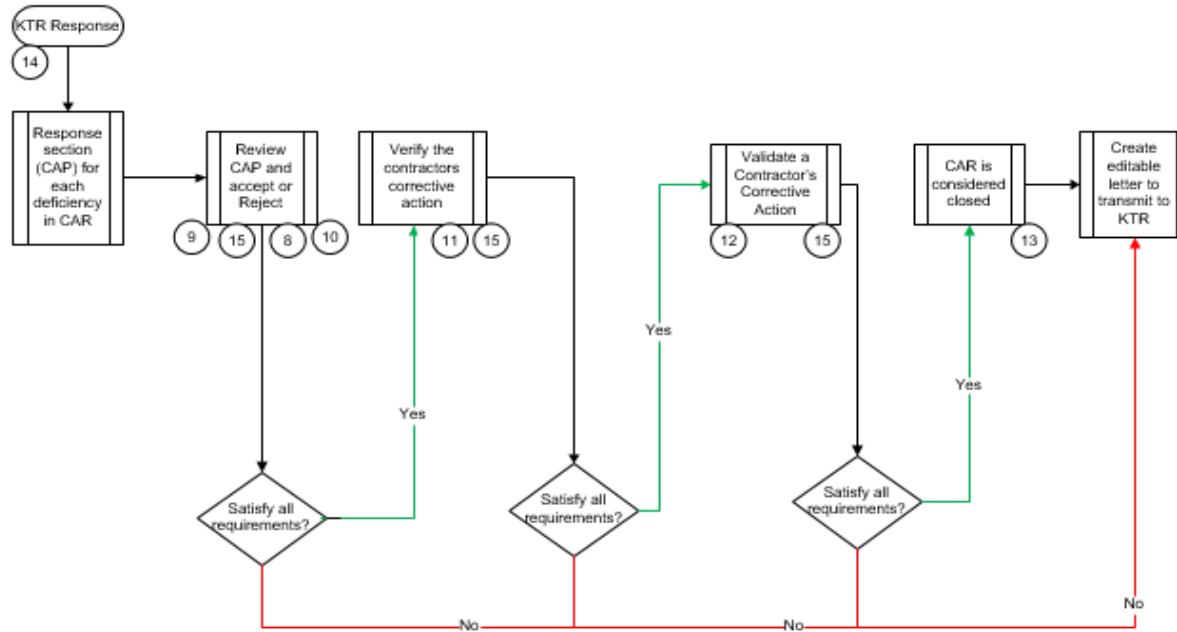
APPENDIX II

CAR Process Flow



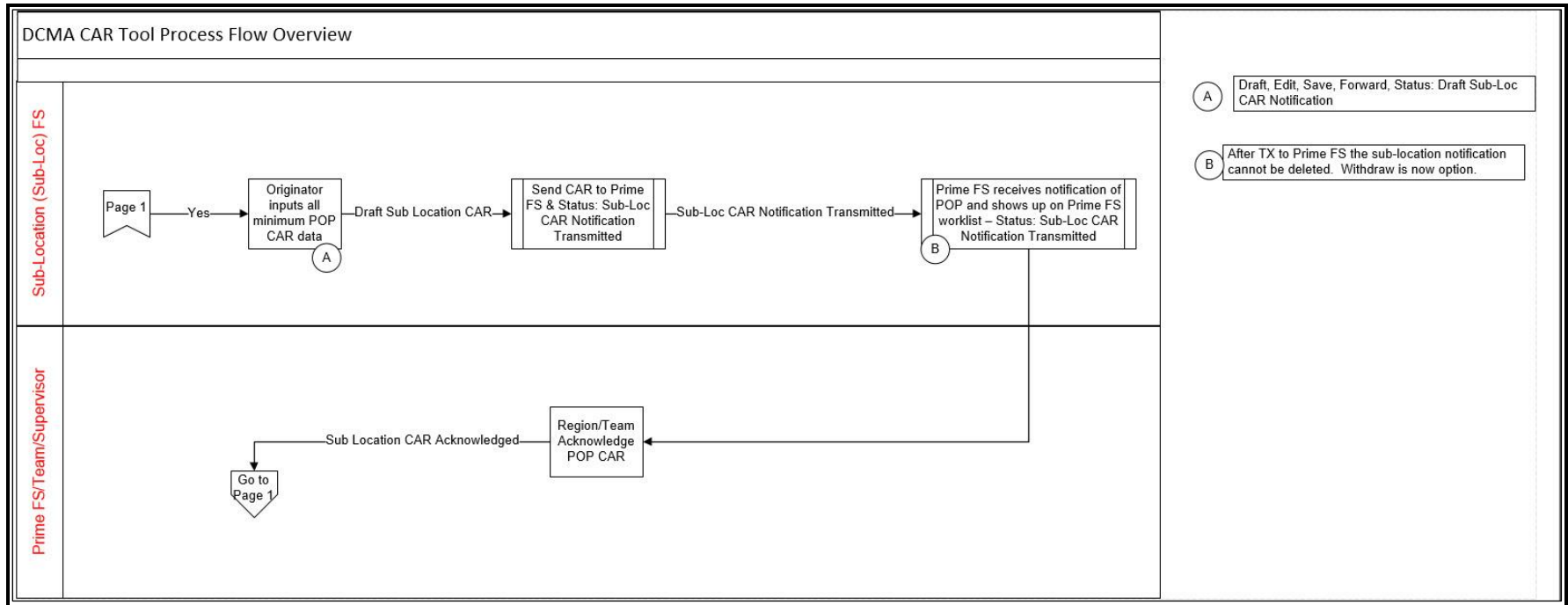
Overview, page 2

DCMA CAR Tool Process Flow Overview page 2



- 8 Deficiency Response Adequate Radio buttons Yes, No: Negative responses by FS require dialogue box to explain why response is not adequate
- 9 CA Accept/Reject-Revise CAP, one letter gets generated, identifying all responses to transmit to KTR
- 10 CAP Status: Accept, Reject, Accept/reject Date,
- 11 CA Planned Verification Date, Verification completion Date,
- 12 CA Planned Validation Date, Validation completion Date,
- 13 CAR Closed, Time stamp when KTR letter transmitted Status-Closed
- 14 After Transmit Escalation/clone radio button becomes available
- 15 Policy dictates Escalation process begins: clone, edit, features available

Overview, page 3



APPENDIX III

Days Active Table

CAR Type	Status	Counting Initiated From	'Days Active' on Worklist	Counting Resets When...
All	DRAFT; DRAFT REVIEWED; DRAFT PENDING REVIEW; FORWARDED TO ACO; DRAFT SUB-LOC CAR NOTIFICATION; OASIS DRAFT; OASIS DRAFT PENDING REVIEW; OASIS DRAFT REVIEWED; HN DRAFT; HN RESPONSE PENDING	Record "Added/Create Date"	Start at 1 & count up 1, 2, 3... Level 1 & 2 turn RED on day 10 and continue counting. Level 3 & 4 turn RED on day 30 and continue counting.	<u>Status</u> : CAR Transmitted <u>Date</u> : Transmitted Date
P & E; O	CAR TRANSMITTED; OASIS CAR TRANSMITTED	"Transmitted Date" on Edit CAR Page	Start at 1 & count up 1, 2, 3... Day 45 turn RED and continue counting.	<u>Status</u> : CAP Submitted <u>Date</u> : KTR Submitted Date; or Request Extended CAP Due Date To
P & E; O	CAR TRANSMITTED – Extending CAP	"CAP Extended Due Date" on CAP Page. Date can only be up to 10 days beyond the "CAP Due Date" field.	Continue counting days from Transmitted Date. Turn RED when reach CAP Extended Due Date.	<u>Status</u> : CAP Submitted <u>Date</u> : KTR Submitted Date
