



**DCMA Quality Assurance
Representative (QAR)
Product Quality Deficiency Report
(PQDR) Investigations
in
Product Data Reporting and
Evaluation Program (PDREP)**

**User Guide
07 Aug 2012**

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*Hold the “CTRL” key and click on paragraph to follow link.

FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with Product Data Reporting and Evaluation Program (PDREP) – Automated Information System (AIS) Product Quality Deficiency Report (PQDR) application's functionalities only. The PDREP PQDR is designed to work in concert with existing DoD policy and processes for submitting PQDRs. Proper use of the PDREP application should facilitate compliance with DoD PQDR policy.

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

REFERENCES:

- a. DLAI 4140.55
- b. AR 735-11-2
- c. AFJMAN 23-215
- d. SECNAVINST 4355.18A
- e. DLMS Manuals
- f. NAVSUP P723

INTRODUCTION

This document is intended to guide the Support Point Quality Assurance Representative (QAR) in the use of PDREP and specifically in the process of conducting Product Quality Deficiency Report (PQDR), investigations.

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

First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: <https://www.pdrep.csd.disa.mil/>

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535, DSN 684-6535

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 LOGGING ON TO PDREP

- a. Access the PDREP application from the NSLC Detachment Portsmouth's Home page: <https://www.pdrep.csd.disa.mil>.
- b. On the left hand column under PDREP ACCESS click on PDREP Logon.

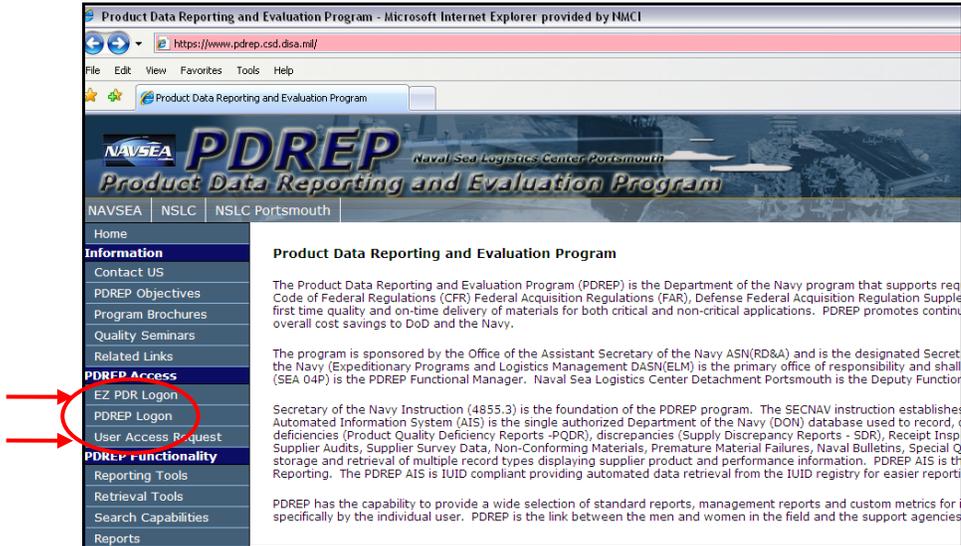


Figure 1.1

- c. The Log-on screen (Figure 1.2) displays.

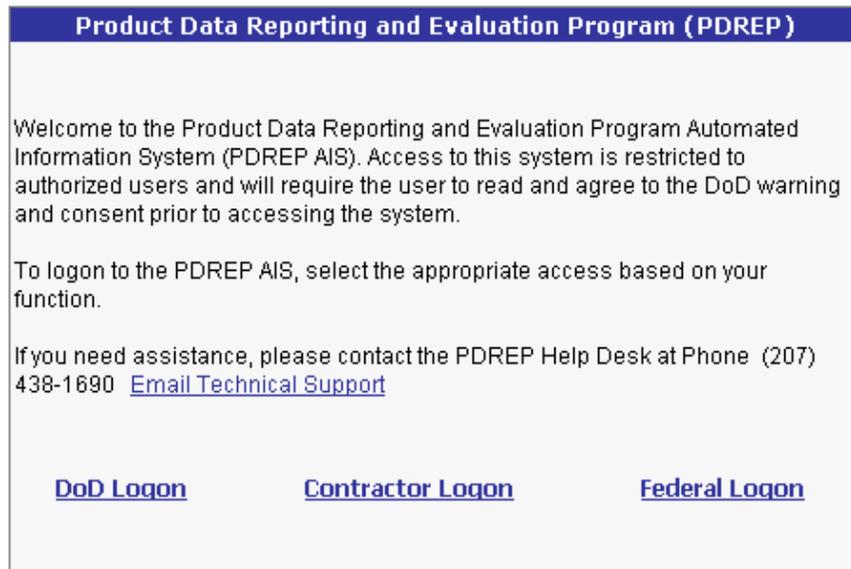


Figure 1.2

- d. DoD personnel possessing Common Access Cards (CAC) should click [DoD Logon](#). The Warning and Consent Banner (Figure 1.3) displays.

