



**Screening Point  
Army Master Screener  
Product Quality Deficiency Report  
(PQDR) Processing  
In  
Product Data Reporting and  
Evaluation Program (PDREP)**

**User Guide  
September 2016**

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\*Hold the “CTRL” key and choose paragraph to follow link.

## **FOREWORD**

The Master Screener is responsible for the clarity and completeness of the PQDR. The Master Screener and Screening Point (if assigned) reviews the PQDR for proper categorization, validity, and correctness of data provided by the Originator. The Screener then forwards the PQDR to the proper Action Officer, maintains an audit trail for each PQDR, reviews the closing response from the Action Officer, and resolves differences with the Action Officer. To complete the PQDR process the Master Screener closes the PQDR.

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

### **REFERENCES:**

1. DLAI 4155.24
2. SECNAVINST 4855.3B
3. SECNAVINST 4855.5A
4. DoDD 5000.2
5. NAVSO P3683
6. AR 702-7
7. AF(I) 21-115

## INTRODUCTION

This document is intended to assist Army Screening Point personnel in the processing of Product Quality Deficiency Reports (PQDR) in 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 shows the PDREP Home screen with a green header bar containing 'FOUO', 'UNCLASSIFIED', and 'FOUO'. Below the header is a blue bar with the text 'Product Data Reporting and Evaluation Program (PDREP)'. The main content area is divided into several sections:

- Navigation Links:** PDREP Home • [Submit Feedback](#) • [External Links](#) • [PDREP Manuals](#)      User Profile: [dropdown]      [logout](#)
- PDREP APPLICATIONS:**
  - [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 \(PQDR\)](#)** (highlighted with a red box)
  - [Receipt Inspection Management System \(RIMS\)](#)
  - [Ship CSI Program \(SCSI\)](#)
  - [Special Quality Data \(SQD\)](#)
  - [Supply Discrepancy Report \(SDR\)](#)
  - [Supplier Audit Program \(SAP\)](#)
  - [Supplier Survey \(Pre/Post Award\)](#)
  - [Test Records](#)
- PDREP SEARCHES:**
  - [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](#)
  - [Warranty/SOR Search](#)
- PDREP REPORTS:**
  - [Contractor Profile](#)
  - [Material Profile](#)
  - [NAVSUP 874 Reports](#)
  - [NAVSUP 854 Reports](#)
  - [NAVSUP Level 1 Reports](#)
- PDREP PARTNER REPORTS:**
  - [DCIS Summary Report](#)
  - [DLA Reports](#)
- SITE ADMIN:**
  - [QA ADMIN \(Internal\)](#)

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016  
Phone : (207) 438-1690 [Email Technical Support](#)  
May 23<sup>rd</sup>, 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).

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

PQDR Worklist    Create New PQDR    PQDR Search    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: ARMY MASTER SCREENER      Status: CURRENT WORKLIST

From Date: 05/07/2009      To Date: 05/07/2012

DODAAC:      User Code:

Sort: RECEIVED DATE - ASC      Organization Code:

**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 Army Master Screener from the drop-down list. If you want to see only PQDRs currently assigned directly to you, click “Display Worklist” now. If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code.
3. The “Status” setting of CURRENT WORKLIST will return only PQDRs currently assigned to the Screening Point activity or individual for action. Other available statuses include:
  - 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 Worklist” to view all PQDRs matching the criteria entered. A sample set of results appears in (Figure 1.3).

FOUO UNCLASSIFIED FOUO  
Product Data Reporting and Evaluation Program (PDREP)

PDREP Home • Submit Feedback • External Links • PDREP Manuals User Profile: • logout

PODR Worklist | Create New PODR | PODR Search/Reports | PODR Clone | PODR Analysis Tool | Preview E2PODR Entry

**PODR 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: ARMY MASTER SCREENER ▾ Status: CURRENT WORKLIST ▾

From Date: 09/19/2013 [calendar icon] To Date: 09/19/2016 [calendar icon]

DODAAC: [input] User Code: [input]

Sort: RECEIVED DATE - ASC ▾ Organization Code: [input]

Display Standard Worklist

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 ▾ Open my Worklist Create New Worklist Manage my Worklists

Result count: 4  
 Worklist Download: Click [here](#) to download data in Microsoft Excel format

CAT	Received	History & Corresp.	RCN	SF-368	Vendor Cate	Manufacture Cate	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	03/10/2015	<a href="#">View</a>	-15-0008	SF-368	81349		YES	1H 5310 000044583 L	NUT,SELF-LOCKING,HEXAGON		SCREENING POINT FROM ORIGINATOR	09/06/2016		ACTIVE		
II	03/11/2015	<a href="#">View</a>	-15-0001	SF-368	81349		YES	1H 5310 000044583 L	NUT,SELF-LOCKING,HEXAGON		SCREENING POINT FROM ORIGINATOR	05/12/2015		ACTIVE		
II	05/26/2015	<a href="#">View</a>	15-0002	SF-368	72722	72722	YES	1615 013154071	TRANSMISSION,MECHANICAL,H		SCREENING POINT FROM ORIGINATOR	05/26/2015		ACTIVE		
II	09/06/2016	<a href="#">View</a>	-16-0002	SF-368			NO	4444	TINY WIDGET		SCREENING POINT FROM ORIGINATOR	09/06/2016		ACTIVE		

**Figure 1.3**

1. 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 the link in this column to view the Standard Form 368 for the subject RCN in a new window.
  - f. **CAGE (Vendor and Manufacture Entity):** The CAGE code of the contractor to whom the deficiency is attributed will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.
  - 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.
  - ii. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
  - iii. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
  - iv. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

**Note: Click any component of the NSN to go to the NIIN/Contract Search page with the selected NIIN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.**

- i. **Nomenclature:** Item description associated with the NIIN.
- j. **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
- k. **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.
- l. **Last Corr Date:** Displays the date of the last correction was completed on the PQDR.
- m. **Last Corr From:** Displays the userid associated with who completed the last correction.
- n. **Status:** Displays the current PQDR status.
- o. **Days Overdue:** This value is based on the “Show Work List 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.

## **2 PQDR RECEIPT VIA EZPQDR**

Master Screeners have access to the functions in PDREP which allow the creation of new PQDRs based on submittals from the EZPQDR system. EZPQDR is a system which allows individuals without PDREP access to submit a new proposed PQDR based on the completion of a small number of mandatory fields in the EZPQDR form.

After origination of the PQDR through the EZPQDR system, the Master Screener would review the submission and either accepts or reject the PQDR submittal. The submitter (Originator) will receive an e-mail notification of the action taken.

The Master Screener would take the following steps to process an EZPQDR.

1. Preview the EZPQDR Entry - After logging in to PDREP and entering the PQDR module, the right-most tab on the page where the Worklist criteria displays is labeled “Preview EZPQDR Entry”. Click this tab and the PQDR – Preview PQDR page will display (Figure 2.1).

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

**PQDR - Preview PQDR**

**Instructions**  
**(M) denotes a mandatory field**  
 1. Click on the **Display Records from EZPQDR** button to display list  
 2. Click on the **RCN** link to preview the unreleased PQDR

(M) Screening Point Activity:

Sort:

[Display Records from EZPQDR](#)

**Figure 2.1**

2. From the Screening Point Activity list, select your Activity or choose -ALL-.

**Note: The Preview EZPQDR tab will not be visible to Activities not displayed in this list.**

3. After selecting the activity, click “Display Records from EZPQDR”. The screen pictured in Figure 2.2 **Error! Reference source not found.** shows a sample set of results.

