



Engineering Referral System (ERS)

User Guide
29 May 2024

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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. The Product Data Reporting and Evaluation Program's (PDREP) Engineering Referral System (ERS) application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP-ERS application and to facilitate compliance with DoD and Navy material deficiency documentation and resolution policies.

Refer to the appropriate Engineering Referral (ER) process instructions, and/or additional manuals for more information about ERS program processes and requirements.

!!!ATTENTION!!!

The sample data used in this document has been taken from the PDREP-AIS beta system, which is not to be used for business purposes, as it is example data.

Throughout this user guide, the term ERS will be in reference to the application program, the term ER will refer to the records that are produced within this application.

REFERENCES

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- SECNAVINST 4855.3 - Product Data Reporting and Evaluation Program (PDREP)
- NAVSO P3683 - Navy and Marine Corps Product Data Reporting and Evaluation Program (PDREP).
- CNMM Volume IV Chapter 1 – Engineering Referrals and Product Quality Deficiency Reports.

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Engineering Referral System (ERS) application. ERS is used to create and process Engineering Referral (ER) records, which allow inspection activities to document and request engineering disposition for deficient material.

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

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.

NSLC Portsmouth Help Desk

Contact us by 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

In order 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 directive 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. Access Levels

Access to the functionality of the ERS is determined by the User's Access Level. PDREP has several Access Levels for ERS. Creation of records are DoDAAC specific, in that, the user can only create records associated with their DoDAAC. For specific access levels see **Table 1.1**.

Role	Functions	
No Access	If a user does not have access to the PDREP-ERS application, the program link will not appear on the user's PDREP Main Menu.	
Originator	No Access	No access to the application
	View Access	Read only access
	Non-Management Access	Access to records that have been created by the user
	Management Access	Access to records created by the user and records created at the user's DoDDAC
	Full Access	Program Administrator
Screening Point	No Access	No access to the application
	View Access	Read only access
	Non-Management Access	Access to records that have been created by the user
	Management Access	Access to records created by the user and records created at the user's DoDDAC
	Full Access	Program Administrator
Action Point	No Access	No access to the application
	View Access	Read only access
	Non-Management Access	Access to records that have been created by the user
	Management Access	Access to records created by the user and records created at the user's DoDDAC
	Full Access	Program Administrator

Table 1.1

2. Navigating To an ER Record

Once the user has logged in, the PDREP Home page will display as shown in **Figure 2.1**. Not all of the options listed will be available depending on the user's access level.

Please refer to the PDREP User Access Request and Login Procedures user guide found on our website here for more information regarding getting access to .



Figure 2.1

NOTE: After May 2018 PDREP update, a list of recently accessed records will appear on the right-hand side of the PDREP main menu if records have been viewed, edited, or created within the last 24 hours.

2.1 Accessing the ERS Worklist

To enter the ERS module of PDREP, hover over the ERS link on the left side of the PDREP Main Menu (**Figure 2.1**). Upon hovering over the link, the ERS hover menu will appear. Click on the desired section of ERS to enter. Not all options are available to all users. You must have permission to access the ERS module on your profile or the module link will not be visible.

For Nuclear Users: The hover menu does not appear until you have been transferred to the NNPI side of PDREP. Click on the ERS hyperlink to be transferred over. On the subsequent version of the PDREP Main Menu, the hover menu will appear.

For Prime Contractor Users (Including Nuclear CDAs): Please see Section 10 regarding Prime Contractor access to ERS.

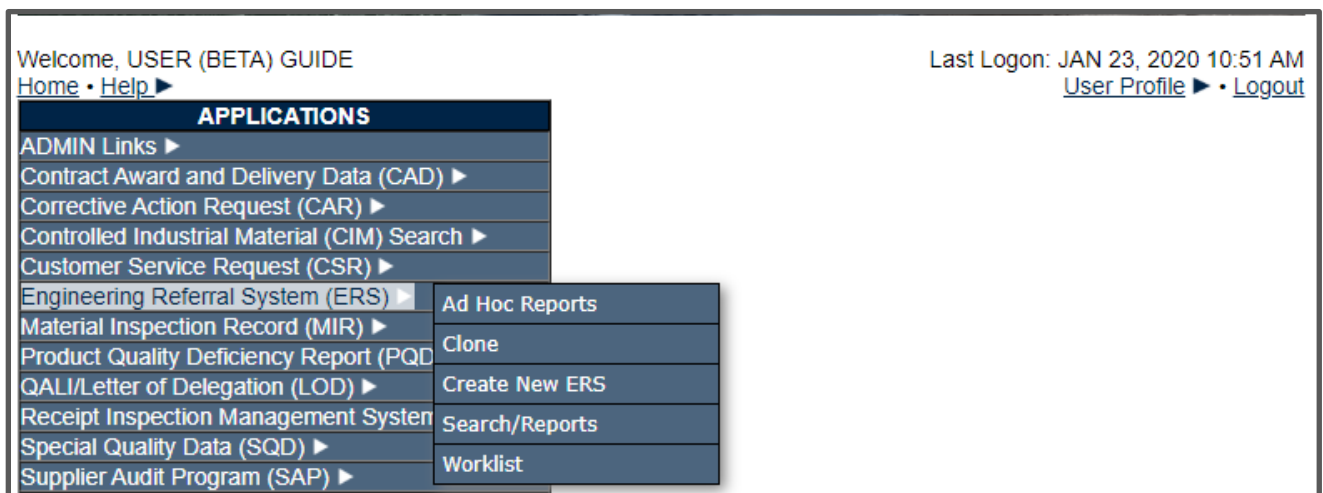


Figure 2.2

Selecting any of the hyperlinks will allow the user to go directly to that page within the application. Access the ERS Worklist by selecting "Worklist" from the menu (**Figure 2.3**)

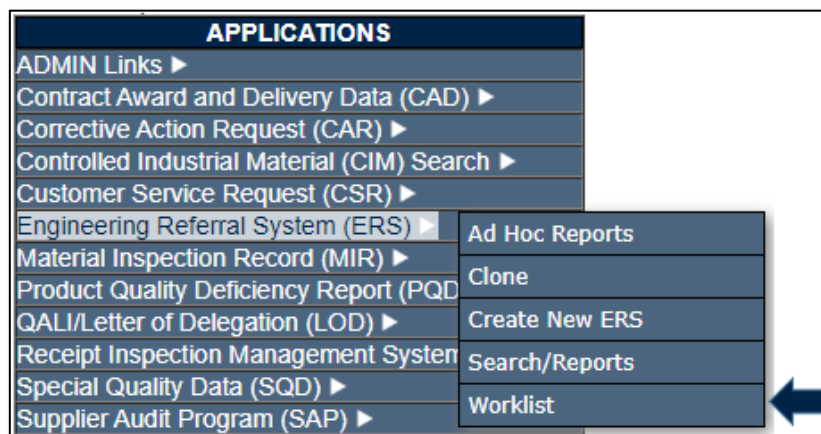


Figure 2.3

If elsewhere within the ERS module, the ERS Worklist tab can also be utilized to navigate to the worklist (**Figure 2.4**).

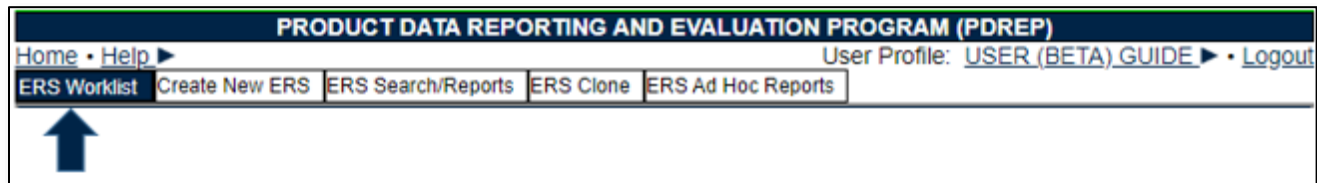


Figure 2.4

2.2 Using the ERS Worklist

The ERS Worklist page is used to filter the list of ERs based on Current Location, Status, DoDAAC, and User Code.

A screenshot of the 'ERS Worklist' configuration page within the PDREP system. The page has a dark blue header with the title 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' and navigation links. Below the header, the 'ERS Worklist' tab is selected. The main content area is titled 'ERS Worklist' and contains several sections. At the top, there are instructions: '1. Select Show Worklist for', '2. Select Status for the ERS list', '3. Enter DODAAC and/or User Code.', and '4. Add additional information as required to reduce the Worklist result set.' Below these are input fields for 'Show Worklist For:' (set to 'ORIGINATOR'), 'Status:' (set to 'CURRENT WORKLIST'), 'From Date:' (02/26/2017), 'To Date:' (02/26/2020), 'DODAAC:' (N00000), 'User Code:' (USERG), and 'Sort:' (RCN ACTIVITY). There is also an empty 'Organization Code:' field. A 'Display Standard Worklist' button is located below the 'Sort' field. Below this, there is a red text prompt: 'or select from your personalized ERS Worklists below'. This is followed by another set of 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', and '4. To delete previously saved worklist select Manage my Worklists'. At the bottom, there are four buttons: 'my Worklists' (with a dropdown arrow), 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'.

Figure 2.5

The Worklist settings will default as shown in **Figure 2.5**, with the Activity set to your primary DODAAC and the User Code set to your PDREP User ID. Under 'show Worklist For', select the desired role: ORIGINATOR, SCREENING POINT, or ACTION POINT.

If you want to see only ERs currently assigned directly to you, click Display Standard Worklist button. If you want to see all ERs assigned to your activity (DoDAAC) then you may remove your User Code and then click Display Standard Worklist button.

Associated Data Fields:

- **Show Worklist For:** The location/level of the ER. To be combined with the Status either to pull a specific worklist, or to display ERs within a particular role.
- **Status:** The Status setting of “CURRENT WORKLIST” will return only ERs currently assigned to the role selected. Other available statuses include:
 - i. **ALL:** Returns all ERs assigned to the designated activity and/or user code that require disposition, whether the resolution is active or already completed and whether the ER is open or closed.
 - ii. **OPEN:** Returns all ERs assigned to the designated activity and/or user code that require disposition, whether the resolution is ongoing or already completed but where the ER has not yet been closed by the Originating Point.
 - iii. **CLOSED:** Returns all ERs previously assigned to the designated activity and/or user code for disposition but where the ER has been closed by the Originating Point.
- **From Date:** Part of the Search Date Range. Defaulted to the current date minus three years. Can be modified if desired.
- **To Date:** Part of the Search Date Range. Defaulted to the current date. Can be modified if desired.
- **DODAAC:** Department of Defense Activity Address Code. Defaulted to the user’s value from their user profile.
- **User Code:** PDREP User ID. Defaulted to the user’s value.
- **Sort:** Options to return the worklist results in a specified order. Defaulted to sorting by RCN. Other options are:
 - i. Received Date – Ascending
 - ii. Received Date – Descending
 - iii. Category
 - iv. Status
 - v. Overdue
 - vi. Last Action
 - vii. CAGE
 - viii. COG
 - ix. FSC
 - x. NIIN
 - xi. SMIC
- **Organization Code:** The team code for a specific team. Results will return ERs currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified.

Associated Button Functionality:

- **Display Standard Worklist:** Runs the worklist search and returns the results.
- **Open My Worklist:** Opens the selected saved custom worklist.
- **Create New Worklist:** Create a new custom worklist.
- **Manage My Worklists:** Open the list of custom worklists to share or delete options.

Note: Custom worklists are identical in functionality to ERS Ad Hoc. See Section 9 for instructions for the ERS Ad Hoc.

Once the Worklist is displayed, a list of ERs will be returned along with a handful of data columns. See **Figure 2.6** for an example.

The screenshot shows the 'ERS Worklist' application interface. At the top, there are navigation tabs: 'ERS Worklist', 'Create New ERS', 'ERS Search/Reports', 'ERS Clone', and 'ERS Ad Hoc Reports'. The main content area has a dark blue header with the title 'ERS Worklist'. Below the header, there are instructions for using the worklist search. The search filters include 'Show Worklist For' (set to 'ORIGINATOR'), 'From Date' (02/26/2017), 'To Date' (02/26/2020), 'DODAAC' (N00000), 'Status' (CURRENT WORKLIST), 'User Code', 'Organization Code', and 'Sort' (RCN ACTIVITY). A 'Display Standard Worklist' button is present. Below the search filters, there are instructions for using personalized worklists and buttons for 'my Worklists', 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'. At the bottom, there is a 'Result count: 5' and a 'Worklist Download' link. A table of results is displayed with columns: CAT, Received, History & Corresp., RCN, View PDF, NSN/LSN, Nomenclature, Contact/Phone, Last Action, Last Corr Date, Last Corr From, Status, Days Overdue, and Delete. The table contains one row of data for a Category II ER received on 05/09/2018, with a status of DRAFT.

CAT	Received	History & Corresp.	RCN	View PDF	NSN/LSN	Nomenclature	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	05/09/2018	View	N	-0001	PDF Report	9999 123456789	MISCELLANEOUS ITEM	ORIGINATOR			DRAFT		Delete

Figure 2.6

Associated Data Fields/Columns:

- **CAT (Category):** The category (I or II) of the ER. Category I ERs will be identified in red.
 - i. **Note:** Following the May 2021 Publish, no ERs will be able to be submitted as CAT I.
- **Received:** The date when the ER was received by the current work level, i.e. Originator, Screening or Action Point.

- **History & Correspondence:** Click the “View” link in this column to open a new window containing correspondence and forwarding history for this ER.
- **RCN (Report Control Number):** Click the RCN in this column to open the Base ER page; it will display the page at the ER’s current level of action. See **Section 2.3** for more information.
- **View PDF:** Click “PDF Report” link in this column to view the ER PDF for the subject RCN in a new window.
- **NSN/LSN (National or Local Stock Number):** The NSN/LSN for the item reported deficient. The NSN/LSN may have as many as four separate components,
 - i. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
 - ii. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
 - iii. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
 - iv. **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. Level 1, CIM, or Navy Nuclear).
 - v. **NOTE:** Local Stock Numbers will appear here without a hyperlink.
- **Nomenclature:** Item description associated with the NIIN.
- **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the ER to the current Work List level.
- **Last Action:** Displays the last forwarding, release or closure action performed on the ER.
- **Last Corr Date:** Displays the date of the last correction was completed on the ER.
- **Last Corr From:** Displays the Userid associated with who completed the last correction.
- **Status:** Displays the current ER status.
- **Days 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 Due Date. A negative number, e.g. -30 indicates the number of days remaining until the current due date. A positive number, e.g. 10 indicates the number of days past the current due date. A blank in this column indicates either that no date has been set or that the current due date is today.
- **Delete:** Click the Delete link to delete a draft ER. This link only appears while the ER is in draft status.

2.3 ERS Base Page

The ERS Base Page has different options dependent on the level the page is accessed at (i.e.: Originator, Screening, or Action Point). See **Figure 2.7** for an example base page. The details specific to each level on the base page are described in the following sections:

- [Section 3.5](#): Originator Base Page
- [Section 4.5](#): Screening Point Base Page
- [Section 5.5](#): Action Point Base Page

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶ User Profile: USER (BETA) GUIDE ▶ • Logout	
ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL	Originator Point Data Entry
Originator	RCN: N65726-20-0001 NSN/LSN: 9999123456789
Screening Point	Category: CATEGORY II Status: DRAFT
Action Point	Location of ERS: ORIGINATOR
QUICK VIEWS	Origination Point - Editable Fields
View Report (PDF)	(You may edit Origination Data)
View Remarks (PDF)	View/Edit Originator Point Data
View Points of Contact History	
ATTACHMENTS	Release ERS
View/Upload Files (1)	Forward to Screening Point
	Send Message To
	Supervisor Other
	Session Tracking: N65726200001

Figure 2.7

Functions present on all base pages include:

- **Choose Level:** The links in the Choose Level section of the ER Base Page provides a hyperlink to the specific roles associated with ERS module. Selecting the role will open the ER page for that role.
- **Quick Views:** The links in the Quick Views section of the ER Base Page provide a way to quickly review the various forms associated with an ER as follows:
 - View Report (PDF):** Displays the ER Report in a new window as an Adobe Acrobat PDF document. This PDF version is representative of the paper report and is suitable for printing.
 - View Remarks (PDF):** Displays the Remarks Sheet in a new window as an Adobe Acrobat PDF document. This PDF version is representative of the paper remarks sheet and is suitable for printing.
 - View Points of Contact:** Displays all points of contact assigned to date who may be participating in the ER investigation. This will include the Originator, Screening and Action individuals.
 - History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject ER. The text of all e-mail messages will display on the History page.

- **Attachments:** Files of various types that support the ER or the investigation can be attached to an ER in PDREP. Click the View/Upload files link to see any files that have been attached to the ER to date. The number of currently attached files will appear in parentheses. The Add/View Attachment page 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](#)
- **Session Tracking:** Session tracking maintains a record of all RCNs viewed during the current login session. It also allows the User to quickly switch between records by selecting the linked RCN.

3. Origination Point

3.1 Initial Record (ER) Creation

To access Create New ER select the “Create New ERS” hyperlink from the fly out options from the Engineering Referral System (ERS) application link on the PDREP main menu (See **Figure 3.1**).

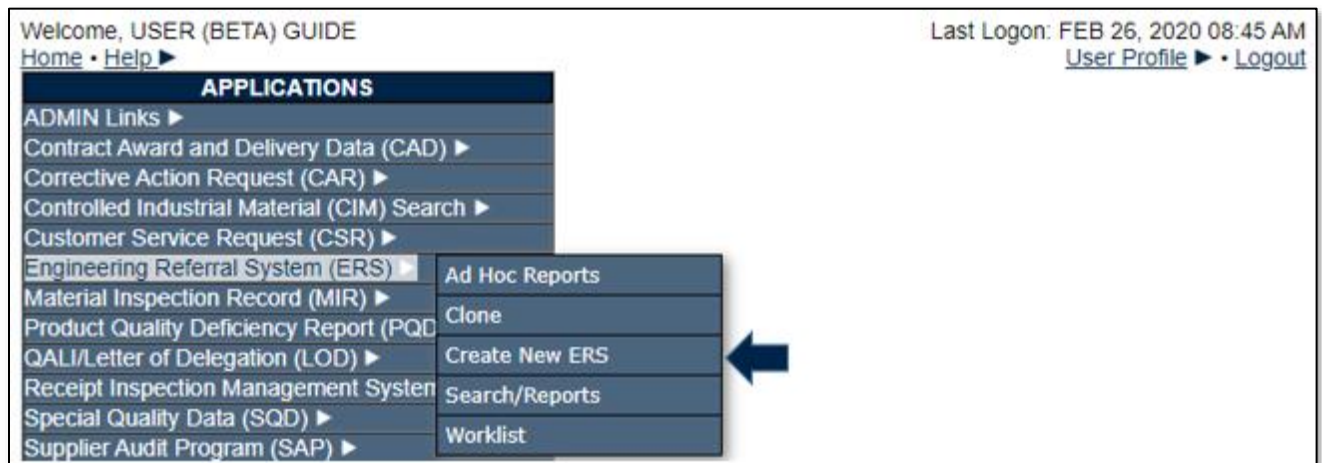


Figure 3.1

If elsewhere within the ERS module, the ERS Worklist tab can also be utilized to navigate to the Create New ERS screen by selecting the Create New ERS tab (See **Figure 3.2**).

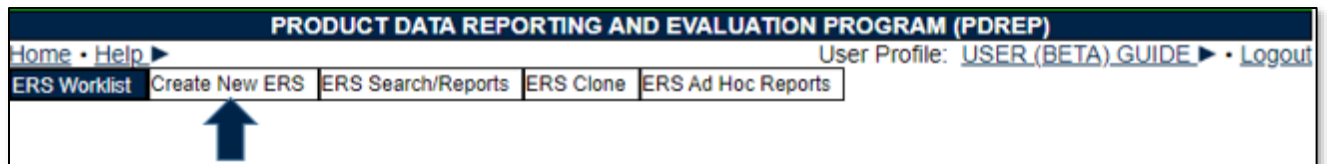


Figure 3.2

When either option is selected, the Create New ERS page will display (See **Figure 3.3**).

