

**Department of Navy
(DON)**

Standard Operating Procedure

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



PDREP



Foreword

The Department of Navy (DON) relies upon multitier, interconnected global supply chains to develop and operate complex weapon systems. Suppliers in the DON supply chain are subject to a constantly changing array of technical, business, market and security risks that threaten to disrupt the timely and affordable provisioning of products and services necessary for mission success. Therefore, managing supply chain risks through the collection and tracking of supplier performance is essential to maintaining mission success. The Department of Defense (DOD) has recognized the need to maintain insight into the supply chain and established policy to collect and share Supplier Performance and Product Information (SPPI). In October 2019, the Office of the Under Secretary of Defense for Acquisition and Sustainment issued the Defense-Wide Sharing and Use Of Supplier and Product Performance Information (DoDI 5000.79) policy, which recognizes the DON Product Data Reporting and Evaluation Program (PDREP) as a key part of the data validation and collection process through the performance of complex data analytics on DOD suppliers and the supply chain. SECNAVISNT 4855.3 provides policy regarding the establishment and use of PDREP. The policy addresses compliance with processing and management of SPPI, and collection and use of contractor past performance information per the Federal Acquisition Regulations. Additionally, it provides implementation procedures, along with tools to assist in managing supply chain risk.

This update of the PDREP Standard Operating Procedure (SOP), NAVSO P 3683 provides implementing guidance to DON activities for standardized reporting of SPPI. This enables data analytics on a macro supply chain level and provides increased visibility at local activities to facilitate the monitoring and performance of micro supply chains. The SOP is a procedures manual describing how DON Systems Commands and the other Services/Agencies may use the PDREP Automated Information System (AIS) to meet their SPPI reporting and utilization requirements. The AIS creates capability to collect and monitor SPPI data, enabling the execution of large scale data analytics and in-depth supply chain risk management activities. These will serve as tools to help leadership make informed decisions that may potentially impact overall supply chain performance, and measure the effects of those changes, enabling further course corrections. The amalgamation of SPPI data in the PDREP AIS from across the DON, DOD, and other Federal Agencies will illuminate supply chain business process performance, materiel quality, and supplier risks.

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Sean J. Burke
Deputy Assistant Secretary of the Navy
Sustainment

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Chapter 1

Introduction to the Product Data Reporting and Evaluation Program (PDREP)

1. Background. The Department of Navy (DON) established the PDREP in 1987 with the issuance of Secretary of the Navy Instruction (SECNAVINST) 4855.3 creating a program to ensure the DON meets its Federal regulatory supplier performance information reporting requirements and monitoring of its supply chain. The program provides centralized automated information system (AIS) for reporting, collecting, and maintaining supplier and product performance information (SPPI) across the DON. The Department of Defense (DOD) also recognized the need to monitor and provide feedback to its supply chain stakeholders by adopting the former PDREP-AIS Red-Yellow-Green contractor evaluation concept in 2007 and subsequently rebranding it as the Past Performance Information Retrieval System Statistical Reporting (PPIRS-SR). In 2018, major enhancements were made to the PPIRS-SR and it was rebranded as the Supplier Performance Risk System (SPRS). DOD Instruction (DODI) 5000.79-Defense-Wide Sharing and Use of Supplier and Product Performance Information, issued in 2019, established SPPI reporting and utilization requirements across the DOD. The PDREP-AIS, in conjunction with the DOD's SPRS and General Services Administrations (GSA) Contact Performance Assessment and Reporting System (CPARS), are essential tools within the DOD's Integrated Acquisition Environment (IAE) enabling DOD to monitor its SPPI and associated risks. Naval Sea Logistics Center Portsmouth is the DOD Executive Agent for Supplier Performance Programs and the central design activity for the PDREP-AIS, SPRS, and CPARS.

In support of DODI 4140.1-R, the PDREP promotes continuous process improvement of supply chain business processes within the DOD and DON supply chain for increased material readiness by providing a means to hold external DOD suppliers and internal supply chain stakeholders accountable. The Program provides support for detection, investigation, remediation, restitution and prevention remedies, and defends against the introduction of product substitution (material fraud) and counterfeit materiel into the DOD's supply chain. The Program motivates suppliers to supply conforming (quality) material and to deliver on-time. It provides an overall cost savings to DON and DOD by enabling personnel to monitor and then adopt or adapt emerging business practices providing best-value, secure materiel and services, improve supply chain performance, and reduce total life-cycle cost of weapons systems.

2. Purpose. As required by SECNAVINST 4855.3, this manual provides a procedures manual governing the implementation and execution of the DON PDREP requirements and describes how DON SYSCOMs and collaborating services/agencies use the PDREP-AIS to meet their SPPI reporting and utilization requirements as outlined in DODI 5000.79.

3. Policy. It describes how DON SYSCOMs and collaborating services/agencies use the PDREP-AIS to meet their SPPI reporting and utilization requirements as outlined in DODI 5000.79. The PDREP and PDREP-AIS enable DON Activities to report SPPI as required by SECNAVINST 4855.3 and collaborating services and agencies under DODI 5000.79. Additional guidance is also provided at the Command level. References are shown below:

- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Department of Defense Instruction 4140.1-R - DOD Supply Chain Materiel Management Regulation
- Department of Defense Instruction 5000.79 - Defense-Wide Sharing and Use of Supplier and Product Performance Information
- Secretary of the Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Secretary of the Navy Instruction 4855.20 – Counterfeit Materiel Prevention
- Marine Corp Order 4400.201, Vol 2 - Management of Property in the possession of the Marine Corps

- Naval Facilities System Command Instruction 4855.1 - Product Data Reporting and Evaluation Program
- Naval Sea Systems Command 4855.39 - Implementation of the Product Data Reporting and Evaluation Program
- Naval Sea Systems Command 4855.40 - Counterfeit Material Prevention
- Naval Air Systems Command 4855.2 - Supplier Performance
- Naval Information Systems Warfare Command Instruction 4440.12 - Management of Operating Materials and Supplies, Government Furnished Property, and Inventory

IAW DODI 5000.79, DOD Component heads will use the CPARS and SPRS capability pursuant to the FAR and DFARS. DOD Component heads are required to share SPPI across the DOD. To enable meeting those requirements, the PDREP-AIS provides software tools for reporting and collection of SPPI, and forwards required SPPI to the DOD SPRS and CPARS participants.

IAW DFARS 213.106, the Supplier Performance Risk System (SPRS) is the authoritative source to retrieve SPPI assessments for the DOD acquisition community to use in identifying, assessing, and monitoring unclassified performance. In concert with FAR Part 12, past performance should be an important element of every evaluation and contract award for commercial items. Contracting officers should consider past performance data from a wide variety of sources both inside and outside the Federal Government. FAR 42.1503 governs contract administration and contract audit services and requires quality, cost and schedule/timeliness to be an evaluation factor. The PDREP-AIS and SPRS provide important objective evidence of supplier and materiel performance for competitive solicitations of supplies using FAR part 13 simplified acquisition procedures.

4. Scope. SECNAVINST 4855.3 applies to all DON activities and establishes requirements to report and utilize SPPI. The PDREP-AIS is utilized in concert with existing DOD and DON supply chain business processes to enable accurate, timely reporting and oversight of the supply chain. This includes but is not limited to the following types of SPPI:

- Material Deficiencies, Premature Material Failures, suspect counterfeit materiel, and material non-conformances (i.e. Product Quality Deficiency Reports - PQDR)
- Supply Discrepancies or supply non-conformances (i.e. Supply Discrepancy Reports - SDR)
- Technical Receipt Inspections whether the material passed or failed inspection, (i.e. Material Inspection Record – MIR)
- Supplier or Material Quality Bulletins, Alerts, Letters, Messages, and/or Notices
- Contracted Delivery Performance (i.e. Contract Award and Delivery Data – CAD)
- Quality Assurance Letters of Instruction/Delegation (QALI/LOD)
- Supplier Audits regardless of whether contractor passed or failed the audit (i.e. Supplier Audit Program – SAP)
- Process Audits related to materiel regardless of whether the contractors’ process passed or failed the audit (i.e. Corrective Action Requests (CAR))
- Supplier Surveys (i.e. Pre-award Survey, Post-Award Survey, or Product Oriented Survey)
- Test Records (i.e. First Article Test, Laboratory Inspections on newly procured material)
- Contract Warranties
- Material Investigations (i.e. Engineering Referrals(ER))
- Stock Screening (SS)
- Storage Quality Control Reports (SQCR)
- Other pertinent SPPI such as material obsolescence information, failure experience data, debarment or fraud report, contract waivers or deviations, public or government available information about a current or potential supplier’s ability to perform or potential risks (i.e. Special Quality Data - SQD).

The information above when reported, provides SPPI to the DOD and DON supporting continuous process improvement and enables supply chain stakeholders to manage supplier and materiel risks. SPPI is

used by quality assurance, engineering, investigative, maintenance, and acquisition personnel as well as others responsible for monitoring supplier performance and material quality across the DON, partnering DOD activities and Federal Agencies.

Exceptions to reporting may exist within any independent DOD or DON supply chain business process; refer to the instructions and regulations for those business processes to learn more about any possible reporting exceptions. References to business process instructions or regulations supported by the AIS's software are provided in later chapters of this manual. Higher-level instruction or regulations take precedence over this manual.

