



DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
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MEMORANDUM FOR THE RECORD

From: COMMANDER, NAVAL SEA SYSTEMS COMMAND (SEA 04)

Subj: NAVY STANDARD OPERATING PROCEDURE 3683 (NAVSO P-3683),  
NAVY AND MARINE CORPS PRODUCT DATA REPORTING AND  
EVALUATION PROGRAM

Ref: (a) SECNAVINST 4855.3

1. The Product Data Reporting and Evaluation Program (PDREP) Automated Information System (AIS) is the Department of Navy (DON) system that supports requirements for reporting, collection and use of supplier performance and product quality information in compliance with the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Navy regulations. PDREP supports Navy management of the supply chain including first time product quality and on-time delivery of materials for both critical and non-critical applications. PDREP promotes continuous process improvement for increased material readiness and decreased deficiency issues, providing an overall cost savings to the Navy. Reference (a) establishes PDREP as the authorized DON AIS for collecting and evaluating supplier performance information. PDREP data is used in the quality and delivery rating criteria for the DOD Past Performance Information Retrieval System (PPIRS). PDREP sends a monthly data feed to PPIRS in compliance with FAR requirements.

2. NAVSO P-3683 REVISION C describes the PDREP application functionality used by DON activities to implement reference (a) and is effective at receipt of this memo. The DON PDREP Functional Manager will coordinate all future changes to the NAVSO P-3683.

3. In lieu of printing and mailing hard copy manuals, NAVSO P-3683 is available on the Naval Sea Logistics Center detachment Portsmouth PDREP website at  
[https://www.pdrep.csd.disa.mil/pdrep\\_files/reference/navso.htm](https://www.pdrep.csd.disa.mil/pdrep_files/reference/navso.htm)

Subj: NAVY AND MARINE CORPS PRODUCT DATA REPORTING AND  
EVALUATION PROGRAM (PDREP) MANUAL (NAVSO P-3683)

4. The DON PDREP Functional Manager is John M. Butler, SEA 04P,  
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FKR1C, FKR7D, FT22, FT23

**Department of Navy  
(DON)**

**Standard Operating Procedure**

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



**PDREP**



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## Chapter 1 Program Introduction

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

#### Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS)

**1. Background.** Department of Navy (DON) established PDREP during the mid 1980's in response to a GAO audit identifying the need for a centralized program to report, collect, retrieve and maintain supplier performance and quality information. PDREP utilizes an Automated Information System (AIS) for management of the capabilities required to meet DON requirements. PDREP-AIS provides DON a single information system to maintain supplier performance information in compliance with the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), DON Regulations and the Navy Marine Corps Acquisition Regulation Supplement (NMCARS).

**2. Policy.** Secretary of the Navy Instruction (4855.3) is the foundation of the PDREP program. The SECNAV Instruction establishes requirements for all DON Activities to use the PDREP-AIS. The supplier information is used by activities responsible for design, development, purchase, production, supply, maintenance, contract administration and other acquisition functions as appropriate to provide accountability and oversight in accordance with the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), the Navy Marine Corps Acquisition Regulation Supplement (NMCARS) and other DON regulations. Federal, DOD and DON Policies pertaining to each of the following chapters (2 through 26) are identified within the chapter.

Requirements regarding the PDREP Configuration Management Board (CMB) are contained within SECNAVINST 4855.3

PDREP and the PDREP-AIS provide continuing support of DON CIO policy to addresses opportunities for improvements in operational effectiveness and resource efficiencies through centralization and consolidation of information technology (IT) efforts.

PDREP is the DON program that supports process improvements in partnership with the DOD/DON PQDR and DOD/DON SDR Process Partnership Committees.

**3. Scope.** The PDREP-AIS is the Department of the Navy authorized program used to report, collect, retrieve and analyze supplier performance information including but not limited to Deficiencies (Product Quality Deficiency Reports -PQDR), Discrepancies (Supply Discrepancy Reports - SDR), (Material Inspection Results - MIR), (Contract Award Data - CAD), Special Quality Data (SQD), Supplier Audits, Supplier Surveys (Pre and Post Award), Product Warranty, Non-Conforming Material information and Premature Material Failures. PDREP-AIS is the DON authoritative source for Critical Safety Items (CSI) and Counterfeit Material Reporting. The PDREP-AIS currently supports the documentation, storage and retrieval of multiple record types displaying supplier product and performance information. The PDREP-AIS is Item Unique Identification (IUID) compliant providing automated data retrieval from the IUID registry for easier reporting of Unique Item Identifier (UII) materials.

PDREP has the capability to provide a wide selection of standard reports, management reports and custom metrics. PDREP also provides an AD HOC feature that allows for creation of unique reports, designed specifically by the individual user. PDREP is the link between the men and women in the field and the support agencies and contractors who supply materials.

PDREP provides critical supplier performance information to DON components supporting Material Quality, Engineering, Naval Investigation, Acquisition as well as responsible DON Suppliers for assessing and monitoring supplier performance. The PDREP program assists with ensuring first time quality and on-time delivery of materials for both critical and non-critical applications.

PDREP provides objective supplier performance information which allows DON to take appropriate actions to ensure material quality, material readiness and improve supplier performance based on data collected and available within the PDREP-AIS.

PDREP highlights material and supplier quality trends by measuring both leading and lagging supplier indicators. Early detection, recording and tracking of poor performance provides objective evidence of the necessity for improvement. This evidence is available to suppliers and provides incentive for supplier performance improvement.

PDREP provides a comprehensive and concise program for DON components to extract and disseminate supplier performance information. The PDREP supplier performance profiles and metrics allow DON to monitor, track and influence improved supplier performance. PDREP supplier profiles assist with Federal Acquisition Regulation (FAR) requirements to buy from proven performers.

PDREP promotes continuous process improvement for increased material readiness and decreased deficiency issues, providing an overall cost savings to DON.

PDREP provides support for detection, investigation, remediation, restitution, and prevention remedies to defend against the introduction of counterfeit material into the Department of Defense (DOD) supply chain.

**4. PDREP-AIS Data:** Secretary of the Navy Instruction (4855.3) establishes requirements for all DON 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. It applies to all new, newly reworked and prematurely failed in-service (repair or overhaul) material, products and software regardless of value or warranty period. It applies to materials inspected and accepted at source, inspected at source and accepted at destination or inspected and accepted at destination. It also applies to local and credit card purchases, Performance Based Logistics (PBL) and purchases made by authorized Acquisition Program Managers. Supplier performance information required to be reported in the PDREP-AIS shall include, but is not limited to:

Leading performance data: Corrective Action Requests; Quality Assurance Letter of Instruction; Waivers and Deviations; Letters of Delegation; First Article Tests and Receipt Inspection Results.

Lagging performance data: Product Quality Deficiency Reports; Supply Discrepancy Reports; Contract Award and Contract Delivery Data; Material Quality Bulletins; Debarment and Fraud Reports; Government-Industry Data Exchange Program (GIDEP) Alerts and Safety Alerts.

Supplier Audits: All Government and Industry audits including Supplier Audit Program (SAP) Audits, Mandatory Inspections and Supplier Surveillances.

Supplier Surveys: Pre-award, Post award and Product oriented survey data.

Special Quality Data: Although the data collected in PDREP-AIS is extensive, there are situations when there is data that does not fit into the normal quality elements. Special Quality Data provides a method of collecting this type of data.

**5. PDREP Coordinators.** PDREP Coordinators shall be an assigned responsibility at the Activity level. The PDREP coordinator is responsible to establish and keep current a PDREP instruction. Ensure required supplier performance data is entered or submitted into the PDREP-AIS. The coordinator shall also ensure that the activity is in compliance with the requirements of SECNAVINST 4855.3 and this instruction. Detailed requirements and duties of the coordinator are contained within SECNAVINST 4855.3

**6. PDREP Partners.** In accordance with DOD/DON policy for data sharing and transparency, PDREP works with DOD and Industry Partners to share, collect and store supplier performance information. The PDREP-AIS captures all DON supplier performance information and is supplemented by other DOD/Federal Agencies to provide a comprehensive assessment of supplier performance. PDREP collects supplier product and performance information from the Department of Navy (DON), United States Marine Corps (USMC), United States Army (USA), Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Government and Industry Data Exchange Program (GIDEP), National Aeronautics and Space Administration (NASA) and various other Government and Industry Partners. The data collected is made accessible to all DOD and Federal agencies for use in the management and oversight of the supply chain.

**7. Record Retention.** All PDREP-AIS records will remain accessible for a period of ten years. Records older than ten years are archived and are retrievable by request to NAVSEALOGCEN Portsmouth.