P & E; O	CAP SUBMITTED; OASIS CAP SUBMITTED	"KTR Submitted Date" on CAP Page.	Start at 1 & count up 1, 2, 3... Turns RED at day 10 and continue counting.	<u>Status</u> : CAP Approved or CAP Rejected <u>Date</u> : CAP Approved Date; CAP Rejection Date
P & E; O	CAP APPROVED; OASIS CAP APPROVED	First Check "Revised CAP Acceptable Date" then check "CAP Approved Date" on CAP Page.	Start at 1 & count up 1, 2, 3 Turns RED at day 30 and continue counting.	<u>Status</u> : CA Verified (or CAP Rejected) <u>Date</u> : Verification Date (or CAP Rejection Date)
P & E; O	CAP REJECTED; OASIS CAP REJECTED	"CAP Rejection Date" on CAP page.	Start at 1 & count up 1, 2, 3... Turns RED at day 10 and continue counting.	<u>Status</u> : CAP Approved or CAP Rejected

				Date: Revised CAP Acceptable Date; Revised CAP Rejection Date
P & E; O	CAP REJECTED – Revised CAP Rejected	“Revised CAP Rejection Date” on CAP page.	Start at 1 & count up 1, 2, 3... Turns RED at day 10 and continue counting.	Status: CAP Approved Date: Revised CAP Acceptable Date
P & E; O	CA VERIFIED; OASIS CA VERIFIED	“Verification Date” on CAP page.	Start at 1 & count up 1, 2, 3... Day 90 turn RED and continue counting.	Status: CA Validated or CLOSED-COMPLETED
O	OASIS DRAFT I-W Status turns RED on day 31.	Record “Added/Created Date”	Count days from record creation.	
D	SUB-LOC CAR NOTIFICATION TRANSMITTED	“Status Change Date” when status= SUB-LOC CAR NOTIFICATION TRANSMITTED	Start at 1 & count up 1, 2, 3... Turn RED on day 5 and continue counting.	Status: Sub-Loc CAR Acknowledged Date: Acknowledgement Date
D	SUB-LOC CAR ACKNOWLEDGED		0	
All	CA VALIDATED; CLOSED-COMPLETED; CAR WITHDRAWN; CLOSED-ESCALATED; SUB-LOC CAR ACKNOWLEDGED; SUB-LOC CAR WITHDRAWN; OASIS CA VALIDATED; OASIS CB CLOSED; OASIS DCMA CLOSED; HN CLOSED-COMPLETED		0	