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#)
User [• logout](#)

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

**PQDR - Preview PQDR**

**Instructions**  
**(M) denotes a mandatory field**  
 1. Click on the **Display Records from EZPQDR** button to display list  
 2. Click on the **RCN** link to preview the unreleased PQDR

(M) Screening Point Activity:

Sort:

[Display Records from EZPQDR](#)

Result count: 8

CAT	RCN	Received	NSN	Contract No.	Requisition No.
II		04/25/2012	9999		
II		04/26/2012	9140		
II		04/26/2012	9140		
II		04/22/2012	9999		
II		04/22/2012	1220914001408		
II		04/24/2012	9140		
II		04/30/2012	9999		
II		05/01/2012	9999		

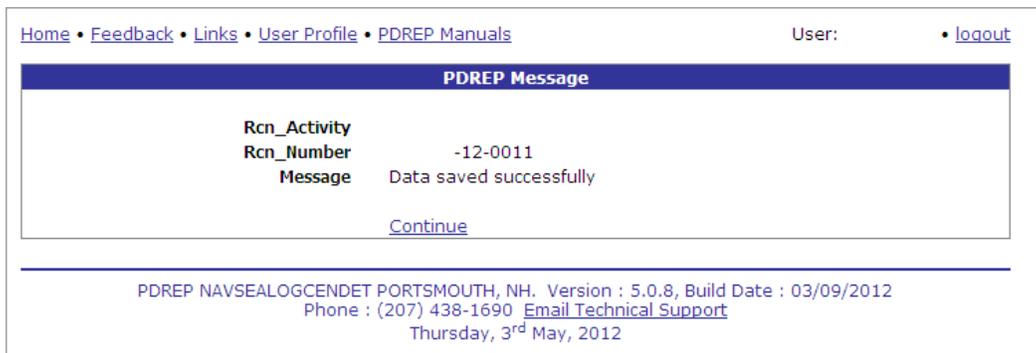
---

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012  
 Phone : (207) 438-1690 [Email Technical Support](#)  
 Thursday, 3<sup>rd</sup> May, 2012

**Figure 2.2**

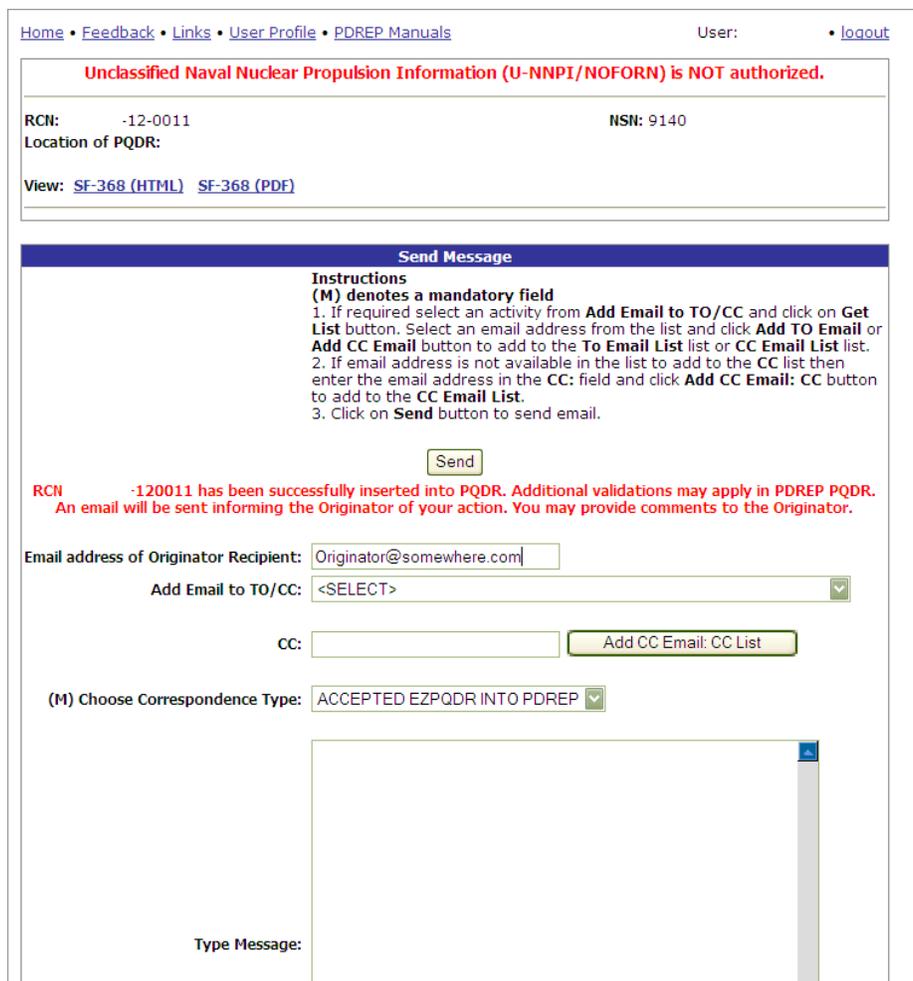
4. Click any RCN on the list to review and accept or reject that PQDR.





**Figure 2.4**

10. Click the “Continue” link.
11. A message will be sent to Originator informing the Originator of the PQDR acceptance. The Send Message form displays to provide the opportunity to add comments for the Originator.



**Figure 2.5**

12. After sending the acceptance message the PQDR Base Page will display (Figure 2.6).

<a href="#">PQDR Worklist</a>	<a href="#">Create New PQDR</a>	<a href="#">PQDR Search/Reports</a>	<a href="#">PQDR Clone</a>	<a href="#">PQDR Analysis Tool</a>	<a href="#">Preview EZPQDR Entry</a>
-------------------------------	---------------------------------	-------------------------------------	----------------------------	------------------------------------	--------------------------------------

<p><b>CHOOSE LEVEL</b></p> <p><a href="#">Originator</a>  <a href="#">Screening Point</a>  <a href="#">Action Point</a>  <a href="#">Support Point</a></p> <p><b>QUICK VIEWS</b></p> <p><a href="#">View SF-368 (HTML)</a>  <a href="#">View SF-368 (PDF)</a>  <a href="#">View Exhibit Tag</a>  <a href="#">View Points of Contact History</a></p> <p><b>ATTACHMENTS</b></p> <p><a href="#">View/Upload Files ( 1)</a></p> <p><b>EXHIBIT TRACKING</b></p> <p><a href="#">Exhibit Tracking</a>  <a href="#">Create DD-1348</a></p>	<p style="text-align: center;"><b>Master Screener Data Entry</b></p> <p><b>RCN:</b> -16-0125      <b>NSN:</b> 9999  <b>Category:</b> CATEGORY II      <b>Status:</b> ACTIVE  <b>Location of PQDR:</b> SCREENING POINT FROM ORIGINATOR</p> <p><b>Screening Point - Editable Fields</b>            You may enter Screening Point data by selecting the links below  <a href="#">Blocks 1- 21</a>  <a href="#">View/Edit Screening Point Data</a>  <a href="#">Close this PQDR</a></p> <p><a href="#">View/Add Notes or Reference Briefs</a>  <a href="#">Force PQDR Promotion</a></p> <p><b>Correspondence</b>            Choose an option when you have completed entering in your data  <a href="#">Screening Point Letters</a></p> <p><b>Release PQDR</b>  <a href="#">Re-Assign to other Master Screener</a>  <a href="#">Forward to Sub Screener</a>  <a href="#">Re-Assign to non Army Screening Point</a>  <a href="#">Forward to Action Officer</a></p> <p><b>Send Message To</b>  <a href="#">Originator</a>   <a href="#">Other</a></p> <p><b>Session Tracking:</b>  </p>
--	---

**Figure 2.6**

13. If the PQDR is invalid or you choose for another reason to reject the submittal then click “Reject (Delete) PQDR”. This will result in the complete deletion of the EZPQDR submittal and cannot be undone.
14. After confirming the deletion you will have the opportunity to send a PDREP message to the originator informing them of the rejection and your reason for doing so.