**8. Access Information.** The PDREP-AIS includes a public website, a web-enabled application server, a database server as well as the associated network security system and firewalls. To access PDREP-AIS you must have an internet connection, browser, Public Key Infrastructure (PKI) certificate, valid user id and password. Government access to PDREP-AIS is restricted to authorized users who have a legitimate need to know. PDREP-AIS provides controlled access to authorized personnel enabling review of supplier performance information as identified in SECNAVINST 4855.3. All account information is kept confidential and secure. A potential user can request access by following the user access request directions located on the PDREP-AIS website at: <https://www.pdrep.csd.disa.mil>. For your first entry into PDREP-AIS you will need to enter the provided USER ID and PASSWORD. After the initial entry using the USER ID and PASSWORD, subsequent access to PDREP will only require your USER ID. During the initial logon, PDREP-AIS will match your password to your CAC (PKI) credentials for future validation.

**9. Contractor/Supplier Access Information.** Contractors/Suppliers may view their own data in the PDREP-AIS. A Contractor/Supplier must be registered in the System for Award Management (SAM) located at: <https://www.sam.gov/sam> and must have a current Marketing Partner Identification Number (MPIN) to access their PDREP-AIS information. Information concerning access can be found on the PDREP-AIS website located at: <https://www.pdrep.csd.disa.mil>

**10. PDREP-AIS Requirements.** The minimum requirements currently needed in order to use the PDREP-AIS application are Microsoft Internet Explorer Version 7.0 or higher with the Transport Layer Security (TLS) 1.0 capabilities.

**11. PDREP-AIS Availability.** PDREP-AIS is available 24 hours a day, 7 days a week to all users. When system maintenance functions must be performed, PDREP-AIS will post notice of the maintenance period. The only exception would be emergency maintenance.

**12. Customer Support Help Desk.** Any questions regarding the PDREP-AIS should be directed to the Customer Support Help Desk at DSN 684-1690, commercial (207) 438 -1690.

**13. PDREP Guides and Manuals.** To find instructions concerning the use of PDREP-AIS applications, tools and reports. Users should utilize the PDREP guides and manuals located on the PDREP-AIS website at (<https://www.pdrep.csd.disa.mil>). This link provides access to a list of user manuals specific to PDREP-AIS applications, tools and reports.

**14. PDREP-AIS Training.** The Naval Sea Logistics Center Portsmouth is pleased to support online webex and onsite training seminars for the use of Product Data Reporting and Evaluation Program (PDREP) suite of applications. WebEx training provides a unique opportunity for an instructor demonstration of PDREP-AIS functionality viewed at the users own worksite computer. Topics to be covered include policy, application instruction, workflow process, automation, new features, and helpful hints on using the PDREP suite of applications. To request online webex or onsite training seminars review the information contained on the PDREP-AIS website located at: [https://www.pdrep.csd.disa.mil/pdrep\\_files/training/pdrep\\_train.htm](https://www.pdrep.csd.disa.mil/pdrep_files/training/pdrep_train.htm)

## Chapter 2

### Product Quality Deficiency Report (PQDR)

**Purpose:** Product Quality Deficiency Reports (PQDR) are used to determine the cause of discrepancies, effect corrective action and prevent recurrences as required by the Product Quality Deficiency Report Program, DLAR 4155.24, otherwise known as the Joint Regulation. These reports provide support for adjustment of property and financial inventory accounting records; information as a basis for claims against contractors; required corrective and preventative actions; disposition instructions; information for management evaluations and performance evaluations used in source selection. PQDRs will be submitted for deficiencies detected on new or newly reworked government-owned products that do not fulfill their expected 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.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of PQDR information. The PDREP PQDR program provides DON a single source for compliance with these requirements.

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242 and 246
- Defense Logistics Agency Regulations 4155.24
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 5000.2E
- Secretary of Navy Instruction 4855.3
- Secretary of Navy Instruction 4855.5

**General Information:** The PDREP-AIS PQDR application allows users to Originate, Screen, Take Action or Support the PQDR process. The PDREP-AIS PQDR Interservice Interface (II) application permits PQDR records to flow between PDREP-AIS and other Department of Defense PQDR Web interfaces.

**PQDR:** The DOD Product Quality Deficiency Reporting process is used to identify, report, and resolve conditions impacting DOD/DON. The PQDR process provides timely quality feedback to activities responsible for design, development, purchasing, production, supply, maintenance, contract administration, and other functions so that action can be initiated to determine cause, take corrective action, and prevent recurrence. The PQDR process integrates deficiency analysis and resolution processes to identify root cause and prevent or mitigate recurrence within acquisition, quality, systems engineering, and overall lifecycle management plans. Finally, the PQDR process also allows originating activities a means to obtain cost credit, replacement, and/or contractual remedy for procurement related quality deficiencies resulting from poor workmanship, nonconformance to applicable specifications, drawings, standards, processes or other technical requirements.

**PQDR-II** The Department of Defense Product Quality Deficiency Report, Interservice Interface (PQDR-II) is an Electronic Business initiative that is part of the Defense Reform Initiative Report of November 1997. The PQDR-II application automates the transfer of PQDR data between Services and Components using various PQDR automated information systems. Development of the PQDR-II application was authorized by the Office of the Secretary of Defense (OSD), Installation and Logistics Business Council, to initiate, and implement a methodology to process and share PQDR data across the components and services.

The PQDR Interservice Interface ensures DOD Originated PQDR's submitted to a DOD Address Activity Code's (DODAAC) are electronically transferred to the correct Screening, Action or Support Point interfaced PQDR systems and back again. This allows for investigation with corrective and preventative actions to be provided

to the originator of the record. Contractors and Suppliers may also access the application to submit PQDR's for U.S Government provided material and answer PQDR's submitted to them by U.S. Government activities.

PQDR-II currently provides the method for PQDR movement between the Services, DLA and DCMA. PQDR data is routed approximately every 15 minutes with their associated attachments.

**PQDR Report Retrieval and Analysis:** Different qualifiers can be used to produce a report specific to customer needs. Users have the option to retrieve:

- Basic Product Deficiency/Discrepancy Reports
- PQDR Statistics Reports
- PQDR Summary Reports
- Worklist Reports
- PQDR Search Tools
- Quarterly Reports
- Metrics Reports
- Find, view or manage existing PQDRs

**Creating and Processing PQDRs:** The PQDR is part of the PDREP-AIS and is the DON required method to document, report, and process non-conforming material (regardless of usability and disposition), initiate corrective action to fix or replace deficient items, grant credit or compensation for deficient items and identify preventative actions to preclude recurrence.

**EZ PQDR:** Personnel that do not have a PDREP-AIS account use EZPQDR to originate and submit a PQDR into the PDREP-AIS. This allows deployed units with internet access to issue a PQDR on deficient material without having an account within the PDREP-AIS.

## Chapter 3

### Supply Discrepancy Report (SDR)

**Purpose:** Supply Discrepancy Reports (SDR) are used to determine the causes of discrepancies, affecting corrective actions and preventing recurrences as required by Defense Logistics Manual 4000.25 Volume 2, Chapter-17. In addition to providing support for adjustment of property and financial inventory accounting records, SDR provides visibility of preservation, packing, marking, unit discrepancies requiring corrective actions and disposition instructions. The ultimate purpose of the SDR is to improve supply chain efficiency and reliability.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of SDR information. PDREP SDR provides DON a single source for compliance with these requirements.

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242, 246
- Defense Logistics Manual (DLM) 4000.25 Volume 2 – Chapter 17
- Secretary of Navy Instruction 5000.2E
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4355.18
- Secretary of Navy Instruction 4855.3

**General Information:** The SDR application allows records to flow between the PDREP-AIS and the Department of Defense's Web SDR interface. This interface ensures that SDR's submitted to a valid Routing Identifier Code (RIC) or DOD Address Activity Code (DODAAC) are electronically transferred to the responsible Action Point interfaced SDR system and back again. Vendors and suppliers may also access the application to answer SDR's submitted to them by U.S. Government activities. PDREP-AIS automatically converts Foreign Military Sales (FMS) SDR's submitted as quality issues into Product Quality Deficiency Report (PQDR) and forward them via the DOD PQDR Interservice Interface (PQDR-II) to the appropriate PQDR Action Point.

**Report Retrieval:** Different qualifiers can be used to produce a report specific to customer needs. Users have the option to:

- Find, view and manage existing SDR's
- Retrieve Quarterly Reports and standard Supply Discrepancy Reports
- Run SDR Metrics Reports

**Creating and Processing SDR's:** The SDR is part of the Product Data Reporting and Evaluation Program AIS and is the DON required method to document, process, and respond to material discrepancies, including initiating corrective action to fix or replace discrepant items, granting credit or compensation for those discrepant items, and identifying preventive actions to preclude recurrence.