APPENDIX IV

Data Dictionary

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
*Record Control Number (RCN)	Edit CAR Web Page	CAR Number	PDREP-AIS Record Control Number. Also known as the CAR Number.	CHAR	20
ACO User Code	ACO Web Page	Background	PDREP-AIS user code of user assigned as the ACO.	VARCHAR 2	12
ACO User SYSCOM Code	ACO Web Page	Background	SYSCOM code of the PDREP-AIS user assigned as the ACO.	CHAR	6
ACO User SYSCOM Code Literal	ACO Web Page	Background	SYSCOM code literal of the PDREP-AIS user assigned as the ACO.	VARCHAR 2	50
Added Date	Edit CAR Web Page	Background	Date CAR was added to the PDREP-AIS.	DATE	7
Added User Code	Edit CAR Web Page	Background	User ID of person or entity that added the CAR to the PDREP-AIS.	VARCHAR 2	12
Added User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM Code of person or entity that added the CAR to the PDREP-AIS.	CHAR	6
Added User SYSCOM Code Literal	Edit CAR Web Page	Background	SYSCOM Literal of person or entity that added the CAR to the PDREP-AIS.	VARCHAR 2	50
Additional Cage Code	Edit CAR Web Page	Additional CAGE Numbers	Data field for CAGE code other than prime CAGE that is affected by CAR	CHAR	5
Agency Dir Concur Date	ACO Web Page	Agency Director Concurrence	Agency Director Concurrence occurred	DATE	7
Agency Dir Concur Ind	ACO Web Page	Agency Director Concurrence	Indicates documents were attached related to Agency Director Concurrence.	CHAR	1
Alt Govt Poc	Edit CAR Web Page	CAR POC	Add Government representative name if other than person logged in, used for CAR letter to KTR	VARCHAR 2	100
Applicable Programs	Edit CAR Web Page	Applicable Programs	List of selectable DAI, NSEO, and PMBI Programs	NUMBER	22
CA Planned Validation Date	Contractor Actions Web Page	Planned Validation Date	Date the CAP was scheduled to be Validated.	DATE	7
CA Planned Verification Date	Contractor Actions Web Page	Planned Verification Date	Date the CAP was scheduled to be Verified.	DATE	7
CA Validation Date	Contractor Actions Web Page	Validation Date	Date CA was Validated.	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CA Validation Results	Contractor Actions Web Page	Validation Results	Remarks regarding Validation.	VARCHAR 2	4,000
CA Verification Date	Contractor Actions Web Page	Verification Date	Date CA was Verified.	DATE	7
CA Verification Results	Contractor Actions Web Page	Verification Results	Remarks regarding Verification	VARCHAR 2	4,000
CAP Accept Ind	Contractor Actions Web Page	CAP Acceptable	Indicates the CAP was accepted, and not rejected.	CHAR	1
CAP Acceptor POC	Contractor Actions Web Page	CAP Acceptor POC	Person that accepted the CAP.	VARCHAR 2	100
CAP Approved Date	Contractor Actions Web Page	CAP Approved Date	The date the Functional Specialist concurs with CAP.	DATE	7
CAP Details	Contractor Actions Web Page	Corrective Action Plan Details	Text field that addresses Root Cause Corrective Action, CAP details.	VARCHAR 2	4,000
CAP Due Date	Contractor Actions Web Page	CAP Due Date	Date CAP is required to be responded to by the contractor.	DATE	7
CAP Ext Req Narr	Contractor Actions Web Page	CAP Extension Request Reason	Rationale provided by the contractor requesting an extension.	VARCHAR 2	4,000
CAP Extended Due Date	Contractor Actions Web Page	Request Extended CAP Due Date To	The date the KTR is given as the extension due date.	DATE	7
CAP Reject Narr	Contractor Actions Web Page	CAP Rejection Explanation	Explanation of why the CAP was rejected.	VARCHAR 2	4,000
CAP Rejected Date	Contractor Actions Web Page	CAP Rejection Date	Date CAP was rejected.	DATE	7
CAP Response Recieved Date	Contractor Actions Web Page	CAP Response Received by Gov. Date	Date CAP response received	DATE	7
CAP Submitted Date	Contractor Actions Web Page	KTR Submitted Date	Date CAP was submitted.	DATE	7
Category Code	Deficiency Web Page	Category	Code for a high-level description of deficiency that is based on the Assigned Functional Area selection. Used for metric tracking.	NUMBER	22
Category Code Literal	Deficiency Web Page	Category	Literal is a high-level description of deficiency that is based on the Assigned Functional Area selection. Used for metric tracking.	VARCHAR 2	1,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CB Rejections Narrative	Contractor Actions Web Page	CB Rejections Reason	Rejection details if CB Response is Rejected. Must be entered is Rejected in order to transmit OASIS CAR to Contractor.	VARCHAR 2	4,000
CB Response	Contractor Actions Web Page	CB Response	CB Response to OASIS CAR.	VARCHAR 2	4,000
CB Response Date	Contractor Actions Web Page	CB Response Date	Date CB Responds to OASIS CAR.	DATE	7
CBS Ind	Edit CAR Web Page	Contractor Business System Indicator	Check box if discrepancy was found during CBS related audit. When checked the contractor business system data fields in the reviewer page will visible and mandatory – response required dropdown must be YES	CHAR	1
CMO Commander/Deputy Notification Date	ACO Web Page	CMO Commander/Deputy Notification Completed	Date when CMO Commander/Deputy Notification occurred.	DATE	7
CMO Commander/Deputy Notification Ind	ACO Web Page	CMO Commander/Deputy Notification Completed	Indicates documents were attached related to the CMO Commander/Deputy Notification Concurrence.	CHAR	1
Comm Complete Ind	ACO Web Page	Communication Process Complete	Date when ACO Communication Process was completed.	CHAR	1
Contract Number	Edit CAR Web Page	Contract Number	Contracts affected by discrepancy(s), mandatory one contract added	VARCHAR 2	20
Contractual Requirement	Deficiency Web Page	Contractual Requirement	Text box to enter Contractual requirement, TDP, SOW, FAR, etc.	VARCHAR 2	4,000
Correspond From DoDAAC	Correspondence/History Webpage	Background	DODAAC of the user sending correspondence.	CHAR	6
Correspond From Email Address	Correspondence/History Webpage	Sender's Name and Email	Email address of the user sending correspondence.	VARCHAR 2	100
Correspond From User Code	Correspondence/History Webpage	Background	User ID of user sending correspondence.	VARCHAR 2	12
Correspond To Email Address	Correspondence/History Webpage	Recipient's Name and Email	Email address of person to receive correspondence.	VARCHAR 2	100
Correspondence Code	Correspondence/History Webpage	Background	Code used to capture correspondence.	NUMBER	22
Correspondence Code Literal	Correspondence/History Webpage	Correspondence	Literal of code used to capture correspondence.	VARCHAR 2	20

