



DCMA
Quality Assurance Letter of Instruction
/ Letter of Delegation (QALI / LOD)

Delegator and Delegatee

User Guide
28 MAY 2025

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Click link to navigate to a specific section of the guide.

FOREWARD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS). It is intended to assist users with the QALI/LOD module functionality and usage. This user guide does not cover specific policy or procedures, and it is designed to work in compliance with relevant processes and procedures. This guide does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

REFERENCES

- SECNAV INSTRUCTION 4855.3D
Product Data Reporting and Evaluation Program
- NAVSO P-3683C
Navy Standard Operating Procedure 3683C
- DCMA Manual 2101-04
Delegate Surveillance
- DCMA Manual 2301-05
Navy Special Emphasis Program
- DCMA Manual 2303-01
Surveillance
- DCMA Manual 3101-03
National Aeronautics and Space Administration (NASA) Support
- DCMA Manual 2501-11
International Requests for Contract Administration Services

INTRODUCTION

This document is intended to guide DCMA personnel in the use of the Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) and in the process of entering DCMA Letters of Delegation (LOD).

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

An upgrade to Standard LOD is being accomplished in a phased cycle. This user guide will incorporate the changes made to create DCMA LOD. As a reminder, many of the web pages are shared by QALI and LOD.

Getting Access

- **First Time Users**

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

Contact us

Contact us via submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Additional Resources available on the NSLC Portsmouth Homepage

To aid PDREP-AIS users, reference these additional resources as needed:

[FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

[Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directives on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are, however, referenced in the beginning of each of these manuals.

[Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides, and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

1 USER ACCESS

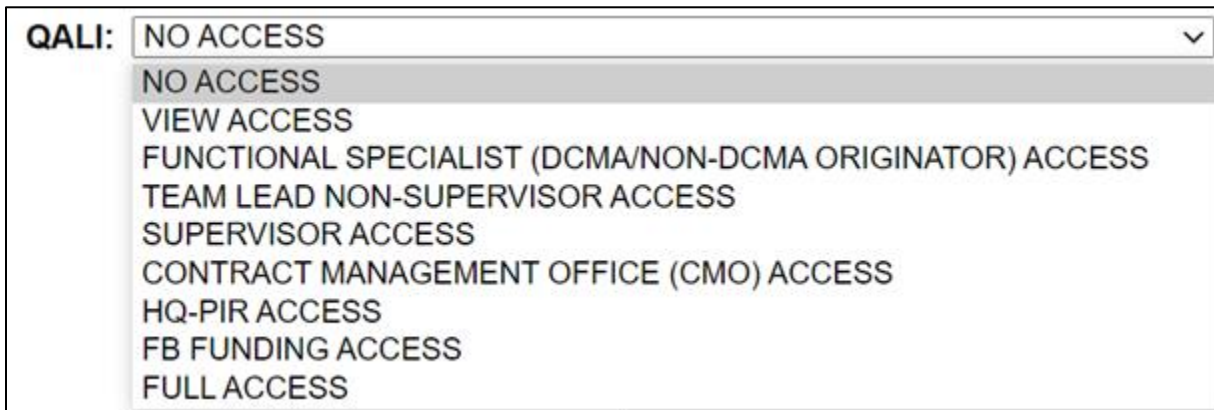
1.1 LOD / QALI User Roles

NOTE: Users should reference the *User Access Request user guide* for detailed instructions on how to complete the SAAR-P. The *User Access Request and Login Procedures User Guide* is located on the PDREP Website under 'References'.

If a user does not have access to the PDREP-QALI/LOD application, the program link will not appear on the user's PDREP Main Menu.

A. LOD / QALI Access Levels

There are eight possible LOD / QALI access levels a user may select from (see **Figure 1.1**).



The image shows a screenshot of a web application interface. On the left, the text "QALI:" is displayed. To its right is a dropdown menu. The menu is currently open, showing a list of eight options. The first option, "NO ACCESS", is highlighted with a grey background. The other options are listed below it. The dropdown menu has a small downward-pointing arrow in the top right corner.

QALI:
NO ACCESS
VIEW ACCESS
FUNCTIONAL SPECIALIST (DCMA/NON-DCMA ORIGINATOR) ACCESS
TEAM LEAD NON-SUPERVISOR ACCESS
SUPERVISOR ACCESS
CONTRACT MANAGEMENT OFFICE (CMO) ACCESS
HQ-PIR ACCESS
FB FUNDING ACCESS
FULL ACCESS

Figure 1.1

LOD / QALI module access is based on a user's requested role as well as the functional capabilities listed in **Table 1.1**. Each SAAR-P is submitted to the user's supervisor for verification of module access and User Role prior to PDREP providing access.

B. Access Level Functions

Table 1.1

Role	Function
No Access	Access to this module is prevented
View Only Access (All USG with GOV CAC and PDREP Account)	Ability to search and view records. Ad hoc reports No ability to create, edit or delete records exists.
View Only Access DCMA User	Ability to search and view QALI/LOD records. Ad hoc reports No ability to create, edit or delete records exists
External (Non-DCMA) Users – US Gov’t CAC holders and PDREP Access (Originators/Submitters)	Ability to create QALIs Review, edit and submit their QALIs Delete capabilities Withdraw capabilities Ad hoc reports
Functional Specialist	Ability to create, review, edit, sub-delegate, acknowledge, accept, complete, and close records within their teams. Ad hoc Reports Delete capabilities if record is in draft status.
Team Lead (Non-Supervisor)	Functional Specialist capabilities, plus Acceptance with Limitations. Ad hoc reports
Supervisors	All Team Lead capabilities plus: approves Tech Lead access, withdraw a record and transfer records from team to team and region to region, rejection of a delegation. Ad hoc Reports
Contract Management Office (CMO)	Group/Functional Directors, Commanders/Deputy All Supervisor capabilities within their Primary DoDAAC, plus approves supervisor access and can reject a delegation, Ad hoc Reports
HQ-PIR	Supervisor capabilities, Ad hoc reports, change labor rates and financial data
FB Funding	Functional Specialists access plus, Ability to create, view, edit, submit, and delete funding documents

2 NAVIGATING TO QALI / LOD

Once the user has logged in, the PDREP Home page will display as shown in **Figure 2.1**. Depending on the user's access level not all options may be listed.

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

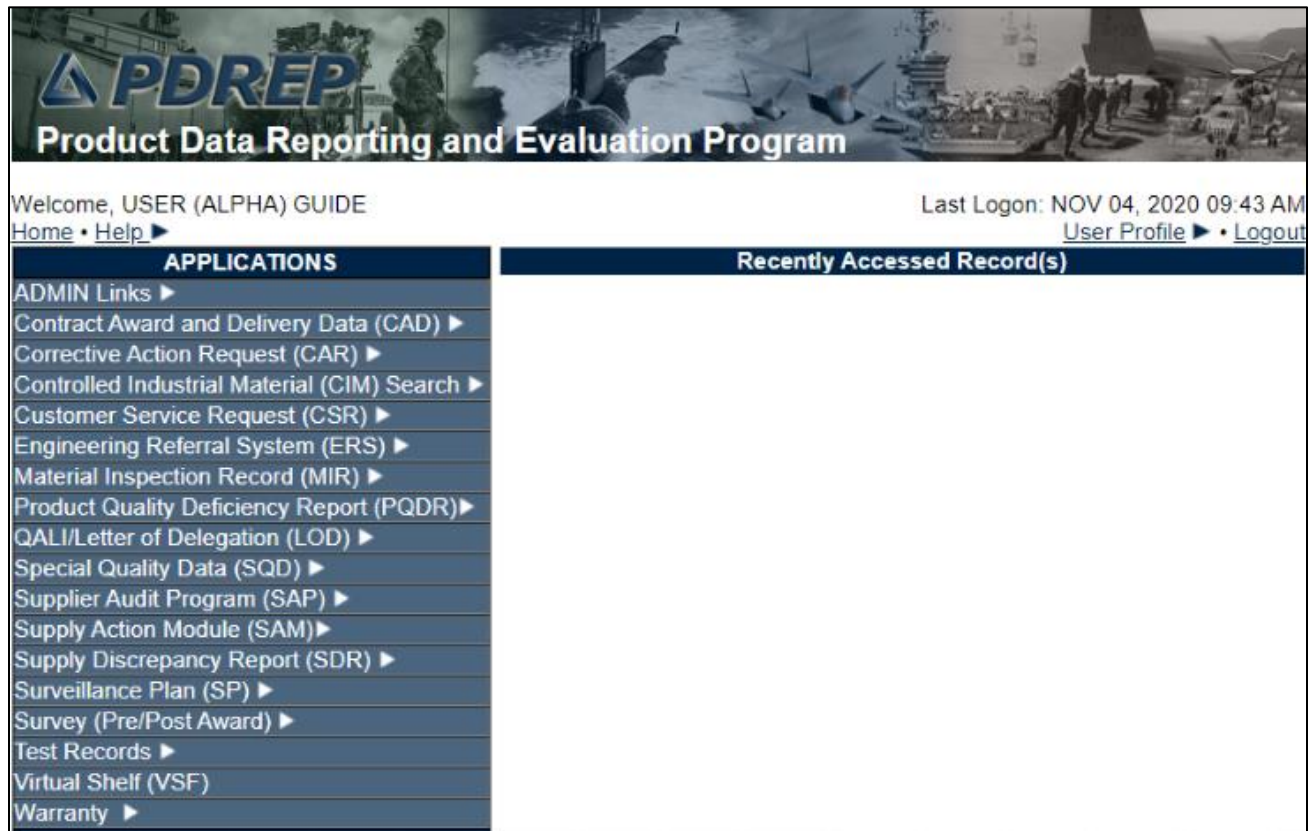


Figure 2.1

NOTE: After the May 2018 PDREP update, a list of recently accessed records will appear on the right-hand side of the PDREP main menu.

2.1 Finding the Fly Outs

Hover your mouse pointer over any PDREP Application (also referred to as 'Modules') located on the upper left portion of the screen and a list of fly out hyperlinks for that application will appear (see **Figure 2.2**).

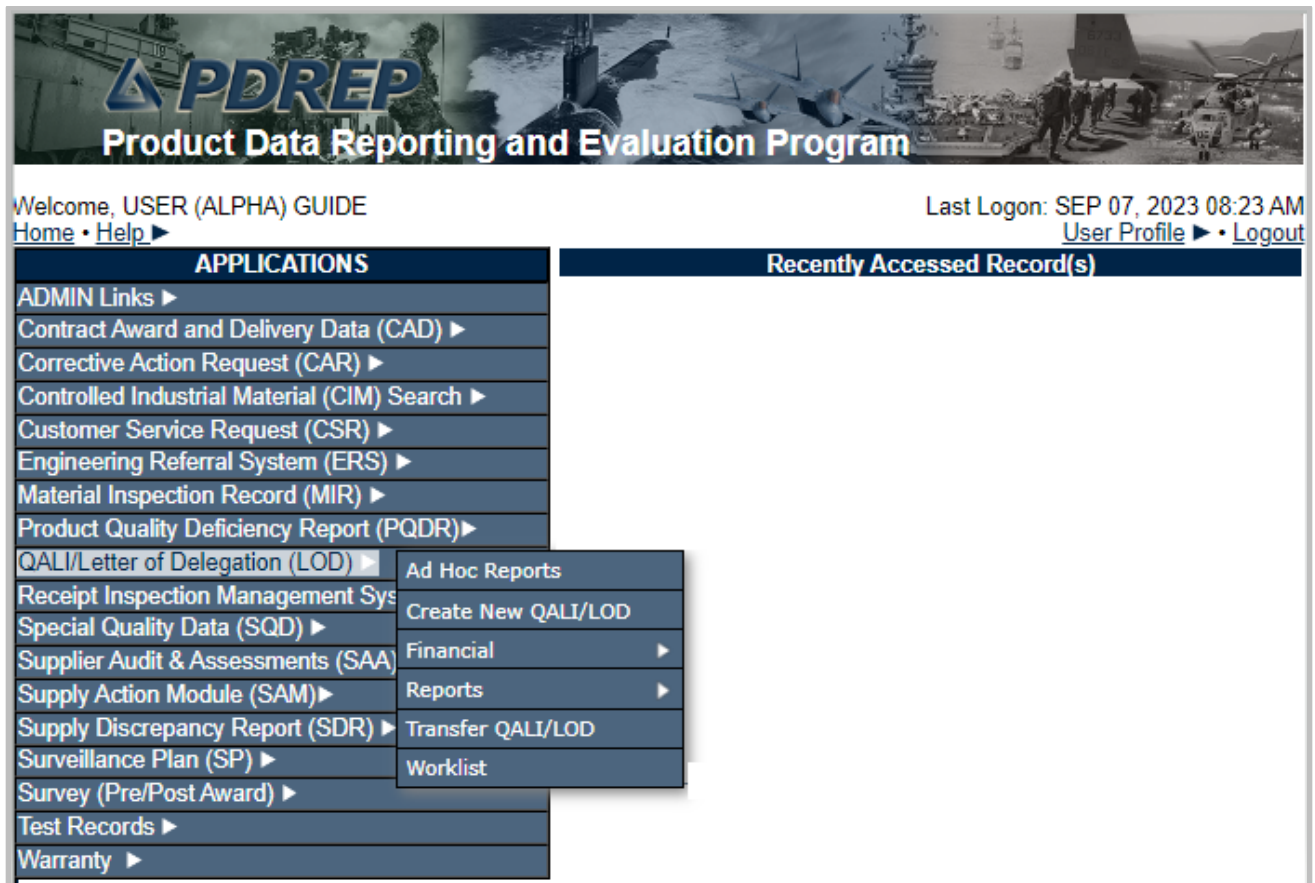


Figure 2.2

Note: The fly outs that display are based on the user role of the user.

2.2 Selecting the Fly Out

Selecting any of the fly out hyperlinks will allow the user to go directly to that page within the application.

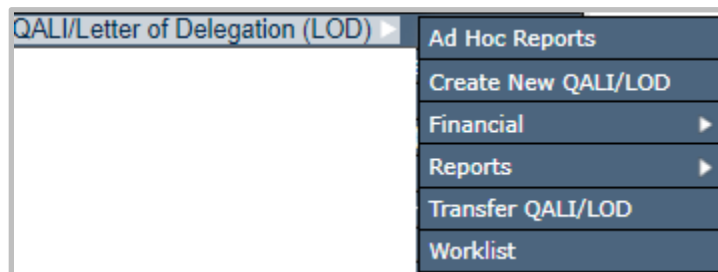


Figure 2.3

3 AD HOC REPORTS

3.1 Ad Hoc Tool

To access the QALI/LOD Ad hoc report, click the QALI/LOD 'Ad Hoc Reports' fly out on the PDREP Main menu or click the QALI/LOD 'Ad hoc' tab in the QALI/LOD module as shown in Figures 3.1 and Figure 3.2.

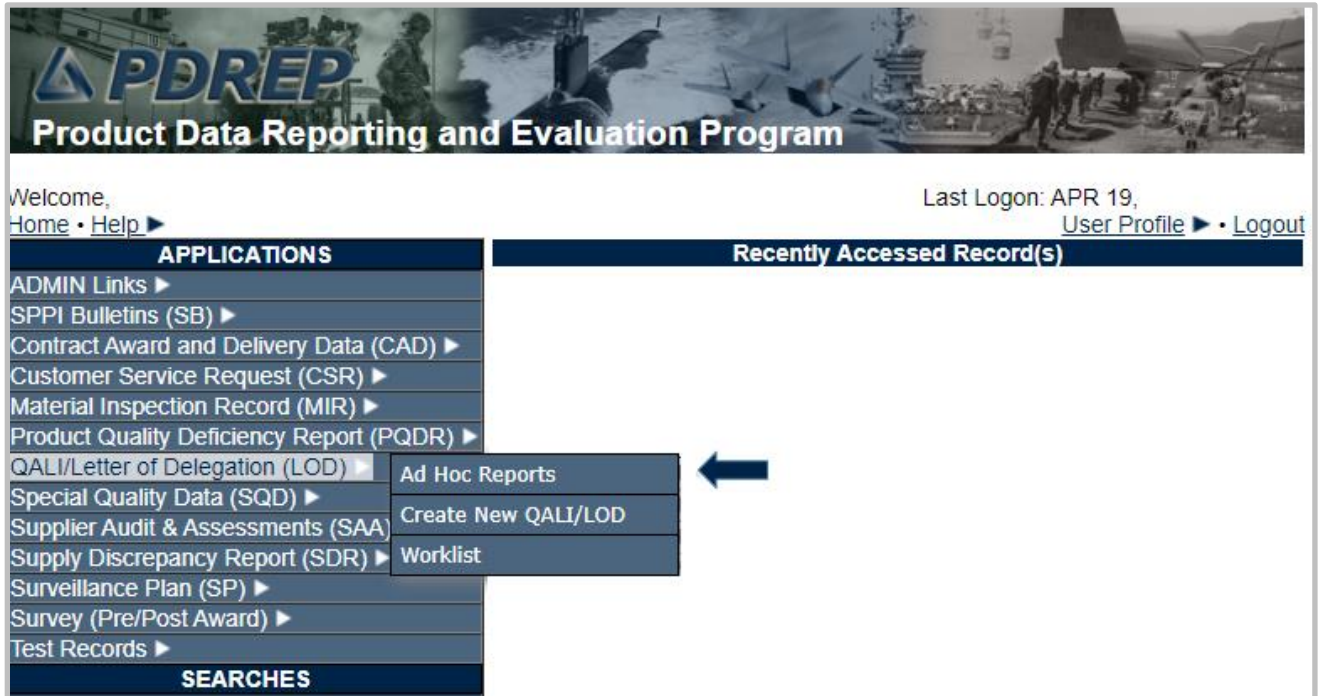


Figure 3.1



Figure 3.2

Figure 3.3 illustrates the default display of the QALI/LOD Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for query development.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: USER (ALPHA) GUIDE ► • Logout

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

QALI - Ad hoc Report

Instructions
 To use a previously saved Ad hoc report:
 1. Select an ad hoc from **My Ad hocs**
 2. Click **Open My Ad hoc** button
 3. To share or delete a previously saved ad hoc, select **Manage My Ad hocs** button

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

My Ad hocs: DCMA metrics query ▼ Open My Ad hoc Manage My Ad hocs

Select Data Record: QALI/Letter of Delegation (LOD) ▼ Get Data Elements

Row Count: ☐ (Maximum size : 20,000)

Select Columns:

Data Elements
*Report Control Number (RCN)
Accept Reject Due Date
Accept/Reject Date
Acknowledge Date
Acknowledge Due Date
Acknowledgement Text
Actual Hours
Added Code
Added Date
Additional Remarks

Selected Data Elements
No columns selected

Data Element: ▼ Add Where

Figure 3.3

3.2 Using Ad Hoc Queries

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search tool user guide for assistance using the Ad Hoc Tool.
- The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to a spreadsheet. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results.
- Users can make adjustments to queries by returning to the Ad hoc Report page. Results can be downloaded into a spreadsheet when completed.
- The Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide can be located at:
https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/ADHOC.pdf

The hyperlink will display the PDREP Guides and Manuals screen (See **Figure 3.4**) or may be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (See **Figure 3.5**).

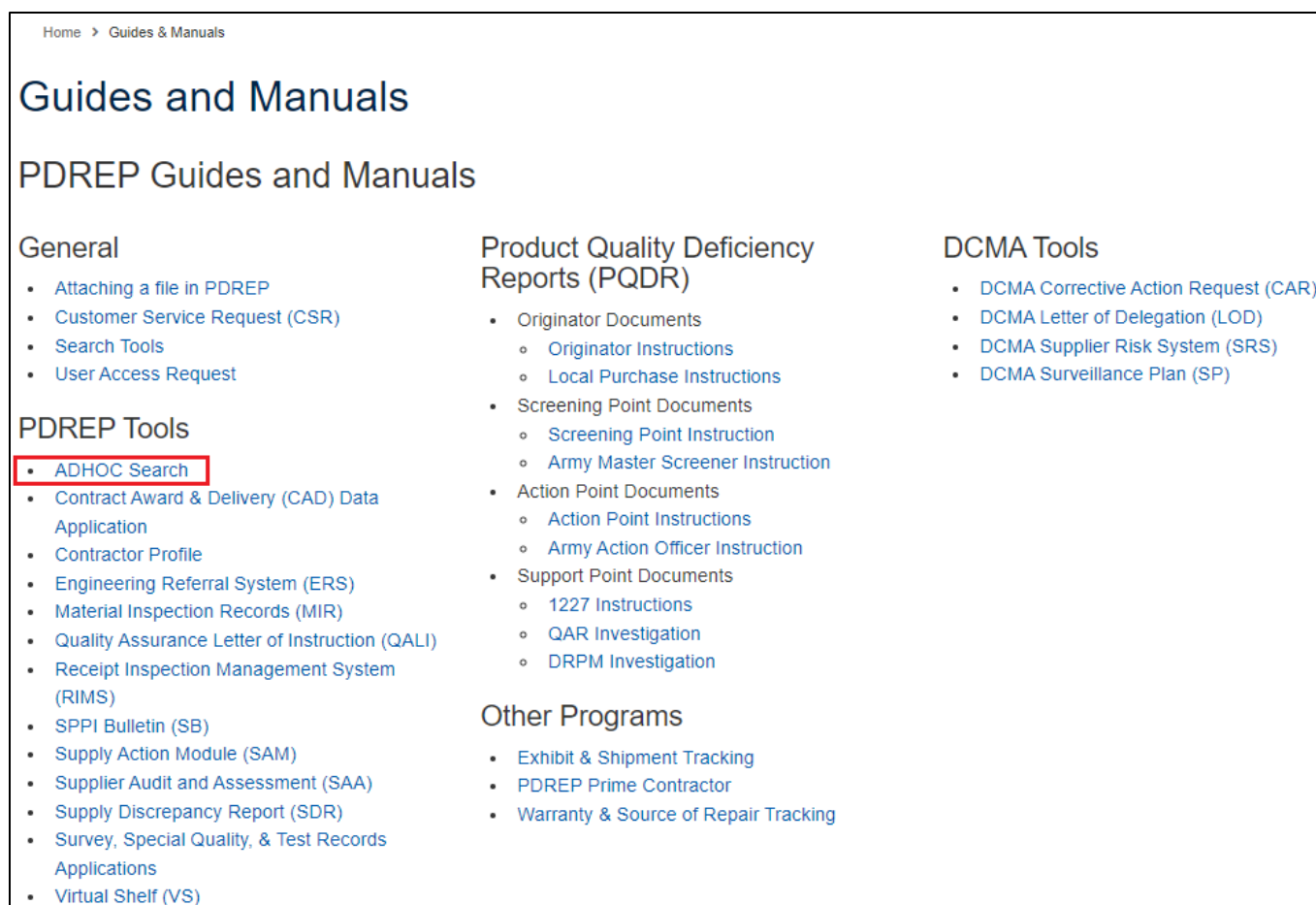


Figure 3.4

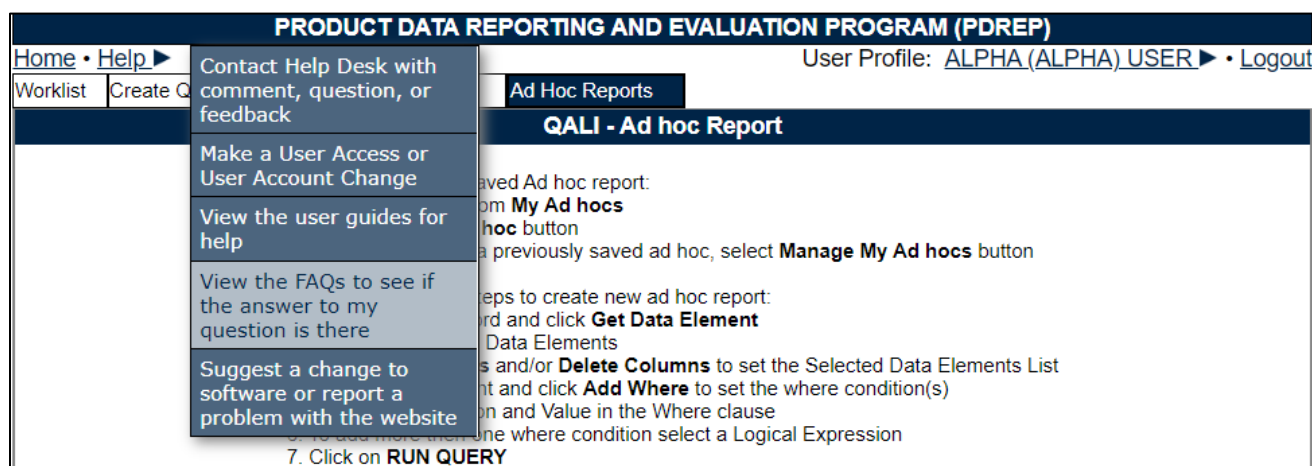


Figure 3.5

4 QALI/LOD WORKLIST

The QALI/LOD Worklist page is used to filter the list of QALI/LODs based on User and the User's Team Code.

4.1 Accessing the Worklist

To access QALI / LOD Worklist select the *Worklist* hyperlink from the QALI/Letter of Delegation (LOD) fly out options (see **Figure 4.1**).

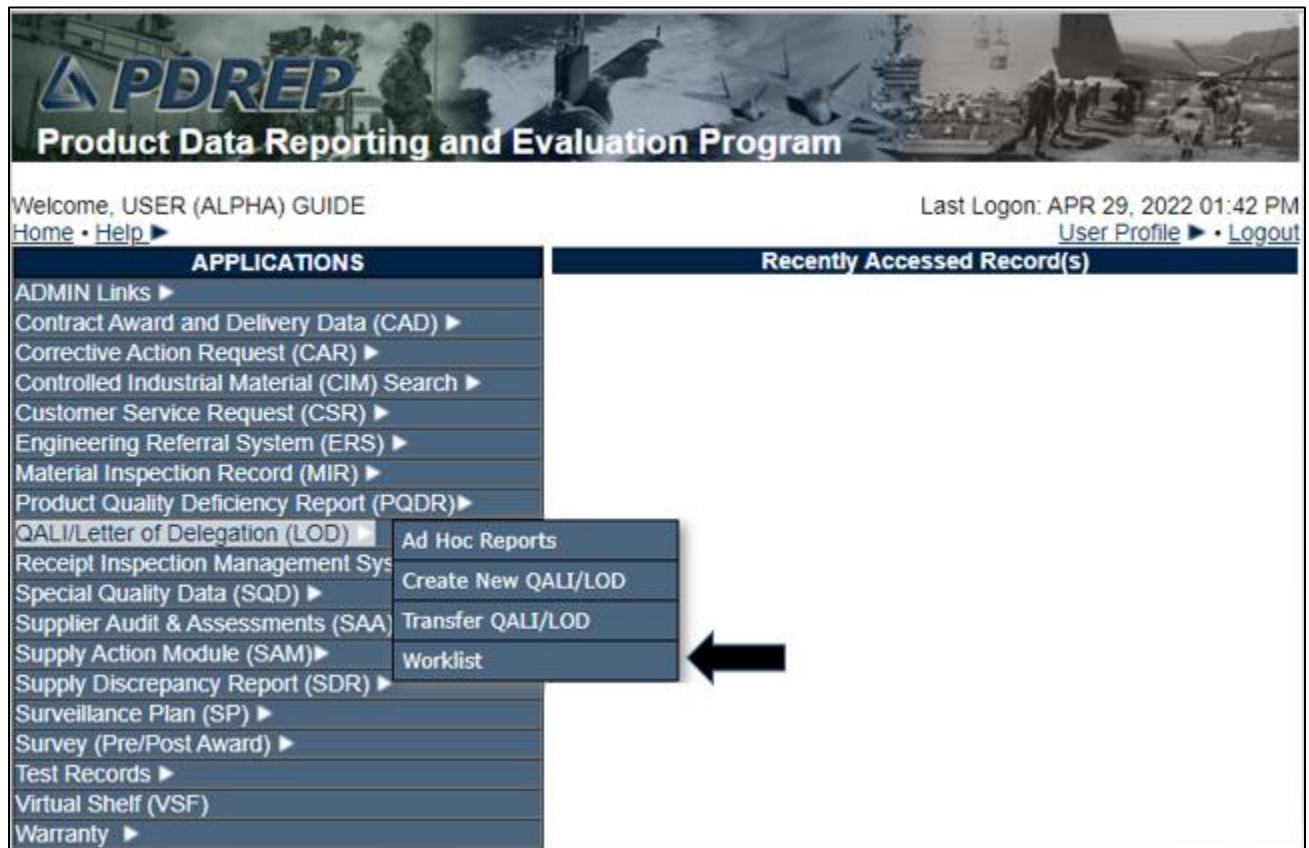


Figure 4.1

- A. If already working in the LOD module the user may access the QALI/LOD Worklist screen by selecting the *Worklist* tab (see **Figure 4.2**).



Figure 4.2

- B. Whether which option is used, the QALI / LOD Worklist page will display (see **Figure 4.3**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► • [Logout](#)

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

QALI / LOD - New Worklist

Instructions
1. Enter search criteria
2. Click Search
3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M) Start Date: 09/07/2022 (M) End Date: 09/07/2023

User ID: Operational Unit (Region): PH - HEADQUARTERS
Org/Team Code: PH - TDM

User Role: -SELECT- RCN#: DCN#:

Contract Number: CAGE Code:

Status: -SELECT- Record Type: -SELECT-

or select from your personalized Worklists below

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

my Worklists DCMA metrics query

Figure 4.3

- **(M) Start/End Date:** The time frame in which to search. These fields default to a range of one year from the current date and are mandatory fields. If you would like to change the dates in either field, you may enter it using the required MM/DD/YYYY format or by using the calendar buttons to select the date.
- **User ID:** The User ID defaults to the person that logged in, this may be changed to any User who has QALI/LOD access.
- **Operational Unit (Region):** Defaults to the logged in User's Region this may be changed to any Region. The Region selected will populate a list of Team codes for that Region in the Org/Team Code drop down
- **Org/Team Code:** Defaults to the logged in User's Team Code, this may be changed to any Team Code in the list that was generated based on the selection of Region filter.

- **User Role:** Dropdown to select a specific role on the record the entered User ID is assigned to.
 - a. CDM Delegator (on Reimbursable records only)
 - b. Delegator
 - c. Delegatee
- **RCN#:** A Record Control Number (RCN) is a unique tracking number associated with each QALI/LOD consisting of DODAAC, four-digit year and serial number.
- **DCN#:** A Document Control Number (DCN) is a unique tracking number used associated with each QALI/LOD consisting of the DODAAC, two-digit year, month, and serial number.
- **Contract Number:** The contract number identified on the QALI/LOD.
- **CAGE Code:** Contractor and Government Entity (CAGE) Code identified on the QALI/LOD.
- **Status:** Dropdown option to select the current record status.
- **Record Type:** Drop down with the list of records that may be selected, if a record type is selected then only those record will be displayed in the return.
 - a. Delegation = will return a worklist delegations created by DCMA
 - b. QALI = QALIs will return a worklist of QALIs created by other agencies and those entered by DCMA on behalf of another agency.
 - c. DLA = will return a worklist of QALIs submitted by the DLA BOT
 - d. RLOD = will return a worklist or Reimbursable delegations
 - e. RGQA = will return a worklist of Host Nation Delegation when Host Nation delegation functionality is available

4.2 Searching the Worklist

To search for an existing LOD record, enter search criteria and click the Display Standard Worklist button. The results of the search will be displayed in the (see **Figure 4.4**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

[Home](#) • [Help](#)

User Profile: [LOD \(BETA\) USER GUIDE](#) • [Logout](#)

Worklist

Create QALI/LOD

Transfer QALI/LOD

Ad Hoc Reports

QALI / LOD - Worklist

Instructions

1. Enter search criteria
2. Click **Search**
3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M)Start Date:

09/07/2023

(M)End Date:

09/19/2023

User ID:

Operational Unit (Region):

-SELECT-

Org/Team Code:

User Role:

-SELECT-

RCN#:

DCN#:

Contract Number:

CAGE Code:

Status:

-SELECT-

Record Type:

-SELECT-

Display Standard Worklist

or select from your personalized Worklists below

Instructions

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

my Worklists

ECARS Migration

Open my Worklist

Create New Worklist

Manage my Worklists

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In ▲
Delegation	S5102A-2023-50041	GREGORY (BETA) LEDUC	S5102A-23-09-50041	ANGIE (BETA) BECKSTEAD	1SCJ7	1234	ISSUED	09/19/2023	7 Day(s)
Delegation	S0101A-2023-50046	BETA (BETA) USER	S5102A-23-09-50046	LOD (BETA) USER GUIDE		INTERNAL	ISSUED	09/19/2023	7 Day(s)
QALI	SC0400-2023-50009-Q	CHRISTOP (BETA) ADKINS	S0107A-23-09-50009	GARY D (BETA) FLOOR	78HR2	SPRPA123P0893	ISSUED	09/07/2023	2 Day(s) Late
RLOD	S5102A-2023-50027-0001	BETA (BETA) USER	S5102A-23-09-50027-0001	MICHELA (BETA) UR		BETASUBTIER	ISSUED	09/14/2023	2 Day(s)
RLOD	S5102A-2023-50027	LOD (BETA) USER GUIDE	S0101A-23-09-50027	USER, BETA (BETA)	35351	1234567	ISSUED	09/14/2023	2 Day(s)
QALI	SC0700-2023-50024-Q	MEGHAN E (BETA) ROLL	S2401A-23-09-50024	DANIEL (BETA) GARMAN	8Z281	SPE7M123P4307	ISSUED	09/13/2023	1 Day(s)
QALI	SC0400-2023-50019-Q	MEIA T (BETA) BARNES	S0701A-23-09-50019	RUSSELL (BETA) SHERMAN	66841	SPE4A723PF491	ISSUED	09/13/2023	1 Day(s)
QALI	SC0400-2023-50017-Q	MEIA T (BETA) BARNES	S2206A-23-09-50017	BRENDA (BETA) GERVAIS	6PVX3	SPE4A723F078Q	ISSUED	09/13/2023	1 Day(s)
RLOD	S4818A-2023-50018	VICENTE (BETA) AGUINAGA	S4818A-23-09-50018	PEGGY S (BETA) BURCHARDT	7EBK3	DFGDFHDR	ISSUED	09/13/2023	1 Day(s)

Figure 4.4

A. **Figure 4.4** contains the worklist. Some records have links that permit further action, and all have sortable columns.

- **Type:** Indicates what record type the delegation is, Record types include Delegation, Reimbursable (RLOD), Host Nation (RGQA) and QALI.
- **RCN:** Displays the Report Control Number. The suffix that is given to the RCN is determined in the manner it was created.
 - a. No suffix
 - i. Delegation,
 - ii. Reimbursable,
 - iii. Host Nation, or
 - iv. QALI created by DCMA but not for a Customer.
 - b. "D" suffix
 - i. QALI created by DCMA for a Customer.
 - c. "Q" suffix
 - i. QALI created by a non-DCMA user.

NOTE: *If the link for a RCN is clicked, it provides a view of the QALI/LOD data as well as access to any attachments. In the event that the record is one created by yourself, you will be able to edit the data within, so long as the QALI/LOD has not already been completed.*

- **Delegator Name:** The name of the user who issued the record.
- **DCN:** Displays the Document Control Number.
- **Delegatee Name:** The name of the user responsible for completing the LOD.
- **KTR CAGE:** The CAGE Code of the contractor referenced in the LOD.
- **Contract Number(s):** The Contract Number(s) referenced in the LOD.
- **Status:** The status of the record. Statuses are:
 - a. Acknowledged
 - b. Accepted
 - c. HN Accepted
 - d. HN Accepted w/Limitations
 - e. Closed
 - f. HN Closed
 - g. Completed
 - h. Drafted
 - i. CMO Draft
 - j. HN Draft
 - k. Issued

- l. Rejected
- m. HN Rejected
- n. HN Submitted
- o. Withdrawn

- **Issue Date:** The date that the QALI/LOD was issued to the Delegatee.
- **Action Required In:** Displayed when the status is Issued or Acknowledged, Days in red indicate the numbers days late from completing the acknowledgement or accept/reject processes.
- **Click Here:** The Click here link to download the Worklist data into a spreadsheet.

4.3 Personalized Worklists

Worklists may be created and saved based on specific data elements that return specialized worklist reports.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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Worklist New Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

QALI / LOD - New Worklist

Instructions
 1. Enter search criteria
 2. Click **Search**
 3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M)Start Date: 08/16/2022 (M)End Date: 08/16/2023

User ID: Operational Unit (Region): PD - PDREP-AIS PM
 Org/Team Code: PD - REP

User Role: -SELECT- RCN#: DCN#:

Contract Number: CAGE Code:

Status: -SELECT- Record Type: -SELECT-

[Display Standard Worklist](#)

or select from your personalized Worklists below

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

my Worklists [DCMA metrics query](#) [Open my Worklist](#) [Create New Worklist](#) [Manage my Worklists](#)

Figure 4.5

- A. To create a personalized QALI/LOD Worklist, click Create New Worklist (see **Figure 4.5**).
- B. If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you're ready to retrieve the actual data set.
- C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 4.6**).

Figure 4.6

D. Selecting of Data Elements:

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (See **Figure 4.6**).
4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.
5. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.

- After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (See **Figure 4.7** and **4.8**).

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[Worklist](#) [Create QALI/LOD](#) [Transfer QALI/LOD](#) [Ad Hoc Reports](#)

QALI / LOD Worklist

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

Report Title:
Data Record: QALI/LOD

My Worklists: [DCMA metrics query](#) [Open My Worklist](#) [Manage My Worklists](#)

Row Count: ☐

maximum rowcount: (Maximum size : 20,000)

Select Columns:

Data Elements
Accept Reject Due Date
Accept/Reject Date
Acknowledge Date
Acknowledge Due Date
Acknowledgement Text
Actual Hours
Added Code
Additional Remarks
Allocated Hours
Annual Review Confirmation

[Add Columns](#)

[Delete Columns](#)

Selected Data Elements

*Report Control Number (RCN)
Added Date
Contract Number
DCN
Delegatee DoDAAC
Delegator DoDAAC
Status

Data Element: [Added Date](#) [Add Where](#)

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	V
Added Date	DD-MMM-YY	BETWEEN	21-AUG-23 AND 31-AUG-2	- Select -	<input type="checkbox"/>	<input type="radio"/>	

[Run Query](#) [Reset](#) [Back](#)

Examples of where condition for different expressions

1. CURRENT_DATE works on DD-MMM-YY Data Types and Expressions =, <, <=, >, >=, Value should be CURRENT_DATE (today's date), or CURRENT_DATE - a number. CURRENT_DATE - 7, for example is today's date - 7 days
2. For Date Expressions with BETWEEN operator Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02...), MMM = Month (JAN,FEB...) and YY = year (00,01,02...)
3. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character
4. For LIKE and NOT LIKE Operator, Expression should be: %XXXXX% or XXXXX% where XXXXX is any number or character and the % is used as a wildcard

Figure 4.7

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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Worklist

Create QALI/LOD

Transfer QALI/LOD

Ad Hoc Reports

Ad hoc Query Result

Print

Back

Save Worklist to Profile

Row Count: 20

Data Download: Click [here](#) to download data in spreadsheet

QALI/Letter of Delegation (LOD) - Record

RCN	*Report Control Number (RCN)	Added Date	Contract Number	DCN	Delegatee DoDAAC	Delegator DoDAAC	Status
S5102A20231318	S5102A20231318	08/28/2023		-23-08-1318		S5102A	DRAFT
S0101A20231320	S0101A20231320	08/29/2023	ORIGINATOR	S4306A-23-08-1320	S4306A	S0101A	ISSUED
S0101A20231331	S0101A20231331	08/30/2023	DODAACTEST	S4306A-23-08-1331	S4306A	S0101A	DRAFT
S5102A20231317	S5102A20231317	08/21/2023		-23-08-1317		S5102A	DRAFT

Figure 4.8

7. At Worklist report screen, values must be place in to run query. Once query has been run, it can be saved to your profile as a personalized Worklist (See **Figure 4.9**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)			
Home • Help ▶		User Profile: USER (ALPHA) GUIDE ▶ • Logout	
Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
Ad hoc Query Result			
		Print	Back
Save Worklist to Profile			
Row Count: 20			
Data Download: Click here to download data in spreadsheet			

Figure 4.9

8. Clicking the Save Worklist to Profile button will bring the user to the Save to Profile page where the user will give the worklist a unique Report Title and save it to their profile.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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[Worklist](#) | [Create QALI/LOD](#) | [Transfer QALI/LOD](#) | [Ad Hoc Reports](#)

Save to Profile

Instructions
 Please follow these steps to save Report to your Profile:
 1. Enter a Report Title
 2. click **Save to Profile**

To delete existing reports:
 1. Check the box for the report(s) to be deleted
 2. Click the **Delete** button in the header of the table

Click **Back to Worklist** to return to previous page.

Report Title:

Existing Reports

Report Title	Last Run	Share Ad hoc	Delete
DCMA metrics query	05/27/2021	DCMA metrics query	<input type="checkbox"/>
narrative	09/17/2021	narrative	<input type="checkbox"/>
new adhoc	01/18/2023	new adhoc	<input type="checkbox"/>
phase 2A new fields	12/15/2021	phase 2A new fields	<input type="checkbox"/>
Phase 2B 2 a1	08/25/2022	Phase 2B 2 a1	<input type="checkbox"/>
Phase 2B new Ad hoc	08/24/2022	Phase 2B new Ad hoc	<input type="checkbox"/>
Phase 2B-2	08/25/2022	Phase 2B-2	<input type="checkbox"/>
Phase 2B-2A	08/25/2022	Phase 2B-2A	<input type="checkbox"/>
Specific Functions	09/20/2022	Specific Functions	<input type="checkbox"/>

Figure 4.10

E. Buttons on the Worklist

- a. **Display Standard Worklist:** Will return a worklist based on the standard filter selections
- b. **Open my Worklist:** Opens the selected saved worklist
- c. **Create New Worklist:** Opens the QALI / LOD worklist page shown in **Figure 4.6**.
- d. **Manage my Worklist:** Opens the Save to Profile/Existing Reports page shown in **Figure 4.10**
- e. **Add Columns:** Adds selected data elements to the return
- f. **Delete Columns:** Deletes selected data elements from the return
- g. **Print:** Prints the worklist
- h. **Back:** Returns user to QALI / Worklist page
- i. **Save Worklist to Profile:** Opens the Save to Profile/Existing Reports page shown in **Figure 4.10**

- j. **Save to Profile:** Will save the worklist to the user's profile
- k. **Back to Worklist:** Returns user to QALI / Worklist page

4.4 QALI/LOD Main Page

When entering an existing record from the worklist, the first screen encountered is the main page (see **Figure 4.11**). This page contains a basic summary of the status of the record, along with links to editing the record, the history page, and the attachments page.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: ALPHA (ALPHA) USER • Logout
Worklist	Create QALI/LOD Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main
History Record	
ATTACHMENTS (5)	
View/Upload Files	
	<p>RCN#: S0101A-2024-1043 DCN#: S0101A-24-10-1043</p> <p>Created Year: 2024</p> <p>Acceptance Due Date: 11/03/2024 - OVERDUE Status: ACKNOWLEDGED</p> <p>Back</p> <p> Accept/Reject Delegation Recommend Accept with Limitations Recommend Reject </p> <p>Send Message</p> <p> Message to Supervisor General Message </p>

Figure 4.11

Figure 4.11 Main Page Data Fields

- **Quick Views**
 - History: see **Section 24**
 - Record: View Only page of the record – see **Section 25**.
- **Attachments**
 - View/upload attachments (see **Section 26**).
 - Control numbers: RCN, DCN and Created Year.
- **Acknowledge Due Date:** Only visible when record is in ISSUED status. Delegatee has 7 calendar days to acknowledge the record. Date in red indicates the action is overdue.

- **Acceptance Required in:** Only visible when record is in ACKNOWLEDGED status. Delegatee has 30 calendar days to Accept/Reject the record. Date in red indicates the action is overdue.
- **Status:** Displays the status of the record.
- **Back:** Button to return you to your last Worklist search results.
- **Action:** Contains hyperlinks that open correspondence pages that allow the user to send messages, the link will contain the record type each link will have the option of Delegation, Customer and Host nation. The list of links is:
 - i. *Acknowledge (insert record type)* appears in the Action column on the Worklist. The link allows the Delegatee to acknowledge receiving the LOD.
 - ii. *Accepted/Reject (insert record type)* appears in the Action column on the Worklist. The link allows the Delegatee to Accept, Partial Accept or Reject the LOD.
 - iii. *Complete (insert record type)* appears on the Worklist and allows the Delegatee to complete the LOD.

NOTE: *If a hyperlink is not displayed then the user currently does not have an action on that QALI or delegation.*

- **View:** The View link provides a View only copy of the LOD.
- **History:** Opens the Correspondence History webpage see **Section 24** for details of History webpage.
- **Editable and Viewable Pages:**
 - View/Edit LOD Base Page: takes user to the LOD Base Page.
 - Add/View Requirements Page: takes user to Add/View Requirements Page.
 - Additional Information
- **Send Message:**
 - Message to Supervisor.
 - Enter recipient email address in the “To:” field then click ‘Add To Email list’. To CC additional recipients, add email to the “CC:” field then click ‘Add To CC list’.
 - Populates a DCMA Correspondence page with the user’s team Supervisor automatically CC-ed on the message and includes RCN information for the record (see **Figure 4.12**).
 - Attachments already uploaded to the record can be included.
 - Only non-CUI attachments are available to send via PDREP. CUI attachments must be downloaded and sent outside the system.

- To send all attachments select the first options 'All Attachments'.
- To select, or deselect, multiple attachments, press and hold CTRL-key and click on attachment name(s).
- If no select is made, no additional attachments will be included in the message.

DCMA Correspondence

Instructions


1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click Send to send the QALI/LOD Letter

Correspondence

To:

CC: K @navy.mil

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

FROM: ALPHA (ALPHA) USER
2074386491
3901 A AVE
FORT LEE, VA 23801-1809

TO: Supervisor@navy.mil

SUBJECT: Regarding RCN: S0101A-2024-395

<Add content here>

List of attachments : 5 NON-CUI attachment(s) associated with this QALI.

All NON-CUI Attachments

S0101A-2024-395_INITIAL_LETTER.pdf :

S0101A-2024-395_INITIAL_LETTER.pdf :

S0101A-2024-395_INITIAL_LETTER.pdf :

To send all attachments select the first options 'All Attachments'.
To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.

Figure 4.12

- General Message (see **Figure 4.13**).
 - Creates DCMA Correspondence populated with RCN information.
 - Enter recipient email address in the “To:” field then click ‘Add To Email list’. To CC additional recipients, add email to the “CC:” field then click ‘Add To CC list’.

- Attachments already uploaded to the record can be included.
 - Only non-CUI attachments are available to send via PDREP. CUI attachments must be downloaded and sent outside the system.
 - To send all attachments select the first options 'All Attachments'.
 - To select, or deselect, multiple attachments, press and hold CTRL-key and click on attachment name(s).
 - If no select is made, no additional attachments will be included in the message.

DCMA Correspondence

Instructions


1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

Correspondence

To: Add To Email list

CC: Add CC Email list

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

FROM: ALPHA (ALPHA) USER
2074386491
3901 A AVE
FORT LEE, VA 23801-1809

TO: <Add name here>

SUBJECT: Regarding RCN: S0101A-2024-395

<Add content here>

List of attachments : 5 NON-CUI attachment(s) associated with this QALI.

All NON-CUI Attachments

S0101A-2024-395_INITIAL_LETTER.pdf :
▲

S0101A-2024-395_INITIAL_LETTER.pdf :
●

S0101A-2024-395_INITIAL_LETTER.pdf :
▼

To send all attachments select the first options 'All Attachments'.
To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.

Preview
Send
Back

Figure 4.13

5 DELEGATOR - CREATE NEW LOD

5.1 Creating DCMA LOD

- A. From the PDREP – QALI / LOD Main Menu page, click the Create QALI/LOD fly out (see **Figure 5.1**).

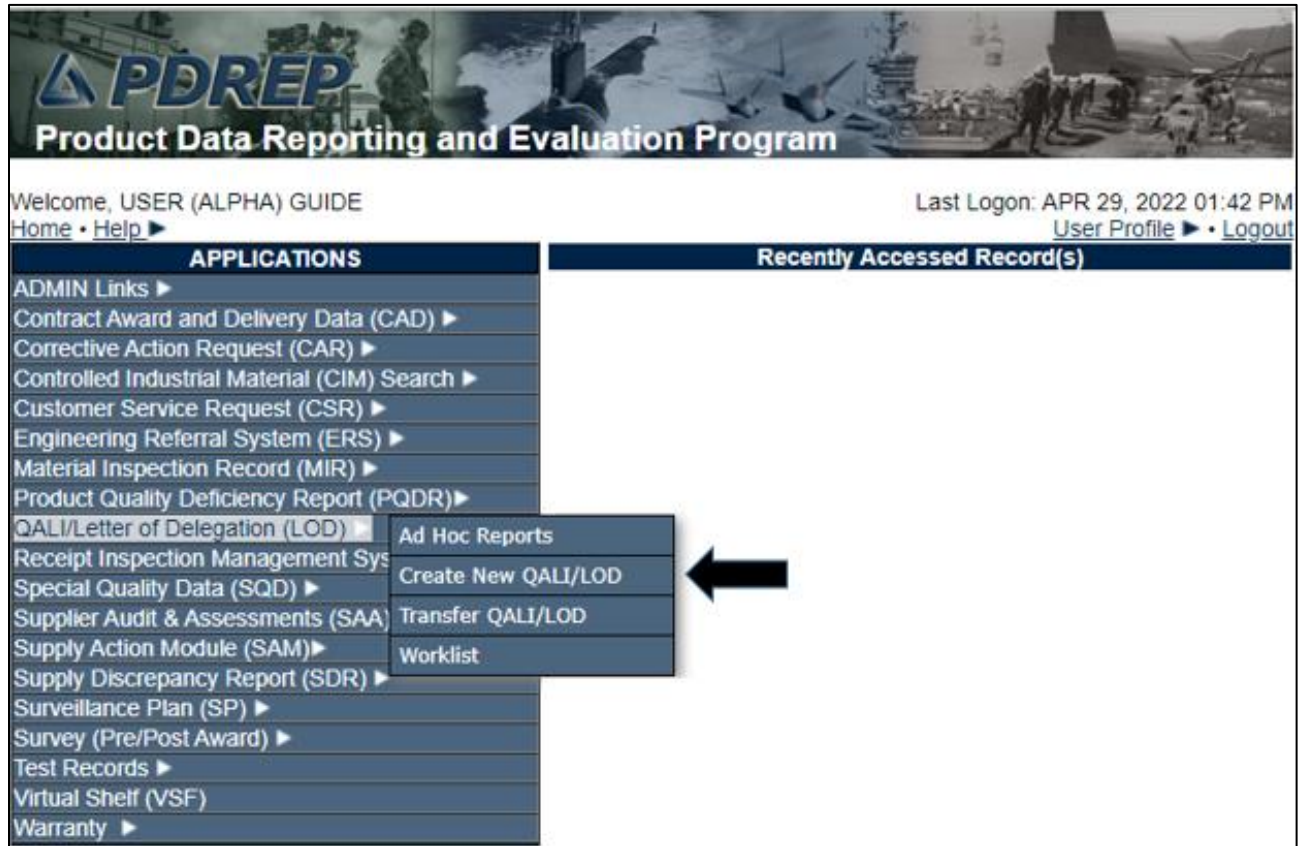


Figure 5.1

- B. If already working in the QALI / LOD module the user may access the QALI / LOD Create New QALI /LOD screen by selecting the *Create QALI/LOD* tab as shown in **Figure 5.2**.

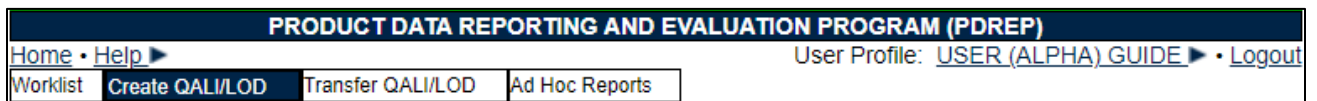


Figure 5.2

- C. Whether which option is used, the QALI /LOD -New page will display (see **Figure 5.3**). The logged in user's Primary DoDAAC will be auto-populated in the DoDAAC field. This can be changed if needed.

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Worklist Create QALI/LOD Ad Hoc Reports

QALI / LOD - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter Dodaac

(M) Type: ☐ QALI ☒ LOD

(M) DoDAAC:

(M) Delegation Type:

Create QALI/LOD

Figure 5.3

- D. QALI / LOD – New screen allows the user to select QALI or LOD. LOD is the default selection.

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Worklist Create QALI/LOD Ad Hoc Reports

QALI / LOD - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter Dodaac

(M) Type: ☐ QALI ☒ LOD

(M) DoDAAC:

(M) Delegation Type:

Create QALI/LOD

Figure 5.4

- E. Steps to create a LOD (see **Figure 5.4**).
1. Click LOD radial button.
 2. Enter DODAAC.
 3. Select Delegation Type as shown in **Figure 5.5**. This section follows the Delegation process. See additional sections for the Host Nation and Reimbursable record types.

QALI / LOD - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter Dodaac

(M) Type: ☐ QALI ☒ LOD

(M) DoDAAC:

(M) Delegation Type:
-SELECT-
Delegation
Host Nation
Reimbursable

Create Q

Figure 5.5

4. Click the Create QALI/ LOD button.

5.2 Delegation New/Edit Page

After clicking the 'Create QALI/LOD' button, the LOD New/Edit page will be displayed as shown in **Figure 5.6**.

Note instructions are listed at the top of the page.

Delegation - New/Edit			
Instructions (M) denotes a mandatory field 1. Select Delegator Name from Drop Down 2. Enter Delegation DoDAAC 3. Select Delegatee Name from Drop Down 4. Enter LOD information 5. Click Save Draft to save LOD and remain on current page 6. Click Save and Add Requirements to save LOD and display Requirements page			
<div> <input type="button" value="Add/View Requirements"/> <input type="button" value="Save"/> <input type="button" value="Delete Delegation"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/> </div>			
Control Numbers			
RCN#: S0101A-2025-34 Created Year: 2025			
Status			
(M) Status: DRAFT Issue Date: <input type="text"/> Acknowledge Due Date: <input type="text"/>			
Acknowledge Date: <input type="text"/> Accept / Reject Due Date: <input type="text"/> Accept / Reject Date: <input type="text"/> Update LOD: <input type="text"/> (M) Estimated LOD Completion Date: <input type="text"/>			
Originator			
Originator DoDAAC: S0101A DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY Address: 1910 THIRD AVE N City: BIRMINGHAM State/Zip: AL - 35203-3514 Originator Name: ALPHA (ALPHA) USER			
FROM: Delegator			
DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY Address: 1910 THIRD AVE N City: BIRMINGHAM State/Zip: AL - 35203-3514 (M) Delegator Name: ALPHA (ALPHA) USER Current Delegator User ID: SDERI Current Delegator DoDAAC: S0101A Commercial Phone: <input type="text"/> Email Address: <input type="text"/> Team Code: REP Delegator Cage: <input type="text"/> 5 Chars Region: PD - PDREP-AIS PM			
Supplier Information			
Prime Delegation: <SELECT> Supplier Type: <SELECT> Supplier CAGE: <input type="text"/> 5 Chars Supplier Name: <input type="text"/> 120 Characters Max Address: <input type="text"/> 60 Characters Max City/State/Zip: <input type="text"/> 30 Chars Max - <input type="text"/> 12 Chars Max Country: <input type="text"/> 2 Chars Supplier POC: <input type="text"/> 60 Characters Max Supplier POC Commercial Phone: <input type="text"/> 20 Characters Max Supplier CMO DoDAAC: <input type="text"/> 30 Characters Max Supplier DCMA CMO / Center Name: <input type="text"/> 60 Characters Max Inter-Divisional: <SELECT> POP: <SELECT>			
TO: Delegatee			
(M) Delegatee DoDAAC: <input type="text"/> 6 Chars			
Add Contract Information			
<input type="button" value="Add Contract"/>			
NSN Information			
COG	FSC	NIIN	SMIC
<input type="text"/> 2 Chars	<input type="text"/> 4 Chars	<input type="text"/> 9 Chars	<input type="text"/> 2 Chars
<input type="button" value="Add NSN"/>			
Part Number Information			
Part Number			
<input type="text"/> 32 Characters Max <input type="button" value="Add Part Number"/>			
(M) Delegator Comments/Special Instructions: <input type="text"/> 4000 Characters Max			
(M) Estimated Hours: <input type="text"/>			
<div> <input type="button" value="Add/View Requirements"/> <input type="button" value="Save"/> <input type="button" value="Delete Delegation"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/> </div>			

Figure 5.6

Enter the information as requested on the LOD – New/Edit page. **Figure 5.7** through **Figure 5.34** provide LOD data field description. (M) Denotes a mandatory field.

- A. **Figure 5.7** displays the Delegation – New/Edit page buttons seen at the top and bottom of the page.

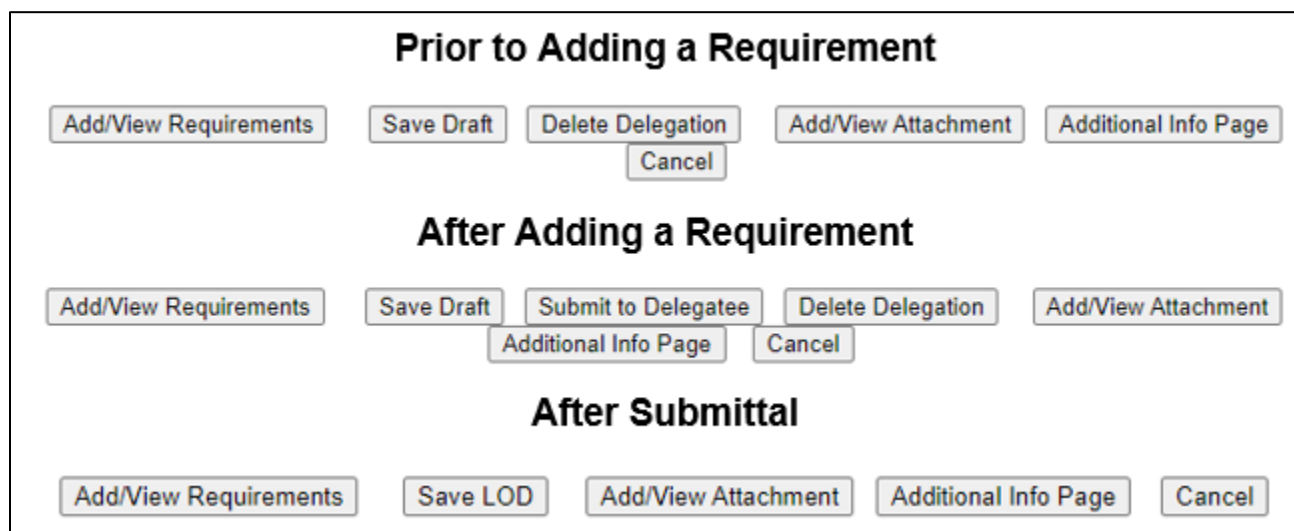


Figure 5.7

- **Add/View Requirements:** Opens the Requirements web page.
- **Save Draft:** Saves the LOD as a draft.
- **Delete Delegation:** Delete Delegation button is displayed after the Delegation has been saved and is available while the LOD is in draft status. Once the delegation has been issued, the button is unavailable.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Additional Info Page:** Opens the Additional Information web page.
- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.
- **Submit to Delegatee:** This button will only appear after requirements have been entered and saved. This may only be done once the mandatory fields are entered correctly and the requirement page has been completed. **Figure 5.8** shows a list of error messages that may be seen if a mandatory data field is missing information.

- DoD Service/Customer is a mandatory field
- Estimated LOD Completion Date is a mandatory field
- Pre-LOD Communication Date is a mandatory field
- Applicable FAR References is a mandatory field
- Contract Number is a mandatory field.
- Enter a valid Final Delivery Date for the Contract
- Face Value of Prime Contract is require
- Contract End Item or Service Desc is require
- Estimated hours have to be numeric only

Figure 5.8

- **Save LOD:** Only visible to the Delegator after Submittal. Allows the delegator to save changes to the delegation. It also reverts the status to Issued and updates the records history.
- **Withdraw Delegation:** Only visible to users with Supervisor access role. Allows the supervisor to withdraw the delegation after it has been issued and before it is accepted.

B. **Figure 5.9** displays the Control Numbers section.

Control Numbers	
Original RCN#: S0101A-2023-1521	Original DCN#: S5102A-23-12-1521
Parent RCN#: S0101A-2023-1521	Parent DCN#: S5102A-23-12-1521
Parent Tier Level: 0	Sub-tier Level: 1
RCN#: S0101A-2023-1521-0001	DCN#: S5102A-23-12-1521-0001
Created Year: 2023	

Figure 5.9

NOTE: Original RCN, Original DCN, Parent RCN, Parent DCN, Parent Tier Level and Sub-tier Level are only displayed if the delegation is a sub-tiered delegation. ECAR RID and ECAR DCN are only displayed if the delegation was migrated from ECARS.

- **RCN:** Report Control Number, identification number unique to each QALI / LOD.
- **DCN:** Document Control Number, identification number Unique to each QALI or LOD, will display after a Delegatee has been entered on the record.
- **Created Year:** Year the record was created- this will be the Original created year for sub-tiered delegations.
- **Original RCN:** The original RCN (first QALI/LOD) will be displayed as the Original Parent RCN for all sub-tier delegations created from the original delegation.
- **Original DCN:** The original DCN will be displayed as the Original Parent DCN for all sub-tier delegations created from the original delegation.

- **Parent RCN:** The parent RCN is the RCN from the delegation that the current delegation was sub-tiered from.
- **Parent DCN:** The parent DCN is the DCN from the delegation that the current delegation was sub-tiered from.
- **Parent Tier Level:** The Parent Tier level is displayed if a sub-tier has occurred and is the level on the record that the current record was created from. **Figure 5.10** shows a possible scenario Parent Tier and sub tiers.
- **Sub-Tier Level:** The Sub-Tier level is displayed if a sub-tier has occurred and is the next higher level of the record that the current record was created from. **Figure 5.10** shows a possible scenario Parent Tier and sub tiers.