**EZ SDR:** Personnel that do not have a PDREP-AIS account use EZSDR to originate and submit a SDR into the PDREP-AIS. This allows deployed units with internet access to issue an SDR on deficient material without having an account within the PDREP-AIS.

## Chapter 4

### Material Inspection Record (MIR)

**Purpose:** Material Inspection Record (MIR) is used to document the results of technical receipt inspections performed upon receipt at destination or at a manufacturer's plant. Technical inspections are the performance of any test or inspection other than the validation check for correct count. Material Inspection Records provide an aid in determining a Supplier/Contractor's quality process compliance and provides a true record of the actual inspection performed. A Material Inspection Record shall be completed for all inspections including those inspections where a non-conformance is not identified. Both positive and negative inspection results are reported to give an accurate quality assessment of Supplier/Contractor's quality process. Satisfactory inspection results are important evidence of acceptable Supplier/Contractor performance.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of MIR information. PDREP MIR provides DON a single source for compliance with these requirements.

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242, 246
- Secretary of Navy Instruction 5000.2E
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** A Material Inspection Record is required for every technical receipt inspection performed on contractor procured or Federal supply system material. The MIR shall be entered into PDREP-AIS for all inspections actions by the DON activity representative acting alone or in conjunction with a Defense Contract Management Agency (DCMA) Quality Assurance Representative (QAR). The mandatory and non-mandatory data fields found in the MIR application will provide guidance to the type of information required to be reported during a technical receipt inspection.

Any non-conformance with contract or specification requirements shall be recorded as a reject on the MIR. 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 serial number shall be generated. Non-conforming material reworked locally or accepted as is by a waiver or deviation shall not be cause for a new MIR. MIRs are used as part of the quality rating criteria in the Past Performance Information Retrieval System (PPIRS).

**Report Retrieval:** Different qualifiers can be used to produce a report specific to ones needs. Users have the option to query by:

- CAGE
- Start Date
- End Date
- DODAAC
- FSC
- SYSCOM
- Quarters for L1/SS

## Chapter 5

### Supplier Audit Program (SAP)

**Purpose:** The Supplier Audit Program (SAP) is used to ensure consistent oversight of critical suppliers that provide material to the Department of Navy. It also provides a cost-effective method of sharing supplier audit information between all participants in the program. The ultimate goal of the SAP is to improve supply chain efficiency. The PDREP-AIS shall be the single repository for all SAP data, including, the current shared supplier list, audit checklists, audit results, and audit corrective actions. Supplier audits are focused primarily on process control. They are not intended to take the place of Pre/Post Award Surveys, Product-Oriented Surveys or Quality System Reviews.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of SAP information. PDREP SAP provides DON a single source for compliance with these requirements.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** Participation in the DON Supplier Audit Program is open to any DOD activities or DOD Prime Contractors engaged in the acquisition of DOD/DON material and/or a contractual requirement to audit critical suppliers. Participants share the workload for auditing shared suppliers, share the information regarding the results of supplier audits performed on all of their suppliers and participate in regularly scheduled SAP Working Group meetings. Upon determination that a supplier is to be audited, the appropriate DCMA Quality Assurance Representative (QAR) must be contacted to establish a start date for the audit. All audit results are entered into PDREP-AIS. Each supplier 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. If an activity is not able to enter the information directly, contact the PDREP-AIS customer support desk for assistance.

**Report Retrieval:** Supplier audits are included as part of each supplier's PDREP-AIS profile. They are also available for retrieval as individual audit records from PDREP-AIS.

## Chapter 6

### Critical Safety Item (CSI)

**Purpose:** The Critical Safety Item (CSI) program is used to assist DON Engineering, Quality and Procurement communities with the management and status of CSI materials. It is intended to ensure that proposed sources of CSI's are capable of consistently producing acceptable items and services. It is not intended to restrict open competition.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of CSI information. PDREP CSI provides DON a single source for compliance with these requirements.

- Defense Federal Acquisition Regulation Supplement Part 209.270
- NAVSEAINST 9078.1
- NAVSEAINST 9078.2A
- Secretary of Navy Instruction 4855.3

**General Information:** The CSI application is a secure, web enabled system that provides a methodical automated workflow to identify CSI's and formally document sources of CSI materials. Users that have access to the CSI application are also provided access to other common features that are used to leverage supplier performance and material history via AD-HOC query, vendor profiles, PIN Point, Weapons System Impact Tool, and IHS Haystack link. Searchable variables include: NIIN, CAGE, FSC, COG, SMIC, APL, ACQ Code, Nomenclature, Date Range, Reporting Activity, Spec/Drawing Number, Serial Number, User Code.

**Report Retrieval:** CSI Reports include the CSI List, Debarred Vendor List, and CSI Approved Vendor List. All reports can be downloaded into Microsoft Excel format. Users have varying levels of rights, depending on their specific Access Level. Source approval documents with attachments are visible to component/system Technical Warrant Holders, Procurement Contracting Officers, Design Control Activity and other authorized users within PDREP-AIS.

## Chapter 7

### Hull, Mechanical & Electrical Equipment Data Research System (HEDRS)

**Purpose:** The Hull, Mechanical and Electrical Equipment Data Research System (HEDRS) is a web tool that provides Planning, Operations, Engineering, and Logistics communities the capability to research HM&E equipment data. DON, Military Sealift Command, U.S. Coast Guard, and Defense Logistics Agency activities utilize HEDRS to research Hull, Mechanical & Electrical (HM&E) equipment. HEDRS application tool suite includes:

- The Application Data Processing Module provides for extracting equipment application data for a specific Ship or Class. HEDRS provides extracts for complete active fleet application information for specific equipment.
- The Component Characteristic File Module capability to identify equipment installed on fleet ships that meet user-selected, technical criteria. The information relates to the equipment's form, fit, function, and identification.
- DMSMS processing capability to identify potential DMSMS components and their applications for individual hull numbers and commonality processing. This tool will identify potential substitute equipment that is fully supported by the OEM. When combined, these capabilities can serve as an effective planning tool for addressing DMSMS equipment problems during ship availabilities.
- The Equipment List Module to identify supported and unsupported HM&E equipment.
- The Hull Comparison (HC) Utility to identify equipment by APL (Allowance Parts List) number installed on a selected Hull, or installed within the selected Ship Class, or within a selected group of ships. This program further identifies the quantity installed on each ship of the selected class.
- The Utilities Process developed as an additional user friendly capability to facilitate access to cross-referenced information used throughout the HEDRS system and NAVSEA's HM&E Standardization Program.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of HEDRS information. PDREP HEDRS provides DON a single source for compliance with these requirements.

- United States Code Title 10, Chapter 145, Section 2451, paragraphs (c)(1)
- SECNAV instruction 50002.E paragraphs 2.4.6.5 and 6.1.9.2
- NAVSEA Instruction 4120.08
- Secretary of Navy Instruction 4855.3

**General Information:** Access to HEDRS is limited to government employees and specific government contractors, for whom the government point of contact validates the access request. HEDRS is considered unclassified but is For Official Use Only (FOUO). Users must be aware that HEDRS data can be correlated in such a manner that it would be considered sensitive.

**Report Retrieval:** For each of the HEDRS reports, the user will select or enter information and/or some supplementary, qualifying information. The more information entered in the query narrows the results of the search. Once all pertinent information is entered, the user selects query to obtain results.

## Chapter 8

### Facility Oversight Plan (FOP)

**Purpose:** Facility Oversight Plans are prepared to identify the Defense Contract Management Agency (DCMA) Quality Assurance Representative's (QAR) 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 QAR's concerns, as well as a format for communication and coordination of joint audits and inspections with the customer. The FOP is prepared for DON suppliers, and is provided to the customers for their review on an annual basis. The FOP provides a method for the DCMA QAR to identify the planned oversight of the supplier, including surveillances, specific technical reviews, and additional product audits or inspections as a result of concerns or data analysis.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of Supplier/Contractor information. PDREP provides DON a single source for compliance with these requirements.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- NNPP: Exec Order 12344, Public Law 98-525 and 106-65
- NPM: NAVSEA S9213-45-MAN-000(N)
- SS: NAVSEA 0924-062-0010
- L1: NAVSEA 0948-LP-045-7010
- NPP: NAVSEAINST 9245.1
- DSS & SOC: NAVSEA SS800-AG-MAN-010/P-9290
- FBW: NAVSEA T9044-AD-MAN-010
- Secretary of Navy Instruction 4855.3

**General Information:** Each DCMA QAR creates a FOP within the PDREP-AIS application for the suppliers they have been assigned oversight responsibility. FOP's are created on an annual basis and are then updated on a six month cycle. The PDREP-AIS FOP application permits records to flow from the QAR to their Team Leader, and then to the associated customers based on program materials provided, associated Technical Warrant Holders and to NAVSEA 04P quality for review, comment and concurrence. Users can attach associated files to each FOP as needed to support the oversight planned for that year.