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Correspondence Date	Correspondence/History Webpage	Date	Date correspondence took place.	VARCHAR 2	8
Correspondence Narrative	Correspondence/History Webpage	Message	Narrative of correspondence sent.	VARCHAR 2	4,000
Critical Safety Item	Deficiency Web Page	Critical Safety Item	Indicator of a critical safety item - Y= yes or N = no	CHAR	1
CTR Dir Concur Date	ACO Web Page	Contracts Director Notification Completed	Date when Contracts Director Concurrence occurred.	DATE	7
CTR Dir Concur Ind	ACO Web Page	Contracts Director Notification Completed	Indicates documents were attached related to Contracts Director Concurrence.	CHAR	1
DCMA Region Id	Edit CAR Web Page	Operational Unit (Region) Contract	UIC Code for the Region of Administrative Office of Prime contract for CAR (PH, P2,P3, P4,P6,P7,P8, PC or P9)	CHAR	1
DCMA Region Literal	Edit CAR Web Page	Background	Literal for the Region of Administrative Office of Prime contract for CAR	VARCHAR 2	30
Def Class Code	Deficiency Web Page	Background	Classification of the nonconformance/deficiency Code for the choices are 1, 2, 3, 4, 5 and 6. The choice of 5 is only available for 1102s working CBS CARS Unknown, Critical, Major, Minor, Significant, Non-Significant. "Significant" and "Non-Significant" will be associated with 1102 Job Series and the CBS indicator.	NUMBER	22
Def Class Code Literal	Deficiency Web Page	Def. Class	Classification of the nonconformance/deficiency Choices are Critical, Major, Minor, Unknown, Significant and Non-Significant. The choice of significant is only available for 1102s working CBS CARS Unknown, Critical, Major, Minor, Significant, Non-Significant. "Significant" and "Non-Significant" will be associated with 1102 Job Series and the CBS indicator.	VARCHAR 2	50
Def Class Sub Code	Deficiency Web Page	Background	Used only with specific Functional Areas, to provide more detailed info about the defect class.	NUMBER	22