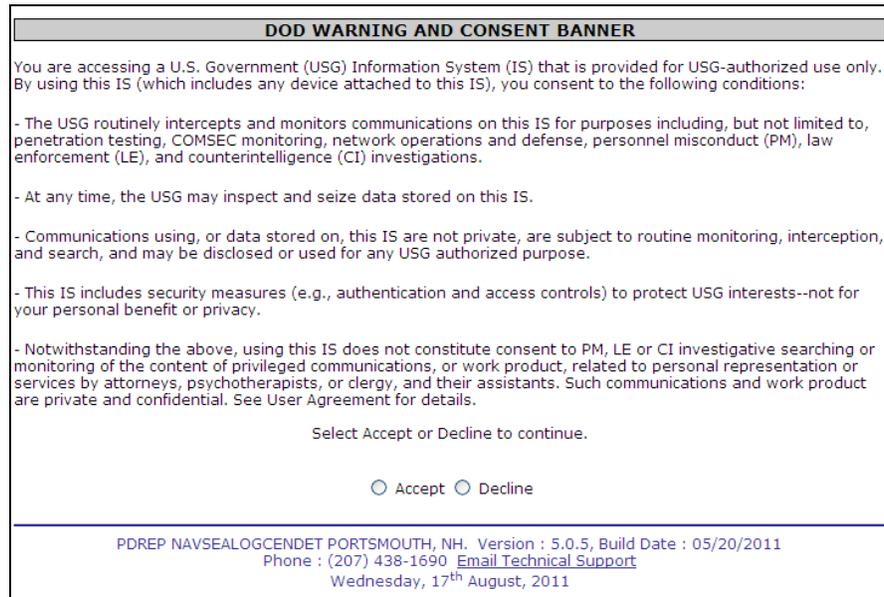


Figure 1.3

- e. Click the Accept button or access will be denied.
- f. The system will then prompt you to verify your identity from your CAC, or other DoD-issued Public Key Infrastructure (PKI) credentials as shown in Figure 1.4

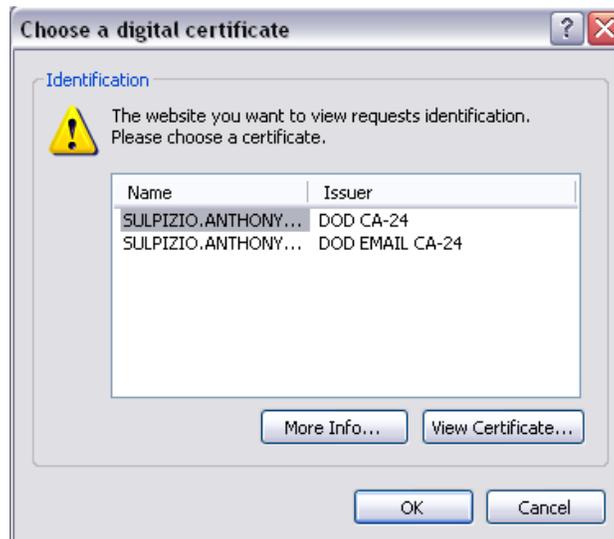


Figure 1.4

- g. If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the correct certificate, click the OK button to continue logging into the

system. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP Customer Support Desk.

- h. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.

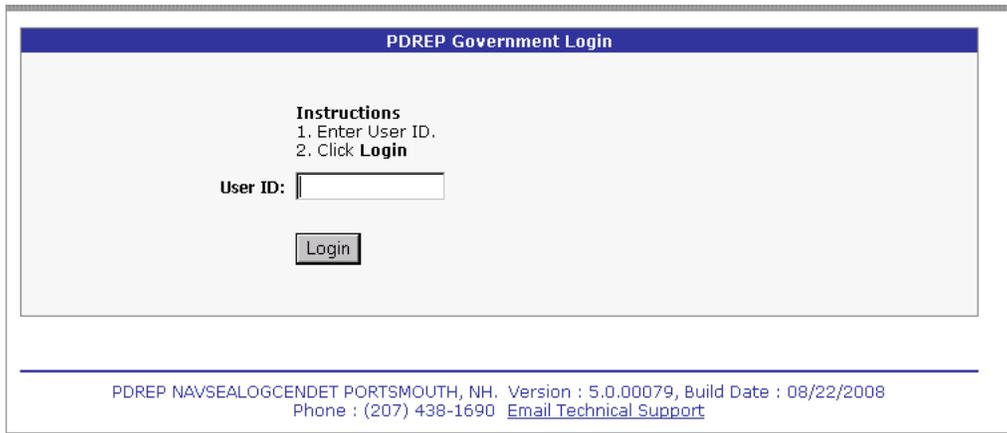


Figure 1.5

- i. After successfully logging in, the PDREP Main Menu (Figure 1.6) will display.