5. Coordinators. SECNAVINST 4855.3 requires PDREP Coordinators be appointed through the activity level. At the SYSCOM level, Command PDREP Coordinators implement the PDREP by providing oversight and guidance to subordinate commands and assisting them with fulfilling requirements of DODI 5000.79, SECNAVINST 4855.3, and this manual.

Subordinate Command PDREP Coordinators advocate the DON PDREP, a culture of affordability, accountability, cybersecurity, and provide local guidance and oversight of their commands PDREP implementation. They provide training regarding subordinate command policies, procedures, and processes implementing the PDREP ensuring a coordinated effort. Subordinate Command PDREP Coordinators advise their commands to ensure the right people with the right skills at the local activity are assigned appropriate responsibilities and are trained to report and utilize SPPI as needed by the Command. The Subordinate Command PDREP Coordinator is responsible to establish and keep current an instruction that describes roles and responsibilities at the activity regarding its implementation of the PDREP. They provide oversight of their activities SPPI reported to the AIS, as well as monitor the completeness, accuracy, and timeliness of the activities reported SPPI. When anomalies occur with their activities reported SPPI, they take action to have the errors corrected by the responsible parties. Subordinate Command PDREP Coordinators contact their Command PDREP Coordinator for assistance, when supply chain or material quality issues arise beyond their control.

When significant supply chain or material quality issues arise, the Command PDREP Coordinator raises the issue to the DON PDREP Functional and Deputy Functional Manager. A DON Executive Steering Group comprised of the DASN Sustainment, the SYSCOM Command PDREP Coordinators, and others may convene to address DON wide issues, cross component issues, and/or seek to effect policy changes. See Figure 1, for communications hierarchy. Potential systemic supply chain issues requiring the assistance of other services or agencies should be reported to the DON Functional Manager for assistance and to ensure the right level of engagement is taking place for inter-SYSCOM, inter-service, or inter-agency issues affecting the supply chain at large.

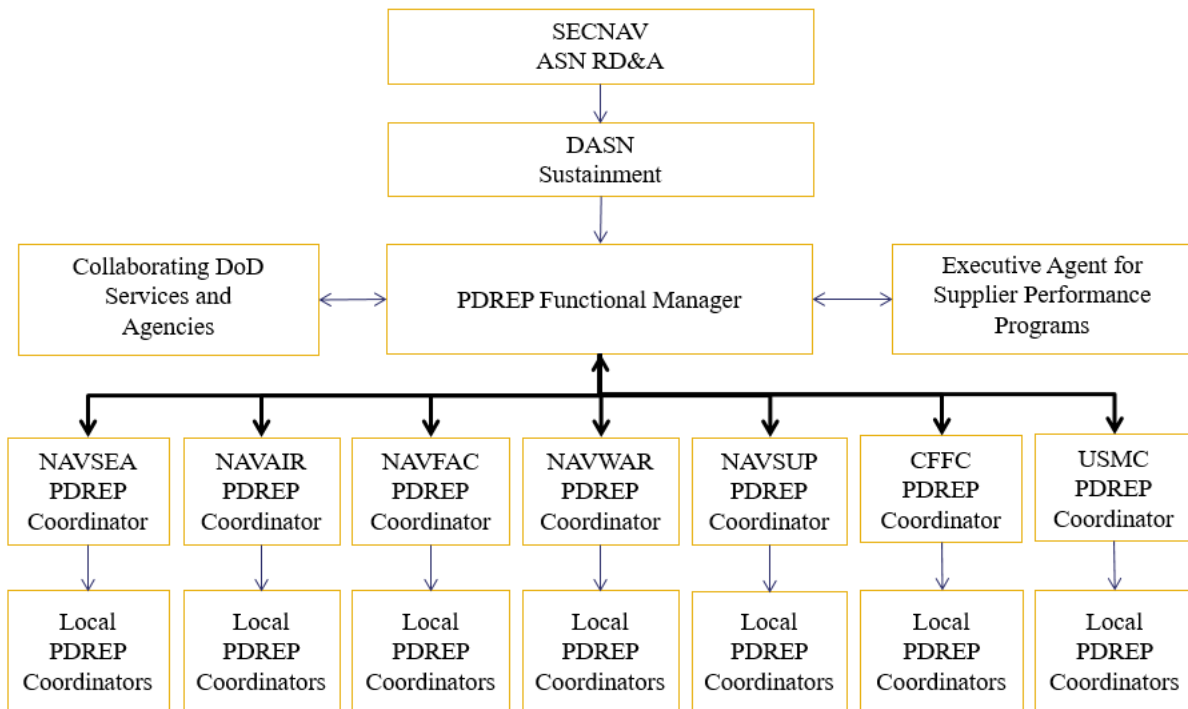


Figure 1 - DON PDREP Coordinator Communication Hierarchy

The Command and Subordinate Command PDREP Coordinators ensure coherent and synergetic business processes are in place at local activities to monitor and improve supply chain performance while supporting requirements outlined in DODI 5000.79 and SECNAVINST 4855.3. When there are questions regarding how the AIS operates or can be utilized in support of business processes covered in this manual, Subordinate Command PDREP Coordinators should initially contact the NSLC Portsmouth Help Desk.

SYSCOM PDREP Coordinators, and collaborating service and agency Configuration Management Board (CMB) members, are responsible for compiling and identifying their SPPI reporting and data analytics needs and software requirements for the PDREP-AIS. Neither the PDREP nor the AIS defines the requirements for processing data on its own, rather they are informed by the DODs various supply chain business process owners and stakeholders as to the requirements for how the AIS supports any particular business process. To that end, the PDREP maintains a CMB, governed by a Charter. The CMB members are the PDREP Functional Manager, PDREP-AIS Program Manager, Command PDREP Coordinators, and representatives from collaborating services and agencies. IAW the Charter, the CMB advises the PDREP-AIS Program Manager regarding software requirements for the AIS in support of their business processes.

6. Help Desk. Questions regarding the PDREP or its AIS should be directed to the NSLC Portsmouth Help Desk at DSN 684-1690, commercial (207) 438-1690, or email webptsmh@navy.mil. The NSLC Portsmouth Help Desk operates Monday to Friday except Holidays, 0600-1800 Eastern Time.

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

7. Training. The Naval Sea Logistics Center (NSLC) Portsmouth supports online and onsite training regarding the use of PDREP-AIS’s suite of software applications. Online training provides a unique opportunity for an instructor demonstration of PDREP-AIS functionality viewed at the trainee’s computer. Topics include policy driving the reporting requirement, software application instruction, workflow, AIS features, and helpful hints

when using the software. To request online or on-site training seminars, review current course offerings and other additional information at website: https://www.pdrep.csd.disa.mil/pdrep_files/training/alltrain.htm . In the event that required or desired training is not found there, please contact the NSLC Portsmouth Help Desk.

8. Documentation. Manuals and user guides that describe how to use the various features of the PDREP-AIS such as entering information, managing data, creating reports, or using search tools are available. For detailed information about any of the AIS's various software tools, refer to the User Access Guides and Manuals located at: <https://www.pdrep.csd.disa.mil>.

9. Data Sensitivity. Data stored in the AIS is considered For Official Use Only (FOUO) and is business sensitive (BS). The AIS is not used to process classified information. No classified data is permitted to be entered or uploaded to the AIS. Proprietary information should not be uploaded to PDREP-AIS. Unclassified Naval Nuclear Propulsion Information (U-NNPI) may be entered in PDREP-AIS using only the software applications specially designed for that purpose. Uploading NOFORN data is only authorized to the U-NNPI record types of the PDREP-AIS. Contact the NSLC Portsmouth Help Desk if you are unsure when processing data.

10. Records Retention. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the SSIC series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

Chapter 2

Introduction to the PDREP Automated Information System (AIS)

References: The following documents contain requirements and regulations pertaining to information systems (IS) and personnel reporting, collecting and using of SPPI.

- Code of Federal Regulations, 41 CFR 101-26.8- Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings
- Federal Supply Chain Security Act of 2018
- Federal Acquisition Regulation Subpart 37.104 - Characteristics of Personal Services
- Defense Federal Acquisition Regulation Supplement Subpart 211.106 - Personal Services
- Chairman Joint Chief of Staff Instruction 6212.01 - Interoperability and Supportability of Information Technology and National Security Systems
- Chairman Joint Chief of Staff Instruction 6510.01 - Information Assurance (IA) and Computer Network Defense
- Department of Defense Instruction 8500.1 - Cybersecurity
- Department of Defense Instruction 8520.2 - Public Key Infrastructure (PKI) and Public Key (PK) Enabling
- Department of Defense Instruction 8520.3 - Identity Authentication for Information Systems
- Department of Defense Instruction 5015.02 - DOD Records Management Program
- Department of Defense Instruction 5000.79 - Defense-Wide Sharing and Use of Supplier and Product Performance Information
- Secretary of the Navy Instruction 4855.3 – Product Data Reporting and Evaluation Program
- Secretary of Navy Manual M-5000.2 - Acquisition Capabilities Guidebook
- Office of the Chief of Naval Operations Instruction N9210.3 - Safeguarding U-NNPI

1. Overview of the AIS. The AIS is a suite of many software applications or modules that supports documenting SPPI as required SECNAVINST 4855.3 throughout the life cycle of the materiel or services provided to the DON and DOD. The AIS enables the DOD/DON to provide and maintain an enterprise solution as a centralized database, with application capabilities for reporting, processing, collecting, storing, and sharing supplier performance information as required by DODI 5000.79. The AIS supports DODI 8500.01 policy to use standardized information technology (IT) tools, methods, and processes to the greatest extent possible to eliminate duplicate costs and to focus resources on creating technologically mature and verified solutions.