### 3 MASTER SCREENER ACTIONS

Upon receipt of a new PQDR, the Screening Point can either enter the RCN directly on the PQDR Search > RCN Search page or look up the PQDR on the Worklist page and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display (Figure 2.6).

In many cases the only action required by the Master Screener may be to review the PQDR for correctness and to forward it to a Screener or Action Officer for investigation or to close the PQDR. The Master Screener may however add or edit information.

#### 3.1 Screening Point – Editable Fields

##### 3.1.1 View/Edit Screening Point Data

1. To add or edit information, click the [View/Edit Screening Point Data link](#).
2. The PQDR Screening Point Fields page displays (Figure 3.1 and Figure 3.2). This page allows the Screening Point to enter supplemental information about the PQDR such as stock screening or alert information, control numbers, Navy Local Routing Codes and other information. Please consult local policy for detailed information regarding the use of these fields.

**PQDR Screening Point Fields**

**Instructions**  
(M) denotes a mandatory field  
1. Enter mandatory fields  
2. Enter optional fields, if information is known  
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar  
4. To save the record, click **Save**  
5. To cancel the process, click **Cancel**

Note : All modifications to Originator data (SF-368 blocks) must be done in the Originator data entry pages

Save Save and Exit Cancel

(M) Status: A -ACTIVE

Demilitarization Code: (B) - USML Items - Mutilation to the point of scrap required worldwide.  
Controlled Item Inv. Code: (U) - UNCLASSIFIED

Funding Code:   
Signal Code:

Stock Screening Type: <SELECT>  
Stock Screening Date:

Defective Material Reference:

ICP/RIC Code:

LRC Code:

(M) TYCOM: <SELECT>  
SYSCOM: 1-NAVSEA

1a. Originator Activity  
Name:   
Address:   
City, State, Zip:

1b. Originator Name:  
Telephone No.:   
Email:

(M) Date (submitted): 09/16/2013

(M) 2a. Screening Point:  
Name:

(M) 2b. Telephone No.:

(M) Email:

Screening Point  
Released Date:   
DODIC/NALC (ammunition)   
Screening Point Control No:   
Screening Point Receipt Date: 09/16/2013

Action Point Due Date:

Case Reopened Date:   
Screening Point Rebuttal Date:   
Exhibit Required Ship Date:

Figure 3.1

Screening Point  
Released Date:   
DODIC/NALC (ammunition)   
Screening Point Control No:   
Screening Point Receipt Date: 09/16/2013    
Action Point Due Date:     
Case Reopened Date:   
Screening Point Rebuttal Date:   
Exhibit Required Ship Date:     
12c. Last Repair Facility:   
(CAGE or DoDAAC)  
(M) 13b. Requisition No:    
 Requisition No. not provided/known  
Action PQDR RCN:  -   
Previous PQDR RCN:  -   
Suspension Status: <SELECT>   
Alert Notification:   
(If checked, Alert Narrative is required)  
Alert Narrative:   
(max 200 characters)  
Screening Point Comments:   
(max 2000 characters)  
Results of Depot Surveillance:   
(max 2000 characters)

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016  
Phone : (207) 438-1690 [Email Technical Support](#)  
September 2<sup>nd</sup>, 2016

**Figure 3.2**

### 3.1.2 Edit Blocks 1-21 Data

1. To enter or edit mandatory fields from the SF368 as entered by the Originator click the [Blocks 1-21 link](#) from the Screening Point base page.
2. The PQDR Originator Data Entry Blocks 1-21 page (**Error! Reference source not found.**, 3.4 and 3.5) will display. For example, if a complete NSN was not entered the Screening Point can click the “Auto Fill NSN” button to complete as much of the NSN as exists in the PDREP database based upon the NIIN supplied. This will also update the deficient item nomenclature, unit cost, etc.

**PQDR Originator Data Entry Blocks 1-21**

**Instructions**  
**(M)** denotes a mandatory field  
 1. Enter mandatory fields  
 2. Enter optional fields, if information is known  
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar  
 4. To save the record, click **Save**  
 5. To save the record and exit the page, click **Save and Exit**  
 6. To cancel the process, click **Cancel**  
 7. To access only mandatory fields and fields that will expedite processing, click **Switch to EZ View**  
 8. Selecting underlined items will provide help for that item

(M) **Category:**  CAT I  CAT II  DLA QUALITY AUDIT  
**Sub-Category:** <SELECT>

(M) **Report Control Number:** -13-0002

(M) **Date**  
 09/16/2013

(M) 1a. **From**  
**SYSCOM:** 1-NAVSEA  
 - WARNING: RCN Activity does not belong to this command.  
**DODAAC:**  
**Activity Name:**  
**Address:**  
**City,State,Zip:**

(M) 1b. **Originator Name, Phone Number & Email Address**  

Name	Telephone Number	Email Address

 Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency** Block 3 is not editable once the PQDR has left the Originator's possession. Click **Append Description** to add new information. Click **Save** to keep changes.  
 BROKE  
   
**Supporting Documentation**

(M) **Detailed Cause Code:**  
**DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT?**  YES  NO  
 3AI - AUTOMATIC TEST EQUIPMENT  
 1AQ - BONDING  
 1AP - BRAZING  
 3AJ - CALIBRATION  
  

Selected Cause Codes	Delete
3AJ - CALIBRATION	<input type="checkbox"/>

**Where Deficiency Discovered**  
 <SELECT>

(M) 4. **Date Deficiency Was Discovered**  
 09/16/2013

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

COG	(M)FSC	NIIN	SMIC	Critical Safety Item
3B	5342	000044853	PF	N

(M) **Material Level Code**  
 21-NOT APPLICABLE

(M) 6. **Deficient Item Nomenclature**  
 DOOR, ACCESS, WEAPON SYSTEM

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

**Unit Cost**  **Unit of Issue** EA-EACH

Figure 3.3

(M) **Material Level Code**  
 21-NOT APPLICABLE

(M) 6. **Deficient Item Nomenclature**  
 DOOR, ACCESS, WEAPON SYSTEM

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

**Unit Cost**      **Unit of Issue**      **Credit Card Buy Indicator**  
 346.42      EA-EACH     

**Estimated Repair Cost**      **Job Order-Keop**  
       -

**MIR Serial No.**  
 -       Add MIR

**Shipper's DODAAC/CAGE Code**  
      Lookup DODAAC      Lookup CAGE

**GBL Number**

7. **Operating Time at Failure**  
 <SELECT> (Specify hours, days, cycles, etc.)