Create New ERS

Instructions
(M) denotes a mandatory field

1. Enter RCN, which includes DODAAC, Year, and Serial Number.
2. You may optionally enter Requisition Number, FSC, and/or NIIN.
3. When entering a Requisition Number, include the suffix if available.
4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
6. Click **Create New ERS** to create ERS.
7. Selecting underlined items will provide help for that item

ERS information if using same serialization:
Last Used RCN by MROBI5 for Activity N39040 :
Last Used RCN for Activity N39040 :

(M) RCN: ?

(M) DODAAC: ?

(M) Year: ?

(M) Serial Number: ?

N39040

21

0006

☐ Requisition/Document Number not provided or is unknown

(M) Requisition Number: ?

FSC: ?

NIIN: ?

DoD Unique Item Identifier: ? ☒ **Manual Entry** ☐ **Scan Barcodes**

Add UII

Create New ERS

Figure 3.3

Associated Data Fields:

An **(M)** by any data field indicates it is a mandatory field.

- **(M) RCN:** Enter a record control number (RCN); the system suggests the next available RCN for your DoDAAC. The RCN consists of your reporting activity DODAAC, Year, and Serial Number. These three fields are auto-filled, but can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically, users start RCN serial numbering sequences with serial number “0001” when there are no previous RCNs for the current year in PDREP.
- **(M) Requisition Number:** Enter the 14-character Requisition Number and when the Requisition Number has a Suffix; enter the Suffix as the 15th character at the end of the Requisition Number. The Requisition Number field also assists in auto-populating data on the Product Quality Deficiency Report (PQDR). If Requisition Number is not known, select the checkbox for “Requisition/Document Number not provided or is unknown”.
- **FSC and NIIN:** These fields are optional on this page; however, FSC and NIIN are mandatory fields when completing the ER form. The FSC and NIIN also assist in auto filling additional data fields in the ER.
- **DoD Unique Item Identifier (UII):** This is an optional field. Item unique identification is a DoD requirement that enables life cycle traceability. All UIIs are maintained in the DoD’s Item Unique Identification (IUID) Registry Database that is external to PDREP. To add a UII, type, cut and paste, or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the

IUID Registry to ensure only valid UIIs are entered into the ER and that other similar markings or barcodes cannot be entered.

- i. To add a UII manually, select the Manual Entry radial button and enter the UII into the “DoD Unique Item Identifier” field, then click the Add UII button.
- ii. To add an UII using a scanner, select the Scan Barcodes radial button, and then scan the 2D barcodes on the material or associated supply documentation.
- iii. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request you to correct or remove the incorrect UIIs.
- iv. There may be many barcodes on supply documentation, boxes, and material. Therefore, it is quite possible to scan incorrect marks that are not UIIs. This why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.

Associated Button Functionality:

- **Add UII:** Associated with adding a Unique Item Identifier. See instructions above.
- **Create New ERS:** Initializes the Originator Screen for the ER.
 - The ER will be auto-populated based on the Requisition Number, FSC-NIIN, and/or any UII information provided.

3.1.1 Alternate Ways of Creating ERs

- Through a Receipt Inspection Management System (RIMS) record (See **Figure 3.4**). See the RIMS user guide found [here](#) for additional information.

The screenshot shows a form with several fields and buttons. At the top, there are fields labeled (48) QTY DEF, (49) VALUE DEF, (50) DEF CODE, (51) QDR NO, QDR DATE, and (47) LOT REJ. Below these fields is a 'SEND TO MIR SYSTEM' button. A blue arrow points to the 'Create ER' button, which is located below the 'SEND TO MIR SYSTEM' button. Other buttons visible include 'Remarks Sheet' and 'Save'.

Figure 3.4

- Through a Supply Action Module (SAM) record (See **Figure 3.5**). See the SAM user guide found [here](#) for additional information.

The screenshot shows the 'SAM Material Assessment Edit' interface. At the top, there is a 'REVISION' dropdown menu set to 0. Below this, there are several buttons: 'Save', 'Spell Check', 'Add/View Attachments', 'Notify Individual', 'Create ER', 'SAD Worklist', 'Action History', 'Status History', 'Exhibit Tracking', 'Remarks Sheet', and 'Report'. A blue arrow points to the 'Create ER' button.

Figure 3.5

3.2 Creating an ER

It is extremely important to provide as much information as is available about any deficiency. Mandatory fields in ERS are marked with **(M)** and some additional fields may be required depending upon entries into other fields. Some mandatory fields in ERS correspond with mandatory fields in PQDR, without the information in these fields, it may be impossible to conduct a thorough investigation later in the process. The result of not providing the information may be recurrence of preventable defects, lack of credit or replacement for deficient items and potential failures of critical materiel after installation.

The Create New ERS screen (See **Figure 3.6**, through **Figure 3.9**):

Create New ERS

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
4. To save the record, click **Save Draft**
5. To forward ERS to a Screening Point, click **Submit ERS**
6. To cancel the process, click **Cancel**

Save Draft **Cancel ERS** **Add/View Attachments** **Remarks Sheet** **Save and Exit** **Back**

Last Used RCN by MROBI5 N39040 for Activity N39040 : N39040-210005
Last Used RCN for Activity N39040 : N39040-210005

(M) I CERTIFY THAT THIS IS NOT A CATEGORY I DEFICIENCY: ☐

SAM Number:

(M) **Report Control Number:** **Activity** **Year** **S/N** **MIR Serial Number:**
N39040 - 21 - 0006

(M) **Added Date:** **(M) Originator Release Date:** **Originator Received Date:**
05/18/2021 05/18/2021

(M) **From**
SYSCOM: 1-NAVSEA

DODAAC: N39040
Activity Name: PORTSMOUTH NAVAL SHIPYARD
Address:
City,State,Zip: PORTSMOUTH, NH 03804-5000

(M) **Originator Name, Phone Number & Email Address**

Name	Telephone Number	Email Address
<input type="text" value="DCMA (ALPHA) USER"/>	<input type="text" value="2074381690"/>	<input type="text" value="matthew.a.robinson@navy.mil"/>

☐ Use Originator's Profile address as Originator Address

Priority 1:

Priority 2:

Priority 3:

(M) **Date Deficiency Was Discovered** **(M) Material Received Date:** **Need by Date:**
05/18/2021

Deficient Item National Stock Number (NSN)

COG	(M) FSC	(M) NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(CM) LSN		
	<input type="text"/>		

Lookup FSC

Figure 3.6

(M) Is the defective item part of a ship alteration kit? NO ▼

(M) Material Level Code
1-QA-1, QC-22, LEVEL 1 NON-NUCLEAR ▼

MIR Serial Number:

(M) Deficient Item Nomenclature

Deficient Item Part Number

Where Deficiency Discovered
OR-RECEIPT INSPECTION ▼

Quantity

(M) Received	Inspected	(M) Deficient	In Stock
0	10	0	0

DoD Unique Item Identifier
☒ Manual Entry ☐ Scan Barcodes

(M) Item
N-NEW ▼

Repairable Item
Yes ▼

☐ Requisition/Document Number not provided or is unknown

(M) Requisition/Document Number

Requisition Quantity

Figure 3.7a

(M) Is the defective item part of a ship alteration kit? YES ▼

Ship Alteration Kit National Stock Number (NSN)

COG	(M) FSC	(M) NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 3.7b

☐ Contract Number not provided or is unknown

(M) Contract Number

Contract Line Item No.

Delivery Order Number

Contract Units Received

Units Of Measure
<SELECT> ▼

Serial, Lot, or Batch Number
(CM) Serial Number

Lot/Batch Type
<SELECT> ▼

(CM) Lot/Batch Number

Purchase Order Number

TDP or IRPOD Revision

Vendor CAGE Code (Contracted Supplier)

Manufacturer CAGE Code

(M) Government Furnished Material
 ▼

Current Disposition of Deficient Item (the Exhibit)
 ▼

(M) Action Requested
 ▼

(M) Status
 ▼

(M) Deficiency Type
 ▼

Figure 3.8

(M)

Add New Defect Material Attribute

Defective Material Attribute:
-SELECT- ▼

QTY DEF:

(A) Technical Description of the Deficiency:

(B) Basis for rejection or validation the deficiency
(Include Dwg/Spec violation involved):

Save Attribute

(M) Condition of Packaging:
A-New ▼

(M) Condition of Packaging Narrative:

(M) Label Markings

(M) Material Markings

Figure 3.9a

Originator Miscellaneous Notes:	
<div></div>	
Recommended Purge and Inspection of:	
Supply System and End-User Held Stock	
<div></div>	
Effect on Installed Material:	
<div></div>	
Recommended Changes to Prevent	
Technical Ordering Data :	
<div></div>	
Government Source Inspection :	
<div></div>	
Suggested corrective action for items currently in Navy :	
<div></div>	
End service use if NSN is Not (1H) or (x) "Entry not applicable for vendor procured material" :	
<div></div>	
(M)	Is there U-NNPI data present in this ER? : <div>No ▾</div>
Originator Point Correspondence : <div>Sign</div>	

Figure 3.9b

Associated Data Fields:

- **(M) I CERTIFY THAT THIS IS NOT A CAT I DEFICIENCY:** Checkbox to certify that the deficiency is not CAT I. CAT I deficiencies are not to be written up on ERs.
- **SAM Number:** May auto-populate, if the ER is being created directly from a SAM record, otherwise enter the SAM serial number.
- **(M) Report Control Number:** The RCN consists of the 6 character DoDAAC of the originating activity, the 2-digit year, and a four-digit serial number. Each ER must have a unique RCN; no duplications are allowed. The page displays the last RCN created by you for your current activity, and by your activity's DoDAAC.
- **(M) Added Date:** This is the automatically generated date of when the record is created.
- **(M) Originator Release Date:** This is the automatically generated date of when the record is sent to the Screening Point.
 - **NOTE:** *This date will continue to automatically generate the current date until the record is submitted to the Screening Point.*
- **Originator Received Date:** The date the Originator received the record back from the Screening Point.
- **(M) From:** The SYSCOM Field defaults to the SYSCOM value of the originating activity's DoDAAC and can be edited, if needed. The activity name, address, city, state, and ZIP will default to the address for the activity (DoDAAC) in your User Profile.
- **(M) Originator Name, Phone Number & Email Address:** These will default to the information in your User Profile, but can be changed if you are entering data on behalf of another Originator.
 - **NOTE:** *You may select to use the Originator's Profile address as Originator Address if the box below the Originator Name, Phone Number & Email Address fields are selected. If you have a different physical address in your User Profile than the default for the DoDAAC you may check "Use Originator's Profile address as Originator Address" and use the address from your User Profile instead.*
- **Priority:** Priority selections are designated to assist in determining the order in which to work the records. This is done by selecting the corresponding priority from the Priority Drop Down or may be auto-populated from the SAM or RIMS record the ER is being created from. See **Appendix 2** for explanation of the priority codes.
- **(M) Date Deficiency Was Discovered:** Defaults to the current date but can be edited.
- **(M) Material Received Date:** Date that the material was received.
- **Need by Date:** Is set and determined by the user. It is the date the material is expected to be needed for use. It is not the date of an expected reply. This field is not mandatory and can remain blank.

- **Deficient Item National Stock Number (NSN):** The NSN is made from the COG, FSC (Federal Supply Class), NIIN (National Item Identification Number) and SMIC (Special Material Identification Code, used by Navy only). Can be auto-filled from the NIIN but can also be edited. At a minimum an FSC and NIIN must be supplied in order to process an ER. Local Stock numbers are conditionally mandatory when a LSN is supplied it removes the mandatory requirement for a NIIN to be entered. The Lookup FSC button is a link to FSC Search that allows the user to research the FSC codes.
 - **Is the defective item part of a ship alteration kit?:** Checkbox to indicate if the item is part of a ship alteration kit. If yes, an addition NSN field is provided for the Ship Alteration Kit NSN.
- **(M) Material Level Code:** Select the appropriate Material Level Code (sometimes referred to as “QA Code”) of the material from the drop down list.
- **MIR Serial Number:** May auto-populate, if the ER is being created directly from a RIMS record, otherwise enter the MIR serial number. Multiple MIR Numbers may be added.
- **(M) Deficient Item Nomenclature:** Auto-fills based on the NIIN (or FSC if NIIN not filled in) and may be edited if necessary.
- **Deficient Item Part Number:** Enter if known.
- **Quantity: (M) Received, Inspected, (M) Deficient, In Stock:** Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of items from the same batch or lot currently in inventory from the same contract or manufacturer/supplier, if known).
 - **NOTE:** *Only the amount Received and the amount Deficient are a mandatory field.*
- **DOD Unique Identification Identifier (UII):** Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII). See **Section 3.1.2** for instructions regarding DoD UII.
- **(M) Item:** Select whether the deficient item is New, Overhauled, Repaired, or Unknown.
- **Repairable Item:** Select Yes, No, or Unknown.
- **Requisition/Document Number:** Enter if known or check the box to indicate not provided/unknown. This will be populated by the information entered on the create ER screen if it was provided.
- **Requisition Quantity:** The specific amount requisitioned or requested.
- **(M) Contract Number, Delivery, Contract Line Item No and Order Number:** Enter if known, or check the box to indicate not provided/unknown. If not provided/unknown is checked, no additional fields in this box are required.
 - **NOTE:** *After clicking the Save Contract button the screen will display as shown in **Figure 3.10** with added capability to add additional contracts or edit or delete the contract information.*

Contract Number N4511219P0001	Contract Line Item No.	Delivery Order Number
Contract Units Received 10	Units Of Measure EA-EACH	
Serial Number 123456		
Lot/Batch Number 12	Lot/Batch Type	
Purchase Order Number		
TDP or IRPOD Revision		
Vendor CAGE Code (Contracted Supplier)		
Manufacturer CAGE Code		
<input type="checkbox"/> Check to delete selected contract <input type="button" value="Delete Selected Contract(s)"/> <input type="button" value="Edit Contract"/>		

☐ **Contract Number not provided or is unknown**

(M) Contract Number <input type="text"/>	Contract Line Item No. <input type="text"/>	Delivery Order Number <input type="text"/>
Contract Units Received <input type="text"/>	Units Of Measure <SELECT> ▼	
Serial, Lot, or Batch Number		
Serial Number <input type="text"/>		
Lot/Batch Number <input type="text"/>	Lot/Batch Type <SELECT> ▼	
Purchase Order Number <input type="text"/>		

Figure 3.10

- **Contract Units Received:** Enter the number of items received from the contract listed.
- **Unit of Measure:** Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided.
- **Serial Number:** If a serial number was supplied with the material then enter it here. If needed, fields will be added for additional numbers (See **Figure 3.11**).

Figure 3.11

- **Lot/Batch Number:** If a lot or batch number was supplied with the material then enter it here.
- **Lot/Batch Number Type:** Choose whether the number (if any) supplied is a Batch, Lot, Serial, or Heat number.
- **Purchase Order Number:** Enter if known and applicable. If needed, fields will be added for additional numbers.
- **Technical Data Package (TDP) or Individual Repair Part Ordering Data (IRPOD) Revision:** IRPOD revision or TDP specified in the contract.
- **Vendor CAGE Code:** Enter if known or click the Lookup button. This should be the CAGE of the vendor or repair facility that supplied the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Vendor is known, **Section 3.3** has detailed instructions for the Lookup button.
- **Manufacturer CAGE Code:** Enter if known or click the Lookup button. This should be the CAGE of the manufacturer of the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Manufacturer is known, **Section 3.3** has detailed instructions for the Lookup button.
- **(M) Government Furnished Material:** Select whether the deficient item was furnished by the government to a contractor for use.
- **Current Disposition of Deficient item (the Exhibit):** Defaults to H – Holding. This can be changed if needed but in most cases if an investigation is expected then the Originator is directed to hold the deficient item(s) pending an exhibit request. For selection choices see **Table 3.1**.

Symbol	Description
D	Disposed or Destroyed
H	Holding Exhibit
O	Other
R	Repaired

Table 3.1

- **Action Requested:** Select a code that best describes your expectations/ recommendation for the handling of this ER for a list of codes see **Table 3.2**.

Symbol	Description
C	Credit
E	Replacement
O	Other
R	Repair

Table 3.2

- **(M) Status:** Defaults to A-ACTIVE. This can be changed. If the ER is for Information Only, the status should be set to AI. For a list of status codes see **Table 3.3**.

Symbol	Description
A	Active
AI	Information

Table 3.3

- **Deficiency Type:** From the dropdown list select the deficiency type, for the list of deficiency types see **Table 3.4**.

Symbol	Description
A	Bulk Receipt Inspection
B	X2 Receipt Inspection
C	X4 Receipt Inspection
D	Waterfront
E	System
F	Vendor

Table 3.4

- **Defective Material Attribute:** Select from the drop down list the inspection attribute that has caused the material to be defective.
- **QTY DEF:** Enter the quantity defective based on the selected Defective Material Attribute.
- **Technical Description of the Deficiency:** Give a description of the defect. Determine type and extent of information required. Do not list "SAT As Is" dispositions. Provide acceptability of material/disposition instructions. If a sketch or photograph is required, attach it to the ER using Add Attachment functionality described in section.

- **Basis for rejection or validation of the deficiency:** Give specific reason for rejection. Including specific observed violations of drawings, specifications, regulations, instructions, or contracts.
 - **NOTE:** After clicking the Save Attribute button the screen will display as shown in **Figure 3.12** with the capability to add additional attributes or edit or delete the attribute information.

Figure 3.12

(M) Condition of Packaging: Select from the drop down list the condition of the packaging for a list of conditions see **Table 3.5**.

Symbol	Description
A	New
B	Good
C	Fair
D	Poor

Table 3.5

- **(M) Condition of Packaging Narrative:** Enter a specific description of the condition of the packaging.
- **(M) Label Markings:** Enter the specific label markings present.
- **(M) Material Markings:** Enter the specific material markings present.
- **Originator Miscellaneous Notes:** Add additional notes that will assist in the investigation.

Recommended Purge and Inspection

- **Supply System and End User Held Stock:** Suggest which stock needs to be purged or inspected based on the supply program (SY, Navy Supply, etc.). Provide justification for not purging when the deficiency is valid.
- **Effect on Installed Material:** Explain why installed material may be a safety concern, provide required actions if the material needs to be replaced.

Recommended Changes to Prevent

- **Technical Ordering Data:** If required, provide any suggested changes to Drawing requirements or if a revision is required for the IRPOD or ordering data.
- **Government Source Inspection:** If required, add, change or revise inspection requirements based on drawings, mil-spec, Etc. Add DCMA/GSI vendor inspections to identify problems at the source.
- **Suggested Corrective Action for Items Currently in Navy:** Briefly describe how items could be repaired or made acceptable, if applicable.
- **End Service if NSN is not 1H or X Cog:** For nuclear material that is not 1H or X Cog, list the end service of the material. Entry is not required for locally procured material.
- **(M) Is there U-NNPI data present in this ER?:** This question is to ensure that U-NNPI data is handled correctly and to inform all users that U-NNPI data is present, which will assist with the prevention of transferring U-NNPI data to other PDREP applications that are not authorized to contain U-NNPI data.

Associated Button Functionality:

- **Look Up:** CAGE codes utilized in the application are validated against the PDREP database. The Lookup button allows the user to lookup vendor information either by CAGE Code or vendor name. Partial searches are supported. Further functionality of the Lookup CAGE Code page is described below.
 - **Note:** FSC Lookup works identically.
 - Click the Lookup button on the ERS contract section. The Lookup Code page displays (See **Figure 3.13**).

Lookup CAGE	
Instructions 1. To search for an existing CAGE Code, enter one of the following: a. CAGE Code (must be A/N or #) b. Contractors Name (must be A/N) 2. Click Search 3. Select a CAGE Code by clicking corresponding Select CAGE Code 4. Click Cancel to return to previous screen	
Code FOR: CAGE	
Code:	<input type="text"/>
Name:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Figure 3.13

- Enter a CAGE Code or a Vendor name and click the search button. A list of results displays (See **Figure 3.14**).