The PDREP-AIS is the DON SPPI repository and is the central IS for reporting and collection of SPPI identified in DODI 5000.79 and SECNAVINST 4855.3. The AIS provides a uniform method to report and process supply discrepancies and material quality defects identified in CFR 101-26.8. It tracks supplier performance and material quality on an individual component basis, linking the material to the supplier. It also supports the Secretary of Navy Manual M-5000.2-Aquisition Capabilities Guidebook, Enclosure 7 requirement to use the Product Data Reporting and Evaluation Program to obtain past performance quality information during acquisition. After collecting the SPPI from Navy, Marine Corps and collaborating partners and agencies the information is validated. The AIS then forwards key SPPI to the SPRS for further analysis of supply chain risks. Information in PDREP-AIS and SPRS is then available for use by the acquisition community, as well as other interested stakeholders in the supply chain. Aggregating SPPI data provides DOD and DON capability to monitor supply chain risks and assess overall supplier performance, and support best-buy decisions for new acquisitions. The following chapters discuss the AIS's support for each record type and business process.

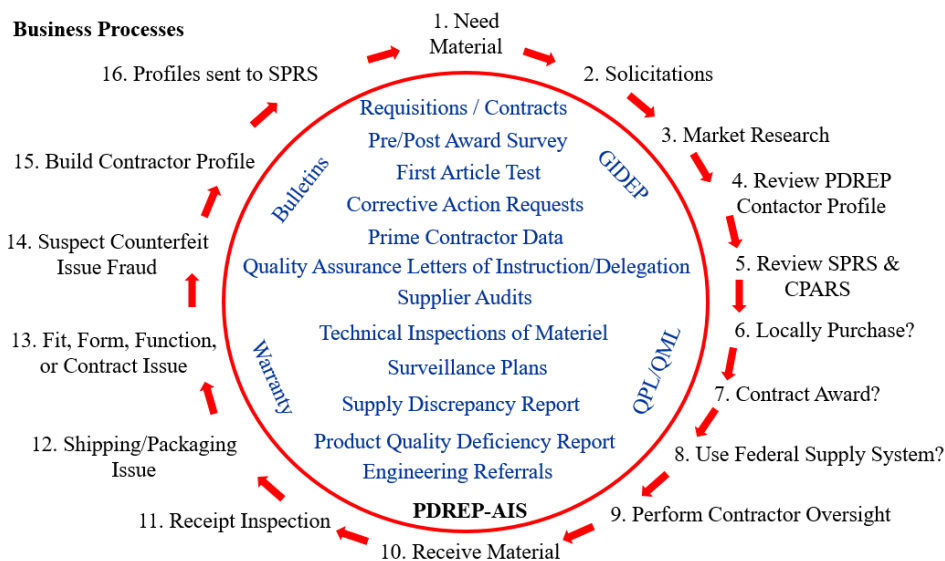


Figure 2 – Basic Business Processes that can generate SPPI

IAW Federal Supply Chain Security Act of 2018, the term ‘supply chain risk’ means the risk that any person may sabotage, maliciously introduce unwanted function, extract data, or otherwise manipulate the design, integrity, manufacturing, production, distribution, installation, operation, maintenance, disposition, or retirement of covered articles so as to surveil, deny, disrupt, or otherwise manipulate the function, use, or operation of the covered articles or information stored or transmitted on the covered articles. The DON PDREP and DOD SPRS are committed to mitigating these risks in the supply chain.

2. Accessing the AIS. The AIS provides controlled access to authorized personnel with a validated need to access the requested information. Users will need to fill out an on-line PDREP-AIS System Authorization Access Request (SAAR) which is the equivalent of a DD Form 2875). Any personnel information provided on the user access request is kept confidential and secure; however, failure to provide requested information may delay or prevent processing of user access requests. Access to the AIS is based on a demonstrated need-to-know IAW DODI 8500.01, and DOD 5200.2-R for background investigations. Access to information within the AIS is further refined within each of the business processes supported by the AIS to limit access on a need-to-know basis.

Accessing the AIS requires Public Key Infrastructure (PKI) certificate IAW DODI 8520.02. Personnel may request access by clicking the "Request Access" link located at: <https://www.pdrep.csd.disa.mil> and following the prompts and directions that follow. For additional information about submitting a user access request, refer the User Access Request user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

3. Reporting Modules: The AIS provides a variety of software tools and features to enable data entry, data transfer and a workspace to manage records in support of DOD business processes generating SPPI. The purpose of these software tools are described in later chapters within this manual. Information about how to use all of the tools provided by the AIS are located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

4. Search Tools: While each module in the AIS provides its own set of search tools, additional search tools are provided. The search tools enable personnel to access record types for which the AIS collects from external sources where the AIS is not the Navy repository or source system for that data type. These additional search tools provide reference data to all of the various software applications in the AIS, and that data is availed in its own search tool. For additional information about how to use the various search tools, refer to the search tools user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

5. Standard Report Tools: There are software features available to output standardized reports designed for specific customers. Use of standardized reports enables personnel to locate information in a consistent format using specific and repeatable search criteria. For additional information about how to use the search tools in the AIS, refer the user guides and manuals located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

6. Ad Hoc Tools. The AIS also offers a powerful ad hoc feature within each reporting and search tool. The Ad Hoc feature enables creation of unique user-defined reports for the record type's access is granted. For additional explanation of Ad Hoc report functionality, refer to the reporting, report, or search tool, user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

7. Interfaces. SPPI when documented by DOD components is shared IAW DODI 5000.79 using the procedures in Defense Logistics Manual (DLM) 4000.25. In the event that there are no protocols described in DLM 4000.25 to exchange data between existing authorized ISs, NSLC Portsmouth, assists DOD Components with technical solutions to achieve a uniform means and common approach for reporting SPPI until such time a DLM 4000.25 approved protocol is developed and authorized for use.

8. AIS Availability. PDREP-AIS is available 24 hours a day, 7 days a week. When planned system maintenance is performed, PDREP-AIS will post a notice of the maintenance period as soon as practical.

Chapter 3

Batch Upload (BUP) Module

Purpose: The Batch Upload (BUP) feature enables personnel to upload user-defined files (UDF) to the PDREP-AIS to update various record types in the AIS.

References: The following documents contain requirements and regulations pertaining to ISs and personnel reporting, collecting and using of SPPI.

- Department of Defense Instruction 5000.79 - Defense-Wide Sharing and Use of Supplier and Product Performance Information
- Secretary of the Navy Instruction 4855.3 – Product Data Reporting and Evaluation Program

Implementation: The Batch Upload feature enables personnel operating in authorized external IT systems to migrate the external systems data to the PDPEP-AIS. User's download data from their non-PDPREP-AIS system into one of the authorized UDF formats and then upload the UDF into the PDREP-AIS's Batch Load Module

On a periodic basis, dependent on record type and business process rules, the AIS database retrieves the uploaded UDFs, and imports information. After each upload is processed, a report is generated providing feedback to the user about the success of the uploaded data and any unsuccessful data transfers.

Each record type stored in the AIS has a formatted methodology and specific UDF format to upload large quantities of data. Contact the NSLC Portsmouth Help Desk to receive additional information on the upload requirements for a specific record type. Personnel may be authorized access to batch load UDFs only after they have fully tested their upload files for compatibility with the AIS.

In the event the AIS requires changes to accommodate a SYSCOMs BUP business process, the Command PDREP Coordinator will provide those additional software requirements to the PDREP-AIS using procedures described Chapter 6 of this manual.

For additional information about using the BUP Module to batch load data, refer to the BUP Guide located at <https://www.pdrep.csd.disa.mil/>.

Chapter 4

Corrective Action Request (CAR) Module

Purpose: Corrective Action Requests (CAR) are issued to identify and correct instances of a contractor's noncompliance with established methods for processing product, controlling quality systems, or violation of contract/purchase order requirements. In these cases, a CAR shall be documented and issued for the non-conformance.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of CAR information.

- Federal Acquisition Regulation Part 46.4 - Government Contract Quality Assurance
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Department of Defense Instruction 5000.79 - Defense-Wide Sharing and Use of Supplier and Product Performance Information
- Secretary of the Navy Instruction 4855.3 – Product Data Reporting and Evaluation Program
- Defense Contract Management Agency Manual 2303-01 - Surveillance, Section 8
- Supervisor of Shipbuilding Operations Manual S0300-B2-MAN-010, Chapter 9
- COMUSFLTFORCOMINST 4790.3, Vol 7, Chapter 11

Implementation: When CARs are documented by a DON activity, it will be reported to the PDREP-AIS and made available in the CAR Module to share with other authorized personnel.

CARs are submitted when a contractual deficiency/non-compliance is identified to a contractor. The CAR is sent to the contractor with copies to other points of contact as needed. CARs can also be submitted for a vendor process failure not tied to a specific contract (e.g. Calibration), known as a Systems CAR or Business System CAR. Personnel that provide oversight to a contract typically document CARs. Others performing similar contractual oversight functions within FAR Part 46.5 requirements should also document any contractual non-conformances found.