8. **Deficient Item Part Number**

9. **Vendor CAGE Code** (Contracted Supplier)  
      Lookup

**a. Manufacturer CAGE Code**  
      Lookup

10. **Quantity**  
 (M) a. Received      b. Inspected      (M) c. Deficient      d. In Stock  
 8       0       8       0

**DoD Unique Item Identifier**  
 Manual Entry       Scan Barcodes  
      Add UUI

11. **Serial, Lot, or Batch Number**  
**Serial Number**  
  
**Lot/ Batch Number**      **Lot/ Batch Type**  
      <SELECT>

(M) 12. **a. Item**      **Repairable Item**  
 N-NEW       UNKNOWN

**b. Date MFRD/Repaired/Overhauled**      **MFRD/Repaired/Overhauled**  
      <SELECT>

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

(M) 13. **a. Contract Number**      **Delivery Order Number**      **Contract Line Item No.**  
              
 Contract No. not provided or is unknown  
 Performance Based Logistics

**b. Requisition/Document Number**  
  
 Requisition No. not provided or is unknown

**c. Purchase Order Number**

(M) 14. **Government Furnished Material**  
 N - No

15. **a. Item Under Warranty**      **b. Warranty Expiration Date**  
 N - No           

Figure 3.4

**Warranty Item Name**

**FSC**  **NIIN**

**Warranty Item Serial Number**

**Warranty Item Claim Type**

**Warranty Cage**

**Warranty Part Number**

16. **End Item FIC/WUC/TAMCN**

17. **a. Next Higher Assembly NSN**

**COG**  **FSC**  **NIIN**  **SMIC**

**b. Nomenclature**  **c. Part Number**  **d. Serial Number**

**Next Higher Assembly CAGE**

18. **a. End Item NSN**

**COG**  **FSC**  **NIIN**  **SMIC**

**b. Nomenclature**  **c. Type/Model**  **d. Serial Number**  **Part Number**

**End Item CAGE**  **Engine Model**  **Engine Serial Number**

19. **Current Disposition of Deficient Item (the Exhibit)**

20. **Location of Deficient Material (DODAAC/CAGE)**

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

**Material Return Address**

**Store as Hazardous Material**

21. **Action Requested**

(M) **Status**

**Figure 3.5**

### 3.1.3 View/Add Notes or Reference Briefs.

Notes and reference briefs are internal to PDREP and do not appear on any reports or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to all PDREP users, not just the user who entered the note.

1. To enter notes or reference briefs, click the [View/Add Notes or Reference Briefs link](#) on the Screening Point Data Entry base page. The form illustrated in Figure 3.6 displays.

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

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

RCN: FA3030-12-0011 NSN: 9140  
Location of PQDR: SCREENING POINT FROM ORIGINATOR

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

**View/Add Notes or Reference Briefs**

**Instructions**  
1. Click on Add Note/Brief to add Notes/Reference.  
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

**Figure 3.6**

2. Click the [Add Note/Brief](#) to complete this action. The “Add Note/Reference” section (
3. Figure 3.7) becomes visible and may be edited.

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

RCN: FA3030-12-0011 NSN: 9140  
Location of PQDR: SCREENING POINT FROM ORIGINATOR

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

**View/Add Notes or Reference Briefs**

**Instructions**  
1. Click on Add Note/Brief to add Notes/Reference.  
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

**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:

Date:

Note/Brief:

Figure 3.7

## 3.2 Correspondence

1. Click the [Screening Point Letters](#) link beneath the Correspondence heading on the Screening Point Data Entry base page.
2. The PQDR Correspondence form displays (Figure 3.3).

FOUO UNCLASSIFIED FOUO  
Product Data Reporting and Evaluation Program (PDREP)

PDREP Home • [Submit Feedback](#) • [External Links](#) • [PDREP Manuals](#) User Profile: • [Logout](#)

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

RCN: -13-0002 NSN: 3B5342000044853PF  
Location of PQDR: SCREENING POINT FROM ORIGINATOR

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

**PQDR Correspondence**

Choose Correspondence to Send:

Correspondence Date	Description	Action	Edit
09/16/2013	FORWARDED BY ORIGINATOR TO SCREENING POINT		
03/31/2015	ACKNOWLEDGEMENT SENT TO ORIGINATOR	03/31/2015	<a href="#">Edit</a>
03/31/2015	ACKNOWLEDGEMENT SENT TO ORIGINATOR	03/31/2015	<a href="#">Edit</a>

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September 2<sup>nd</sup>, 2016

Figure 3.3

3. If no investigation will be conducted because the report does not meet PQDR criteria or because the deficient item is a GSA item then the Screening Point will close the PQDR and inform the Originator of this action by using either the “CLOSING ACTION ON PQDR” or one of the GSA letters as shown above.
4. If an investigation was conducted and stock screening is directed, then the Screening Point would send the “SCREENING LETTER AND FISC NOTIFICATION”.

## 3.3 Release PQDR

### 3.3.1 Re-Assign to other Master Screener

Use this function to either reassign a PQDR to a different Master Screener within your activity or to redirect to it to a different Army Screening activity as required.

1. From the Screening Point Data Entry base page, click the Re-Assign to other Master Screener link. The Reassign PQDR from Screening Point to Screening Point form (Figure 3.4) will display.

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

RCN: -12-0011 NSN: 9140  
 Location of PQDR: SCREENING POINT FROM ORIGINATOR  
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

---

**Reassign PQDR from Screening Point to Screening Point**

**Send To**

Choose Screening Point Activity: <SELECT ONE>

**Send Copy**

CC:

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List:  Primary

Attach SF-368: Yes  Send in format: SF-368 (PDF Format)

To add/view attachments [Click here](#)

---

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 Thursday, 3<sup>rd</sup> May, 2012

**Figure 3.4**

2. Choose the activity (DoDAAC) of the individual Screening Point.
3. Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity (Figure 3.5).

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

RCN: -12-0011 NSN: 9140  
 Location of PQDR: SCREENING POINT FROM ORIGINATOR  
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

---

**Reassign PQDR from Screening Point to Screening Point**

**Send To**

Choose Screening Point Activity:

Choose Screening Point E-mail Address:

**Send Copy**

CC:

**Figure 3.5**

4. The system will default to the primary Screening Point for each activity. If redirecting to another activity it is usually best to accept the default rather than selecting an individual Screening Point. This is necessary so that the Screening Point for the activity can review and appropriately assign the PQDR.

5. Use one of the following two methods for adding a CC address.
  - a. Click the Show Add CC List button. The Choose CC Activity selection box will display (Figure 3.6).

Reassign PQDR from Screening Point to Screening Point

Forward PQDR Cancel

Send To

Choose Screening Point Activity: [dropdown]  
 Choose Screening Point E-mail Address: [dropdown]

Send Copy

CC: [input] Add CC Hide Add CC List

Choose CC Activity: <SELECT>  
 <SELECT>

Message: (This message database)

- ..... DERBYSHIRE MACHINE AND TOOL CO
- ..... BB
- ..... SUPER
- ..... READ THIS
- ..... KOREAN AIR
- ..... PLANES
- ..... BAE SYSTEMS
- ..... FMS

**Figure 3.6**

- b. Select an Activity from the Choose CC Activity list.
- c. The Choose CC User selection box will display (Figure 3.7).

Send Copy

CC: [input] Add CC Hide Add CC List

Choose CC Activity: ..... TPLAN0 - TEST PLAN

Choose CC User: <SELECT>  
 TEST PLAN (\*) - test@aboutblank.com

Add CC

**Figure 3.7**

- d. Click the user to CC from the Choose CC User list to highlight the selection.
- e. Click the Add CC button.
- f. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (Figure 3.8).