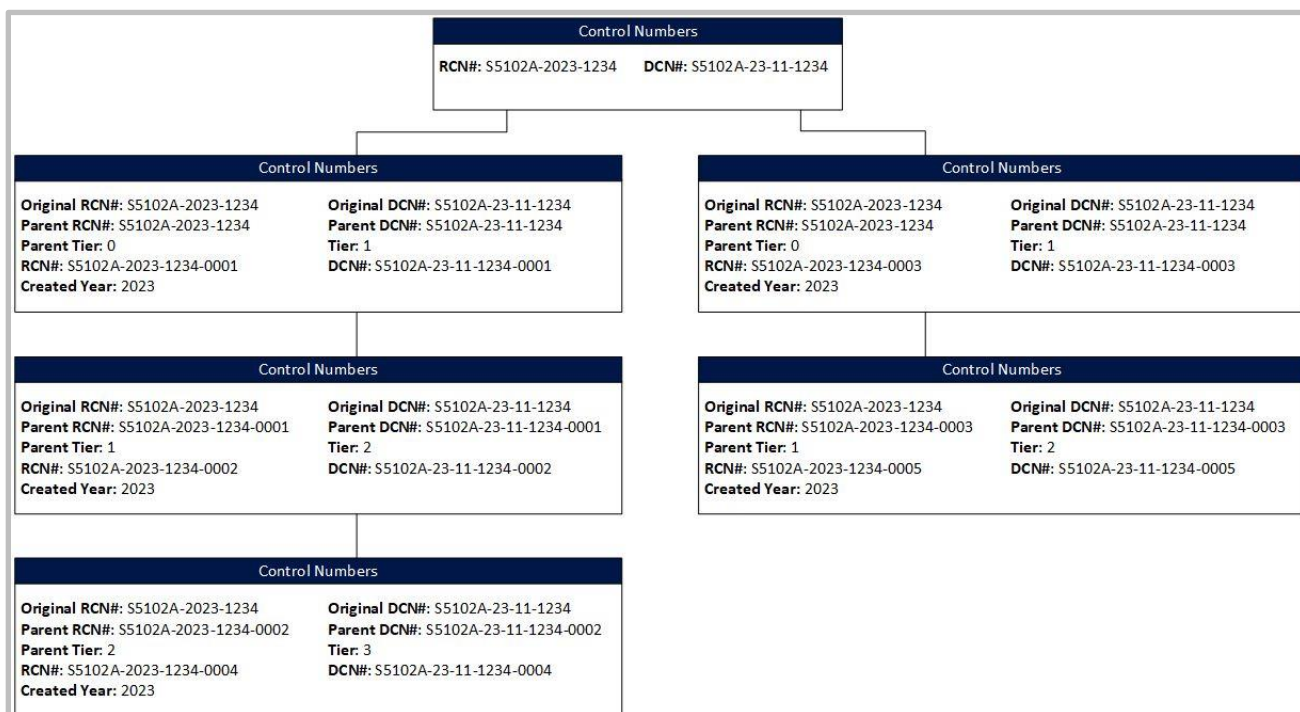


Figure 5.10

- **RCN:** Report Control Number, identification number unique to each LOD.
- **DCN:** Document Control Number, identification number Unique to each LOD, will display after the Save Draft or Add/View Requirements buttons have been clicked.
- **Created Year:** Year the record was created- helps to identify when a sub-tier is created in a different year than the parent because the RCN will be 2021 vs 2022.
- **ECAR RID:** Will be displayed if the LOD migrated from ECARS which identifies the ECARS Request Identification number.
- **ECAR DCN:** Will be displayed if the LOD migrated from ECARS which identifies the ECARS Document Control Number.

C. **Figure 5.11** displays the STATUS

The screenshot shows a form titled "Status" with a dark blue header. The form contains the following fields and labels:

- (M) Status:** DRAFT
- Issue Date:** (empty)
- Acknowledgement Due Date:** 09/25/2023 (with a calendar icon)
- Acknowledge Date:** (empty)
- Accept / Reject Due Date:** MM/DD/YYYY (with a calendar icon)
- Accept / Reject Date:** (empty)
- Update LOD:** (empty)
- Annual Review Confirmation:** ☐

Figure 5.11

- **(M) Status:** Status of the record.
- **Issue Date:** Date the record was submitted.
- **Acknowledgement Due Date:** Date that the Delegatee is expected to respond by. Defaults to 10 calendar days from the current date.
- **Acknowledge Date:** Date the record was acknowledged.
- **Accept/Reject Date:** Date the record was accepted/rejected.
- **Update LOD Date:** Date the record was updated.
- **(M) Estimated LOD Completion Date:** Estimated date the LOD support is projected to be completed
- **Annual Review:** These fields only display when the record is in Accepted status. See **Section 5.6** for details on the Annual Review process. An example is seen in **Figure 5.12** and **Figure 5.13**.

The screenshot shows a form titled "Status" with a dark blue header. The form contains the following fields and labels:

- (M) Status:** ACCEPTED
- Issue Date:** 11/21/2023
- Acknowledgement Due Date:** 11/27/2023 (with a calendar icon)
- Acknowledge Date:** 11/21/2023
- Accept / Reject Due Date:** 12/21/2023 (with a calendar icon)
- Accept / Reject Date:** 11/21/2023
- Update LOD:** 01/09/2024
- (M) Estimated LOD Completion Date:** 11/30/2023 (with a calendar icon) and an **Update Date** button
- Delegator Annual Review:** (empty)
- (CM) Delegator Review Comments:** 4000 Characters Max (with a **Save Review** button)

Figure 5.12

Status	
(M) Status:	ACCEPTED
Issue Date:	11/21/2023
Acknowledge Due Date:	11/27/2023
Acknowledge Date:	11/21/2023
Accept / Reject Due Date:	12/21/2023
Accept / Reject Date:	11/21/2023
Update LOD:	01/09/2024
(M) Estimated LOD Completion Date:	11/30/2023
<input type="button" value="Update Date"/>	
Delegator Annual Review:	
(CM) Delegator Review Comments:	4000 Characters Max
<input type="button" value="Save Review"/>	
Delegator Review 1:	Delegator Annual Review Complete.
10/31/2024	

Figure 5.13

D. **Figure 5.14** displays the Originator section.

Originator
Originator DoDAAC: S5102A
DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY
Address: 3901 A AVE
City: FORT LEE
State/Zip: VA - 23801-1809
Originator Name: USER (ALPHA) GUIDE

Figure 5.14

The originator section maintains the user who created the record. If a record is transferred the originator of the record will be saved in this section. The current delegator will be maintained in the From: Delegator section.

E. **Figure 5.15** displays the FROM: Delegator section.

FROM: Delegator
DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY
Address: 1910 THIRD AVE N
City: BIRMINGHAM
State/Zip: AL - 35203-3514
(M) Delegator Name: ALPHA (ALPHA) USER
Current Delegator User ID: SDERI
Current Delegator DoDAAC: S0101A
Commercial Phone:
Email Address:
Team Code: REP
Delegator Cage: 5 Chars
Region: PD - PDREP-AIS PM

Figure 5.15

The DoDAAC Name and other DoDAAC information is auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page.

- **(M) Delegator Name:** The Delegator Name will be auto-populated with the logged on user's information. When saved the user's information will be used to populate all delegator fields in any correspondence. If any Delegator information is incorrect, users must resubmit an Access Change Request with all updated information.
- **Delegator Cage:** Field to enter the CAGE Code of the Delegator. Once entered, the Name and Address information associated with that Cage will populate on the page (as seen in **Figure 5.16**).

F. To change the delegator, make a selection from the drop down list the Delegator's information will auto-populate as shown in **Figure 5.16**.

FROM: Delegator

DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY
Address: 1910 THIRD AVE N
City: BIRMINGHAM
State/Zip: AL - 35203-3514
(M) Delegator Name: USER (ALPHA) GUIDE ▼
Current Delegator User ID: MUR
Current Delegator DoDAAC: S0101A
Commercial Phone:
Email Address: @us.navy.mil
Team Code: REP
Delegator Cage: PDREP
Name: PDREP CO
Address: NSLC PORTSMOUTH
City: PORTSMOUTH
State/Zip: NH - 03804
Region: PD - PDREP-AIS PM

Figure 5.16

G. **Figure 5.17** displays the Supplier Information section

Supplier Information	
Prime Delegation	<SELECT> ▾
Supplier Type:	<SELECT> ▾
Multifunctional:	No ▾
Supplier CAGE:	5 Chars
Supplier Name:	120 Characters Max
Address:	50 Characters Max
City/State/Zip:	30 Chars Max - 12 Chars Max
Country:	2 Chars
Supplier POC:	50 Characters Max
Supplier POC Commercial Phone:	20 Characters Max
Supplier CMO DoDAAC:	30 Characters Max
Supplier DCMA CMO / Center Name:	50 Characters Max
Inter-Divisional:	<SELECT> ▾
POP:	<SELECT> ▾

Figure 5.17

Figure 5.17 Data Fields

- **Prime Delegation:** Yes or No dropdown to indicate Prime delegation.
- **Supplier Type:** Drop down to indicate to indicate if the supplier is the Prime Contractor, Sub Contractor or Full CAS.
- **Multifunctional:** Only when Full CAS is selected as the Supplier Type, the option to identify the record as a Multifunctional Delegation will be available in a Yes/No dropdown. If Full CAS is not selected, this field will not display.
- **Supplier CAGE:** A unique identifier code for the supplier responsible for the work on the contract. Entering a CAGE Code will auto-populate the supplier information, Supplier CMO DoDAAC and Supplier DCMA CMO / Center name after tabbing out of the textbox as shown in **Figure 5.18**.
- **Supplier Name:** Auto-filled based on CAGE code.
- **Address:** Auto-filled based on CAGE code.
- **City/State/Zip:** Auto-filled based on CAGE code.
- **Country:** Auto-filled based on CAGE code.
- **Supplier POC:** Enter Supplier Point of Contract name.
- **Supplier POC Commercial Phone:** Enter Supplier Point of Contract phone.
- **Supplier CMO DoDAAC:** Auto-filled based on CAGE code. This will be pre-populated into the Delegatee DoDAAC field when available.
- **Supplier DCMA CMO/Center Name:** Auto-filled based on CAGE code.
- **Inter-Divisional:** Yes/No dropdown to indicate if delegation is inter-divisional.
- **POP:** Yes/No dropdown to indicate is delegation is place of performance.

Supplier CAGE:	CPARS
Supplier Name:	CONTRACTOR PERFORMANCE ASSESSMENT
Address:	PORTSMOUTH NAVAL SHIPYARD
City/State/Zip:	PORTSMOUTH - 03804-5000
Country:	US
Supplier POC:	
Supplier POC Phone:	
Supplier CMO DoDAAC:	S3915A
Supplier DCMA CMO / Center Name:	DCMA PHILADELPHIA PA

Figure 5.18

- H. If an invalid CAGE Code is entered, an error message will display at the top of the page, displayed in **Figure 5.18a**.

• No data found please try another CAGE Code
<input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>
Control Numbers

Figure 5.18a

- I. If the supplier does not have a CAGE Code, the supplier information may be entered manually as shown in **Figure 5.19**. The Subcontract CMO DoDAAC and Subcontractor DCMA CMO / Center Name will also need to be enter manually.

Supplier CAGE:	
Supplier Name:	NEW FACILITY
Address:	1 PDREP WAY
City/State/Zip:	FANTASY ISLAND - 12345
Country:	US
Supplier POC:	
Supplier POC Commercial Phone:	
Supplier CMO DoDAAC:	
Supplier DCMA CMO / Center Name:	

Figure 5.19

- J. Once a Supplier CAGE has been entered, the Supplier CMO DoDAAC will be pre-populated in the Delegatee DoDAAC field, display in **Figure 5.20**.

Supplier CMO DoDAAC:	<input type="text" value="S1111A"/>
Supplier DCMA CMO / Center Name:	<input type="text" value="DCMA LOCKHEED MARTIN MARIETTA GA"/>
Inter-Divisional:	<SELECT> ▼
POP:	<SELECT> ▼
TO: Delegatee	
(M) Delegatee DoDAAC:	<input type="text" value="S1111A"/>
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	86 S COBB DR
City:	MARIETTA
State/Zip:	GA - 30063-0260
(M) Delegatee Name:	-SELECT- ▼

Figure 5.20

- K. A new Delegatee DoDAAC may be entered then tab out and the Delegatee Name dropdown will refresher. Otherwise, select a user name from the dropdown. Only user with Functional Specialist access or higher within that DoDAAC will display in the dropdown seen in **Figure 5.21**.

TO: Delegatee	
(M) Delegatee DoDAAC:	<input type="text" value="S0101A"/>
Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	REFADO 1910 THIRD AVE N
City:	BIRMINGHAM
State/Zip:	AL - 352032376
(M) Delegatee Name:	-SELECT- ▼

Figure 5.21

- **(M) Delegatee Name:** Select a Name from the drop down list, which contains all Users from the DoDAAC, entered.

Note: If there are not active users with at least Functional Specialist access within a DoDAAC, no dropdown will display to select a Delegatee Name and an error message will display at the top of the page (**Figure 5.21a** and **Figure 5.21b**).

Delegation - New/Edit	
<p>Instructions (M) denotes a mandatory field 1. Select Delegator Name from Drop Down 2. Enter Delegatee DoDAAC 3. Select Delegatee Name from Drop Down 4. Enter LOD information 5. Click Save Draft to save LOD and remain on current page 6. Click Save and Add Requirements to save LOD and display Requirements page</p>	
• No PDREP users were found for Activity: S3101A	
<input type="button" value="Add/View Requirements"/> <input type="button" value="Save"/> <input type="button" value="Delete Delegation"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/>	
Control Numbers	

Figure 5.21a

TO: Delegatee	
(M) Delegatee DoDAAC:	<input type="text" value="S3101A"/>
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	BLDG 93
City:	PICATINNY ARSENAL
State/Zip:	NJ - 07806
Delegatee Name:	

Figure 5.21b

- L. After making a selection from the drop down list the Delegatee's information will auto-populate as shown in **Figure 5.22**.

TO: Delegatee	
(M) Delegatee DoDAAC:	<input type="text" value="S0101A"/>
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	1910 THIRD AVE N
City:	BIRMINGHAM
State/Zip:	AL - 35203-3514
(M) Delegatee Name:	<input type="text" value="(ALPHA)"/> 
Delegatee User ID:	R
Commercial Phone:	<input type="text" value="207-438-6435"/>
(M) Email Address:	<input type="text" value="civ@us.navy.mil"/>
Team Code:	<input type="text" value="REP"/>
Region:	<input type="text" value="PD - PDREP-AIS PM"/>

Figure 5.22

- Error message displayed if a Delegatee is not selected when submitting the delegation (see **Figure 5.23**).

• Select a Delegatee Name and click Auto-fill button

Figure 5.23

- M. **Figure 5.24** displays Add Contract button to open the Add Contract Information page seen in **Figure 5.25**. The data fields in this section are related to a specific contract. The user will have the capability to enter more than one contract and related data fields as shown in **Figure 5.29**.

Add Contract Information
<input type="button" value="Add Contract"/>

Figure 5.24

- Click Add Contract to open the Add Contract Information page (see **Figure 5.25**).
NOTE: Contract information will only be maintained in the QALI/LOD module and will not be accessible from other PDREP or external systems.




Add Contract Information	
Contract Number Type: <input checked="" type="radio"/> DoD <input type="radio"/> Federal <input type="radio"/> International	
(M) Contract Number	13 Characters Max
Order Number	50 Characters Max
Line Item #	6 Characters Max
(M) Final Delivery Date	MM/DD/YYYY 
Proposal Number	50 Characters Max
Contract Start Date	MM/DD/YYYY 
SubContractor/ Purchase Order Number	100 Characters Max
P.O. Delivery Date	MM/DD/YYYY 
(M) Type of Contract:	-SELECT- ▼
(M) Face Value of Prime Contract:	\$
Contracting Officer First & Last Name:	
(M) Contract End Item or Service Desc:	Write End item or service description here. The narrative will expand the page as required based on the number of characters written.
<input type="button" value="Add Contract Information"/> <input type="button" value="Cancel Contract Information Add"/>	

Figure 5.25

- Contract Number Type-** Select applicable contract type.
 - DoD:** Department of Defense contract number (13 character max).
 - Federal:** Federal contract number (17 character max).
 - International:** International contract number (50 character max).
- (M) Contract Number:** The contract number associated with the QALI / LOD.
 - When typing in a Contract number, if the Contract has been added to PDREP's Contract Award and Delivery Data module (CAD), the Contract Number will be available to select as seen in **Figure 5.26a**. Contracts not in the CAD module are able to be entered manually.

Add Contract Information	
Contract Number Type: <input checked="" type="radio"/> DoD <input type="radio"/> Federal <input type="radio"/> International	
(M) Contract Number	S030
Order Number	S0305A17F0002
Line Item #	S0305A17F0015
(M) Final Delivery Date	S0305A18F0006
Proposal Number	S0305A18F0007
Contract Start Date	S0305A18F0021
SubContractor/ Purchase Order Number	S0305A18F0030
P.O. Delivery Date	S0305A21F0028
(M) Type of Contract:	S0305A21F0031
(M) Contract Amount (USD):	S0305A22F0002
Contracting Officer First & Last Name:	S0305A22F0003
(M) Contract End Item or Service Desc:	S0305A22F0013
	S0305A22F0015
	S0305A22F0016
500 Characters Max.	
<input type="button" value="Add Contract Information"/> <input type="button" value="Cancel Contract Information Add"/>	

Figure 5.26a

- If the Add Item button is clicked before entering a contract number, the error message shown in **Figure 5.26b** will be displayed.

• **Contract Number is a mandatory field.**

Figure 5.26b

- **Order Number:** The order number associated with the QALI / LOD.
- **Line Item Number:** The number assigned to the subject item within the contract.
- **(M) Final Delivery Date:** Date field representing Final Delivery Date of each Contract. If the Add Item button is clicked before entering a final delivery date, the error message shown in **Figure 5.27** will be displayed.

• **Invalid Final Delivery Date (required format: MM/DD/YYYY)**

Figure 5.27

- **Proposal Number:** Proposal number.
- **Contract Start Date:** Contract start date.

- **Subcontractor / Purchase Order Number:** Subcontract/Purchase order number issued to subcontractor.
- **Purchase Order Supplement:** Additional Purchase Order identifying information. This field only displays on records with a “Q” suffix.
- **P.O. (Purchase Order) Delivery Date:** The date that the PO will be delivered.
- **(M) Type of Contract:** Select the type of contract from the dropdown menu.
- **Contracting Officer First & Last Name:** If available, enter the contract officer first and last name.
- **(M) Contract End Item or Service Desc:** Enter the contract end item or service description.

Buttons available:

- **Add Contract Information:** Once all of the mandatory fields are entered, this button will add the contract information to the QALI / LOD and return the user to the QALI- New/Edit page. The added contract will display as seen in **Figure 5.28**.
- **Cancel Contract Information Add:** This button will remove the information added to the Add Contract Information fields and returns to the user to the QALI- New/Edit page.

Add Contract Information			
<input type="button" value="Add Contract"/>			
LOD Contract Line Items			
Contract Number	Order Number	Line Item Number	Final Delivery Date
PLACEHOLDER12	123	123	12/31/2021
Proposal Number	Contract Start Date	Sub Contractor/ Purchase Order Number	P.O. Delivery Date
123456	12/31/2021	123456789	12/31/2021
Type Of Contract	Face Value of Prime Contract	Contracting Officer First & Last Name	Contract End Item or Service Desc
G - Basic ordering agreements.	10000	CONTRACTING OFFICER	END ITEM DESCRIPTION
Action			
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			

Figure 5.28

- **Edit:** Allows the user to edit the data fields for the contract in the line of the clicked button. This will return to the Edit Contract Line Item page.
- **Delete:** Allows the user to delete the data entered for the contract in the line of the clicked button.

N. **Figure 5.29** displays the NSN information section.

NSN Information			
COG	FSC	NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add NSN			

Figure 5.29

- **NSN:** The National Stock Number of the item the LOD is being written for.
 - **COG:** Cognizance Code.
 - **FSC:** Federal Supply Code.
 - **NIIN:** National Item Identification Number.
 - **SMIC:** Special Material Identifier Code.
- **Add NSN:** Once the NSN data fields have been entered this button will add the NSN information to the LOD. Multiple NSNs may be added to the LOD as shown in **Figure 5.30**.

NSN Information			
COG	FSC	NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add NSN			
<div> -9999-123456789- 1H-4820-123456789- </div>			
Remove NSN			

Figure 5.30

- **Remove NSN:** This button will remove the selected NSN (See **Figure 5.31**).

COG	FSC	NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add NSN			
<div> -9999-123456789- 1H-4820-123456789- </div>			
Remove NSN			

Figure 5.31

O. **Figure 5.32** displays the Part Number section.

The figure shows a section titled "Part Number Information". Inside, there is a sub-header "Part Number" above a single text input field. Below the input field is a button labeled "Add Part Number".

Figure 5.32

- **Part Number:** Enter the part number(s) of the material associated with the LOD. Multiple part numbers may be added to the LOD as shown in **Figure 5.33**.

The figure shows the "Part Number Information" section. The "Part Number" sub-header is above a list box containing two entries: "123456" and "456789". Above the list box is an "Add Part Number" button, and below it is a "Remove Part Number" button.

Figure 5.33

- **Remove Part Number:** This button will remove the selected Part Number. (See **Figure 5.34**).

The figure shows a close-up of the "Part Number" section. The "Remove Part Number" button is highlighted with a blue border, indicating it is the active element.

Figure 5.34

P. **Figure 5.35** displays the Notes Estimated Hours section.

The figure shows a section with two main components. On the left, there is a label "(M) Delegator Comments/Special Instructions:" followed by a large text area. To the right of the text area is a label "4000 Characters Max". Below the text area is a label "(M) Estimated Hours:" followed by a small input field.

Figure 5.35

- **(M) Delegator Instructions/Notes:** The Delegator Instructions/Notes section provides a space where the Delegator can enter relevant information for the LOD. This space allows up to 4,000 characters to be entered.
- **(M) Estimated Hours:** The Delegator enters the estimated number of hours to accomplish the requested work.

5.3 LOD Requirements Page

Accessing the Add/Edit/View LOD Requirements page.

- A. After entering the LOD data on the base page, click the Add/View Requirements button, located at the top and bottom of the web page as shown in **Figure 5.36** or through the Requirement Page hyperlink on the QALI / LOD – Main as shown in **Figure 5.37**, to access the Requirements pages.

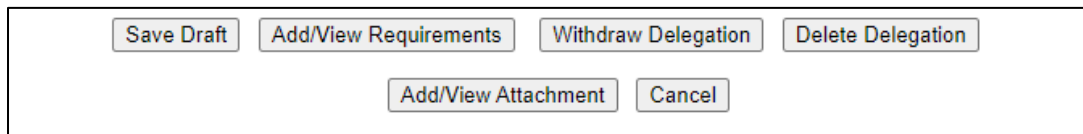


Figure 5.36



Figure 5.37

- B. The LOD Requirements Worklist page without requirements added to the LOD is shown in **Figure 5.37**.

The screenshot displays the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, a dark blue header bar contains the program name on the left and the user profile 'USER (ALPHA) GUIDE' with a 'Logout' link on the right. Below the header, a dark blue bar indicates the current page is 'Add/Edit/View LOD Requirements'. The main content area is white and includes a section titled 'Instructions' with a note that '(M)' denotes a mandatory field and a three-step list: 1. Click Add Requirements to add a new requirement, 2. Click Modify hyperlink to Edit / View an existing requirement, and 3. Click Submit Delegatee to submit the delegation. Below this is a dark blue bar labeled 'Control Numbers'. Underneath, the text 'RCN#: S5102A-2023-1496' and 'Created Year: 2023' is displayed. At the bottom left, there are two buttons: 'Add Requirements' and 'Back'.

Figure 5.37

- C. To add a requirement, Click the Add Requirements button shown in **Figure 5.37**, which will display the Add/Edit/View LOD Requirements page as shown in **Figure 5.38**.

Add/Edit/View LOG Requirements

Instructions
(M) denotes a mandatory field
1. Enter Requirement information
2. Click Save Requirements to save the requirement

Control Numbers

RCNR: 55192A-2024-23
Created Year: 2024

DCNR: 53626A-24-01-23

Requirement Information

(M) Assigned Functional Area: <SELECT>
(M) RCNR & Description: <SELECT>
Surveillance Event: <SELECT>
Surveillance Category: <SELECT>
Frequency of Surveillance: <SELECT>
Surveillance Techniques: <SELECT>
Intensity of Surveillance: <SELECT>
(M) Risk Consequence (provide at least one)
Risk Consequence - Cost: <SELECT>
Risk Consequence - Schedule: <SELECT>
Risk Consequence - Performance: <SELECT>
(Auto) Risk Consequence: (pending)
(M) Risk Likelihood: <SELECT>
(Auto) Risk Rating: (pending)
(CM) Rationale for Risk Consequence - Cost:
4000 Characters Max
(CM) Rationale for Risk Consequence - Schedule:
4000 Characters Max
(CM) Rationale for Risk Consequence - Performance:
4000 Characters Max
(M) Rationale for Risk Likelihood:
4000 Characters Max
(M) Priority:
(M) Prime / Subcontract Standards:
1500 character limit.
(M) Product Service Description:
1500 character limit.
Reporting Requirements: <SELECT>
4000 character limit.
(CM) Special Reporting Requirements
Additional Instructions:
4000 character limit.
Customer Requirements, Instructions or
Outcomes:
4000 character limit.
Surveillance Strategy Plan:
4000 character limit.
Request for Variance:
RFV1 - All RFV authority is withheld.
RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFV's).
RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's.
RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFV's submitted by the subcontractor for approval by the prime contractor and government customer.
RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFV's.
1000 character limit.
Request for Variance Remarks:
4000 character limit.
Additional Remarks:
4000 character limit.
Save Delegatee Complete Cancel Add Repts

No
No
No
No
No

Figure 5.38

- D. Enter the information as requested on the Add/Edit/View LOD Requirements – page. **Figures 5.39** through **5.89** provide Requirements data field description. **(M)** Denotes a mandatory field.

Figure 5.39

Figure 5.39 Displays the Control Number section for explanation of this section see **Section 5.2B**.

Figure 5.40 Displays the KCR and Surveillance section. **Figure 5.41** through **Figure 5.45** describes these fields.

Figure 5.40

Figure 5.41 through **Figure 5.45** display the Functional Area related cascading data fields. At a minimum the user should make selections in each of the mandatory data fields, the remaining fields are optional but the user should continue making selections until a data field does not contain a drop down list.

- **(M) Assigned Functional Area:** The drop down provides a list of Functional areas, this is the first of the cascading drop down selections, a selection is mandatory on all delegations.

Figure 5.41

- **(M) KCR # & Description:** The drop down consists of a combination of Key Contract Requirement number and its description based on the Functional Area selected, a selection is mandatory on all delegations.

(M) Assigned Functional Area:	Aircraft Operations ▼
(M) KCR# & Description:	<SELECT> ▼
	<SELECT> KCR-AO-0001 - Ground and Flight Risk KCR-AO-0002 - Mishap Reporting and Investigation I KCR-AO-0005 - Contractor's Flight and Ground Opera KCR-AO-A001 - ECAR Service Set KCR-AO-A002 - Other Agency Accepted work requireme

Figure 5.42

Note: If any level of a KCR has been determined to be Expired/Inactive by DCMA, an error message will populate and may require the user to select a new Active KCR value before saving the requirement. See **Figure 5.42a** for an example message.

• KCR expired please select different one.	
Requirement Information	
(M) Assigned Functional Area:	Engineering ▼
(M) KCR# & Description:	KCR-EN-0016-04 - Configu... ▼
Surveillance Event:	<SELECT> ▼

Figure 5.42a

- **Surveillance Event:** The drop down list consists of groups of surveillance activities, tasks, or mandatory functions that are required to complete a scheduled activity based on the KCR selected.

(M) Assigned Functional Area:	Aircraft Operations ▼
(M) KCR# & Description:	KCR-AO-0001 - Ground an... ▼
Surveillance Event:	<SELECT> ▼
	<SELECT> F - Flight Procedures F - Flight Crew Information File (FCIF) Program F - Crew/Non-Crew Flight Records F - Flight Plans and Approval F - Flight by Supervisory Personnel G - Ground Procedures G - Tool Control G - Foreign Object Damage/Debris (FOD) G - Aircraft Ground Handling G - Aircraft Servicing G - Training and Certification G - Ground Support Equipment G - Engines/APU G - Site Specific Hazardous Operations G - Support Shops G - Hydraulic Fluid Contamination G - Weight and Balance G - Calibration G - Aircraft Security

Figure 5.43

- **Surveillance Activity:** The drop down list consists specific surveillance technique to complete a task or tasks on the surveillance schedule based on the Surveillance Event selected.

(M) Assigned Functional Area:	Aircraft Operations ▼
(M) KCR# & Description:	KCR-AO-0001 - Ground an... ▼
Surveillance Event:	G - Ground Procedures ▼
Surveillance Activity:	<SELECT> ▼
	<SELECT> Procedures Audit Approve GOP

Figure 5.44

- **Surveillance Sub-Activity:** The drop down list consists of sub activities of the surveillance activity selected.

(M) Assigned Functional Area:	Aircraft Operations ▼
(M) KCR# & Description:	KCR-AO-0001 - Ground an... ▼
Surveillance Event:	G - Ground Procedures ▼
Surveillance Activity:	Procedures Audit ▼
Surveillance Sub-Activity:	<SELECT> ▼
	<SELECT>

Figure 5.45

- If a KCR Number, Event, or Activity is no longer active per DCMA, an error message will populate on the SAVE DEFICINCY button prompting the user to select an Active KCR value.

Figures 5.47 through **5.52** describe the data fields that are displayed in **Figure 5.46**.

Surveillance Category: <SELECT> ▼

Frequency of Surveillance: <SELECT> ▼

Surveillance Techniques: <SELECT> ▼

Intensity of Surveillance: <SELECT> ▼

Figure 5.46

Figure 5.46 Data Fields

- **Surveillance Category:** The drop down list contains the overarching grouping of surveillance evaluations with similar objectives as shown in **Figure 5.47**.

Surveillance Category: <SELECT> ▼

<SELECT>

Process Evaluation

Progress Evaluation

Deliverable Service Evaluation

Deliverable Product Evaluation

Figure 5.47

- **Surveillance Technique:** The drop down list consists of the descriptions of the actions used in collecting and/or assessing data as shown in **Figure 5.48**.

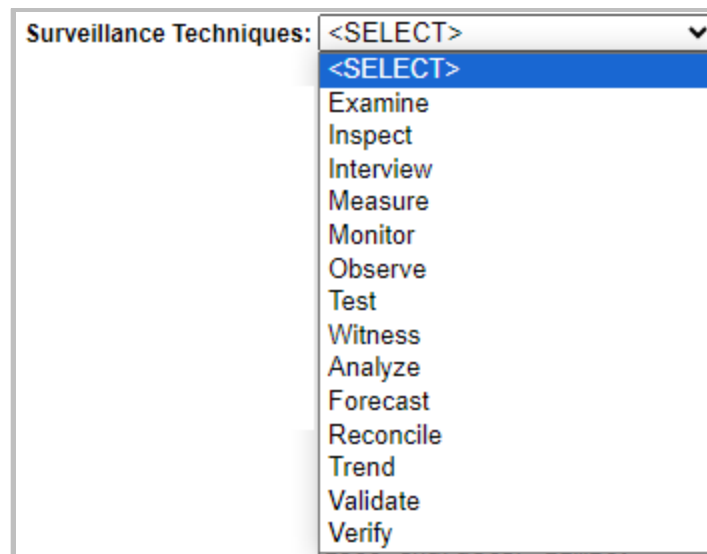


Figure 5.48

- **Frequency of Surveillance:** The drop down list contains the list of frequencies that determine the appropriate level of oversight of a contractor to meet contractual requirements as shown in **Figure 5.49**.

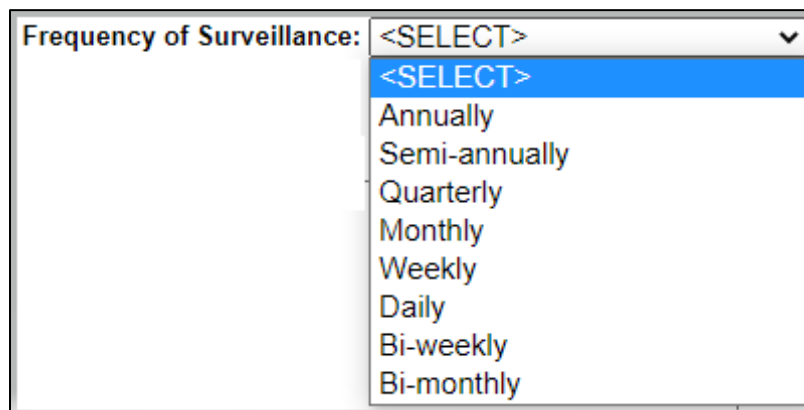


Figure 5.49

- **Intensity of Surveillance:** The drop down list contains the list of intensities that determine the appropriate level of oversight of a contractor to meet contractual requirements as shown in **Figure 5.50**.

Intensity of Surveillance: <SELECT>

- <SELECT>
- Full
- Partial
- Incremental
- 0.25% AQL (Critical) Tighten
- 0.4% AQL (Critical)
- 0.65% AQL (Complex/Critical) Tighten
- 1.0% AQL (Complex Critical)
- 1.5% AQL (Complex/Critical) Reduced
- 2.5% AQL (Non-complex/non-critical) Tighten
- 4.0% AQL (Non-complex/non-critical)
- 6.5% AQL ((Non-complex/non-critical) Reduced
- 100% Mandatory

Figure 5.50

- **(M) Risk Consequence:** Data fields that allow the user to determine the level of risk for the surveillance event (see **Figure 5.51**).

(M) Risk Consequence *(provide at least one)*

Risk Consequence – Cost: <SELECT> (Auto) Risk Consequence: *(pending)*

Risk Consequence – Schedule: <SELECT> (M) Risk Likelihood: <SELECT>

Risk Consequence – Performance: <SELECT> (Auto) Risk Rating: *(pending)*

(CM) Rationale for Risk Consequence – Cost: 4000 Characters Max

(CM) Rationale for Risk Consequence – Schedule: 4000 Characters Max

(CM) Rationale for Risk Consequence – Performance: 4000 Characters Max

(M) Rationale for Risk Likelihood: 4000 Characters Max

Figure 5.51

Figure 5.51 Data fields:

- **(M) Risk Consequence** *(select at least one)*:
 - **Risk Consequence – Cost:** Numeric 1-5 Selection for Lowest to Highest Risk.
 - **Risk Consequence – Schedule:** Numeric 1-5 Selection for Lowest to Highest Risk.
 - **Risk Consequence – Performance:** Numeric 1-5 Selection for Lowest to Highest Risk.
- **(Auto) Risk Consequence:** Takes the highest value from the Cost/Schedule/Performance Risk values to assign an overall Risk Consequence.
- **(M) Risk Likelihood:** Numeric 1-5 Selection for Lowest to Highest Risk.
- **(CM) Rationale for Risk Consequence – Cost:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Cost Risk.

- **(CM) Rationale for Risk Consequence – Schedule:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Schedule Risk.
- **(CM) Rationale for Risk Consequence – Performance:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Performance Risk.
- **(M) Rationale for Risk Likelihood:** Narrative text field to discuss reasons for selecting a particular option for Risk Likelihood.

Figures 5.53 through 5.55 describe the data fields that are displayed in Figure 5.52.

Figure 5.52

- **Priority:** The order of precedence for the requirement, enter a number 1, 2, 3...etc. A number may have multiple entries. Shown in Figure 5.53.

Figure 5.53

- **(M) Prime / Subcontract Standards:** A text box where the user may enter contract standards. Characters limited to 1500.

Figure 5.54

- **(M) Product Service Description:** A text box where the user describes the product or service for which the surveillance has been requested. Characters limited to 1500.

(M) Product Service Description:	1500 character limit.
----------------------------------	-----------------------

Figure 5.55

Figures 5.57 through **5.60** describe the data fields that are displayed in **Figure 5.56**.

Reporting Requirements:	<SELECT>
(CM) Special Reporting Requirements Additional Instructions:	4000 character limit.
Customer Requirements, Instructions or Outcomes:	4000 character limit.
Surveillance Strategy Plan:	4000 character limit.

Figure 5.56

- **(M) Reporting Requirements:** Drop down that allows the user to select reporting requirements for the surveillance.

Reporting Requirements:	<SELECT> <SELECT> Report issue status on an on-going basis for long-term/higher risk delegations Report issue status at the completion of delegation Special reporting required as indicated below
-------------------------	--

Figure 5.57

- **(CM) Special Reporting Requirements Additional Instructions:** A text box (See **Figure 5.58**) where the user may add additional reporting requirements or instructions. Characters limited to 4000. This is a mandatory field when the Reporting Requirements radio button “Special reporting required as indicated below” is selected. The error message shown in **Figure 5.59** will be displayed if the field is not filled in.

(CM) Special Reporting Requirements Additional Instructions:	<div style="position: absolute; top: 5px; left: 5px; color: #808080; font-size: 0.8em;">4000 character limit.</div>
---	---

Figure 5.58

<div style="position: absolute; top: 5px; left: 5px; color: #800000; font-weight: bold; font-size: 0.9em;"> • Reporting Requirements Additional Information required for Special Reporting Required selection. </div>

Figure 5.59

- **Customer Requirements, Instructions or Outcomes:** A text box where the user may enter customer requirements, instructions or expected outcomes. Characters limited to 4000.

Customer Requirements, Instructions or Outcomes:	<div style="position: absolute; top: 5px; left: 5px; color: #808080; font-size: 0.8em;">4000 character limit.</div>
---	---

Figure 5.60

- **Surveillance Strategy Plan:** A text box where user may describe the product or service surveillance requested. Characters limited to 4000.

Surveillance Strategy Plan:	<div style="position: absolute; top: 5px; left: 5px; color: #808080; font-size: 0.8em;">4000 character limit.</div>
-----------------------------	---

Figure 5.61

Figures 5.63 through 5.65 describe the data fields that are displayed in **Figure 5.62**.

Request for Variance:		<div>RFV1 - All RFV authority is withheld.</div> <div>RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).</div> <div>RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's.</div> <div>RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer.</div> <div>RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs:</div>	<div>No</div> <div>No</div> <div>No</div> <div>No</div> <div>No</div>
Request for Variance Remarks	<div>1000 character limit.</div>		
Additional Remarks:	<div>4000 character limit.</div>		

Figure 5.62

- **Request for Variance:** Drop down with Yes or No selections that describe what the receiver may be allowed to accept for variances.

Request for Variance:		<div>RFV1 - All RFV authority is withheld.</div> <div>RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).</div> <div>RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's.</div> <div>RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer.</div> <div>RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs:</div>	<div>No</div> <div>No</div> <div>No</div> <div>No</div> <div>No</div>
-----------------------	--	---	---

Figure 5.63

- **Request for Variance Remarks:** A text box where user may enter any additional variance requirements. Characters limited to 1000.

Request for Variance Remarks	<div>1000 character limit.</div>
------------------------------	----------------------------------

Figure 5.64

- **Additional Remarks:** A text box where user may enter any additional information that has not covered in other data fields. Characters limited to 4000.

Additional Remarks:	<div>4000 character limit.</div>
---------------------	----------------------------------

Figure 5.65

Figure 5.66 displays the buttons available before saving a requirement. **Figure 5.67** shows additional button after saving the requirement.



Figure 5.66



Figure 5.67

1. **Save:** Saves the requirement and adds the requirement to Requirement work list page as shown in **Figure 5.69**. Allows the user to leave the page without completing all mandatory data fields.
2. **Delegator Complete:** Saves the requirement and adds the requirement to Requirement work list page as shown in **Figure 5.69**. Requires the user to complete all mandatory data fields. **Figure 5.68** shows a list of possible errors if the Delegator Complete is clicked and a mandatory data field is missing information.

- KCR# & Description is a mandatory field.
- Risk Rating is a mandatory field.
- Priority is a mandatory field.
- Rationale of Risk Likelihood is a mandatory field.
- Prime/Subcontract Standards is a mandatory field.
- Product Service Description is a mandatory field.

Figure 5.68

3. **Cancel Add Reqts:** Returns the user to the Requirements Worklist screen. If data was not saved using the Save or Delegator Complete buttons, any data entered on the page is NOT saved.
4. **Delete:** Delete button is displayed after the Requirement has been saved and is available while the LOD is in draft status. Once the delegation has been issued, the button is unavailable.

Figure 5.69 displays the requirements worklist webpage after requirements have been saved.

Add/Edit/View LOD Requirements

Instructions
(M) denotes a mandatory field
1. Click Add Requirements to add a new requirement
2. Click Modify hyperlink to Edit / View an existing requirement
3. Click Submit Delegatee to submit the delegation.

Control Numbers

RCN#: S5102A-2024-23
Created Year: 2024

DCN#: S3620A-24-01-23

KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Priority	Sat/UnSat	Action
KCR-QA-0001 CRITICAL ITEM	Critical Manufacturing Process (CMP)	Assembly	Tooling	Process Evaluation	1		Modify/Complete

Add Requirements
Back
Submit to Delegatee

Figure 5.69

Figure 5.69 Buttons and hyperlinks

- a. **Add Requirements:** Opens the ADD/Edit/View LOD requirements webpage.
- b. **Back:** Returns user to the LOD – New/Edit webpage.
- c. **Submit Delegatee:** This button will only appear after a requirement has been entered and saved.
- d. **Modify/Complete:** A hyperlink that when clicked will display the specific requirement as shown in **Figures 5.70 and 5.71**.

The screenshot displays the 'Add/Edit/View LOD Requirements' webpage. At the top, a dark blue header bar contains the title 'Add/Edit/View LOD Requirements'. Below this, a section titled 'Instructions' provides guidance: '(M) denotes a mandatory field', '1. Enter Requirement information', and '2. Click Save Requirements to save the requirement'. The main content area is divided into two sections. The first section, 'Control Numbers', shows 'RCN#: S5102A-2024-23' and 'Created Year: 2024' on the left, and 'DCN#: S3820A-24-01-23' on the right. The second section, 'Requirement Information', contains several dropdown menus for selection: '(M) Assigned Functional Area: Quality Assurance', '(M) KCR# & Description: KCR-QA-0001 - Critical Item', 'Surveillance Event: Critical Manufacturing Pro...', 'Surveillance Activity: Assembly', 'Surveillance Sub-Activity: Tooling', 'Surveillance Category: Process Evaluation', 'Frequency of Surveillance: Quarterly', 'Surveillance Techniques: Examine', and 'Intensity of Surveillance: Full'. Below these are three rows of input fields for risk consequences: 'Risk Consequence - Cost', 'Risk Consequence - Schedule', and 'Risk Consequence - Performance', each with a numeric value of 3. To the right of these are two more input fields: '(Auto) Risk Consequence: 3' and '(M) Risk Likelihood: 3'. Further down, there are four text areas for rationale: '(CM) Rationale for Risk Consequence - Cost', '(CM) Rationale for Risk Consequence - Schedule', '(CM) Rationale for Risk Consequence - Performance', and '(M) Rationale for Risk Likelihood:'. Each text area has a label above it: 'COST', 'SCHEDULE', 'PERFORMANCE', and 'LIKELIHOOD' respectively.

Figure 5.70

(M) Priority:	1
(M) Prime / Subcontract Standards:	PRIME
(M) Product Service Description:	PRODUCT
Reporting Requirements:	Report issue status on an on-going basis for long-term/high risk delegations
(CM) Special Reporting Requirements Additional Instructions:	additional
Customer Requirements, Instructions or Outcomes:	Customer
Surveillance Strategy Plan:	Strategy
Request for Variance:	<p>RFV1 - All RFV authority is withheld.</p> <p>RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).</p> <p>RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFVs.</p> <p>RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer.</p> <p>RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs:</p>
Request for Variance Remarks	<p>1000 character limit.</p>
Additional Remarks:	<p>4000 character limit.</p>

Yes	▼
No	▼
No	▼
No	▼
No	▼

Figure 5.71

5.3.1 LOD Special Functional Requirements Section

Enter the information as requested on the Add/Edit/View LOD Requirements page - Specific Functional Requirements Section.

NOTE: Not all Functional Areas have Specific Functional Requirements

1. Engineering Functional Area Requirements - **Figures 5.73** through **5.76** provide Specific Functional Requirements data field description shown in **Figure 5.72**.

Engineering Functional Area Requirements	
Engineering Requirements:	<SELECT> ▼
Engineering Requested:	<SELECT> ▼
Engineering Change Proposal:	<p>ECP1 - Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of Class II ECPs.</p> <p>ECP2 - Receiver is requested to provide comments and/or recommendations for Class I ECPs submitted by the subcontractor for approval by the prime contractor and government customer.</p> <p>ECP3 - Provide contractual reference and/or instructions as necessary:</p>
Additional Information:	<p>4000 character limit.</p>

No	▼
No	▼
No	▼

Figure 5.72

- **Engineering Requirements:** A drop down containing a list of Engineering Requirements that the user may select.

Engineering Requirements:	<SELECT> ▼
	<SELECT> FAR 42.302(a)(31) FAR 42.302(a)(38) FAR 42.302(a)(39) FAR 42.302(a)(40) FAR 42.302(a)(41) FAR 42.302(a)(42) FAR 42.302(a)(43) FAR 42.302(a)(45) FAR 42.302(a)(46) FAR 42.302(a)(47) FAR 42.302(a)(48) FAR 42.302(a)(58) FAR 42.302(a)(67) DFARS 242.302(a)(S-71) DFARS 242.302(a)(S-76)

Figure 5.73

- **Engineering Requested:** A drop down containing a list of Engineering Requests that the user may select.

Engineering Requested:	<SELECT> ▼
	<SELECT> Configuration Management Data Management Environment, Safety, and Occupational Health Management Human Engineering Management Logistics Management Parts Management Program Management Quality Management Reliability & Maintainability Management Requirements Management Risk Management Systems Engineering Management Test & Evaluation Management Value Engineering Management

Figure 5.74

- **Engineering Change Proposal:** A group of drop downs with Yes or No selections that authorizes what type engineering changes the receiver is allowed to accept.

Engineering Change Proposal:	
ECP1 - Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of Class II ECPs.	No ▼
ECP2 - Receiver is requested to provide comments and/or recommendations for Class I ECPs submitted by the subcontractor for approval by the prime contractor and government customer.	No ▼
ECP3 - Provide contractual reference and/or instructions as necessary.	No ▼

Figure 5.75

- **Additional Information:** A text box that the user may add additional information regarding any Engineering Specific Functional requirements.

Additional Information:	4000 character limit.
--------------------------------	-----------------------

Figure 5.76

3. Earned Value and Earned Value Analysis Functional Area Requirements - **Figures 5.78** and **5.79** provide Specific Functional Requirements data field description shown in **Figures 5.77**.

Earned Value Functional Area Requirements	
EVMS DFARS References:	<SELECT> ▼
EVMS Requirement:	<SELECT> ▼

Figure 5.77

- **EVMS DFAR Reference:** A drop down containing a list of EVMS DFAR References that the user may select.

EVMS DFARS References:	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <SELECT> ▼ </div> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 1px;"> <div style="background-color: #0070c0; color: white; padding: 2px;"><SELECT></div> <div style="background-color: #f0f0f0; padding: 2px;">DFARS 252.234-7001</div> <div style="background-color: #f0f0f0; padding: 2px;">DFARS 252.234-7002</div> <div style="background-color: #f0f0f0; padding: 2px;">DFARS 252.242-7005</div> </div> </div>
------------------------	---

Figure 5.78

- **EVMS Requirement:** A drop down containing a list of EVMS Requirements that the user may select.

EVMS Requirement:	<SELECT>
	Review the EVMS plans
	Verify initial and continuing contractor compliance
	Provide an IEAC
	Monthly summary of analysis
	Approve the contractors proposed system changes
	Advise the contractor of the acceptability of changes
	Be provided access to all pertinent EVMS records and data
	Review any substantive changes to the procedures and their impact
	Establish a Program Focal Point
	<SELECT>

Figure 5.79

4. Manufacturing Production Functional Area Requirements - **Figures 5.81** through **5.85** provide Specific Functional Requirements data field description shown in **Figure 5.80**.

Internal Manufacturing Production Functional Area Requirements	
Critical Designator:	<div><SELECT></div> <div>50 character limit.</div>
DPAS Rating:	<div><SELECT></div> <div>50 character limit.</div>
Request Type:	<SELECT>

Figure 5.80

Critical Designator:	<div><SELECT></div> <div> <div><SELECT></div> <div>A</div> <div>B</div> <div>C</div> <div>Other</div> </div>
----------------------	--

Figure 5.81

- **Critical Designator:** A drop down containing a list of critical designators that the user may select. A text box where the user may add additional information is available below the dropdown.

Figure 5.82

- A text box where the user may add additional information regarding the Critical Designator. A text box where the user may add additional information is available below the dropdown.

Figure 5.83

- **DPAS Rating:** A drop down containing a list of DPAS ratings that the user may select. A text box where the user may add additional information is available below the dropdown.

Figure 5.84

Figure 5.85

- **Request Type:** A drop down containing a list of request types that the user may select.

5. Quality Assurance/NASA Quality Assurance Functional Area Requirements - **Figures 5.87 through 5.90** provide Specific Functional Requirements data field description shown in **Figure 5.86**.

Figure 5.86

- **Contractual Inspection Requirements:** A drop down with a list to identify contractual inspection requirements. A text box where the user may add additional information is available below the dropdown (see **Figure 5.87**).

Figure 5.87

- **Figure 5.88** shows a drop down with a yes or No selection to request the receiver be involved in releasing the product from the contractor/subcontractors facility.

Figure 5.88

- **Product Release Instructions:** Text box to enter instructions for product release.

Product Release Instructions:	1000 character limit.

Figure 5.89

- **QA Request:** A drop down containing a list of QA requests. A text box where the user may add additional information is available below the dropdown (see **Figure 5.90**).

QA Request:	<SELECT> ▼
	<SELECT> QAE ACSI MCI CSI NSEP GMIP Other

Figure 5.90

- **QA Request:** A drop down containing a list of NASA QA requests. A text box where the user may add additional information is available below the dropdown (see **Figure 5.90a**).

QA Request:	<SELECT> ▼
	<SELECT> QAE ACSI MCI CSI NSEP GMIP Other Fracture Critical Items NASA Safety Critical Items

Figure 5.90a

6. Plant Clearance Functional Area Requirements - **Figures 5.92 and 5.93** provide Specific Functional Requirements data field description shown in **Figure 5.91**.

Plant Clearance Functional Area Requirements	
Plant Clearance:	<div><SELECT> ▼</div> <div>1500 character limit.</div>

Figure 5.91

- **Plant Clearance:** A drop down containing a list of plant clearance surveillances that the user may select.

Plant Clearance:	<div><SELECT> ▼</div> <div> <div><SELECT></div> <div>Inventory Verification</div> <div>Allocability Review</div> <div>Demil Witnessing</div> <div>Other</div> </div>
------------------	--

Figure 5.92

- A text box where the user may add additional information regarding the Plant Clearance is available below the dropdown.

Plant Clearance:	<div><SELECT> ▼</div> <div>1500 character limit.</div>
------------------	--

Figure 5.93

7. Software Functional Area Requirements - **Figures 5.95** provides Specific Functional Requirements data field description shown in **Figure 5.94**.

Software Functional Area Requirements	
Software Requirements:	<div><SELECT> ▼</div> <div>1500 character limit.</div>
<div>Save</div> <div>Delegator Complete</div> <div>Cancel Add Reqts</div>	

Figure 5.94

- **Software Requirements:** A drop down containing a list of software surveillances that the user may select. A text box where the user may add additional information is available below the dropdown (see **Figure 5.94**).

Software Requirements:	<SELECT> ▼
	<SELECT> Software Quality Assurance Requirements Management Design Development Testing Sustainment Acceptance Other

Figure 5.95

8. Property Administration Functional Area Requirements - **Figures 5.97** through **5.100** provide Specific Functional Requirements data field description shown in **Figure 5.96**.

Property Administration Functional Area Requirements	
Types of Property:	<SELECT> ▼ <input type="radio"/> Not Required <input type="radio"/> Double Sampling Plan (90% confidence of rejecting lots having 10% or more defects) <input type="radio"/> Double Sampling Plan (97% confidence of rejecting lots having 10% or more defects)
One Time Assist:	<SELECT> ▼
LOD Estimated Completion Date Update:	MM/DD/YYYY 1500 character limit.
FDD Expiration Narrative:	

Figure 5.96

- **Types of Property:** A drop down containing a list of property administration surveillances that the user may select.

Types of Property:	<SELECT> ▼
	<SELECT> Special Tooling Special Test Equipment Equipment Materials Other

Figure 5.97

- Radio buttons are available to indicate a double sampling plan choice (see **Figure 5.98**).

☐ Not Required
☐ Double Sampling Plan (90% confidence of rejecting lots having 10% or more defects)
☐ Double Sampling Plan (97% confidence of rejecting lots having 10% or more defects)

Figure 5.98

- **One Time Assist:** Yes/No dropdown to indicate is surveillance is a one-time assist.

One Time Assist: <SELECT> ▼

<SELECT>
 Yes
 No

Figure 5.99

- **LOD Estimated Completion Date:** Calendar field to indicate property administrator estimated completion date (see **Figure 5.100**).
- **FDD Expiration Narrative:** Text field to narrate why LOD remains open beyond the Final Delivery Date (see **Figure 5.100**).

LOD Estimated Completion Date Update: MM/DD/YYYY

1500 character limit.

FDD Expiration Narrative:

Figure 5.100

9. Quality Assurance Functional Area Requirements - **Figures 5.102 through 5.105** provide Specific Functional Requirements data field description shown in **Figure 5.101**.

Quality Assurance Functional Area Requirements

Contractual Inspection Requirements: <SELECT> ▼

1500 character limit.

Product Release: ☐

Request the receiver be involved in releasing the product from the contractor/subcontractors facility.

1000 character limit.

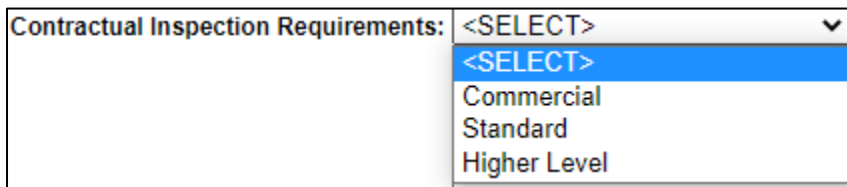
Product Release Instructions:

QA Request: <SELECT> ▼

500 character limit.

Figure 5.101

- **Contractual Inspection Requirements:** A drop down with a list to identify contractual inspection requirements. A text box where the user may add additional information is available below the dropdown (See **Figure 5.101**).

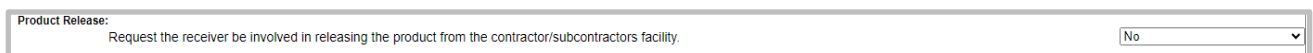


Contractual Inspection Requirements: <SELECT> ▼

- <SELECT>
- Commercial
- Standard
- Higher Level

Figure 5.102

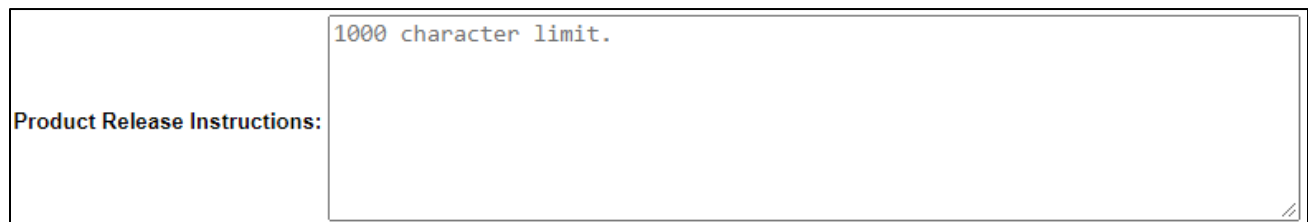
- **Figure 5.103** shows a drop down with a yes or No selection to request the receiver be involved in releasing the product from the contractor/subcontractors facility..



Product Release: Request the receiver be involved in releasing the product from the contractor/subcontractors facility. No ▼

Figure 5.103

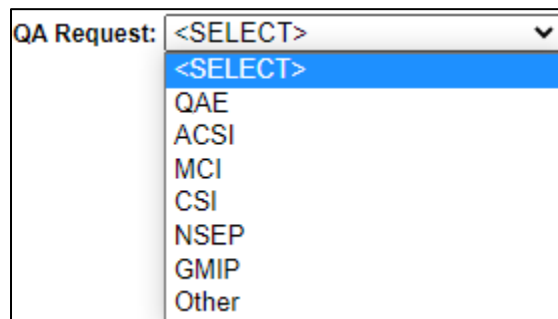
- **Product Release Instructions:** Text box to enter instructions for product release.



Product Release Instructions: 1000 character limit.

Figure 5.104

- **QA Request:** A drop down containing a list of QA requests. A text box where the user may add additional information is available below the dropdown (see **Figure 5.105**).



QA Request: <SELECT> ▼

- <SELECT>
- QAE
- ACSI
- MCI
- CSI
- NSEP
- GMIP
- Other

Figure 5.105

10. Manufacturing Functional Area Requirements - **Figures 5.107 through 5.109** provide Specific Functional Requirements data field description shown in **Figure 5.106**.

Internal Manufacturing Production Functional Area Requirements

Critical Designator: <SELECT>
 50 character limit.

DPAS Rating: <SELECT>
 50 character limit.

Request Type: <SELECT>

Save Delegator Complete Cancel Add Reqts

Figure 5.106

- **Critical Designator:** A drop down containing a list of critical designators. A text box is available to be filled in when 'Other' is selected (see **Figure 5.107**).

Critical Designator: <SELECT>
 <SELECT>
 A
 B
 C
 Other

Figure 5.107

- **DPAS Rating:** A drop down containing a list of DPAS ratings. A text box where the user may add additional information is available below the dropdown (see **Figure 5.108**).

DPAS Rating: <SELECT>
 <SELECT>
 DO
 DX
 Other

Figure 5.108

- **Request Type:** A drop down containing a list of request types.

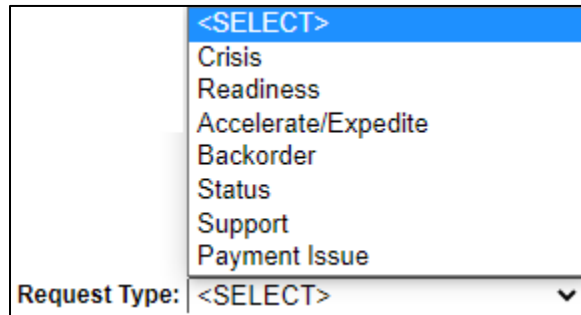


Figure 5.109

5.3.2 Delegatee Requirements Section

Delegatee Add/Edit/View data fields to be completed when the Delegatee is completing the surveillance are shown in **Figure 5.110**; see **Section 11.1** for details on completing these data fields.

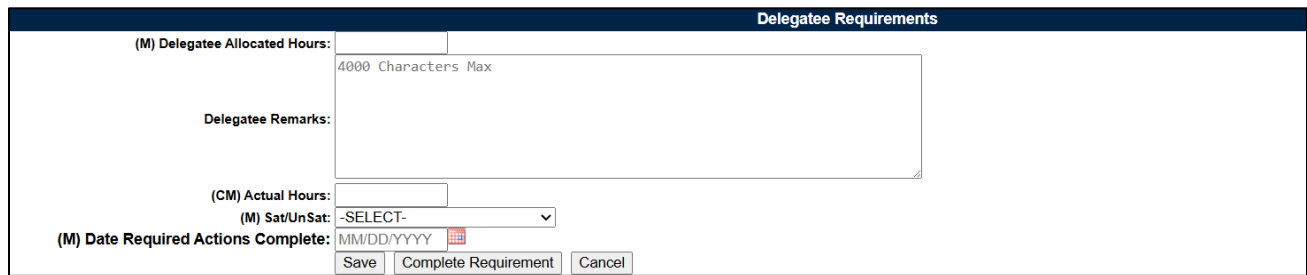


Figure 5.110

5.4 Additional Information Page

From the QALI/LOD-Main, click the Additional Information hyperlink- **Figure 5.111** or click the button on the New /Edit Base Page hyperlink then the Additional Info Page button (**Figure 5.112**) to open the Additional Information Page (**Figure 5.113**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main		
History Record			
ATTACHMENTS (0)			
View/Upload Files			
	<div><div>RCN#: S5102A-2023-1496</div><div>DCN#: S0101A-23-11-1496</div><div>Created Year: 2023</div><div>Status: DRAFT</div><div>Editable and Viewable Pages</div><div>New/Edit Base Page</div><div>Requirements Page</div><div>Additional Information</div><div>Send Message</div><div>Message to Supervisor General Message</div></div>		

Figure 5.111

Add/View Requirements	Save Draft	Submit to Delegatee	Delete Delegation
Add/View Attachment	Additional Info Page	Cancel	

Figure 5.112


Add / Edit LOD Additional Information	
Instructions (M) denotes a mandatory field	
Control Numbers	
RCN#: S3620A-2024-381 Created Year: 2024	
<div> <input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/> </div>	
Additional Data Fields	
(M) DoD Service/Customer:	200 Characters Max
Buying Activity:	200 Characters Max
Selective Evaluation Delegation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
(M) FMS Designator:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fiscal Year:	2025
(M) Applicable Program List:	-SELECT- v
(M) Pre-LOD Communication Date:	<input type="text"/> 
Total Allocated Hours:	0.0
Total Actual Hours:	0.0
	1400 Characters Max
(M) Applicable FAR References:	<div></div>

Figure 5.113

The Control Numbers section lists the record identification numbers at the top of the page. The buttons available at the top of the Additional Information Page (seen in **Figure 5.113**) include:

- **Save:** Saves the data entered on the page.
- **Add/View Attachment:** Takes user to the attachment page.
- **Cancel:** Return to record Main page without saving entries/changes.

Figure 5.113 data fields

- **(M) DoD Service/Customer:** Military Service or Customer
- **Buying Activity:** Contracting Office requesting support
- **Fiscal Year:** Display of the current Fiscal Year
- **Selective Evaluation Delegation?:** A radio button with a choice of Yes or No, select the choice which is relevant to the delegation.
- **(M) FMS Designator:** Indicates if the delegation is a Foreign Military Service delegation. The indicator defaults to No as shown in **Figure 5.114**, if yes is selected the screen will display as shown in **Figure 5.115**.