DCMA Personnel utilize the CAR Module to issue, maintain oversight, evaluate, determine (acceptable/not), and close appropriate level Corrective Action Requests (CARs) to the contractor when contractual noncompliance is identified.

Command PDREP Coordinators provide oversight of the Commands processes for reporting CAR information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. Subordinate commands are responsible to ensure CARs are reported. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local CAR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs CAR business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Chapter 6 of this manual.

In support of DFARS 213.106, CARs are forwarded to the SPRS and used as part of the DOD SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the CAR Module to report, search, or ad hoc CAR information, refer to the CAR user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 5

Contract Award & Delivery Data (CAD) Module

Purpose: Supplier delivery performance of materials and services is required to be tracked. The Contract Award and Delivery Data (CAD) Module is used to report, search, and analyze supplier delivery performance. The AIS's software tools provide the capability to either manually enter, batch upload, or transfer CAD data via electronic interface.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of CAD information.

- Federal Acquisition Regulation Part 12.206 - Use of Past Performance
- Federal Acquisition Regulation Part 42.15 - Contractor Performance Information
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Secretary of the Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Secretary of Navy Manual M-5000.2- Acquisition Capabilities Guidebook

Implementation: When deliveries of newly procured material on contract occur, it will be reported to the PDREP-AIS and made available in the CAD Module to share with other authorized personnel. CAD is generated when newly procured material is received and accepted by the USG. If the information is also available in an authorized external IS, that data may be forwarded to the PDREP-AIS to meet the activities' reporting requirements. Ability to meet schedule is an important factor in evaluating current and potential contractors.

Command PDREP Coordinators provide oversight of the Commands processes for reporting CAD information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. Subordinate commands are responsible to ensure CAD is reported. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities and reporting method. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local CAD processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs CAD business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Chapter 6 of this manual.

In support of DFARS 213.106, collected CAD is forwarded to the SPRS and used as part of the DOD's SPPI delivery performance and risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the CAD Module to report, search or ad hoc CAD information, refer to the CAD user guide at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm/.

Interfaces: The PDREP-AIS has an electronic data interchange with the DOD Wide Area Work Flow (WAWF) invoicing system, DOD Electronic Data Access (EDA), DCMA's Mechanization of Contract Award System (MOCAS), Navy Enterprise Resource Planning (NERP) and Naval Shipyard Material Access Technology (MAT) IS's. CAD data reported in these IT systems, regardless of service, is forwarded automatically to the PDREP-AIS and may be accessed within the CAD Module.

Chapter 6

Customer Service Requests (CSR) Module

Purpose: The Customer Service Request (CSR) Module provides AIS users capability to provide feedback and suggest potential enhancements or recommendations to the PDREP staff. Personnel may also use the tool to notify PDREP-AIS Administrators of potential information technology issues they experience.

Reference: Approved Configuration Management Board (CMB) Charter

Implementation: Software change requests and general CSRs are submitted using the CSR Module. A Help link is provided within the AIS for customers to submit suggested improvements to AIS software or report a problem with the web site. These requests are reviewed initially by PDREP Administrators and adjudicated as soon as possible to address the suggestion or concern. Coordination with the Command PDREP Coordinator and Subordinate Command PDREP Coordinators is highly encouraged prior to submitting CSRs for enhancement as they will need to approve and fund changes for any new functionality.

CSRs that don't require a software change, and only require a PDREP Administrator or Help Desk personnel to assist the customer are worked in the order they are received and as rapidly as resources are available.

Upon receipt of the CSR, a PDREP administrator determines whether a software defect exists or if it is an enhancement or request for new functionality. When the reported issue is determined to be a deviation from the software's already CMB approved designed intent, the CSR is addressed with a patch. If the CSR is an enhancement or new functionality, it is forwarded to the submitter's CMB representative as well as any working groups for review. If the submitter's CMB representative does not cancel the CSR, the CMB representative or CMB at large may modify the CSR and then request the CSR be prioritized for software development.

CSRs are scored and scheduled for software development in context with all other CSRs. CSRs requiring a software change are governed by the PDREP-AIS's CMB Charter and reviewed for Scope (population of users affected), Rough Order of Magnitude (Time to complete software development), Severity (work stoppage, nuisance, enhancement), and the CMB members' recommended priority. The scores aid the PDREP-AIS Program Manager and CMB in determining the order that CSRs are worked, scheduled, and published.

Completed software changes are initially placed in an alpha test environment for testing by PDREP Staff; afterwards they are released for end user beta testing. When subject matter experts have had the opportunity to complete beta testing, the software change is scheduled for released to the production environment. Whenever a CSR is completed or cancelled, the submitter is notified.

For additional information about using the CSR Module to submit, search, or ad hoc CSRs, refer to the CSR user guide at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 7

Engineering Referral (ER) Module

Purpose: Engineering Referrals (ER) are submitted to enhance communication and document material issues found by the materials handling community and engineers at the appropriate Central Design Agency or Engineering Support Activity. The ER is required to document concerns about material that may not be meeting the intended or designed purpose, address perceived issues with material, even though they may seem to meet design specifications, or provide clarification to material handlers about the materials use, fit, form, or function.

References:

- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Defense Logistics Agency Regulation 4155.24 - Product Quality Deficiency Reports
- Corporate Nuclear Material Manual (CNMM)

Implementation: DLAR 4155.24, paragraph 1.(2) requires integrating deficiency analysis and resolution processes to identify cause and prevent or mitigate recurrence within acquisition, quality, systems engineering, and overall life cycle management plans. In these cases, an ER should be reported to the PDREP-AIS and made available in the ER Module to share with other authorized personnel. In addition, DLAR 4155.24, enclosure 2, paragraph 4 requires PQDR action points to engage the Service Engineering Support Activity (ESA) in the investigation when other avenues have been unable to determine the cause of the deficiency and further investigation is possible. The ER Module should be used to engage the engineering activity.

The Corporate Nuclear Material Manual (CNMM) requires reporting of supply chain deficiencies by material handlers of nuclear related materials and defines use of the ER Module in respect to nuclear related activities.

The ER provides links between the Receipt Inspection Management System (RIMS) software tools, the Supply Action (SA) software tools and the Product Quality Deficiency Reports (PQDR) software tools. The ER streamlines and improves the efficiency of the overall processing of potential material deficiencies received at receipt inspection locations by bringing all three processes together and providing PQDR investigators a process to contact the engineering community for input.

Command PDREP Coordinators provide oversight of the Commands' processes for reporting ER information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting ERs. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local ER processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs ER business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Chapter 6 of this manual.

For detailed information on using the ER Module to report, search, or ad hoc ER information refer to the ER user Guide at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 8

Material Inspection Record (MIR) Module

Purpose: The Material Inspection Record (MIR) is used to document the results of technical receipt inspections performed upon receipt of material at the destination or at a manufacturer's plant. Technical receipt inspections are the performance of any test or inspection or conformity assessment, as described in 15 CFR 287. MIRs provide valuable information about a supplier's capability to provide quality material.

IAW 15 CFR 287, *inspection* is defined as the evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging of the conformity of a product, process or service to specified requirements. Conformity assessment means any activity concerned with determining directly or indirectly that requirements are fulfilled. Requirements for products, services, systems, and organizations are those defined by law or regulation or by an agency in a procurement action. Conformity assessment includes sampling and testing; inspection; supplier's declaration of conformity; certification; and quality and environmental management system assessment and registration.

References:

- Code of Federal regulations, 15 CFR 287 - Guidance on Federal Conformity Assessment
- Federal Acquisition Regulation Part 46.4 - Quality Assurance
- Federal Acquisition Regulation Part 46 - Quality Assurance
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Federal Acquisition Regulation Supplement Subpart 246.407 - Nonconforming Supplies or Services
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Naval Sea Systems Command Instruction 4855.30 – Control of Non-level Material
- Naval Sea Systems Command Instruction 4855.45 – Level of Receipt Inspection for Controlled Industrial Material
- NAVSEA-SL110-AA-PP0-010 - Technical Receipt Inspection Manual
- NAVSEA-0948-LP-045-7010 - Material Control Standard

Implementation: A MIR is required for every technical receipt inspection or conformity assessment performed on contractor procured material. MIRs will be reported to the PDREP-AIS and made available in the MIR Module to share with other authorized personnel. All DON Activities shall submit MIRs for technical receipt inspections performed. The technical receipt inspection is reported on the MIR whether the material passes or fails. Report positive and negative inspection results to give an accurate quality assessment of supplier's ability to perform to contract specifications. Inspection results are an important evidence of a supplier's performance.

IAW 15 CFR 287, PDREP-AIS enables collaboration between governmental agencies and private sector organization conformity assessment activities to enhance the safety and efficacy of proposed new conformity assessment requirements and measures. An example of this would be to collect and review information on similar activities conducted by other Federal, state and international organizations and agencies and private sector organizations to determine if the results of these activities can be used to improve the effectiveness of a proposed Federal agency conformity assessment activity.