Send Copy

CC: [input] Add CC Hide Add CC List

Choose CC Activity: ..... TPLAN0 - TEST PLAN

Choose CC User: <SELECT>  
 TEST PLAN (\*) - test@aboutblank.com

Add CC

Selected CC Addresses	Delete
test@aboutblank.com	<input type="checkbox"/>

**Figure 3.8**

- g. Alternatively, type the email address directly into the CC box.
- h. Click the Add CC button.
- i. The address will be added directly to the Selected CC Addresses table (Figure 3.9).

Send To	
Choose Screening Point Activity:	<SELECT ONE>
Send Copy	
CC:	<input type="text"/> <input type="button" value="Add CC"/> <input type="button" value="Show Add CC List"/>
Selected CC Addresses	
	<input type="button" value="Delete"/>
	<input type="checkbox"/>

**Figure 3.9**

- 6. Once you have chosen your recipients, enter any desired message into the Message: box.
- 7. Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).
- 8. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.
- 9. Click the “Cancel” button to cancel this action.

### 3.3.2 Forward to Sub Screener

The Master Screener has the option to delegate the PQDR to a Sub Screener (Army Screening Point) within their activity.

1. Click the Forward to Sub Screener link from the Master Screener Data Entry base page. The Forward PQDR from Master Screener to Screening Point form displays (Figure 3.10).

**Figure 3.10**

2. Select the Screening Point Activity and a list of Screeners within the Master Screener’s activity will display.
3. Additional addressing and forwarding are identical to that described in “Reassign to other Master Screener” above.

### 3.3.3 Re-Assign to Non Army Screening Point

**NOTE: If re-assigned the Army Master Screener will have no further access to the PQDR**

The Master Screener has the option to redirect the PQDR to a Screening Point outside of Army if they determine that the PQDR is not under Army cognizance.

1. Select the Screening Point Activity from the Choose Screening Point Activity list. When the appropriate activity is selected, a list of Screening Points at that activity will display in a selection box below.

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---

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

---

RCN: -11-3739      NSN: KK9999999999999K9  
 Location of PQDR: SCREENING POINT FROM ORIGINATOR  
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

---

**Reassign PQDR to Non Army Screening Point**

---

**Send To**

Choose Screening Point Activity:    
 Choose Screening Point E-mail Address:

---

**Send Copy**

CC:

---

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List:

Attach SF-368:   Send in format:

To add/view attachments [Click here](#)

---

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**Figure 3.11**

2. If the desired recipient Activity does not currently have a user in PDREP, the Master Screener can still forward the record by selecting “Other DoDAAC” at the bottom of the Activity list and entering the DoDAAC and email of the recipient. However, the recipient will not be able to access the record until they get a PDREP account.
3. Additional addressing and forwarding are identical to that described in “Reassign to other Master Screener” above.

### 3.3.4 Forward to Action Officer

**NOTE: The Army Action Officer must be in the same activity as the Master Screener**

If the Master Screener determines that an investigation should be conducted by an Action Officer then this function will complete the forwarding action.

- 1) Select the Action Point Activity and a list of Action Officers will display.
- 2) Additional addressing and forwarding are identical to that described in “Reassign to other Master Screener” above.

### 3.3.5 Incorrect Recipient Activity- Return to Originator

This function should be used if the PQDR was forwarded to the wrong Screening activity and if you do not know the correct activity to which the PQDR should be reassigned. This function may also be used if the PQDR was unintentionally released to Screening and needs to be returned to the Originator's control. This functions in the same manner as the other forwarding actions but with the Originator's activity and e-mail address pre-populated and not editable.

## 3.4 REBUT PQDR

### 3.4.1 Rebut the Action Officer Decision

If a record has been forwarded to an Action Officer for investigation, and then returned to the Screener for closure, a link to Rebut is displayed. Selecting this option allows the Screener to return the PQDR to the Action Officer for further processing. This functions in the same manner as the other forwarding actions but with the Action Officer's activity and e-mail address pre-populated and not editable.

The screenshot shows a web application interface for 'Master Screener Data Entry'. At the top, there are navigation links: Home, Feedback, Links, User Profile, PDREP Manuals, and a User: field with a logout link. Below this is a menu bar with links: PQDR Worklist, Create New PQDR, PQDR Search, PQDR Clone, PQDR Analysis Tool, and Preview EZPQDR Entry. The main content area is divided into a left sidebar and a main panel. The sidebar has sections: CHOOSE LEVEL (Originator, Screening Point, Action Point, Support Point), QUICK VIEWS (View SF-368 (HTML), View SF-368 (PDF), View Exhibit Tag, View Points of Contact, History), ATTACHMENTS (View/Upload Files ( 0)), EXHIBIT TRACKING (Exhibit Tracking), and USER INFORMATION (User Profile). The main panel displays the following information: RCN: W81D19-10-1240, NSN: 9999, Category: CATEGORY II, Status: ACTIVE, Location of PQDR: SCREENING POINT FROM ACTION POINT. Below this are several links: Screening Point - Editable Fields, View/Edit Screening Point Data, Edit Mandatory Origination Data, Close this PQDR, View/Add Notes or Reference Briefs, Force PQDR Promotion, Add Additional Information, Correspondence (Choose an option when you have completed entering in your data), Screening Point Letters, Rebut PQDR, and Rebut the Action Officer Decision.

Figure 3.12

- 1) Click the Rebut the Action Officer Decision link and the Rebut Action Officer Decision form displays (Figure 3.13).

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: [logout](#)

---

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

---

RCN: -10-1240 NSN: 9999  
 Location of PQDR: SCREENING POINT FROM ACTION POINT  
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

---

**Rebut Action Officer Decision**

---

**Send To**

PQDR will be sent back to this Action Officer:

---

**Send Copy**

CC:

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List:  Primary

Attach SF-368: Yes  Send in format: SF-368 (PDF Format)

Attach SF-1227: No

To add/view attachments [Click here](#)

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**Figure 3.13**

The Rebut Action Officer Decision process follows functionality similar to the other correspondence actions previously described.

### 3.4.2 Rebut the Screening Point Decision

If a record has been forwarded to an Army Screening Point prior to routing to an Action Officer, and is then returned to the Master Screener for closure, a link to Rebut is displayed (Figure 3.14). Selecting this option allows the Master Screener to return the PQDR to the Screening Point for further processing. This functions in the same manner as the other forwarding actions but with the Screening Point's activity and e-mail address pre-populated and not editable.

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User [logout](#)

<a href="#">PQDR Worklist</a>	<a href="#">Create New PQDR</a>	<a href="#">PQDR Search</a>	<a href="#">PQDR Clone</a>	<a href="#">PQDR Analysis Tool</a>	<a href="#">Preview EZPQDR Entry</a>
-------------------------------	---------------------------------	-----------------------------	----------------------------	------------------------------------	--------------------------------------