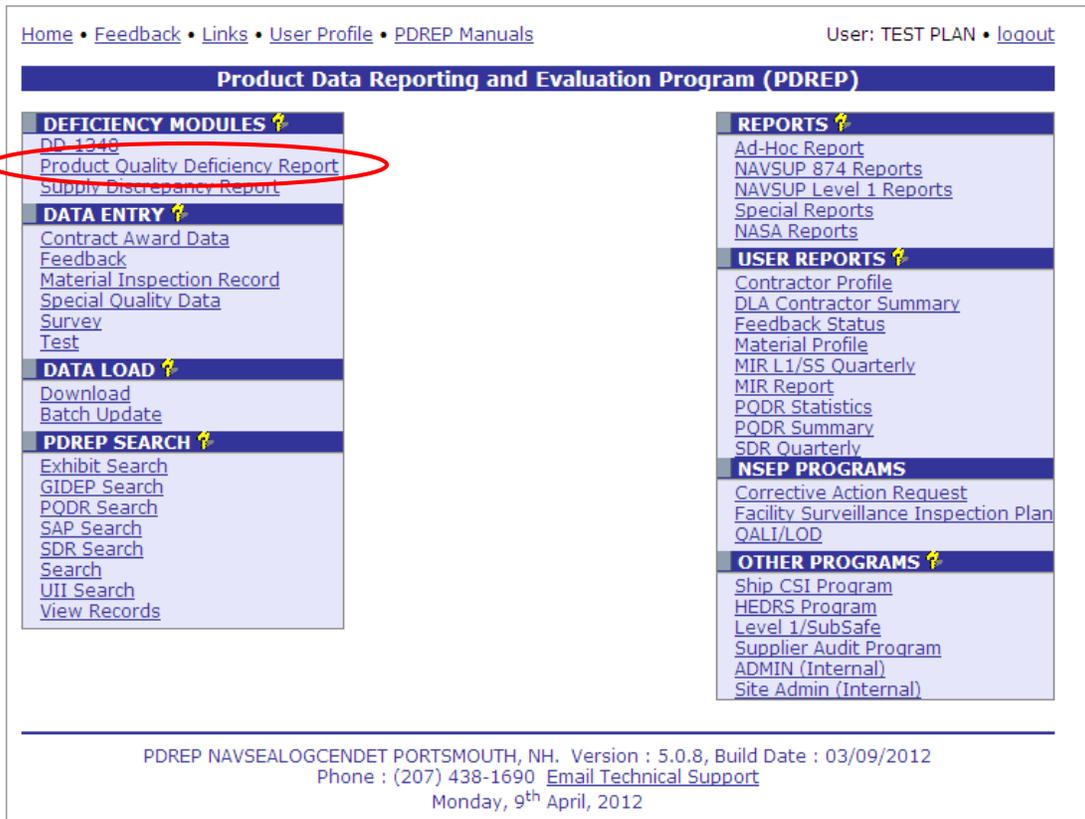


Figure 1.6

2 VIEWING THE WORKLIST

Once you have logged in the PDREP Home page (Figure 1.6) will display. You may not see all of the options listed depending on your level of access.

- a. Click the “Product Quality Deficiency Report” link under “Deficiency Modules” toward the upper left portion of the screen. The PQDR Worklist will display (Figure 2.1).

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

[PQDR Worklist](#) [Create New PQDR](#) [PQDR Search](#) [PQDR Clone](#) [PQDR Analysis Tool](#)

PQDR Worklist

Instructions
1. Select **Show Worklist for**
2. Select **Status** for the PQDR list
3. Enter **DODAAC** and/or **User Code**.
4. Add additional information as required to reduce the Worklist result set.
[For additional help](#)

Show Worklist For: Status:

From Date: To Date:

DODAAC: User Code:

Sort: Organization Code:

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690 [Email Technical Support](#)
Friday, 20th April, 2012

Figure 2.1

- b. The Worklist settings will default as shown, with the Activity set to your primary DoDAAC and the User Code set to your PDREP user ID. Under “Show Worklist For”, select “SUPPORT POINT”. If you want to see only PQDRs currently assigned directly to you, click “Display Worklist” now. If you want to see all PQDRs assigned to your activity (DoDAAC) then remove the User Code.
- c. The “Status” setting of CURRENT WORKLIST will return only PQDRs currently assigned to the Support Point activity or individual for action. Other available statuses include:
 1. ALL: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
 2. OPEN: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.
 3. CLOSED: Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
- d. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to

listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.