Any non-conformance with contract or specification requirements shall be recorded on the MIR as a reject. Subsequent reconciliation of the non-conformance by waiver, deviation, rework, or acceptance as is does not preclude the submission of a reject MIR. Non-conforming material returned to the contractor for rework or replacement which is subsequently returned, shall be considered a new lot of material. A new MIR with a new record control number shall be assigned. Non-conforming material reworked locally or accepted as is by a

waiver or deviation shall not be cause for a new MIR. MIRs identifying any non-conformance will be also be reported on a Product Quality Discrepancy Report (PQDR) to ensure all needed supply chain actions are engaged to prevent recurrence, address current stock, and hold suppliers accountable for reconsideration. Refer to Chapter 9 of this manual for PQDR processing.

Command PDREP Coordinators provide oversight of the Commands processes for reporting MIR information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting results of technical receipt inspections regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. SYSCOM and Subordinate Command PDREP implementation instructions should include and describe the roles, responsibilities, and reporting method. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local MIR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs MIR business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Chapter 6 of this manual.

In support of DFARS 213.106, collected MIR data is forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the MIR Module to report, search, or ad hoc MIR information refer to the MIR user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 9

Product Quality Deficiency Report (PQDR) Module

Purpose: Product Quality Deficiency Reports (PQDR) are submitted for deficiencies detected on new or newly reworked government-owned products that do not fulfill their intended purpose, operation, or service due to deficiencies in design, specification, materiel, software, manufacturing process, and/or workmanship. This includes premature failure of items within an identified warranty period or specified level of performance. PQDRs can determine the cause of the defect, affect corrective action including credit, repair or replacement of material, prevent recurrence, initiate warranty claims, provide disposition, and trigger mass stock screening.

References: The following documents contain requirements and regulations pertaining to the reporting, collection, and use of PQDR information

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings
- Federal Acquisition Regulation Part 46 - Quality Assurance
- Federal Acquisition Regulation Subpart 46.7 - Warranties
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Federal Acquisition Regulation Supplement Subpart 246.402 - Nonconforming Supplies or Services
- Department of Defense Instruction 4140.67 - DOD Counterfeit Prevention Policy
- Defense Logistics Manual, Volume 2, 4000.25, CH-24 - Product Quality Deficiency Reports
- Approved Defense Logistics Management Standard Change 1007
- Defense Logistics Agency Regulation 4155.24 - Product Quality Deficiency Reports
- Defense Contract Management Agency Instruction 1205 - Counterfeit Mitigation
- Defense Contract Management Agency Manual 2301-06 - Discrepancy Processing
- Secretary of Navy Instruction 5430.92 - Assignment of Responsibilities to Counteract Acquisition Fraud, Waste and Related Improprieties
- Secretary of Navy Instruction 4855.20 - Counterfeit Material Prevention
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Secretary of Navy Manual M-5000.2 - Acquisition and Capabilities Guidebook
- SECNAV (RDA) Letter, Dated 31 Mar 2004, Subject: Assignment as the Product Quality Deficiency Report Process Owner
- Commander Naval Air Forces Instruction, Chapter 10 - Naval Aviation Maintenance Program Standard Operating Procedure
- Naval Sea Systems Command Instruction 4855.40 - Counterfeit Material Prevention
- Navy Standard Operating Procedure 7000 - Counterfeit Material Process Guidebook
- NAVSUPINST 4855.7 - Product Quality Deficiency Reporting and Defective Material Summary
- Marine Corp Order 4855.10 - Product Quality Discrepancy Reports Program

Implementation: When a PQDR is documented or processed by a DON activity, it will be reported to the PDREP-AIS and made available in the PQDR Module to other authorized personnel. The PQDR Module supports requirements for deficiency reporting as required by SECNAV M-5000.2, Enclosure 2, para 7.1.2.2. The DOD and DON standardized PQDR business process is prescribed in DLAR 4155.24. The DON PQDR process owner is NAVSUP Headquarters. Personnel discovering defective material will notify their Local PDREP Coordinator or act as directed by their activity's SYSCOM or local instructions. The PQDR Module enables personnel to originate, screen, investigate, and support the PQDR process as described in DLAR 4155.24, as well as other functions described in Defense Logistics Manual, Volume 2, 4000.25, Chapter 24. PQDRs required to be forwarded outside of the AIS are forwarded automatically to the appropriate service or agency IS using approved Defense Logistics Managements Standards.

DON activities report suspect counterfeit material (SCM) by submitting a PQDR. The discoverer of product substitution (material fraud) and counterfeit material is considered to be the PQDR Originator and shall, IAW with SYSCOM and Subordinate Command instructions, report the deficiency on a PQDR. Each instance of suspected product substitution (material fraud) and counterfeit material must be quickly reported, documented, evaluated and aggressively pursued until resolved; and potential impact to the materials end-user must be addressed. Corrective actions to purge unauthorized material from stock must be taken. Follow up actions are required to ensure program risk is minimized.

Suspected product substitution (material fraud) and SCM shall be reported as soon as practical by cognizant personnel, Auditors, Field Activities, or Headquarters' Program Executive Offices (PEOs)/Directorates through the cognizant Deputy Commander/Office of General Council to the SYSCOM Inspector General (IG) and on-staff NCIS Integrated Agents (IAs). Actions to protect the government from product substitution (material fraud) and counterfeit material are the responsibility of the procuring activities. The Deputy Commander for Nuclear Propulsion (SEA 08) shall be consulted for all matters involving nuclear propulsion plant material. Unauthorized, premature or indiscriminate disclosure of information may compromise an ongoing investigation and damage the reputation of persons or companies that may be innocent of wrongdoing. Distribution of unclassified information shall be controlled and marked "FOR OFFICIAL USE ONLY". Classified information shall be processed in accordance with applicable security regulations.

Personnel aware of product substitution (material fraud) and counterfeit material shall limit communications to ONLY Deputy Commander/Office of General Council, SYSCOM IG and on-staff NCIS IAs. Do NOT contact the supplier/contractor of the material. Following internal notification per each Commands requirements and PQDR reporting, the Originator shall contact the Naval IG Hotline to ensure the allegation is entered and tracked in the Navy Acquisition Integrity Office (NAIO) Fraud Database. Naval Inspector General Hotline: NAVIGHotlines@navy.mil

Additional methods for communicating product substitution (material fraud) and counterfeit material:

- NCIS Web tip: www.ncis.navy.mil
- NCIS anonymous crime text tip hotline: Text "NCIS" plus your tip information to 274637 (CRIMES)
- Department of Defense Inspector General Hotline: www.DODig.mil/hotline

IAW DLAR 4155.24, the PQDR action points processing PQDRs forward to the Government-Industry Data Exchange Program (GIDEP) IS information about issues that may affect other government agencies, including SCM. The GIDEP IS is used to exchange information between Federal Agencies and Industry. PQDR action points are enabled in the AIS to create and forward Agency Action Notices limited to USG personnel (AAN-L) to the GIDEP IS. After submission of the AAN-L in the PDREP-AIS, the AIS automatically forwards the AAN-L and copies of the PQDR to the GIDEP IS via electronic interface.

Command PDREP Coordinators provide oversight of the Commands processes' for reporting PQDR information and SCM. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information, regardless of data entry method or interfacing connections from external sources, to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting PQDRs and SCM. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local PQDR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOM's PQDR business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, collected PQDR information is forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the PQDR Module to report, process, search, or ad hoc PQDR information, refer to the PQDR user guides located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 10

Pre/Post Award Survey (PPAS) Module

Purpose: Pre/Post Award Surveys (PPAS) are performed to evaluate the capabilities and limitations a supplier may have to comply with the requirements of a solicitation or contract. Government representatives visit supplier sites to determine the ability to perform in compliance with established requirements. These visits may be jointly conducted by various Government agencies and are coordinated with the supplier. The visits may involve observations, discussions, and inspections to determine the supplier's ability to perform under contract. PPAS's provide valuable information on the current capabilities and limitations of potential suppliers to meet contract requirements.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of supplier survey information.

- Federal Acquisition Regulation Subpart 9.106 - Pre-award Surveys
- Federal Acquisition Regulation Subpart 42.5 - Post Award Orientation
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Federal Acquisition Regulation Supplement Subpart 242.6 - Post Award Orientation
- Defense Contract Management Agency Manual DCMA-MAN 2501-01 - Contract Receipt & Review
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Commander Fleet Forces Command Instruction 4790.3, Vol 7, Chapter 11

Implementation: DON personnel documenting pre or post award surveys will report the PPAS to the PDREP-AIS. PPAS's will be made available in the AIS's PPAS Module to share with other authorized personnel.