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Def Class Sub Code Literal	Deficiency Web Page	Def. Class Sub Code Literal	Used only with specific Functional Areas, to provide more detailed info about the defect class.	VARCHAR 2	50
Defect Narrative	Deficiency Web Page	Non-compliance Description	User enters detailed description of the departure from contractual requirement	VARCHAR 2	4,000
Deficiency Number	Deficiency Web Page	Deficiency Number	Deficiency record you are viewing or editing	NUMBER	22
Delivery Sched Impact Ind	Edit CAR Web Page	Delivery Schedule Impact Possible	Yes/No dropdown if impacts schedule, User should notify IS of CAR, Future req. system will auto-populate IS from POC list on CAR notification email CC line	CHAR	1
DoD ACO Review	ACO Web Page	Management had reviewed in accordance with Agency policy.	Checkbox to indicate management has reviewed the CAR in accordance with Agency policy.	CHAR	1
DoD ACO Review Date	ACO Web Page	Management had reviewed in accordance with Agency policy.	Date field management reviewed the CAR in accordance with Agency policy.	DATE	7
DoD CBS considered	ACO Web Page	Has all actions of the DFARS Subpart 242.70, "Contractor Business Systems" been Considered?	Checkbox to indicate all CBS actions have been considered.	CHAR	1
DoD CBS considered Date	ACO Web Page	Has all actions of the DFARS Subpart 242.70, "Contractor Business Systems" been Considered?	Date field to indicate when all CBS actions were considered complete.	DATE	7
DoD Contracting Office Name	Edit CAR Web Page	Contracting Office Name	Associated Contracting office to Issuing Office DoDAAC	CHAR	6
DoD Delivery Order/Task Order	Edit CAR Web Page	Delivery Order/Task Order	Field to enter the Delivery Order or Task Order Number on DoD CARs	VARCHA R2	25
DoD Issuing Office DoDAAC	Edit CAR Web Page	Issuing Office DoDAAC	DoDAAC of the issuing Office (DoD CAR field same as Prime Contract CMO DoDAAC	CHAR	5
DoD Service Code	Deficiency Web Page	Service Code	Dropdown to select the Service Code associated with the deficiency	CHAR	1
Escalated By User Code	Contractor Actions Web Page	Background	PDREP-AIS User ID of the user that escalated the CAR.	VARCHAR 2	12
Escalated Date	Contractor Actions Web Page	Background	Date the CAR is escalated.	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
ETOOLS Control Number	Edit CAR Web Page	Background	ETOOLS Record Control Number	VARCHAR 2	50
Executive Summary Narrative	Edit CAR Web Page	Executive Summary	Used to capture high level description of overall CAR Data, if populated will be used in contractor letter	VARCHAR 2	4,000
Final Determination Issue Date	ACO Web Page	Final Determination Issued	Date when Final Determination was Issued	DATE	7
Forward To CMO DoDAAC	Edit CAR Web Page	CMO DoDAAC	DoDAAC entered when forwarding a POP Notification	CHAR	6
Forward To FS DoDAAC	Edit CAR Web Page	Background	DoDAAC of the assigned Prime Functional Specialist(s)	CHAR	6
Forward To FS Email	Edit CAR Web Page	Prime FS Email	Email address of the assigned Prime Functional Specialist(s)	VARCHAR 2	100
Forward To FS Name	Edit CAR Web Page	Prime FS Name	Name of the assigned Prime Functional Specialist(s)	VARCHAR 2	100
Forward To FS Region	Edit CAR Web Page	Background	Region of the assigned Prime Functional Specialist(s)	VARCHAR 2	30
Forward To FS Team Code	Edit CAR Web Page	Background	User Code of the assigned Prime Functional Specialist(s)	VARCHAR 2	12
Forward To FS User Code	Edit CAR Web Page	Background	Team Code of the assigned Prime Functional Specialist(s)	CHAR(12)	6
Init Determination Sent Date	ACO Web Page	Initial Determination Sent (with Draft CAR)	Date when Initial Determination was sent with Draft CAR	DATE	7
Item Identifier(s)	Deficiency Web Page	Item Nomenclature	Name of part or Document related to the deficiency. Multiple items are allowed	VARCHAR 2	50
KCR Activity	Deficiency Web Page	Key Contract Activity	Drop down based on the Surveillance Event selected, choose Surveillance Activity from the dropdown. The Surveillance Sub-Activity data field may then populate if relevant to the selection.	CHAR	300
KCR Assigned Functional Area	Deficiency Web Page	Assigned Functional Area	The literal associated with the Functional Area that the deficiency was found.	VARCHAR 2	150
KCR Assigned Functional Area Code	Deficiency Web Page	Background	The code associated with the Functional Areas that the deficiency was found.	NUMBER	22