FMS Indicator: <input type="radio"/> Yes <input checked="" type="radio"/> No
--

Figure 5.114

(CM) FMS Case Number:	-SELECT-	Add FMS Case Number
	FMS Case Country	
	JA-F-ADS - Japan	
Selected FMS Case Numbers:		
	Remove FMS Case Number	
(CM) Percent US MILDEPs:	<input type="text"/>	%
(CM) Percent Reciprocal Agreement:	<input type="text"/>	%
(CM) Percent Reimbursable FMS:	<input type="text"/>	%

Figure 5.115

Figure 5.115 data fields

- **(CM) FMS Case Number:** FMS Case number drop down which is identified in the contract. Click the Add FMS Case number button to add an FMS Case number or Click Remove FMS Case Number to remove the selected item.
- **(CM) Percent US MILDEPs:** Percentage of contract that is for US MILDEPs.
- **(CM) Percent Reciprocal Agreement:** Percentage of contract for a country with a reciprocal no charge agreement.
- **(CM) Percent Reimbursable FMS:** Percentage of contract that is reimbursable FMS.
- **Fiscal Year:** Fiscal year the record was created.
- **(M) LOD Sent Date:** Date the LOD was sent to the Delegatee, the date is auto-populated.
- **(M) Applicable Program List:** Dropdown menu to select applicable program list. Select applicable program from the dropdown (see **Figure 5.116**). then select the appropriate **(M) Program Name** from the drop down (see **Figure 5.117**) then click Add Program to populate a table with applied program (see **Figure 5.118**). Multiple programs can be added to the delegation.

(M) Applicable Program List: -SELECT- ▼

- SELECT-
- DAI
- NSEO
- PMBI

Figure 5.116

(M) Applicable Program List: NSEO ▼

(M) Program Name: -SELECT- ▼

- SELECT-
- NSEO-ALRE
- NSEO-Complex/Critical
- NSEO-Complex/Critical Non-NSEP
- NSEO-Deep Submergence System Program
- NSEO-Fly-By-Wire
- NSEO-Level I/SUBSAFE
- NSEO-NASA
- NSEO-NPM
- NSEO-Naval Nuclear Propulsion Program (ANSTR-2000)
- NSEO-Navy Propulsion Program
- NSEO-Non-NSEP NSEO Administered
- NSEO-SUPSHIP - Electric Boat (LOD)
- NSEO-SUPSHIP - Huntington Ingalls Industries (LOD)
- NSEO-SUPSHIP - Other

Figure 5.117

(M) Applicable Program List: NSEO ▼

(M) Program Name: -SELECT- ▼

Add Program

- NSEO-NASA
- NSEO-Navy Propulsion Program

Remove Program

Figure 5.118

- To remove a program, select the program to be removed and click Remove Program (**Figure 5.118**). The page will refresh and the selected program will be removed from the list (**Figure 5.119**).

(M) Applicable Program List: NSEO ▼

(M) Program Name: -SELECT- ▼

Add Program

NSEO-NASA

Remove Program

Figure 5.119

- **(M) Pre-LOD Communication Date:** Date communication was established between the Delegator and Delegatee
- **Allocated Hours:** Delegator's estimate of hours to complete the delegated work. Auto-filled from the total of all allocated hours from all requirements.
- **Estimated Hours:** Delegatee's estimated hours to execute the delegated work must be entered. Estimated hours will be included in the acceptance, reject, and negotiate notification letter. Auto-filled from the total of all estimated hours from all requirements.
- **Actual Hours:** When completing the delegation, the Actual total hours executed are entered on each requirement. Auto-filled from the total of all actual hours from all requirements.
- **(M) Applicable FAR References:** Contractual FAR/DFARS Clauses that are applicable to the Delegated support.

5.5 Deleting a Delegation

A Delegation may be deleted only while the delegation is in DRAFT, WITHDRAWN, or REJECTED status. Once the LOD or QALI has been issued this option is no longer allowed.

- Locate LOD on the Worklist (see **Figure 5.120**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

[Home](#) • [Help](#)

User Profile: [USER \(ALPHA\) GUIDE](#) • [Logout](#)

Worklist

Create QALI/LOD

Transfer QALI/LOD

Ad Hoc Reports

QALI / LOD - New Worklist

Instructions

1. Enter search criteria
2. Click **Search**
3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M) Start Date:

09/08/2023

(M) End Date:

09/08/2023

User ID:

Operational Unit (Region):

PH - HEADQUARTERS

User Role:

-SELECT-

Org/Team Code:

PH - TDM

RCN#:

S5102A

DCN#:

Contract Number:

CAGE Code:

Status:

-SELECT-

Record Type:

-SELECT-

Display Standard Worklist

or select from your personalized Worklists below

Instructions

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

my Worklists

DCMA metrics query

Open my Worklist

Create New Worklist

Manage my Worklists

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
RLOD	S5102A-2023-31	USER (ALPHA) GUIDE					DRAFT		
Delegation	S5102A-2023-1336	USER (ALPHA) GUIDE					DRAFT		

Figure 5.120

- Click on the RCN hyperlink for the LOD that will be deleted. The LOD Main Page will be displayed (Figure 5.121).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
----------	-----------------	-------------------	----------------

QUICK VIEWS
History Record
ATTACHMENTS (0)
View/Upload Files

QALI / LOD - Main

RCN#: S5102A-2023-1496 **DCN#:** S0101A-23-11-1496
Created Year: 2023

Status: DRAFT

Editable and Viewable Pages
[New/Edit Base Page](#)
[Requirements Page](#)
[Additional Information](#)

Send Message
[Message to Supervisor](#) | [General Message](#)

Figure 5.121

- Click “New/Edit Base Page” to enter the record.
- Click the Delete Delegation button (see **Figure 5.122**).
- A confirmation box will be displayed (see **Figure 5.123**).

Add/View Requirements
Save Draft
Submit to Delegatee
Delete Delegation

Add/View Attachment
Additional Info Page
Cancel

Figure 5.122

alpha.pdrep.csd.disa.mil says
Are you sure you want to delete this Delegation from the database?

OK
Cancel

Figure 5.123

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 5.124**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help	User Profile: USER (ALPHA)_GUIDE • Logout
PDREP MESSAGE	
QALI Number	S0101A-2020-21
Message	Delegation deleted successfully
Continue	

Figure 5.124

- **Continue:** The Continue hyperlink will return the user to the Worklist page.

5.6 Annual Reviews – all users

Delegator and Delegatee on records have the opportunity to complete an Annual Review. The option to perform a review will only display on the New/Edit Base Page when the record is in ACCEPTED status. Any previously entered reviews will display on the New/Edit Base Page when in other statuses. **Figure 5.125** shows the Delegator view and **Figure 5.126** shows the Delegatee view.




Status	
(M) Status:	ACCEPTED
Issue Date:	12/05/2024
Acknowledge Due Date:	<input type="text" value="12/12/2024"/> 
Acknowledge Date:	12/05/2024
Accept / Reject Due Date:	<input type="text" value="01/04/2025"/> 
Accept / Reject Date:	12/05/2024
Update LOD:	12/05/2024
(M) Estimated LOD Completion Date:	<input type="text" value="12/31/2024"/>  Update Date
Delegator Annual Review:	
Delegator Review Comments:	<input type="text" value="4000 Characters Max"/> Save Review

Figure 5.125

Status	
(M) Status:	ACCEPTED
Issue Date:	12/05/2024
Acknowledge Due Date:	12/12/2024
Acknowledge Date:	12/05/2024
Accept / Reject Due Date:	01/04/2025
Accept / Reject Date:	12/05/2024
Update LOD:	01/15/2025
(M) Estimated LOD Completion Date:	12/31/2024
<input type="button" value="Update Date"/>	
Delegatee Annual Review:	
Delegatee Review Comments:	4000 Characters Max
<input type="button" value="Save Review"/>	

Figure 5.126

For both users, once a review comment has been entered, click the Save Review button. The record will NOT change from Accepted status when an annual review is performed. Any reviews performed will display in the Status section showing the review and date of review (Figure 5.127).

Status	
(M) Status:	ACCEPTED
Issue Date:	12/05/2024
Acknowledge Due Date:	12/12/2024
Acknowledge Date:	12/05/2024
Accept / Reject Due Date:	01/04/2025
Accept / Reject Date:	12/05/2024
Update LOD:	01/15/2025
(M) Estimated LOD Completion Date:	12/31/2024
<input type="button" value="Update Date"/>	
Delegatee Annual Review:	
Delegatee Review Comments:	4000 Characters Max
<input type="button" value="Save Review"/>	
Delegator Review 1:	review test 1
12/11/2024	
Delegatee Review 1:	Delegatee review complete.
01/15/2025	

Figure 5.127

The reviews will also be tracked on the History page (Figure 5.128).

A (ALPHA) SP		ANNUAL REVIEW COMPLETED	ASF COMPLETED A REVIEW FOR THIS DELEGATION. 12/09/2024	12/09/2024
ALPHA (ALPHA) USER		ANNUAL REVIEW COMPLETED	SD. COMPLETED A REVIEW FOR THIS DELEGATION. 12/09/2024	12/09/2024

Figure 5.128

6 DELEGATOR – ISSUE DELEGATION

6.1 Accessing the Correspondence Page

When ready to submit the LOD, there are two places where the delegator can submit the delegation to the Delegatee. By clicking the Submit to Delegatee button located on the LOD Requirements Worklist webpage (see **Figure 6.1**) and on the LOD New/Edit page (see **Figure 6.2**) and the Correspondence page will open (see **Figure 6.3**).



Figure 6.1

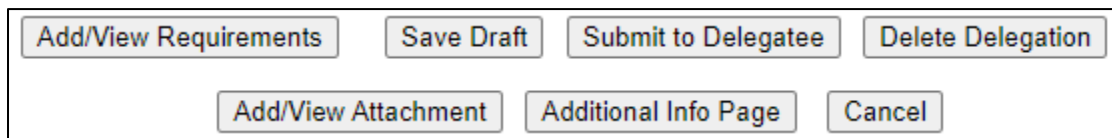


Figure 6.2

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

[Home](#) • [Help](#)

User Profile: [USER \(ALPHA\) GUIDE](#) • [Logout](#)

DCMA Correspondence

Instructions

1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click Send to send the QALI/LOD Letter

Correspondence

To:

Add To Email list

CC:

Add CC Email list

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US
01/04/2024

You have received a delegation for the following area(s):
Quality Assurance

Delegator: USER (ALPHA) GUIDE
Phone: 207-400-1234
Delegator Comments: instructions

Contract #: CORRESPOND

Customer Name: DoD

RCN #: S5102A-2024-23
DCN #: S3620A-24-01-23

Supplier/Facility:

Please log in to PDREP to review and accept/recommend rejection/reassign/request negotiation per the appropriate policy.

Preview

Send

Back

Figure 6.3

All information on this page has been automatically filled in based on the information entered by the delegator while creating the QALI.

The letter template is editable to allow the user to make necessary changes to the letter. These changes will be saved and will appear on the letter PDF file.

- Email Addresses –
 - **To:** The Delegatee's email address is auto-populated to be added as a recipient (**Figure 6.4**). The user may enter additional recipients by typing their email address in the To: box and then clicking the 'Add To Email list' button.

NOTE: Adding additional recipients must be done one address at a time. The user should have the auto-fill functionality disabled in their browser, if it is enabled, they may see multiple emails populate in the template header.

- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list' button (see **Figure 6.4**).

Figure 6.4 shows the email address section.

The interface shows a dark blue header bar with the word "Correspondence" in white. Below the header, there are two rows. The first row is labeled "To:" and has a text input field followed by a button labeled "Add To Email list". The second row is labeled "CC:" and has a text input field followed by a button labeled "Add CC Email list".

Figure 6.4

Figure 6.5 shows the email address section with email addresses added to the To: and CC: lines multiple email address may be entered in each line.

The interface is similar to Figure 6.4 but with added email addresses. In the "To:" row, the text input field contains "user.guide@navy.mil" and a "Delete" button is visible to its right. In the "CC:" row, the text input field contains "alpha.user@dcma.mil" and a "Delete" button is visible to its right. Both rows also have their respective "Add" buttons ("Add To Email list" and "Add CC Email list").

Figure 6.5

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 6.6**).

This is a close-up of the "CC:" row from Figure 6.5. The email address "guide.user@navy.mil" is highlighted in blue within the text input field. The "Delete" button is clearly visible to the right of the input field. The "Add CC Email list" button is also visible to the right of the input field.

Figure 6.6

The page has two editable sections:

- Letter Head – Contains the DCMA logo and the DCMA DODAAC address and one block that may have text added to it (see **Figure 6.7**). The address may be edited.

	Text may be entered here
	DEFENSE CONTRACT MANAGEMENT AGENCY
	3901 A AVE
	FORT LEE, VA 23801-1809 US
	01/07/2021

Figure 6.7

- Letter Section – Contains the Delegator and Delegatee's address information, the subject of the letter, contractor and contract information and the Acknowledgement Date (see **Figure 6.8**).

MEMO ID:	
DATE:12/30/2020	
FROM:	USER (ALPHA) GUIDE
	S5102A
	207-438-6540
	3901 A AVE
	FORT LEE, VA 23801-1809
TO:	MICKEY (ALPHA) MOUSE
	S0101A
	207-438-1690
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514
SUBJECT: QUALITY ASSURANCE LETTER OF INSTRUCTION/LETTER OF DELEGATION	
FOR Internal#: S5102A-2020-39 WITH CAGE CODE 07070	
SUBJECT: QUALITY ASSURANCE LETTER OF INSTRUCTION/LETTER OF DELEGATION	
FOR Internal#: S5102A-2020-39 WITH CAGE CODE 07070	
CONTRACTOR INFORMATION:	
07070: NAVY UNITED STATES DEPARTMENT OF	
110 VERNON AVE32407-7001	
CONTRACT:PLACEHOLDER12	
ITEM NUMBER:	
The following instructions are forwarded to the Quality Assurance	
Representative (QAR) to assist in planning the quality assurance program:	
Add delegator instructions/notes here	
ACKNOWLEDGMENT DUE DATE: 01/09/2021	
USER (ALPHA) GUIDE	

Figure 6.8

Attachment Section – this section displays if attachments exist on the delegation.

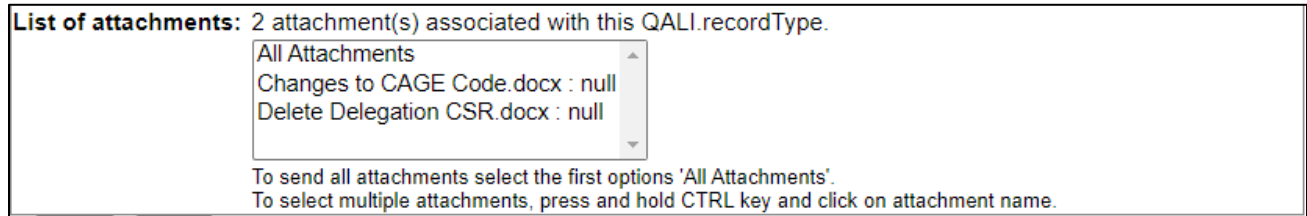


Figure 6.9

- **List of Attachments:** Any file that has been uploaded to this LOD will be listed in this section. For detailed instructions on attachments, see **Section 26**.

Select 'All Attachments' to send every file listed in this box to the Delegatee.

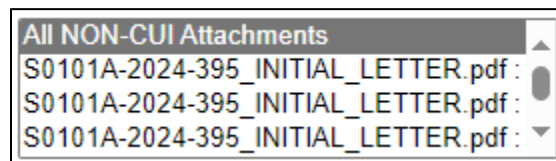


Figure 6.10

To only send specific files listed, hold the CTRL key and click on the individual attachments desired. If no selection is made, no additional attachments will be sent.

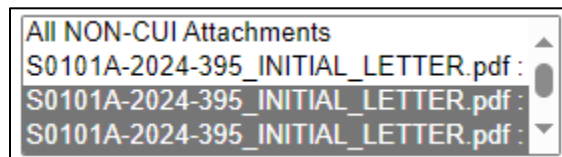


Figure 6.11

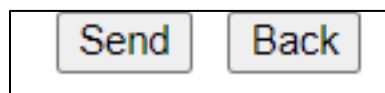


Figure 6.12

Buttons on the Correspondence page

- **Send:** Send the LOD to the Delegatee. After clicking the Send Button, the webpage in **Figure 6.13** will be displayed. Clicking the Continue hyperlink will return the Delegator to the Worklist search webpage.
- **Back:** Return the Delegator to the New/Edit screen.

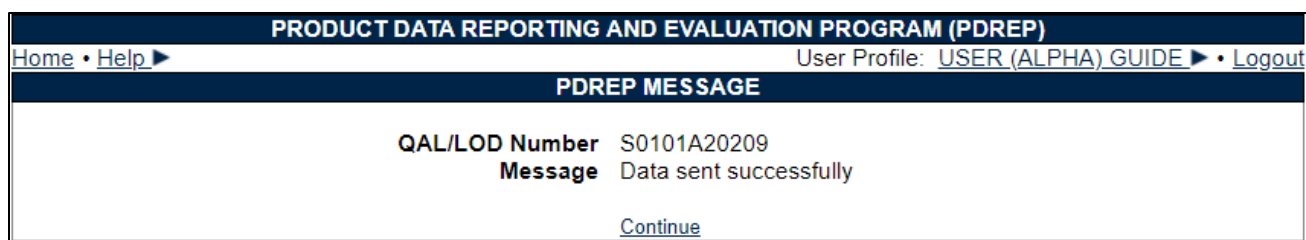


Figure 6.13

6.2 PDREP Generated Email to the Delegatee

The email generated by PDREP will be similar to the one shown in **Figure 6.14**. The email contains the official Delegation Letter, and the attachments the Delegator added to the email.

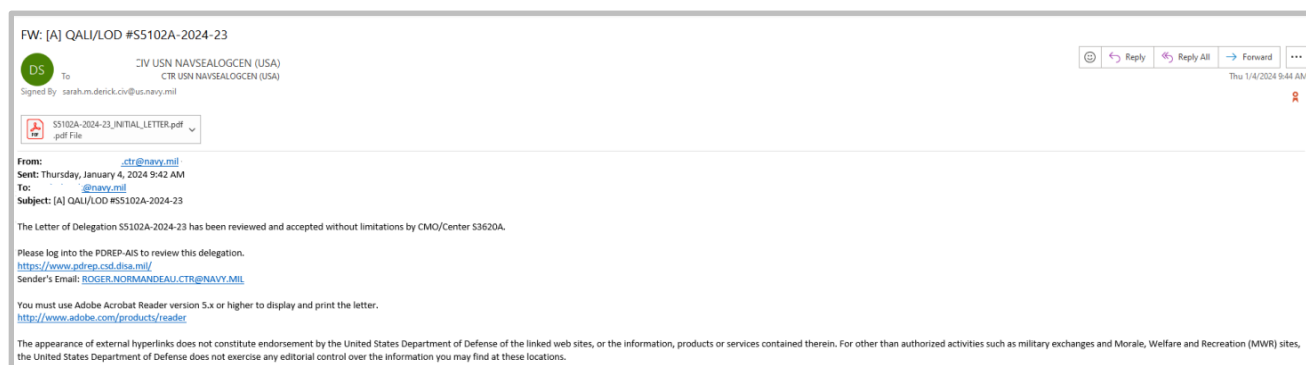


Figure 6.14

A. The text included in the body of the email will be similar to **Figure 6.15**.

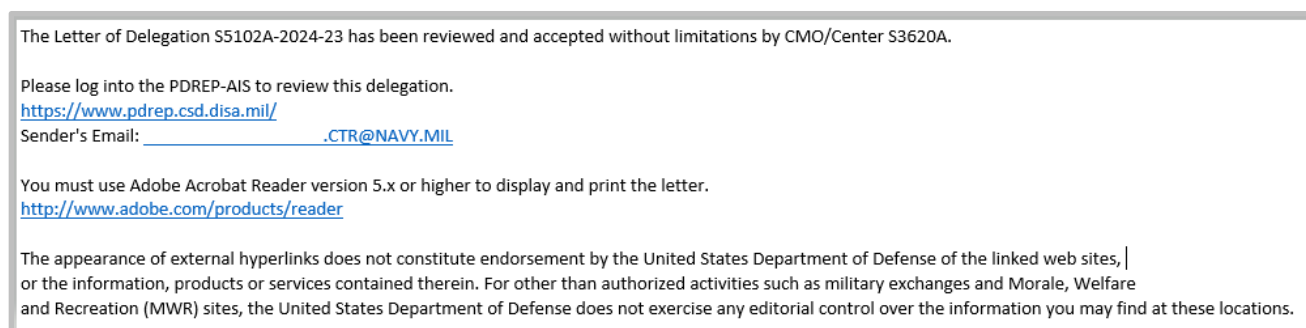


Figure 6.15

B. **Figure 6.16** is a representation of the official Delegation Letter sent to the Delegatee. The files are sent to the Delegatee in a PDF format.

C. The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US

You have received a delegation for the following area(s):
Quality Assurance

Delegator: USER (ALPHA) GUIDE
Phone: 207-400-1234
Delegator Comments: instructions

Contract #: CORRESPOND

Customer Name: DoD

RCN #: S5102A-2024-23
DCN #: S3620A-24-01-23

Supplier/Facility:

Please log in to PDREP to review and accept/recommend
rejection/reassign/request negotiation per the appropriate policy.

Figure 6.16

7 DELEGATEE ACKNOWLEDGING AN LOD

A. Locate the QALI/LOD on the Worklist.

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1413	S (ALPHA) K	S5102A-23-11-1413	USER (ALPHA) GUIDE		NEWSUBTIER	ISSUED	11/21/2023	1 Day(s)

Figure 7.1

B. Click the RCN hyperlink to reach the LOD Main Page (see **Figure 7.2**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main		
History Record			
ATTACHMENTS (2)			
View/Upload Files			
	<div>RCN#: S0101A-2023-1413 DCN#: S5102A-23-11-1413</div> <div>Created Year: 2023</div> <div>Acknowledge Due Date: 11/28/2023 Status: ISSUED</div> <div>Acknowledge Delegation</div> <div>Send Message</div> <div>Message to Supervisor General Message</div>		

Figure 7.2

- C. Click the Acknowledge Delegation hyperlink. LOD Email Notice web page will load With LOD – Acknowledge screen (see **Figure 7.3**).

The screenshot displays the 'LOD Email Notice' web page. At the top, there is a dark blue header bar with the text 'LOD Email Notice'. Below this header, there are two buttons: 'Send' and 'Cancel'. The main content area is divided into several sections. The first section is titled 'Control Numbers' and contains two fields: 'RCN#: S0101A-2023-1413' and 'DCN#: S5102A-23-11-1413'. Below these fields is the text 'Created Year: 2023'. The second section is titled 'Email Message' and contains two fields: 'To: :@NAVY.MIL' and 'From: .CTR@NAVY.MIL'. The third section is titled 'LOD - Acknowledge' and contains a message: 'You are being notified that USER (ALPHA) GUIDE from S5102A has acknowledged receipt of LOD S0101A20231413 on 11/27/2023'. Below this message is a text area labeled 'Text:' with the placeholder text 'Additional text may be added by the user:'. At the bottom of the page, there is a field labeled '(M) Acknowledge Date:' with a calendar icon next to it.

Figure 7.3

- D. Buttons on the LOD Email Notice web page.

The screenshot displays the 'LOD Email Notice' web page. At the top, there is a dark blue header bar with the text 'LOD Email Notice'. Below this header, there are two buttons: 'Send' and 'Cancel'.

Figure 7.4

- **Send:** Clicking the Send button will send the email notification to the Delegator. Clicking the Send button will finalize the Acknowledgement process.
- **Cancel:** Go back to the Worklist without saving or sending.

E. Enter Acknowledgement Date.


LOD Email Notice	
<div>Send Cancel</div>	
Control Numbers	
RCN#: S0101A-2023-1413 Created Year: 2023	DCN#: S5102A-23-11-1413
Email Message	
To:	@NAVY.MIL
From:	.CTR@NAVY.MIL
LOD - Acknowledge	
You are being notified that USER (ALPHA) GUIDE from S5102A has acknowledged receipt of LOD S0101A20231413 on 11/27/2023	
Additional text may be added by the user:	
Text:	<div></div>
(M) Acknowledge Date:	11/27/2023 

Figure 7.5

F. Click Send button and **Figure 7.6** will be displayed.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ►	User Profile: USER (ALPHA) GUIDE ► • Logout
PDREP MESSAGE	
QAL/LOD Number	S0101A-2023-1413
Message	Data sent successfully
Continue	

Figure 7.6

G. When the record is acknowledged by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 7.7**.

[A] RE: Acknowledge Receipt Notification for LOD : N45112202425



Reply



Reply All



Forward



9:38 AM

You are being notified that USER (ALPHA) GUIDE from S5102A has acknowledged receipt of LOD N45112202425 on 01/04/2024

PDREP Home

<https://www.pdrep.csd.disa.mil/>

Sender's Email:

Figure 7.7

8 DELEGATEE - ACCEPT, PARTIAL ACCEPT & REJECT DELEGATIONS

8.1 Letter of Delegation Delegatee Review

Users can review the KCR/Requirements page prior to accepting.

A. Locate LOD on the Worklist.

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1501	(ALPHA)	S5102A-23-11-1501	USER (ALPHA) GUIDE		TEST	ISSUED	11/28/2023	6 Day(s)

Figure 8.1

B. Click the RCN hyperlink to enter the Main Page (see **Figure 8.2**).

Worklist	Create QALI/LOD	Ad Hoc Reports
----------	-----------------	----------------

QUICK VIEWS
History Record
ATTACHMENTS (2)
View/Upload Files

QALI / LOD - Main

RCN#: S0101A-2023-1501 DCN#: S5102A-23-11-1501

Created Year: 2023

Acknowledge Due Date: 12/05/2023 Status: ISSUED

[Acknowledge Delegation](#)

Send Message

[Message to Supervisor](#) | [General Message](#)

Figure 8.2

C. Click the “Record” link under Quick Links to display the View LOD page (see **Figure 8.3**).

PROJECT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Source: Data

User Profile: USER (ALPHA) SALICE

Print | Back

CALL / LOD View

Control Numbers

RCNR: 58131A-23-11-1581
Created Year: 2023

DCNR: 58132A-23-11-1581

Status: ISSUED

Annual Review Coordination:

Status

Type: Continuation
Issue Date: 11/26/2023
Acknowledge Due Date: 12/05/2023
Acknowledge Date:
Accept / Reject Due Date:
Accept / Reject Date:
Completion Date:
Closed Date:

Originator Information

DoDAAC: 58101A
User Code: NY I
Name: / (ALPHA)
Commercial Phone: 2074386491
Email: @NAVY.MIL
Team Code: TEST
Region: PD - POSEP-AS-PM

Delegator Information

DoDAAC: 58101A
User Code: 381
Delegator Name: / (ALPHA)
Commercial Phone: 2074386491
Email Address: @NAVY.MIL
Team Code: TEST
Region: PD - POSEP-AS-PM

DeOCCP / MPO Delegator Information

DoDAAC:
DoDAAC Name:
Address:
City:
State/Zip:

Customer Information

Delegation Received Date:
Delegation Acknowledged Date:
Customer Source Code:
Customer Code - Name:
Customer Type:
Reimbursable Determination:

Delegation Information

DoDAAC: 58103A
User Code: RND
Name: USER (ALPHA) GUIDE
Commercial Phone: 207-488-1234
Email: ,CTR@NAVY.MIL
Team Code: TCM
Region: PM - HEADQUARTERS

Supplier Information

Supplier Type:
Supplier CAGE:
Subcontractor POC:
Supplier Name:
Address:
State/Zip:
Supplier POC Commercial Phone:
Supplier CMO DoDAAC:
Supplier DCRM CMO / Center Name:

Contract Number	Order Number	Line Item Number	Sub Contract Purchase Order Number	PO, Delivery Date	Final Delivery Date	Proposal Number	Contract Start Date	Type Of Contract	Face Value of Prime Contract	Contracting Officer First & Last Name	Contract End Date or Service Date
TEST					11/03/2023			TO - CONTRACTS OF ALL TYPES (EXCEPT INDEFINITE DELIVERY CONTRACTS - AFF DISPART HAS)	3		3

LOD Additional Information

OID Service/Contract: test
Bidding Activity:
Estimated LOD Completion Date: 11/30/2023
Authorized Redesignations:
Input RGQA Number:
Date RGQA Received:
Input RAC Number:
Receipt Received Date:
Date LOD Signed By Contracting Officer:
Customer Control Number:
Selective Evaluation Delegation: N
Selective Evaluation Delegation: N
FMS Indicator: N
Fiscal Year: 2024
Program Name:
Pre LOD Communication Date: 11/01/2023
Total Allocated Hours: 0.0
Total Actual Hours: 0.0
Applicable FAR References: far
Instructions/Notes: test
Estimated Hours: 0.0

KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Sat/Uncat
58131A-23-11-1581, 58132A-23-11-1581				Process Evaluation	

Attachments

File Name	File Description	Comments
58131A-23-11-1581, 58132A-23-11-1581.pdf		CALL/LOD
58131A-23-11-1581, 58132A-23-11-1581.pdf		CALL/LOD

Figure 8.3

- D. Click the KCR hyperlink under the Requirements section (see **Figure 8.3**) to view PDF of requirement information (see **Figure 8.4**).

Letter of Delegation - Requirements... 1 / 1 | 100% + | [Icons]

LOD Requirement Detail Report	
LOD Number : S0101A -2023 -1501	
Assigned Functional Area : Earned Value	
KCR# & Description : KCR-AQ-0018 -7005: CONTRACTOR BUSINESS SY	
Surveillance Event :	
Surveillance Activity :	
Surveillance Sub-Activity :	
Surveillance Category : Process Evaluation	Frequency of Surveillance :
Surveillance Techniques :	Intensity of Surveillance :
Risk Likelihood Rating : High	Priority : 1
Rationale of Risk Likelihood : 1	
Prime / Subcontract Standards : 1	
Product Service Description : 1	
Reporting Requirements : -1	
Special Reporting Requirements Additional Instructions :	
Customer Requirements, Instructions or Outcomes :	
Surveillance Strategy Plan :	
RFV1 - All RFV authority is withheld : N	
RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs). : N	
RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's :	
RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer : N	
RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs : N	
Request for Variance Remarks : 1	
Additional Remarks remarks : 1	
References :	
Delegatee Allocated Hours :	Actual Hours :
Delegatee Remarks :	
Sat/UnSat :	
Date Required Actions Complete :	

Figure 8.4

- E. Close the PDF window to return to the LOD. Click the 'Back' button (see **Figure 8.3**) to return to your worklist to Acknowledge or Accept/Reject the LOD.

8.2 Letter of Delegation Accepted As Written

Users with access roles of Functional Specialist, Functional Lead, Supervisor, Contract Management Office (CMO) and HQ-PIR will have the ability to accept delegations as written.

A. Locate LOD on the Worklist.

Worklist download: Click here to download data in spreadsheet								
QALI/LOD	RCN	DCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number(s)	Status	Issue Date
Delegation	S4306A-2021-5633	S4306A-21-10-5633	S4306A	S4306A		DODAACTESTING	ACKNOWLEDGED	10/21/2021

Figure 8.5

B. Click the RCN to reach the Main Page.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports	View / Edit GQA
QUICK VIEWS				
History Record				
ATTACHMENTS (1)				
View/Upload Files				
QALI / LOD - Main				
<div> <div>RCN#: S3620A-2024-9</div> <div>DCN#: S5102A-24-01-9</div> <div>Created Year: 2024</div> </div>				
<div> <div>Acceptance Due Date: 02/02/2024</div> <div>Status: ACKNOWLEDGED</div> </div>				
Accept/Reject Delegation				
<div> <div>Send Message</div> <div> Message to Supervisor General Message </div> </div>				

Figure 8.6

C. Click the Accept/Reject Delegation hyperlink in Figure 8.6. The LOD Email Notice page will be displayed (see **Figure 8.7**).

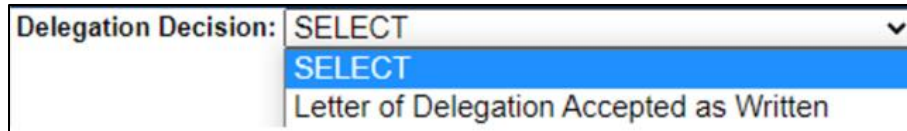
LOD Email Notice	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	
Control Numbers	
<div> <div>RCN#: S3620A-2024-9</div> <div>DCN#: S5102A-24-01-9</div> <div>Created Year: 2024</div> </div>	
LOD - Accept/Reject	
(M) Delegation Decision:	-SELECT-
<div> <div>Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box</div> <div>Reason:</div> </div>	<div></div>
(M) LOD Acceptance/Rejection Date:	<div></div>

Figure 8.7

D. LOD Email Notice Webpage.

1. Select the Delegation Decision.

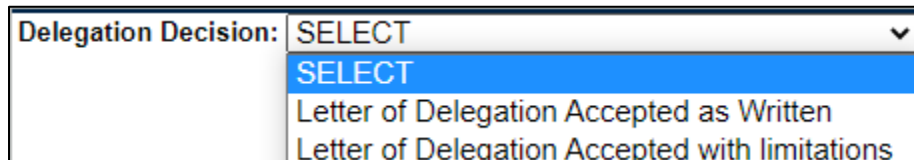
- i. A Functional Specialist user will have the Select the Delegation Decision drop down displayed as **Figure 8.8**. As a Functional Specialist this is the only option allowed by the user role.



The screenshot shows a web form with a label 'Delegation Decision:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'SELECT' (highlighted in blue), 'Letter of Delegation Accepted as Written', and 'Letter of Delegation Accepted with limitations'.

Figure 8.8

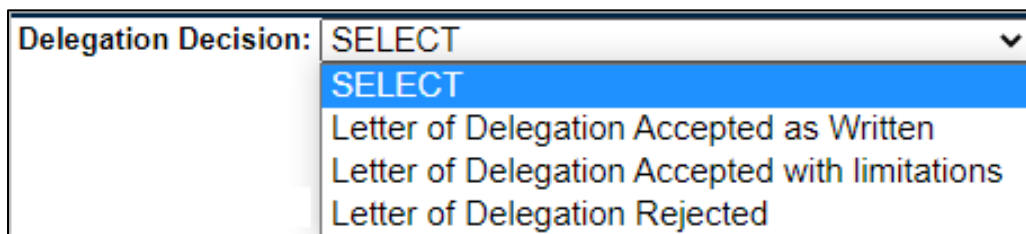
- ii. Functional Lead and Supervisor users will have the Select the Delegation Decision drop down displayed as **Figure 8.9**. Functional Lead and Supervisors have the ability to Accept as Written and Accept with Limitations.



The screenshot shows a web form with a label 'Delegation Decision:' followed by a dropdown menu. The dropdown menu is open, showing four options: 'SELECT' (highlighted in blue), 'Letter of Delegation Accepted as Written', 'Letter of Delegation Accepted with limitations', and 'Letter of Delegation Rejected'.

Figure 8.9

- iii. A Supervisor will have the Select the Delegation Decision drop down displayed as in **Figure 8.10**. The Supervisor access role has the ability of a Functional Specialist and Functional Lead with the addition option of rejecting the Delegation. Rejection must be accompanied by an attached rejection authorization letter from CMO commander.



The screenshot shows a web form with a label 'Delegation Decision:' followed by a dropdown menu. The dropdown menu is open, showing four options: 'SELECT' (highlighted in blue), 'Letter of Delegation Accepted as Written', 'Letter of Delegation Accepted with limitations', and 'Letter of Delegation Rejected'.

Figure 8.10

2. Highlight the 'Letter of Delegation Accepted as Written' option (see **Figure 8.11**) and the selection will be entered in the data field (see **Figure 8.12**).

Delegation Decision:	-SELECT-	▼
	-SELECT-	
	Letter of Delegation Accepted as Written	

Figure 8.11

Delegation Decision:	Letter of Delegation Accepted as Written	▼
----------------------	--	---

Figure 8.12

3. Enter LOD Acceptance Date (see **Figure 8.13**).


LOD Email Notice	
<div> <div>Send</div> <div>Cancel</div> </div>	
Control Numbers	
RCN#: S3620A-2024-9 Created Year: 2024	DCN#: S5102A-24-01-9
LOD - Accept/Reject	
(M) Delegation Decision: Letter of Delegation Accepted as Written ▼	allocated hours is 15
Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box	Reason:
(M) LOD Acceptance/Rejection Date: 01/03/2024	

Figure 8.13

4. Click Send button and the DCMA correspondence page (see **Figure 8.14**) will be displayed. DCMA Correspondence page instructions are in **Section 9**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help

User Profile: USER (ALPHA) GUIDE • Logout

DCMA Correspondence

Instructions

1. Enter To Email Address and click Add To Email List
2. Enter CC Email Address and click Add CC Email List if required
3. Enter/Modify the content if required
4. Click Send to send the QALI/LOD Letter

Correspondence


To:

Add To Email list

CC:

Add CC Email list

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US
01/04/2024

You have received a delegation for the following area(s):
Quality Assurance

Delegator: USER (ALPHA) GUIDE
Phone: 207-400-1234
Delegator Comments: instructions

Contract #: CORRESPOND

Customer Name: DoD

RCN #: S5102A-2024-23
DCN #: S3620A-24-01-23

Supplier/Facility:

Please log in to PDREP to review and accept/recommend rejection/reassign/request negotiation per the appropriate policy.

Preview

Send

Back

Figure 8.14

E. On the DCMA Correspondence page:

1. Clicking Preview will open a preview of the PDF that will be attached to the correspondence.
2. Clicking SEND will send the notification to the Delegator. Reminder: The text field is editable.
3. Clicking BACK will return the user to the Main Page of the record and will NOT send any correspondence to the Delegator.

F. When the record Accepted as Written by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 8.15**.

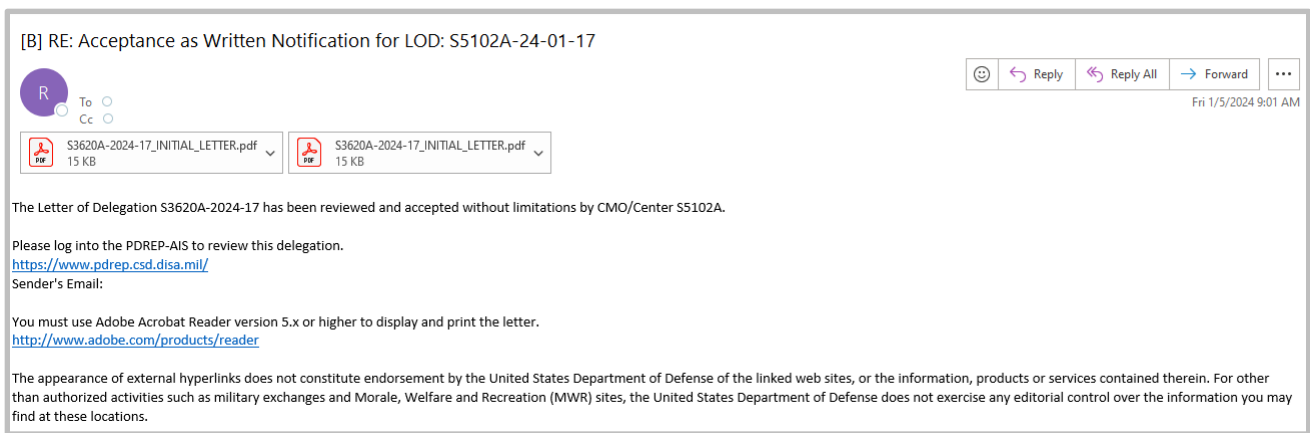



Figure 8.15

Figure 8.16 is a representation of the official Letter of Acceptance sent to the Delegator in PDF format.



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US

FROM: LOD (BETA) USER GUIDE
S5102A
123-456-7890
3901 A AVE
FORT LEE, VA 23801-1809

TO:
S3620A
96-655-129-2161
3901 A AVE
FORT LEE, VA 23801-1809
Delegator Comments/Special Instructions

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-24-01-17 RCN: S3620A-2024-17

CONTRACTOR INFORMATION:
07070: NAVY UNITED STATES DEPARTMENT OF THE
S1002A
110 VERNON AVE
32407-7001

PO #:
CONTRACT #:

NSN:
ITEM #:
NOMENCLATURE:

MEMO ID: DATE: 01/05/2024

QUALIFICATION DATE:

EXPIRATION DATE:

ACKNOWLEDGE DATE:

ACCEPT/REJECT: PVI Requirements will be performed.

ACCEPT/REJECT REASON: a

Figure 8.16

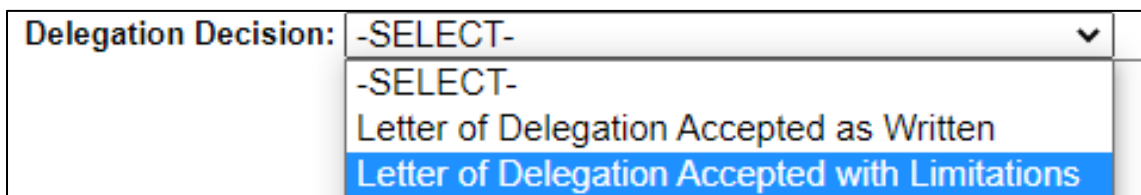
The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.

8.3 Letter of Delegation Accepted With Limitations

Users with access roles of Team Lead Non-Supervisor, Supervisor, Contract Management Office (CMO) and HQ-PIR will have the ability to accept delegations with limitations. Follow the steps described in **Sections 8.2A & Section 8.2B** to arrive at the LOD Email Notice Web page.

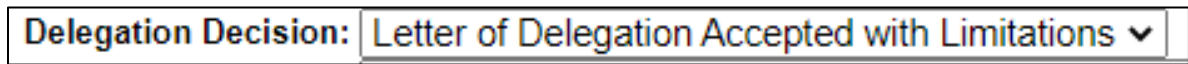
LOD Email Notice Webpage.

- A. Highlight the Letter of Delegation Accepted with Limitations option (see **Figure 8.17**) and the selection will be entered in the data field (see **Figure 8.18**).



The screenshot shows a form field labeled "Delegation Decision:" with a dropdown menu. The menu is open, displaying three options: "-SELECT-", "-SELECT-", and "Letter of Delegation Accepted with Limitations". The "Letter of Delegation Accepted with Limitations" option is highlighted in blue.

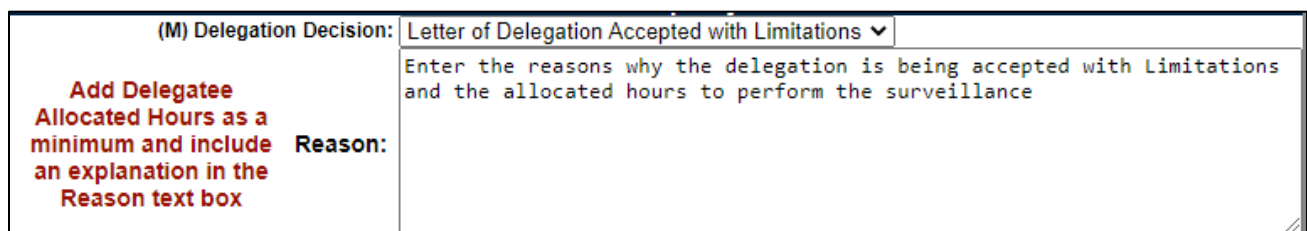
Figure 8.17



The screenshot shows the "Delegation Decision:" field with the selected option "Letter of Delegation Accepted with Limitations" displayed in the dropdown menu.

Figure 8.18

- B. Enter the reason why the delegation is being accepted with limitations as shown in **Figure 8.19**.



The screenshot shows a form with a dropdown menu set to "Letter of Delegation Accepted with Limitations". Below the dropdown is a text box labeled "Reason:". To the left of the text box, there is a red instruction: "Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box". The text box contains the text: "Enter the reasons why the delegation is being accepted with Limitations and the allocated hours to perform the surveillance".

Figure 8.19

- C. Enter LOD Acceptance Date (see **Figure 8.20**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ▾		User Profile: USER (ALPHA) GUIDE ▾ • Logout
LOD Email Notice		
<div>Send Cancel</div>		
Control Numbers		
RCN#: S0101A-2022-5793	DCN#: S5102A-22-05-5793	Created Year: 2022
LOD - Accept/Reject		
(M) Delegation Decision:	Letter of Delegation Accepted with Limitations ▾	
Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box	Reason:	Enter the reasons why the delegation is being accepted with Limitations and the allocated hours to perform the surveillance
(M) LOD Acceptance/Rejection Date:	05/10/2022	

Figure 8.20

- D. Click the 'Send' button and the DCMA correspondence page will be displayed. DCMA Correspondence page instructions are in **Section 9**.
- E. When the record Accepted with Limitations by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 8.21**.

[A] RE: Accepted with Limitations Notification for LOD: S5102A-24-01-21	
 To:	<div> Reply Reply All Forward </div> <div>Wed 1/3/2024 2:20 PM</div>
You forwarded this message on 1/4/2024 10:52 AM.	
S3620A-2024-21_INITIAL_LETTER.pdf 15 KB	S3620A-2024-21_INITIAL_LETTER.pdf 15 KB
The Letter of Delegation S3620A-2024-21 has been reviewed and accepted with limitations by CMO/Center S5102A.	
Please log into the PDREP-AIS to review this delegation. https://www.pdrep.csd.disa.mil/	
Sender's Email: You must use Adobe Acrobat Reader version 5.x or higher to display and print the letter. http://www.adobe.com/products/reader	
The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations.	

Figure 8.21

Figure 8.22 is a representation of the official Letter of Acceptance sent to the Delegator in PDF format.



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US

FROM:USER (ALPHA) GUIDE
S5102A
207-400-1234
3901 A AVE
FORT LEE, VA 23801-1809

TO:
S3620A
2074386491
3901 A AVE
FORT LEE, VA 23801-1809
gasfg

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-24-01-21 RCN: S3620A-2024-21

CONTRACTOR INFORMATION:
:

PO #:
CONTRACT #:

NSN:
ITEM #:
NOMENCLATURE:

MEMO ID: DATE:01/03/2024

QUALIFICATION DATE:

EXPIRATION DATE:

ACKNOWLEDGE DATE:

ACCEPT/REJECT: PVI Requirements will be performed with exceptions

ACCEPT/REJECT REASON: 1

Figure 8.22

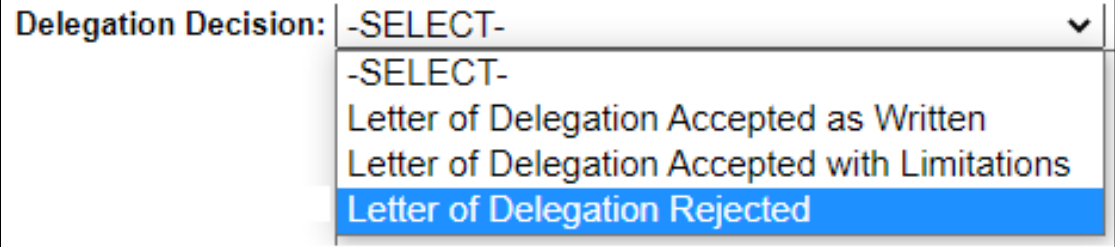
8.4 Letter of Delegation Rejected

NOTE: Ensure Rejection Letter has been uploaded as an attachment.

Users with access roles of Supervisor, Contract Management Office (CMO) and HQ-PIR will have the ability to reject delegations. Follow the steps described in **Sections 8.2A & Section 8.2B** to arrive at the LOD Email Notice Web page.

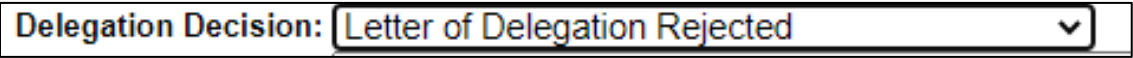
LOD Email Notice Webpage.

- A. Highlight the Letter of Delegation Rejected option (see **Figure 8.23**) and the selection will be entered in the data field (see **Figure 8.24**).



A screenshot of a web form showing a dropdown menu for 'Delegation Decision'. The menu is open, displaying four options: '-SELECT-', '-SELECT-', 'Letter of Delegation Accepted as Written', and 'Letter of Delegation Rejected'. The 'Letter of Delegation Rejected' option is highlighted in blue.

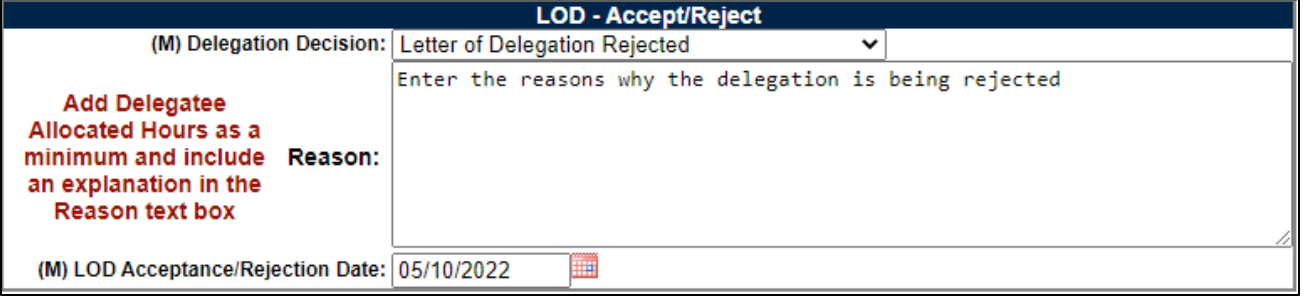
Figure 8.23



A screenshot of a web form showing a dropdown menu for 'Delegation Decision'. The menu is closed, and the selected option 'Letter of Delegation Rejected' is displayed in the text field.

Figure 8.24

- B. Enter the reason why the delegation is being rejected as shown in **Figure 8.25**.



A screenshot of a web form titled 'LOD - Accept/Reject'. The form contains the following fields:

- (M) Delegation Decision: Letter of Delegation Rejected (dropdown menu)
- Reason: Enter the reasons why the delegation is being rejected (text box)
- (M) LOD Acceptance/Rejection Date: 05/10/2022 (date field)

Additional text on the left side of the form reads: 'Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box'.

Figure 8.25

- C. Enter LOD Rejection Date (see **Figure 8.26**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ▶		User Profile: USER (ALPHA) GUIDE ▶ • Logout
LOD Email Notice		
<div> <div>Send</div> <div>Cancel</div> </div>		
Control Numbers		
RCN#: S0101A-2022-5793	DCN#: S5102A-22-05-5793	Created Year: 2022
LOD - Accept/Reject		
(M) Delegation Decision:	Letter of Delegation Rejected ▼	
<p>Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box</p> <p>Reason:</p>	Enter the reasons why the delegation is being rejected	
(M) LOD Acceptance/Rejection Date:	05/10/2022	





Figure 8.26

- D. Click Send button and the DCMA correspondence page will be displayed. DCMA Correspondence page instructions are in **Section 9**.
- E. When the record Reject by a supervisor, the email sent by PDREP will be like the one shown in **Figure 8.27**.

[A] RE: Rejected Notification for LOD: S5102A-24-01-10

To ○

You forwarded this message on 1/4/2024 10:53 AM.

 S3620A-2024-10_INITIAL_LETTER.pdf 15 KB
  S3620A-2024-10_INITIAL_LETTER.pdf 15 KB
  S3620A-2024-10_INITIAL_LETTER.pdf 15 KB
  S3620A-2024-10_INITIAL_LETTER.pdf 15 KB

The Letter of Delegation S3620A-2024-10 has been reviewed and rejected by CMO/Center S5102A.

Please log into the PDREP-AIS to review this delegation.
<https://www.pdrep.csd.disa.mil/>

Sender's Email:

You must use Adobe Acrobat Reader version 5.x or higher to display and print the letter.
<http://www.adobe.com/products/reader>

The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations.

Figure 8.27

Figure 8.28 is a representation of the official Letter of Rejection sent to the Delegator in PDF format.



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US

FROM: LOD (BETA) USER GUIDE
S5102A
123-456-7890
3901 A AVE
FORT LEE, VA 23801-1809

TO:
S3620A
96-655-129-2161
3901 A AVE
FORT LEE, VA 23801-1809
Delegator Comments/Special Instructions

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-24-01-17 RCN: S3620A-2024-17

CONTRACTOR INFORMATION:
07070: NAVY UNITED STATES DEPARTMENT OF THE
S1002A
110 VERNON AVE
32407-7001

PO #:
CONTRACT #:

NSN:
ITEM #:
NOMENCLATURE:

MEMO ID: DATE: 01/05/2024

QUALIFICATION DATE:

EXPIRATION DATE:

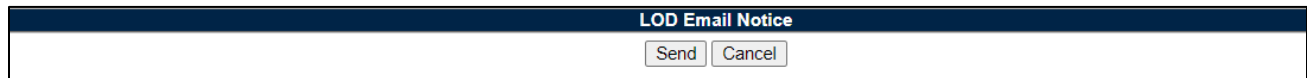
ACKNOWLEDGE DATE:

ACCEPT/REJECT: PVI Requirements will be performed.

ACCEPT/REJECT REASON: a

Figure 8.28

8.5 Buttons on the LOD Email Notice Webpage



The screenshot shows a dark blue header bar with the text "LOD Email Notice" in white. Below the header is a white bar containing two buttons: "Send" and "Cancel".

Figure 8.29

- **Send:** Clicking the Send button will send the email notification to the Delegator. Clicking the Send button will finalize the Acknowledgement process.
- **Cancel:** Go back to the Worklist without saving or sending.

8.6 Recommend to Supervisor

Once a delegation has been Acknowledged, the Delegatee will have the options to recommend to the Team Lead, Supervisor or higher user access level to Accept with Limitations or Reject the delegation. Both steps send a notification with justification to the Supervisor. The status does not change and the Accept/Reject process must still be followed. The Supervisor user may enter PDREP to respond and perform any Accept/Reject actions needed.



The screenshot shows the "QALI / LOD - Main" webpage. It displays the following information:

- RCN#:** S0101A-2022-6358
- DCN#:** S0101A-22-11-6358
- Created Year:** 2022
- Acceptance Due Date:** 08/24/2024
- Status:** ACKNOWLEDGED

Below this information are three links:

- [Accept/Reject Delegation](#)
- [Recommend Accept with Limitations](#)
- [Recommend Reject](#)

Under the heading "Editable and Viewable Pages" is one link:

- [New/Edit Base Page](#)

Under the heading "Additional Information" is one link:

- [Send Message](#)

At the bottom, there are two links separated by a vertical bar:

- [Message to Supervisor](#) | [General Message](#)

Figure 8.30

8.6.1 Recommend Accept with Limitations

On the main page of the record, click the Recommend Accept with Limitations hyperlink from **Figure 8.30**. This will bring up the Recommendation page (**Figure 8.31**).

Recommend Accept with Limitation	
Instructions 1. Delegatee completes the Reason(s) section and sends the recommendation to the Supervisor. 2. The Supervisor will complete the Approver section and return the result to the Delegatee. The Supervisor will then use the Accept/Reject hyperlink on the Main page to complete the Accept/Reject process.	
LOD Email Notice	
<div>Save</div> <div>Send</div> <div>Cancel</div> <div>Return to Originator</div>	
Control Numbers	
RCN#: S4306A-2023-1482 Created Year: 2023	DCN#: S3620A-23-01-1482
Reason(s)	
Comments:	<div></div>
Approver	
Approval: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Approver's Name: ALPHA (ALPHA) USER	Approval or Disapproval Date: <div></div>
Approval Remarks:	<div></div>

Figure 8.31

Figure 8.31 data elements:

LOD Email Notice section

- **Save:** Saves the values on the page.
- **Send:** Takes user to the correspondence page to send the notification to their Supervisor (**Figure 8.32**).

- **Cancel:** Returns user to Main Page of delegation without saving.
- **Return to Originator:** Only available for Supervisor or higher, take user to the correspondence page to send a response to the delegatee.

Control Numbers section

- **RCN:** Record Control Number of the Delegation.
- **DCN:** Delegatee Control Number of the Delegation.
- **Created Year:** Year the record was created.

Reason(s) section

- **Comments:** Text field for the Delegatee to enter the reasoning for recommending accepting with limitations.

Approver section

Note: this section will only populate for Supervisor or higher access levels.

- **Approval:** Yes/No radio button to select if the recommendation was approved or disapproved.
- **Approver's Name:** Display of the Supervisor user's name.
- **Approval or Disapproval Date:** Calendar field to select the date of the approval/disapproval decision.
- **Approval Remarks:** Comment field for the Supervisor to enter a response/clarification on the approval/disapproval decision.

After clicking SAVE, click the send button to navigate to the correspondence page. The Supervisor's email will pre-populate in the To: field on the correspondence page. This can be added by clicking the Add To Email List button, or changed if a different user needs to be notified of the recommendation. A brief statement and the comments from the previous page pre-populate (**Figure 8.32**). All text fields are editable before sending.


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the QALI/LOD Letter	
Correspondence	
To: Supervisor@NAVY.MIL	<input type="button" value="Add To Email list"/>
CC:	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	<input type="text" value="08/20/2024"/>
<div> ALPHA (ALPHA) USER recommends accepting with limitations for S0101A20226358. </div> <div> Comments: COMMENTS FROM DELEGATEE. </div>	
<div> <input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/> </div>	

Figure 8.32

8.6.2 Recommend Reject

On the main page of the record, click the Recommend Reject hyperlink from **Figure 8.30**. This will bring up the Recommendation page (**Figure 8.33**).

Recommend Rejection	
Instructions 1. Delegatee completes the Reason(s) section and sends the recommendation to the Supervisor. 2. The Supervisor will complete the Approver section and return the result to the Delegatee. The Supervisor will then use the Accept/Reject hyperlink on the Main page to complete the Accept/Reject process.	
LOD Email Notice	
<input type="button" value="Save"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/> <input type="button" value="Return to Originator"/>	
Control Numbers	
RCN#: S0101A-2022-6358 Created Year: 2022	DCN#: S0101A-22-11-6358
Reason(s)	
<input type="checkbox"/> Delegation requirements are not core work for agency <input type="checkbox"/> Necessary skillset/certifications do not exist and cannot be obtained in time to perform the work <input type="checkbox"/> Adequate resources to perform the work do not exist and cannot be obtained in time to perform the work <input type="checkbox"/> The contractor has already performed the work related to this delegation and cannot be validated <input type="checkbox"/> Unable to resolve concerns over delegated surveillance requirement(s) <input type="checkbox"/> Other, see comments below	
Comments:	<input type="text"/>
Approver	
Approval: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Approver's Name: ALPHA (ALPHA) USER	Approval or Disapproval Date: <input type="text"/>
Approval Remarks:	<input type="text"/>

Figure 8.33

Figure 8.32 data elements:

LOD Email Notice section

- **Save:** Saves the values on the page.
- **Send:** Takes user to the correspondence page to send the notification to their Supervisor.
- **Cancel:** Returns user to Main Page of delegation without saving.
- **Return to Originator:** Only available for Supervisor or higher, take user to the correspondence page to send a response to the delegatee.

Control Numbers section

- **RCN:** Record Control Number of the Delegation.
- **DCN:** Delegatee Control Number of the Delegation.
- **Created Year:** Year the record was created.

Reason(s) section

- Checkboxes available with prepared reason for rejecting the delegation.
- **Comments:** Text field to enter additional reason for rejecting the delegation if prepared statements do not satisfy the justification.

Approver section

Note: this section will only populate for Supervisor or higher access levels.

- **Approval:** Yes/No radio button to select if the recommendation was approved or disapproved.
- **Approver's Name:** Display of the Supervisor user's name.
- **Approval or Disapproval Date:** Calendar field to select the date of the approval/disapproval decision.
- **Approval Remarks:** Comment field for the Supervisor to enter a response/clarification on the approval/disapproval decision.

After clicking SAVE, click the send button to navigate to the correspondence page. The Supervisor's email will pre-populate in the To: field on the correspondence page. This can be added by clicking the Add To Email List button, or changed if a different user needs to be notified of the recommendation. A brief statement, any selected reasons for rejection, and the comments from the previous page pre-populate (**Figure 8.34**). All text fields are editable before sending.

The screenshot displays the 'DCMA Correspondence' form. At the top, under 'Instructions', it lists four steps: 1. Enter To Email Address and click Add To Email List; 2. Enter CC Email Address and click Add CC Email List if required; 3. Enter/Modify the content if required; 4. Click Send to send the QALI/LOD Letter. The 'Correspondence' section has a 'To:' field with 'Supervisor@NAVY.MIL' and an 'Add To Email list' button, and a 'CC:' field with an 'Add CC Email list' button. The 'Content' section features the Defense Contract Management Agency logo, followed by text boxes for 'DEFENSE CONTRACT MANAGEMENT AGENCY', '1910 THIRD AVE N', 'BIRMINGHAM, AL 35203-3514 US', and '08/20/2024'. Below these is a large text area containing the text: 'ALPHA (ALPHA) USER recommends rejection for S0101A20226358.', 'Reasons: *Delegation requirements are not core work for agency *Unable to resolve concerns over delegated surveillance requirement(s)', and 'Comments: Rejection Comment Details.' At the bottom are 'Preview', 'Send', and 'Back' buttons.

Figure 8.34

9 DCMA CORRESPONDENCE WEBPAGE

The Correspondence Webpage is used to send official letters to the Delegatee. Each letter has a template that will auto populate with designated information for the letter being sent. The Acceptance Notification letter is used to demonstrate the correspondence page functionality.

The letter template is editable to allow the user to make the necessary changes to the letter. These changes will be saved and will appear on the letter PDF file.

9.1 Acceptance Notification Letter Template

Information on this page has been auto-populated based on the information entered by the Delegator while creating the LOD and the delegation decision selected (see **Figure 9.1**).