Lookup CAGE					
Instructions 1. To search for an existing CAGE Code, enter one of the following: a. CAGE Code (must be A/N or #) b. Contractors Name (must be A/N) 2. Click Search 3. Select a CAGE Code by clicking corresponding Select CAGE Code 4. Click Cancel to return to previous screen					
Code FOR: CAGE					
Code: <input type="text"/>					
Name: PORTSMOUTH NAVAL SHIPYARD					
<input type="button" value="Search"/> <input type="button" value="Cancel"/>					
CAGE Code	Company Name	Address	City	State	Select
0E466	PORTSMOUTH NAVAL SHIPYARD SUPPLY		PORTSMOUTH	NH	<input type="button" value="Select CAGE Code"/>
0RZ63	PORTSMOUTH NAVAL SHIPYARD MUSEUM	2 HIGH ST	PORTSMOUTH	VA	<input type="button" value="Select CAGE Code"/>
5L732	PORTSMOUTH NAVAL SHIPYARD SUPPLY	NONE	PORTSMOUTH	NH	<input type="button" value="Select CAGE Code"/>
81316	PORTSMOUTH NAVAL SHIPYARD	PORTSMOUTH NAVAL SHIPYARD BLDG 170	KITTERY	ME	<input type="button" value="Select CAGE Code"/>

Figure 3.14

- To transfer the CAGE information to the Engineering Referral Record – Create New ERS page, click the Select CAGE Code button. The application will redirect to the Engineering Referral Record – Create New ERS page and the Vendor data associated with the CAGE Code will transfer (See **Figure 3.15**).

Vendor CAGE Code (Contracted Supplier)	
<input type="text" value="0E466"/>	<input type="button" value="Lookup"/>

Figure 3.15

- **Save Contract:** Saves the associated contract block values
- **Delete Selected Contract:** Deletes the selected contract block and corresponding values from the ER
- **Edit Contract:** Enables editing of the selected contract block
- **Save Attribute:** Saves the filled in attribute and (A) and (B) deficiency description fields.
- **Delete Selected Attribute:** Deletes the selected attribute block and corresponding values from the ER
- **Edit Attribute:** Enables editing of the selected Attribute data fields.

3.3 Additional Button Functionality

Buttons available on the on the top and bottom of the Create New ERS page are shown in **Figure 3.16**.

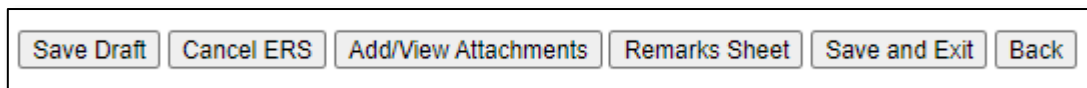


Figure 3.16

Associated Button Functionality:

- **Save Draft:** The Save Draft button may be used at any time to save your work as a draft to return to it later or perform occasional saves of data previously entered.
- **Cancel ERS:** Clicking the Cancel ERS button will bring the user to the ERS delete screen (See **Figure 3.17**). Complete the mandatory fields and click Delete ER button and the ER will be canceled.

 A screenshot of the "ERS Delete" screen. At the top is a dark blue header with the text "ERS Delete". Below the header is a section titled "Instructions" in blue. The form contains several fields: "RCN:" with the value "200001"; "(M) Delete Requested By:" with an empty text box; "(M) Requestor's Email:" with an empty text box; "(M) Requestor's Phone:" with an empty text box; "(M) Request Date:" with the value "02/26/2020" and a calendar icon; "Deleted By:" with an empty text box; "Deleted Date:" with the value "02/26/2020"; "Current Location:" with an empty text box; and "(M) Narrative:" with a large empty text area. At the bottom of the form are two buttons: "Delete ER" and "Back".

Figure 3.17

- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. Attachments that are classified as CUI/U-NNPI may be uploaded in ERS.
 - Click the Add/View Attachments button. The Add/View Attachment page 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](#)
- **Remarks Sheet:** The Remarks Sheet allows for multiple separate remarks to be signed off by the users who write them so that they cannot be edited by others who may be working on the same record. Clicking on the button displays Remarks Sheet entry page (See **Figure 3.18**).

REMARKS SHEET		
RCN Number: N65726200001		
Category: 2		
NSN: -9999-123456789-		
Contract Number:		
No Remarks		
Add New Remark	Report	Back

Figure 3.18

- Click on the Add New Remark button and the Remark text field will display (See **Figure 3.19**).

REMARKS SHEET		
RCN Number: N65726200001		
Category: 2		
NSN: -9999-123456789-		
Contract Number:		
(M) Remark:	<div></div>	
<div>Spell Check</div> <div>Save Remark</div> <div>Cancel Remark</div>		
No Remarks		
Add New Remark	Report	Back

Figure 3.19

- Enter the information and click Save Remark and **Figure 3.20** will display to allow the user to sign for their remark. Clicking Cancel Remark will cancel the action.

REMARKS SHEET					
RCN Number: N65726200001 Category: 2 NSN: -9999-123456789- Contract Number:					
Remark	Added Date	Signed By/Date	Edit	Sign Un-Sign	Delete
user guide	02/26/2020		<input type="button" value="Edit"/>	<input type="button" value="Sign"/>	<input type="button" value="Delete"/>
<input type="button" value="Add New Remark"/> <input type="button" value="Report"/> <input type="button" value="Back"/>					

Figure 3.20

- Click the sign button and remark's signature page will display (See **Figure 3.21**).

REMARKS SHEET					
RCN Number: N65726200001 Category: 2 NSN: -9999-123456789- Contract Number:					
Instructions By clicking on the "Sign" button below, you are confirming the following: 1. That you are lawfully using the network you are on 2. You are logged into ERS as yourself(e.g. not using another users account) 3. You are authorized to electronically sign an attribute in ERS 4. You understand that you are electronically signing this attribute in ERS when you hit the "Sign" button below <input type="checkbox"/> I acknowledge having read, understood, and fully agreed with the above statement <input type="button" value="Sign"/> <input type="button" value="Cancel"/>					
Remark	Added Date	Signed By/Date	Edit	Sign Un-Sign	Delete
user guide	02/26/2020		<input type="button" value="Edit"/>	<input type="button" value="Sign"/>	<input type="button" value="Delete"/>
<input type="button" value="Add New Remark"/> <input type="button" value="Report"/> <input type="button" value="Back"/>					

Figure 3.21

- Read the instructions and check the acknowledge box and click the sign button, the remark will now be visible in the remarks sheet (See **Figure 3.22**).

REMARKS SHEET					
RCN Number: N65726200001 Category: 2 NSN: -9999-123456789- Contract Number:					
Remark	Added Date	Signed By/Date	Edit	Sign Un-Sign	Delete
user guide	02/26/2020	(ORIGINATOR) - 02/26/2020		Un-Sign	Delete
<input type="button" value="Add New Remark"/> <input type="button" value="Report"/> <input type="button" value="Back"/>					

Figure 3.22

- To see a report of all remarks, click the Report button and a PDF version will appear in a new window.
- The back button will return the user to the previous screen.
- **Save and Exit:** The Save and Exit button may be used at any time to save your work and exit the record.
- **Back:** The Back button returns you to the previous screen. If data was not saved using the Save Draft button, any data typed on the page is NOT saved. If the Save Draft button had been clicked at any time, then any data entered before the Save Draft will have been retained.
- **Unsign:** The Unsign button appears after each signature is made. The button is used to remove the signature and allows the record to be edited. The button will not be available to the user after the receipt acknowledgement has been sent from the next point in the process.

3.4 Originator Signing the ER

Clicking on the Sign button, (See **Figure 3.23**) the Originator is certifying the ER. Any mandatory fields that have been missed will be indicated in red at the top of the page. Those missing fields MUST be corrected in order to sign the ER.

Originator Point Correspondence: <input type="button" value="Sign"/>

Figure 3.23

Signature Confirmation, clicking the Sign button will cause the Signature Confirmation screen to be displayed (See **Figure 3.24**).

Signature Confirmation

Instructions
By clicking on the "Sign" button below, you are confirming the following:

1. That you are lawfully using the network you are on
2. You are logged into ERS as yourself (e.g. not using another user's account)
3. You are authorized to electronically sign an attribute in ERS
4. You understand that you are electronically signing this attribute in ERS when you hit the "Sign" button below

☐ I acknowledge having read, understood, and fully agreed with the above statement

Figure 3.24

Read the instructions, check the box acknowledging that you have read, understand and agree with the signing requirements, then click the Sign button, the ER Originator Data Entry screen will be displayed (See **Figure 3.25**).

ERS Originator Data Entry

Figure 3.25

Buttons that appear on the ER after signing the record:

- **Unsign:** Removes the signature from the record. Only available if the record has not been forwarded and the user either has full access or the signature is their own.
- **Forward ERS to Screening:** See **Section 3.6** for detailed instructions.
- **Remarks Sheet:** See **Section 3** for a full description of this button.
- **Back:** Clicking the Back button will return the user to the landing page (See **Figure 3.26**).

The screenshot displays the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, there is a navigation bar with links for 'Home', 'Help', and 'User Profile: USER (BETA) GUIDE', along with a 'Logout' button. Below this, a menu bar includes 'ERS Worklist', 'Create New ERS', 'ERS Search/Reports', 'ERS Clone', and 'ERS Ad Hoc Reports'. The main content area is titled 'Originator Point Data Entry'. It features a left sidebar with sections: 'CHOOSE LEVEL' (with options: Originator, Screening Point, Action Point), 'QUICK VIEWS' (with options: View Report (PDF), View Remarks (PDF), View Points of Contact, History), and 'ATTACHMENTS' (with option: View/Upload Files (1)). The main content area displays the following information: 'RCN: 20-0001', 'NSN/LSN: 9999123456789', 'Category: CATEGORY II', and 'Status: DRAFT'. Below this, it shows 'Location of ERS: ORIGINATOR'. There are three main sections of actions: 'Origination Point - Editable Fields' (with a note '(You may edit Origination Data)' and a link 'View/Edit Originator Point Data'), 'Release ERS' (with a link 'Forward to Screening Point'), and 'Send Message To' (with links 'Supervisor' and 'Other'). At the bottom, there is a 'Session Tracking' field.

Figure 3.26

3.5 Originator Point – ER Base Page

The ER Base Page is the primary working page for an ER after it has been entered into ERS. To access the Base Page, click on an RCN hyperlink from the Worklist as detailed in **Section 2** or the result of an RCN Number/Requisition Number search described in **Section 6**. The base page provides users with a method of reviewing ER status, sending relevant correspondence and identifying the investigating parties. This page has different configurations based on what status the record is in; **Figure 3.27** shows the page in Draft status prior to the originator's signature.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶ User Profile: USER (BETA) GUIDE ▶ • Logout	
ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Originator Point Data Entry RCN: N65726-20-0001 NSN/LSN: 9999123456789 Category: CATEGORY II Status: DRAFT Location of ERS: ORIGINATOR
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	Origination Point - Editable Fields (You may edit Origination Data) View/Edit Originator Point Data
ATTACHMENTS View/Upload Files (1)	Release ERS Forward to Screening Point
	Send Message To Supervisor Other
	Session Tracking: N65726200001

Figure 3.27

Associated Links:

- **View/Edit Originator Point Data:** The View/Edit Originator Point Data link opens the same data entry page that was used to create the ER see **Section 3.2** for additional information.
- **View/Add Notes or Reference Briefs:** The View/Add Notes and Reference Brief link provides access to input or view additional information about the processing of the ER. This information is internal to PDREP and does not appear on any reports or correspondence. The notes are visible to PDREP users that have access to ERS, not just the user who entered the note.
- **Send Message To:** Before the release of the ER to the Screening Point, the only hyperlinks available to the Originator are the Supervisor and Other. After clicking the hyperlink, the page that displays is nearly identical to the forwarding page discussed in **Section 3.6**. After the ER is released to the Screening Point the available recipient, hyperlinks for direct, e-mail messages are the Screening Point and Other, for all other recipients.

3.6 Forwarding (Release) the ER to the Screening Point

Click the Forward ERS to Screening button located on the ERS Originator Data Entry (See **Figure 3.31**) following signing the ER at the originator level.

ERS Originator Data Entry	
<div> Unsign Forward ERS to Screening Remarks Sheet Back </div>	

Figure 3.28

Alternate method for forwarding the ERS to the screening point is located on the ERS base page using Forward to Screening Point hyperlink under the Release ERS label (See **Figure 3.29**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER \(BETA\) GUIDE](#) ▶ • [Logout](#)

[ERS Worklist](#) | [Create New ERS](#) | [ERS Search/Reports](#) | [ERS Clone](#) | [ERS Ad Hoc Reports](#)

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point

QUICK VIEWS

- [View Report \(PDF\)](#)
- [View Remarks \(PDF\)](#)
- [View Points of Contact History](#)

ATTACHMENTS

- [View/Upload Files \(1\)](#)

Originator Point Data Entry

RCN: N65726-20-0001 NSN/LSN: [9999123456789](#)
 Category: CATEGORY II Status: DRAFT
 Location of ERS: ORIGINATOR

Origination Point - Editable Fields
 (You may edit Origination Data)
[View/Edit Originator Point Data](#)

Release ERS
[Forward to Screening Point](#) ←

Send Message To
[Supervisor](#) | [Other](#)

Session Tracking: [N65726200001](#)

Figure 3.29

After clicking either method, the Forward ERS from Originating Point to Screening Point correspondence page is displayed (See **Figure 3.30**).

Forward ERS from Originating Point to Screening Point

[Forward ERS](#) [Back](#)

Send To

Choose Screening Point Activity: [N00104 - NAVSUP WSS MECHANICSBURG PA](#) ▼
 Choose Screening Point E-mail Address: [USER GUIDE](#) ▼

Send Copy

CC: [Add CC](#) [Show Add CC List](#)

Message: (This message will appear in the email that is sent but will not be saved in the database)

To add/view attachments [Click here](#)

[Forward ERS](#) [Back](#)

Figure 3.30

The Choose Screening Point Activity will default to N00104.

After choosing the Screening Point Activity, a dropdown will appear and a list of users and group mailboxes for the selected activity will display. If a focal point exists at the activity selected, the system will default to the focal point. A focal point allows management to assess the ER and based on the workload; assign the ER to the appropriate user. If a focal point exists, the user should select it otherwise select an individual Screening Point user or the group mailbox.

If the user needs to add CC addresses, then type them into the CC: box and click Add CC (this must be done one address at a time) or use the Show Add CC List button to display a lookup of existing PDREP users by activity.

Once the recipients have been chosen, enter any desired comments into the Message: box.

Click Forward ERS to complete the forwarding action and to release the ER to the Screening Activity. Click Back to cancel this action.

NOTE: Only after an ER is forwarded to the Screening Point is it considered “Released”.

3.7 Originator Point Retract ERS from Screening Point Data Entry

Retract ERS hyperlink is used to retract the ER before the screening point has acknowledged the receipt of the ER, it may be used to add additional information or delete the record. The link will not be visible after the screening point has acknowledged receipt (See **Figure 3.31**).

ERS Worklist | Create New ERS | ERS Search/Reports | ERS Clone | ERS Ad Hoc Reports

CHOOSE LEVEL
Originator
Screening Point
Action Point

QUICK VIEWS
View Report (PDF)
View Remarks (PDF)
View Points of Contact
History

ATTACHMENTS
View/Upload Files (1)

Originator Point Data Entry
RCN: N65726-20-0001 NSN/LSN: 9999123456789
Category: CATEGORY II Status: ACTIVE
Location of ERS: SCREENING POINT FROM ORIGINATOR

Origination Point - Editable Fields
(You may edit Origination Data)
[View/Edit Originator Point Data](#)

[Retract ERS](#) ←

Send Message To
[Screening](#) | [Other](#)

Session Tracking: [N65726200001](#)

Figure 3.31

Clicking the Retract ERS hyperlink will display the Send Message screen with the Choose Correspondence type automatically filled with Notify Screening Point about ERS Retraction (See **Figure 3.32**):

RCN: N65726-20-0001

NSN: 9999123456789

Location of ERS: SCREENING POINT FROM ORIGINATOR

Send Message

Instructions

(M) denotes a mandatory field

1. Enter email address of Recipient or To Email List must have an email address.

2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.

3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.

4. Click on Send button to send email.

5. Click Cancel to return to previous page

Send

Back

Email address of Screening Recipient:

Add Email to TO/CC:

<SELECT>

CC:

Add CC Email: CC List

(M) Choose Correspondence Type:

Notify Screening Point about ERS Retraction

Type Message:

(Please limit the size of message to 4000 characters)

List of attachments: 1 attachment(s) associated with this recordType.

All Attachments

User Guide.docx : null

To send all attachments select the first options 'All Attachments'.

To select multiple attachments, press and hold CTRL key and click on attachment name.

Send

Back

Figure 3.32

Type a message in the Type Message block as to why the ER is being retracted.

The ER will be returned to Draft status, where additional information may be added or the ER may be deleted.

3.8 Request for Additional Information

When the Originator receives a request for additional information from the Screening Point the Originator will receive an email notification with “ERS RCN (REQUEST MORE INFORMATION FROM ORIGINATOR)” in the email subject line. The email notification will be recorded in the ERS history. After the email notification is sent the ER will be considered Active, but the location will be notated as “Returned to Originator for More Information” (See **Figure 3.33**).

CHOOSE LEVEL	Originator Point Data Entry
Originator	RCN: N39040-21-0005
Screening Point	NSN/LSN: 9999123456789
Action Point	Category: CATEGORY II
	Status: ACTIVE
	Location of ERS: RETURNED TO ORIGINATOR FOR MORE INFORMATION
QUICK VIEWS	Origination Point - Editable Fields
View Report (PDF)	(You may edit Origination Data)
View Remarks (PDF)	View/Edit Originator Point Data
View Points of Contact History	
ATTACHMENTS	Release ERS
View/Upload Files (0)	Re-Assign/Transfer to new POC within DoDAAC
	Send Message To
	Supervisor Other

Figure 3.33

The Originator will select the View/Edit Originator Point Data hyperlink to add the additional information requested to the appropriate data field(s).

When complete, follow the instructions of **Section 3.4**, **Section 3.5** and **Section 3.6** to sign and release the ERS to the Screening Point. Note that the screening point user who initially requested more information will automatically be set as the recipient, but other selections within the screening DoDAAC can be selected.

3.9 Originator Point Rebutting the Screening Point Decision

Figure 3.34 displays the base page after the ER has been returned to the Originator after the Screening Point completed their Final Signature.


ERS Worklist	Create New ERS	ERS Search/Reports	ERS Clone	ERS Ad Hoc Reports
CHOOSE LEVEL	Originator Point Data Entry			
Originator	RCN: N65726-20-0002			
Screening Point	NSN/LSN: 9999123456789			
Action Point	Category: CATEGORY II			
	Status: ACTIVE			
	Location of ERS: ORIGINATOR POINT FROM SCREENING POINT			
QUICK VIEWS	Origination Point - Editable Fields			
View Report (PDF)	(You may edit Origination Data)			
View Remarks (PDF)	View/Edit Originator Point Data			
View Points of Contact History	Close this ERS			
ATTACHMENTS	Rebut ERS			
View/Upload Files (0)	Rebut the Screening Point Decision 			
	Send Message To			
	Screening Other			
	Session Tracking: N65726200002			

Figure 3.34

After evaluating the Screening Point Responses, if the Originator requires additional information or disagrees with the Screening Point Responses the Originator will use the "Rebut Screening Point Decision" hyperlink. The hyperlink will display the "Return This ERS

to the Screening Point for Correction” screen as shown in **Figure 3.35**, which will return the ER to the Screening Point for further evaluation.

Return this ERS to the Screening Point for correction	
<div>Forward ERS Back</div>	
Send To	
ERS will be sent back to the following Activity: N65726	
and to this E-mail Address:	
Rebuttal Code:	<SELECT>
Send Copy	
CC:	<div>Add CC Hide Add CC List</div>
Choose CC Activity:	<SELECT> <div>Get CC User List</div>
Message: (This message will appear in the email that is sent but will not be saved in the database)	
<div></div>	
To add/view attachments Click here	
<div>Forward ERS Back</div>	

Figure 3.35

The email notification requires a Rebuttal Code to be selected (See **Figure 3.36**). For a list of rebuttal codes, see **Table 3.6**.