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
KCR Event	Deficiency Web Page	Key Contract Event	Drop down based on the KCR number & Description selected, choose the Surveillance Event from the dropdown. The Surveillance Activity data field may then populate if relevant to the selection.	CHAR	300
KCR Functional Area Details	Deficiency Web Page	Function Area Details	The literal associated with the detailed description for the Assigned Functional Area that found deficiency or originating CAR - only available for Contracts.	VARCHAR 2	50
KCR Functional Area Details Code	Deficiency Web Page	Background	The code associated with the detailed description for the Assigned Functional Area that found deficiency or originating CAR	NUMBER	22
KCR Number	Deficiency Web Page	Key Contract Requirement	Number associated with Key Contract Requirement	VARCHAR 2	5
KCR Number Description	Deficiency Web Page	Key Contract Requirement	Literal describing a Key Contract Requirement	NUMBER	22
KCR Sub-Activity	Deficiency Web Page	Key Contract Sub-Activity	Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.	CHAR	300
KTR Email Address	Edit CAR Web Page	Email Address	Contractor POC's email address.	VARCHAR 2	100
KTR Notify Sent Date	ACO Web Page	CMO Notification of Intent to Customers	Date when notification is sent to KTR	DATE	7
KTR Notify Sent Ind	ACO Web Page	CMO Notification of Intent to Customers	Indicates documents were attached related to CMO Notification of Intent to Customers	CHAR	1
KTR Phone Number	Edit CAR Web Page	Phone Number	Contractor POC's phone number.	VARCHAR 2	40
KTR POC	Edit CAR Web Page	KTR POC	The name of the contractor's point of contact POC.	VARCHAR 2	100
KTR POC Title	Edit CAR Web Page	KTR POC Title	The title of the contractor POC.	VARCHAR 2	50
KTR Procedure	Deficiency Web Page	Contractor Procedure	KTRs procedure that controls process or does not address contract requirements to produce expected outcome	VARCHAR 2	4,000
KTR Systems Audit Date	ACO Web Page	Receipt of Business System Analysis Report (BSAR)/Audit	Date when Receipt of Business System Analysis Report (BSAR)/Audit was completed	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Level Code	Edit CAR Web Page	Background	Code for the Level assigned to the CAR.	CHAR	1
Level Literal	Edit CAR Web Page	Level	Literal for the Level assigned to the CAR.	VARCHAR 2	10
Linked Record	Edit CAR Web Page	Selected Sub-Loc	Control Number of linked POP Notification(s) and Prime CAR(s).	CHAR	20
Note/Brief Code	Notes Web Page	Background	Code used to capture Note/Brief	CHAR	2
Note/Brief Code Literal	Notes Web Page	Note Type	Literal associated with a description of the Note/Brief captured.	VARCHAR 2	45
Note/Brief Date	Notes Web Page	Date	Date a Note/Brief was entered.	DATE	7
NSN COG	Deficiency Web Page	COG	Navy Cognizance Code.	CHAR	2
NSN FSC	Deficiency Web Page	FSC	The Federal Supply Class of the National Stock Number (NSN).	CHAR	4
NSN NIIN	Deficiency Web Page	NIIN	The National Item Identifier Code of the NSN.	CHAR	9
NSN Nomenclature	Deficiency Web Page	Nomenclature	Nomenclature to CAR record, will be include in KTR letter, must be clicked to add item name to document, allows adding more than one item to deficiency	VARCHAR 2	50
NSN SMIC	Deficiency Web Page	SMIC	Navy Special Material Identification Code	CHAR	2
Oasis Ind	Edit CAR Web Page	OASIS Indicator	Indicates that a CAR is being processed in OASIS. For AS9100 certificated KTRs. Captures the record as a CAR, ability for FS to take data from OASIS and input into system. Get ticket number upon submission in OASIS	CHAR	1
Oasis Ticket Number	Edit CAR Web Page	OASIS Ticket Number	The Oasis Ticket number for the CAR that is being processed in OASIS.	VARCHAR 2	20
Observed Draft Date	Deficiency Web Page	NC Observation Date	Date Government rep found/witnessed deficiency	DATE	7
Originator DoDAAC	Edit CAR Web Page	DODAAC	The originators Department of Defense Activity Address Code.	CHAR	6
Originator Email Address	Edit CAR Web Page	Email	Email address of the originator.	VARCHAR 2	100
Originator Name	Edit CAR Web Page	Originator name	Plain text name of the originator.	CHAR	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Originator Phone Number	Edit CAR Web Page	Phone Number	Phone number of the originator.	VARCHAR 2	40
Originator Region	Edit CAR Web Page	Background	Region of the originator.	VARCHAR 2	30
Originator User Code	Edit CAR Web Page	Background	PDREP-AIS user ID of the originator.	VARCHAR 2	12
Originator User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM code Literal of the originator.	CHAR	6
Originator User SYSCOM Literal	Edit CAR Web Page	Background	Email address of the originator.	VARCHAR 2	50
Panel Review Date	ACO Web Page	HQ CBS Panel Review Completed	Date when HQ CBS Panel Review Completed	DATE	7
Part Number(s)	Deficiency Web Page	Part Number	Part number related to deficiency	VARCHAR 2	80
Pmbi Notified Date	ACO Web Page	PMBI Notification	Date when Portfolio Management & Business Integration Directorate was notified.	DATE	7
POP Locn Cage City	Edit CAR Web Page	City	City auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	30
POP Locn Cage Code	Edit CAR Web Page	POP CAGE	POP Location other than prime where discrepancy was found, will auto-populate CAR letter	CHAR	5
POP Locn Cage Company Name	Edit CAR Web Page	Name	Name auto-populated based on data entered in POP CAGE data field	CHAR	50
POP Locn Cage Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in POP CAGE data field	VARCHAR 2	2
POP Locn Cage State	Edit CAR Web Page	State	State auto-populated based on data entered in POP CAGE data field	VARCHAR 2	2
POP Locn Cage Street	Edit CAR Web Page	Address	Address auto-populated based on data entered in POP CAGE data field	VARCHAR 2	50
POP Locn Cage Zip	Edit CAR Web Page	ZIP Code	ZIP Code auto-populated based on data entered in POP CAGE data field	VARCHAR 2	10
POP Locn Fax Number	Edit CAR Web Page	Fax Number	Facsimile phone number for the place of performance.	VARCHAR 2	40
POP Locn Phone Number	Edit CAR Web Page	Phone Number	Phone number for the place of performance.	VARCHAR 2	40