The screenshot displays the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user profile section showing 'User Profile: USER (ALPHA) GUIDE' with a 'Logout' link. Below this is a dark blue header for 'DCMA Correspondence'. The main content area is divided into two sections: 'Instructions' and 'Correspondence'. The 'Instructions' section lists four steps: 1. Enter To Email Address and click Add To Email List, 2. Enter CC Email Address and click Add CC Email List if required, 3. Enter/Modify the content if required, and 4. Click Send to send the QALI/LOD Letter. The 'Correspondence' section contains two rows: 'To:' with an input field and an 'Add To Email list' button, and 'CC:' with an input field and an 'Add CC Email list' button. Below this is the 'Content' section, which features the DCMA seal on the left and a large text area on the right. The text area contains the following information: 'FROM: USER (ALPHA) GUIDE', 'S5102A', '207-400-1234', '3901 A AVE', 'FORT LEE, VA 23801-1809', 'TO: S0101A', '207-438-6435', '1910 THIRD AVE N', 'BIRMINGHAM, AL 35203-3514', 'test', 'POC Email:', 'SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-23-12-1673 RCN: S3620A-2023-1673', and 'CONTRACTOR INFORMATION: :'. At the bottom of the 'Content' section, there are three buttons: 'Preview', 'Send', and 'Back'.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► [Logout](#)

DCMA Correspondence

Instructions


1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

Correspondence

To: [Add To Email list](#)

CC: [Add CC Email list](#)

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVE

FORT LEE, VA 23801-1809 US

FROM: USER (ALPHA) GUIDE
S5102A
207-400-1234
3901 A AVE
FORT LEE, VA 23801-1809

TO:
S0101A
207-438-6435
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514
test

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-23-12-1673 RCN: S3620A-2023-1673

CONTRACTOR INFORMATION:
:

[Preview](#) [Send](#) [Back](#)

Figure 9.1

The page has three sections.

A. Email Addresses –

- **To:** The Delegatee's email address is auto-populated to be added as a recipient (**Figure 9.2**). The user may enter additional recipients by typing their email address in the To: box and then clicking the 'Add To Email list' button.

NOTE: Adding additional recipients must be done one address at a time. The user should have the auto-fill functionality disabled in their browser, if it is enabled, they may see multiple emails populate in the template header.

- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list button (see **Figure 9.2**).
- Add CC Email list button (see **Figure 9.2**).

Correspondence	
To: user.guide@navy.mil	Add To Email list
CC:	Add CC Email list

Figure 9.2

Correspondence	
To: user.guide@navy.mil	Add To Email list
user.guide@navy.mil	Delete
CC:	Add CC Email list
user.guide2@mail.mil	Delete

Figure 9.3

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 9.3**).

Figure 9.4

- Letter Head – Contains the DoDAAC address of the Delegator and one block that may have text added to it (see **Figure 9.5**). The address may be edited.

Figure 9.5

- Letter Section – Contains the Delegator and Delegatee's address information, the subject of the letter, contractor, contract information, if added, the request instructions and the Acknowledgement Date (see **Figure 9.6**).

Figure 9.6

Attachment Section – this section displays if attachments exist on the delegation.

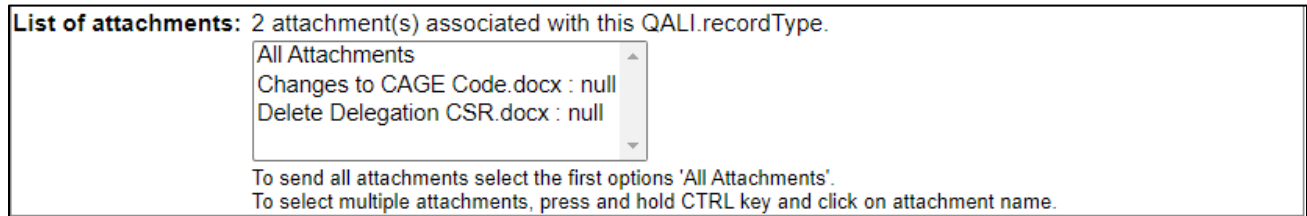


Figure 9.7

- **List of Attachments:** Any file that has been uploaded to this LOD will be listed in this section. For detailed instructions on attachments, see **Section 26**.

Select 'All Attachments' to send every file listed in this box to the Delegatee.

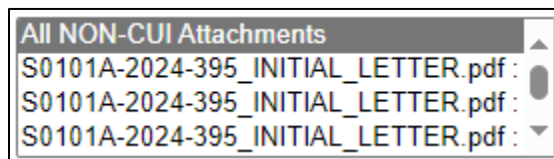


Figure 9.8

To only send specific files listed, hold the CTRL key and click on the individual attachments desired. If no selection is made, no additional attachments will be sent.

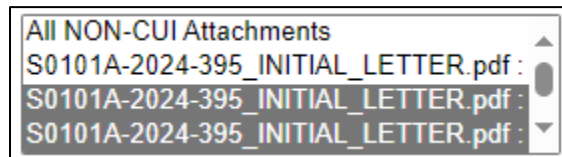


Figure 9.9

9.2 Buttons on the Correspondence Webpage

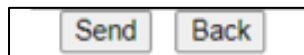


Figure 9.10

- **Send:** Clicking the Send button opens the Correspondence page.
- **Back:** Exit the page without saving.

9.3 PDREP-Generated Email to the Delegator

The email generated by PDREP will be similar to the one shown in **Figure 9.11**. The email contains the official Letter of Delegation accepted as Written Letter and the attachments that were included.



Figure 9.11

A. The text included in the body of the email will be similar to **Figure 9.12**.

Please refer to the attachment(s) for your letter.

You must use Adobe Acrobat Reader version 5.x or higher to display and print the letter.
<https://no-click.mil/?http://www.adobe.com/products/reader>

The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations.

Figure 9.12

B. **Figure 9.13** is a representation of the official Letter of Delegation Accepted as Written Letter sent to the Delegatee in PDF format.

```
FROM:USER (ALPHA) GUIDE
      S0101A
      207-438-
      REFADO 1910 THIRD AVE N
      BIRMINGHAM, AL 352032376

TO:DCMA (ALPHA) TEST USER

      S0101A
      207-438-

      PORTSMOUTH, NH 03804-5000

SUBJECT: Letter of Delegation Accepted as Written #: S0101A-2020-14

The letter of delegation has been reviewed and accepted without limitations by
the [Insert Office Symbol] team.

Contact information is provided below:

      Primary functional specialist(s): (phone number and email address)
      Alternate functional specialist(s): (phone number and email address)
      Supervisor(s): (phone number and email address)

Please contact the undersigned at 000-000-000 or Email
name.x.name.civ@mail.mil if any assistance is required.
```

Figure 9.13

- C. The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.

9.4 Automated Notifications

Automated Email Notifications will be sent automatically for four reminders as outlined below. The type of notification and the RCN will be included in the title of the email notification. The content of the notification will be captured in the history along with the email addresses of the sender and receiver.

All automated emails will **only** be sent when records are in ACCEPTED status.

A. Annual LOD Review Notification

- The Annual Review Notification is sent 10 days before the one-year Acceptance Date to notify users when the annual review is due.
- The Annual Review Notification is issued to Current Delegator, Delegatee and Delegatee's Supervisor.
 - Host Nation records Annual Review Notification is only issued to the Current Delegator.

The Annual Review notification will contain the information described below:

Delegation {RCN} is due for annual review. Contact the Delegator/Delegatee and perform joint review to ensure the delegation is still active and current.

B. Prime Contract Final Delivery Date (FDD) Warning Email Notification

- Applicable to record types: Delegation, Reimbursable, and QALI.
- Email notification is sent 10 days prior to the Prime Contract FDD to notify users the Contract is about to expire.
- The notification letter gets issued to the Current Delegator and copied to Delegatee.

The FDD Warning Notification will contain the following information:

The Final Delivery Date (FDD) for {Contract Number} is about to expire. Please review the LOD/QALI and take action to complete the LOD/QALI or adjust the FDD to reflect the current status.

Please log into the PDREP-AIS to review {RCN}

- C. Prime Contract Final Delivery Date (FDD) Expiration Email Notification
- a. Applicable to record types: Delegation, Reimbursable, QALI.
 - b. Email notification is sent 1 calendar day after the final delivery date to notify users the Prime Contract FDD has expired.
 - c. Notification is issued to the Current Delegator, Delegatee and their respective Supervisor's.
 - d. This notification will be resent to the Current Delegator, Delegatee and respective Supervisor's 8 calendar days after the FDD (7 calendar days after the first notification).

The FDD Expiration emails will contain the following information:

The Final Delivery Date (FDD) for {Contract Number} has expired. Please review the LOD/QALI and take action to complete the LOD/QALI or adjust the FDD to reflect the current status.

Please log into the PDREP-AIS to review {RCN}

10 DELEGATEE - SUB-TIER DELEGATION

Only Delegatee's will have the ability to create a sub-tier delegation which will be tied to the delegation it was created from, the Parent RCN will be displayed on the child delegation. All child delegations must be closed before the parent delegation may be closed.

10.1 Accessing the LOD Sub-Tier Webpage

- A. Locate LOD on the Worklist – Status of Accepted
- B. Click on the RCN hyperlink (see **Figure 10.1**).

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1413	S (ALPHA) K	S5102A-23-11-1413	USER (ALPHA) GUIDE		NEWSUBTIER	ISSUED	11/21/2023	1 Day(s)

Figure 10.1

- C. The QALI/LOD Main page will display (see **Figure 10.2**). Click the New/Edit Base Page hyperlink to open the LOD-New/Edit page (see **Figure 10.3**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
----------	-----------------	-------------------	----------------

QUICK VIEWS
History
Record
ATTACHMENTS (3)
View/Upload Files

QALI / LOD - Main

RCN#: S0101A-2023-1413
Created Year: 2023

DCN#: S5102A-23-11-1413

Status: ACCEPTED

Action
[Complete Delegation](#)

Editable and Viewable Pages
[New/Edit Base Page](#)
[Requirements Page](#)
[Additional Information](#)

Send Message
[Message to Supervisor](#) | [General Message](#)

Figure 10.2

Add/View RequirementsSub-Tier Delegation

Add/View AttachmentAdditional Info PageCancel

Control Numbers

RCN#: S0101A-2023-1413

DCN#: S5102A-23-11-1413

Created Year: 2023

Figure 10.3

- D. Click the Sub-Tier Delegation button shown in **Figure 10.3** and the LOD sub-Tier Delegation webpage will be displayed (see **Figure 10.4**).

Sub-Tier								
Control Numbers								
Parent RCN: S0101A-2024-1289 Parent DCN: S0101A-24-12-1289 Parent Tier Level: 0 Sub-tier Level: 1								
FROM: Delegator								
DoDAAC: S0101A DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY Address: 1910 THIRD AVE N City: BIRMINGHAM State/Zip: AL - 35203-3514 Delegator Name: USER, ALPHA (ALPHA) Commercial Phone: (M) Email Address: Team Code: REP								
TO: Delegatee								
(M) Delegatee DoDAAC: <input type="text"/>								
Delegation Type								
(M) Delegation Type: <input type="text" value="Delegation"/>								
Select Delegation Requirements								
	KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Product Service Description	Customer Requirements, Instructions or Outcomes	Sat/UnSat
<input type="checkbox"/>	KCR-QA-0004 COMMERCIAL ITEM	Packaging	Kind		Process Evaluation	PRODUCT SERVICE DESCRIPTION ENTERED HERE.	Customer Requirements, Instructions or Outcomes	
<input type="checkbox"/>	KCR-QA-0008 INSPECTION SYSTEM	Welding Processes			Process Evaluation	PRODUCT SERVICE DESCRIPTION		
<input type="button" value="Create SubTier LOD"/> <input type="button" value="Cancel"/>								

Figure 10.4

10.2 Sub-Tier Delegation Webpage

The Sub-Tier Delegation webpage is larger than other webpages, screenshots of this page will be of the sections being described.

Control Numbers	
Parent RCN: S0101A-2023-1521 Parent DCN: S5102A-23-12-1521 Parent Tier Level: 0 Sub-tier Level: 1	

Figure 10.5

A. Figure 10.5 displays the control number section.

- **Parent RCN/DCN:** Auto-populates and are displayed at the top of the webpage (see **Figure 10.5**). This is the delegation the sub-tier is being created from.
- **Parent Tier Level:** The Parent Tier level is displayed and is the level on the record that the current delegation was created from.
- **Sub-Tier Level:** The Sub-Tier level is displayed and is the next higher level of the record that the current delegation was created from.

B. FROM Delegator section is auto-populate with the original delegation's information. This information is non-editable (see **Figure 10.6**).

FROM: Delegator	
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	3901 A AVE
City:	FORT LEE
State/Zip:	VA - 23801-1809
Delegator Name:	USER (ALPHA) GUIDE
Title:	
Phone:	207-438-
(M) Email Address:	.CTR@NAVY.MIL
Team Code:	REP

Figure 10.6

C. TO: Delegatee section

- **(M) Delegatee DODAAC:** Enter the sub-tier Delegatee's DODAAC.

TO: Delegatee	
(M) Delegatee DoDAAC:	<input type="text"/>

Figure 10.7

After entering the DODAAC the webpage will display the sub-tier Delegatee's DODAAC information as shown in **Figure 10.8**.

TO: Delegatee	
(M) Delegatee DoDAAC:	S4306A
Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	700 ROBBINS AVE
City:	PHILADELPHIA
State/Zip:	PA - 19111
(M) Delegatee Name:	-SELECT- ▼

Figure 10.8

- **(M) Delegatee Name:** Select a Name from the drop down which will list all the DCMA users from the DODAAC entered in the Delegatee DODAAC field. Once selected the Delegatee information will auto-populate (see **Figure 10.9**).

TO: Delegatee	
(M) Delegatee DoDAAC:	S4306A
Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	700 ROBBINS AVE
City:	PHILADELPHIA
State/Zip:	PA - 19111
(M) Delegatee Name:	(ALPHA) ▼
Delegatee Name:	(ALPHA)
Commercial Phone:	207-
(M) Email Address:	@navy.mil
Team Code:	REP

Figure 10.9

- **(M) Delegation Type:** This field will be set the match the parent record to ensure consistent record types throughout the chain.

D. Select Delegation Requirements section.

- All of the requirements from the delegation being sub-tiered will be displayed in this section as shown in **Figure 10.11**.

Select Delegation Requirements								
	KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Product Service Description	Customer Requirements, Instructions or Outcomes	Sat/UnSat
<input type="checkbox"/>	KCR-QA-0004 COMMERCIAL ITEM	Packaging	Kind		Process Evaluation	PRODUCT SERVICE DESCRIPTION ENTERED HERE.	Customer Requirements, Instructions or Outcomes	
<input type="checkbox"/>	KCR-QA-0008 INSPECTION SYSTEM	Welding Processes			Process Evaluation	PRODUCT SERVICE DESCRIPTION		

Figure 10.11

- Each requirement will be displayed with the requirements KCR# & Description, Surveillance Event, Surveillance Activity, Surveillance Sub-Activity, Surveillance Category, and the SAT/Unsat data fields.
- Check the box(es) of the requirements being sub-tiered are to the left of the KCR# & Description (see **Figure 10.12**).

Select Delegation Requirements								
	KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Product Service Description	Customer Requirements, Instructions or Outcomes	Sat/UnSat
<input type="checkbox"/>	KCR-QA-0004 COMMERCIAL ITEM	Packaging	Kind		Process Evaluation	PRODUCT SERVICE DESCRIPTION ENTERED HERE.	Customer Requirements, Instructions or Outcomes	
<input checked="" type="checkbox"/>	KCR-QA-0008 INSPECTION SYSTEM	Welding Processes			Process Evaluation	PRODUCT SERVICE DESCRIPTION		

Figure 10.12

- Click the Create Sub Tier LOD Button shown in **Figure 10.13** and the new delegation will be displayed (see **Figure 10.14**).

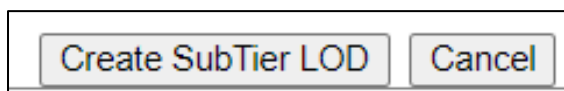


Figure 10.13

E. Buttons on the LOD Sub-Tier Delegation webpage

- Create Sub Tier LOD:** Clicking the button opens the new delegation.
- Cancel:** Exit the page without saving.

10.3 Sub-Tiered Delegation

The sub-tiered delegation is displayed with Original RCN, Original DCN, Parent RCN and Parent DCN, the sub-tier delegation's RCN and DCN. The Delegator's information is also displayed as shown in **Figure 10.13**. All other data field are editable and follow the same process/steps as detailed in **Section 5**, **Section 6**, **Section 7** and **Section 8**, or **Section 19.5** for Reimbursable delegations.

Reimbursable - New/Edit

Instructions

(M) denotes a mandatory field

1. Select Delegator Name from Drop Down

2. Enter Delegatee DoDAAC

3. Select Delegatee Name from Drop Down

4. Enter LOD information

5. Click Save Draft to save LOD and remain on current page

6. Click Save and Add Requirements to save LOD and display Requirements page

Add/View Requirements

Save

Delete Delegation

Add/View Attachment

Forward Delegation to CMO

Additional Info Page

Cancel

Control Numbers

Original RCN#: S0101A-2023-1521

Original DCN#: S5102A-23-12-1521

Parent RCN#: S0101A-2023-1521

Parent DCN#: S5102A-23-12-1521

Parent Tier Level: 0

Sub-tier Level: 1

RCN#: S0101A-2023-1521-0001

DCN#: S5102A-23-12-1521-0001

Created Year: 2023

Status

(M) Status: DRAFT

Issue Date:

Acknowledge Due Date: 12/19/2023

Acknowledge Date:

Accept / Reject Due Date: 12/31/2023

Accept / Reject Date:

Update LOD: 12/01/2023

Annual Review Confirmation: ☐

Figure 10.14

The sub-tiered delegation is displayed in the worklist as shown in **Figure 10.15**.









Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports						
QALI / LOD - Worklist									
<p>Instructions</p> <p>1. Enter search criteria</p> <p>2. Click Search</p> <p>3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.</p>									
<p>(M) Start Date: <input type="text" value="12/12/2022"/>  (M) End Date: <input type="text" value="12/12/2023"/> </p> <p>User ID: <input type="text"/> Operational Unit (Region): <input type="text" value="-SELECT-"/> </p> <p>Org/Team Code: <input type="text"/> </p> <p>User Role: <input type="text" value="-SELECT-"/> </p> <p>RCN#: <input type="text" value="S0101A20231521"/> DCN#: <input type="text"/></p> <p>Contract Number: <input type="text"/> CAGE Code: <input type="text"/></p> <p>Status: <input type="text" value="-SELECT-"/>  Record Type: <input type="text" value="-SELECT-"/> </p> <p style="text-align: center;"><input type="button" value="Display Standard Worklist"/></p> <p style="text-align: center; color: red;">or select from your personalized Worklists below</p> <p>Instructions</p> <p>To use previously saved Worklists:</p> <p>1. Select the worklist from my Worklists</p> <p>2. Click Open my Worklist</p> <p>3. To create a new worklist select Create New Worklist</p> <p>4. To delete previously saved worklist select Manage my Worklists</p> <p>my Worklists <input type="text" value="DCMA metrics query"/>  <input type="button" value="Open my Worklist"/> <input type="button" value="Create New Worklist"/> <input type="button" value="Manage my Worklists"/></p>									
Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
RLOD	S0101A-2023-1521	;(ALPHA)	S5102A-23-12-1521	USER (ALPHA) GUIDE	99999	CUSTOMER	ACCEPTED	12/01/2023	
RLOD	S0101A-2023-1521-0001	USER (ALPHA) GUIDE	S5102A-23-12-1521-0001	(ALPHA)		REIMBSUBTEST	DRAFT		
RLOD	S0101A-2023-1521-0002	USER (ALPHA) GUIDE	S5102A-23-12-1521-0002	(ALPHA)		SUBTIERTEST	DRAFT		

Figure 10.15

11 DELEGATEE UPDATING A LOD/QALI

The Delegatee has to complete all Requirements and all Contracts in order to mark the delegation Complete. See sections below for specific steps for each.

11.1 Requirements Section

The Delegatee is required to complete the Delegatee data fields located on the Add/Edit View LOD Requirements webpage when completing surveillance.

A. Locate LOD on the Worklist with ACCEPTED status (see **Figure 11.1**).

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1416	ALPHA (ALPHA) USER	S5102A-23-11-1416	USER (ALPHA) GUIDE		SUBTIERINTERN	ACCEPTED	11/06/2023	

Figure 11.1

B. Click the RCN hyperlink to open the record Main page (see **Figure 11.2**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
----------	-----------------	-------------------	----------------

QUICK VIEWS	QALI / LOD - Main
History Record	
ATTACHMENTS (2)	
View/Upload Files	

RCN#: [S0101A-2023-1416](#) DCN#: S5102A-23-11-1416

Created Year: 2023

Status: ACCEPTED

Action

[Complete Delegation](#)

Editable and Viewable Pages

[New/Edit Base Page](#)

[Requirements Page](#)

[Additional Information](#)

Send Message

[Message to Supervisor](#) | [General Message](#)

Figure 11.2

C. Click the Requirements Page hyperlink to enter the requirements page. Or click Base Page hyperlink to enter the delegation then click on the View Requirements button (see **Figure 11.3**).

Add/View Requirements	Save Draft	Submit to Delegatee	Delete Delegation
Add/View Attachment	Additional Info Page	Cancel	

Figure 11.3

- D. Clicking the Modify/Complete hyperlink shown in **Figure 11.4** will display the Add/Edit/View LOD requirements webpage (Delegatee section shown in **Figure 11.5**).

Add/Edit/View LOD Requirements							
Instructions (M) denotes a mandatory field 1. Click Add Requirements to add a new requirement 2. Click Modify hyperlink to Edit / View an existing requirement 3. Click Submit Delegatee to submit the delegation.							
Control Numbers							
RCN#: S0101A-2023-1245 Created Year: 2023				DCN#: S5102A-23-07-1245			
KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Priority	Sat/UnSat	Action
KCR-QA-0008 INSPECTION SYSTEM					3		Modify/Complete
<input type="button" value="Add Requirements"/> <input type="button" value="Back"/>							

Figure 11.4

- E. Delegatee Add/Edit/View data fields to be completed when the Delegatee is completing the surveillance as shown in **Figure 11.5**. This section is at the bottom of the requirements page, below the Delegator entered information.

Delegatee Requirements	
(M) Delegatee Allocated Hours:	<input type="text"/>
Delegatee Remarks:	<div>4000 Characters Max</div> <div></div>
(CM) Actual Hours:	<input type="text"/>
(M) Sat/UnSat:	-SELECT-
(M) Date Required Actions Complete:	MM/DD/YYYY <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Complete Requirement"/> <input type="button" value="Cancel"/>	

Figure 11.5

- **M) Allocated Hours:** Delegatee's estimate of hours to complete the delegated surveillance requirement.

(M) Delegatee Allocated Hours:	<input type="text"/>
--------------------------------	----------------------

Figure 11.6

- **Delegatee Remarks:** The Delegatee remarks text box provides a space where the Delegatee can enter relevant information that needs to be conveyed to the Delegator. This space allows for up to 4,000 characters to be entered.

Delegatee Remarks:	
--------------------	--

Figure 11.7

- **(CM) Actual Hours:** Delegatee's actual number of hours to complete the delegated work.

(CM) Actual Hours:	
--------------------	--

Figure 11.8

- **Sat/UnSat:** Delegatee's determination of the surveillance requirement as defined by the Delegator. Sat/Unsat is displayed for each requirement on the LOD Requirements worklist page as shown in **Figure 11.9**. Make a selection in the Sat/UnSat drop down indicating the results of the surveillance.

(M) Sat/UnSat:	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">-SELECT-</div> <div style="background-color: #d3d3d3; padding: 2px;">-SELECT-</div> <div style="padding: 2px;">SAT</div> <div style="padding: 2px;">UnSat</div> </div>
----------------	---

Figure 11.9

- **Date Required Actions Complete:** Delegatee will enter the date the surveillance actions requested have been completed.


(M) Date Required Actions Complete:	MM/DD/YYYY	
-------------------------------------	------------	---

Figure 11.10

F. Buttons in the Delegatee requirement section (**Figure 11.11**):

- **Save:** Saves the changes but allows the user to leave the page without completing all Mandatory data fields
- **Complete Requirement:** Saves the changes and requires the user to complete all mandatory data fields.
- **Cancel:** Exit the page without saving.



Figure 11.11

G. Complete steps D and F for all requirements listed. After all requirements have completed the page will be as shown in **Figure 11.12**.

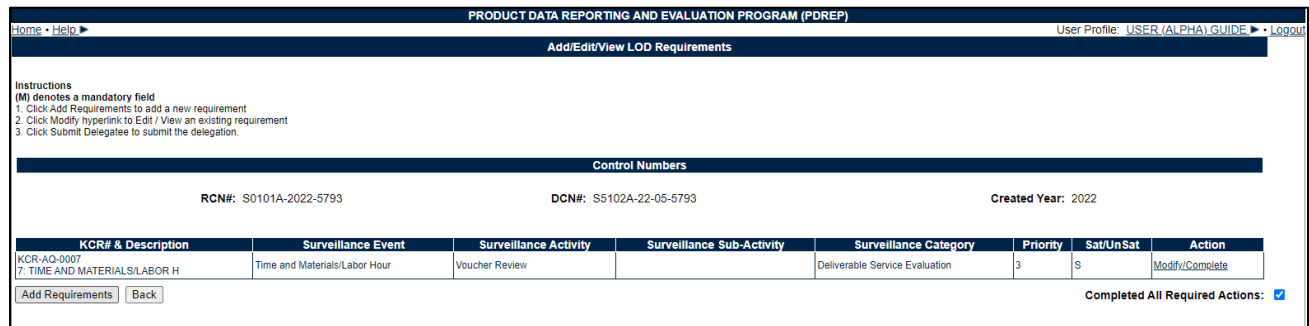
The screenshot shows a web application interface for 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. At the top, there's a navigation bar with 'Home • Help' and 'User Profile: USER (ALPHA) GUIDE • Logout'. Below this is a section titled 'Add/Edit/View LOD Requirements'. On the left, there are 'Instructions' for mandatory fields (M) and a list of steps: 1. Click Add Requirements to add a new requirement, 2. Click Modify hyperlink to Edit / View an existing requirement, 3. Click Submit Delegatee to submit the delegation. The main area displays 'Control Numbers' with 'RCN#: S0101A-2022-5793', 'DCN#: S5102A-22-05-5793', and 'Created Year: 2022'. Below this is a table with columns: 'KCR# & Description', 'Surveillance Event', 'Surveillance Activity', 'Surveillance Sub-Activity', 'Surveillance Category', 'Priority', 'Sat/UnSat', and 'Action'. The table contains one row with data: 'KCR-AQ-0007', 'TIME AND MATERIALS/LABOR H', 'Time and Materials/Labor Hour', 'Voucher Review', 'Deliverable Service Evaluation', '3', 'S', and a 'Modify/Complete' link. At the bottom left are 'Add Requirements' and 'Back' buttons. At the bottom right, it says 'Completed All Required Actions: [checked box]'.

Figure 11.12

H. Click Back to return to the Main page of the record once all requirements have been completed.

11.2 Final Delivery Date

The Delegatee has the option to update the Final Delivery Date of a contract.

- A. Enter the New/Edit Base page of the delegation. Click the Edit button of the contract to update (**Figure 11.13**).

Add Contract Information			
<input type="button" value="Add Contract"/>			
LOD Contract Line Items			
Contract Number	Order Number	Line Item Number	Final Delivery Date
A2P7WX95XZ			09/04/2024
Proposal Number	Contract Start Date	Sub Contractor/ Purchase Order Number	P.O. Delivery Date
Type Of Contract	(M) Contract Amount (USD) \$	Contracting Officer First & Last Name	Contract End Item or Service Desc
A - BLANKET PURCHASE AGREEMENTS	100		REGRESSION TEST END ITEM OR SERVICE DESC
Action			
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			
<input type="button" value="Contract Complete"/>	Date: MM/DD/YYYY	User ID: <input type="text"/>	<input type="checkbox"/>

Figure 11.13

- B. Update the Final Delivery Date by typing in a new date or using the calendar function to select a new date. Click the Save button next to the field to update the date (**Figure 11.14**). The Save Item button at the bottom of the page will not save the value for the Delegatee.

Edit Contract Line Item	
(M) Contract Number	<input type="text" value="A2P7WX95XZ"/>
Order Number	<input type="text" value="50 Characters Max"/>
Line Item Number	<input type="text" value="6 Characters Max"/>
(M) Final Delivery Date	<input type="text" value="09/04/2024"/> <input type="button" value="Save"/>
Proposal Number	<input type="text" value="50 Characters Max"/>
Contract Start Date	<input type="text" value="MM/DD/YYYY"/>
Sub Contractor/ Purchase Order Number	<input type="text" value="100 Characters Max"/>
P.O. Delivery Date	<input type="text" value="MM/DD/YYYY"/>
(M) Type of Contract:	A - Blanket purchase agreements ▼
(M) Contract Amount (USD): \$	<input type="text" value="100"/>
Contracting Officer First & Last Name:	<input type="text"/>
(M) Contract End Item or Service Desc:	<div>REGRESSION TEST END ITEM OR SERVICE DESC</div>
<input type="button" value="Save Item"/> <input type="button" value="Cancel Item Edit"/>	

Figure 11.14

- C. The date must be today's date or in the future – a date in the past may not be selected. An error message will populate if a past date is selected (**Figure 11.15**).

• Final Delivery Date must be greater than or equal to Today's date

Add/View Requirements Sub-Tier Delegation Add/View Attachment Additional Info Page Cancel

Control Numbers

RCN#: N45112-2024-870-D DCN#: S0101A-24-09-870
Created Year: 2024

Figure 11.15

- D. Once updated, there will be a confirmation message on the New/Edit Base Page and the new date will display in the Contract table (**Figure 11.16**). The update will also be tracked on the record's history.
- a. Note: no correspondence email is sent at this time. A general message may be sent within PDREP or external email.

• Contracts Saved Successfully by Delegatee.

Add/View Requirements Sub-Tier Delegation Add/View Attachment Additional Info Page Cancel

Control Numbers

RCN#: N45112-2024-870-D DCN#: S0101A-24-09-870
Created Year: 2024

Figure 11.16

12 DELEGATOR AFTER ISSUING OF A DELEGATION

A delegator may modify a delegation by changing any data field within the delegation, add a new requirement to the delegation or reissue a delegation after rejection. If the delegation is changed in any manner, the delegation will be returned to ISSUED status.

12.1 Delegator Modifying/Adding a Delegation

The Delegator may modify the delegation information after submittal until the Delegatee completes the delegation.

- A. Locate delegation in the Worklist (see **Figure 12.1**).

Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-946	ALPHA (ALPHA) USER	S5102A-23-05-946	USER (ALPHA) GUIDE		TEST	ACCEPTED	05/03/2023	
Delegation	S0101A-2023-947	ALPHA (ALPHA) USER	S5102A-23-05-947	USER (ALPHA) GUIDE		INTERNAL	ACCEPTED	05/03/2023	

Figure 12.1

- B. Click the RCN hyperlink to view the record Main page. Click the Base Page hyperlink to enter the delegation. For the purpose of the user guide will demonstrate adding a contract and adding Delegator notes.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main		
History Record			
ATTACHMENTS (2)			
View/Upload Files			
	<p>RCN#: S0101A-2023-946 DCN#: S5102A-23-05-946</p> <p>Created Year: 2023</p> <p>Status: ACCEPTED</p> <p>Action Complete Delegation</p> <p>Editable and Viewable Pages New/Edit Base Page Requirements Page Additional Information</p> <p>Send Message Message to Supervisor General Message</p>		

Figure 12.2

- C. The delegator will have access to all of the editable data fields. Make the changes to the record then click 'Save LOD'.

Part Number Information	
	Part Number
	32 Characters Max
	Add Part Number
(M) Delegator Comments/Special Instructions:	DELEGATOR COMMENTS/SPECIAL INSTRUCTIONS

Figure 12.3

Part Number Information	
	Part Number
	32 Characters Max
	Add Part Number
(M) Delegator Comments/Special Instructions:	DELEGATOR COMMENTS/SPECIAL INSTRUCTIONS ADDING ADDITIONAL COMMENTS FOR THE DELEGATEE.

Figure 12.4

- D. After clicking 'SAVE', the Delegator will be directed to the LOD- Send Message to Delegator/Delegatee page. This allows users to notify the Delegatee or Delegator of changes made to the record (see **Figure 12.5**).
- E. Enter a message and click Send message to transmit or click 'Cancel'.

LOD - Send Message to Delegator/Delegatee	
Control Numbers	
RCN#: S0101A-2023-946	DCN#: S5102A-23-05-946
Created Year: 2023	
Delegator (Code/Name): S	- ALPHA (ALPHA) USER
Delegator (Email):	:@navy.mil
Delegatee (Code/Name): R	- USER (ALPHA) GUIDE
Delegatee (Email):	.CTR@NAVY.MIL
(M) Message:	<div>Added Note to delegation.</div>
<input type="button" value="Send Message"/> <input type="button" value="Cancel"/>	

Figure 12.5

F. After modifying, the delegation status will change to ISSUED as seen on the QALI/LOD- Main page (see **Figure 12.6**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
<div> <div> QUICK VIEWS History Record ATTACHMENTS (2) View/Upload Files </div> <div> QALI / LOD - Main </div> </div>			
<div> <div> RCN#: S0101A-2023-946 Created Year: 2023 </div> <div> DCN#: S5102A-23-01-946 </div> </div>			
<div> <div> Acknowledge Due Date: 01/17/2024 </div> <div> Status: ISSUED </div> </div>			
<div> Acknowledge Delegation </div>			
<div> <div> Send Message </div> <div> Message to Supervisor General Message </div> </div>			

Figure 12.6

12.2 Delegator Modifying/Adding a Requirement

The Delegator may modify a delegation requirement or add additional requirements after submittal until the Delegatee completes the delegation.

A. Locate delegation in the Worklist (see **Figure 12.7**).

Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-946	ALPHA (ALPHA) USER	S5102A-23-05-946	USER (ALPHA) GUIDE		TEST	ACCEPTED	05/03/2023	
Delegation	S0101A-2023-947	ALPHA (ALPHA) USER	S5102A-23-05-947	USER (ALPHA) GUIDE		INTERNAL	ACCEPTED	05/03/2023	

Figure 12.7

B. Click the RCN hyperlink to view the record's main page. Click the Requirements Page hyperlink to enter the requirements page. The Requirements page is also accessible via the Base Page hyperlink to enter the delegation, then clicking on 'Add/View Requirements' button.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
----------	-----------------	-------------------	----------------

QUICK VIEWS
History Record
ATTACHMENTS (2)
View/Upload Files

QALI / LOD - Main

RCN#: S0101A-2023-946
Created Year: 2023

DCN#: S5102A-23-05-946

Status: ACCEPTED

Action
[Complete Delegation](#)

Editable and Viewable Pages
[New/Edit Base Page](#)
[Requirements Page](#)
[Additional Information](#)

Send Message
[Message to Supervisor](#) | [General Message](#)

Figure 12.8

C. Click the Modify hyperlink shown in **Figure 12.9** and the Add/ Edit/View LOD Requirements will be displayed as in **Figure 12.10**.

Add/Edit/View LOD Requirements							
Instructions (M) denotes a mandatory field 1. Click Add Requirements to add a new requirement. 2. Click Modify hyperlink to Edit / View an existing requirement. 3. Click Submit Delegate to submit the delegation.							
Control Numbers							
RCN#: S0101A-2023-1245 Created Year: 2023				DCN#: S5102A-23-07-1245			
KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Priority	Sat/UnSat	Action
KCR-QA-0008 INSPECTION SYSTEM					3		Modify/Complete
Add Requirements Back							

Figure 12.9

Requirement Information	
(M) Assigned Functional Area: Quality Assurance	
(M) KCR# & Description: KCR-QA-0008 - Inspection ...	
Surveillance Event: Heat Treatment and Surfac...	
Surveillance Activity: Preheat Treat Coating	
Surveillance Sub-Activity: <SELECT>	
Surveillance Category: <SELECT>	
Frequency of Surveillance: <SELECT>	
Surveillance Techniques: <SELECT>	
Intensity of Surveillance: <SELECT>	
(M) Risk Consequence <i>(provide at least one)</i>	
Risk Consequence – Cost: 3	(Auto) Risk Consequence: 3
Risk Consequence – Schedule: <SELECT>	(M) Risk Likelihood: 3
Risk Consequence – Performance: <SELECT>	(Auto) Risk Rating: 13
(CM) Rationale for Risk Consequence – Cost: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	(CM) Rationale for Risk Consequence – Schedule: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
(CM) Rationale for Risk Consequence – Performance: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	(M) Rationale for Risk Likelihood: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
(M) Priority: 3	

Figure 12.10

D. Make the modification and click the Save Requirements button.

1. This example changed the Surveillance Category and added information to the Rationale for Risk Consequence – Cost as shown in **Figure 12.11**.

Requirement Information			
(M) Assigned Functional Area:	Quality Assurance		
(M) KCR# & Description:	KCR-QA-0008 - Inspection ...		
Surveillance Event:	Heat Treatment and Surfac...		
Surveillance Activity:	Preheat Treat Coating		
Surveillance Sub-Activity:	<SELECT>		
Surveillance Category:	Deliverable Service Evaluat...		
Frequency of Surveillance:	<SELECT>		
Surveillance Techniques:	<SELECT>		
Intensity of Surveillance:	<SELECT>		
(M) Risk Consequence (provide at least one)			
Risk Consequence - Cost:	3	(Auto) Risk Consequence:	3
Risk Consequence - Schedule:	<SELECT>	(M) Risk Likelihood:	3
Risk Consequence - Performance:	<SELECT>	(Auto) Risk Rating:	13
(CM) Rationale for Risk Consequence - Cost:		(CM) Rationale for Risk Consequence - Schedule:	
Cost - additional cost rationale.		4000 Characters Max	
(CM) Rationale for Risk Consequence - Performance:		(M) Rationale for Risk Likelihood:	
4000 Characters Max		Risk rationale	
(M) Priority: 3			

Figure 12.11

- E. After modifying a requirement and saving, click 'Back' to return to the LOD- New/Edit page. Click 'Save LOD' to save changes.
- F. The Delegator will be directed to the LOD- Send Message to Delegator/Delegatee page. This allows users to notify the Delegatee or Delegator of changes made to the record (see **Figure 12.12**).
- G. Enter a message and click 'Send Message' to transmit or click 'Cancel'.

LOD - Send Message to Delegator/Delegatee	
Control Numbers	
RCN#: S0101A-2023-946	DCN#: S5102A-23-05-946
Created Year: 2023	
Delegator (Code/Name)): S	- ALPHA (ALPHA) USER
Delegator (Email)):	:@navy.mil
Delegatee (Code/Name)): R	- USER (ALPHA) GUIDE
Delegatee (Email)):	.CTR@NAVY.MIL
(M) Message:	<div>Added Note to delegation.</div>
<div>Send Message</div> <div>Cancel</div>	

Figure 12.12

H. After modifying, the delegation status will change to ISSUED as seen on the QALI/LOD- Main page (see **Figure 12.13**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main		
History Record			
ATTACHMENTS (2)			
View/Upload Files			
	<p>RCN#: S0101A-2023-946 DCN#: S5102A-23-01-946</p> <p>Created Year: 2023</p> <p>Acknowledge Due Date: 01/17/2024 Status: ISSUED</p> <p>Acknowledge Delegation</p> <p>Send Message</p> <p>Message to Supervisor General Message</p>		

Figure 12.13

To add a new requirement, the delegator will click the Add Requirements button shown in **Figure 12.14** and Add/Edit/View LOD Requirements webpage will display (see **Figure 12.15**).

Add/Edit/View LOD Requirements							
Instructions (M) denotes a mandatory field 1. Click Add Requirements to add a new requirement 2. Click Modify hyperlink to Edit / View an existing requirement 3. Click Submit Delegation to submit the delegation.							
Control Numbers							
RCN#: S0101A-2023-1245 Created Year: 2023				DCN#: S5102A-23-07-1245			
KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Priority	Sat/UnSat	Action
KCR-QA-0008 INSPECTION SYSTEM					3		Modify/Complete
Add Requirements Back							

Figure 12.14

Requirement Information

(M) Assigned Functional Area:

Surveillance Category:

Frequency of Surveillance:

Surveillance Technique:

Intensity of Surveillance:

(M) Risk Consequence (Provide at least one)

Risk Consequence - Cost: (Auto) Risk Consequence:

Risk Consequence - Schedule: (M) Risk Likelihood:

Risk Consequence - Performance: (Auto) Risk Rating:

(CM) Rationale for Risk Consequence - Cost: 4000 Characters Max

(CM) Rationale for Risk Consequence - Schedule: 4000 Characters Max

(CM) Rationale for Risk Consequence - Performance: 4000 Characters Max

(M) Rationale for Risk Likelihood: 4000 Characters Max

(M) Priority:

(M) Prime / Subcontract Standards: 1500 character limit.

(M) Product Service Description: 1500 character limit.

Reporting Requirements: 4000 character limit.

(CM) Special Reporting Requirements Additional Instructions: 4000 character limit.

Customer Requirements, Instructions or Outcome: 4000 character limit.

Surveillance Strategy Plan: 4000 character limit.

Request for Variance

RPV1 - All RPV authority is withheld.

RPV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RPVs).

RPV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RPVs.

RPV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RPVs submitted by the subcontractor for approval by the prime contractor and government customer.

RPV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RPVs.

Request for Variance Remarks: 1000 character limit.

Additional Remarks: 4000 character limit.

Figure 12.15

- I. Follow the steps of **Section 5.3** to add a LOD requirement.
- J. The additional requirement is listed in the Add/Edit/View LOD Requirements (see **Figure 12.16**).

Add/Edit/View LOD Requirements

Instructions
(M) denotes a mandatory field
1. Click Add Requirements to add a new requirement
2. Click Modify hyperlink to Edit / View an existing requirement
3. Click Submit Delegatee to submit the delegation.

Control Numbers

RCN#: S0101A-2023-1245
Created Year: 2023

DCN#: S5102A-23-07-1245

KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Priority	Sat/UnSat	Action
KCR-QA-0008-09 LEVEL CONTRACT QUALITY REQ	Contractor Technical Assessment (QMS, 52.246-11)	Processes			3		Modify/Complete
KCR-QA-0008 INSPECTION SYSTEM	Heat Treatment and Surface Hardening Processes	Preheat Treat Coating		Deliverable Service Evaluation	3		Modify/Complete

Figure 12.16

- K. After adding a requirement, the delegation status will change to Issued (see **Figure 12.13**).

12.3 Delegator Modifying After Rejection & Reissuing Delegation

The Delegator may modify the LOD information and requirements after rejection and reissue the delegation.

- A. Locate LOD in the Worklist (see **Figure 12.17**).

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1135	ALPHA (ALPHA) USER	S5102A-23-07-1135	USER (ALPHA) GUIDE		REJECTME	REJECTED		

Figure 12.17

- B. Click the RCN hyperlink to view the record Main page (see **Figure 12.18**). Click the Base Page hyperlink to enter the delegation. For the purpose of the user guide will demonstrate adding a contract and adding Delegator notes.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports												
QUICK VIEWS				QALI / LOD - Main											
History Record															
ATTACHMENTS (7)															
View/Upload Files															

Figure 12.18

- C. The delegator will have access to all of the editable data field. **Figure 12.19** shows the Add LOD information and **Figure 12.20** shows, for the purpose of the user guide, modifying the contract information and adding Delegator Instructions/ Notes.

NSN Information				
COG	FSC	NIIN	SMIC	
2 Chars	4 Chars	9 Chars	2 Chars	
Add NSN				
Part Number Information				
Part Number				
32 Characters Max				
Add Part Number				
4000 Characters Max				
(M) Delegator Comments/Special Instructions:				

Figure 12.19

NSN Information				
COG	FSC	NIIN	SMIC	
2 Chars	4 Chars	9 Chars	2 Chars	
Add NSN				
Part Number Information				
Part Number				
32 Characters Max				
Add Part Number				
4000 Characters Max				
(M) Delegator Comments/Special Instructions:				

Figure 12.20

D. Click the Submit to Delegatee button (see **Figure 12.21**).

Add/View Requirements	Save	Submit to Delegatee	Withdraw Delegation	Delete Delegation
Close Delegation				
Add/View Attachment	Additional Info Page	Cancel		

Figure 12.21

- E. Submit to Delegatee will bring up the DCMA Correspondence page (details instructions are in **Section 9**). Add any necessary Email addresses and click Send to re-submit the delegation to the Delegatee (**Figure 12.22**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the QALI/LOD Letter	
Correspondence	
To: <input type="text" value="deleagtee@mail.mil"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/>
	<input type="text" value="1910 THIRD AVE N"/>
	<input type="text" value="BIRMINGHAM, AL 35203-3514 US"/>
	<input type="text" value="01/05/2024"/>
<div><p>You have received a delegation for the following area(s): Software Acquisition Management</p><p>Delegator: USER GUIDE Phone: 2075551234 Delegator Comments: Regression Testing resubmit for user guide</p><p>Contract #: K77P3H5Z24</p><p>Customer Name: PDREP Regression</p><p>RCN #: S0101A-2023-1663 DCN #: S5102A-23-12-1663</p><p>Supplier/Facility: NAVY UNITED STATES DEPARTMENT OF THE 07070 110 VERNON AVE PANAMA CITY BEACH, 32407-7001</p><p>Please log in to PDREP to review and accept/recommend rejection/reassign/request <input type="checkbox"/></p></div>	
<div><input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/></div>	

Figure 12.22

13 SUPERVISOR – WITHDRAW A DELEGATION

A user with Supervisor, CMO and HQ-PIR access level may only withdrawal a delegation before the delegation is accepted.

- A. Locate LOD on the Worklist.
- B. Click on the RCN for the LOD that will be withdrawn. The QALI/LOD Main page will display. Click on the New/Edit hyperlink to enter the record.
- C. Click the Withdraw Delegation button located between the Add/View Requirements and Add/View Attachment buttons (see **Figure 13.1**).
- D. The QALI/LOD Recall/Withdraw page will be displayed (see **Figure 13.2**).

Delegation - New/Edit

Instructions
(M) denotes a mandatory field

1. Select Delegator Name from Drop Down
2. Enter Delegatee DoDAAC
3. Select Delegatee Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

Add/View Requirements Save Withdraw Delegation

Add/View Attachment Additional Info Page Cancel

Figure 13.1

LOD Email Notice	
<div> <div>Send</div> <div>Cancel</div> </div>	
Control Numbers	
RCN#: S0101A-2023-1629 Created Year: 2023	DCN#: S5102A-23-12-1629
QALI/LOD - Withdraw	
To: From:	Please enter Remarks. They will be used as the body of the Email: <div> <div>(M) Remarks:</div> <div></div> </div>
(M) Withdraw Date: 01/05/2024	

Figure 13.2

- **To:** Pre-populated field with the Delegatee's Email address.
- **From:** Pre-populated field with the Sender's Email address.
- **(M) Withdraw Date:** The Recall/Withdraw date is the Date that the QALI/LOD is being recalled or withdrawn. This field defaults to the current date and is a mandatory field.
- **(M) Remarks:** Notes regarding the recall/withdrawal of the QALI/LOD. This field is mandatory as shown in **Figure 13.3**.

QALI/LOD - Withdraw	
To: From:	Please enter Remarks. They will be used as the body of the Email: <div> <div>(M) Remarks:</div> <div>Enter reason for withdrawl.</div> </div>
(M) Withdraw Date: 01/05/2024	

Figure 13.3

- **Send:** Click the 'Send' button to finalize the Withdrawal process. This will bring you to a confirmation page (**Figure 13.4**).
- **Cancel:** Clicking the 'Cancel' button exits the page without saving.

PDREP MESSAGE	
QAL/LOD Number	S0101A-2023-1629
Message	Withdrawal sent successfully
Continue	

Figure 13.4

The withdrawn LOD will now have the status of “WITHDRAWN” as seen in **Figure 13.5**.

Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1629	ALPHA (ALPHA) USER	S5102A-23-12-1629	TEST (ALPHA) USER		TNB7137P4Y	WITHDRAWN		

Figure 13.5

14 SUPERVISOR - TRANSFER QALI/LOD

ONLY users with Supervisor, Contract Management Office (CMO) and HQ-PIR access will be able to transfer delegations on their associated Team Code/OU. All other user access levels will not see the menu/tab options outlined in **Figure 14.1** and **Figure 14.2** below.

14.1 Accessing Transfer Page

- A. From the PDREP main menu, hover over the QALI/Letter of Delegation (LOD) menu item, select Transfer QALI from the fly out menu as shown in **Figure 14.1** or from the PDREP – QALI / LOD Worklist page, click the Transfer Tab (see **Figure 14.2**).



Figure 14.1

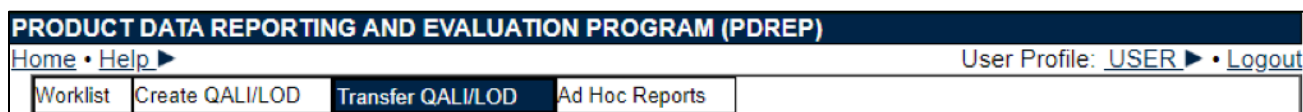


Figure 14.2

- B. Clicking the Transfer QALI/LOD fly out or the Transfer QALI/LOD Tab will display the Transfer QALI / LOD web page as shown in **Figure 14.3**. ONLY users with the necessary roles to transfer delegations (Supervisor and above) will see the webpage represented in **Figure 14.3**, users without the necessary role to transfer will not have access to the Transfer QALI/LOD fly out menu nor tab. Note the instructions at the top of the page.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
----------	-----------------	-------------------	----------------

Transfer QALI / LOD

Instructions
(M) denotes a mandatory field

TO SEARCH

1. Select the Record Type to transfer.
2. Select the type of Transfer (e.g. from Delegator to another Delegator, or from a Delegatee to another Delegatee)
3. Enter the DoDAAC of the Record Control Number (RCN). This will populate names in the Delegatee/Delegator dropdowns of users associated with records in that DoDAAC.
4. Select the Delegator or Delegatee whose QALI/LOD you want to transfer OR enter the RCN to search. Do not use both dropdowns and RCN entry when searching.
5. Click the **Search** button

TO TRANSFER

1. Enter the TO: DoDAAC to populate available users within that DoDAAC to transfer the record to (Note: Field is case sensitive)
2. Select the user to whom you would like to transfer the QALI/LOD from the dropdown
3. Select the QALI/LODs to transfer using checkbox to select or click on the "Select All" button
4. Click the **Transfer Selected** button

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☒ LOD ☐ Host Nation ☐ Reimbursable

(M) Transfer: ☐ FROM Delegatee to Delegatee ☐ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

Figure 14.3

Figure 14.3 Data Elements:

- **(M) Record Type:** Select the type of record that needs to be transferred.
- **(M) Transfer:** Select the role on the record that needs to be transferred/updated.
- **(M) DoDAAC:** This pre-populates with the DoDAAC of the signed in user but can be changed. Enter the DoDAAC associated with the user's role on the record you are transferring FROM (e.g., the current Delegator/Delegatee's DoDAAC as seen in the RCN or DCN). This field is case sensitive - use capital letters only.
- **(M) Delegatee:** Dropdown that populates a list of Delegatee's associated with records within the DoDAAC entered in the DoDAAC field.
- **(M) Delegator:** Dropdown that populates a list of Delegator's associated with

records within the DoDAAC entered in the DoDAAC field.

- **OR (M) RCN:** Optional field to enter the RCN of a specific record that needs to be transferred. NOTE: If transferring a record outside your Primary DoDAAC, remove the DoDAAC from the DoDAAC field before searching.

14.2 Transferring QALI and Internal Delegations

A. Searching for QALI and Internal Delegations follow the same process. The page defaults to LOD as the initial selection.

1. Select the type of record to be transferred, see **Figure 14.4**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☒ LOD ☐ Host Nation ☐ Reimbursable

(M) Transfer: ☐ FROM Delegatee to Delegatee ☐ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

Figure 14.4

2. Select the type of transfer (e.g., from Delegator to another Delegator, or from a Delegatee to another Delegatee) see **Figure 14.5**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☒ LOD ☐ Host Nation ☐ Reimbursable

(M) Transfer: ☒ FROM Delegatee to Delegatee ☐ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

Figure 14.5

3. From appropriate drop-down box, select the individual that is currently responsible for the record, or input RCN (see **Figure 14.6**). The Delegatee and Delegator drop downs will contain a list of users from user's DODAAC as shown in **Figure 14.7**.

The screenshot shows a web form titled "SEARCH FOR RECORDS TO TRANSFER:". It contains several input fields and radio buttons. The "Record Type" section has four radio buttons: QALI, LOD (selected), Host Nation, and Reimbursable. The "Transfer" section has two radio buttons: FROM Delegatee to Delegator (selected) and FROM Delegator to Delegator. The "DoDAAC" field contains the text "S0101A". The "Delegatee" dropdown menu is open, showing "USER, BETA (BETA)" as the selected option. The "Delegator" dropdown menu is also open, showing "-SELECT-" as the selected option. There is an "OR (M) RCN:" field which is empty. A "Search" button is located at the bottom right of the form.

Figure 14.6

This is a close-up of the "Delegatee" dropdown menu. The menu is open, showing a list of options. The top option is "-SELECT-". Below it is another "-SELECT-" option, which is highlighted in blue. Below that are two options: "(ALPHA)" and "GUIDE, USER (ALPHA)". The dropdown menu is positioned over the "Delegatee" label.

Figure 14.7

4. Click the Search button and the web page will display as shown in **Figure 14.8**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☒ LOD ☐ Host Nation ☐ Reimbursable

(M) Transfer: ☒ FROM Delegatee to Delegatee ☐ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

TRANSFER RECORDS

DoDAAC:

FROM Delegatee:

TO (M) Delegatee:

TOTAL Result count: 25
SEARCH RESULTS

Type	RCN	DCN	Cage Code	Delegator Activity	Delegator Name	Delegated Activity	Delegatee Name	Issue Date	Status	Select ALL
LOD	S0101A-2023-331-0001	S0101A-23-05-331-0001		S0101A	LOD (BETA) USER GUIDE	S0101A	BETA (BETA) USER		DRAFT	<input type="checkbox"/>
RLOD	S0101A-2023-332-0001	S0101A-23-05-332-0001		S0101A	LOD (BETA) USER GUIDE	S0101A	BETA (BETA) USER	05/08/2023	ACCEPTED	<input type="checkbox"/>
RLOD	S0101A-2023-339-0001	S0101A-23-05-339-0001		S0101A	LOD (BETA) USER GUIDE	S0101A	BETA (BETA) USER		DRAFT	<input type="checkbox"/>
LOD	S2305A-2022-148	S0101A-22-03-148	PDREP	S2305A	PDREP (BETA) TEST USER	S0101A	BETA (BETA) USER	03/15/2022	ISSUED	<input type="checkbox"/>
LOD	S4306A-2021-6405	S0101A-21-09-6405		S4306A	LOD (BETA) USER GUIDE	S0101A	BETA (BETA) USER	09/23/2021	ACCEPTED	<input type="checkbox"/>
LOD	S4306A-2021-6410	S0101A-21-09-6410		S4306A	LOD (BETA) USER GUIDE	S0101A	BETA (BETA) USER	09/24/2021	COMPLETED	<input type="checkbox"/>

Figure 14.8

5. If an RCN is entered the record return will be that single record as Shown in Figure 14.9.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☒ LOD ☐ Host Nation ☐ Reimbursable

(M) Transfer: ☒ FROM Delegatee to Delegatee ☐ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

TRANSFER RECORDS

DoDAAC:

FROM Delegatee:

TO (M) Delegatee:

TOTAL Result count: 1
SEARCH RESULTS

Type	RCN	DCN	Cage Code	Delegator Activity	Delegator Name	Delegated Activity	Delegatee Name	Issue Date	Status	Select ALL
RLOD	S0101A-2023-339	S5102A-23-05-339		S0101A	BETA (BETA) USER	S5102A	LOD (BETA) USER GUIDE	05/09/2023	ACCEPTED	<input type="checkbox"/>

Figure 14.9

B. Transfer Selected Delegations

1. Enter DODAAC to which the delegations are being transferred to (see **Figure 14.10**). Select the Delegator or Delegatee who the delegation(s) are being transferred to from the TO drop down (see **Figure 14.11**).

TRANSFER RECORDS	
DoDaac:	<input type="text" value="S5102A"/>
FROM Delegator:	GUIDE, USER (ALPHA)
TO (M) Delegator:	<input type="text" value="-SELECT-"/>
<input type="button" value="Transfer Selected"/>	

Figure 14.10

TO (M) Delegator:	<input type="text" value="-SELECT-"/> <div> <input type="text" value="-SELECT-"/> (ALPHA) (ALPHA) (ALPHA) (ALPHA) </div>
-------------------	--

Figure 14.11

2. Select the delegations to be transferred by clicking the box of the individual delegation (see **Figure 14.12**) or click the Select ALL button (see **Figure 14.13**).

TRANSFER RECORDS

DoDAAC: S5102A

FROM Delegator: GUIDE, USER (ALPHA)

TO (M) Delegator: -SELECT-

Transfer Selected

TOTAL Result count: 322

SEARCH RESULTS

Type	RCN	DCN	Cage Code	Delegator Activity	Delegator Name	Delegated Activity	Delegatee Name	Issue Date	Status	Select ALL
LOD	N45112-2023-1439-0001-D	N45112-23-11-1439-0001		S5102A	USER (ALPHA) GUIDE	N45112	TESTY, TESTER (ALPHA)		DRAFT	<input type="checkbox"/>
LOD	S0101A-2022-5814	S5102A-22-06-5814		S0101A	GUIDE, USER (ALPHA)	S5102A	(ALPHA) (ALPHA)	06/07/2022	ACCEPTED	<input checked="" type="checkbox"/>
RLOD	S0101A-2022-6149	S0101A-22-06-6149	07070	S0101A	ALPHA (ALPHA) USER	S0101A	(ALPHA)	10/26/2022	ACKNOWLEDGED	<input checked="" type="checkbox"/>

Figure 14.12

TRANSFER RECORDS

DoDAAC: S5102A

FROM Delegator: GUIDE, USER (ALPHA)

TO (M) Delegator: -SELECT-

Transfer Selected

TOTAL Result count: 322

SEARCH RESULTS

Type	RCN	DCN	Cage Code	Delegator Activity	Delegator Name	Delegated Activity	Delegatee Name	Issue Date	Status	Select ALL
LOD	N45112-2023-1439-0001-D	N45112-23-11-1439-0001		S5102A	USER (ALPHA) GUIDE	N45112	TESTY, TESTER (ALPHA)		DRAFT	<input checked="" type="checkbox"/>
LOD	S0101A-2022-5814	S5102A-22-06-5814		S0101A	GUIDE, USER (ALPHA)	S5102A	(ALPHA) (ALPHA)	06/07/2022	ACCEPTED	<input checked="" type="checkbox"/>
RLOD	S0101A-2022-6149	S0101A-22-06-6149	07070	S0101A	ALPHA (ALPHA) USER	S0101A	(ALPHA)	10/26/2022	ACKNOWLEDGED	<input checked="" type="checkbox"/>

Figure 14.13

3. Click the Transfer Selected button, the delegations will be transferred and the webpage will display a message as shown in **Figure 14.14**.

SEARCH FOR RECORDS TO TRANSFER:

- Selected QALI/LOD or QALIs/LODs have been successfully transferred.

(M) Record Type: ☐ QALI ☒ LOD ☐ Host Nation ☐ Reimbursable

(M) Transfer: ☒ FROM Delegatee to Delegatee ☐ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

Figure 14.14

14.3 Transferring Reimbursable Delegations

- A. To transfer a Reimbursable delegation, select Reimbursable as the Record Type (Figure 14.15).

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☐ LOD ☐ Host Nation ☒ Reimbursable

(M) Transfer: ☐ FROM Delegatee ☐ FROM Delegator ☐ FROM DoDCCP/NPO

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

(M) DoDCCP/NPO:

OR (M) RCN:

Figure 14.15

1. The options for Transfer will update to display the following:
 - a. **FROM Delegatee:** Select this to transfer the record to a new Delegatee.
 - b. **FROM Delegator:** Select this to transfer the record to a new Delegator.

- c. **FROM DoDCCP/NPO:** Select this to transfer the record to a new DoDCCP/NPO.
2. An additional dropdown will populate for **(M) DoDCCP/NPO**, which will populate a list of DoDCCP/NPO users associated with records within the DoDAAC entered in the DoDAAC field. All other fields operate the same as a QALI or Internal Delegation.
 3. Select the appropriate Record Type and Transfer radio buttons for the desired transfer. Or enter the applicable DoDAAC and select the correct dropdown for the Transfer (or enter an RCN) and click Search.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☐ LOD ☐ Host Nation ☒ Reimbursable

(M) Transfer: ☐ FROM Delegatee ☐ FROM Delegator ☒ FROM DoDCCP/NPO

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

(M) DoDCCP/NPO:

OR (M) RCN:

TRANSFER RECORDS

DoDAAC:

FROM DoDCCP/NPO Delegator: USER, BETA (BETA)

TO (M) DoDCCP/NPO Delegator:

TOTAL Result count: 28
SEARCH RESULTS

Type	RCN	DCN	Cage Code	Delegator Activity	Delegator Name	Delegated Activity	Delegatee Name	Issue Date	Status	Select ALL
RLOD	S0101A-2023-114	S5102A-23-02-114		S0101A	BETA (BETA) USER	S5102A	PDREP (BETA) TEST USER	02/09/2023	ACCEPTED	<input type="checkbox"/>
RLOD	S0101A-2023-332	S5102A-23-05-332	98897	S0101A	BETA (BETA) USER	S5102A	LOD (BETA) USER GUIDE	05/08/2023	ACCEPTED	<input type="checkbox"/>
RLOD	S0101A-2023-332-0001	S0101A-23-05-332-0001		S0101A	LOD (BETA) USER GUIDE	S0101A	BETA (BETA) USER	05/08/2023	ACCEPTED	<input type="checkbox"/>

Figure 14.16

4. On Reimbursable transfer, the DoDAAC field under the “Transfer Records” section will populate the TO Dropdown below (**Figure 14.16**). The dropdown will contain all users with the entered DoDAAC listed as their Primary or Secondary DoDAAC on their user profile page.
5. As outlined in Section 14.1, select the delegations to be transferred by clicking the box of the individual delegation or click the Select ALL button.
6. Click the Transfer Selected button and the delegations will be transferred and the webpage will display a confirmation message (**Figure 14.17**).

SEARCH FOR RECORDS TO TRANSFER:

- Selected QALI/LOD or QALIs/LODs have been successfully transferred.

(M) Record Type: ☐ QALI ☐ LOD ☐ Host Nation ☒ Reimbursable

(M) Transfer: ☐ FROM Delegatee ☐ FROM Delegator ☒ FROM DoDCCP/NPO

(M) DoDAAC:

(M) Delegatee: ▼

(M) Delegator: ▼

(M) DoDCCP/NPO: ▼

OR (M) RCN:

Figure 14.17

14.4 Transferring Host Nation Delegations

- A. When transferring Host Nation delegations, only the FROM Delegator to Delegator option is available (**Figure 14.18**).