Command PDREP Coordinators provide oversight of the Commands processes for reporting PPAS information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting PPASs. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local PPAS processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs PPAS, QPL, or QML business processes, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, extracts of collected PPAS's, approved CSI suppliers, QPLs, and QMLs are shared with the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the PPAS Module, refer to the PPAS user guides located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 11

Quality Assurance Letter of Instruction (QALI) and Letters of Delegation (LOD) Module

Purpose: Quality Assurance Letter of Instruction (QALI) are submitted by Defense Contract Management Agency (DCMA) customers to DCMA contract administration activities to request performance of specific tasks, inspections, and/or other additional oversight of DOD suppliers. The QALI is used to provide additional assurance regarding a supplier's performance and/or product quality to be consistent with contracted specifications. Letters of Delegation (LOD) are submitted by DCMA customers, like the Navy's Supervisor of Shipbuilding activities (SUPSHIP) and National Aeronautics and Space Administration (NASA), as well as inter agency between DCMA activities to delegate sub vendor surveillance to another DCMA activity.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use QALI/LODs

- Federal Acquisition Regulation Subpart 46.4 - Quality Assurance
- Defense Federal Acquisition Regulation Supplement Subpart 246 - Quality Assurance
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Defense Contract Administration Agency Manual 2101-04 - Delegate Surveillance
- COMUSFLTFORCOMINST 4790.3, Vol 7, Chapter 11

Implementation: When QALI or LOD are documented and submitted to DCMA by a DON activity, it will be reported to the PDREP-AIS. After submitting a QALI/LOD, DCMA reviews the request and evaluates the requested inspections / requirements IAW with DCMA instructions. The DCMA quality assurance representative (QAR) typically acknowledges receipt of the QALI/LOD, from the customer. DCMA may reject the QALI/LOD, if that occurs, customers may amend the request and resubmit. The request may include program and process specific mandatory requirements, in addition to the mandatory inspection/oversight requirements. When the QALI/LOD is completed the results are returned to the submitter for review.

Command PDREP Coordinators provide oversight of the Commands processes for reporting QALI and LOD information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for ensuring QALI/LODs are reported regardless of data entry method or interfacing connections from external sources conveying the data to the PDREP-AIS. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local QALI and LOD processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs QALI and LOD business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, key elements of collected QALI/LOD information is forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the QALI and LOD Module, refer to the QALI and LOD user guides located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 12

Receipt Inspection Management System (RIMS) Module

Purpose: The Receipt Inspection Management System (RIMS) feature of the AIS is used to provide software tools to manage technical receipt inspection processing, scheduling, inspection, and create a Material Inspection Record (MIR) documenting the results of the inspection process.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of MIR information.

- Code of Federal Regulations, 15 CFR 287 - Guidance on Federal Conformity Assessment
- Federal Acquisition Regulation Subpart 46.4 - Quality Assurance
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Federal Acquisition Regulation Supplement Part 246 - Quality Assurance
- Exec Order 12344, Public Law 98-525 and 106-65 - Naval Nuclear Power Program
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Naval Sea Systems Command Instruction 4855.30 – Control of Non-level Material
- Naval Sea Systems Command Instruction 4855.45 – Level of Receipt Inspection for Controlled Industrial Material
- NAVSEA S9213-45-MAN-000(N) - Nuclear Power Manual
- NAVSEA 0924-062-0010 - Submarine Safety Requirements Manual
- NAVSEA-SL110-AA-PP0-010 - Technical Receipt Inspection Manual
- NAVSEA-0948-LP-045-7010 - Material Control Standard
- NAVSEA SS800-AG-MAN-010/P-9290 – System Certification Procedures and Criteria Manual for Deep Submergence Systems
- NAVSEA T9044-AD-MAN-010 - Requirements Manual for Submarine Fly-By-Wire Ship Control Systems
- Corporate Nuclear Material Manual

Implementation: When technical receipt inspection are performed and documented by a DON activity, a MIR will be reported to the PDREP-AIS. The Corporate Nuclear Material Manual (CNMM) and NAVSEA Technical Receipt Inspection Manual requires the use of RIMS when processing technical receipt inspections. Other activities may optionally use the RIMS Module to manage their technical receipt inspection processes and generate MIRs.

Command PDREP Coordinators provide oversight of the Commands processes for reporting MIR information when using the RIMS Module. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting MIRs. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local RIMS and MIR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs RIMS business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, key elements of collected MIR information produced by the RIMS Module are forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the RIMS Module, refer to the RIMS user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 13

Special Quality Data (SQD) Module

Purpose: Although the SPPI collected in PDREP-AIS is extensive, there are situations when there is SPPI that does not fit well into any other record type or business process listed in this manual. The Special Quality Data (SQD) feature provides a method to report unique information that USG personnel has gained knowledge of about a supplier. SQD may include, but is not limited to: surveys of a subcontractors performed by prime contractors, supplier process surveillance, contractor visits/interface meetings, corrective actions, product obsolescence surveys, publically available information about suspected cases of fraud or malpractice, publically available information about foreign influence on a supplier, publically available info about a suppliers financial issues, or other publically available information about a supplier.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of SQD.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Federal Acquisition Regulation Subpart 9.203 - QPL's, QML's, and QBL's.
- Defense Federal Acquisition Regulation Supplement Subpart 209.270 - Aviation and Ship Critical Safety Items.
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Department of Defense Manual 4120.24-M, Defense Standardization Program (DSP)
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program

Implementation: Whenever SQD information is discovered and documented by a DON activity, it will be reported to the PDREP-AIS. Through the normal course of business, various government representatives meet with suppliers and collect information regarding a supplier that should be documented and made available to acquisition work force personnel at large, as well as, criminal investigations services, market researchers, and other USG personnel monitoring the supply chain. Information collected may be background information prior to a survey or a consideration for award. SQD encompasses a wide variety of information, available for authorized personnel to review.

Command PDREP Coordinators provide oversight of the Commands processes for reporting SQD information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting SQDs. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local SQD processing requirements.

DON activities managing a Qualified Products List (QPL) or Qualified Manufacture List (QML) will report QPLs and QMLs, Appendix 2, to the PDREP-AIS. QPLs and QMLs will adhere to requirements in DOD Manual 4120.24-M, Appendix 2.

In the event personnel request AIS software changes to accommodate a SYSCOMs SQD business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures Section 6 of this manual.

In support of DFARS 213.106, key elements of collected SQD information is forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the SQD Module, refer to SQD user guide at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 14

Stock Screening (SS), Stock Quality Control Reports (SQCR), and Supply Action (SA) Module

Purpose: The Supply Action (SA) Module provides a workflow to document resolution of various types of supply deficiencies such as Stock Screening (SS), Storage Quality Control Reports and issues not qualifying for reporting as a SDR, MIR, or PQDR.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of supply actions.

- Secretary of the Navy Instructions 4855.3 - Product Data Reporting and Evaluation Program
- Defense Logistics Manual 4000.25, Vol 2, Chapter 21 - Stock Readiness Program
- Approved Defense Logistics Management Standard (DLMS) Change 1045
- Corporate Nuclear Material Manual

Implementation: When SS, SQCRs, or related supply actions are documented by a DON activity, it will be reported to the PDREP-AIS. The overarching DON SS and SQCR processes are prescribed in DLM 4000.25, Vol 2, Chapter 21.

The Corporate Nuclear Material Manual (CNMM) requires reporting of supply chain deficiencies by material handlers of nuclear related materials. If performing work prescribed in the CNMM, it is mandatory for use to report covered supply actions. The CNMM describes SA functionality and use of the SA Module. The use of SA Module reduces costs by increasing the effectiveness and efficiency of bringing ready-for-use material to the fleet by through increased visibility of materials testing and decreasing the number of laboratory tests being performed. Other activities may optionally use the SA module feature at their local activities.

Command PDREP Coordinators provide oversight of the Commands processes for reporting SS, SQCR, and SA information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting STSC and SQCRs IAW DLM 4000.25, Vol 2, CH-21. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local SS, SQCR, and SA processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs SS, SQCR, or SA business processes, the Command PDREP Coordinator will coordinate those additional software requirements using procedures Section 6 of this manual.

For additional information about using the SA Module refer to the SA Module user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 15

Supplier Audit Program (SAP) Module

Purpose: The Supplier Audit Program (SAP) is used to report audits conducted of suppliers providing material to the DON and DOD. Its focus is on suppliers of critical material and the processes used to manufacture that material. It provides a cost-effective method of sharing supplier audit information between participants in the program. The SAP when utilized effectively reduces travel costs and redundant audits to the same supplier by different activities. It promotes a more uniform method of auditing and provides a common set of process checklists. The goal of the SAP is to improve supply chain efficiency and quality of material entering the supply chain.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of SAP information.

- Code of Federal Regulations, 15 CFR 287 - Guidance on Federal Conformity Assessment
- Federal Acquisition Regulation Subparts 42.302 - Contract Administration Functions
- Defense Federal Acquisition Regulation Supplement Subpart 242.11 - Production and Surveillance Reporting
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Secretary of Navy Instruction 4855.3 – Product Data Reporting and Evaluation Program
- Naval Sea Systems Command Instruction 4855.38 – Supplier Audit Program

Implementation: When a Supplier Audit is performed and documented by a DON activity, it will be reported to the PDREP-AIS. Supplier audits are focused primarily on process control. These supplier audits are not intended to take the place of Pre/Post Award Surveys, Product-Oriented Surveys, or Quality System Reviews, in those cases reference Chapter 11. IAW FAR 42, agencies shall avoid duplicate audits, reviews, inspections, and examinations of contractors or subcontractors, by more than one agency. The SAP Module provides tools to view previous audits and coordinate upcoming scheduled audits to minimize the chance of duplicate process audit inspections by DON activities and collaborating services/agencies.

Audit results are entered into PDREP-AIS. Each supplier audit visit will be entered under a single SAP record that includes the audit results for each process checklist, copies of all completed audit checklists and auditor narrative reports.

