



## DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
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NAVFACINST 4855.1  
OPS  
APR 22 2015

### NAVFAC INSTRUCTION 4855.1

From: Commander, Naval Facilities Engineering Command

Subj: PRODUCT DATA REPORTING AND EVALUATION PROGRAM

Ref: (a) SECNAVINST 4855.3, Product Data Reporting and Evaluation Program  
(b) NAVSO P-3683, Navy and Marine Corps Product Data Reporting and Evaluation Program (PDREP) Manual  
(c) PDREP Web Site <https://www.pdrep.csd.disa.mil/default.htm>

Encl: (1) NAVFAC PDREP Process Map of Critical Elements  
(2) NAVFAC PDREP Process Description and Flow Diagram

1. Purpose. To provide for the implementation of the Naval Facilities Engineering Command (NAVFAC) Product Data Reporting and Evaluation Program (PDREP) for NAVFAC Headquarters and NAVFAC Echelon III, IV and their subordinate commands, as required by reference (a).

a. The primary purpose of the NAVFAC PDREP is to assist with ensuring first time quality and on-time delivery of materiel for both critical and non-critical requirements; prevent recurring materiel acquisition deficiencies; maximize mission and operational effectiveness; and to recover costs for defective or deficient materiel.

b. Reference (a) establishes requirements for Department of the Navy activities to report both positive and negative supplier performance data including but not limited to deficiencies; discrepancies; non-conformances and premature failures attributable to poor workmanship, deficient manufacturing, material substitution, fraud, or counterfeit.

c. Reported data will be collected using the procedures outlined in references (a), (b) and (c). Reported data will be used to evaluate product quality, quality trends, supplier past performance history, and to help develop preventive and/or corrective action to preclude recurrence.

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2. Applicability and Scope. This is a new instruction for NAVFAC, and applies to:

a. All NAVFAC Echelon III-and-below component commands that order or take delivery of material in the execution of NAVFAC Public Works Business Line (PWBL) products and services, NAVFAC Ocean Facilities Program (OFP) and NAVFAC Engineering and Expeditionary Warfare Center's (EXWC) Table of Allowance (TOA) sustainment mission (e.g. NAVFAC Expeditionary Program Office (NEPO)).

b. NAVFAC employees and NAVFAC contractor personnel who initiate material acquisition actions and/or who receive and inspect incoming materials in the execution of paragraph 2(a) above.

c. All material and supply acquisitions, including local purchases via purchase orders, and Government Purchase Cards (GPC) that support the execution of paragraph 2(a) above.

d. NAVFAC's PDREP does not include contract work, such as construction contracts, facility support contracts and preventive maintenance contracts, where the contractor is required to purchase and take delivery of materiel in support of a contract requirement.

3. Policy. The NAVFAC PDREP will capture supplier data for material acquired by NAVFAC in support of products and services relative to NAVFAC's PWBL, NAVFAC OFP and NAVFAC EXWC's TOA sustainment mission. The NAVFAC PDREP will meet initial operating capability (IOC) by June 2015 by ensuring responsibilities are assigned at each applicable level of the chain of command and training for PDREP representatives is completed. Full operating capability (FOC) is anticipated by December 2015.

a. The process begins when a material acquisition requirement is initiated by a NAVFAC entity, followed by purchases made via the Department of the Navy supply chain, or by an authorized GPC holder. The process ends with disposal of the material procured. The PDREP process as implemented within NAVFAC is outlined in enclosures (1) and (2).

b. Instances of suspected or confirmed counterfeits shall be documented with Product Quality Deficiency Reports (PQDRs) in accordance with reference (b). All instances of suspected or confirmed counterfeit materiel reported by a contractor shall also be documented on PQDRs.

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#### 4. Responsibilities:

a. NAVFAC HQ Executive Director: Assign a NAVFAC HQ PDREP Coordinator that will monitor the overall program and submit a written report, (on a semi-annual basis), regarding subordinate Echelon PDREP implementation and performance metrics.

b. NAVFAC Echelon III Component Commands: Implement this instruction at Echelon III where applicable and Echelon IV-and-below component commands. Assign an Echelon III PDREP Manager to monitor implementation and report on performance of subordinate PDREP performance metrics. Additionally, maintain a current list of subordinate Echelon III-and-below PDREP Representatives and provide this list to the Echelon II PDREP Coordinator on an annual basis.

c. NAVFAC Echelon IV-and-below commands:

(1) Maintain a current list of PDREP Representatives, and provide to the appropriate Echelon III PDREP Manager on an annual basis.

(2) Ensure PDREP Representatives perform the responsibilities identified in subparagraph (f) below, and that the performance of PDREP duties is included in position description performance standards and performance appraisal process.

(3) Ensure that each NAVFAC entity that procures and/or receives materiel needed for delivery of NAVFAC products and services implements this instruction and ensure required supplier performance data is entered or submitted into the PDREP-AIS. Consolidation of Echelon IV-and-below PDREP responsibilities is encouraged, and additional representatives may be appointed as needed due to the volume of material procurements, dispersion of facilities or other factors.

d. Echelon IV-and-below PDREP Representatives:

(1) Responsible for coordination and implementation of PDREP program requirements for their FEC or PWD in accordance with reference (a). Complete PDREP training and certification (links to training available on the NAVSUP PDREP webpage: <https://www.pdrep.csd.disa.mil>).

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e. Public Works Department (PWD)

(1) When appropriate during the competitive source selection process, review and consider PDREP supplier performance information and ratings in the Past Performance Information Retrieval System (PPIRS).

(2) Enter additional information, if applicable, into the PDREP system(e.g., Pre- and Post-award survey reports.)

(3) Submit Supply Discrepancy Reports (SDRs) into PDREP Representative for discrepant material in accordance with reference (b).

5. Effective Date. This instruction is effective immediately.



C. S. PRATHER  
Chief of Staff

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PDREP Critical Process Elements

The following process is provided to identify the elements critical to the success of the NAVFAC PDREP program.

(1) Inputs shall comply with Reference (b) Chapter 1 for supplier performance information required to be documented or reported to the Product Data Reporting and Evaluation Program.

(2) Process originates when a department initiates an acquisition requirement for material; contracting official (contracting officer, contract specialist or Government Purchase Card (GPC) holder acting within specific GPC authority) accesses the PDREP or PPIRS Automated Information System (AIS) to review past performance data on prospective sources;

(3) Contracts Department awards a contract or purchase order, or GPC holder places on order; the organization performing the receiving function (central receiving point or direct receipt location) receives and inspects material;

(4) Materials received in satisfactory condition are delivered to the requesting Department.

(5) For conditions found to be discrepant, receiving personnel advise the Supply Management Team who submits Supply Discrepancy Reports (SDRs) into PDREP.

(6) Supply Management Team accesses PDREP and enters SDRs when required;

(7) Receiving point enters delivery information in PDREP, and enters generated PQDRs into PDREP.

(8) For GPC-procured material delivered directly to a customer department, that department shall submit SDRs into PDREP as needed. When GPC-procured materials are found non-complaint with the GPC agreement, the department shall submit a PQDR into PDREP in accordance with references (a) and (b).

Enclosure (1)

# Naval Facilities Engineering Command PDREP Critical Process Map