- e. The Worklist can also be run for a specific team by entering the designator (Organization Code) for that team. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the **exact** Organization Code specified in the search.
- f. When you have selected the criteria, click “Display Worklist” to view all PQDRs matching the criteria entered. A sample set of results appears in (Figure 2.3).

The screenshot shows the 'PQDR Worklist' application interface. At the top, there are navigation links: Home, Feedback, Links, User Profile, and PDREP Manuals. The user is identified as 'TEST PLAN' with a 'Logout' link. Below the navigation is a menu with options: PQDR Worklist, Create New PQDR, PQDR Search, PQDR Clone, and PQDR Analysis Tool. The main content area is titled 'PQDR Worklist' and contains instructions for using the search filters. The filters include: 'Show Worklist For' (ACTION POINT), 'Status' (CURRENT WORKLIST), 'From Date' (04/20/2009), 'To Date' (04/20/2012), 'DODAAC' (TPLAN0), 'User Code' (TPLAN), 'Sort' (RECEIVED DATE - ASC), and 'Organization Code'. A 'Display Worklist' button is located below the filters. Below the filters, it states 'Result count: 9' and provides a link to download the data in Microsoft Excel format. The main part of the screenshot is a table with the following data:

CAT	Received	History & Corresp.	RCN	SF-368	CAGE	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Status	Overdue	Delete
II	21-APR-11	View	TPLAN0-10-5036	SF-368	52768	NO	9999	FITTING/BRONZE/1 INCH	REBECCA PATTON NOT PROVIDED	ACTION POINT FROM SCREENING POINT	ACTIVE	335 Days	Delete
II	05-MAY-11	View	TPLAN0-11-8013	SF-368		NO	1670	PCHUT-AER-PU/DEL	REBECCA PATTON NOT PROVIDED	ACTION POINT FROM SCREENING POINT	ACTIVE	321 Days	Delete
II	05-MAY-11	View	TPLAN0-11-3051	SF-368		NO	ZB 5998 012363753 SX	CIRCUIT CARD ASSEMBLY	REBECCA PATTON NOT PROVIDED	ACTION POINT FROM SCREENING POINT	ACTIVE	321 Days	Delete

Figure 2.2

- g. The search results include the following fields.
 1. **Category:** The category (I or II) of the PQDR. Category I PQDRs will be identified in red.
 2. **Received:** The date when the PQDR was forwarded to the Action Point level.
 3. **History & Correspondence:** Click the “View” link in this column to open a new window containing correspondence and forwarding history for this PQDR.
 4. **Report Control Number (RCN):** Click the RCN in this column to open the Action Point page for the PQDR. This is the page from which most Screening Point tasks will be performed.
 5. **SF-368:** Click the link in this column to view the Standard Form 368 for the subject RCN in a new window.

6. **Commercial and Government Entity (CAGE):** The CAGE code of the contractor to whom the deficiency is attributed will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.
7. **Critical Safety Item (CSI):** Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.
8. **National Stock Number (NSN):** The NSN for the item reported deficient. The NSN may have as many as four separate components:
 - A. COG: (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
 - B. FSC: (Required) Four-digit Federal Supply Class of the deficient item.
 - C. NIIN: (Optional) Nine-digit National Item Identification Number of the deficient item.
 - D. SMIC: (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

Note:

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

9. **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
10. **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.
11. **Status:** Displays the current PQDR status.
12. **Overdue:** This value is based on the “Show Worklist For” level selected. For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. **-30** indicates the number of days remaining until the current suspense expires. A positive number, e.g. **10** indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.