Command PDREP Coordinators provide oversight of the Commands processes for reporting supplier audit information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting supplier audits whether the material or contractor passes or fails the audit. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local SAP processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs SAP business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, key elements of collected supplier audits are forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the SAP Module, refer to the SAP user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 16

Supply Discrepancy Report (SDR) Module

Purpose: Supply Discrepancy Reports (SDR) are used to determine the causes of shipping and packaging discrepancies, affect corrective actions, preventing recurrences, and provide for disposition of materials. In addition, the SDR can facilitate support for adjustment of property and financial inventory accounting records.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of SDR information.

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Part 46 - Quality Assurance
- Defense Federal Acquisition Regulation Supplement Subpart 246.407 - Nonconforming Supplies or Services
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Logistics Manual 4000.25 Volume 2 - Supply Standards and Procedures
- Approved Defense Logistics Management Standard (DLMS) Change 1181
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Secretary of Navy Manual M-5000.2 - Acquisition and Capabilities Guidebook
- Defense Contract Management Agency Manual 2301-06 - Discrepancy Processing
- Naval Supply Command Procedure 723 - Navy Inventory Integrity Procedures
- Marine Corp Order 4400.150 - Consumer Level Supply Policy
- MIL-HDBK-2155 Failure Reporting, Analysis, and Corrective Action

Implementation: When SDRs are documented by a DON activity, it will be reported to the PDREP-AIS. The DON SDR business process is described in DLM 4000.25, Volume 2, Chapter 17 and NAVSUP P-723, Chapter 6. The SDR Module supports requirements for discrepancy reporting as required by SECNAV M-5000.2, Enclosure 2, para 7.1.2.2 and standardized reporting IAW 41 CFR 101-26.803-1. The DON SDR process owner is NAVSUP Headquarters. The SDR Module enables users to Originate, Take Action and/or support the SDR process as described in DLM 4000.25 Volume 2 – Chapter 17 and related approved Defense Logistics Management Standards (DLMS). SDRs required to be forwarded outside of the AIS are forwarded automatically to the appropriate service or agency IS using DLMS approved WebSDR interface.

Command PDREP Coordinators provide oversight of the Commands processes for reporting SDR information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting SDRs IAW DLM 4000.25, Volume 2, Chapter 17. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local SDR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs SDR business process for reporting, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, key elements of collected SDR information is forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the SDR Module, refer to the SDR user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 17

Supplier Performance and Product Information (SPPI) Bulletins (SB) Module

Purpose: SPPI Bulletins are used to alert DON Activities of significant supplier performance and/or materiel quality problems. The PDREP implements the Secretary of Defense policy to maximize the sharing of unclassified SPPI within the Department of Defense community and provide selective dissemination to the industrial community. Bulletins are issued for significant supplier performance or materiel quality problems pertaining to services or materiel.

References: The following documents contain requirements and regulations pertaining to the reporting, collection, and use of SPPI Bulletin information.

- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Department of Defense Instruction 5000.79 - Defense-Wide Sharing and Use of Supplier and Product Performance Information
- Secretary of the Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program

Implementation: When SBs are documented by a DON activity, it will be reported to the PDREP-AIS and made available in the SB Module to share with other authorized personnel. SBs are issued when it is determined that an supplier performance and/or material quality issue warrants wider dissemination, urgent notification, or a higher level of concern than that identified by other means.

Recommendations to initiate SBs are made by individuals cognizant of significant problems that are affecting or have the potential to negatively impact the quality of materials or supplied services to DON or DOD. Personnel should use the SB Module to send a notification to their Command PDREP Coordinator to report a possible issue. Command PDREP Coordinators evaluate the reported issue and initiate the SYSCOMS SB process. At a minimum, SBs shall be coordinated with the SYSCOM PDREP Coordinators, PDREP collaborating services/agencies, and relevant engineering technical code(s) before issue. After the SB is investigated and coordinated, the SB is ready for dissemination a mass notification is sent to authorized personnel.

Command PDREP Coordinators provide oversight of the Commands processes for reporting SB information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the information reported by their command in the PDREP-AIS regardless of data entry method or interfacing connections from external sources to the PDREP-AIS to convey the data. The Command PDREP Coordinator is responsible for ensuring valid reports are investigated and completed. Bulletins SYSCOM and subordinate command process instructions should include and describe the SB reporting methods and procedures. Check with your SYSCOM or Subordinate Command PDREP Coordinator for any SYSCOM or local SB processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs SB business process for reporting and distributing SBs, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, SBs collected by the AIS are forwarded to the SPRS and used as part of the DOD SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about the using SB Module to report, search, or ad hoc SB information, refer the SB user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 18

Surveillance Plan (SP) Module

Purpose: Surveillance Plans (SP) are prepared to identify a Defense Contract Management Agency (DCMA) a Functional Specialists (FS) overall plan to evaluate quality system and products related processes within a Supplier's facility. Not only is it intended to provide a strategy for periodic evaluation, it is also a vehicle to document the FS concerns, as well as a format for communication and coordination of joint audits and inspections. The SP provides a method for the DCMA FS to identify the planned oversight activities of the supplier, including surveillances, specific technical reviews, and additional product audits or inspections.

References: The following documents contain requirements and regulations pertaining documentation of surveillance plans.

- Federal Acquisition Regulation Part 9 - Contractor Qualifications
- Federal Acquisition Regulation Part 46 - Quality Assurance
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Federal Acquisition Regulation Supplement Subpart 246.4 - Government Contract quality Assurance
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Secretary of Navy Manual M-5000.2-Aquisition Capabilities Guidebook
- Defense Contract Management Agency Instruction 2303 - Surveillance
- Defense Contract Management Agency Manual 2303-01 - Surveillance Section 5- Plan Surveillance
- Defense Contract Management Agency Manual 2303-01 Surveillance Section 8 - Document Results, Corrective Actions & Provide Feedback
- Defense Contract Management Agency Manual 2301-05 - Navy Special Emphasis Program
- Defense Contract Administration Agency Manual DCMA-MAN-2301-05 - Navy Special Emphasis Program

Implementation: SPs are created and managed by DCMA personnel. IAW with DFAR 246.401, the contracting officer should address the need for a surveillance plan. DCMA INST 2303 prescribes procedures for implementing a risk assessment process to plan surveillance events by DCMA personnel. DON personnel should work with DCMA to maximize the SPs. Each DCMA FS creates a SP within the PDREP-AIS application for the suppliers they are assigned oversight responsibility. FS may attach additional files to each SP as needed to support the oversight planned. PDREP-AIS users, granted access to the SP Module, may view the SP. Navy Special Emphasis Operations (NSEO) Contract Management Office (CMO) will perform surveillance planning and execution activities IAW DCMA-MAN-2301-05.

In the event personnel request AIS software changes to accommodate a SYSCOMs SP business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

For detailed information on using the SP Module, refer to the SP user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 19

Test Report (TR) Module

Purpose: The Test Report (TR) Module enables collecting First Article Test (FAT), Production Lot Testing, and Periodic Sampling Test data for analytical purposes, both positive and negative. The information serves as an aid in determining a supplier's capability, performance and/or responsiveness. A First Article Test is the testing and evaluation of the first article for conformance with specified contract requirements before or in the initial state of production. FATs ensure that the contractor can furnish a product that conforms to all contract requirements for acceptance. Production Lot Test is a sample from a contractor's production lot that is randomly selected and forwarded to the designated test activity. Periodic Tests are performed to ensure that the required quality, reliability, and safety aspects of the product are maintained throughout production. After the completion of a test, a summary of the test report, to include the contract number, CAGE Code, NSN, disposition and a narrative of the test report is required to be entered and stored in the PDREP-AIS database for future reference.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of Test Report information.

- Federal Acquisition Regulation Subpart 9.3 - First Article Testing
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program

Implementation: As required by a contract, when First Article Tests, Production Lot Testing, or Periodic Sampling Test occur, the results will be reported to the PDREP-AIS. Subordinate command personnel shall upload a file copy of the test to the PDREP-AIS TR Module. During various stages of the acquisition life cycle, product testing may be required for validation and verification of product. When these occur they are reported to the PDREP-AIS.

Command PDREP Coordinators provide oversight of the Commands processes for reporting SP information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting TRs. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local TR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs TR business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

In support of DFARS 213.106, key elements of collected TRs are forwarded to the SPRS and used as part of the DOD's SPPI risk analysis criteria. For more information about the SPRS, go to <https://www.sprs.csd.disa.mil/>.

For additional information about using the TR Module refer to the TR user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 20

Virtual Shelf (VS) Module

Purpose: The Virtual Shelf Module is a commonality tool to assist logisticians with finding common parts across ship classes, aircraft and weapons systems. The Virtual Shelf enables analysis by deep-dive teams that perform engineering and cost analysis for different categories of parts. The goal is for deep-dive teams to find the most efficient and effective parts to utilize during the life-cycle of a weapons platform, by analyzing both recurring and non-recurring costs such as maintenance and repair costs, disposal costs, safety costs, training costs, and procurement costs.