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ☐ QALI ☐ LOD ☒ Host Nation ☐ Reimbursable

(M) Transfer: ☒ FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegator: ▼

OR (M) RCN:

Figure 14.18

- B. Host Nation records do not utilize a Delegatee, so no records will populate to transfer if FROM Delegatee to Delegator is selected. All other actions follow the Reimbursable transfer process.

15 DELEGATEE - COMPLETING A LOD

After updating all the requirements and contracts of the QALI/LOD, as detailed in **Section 11**, a QALI/LOD may be completed. If requirements have not all been updated, an error message will appear as seen in **Figure 15.1**.

Add/Edit/View LOD Requirements

Instructions
(M) denotes a mandatory field
1. Click Add Requirements to add a new requirement
2. Click Modify hyperlink to Edit / View an existing requirement
3. Click Submit Delegatee to submit the delegation.

Control Numbers

RCN#: S3620A-2024-39
Created Year: 2024

DCN#: S5102A-24-01-39

• Must complete the Delegatee section on the Requirement page(s)

KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Priority	Sat/UnSat	Action
KCR-CS-0002 ARMS					2		Modify/Complete

[Add Requirements](#) [Back](#)

Figure 15.1

If completing an international reimbursable delegation, an additional verification is made to ensure at least one GQACR form has been completed as seen in **Figure 15.2**. See **Section 21.7** for more details.

View / Edit GQA Form

Control Numbers

RCN#: S3620A-2024-39
Created Year: 2024

DCN#: S5102A-24-01-39

• At least one GQACR form must be completed before completing the delegation.

[-SELECT-](#) [Create](#) [Cancel](#)

Figure 15.2

15.1 Completing Contracts


The Delegatee is required to complete all delegated contract work on the delegation within the PDREP QALI/LOD module.

- A. Enter the New/Edit Base page of the delegation. Below each LOD Contract line item will be a button to mark its completion (**Figure 15.3**).

LOD Contract Line Items			
Contract Number	Order Number	Line Item Number	Final Delivery Date
YUSSAYJ5J5			04/30/2024
Proposal Number	Contract Start Date	Sub Contractor/ Purchase Order Number	P.O. Delivery Date
Type Of Contract	(M) Contract Amount (USD) \$	Contracting Officer First & Last Name	Contract End Item or Service Desc
A - BLANKET PURCHASE AGREEMENTS	100		REGRESSION TEST END ITEM OR SERVICE DESC
Action			
<div> <div>Edit</div> <div>Delete</div> </div>			
Contract Complete	Date: MM/DD/YYYY 	User ID: <input type="text"/>	<input type="checkbox"/>

Figure 15.3

- B. Click Contract Complete to close out the contract. When clicked, a pop-up message will display asking if you are sure you want to close the contract (**Figure 15.4**).
- Once a contract is marked complete, it cannot be reopened.
 - Clicking Cancel will refresh the page without marking the contract complete.
 - Clicking OK will refresh the page and mark the contract complete.

LOD Contract Line Items			
Contract Number	Order Number	Line Item Number	Final Delivery Date
REGACCEPTED			2024
Proposal Number	Contract Start Date	Sub Contractor/ Purchase Order Number	P.O. Delivery Date
Type Of Contract	(M) Contract Amount (USD) \$	Contracting Officer First & Last Name	Contract End Item or Service Desc
A - BLANKET PURCHASE AGREEMENTS	100		REGRESSION TEST END ITEM OR SERVICE DESC
Action			
<div> <div>Edit</div> <div>Delete</div> </div>			
Contract Complete	Date: MM/DD/YYYY 	User ID: <input type="text"/>	<input type="checkbox"/>

alpha.pdrep.csd.disa.mil says

Are you sure all delegated work for this contract is complete? Once marked complete it cannot be reopened for this delegation.

OK

Cancel

Figure 15.4

C. After clicking OK, the fields will populate with the following (**Figure 15.5**):

- d. Date: Today's date (the date the contract is marked complete)
- e. User ID: The User ID of the person who marks the contract complete.
- f. The checkbox will be checked indicating the contract is complete and the button will no longer display.

LOD Contract Line Items			
Contract Number	Order Number	Line Item Number	Final Delivery Date
REGACCEPTED			12/06/2024
Proposal Number	Contract Start Date	Sub Contractor/ Purchase Order Number	P.O. Delivery Date
Type Of Contract	(M) Contract Amount (USD) \$	Contracting Officer First & Last Name	Contract End Item or Service Desc
A - BLANKET PURCHASE AGREEMENTS	100		REGRESSION TEST END ITEM OR SERVICE DESC
Action			
	Date: 12/10/2024	User ID: SDERI	<input checked="" type="checkbox"/>

Figure 15.5

If a contract is not complete before clicking the Complete Delegation hyperlink on the Main Page, an error message will display alerting the user to complete the contract (**Figure 15.6**).

Delegation - New/Edit

Instructions

(M) denotes a mandatory field

1. Select Delegator Name from Drop Down
2. Enter Delegatee DoDAAC
3. Select Delegatee Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

- All contracts must be completed before completing record.

Add/View Requirements
Sub-Tier Delegation
Add/View Attachment
Additional Info Page
Cancel

Control Numbers

Figure 15.6

Click the **CANCEL** button to return to the Main Page. Follow the steps outline in Section 15.2 to complete the QALI/LOD.

15.2 Completing the Record

- A. Locate QALI/LOD on the Worklist with ACCEPTED status (see **Figure 15.7**).

Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-40-D	ALPHA (ALPHA) USER	S5102A-24-01-40	USER (ALPHA) GUIDE	98897	TEST	ACCEPTED	01/09/2024	
RLOD	S3620A-2024-39	(ALPHA)	S5102A-24-01-39	USER (ALPHA) GUIDE		NASA	ACCEPTED	01/09/2024	

Figure 15.7

- B. Click the RCN to open the main page of the record.
- C. Click the Complete Delegation hyperlink as shown in **Figure 15.8** and the QALI/LOD Complete page will be displayed as seen in **Figure 15.9**.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports	View / Edit GQA
QUICK VIEWS		QALI / LOD - Main		
History Record				
ATTACHMENTS (2)				
View/Upload Files				
		<p>RCN#: S3620A-2024-39 DCN#: S5102A-24-01-39</p> <p>Created Year: 2024</p> <p>Status: ACCEPTED</p> <p>Action Complete Delegation GQA Forms</p> <p>Editable and Viewable Pages New/Edit Base Page Requirements Page Additional Information</p> <p>Send Message Message to Supervisor General Message</p>		

Figure 15.8

QALI / LOD Complete

Send Save and Exit Add/View Attachment Cancel

Control Numbers

RCN#: S0101A-2023-684-D
Created Year: 2023

DCN#: S0101A-23-04-684

To:
From:

Complete

You are being notified that ALPHA (ALPHA) USER from S0101A completed S0101A-2023-684 on 01/05/2024.

Inspection Results:

Figure 15.9

D. The available buttons on the QALI/LOD complete webpage shown in **Figure 15.9** are:

- **Send:** Clicking the Send button opens the Correspondence page. The Delegatee can then verify the information is correct and all applicable attachments are selected on the Correspondence page. Click the Send button to finalize the complete process.
- **Save and Exit:** Saves the record and exits the page.
- **Add/View Attachment:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Cancel:** Exit the page without saving.

E. Enter the surveillance results in the Inspection Results text box (see **Figure 15.10**).

QALI / LOD Complete	
<input type="button" value="Send"/> <input type="button" value="Save and Exit"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>	
Control Numbers	
RCN#: S0101A-2023-684-D Created Year: 2023	DCN#: S0101A-23-04-684
To: From:	
Complete	
You are being notified that ALPHA (ALPHA) USER from S0101A completed S0101A-2023-684 on 01/05/2024.	
Inspection Results:	<div>Results from inspection.</div>

Figure 15.10

- F. Click the 'Send' button shown on **Figure 15.11** and the PDREP message confirmation web page will be displayed (see **Figure 15.12**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help	User Profile: USER (ALPHA) GUIDE • Logout
QALI / LOD Complete	
<input type="button" value="Send"/> <input type="button" value="Save and Exit"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>	

Figure 15.11

PDREP MESSAGE
QAL/LOD Number S0101A2023684 Message Data sent successfully Continue


Figure 15.12


- G. The delegation changes to COMPLETED status on the QALI/LOD Main Page and Worklist (see **Figure 15.13**). An email notification will be sent to the Delegator upon completion (**Figure 15.14**).


Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	S0101A-2023-684-D	ALPHA (ALPHA) USER	S0101A-23-04-684	ALPHA (ALPHA) USER	19151	SPE7M222P1611	COMPLETED	04/11/2023	

Figure 15.13

Completed - RCN#: N45112-2024-25-Q

 To

 N45112-2024-25-Q_INITIAL_LETTER.pdf
15 KB

 N45112-2024-25-Q_INITIAL_LETTER.pdf
15 KB

The Delegatee has completed all delegated activities. Request closure of delegation N45112-2024-25-Q.
Please contact the delegatee at 207-400-1234 or CTR@NAVY.MIL if any assistance is required.

PDREP HOME: <https://www.pdrep.csd.disa.mil/>
Inspection Results: completed

You must use Adobe Acrobat Reader version 5.x or higher to display and print the letter.
<http://www.adobe.com/products/reader>

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 Reply
  Reply All
  Forward
 

Figure 15.14

- H. The record will no longer display an editable record but displays a view only format of the delegation (see **Figure 15.15**), accessible from the QALI/LOD- Main page.

QALI / LOD View											
Control Numbers											
RCN#: S5102A-2021-5423				DCN#: S0101A-21-08-5423				Created Year: 2021			
Status: COMPLETED											
Annual Review Confirmation:											
Status											
Type: Delegation											
Issue Date: 08/25/2021											
Acknowledge Due Date: 09/04/2021											
Acknowledge Date: 08/25/2021											
Accept / Reject Date: 08/25/2021											
Completion Date: 08/25/2021											
Closed Date:											
Delegator Information											
DoDAAC: S5102A											
User Code: RN											
Name: US											
Commercial Phone: 207-											
Email: RO											
Team Code: TDM											
Delegatee Information											
DoDAAC: S0101A											
User Code: SD											
Name: AL											
Commercial Phone: 207-											
Email: S											
Team Code: REP											
Supplier Information											
Supplier Type: S											
Supplier CAGE: 07070											
Subcontractor POC:											
Supplier Name: NAVY UNITED STATES DEPARTMENT OF											
Address: 110 VERNON AVE											
State/Zip: PANAMA CITY BEACH											
Supplier POC Commercial Phone:											
Supplier CMO DoDAAC: S1002A											
Supplier DCMA CMO / Center Name: DCMA ORLANDO FL											
Contract Line Items											
Contract Number	Order Number	Line Item Number	Sub Contractor/ Purchase Order Number	P.O. Delivery Date	Final Delivery Date	Proposal Number	Contract Start Date	Type Of Contract	Face Value of Prime Contract	Contracting Officer First & Last Name	Contract End Item or Service Desc
USERGUIDE2345					08/28/2021						
LOD Additional Information											
DoD Service/Customer:											
Buying Activity:											
Estimated LOD Completion Date:											
Selective Evaluation Delegation: N											
FMS Indicator: N											
Fiscal Year:											
Program Name:											
Pre-LOD Communication Date:											
Total Allocated Hours: 10.0											
Total Actual Hours: 2.0											
Applicable FAR References:											
Instructions/Notes:											
Estimated Hours:											
Requirements											
KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Sat/UnSat						
KCR-QA-0001 CRITICAL ITEM	Test	Functional	Environmental		SAT						
Attachments											
File Name						File Description		Comments			
S5102A20215423_INITIAL_LETTER.pdf						QALI/LOD		QALI/LOD			
S5102A20215423_INITIAL_LETTER.pdf						QALI/LOD		QALI/LOD			
S5102A_2021_5423_COMP.pdf						QALI/LOD		QALI/LOD			
PDREP-AIS Version : 6.0.24.3038, Build Date : 05/24/2022 Phone : (207) 438-1690 Email Technical Support											

Figure 15.15

16 DELEGATOR – CLOSING A DELEGATION

When a record is marked Closed from any of the options below, an email notification will be sent to the Delegator(s) on the record. An example email is shown in **Figure 16.0**.

Subject: [A] Closure - RCN#: N45112-2024-25-Q

The Delegator has reviewed the submitted surveillance documentation and concurs with the request. The letter of delegation N45112-2024-25-Q is closed.

Thank you for your assistance.

Please contact the delegator at 2074386491 or @NAVY.MIL if any assistance is required.

PDREP HOME: <https://www.pdrep.csd.disa.mil/>

Figure 16.0

16.1 After a Delegation is Complete

A. Locate the QALI/LOD on the Worklist with COMPLETED status (see **Figure 16.1**).

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S5102A-2023-1356	USER (ALPHA) GUIDE	S0101A-23-09-1356	ALPHA (ALPHA) USER		PLACEHOLDER12	COMPLETED	09/19/2023	

Figure 16.1

B. Click the RCN hyperlink to view the record main page (see **Figure 16.2**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
----------	-----------------	-------------------	----------------

QUICK VIEWS
History
Record
ATTACHMENTS (3)
View/Upload Files

QALI / LOD - Main

RCN#: S0101A-2021-5606 **DCN#:** S5102A-21-09-5606 **Created Year:** 2021

Status: COMPLETED

Action
Close Delegation

Editable and Viewable Pages
New/Edit Base Page

[Additional Information](#)

Send Message
[Message to Supervisor](#) | [General Message](#)

Figure 16.2

B. Click the Close Delegation hyperlink, New/Edit Base Page hyperlink or the Record hyperlink seen in **Figure 16.2** to open the view format of the record and the Close Delegation button, seen in **Figure 16.3**.

QALI / LOD View		
Close Delegation		
Control Numbers		
RCN#: S0101A-2021-5585	DCN#: S5102A-21-09-5585	Created Year: 2021
Status: COMPLETED		
Annual Review Confirmation:		

Figure 16.3

C. Clicking the Close Delegation button shown in Figure 16.2 will populate a confirmation box seen in **Figure 16.3**.

QALI / LOD View		
Close Delegation		
Control Numbers		
RCN#: S0101A-2021-5453	DCN#: S5102A-21-08-5453	Created Year: 2021
Status: COMPLETED		

Figure 16.4

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 16.5**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: ALPHA (ALPHA) USER ▶ • Logout
PDREP MESSAGE	
QALI Number	S0101A-2021-5453
Message	Delegation closed successfully
Continue	

Figure 16.5

D. If all Sub-Tier delegations are not complete the error displayed in **Figure 16.6** will notify the Delegator that a sub-tier delegation has not been completed. This also will not allow the Delegator to close the delegation.

<ul style="list-style-type: none"> • All Subtier LODs should be complete

Figure 16.6

- E. Clicking the RCN will populate the QALI/LOD-Main page. From here, select the Record link under Quick Views, seen in **Figure 16.7**, to display the view format of the delegation with the status being “Closed” (see **Figure 16.8**).

Worklist	Create QALI/LOD	Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main	
History Record		
ATTACHMENTS (3)	RCN#: S0101A-2021-5585 DCN#: S5102A-21-09-5585 Created Year: 2021	
View/Upload Files	Status: CLOSED	
	Send Message Message to Supervisor General Message	

Figure 16.7

QALI / LOD View											
Control Numbers											
RCN#: S0101A-2021-5453				DCN#: S5102A-21-08-5453				Created Year: 2021			
Status: CLOSED											
Annual Review Confirmation:											
Status											
Type: Delegation											
Issue Date: 08/26/2021											
Acknowledge Due Date: 09/05/2021											
Acknowledge Date: 08/26/2021											
Accept / Reject Date: 08/26/2021											
Completion Date: 08/26/2021											
Closed Date: 08/27/2021											
Delegator Information											
DoDAAC: S0101A											
User Code: SDERI											
Name: ALPHA (ALPHA) USER											
Commercial Phone: 207-438-6491											
Email: SARAH.DERICK@NAVY.MIL											
Team Code: REP											
Delegatee Information											
DoDAAC: S5102A											
User Code: RNORM1											
Name: USER (ALPHA) GUIDE											
Commercial Phone: 207-438-6540											
Email: ROGER.NORMANDEAU.CTR@NAVY.MIL											
Team Code: TDM											
Supplier Information											
Supplier Type:											
Supplier CAGE:											
Subcontractor POC:											
Supplier Name:											
Address:											
State/Zip:											
Supplier POC Commercial Phone:											
Supplier CMO DoDAAC:											
Supplier DCMA CMO / Center Name:											
Contract Line Items											
Contract Number	Order Number	Line Item Number	Sub Contractor/ Purchase Order Number	P.O. Delivery Date	Final Delivery Date	Proposal Number	Contract Start Date	Type Of Contract	Face Value of Prime Contract	Contracting Officer First & Last Name	Contract End Item or Service Desc
1	USERGUIDE				08/31/2021						
LOD Additional Information											
DoD Service/ Customer:											
Buying Activity:											
Estimated LOD Completion Date:											
Selective Evaluation Delegation: N											
FMS Indicator: N											
Fiscal Year:											
Program Name:											
Pre-LOD Communication Date:											
Total Allocated Hours: 3.0											
Total Actual Hours: 3.0											
Applicable FAR References:											
Instructions/Notes:											
Estimated Hours:											
Requirements											
KCR# & Description	Surveillance Event						Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Sat/UnSat	
KCR-EN-0018 ENVIRONMENT, SAFETY AND OCCUPATIONAL	Environment, Safety, and Occupational Health Management System						Other		Progress Evaluation	SAT	
Attachments											
File Name						File Description		Comments			
S0101A20215453_INITIAL_LETTER.pdf						QALI/LOD		QALI/LOD			
S0101A20215453_INITIAL_LETTER.pdf						QALI/LOD		QALI/LOD			
S0101A_2021_5453_COMP.pdf						QALI/LOD		QALI/LOD			

Figure 16.8

16.2 After a Delegation is Withdrawn

- A. Locate the QALI/LOD on the worklist (see **Figure 16.9**), see [Section 13](#) for Withdraw a Delegation procedures.

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1375	ALPHA (ALPHA) USER	S5102A-23-09-1375	USER (ALPHA) GUIDE	35351	INTERNAL21	WITHDRAWN		

Figure 16.9

- B. Click the RCN hyperlink to view the record Main page (see **Figure 16.10**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
QUICK VIEWS	QALI / LOD - Main		
History Record			
ATTACHMENTS (3)	RCN#: S0101A-2021-2692 DCN#: S5102A-21-06-2692 Created Year: 2021		
View/Upload Files	Status: WITHDRAWN Action Close Delegation Editable and Viewable Pages New/Edit Base Page Requirements Page Additional Information Send Message Message to Supervisor General Message		

Figure 16.10

- C. Click the Close Delegation hyperlink seen in **Figure 16.10** to open the view format of the record and the Close Delegation button, seen in **Figure 16.11**.
- D. Alternatively, click the New/Edit Base Page hyperlink to enter the delegation. The Close Delegation button is available here as well (see **Figure 16.12**).

<div>Print Back</div>		
QALI / LOD View		
Close Delegation		
Control Numbers		
RCN#: S0101A-2021-2692	DCN#: S5102A-21-06-2692	Created Year: 2021
Status: WITHDRAWN		
Annual Review Confirmation:		

Figure 16.11

Delegation - New/Edit

Instructions

(M) denotes a mandatory field

1. Select Delegator Name from Drop Down
2. Enter Delegation DoDAAC
3. Select Delegation Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

Add/View Requirements

Save Draft

Submit to Delegation

Delete Delegation

Close Delegation

Add/View Attachment

Additional Info Page

Cancel

Control Numbers

RCN#: S0101A-2021-5620

DCN#: S5102A-21-10-5620

Created Year: 2021

Internal LOD Status

(M) Status: WITHDRAWN

Issue Date:

Acknowledge Due Date: 06/03/2022

Acknowledge Date:

Accept / Reject Date:

Update LOD: 10/06/2021

Annual Review Confirmation: ☐

Figure 16.12

- C. Clicking the Close Delegation button shown in **Figure 16.11** and **Figure 16.12** will populate a confirmation box seen in **Figure 16.13**.

alpha.pdrep.csd.disa.mil says

Are you sure you want to close this Delegation?

OK

Cancel

Figure 16.13

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 16.14**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ►	User Profile: ALPHA (ALPHA) USER ► • Logout
PDREP MESSAGE	
<p>QALI Number S0101A-2021-5453</p> <p>Message Delegation closed successfully</p> <p>Continue</p>	

Figure 16.14

- E. Clicking the RCN or View hyperlinks will display the view format of the delegation with the status being Closed on the Main page and Worklist (see **Figure 16.15**).

Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1375	ALPHA (ALPHA) USER	S5102A-23-09-1375	USER (ALPHA) GUIDE	35351	INTERNAL21	CLOSED		

Figure 16.15

16.3 After a Delegation is Rejected

- A. Locate the QALI/LOD on the Worklist with REJECTED status.

Worklist download: Click here to download data in spreadsheet									
Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1135	ALPHA (ALPHA) USER	S5102A-23-07-1135	USER (ALPHA) GUIDE		REJECTME	REJECTED		

Figure 16.16

- B. Click the RCN hyperlink to view the record Main page (see **Figure 16.17**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports
QUICK VIEWS History Record ATTACHMENTS (2) View/Upload Files	QALI / LOD - Main <p>RCN#: S0101A-2021-2724 DCN#: S4306A-21-06-2724 Created Year: 2021</p> <p>Status: REJECTED</p> <p>Action Close Delegation</p> <p>Editable and Viewable Pages New/Edit Base Page Requirements Page Additional Information</p> <p>Send Message Message to Supervisor General Message</p>		

Figure 16.17

- C. Click the Close Delegation hyperlink seen in **Figure 16.17** to open the view format of the record and the Close Delegation button, seen in **Figure 16.18**.
- D. Alternatively, click the New/Edit Base Page hyperlink to enter the delegation. The Close Delegation button is available here as well (see **Figure 16.19**).

<input type="button" value="Print"/> <input type="button" value="Back"/>		
QALI / LOD View		
<input type="button" value="Close Delegation"/>		
Control Numbers		
RCN#: S0101A-2021-2724	DCN#: S4306A-21-06-2724	Created Year: 2021
Status: REJECTED Annual Review Confirmation:		

Figure 16.18


Delegation - New/Edit		
<p>Instructions (M) denotes a mandatory field 1. Select Delegator Name from Drop Down 2. Enter Delegatee DoDAAC 3. Select Delegatee Name from Drop Down 4. Enter LOD information 5. Click Save Draft to save LOD and remain on current page 6. Click Save and Add Requirements to save LOD and display Requirements page</p>		
<input type="button" value="Add/View Requirements"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Submit to Delegatee"/>
<input type="button" value="Add/View Attachment"/>	<input type="button" value="Additional Info Page"/>	<input type="button" value="Cancel"/>
Control Numbers		
RCN#: S0101A-2022-219	DCN#: S5102A-22-05-219	Created Year: 2022
Internal LOD Status		
(M) Status: REJECTED Issue Date: Acknowledge Due Date: 06/04/2022  Acknowledge Date: Accept / Reject Date: 05/25/2022 Update LOD: 05/25/2022 Annual Review Confirmation: <input type="checkbox"/>		

Figure 16.19

- E. Clicking the Close Delegation button shown in **Figure 16.18** and **Figure 16.19** will populate a confirmation box seen in **Figure 16.20**.

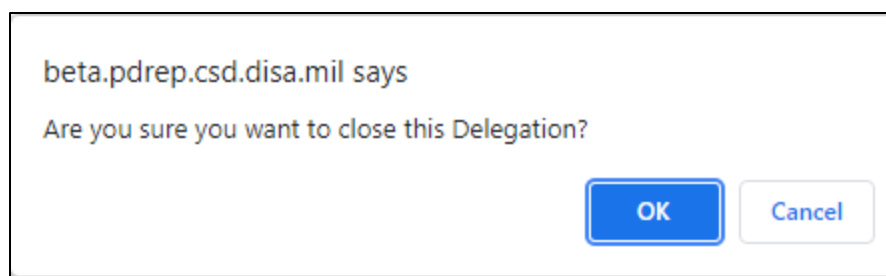


Figure 16.20

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 16.21**.

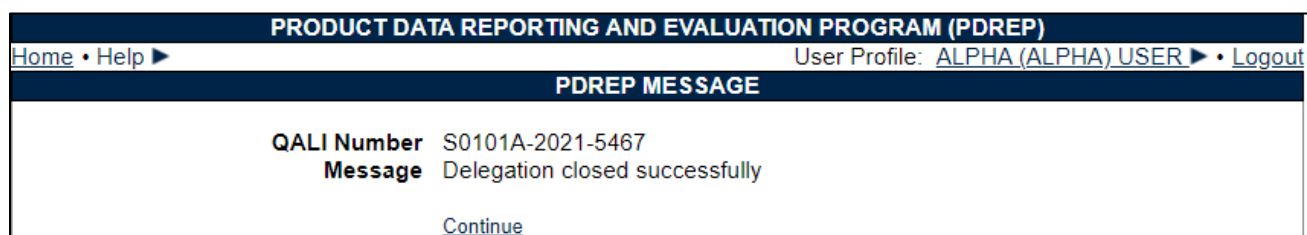


Figure 16.21

F. Clicking the RCN or View hyperlinks will display the view format of the delegation with the status being Closed on the Main page and Worklist (see **Figure 16.22**).

Worklist download: Click [here](#) to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
Delegation	S0101A-2023-1375	ALPHA (ALPHA) USER	S5102A-23-09-1375	USER (ALPHA) GUIDE	35351	INTERNAL21	CLOSED		

Figure 16.22

17 CREATING A QALI FOR AN EXTERNAL CUSTOMER

This section describes the process of entering a QALI when a hard copy request is received, or a delegation needs to be entered on behalf of a customer.

- A. From the PDREP – QALI / LOD Main Menu page, click the Create QALI / LOD fly out (see **Figure 17.1**).



Figure 17.1

- B. If already working in the QALI / LOD module the user may access the QALI / LOD Create New QALI /LOD screen by selecting the *Create QALI / LOD* tab as shown in **Figure 17.2**.

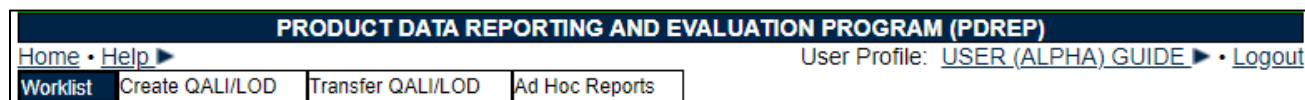


Figure 17.2

- C. Whether which option is used, the QALI /LOD -New page will display (see **Figure 17.3**).

The screenshot shows the 'QALI / LOD - New' page. At the top, there is a navigation bar with 'Worklist', 'Create QALI/LOD' (highlighted), 'Transfer QALI/LOD', and 'Ad Hoc Reports'. Below the navigation bar is a dark blue header with the text 'QALI / LOD - New'. The main content area has the following elements:

- Instructions:**
(M) denotes a mandatory field
1. Answer Question
2. Enter Dodaac
- (M) Type:** Two radio buttons are present: 'QALI' (unselected) and 'LOD' (selected).
- (M) DoDAAC:** A text input field.
- (M) Delegation Type:** A dropdown menu with '-SELECT-' selected.
- Create QALI/LOD:** A button at the bottom.

Figure 17.3

- D. QALI / Data field on the QALI / LOD – New (see **Figure 17.3**).
1. Type: Radial button selection between QALI and LOD.
 2. DoDAAC: Text box for Department of Defense Activity Address Code.

The screenshot shows the 'QALI / LOD - New' page. At the top, there is a navigation bar with 'Worklist', 'Create QALI/LOD' (highlighted), and 'Ad Hoc Reports'. Below the navigation bar is a dark blue header with the text 'QALI / LOD - New'. The main content area has the following elements:

- Instructions:**
(M) denotes a mandatory field
1. Answer Question
2. Enter Dodaac
- (M) Type:** Two radio buttons are present: 'QALI' (selected) and 'LOD' (unselected).
- (M) DoDAAC:** A text input field.
- DCMA QALI entered on the Customers behalf:** A text label.
- Create QALI/LOD:** A button at the bottom.

Figure 17.4

- E. Steps to create a QALI (see **Figure 17.4**).
1. Click the QALI radio button.
 2. Enter Customer DODAAC.
 3. Click the Create QALI/ LOD button and the QALI / LOD New/Edit page will be displayed. The record RCN will display a "D" suffix to indicate the record was created on behalf of a customer.

After clicking the Create New QALI / LOD the LOD New/Edit page will be displayed. Instructions on how to complete the LOD New/Edit webpage and LOD Requirements page are listed in **Section 5.2** and **Section 5.3** respectively.

Three additional fields populate under the From: Delegator section when creating a DCMA QALI on the customer's behalf (see **Figure 17.6**):

- POC Name – Point of contact name
- POC Organization- Point of contact's organization
- POC Mailing Address- Point of contact mailing address
- POC Email Address - Point of contact email address
- POC Phone - Point of contact phone number
- POC Fax- Point of contact fax number

The Delegator information will auto populate with the submitter's information. **Do NOT select a Customer's name from the drop down.** Leave the dropdown showing your User Name or -SELECT- to ensure the submitter retains access to edit and work the delegation (see **Figure 17.6**).

FROM: Delegator	
DoDAAC Name:	NAVAL SEA LOGISTICS CENTER
Address:	PORTSMOUTH NAVAL SHIPYARD
City:	PORTSMOUTH
State/Zip:	NH - 03804-5000
(M) Delegator Name:	ALPHA (ALPHA) USER ▼
Current Delegator User ID:	SD
Current Delegator DoDAAC:	N45112
Commercial Phone:	<input type="text"/>
Email Address:	<input type="text"/>
Team Code:	REP
Region:	PD - PDREP-AIS PM
TO: Delegatee	
(M) Delegatee DoDAAC:	<input type="text" value="6 Chars"/>
Customer POC	
POC Name:	<input type="text"/>
POC Organization:	<input type="text"/>
POC Mailing Address:	<input type="text"/>
POC Phone:	<input type="text"/>
POC Email Address:	<input type="text"/>
POC FAX:	<input type="text"/>

Figure 17.6

After the creation of a QALI for a customer all programmed functions and work process flows are identical as what is described in Sections 6 through 16.

18 DELEGATEE PROCESS FOR NON-DCMA QALI

- A. Acknowledge QALI by following the steps outlined in [Section 7](#).
- B. Accept, Partial Accept or Reject the QALI by following the steps outlined in [Section 8](#).
- C. The DCMA Delegatee must add Delegator Requirements to the QALI by following the steps outlined in **Sections 5.3** and **5.3.1** and for the Delegatee **Section 11**.
 1. This **MUST** be completed before the record can be marked Complete.
 2. **NOTE:** The only difference will be the whole Requirements page is open to the Delegatee because the Delegatee of a Non-DCMA QALI acts as the Delegator and Delegatee (See **Figure 18.1**) regarding requirements. The data fields should be completed in the normal workflow of a LOD.

Requirement Information	
(M) Assigned Functional Area:	<SELECT>
Surveillance Category:	<SELECT>
Frequency of Surveillance:	<SELECT>
Surveillance Techniques:	<SELECT>
Intensity of Surveillance:	<SELECT>
(M) Risk Consequence (DIVIDE AT LEAST ONE)	
Risk Consequence - Cost:	<SELECT>
Risk Consequence - Schedule:	<SELECT>
Risk Consequence - Performance:	<SELECT>
(Auto) Risk Consequence:	PENDING
(M) Risk Likelihood:	<SELECT>
(Auto) Risk Rating:	PENDING
(CW) Narrative for Risk Consequence - Cost:	4000 Characters Max
(CW) Narrative for Risk Consequence - Schedule:	4000 Characters Max
(CW) Narrative for Risk Consequence - Performance:	4000 Characters Max
(M) Narrative for Risk Likelihood:	4000 Characters Max
(M) Priority:	
(M) Prime / Subcontract Standards:	1500 character limit.
(M) Product Service Description:	1500 character limit.
Reporting Requirements:	<SELECT>
(CW) Special Reporting Requirements Additional Instructions:	4000 character limit.
Customer Requirements, Instructions or Outcomes:	4000 character limit.
Surveillance Strategy Plan:	4000 character limit.
Request for Variance:	RPV1 - All RPV authority is withheld. RPV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RPVs). RPV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RPVs. RPV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RPVs submitted by the subcontractor for approval by the prime contractor and government customer. RPV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RPVs.
Request for Variance Remarks:	1000 character limit.
Additional Remarks:	4000 character limit.
<input type="button" value="Save"/> <input type="button" value="Delegatee Complete"/> <input type="button" value="Cancel Add Reqs"/>	
Delegatee Requirements	
(M) Unexpended Allocated Hours:	4000 Characters Max
Delegatee Remarks:	
(CW) Actual Hours:	<SELECT>
Self-Under:	<SELECT>
Date Required Actions Complete:	MMDDYYYY
<input type="button" value="Save"/> <input type="button" value="Complete Requirement"/> <input type="button" value="Cancel"/>	

Figure 18.1

1. When adding the requirements based on the delegator notes and instructions and any attachments, complete the Requirement Information data fields first as described in **Sections 5.3** and **5.3.1**.
2. When updating the requirements, complete the Delegatee Requirements data fields as described in **Section 11**.

19 REIMBURSABLE DELEGATION

19.1 Creating a Reimbursable delegation

Creating a Reimbursable delegation is the same process as described in Section 5.1 except selecting Reimbursable under the Delegation Type.

The screenshot shows a web application interface for creating a new QALI or LOD. At the top, there is a navigation bar with four tabs: 'Worklist', 'Create QALI/LOD' (which is highlighted), 'Transfer QALI/LOD', and 'Ad Hoc Reports'. Below the navigation bar is a dark blue header with the text 'QALI / LOD - New'. The main content area has a white background. At the top of this area, there are instructions: '(M) denotes a mandatory field', '1. Answer Question', and '2. Enter Dodaac'. Below the instructions, there are three mandatory fields: '(M) Type:' with radio buttons for 'QALI' and 'LOD' (where 'LOD' is selected), '(M) DoDAAC:' with an empty text input field, and '(M) Delegation Type:' with a dropdown menu showing 'Reimbursable'. At the bottom of the form is a button labeled 'Create QALI/LOD'.

Figure 19.1

19.2 Reimbursable New/Edit Page

After clicking the 'Create QALI/LOD' button, the Reimbursable New/Edit page will be displayed as shown in **Figure 19.2**.

Note instructions are listed at the top of the page.

Reimbursable - New/Edit															
Instructions (M) denotes a mandatory field 1. Select Delegator Name from Drop Down 2. Enter Delegator DoDAAC 3. Select Delegator Name from Drop Down 4. Enter LOD Information 5. Click Save Draft to save LOD and remain on current page 6. Click Save and Add Requirements to save LOD and display Requirements page															
<input type="button" value="Add/View Requirements"/> <input type="button" value="Save"/> <input type="button" value="Delete Delegation"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Forward Delegation to CMO"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/>															
Control Numbers															
RCN#: S5102A-2024-310 Created Year: 2024															
Status															
(M) Status: DRAFT Issue Date: Acknowledge Due Date: 04/17/2024 <input type="button" value="⌵"/> Acknowledge Date: Accept / Reject Due Date: MM/DD/YYYY <input type="button" value="⌵"/> Accept / Reject Date: Update LOD: Annual Review Confirmation: <input type="checkbox"/>															
Originator															
Originator DoDAAC: S5102A DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY Address: 3901 A AVE City: FORT LEE State/Zip: VA - 23801-1809 Originator Name: ALPHA (ALPHA) USER															
DoDCCP / NPO Delegator Information															
(M) DoDCCP/INPO DoDAAC: S3620A DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY Address: 3901 A AVE City: FORT LEE State/Zip: VA - 23801-1809 Delegator Name: ALPHA (ALPHA) USER Commercial Phone: 207- (M) Email Address: Team Code: REP Region: PD - PDREP-AIS PM															
From: CMO Delegation Manager															
(M) Delegator DoDAAC: 6 Chars															
Customer POC															
POC Name: POC Organization: POC Mailing Address: POC Phone: POC Email Address: POC FAX:															
(M) Customer Information:															
(M) Delegation Received Date: MM/DD/YYYY <input type="button" value="⌵"/> (M) Delegation Acknowledged Date: MM/DD/YYYY <input type="button" value="⌵"/> (M) Customer Source Code: <input type="button" value="⌵"/> Reimbursable Determination: <input type="button" value="⌵"/> (CM) Funding Document: (M) Service Set Code (DAI Code): <input type="button" value="⌵"/> <input type="button" value="Add Service Code"/>															
Supplier Information															
Prime Delegation: <input type="button" value="⌵"/> Supplier Type: <input type="button" value="⌵"/> Supplier CAGE: 6 Chars Supplier Name: 120 Characters Max Address: 80 Characters Max City/State/Zip: 30 Chars Max - 12 Chars Max Country: 2 Chars Supplier POC: 80 Characters Max Supplier POC Commercial Phone: 20 Characters Max Supplier CMO DoDAAC: 30 Characters Max Supplier DCMA CMO / Center Name: 80 Characters Max															
Add Contract Information															
<input type="button" value="Add Contract"/>															
NSN Information															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">COG</th> <th style="background-color: #003366; color: white;">F&C</th> <th style="background-color: #003366; color: white;">NIN</th> <th style="background-color: #003366; color: white;">SMIC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2 Chars</td> <td style="text-align: center;">4 Chars</td> <td style="text-align: center;">6 Chars</td> <td style="text-align: center;">2 Chars</td> </tr> <tr> <td colspan="4" style="text-align: center;"> <input type="button" value="Add NSN"/> </td> </tr> </tbody> </table>				COG	F&C	NIN	SMIC	2 Chars	4 Chars	6 Chars	2 Chars	<input type="button" value="Add NSN"/>			
COG	F&C	NIN	SMIC												
2 Chars	4 Chars	6 Chars	2 Chars												
<input type="button" value="Add NSN"/>															
Part Number Information															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Part Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">32 Characters Max</td> </tr> <tr> <td style="text-align: center;"> <input type="button" value="Add Part Number"/> </td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div>				Part Number	32 Characters Max	<input type="button" value="Add Part Number"/>									
Part Number															
32 Characters Max															
<input type="button" value="Add Part Number"/>															
(M) Delegator Comments/Special Instructions:															
(M) Estimated Hours:															

Figure 19.2

- A. **Figure 19.3** displays the Reimbursable – New/Edit page buttons seen at the top and bottom of the page based on record status.

The figure shows three distinct button layouts for different record statuses: Draft, CMO Draft, and Accepted. Each status has a set of buttons arranged in a grid-like fashion. The 'Draft' status includes buttons for 'Add/View Requirements', 'Save Draft', 'Delete Delegation', 'Add/View Attachment', 'Forward Delegation to CMO', and 'Additional Info Page'. The 'CMO Draft' status includes buttons for 'Add/View Requirements', 'Save Draft', 'Submit to Delegatee', 'Delete Delegation', 'Add/View Attachment', and 'Additional Info Page'. The 'Accepted' status includes buttons for 'Add/View Requirements', 'Save LOD', 'Add/View Attachment', 'Additional Info Page', and 'Cancel'.

Status	Buttons
Draft	Add/View Requirements, Save Draft, Delete Delegation, Add/View Attachment, Forward Delegation to CMO, Additional Info Page, Cancel
CMO Draft	Add/View Requirements, Save Draft, Submit to Delegatee, Delete Delegation, Add/View Attachment, Additional Info Page, Cancel
Accepted	Add/View Requirements, Save LOD, Add/View Attachment, Additional Info Page, Cancel

Figure 19.3

- **Add/View Requirements:** Opens the Requirements web page.
- **Save Draft:** Saves the LOD as a draft.
- **Delete Delegation:** Delete Delegation button is displayed after the Delegation has been saved and is available while the LOD is in draft status. Once the delegation has been issued, the button is unavailable.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Forward Delegation to CMO:** This button is used by the DoDCCP or NPO to forward the delegation to the CMO. It will send an email notice to the CMO that a reimbursable delegation has been created. This can only be accomplished after all mandatory fields have been completed.

- DoD Service/Customer must not be empty
- Estimated LOD Completion Date must not be empty
- Pre-LOD Communication Date must not be empty
- Applicable FAR References must not be empty
- CMO Delegator DoDAAC must not be empty
- CMO Delegator name must not be empty
- Delegation Received Date must not be empty
- Delegation Acknowledged Date must not be empty
- Reimbursable Source Code must not be empty
- Reimbursable Code must not be empty
- Contract Number must not be empty.
- Enter a valid Final Delivery Date for the Contract
- Contract Type must not be empty..
- Face Value of Prime Contract is required
- Contract End Item or Service Desc is required

Figure 19.4

- **Additional Info Page:** Opens the Additional Information web page.
 - **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.
 - **Submit to Delegatee:** This button will only appear when the reimbursable delegation has been sent to the CMO and is in CMO draft status. This button has no verification except to ensure a Delegatee has been selected.
 - **Save LOD:** Only visible to the Delegator after Submittal. Allows the delegator to save changes to the delegation. It also reverts the status to Issued and updates the records history.
 - **Withdraw Delegation:** Only visible to users with Supervisor access role. Allows the supervisor to withdraw the delegation after it has been issued and before it is accepted.
- Control Number section is described in **Section 5.2.B.**
 - Status section is described in **Section 5.2.C.**
 - Originator section is described in **Section 5.2.D.**

B. **Figure 19.5** displays the DoDCCP / NPO Delegator Information section

DoDCCP / NPO Delegator Information	
DoDAAC Name:	S5102A
Address:	3901 AAVE
City:	FORT LEE
State/Zip:	VA - 23801-1809
(M) Delegator Name:	TEST (ALPHA) USER ▼
Delegator Name:	TEST (ALPHA) USER
Commercial Phone:	
(M) Email Address:	test.user@navy.mil
Team Code:	REP
UIC:	PH

Figure 19.5

The DoDAAC Name and other DoDAAC information is auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page.

(M) Delegator Name: The Delegator Name will be auto-populated with the logged on user's information. When saved the user's information will be used to populate all delegator fields in any correspondence. If any Delegator information is incorrect, users must resubmit an Access Change Request with all updated information.

C. **Figure 19.6** displays the From: CMO Delegator section

From: CMO Delegator	
(M) Delegator DoDAAC:	6 Chars

Figure 19.6

- Enter the CMO Delegator's DoDAAC and tab out and the From: CMO Delegator will be displayed with the DoDAAC information auto-populated as shown in **Figure 19.7**.

From: CMO Delegator	
(M) Delegator DoDAAC:	S5102A
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	3901 AAVE
City:	FORT LEE
State/Zip:	VA - 23801-1809
(M) Delegator Name:	-SELECT- ▼

Figure 19.7

- **(M) Delegator Name:** Select a Name from the drop down list, which contains all Users from the DoDAAC, entered.
- After making a selection from the drop down list the Delegator's information will auto-populate as shown in **Figure 19.8**.

From: CMO Delegator	
(M) Delegator DoDAAC:	S5102A
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	3901 A AVE
City:	FORT LEE
State/Zip:	VA - 23801-1809
(M) Delegator Name:	TEST (ALPHA) USER ▼
Delegator Name:	TEST (ALPHA) USER
Title:	
Phone:	
(M) Email Address:	test.user@navy.mil
UIC:	PD - PDREP-AIS PM
Team Code:	REP

Figure 19.8

- D. **Figure 19.9** displays the Customer POC section. This section is used to document who the delegation was received from.

Customer POC	
POC Name:	
POC Organization:	
POC Mailing Address:	
POC Phone:	
POC Email Address:	
POC FAX:	

Figure 19.9

- **POC Name:** Point of contact name
- **POC Organization:** Point of contact's organization
- **POC Mailing Address:** Point of contact mailing address
- **POC Email Address:** Point of contact email address
- **POC Phone:** Point of contact phone number
- **POC Fax:** Point of contact fax number

- E. **Figure 19.10 – Figure 19.15** displays the Customer Information section.

- Enter the Delegation Received and Delegation Acknowledged Dates



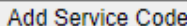
(M) Customer Information:	
(M) Delegation Received Date:	MM/DD/YYYY 
(M) Delegation Acknowledged Date:	MM/DD/YYYY 
(M) Customer Source Code:	-SELECT- ▼
Reimbursable Determination:	-SELECT- ▼
(M) Service Set Code (DAI Code):	-SELECT- ▼ 

Figure 19.10

- Select the Customer Source Code

(M) Customer Information:	
(M) Delegation Received Date:	MM/DD/YYYY
(M) Delegation Acknowledged Date:	MM/DD/YYYY
(M) Customer Source Code:	C812 ▼
(M) Customer Code - Name:	-SELECT- ▼
Reimbursable Determination:	-SELECT- ▼
(M) Service Set Code (DAI Code):	-SELECT- ▼
<button>Add Service Code</button>	

Figure 19.11

- Select the Customer Code – Name, this list is filtered based on the selection made in the Customer Source Code data field.

(M) Customer Information:	
(M) Delegation Received Date:	MM/DD/YYYY
(M) Delegation Acknowledged Date:	MM/DD/YYYY
(M) Customer Source Code:	C812 ▼
(M) Customer Code - Name:	C812-10-KENNEDY SPACE CENTER ▼
Customer Type:	NASA
Reimbursable Determination:	-SELECT- ▼
(M) Service Set Code (DAI Code):	-SELECT- ▼
<button>Add Service Code</button>	

Figure 19.12

- Customer Type auto-populated based on the selections above.
- Select Yes or No for Reimbursable Determination

(M) Customer Information:	
(M) Delegation Received Date:	MM/DD/YYYY
(M) Delegation Acknowledged Date:	MM/DD/YYYY
(M) Customer Source Code:	C812 ▼
(M) Customer Code - Name:	C812-10-KENNEDY SPACE CENTER ▼
Customer Type:	NASA
Reimbursable Determination:	Yes ▼
(M) Service Set Code (DAI Code):	-SELECT- ▼
<button>Add Service Code</button>	

Figure 19.13

- Select a Service Set Code (DAI Code), this list is filtered based on the Customer Type.
- Click Add Service Set Code

(M) Customer Information:

(M) Delegation Received Date: MM/DD/YYYY

(M) Delegation Acknowledged Date: MM/DD/YYYY

(M) Customer Source Code: C812

(M) Customer Code - Name: C812-10-KENNEDY SPACE CENTER

Customer Type: NASA

Reimbursable Determination: Yes

(M) Funding Document:

(M) Service Set Code (DAI Code): -SELECT- Add Service Code

NASA - Engineering Support

Remove Code

(CM) FAR Clause: -SELECT- Add FAR Clause

Figure 19.14

- After adding a Service Set a Service text box will contain all the service sets add, to remove a service set highlight the service set and click remove Code button.

(M) Customer Information:

(M) Delegation Received Date: MM/DD/YYYY

(M) Delegation Acknowledged Date: MM/DD/YYYY

(M) Customer Source Code: C812

(M) Customer Code - Name: C812-10-KENNEDY SPACE CENTER

Customer Type: NASA

Reimbursable Determination: Yes

(M) Funding Document:

(M) Service Set Code (DAI Code): -SELECT- Add Service Code

NASA - Engineering Support

Remove Code

(CM) FAR Clause: -SELECT- Add FAR Clause

Engineering Support - 42.302(a)(40)-Perform engineering surveillance (schedule, cost, performance)

Remove FAR Clause

Figure 19.15

- If Reimbursable determination is Yes, Funding Document is mandatory.
- If NASA is the Customer Type the Far Clause becomes mandatory

- F. Supplier Information see **Section 5.2.J.**
- G. Add Contract Information see **Section 5.2.K.**
- H. MSN Information see **Section 5.2.L.**
- I. Part Number Information section see **Section 5.2.M.**
- J. Delegator Notes and Estimated Hours see **Section 5.2.N.**

19.3 Additional Information Page

Access to the additional Information page is described in **Section 5.4**. After clicking the button or hyperlink the page will be displayed as shown in **Figure 19.16**.

Reimbursable Delegation Additional Data Fields	
Instructions (M) denotes a mandatory field	
Control Numbers	
Parent Tier Level: 0	Sub-tier Level: 0
RCN#: S0101A-2024-861	DCN#: S0101A-24-09-861
Created Year: 2024	
<div>Save Add/View Attachment Cancel</div>	
Reimbursable Delegation Additional Data Fields	
(M) DoD Service/Customer:	200 Characters Max
Buying Activity:	200 Characters Max
Authorized Redelegations:	-SELECT-▼
Input RGQA Number:	100 Characters Max
Date RGQA Received:	
Input RIAC Number:	100 Characters Max
Request Received Date:	
Date LOD Signed By Contracting Officer:	
Customer Control Number:	100 Characters Max
(M) FMS Designator:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fiscal Year:	2025
(M) Applicable Program List:	-SELECT-▼
(M) Pre-LOD Communication Date:	
Total Allocated Hours:	2.0
Total Actual Hours:	2.0
(M) Applicable FAR References:	1400 Characters Max

Figure 19.16

The reimbursable version of the Additional Information page is relatively the same as Delegation's version. Refer to **Section 5.4** for descriptions of the data fields not described in this section. The reimbursable has 6 additional data fields which are shown in **Figures 19.17** and **19.18**.



Authorized Redelegations:	-SELECT- ▼
Input RGQA Number:	100 Characters Max
Date RGQA Received:	<input type="text"/> 
Input RIAC Number:	100 Characters Max
Request Received Date:	<input type="text"/> 

Figure 19.17

Customer Control Number:	100 Characters Max
--------------------------	--------------------

Figure 19.18

Figures 19.17 and 19.18 Data fields

- **Authorized Redelegations:** drop down with choices of Yes and No. Selecting Yes authorizes redelegations.
- **Input RGQA Number:** text box to enter the RGQA number
- **Date RGQA Received:** Calendar to enter the date the RGQA was received
- **Input RIAC Number:** text box to enter the RIAC number
- **Request Received Date:** calendar to enter the date the request was received
- **Customer Control Number:** text box to enter the customers control number

19.4 Forwarding to CMO Delegator

Once the Base Page and Additional Information page have been entered, the record may be Forwarded to the CMO Delegator for additional processing.

Click the Forward Delegation to CMO button to open the correspondence page.

Add/View Requirements	Save Draft	Delete Delegation	Add/View Attachment	Forward Delegation to CMO
		Additional Info Page	Cancel	

Figure 19.19

The correspondence page will display an optional box to add text for the CMO Delegator.

Reimbursable Forward To CMO Delegator	
Control Numbers	
RCN#: S0101A-2023-926	Created Year: 2023
Email Message	
To: CMO@navy.mil From: DoDCCP@navy.mil	
Reimbursable - Forward To CMO Delegator	
You are being notified that ALPHA (ALPHA) USER from S0101A has forwarded record S0101A-2023-926 on 05/02/2023 Additional text may be added by the user:	
Text:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

Figure 19.20

Click Send to transmit the notification. A confirmation page will populate when sent successfully (Figure 19.20).

PDREP MESSAGE	
QAL/LOD Number	S0101A2023926
Message	Data sent successfully
Continue	

Figure 19.21

Click Continue to return to the record's Main Page. The status will have updated to CMO DRAFT.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports	View / Edit GQA
QUICK VIEWS				
History Record				
ATTACHMENTS (0)				
View/Upload Files				
QALI / LOD - Main				
<div> <div>RCN#: S0101A-2023-926</div> <div>Created Year: 2023</div> </div>				
<div>Status: CMO DRAFT</div>				
<div> <div>Editable and Viewable Pages</div> <div>New/Edit Base Page</div> </div>				
<div>Additional Information</div>				
<div> <div>Send Message</div> <div> Message to Supervisor General Message </div> </div>				

Figure 19.22

19.5 CMO Delegator Actions

Once forwarded to the CMO Delegator, the TO: Delegatee field becomes available on the record. Follow the steps outline in Section 5.2.F to enter Delegatee information.




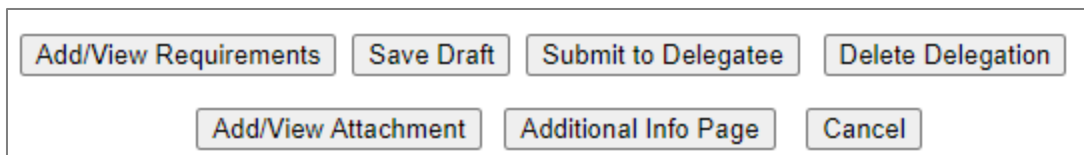
Reimbursable - New/Edit	
Instructions (M) denotes a mandatory field 1. Select Delegator Name from Drop Down 2. Enter Delegatee DoDAAC 3. Select Delegatee Name from Drop Down 4. Enter LOD information 5. Click Save Draft to save LOD and remain on current page 6. Click Save and Add Requirements to save LOD and display Requirements page	
<div> <input type="button" value="Add/View Requirements"/> <input type="button" value="Save Draft"/> <input type="button" value="Submit to Delegatee"/> <input type="button" value="Delete Delegation"/> </div> <div> <input type="button" value="Add/View Attachment"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/> </div>	
Control Numbers	
RCN#: S5102A-2023-967	Created Year: 2023
Status	
(M) Status: CMO DRAFT Issue Date: Acknowledge Due Date: 05/14/2023  Acknowledge Date: Accept / Reject Date: Update LOD: 05/04/2023 Annual Review Confirmation: <input type="checkbox"/>	
DoDCCP / NPO Delegator Information	
DoDAAC Name: S5102A Address: 3901 A AVE City: FORT LEE State/Zip: VA - 23801-1809 (M) Delegator Name: USER (ALPHA) GUIDE  Delegator Name: USER (ALPHA) GUIDE Commercial Phone: 207- (M) Email Address: ro Team Code: TDM UIC: PH - HEADQUARTERS	
From: CMO Delegator	
(M) Delegator DoDAAC: S0101A DoDAAC Name: S0101A Address: 1910 THIRD AVE N City: BIRMINGHAM State/Zip: AL - 35203-3514 (M) Delegator Name: -SELECT-  Delegator Name: ALPHA (ALPHA) USER Title: Phone: 207- (M) Email Address: s UIC: PD Team Code: REP	
TO: Delegatee	
(M) Delegatee DoDAAC: 6 Chars	
Customer POC	
POC Name: NAME POC Organization: ORG POC Mailing Address: ADDRESS	

Figure 19.23

Once a Delegatee is selected, the CMO may review and edit any information on the delegation. Requirements may be added but are not mandatory to submit to Delegatee.

When ready, click the Submit to Delegatee button (seen in **Figure 19.24**). Follow the steps outlines in Section 6 to issue the delegation to the Delegatee.



Add/View Requirements	Save Draft	Submit to Delegatee	Delete Delegation
Add/View Attachment	Additional Info Page	Cancel	

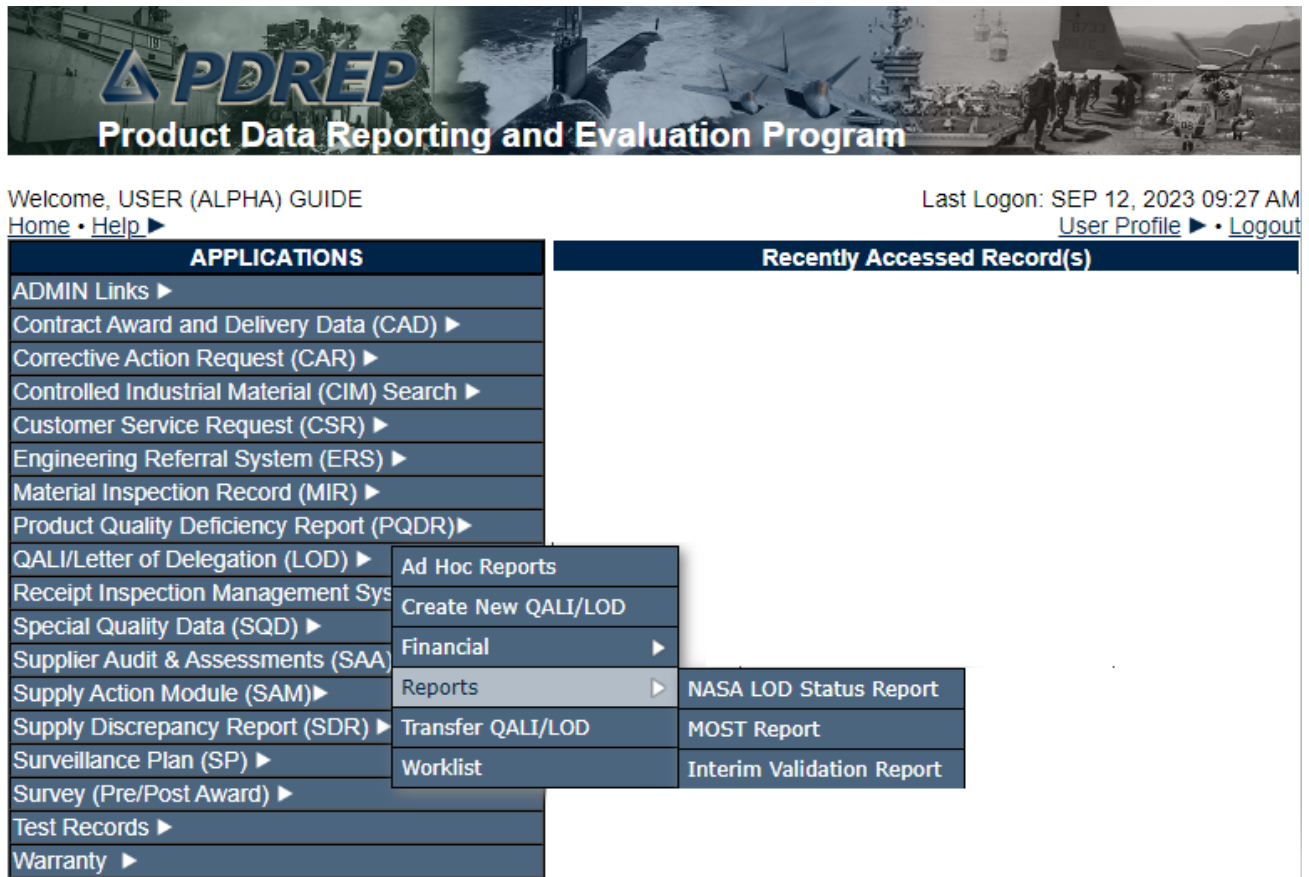
Figure 19.24

The Delegatee may follow the steps outlined in Sections 7, 8 and 18 of this guide before Completing the delegation as outline in Section 15.

20 REPORTS

20.1 Access to Report Pages

Access to the Reports webpages will be by the QALI/LOD fly out menu as shown in **Figure 20.1**. Selecting a specific report from the fly out menu will display that report's webpage.



PDREP
Product Data Reporting and Evaluation Program

Welcome, USER (ALPHA) GUIDE Last Logon: SEP 12, 2023 09:27 AM
[Home](#) • [Help](#) [User Profile](#) • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)
ADMIN Links ▶	
Contract Award and Delivery Data (CAD) ▶	
Corrective Action Request (CAR) ▶	
Controlled Industrial Material (CIM) Search ▶	
Customer Service Request (CSR) ▶	
Engineering Referral System (ERS) ▶	
Material Inspection Record (MIR) ▶	
Product Quality Deficiency Report (PQDR) ▶	
QALI/Letter of Delegation (LOD) ▶	
Receipt Inspection Management Sys	
Special Quality Data (SQD) ▶	
Supplier Audit & Assessments (SAA)	
Supply Action Module (SAM) ▶	
Supply Discrepancy Report (SDR) ▶	
Surveillance Plan (SP) ▶	
Survey (Pre/Post Award) ▶	
Test Records ▶	
Warranty ▶	

Ad Hoc Reports

Create New QALI/LOD

Financial ▶

Reports ▶

Transfer QALI/LOD

Worklist

NASA LOD Status Report

MOST Report

Interim Validation Report

Figure 20.1

20.2 NASA LOD Status Report Page

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help User Profile: USER (ALPHA) GUIDE • Logout

Nasa Status Report MOST Report Interim Validation Report Ad Hoc Reports Worklist

NASA LOD Status Report

Instructions:

1. Select a From and To date:
2. Otherwise, the earliest and latest date will be used:

(M) Denotes Mandatory Field:

From:

MM/DD/YYYY

To:

MM/DD/YYYY

Run Report

Figure 20.2

A date range is required to run the NASA LOD Status Report (see **Figure 20.2**). The web page will default to Earliest Date and Latest Date. The user may edit the default setting. Combinations of settings are listed in **Table 20.1**. The search criteria for this report are all records with Customer Source Code of C812. The records returned will be sorted by Report Control Number.

Table 20.1

Earliest Date	Latest Date
Earliest Date	Calendar selection for To Date
Calendar selection for From Date	Calendar selection for To Date
Calendar selection for From Date	Latest Date

Clicking the Run Report button will create the report that will be displayed in the Save As pop up as shown in Figure 20.3, the file name will nasastatusreportvalues. The file name may be changed by the User. Each time this report is ran the file name will change in the Save As pop up

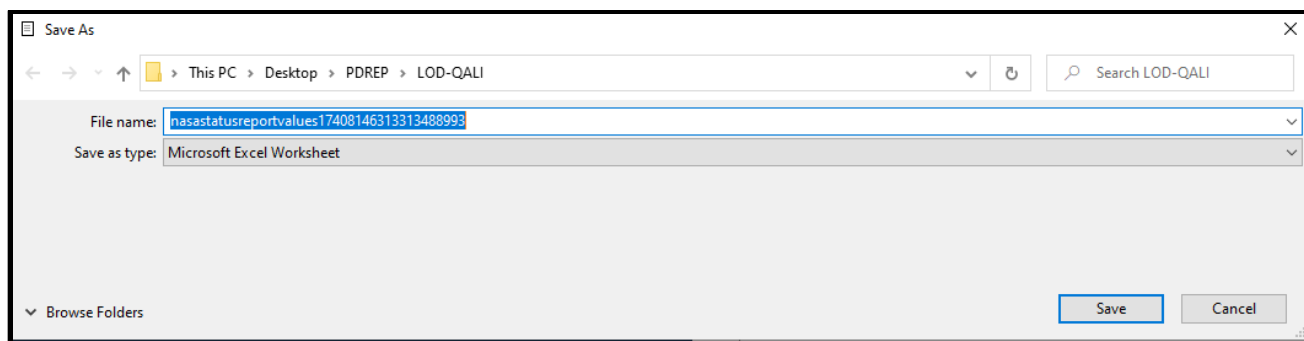


Figure 20.3

Clicking the Save button will create a file which can be access through the download arrow in the right top of the user's monitor.