<p><b>CHOOSE LEVEL</b>  <a href="#">Originator</a>  <a href="#">Screening Point</a>  <a href="#">Action Point</a>  <a href="#">Support Point</a></p> <p><b>QUICK VIEWS</b>  <a href="#">View SF-368 (HTML)</a>  <a href="#">View SF-368 (PDF)</a>  <a href="#">View Exhibit Tag</a>  <a href="#">View Points of Contact History</a></p> <p><b>ATTACHMENTS</b>  <a href="#">View/Upload Files ( 0 )</a></p> <p><b>EXHIBIT TRACKING</b>  <a href="#">Exhibit Tracking</a></p> <p><b>USER INFORMATION</b>  <a href="#">User Profile</a></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #000080; color: white; text-align: center; padding: 2px;">Master Screener Data Entry</th> </tr> <tr> <td style="width: 50%;"><b>RCN:</b> -12-0006</td> <td style="width: 50%;"><b>NSN:</b> <a href="#">9999</a></td> </tr> <tr> <td><b>Category:</b> CATEGORY II</td> <td><b>Status:</b> ACTIVE</td> </tr> <tr> <td colspan="2"><b>Location of PQDR:</b> SCREENING POINT FROM ACTION POINT</td> </tr> <tr> <td colspan="2"><b>Screening Point - Editable Fields</b>            You may enter Screening Point data by selecting the link below  <a href="#">View/Edit Screening Point Data</a>  <a href="#">Edit Mandatory Origination Data</a>  <a href="#">Close this PQDR</a></td> </tr> <tr> <td colspan="2"> <a href="#">View/Add Notes or Reference Briefs</a>  <a href="#">Add Additional Information</a></td> </tr> <tr> <td colspan="2"><b>Correspondence</b>            Choose an option when you have completed entering in your data  <a href="#">Screening Point Letters</a></td> </tr> <tr> <td colspan="2"><b>Rebut PQDR</b>  <a href="#">Rebut the Screening Point Decision</a></td> </tr> <tr> <td colspan="2"> <b>Send Message To</b>  <a href="#">Originator</a>   <a href="#">Action</a>   <a href="#">Other</a></td> </tr> <tr> <td colspan="2"> <b>Session Tracking:</b> <a href="#">W81D19120006</a></td> </tr> </table>	Master Screener Data Entry		<b>RCN:</b> -12-0006	<b>NSN:</b> <a href="#">9999</a>	<b>Category:</b> CATEGORY II	<b>Status:</b> ACTIVE	<b>Location of PQDR:</b> SCREENING POINT FROM ACTION POINT		<b>Screening Point - Editable Fields</b> You may enter Screening Point data by selecting the link below <a href="#">View/Edit Screening Point Data</a> <a href="#">Edit Mandatory Origination Data</a> <a href="#">Close this PQDR</a>		 <a href="#">View/Add Notes or Reference Briefs</a> <a href="#">Add Additional Information</a>		<b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Screening Point Letters</a>		<b>Rebut PQDR</b> <a href="#">Rebut the Screening Point Decision</a>		 <b>Send Message To</b> <a href="#">Originator</a>   <a href="#">Action</a>   <a href="#">Other</a>		 <b>Session Tracking:</b> <a href="#">W81D19120006</a>	
Master Screener Data Entry																					
<b>RCN:</b> -12-0006	<b>NSN:</b> <a href="#">9999</a>																				
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<b>Screening Point - Editable Fields</b> You may enter Screening Point data by selecting the link below <a href="#">View/Edit Screening Point Data</a> <a href="#">Edit Mandatory Origination Data</a> <a href="#">Close this PQDR</a>																					
 <a href="#">View/Add Notes or Reference Briefs</a> <a href="#">Add Additional Information</a>																					
<b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Screening Point Letters</a>																					
<b>Rebut PQDR</b> <a href="#">Rebut the Screening Point Decision</a>																					
 <b>Send Message To</b> <a href="#">Originator</a>   <a href="#">Action</a>   <a href="#">Other</a>																					
 <b>Session Tracking:</b> <a href="#">W81D19120006</a>																					

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**Figure 3.14**

### 3.5 SEND MESSAGE TO

The available recipients here will vary according to the level to which the PQDR has been previously forwarded. For example, upon receipt by the Screener the available links would be Originator for direct messages to the PQDR Originator or “Other” for all other recipients. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After forwarding the available recipient links may include “Action”, “Support”, etc.

**NOTE: The primary benefit of using the messaging features of PDREP is tracking of correspondence in PQDR History. All PQDR correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.**

## 4 NON-ARMY SCREENING POINT

The Master Screener may receive records that have other services as the Screening Point. These records will be received at the DoD Action Point level to the Master Screener. The Army Master Screener Data Entry page differences are shown in the screen shot (partial display). This section only addresses those fields that change all other fields are defined in Section 3 MASTER SCREENER ACTIONS.

### 4.1 Location of PQDR

The Data entry page will show the “DoD Location of PQDR” and the “Army Location of PQDR”.

- 1) DoD Location of PQDR- describes the location in the DOD process, record is sent to the Army at the DoD Action Point level for investigation.
- 2) Army Location of PQDR- describes the location within the Army process. This location will change as the record is moved in the Army process, example when Army Master Screener forwards record to Army Officer the “Army location of PQDR” will change to “Army Action Officer”, the DoD location of PQDR will remain at “Action Point from Screening Point” until the record is moved to a Support Point.

**NOTE: Records received from Non- Army screening points cannot be sent to an Army Screener from the Army Master Screener. The Army Master Screener will need to forward the record to the Army Action Officer.**

<a href="#">PQDR Worklist</a>	<a href="#">Create New PQDR</a>	<a href="#">PQDR Search</a>	<a href="#">PQDR Clone</a>	<a href="#">PQDR Analysis Tool</a>	<a href="#">Preview EZPQDR Entry</a>		
<b>Master Screener Data Entry</b>							
<table border="0"> <tr> <td style="vertical-align: top;"> <p><b>CHOOSE LEVEL</b></p> <p><a href="#">Originator</a></p> <p><a href="#">Screening Point</a></p> <p><a href="#">Action Point</a></p> <p><a href="#">Support Point</a></p> <p><b>QUICK VIEWS</b></p> <p><a href="#">View SF-368 (HTML)</a></p> <p><a href="#">View SF-368 (PDF)</a></p> <p><a href="#">View Exhibit Tag</a></p> <p><a href="#">View Points of Contact History</a></p> <p><b>ATTACHMENTS</b></p> <p><a href="#">View/Upload Files ( 0)</a></p> <p><b>EXHIBIT TRACKING</b></p> <p><a href="#">Exhibit Tracking</a></p> <p><b>USER INFORMATION</b></p> <p><a href="#">User Profile</a></p> </td> <td style="padding-left: 20px;"> <p><b>RCN:</b> N45112-11-3737      <b>NSN:</b> <a href="#">5998015266527</a></p> <p><b>Category:</b> CATEGORY II      <b>Status:</b> ACTIVE</p> <p><b>DOD Location of PQDR:</b> ACTION POINT FROM SCREENING POINT</p> <p><b>Army Location of PQDR:</b> MASTER SCREENER</p> <p><b>Screening Point - Editable Fields</b></p> <p>You may enter Screening Point data by selecting the link below</p> <p><a href="#">View/Edit Screening Point Data</a></p> <p><a href="#">Edit Mandatory Origination Data</a></p> <p><a href="#">View/Add Notes or Reference Briefs</a></p> <p><a href="#">Add Additional Information</a></p> <p><b>Correspondence</b></p> <p>Choose an option when you have completed entering in your data</p> <p><a href="#">Screening Point Letters</a></p> <p><b>Release PQDR</b></p> <p><a href="#">Re-Assign to other Master Screener</a></p> <p><a href="#">Forward to Action Officer</a></p> <p><a href="#">Incorrect Recipient Activity - Return to non Army Screening Point</a> (NOTE: Use only when PQDR does not belong to your activity)</p> <p><b>Send Message To</b></p> <p><a href="#">Originator</a>   <a href="#">Action</a>   <a href="#">Other</a></p> <p><b>Session Tracking:</b> <a href="#">W81D19120006</a> <a href="#">N45112113737</a></p> </td> </tr> </table>						<p><b>CHOOSE LEVEL</b></p> <p><a href="#">Originator</a></p> <p><a href="#">Screening Point</a></p> <p><a href="#">Action Point</a></p> <p><a href="#">Support Point</a></p> <p><b>QUICK VIEWS</b></p> <p><a href="#">View SF-368 (HTML)</a></p> <p><a href="#">View SF-368 (PDF)</a></p> <p><a href="#">View Exhibit Tag</a></p> <p><a href="#">View Points of Contact History</a></p> <p><b>ATTACHMENTS</b></p> <p><a href="#">View/Upload Files ( 0)</a></p> <p><b>EXHIBIT TRACKING</b></p> <p><a href="#">Exhibit Tracking</a></p> <p><b>USER INFORMATION</b></p> <p><a href="#">User Profile</a></p>	<p><b>RCN:</b> N45112-11-3737      <b>NSN:</b> <a href="#">5998015266527</a></p> <p><b>Category:</b> CATEGORY II      <b>Status:</b> ACTIVE</p> <p><b>DOD Location of PQDR:</b> ACTION POINT FROM SCREENING POINT</p> <p><b>Army Location of PQDR:</b> MASTER SCREENER</p> <p><b>Screening Point - Editable Fields</b></p> <p>You may enter Screening Point data by selecting the link below</p> <p><a href="#">View/Edit Screening Point Data</a></p> <p><a href="#">Edit Mandatory Origination Data</a></p> <p><a href="#">View/Add Notes or Reference Briefs</a></p> <p><a href="#">Add Additional Information</a></p> <p><b>Correspondence</b></p> <p>Choose an option when you have completed entering in your data</p> <p><a href="#">Screening Point Letters</a></p> <p><b>Release PQDR</b></p> <p><a href="#">Re-Assign to other Master Screener</a></p> <p><a href="#">Forward to Action Officer</a></p> <p><a href="#">Incorrect Recipient Activity - Return to non Army Screening Point</a> (NOTE: Use only when PQDR does not belong to your activity)</p> <p><b>Send Message To</b></p> <p><a href="#">Originator</a>   <a href="#">Action</a>   <a href="#">Other</a></p> <p><b>Session Tracking:</b> <a href="#">W81D19120006</a> <a href="#">N45112113737</a></p>
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Figure 4.1