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Prime Contract CMO DoDAAC	Edit CAR Web Page	Prime Contract CMO DODAAC	Text entry field will consist Administrative Office of Prime contract CMO	CHAR	6
Prime Contract CMO DoDAAC City	Edit CAR Web Page	Background	City auto-populated based on data entered in prime DODAAC data field	VARCHAR 2	30
Prime Contract CMO DoDAAC Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in the prime DODAAC data field	VARCHAR 2	2
Prime Contract CMO DoDAAC Name	Edit CAR Web Page	Background	Short name auto-populated based on data entered in the Prime DODAAC data field	CHAR	50
Prime Contract CMO DoDAAC Name 1	Edit CAR Web Page	Background	Additional name info auto-populated based on data entered in the prime DoDAAC data field	CHAR	50
Prime Contract CMO DoDAAC Name 2	Edit CAR Web Page	Background	Additional name info auto-populated based on data entered in the prime DoDAAC data field	CHAR	50
Prime Contract CMO DoDAAC State	Edit CAR Web Page	Background	State auto-populated based on data entered in the Prime DODAAC data field	VARCHAR 2	2
Prime Contract CMO DoDAAC Street	Edit CAR Web Page	Background	Address auto-populated based on data entered in the prime DODAAC data field	VARCHAR 2	50
Prime Contract CMO DoDAAC Zip Code	Edit CAR Web Page	Background	ZIP code auto-populated based on data entered in the prime DODAAC data field	VARCHAR 2	10
Prime KTR Cage City	Edit CAR Web Page	City, State, Zip Code	City auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	2
Prime KTR Cage Code	Edit CAR Web Page	Prime CAGE	CAGE on Prime contract	CHAR	5
Prime KTR Cage Company Name	Edit CAR Web Page	Company Name	Company name auto-populated based on data entered in Prime CAGE data field	CHAR	50
Prime KTR Cage Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	2
Prime KTR Cage State	Edit CAR Web Page	City, State, Zip Code	State auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	2
Prime KTR Cage Street	Edit CAR Web Page	Address	Auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	50
Prime KTR Cage ZIP Code	Edit CAR Web Page	City, State, Zip Code	ZIP code auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	10
Proprietary Ind	Deficiency Web Page	Proprietary Information	Data field used to identify the CAR has contractor's proprietary Information	CHAR	1
Region Concur Date	ACO Web Page	Region Commander Concurrence	Date when Region Commander Concurrence occurred	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Region Concur Ind	ACO Web Page	Region Commander Concurrence	Indicates documents were attached related to Region Commander Concurrence	CHAR	1
Repeat Finding Ind	Edit CAR Web Page	Repeat Finding	Yes/No dropdown to identify if finding meets business rule definition of repeat find, list CAR Control numbers in discrepancy description text BLK	CHAR	1
Response Due Date	ACO Web Page	Contractor Response Due Date	Date CAP response is required by contractor.	DATE	7
Response Required Ind	Edit CAR Web Page	Response Required	Yes/No dropdown to identify if response from the contractor is required.	CHAR	1
Review Accepted Ind	Review Web Page	Supervisor Reviewed: Accepted?/Reviewed: Accepted?	Yes/No Dropdown to indicate if the review was accepted or rejected.	CHAR	3
Review Required Ind	Edit CAR Web Page	Supervisor Review Required	Indicates the CAR needs to be reviewed prior to being transmitted to the contractor	CHAR	1
Reviewed By DoDAAC	Review Web Page	Reviewer's Activity	DODAAC of the user that reviewed the CAR before sending to the contractor.	CHAR	6
Reviewed By User Code	Review Web Page	Background	User ID of the user that reviewed the CAR to the contractor.	VARCHAR 2	12
Reviewed By User SYSCOM Code	Review Web Page	Background	SYSCOM Code of the user that reviewed the CAR to the contractor.	CHAR	6
Reviewed By User SYSCOM Literal	Review Web Page	Background	SYSCOM literal of the user that reviewed the CAR to the contractor.	VARCHAR 2	50
Reviewed Date	Review Web Page	Reviewed Date	Date the CAR was reviewed.	DATE	7
Reviewer Narrative	Review Web Page	Reviewer Remarks	Remarks about the CAR entered by the Reviewer.	VARCHAR 2	4,000
Reviewers Name	Review Web Page	Reviewer Name	Plain text name of the person that reviewed the CAR	CHAR	50
Reviewers Phone	Review Web Page	Reviewer Phone	Phone number of the person that reviewed the CAR.	VARCHAR 2	40
Reviewers Team Code	Review Web Page	Reviewer's Team Code	The Reviewers Team Code	CHAR(12)	6
Revised CAP Acceptable	Contractor Actions Web Page	Revised CAP Acceptable	Indicates revised CAP Approved or CAP Rejected.	CHAR	1
Revised CAP Acceptable Date	Contractor Actions Web Page	Revised CAP Acceptable Date	Date the revised CAP was determined acceptable.	DATE	7
Revised CAP Acceptable Narrative	Contractor Actions Web Page	Revised CAP Acceptable Narrative	Narrative field to enter the reason the revised CAP was acceptable.	CHAR	2,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Revised CAP Due Date	Contractor Actions Web Page	Revised CAP Due Date	Conditionally mandatory based on CAP Acceptable data field. Auto-populated ten day from rejection date when "No" is checked. Name and date will be captured for record history	DATE	7