**Report Retrieval:** FOP's can be viewed in real time for the specific suppliers. The report includes the information entered by the QAR for that supplier oversight, as well as quality performance data within PDREP-AIS for that supplier. This data includes three years of Material Inspection Record (MIR) results, Product Quality Deficiency Reports (PQDR) and Supplier Audits planned or conducted for the year. The FOP can be viewed in html or pdf format.

Reports are also available for monitoring of FOP's within the creation and review cycle. Different qualifiers can be used to produce reports specific to the user's needs. Users have the option to retrieve:

- Basic FOP reports by company, QAR, team, location
- FOP reports by program type
- FOP reports by review status

**Search Function:** FOPs for specific companies can be found utilizing the search function. This function allows the user to enter a CAGE or company name to retrieve the FOP's within the system for that company.

## Chapter 9

### Corrective Action Request (CAR)

**Purpose:** Corrective Action Requests (CAR) are issued to identify and correct all contractor instances of noncompliance with established methods for processing product, controlling quality systems or violation of contract/purchase order requirements. Prior to issuing a CAR, ensure that the contractor's Quality Assurance Manager or designated alternate is aware of the issue and is agreeable to taking corrective action to ensure that product quality and integrity is not compromised. CAR's shall be documented and issued for all non-conformances. Before issuing any CAR, assure that the condition is a violation of a contract requirement or the contractor's established method and/or procedure.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of Supplier/Contractor information. PDREP provides DON a single source for compliance with these requirements.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- NNPP: Exec Order 12344, Public Law 98-525 and 106-65
- NPM: NAVSEA S9213-45-MAN-000(N)
- SS: NAVSEA 0924-062-0010
- L1: NAVSEA 0948-LP-045-7010
- NPP: NAVSEAINST 9245.1
- DSS & SOC: NAVSEA SS800-AG-MAN-010/P-9290
- FBW: NAVSEA T9044-AD-MAN-010
- Secretary of Navy Instruction 4855.3

**General Information:** The CAR is created on an as-needed basis when a deficiency/non-compliance has been identified for a Supplier/Contractor. The CAR is sent to the Supplier/Contractor with copies to other POC(s) depending on particular situations (specific contracts, CAR Level, etc.).

**Report Retrieval:** To retrieve or review status of a CAR, the user selects "Corrective Action Request" from the PDREP-AIS main menu. From this page, Corrective Action Request work list, the user can then select a worklist based on pertinent information such as CAGE Code, QAR Code, etc. The report will be generated when the user selects "Display Worklist".

**Creating Reports:** To create a new CAR, the user selects "Corrective Action Request" from the PDREP-AIS main menu and then selects "Add New" to complete the form.

## Chapter 10

### Quality Assurance Letter of Instruction (QALI) & Letters of Delegation (LOD)

**Purpose:** Quality Assurance Letter of Instruction (QALI) and Letters of Delegation (LOD) are issued by DCMA customers, NAVSUP Weapons System Support, Prime Contractors, Government and Private Shipyards, Supervisor of Shipbuilding, Naval Fleet Operations, and other DON acquisition personnel. These documents provide detailed instructions to the DCMA to perform specific tasks and oversight requirements to assure product quality and consistent process performance on the part of the contractor.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of Supplier/Contractor information. PDREP provides DON a single source for compliance with these requirements.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- NNPP: Exec Order 12344, Public Law 98-525 and 106-65
- NPM: NAVSEA S9213-45-MAN-000(N)
- SS: NAVSEA 0924-062-0010
- L1: NAVSEA 0948-LP-045-7010
- NPP: NAVSEAINST 9245.1
- DSS & SOC: NAVSEA SS800-AG-MAN-010/P-9290
- FBW: NAVSEA T9044-AD-MAN-010
- Secretary of Navy Instruction 4855.3

**General Information:** DCMA will review the QALI/LOD upon receipt and evaluate the imposed inspections / requirements being requested. These instructions include program and process specific mandatory requirements, in addition to the mandatory inspection/oversight requirement. The QAR must acknowledge receipt of the QALI/LOD, as received, by returning the QALI/LOD acknowledgment form to the customer/delegating activity within the timeframe specified in the QALI/LOD.

**Report Retrieval:** To retrieve or review status of a QALI/LOD, the user selects "QALI/LOD" from the PDREP-AIS main menu. From this page, QALI/LOD, the user can enter pertinent qualifiers such as CAGE Code, User ID, etc. then select "Search".

**Creating Reports:** To create a new QALI/LOD, the user selects "QALI/LOD" from the PDREP-AIS main menu. From this page, QALI/LOD, the user selects "Add New". After completing the form, the user can Save, Cancel, or Forward to DCMA.

**QALI/LOD Exception:** Because of classification and need-to-know information assurance requirements, Mandatory Inspection Requirements (MI), Quality Assurance Letters of Instruction (QALI) and Letters of Delegation (LOD) associated with the Naval Nuclear Propulsion Program (NNPP) and Nuclear Plant Material (NPM) are not required to be issued or maintained via the PDREP-AIS.

## Chapter 11

### Product Substitution (Material Fraud) and Counterfeit Material

**Purpose:** This chapter provides guidance for the reporting, documentation, and initial investigation of product substitution (material fraud), counterfeit material. Product substitution is intentional submission by the contractor/supplier to the Government directly or indirectly of goods and/or services that do not conform to the contract specifications or requirements, without informing the customer. This includes any willful substitution of products or materials, including adulteration or substitution of certification documents that results in the acquisition of unauthorized materials. Counterfeit material is an item that is an unauthorized copy or substitute that has been identified, marked, and/or altered by a source other than the items legally authorized source and has been misrepresented to be an authorized item of the legally authorized source. Additionally, a used item represented as a new item may also be subject to fraudulent representation procedures.

The Secretary of the Navy (SECNAV) identified the Department of the Navy Acquisition Integrity Office (NAIO) as the central point of contact on all acquisition fraud matters. NAIO is the central repository for all incoming suspected fraudulent activity and is delegated the responsibility to manage, direct, and coordinate acquisition fraud matters throughout DON. NAIO tracks suspected fraud through the complete investigative process until the cases are closed.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection, and use of product substitution (material fraud) and counterfeit material information.

- Federal Acquisition Regulation Parts 9, 13, 15, 42 and 46
- Secretary of Navy Instruction 5430.92
- Secretary of Navy Instruction 4855.3

**General Procedures:** 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 end-users must be reported. Appropriate corrective actions to purge unauthorized material must be taken and any follow up actions required to minimize program risk to an acceptable level. Product substitution (material fraud) and counterfeit material affects the safety of personnel, the mission of Ships and Field Activities, increases costs and reduces available resources. Suspected product substitution (material fraud) and counterfeit material shall be reported by cognizant Auditors, Field Activities, or Headquarters' Directorates through the cognizant Deputy Commander to the Systems Command (SYSCOM) Inspector General (IG) and on-staff Naval Criminal Investigative Service (NCIS) Integrated Agents (IAs). The discoverer of product substitution (material fraud) and counterfeit material is considered the Originator and shall document the deficiency on a Product Quality Deficiency Report (PQDR) in the PDREP-AIS using the appropriate defect attribute code that best describes the issue (5AS Code for Suspected Counterfeit). The Originator shall limit communications to the Deputy Commander, the SYSCOM IG and on-staff NCIS IAs. Following internal notification and PQDR reporting, the Originator shall contact the Naval Inspector General (IG) Hotline to ensure the allegation is entered and tracked in the NAIO Fraud Database. Naval Inspector General Hotline: NAVIGHotlines@navy.mil

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

- NCIS Web tip: [www.ncis.navy.mil](http://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](http://www.dodig.mil/hotline)

**Counterfeit Material:** The PDREP-AIS Product Quality Deficiency Report (PQDR) provides for Navy management of suspect counterfeit materiel. PDREP will provide Navy support for supplier performance data pertaining to suspect counterfeit materiel to Quality Professionals, Engineers, Naval Investigators, the Acquisition Community and Responsible Suppliers. PDREP will provide support for detection, reporting (PQDR), remediation, investigation, prevention, and restitution remedies to defend against counterfeiting.