Send To
ERS will be sent back to the following Activity: N65726
and to this E-mail Address:
Rebuttal Code: <SELECT>

Figure 3.36

Symbol	Description
C	ROOT CAUSE NOT ADDRESSED
D	RESPOSIBLE PARTY NOT ADDRESS
E	CORRECTIVE ACTION NOT ADDRESSED
F	DISPOSITION NOT ADDRESSED
G	CREDIT NOT ADDRESSED
H	PREVENTIVE ACTION NOT ADDRESSED
I	INCOMPLETE OR INCORRECT ERS INFORMATION ON CLOSING LETTER
M	MULTIPLE REASONS FOR REBUTTAL
N	DISAGREE WITH CLOSING RESPONSE/FINDINGS
O	OTHER – NOT COVERED BY DEFINED CODE
R	REPEAT REBUTTAL
S	RESPONSE TRUNCATED OR NOT SUBMITTED IN PROPER FORMAT
T	CASE REOPENED DUE TO DELAYED RECEIPT OF EXHIBIT OR DATA
U	UPDATE OR CHANGE REQUESTED
V	RESPONSE NEEDS CLARIFICATION
W	RESPONSE IS FOR WRONG ERS

Table 3.6

3.10 Originator Point Closing the ER

After evaluating the Screening Point Responses and the Originator agrees with the Screening Point Responses the Originator will use “Close this ERS” hyperlink (See **Figure 3.37**).

ERS Worklist | Create New ERS | ERS Search/Reports | ERS Clone | ERS Ad Hoc Reports

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point

QUICK VIEWS

- View Report (PDF)
- View Remarks (PDF)
- View Points of Contact History

ATTACHMENTS

- View/Upload Files (0)

Originator Point Data Entry

RCN: N65726-20-0002 NSN/LSN: 9999123456789

Category: CATEGORY II Status: ACTIVE

Location of ERS: ORIGINATOR POINT FROM SCREENING POINT

Origination Point - Editable Fields
(You may edit Origination Data)

[View/Edit Originator Point Data](#)

[Close this ERS](#) ←

Rebut ERS
[Rebut the Screening Point Decision](#)

Send Message To
[Screening](#) | [Other](#)

Session Tracking: [N65726200002](#)

Figure 3.37

The hyperlink displays the Send Message page. The functionality of this page is similar to other email notification pages. After sending the email notification, the ER will be closed. After closing the ER, the Originator Point Data Entry page will display as **Figure 3.38**.

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Originator Point Data Entry RCN: N65726-20-0002 NSN/LSN: 9999123456789 Category: CATEGORY II Status: CLOSED on 02/27/2020 Location of ERS: CLOSED
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	Origination Point - Editable Fields (You may edit Origination Data) Post Origination Release Link Reopen this ERS
ATTACHMENTS View/Upload Files (0)	Send Message To Screening Other
Session Tracking: N65726200002	

Figure 3.38

3.11 Originator Point Reopen the ER

If at any time the Originator is requested to reopen the ERS, the Originator will use the Reopen this ERS hyperlink (See **Figure 3.39**).


ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Originator Point Data Entry RCN: N65726-20-0002 NSN/LSN: 9999123456789 Category: CATEGORY II Status: CLOSED on 02/27/2020 Location of ERS: CLOSED
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	Origination Point - Editable Fields (You may edit Origination Data) Post Origination Release Link Reopen this ERS 
ATTACHMENTS View/Upload Files (0)	Send Message To Screening Other
Session Tracking: N65726200002	

Figure 3.39

The link displays the Send Message page. The functionality of this page is similar to other email notification pages. After sending the email notification the ER will be reopened. The Originator Point Data Entry page will display as **Figure 3.40**.

ERS Worklist	Create New ERS	ERS Search/Reports	ERS Clone	ERS Ad Hoc Reports
CHOOSE LEVEL		Originator Point Data Entry		
Originator Screening Point Action Point		RCN: N65726-20-0002 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: ORIGINATOR POINT FROM SCREENING POINT		
QUICK VIEWS		Origination Point - Editable Fields		
View Report (PDF) View Remarks (PDF) View Points of Contact History		(You may edit Origination Data) View/Edit Originator Point Data Close this ERS		
ATTACHMENTS		Rebut ERS		
View/Upload Files (0)		Rebut the Screening Point Decision Send Message To Screening Other		
		Session Tracking: N65726200002		

Figure 3.40

4. Screening Point

A complete explanation on accessing ERS and navigating to an individual ER is available in **Section 1** and **Section 2** of this user guide. Additionally, ensure when at the worklist page that Screening Point under *Show Worklist For:* has been selected then click the Display Standard Worklist button (or alternatively use a custom worklist). After selecting the record from the Worklist or from an RCN search, the record will display the Screening Point Data Entry page (See **Figure 4.1**).

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Screening Point Data Entry RCN: N65726-20-0003 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: SCREENING POINT FROM ORIGINATOR
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data
ATTACHMENTS View/Upload Files (0)	Create PQDR/SDR from ER Create PQDR Create SDR
	Release ERS Re-Assign/Transfer to new POC within DoDAAC Return to Originator
	Send Message To Originator Other
	Session Tracking: N65726200002 N65726200003

Figure 4.1

If the receipt acknowledgement has not been performed, then the page will display as in **Figure 4.2**.


ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Screening Point Data Entry RCN: N65726-20-0003 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: SCREENING POINT FROM ORIGINATOR
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	Acknowledge ERS Send Originator Acknowledgement of Receipt 
ATTACHMENTS View/Upload Files (0)	Release ERS Re-Assign/Transfer to new POC within DoDAAC Return to Originator
	Send Message To Originator Other
	Session Tracking: N65726200002 N65726200003

Figure 4.2

4.1 Acknowledging an ER

Click on the Send Originator Acknowledgement of Receipt link and the Send Message screen will display (See **Figure 4.3**).

Send Message

Instructions
(M) denotes a mandatory field
1. Enter email address of Recipient or To Email List must have an email address.
2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.
3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.
4. Click on Send button to send email.
5. Click Cancel to return to previous page

Send Back

Email address of Originator Recipient: USER GUIDE@NAVY.MIL

Add Email to TO/CC: <SELECT>

CC: Add CC Email: CC List

(M) Choose Correspondence Type: Send Originator Acknowledgement of Receipt

Type Message:

Figure 4.3

- The Originator's email address is auto-populated.
- If required to add additional recipients, use the drop down list from **Add Mail TO/CC**.
 1. Select an Activity from the list.
 2. A new list of users from that Activity will be displayed.
 3. Select the users to be sent the email. If recipients are from different Activities, the process will need to be completed for each Activity.
- Ensure the Send Originator Acknowledgement of Receipt is selected under **Choose Correspondence Type**:
- Type any other additional information that needs to be conveyed in the Message box.

- Click the Send button.
- The PDREP MESSAGE screen will display (See **Figure 4.4**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: USER (BETA) GUIDE ▶ • Logout
PDREP MESSAGE	
Reporting Activity	N65726
Serial Number	200005
Message	ERS Email sent successfully
Continue	

Figure 4.4

- Click the Continue link to return to the Screening Point Base page (See **Figure 4.5**).

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL	Screening Point Data Entry
Originator Screening Point Action Point	RCN: N65726-20-0005 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: SCREENING POINT FROM ORIGINATOR
QUICK VIEWS	Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data
View Report (PDF) View Remarks (PDF) View Points of Contact History	Create PQDR/SDR from ER Create PQDR Create SDR
ATTACHMENTS	Release ERS Re-Assign/Transfer to new POC within DoDAAC Return to Originator
View/Upload Files (0)	Send Message To Originator Other

Figure 4.5

4.2 Accessing the Screening Point Data Entry

The Screening Point will use the View/Edit Screening Point Data hyperlink to open the ER Screening Point Data Entry page that contain the Originators data entry fields, which will not be editable.

The ER Screening Data Entry screen as received from the Originator. (See **Figure 4.6**, **Figure 4.7**, **Figure 4.8** and **Figure 4.9**).

Last Used RCN by MROBI5 N39040 for Activity N39040:
 Last Used RCN for Activity N39040:

(M) Category: CAT II

SAM Number:

	Activity Year S/N	
(M) <u>Report Control Number:</u>	N39040 - 21 - 0005	<u>MIR Serial Number:</u>

(M) <u>Added Date:</u>	(M) <u>Screening Point Release Date:</u>	(M) <u>Screening Point Receipt Date:</u>	(M) <u>ERS Due Date:</u>
05/13/2021		05/18/2021	<div style="border: 1px solid black; padding: 2px;">06/02/2021</div>

(M) From
SYSKOM: 29-DCMA
 DODAAC: N39040
 Activity Name: PORTSMOUTH NAVAL SHIPYARD
 Address:
 City,State,Zip: PORTSMOUTH, NH 03804-5000 US

(M) Originator Name, Phone Number & Email Address

<u>Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
DCMA (BETA) TEST USER	207-438-6550	MATTHEW.A.ROBINSON@NAVY.MIL

Use Originator's Profile address as Originator Address

Priority 1:

Priority 2:

Priority 3:

(M) Screening Point Name, Phone Number & Email Address

<u>Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
DCMA (BETA) TEST USER	207-438-6550	matthew.a.robinson@navy.mil

Screening Point Priority 1:

- ▼

Screening Point Priority 2:

- ▼

Screening Point Priority 3:

- ▼

Figure 4.6

(M)	<u>Date Deficiency Was Discovered</u> 02/27/2020	(M) <u>Material Received Date:</u> 02/19/2020	<u>Need by Date:</u>
<u>Deficient Item National Stock Number (NSN)</u>			
COG	(M) FSC 9999	(M) NIIN 123456789	SMIC (CM) LSN
(M)	<u>Material Level Code</u> 21-NOT APPLICABLE		
(M)	<u>Deficient Item Nomenclature</u> MISC		
(M)	<u>Deficient Item Part Number</u>		
(M)	<u>Quantity Received</u> 2	<u>Inspected</u> 2	(M) <u>Deficient</u> 2 <u>In Stock</u> 0
<u>DoD Unique Item Identifier</u>			
(M)	<u>Item</u> N-NEW	<u>Repairable Item</u> Unknown	
<u>Requisition/Document Number</u> <u>Requisition Quantity</u>			
<input checked="" type="checkbox"/> Contract Number not provided or is unknown			

(M) <u>Contract Number</u>	<u>Contract Line Item No.</u>	<u>Delivery Order Number</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Contract Units Received</u>	<u>Units Of Measure</u>	
<input type="text"/>	<SELECT> ▼	
<u>Serial, Lot, or Batch Number</u>		
(CM) <u>Serial Number</u>		
<input type="text"/>		
(CM) <u>Lot/Batch Number</u>	<u>Lot/Batch Type</u>	
<input type="text"/>	<SELECT> ▼	
<u>Purchase Order Number</u>		
<input type="text"/>		
<u>TDP or IRPOD Revision</u>		
<input type="text"/>		
<u>Vendor CAGE Code (Contracted Supplier)</u>		
<input type="text"/>	<input type="button" value="Lookup"/>	
<u>Manufacturer CAGE Code</u>		
<input type="text"/>	<input type="button" value="Lookup"/>	
<input type="button" value="Save Contract"/>		

Figure 4.7

(M)	<u>Government Furnished Material</u> No							
	<u>Current Disposition of Deficient Item (the Exhibit)</u> H-HOLDING EXHIBIT							
	<u>Action Requested</u> C -CREDIT							
(M)	<u>Status</u> A-ACTIVE ▼							
(M)	<u>Deficiency Type</u> A-Bulk Receipt Inspection							
	<table border="1"> <tr> <td>Defect Material Attribute: 2-DAMAGE</td> <td>QTY DEF: 2</td> </tr> <tr> <td>(A) Technical Description of the Deficiency: TEST</td> <td>(B) Basis for rejection or validation the deficiency (Include Dwg/Spec violation involved): TEST</td> </tr> <tr> <td>Installed Material:</td> <td>Installed Material Action:</td> </tr> </table>		Defect Material Attribute: 2-DAMAGE	QTY DEF: 2	(A) Technical Description of the Deficiency: TEST	(B) Basis for rejection or validation the deficiency (Include Dwg/Spec violation involved): TEST	Installed Material:	Installed Material Action:
Defect Material Attribute: 2-DAMAGE	QTY DEF: 2							
(A) Technical Description of the Deficiency: TEST	(B) Basis for rejection or validation the deficiency (Include Dwg/Spec violation involved): TEST							
Installed Material:	Installed Material Action:							
(M)	<u>Condition of Packaging:</u> A-New	(M) <u>Condition of Packaging Narrative:</u> TEST						
(M)	<u>Label Markings</u> TEST							
(M)	<u>Material Markings</u> TEST							
	<u>Originator Miscellaneous Notes:</u> Recommended Purge and Inspection of Navy Supply System and End-User Held Stock: Effect on Installed Material: Recommended Changes to Prevent Technical Ordering Data: Government Source Inspection: Suggested corrective action for items currently in Navy: End service use if NSN is Not (1H) or (x) "Entry not applicable for vendor procured material":							

Figure 4.8

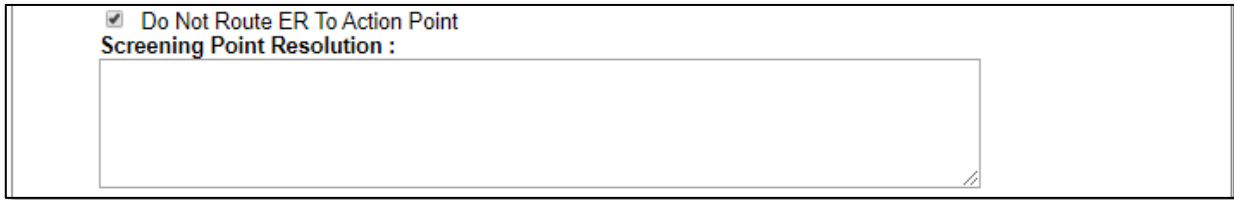
(M)	<u>Condition of Packaging:</u> A-New	(M)	<u>Condition of Packaging Narrative:</u> USER GUIDE
(M)	<u>Label Markings</u> USER GUIDE		
(M)	<u>Material Markings</u> USER GUIDE		
<u>Originator Miscellaneous Notes:</u>			
Recommended Purge and Inspection of Navy Supply System and End-User Held Stock:			
Effect on Installed Material:			
Recommended Changes to Prevent Technical Ordering Data :			
Government Source Inspection :			
Suggested corrective action for items currently in Navy :			
End service use if NSN is Not (1H) or (x) "Entry not applicable for vendor procured material" :			
OnHand and BackOrder Quantities			
(M)	<u>OnHand Quantity</u>	<u>BackOrder Quantity</u>	
	<input type="text"/>	<input type="text"/>	
Standard Identifier(SI) :			
	<input type="text"/>		
Provisioning Line Item Sequence Number(PLISN) :			
	<input type="text"/>		
Logistics Readiness Code(LRC) :			
	<input type="text"/>		
Award :			
	<input type="text" value="v"/>		
RP Owner :			
	<input type="text"/>		
NAVSUP Code :			
	<input type="text"/>		
Screening Point Historical Data :			
	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
Screening Point Misc Notes :			
	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<input type="checkbox"/> Info Only <input type="checkbox"/> Do Not Route ER To Action Point			
Originator Point Correspondence :		Signed By:	Signed Date:
Screening Point Correspondence :		<input type="button" value="Sign"/>	
<input type="button" value="Save Draft"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Remarks Sheet"/> <input type="button" value="Save and Exit"/> <input type="button" value="Back"/>			

Figure 4.9

Associated Data Fields:

- **(M) Screening Point Release Date:** Auto-populated when the Screening Point releases the record to the Action Point.
- **(M) Screening Point Receipt Date:** Auto-populated when the Screening point sends the originator the receipt acknowledgement.
- **(M) ERS Due Date:** The date is auto-populated to be 21 days from today's date until the ER is released to the Action point. When released the date in the field will be 15 days from the release date.
- **(M) Screening Point Name, Phone Number & Email Address:** These will default to the information in your User Profile, but can be changed if the user is entering an ER on behalf of another Screener.
- **Screening Point Priority:** Priority selections designated to assist in determining the order in which to work the records. This is done by selecting the corresponding priority from the Priority Drop Down, for a list of priorities see **Appendix 2**.
- Screening Point user have access to make changes to the contract data fields for detailed instructions for these data fields see **Section 3.2**.
- **(M) Status:** Defaults to A-ACTIVE. This can be changed. If the ER is for Information Only, the status should be set to AI.
- **On Hand and Back Order Quantities**
 - **(M) On Hand Quantity:** Provide the quantity of on hand stock.
 - **Back Order Quantity:** Provide the quantity of stock that is in a Back Order status.
- **Standard Identifier (SI):** NAVSEA code used for material parts component identification.
- **Provisioning Line Item Sequence Number (PLISN):** Provisioning number for material listed on the Standard Identifier.
- **Logistics Readiness Code (LRC):** Item manager code for the NIIN
- **Award:** Denotes if the contract is evaluated pre or post-production.
 - PRE
 - POST
- **RP Owner:** Item owner of the material/NIIN.
- **NAVSUP Code:** NAVSUP Code associated with the ER.
- **Screening Point Historical Data:** The Screening Point will analyze historical information and provide any pertinent information related to the deficiency that will assist in the investigation.
- **Screening Point Misc Notes:** The screening Point may provide any additional information necessary to perform the investigation
- **Info Only:** Check the Info Only box if this ER is being released as information only.

- **Do Not Route ER to Action Point:** The screening point may choose not to forward the ER to the Action Point. If the screening point chooses not to forward the ER to the Action Point this box will be checked (See **Figure 4.10**) See **Section 4.10** for additional instructions.



The screenshot shows a rectangular form with a thin border. Inside the form, at the top left, there is a checked checkbox followed by the text "Do Not Route ER To Action Point". Below this text is the label "Screening Point Resolution :". Underneath the label is a large, empty rectangular text area. In the bottom right corner of this text area, there is a small icon of a right-pointing triangle inside a square.

Figure 4.10

4.3 Additional Button Functionality

The buttons on the top and bottom of the ER Screening Data Entry page have the same functionality as the Originator; they have been explained in **Section 3.3**.

4.4 Screening Point Signing the ER

The Screening Point Correspondence Sign button has the same requirements as the Originator's Sign button, for explanation of screens and signing requirements see **Section 3.4**.

4.5 Screening Point – ER Base Page

To access the Base Page, click on an RCN hyperlink from the Worklist as described in **Section 2** or the result of an RCN Number/Requisition Number search described in **Section 6**. The base page provides users with a method of reviewing ER status, sending relevant correspondence and identifying the investigating parties. This page has different configurations based on what status the record is in; **Figure 4.11** shows the page in Active status prior to the Screening Point signature.

ERS Worklist	Create New ERS	ERS Search/Reports	ERS Clone	ERS Ad Hoc Reports
CHOOSE LEVEL		Screening Point Data Entry		
Originator		RCN: N65726-20-0005		
Screening Point		NSN/LSN: 9999123456789		
Action Point		Category: CATEGORY II		
		Status: ACTIVE		
		Location of ERS: SCREENING POINT FROM ORIGINATOR		
QUICK VIEWS		Screening Point - Editable Fields		
View Report (PDF)		You may enter Screening Point data by selecting the links below		
View Remarks (PDF)		View/Edit Screening Point Data		
View Points of Contact History				
ATTACHMENTS		Create PQDR/SDR from ER		
View/Upload Files (0)		Create PQDR		
		Create SDR		
		Release ERS		
		Re-Assign/Transfer to new POC within DoDAAC		
		Return to Originator		
		Send Message To		
		Originator Other		

Figure 4.11

Associated Links

- **View/Edit Screening Point Data:** The View/Edit Screening Point Data link opens the same data entry page that was described in **Section 4.2.A** for additional information on data entry see **Section 4.2**.
- **View/Add Notes or Reference Briefs:** The View/Add Notes and Reference Brief link provides access to input or view additional information about the processing of the ER. This information is internal to PDREP and does not appear on any reports or correspondence. The notes are visible to PDREP users that have access to ERS, not just the user who entered the note.
- **Send Message To:** Before the Screening Point enters their data, the only hyperlinks available to the Screening Point are Originator and Other. The page that displays after clicking the hyperlink is nearly identical to the forwarding page previously discussed in **Section 3.6**. After the ER is released to the Action Point the available recipient hyperlinks for direct e-mail messages are the Originator, Action Point and Other for all other recipients.
- **Create PQDR:** See **Section 4.11**
- **Create SDR:** See **Section 4.12**
- **Re-Assign/Transfer to new POC within DoDAAC:** See **Section 8.1**
- **Return to Originator:** See **Section 4.6**

4.6 Return to Originator

The Return to Originator hyperlink is available for the Screening Point, clicking this link will display the Return this ERS to the Originator for information (See **Figure 4.12**). This link may be used when additional information is required from the Originator. This functionality is the same as Forwarding The ERS button, detailed instructions can be found in **Section 3.6**. Returning the ER to the Originator can only be done before signing and forwarding the ER to the Action Point.