Revised CAP POC	Contractor Actions Web Page	Revised CAP POC	The person that approved the revised CAP.	VARCHAR 2	100
Revised CAP Received Date	Contractor Actions Web Page	Revised CAP Received Date	Date the revised CAP was received.	DATE	7
Revised CAP Rejection Date	Contractor Actions Web Page	Revised CAP Rejection Date	Date the revised CAP was rejected.	DATE	7
Revised CAP Rejection Expln	Contractor Actions Web Page	Revised CAP Rejection Explanation	Remarks regarding the rejected revised CAP.	VARCHAR 2	4,000
Root Cause Code	Contractor Actions Web Page	Root Cause Code	Code and narrative of the Root Cause.	NUMBER	22
Root Cause Description	Contractor Actions Web Page	Root Cause Description	Detailed description of the Root Cause.	VARCHAR 2	255
Sender CAGE	Edit CAR Web Page	Sender CAGE	CAGE of the user sending the POP Notification	CHAR	6
Sender Contract Number	Edit CAR Web Page	Sender Information: Contract Number	Contract Number of the user sending the POP Notification	CHAR	100
Sender DoDAAC	Edit CAR Web Page	Sender DoDAAC	DoDAAC of the user sending the POP Notification	CHAR	6
Sender Subcontract/PO Number	Edit CAR Web Page	Sender Sub/PO Number	Subcontract/Purchase Order Number of the user sending the POP Notification	CHAR	100
Status Code	Correspondence/History Webpage	Background	Code used to capture current Status.	NUMBER	22
Status Date	Correspondence/History Webpage	Status Date	Date Status was current status was updated	DATE	7
Status Literal	Correspondence/History Webpage	Status	The status of the Corrective Action request.	VARCHAR 2	45
Subcontract Ind	Edit CAR Web Page	Background	Used to identify a CAR is written by a POP.	CHAR	1
Subcontract PO Number	Edit CAR Web Page	SubContract/Purchase Order (PO) Number	If the deficiency is by a subcontractor, the contract vehicle (PO, work order, etc.) used by the prime contractor will be entered in this data field. If this field has an entry it will	VARCHAR 2	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
			require the place of performance to become visible and mandatory		
Subcontract UEI	Edit CAR Web Page	SubContractor UEI	Data field for subcontractors who do not have a CAGE code, user will enter the Unique Entity Identifier, this field will display the Place of Performance data fields	VARCHAR 2	12
Team Code	Edit CAR Web Page	Operational Unit (Region and Team)	Current Region/Team with edit permissions for the record.	VARCHAR 2	12
Transmitted By DoDAAC	Edit CAR Web Page	Background	DODAAC of the user that transmitted the CAR to the contractor.	CHAR	6
Transmitted By User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM Code of the user that transmitted the CAR to the contractor.	CHAR	6
Transmitted By User SYSCOM Literal	Edit CAR Web Page	Background	SYSCOM literal of the user that transmitted the CAR to the contractor.	VARCHAR 2	50
Transmitted By User Code	Edit CAR Web Page	Background	PDREP-AIS User ID of the user that transmitted the CAR to the contractor.	VARCHAR 2	12
Transmitted Date	Edit CAR Web Page	Transmitted Date	Date the CAR was transmitted to the contractor.	DATE	7
Transmitted POC	Edit CAR Web Page	Transmitter Name	Plain text name of user that transmitted the CAR.	VARCHAR 2	100
Type Code	Deficiency Web Page	Background	Code for the Specific type of deficiency based on category selected. Based on Category selected	NUMBER	22
Type Code Literal	Deficiency Web Page	Type	Literal for the Specific type of deficiency based on category selected. Based on Category selected	VARCHAR 2	1,000
Type Detail Code	Deficiency Web Page	Background	Code for the detailed description further defining the type of deficiency. Based on the Type selected	NUMBER	22
Type Detail Code Literal	Deficiency Web Page	Type Detail	Literal for the detailed description further defining the type of deficiency. Based on the Type selected	VARCHAR 2	1,000
Update By User Code	Edit CAR Web Page	Background	PDREP-AIS User ID of the user that last made an update the CAR.	VARCHAR 2	12
Update By User Name	Edit CAR Web Page	Background	Name of the user that last made an update the CAR.	CHAR	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Update By User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM code of the user that transmitted the CAR to the contractor.	CHAR	6
Update by User SYSCOM Literal	Edit CAR Web Page	Background	SYSCOM literal of the user that transmitted the CAR to the contractor.	VARCHAR 2	50
Updated Date	Edit CAR Web Page	Background	Date the CAR was last updated.	DATE	7
Withdrawn Date	Edit CAR Web Page	Background	Date CAR was withdrawn and no further processing required.	DATE	7
Withholds Impl Ind	ACO Web Page	Withholds Implemented	Checked when withholds are implemented. Upload with KTR notification letter.	CHAR	1