



DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
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NAVSEA INSTRUCTION 4855.39

From: Commander, Naval Sea Systems Command

Subj: IMPLEMENTATION OF THE PRODUCT DATA REPORTING AND  
EVALUATION PROGRAM

Ref: (a) SECNAVINST 4855.3C  
(b) NAVSEA 04 memo 4855 Ser 04P/011 of 22 Apr 13

1. Purpose. Per references (a) and (b), this instruction provides Naval Sea Systems Command (NAVSEA) requirements for implementation and use of the Product Data Reporting and Evaluation Program (PDREP).

2. Scope. Reference (a) requirements apply to all organizational elements of NAVSEA. SEA 08 is responsible for all technical matters related to nuclear propulsion of naval ships and crafts. Nothing in this instruction detracts in any way from these responsibilities. Accordingly, SEA 08 will be consulted in all matters relating to, or affecting nuclear propulsion plants and associated nuclear support facilities.

3. Background. PDREP facilitates compliance with Department of the Navy (DON) policy for processing and managing supplier performance information. Per references (a) and (b), PDREP also provides accountability and oversight of suppliers and contractors.

a. Reference (a) directs NAVSEA, Program Executive Offices (PEOs), and subordinate commands to develop PDREP interim guidance, update PDREP instructions, and implement delineated PDREP responsibilities, including the assignment of Command PDREP coordinators. As chartered by reference (a), the Director, Supplier Product Quality (SEA06P, formerly SEA04P) is the DON PDREP Functional Manager and Configuration Management Board (CMB) Chair.

b. Reference (a) establishes requirements for reporting both positive and negative contractor and supplier quality and delivery performance data as described in reference (b). This includes, but is not limited to, discrepancies, deficiencies, and premature failures attributed to the contractor or supplier through poor workmanship, improper material or deficient manufacturing, and/or improper repair and overhaul.

c. The PDREP captures supplier data for material acquired and/or utilized by NAVSEA. The process begins when a material

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acquisition requirement is initiated and ends with disposal of the material.

4. Discussion. Reference (a) establishes the PDREP Automated Information System (AIS) as the DON information system that supports requirements for the reporting, collection, evaluation, and use of supplier performance and product quality information in compliance with the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Navy regulations. PDREP supports DON management of the supply chain including first time product quality and on-time delivery of materials for both critical and non-critical applications. PDREP promotes continuous process improvement for increased material readiness and decreased deficiency issues, providing an overall cost savings to the Navy. PDREP data is used in the quality and delivery rating criteria for the DoD Past Performance Information Retrieval System (PPIRS) through a monthly data feed to PPIRS in compliance with FAR requirements. Reference (b), describes the PDREP application functionality used by DON activities to implement reference (a). Subordinate commands have overall responsibility to ensure complete and accurate implementation through all phases of the acquisition life cycle and logistics support processes, including: development, acquisition planning and execution, production, maintenance, spares and inventory management, and related services.

5. Policy.

a. NAVSEA Source Selection Evaluation Teams should consider PDREP where past performance is used in the evaluation of proposals.

b. NAVSEA Contracting Officers should consider PDREP where past performance is used for evaluation of proposals, bids, offers and quotes per the FAR and DFARS.

c. Reported data will be collected using the procedures outlined in reference (b) and the PDREP Website, <https://www.pdrep.csd.disa.mil/default.htm>. Reported data will be used to evaluate product quality, quality trends, and supplier past performance history, and to help develop preventive and/or corrective action to preclude recurrence.

d. NAVSEA Contract Performance Assessment Reporting System (CPARS) assessing officials must use PDREP when considering the timeliness and quality of products (commodities).

e. Per references (a) and (b), the NAVSEA PDREP Coordinator will assess that PDREP is being used by Naval Sea Systems Command (NAVSEASYS COM), PEOs and subordinate commands. This responsibility

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will be assigned to the Director, Supplier Product Quality (SEA06P).

f. In instances where susceptibility to fraudulent business practices or receipt of counterfeit material poses risk to a successful acquisition, special contractual requirements are imposed to ensure that integrity and accountability within the supply chain are maintained, and that only conforming, authentic material is delivered to the Government. Examples of special contract requirements include product traceability, tests and inspections, and specified quality management systems. Non-compliance with these requirements is reported in PDREP and, in cases of fraudulent or counterfeit materials, to other authorities.

g. Per reference (b), any instance of a suspected or confirmed counterfeit item will be documented with a Product Quality Deficiency Report (PQDR).

h. NAVSEA subordinate commands will assign PDREP Coordinators and develop local PDREP implementing instructions. These instructions must include identification of positions tasked with specific roles and responsibilities for implementing references (a) and (b) requirements appropriate to that command.

## 6. Action.

### a. NAVSEA PDREP Coordinator

(1) Ensure training and guidance is provided for command personnel who are responsible for PDREP data reporting and information analysis.

(2) Perform a bi-annual self-assessment to measure compliance with references (a) and (b) to ensure PDREP compliance is being managed appropriately throughout the organization. Develop, review and report PDREP bi-annual self-assessment results and metrics to NAVSEA Leadership and Department Heads.

(3) Develop or revise internal policies and procedures, as necessary, to implement the PDREP elements identified in references (a) and (b).

(4) Per references (a) and (b), and the PDREP Website, <https://www.pdrep.csd.disa.mil/default.htm> coordinators are responsible for the implementation of PDREP program requirements for the command.

(5) Provide or arrange for PDREP training as required or requested by subordinate commands.

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(6) Per reference (a) and (b), ensure PDREP reporting occurs throughout subordinate commands.

(7) Immediately advise the Department Security Representative and the applicable site Security Officer when a material inspection indicates suspected fraudulent or counterfeit material.

(8) Review bi-annual reports from subordinate commands and provide reports to NAVSEA Leadership.

b. Program Offices. Source Selection Evaluation Teams supporting contracting actions will use PDREP data for evaluation of proposals, bids, offers, and quotes.

c. Contracting Offices. Consider past performance data from PDREP to evaluate proposals, bids, offers, and quotes prior to contract award.

d. CPARS Assessing Officials.

(1) Will use PDREP data during contractor assessment reporting when considering the timeliness and quality of products (commodities).

(2) Per references (a) and (b), utilize the PDREP AIS to report and process the required supplier performance data.

e. Subordinate Commands.

(1) Per reference (a), appoint a PDREP Coordinator for the command and assign responsibility for the operation and oversight of PDREP.

(2) Per references (a) and (b), develop and/or update PDREP implementing instructions. These instructions will be used to identify positions tasked with specific roles and responsibilities for implementation of PDREP requirements. Each activity must identify where reporting, collection and evaluation of supplier performance information will be required. In compliance with references (a) and (b), assigning roles and responsibilities ensures accountability and oversight of suppliers and contractors.

(3) Provide executive level oversight of PDREP within the respective organization. Provide guidance and coordinate training to ensure effective and efficient program management.

(4) Per references (a) and (b), report bi-annual status of the PDREP Program to the NAVSEA Command PDREP Coordinator.

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(5) Establish and maintain a list of activity contact points for reporting, collection and evaluation of supplier performance information supplier performance information identified in references (a) and (b).

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1.



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