3 INVESTIGATION ACTIVITIES

In order to conduct investigation activities for a specific PQDR the QAR can either enter the RCN directly on the PQDR Search > RCN Search page or look up the PQDR on the Worklist page and click on the subject RCN. Once the PQDR has been selected by either method, the PQDR Base Page will display as shown in Figure 3.1

Home • Feedback • Links • User Profile • PDREP Manuals		User: TEST PLAN • logout
PQDR Worklist Create New PQDR PQDR Search PQDR Clone PQDR Analysis Tool		
SUPPORT POINT INVESTIGATION (QAR)		
CHOOSE LEVEL Originator Screening Point Action Point Support Point QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View 1227 (HTML) View 1227 (PDF) View Exhibit Tag View Points of Contact History ATTACHMENTS View/Upload Files (0) EXHIBIT TRACKING Exhibit Tracking USER INFORMATION User Profile	RCN: TPLAN0-11-0007 NSN: 7R1550001815593GM Category: CATEGORY II Status: ACTIVE Location of PQDR: SUPPORT POINT FROM ACTION POINT Support Point - Editable Fields QAR Minimum requirements: 1. Click View Points of Contact a. Enter Contractor Investigator information. b. Enter Government Investigator information. 2. Input 1227 data and complete the DCM data page. 3. When investigation is complete, click 'Forward to DRPM for Approval and Release'. View/Edit DR Data View Exhibit Details Input 1227 Data Clone 1227 Data DCM Data (Defect Codes) View/Add Notes or Reference Briefs Force PQDR Promotion Add Additional Information Correspondence Choose an option when you have completed entering in your data PQDR is released to Action Point by sending a Final Reply Letter. Support Point Letters Release PQDR Forward to DRPM for Approval and Release Assign to QAR or Delegate to other Support Point Send Message To Originator Screening Action Supervisor Other Session Tracking: TPLAN0110007	
<hr/> PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012 Phone : (207) 438-1690 Email Technical Support Monday, 23 rd April, 2012		

Figure 3.1

The primary functions of the QAR during an ongoing investigation are to monitor the progress of the investigation relative to suspense dates, to request and examine exhibits as required, to record the results of the investigation in PDREP and to provide regular status updates to the DRPM for forwarding to the Action Point. In some cases the QAR may not perform some functions in the PDREP system if the DRPM chooses to generate all correspondence and to enter relevant investigation information into PDREP but the system is designed to allow a QAR to perform those functions.

3.1 Monitoring Suspense

The most common method for a QAR (or DRPM) to monitor the pending expiration of suspense for a given investigation is to use the worklist and to sort it by “Overdue” as discussed in section II. Many investigators choose to act when a certain number of days (e.g. 5 days) remain before a particular suspense expires. Once a suspense date has expired, the subject investigation is considered to be delinquent.

3.2 Sending Correspondence

IMPORTANT NOTE

Most DCMA metrics are based upon various dates in the PDREP system, and the correct use of Support Point Letters in PDREP is critical to the proper maintenance of these dates.

3.2.1 Support Point Letters

While an investigation is in progress, sending any formal PDREP correspondence under “Support Point Letters” will update all relevant dates automatically and will result in the setting of a new suspense date. The number of days for a given suspense is set according to the type of correspondence being sent and by the Category (e.g. CAT I or CAT II) of the PQDR. Most support point letters can be sent either by the QAR (Figure 3.2) or by the DRPM (Figure 3.3), but there are two letters that can only be sent by the DRPM; the Interim Reply and the Final Reply.

- a. Click the “Support Point Letters” link under “Correspondence” and the PQDR Correspondence pages will display.