## **4.2 Screening Point – Editable Fields**

### **4.2.1 Close this PQDR**

The Army Master Screener will not have the option to close these records. When the screening point is not Army the Army Master Screener will return the record to the Non-Army Screening point for closure.

Other options under this heading remain unchanged. Refer to Section 3 MASTER SCREENER ACTIONS for details.

## **4.3 Correspondence**

These options do not differ. Refer to Section 3 MASTER SCREENER ACTIONS for details.

## **4.4 Release PQDR**

The Army Master Screener does not have the “Forward to Sub-Screener” and “Re-Assign to Non Army Screening Point” options.

### **4.4.1 Reassign to other Master Screener**

Use this function to either reassign a PQDR to a different Master Screener within your activity or to redirect it to a different Army Screening activity as required. Refer to Section 3 MASTER SCREENER ACTIONS for details.

### **4.4.2 Forward to Action Officer**

If the Master Screener determines that an investigation should be conducted by an Action Officer then this function will complete the forwarding action. Select the Action Point Activity and a list of Action Officers will display. Refer to Section 3 MASTER SCREENER ACTIONS for details.

**NOTE: The Army Action Officer must be in the same activity as the Master Screener.**

### **4.4.3 Incorrect Recipient Activity – Return Non Army Screening Point**

This function should be used if the PQDR was forwarded to the wrong DoD Action Point activity and the correct activity to which the PQDR should be reassigned is not known. This function may also be used if the PQDR was unintentionally released to the DoD Action Point level and needs to be returned to the Non Army Screening Point’s control. This functions in the same manner as the other forwarding actions but with the Non Army Screening Point’s activity and e-mail address pre-populated and not editable.

## **4.5 Rebut PQDR**

This function will only be shown when the record has been returned from the Action Officer, once the investigation has been completed.

#### **4.5.1 Rebut the Action Officer Decision**

If a record has been forwarded to an Action Officer for investigation, and then returned to the Master Screener for closure, a link to Rebut is displayed. Selecting this option allows the Master Screener to return the PQDR to the Action Officer for further processing. This functions in the same manner as the other forwarding actions but with the Action Officer's activity and e-mail address pre-populated and not editable.

#### **4.6 Send Message To**

This function remains unchanged. Refer to Section 3 MASTER SCREENER ACTIONS for details.

## 5 Master Screener Closing Actions

Either upon receipt of investigation results from the Action Officer or upon review of a PQDR that does not require investigation; the Master Screener will review and/or enter closing codes and investigation results and close the PQDR. If an Action Officer Investigation was conducted then the codes and investigation results narrative will be pre-populated for the Master Screener to review, edit or supplement as necessary.

1) Click on “Close this PQDR” and the Close PQDR page (Figure 5.1 and Figure 5.2) displays.

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

RCN: -16-0002      NSN: 4444  
Location of PQDR: SCREENING POINT FROM ORIGINATOR

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

**Close PQDR**

**Instructions**  
**(M) denotes a mandatory field**

1. Change Status to CLOSE (any code beginning with C) to CLOSE this PQDR.  
Grayed out Status codes are discontinued and shown for historical purposes only.

(M) Status: A -ACTIVE

Screening Point Comments:  
(max 2000 characters)

(M) Defect Responsibility: <SELECT>

Severity: <SELECT>

(M) Cause Code: <SELECT>

Detailed Cause: <SELECT>

(M) Corrective Action Taken: <SELECT>

(M) Cost Code: <SELECT>

(M) Credit Code: <SELECT>

(M) Defect Verified Ind: <SELECT>

(M) Preventive Answer Type: <SELECT>

(M) Weapon Systems Group: <SELECT>

(M) Weapon Systems Code: <SELECT>

(M) Close Out Code: <SELECT>

Credit Memo: N/A  
Case Reopened Date: N/A

Investigation Results:

Figure 5.1

DLA Credit Code:

Alert Notification:

Alert Narrative:

Results of Depot Surveillance:

Screening Point Activity:  
 Action Point Activity: N/A  
 Support Point Activity: N/A  
 Screening Point Receipt Date: 09/06/2016  
 Screening Point Release Date: N/A  
 Screening Point Rebuttal Date: N/A  
 Action Point Rebuttal Date: N/A

Closed Date:  

Audit Review Date:  

Action to Support Date: N/A  
 Action to Screening Date: N/A  
 Support Point Receipt Date: N/A  
 Support Point Release Date: N/A

**Figure 5.2**

- 2) Fields in the Close PQDR page are described below.
- a) Status: Select any applicable status code beginning with “C” to close the PQDR.
  - b) Cause Code: This code should correspond with the broad cause of the deficiency.
  - c) Cost Code: This code should identify the party who will bear the cost of the deficiency.
  - d) Credit Code: Identifies whether fiscal credit is granted to the Originator.
  - e) DLA Credit Code (DLA only): Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.
  - f) Defect Responsibility: Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of “A- PRIVATE CONTRACTOR”. All other codes indicate some degree of government liability or that the responsibility is unknown.
  - g) Defect Verified Ind.: Was the defect verified by the government investigator?
  - h) Preventive Answer Type: If the contractor’s response included preventive action, was the preventive action satisfactory to the government investigator?
  - i) Corrective Action Taken: Identifies the corrective action taken by the contractor and/or government investigators.