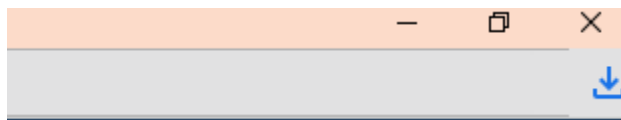


Figure 20.4

20.3 MOST Report Page

Selections made in the drop downs may be done using your cursor, the shift and CTRL keys on your keyboard to highlight the selection(s) or the Select All button as shown in **Figure 20.5**. A selection from one report filter is required.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► • Logout

Nasa Status Report | **MOST Report** | Interim Validation Report | Ad Hoc Reports | Worklist

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

- C311
- C412
- C416
- C417
- C511

Select ALL Deselect ALL Add

Region:

- NOT REPORTED
- IT
- INTERNATIONAL CMD
- SPECIAL PROGRAMS CMD
- EASTERN REGION CMD

Select ALL Deselect ALL Add

CMO:

- S0011A - DCMA SEA0 TROY AL
- S0303A - DCMA PALMDALE CA
- S0304A - DCMA BOEING MESA AZ
- S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN
- S1704A - DCMA SOUTH BEND IN

Select ALL Deselect ALL Add

Run Report

Figure 20.5

A. Select Customer Source Code

Customer Source Code:

- C311
- C412
- C416
- C417
- C511

Select ALL Deselect ALL

Figure 20.6

Note: A selection may be removed by highlight it and clicking the Remove button.

- B. The selections made in the Customer Source Code will populate the Customer Code list.

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

C311
C412
C416
C417
C511

Add
Remove

Select ALL Deselect ALL

Customer Code:

C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS
C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST
C412-EW-U.S. ARMY ENGINEER DISTRICT, LOUISVILLE
C416-CJ-AIR FORCE CANADA C-17 PFPM SERVICES
C416-CJ-AIR FORCE UK C-17 PFPM SERVICES

Add

Select ALL Deselect ALL

Figure 20.7

- C. Select Customer Code(s)

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

C311
C412
C416
C417
C511

Add
Remove

Select ALL Deselect ALL

Customer Code:

C412-EC-DEPT OF THE ARMY
C412-ED-US ARMY CORPS OF ENGINEERS
C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)
C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE
C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS

Add
Remove

Select ALL Deselect ALL

C412-EC-DEPT OF THE ARMY
C412-ED-US ARMY CORPS OF ENGINEERS
C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)
C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE
C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS

Select ALL Deselect ALL

Figure 20.8

- D. The selections made in the Customer Code will populate the Region list.

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

Left list: C311, C412, C416, C417, C511. Right list: C412, C416, C511. Buttons: Add, Remove, Select ALL, Deselect ALL.

Customer Code:

Left list: C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS. Right list: C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS. Buttons: Add, Remove, Select ALL, Deselect ALL.

Region:

Left list: NOT REPORTED, IT, INTERNATIONAL CMD, SPECIAL PROGRAMS CMD, EASTERN REGION CMD. Right list: (empty). Buttons: Add, Select ALL, Deselect ALL.

Figure 20.9

- E. Select Region(s)

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

Left list: C311, C412, C416, C417, C511. Right list: C412, C416, C511. Buttons: Add, Remove, Select ALL, Deselect ALL.

Customer Code:

Left list: C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS. Right list: C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS, C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST. Buttons: Add, Remove, Select ALL, Deselect ALL.

Region:

Left list: NOT REPORTED, IT, INTERNATIONAL CMD, SPECIAL PROGRAMS CMD, EASTERN REGION CMD. Right list: EASTERN REGION CMD. Buttons: Add, Remove, Select ALL, Deselect ALL.

Figure 20.10

F. The selections made in the Region will populate the CMO list.

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

C311
C412
C416
C417
C511

Add
Remove

C412
C416
C511

Select ALL Deselect ALL

Customer Code:

C412-EC-DEPT OF THE ARMY
C412-ED-US ARMY CORPS OF ENGINEERS
C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)
C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE
C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS

Add
Remove

C412-ED-US ARMY CORPS OF ENGINEERS
C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)
C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE
C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS
C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST

Select ALL Deselect ALL

Region:

NOT REPORTED
IT
INTERNATIONAL CMD
SPECIAL PROGRAMS CMD
EASTERN REGION CMD

Add
Remove

EASTERN REGION CMD

Select ALL Deselect ALL

CMO:

S0303A - DCMA PALMDALE CA
S0304A - DCMA BOEING MESA AZ
S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN
S1704A - DCMA SOUTH BEND IN
S2204A - DCMAE BOSTON MA

Add

Select ALL Deselect ALL

Figure 20.11

G. Select CMO(s).

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

<div>C311 C412 C416 C417 C511</div> <div>Select ALL Deselect ALL</div>	<div>Add Remove</div>	<div>C412 C416 C511</div> <div>Select ALL Deselect ALL</div>
--	---------------------------	--

Customer Code:

<div>C412-EC-DEPT OF THE ARMY C412-ED-US ARMY CORPS OF ENGINEERS C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C) C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS</div> <div>Select ALL Deselect ALL</div>	<div>Add Remove</div>	<div>C412-ED-US ARMY CORPS OF ENGINEERS C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C) C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST</div> <div>Select ALL Deselect ALL</div>
--	---------------------------	---

Region:

<div>NOT REPORTED IT INTERNATIONAL CMD SPECIAL PROGRAMS CMD EASTERN REGION CMD</div> <div>Select ALL Deselect ALL</div>	<div>Add Remove</div>	<div>EASTERN REGION CMD</div> <div>Select ALL Deselect ALL</div>
---	---------------------------	--

CMO:

<div>S0303A - DCMA PALMDALE CA S0304A - DCMA BOEING MESA AZ S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN S1704A - DCMA SOUTH BEND IN S2204A - DCMAE BOSTON MA</div> <div>Select ALL Deselect ALL</div>	<div>Add Remove</div>	<div>S2204A - DCMAE BOSTON MA</div> <div>Select ALL Deselect ALL</div>
---	---------------------------	--

Figure 20.12

H. Run the Report by Clicking the Run Report button as shown on the bottom of **Figure 20.13**.

Most Report

Instructions:

Select at least one report filter criteria below to run report.

Customer Source Code:

C311
C412
C416
C417
C511

Select ALL
Deselect ALL

Add
Remove

C412
C416
C511

Select ALL
Deselect ALL

Customer Code:

C412-EC-DEPT OF THE ARMY
C412-ED-US ARMY CORPS OF ENGINEERS
C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)
C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE
C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS

Select ALL
Deselect ALL

Add
Remove

C412-ED-US ARMY CORPS OF ENGINEERS
C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)
C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE
C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS
C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST

Select ALL
Deselect ALL

Region:

NOT REPORTED
IT
INTERNATIONAL CMD
SPECIAL PROGRAMS CMD
EASTERN REGION CMD

Select ALL
Deselect ALL

Add
Remove

EASTERN REGION CMD

Select ALL
Deselect ALL

CMO:

S0303A - DCMA PALMDALE CA
S0304A - DCMA BOEING MESA AZ
S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN
S1704A - DCMA SOUTH BEND IN
S2204A - DCMAE BOSTON MA

Select ALL
Deselect ALL

Add
Remove

S2204A - DCMAE BOSTON MA

Select ALL
Deselect ALL

Run Report

Figure 20.13

- I. Clicking the Run Report button will create the report that will be displayed in the Save As pop up as shown in **Figure 20.14**, the file name will nasamostreportvalues. The file name may be changed by the User. Each time this report is ran the file name will change in the Save As pop up

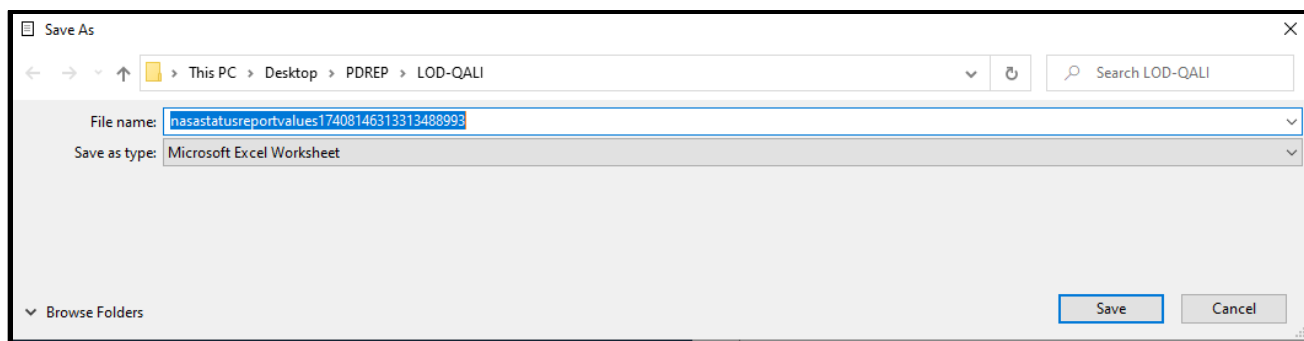


Figure 20.14

- J. Clicking the Save button will create a file which can be access through the download arrow in the right top of the user's monitor.

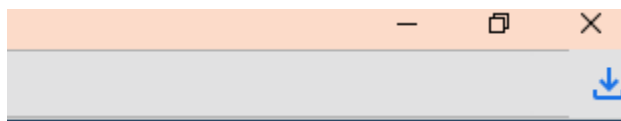


Figure 20.15

20.4 Interim Validation Report Page

The screenshot shows the 'Interim Validation Report' page within the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The top navigation bar includes links for 'Home', 'Help', and 'User Profile: USER (ALPHA) GUIDE', along with a 'Logout' button. Below the navigation bar, there are tabs for 'Nasa Status Report', 'MOST Report', 'Interim Validation Report' (which is selected), 'Ad Hoc Reports', and 'Worklist'. The main content area is titled 'Interim Validation Report' and contains the following instructions:

Instructions:

1. Select a From and To date:
2. Otherwise, the earliest and latest date will be used:

Below the instructions, there are two date selection fields. The first is labeled 'From:' and the second is labeled 'To:'. Both fields have a text input area showing 'MM/DD/YYYY' and a calendar icon to the right. At the bottom of the form is a 'Run Report' button.

Figure 20.16

A date range is required to run the Interim Validation Report (see **Figure 20.16**). The web page will default to Earliest Date and Latest Date. The user may edit the default setting. Combinations of settings are listed in **Table 20.2**. The search criteria for this report are all records with a Reimbursable Determination entry of “yes”. The records returned will be sorted by Report Control Number.

Table 20.2

Earliest Date	Latest Date
Earliest Date	Calendar selection for To Date
Calendar selection for From Date	Calendar selection for To Date
Calendar selection for From Date	Latest Date

Clicking the Run Report button will create the report that will be displayed in the Save As pop up as shown in **Figure 20.17**, the file name will interimvalidationreportvalues. The file name may be changed by the User. Each time this report is ran the file name will change in the Save As pop up

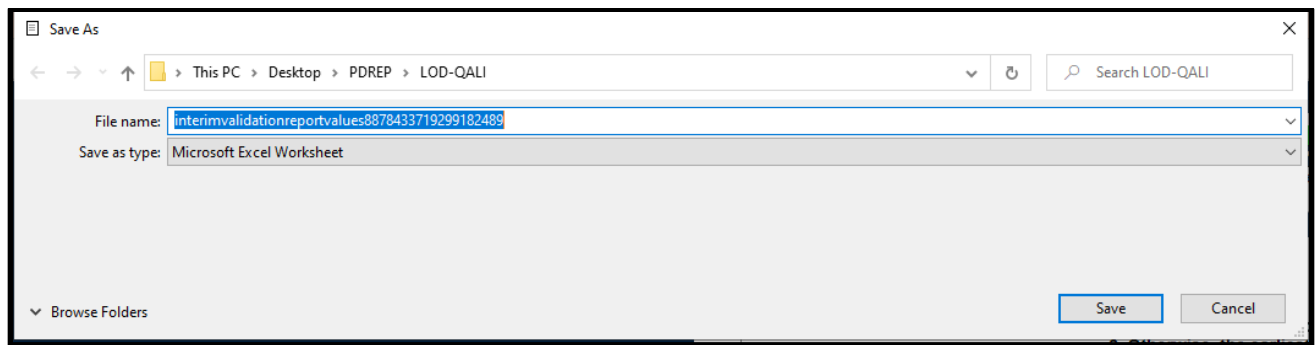


Figure 20.17

Clicking the Save button will create a file which can be access through the download arrow in the right top of the user's monitor.

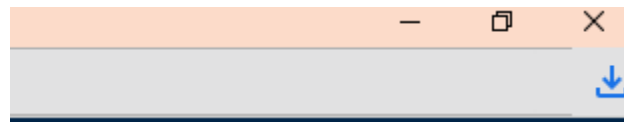


Figure 20.18

21 GOVERNMENT QUALITY ASSURANCE FORMS

Government Quality Assurance (GQA) forms are accessible through the reimbursable records only.

- International records (Customer Code = C612) require:
 - At least 1 RGQAR before Acceptance.
 - At least 1 GQACR on Parent Records only before Completion (not applicable to sub-tier records).

Find the record via the worklist as shown in **Figure 21.1**.

QALI / LOD - Worklist								
<div style="text-align: center;"> Instructions 1. Enter search criteria 2. Click Search 3. To add a new QALI/LOD click on the "Create QALI/LOD" tab. </div>								
RCN#: <input style="width: 150px;" type="text"/>			DCN#: <input style="width: 150px;" type="text"/>					
Contract Number: <input style="width: 150px;" type="text"/>			CAGE Code: <input style="width: 150px;" type="text"/>					
(M)Start Date: <input style="width: 100px;" type="text" value="12/01/2022"/>			QAR/SUBMITTER: <input style="width: 150px;" type="text"/>					
(M)End Date: <input style="width: 100px;" type="text" value="12/21/2022"/>			QAR TEAM CODE: <input style="width: 150px;" type="text"/>					
<input type="button" value="Search"/>			Status: -SELECT-					
Worklist download: Click here to download data in spreadsheet								
QALI/LOD	RCN	DCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number(s)	Status	Issue Date
QALI	N39040-2022-6322-D		N39040				DRAFT	
Delegation	N39040-2022-6323		N39040				DRAFT	
QALI	N45112-2022-6366-D	S5102A-22-12-6366	N45112	S5102A		DLABOT	DRAFT	
Delegation	S0101A-2022-6233	S5102A-22-12-6233	S0101A	S5102A		CUSTOMER1 CUSTOMER2	ISSUED	11/14/2022
Delegation	S0101A-2022-6277	S5102A-22-12-6277	S0101A	S5102A		OTHER1234	ACCEPTED	11/17/2022
Delegation	S0101A-2022-6353	S0101A-22-12-6353	S0101A	S0101A			DRAFT	
Delegation	S0101A-2022-6365	S5102A-22-12-6365	S0101A	S5102A	98897	INTERNAL	ISSUED	12/19/2022
Delegation	S5102A-2022-6350	S0101A-22-12-6350	S5102A	S0101A		ANNUALTEST	ACCEPTED	12/12/2022
Delegation	S5102A-2022-6374		S5102A				DRAFT	

Figure 21.1

- Using the record hyperlink access, the desired record. The QALI / LOD –Main page will be displayed will a hyperlink to the GQA page (See **Figure 21.2**).

QALI / LOD - Main		
RCN#: S4306A-2023-23	DCN#: S5102A-23-01-23	Created Year: 2023
Status: ACCEPTED		
Action Complete Delegation GQA Forms		
Editable and Viewable Pages New/Edit Base Page Requirements Page Additional Information		
Send Message Message to Supervisor General Message		

Figure 21.2

- Click the GQA Forms hyperlink in the Action area of the QALI / LOD Main page and the View / Edit GQA Form will be displayed (See **Figure 21.3**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ►	User Profile: USER (ALPHA)_GUIDE ► • Logout	
View / Edit GQA Form		
Control Numbers		
RCN#: S4306A-2023-23	DCN#: S5102A-23-01-23	Created Year: 2023
<div style="display: flex; justify-content: center; gap: 10px;"> <div>-SELECT- ▼</div> <div>Create</div> <div>Cancel</div> </div>		

Figure 21.3

- Figure 21.4** represents the View / Edit GQA worklist

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • [Help](#) ▶ User Profile: [USER \(ALPHA\) GUIDE](#) ▶ [Logout](#)

View / Edit GQA Form

Control Numbers

RCN#: S4306A-2023-23 **DCN#:** S5102A-23-01-23 **Created Year:** 2023

-SELECT- ▼

File Description	Revision	Add Date	Created By	Last Modified By	View / Edit Form
Response to Government Quality Assurance Request (RGQAR)	1	01/05/2023	USER (ALPHA) GUIDE	USER (ALPHA) GUIDE	View / Edit
Government Quality Assurance Closure Report (GQACR)	0	01/05/2023	USER (ALPHA) GUIDE	USER (ALPHA) GUIDE	View / Edit

Figure 21.4

- **File Description** – the Name of the form
- **Revision** – The revision number of the form
- **Add Date** – The date the form was created
- **Created By** – The User ID of the person who created the form
- **Last Modified By** - The User ID of the person who last modified the form
- **View** – Hyperlink to view the form

21.1 Response to Government Quality Assurance Request

- A. Select RGQAR from the drop down (See **Figure 21.5**) and click the Create Button and the RGQAR form page will be displayed as shown in **Figure 21.6**.

View / Edit GQA Form

Control Numbers

RCN#: S5102A-2023-448 **DCN#:** S0101A-23-03-448 **Created Year:** 2023

-SELECT- ▼

-SELECT-
 RGQAR
 GQACR
 RIAC
 RGQA
 DFB

Figure 21.5

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation

- **Created Year** – The year the delegation was created
- **Buttons**
 - **Create** – Opens the webpage for the form selected
 - **Cancel** – Returns the user to the Main page without saving the data entered.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ▶	User Profile: USER (ALPHA) GUIDE ▶ • Logout	
Response to Government Quality Assurance Request		
Instructions (M) denotes a mandatory field		
Control Numbers		
RCN#: S0101A-2022-6233	DCN#: S5102A-22-12-6233	Created Year: 2022
<input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>		
Create PDF		
RGQA Information		
RGQA for the Referenced Defense Contract is Hereby: <input type="text" value="-SELECT-"/>		
Delegator RGQA No: <input type="text" value="50 Characters Max"/>		
Revision Number: <input type="text"/>		
Delegation Feedback is requested on an annual basis or as agreed: <input type="text" value="No"/>		
Delegatee Comments (Mandatory if not accepted): <input type="text" value="1500 Characters Max"/>		
Facility Wide Approach: <input type="text" value="No"/>		
To: Delegator		
Name: <input type="text" value="100 Characters Max"/>		
Organisation: <input type="text"/>		
Mailing Address: <input type="text" value="100 Characters Max"/>		
Telephone: <input type="text"/>		
Fax: <input type="text"/>		
E-Mail: <input type="text" value="100 Characters Max"/>		
From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)		
Name: <input type="text" value="100 Characters Max"/>		
Organisation: <input type="text"/>		
Mailing Address: <input type="text" value="100 Characters Max"/>		
Telephone: <input type="text"/>		
Fax: <input type="text"/>		
E-Mail: <input type="text" value="100 Characters Max"/>		
Acquirer		
Acquirer Name: <input type="text" value="100 Characters Max"/>		
Mailing Address: <input type="text" value="100 Characters Max"/>		
Supplier		
Supplier Name: <input type="text" value="100 Characters Max"/>		
Mailing Address: <input type="text" value="100 Characters Max"/>		
Contract Info		
Government Contract No: <input type="text" value="250 Characters Max"/>		
Contract Modification No: <input type="text" value="50 Characters Max"/>		
Subcontract No: <input type="text" value="250 Characters Max"/>		
Contract Final Delivery Date: <input type="text" value="MM/DD/YYYY"/>		
RIAC		
Delegatee Revised RIAC Form: <input type="text" value="No"/>		
Delegatee GQAR Details		
Name: <input type="text" value="100 Characters Max"/>		
Organisation: <input type="text"/>		
Mailing Address: <input type="text" value="100 Characters Max"/>		
Phone No: <input type="text"/>		
Fax No.: <input type="text"/>		
Email Address: <input type="text" value="100 Characters Max"/>		
Delegatee/GQAR Signature (Signature Not required if sent electronically): <input type="text" value="100 Characters Max"/>		
Date: <input type="text" value="MM/DD/YYYY"/>		

Figure 21.6

B. **Figure 21.7** Shows the Control Number section and buttons

Control Numbers		
RCN#: S4306A-2023-67	DCN#: S5102A-23-01-67	Created Year: 2023
<input type="button" value="Save"/>	<input type="button" value="Add/View Attachment"/>	<input type="button" value="Cancel"/>
Create PDF		

Figure 21.7

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
 - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
 - **Cancel** – Returns the user to the Main page without saving the data entered.
 - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.8** shows the RGQAR Information section

RGQAR Information	
RGQA for the Referenced Defense Contract is Hereby:	<input type="text" value="-SELECT-"/>
Delegator RGQA No:	<input type="text" value="50 Characters Max"/>
Revision Number:	<input type="text"/>
Delegation Feedback is requested on an annual basis or as agreed:	<input type="text" value="No"/>
Delegatee Comments (Mandatory if not accepted):	<input type="text" value="1500 Characters Max"/>
Facility Wide Approach:	<input type="text" value="No"/>

Figure 21.8

- **RGQA for the Referenced Defense Contract is Hereby:** drop down for the decision on the delegation, drop down values are: Accepted, Partially Accepted and Rejected
- **Delegator RGQA Number:** number assigned to the request for government QA
- **Revision Number:** text box for the revision number of RGQA,
- **Delegation Feedback is requested on an annual basis or as agreed:**
 - Select Yes/No to answer the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.

- **Delegation Comments:** a text to enter Delegatee comments ii is a mandatory if the delegation is rejected
- **Facility Wide Approach:**
 - Select Yes/No to answer the question.
 - Defaults to No
 - Yes, will check the box on the PDF form

D. **Figure 21.9** shows the To: Delegator section

To: Delegator	
Name:	100 Characters Max
Organisation:	
Mailing Address:	100 Characters Max
Telephone:	
Fax:	
E-Mail:	100 Characters Max

Figure 21.9

- **Name:** text box for the Delegator's name (Foreign Partner)
- **Organisation:** text box for the Delegator's organization
- **Mailing Address:** text box for the Delegator's mailing address
- **Telephone:** text box for the Delegator's telephone number
- **Fax:** text box for the Delegator's Fax number
- **Email:** text box for the Delegator's email address

E. **Figure 21.10** shows the From Delegatee

From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)	
Name:	100 Characters Max
Organisation:	
Mailing Address:	100 Characters Max
Telephone:	
Fax:	
E-Mail:	100 Characters Max

Figure 21.10

- **Name:** text box for the Delegatee's name (DoDCCP)
- **Organisation:** text box for the Delegatee's organization
- **Mailing Address:** text box for the Delegatee's mailing address
- **Telephone:** text box for the Delegatee's telephone number
- **Fax:** text box for the Delegatee's Fax number
- **Email:** text box for the Delegatee's email address

F. **Figure 21.11** shows the Acquirer section

Acquirer	
Acquirer Name:	100 Characters Max
Mailing Address:	100 Characters Max

Figure 21.11

- **Acquirer Name:** text box for the Acquirer's name
- **Mailing Address:** text box for the Acquirer's mailing address

G. **Figure 21.12** shows the Supplier section

Supplier	
Supplier Name:	100 Characters Max
Mailing Address:	100 Characters Max

Figure 21.12

- **Supplier Name:** text box for the Supplier's name
- **Mailing Address:** text box for the Supplier's mailing address

H. **Figure 21.13** shows the Control Info section


Contract Info	
Government Contract No:	50 Characters Max
Contract Modification No:	50 Characters Max
Subcontract No:	100 Characters Max
Contract Final Delivery Date:	MM/DD/YYYY 

Figure 21.13

- **Government Contract No.:** text box for the contract number
- **Contract Modification No.:** text box for the contract modification number
- **Subcontract No.:** text box for Subcontract/Purchase order number issued to subcontractor
- **Contract Final Delivery Date:** date field representing final delivery date of the Prime Contract

I. **Figure 21.14** shows the RIAC section

RIAC	
Delegatee Revised RIAC Form:	No 

Figure 21.14

- **Delegatee Revised RIAC Form:** Check box indicating the RIAC was revised

J. **Figure 21.15** shows the Delegatee: GQAR Details section


Delegatee GQAR Details	
Name:	100 Characters Max
Organisation:	
Mailing Address:	100 Characters Max
Phone No:	
Fax No.:	
Email Address:	100 Characters Max
Delegatee/GQAR Signature (Signature Not required if sent electronically):	100 Characters Max
Date:	MM/DD/YYYY 

Figure 21.15

- **Name:** text box for the Delegatee/GQAR name (Functional Specialist)
- **Organisation:** text box for the Delegatee/GQAR organization
- **Mailing Address:** text box for the Delegatee/GQAR mailing address
- **Phone:** text box for the Delegatee/GQAR telephone number
- **Fax:** text box for the Delegatee/GQAR Fax number
- **Email:** text box for the Delegatee/GQAR email address
- **Delegatee/GQAR Signature:** text box the Delegatee/GQAR signature, not required if the form is sent electronically
- **Date:** date field representing the date the form was complete

K. **Figure 21.16** represents the PDF version of the form


		NATO Government Quality Assurance Response to Governemnt Quality Assurance Request (RGQAR)	
Request for Governemnt Quality Assurance (RGQA) for the Referenced Defence Contract is Hereby.	Accepted:	<input type="checkbox"/>	Delegator RGQA NO:
	Partially Accepted:	<input type="checkbox"/>	Revision Number:
	Accepted:	<input type="checkbox"/>	
	Rejected:	<input type="checkbox"/>	
Delegation Feedback is requested on an annual basis or as agreed:			<input type="checkbox"/>
Delegation Comments (Mandatory, if Not Accepted):			
Facility Wide Approach:	<input type="checkbox"/>		
To: Delegator		From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)	
Name:		Name:	
Organisation:		Organisation:	
Mailing Address:		Mailing Address:	
Telephone:		Telephone:	
Fax:		Fax:	
E-mail:		E-mail:	
Acquirer:		Supplier:	
Mailing Address:		Mailing Address:	
Government Contract No:		Subcontract No:	
Contract Modification No:		Contract Final Delivery Date:	
Delegatee revised RIAC Form:			<input type="checkbox"/>
Delegatee GQAR Details:			
Name:			
Organization:			
Mailing Address:			
Phone No:			
Email Address:			
Fax No:			
Delegatee/GQAR Signature (Signature not Required if Sent Electronically):			Date:

Figure 21.16

21.2 Government Quality Assurance Closure Report

- A. Select GQACR from the drop down (See **Figure 21.17**) and click the Create Button and the GQACR form page will be displayed as shown in **Figure 21.18**

The screenshot displays a web form titled "View / Edit GQA Form". Below the title is a section labeled "Control Numbers". This section contains three fields: "RCN#: S5102A-2023-448", "DCN#: S0101A-23-03-448", and "Created Year: 2023". Below these fields is a dropdown menu currently showing "-SELECT-" with a list of options: "-SELECT-", "RGQAR", "GQACR", "RIAC", "RGQA", and "DFB". To the right of the dropdown are two buttons: "Create" and "Cancel".

Figure 21.17

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Create** – Opens the webpage for the form selected
 - **Cancel** – Returns the user to the Main page without saving the data entered.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ►	User Profile: USER (ALPHA) GUIDE ► • Logout	
Government Quality Assurance Closure Report (GQACR)		
Instructions (M) denotes a mandatory field		
Control Numbers		
RCN#: S0101A-2022-6233	DCN#: S5102A-22-12-6233	Created Year: 2022
<input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>		
Create PDF		
2		
GQACR Information		
Delegator RGQA No: <input style="width: 80%;" type="text" value="50 Characters Max"/>		
Revision Number: <input style="width: 20%;" type="text"/>		
To: Delegator		
Name: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Organisation: <input style="width: 50%;" type="text"/>		
Mailing Address: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Telephone: <input style="width: 40%;" type="text"/>		
Fax: <input style="width: 30%;" type="text"/>		
E-Mail: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)		
Name: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Organisation: <input style="width: 50%;" type="text"/>		
Mailing Address: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Telephone: <input style="width: 40%;" type="text"/>		
Fax: <input style="width: 30%;" type="text"/>		
E-Mail: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Acquirer		
Acquirer Name: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Mailing Address: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Supplier		
Supplier Name: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Mailing Address: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Contract Info		
Government Contract No: <input style="width: 60%;" type="text" value="250 Characters Max"/>		
Contract Modification No: <input style="width: 70%;" type="text" value="50 Characters Max"/>		
Subcontract No: <input style="width: 50%;" type="text" value="250 Characters Max"/>		
Contract Final Delivery Date: <input style="width: 40%;" type="text" value="MM/DD/YYYY"/>		
Attachments		
Please find the attached RIAC indicating the current risk status and trends:		
CoC attached as requested: <input style="width: 50px;" type="text" value="No"/> ▼		
Supplementary report attached: <input style="width: 50px;" type="text" value="No"/> ▼		
Summary of nonconformities attached: <input style="width: 50px;" type="text" value="No"/> ▼		
Delegation Feedback is requested: <input style="width: 50px;" type="text" value="No"/> ▼		
Additional Comments: <input style="width: 100px;" type="text" value="1000 Characters Max"/>		
Delegatee GQAR Details		
Name: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Organization: <input style="width: 50%;" type="text"/>		
Phone No.: <input style="width: 50%;" type="text"/>		
Fax No.: <input style="width: 50%;" type="text"/>		
Email Address: <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Delegatee/GQAR Signature (Signature Not required if Sent Electronically): <input style="width: 90%;" type="text" value="100 Characters Max"/>		
Date: <input style="width: 40%;" type="text" value="MM/DD/YYYY"/>		

Figure 21.18

B. **Figure 21.19** represents the Control Number section and buttons

Control Numbers		
RCN#: S4306A-2023-67	DCN#: S5102A-23-01-67	Created Year: 2023
<input type="button" value="Save"/>	<input type="button" value="Add/View Attachment"/>	<input type="button" value="Cancel"/>
Create PDF		

Figure 21.19

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
 - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
 - **Cancel** – Returns the user to the Main page without saving the data entered.
 - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.20** shows the GQACR section

GQACR Information	
Delegator RGQA No:	<input type="text" value="50 Characters Max"/>
Revision Number:	<input type="text"/>

Figure 21.20

- **Delegator RGQA No:** number assigned to the request for government QA
- **Revision Number:** text box for the revision number of GQACR

D. **Figure 21.21** shows the To: Delegator section

To: Delegator	
Name:	<input type="text" value="100 Characters Max"/>
Organisation:	<input type="text"/>
Mailing Address:	<input type="text" value="100 Characters Max"/>
Telephone:	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text" value="100 Characters Max"/>

Figure 21.21

- **Name:** text box for the Delegator's name (Foreign Partner)
- **Organisation:** text box for the Delegator's organization
- **Mailing Address:** text box for the Delegator's mailing address

- **Telephone:** text box for the Delegator's telephone number
- **Fax:** text box for the Delegator's Fax number
- **Email:** text box for the Delegator's email address

E. **Figure 21.22** shows the From: Delegatee section

From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)	
Name:	100 Characters Max
Organisation:	
Mailing Address:	100 Characters Max
Telephone:	
Fax:	
E-Mail:	100 Characters Max

Figure 21.22

- **Name:** text box for the Delegatee's name (DoDCCP)
- **Organisation:** text box for the Delegatee's organization
- **Mailing Address:** text box for the Delegatee's mailing address
- **Telephone:** text box for the Delegatee's telephone number
- **Fax:** text box for the Delegatee's Fax number
- **Email:** text box for the Delegatee's email address

F. **Figure 21.23** shows the Acquirer section

Acquirer	
Acquirer Name:	100 Characters Max
Mailing Address:	100 Characters Max

Figure 21.23

- **Acquirer Name:** text box for the Acquirer's name
- **Mailing Address:** text box for the Acquirer's mailing address

G. **Figure 21.24** shows the Supplier section

Supplier	
Supplier Name:	100 Characters Max
Mailing Address:	100 Characters Max

Figure 21.24

- **Supplier Name:** text box for the Supplier's name
- **Mailing Address:** text box for the Supplier's mailing address

H. **Figure 21.25** shows the Contract Info section


Contract Info	
Government Contract No:	<input type="text" value="50 Characters Max"/>
Contract Modification No:	<input type="text" value="50 Characters Max"/>
Subcontract No:	<input type="text" value="100 Characters Max"/>
Contract Final Delivery Date:	<input type="text" value="MM/DD/YYYY"/> 

Figure 21.25

- **Government Contract No.:** text box for the contract number
- **Contract Modification No.:** text box for the contract modification number
- **Subcontract No.:** text box for Subcontract/Purchase order number issued to subcontractor
- **Contract Final Delivery Date:** date field representing final delivery date of the Prime Contract

I. **Figure 21.26** represents the Control Number section and buttons

Attachments	
Please find the attached RIAC indicating the current risk status and trends:	
CoC attached as requested:	<input type="text" value="No"/> ▼
Supplementary report attached:	<input type="text" value="No"/> ▼
Summary of nonconformities attached:	<input type="text" value="No"/> ▼
Delegation Feedback is requested:	<input type="text" value="No"/> ▼
Additional Comments:	<input type="text" value="1000 Characters Max"/>

Figure 21.26

- **CoC Attached as requested:**
 - Select Yes/No to answer the question.
 - Defaults to No
 - Yes, will check the box on the PDF form
- **Supplementary report attached:**
 - Select Yes/No to answer the question.
 - Defaults to No
 - Yes, will check the box on the PDF form
- **Summary of nonconformities attached:**
 - Select Yes/No to answer the question.
 - Defaults to No
 - Yes, will check the box on the PDF form
- **Delegation Feedback is requested:**
 - Select Yes/No to answer the question.
 - Defaults to No

- Yes, will check the box on the PDF form check box
- **Additional Comments:** text box for the Delegatee to enter additional comments

J. **Figure 21.27** shows the Delegatee GQAR Details section


Delegatee GQAR Details	
Name:	100 Characters Max
Organization:	
Phone No.:	
Fax No.:	
Email Address:	100 Characters Max
Delegatee/GQAR Signature (Signature Not required if Sent Electronically):	100 Characters Max
Date:	MM/DD/YYYY 

Figure 21.27

- **Name:** text box for the Delegatee/GQAR name (Functional Specialist)
- **Organisation:** text box for the Delegatee/GQAR organization
- **Mailing Address:** text box for the Delegatee/GQAR mailing address
- **Phone:** text box for the Delegatee/GQAR telephone number
- **Fax:** text box for the Delegatee/GQAR Fax number
- **Email:** text box for the Delegatee's email address
- **Delegatee/GQAR Signature:** text box the Delegatee/GQAR signature, not required if the form is sent electronically
- **Date:** date field representing the date the form was complete

K. **Figure 21.28** represents the PDF version of the form


		NATO Government Quality Assurance Gouvernement Quality Assurance Closure Report (GQACR)	
Government Quality Assurance (GQA) for the referenced Defense Contract Hereby Complete.		Delegator RGQA NO:	
		Revision Number:	
To: Delegator		From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)	
Name:		Name:	
Organisation:		Organisation:	
Mailing Address:		Mailing Address:	
Telephone:		Telephone:	
Fax:		Fax:	
E-mail:		E-mail:	
Acquirer:		Supplier:	
Mailing Address:		Mailing Address:	
Government Contract No:		Subcontract No:	
Contract Modification No:		Contract Final Delivery Date:	
Attachments:			
Please find the attached RIAC indicating the current risk status and trends:			
CoC attached as requested:			
Supplementary report attached:			
Summary of nonconformities attached:			
Delegation Feedback is requested:			
Delegatee GQAR Details:			
Name:			
Organization:			
Mailing Address:			
Phone No:			
Email Address:			
Fax No:			
Delegatee/GQAR Signature (Signature not Required if Sent Electronically):			Date:

Figure 21.28

21.3 Request for Government Quality Assurance

- A. Select RIAC from the drop down (See **Figure 21.29**) and click the Create Button and the RIAC form page will be displayed as shown in **Figure 21.30**.

View / Edit GQA Form

Control Numbers

RCN#: S5102A-2023-448 DCN#: S0101A-23-03-448 Created Year: 2023

-SELECT- ▼
-SELECT-
RGQAR
GQACR
RIAC
RGQA
DFB

Create Cancel

Figure 21.29

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Create** – Opens the webpage for the form selected
 - **Cancel** – Returns the user to the Main page without saving the data entered.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help	Request for Government Quality Assurance	User Profile: USER (ALPHA) GUIDE • Login
Instructions (No devices a mandatory field)		
Control Numbers		
RCNR: 00101A-2023-1148	DCNR: 00102A-23-08-1148	Created Year: 2023
<input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>		
Create PDF		
ROGA Numbers		
Delegator ROGA No: <input style="width: 80%;" type="text"/>		
Revision Number: <input style="width: 80%;" type="text"/>		
To: Delegates: (Appropriate National Authority or Focal Point Listed in AGAP-4107-ROR-1)		
Name: <input style="width: 80%;" type="text"/>		
Organization: <input style="width: 80%;" type="text"/>		
Mailing Address: <input style="width: 80%;" type="text"/>		
Telephone: <input style="width: 80%;" type="text"/>		
Fax: <input style="width: 80%;" type="text"/>		
E-Mail: <input style="width: 80%;" type="text"/>		
From: Delegator		
Name: <input style="width: 80%;" type="text"/>		
Organization: <input style="width: 80%;" type="text"/>		
Mailing Address: <input style="width: 80%;" type="text"/>		
Telephone: <input style="width: 80%;" type="text"/>		
Fax: <input style="width: 80%;" type="text"/>		
E-Mail: <input style="width: 80%;" type="text"/>		
Acquirer		
Acquirer Name: <input style="width: 80%;" type="text"/>		
Mailing Address: <input style="width: 80%;" type="text"/>		
Supplier		
Supplier Name: <input style="width: 80%;" type="text"/>		
Mailing Address: <input style="width: 80%;" type="text"/>		
ROGA Information		
Facility Wide Approach: <input type="button" value="No"/>		
Government Contract No: <input style="width: 80%;" type="text"/>		
Contract Modification No: <input style="width: 80%;" type="text"/>		
Subcontract No: <input style="width: 80%;" type="text"/>		
Estimated Contract Final Delivery Date: <input style="width: 80%;" type="text"/>		
Is this contract on behalf of a third party other than the requesting Nation?: <input type="button" value="SELECT"/>		
Contractual Quality Assurance Requirements/Standards: <input style="width: 80%;" type="text"/>		
Product / Supplies Descriptions (include reference to Essential Items if applicable): <input style="width: 80%;" type="text"/>		
RIAC		
RIAC reference Number: <input style="width: 80%;" type="text"/>		
Copies of the Contract/Subcontract/Purchase Order to be submitted to QGA: <input type="button" value="No"/>		
Technical Data Specifications and Quality Assurance Standards: <input type="button" value="No"/>		
Are Attached: <input type="button" value="No"/>		
Will be Furnished by the Supplier: <input type="button" value="No"/>		
Other Attachments or Forms (Specify): <input style="width: 80%;" type="text"/>		
Delegator Requirements		
Delegation Feedback is requested: <input type="button" value="No"/>		
Provide information copy of QGA plan. Note: Requesting a copy of the plan should not be a common occurrence on routine ROGAs. Where major programs or higher risks are involved, it may be appropriate to request a copy of the plan: <input type="button" value="No"/>		
QGA is requested to sign the Statement of QGA on the CoC: <input type="button" value="No"/>		
For Partial Shipments: <input type="button" value="No"/>		
and Final Shipments: <input type="button" value="No"/>		
QGA is requested to forward electronic copy of signed CoC (in PDF format): <input type="button" value="No"/>		
Product Release: Special Instructions related to product release (if CoC is not used): <input style="width: 80%;" type="text"/>		
Deviation Permits/Concessions (Reference Annex A section A.3)		
QGA is authorized to concur or Non-concur with classification/disposition of Supplier's minor deviation permits and/or concessions: <input type="button" value="No"/>		
System Approach: <input type="button" value="No"/>		
Case by Case: <input type="button" value="No"/>		
QGA is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer: <input type="button" value="No"/>		
Provide contractual reference and instructions as necessary: <input style="width: 80%;" type="text"/>		
Reporting (reference para. 4.2.3)		
Report Risk status on an ongoing basis: <input type="button" value="No"/>		
At ROGA Completion: <input type="button" value="No"/>		
Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested: <input type="button" value="No"/>		
Other reporting, Please Specify: <input style="width: 80%;" type="text"/>		
Other Requirements: <input style="width: 80%;" type="text"/>		
Delegator Signature (Signature not Requested if Sent Electronically): <input style="width: 80%;" type="text"/>		
Date: <input style="width: 80%;" type="text"/>		

Figure 21.30

B. **Figure 21.31** represents the Control Number section and buttons

Control Numbers		
RCN#: S5102A-2023-448	DCN#: S0101A-23-03-448	Created Year: 2023
<div>Save Add/View Attachment Cancel</div> <div>Create PDF</div>		

Figure 21.31

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
 - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
 - **Cancel** – Returns the user to the Main page without saving the data entered.
 - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.32** represents the RGQA Numbers section

RGQA Numbers	
Delegator RGQA No:	<input type="text" value="50 Characters Max"/>
Revision Number:	<input type="text"/>

Figure 21.32

- **Delegator RGQA No.:** RGQA serial number
- **Revision Number:** Revision number of RGQA

D. **Figure 21.33** represents the To: Delegatee section

To: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SDR-1)	
Name:	<input type="text" value="100 Characters Max"/>
Organization:	<input type="text"/>
Mailing Address:	<input type="text" value="100 Characters Max"/>
Telephone:	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text" value="100 Characters Max"/>

Figure 21.33

- **Name:** text box for the Delegatee's name
- **Organisation:** text box for the Delegatee's organization

- **Mailing Address:** text box for the Delegatee's mailing address
- **Telephone:** text box for the Delegatee's telephone number
- **Fax:** text box for the Delegatee's Fax number
- **Email:** text box for the Delegatee's email address

E. **Figure 21.34** represents the From: Delegator section

From: Delegator	
Name:	100 Characters Max
Organization:	
Mailing Address:	100 Characters Max
Telephone:	
Fax:	
E-Mail:	100 Characters Max

Figure 21.34

- **Name:** text box for the Delegator's name (Foreign Partner)
- **Organisation:** text box for the Delegator's organization
- **Mailing Address:** text box for the Delegator's mailing address
- **Telephone:** text box for the Delegator's telephone number
- **Fax:** text box for the Delegator's Fax number
- **Email:** text box for the Delegator's email address

F. **Figure 21.35** represents the Acquirer section

Acquirer	
Acquirer Name:	100 Characters Max
Mailing Address:	100 Characters Max

Figure 21.35

- **Acquirer Name:** text box for the Acquirer's name
- **Mailing Address:** text box for the Acquirer's mailing address

G. **Figure 21.36** shows the Supplier section

Supplier	
Supplier Name:	100 Characters Max
Mailing Address:	100 Characters Max

Figure 21.36

- **Supplier Name:** text box for the Supplier's name
- **Mailing Address:** text box for the Supplier's mailing address

H. **Figure 21.37** represents the RGQA Information section

RGQA Information	
Facility Wide Approach:	<input type="text" value="No"/>
Government Contract No:	<input type="text" value="250 Characters Max"/>
Contract Modification No:	<input type="text" value="50 Characters Max"/>
Subcontract No:	<input type="text" value="250 Characters Max"/>
Estimated Contract Final Delivery Date:	<input type="text" value="MM/DD/YYYY"/>
Is this contract on behalf of a third party other than the requesting Nation?:	<input type="text" value="-SELECT-"/>
Contractual Quality Assurance Requirements/Standards:	<input type="text" value="100 Characters Max"/>
Product / Supplies Descriptions (include reference to Essential items if applicable):	<input type="text" value="100 Characters Max"/>

Figure 21.37

- **Facility Wide Approach:**
 - Select Yes/No indicating a facility wide surveillance
 - Defaults to No
- **Government Contract No.:** text box for the contract number
- **Contract Modification No.:** text box for the contract modification number
- **Subcontract No.:** text box for Subcontract/Purchase order number issued to subcontractor
- **Estimated Contract Final Delivery Date:** date field representing final delivery date of the Prime Contract
- **Is this contract on behalf of a third party other than the requesting Nation?:**
 - Select Yes/No to respond to the question.
 - Defaults to No
- **Contractual Quality Assurance Requirements/Standards:** Text field to enter requirements/standards.
- **Product / Supplies Descriptions (Include reference to Essential items if applicable):** Text field to enter product/supply descriptions.

I. **Figure 21.38** represents the RIAC information section

RIAC	
RIAC reference Number:	<input type="text" value="100 Characters Max"/>
Copies of the Contract/Subcontract/Purchase Order to be subjected to GQA:	<input type="text" value="No"/>
Technical Data Specifications and Quality Assurance Standards:	<input type="text" value="Are Attached: No"/>
Will be Furnished by the Supplier:	<input type="text" value="No"/>
Other Attachments or Forms (Specify):	<input type="text" value="No"/>

Figure 21.38

- **RIAC Reference Number:** Enter RIAC reference number.
- **Copies of the Contract/Subcontract/Purchase Order to be subject to GQA:** Yes or No selection to indicate copies are subject to GQA. Yes, will check the box on the PDF form
- **Technical Data Specifications and Quality Assurance Standards:**

- **Are Attached:**
 - Select Yes/No to indicate specifications & standards are attached.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Will be Furnished by the Supplier:**
 - Select Yes/No to indicate specifications & standards will be furnished by the supplier.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Other Attachments or Forms (Specify):**
 - Select Yes/No to indicate other attachments and forms will be included.
 - Defaults to No
 - Yes, will check the box on the PDF form.
 - A text field is available to specify those attachments.

J. **Figure 21.39** represents the Delegator Requirements section

Delegator Requirements

Delegation Feedback is requested:

Provide information copy of GQA plan. Note: Requesting a copy of the plan should not be a common occurrence on routine RGQAs. Where major programs or higher risks are involved, it may be appropriate to request a copy of the plan:

GQAR is requested to sign the Statement of GQA on the CoC:

For Partial Shipments

and Final Shipments

GQAR is requested to forward electronic copy of signed CoC (in PDF format):

Product Release Special Instructions related to product release (if CoC is not used):

Figure 21.39

- **Delegation Feedback is requested:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Provide information copy of GQA plan:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **GQAR is requested to sign the Statement of GQA on the CoC.:**

- **For Partial Shipments:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **and Final Shipments:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **GQAR is requested to forward electronic copy of signed CoC in PDF format:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Product Release Special Instructions related to product release (if CoC is not used):**
 - Text box to enter special instruction related to product release.

K. **Figure 21.40** represents the Deviation Permits/Concessions section

Deviation Permits/Concessions (Reference Annex A section A.3)	
GQAR is authorised to concur or Non-concur with classification/disposition of Supplier's minor deviation permits and/or concessions.	
System Approach	No <input type="checkbox"/>
Case by Case	No <input type="checkbox"/>
GQAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary.	
	No <input type="checkbox"/>

Figure 21.40

- **GQAR is authorized to concur or Non-concur with classification/disposition of Supplier's minor deviation permits and/or concessions.**
 - **System Approach:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
 - **Case by Case:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **GQAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary.:**
 - Select Yes/No to respond to the question.

- Defaults to No
- Yes, will check the box on the PDF form.

L. **Figure 21.41** represents the Reporting section

Figure 21.41

- **Report Risk status on an ongoing basis:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **At RGQA Completion:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Other reporting, Please Specify:**
 - Select Yes/No to respond to the question.
 - Defaults to No
 - Yes, will check the box on the PDF form.
- **Other Requirements:** Text box to enter other requirements.
- **Delegator Signature (Signature not Requested if Sent Electronically):**
 - Text box for Delegator signature.
- **Date:** Delegator signature date.

M. Figures 21.42 thru 21.44 represent the RGQA PDF form


		NATO Government Quality Assurance Request for Government Quality Assurance (RGQA)	
Government Quality Assurance (GQA) for the Referenced Defence Contract is Hereby Requested by Authority of Stanag 4107.		Delegator RGQA Number:	
		Revision Number:	
From: (Delegator)		To: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)	
Name:		Name:	
Organisation:		Organisation:	
Mailing Address:		Mailing Address:	
Telephone:		Telephone:	
Fax:		Fax:	
E-mail:		E-mail:	
Acquirer:		Supplier:	
Mailing Address:		Mailing Address:	
Facility Wide Delegation: <input type="checkbox"/>			
Government Contract No:		Subcontract No:	
Contract Modification No:		Estimated Contract Final Delivery Date:	
Is this contract on behalf of a third party other than the requesting Nation?			
Contractual Quality Assurance Requirements / Standards:			
Product / Supplies Descriptions (include references to essential Items if applicable):			
Attachments:			
RIAC Reference Number:			
Copies of the Contract / Subcontract / Purchase Order to be Subjected to GQA:		<input type="checkbox"/>	
<p style="text-align: center;">Page 1 of 3</p>			

Figure 21.42

Technical Data Specifications and Quality Assurance Standards:	Are Attached:		
	Will be Furnished by the Supplier:		
Other Attachments or Forms (Specify):			
Delegator Requirements:			
Delegation Feedback is requested:			
Provide information copy of GQA Plan: Note: Requesting a copy of the plan should not be a common occurrence on routine RGQAs. Where major programs or higher risks are involved, it may be appropriate to request a copy of the plan.			
GQAR is requested to sign the Statement of the GQA on the CoC:	For partial shipments:		
	For final shipments:		
GQAR is requested to forward electronic copy of signed CoC (i pdf format):			
Product Release Special instructions related to product release (if CoC is not used):			
Deviation Permits/Concessions (Reference Anex A section A.3):			
GQAR is authorised to concur or non-concur with classification / disposition of Supplier's minor deviation permits and/or concessions.:	System Approach:		
	Case by Case:		
GQAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary.			
Reporting (reference para. 4.2.2):			
Report risk status on an ongoing basis::		Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested:	
At RGQA Completion:			
Other reporting, please Specify:			
Page 2 of 3			

Figure 21.43

21.4 Risk Identification, Assessment and Communication

- A. Select RGQA from the drop down (See **Figure 21.45**) and click the Create Button and the RGQA form page will be displayed as shown in **Figure 21.46**.

View / Edit GQA Form

Control Numbers

RCN#: S5102A-2023-448 DCN#: S0101A-23-03-448 Created Year: 2023

-SELECT- ▼ Create Cancel

-SELECT-
RGQAR
GQACR
RIAC
RGQA
DFB

Figure 21.45

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► • Logout

Risk identification, Assessment and Communication (RIAC)

Instructions
(M) denotes a mandatory field

Control Numbers

RCN#: S5102A-2023-448 DCN#: S0101A-23-03-448 Created Year: 2023

Save Add/View Attachment Cancel

[Create PDF](#)

RGQA Information

Delegator RGQA No: 50 Characters Max

Revision Number:

RGQA Date: MM/DD/YYYY

RIAC

RIAC Number:

Revision Number:

RIAC Date: MM/DD/YYYY

RIAC Information

Add RIAC Information

Figure 21.46

B. **Figure 21.47** represents the Control Number section and buttons

The screenshot shows a form titled "Control Numbers". It contains three fields: "RCN#: S4306A-2023-67", "DCN#: S5102A-23-01-67", and "Created Year: 2023". Below these fields are three buttons: "Save", "Add/View Attachment", and "Cancel". At the bottom center, there is a blue hyperlink labeled "Create PDF".

Figure 21.47

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
 - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
 - **Cancel** – Returns the user to the Main page without saving the data entered.
 - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.48** represents the RGQA Information section

The screenshot shows a form titled "RGQA Information". It contains three input fields: "Delegator RGQA No:" with a text box and a placeholder "50 Characters Max", "Revision Number:" with a text box, and "RGQA Date:" with a date picker showing "MM/DD/YYYY".

Figure 21.48

- **Delegator RGQA Number:** Number assigned to the request for government QA
- **Revision Number:** Revision number of RGQA
- **RGQA Date:** Date the request was received

D. **Figure 21.49** represents the RIAC Information section

The screenshot shows a web application interface for the RIAC Information section. At the top, there is a dark blue header bar with the text "RIAC" in white. Below this header, the form contains three input fields: "RIAC Number:" followed by a text box, "Revision Number:" followed by a text box, and "RIAC Date:" followed by a date picker showing "MM/DD/YYYY". Below these fields is another dark blue header bar with the text "RIAC Information" in white. At the bottom of the form is a button labeled "Add RIAC Information".

Figure 21.49

- **RIAC Number:** Field to enter the RIAC number
- **Revision Number:** Revision number of RIAC
- **RIAC Date:** The date the RIAC was created
- **Add RIAC Information** Button: Click this button to open the ADD RIAC Information page (Figure 21.49).

E. **Figure 21.50** represents the Add RIAC Information page

The screenshot shows the "Add RIAC Information" page within a web application. The top navigation bar is dark blue with the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)" in white. Below the navigation bar, there is a dark blue header bar with the text "Add RIAC Information" in white. The form contains several sections: "Risk Statement:" followed by a large text area; "Risk Cause(s):" followed by a large text area; "Risk Assessment:" which includes "Impact:" with a "-SELECT-" dropdown, "Likelihood:" with a "-SELECT-" dropdown, and "Risk Index:" with a text box; "On going GQA Risk Status:" which includes "Decreasing:" with a "No" dropdown, "Stable:" with a "No" dropdown, and "Increasing:" with a "No" dropdown; "Delegator/Delegatee (GQAR) Area for comments for Recommendations:" followed by a large text area; and "Risk Status at Closure:" which includes "No Occurrence" with a "No" dropdown, "Occurred & Controlled" with a "No" dropdown, and "Occurred & Uncontrolled" with a "No" dropdown. At the bottom of the form are two buttons: "Add RIAC Information" and "Cancel".

Figure 21.50

- **Risk Statement:** Text field to enter the Risk narrative

- **Risk Causes:** Text field to enter the causes narrative
- **Risk Assessment Impact:** Dropdown to select Risk Impact- 1, 4 or 9.
- **Risk Assessment Likelihood:** Dropdown to select Risk Likelihood- 1, 4 or 9.
- **Risk Assessment Risk Index:** Impact multiplied times Likelihood
- **Ongoing GQA Risk Status:**
 - **Decreasing:** Yes /No drop down to indicate Risk status is decreasing.
 - **Stable:** Yes /No drop down to indicate Risk status is stable.
 - **Increasing:** Yes /No drop down to indicate Risk status is increasing.
- **Delegator/Delegatee (GQAR) Area for comments and Recommendations:**
Narrative field for comments and recommendations.
- **Risk Status at Closure**
 - **No Occurrence:** Yes /No drop down to indicate Risk Status did not occur.
 - **Occurred & Controlled:** Yes /No drop down to indicate Risk Status occurred and is controlled.
 - **Occurred & Uncontrolled:** Yes /No drop down to indicate Risk Status occurred and is uncontrolled.

Buttons available:

- **Add RIAC Information:** Click to save RIAC Information and return to the main RIAC page. The information entered will display in a table below the RGQA and RIAC numbers (see **Figure 21.51**).
- **Cancel:** Click to return to main RIAC page without saving entry.

F. **Figure 21.50** represents a RIAC Information page displaying to the RIAC page. Multiple rows will display when additional RIAC sections are added.

Risk identification, Assessment and Communication (RIAC)					
Instructions (M) denotes a mandatory field					
Control Numbers					
RCN#: S5102A-2023-448		DCN#: S0101A-23-03-448		Created Year: 2023	
Save		Add/View Attachment		Cancel	
Create PDF					
RGQA Information					
Delegator RGQA No:		1			
Revision Number:		1			
RGQA Date:		04/17/2023			
RIAC					
RIAC Number:		1			
Revision Number:		1			
RIAC Date:		04/19/2023			
RIAC Information					
<input type="button" value="Add RIAC Information"/>					
RIAC Information Items					
Risk Statement	Risk Cause(s)	Risk Assessment Impact	Risk Assessment Likelihood	Risk Assessment Index	On going GQA Risk Status Decreasing
Statement	Cause	1	1	1	N
On going GQA Risk Status Stable	On going GQA Risk Status Increasing	Delegator/Delegatee (GQAR) Area for comments for Recommendations	Risk Status at Closure No Occurrence	Risk Status at Closure Occurred & Controlled	Risk Status at Closure Occurred & Uncontrolled
Y	N	Delegator/Delegatee (GQAR) Area for comments for Recommendations	Y	N	N
Action					
Edit		Delete			

Figure 21.51

G. Figure 21.52 represents the RIAC PDF form


		NATO Government Quality Assurance Risk Identification, Assessment and Communication (RIAC)	
<small>Risk information is considered commercially sensitive and shall be used for GQA purposes only. Risk information shall not be shared outside of the Mutual GQA Participants, unless by prior agreement by the Acquirer, Supplier and GQAR.</small>			
RGQA Number:		Revision Number:	Date:
RIAC Number:		Revision Number:	Date:
Risk Statement			
Risk Cause(s):			
On going GQA Risk Status:	Decreasing <input type="checkbox"/>	Stable <input type="checkbox"/>	Increasing <input type="checkbox"/>
Delegator/Delegatee (GQAR) area for comments and recommendations:			
Risk Assessment:	Impact: 1, 4 or 9: 1	Likelihood: 1, 4 or 9: 1	Risk Index = I x L: 1
risk status at closure:	No Occurrence <input type="checkbox"/>	Occurred and Controlled <input type="checkbox"/>	Occurred and Uncontrolled <input type="checkbox"/>
<p>(M) denotes a mandatory field.</p> <p>Risk Statement: The potential reason(s) why a risk will occur, expressed in terms of a breakdown of a process or process control, linked to the contractual requirements relating to quality (see Section 2.2 and Annex C.3.3.3).</p> <p>Risk Cause: The consequence of an uncertain event occurring (see Section 2.2 and Annex C.3.4.1).</p> <p>Risk Likelihood: The degree of confidence that the risk will occur (see Section 2.2 and Annex C.3.4.2).</p> <p>Risk Index: The degree of important of a risk expressed as the product of the impact and likelihood, used to prioritise GQA activities.</p>			
<div style="text-align: center;">Page 1 of 1</div>			

Figure 21.52

21.5 Delegation Feedback Form

- A. Select DFB from the drop down (See **Figure 21.53**) and click the Create Button and the DFB form page will be displayed as shown in **Figure 21.54**.

View / Edit GQA Form		
Control Numbers		
RCN#: S5102A-2023-448	DCN#: S0101A-23-03-448	Created Year: 2023
<div><div>-SELECT- ▼ -SELECT- RGQAR GQACR RIAC RGQA DFB</div><div>Create</div><div>Cancel</div></div>		

Figure 21.53

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (POREP)		
Home • Help	Delegation Feedback Form (DFB)	User Profile: USER (ALPHA) GUIDE • Logout
Instructions (M) denotes a mandatory field		
Control Numbers		
RCN#: S0101A-2022-6233	DCN#: S5102A-22-12-6233	Created Year: 2022
<input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/>		
Create PDF		
RGQA Information		
RGQA No: <input style="width: 100%;" type="text" value="50 Characters Max"/>		
Revision Number: <input style="width: 100%;" type="text"/>		
RGQA Date: <input style="width: 100%;" type="text" value="MMDD/YYYY"/>		
RIAC Numbers		
RIAC No: <input style="width: 100%;" type="text" value="50 Characters Max"/>		
Revision Number: <input style="width: 100%;" type="text"/>		
RIAC Date: <input style="width: 100%;" type="text" value="MMDD/YYYY"/>		
Part 1 Delegatee Feedback on RGQA and RIAC		
Were you fully satisfied with the risk identification? <input checked="" type="radio"/> Yes <input type="radio"/> No		
If you select no, please provide details:		
Were you fully satisfied with the completeness of the RGQA and RIAC? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select no, please provide details:		
Was the RGQA received in a timely manner? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select no, please provide details:		
Delegatee Additional Comments		
Part 2 Delegator Feedback on Communication and GQA Services provided by the Delegatee		
Was the acknowledgement of Receipt received in a timely manner? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select No, please provide details:		
Was the Response to the RGQA received in a timely manner? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select No, please provide details:		
Are you fully satisfied with the communication in the course of GQA? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select No, please specify what was wrong:		
Are you fully satisfied with content (quality) of the deliverable documents (RIAC, reports, CoCs, QDRs)? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select No, please specify what was wrong:		
Are you fully satisfied with the timescale of the GQA deliverables documents (RIAC, reports, CoCs, QDRs)? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select No, please specify what was wrong:		
Are you fully satisfied with the confidence provided by the GQA services? <input type="radio"/> No <input checked="" type="radio"/> Yes		
If you select No, please specify what was wrong:		
Delegator Additional Comments		
Delegatee/Delegator GQA Signature (Signature Not required if sent electronically): <input style="width: 100%;" type="text" value="100 Characters Max"/>		
Date: <input style="width: 100%;" type="text" value="MMDD/YYYY"/>		

Figure 21.54

B. **Figure 21.55** represents the Control Number section and buttons

Control Numbers		
RCN#: S4306A-2023-67	DCN#: S5102A-23-01-67	Created Year: 2023
<input type="button" value="Save"/>	<input type="button" value="Add/View Attachment"/>	<input type="button" value="Cancel"/>
Create PDF		

Figure 21.55

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
 - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
 - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
 - **Cancel** – Returns the user to the Main page without saving the data entered.
 - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.56** represents the RGQA Information section


RGQA Information	
RGQA No:	<input type="text" value="50 Characters Max"/>
Revision Number:	<input type="text"/>
RGQA Date:	<input type="text" value="MM/DD/YYYY"/> 

Figure 21.56

- **Delegator RGQA Number:** Number assigned to the request for government QA
- **Revision Number:** Revision number of RGQA
- **RGQA Date:** Date the request was received

D. **Figure 21.57** represents the RIAC Numbers section


RIAC Numbers	
RIAC No:	<input type="text" value="50 Characters Max"/>
Revision Number:	<input type="text"/>
RIAC Date:	<input type="text" value="MM/DD/YYYY"/> 

Figure 21.57

- **RIAC Number:** Enter the RIAC Number
- **Revision Number:** Revision number of RIAC

- **RIAC Date:** The date the RIAC was created

E. **Figure 21.58** represents Part 1 – Delegatee Feedback on RGQA and RIAC

Part 1 Delegatee Feedback on RGQA and RIAC

Were you fully satisfied with the risk identification? No ▾
 If you select no, please provide details:

Were you fully satisfied with the completeness of the RGQA and RIAC? No ▾
 If you select no, please provide details:

Was the RGQA received in a timely manner? No ▾
 If you select no, please provide details:

Delegatee Additional Comments

Figure 21.58

- **Were you fully satisfied with the risk identification?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Were you fully satisfied with the completeness of the RGQA and RIAC?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Was the RGQA received in a timely manner?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Delegatee additional comments:**
 - Narrative field to enter Delegatee additional comments.

