



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

**Product Quality Deficiency Report
(PQDR)**

Cloning 1227s

**User Guide
September 2016**

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*Hold the “CTRL” key and click on paragraph to follow link.

FOREWORD

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

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

REFERENCES:

1. Various DOD instructions and directives

INTRODUCTION

This document is intended to guide the user in utilizing existing 1227 data as a clone for developing a new DD form 1227 in the Product Data Reporting and Evaluation Program (PDREP).

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

First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application

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

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

Customer Support Desk

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

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

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 VIEWING THE WORKLIST

Once you have logged in the PDREP Home screen (Figure 1.1) will display. You may not see all of the options listed depending on your level of access.

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

The screenshot displays the PDREP Home interface. At the top, a green banner contains the text 'FOUO UNCLASSIFIED FOUO' and a blue banner below it reads 'Product Data Reporting and Evaluation Program (PDREP)'. Below the banners, there are navigation links: 'PDREP Home', 'Submit Feedback', 'External Links', and 'PDREP Manuals'. On the right side, the 'User Profile' is shown with a 'logout' link. The main content area is divided into two columns. The left column is titled 'PDREP APPLICATIONS' and lists various links such as 'Batch Upload', 'Contract Award and Delivery Data (CAD)', 'Corrective Action Request (CAR)', 'Facility Oversight Plan (FOP) (DCMA Surveillance Plan)', 'QALI/Letter of Delegation (LOD)', 'Material Inspection Record (MIR)', 'Product Quality Deficiency Report (PQDR)', 'Receipt Inspection Management System (RIMS)', 'Ship CSI Program (SCSI)', 'Special Quality Data (SQD)', 'Supply Discrepancy Report (SDR)', 'Supplier Audit Program (SAP)', 'Supplier Survey (Pre/Post Award)', and 'Test Records'. The 'Product Quality Deficiency Report (PQDR)' link is highlighted with a red rectangular box. Below this list is a section titled 'PDREP SEARCHES' with links for 'Ad Hoc Search', 'Bulletin Search', 'CAGE Search', 'DODAAC Search', 'DUNS Search', 'Feedback Search', 'FSC Search', 'GIDEP Search', 'HEDRS Search', 'Level 1/SubSafe Search', 'NSN Search', 'PDREP Search', 'PQDR Search', 'Qualified Product List Search', 'Requisition Search', 'Routing Identifier Code Search', 'SAP Search', 'SDR Search', 'UII Search', 'User Search', and 'Warranty/SOR Search'. The right column is titled 'PDREP REPORTS' and includes links for 'Contractor Profile', 'Material Profile', 'NAVSUP 874 Reports', 'NAVSUP 854 Reports', and 'NAVSUP Level 1 Reports'. Below this is a section titled 'PDREP PARTNER REPORTS' with links for 'DCIS Summary Report' and 'DLA Reports'. At the bottom of the right column is a section titled 'SITE ADMIN' with a link for 'QA ADMIN (Internal)'. At the very bottom of the page, there is a footer containing the text: 'PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016', 'Phone : (207) 438-1690 Email Technical Support', and 'May 23rd, 2016'.

Figure 1.1

1. Click the *Product Quality Deficiency Report* link under PDREP Applications toward the upper left portion of the screen. The PQDR Worklist will display (Figure 1.2).

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[PQDR Worklist](#) | [Create New PQDR](#) | [PQDR Search/Reports](#) | [PQDR Clone](#) | [PQDR Analysis Tool](#) | [Preview EZPQDR Entry](#)

PQDR Worklist

Instructions

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

[For additional help](#)

Show Worklist For:
Status:

From Date:
To Date:

DODAAC:
User Code:

Sort:
Organization Code:

or select from your personalized PQDR Worklists below

To use previously saved Worklists:

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

my Worklists

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 Phone : (207) 438-1690 [Email Technical Support](#)
 June 6th, 2016

Figure 1.2

2. The Worklist settings will default as shown above, with the Activity set to your primary DoDAAC and the User Code set to your PDREP User ID. Under “Show Worklist For”, select the desired role; ORIGINATOR, SCREENING POINT, ACTION POINT, or SUPPORT POINT. If you want to see only PQDRs currently assigned directly to you, click *Display Standard Worklist*. If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code and then Display Standard Worklist.
3. The “Status” setting of CURRENT WORKLIST will return only PQDRs currently assigned to the role selected in Show Worklist For. Other available statuses include:
 - a. **ALL**: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
 - b. **OPEN**: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.
 - c. **CLOSED**: Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
4. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.

5. The Worklist can also be run for a specific team by entering the designator (Organization Code) for that team. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.
6. When you have selected the criteria, click *Display Standard Worklist* to view all PQDRs matching the criteria entered. The Worklist results will appear below ([Figure 1.3](#)).