References: Personnel may optionally utilize the module for research or documentation of commonality on weapons platforms:

- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program
- Department of Defense Instruction 4140.1-R - DOD Supply Chain Materiel Management Regulation
- Naval Sea Systems Command Instruction 4120.8 - Commonality Instruction

Implementation: Personnel performing actions outlined in the NAVSEAINST 4120.8 shall ensure commonality information is entered in the PDREP-AIS and utilized in an effort reduce life-cycle costs of maintaining weapons systems. This is commensurate with DODI 4140.-R strategy to consider all life-cycle costs associated with materiel management, including acquiring, distributing, transporting, storing, maintaining, repairing, protecting, and disposing. Other authorized users may optionally utilize the VS Module to assist with the same. The VS reduces processing time for deep-dive teams, by performing real-time calculations and enabling personnel to custom configure any part or system. Analysis performed on a part, system, ship, class, or fleet, and reduces processing time dramatically.

Personnel use the VS Module to look up common parts, where they are utilized, and the costs associated with the parts. Engineers may use this information when designing or redesigning systems, and to assist in reducing total ownership costs for the system. Commonality can create cost savings when fully implemented. VS provides capability to assist in determining where parts are being consumed, as well as which parts can be acquired that fit multiple systems reducing logistics footprint. Improved capability can be achieved to resupply and maintain weapons systems operating in a wartime environment.

The VS can also aid in mitigating part obsolescence when program managers load the material lists and specifications in the system. Program managers have the ability to search for replacement materials meeting the same or similar specifications for fit, form and function. Prime contractors can load their part catalogue providing market research capability for non-National Stock Numbered materials, expanding the universe of materials engineers and program managers can research. The VS is a parts catalogue where USG and prime contractors list their materials.

In the event personnel request AIS software changes to accommodate a SYSCOMs VS business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described in Section 6 of this manual.

For additional information about how to use the VS Module to research part commonality or search for replacement parts due to obsolescence, refer to the VS user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 21

Warranty Module

Purpose: The PDREP-AIS is the DOD's Warranty data repository. The AIS facilitates the collection, storage and the distribution of warranty data. Tracking warranty and source of repair information, from the identification of the requirement to the expiration date of the warranted item can significantly enhance the ability of DOD to take full advantage of warranties when they are part of an acquisition. The PDREP-AIS provides standardized machine readable and fillable Adobe portable document format (PDFs) files for electronic submission of warranty information. The use of these standardized electronic forms is required in order to capture required warranty information as an attachment to existing contracts generated by both legacy and emerging contract writing systems.

References: The following documents contain requirements and regulations pertaining to the reporting, collection and use of warranty information.

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting Discrepancies or Deficiencies
- Federal Acquisition Regulation Subpart 52.246 - Warranties
- Defense Federal Acquisition Regulation Supplement Subpart 252.246-7005 - Notice of Warranty Tracking of Serialized Items
- Defense Federal Acquisition Regulation Supplement Subpart 252.246-7006 - Warranty Tracking of Serialized Items.
- Defense Federal Acquisition Regulation Supplement Subpart 213.106-2 - Evaluation of Quotations or Offers
- Defense Logistics Agency Regulation 4155.24 - Product Quality Deficiency Reports
- Defense Federal Acquisition Regulation Subpart 246.7 - Warranties
- Procedures, Guidance, and Information (PGI) 246.7
- Secretary of Navy Instruction 4855.3 - Product Data Reporting and Evaluation Program

Implementation: Warranties are established and documented IAW DFAR 246.7. Use of the standardized DOD Warranty Tracking Information (WTI) and/or Source of Repair Instruction (SORI) form is required. When the WTI and/or SORI forms are completed they will be uploaded to the Electronic Document Access (EDA) IS with a copy of the contract. Subsequently, the EDA IS automatically forwards data extracted from the WTI and SORI forms and automatically uploaded to the PDREP-AIS Warranty Module. The AIS includes a warranty database and established interfaces to component business systems to import warranty data from external ISs. This capability provides for a common, searchable data source for the DOD's warranty information.

The Defense Federal Acquisition Regulation Supplement (DFARS) Final Rule for Warranty Tracking of Serialized Items (DFARS Case 2009-D0018) was published in the Federal Register on June 8, 2011. This case added a provision and clause to DFARS 246.710 and formats for warranty attachments at DFARS 246.710-10, which require all Department of Defense (DOD) Components collect specific warranty information. IAW PGI 246.7, Warranty Tracking Information and/or Source of Repair Instructions are available at https://www.pdrep.csd.disa.mil/pdrep_files/other/wsr.htm.

When DOD owned material is received from the supply chain and determined to be defective or discrepant; IAW 41 CFR 101-26.803-1 the defect must be reported using a standard process. Reference Chapter 9-Product Quality Deficiency Report (PQDR) Module and 17-Supply Discrepancy Report Module for the standardized reporting requirements of PQDRs or SDRs. These standardized processes not only addresses the immediate issues with the material received under warranty, but addresses other like items in the supply chain that may have the same type of defect or discrepancy. PQDR and SDRs also hold the supplier accountable for as the PQDR and SDR reports are used to assess risk when making future acquisitions from the supplier liable for the defects or discrepancies. The PQDR or SDR must be used to report the material defect or discrepancy

whenever a warranty is to be invoked. While the warranty is the method for the USG to receive reconsideration from the supplier the PQDR and SDR processes trigger the need for the warranty action, while also ensuring other required supply chain issues are mitigated related to the material and the supplier of the material. Further action may include additional screening stock that may be on hand and not yet identified as defective or discrepant, audits of the supplier manufacturing the material, and also adjudication any related material in stock needing warranty action.

Command PDREP Coordinators provide oversight of the Commands processes for reporting Warranty and Source of Repair information. Subordinate Command PDREP Coordinators are responsible for oversight of the timeliness, accuracy, and completeness of the subordinate commands reported information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. The subordinate commands are responsible for reporting warranty information regardless of data entry method or interfacing connections from external sources to convey the data to the PDREP-AIS. SYSCOM and subordinate command process instructions should include and describe roles, responsibilities, and reporting methods. Check with the Command or Subordinate Command PDREP Coordinator for any SYSCOM or local TR processing requirements.

In the event personnel request AIS software changes to accommodate a SYSCOMs Warranty and Source of Repair Information business process, the Command PDREP Coordinator will coordinate those additional software requirements using procedures described Section 6 of this manual.

For additional information about using the Warranty Module, refer to the Warranty user guide located at https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm.

Chapter 22
Addendum A
Acronyms & Abbreviations

AEA	Approved Engineering Alternative
AIS	Automated Information System
ASN (RD&A)	Assistant Secretary of the Navy (Research, Development and Acquisition)
BUP	Batch Upload
CAD	Contract and Delivery Data
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CAR	Corrective Action Request
CIM	Controlled Industrial Material (Non-level Material)
CLIN	Contract Line Item
CMB	Configuration Management Board
CNMM	Corporate Nuclear Material Manual
CPARS	Contract Performance Assessment Reporting System
CSI	Critical Safety Item
CSR	Customer Service Request
DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DLM	Defense Logistics Manual
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DON	Department of the Navy
DRMD	Directives and Records Management Division
DSN	Defense Switched Network
DSSP	Deep Submergence Systems Program
EDA	Electronic Data Access
ER	Engineering Referral
FAR	Federal Acquisition Regulations
FAT	First Article Test
FBW	Fly By Wire
FY	Fiscal Year
GIDEP	Government-Industry Data Exchange Program
GSA	Government Service Administration
GSI	Government Source Inspection
IA	Integrated Agent
IAE	Integrated Acquisition Environment
IG	Inspector General
INST	Instruction
IS	Information System
L1	Level 1
NAIO	Navy Acquisition Integrity Office
NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVWAR	Naval Information Systems Warfare Command
NAVSEALOGCEN	Naval Sea Logistics Center
NAVSUP	Naval Supply Systems Command

NCIS	Naval Criminal Investigative Service
NERP	Navy Enterprise Resource Planning
NIIN	National Item Identification Number
NNPP	Naval Nuclear Propulsion Program
NON-NUC	Non-Nuclear
NPM	Nuclear Plant Material
NSEP	Navy Special Emphasis Program
NSN	National Stock Number
NUC	Nuclear
OASN	Office of the Assistant Secretary of the Navy
PDREP	Product Data Reporting and Evaluation Program
PKI	Public Key Infrastructure
POC	Point of Contact
PPAS	Pre/Post Award Survey
PPIRS-SR	Past Performance Information Retrieval System-Statistical Reporting
QALI	Quality Assurance Letter of Instruction
QAR	Quality Assurance Representative
QEP	Quality Evaluation Program
QML	Qualified Manufacturers List
QSR	Quality System Review
R&D	Research and Development
RCN	Report Control Number
RIMS	Receipt Inspection Management System
SA	Supply Action
SAP	Supplier Audit Program
SB	SPPI Bulletin
SDR	Supply Discrepancy Report
SCM	Suspect Counterfeit Materiel
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SME	Subject Matter Experts
SPRS	Supplier Performance Risk System
SQD	Special Quality Data
SRV	Survey
SS	Stock Screening
SSIC	Standard Subject Identification Codes
SUBSAFE	Submarine Safety
SUPSHIP	Supervisor of Shipbuilding
SYSCOM	Systems Command
TR	Test Report
UDF	User-Defined Files
UII	Unique Item Identifier
U-NNPI	Unclassified Naval Nuclear Propulsion Information
VS	Virtual Shelf
WAWF	Wide Area Work Flow
WTI	Warranty Tracking Information