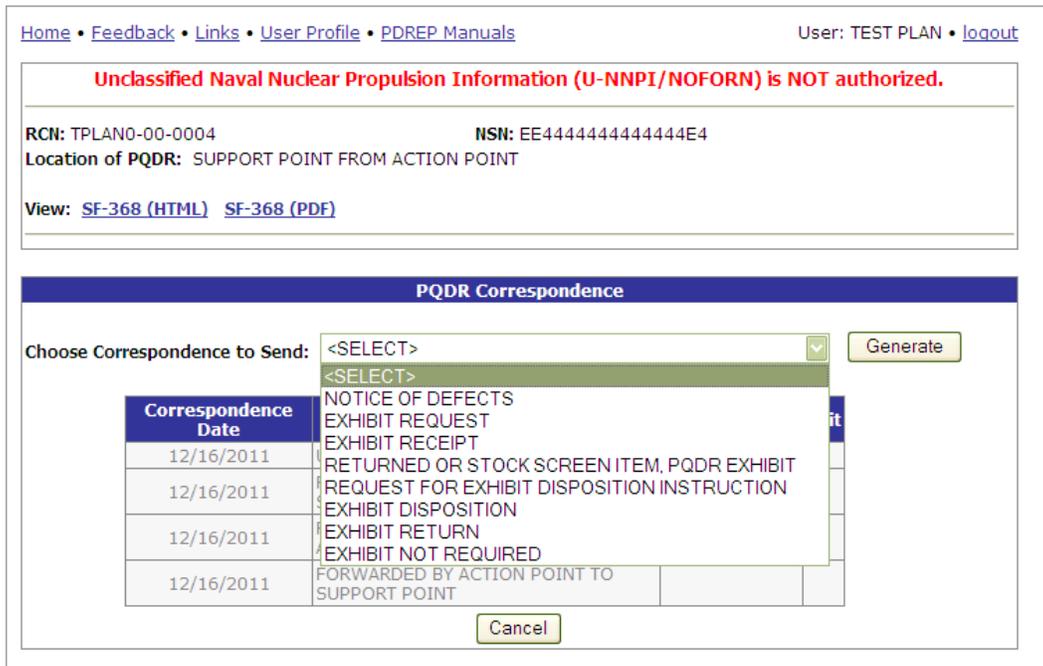


Figure 3.2

- g.** The remainders of the letters available to the QAR deal primarily with exhibit disposition and are most commonly sent by the DRPM.
- h.** In the absence of other investigation activities like the request or receipt of exhibits, the QAR should request that the DRPM send an Interim Reply for any open investigation when the suspense for that investigation is about to expire.
- i.** To request an Interim Reply, you may contact your DRPM by phone, e-mail or by using the “Send Message to: Other” link near the bottom of the PQDR working page. You should not use the “Forward to DRPM for Approval and Release” link when requesting an Interim Reply as this may cause you to lose access to the PQDR. You should review local CMO policy for further guidance on preferred methods of notification.

Note

The Interim Reply, like all Support Point Letters, is designed to generate all of the required text automatically based upon a Support Point standard letter template. In order for this template to function correctly, any investigation results collected to date should be entered into the “Input 1227 Data” page in PDREP. In the absence of meaningful results an explanation should be entered into block 17 of the 1227 form of the current status and estimated completion date of the investigation.

3.3 Closing the Investigation

3.3.1 Review/Input 1227 Data

In most cases the QAR will enter the investigation results on the “Input 1227 Data” page. These results will be transcribed in large part from the contractor’s response, so the QAR should review the contractor’s response to ensure that a satisfactory investigation has been conducted, particularly with regard to corrective and preventive action. Detailed instructions that address the contents of each block on the 1227 form may be found on the PDREP web site at <http://www.nslcptsmh.navsea.navy.mil>.

- a. Click “Input 1227 Data” and the 1227 Input form will display (Figure 3.4).

The screenshot shows a web form titled "1227 Input". At the top, there are instructions: "1. All narratives are 2000 characters long", "2. To save the record, click **Save**", and "3. To cancel the process, click **Cancel**". A note states: "(Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)". Below the instructions is a link "To clone from an existing 1227 click [Clone List](#)". There are three buttons: "Save", "Save and Exit", and "Cancel".

Below the buttons are three text input fields labeled "Prepared By:", "Reviewed By:", and "Approved By:". The "Prepared By:" field contains the text "ERIC NASH".

The form is divided into two main sections. Section 12, "Cause of Deficiency", has three sub-sections: "a. Validation of Reported Deficiency:" with a text area labeled "12 A COMMENTS"; "b. Cause of Deficiency:" with a text area labeled "12 B COMMENTS"; and "c. Responsibility for Deficiency:" with a text area labeled "12 C COMMENTS".

Section 13, "Corrective Action Taken (Contractor)", has two sub-sections: "a. Corrective Action Taken or Planned:" with a text area labeled "13 A COMMENTS"; and "b. Preventative Action Taken or Planned:" with a text area labeled "13 B COMMENTS".

Figure 3.4

3.3.2 Review/Input DCM Data (Defect Codes)

The DCM Data page is provided so that the investigation results can be codified for statistical analysis. In some cases there may not be a code available that exactly matches the investigation results. If this occurs, select the best available match. Click “DCM Data (Defect Codes)” and the Defect Codes page (Figure 3.5) will display.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [Logout](#)

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

RCIN: TPLAN0-11-0007 NSN: 7R1550001815593GM
Location of PQDR: SUPPORT POINT FROM ACTION POINT

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

Defect Codes

Instructions
1. To save the record, click **Save**
2. To cancel the process, click **Cancel**
Note: Cloning 1227 data results in cloning of all defect codes except the recovery value.