Result count: 2
 Worklist Download: [Click here](#) to download data in Microsoft Excel format

CAT	Received	History & Correspondence	RCN	SF-368	Vendor CAGE	Manufacture CAGE	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	DR Acknowledge	Days Overdue
II	01/22/2014	View	-14-0002	SF-368			NO	9999	MISCELLANEOUS ITEM		SUPPORT POINT FROM ACTION POINT	01/23/2014		DEFECT UNDER INVESTIGATION	23-JAN-14	961
II	01/23/2014	View	-14-0003	SF-368			NO	9999	MISCELLANEOUS ITEM		SUPPORT POINT FROM ACTION POINT	09/28/2015		DEFECT UNDER INVESTIGATION	23-JAN-14	960

Figure 1.3

7. The search results include the following fields.
 - a. **CAT (Category):** The category (I or II) of the PQDR. Category I PQDRs will be identified in red.
 - b. **Received:** The date when the PQDR was forwarded to the Action Point level.
 - c. **History & Correspondence:** Click the *View* link in this column to open a new window containing correspondence and forwarding history for this PQDR.
 - d. **RCN (Report Control Number):** Click the *RCN* in this column to open the Action Point page for the PQDR. This is the page from which most Screening Point tasks will be performed.
 - e. **SF-368:** Click *SF-368* link in this column to view the Standard Form 368 for the subject RCN in a new window.
 - f. **CAGE (Commercial and Government Entity):** The CAGE code of the contractor to whom the deficiency has been attributed to will appear here if one has been supplied. Clicking on the *CAGE code* in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.

- g. **CSI (Critical Safety Item):** Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.
- h. **NSN (National Stock Number):** The NSN for the item reported deficient. The NSN may have as many as four separate components:
- i. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
- j. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
- k. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
- l. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).
- m. **Note:** Click *any component of the NSN* to go to the NIIN/Contract Search page with the selected NSN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.
- n. **Nomenclature:** Item description associated with the NIIN.
- o. **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
- p. **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.
- q. **Status:** Displays the current PQDR status.
- r. **Days Overdue:** This value is based on the “Show Worklist For” level selected. For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires. A positive number, e.g. 10 indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.

1.1 Personalized PQDR Worklist

1. Click *Create New Worklist*, to create a personalized PQDR Worklist. ([Figure 1 .4](#))

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PQDR Worklist

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

Show Worklist For: **Status:**

From Date: **To Date:**

DODAAC: **User Code:**

Sort: **Organization Code:**

or select from your personalized PQDR Worklists below

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

my Worklists

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Figure 1.4

2. After selecting Create New Worklist select the desired Data Elements for the Worklist ([Figure 1.5](#)).

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WORKLIST REPORT

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

Report Title:
Data Record: PRODUCT QUALITY DEFICIENCY REPORT

Select Columns:	Data Elements		Selected Data Elements
	<div style="border: 1px solid gray; padding: 5px;"> Action Office Action Officer Ack Date Action Officer Major Command Action Point Ack Date Action Point Control Number Action Point DODAAC Action Point DSN Number Action Point Due Date Action Point EMAIL Address Action Point Major Command </div>	<input type="button" value="Add Columns"/> <input type="button" value="Delete Columns"/>	<div style="border: 1px solid gray; padding: 20px; min-height: 100px;"> No columns selected </div>
Data Element: <input type="button" value="v"/>	<input type="button" value="Add Where"/>	<input type="button" value="Back"/>	

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Figure 1.5

3. Selecting of Data Elements:

- a. Selecting one Data Element will give you only the results on that individual element.
- b. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
- c. Once Data Elements have been selected, click *Add Columns* to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selected them and clicking *Delete Columns*.
- d. 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.
- e. Data Elements can be prioritized in the drop down next to the “Add Where” Button.
- f. 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.
- g. 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.

2 CLONING 1227

1. After the Worklist displays, choose the file to clone by selecting the RCN. The Data Entry base page (Figure 2.1) will appear.

PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool
SUPPORT POINT INVESTIGATION (QAR)				
CHOOSE LEVEL		RCN: TPLAN0-11-0007		
Originator		NSN: 7R1550001815593GM		
Screening Point		Category: CATEGORY II		
Action Point		Status: ACTIVE		
Support Point		Location of PQDR: SUPPORT POINT FROM ACTION POINT		
QUICK VIEWS		Support Point - Editable Fields		
View SF-368 (HTML)		QAR Minimum requirements:		
View SF-368 (PDF)		1. Click View Points of Contact		
View 1227 (HTML)		a. Enter Contractor Investigator information.		
View 1227 (PDF)		b. Enter Government Investigator information.		
View Exhibit Tag		2. Input 1227 data and complete the DCM data page.		
View Points of Contact History		3. When investigation is complete, click 'Forward to DRPM for Approval and Release'.		
ATTACHMENTS		View/Edit DR Data		
View/Upload Files (0)		View Exhibit Details		
EXHIBIT TRACKING		Input 1227 Data		
Exhibit Tracking		Clone 1227 Data		
USER INFORMATION		DCM Data (Defect Codes)		
User Profile		View/Add Notes or Reference Briefs		
		Force PQDR Promotion		
		Add Additional Information		
		Correspondence		
		Choose an option when you have completed entering in your data		
		PQDR is released to Action Point by sending a Final Reply Letter.		
		Support Point Letters		
		Release PQDR		
		Forward to DRPM for Approval and Release		
		Assign to QAR or Delegate to other Support Point		
		Send Message To		
		Originator Screening Action Supervisor Other		
		Session Tracking: TPLAN0110007		