The screenshot shows a web form titled "Return this ERS to the Originator for information". At the top, there are two buttons: "Forward ERS" and "Back". Below these is a section labeled "Send To" which contains the text "ERS will be sent back to the following Activity: N65726" and "and to this E-mail Address:" followed by a dropdown menu. Below this is a section labeled "Send Copy" which contains a "CC:" field, an "Add CC" button, and a "Show Add CC List" button. The main body of the form is a large text area labeled "Message: (This message will appear in the email that is sent but will not be saved in the database)". At the bottom of the form, there is a link "To add/view attachments Click here" and two buttons: "Forward ERS" and "Back".

Figure 4.12

NOTE: After the Screening Point has returned the record to the Originator the record will be in set as requiring more information from the Originator, with the Originator the only role who will have access to edit the record.

4.7 Forwarding (Release) the ER to the Action Point

The Screening Point has signed the ER and it is ready for the Action Point. Click on the Forward ERS to Action Point button located on the Screening Point Data Entry page (See **Figure 4.13**).

The screenshot shows a web form titled "ERS Screening Data Entry". At the top, there are four buttons: "Unsign", "Forward ERS to Action Point", "Remarks Sheet", and "Back". A large blue arrow points upwards towards the "Forward ERS to Action Point" button.

Figure 4.13

Alternate method for forwarding the ER to the Action Point is located on the ER base page using Forward to Screening Point hyperlink under the Release ERS (See **Figure 4.14**).


ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Screening Point Data Entry RCN: N65726-20-0005 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: SCREENING POINT FROM ORIGINATOR Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data Create PQDR/SDR from ER Create PQDR Create SDR Release ERS Re-Assign/Transfer to new POC within DoDAAC Return to Originator Forward to Action Point  Send Message To Originator Other
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	
ATTACHMENTS View/Upload Files (0)	

Figure 4.14

The Forward to Action Point pages that display after clicking the hyperlink are nearly identical to the forwarding the ER pages previously discussed in **Section 3.6**.

4.8 Screening Point Retract ERS from Action Point

Retract ERS hyperlink is used to retract the ER before the Action Point has acknowledged the receipt of the ER, it may be used to edit or add additional information. The link will not be visible after the action Point has acknowledged receipt (See **Figure 4.15**).


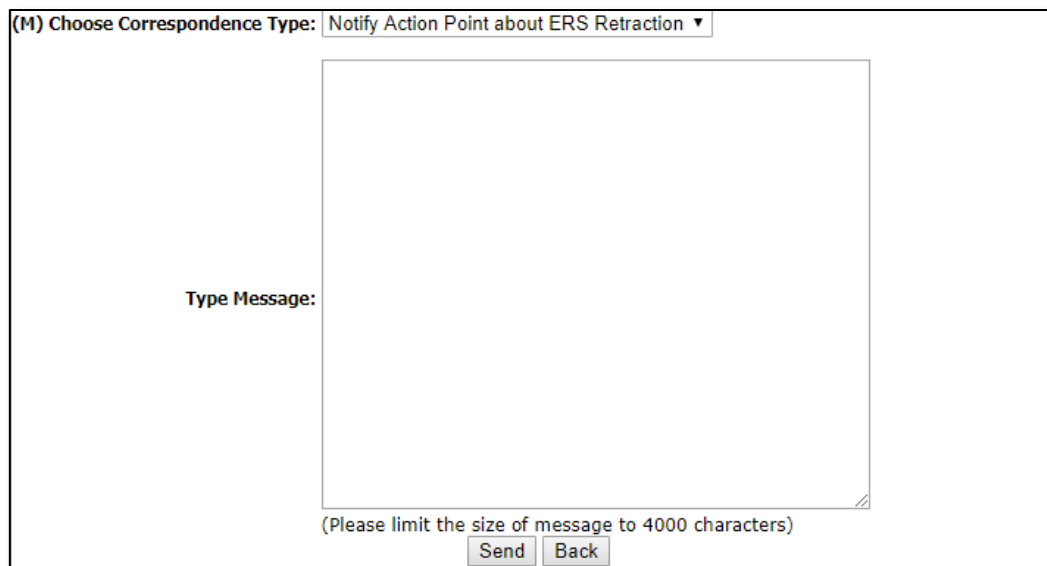
ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point	Screening Point Data Entry RCN: N65726-20-0005 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: ACTION POINT FROM SCREENING POINT Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data Create PQDR/SDR from ER Create PQDR Create SDR Retract ERS  Send Message To Originator Action Other
QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History	
ATTACHMENTS View/Upload Files (0)	

Figure 4.15

Clicking the Retract ERS hyperlink will display the Send Message screen with the Choose Correspondence type automatically filled with Notify Action Point about ERS Retraction (See **Figure 4.16**).



(M) Choose Correspondence Type: Notify Action Point about ERS Retraction ▼

Type Message:

(Please limit the size of message to 4000 characters)

Send Back

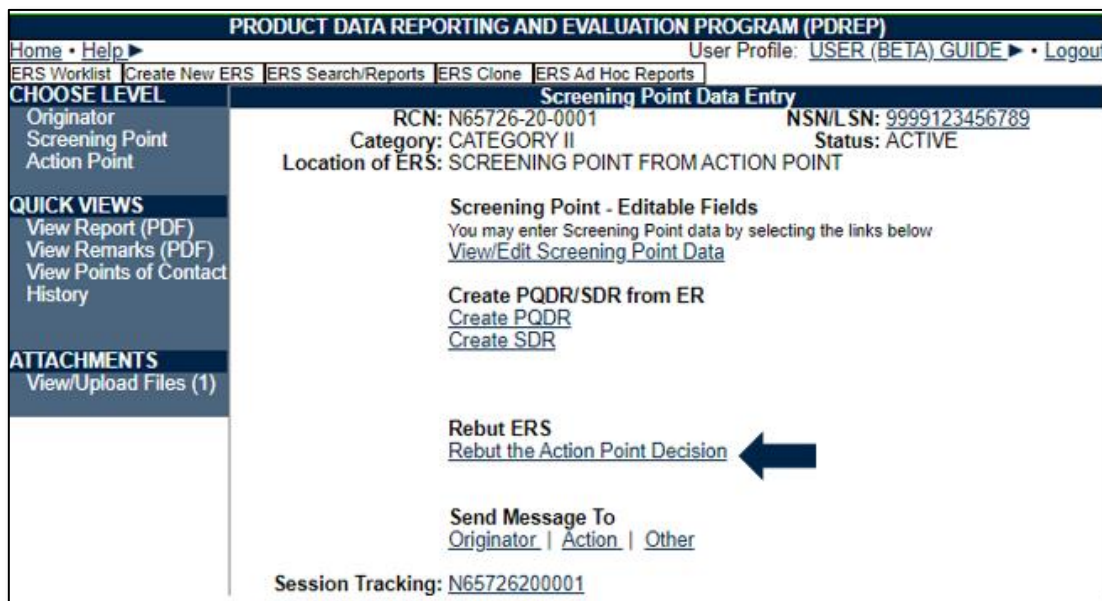
Figure 4.16

Type a message in the Type Message block as to why the ER is being retracted.

The ER will be returned to the Screening Point with the Screening Point signature removed.

4.9 Screening Point Rebutting the Action Point Decision

Figure 4.17 displays the base page after the ER has been returned to the Screening Point after the Action Point has completed their investigation.



PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help User Profile: USER (BETA) GUIDE • Logout

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point

QUICK VIEWS

- View Report (PDF)
- View Remarks (PDF)
- View Points of Contact History

ATTACHMENTS

- View/Upload Files (1)

Screening Point Data Entry

RCN: N65726-20-0001 NSN/L SN: 9999123456789

Category: CATEGORY II Status: ACTIVE

Location of ERS: SCREENING POINT FROM ACTION POINT

Screening Point - Editable Fields

You may enter Screening Point data by selecting the links below

[View/Edit Screening Point Data](#)

Create PQDR/SDR from ER

- [Create PQDR](#)
- [Create SDR](#)

Rebut ERS

- [Rebut the Action Point Decision](#)

Send Message To

- [Originator](#)
- [Action](#)
- [Other](#)

Session Tracking: N65726200001

Figure 4.17

After evaluating the Action Point Responses, if the Screening Point requires additional information or disagrees with the Action Point Responses the Screening Point will use The Rebut Action Point Decision hyperlink. The hyperlink will display the Return this ERS to the Action Point for correction screen which will return the ER to the Action Point for further evaluation. The remaining functionality is the same as the Originator rebutting the Screening Point decision which is detailed in **Section 3.9**.

4.10 Screening Point Data Entry After Action Point Returns the ER

To access the Screening Point Data Entry page, select the View/Edit Screening Point Data hyperlink (See **Figure 4.18**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help User Profile: USER (BETA) GUIDE • Logout	
ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL Originator Screening Point Action Point QUICK VIEWS View Report (PDF) View Remarks (PDF) View Points of Contact History ATTACHMENTS View/Upload Files (1)	Screening Point Data Entry
<div style="display: flex; justify-content: space-between;"> RCN: N65726-20-0001 NSN/LSN: 9999123456789 </div> <div style="display: flex; justify-content: space-between;"> Category: CATEGORY II Status: ACTIVE </div> <p>Location of ERS: SCREENING POINT FROM ACTION POINT</p> <p>Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data</p> <p>Create PQDR/SDR from ER Create PQDR Create SDR</p> <p>Rebut ERS Rebut the Action Point Decision</p> <p>Send Message To Originator Action Other</p> <p style="text-align: right;">Session Tracking: N65726200001</p>	

Figure 4.18

The ERS Screening Data Entry screen as received from the Action Point (See **Figure 4.19**, **Figure 4.20**, **Figure 4.21** and **Figure 4.22**).

<input type="button" value="Save Draft"/> <input type="button" value="Spell Check"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Remarks Sheet"/> <input type="button" value="Save and Exit"/> <input type="button" value="Back"/>									
Last Used RCN by RNORM1 N65726 for Activity N65726: Last Used RCN for Activity N65726:									
(M)	Category: CAT II								
<u>SAM Number:</u>									
Activity Year S/N									
(M)	<u>Report Control Number:</u> N65726 - 20 - 0003 <u>MIR Serial Number:</u>								
(M)	<u>Added Date:</u> 02/27/2020	(M) <u>Screening Point Release Date:</u> 03/10/2020	(M) <u>Screening Point Receipt Date:</u> 02/27/2020						
			(M) <u>ERS Due Date:</u> 03/25/2020						
(M)	From <u>SYS COM:</u> 7-OTHER NAVY DODAAC: N65726 Activity Name: NAVSEALOGCENKYPTDIVNUWC MECH PA Address: 5450 CARLISLE PIKE City, State, Zip: MECHANICSBURG, PA 17055-2411 US								
(M)	Originator Name, Phone Number & Email Address <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Telephone Number</th> <th style="text-align: left; border-bottom: 1px solid black;">Email Address</th> </tr> <tr> <td>USER (BETA) GUIDE</td> <td></td> <td></td> </tr> </table>			Name	Telephone Number	Email Address	USER (BETA) GUIDE		
Name	Telephone Number	Email Address							
USER (BETA) GUIDE									
<u>Priority 1:</u>									
<u>Priority 2:</u>									
<u>Priority 3:</u>									
(M)	Screening Point Name, Phone Number & Email Address <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Telephone Number</th> <th style="text-align: left; border-bottom: 1px solid black;">Email Address</th> </tr> <tr> <td>USER (BETA) GUIDE</td> <td>207-438-6435</td> <td>roger.normandeau.ctr@navy.mil</td> </tr> </table>			Name	Telephone Number	Email Address	USER (BETA) GUIDE	207-438-6435	roger.normandeau.ctr@navy.mil
Name	Telephone Number	Email Address							
USER (BETA) GUIDE	207-438-6435	roger.normandeau.ctr@navy.mil							
<u>Screening Point Priority 1:</u> -									
<u>Screening Point Priority 2:</u> -									
<u>Screening Point Priority 3:</u> -									
(M)	<u>Date Deficiency Was Discovered:</u> 02/27/2020	(M) <u>Material Received Date:</u> 02/19/2020	<u>Need by Date:</u>						
<u>Deficient Item National Stock Number (NSN)</u>									
COG (M) FSC (M) NIIN SMIC 9999 123456789 (CM) LSN									
(M)	Material Level Code 21-NOT APPLICABLE								

Figure 4.19

(M)	<u>Deficient Item Nomenclature</u> MISC			
(M)	<u>Deficient Item Part Number</u>			
(M)	Quantity <u>Received</u> 2	<u>Inspected</u> 2	(M) <u>Deficient</u> 2	<u>In Stock</u> 0
	<u>DoD Unique Item Identifier</u>			
(M)	<u>Item</u> N-NEW	<u>Repairable Item</u> Unknown		
	<u>Requisition/Document Number</u> <u>Requisition Quantity</u>			
<input checked="" type="checkbox"/> Contract Number not provided or is unknown				
(M)	<u>Contract Number</u> <input type="text"/>	<u>Contract Line Item No.</u> <input type="text"/>	<u>Delivery Order Number</u> <input type="text"/>	
	<u>Contract Units Received</u> <input type="text"/>	<u>Units Of Measure</u> <SELECT> ▼		
	<u>Serial, Lot, or Batch Number</u>			
(CM)	<u>Serial Number</u> <input type="text"/>			
(CM)	<u>Lot/Batch Number</u> <input type="text"/>	<u>Lot/Batch Type</u> <SELECT> ▼		
	<u>Purchase Order Number</u> <input type="text"/>			
	<u>TDP or IRPOD Revision</u> <input type="text"/>			
	<u>Vendor CAGE Code (Contracted Supplier)</u> <input type="text"/> <input type="button" value="Lookup"/>			
	<u>Manufacturer CAGE Code</u> <input type="text"/> <input type="button" value="Lookup"/>			
	<input type="button" value="Save Contract"/>			
(M)	<u>Government Furnished Material</u> No			
	<u>Current Disposition of Deficient Item (the Exhibit)</u> H-HOLDING EXHIBIT			
	<u>Action Requested</u> C -CREDIT			
(M)	<u>Status</u> A-ACTIVE ▼			
(M)	<u>Deficiency Type</u> E-System			

Figure 4.20

Screening Point Misc Notes :

GUIDE

☐ Info Only
☐ Do Not Route ER To Action Point

Screening Point Resolution :

Action Point Response	
Defective Material Attribute: 2-DAMAGE	QTY DEF: 2
(A) Technical Description of the Deficiency: TEST	(B) Basis for rejection or validation the deficiency (Include Dwg/Spec violation involved): TEST
Defect Valid: Justification for Invalid:	No
Technically Acceptable: Minor Repair Description:	A-AS-IS
Technical Receipt Inspection Adequate: Recommended Revisions:	No
Vendor/DCMA Actions: Recommended Actions:	No
DCMA Inspection Adequate: Recommended Revisions:	No
Technical Ordering Data Adequate: Recommended Revisions:	No
Stock Screening Recommended: Justification Not to Screen/Screening Inspection Criteria: USER	No
Installed Material: Installed Material Actions: Action for Installed Material:	No No

Figure 4.21

(M) PQDR Recommendation: Yes ▼
PQDR RCN:

PQDR Justification

Originator Point Correspondence: Signed By: Signed Date: 02/27/2020
Screening Point Correspondence: Signed By: Signed Date: 03/10/2020
Action Point Correspondence: Signed By: Signed Date: 03/10/2020
Screening Point Final Correspondence: Final Signature

Save Draft Spell Check Add/View Attachments Remarks Sheet Save and Exit Back

Figure 4.22

The Screening Point has additional data fields to complete after evaluating the Action Point Responses (See **Figure 4.23** and **Figure 4.24**).

Screening Point Resolution :

Figure 4.23

Screening Point Resolution: The Screening Point will provide a resolution/disposition for the defective material based on the Action Point responses. Note that if the option to not route the ER to the Action Point (as described in **Section 4.2**), the screening point resolution and subsequent final signature (below) will be utilized at that part of the process.

(M) PQDR Recommendation: Yes ▼
PQDR RCN:

PQDR Justification

Originator Point Correspondence: Signed By: Signed Date: 02/27/2020
Screening Point Correspondence: Signed By: Signed Date: 03/10/2020
Action Point Correspondence: Signed By: Signed Date: 03/10/2020
Screening Point Final Correspondence: Final Signature

Save Draft Spell Check Add/View Attachments Remarks Sheet Save and Exit Back

Figure 4.24

Associated Data Fields:

- **(M) PQDR Recommendation:** Select the appropriate answer.
- **PQDR RCN:** If a PQDR is written, enter the full PQDR RCN. Note that the PQDR RCN is also saved onto the record separately when creating a PQDR directly from the ER (See **Section 4.11**).
- **PQDR Justification:** Enter the justification for writing or not writing a PQDR.

Associated Button Functionality:

- **Final Signature Button:** The Screening Point Final Signature button has the same requirements as the Originator's Sign button, for explanation of screens and signing requirements see **Section 3.4**.

4.11 Create PQDR

Create PQDR hyperlink (See **Figure 4.25**) will display the PQDR Originator Data Entry page. Detailed instructions for PQDR can be found [here](#) in the PDREP main page under Manuals and User Guides.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

[ERS Worklist](#) | [Create New ERS](#) | [ERS Search/Reports](#) | [ERS Clone](#) | [ERS Ad Hoc Reports](#)

CHOOSE LEVEL

- [Originator](#)
- [Screening Point](#)
- [Action Point](#)

QUICK VIEWS

- [View Report \(PDF\)](#)
- [View Remarks \(PDF\)](#)
- [View Points of Contact History](#)


ATTACHMENTS

- [View/Upload Files \(0\)](#)

Screening Point Data Entry

RCN: N65726-20-0003 NSN/LSN: [9999123456789](#)
Category: CATEGORY II Status: ACTIVE
Location of ERS: SCREENING POINT FROM ACTION POINT

Screening Point - Editable Fields
You may enter Screening Point data by selecting the links below
[View/Edit Screening Point Data](#)

Create PQDR/SDR from ER
[Create PQDR](#) 
[Create SDR](#)

Rebut ERS
[Rebut the Action Point Decision](#)

Send Message To
[Originator](#) | [Action](#) | [Other](#)

Session Tracking: [N65726200001](#)
[N65726200003](#)

Figure 4.25

NOTE: Create PQDR/SDR hyperlinks are available once ER is received by the Screening Point - in most instances Action Point evaluation is required; however, the option is available for those cases when Action Point input is not required.

When a PQDR is created from an ER, the associated PQDR will be hyperlinked on the ER base page. See **Figure 4.26**.


Home • Help		User Profile: USER (BETA) GUIDE • Logout	
ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports			
CHOOSE LEVEL		Screening Point Data Entry	
Originator Screening Point Action Point		RCN: N65726-20-0003 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: SCREENING POINT FROM ACTION POINT	
QUICK VIEWS		Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data	
View Report (PDF) View Remarks (PDF) View Points of Contact History		Related QDRs  N65726200001	
ATTACHMENTS		Create PQDR/SDR from ER Create PQDR Create SDR	
View/Upload Files (0)		Rebut ERS Rebut the Action Point Decision	
		Send Message To Originator Action Other	

Figure 4.26

4.12 Create SDR

Create SDR hyperlink (See **Figure 4.27**) will display the SDR Originator Data Edit page. Detailed instructions for SDR can be found [here](#) in the PDREP main page under Manuals and User Guides.