Other Federal Agencies Affected: [IHS NIIN CAGE PART Lookup](#)

Responsibility (Defect):

Severity Code:

Broad Cause (Cause Code):

Detailed Cause Code:

Corrective Action Taken:

Disposition (Exhibit Disposition):

Recovery (Credit Code):

Defect:

Verification (Defect Verified Indicator):

Government Source Inspection:

Contract Number: CLIN:

DCMA Processes:
A2 - Corrective Action Request Issued - Pending Resolution
A3 - Corrective Action Request Issued - Unacceptable Resolution
B1 - Delegation Issued
B2 - Delegation Revised
C1 - eIDP Revised
D1 - No Action Required - No Active Contracts
D2 - No Action Required - Only Active Contracts without GSI
E1 - Process Review Added
E2 - Process Review Modified

Recovery Value \$: 10 (Qty Deficient) X 5242 (Unit Cost) (Do not include commas)

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690 [Email Technical Support](#)
Monday, 23rd April, 2012

Figure 3.5

3.3.3 Request a Final Reply

The method of requesting a Final Reply and investigation closure varies somewhat by CMO. The two most common methods are described below, but QARs should check local CMO and team policy for further guidance. After the 1227 data is input and the defect codes have been selected, follow one of the below methods according to local policy.

- a. Use this method if a supervisor, team lead or other approving party reviews your work before the DRPM is notified.
 1. Under “Send Message To”, select the “Supervisor” link toward the bottom of the PQDR base page.
 2. Enter or look up the recipient and CC addresses for the message.
 3. Under “Correspondence Type” choose “Forward for Review to Supervisor”.
 4. Enter the desired message (e.g. “ready for Final Reply”) and click “Send”.

The PQDR will remain on your work list until the supervisor uses the “Forward to DRPM for Approval and Release” function.

- b. Use this method if there is no review process between you and the DRPM.
 1. Under “Release PQDR” select “Forward to DRPM for Approval and Release”.
 2. Choose the activity (DoDAAC) for the DRPM of the responsible CMO. In most cases the responsible CMO will be the one for which both the DRPM and QAR work, but exceptions will arise when a PQDR is delegated outside the responsible CMO.
 3. Confirm the DoDAAC of the responsible CMO. Click “View Points of Contact” under “Quick Views” on the PQDR base page. The Responsible CMO is listed at the bottom of the page.
 4. Click “Get List” next to the Activity dropdown for a list of recipients at the selected activity.
 5. Unless otherwise directed, do NOT select a specific individual from the list. PDREP will choose the default recipient for you.
 6. Enter or look up CC recipient addresses.
 7. Enter the desired message (e.g. “ready for Final Reply”) and click “Send”.

NOTE:

When the Final Reply is sent, the investigation is officially closed by setting the Support Point Release Date in PDREP. This is not the same as the Support Point Complete Date. The Support Point’s task is not complete until any investigation exhibits have been disposed of in accordance with the Action Point’s instructions.

3.3.4 Exhibit Disposition

The Support Point Complete Date in PDREP will be set according to the following rules when the Final Reply letter is sent.

- a.** If the Exhibit Status, found on the View Exhibit Details page, is set to Unknown, Closed (exhibit has been returned or disposed of, Exhibit Return letter has been sent) or Not Required then the Support Point Complete Date will be set to the date of the Final Reply.
- b.** If the Exhibit Status is set to Open (exhibit has been requested or received but no Exhibit Return letter has been sent) then the Support Point Complete Date will not be set until the Exhibit Return letter is sent.

Note

The Exhibit Return letter should be used to acknowledge that the Action Point's disposition instructions have been followed, even if the Action Point directs a disposition (e.g. scrap and mutilate) other than the actual return of the exhibit.

4 Other PQDR Base Page Features

4.1 QUICK VIEWS

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

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

4.2 ATTACHMENTS

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

Click the View/Upload files link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses. To attach new files, click the

“View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 2 megabytes.

4.3 EXHIBIT TRACKING

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

4.4 USER INFORMATION

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

5 Support Point Exhibit/Suspense Search

The Support Point Exhibit/Suspense Search was designed to allow Support Points to track the status of all exhibits, particularly for investigations where a Final Reply has already been sent. These would be cases where some follow-up or intervention by Support point may be required in order to ensure correct disposition of the exhibits in question. The following image shows the typical input criteria and results for this search.

User: TEST PLAN • [logout](#)

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

[PODR Worklist](#) | [Create New PODR](#) | **[PODR Search](#)** | [PODR Clone](#) | [PODR Analysis Tool](#)

[RCN Search](#) | [Advanced ODR Search](#) | [CDCS Search](#) | [DCMA Search](#) | [NIIN/Contract Search](#) | [Audit Search](#)

[DCMA Exhibit/Suspense Search](#) | [End Item Search](#) | [MIR PODR Search](#) | [DFAS Search](#) | [Requisition Search](#)

PODR - DCMA Exhibit/Suspense Search

Instructions
(M) denotes a mandatory field
 1. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Start Date:

(M) End Date:

Exhibit Status:

SYSCOM:

User ID:

Org Code (Team):

Region:

Support Point Activity:

Sort:

Exhibit Search Download: Click [here](#) to download data in Microsoft Excel format