Figure 2.1

2. If the page does not default to the Support Point base page as shown in Figure 2.1, click the Support Point link under the Choose Level menu.
3. Click the “Clone 1227 Data” link. The PQDR – Clone 1227 page (Figure 2.3) displays.

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PQDR - Clone 1227

Instructions
 1. Before selecting **Clone Me** use the **View 1227** link to confirm the content of a previous investigation contains the desired investigative information
 2. Select **Cancel** to return if none of the previous investigations contains the desired investigative information
 Note: If NIIN or Part Number is present they will be included as part of the search. An Interim or Final Reply must also have been sent for the RCN to show in search results. Cloning 1227 data will result in cloning of all defect codes except the recovery value.

RCN	ICN	NSN	Part Number	View 1227	View 368	Clone Me
005395050029		010436929	MS27467T23B53SA	View 1227	View 368	Clone Me
005395050030		007661566	5-96303-20	View 1227	View 368	Clone Me
005395050044		003336667	5-87199	View 1227	View 368	Clone Me
005395060003		008318164	65-8890-208	View 1227	View 368	Clone Me
005395060005				View 1227	View 368	Clone Me
005395060008		006210773	5-84049-13	View 1227	View 368	Clone Me
005395060009		014722324	65-7360-53	View 1227	View 368	Clone Me
005395060022		145393070	C20579000	View 1227	View 368	Clone Me
005395060029		008641975	5-96302-3009	View 1227	View 368	Clone Me

Figure 2.2

4. Results in the list are based on the following eligibility parameters.
 - a. Same support DoDAAC
 - b. Same NIIN
 - c. Same part number (if on report)
 - d. The PQDR must have had an Intern or Final reply sent.
5. Alternatively, access the 1227 Input page and click the Clone List link (Figure 2.3). The Input 1227 page can be accessed via the Input 1227 Data link located on the Support Point base page directly above the Clone 1227 Data link.

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

RCN: TPLAN0-10-5876 NSN: 9999
 Location of PQDR: SUPPORT POINT FROM ACTION POINT
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

1227 Input

Instructions
 1. All narratives are 2000 characters long
 2. To save the record, click **Save**
 3. To cancel the process, click **Cancel**
 (Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)

To clone from an existing 1227 click [Clone List](#)

Prepared By:

Figure 2.3

6. The Clone List link will also open the PQDR – Clone 1227 page shown in Figure 2.2.

NOTE: Only PQDR's that meet these requirements will be displayed. "No existing 1227 data found" will be displayed if no PQDR's match the above criteria for the record that you are trying to clone.

7. Before selecting **Clone Me** use the **View 1227** link to confirm the content of a previous investigation contains the desired investigative information. Select the **Cancel** button at the bottom of the result set to return if none of the previous investigations contains the desired investigative information.

Remember: If NIIN or Part Number is present they will be included as part of the search. An Interim or Final Reply must also have been sent for the RCN to show in search results. Cloning 1227 data will result in cloning of all defect codes except the recovery value.

8. Click the Clone Me link for the RCN record to clone.
9. The 1227 Input form opens (Figure 2.4). The data contained in the existing 1227 is displayed within the form.

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

RCN: TPLAN0-10-9980 NSN: 1670
Location of PQDR: ACTION POINT FROM SUPPORT POINT

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#) [1227 Form](#)

1227 Input

Instructions
1. All narratives are 2000 characters long
2. To save the record, click **Save**
3. To cancel the process, click **Cancel**
(Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)

To clone from an existing 1227 click [Clone List](#)

Prepared By:

Reviewed By:

Approved By:

12. Cause of Deficiency

a. Validation of Reported Deficiency:

b. Cause of Deficiency:

c. Responsibility for Deficiency:

Figure 2.4

10. Review the information, modify if necessary and click the Save button to save the new record. You will receive a message that your changes to this record were saved successfully.

3 SUMMARY

This concludes the processing instructions for the Cloning process. The PDREP Customer Support desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail:	webptsmh@navy.mil
Commercial:	(603)431-9460, Ext 486
DSN:	684-1690/1712/1371, Ext 486
Fax:	(603)431-9464