**Responsibilities/Actions:** 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.

**Handling of Information:** 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. All unclassified information shall be held close and shall be marked "FOR OFFICIAL USE ONLY". Classified information shall be processed in accordance with applicable security regulations.

## Chapter 12

### Supplier Survey Application

**Purpose:** The supplier survey program is used to provide conformance/non-conformance information to Government procurement and quality assurance personnel.

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

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** Government representatives visit supplier sites to determine performance in complying with established requirements. These visits are sometimes jointly conducted amongst various Government agencies, and are coordinated with the supplier. The visits involve observations, discussions, and inspections which are documented and entered into the PDREP-AIS as Supplier Surveys. The intent is that this information be made available to DON/DOD Agencies for future reference and possible consideration as part of the PDREP-AIS Contractor Profile.

**Report Retrieval:** To retrieve or review Supplier Surveys, the user selects "Survey" under the heading "DATA ENTRY" of the PDREP-AIS main menu. From the "Survey Record" page, the user can then select the type report, by either "Reporting Activity" or "Serial Number". If no criteria are entered, the users reporting activity (DODAAC) will be the default entry. The report will be generated when the user selects "Search". It is also possible to create an individualized report by using an "Ad-Hoc Report" from the PDREP-AIS main menu and the user can define parameters for the search. Survey types available in PDREP-AIS include:

- **Pre-Award:** Results used prior to an award of contract. These results are either a recommendation for award or no award.
- **Post-Award:** Results after award and contains marginal pre-award findings, critical items outside supplier's competency, adverse history, new supplier, and first article requirements.
- **Product Oriented:** Discrepancies of the product or a review of production lines to reduce variability.
- **Special:** A non-typical survey not covered by other categories.
- **Quality System Review:** Survey of manufacturer's quality system whether ISO or equivalent.
- **Inspection Capability Review:** Manufacturers inspection procedures to include repeatability and reproducibility studies.
- **Mandatory Inspection Requirement:** Supplier's inspection compliance to include validation and verification to standards.

**Creating Survey Data:** The user selects "Survey" under the heading "DATA ENTRY" of the PDREP-AIS main menu. From the "Survey Record" page, the user can then select the "Add Record" button. From the "Survey – Add/Edit" page, the user can then enter Reporting Activity, CAGE Code, Survey Type, Contractor Assessment, a Narrative and other information, then select "Save".

## Chapter 13

### Special Quality Data (SQD)

**Purpose:** Although the data collected in PDREP-AIS is extensive, there are situations when there is data that does not fit into the normal quality elements. Special Quality Data provides a method of collecting this type of data. Special quality data types include: surveys of subcontractors performed by prime contractors, supplier process surveillance, contractor visits/interface meetings, corrective actions, product obsolescence survey, suspected cases of fraud or malpractice, etc.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of Special Quality Data.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** Through the normal course of business, various government representatives collect information regarding a supplier that should be documented and available to others for future reference. This may be for background information prior to a survey or a consideration for award. When information is collected, it is stored in the PDREP-AIS. Special Quality Data encompasses a wide variety of information, available to others for review.

**Report Retrieval:** To retrieve or review Special Quality Data, the user selects “Special Quality Data” under the heading “DATA ENTRY” of the PDREP-AIS main menu. The user can then select the type report, by either “Reporting Activity” or “Serial Number”. If no specific criteria are entered, the users reporting activity (DODAAC) will be the default entry. The report will be generated when the user selects “Search”. It is also possible to create an individualized report by creating an “Ad-Hoc Report” which allows the user to further define parameters for the search.

**Creating Special Quality Data:** To create Special Quality Data, the user selects “Special Quality Data” under the heading “DATA ENTRY” of the PDREP-AIS main menu. From that point the user will select “Add Record”. From the “Special Quality Data – Add/Edit” screen, the user enters pertinent information such as CAGE code, Issue Date, Narrative, and FSC. The user may add the record by selecting the “Save” button.

## Chapter 14

### Contract Award & Delivery Data (CAD)

**Purpose:** Contract Award and Delivery Data is the DON program to report, search and analyze delivery performance on DON procured material. This application provides the capability to either manually enter or batch upload CAD data.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of CAD information. PDREP CAD provides DON a single source for compliance with these requirements.

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** When delivery of contracted material is received, the information is collected in PDREP-AIS. This information is forwarded to PPIRS-SR to fulfill FAR requirements. Other DOD components with no other means of reporting contract delivery data to the PPIRS-SR system may participate. Data is automatically collected from the DOD Wide Area Work Flow (WAWF) invoicing system, Electronic Data Access (EDA), Defense Contract Management Administration's Contract Award System (MOCAS) and Naval Shipyard Material Access Technology (MAT) System.

**Report Retrieval:** To retrieve CAD data, the user selects "Contract Award Data" under the heading "DATA ENTRY" of the PDREP-AIS main menu. From the "Contract Award Data" page, the user can then enter the contract number and select "Search". It is also possible to create an individualized report by creating an "Ad-Hoc Report" where the user can further define parameters for the search by either "Contract Award Data" or "Contract Delivery Data".

**Creating Contract Award Data:** To document CAD data, the user selects "Contract Award Data" under the heading "DATA ENTRY" of the PDREP-AIS main menu. From the "Contract Award Data" page, the user can then select "Add Record". From the "Add Contract Award Data" page, the user can then enter the Contract Number, CAGE Code and other required data then select "Add Item".

## Chapter 15

### AD-HOC Reports

**Purpose:** Ad-Hoc allows users to query the PDREP-AIS database to create their own unique reports.

**General Information:** To create an Ad-Hoc report, it is important to complete the following steps:

- Determine the record type.
- Choose the data elements to be displayed in the report.
- Determine what fields and in what order the report should be sorted.
- Choose the criteria for which records will qualify to be included in the report results.

**Report Retrieval:** On the Main Menu click the [ADHOC Reports](#) link. This link guides the user to the ADHOC Report webpage where the user can select the report type; choose the data elements to be included in the results, and sets up the parameters that filters only those records meeting the criteria for inclusion in the report results. Once an ADHOC report is run the user may download the results to excel using the '[Click here to download data in Microsoft Excel format](#)'.

The user may also use the '[Click here to add this report to a scheduler](#)' link to submit the ADHOC Report to the PDREP-AIS Scheduler. This enables the report to be automatically emailed on a daily, weekly, monthly, or other periodic schedule as requested by the user. A PDREP Customer Support representative will normally contact the user to complete the set up of scheduled reports.

For detailed explanation of the Ad-Hoc Search capability and set up, refer to the Ad-Hoc User Guide.

## Chapter 16

### Navy Bulletins

**Purpose:** Naval Bulletins are used to alert DON/DOD activities of significant quality problems. The PDREP program implements the Secretary of Defense policy to maximize the sharing of unclassified information within the Department of Defense community and provide selective dissemination to the industrial community. A Bulletin may be issued for any significant quality problem pertaining to commodities, services or any contractor related problems. Naval Sea Logistics Center Portsmouth is responsible for initiating, issuing, updating, and ultimately completing/cancelling all Navy Bulletins.

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

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** Recommendations for initiating a Bulletin shall be made by individuals cognizant of significant problems that are affecting or have the potential for negatively impacting the quality of materials or services provided to DON. Recommendations should be directed to NAVSEA 04P or NSLC Portsmouth. A Bulletin is issued when it has been determined that the problem warrants wider dissemination, urgent notification, or a higher level of concern than that originally identified by other means. All Bulletins shall be discussed with the appropriate NAVSEA technical code before issue. Final determination as to whether a Bulletin should be issued is the responsibility of NAVSEA 04P (Supplier Quality).

**Report Retrieval:** To receive Bulletins, authorized personnel may register on the PDREP website using the Bulletins link on the homepage. Distribution will be determined by the content of the Bulletin. It is important to note that Bulletin recipients understand that Bulletin information must be limited to only those activities on distribution. Copies of previously released Bulletins must be requested via the NAVSEALOGCEN Portsmouth Customer Support Help Desk.

## Chapter 17

### Level 1 Program

**Purpose:** Level 1 Verification program is a Web Enabled information system for verifying Level I material markings at the end user level (e.g. Shipyards, Fleet, etc.). Level 1 designation is given to components for which the DON requires a maximum degree of assurance that the chemical composition and mechanical properties of the installed material meets the specified requirements.

**General Information:** The Level I verification programs are for the end-users to access the PDREP-AIS to retrieve the information they need, when they need it. This innovative approach provides round-the-clock coverage and increases customer satisfaction.