		Control No.	Region	History			CAO Suspense Date	Exhibit Requested Date	Exhibit Received Date	Exhibit Returned Date	Final Reply Date
FA2075-09-0075	50417	CASE#: 200693922 SupPt#: S0501A20099999	W	View	SC0700	S0530A	13-SEP-09	14-AUG-09	14-AUG-09		14-AUG-09
N45112-09-1115			N	View	N45112	S4306A	16-OCT-09	01-SEP-09			
N45112-10-5690				View	FA0002	S0101A	22-SEP-10	07-SEP-10			07-SEP-10
M98820-10-2020			E	View	W91A52	S3306A	06-JAN-11	07-DEC-10	01-JAN-11		07-DEC-10
N45112-11-3030	CPARS	SupPt#: S2206A20112222	E	View	N00104	S2206A	05-MAR-11	05-MAR-11	28-FEB-11		13-FEB-11
N45112-11-1919		SupPt#: S2206A20110202	E	View	N00104	S2206A	10-MAR-11	10-MAR-11	05-MAR-11		18-FEB-11
N45112-09-5432		SupPt#: S2206A20113131	E	View	N00104	S2206A	22-MAY-11	10-MAR-11	05-MAR-11		18-FEB-11
W81D17-11-0001			E	View	W81D17	S2206A	07-JUN-11		07-JUN-11		
N45112-11-9908	30086	SupPt#: S2206A20119876	E	View	N00104	S2206A	10-JUN-11	11-MAY-11	05-JUN-11		11-MAY-11
N45112-11-0004				View	FA2035	S0101A	10-JUN-11				11-MAY-11
N45112-09-0108				View	N45112	S0101A	07-AUG-11		07-AUG-11		
N45112-11-9914	CPARS			View	FA2039	S0101A	08-AUG-11		08-AUG-11		
N45112-11-9917	9Y957	SupPt#: S0101A20110000		View	N45112	S0101A	02-SEP-11	23-AUG-11	23-AUG-11	26-AUG-11	
N45112-11-0150				View	F55555	S0101A	22-SEP-11		23-AUG-11		23-AUG-11
N45112-11-0103		SupPt#: S0101A20110001		View	N45112	S0101A	02-OCT-11	02-SEP-11	02-SEP-11		
N45112-11-0101				View	N45112	S0011A	02-OCT-11		02-SEP-11		
W81D19-11-3738			C	View	W81D19	S2305A	03-OCT-11	03-SEP-11	03-SEP-11		
N45112-10-5675		SupPt#: S2305A20120124	C	View	N45112	S2305A	08-OCT-11	08-SEP-11	01-JAN-12		
S4306A-12-0001	71905	SupPt#: S4306A20120001	N	View	N45112	S4306A	16-MAR-12	15-FEB-12	14-FEB-12		
W81D19-09-9999	80045		N	View	SL4701	S4306A		13-AUG-09			13-AUG-09
N45112-10-0003				View	N00104	S0101A		09-MAY-10			09-MAY-10

Figure 5.1

To run this search, the following criteria can be entered:

- a. Start and End Date: These dates default to the system date minus three years but can be edited.

- b. Exhibit Status:** The search is run for all exhibits of a single status at any given time. The most common use of this search is for investigations where the exhibit has a status of 2-OPEN.
- c. SYSCOM:** The search can be restricted to a particular service or SYSCOM but would most commonly be run for all SYSCOM codes, which is the default.
- d. User ID:** The search can be restricted to investigations currently assigned to an individual PDREP user by their PDREP User ID. Given that the primary use of this search is post-investigation, this entry is not commonly used.
- e. Org Code (Team):** The search can be restricted to investigations currently assigned to individual PDREP users who have entered a particular Organization Code (Team designator) in their user profiles. Given that the primary use of this search is post-investigation, this entry is not commonly used.
- f. Region:** This entry formerly referred to Support Point geographical districts but would now be used to restrict the search to a particular functional division, e.g. A-AERONAUTICAL SYSTEMS. This search would most commonly be run for ALL region/division codes, which is the default.
- g. Support Point Activity:** Since the primary purpose of this document is to instruct the DRPM, this is the most common entry used for this search. To view exhibits pending disposition for a particular CMO (in the example above, S2103A), enter the DoDAAC for the CMO here.
- h. Sort:** The search can be sorted by several criteria but defaults to CAO Suspense Date.

6 SUMMARY

This concludes the investigation instructions for Support Point Quality Assurance Representative Investigations. For instructions on other PQDR investigation activities please consult the other documents provided in this series. The PDREP Customer Support desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows.

E-Mail:	webptsmh@navy.mil
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535