Home • Help		User Profile: USER (BETA) GUIDE • Logout	
ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports			
CHOOSE LEVEL		Screening Point Data Entry	
Originator Screening Point Action Point		RCN: N65726-20-0003 NSN/LSN: 9999123456789 Category: CATEGORY II Status: ACTIVE Location of ERS: SCREENING POINT FROM ACTION POINT	
QUICK VIEWS		Screening Point - Editable Fields You may enter Screening Point data by selecting the links below View/Edit Screening Point Data	
View Report (PDF) View Remarks (PDF) View Points of Contact History		Create PQDR/SDR from ER Create PQDR Create SDR 	
ATTACHMENTS		Rebut ERS Rebut the Action Point Decision	
View/Upload Files (0)		Send Message To Originator Action Other	
		Session Tracking: N65726200001 N65726200003	

Figure 4.27

4.13 Forward to Originator Point for Closing

The forward to Originator Point for Closing link is available for records that had the Final Signature from the Screening Point completed but not forwarded to the Originator Point. When clicked it opens the same page as the Forward ERS button does, see **Section 3.6** for instructions.

5. Action Point

NOTE: For Prime Contractor Action Points (Including Nuclear CDAs), please see Section 10 regarding Prime Contractor access to ERS.

A complete explanation on accessing ERS and navigating to individual ERs is available in **Section 1** and **Section 2** of this user guide. Additionally, ensure when at the worklist page that Action Point under *Show Worklist For:* has been selected then click the Display Standard Worklist button. After selecting the record from the Worklist or from an RCN search (or alternatively using a custom worklist), the record will display the Action Point Data Entry page (See **Figure 5.1**).

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL	Action Point Data Entry
Originator	RCN: N65726-20-0005 NSN/LSN: 9999123456789
Screening Point	Category: CATEGORY II Status: ACTIVE
Action Point	Location of ERS: ACTION POINT FROM SCREENING POINT
QUICK VIEWS	Action Point - Editable Fields
View Report (PDF)	You may enter Action Point data by selecting the links below
View Remarks (PDF)	View/Edit Action Point Data
View Points of Contact History	Release ERS
	Re-Assign/Transfer to new POC within DoDAAC
ATTACHMENTS	Send Message To
View/Upload Files (0)	Screening

Figure 5.1

If the receipt acknowledgement has not been performed, then the page will display like **Figure 5.2**.

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports	
CHOOSE LEVEL	Action Point Data Entry
Originator	RCN: N65726-20-0005 NSN/LSN: 9999123456789
Screening Point	Category: CATEGORY II Status: ACTIVE
Action Point	Location of ERS: ACTION POINT FROM SCREENING POINT
QUICK VIEWS	Acknowledge ERS
View Report (PDF)	Send Screening Point Acknowledgement of Receipt ←
View Remarks (PDF)	Release ERS
View Points of Contact History	Re-Assign/Transfer to new POC within DoDAAC
ATTACHMENTS	Send Message To
View/Upload Files (0)	Screening

Figure 5.2

5.1 Acknowledge ERS

Click on the Send Screening Point Acknowledgement of Receipt link and the Send Message screen will display (See **Figure 5.3**) shows the email from the Screening Point is auto-populated and the Choose Correspondence Type is automatically selecting Send Screening Point Acknowledgement of Receipt. The remaining functionality of this page is the same as explained in **Section 4.1**.

Send Back

Email address of Screening Recipient:

Add Email to TO/CC: <SELECT>

CC:

Add CC Email: CC List

(M) Choose Correspondence Type: Send Screening Point Acknowledgement of Receipt

Type Message:

Figure 5.3

After completing the Acknowledgement of Receipt process, the Action Point base page will be displayed (See **Figure 5.4**).

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point

QUICK VIEWS

- View Report (PDF)
- View Remarks (PDF)
- View Points of Contact History

ATTACHMENTS

- View/Upload Files (0)

Action Point Data Entry

RCN: N65726-20-0004 NSN/LSN: 9999123456789

Category: CATEGORY II Status: ACTIVE

Location of ERS: ACTION POINT FROM SCREENING POINT

Action Point - Editable Fields

You may enter Action Point data by selecting the links below

[View/Edit Action Point Data](#)

Release ERS

[Re-Assign/Transfer to new POC within DoDAAC](#)

Send Message To

[Screening](#)

Figure 5.4

5.2 Accessing the Action Point Data Entry

The Action Point will use the View/Edit Screening Point Data hyperlink to open the ERS Action Point Data Entry page that contain the Originators and Screening Point data entry fields which will not be editable.

The ERS Action Data Entry screen as received from the Screening Point. (See **Figure 5.5**, **Figure 5.6**, **Figure 5.7** and **Figure 5.8**).

ERS Action Data Entry

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To save the record, click Save
5. To cancel the process, click Cancel

Save Draft Spell Check Add/View Attachments Remarks Sheet Save and Exit Back

Last Used RCN by N65726 for Activity N65726 :
Last Used RCN for Activity N65726 :

(M) Category: CAT II

SAM Number:

(M) Report Control Number: N65726 - 20 - 0004 Activity Year S/N M/R Serial Number

(M) Action Point Release Date: Action Point Receipt Date: 02/27/2020 ERS Due Date: 03/13/2020

Revised Due Date:

(CM) Revised Due Date Justification: <SELECT>

(M) From SYSCOM: 7 - OTHER NAVY
DODAAC: N65726
Activity Name:
Address:
City, State, Zip:

(M) Originator Name, Phone Number & Email Address
Name Telephone Number Email Address

Priority 1:
Priority 2:
Priority 3:

(M) Screening Point Name, Phone Number & Email Address
Name Telephone Number Email Address

Screening Point Priority 1:
Screening Point Priority 2:
Screening Point Priority 3:

(M) Date Deficiency Was Discovered: 02/27/2020 (M) Material Received Date: 02/19/2020 Need by Date:

Figure 5.5

(M) Deficient Item Part Number

Quantity			
<u>Received</u>	<u>Inspected</u>	<u>Deficient</u>	<u>In Stock</u>
2	2	2	0

DoD Unique Item Identifier

(M) Item Repairable Item

N-NEW Unknown

Requisition/Document Number Requisition Quantity

Action Requested

C -CREDIT

(M) Status

A-ACTIVE ▼

Figure 5.6

Defect Material Attribute: 2-DAMAGE	QTY DEF: 2
--	---------------

(A) Technical Description of the Deficiency: TEST	(B) Basis for rejection or validation the deficiency (Include Dwg/Spec violation involved): TEST
--	--

Defect Valid: Yes ▼

Justification for Invalid:

Technically Acceptable: A-AS-IS ▼

Recommended Action:

Technical Receipt Inspection Adequate: Yes ▼

Recommended Revisions:

Vendor/DCMA Actions: Yes ▼

Recommended Actions:

DCMA Inspection Adequate: Yes ▼

Recommended Revisions:

Technical Ordering Data Adequate: Yes ▼

Recommended Revisions:

Stock Screening Recommended: Yes ▼

Justification Not to Screen/Screening Inspection Criteria:

Installed Material: Yes ▼

Installed Material Actions: Yes ▼

Action for Installed Material:

Save

Figure 5.7

ORIGINATOR RECCOMENDATION:
 Recommended Purge and Inspection of
 Supply System and End-User Held Stock:

Effect on Installed Material:

Recommended Changes to Prevent :
 Technical Ordering Data:

Government Source Inspection:

Suggested corrective action for items currently in Navy:

End service use if NSN is Not (1H) or (x) "Entry not applicable for vendor procured material:

Screening Point Historical Data :
 TEST

Screening Point Misc Notes :
 TEST

☐ Info Only
 Screening Point Resolution :

Action Point Misc Notes :

(M) Is there U-NNPI data present in this ER? : No ▼

Originator Point Correspondence: Signed By:
 Screening Point Correspondence: Signed By:
 Action Point Correspondence: Sign

Signed Date: 02/27/2020
 Signed Date: 02/27/2020

Save Draft
Spell Check
Add/View Attachments
Remarks Sheet
Save and Exit
Back

Figure 5.8

Associated Data Fields:

- **Action Point Release Date:** The data field will auto-populate with a date after the Action Point Releases the ER back to the Screening Point.
- **Action Point Receipt Date:** The data field will auto-populate when the Action Point sends the Screening Point Acknowledgement of Receipt.
- **ERS Due Date:** Is auto-populated with a date 15 days after the Screening Point releases the ER to the Action Point. This date represents the date the ER is due back to the Screening Point.

- **Revised Due Date and Revised Due Date Justification:** If the Action Point needs to revise the ERS Due Date the new date is documented in this field. At the time a revised date is entered the Revised Due Date Justification becomes mandatory and a selection from the drop down list is required. For a list of justification codes see **Table 5.1**.

Symbol	Description
A	Additional Information Requested
B	Additional information Requested - Testing
C	Additional information Requested - Pictures
D	Additional information Requested – Measurements/Insp
E	Requesting a Telecon/meeting/vendor visit
F	Need to see material in person
G	LAR re-assigned to another CDA
H	Waiting for response from Engineering
I	NAVSEA concurrence requested
J	Other

Table 5.1

- **(M) Status:** Defaults to A-ACTIVE. This can be changed. If the ER is for Information Only, the status should be set to AI.
- **Defect Valid:** The Action Point will determine if the Defect Material Attribute described is valid or not. Select the correct answer and provide a justification if the answer is no in the Justification for invalid text field.
- **Technically Acceptable:** Select whether the material is acceptable as is, needs a minor repair or No. In the text field, explain why it is acceptable as is, describe the repair that is required or explain why the material is not technically acceptable.
- **Technical Receipt Inspection Adequate:** select the correct answer; if receipt inspection is not adequate explain what needs to be changed.
- **Vendor/ DCMA Actions:** Select the correct answer, if the Vendor or DCMA have actions detail those actions in the narrative.
- **DCMA Inspection Adequate:** Determine if DCMA inspections are adequate select the correct answer, if DCMA needs to change inspection procedures explain what needs to be changed in the narrative.
- **Technical Ordering Data Adequate:** Determine if the technical ordering data is adequate, select the correct answer. If the ordering data needs to be changed, provide the changes in the narrative.
- **Stock Screening Recommended:** determine if a Stock Screening is required, select the correct answer. Provide the stock screening requirements or a justification as to why a stock screening is not warranted.
- **Installed Material:** Determine if the installed material is affected, select the correct answer, determine if any actions are required for the installed material, select the correct answer. Provide the actions required on the installed material in the narrative text box.

- **Action Point Misc. Notes:** The Action Point may provide any additional information necessary to the investigation.
- **(M) Is there U-NNPI data present in this ER?** This question is to ensure that U-NNPI data is handled correctly and to inform all users that U-NNPI data is present, which will assist with the prevention of transferring U-NNPI data to other PDREP applications that are not authorized to contain U-NNPI data.

Associated Button Functionality:

- **Save:** Click the save button to save the answers and narratives. Note that the save button within the box for editing these responses must be utilized rather than the Save Draft button at the top of the page to save these values.

5.3 Additional Button Functionality

The buttons on the top and bottom of the ER Action Data Entry page have the same functionality as the Originator; they have been explained in **Section 3.3** of this user guide.

5.4 Action Point Signing the ER

The Action Point Correspondence Sign button has the same requirements as the Originator's Sign button, for explanation of screens and signing requirements see **Section 3.4** of this user guide.

5.5 Action Point – ER Base Page

To access the Base Page, click on an RCN hyperlink from the Worklist as detailed in **Section 2** or the result of an RCN Number/Requisition Number search described in **Section 6**. The base page provides users with a method of reviewing ER status, sending relevant correspondence and identifying the investigating parties. This page has different configurations based on what status the record is in **Figure 5.14** shows the page in Active status prior to the Action Point signature.

CHOOSE LEVEL	Action Point Data Entry
Originator	RCN: N39040-19-0084
Screening Point	NSN/LSN: 9B5331005793158
Action Point	Category: CATEGORY II
	Status: ACTIVE
	Location of ERS: ACTION POINT FROM SCREENING POINT
QUICK VIEWS	
View Report (PDF)	Action Point - Editable Fields
View Remarks (PDF)	You may enter Action Point data by selecting the links below
View Points of Contact History	View/Edit Action Point Data
ATTACHMENTS	
View/Upload Files (0)	Release ERS
	Re-Assign/Transfer to new POC within DoDAAC
	Send Message To
	Originator Screening

Figure 5.14

Associated Links:

- The View/Edit Action Point Data link opens the same data entry page that was described in **Section 5.2** for additional information on data entry see **Section 5.2**.
- **View/Add Notes or Reference Briefs:** The View/Add Notes and Reference Brief link provides access to input or view additional information about the processing of the ER. This information is internal to PDREP and does not appear on any reports or correspondence. The notes are visible to PDREP users that have access to ERS, not just the user who entered the note.
- **Re-Assign/Transfer to new POC within DoDAAC:** See **Section 8.1**

- **Send Message To:** The page that displays after clicking the hyperlink is nearly identical to the forwarding page previously discussed in **Section 3.6**. When the Action Point contacts the Originator, it is mandatory to CC the screening point – this is automatically filled in.

5.6 Forwarding (Release) ER to the Screening Point

The Screening Point has signed the ER and it is ready for the Action Point. Click on the Forward ERS to Action Point button located on the Screening Point Data Entry page (See **Figure 5.15**).

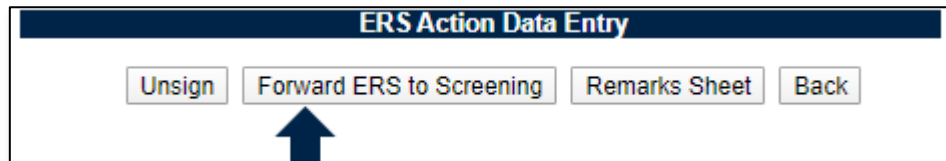


Figure 5.15

Alternate method for forwarding the ERS to the Action Point is located on the ERS base page using Forward to Screening Point for Closing hyperlink under the Release ERS (See **Figure 5.16**).

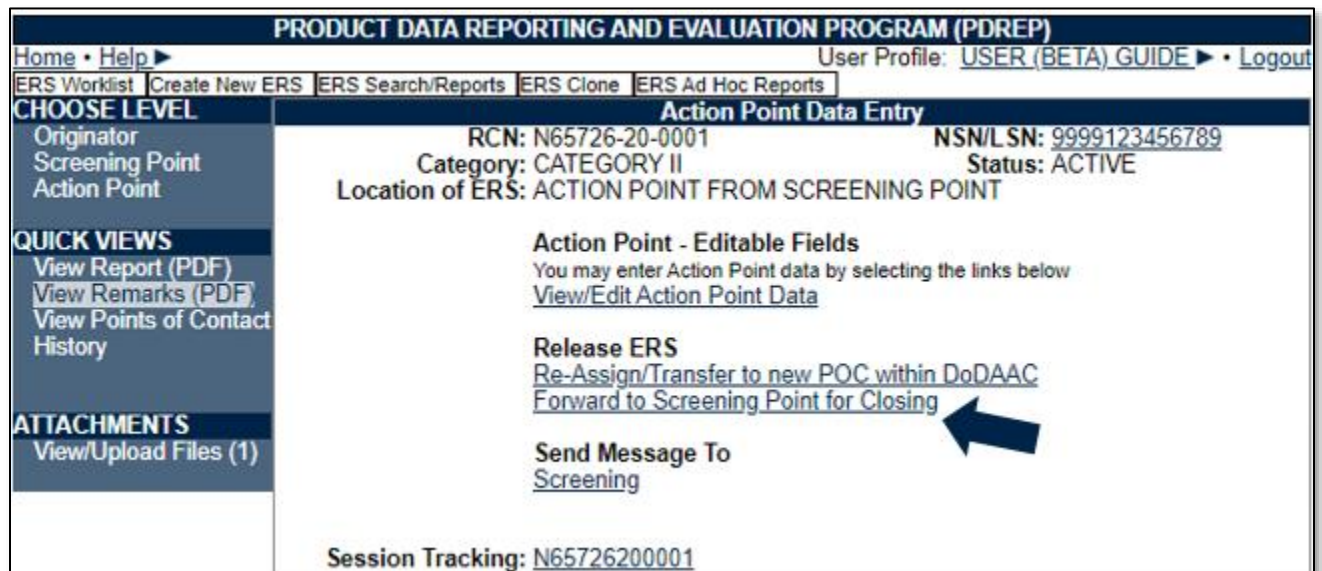


Figure 5.16

The pages that displays after clicking the hyperlink are nearly identical to the forwarding the ER pages previously discussed in **Section 3.6**.

6. ER Search/Reports

ERS contains customized searches for users to easily access the record they need. In addition to this, the results displayed will have the Report Control Number (RCN) of the records in hyperlink form so that the user can directly access that record. Search criteria entered will be saved and kept for the entire user session.

6.1 Accessing ER Search

- A. To access ER Search/Reports select the *ER Search/Reports* hyperlink from Engineering Referral System (ERS) fly out options (See **Figure 6.1**).

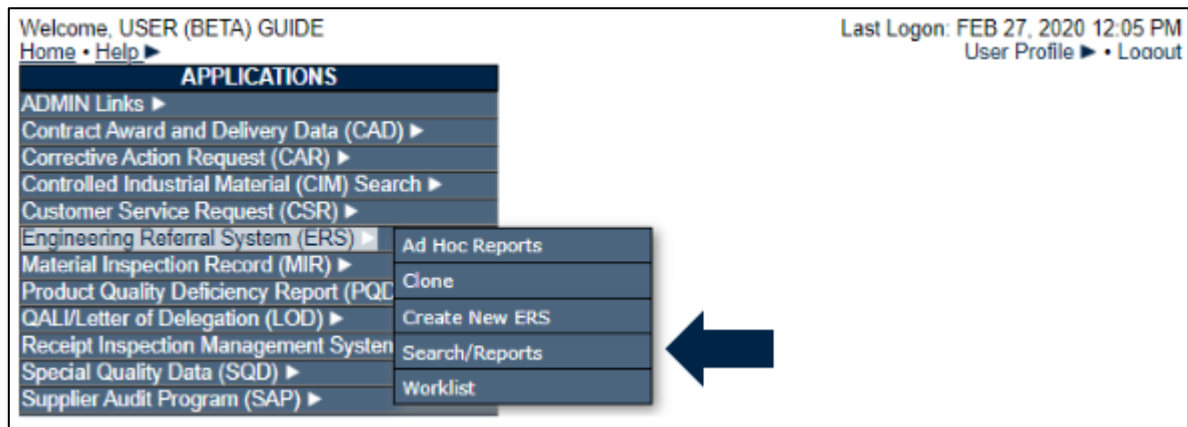


Figure 6.1

If elsewhere within the ERS module, the user may access the ERS Search/Report screen by selecting the “ER Search/Reports” tab (See **Figure 6.2**).

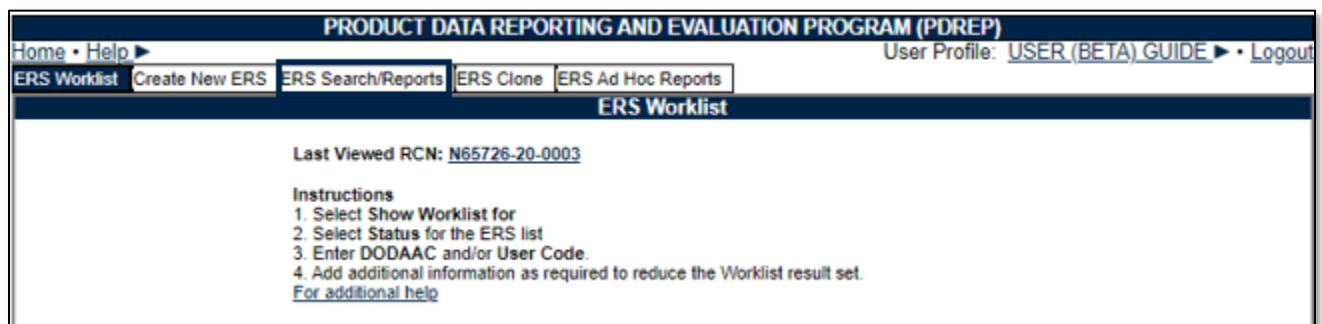


Figure 6.2

When either option is selected, the ER Search/Reports page displays (See **Figure 6.3**).