- j) **Weapon Systems Group:** Identifies the Army group of materials that best fits the item under investigation. Selecting the Group will cause a dropdown of applicable Weapon Systems Codes to display.
- k) **Weapon Systems Code:** More specifically identifies the item under investigation.
- l) **Close Out Code:** The Army code that best describes the closing action of this record.
- m) **Past Performance Indicator:** This will ordinarily default to “Yes” and should only be set to “No” if the contractor is found liable but the Screening and Action Officers wish to exclude this finding from the contractor’s profile in the DoD PPIRS program.
- n) **Credit Memo:** This field is displayed for information purposes and will contain any credit memo reference entered by DLA.
- o) **Case Reopened Date:** If a previously closed PQDR is reopened then the date on which it was last reopened will display here.
- p) **Investigation Results:** The narrative here should provide a comprehensive set of findings from any investigation conducted. It is typically supplied by the Action Officer but can be edited by the Screener.
- q) **Other fields:** The remainder of this page contains optional reference fields, as well as Activity fields and dates that indicate PQDR routing and processing.

Once the Master Screener has reviewed the investigation results and chosen appropriate codes, the following options are available.

- 1) **Save –** will validate the mandatory entries and save the data, leaving the record at this page
- 2) **Close and Notify Originator –** will validate and close the record if a Closing Code has been chosen, and move to a messaging screen to allow the Master Screener to notify the Originator of the closing action.
- 3) **Save and Exit –** will validate the mandatory entries and save the data, returning the User to the PQDR base page.
- 4) **Cancel –** will return the User to the PQDR base page without validating or saving the data.

**NOTE: Master Screeners should consult Army and/or local policy for guidance regarding any additional closing requirements.**

## **6 Other PQDR Base Page Features**

### **6.1 QUICK VIEWS**

The links in the “Quick Views” section of the PQDR Base Page provide a way to quickly review the various forms associated with a PQDR as follows:

- 1) View SF-368 (HTML): Displays the SF-368 form in a new window as web-formatted text. This is the quickest way to retrieve an SF-368 for review but may not be suitable for printing.
- 2) View SF-368 (PDF): Displays the SF-368 form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper SF-368 form and is suitable for printing.
- 3) View 1227 (HTML): This link is only available to non-Support Point activities after a Support Point investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as web-formatted text. This is the quickest way to retrieve a 1227 for review but may not be suitable for printing. This form is visible to Support Point users while the investigation is still in progress at the Support Point level.
- 4) View 1227 (PDF): This link is only available to non-Support Point activities after a Support Point investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper 1227 form and is suitable for printing. This form is visible to Support Point users while the investigation is still in progress at the Support Point level.
- 5) View Exhibit Tag: Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.
- 6) View Points of Contact: Displays all points of contact assigned to date who may be participating in the PQDR investigation. This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.
- 7) History: Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.

### **6.2 ATTACHMENTS**

Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP.

Click the View/Upload files link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses. To attach new files, click the “View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.

### **6.3 EXHIBIT TRACKING**

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. Click the “Exhibit Tracking” link and follow the instructions on the page if you wish to track exhibits.

## 6.4 USER INFORMATION

The “User Profile” link here will redirect you to the same page as the “User Profile” link at the top of most PDREP pages and is placed here as a convenience.

## 7 ARMY SCREENING POINT (SUB SCREENER) FUNCTIONS

FOUO		UNCLASSIFIED		FOUO	
Product Data Reporting and Evaluation Program (PDREP)					
<a href="#">PDREP Home</a> • <a href="#">Submit Feedback</a> • <a href="#">External Links</a> • <a href="#">PDREP Manuals</a>			User Profile:		<a href="#">logout</a>
<a href="#">PQDR Worklist</a>	<a href="#">Create New PQDR</a>	<a href="#">PQDR Search/Reports</a>	<a href="#">PQDR Clone</a>	<a href="#">PQDR Analysis Tool</a>	<a href="#">Preview EZPQDR Entry</a>
<b>CHOOSE LEVEL</b> <a href="#">Originator</a> <a href="#">Screening Point</a> <a href="#">Action Point</a> <a href="#">Support Point</a>		<b>Screening Point Data Entry</b> <b>RCN:</b> 16-0125 <b>NSN:</b> 9999 <b>Category:</b> CATEGORY II <b>Status:</b> ACTIVE <b>Location of PQDR:</b> SCREENING POINT FROM ACTION POINT <b>Screening Point - Editable Fields</b> You may enter Screening Point data by selecting the links below <a href="#">Blocks 1- 21</a> <a href="#">View/Edit Screening Point Data</a>  <a href="#">View/Add Notes or Reference Briefs</a> <a href="#">Force PQDR Promotion</a>  <b>Correspondence</b> Choose an option when you have completed entering in your data <a href="#">Screening Point Letters</a>  <b>Rebut PQDR</b> <a href="#">Return to Master Screener for Closing</a> <a href="#">Rebut the Action Officer Decision</a>  <b>Send Message To</b> <a href="#">Originator</a>   <a href="#">Action</a>   <a href="#">Other</a>  <b>Session Tracking:</b>			
<b>QUICK VIEWS</b> <a href="#">View SF-368 (HTML)</a> <a href="#">View SF-368 (PDF)</a> <a href="#">View Exhibit Tag</a> <a href="#">View Points of Contact History</a>					
<b>ATTACHMENTS</b> <a href="#">View/Upload Files ( 1)</a>					
<b>EXHIBIT TRACKING</b> <a href="#">Exhibit Tracking</a> <a href="#">Create DD-1348</a>					

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016  
 Phone : (207) 438-1690 [Email Technical Support](#)  
 September 6<sup>th</sup>, 2016

**Figure 7.1**

The Army Screening Point is an optional level that may be assigned to assist the Master Screener in processing the PQDR. The Screening Point has many of the same capabilities as the Master Screener, with the following exceptions:

- 1) Close PQDR – The Screening Point has no option to close the PQDR. The record must be returned to the Master Screener for closure.
- 2) Re-Assign to other Screening Point – This function should be used if the PQDR was forwarded to the wrong Screening Point and you know the correct Screening Point within your activity to which the PQDR should be reassigned. Note that this link is not available if the PQDR has been forwarded to the Action Officer for investigation. This functions in the same manner as the other forwarding actions.

- 3) Incorrect Recipient – Return to Master Screener – This function should be used if the PQDR was forwarded to the wrong Screening Point and you do not know the correct Screening Point to which the PQDR should be reassigned. This function may also be used if the PQDR was unintentionally released to the Screening Point and needs to be returned to the Master Screener. Note that this link is not available if the PQDR has been forwarded to the Action Officer for investigation. This functions in the same manner as the other forwarding actions but with the Master Screener’s activity and e-mail address pre-populated and not editable.
- 4) Return to Master Screener for Closing - If a record has been forwarded to an Action Officer for investigation, and then is returned to the Screening Point as part of the closing routing, a link to Return to Master Screener for Closing is displayed. Selecting this option allows the Screening Point to return the PQDR to the Master Screener for closure. This functions in the same manner as the other forwarding actions but with the Master Screener’s activity and e-mail address pre-populated and not editable.

**NOTE: This link is not available if the PQDR has been forwarded to the Action Officer for investigation.**

## 8 SUMMARY

This concludes the PQDR processing instructions for Army Master Screeners and Screening Points. 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:	<a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a>
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535