F. **Figure 21.59** represents Part 2 – Delegator Feedback on Communication and GQA Services provided by the Delegatee.

Part 2 Delegator Feedback on Communication and GQA Services provided by the Delegatee

Was the acknowledgement of Receipt received in a timely manner? ▼
 If you select No, please provide details:

Was the Response to the RGQA received in a timely manner? ▼
 If you select No, please provide details:

Are you fully satisfied with the communication in the course of GQA? ▼
 If you select No, please specify what was wrong:

Are you fully satisfied with content (quality) of the deliverable documents (RIAC, reports, CoCs, QDRs)? ▼
 If you select No, please specify what was wrong:

Are you fully satisfied with the timescale of the GQA deliverables documents (RIAC, reports, CoCs, QDRs)? ▼
 If you select No, please specify what was wrong:

Are you fully satisfied with the confidence provided by the GQA services? ▼
 If you select No, please specify what was wrong:

Delegator Additional Comments

Delegatee/Delegator GQAR Signature (Signature Not required if sent electronically):

Date:

Figure 21.59

- **Was the Acknowledgement of Receipt received in a timely manner?**
 - Select Yes/No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Was the Response to the RGQA received in a timely manner?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Are you fully satisfied with the communication in the course of GQA?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.

- **Are you fully satisfied with content (quality) of the deliverable documents (RIAC, reports, CoCs, QDRs)?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Are you fully satisfied with the timescale of the GQA deliverables documents (RIAC, reports, CoCs, QDRs)?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Are you fully satisfied with the confidence provided by the GQA services?**
 - Select Yes/ No to respond to question
 - Defaults to No
 - If you select No, please provide details: Narrative field to enter reason for No.
- **Delegatee additional comments:** Narrative to enter additional comments.
- **Delegatee / Delegator GQAR Signature (Not required if sent electronically):**
Signature clock for Delegatee/Delegator signature.
- **Date:** Date of signature.

G. Figures 21.60 and 21.61 represent the DFB PDF form


		NATO Government Quality Assurance Delegation Feedback Form (DFB)	
RGQA		RIAC	
RGQA Number:		RIAC Number:	
Revision Number:		Revision Number:	
Date:		Date:	
Part 1 Delegatee Feedback on RGQA and RIAC			
1.1 Were you fully satisfied with the risk identification?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.
1.2 Were you fully satisfied with the completeness of the RGQA and RIAC?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.
1.3 Was the RGQA received in a timely manner?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.
Delegatee additional comments:			
Part 2 Delegator Feedback on Communication and GQA Services provided by the delegatee			
2.1 Was the Acknowledgement of Receipt received in a timely manner?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.
2.2 Was the response to the RGQA received in a timely manner?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.
2.3 Are you fully satisfied with the communication in the course of the GQA?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.
2.4 Are you fully satisfied with the content (quality) of the GQA deliverable documents (RIAC, reports, CoCs, QDRs)?	Yes? <input type="checkbox"/> No? <input type="checkbox"/>	No?	If you mark off No, please specify what was wrong.

Figure 21.60

2.5 Are you fully satisfied with the timescale of the GQA deliverable documents (RIAC, reports, CoCs, QDRs)?	Yes? <input type="checkbox"/>	No? <input type="checkbox"/>	If you mark off No, please specify what was wrong.
2.6 Are you fully satisfied with the confidence provided by the GQA services?	Yes? <input type="checkbox"/>	No? <input type="checkbox"/>	If you mark off No, please specify what was wrong.
Delegator additional comments:			
Delegatee/Delegator Signature (signature not required if sent electronically):			Date:

Figure 21.61

21.6 Attaching Forms to Delegations

Files are not automatically attached to the Delegation.

Click the Create PDF hyperlink to populate the PDF version of the form (**Figure 21.62**).



The screenshot shows a form titled "Control Numbers" with a dark blue header. Below the header, there are three fields: "RCN#: S4306A-2023-67", "DCN#: S5102A-23-01-67", and "Created Year: 2023". Below these fields are three buttons: "Save", "Add/View Attachment", and "Cancel". At the bottom, there is a blue hyperlink labeled "Create PDF".

Figure 21.62

Once a PDF is created, download the file. Depending on the browser, the process may vary, but some will have a download link as seen in **Figure 21.63**.

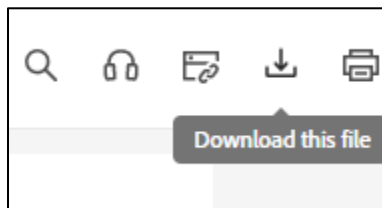


Figure 21.63

Once downloaded, follow the steps for adding an attachment (via the Add/View Attachment button) to upload the created PDF on the Delegation. Instructions are available in Section 26, or the PDREP Attachments Module user guide.

21.7 Host Nation GQA Forms

For Host Nation delegations, several data elements on the form will auto-populate with information from the Delegation, outlined in Section 21.7.1 – Section 21.7.4. All fields are still editable.

Each time a form is entered using the View/Edit hyperlink (**Figure 21.64**), the auto-populating values will re-pull the information from the Delegation. Ensure you save any updates using either the Save or Update button available on the form page, then follow the Create PDF steps outlined in Section 21.6 to ensure all information is saved to a PDF.

View / Edit GQA Form					
Control Numbers					
RCN#: S3620A-2024-554			DCN#: S3620A-24-06-554		
Created Year: 2024					
<div style="text-align: center;"> -SELECT- ▼ Create Cancel </div>					
File Description	Revision	Add Date	Created By	Last Modified By	View / Edit Form
Request for Government Quality Assurance (RGQA)	0	06/20/2024	ALPHA (ALPHA) USER	ALPHA (ALPHA) USER	View / Edit
Request for Government Quality Assurance (RGQA)	1	06/20/2024	ALPHA (ALPHA) USER	ALPHA (ALPHA) USER	View / Edit

Figure 21.64

Note: At least one each RGQA, RIAC, and GQACR must be created on Host Nation delegations before the delegation may be Closed.

21.7.1 RGQA auto-populating fields

Note: RGQA form only has a button labeled Update to perform the Save action for the page. Each time you enter the form the auto-populated values below are re-pulled and updated.

Delegator RGQA No: Auto-populates with the following format “Delegator DoDAAC – CAGE – Year – Serial Number”

Revision Number: Auto-populates at Zero “0” and increases sequentially each time a revision is created. Field is editable to change revision number.

To: Delegatee section: Auto-populates with the Host Nation POC information from the Base Page of the Delegation.

From: Delegator section: Auto-populates with the Delegator information from the Base Page of the Delegation.

Supplier Name: Auto-populates from Base Page, Supplier Information section, “Supplier CAGE, “Supplier Name”, Supplier POC” and “Supplier POC Commercial Phone” fields.

Supplier Mailing Address: Auto-populates from Base Page, Supplier Information section, “Address”, “City/State/Zip” and “Country” fields.

Government Contract No: from Base Page, Add Contract Information section, “(M) Contract Number” and “Order Number” fields.

Subcontract No: Auto-populates from Base Page, Add Contract Information

section, “SubContractor/ Purchase Order Number” field.

Estimated Contract Final Delivery Date: Auto-populates from Base Page, Add Contract Information section, “(M) Final Delivery Date” field.

RIAC reference Number: Auto-populates the RGQA Number with the addition of “-1” at the end to identify as a RIAC.

Other Attachments or Forms (Specify): Dropdown auto-selects YES and text field has text field auto-populates “(1) DFB Form (2) Export Control Contractor Notification Letter.”

Delegation Feedback is requested: Dropdown auto-selects YES.

Report Risk status on an ongoing basis: Dropdown auto-selects YES.

At RGQA Completion: Dropdown auto-selects YES.

Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested: Dropdown auto-selects YES.

Other reporting, Please Specify: Dropdown auto-selects YES and text field has text field auto-populates “(1) RIAC Risk Status Updates every (Specify Duration) (2) Notify DCMA prior to issue of any QDR for systemic lack of prime control of subcontractor. (3) Notify Delegator prior to issuing any sub-delegation.”

Other Requirements: Auto-populates text field with “(1) Counterfeit Material Mitigation: Request surveillance of supplier’s control of counterfeit material mitigation during surveillance of RIAC risks.”

21.7.2 RIAC auto-populating fields

Note: Each time you enter the form the auto-populated values below are re-pulled and updated. If creating a new Revision, ALWAYS create a NEW RIAC using the dropdown.

Delegator RGQA No: Auto-populate from RGQA page, RGQA Numbers section, “(M) Delegator RGQA No.” field.

Revision Number (RGQA): Auto-populate from RGQA page, RGQA Numbers section, “(M) Revision Number” field with highest Revision number in use.

RIAC Number: Auto-populate from RGQA page, RIAC section, “RIAC reference Number” field.

Revision Number (RIAC): Auto-populate the same RGQA Revision Number with the addition of “-1” at the end to ID as a RIAC.

21.7.3 DFB auto-populating fields

Note: Each time you enter the form the auto-populated values below are re-pulled and updated.

RGQA No: Auto-populate from RGQA page, RGQA Numbers section, “(M) Delegator RGQA No.” field.

Revision Number (RGQA): Auto-populate from RGQA page, RGQA Numbers section, “(M) Revision Number” field with highest Revision number in use.

RIAC Number: Auto-populate from RGQA page, RIAC section, “RIAC reference Number” field.

Revision Number (RIAC): Auto-populate from RIAC Page, RIAC Section, “Revision Number” field.

21.7.4 GQACR auto-populating fields

Note: Each time you enter the form the auto-populated values below are re-pulled and updated.

Delegator RGQA No: Auto-populate from RGQA page, RGQA Numbers section, “(M) Delegator RGQA No.” field.

Revision Number: Auto-populate from RGQA page, RGQA Numbers section, “(M) Revision Number” field with highest Revision number in use.

To: Delegatee section: Auto-populates with the Host Nation POC information from the Base Page of the Delegation.

From: Delegator section: Auto-populates with the Delegator information from the Base Page of the Delegation.

Acquirer Name: Auto-populate from RGQA page, Acquirer section, “Acquirer Name” field.

Acquirer Mailing Address: Auto-populate from RGQA page, Acquirer section, “Mailing Address” field.

Supplier Name: Auto-populate from RGQA page, Supplier section, “Supplier Name” field.

Supplier Mailing Address: Auto-populate from RGQA page, Supplier section, “Mailing Address” field.

Government Contract No: from Base Page, Add Contract Information section, “(M) Contract Number” and “Order Number” fields.

Subcontract No: Auto-populates from Base Page, Add Contract Information section, “SubContractor/ Purchase Order Number” field.

Estimated Contract Final Delivery Date: Auto-populates from Base Page, Add Contract Information section, “(M) Final Delivery Date” field.

Delegatee GQAR Details section: Auto-populates values from the Host Nation POC Information section on the Base Page of the Delegation.

22 FINANCIAL PAGES

- A. Funding document data is used to support customer delegation's reimbursable fields and service set fields. Funding webpages will be available to users with the FB funding user role. Access to these webpages will be by the QALI/LOD fly out menu (See **Figure 22.1**). Clicking the fly out will display the Funding Base Page as shown in **Figure 22.1**.

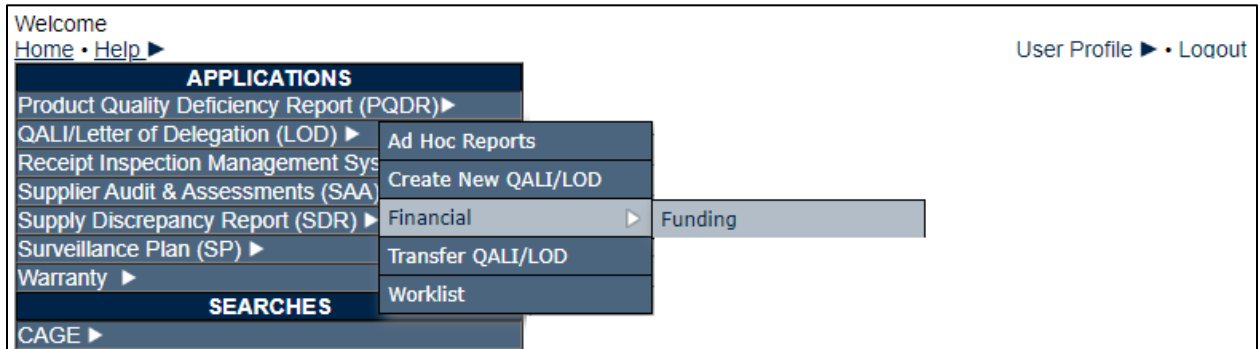


Figure 22.1

- B. **Figure 22.2** displays the Funding Base Page.

The screenshot shows the 'Financial Pages' section of the web application. It has a dark blue header with the text 'Financial Pages'. Below the header, there is a section titled 'Add Funding Document'. This section contains a dropdown menu labeled '(M)Funding Document Type:' with '-SELECT-' as the selected option. Below the dropdown is a button labeled 'Create Funding Document'. Below this section is another section titled 'Search Funding Document'. This section contains four dropdown menus: 'Funding Type:' with '-SELECT-', 'Source Code:' with '-SELECT-', 'Customer Code:' with '-SELECT-', and 'Funding Name:' with an empty text box. Below these dropdowns is a checkbox labeled 'Status:' with the text 'Show Inactive Funding Document' next to it. At the bottom of this section are two buttons: 'Search' and 'Clear'. At the very bottom of the page is a table with four columns: 'Funding ID', 'Funding Type', 'Funding Document', and 'Status'.

Figure 22.2

- Add Funding Document section
 - **(M) Funding Document Type:** dropdown containing a list of the funding document types

- Search Funding Document section
 - **Funding Type:** Drop down filter with the list of funding document types
 - **Source Code:** drop down filter with a list of all source codes
 - **Customer Code:** drop down filter that lists all the Customer codes based on the selection from the Source Code
 - **Funding Name:** Text box to enter a specific funding name
 - **Status:** Check box to include inactive funding documents
 - **Buttons:**
 - **Create Funding Document:** Button used to create the selected funding document
 - **Search:** Button the initiates the search based on criteria selected, if no criteria is selected all funding documents will be returned.
 - **Clear:** Clears all criteria that has been selected
- **Figure 22.3** shows a search with no criteria being selected.

Search Funding Document			
Funding Type:	-SELECT- ▼		
Source Code:	-SELECT- ▼		
Customer Code:	-SELECT- ▼		
Funding Name:	<input type="text"/>		
Status:	<input type="checkbox"/> Show Inactive Funding Document		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

Funding ID	Funding Type	Funding Document	Status
<u>0</u>	Letter of Offer and Acceptance		Active
<u>1</u>	Interagency Agreements		Active

Figure 22.3

22.1 Adding Financial Documents

The Add Funding document section allows the user to select which funding document type to create by highlighting the selection and clicking the Create Funding Document button (**Figure 22.4**).

The image shows a web form titled "Add Funding Document". It contains a label "(M)Funding Document Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "-SELECT-", "Letter of Offer and Acceptance (LOA)", "Military Interdepartmental Purchase Request (MIPR DD Form 448)", and "NASA Defense Purchase Request (NASA Form S23)". The first option, "-SELECT-", is highlighted in blue.

Add Funding Document	
(M)Funding Document Type:	<div>-SELECT- Letter of Offer and Acceptance (LOA) Military Interdepartmental Purchase Request (MIPR DD Form 448) NASA Defense Purchase Request (NASA Form S23)</div>

Figure 22.4

Clicking the Create Funding Document button (See **Figure 22.2**) will display the funding document selection, with the next sequential number being assigned as the funding document's Funding ID number.

22.2 Letter of Offer and Acceptance (LOA)

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

[Home](#) • [Help](#) ▶ User Profile: [USER \(ALPHA\) GUIDE](#) ▶ • [Logout](#)

Financial Pages

LOA Data Entry

Funding ID: 463781977

(M)Funding Document:

(M) Foreign Military Sales Case ID: Country Code: Implementing Agency: Letter Code:

Letter of Request:

Purpose of LOA:

Purchase (FG/IO) Accepting Official


Name:

Title:

First Name:


Middle Initial:


(M)Last Name:

Date Accepted: 


Cumulative Dollar:


(M) Dollar Amount:

Charge Start Date: 

Charge Stop Date: 

(M)Source Code:

Customer Code - Name: 

(M) Services Supported by this Funding Document : 


Funding Status: 

Figure 22.5

Figure 22.5 Data Fields

- **Funding ID:** Auto-populated Funding ID number
- **(M) Funding Document:** text box to enter the Funding Document number
- **(M) Foreign Military Sales Case:** Enter applicable FMS Case numbers
 - **Country Code:** Drop down with a list of country codes

- **Implementing Agency:** text box for the implementing agency, 2 Character limit
- **Letter Code:** text box for entering the letter code associated with the implementing agency, 3-character limit
- **Letter of Request:** text box to enter the Letter of Request
- **Purpose of LOA:** text box to enter the purpose of the LOA
- **Purchase (FG/IO) Accepting Official Fields**
 - **Title:** Title of the accepting official
 - **First Name:** First name of the accepting official
 - **Middle Initial:** Middle Initial of the accepting official
 - **(M) Last Name:** Last name of the accepting official
- **Date Accepted:** Date the LOA was accepted
- **Cumulative Dollar Amount:** Cumulative total value of the document. Auto-calculated value based on the entries made within the (M) Dollar Amount field.
- **(M) Dollar Amount:** Enter the dollar amount to apply to the Cumulative Dollar Amount. Click the “Update Amount” button to apply the changes (See **Figure 22.6** and **22.7**).

Cumulative Dollar: 10000
 (M) Dollar Amount:

Figure 22.6

Cumulative Dollar: 20000
 (M) Dollar Amount:

Figure 22.7

- **Charge Start Date:** Date charges start
- **Charge Stop Date:** Date charges stop
- **(M) Source Code:** List of the customer source codes (See **Figure 22.8**)

(M) Source Code: ▼

Figure 22.8

- **Customer Code – Name:** Values populated based on selected Source Code. Select the customer name as shown in **Figure 22.9**. Click Add Customer Button

(M)Source Code: C812 ▼

Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼

Add Customer

Figure 22.9

- **Figure 22.10** shows a Customer that has been added, to remove a Customer highlight the customer that needs to be removed and click the Remove Customer button.

(M)Source Code: C812 ▼

Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼

Add Customer

C812 - 0W - NASA HEADQUARTERS - 0V

Remove Customer

Figure 22.10

- **(M) Service Supported by this Funding Document:** Dropdown list of the services supported by the funding document, to add a service highlight the service and click the Add Service button as shown in **Figures 22.11** and **22.12**.

(M) Services Supported by this Funding Document : <SELECT> ▼

Add Service

Figure 22.11

(M) Services Supported by this Funding Document : Quality Assurance ▼

Figure 22.12

- To remove a service, highlight the service and click the Remove service button (See **Figure 22.13**)

Figure 22.13

- **Funding Status:** Select Active or Inactive as the funding status.

Figure 22.14

- **Figure 22.15** Validation that may be seen on the LOA

- Funding Document is Mandatory for LOA
- Country Code is Mandatory for LOA
- Implementing Agency is Mandatory for LOA
- Letter Code is Mandatory for LOA
- Last Name is Mandatory for LOA
- Dollar Amount is Mandatory for LOA
- Source Code is Mandatory for LOA
- Services Supported is Mandatory for LOA

Figure 22.15

- **Buttons**
 - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
 - **Save and Exit** – Saves the form and exits to the Financial page screen
 - **Save** – Saves the form
 - **Cancel** – Returns the user to the Financial Pages screen without saving the data entered.

Figure 22.16

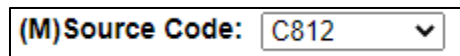
22.3 Military Interdepartmental Purchase Request (MIPR)

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)																																													
Home • Help ►	User Profile: USER (ALPHA) GUIDE ► • Logout																																												
Financial Pages																																													
Funding																																													
MIPR Data Entry																																													
<div style="text-align: right;">Funding ID: 1950</div> <div style="display: flex; justify-content: space-between;"> <div>(M)Funding Document: <input type="text"/></div> <div>Country Code: <input type="text" value="<SELECT>"/></div> <div>Implementing Agency: <input type="text"/></div> <div>Letter Code: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>(M) Foreign Military Sales Case ID: <input type="text"/></div> <div>(M)Source Code: <input type="text" value="<SELECT>"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Customer Code - Name: <input type="text" value="<SELECT>"/></div> <div><input type="button" value="Add Customer"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>(M) Services Supported by this Funding Document :</div> <div><input type="text" value="<SELECT>"/></div> </div> <div style="text-align: right;"><input type="button" value="Add Service"/></div> <div style="margin-top: 10px;">Cumulative Dollar:</div> <div style="display: flex; justify-content: space-between;"> <div>(M) Dollar Amount: <input type="text"/></div> <div><input type="button" value="Update Amount"/></div> </div> <div>(M) Duns/UEI: <input type="text"/></div> <div>(CM) DoDAAC: <input type="text"/></div> <div>(CM) Agency Location Code: <input type="text" value="<SELECT>"/></div> <div>(M) Start Date: <input type="text" value="MM/DD/YYYY"/></div> <div>(M) Stop Date: <input type="text" value="MM/DD/YYYY"/></div> <div>Charge Start Date: <input type="text" value="MM/DD/YYYY"/></div> <div>Charge Stop Date: <input type="text" value="MM/DD/YYYY"/></div> <div>(M) MIPR Number: <input type="text"/></div> <div>Signature Date: <input type="text" value="MM/DD/YYYY"/></div> <div>Funding Status: <input type="text" value="-Select-"/></div>																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #003366; color: white;">From Address</th> </tr> </thead> <tbody> <tr><td>Agency Name</td><td><input type="text"/></td></tr> <tr><td>Office</td><td><input type="text"/></td></tr> <tr><td>(M) POC Name</td><td><input type="text"/></td></tr> <tr><td>(M) Address 1</td><td><input type="text"/></td></tr> <tr><td>Address 2</td><td><input type="text"/></td></tr> <tr><td>Address 3</td><td><input type="text"/></td></tr> <tr><td>Address 4</td><td><input type="text"/></td></tr> <tr><td>(M) City</td><td><input type="text"/></td></tr> <tr><td>(M) State</td><td><input type="text"/></td></tr> <tr><td>(M) Postal Code</td><td><input type="text"/></td></tr> <tr><td>Email</td><td><input type="text"/></td></tr> <tr><td>Phone</td><td><input type="text"/></td></tr> </tbody> </table>	From Address		Agency Name	<input type="text"/>	Office	<input type="text"/>	(M) POC Name	<input type="text"/>	(M) Address 1	<input type="text"/>	Address 2	<input type="text"/>	Address 3	<input type="text"/>	Address 4	<input type="text"/>	(M) City	<input type="text"/>	(M) State	<input type="text"/>	(M) Postal Code	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #003366; color: white;">Billing Address</th> </tr> </thead> <tbody> <tr><td>(M) Agency Name</td><td><input type="text"/></td></tr> <tr><td>(M) Address 1</td><td><input type="text"/></td></tr> <tr><td>Address 2</td><td><input type="text"/></td></tr> <tr><td>Address 3</td><td><input type="text"/></td></tr> <tr><td>Address 4</td><td><input type="text"/></td></tr> <tr><td>(M) City</td><td><input type="text"/></td></tr> <tr><td>(M) State</td><td><input type="text"/></td></tr> <tr><td>(M) Postal Code</td><td><input type="text"/></td></tr> </tbody> </table>	Billing Address		(M) Agency Name	<input type="text"/>	(M) Address 1	<input type="text"/>	Address 2	<input type="text"/>	Address 3	<input type="text"/>	Address 4	<input type="text"/>	(M) City	<input type="text"/>	(M) State	<input type="text"/>	(M) Postal Code	<input type="text"/>
From Address																																													
Agency Name	<input type="text"/>																																												
Office	<input type="text"/>																																												
(M) POC Name	<input type="text"/>																																												
(M) Address 1	<input type="text"/>																																												
Address 2	<input type="text"/>																																												
Address 3	<input type="text"/>																																												
Address 4	<input type="text"/>																																												
(M) City	<input type="text"/>																																												
(M) State	<input type="text"/>																																												
(M) Postal Code	<input type="text"/>																																												
Email	<input type="text"/>																																												
Phone	<input type="text"/>																																												
Billing Address																																													
(M) Agency Name	<input type="text"/>																																												
(M) Address 1	<input type="text"/>																																												
Address 2	<input type="text"/>																																												
Address 3	<input type="text"/>																																												
Address 4	<input type="text"/>																																												
(M) City	<input type="text"/>																																												
(M) State	<input type="text"/>																																												
(M) Postal Code	<input type="text"/>																																												
<input type="button" value="Add/View Attachments"/> <input type="button" value="Save and Exit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>																																													

Figure 22.17

Figure 22.17 Data Fields

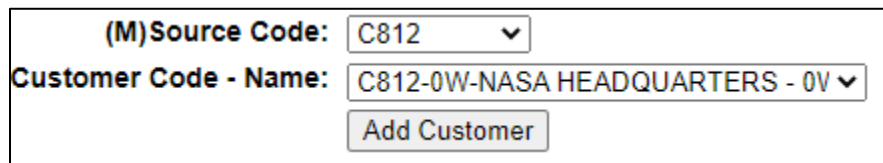
- **Funding ID:** Auto-populated Funding ID number
- **(M) Funding Document:** Enter the Funding Document number
- **(M) Foreign Military Sales Case:** Enter applicable FMS Case numbers
 - **Country Code:** Drop down with a list of country codes
 - **Implementing Agency:** text box for the implementing agency, 2 Character limit
 - **Letter Code:** text box for entering the letter code associated with the implementing agency, 3-character limit
- **(M) Source Code:** List of the customer source codes (See **Figure 22.18**)



(M)Source Code: C812 ▼

Figure 22.18

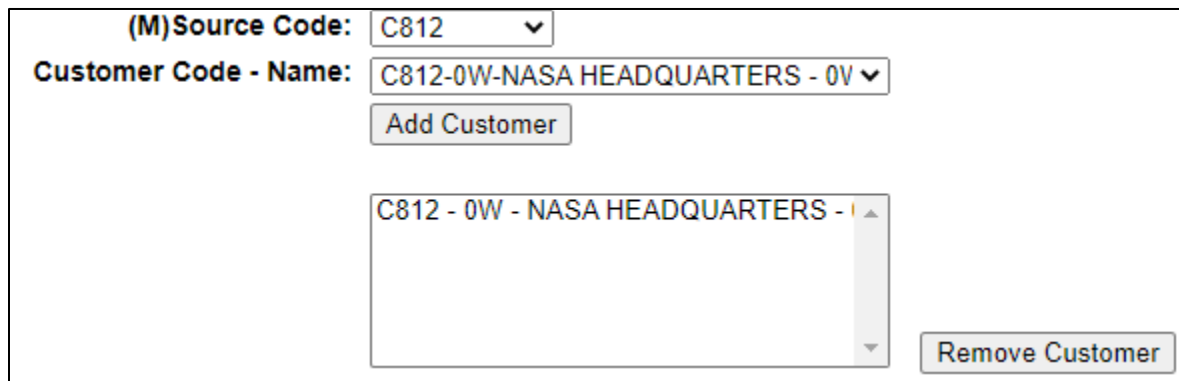
- **Customer Code – Name:** Values populated based on selected Source Code. Select the customer name as shown in **Figure 22.19**. Click Add Customer Button



(M)Source Code: C812 ▼
Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼
Add Customer

Figure 22.19

- **Figure 22.20** shows a Customer that has been added, to remove a Customer highlight the customer that needs to be removed and click the Remove Customer button.



(M)Source Code: C812 ▼
Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼
Add Customer
C812 - 0W - NASA HEADQUARTERS - 0V
Remove Customer

Figure 22.20

- **(M) Service Supported by this Funding Document:** Dropdown list of the services supported by the funding document, to add a service highlight the service and click the Add Service button as shown in **Figures 22.21** and **22.22**.

(M) Services Supported by this Funding Document : <SELECT> ▼

Add Service

Figure 22.21

(M) Services Supported by this Funding Document : Quality Assurance ▼

Add Service

Figure 22.22

- To remove a service, highlight the service and click the Remove service button (See **Figure 22.23**)

(M) Services Supported by this Funding Document : Quality Assurance ▼

Add Service

Quality Assurance

Remove Service

Figure 22.23

- **Cumulative Dollar Amount:** Cumulative total value of the document. Auto-calculated value based on the entries made within the (M) Dollar Amount field.
- **(M) Dollar Amount:** Enter the dollar amount to apply to the Cumulative Dollar Amount. Click the “Update Amount” button to apply the changes (See **Figure 22.24** and **22.25**).

Cumulative Dollar: 10000

(M) Dollar Amount: 10000 Update Amount

Figure 22.24

Cumulative Dollar: 20000

(M) Dollar Amount: 10000 Update Amount

Figure 22.25

- **(M) Duns/UEI:** Text field to enter the Duns/UEI number of the agency
- **(CM) DoDAAC:** Text field to enter the DoDAAC of the agency

Note: An entry must be made in either Duns/UEI or DoDAAC

- **Agency Locator Code:** Drop down list agency names and codes highlight to make a selection

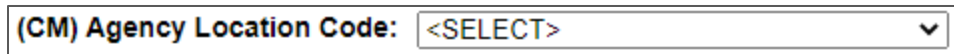
A screenshot of a web form showing a dropdown menu. The label "(CM) Agency Location Code:" is followed by a dropdown box containing the text "<SELECT>" and a downward-pointing arrow.

Figure 22.26

- **(M) Start Date:** Calendar to enter the start date
- **(M) Stop Date:** Calendar to enter the stop date
- **Charge Start Date:** Calendar to enter the date when charges start
- **Charge Stop Date:** Calendar to enter the date when charges stop
- **(M) MIPR Number:** Text box to enter the MIPR number.
- **Signature Date:** Calendar to enter the signature date
- **Funding Status:** Select Active or Inactive as the funding status.

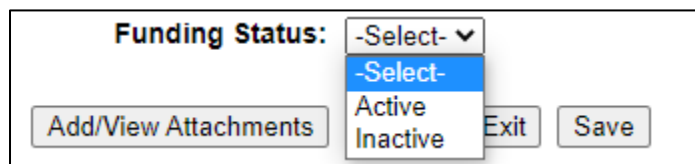
A screenshot of a web form showing a dropdown menu for "Funding Status:". The dropdown box is open, showing three options: "-Select-", "Active", and "Inactive". The "Active" option is highlighted in blue. Below the dropdown are four buttons: "Add/View Attachments", "Exit", and "Save".

Figure 22.27

Figure 22.28 - From Address section

From Address	
Agency Name	<input type="text"/>
Office	<input type="text"/>
(M) POC Name	<input type="text"/>
(M) Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
(M) City	<input type="text"/>
(M) State	<input type="text"/>
(M) Postal Code	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Figure 22.28

- **Agency Name:** text box to enter the name of the agency
- **Office:** text box for the Name of the office within the agency
- **(M) POC Name:** text box for the name of the POC of the agency
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code
- **Email:** text box for the email address of the POC
- **Phone:** text box for the phone number of the POC

Figure 22.29 - Billing Address Section

Billing Address	
(M) Agency Name	<input type="text"/>
(M) Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
(M) City	<input type="text"/>
(M) State	<input type="text"/>
(M) Postal Code	<input type="text"/>

Figure 22.29

- **(M) Agency Name:** text box for the Agency name
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code

- **Figure 22.30** Validation that may be seen on the MIPR

- Funding Document is Mandatory for MIPR
- Country Code is Mandatory for MIPR
- Implementing Agency is Mandatory for MIPR
- Letter Code is Mandatory for MIPR
- Source Code is Mandatory for MIPR
- Services Supported is Mandatory for MIPR
- Dollar amount is Mandatory for MIPR
- DUNS/UEI is Mandatory for MIPR
- DoDAAC or Agency Location Code is Mandatory for MIPR
- Start date is Mandatory for MIPR
- Stop date is Mandatory for MIPR
- MIPR Number is Mandatory for MIPR
- From name is Mandatory for MIPR
- From address 1 is Mandatory for MIPR
- From city is Mandatory for MIPR
- From state is Mandatory for MIPR
- From postal code is Mandatory for MIPR
- Billing name is Mandatory for MIPR
- Billing address 1a is Mandatory for MIPR
- Billing city is Mandatory for MIPR
- Billing state is Mandatory for MIPR
- Billing postal code is Mandatory for MIPR

Figure 22.30

Figure 22.31 - Buttons

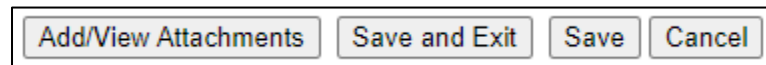


Figure 22.31

- **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
- **Save and Exit** – Saves the form and exits to the Financial pages' screen
- **Save** – Saves the form
- **Cancel** – Returns the user to the Financial Pages screen without saving the data entered.

22.4 NASA Defense Purchase request (NASA)






Financial Pages																																													
Funding																																													
NASA Data Entry																																													
Funding ID: 1952																																													
(M)Funding Document:	<input type="text"/>																																												
(M)Source Code:	<SELECT> ▼																																												
Customer Code - Name:	<SELECT> ▼																																												
	<input type="button" value="Add Customer"/> <input type="button" value="Add All"/>																																												
Cumulative Dollar:																																													
(M) Dollar Amount:	<input type="text"/> <input type="button" value="Update Amount"/>																																												
(M) Duns/UEI:	<input type="text"/>																																												
(CM) DoDAAC:	<input type="text"/>																																												
(CM) Agency Location Code:	<SELECT> ▼																																												
(M) Start Date:	<input type="text"/> 																																												
(M) Stop Date:	<input type="text"/> 																																												
Charge Start Date:	<input type="text"/> 																																												
Charge Stop Date:	<input type="text"/> 																																												
(M) Request Number:	<input type="text"/>																																												
Purchase Request Date:	<input type="text"/> 																																												
Funding Status:	-Select- ▼																																												
<table border="1"><thead><tr><th colspan="2">From Address</th></tr></thead><tbody><tr><td>Agency Name</td><td><input type="text"/></td></tr><tr><td>Office</td><td><input type="text"/></td></tr><tr><td>(M) POC Name</td><td><input type="text"/></td></tr><tr><td>(M) Address 1</td><td><input type="text"/></td></tr><tr><td>Address 2</td><td><input type="text"/></td></tr><tr><td>Address 3</td><td><input type="text"/></td></tr><tr><td>Address 4</td><td><input type="text"/></td></tr><tr><td>(M) City</td><td><input type="text"/></td></tr><tr><td>(M) State</td><td><input type="text"/></td></tr><tr><td>(M) Postal Code</td><td><input type="text"/></td></tr><tr><td>Email</td><td><input type="text"/></td></tr><tr><td>Phone</td><td><input type="text"/></td></tr></tbody></table>	From Address		Agency Name	<input type="text"/>	Office	<input type="text"/>	(M) POC Name	<input type="text"/>	(M) Address 1	<input type="text"/>	Address 2	<input type="text"/>	Address 3	<input type="text"/>	Address 4	<input type="text"/>	(M) City	<input type="text"/>	(M) State	<input type="text"/>	(M) Postal Code	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>	<table border="1"><thead><tr><th colspan="2">Billing Address</th></tr></thead><tbody><tr><td>(M) Agency Name</td><td><input type="text"/></td></tr><tr><td>(M) Address 1</td><td><input type="text"/></td></tr><tr><td>Address 2</td><td><input type="text"/></td></tr><tr><td>Address 3</td><td><input type="text"/></td></tr><tr><td>Address 4</td><td><input type="text"/></td></tr><tr><td>(M) City</td><td><input type="text"/></td></tr><tr><td>(M) State</td><td><input type="text"/></td></tr><tr><td>(M) Postal Code</td><td><input type="text"/></td></tr></tbody></table>	Billing Address		(M) Agency Name	<input type="text"/>	(M) Address 1	<input type="text"/>	Address 2	<input type="text"/>	Address 3	<input type="text"/>	Address 4	<input type="text"/>	(M) City	<input type="text"/>	(M) State	<input type="text"/>	(M) Postal Code	<input type="text"/>
From Address																																													
Agency Name	<input type="text"/>																																												
Office	<input type="text"/>																																												
(M) POC Name	<input type="text"/>																																												
(M) Address 1	<input type="text"/>																																												
Address 2	<input type="text"/>																																												
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Address 4	<input type="text"/>																																												
(M) City	<input type="text"/>																																												
(M) State	<input type="text"/>																																												
(M) Postal Code	<input type="text"/>																																												
Email	<input type="text"/>																																												
Phone	<input type="text"/>																																												
Billing Address																																													
(M) Agency Name	<input type="text"/>																																												
(M) Address 1	<input type="text"/>																																												
Address 2	<input type="text"/>																																												
Address 3	<input type="text"/>																																												
Address 4	<input type="text"/>																																												
(M) City	<input type="text"/>																																												
(M) State	<input type="text"/>																																												
(M) Postal Code	<input type="text"/>																																												
<input type="button" value="Add/View Attachments"/> <input type="button" value="Save and Exit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>																																													

Figure 22.32

Figure 22.32 Data Fields

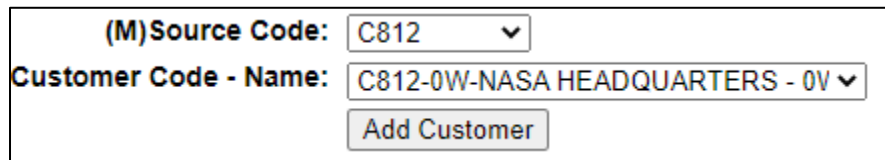
- **Funding ID:** Auto-populated Funding ID number
- **(M) Funding Document:** Enter the Funding Document number
- **(M) Source Code:** List of the customer source codes (See **Figure 22.33**)



(M) Source Code: C812 ▼

Figure 22.33

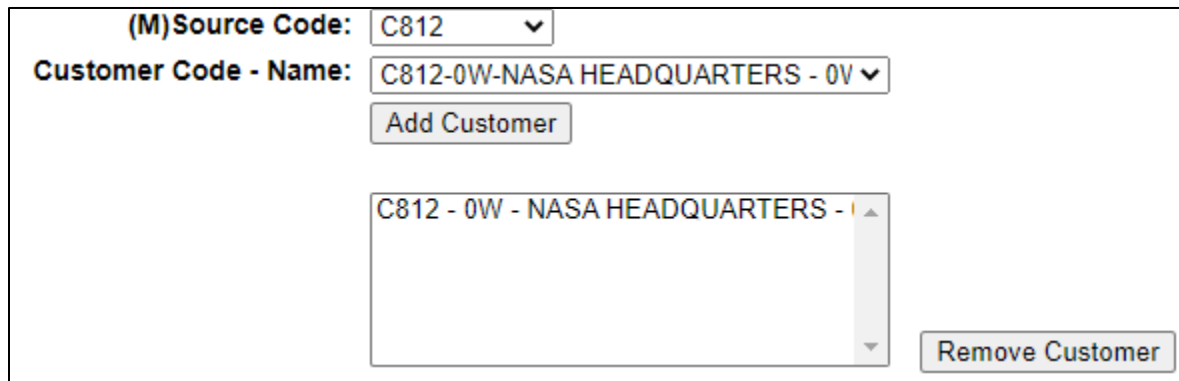
- **Customer Code – Name:** Values populated based on selected Source Code. Select the customer name as shown in **Figure 22.34**. Click Add Customer Button



(M) Source Code: C812 ▼
Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼
Add Customer

Figure 22.34

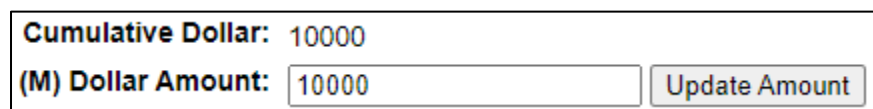
- **Figure 22.35** shows a Customer that has been added, to remove a Customer highlight the customer that needs to be removed and click the Remove Customer button.



(M) Source Code: C812 ▼
Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼
Add Customer
C812 - 0W - NASA HEADQUARTERS - 0V
Remove Customer

Figure 22.35

- **Cumulative Dollar Amount:** Cumulative total value of the document. Auto-calculated value based on the entries made within the (M) Dollar Amount field.
- **(M) Dollar Amount:** Enter the dollar amount to apply to the Cumulative Dollar Amount. Click the “Update Amount” button to apply the changes (See **Figure 22.36** and **22.37**).



Cumulative Dollar: 10000
(M) Dollar Amount: 10000 Update Amount

Figure 22.36

Cumulative Dollar: 20000
(M) Dollar Amount: <input type="text" value="10000"/> <input type="button" value="Update Amount"/>

Figure 22.37

- **(M) Duns/UEI:** Text field to enter the Duns/UEI number of the agency
- **(CM) DoDAAC:** Text field to enter the DoDAAC of the agency
Note: *An entry must be made in either Duns/UEI or DoDAAC*
- **Agency Locator Code:** Drop down list agency names and codes highlight to make a selection

(CM) Agency Location Code: <input type="text" value="<SELECT>"/>

Figure 22.38

- **(M) Start Date:** Calendar to enter the start date
- **(M) Stop Date:** Calendar to enter the stop date
- **Charge Start Date:** Calendar to enter the date charges start
- **Charge Stop Date:** Calendar to enter the date charges stop
- **(M) Request Number:** text box to enter the request number
- **Purchase Request Date:** calendar to enter the request date
- **Funding Status:** Select Active or Inactive as the funding status.

Funding Status:	-Select- ▼	
	-Select-	
	Active	
	Inactive	
<input type="button" value="Add/View Attachments"/>	<input type="button" value="Exit"/>	<input type="button" value="Save"/>

Figure 22.39

Figure 22.40 - From Address Section

From Address	
Agency Name	<input type="text"/>
Office	<input type="text"/>
(M) POC Name	<input type="text"/>
(M) Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
(M) City	<input type="text"/>
(M) State	<input type="text"/>
(M) Postal Code	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Figure 22.40

- **Agency Name:** text box to enter the name of the agency
- **Office:** text box for the Name of the office within the agency
- **(M) POC Name:** text box for the name of the POC of the agency
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code
- **Email:** text box for the email address of the POC
- **Phone:** text box for the phone number of the POC

Figure 22.41 - Billing Address Section

Billing Address	
(M) Agency Name	<input type="text"/>
(M) Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
(M) City	<input type="text"/>
(M) State	<input type="text"/>
(M) Postal Code	<input type="text"/>

Figure 22.41

- **(M) Agency Name:** text box for the Agency name
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code

- **Figure 22.42** Validation that may be seen on the NASA

- Funding Document is Mandatory for NASA
- Country Code is Mandatory for NASA
- Implementing Agency is Mandatory for NASA
- Letter Code is Mandatory for NASA
- Source Code is Mandatory for NASA
- Dollar amount is Mandatory for NASA
- DUNS/UEI is Mandatory for NASA
- DoDAAC or Agency Location Code is Mandatory for NASA
- Start date is Mandatory for NASA
- Stop date is Mandatory for NASA
- Request Number is Mandatory for NASA
- From name is Mandatory for NASA
- From address 1 is Mandatory for NASA
- From city is Mandatory for NASA
- From state is Mandatory for NASA
- From postal code is Mandatory for NASA
- Billing name is Mandatory for NASA
- Billing address 1a is Mandatory for NASA
- Billing city is Mandatory for NASA
- Billing state is Mandatory for NASA
- Billing postal code is Mandatory for NASA

Figure 22.42

Figure 22.43 - Buttons

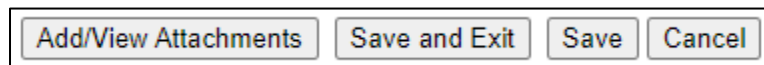


Figure 22.43

- **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
- **Save and Exit** – Saves the form and exits to the Financial page screen
- **Save** – Saves the form
- **Cancel** – Returns the user to the Financial Pages screen without saving the data entered.

23 HOST NATION

23.1 Creating a Host Nation delegation

Creating a Host Nation delegation is the same process as described in **Section 5.1** except select Host Nation under the Delegation Type. The option to select Host Nation will only apply to the specific DoDAACs listed in **Table 23.1**.

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

QALI / LOD - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter Dodaac

(M) Type: ☐ QALI ☒ LOD

(M) DoDAAC:

(M) Delegation Type:

Create QALI/LOD

Figure 23.1

Table 23.1

Activity Name	DoDAAC
DCMA HQ TDM	S5102A
DCMA INTERNATIONAL COMMAND	S3620A
DCMA INTL CONTRACTS OCONUS GROUP	S4803A
DCMA AMERICAS	SCN01A
DCMA EUROPE	SGR18A
DCMA MIDDLE EAST	SSU01A
DCMA PACIFIC (SINGAPORE)	SSN05A
-- DCMA JAPAN	SJP10A
-- DCMA KOREA	SKR08A
-- DCMA NEW ZEALAND	SZA01A
DCMA AFGHANISTAN	SAF01A
DCMA CANADA (LONDON)	SCN02A
DCMA IRAQ	S3621A
DCMA ISRAEL	SSR01A
DCMA KUWAIT	SKW02A
DCMA MIDDLE EAST (KUWAIT)	SKW01A
DCMA NORTHERN EUROPE (UK)	SUK12A

23.2 Host Nation New/Edit Page

After clicking the 'Create QALI/LOD' button, the Host Nation New/Edit page will be displayed as shown in **Figure 23.2**. Note instructions are listed at the top of the page.

Figure 23.2

- A. **Figure 23.3** displays the Host Nation – New/Edit page buttons seen at the top and bottom of the page based on the record status.

The figure shows two sets of buttons for the Host Nation page, categorized by status. The top section is for 'HN DRAFT Status' and the bottom section is for 'HN SUBMITTED'.

HN DRAFT Status

- Submit to Host Nation
- Delete
- Add/View Requirements
- Save
- Add/View Attachment
- Additional Info Page
- Cancel

HN SUBMITTED

- Close Host Nation
- Withdraw Delegation
- Add/View Requirements
- Save
- Add/View Attachment
- Additional Info Page
- Cancel

Figure 23.3

- **Submit to Host Nation:** Once all mandatory fields have been entered, the record may be submitted to the Host Nation. This will open a general message page to send a notification to the POCs. Status will update to HN ACCEPTED when the button is pushed, even if a correspondence is not sent.
- **Add/View Requirements:** Opens the Requirements web page.
- **Save:** Saves the record in its current status.
- **Delete:** Delete button is displayed while in HN DRAFT status. Once the delegation has been submitted, the button is unavailable. Click this button to delete the record from the database.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Additional Info Page:** Opens the Additional Information web page.
- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.
- **Withdraw Delegation:** Only visible to users with Supervisor or CMO access role. Allows the Supervisor to withdraw the delegation when the record is in HN ACCEPTED status.
- **Close Host Nation:** Once any additional mandatory fields have been entered, the record may be closed. This will open a general message page to send a notification to the POCs. Status will update to HN CLOSED when the button is pushed, even if a correspondence is not sent.

Figure 23.3 sections

- Control Number section is described in **Section 5.2.B.**
 - On Host Nation records, the DCN will populate using the same DoDAAC as the RCN once the record is initially saved.
- Status section is described in **Section 5.2.C.**
- Originator section is described in **Section 5.2.D.**
- From: Delegator section is described in **Section 5.2.E.**

B. **Figure 23.4** displays the Host Nation Information section

Host Nation Information	
(M) STANAG 4107 Country POC:	<input type="text" value="-SELECT-"/>
STANAG Country:	<input type="text"/>
POC Organization:	<input type="text"/>
POC Mailing Address:	<input type="text"/>
POC Phone:	<input type="text"/>
POC Email Address:	<input type="text"/>
POC FAX:	<input type="text"/>
(M) Service Set Code (DAI Code):	<input type="text" value="-SELECT-"/> <input type="button" value="Add Service Code"/>

Figure 23.4

- **(M) STANAG 4107 Country POC:** Drop down list of countries that will auto-populate the Host Nation information when selected as shown in **Figure 23.5.**

Host Nation Information	
(M) STANAG 4107 Country POC:	<input type="text" value="UNITED KINGDOM"/>
STANAG Country:	<input type="text" value="UNITED KINGDOM"/>
POC Organization:	<input type="text" value="Quality Assurance Field Force"/>
POC Mailing Address:	<input type="text" value="Ministry of Defence"/>
POC Phone:	<input type="text" value="+44 300 159 9890"/>
POC Email Address:	<input type="text" value="des-rgqa@mod.gov.uk"/>
POC FAX:	<input type="text" value="+44 117 913 3968"/>
(M) Service Set Code (DAI Code):	<input type="text" value="-SELECT-"/> <input type="button" value="Add Service Code"/>

Figure 23.5

- Service Set Code (DAI Code) section is described in **Section 19.2.E.** At least one Service Set Code must be selected to submit the delegation.

- C. **Figure 23.6** displays the Host Nation POC section. This section is used to document who the Delegatee is. These fields are not mandatory.

Host Nation POC	
POC Name:	<input type="text"/>
POC Organization:	<input type="text"/>
POC Mailing Address:	<input type="text"/>
POC Phone:	<input type="text"/>
POC Email Address:	<input type="text"/>
POC FAX:	<input type="text"/>

Figure 23.6

- **POC Name:** Point of contact name
 - **POC Organization:** Point of contact's organization
 - **POC Mailing Address:** Point of contact mailing address
 - **POC Email Address:** Point of contact email address. This email address is pre-populated in all correspondences.
 - **POC Phone:** Point of contact phone number
 - **POC Fax:** Point of contact fax number
- D. Supplier Information see **Section 5.2.J**.
- E. Add Contract Information see **Section 5.2.K**.
- F. NSN Information see **Section 5.2.L**.
- G. Part Number Information section see **Section 5.2.M**.
- H. Delegator Notes and Estimated Hours see **Section 5.2.N**.

23.3 Additional Information Page

Access to the additional Information page is described in **Section 5.4**. After clicking the button or hyperlink the page will be displayed as shown in **Figure 23.7**.

Add / Edit LOD Additional Information	
Instructions (M) denotes a mandatory field	
Control Numbers	
RCN#: S3620A-2024-1030 Created Year: 2024	DCN#: S3620A-24-10-1030
<div> <input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/> </div>	
Additional Data Fields	
(M) DoD Service/Customer:	Customer Service Field
Buying Activity:	200 Characters Max
Selective Evaluation Delegation:	<input type="radio"/> Yes <input checked="" type="radio"/> No
(M) FMS Designator:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fiscal Year:	2025
(M) Applicable Program List:	<div> <div>-SELECT-</div> <div> NA99-Navy </div> </div> <div>Remove Program</div>
(M) Pre-LOD Communication Date:	10/03/2024
Total Allocated Hours:	0.0
Total Actual Hours:	0.0
	Regression testing FAR information: 10/04/2024
(M) Applicable FAR References:	

Figure 23.7

The Host Nation version of the Additional Information page is the same as Delegation's version. Refer to **Section 5.4** for descriptions of the data fields in this section.

After clicking the SAVE button, a confirmation will display on the Base Page of the record (**Figure 23.8**).

• Host Nation saved successfully.

Control Numbers

RCN#: S3620A-2024-14 **DCN#:** S3620A-24-01-14
Created Year: 2024

Figure 23.8

23.4 Host Nation Requirements

After clicking the Add/View Requirements button or Add/View Requirements hyperlink, the page will be displayed as shown in **Figure 23.9**. At least one requirement must be added in order to Submit the Host Nation delegation.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: USER (ALPHA) GUIDE ► • Logout

Add/Edit/View LOD Requirements

Instructions
(M) denotes a mandatory field
1. Click Add Requirements to add a new requirement
2. Click Modify hyperlink to Edit / View an existing requirement
3. Click Submit Delegation to submit the delegation.

Control Numbers

RCN#: S5102A-2023-1531 **DCN#:** S5102A-23-12-1531
Created Year: 2023

Figure 23.9

The Host Nation version of the Requirements page is the same as Delegation's version. Refer to **Section 5.3** for descriptions of the data fields in this section.

Click BACK to navigate back to the Main page of the record.

23.5 Submitting a Host Nation delegation

From the Main page of the record, click the New/Edit Base Page hyperlink. If all mandatory fields are not entered before clicking Submit to Host Nation, a list of any missing mandatory fields will populate (**Figure 23.10**).

A screenshot of a web form interface. At the top, there is a list of 14 mandatory field requirements in red text. Below the list, there are two rows of buttons. The first row contains four buttons: 'Submit to Host Nation', 'Delete', 'Add/View Requirements', and 'Save'. The second row contains three buttons: 'Add/View Attachment', 'Additional Info Page', and 'Cancel'.

- DoD Service/Customer is a mandatory field
- Estimated LOD Completion Date is a mandatory field
- At least one Program Name must be added.
- Pre-LOD Communication Date is a mandatory field
- Applicable FAR References is a mandatory field
- Service Set must not be empty.
- Stanag POC Email is mandatory.
- Delegator Comments/Special Instructions is mandatory.
- qali.edit.lod.save.estimatedhours.mandatory.error
- qali.edit.contractNumber.mandatory
- Enter a valid Final Delivery Date for the Contract
- Contract Amount is required
- Contract End Item or Service Desc is required
- Host Nation requires Requirement information.

Submit to Host Nation Delete Add/View Requirements Save

Add/View Attachment Additional Info Page Cancel

Figure 23.10

Complete any mandatory fields then click Submit to Host Nation. This will populate a correspondence page (seen in **Figure 23.11**) that can be used to send a notification to the Host Nation POCs.


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the QALI/LOD Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: USER.GUIDE@MAIL.MIL	
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	3901 AAVE
	FORT LEE, VA 23801-1809 US
	<input type="text"/>
<div> <p>FROM: ALPHA (ALPHA) USER 2074386491 3901 A AVE FORT LEE, VA 23801-1809</p> <p>TO: USER.GUIDE@navy.mil</p> <p>SUBJECT: Regarding RCN: S3620A-2023-1561</p> <p><Add content here></p> </div>	
<p>List of attachments : 1 NON-CUI attachment(s) associated with this QALI.</p> <div> <p>All NON-CUI Attachments</p> <p>S3620A-2023-1561_INITIAL_LETTER.pdf</p> </div> <p>To send all attachments select the first options 'All Attachments'. To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.</p>	
<div> <input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/> </div>	

Figure 23.11

The Host Nation POC Email address will be pre-populated in the CC field. Additional email addresses maybe added using the Add To Email list and Add CC Email list buttons. See **Section 9** for additional details on the correspondence page.

- The text field is fully editable.
- The Preview button will open a preview of the message in a new window.
- The Back button will return to the Main page of the record.

- Click Send to send the message, which will be tracked in the History. After sending, the status will update to HN SUBMITTED and a confirmation will appear as seen in **Figure 23.12**.

PDREP MESSAGE	
QAL/LOD Host Nation Number	S3620A20231561
Message	Data sent successfully
Continue	

Figure 23.12

23.6 Accepting/Rejection a Host Nation delegation

Once a Host Nation delegation has been Submitted, additional date fields are available on the Base page of the record in the Status section (**Figure 23.13**).

Control Numbers	
RCN#: S3620A-2024-280	DCN#: S3620A-24-04-280
Created Year: 2024	
Status	
(M) Status:	HN SUBMITTED
(M) Issue Date:	<input type="text" value="MM/DD/YYYY"/>
Acknowledge Due Date:	<input type="text" value="04/10/2024"/>
(M) Acknowledge Date:	<input type="text" value="MM/DD/YYYY"/>
Accept / Reject Due Date:	<input type="text" value="MM/DD/YYYY"/>
(M) Accept / Reject Date:	<input type="text" value="MM/DD/YYYY"/>
Accept / Reject Decision:	<input type="text" value="-SELECT-"/>
(M) Accept / Reject Narrative:	<div>4000 Characters Max <input type="text"/></div>
(M) Closed Date:	<input type="text" value="MM/DD/YYYY"/>
(M) Completion Date:	<input type="text" value="MM/DD/YYYY"/>
Update LOD:	04/03/2024
Annual Review Confirmation:	<input type="checkbox"/>

Figure 23.13

Figure 23.13 Data Elements

- **(M) Status:** Displays the current status of the record. This will update when a new Accept/Reject Decision is selected and Saved. When -Select- is selected, the status will save as HN SUBMITTED.
- **(M) Issue Date:** Date field to enter the date issued to the Host Nation.
- **Acknowledge Due Date:** Auto-populated to 7 calendar days from the issued date.
- **(M) Acknowledge Date:** Date field to enter the date acknowledged by the Host Nation.
- **Accept/Reject Due Date:** Date field to enter the accept/reject decision due by date.
- **(M) Accept/Reject Date:** Date field to enter the accept/reject decision was made.
- **Accept/Reject Decision:** Dropdown to select the delegation decision.
 - **Accepted as Written** – Status will update to HN ACCEPTED after selecting value and saving the record (**Figure 23.14**).

• Host Nation saved successfully.

Close Host Nation Add/View Requirements Save

Add/View Attachment Additional Info Page Cancel

Control Numbers

RCN#: S3620A-2024-280 DCN#: S3620A-24-04-280
Created Year: 2024

Status

(M) Status: HN ACCEPTED

(M) Issue Date: 04/01/2024

Acknowledge Due Date: 04/10/2024

(M) Acknowledge Date: 04/08/2024

Accept / Reject Due Date: 04/17/2024

(M) Accept / Reject Date: 04/10/2024

Accept / Reject Decision: Accepted as Written

Accepted delegation.

(M) Accept / Reject Narrative:

(M) Closed Date: MM/DD/YYYY

(M) Completion Date: MM/DD/YYYY

Update LOD: 04/03/2024

Annual Review Confirmation: ☐

Figure 23.14

- **Accepted with Limitations** – Status will update to HN ACCEPTED W/ LIMITATIONS after selecting value and saving the record (**Figure 23.15**).


• Host Nation saved successfully.


Control Numbers


RCN#: S3620A-2024-280 **DCN#:** S3620A-24-04-280
Created Year: 2024


Status


(M) Status: HN ACCEPTED W/ LIMITATIONS


(M) Issue Date: 

Acknowledge Due Date: 

(M) Acknowledge Date: 


Accept / Reject Due Date: 


(M) Accept / Reject Date: 

Accept / Reject Decision: 

Accepted delegation with limitations reason.

(M) Accept / Reject Narrative:

(M) Closed Date: 

(M) Completion Date: 

Update LOD: 04/03/2024

Annual Review Confirmation: ☐

Figure 23.15

- **Rejected** – Status will update to HN REJECTED after selecting value and saving the record (**Figure 23.16**).
 - When Rejected, the Submit to Host Nation button will populate instead of the Close Host Nation to allow changes to be made to the delegation before re-submitting to the Host Nation.

• Host Nation saved successfully.

Submit to Host Nation Delete Add/View Requirements Save

Add/View Attachment Additional Info Page Cancel

Control Numbers

RCN#: S3620A-2024-280 DCN#: S3620A-24-04-280
Created Year: 2024

Status

(M) Status: HN REJECTED

Issue Date: 04/01/2024

Acknowledge Due Date: 04/10/2024

Acknowledge Date: 04/08/2024

Accept / Reject Due Date: 04/17/2024

Accept / Reject Date: 04/10/2024

Accept / Reject Decision: Rejected

Rejection reason.

(M) Accept / Reject Narrative:

Closed Date: MM/DD/YYYY

Completion Date: MM/DD/YYYY

Update LOD: 04/03/2024

Annual Review Confirmation: ☐

Figure 23.16

- **(M) Accept/Reject Narrative:** Text field to enter details about the delegation decision.
- **(M) Closed Date:** Date field to enter the date closed.
- **(M) Completion Date:** Date field to enter the date completed.
- **Update LOD:** Displays the last date the record was updated.
- **Annual Review Confirmation:** Checkbox to notate an annual review.

Dates are editable and can be adjusted to match the process flow of the delegation. Fields with (M) are mandatory to Close the delegation.

23.7 Closing a Host Nation delegation

When ready to close the record, click Close Host Nation to be brought to the Correspondence Page to send a notification to the Host Nation POCs about the closure of the record. This is the same correspondence page as the Submit action seen in **Figure 23.11**. If any mandatory fields are missing, an error message will display for those values (**Figure 23.17**)

- Accept / Reject Narrative is mandatory.
- At least one GQACR form must be added to the record.
- At least one RGQA form must be added to the record.
- At least one RIAC form must be added to the record.
- Issue Date is mandatory
- Acknowledge Date is mandatory
- Accept/Reject Date is mandatory
- Closed Date is mandatory
- Completion Date is mandatory

Close Host Nation

Withdraw Delegation

Add/View Requirements

Save

Add/View Attachment

Additional Info Page

Cancel

Figure 23.17

Once closed, the record will stay in HN CLOSED status and be for viewing only. See **Section 25** for details on the View page.