Home • Help User Profile: USER (BETA) GUIDE • Logout

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports

RCN Search Advanced ERS Search NIIN/Contract Search MIR ERS Search

ERS - RCN Search

Instructions
(M) denotes a mandatory field
1. Enter at least the first 8 characters of your search

(M) RCN Number/Requisition Number:

Search

Figure 6.3

6.2 Example of ER Search/Reports

Sub tabs allow searching by: RCN Search, Advanced ER Search, NIIN/Contract, MIR ERS Search, (See **Figure 6.4**) for this example NIIN/Contract Search has been selected, but all searches work in similar ways, just with different filtering criteria.

Home • Help User Profile: USER (BETA) GUIDE • Logout

ERS Worklist Create New ERS ERS Search/Reports ERS Clone ERS Ad Hoc Reports

RCN Search Advanced ERS Search NIIN/Contract Search MIR ERS Search

ERS - NIIN/Contract Search

Instructions
(M) denotes a mandatory field
1. You must enter Start Date, End Date and at least one other field
2. Correct format for date fields is MM/DD/YYYY or use Calendar.

(M) Start Date: 03/10/2017 (M) End Date: 03/10/2020

Requisition #: Contract #: Part #:

NIIN: 123456789 FSC: COG:

SMIC: CAGE Code: Sort: RCN Number ▼

Search

Figure 6.4

Fields designated with a **(M)** are required in order to obtain search results. These fields are Start Date and End Date.

Enter additional parameters in the fields to further restrict the search results. At least one non-mandatory field must be entered.

When all of the desired criteria have been entered, click the Search button to return results. A sample result set is displayed in **Figure 6.5**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

ERS Worklist | Create New ERS | ERS Search/Reports | ERS Clone | ERS Ad Hoc Reports

RCN Search | Advanced ERS Search | **NIIN/Contract Search** | MIR ERS Search

ERS - NIIN/Contract Search

Instructions
 (M) denotes a mandatory field
 1. You must enter Start Date, End Date and at least one other field
 2. Correct format for date fields is MM/DD/YYYY or use Calendar.

(M) Start Date: 03/10/2017 (M) End Date: 03/10/2020

Requisition #: Contract #:

NIIN: 123456789 FSC:

SMIC: CAGE Code:

Part #: COG: Sort: RCN Number ▼

Search

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

RCN	Preparation Date	Closed Date	Screening Point	Action Point	Requisition No	NSN	PART #
-18-0001	05/16/2018	Open			12345678912345	00-9999-123456789-00	123456789

Figure 6.5

Clicking a RCN in the result set will open the ER, the other hyperlinks will display information based on its heading.

7. ER Clone

7.1 Accessing ER Clone

To access ERS Clone select *ERS Clone* hyperlink from the Engineering Referral System (ERS) fly out options (See **Figure 7.1**).

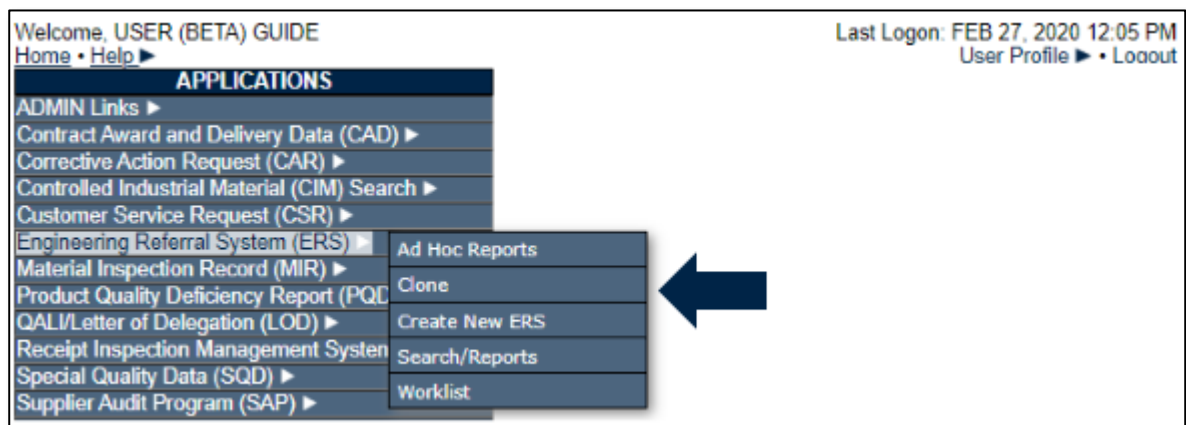


Figure 7.1

If elsewhere within the ERS Module, the user may access the ERS Clone screen by selecting the “ERS Clone” Tab (See **Figure 7.2**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • [Help](#) ▶ User Profile: [USER \(BETA\) GUIDE](#) ▶ • [Logout](#)

ERS Worklist Create New ERS ERS Search/Reports **ERS Clone** ERS Ad Hoc Reports

ERS Worklist

Instructions

1. Select Show Worklist for
2. Select Status for the ERS list
3. Enter DODAAC and/or User Code.
4. Add additional information as required to reduce the Worklist result set.

[For additional help](#)

Figure 7.2

When either option is selected, the ERS – Clone ERS screen will be displayed (See **Figure 7.3**).

ERS Worklist Create New ERS ERS Search/Reports **ERS Clone** ERS Ad Hoc Reports

ERS - Clone ERS

Instructions
(M) denotes a mandatory field

1. Enter RCN (at least 8 characters) or Requisition Number (at least 6 characters) and click Search
2. Or enter MIR (at least 8 characters) and click Search

(M)RCN Number/Requisition Number:

(M)MIR Number:

Figure 7.3

7.2 Cloning a ER

The user will enter the ER RCN to be cloned in the RCN Number/Requisition Number block as shown in **Figure 7.4** and click search.

ERS Worklist Create New ERS ERS Search/Reports **ERS Clone** ERS Ad Hoc Reports

ERS - Clone ERS

Instructions
(M) denotes a mandatory field

1. Enter RCN (at least 8 characters) or Requisition Number (at least 6 characters) and click Search
2. Or enter MIR (at least 8 characters) and click Search

(M)RCN Number/Requisition Number:

(M)MIR Number:

RCN	Status	Category	Requisition No.	Modified by	Modification Date
N65726-200003	A	II			03/10/2020 10:03 A.M.

Figure 7.4

- Click the RCN number that displays which corresponds with the RCN entered and searched for.
- The Clone ER Screen will be displayed with data fields automatically filled from the selected ER in the ERS- Clone ERS screen. The data fields may be edited to fit the defective material being reported. For descriptions and explanations of the Originator data fields see **Section 3** of this User Guide.
- A new and never used Serial number needs to be added to the RCN Serial Number (See **Figure 7.5**).

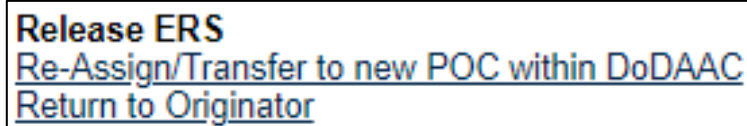
Clone ERS					
Instructions (M) denotes a mandatory field 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. To save the record, click Save Draft 5. To forward ERS to a Screening Point, click Submit ERS 6. To cancel the process, click Cancel					
<div> <input type="button" value="Save Draft"/> <input type="button" value="Cancel ERS"/> <input type="button" value="Spell Check"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Remarks Sheet"/> <input type="button" value="Save and Exit"/> <input type="button" value="Back"/> </div>					
Last Used RCN by RNORM1 N65726 for Activity N65726 : N65726-200005 Last Used RCN for Activity N65726 : N65726-200005					
(M)	Category:	<input type="radio"/> CAT I <input checked="" type="radio"/> CAT II			
		SAM Number: <input type="text"/>			
(M)	Report Control Number:	Activity <input type="text" value="N65726"/>	Year <input type="text" value="20"/>	S/N <input type="text"/>	MIR Serial Number: <input type="text"/>

Figure 7.5

8. ERS Reassign/Return to Originator

8.1 Reassigning ER or Returning an ER to the Originator

To reassign an ER to a different user at the screening or action point level, click the “Re-Assign/Transfer to new POC within DoDAAC” link on the ERS landing page (See **Figure 8.1**).



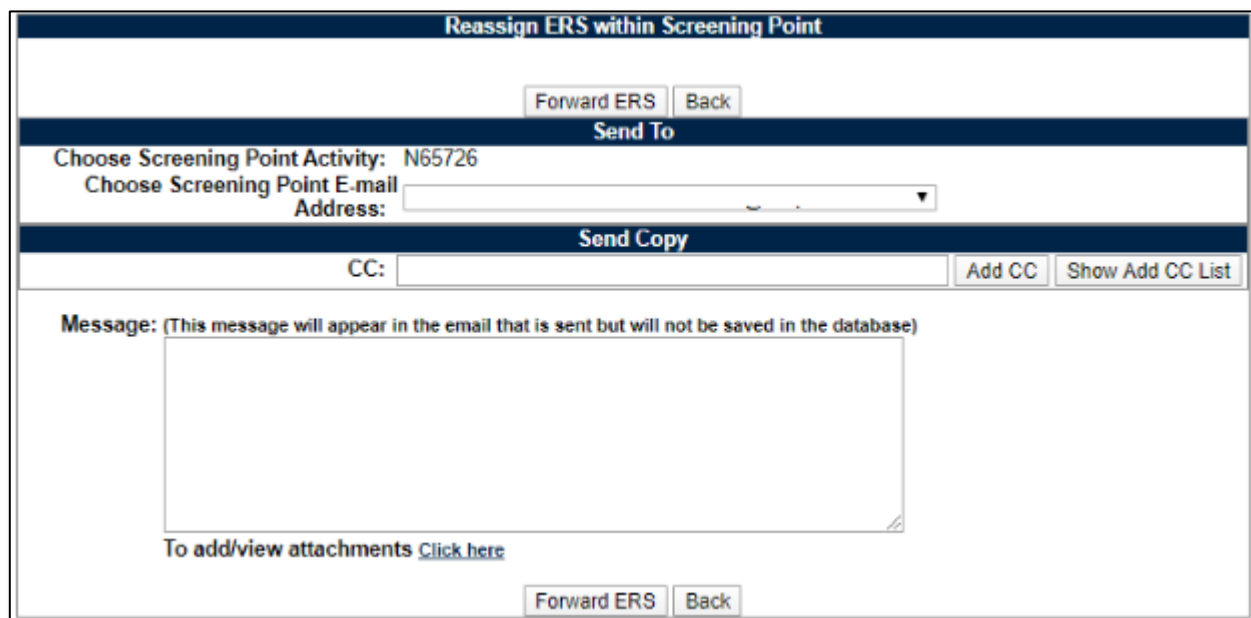
[Release ERS](#)
[Re-Assign/Transfer to new POC within DoDAAC](#)
[Return to Originator](#)

Figure 8.1

To return an ER to the originator, the screening point will click the “Return to Originator” link in the ERS landing page (See **Figure 8.1**).

When either link is clicked, the screen will load either **Figure 8.2** or **Figure 8.3**.

Figure 8.2 depicts the Screening Point version of the page; when viewed at the action point level, the page will work the same but have Action Point labels.



Reassign ERS within Screening Point

[Forward ERS](#) [Back](#)

Send To

Choose Screening Point Activity: N65726

Choose Screening Point E-mail Address:

Send Copy

CC: [Add CC](#) [Show Add CC List](#)

Message: (This message will appear in the email that is sent but will not be saved in the database)

To add/view attachments [Click here](#)

[Forward ERS](#) [Back](#)

Figure 8.2

Return this ERS to the Originator for information	
<div>Forward ERS Back</div>	
Send To	
ERS will be sent back to the following Activity: N65726	
and to this E-mail Address: USER (BETA)GUIDE - ▼	
Send Copy	
CC:	<div>Add CC Show Add CC List</div>
Message: (This message will appear in the email that is sent but will not be saved in the database)	
<div></div>	
To add/view attachments Click here	
<div>Forward ERS Back</div>	

Figure 8.3

On this screen, choose the user that to transfer the ER to.

Enter a message if desired, the message will not be saved to the record but will be sent in an email.

Click the Forward ERS button. Once forwarded, the ER will appear in the selected user's worklist.

9. ERS Ad Hoc Reports

9.1 Accessing ER Ad Hoc Reports

To access an ER Ad Hoc report select *ERS Ad Hoc* hyperlink from the Engineering Referral System (ERS) fly out options (See **Figure 9.1**).

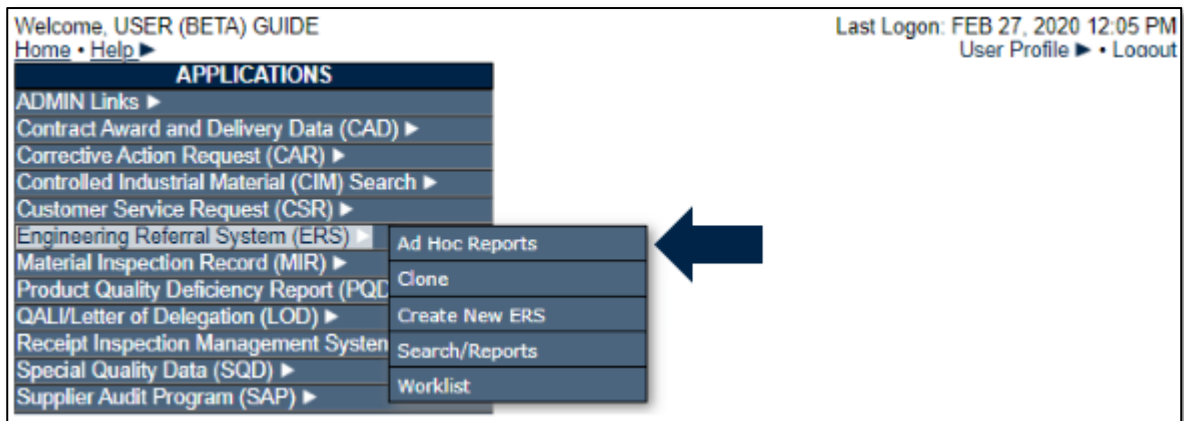


Figure 9.1

If elsewhere within the ERS module, the user may access the ERS Ad Hoc screen by selecting the “ERS Ad Hoc Reports” tab (See **Figure 9.2**).

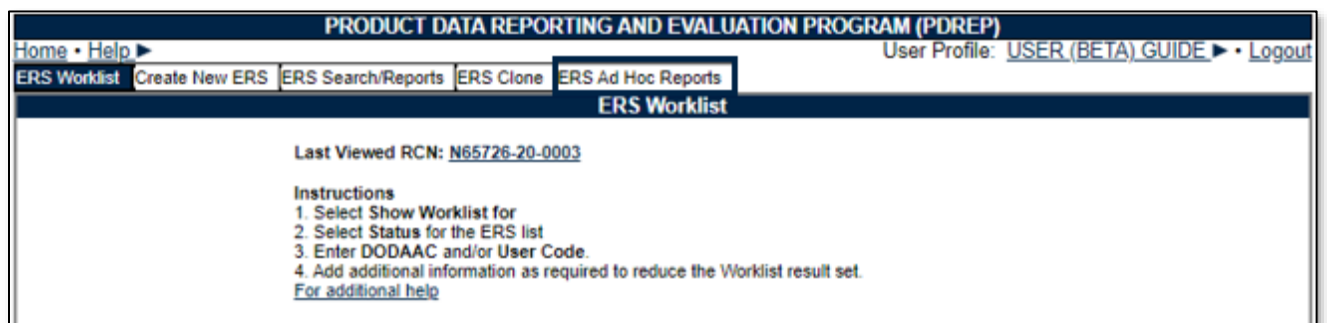


Figure 9.2

When either option is selected, the ERS Ad Hoc Report screen will be displayed (See **Figure 9.3**).

ERS - Ad Hoc Report

Instructions
 To use a previously saved Ad Hoc report:
 1. Select an ad hoc from **My Ad Hoc**s
 2. Click **Open My Ad Hoc** button
 3. To share or delete a previously saved ad hoc, select **Manage My Ad Hoc**s 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 then one where condition select a Logical Expression
 7. Click on **RUN QUERY**

Get Row Count: ☐

Set maximum rowcount: (Maximum size : 20,000)

Select Columns:

Data Elements

- Action
- Action Point Ack Date
- Action Point Activity
- Action Point Code
- Action Point Due Date
- Action Point Email Address
- Action Point Name
- Action Point Phone Number
- Action Point Rebuttal Date
- Action Point Receipt Date

Selected Data Elements

No columns selected

Data Element: ▼

Figure 9.3

9.2 Using ERS Ad Hoc

Please refer to the Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide for assistance using the ERS Ad Hoc.

The ADHOC query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. 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, select specific data elements from that record, and base the query on criteria like a date range or code used in the record to get the results.

Users can run the query and adjust it if it is not exactly what they're looking for by returning to the ADHOC Report page after running a query. The results can be downloaded into MS Excel when complete.

- A. The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide. The User Guide can be located by clicking on the link provided.

https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

- B. While working in the module the user guide page can also be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (See **Figure 9.4**).

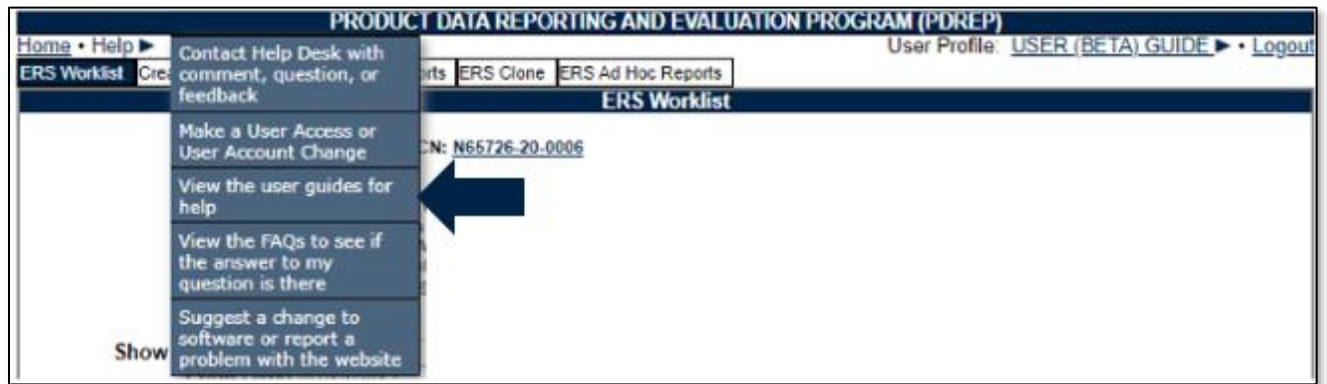


Figure 9.4

Whether which option is used, the PDREP Main Page Guides and Manuals page will be displayed (See **Figure 9.5**).