**Report Retrieval:** The PDREP-AIS Level 1 database can be used to:

- **Verify LI Material** – Verify that Level 1 material is certified and ready for shipboard installation.
- **Access Report** - Developed for NAVSUP WSS use only. The Access Report allows NAVSUP WSS to monitor the effectiveness of the Level 1 Verification Program.
- **Recall Report** - Developed for NAVSUP WSS use only. The Recall Report allows NAVSUP WSS to determine if users have requested verification for recalled material.

### Prime Contractor Partnership

**Purpose:** The Prime Contractor Partnership allows the DON, Prime Contractors and Shipbuilders to share subcontractor performance data. The program supplements both government and industry information systems without requiring additional funding or resources. In addition to supporting acquisition reform initiatives, objectives of this partnership are to improve material quality, enhance the source selection process, develop working relationships and partnerships with prime contractors and shipbuilders, and assist with determining the need for additional quality assurance actions.

**General Information:** The DON currently has Supplier performance data exchange partnerships with: General Dynamics Electric Boat Division, Newport News Shipbuilding and the Boeing Corp.

## Chapter 18

### Test Reports

**Purpose:** Method for collecting First Article Test, Production Lot Testing, and Periodic Sampling Test data for analytical purposes, both positive and negative. Serve as an aid in determining a supplier's performance and/or responsiveness.

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

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 4855.3

**General Information:** During various stages of the acquisition life cycle, product testing is required for validation and verification of product. 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. 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.

**Report Retrieval:** To retrieve or review Test Reports, the user selects "Test" under the heading "DATA ENTRY" of the PDREP-AIS main menu. From this page, the user can then select the type report, by either "Reporting Activity" or "Serial Number". The report will be generated when the user selects "Search". It is also possible to create an individualized report by creating an "Ad-Hoc Report" from the PDREP-AIS main menu and the user can define parameters for the search.

**Creating Test Reports:** To create Test Reports, the user selects "Test" under the heading "DATA ENTRY" of the PDREP-AIS main menu. From this page, the user can then select "Add Record". The user will then complete the form with the pertinent information including test type and disposition and finally select "Save".

## Chapter 19

### Search and View Capabilities

**Purpose:** Search functions allow the user to locate a number of different record types in the PDREP-AIS by various data elements such as CAGE, Contract Number, Contractor Name, or DODAAC for a particular time frame. By using these search functions, the user is able to locate a particular record and/or retrieve pertinent information or edit information as necessary. Search categories available to the user are:

- **General Search** – Searches and tabulates all available record types for PDREP, DLA, QEP, EBS, or ALL of the preceding for a time period
- **PQDR Search** – Searches Product Quality Deficiency Report records by numerous facets depending on what criteria is available
- **Exhibit Search** - Searches for Exhibit (physical samples for review) records by record number and type
- **SDR Search** – Searches for Supply Discrepancy Report records by activity, serial number, and requisition number
- **SAP Search** – Searches for Supplier Audit Program records by numerous facets for a time period
- **UII Search** – Searches the UII Registry to retrieve UII information.
- **View Records** – View all records segregated by record type by varying qualifiers depending on the record parameters. Viewing a record does not allow the user to make edits in this mode.
- **GIDEP Search** – Searches for Government-Industry Data Exchange Program records by DODAAC, serial number, or type
- **Haystack Search** - IHS Haystack search engine enables users to find data using a range of criteria in multiple databases, reducing the time spent researching hard-to-find parts while maximizing supply chain effectiveness. This service provides extensive batching and report capabilities that ensure your part information is well-researched and documented.

**General Information:** Due to varying requirements and available systems, only some of the documentation is created in PDREP-AIS. Documentation created in other systems is loaded into PDREP-AIS, which then performs the function of data retention for these records. The search functions allow users to retrieve information available in the PDREP-AIS.

**Report Retrieval:** From the PDREP-AIS main menu, under PDREP Search, users can select a specific search type. Users will enter mandatory “(M)” information and some supplementary, qualifying information. The more information entered in the query will narrow the results of the search. Once all pertinent information is entered, select “Search”, “Exhibit Search”, “Run Report”, or “View Record”. Once the search has been completed, the results are displayed. Query results may be printed.

**Creating Advanced Searches:** Search functions are standardized. Should the user decide that these searches do not perform a required task, there are two processes available in creating alternate searches. First, the user may contact the PDREP office via the “Feedback” function or contacting the helpdesk. A more economical, but temporary solution would be to use the “Ad-Hoc Report” function under the “REPORTS” heading and create a one-time search based on a number of available parameters. For information concerning AD-HOC searches, see chapter 15.

## Chapter 20

### Government and Industry Data Exchange Program (GIDEP)

**Purpose:** The Government and Industry Data Exchange Program is used to exchange information among Federal Agencies and Industry concerning non-conforming products, components, processes, or materials. Use of GIDEP information helps eliminate instances where agencies acquire products and materials previously identified as non-conforming by other Agencies or Companies.

**Policy:** SECNAVINST 5200.39, Participation in the GIDEP. All Naval Systems Commands, shore activities and program offices, directly engaged in research, design, development, engineering, acquisition, production, logistics support, test and evaluation, or procurement (including procurement of spares and supply items) of mission related material shall participate in GIDEP. PDREP is the only DON authorized program to supply suspect or known counterfeit information to GIDEP.

**General Information:** PDREP-AIS integrate reports found in the Failure Experience Data Interchange (FEDI) section of GIDEP. The majority of FEDI involves non-conforming material documented in Alerts, Safe Alerts and Problem Advisories. These reports are reviewed for possible entry into PDREP-AIS. If applicable, they are edited and added to the PDREP-AIS database. As a minimum, the reports must be attributable to a specific Commercial and Government Entity (CAGE) and a Federal Supply Classification (FSC). Subject matter must be pertinent to products which have the potential for DON use. Creation of new reports is accomplished in GIDEP, and requires GIDEP membership for access.

**Counterfeit Reporting:** PDREP/PQDR Provides for DON management of suspect counterfeit materiel. PDREP provides support for detection, reporting (PQDR), investigation, remediation, prevention, and restitution remedies to defend against counterfeiting.

**Report Retrieval:** GIDEP Reports are included as part of each supplier's PDREP-AIS contractor profile. They can be searched individually, by serial number or CAGE code, or are available as records in PDREP-AIS Search and Ad-Hoc queries.

## Chapter 21

### PDREP Data Load Protocols

#### Data Downloads

**Download:** Allows DON personnel, who have been granted special access, to download data for special or unique programs.

#### Extracting Data:

- **NAVSUP WSS:** Select the 'NAVICP' button, enter File Name and select File Type. Select Extract Data.
- **NAVSEA:** Select the 'NAVSEA' button, enter the Date Range and select 'Get Data'. Enter File Name and select File Type. Select Extract Data.

#### Batch Updates

**Upload.** This function allows users to send formatted text files to the PDREP-AIS for updating the system. Each night the PDREP-AIS database is updated to include information provided in these load documents. Select "LOAD" to add data. Once load is depressed, a "Select Data File" window will appear. Select the file to be uploaded and hit the OK button. The percentage block will show the user how much of the file has been uploaded. Once upload is completed, hit the Close button to return to the main menu.

## Chapter 22

### PDREP Reports (Reports, Records & Data)

**Purpose:** There are several PDREP-AIS tools available to query the database for information. One of the tools available are standardized PDREP-AIS reports. Depending on the user's objectives, by using these standardized reports, the user will be able to locate information for a time period and easily contrast that information with another time periods for process analysis. Some reports will display a tabulated chart of data while others will display a list of items matching certain criteria. PDREP-AIS also offers a powerful Ad-Hoc feature which allows users to create unique, user-defined reports on available records. The user selects which data elements will be included in the report and may further place limits on those data elements with specific qualifiers, in order to select only records that fall within those parameters (See Ad-Hoc, 15).

**General Information:** Due to varying requirements and available systems, only some of the documentation is created in PDREP-AIS. Other documentation is created in other systems and is loaded into PDREP-AIS, which then performs the function of data retention for these records. These report functions allow users to find the stored documents, records or tabulated statistical information regardless of the origination point.

**Report Retrieval:** From the PDREP-AIS main menu, the user will select a particular report. After selecting the desired report, the user will enter the mandatory information and some supplementary information. The more information entered into the query will narrow the results of the report. Once all pertinent information is entered, the user selects either "Run Report" for Standardized reports or "Run Query" for Ad-Hoc report.