24 LOD HISTORY

A. Locate the QALI on the Worklist (see **Figure 24.1**).

Worklist download: Click here to download data in spreadsheet								
QALI/LOD	RCN	DCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number(s)	Status	Issue Date
Delegation	S0101A-2021-5637	S5102A-21-11-5637	S0101A	S5102A	98897	SUBMITTEST	ACCEPTED	11/04/2021

Figure 24.1

B. Clicking the RCN hyperlink will display the QALI/LOD- Main page (see **Figure 24.2**).

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports					
QUICK VIEWS		QALI / LOD - Main						
History Record								
ATTACHMENTS (2)		RCN#: S0101A-2021-5637		DCN#: S5102A-21-11-5637		Created Year: 2021		
View/Upload Files								

QALI / LOD History & Correspondence				
<div>Print Back</div>				
Control Numbers				
RCN#: S0101A-2023-339 Created Year: 2023		DCN#: S5102A-23-02-339		
Correspondence History				
Sender's Name and Email	Recipient's Name and Email	Correspondence	Message	Date
BETA (BETA) USER BETA@MAIL.MIL	TEST (BETA) USER TEST@MAIL.MIL		LOD CUSTOMER RECORD HAS BEEN FORWARDED TO CMO DELEGATOR. ADDITIONAL COMMENTS: PLEASE SEND TO ROGER (LOD USER GUIDE) S5102A. ALSO WEIRD IT'S SENDING FROM NOT SARAH.DERICK@NAVY.MIL, BUT IT'S ME! THANKS.	05/09/2023
TEST (BETA) USER TEST@MAIL.MIL	BETA (BETA) USER BETA@MAIL.MIL	LOD	MSG BODY IN ATTACHMENT S0101A2023339/531256	05/09/2023
USER (BETA) GUIDE GUIDE@MAIL.MIL	ARMANDO (BETA) FRANCO ARMANDO.PFRANCO.CIV@MAIL.MIL	ACKNOWLEDGED	YOU ARE BEING NOTIFIED THAT LOD (BETA) USER GUIDE FROM S5102A HAS ACKNOWLEDGED RECEIPT OF LOD S0101A2023339 ON 05/09/2023	05/09/2023
USER (BETA) GUIDE GUIDE@MAIL.MIL	BETA (BETA) USER BETA@MAIL.MIL	NOTIFICATION OF CHANGE	1 - 1	05/09/2023
USER (BETA) GUIDE GUIDE@MAIL.MIL	BETA (BETA) GUIDE BETA@MAIL.MIL	LOD	MSG BODY IN ATTACHMENT S0101A2023339/531266	05/09/2023
Status History				
Status	Status Change By	Name and Email	Status Change Date	
DRAFT	S	BETA (BETA) USER	05/09/2023	
CMO DRAFT	S	BETA (BETA) USER	05/09/2023	
ISSUED	A	AIDAN (BETA) MOORE	05/09/2023	
ACKNOWLEDGED	R	LOD (BETA) USER GUIDE	05/09/2023	
ACCEPTED	R	LOD (BETA) USER GUIDE	05/09/2023	

Figure 24.3

D. The page has three sections:

1. Control Numbers
 - i. RCN #
 - ii. DCN #
 - iii. Created Year
2. Correspondence History
 - i. Sender's Name and/or Email
 - ii. Recipient's Name and/or Email
 - iii. Correspondence
 - iv. Message
 - v. Date
3. Status History
 - i. Status
 - ii. Status Changed By
 - iii. Name and Email
 - iv. Status Change Date

25 QALI/LOD VIEW

A. Locate the QALI/LOD on the Worklist.

Worklist download: Click here to download data in spreadsheet								
QALI/LOD	RCN	DCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number(s)	Status	Issue Date
Delegation	S4306A-2021-5618	S0101A-21-10-5618	S4306A	S0101A	81316	PLACEHOLDER12	ACCEPTED	10/01/2021
Delegation	S4306A-2021-5618-0001	S5102A-21-10-5618-0001	S4306A	S5102A		TEST	ACCEPTED	

Figure 25.1

B. Click the RCN hyperlink to enter the Main page, displayed in **Figure 25.2**.

Worklist	Create QALI/LOD	Transfer QALI/LOD	Ad Hoc Reports					
QUICK VIEWS				QALI / LOD - Main				
History Record								
ATTACHMENTS (2)								
View/Upload Files								

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

0000 * 0000 ▶ User Profile: ALPHA/ALPHA/USER ▶ * LOGOUT

Print Save

GAU / LOD View

Control Numbers

RCNR: S0101A-2024-207
Created Year: 2024

Status: DRAFT

Annual Review Confirmation

Status

Type: Delegation

Issue Date: 05/25/2024

Acknowledge Due Date: 05/25/2024

Acknowledge Date:

Accept / Reject Due Date:

Accept / Reject Date:

Completion Date:

Closed Date:

Customer POC

POC Name: POC NAME

POC Organization: DRG

POC Mailing Address: 123 MAIN ST

POC Phone: 1111111

POC Email Address: POC@MAIL.MIL

POC FAX: 3333333

Originator Information

DoDAAC: S0101A

User Code: S009

Name: ALPHA (ALPHA) USER

Commercial Phone: 2074306491

Email: @NAVY.MIL

Team Code: REP

Region: PD - PDREP-JUS PM

Delegator Information

DoDAAC:

User Code: RVORM1

Delegator Name: USER (ALPHA) GUIDE

Commercial Phone: 207-400-1234

Email Address: @NAVY.MIL

Team Code: TEST

Region: PD - PDREP-JUS PM

CoDCCP / NPO Delegator Information

DoDAAC: S0101A

DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY

Address: 1910 THIRD AVE N

City: BIRMINGHAM

State/Zip: AL - 35203-3514

Delegator Name: ALPHA (ALPHA) USER

Commercial Phone:

Email Address: SARAH.DERICK@NAVY.MIL

Team Code: REP

Region: PD - PDREP-JUS PM

CMD Delegator Information

DoDAAC: S0102A

DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY

Address: 3901 AVE

City: FORT LEE

State/Zip: VA - 22071-1809

Delegator Name: USER (ALPHA) GUIDE

Title:

Phone: 207-400-1234

Email Address: @NAVY.MIL

Team Code: TEST

Region: PD - PDREP-JUS PM

Contract Information

Delegation Received Date: 05/25/2024

Delegation Acknowledged Date: 05/14/2024

Customer Source Code: C021

Customer Code - Name: 112

Customer Type: NONDOO

Reimbursable Determination: Y

Funding Document: 1490

Service Set Code (DAI Code): International - Software Acquisition
International - Engineering Support

Delegator Information

DoDAAC:

User Code:

Name:

Commercial Phone:

Email:

Team Code:

Region:

Supplier Information

Supplier Type:

Supplier CAGE: 01007

Subcontractor POC: SUPPLIER POC

Supplier Name: LOCKHEED MARTIN CORPORATION

Address: 80 S COMB DR

State/Zip: MARIETTA

Supplier POC Commercial Phone: 0100000

Supplier CMO DoDAAC: S1111A

Supplier DCMA CMO / Center Name: DCMA LOCKHEED MARTIN MARIETTA SA

Contract Number	Order Number	Line Number	Sub Contract/ Purchase Order Number	P.O. Delivery Date	Final Delivery Date	Proposal Number	Contract Start Date	Type Of Contract	Contract Amount (USD \$)	Contracting Officer First & Last Name	Contract End Date or Service Date
CUSTOMER					07/01/2024			2. MODIFIED DELIVERY CONTRACTS INCLUDING FEDERAL SUPPLY SCHEDULES, SOCS/INSTRUMENT AIDE ACQUISITION CONTRACTS, MINORS, AND MULTI AGENCY CONTRACTS	00		00

LOD Additional Information

DoD Service/Contract: 191

Buying Activity:

Estimated LOD Completion Date: 05/29/2024

Authorized Redesignations:

Input RGQA Number:

Date RGQA Received:

Input RAC Number:

Request Received Date:

Date LOD Signed By Contracting Officer:

Customer Control Number:

Selective Evaluation Delegation: N

FMS Indicator: N

Fiscal Year: 2024

Program Name: ARDC/JMEL/CMC
NAO-Navy PED EIS

Pre-LOD Communication Date: 05/25/2024

Total Allocated Hours: 0.0

Total Actual Hours: 0.0

Applicable FAR References: FAR

Instructions/Notes: test

Estimated Hours: 0

RCRM & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Sub-Status
0000-10-0000 PDREP-0100000000000000	TAC Documentation	Missing Brancher transportation information		Process Evaluation	

Figure 25.3

1/20/23, 8:26 AM PDREP - QALI / LOD View

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help User Profile: USER (ALPHA) GUIDE • Logout

Print Back

QALI / LOD View
Control Numbers

RCN#: S4306A-2023-67 DCN#: S5102A-23-01-67 Created Year: 2023

Status: ACCEPTED

Annual Review Confirmation:

Status
Type: Delegation
Issue Date: 01/18/2023
Acknowledge Due Date: 01/28/2023
Acknowledge Date: 01/18/2023
Accept / Reject Date: 01/18/2023
Completion Date:
Closed Date:

Delegator Information
DoDAAC: S4306A
User Code: AMOOR6
Name: AIDAN E (ALPHA) MOORE
Commercial Phone: 207-438-6442
Email: AIDAN.E.MOORE@NAVY.MIL
Team Code:

DoDCSP / WFO Delegator Information
DoDAAC Name: S4306A
Address:
City:
State/Zip: -
Delegator Name: AIDAN E (ALPHA) MOORE
Commercial Phone:
(M) Email Address: AIDAN.E.MOORE@NAVY.MIL
Team Code: TEST
UIC: PD

From: CMO Delegator
(M) Delegator DoDAAC: S0101A
DoDAAC Name: S0101A
Address:
City:
State/Zip: -
Delegator Name: ALPHA (ALPHA) USER
Title:
Phone: 207-438-6491
(M) Email Address: SARAH.DERICK@NAVY.MIL
UIC: PD
Team Code: REP

(M) Customer Information:
(M) Delegation Received Date: 01/03/2023
(M) Delegation Acknowledged Date: 01/18/2023
(M) Customer Source Code: C416
(M) Customer Code - Name: 9
Customer Type: NONDOD

Reimbursable Determination:

Delegator Information
DoDAAC: S5102A
User Code: RNORM1
Name: USER (ALPHA) GUIDE
Commercial Phone: 207-400-1234
Email: ROGER.NORMANDEAU.CTR@NAVY.MIL
Team Code: TDM

Supplier Information
Supplier Type:
Supplier CAGE:

https://alpha.pdrep.csd.disa.mil/pdrep/nsep/qali/process_view.action?keyinfo=S4306A202367&back=qalmain_refresh 1/2

Print 2 sheets of paper

Destination Adobe PDF

Pages All

Layout Portrait

Color Color

More settings

Print Cancel

Figure 25.4

D. Select a destination as shown in **Figure 25.4**, for the view page Save as PDF is shown in **Figure 25.5**.

Select a destination

Q Search destinations

Save as PDF

Snagit 12

Send To OneNote 16

Microsoft XPS Document Writer

Microsoft Print to PDF

HP8F5A11 (HP Officejet Pro 8600) This is a web services printer

HP3EDF18 (HP Officejet Pro 6230) (Copy 1) http://192.168.1.19:3911/

HP3EDF18 (HP Officejet Pro 6230) This is a web services printer

Fax

Adobe PDF

Figure 25.5

E. Select folder destination, name the file, and click Save.

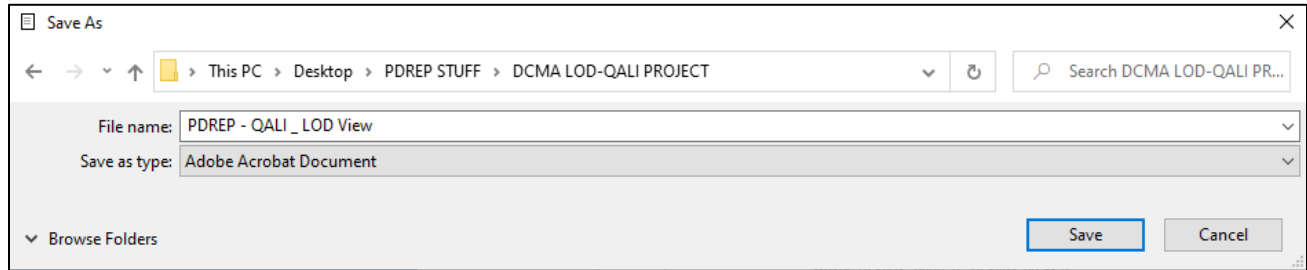


Figure 25.6

F. KCR # & Description hyperlink (see **Figure 25.7**). Clicking the hyperlink will display the view format of the LOD requirement as shown in **Figure 25.8**.

Requirements					
KCR# & Description	Surveillance Event	Surveillance Activity	Surveillance Sub-Activity	Surveillance Category	Sat/Un Sat
KCR-MFG-0001 DEFENSE PRIORITIES & ALLOCATIONS SY	DPAS Process	Contract Review and Order Acceptance		Process Evaluation	

Figure 25.7

LOD Requirement Detail Report	
LOD Number : S0101A-2024-207	
Assigned Functional Area : Transportation	
KCR# & Description : KCR-TO-0002-TRANSPORTATION ACCOUNT CODE	
Surveillance Event : TAC Documentation	
Surveillance Activity : Missing financial transportation information	
Surveillance Sub-Activity :	
Surveillance Category : Process Evaluation	Frequency of Surveillance : Quarterly
Surveillance Techniques : Measure	Intensity of Surveillance : 1.0% AQL (Complex Critical)
Risk Consequence-Cost :	
Risk Consequence-Schedule : 4	
Risk Consequence-Performance :	
(Auto) Risk Consequence : 4	
Risk Likelihood Rating : 5	
(Auto) Risk Rating : 23	
Rationale for Risk Consequence-Cost :	
Rationale for Risk Consequence-Schedule : SCHEDULE	
Rationale for Risk Consequence-Performance :	
Rationale of Risk Likelihood : RISK	
Prime / Subcontract Standards : 4	
Product Service Description : 4	
Reporting Requirements : -1	
Special Reporting Requirements Additional Instructions :	
Customer Requirements, Instructions or Outcomes :	
Surveillance Strategy Plan :	
RFV1 - All RFV authority is withheld : N	
RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs) : N	
RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFVs :	
RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer : Y	
RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs : N	
Request for Variance Remarks : 4	
Additional Remarks remarks : 4	
References :	
Delegatee Allocated Hours :	Actual Hours :
Delegatee Remarks :	
Page 1 of 2	
Sat/UnSat :	
Date Required Actions Complete :	

Figure 25.8

G. PDF Webpage Banner Explanation.

The banner shown in **Figure 25.9** can be used to download or print the PDF.



Figure 25.9

H. Attachment hyperlink (see **Figure 25.10**). Clicking the hyperlink will display the PDF version of the correspondence as shown in **Figure 25.11**.

Attachments		
File Name	File Description	Comments
S5102A 2020 9 PVI.pdf	QALI/LOD	QALI/LOD
S5102A20209 INITIAL LETTER.pdf	QALI/LOD	QALI/LOD
S5102A 2020 9 ACK.pdf	QALI/LOD	QALI/LOD

Figure 25.10

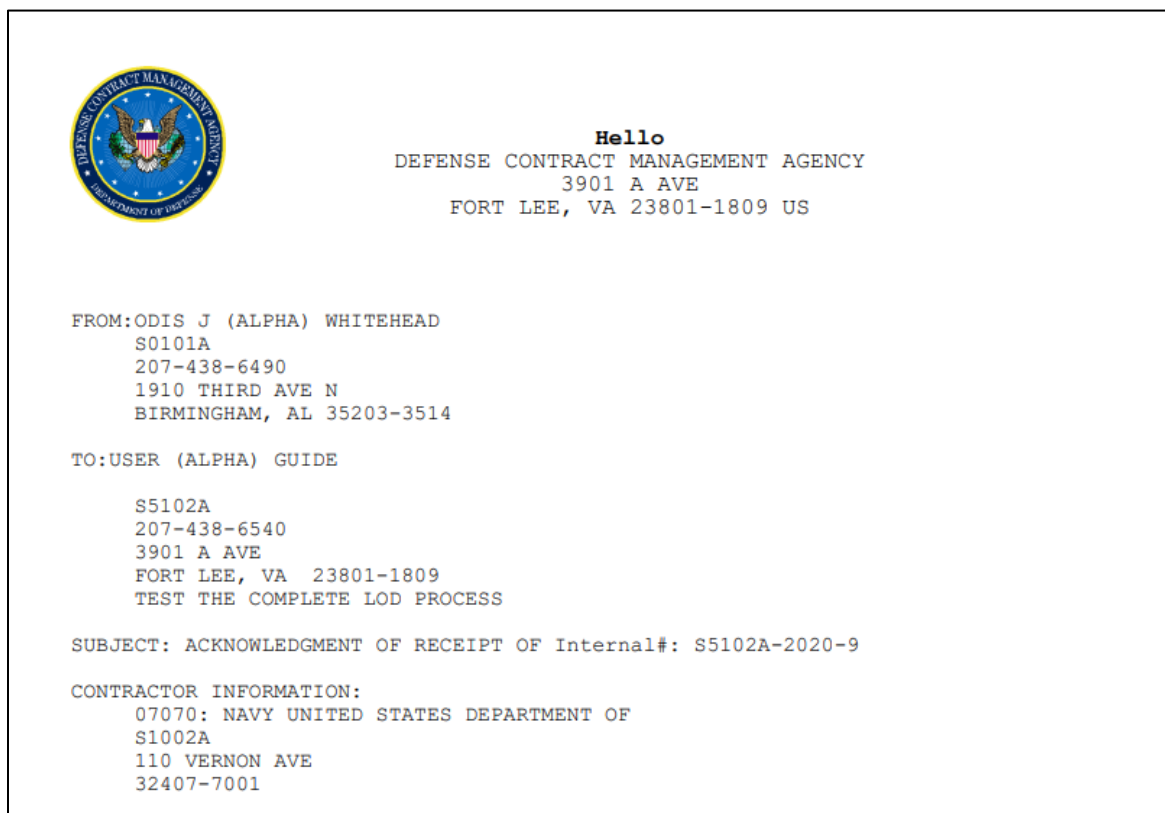


Figure 25.11

26 ATTACHMENTS

The Add/View Attachment button allows uploading, viewing, and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found [here](#) (see **Figure 26.1**).

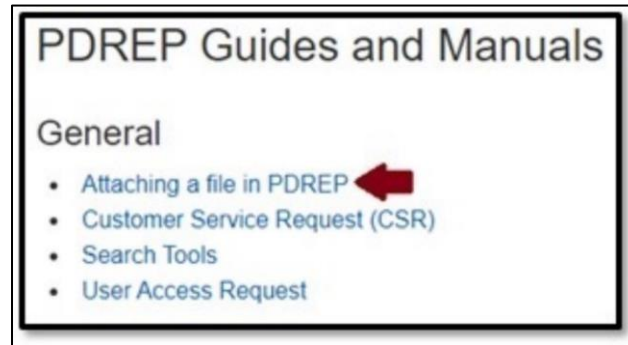


Figure 26.1

27 SUMMARY

This concludes the Quality Assurance Letters of Instruction/Letter of Instruction (QALI/LOD) user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program (PDREP) Team at the Naval Sea Logistics Center Portsmouth.

The QALI/LOD user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the QALI/LOD module or this guide should be directed to the PDREP Customer Support Desk.

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP-AIS website or via the "Help" menu within the PDREP-AIS application.

28 APPENDIX 1: DATA DICTIONARY

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	*Report Control Number (RCN)	New/Edit	Auto-generated	Identification number unique to each LOD, displayed on all pages EX: S5102A-2022-0001	CHAR	20
QALI/LOD	Accept Reject Due Date	New/Edit	Accept/Reject Due Date	Date the accept/reject decision is due	Date (DD-MMM-YY)	7
QALI/LOD	Accept/Reject Date	Email Notice	LOD Acceptance/Rejection Date	Date the record was accepted/rejected, displayed on the New/Edit page	Date (DD-MMM-YY)	7
QALI/LOD	Acknowledge Date	Email Notice	Acknowledge Date	Date the record was acknowledged, displayed on the New/Edit page	Date (DD-MMM-YY)	7
QALI/LOD	Acknowledge Due Date	New/Edit	Auto-generated	Date that the Delegatee is expected to respond by	Date (DD-MMM-YY)	7
QALI/LOD	Acknowledgement Text	Email Notice	Text	Displayed on the History page	CHAR	4000
QALI/LOD	Actual Hours	Requirements	Actual Hours	Delegatee's actual number of hour to complete the delegated work.	NUMBER	10
QALI/LOD	Added Code	Ad hoc Only	Background	Originator's user code	CHAR	12
QALI/LOD	Added Date	Ad hoc Only	Background	Date the record was added to the database	Date (DD-MMM-YY)	7
QALI/LOD	Allocated Hours	Requirements	Allocated Hours	Delegatee's estimate of hours to complete the delegated surveillance requirement	CHAR	10
QALI/LOD	Annual Review Confirmation	New/Edit	Annual Review Confirmation	Check when annual review has been completed. Ad hoc display Y = checked, N = not checked	Check Box	1
QALI/LOD	Annual Review Confirmation Date	New/Edit	Annual Review Confirmation Date	Auto-populated date when annual review confirmation check box is checked.	Date (DD-MMM-YY)	7
QALI/LOD	Annual Review Delegatee Narrative	New/Edit	Review	When "Delegatee_Reviewed"=Y, display text in "Review" column	VARCHAR	4000

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	Annual Review Delegator Narrative	New/Edit	Review	When "Delegator_Reviewed" =Y, display text in "Review" column	VARCHAR	4000
QALI/LOD	Applicable FAR References	Additional Information	Applicable FAR References	Contractual FAR/DFARS clauses that are applicable to delegate support	CHAR	1400
QALI/LOD	Attachment Added Date	Attachment	Attachment Added Date	Date the attachment was added	Date (DD-MMM-YY)	7
QALI/LOD	Attachment File Description	Attachment	Attachment File Description	Attachment description	CHAR	500
QALI/LOD	Attachment File Name	Attachment	Attachment File Name	Attachment file name	CHAR	100
QALI/LOD	Attribute Reference	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Authorized Redelegations	Additional Information	Authorized Redelegations	Drop down with yes or no selections	CHAR	1
QALI/LOD	Buying Activity	Additional Information	Buying Activity	Contracting Office requesting support	CHAR	200
QALI/LOD	Closed Date	View	Closed Date	Date the delegation was closed	Date (DD-MMM-YY)	7
QALI/LOD	CMO Delegator DoDAAC	New/Edit	DoDAAC Name	Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page	CHAR	100
QALI/LOD	CMO Delegator Email	New/Edit	Email Address	Auto-populated with the logged on user's information.	CHAR	100
QALI/LOD	CMO Delegator Name	New/Edit	Delegator's Name	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	CMO Delegator Phone	New/Edit	Commercial Phone	Auto-populated with the logged on user's information.	CHAR	20
QALI/LOD	CMO Delegator Region	New/Edit	UIC	Auto-populated with the logged on user's information. Example: Headquarters	CHAR	25
QALI/LOD	CMO Delegator Team Code	New/Edit	Team Code	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	CMO Delegator User Code	Ad hoc Only	Background	Auto-populated with the logged on user's information.	CHAR	12

Primary Web Page						
Module	Ad Hoc Name	Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Completion Date	New/Edit	Completion Date	Date the delegation was completion	Date (DD-MMM-YY)	7
QALI/LOD	Contract and Order Number	Ad hoc Only	Ad hoc Only	Combines contract and order numbers. Field entry not used in records created after 3/15/2021.	Ad hoc Only	Ad hoc Only
QALI/LOD	Contract Call Number	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Contract Complete Date	New/Edit	Date	Date the Contract is marked complete	Date (DD-MMM-YY)	7
QALI/LOD	Contract Complete Ind	New/Edit	Contract Complete	Checkbox to indicate the contract is complete	CHAR	1
QALI/LOD	Contract Complete User	New/Edit	User ID	Ussr ID who marked the contract complete.	VARCHAR	12
QALI/LOD	Contract End Item or Service Desc	Add Contract Information	Contract End Item or Service Desc	The contract end item or service description	CHAR	250
QALI/LOD	Contract Number	Add Contract Information	Contract Number	Contract number associated with the QALI / LOD, number of characters is based on Contract Type DoD-13, Federal-17 and International-50	CHAR	50
QALI/LOD	Contract Start Date	Add Contract Information	Contract Start Date	Date the Contract is started	Date (DD-MMM-YY)	7
QALI/LOD	Contract Value (USD)	Add Contract Information	Contract Value (USD)	The value of the contract	CHAR	100
QALI/LOD	Contracting Officer Name	Add Contract Information	Contracting Officer First & Last Name	The name of the Contracting officer	CHAR	100
QALI/LOD	Correspondence Narrative	Correspondence	Text	Narrative added by the user which is include with the correspondence	CHAR	4000
QALI/LOD	Creation Year	New/Edit	Created Year	Year the record was created	Year (YYYY)	4
QALI/LOD	Customer Control Number	Additional Information	Customer Control Number	Customer created control number provided to DCMA	CHAR	150
QALI/LOD	Customer Name	New/Edit	Customer Code - Name	List of customer names based on Source Code selection	CHAR	150

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	Customer Source Code	New/Edit	Customer Source Code	Drop down with the list of Source Codes	CHAR	4
QALI/LOD	Customer Type	New/Edit	Customer Type	Auto-populated based on Customer Source Code and Customer name selections	CHAR	25
QALI/LOD	Date LOD Signed by Contracting Officer	Additional Information	Date LOD Signed by Contracting Officer	Date the LOD was signed by the contracting officer	Date (DD-MMM-YY)	7
QALI/LOD	Date RGQA Received	Additional Information	Date RGQA Received	Date RGQA received	Date (DD-MMM-YY)	7
QALI/LOD	DCN	New/Edit	Auto-generated	Document Control Number, identification number unique to each LOD, displayed on all pages	CHAR	25
QALI/LOD	Defect Attr Code	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Defect Attr Code literal	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Defect Narrative	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Delegatee DoDAAC	New/Edit	Delegatee DoDAAC	The DoDAAC of the Delegatee	CHAR	6
QALI/LOD	Delegatee Email	New/Edit	Email Address	Auto-populated based on Delegatee name selected	CHAR	100
QALI/LOD	Delegatee Name	New/Edit	Delegatee Name	Select a Name from the drop down list	CHAR	50
QALI/LOD	Delegatee Phone	New/Edit	Commercial Phone	Auto-populated based on Delegatee name selected	CHAR	20
QALI/LOD	Delegatee Region	New/Edit	UIC	Auto-populated based on Delegatee name selected. Example: Eastern Region	CHAR	25
QALI/LOD	Delegatee Remarks	Requirements	Delegatee Remarks	Provides a space where the Delegatee can enter relevant information	CHAR	4000
QALI/LOD	Delegatee Team Code	New/Edit	Team Code	Auto-populated based on Delegatee name selected	CHAR	50
QALI/LOD	Delegatee User Code	Ad hoc Only	Background	Auto-populated based on Delegatee name selected.	CHAR	12

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	Delegation Acknowledge Date	New/Edit	Delegation Acknowledge Date	Date the CMO needs to Acknowledge receipt of the Delegation, or Date the DoDCCP or NPO acknowledge receipt of the LOD	Date (DD-MMM-YY)	7
QALI/LOD	Delegation Decision	Email Notice	Delegation Decision	Delegatee's decision on accepting or rejecting the delegation	CHAR	4000
QALI/LOD	Delegation Decision Reason	Email Notice	Reason	Reason why the delegation was rejected or accepted with limitations. Also used to notify the delegator the number of Allocated Hours.	CHAR	4000
QALI/LOD	Delegation Received Date	New/Edit	Delegation Received Date	Date the delegation was received by the DoDCCP or NPO	Date (DD-MMM-YY)	7
QALI/LOD	Delegation Type	Ad hoc Only	Background	Identified the record type as Reimbursable, Delegation or QALI	CHAR	1
QALI/LOD	Delegator CAGE	New/Edit	Delegator CAGE Code	CAGE Code of the Delegator location.	VARCHAR	5
QALI/LOD	Delegator CAGE Address	New/Edit	Address	Address of Delegator CAGE Supplier	CHAR	50
QALI/LOD	Delegator CAGE City	New/Edit	City	City of Delegator CAGE Supplier	CHAR	30
QALI/LOD	Delegator CAGE Name	New/Edit	Name	Name of Delegator CAGE Supplier	CHAR	50
QALI/LOD	Delegator CAGE State/Zip	New/Edit	State/Zip	State/Zip of Delegator CAGE Supplier	CHAR	50
QALI/LOD	Delegator Comments/Special Instructions	New/Edit	Delegator Comments/Special Instructions	Delegator enters relevant information for the LOD	CHAR	4000
QALI/LOD	Delegator DoDAAC	New/Edit	DoDAAC Name	Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page	CHAR	6
QALI/LOD	Delegator Email	New/Edit	Email Address	Auto-populated with the logged on user's information.	CHAR	100
QALI/LOD	Delegator Name	New/Edit	Delegator's Name	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	Delegator Phone	New/Edit	Commercial Phone	Auto-populated with the logged on user's information.	CHAR	20

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Delegator Region	New/Edit	UIC	Auto-populated with the logged on user's information. Example: Headquarters	CHAR	25
QALI/LOD	Delegator System Command Code	Ad hoc Only	Background	Auto-populated with the logged on user's information. Example: 29	Ad hoc Only	Ad hoc Only
QALI/LOD	Delegator System Command Literal	Ad hoc Only	Background	Auto-populated with the logged on user's information. Example: DCMA	Ad hoc Only	Ad hoc Only
QALI/LOD	Delegator Team Code	New/Edit	Team Code	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	Delegator User Code	Ad hoc Only	Background	Auto-populated with the logged on user's information.	Ad hoc Only	Ad hoc Only
QALI/LOD	DLABOT	Ad hoc Only	Background	Identifies that a DLABOT submitted the QALI	Ad hoc Only	Ad hoc Only
QALI/LOD	DoD Service/Custom er	Additional Information	DoD Service/Custom er	Military Service or Customer	CHAR	200
QALI/LOD	DoDCCP/ NPO Delegator DoDAAC	New/Edit	DoDAAC	Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page	CHAR	6
QALI/LOD	DoDCCP/ NPO Delegator Email	New/Edit	Email Address	Auto-populated with the logged on user's information.	CHAR	100
QALI/LOD	DoDCCP/ NPO Delegator Name	New/Edit	Delegator's Name	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	DoDCCP/ NPO Delegator Phone	New/Edit	Commercial Phone	Auto-populated with the logged on user's information.	CHAR	20
QALI/LOD	DoDCCP/ NPO Delegator Region	New/Edit	UIC	Auto-populated with the logged on user's information. Example: Headquarters	CHAR	25
QALI/LOD	DoDCCP/ NPO Delegator Team Code	New/Edit	Team Code	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	DoDCCP/ NPO Delegator User Code	Ad hoc Only	Background	Auto-populated with the logged on user's information.	Ad hoc Only	Ad hoc Only
QALI/LOD	ECARS Level	Ad hoc Only	Background	ECAR Level migrated data	Ad hoc Only	Ad hoc Only
QALI/LOD	ECARS Path	Ad hoc Only	Background	ECAR Path migrated data	Ad hoc Only	Ad hoc Only

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	ECARS_DCN	New/Edit	ECAR DCN	Display of the ECAR DCN when available on a migrated record.	CHAR	20
QALI/LOD	ECARS_RID	New/Edit	ECAR RCN	Display of the ECAR RCN when available on a migrated record.	CHAR	20
QALI/LOD	Estimated Hours	New/Edit	Estimated Hours	Hours estimated by the delegator to complete the requested work.	CHAR	10
QALI/LOD	Estimated LOD Completion Date	Additional Information	Estimated LOD Completion Date	Date the LOD support is projected to be completed	Date (DD-MMM-YY)	7
QALI/LOD	Etools Attachment	Ad hoc Only	Background	The serial number assigned by the database when the Etool attachment was added. EX: 626102	CHAR	150
QALI/LOD	ETools RCN	Ad hoc Only	Background	The serial number of an Etool record that was transferred to PDREP. EX: 464,355	NUMBER	22
QALI/LOD	FAR Clause	New/Edit	FAR Clause	Drop down with a list of FAR clauses based on Service Set Selected	CHAR	100
QALI/LOD	Final Delivery Date	Add Contract Information	Final Delivery Date	Date representing Final Delivery Date of the Contract.	Date (DD-MMM-YY)	7
QALI/LOD	Fiscal Year	Additional Information	Fiscal Year	Fiscal year the record was created	Year (YYYY)	4
QALI/LOD	FMS Case Number	Additional Information	FMS Case Number	FMS Case number identified in the contract	CHAR	500
QALI/LOD	FMS Indicator	Additional Information	FMS Indicator	Indicates if the delegation is a Foreign Military Service delegation- ad hoc display Y = checked, N = not checked	CHAR	1
QALI/LOD	FMS Percent MILDEPS	Additional Information	Percent US MILDEPS	Percentage of contract that is for US MILDEPs	CHAR	10
QALI/LOD	FMS Percent Reciprocal	Additional Information	Percent Reciprocal Agreement	Percentage of contract for a country with a reciprocal no charge agreement	CHAR	500
QALI/LOD	FMS Percent Reimbursable	Additional Information	Percent Reimbursable FMS	Percentage of contract that is reimbursable FMS	CHAR	500

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	Funding Document	New/Edit	Funding Document	Text box to enter the funding document	CHAR	255
QALI/LOD	Host Nation Accept/Reject Decision	New/Edit	Accept/Reject Decision	Dropdown to select if the Host Nation delegation was accepted, accepted with limitations or rejected	CHAR	1
QALI/LOD	Host Nation Accept/Reject Narrative	New/Edit	Accept/Reject Narrative	Text box to enter a narrative response to a Host Nation delegation accepting or rejection	CHAR	4000
QALI/LOD	Host Nation Country	New/Edit	Country	Host Nation records only - Country selected from the Country POC dropdown.	CHAR	50
QALI/LOD	Host Nation POC Email Address	New/Edit	POC Email Address	Auto-populated based on the Country selected, if available.	CHAR	200
QALI/LOD	Host Nation POC FAX	New/Edit	POC FAX	Auto-populated based on the Country selected, if available.	CHAR	25
QALI/LOD	Host Nation POC Mailing Address	New/Edit	POC Mailing Address	Auto-populated based on the Country selected, if available.	CHAR	100
QALI/LOD	Host Nation POC Organization	New/Edit	POC Organization	Auto-populated based on the Country selected, if available.	CHAR	100
QALI/LOD	Host Nation POC Phone	New/Edit	POC Phone	Auto-populated based on the Country selected, if available.	CHAR	25
QALI/LOD	Input RGQA Number	Additional Information	Input RGQA number	Text box to enter RGQA number	CHAR	100
QALI/LOD	Input RIAC Number	Additional Information	Input RIAC number	Text box to enter RIAC number	CHAR	100
QALI/LOD	Inspection Results	Email Notice	Text	Text box to provide the delegator the inspection results	CHAR	4000
QALI/LOD	Issue Date	New/Edit	Issue Date	Date the record was issue by the delegator	Date (DD-MMM-YY)	7
QALI/LOD	Item Nomenclature	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	IWTO Indicator	New/Edit	Inter-Divisional	Dropdown to indicate if the delegation is Inter-Divisional	CHAR	1
QALI/LOD	KCR Additional Remarks	Requirements	Additional Remarks	Text box to provide Request for Variance Remarks	CHAR	4000

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	KCR Assigned Functional Area	Requirements	Assigned Functional Area	Drop down providing a list of Functional areas	CHAR	150
QALI/LOD	KCR Customer Requirements, Instructions or Outcomes	Requirements	Customer Requirements, Instructions or Outcomes	Text box to provide Customer Requirements, Instructions or Outcomes	CHAR	4000
QALI/LOD	KCR Frequency of Surveillance	Requirements	Frequency of Surveillance	The frequency of the planned Surveillance.	CHAR	45
QALI/LOD	KCR Intensity of Surveillance	Requirements	Intensity of Surveillance	Intensity selected that determine the appropriate level of oversight of a contractor to meet contractual requirements.	CHAR	45
QALI/LOD	KCR Narrative	Ad hoc Only	Background	Abbreviated description of the KCR# & Description	CHAR	150
QALI/LOD	KCR Prime/Subcontract Standards	Requirements	Prime/Subcontract Standards	Text box to provide Prime or Subcontract standards	CHAR	1500
QALI/LOD	KCR Priority	Requirements	Priority	The order of precedence for the requirement	CHAR	1
QALI/LOD	KCR Product Service Description	Requirements	Product Service Description	Text box to provide Product Service description	CHAR	1500
QALI/LOD	KCR Reporting Requirements	Requirements	Reporting Requirements	Radial button selection for Reporting Requirements	CHAR	1
QALI/LOD	KCR Requirements Number	Ad hoc Only	Background	Serial number given to the requirement, that is used by the requirement table in the database	NUMBER	22
QALI/LOD	KCR Risk Cost Rating	Requirements	Risk Consequence - Cost	Numeric 1-5 Selection for Lowest to Highest Risk for Cost	CHAR	1
QALI/LOD	KCR Risk Cost Rationale	Requirements	Rationale for Risk Consequence - Cost	Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Cost Risk.	CHAR	4000
QALI/LOD	KCR Risk Likelihood Rating	Requirements	Risk Likelihood Rating	Numeric 1-5 Selection for Lowest to Highest Risk for Risk Likelihood	CHAR	45

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	KCR Risk Likelihood Rationale	Requirements	Rationale for Risk Likelihood	Narrative text field to discuss reasons for selecting a particular option for Risk Likelihood. Required even if Surveillance Warranted is set to "No".	CHAR	4000
QALI/LOD	KCR Risk Perform Rating	Requirements	Risk Consequence - Performance	Numeric 1-5 Selection for Lowest to Highest Risk for Performance	CHAR	1
QALI/LOD	KCR Risk Perform Rationale	Requirements	Rationale for Risk Consequence - Performance	Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Performance Risk.	CHAR	4000
QALI/LOD	KCR Risk Rating	Requirements	(Auto) Risk Consequence	Auto-populated calculation	CHAR	1
QALI/LOD	KCR Risk Rating Result	Requirements	(Auto) Risk Rating	Risk Rating of the KCR	NUMBER	4
QALI/LOD	KCR Risk Schd Rating	Requirements	Risk Consequence - Schedule	Numeric 1-5 Selection for Lowest to Highest Risk for Schedule	CHAR	1
QALI/LOD	KCR Risk Schd Rationale	Requirements	Rationale for Risk Consequence - Schedule	Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Schedule Risk.	CHAR	4000
QALI/LOD	KCR Sat Or Unsat	Requirements	Sat/Unsat	Delegatee's determination of the surveillance requirement as defined by the Delegator.	CHAR	5
QALI/LOD	KCR Special Reporting Requirements Additional Information	Requirements	Special Reporting Requirements Additional Information	Text box to provide Special Reporting Requirements Additional Instructions	CHAR	20

Primary Web Page				Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition	
QALI/LOD	KCR Surveillance Activity	Requirements	Surveillance Activity	Drop down based on the Surveillance Event selected, choose Surveillance Activity from the dropdown. The Surveillance Sub-Activity data field may then populate if relevant to the selection.	CHAR 300
QALI/LOD	KCR Surveillance Category	Requirements	Surveillance Category	Drop down list contains the overarching grouping of surveillance evaluations	CHAR 45
QALI/LOD	KCR Surveillance Event	Requirements	Surveillance Event	Drop down based on the KCR number & Description selected, choose the Surveillance Event from the dropdown. The Surveillance Activity data field may then populate if relevant to the selection.	CHAR 300
QALI/LOD	KCR Surveillance Strategy Plan	Requirements	Surveillance Strategy Plan	Text box to provide Surveillance Strategy Plan	CHAR 4000
QALI/LOD	KCR Surveillance Sub Activity	Requirements	Surveillance Sub-Activity	Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.	CHAR 3
QALI/LOD	KCR Surveillance Technique	Requirements	Surveillance of Techniques	Techniques used for surveillance listed in comma separated field.	CHAR 1
QALI/LOD	KCR# & Description	Requirements	KCR# & Description	Drop down based on the Assigned Functional Area selected, choose the KCR# & Description from the dropdown. The Surveillance Events data field will then populate based off this selection.	CHAR 150
QALI/LOD	Line Item #	Add Contract Information	Line Item Number	Number assigned to the specific item in the contract	CHAR 6

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	LOD Sent Date	Additional Information	LOD Sent Date	Date the LOD was sent to the Delegatee	Date (DD- MMM- YY)	7
QALI/LOD	Memo Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Memo Id	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	MIR Apply Ind	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Mir Review date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Multifunctional Delegation	New/Edit	Multifunctional	Yes/No dropdown to indicate a record is a Multifunctional Delegation.	CHAR	1
QALI/LOD	NSN	Ad hoc Only	Background	National Stock Number, combination of COG, FSC, NIIN and SMIC data fields	CHAR	17
QALI/LOD	NSN COG	New/Edit	COG	Cognizance Code	CHAR	2
QALI/LOD	NSN FSC	New/Edit	FSC	Federal Supply Code	CHAR	4
QALI/LOD	NSN NIIN	New/Edit	NIIN	National Item Identification Number	CHAR	90
QALI/LOD	NSN SMIC	New/Edit	SMIC	Special Material Identifier Code	CHAR	2
QALI/LOD	NSTR 2000 Ind	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Order Number	Add Contract Information	Order Number	Order number associated with the QALI / LOD	CHAR	20
QALI/LOD	Orig. Parent QAR DODAAC	Ad hoc Only	Background	The DoDAAC of the Delegatee of the original parent record	CHAR	6
QALI/LOD	Orig. Parent Serial Number	Ad hoc Only	Background	The serial number of the Original Parent record	NUMBER	22
QALI/LOD	Orig. Parent Sub DODAAC	Ad hoc Only	Background	The DoDAAC of the Delegator of the original parent record	CHAR	6
QALI/LOD	Orig. Parent Year	Ad hoc Only	Background	The year the original record was created	Year (YYYY)	4
QALI/LOD	Originator DoDAAC	Ad hoc Only	Background	Saved value of the DoDAAC of the user who created the record.	CHAR	6

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	Originator Email	Ad hoc Only	Background	Saved value of the Email address of the user who created the record.	CHAR	100
QALI/LOD	Originator Name	Ad hoc Only	Background	Saved value of the Name of the user who created the record.	CHAR	50
QALI/LOD	Originator Phone	Ad hoc Only	Background	Saved value of the Phone Number of the user who created the record.	CHAR	20
QALI/LOD	Originator Region	Ad hoc Only	Background	Saved value of the Region of the user who created the record.	CHAR	25
QALI/LOD	Originator Team Code	Ad hoc Only	Background	Saved value of the Team Code of the user who created the record.	CHAR	50
QALI/LOD	Originator User Code	Ad hoc Only	Background	Saved value of the User ID of the user who created the record.	CHAR	12
QALI/LOD	Parent DCN	New/Edit	Parent DCN	The DCN from the delegation that the current delegation was sub-tiered from.	CHAR	25
QALI/LOD	Parent RCN	New/Edit	Parent RCN	The RCN from the delegation that the current delegation was sub-tiered from.	CHAR	20
QALI/LOD	Parent Serial Number	Ad hoc Only	Ad hoc Only	The parent serial number	Ad hoc Only	Ad hoc Only
QALI/LOD	Parent Tier Level	New/Edit	Parent Tier Level	Tier/Level of the parent record	CHAR	10
QALI/LOD	Part Number	New/Edit	Part Number	Part number(s) of the material associated with the LOD	CHAR	32
QALI/LOD	Percentage	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	PIR Followup Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	PIR Received Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	PO Delivery Date	Add Contract Information	P.O. Delivery Date	The date that the PO will be delivered.	Date (DD- MMM- YY)	7
QALI/LOD	POC Email Address	New/Edit	POC Email Address	Point of Contact's email address	CHAR	50

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	POC FAX	New/Edit	POC FAX	Point of Contact's FAX number	CHAR	20
QALI/LOD	POC Mailing Address	New/Edit	POC Mailing Address	Point of Contact's mailing address	CHAR	500
QALI/LOD	POC Name	New/Edit	POC Name	Point of Contact's Name	CHAR	50
QALI/LOD	POC Organization	New/Edit	POC Organization	Point of Contact's organization	CHAR	50
QALI/LOD	POC Phone	New/Edit	POC Phone	Point of Contact's phone	CHAR	20
QALI/LOD	POP Indicator	New/Edit	POP	Dropdown to indicate if the delegation is Place of Performance	CHAR	1
QALI/LOD	Pre-LOD Communication Date	Additional Information	Pre-LOD Communication Date	Date communication was established between the Delegator and Delegatee	Date (DD-MMM-YY)	7
QALI/LOD	Prime Delegation	New/Edit	Prime Delegation	Dropdown to indicate if a delegation is Prime.	CHAR	1
QALI/LOD	Program Name	Additional Information	Program Name	Drop down list allows the user to select the Program Name	CHAR	70
QALI/LOD	Proposal Number	Add Contract Information	Proposal Number	Contract Proposal number	CHAR	50
QALI/LOD	Purchase Order Supplement	New/Edit	Purchase Order Supplement	Q-suffix QALI data field only to allow entry of Purchase Order Supplement information.	VARCHAR	50
QALI/LOD	QA Code	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Archive Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Expiration Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Qualification Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Remarks	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Recommend Accept Approval	Email Notice	Approval	Yes/No Radio buttons for Supervisor to indicate if recommendation was approved	CHAR	1

Primary Web Page						
Module	Ad Hoc Name	Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Recommend Accept Approver Name	Email Notice	Approver's Name	Name of user who reviewed recommendation	VARCHAR	50
QALI/LOD	Recommend Accept Date	Email Notice	Approval or Disapproval Date	Date of approval or disapproval of recommendation	Date (DD-MMM-YY)	7
QALI/LOD	Recommend Accept Narrative	Email Notice	Comments	Text entered when recommending Accepting with Limitations	VARCHAR	4000
QALI/LOD	Recommend Accept Remarks	Email Notice	Approver Remarks	Text field for approver to enter remarks	VARCHAR	4000
QALI/LOD	Recommend Reject Approval	Email Notice	Approval	Yes/No Radio buttons for Supervisor to indicate if recommendation was approved	CHAR	1
QALI/LOD	Recommend Reject Approver Name	Email Notice	Approver's Name	Name of user who reviewed recommendation	VARCHAR	50
QALI/LOD	Recommend Reject Date	Email Notice	Approval or Disapproval Date	Date of approval or disapproval of recommendation	Date (DD-MMM-YY)	7
QALI/LOD	Recommend Reject Narrative	Email Notice	Comments	Text entered when recommending Rejection	VARCHAR	4000
QALI/LOD	Recommend Reject Reason(s)	Email Notice	Reason(s)	Selected reason the delegation is being recommended for rejection	CHAR	1
QALI/LOD	Recommend Reject Remarks	Email Notice	Approver Remarks	Text field for approver to enter remarks	VARCHAR	4000
QALI/LOD	Reconsideration Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Reconsideration Remarks	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	References	Requirements	References	A text box where the user may enter references	CHAR	4000
QALI/LOD	Reimbursable Determination	New/Edit	Reimbursable Determination	Drop down with yes or no selections	CHAR	1
QALI/LOD	Reimbursable Subtier	Background	Ad hoc Only	Displays 'Y' when record is a subtier of a reimbursable record	Auto-populate	Auto-populate
QALI/LOD	Request Received Date	Additional Information	Request Received Date	Request received date	Date (DD-MMM-YY)	7

Primary Web Page			Web Page Label	Definition	Field Type	Number of characters
Module	Ad Hoc Name	Name				
QALI/LOD	RFV1-All Request for Variance (RFV) Authority is withheld	Requirements	RFV1- All RFV authority is withheld	Check box for Request for Variance 1	CHAR	50
QALI/LOD	RFV2- Delegatee is authorized to accept/reject minor RFVs	Requirements	RFV2-Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs)	Check box for Request for Variance 2	CHAR	50
QALI/LOD	RFV3- Delegatee authority for minor aviation/ship CSI RFVs is withheld	Requirements	RFV3-Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's	Check box for Request for Variance 3	CHAR	75
QALI/LOD	RFV4- Delegatee authority is withheld for major, critical, or aviation/ship CSI RFVs; however, comments are requested	Requirements	RFV4- Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer	Check box for Request for Variance 4	CHAR	100
QALI/LOD	RFV5- Delegatee is authorized to accept/reject minor aviation or ship CSI RFVs	Requirements	RFV5-Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs	Check box for Request for Variance 5	CHAR	75
QALI/LOD	RFV6 - Request for Variance Remarks	Requirements	Request for Variance Remarks	Text box to provide Additional Information for RFV selection	CHAR	1000
QALI/LOD	Selective Evaluation Delegation	Additional Information	Selective Evaluation Delegation	Choice of Yes or No, for Selective Evaluation Delegation, ad hoc display Y = selected, N = not selected	CHAR	1
QALI/LOD	Serial Number	Ad hoc Only	Background	Serial number of the record	NUMBER	22

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Service Set	New/Edit	Service Set Code (DAI Code)	Drop down with a list Service sets based on the customer type	CHAR	70
QALI/LOD	SF-EN-Additional Information	Requirements - Specific Functional Section	Additional Information	Text box for Engineering Additional Information	CHAR	4000
QALI/LOD	SF-EN-ECP1-Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs	Requirements - Specific Functional Section	ECP1-Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs	Check box for Engineering Change proposal choice 1	CHAR	100
QALI/LOD	SF-EN-ECP2-Receiver is requested to provide comments and/or recommendations for major ECPs	Requirements - Specific Functional Section	ECP2- Receiver is requested to provide comments and/or recommendations for major ECPs submitted by the subcontractor for approval by the prime contractor and government customer	Check box for Engineering Change proposal choice 2	CHAR	80
QALI/LOD	SF-EN-ECP3-Provide contractual reference and/or instructions as necessary	Requirements - Specific Functional Section	ECP3- Provide contractual reference and/or instructions as necessary	Check box for Engineering Change proposal choice 3	CHAR	70
QALI/LOD	SF-EN-Engineering Request	Requirements - Specific Functional Section	Engineering Request	Drop Down with Engineering Requests choices	CHAR	75
QALI/LOD	SF-EN-Engineering Requirements	Requirements - Specific Functional Section	Engineering Requirements	Drop Down with Engineering Requirement choices	CHAR	45
QALI/LOD	SF-EVMS DFARS References	Requirements - Specific Functional Section	EVMS DFARS References	Drop Down with EVMS DFARS reference choices	CHAR	70
QALI/LOD	SF-EVMS Requirements	Requirements - Specific Functional Section	EVMS Requirements	Drop Down with EVMS Requirement choices	CHAR	100

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	SF-MFG-Critical Designator	Requirements - Specific Functional Section	Critical Designator	Drop Down with Engineering Requests choices	CHAR	1
QALI/LOD	SF-MFG-Critical Designator Text	Requirements - Specific Functional Section	Has no Label	Text box for Critical Designator	CHAR	10
QALI/LOD	SF-MFG-DPAS Rating	Requirements - Specific Functional Section	DPAS Rating	Drop Down with Engineering Requests choices	CHAR	50
QALI/LOD	SF-MFG-DPAS Rating Text	Requirements - Specific Functional Section	Has no Label	Text box for DPAS Rating	CHAR	10
QALI/LOD	SF-MFG-Request Type	Requirements - Specific Functional Section	Request Type	Drop Down with Engineering Requests choices	CHAR	50
QALI/LOD	SF-PA-FDD Expiration Narrative	Requirements - Specific Functional Section	FDD Expiration Narrative	Text box for Engineering Additional Information	CHAR	1500
QALI/LOD	SF-PA-LOD Estimated Completion Date Update	Requirements - Specific Functional Section	LOD Estimated Completion Date Update	Date field to update the LOD completion date	Date (DD-MMM-YY)	7
QALI/LOD	SF-PA-One time Assist	Requirements - Specific Functional Section	One Time Assist	Drop down if this a One Time Assist	CHAR	1
QALI/LOD	SF-PA-Sampling Plan	Requirements - Specific Functional Section	Sampling Plan	Radial button selection for Sampling Plan	CHAR	1
QALI/LOD	SF-PA-Type of Property	Requirements - Specific Functional Section	Type of Property	Drop Down with Engineering Requests choices	CHAR	100
QALI/LOD	SF-PA-Type of Property Text	Requirements - Specific Functional Section	Type of Property Text	Text box for Type of Property	CHAR	1500
QALI/LOD	SF-PLC-Other	Requirements - Specific Functional Section	Has no Label	Text box when "Other" is selected from the Plant Clearance drop down	CHAR	1500
QALI/LOD	SF-PLC-Plant Clearance	Requirements - Specific Functional Section	Plant Clearance	Drop Down with Engineering Requests choices	NUMBER	22

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	SF-QA-Contractual Inspection Requirements	Requirements - Specific Functional Section	Contractual Inspection Requirements	Drop Down with Engineering Requests choices	CHAR	100
QALI/LOD	SF-QA-Contractual Inspection Requirements Text	Requirements - Specific Functional Section	Has no Label	Text box for Contractual Inspection Requirements	CHAR	1500
QALI/LOD	SF-QA-Product Release	Requirements - Specific Functional Section	Product Release	Check box for Request the receiver be involved in releasing the product from the contractor/subcontractors facility	CHAR	1
QALI/LOD	SF-QA-Product Release Instructions	Requirements - Specific Functional Section	Product Release Instructions	Text box for Product Release Instructions	CHAR	1500
QALI/LOD	SF-QA-QA Request	Requirements - Specific Functional Section	QA Request	Drop Down with QA Request	CHAR	100
QALI/LOD	SF-QA-QA Request Text	Requirements - Specific Functional Section	Has no Label	Text box for QA Request	CHAR	1500
QALI/LOD	SF-SW-Software Requirements	Requirements - Specific Functional Section	Software Requirements	Drop Down with Software Requirements	CHAR	100
QALI/LOD	SF-SW-Software Requirements Text	Requirements - Specific Functional Section	Has no Label	Text box for Software Requirements	CHAR	1500
QALI/LOD	Sign Shipments Ind	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Status	New/Edit	Status	Status of the record	CHAR	4000
QALI/LOD	Subcontractor/Purchase Order Number	Add Contract Information	Subcontractor/Purchase Order	Subcontractor/Purchase order number issued to the subcontractor	CHAR	100
QALI/LOD	Subtier Level	New/Edit	Sub-tier Level	Tier/Level of the record	CHAR	10
QALI/LOD	Suffix	All pages	Background	Suffix added to the RCN based on type of QALI	CHAR	1
QALI/LOD	Supplier Address	New/Edit	Address	Auto-populated based on CAGE code	CHAR	50

Primary Web Page					Field Type	Number of characters
Module	Ad Hoc Name	Name	Web Page Label	Definition		
QALI/LOD	Supplier CAGE	New/Edit	Supplier CAGE	A unique identifier code for the supplier responsible for the work on the contract.	CHAR	5
QALI/LOD	Supplier City	New/Edit	City/State/Zip	Auto-populated based on CAGE code	CHAR	30
QALI/LOD	Supplier CMO DoDAAC	New/Edit	Supplier CMO DoDAAC	Auto-populated based on CAGE code	CHAR	30
QALI/LOD	Supplier Country	New/Edit	Country	Auto-populated based on CAGE code	CHAR	2
QALI/LOD	Supplier DCMA CMO / Center Name	New/Edit	Supplier DCMA CMO / Center Name	Auto-populated based on CAGE code	CHAR	50
QALI/LOD	Supplier Email	New/Edit	Email Address	Supplier POC Email address	CHAR	100
QALI/LOD	Supplier Name	New/Edit	Supplier Name	Auto-populated based on CAGE code	CHAR	50
QALI/LOD	Supplier POC Name	New/Edit	Supplier POC	Supplier Point of Contact name	CHAR	50
QALI/LOD	Supplier POC Phone	New/Edit	Supplier POC Commercial Phone	Supplier Point of Contract phone number	CHAR	20
QALI/LOD	Supplier Type	New/Edit	Supplier Type	Dropdown to indicate Prime or Sub Contractor or Full CAS delegation.	CHAR	1
QALI/LOD	Supplier Zip	New/Edit	City/State/Zip	Auto-populated based on CAGE code	CHAR	12
QALI/LOD	Total Actual Hours	Additional Information	Total Actual Hours	Auto-calculated from actual hours data field from all requirements on the delegation	NUMBER	22
QALI/LOD	Total Allocated Hours	Additional Information	Total Allocated Hours	Auto-calculated from allocated hours data field from all requirements on the delegation	NUMBER	22
QALI/LOD	Transfer Date	Ad hoc Only	Background	Date the record was transferred	Date (DD-MMM-YY)	7
QALI/LOD	Type of Contract	Add Contract Information	Type of Contract	Select the type of contract from the dropdown menu	CHAR	200
QALI/LOD	Update Code	Ad hoc Only	Background	User code of the person updating the record	CHAR	12
QALI/LOD	Update Date	New/Edit	Background	Date the record was updated	Date (DD-MMM-YY)	7

Primary Web Page						
Module	Ad Hoc Name	Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Withdrawal Remarks	Email Notice	Text	Text box to provide the Delegatee the reason for withdrawing the delegation	CHAR	4000
QALI/LOD	Year	Main Page	Background	The year the record was created	Year (YYYY)	4

29 APPENDIX 2: FINANCIAL PAGES DATA DICTIONARY

Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
*Funding ID	Financial - All	*Funding ID	Auto-populated Funding ID number	Auto-populate	Auto-populate
Added Date	Financial - All	Background	Added date of the funding document	Auto-populate	Auto-populate
Agency Locator Code	Financial - MIPR	Agency Locator Code	List agency names and codes	CHAR	100
Billing Address 1	Requirements	Surveillance Sub Activity	Drop down based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.	CHAR	300
Billing Address 2	Requirements	Surveillance Technique	Drop down list consists of the descriptions of the actions used in collecting and/or assessing data	CHAR	45
Billing Address 3	Financial - MIPR, NASA	Billing Address 3	Text box for address line # 3	CHAR	100
Billing Address 4	Financial - MIPR, NASA	Billing Address 4	Text box for address line # 4	CHAR	100
Billing Agency Name	Financial - MIPR, NASA	Billing Agency Name	Text box to enter the name of the agency	CHAR	100
Billing City	Financial - MIPR, NASA	Billing City	Text box for the name of the city	CHAR	30
Billing State	Financial - MIPR, NASA	Billing State	Text box for the name of the State	CHAR	30
Billing Zip	Financial - MIPR, NASA	Billing Postal Code	Text box for the zip code	NUMBER	22
Charge Start Date	Financial - All	Charge Start Date	Date charges start	Date (DD-MMM-YY)	7
Charge Stop Date	Financial - All	Charge Stop Date	Date charges stop	Date (DD-MMM-YY)	7
Cumulative Dollar	Financial - All	Cumulative Dollar	Cumulative total value of the document, auto-populate based dollar amount added	NUMBER	22
Customer Code - Name	Financial - All	Customer Code - Name	Customer Name based on Source Code, multiples allowed	CHAR	100
Date Accepted	Financial - LOA	Date Accepted	Date the LOA was accepted	Date (DD-MMM-YY)	7
DoDAAC	Financial - MIPR, NASA	DoDAAC	Text field to enter the DoDAAC of the agency	CHAR	6
Dollar Amount	Financial - All	Dollar Amount	Dollar amount to apply to the Cumulative Dollar Amount.	CHAR	15
DUNS/UEI	Financial - MIPR, NASA	DUNS/EUI	Text field to enter the Duns/UEI number of the agency	CHAR	15
FMS Case ID-Country	Financial - All	Foreign Military Sales Case ID: Country	First part of the FMS case ID - Drop down with a list of country codes	CHAR	2

Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
FMS Case ID-Implementing Agency	Financial - All	Foreign Military Sales Case ID: Implementing Agency	Second part of the FMS case ID 2 character limit	CHAR	1
FMS Case ID-Letter Code	Financial - All	Foreign Military Sales Case ID: Letter Code	Third part of the FMS case ID 3 character limit	CHAR	4
From Address 1	Financial - MIPR, NASA	From Address 1	Text box for address line # 1	CHAR	100
From Address 2	Financial - MIPR, NASA	From Address 2	Text box for address line # 2	CHAR	100
From Address 3	Financial - MIPR, NASA	From Address 3	Text box for address line # 3	CHAR	100
From Address 4	Financial - MIPR, NASA	From Address 4	Text box for address line # 4	CHAR	100
From Agency Name	Financial - MIPR, NASA	From Agency Name	Text box to enter the name of the agency	CHAR	100
From City	Financial - MIPR, NASA	From City	Text box for the name of the city	CHAR	30
From Email	Financial - MIPR, NASA	From Email	Text box for the email of the POC	CHAR	100
From Office	Financial - MIPR, NASA	From Office	Text box for the Name of the office within the agency	CHAR	100
From Phone	Financial - MIPR, NASA	From Phone	Text box for the phone number of the POC	CHAR	25
From POC Name	Financial - MIPR, NASA	From POC Name	Text box for the Name of the POC of the agency	CHAR	100
From State	Financial - MIPR, NASA	From State	Text box for the State	CHAR	30
From Zip	Financial - MIPR, NASA	From Postal Code	Text box for the zip code	CHAR	12
Funding Document	Financial - All	Funding Document	Funding Document provide by the customer	CHAR	255
Funding Type	Financial - All	Funding Type	Type of funding document	Auto-populate	Auto-populate
Letter of Request	Financial - LOA	Letter of Request	Text box to enter the Letter of Request	CHAR	100
MIPR Number	Financial - MIPR	MIPR Number	Text box to enter the MIPR number.	CHAR	50
Purchase FG/IO Accepting Official - First Name	Financial - LOA	Purchase FG/IO Accepting Official - First Name	First name of the accepting official	CHAR	50
Purchase FG/IO Accepting Official - Last Name	Financial - LOA	Purchase FG/IO Accepting Official - Last Name	Last name of the accepting official	CHAR	50
Purchase FG/IO Accepting Official - Middle Initial	Financial - LOA	Purchase FG/IO Accepting Official - Middle Initial	Middle Initial of the accepting official	CHAR	50
Purchase FG/IO Accepting Official - Title	Financial - LOA	Purchase FG/IO Accepting Official - Title	Title of the accepting official	CHAR	50
Purchase Request Date	Financial - NASA	Purchase Request DD-MMM-YY	Enter the purchase request date	Date (DD-MMM-YY)	7
Purpose of LOA	Financial - LOA	Purpose of LOA	Text box to enter the purpose of the LOA	CHAR	255

Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
Request Number	Financial - NASA	Request Number	Text box to enter the request number	CHAR	50
Services Supported by this Funding Document	Financial - LOA	Services Supported by this Funding Document	List of the services supported by the funding document; multiples allowed	CHAR	100
Signature Date	Financial - MIPR	Signature DD- MMM-YY	Enter the signature date	Date (DD- MMM-YY)	7
Source Code	Financial - All	Source Code	List of the customer source codes, multiples allowed	CHAR	4
Start Date	Financial - MIPR, NASA	Start Date	Start Date of MIPR/NASA	Date (DD- MMM-YY)	7
Status	Financial - All	Funding Status	Active or Inactive	CHAR	1
Stop Date	Financial - MIPR, NASA	Stop Date	Stop Date of MIPR/NASA	Date (DD- MMM-YY)	7