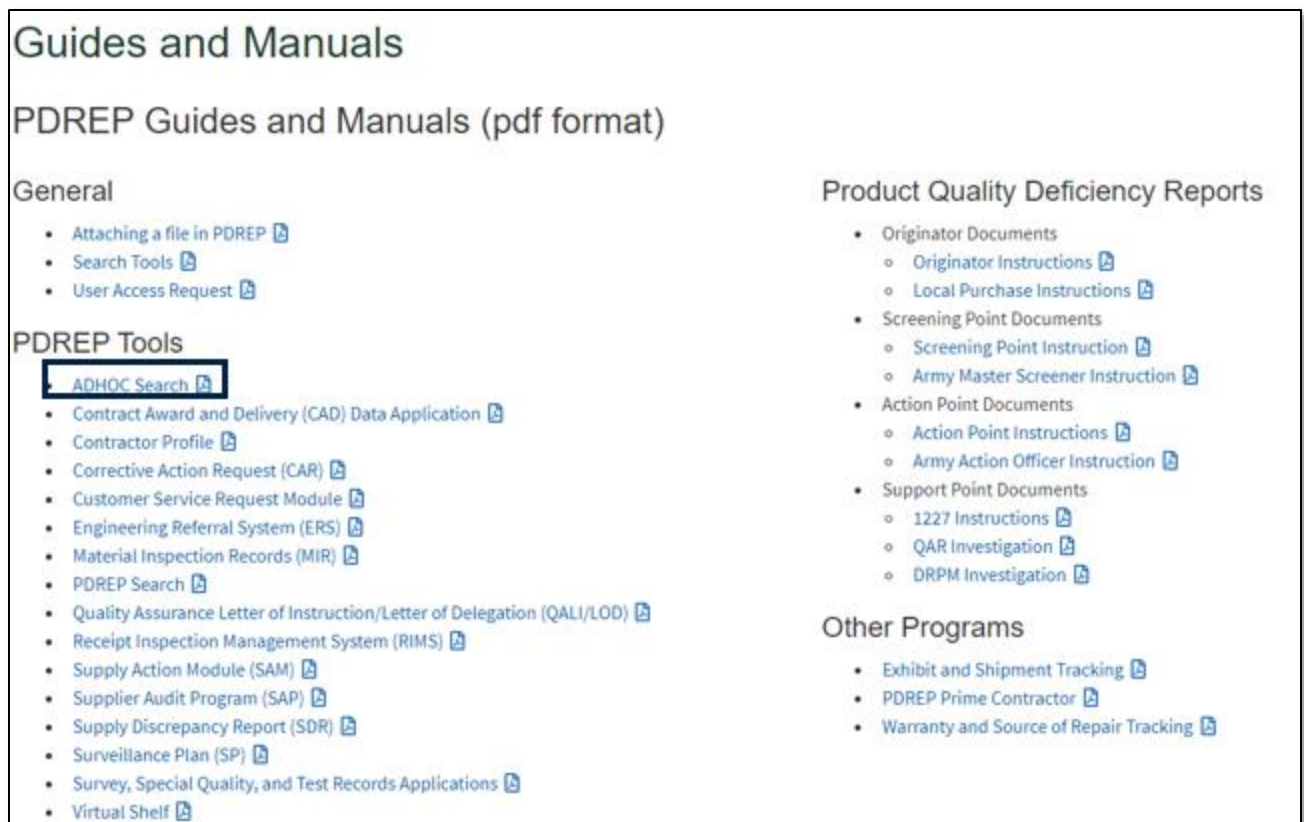


Figure 9.5

10. Prime Contractor Access to ERS

10.1 Prime Contractor Main Menu

When first logging into PDREP as a Prime Contractor user, the following screen will display (See Figure 10.1).

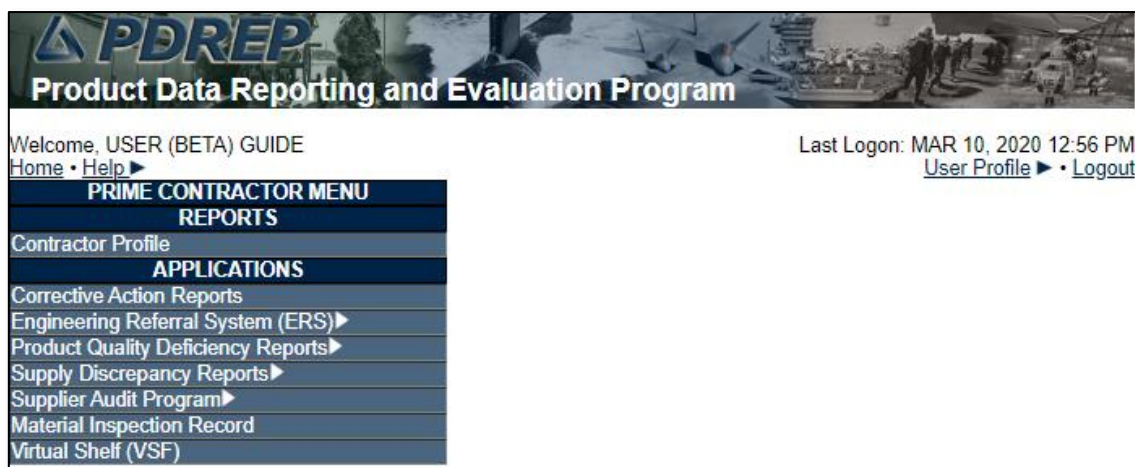


Figure 10.1

For how to properly use the PDREP Main Menu, see **Section 2**.

10.2 Prime Contractor ERS Worklist

The ERS Worklist works very similarly to the regular ERS Worklist. See **Section 2.3** regarding the ERS worklist. An example of the Prime Contractor ERS Worklist is seen in **Figure 10.2**.

The screenshot shows the ERS Worklist form. At the top, there is a title bar that says "ERS Worklist". Below the title bar, there is a section for "Instructions" with four numbered steps: 1. Select Show Worklist for, 2. Select Status for the ERS list, 3. Enter DODAAC and/or User Code, and 4. Add additional information as required to reduce the Worklist result set. There is a link for "For additional help". Below the instructions, there are several input fields: "Show Worklist For:" with a dropdown menu set to "ACTION POINT", "From Date:" with a date field set to "03/10/2017", "DODAAC:" with a dropdown menu set to "N65726", "Sort:" with a dropdown menu set to "RCN ACTIVITY", "Status:" with a dropdown menu set to "CURRENT WORKLIST", "To Date:" with a date field set to "03/10/2020", "User Code:" with a text input field, and "Organization Code:" with a text input field. There is a button labeled "Display Standard Worklist" at the bottom right.

Figure 10.2

The primary difference with the Prime Contractor Worklist is that the DoDAAC field is restricted to only the DoDAACs present on the user's profile. Additionally, currently the only worklist option is for Action Point; the level all Prime Contractor users currently should be.

NOTE: Prime Contractor users do not have access to custom worklists and the ad hoc feature.

11. Summary

This concludes the ERS User Guide. Content provided within this document is maintained by the PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding the ERS module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below:

NSLC Portsmouth Help Desk

Contact us by 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.

APPENDIX 1 - Data Dictionary

ORIGINATOR DATA FIELDS

Item	Field Length	Description	Entry Format
Action Requested		Select the recommendation that best describes your expectations and recommendation for the handling of this ERS. This can greatly expedite processing by the Screening Point. Note: If material return or replacement is requested then please supply a detailed Material Return Address after selecting your recommendation.	Drop Down
Added Date	8	The date form was submitted.	Auto-populated MM/DD/YYYY
Basis For rejection or validation of the deficiency		Specific reasons for rejection.	Text Box
Category	1	A value of "1" or "2" designating the category of the ERS. A category 1 ERS is described as an item that could cause loss of life or catastrophic failure of a major weapon system. Category 2 ERSs are all those which are not category 1.	Radial Button
COG	2	COG is a two-digit code which identifies the item manager (ex 9C).	XX
Condition of Packaging		Condition of Packaging.	Drop Down
Condition of Packaging Narrative		Condition of Packaging Narrative.	Text Box
Contract Line Item No.	6		4-digit Contract Order Number example (0001)

Item	Field Length	Description	Entry Format
Contract Number	17	Filling in this field will allow investigators to efficiently investigate the ER and recoup funds. This is the contract under which the defective/deficient item/commodity was purchased or reworked.	6 position DODAAC example (N00024), seven position Contract Serial Number example (99C0001)
Contract number not provided or unknown		Check this box if the contract was not provided or unknown, this will remove the mandatory requirement for a contract number.	Check Box
Contract Units Received	6	The number of items received based on the contract information entered.	Numeric
Current Disposition of Deficient Item (The Exhibit)		The disposition of the defective material. Please select one from list provided.	Drop Down
Date Deficiency Was Discovered	8	Date indicating when the deficiency was discovered. Either input a date in the form MM/DD/YYYY (12/31/2000) or select from the calendar provided.	MM/DD/YYYY or select from calendar
Defective Material Attribute		The attribute that caused the material to be defective.	Drop Down
Deficiency Type		Deficiency Type.	Drop Down
Deficient	7	The number of deficient items found during the inspection. Must be at least 1.	Numeric
Deficient Item Nomenclature		The name of the defective/deficient item/commodity at its lowest identifiable level. Example (fitting/bronze/1 inch).	Text Box
Deficient Item Part Number	20	Part number of the deficient item.	Alpha-Numeric
Delivery order Number	17		

Item	Field Length	Description	Entry Format
Detailed Cause Code		Please select Codes that most closely describe the types of problems experienced with the defective material. You may select more than one from the List. Be sure to click the add button after selecting each appropriate code.	Drop Down
DoD Unique Item Identifier		A set of data for assets that is globally unique and unambiguous, ensures data integrity and data quality throughout life, and supports multi-faceted business applications and users. For the most current guidance, please reference the UID website at http://www.acq.osd.mil/dpap/pdi/uid/index.html	
DODDAC, Activity Name, Address		DODDAC, Activity Name, Address of the user creating the ER.	Auto-populated from PDREP Profile
Email Address		Email address for the Originator of the ERS.	Auto-populated from PDREP Profile
End Service if NSN is not 1H or X Cog		describe the nuclear service to ensure NAVSUP takes appropriate action.	Text Box
FSC	4	The FSC is a Four-digit code which identifies the general stock classification (ex.9999).	XXXX
Government Furnished Material		Choose either YES, NO, or UNKNOWN. Only select "YES" if the deficient material was furnished by the Government to a Contractor for production purposes.	Drop Down
In Stock	7	The number of items in stock with the same manufacturer or contract number as the deficient item.	Numeric
Inspected	7	The number of items that were inspected.	Numeric

Item	Field Length	Description	Entry Format
Item		Indicates whether or not the defective/deficient item/commodity is Original Equipment, New, Overhauled, Repaired or Unknown.	Drop Down
Label Markings		Label Markings.	Text Box
LSN	9	Local Stock Number.	Alpha-Numeric
Manufacturer CAGE Code	5	Commercial and Government Entity code that identifies the manufacturer of material if different from vendor.	Alpha-Numeric
Material Level Code		The Quality Assurance level of the material.	Drop Down
Material Markings		Material Markings.	Text Box
Material Received Date	8	Date the material was received found on MMD or DD250.	MM/DD/YYYY or select from calendar
MIR Serial Number	8	Serial Number of the associated MIR.	YYDDD-NNN where YYDDD is year and Julian day, NNN is a 3-digit serial number.
Name		Name of Point of Contact for the activity originating the ERS.	Auto-populated from PDREP Profile
Need by Date	8	Date estimate for when the completed ER is needed.	MM/DD/YYYY or select from calendar
NIIN	9	The deficient item's 9-digit National Item Identification Number (NIIN).	XXXXXXXXXX
Originator Miscellaneous Notes		Originator Miscellaneous Notes.	Text Box
Originator Received Date	8	Date the originator received the ER.	Auto-populated MM/DD/YYYY

Item	Field Length	Description	Entry Format
Originator Release Date	8	Date the originator forwarded the ER.	Auto-populated MM/DD/YYYY
Priority 1/2/3		Selections designated to assist in determining the order in which to work the records.	Drop Downs
Purchase Order Number	17	The Purchase Order Number associated with the defective part. This can usually be found on the attached shipping document.	
Quantity Defective		The number of items that are defective under a specific attribute.	Numeric
Received	7	The total number of items received in the same batch or lot as the deficient item. Must be at least 1 and greater than or equal to the number deficient.	Numeric
Recommended Changes to Prevent		Changes that need to be made on Drawings or IRPODS, and any additional inspections required by a government source inspection.	Text Box
Recommended Purge or Inspection		What stock needs to be purged or inspected.	Text Box
Repairable Item		Indicates the item being reported as deficient is repairable (e.g. HP air compressor) versus a consumable (Bolt) item.	Drop Down
Report Control Number (RCN)	12	The Report Control Number identifying the ERS.	DODAAC, a two-digit calendar year, a unique four position serial number
Requisition Number	15	Document number that most often can be found with the deficient material paperwork or product packaging. (ex 1348 or MMD form).	6 digit DODAAC, a single digit year, 3 digit Julian calendar date and a 4-digit serial number

Item	Field Length	Description	Entry Format
Requisition Quantity	6	The number of items received based on the unit of measure.	Numeric
SAM Number	12	Report Control Number of the associated SAM Record.	DODAAC, a two-digit calendar year, a unique four position serial number
Serial Batch Number		If known enter the serial number, lot, heat or batch number of the deficient item.	Alpha-Numeric
Serial/batch/lot Type		Select the type of serial number that you provide.	Drop Down
Sign		CAC Signature of the Engineer who has completed the Originator's portion of the ER.	
SMIC	2	Special Material Identification Code.	XX
Status		Select "A" for normal ERS routing. Select "AI" if ERS is submitted for informational and recordkeeping only and does not require investigation or further action.	Drop Down
Suggested Corrective Action for items in the Navy		Actions to be accomplished to accept or correct the material.	Text Box
SYSCOM		Select the branch submitting this ERS.	Drop Down
TDP or IRPOD Revision	20	TDP or IRPOD Revision.	Alpha-Numeric
Technical Description of the Deficiency		A technical description, which validates the defect.	Text Box
Unit of Measure		Units the material is ordered and issued in, e.g. "EA" = each, "FT" = feet, "CN" = cans, "BX" = box, "LB" = pound, etc.	Drop Down
Vendor CAGE Code	5	Commercial and Government Entity code that identifies the material supplier.	Alpha-Numeric

SCREENING POINT DATA FIELDS

Item	Field Length	Description	Entry Format
Back Order Quantity:	10	The quantity of stock that is in a Back Order status.	Numeric
ERS Due Date:	8	The date that is 21 days from the date the ER is released to the Action point.	Auto-populated MM/DD/YYYY
Info Only:		Check Box to indicate the ER is being released as information only.	Check box
On Hand Quantity:	10	The quantity of on hand stock in the navy supply system.	Numeric
Screening Point Historical Data		Pertinent information related to the deficiency that will assist in the investigation.	Text Box
Screening Point Misc Notes:		Additional information necessary to perform the investigation.	Text Box
Screening Point Name, Phone Number & Email Address:		Name of Point of Contact for the activity originating the ERS.	Auto-populated from PDREP profile
Screening Point Priority 1/2/3:		Selections designated to assist in determining the order in which to work the records.	Drop Downs
Sign		CAC Signature of the QAS who has completed the Screening Point's portion of the ER.	
Status:		Status (M): Select "A" for normal ERS routing. Select "AI" if ERS is submitted for informational and recordkeeping only and does not require investigation or further action.	Drop Down

ACTION POINT DATA FIELDS

Item	Field Length	Description	Entry Format
Action Point Misc Notes:		The Action Point may provide any additional information necessary to the investigation.	Text Box
Action Point Receipt Date:	8	The date the Action Point sends the Screening Point Acknowledgement of Receipt.	Auto-populated MM/DD/YYYY
Action Point Release Date:	8	The date the Action Point Releases the ER back to the Screening Point.	Auto-populated MM/DD/YYYY
DCMA Inspection Adequate:		Determine if DCMA inspections are adequate, if DCMA needs to change inspection procedures.	Drop Down and Text Box
Defect Valid:		The action Point will determine if the Defect Material Attribute described is valid or not, provide a justification if the answer is no in the Justification for invalid text field.	Drop Down and Text Box
ERS Due Date:	8	The date that is 21 days from the date the ER is released to the Action point.	Auto-populated MM/DD/YYYY
Installed Material:		Determine if the installed material is affected; determine if any actions are required for the installed material. Provide the actions required on the installed material in the narrative text box.	Drop Down and Text Box
Revised Due Date and Revised Due Date Justification:		If the Action Point needs to revise the ERS Due Date, the new date is documented in this field. At the time a revised date is entered, the Revised Due Date justification becomes mandatory.	Auto-populated MM/DD/YYYY Drop Down
Sign		CAC Signature of the CDA who has completed the Action Point's portion of the ER.	

Item	Field Length	Description	Entry Format
Status:		Select "A" for normal ERS routing. Select "AI" if ERS is submitted for informational and recordkeeping only and does not require investigation or further action.	Drop Down
Stock Screening Recommended:		Determine if a stock Screening is required. Provide the stock screening requirements or a justification as to why a stock screening is not warranted.	Drop Down and Text Box
Technical Ordering Data Adequate:		Determine if the technical ordering data is adequate. If the ordering data needs to be changes provide the changes in the narrative.	Drop Down and Text Box
Technical Receipt Inspection Adequate:		If receipt inspection is not adequate explain what needs to be changed.	Drop Down and Text Box
Technically Acceptable:		Select whether the material is acceptable as is or needs a minor repair. In the text field explain why it is acceptable as is or describe the repair that is required.	Drop Down and Text Box
Vendor/ DCMA Actions:		If the Vendor or DCMA have actions detail those actions in the narrative.	Drop Down and Text Box

APPENDIX 2 - Priority Codes

Priority One

Symbol	Description
N	NAVSUP WSS
O	OPW
P	PRODUCTION
Q	QUALITY ASSURANCE
S	SUPPLY/STORES
X	NAVSEA MANAGED SPARES

Priority Two

Symbol	Description
0	NO PRIORITY – INSPECT AS TIME PERMITS
1	WORK STOPPAGE IN CRITICAL PATH/CASREP
2	WORK STOPPAGE NON-CRITICAL PATH/TRANSHIP
3	VENDOR FURNISHED, PAYMENT PAST DUE/DESTINATION
4	INSUFFICIENT QTY FOR KNOWN JOBS
5	VENDOR FURNISHED, ON-TIME PAYMENT IN JEOPARDY
6	ZERO BALANCE IN STOCK
7	INSPECT AS TIME PERMITS
8	ACCEPTABILITY QUESTIONABLE, CURE DATES, QDM
9	EMPTY BIN

Priority Three

Symbol	Description
A	EMERGENT, TOP PRIORITY, IMMEDIATE NEED
B	URGENT, NEED ASAP
C	IMPORTANT, NEEDED TO SUPPORT SCHEDULE
D	AVAILABILITY NOT STARTED
E	BACKORDER
F	OTHER

APPENDIX 3 - Units of Issue

Abbreviation	Units of Issue Literal
AM	AMPOULE
AT	ASSORTMENT
AY	ASSEMBLY
BA	BALL
BD	BUNDLE
BE	BALE
BF	BOARD FOOT
BG	BAG
BK	BOOK
BL	BARREL
BO	BOLT
BR	BAR
BT	BOTTLE
BX	BOX
CA	CARTRIDGE
CB	CARBOY
CD	CUBIC YARD
CE	CONE
CF	CUBIC FOOT
CK	CAKE
CL	COIL
CN	CAN
CO	CONTAINER
CS	CASE
CY	CYLINDER
CZ	CUBIC METER
DR	DRUM
DZ	DOZEN
EA	EACH
FT	FOOT

Abbreviation	Units of Issue Literal
FV	FIVE
FY	FIFTY
GL	GALLON
GP	GROUP
GR	GROSS
HD	HUNDRED
HK	HANK
IN	INCH
JR	JAR
KT	KIT
LB	POUND
LG	LENGTH
LI	LITER
LO	LOT
MC	THOUSAND CUBIC FEET
ME	MEAL
MR	METER
MX	THOUSAND
OT	OUTFIT
OZ	OUNCE
PD	PAD
PG	PACKAGE
PM	PLATE
PR	PAIR
PT	PINT
PZ	PACKET
QT	QUART
RA	RATION
RL	REEL
RM	REAM
RO	ROLL
SD	SKID

Abbreviation	Units of Issue Literal
SE	SET
SF	SQUARE FOOT
SH	SHEET
SK	SKEIN
SL	SPOOL
SO	SHOT
SP	STRIP
SX	STICK
SY	SQUARE YARD
TD	TWENTY-FOUR
TE	TEN
TF	TWENTY-FIVE
TN	TON
TO	TROY OUNCE
TS	THIRTY-SIX
TU	TUBE
VI	VIAL
YD	YARD