Report Applications available to PDREP-AIS users include:

- **MIR** – Provides a tabulation of tests and inspections performed by NAVSUP WSS for either selected vendors or a 10% and higher reject rate. Information displayed is CAGE, Company Name, Time Frame, Lots Received, Lots Deficient (quantity and percentage)
- **PQDR by CAGE** - Provides a tabulation of NAVSUP WSS or fleet generated vendor liable or high number of PQDRs of nuclear material. Information displayed is CAGE, Company Name, CAO, and 6 Month groups
- **PQDR by NSN** - Provides a tabulation of NAVSUP WSS or fleet generated PQDRs of NSNs with nuclear material. Information displayed is FSC, NIIN, Nomenclature, CDA, and 6 Month groups.
- **PQDR Statistics** - Provides a list of PQDRs based on a number of parameters to include Activity, PQDR Level, Date Range, COGs, and SMICs. Information displayed is RCN, Category, NSN, CAGE, Contract Number, WUC/EIC, LRC, Screen Pt received date, and closed date.
- **Vendor Survey** – Provides a list of surveys for nuclear contracts for a given time period. Information displayed is Vendor, CAGE, Completion Date, and Result.
- **NAVSUP WSS 874 Reports** - Reports for Reactor Plant Material.

**NAVSUP WSS Level 1 Report** - PQDRs for Level 1 Material:

- **Received** - Provides a list of PQDRs received at NAVSUP WSS based on a period of time and Action User Code. Information displayed is RCN, Screen Point Receipt Date, LRC, SMIC, and Action User Code.
- **Trend** - Provides a list of PQDRs received at NAVSUP WSS based on a period of time, Screen Point Receipt Date or Closed Date, and Action User Code. Information displayed is RCN, NIIN, FSC Material Description, Screen Point Receipt Date, Closed Date, LRC, SMIC, and Action User Code.
- **Open** - Provides a list of open PQDRs received at NAVSUP WSS based on Action User Code. Information displayed is RCN, Preparation Date, Screen Point Receipt Date, Age Open, LRC, SMIC, NIIN, Contract Number, CAGE Code, and Action User Code.
- **Closed** - Provides a list of closed PQDRs received at NAVSUP WSS based on Action User Code and time period. Information displayed is RCN, Age Completed, Closed Date, LRC, SMIC, and Action User Code.
- **Summary** - Provides tabulated data PQDRs received at NAVSUP WSS based on Action User Code. Information displayed is tabulated count of RCNs by Age Ranges.

**Special Reports** - Groups of reports:

- **DCIS Summary Report** – Provides tabulated data for Defense Criminal Investigative Service. This report provides breakouts and supplemental information for a given CAGE Code, FSC, NIIN, Region, State, or Field Office and time period.
- **DLA Advanced Contractor Summary** – Provides report of Closed Discrepancies and Survey Reports for a given CAGE or NSN, and time period.
- **DLA PQDR Aging** – Provide tabulated data of PQDRS based on Action Point Activity and time period. The following information is displayed: Activity, Number of PQDRs, Average Days to Close, Average Days to close (0-30, 31-60, 61-90, 91-120, and 120+), and Values (Affected, Scrap, Repair, and Return).
- **DLA Top Twenty** – Provides tabulated data based on time period, Search Type, Commodity Group, Document Type, and Cause Code. Information displayed is: CAGE Code, CAGE Name, and Count (based on CAGE search), or NSN Code, Material description, and Count (based on NSN search), or FSC, FSC Material Description, and Count (based on FSC search).

**Contractor Profile** – Provides summary of all PDREP-AIS data for a given time period and CAGE. Example of some of the information provided on the contractor profiles are:

- Current DOD PPIRS Classifications
- Delivery Performance
  - Contracting Activity Summary / Delinquent Delivery Summary
- Material Inspection Reports (MIR)
- Product Quality Deficiency Reports (PQDR & SF-368)
- Supply Discrepancy Report (SDR)
- Suspension and Debarment
- Prime Contractor Performance
- Audit Reports
- Surveys
- Special Quality Data (SQD)
- Corrective Action Requests (CAR)
- Government & Industry Data Exchange Program Reports (GIDEP)
- Bulletins
- Test Reports

**DLA Contractor Summary** - Summary report listing CAGE Code, Survey, Lab Tests or Contract Alert Data records for a particular contractor, time frame, CAGE Code or FSC.

**Feedback Status** – Feedback records by Number, Title, Origination Date, and Status for time period and user/programmer selected.

**Material Profile** – This Report provides a quick synopsis of information that PDREP-AIS maintains in its database concerning material as searched by a NIIN. Results of Material Profile Search includes any record type that contain a national item identification number (NIIN) such as Allowance Parts List (APL), Contract Award and Delivery (CAD) data, Component Characteristics File (CCF) information, Government Industry Data Exchange Program (GIDEP) records, Material Inspection Reports (MIR), Product Quality Deficiency Reports (PQDR), Requisition data, Supply Discrepancy Reports (SDR), and Defense Logistics Agency (DLA) Quality Notifications (QN) records.

**MIR L1 Quarterly** - Material Inspection Record (MIR) totals by DCMA for all Level I Government Source Inspected MIRs inspected during the specified year and quarter. Users can choose to run a history, summary, or detail report by FY quarter.

**MIR Report** – MIRs by FSC, Contract Number, MIR Number, Inspection Date, Lot Size, Units Rejected, Lot Rejected Indicator, Government Source Inspection Indicator, Nuclear Material Indicator, PQDR Serial Number, and Defect Attributes, for selected CAGE Code and time period.

**PQDR Statistics** - Displays counts for Government Furnished Material, Non-Government Furnished Material and Total for open and closed PQDRs and breakout of closed and verified with actions complete PQDRs.

**PQDR Summary** - Displays a partial PQDR record. The following fields will be displayed: Report Control Number, Preparation Date, Originator, Screening Point, Action Point, Support Point, CAGE, Defect Attribute, Cause, Contract, National Stock Number, Part Number, Nomenclature, Serial Number, SYSCOM, Status, MIR Number, Responsibility, Quantity Deficient, Description of Deficiency and Investigation Results.

**SDR Quarterly** – Part 1 provides a tabulation of dollar value, quantity, and age of resolved/unresolved SDRs by selected FY quarter. Part 2 provides summary of SDRs by Discrepancy Code.

**Creating Reports:** There are many standardized reports in the PDREP-AIS. Should the user decide these reports do not perform a required task, there are two processes available in creating new reports. First, the user may contact the PDREP office via the “Feedback” function which initiates a dialogue to encompass customer requirements and funding requirements to create a new report function. Another more economical, but less formal solution would be to use the “Ad-Hoc Report” option under the “REPORTS” heading. This option creates a one-time search based on a number of specific parameters. Users can also click “here” at the end of the “AD-HOC Query Results” to add the report to a scheduler.

**PDREP Data Types** (For information concerning the PDREP data types contact the PDREP helpdesk.)

ALRE - CSI	Item Unique Identification (IUID)
Approve Products List (APL)	Laboratory Information (LIMS)
Central Contractor Registration (CCR)	Level-1 Sub-Safe - 6010 / Level I
Component Characteristics File (CCF)	Material Inspection Reports (MIR)
Contract Award and Delivery Data (CAD)	NASA - Supplier Quality & Delivery
Contract Termination Codes	Naval Bulletins
Corrective Action Requests (CAR)	Naval Bulletins
DCMA - MOCAS	Naval Ships Critical Safety Items (SCSI)
Department of Defense Activity Address Code (DODAAC)	Navy Counterfeit
DLA (DLIS) - (NIIN) & Qualified Product List (QPL)	PDREP Special Quality Data
DLA (DLIS) - CAGE / NSN	Prime Contractor Partnership (PCP)
DLA (EBS) - Quality Notification Data	Process Audit Reports
DLA (EBS) - Technical Data	Product Quality Deficiency Reports (PQDR)
DLA (EBS) - Termination Code Data	Product Verification Program (PVP) Tests (LAB Data)
DLA (EBS) - Weapon System	Quality Assurance Letter Instruction (QALI)
DLA Closed CDCS Discrepancy Records	Quality Evaluation Program (QEP) - First Article Test
DLA Open CDCS Discrepancy Records	Quality Evaluation Program (QEP) - Post Article Award
DLA Technical Data	Quality Evaluation Program (QEP) - Quality Assurance Letter
DLA Transaction - Requisition	Quality Evaluation Program (QEP) - Special Quality Data
EDA - Contract	Quality Evaluation Program (QEP) - Waivers/Deviations
Excluded Parties List (EPLS) - Termination	Special Quality Data (SQD)
Facility Surveillance and Inspection Plan (FOP)	Supplier Audit Program (SAP)
Federal Supply Class - (FSC)	Supplier Pre/Post Award Survey Data (PAS)
FPDS-NG - Contract	Supply Discrepancy Reports (SDR)
Fraud / Ethics	Test Reports
GIDEP Alerts	Weapon System Designator Data
Hull Mechanical & Electrical (HM&E)	Weapons System File - (NIIN)
IHS Haystack Data Search	Wide Area Work Flow (WAWF) - CAD

## Chapter 23

### Customer Feedback

**Purpose:** The Feedback Function allows users to give suggestions, or comments, either positive or negative, for different aspects of the PDREP-AIS. This function also allows the user to identify technical issues or potential enhancements to the PDREP staff for action.

**General Information:** When the customer has a request or information to relay to the PDREP staff, a feedback form is completed. Each feedback form is categorized by: Type of request (Enhancement, Record request, IT request, Technical help) and processed accordingly. Program enhancement requests are reviewed by the PDREP Configuration Management Board. Here, the request is discussed, prioritized and funding requirements determined, if required. If approved, the feedback is assigned and reviewed with the requestor, for verification of request. The customer requirements are documented, programming changes are made and implemented in a test environment. The changes are tested and finally released to the production environment.

**Feedback Reporting:** The feedback link can be accessed within the PDREP-AIS. Users will need to complete the required feedback fields, select the appropriate application and provide a detailed narrative of the problem. The user may add attachments for supporting documentation before saving the feedback. Saving the record will submit the record for processing.

## Chapter 24

### DOD Warranty

**Purpose:** 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 to begin collecting specific warranty information. This memorandum provides additional guidance for implementation of the DFARS warranty provision 252.246-7005, "Notice of Warranty Tracking of Serialized Items," and the warranty tracking clause 252.246-7006, "Warranty Tracking of Serialized Items." It also provides a sample Contract Attachment, Instructions for Electronic Submission of Warranty Tracking and Administration Information for Serialized Items, for use by all DoD Components and contractors to assure uniformity in the required warranty data. With the implementation of the provision and clause, DoD embarks upon its initial phase to electronically track warranties for items serialized with a Unique Item Identifier. Tracking warranties, from the identification of the requirement to the expiration date of the warranted item, will significantly enhance the enforceability of DoD to take full advantage of warranties when they are part of an acquisition.

**Policy:** The following documents contain requirements and regulations pertaining to the reporting, collection and use of warranty information. PDREP warranty provides DOD a single source for compliance with these requirements.

- DFARS 246.710-10
- Secretary of Navy Instruction 4855.3

The PDREP-AIS provides for the use of machine readable, fillable Adobe portable document formats (PDFs) for electronic submission of warranty information. The use of these electronic forms shall be encouraged in order to capture required warranty information as an attachment to existing contracts generated by both legacy and emerging Contract Writing Systems (CWSs).

Use of the PDFs enables:

- Capture of data over time
- Reuse of the Procurement Data Standard's elements, enhancing DoD clause to data initiative
- Requires no change to legacy CWSs
- Enables capture of data throughout the process

**General Information:** The Product Data Reporting and Evaluation Program has been updated to facilitate the collection, storage and the distribution of warranty data. PDREP-AIS includes the development of a warranty database and established interfaces to component business systems. This capability provides for a common, searchable data source for enterprise warranty data.

**Report Retrieval:** Different qualifiers can be used to produce a warranty report specific to ones needs. Users have the option to query by:

- Contract Number
- Order Number
- CAGE
- Start Date
- End Date

## Chapter 25

### Transportation Discrepancy Report (TDR)

**Purpose:** A Transportation Discrepancy Report identifies transportation discrepancies reported by shippers and receivers of US Government cargo worldwide. It automates the generation of the Department of Defense (DD) Form 361 and allows TDR submission for claims online via the internet. It also provides management reporting capabilities utilized by NAVSEA. User name and password or common access cards are required to access the ETA's website.

**General Information:** Transportation Discrepancy Reports are **NOT** entered into PDREP-AIS.

**Policy:** Defense Transportation Regulation (DTR) 4500.9R Part II, Cargo Movement. DON TDRs are entered electronically through the Electronic Transportation Acquisition's (ETA) Global Freight Management (GFM) Discrepancy Identification System (DIS) website.

**Resources and References:** To Report a Transportation Discrepancy or find a printable paper copy of the DD Form 361 refer USTRANSCOM's public web site: <http://www.transcom.mil>

For assistance with the ETA web site: <https://eta.sddc.army.mil/ETASSOPortal/default.aspx>  
Help Desk: 1-800-462-2176  
Commercial: 618-220-7332, DSN 770-7332  
Self Help Web Site: <https://www.sddc-srchelpme.com/>

To contact the NAVY TDR policy office:  
Naval Transportation Support Center  
Attn: Code A 1837 Morris Street  
Norfolk, VA 23511-3492  
Commercial: 757-443-5401; DSN: 646-5401  
FAX Commercial: 757-443-5411; DSN646-5411

## Chapter 26

### Addendum A Acronyms & Abbreviations

ACTY	Activity
AEA	Approved Engineering Alternative
ASN (RD&A)	Assistant Secretary of the Navy (Research, Development and Acquisition)
ATTR	Attribute
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CAR	Corrective Action Request
CAT	Category
CCR	Central Contractor Registration
CDCS	Customer/Depot Complaint System
CES	Contractor Evaluation System
CIM	Controlled Industrial Material (Non-level Material)
CLIN	Contract Line Item
COR	Contracting Officer Representative
CRIT	Critical
DFARS	Defense Federal Acquisition Regulations
DLA	Defense Logistics Agency
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DSN	Defense Switched Network
DSSP	Deep Submergence Systems Program
EBS	Enterprise Business System
EIC	Equipment Item Code
FAR	Federal Acquisition Regulations
FBW	Fly By Wire
FEDI	Failure Experience Data Interchange
FSC	Federal Supply Classification
FOP	Facility Surveillance and Inspection Plan
FY	Fiscal Year
GFM	Government Furnished Material
GIDEP	Government and Industry Data Exchange Program
GSA	Government Service Administration
GSI	Government Source Inspection
H,M&E	Hull, Mechanical & Electrical
HEDRS	H, M & E Equipment Data Research System
IA	Integrated Agency
IG	Inspector General
ILSMIS	Integrated Logistics Management Information System
INFO	Information
INSP	Inspection
INST	Instruction
ISO	International Organization for Standardization
IUID	Item Unique Identification
L1	Level 1
L3	Level 3

LIMS	Laboratory Inspection Management System
LOD	Letters of Delegation
LRC	Local Routing Code
LVL	Level
MAJ	Major
MATL	Material
MIN	Minor
MIR	Material Inspection Report
MOCAS (DCMA)	Mechanization of Contract Administration Services
MPIN	Marketing Partner Identification Number
NAIO	Navy Acquisition Integrity Office
NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVSEALOGCENDET	Naval Sea Systems Command Logistics Center Detachment
NAVSUP	Naval Supply Systems Command
NCIS	Naval Criminal Investigative Service
NIIN	National Item Identification Number
NNPP	Naval Nuclear Propulsion Program
No.	Number
NON-NUC	Non-Nuclear
NON-RESP	Non-Responsive
NPM	Nuclear Plant Material
NPP	Navy Propulsion Program
NSEO	Navy Special Emphasis Office
NSN	National Stock Number
NUC	Nuclear
OASN	Office of the Assistant Secretary of the Navy
PAS	Pre Award Survey
PC(s)	Piece(s)
PDREP	Product Data Reporting and Evaluation Program
PN	Part Number
PO	Purchase Order
POC	Point of Contact
PPI	Past Performance Information
PPIRS - SR	Past Performance Information Retrieval System – Statistical Reporting
PQDR	Product Quality Deficiency Report
PREP	Preparation
PVP	Product Verification Program
QALI	Quality Assurance Letter of Instruction
QAR	Quality Assurance Representative
QDE	Quality Data Evaluation
QEP	Quality Evaluation Program
QPL	Qualified Products List
QSR	Quality System Review
QTY	Quantity
R&D	Research and Development
RCN	Report Control Number
RECD	Received
REJ	Reject
REJD	Rejected
RIA	Receipt Inspection Activity

RIC	Routing Identifier Code
RMC	Regional Maintenance Centers
SBA	Small Business Administration
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SME	Subject Matter Experts
SMIC	Special Material Identification Code
SOC	Scope of Certification
SPQ	Special Quality Data
SRV	Survey
SS	Sub Safe
SUBSAFE	Submarine Safety
SUPSHIP	Supervisor of Shipbuilding
SYSCOM	Systems Command
TST	Test
UII	Unique Item Identifier
WAWF	Wide Area Work Flow
WUC	Work Unit Code